PropertyIQ™ Strata

Release Notes Version 169.3- 171.1

March 2019

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SUMMARY

1. **Levy Maintenance - Cancellation of levy/fee notices** – Improvements have been made to the Levy Maintenance screen under the Processing > Adjustments screen to streamline the cancellation of levy/fee notices. At the bottom of the screen there is a new button called Cancel Levies that will allow you to cancel any levies/fees that are paid, partly paid or unpaid.
   The cancel button will either:
   - Cancel the selected levies/fees by creating a negative levy/fee to offset the original notice, or;
   - Delete the selected levies/fees from the system
2. **Receipts - Manual owner deposits** – When you create an *Owner* manual deposit slip, PropertyIQ now creates a receipt for the item. This will show as an unpresented deposit on your bank reconciliation screen and bank reconciliation reports until the funds are received via .txn processing.
   - Owner manual deposits are now shown and recorded on the Manual Deposits screen
   - There is a new column on the Manual Deposits screen called 'Type' that shows the manual deposit as either an Owner or Other deposit type.
   - Manual deposits that haven't yet been presented will show in orange on the manual deposits screen.
   - When creating the manual deposit, you will need to allocate it to levies/fees on the lot's ledger until the total receipt amount has been allocated. Once processed, the receipt will be created, it will be visible on the lot's ledger and will update the lot's ledger balance. Owner receipts created by a manual deposit will be prefixed with "MD" (manual deposit) in the receipt description to distinguish this from cleared funds that have been receipted via a .txn file.
   - Once a manual deposit is processed, it will create a manual deposit slip and a receipt for printing.
   - You can go back and view the manual deposit at any time and reprint the deposit slip or receipt if needed.
   - If an amount related to a manual deposit is received via a .txn file and is for a different amount to the amount of the manual deposit, then it will show in the Informational tab and will have the message "Deposit wrong amount".
   - If an amount related to a manual deposit is the correct amount, the receipted amount will allocate automatically.
   - If an amount related to a manual deposit has already been presented, it will show in the Informational tab and will have the message "deposit has already been presented"
   - The owner manual deposits now have a new option – Cancel manual deposit. If a manual deposit has not been presented and the deposit has not previously been cancelled, then you will be able to cancel the deposit. When you select Cancel Deposit you will see a popup message - "This will cancel the

manual deposit by creating a negative deposit to contra the selected deposit. The negative deposit will be identical to the manual deposit although it will have a transaction date as selected below." There is validation on the cancellation date to check for Final reports or a prior BAS period.

3. **Variable charge schedules – Work order and Quote request charges** – A change has been made to the behaviour of variable charges for work orders and quote requests that are processed during a Fee Schedule run.

   Work Order –
   - When processing a Fee Schedule run, it will look at the documents of type 'work order' that were created in the date range of the fee schedule run, rather than looking at the workorders that were created in the date range.
   - If a work order is generated a second time e.g. it creates a second document, it will then be charged a second time.
   - To check what charges will be applied, go to the Work Order > Documents tab and review the documents saved with the document type of 'work order'
   - For example, 5 work order documents = 5 work order charges

   Quote Charge Per Quote Request –
   - When processing a Fee Schedule run, it will look at documents of type 'quote request' and charge for documents created in the date range of the fee schedule run.
   - Every quote request that has a document generated will be charged for e.g. if the document's created date is in the date range of the fee run.
   - To check what charges will be applied, go to the Work Order > Documents tab and review the documents saved with the document type of 'quote request'
   - For example, 5 quote request documents = 5 quote request charges

   Quote Charge Per Work Order –
   - When processing a Fee Schedule run, it will look at documents of type 'quote request' and will only ever charge ONCE per work order that has any quote requests attached to it.
   - As soon as a work order has this charge applied it will not charge again, even if new quote requests are issued in the future using the same work order.
   - For example, 5 quote request documents = 1 quote request charge
4. **Budgets - BMC budget calculations** – Buildings that are enabled for BMC budgeting will always use the "Expenditure Only" calculation method. Buildings that are not using BMC budgeting, will continue to calculate based on the budget settings under Utilities > Settings > Application Settings > Budget Settings > Budget Calculation
5. **Budgets - BMC budget grouping** – For buildings that are enabled for BMC budgeting, the chart of accounts are now grouped by the BMC Groups in the Cost Share % accordion, to make it easier to sort and find accounts related to the relevant BMC.
6. **Budgets - Levy history on budget screen** – A new 'Levy History' accordion has been added to a building's budget instalment screen under Building > Budget tab > Set Budget screen > Set Instalments and will show all standard levies/fees that have been struck from the building's financial year start date/opening balance date to the end of time, for the selected schedule.
7. **Reports - Levy summary report** – The levy summary report generated from Reporting > Building > Levy Summary now includes the amounts for Admin Fund, Sinking/Capital/Maintenance Fund and the Total for each levy/fee instalment listed in the report.
8. **Accounting Disclaimers – Chart of accounts, BAS & Tax return report** – As a result of the independent accounting review undertaken late 2018 and the recommendations received, several accounting disclaimers have been added to areas in PIQ. Disclaimers that have been added are outlined below.
   - Income tax return – Calculation worksheet
     - Disclaimer: "This calculation sheet is to be used only to assist in the preparation of the tax return and should not be considered as tax advice. All items included in the calculation sheet should be appropriately reviewed by a suitably qualified tax professional prior to inclusion in any tax document."
   - BAS – GST Audit trail, GST Summary report, Reconciliation report and GST Exceptions report

        - Disclaimer: “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."
        - Disclaimer: "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."
        - Disclaimer: "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."
    - Chart of Accounts – Individual account settings
        - Disclaimer: “It is recommended that you seek formal accounting and tax advice before applying account settings as this will affect GST, Income Tax and all financial balances for this account in current and prior periods."
9. **Automatic archive of documents –** There is a new application setting under Utilities > Settings > File System Related > File Storage Folders called "Auto Archive Documents older than:"
   This will be used by a new scheduled task called 'Auto Archive Documents to File System' which will automate the archive of documents in PIQ to an external file system.
   If you are interested in enabling this feature, please contact PIQ Support at support@propertyiq.com.au.
10. **Supplier Transactions – Duplicate invoice message** – An issue where duplicate invoice numbers were not being identified in some cases has been fixed. The issue was caused when not pressing tab or enter after entering a number in the field. This has now been improved and a new alert window will appear for duplicate invoice numbers when processing.
11. **Supplier Transactions – Supplier alerts** – An issue where supplier alerts were not appearing in ‘assign’ mode in supplier transactions screen has been fixed.
12. **Reports - Expenses & other income report** – An issue when generating the report from the prior period dropdown option, was not including opening balances in the report has been fixed.
13. **Reports – Income tax return** – When generating the Income tax return calculation worksheet, you will now see the chart of accounts breakdown related to the mutual income section.
14. **Reports – BAS** – As a result of the independent accounting review undertaken late 2018 and the recommendations received, GST free supplies are now shown in the GST audit trail and GST summary reports under section G4 instead of G3.
15. **Reports – Proposed budget report** – When comparing the Owner contribution schedule amounts to the Total contribution summary amounts for a budget, in some cases there was a small discrepancy due to rounding. This has now been fixed.
16. **Reports – Arrears report** – An issue where generating an arrears list for a building with no arrears was creating a blank page, has been fixed.
    When generating an arrears list for a single building with no arrears, a single page will be generated with the building details in the header, and the building total arrears amount will display as $0.
    When generating an arrears list for multiple buildings and one of those buildings has no arrears, then that building will not be included in the report at all.
17. **Reports – Unpaid supplier invoices report** – When generating a supplier unpaid invoices report, the "From" date and "To" date fields are now mandatory. The report header has also been updated to include the "From" date, "To" date & "Unpaid as at" date to avoid confusion when reviewing the report.
18. **Reports – Lot ledger report** – When generating a lot’s ledger report in summary mode, an issue with the Transfer to/from credit transactions has been fixed.
    When in summary mode, the ledger report will hide transfer transactions if they have a net $0 impact on the ledger balance (e.g. transfers in the same schedule). Transfer transactions across two different schedules will still appear on the ledger report.
19. **Activity log – Imported charges** – GST dropdown and references in the Activity log import screen are redundant and have been removed. GST status for activity charges will always default to the GST status of the Managing Agent supplier.
20. **Meetings - BING and Meeting minutes** – An issue when sending the annual levy notice with meeting minutes to BING would create an upload error, has been fixed.

