PropertyIQ

Release Notes July 2020

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PropertyIQ Portal Version 1.8

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SUMMARY

CHANGES RELATED TO PORTAL V2

Changes in PropertyIQ

1. **Portal Control Panel - Folio settings and user permissions** – An issue where a user with data access restrictions set to specific Folio/s could view and edit the Global settings on the Portal Control Panel, has been fixed.
2. **Publishing of documents for Committee/Council Members –** A change has been made to portal publishing rules so that committee/council documents (e.g. financial reports, committee merge letters, committee meeting notices) that are saved in PIQ are correctly identified by portal. This change will ensure that in the portal, committee/council member's will only see the document that was issued to them specifically and not the same document that was issued to other committee/council members.
   For example, a bulk financial report generated and delivered to 4 committee/council members in a building, will save 4 separate PDF files in PIQ as each one is addressed to a specific committee/council member. All 4 financial reports were being shown to a committee/council member in the portal. With this change, a committee/council member will only see the 1 copy of their own financial report.

Changes in Portal

3. **Portal – changes to 'last updated' date displayed in portal** – Changes have been made to the behaviour of the 'last updated' date that is displayed in the portal and it will now show the date of the *last full company sync* successfully run (e.g. overnight sync or forced manual company sync performed by PIQ Support). This date will be updated even if there were no changes to building or lot data in PIQ. Previously, it was showing the date of the *last building level sync* for when changes to building data had occurred in PIQ, even though a full sync of building, lot and financial data was still being completed succesfully. The change has been implemented to avoid confusion for clients, lot owners and committee/members using the portal.
4. **Change of lot owner name reflected in portal –** An issue when changing the lot owner name in PIQ was not always updating in portal has been fixed.

APPLICATION SETTINGS SCREEN

5. **Improved screen layout** – The layout of the Application Settings screen under Utilities > Settings > Application Settings tab has been improved, with application settings and financial report settings being grouped so it's easier to find relevant settings. See detailed screenshot below.

6. **Interest pause periods** – You can now specify a period of time in which the accrual of interest is paused on overdue levies/fees so that lot owners are not charged interest for a period of time. You can use this feature to provide lot owners with relief during and after COVID-19, pause and waive interest as part of lot owner payment plans, and cease the charging of interest during legal proceedings.

   The interest pause periods will work for monthly interest calculations for QLD buildings and daily interest calculations for all other States.

   Permissions:

   - To view an interest pause period, a user must have the File > Buildings > View permission
   - To add an interest pause period, a user must have the File > Buildings > Edit permission
   - To edit an interest pause period, a user must have the File > Buildings > Edit permission

   Rules:

   - The **start date is mandatory** for an interest pause period.
   - The **end date is optional** for an interest pause period. If there is no end date specified for the interest pause period, interest will be paused indefinitely from the start date.
   - Interest pauses can be **applied for historic, current and future periods**. For historical periods, levies/fees that are fully or partially overdue will have interest paused. If a levy was added after the interest pause had already started, any interest that had previously accrued on that levy beyond the start date will be recalculated up to the start date and paused.
   - **Only one (1) interest pause period can be active for a lot at any time** e.g. you cannot create two interest pause periods for the same lot where the dates overlap
   - Interest pause periods will **not impact any paid interest or paid levies/fees** on the lot.
   - Any lot linked to a current pause period will not accrue penalty interest from the start date of the pause period, regardless of when the lot was added to the pause period.
   - Any penalty interest accrued on a lot up to/before the start of a pause period will remain owing. While no further interest will accrue during the interest period, interest will continue to accrue once the interest pause period has ended and will be added to any penalty interest that had accrued up to the start date of the interest pause period.
   - You **cannot delete** an interest pause period once it's been created.

   You can:

   - From the building card
     - Create one or more interest pause periods for a building via the building card
     - Add a single or multiple lots to an interest pause period
     - Add a lot to an interest pause period at any time, even if the pause period has commenced; any levies still overdue will be taken into account
     - Remove lots from an interest pause period
   - From the lot card
     - View interest pause periods applied to a lot via the lot card
     - Decide to keep or remove an interest pause period on a lot when processing a change of owner. *NOTE:* The lot's settlement date will determine which interest pause periods will be affected.
   - From the building export function
     - Report on lots that are linked to an interest pause period in the building export file

   See detailed instructions and screenshots below.

7. **Consolidated fee schedule charges in financial reports** – You can now choose to consolidate/group *variable and activity charges* created by the Fee Schedule run into one generic line item per invoice for certain financial reports in PIQ. This improves readability of the reports and significantly reduces the number of pages in each report.
Note: Fixed charges (management fees and sundry charges) are not affected and will continue to behave as they currently do.

   This feature is optional and is enabled by clients using a new application setting, and will apply to both historic and new charges and reports. When the setting is enabled, it will affect the following financial reports:

   - Income and Other Expenses report
   - Funds Management report
   - Cash Management report

   All other financial reports will continue to behave as they currently do.

   a) **New Application Setting –** A new setting under Utilities > Settings > Application Settings has been added called '*Consolidate variable & activity charges on financial reporting'*. When this setting is enabled, the specified financial reports will consolidate/group all variable and activity charges created by the Fee Schedule run into one generic line item per invoice. This setting is disabled by default, and must be turned on manually by clients for this functionality to work. See detailed screenshot below.

   b) **Consolidation of charges in financial reports** - When the '*Consolidate variable & activity charges on financial reporting'* setting is enabled, the specified financial reports will be generated with all variable and activity charges consolidated/grouped into one generic line item per invoice. The grouping will be applied when generating as a PDF or as an export. The consolidation rules and behaviour for each report are listed below.

   Expenses & Other Income Report

   For an example of consolidated fee schedule charges in the Expenses & Other Income Report, see detailed screenshots below.

   Consolidation rules for the Expenses & Other Income Report are:

   - When generating the report in accrual mode, charges are grouped by invoice within each account
   - When generating the report in cash mode, charges are grouped on a payment and invoice level within each account
   - When generating the report in consolidated schedule mode, charges will be grouped across schedules
   - When generating the report in split schedule mode, charges will be grouped by schedule
   - Consolidated charges will appear as one line item in the report as follows:
     - 'Date' = invoice date
     - 'Ref' = invoice reference number, when in **accrual** basis mode
       OR
     - 'Ref' = payment reference number of the invoice, when in **cash** basis mode
     - 'Description' will appear as "Activity Charges [invoice date period]"
       - Even if there is only 1 transaction being consolidated, the description format will remain the same
       - If the invoice date period selected for the variable and activity charges differ, it will display the oldest invoice From date and the most recent invoice To date of the line items being consolidated
     - 'Amount' = sum of consolidated charges

Funds Management Report

For an example of consolidated fee schedule charges in the Funds Management Report, see detailed screenshots below.

Consolidation rules for the Funds Management Report are:

- Charges are grouped on a payment and invoice level
    - if charges are paid, charges are grouped by payment then invoice
    - if charges are not paid, charges are grouped by invoice
- Charges are also grouped on an chart of account level in Section 5 of the report, or on a supplier level in Sections 6 & 7 of the report
- When generating the report in consolidated schedule mode, charges will be grouped across schedules
- When generating the report in split schedule mode, charges will be grouped by schedule
- Consolidated charges will appear as one line item in the report as follows:
    - 'Date' = invoice date **or** payment date
        - invoice date if charges are not paid
        - payment date if charges are paid
    - 'Particulars/Supplier' = name of the supplier and "Activity Charges [invoice date period]"
        - Even if there is only 1 transaction being consolidated, the description format will remain the same
        - If the invoice date period selected for the variable and activity charges differ, it will display the oldest invoice From date and the most recent invoice To date of the line items being consolidated
    - 'Admin' = sum of consolidated Admin Fund charges (GST excl), otherwise is $0.00
    - 'GST' for Admin = sum of GST on consolidated Admin Fund charges, otherwise is $0.00
    - 'Sinking/Cap Works/Maint' = sum of consolidated Sinking/Cap Works/Maint Fund charges (GST excl), otherwise is $0.00
    - 'GST' for Sinking/Cap Works/Maint = sum of GST on consolidated Sinking/Cap Works/Maint Fund charges, otherwise is $0.00
    - 'Total' = Total amount consolidated charges (inc GST)

Cash Management Report

For an example of consolidated fee schedule charges in the Cash Management Report, see detailed screenshots below.

Consolidation rules for the Cash Management Report are:

- Charges are grouped on a payment (same payment date/Ref number) and invoice level within each account
- When generating the report in consolidated schedule mode, charges will be grouped across schedules
- When generating the report in split schedule mode, charges will be grouped by schedule
- Consolidated charges will appear as one line item in the report as follows:
    - 'Date' = invoice payment date
    - 'Ref' = invoice payment reference number
    - 'Payee' = supplier name
    - 'Details' will appear as "Activity Charges [invoice date period]"
        - Even if there is only 1 transaction being consolidated, the description format will remain the same
        - If the invoice date period selected for the variable and activity charges differ, it will display the oldest invoice From date and the most recent invoice To date of the line items being consolidated
    - 'Amount' = sum of consolidated charges

REPORTING

8. **Levy summary report** – When generating the levy summary report under Reporting > Building > Levy Summary accordion, it now includes the name of the building's strata manager in a new column called "Manager". When generating the report for a single manager, the managers name will instead display in the header of the report. See detailed screenshots below.
9. **Missing levies search and report** – When searching for missing levies under Billing > Due Notices > Lots > Check For Missing Levies button, it now includes the name of the building's strata manager in a new column called "Manager" in the results screen. The new "Manager" column will also appear when generating the missing levies report using the print button. See detailed screenshots below.
10. **Removal of date validation on lot ledger and transaction summary reports –** A recent change was made to add validation to the From date field for financial reports, which restricted the ability to generate lot ledger reports and lot transaction summary reports for a period before the building's opening balance date. This validation has now been removed to allow aged arrears and levies to be reported on. Note that the date validation for all other building financial reports still remains in place. See detailed screenshot below.

ACTIVITY LOG

11. **Activity log import now includes users** – When importing activity log entries under Processing > Activity Log > Import tab, you can now record users against the activity entries that are imported. It will use the 'login name' of the user in PIQ to validate and match the activity log entry when importing it into PIQ.
    This relates to previous changes made around the ability to assign a user to an activity log entry within PIQ, which was released in February 2020; see February 2020 release notes here. See detailed screenshots below.

SUPPLIER COMPLIANCE

12. **Supplier compliance statuses and new scheduled task** – For suppliers with the Compliance Integration System set to 'manual' and compliance records with expiry dates that have expired, there was an issue where the compliance status of the supplier was still showing as valid and with a green status tick. This has now been fixed with a new scheduled background task called '*Supplier Compliance Status Update'* that will check and update the compliance statuses each night for suppliers that have their Compliance Integration System setting set to 'manual' (or set to 'system default' with the Default Supplier Compliance Integration System = Manual in Compliance Settings) and where the status is showing as 'Valid' but the expiry date is in the past.

    IMPORTANT: The 'Supplier Compliance Status Update' task **must first be enabled by clients** so that it runs automatically overnight. Once it's enabled, you don't have to do anything further. See detailed screenshots and instructions below.

QUOTE REQUESTS

13. **Quote request charging issue** – Buildings configured to charge for *Quote Charge Per Quote Request* should only be charged for documents generated when selecting the 'Generate Request' button on the Quotes tab of a work order, which are saved as document type 'Quote Request' (as shown on work order > documents tab). However, an issue has been fixed that was causing charges to also be incurred for documents saved as 'Quote Attachment' (as shown on work order > documents tab) which happens when uploading quote files against the supplier's Quote Request in the work order card.
    The issue was only occurring in a specific scenario:
    - There is a charge amount configured in the building's variable charge schedule for *Quote Charge Per Quote Request* (under File > Buildings > Building card > Charges tab > Variable Charges)
      AND
    - In the work order, you've uploaded file/s against the quote request (under the Work Order card > Quotes tab > Select Supplier > View Details button > Edit > Upload File > Save)
      AND
    - You've processed a Fee Schedule run to capture the generated document and invoiced the related charge

This issue will not affect any clients that do not meet all 3 criteria listed above. PropertyIQ are obtaining and comparing quote document and charge records for all clients, and we'll be in contact with any affected clients to provide further detail.

14. **Licence No merge field on quote/tender template** – An issue where the supplier's licence number (as populated on supplier card) was not merging into the {{Licence_No}} merge field on the quote request/tender template, has been fixed.

GENERAL

15. **Building data export** – An issue where the current budget figures were not populating in the building data export file, has been fixed.
16. **Bank reconciliation screen and report** –
    a) An issue where the bank reconciliation report was using the term "Sinking" instead of "Capital Works" for NSW, has been fixed.
    b) An issue where the 'Add: Receipts for the Period' section in the bank reconciliation report was displaying incorrect amounts, has been fixed. This will now correctly subtract levy discounts applied and add any interest paid. Note that the overall total balance on this report was always correct.
17. **Account ledger report** – An issue where the opening balance line was not appearing when the opening balance was $0.00, has been fixed.
18. **Internal server error when attempting to view a supplier invoice** – An issue where trying to view a supplier invoice that has been charged back to an owner, without a lot being selected, was causing an internal server error, has been fixed.
19. **Budgets with pre-issued levies** – An issue where pre-issued levies for the current year were not auto-populating on the Budget > Set Instalments screen, has been fixed.
20. **BMC budget allocation method percentages** – An issue where the percentage calculation on the BMC budget > Allocation Methods setup screen was not correctly validating a total of 100% in some circumstances, has been fixed.
21. **Meetings Motion Report –** An issue where the {{Building_Type}} merge field was always displaying "SP" in the Meetings Motions Report header for NSW buildings has been fixed. If the building is of type 'community' the Meetings Motion Report will now correctly display "DP".

