PropertyIQ™

Release Notes Version 157.0 – 158.1

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SUMMARY

1. Adjustments – A new tab in the adjustments function allows you to bulk edit the chart of accounts code and GST status of a supplier transaction

2. New building sub types. You can now select more sub types in a building card. The choices are:
   - Residential
   - Commercial
   - Industrial
   - Rural
   - Mixed

3. The notes tabs on the building card, supplier card, lot owner card, access register card, insurance claim card, work order card and meeting card now show more detail – the details of the note and the creator of the note, to make it easier to search for a particular note. You can sort the screen by creator by clicking on the column heading.

4. Building card>Info Tab>Committee. When creating a new committee member, they will not be selected as a work order recipient by default. You can still tick the box to make them a work order recipient if you need to.

5. Levy/fee notice template. The words *From* and *To* no longer show in the levy details line on a due notice to make notices more streamlined.

6. Insurance Claims – new merge fields available for the custom merge template type *A4 Insurance Claim*
   - Claim contact name
   - Claim contact AH
   - Claim contact BH
   - Claim contact mobile
   - Claim contact email

7. Lot Owner card>documents tab. To make searching for a levy notice easier, the details now show the end date of the period the levy notice is for.

8. More information now available on lot owner cards:

   - When entering tenant details, you can record the date the details were received. This information shows when you print the lot
   - owner card or when generating a strata roll (full roll)
   - When entering nominee details, you can record the date the details were received and a mobile phone number. This information shows when printing the lot owner card or when generating a strata roll (full roll) and when generating an owner list (if *Include Nominees* is ticked)
   - When entering power of attorney details, you can record the date the details were received and a mobile phone number

9. Building card>Schedules. If you change the UOE of a lot for the main (first) contribution schedule, you will now receive a prompt to ask you whether you want to update the UOE of the lot on the lot owner card. The total UOE amounts are now shown on the schedules screen.

10. Users with permission to edit meetings will now be able to unlock attendance after it has been locked. Unlocking and relocking attendance will generate a new set of reports. The administrator role will have these permissions by default, but other roles will need to have these permissions added.

11. Settings>Application Settings. Change to the tick box "Include Bank Account# on Balance Sheet" now shows as "Include Bank Account# on Financial Reports" If this is ticked, the bank account details now show on the cash management report and the funds management report. Where this is unticked, the bank account details do not show on any financial reports.

12. Reports>Management Reports. The Income and Payments reports can now be exported in excel format.

13. Building Card>Financial Reports. If you generate financial reports and include a header sheet, it now shows the building address

14. You can now see more information about the creation and editing of adjustments. The name of the creating user, the date and time of creation and the name of the last user to edit the item, the last edited date and time now show on bank adjustments and journal adjustments. A new tick box allows you to choose whether you want to view the creator details when viewing items on the lot owner card ledger tab or the supplier card ledger tab.

15. New main menu option – the Help function been moved onto the main menu and has a new icon. Clicking on the Help icon takes you to the PIQ resources page

16. BAS Reporting & Journal Enhancements –

    - BAS – schedule selection. When generating BAS reports, the schedule selection has been removed as this is no longer required. Whether a schedule accounts GST on itself or whether it reports GST on a consolidated basis, is set from the individual schedules' settings.
    - BAS – Settings button to cater for PAYG and opening balances. Under the Settings button on the BAS screen, you can now enter Wages & PAYG payable amounts against each GST registered schedule and building. You can also enter GST Opening Balances for any new buildings entered in PIQ partway through a BAS period. Any amounts entered in the Settings screen will be accounted for when generating BAS reports and journals.
    - BAS reports - New report - G*ST Reconciliation Report.* A new report is now available that shows the variance between the balances of all GST accounts (e.g. GST Paid/Unpaid, GST Collected/Uncollected and the expected balances as at the BAS reporting date. If this report is selected, you can now also post automatic reconciliation journals. This will journal the variance from the GST accounts to the BAS Clearing Account for that fund. The GST Clearing Journal Summary report has also been amended to show any reconciliation journals posted.
    - BAS reports – New Report "GST Exception Report". A new GST Exception report shows any GST Free transactions that have been posted to a GST applicable chart of accounts code, and GST applicable transactions that have been posted to a GST Free chart of accounts code.
    - BAS reports – enhancements. The GST Audit Trail, GST Summary and GST Reconciliation Reports now show any wages, PAYG and opening balance amounts entered in the BAS Settings screen. (Wages and PAYG payable and GST opening balances for any new buildings entered in PropertyIQ part way through a BAS period.)

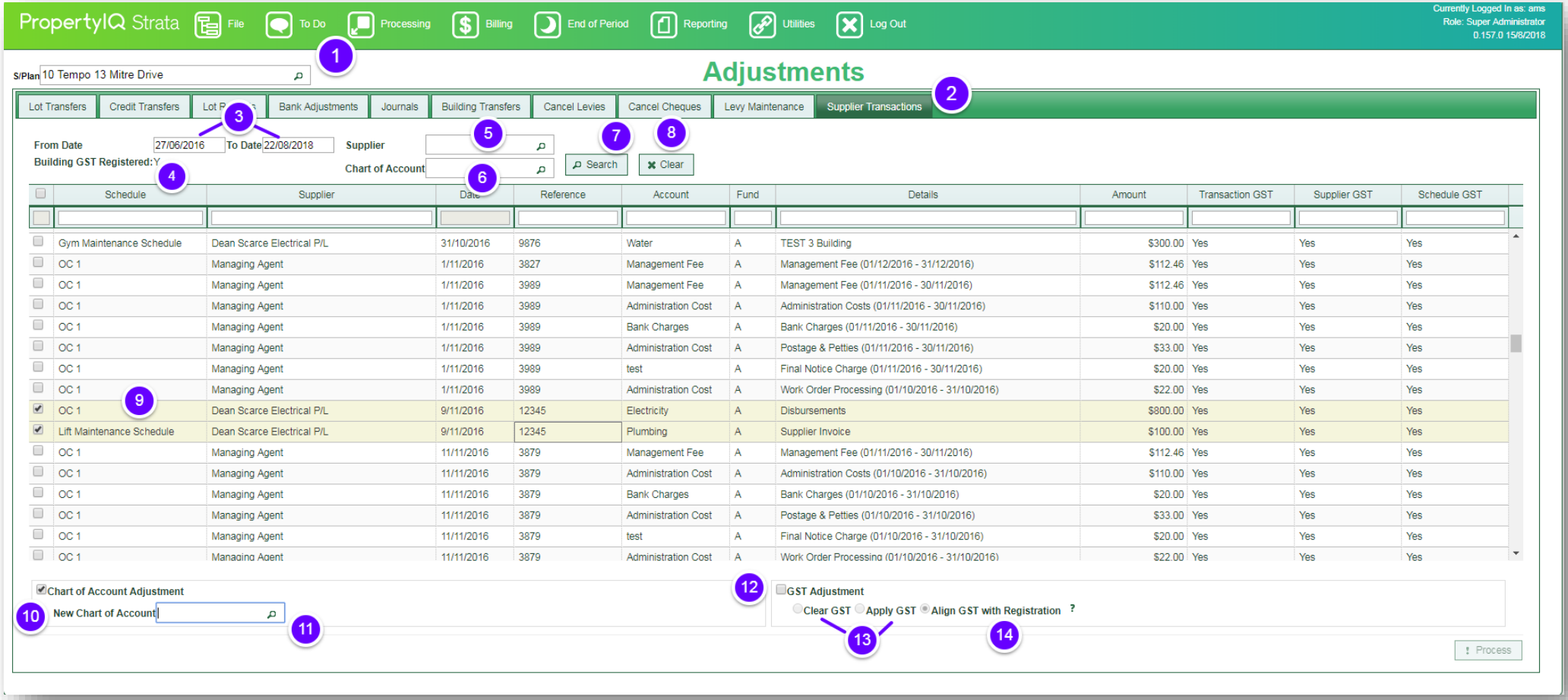
17. An issue that was causing a background server error when generating BAS reports, has now been fixed.

