PropertyIQ

Release notes March 2020

Version 192.2-194.1

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SUMMARY

CHANGES IN PROPERTYIQ RELATED TO PORTAL

1. Improvements have been made to ensure that committee members only see documents related to them on the portal.

   For example:

   a) If a bulk mail merge letter has been sent to multiple committee members, each committee member will only see the letter addressed to them in the portal.
   b) If bulk financial reports are generated and sent to the committee (either reporters only or the whole committee) from the reporting menu, then each committee member will now only see one version of the financial reports in the portal.
   c) If a work order is sent to committee members, whether selected individually or sent to work order recipients only, then each committee member will only see one copy of the work order in the portal.
   d) If an insurance claim document is sent to committee members, whether selected individually or sent to insurance claims recipients only, then each committee member will only see one copy of the insurance claim in the portal
2. Reporting>Building>Financial. The option *Publish to Portal* has now been removed from this screen for users of Portal V2 as it is not required (committee members can request financial reports at any time if you're using V2)

REPORTING

3. Reporting>Management Reports. The Income and payment analysis reports now have the option to include the category allocated to each item. You can also see the total dollar amount for all charges in a category. See detailed screenshots below.

GENERAL

4. If you've updated to the most recent version of Chrome, (Version 80) and have PropertyIQ installed on your own server, a privacy warning and in some cases an internal server error was occurring when you opened PDF documents in PropertyIQ. We have now updated PropertyIQ so this error won't occur in the future.

BAS PROCESSING

5. **BAS Journals.** When processing BAS journals to clear the BAS chart of accounts codes and move GST to the BAS clearing account, you'll now be warned if you attempt to process the journals for the same period twice. For example if you had already ticked *Post Journals and/or refunds* on the BAS screen for the period 1.10.2019-31.12.2019 and generated, and you selected *Post Journals and/or refunds* again for the same period, or any overlapping date within that period, you would receive the warning. See the detailed screenshots below.
6. **BAS Journals**. When processing BAS journals to clear the BAS chart of accounts codes and move GST items to the BAS clearing account, you'll now be either warned or prevented if you attempt to process the journals if the journal date is either:
   I. In a prior BAS period
   II. Final financial reports have been run for the date of your proposed journal.

   The nature of the warning/restriction depends on your preferences in Application settings. See the detailed screenshots below.

7. **BAS Reports - Multi-schedule buildings**. Improvements have been made to ensure PropertyIQ generates the report based on the GST registration status of each schedule.
   a. In circumstances where a building is registered for GST but one or more schedules are not, only the building and the schedules that are registered will be included
   b. In circumstances where the building is not registered for GST but one or more schedules are, only the schedules that are registered will be included and the building will not.

If there are GST applicable transactions for a non-GST schedule, the GST applicable transactions are included in the report.

8. **Wages PAYG and Company PAYG.** You can now configure PropertyIQ to take these into account automatically when PropertyIQ is determining whether a building is due a refund or needs to make a payment. You first need to select your default chart of accounts codes for these in your application settings. See the detailed screenshots below
9. **BAS Journal Summary report.** Wages PAYG and Company PAYG items are now included in the BAS Journal summary report calculations. See detailed screenshot below.
10. **Lot refunds not showing on GST audit trail report.** An issue where lot refunds were not showing on the GST Audit trail report when a building was set to report GST on an accrual basis, has now been fixed.
11. **Manual deposit slip or invoice.** The manual deposit slip created by the BAS process for buildings that are due a refund and the invoice created for buildings that need to pay GST both now show separate allocation lines for Company PAYG and Wages PAYG. See detailed screenshot below.

DEBTORS

12. **Receipt and invoice detail improvements on trial balance screen.** Improvements have been made to debtor transactions so you can more easily identify which invoice a debtor has paid (or is outstanding) There is now more detail when you access the Building Card>Financials tab>Trial Balance and view:

    Accounts receivables
    Accounts paid in advance
    Utilities receivables

    See the detailed screenshots below

REPORTING

13. **Activity log report. -** There is a new column showing the user on the activity log report. There are three new report filters:
    - **i.** User - the user assigned to the item (by default, the creator of the item)
    - **ii.** Account - the chart of accounts code allocated to the item
    - **iii.** Charge category - the charge category assigned to the item

    See the detailed screenshots below

BUILDINGS

14. **Opening balances for buildings with discounts**. An issue with the screen display on the building card>opening balances screen where discounts appeared to be taken into account twice, has now been resolved.
15. **Bulk emailing committee members**. A change was made in the February 2020 release that altered the behaviour of the bulk committee emailing process in the building card>info tab>committee. Previously committee member emails appeared in the "to" field but after the February release they were appearing in the "BCC" field. This has now been reverted so that bulk committee member emails will always show all committee member emails in the "to" field and they will be able to see each other's email addresses.

TEMPLATES

16. The merge fields {{Next_Budget_Yr_From }} and {{Next_Budget_Yr_To}} merge fields were incorrectly merging the current year's dates. This has now been rectified and these merge fields now merge the upcoming/proposed levy year date range.

SETTINGS

17. **Company Settings – Folios**. When editing folio settings, and you didn't change the name of the folio, PropertyIQ was incorrectly inserting the global company name under the folio name. This has now been fixed.

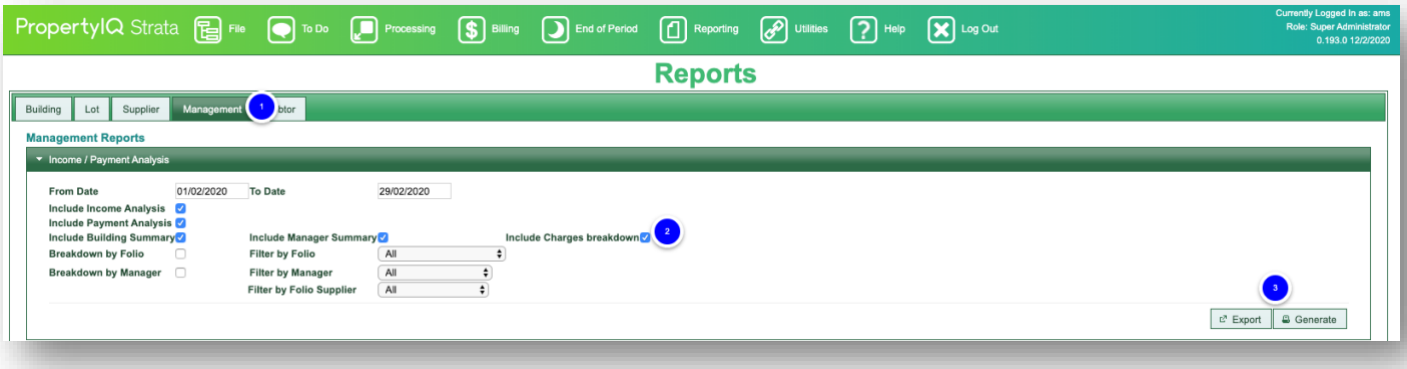
RECEIPTING

18. Receipting>Unidentified deposits. When you're allocating an item in the unidentified deposits screen, the search icon is used to find and select the lot. The lots screen button was incorrectly showing the word "Merge" where it should show "Select" this has now been recified and the correct word "Select" now shows on the screen.

