PropertyIQ

Release notes June 2020

Version 0.200.0

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SUMMARY

CHANGES IN PROPERTYIQ RELATED TO PORTAL V2

1. **Remove and restore a single document auto-published to portal V2** – You can now remove a single document from the portal where it's been saved to a document category in PIQ that's been auto-published to portal. If there is only one or two documents in an entire category that you don't want to show in portal, removing them individually avoids unpublishing an entire category of documents from portal, or refiling a single document to another category that's not auto-published to portal.
   Once a document is removed from portal, it can also be restored and re-published if required. See detailed screenshots below.

REPORTING

2. **New validation on financial report 'start date' and reporting prior to buildings opening balance date** - Validation has been added to prevent a user from selecting a start date prior to the building's opening balance date when generating a financial report.
   - This change has been made in line with professional advice and ensures the financial reports for the first financial year of operation in PIQ only commence from the building's opening balance date (date the building is added/created in PIQ). The building's opening balance date will also be displayed as the start date in the report header.
   - PIQ must only generate financial reports for the financial data in which it holds, and not represent data that is outside the system. Users will need to produce a report from the prior strata manager or prior software for the period before the building's opening balance date in PIQ, and pair it with the corresponding report generated in PIQ for the remaining period.

3. **Account ledger report** – An issue where the account ledger report was duplicating opening balance transactions when the report start date was dated prior to the building's opening balance date (date the building is added/created in PIQ), has been fixed.

4. **Income and other expenses report (cash basis) –** When generating the Income & Other Expenses report in cash basis mode, the reference number shown in the 'Ref' column for payments will now match the reference number shown on the supplier ledger and supplier ledger report.

5. **Strata roll report –** An issue with overlapping text in some sections of the report has been fixed.

RECEIPTING

6. **TXN processing - Account picker not recognising lower case** – When processing a TXN file and manually allocating a transaction in the Adjustments tab, an issue where the account picker was not recognising text entered in lower case, has been fixed.

7. **TXN processing - Inconsistent GST allocation of line items** - When processing a TXN file and manually allocating a transaction in the Adjustments tab, an issue where the auto-populated GST status of each line item was not respecting the Schedule and Account GST statuses, has been fixed.

BUILDING TYPES

8. **New 'designated strata company' building type** – For WA buildings, there's a new building type called 'designated strata company' that can be selected from the Building Type dropdown on the building card. This has been added as a result of the recently amended Strata Titles Act in WA. See a detailed screenshot below.

INFORMATION CERTIFICATES

9. **New merge fields** – There are 3 new merge fields available in the Info Certificate templates for all States:
    - Agency Agreement start date
    - Agency Agreement end date
    - BPAY number (of the lot)

    For WA clients, the merge fields for Agreement start and end dates can be added to your Section 110 Certificate template to avoid manual data entry and comply with new requirements under the amended Strata Titles Act in WA. The BPAY number merge field can be added to your Info Certificate templates to assist with electronic settlement payments for the lot.
    See detailed screenshots below.

    New merge fields:
    a. {{Agreement_Start_Date}}
        i. This will merge the building's agency agreement start date as entered under File > Building > Charges tab > Fixed Charges.
        ii. For building's with 'split fees' mode enabled for schedule/s AND generating an info certificate for a single schedule, it will use the agreement start date of the selected schedule.
        iii. For building's with 'split fees' mode enabled for schedule/s AND generating an info certificate with consolidated schedules, it will use the agreement start date of the main contribution schedule.
        iv. If there is no date in PIQ, it will merge blank.
    b. {{Agreement_End_Date}}
        i. This will merge the building's agency agreement end date as entered under File > Building > Charges tab > Fixed Charges.
        ii. For building's with 'split fees' mode enabled for schedule/s AND generating an info certificate for a single schedule, it will use the agreement end date of the selected schedule.
        iii. For building's with 'split fees' mode enabled for schedule/s AND generating an info certificate with consolidated schedules, it will use the agreement end date of the main contribution schedule.
        iv. If there is no date in PIQ, it will merge blank.
    c. {{BPAY_Client_ID}}
        i. This will merge the BPAY number of the Lot (or the lot's DEFT Reference Number). It will appear exactly the same as it does on a due notice.