21. **Meetings – Notice and meeting attachments** – A "File Size" column has been added to the meeting attachments accordion for Notices and Minutes to make it easier to review file sizes before previewing or generating meeting documents. When previewing or generating a meeting document for a large building, with large size attachments, it may cause an error. To avoid this, keep meeting attachments to a reasonable fie size.
22. **Receipts - TXN file processing** – An issue where it was possible for 2 users to process the same TXN file, resulting in duplicate transactions, has been fixed.
23. **Receipts – Debtor credit notes** – You can now allocate outstanding credit notes in txn processing before the deposit is allocated. When there is an unpaid credit note and there are also unpaid debtor invoices the credit note could be applied to, the debtor deposit will show in the Unallocated tab.
24. **Supplier Payments - Supplier payment summary reports** – Separate supplier payment summary reports are produced when paying invoices for buildings that are associated with different folios, and where the folios have different APCA settings. The supplier payment summary reports generated for each folio now correctly display the relevant Folio name in the report header.
25. **Levy maintenance – Date validation** - The levy maintenance screen will now check for transactions being edited/cancelled in a prior BAS period or in a final financial report period. You will now receive an alert which will warn you or stop you from completing the edit/cancellation.
26. **Documents – Type column sort** – An issue with the column sort for the Document Type column on File > Documents screen has been fixed.
27. **Templates – Levy/due notice merge fields –** An issue with the Total_Due_Label and Gross_Total_Label merge fields (used for discounted levies) merging with incorrect or blank data, has been fixed.
28. **Receipts – Receipting rules for QLD buildings** – The behaviour of receipting rule #4 for buildings in QLD has been adjusted in line with legislative requirements in QLD and will now receipt levy payments in this order:
    i. Interest
    ii. Levies in arrears (standard and/or special)
    iii. Penalties
    iv. Levies in advance

DETAILED SCREENSHOTS

ITEM 1 – LEVY MAINTENANCE - CANCELLATION OF LEVY/FEE NOTICES

You can now cancel levy/fee notices more easily from the Levy Maintenance screen under the Processing > Adjustments.

On the Levy Maintenance screen there is a new button called Cancel Levies that will allow you to cancel any levies/fees that are paid, partly paid or unpaid. Cancellations will be recorded in the log of changes tab on the Levy Maintenance screen.

The cancel button will either:

- Cancel the selected levies/fees by creating a negative levy/fee to offset the original notice, or;
- Delete the selected levies/fees from the system

Rules for cancellation of levies/fees

- Paid or partly paid levies/fees will always be cancelled instead of deleted
- Receipts allocated to cancelled levies/fees will be transferred to credit
- A negative levy/fee will be created to offset the cancelled levy/fee
- An audit trail of all transactions will be maintained on the lot's ledger (e.g. original levy/fee, negative levy/fee, transfers to/from credit)

Rules for deletion of levies/fees

A levy/fee can only be deleted from the system where it meets the following rules.

- Has been not been included in a due/fee, arrears, final, legal or special notice (e.g. issued in a tax invoice to the owner)
- Has not been paid or partly paid
- Is not due in a prior financial year

Once deleted, it will be removed entirely from the lot's ledger

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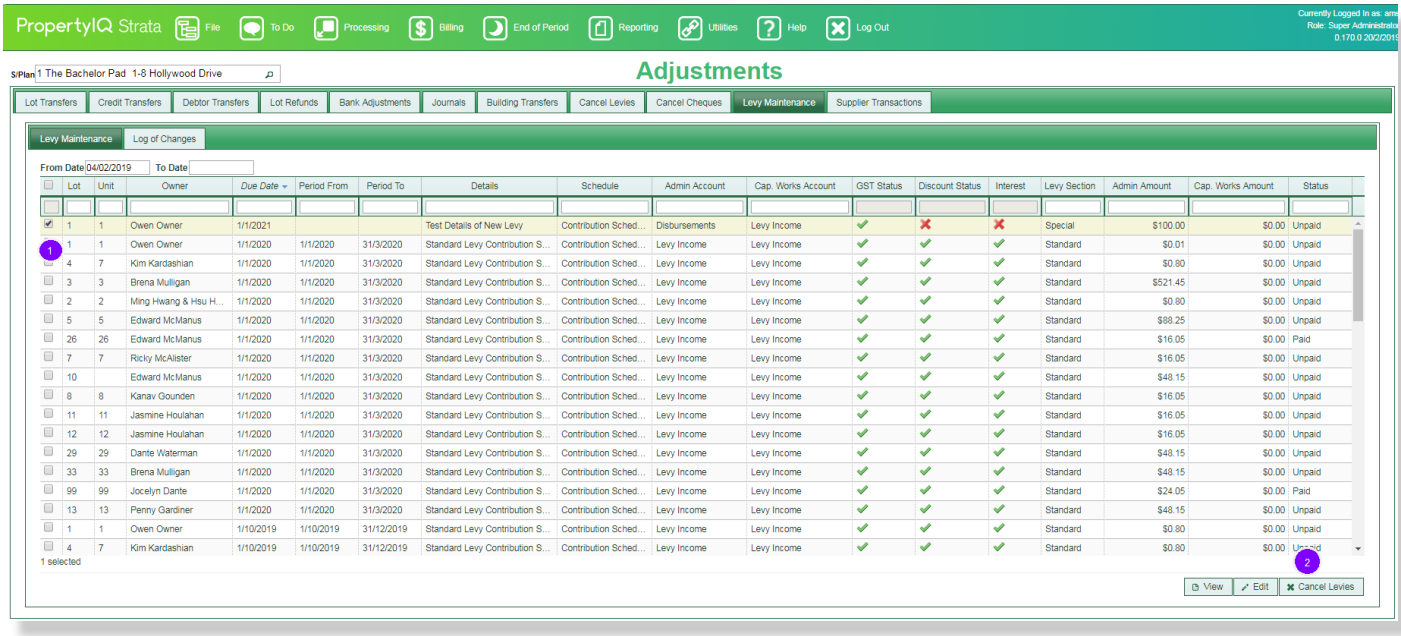
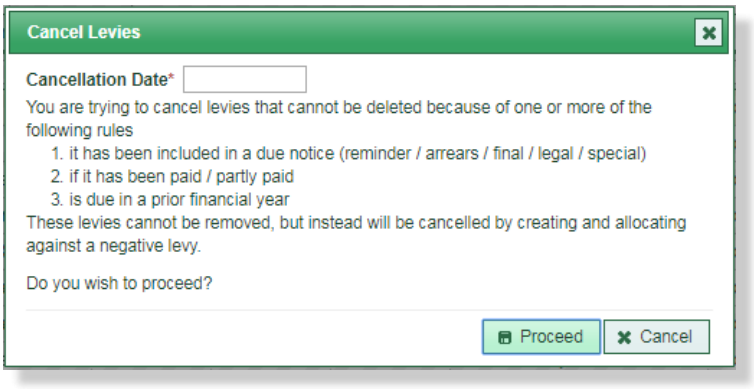
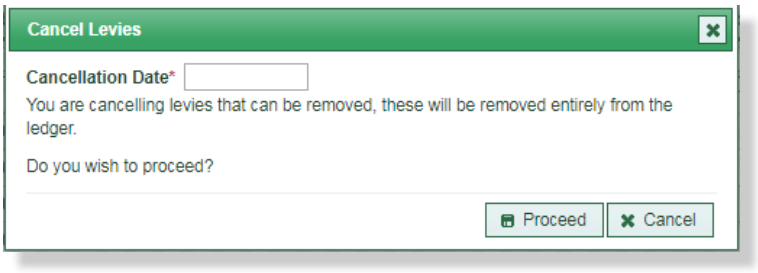
1) Select the levy/fee notice to be cancelled here
2) Select the Cancel Levies button here



3) If the levies/fees are being **cancelled**, you will be asked to enter the cancellation date and confirm you wish to proceed.



4) If the levies/fees are being **deleted**, you will be asked to enter the cancellation date and confirm you wish to proceed.



ITEM 2 – RECEIPTS – MANUAL OWNER DEPOSITS

When you create an *Owner* manual deposit slip, PropertyIQ now creates a receipt for the item which can be seen on the lot owner's ledger.

The deposit will show as an 'unpresented deposit' on your bank reconciliation screen and bank reconciliation reports until the funds are received via .txn processing. Until the funds are received via .txn processing, the deposit can be cancelled.

