PropertyIQ Strata Version V0.142.0 - V0.142.1 Release Notes

Features	

- **We have now added 'Voting Tab' to Meetings.** (Details on Page 4)
  - Voting can be recorded for each lot dependent on meeting attendance
  - You can now record voting results inside meetings
  - You can allow the program to auto calculate the results or calculate them manually yourself
  - You can use the Poll Vote option so that the resolution result is calculated on total UOE and not the number of votes received
  - Lot owners who have submitted a proxy will be able to vote (with a few exceptions) Please refer to Voting Rules guide for more details.
  - Lot(s) which are in arrears (Non-Financial) show in red. They will be able to vote, but their votes won't be counted and will be INVALID to calculate a resolution. There are some exceptions to this rule Please refer to Resolution Calculation for more details.
- **We have enhanced the way Meeting Motions reports are generated.** (Details on Page 8)
  - You can now generate the motion agenda/minutes report with the instructions and explanatory notes showing immediately after the motion agenda content, so that if there are 10 pages of motions, the explanatory and instructions notes are easy to find as they are right below the agenda content.
  - Meeting Motion/Minutes Reports header will also include S/Plan, Meeting Details, User etc. on top of the report.
  - You can now specify the Motion attachment file name in the motion agenda> clause by using a merge field {{Attachment_Filename}}. This file name will also show on the attachment's bottom left corner.
- **You can now generate Minutes Reports results of each motion in the meeting based on the voting results.** (Details on Page 10)

- **We have removed the 'Delete' button from "Remove Document" in Meeting Motions & Global Motions to avoid accidental deletion of documents and added a warning if linked in multiple areas.** (Details on Page 11)
    - You can still delete documents from File> Documents or Documents tab (Buildings | Lots | Meetings | Work orders) section.
    - When deleting a document from File> Document or Documents tab section, you will get a warning message alerting you that this document is in use in other applications and that continuing will delete it from all areas in the program.
- **We have added a new 'Custom Document' section on the Building card to add 'By Laws' and 'Plans' documents.** (Details on Page 13)
- **We have added new merge fields for 'Caretaker' & 'Onsite Building Manager'.** (Details on Page 15)
    - New merge fields are available for merging into 'Information Certificates'.
    - These new merge fields are available for all states.
- **You can now add an 'Endorsement document" to an Insurance Policy.** (Details on Page 16)
- **You can now add notes against a committee member on the Committee Member Card.** (Details on Page 17)
- **We have created a new bank account "Bank Type" called "Other".** (Details on Page 18)
    - You can go to FILE > BANK ACCOUNTS > ADD > choose BANK TYPE as "Other" from the dropdown list.
- **You can now generate a Compliance Register report.** (Details on Page 19)
    - To print the compliance report, go to 'FILE > BUILDINGS > Open a building > REGISTERS > COMPLIANCE REGISTER > PRINT REGISTERS > Tick Compliance Register > PRINT'.
- **We have added a new feature to the system called 'Access Register'** (Details on Page 21)
    - The Access Register allows you to record and track the location of keys and other access devices e.g. swipe cards and garage remotes. You can record and track bulk Building Access items.
    - You can generate an item activation work order straight from the Access Register area.
    - You will be able to bill Lot Owners and other Debtors when they purchase one.