10. **Updated name for WA info certificate - Section 43 to Section 110** – The info certificate template **type** name for WA has been updated from "WA Section 43 Certificate" to "WA Section 110 Certificate" as a result of the recently amended Strata Titles Act in WA. See a detailed screenshot below.
    A reminder that the content of this template must be manually updated by clients using our detailed guide available here.

GENERAL

11. **Editing the Supplier Type details** – An issue where editing the text of the Supplier Type name wasn't updating on the supplier cards, has now been fixed.
12. **State being displayed in lower case** – An issue where the building's State was showing in lowercase on some areas of the insurance claim report and strata roll report, has been fixed.
13. **Duplicate schedule created when editing an existing schedule** – When editing the building schedules, an issue where a duplicate schedule was being created when the 'Account GST on' setting is changed on an existing schedule, has been fixed.
14. **Emailing of annual levy notices** – When striking levies/fees and there are 0 annual notices to be emailed, an incorrect message was appearing in the sidebar. This has been fixed to show correct message of "There were no Annual Levy Notices to be emailed".

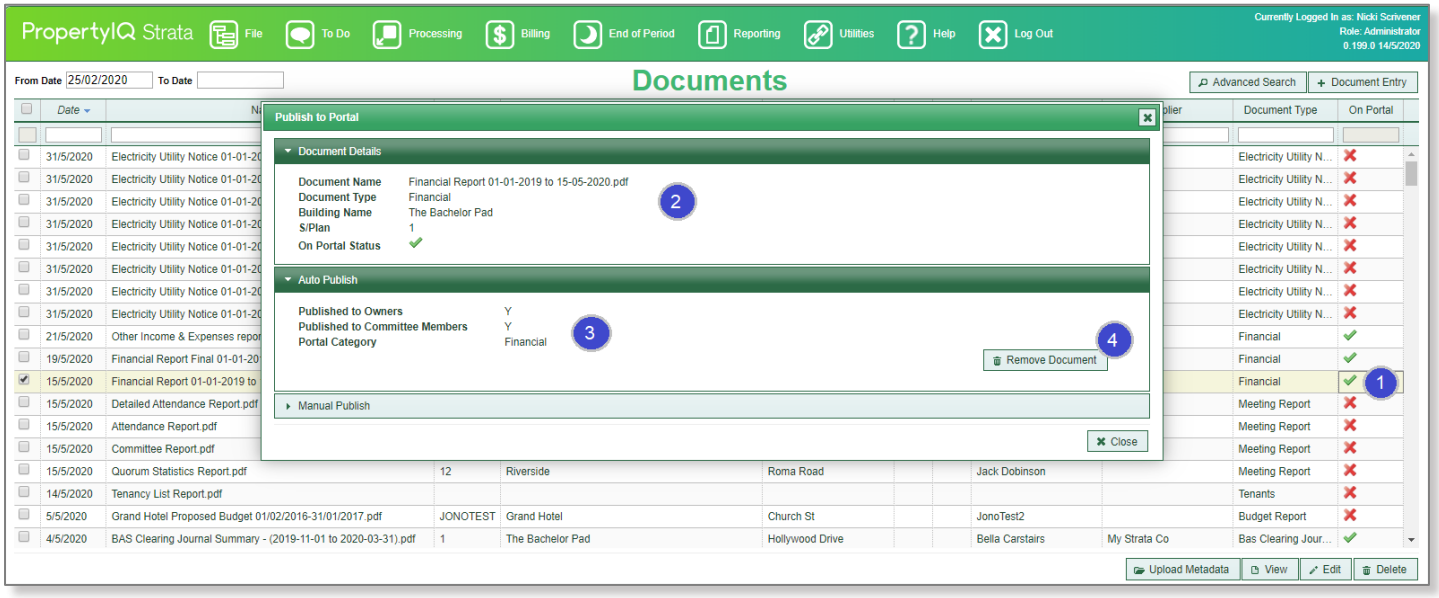
ITEM 1 – REMOVE AND RESTORE A SINGLE DOCUMENT AUTO-PUBLISHED TO PORTAL V2

You can now remove a single document from the portal where it's been saved to a document category in PIQ that's been auto-published to portal. If there is only one or two documents in an entire category that you don't want to show in portal, removing them individually avoids unpublishing an entire category of documents from portal, or refiling a single document to another category that's not auto-published to portal.

