PropertyIQ

Release Notes April 2022

PropertyIQ Version 0.231.0
Portal Version 2.9

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SUMMARY

CHANGES RELATED TO PIQ PORTAL

1. **Portal user profiles and email addresses** – Some improvements have been made to the portal profile for lot owners and committee members to improve the user experience.

   - Only one email address per portal account – A change has been made so that only one email address can be used and linked to a single portal account. Historically, there could be multiple email addresses linked to one portal account. The default login email address could then be selected from the portal profile page.

     Now;

     - where lots and committee members have exactly the **same** email address, they will be linked together in the same portal account.
     - if the email address is **different** and not currently used by a portal account, a new portal account will be created and that user will receive a new portal account invitation.

     This avoids any confusion in the behaviour of linking properties and also linking properties together in error.

     For existing portal accounts, a retrospective change has also been applied. Where a portal account had multiple email addresses linked to it, the lot owner or committee member will receive a new portal account invitation email for each of the additional email addresses (resulting in a separate portal account for each email address).

     HINT: *You can check impacted lot owners and committee members by using the Users export list in the Portal Administrator area. Log in to portal as a strata manager, go to Users page and export a list of users. Under 'Linked Emails' you will see a list of emails attached to each portal account. Where an email differs from the 'Login Email', a new portal account will be created for that property.*

   - Profile and Settings pages – The profile page has been simplified by:
     i. removing names, addresses and contact details in the user details section. The email address will be the only information shown under profile. The name, address and contact details of the lot will still be visible under the Property page>My Lots section.
     ii. changing the login name in the top right corner of the screen (next to notification icon) from the user's name to their email address.
     iii. removing the *Default Email* section as it's no longer necessary (*see above 'Only one email address per portal account'*).
   - Property > My Lots section – In some rare cases where a portal account had multiple linked properties, the lot details under the property page *My Lots* section were not updating after a change in PropertyIQ. This issue has been fixed.

INFO CERTIFICATES - NEW SECTION 174 CERTIFICATE FOR COMMUNITY SCHEMES (NSW)

2. **New Section 174 Certificate (NSW)** – A new Section 174 Certificate template is now available for NSW buildings of type community, neighbourhood and precinct. The change has been made as a result of the new *Community Land Management Act 2021*, *Community Land Development Act 2021* and associated regulations which commenced on 1 December 2021. The new certificate has been designed based on the approved form published by NSW Fair Trading.

   The following changes have been made:

   - Renamed template type – the template type previously called 'NSW Section 26 Certificate' has been renamed to 'NSW Section 174 Certificate' throughout PIQ.
   - New Section 174 template – a new template called 'NSW Section 174 Certificate' is now available in your default list of templates under *File>Templates>Standard merge templates* tab. This template is **NOT** selected by default. When you're ready to use the new template, you'll need to manually select it as the system default. Once selected as the default template, it'll be used to generate certificates for NSW buildings of type community, neighbourhood and precinct.

- Old Section 26 template - your old Section 26 Certificate will be unaffected and will remain in your list of existing templates with the existing template name. It will also remain selected as the default system template for certificates until you manually change over to the new Section 174 template.

! What you need to do

- When you're ready to use the new Section 174 Certificate template, you'll need to **manually select 'NSW Section 174 Certificate' as the system default** under *File>Templates>Standard merge templates* tab. See instructions here.
- Once you've selected it as the default template, it'll be used to generate certificates for NSW buildings of type community, neighbourhood and precinct.

IMPORTANT NOTE: Some of the existing merge fields in the template have been repurposed for the new Section 174 certificate [Repurposed: All merge fields for Pt4, Pt5, Pt6, Community & Precinct sections]. If you continue to use the old Section 26 certificate, you'll notice that some data has been affected as the merge fields are now only intended for use with the new Section 174 certificate template.

Refer below for more detail and screenshots.

