PropertyIQ™

Release Notes Version 159.0-160.4

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SUMMARY

1. **Budget reports export**
   Building Card>Budgets. Budget reports for both standard and BMC budgets can now be exported to Excel.
2. **New tenancy reports.**
   Reporting>Lot. You can now generate PDF reports or export to Excel on all tenant information, formal tenant information and formal tenancy percentages for a building.
3. **Building specific cover pages for notices and financial reports**
   Building Card>Documents tab – new options for cover pages for building reports and notices. You can now create custom merge template cover pages for individual buildings that can be attached to reminder, arrears, final, legal notices, special levy notices and financial reports.
4. **Income Tax – tax paid report**
   End of Period>Tax Returns. Change to Income Tax Report for the *Tax Paid* amount. Tax Paid is now only calculated on payments within the period and excludes any unpaid transactions.
5. **BAS Returns– invoice image**
   End of Period>BAS returns. When processing BAS, if the building needs to pay GST, the invoice that is triggered by the post journal process now uses the GST journal summary report as the invoice image.

Debtor improvements

6. **New debtor statements**. Billing > Due Notices > Debtor Statements. You can now generate and send debtor statements. Statements show outstanding transactions for a debtor. There is a new Standard Merge Template for Debtor Statements and a new Standard Merge Email template for debtor statements.
7. **Variable charges for debtor statements and debtor invoices** Building Card>Charges. New variable charges are is available, debtor statements, which is triggered when a debtor statement is generated and debtor invoice, which is triggered when a debtor invoice is created.
8. **New debtor positions report**. A new report is available from both the Building Card>Financial Reports button and from Reporting>Building>Financial called Debtor Positions. This shows all debtors with outstanding transactions for each building.
9. **Bulk credit transfer function** - now includes debtor credits.
10. **Arrears Reports** - Debtors are now included in arrears reports. When exporting to Excel or generating a PDF report, any debtors with arrears are now included.
11. **Credit transfers for debtors**. The Processing>Adjustments function has a new Debtor Transfer tab that allows you to process To Credit and From Credit transfers for debtors
12. **Debtor Card, Documents improvements** – all documents relating to a debtor now show on the debtor card>documents tab with more information. There are now options to print, view download, email or delete documents
13. **Dishonoured debtor payments** - Debtor dishonours are now matched against a debtor's CRN number in the .txn processor and you can easily allocate them against debtor line items.

Improvements to processes for funds that can't be identified

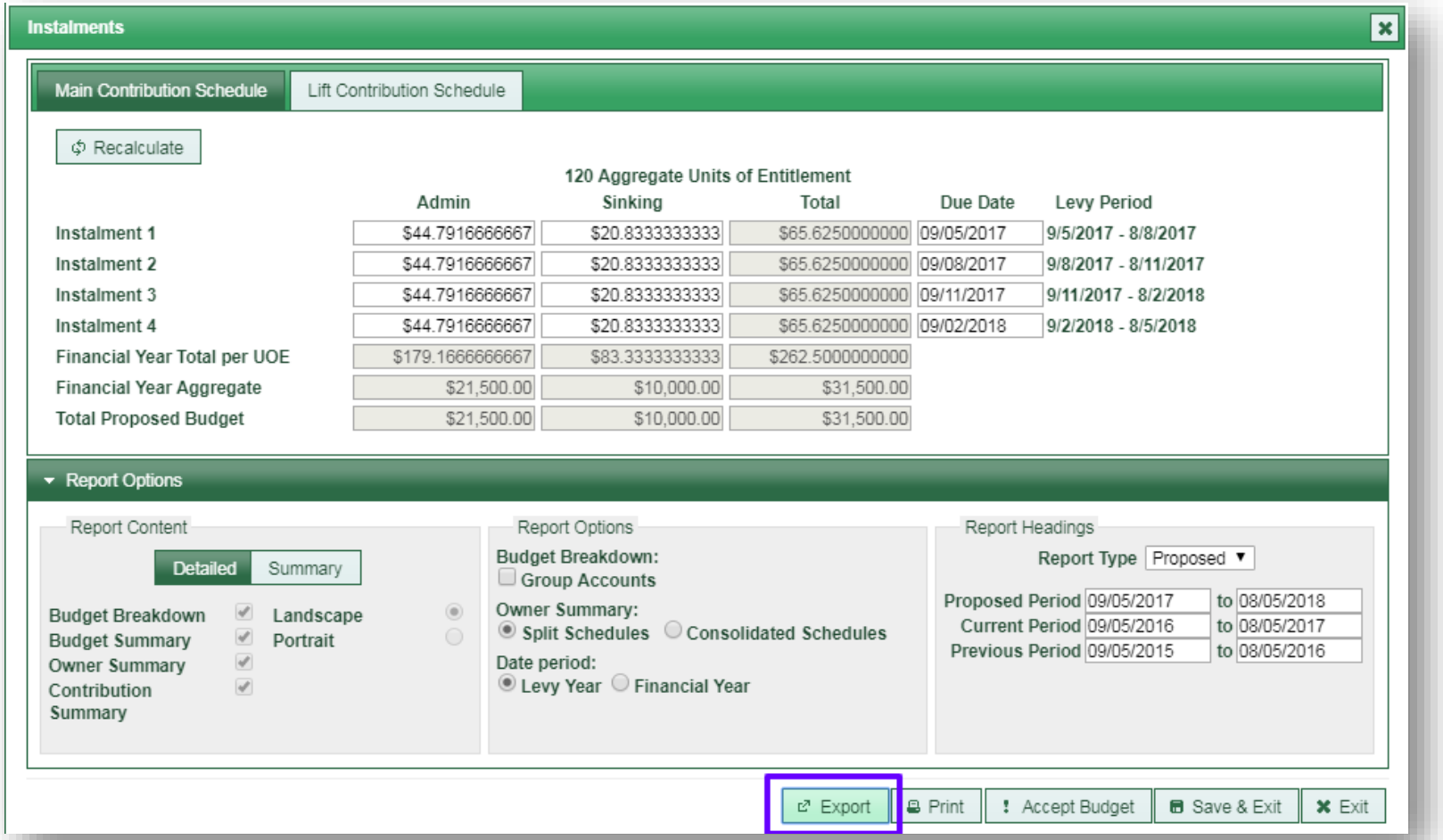
14. The default chart of accounts codes (for the admin and sinking/reserve/maintenance/capital works funds) called *Unallocated Funds* have been disabled and replaced with new default chart of accounts codes (for admin and sinking/maintenance/reserve/capital works funds) called *Unidentified Deposits.* These are both liability chart of accounts codes.
15. Changes have been made to the .txn processing screen. If a deposit can't be identified, you can now allocate it to *Unidentified Deposits,* which has replaced the *Unallocated Funds* button. Items allocated by using this function are automatically allocated to the default admin chart of accounts code *Unidentified Deposits*.
16. The receipts screen tab *Unallocated funds* has now been renamed *Unidentified Deposits* **.** When you identify the transaction and allocate it to either a lot or as an adjustment, the chart of accounts code the transfer shows from is the new admin *Unidentified Deposits* chart of accounts code.
17. If you select to move a transaction to the Informational tab, you will now receive a warning to advise you that this transaction will be ignored and can cause a bank reconciliation discrepancy.
18. An issue with the display on the former Unallocated Deposits screen, where data was showing for an incorrect row, has now been resolved.

19. **Income analysis report**
    An issue with the generation of the Income Analysis report that is automatically produced when conducting a Fee Schedules run has now been fixed
20. **BPAY file editing**
    An issue that was causing an error when editing a BPAY payment file to cancel a line item has now been fixed.

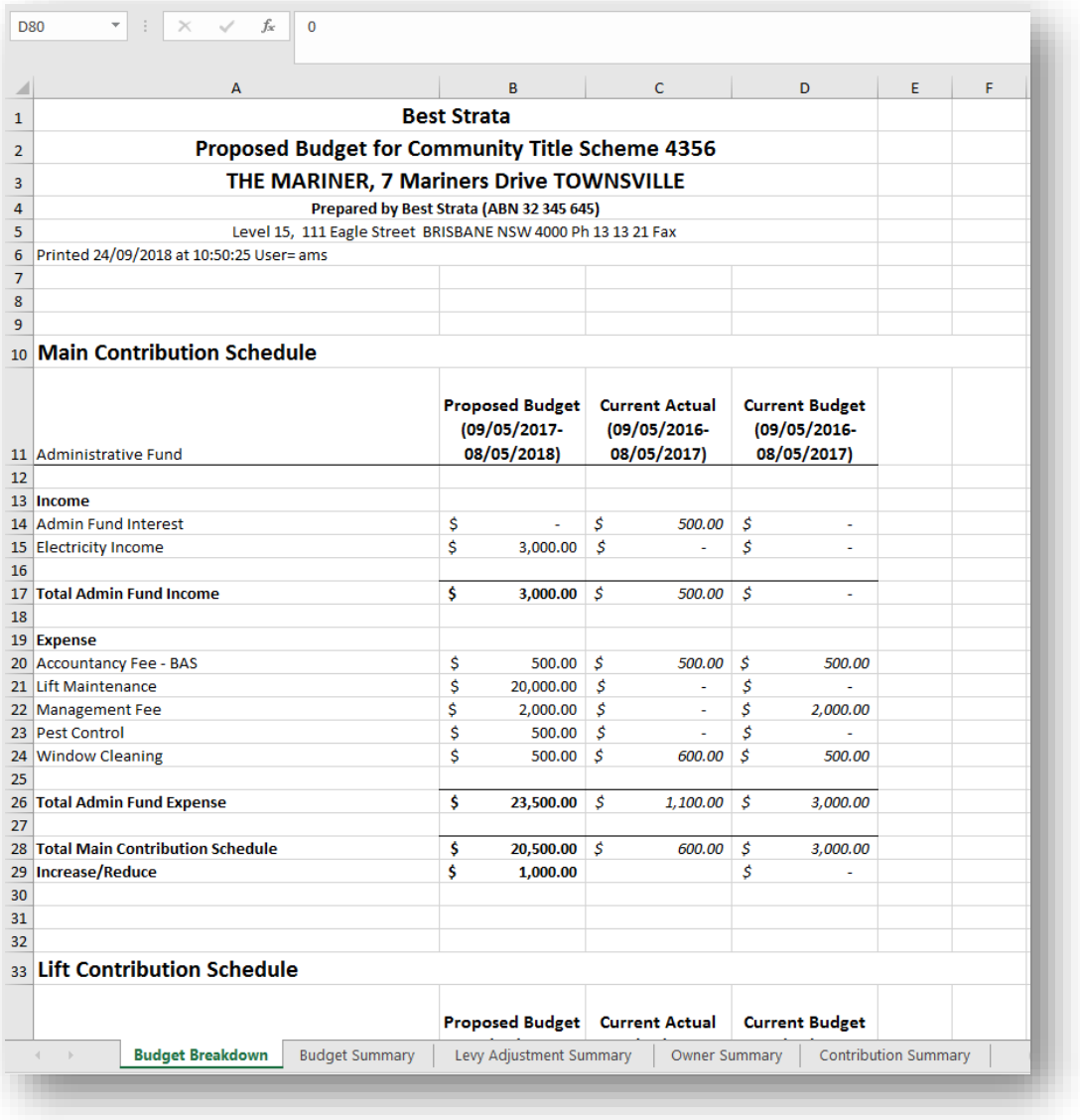
DETAILED SCREENSHOTS

ITEM 1 – BUDGET REPORTS CAN NOW BE EXPORTED TO EXCEL

BMC and standard budget reports can now be exported to Excel.



