PropertyIQ™ Strata

Release Notes Version 172.0-176.2

May 2019

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SUMMARY

HIGHLIGHTS

1. **New Releases Notification Pop up.** When you log in to PropertyIQ for the first time after a new version has been installed, you will now receive a popup notification advising that a new version has been installed.
2. **General Navigation** – you can now easily open an entity from a number of areas in PropertyIQ. For example, if you are viewing a lot card you can open a building card immediately by clicking on the symbol near the building name.
3. **Emailing – Incoming Emails**. New incoming email functionality is now available for all clients and has been enabled by default. This will allow you to file emails into PropertyIQ from your local email client (e.g. Outlook, Gmail) by forwarding emails to a dedicated mailbox. To complete incoming email setup, you will need to create/enable an email address for incoming emails in the Settings>Mail Server tab area. You may need assistance from your own IT support provider to assist with the information you need to enter into PropertyIQ. For full instructions, click here to view the detailed manual

REPORTING

4. **Debtor Transaction Report**. You can now print the debtor transaction report from the Debtor card>Ledger tab>Debtor Report button. This is the same report that is already available from the Reporting>Debtor menu.
5. **Strata Roll – Original proprietor.** When printing the Building>Strata Roll report you can now choose to include the details of the original proprietor that you have entered on the building card. You can now see the name, full address, phone, mobile, fax and email for the original proprietor.
6. **Strata Roll – Address for service, delivery methods.** When printing the Building>Strata Roll report>full report or when printing the lot owner page from the lot

owner card, it will now show the email address and postal address of the recipient for Due Notices, Meeting Notices and Correspondence. It will also show the delivery method for each type as either post, email or post/email.

7. **Cash Management Report.** The Cash Management Report is now grouped by fund so you can clearly see which fund payments were made from/receipted into.
8. **Cash Management Report**. An error where the full lot number detail was not showing in some instances on the Cash Management Report, has now been fixed.
9. **Owner Transaction Report in summary mode**. When printing an owner transaction report in summary mode (either from the Lot Owner Card>Ledger tab>Print or from the Building Card>Financials>Owner Positions>Print) the report was incorrectly showing lot owner refunds outside the date range selected. This has now been fixed.
10. **Expenses and Other Income Report**. This report now shows levies that are allocated to income accounts, with the exception of levies that are allocated to the *default Levy Income* accounts.
11. **Income Analysis Report**. This report previously included lots with a UOE of 0 in the lot count for each building. These lots are now no longer counted. This brings this report into line with the lot count in the building export.
12. **Exporting Financial Reports**. When exporting financial reports for a building where schedule names were duplicated or long, an error was occurring. This issue has now been fixed.
13. **Diary Reports.** When printing diary reports, if you selected *Building Agreement End,* the report was incorrectly showing the management agreement *start* date. This has now been fixed so that running this report will show the agency agreement *end* date you have entered on the building card>fixed charges screen.
14. **Committee Financial Reports recipients.** Committee members who are not lot owners and who are assigned the role Strata Liaison were not receiving financial reports when sent from Reporting>Financial Reports, even if they were ticked as a financial reports recipient on their committee member card. This has now been fixed so that all committee members ticked as financial reports recipients will receive financial reports if sent from the Reporting>Financial Reports screen and *Publish to Executive Committee* is selected.

ADJUSTMENTS

15. **Journals in prior BAS period** - Adding or editing a journal adjustment when the original transaction took place in a prior BAS period. You can now add or edit journal adjustments that took place in a prior BAS period – regardless of whether you have ticked “lock transactions in a prior BAS period” in your application settings. Note: If final reports have been run and you have ticked “lock financials once reports have been run” in your application settings, you will not be able to add/edit journal adjustments.
16. **Cancel Levies Tab -** The *Cancel Levies* tab has been removed as it is no longer needed, Levies can be cancelled from the *Levy Maintenance* tab.
17. **Cancelling a cheque**. The cheque cancellation process has changed slightly. The cancellation date now defaults to the building’s last statement date. If the building does not have a last statement date, the date now defaults to today’s date. This is to ensure that cancelling a cheque does not cause a bank reconciliation discrepancy.

18. **Levy Maintenance - Cancel Levy function**. When cancelling a levy that has a due date in the future, the contra levies created are now dated the same date as the original levy to ensure that the lot's ledger balance will reconcile, and the original/contra levy dates align.

