PropertyIQ™ Strata

Release Notes Version 166.0-169.2

February 2019

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SUMMARY

HIGHLIGHTS

Action Items – you will need to take some actions for the first two items in this release.

1. **Due notices** – changes to the way GST is shown on reminder, arrears, final and legal notices. GST totals now only contain the GST amounts of levies within the selected date range. Levies due prior to the selected date range are not included in the GST total. This is to ensure duplicate tax invoices are not issued to owners for levies/fees issued on a previous notice, when including arrears on notices being issued for upcoming due levies/fees.

   You should ensure the below changes are made to your reminder, special, arrears, final and legal notice templates. You can contact support@propertyiq.com.au if you need any assistance.

   Ensure the merge field Nett_Label is inserted at the bottom of the table

   - The merge field Nett_Label will merge text that states "This is a tax invoice for GST purposes only in respect to current period levies. Current period levies of $x include GST of $y if paid by the due date" (where x is the net amount of current period levies including any discount and where y is the GST amount of x)
   - The merge field Nett_Label is always blank if there are no levies that have discount applicable
   - The merge field Nett_Label is always blank on arrears, final or legal notices

   Ensure the merge field Gross_Label is inserted at the bottom of the table

   - The merge field Gross_Label will merge text that states "This is a tax invoice for GST purposes only in respect to current period levies. Current period levies of $x include GST of $y" (Where x is the gross amount of current period levies excluding any discount and where y is the GST amount of x)
   - The merge field Gross_Label is blank on arrears, final or legal notices unless there is a chargeback levy to the lot owner in that notice. If there is a chargeback levy, it will include the GST amount of the chargeback.

   Remove GST_Label merge field as this is no longer used and does not merge any data

   Remove Gross_Taxable_Amount merge field as this is no longer used does not merge any data

   Remove Nett_Taxable_Amount merge field as this is no longer used and does not merge any data

2. **Reporting – Supplier Compliance report from Diary screen**. An issue where some compliance details were not showing on the building's compliance register report has now been fixed. This will fix for the issue for all data added moving forward but will not affect data you had already entered on PIQ. You can contact support@propertyiq.com.au to have your retrospective data updated.

3. **Supplier Transactions.** When you select a chart of accounts code for a supplier transaction, you can now see easily whether the chart of accounts code is GST applicable or not
    - A new column, *GST Applicable* now shows on the Chart of Accounts screen and is sortable.
    - Supplier Transactions now use the Chart of Account's *GST Applicable* tick box setting when defaulting the GST status for invoice line items in the Supplier Transactions screen but allows you to change if you need to.
    - Bank Adjustments now use the Chart of Account's GST *Applicable* setting when defaulting the GST status for adjustments in the Bank adjustments screen but will allow you to change it if you need to.

4. **BAS Reporting.** When you generate BAS reports for a building and select to *Post Payments and/or refunds*, the period you selected is now saved for each building so you can determine the last BAS period submitted.

5. **BAS Reporting.** The BAS report previously showed a negative amount in the Credit column, where this should have been showing as an amount in the Debit column. This has now been corrected.

6. **Settings – BAS - new options for buildings that are GST Registered**. A new option is available in Setting>Application Settings to restrict the editing of transactions that were processed in a building's prior BAS Period. If this setting is ticked, then transactions will no longer be able to be edited they were processed in a prior BAS period. If this is not ticked, then you will receive a warning if you attempt to edit a transaction that was processed in a building's prior BAS period.

7. **Receipts – Changes to Manual Deposits.** When you create an *Other* manual deposit slip, PropertyIQ now creates the concept of an unpresented deposit for the item. This will show as an unpresented deposit on your bank reconciliation screen and bank reconciliation reports until the funds are received via .txn processing. Manual deposits that haven't yet been presented now show in orange on the manual deposits screen. You can cancel these until they are presented. You can now print a receipt for unpresented deposits.

