PropertyIQ™ Strata

Release Notes Version 177.0-179.4

July 2019

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SUMMARY

HIGHLIGHTS

1. **Session timeout after 1 hour of inactivity**. A change has been made to increase security for users. When you are logged into PropertyIQ and are inactive for an hour or more your session will timeout and you will now need to log back in to PropertyIQ. You will receive a prompt to log back in. After logging in, you will be returned to the last screen you were working on, so you can continue working. You only have to login once even if you have more than one tab open

Note: "1 hour of inactivity" means there have been no clicks on the screen and no activity or requests made to the PIQ background server. When performing tasks like generating financial reports or a due notice run, where the 'in progress' bar is still working and the server is still processing the job, this is still considered "activity", so whilst this is happening the user won't be logged out

DUE NOTICES – LEVY/FEE NOTICES

1. **Improvements have been made to the Due Notices screen.**
   - The *Check for Missing Levies* and *Search* buttons are now placed closer to the search criteria
   - You can now sort the data in each column by clicking on the column heading
   - The *Select all* button selects all lot owners that fit the criteria you have entered
   - The *Deselect all* button deselects all lot owners you had previously selected
   - The *Invert* button reverses your selected lot owners. For example, if you have two lot owners selected on the screen and select *Invert*, those two lot owners are de-selected and the remaining lot owners are selected.
   - The *View Lot* button allows you to click through to a lot owner card. (if you have permission to view lot owner cards) If you make changes to the lot owner card and save them, the Due Notices screen will refresh to show the updated information
   - Only lot owners with levies that meet your search criteria show on the screen

   You can view the detailed screenshot below

DEBTOR STATEMENTS

2. **Improvements have been made to the Debtor Statements screen**
   - You can now sort the data in each column by clicking on the column heading
   - The *Select all* button selects all debtor statements that fit the criteria you have entered
   - The *Deselect all* button deselects all the debtor statements you had selected
   - The *Invert* button reverses your current selection. For example, if you have two invoices selected on the screen and select *Invert*, those two invoices are de-selected and the remaining invoices are selected.
   - The *View Debtor* button opens the debtor card (if you have permission to view debtor cards). If you make changes to the debtor card and save them, the *Debtor Statements* screen will refresh to show the updated information
   - Only Debtors with invoices that meet your criteria show on the screen

   You can view the detailed screenshot below

REPORTS

3. **Strata Roll.** When printing the strata roll report from Reporting>Building>Strata Roll, an issue that caused the strata roll report to print over too many pages has now been resolved.

4. **Financial Reports**. When printing financial reports from the Building Card>financial reports tab and choosing the *Date Range* option, a discrepancy was showing between the balance showing for levies receivable on the report vs the lot positions report. This has now been fixed. Note: this did not affect reports generated using the other report range options

5. **Committee/council Reports for multi-schedule buildings.** When you generate an executive committee report from Reporting>Building>Strata Roll>Full roll> *or* Reporting>Building>Strata Roll>Full roll>Executive Committee, buildings with committee council members attached to schedules will appear as follows:
   - Members not aligned to a schedule show first in alphabetical order.

- Schedules show next in alphabetical order by schedule name. The schedule name shows as a heading. Members aligned to the schedule show in alphabetical order.

6. **The funds management report** now shows GST for adjustments if buildings are GST registered. Previously GST was not showing on this report.

BUDGETS

7. **Printing Proposed Budget report that has been attached to another item**. When re-printing a proposed budget report and the original report has already been attached to a work order, email or other item, the original report will now be automatically deleted, and you will be able to proceed with reprinting the report. Previously, this was causing an error.

8. **Building Card – BMC Budgets**. When exporting a BMC budget, each lot's cost percentage now equals the percentage assigned to the lot in the BMC budget settings. Previously the export was showing incorrect percentages.

BAS REPORTING

9. **Change to the behaviour of the BAS Settings area**. If you have entered amounts in the columns:
   - Admin Paid
   - Admin collected
   - Sinking/reserve/capital works/Maintenance paid
   - Sinking/reserve/capital works/maintenance collected

   When you select *Post Payments/and or Refunds* these balances are now automatically cleared.

