Level 21, 2 Market Street, Sydney NSW 2000
propertyiq.com.au

ABN 88 603 672 975
A Macquarie Bank and CoreLogic joint venture

PropertyIQ™

# PropertyIQ Strata Version V0.137.1 Release Notes

| | |
|---|---|
| **Features** | ► We have now made a change in the programme to allow all Report headers to use Folio specific company details. This will affect the following Reports: -<br>○ Financial Reports<br>○ Activity Log<br>○ Diary Report<br>○ Bank Reconciliation Report<br>○ Cash Book Report<br>○ Income / Payment Analysis Report<br>○ Business Activity Statement<br>○ Tax Return Report<br>○ Job Register<br>○ Journal Report<br>○ Levy Schedule Report<br>○ Levy Summary<br>○ Strata Roll<br>○ Building Registers Reports<br>○ Notes Report<br>○ Tradespeople Report<br>○ Fee Schedules Report |

| | |
|---|---|
| | ○ Cheque Remittances<br><br>**(See Page 4 for details)**<br><br>► In preparation for the new Insurance Claim feature, we have added a tick box in the Committee Member Card called “Insurance Claim Recipient”<br><br>○ This will currently default to be unchecked<br><br>○ **Please Note**: Users are welcome to start setting their committee members up to be insurance claim recipients, however, until the insurance claims feature has been released, no committee members will receive any insurance claim items.<br><br>**(See Page 12 for Details)**<br><br>► An administrator can now assign multiple Folios to a single user through UTILTIES>SECURITY>FOLIO FOR DATA ACCESS. **(See Page 13 for Details)** |
| **Bugs** | ► Previously only a user with the permissions SUPPLIER PAYMENTS>PROCESS could use the Approval, External Approval and Hold Columns within the Supplier Payment Screen. We have now changed this so that a user with the permissions SUPPLIER TRANSACTIONS>ADD>EDIT>DELETE and SUPPLIER PAYMENTS>VIEW, can use the Approval, External Approval and Hold Columns within the supplier payment screen. **(See Page 18 for Details)**<br><br>○ **Please Note:** They will NOT be able to process those payments with the above Permissions. |
| **Other** | ► We have made a change to the “General Correspondence Email” function in the emailing documents screen. **(See Page 20 for Details)**<br><br>○ This now allows users to select either: -<br><br>▪ Send to All – This will send the document to all emails with the general correspondence delivery method even if the delivery method is selected as “Post”<br><br>▪ Only send if Deliver Correspondence by email is set – This will only send to any emails within the general correspondence delivery method that have Email Selected.<br><br>► 3 new merge fields have now been added to the Information Certificate Templates as per below:- **(See Page 23)**<br><br>○ {{Committee_Chair_Name}} – This will merge the Chairperson’s Name<br><br>○ {{Committee_Sec_Name}} – This will merge the Secretary Name |

- {{Committee_Treasurer_Name}} – This will merge the Treasurer's Name
  - This will only merge any active members that hold these positions.
  - If there is more than 1 Committee member who fills this position, it will merge all names into the merge field with a comma separating them.

- A user can now tick "Send Copy to all Recipients" in the emailing section of the work orders. This will now allow all Recipients to receive the work order at the time of sending to the Suppliers rather than a user having to press "Generate and Deliver to Recipients" in the Recipients Tab when sending Work Orders. **(See Page 25 for Details)**
  - This tick box will be checked by default for all new Work Orders.
- We have created a new Merge field available in Custom Templates: - **(See Page 26 for Details)**
  - {{Lot_Contact_Name}} – This will merge the Contact Name in the Lot Card
- We have now added the ability to do a Mail Merge to the Resident and Property Manager. A user will now also be able to select multiple recipient types at a time e.g. Owner, Tenant and Resident.
  - We have added delivery options in the Residents Accordion on the Lot Card.
  - We have added delivery options in the Property Manager Contact card.
  - New merge fields have been created for the Resident {{resident_block_X}} and Property Manager {{property_manager_block_X}}
  - All 4 types of recipients will merge correctly using the {{recipient_ block _x}} merge fields.

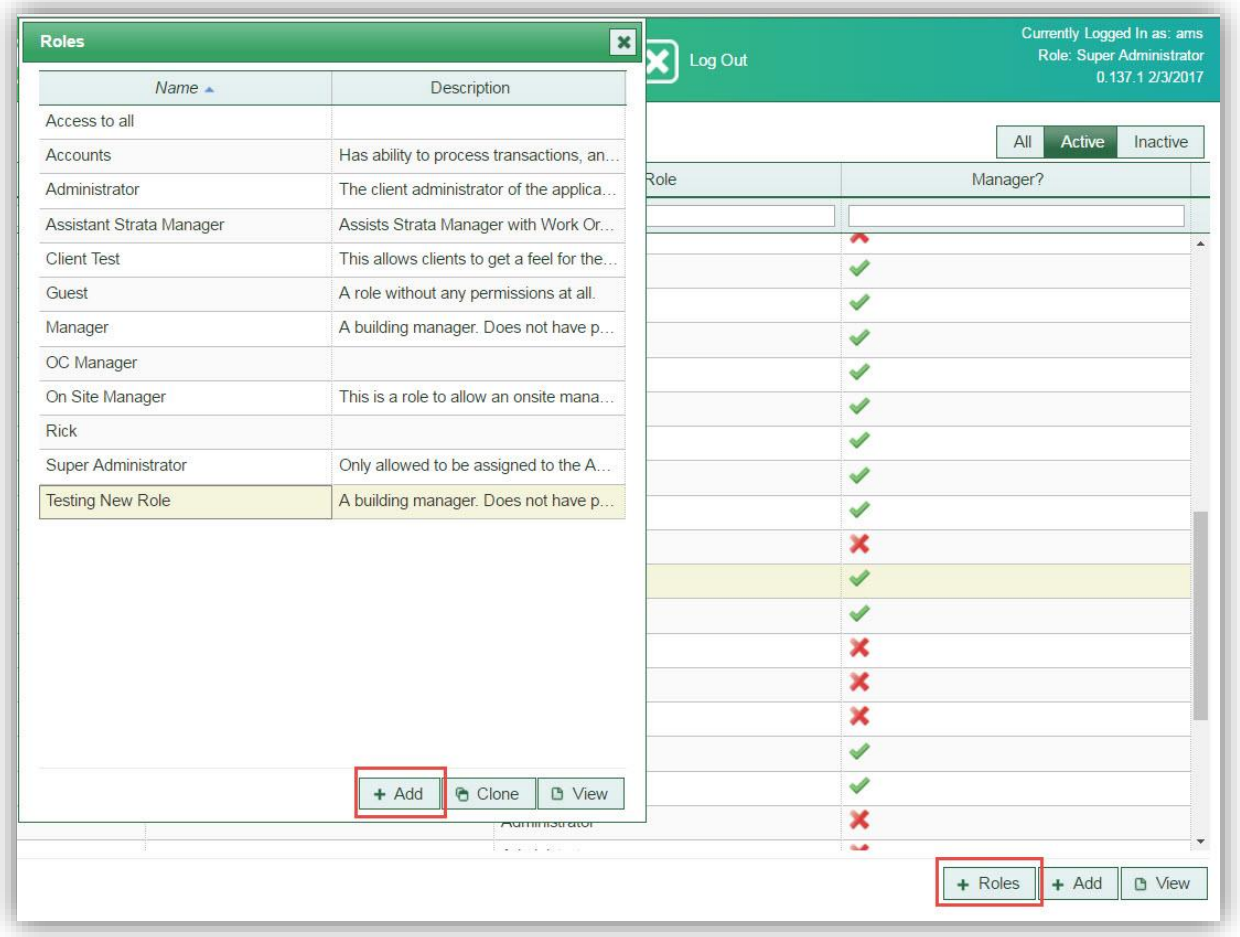
    **(See Page 27 for Details)**

# Use Folio Specific Company Header details on reports

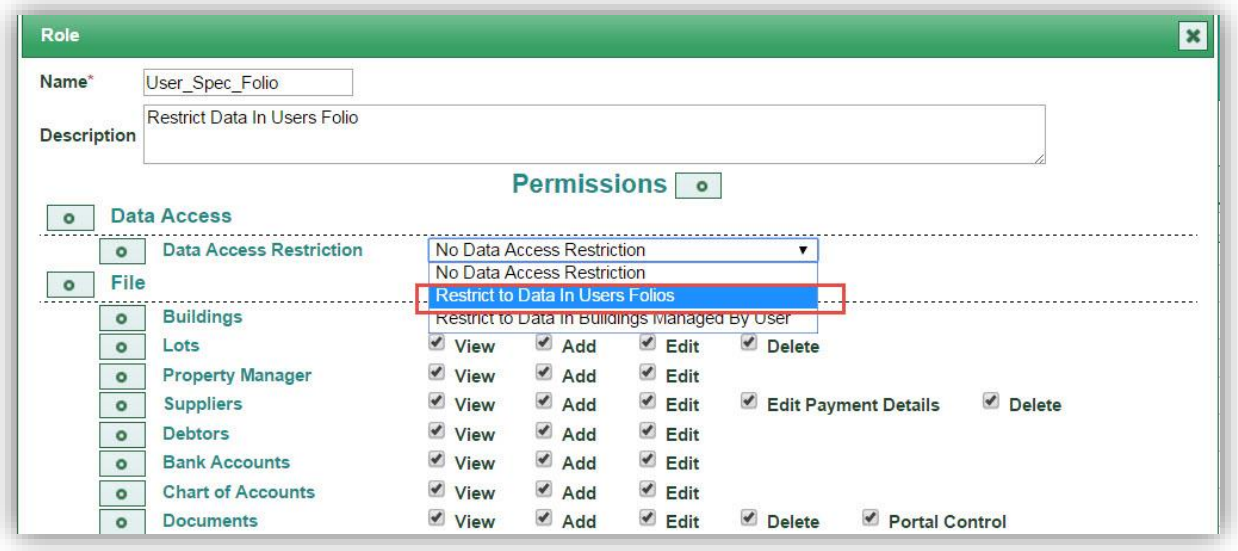
Login as an '**Administrator'**

Go to Utilities> Security> Click 'Roles'

Add a New 'Role' **(Note: Administrator can also edit an existing Role)**



Specify Name; Description; Permissions and choose ‘Restrict to Data in Users Folios’ from ‘Data Access Restriction’> Click Save.



