PropertyIQ

# Release Notes February 2021

## PropertyIQ Version 0.216.1
## PropertyIQ Portal 2.3

TABLE OF CONTENTS


**Table of Contents** ..... **1**

**Summary** ..... **2**

Changes related to portal ..... 2

New 'Meeting settings' on building card ..... 3

Interest schedule entitlements – Budgets & reports (QLD) ..... 3

Information certificates ..... 4

Due/Fee notices ..... 4

Reporting ..... 5

General ..... 6

**Detailed screenshots** ..... **8**

Item 1 – Portal - New portal administrator users and roles ..... 8

Users ..... 8

Roles ..... 11

Item 2 – Portal - New schedule filter on levies page ..... 13

Item 3 – Portal - Improved password help icon ..... 14

Items 4 & 5 – New 'meeting settings' on building card ..... 15

Item 7 – New WA Section 110 Certificate ..... 16

Item 9 – New option to regenerate a prior notice with GST ..... 17

Item 14 – Income & Payment Analysis reports/export ..... 18

## SUMMARY

### CHANGES RELATED TO PORTAL

**Changes in Portal**

1. **New portal administrator users and roles** – When logging into the portal as the strata manager administrator (previously 1 per client), you will now see a new page called *Administration* where you can create and manage additional portal administrators, as well as create and manage roles/permissions for the portal administrators.

   - New 'Administration' page
     - Users tab – view, search, create and edit admin users
     - Roles tab – view, create and edit roles/permissions for admin users
   - Users – The existing portal administrator can use the *Users* screen to create additional admin users. When first logging in, the only user visible in the list will be that of the existing portal admin.
     - *Rules when creating and editing users:*
       i. Mandatory fields are email address, first name, last name and role.
       ii. Email address must be unique e.g. cannot be used for another portal user *(owner, committee or administrator).*
       iii. You cannot change any details under your own user, including the role.
       iv. You cannot edit an email address for an active user.
       v. You can edit an email address for a pending user.
   - Roles – The existing portal administrator can use the *Roles* screen to create additional roles that will control what admin users can view and the actions they can perform. You can create as many additional roles as necessary.
     - When first logging in, the only role visible in the list will be the default system role 'System Administrator'. This default role has permission for everything and cannot be edited.
     - *Rules when creating and editing roles:*
       i. Mandatory fields are role name and at least 1 permission enabled.
       ii. Role name must be unique and cannot be the same as an existing role (is not case sensitive).
   - Audit trail - Any changes made to users and roles will be recorded in the portal audit trail under the *History > Audit Trail* page.

   For detailed instructions, refer screenshots below and the ***Portal Guide for Strata Managers*** (see section *Portal administration functions in Portal > Administration*)

   ★*Additional features will be available in an upcoming release, including ability to active/deactivate admin users, resend invites to pending admin users and activate/deactivate admin roles.*

2. **New schedule filter on Levies page** – On the Levies page, a new dropdown filter has been added that allows the user to filter total arrears, upcoming levies and lot ledger transactions by a specific schedule.

   - The dropdown filter will **not** appear if the lot only contributes to one schedule, or there is only one schedule in the building.
   - The default selection is 'All' and will show a consolidated view of all transactions and balances, across all lots in the portal.
   - When selecting a single schedule from the dropdown, the *Arrears* and *Next Levy Due* total balances at the top of the page will show balances for that schedule only.
   - When selecting a single schedule from the dropdown, the *lot ledgers* will show transactions and balances for that schedule only.

     Refer screenshot below.

3. **Improved password help icon** – To improve the user experience, when hovering over the help icon within the password field, the help message has been updated to include the special characters (! @ # $ % ^ & *) that are accepted when setting or changing a password. The message has been updated on the initial set password screen, forgot password screen and change password screen. Refer screenshot below.

## NEW 'MEETING SETTINGS' ON BUILDING CARD

On the building card > settings tab, a new accordion called "*Meetings*" has been added where you can record electronic voting and meeting quorum settings for a building. Please note the electronic voting and resolution date fields are informational fields only to help with record keeping and meeting preparation.

4. **Electronic voting** –
    - Record electronic voting approval for a building - You can record electronic voting approval using the new checkbox called "Electronic voting approved". It is unticked by default.
    - Record resolution date for electronic voting approval for a building – You can also record the resolution date for approval of electronic voting using the new date field called "Resolution date". It is blank by default.
5. **Meeting quorum** –
    - Nominate a quorum percentage for a building – You can record a building specific quorum percentage using the new percentage field called "Quorum". It is blank by default and will display as XX.XX%
    - Record resolution date for the quorum for a building – You can also record the resolution date for the quorum using the new date field called "Resolution date". It is blank by default.
    - Quorum percentage used for meetings (building or global) – The quorum percentage set on a building card will be used for any new meetings created for the building and will override the global quorum set under Utilities > Settings > Meeting tab. Changing this setting won't affect existing meetings in PropertyIQ.
      If there is no quorum set on the building card, meetings created for the building will continue to use the global quorum percentage.

Any changes to these new meeting settings will be recorded in the building's log of changes and global audit trail. This information has also been included in the building export file to allow global reporting.

For detailed instructions, refer screenshots below.

## INTEREST SCHEDULE ENTITLEMENTS – BUDGETS & REPORTS (QLD)

6. **Interest schedule entitlement improvements (QLD)** – Improvements have been made in PIQ to correctly cater for the use of interest schedule entitlements in reporting, levies and budgets. Improvements include:
    - Special levies screen – When striking a standard or special levy for a QLD building on the Billing > Special Levies screen, and the selected schedule is either an Interest schedule or Insurance schedule:
        - The value displayed in the UoE column of the lots will be taken from the *Schedule Int Ent* column of the schedule; and,
        - The *Schedule Int Ent* value of the schedule will be used to calculate the contribution amount for each lot.
    - Annual levy notices - When accepting a budget and generating the Annual Levy Notice for a QLD building, for any Interest schedule or Insurance schedule the value displayed in the *Unit Entitlement* column for that schedule will be taken from the *Schedule Int Ent* value of the schedule.
    - Budget screen – When setting a budget and contribution instalments for a QLD building on the building card > Budget > Set budget > Set Instalments screen, and the schedule is either an Interest schedule or Insurance schedule:

- The value displayed at the top of the Instalments screen for the 'Aggregate Units of Entitlement' will be taken from the *Schedule Int Ent* aggregate value of the schedule; and,
- The amount calculated as the Financial Year Total per UOE, and the subsequent amount of each instalment, will use the Schedule Int Ent values of the schedule.

- Budget report - When printing or exporting a budget for a QLD building on the building card > Budget > Set budget > Set Instalments screen, and the schedule is either an Interest schedule or Insurance schedule:
  - The values displayed in the budget **export** against the schedule (under worksheets Levy adjustment summary, Owner summary, Contribution summary) will use the Schedule Int Ent values of the schedule as the aggregate and per UOE amounts.
  - The values displayed in the budget **report** against the schedule (under sections Levy adjustment summary, Owner summary, Contribution summary) will use the Schedule Int Ent values of the schedule as the aggregate and per UOE amounts.

! ***IMPORTANT:*** These changes ensure the ***Schedule Int Ent* column** of the interest/insurance schedule are used **INSTEAD OF** the previously used ***Schedule UOE* column**. When creating budgets and levies, we recommend you check the entitlements and calculations to ensure they are correct.

## INFORMATION CERTIFICATES

7. **WA Section 110 Certificate** – A new Section 110 certificate template for WA clients has been created to improve information disclosure, formatting and user experience. It's been created in line with external legal counsel, the recommended template from SCA (WA) and client feedback.

   - New certificate template **–** A new certificate template called "*WA Section 110 Certificate (2021)*" has been added to the list of default templates for WA. This new certificate will **not** affect or replace any of your existing templates in PIQ and will be available as another template for you to select when you're ready. The template can also be further customised to suit your needs.

     ! ***IMPORTANT:*** To use this new certificate template, you'll **need to enable** the new "WA Section 110 Certificate (2021)" template in your PropertyIQ.

   - New certificate merge fields - New merge fields have been created and added to the end of the available list of merge fields and are specific to this new template. The new merge fields are prefixed with the relevant section number for easy identification (e.g. Section1a – Section2f).

     For detailed instructions, refer screenshots below.

