PropertyIQ

Release Notes September 2020

PropertyIQ Version 0.206.1

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SUMMARY

ACTIVITY LOG

1. **Activity log import with 'category' –** You can now assign a Charge Category to activity log entries that are imported under Processing > Activity Log > Import tab.

   Default data field for Category

   - In the Processing > Activity Log > Import tab > Default Data section, the existing 'Category' free text field has been replaced with an entity picker that will allow you to select a charge category from your global charge category list.
   - The default category selected in this field will be applied to any activity log entries that don't have a category specified in the import file. It will behave the same as the other default data fields for the activity log import function.

   Specifying a Category in the import file

   - You can now apply a charge category to an import file using the "category" column heading. The data in the category column will be validated against your global charge category list before the import is completed.
     - The category will be valid when it's an exact match to an existing category name
       NOTE: Name does not need to be case sensitive to match.
     - If category is validated, the imported activity entry will appear under the valid data section on the Verify Data screen
     - If category is not validated, the imported activity entry will appear under the invalid data section on the Verify Data screen and the category field will be highlighted in red with a hover message that says 'No category found'.

   For more information see screenshots below.

AUDIT TRAIL REPORT

2. **Audit trail report** - You can now generate a new audit trail report to monitor changes to important information and data in your PropertyIQ. The report can be generated from Reporting > Management tab > *Audit Trail* accordion in either PDF or Excel format, and will include changes made to the following areas:
   - Users
   - Roles and permissions
   - Supplier details, including payment details
   - Chart of accounts
   - Bank accounts
   - Application settings

   You will need two (2) user permissions to access the audit trail report:
   - Reporting > Management; **AND**
   - Audit Trail > View

   Users without these permissions will not see the *Audit Trail* accordion on the Reporting > Management tab.
   For detailed instructions see screenshots below.

INFORMATION CERTIFICATES

3. **Changes to NSW Section 26 Certificate** – Further improvements have been made to credit merge fields for special levies in Section 2 and Section 4 of the NSW Section 26 certificate. The following changes have been made:
    - **Section 2.3** – the merge field {{Pt6Credit}} now correctly shows paid in advance amounts for Special levies that have been *partially* paid in advance.
    - **Section 4.3 –** the merge field {{Pt4Credit}} now correctly shows paid in advance amounts for Special levies that have been *partially* paid in advance.

    NOTE: This fix is in addition to a previous fix released in August 2020 for special levies that are *fully* paid in advance. This further fix ensures amounts also merge correctly for special levies that are *partially* paid in advance.

SETTINGS FOR AUTOMATED INVOICE MANAGEMENT (AIM)

4. **New settings for invoices processed by AIM** - New settings have been added to control the automatic payment of invoices imported into PIQ from Automated Invoice Management (AIM). Currently, if invoice/s are imported from AIM and validated with no coding issues, they are sent to the Supplier Payments queue for payment.
   You can now decide to mark these invoices as on 'hold' and/or 'approval' to stop them from being paid in a supplier payment run, which will allow you the chance to review invoice details before payment.
   You can also add an optional default message to these invoices which will appear in the 'hold' and 'approval' message fields.

   New application settings
   You can enable the invoice defaults for AIM under Utilities > Settings > Connections tab > *Auto Invoice Defaults* section.
   You can enable 'hold' or 'approval' individually, or enable both at the same time. You will see settings for:
    - Invoices being marked as 'hold'
        - Checkbox for "Mark invoices imported from AIM as 'Hold'"
        - Message field for an **optional** default message that will be applied to all invoices on 'hold'
    - Invoices being marked as 'approval'
        - Checkbox for "Mark invoices imported from AIM as 'Approval'"
        - Message field for an **optional** default message that will be applied to all invoices for 'approval'

   Invoices marked on 'hold' and/or 'approval'
   If these settings are enabled, PropertyIQ will use the existing 'hold' and 'approval' checkboxes visible on the supplier transaction screen, and populate the default message if one has been entered.
   When viewing the invoice from the Supplier Payments screen, the 'hold' and/or 'approval' checkboxes will be ticked and the 'selected' checkbox will be disabled, which will exclude it from the supplier payment run.

   For more information, see screenshots below.

GENERAL

5. **Account ledger –** An issue with the incorrect opening balance date being displayed on the account ledger screen and reports has been fixed.
6. **Cash management report** – An issue with some sections of the cash management report not showing on some occasions, has been fixed.
7. **Bank reconciliation report –** An issue with the bank reconciliation report randomly overlapping text on different pages has been fixed.
8. **Management report export** - An issue when exporting the income and payment analysis management report from Reporting>Management>Export was showing "0.00" in the manager column, has been fixed.
9. **Supplier payments screen –** An issue with the supplier filter on the supplier payments screen not always appling on first attempt has been fixed.
10. **Levy maintenance screen –** An issue with an incorrect warning about GST on schedules being displayed when attempting to change the GST status of levies for a building with only one schedule, has been fixed.

11. **Budget instalments screen –** In the levy history accordion on the Budget > Set Instalment screen, the 'Date Determined' and 'Notice Date' columns have been removed so that levies displayed in this section are grouped correctly. Levy instalments will now be grouped together where they have the same due date and levy period.
12. **Receipting screen; transaction type names –** When processing a TXN file under Processing > Receipts > TXN files > Ready for Processing screen, the description and naming convention of some transaction types has been changed to avoid user confusion. Previously "cheque" was generically used to describe any payment transaction being processed e.g. cheque, BPAY or direct deposit.

    Transaction type names and descriptions have been updated as follows:

Old description	*New description*
Cheque missing	Payment missing
Cheque already presented	Payment already presented
Cheque wrong amount	Payment wrong amount
Cheque presented	Payment presented

13. **Meetings; lot arrears balance** – An issue has been fixed with the penalty interest amount owing on a lot not being included in the lot's arrears balance displayed on the voting and attendance tabs of the meeting screen, and on the printed meeting worksheets.