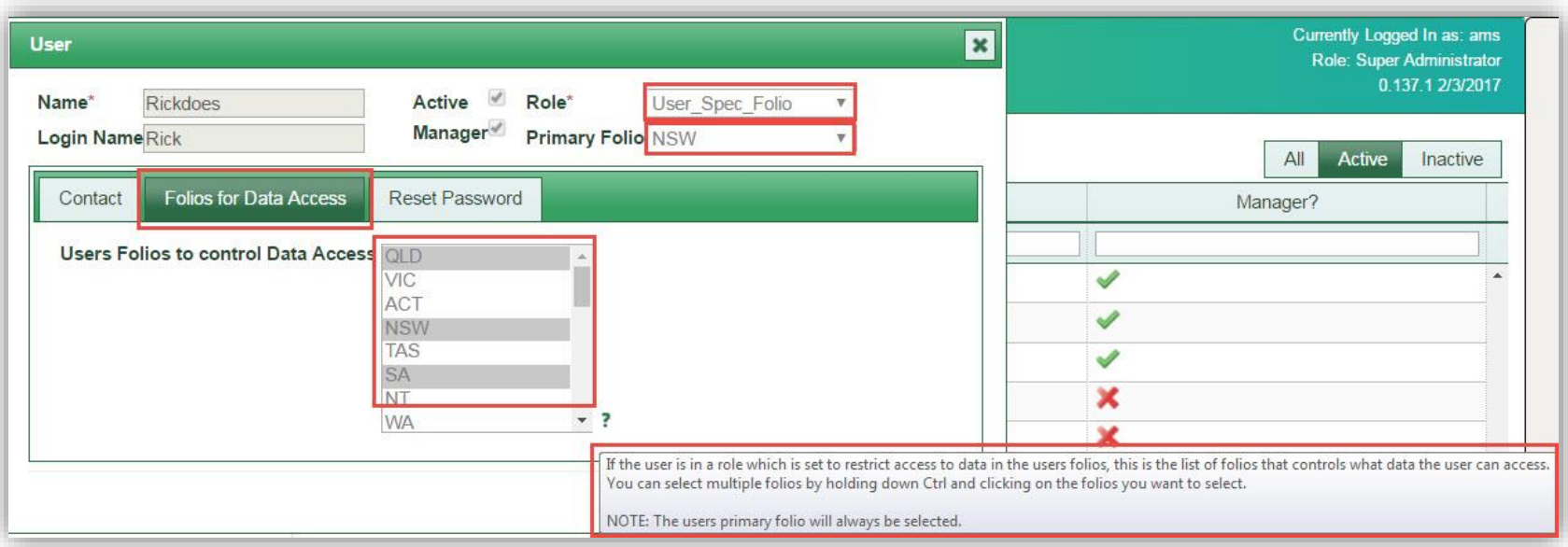
Go back to Security> Choose a ‘User’ and click ‘View’> Edit

Choose Role which was defined in previous step. Eg. ‘User_Spec_Folio’

Under tab ‘Folios for Data Access’, select only Folios which this user should have access to by holding ‘Ctrl’ key on the keyboard and clicking on Folios>

Select ‘Primary Folio’> Click Save.

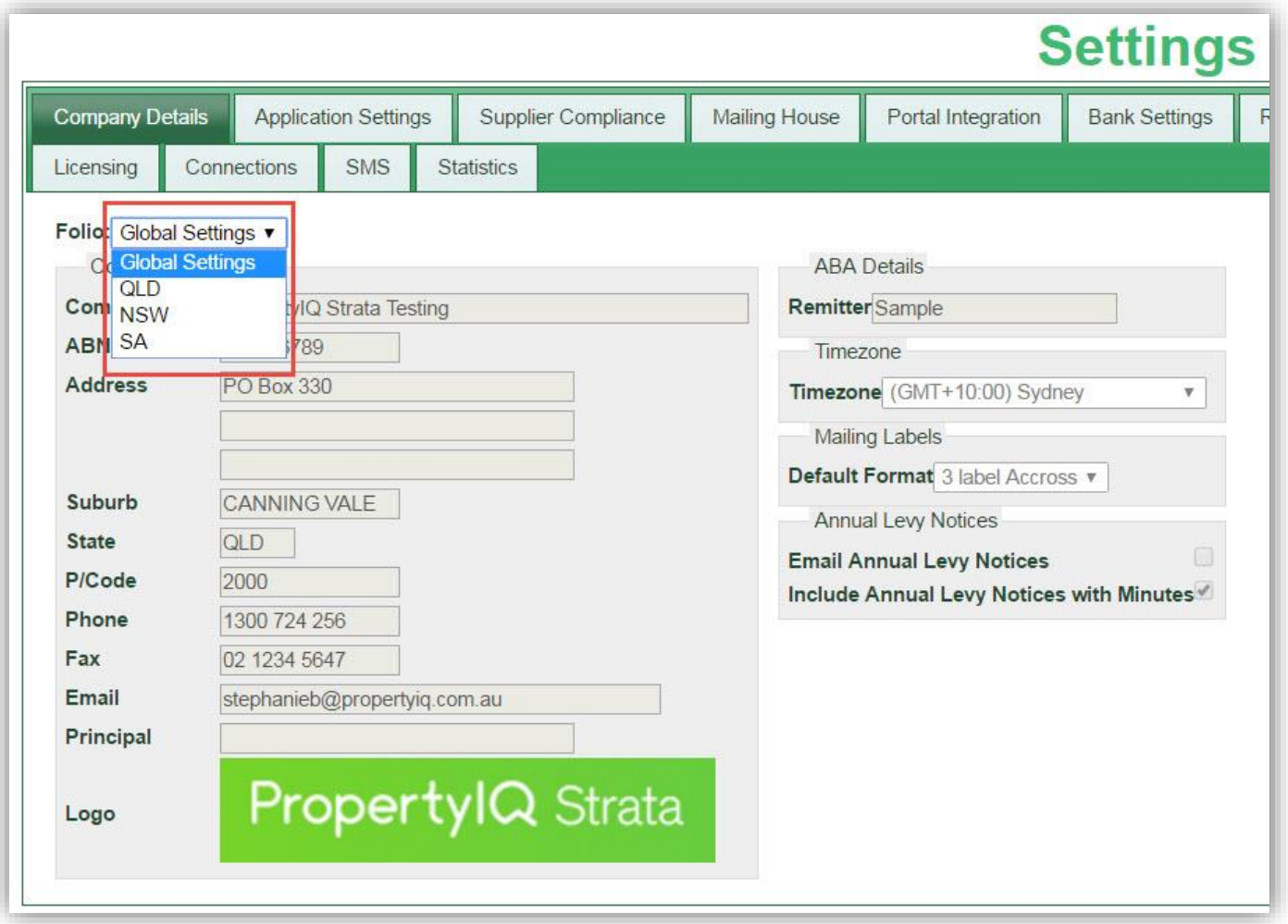
**Note: The user’s primary folio will always be selected.**



Login as a User who was assigned Specific Folios in previous step.

Go to Utilities> Settings> Company Details

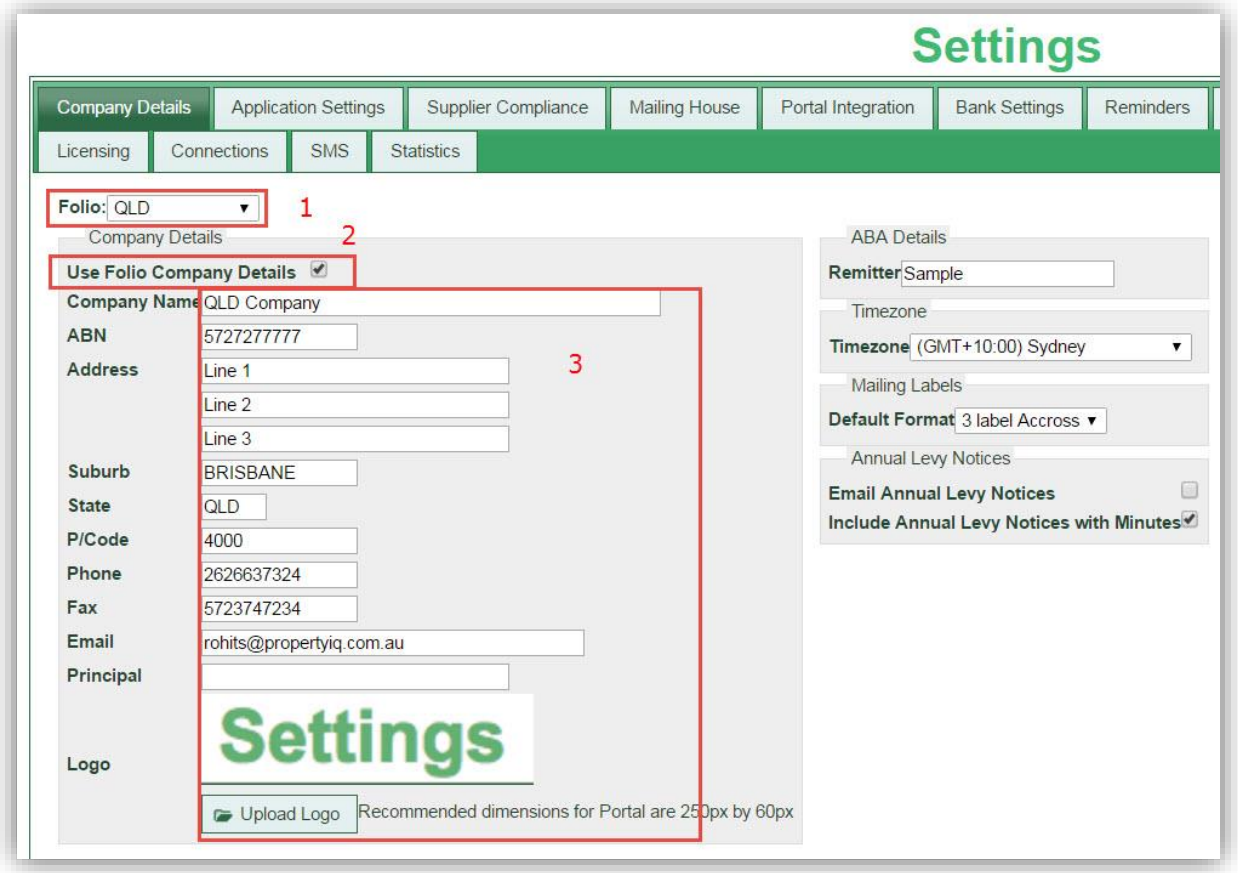
Click Folios dropdown and user can see only folios which were selected for this user.



1. Choose a Folio from the drop down
2. Select Check box in front of ‘User Folio Company Details’
3. Enter desired Company Details which you want to display on Company Report Headers.

Do the same for other existing Folios.

**Note: ‘User Folio Company Details’ should be checked to display folio specific company header details, else ‘Global Setting Company Details’ will be used.**



**Financial Report Header**

Go to File> Building> Financial Reports> Preview/Generate Report

User will see Specific Folios Company Details on Report Header as shown below.