RECEIPTING

19. **.txn file processing –** M*anual Other Deposits* when an amount has been dishonoured. The behaviour of dishonours has changed slightly. If the dishonour amount matches the original manual deposit amount, the item will automatically appear in the allocated column, and a negative transaction is created to contra the original receipt. If the dishonour amount *does not* match the original receipt amount, the item will appear in the unallocated column and you will be able to manually allocate it to the appropriate chart of accounts code etc.
20. **txn file processing for cheques.** An issue where a cheque appearing on a .txn file that had been correctly processed via Supplier Transactions, was appearing on the *Informational* tab when it should have appeared on the *Allocated* tab, has now been fixed.
21. **Manual deposits created by BAS Processing** when a building has multiple schedules; the schedules are separately registered for GST; and more than one schedule is due a refund. Previously, the .txn file allocator only looked for the latest manual deposit that was created during the BAS process. It now looks for all manual deposits for that building to attempt to match any amounts received via a .txn file.
22. **Manual Deposits – trust account receipt**. Where a lot owner has paid by cheque/cash for a levy that discount applies to and has paid the discounted amount, the trust account receipt was incorrectly showing the full (undiscounted) amount. This has now been fixed. Note: this did not affect the manual deposit slip – it showed the correct amount.

SUPPLIER TRANSACTIONS AND SUPPLIER PAYMENTS

23. **Supplier Payments screen sort** – You can now sort by the *selected* column by clicking on the column heading. This allows you to easily view invoices where the building has insufficient funds, or the supplier has missing payment details.
24. **Supplier Transactions – Assign mode.** When entering supplier transactions using assign mode, you can now no longer select an inactive building
25. **Supplier Transactions – Ability to delete.** If you have ticked *Lock Financials once final reports are run* in your Application Settings, you will not be able to delete a transaction that took place in the period for which final reports have been run.

    If you have *not* ticked *Lock Financials once Final reports are run* in your Application Settings and the transaction took place in a period for which final financial reports have been run, you will be able to delete the invoice but will receive a warning that the invoice is in a period for which final financial reports have been run.

    If you have ticked *Lock Transactions in a prior BAS period* in your Application Settings, the building is GST registered and the transaction took place in a prior BAS period you will not be able to delete an invoice from a prior BAS period.

    If you have *not* ticked *Lock Transactions in a prior BAS period* in your Application Settings and the transaction took place in a prior BAS period, you will be able to delete the invoice but will receive a warning that the transaction took place during a prior BAS period.

26. **Supplier Transactions – Ability to edit in prior BAS period.** Regardless of whether you have ticked *Lock Transactions in a prior BAS period* in your Application Settings, you can now edit details for a supplier transaction that don't affect BAS reporting; such as the invoice description, the due date, the chart of accounts code if it's the same fund and GST status.
27. **Supplier Transactions – Edit payment details.** If you have permission to edit supplier payment details, you will now be able to edit these from the supplier transactions screen, even if the invoice itself is not editable (e.g. if the transaction was in a prior BAS period and you have selected *lock transactions in a prior BAS period* or the final reports for the building have been run and you have selected *lock financials once final reports have been run)*
28. **Supplier Transactions.** Improvements have been made to the speed of the process when entering the chart of accounts code for an invoice.
29. **Supplier Remittance documents.** An issue where supplier remittance advice documents were sometimes being saved against the wrong building has now been fixed.

CASH BOOK

30. **Bank reconciliation screen.** A new filter has been added so you can filter the screen to show *all* types of bank accounts, main bank accounts or investment bank accounts.
31. **Print option.** When you select the *Print* option from the cash book screen and don't enter a date in the *To Date* field, the cash book now prints all entries from the *From Date* selected to now. Previously this was causing an error.

BUILDINGS

32. **Building Screen - Export Data.** Extra data is now included when using this function. You can now export:
    i. Auto allocate levy receipts. If this is ticked on the building card it shows as Y, if not it shows as N
    ii. Levy discount. If this is ticked on the building card it shows as Y, if not it shows as N
    iii. Levy discount rate
    iv. Levy discount days grace
    v. Levy discount effective date
    vi. Owner interest rate
    vii. Owner interest days grace
    viii. Owner interest effective date
    ix. Debt collection. If debt collection is ticked on the building it shows as Y, if not it shows as N
    x. Payment Plan. If payment plan is ticked on the building card it shows as Y, if not it shows as N
    xi. Sundry charges – up to 10 sundry charges are now shown on the export file PF 589
33. **Building Card - Configure Charges**. If your user role has permission to configure charges, you will now be able to edit all types of charges from the building card - fixed, sundry and charge schedules.