18. Tax Returns enhancements:
    - The option to choose cash or accrual basis has been removed – as tax should always be reported on an accrual basis
    - The income tax report now shows *Income Tax Period* in place of *date range*
    - The option to split schedules has been removed, as schedule consolidation is determined at the schedule level
    - If a schedule does not have its own Tax File Number, then the Tax File Number of the building is used.
19. Victorian Information Certificates. The arrears amount shown on the information certificate is now the same figure that shows on levy notices.
20. Queensland Information Certificates. A number of merge field issues have now been fixed. The plan number, annual contribution amount and instalment numbers for interest/insurance levies, penalty interest amount now only merges if the interest setting is ticked. The penalty interest balance now merges into the penalties table. Calculation of totals in the summary table has been corrected.
21. Meetings – new features
    - Meeting Card>Voting Tab. The mover and seconder for a motion can now be recorded on the voting tab by selecting a lot from the dropdown list
    - You can now record a motion as Out of Order. This shows on the Minutes Motion Report
    - Motions Report & Minutes Motion Report>General Business. Any text entered under the Agenda>General Business accordion for a meeting can now be included in the motions and minutes reports by selecting the *General Business* tick box when generating the motions report and the minutes motion report.
22. Utility Invoicing – ability to edit gas rates. You can now edit a gas rate even if it has already been used.
23. Supplier Payment files. Improvements for folio users where folios have different APCA IDs. When you process a supplier payment run, separate payment files are now created for each folio that has different payment details and APCA ID. (Separate APCA IDs for folios can be set by going to Utilities>Settings>Bank Settings>Payment Slip settings and entering the APCA ID and payment details for each folio.)

DETAILED SCREENSHOTS

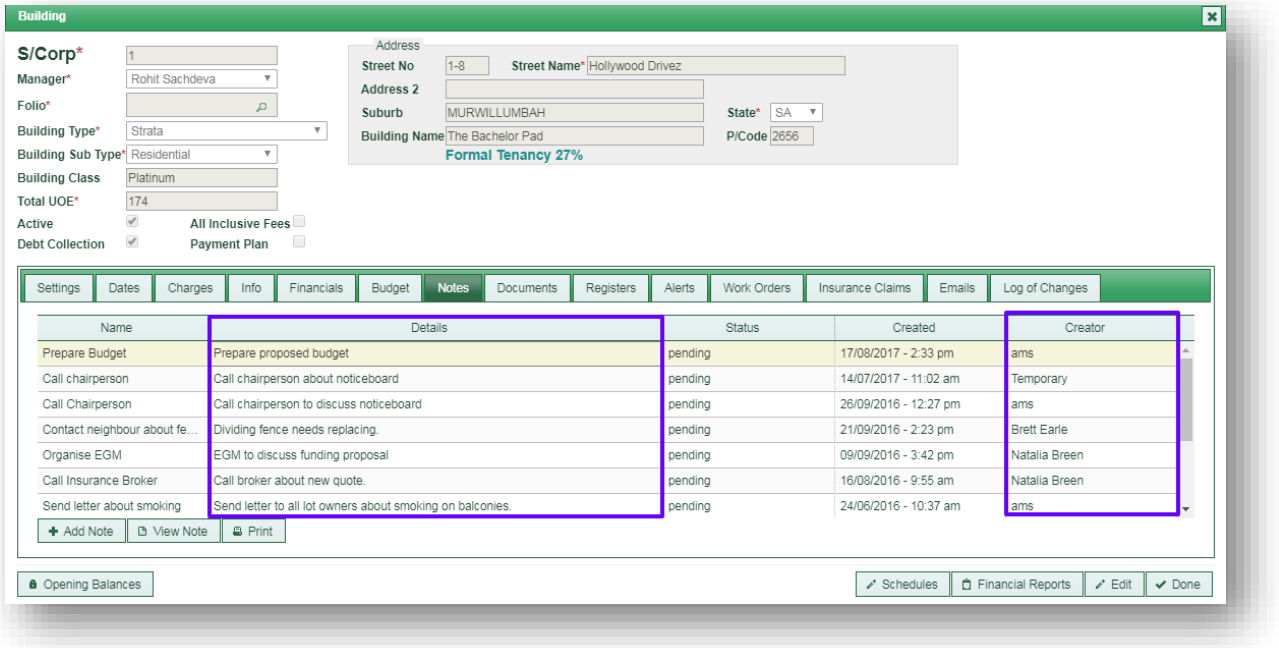
ITEM 1 – SUPPLIER TRANSACTIONS CAN NOW BE ADJUSTED FROM THE ADJUSTMENTS FUNCTION.

1. Adjustments can only be created for a single building at a time, so you need to select your building first
2. Go to the Supplier Transactions tab
3. Enter a date range to search for transactions
4. The GST registered status of the building shows here
5. You can select a single supplier by clicking on the search icon
6. You can select a single chart of account code by clicking on the search icon
7. Click search to search for supplier transactions that fit the criteria you have entered on screen
8. Click *Clear* to clear your criteria
9. Click on the transaction(s) you want to edit, to highlight them
10. Tick here if you want to edit the chart of accounts code allocation for the selected supplier transaction(s)
11. Click on the search icon to search for the code you want to change the allocation *to*
12. Click here to alter the GST allocation of a transaction(s)
13. Click here to either remove or add GST to the transaction(s)
14. Click here to align the GST status of the transaction(s) with the GST Status of the building. (You can hover your mouse over the question mark to see an explanation)


PropertyIQ Strata
File
To Do
Processing
Billing
End of Period
Reporting
Utilities
Log Out
Currently Logged In as: ams
Role: Super Administrator
0.157.0 15/8/2018
S/Plan 10 Tempo 13 Mitre Drive
Adjustments
Lot Transfers
Credit Transfers
Lot P...
Bank Adjustments
Journals
Building Transfers
Cancel Levies
Cancel Cheques
Levy Maintenance
Supplier Transactions
From Date 27/06/2016
To Date 22/08/2018
Supplier
Building GST Registered: Y
Chart of Account
Search
Clear
Schedule
Supplier
Date
Reference
Account
Fund
Details
Amount
Transaction GST
Supplier GST
Schedule GST
Gym Maintenance Schedule | Dean Scarce Electrical P/L | 31/10/2016 | 9876 | Water | A | TEST 3 Building | $300.00 | Yes | Yes | Yes
OC 1 | Managing Agent | 1/11/2016 | 3827 | Management Fee | A | Management Fee (01/12/2016 - 31/12/2016) | $112.46 | Yes | Yes | Yes
OC 1 | Managing Agent | 1/11/2016 | 3989 | Management Fee | A | Management Fee (01/11/2016 - 30/11/2016) | $112.46 | Yes | Yes | Yes
OC 1 | Managing Agent | 1/11/2016 | 3989 | Administration Cost | A | Administration Costs (01/11/2016 - 30/11/2016) | $110.00 | Yes | Yes | Yes
OC 1 | Managing Agent | 1/11/2016 | 3989 | Bank Charges | A | Bank Charges (01/11/2016 - 30/11/2016) | $20.00 | Yes | Yes | Yes
OC 1 | Managing Agent | 1/11/2016 | 3989 | Administration Cost | A | Postage & Petties (01/11/2016 - 30/11/2016) | $33.00 | Yes | Yes | Yes
OC 1 | Managing Agent | 1/11/2016 | 3989 | test | A | Final Notice Charge (01/11/2016 - 30/11/2016) | $20.00 | Yes | Yes | Yes
OC 1 | Managing Agent | 1/11/2016 | 3989 | Administration Cost | A | Work Order Processing (01/10/2016 - 31/10/2016) | $22.00 | Yes | Yes | Yes
OC 1 | Dean Scarce Electrical P/L | 9/11/2016 | 12345 | Electricity | A | Disbursements | $800.00 | Yes | Yes | Yes
Lift Maintenance Schedule | Dean Scarce Electrical P/L | 9/11/2016 | 12345 | Plumbing | A | Supplier Invoice | $100.00 | Yes | Yes | Yes
OC 1 | Managing Agent | 11/11/2016 | 3879 | Management Fee | A | Management Fee (01/11/2016 - 30/11/2016) | $112.46 | Yes | Yes | Yes
OC 1 | Managing Agent | 11/11/2016 | 3879 | Administration Cost | A | Administration Costs (01/10/2016 - 31/10/2016) | $110.00 | Yes | Yes | Yes
OC 1 | Managing Agent | 11/11/2016 | 3879 | Bank Charges | A | Bank Charges (01/10/2016 - 31/10/2016) | $20.00 | Yes | Yes | Yes
OC 1 | Managing Agent | 11/11/2016 | 3879 | Administration Cost | A | Postage & Petties (01/10/2016 - 31/10/2016) | $33.00 | Yes | Yes | Yes
OC 1 | Managing Agent | 11/11/2016 | 3879 | test | A | Final Notice Charge (01/10/2016 - 31/10/2016) | $20.00 | Yes | Yes | Yes
OC 1 | Managing Agent | 11/11/2016 | 3879 | Administration Cost | A | Work Order Processing (01/10/2016 - 31/10/2016) | $22.00 | Yes | Yes | Yes
Chart of Account Adjustment
New Chart of Account
GST Adjustment
Clear GST
Apply GST
Align GST with Registration
Process
1
2
3
4
5
6
7
8
9
10
11
12
13
14