    - For manual deposits that were created prior to this update, you will still be able to edit as previously.
    - For manual deposits moving forward you will only be able to edit the manual deposit if the deposit and receipt are unpresented and the deposit and receipt are in the current financial year (dated after the opening balances). When a manual deposit is edited, financial reports are updated to reflect the edit
    - If an amount related to a manual deposit is received via a .txn file and is for a different amount to the amount of the manual deposit, and the manual deposit was created in the current financial year, then the amount appears on the unallocated tab and you will be able to manually allocate. This will automatically update the manual deposit record. If the amount received is different to the manual deposit amount and the manual deposit was created during the previous financial year, then the amount will show in the Informational tab and will have the message "Deposit amount is wrong and is in previous financial year"
    - If an amount related to a manual deposit is the correct amount, the receipted amount will allocate automatically.
    - If an amount related to a manual deposit is the correct amount but it has already been presented, it will show in the Informational tab and will have the message "deposit has already been presented"
    - The manual deposits screen now has a new option – *Cancel manual deposit*. If a manual deposit has not been presented and the deposit has not previously been cancelled, then you will be able to cancel the deposit. When you select *Cancel Deposit* you will see a popup message - "This will cancel the manual deposit by creating a negative deposit to contra the selected deposit. The negative deposit will be identical to the manual deposit although it will have a transaction date as selected below"

8. **Reporting - Financial Reports** – the heading '*Opening Balances as at*' has now been removed from all financial reports.

9. **Reporting –** The placeholders in the report menu for future reporting options – *Building List* and *Mailing List* have now been removed.

10. **Reporting – Bulk financial reports.** An error that was occurring when running bulk financial reports from the Reporting menu and selecting *All buildings up to and including* has now been resolved. The error was being caused by including a building with a future dated opening balance date.

11. **Reporting – Owner Transaction Summary Report.** An issue where projected interest was not reflecting correctly has now been fixed.

12. **Reporting – Trial Balance Report**. An issue where the trial balance report was showing the current financial year when a previous financial year was selected has been fixed.

13. **Reporting – Balance Sheet Report**. An issue that affected the balance sheet report where blank pages were being generated if a building has schedules that have been made inactive, has been fixed.

14. **Reporting – Lot – Arrears Report**. An issue with running an arrears report with a minimum arrears amount of $0.00 that was causing errors in some instances, has now been fixed.

15. **Reporting – Owner Ledger Report.** The owner ledger report was overprinting the heading in some cases where a report was more than one page. This has now been fixed.

16. **Reporting - Owner Transaction Summary Report – changes to the GST shown.** For levies that have had discount applied, the GST amount now shows the correct discounted GST Amount.

17. **For SMS users.** The cost per SMS has now been reduced from 20c to 6c per SMS (per 160 characters). If you would like to enable SMS functionality, you can contact support@propertyiq.com.au

18. **Restrictions on creating adjustments for some default chart of accounts codes**. To prevent errors and discrepancies showing on financial reports, some PIQ default chart of account codes can no longer be selected when performing the following functions:

    - Bank Adjustment
    - Journal Adjustments
    - Special levy
    - Supplier transactions
    - Debtor transactions
    - Building card > variable charge screen
    - Activity Charge Entry Screen
    - Adjustments > Levy Maintenance > Editing a Levy Adjustments > Supplier Transactions > New Chart of Account
    - Processing > Receipts > Manual Deposits
    - Processing > Receipts > Unidentified Deposits > Allocate to Adjustment
    - Billing > Utility Debtor Invoices > Adding Submeter / Sundry charges (assigning account code) The PIQ

default chart of accounts codes that can no longer be selected are:

    - Levies Receivable (Admin and Sinking/maintenance/reserve/capital works)
    - Accounts Paid in advance (Admin and Sinking/maintenance/reserve/capital works)
    - Accounts payable (Admin and Sinking/maintenance/reserve/capital works)
    - Accounts payable GST free (Admin and Sinking/maintenance/reserve/capital works)
    - Accounts Receivable (Admin and Sinking/maintenance/reserve/capital works)
    - Accounts Paid in Advance (Admin and Sinking/maintenance/reserve/capital works)
    - Utilities Receivable (Admin and Sinking/maintenance/reserve/capital works)
    - Utilities Paid in Advance (Admin and Sinking/maintenance/reserve/capital works)
    - Utilities Receivable GST Free (Admin and Sinking/maintenance/reserve/capital works)
    - Utilities Paid in Advance GST Free (Admin and Sinking/maintenance/reserve/capital works)

19. **For users of Automated Invoice Processing (AIM).** Increased ability to identify potential duplicated invoices imported from AIM. If a supplier has “Check inv. Ref” ticked on their supplier card, and an invoice is detected with a duplicate reference number, the invoice will sit in the Supplier Transactions queue with the message "This invoice has been identified as a duplicate as the reference number has previously been used by this supplier. Are you sure you wish to proceed?"