DETAILED SCREENSHOTS

ITEM 1 – ACTIVITY LOG IMPORT WITH 'CATEGORY'

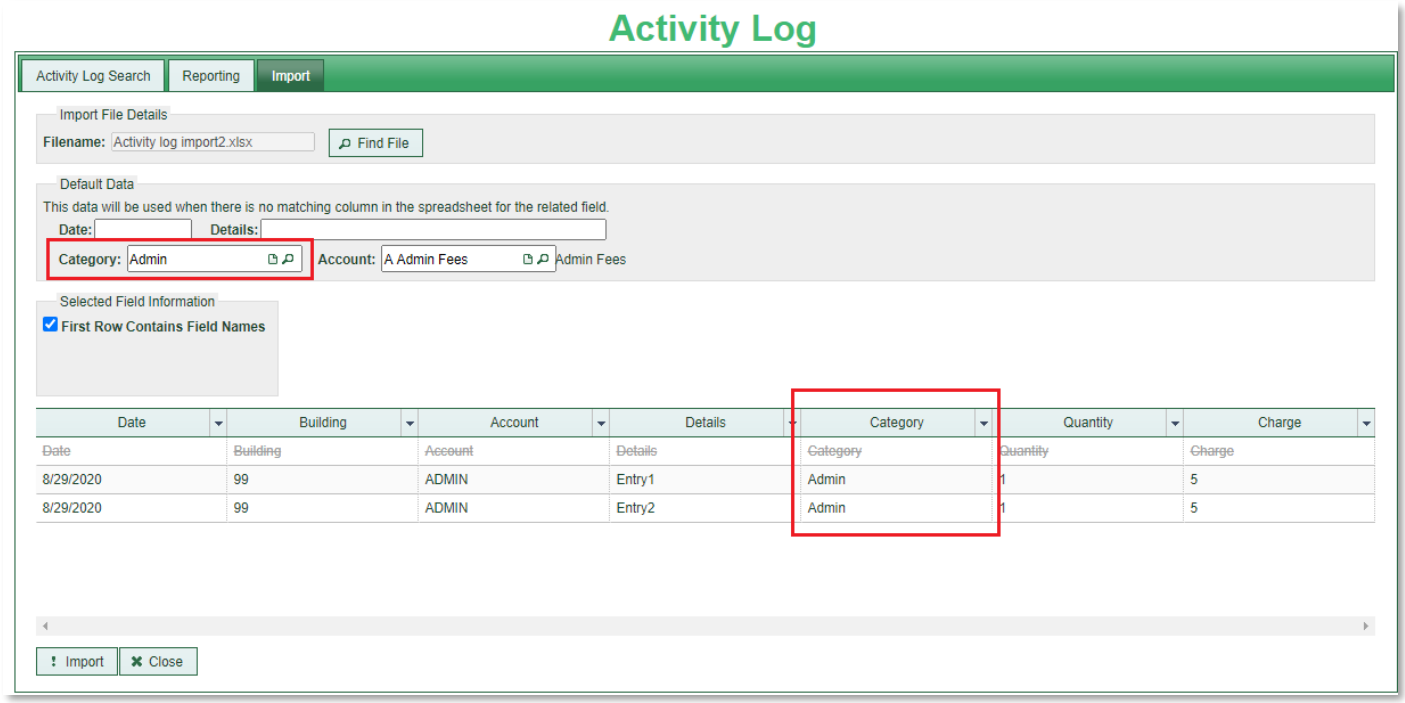
You can now assign a Charge Category to activity log entries that are imported under Processing > Activity Log > Import tab.