Rules for cancelling a manual owner deposit

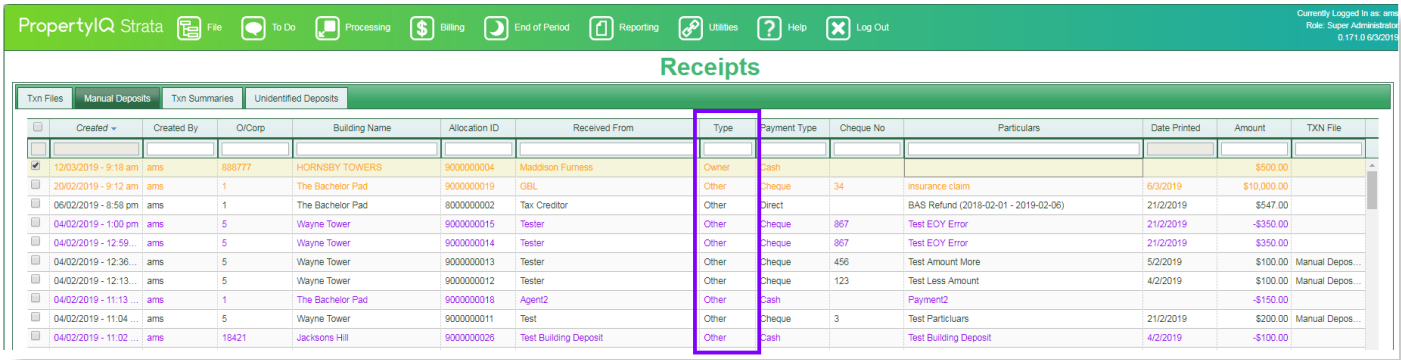
- If a manual deposit has not been presented and the deposit has not previously been cancelled, then you will be able to cancel the deposit.
- When you select Cancel Deposit you will see a popup message - "This will cancel the manual deposit by creating a negative deposit to contra the selected deposit. The negative deposit will be identical to the manual deposit although it will have a transaction date as selected below."
- There is validation on the cancellation date to check for Final reports or a prior BAS period.

Rules for TXN processing

- If an amount related to a manual deposit is the correct amount, the receipted amount will allocate automatically.
- If an amount related to a manual deposit is received via a .txn file and is for a different amount to the amount of the manual deposit, then it will show in the Informational tab and will have the message "Deposit wrong amount".
- If an amount related to a manual deposit has already been presented, it will show in the Informational tab and will have the message "deposit has already been presented"

MANUAL DEPOSITS SCREEN

1. Manual owner deposits are now shown and recorded on the Manual Deposits screen
2. Manual owner deposits that haven't yet been presented will show in orange on the manual deposits screen
3. There is a new column on the Manual Deposits screen called 'Type' that shows the manual deposit as either an Owner or Other deposit type



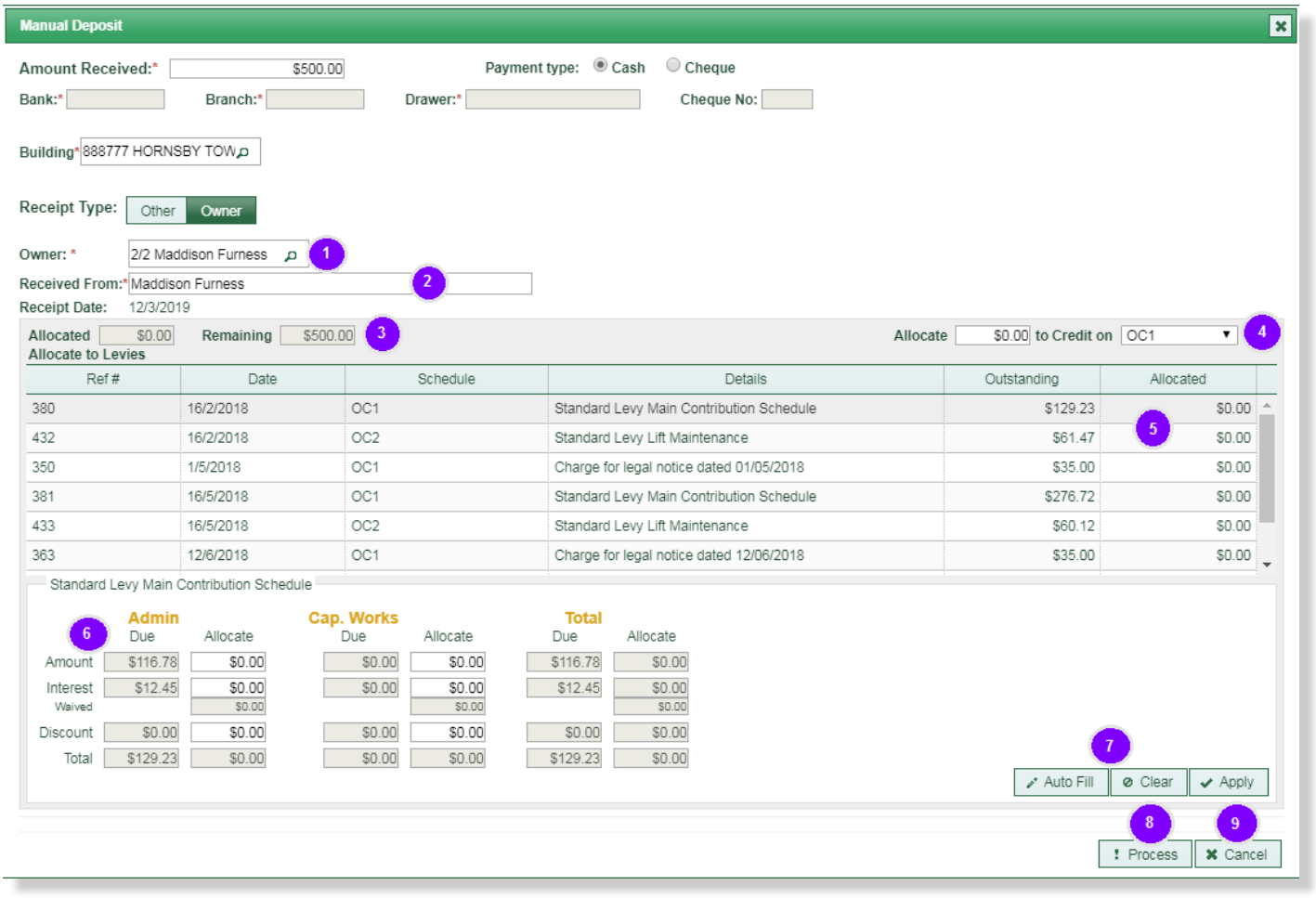
ADDING A NEW MANUAL OWNER DEPOSIT

When creating the manual deposit, you will need to allocate it to levies/fees on the lot's ledger until the total receipt amount has been allocated.

Once processed, the receipt will be created, it will be visible on the lot's ledger and will update the lot's ledger balance. Owner receipts created by a manual deposit will be prefixed with "MD" (manual deposit) in the receipt description to distinguish this from cleared funds that have been receipted via a .txn file.

You can create a manual owner deposit as you would normally, with some additional actions.

1. You can select the lot here
2. You can type in the name of the person you received payment from here. The lot owners name will display by default but you can type over this if needed
3. You can see here the amount that has been allocated to levies/fees, and the amount that is still yet to be allocated
4. You can allocate the amount to credit here
5. You can select the levy/fee notice that you want to pay by clicking in the grid here
6. You can allocate amounts manually to the selected levy/fee notice here
7. You can allocate amounts to the selected levy/fee notice automatically by selecting the Auto Fill button, you can clear allocated amounts by selecting the Clear button, or you can apply manually allocated amounts to the selected levy/fee notice by selecting the Apply button.
8. Once the amount has been fully allocated (e.g. remaining amount is $0.00), you can process the receipt here
9. You can return to the previous screen and cancel the receipt here



MANUAL DEPOSIT SLIP AND RECEIPT

Once a manual owner deposit has been processed, it will generate a manual deposit slip and a receipt in a new browser tab. These can be printed as needed.