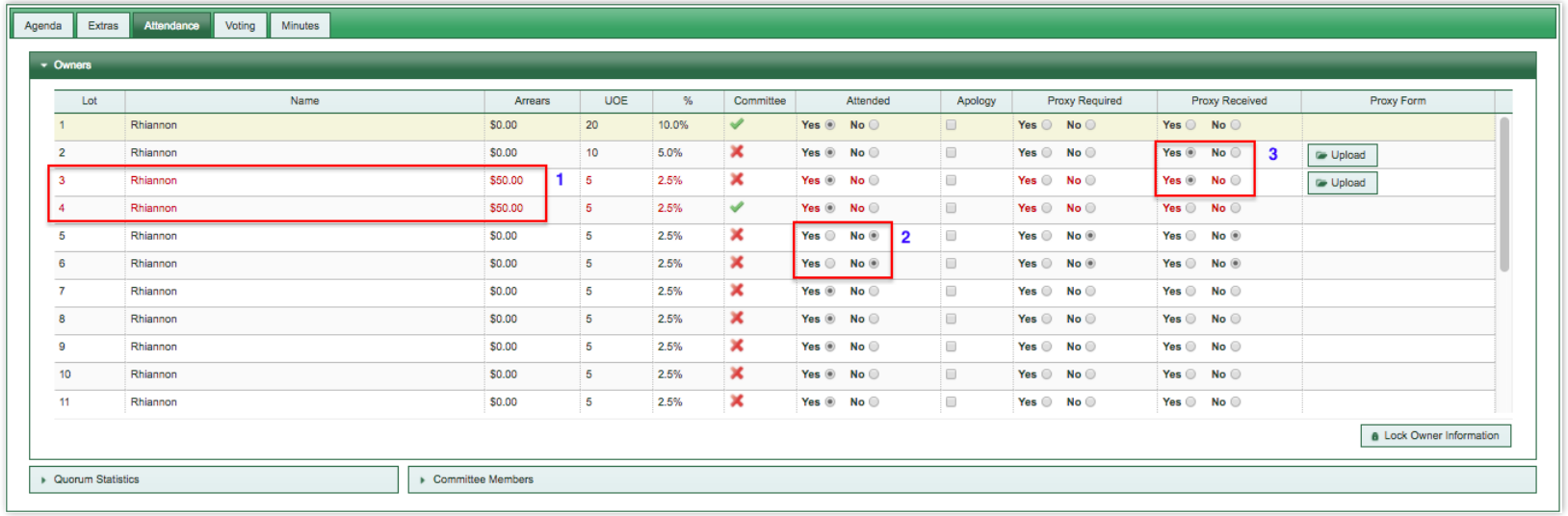
	○ You can also record access items for individual lots and track when they are taken out of your office by other parties. ○ You can add photos, location details and maps, documents, notes and alerts. ○ You can report key items as Lost/Stolen and generate a work order to deactivate them. ○ The Access Register is located in File > Access Register
Bugs	► **We have fixed an issue where Scheduled Tasks were throwing an internal server error when settings were set to specific time zones.** (Details on Page 14) ○ We had an issue where using the time zone for Eucla | Adelaide | Darwin | Lord Howe Island was throwing an internal server error with scheduled tasks. The issue is fixed now. ► **We have corrected the labelling for VIC Budget reports.** (Details on Page 14) ○ Victorian Budget reports are now labelled with UOL (Units of Liability) instead of UOE, as required by legislation. ► **Debtor Transactions - debtor invoices and debtor receipts are now being included in transactions used for performing BAS processing.** ○ They will now show up in the audit trail list of transactions of the report generated when doing BAS processing and their GST component will be included in the calculation of the tax refund / payment as determined by the outcome of this process.
Other	► **We have changed the wording on the Receipts generated for NSW to say Capital works.** (Details on Page 18) ○ You can go to 'End of Period Reporting > Cashbook > Select a deposit and click Print'. 'Capital Works" now shows in place of "Sinking Fund"

Meetings- Voting Tab

Note: the Meetings manual is available in the Utilities-Help section in PropertyIQ Strata

You can now record the way each lot voted for motions(s) by going to File> Meetings> Open or create a meeting> Voting Tab

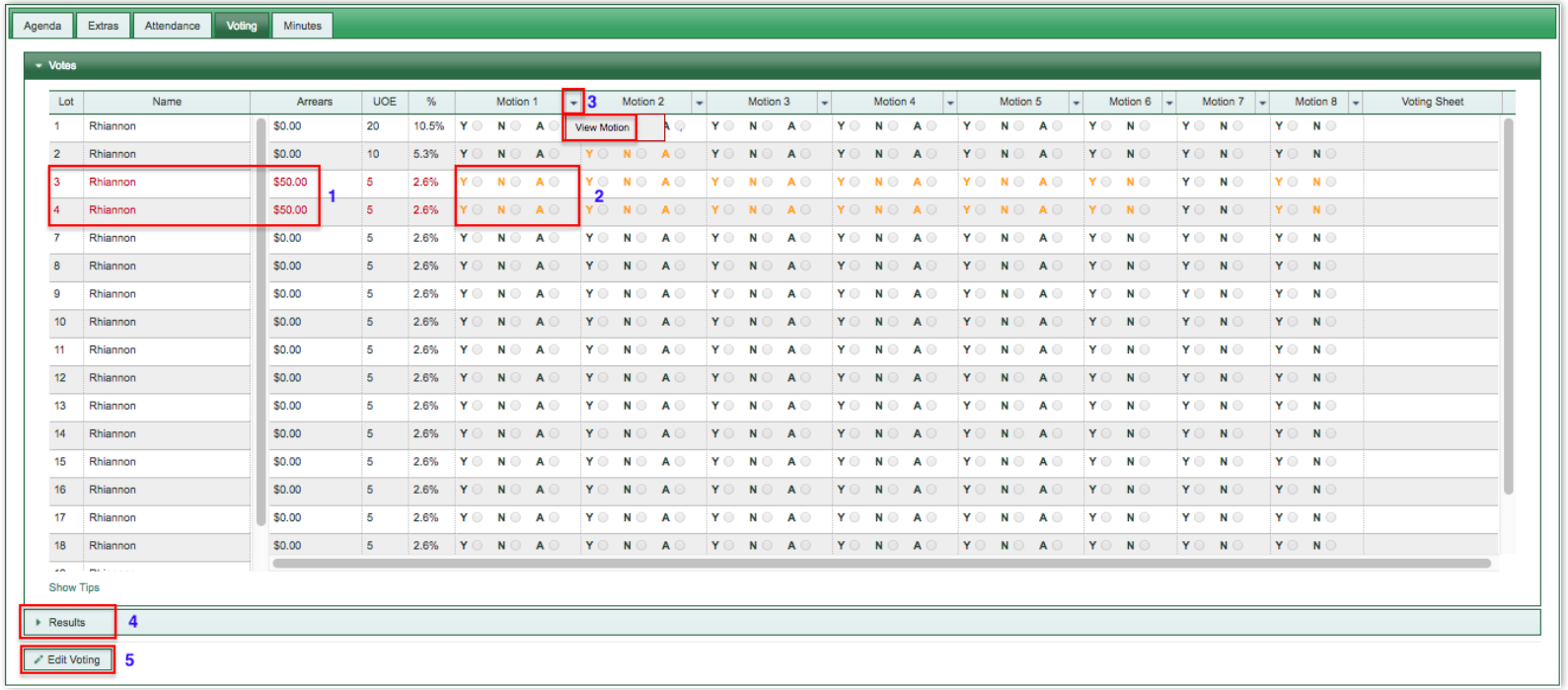
To enable voting - You will first need to mark the attendance of lot owners under Meeting card> Attendance tab as shown below or you will get a message **'No lots have been recorded as attending the meeting. Please mark which lots attended the meeting on the 'Attendance Tab' first'**.