10. **GST Registered buildings – changes to the automated process triggered when you select Post Payments and/or Refunds** or **Post Reconciliation Journal**
    - **Multi-schedule buildings – Journals.** When you select *Post Payments and/or refunds* or *Post reconciliation journal* as part of the BAS process, the journal transfers that are created automatically are now always on a schedule by schedule basis (regardless of whether the settings in the schedule are set to report GST on Self or another schedule).
    - **Multi-schedule buildings – Invoices.** Schedules that are accounted together have one invoice generated when you select *Post Payments and/or Refunds* but have separate line items for each schedule. For example, if a building has OC1, OC3 and OC4, and OC3 & 4 are set to account GST on OC1, then only one invoice is generated, with separate line items for each OC. The line item shows something like "Admin GST 1.4.2019-30.6.2019 - OC3" The total invoice amount is rounded down to the nearest dollar, with any residual cents being subtracted from the first line item.
    - **All GST Registered buildings** – **Invoices**. If payments need to be made from each fund for a building or schedule, one invoice is now created with a separate line item for each fund when you select *Post Payments and/or refunds*. For example, SP 1234 has to make a payment from the admin fund and also from the sinking/reserve/maintenance/capital works fund. One invoice is created with separate line items for the admin fund and the sinking/reserve/maintenance/capital works funds.
    - **Multi-schedule buildings - Invoices**. Schedules that account GST on *Self* have separate supplier invoices generated when you select *Post Payments and/or Refunds*
    - **Multi-schedule buildings** – **manual deposit.** Schedules that are accounted together have one manual deposit generated when you select *Post Payments and or Refunds* but have separate allocations for each schedule. For example, if a building has OC1, OC3 and OC4, and OC3 and OC4 are set to account GST on OC1, then one manual deposit is generated with separate allocations

for each OC. The total manual deposit amount is rounded down to the nearest dollar, with any residual cents being subtracted from the first line item.

- **Multi-schedule buildings - GST Clearing Journal Summary report** – now shows one Payment/refund due amount per schedule group. For example, if a building has OC1, OC3 and OC4 and OC 3 and 4 are set to account GST on schedule 1, then the GST Clearing Journal Summary report shows a single payment/refund due amount.
- **Multi schedule buildings** – No change has been made to the GST Summary report, GST Audit Trail Report, GST Exceptions Report and GST Reconciliations report. I.E If schedules are set to account GST on self, they will be not grouped but if they are set to account GST on another schedule, they will be grouped.
- **All GST registered buildings - Disclaimer.** The GST journal summary report page now has a disclaimer that states. "Payments and/or refunds created will be rounded down to the nearest dollar. For multiple schedules in a reporting group, rounding will be taken from the first schedule."

RECEIPTING

11. **TXN processing – Discounts** – it was identified that for some clients, partial discounts were being applied even when the tickbox "Apply Partial Discount" was **not** ticked. This has now been fixed.

BUILDINGS

12. **Building Card – Log of changes**. When you accept a budget – which automatically updates the levy year of the building – the change is now recorded and viewable from the building card>log of changes tab

13. **Building Card – Info Tab>Committee Card. You can now record the schedule a committee member is aligned** to. This is required for Victorian buildings to meet legislation requirements but is available for all buildings

14. **Building Card – Financial reports**. The date range selection when choosing to print financial reports *from* the opening balance date of a building was not working correctly, but instead showing the first date of the current financial period as the *from* date. This has now been fixed
15. **Building Card** – Ability to set repayment plan wording at a building level. If you show repayment details on your levy/fee notices, you can now create repayment plan wording at a building level.

You can view the detailed screenshot below

16. **Merge function**. An issue has been fixed that was preventing the generation of a mail merge document in PDF format using the mail merge function from the lot owners screen. This was *only* affecting the generation of a PDF if the lot card does **not** have Owner Occupied ticked and delivery method Post **is** ticked

17. **NSW Section 184 Certificate.**
    - An issue that affected the merge function when generating a section 184 certificate in some circumstances has been fixed. If using the merge fields Agent_block 1-4 on the section 184 template and the lot card records notices to be sent to the agent on the delivery tab, the agent information was not merging.
    - If a lot owner has an unallocated credit showing on their ledger, this amount is now included in the merge fields in section 2 "Amount if any in credit" when using the merge fields *Admin_credit* and *Sinking_credit*

MEETINGS

18. **For QLD and NSW buildings – recipients for meeting notices and minutes.** The following changes have been made to the automated process for sending notices and minutes for executive committee/strata meetings. This is to meet legislation requirements:

    Notice/Agenda – PropertyIQ will send the Notice, Motions report and all attachments to the committee. The notice (cover page) + motions report (agenda) to all owners. Formal tenants will receive the notice (cover page) only.