8. **ACT Section 119 Certificate** – A new merge field called {{Total_Arrears}} has been added to the available list of merge fields in the ACT Section 119 Certificate template. This will show a total amount due for the lot (combines arrears AND interest due amounts).
   ***NOTE****: To use this merge field, you will need to add this to your template manually.*

## DUE/FEE NOTICES

9. **New option to regenerate a prior notice with GST** – When generating a due/fee notice under the Billing > Due/Fee Notices > Lots screen, a new option has been added called "*Include GST component for levies included in a previous notice*".
   - When this option is selected, GST will be shown for **all** GST applicable levies/fees included in the notice **even if** the levy/fee has previously been issued on notice.
   - This allows users to regenerate a notice for a new lot owner after a change of owner has been processed as it will be the first tax invoice being received by the new owner, displaying the total amount payable and total GST.

   Refer screenshot below.

10. **Committee report > members arrears balance** – When generating a committee report or full roll report under Reporting > Building tab > Strata Roll, the report will now include the current arrears balance for each of the committee members listed in the report and will display underneath the member's name.
    It will display the arrears balance of the lot linked to the committee member. If the committee member doesn't have a linked lot, the arrears balance will not appear. If the linked lot has a credit balance, the amount shown will appear in credit e.g. $500.00CR

11. **Strata roll report** - When generating a strata roll report under Reporting > Building > Strata Roll, an issue has been fixed to ensure email addresses and phone numbers are correctly displayed for certain entities in the report when the options 'include email' or 'include phone' are either ticked or unticked.

    Now, when excluding email and/or phone in the report, email and phone will not display for Nominees, past owners or lot owners. Previously, this option was only affecting lot owners.

12. **Income & Expenditure report** – An issue where generating an Income & Expenditure financial report for a multi-schedule building, in either consolidated or split schedule mode, was not including the current budget figures for all schedules in the report. This has been fixed to ensure that when generating the Income & Expenditure report in consolidated schedule mode, the current budget figures will be a total across all schedules in the building. When generating the Income & Expenditure report in split schedule mode, the current budget figures for each schedule will be shown on the relevant schedule's report.

13. **Supplier ledger reports** – An issue when generating supplier ledger reports and the PDF report would contain an excessive number of blank pages, has been fixed.

14. **Income & Payment Analysis reports/export** – An issue has been fixed in the Income & Payment Analysis reports and export files to ensure the *Charge Category Breakdown* section reconciles with itself and other sections in the report.

    The following improvements have been made to the *Charge Category Breakdown* section:

    - Updated title for ***Total Charges for Categories***. This is now a sub-total row and is the sum of any Activity, Variable and Sundry charges that have an associated charge category.
    - New ***Uncategorised*** sub-total row has been added. This is the sum of any Activity, Variable and Sundry charges that don't have an associated charge category. If there are no uncategorised charges, this row will not appear.
    - New ***Management Charges*** sub-total row has been added. This is the total management charge amount for the period and reconciles with the management charges total shown in the 'Overall Charge Totals' section.
    - New ***Total Charge*** total row has been added. This is the total sum of all charges for the period (categories, uncategorised and management charges) and reconciles with the total charges amount in the 'Overall Charge Totals' section.

    Refer to screenshot below.

15. **Bulk financial reporting screen** – An issue has been fixed where generating bulk financial reports under Reporting > Building > Financial accordion was not respecting a user's data access restriction settings. Now the available options under the *Folio* filter, *Manager* filter and the *View buildings* button will only display those that the user has access to. When generating the financial reports, the user will also only receive reports for the buildings and/or folio's that they have access to.

16. **Auto-fill settings for receipt allocation** – The wording and explanation of auto-fill settings for receipt allocations has been updated to make the behaviour clearer to users. Auto-fill settings are used to determine whether a receipt is allocated against Principle then Interest, or Interest then Principle. Improvements include:
    - Under Utilities > Settings > Applications settings > TXN Processing section > Autofill Settings – the setting explanation has been updated to "*When processing a TXN file (or creating an owner's manual deposit), these settings determine the order in which partial levy allocations are assigned when using Autofill.*" This is to make it clearer that the auto-fill order as nominated under Application Settings is only applied when processing a TXN file or an owner's manual deposit and not, for example, used when re-allocating a receipt under Processing > Adjustments > Lot Transfers screen.
    - Under Processing > Adjustments > Lot Transfers tab > From Credit screen – New informational text has been added next to the *Auto Fill* button: "*Auto Fill only allocates against principal amounts and will not allocate against any interest due.*" This is to make it clear that when re-allocating historical receipts, the user must determine if the receipt must be applied to all or part of any interest that may be due.
17. **Suppliers > "Check Ref Inv" behaviour** – On each supplier card there is a *Check Ref Inv* checkbox, and when ticked, it will warn users of duplicate invoices e.g. an invoice with that invoice number and supplier combination has already been processed.
    An issue where the *Check Ref Inv* checkbox was showing the opposite value in the database and log of changes e.g. when ticked, the log of changes was showing it was unticked. The database, log of changes and all other areas that use this field have now been updated. This has also been updated for AIM and clients who are using AIM integration.
18. **Direct debit (Biller Initiated Direct Debit)** - An issue has been fixed where standard levies that had been later converted to special levies, where being excluded from direct debit processing. PIQ will now ensure that any levy converted from standard to special, or special to standard, will now be included for direct debit processing.
19. **Debtor invoice document names –** An issue has been fixed where debtor invoice documents were being saved with an incorrect file name for a period of time. Improvements have also been made so that debtor invoice documents will now use the naming convention "[SP/CTS/OC #] + [Debtor Name] + [Inv Ref] + [Date]" e.g. 22 – Active Billboards – Debtor Invoice 10 – 22-11-2020. As part of the fix, all historical debtor invoice documents that had an incorrect file name have been checked and updated to use the new naming convention.
20. **Building opening balance screen** – On the building card > opening balance screen, the opening balance date field displays the first date of the *current* financial year of the building. An issue has been fixed where an incorrect validation message was appearing on this field (where PIQ was wrongly validating this date against the original opening balance date of the building). A new 'original opening balance date' informational field has also been added to the opening balance screen so that you can see the original date the building was entered in PropertyIQ. The existing 'opening balance as at' date field will continue to display the first date of the *current* financial year.
21. **Special levies screen > 'dont deliver option' –** Under Processing > Special Levies/Fees screen and when striking a *standard* levy, the 'dont deliver' checkbox has been removed at the bottom of the screen to avoid user confusion. All standard levies manually created from the Special Levies screen must be issued from the Billing > Due/Fee Notices screen to ensure any lot credit balances are applied before sending. Additionally, when creating standard levies, the confirmation message has been updated to remind users to issue the notice from the Due/Fee Notices screen.

    For special levies created from the Special Levies screen, the 'dont deliver' checkbox and related functionality will continue to behave as usual.
22. **Public APIs** – Improvements have been made to the public APIs for PropertyIQ, specifically the **buildings** data endpoint which now includes the following additional fields:
    - Committee nominator – the nominator's lot number as entered in committee card > nominator field (endpoint field = *nominatorLotID*)
    - Electronic voting approval – whether the building has approved electronic voting as recorded under building card > settings tab > meetings accordion (refer Item 4 above) (endpoint field = *electronicVotingApproved*)

- Electronic voting resolution date – the resolution date for approval of electronic voting as entered under building card > settings tab > meetings accordion (refer Item 4 above) (endpoint field = *electronicVotingResolutionDate*)
- Quorum percentage – the quorum adopted by the building as entered under building card > settings tab > meetings accordion (refer Item 5 above) (endpoint field = *meetingQuorum*)
- Quorum resolution date – the resolution date for the quorum as entered under building card > settings tab > meetings accordion (refer Item 5 above) (endpoint field = *meetingQuorumResolutionDate*)

The latest API documentation is available at www.propertyiq.com.au/api-documentation/ and can be accessed using your existing access password (the webpage is password protected). If you require access, please contact us at propertyiq@macquarie.com.

## DETAILED SCREENSHOTS

### ITEM 1 – PORTAL - NEW PORTAL ADMINISTRATOR USERS AND ROLES

When logging into the portal as the strata manager administrator (previously 1 per client), you'll now see a new page called *Administration* where you can create and manage additional portal administrators, as well as create and manage roles/permissions for the portal administrators.