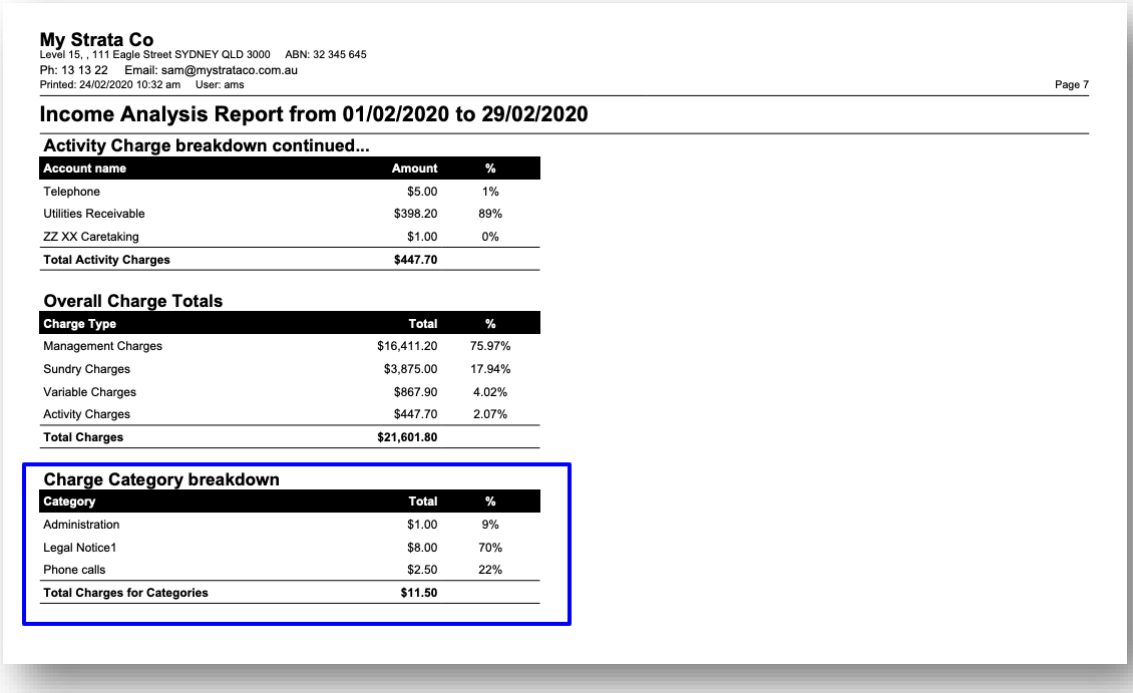
DETAILED SCREENSHOTS

ITEM 3 – CHARGE CATEGORIES CAN NOW BE SHOWN ON MANAGEMENT REPORTS

1. From the Reports menu, select Management
2. Make your report selectons and select *Include charges breakdown*
3. Select Export to create an export in Excel or Generate to create a PDF Report



Your report will look something like this:



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Income Analysis Report from 01/02/2020 to 29/02/2020

Activity Charge breakdown continued...

Account name	Amount	%
Telephone	$5.00	1%
Utilities Receivable	$398.20	89%
ZZ XX Caretaking	$1.00	0%
Total Activity Charges	**$447.70**	

Overall Charge Totals

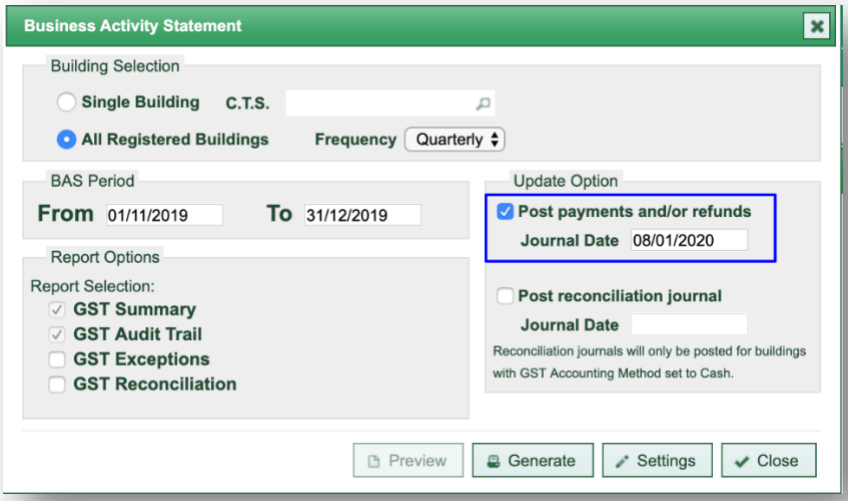
Charge Type	Total	%
Management Charges	$16,411.20	75.97%
Sundry Charges	$3,875.00	17.94%
Variable Charges	$867.90	4.02%
Activity Charges	$447.70	2.07%
Total Charges	**$21,601.80**	

Charge Category breakdown

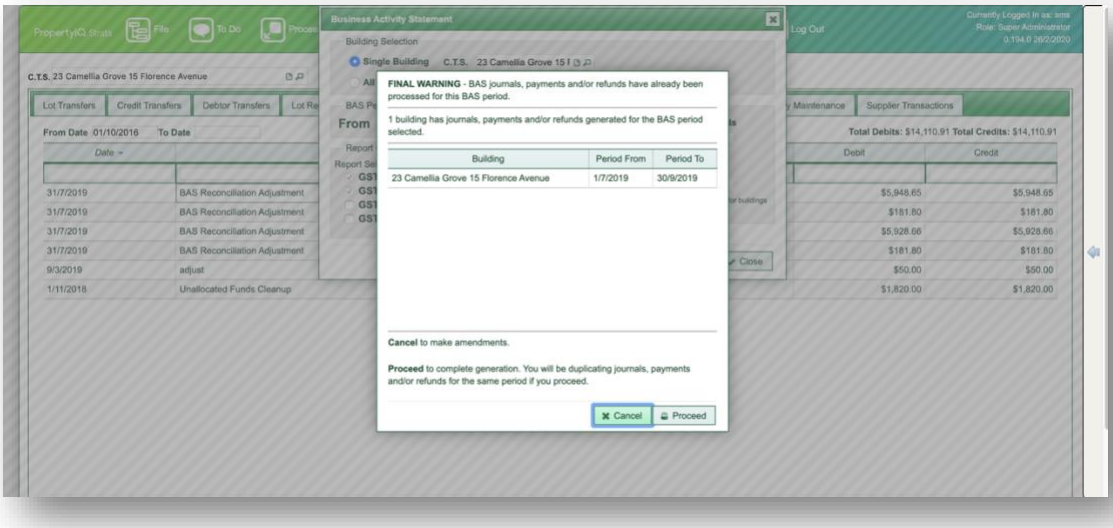
Category	Total	%
Administration	$1.00	9%
Legal Notice1	$8.00	70%
Phone calls	$2.50	22%
Total Charges for Categories	**$11.50**	

ITEM 5 – WARNINGS IF YOU TRY TO PROCESS BAS JOURNALS TWICE

When processing BAS reports, if you select to post payments and/or refunds for a period when you've already processed journal transfers for that period, you will now receive a warning



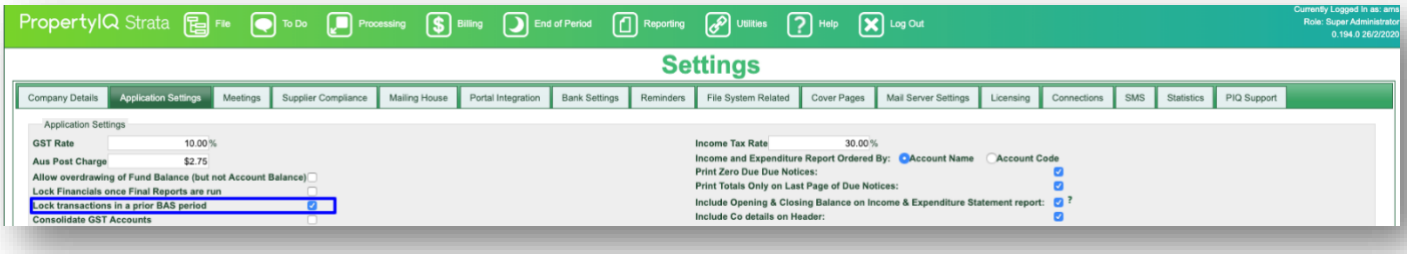
The warning looks like this:

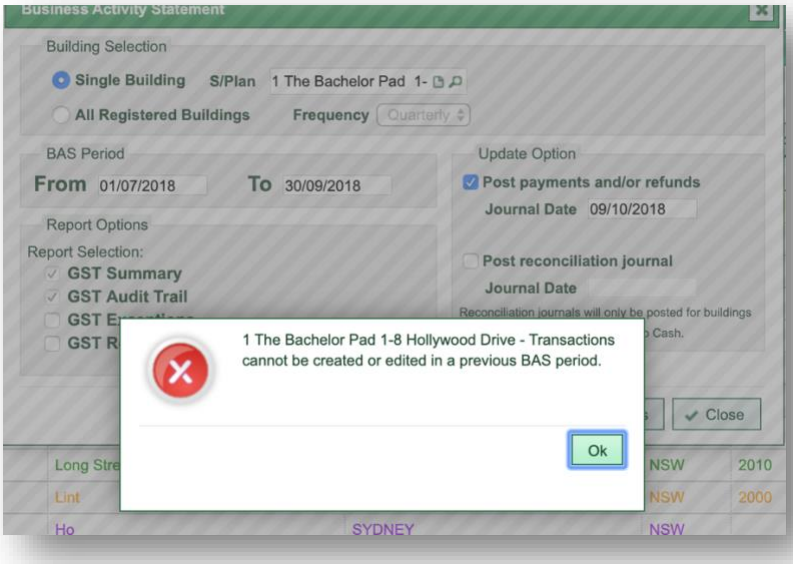


ITEM 6 – WARNINGS/RESTRICTIONS WHEN YOU PROCESS BAS JOURNAL TRANSFERS IN PRIOR BAS PERIOD OR WITH A DATE IN A PERIOD FOR WHICH FINAL FINANCIAL REPORTS HAVE BEEN RUN

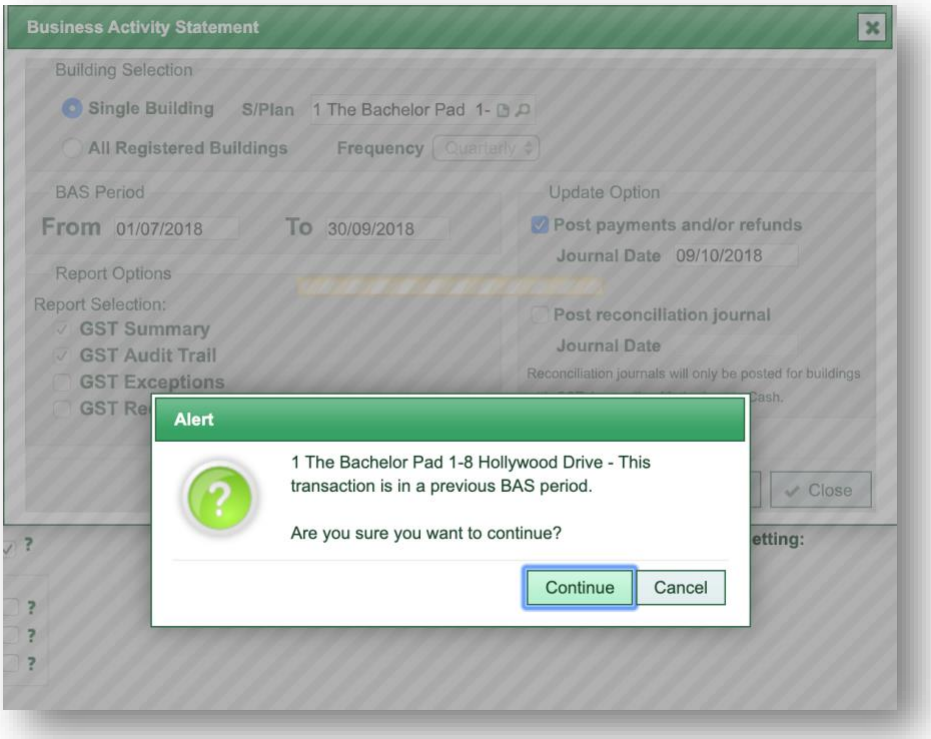
If you have ticked *Restrict transactions in a prior BAS period* in your application settings and you attempt to Post Journals and/or refunds from the BAS screen with a journal date in a previous BAS period, you will not be able to proceed.

Note: these screenshots show the warning when a single building was selected -if you've selected all buildings, you will see a list of all affected buildings in the warning.

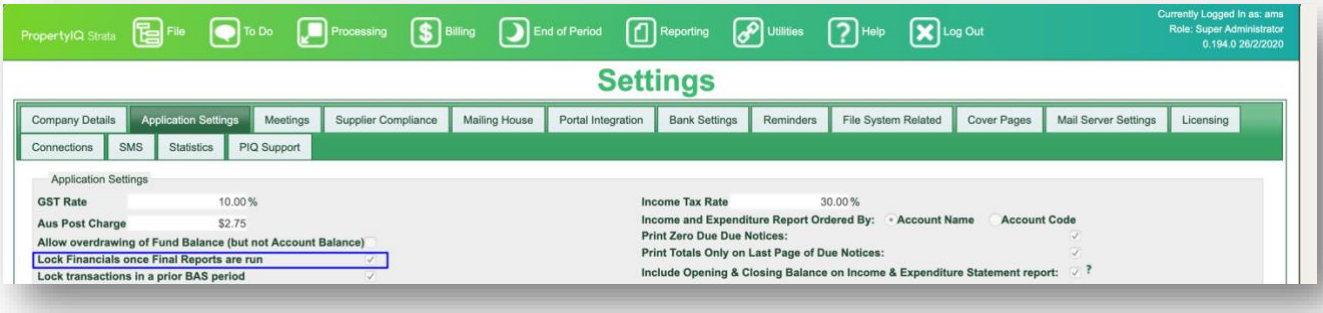


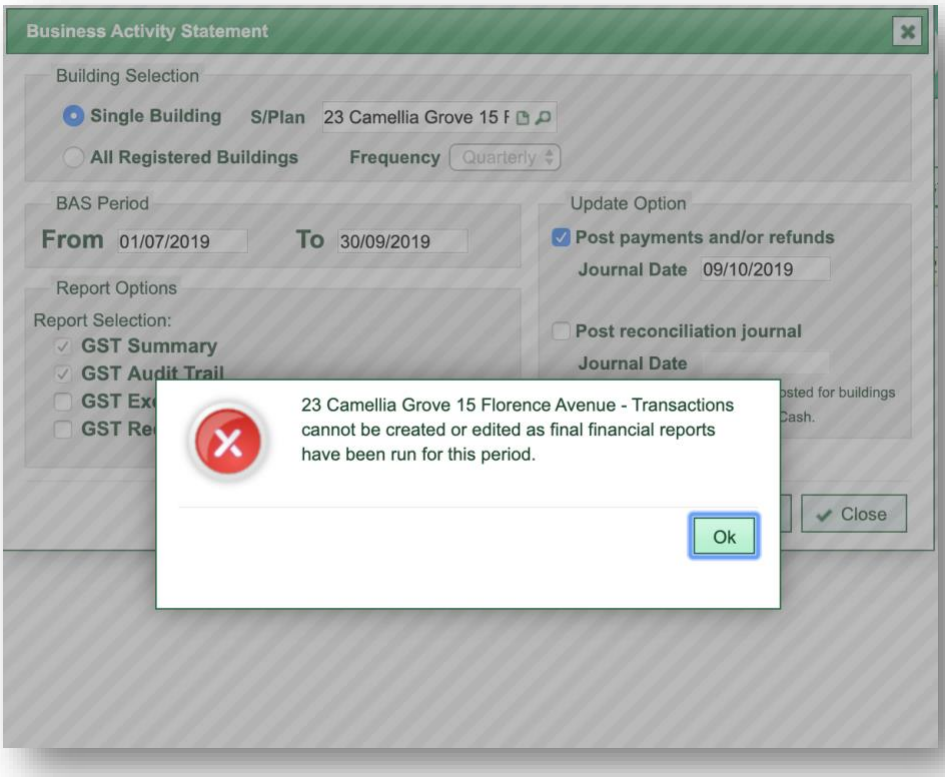


If you have ***not*** ticked to restrict transactions in a prior BAS period but select to post BAS journals with a date that falls into a previous BAS period – you will see this warning:

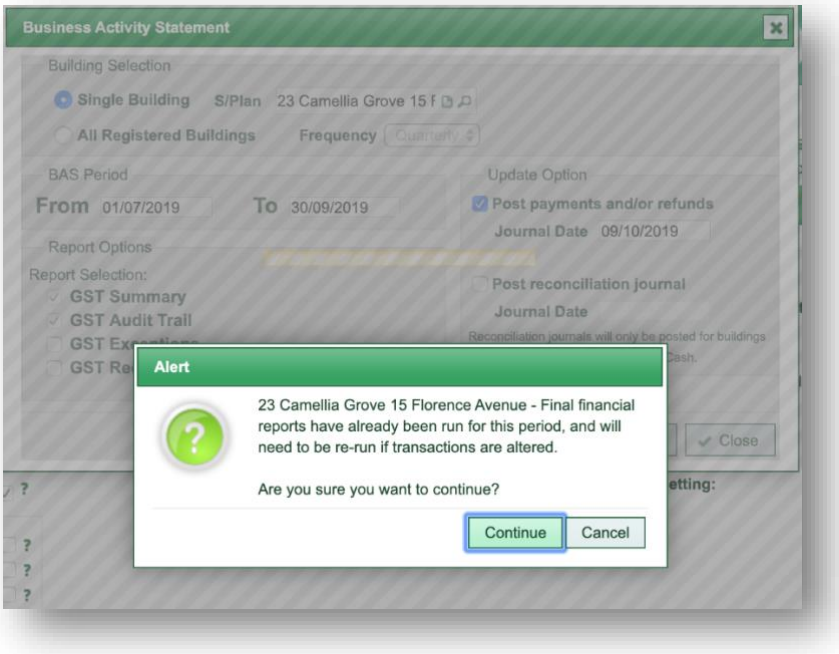


If final financial reports have been run for the date of your journal transfer and you have ticked *lock financials once final reports have been run* in your Application Settings. You won't be able to proceed.

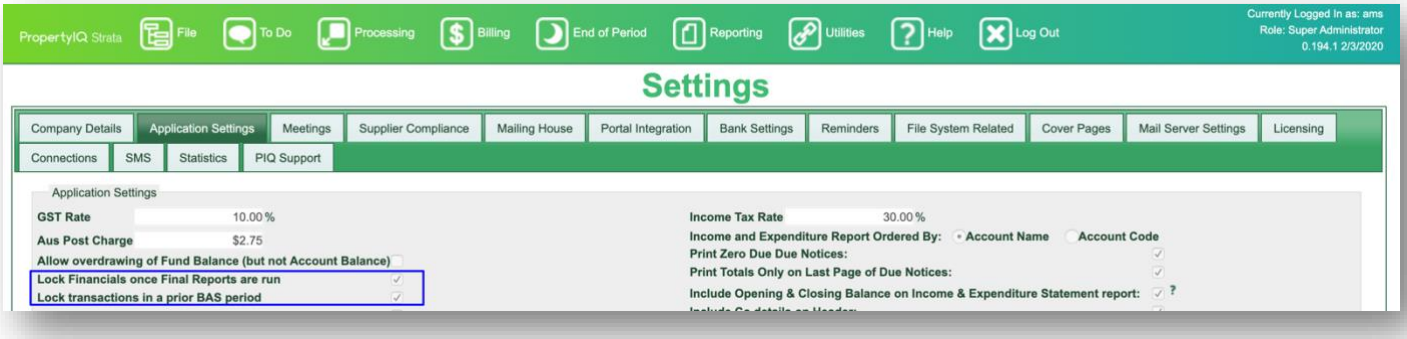



Business Activity Statement
Building Selection
Single Building
S/Plan
23 Camellia Grove 15 F
All Registered Buildings
Frequency
Quarterly
BAS Period
From
01/07/2019
To
30/09/2019
Update Option
Post payments and/or refunds
Journal Date
09/10/2019
Report Options
Report Selection:
GST Summary
GST Audit Trail
Post reconciliation journal
Journal Date
Close
23 Camellia Grove 15 Florence Avenue - Transactions cannot be created or edited as final financial reports have been run for this period.
Ok

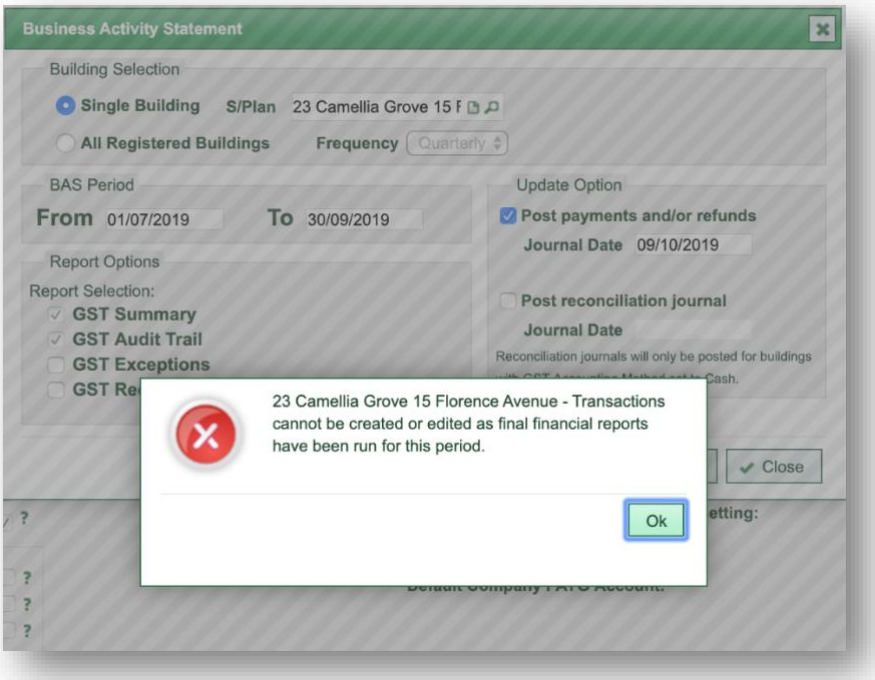
If you have ***not*** ticked to restrict transactions after final financial reports have been run and your journal date is a date for which final financial reports have been run you will see this warning:



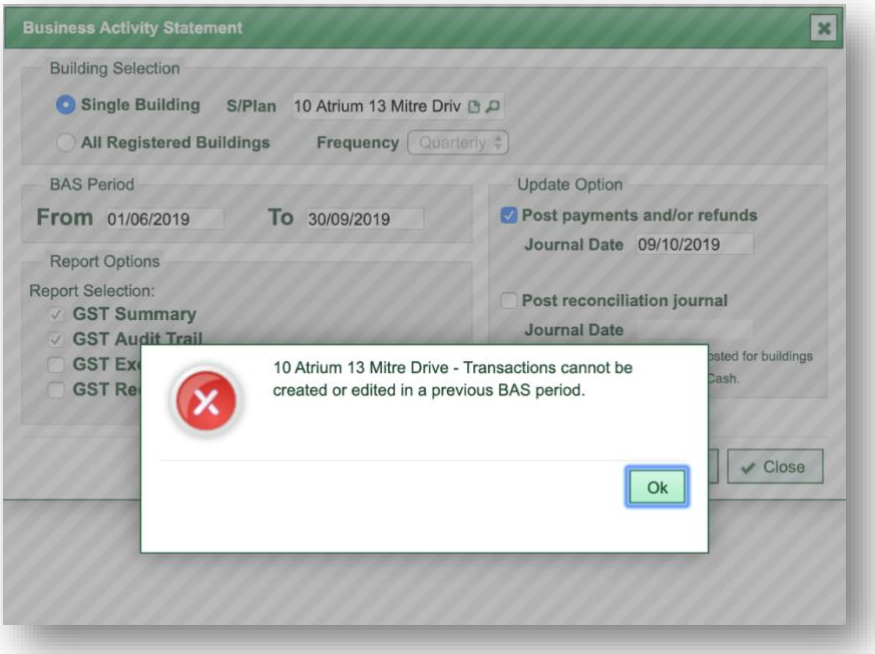
If you have ticked to both restrict transactions when final financial reports have been run ***and*** if transactions were in a prior BAS period, the message depends on whether final financial reports have been run.