**NSW Company**
23, Line 2, Line 3 SYDNEY NSW 2000 ABN: 35745747
Ph: 45727272 Email: rohit.sachdeva688@gmail.com
Printed: 07/03/2017 11:42 am User: Rickdoes

Page 1

**Balance Sheet - S/Plan 689**
**"BUILDING 689"**
**1-6 PYE, WESTMEAD, NSW**
For the Financial Period 01/07/2016 to 07/03/2017
(Opening Balances as at 01/08/2016)

| | Administrative | Sinking | TOTAL THIS YEAR |
|---|---|---|---|
| **Assets** | | | |

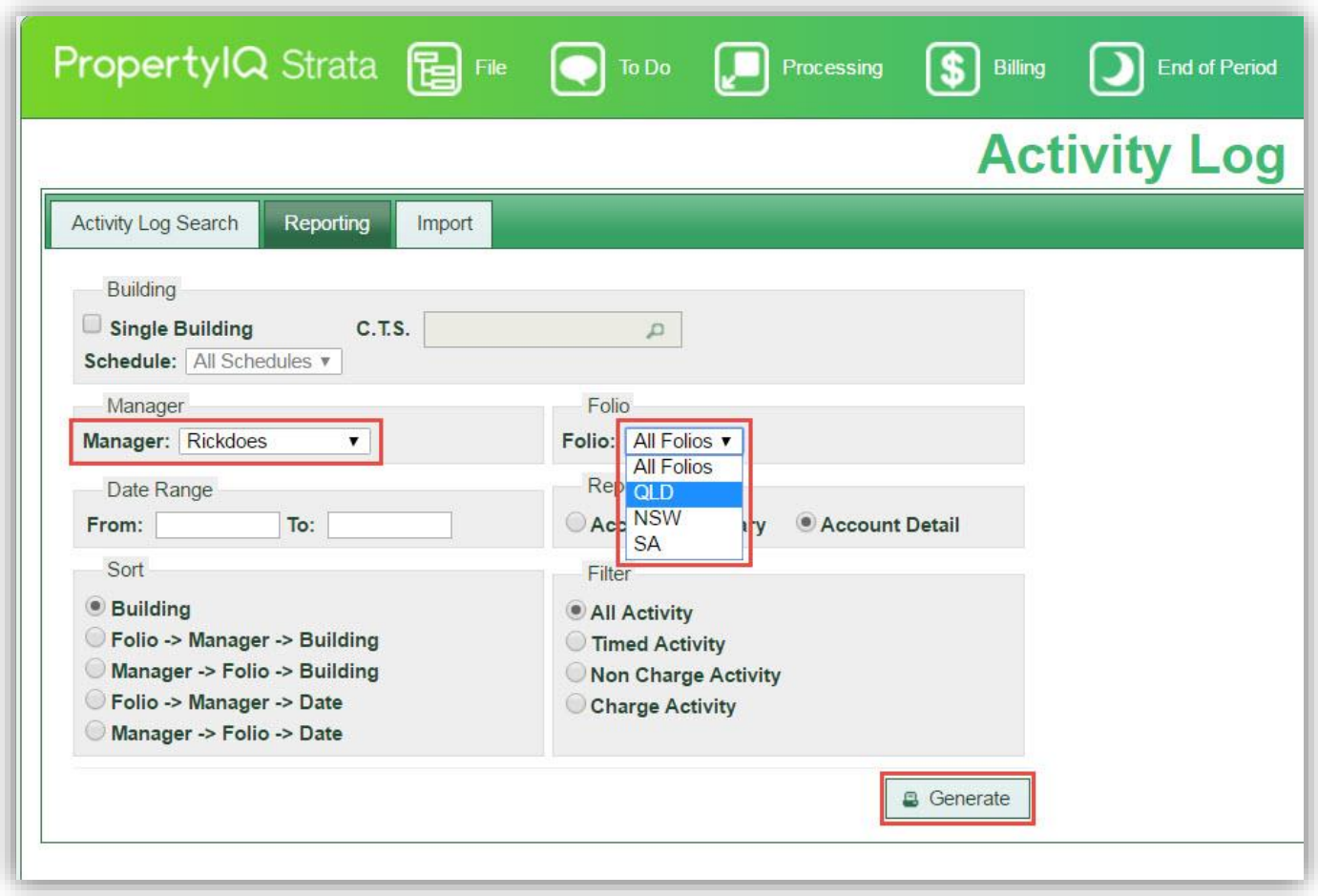
**Activity Log Report Header**

Go to Processing> Activity Log> Reporting

From ‘Manager’ drop down Select the ‘User’

From Folio Select specific Folio

Click ‘Generate’



A User can Generate Reports for the following in the same way:-

- Financial Reports
- Activity Log
- Diary Report
- Bank Reconciliation Report
- Cash Book Report
- Income / Payment Analysis Report
- Business Activity Statement
- Tax Return Report
- Job Register
- Journal Report
- Levy Schedule Report
- Levy Summary
- Strata Roll
- Building Registers Reports
- Notes Report
- Tradespeople Report
- Fee Schedules Report
- Cheque Remittances

_____END_____

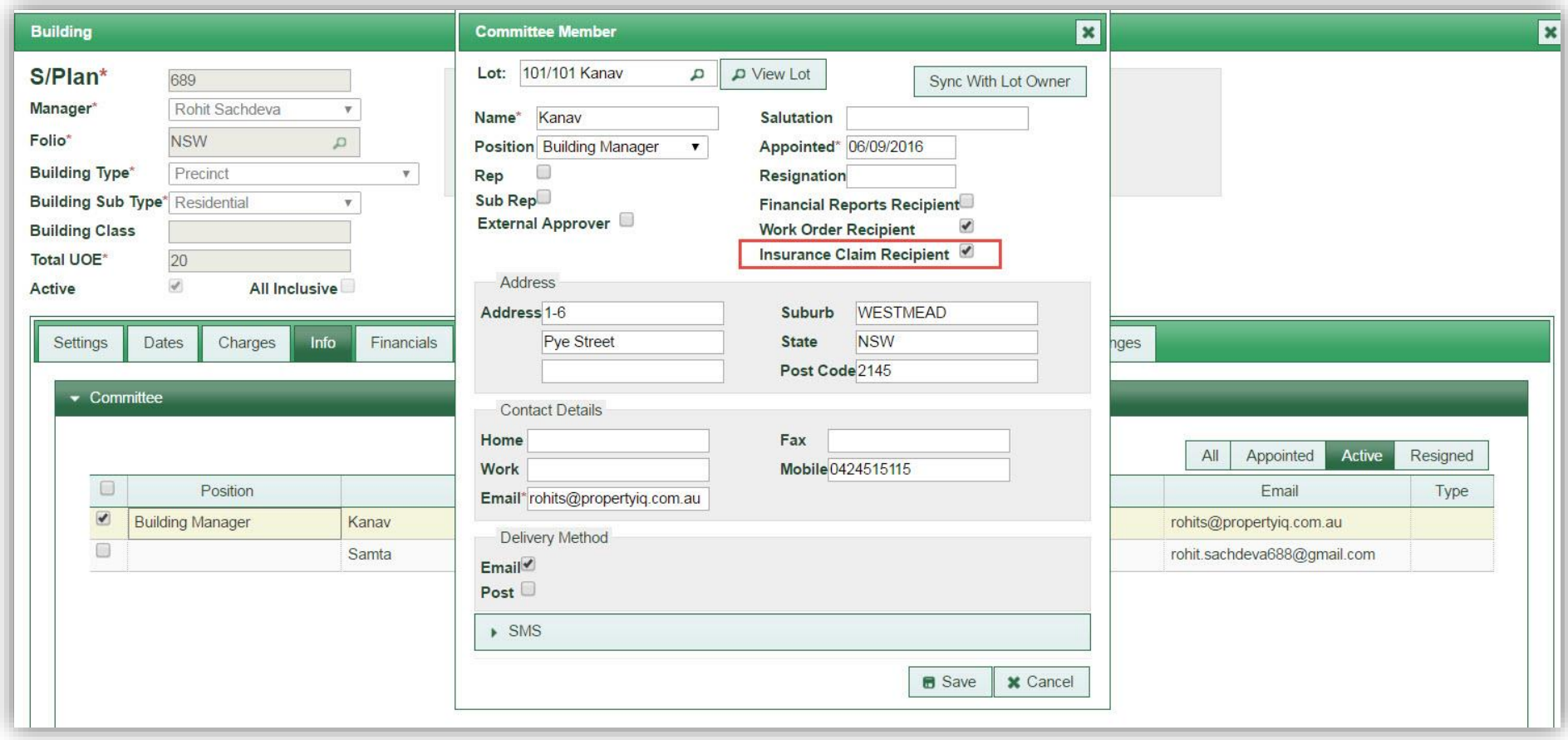
# Committee Member as Insurance Claim Recipient

Go to File> Building> Info Tab

Select Committee Member> View

Edit> Check 'Insurance Claim Recipient' check box> Save

**Please Note: Users are welcome to start setting their committee members up to be insurance claim recipients, however, until the Insurance Claims Module has been released, no committee members will receive any insurance claim items.**

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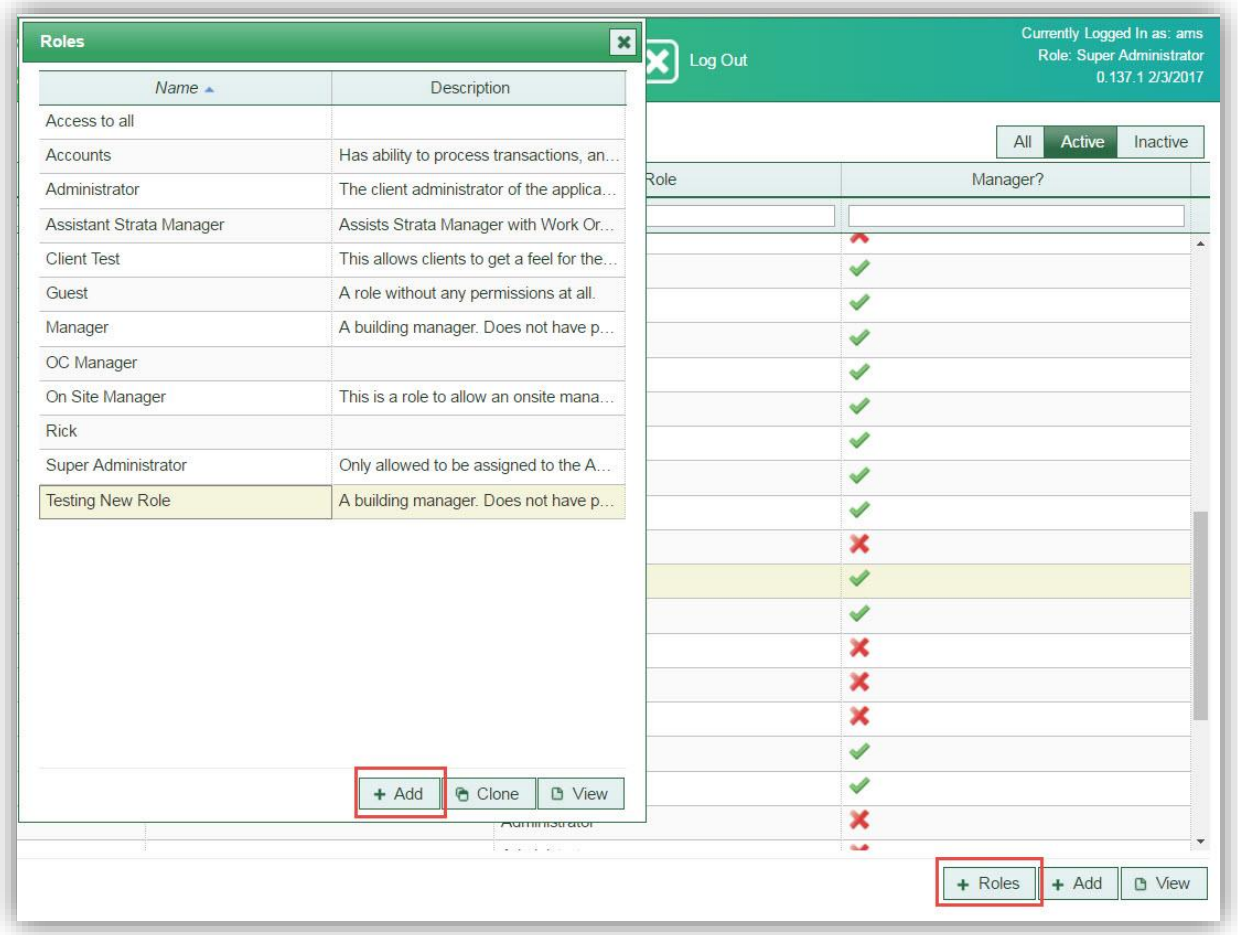
# User assigned to multiple folios