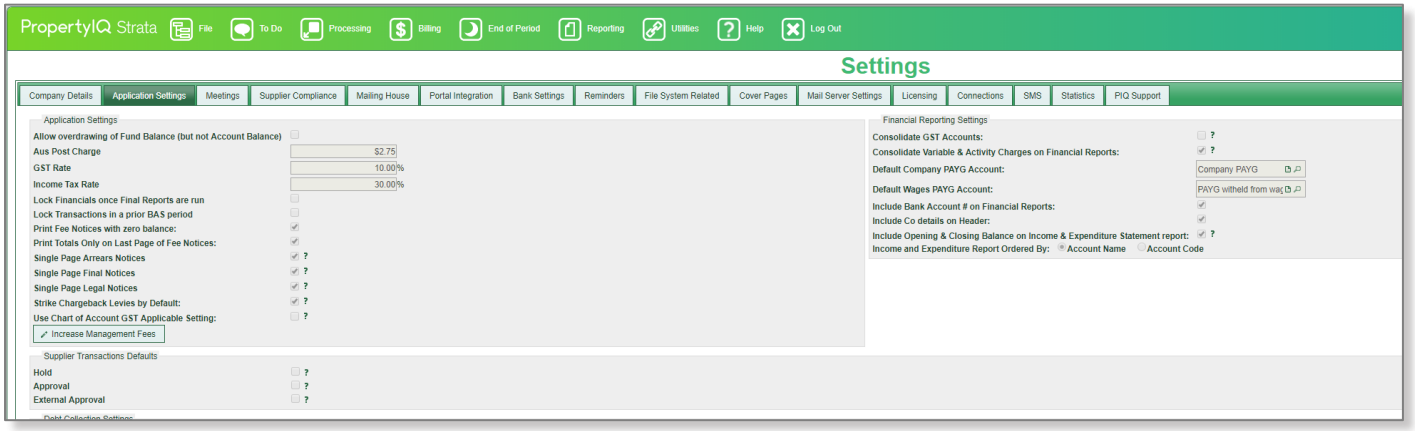
DETAILED SCREENSHOTS

ITEM 5 – IMPROVED LAYOUT FOR APPLICATION SETTINGS SCREEN

The layout of the Application Settings screen under Utilities > Settings > Application Settings tab has been improved so it's easier to find relevant settings.

The application settings have now been split into two groups:

1. "Application Settings" which contains general application settings
2. "Financial Reporting Settings" which contains settings that relate to and/or affect financial and tax reports in PIQ



ITEM 6 – PAUSING INTEREST ON OVERDUE LEVIES

You can now specify a period of time in which the accrual of interest is paused on overdue levies/fees so that lot owners are not charged interest for a period of time. You can use this feature to provide lot owners with relief during and after COVID-19, pause and waive interest as part of lot owner payment plans, and cease the charging of interest during legal proceedings.

The interest pause periods will work for monthly interest calculations for QLD buildings and daily interest calculations for all other States.

> **IMPORTANT:** only one (1) interest pause period can be active for a lot at any time e.g. you cannot create two interest pause periods for the same lot where the dates overlap. For example, if you have an interest pause period for COVID-19 that has been applied to all lots, but you now want to create an interest pause period for a specific Lot for a repayment plan that remained in place after the COVID-19 pause has ended, then you will need to firstly remove the Lot from the original interest pause period and then add it to the new interest pause period.

Permissions:

- To view an interest pause period, a user must have the File > Buildings > View permission
- To add an interest pause period, a user must have the File > Buildings > Edit permission
- To edit an interest pause period, a user must have the File > Buildings > Edit permission

Rules:

- The **start date is mandatory** for an interest pause period.
- The **end date is optional** for an interest pause period. If there is no end date specified for the interest pause period, interest will be paused indefinitely from the start date.
- Interest pauses can be **applied for historic, current and future periods**. For historical periods, levies/fees that are fully or partially overdue will have interest paused. If a levy was added after the interest pause had already started, any interest that had previously accrued on that levy beyond the start date will be recalculated up to the start date and paused.

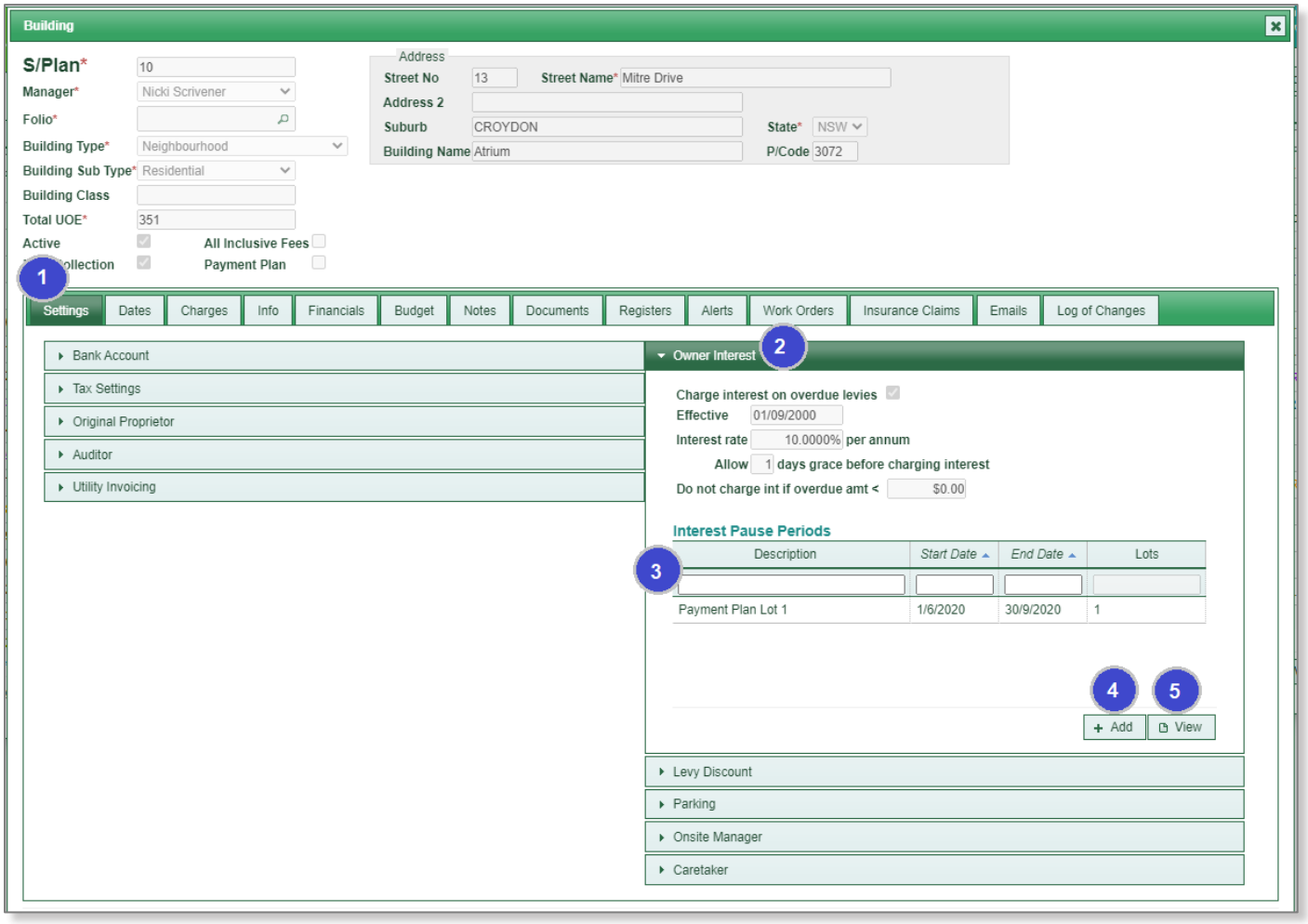
- **Only one (1) interest pause period can be active for a lot at any time** e.g. you cannot create two interest pause periods for the same lot where the dates overlap
- Interest pause periods will **not impact any paid interest or paid levies/fees** on the lot.
- Any lot linked to a current pause period will not accrue penalty interest from the start date of the pause period, regardless of when the lot was added to the pause period.
- Any penalty interest accrued on a lot up to/before the start of a pause period will remain owing. While no further interest will accrue during the interest period, interest will continue to accrue once the interest pause period has ended and will be added to any penalty interest that had accrued up to the start date of the interest pause period.
- You **cannot delete** an interest pause period once it's been created.

You can:

- From the building card
  - Create one or more interest pause periods for a building via the building card
  - Add a single or multiple lots to an interest pause period
  - Add a lot to an interest pause period at any time, even if the pause period has commenced; any levies still overdue will be taken into account
  - Remove lots from an interest pause period
- From the lot card
  - View interest pause periods applied to a lot via the lot card
  - Decide to keep or remove an interest pause period on a lot when processing a change of owner.
    NOTE: The lot's settlement date will determine which interest pause periods will be affected.
- From the building export function
  - Report on lots that are linked to an interest pause period in the building export file

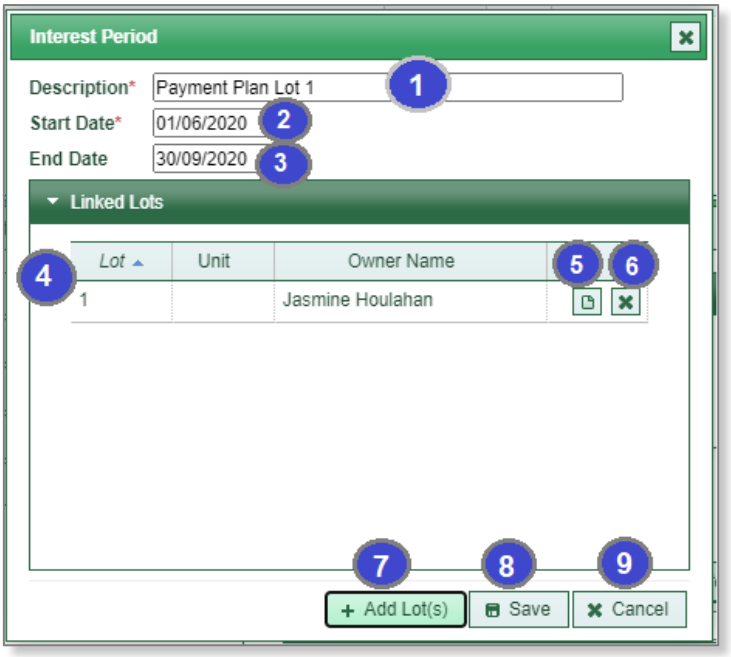
CREATE, VIEW & ADD LOTS TO INTEREST PAUSE PERIOD

1. Click the *Settings* tab on the building card
2. Click on the *Owner Interest* accordion
3. View all interest pause periods for the building in the grid here
   TIP: Interest pause periods can be sorted by clicking on the Description, Start Date and End Date column headings. You can also filter the pause periods by typing some text into the column search field.
4. Click on *Add* button to add a new interest pause period
5. Click on *View* button to view a selected interest pause period



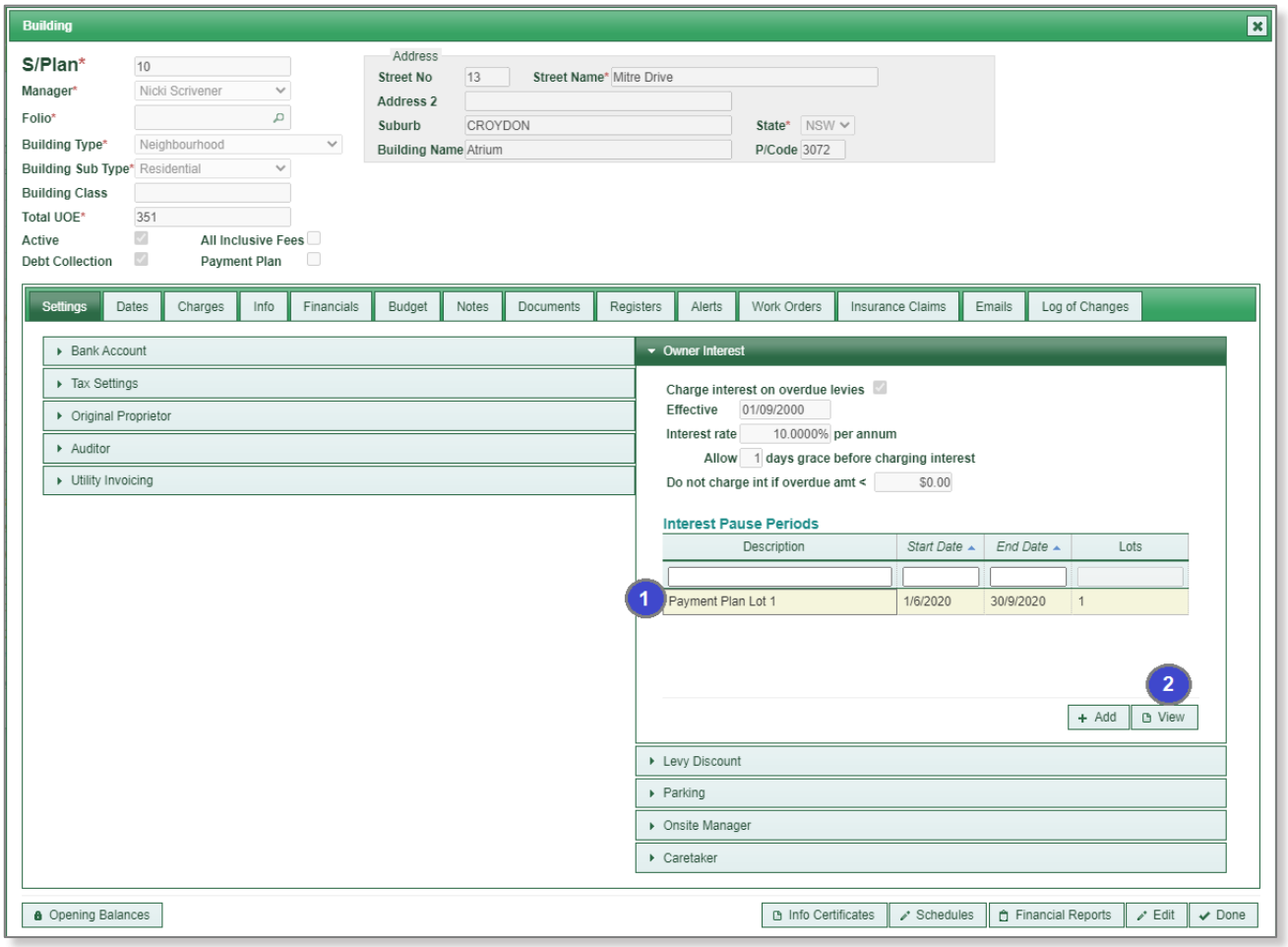
When clicking the *Add* button to create a new interest pause period, you can then