    - You can check what is sent to committee members by going to meeting card > Documents or File > Documents and viewing "File Copy - Notice of SCM – [MEETING DATE].pdf"
    - You can check what is sent to owners by going to the Meeting card > Documents or File > Documents and viewing "File Copy (Lot Owners) - Notice of SCM – [MEETING DATE].pdf"
    - Note that what is saved specifically for each recipient (Lot card > Documents and File > Documents) e.g. "Lot 1 Notice of SCM – [MEETING DATE].pdf" will be the Notice/Cover page only as this is the only section that has recipient specific details/merged data. We avoid saving the same attachments across duplicate documents to keep database storage use to a minimum.

    Minutes – PropertyIQ will send the notice, motions report and all attachments to the committee. The notice (cover page and motions report (minutes) to all owners. They will not be issued to formal tenants.

    - You can check what is sent to committee members by going to meeting card > Documents or File > Documents and viewing "File Copy – SCM Minutes Notice – [MEETING DATE].pdf"
    - You can check what is sent to owners by going to meeting card > Documents or File > Documents and viewing "File Copy (Lot Owners) - SCM Minutes Notice – [MEETING DATE].pdf"
    - Note that what is saved specifically for each recipient (Lot card > Documents and File > Documents) e.g. "Lot 1 SCM Minutes Notice – [MEETING DATE].pdf" will be the Notice/Cover page only as this is the only section that has recipient specific details/merged data. We avoid saving the same attachments across duplicate documents to keep database storage use to a minimum.

19. **Meeting Notice Attachments**. An issue that was preventing meeting notices being generated with certain types of PDF attachments has now been fixed.

20. **Meeting minutes motion report – merge fields** An issue where the merge fields *alevy 1-6* and *slevy1-6* were not populating correctly in the minutes motion report, has now been fixed.

21. **For NSW and WA buildings - arrears cut-off date – change in behaviour.** The change applies if you set the arrears cut-off date to 'date of notice'. If an owner has levies/fees overdue at the time of the notice and pays *those* levies/fees prior to the meeting, they will now be considered financial at the meeting. This is to meet legislation requirements in NSW and WA.

22. **Cheque clearance date for arrears cut-off.** You can now select a cheque clearance date for lot owner arrears. Cheques received past the cheque clearance date and before the arrears cut-off date are not taken into account when PropertyIQ calculates whether the lot owner is in arrears. For example, if you set the arrears cut-off date as the date of the meeting and the cheque clearance date as four days prior to the meeting, any cheques received past the cheque clearance date up until the meeting, will not be taken into account when PropertyIQ calculates the arrears status of the lot owner.
    This is also to meet legislation requirements in VIC, where only cheque payments received no less than 4 business days before the meeting can be considered for calculating the arrears balance of a lot.
    You can view the detailed screenshot below

23. **Creating a new venue**. Improvements have been made to the creating a new venue pop-up to make it clearer.

TEMPLATES

24. **Due notice templates - redundant merge fields.** The following redundant merge fields are no longer available from the merge field picklist.
    - GST_Label
    - Total_Taxable_Gross
    - Total_Taxable_Nett

    Note: If you already have these merge fields included in a template, they are not removed from the template automatically. We recommend you remove them as they have been replaced by the new merge fields released in February 2019.
    Click here to see the February Release notes.

25. **Annual levy notice template** – The annual levy notice template for new clients onboarded to PropertyIQ will no longer have the words "Tax invoice" or include the building's ABN merge field. **For existing clients**, it is recommended that you remove these two items from your annual levy notice template. This is to avoid potential perception that an invoice has been duplicated and ensure that the due (reminder) notice is always understood to be the tax invoice

SUPPLIERS

26. **Supplier transaction editing.** When you edit an invoice from the supplier transaction screen and the chart of accounts code is altered for a single line item, an issue was occurring where it would affect other line items in the invoice. This has now been fixed.