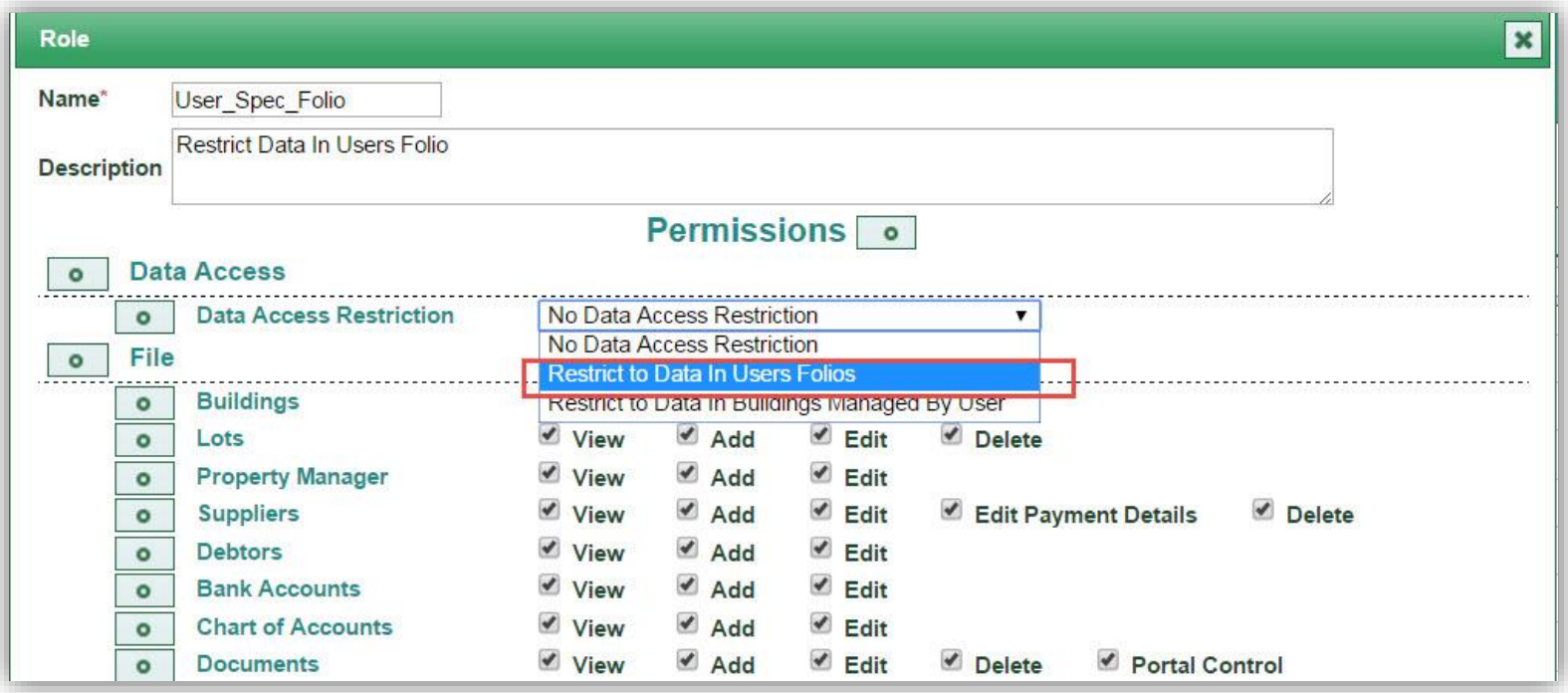
Login as an '**Administrator'**

Go to Utilities> Security> Click 'Roles'

Add a New 'Role' **(Note: Administrator can also edit an existing Role)**



Specify Name; Description; Permissions and choose ‘Restrict to Data in Users Folios’ from ‘Data Access Restriction’> Click Save.



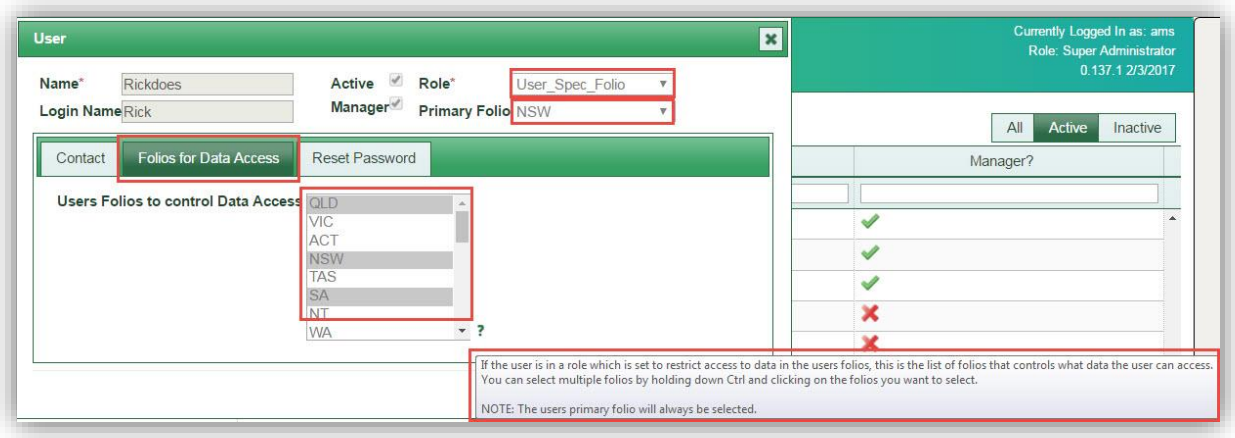
Go back to Security> Choose a ‘User’ and click ‘View’> Edit

Choose Role which was defined in previous step. Eg. ‘User_Spec_Folio’

Under tab ‘Folios for Data Access’, select only Folios which this user should have access to by holding ‘Ctrl’ key on the keyboard and clicking on Folios>

Select ‘Primary Folio’> Click Save.

**Note: The User’s primary folio will always be selected.**



Login as a User who was assigned Specific Folios in previous step.

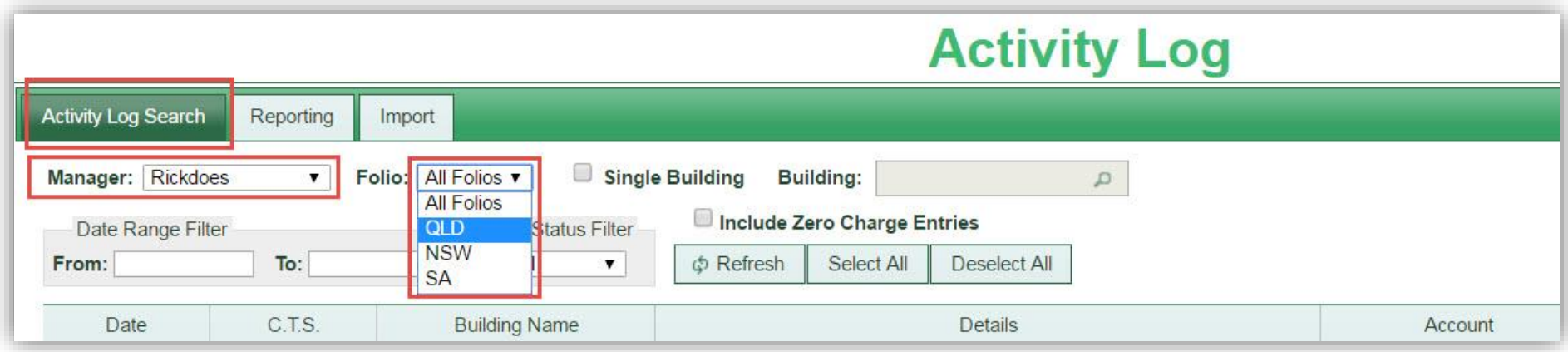
**Activity Log**

Go to Processing > Activity Log> Activity Log Search

From Manager drop down Select ‘User’ logged in as

From Folio select specific folio and click refresh

User will see Activity Log per selection chosen.

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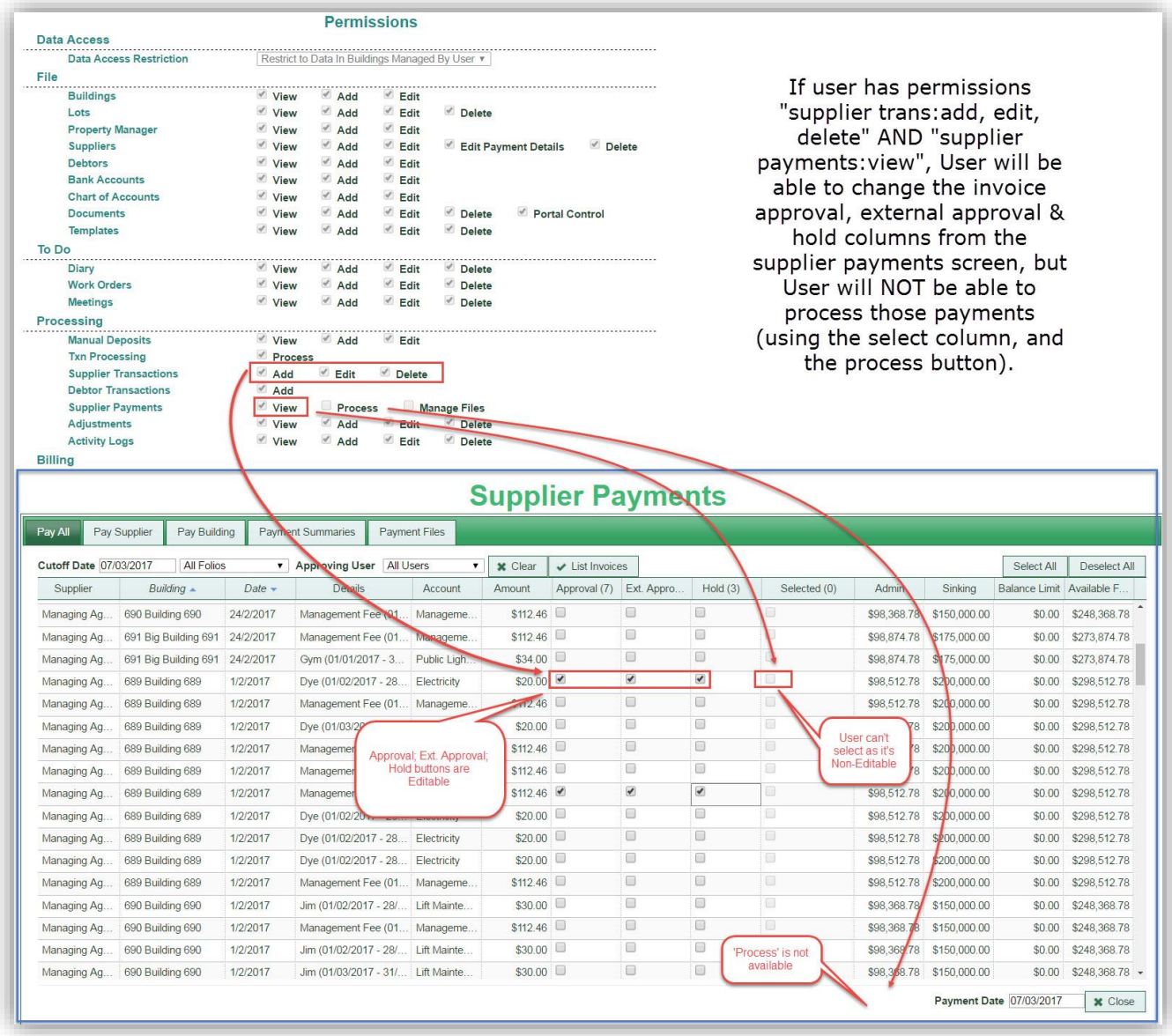
A User can filter Folios for the areas below in the same way