Standard Budget excel spreadsheet report includes separate worksheets for Budget Breakdown, Budget Summary, Levy Adjustment Summary, Owner Summary and Contribution Summary

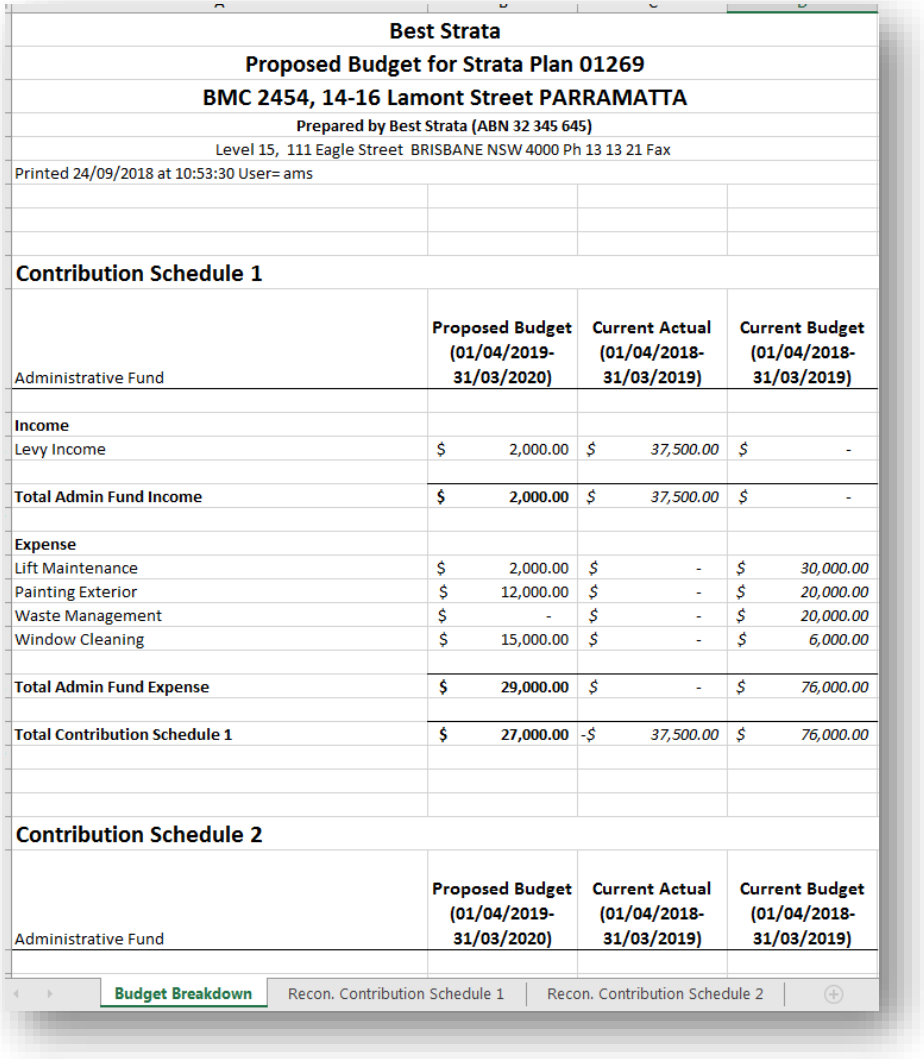


D80 | 0

	A	B	C	D	E	F
1	**Best Strata**					
2	**Proposed Budget for Community Title Scheme 4356**					
3	**THE MARINER, 7 Mariners Drive TOWNSVILLE**					
4	**Prepared by Best Strata (ABN 32 345 645)**					
5	Level 15, 111 Eagle Street BRISBANE NSW 4000 Ph 13 13 21 Fax					
6	Printed 24/09/2018 at 10:50:25 User= ams					
7						
8						
9						
10	**Main Contribution Schedule**					
11	Administrative Fund	**Proposed Budget (09/05/2017-08/05/2018)**	**Current Actual (09/05/2016-08/05/2017)**	**Current Budget (09/05/2016-08/05/2017)**		
12						
13	**Income**					
14	Admin Fund Interest	$ -	*$ 500.00*	$ -		
15	Electricity Income	$ 3,000.00	$ -	$ -		
16						
17	**Total Admin Fund Income**	**$ 3,000.00**	*$ 500.00*	$ -		
18						
19	**Expense**					
20	Accountancy Fee - BAS	$ 500.00	*$ 500.00*	*$ 500.00*		
21	Lift Maintenance	$ 20,000.00	$ -	$ -		
22	Management Fee	$ 2,000.00	$ -	*$ 2,000.00*		
23	Pest Control	$ 500.00	$ -	$ -		
24	Window Cleaning	$ 500.00	*$ 600.00*	*$ 500.00*		
25						
26	**Total Admin Fund Expense**	**$ 23,500.00**	*$ 1,100.00*	*$ 3,000.00*		
27						
28	**Total Main Contribution Schedule**	**$ 20,500.00**	*$ 600.00*	*$ 3,000.00*		
29	**Increase/Reduce**	**$ 1,000.00**		$ -		
30						
31						
32						
33	**Lift Contribution Schedule**					
		Proposed Budget	**Current Actual**	**Current Budget**		

Budget Breakdown | Budget Summary | Levy Adjustment Summary | Owner Summary | Contribution Summary

BMC Budget excel spreadsheet report includes separate worksheets for budget breakdown and each schedule



Best Strata

Proposed Budget for Strata Plan 01269

BMC 2454, 14-16 Lamont Street PARRAMATTA

Prepared by Best Strata (ABN 32 345 645)

Level 15, 111 Eagle Street BRISBANE NSW 4000 Ph 13 13 21 Fax

Printed 24/09/2018 at 10:53:30 User= ams

Contribution Schedule 1

Administrative Fund	Proposed Budget (01/04/2019-31/03/2020)	Current Actual (01/04/2018-31/03/2019)	Current Budget (01/04/2018-31/03/2019)
Income			
Levy Income	$ 2,000.00	*$ 37,500.00*	*$ -*
Total Admin Fund Income	**$ 2,000.00**	*$ 37,500.00*	*$ -*
Expense			
Lift Maintenance	$ 2,000.00	*$ -*	*$ 30,000.00*
Painting Exterior	$ 12,000.00	*$ -*	*$ 20,000.00*
Waste Management	$ -	*$ -*	*$ 20,000.00*
Window Cleaning	$ 15,000.00	*$ -*	*$ 6,000.00*
Total Admin Fund Expense	**$ 29,000.00**	*$ -*	*$ 76,000.00*
Total Contribution Schedule 1	**$ 27,000.00**	*-$ 37,500.00*	*$ 76,000.00*

Contribution Schedule 2

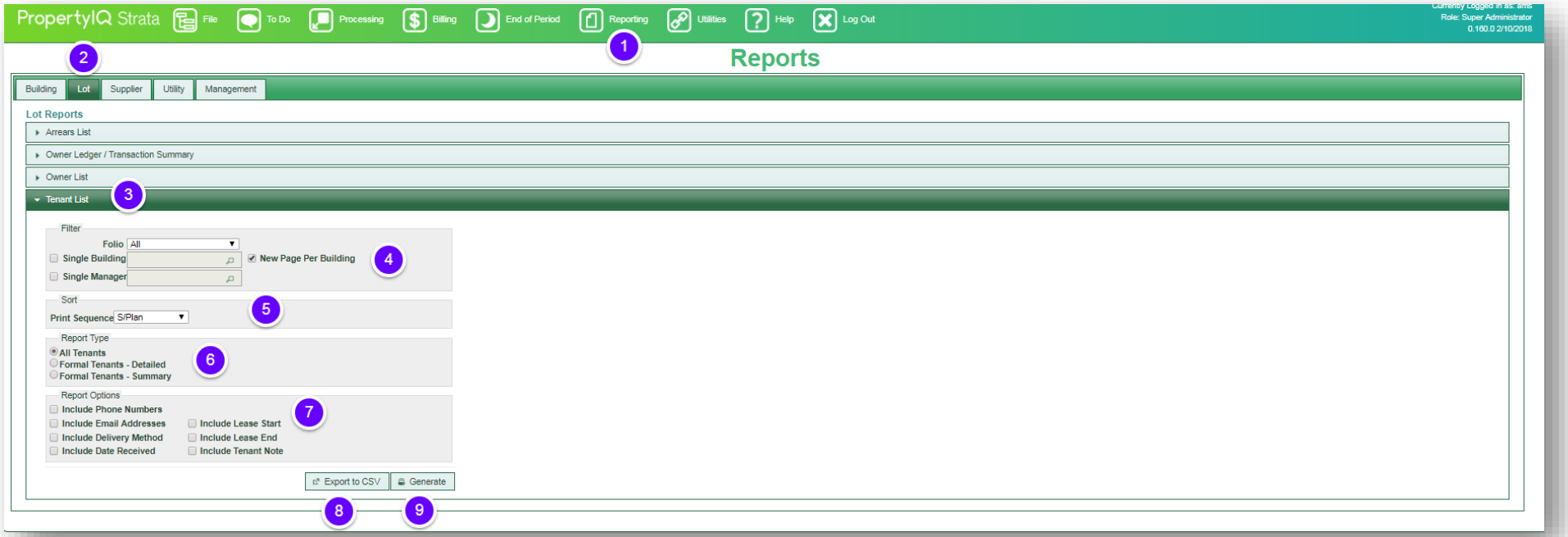
Administrative Fund	Proposed Budget (01/04/2019-31/03/2020)	Current Actual (01/04/2018-31/03/2019)	Current Budget (01/04/2018-31/03/2019)

Budget Breakdown | Recon. Contribution Schedule 1 | Recon. Contribution Schedule 2

ITEM 2 – NEW REPORT OPTION – TENANTS

You can now generate a tenant report from the Reporting>Lots function.

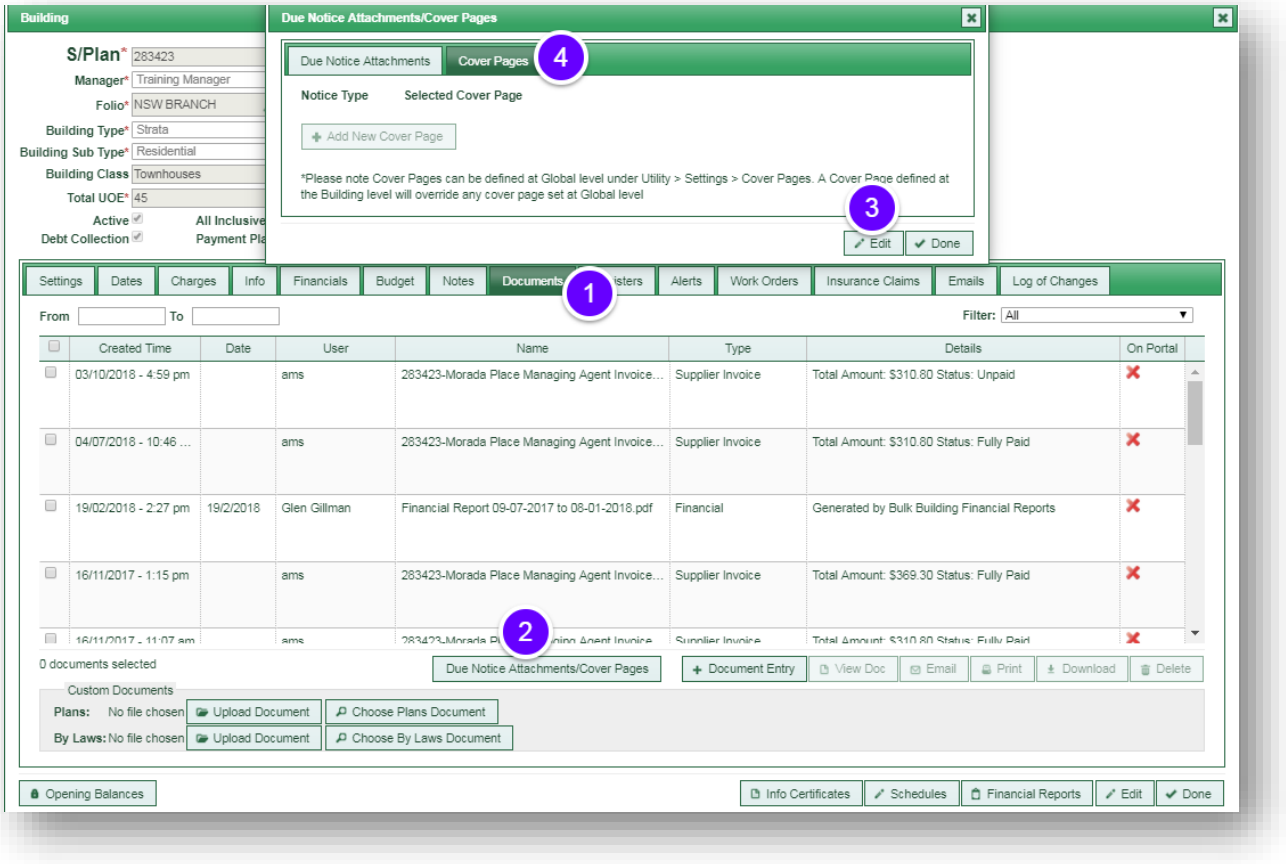
1. Select the *Reporting* menu
2. Select *Lots*
3. Select *Tenant List*
4. Choose your filters – you can filter by Folio, single building or single manager. *New page per building* is ticked by default but you can untick this.
5. Choose the print sequence. You can choose between Strata plan or building name
6. Choose the report type –
    i. *All tenants* includes the information entered in the tenant accordion of the lot owner card, (when owner occupier is unticked)
    ii. *Formal tenants* – Detailed report
    iii. *Formal tenants* – Summary report
7. Select the extra details you want to include
8. Choose *Export to CSV* to export the information in Excel format
9. Choose *Generate* to generate a report in PDF format