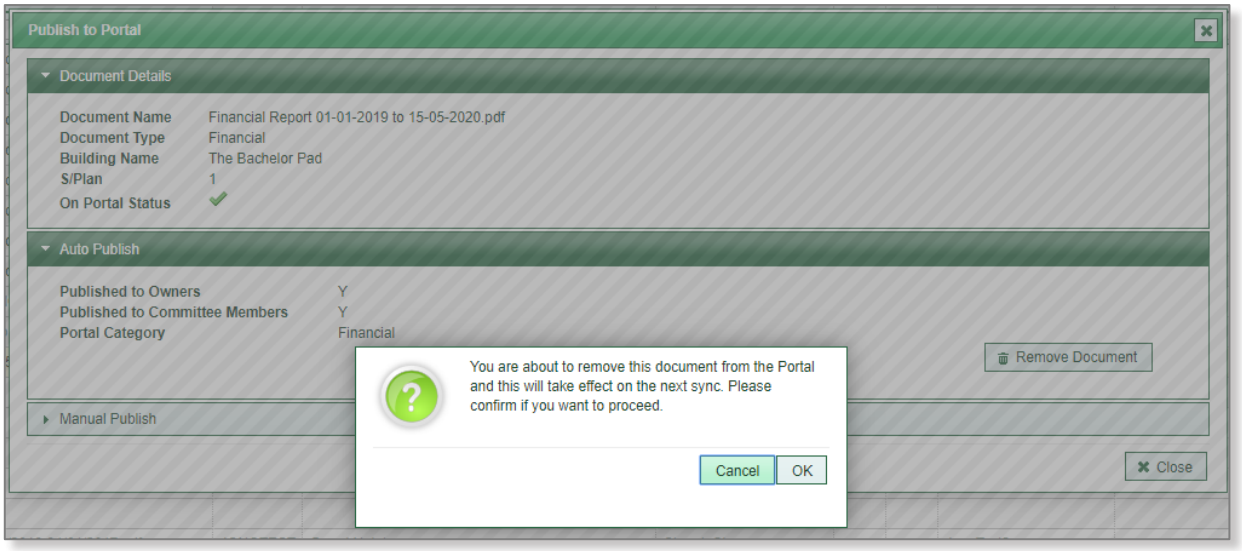
Once a document is removed from portal, it can also be restored and re-published if required.

Find a document that's been published to portal. It will have a green tick in the 'On Portal' status column.