1. Lot(s) which are in arrears (Non-Financial) show in red. They will be able to vote, but their votes won't be counted and will be **INVALID** to calculate a resolution. There are some exceptions to this rule. Refer to Resolution Calculation guide for details.
2. Owners who have NOT attended the meeting at all will not be part of Voting.
3. Owners who have submitted a Proxy will be able to vote (with a few exceptions). Please refer to Voting Rules guide for more details.

After recording the Attendance, you can go to the Meeting Card Voting tab to record voting results.

You will be able to record the votes by all owners in the building for all motions, so that the program can automatically calculate which motions were carried / defeated at the meeting. Or you can record the results yourself manually.



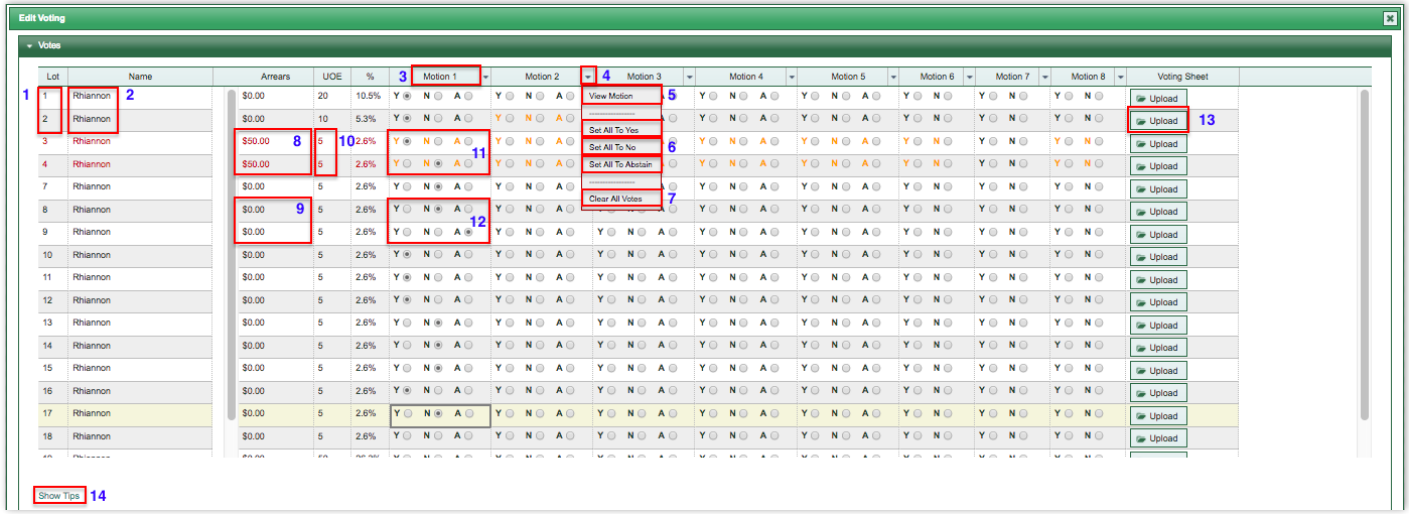
1. You will see a grid of all the owners who ATTENDED the meeting (with their arrears amounts).
2. Lots in arrears (Non- Financial will show in red) can vote but their votes will be counted as INVALID vote(s).
3. You can click on the motion dropdown button, and click on 'View Motion' to see the details of the motion
4. Results- Once voting is recorded, you can view results here.
5. Click on the Edit Voting Button to record the results of the voting.