LOTS

34. **Lots/owners screen – Export Data.** Extra data is now included when using this function. You can now export:
    i. Formal tenant. If the lot card has *formal tenant* ticked it shows as Y, of not it shows as N
    ii. Auto allocate levy receipts. If this is ticked in the lot settings on either legal or repayment plan accordions, it shows as Y, if not it shows as N
    iii. Legal action notes
    iv. Repayment plan notes
    v. Repayment Plan delinquency date
    vi. Last Info Certificate – shows the date of the last info certificate that was generated for this lot
    vii. Lot notes – When processing the export, you have the option to include lot notes. If selected to be included, these show together in one cell and include the date, the name off the note and the note details.
    viii. The column heading *Last Dealing Date* is now called *Last settled Date* and reflects the date entered when a change of ownership was processed for this lot
35. **Lots/owners screen – Import Data**. When importing lot data, the column heading *Last Dealing Date* is now called *Last Settled Date* to match the field on a lot card. The last date the lot changed ownership should be recorded in this column.
36. **Lot owners - Linked lot owners**. If you unlinked lot owners that had previously been linked, the information was not clearing correctly. This has now been fixed. When you unlink a lot owner, they now become available to be linked with another lot owner.

37. **Change of owner -** When processing a change of owner for a lot, the *Power of Attorney*, *Legal Action* and *Payment Plan* fields were not clearing. This has now been fixed and these fields are now blank on a lot owner card after a change of owner is processed.
38. **Lot owner card –** Improvements have been made to the validation rules for saving a lot owner. For example, you will no longer see the message "email address is required" if the lot card does not show any delivery by email.

SUPPLIERS

39. **Supplier Card – Ledger - search by amount.** When searching in the Supplier card>Ledger screen you can now search for an amount. For example, you could enter $500 to find all invoices of that amount.
40. **Supplier Card – Ledger - search by reference**. When filtering the supplier ledger by reference number, the ledger will now filter correctly. You should enter the cheque number if the payment was made by cheque or the transaction number if the transaction was paid by another method.
41. **Supplier Card – Ledger –** Editing a supplier transaction with multiple line items from the supplier card ledger. An issue where the invoice total was not updating when you removed a line item has now been fixed.

BUDGETS & LEVIES

42. **Budget Reports – Rounding disclaimer.** If you have enabled rounding in budgets in your Settings>Application Settings, your budget reports now include a disclaimer in the footer of each page that states "There may be differences in calculated instalment amounts due to round to nearest $_ ($1 or $0.05 – depending on which rounding selection you have entered) The disclaimer appears on:
    - Budget Summary
    - Owner Summary
    - Contribution Summary
    - Levy Adjustment Summary
43. **Budget Calculations.** Application Settings > Budget Settings. If you choose the calculation setting "Expenditure Less Income" the budget calculation will now ignore the default chart of account code "Levy Income" for the purpose of calculating the budget.
44. **Accepting a Budget.** If an error occurs when striking Annual Levy Notices (as part of the budget acceptance process) you will no longer be forced to open a new tab. You will be able to continue to use the same tab. Note: If *no* errors occur, you will still need to open a new tab if you want to continue working whilst the annual levy notices are being produced/sent.
45. **Annual Levy Notice when striking a budget for a building with multiple schedules.** An issue where annual levy notices were showing incorrect amounts if a building had multiple schedules and some lots did not contribute to all schedules, has now been fixed.

46. **Budget Instalment dates.** An issue where levy/fee instalment dates were not showing correctly if the start date of an instalment was the last day of the calendar month, has now been fixed.
47. **Special Levy - Preview**. When generating a preview of a special levy notice that has discount applicable, the Nett Levy field was not populating. This has now been fixed. Note: this issue only affected the preview as the actual levy notice was always correct**.**
48. **Special Levy – Account selection.** When you use the special levy function to create special levies (i.e. any levy that is not a standard levy) there is now *no* default chart of account code showing in the account field. You must select the appropriate chart of account code to process the levy.