20. **Default Chart of accounts codes – restrictions on editing.** To prevent possible discrepancies in financial reports for chart of accounts codes in the default group, you can now no longer edit:
    - Fund type. - changing from Admin to Sinking/Capital Works/Reserve/Maintenance Fund or vice versa
    - Asset or Liability type. For example, changing from Asset to Expense
21. **Security – Roles** A new default PIQ user role has been added called 'PIQ Portal API' and now shows in your Security>roles. This role allows the portal API to be able to automatically retrieve data and update data in PropertyIQ. You won't need to take any action.
22. **Supplier Transactions**. There are now more options to edit supplier payment details for Direct, BPay and cheque payments when adding or editing supplier transactions. The layout of the supplier transactions screen has been improved, and the tab order of the fields has been corrected.
23. **Supplier Transactions.** When entering or editing an unpaid invoice, you can now force full payment of an invoice so that individual line items cannot be part paid. For example, an invoice that must be paid in full such as an insurance premium and stamp duty. For an invoice with multiple line items, a new checkbox sits above the *Pay Now/Pay Later* buttons called *Allow payment of individual line items*. This is ticked by default. You can untick this box if you want to force full payment of the invoice. If there are not sufficient funds to pay *all* line items, then *no* line items for that invoice will be selected to be paid on the Supplier Payment screen. If you have set schedule payment limits or building payment limits on the building card, these will be taken into account.
24. **Meetings** – Minutes Notices. The following merge fields are now available on your standard merge template for minutes notices. {{Recipient_Name}} {{Recipient_Address_1}} {{Recipient_Address_2}} {{Recipient_Suburb}} {{Recipient_State}} {{Recipient_PCode}}. These fields merge the details for the Meeting Notice recipient that is selected in the lot owner card - owner, agent, tenant or other.
25. **Meetings** – changes to vote calculations for NSW and WA. Some changes have been made to PIQ's voting calculations for special resolutions to comply with relevant State legislation. The updated calculations can be viewed from the voting screen or here
26. **Creation and edited details now show in more places**. If you create or edit an item, the details of the user that created the item and the time of creation now show in the relevant Log of Changes tabs.
    - Building card
    - Building card - committee
    - Lot owner card
    - Users
    - Supplier card
    - Meeting card
    - Meeting Venues
    - Schedules
    - Property Managers
    - Debtors
27. **For clients using Direct Debit.** If there is an error that prevents your direct debit invitations being sent, you will now receive a clearer message about the problem, rather than seeing an internal server error – so that you can fix the problem more easily.
28. **For clients using Direct Debit.** To ensure your lot owners receive an official tax invoice (whether or not their levy is being direct debited) some changes have been made to due, arrears, final, legal and special notices. The Total_Amt1 - Total_Amt6 field includes the total amounts (even if direct debited) and the Total_Due_Label merge field now show the total amount due for all levies (including direct debited levies) Note: if the recipient is being direct debited, the amount on the payment slip (Total_Due merge field) does not show the amount that is going to be direct debited.
29. **Budgets** – The *Set Instalments* screen now has an option for you to not strike a levy(s) instalment. This can be utilised in circumstances where you have had to strike some levies outside the budget function
30. **Budgets.** The *Set Instalments* screen now has a new column – total amount. This shows the total amount that will be collected in each levy instalment.
31. **Budgets – Budget Reports.** An issue with budget reports, where an accepted budget report was showing the heading *Proposed* has now been fixed. Budget reports now show their correct heading depending on what selection you have made - proposed, amended, accepted, adopted