SUPPLIER PAYMENTS

3. **Process $0 payments using credit notes** – You can now process payment of invoice/s by applying a credit note of **equal** value. For example, when processing a supplier payment run, you can select invoice/s totalling $100 and select a $100 credit note for the same building and supplier, and the selected transactions will be paid and cleared from the payments queue.

   Previously, a supplier payment run required a net payment of $0.01 or more to the supplier. Now, you can process a supplier payment run where the net total is $0.00 by using a credit note of equal value.

   - This function works where you're fully paying the invoice balance e.g. the credit note is of equal value to the amount of the invoice/s being paid.
   - Where the supplier payment run total equals $0.00, no payment files (.bpay, .aba) or payment reports will be created.
   - A remittance advice will still be created as per the usual payment run process and saved against the building and supplier documents. The remittance advice will display the original invoice/s and the applied credit note for record purposes, and the supplier will receive a copy of the remittance advice in accordance with their remittance delivery preferences.

4. **Cancellation of invoices with positive and negative line items** - Where a supplier invoice has multiple line items that are made up of positive and negative line item amounts (e.g. BAS payments), the 'Cancel Invoice' function will now recognise both positive and negative line items and create the relevant contra invoice/s and credit note/s.

RECEIPTING – ALLOCATE TO A DEBTOR

5. **TXN receipting – Allocate to a debtor** – You can now allocate a direct deposit to a debtor when processing a TXN file.

   - On the TXN allocator screen>Adjustments tab, you'll see a new button called '*Move to Debtor Deposits*' under the existing *Move to Owner Deposits* button.
   - If a debtor direct deposit appears in the Adjustments tab of the TXN allocator (existing behaviour), you can select the *Move to Debtor Deposits* button to move it to the *Unallocated* tab and assign the deposit to a Debtor.

   Refer below for screenshots.

6. **Building schedules – Hide inactive schedules** – Any inactive schedules in a building can no longer be selected from the schedule dropdown when processing a manual deposit of type 'other' under *Processing>Receipts>Manual Deposits screen*.
7. **BAS reporting – Levy discount reversals** - Where a levy with discount has been transferred to credit, the BAS GST Audit Trail report was incorrectly reflecting the discount receipt reversal (transfer to credit receipt) as a negative GST amount, where it should be a positive amount. This issue has now been fixed.
8. **Special levies** – You can no longer create $0.00 levies from the Special Levies screen when in manual mode. This ensures that $0.00 levies cannot be struck on lot ledgers in error.

ITEM 2 – NEW SECTION 174 CERTIFICATE (NSW)

A new Section 174 Certificate template is available for NSW buildings of type community, neighbourhood and precinct.

The change has been made as a result of the new *Community Land Management Act 2021*, *Community Land Development Act 2021* and associated regulations which commenced on 1 December 2021.

The new certificate has been designed based on the approved form published by NSW Fair Trading.

The following changes have been made:

- **Renamed template type** – the template **type** previously called 'NSW Section 26 Certificate' has been renamed to 'NSW Section 174 Certificate' throughout PIQ.
- **New Section 174 template** – a new template called 'NSW Section 174 Certificate' is now available in your default list of templates under *File>Templates>Standard merge templates* tab. This template is **NOT** selected by default.
  When you're ready to use the new template, you'll need to manually select it as the system default. Once selected as the default template, it'll be used to generate certificates for NSW buildings of type community, neighbourhood and precinct.
- **Old Section 26 template** - your old Section 26 Certificate will be unaffected and will remain in your list of existing templates with the existing template name. It will also remain selected as the default system template for certificates until you manually change over to the new Section 174 template.