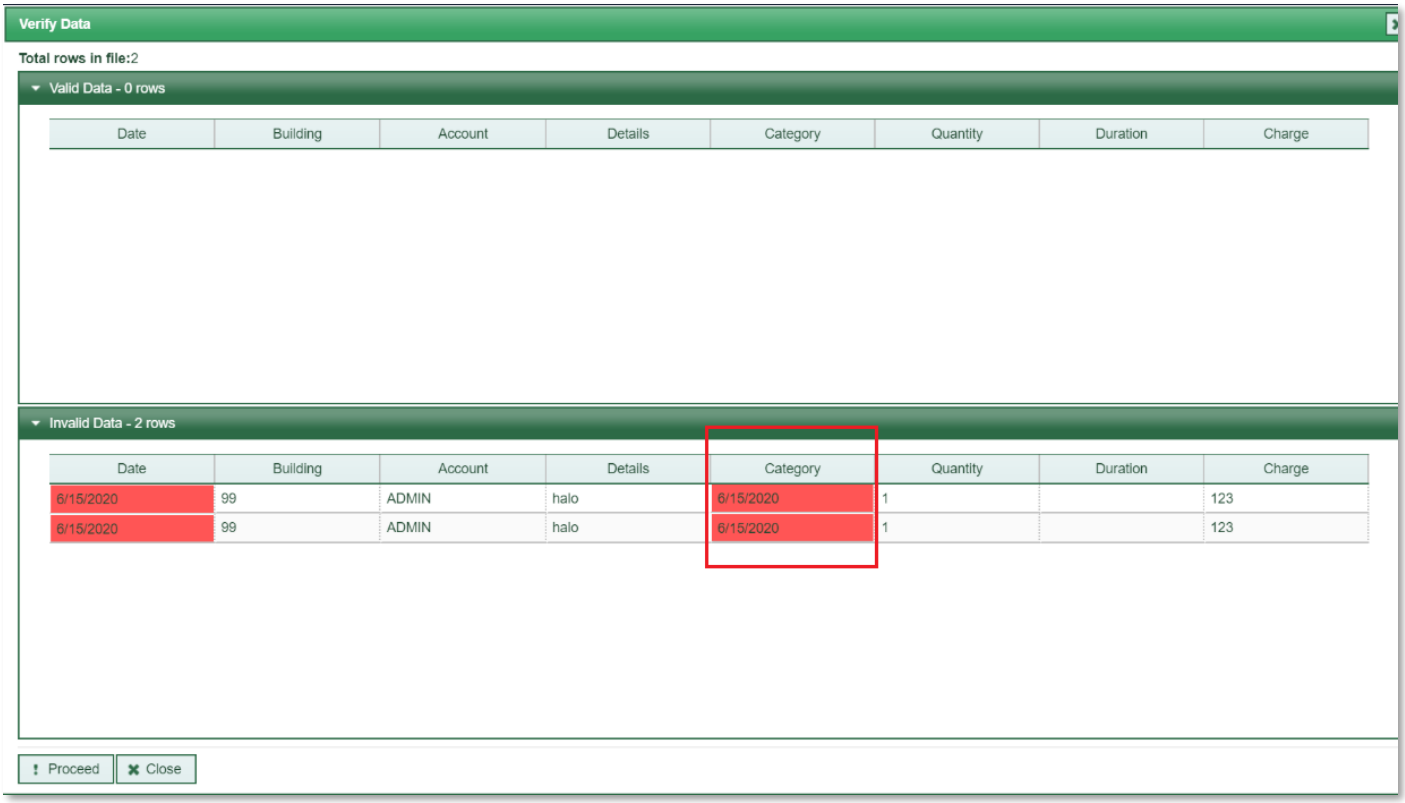
Default data field for Category

- In the Processing > Activity Log > Import tab > Default Data section, the existing 'Category' free text field has been replaced with an entity picker that will allow you to select a charge category from your global charge category list.
- The default category selected in this field will be applied to any activity log entries that don't have a category specified in the import file. It will now behave the same as the other default data fields for the activity log import function.

Specifying a Category in the import file

- You can now apply a charge category to an import file using the "category" column heading. The data in the category column will be validated against your global charge category list before the import is completed.
  - The category is valid when it's an exact match to an existing category name.
    NOTE: Name is not case sensitive.
  - If category is validated, the imported activity entry will appear under the valid data section on the Verify Data screen
  - If category is not validated, the imported activity entry will appear under the invalid data section on the Verify Data screen and the category field will be highlighted in red with a hover message 'No category found'.





ITEM 2 – AUDIT TRAIL REPORT

You can generate a new audit trail report to monitor changes to important information and data in your PropertyIQ.

The report can be generated from **Reporting > Management > Audit Trail** accordion in either PDF or Excel format

The **report will include** changes made to the following areas of PropertyIQ:

- Users
- Roles and permissions
- Supplier details, including payment details
- Chart of accounts
- Bank accounts
- Application settings

You will need **two (2) user permissions** to access the audit trail report:

- Reporting > Management; AND
- Audit Trail > View

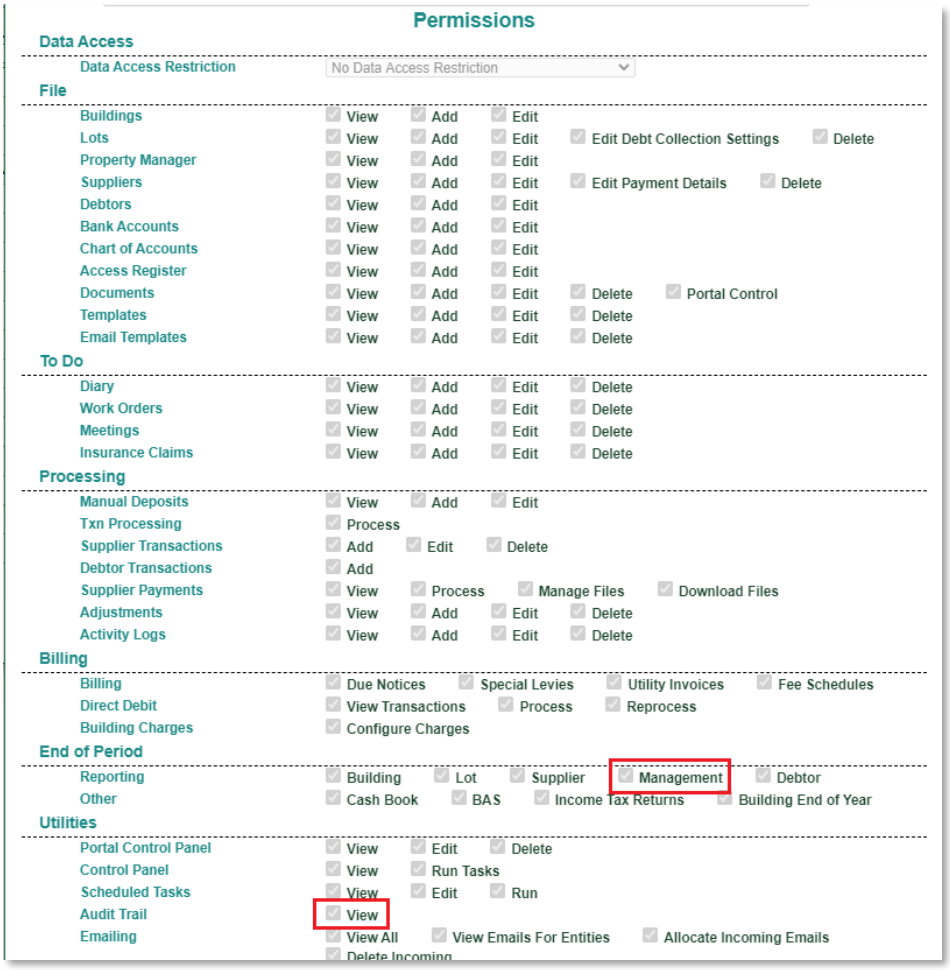
Users without these permissions will not see the *Audit Trail* accordion on the Reporting > Management tab.