1. Enter a short description here (limit of 50 characters)
2. Enter a start date here (mandatory)
3. Enter an end date here (optional)
4. View the lots linked to the interest pause period in the grid here
   TIP: You can sort the lots by clicking the Lot column heading
5. Click here to view the lot card
6. Click here to remove the lot from the interest pause period (see *Edit & Remove Lots* below)
7. Click on *Add Lot(s)* button to add a single or multiple lots to the interest pause period
8. Click on *Save* button to save and create the interest pause period
9. Click on *Cancel* button to cancel and return to the prior screen

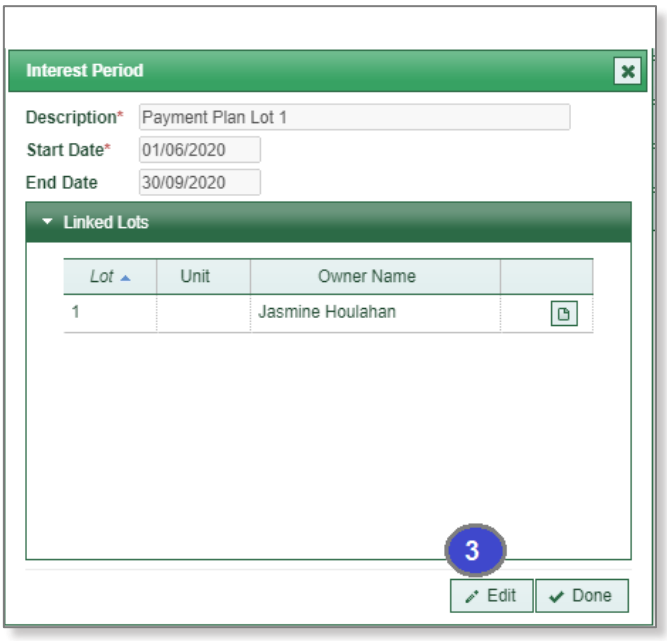


EDIT & REMOVE LOTS FROM INTEREST PAUSE PERIOD

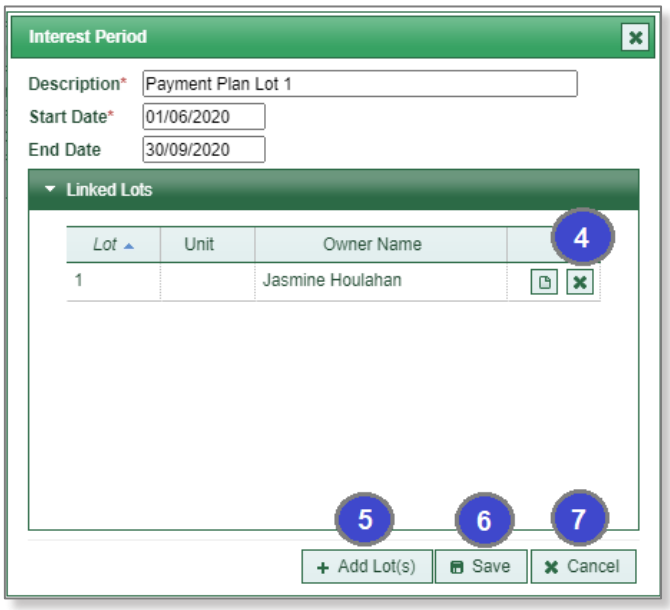
1. Click on the interest pause period to select it
2. Click on *View* button to view the interest pause period



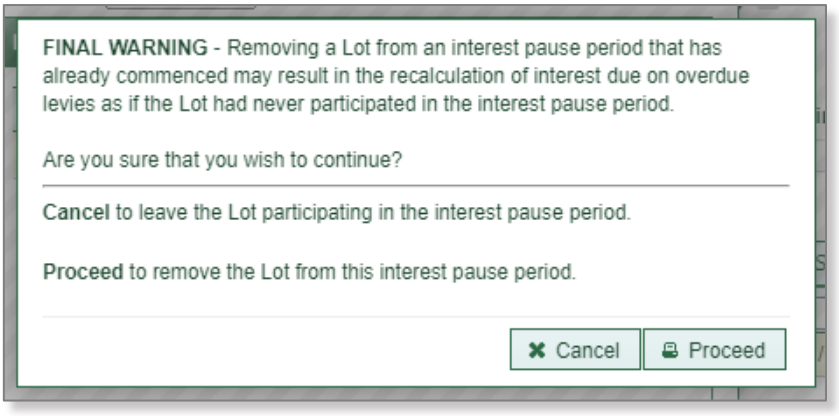
3. Click on *Edit* button



4. Click **X** button next to a Lot to remove the lot from the interest pause period
5. Click *Add Lot(s)* button to add additional lots to the interest pause period
6. Click on *Save* button to save changes to the interest pause period
7. Click on *Cancel* button to cancel and return to the prior screen



- If you are removing a lot from an interest pause period that has already commenced e.g. a Start Date in the past:
  - You'll receive a notification that removing the lot from the interest pause period will cause a recalculation of interest due. Click *Proceed* to confirm you want to proceed, or click *Cancel* to return to the prior screen.



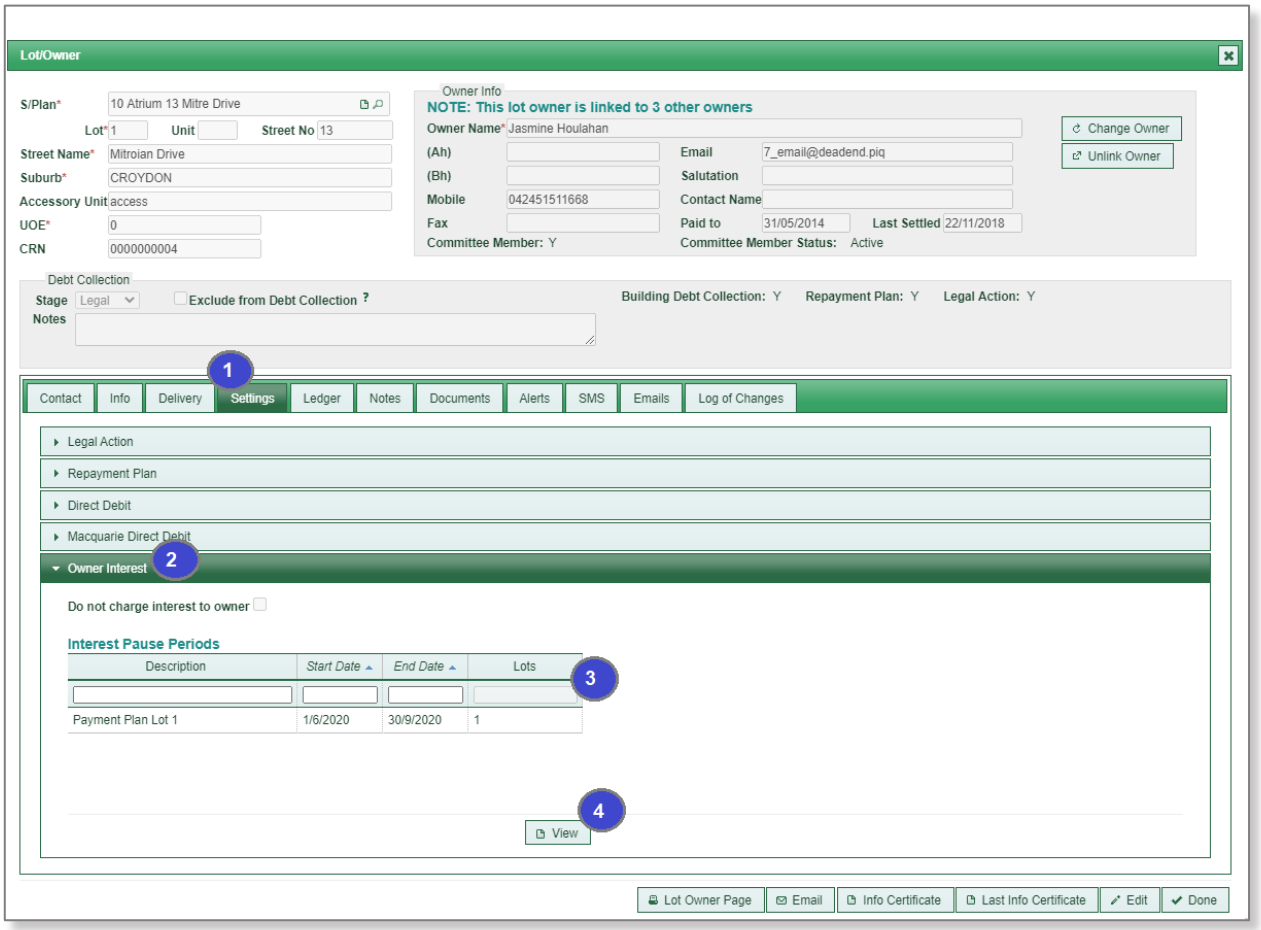
OR

- If you are removing a lot from an interest pause period that has not commenced e.g. a Start Date is in the future:
    - You will not receive a notification and the action will be performed without further prompting.

VIEW INTEREST PAUSE PERIODS FROM A LOT CARD

1. Click the *Settings* tab on the Lot card
2. Click on the *Owner Interest* accordion
3. View any interest pause periods **linked to the Lot** in the grid here

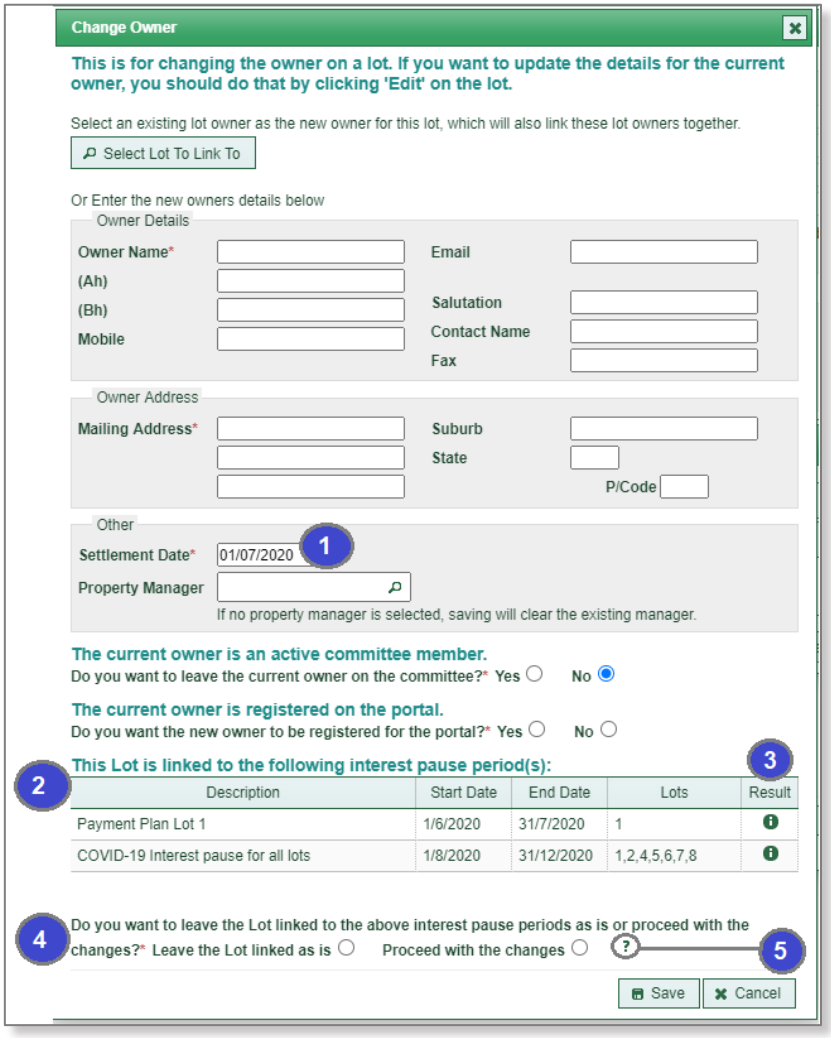
   TIP: Interest pause periods can be sorted by clicking on the Description, Start Date and End Date column headings. You can also filter the pause periods by typing some text into the column search field.
4. Click on *View* button to view a selected interest pause period



INTEREST PAUSE PERIODS WHEN PROCESSING A CHANGE OF OWNER

When processing a change of owner you will now see a new action for interest pause periods.

1. Enter the lot's settlement date here. If the settlement date falls within a current or future interest pause period linked to the lot, you will need to review and determine what changes are required in PIQ.
2. Any interest pause periods linked to the lot (that are affected by the change of owner) will show here.
3. Hover over the ⓘ icon in the **Result** column to view the result of the change on each interest pause period.
4. Select *Leave the Lot linked as is* **OR** *Proceed with the changes* to either keep the lot linked to the interest pause period/s or remove the period/s in line with the notified Result
5. Hover over the ? tooltip for further guidance and instruction



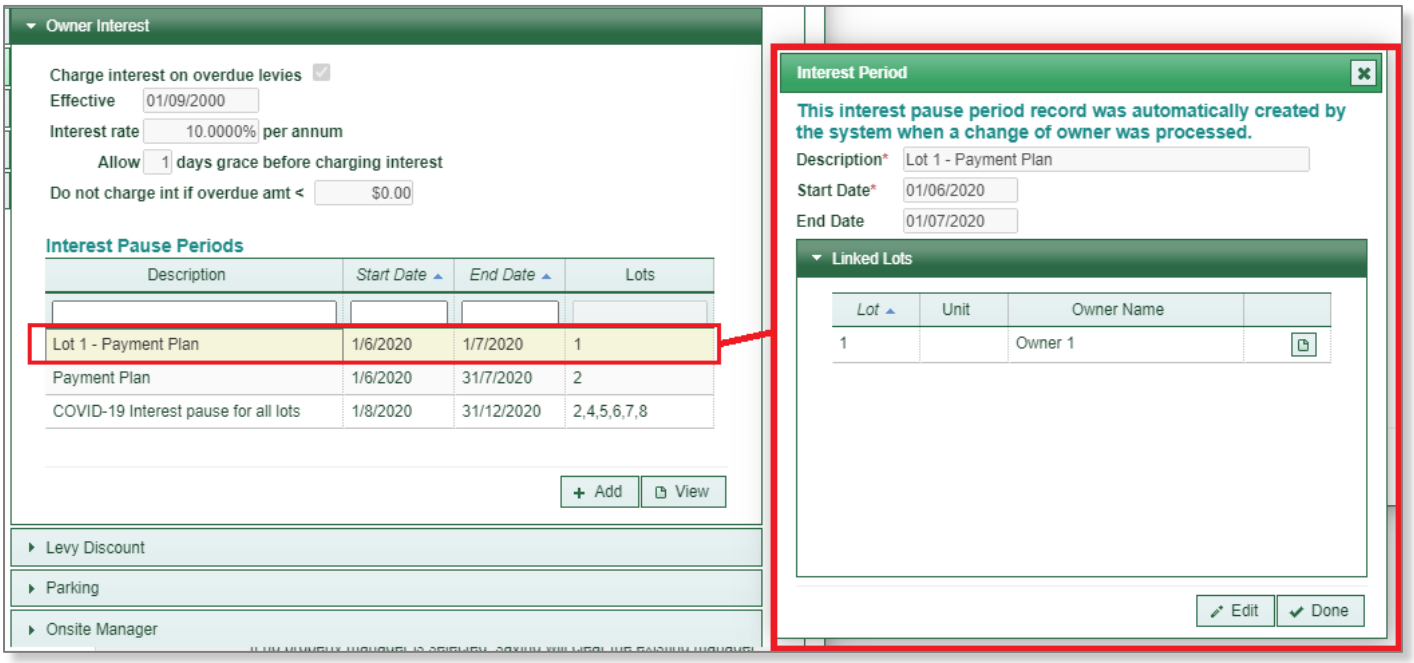
RESULTS OF CHANGE OF OWNER ON INTEREST PAUSE PERIODS

The possible results of a change of owner on interest pause periods are:

#	Scenario	Result
1	The Lot is the only one linked to an interest pause period that has commenced	The End Date of this interest pause period will be updated with the Settlement Date
2	The Lot is the only one linked to an interest pause period that has not yet commenced	This interest pause period will be deleted
3	The Lot is one of multiple lots linked to an interest pause period that has not yet commenced	The Lot will be removed from this interest pause period
4	The Lot is one of multiple lots linked to an interest pause period that has already commenced	A copy of this interest pause period will be created and linked to this Lot only. The End Date of the new interest pause period will be updated with the Settlement Date. The Lot will be removed from the original interest pause period.