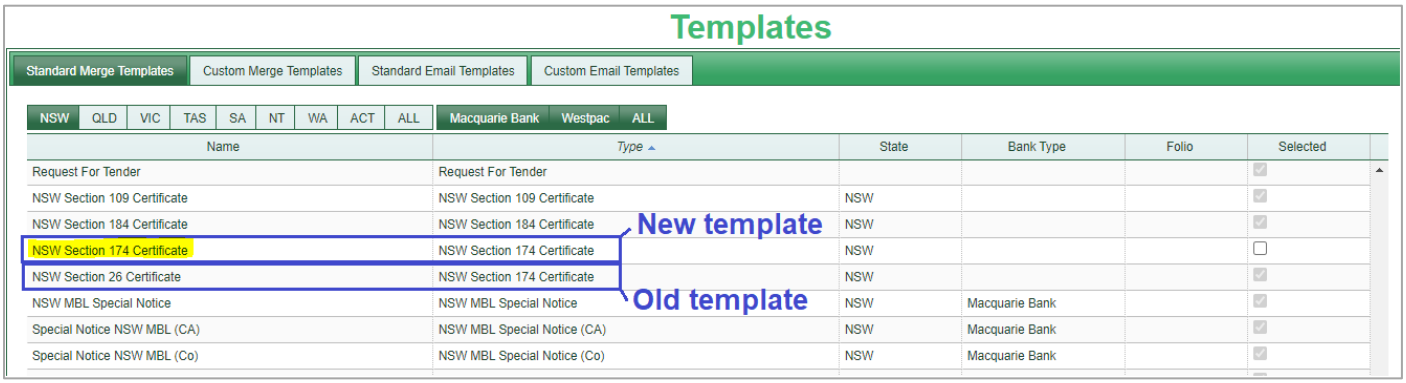
! What you need to do

- When you're ready to use the new Section 174 Certificate template, you'll need to **manually select 'NSW Section 174 Certificate' as the system default** under *File>Templates>Standard merge templates* tab. See instructions here.
- Once you've selected it as the default template, it'll be used to generate certificates for NSW buildings of type community, neighbourhood and precinct.

IMPORTANT NOTE: Some of the existing merge fields in the template have been repurposed for the new Section 174 certificate [Repurposed: All merge fields for Pt4, Pt5, Pt6, Community & Precinct sections]. If you continue to use the old Section 26 certificate, you'll notice that some data has been affected as the merge fields are now only intended for use with the new Section 174 certificate template.

CERTIFICATE TEMPLATES

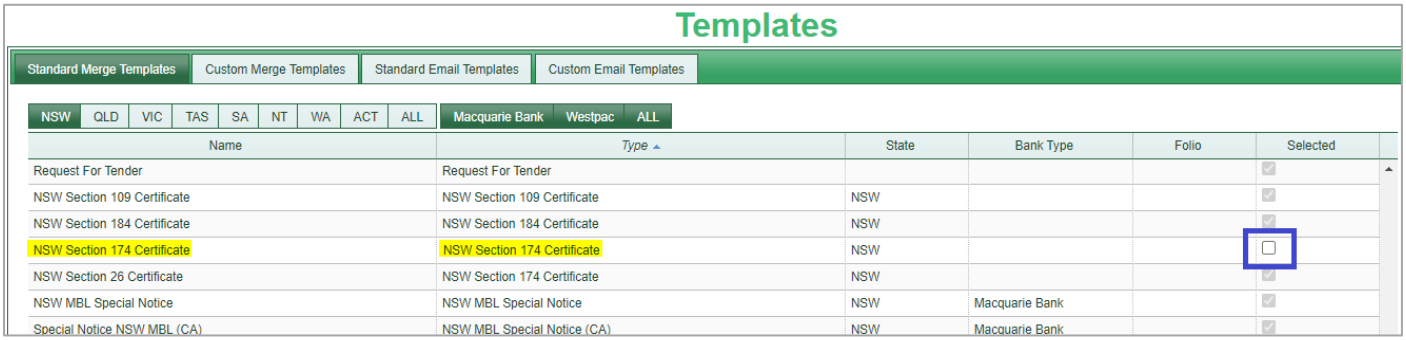
- New 'NSW Section 174 Certificate' template available under *File>Templates>Standard merge templates* tab.
- Old 'NSW Section 26 Certificate' template will remain unaffected and remain selected as the default template until you change to the new template.



