PropertyIQ

Release Notes November 2020

PropertyIQ Version 0.210.2
PropertyIQ Portal 2.1

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SUMMARY

CHANGES RELATED TO PORTAL

Changes in Portal

1. **Portal login screen > select user type –** When logging into the portal, you will now see a dropdown that allows you to select the user type; lot owner/committee member or strata manager. The selection will determine the access provided to the user and will also ensure password security rules are enforced depending on user type.

    - You can choose a type of either *Owner/Committee Member* or *Strata Manager*
    - Owner/Committee Member is selected by default
    - For convenience, the portal will remember the user's last type selection and will default it to that on the next login
    - For Strata Manager Portal Administrators, you will need to select "Strata Manager" on your next login to portal. It will then remember this selection for next time.
    - If the wrong type is selected (e.g. email belongs to lot owner account and Strata Manager is selected), you will see an on-screen warning message "Incorrect email or password".

    See screenshot below.

2. **Committee Member portal documents > 'Lot' category** – Changes have been made to allow the use of the 'Lot' document category for committee member accounts on the portal. On the portal > documents page, the *Lot* category was previously not visible to committee members accounts (committee members without lot owner access to the building). However, to avoid confusion and to keep the user view consistent, this document category has now been made available to all portal account types.

    See screenshots below.

PASSWORD SECURITY RULES

We've outlined below improvements that have been made to password security rules in PropertyIQ and PropertyIQ portal. You can view a summary of password requirements here.

3. **PropertyIQ - Password security improvements:**

    - Password complexity and format – In PropertyIQ, you will now be required to use a password that is at least 8 characters long **AND** meets 3 out of 4 following criteria:
        - 1 uppercase letter
        - 1 lowercase letter
        - 1 number
        - 1 special character
    - Password age of 12 months – You will now need to change your password at least once every 12 months. If it's been 12 months since your last password change, you will be redirected to the "Reset Password" screen when next logging in.
    - Password history – You can no longer use a password if it's the same as any last 10 passwords used. When resetting your password and you try to use an old password, a warning will appear and you will be asked to choose a different one.

4. **Portal - Password security improvements:**
    - Password age of 12 months – *Strata Manager Portal Administrators* will now need to change your password at least once every 12 months. If it's been 12 months since your last password change, you will be redirected to the "Reset Password" screen when next logging in.
        - ***NOTE***: This only applies to Strata Manager Portal Administrators and does not apply to lot owners or committee members using the portal.

- Session timeout of 15 minutes - *Lot Owners & Committee Members* will now be asked to re-login to the portal if their browser session has been inactive (e.g. no mouse clicks on the screen) for 15 minutes.
    - ***NOTE***: This only applies to lot owners and committee members. The existing session timeout of 1 hour will continue to apply to Strata Manager Portal Administrators.

UNIDENTIFIED DEPOSITS

5. **Allocating unidentified deposit as a bank adjustment** – Under the Processing > Receipts > Unidentified Deposits screen, there was an issue preventing users from allocating an unidentified deposit as a *bank adjustment* if it was dated in a previous financial year. Improvements have been made that will allow you to do this in future.

    - When allocating an unidentified deposit as a bank adjustment, the adjustment date will be defaulted to today's date
    - You can change the adjustment date within the existing validation rules:
        - Adjustment date cannot be in a previous financial year
        - Adjustment date cannot be in a prior BAS period (dependent on application setting *Lock Transactions in a prior BAS period*)
        - Adjustment date cannot be in a Final Report period (dependent on application setting *Lock Financials once Final Reports are run*)

    When allocating an unidentified deposit as a bank adjustment where the original deposit date is in a previous financial year and the adjustment date is today's date:

    - the financial reports for the **previous** financial year will be unchanged and will continue to reflect the deposit as an *unidentified deposits* on the balance sheet; and
    - the financial reports for the **current** financial year will then show the adjustment against the relevant chart of account and a reduced balance for *unidentified deposits* on the balance sheet.

    For detailed instructions, see screenshots below.