32. **Budgets – Budget Reports.** Only the correct financial year now shows in the file name for the report that is stored in the building card - documents tab.
33. **Budgets – Budget Reports.** In some instances where a building has a long address, some of the address was missing when a budget report was printed. This has now been fixed.
34. **Supplier Payments – editing a Bpay file.** An internal error that was occurring in some circumstances when editing a BPay file has now been fixed.
35. **.txn file processing for new buildings.** An error that was occurring when processing .txn files for newly added buildings has now been resolved.
36. **Access Register – associating a supplier.** An issue where you had selected a supplier for an access item and the selection was not being saved has now been fixed.
37. **Supplier transactions – on-charging lot owner.** An issue where the amounts and account code selected for an on charged invoice were not displaying on the screen has been fixed.
38. **Lot owner card – legal residence address field.** The legal address area now remains blank when creating an owner card, unless you enter data in that area.
39. **Lot owner card** – Ledger. An error that was occurring when viewing an owner ledger and then clearing the *as at* date, has now been fixed.
40. **Building card – variable charges configuration**. In preparation for Utility Debtor invoicing, an obsolete charge – *Debtor Utility Invoice Fee* has been removed. The four utility invoicing charges now show an explanation to indicate that they are only triggered using the Utility Invoices screen and not the Utility Debtor Invoicing Screen
41. **Building card** – Opening Balances - an issue that was causing special levies not to be included when processing opening balances has been fixed.
42. **Alerts – Building Card.** When you create an alert from the building card to trigger on Work Order created the alert will now trigger on opening of the work order, whether you created it from the building card – Work Orders tab, or from the To Do – Work Orders screen.
43. **For Victorian clients. – Vic OC Certificate**. An issue where the balances in investment bank accounts were not showing correctly, and when generating a certificate for a single schedule, has now been fixed.
44. **For Victorian clients** – You can now set the UOL and UOE on a per schedule basis when creating or editing schedules from the building card – schedule button.
45. **For NSW clients** – **NSW Section 26 certificate.** Section 5.1 (admin fund contributions and 5.2 (sinking fund contributions) now show correctly on the certificate for BMC contribution amounts.
46. **Suppliers – merge field.** The merge field Supplier_Email was displaying the supplier's accounts email on work order documents - this has now been updated to display the supplier's work orders email.
47. **Suppliers – Supplier compliance reminder emails**. An issue where inactive suppliers were being sent compliance reminder emails has now been fixed.
48. **Suppliers** – **viewing a supplier ledger from the supplier card.** When viewing a supplier ledger, the status of transactions now defaults to *Pending.*
49. **Building Year End.** In circumstances where you need to process an end of year rollover and the opening balance date is the same as the last day of the financial year, you will now be able to process the end of year rollover.
50. **Selected item on a screen not opening when clicked.** An issue where the selected item on a screen would not open when double clicked, has now been fixed.
51. **Debtors – ledger.** The debtor's ledger balance now reflects correctly in circumstances where you have processed a credit for the debtor or deleted an invoice. The date filter on the debtor's ledger is now working correctly.
52. **Supplier payments screen**. If you have ***not*** enabled the application setting "Allow overdrawing of fund balance but not account balance" then the available balance showing on the supplier payments screen was previously showing incorrectly. This has now been fixed.
53. **Diary – times.** An issue where the GMT time was showing incorrectly in the diary in some instances has now been fixed.

DETAILED SCREENSHOTS

ITEM 3 – SUPPLIER TRANSACTIONS – GST STATUS OF EACH CHART OF ACCOUNTS CODE

When processing a supplier transaction, you can now view the GST status of each chart of account code. The rules that apply to GST status are unchanged except for the addition of the new option to view the status of each chart of accounts code.

The rules are:

If either a supplier or schedule is not registered for GST, then the GST column is set to GST Free. If both the supplier and schedule are registered for GST, then the GST column defaults to GST Inclusive, but you can alter if you need to.

If the GST Applicable setting on the chart of account code is ticked, then the GST status on the invoice line item is defaulted to GST Inclusive but you can alter if you need to.

If the GST Applicable setting on the chart of accounts code is unticked, then the default the GST of the invoice line item to GST Free but you can alter it if you need to.