27. **Supplier transaction editing.** When you edit an invoice from the supplier transaction screen and the chart of accounts code is altered, an issue was occurring where the line item was showing in red, even if that chart of account code had been included in the budget. This has now been fixed so that the correct status now shows on the supplier transaction – budgeted codes show in green and non-budgeted codes show in red.

28. **Supplier Card**. An issue where the reference number for a transaction on the Supplier Card ledger was not matching when you produced a ledger report from Supplier Card>Ledger Report, has now been fixed

GENERAL

29. **Encryption enhancements for passwords stored in your PropertyIQ database for third party applications**. Improvements have been made to ensure that any passwords you store on your PropertyIQ database for third party applications are encrypted so they cannot be viewed by anyone that has access to your database or backups. For example, your Macquarie direct download and upload password, mailing house password, supplier compliance provider password etc

30. **Folio users – new release popup notification for users assigned to a folio**. An issue when acknowledging the new popup notification to let you know a new release has been installed, was clearing a user's folio allocation has now been fixed.

31. **Line item description limits**. The line description fields now have a character limit for the following items to prevent text wrapping issues on reports:
    - Bank adjustment line items – 150 characters
    - Debtor Invoice line items – 100 characters
    - Supplier Invoice line items – 100 characters

32. **Special Levy function** – when generating special levies for a negative amount, and selecting, *Enable Rounding* an issue where the negative amount was showing against the incorrect fund, has now been fixed.

33. **For Bing users that use PIQ emailer for emailing**. When you email levy notices using the due notices function and there is an error emailing the notices, the side bar will now correctly show the message *Sending Email notices…(Failed)*

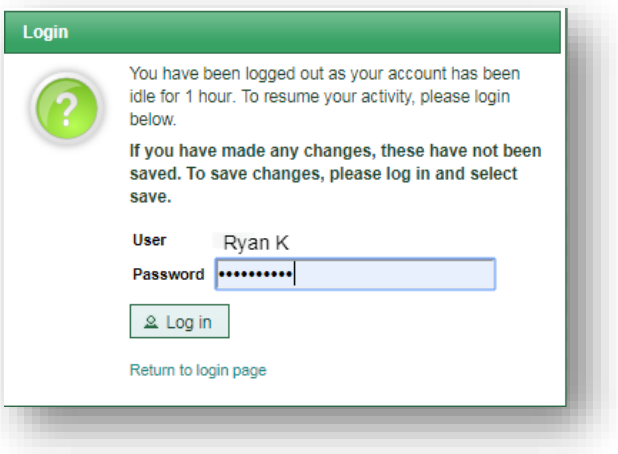
34. **For AIM Users**. Additional work has been undertaken to prevent duplicated AIM invoices downloading when the scheduled AIM task has been interrupted due to server shutdown.

35. **Unallocated funds chart of account clean-up.** Some clients had transactions wrongly allocated to the unallocated funds (income) chart of accounts code by the PropertyIQ system. Any amounts previously allocated to this code have now been moved by an automatic journal to the correct chart of accounts code - unidentified deposits (liability)