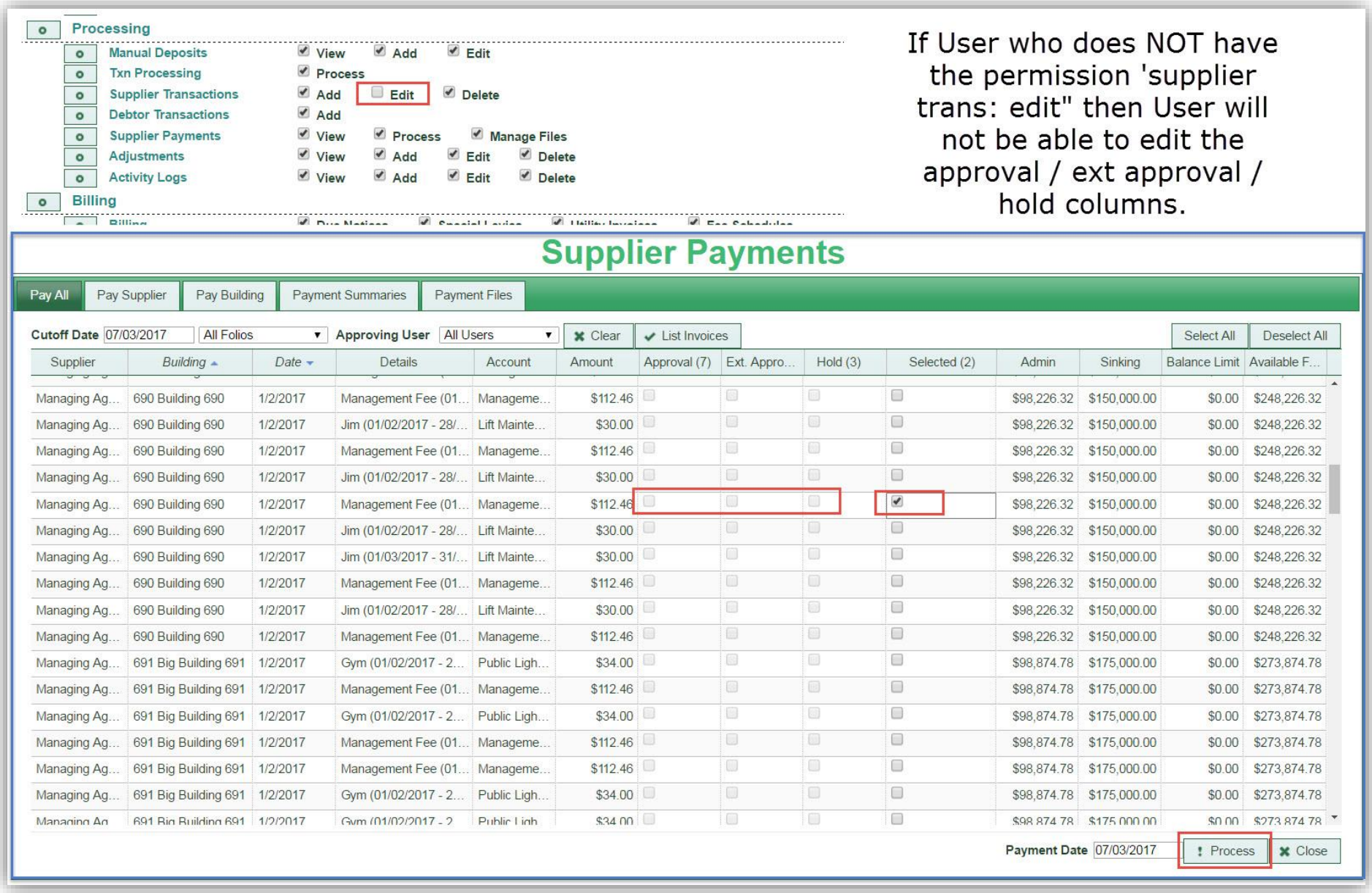
- Activity Log View
- Activity Reporting
- Bank Rec
- Building Bulk Financial Reports
- Diary Report View
- Diary View
- Advance Document Search View

- Due Notices View
- Fee Schedules View
- Invoice Entry View
- Supplier Payments -> Pay All
- Arrears Report View
- Income Analysis Report View
- Levy Summary Report View
- Settings
- Template Editor View

_____END_____

# Change in permissions on the supplier payments screen for the approval / ext approval & hold columns




Processing
Manual Deposits View Add Edit
Txn Processing Process
Supplier Transactions Add Edit Delete
Debtor Transactions Add
Supplier Payments View Process Manage Files
Adjustments View Add Edit Delete
Activity Logs View Add Edit Delete
Billing
If User who does NOT have the permission 'supplier trans: edit" then User will not be able to edit the approval / ext approval / hold columns.
Supplier Payments
Pay All
Pay Supplier
Pay Building
Payment Summaries
Payment Files
Cutoff Date 07/03/2017
All Folios
Approving User All Users
Clear
List Invoices
Select All
Deselect All
Supplier
Building
Date
Details
Account
Amount
Approval (7)
Ext. Appro...
Hold (3)
Selected (2)
Admin
Sinking
Balance Limit
Available F...
Payment Date 07/03/2017
Process
Close

END

# Email Documents General correspondence change

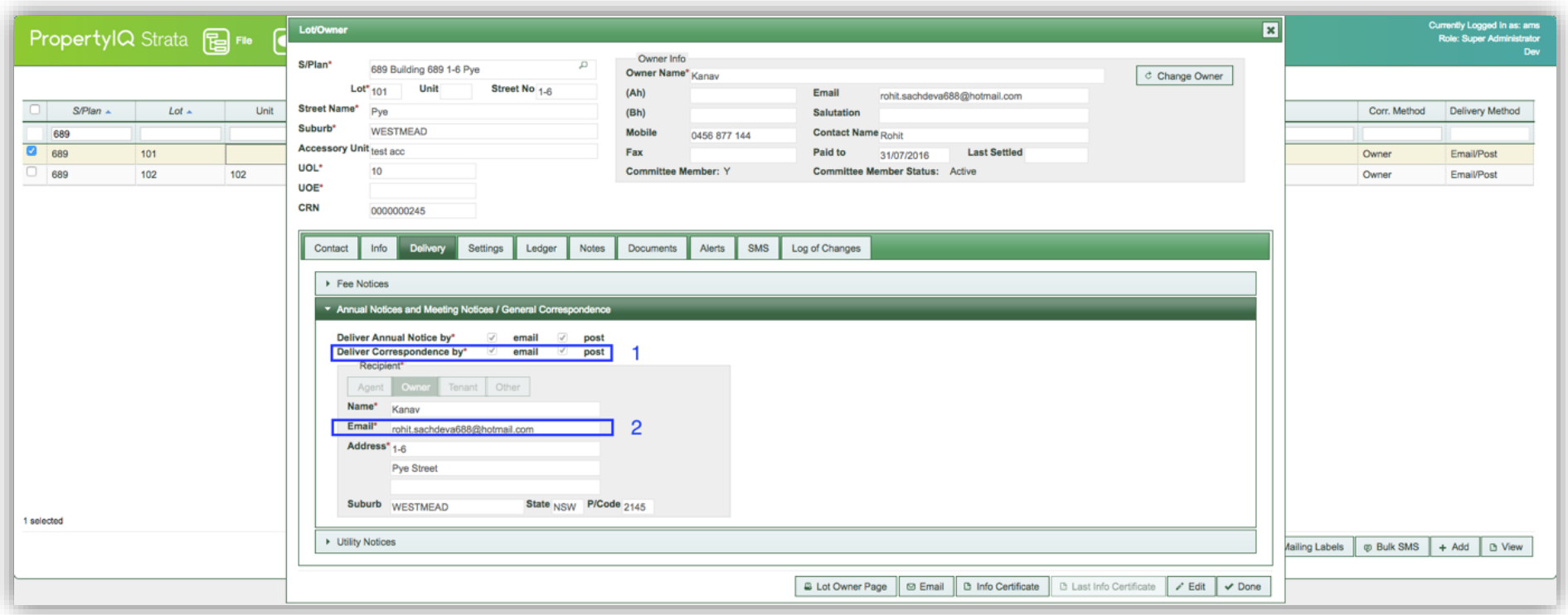
A User can now choose if documents should be emailed to **ALL** General Correspondence emails or, **ONLY** if the "Deliver Correspondence by email" option is selected so that the correspondence email delivery setting can be ignored or obeyed.