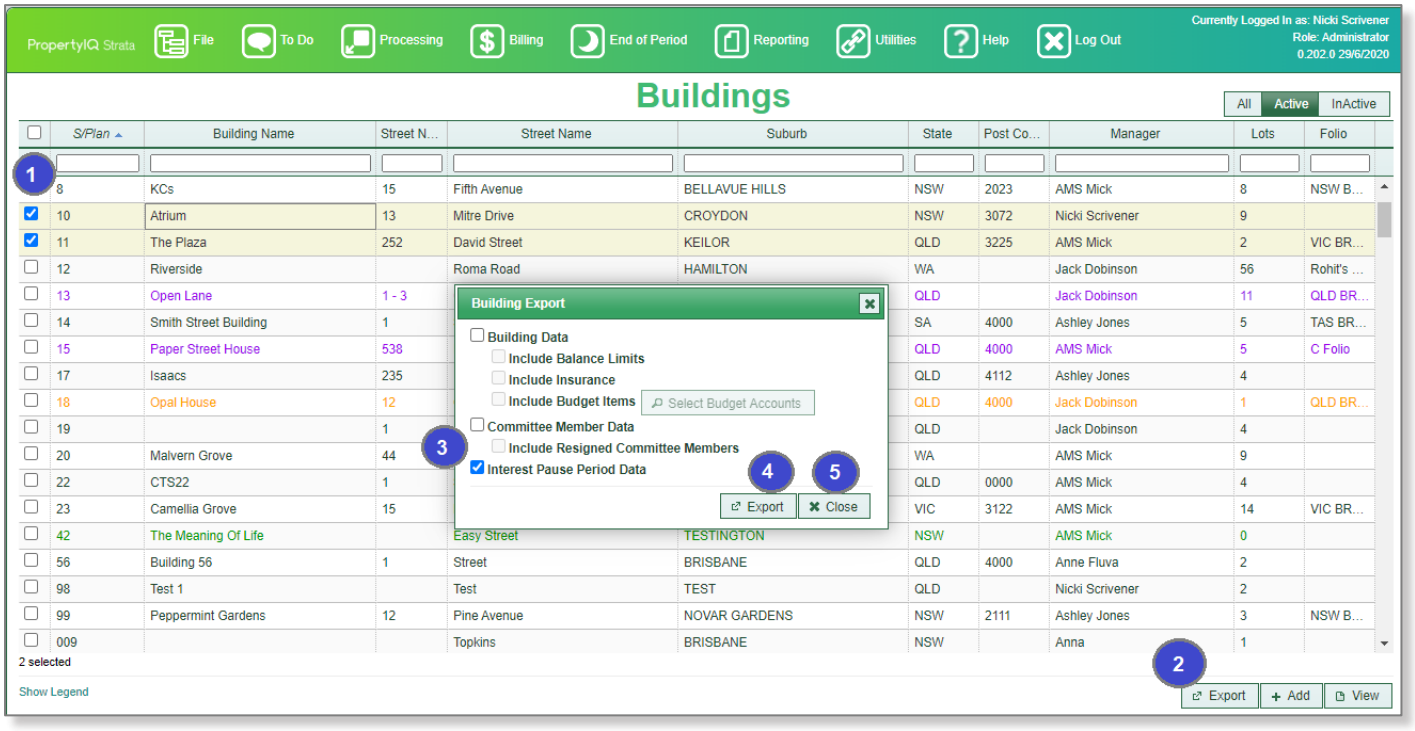
If you process a change of owner for a lot that meets **Scenario 4 above** then:

- a new interest pause period will be created on the building as a historical record
- the description will be prefixed with the Lot number
- it will have a start date the same as the original record
- it will have an end date as the lot's settlement date
- when viewing the pause period, it will have a disclaimer that states *"This interest pause period record was automatically created by the system when a change of owner was processed."*

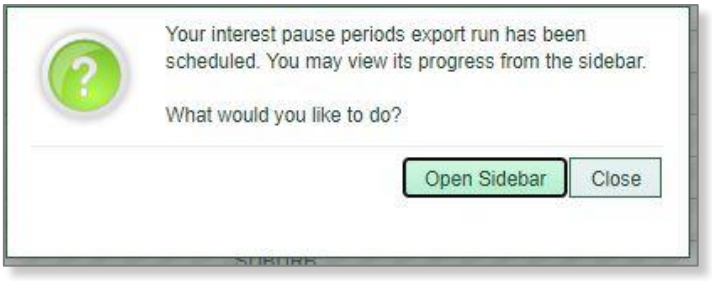


VIEW INTEREST PAUSE PERIOD DETAILS IN BUILDING EXPORT

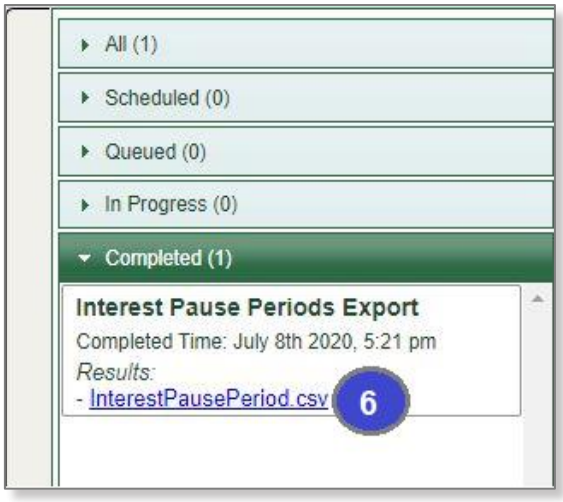
1. Select the building/s you want included in the export
2. Click *Export* button
3. Select *Interest Pause Period Data* checkbox
4. Click *Export* button to create the export file (the job will be sent to your Side Bar)
5. Click *Close* button to return to the prior screen



You'll receive a notification that the export task has started. Open the Side Bar in PIQ to view it's progress.



6. Find the task called "Interest Pause Period Export"
   Click on ***InterestPausePeriod.csv*** file link in your Side Bar to download the file to your local computer



The export file will contain the details of all interest pause periods related to the building/s selected when generating the Export. See an example below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	S/Plan	Building Name	Folio	Manager Name	Lot Count	Charge Interest	Owner Interest Effective Date	Owner Interest Rate	Owner Interest Days Grace	Int-Free Threshold	Int Pause Period Description	Start Date	End Date	All/Specific Lots	Lots	
2	10	Atrium		Nicki Scrivener	9	Y	1/09/2000	10	1	0	COVID-19 Interest pause for all lots	1/04/2020	31/12/2020	Specific Lots	2,4,5,6,7,8	
3	10	Atrium		Nicki Scrivener	9	Y	1/09/2000	10	1	0	Payment Plan Lot 1	1/06/2020	30/09/2020	Specific Lots	1	
4																
5																

ITEM 7 - CONSOLIDATION OF FEE SCHEDULE CHARGES IN FINANCIAL REPORTS

You can now choose to consolidate/group *variable and activity charges* created by the Fee Schedule run into one generic line item per invoice for certain financial reports in PIQ. This improves readability of the reports and significantly reduces the number of pages in each report.

This feature is optional and is enabled by clients using a new application setting, and will apply to both historic and new charges and reports. When the setting is enabled, it will affect the following financial reports:

- Income and Other Expenses report
- Funds Management report
- Cash Management report

Note:

1. *All other financial reports will continue to behave as they currently do.*
2. *Fixed charges (management fees and sundry charges) are not affected and will continue to behave as they currently do.*

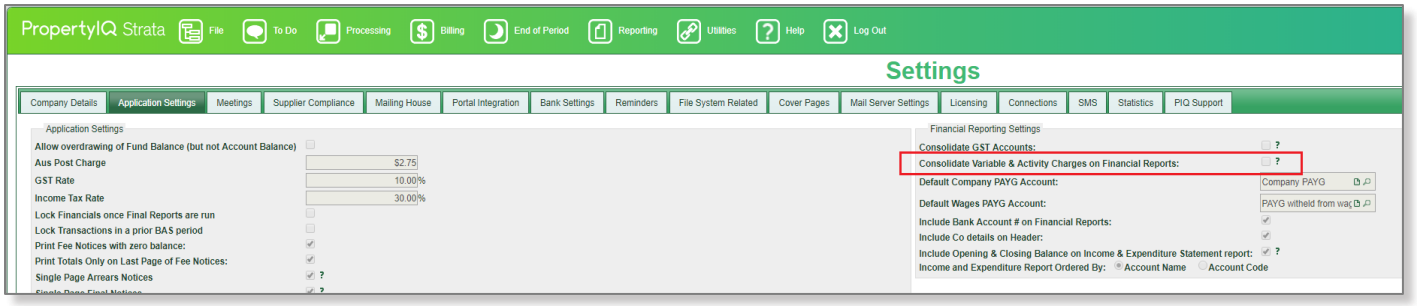
NEW APPLICATION SETTING

A new application setting has been added to allow the consolidation of historical and new variable and activity charges in the following financial reports:

- Income and Other Expenses report
- Funds Management report
- Cash Management report

When this setting is enabled, the specified financial reports will consolidate/group all variable and activity charges created by the Fee Schedule run into one generic line item per invoice. This setting is disabled by default, and must be turned on manually by clients for this functionality to work.

You can enable this setting under Utilities > Settings > Application Settings and ticking the '*Consolidate variable & activity charges on financial reporting'* checkbox.



EXPENSES & OTHER INCOME REPORT

Consolidation rules for the Expenses & Other Income Report are:

- When generating the report in accrual mode, charges are grouped by invoice within each account
- When generating the report in cash mode, charges are grouped on a payment and invoice level within each account
- When generating the report in consolidated schedule mode, charges will be grouped across schedules
- When generating the report in split schedule mode, charges will be grouped by schedule
- Consolidated charges will appear as one line item in the report as follows:
    - 'Date' = invoice date
    - 'Ref' = invoice reference number, when in **accrual** basis mode
      OR
    - 'Ref' = payment reference number of the invoice, when in **cash** basis mode
    - 'Description' will appear as "Activity Charges [invoice date period]"
        - Even if there is only 1 transaction being consolidated, the description format will remain the same
        - If the invoice date period selected for the variable and activity charges differ, it will display the oldest invoice From date and the most recent invoice To date of the line items being consolidated
    - 'Amount' = sum of consolidated charges

Example of consolidated fee schedule charges in the Expenses & Other Income Report (accrual mode):

Setting for 'Consolidate Variable & Activity Charges on Financial Reports' = DISABLED

Expenses & Other Income - C.T.S. 198
"FLORENCE STREET APARTMENTS"
18 FLORENCE STREET, BRISBANE, QLD 4000
For the Financial Period 01/07/2020 to 08/07/2020

Administrative Fund - Expenses

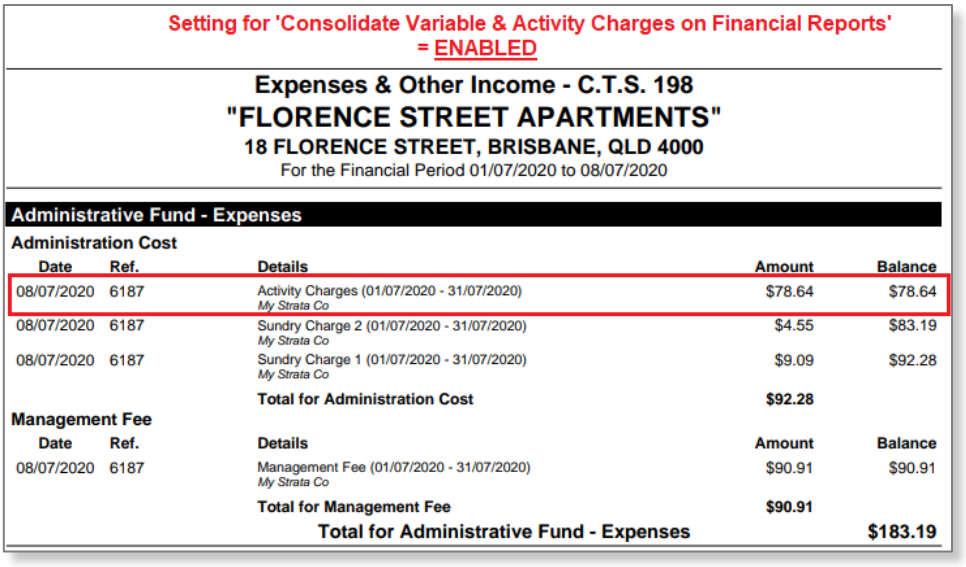
Administration Cost

Date	Ref.	Details	Amount	Balance
08/07/2020	6187	Activity Charge 2 (01/07/2020 - 31/07/2020) *My Strata Co*	$6.36	$6.36
08/07/2020	6187	Activity Charge 3 (01/07/2020 - 31/07/2020) *My Strata Co*	$8.18	$14.54
08/07/2020	6187	Activity Charge 1 (01/07/2020 - 31/07/2020) *My Strata Co*	$4.55	$19.09
08/07/2020	6187	Work Order Processing (01/07/2020 - 31/07/2020) *My Strata Co*	$54.55	$73.64
08/07/2020	6187	Sundry Charge 2 (01/07/2020 - 31/07/2020) *My Strata Co*	$4.55	$78.19
08/07/2020	6187	Levy Instalment Notice (01/07/2020 - 31/07/2020) *My Strata Co*	$5.00	$83.19
08/07/2020	6187	Sundry Charge 1 (01/07/2020 - 31/07/2020) *My Strata Co*	$9.09	$92.28
		Total for Administration Cost	**$92.28**	