- New 'Administration' page
  - Users tab – view, search, create and edit admin users
  - Roles tab – view, create and edit roles/permissions for admin users
- Users – The existing portal administrator can use the *Users* screen to create additional admin users. When first logging in, the only user visible in the list will be that of the existing portal admin.
  - *Rules when creating and editing users:*
    i. Mandatory fields are email address, first name, last name and role.
    ii. Email address must be unique e.g. cannot be used for another portal user *(owner, committee or administrator).*
    iii. You cannot change any details under your own user, including the role.
    iv. You cannot edit an email address for an active user.
    v. You can edit an email address for a pending user.
- Roles – The existing portal administrator can use the *Roles* screen to create additional roles that will control what admin users can view and the actions they can perform. You can create as many additional roles as necessary.
  - When first logging in, the only role visible in the list will be the default system role 'System Administrator'. This default role has permission for everything and cannot be edited.
  - *Rules when creating and editing roles:*
    i. Mandatory fields are role name and at least 1 permission enabled.
    ii. Role name must be unique and cannot be the same as an existing role (is not case sensitive).
- Audit trail - Any changes made to users and roles will be recorded in the portal audit trail under the *History > Audit Trail* page.

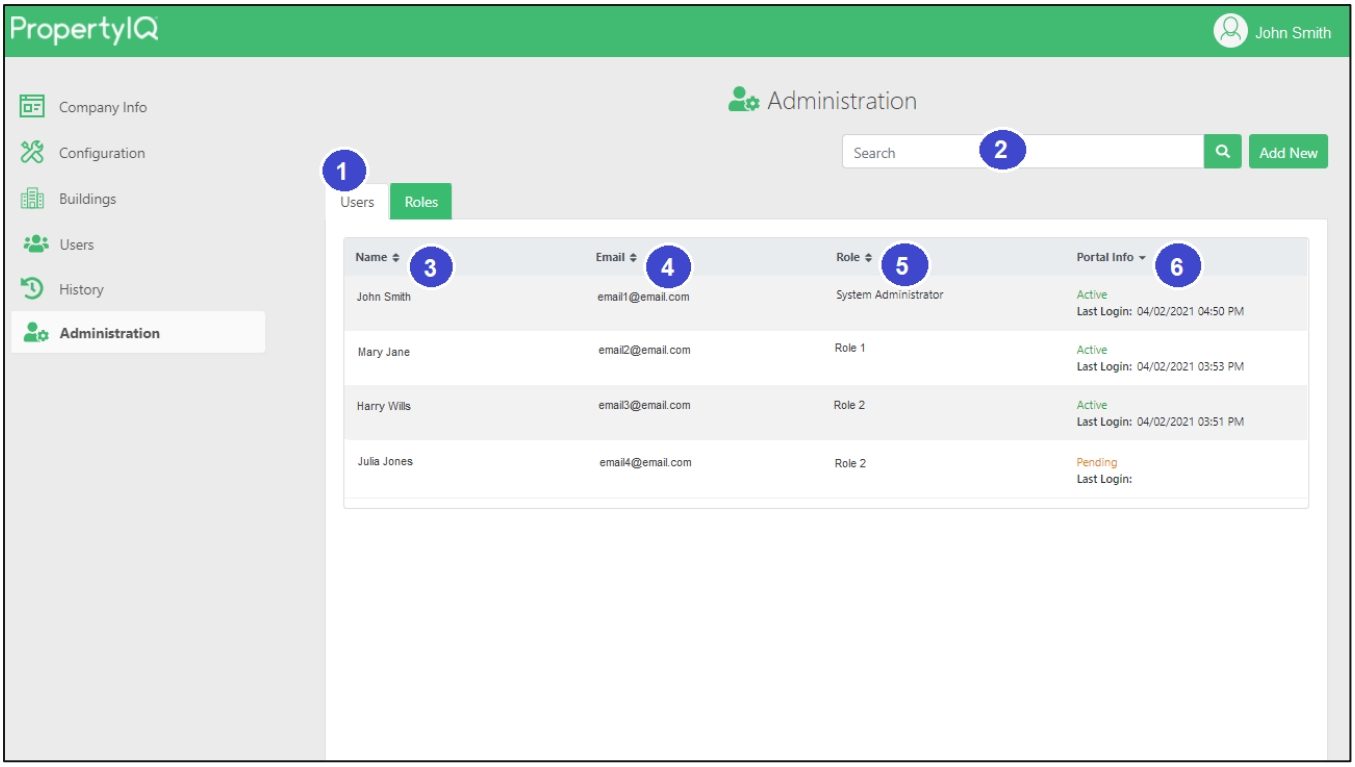
You can also view detailed instructions in the ***Portal Guide for Strata Managers*** (see section *Portal administration functions in Portal > Administration*).

★*Additional features will be available in an upcoming release, including ability to active/deactivate admin users, resend invites to pending admin users and activate/deactivate admin roles.*

### USERS

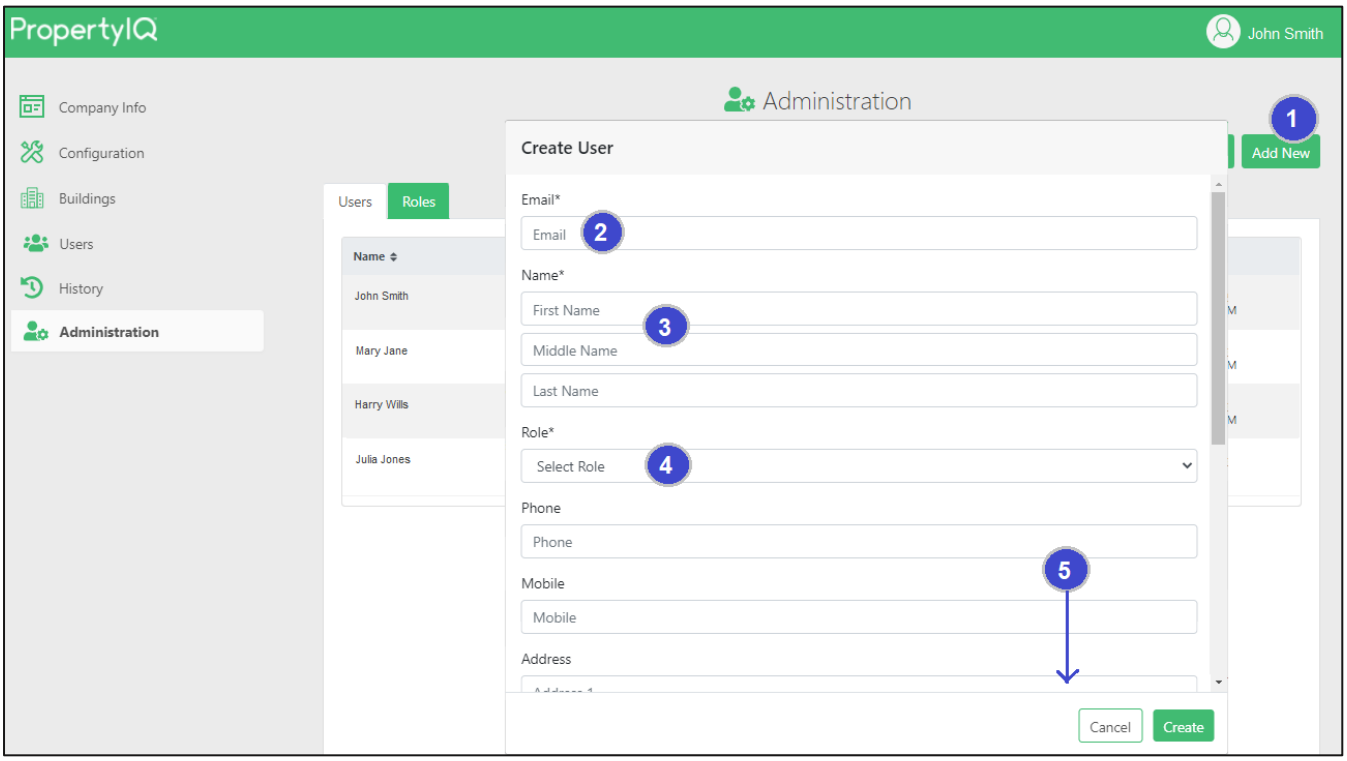
#### VIEW USERS

1. On the Administration page, click on *Users* tab
2. Search for a user using the search bar here. When performing a search, it will filter the details shown in the table below based on name, email and role
3. The name of the user will show here
4. The email address of the user will show here. This is the email used to login to the portal.
5. The user's assigned role will show here
6. The status and last login details of the user will show here. Available statuses:
   a. *Active* - a user who has successfully created and logged into their portal account.
   b. *Pending* - a portal invitation email has been sent. The user is has not yet created their portal account.