INFORMATION CERTIFICATES

6. **Info Certificate generation screen for ACT clients –** Improvements have been made under Lot card > Info Certificate button > Information Certificate generation screen for ACT buildings, so that standard and special levies are displayed in the levies preview grid. This will now match what is merged in the Certificate document.

7. **Info Certificate document > Levy information –** An issue has been fixed where levies were being incorrectly combined into one row in a Certificate. Improvements have now been made to how levy information is merged and displayed in Certificates for all States, as follows:

    - Special levies –
        - Will never be combined and will show 1 row for each special levy
    - Standard levies -
        - For ACT buildings
            i. Standard levies will only be combined if they have the same due date **AND** same levy period **AND** same schedule
        - For QLD buildings –
            i. Standard levies will only be combined if they have the same due date **AND** same levy period, then:
                a. Insurance/Interest schedule standard levies will be combined into 1 row
                b. Other standard levies (non-insurance/interest schedule levies) will be combined into 1 row
        - For all other States - levies will only be combined if they have the same due date **AND** same levy period
    - Standard levies and special levies will never be combined, even if they have the same due date

8. **ACT Section 119 certificate** – An issue has been fixed where generating an ACT Section 119 Certificate that included special levies was causing an error and preventing the document from being generated.

9. **Audit trail logging –** Any changes made to a user's data access restrictions and nominated Folios will now be recorded in the global Audit Trail, and be included in the audit trail report.
10. **BMC Budgets** – Further issues have been fixed where entering some percentages to two decimal places in the BMC budget setup screen under allocation methods was causing an error.
11. **Cash management report** –
    - An issue has been fixed where the closing balance on the Cash Management report is incorrect due to an unpaid lot owner refund. The closing balance of the Cash Management report will now be the sum of the opening balance and receipts, less any payments; ensuring the report always reconciles with itself.
    - You will also see a new warning message in the *Bank Account Summary* section of the report if the closing balance of an account does not match the current bank account balance.
12. **Owner transaction summary report –** An issue where generating an owner transaction summary report that included a lot owner refund would cause an error is some cases, has been fixed.
13. **TXN receipting files -** For PIQ instances hosted in the new PIQ Cloud environment (AWS), an intermittent issue was occurring where TXN files could not be imported into PIQ due to a certain file type and format of the TXN file. This has now been fixed.
14. **Supplier payment files -** For PIQ instances hosted in the new PIQ Cloud environment (AWS), an intermittent issue was occurring where payment files (.aba, .bpay) could not be generated in PIQ due to certain characters being contained in the file. This has now been fixed.