PropertyIQ Strata
File
To Do
Processing
Billing
End of Period
Reporting
Utilities
Help
Log Out
Role: Super Administrator
0.160.0 2/10/2018
1
2
Reports
Building
Lot
Supplier
Utility
Management
Lot Reports
Arrears List
Owner Ledger / Transaction Summary
Owner List
Tenant List
3
Filter
Folio
All
Single Building
Single Manager
New Page Per Building
4
Sort
Print Sequence
S/Plan
5
Report Type
All Tenants
Formal Tenants - Detailed
Formal Tenants - Summary
6
Report Options
Include Phone Numbers
Include Email Addresses
Include Delivery Method
Include Date Received
Include Lease Start
Include Lease End
Include Tenant Note
7
Export to CSV
Generate
8
9

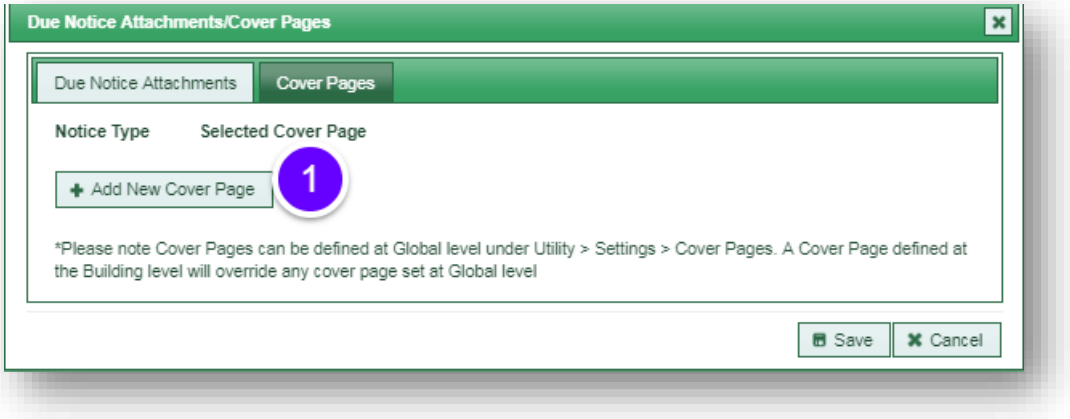
ITEM 3 – BUILDINGS - COVER PAGES FOR DUE NOTICES AND FINANCIAL REPORTS

You can now attach a custom merge template as a cover sheet for due notices. Note: You will first need to create the custom merge documents you want to attach.

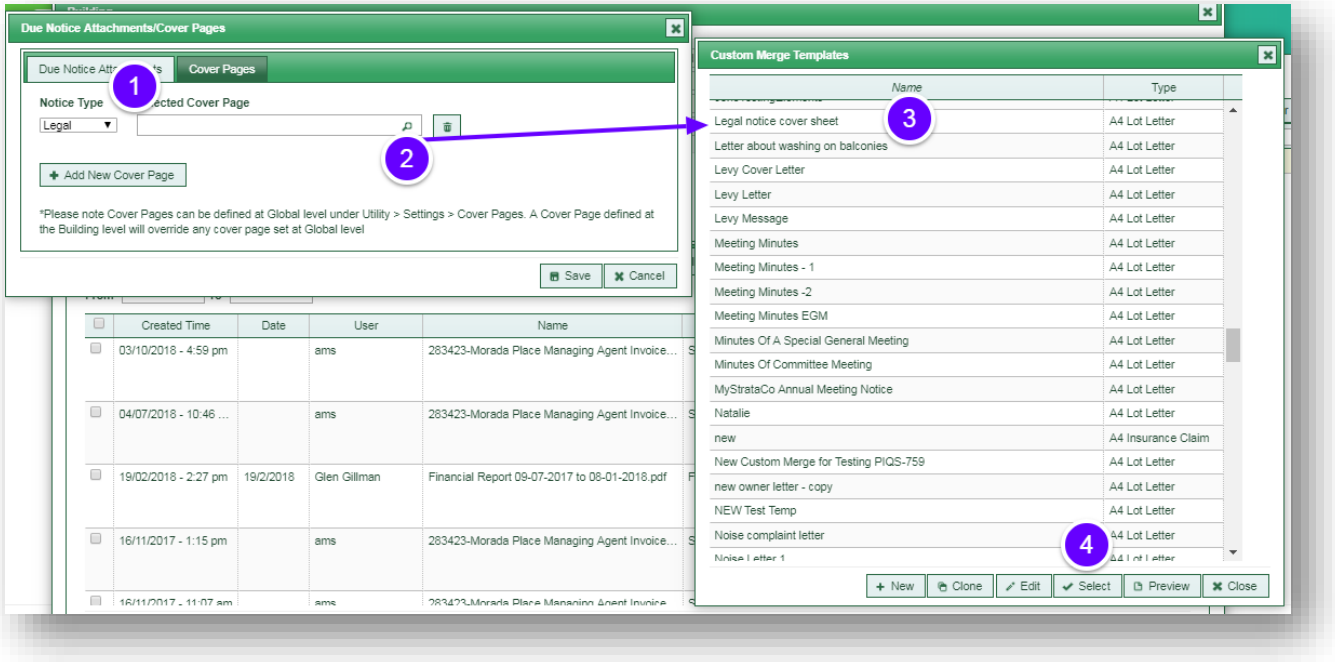
1. From the building card select the documents tab,
2. Select *Due Notice attachments/cover pages*
3. Click *Edit*
4. Select *Cover Pages*



1. Click *+Add New Cover Page*



1. Choose the type of due notice or report you want to attach the cover sheet to. The choices are: reminder, arrears, final or legal
2. Click on the search icon to search for the custom merge template you want to attach
3. Select the custom merge document
4. Click *Select*



ITEM 6 – DEBTOR STATEMENTS

You can now create debtor statements and send them to debtors.

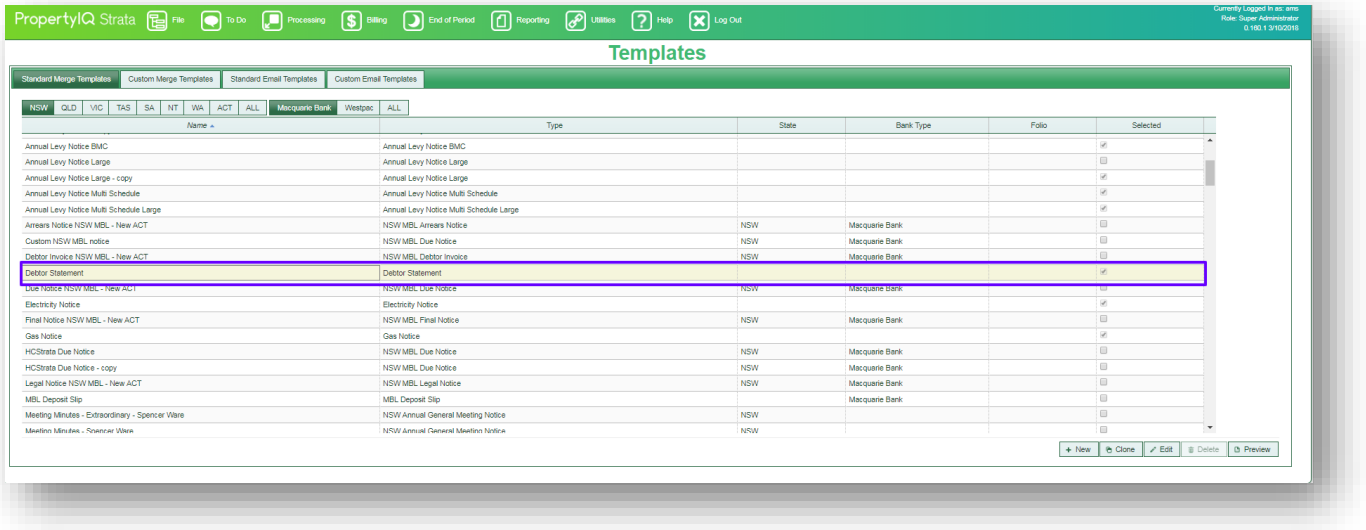
Before generating debtor statements, you will need to complete these steps.

Step 1 – Set up a Standard Merge Template

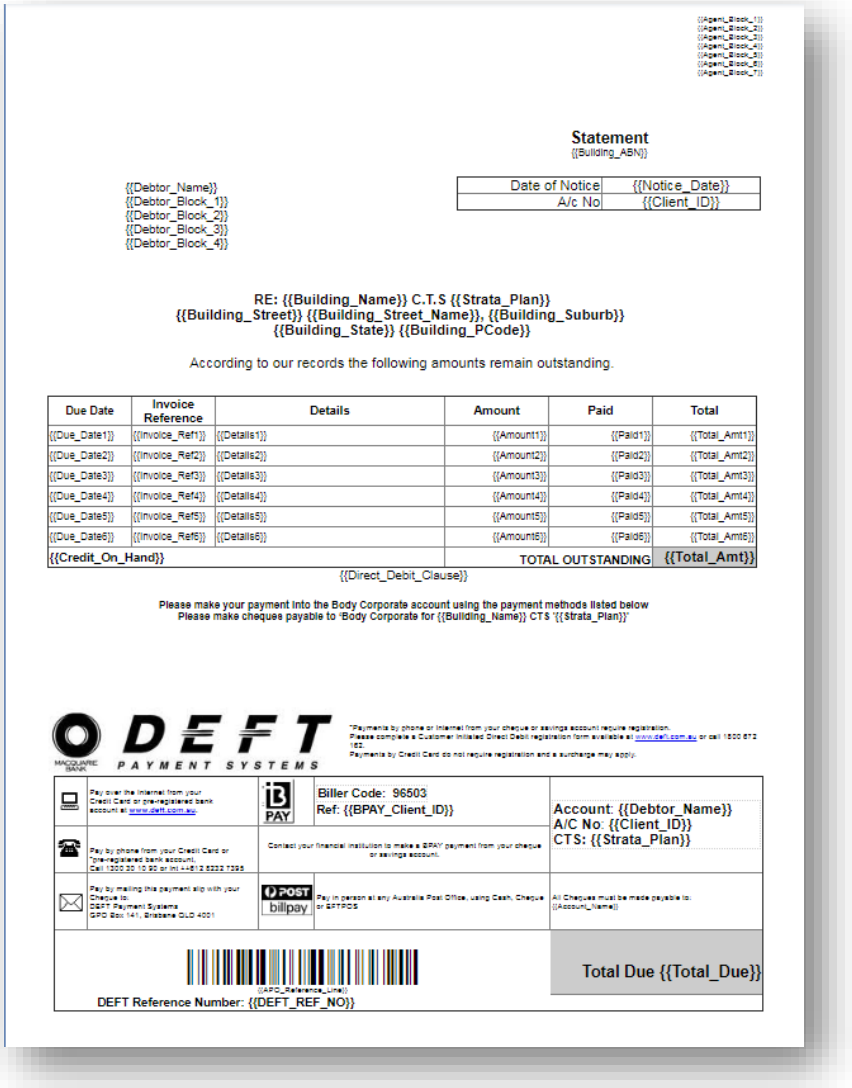
There is now a new type of standard merge template – Debtor Statement

Go to the Templates menu and select *Standard Merge Templates*

A template has been created with the basic merge fields required



Your debtor statement template looks something like this:



{{Agent_Block_1}}
{{Agent_Block_2}}
{{Agent_Block_3}}
{{Agent_Block_4}}
{{Agent_Block_5}}
{{Agent_Block_6}}
{{Agent_Block_7}}

Statement
{{Building_ABN}}

Date of Notice	{{Notice_Date}}
A/c No	{{Client_ID}}

{{Debtor_Name}}
{{Debtor_Block_1}}
{{Debtor_Block_2}}
{{Debtor_Block_3}}
{{Debtor_Block_4}}

RE: {{Building_Name}} C.T.S {{Strata_Plan}}
{{Building_Street}} {{Building_Street_Name}}, {{Building_Suburb}}
{{Building_State}} {{Building_PCode}}

According to our records the following amounts remain outstanding.