Deposit slip for Hornsby Towers admin
Account No 888888888 BSB 182-222
Macquarie Bank Sydney

Cash	**$500.00**	
Cheque	**$0.00**	
	Bank:	Branch:
	Drawer:	Cheque No:
	Details	2/2 Maddison Furness
	Received from	Maddison Furness
	Allocation ID	9000000004

DEFT PAYMENT SYSTEMS

Account: Hornsby Towers admin

POST billpay

*496 888888888 90000000041

Total Deposit $500.00

DEFT Reference Number: 888888888 90000000041

+888888888 90000000041< 000050000<2+

NSW Company
23
SYDNEY NSW 2000

ABN: 35745747

Trust Account Receipt No: 289 **Date: 12/03/19**
***** Tax Invoice ABN 123434354 *****

Received From : Maddison Furness
On Behalf Of : Maddison Furness
: Unit 2/15 Florence Avenue
:
:
: HORNSBY NSW 2077
The Owners of Strata Plan 888777 Lot 2
Being : MD: Charge for legal notice dated 01/05/2018
Paid To:

Direct :		$35.00
Cash :		$0.00
Cheque :		$0.00
TOTAL :		$35.00

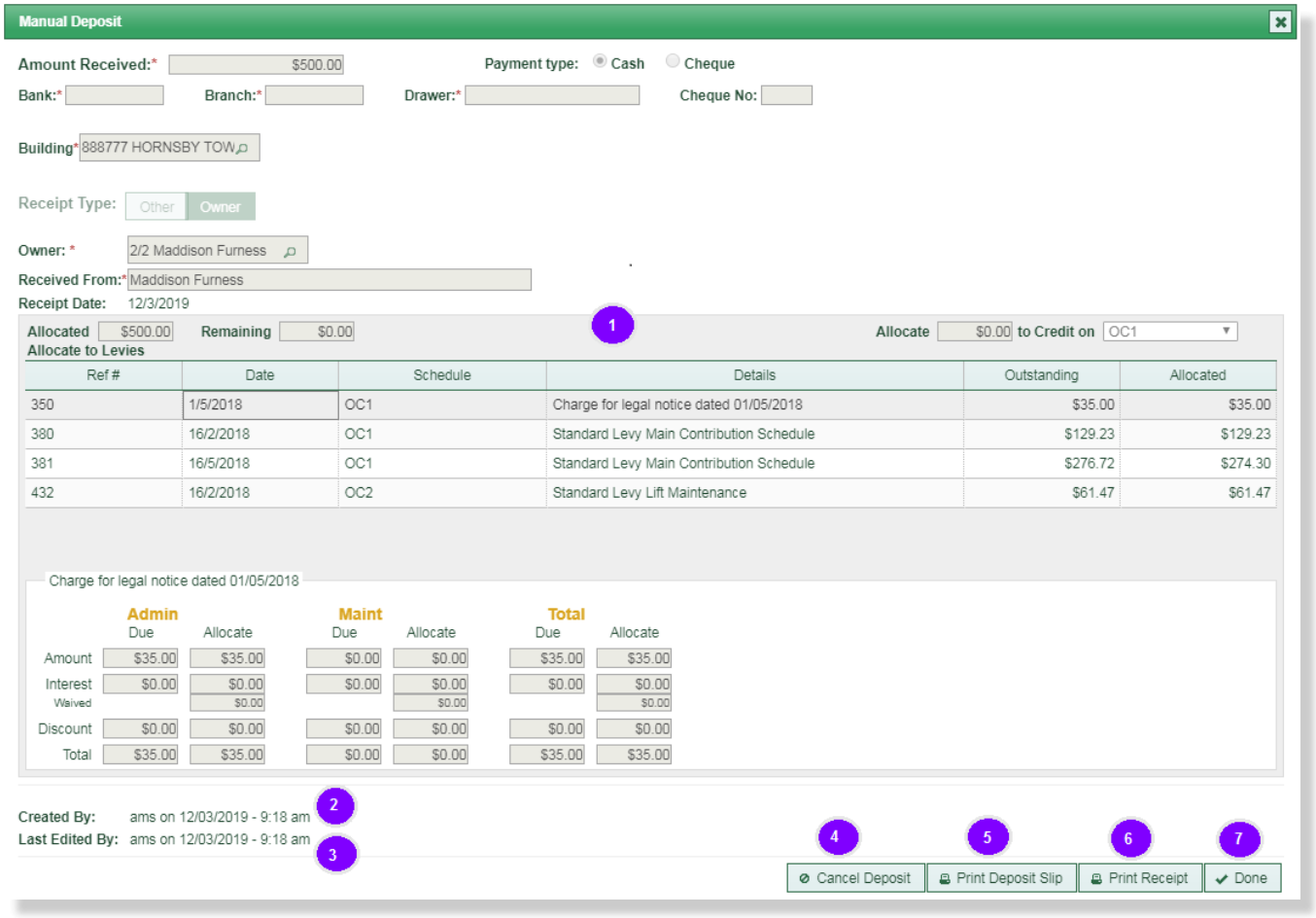
Allocated to	- Admin	$35.00
	- Admin interest	$0.00
	- Capital Works	$0.00
	- Capital Works Interest	$0.00

Per: _____

VIEW & EDIT A MANUAL OWNER DEPOSIT

You can go back and view a manual deposit at any time from the Processing > Receipts > Manual Deposits screen, by finding and double clicking on the relevant manual deposit.

1. You can view the details and allocations of the manual deposit here. The information displayed will be fixed as at the time the manual deposit was originally created and will be displayed as read-only
2. You can see the date, time and user who created the manual deposit here
3. You can see the date, time and user who last edited the transactions here e.g. cancelled the deposit
4. You can cancel an unpresented manual deposit here. If the deposit has been receipted in .txn processing, you will not be able to cancel it and this button will not be visible
5. You can print/reprint the manual deposit slip here
6. You can print/reprint the receipt here
7. You can close the window and return to the previous screen here

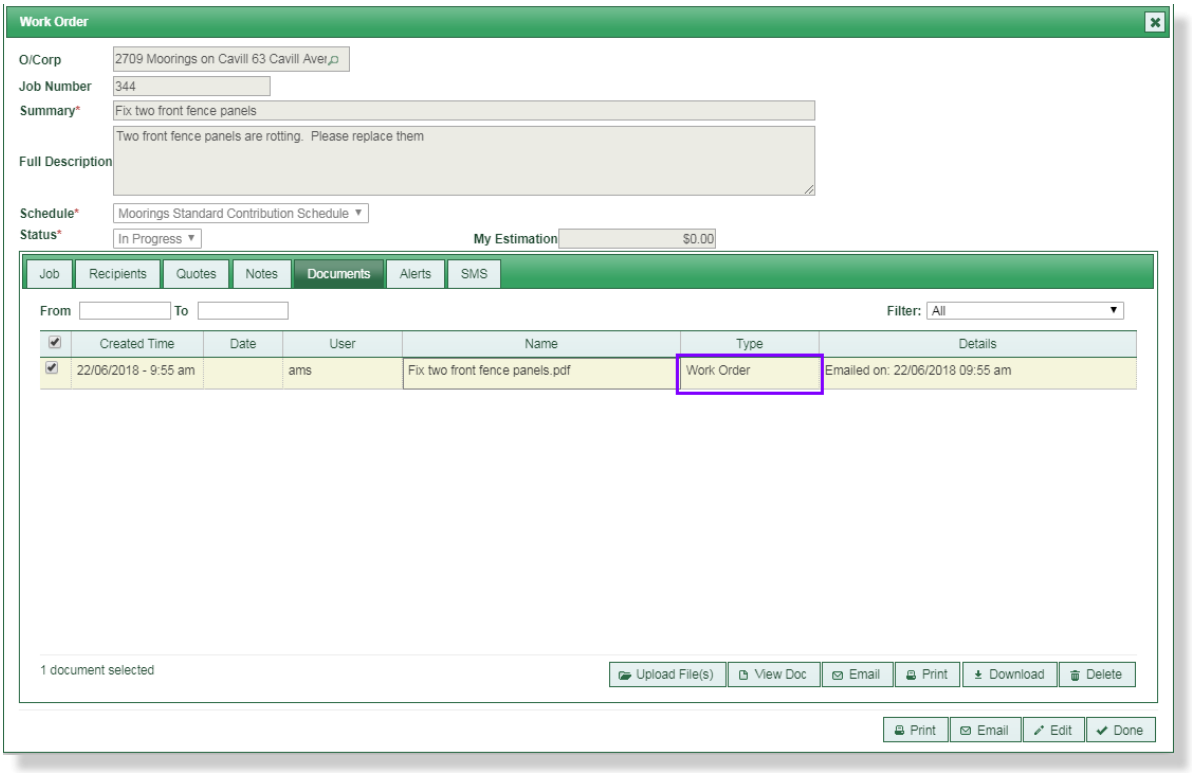


ITEM 3 – VARIABLE CHARGE SCHEDULES – WORK ORDER AND QUOTE REQUEST CHARGES

A change has been made to the behaviour of variable charges for work orders and quote requests that are processed during a Fee Schedule run.