DETAILED SCREENSHOTS

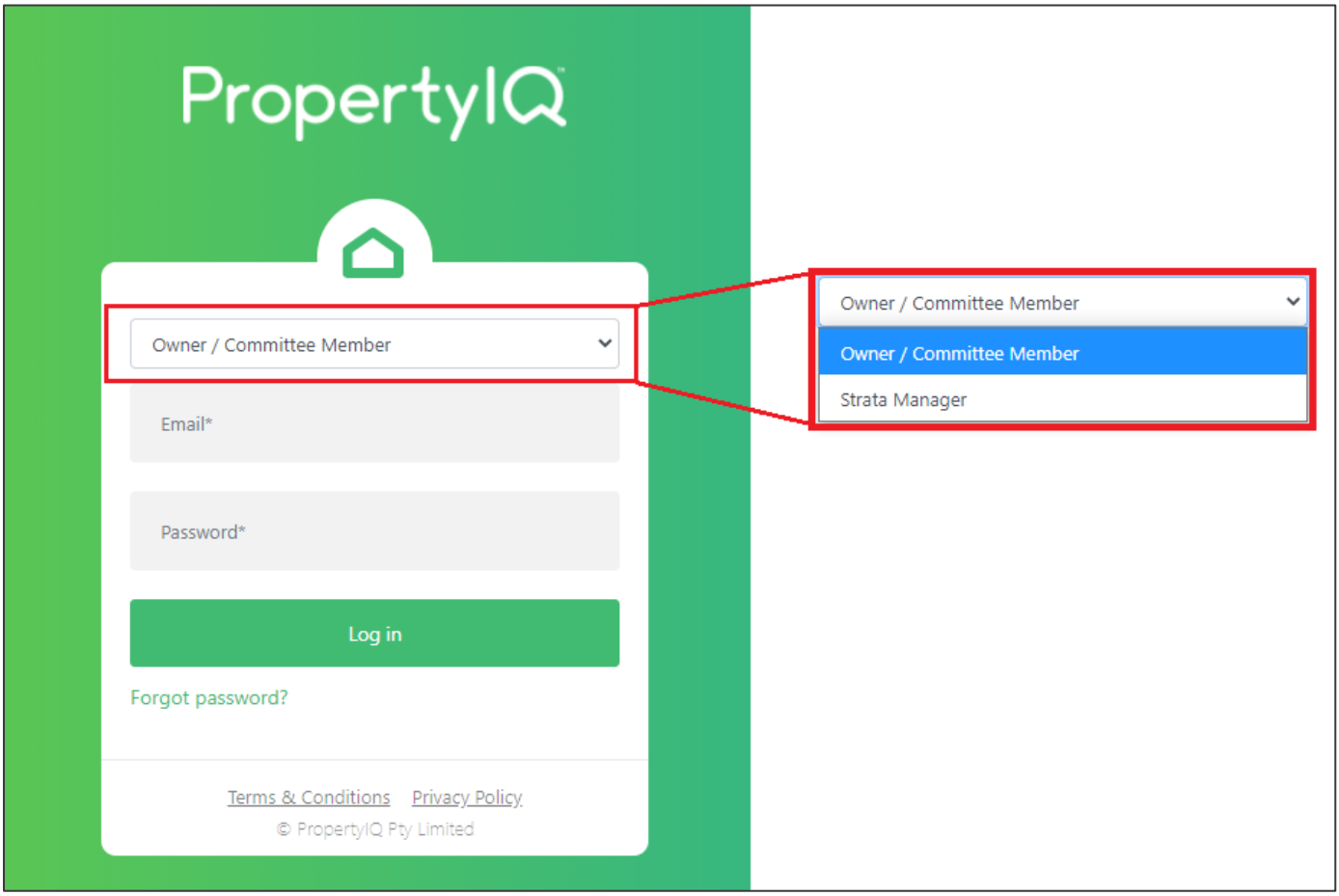
ITEM 1 – PORTAL LOGIN SCREEN > SELECT USER TYPE

When logging into the portal, you will now see a dropdown that allows you to select the user type; *lot owner/committee member* or *strata manager*.

The selection will determine the access provided to the user and will also ensure password security rules are enforced depending on user type.

- You can choose a user type of either *Owner/Committee Member* or *Strata Manager*
- Owner/Committee Member is selected by default
- For convenience, the portal will remember the user's last type selection and will default it to that on the next login
- For Strata Manager Portal Administrators, you will need to select "Strata Manager" on your next login to portal. It will then remember this selection for next time.
- If the wrong type is selected (e.g. email belongs to lot owner account and Strata Manager is selected), you will see an on-screen warning message "Incorrect email or password".

Portal login screen:



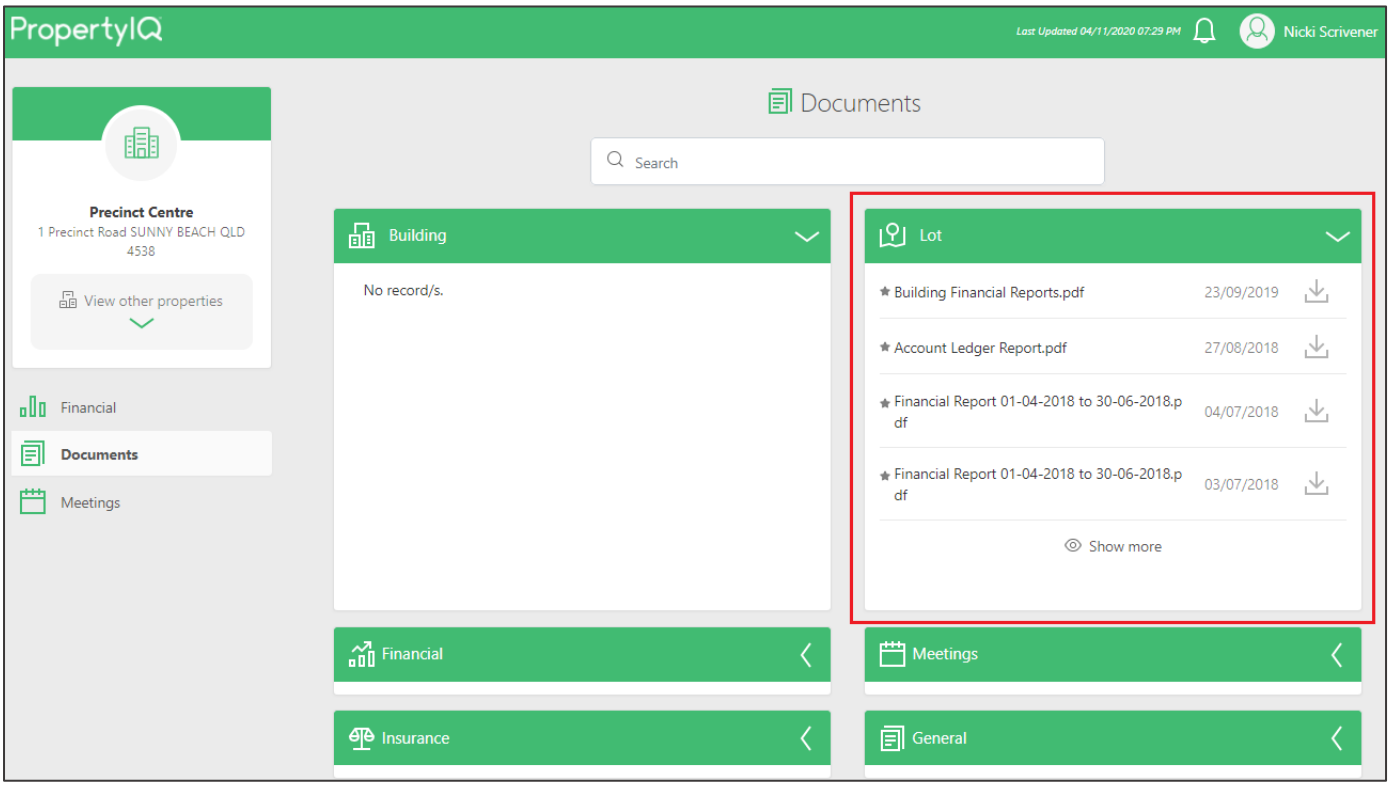
ITEM 2 - COMMITTEE MEMBER PORTAL DOCUMENTS > 'LOT' CATEGORY

Changes have been made to allow the use of the 'Lot' document category for committee member accounts on the portal (committee members without lot owner access to the building).

On the portal > documents page, the *Lot* category was previously not visible to committee members accounts. However, to avoid confusion and to keep the user view consistent, this document category has now been made available to all portal account types.