Management Fee

Date	Ref.	Details	Amount	Balance
08/07/2020	6187	Management Fee (01/07/2020 - 31/07/2020) *My Strata Co*	$90.91	$90.91
		Total for Management Fee	**$90.91**	
		Total for Administrative Fund - Expenses		**$183.19**

5 line items INTO 1 line item



Setting for 'Consolidate Variable & Activity Charges on Financial Reports' = ENABLED

Expenses & Other Income - C.T.S. 198
"FLORENCE STREET APARTMENTS"
18 FLORENCE STREET, BRISBANE, QLD 4000
For the Financial Period 01/07/2020 to 08/07/2020

Administrative Fund - Expenses

Administration Cost

Date	Ref.	Details	Amount	Balance
08/07/2020	6187	Activity Charges (01/07/2020 - 31/07/2020) *My Strata Co*	$78.64	$78.64
08/07/2020	6187	Sundry Charge 2 (01/07/2020 - 31/07/2020) *My Strata Co*	$4.55	$83.19
08/07/2020	6187	Sundry Charge 1 (01/07/2020 - 31/07/2020) *My Strata Co*	$9.09	$92.28
		Total for Administration Cost	**$92.28**	

Management Fee

Date	Ref.	Details	Amount	Balance
08/07/2020	6187	Management Fee (01/07/2020 - 31/07/2020) *My Strata Co*	$90.91	$90.91
		Total for Management Fee	**$90.91**	
		Total for Administrative Fund - Expenses		**$183.19**

FUNDS MANAGEMENT REPORT

Consolidation rules for the Funds Management Report are:

- Charges are grouped on a payment then invoice level
  - if charges are paid, charges are grouped by payment then invoice
  - if charges are not paid, charges are grouped by invoice
- Charges are also grouped on an chart of account level in Section 5 of the report, or on a supplier level in Sections 6 & 7 of the report
- When generating the report in consolidated schedule mode, charges will be grouped across schedules
- When generating the report in split schedule mode, charges will be grouped by schedule
- Consolidated charges will appear as one line item in the report as follows:
  - 'Date' = invoice date **or** payment date
    - invoice date if charges are not paid
    - payment date if charges are paid
  - 'Particulars/Supplier' = name of the supplier and "Activity Charges [invoice date period]"
    - Even if there is only 1 transaction being consolidated, the description format will remain the same
    - If the invoice date period selected for the variable and activity charges differ, it will display the oldest invoice From date and the most recent invoice To date of the line items being consolidated
  - 'Admin' = sum of consolidated Admin Fund charges (GST excl), otherwise is $0.00
  - 'GST' for Admin = sum of GST on consolidated Admin Fund charges, otherwise is $0.00
  - 'Sinking/Cap Works/Maint' = sum of consolidated Sinking/Cap Works/Maint Fund charges (GST excl), otherwise is $0.00
  - 'GST' for Sinking/Cap Works/Maint = sum of GST on consolidated Sinking/Cap Works/Maint Fund charges, otherwise is $0.00
  - 'Total' = Total amount consolidated charges (inc GST)

Example of consolidated fee schedule charges in the Funds Management Report:

Setting for 'Consolidate Variable & Activity Charges on Financial Reports'
= DISABLED

Report on Management of Funds - C.T.S. 198
"FLORENCE STREET APARTMENTS"
18 FLORENCE STREET, BRISBANE, QLD 4000

For the Financial Period 01/07/2020 to 08/07/2020

5. Money EXPENDED from each fund for the period -

Date	Particulars	Admin	GST	Sinking	GST	TOTAL
Administration Cost						
08/07/20	Activity Charge 2 (01/07/2020 - 31/07/2020) *My Strata Co*	6.36	0.64	0.00	0.00	7.00
08/07/20	Activity Charge 3 (01/07/2020 - 31/07/2020) *My Strata Co*	8.18	0.82	0.00	0.00	9.00
08/07/20	Activity Charge 1 (01/07/2020 - 31/07/2020) *My Strata Co*	4.55	0.45	0.00	0.00	5.00
08/07/20	Work Order Processing (01/07/2020 - 31/07/2020) *My Strata Co*	54.55	5.45	0.00	0.00	60.00
08/07/20	Sundry Charge 2 (01/07/2020 - 31/07/2020) *My Strata Co*	4.55	0.45	0.00	0.00	5.00
08/07/20	Levy Instalment Notice (01/07/2020 - 31/07/2020) *My Strata Co*	5.00	0.50	0.00	0.00	5.50
08/07/20	Sundry Charge 1 (01/07/2020 - 31/07/2020) *My Strata Co*	9.09	0.91	0.00	0.00	10.00
	Account Total	**92.28**	**9.22**	**0.00**	**0.00**	**101.50**
Management Fee						
08/07/20	Management Fee (01/07/2020 - 31/07/2020) *My Strata Co*	90.91	9.09	0.00	0.00	100.00
	Account Total	**90.91**	**9.09**	**0.00**	**0.00**	**100.00**
	Total Expenditure	**183.19**	**18.31**	**0.00**	**0.00**	**201.50**

5 line items INTO 1 line item

Setting for 'Consolidate Variable & Activity Charges on Financial Reports'
= ENABLED

Report on Management of Funds - C.T.S. 198
"FLORENCE STREET APARTMENTS"
18 FLORENCE STREET, BRISBANE, QLD 4000

For the Financial Period 01/07/2020 to 08/07/2020

5. Money EXPENDED from each fund for the period -

Date	Particulars	Admin	GST	Sinking	GST	TOTAL
Administration Cost						
08/07/20	Activity Charges (01/07/2020 - 31/07/2020) *My Strata Co*	78.64	7.86	0.00	0.00	86.50
08/07/20	Sundry Charge 2 (01/07/2020 - 31/07/2020) *My Strata Co*	4.55	0.45	0.00	0.00	5.00
08/07/20	Sundry Charge 1 (01/07/2020 - 31/07/2020) *My Strata Co*	9.09	0.91	0.00	0.00	10.00
	Account Total	**92.28**	**9.22**	**0.00**	**0.00**	**101.50**
Management Fee						
08/07/20	Management Fee (01/07/2020 - 31/07/2020) *My Strata Co*	90.91	9.09	0.00	0.00	100.00
	Account Total	**90.91**	**9.09**	**0.00**	**0.00**	**100.00**
	Total Expenditure	**183.19**	**18.31**	**0.00**	**0.00**	**201.50**

CASH MANAGEMENT REPORT

Consolidation rules for the Cash Management Report are:

- Charges are grouped on a payment (same payment date/Ref number) and invoice level within each account
- When generating the report in consolidated schedule mode, charges will be grouped across schedules
- When generating the report in split schedule mode, charges will be grouped by schedule
- Consolidated charges will appear as one line item in the report as follows:
    - 'Date' = invoice payment date
    - 'Ref' = invoice payment reference number
    - 'Payee' = supplier name
    - 'Details' will appear as "Activity Charges [invoice date period]"
        - Even if there is only 1 transaction being consolidated, the description format will remain the same
        - If the invoice date period selected for the variable and activity charges differ, it will display the oldest invoice From date and the most recent invoice To date of the line items being consolidated
    - 'Amount' = sum of consolidated charges

Example of consolidated fee schedule charges in the Cash Management Report:

Setting for 'Consolidate Variable & Activity Charges on Financial Reports' = DISABLED

Cash Management Report - C.T.S. 198
"FLORENCE STREET APARTMENTS"
18 FLORENCE STREET, BRISBANE, QLD 4000

For the period 01/07/2020 to 08/07/2020

Levy Income - Consolidated

Lot	Owner Name	Bal Bfwd 01/07/2020	Levies Due this period	Special Levy	Paid this period	Discount Amounts	Closing Balance	Interest Due
1	Owner 2	$300.00	$150.00	$0.00	$0.00	$0.00	$450.00	$0.00
2	Owner 2	$300.00	$0.00	$0.00	$0.00	$0.00	$300.00	$0.00
Owner Totals - Consolidated		**$600.00**	**$150.00**	**$0.00**	**$0.00**	**$0.00**	**$750.00**	**$0.00**

Administrative Fund - Payments - Consolidated

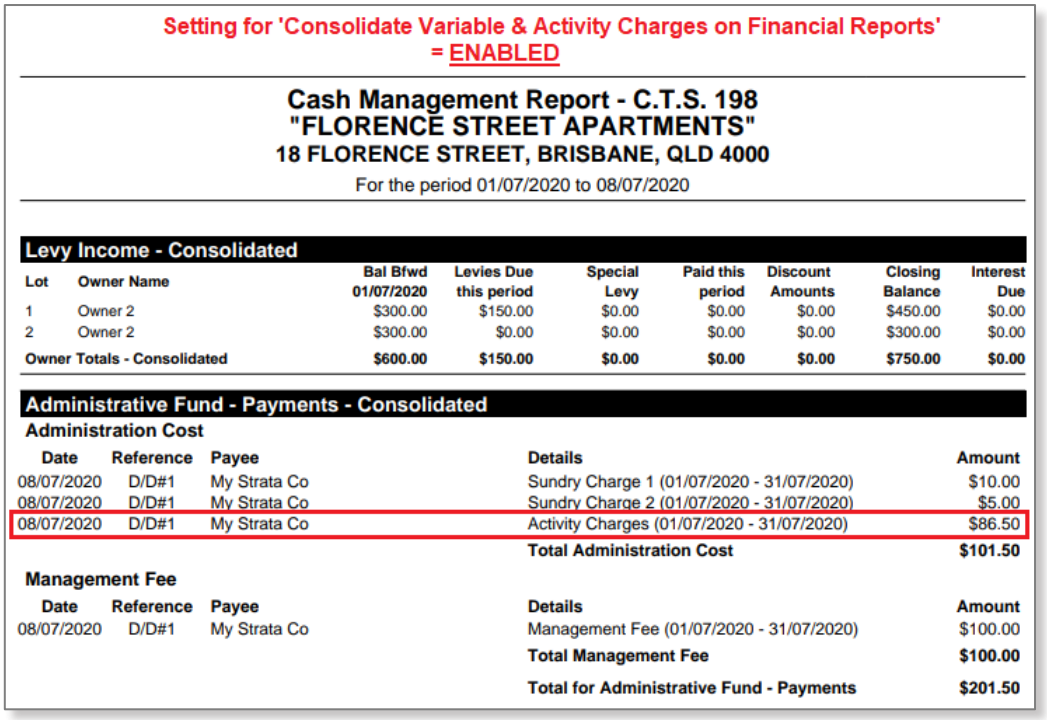
Administration Cost

Date	Reference	Payee	Details	Amount
08/07/2020	D/D#1	My Strata Co	Levy Instalment Notice (01/07/2020 - 31/07/2020)	$5.50
08/07/2020	D/D#1	My Strata Co	Sundry Charge 1 (01/07/2020 - 31/07/2020)	$10.00
08/07/2020	D/D#1	My Strata Co	Sundry Charge 2 (01/07/2020 - 31/07/2020)	$5.00
08/07/2020	D/D#1	My Strata Co	Work Order Processing (01/07/2020 - 31/07/2020)	$60.00
08/07/2020	D/D#1	My Strata Co	Activity Charge 3 (01/07/2020 - 31/07/2020)	$9.00
08/07/2020	D/D#1	My Strata Co	Activity Charge 1 (01/07/2020 - 31/07/2020)	$5.00
08/07/2020	D/D#1	My Strata Co	Activity Charge 2 (01/07/2020 - 31/07/2020)	$7.00
			Total Administration Cost	**$101.50**

Management Fee

Date	Reference	Payee	Details	Amount
08/07/2020	D/D#1	My Strata Co	Management Fee (01/07/2020 - 31/07/2020)	$100.00
			Total Management Fee	**$100.00**
			Total for Administrative Fund - Payments	**$201.50**

5 line items INTO 1 line item



Setting for 'Consolidate Variable & Activity Charges on Financial Reports' = ENABLED

Cash Management Report - C.T.S. 198
"FLORENCE STREET APARTMENTS"
18 FLORENCE STREET, BRISBANE, QLD 4000

For the period 01/07/2020 to 08/07/2020

Levy Income - Consolidated

Lot	Owner Name	Bal Bfwd 01/07/2020	Levies Due this period	Special Levy	Paid this period	Discount Amounts	Closing Balance	Interest Due
1	Owner 2	$300.00	$150.00	$0.00	$0.00	$0.00	$450.00	$0.00
2	Owner 2	$300.00	$0.00	$0.00	$0.00	$0.00	$300.00	$0.00
Owner Totals - Consolidated		**$600.00**	**$150.00**	**$0.00**	**$0.00**	**$0.00**	**$750.00**	**$0.00**

Administrative Fund - Payments - Consolidated

Administration Cost

Date	Reference	Payee	Details	Amount
08/07/2020	D/D#1	My Strata Co	Sundry Charge 1 (01/07/2020 - 31/07/2020)	$10.00
08/07/2020	D/D#1	My Strata Co	Sundry Charge 2 (01/07/2020 - 31/07/2020)	$5.00
08/07/2020	D/D#1	My Strata Co	Activity Charges (01/07/2020 - 31/07/2020)	$86.50
			Total Administration Cost	**$101.50**