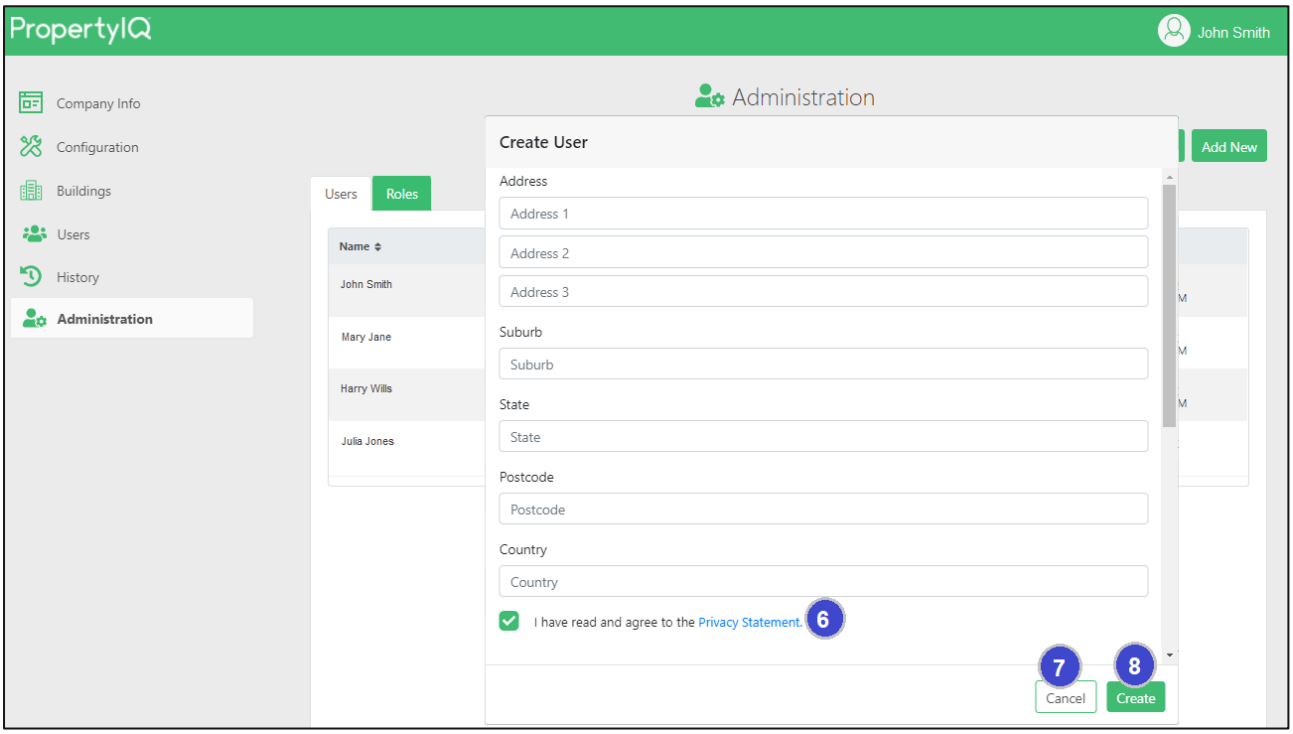

## CREATE USERS

1. On the Administration page > Users tab, click the *Add New* button in the top right corner.
2. Enter the email address of the user, which will be used to login to the portal. This is a mandatory field.
   *NOTE: The email must be **unique** e.g. cannot be used for another portal user (owner, committee or administrator).*
3. Enter the name of the user. The first and last name are mandatory fields.
4. Select the role of the user using the dropdown options. The list of options will be the same as the roles available in the *Roles* tab.
   *NOTE: To create a new user, they must firstly have a role assigned.*
5. Enter any other optional details for the user, including phone and address.



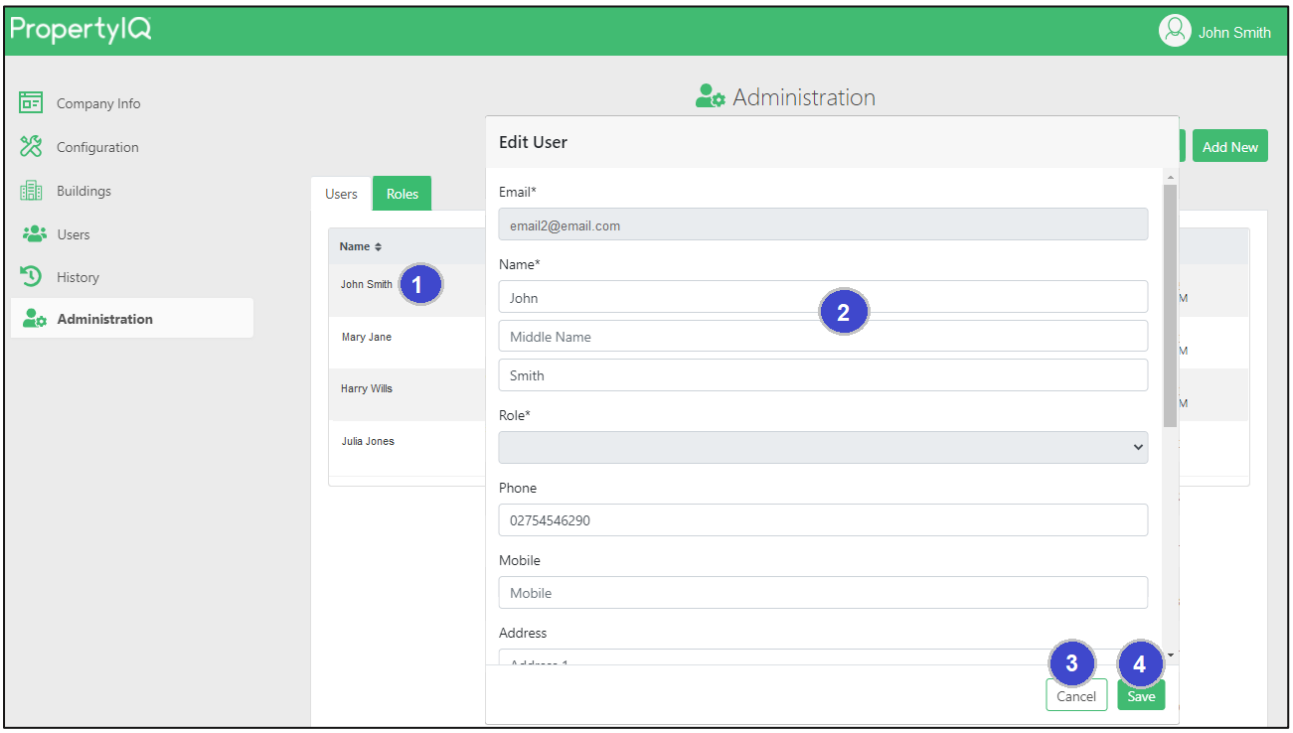
6. Read and acknowledge the privacy statement.
7. Click *Cancel* to return to the main screen. The user will not be created.
8. Click *Create* button to proceed and create the new user.

★A portal invitation email will then be sent to the new user. They can follow the prompts within the email to setup and start using their new portal admin account.