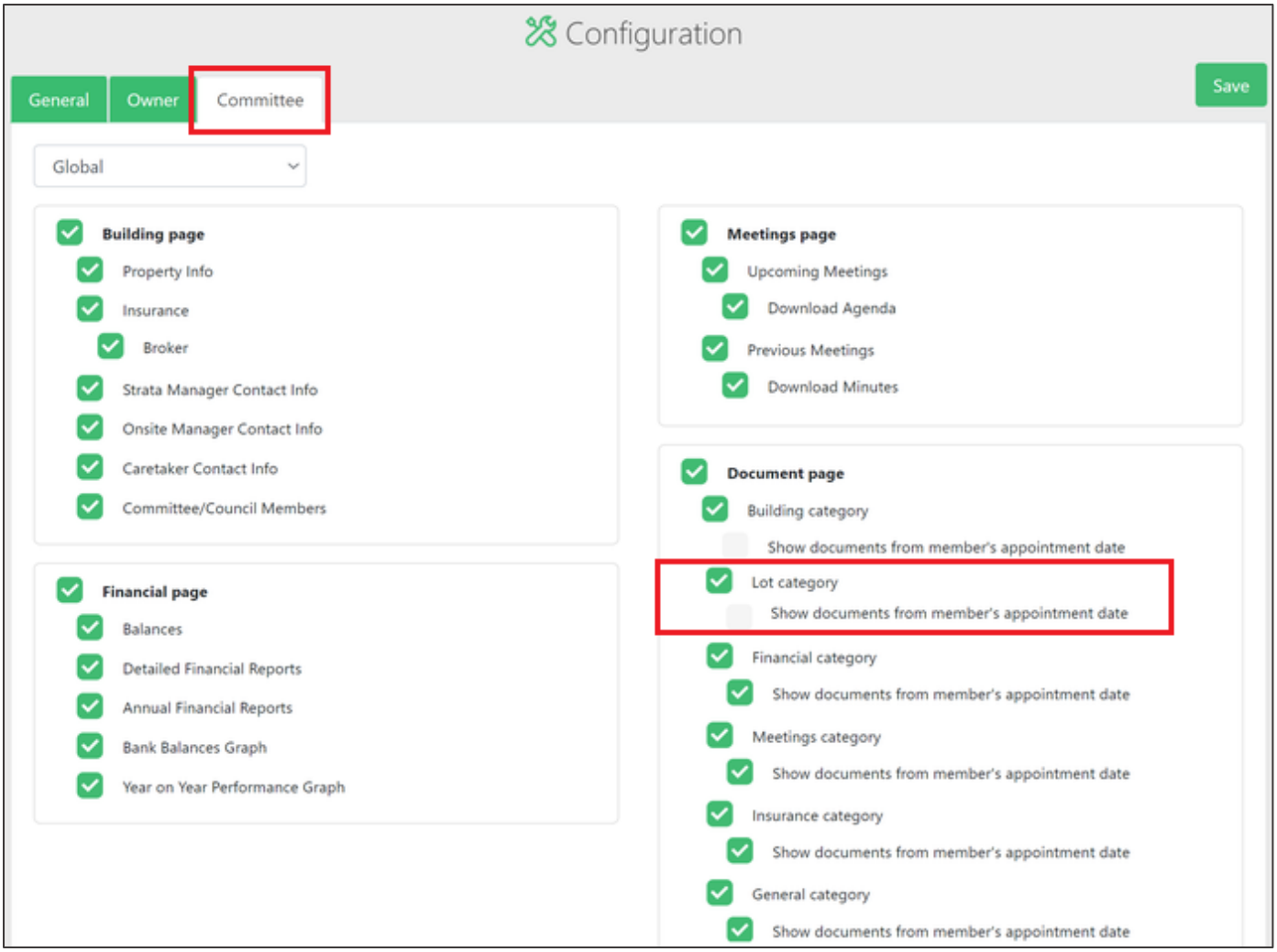
Committee Member portal account - Viewing 'Lot' document category:

On the portal > documents page, committee members will now see the *Lot* category (as highlighted below).



Strata Manager Portal Administrators - Configuring 'Lot' document category:

When logged in as a portal administrator, under the portal > configuration page > committee tab, you can now configure settings for this document category; show lot category and optionally show documents from a member's appointment date (as highlighted below).