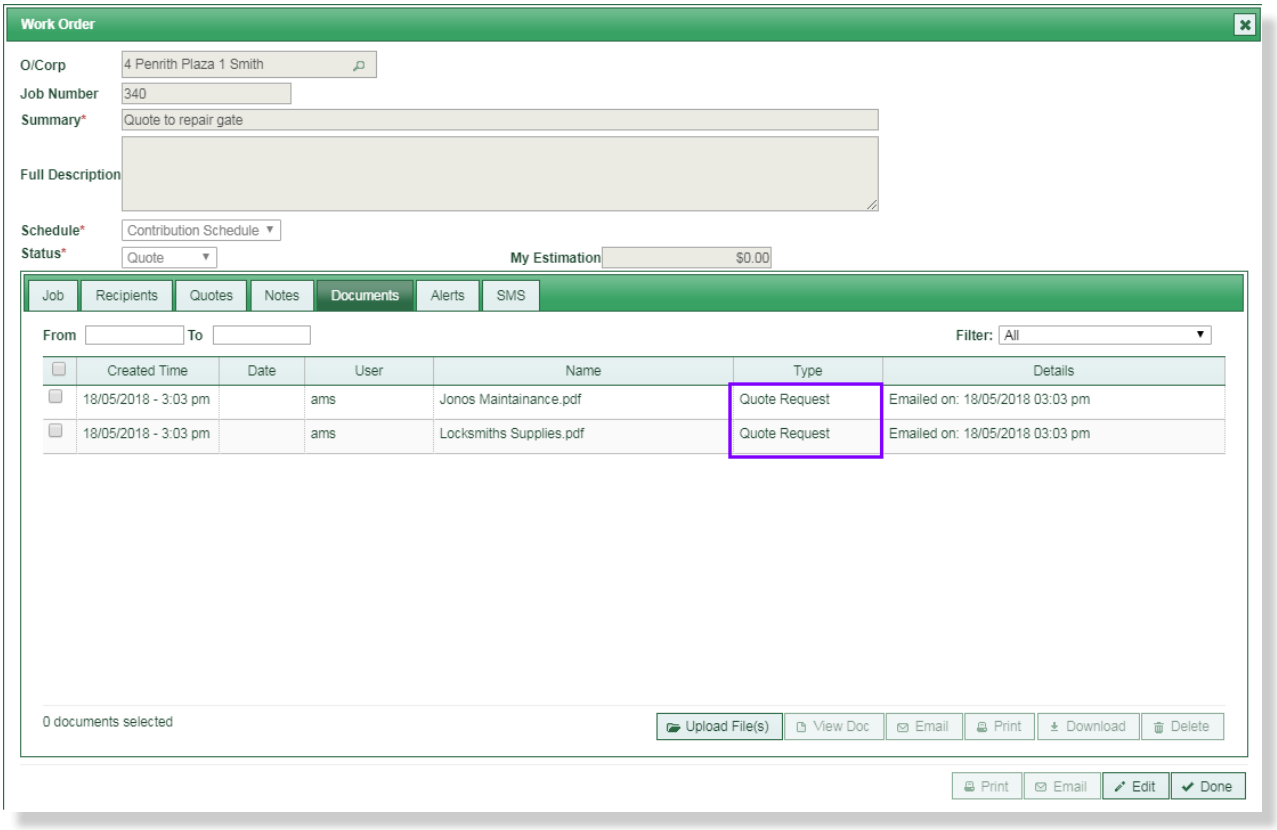
Work Order

- When processing a Fee Schedule run, it will look at the documents of type ‘work order’ that were created in the date range of the fee schedule run, rather than looking at the workorders that were created in the date range.
- If a work order is generated a second time e.g. it creates a second document, it will then be charged a second time.
- To check what charges will be applied, go to the Work Order > Documents tab and review the documents saved with the document type of ‘work order’
- For example, 5 work order documents = 5 work order charges



Quote Charge Per Quote Request

- When processing a Fee Schedule run, it will look at documents of type 'quote request' and charge for documents created in the date range of the fee schedule run.
- Every quote request that has a document generated will be charged for e.g. if the document's created date is in the date range of the fee run.
- To check what charges will be applied, go to the Work Order > Documents tab and review the documents saved with the document type of ‘quote request’
- For example, 5 quote request documents = 5 quote request charges