Go to File> Lot> Open Lot> Edit> Delivery Tab> Check ‘General Correspondence by’ (Fig 1.1)

1. Edit> Check /Uncheck email
2. Make sure Email is present

Users specified ‘General Correspondence by Email; Post or Both’ for every Lot under the building

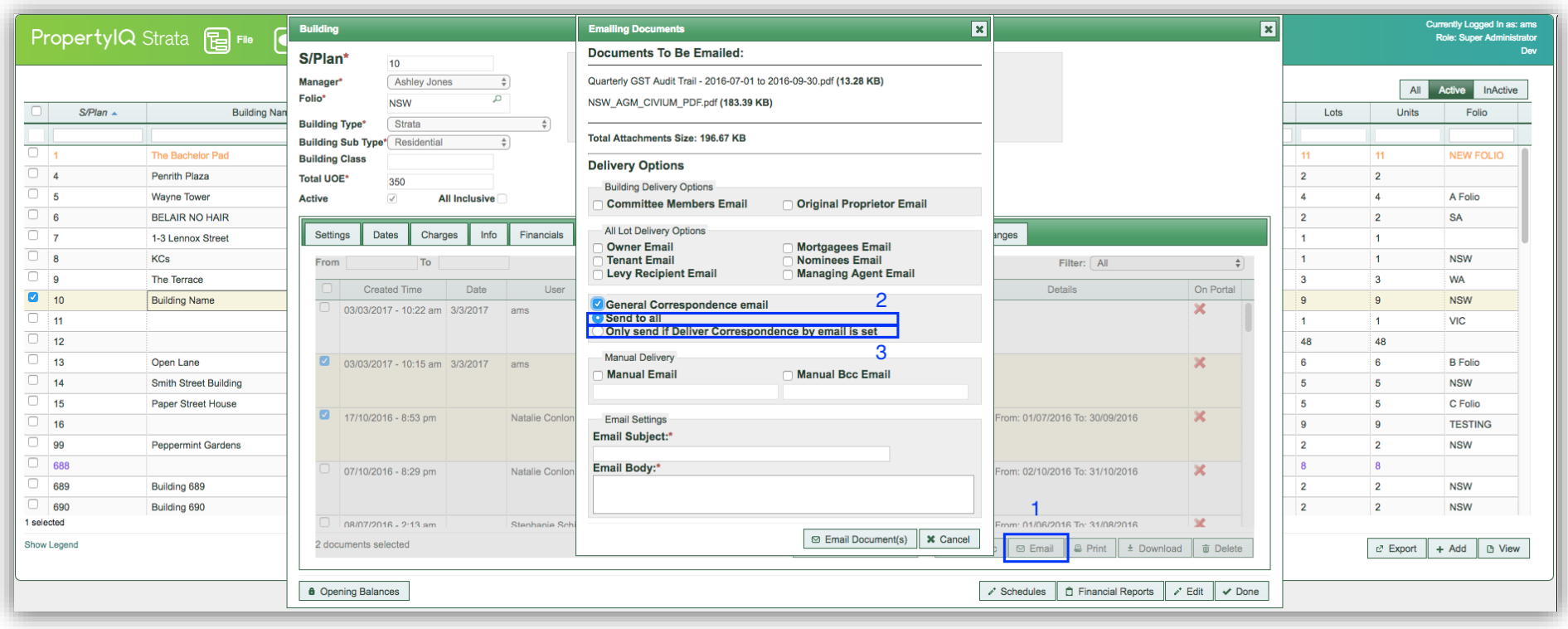
Fig 1.1



Go to File> Building> Building> Documents Tab >Select one or more documents (Fig 1.2)

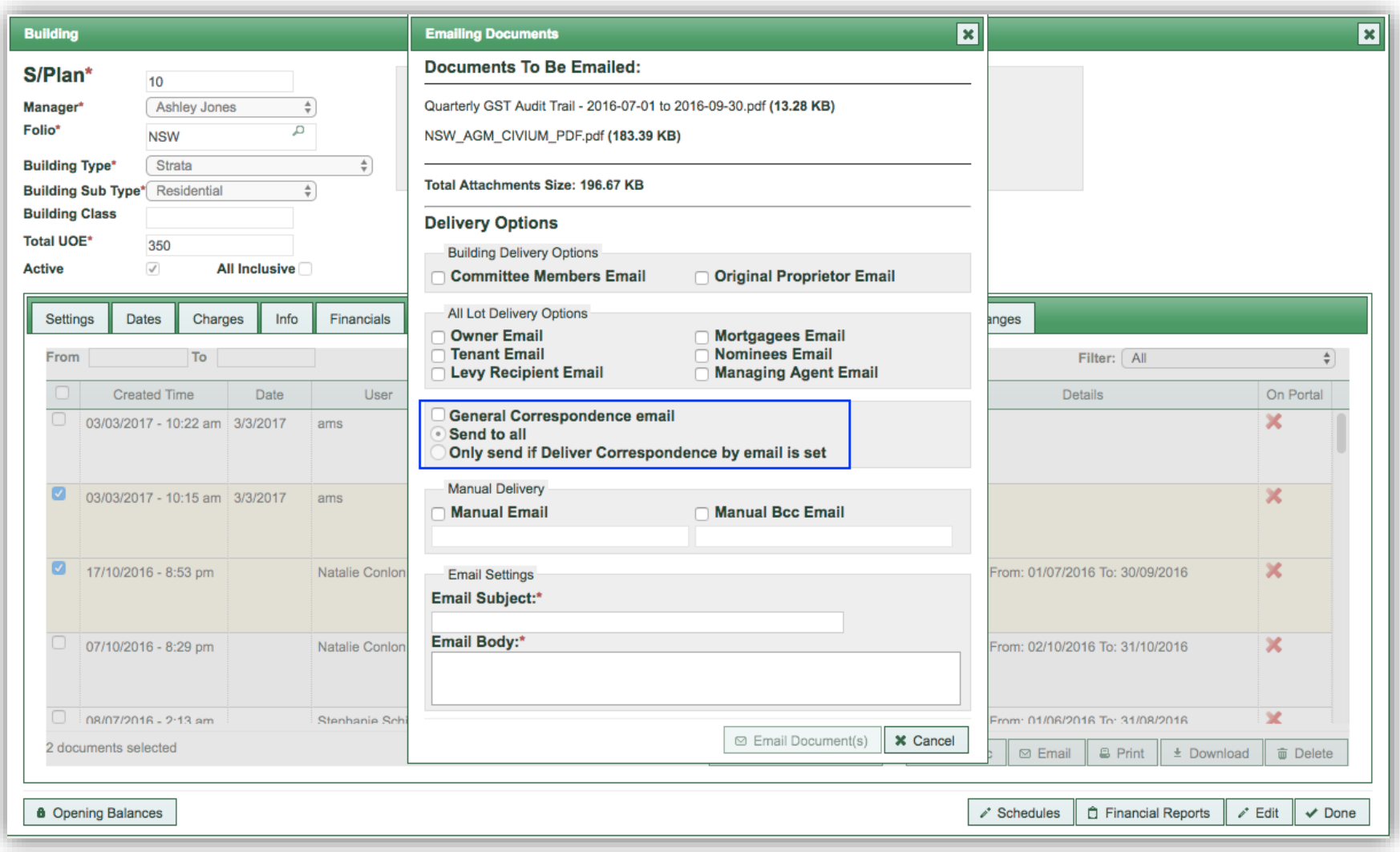
1. Click Email
2. Checking ‘General Correspondence email’ & Selecting ‘Send to all’ will send email even if email is unchecked under ‘General Correspondence by’ but email address is present in the email field as shown in ‘Fig 1.1’ above.
3. Checking ‘Only send if Deliver Correspondence by email is set’ option is selected, then only General Correspondence email addresses that have the email option set will be sent an email.

Fig 1.2



When ‘General Correspondence Email’ option is not selected, check boxes of ‘Send to all’ & ‘Only send if Deliver Correspondence by email is set’ will be disabled. (Fig 1.3)

Fig 1.3



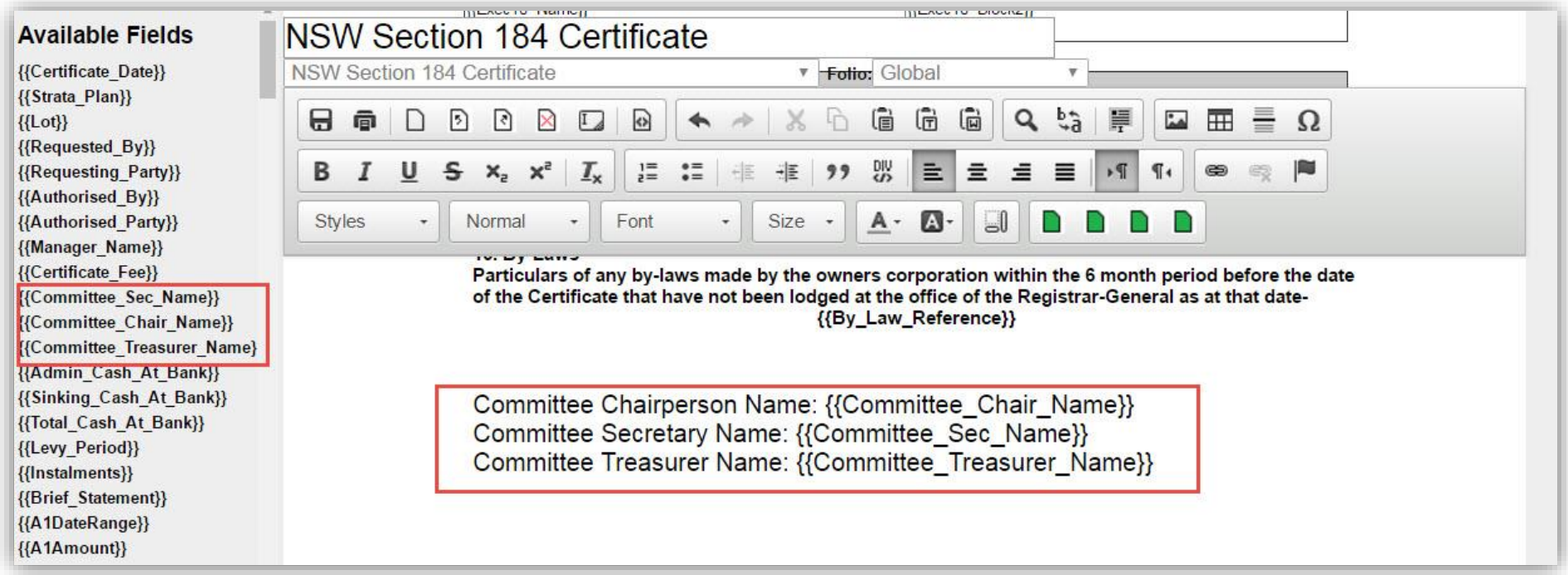

END

## User can use 3 new merge fields in Info Certificate templates for the Chairperson, Secretary & Treasurer Committee Members.

Go to File > Templates

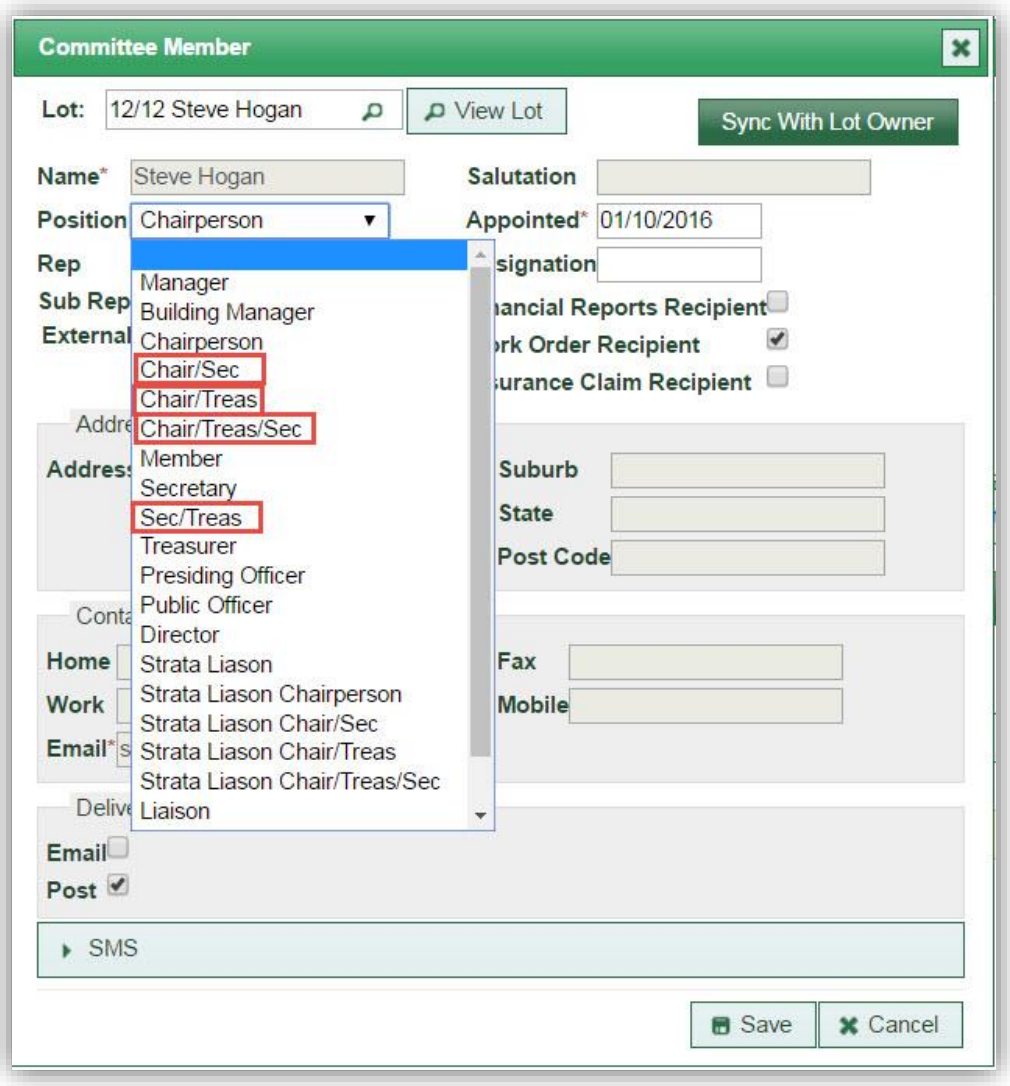
Choose NSW Section 184 Certificate **(Note: Merge fields are available for all the Info Certificates in all States)**