## EDIT USERS

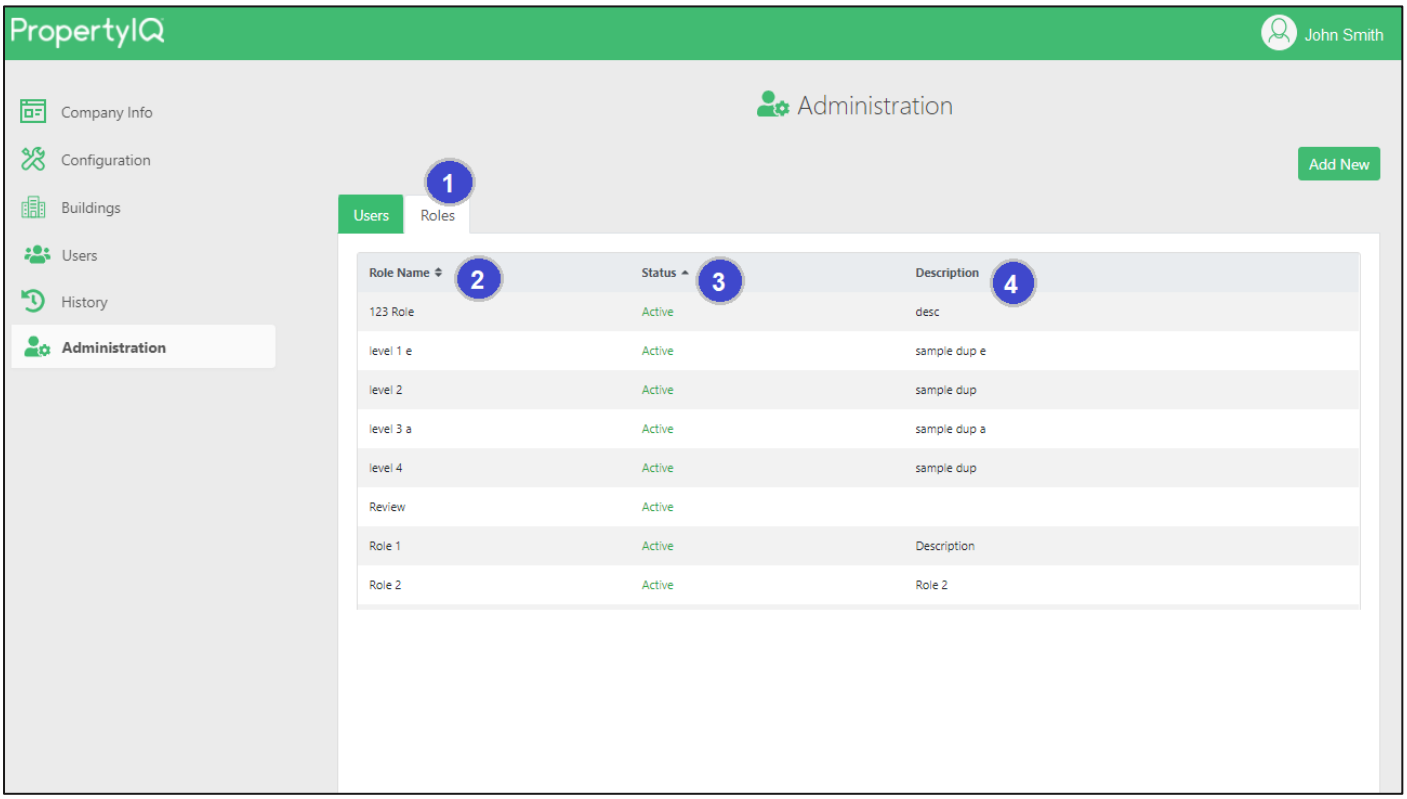
1. On the Administration page > Users tab, click on a user in the list to view their details
2. Edit the users details as required.
   *NOTE: The email address for an active user cannot be edited. The role of your own user record cannot be edited.*
3. Click *Cancel* to return to the main screen. Any changes will not be saved.
4. Click *Save* button to proceed and save the changes to the user.



## ROLES

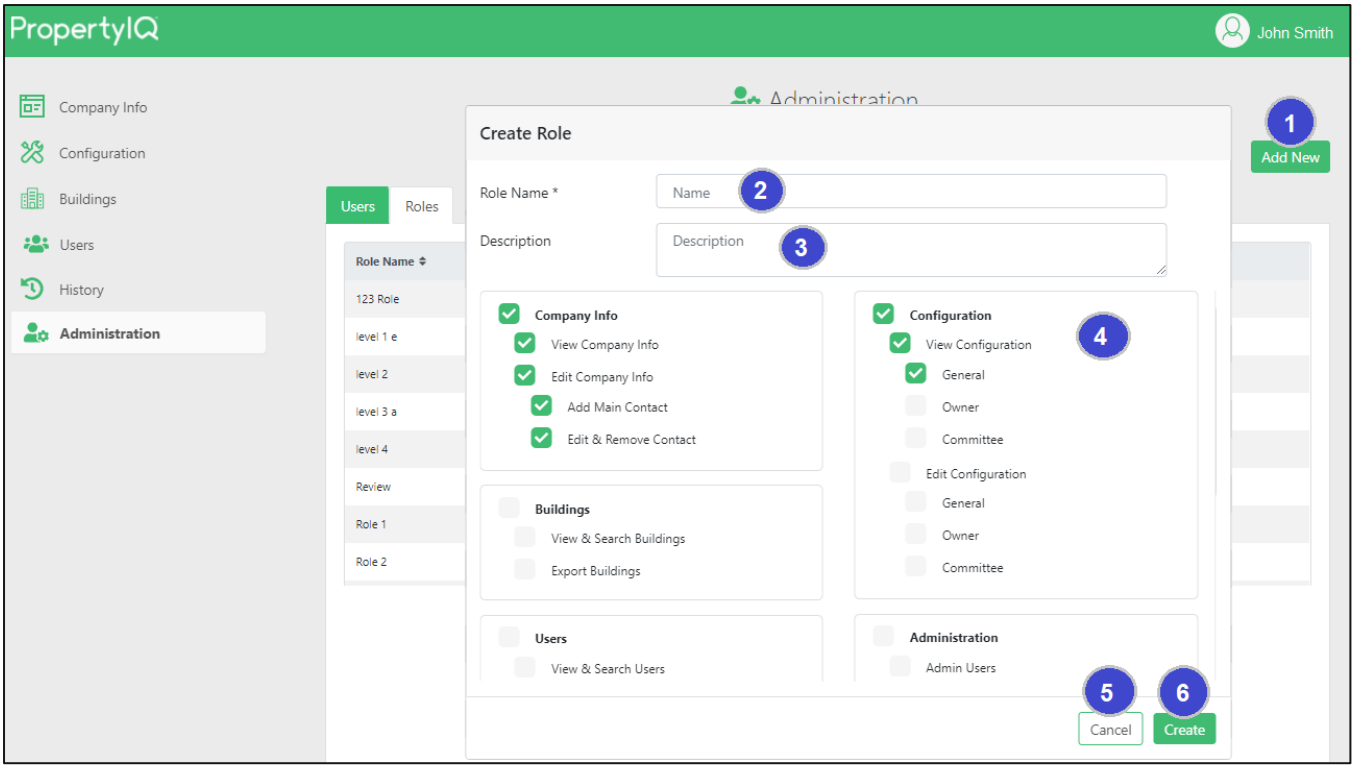
### VIEW ROLES

1. On the Administration page, click on *Roles* tab
2. The name of the role will show here
3. The status of the role will show here
4. A short description of the role will show here



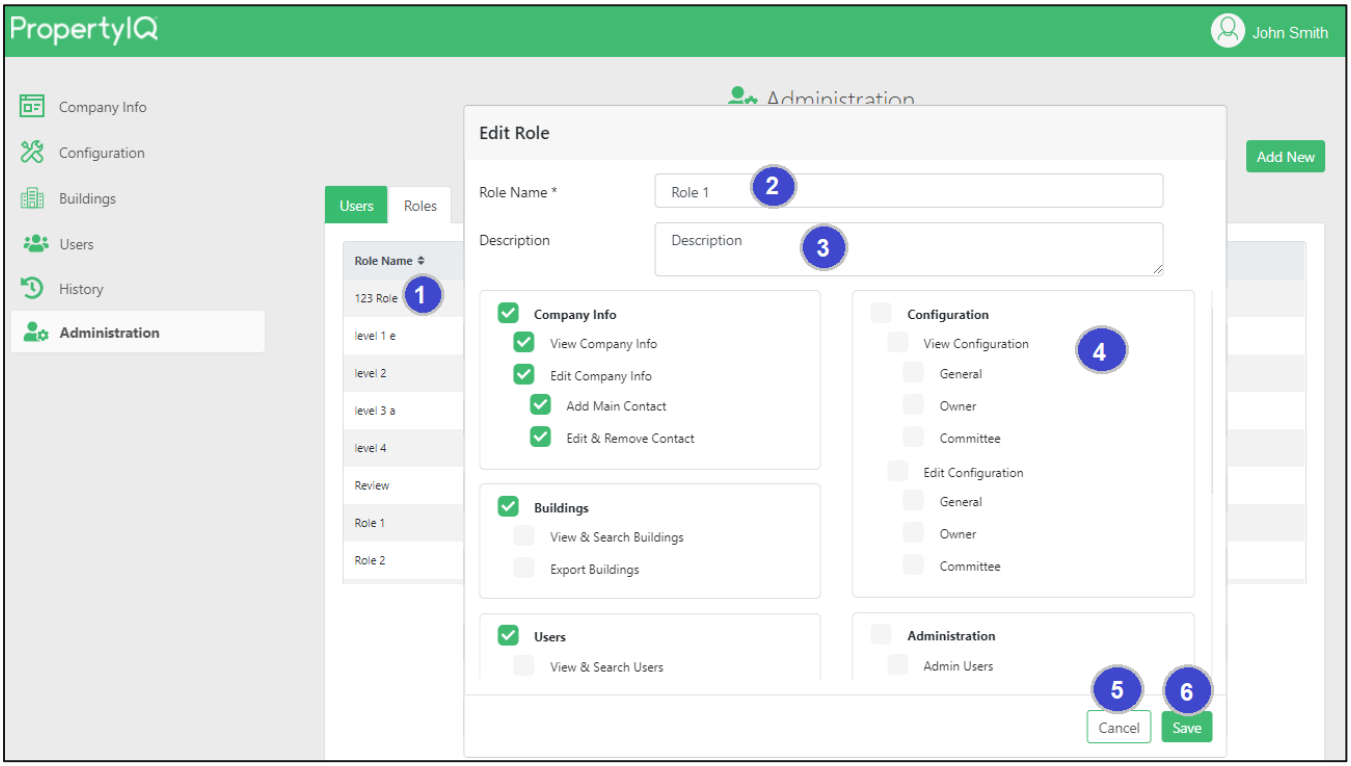

### CREATE ROLES

1. On the Administration page > Roles tab, click the *Add New* button in the top right corner.
2. Enter the name of the role. This is a mandatory field, limited to 100 characters.
   *NOTE: The name must be **unique** e.g. cannot be used for another role (is not case sensitive).*
3. Enter a short description of the role. This is an optional field, limited to 110 characters.
4. Select at least 1 permission from the list of portal pages and available actions.