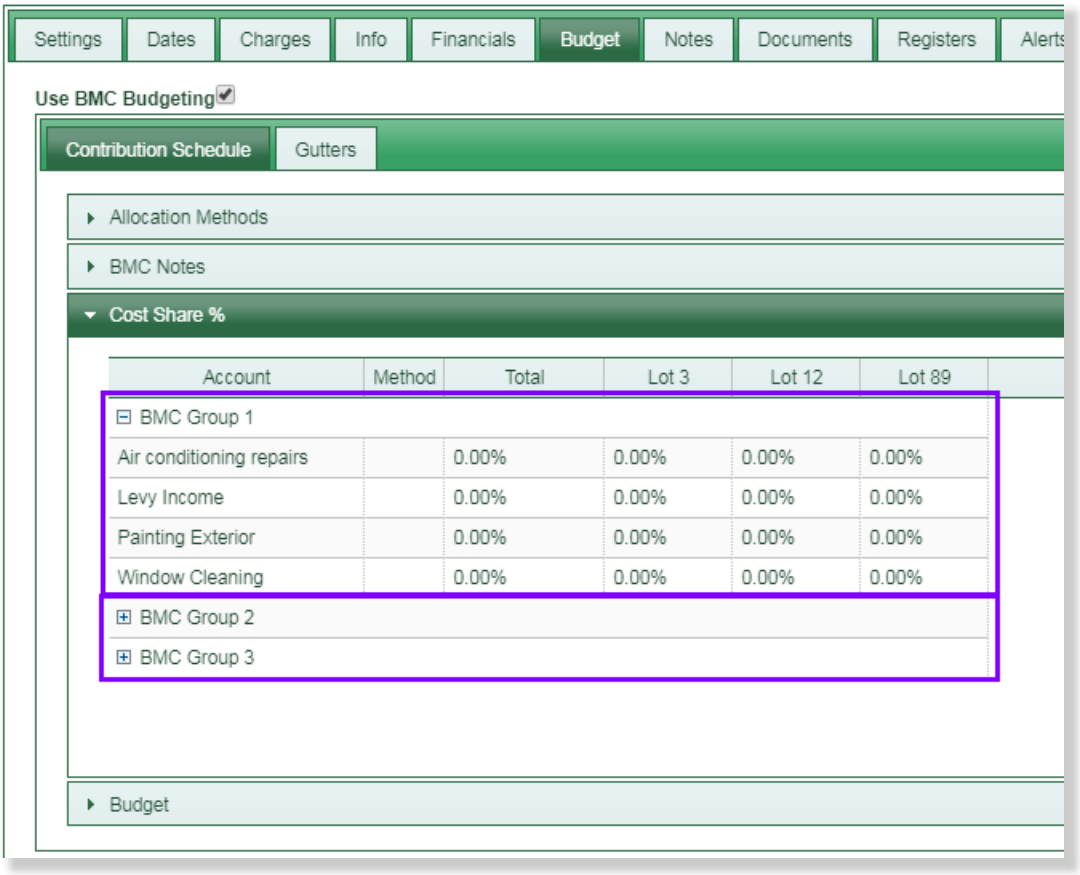
Quote Charge Per Work Order

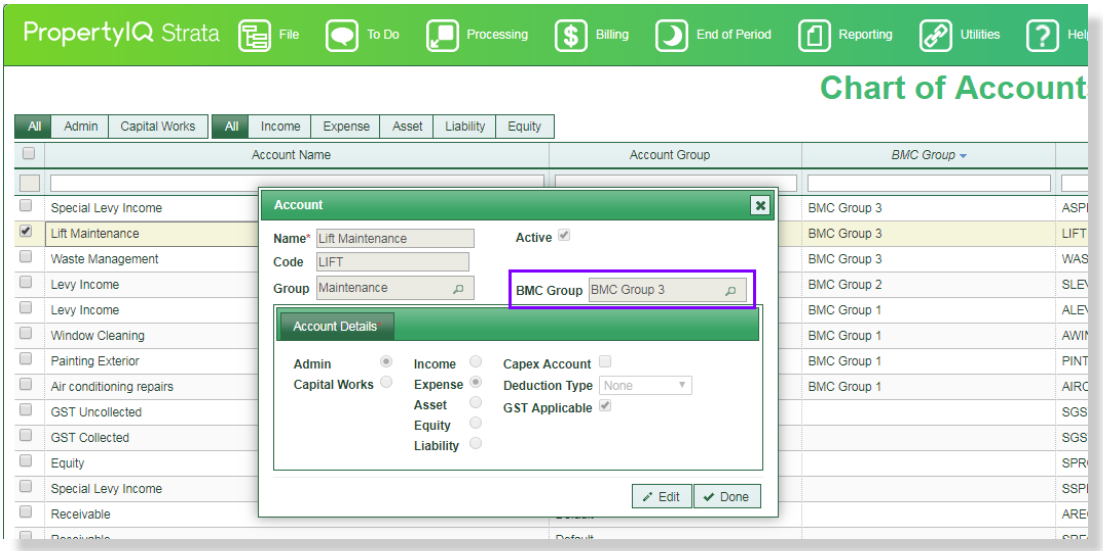
- When processing a Fee Schedule run, it will look at documents of type 'quote request' and will only ever charge ONCE per work order that has any quote requests attached to it.
- As soon as a work order has this charge applied it will not charge again, even if new quote requests are issued in the future using the same work order.
- For example, 5 quote request documents = 1 quote request charge

ITEM 5 – BUDGETS - BMC BUDGET GROUPING

For buildings that are enabled for BMC budgeting, the chart of accounts are now grouped by BMC Groups in the Cost Share % accordion.

You can assign a BMC Group to an account under File > Chart of Accounts > Account > Edit > BMC Group.

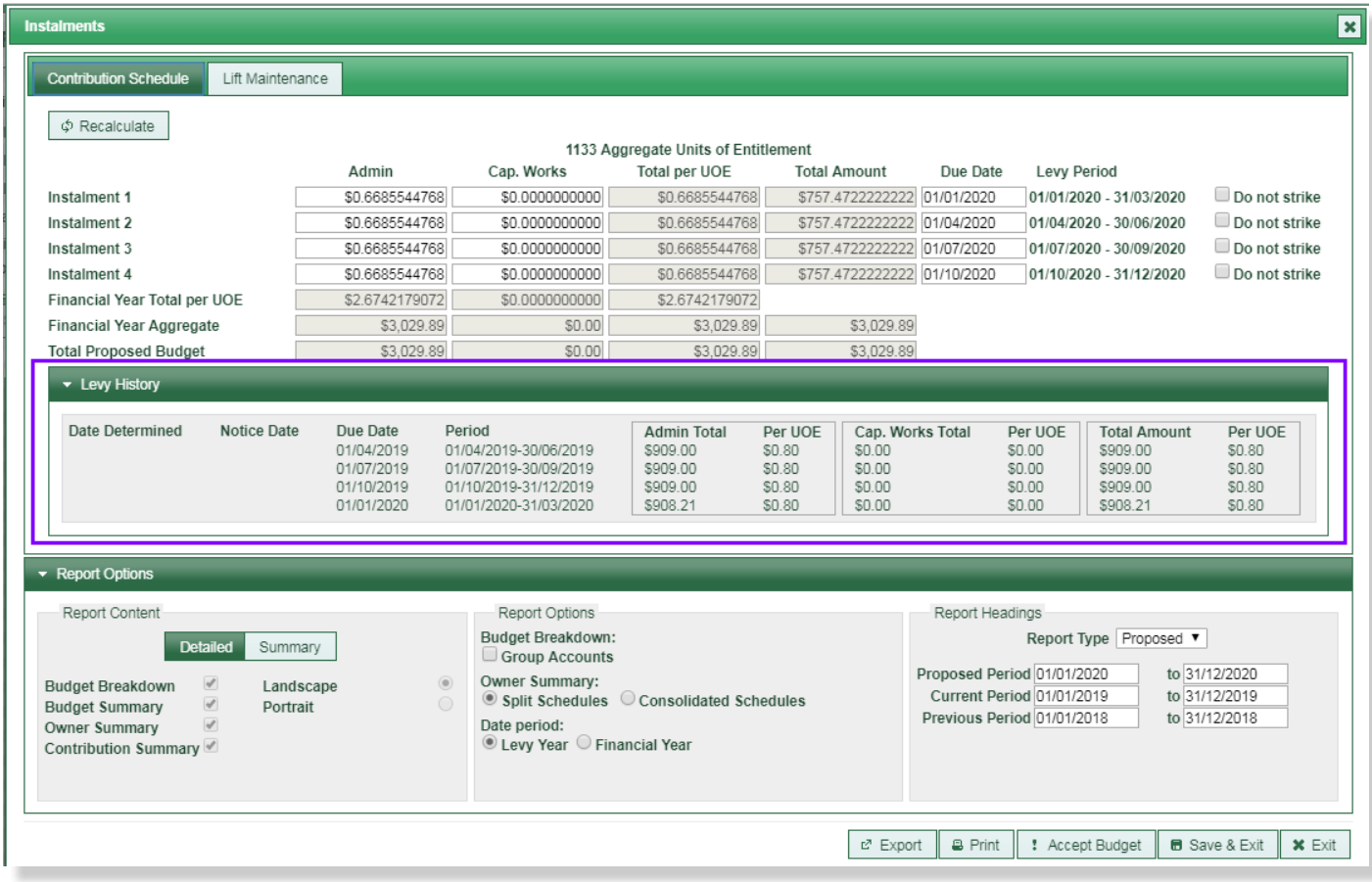




ITEM 6 – BUDGETS - LEVY HISTORY ON BUDGET SCREEN

A new 'Levy History' accordion has been added to a building's budget instalment screen under Building > Budget tab > Set Budget screen > Set Instalments screen.

This will show all standard levies/fees that have been struck from the building's financial year start date/opening balance date to the end of time. The levies/fees shown will be for the selected schedule.



ITEM 7 – REPORTS - LEVY SUMMARY REPORT

The levy summary report generated from Reporting > Building > Levy Summary now includes the amounts for Admin Fund, Sinking/Capital/Maintenance Fund and the Total for each levy/fee instalment listed in the report.

Best Strata
Level 15, , 111 Eagle Street BRISBANE NSW 4000 ABN: 32 345 645
Ph: 13 13 21 Email: rohits@propertyiq.com.au
Printed: 04/03/2019 05:43 pm User: ams

Levy Summary Report from 01/03/2018 to 31/03/2019

S/Plan	Date	Period From	Period To	Section	Details	Admin Amount	Cap. Works Amount	Total Amount	Num of Levies	Lots
10	01/03/2018	01/03/2018	31/05/2018	Standard	Standard Levy OC 1	$10,565.05	$0.00	$10,565.05	10	201,4,8,199,13,6,7,2,1,5
1008	01/03/2018	01/03/2018	31/05/2018	Standard	Standard Levy OC1	$9,166.67	$0.00	$9,166.67	4	2,inactive 4,5,3
22	01/03/2018	01/03/2018	31/05/2018	Standard	Standard Levy Contribution Schedule	$375.00	$175.00	$550.00	1	1
22	01/03/2018	01/03/2018	31/05/2018	Standard	Standard Levy Interest Schedule	$200.00	$0.00	$200.00	1	1
555	01/03/2018	01/03/2018	31/03/2018	Standard	Standard Levy	$1,440.00	$360.00	$1,800.00	3	503,502,501
6545	01/03/2018	01/03/2018	31/05/2018	Standard	Standard Levy Contribution Schedule	$4,301.00	$0.00	$4,301.00	3	3,1,2
89756895	01/03/2018	01/03/2018	31/03/2018	Standard	Standard Levy Contribution Schedule	$1,067.15	$0.00	$1,067.15	3	3,1,2
1245	02/03/2018	02/03/2018	01/06/2018	Standard	Standard Levy Contribution Schedule	$9,147.70	$0.00	$9,147.70	2	154,153
555	15/03/2018			Special	Repairs to roof	$650.00	$0.00	$650.00	1	505
688	19/03/2018	19/03/2018	18/06/2018	Standard	Standard Levy Contribution Schedule	$17,392.40	$0.00	$17,392.40	8	13,11,16,14,12,10,17,15
696969	19/03/2018			Special	Test Again Non- Utilities Special Levies	$50.00	$0.00	$50.00	5	101,102,103,104,105
696969	19/03/2018			Special	Test Details of Non-utility Levies	$500.00	$0.00	$500.00	5	101,102,103,104,105
696969	20/03/2018			Special	Water Levy	$20.00	$0.00	$20.00	5	103,104,105,101,102
1	27/03/2018			Special	1 x Swipe card access to Pool area	$75.00	$0.00	$75.00	1	3
888777	27/03/2018			Special	Swipe Card Access item	$75.00	$0.00	$75.00	1	4
TEST 1	30/03/2018	30/03/2018	29/06/2018	Standard	Standard Levy Contribution Schedule	$12,773.00	$0.00	$12,773.00	3	2,3,1
01269	01/04/2018	01/04/2018	30/06/2018	Standard	Standard Levy Contribution Schedule 1	$18,750.00	$7,500.00	$26,250.00	3	3,1,2
1	01/04/2018	01/04/2018	30/06/2018	Standard	Standard Levy Contribution Schedule	$725.70	$0.00	$725.70	10	26 ,7,10,8,2,3,11,4,5,1