Once you click on 'Edit Voting', you will see an 'Edit Voting' popup window which has two sections as shown below.

Section 1- Votes

You can record votes for each motion/lot combination in the Votes section

Tip: You can use your mouse and click on cells or use keyboard shortcuts for fast data entry (Arrow keys> Y/N/A/1/2/3 etc.)

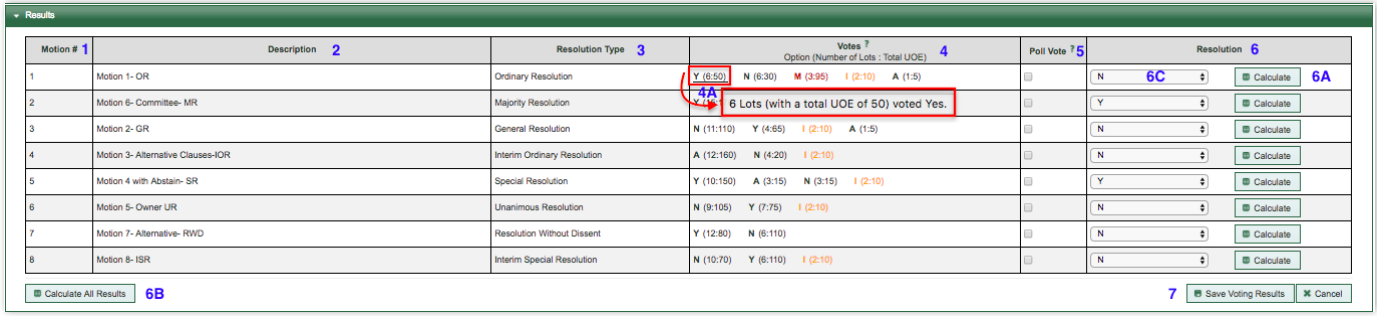


1. Lot No is Auto-filled from the lot card. You can open lot card by double clicking anywhere on the row.
2. Owner's Name is Auto-filled from lot card.
3. The Motion number shows here.
4. Click on the Drop down to view details for that Motion
5. Click on View Motion to see the full details of the Motion.
6. You can bulk set all the values for a motion at once (eg. If there are 100 lots and 90 of them voted yes, then you can click 'Set All To Yes' to set all 100 lots as yes, and then manually change the 10 lots that voted No).
7. You can clear all of the voting for that specific motion by clicking 'Clear All Votes' (Note: This can't be undone).
8. Lots that are Non-Financial (in arrears) show in red with arrears amount.
9. Financial lots show in black.
10. Lot's UOE
11. Orange indicates that a Lot Owner is in arrears and their votes are **Invalid**. Invalid Votes won't be counted. (with a few exceptions) Please refer to Voting Rules guide.
12. Valid votes by financial lots show in black.
13. You can upload / view /remove voting sheet here.
14. Show Tips:
    - Cells shown as orange text are counted as 'Invalid' votes as the owner is not allowed to vote for that type of motion (normally because they are in arrears).
    - Owners that are in arrears are displayed with red text.
    - Click the down arrow on each motion column header to see list of extra options. Changing to 'Edit' mode will give extra options on these menus.
    - You can navigate the grid using arrow keys on keyboard.
    - Once a cell is selected you can fill in the result by pressing the key on the keyboard. E.g. Press 'Y' to select Y, or '1' to select 1.

- Click here to see the current rules that defines who is allowed to vote.

Section 2- Results

You can allow the program to auto calculate or manually calculate the results of each motion here



1. Motion Number – The Motions show in the same order as they were in the Meeting Agenda – Motions tab
2. This is the Motion Description as it shows in each Motion card> Description (Internal Use).
3. Resolution Type- A Motion with a Yes/No option shows with Y/N. Motions with alternative clauses show with the number of clauses that were created.
4. Votes- You can see the number of lots that voted for each Motion including
   - Total UOE that voted for each option.
   - Total number of owners who votes are Invalid (**I**) in a motion.
   - Total number of owners who votes are missing (**M**). This means you haven't recorded a vote for some owners.