Due Date	Invoice Reference	Details	Amount	Paid	Total
{{Due_Date1}}	{{Invoice_Ref1}}	{{Details1}}	{{Amount1}}	{{Paid1}}	{{Total_Amt1}}
{{Due_Date2}}	{{Invoice_Ref2}}	{{Details2}}	{{Amount2}}	{{Paid2}}	{{Total_Amt2}}
{{Due_Date3}}	{{Invoice_Ref3}}	{{Details3}}	{{Amount3}}	{{Paid3}}	{{Total_Amt3}}
{{Due_Date4}}	{{Invoice_Ref4}}	{{Details4}}	{{Amount4}}	{{Paid4}}	{{Total_Amt4}}
{{Due_Date5}}	{{Invoice_Ref5}}	{{Details5}}	{{Amount5}}	{{Paid5}}	{{Total_Amt5}}
{{Due_Date6}}	{{Invoice_Ref5}}	{{Details6}}	{{Amount6}}	{{Paid6}}	{{Total_Amt6}}
{{Credit_On_Hand}}				TOTAL OUTSTANDING	{{Total_Amt}}

{{Direct_Debit_Clause}}

Please make your payment into the Body Corporate account using the payment methods listed below
Please make cheques payable to 'Body Corporate for {{Building_Name}} CTS '{{Strata_Plan}}'

DEFT PAYMENT SYSTEMS

*Payments by phone or internet from your cheque or savings account require registration.
Please complete a Customer Initiated Direct Debit registration form available at www.deft.com.au or call 1800 672 162.
Payments by Credit Card do not require registration and a surcharge may apply.

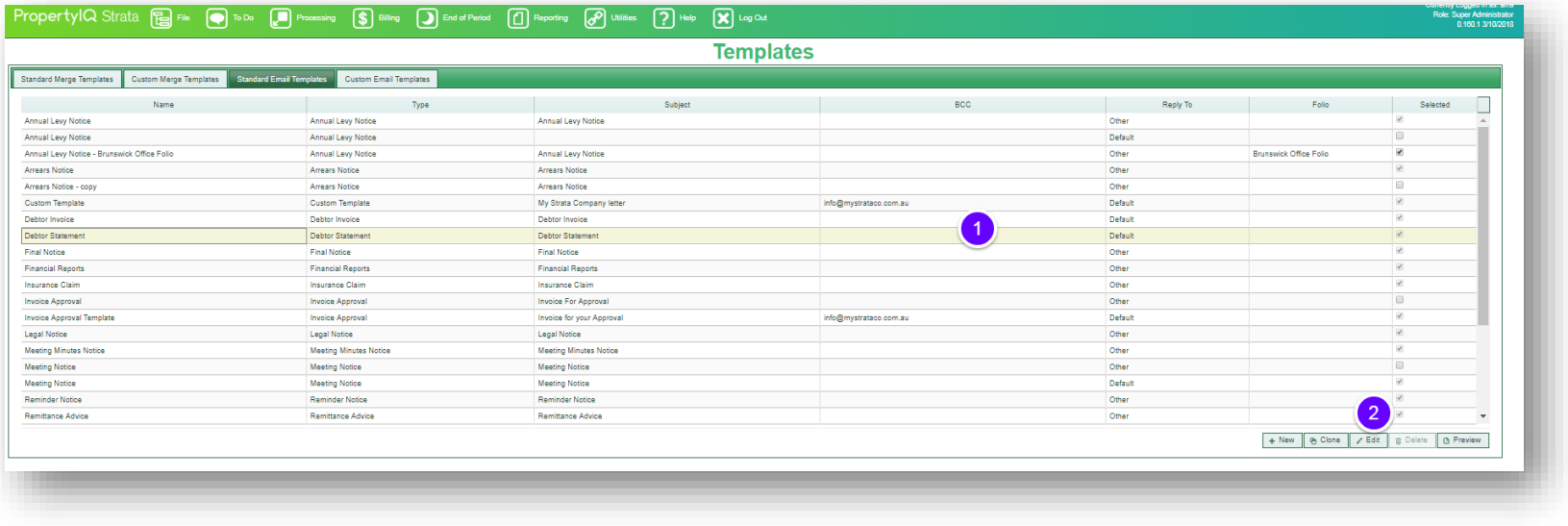
Pay over the internet from your Credit Card or pre-registered bank account at www.deft.com.au	BPAY Biller Code: 96503 Ref: {{BPAY_Client_ID}}	Account: {{Debtor_Name}} A/C No: {{Client_ID}} CTS: {{Strata_Plan}}
Pay by phone from your Credit Card or *pre-registered bank account. Call 1300 30 10 90 or Int +612 8222 7295	Contact your financial institution to make a BPAY payment from your cheque or savings account.	
Pay by mailing this payment slip with your Cheque to: DEFT Payment Systems GPO Box 141, Brisbane QLD 4001	POST billpay Pay in person at any Australia Post Office, using Cash, Cheque or EFTPOS	All Cheques must be made payable to: {{Account_Name}}
{{APO_Reference_Line}} DEFT Reference Number: {{DEFT_REF_NO}}		Total Due {{Total_Due}}

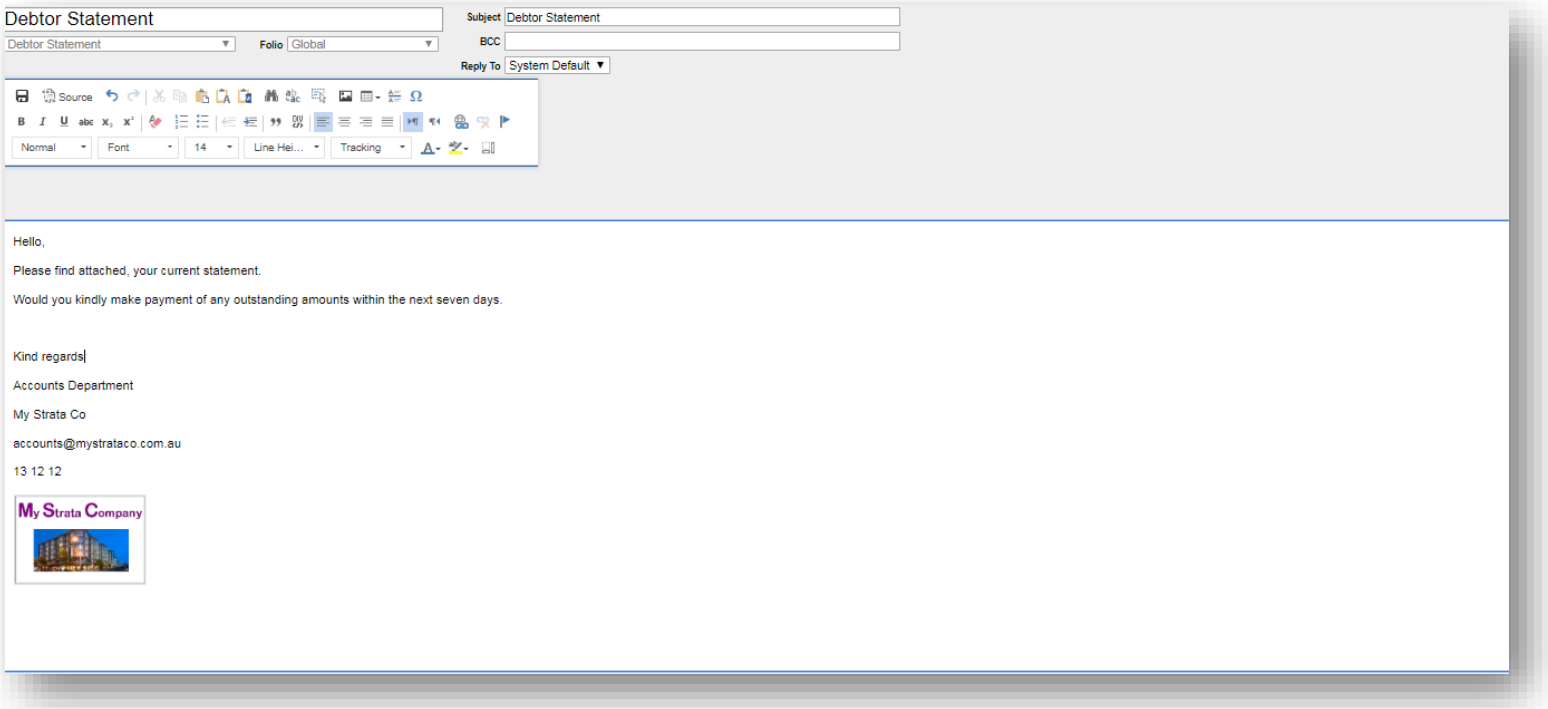
Step 2 – set up a standard email template

You need to set up a standard email template for debtors that have their debtor statements emailed.

Go to the Templates menu and select *Standard Email Templates.*

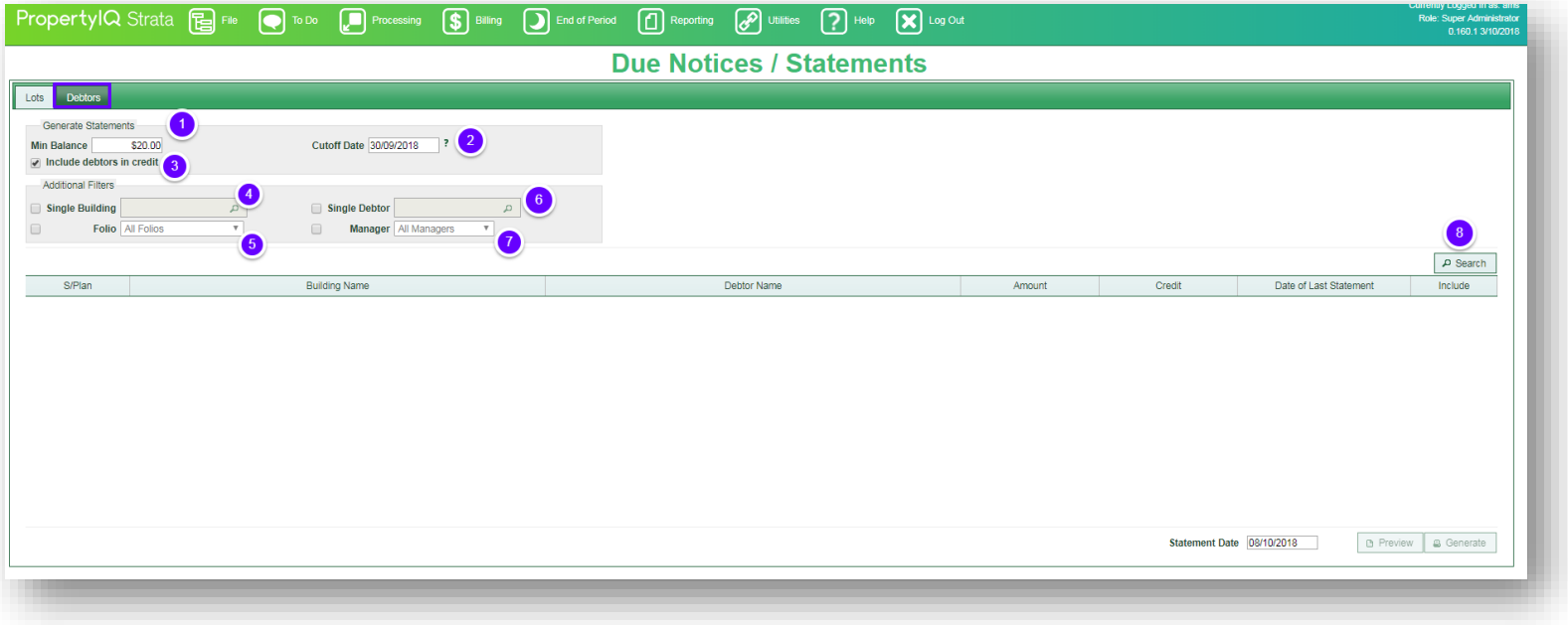
1. Find the Debtor Statement template
2. Click *Edit*



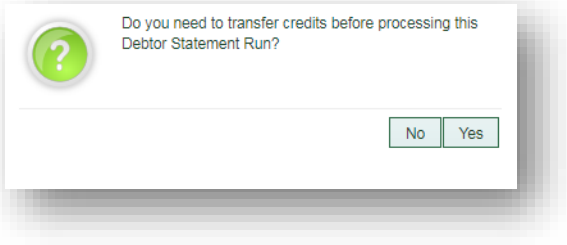

Debtor Statement
Debtor Statement
Folio Global
Subject Debtor Statement
BCC
Reply To System Default
Source
Normal
Font
14
Line Hei...
Tracking
Hello,
Please find attached, your current statement.
Would you kindly make payment of any outstanding amounts within the next seven days.
Kind regards
Accounts Department
My Strata Co
accounts@mystrataco.com.au
13 12 12
My Strata Company