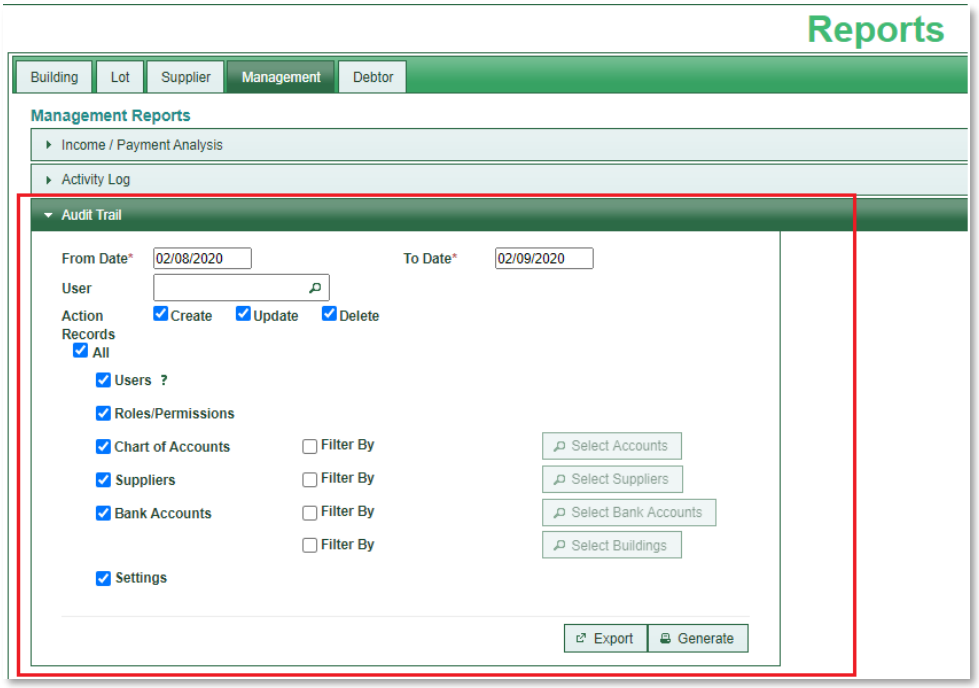
PERMISSIONS

You will need two (2) user permissions to access the audit trail report:

1. Reporting > Management; **AND**
2. Audit Trail > View

Users without these permissions will not see the *Audit Trail* accordion on the Reporting > Management tab.





WHAT'S INCLUDED IN THE REPORT

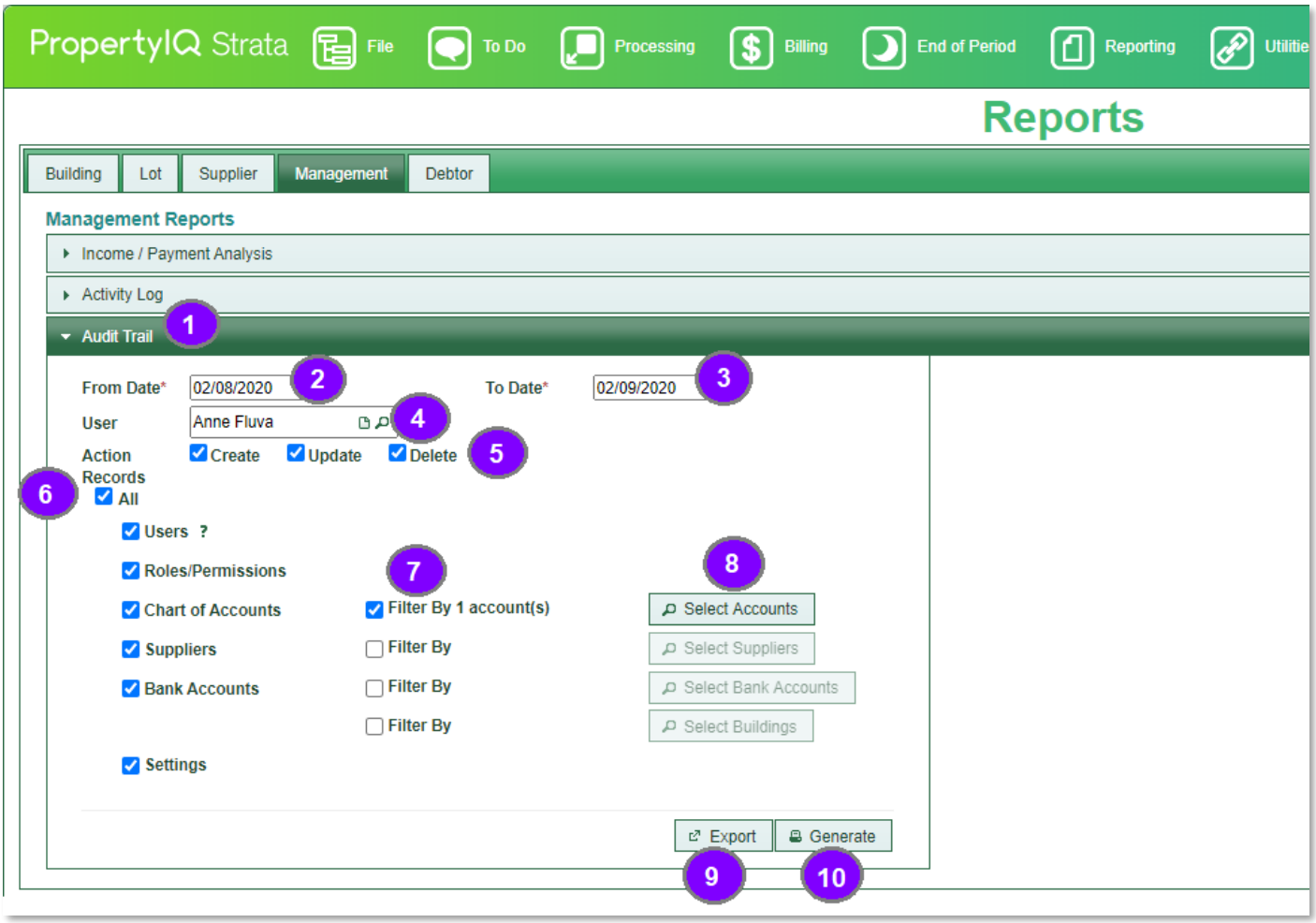
The below actions and changes to your PropertyIQ data are included in the Audit Trail report.