   4A- You can hover your mouse over each option type to see a balloon with information about the votes received for that option.

   E.g.:
   'Y (6:50)' means 'six lots voted yes with a total UOE of 50'.
   'M (3:95)' means '3 votes are missing with a total UOE of 95'.
   'I (2:10)' means '2 lots votes were Invalid with a total UOE of 10'.

5. Poll Vote- If this is selected, resolution calculation will be based on the UOE amount and not the number of votes received.

6. Resolution- Overall Result

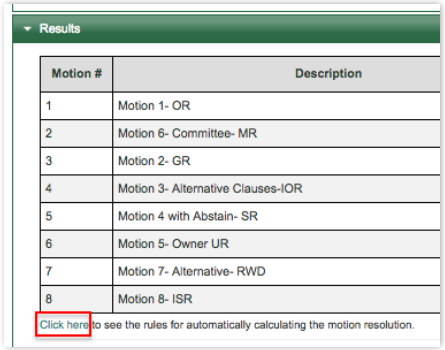
   6A. Calculate- Use the Calculate button to allow the program to automatically calculate the result of an individual motion.

   6B. Calculate All Results- Use the Calculate All Results button to allow the program to automatically calculate the results of all Motions.

   6C. MANUAL Result calculation- You can manually edit/select options and override auto calculated results by clicking the dropdown button and choosing appropriate result.

7. Save Voting Results-
    - You can save the voting results and can view them under Meeting card> Voting tab> Results.
    - When saving results, if there are any motions that are missing a resolution result you will get a prompt, 'There are motions that have not been assigned a resolution yet. These motions will not be included in the minutes report. Do you wish to proceed with saving the results?'

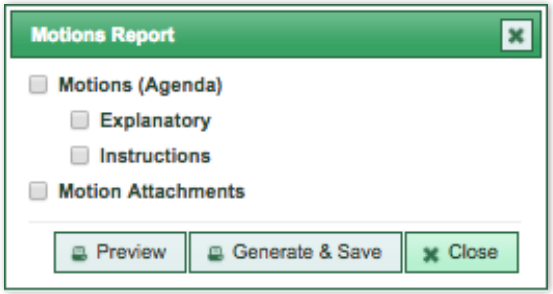
TIP: You can click on 'Click here' as shown below to see rules which are used to calculate the motion resolution.

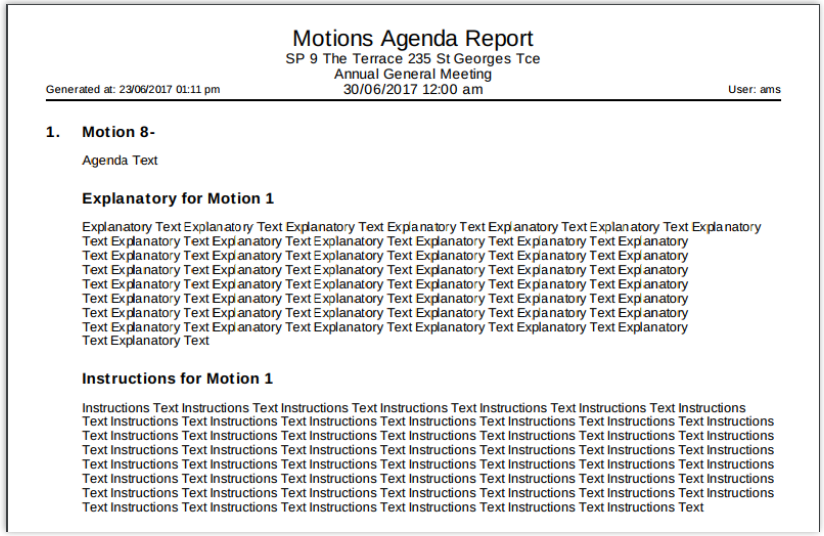


Meeting Motions report changes

We have enhanced the Meeting Motions Report to make it easier for you to read them.

- You can now generate the motion agenda/minutes report with the instructions and explanatory notes showing straight after the motion agenda content so that if you have 10 pages of motions, the explanatory and instructions notes are easy to find as they are right below the agenda content.