Step 3 – you can now send debtor statements from the Due Notices screen

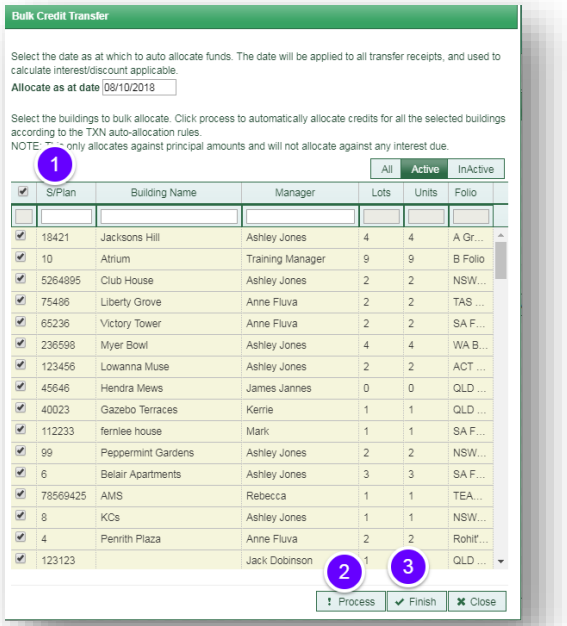
1. Enter a minimum balance here – if the debtor owes less that this figure, they will not receive a statement
2. Select a cut-off date for your statements. This will include any debtors with a balance owing that is due prior to this date
3. Choose whether you want to include any debtors that have a credit balance
4. You can select a single building
5. If you use folios, you can select a single folio
6. You can select a single debtor
7. You can select a single manager
8. Click *Search* to look for debtors that meet the criteria you have entered



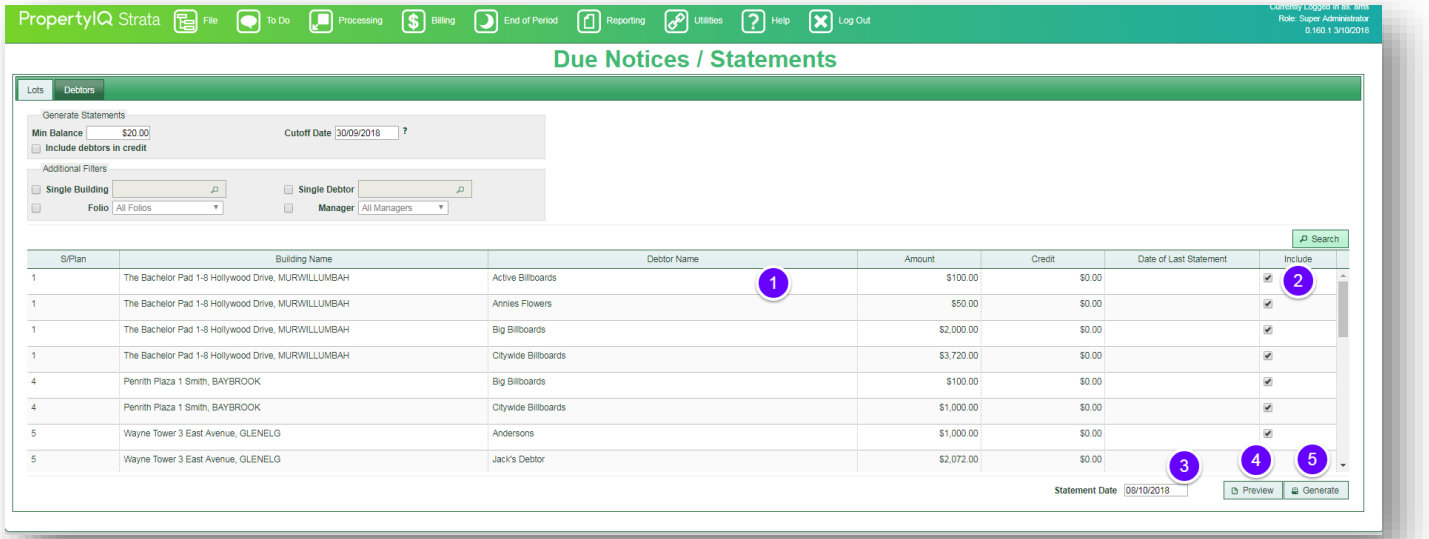
You will be prompted to transfer credits before processing this Debtor Statement run. It is recommended that you transfer to ensure that all debtors have any payments allocated against any outstanding invoices.



1. You can select all buildings here
2. *Process*
3. *Finish* when you have finished transferring credits

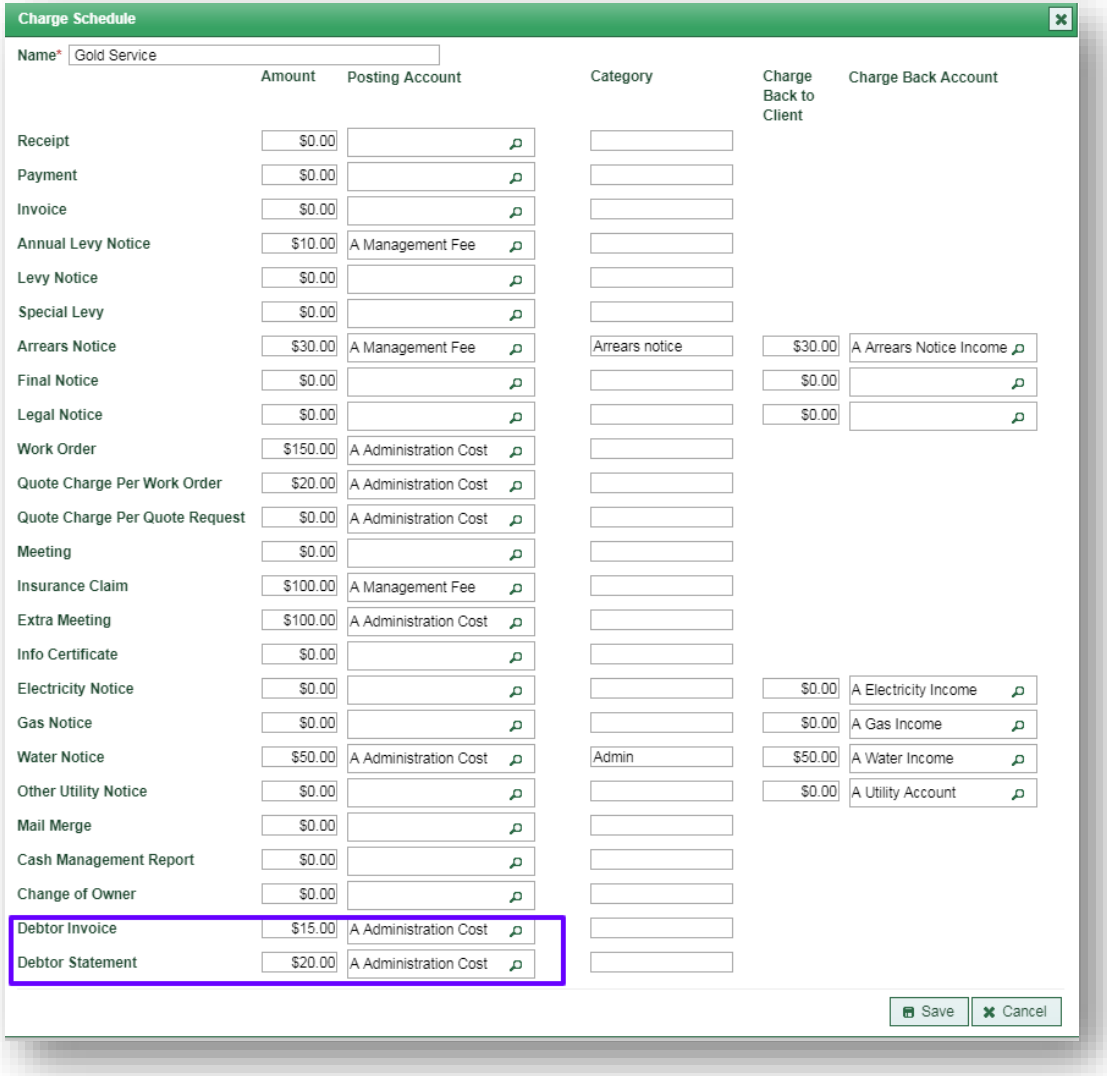


1. Details show in this line
2. By default, all debtors that fit the criteria you entered will be included, but you can untick any debtors you don't want to include
3. The statement date defaults to today's date but you can alter if you want to
4. *Preview* creates a PDF preview of your statement
5. *Generate* creates the statements. Debtors that have nominated email as their method of delivery will be emailed. A PDF statement will be generated for Debtors that have nominated post as their method of delivery



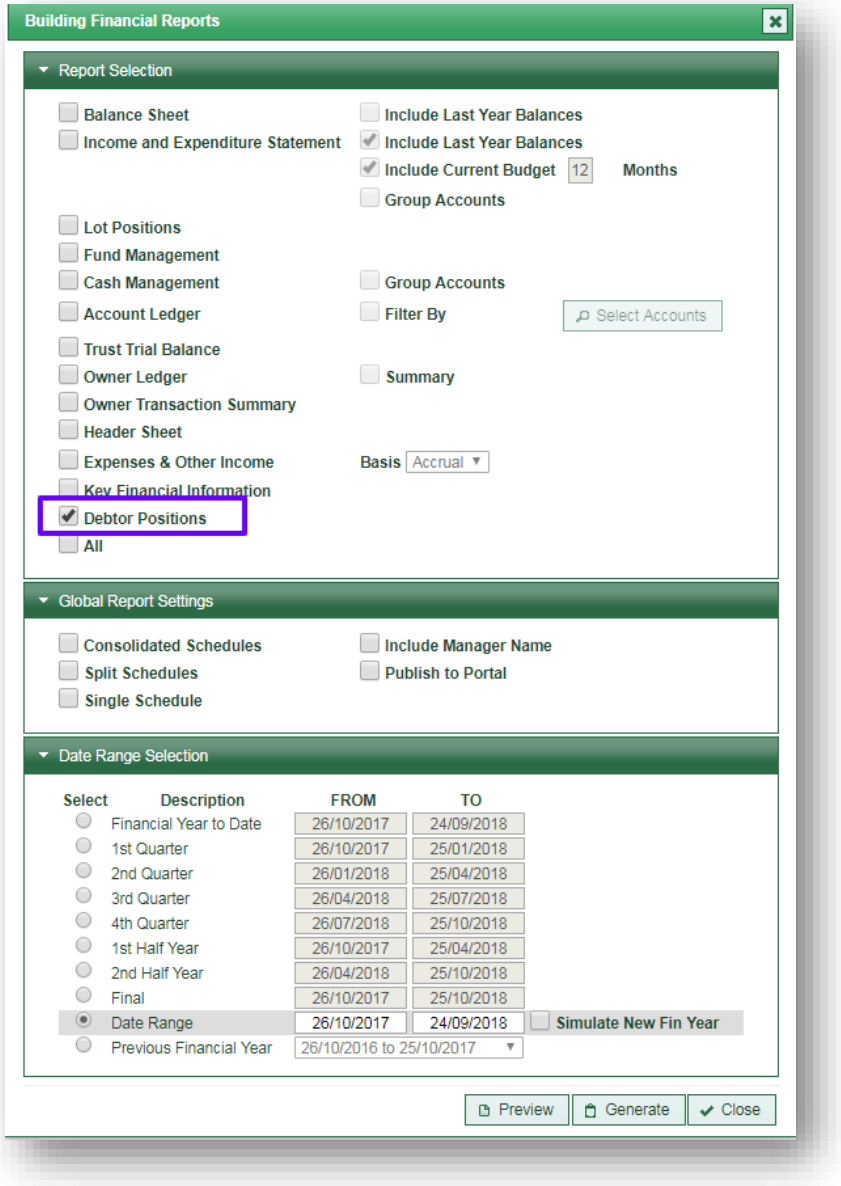
ITEM 7 – VARIABLE CHARGES FOR DEBTOR INVOICES AND DEBTOR STATEMENTS

You can now configure variable charges that are triggered when a debtor invoice is create or when a debtor statement is generated.



ITEM 8 – NEW FINANCIAL REPORT - DEBTOR POSITIONS

A new financial report can be generated from Reporting>Building>Financial Reports or from the Building Card>Financial Reports. The report shows the position of any debtors.