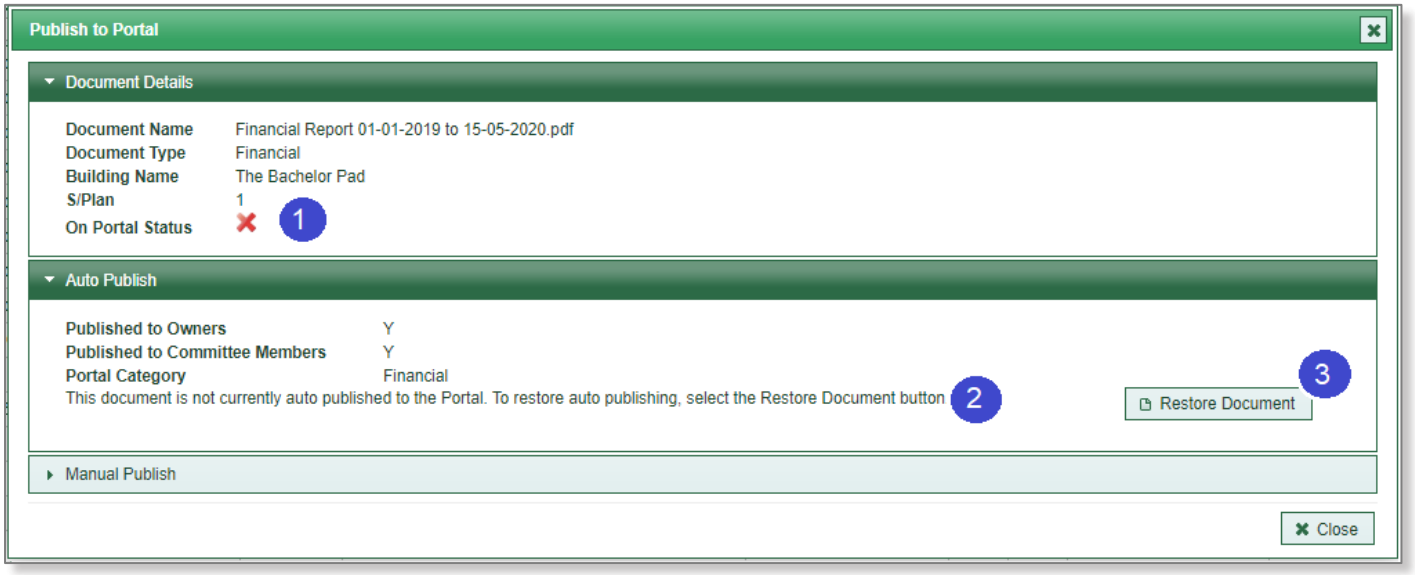
1. Click on the green tick in the 'On Portal' column of the document
2. The details of the document will show here, along with the portal status
3. The current auto-publish settings of the document will show here
4. Click here to remove the selected document



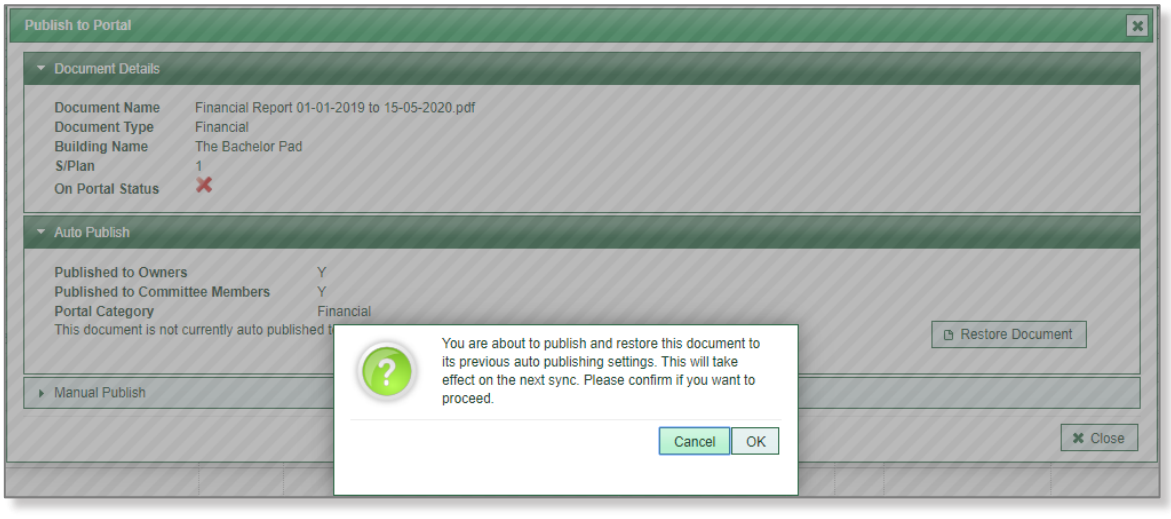
You'll receive a notification that the document will be removed on the next portal sync. Click OK to confirm you want to proceed.