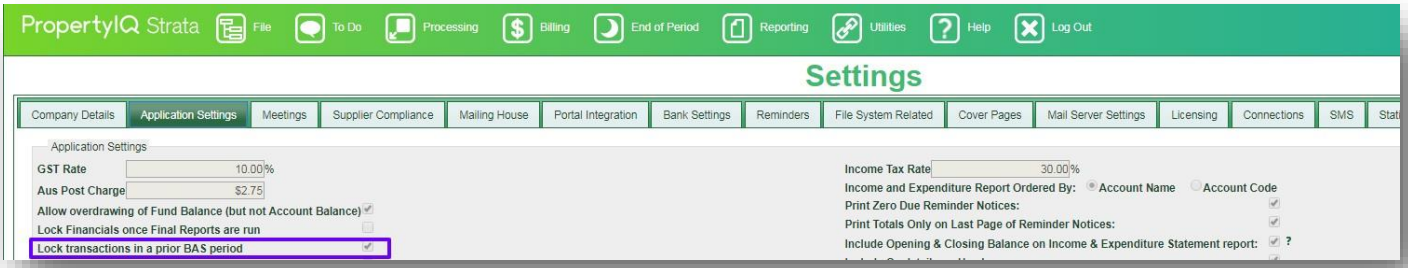
1. Click on the *Account* search icon
2. The GST applicable column now shows whether or not that chart of accounts code is GST applicable by default. You can sort the column by GST applicable status.

ITEM 6 – NEW SETTINGS TO LOCK GST TRANSACTIONS FOR A PRIOR BAS PERIOD

A new option is available in Settings>Application Settings to allow you to lock transactions in a prior BAS period.

If this is ticked, you will not be able to edit transactions that were processed in a building's prior BAS period.

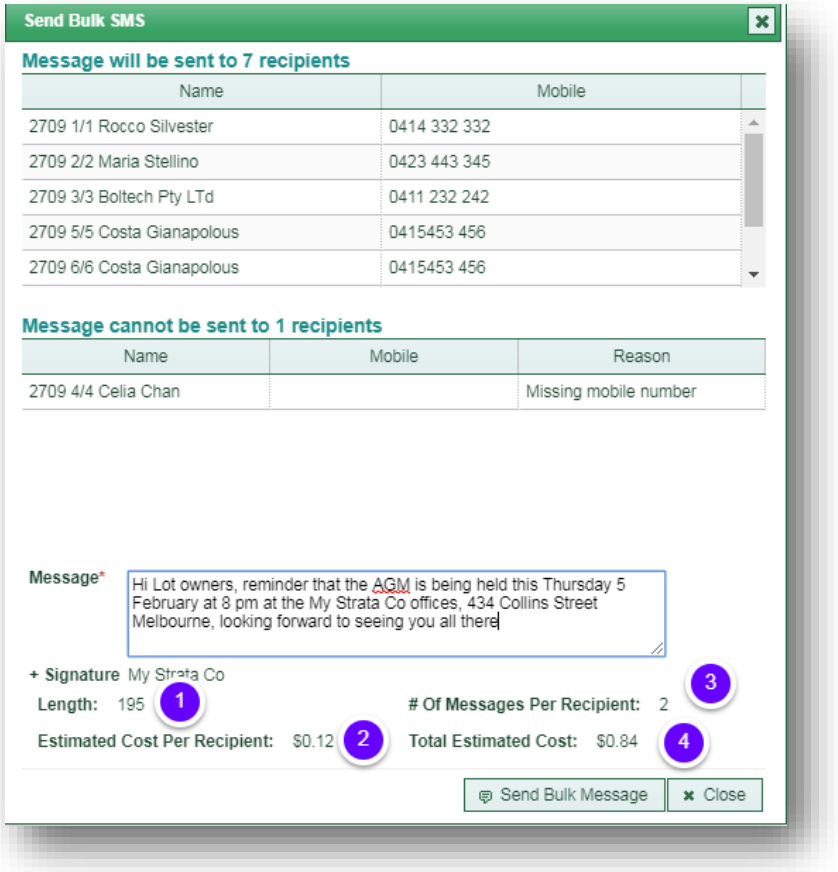
If this is unticked, you will receive a warning when attempting to edit transactions that were processed in a prior BAS period.



