PropertyIQ

Release Notes October 2021

PropertyIQ Version 226.3
Portal Version 2.7

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SUMMARY

CHANGES RELATED TO PIQ PORTAL

1. **Levies page and notifications** – Improvements have been made to the levies page and 'upcoming levy' notifications in PIQ portal, including:

   - Levies page > Date range selector – When viewing levies for a lot in the levies table, two new date range selectors for *Start Date* and *End Date* have replaced the previous *Set date range* button for a better user experience. Additionally, **all** levies from the lot's settlement date will now automatically appear in the levies table by default; historically only levies from the lot's settlement date to today's date would be shown, requiring the user to select a future date to see future dated levies.

   - Upcoming levy notifications – Email notifications will now display *Balance* (balance payable) under the existing *Amount* field (gross amount payable) to accommodate partly paid levies. Minor formatting changes have also been made, including rounding any amount to 2 decimal points.

2. **General** – Some minor technical issues have been resolved in PIQ portal, including:

   - Deleted insurance policies - Deleted insurance policies in PIQ will now also be removed from PIQ portal.

   - Deleted meetings – Deleted meetings in PIQ will also be removed from PIQ portal and excluded from 'upcoming meeting' notifications.

   - Deleted levies – Deleted levies in PIQ will be excluded from 'upcoming levies' notifications.

   - Partially paid levies and discount – Where a discounted levy has been partially paid (partial payment against levy AND discount), the correct due amount of the discounted levy will now be displayed on the Levies page when viewing the levy prior to the due date.

LEGISLATION CHANGES (VICTORIA)

3. **Record Tier for VIC buildings –** As part of the legislative changes commencing in Victoria on 1 December 2021, two new fields have been made available for Victorian buildings - *Services Only* checkbox and *Tier*. The *Services Only* and *Tier* fields are available on the building card and on each building schedule.

   > ! ***IMPORTANT NOTE:*** *The new fields for 'Services Only' and 'Tier' are only visible in PIQ if you've enabled the Lot Categorisation feature. This feature allows you to categorise lots as primary or secondary. Primary lots (occupiable lots) are used to auto-calculate the Tier of the OC.*
   >
   > *To request the Lot Categorisation feature be enabled, email* ***support@propertyiq.com.au****.*

   Changes include:

   - 'Services Only' checkbox – You can tick this checkbox if the building and/or schedule is a services only OC. This checkbox is used to calculate the Tier of the OC – see below 'Tier field & calculation of Tier'.

   - Tier field & calculation of Tier -

     - *Tier* is a read-only field and will display a number between 1 to 5. An OC can be one of 5 Tiers.
     - *Tier* is calculated by PIQ using the ***Services Only*** **checkbox** and the **number of primary (occupiable) lots** in the building and/or schedule.
     - The number of primary (occupiable lots) in PIQ is determined by **primary lots that have UOL greater than 0**. When calculating Tier on the building, *Lot UOL* will be used. When calculating Tier on a schedule, *Schedule UOL* will be used e.g. only primary lots that contribute to that schedule will be used to determine the Tier of the schedule.

- **Tier calculation rules used in PIQ:**
  i. ***Tier 1*** – more than 100 primary lots AND 'Services Only' checkbox unticked
  ii. ***Tier 2*** – 51 to 100 primary lots AND 'Services Only' checkbox unticked
  iii. ***Tier 3*** – 10 to 50 primary lots AND 'Services Only' checkbox unticked
  iv. ***Tier 4*** – 3 to 9 primary lots AND 'Services Only' checkbox unticked
  v. ***Tier 5*** – 2 or less primary lots OR 'Services Only' checkbox **ticked**

- Tier displayed on strata roll report – The Tier of the building and Tier of each schedule will be displayed on the Strata Roll report generated in PIQ.

Refer screenshots below.

4. **New detail in Building Export file** – When the *Lot Categorisation* feature has been enabled (VIC clients), the following new fields will be included in the building export file:
   - Tier
   - Services only
   - Primary lot count
   - Secondary lot count

LOT CATEGORISATION (VICTORIA)

5. **Lot category displayed on File>Lots screen** – When the *Lot Categorisation* feature has been enabled (VIC clients), a new column on the File>Lots screen will be displayed called "Category". This column will show the category of each lot (either Primary or Secondary) and is filterable and sortable.

   Refer screenshot below.

   NOTE: *The Lot Categorisation feature is required for Victorian clients and is enabled by client request. To request this be enabled, email* ***support@propertyiq.com.au****.*

LOTS – IMPORT

6. **Lot import function** – Improvements have been made to the lot import function, including:

   - New import fields – Three (3) new data fields have been added to the list of available fields when using the lot importer. These fields are *Notice Email, Tenant Email* and *Tenant Notes*.
   - Date formats – The date format of fields accepted during the import have now been made consistent. When importing date fields for *Paid To Date*, *Last Settled Date, Tenant Lease Date* and *Tenant Expiry Date* the date formats accepted are ***DD/MM/YYYY*** or ***YYYY-MM-DD***.
   - Agent State/Postcode – When using the lot importer, an issue has been fixed where the fields for Agents/Property Managers State and Post Code were being switched.

CHART OF ACCOUNTS - EXPORT

7. **Chart of Accounts export file** – Improvements have been made to the export of Chart of Accounts under File>Chart of Accounts>Export button.

   The export file will now include all the details of individual accounts, specifically:

   - ID
   - Code
   - Name
   - Fund
   - Type
   - Group **(new)**
   - BMC Group **(new)**
   - GST Applicable **(new)**
   - Active **(new)**
   - Non-Mutual Income **(new)**
   - Interest Account **(new)**
   - Capex Account **(new)**
   - Deduction Type **(new)**
   - Expense Type **(new)**

OPENING BALANCES

8. **Lot opening balances –** When entering the opening balances for lot owners under Building card>Opening Balances screen>Owner Positions tab, improvements have been made to the validation and error messages that are shown when entering individual levies/fees using the *Aged* arrears entry mode.