Configuration
General
Owner
Committee
Save
Global
Building page
Property Info
Insurance
Broker
Strata Manager Contact Info
Onsite Manager Contact Info
Caretaker Contact Info
Committee/Council Members
Financial page
Balances
Detailed Financial Reports
Annual Financial Reports
Bank Balances Graph
Year on Year Performance Graph
Meetings page
Upcoming Meetings
Download Agenda
Previous Meetings
Download Minutes
Document page
Building category
Show documents from member's appointment date
Lot category
Show documents from member's appointment date
Financial category
Show documents from member's appointment date
Meetings category
Show documents from member's appointment date
Insurance category
Show documents from member's appointment date
General category
Show documents from member's appointment date

ITEM 5 - ALLOCATING UNIDENTIFIED DEPOSIT AS A BANK ADJUSTMENT

Under the Processing > Receipts > Unidentified Deposits screen, there was an issue preventing users from allocating an unidentified deposit as a *bank adjustment* if it was dated in a previous financial year. Improvements have been made that will allow you to do this in future.

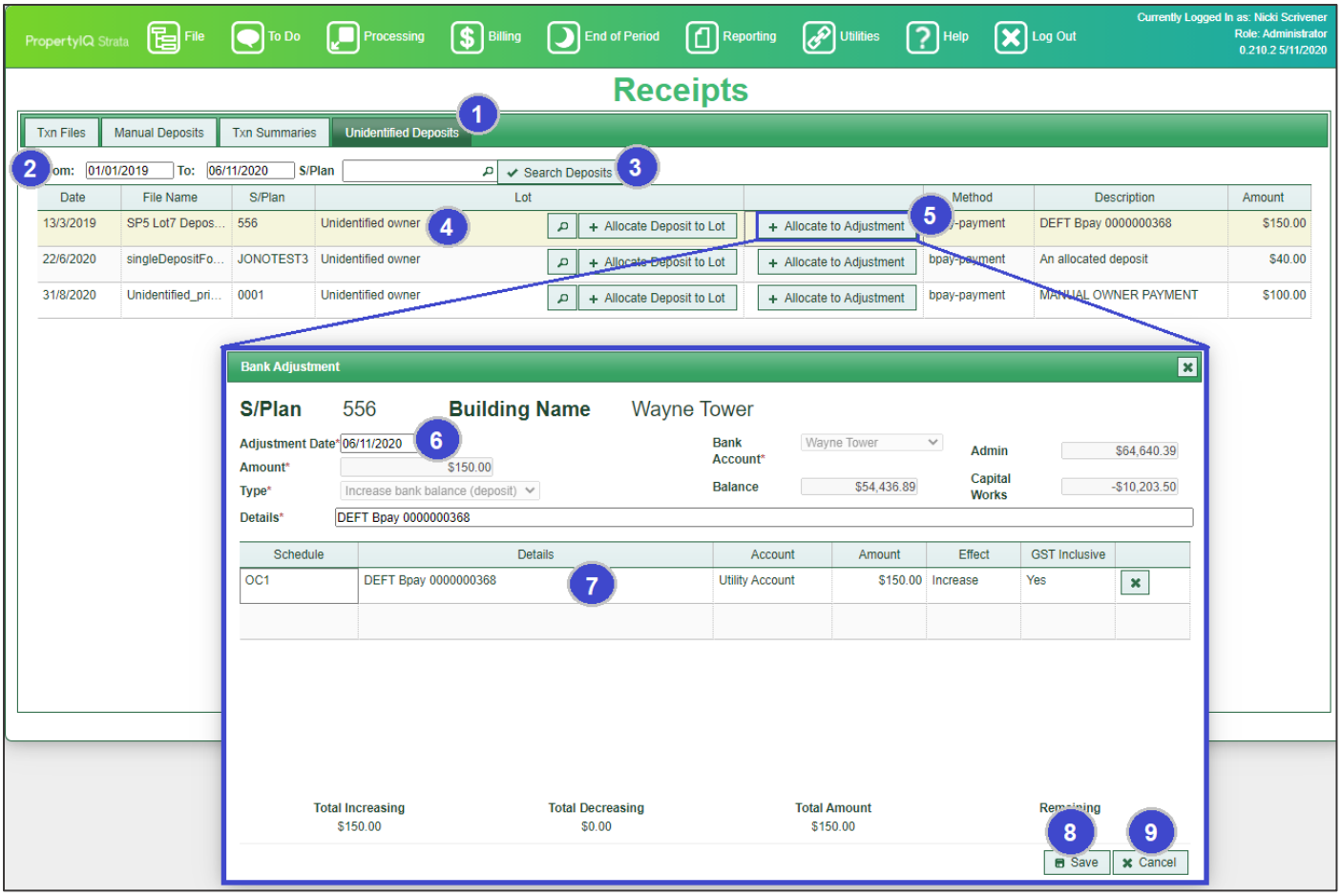
- When allocating an unidentified deposit as a bank adjustment, the adjustment date will be defaulted to today's date
- You can change the adjustment date within the existing validation rules:
    - Adjustment date cannot be in a previous financial year
    - Adjustment date cannot be in a prior BAS period (dependent on application setting *Lock Transactions in a prior BAS period*)
    - Adjustment date cannot be in a Final Report period (dependent on application setting *Lock Financials once Final Reports are run*)