ITEM 17 – SMS COST HAS BEEN REDUCED

The cost of SMS sent from PropertyIQ has been reduced to 6c per message (of 160 characters)

1. The number of characters in the message shows here.
2. The number of characters in the message shows here
3. As this message is more than 160 characters, (but less than 321 characters) the charge is for 2 x messages per recipient.
4. The total estimated cost for this message shows here

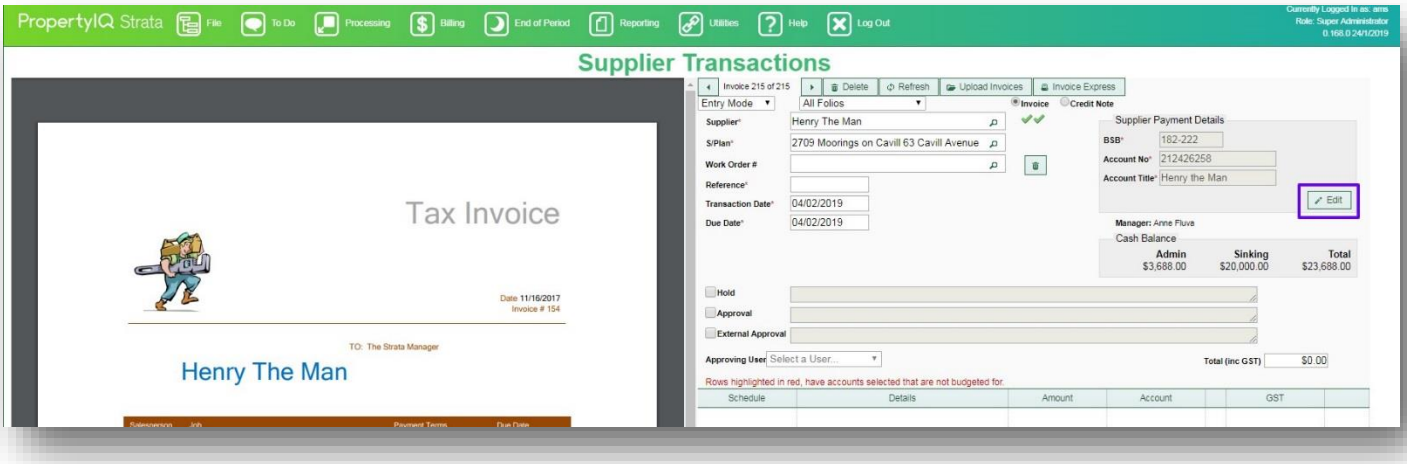


If you don't currently utilise SMS functionality but would like to implement it, please contact support@propertyiq.com.au

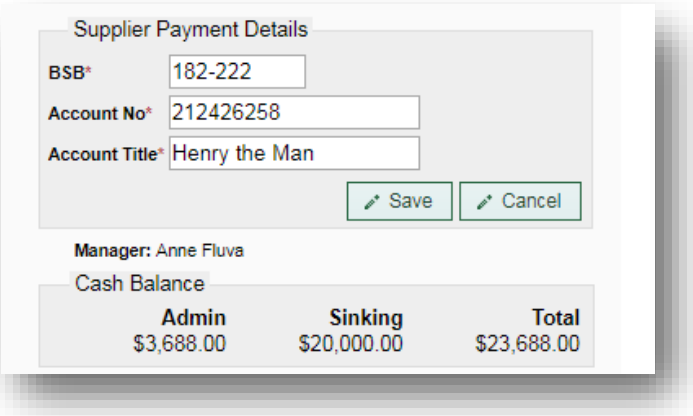
ITEM 22 – EDITING SUPPLIER DETAILS FROM THE SUPPLIER TRANSACTION SCREEN

You now have more editing functions from the supplier transactions entry/edit screen.

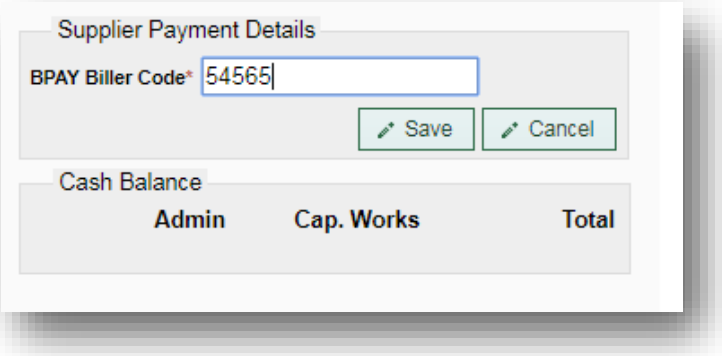
Select *Edit* to get started.