   Improvements include:

   - Arrears/Levies section – *Details* and *Due Date* have now been made mandatory fields for all levy types, along with *Period From & To* dates for standard levies. *Period To* date must be on or after *Period From* date. There's also new validation for *Due Date* to ensure it's less than or equal to the building's opening balance date.
   - Upcoming Levies section (standard levies only) - *Details* has now been made a mandatory field. *Period To* date must be on or after *Period From* date. There's also new validation to *Admin Paid* and *Sinking/Capital/Maintenance Paid* amounts to ensure values entered don't exceed the *Admin Amount* and *Sinking/Capital/Maintenance Amount* amounts e.g. paid amount cannot exceed levy amount.

REPORTING

9. **New building schedule export –** Under Reporting>Building tab, a new accordion called "Schedules" is now available that'll allow you to export building schedule details. This will be useful to Victorian clients who use building schedules for multi-OC/tiered schemes.

   - Users with the existing permission '*Reporting>Building'* will be able to view and use this new report option.
   - You can export schedule details for **all** buildings or a **single** building, and a single schedule within a single building.
   - The format of the export file will change depending on whether all buildings or a single building is selected:
     - All buildings – the export file will contain 2 sheets: "Building Schedules" that will display the buildings and general details of each schedule (name, GST, ABN, UOL, UOE etc), and "Schedule Contributions" that will display each lot and it's relevant UOL/UOE for each schedule.
     - Single building – the export file will contain a "Schedule Summary" sheet that will display general details of the building and it's schedules, AND a new sheet for each schedule that will display each lot and it's relevant UOL/UOE for each schedule.

   Refer screenshots below.

10. **Disclaimer shown on remaining reports** – In August 2021 release, a new setting was made available under Utilities> Settings>Company Details screen to allow the display of an optional disclaimer on reports generated in PIQ. *Refer to August 2021 Release Notes for more details.*

    In this release, the disclaimer will now appear on remaining system reports (where applicable setting is enabled):

    - Financial report Header Sheet report
    - Debtor Transactions report
    - Owner List report
    - Owner Transaction Summary report
    - Remittance Advice
    - Supplier Ledger report

11. **Lot count on building card & schedules screen –** A lot count is now displayed on the building card and building schedules screen. Where the *Lot Categorisation* setting is enabled (VIC clients), the lot count will also display a sub-total of primary and secondary lots.
    - Building card – The lot count will display the total number of lots in the building (where lot UOE/UOL is more than 0). This value matches the Lot count displayed on File>Buildings screen.
    - Building schedules screen - The lot count will display the total number of lots that contribute to that schedule (where *Schedule UOE/UOL* is more than 0 for that schedule).

    Refer screenshots below.

12. **Due/Fee notices –** Negative/credit levies generated for GST registered buildings from Billing>Special Levies/Fees screen and Billing>Due/Fee Notices screen will now correctly display a negative GST amount on the notice. Further, where a notice is generated with *both* negative and positive GST amounts, the amount shown on the notice will be the Nett calculation of GST. Previously, negative GST was being accounted for in the system but not displayed on the generated notice.
13. **Audit Trail > Insurance details** – Any changes made to insurance details under Building card>Info tab>Insurance will now be captured in the global audit trail.
14. **Cancellation of supplier invoices** – When cancelling a supplier invoice, it will now check the cancellation date against the buildings last BAS date and final financial report date. Where the cancellation date is prior to either of these dates, it'll prevent the cancellation and show an error message (where settings on locking BAS/Final Report periods are enabled).
15. **Strata Roll > Insurance details** – An issue has been fixed where inactive insurance policies where still appearing on the Strata Roll report.

DETAILED SCREENSHOTS

ITEM 3 – LEGISLATION CHANGES (VICTORIA)

As part of the legislative changes commencing in Victoria on 1 December 2021, two (2) new fields have been made available for Victorian buildings - *Services Only* checkbox and *Tier*.

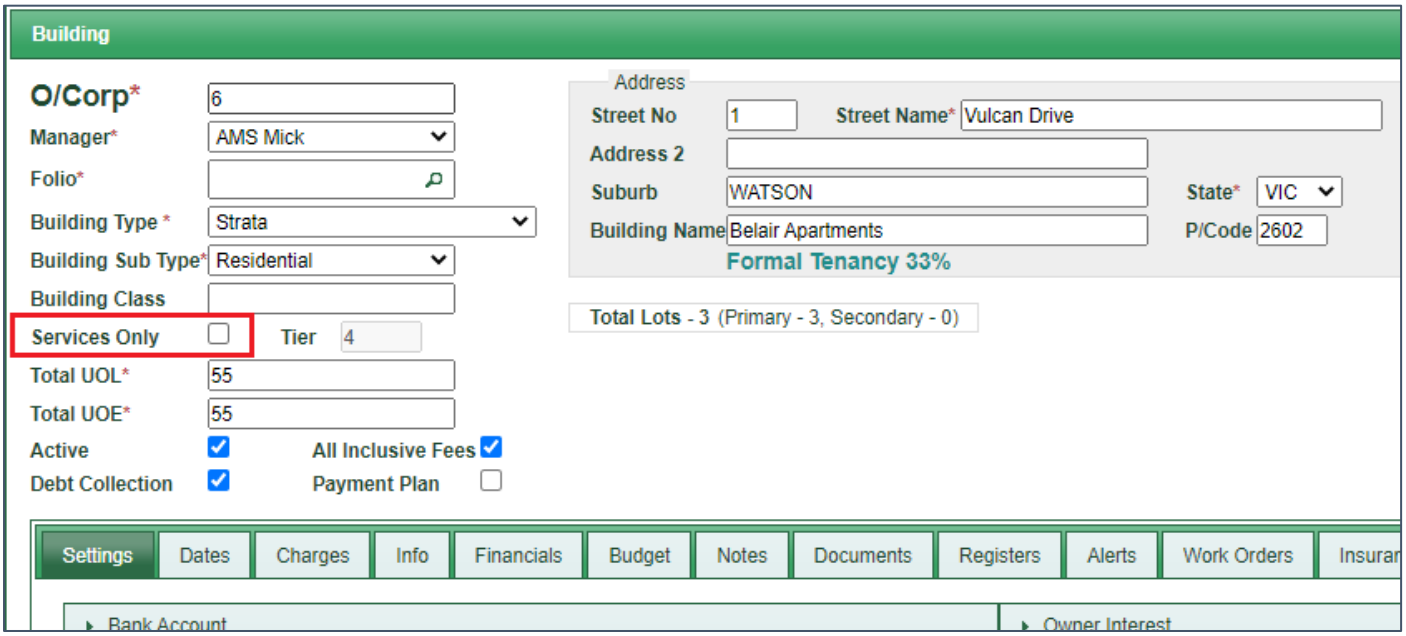
The *Services Only* and *Tier* fields are available on the building card and on each building schedule.