MEETINGS

49. **Meeting Card** – **WA Buildings**. When creating a new meeting for a WA building the default arrears cut-off date always shows as "date of notice". However, if a user manually changed this to another setting, saved the meeting and then reopened the meeting card, it was defaulting back to date of notice. This has now been fixed so whatever changes the user has made for that meeting will save correctly.
50. **Minutes - New merge fields for minute generation using the motions library.** Additional information from the meeting can now be added to the motion's minutes tab. If you record a mover and seconder for a motion, this information can now be inserted into the minutes motion report using the merge fields {{minutes_mover}} and {{minutes_seconder}}. These show the names of the person who moved and seconded a motion's acceptance respectively. If no mover and/or seconder are recorded, these merge fields will be blank on the minutes motion report.

    You can also record the result of a motion by using the merge field {{minutes_resolution}}. This merge field shows the following wording – depending on the voting result you have recorded. Y shows *Carried* and N shows *Defeated*. If the motion has alternate options, the wording shows as *Option 1*, *Option 2* etc. depending on which option received the most votes.

MACQUARIE DIRECT DEBIT (BILLER INITIATED DIRECT DEBIT) VIA DEFT

51. **New Custom Merge Template.** A new custom merge template is available called "DEFT Direct Debit Invitation". You can send this document to your lot owners to advise them about Direct Debit and give advance details prior to using the *Direct Debit Invite* button to trigger an automated email invitation sent by DEFT.
52. **Direct Debit Invitation email.** The email that is sent to your lot owners when you trigger a *Direct Debit Invitation* (either singly from the lot owners card or in bulk from the lot owners screen) shows the lot and unit number more clearly now so that your lot owners can easily see what the invitation is about.
53. **Retry failed payment.** The Direct Debit screen now allows you to *Reprocess* a direct debit that has dishonoured or failed after being processed. Administrators have this permission by default. If you want other users to have this permission, you will need to add it to other roles. If a levy has previously been processed and has dishonoured or failed, you will now see a new *Reprocess* button, provided the levy has not already been reprocessed and there is still an amount owing for that levy. When you select *Reprocess,* you receive a popup notification on your screen, and you will need to enter a reason for the reprocess before proceeding.

AIM (AUTOMATED INVOICE MANAGEMENT)

Two improvements have been made for users of Automated Invoice Management

54. **Work Order Numbers** When an invoice is processed by AIM and quotes a work order number, the work order's status now changes to completed.
55. **Default Management fees supplier** You can now process invoices via AIM for your default management fees supplier (managing agent)

GENERAL

56. **NSW – Section 184 Certificate calculations**. Items 1 and 2. An issue where the total sum of line items was not appearing correctly has been fixed.
57. **Fee Schedules**. An error that was occurring when processing a fee schedules run for a building with multiple contribution schedules that included variable charges *and* the building had selected to split fees, has now been fixed.
58. **Document entry** – Uploading Metadata. When uploading metadata using a .csv file, previously if you selected to skip a column, it was still importing. This has now been fixed.
59. **Mailing Labels.** An error that was occurring when creating mailing labels and including *Nominees* or *Mortgagees* from the lot owner card, has now been fixed.
60. **Utility Billing – GST field**. An issue where the GST status elected when processing Utility Invoices was not clearing if you processed utility invoices for one building and then went straight to processing utility invoices for another building; has now been fixed. The GST election now clears when a new building is selected.
61. **Audit Trail improvements.** Improvements have been made to the audit trail process to ensure that PropertyIQ shows all presented/unpresented deposits and cheques on the audit trail.

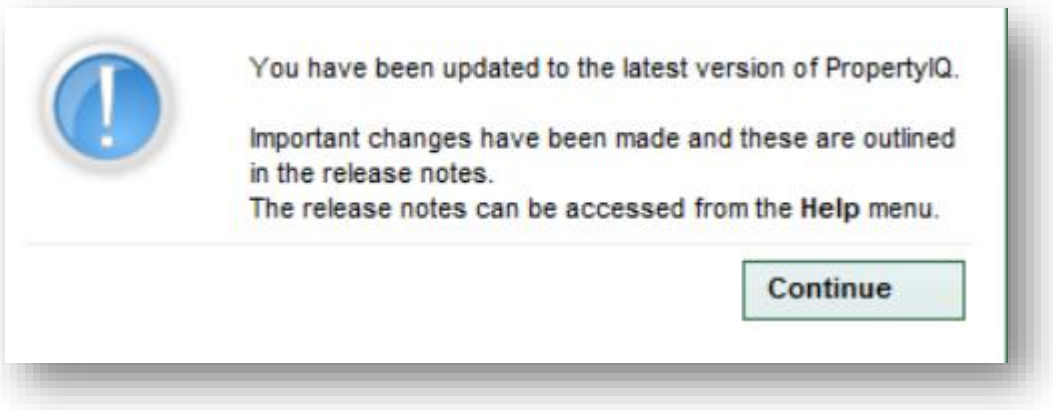
62. **Insurance Claims**. When entering an insurance claim, if you try to save the claim with any of the mandatory fields missing, the missing fields now show with a red background, so it is clear which fields you need to complete before saving.
63. **Insurance Claims** – **Recipient documents**. An issue where insurance claim documents that were sent to recipients were not showing in a recipient's documents tab when they should have been has now been fixed. You can now view the generated documents from the recipient's supplier card or lot owner card.
64. **GST registered schedules –** default GST status. Changes to the default GST status have been made when entering.
    - Manual Deposits
    - Supplier Transactions – charge owner
    - Access Register – sell access item