If the supplier is a paid by direct, you can edit their direct payment details here.



If the supplier is paid via BPay you can edit the BPay Biller code

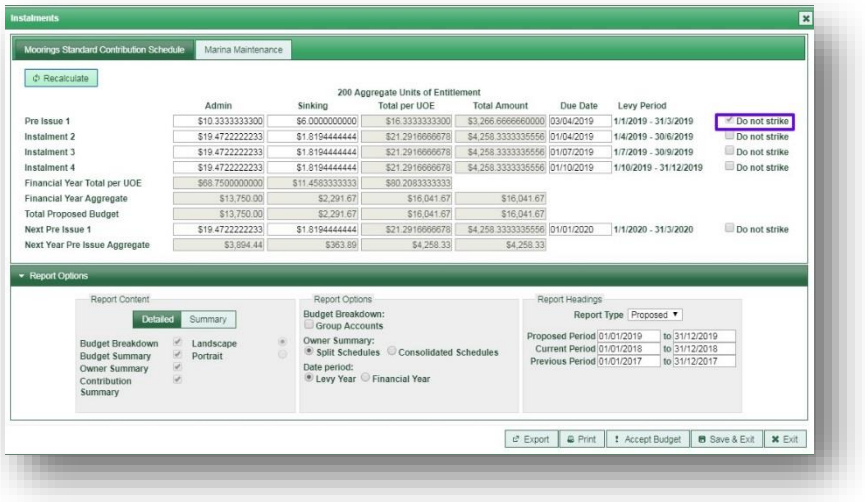


If a supplier is paid via cheque, you can edit their payee details

ITEM 29 – OPTION TO NOT STRIKE LEVY INSTALMENTS IN THE BUDGET ACCEPTANCE PROCESS

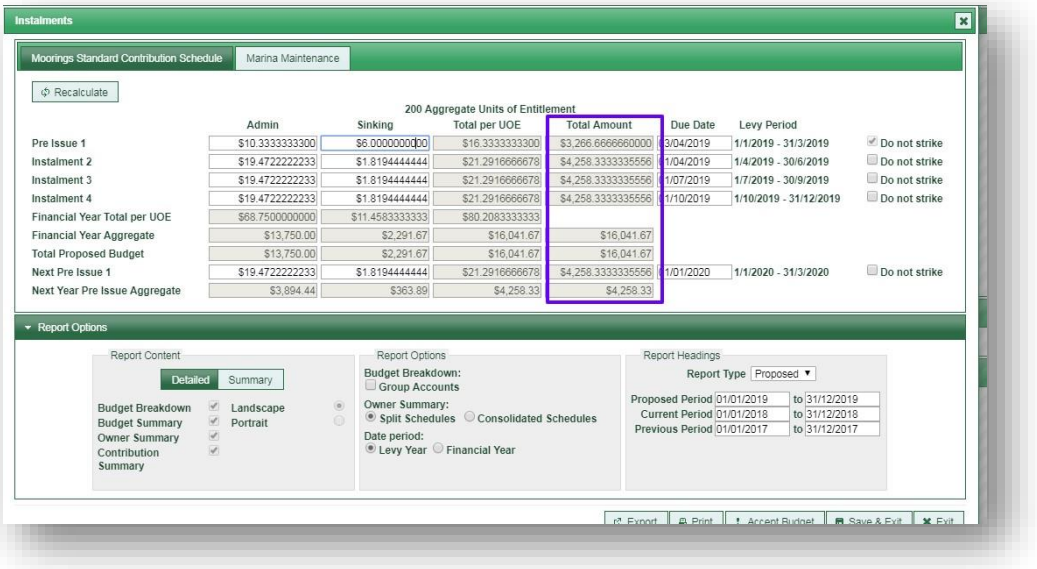
On the *Set Instalments* screen, you can now choose not to strike a levy(s)

If the AGM can't be held close to the end of the financial year for a building, and you have had to raise levies outside the budget process (either using the special levy function in PropertyIQ or outside PropertyIQ) you can now choose not to strike selected levies.