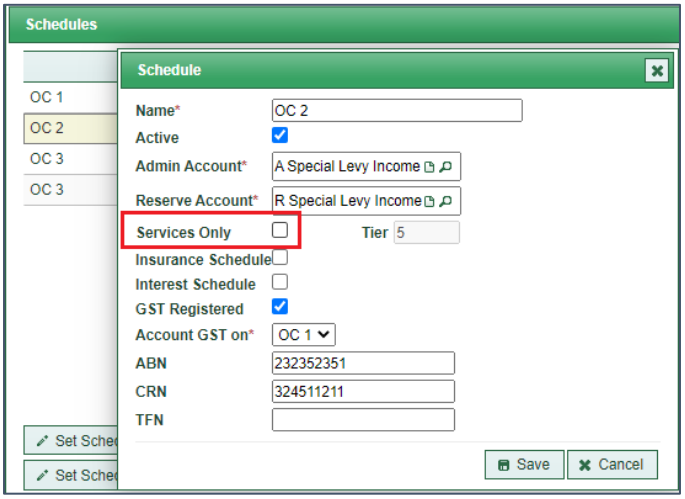
> ! ***IMPORTANT NOTE:*** *The new fields for 'Services Only' and 'Tier' are only visible in PIQ if you've enabled the Lot Categorisation feature. This feature allows you to categorise lots as primary or secondary. Primary lots (occupiable lots) are used to auto-calculate the Tier of the OC.*
>
> *To request the Lot Categorisation feature be enabled, email* ***support@propertyiq.com.au****.*

SERVICES ONLY CHECKBOX

You can tick the new *Services Only* checkbox when the building and/or schedule is a services only OC.

This checkbox is used to calculate the Tier of the OC – see below '*Tier field & calculation*'.





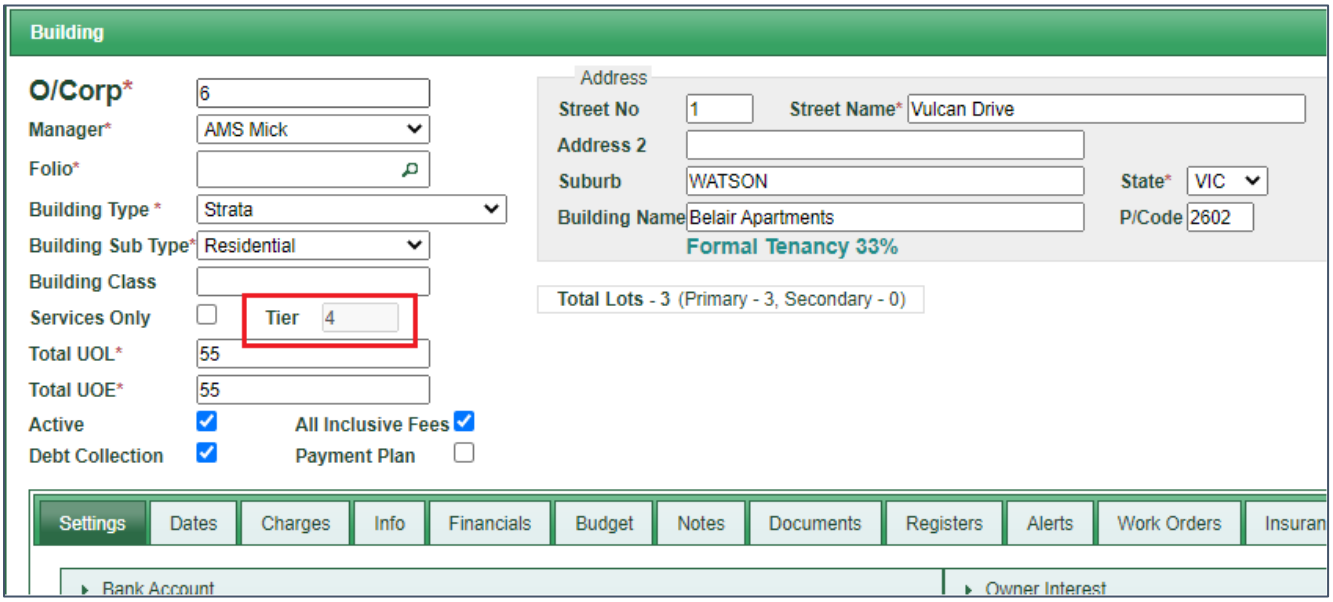
> ! *REMINDER: You must have 'Lot Categorisation' feature enabled to see the Services Only field.*