Note: See detailed screenshots below for table of GST status defaults.

DETAILED SCREENSHOTS

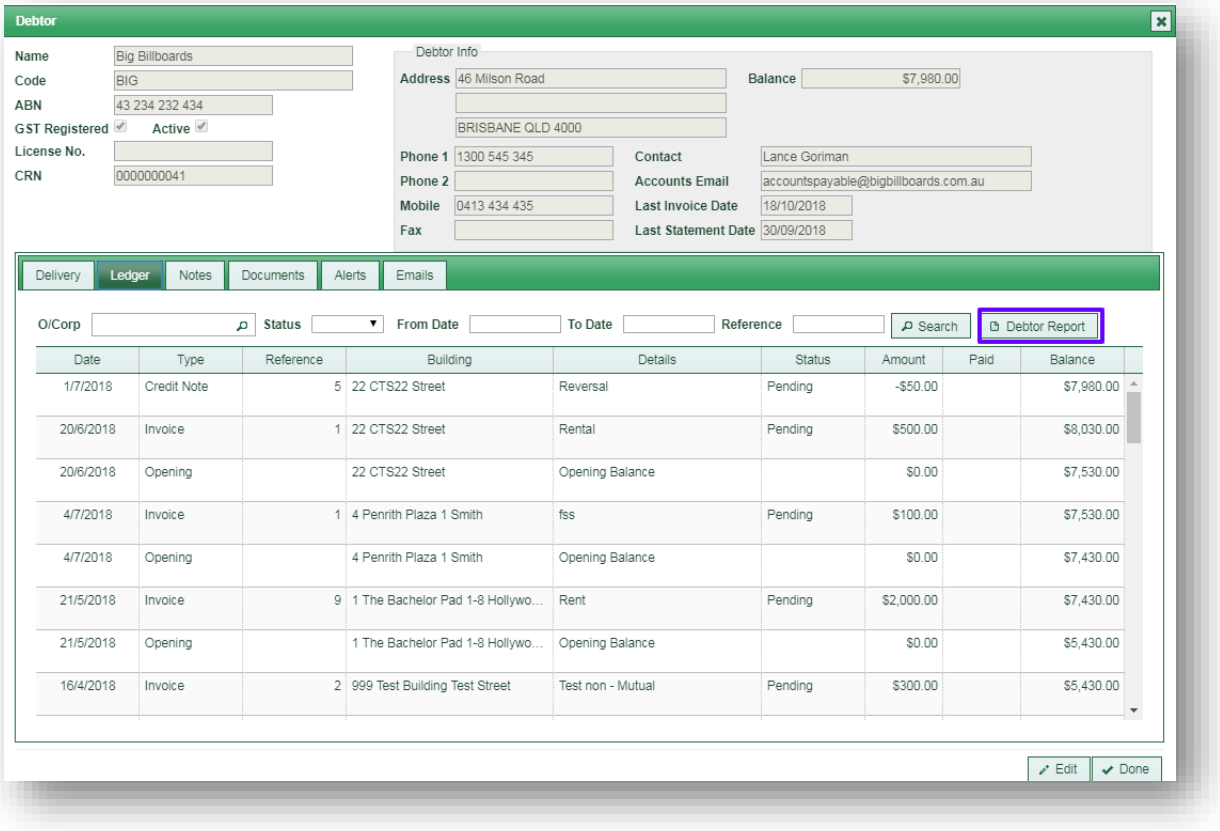
ITEM 1 – NEW UPDATE NOTIFICATION

When you log in to PropertyIQ for the first time after a new version has been installed, you will now receive a popup notification advising that a new version has been installed. The popup notification also includes a link to the relevant release notes document.