1. The 'On Portal' status of the document is updated
2. You'll see a new message here to confirm the document is no longer on portal
3. Click here to restore the document to portal

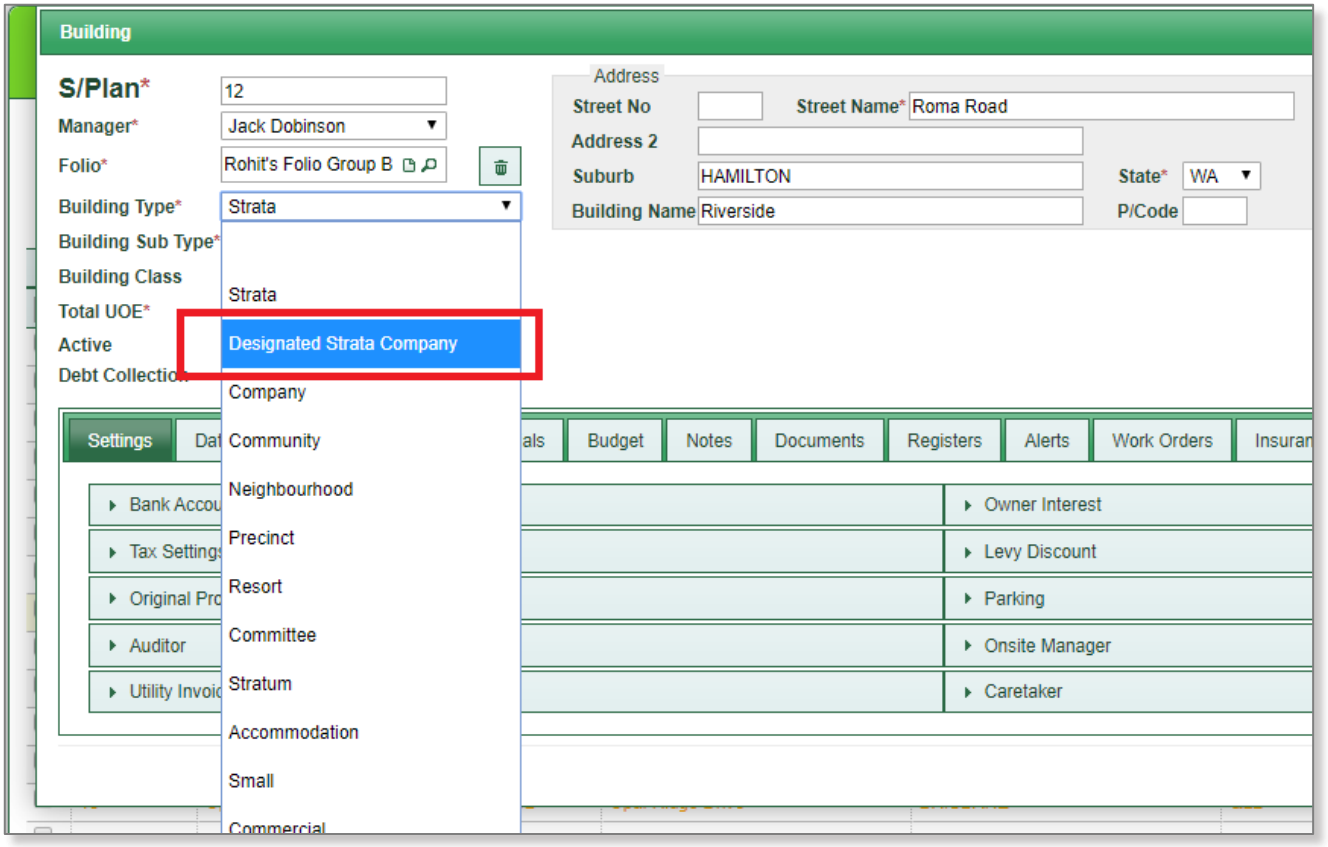


You'll receive a notification that the document will be restored to portal on the next portal sync. Click OK to confirm you want to proceed.



ITEM 8 – NEW BUILDING TYPE

For WA buildings, there's a new building type called 'designated strata company' that can be selected from the Building Type dropdown on the building card. This has been added as a result of the recently amended Strata Titles Act in WA.