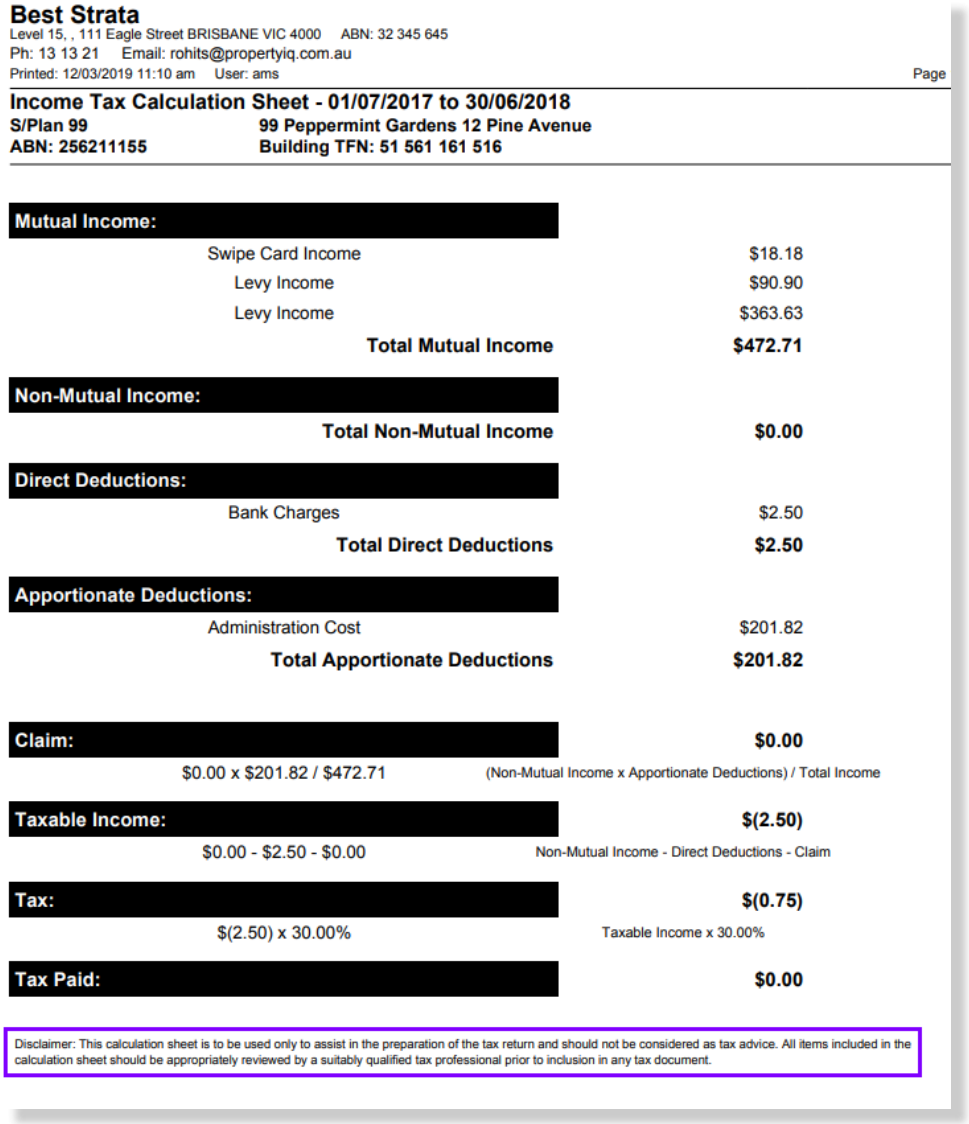
ITEM 8 – ACCOUNTING DISCLAIMERS – CHART OF ACCOUNTS, BAS & TAX RETURN REPORT

As a result of the independent accounting review undertaken late 2018 and the recommendations received, several accounting disclaimers have been added to areas in PIQ. Disclaimers that have been added are outlined below.

Income tax return – Calculation worksheet

Disclaimer:

- "This calculation sheet is to be used only to assist in the preparation of the tax return and should not be considered as tax advice. All items included in the calculation sheet should be appropriately reviewed by a suitably qualified tax professional prior to inclusion in any tax document."



Best Strata
Level 15, , 111 Eagle Street BRISBANE VIC 4000 ABN: 32 345 645
Ph: 13 13 21 Email: rohits@propertyiq.com.au
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Income Tax Calculation Sheet - 01/07/2017 to 30/06/2018
S/Plan 99 **99 Peppermint Gardens 12 Pine Avenue**
ABN: 256211155 **Building TFN: 51 561 161 516**

Mutual Income:		
Swipe Card Income		$18.18
Levy Income		$90.90
Levy Income		$363.63
Total Mutual Income		**$472.71**
Non-Mutual Income:		
Total Non-Mutual Income		**$0.00**
Direct Deductions:		
Bank Charges		$2.50
Total Direct Deductions		**$2.50**
Apportionate Deductions:		
Administration Cost		$201.82
Total Apportionate Deductions		**$201.82**
Claim:		**$0.00**
$0.00 x $201.82 / $472.71	(Non-Mutual Income x Apportionate Deductions) / Total Income	
Taxable Income:		**$(2.50)**
$0.00 - $2.50 - $0.00	Non-Mutual Income - Direct Deductions - Claim	
Tax:		**$(0.75)**
$(2.50) x 30.00%	Taxable Income x 30.00%	
Tax Paid:		**$0.00**

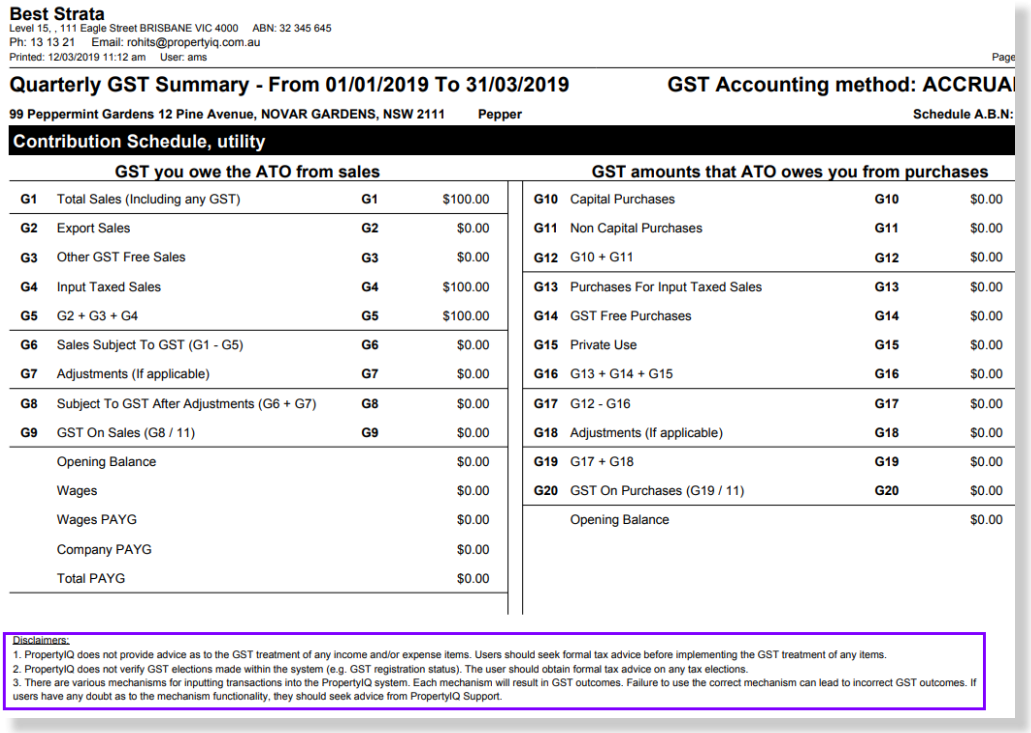
Disclaimer: This calculation sheet is to be used only to assist in the preparation of the tax return and should not be considered as tax advice. All items included in the calculation sheet should be appropriately reviewed by a suitably qualified tax professional prior to inclusion in any tax document.