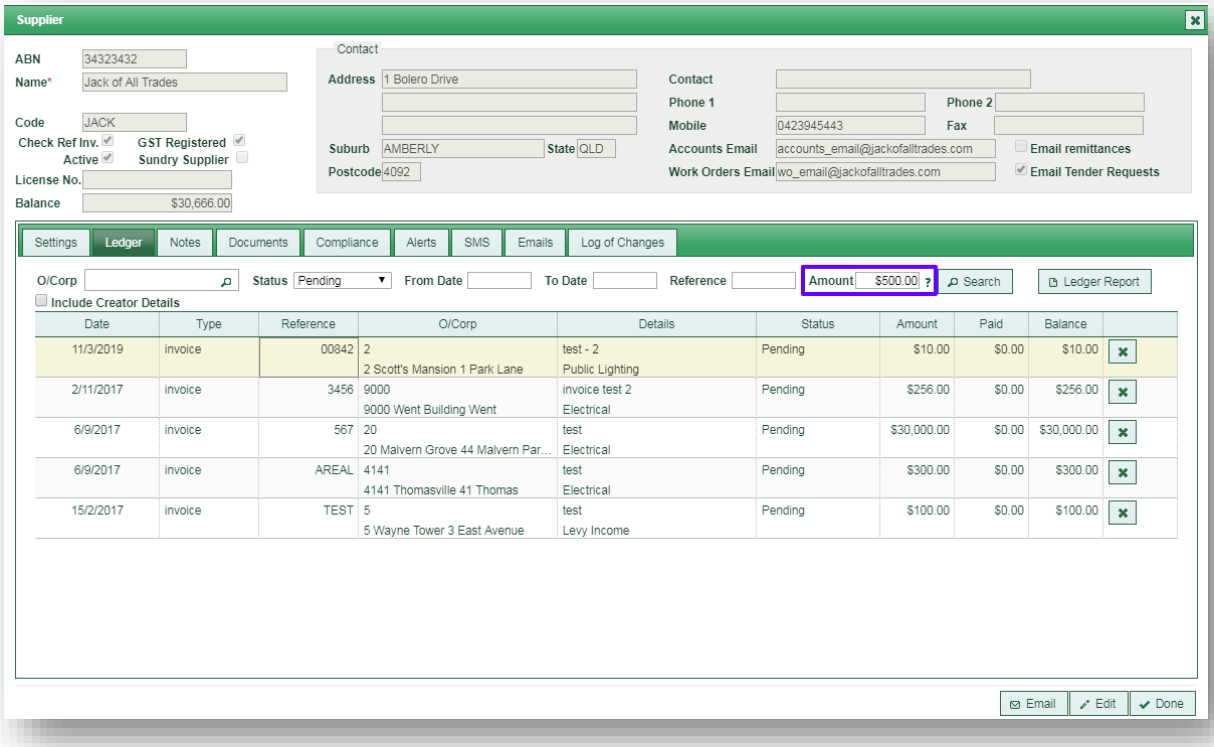
ITEM 4 - REPORTING – DEBTOR TRANSACTION REPORT

You can now print the debtor transaction report from the debtor card>ledger tab This is the same report that is already available from the Reporting>Debtor menu.