TIER FIELD & CALCULATION

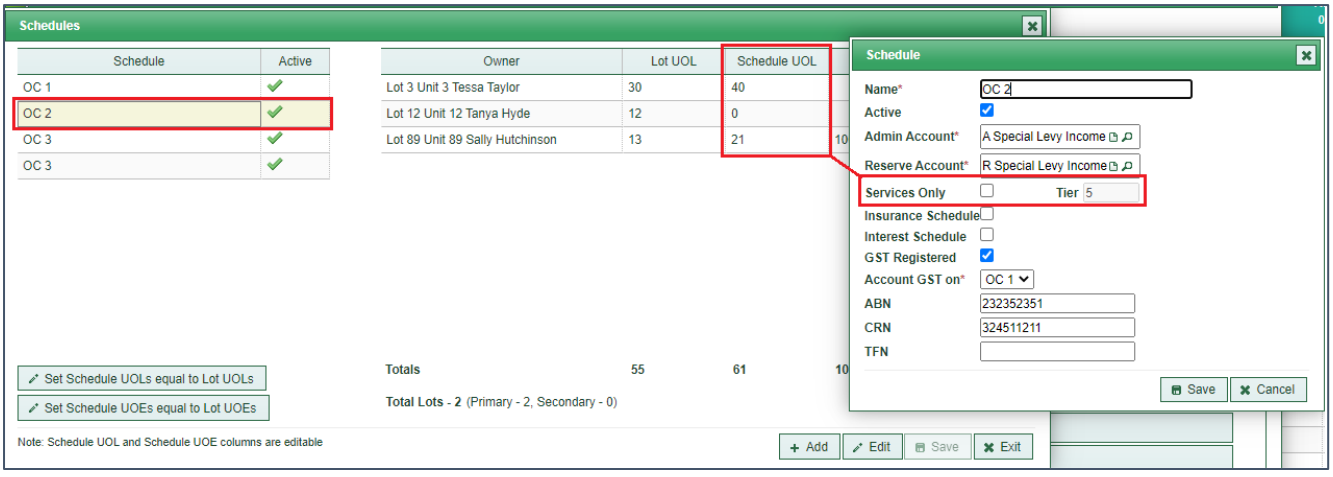
- *Tier* is a read-only field and will display a number between 1 to 5. An OC can be one of 5 Tiers.
- *Tier* is calculated by PIQ using the ***Services Only*** **checkbox** and the **number of primary (occupiable) lots** in the building and/or schedule.
- The number of primary (occupiable lots) in PIQ is determined by **primary lots that have UOL greater than 0**. When calculating Tier on the building, *Lot UOL* will be used. When calculating Tier on a schedule, *Schedule UOL* will be used e.g. only primary lots that contribute to that schedule will be used to determine the Tier of the schedule.
- **Tier calculation rules used in PIQ:**
    - ***Tier 1*** – more than 100 primary lots AND 'Services Only' checkbox unticked
    - ***Tier 2*** – 51 to 100 primary lots AND 'Services Only' checkbox unticked
    - ***Tier 3*** – 10 to 50 primary lots AND 'Services Only' checkbox unticked
    - ***Tier 4*** – 3 to 9 primary lots AND 'Services Only' checkbox unticked
    - ***Tier 5*** – 2 or less primary lots OR 'Services Only' checkbox **ticked**

! *REMINDER: You must have 'Lot Categorisation' feature enabled to see the Tier field.*

Example of Tier calculated on building card:

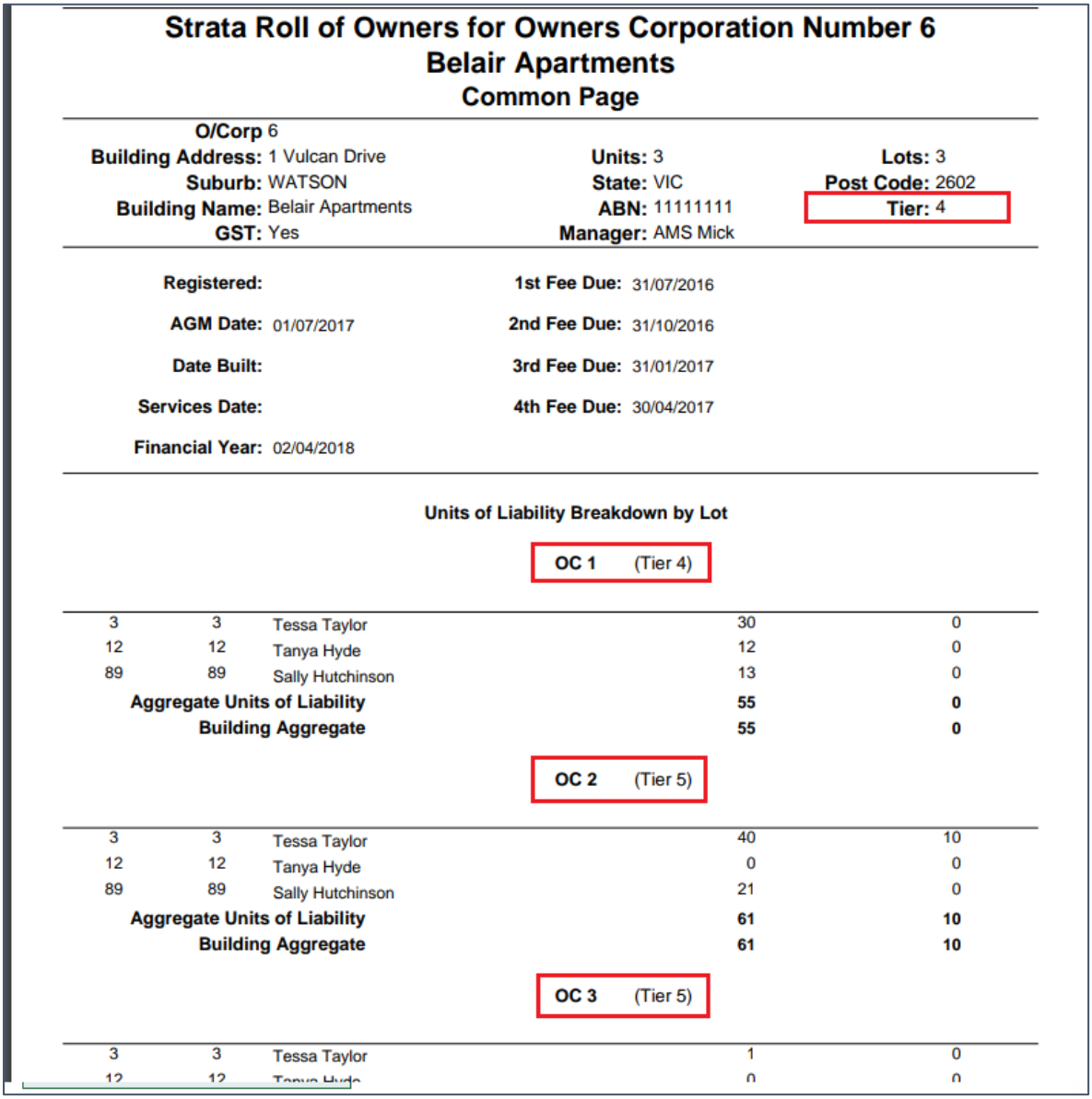


Example of Tier calculated on Schedule:



TIER ON STRATA ROLL REPORT

The *Tier* of the building and *Tier* of each schedule will be displayed on the Strata Roll report generated in PIQ. See below example.