When allocating an unidentified deposit as a bank adjustment where the original deposit date is in a previous financial year and the adjustment date is today's date:

- the financial reports for the **previous** financial year will be unchanged and will continue to reflect the deposit under *unidentified deposits* on the balance sheet; and
- the financial reports for the **current** financial year will then show the adjustment against the relevant chart of account and a reduced balance for *unidentified deposits* on the balance sheet.

Go to Processing > Receipts

1. Select Unidentified Deposits tab
2. Enter a *From* and *To* date
3. Click *Search Deposits* button
4. Locate the relevant deposit. In the example below, you can see the original deposit date is 13/03/2019.
5. Click *+Allocate to Adjustment* button for the relevant deposit
6. Enter a date for the adjustment - it will default to today's date. In the example below, you can see the adjustment date is 06/11/2020. If required, the date can be changed to a date that does not conflict with the following validation rules:
    i. Adjustment date cannot be in a previous financial year
    ii. Adjustment date cannot be in a prior BAS period (dependent on application setting)
    iii. Adjustment date cannot be in a Final Report period (dependent on application setting)
7. Allocate the adjustment against a chart of account
8. Click *Save* to proceed and save the deposit as a bank adjustment
9. Click *Cancel* to return to the previous screen


PropertyIQ Strata
File
To Do
Processing
Billing
End of Period
Reporting
Utilities
Help
Log Out
Currently Logged In as: Nicki Scrivener
Role: Administrator
0.210.2 5/11/2020
Receipts
Txn Files
Manual Deposits
Txn Summaries
Unidentified Deposits
1
2
om: 01/01/2019 To: 06/11/2020 S/Plan
Search Deposits
3
Date
File Name
S/Plan
Lot
Method
Description
Amount
13/3/2019
SP5 Lot7 Depos...
556
Unidentified owner
4
Allocate Deposit to Lot
Allocate to Adjustment
5
-payment
DEFT Bpay 0000000368
$150.00
22/6/2020
singleDepositFo...
JONOTEST3
Unidentified owner
Allocate Deposit to Lot
Allocate to Adjustment
bpay-payment
An allocated deposit
$40.00
31/8/2020
Unidentified_pri...
0001
Unidentified owner
Allocate Deposit to Lot
Allocate to Adjustment
bpay-payment
MANUAL OWNER PAYMENT
$100.00
Bank Adjustment
S/Plan 556
Building Name Wayne Tower
Adjustment Date* 06/11/2020
6
Amount* $150.00
Type* Increase bank balance (deposit)
Details* DEFT Bpay 0000000368
Bank Account* Wayne Tower
Balance $54,436.89
Admin $64,640.39
Capital Works -$10,203.50
Schedule
Details
Account
Amount
Effect
GST Inclusive
OC1
DEFT Bpay 0000000368
7
Utility Account
$150.00
Increase
Yes
Total Increasing
$150.00
Total Decreasing
$0.00
Total Amount
$150.00
Remaining
8
Save
9
Cancel