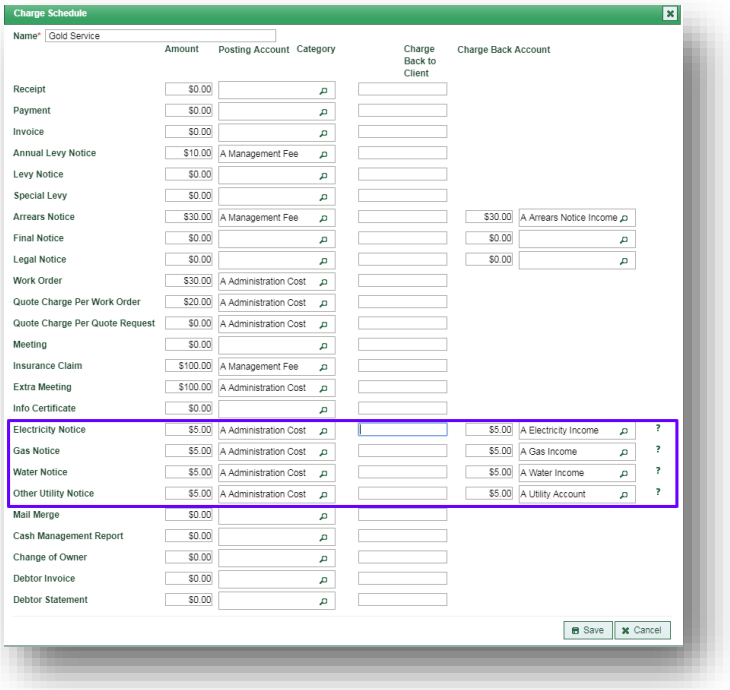
ITEM 30 – BUDGETS – NEW TOTAL COLUMN ON SET INSTALMENTS SCREEN

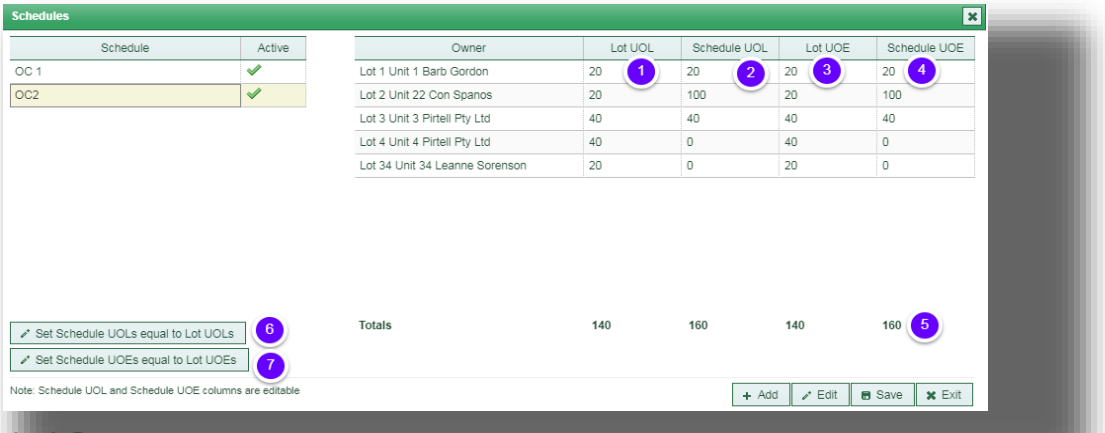
When processing budgets, the Set Instalments screen now has a new column – Total Amount. This shows the total amount to be collected in each instalment.



ITEM 40 – VARIABLE CHARGES CHANGES

In preparation for Utility Debtor invoicing, an obsolete charge – *Debtor Utility Invoice Fee* has been removed. The four utility invoicing charges now show an explanation to indicate that they are only triggered using the Utility Invoices screen and not the Utility Debtor Invoicing Screen



ITEM 44 – VICTORIAN BUILDINGS – SET BOTH THE UOL AND THE UOE FOR A SCHEDULE

1. The Lot UOL can be edited/viewed in this column
2. The schedule UOL can be edited/viewed in this column
3. The Lot UOE can be edited/viewed in this column
4. The schedule UOE can be edited/viewed in this column
5. The totals show here
6. Select here to set the UOL's for the schedule you are editing to be the same as the lot UOL's
7. Select here to set the UOE's for the schedule you are editing to be the same as the lot UOE's