## EDIT ROLES

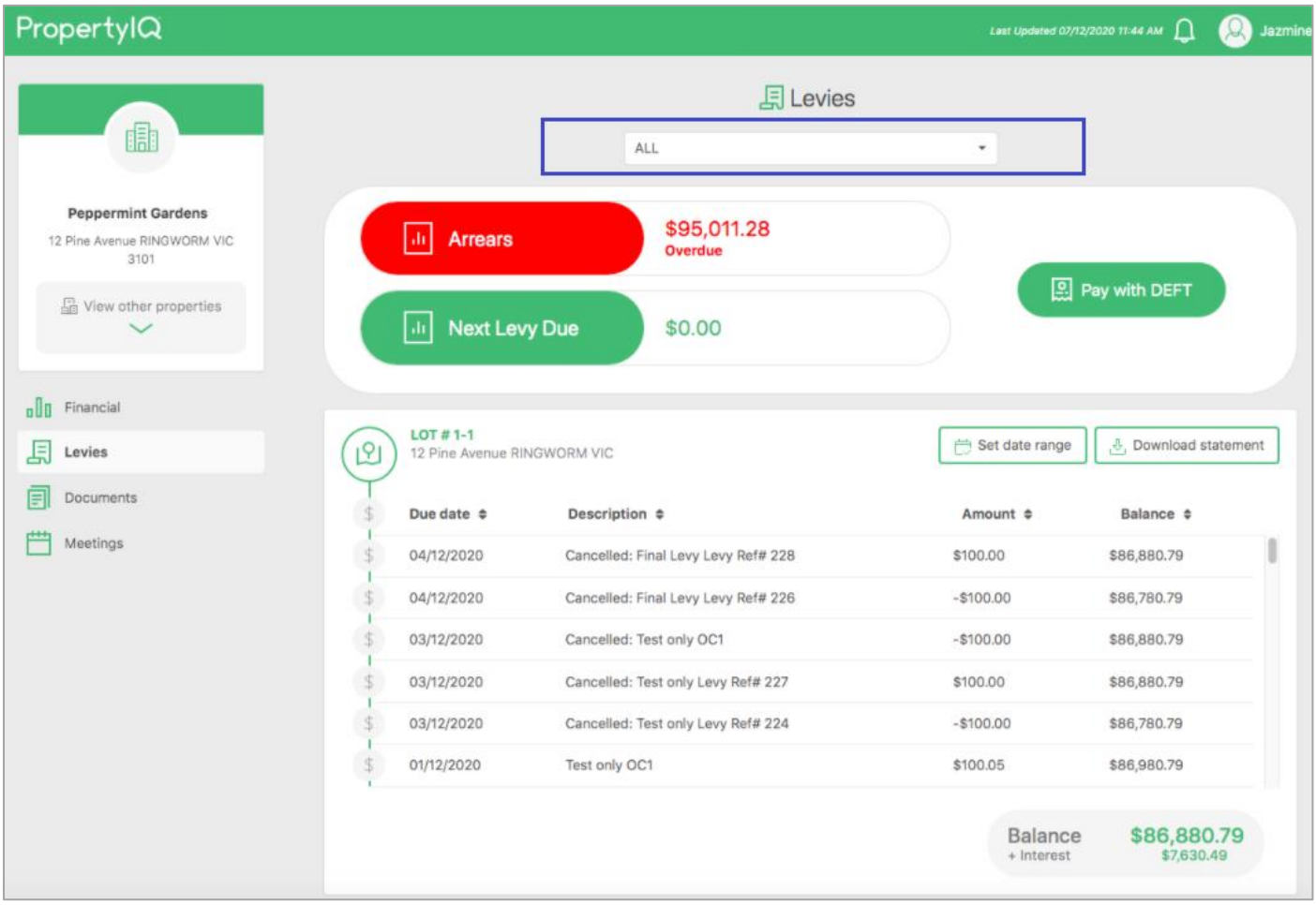
1. On the Administration page > Roles tab, click on a role in the list to view
2. Edit the role name as required.
   *NOTE: The name must be **unique** e.g. cannot be used for another role (is not case sensitive).*
3. Edit the description as required.
4. Edit the permissions as required by selecting/deselecting individual permissions.
5. Click *Cancel* to return to the main screen. Any changes will not be saved.
6. Click *Save* button to proceed and save the changes to the role.



## ITEM 2 – PORTAL - NEW SCHEDULE FILTER ON LEVIES PAGE

On the Levies page, a new dropdown filter has been added that allows the user to filter total arrears, upcoming levies and lot ledger transactions by a specific schedule.

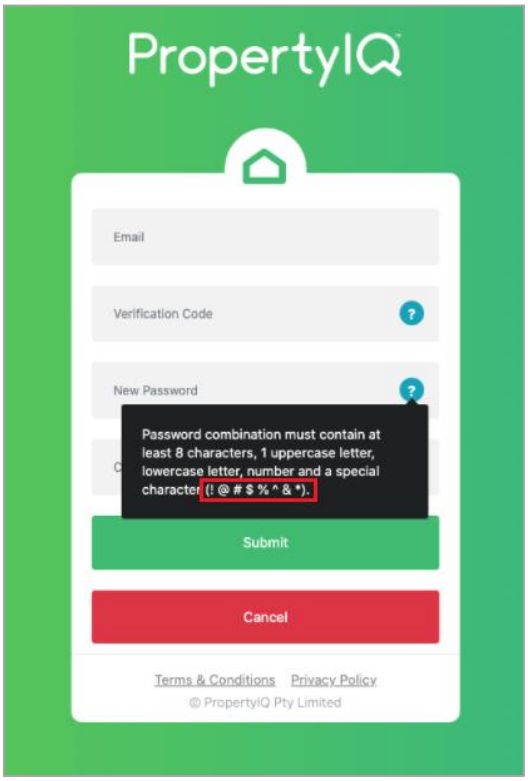
1. The dropdown filter will **not** appear if the lot only contributes to one schedule, or there is only one schedule in the building.
2. The default selection is 'All' and will show a consolidated view of all transactions and balances, across all lots in the portal.
3. When selecting a single schedule from the dropdown, the *Arrears* and *Next Levy Due* total balances at the top of the page will show balances for that schedule only.
4. When selecting a single schedule from the dropdown, the *lot ledgers* will show transactions and balances for that schedule only.



## ITEM 3 – PORTAL - IMPROVED PASSWORD HELP ICON

To improve the user experience, when hovering over the help icon within the password field, the help message has been updated to include the special characters (! @ # $ % ^ & *) that are accepted when setting or changing a password.

The message has been updated on the initial set password screen, forgot password screen and change password screen.