ITEM 9 – INFO CERTIFICATES – NEW MERGE FIELDS

There are **3 new merge fields** available in the Info Certificate templates for all States:

- **Agency Agreement start date**
- **Agency Agreement end date**
- **BPAY number** (of the lot)

For WA clients, the merge fields for Agreement start and end dates can be added to your Section 110 Certificate template to avoid manual data entry and comply with new requirements under the amended Strata Titles Act in WA.

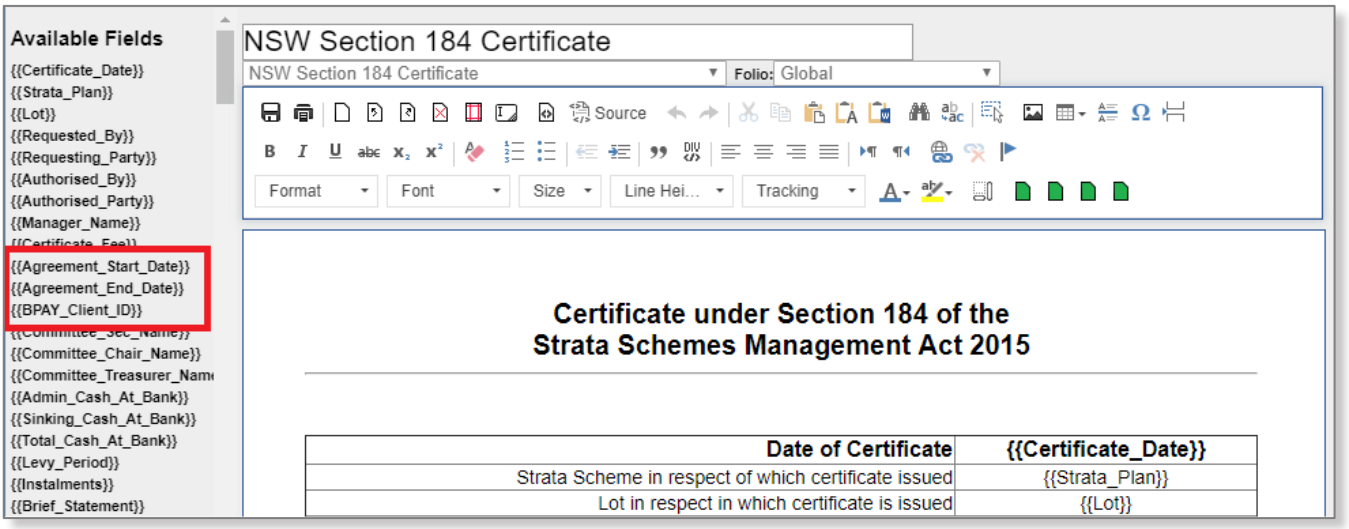
For all clients, the BPAY number merge field can be added to your Info Certificate templates to assist with electronic settlement payments for the lot.