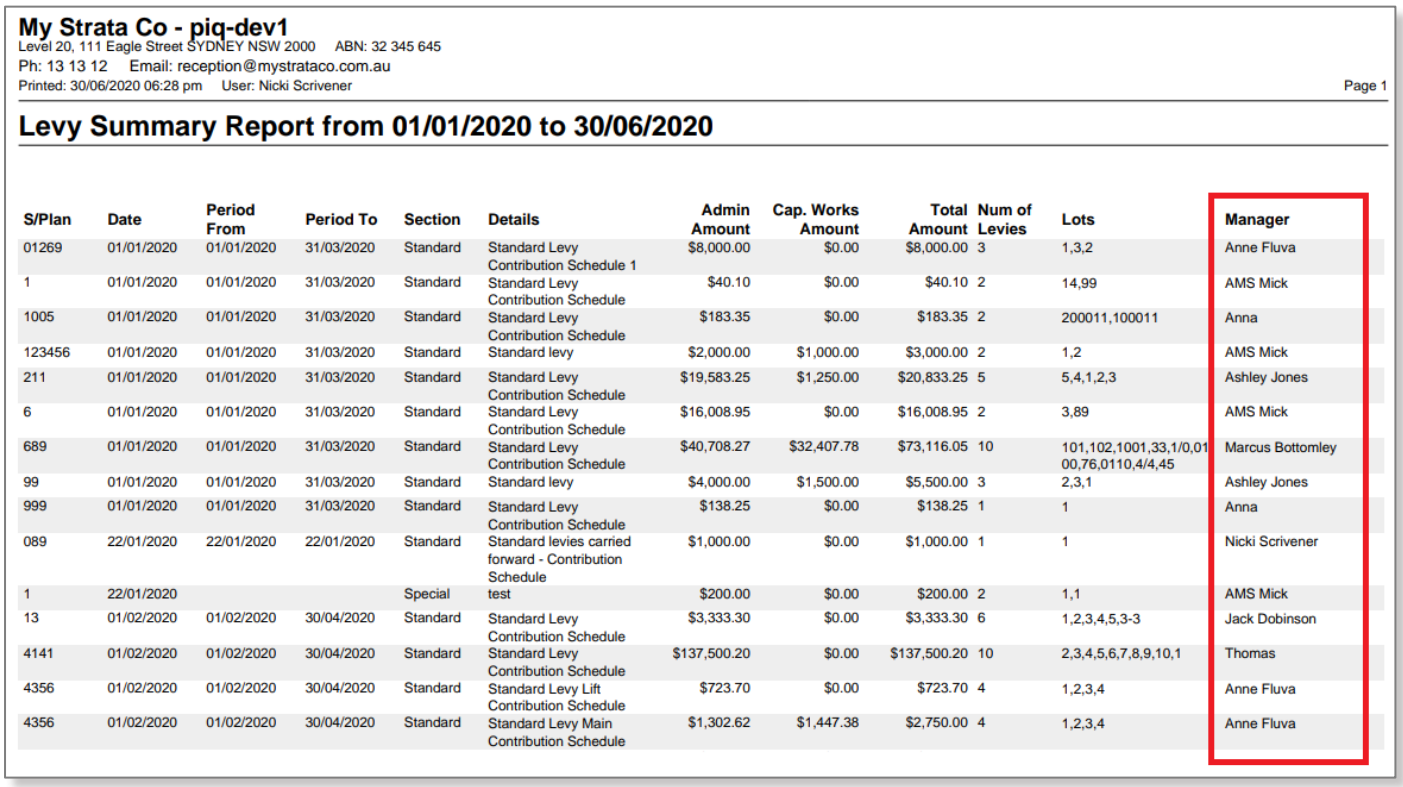
Management Fee

Date	Reference	Payee	Details	Amount
08/07/2020	D/D#1	My Strata Co	Management Fee (01/07/2020 - 31/07/2020)	$100.00
			Total Management Fee	**$100.00**
			Total for Administrative Fund - Payments	**$201.50**

ITEM 8 – LEVY SUMMARY REPORT

When generating the levy summary report under Reporting > Building > Levy Summary accordion, it now includes the name of the building's strata manager in a new column called "Manager". When generating the report for a single manager, the managers name will instead display in the header of the report.

Levy summary report for all buildings/all managers:



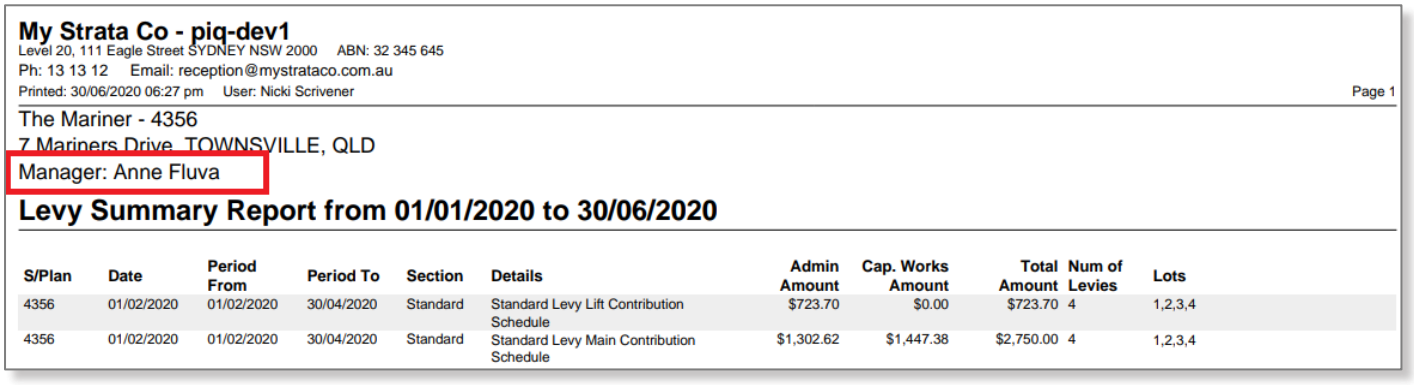
My Strata Co - piq-dev1
Level 20, 111 Eagle Street SYDNEY NSW 2000 ABN: 32 345 645
Ph: 13 13 12 Email: reception@mystrataco.com.au
Printed: 30/06/2020 06:28 pm User: Nicki Scrivener

Page 1

Levy Summary Report from 01/01/2020 to 30/06/2020

S/Plan	Date	Period From	Period To	Section	Details	Admin Amount	Cap. Works Amount	Total Amount	Num of Levies	Lots	Manager
01269	01/01/2020	01/01/2020	31/03/2020	Standard	Standard Levy Contribution Schedule 1	$8,000.00	$0.00	$8,000.00	3	1,3,2	Anne Fluva
1	01/01/2020	01/01/2020	31/03/2020	Standard	Standard Levy Contribution Schedule	$40.10	$0.00	$40.10	2	14,99	AMS Mick
1005	01/01/2020	01/01/2020	31/03/2020	Standard	Standard Levy Contribution Schedule	$183.35	$0.00	$183.35	2	200011,100011	Anna
123456	01/01/2020	01/01/2020	31/03/2020	Standard	Standard levy	$2,000.00	$1,000.00	$3,000.00	2	1,2	AMS Mick
211	01/01/2020	01/01/2020	31/03/2020	Standard	Standard Levy Contribution Schedule	$19,583.25	$1,250.00	$20,833.25	5	5,4,1,2,3	Ashley Jones
6	01/01/2020	01/01/2020	31/03/2020	Standard	Standard Levy Contribution Schedule	$16,008.95	$0.00	$16,008.95	2	3,89	AMS Mick
689	01/01/2020	01/01/2020	31/03/2020	Standard	Standard Levy Contribution Schedule	$40,708.27	$32,407.78	$73,116.05	10	101,102,1001,33,1/0,0100,76,0110,4/4,45	Marcus Bottomley
99	01/01/2020	01/01/2020	31/03/2020	Standard	Standard levy	$4,000.00	$1,500.00	$5,500.00	3	2,3,1	Ashley Jones
999	01/01/2020	01/01/2020	31/03/2020	Standard	Standard Levy Contribution Schedule	$138.25	$0.00	$138.25	1	1	Anna
089	22/01/2020	22/01/2020	22/01/2020	Standard	Standard levies carried forward - Contribution Schedule	$1,000.00	$0.00	$1,000.00	1	1	Nicki Scrivener
1	22/01/2020			Special	test	$200.00	$0.00	$200.00	2	1,1	AMS Mick
13	01/02/2020	01/02/2020	30/04/2020	Standard	Standard Levy Contribution Schedule	$3,333.30	$0.00	$3,333.30	6	1,2,3,4,5,3-3	Jack Dobinson
4141	01/02/2020	01/02/2020	30/04/2020	Standard	Standard Levy Contribution Schedule	$137,500.20	$0.00	$137,500.20	10	2,3,4,5,6,7,8,9,10,1	Thomas
4356	01/02/2020	01/02/2020	30/04/2020	Standard	Standard Levy Lift Contribution Schedule	$723.70	$0.00	$723.70	4	1,2,3,4	Anne Fluva
4356	01/02/2020	01/02/2020	30/04/2020	Standard	Standard Levy Main Contribution Schedule	$1,302.62	$1,447.38	$2,750.00	4	1,2,3,4	Anne Fluva

Levy summary report for single manager:



My Strata Co - piq-dev1
Level 20, 111 Eagle Street SYDNEY NSW 2000 ABN: 32 345 645
Ph: 13 13 12 Email: reception@mystrataco.com.au
Printed: 30/06/2020 06:27 pm User: Nicki Scrivener Page 1

The Mariner - 4356
7 Mariners Drive TOWNSVILLE, QLD
Manager: Anne Fluva

Levy Summary Report from 01/01/2020 to 30/06/2020

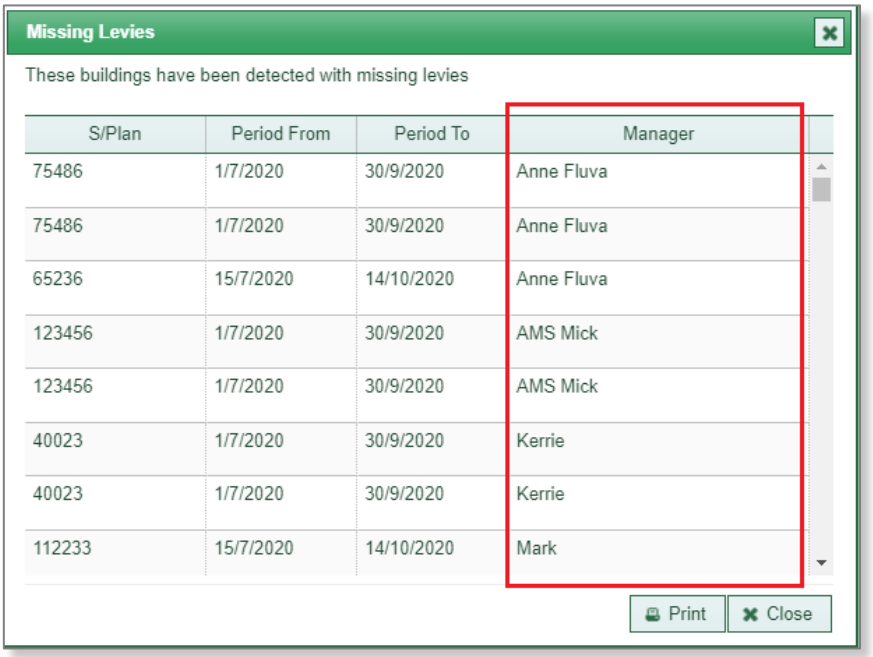
S/Plan	Date	Period From	Period To	Section	Details	Admin Amount	Cap. Works Amount	Total Amount	Num of Levies	Lots
4356	01/02/2020	01/02/2020	30/04/2020	Standard	Standard Levy Lift Contribution Schedule	$723.70	$0.00	$723.70	4	1,2,3,4
4356	01/02/2020	01/02/2020	30/04/2020	Standard	Standard Levy Main Contribution Schedule	$1,302.62	$1,447.38	$2,750.00	4	1,2,3,4

ITEM 9 – MISSING LEVIES REPORT

When searching for missing levies under Billing > Due Notices > Lots > Check For Missing Levies button, it now includes the name of the building's strata manager in a new column called "Manager" in the results screen.

The new "Manager" column will also appear when generating the missing levies report using the print button.