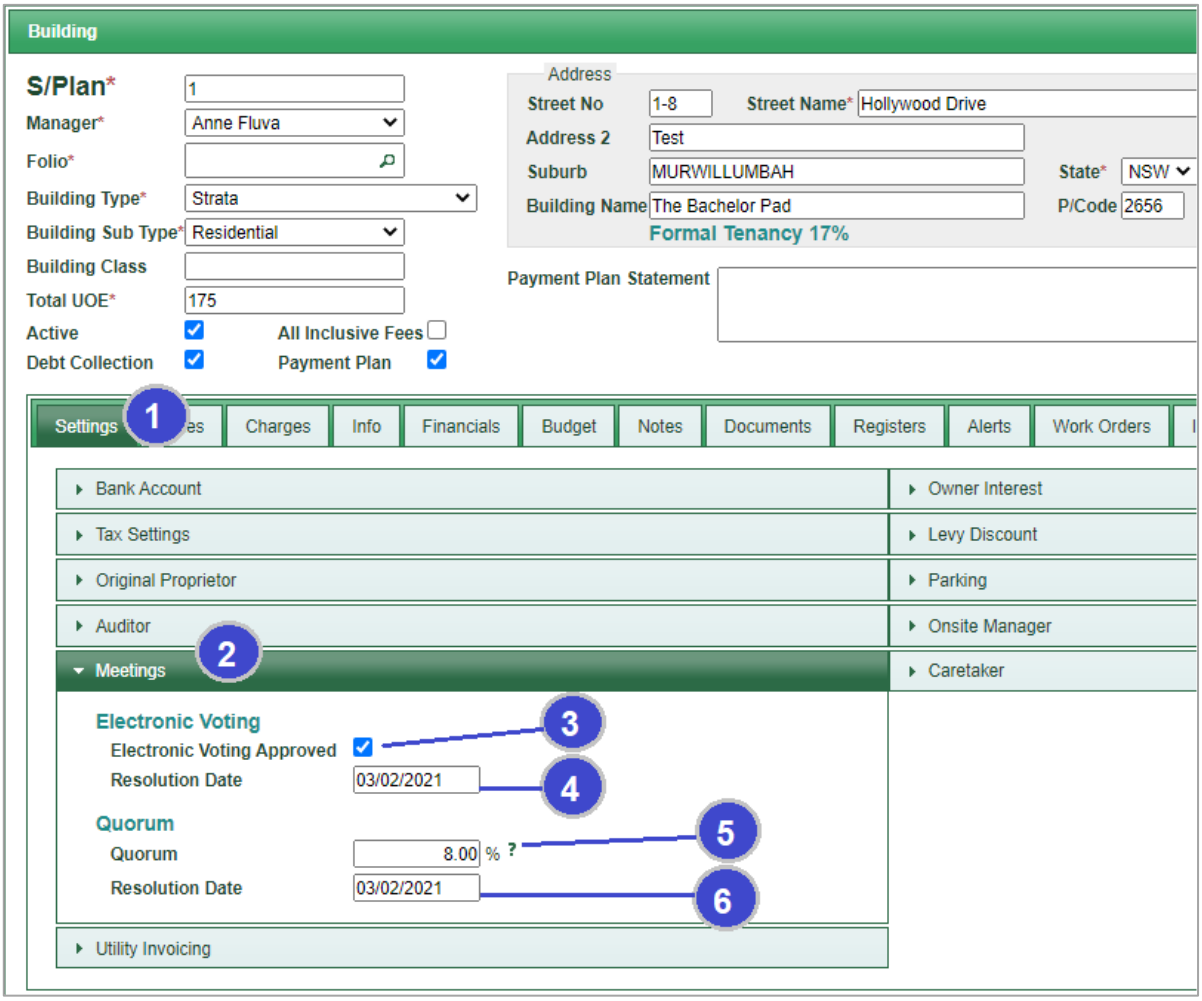


## ITEMS 4 & 5 – NEW 'MEETING SETTINGS' ON BUILDING CARD

On the building card > settings tab, a new accordion called "*Meetings*" has been added where you can record electronic voting and meeting quorum settings for a building.

- The electronic voting and resolution date fields are **informational fields only** to help with record keeping and meeting preparation.
- Any changes to these new meeting settings will be recorded in the building's log of changes and global audit trail.
- The meeting settings information is included in the **building export file** to allow global reporting.
- **Any quorum percentage entered on the building, will be used for future meetings created for that building.**
    - The quorum percentage on the building will override the global quorum set under Utilities > Settings > Meeting tab.
    - Changing this setting won't affect existing meetings in PropertyIQ.
    - If there is no quorum set on the building card, meetings created for the building will continue to use the global quorum percentage.

1. Go to File > Buildings > view building > Settings tab
2. Open *Meetings* accordion
3. Select here if electronic voting has been approved for the building. It is unticked by default.
4. Enter a date here to record when electronic voting was approved. It is blank by default.
5. Enter a percentage value (XX.XX%) here for the quorum that has been adopted by the building. It is blank by default.
6. Enter a date here to record when the building quorum was approved. It is blank by default.

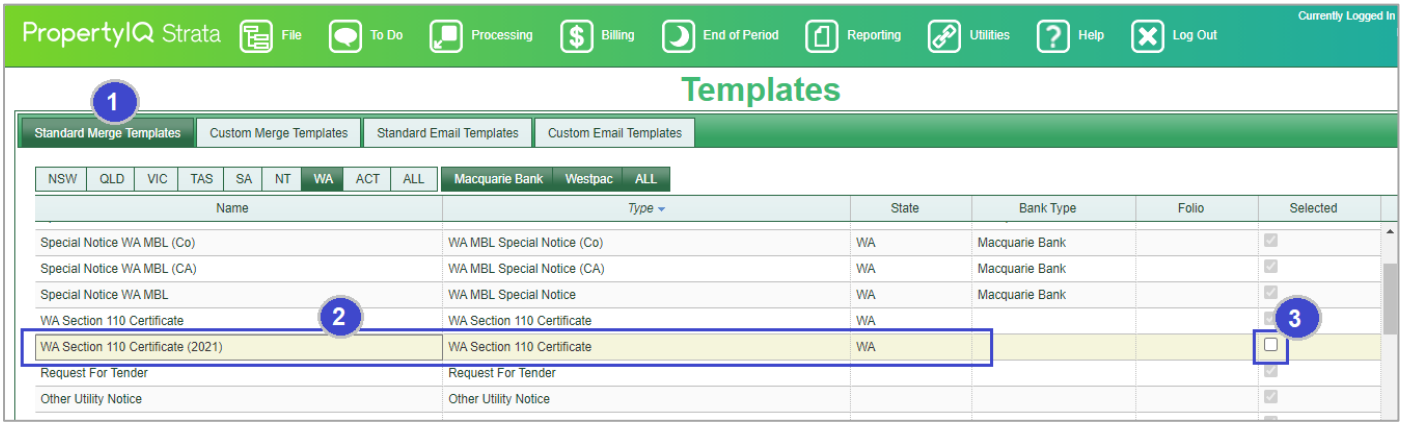


## ITEM 7 – NEW WA SECTION 110 CERTIFICATE

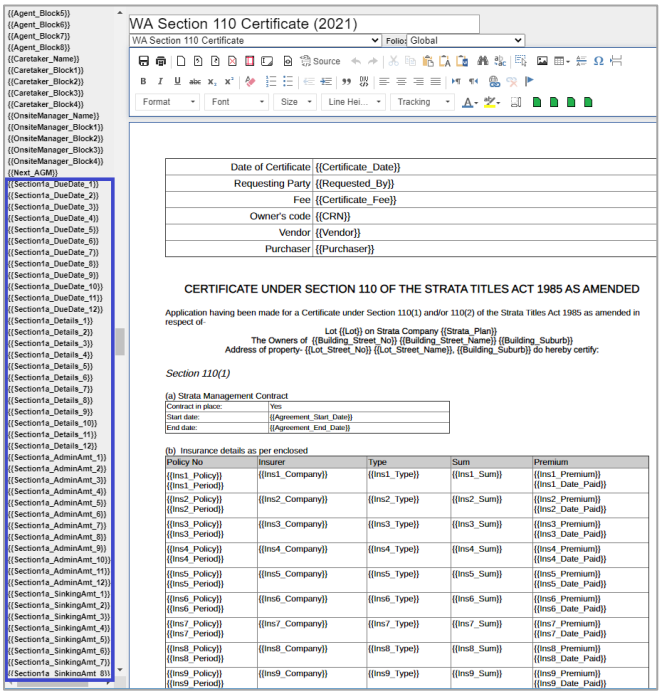
A new Section 110 certificate template for WA clients has been created to improve information disclosure, formatting and user experience. It's been created in line with external legal counsel, the recommended template from SCA (WA) and client feedback.

- ! ***IMPORTANT:*** To use this new certificate template, you'll **need to enable** the new "WA Section 110 Certificate (2021)" template in your PropertyIQ.
- This new certificate will **not** affect or replace any of your existing templates in PIQ and will be available as another template for you to select when you're ready.
- The template can also be further customised to suit your needs.

1. Go to File > Templates > Standard Merge Templates tab
2. Locate in the list the new certificate called *WA Section 110 Certificate (2021)*
3. To enable it, tick the checkbox in the *Selected* column. It will then be used when generating any future certificates.