Record Type	Data available in Audit Trail Report
Users	▪ Create new user ▪ Edit existing user ○ Includes changes to user name, login name, address, contact numbers, email, role, manager and folio settings, password and active status ▪ Deactivate or re-activate user
Roles/Permissions	▪ Create new role ▪ Edit existing role (inc permissions) ○ Includes changes to name, description, data access restrictions and role permissions ▪ Delete role
Chart of Accounts	▪ Create new account ▪ Edit existing account ○ Includes changes to name, code, fund, type, account group, BMC group, GST status, interest account status, tax settings ▪ Deactivate or re-activate account
Suppliers	▪ Create new supplier ▪ Edit existing supplier (inc payment details) ○ Includes changes to name, code, address, contact details, ABN, GST status, delivery settings, duplicate invoice check, license number, compliance setting, supplier payment method and payment details ▪ Deactivate or re-activate supplier
Bank Accounts	▪ Create new bank account ▪ Edit existing bank account ○ Includes changes to name, BSB, account number, bank, account type, branch, investment details (type, rate, term, maturity date) and bank account notes ▪ Deactivate or re-activate bank account

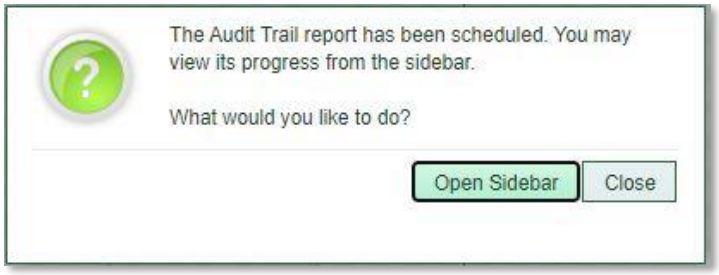
Settings	Editing fields and settings under Utilities > Settings for the following areas:
	▪ Company Details
	  ○ Includes changes at global and folio level
	▪ Application settings
	▪ Meetings
	▪ Supplier compliance
	▪ Mailing House
	▪ Portal Integration *(portal V1)*
	  ○ Includes changes to username, password, ID, URL and override email address
	▪ Bank settings
	▪ Reminders
	▪ File System Related
	▪ Cover Pages
	  ○ Includes changes to cover pages – displays template names only
	▪ Mail Server settings
	▪ Licensing
	▪ Connections
	▪ SMS

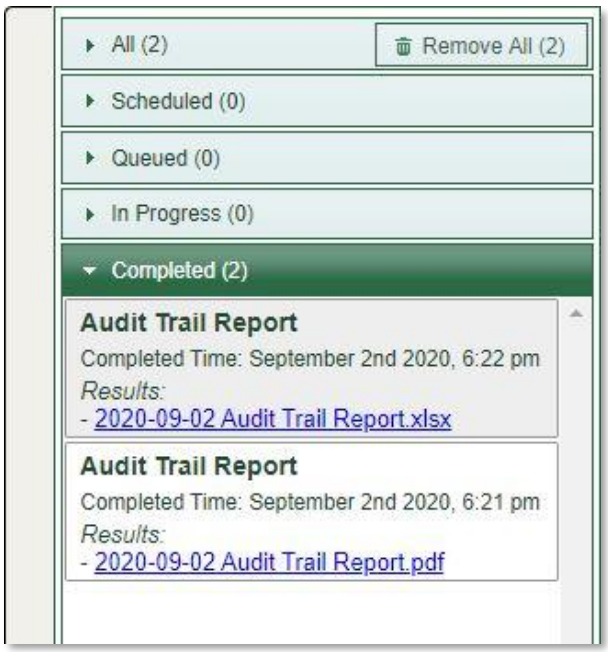
REPORT GENERATION

1. Go to Reporting > Management tab > *Audit Trail* accordion to generate the report
2. Enter a *From Date* for the report here
3. Enter a *To Date* for the report here
4. Filter by a single user here or leave this blank to include changes made by all users
5. Select the type of actions to view
    - *Create* = records that have been created e.g. new user, new bank account
    - *Update* = records that have been edited or changed, and records that have been de-activated or activated e.g. user permission changed, supplier payment details changed, chart of account deactivated
    - *Delete* = records that have been deleted e.g. user role
6. Select the types of records to view
7. Filter the results by single or multiple entities (optional). For example, select one or two chart of accounts or the bank accounts related to a single building.
8. If you've selected to filter the record type (in step 7 above), select single or multiple entities here.
9. *Export* the report to Excel here
10. *Generate* the report in PDF format here



The report will be available from your taskbar when it's ready.