Name	Type	State	Bank Type	Folio	Selected
Request For Tender	Request For Tender				☑
NSW Section 109 Certificate	NSW Section 109 Certificate	NSW			☑
NSW Section 184 Certificate	NSW Section 184 Certificate	NSW			☑
NSW Section 174 Certificate	NSW Section 174 Certificate	NSW			☐
NSW Section 26 Certificate	NSW Section 174 Certificate	NSW			☑
NSW MBL Special Notice	NSW MBL Special Notice	NSW	Macquarie Bank		☑
Special Notice NSW MBL (CA)	NSW MBL Special Notice (CA)	NSW	Macquarie Bank		☑
Special Notice NSW MBL (Co)	NSW MBL Special Notice (Co)	NSW	Macquarie Bank		☑

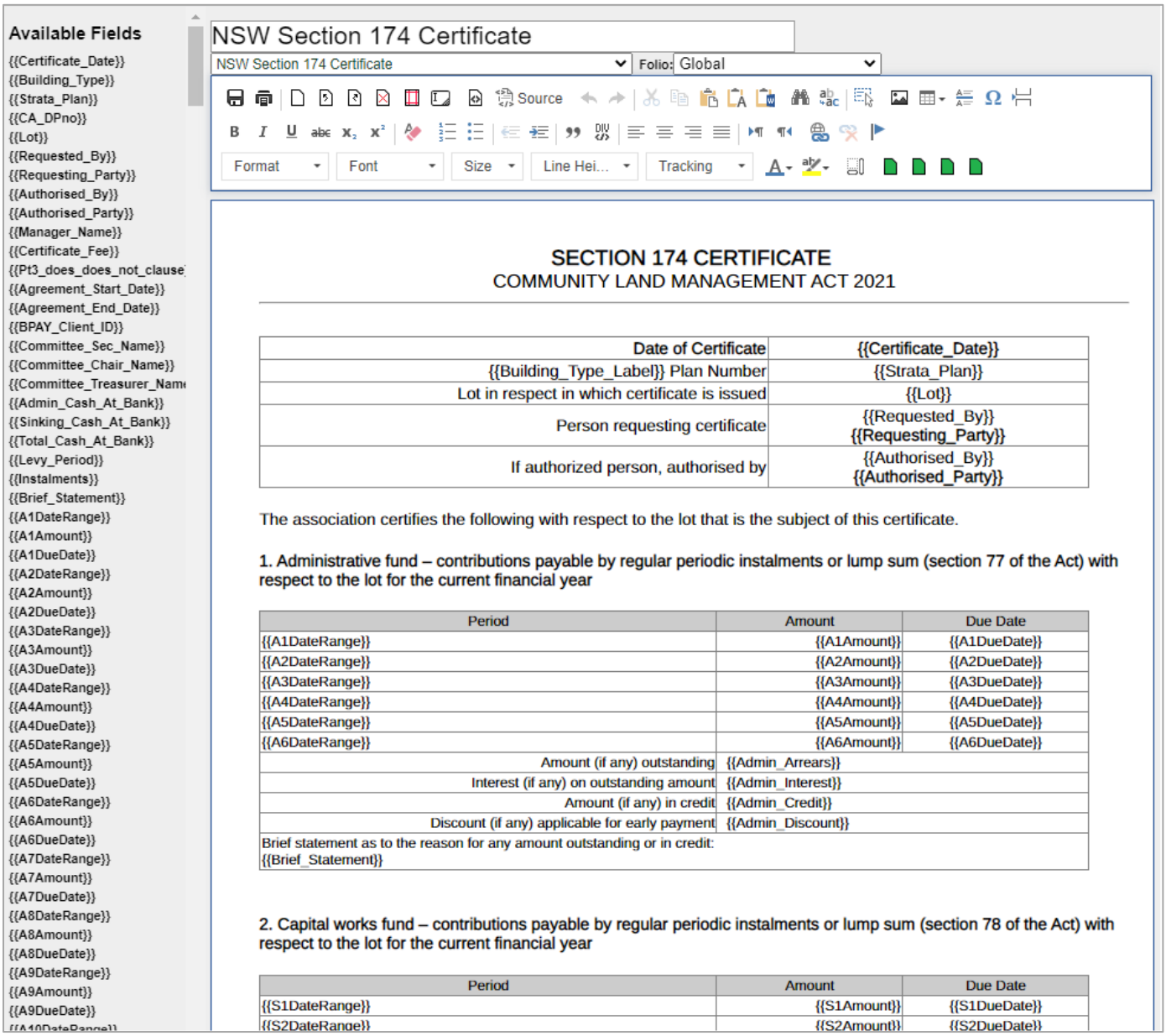
SECTION 174 CERTIFICATE – SELECT AS DEFAULT