DETAILED SCREENSHOTS

SESSION TIMEOUT AFTER ONE HOUR OF INACTIVITY

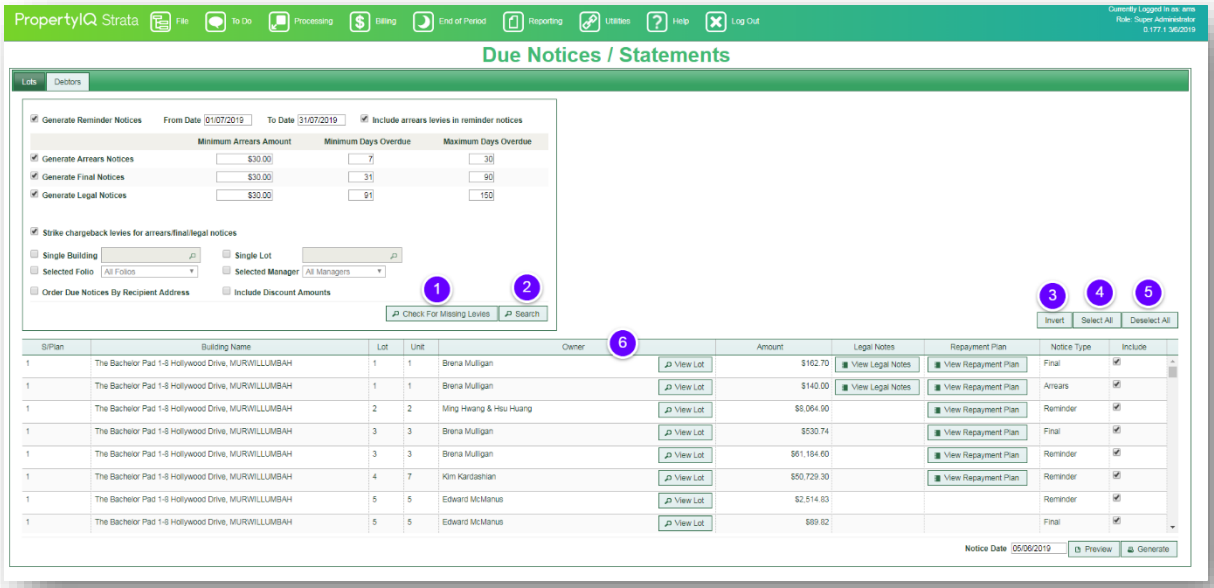
When you are logged into PropertyIQ and are inactive for an hour or more your session will timeout and you will now need to log back in to PropertyIQ. You will receive a prompt to log back in. After logging in, you will be returned to the last screen you were working on, so you can continue working. If you have more than one PropertyIQ tab open, you will only need to log back in once to reactivate all open tabs. This change is to increase user security.



DUE NOTICE SCREEN IMPROVEMENTS

1. The *Check for Missing Levies* button has been moved closer to the search criteria
2. The *Search* button has been moved closer to the search criteria
3. The *Invert* button reverses your selected lot owners I.E. If you have two lot owners selected on the screen and select *Invert*, those two lot owners are de-selected and the remaining lot owners are selected.
4. The *Select all* button selects all lot owners that fit the criteria you have entered
5. The *Deselect all* button deselects all lot owners you had previously selected
6. You can click on a column heading to sort the screen by that column

Only Lots that meet your search criteria now show on the screen. Previously Lots that did not meet the search criteria would still show in the search results but were deselected.