If final financial reports have been run you'll see this message:



If final financial reports have **not** been run you will see this message:

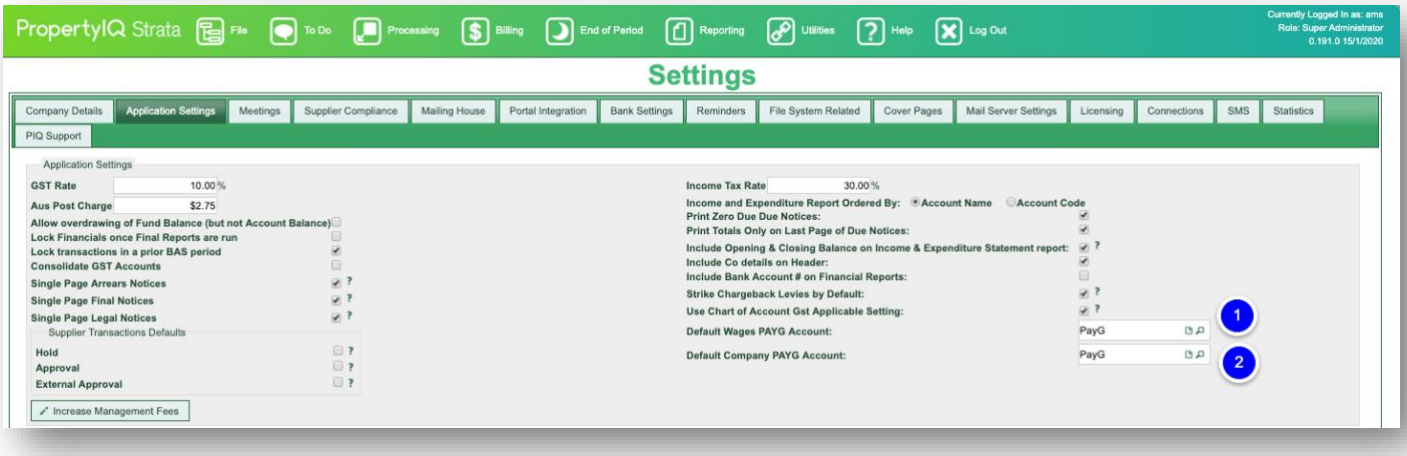


ITEM 8 – COMPANY PAYG AND WAGES PAYG AUTOMATION FOR BAS REPORTING

You can now configure PropertyIQ to automatically take wages PAYG and company PAYG into account when calculating whether a building (or schedule) is due to pay GST or is due a refund.

Go to Utilities>Settings>Application Settings, and:

1. Select your default Company PAYG and Wages PAYG accounts to use (this part of the new functionality was released in February 2020)
2. Use the search icon to find and select the chart of accounts code to be used for each



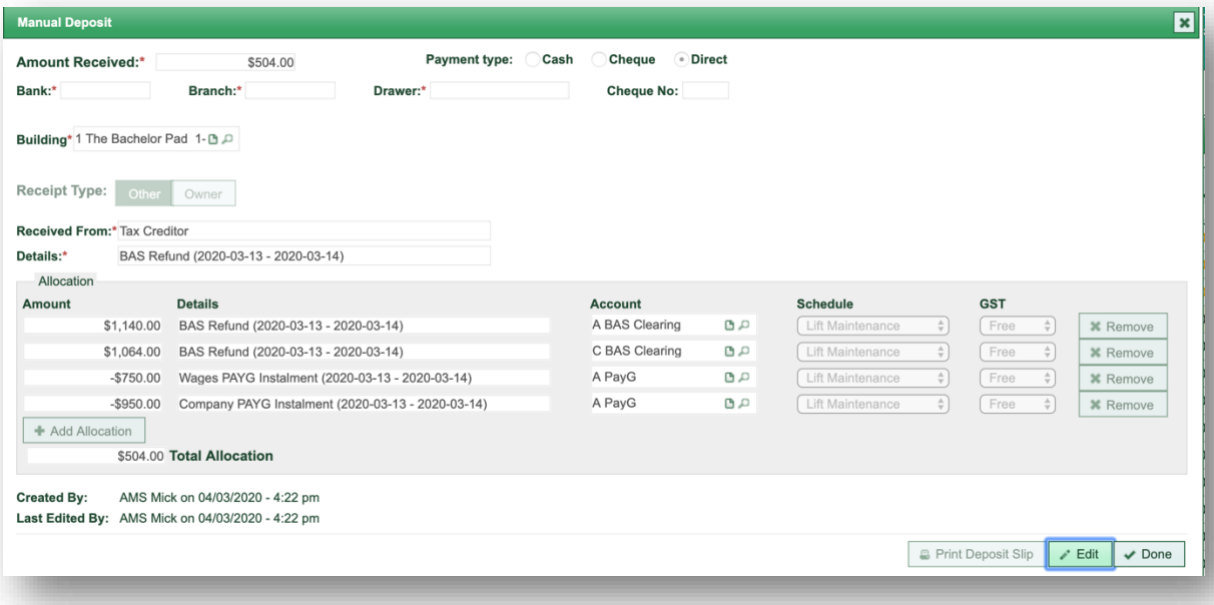
Any amounts allocated to these chart of accounts codes will now automatically be taken into account when calculating whether a building is due a refund or needs to make a payment to the ATO.

The automated calculation is:

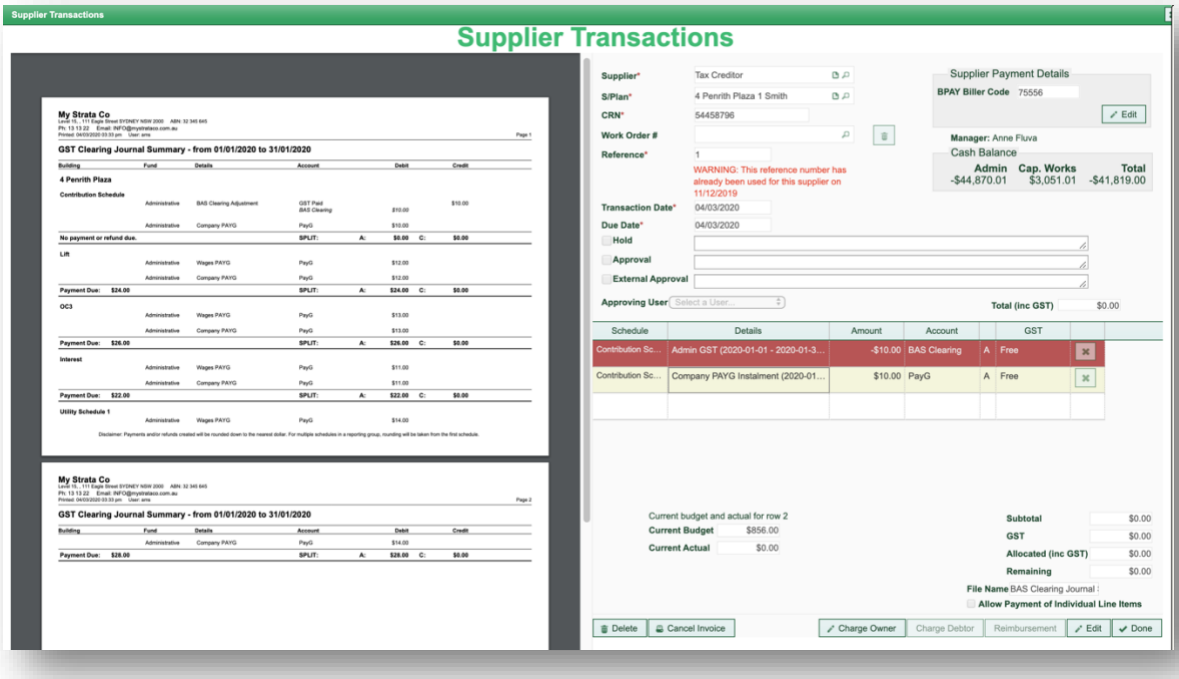
If the sum of GST collected on sales *Less* the sum of GST Paid on purchases *plus* Wages PAYG *plus* Company PAYG is greater than zero, an invoice is created, and if the result is less than zero (i.e. a negative), a manual deposit is created.