1. Go to *File>Templates>Standard merge templates* tab.
2. Find the new Section 174 Certificate template in the list.
   Name = *NSW Section 174 Certificate*. Type = *NSW Section 174 Certificate*.
3. In the *Selected* column, tick the checkbox to make it the system default template.



Name	Type	State	Bank Type	Folio	Selected
Request For Tender	Request For Tender				☑
NSW Section 109 Certificate	NSW Section 109 Certificate	NSW			☑
NSW Section 184 Certificate	NSW Section 184 Certificate	NSW			☑
NSW Section 174 Certificate	NSW Section 174 Certificate	NSW			☐
NSW Section 26 Certificate	NSW Section 174 Certificate	NSW			☑
NSW MBL Special Notice	NSW MBL Special Notice	NSW	Macquarie Bank		☑
Special Notice NSW MBL (CA)	NSW MBL Special Notice (CA)	NSW	Macquarie Bank		☑

SECTION 174 CERTIFICATE - EXAMPLE



Available Fields

{{Certificate_Date}}
{{Building_Type}}
{{Strata_Plan}}
{{CA_DPno}}
{{Lot}}
{{Requested_By}}
{{Requesting_Party}}
{{Authorised_By}}
{{Authorised_Party}}
{{Manager_Name}}
{{Certificate_Fee}}
{{Pt3_does_does_not_clause
{{Agreement_Start_Date}}
{{Agreement_End_Date}}
{{BPAY_Client_ID}}
{{Committee_Sec_Name}}
{{Committee_Chair_Name}}
{{Committee_Treasurer_Nam
{{Admin_Cash_At_Bank}}
{{Sinking_Cash_At_Bank}}
{{Total_Cash_At_Bank}}
{{Levy_Period}}
{{Instalments}}
{{Brief_Statement}}
{{A1DateRange}}
{{A1Amount}}
{{A1DueDate}}
{{A2DateRange}}
{{A2Amount}}
{{A2DueDate}}
{{A3DateRange}}
{{A3Amount}}
{{A3DueDate}}
{{A4DateRange}}
{{A4Amount}}
{{A4DueDate}}
{{A5DateRange}}
{{A5Amount}}
{{A5DueDate}}
{{A6DateRange}}
{{A6Amount}}
{{A6DueDate}}
{{A7DateRange}}
{{A7Amount}}
{{A7DueDate}}
{{A8DateRange}}
{{A8Amount}}
{{A8DueDate}}
{{A9DateRange}}
{{A9Amount}}
{{A9DueDate}}
{{A10DateRange}}

NSW Section 174 Certificate

NSW Section 174 Certificate | Folio: Global

Source | Format | Font | Size | Line Hei... | Tracking

SECTION 174 CERTIFICATE
COMMUNITY LAND MANAGEMENT ACT 2021

Date of Certificate	{{Certificate_Date}}
{{Building_Type_Label}} Plan Number	{{Strata_Plan}}
Lot in respect in which certificate is issued	{{Lot}}
Person requesting certificate	{{Requested_By}} {{Requesting_Party}}
If authorized person, authorised by	{{Authorised_By}} {{Authorised_Party}}

The association certifies the following with respect to the lot that is the subject of this certificate.