User can now add '{{Committee_Chair_Name}}', '{{Committee_Sec_Name}}' & '{{Committee_Treasurer_Name}}' to the Info Certificates.



User can now assign Committee Member to multiple roles.

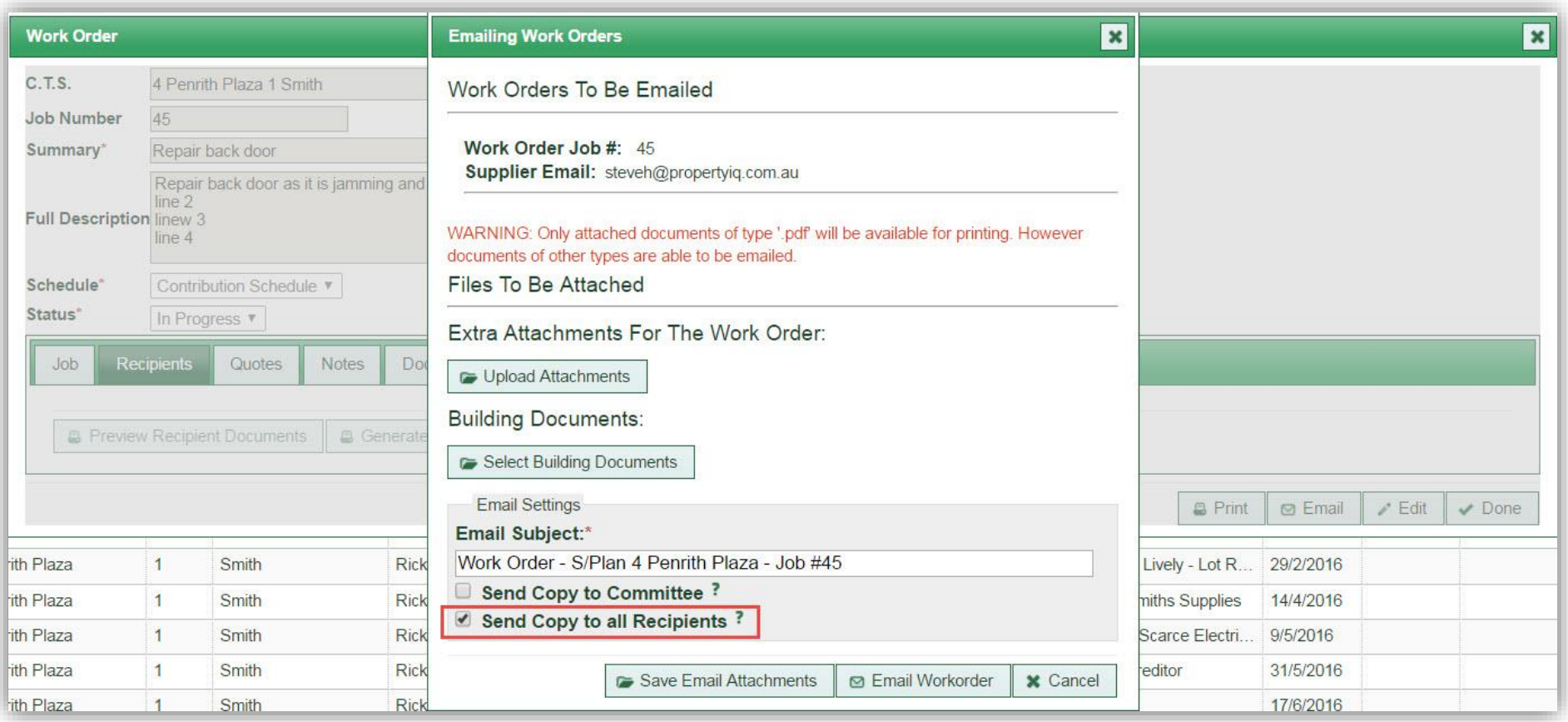
- If there is more than 1 Committee Member who fills this position, it will merge all names into the merge field with a comma separating them.
- If Committee Member is in roles of 'Chair/Sec' then template will populate 2 merge fields with that members name.




END

# A user can now tick “Send Copy to all Recipients” in the emailing section of Work Orders

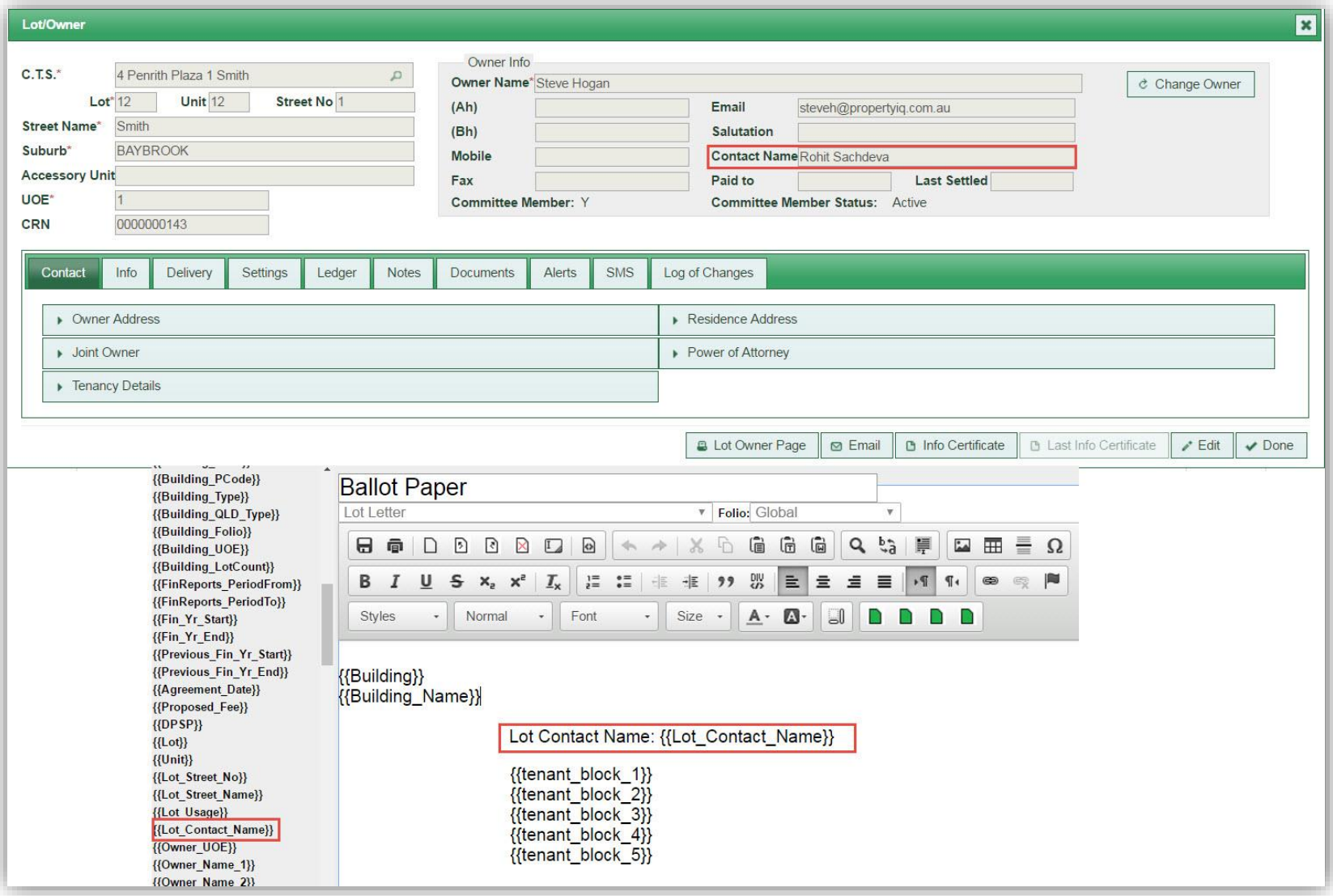
- This tick box will be checked by default for all new Work Orders.




_____END_____

# User can now add lot contact name merge field to custom templates

User can merge the **Contact Name** from the lot card with '**{{Lot_Contact_Name}}**' in the list of available merge fields for custom templates.

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# Added ability to Mail merge to Resident & Property Manager

Previously a user could mail merge to an Owner or a Tenant only.

Now user can mail merge to all mail recipients at once or individually as they require per requirement.

- We have added **email /post delivery options** to the "Residence Address" accordion (FILE > LOTS > LOT > Residence Address). Defaults to post.
- Added email / post delivery options to the Property Manager (agent) card (FILE > LOTS > LOT > Tenancy Details > Property Manager)
- User can now populate the ‘recipient_block_x’ merge fields with the agent name and address data.
- To deliver the notices, the user can email or post based on the 'email'/'post' checkboxes in the ‘Property Manager’ card.