Missing levies search screen:



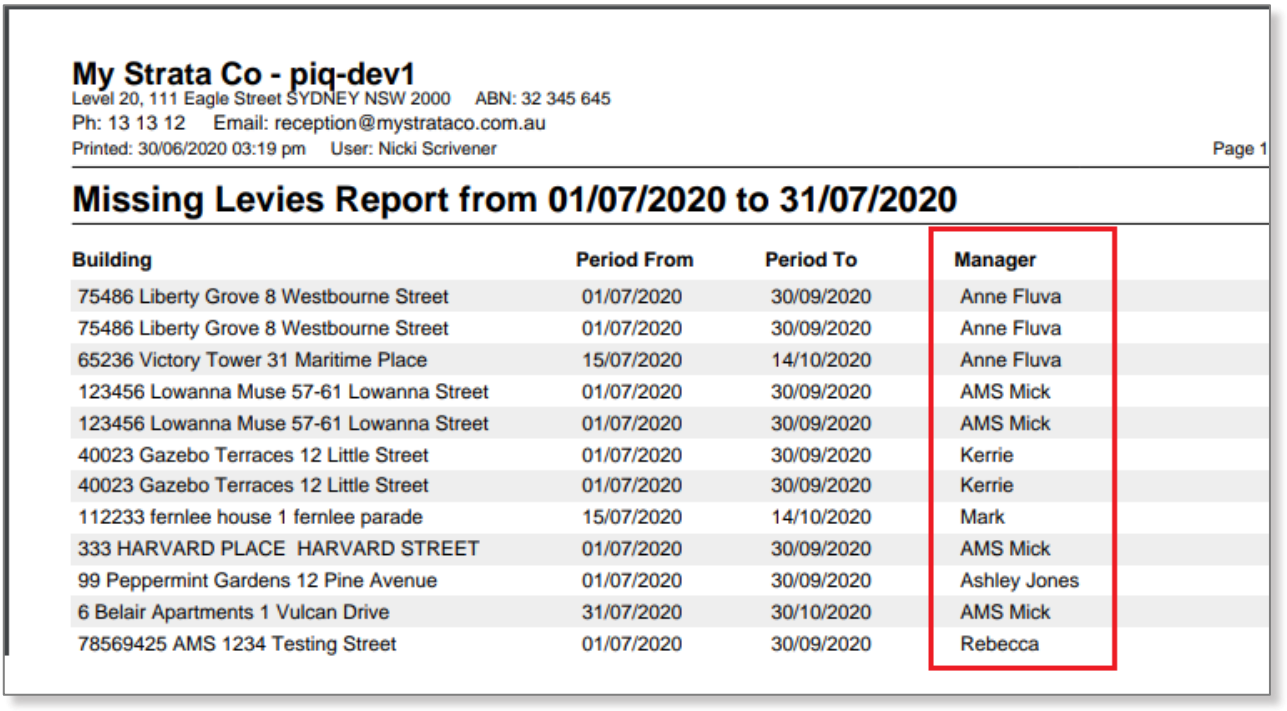
Missing Levies

These buildings have been detected with missing levies

S/Plan	Period From	Period To	Manager
75486	1/7/2020	30/9/2020	Anne Fluva
75486	1/7/2020	30/9/2020	Anne Fluva
65236	15/7/2020	14/10/2020	Anne Fluva
123456	1/7/2020	30/9/2020	AMS Mick
123456	1/7/2020	30/9/2020	AMS Mick
40023	1/7/2020	30/9/2020	Kerrie
40023	1/7/2020	30/9/2020	Kerrie
112233	15/7/2020	14/10/2020	Mark

Print Close

Missing levies report:



My Strata Co - piq-dev1
Level 20, 111 Eagle Street SYDNEY NSW 2000 ABN: 32 345 645
Ph: 13 13 12 Email: reception@mystrataco.com.au
Printed: 30/06/2020 03:19 pm User: Nicki Scrivener Page 1

Missing Levies Report from 01/07/2020 to 31/07/2020

Building	Period From	Period To	Manager
75486 Liberty Grove 8 Westbourne Street	01/07/2020	30/09/2020	Anne Fluva
75486 Liberty Grove 8 Westbourne Street	01/07/2020	30/09/2020	Anne Fluva
65236 Victory Tower 31 Maritime Place	15/07/2020	14/10/2020	Anne Fluva
123456 Lowanna Muse 57-61 Lowanna Street	01/07/2020	30/09/2020	AMS Mick
123456 Lowanna Muse 57-61 Lowanna Street	01/07/2020	30/09/2020	AMS Mick
40023 Gazebo Terraces 12 Little Street	01/07/2020	30/09/2020	Kerrie
40023 Gazebo Terraces 12 Little Street	01/07/2020	30/09/2020	Kerrie
112233 fernlee house 1 fernlee parade	15/07/2020	14/10/2020	Mark
333 HARVARD PLACE HARVARD STREET	01/07/2020	30/09/2020	AMS Mick
99 Peppermint Gardens 12 Pine Avenue	01/07/2020	30/09/2020	Ashley Jones
6 Belair Apartments 1 Vulcan Drive	31/07/2020	30/10/2020	AMS Mick
78569425 AMS 1234 Testing Street	01/07/2020	30/09/2020	Rebecca

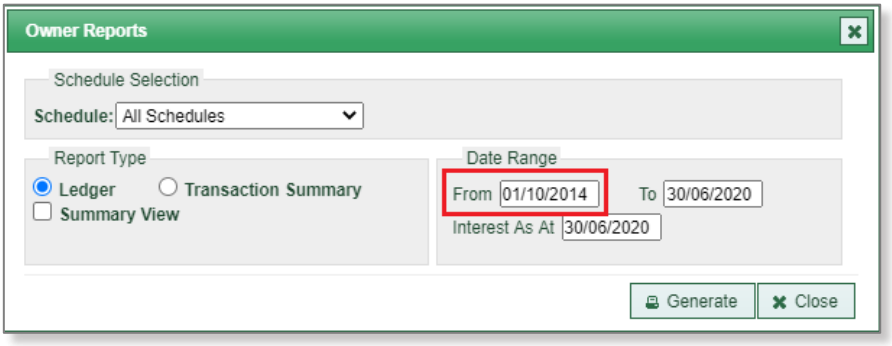
ITEM 10 - REMOVAL OF DATE VALIDATION ON LOT LEDGER AND TRANSACTION SUMMARY REPORTS

A recent change was made to add validation to the From date field for financial reports, which restricted the ability to generate lot ledger reports and lot transaction summary reports for a period before the building's opening balance date.

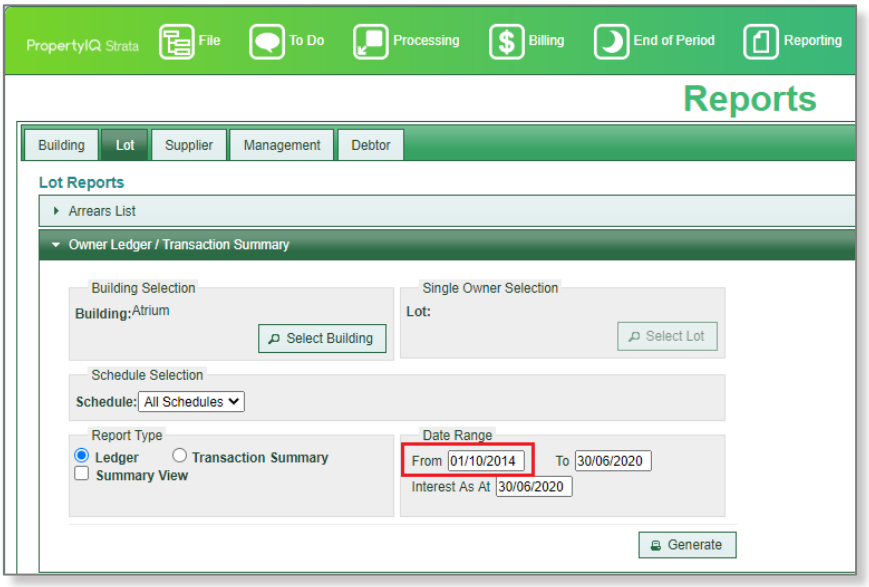
This validation has now been removed to allow aged arrears and levies to be reported on.

Note: the date validation for all other building financial reports still remains in place.

Reports generated under File > Lots > Lot card > Ledger tab > Print button:



Reports generated under Reporting > Lot tab > Owner Ledger/Transaction Summary:

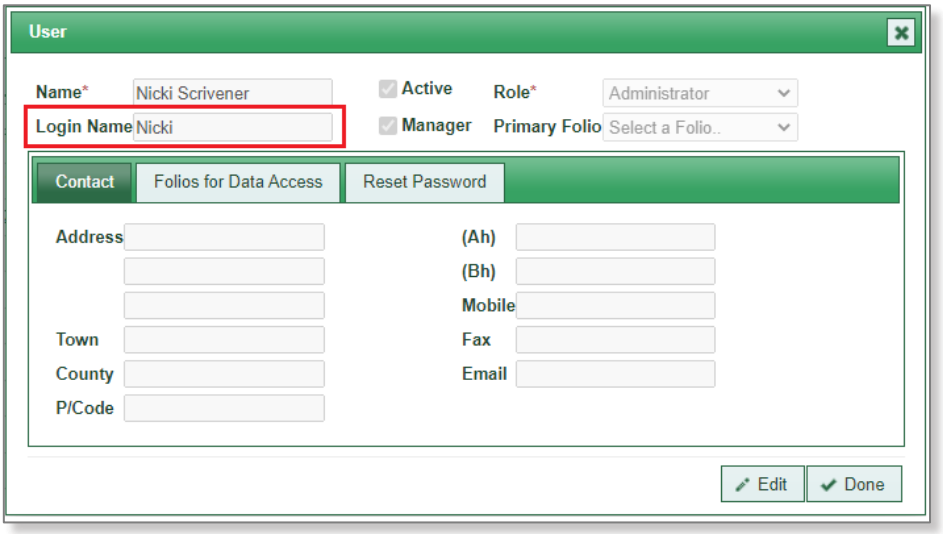


ITEM 11 – ACTIVITY LOG IMPORT

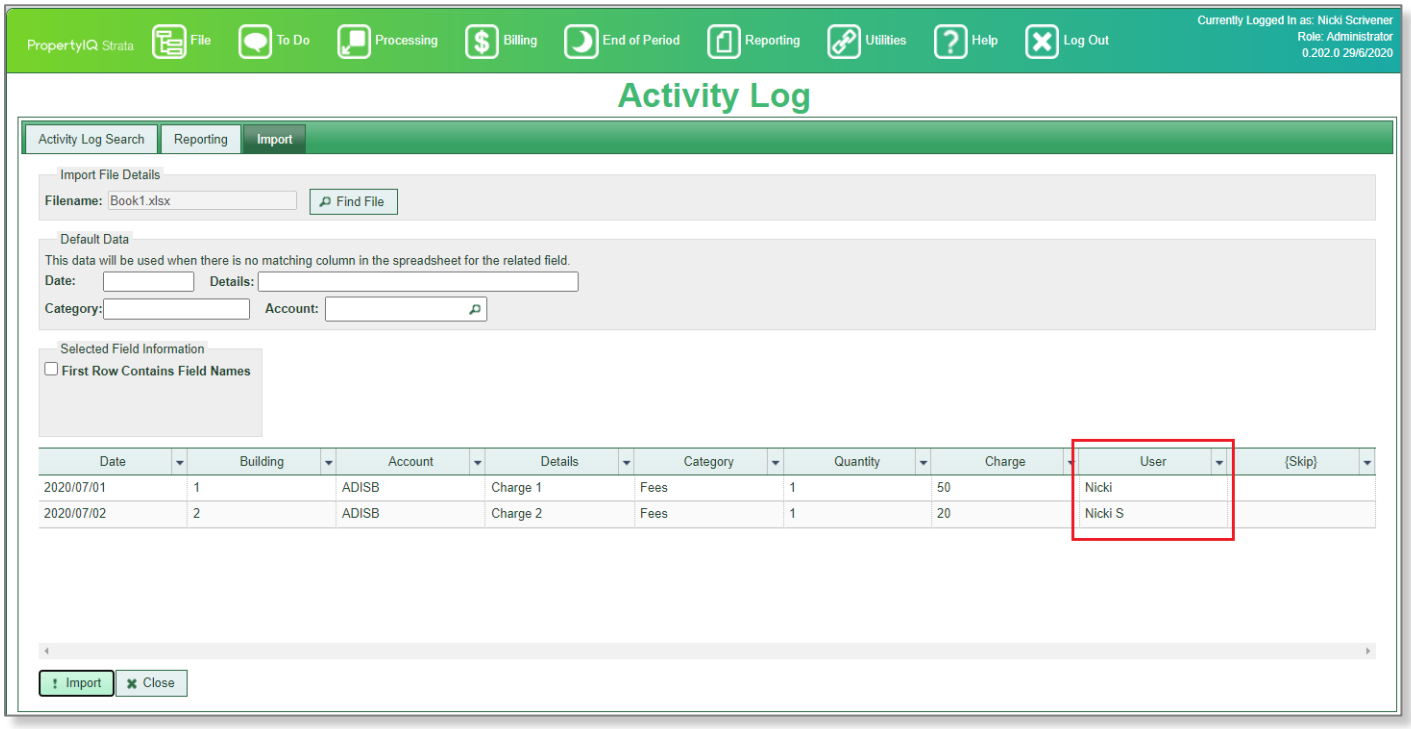
When importing activity log entries under Processing > Activity Log > Import tab, you can now record users against the activity entries that are imported. It will use the 'login name' of the user in PIQ to validate and match the activity log entry when importing it into PIQ.

This relates to previous changes made around the ability to assign a user to an activity log entry within PIQ, which was released in February 2020; see February 2020 release notes here.

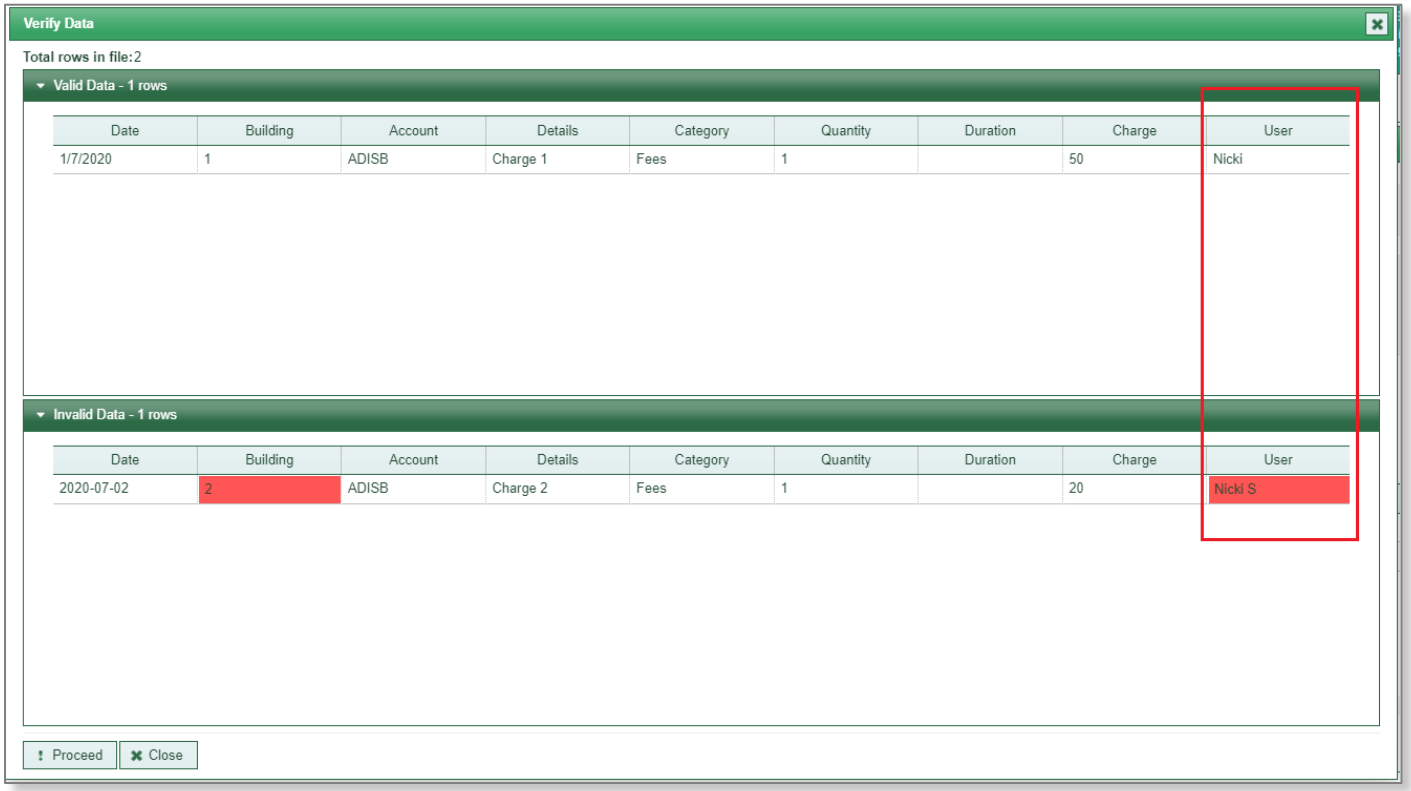
'Login name' of the user in PIQ which is used to validate against imported activity log entries:



Activity log import screen under Processing > Activity Log > Import tab:



Activity log import validation screen under Processing > Activity Log > Import tab > Import button, which will validate the user entered in the spreadsheet against a user's 'login name' in PIQ:



ITEM 12 - SUPPLIER COMPLIANCE STATUSES AND NEW SCHEDULED TASK

For suppliers with the Compliance Integration System set to 'manual' and compliance records with expiry dates that have expired, there was an issue where the compliance status of the supplier was still showing as valid and with a green status tick.