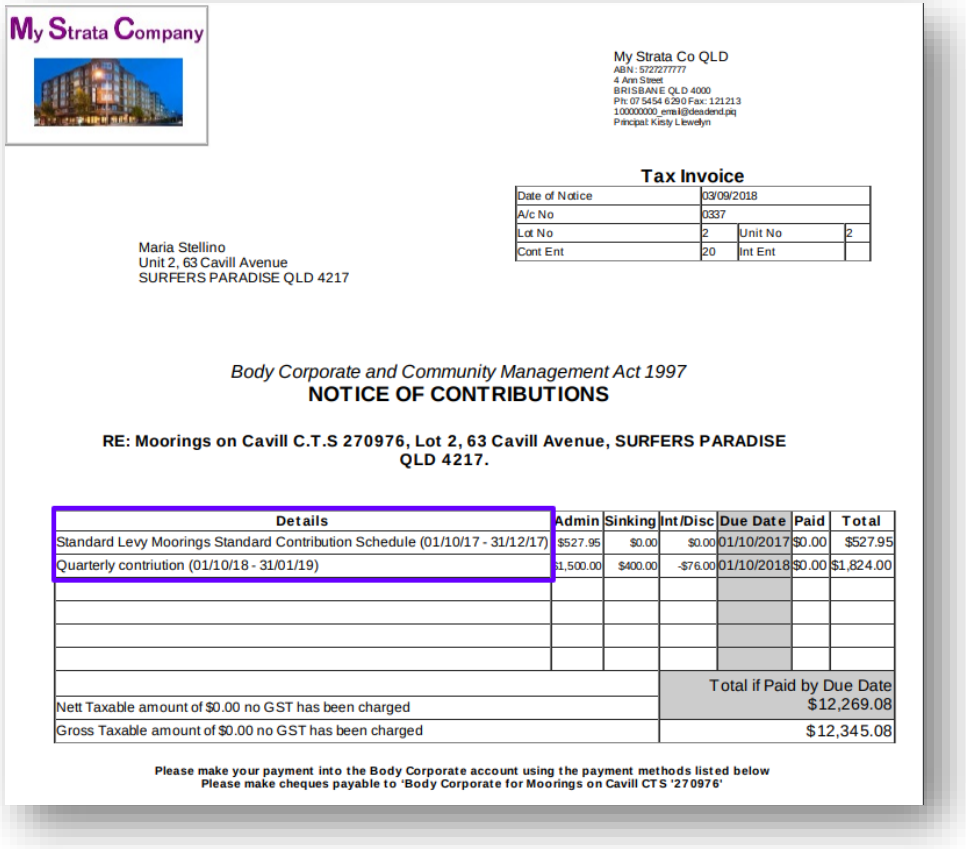
ITEM 3 - MORE DETAILS SHOWN ON THE NOTES TAB

The notes tabs on the building card, supplier card, lot owner card, access register card, insurance claim card, work order card and meeting card now show more detail – the details of the note and the creator of the note, to make it easier to search for a particular note. You can sort the screen by creator by clicking on the column heading.



ITEM 5 – LEVY/FEE NOTICES – IMPROVEMENTS TO THE DETAILS LINE

Notices now look more streamlined: the words “From” and “To” have been removed from the details line.



My Strata Company

My Strata Co QLD
ABN: 5727277777
4 Ann Street
BRISBANE QLD 4000
Ph: 07 5454 6290 Fax: 121213
100000000_email@deadend.pig
Principal: Kirsty Llewellyn

Tax Invoice

Date of Notice	03/09/2018		
A/c No	0337		
Lot No	2	Unit No	2
Cont Ent	20	Int Ent	

Maria Stellino
Unit 2, 63 Cavill Avenue
SURFERS PARADISE QLD 4217

Body Corporate and Community Management Act 1997
NOTICE OF CONTRIBUTIONS

RE: Moorings on Cavill C.T.S 270976, Lot 2, 63 Cavill Avenue, SURFERS PARADISE QLD 4217.

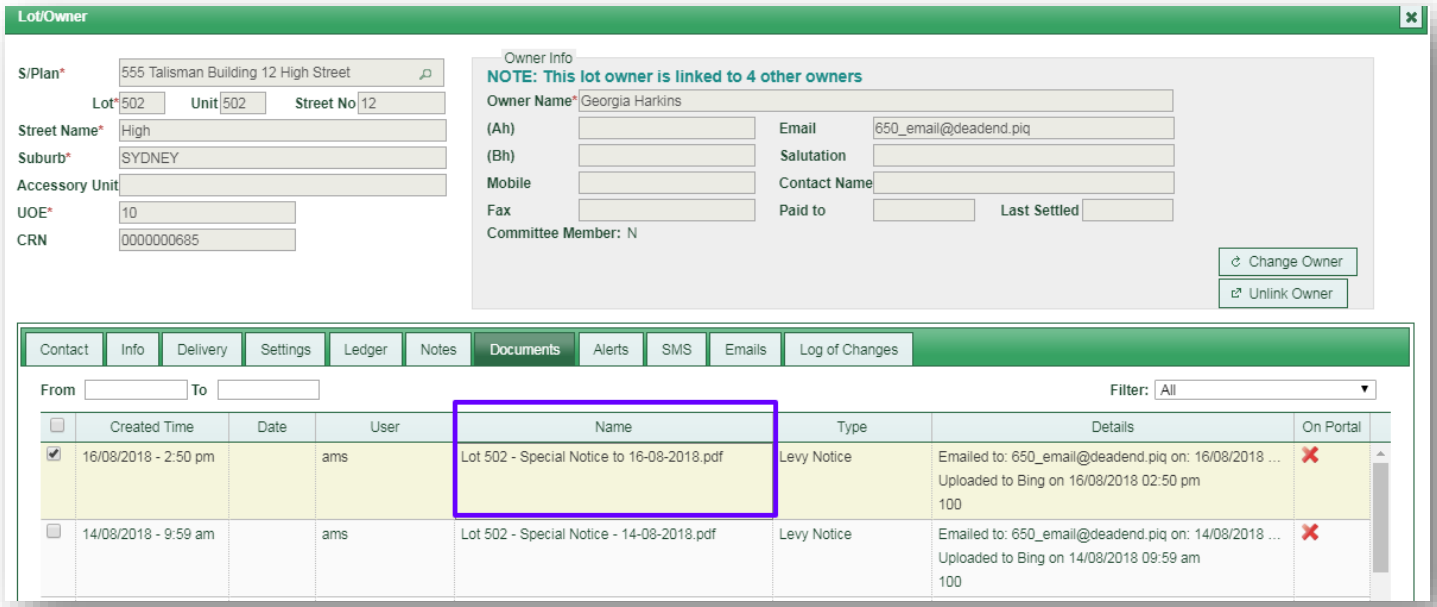
Details	Admin	Sinking	Int/Disc	Due Date	Paid	Total
Standard Levy Moorings Standard Contribution Schedule (01/10/17 - 31/12/17)	$527.95	$0.00	$0.00	01/10/2017	$0.00	$527.95
Quarterly contriution (01/10/18 - 31/01/19)	$1,500.00	$400.00	-$76.00	01/10/2018	$0.00	$1,824.00

	Total if Paid by Due Date
Nett Taxable amount of $0.00 no GST has been charged	$12,269.08
Gross Taxable amount of $0.00 no GST has been charged	$12,345.08