ITEM 11 - NEW ALLOCATION LINE IS AUTOMATICALLY CREATED FOR PAYG ITEMS ON THE MANUAL DEPOSIT OR INVOICE (WHICHEVER IS APPLICABLE)

If a building is due a refund and has Wages and Company PAYG responsibilities, the manual deposit slip will look something like this:

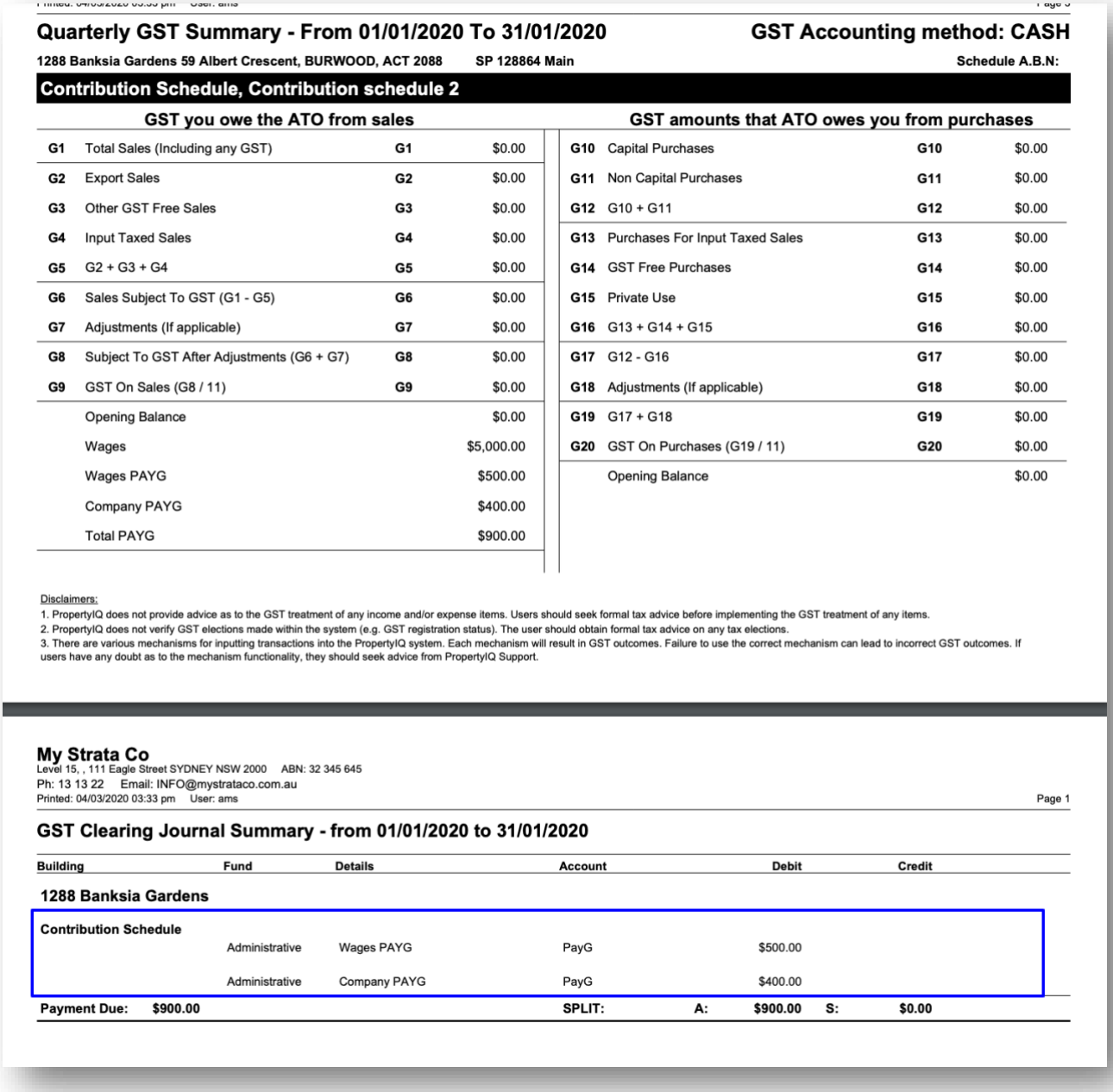


If the building needs to remit GST and has PAYG considerations, the invoice that is automatically created will look something like this:



ITEM 9 – WAGES PAYG AND COMPANY PAYG NOW INCLUDED IN CALCULATION ON THE BAS JOURNAL SUMMARY REPORT

When you complete the final step for BAS processing – Post journals and/or refunds –company PAYG and wages PAYG is now taken into account in the calculations and included on the report.



Quarterly GST Summary - From 01/01/2020 To 31/01/2020 — **GST Accounting method: CASH**

1288 Banksia Gardens 59 Albert Crescent, BURWOOD, ACT 2088 **SP 128864 Main** **Schedule A.B.N:**

Contribution Schedule, Contribution schedule 2

GST you owe the ATO from sales				GST amounts that ATO owes you from purchases			
G1	Total Sales (Including any GST)	G1	$0.00	G10 Capital Purchases	G10	$0.00
G2	Export Sales	G2	$0.00	G11 Non Capital Purchases	G11	$0.00
G3	Other GST Free Sales	G3	$0.00	G12 G10 + G11	G12	$0.00
G4	Input Taxed Sales	G4	$0.00	G13 Purchases For Input Taxed Sales	G13	$0.00
G5	G2 + G3 + G4	G5	$0.00	G14 GST Free Purchases	G14	$0.00
G6	Sales Subject To GST (G1 - G5)	G6	$0.00	G15 Private Use	G15	$0.00
G7	Adjustments (If applicable)	G7	$0.00	G16 G13 + G14 + G15	G16	$0.00
G8	Subject To GST After Adjustments (G6 + G7)	G8	$0.00	G17 G12 - G16	G17	$0.00
G9	GST On Sales (G8 / 11)	G9	$0.00	G18 Adjustments (If applicable)	G18	$0.00
	Opening Balance		$0.00	G19 G17 + G18	G19	$0.00
	Wages		$5,000.00	G20 GST On Purchases (G19 / 11)	G20	$0.00
	Wages PAYG		$500.00	Opening Balance		$0.00
	Company PAYG		$400.00			
	Total PAYG		$900.00			

Disclaimers:
1. PropertyIQ does not provide advice as to the GST treatment of any income and/or expense items. Users should seek formal tax advice before implementing the GST treatment of any items.
2. PropertyIQ does not verify GST elections made within the system (e.g. GST registration status). The user should obtain formal tax advice on any tax elections.
3. There are various mechanisms for inputting transactions into the PropertyIQ system. Each mechanism will result in GST outcomes. Failure to use the correct mechanism can lead to incorrect GST outcomes. If users have any doubt as to the mechanism functionality, they should seek advice from PropertyIQ Support.