If User selects ‘Resident’, the merge will have the following behaviour:

- User can add 5 ‘resident_block_x’ merge fields to the custom template, that will merge the resident name & address data
- To deliver the notices, the system will email or post based on the 'email'/'post' checkboxes in the residence accordion

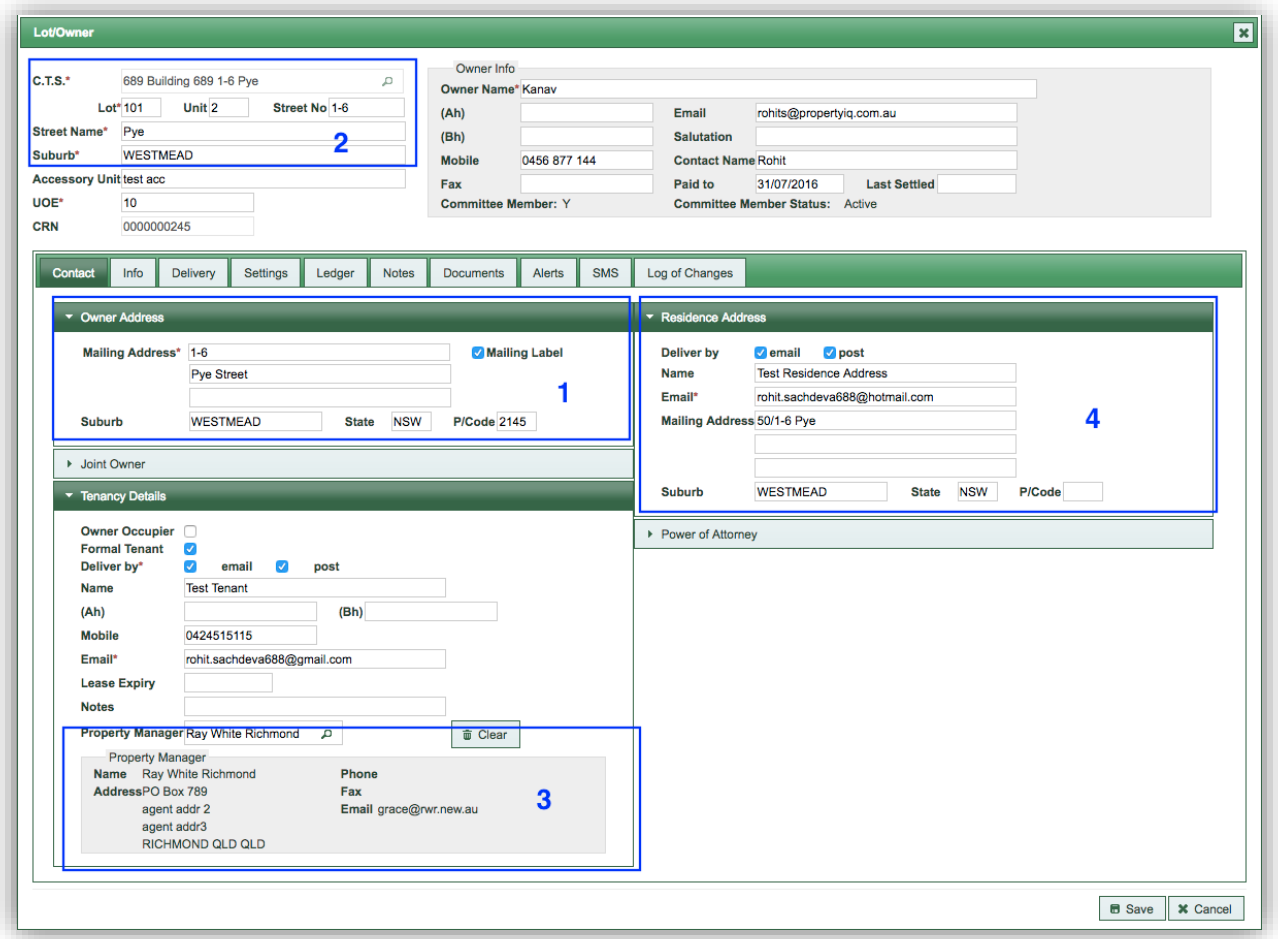
If the User selects ‘Property Manager’, the merge will have following behaviour:

- User can add 5 ‘property_manager_block_X’ merge fields, that will merge the agent name & address data
- If doing a mail merge for 10 lots using the 'Property Manager' option, and only 5 of those lots have a property manager specified, the User will only see 5 documents generated, saved and emailed/printed.

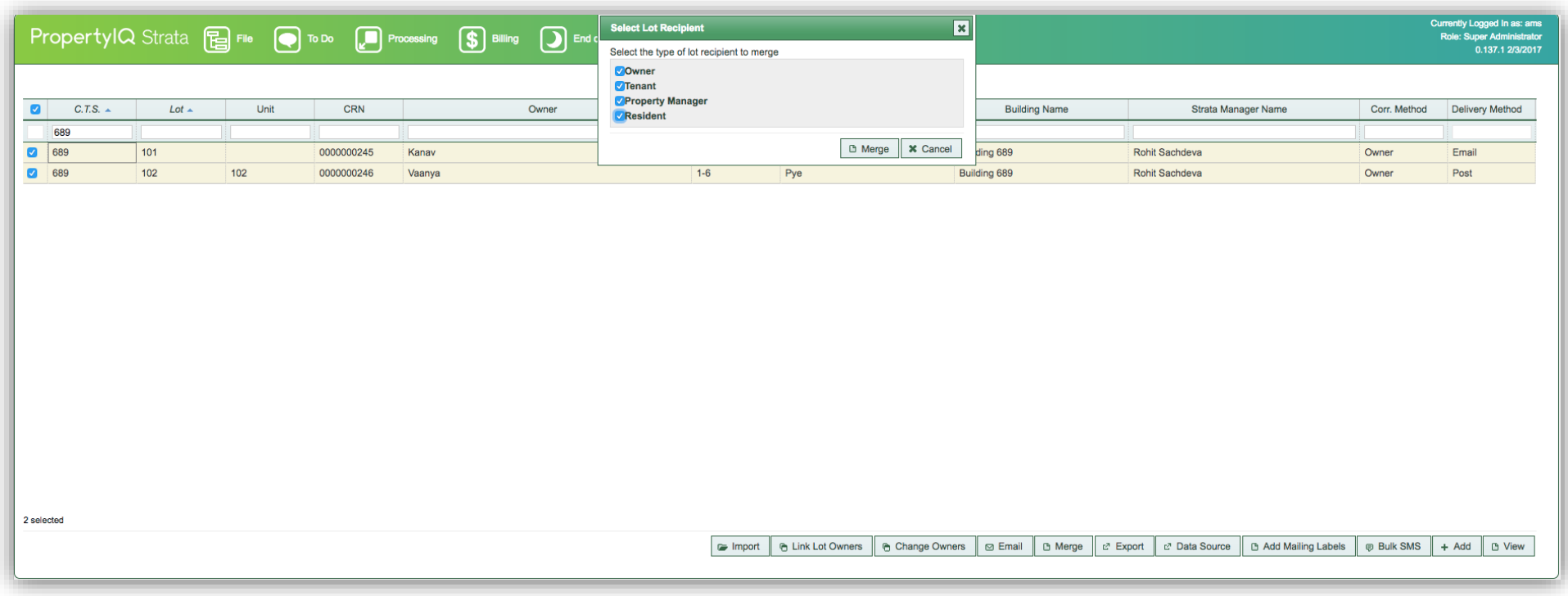
All 4 types of recipients will merge correctly using the {{recipient_ block _x}} merge fields as shown

Go to File> Lot> Lot> Make sure that all of recipients have addresses

1 Owner
2 Tenant
3 Property Manager
4 Resident

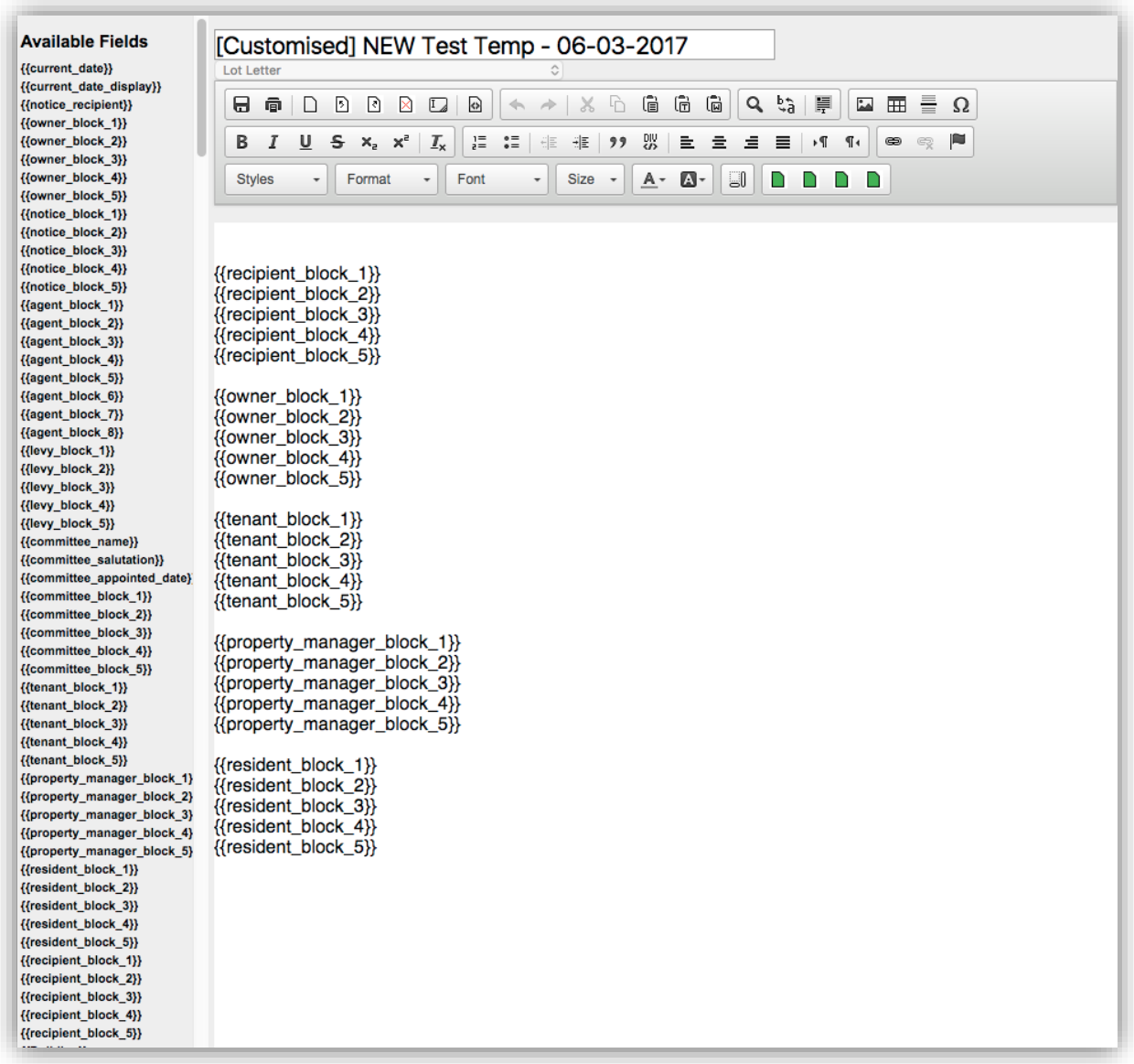


Go to File> Lot> Lot> Merge> Select all> Merge




User can use following merge fields in custom template:

Recipient - {{recipient_block_X}}
Owner- {{owner_block_X}}
Tenant- {{tenant_block_X}}
Property Manager- {{property_manager_block_X}}
Resident- {{resident_block_X}}




After editing the custom template, ‘Preview’ and User will see 4 documents per lot if all recipients were selected.

_____END_____