Please make your payment into the Body Corporate account using the payment methods listed below
Please make cheques payable to 'Body Corporate for Moorings on Cavill CTS '270976'

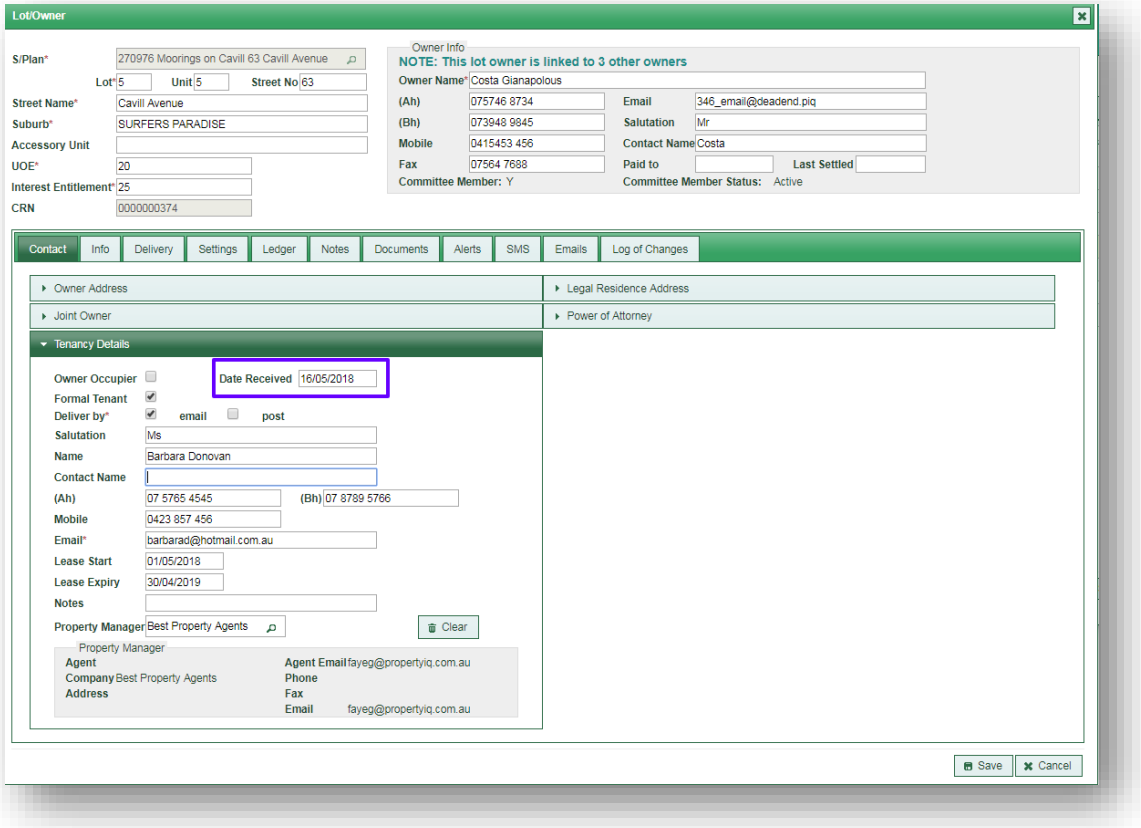
ITEM 7 – LOT OWNER CARD – DOCUMENTS TAB – LEVY NOTICE NOW SHOWS THE END DATE OF THE PERIOD

To make searching for a levy notice easier, the details now show the end date of the period the levy notice is for.