<u>New merge fields:</u>

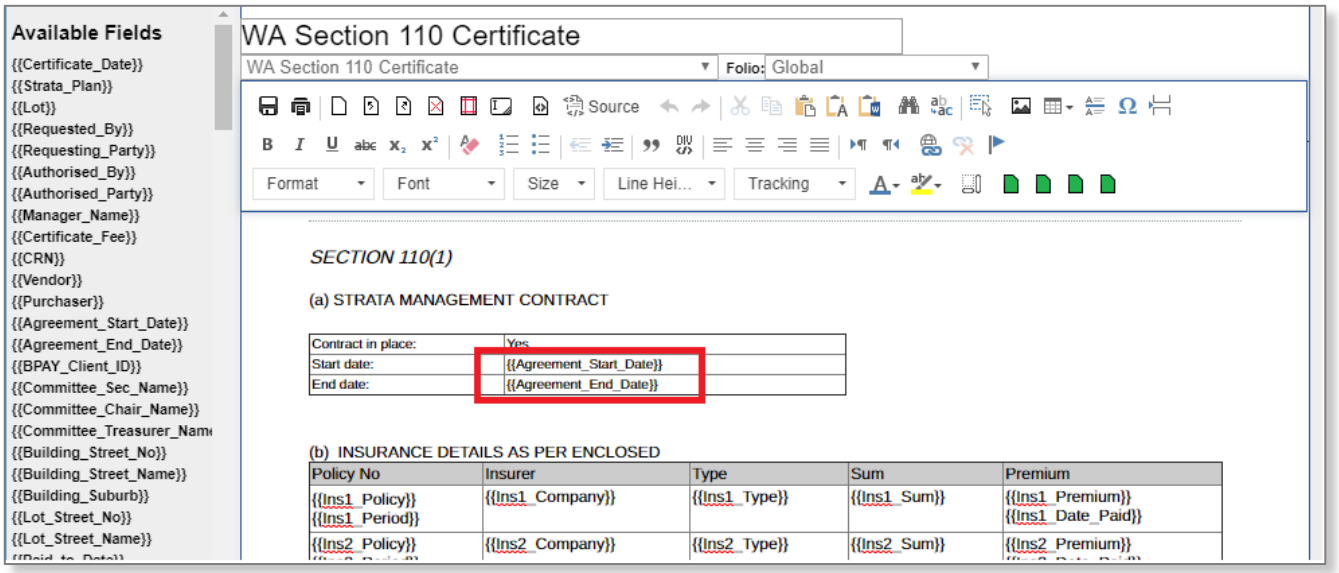
1) **{{Agreement_Start_Date}}**
    a. This will merge the building's agency agreement start date as entered under File > Building > Charges tab > Fixed Charges.
    b. For building's with 'split fees' mode enabled for schedule/s AND generating an info certificate for a single schedule, it will use the agreement start date of the selected schedule.
    c. For building's with 'split fees' mode enabled for schedule/s AND generating an info certificate with consolidated schedules, it will use the agreement start date of the main contribution schedule.
    d. If there is no date in PIQ, it will merge blank.

2) **{{Agreement_End_Date}}**
    a. This will merge the building's agency agreement end date as entered under File > Building > Charges tab > Fixed Charges.
    b. For building's with 'split fees' mode enabled for schedule/s AND generating an info certificate for a single schedule, it will use the agreement end date of the selected schedule.
    c. For building's with 'split fees' mode enabled for schedule/s AND generating an info certificate with consolidated schedules, it will use the agreement end date of the main contribution schedule.
    d. If there is no date in PIQ, it will merge blank.
3) **{{BPAY_Client_ID}}**
    a. This will merge the BPAY number of the Lot (or the lot's DEFT Reference Number). It will appear exactly the same as it does on a due notice.

New merge fields available in the list for all Info Certificate templates:



WA clients – example of Agreement start and end date merge fields in 'WA Section 110 Certificate' template:

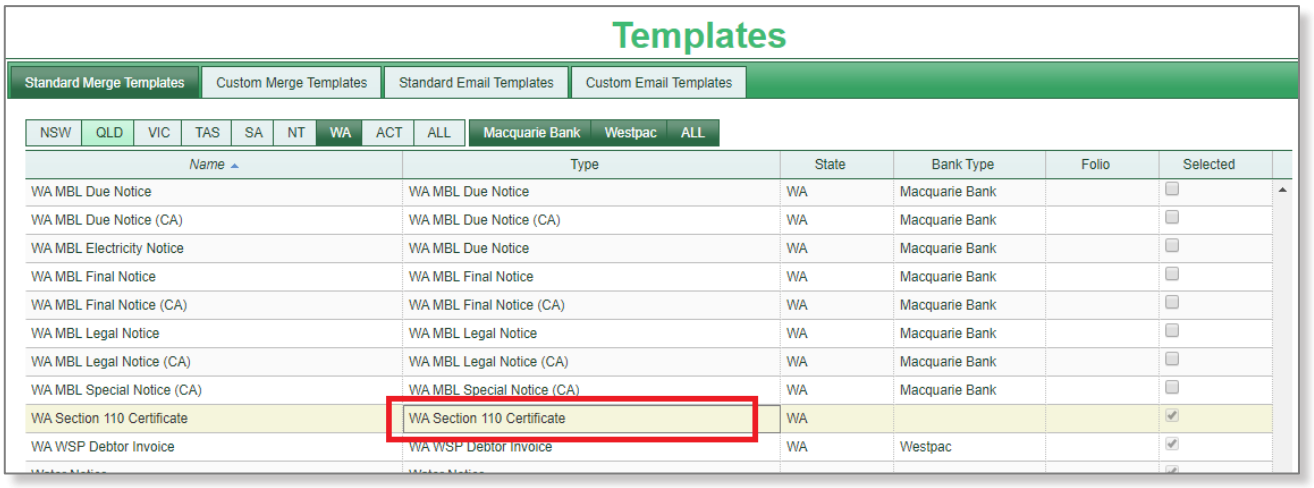
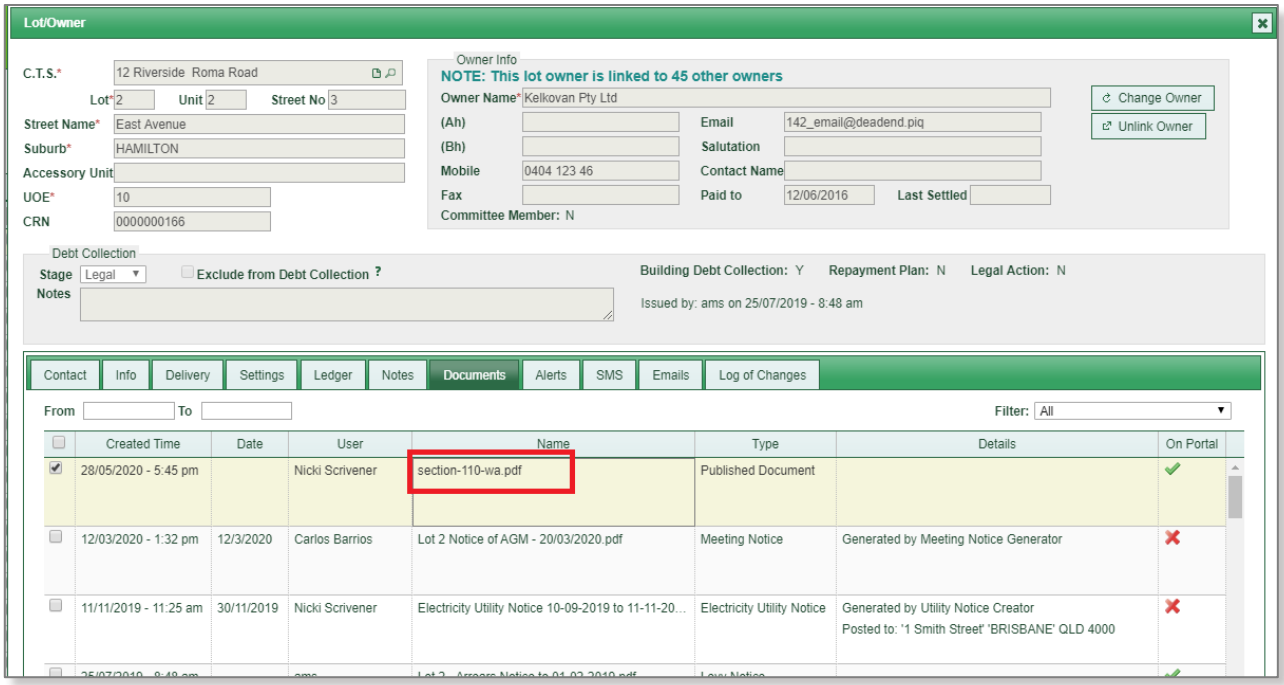


ITEM 10 – INFO CERTIFICATES - UPDATED NAME FOR WA INFO CERTIFICATE

The info certificate template **type** name for WA has been updated from "WA Section 43 Certificate" to "WA Section 110 Certificate" as a result of the recently amended Strata Titles Act in WA.

A reminder that the content of this template must be manually updated by clients using our detailed guide available here.

Template type name under File > Templates > Standard Merge Templates tab



Info certificate document name (once published) under File > Lots > Lot card > Documents tab