Strata Roll of Owners for Owners Corporation Number 6
Belair Apartments
Common Page

O/Corp 6
Building Address: 1 Vulcan Drive — **Units:** 3 — **Lots:** 3
Suburb: WATSON — **State:** VIC — **Post Code:** 2602
Building Name: Belair Apartments — **ABN:** 11111111 — **Tier:** 4
GST: Yes — **Manager:** AMS Mick

Registered: — **1st Fee Due:** 31/07/2016
AGM Date: 01/07/2017 — **2nd Fee Due:** 31/10/2016
Date Built: — **3rd Fee Due:** 31/01/2017
Services Date: — **4th Fee Due:** 30/04/2017
Financial Year: 02/04/2018

Units of Liability Breakdown by Lot

OC 1 (Tier 4)

3	3	Tessa Taylor	30	0
12	12	Tanya Hyde	12	0
89	89	Sally Hutchinson	13	0
Aggregate Units of Liability			**55**	**0**
Building Aggregate			**55**	**0**

OC 2 (Tier 5)

3	3	Tessa Taylor	40	10
12	12	Tanya Hyde	0	0
89	89	Sally Hutchinson	21	0
Aggregate Units of Liability			**61**	**10**
Building Aggregate			**61**	**10**

OC 3 (Tier 5)

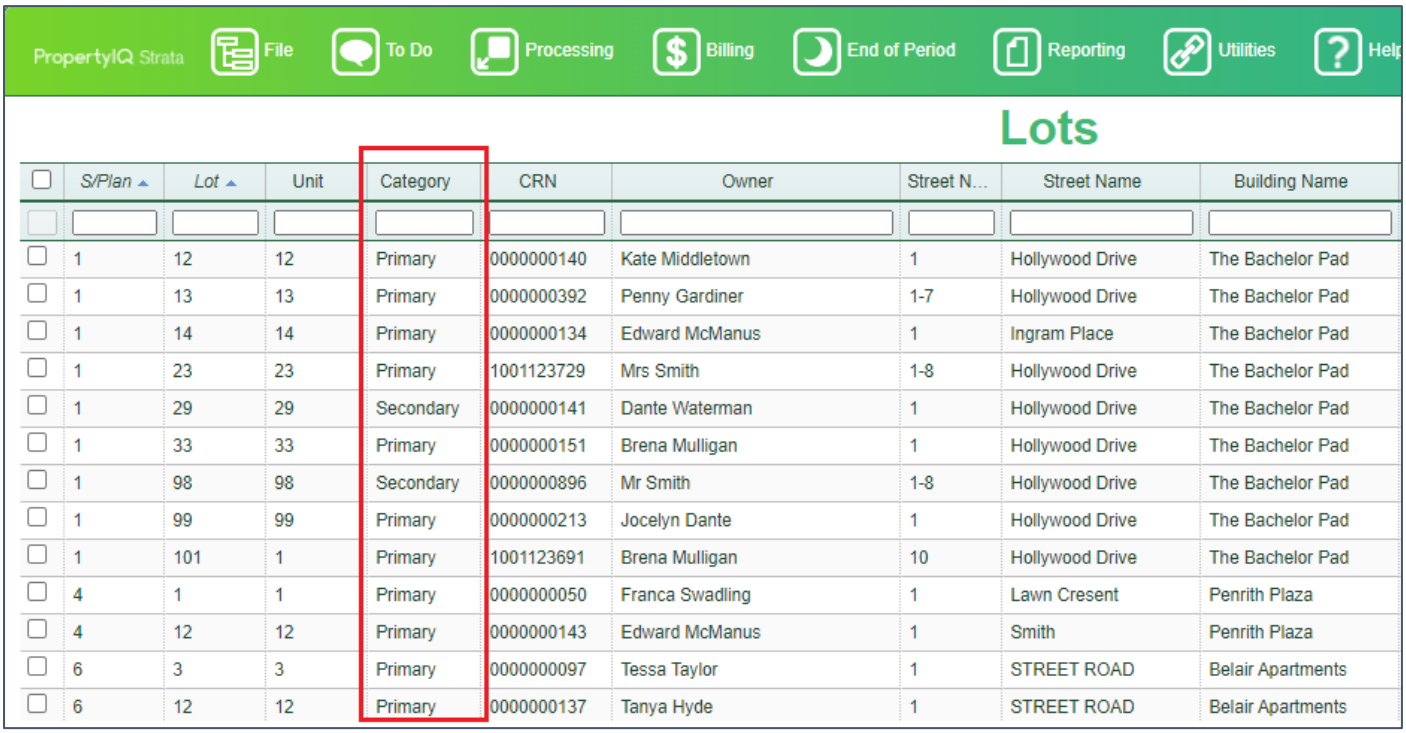
3	3	Tessa Taylor	1	0
12	12	Tanya Hyde	0	0

! *REMINDER: You must have 'Lot Categorisation' feature enabled to see the Tier on this report.*

ITEM 5 - LOT CATEGORY DISPLAYED ON LOTS SCREEN (VICTORIA)

When the *Lot Categorisation* feature has been enabled (VIC clients), a new column on the File>Lots screen will be displayed called "Category". This column will show the category of each lot (either Primary or Secondary) and is filterable and sortable.