Best Strata
Level 15, , 111 Eagle Street BRISBANE NSW 4000 ABN: 32 345 645
Ph: 13 13 21 Email: rohits@propertyiq.com.au
Printed: 24/09/2018 11:47 am User: ams

Debtor Positions Report - C.T.S. 4356
"THE MARINER"
7 MARINERS DRIVE, TOWNSVILLE, QLD
For the Financial Period 09/05/2017 to 24/09/2018
(Opening Balances as at 04/08/2017)

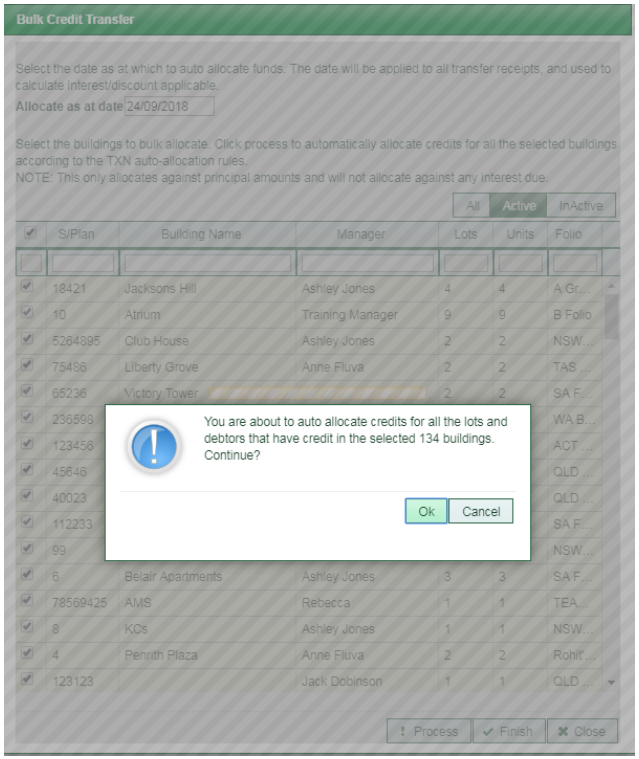
Consolidated

Administrative Fund

Debtor Name	Opening Balance	Invoiced	Paid	Closing Balance
Optus	$0.00	$5,000.00	$0.00	$5,000.00
Administrative Fund Totals	**$0.00**	**$5,000.00**	**$0.00**	**$5,000.00**
			Administrative Fund Arrears	**$5,000.00**
			Administrative Fund Advances	**$0.00**

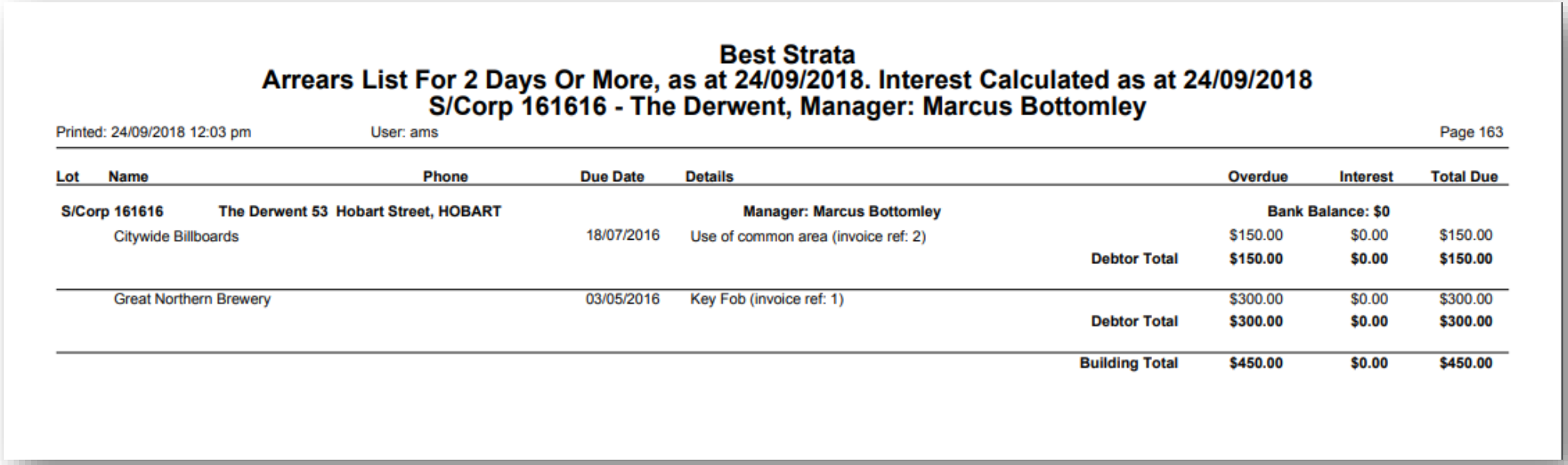
ITEM 9 – BULK CREDIT TRANSFER NOW INCLUDES DEBTOR CREDITS

When you conduct a bulk credit transfer, PropertyIQ now searches for any debtors that have unallocated credits and allocates them to any outstanding invoices, provided the credit and the outstanding invoice relate to the same building.



ITEM 10 – DEBTORS ARE NOW INCLUDED IN ARREARS REPORTS

Debtors that owe buildings for invoices are now included in arrears reports generated from Reporting>Lots>Arrears reports.

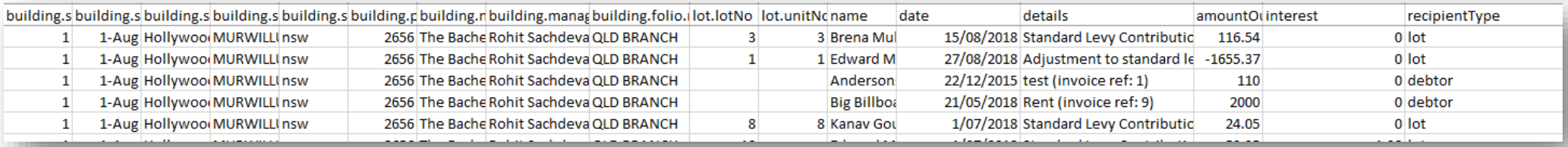


Best Strata
Arrears List For 2 Days Or More, as at 24/09/2018. Interest Calculated as at 24/09/2018
S/Corp 161616 - The Derwent, Manager: Marcus Bottomley

Printed: 24/09/2018 12:03 pm User: ams Page 163

Lot	Name	Phone	Due Date	Details		Overdue	Interest	Total Due
S/Corp 161616	**The Derwent 53 Hobart Street, HOBART**			**Manager: Marcus Bottomley**			**Bank Balance: $0**	
	Citywide Billboards		18/07/2016	Use of common area (invoice ref: 2)		$150.00	$0.00	$150.00
					Debtor Total	**$150.00**	**$0.00**	**$150.00**
	Great Northern Brewery		03/05/2016	Key Fob (invoice ref: 1)		$300.00	$0.00	$300.00
					Debtor Total	**$300.00**	**$0.00**	**$300.00**
					Building Total	**$450.00**	**$0.00**	**$450.00**

When exporting an arrears report to excel, debtors show with the recipient type “debtor”

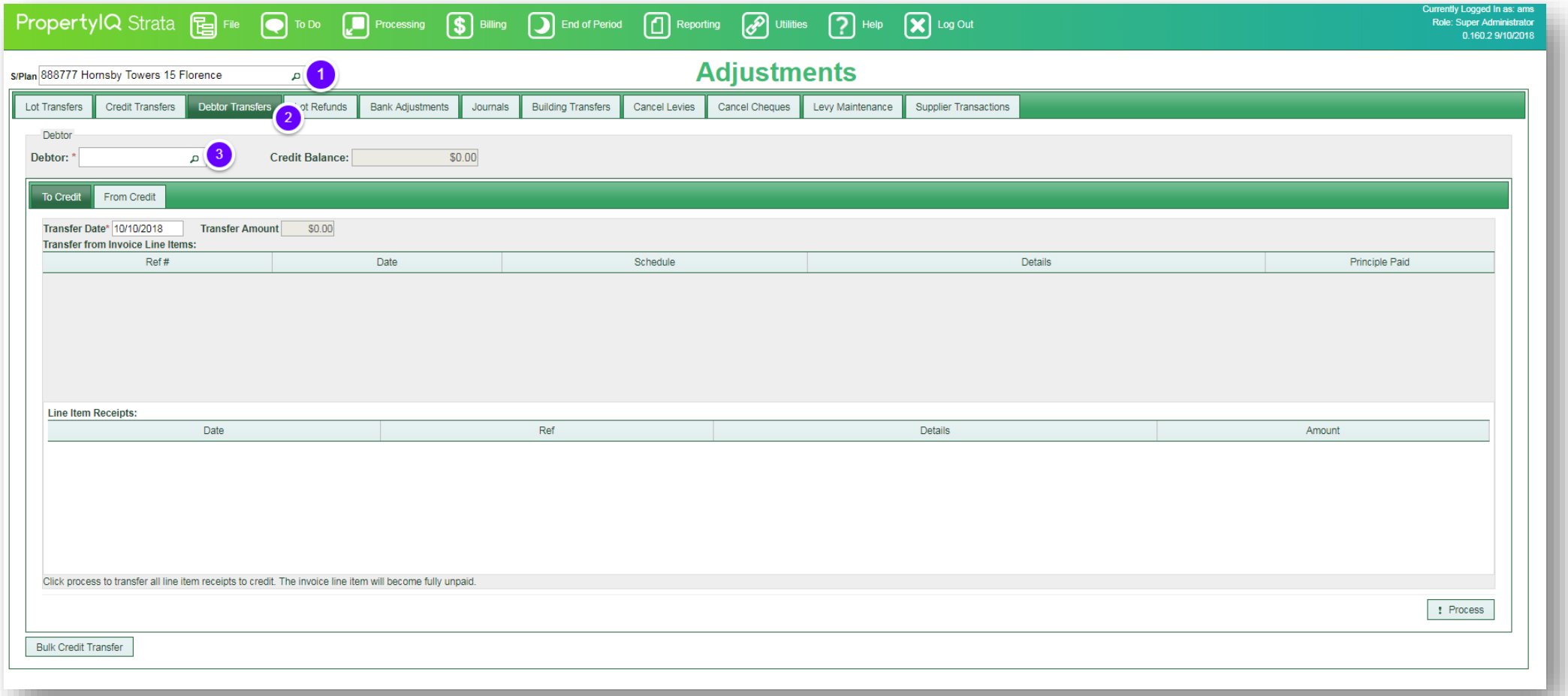


building.s	building.s	building.s	building.s	building.s	building.p	building.n	building.manag	building.folio.	lot.lotNo	lot.unitNo	name	date	details	amountO	interest	recipientType
1	1-Aug	Hollywoo	MURWILLI	nsw	2656	The Bache	Rohit Sachdeva	QLD BRANCH	3	3	Brena Mul	15/08/2018	Standard Levy Contributic	116.54	0	lot
1	1-Aug	Hollywoo	MURWILLI	nsw	2656	The Bache	Rohit Sachdeva	QLD BRANCH	1	1	Edward M	27/08/2018	Adjustment to standard le	-1655.37	0	lot
1	1-Aug	Hollywoo	MURWILLI	nsw	2656	The Bache	Rohit Sachdeva	QLD BRANCH			Anderson	22/12/2015	test (invoice ref: 1)	110	0	debtor
1	1-Aug	Hollywoo	MURWILLI	nsw	2656	The Bache	Rohit Sachdeva	QLD BRANCH			Big Billboa	21/05/2018	Rent (invoice ref: 9)	2000	0	debtor
1	1-Aug	Hollywoo	MURWILLI	nsw	2656	The Bache	Rohit Sachdeva	QLD BRANCH	8	8	Kanav Gou	1/07/2018	Standard Levy Contributic	24.05	0	lot