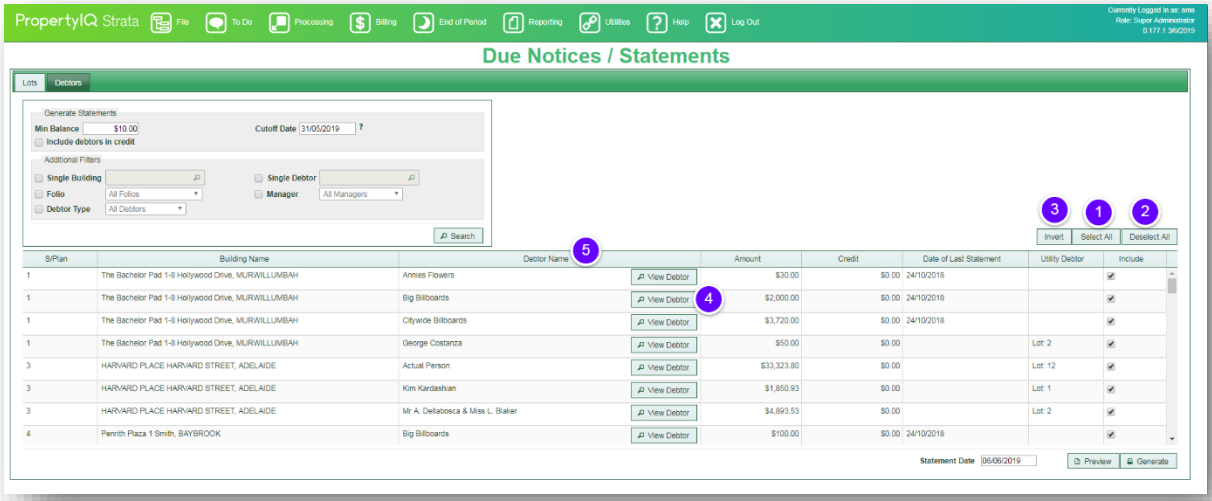


DEBTOR STATEMENT SCREEN IMPROVEMENTS

Improvements have been made to the Debtor Statements screen

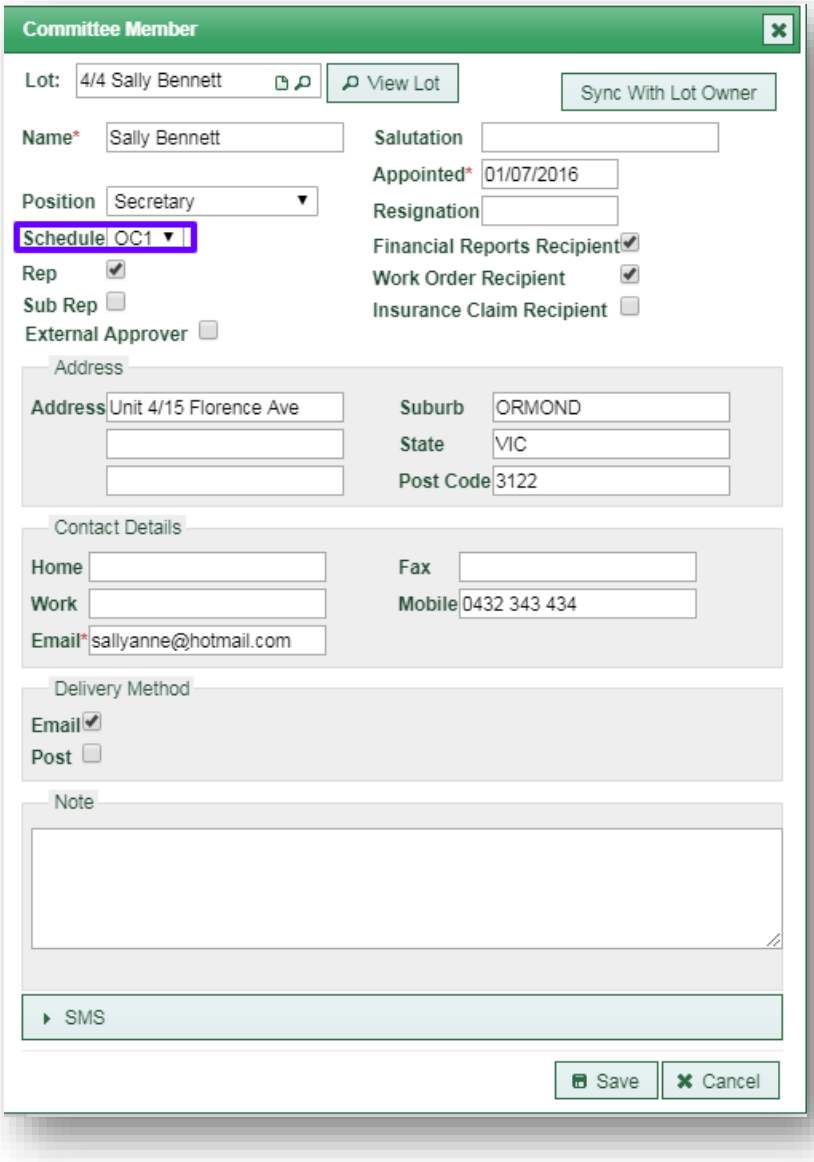
1. The *Select all* button selects all debtor statements that fit the criteria you have entered
2. The *Deselect all* button deselects all the debtor statements you had selected
3. The *Invert* button reverses your current selection. I.E. If you have two invoices selected on the screen and select Invert, those two invoices are deselected, and the remaining invoices are selected.
4. The *View Debtor* button opens the debtor card. a lot owner card. (if you have permission to view debtor cards) If you make changes to the debtor card and save them, the *Debtor Statements* screen will refresh to show the updated information
5. You can now sort the data in each column by clicking on the column heading

Only Debtors with invoices that meet your search criteria now show on the screen. Previously Debtors that did not meet the search criteria would still show in the search results but were deselected.