NOTE: *The lot categorisation feature is required for Victorian clients and is enabled by client request. To request this be enabled, email* ***support@propertyiq.com.au****.*



	S/Plan	Lot	Unit	Category	CRN	Owner	Street N...	Street Name	Building Name
☐	1	12	12	Primary	0000000140	Kate Middletown	1	Hollywood Drive	The Bachelor Pad
☐	1	13	13	Primary	0000000392	Penny Gardiner	1-7	Hollywood Drive	The Bachelor Pad
☐	1	14	14	Primary	0000000134	Edward McManus	1	Ingram Place	The Bachelor Pad
☐	1	23	23	Primary	1001123729	Mrs Smith	1-8	Hollywood Drive	The Bachelor Pad
☐	1	29	29	Secondary	0000000141	Dante Waterman	1	Hollywood Drive	The Bachelor Pad
☐	1	33	33	Primary	0000000151	Brena Mulligan	1	Hollywood Drive	The Bachelor Pad
☐	1	98	98	Secondary	0000000896	Mr Smith	1-8	Hollywood Drive	The Bachelor Pad
☐	1	99	99	Primary	0000000213	Jocelyn Dante	1	Hollywood Drive	The Bachelor Pad
☐	1	101	1	Primary	1001123691	Brena Mulligan	10	Hollywood Drive	The Bachelor Pad
☐	4	1	1	Primary	0000000050	Franca Swadling	1	Lawn Cresent	Penrith Plaza
☐	4	12	12	Primary	0000000143	Edward McManus	1	Smith	Penrith Plaza
☐	6	3	3	Primary	0000000097	Tessa Taylor	1	STREET ROAD	Belair Apartments
☐	6	12	12	Primary	0000000137	Tanya Hyde	1	STREET ROAD	Belair Apartments

ITEM 9 – BUILDING SCHEDULE EXPORT

Under Reporting>Building tab, a new accordion called “Schedules” is now available that’ll allow you to export building schedules details. This will be useful to Victorian clients who use building schedules for multi-OC/tiered schemes.

- Users with the existing permission ‘*Reporting>Building’* will be able to view and use this new report option.
- You can export schedule details for **all** buildings or a **single** building, and a single schedule within a single building.
- Format of the export file will change depending on whether all buildings or a single building is selected:
    - **All** buildings – the export file will contain 2 sheets: “Building Schedules” that will display the buildings and general details of each schedule (name, GST, ABN, UOL, UOE etc), and “Schedule Contributions” that will display each lot and it’s relevant UOL/UOE for each schedule.
    - **Single** building – the export file will contain a “Schedule Summary” sheet that will display general details of the building and it’s schedules, AND a new sheet for each schedule that will display each lot and it’s relevant UOL/UOE for each schedule.

1. Go to *Reporting* in the top menu
2. Go to *Building* tab
3. Go to *Schedules* accordion
4. Select a single building, or leave unticked for all buildings
5. If you’ve selected a single building, you can select a single schedule here
6. Click *Export* to create a sidebar task with an excel file of building schedule details

Example export file – <u>All</u> buildings:

S/Plan	Building Name	Folio	Manager Name	Services Only	Lot Count	Total Occupiable Lots	Total Non-occupiable Lots	Tier	Total UOE	Total UOE2	Schedule Name	Active	Admin Acc
7081	Fancy Building	VIC Branch	AMS Mick		10	10	0	4	68	55	Contribution Schedule	Y	Levy Incor
7081	Fancy Building	VIC Branch	AMS Mick		10	10	0	4	68	55	Schedule Two	Y	Levy Incor
7081	Fancy Building	VIC Branch	AMS Mick		10	10	0	4	68	55	Schedule Three	Y	Levy Incor
7082	Depp Building		AMS Mick		2	2	0	5	95	50	Contribution Schedule	Y	Levy Incor
7082	Depp Building		AMS Mick		2	2	0	5	95	50	Schedule 2 VIC	Y	Levy Incor

BuildingSchedules | ScheduleContributions

S/Plan	Building Name	Schedule Name	Lot No	Unit No	Owner	Lot UOE	Schedule UOE	LotUOE2	Schedule UOE2
7081	Fancy Building	Contribution Schedul	1	1	Clancy Overflow	50	50	50	50
7081	Fancy Building	Contribution Schedul	2	2	Clancy Pantsy	10	10	10	10
7081	Fancy Building	Contribution Schedul	507	507	Mary Smith	1	1	1	1
7081	Fancy Building	Contribution Schedul	508	508	Poppy Smith	1	1	1	1
7081	Fancy Building	Contribution Schedul	509	509	Nanna Smith	1	1	1	1
7081	Fancy Building	Contribution Schedul	510	510	Aunty Smith	1	1	1	1
7081	Fancy Building	Contribution Schedul	511	511	Uncle Smith	1	1	1	1
7081	Fancy Building	Contribution Schedul	512	512	Granny Smith	1	1	1	1
7081	Fancy Building	Contribution Schedul	513	513	Sissy Smith	1	1	1	1
7081	Fancy Building	Contribution Schedul	514	514	Bruvva Smith	1	1	1	1
7081	Fancy Building	Schedule Two	507	507	Mary Smith	1	4	1	4
7081	Fancy Building	Schedule Two	508	508	Poppy Smith	1	5	1	5
7081	Fancy Building	Schedule Two	509	509	Nanna Smith	1	6	1	6
7081	Fancy Building	Schedule Three	510	510	Aunty Smith	1	7	1	7
7081	Fancy Building	Schedule Three	511	511	Uncle Smith	1	8	1	8

BuildingSchedules | ScheduleContributions

Example export file – <u>Single</u> building:

S/Plan	Building Name	Folio	Manager Name	Lot Count	Total Occupiable Lots	Total Non-occupiable Lots	Tier	Total UO
7081	Fancy Building	VIC Branch	AMS Mick	10	10	0	4	

Schedule Name	Active	Admin Accoun	Cap Works Account	Schedule Services On	Schedule Total Occupiable Lot	Schedule Total Non-occupiable Lots	Schedule Tier	Insuranc
Contribution Schedul	Y	Levy Income	Levy Income		10	0	4	
Schedule Two	Y	Levy Income	Levy Income		3	0	4	
Schedule Three	Y	Levy Income	Levy Income		5	0	4	