SAMPLE – PDF

My Strata Co - piq-dev1
Level 20, 111 Eagle Street SYDNEY NSW 2000 ABN: 32 345 645
Ph: 13 13 121 Email: info@mystrataco.com.au
Printed: 02/09/2020 06:19 pm User: Nicki Scrivener
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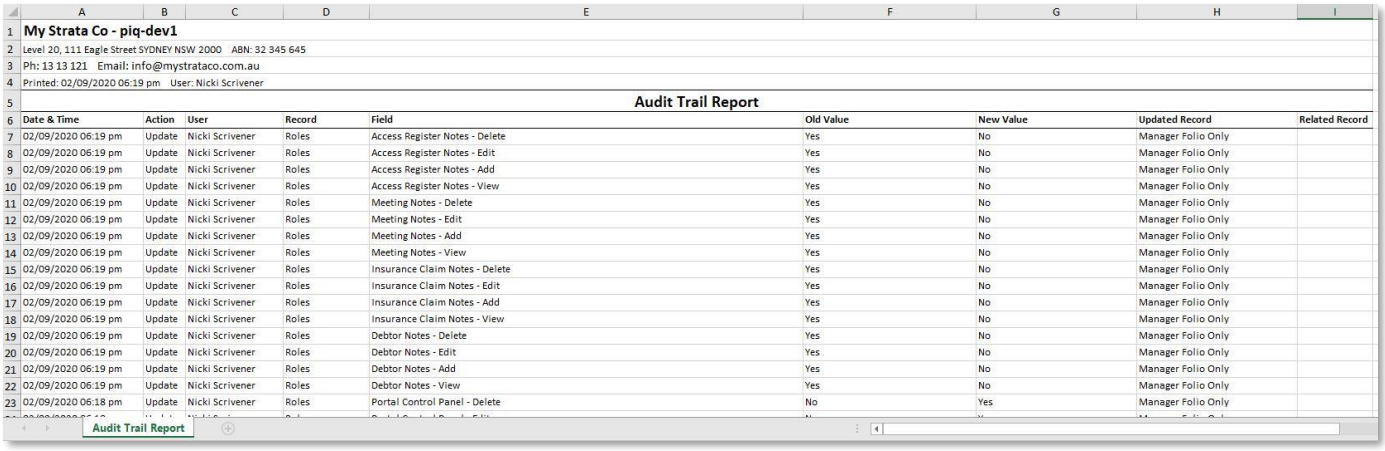
Audit Trail Report

Date & Time	Action	User	Record	Field	Old Value	New Value	Updated Record	Related Record
02/09/2020 06:12 pm	Update	Nicki Scrivener	Users	Role	Manager Folio Only	Accounts	Anne Fluva	
02/09/2020 06:12 pm	Update	Nicki Scrivener	Users	Folio		QLD BRANCH	Anne Fluva	
02/09/2020 06:10 pm	Update	Nicki Scrivener	Accounts	GST Applicable	Yes	No	Building Insurance	
02/09/2020 06:10 pm	Update	Nicki Scrivener	Accounts	Name	Building & P/L Insurance	Building Insurance	Building Insurance	
02/09/2020 06:09 pm	Update	Nicki Scrivener	Bank Accounts	Account Number	111111155	99991155	089 Bank Account	089 089
02/09/2020 06:09 pm	Update	Nicki Scrivener	Suppliers	Email Tender Requests	No	Yes	1A Suppliers	
02/09/2020 06:09 pm	Update	Nicki Scrivener	Suppliers	Work Orders Email		email@email.com	1A Suppliers	
02/09/2020 06:08 pm	Update	Nicki Scrivener	Suppliers	Cheque Payee		1A Suppliers	1A Suppliers	
02/09/2020 06:08 pm	Update	Nicki Scrivener	Suppliers	Payment Method	bpay	cheque	1A Suppliers	
02/09/2020 06:08 pm	Update	Nicki Scrivener	Settings	Application - Use Chart of Account GST Applicable setting	No	Yes		
02/09/2020 06:08 pm	Update	Nicki Scrivener	Settings	Company Details - Folio Company Name	QLD BRANCH Company	My Strata Co - QLD BRANCH	My Strata Co - QLD BRANCH	
02/09/2020 06:07 pm	Update	Nicki Scrivener	Settings	Company Details - Email	reception@mystrataco.com.au	info@mystrataco.com.au		
02/09/2020 12:32 pm	Update	Oz Monkul	Bank Accounts	Term		3	oz account1	
02/09/2020 12:32 pm	Update	Oz Monkul	Bank Accounts	Maturity Date		04/09/2020	oz account1	
02/09/2020 12:32 pm	Update	Oz Monkul	Bank Accounts	Interest Rate	0.00	30.00	oz account1	
02/09/2020 12:32 pm	Update	Oz Monkul	Bank Accounts	Investment Type		term	oz account1	
02/09/2020 12:32 pm	Update	Oz Monkul	Bank Accounts	Account Number	333555444	333555441	oz account1	
02/09/2020 12:32 pm	Update	Oz Monkul	Bank Accounts	Branch Domicile		2	oz account1	
02/09/2020 12:32 pm	Update	Oz Monkul	Bank Accounts	Account Name	oz account	oz account1	oz account1	
02/09/2020 12:32 pm	Update	Oz Monkul	Bank Accounts	Branch		1	oz account1	
02/09/2020 12:32 pm	Update	Oz Monkul	Bank Accounts	Account Type	main	investment	oz account1	
02/09/2020 12:32 pm	Update	Oz Monkul	Bank Accounts	BSB	182-182	182-183	oz account1	
02/09/2020 12:19 pm	Create	Oz Monkul	Bank Accounts	Notes		some notes here	oz account1	
02/09/2020 12:19 pm	Create	Oz Monkul	Bank Accounts	Interest Rate		0.00	oz account1	
02/09/2020 12:19 pm	Create	Oz Monkul	Bank Accounts	Next Cheque Number		1	oz account1	
02/09/2020 12:19 pm	Create	Oz Monkul	Bank Accounts	Account Number		333555444	oz account1	
02/09/2020 12:19 pm	Create	Oz Monkul	Bank Accounts	Cheque Stationery		MBL Blank	oz account1	
02/09/2020 12:19 pm	Create	Oz Monkul	Bank Accounts	Account Name		oz account	oz account1	
02/09/2020 12:19 pm	Create	Oz Monkul	Bank Accounts	Account Type		main	oz account1	
02/09/2020 12:19 pm	Create	Oz Monkul	Bank Accounts	Bank Type		Macquarie Bank	oz account1	
02/09/2020 12:19 pm	Create	Oz Monkul	Bank Accounts	BSB		182-182	oz account1	
02/09/2020 12:19 pm	Create	Oz Monkul	Bank Accounts	ID		312	oz account1	