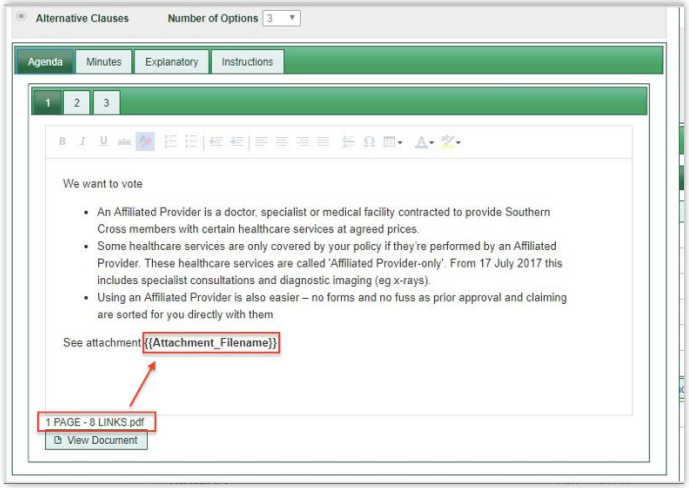
Motions Agenda Report
SP 9 The Terrace 235 St Georges Tce
Annual General Meeting
Generated at: 23/06/2017 01:11 pm 30/06/2017 12:00 am User: ams

1. **Motion 8-**

Agenda Text

Explanatory for Motion 1

Explanatory Text Explanatory Text Explanatory Text

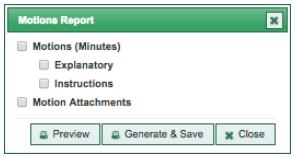


- When generating the meeting minutes or the meeting notices (including all the reports & motion attachments), the name of the attachment will appear to the bottom left corner of each attachment.

Ability to generate the Minutes reports of the motions in the meeting based on voting results

Minutes Motion Report

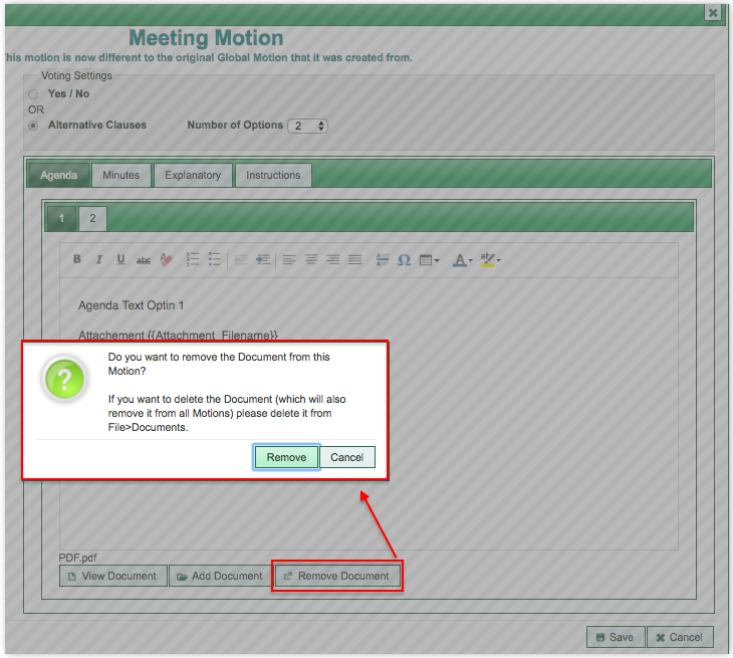
We have now included a 'Minutes Motion Report' button on the 'Minutes' tab. This allows you to send a report with all the motions and their results when you generate your minutes.



1. We have added a button to the "Minutes" tab to generate the 'Minutes Motions Report'.
2. This button will behave in a similar way to the Motion Report button in Meeting > Agenda > Motions. With these changes:
    1. When clicking Generate and Save for the Minutes report, it will save the generated PDF file into the Minutes attachments area
    2. You can then generate minutes which will include all the motions (Minutes Tab) and voting results of the meeting.
    3. It will also merge any fields in these motions in the same way the current Meeting Minutes templates are generated.

The ‘Delete' document button in Meeting Motions and Global Motions has been removed and replaced with a “Remove” button.