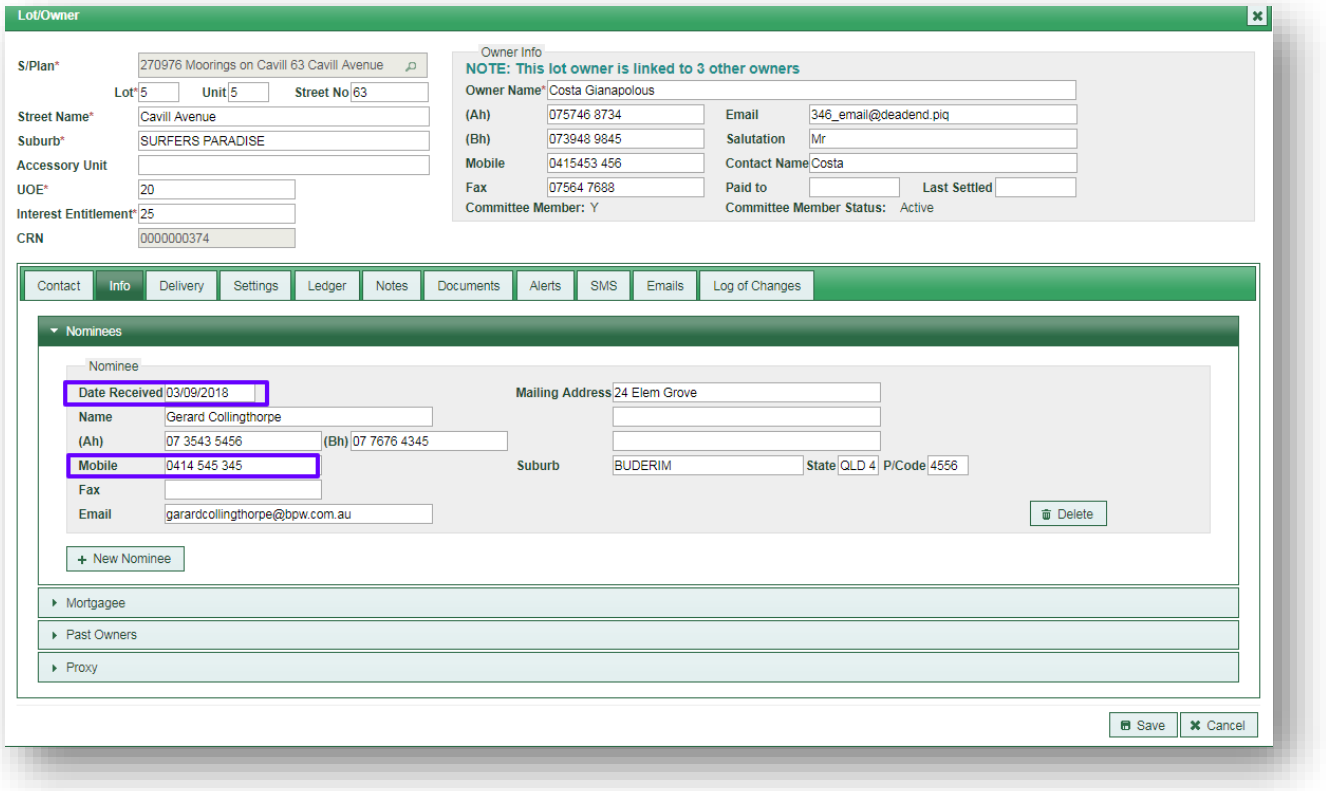


ITEM 8 – MORE INFORMATION CAN BE RECORDED ON LOT OWNER CARDS

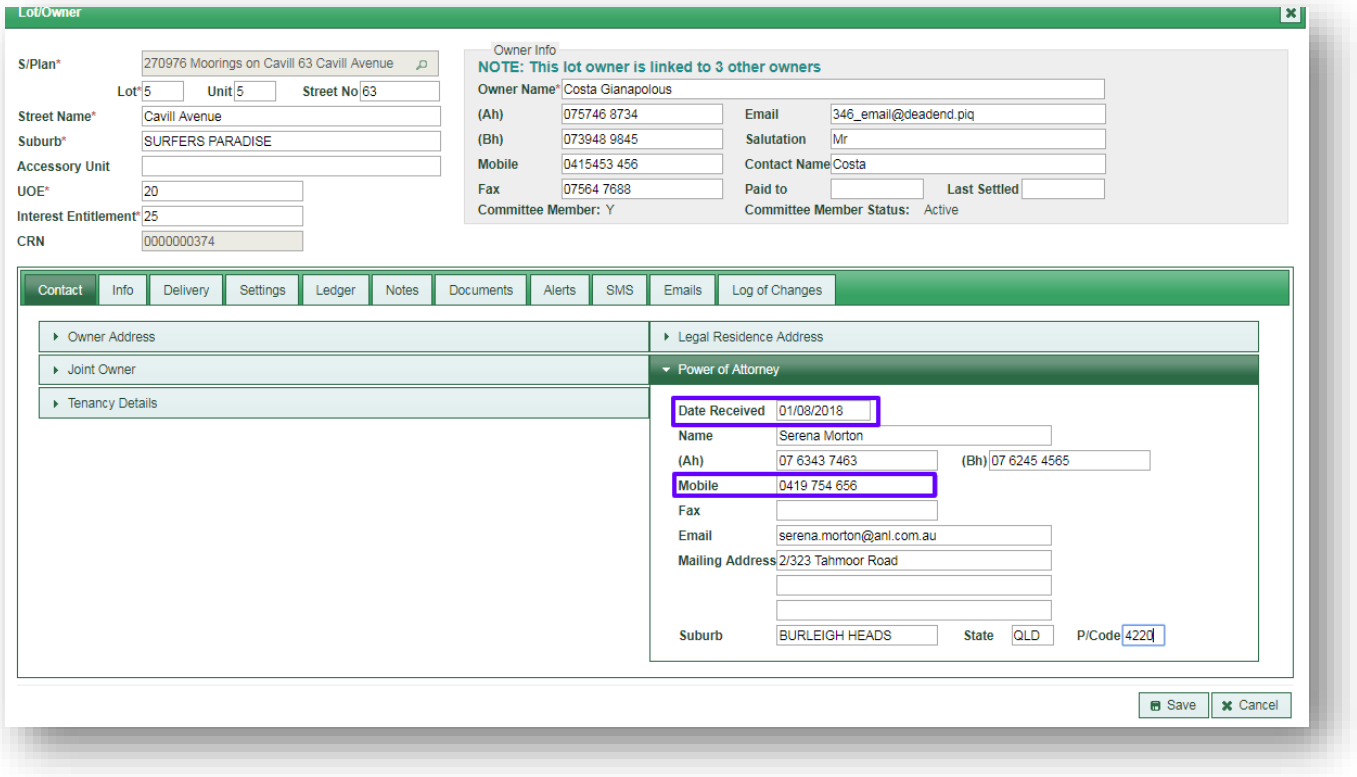
In the contact tab you can now record the date tenant details were received. This information shows when you print the lot owner card or when generating a strata roll (full roll)



In the Info tab>Nominees accordion you can now record the date details were received and a mobile phone number for the nominee. This information shows when printing the lot owner card or when generating a strata roll (full roll) and when generating an owner list (if “include Nominees” is ticked)

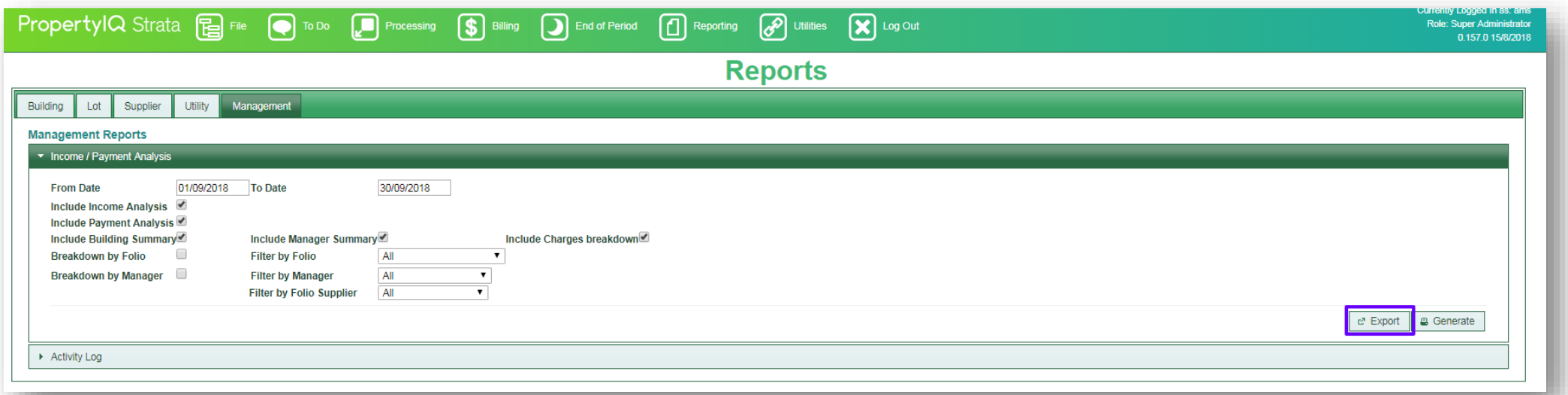


When entering Power of Attorney details, you can record the date the details were received and a mobile phone number.



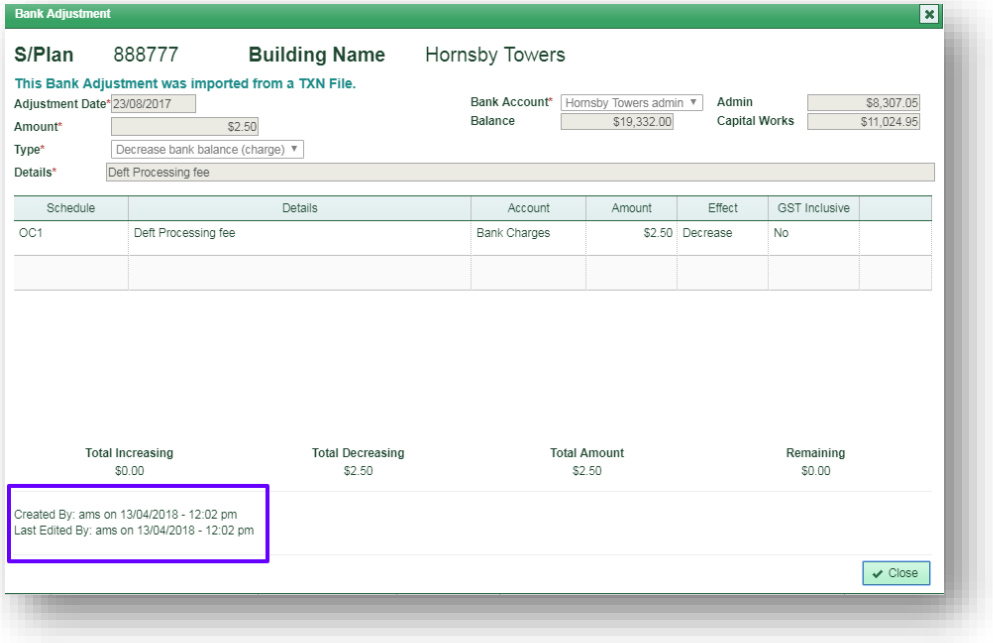
ITEM 12 – INCOME AND PAYMENT ANALYSIS REPORTS CAN NOW BE EXPORTED

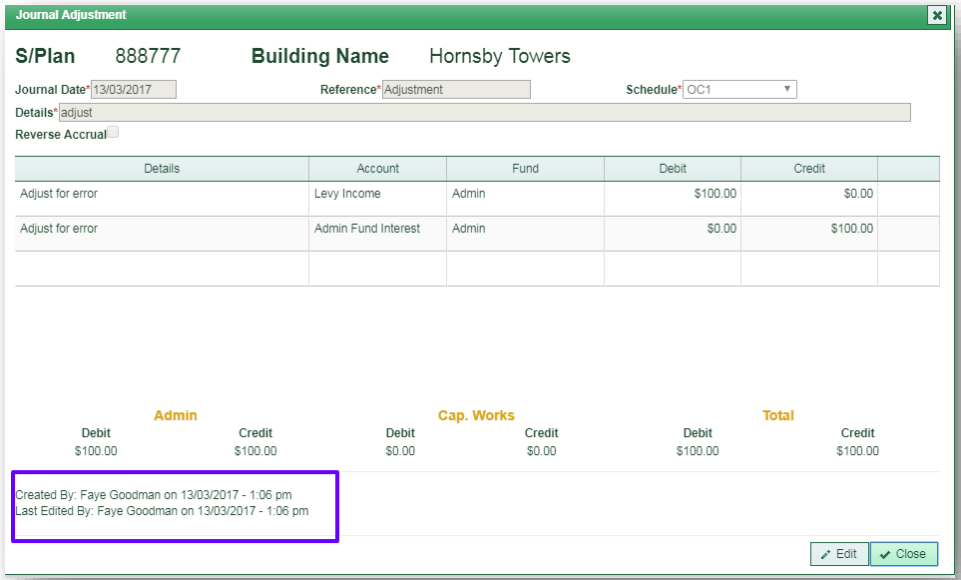
These reports can now be exported as an Excel spreadsheet by clicking on the *Export* button