SAMPLE – EXCEL



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Ph: 13 13 121 Email: info@mystrataco.com.au
Printed: 02/09/2020 06:19 pm User: Nicki Scrivener

Audit Trail Report

Date & Time	Action	User	Record	Field	Old Value	New Value	Updated Record	Related Record
02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Access Register Notes - Delete	Yes	No	Manager Folio Only	
02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Access Register Notes - Edit	Yes	No	Manager Folio Only	
02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Access Register Notes - Add	Yes	No	Manager Folio Only	
02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Access Register Notes - View	Yes	No	Manager Folio Only	
02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Meeting Notes - Delete	Yes	No	Manager Folio Only	
02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Meeting Notes - Edit	Yes	No	Manager Folio Only	
02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Meeting Notes - Add	Yes	No	Manager Folio Only	
02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Meeting Notes - View	Yes	No	Manager Folio Only	
02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Insurance Claim Notes - Delete	Yes	No	Manager Folio Only	
02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Insurance Claim Notes - Edit	Yes	No	Manager Folio Only	
02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Insurance Claim Notes - Add	Yes	No	Manager Folio Only	
02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Insurance Claim Notes - View	Yes	No	Manager Folio Only	
02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Debtor Notes - Delete	Yes	No	Manager Folio Only	
02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Debtor Notes - Edit	Yes	No	Manager Folio Only	
02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Debtor Notes - Add	Yes	No	Manager Folio Only	
02/09/2020 06:19 pm	Update	Nicki Scrivener	Roles	Debtor Notes - View	Yes	No	Manager Folio Only	
02/09/2020 06:18 pm	Update	Nicki Scrivener	Roles	Portal Control Panel - Delete	No	Yes	Manager Folio Only	

Audit Trail Report

ITEM 4 – NEW SETTINGS FOR INVOICES PROCESSED BY AIM

New settings have been added to control the automatic payment of invoices imported into PIQ from Automated Invoice Management (AIM). Currently, if invoice/s are imported from AIM and validated with no coding issues, they are sent to the Supplier Payments queue for payment.

You can now decide to mark these invoices as on 'hold' and/or 'approval' to stop them from being paid in a supplier payment run, which will allow you the chance to review invoice details before payment.

You can also add an optional default message to these invoices which will appear in the 'hold' and 'approval' message fields.

New application settings

You can enable the invoice defaults for AIM under Utilities > Settings > Connections tab > *Auto Invoice Defaults* section.
You can enable 'hold' or 'approval' individually, or enable both at the same time. You will see settings for:

- Invoices being marked as 'hold'
  - Checkbox for "Mark invoices imported from AIM as 'Hold'"
  - Message field for an **optional** default message that will be applied to all invoices on 'hold'
- Invoices being marked as 'approval'
  - Checkbox for "Mark invoices imported from AIM as 'Approval'"
  - Message field for an **optional** default message that will be applied to all invoices for 'approval'

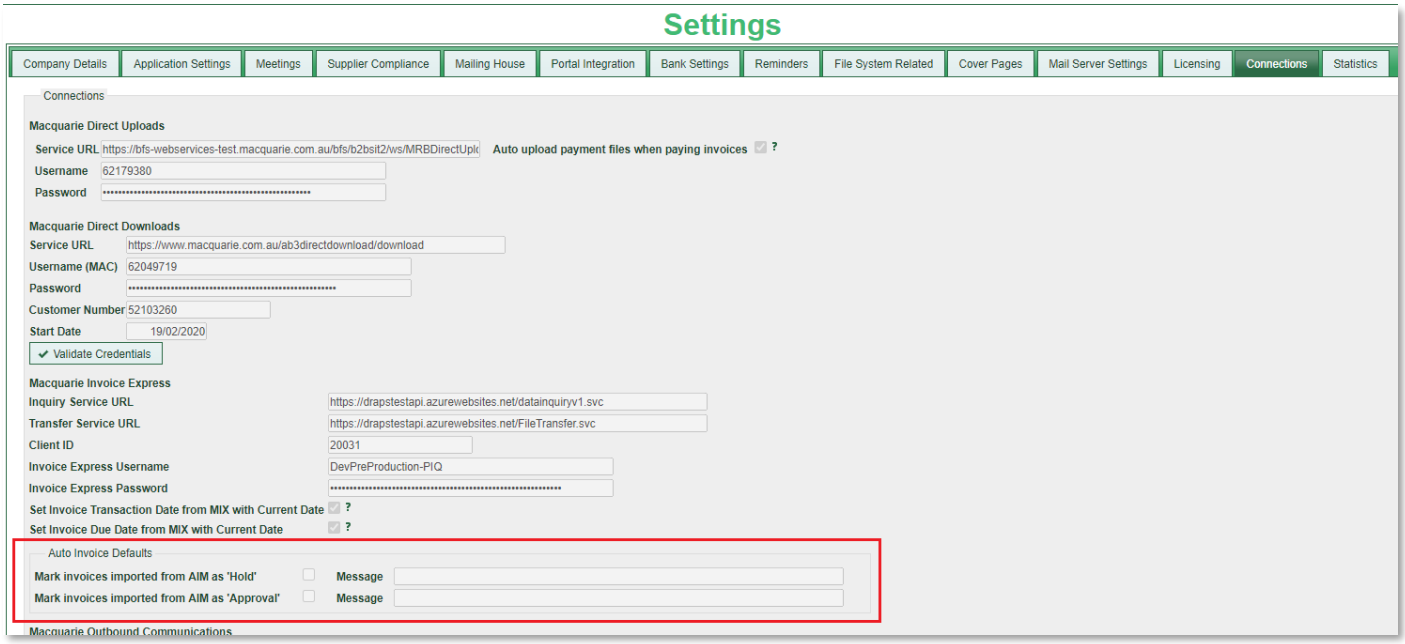
Invoices marked on 'hold' and/or 'approval'