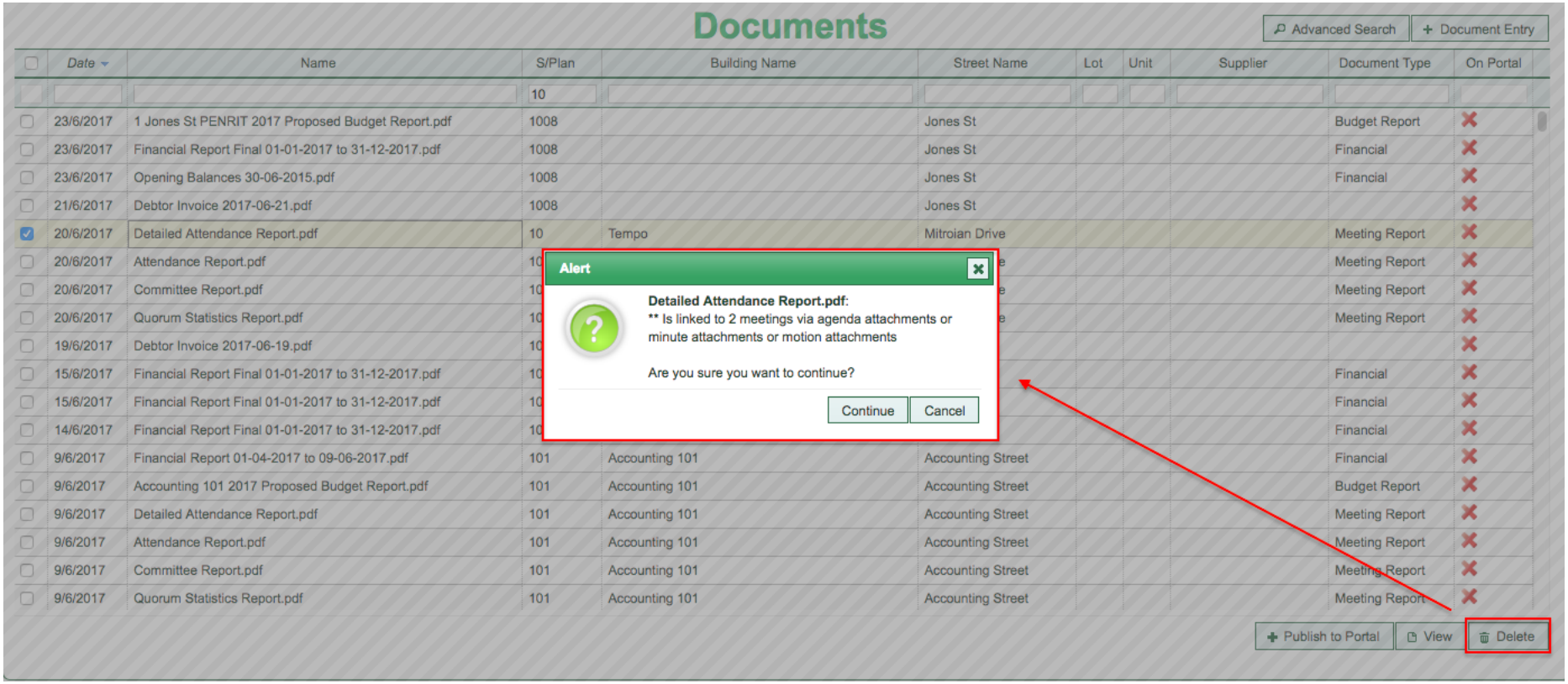
To avoid deletion of document by mistake, we have removed the ‘Delete’ button and added a ‘Remove’ button instead. If you still want to delete the document (which will also be removed from all motions), you can do so by going to File> Documents and deleting the original document.



When you try to delete the original document (from File > Docs, or from the document tabs) you will see a warning message if the document is linked to multiple places

The warning message will advise you if the document is already attached to other areas. For example, a motion attachment that may be linked to the global motion and also 5 meeting motions

1. When trying to delete a document from File > Documents, the program will check to see if that document is used in multiple places