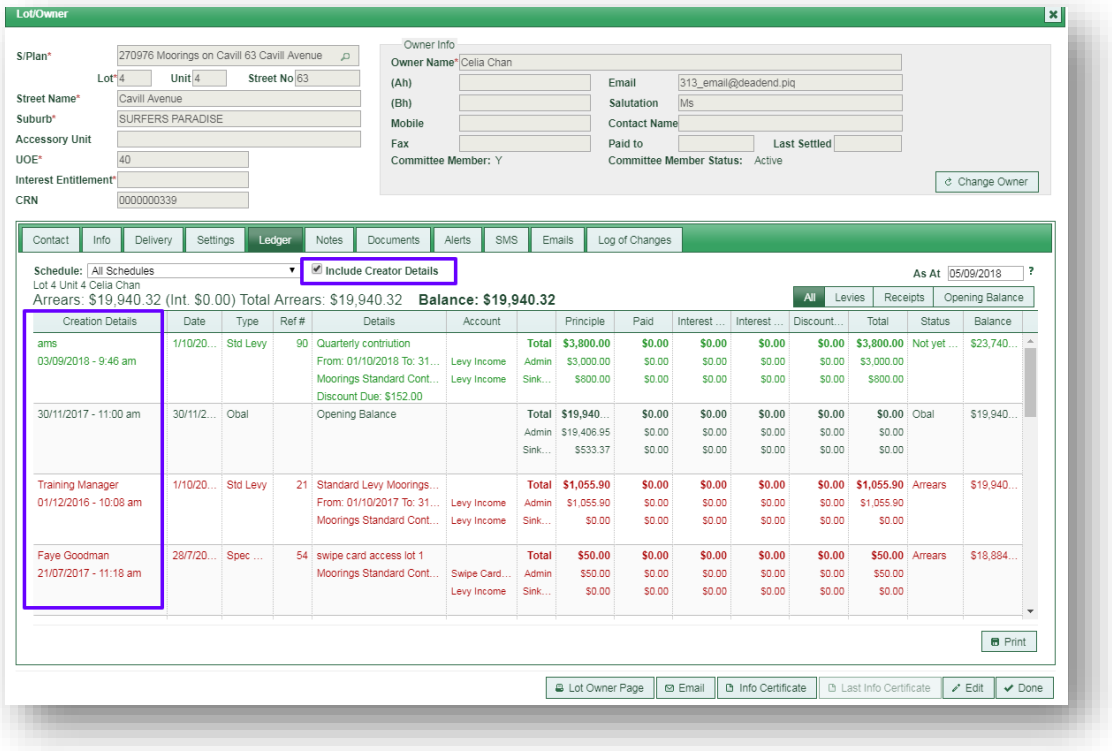
ITEM 14 – ADJUSTMENTS NOW SHOW MORE DETAIL ABOUT CREATION AND EDITING

The name of the creating user, the date and time of creation and the name of the last user to edit the item, the last edited date and time now show on bank adjustments and journal adjustments.



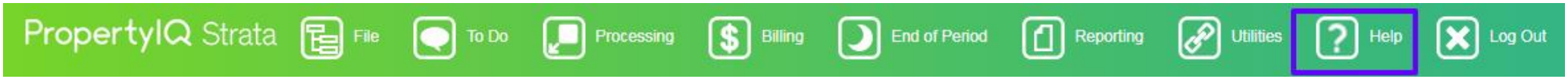

Journal Adjustment
S/Plan 888777 Building Name Hornsby Towers
Journal Date* 13/03/2017 Reference* Adjustment Schedule* OC1
Details* adjust
Reverse Accrual
Details Account Fund Debit Credit
Adjust for error Levy Income Admin $100.00 $0.00
Adjust for error Admin Fund Interest Admin $0.00 $100.00
Admin Cap. Works Total
Debit Credit Debit Credit Debit Credit
$100.00 $100.00 $0.00 $0.00 $100.00 $100.00
Created By: Faye Goodman on 13/03/2017 - 1:06 pm
Last Edited By: Faye Goodman on 13/03/2017 - 1:06 pm
Edit
Close

A new tick box allows you to choose whether you want to view the creator details when viewing items on the lot owner card ledger tab or the supplier card ledger tab.



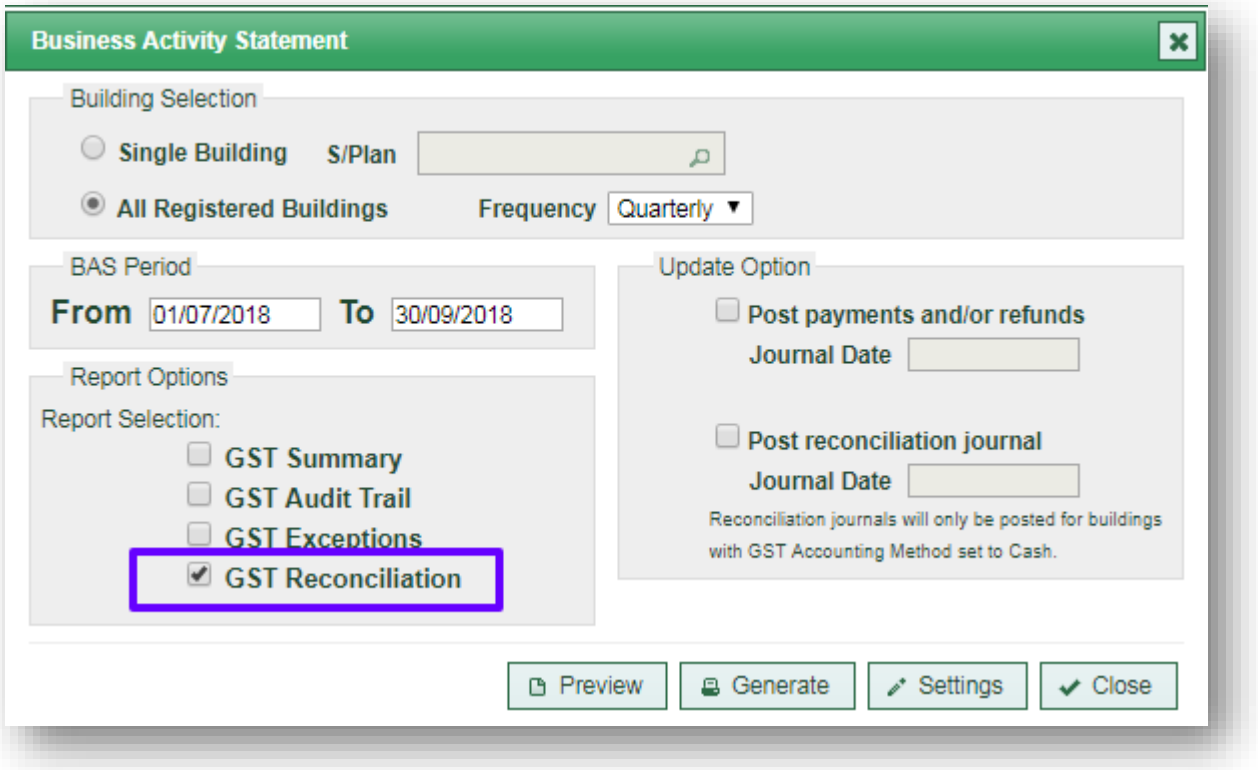
ITEM 15 – THE HELP FUNCTION BEEN MOVED ONTO THE MAIN MENU AND HAS A NEW ICON

Clicking on the Help icon takes you to the PIQ resources page.