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GST Clearing Journal Summary - from 01/01/2020 to 31/01/2020

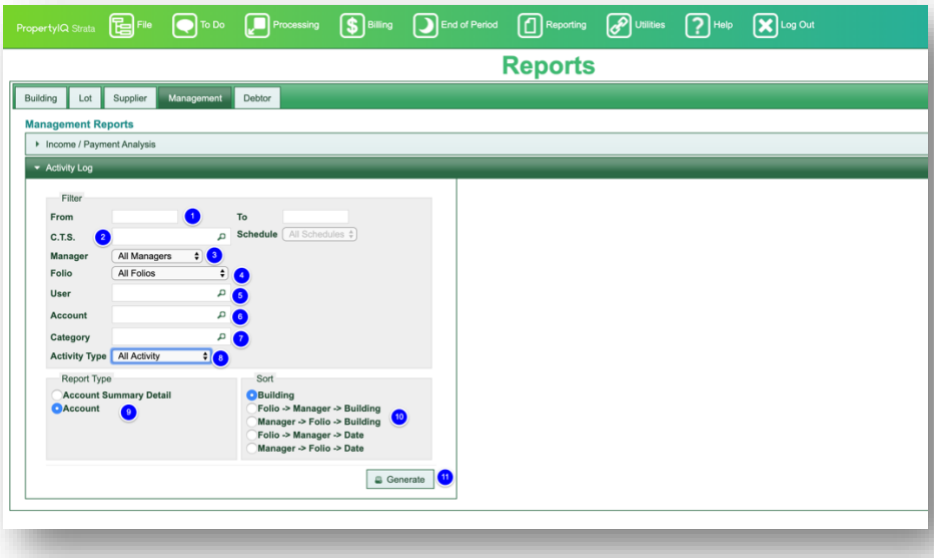
Building	Fund	Details	Account	Debit	Credit
1288 Banksia Gardens					
Contribution Schedule					
	Administrative	Wages PAYG	PayG	$500.00	
	Administrative	Company PAYG	PayG	$400.00	
Payment Due: **$900.00**			**SPLIT:**	**A:** **$900.00**	**S:** **$0.00**

ITEM 13 – ACTIVITY LOG REPORT CAN BE FILTERED BY USER, ACCOUNT AND CATEGORY

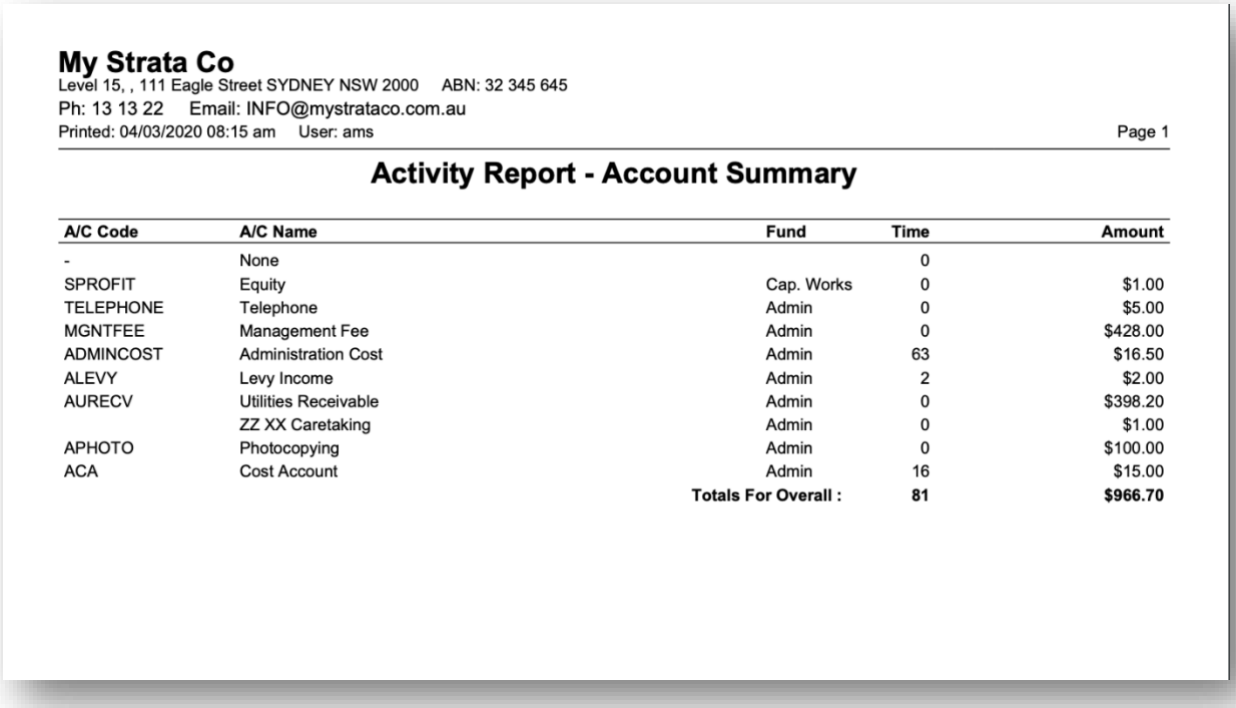
The activity log report can now be filtered by user, chart of accounts code and the charge category assigned to each activity item.

Activity log reports can be accessed either from the Reporting>management tab or from the Activity Log>Reports tab

1. Select a date range
2. If you want to generate for a single building, use the search icon to select the building
3. All managers are selected by default, but you can select an individual manager from the dropdown list
4. All folios are selected by default, but you can select an individual folio from the dropdown list
5. User is the person assigned to the activity. By default, when you create a new activity log the creating user is assigned to the activity, the creator can assign a different user. All users are the default but you can select an individual user from the dropdown list
6. All chart of account codes are select by default, but you can select an individual chart of accounts code by using the search icon
7. If you have assigned categories to items, you can filter by category. All categories are the default, but you can use the search icon to select individual categories.
8. All activity types are the default, but you can select individual activity types. The choices are:
    I. Timed activities . I.E. has an entry in the *Minutes* field
    II. Non-charge activities – activities logged without entering charge details
    III. Charge activities – activities logged with charge details entered
9. Select report type – whether detailed or summary
10. Select the sort order



The account **summary** report looks something like this.



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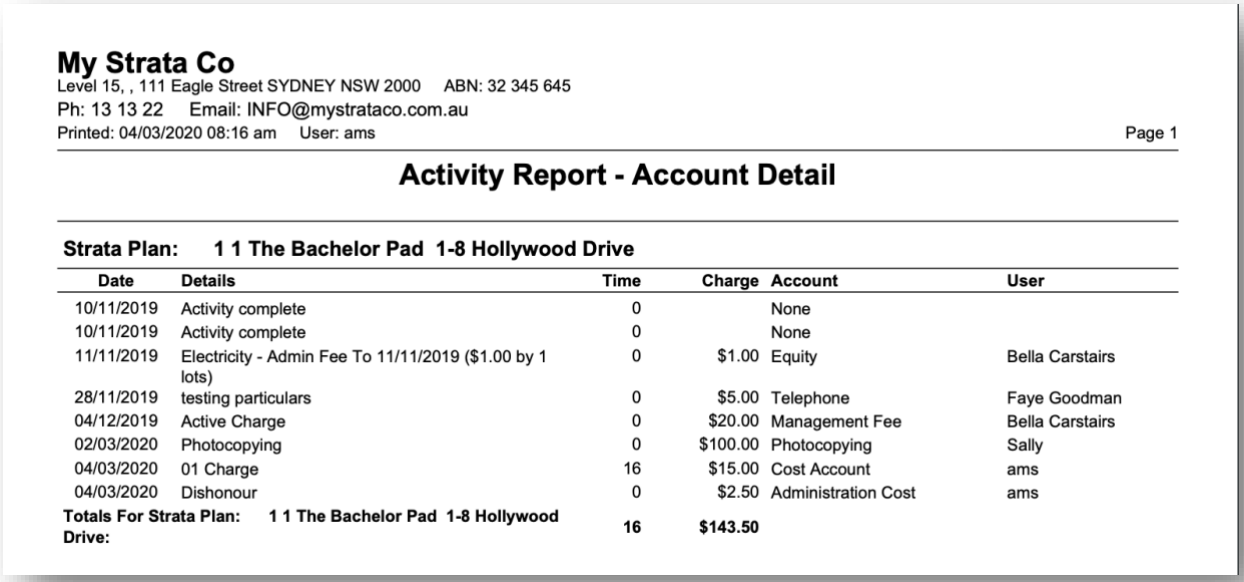
Activity Report - Account Summary