1. Administrative fund – contributions payable by regular periodic instalments or lump sum (section 77 of the Act) with respect to the lot for the current financial year

Period	Amount	Due Date
{{A1DateRange}}	{{A1Amount}}	{{A1DueDate}}
{{A2DateRange}}	{{A2Amount}}	{{A2DueDate}}
{{A3DateRange}}	{{A3Amount}}	{{A3DueDate}}
{{A4DateRange}}	{{A4Amount}}	{{A4DueDate}}
{{A5DateRange}}	{{A5Amount}}	{{A5DueDate}}
{{A6DateRange}}	{{A6Amount}}	{{A6DueDate}}
Amount (if any) outstanding	{{Admin_Arrears}}	
Interest (if any) on outstanding amount	{{Admin_Interest}}	
Amount (if any) in credit	{{Admin_Credit}}	
Discount (if any) applicable for early payment	{{Admin_Discount}}	
Brief statement as to the reason for any amount outstanding or in credit: {{Brief_Statement}}		

2. Capital works fund – contributions payable by regular periodic instalments or lump sum (section 78 of the Act) with respect to the lot for the current financial year

Period	Amount	Due Date
{{S1DateRange}}	{{S1Amount}}	{{S1DueDate}}
{{S2DateRange}}	{{S2Amount}}	{{S2DueDate}}

SECTION 174 CERTIFICATE - EXPLAINED

In the new Section 174 Certificate, there are 16 sections. Each section is explained below.

Lot levy contribution details

1. Section 1 – Standard Administrative fund levies
2. Section 2 – Standard Capital works fund levies
3. Section 3 – Levies of type "Additional Amenities" (*Billing>Special Levies>Section* type dropdown)
4. Section 4 – Levies of type "Special Contributions" (*Billing>Special Levies>Section* type dropdown)
5. Section 5 – Levies of type "By-Law Conferring A Right" (*Billing>Special Levies>Section* type dropdown)
6. Section 6 – Levies of type "Cost of Legal Proceedings" (*Billing>Special Levies>Section* type dropdown)
7. Section 7 – Levies of type "Work Carried out by Owners Corp" (*Billing>Special Levies>Section* type dropdown)
8. Section 8 – The interest rate payable on overdue levies as entered under *Building card>Settings tab>Owner Interest accordion*. The total arrears and total interest payable on outstanding contributions of the lot as shown on the lot's ledger.
9. Section 9 – Levies of type "Recoverable as a Debt" (*Billing>Special Levies>Section* type dropdown)

Owner and building details

10. Section 10 – The owner name and service address, as well as the mortgagee details (if any), as entered on the lot card.
11. Section 11 – The Managing Agent (strata management company) for the building as entered under *Utilities>Settings> Company Details*.
12. Section 12 – The details of all active members as entered under *Building card>Info tab>Committee accordion* for the building.

Community Association or Precinct Association details

Prior to Section 13 and 14, there's an introduction that provides general details about the association. It will include:

- **For Community Associations** - The association name, lot numbers and service address of the Community Association if it's been recorded on the building card. Details are entered under *Building card>Info tab>Community Association/Precinct Association/Building Management Committee accordion > Community Association type*.
  If a Community Association hasn't been entered here, this section will be blank in the certificate.
- **For Precinct Associations** - The association name, lot numbers and service address of the Precinct Association if it's been recorded on the building card. Details are entered under *Building card>Info tab>Community Association/Precinct Association/Building Management Committee accordion > Precinct Association type*.
  If a Precinct Association hasn't been entered here, this section will be blank in the certificate.