ITEM 11 – DEBTOR TRANSFERS

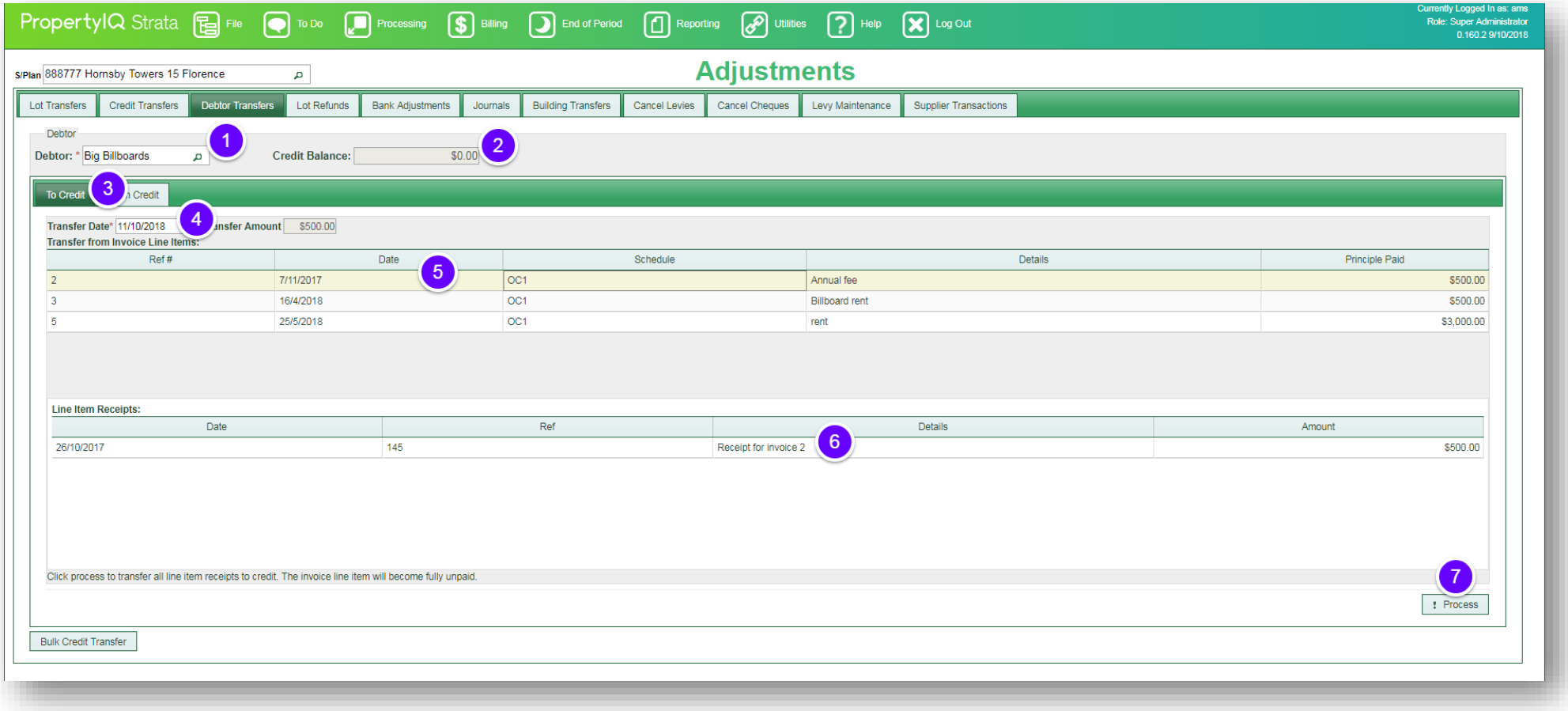
The Processing>Adjustments function now allows you to process debtor transfers.

1. Adjustments can only be made for a single building, so the building must be selected first
2. Select *Debtor Transfers*
3. Use the search icon to select the debtor



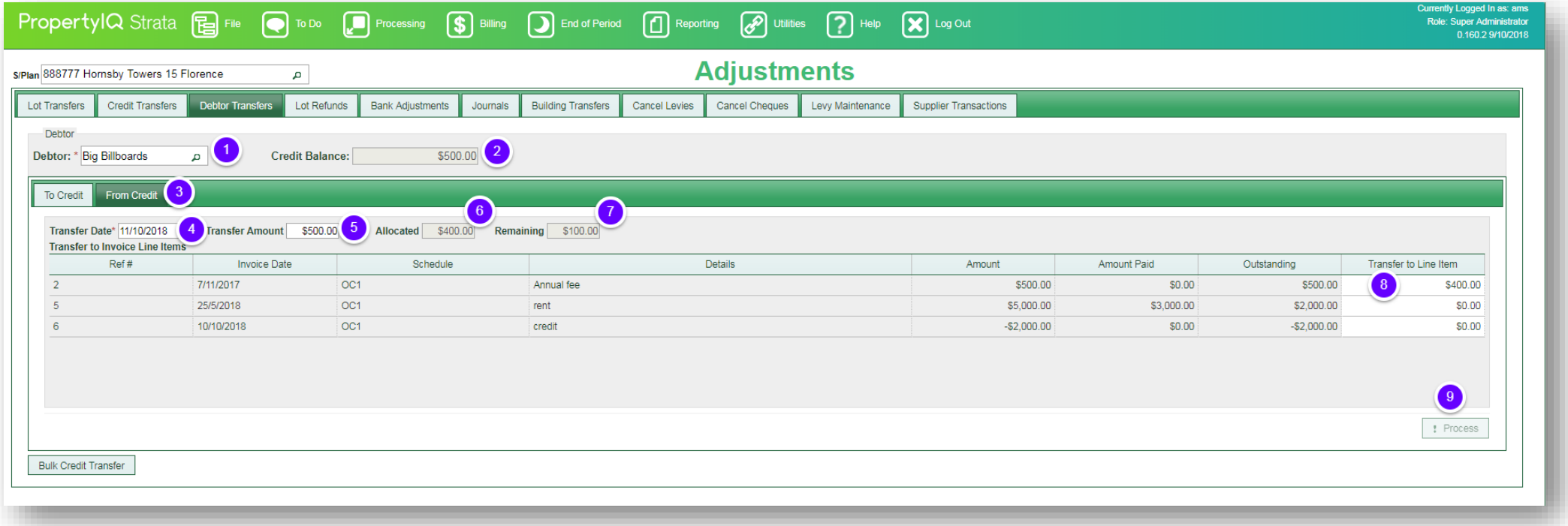
A *To Credit* effectively "unpays" an amount and creates an unallocated credit for the debtor

1. The selected debtor shows here
2. This box shows any existing credit balance the debtor has
3. The *To Credit* tab is the default
4. The transfer date defaults to today's date but you can alter if you need to
5. Highlight the line item you want to "unpay" and put into credit
6. The receipt for the line item you selected shows here
7. *Process* when you are ready

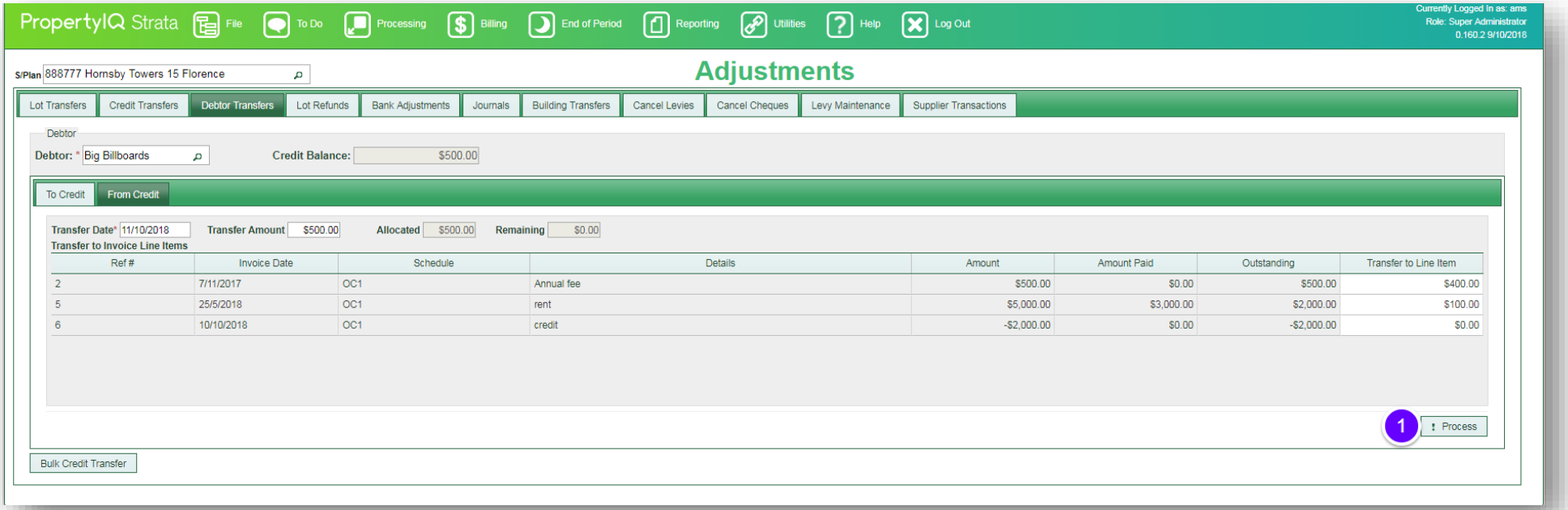


A *From Credit* allows you to allocate amounts in credit against outstanding line items

1. The debtor you have selected shows here
2. This box shows any existing credit the debtor has
3. Select *From Credit*
4. The transfer date defaults to today's date but you can alter if you want to
5. The total amount being transferred shows here
6. The amount that has been allocated shows here
7. Any remaining unallocated amount shows here
8. Highlight the line item you want to allocate the credit to (you can allocate to more than one line item – up to the total of the debtor's credit balance)
9. *Process* is greyed out until all the total entered in the *Transfer Amount* box has been allocated

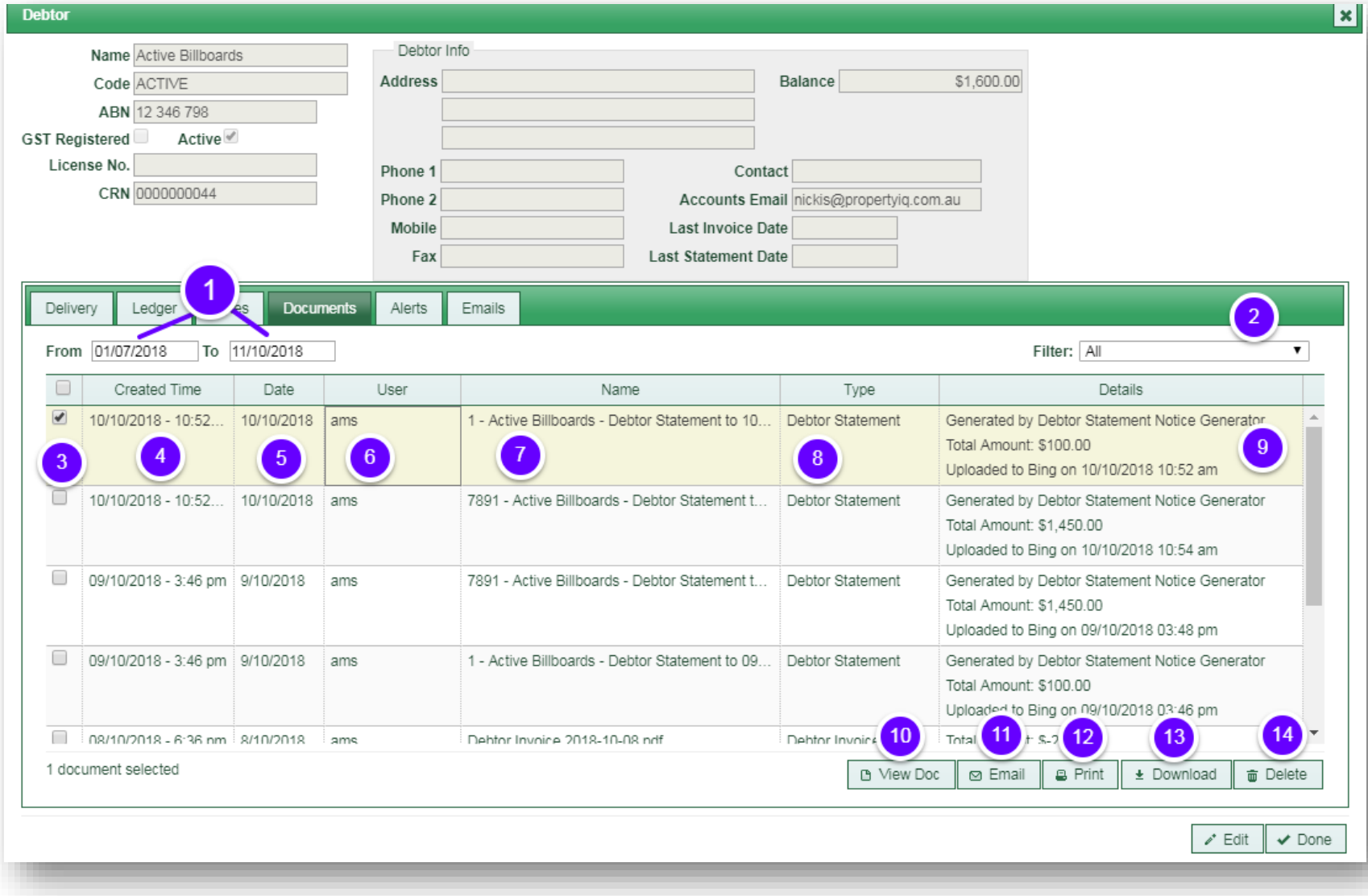


1. When the total transfer amount has been allocated, *Process* to complete the transfer



ITEM 12 – DEBTOR CARD>DOCUMENTS TAB NOW SHOWS MORE DETAIL

1. Choose a date range to refine your search
2. You can filter the view by document type
3. Select a single document by clicking on the box on the right or select all by clicking on the box on the top row
4. The created date and time show in this column
5. The date the document was created shows here
6. The document creator shows here
7. The name of the document shows here
8. The document type shows here
9. Document details show in this column
10. *View Doc* to open the document in a new tab
11. *Email* to email a copy of the document
12. *Print* to open a copy of the document in a new tab for printing
13. *Download* to download a copy of the document to your computer
14. *Delete* to delete the document from PropertyIQ