If these settings are enabled, PropertyIQ will use the existing 'hold' and 'approval' checkboxes visible on the supplier transaction screen, and populate the default message if one has been entered.

When viewing the invoice from the Supplier Payments screen, the 'hold' and/or 'approval' checkboxes will be ticked and the 'selected' checkbox will be disabled, which will exclude it from the supplier payment run.

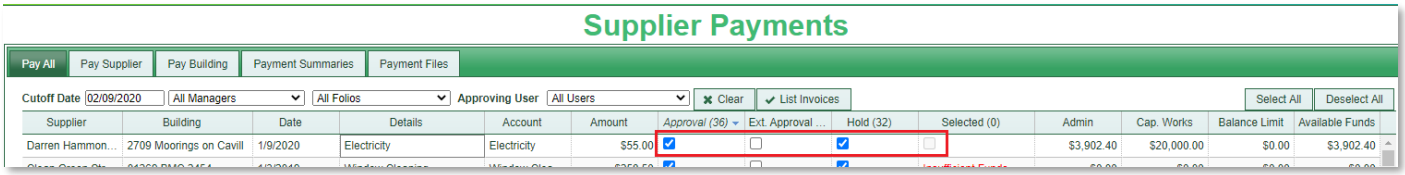
APPLICATION SETTINGS

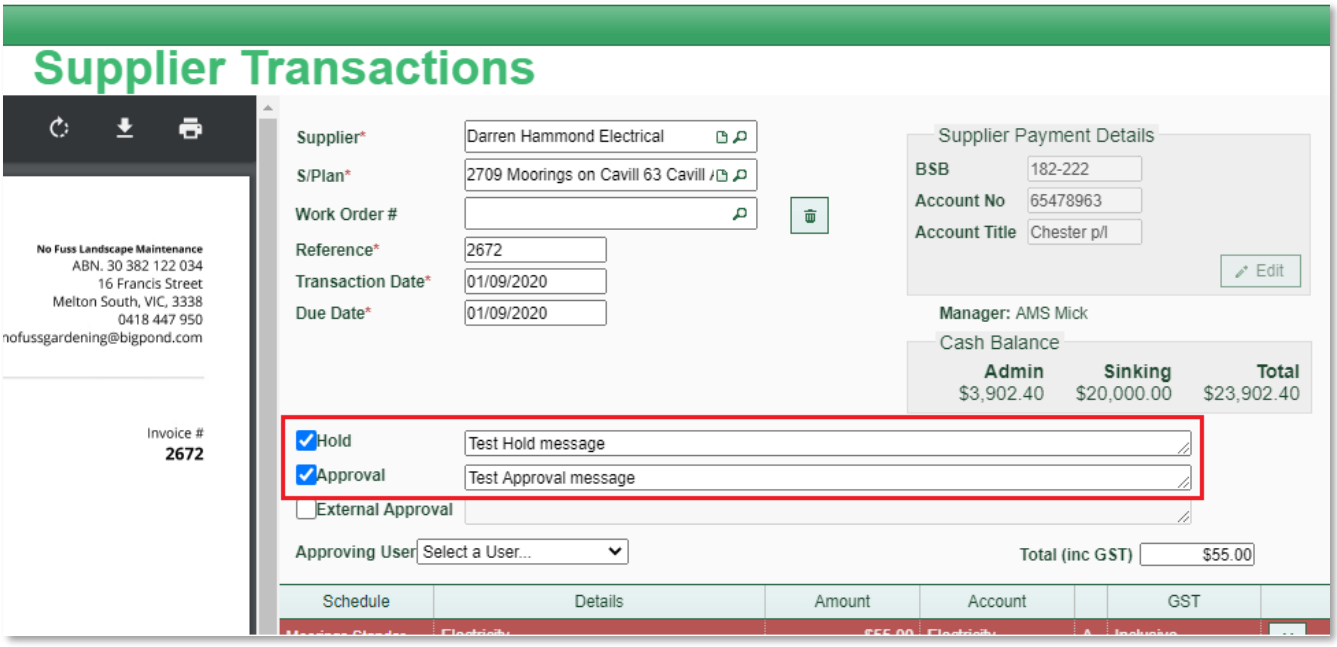
- Go to Utilities > Settings > Connections tab > *Auto Invoice Defaults* section



SUPPLIER PAYMENTS SCREEN

- Example of AIM Invoice marked on 'hold' and/or 'approval'



SUPPLIER TRANSACTIONS SCREEN

- Example of AIM Invoice marked on 'hold' and/or 'approval', with optional message