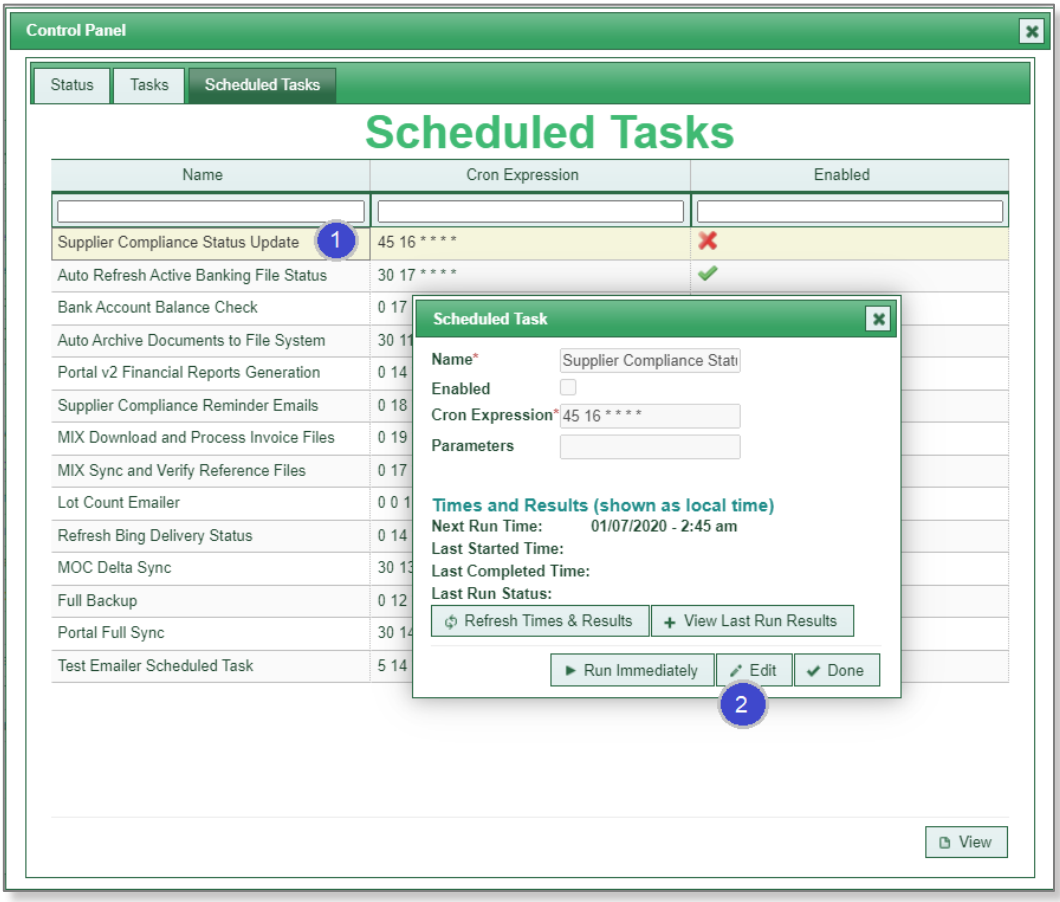
This has now been fixed with a new scheduled background task called '*Supplier Compliance Status Update'* that will check and update the compliance statuses each night for suppliers that have their Compliance Integration System setting set to 'manual' (or set to 'system default' with the Default Supplier Compliance Integration System = Manual in Compliance Settings) and where the status is showing as 'Valid' but the expiry date is in the past.

IMPORTANT: The 'Supplier Compliance Status Update' task **must first be enabled by clients** so that it runs automatically overnight. Once it's enabled, you don't have to do anything further.

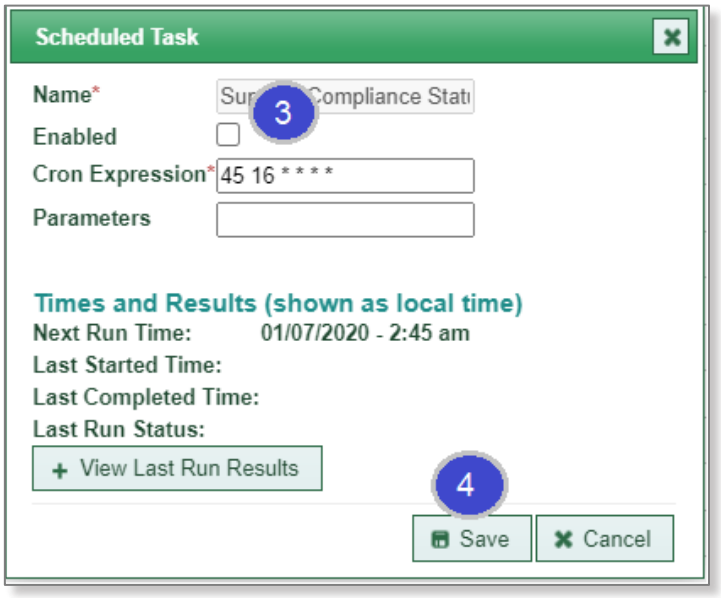
ENABLING THE SCHEDULED TASK

To enable it, go to Utilities > Control Panel > Scheduled Tasks tab

1. Double click on the scheduled task called 'Supplier Compliance Status Update' to view
2. Select Edit



3. Tick the checkbox to enable the schedule task
4. Select Save

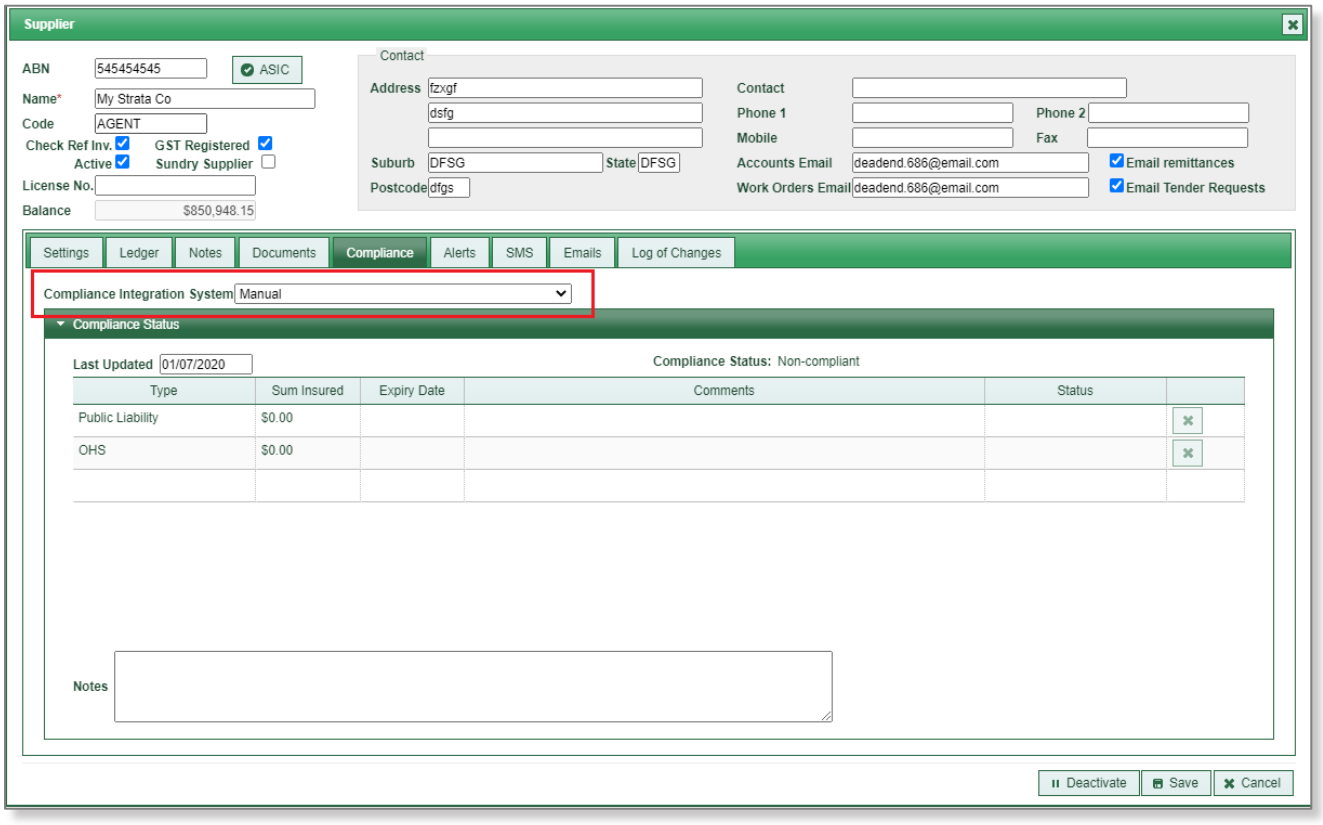


Close and exit the screen. The schedule task will then be enabled and run automatically from the following day.

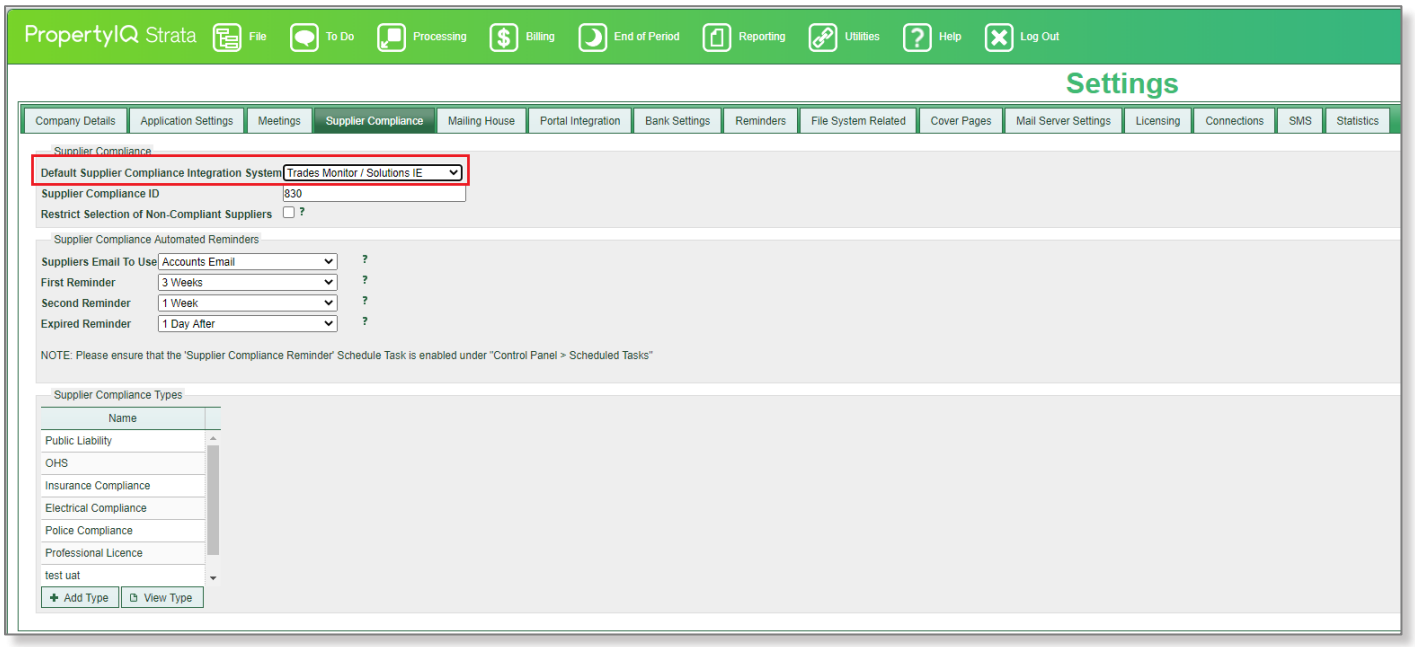
SUPPLIER COMPLIANCE SETTING - MANUAL

The new scheduled background task called '*Supplier Compliance Status Update'* will check and update the compliance statuses each night for suppliers that have their Compliance Integration System setting set to 'manual' (or set to 'system default' with the Default Supplier Compliance Integration System = Manual in Compliance Settings) and where the status is showing as 'Valid' but the expiry date is in the past.

You can check, change and apply the **compliance setting for a single supplier** on the Supplier card > Compliance tab as shown below.



SUPPLIER COMPLIANCE SETTING – SYSTEM DEFAULT

The new scheduled background task called '*Supplier Compliance Status Update'* will check and update the compliance statuses each night for suppliers that have their Compliance Integration System setting set to 'manual' (or set to 'system default' with the Default Supplier Compliance Integration System = Manual in Compliance Settings) and where the status is showing as 'Valid' but the expiry date is in the past.

You can set, check and change your **system default compliance setting** in PIQ under Utilities > Settings > Supplier Compliance tab as shown below.