RECORD THE SCHEDULE A COMMITTEE MEMBER IS ALIGNED TO

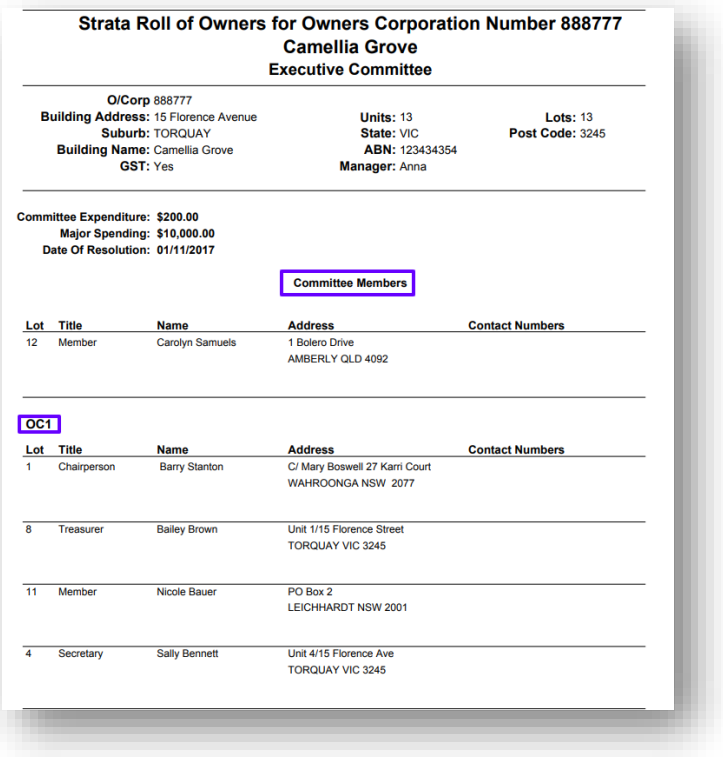
You can now record the schedule a committee member is aligned to. This is required for Victorian buildings to meet legislation requirements but is available for all buildings.



STRATA ROLL REPORTS NOW SHOW THE SCHEDULE A COMMITTEE MEMBER IS ALIGNED TO

Committee/council Reports for multi-schedule buildings. When you generate an executive committee report from Reporting>Building>Strata Roll>Full roll> *or* Reporting>Building>Strata Roll>Full roll>Executive Committee, buildings with committee council members attached to schedules will appear as follows:

- Members not aligned to a schedule show first in alphabetical order.
- Schedules show next in alphabetical order by schedule name. The schedule name shows as a heading. Members aligned to the schedule show in alphabetical order



Strata Roll of Owners for Owners Corporation Number 888777
Camellia Grove
Executive Committee

O/Corp 888777
Building Address: 15 Florence Avenue
Suburb: TORQUAY
Building Name: Camellia Grove
GST: Yes
Units: 13
State: VIC
ABN: 123434354
Manager: Anna
Lots: 13
Post Code: 3245

Committee Expenditure: $200.00
Major Spending: $10,000.00
Date Of Resolution: 01/11/2017

Committee Members

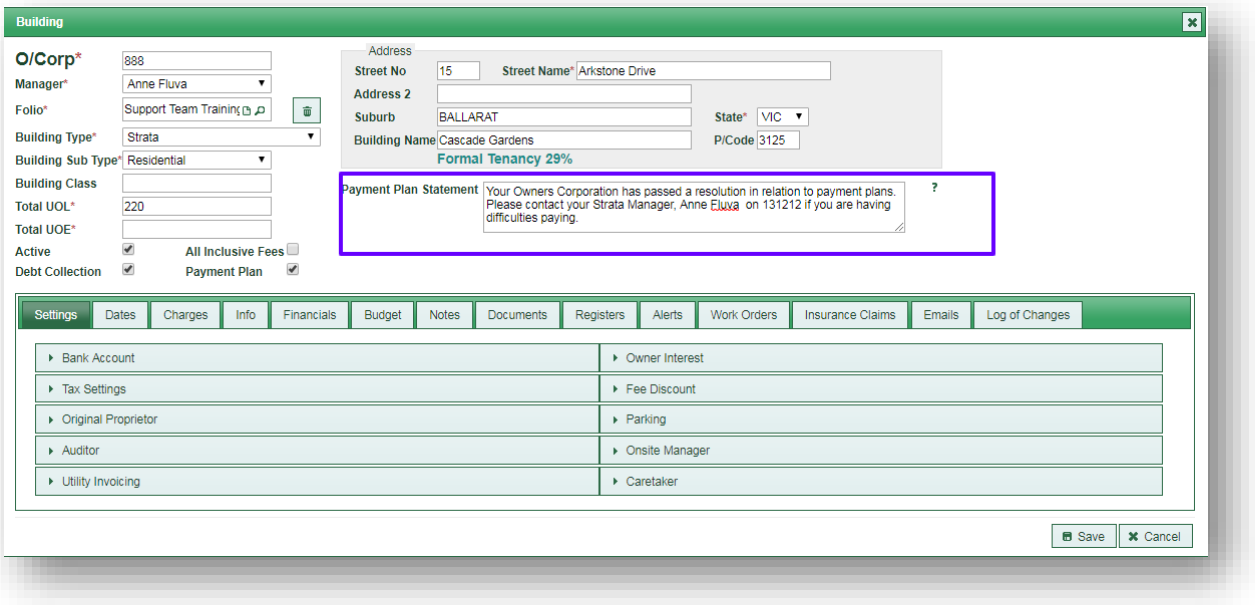
Lot	Title	Name	Address	Contact Numbers
12	Member	Carolyn Samuels	1 Bolero Drive AMBERLY QLD 4092	