BAS – GST Audit trail, GST Summary report, Reconciliation report and GST Exceptions report

Disclaimers:

- "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."
- "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."
- "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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Quarterly GST Summary - From 01/01/2019 To 31/03/2019 **GST Accounting method: ACCRUAL**

99 Peppermint Gardens 12 Pine Avenue, NOVAR GARDENS, NSW 2111 **Pepper** **Schedule A.B.N:**

Contribution Schedule, utility

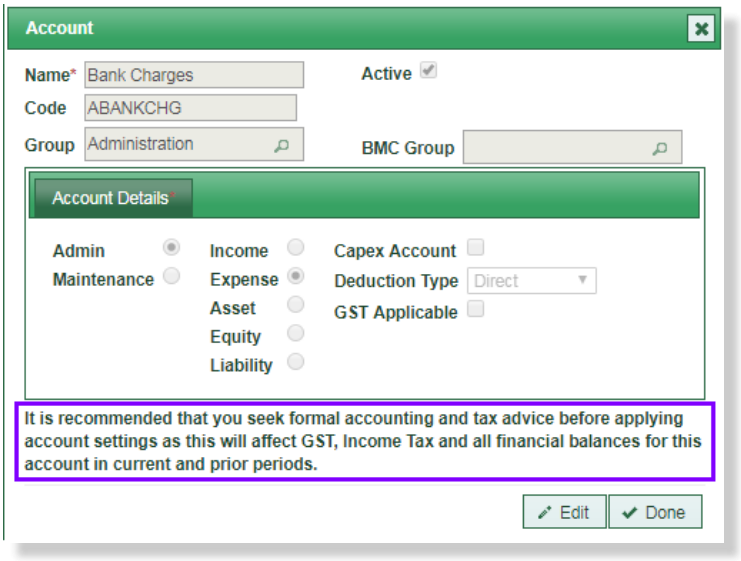
GST you owe the ATO from sales				GST amounts that ATO owes you from purchases			
G1	Total Sales (Including any GST)	G1	$100.00	G10 Capital Purchases	G10	$0.00
G2	Export Sales	G2	$0.00	G11 Non Capital Purchases	G11	$0.00
G3	Other GST Free Sales	G3	$0.00	G12 G10 + G11	G12	$0.00
G4	Input Taxed Sales	G4	$100.00	G13 Purchases For Input Taxed Sales	G13	$0.00
G5	G2 + G3 + G4	G5	$100.00	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		$0.00	G20 GST On Purchases (G19 / 11)	G20	$0.00
	Wages PAYG		$0.00	Opening Balance		$0.00
	Company PAYG		$0.00			
	Total PAYG		$0.00			

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.

Chart of Accounts – Individual account settings

Disclaimer:

- "It is recommended that you seek formal accounting and tax advice before applying account settings as this will affect GST, Income Tax and all financial balances for this account in current and prior periods."

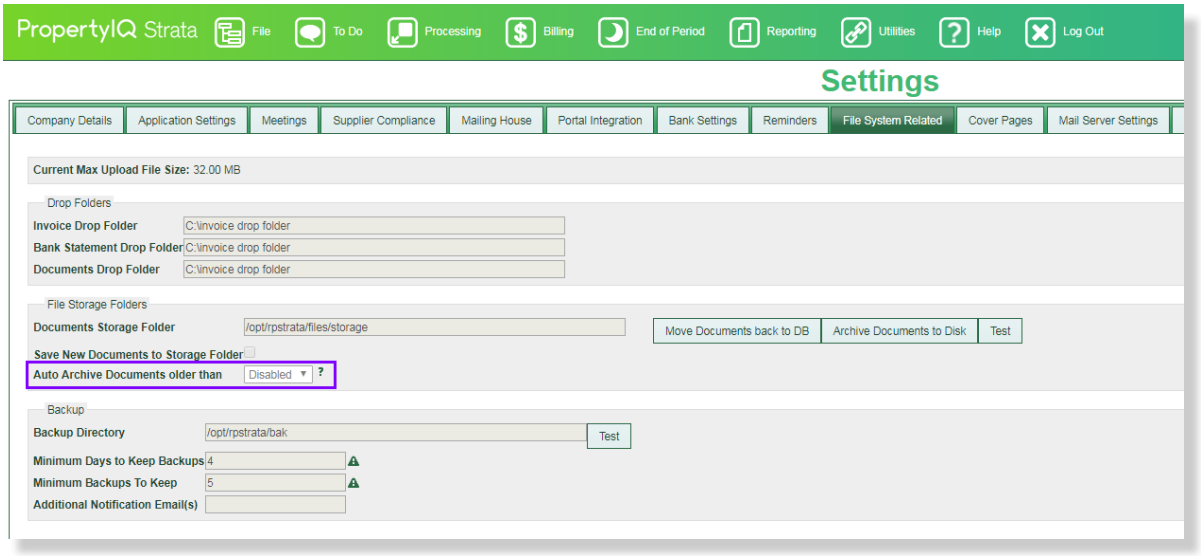


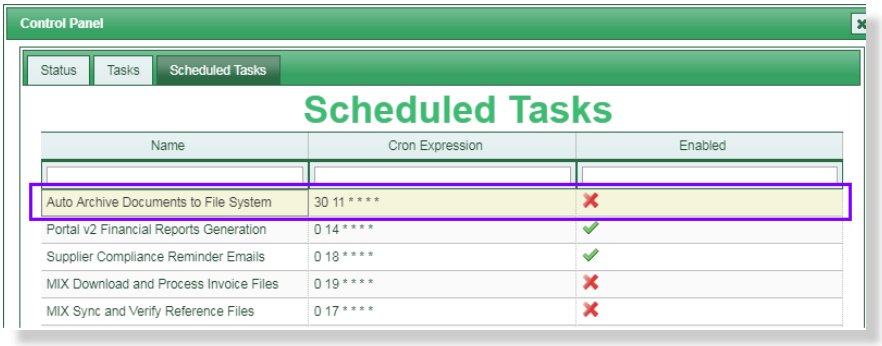
ITEM 9 – AUTOMATIC ARCHIVE OF DOCUMENTS

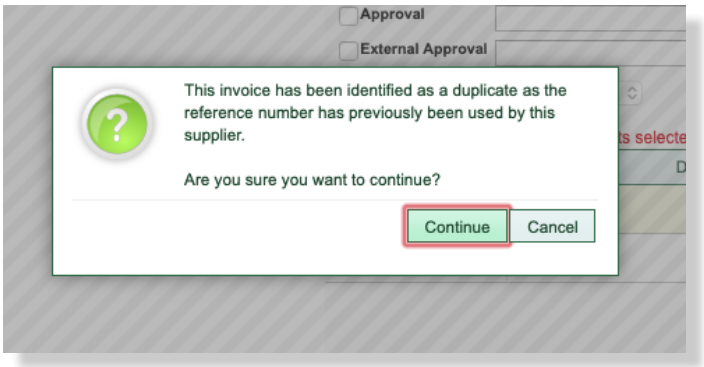
There is a new application setting under Utilities > Settings > File System Related > File Storage Folders called "Auto Archive Documents older than:"

This will be used by a new scheduled task called 'Auto Archive Documents to File System' which will automate the archive of documents in PIQ to an external file system.

If you are interested in enabling this feature, please contact PIQ Support at support@propertyiq.com.au.





ITEM 10 - SUPPLIER TRANSACTIONS – DUPLICATE INVOICE MESSAGE

When processing a supplier transaction, a new popup alert will appear for duplicate invoice numbers. You will need to press continue before proceeding any further. The existing red alert text on screen, under the Reference field, will also remain.