ITEM 16 - BAS REPORTS – NEW REPORT - *GST RECONCILIATION REPORT*

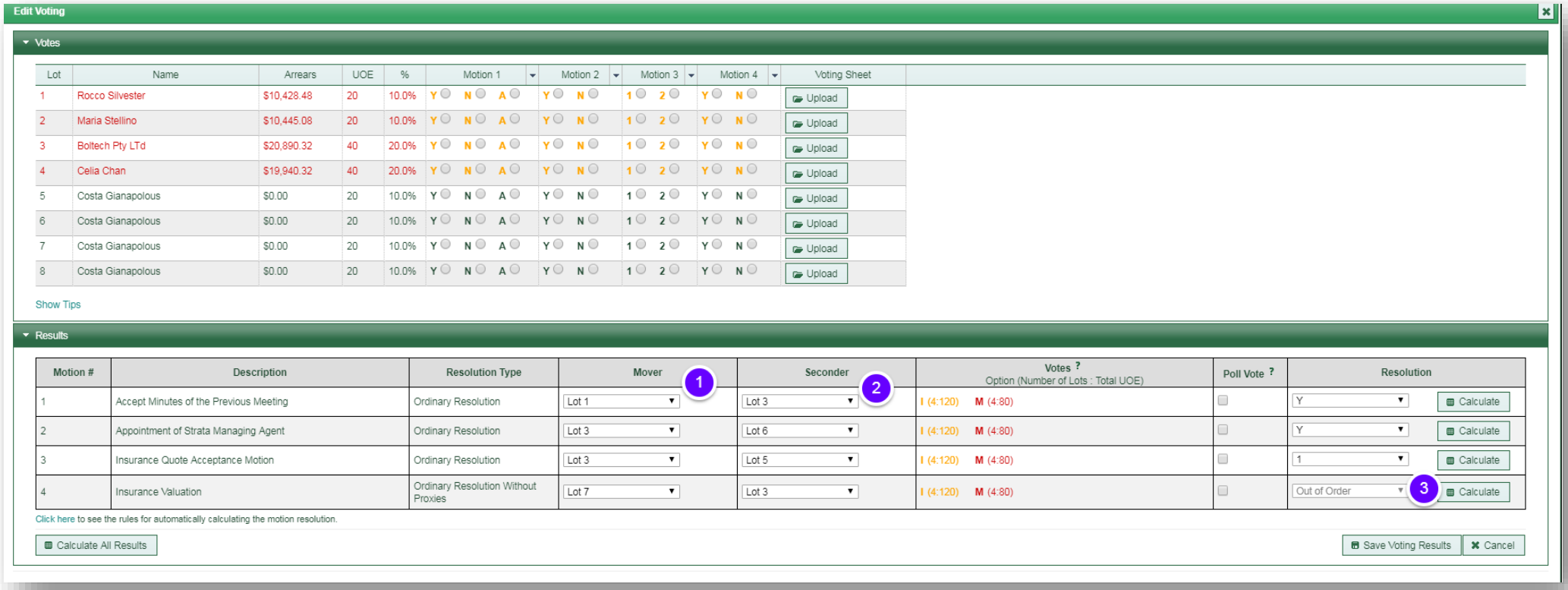
A new report is now available that shows the variance between the balances of all GST accounts (e.g. GST Paid/Unpaid, GST Collected/Uncollected and the expected balances as at the BAS reporting date. If this report is selected, you can now also post automatic reconciliation journals. This will journal the variance from the GST accounts to the BAS Clearing Account for that fund. The GST Clearing Journal Summary report has also been amended to show any reconciliation journals posted.



ITEM 21 – MEETINGS – NEW FUNCTIONS

New functions available on the Voting Tab

1. The Mover of a motion can be recorded by selecting a lot from the dropdown list
2. The Seconder for a motion can be recorded by selecting a lot from the dropdown list
3. You can select *Out of Order* from the resolution tab



If Out of Order is selected as the resolution for a motion, the minutes motion report will look something like this:

Minutes for the Annual General Meeting

CTS 270976 Moorings on Cavill 63 Cavill Avenue
24/07/2018 02:30 pm

1. Accept Minutes the Previous Meeting

The minutes were accepted as read.

2. Appointment of Strata Managing Agent

RESOLVED

That the Owners Corporation, 270976 pursuant to clause 49 of the Act, appoint My Strata Co, ABN 75 343 634 as the managing agent for the period of one year and delegate the following duties to the Strata Managing Agent.

1. The Powers, Duties, Authorities and Functions of the Owners Corporation according to the terms of the Strata Management Agreement attached to this notice
2. Authorises the execution of the Strata Management Agreement to affix the Common Seal of the Owners Corporation under signature of the secretary and chairperson, or in their absence, any two lots of owners in the Strata Scheme.

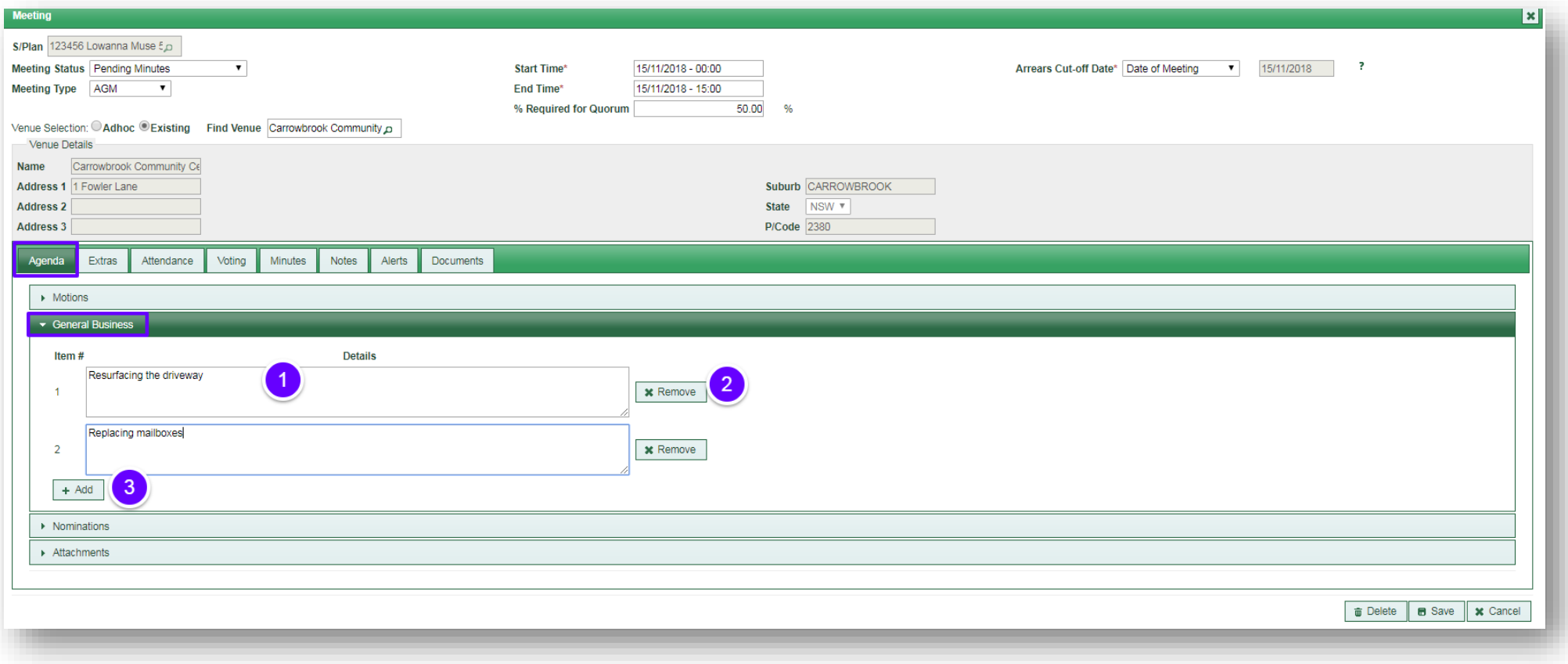
3. Insurance Valuation

OUT OF ORDER

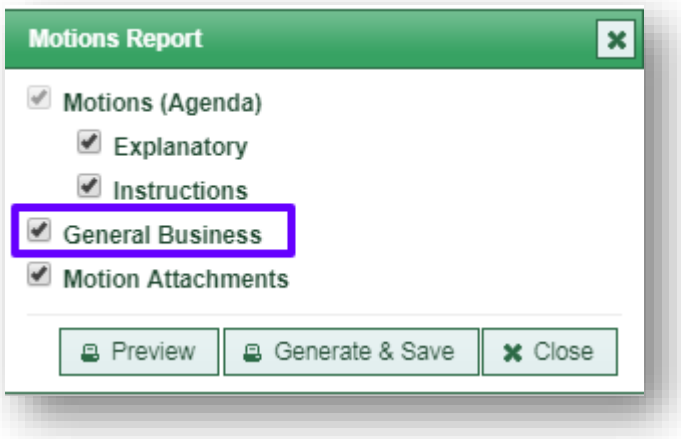
GENERAL BUSINESS CAN NOW BE INCLUDED IN THE MINUTES MOTIONS REPORT

Any items you enter under the Agenda>General Business accordion can now be included in the meeting motions report.