A/C Code	A/C Name	Fund	Time	Amount
-	None		0	
SPROFIT	Equity	Cap. Works	0	$1.00
TELEPHONE	Telephone	Admin	0	$5.00
MGNTFEE	Management Fee	Admin	0	$428.00
ADMINCOST	Administration Cost	Admin	63	$16.50
ALEVY	Levy Income	Admin	2	$2.00
AURECV	Utilities Receivable	Admin	0	$398.20
	ZZ XX Caretaking	Admin	0	$1.00
APHOTO	Photocopying	Admin	0	$100.00
ACA	Cost Account	Admin	16	$15.00
		Totals For Overall :	**81**	**$966.70**

The account **detail** report looks something like this:



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Activity Report - Account Detail

Strata Plan: 1 1 The Bachelor Pad 1-8 Hollywood Drive

Date	Details	Time	Charge	Account	User
10/11/2019	Activity complete	0		None	
10/11/2019	Activity complete	0		None	
11/11/2019	Electricity - Admin Fee To 11/11/2019 ($1.00 by 1 lots)	0	$1.00	Equity	Bella Carstairs
28/11/2019	testing particulars	0	$5.00	Telephone	Faye Goodman
04/12/2019	Active Charge	0	$20.00	Management Fee	Bella Carstairs
02/03/2020	Photocopying	0	$100.00	Photocopying	Sally
04/03/2020	01 Charge	16	$15.00	Cost Account	ams
04/03/2020	Dishonour	0	$2.50	Administration Cost	ams
Totals For Strata Plan: 1 1 The Bachelor Pad 1-8 Hollywood Drive:		**16**	**$143.50**		

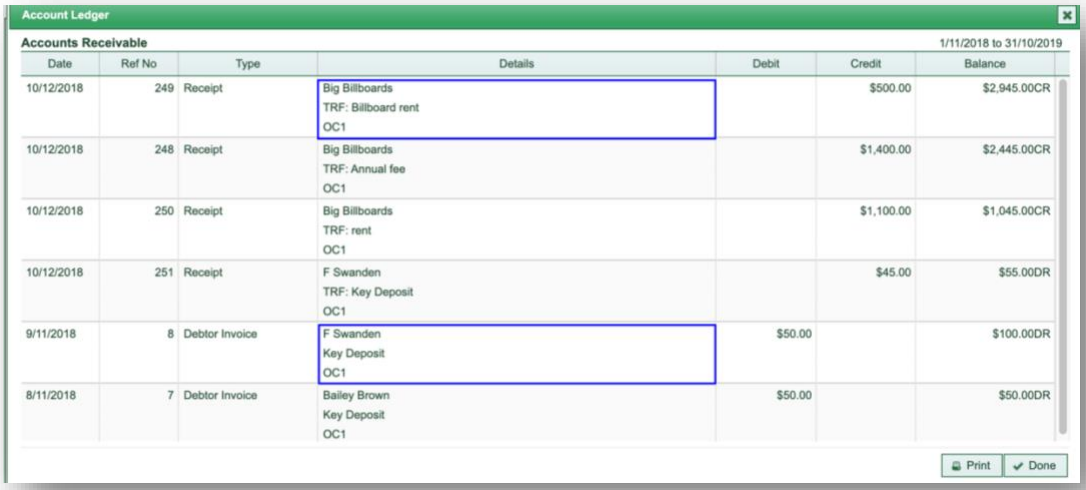
ITEM 12 - ADDED DETAILS NOW SHOW IN THE BUILDING CARD>TRIAL BALANCE FOR DEBTOR TRANSACTIONS

Improvements have been made to debtor transactions so you can more easily identify which invoice a debtor has paid or is outstanding.

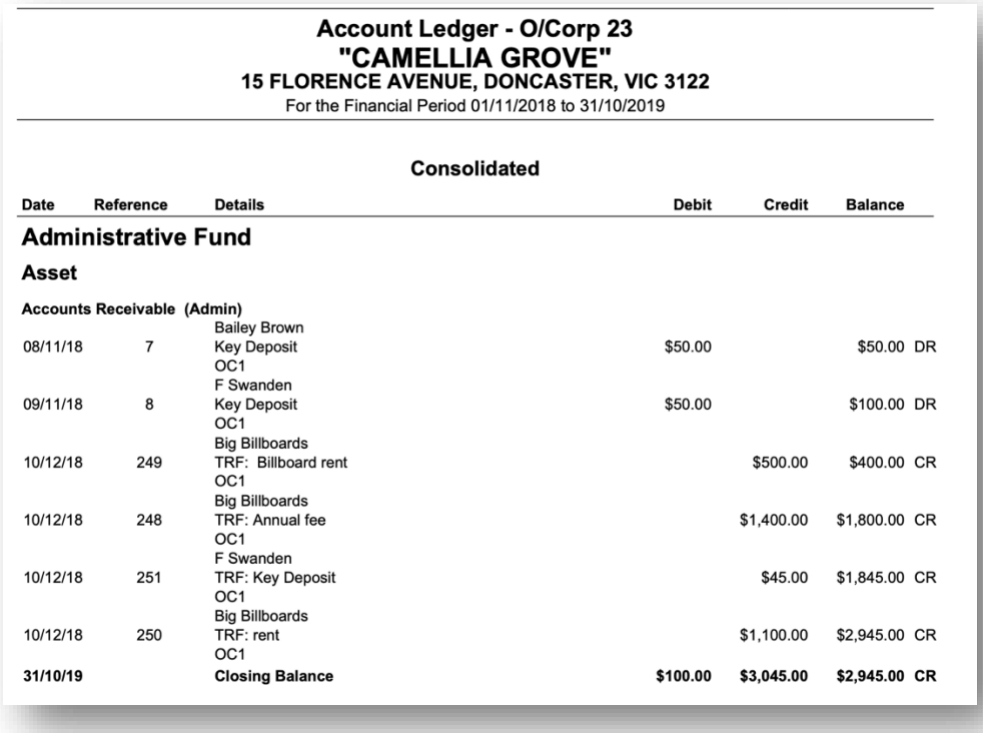
There is now more detail when you access the Building Card>Financials tab>Trial Balance and view:

Accounts receivable
Accounts paid in advance
Utilities receivable

The details column now shows the debtor name, description from the invoice line item and the schedule the transaction relates to



The additional information also now shows on the account ledger report.



Account Ledger - O/Corp 23
"CAMELLIA GROVE"
15 FLORENCE AVENUE, DONCASTER, VIC 3122
For the Financial Period 01/11/2018 to 31/10/2019

Consolidated

Date	Reference	Details	Debit	Credit	Balance	
Administrative Fund						
Asset						
Accounts Receivable (Admin)						
		Bailey Brown				
08/11/18	7	Key Deposit OC1	$50.00		$50.00	DR
		F Swanden				
09/11/18	8	Key Deposit OC1	$50.00		$100.00	DR
		Big Billboards				
10/12/18	249	TRF: Billboard rent OC1		$500.00	$400.00	CR
		Big Billboards				
10/12/18	248	TRF: Annual fee OC1		$1,400.00	$1,800.00	CR
		F Swanden				
10/12/18	251	TRF: Key Deposit OC1		$45.00	$1,845.00	CR
		Big Billboards				
10/12/18	250	TRF: rent OC1		$1,100.00	$2,945.00	CR
31/10/19		**Closing Balance**	**$100.00**	**$3,045.00**	**$2,945.00**	**CR**