Schedule Summary | Contribution Schedule | Schedule Two | Schedule Three

Lot No	Unit No	Owner	Lot UOE	Schedule UOE	LotUOE2	Schedule UOE2
1	1	Clancy Overflow	50	50	50	50
2	2	Clancy Pantsy	10	10	10	10
507	507	Mary Smith	1	1	1	1
508	508	Poppy Smith	1	1	1	1
509	509	Nanna Smith	1	1	1	1
510	510	Aunty Smith	1	1	1	1
511	511	Uncle Smith	1	1	1	1
512	512	Granny Smith	1	1	1	1
513	513	Sissy Smith	1	1	1	1
514	514	Bruvva smith	1	1	1	1

Schedule Summary | Contribution Schedule | Schedule Two | Schedule Three

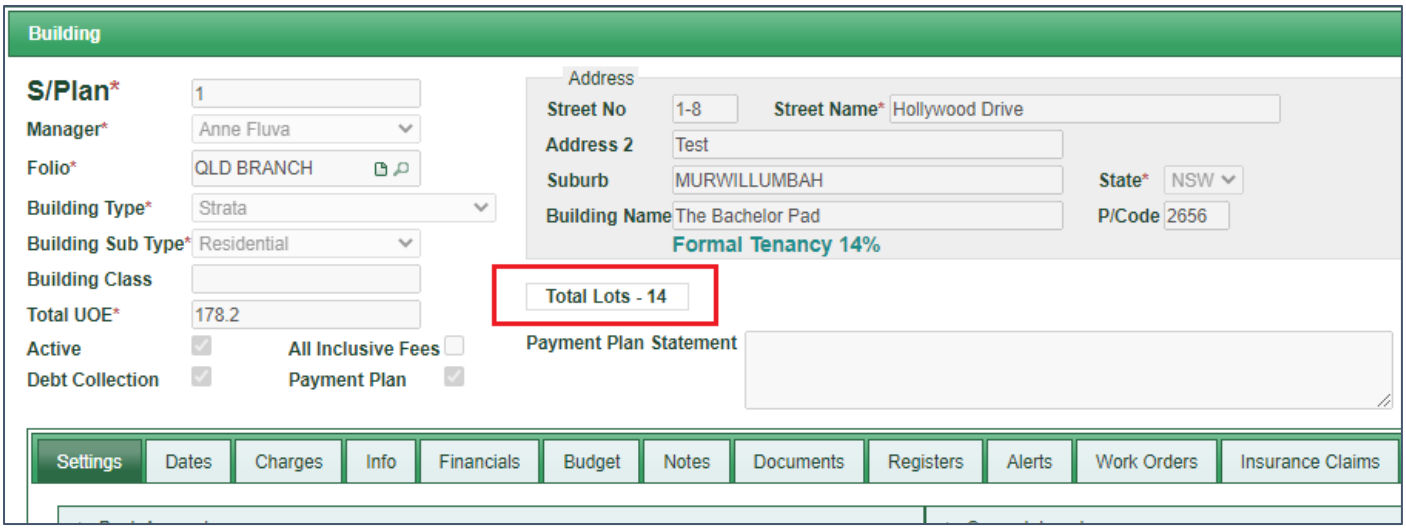
ITEM 11 – LOT COUNT ON BUILDING CARD & SCHEDULES SCREEN

A lot count is now displayed on the building card and building schedules screen.

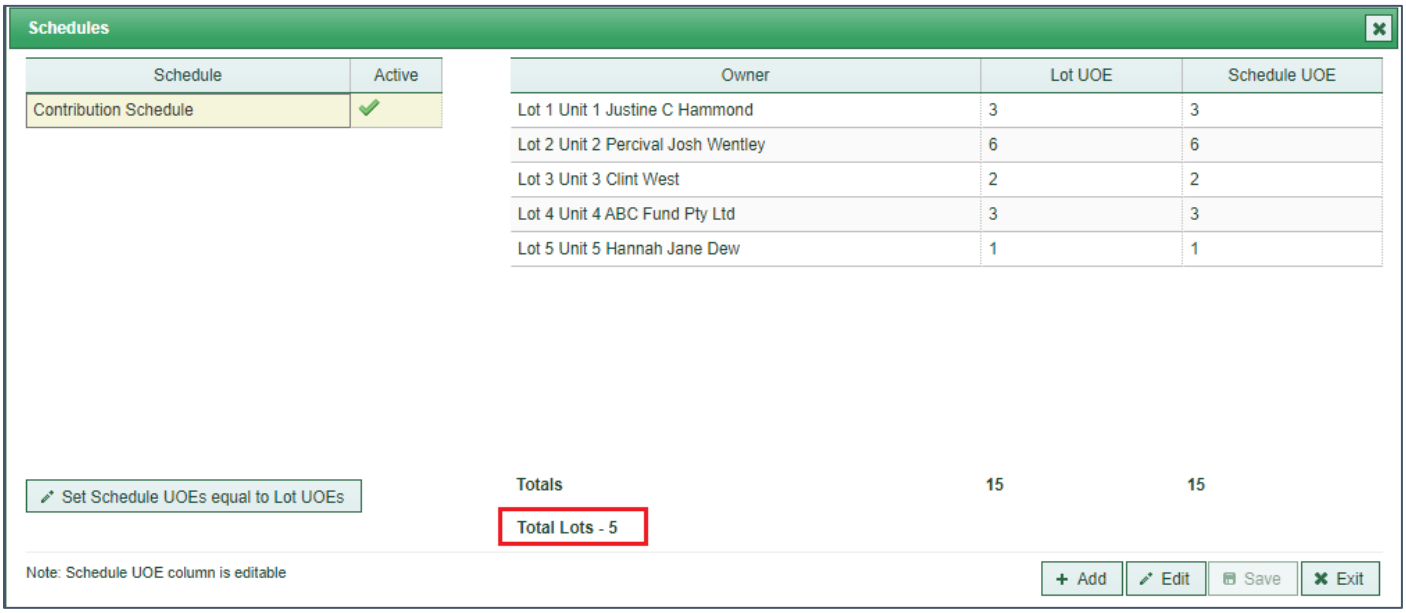
- Building card – The lot count will display the total number of lots in the building (where lot UOE/UOL is more than 0). This value matches the Lot count displayed on File>Buildings screen.
- Building schedules screen - The lot count will display the total number of lots that contribute to that schedule (where *Schedule UOE/UOL* is more than 0 for that schedule).