Debtor
Name Active Billboards
Code ACTIVE
ABN 12 346 798
GST Registered
Active
License No.
CRN 0000000044
Debtor Info
Address
Balance $1,600.00
Phone 1
Phone 2
Mobile
Fax
Contact
Accounts Email nickis@propertyiq.com.au
Last Invoice Date
Last Statement Date
Delivery
Ledger
Documents
Alerts
Emails
From 01/07/2018 To 11/10/2018
Filter: All
Created Time
Date
User
Name
Type
Details
10/10/2018 - 10:52...
10/10/2018
ams
1 - Active Billboards - Debtor Statement to 10...
Debtor Statement
Generated by Debtor Statement Notice Generator
Total Amount: $100.00
Uploaded to Bing on 10/10/2018 10:52 am
10/10/2018 - 10:52...
10/10/2018
ams
7891 - Active Billboards - Debtor Statement t...
Debtor Statement
Generated by Debtor Statement Notice Generator
Total Amount: $1,450.00
Uploaded to Bing on 10/10/2018 10:54 am
09/10/2018 - 3:46 pm
9/10/2018
ams
7891 - Active Billboards - Debtor Statement t...
Debtor Statement
Generated by Debtor Statement Notice Generator
Total Amount: $1,450.00
Uploaded to Bing on 09/10/2018 03:48 pm
09/10/2018 - 3:46 pm
9/10/2018
ams
1 - Active Billboards - Debtor Statement to 09...
Debtor Statement
Generated by Debtor Statement Notice Generator
Total Amount: $100.00
Uploaded to Bing on 09/10/2018 03:46 pm
1 document selected
View Doc
Email
Print
Download
Delete
Edit
Done
1
2
3
4
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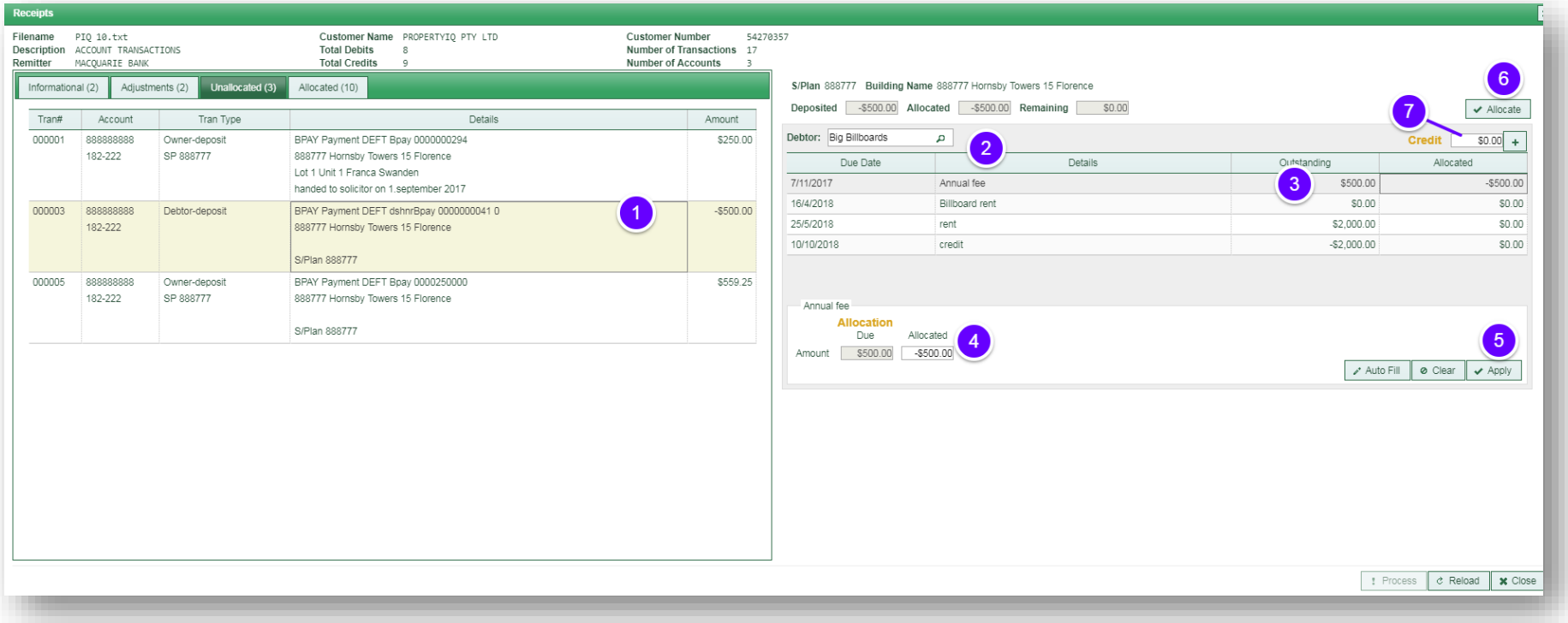
14

ITEM 13 – DEBTOR DISHONOURS CAN NOW BE EASILY ALLOCATED

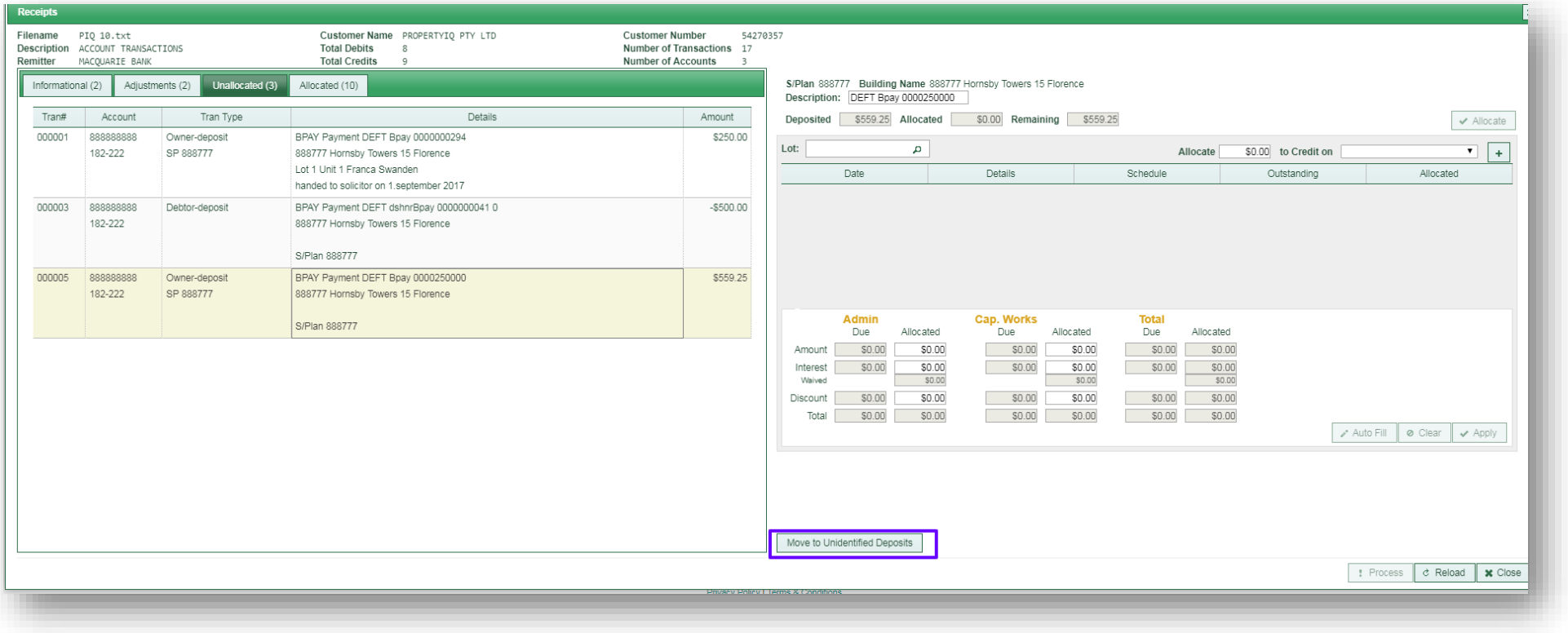
1. If a debtor payment dishonours it shows in the unallocated tab of the .txn processor
2. The debtor is matched from their CRN number
3. Select the line item you want to allocate the debtor dishonour against
4. Enter the amount you want to allocate to the lie item (allocations can be made against more than one line item
5. *Apply* the credit
6. *Allocate* the credit to the selected line item (this button is greyed out until the full amount has been allocated
7. You can also allocate part or all of the dishonour to credit if you want to



ITEM 15 – IMPROVEMENTS TO THE ALLOCATION OF FUNDS THAT CAN'T BE IDENTIFIED ON THE .TXN PROCESSING SCREEN

When processing a .txn file, items that can't be identified can now be moved to Unidentified Deposits.

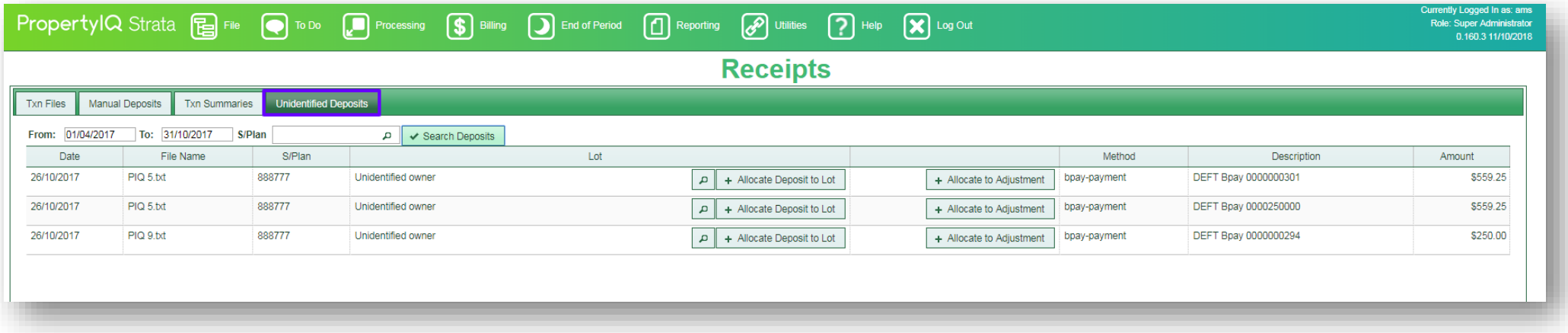
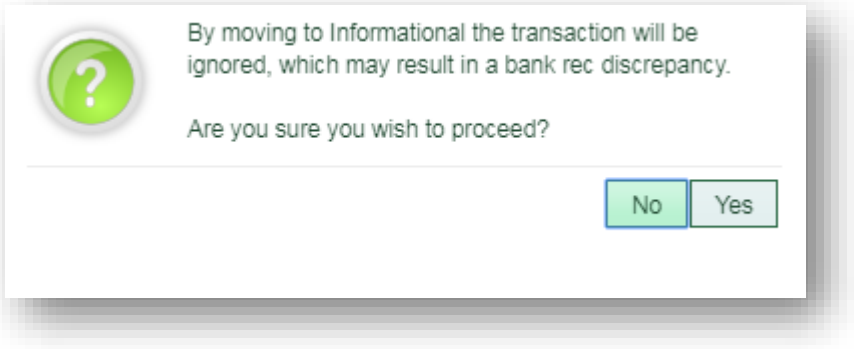
Items moved to Unidentified Deposits are now allocated to a new liability chart of accounts code for the admin fund called *Unidentified Deposits.* This has replaced the old *Unallocated Deposits income* chart of accounts code for the admin fund.



ITEM 16 - RECEIPTS SCREEN – UNIDENTIFIED DEPOSITS TAB HAS REPLACED UNALLOCATED FUNDS TAB

The Receipts screen now shows Unidentified Deposits in place of the Unallocated funds.

Items that were allocated to Unidentified Deposits from the .txn processor have been allocated to the chart of accounts code for the admin fund called *Unidentified Deposits*. The process to allocate these transactions to a lot or to an adjustment is unchanged.



ITEM 17 – IF YOU SELECT TO MOVE AN ITEM TO THE INFORMATIONAL TAB YOU WILL RECEIVE A WARNING