13. Section 13 – Administrative Fund levies payable to the Association.
    a. **Community Association** – As entered in the levies table in the 'Admin' column under *Building card>Info tab>Community Association/Precinct Association/Building Management Committee accordion>Community Association type*. If levy details haven't been entered here, this section will be blank in the certificate.
    b. **Precinct Association** - As entered in the levies table in the 'Admin' column under *Building card>Info tab>Community Association/Precinct Association/Building Management Committee accordion>Precinct Association type*. If levy details haven't been entered here, this section will be blank in the certificate.
14. Section 14 – Capital Works Fund levies payable to the Association.
    a. **Community Association** – As entered in the levies table in the 'Capital Works' column under *Building card>Info tab>Community Association/Precinct Association/Building Management Committee accordion>Community Association type*. If levy details haven't been entered here, this section will be blank in the certificate.
    b. **Precinct Association** - As entered in the levies table in the 'Capital Works' column under *Building card>Info tab>Community Association/Precinct Association/Building Management Committee accordion>Precinct Association type*. If levy details haven't been entered here, this section will be blank in the certificate.

Any other amounts payable

15. Section 15 – If there is any other amounts payable by the lot, you can manually enter details in the table provided. No information automatically populates into this section.

Other information

16. Section 16 – The insurance policy details of the building as entered under *Building card>Info tab>Insurance accordion.*

Total amount payable

For ease of reference, there's a total amount of outstanding contributions for the lot at the end of the certificate. The total arrears is the same amount as shown in Section 8.

Seal and signature

The final section is where a seal and/or signatures can be affixed. This remains unchanged from the old certificate template.