ITEM 39 – ABILITY TO SEARCH THE SUPPLIER CARD LEDGER FOR A SPECIFIC AMOUNT

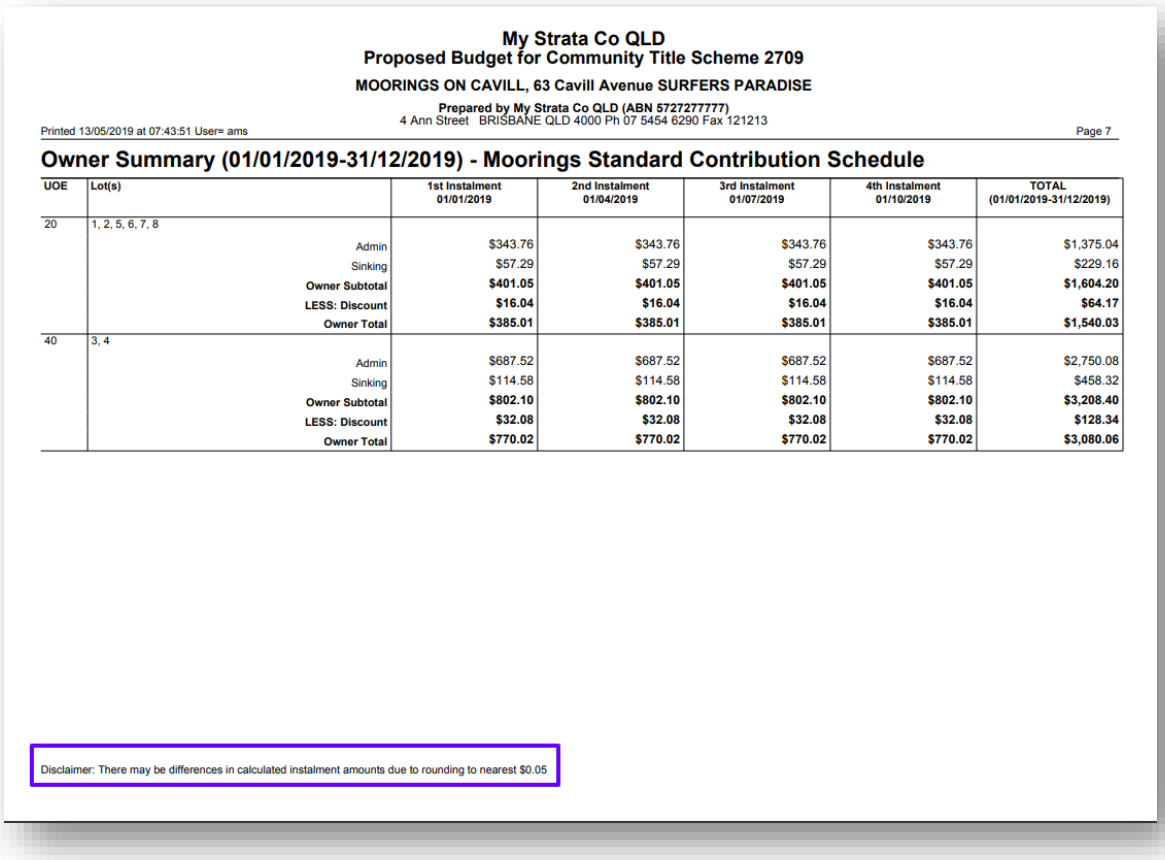
You can now search for an invoice of a specific amount on the supplier ledger card.



ITEM 42 – DISCLAIMER ON BUDGET REPORTS

If you have enabled rounding in budgets in your Settings>Application Settings, your budget reports now include a disclaimer in the footer of each page that states “There may be differences in calculated instalment amounts due to round to nearest ($1 or 5.c – depending on which rounding selection you have entered) The disclaimer appears on:

a. Budget Summary
b. Owner Summary
c. Contribution Summary
d. Levy Adjustment Summary



My Strata Co QLD
Proposed Budget for Community Title Scheme 2709
MOORINGS ON CAVILL, 63 Cavill Avenue SURFERS PARADISE

Prepared by My Strata Co QLD (ABN 5727277777)
4 Ann Street BRISBANE QLD 4000 Ph 07 5454 6290 Fax 121213