OC1

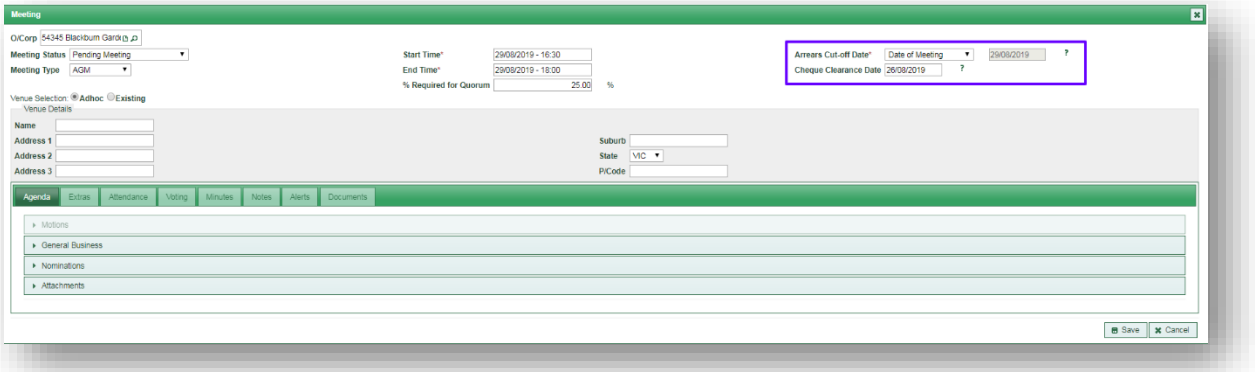
Lot	Title	Name	Address	Contact Numbers
1	Chairperson	Barry Stanton	C/ Mary Boswell 27 Karri Court WAHROONGA NSW 2077	
8	Treasurer	Bailey Brown	Unit 1/15 Florence Street TORQUAY VIC 3245	
11	Member	Nicole Bauer	PO Box 2 LEICHHARDT NSW 2001	
4	Secretary	Sally Bennett	Unit 4/15 Florence Ave TORQUAY VIC 3245	

SET PAYMENT PLAN TEXT AT A BUILDING LEVEL

If you include payment plan details on your levy/fee notices, you can now set the repayment plan wording at a building level. If the building card is ticked to include Payment Plan details and you have the merge field {{&Payment_Plan_Statement}} on your notices, the wording you enter on the building card will override the payment plan statement you have entered in your Settings>Application Settings. If nothing is entered here but the building card is ticked for Payment plan, then the wording you entered in your Settings>Application Settings will show for this building when sending levy/fee notices.



MEETINGS – ARREARS CUT-OFF DATE CHEQUE CLEARANCE PERIOD

You can now select a cheque clearance date for lot owner arrears. Cheques received past the cheque clearance date and before the arrears cut-off date will not be considered when PropertyIQ calculates whether the lot owner is in arrears for meeting functions. For example, if you set the arrears cut-off date as the date of the meeting and the cheque clearance date as four days prior to the meeting, any cheques received past the cheque clearance date up until the meeting, will not be taken into account when PropertyIQ calculates the arrears status of the lot owner.

This is also to **meet legislation requirements in Vic**, where only cheque payments received no less than 4 business days before the meeting can be considered for calculating the arrears balance of a lot.