**New merge fields** have been created and added to the end of the available list of merge fields and are specific to this new template. The new merge fields are prefixed with the relevant section number for easy identification (e.g. Section1a – Section2f).

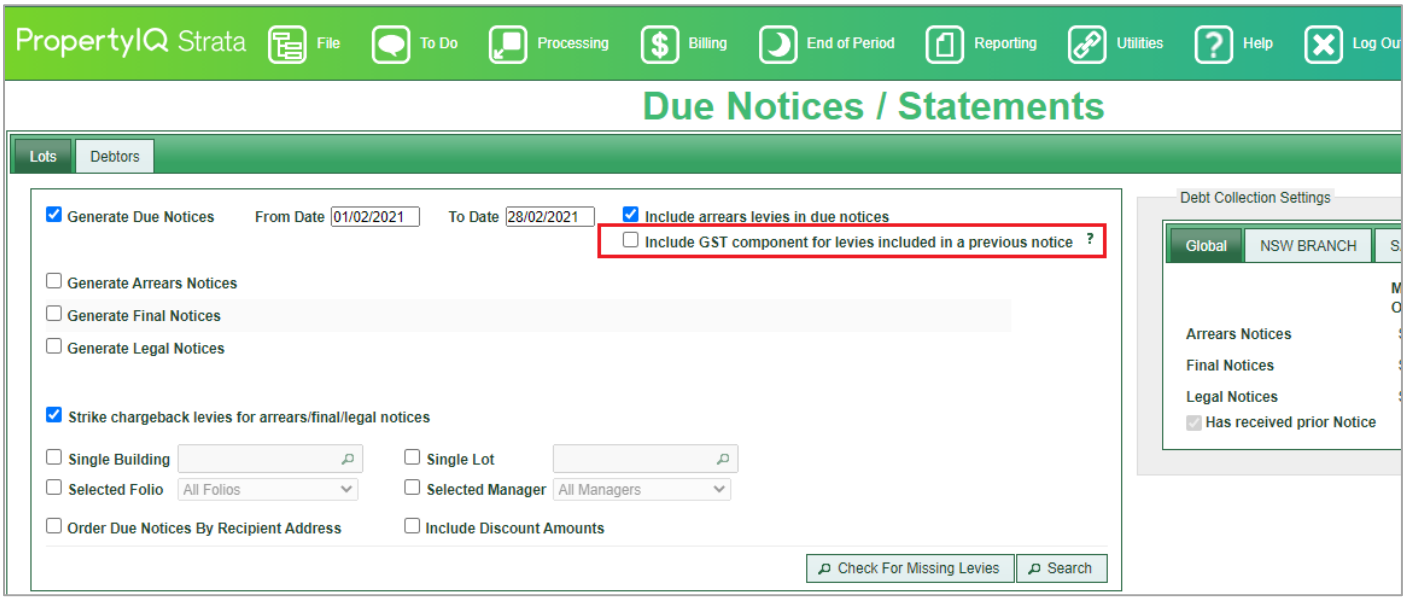


## ITEM 9 – NEW OPTION TO REGENERATE A PRIOR NOTICE WITH GST

When generating a due/fee notice under the Billing > Due/Fee Notices > Lots screen

- A new option has been added called "*Include GST component for levies included in a previous notice*"
- When this option is selected, GST will be shown for **all** GST applicable levies/fees included in the notice **even if** the levy/fee has previously been issued on notice.
- This allows users to regenerate a notice for a new lot owner after a change of owner has been processed as it will be the first tax invoice being received by the new owner, displaying the total amount payable and total GST.
- The help tooltip states:
    - *If this is selected, any levies in the notices generated will include the GST component if they are GST-inclusive and the notice will include GST-related information. This will include levies in arrears if the "Include arrears in due notices" checkbox is ticked.*

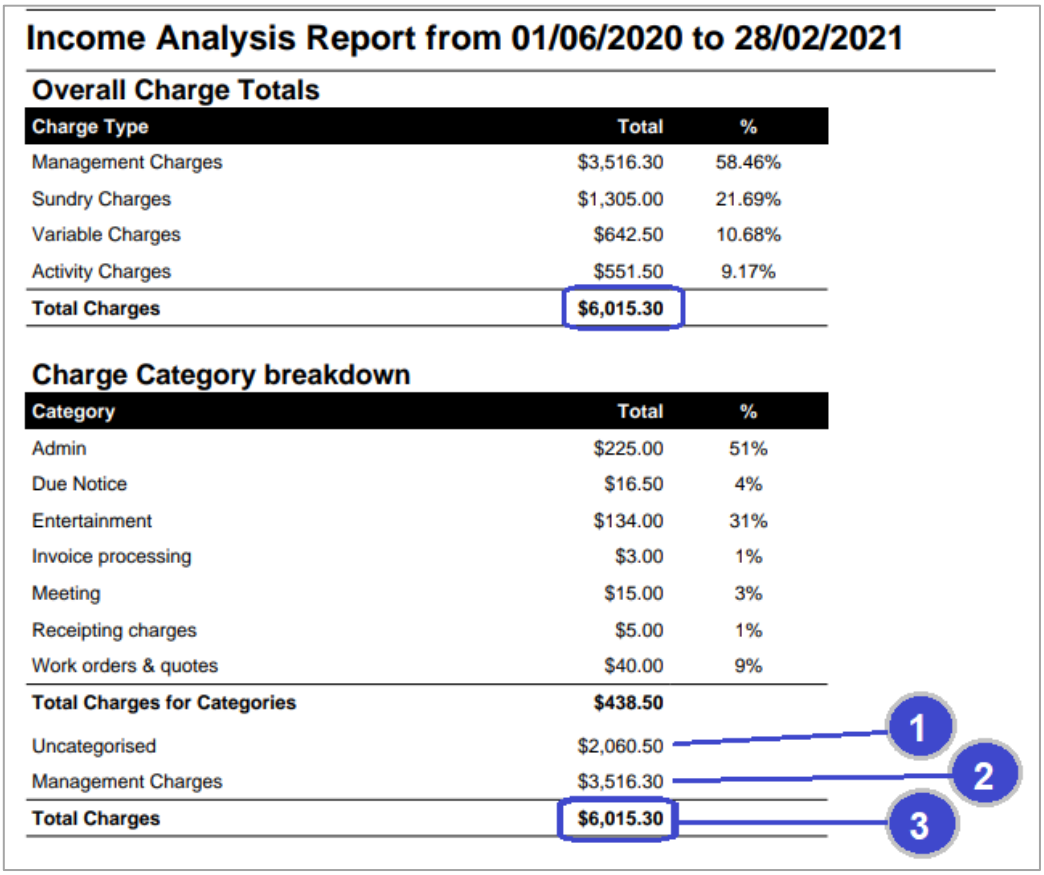
**Billing > Due/Fee Notices > Lots screen**:



## ITEM 14 – INCOME & PAYMENT ANALYSIS REPORTS/EXPORT

Improvements have been made to the Income & Payment Analysis reports and export files to ensure the *Charge Category Breakdown* section reconciles with itself and other sections in the report.

1. ***Uncategorised*** sub-total row. This is the sum of any Activity, Variable and Sundry charges that don't have an associated charge category. If there are no uncategorised charges, this row will not appear.
2. ***Management Charges*** sub-total row. This is the total management charge amount for the period and reconciles with the management charges total shown in the 'Overall Charge Totals' section.
3. ***Total Charges*** total row. This is the total sum of all charges for the period (categories, uncategorised and management charges) and reconciles with the total charges amount in the 'Overall Charge Totals' section *(as shown in the blue boxes below)*.



**Income Analysis Report from 01/06/2020 to 28/02/2021**

**Overall Charge Totals**

| Charge Type | Total | % |
|---|---|---|
| Management Charges | $3,516.30 | 58.46% |
| Sundry Charges | $1,305.00 | 21.69% |
| Variable Charges | $642.50 | 10.68% |
| Activity Charges | $551.50 | 9.17% |
| **Total Charges** | **$6,015.30** | |

**Charge Category breakdown**

| Category | Total | % |
|---|---|---|
| Admin | $225.00 | 51% |
| Due Notice | $16.50 | 4% |
| Entertainment | $134.00 | 31% |
| Invoice processing | $3.00 | 1% |
| Meeting | $15.00 | 3% |
| Receipting charges | $5.00 | 1% |
| Work orders & quotes | $40.00 | 9% |
| **Total Charges for Categories** | **$438.50** | |
| Uncategorised | $2,060.50 | |
| Management Charges | $3,516.30 | |
| **Total Charges** | **$6,015.30** | |