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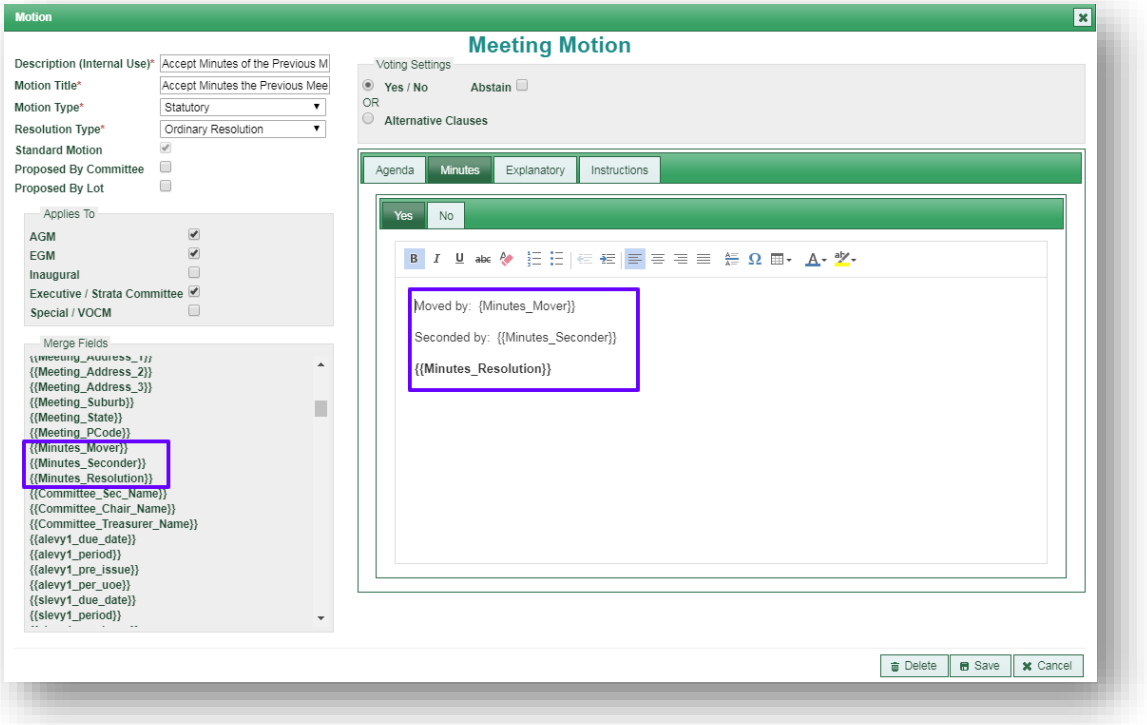
Owner Summary (01/01/2019-31/12/2019) - Moorings Standard Contribution Schedule

UOE	Lot(s)		1st Instalment 01/01/2019	2nd Instalment 01/04/2019	3rd Instalment 01/07/2019	4th Instalment 01/10/2019	TOTAL (01/01/2019-31/12/2019)
20	1, 2, 5, 6, 7, 8						
		Admin	$343.76	$343.76	$343.76	$343.76	$1,375.04
		Sinking	$57.29	$57.29	$57.29	$57.29	$229.16
		Owner Subtotal	**$401.05**	**$401.05**	**$401.05**	**$401.05**	**$1,604.20**
		LESS: Discount	**$16.04**	**$16.04**	**$16.04**	**$16.04**	**$64.17**
		Owner Total	**$385.01**	**$385.01**	**$385.01**	**$385.01**	**$1,540.03**
40	3, 4						
		Admin	$687.52	$687.52	$687.52	$687.52	$2,750.08
		Sinking	$114.58	$114.58	$114.58	$114.58	$458.32
		Owner Subtotal	**$802.10**	**$802.10**	**$802.10**	**$802.10**	**$3,208.40**
		LESS: Discount	**$32.08**	**$32.08**	**$32.08**	**$32.08**	**$128.34**
		Owner Total	**$770.02**	**$770.02**	**$770.02**	**$770.02**	**$3,080.06**

Disclaimer: There may be differences in calculated instalment amounts due to rounding to nearest $0.05

ITEM 50 - MEETINGS – NEW MERGE FIELDS FOR MINUTE GENERATION

Additional information from the meeting can now be added to the motion's minutes tab. If you record a mover and seconder for a motion, this information can now be inserted into the minutes motion report using the merge fields {{minutes_mover}} and {{minutes_seconder}}. These show the names of the person who moved and seconded a motion's acceptance respectively. If no mover and/or seconder are recorded, these merge fields will be blank on the minutes motion report. You can also record the result of a motion by using the merge field {{minutes_resolution}}. This merge field shows the following wording – depending on the voting result you have recorded. Y shows *Carried,* N shows *Defeated*, O shows *Out of Order*, A shows *Abstained*. If the motion has alternate options, the wording shows as *Option 1*, *Option 2* etc. depending on which option had the received the most votes.



ITEM 64 – GST REGISTERED SCHEDULES – DEFAULT GST STATUS

GST registered schedules – default GST status. Changes to the default GST status have been made when adding or editing the following:

- Manual Deposits
- Supplier Transactions – charge owner
- Access Register – sell access item

The defaults are:

Schedule GST Status	**Account GST Status**	**GST Default (when chart of account GST applicable setting is enabled)**	**GST Default (when chart of account GST applicable setting is disabled)**
Non-GST	Non-GST	Free (GST field disabled)	Free (GST field disabled)
Non-GST	GST	Free (GST field disabled)	Free (GST field disabled)
GST	Non-GST	Free (GST field editable)	Inclusive (GST field editable)
GST	GST	Inclusive (GST field editable)	Inclusive (GST field editable)