ITEM 5 - RECEIPTING – ALLOCATE TO A DEBTOR

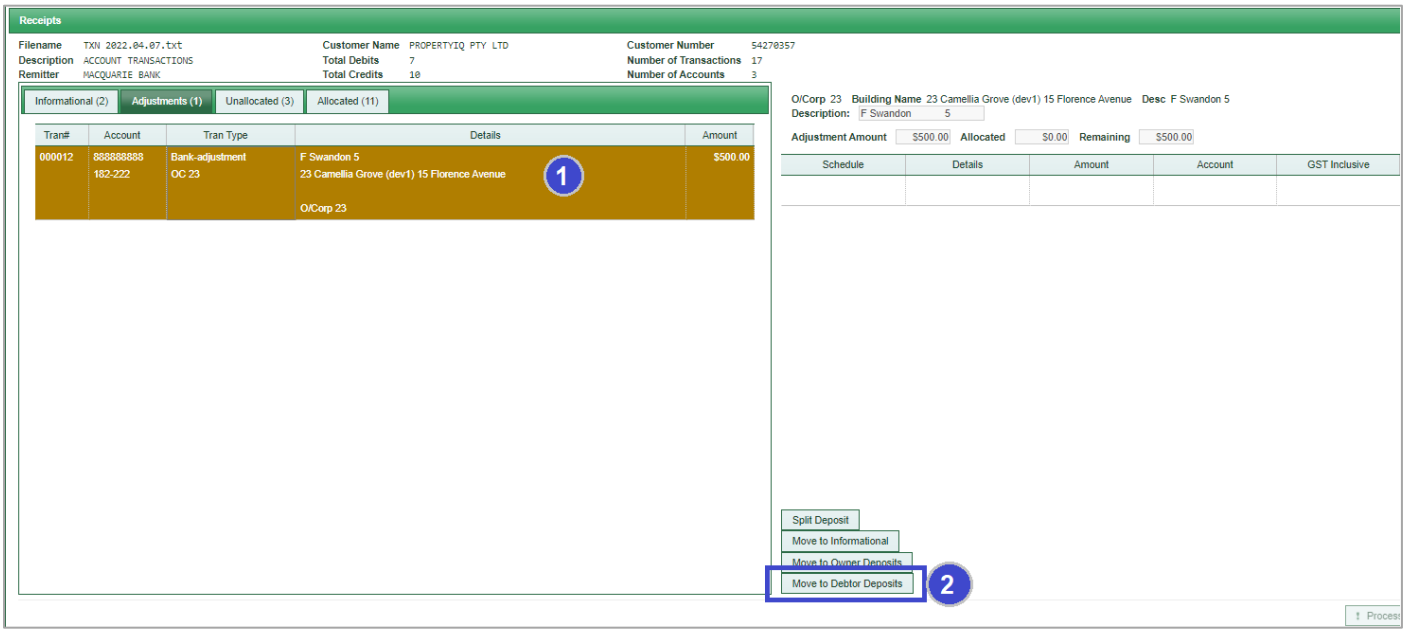
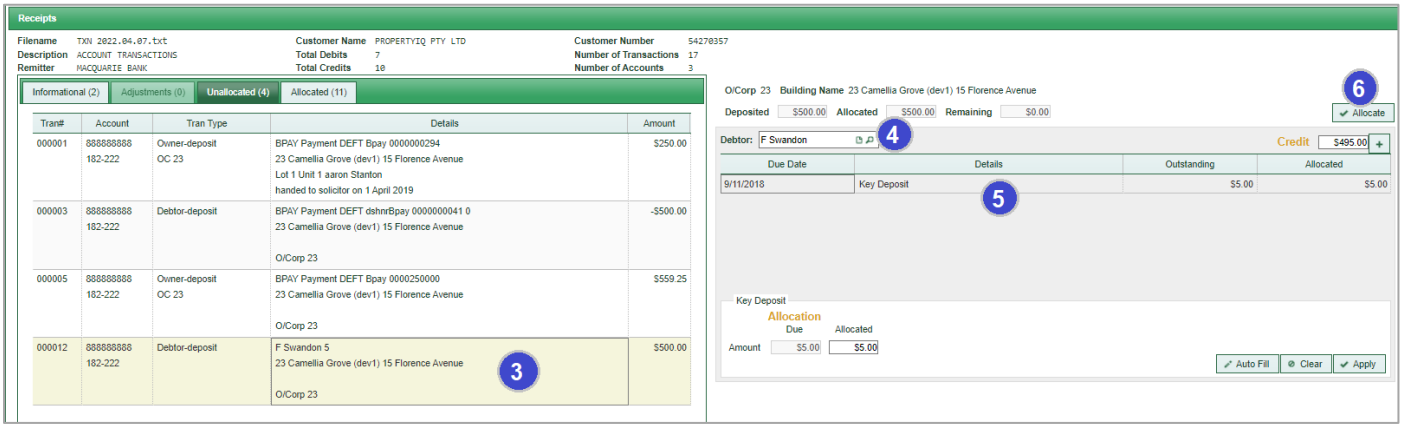
You can now allocate a direct deposit to a debtor when processing a TXN file.

- On the TXN allocator screen>Adjustments tab, you'll see a new button called '*Move to Debtor Deposits*' under the existing *Move to Owner Deposits* button.
- If a debtor direct deposit appears in the Adjustments tab of the TXN allocator (existing behaviour), you can select the *Move to Debtor Deposits* button to move it to the *Unallocated* tab and assign the deposit to a Debtor.

When processing a TXN file under Processing>Receipts:

1. Under the *Adjustments* tab, select the debtor deposit
2. Click the *Move to Debtor Deposits* button

   This will change the receipt type from 'bank adjustment' to 'debtor deposit' and move it to the *Unallocated* tab where it can be allocated to a debtor.



3. Under the *Unallocated* tab, select the debtor deposit
4. Find and select the debtor using the debtor search field
5. Allocate the deposit to the debtor invoices as required
6. Select the *Allocate* button once the full deposit amount has been allocated. The deposit will then move to the *Allocated* tab