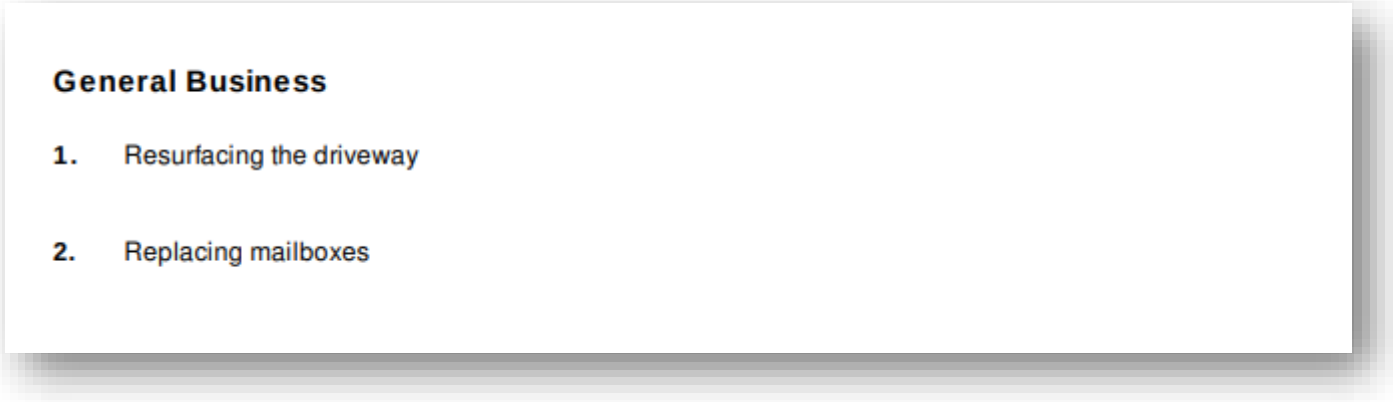
1. Type the details of the general business here
2. Items can be removed by clicking here
3. Click here to add more general business items



When generating the Motions Report you can tick to include general business items



The Motions report will look something like this



General Business

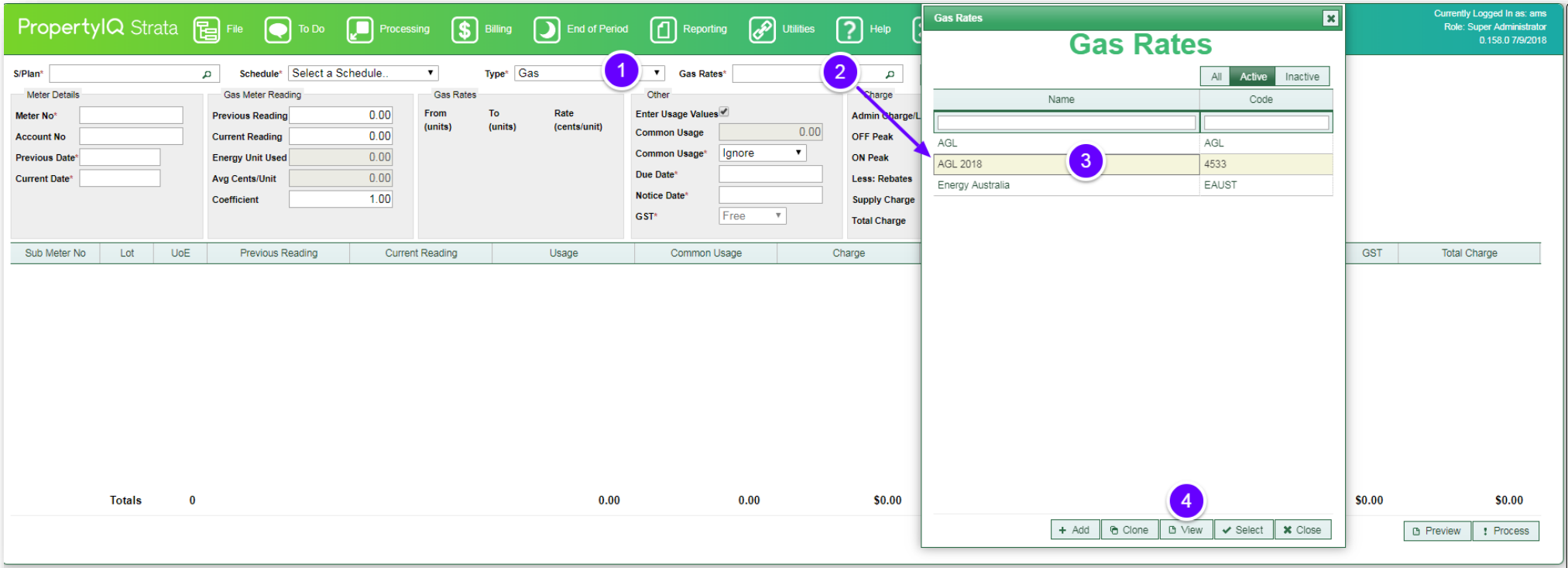
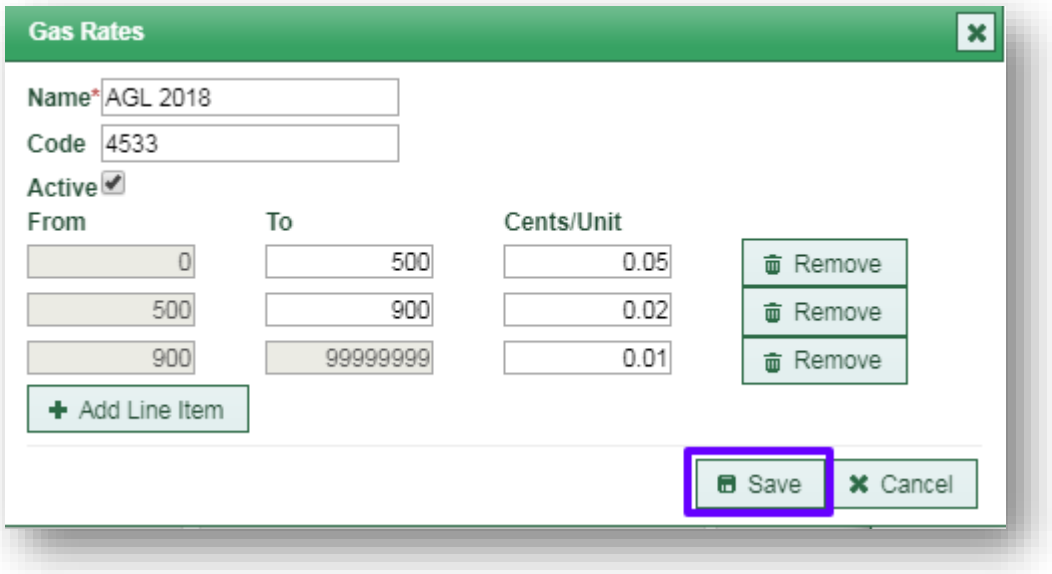
1. Resurfacing the driveway

2. Replacing mailboxes

ITEM 22 – UTILITY INVOICING - ABILITY TO EDIT A GAS RATE THAT HAS ALREADY BEEN USED

You can now edit a gas rate, even though it has already been used.

1. Go to Billing>Utility Invoices and select Gas.
2. Click on the search icon to search for existing Gas Rates
3. Click on the gas rate you want to edit,
4. Click *View*



Edit the gas rate as needed and click *Save*