Where the *Lot Categorisation* setting is enabled (VIC clients), the lot count will also display a sub-total of primary and secondary lots.

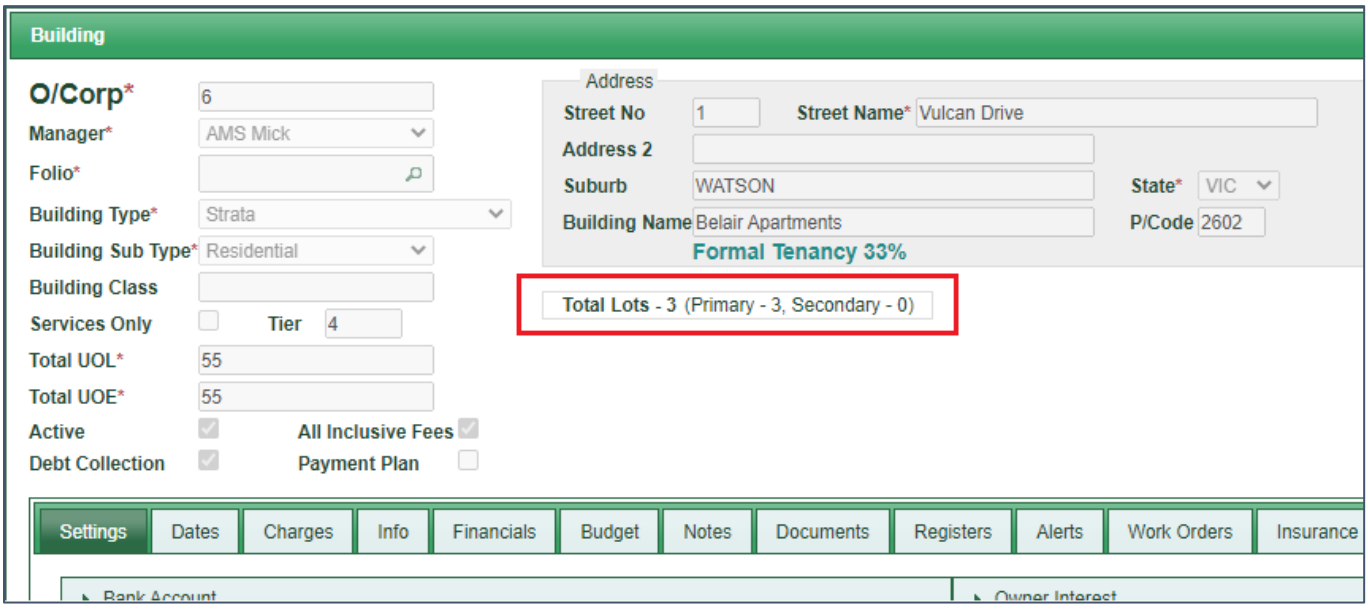
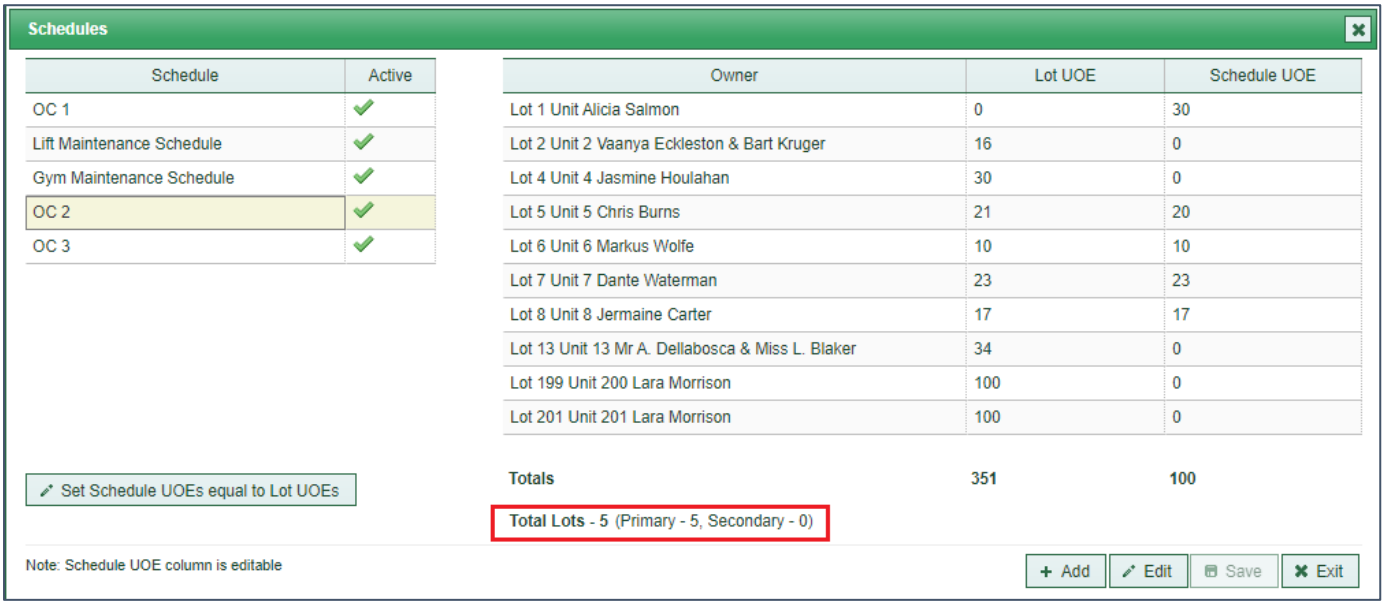
Example lot count on Building card:



Example lot count on Building Schedules screen:



Example lot count on Building card AND Lot Categorisation feature enabled (VIC clients):



Example lot count on Building Schedules screen AND Lot Categorisation feature enabled (VIC clients):