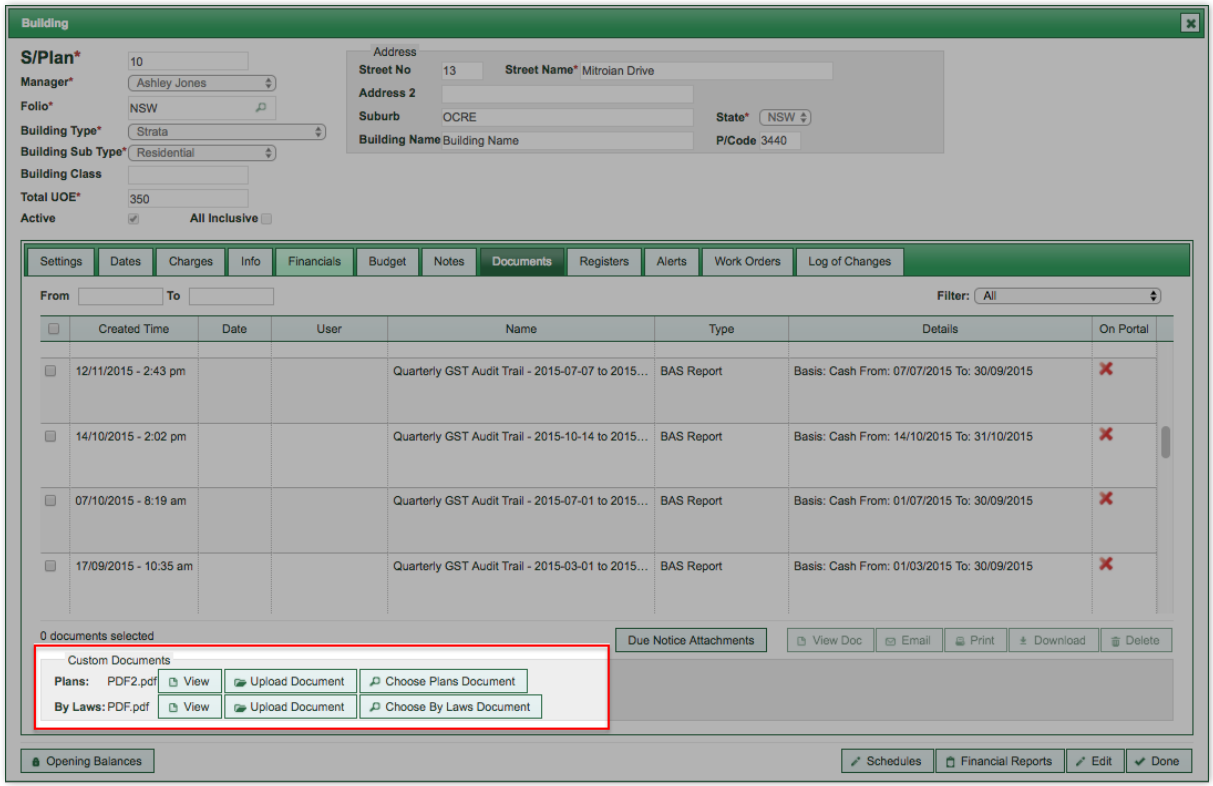
2. The program checks in these places to see if a document is linked in multiple places:

   - If linked to Multiple Motions
   - If linked to meetings via "Meeting Agenda Attachments"
   - If linked to meetings via "Meeting Minute Attachments"
   - If the document has been uploaded to accounts on the portal
   - If the document has been uploaded to BING times.

3. This behaviour will work on following places:

   - Deleting document from File > Documents
   - Deleting document from File >Documents > Document Card
   - Deleting document from the Document tabs on (Buildings | Lots | Meetings | Work orders).

New ‘Custom Document’ section in the Building card to add By Laws and Plans Documents

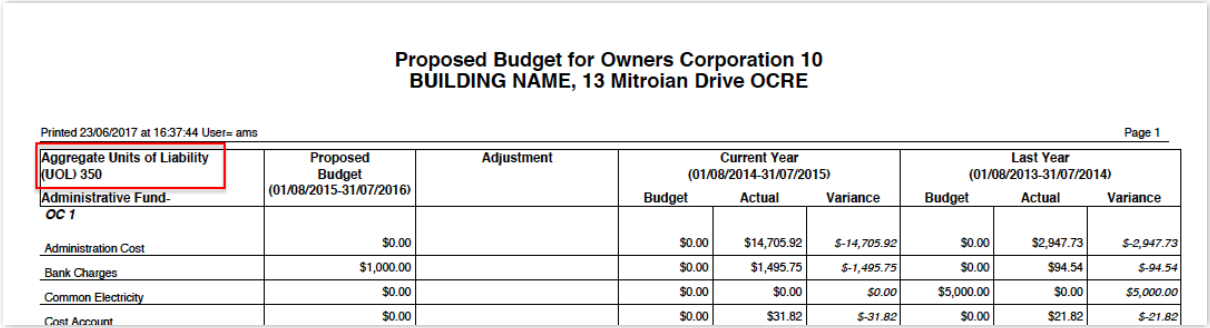


- You can use ‘Upload Document’ buttons to add a document to these screens from your computer. This will add the document to the ‘Documents’ tab and ‘File> Documents’.
- You can use either the ‘Choose Plans Document” or the “Choose By Laws Documents’ button to select a document that is already saved on the program.
- You can open and view the selected document using the ‘View’ button.

Corrected labelling for Victorian Budget reports

- Victorian Budget reports are now labelled with UOL (Units of Liability) instead of UOE, as required by legislation.

You can go to 'FILE > BUILDINGS > Select a building > BUDGET > SET BUDGET > PRINT > PRINT' to see the changes.



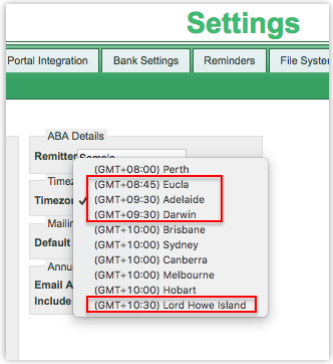
Proposed Budget for Owners Corporation 10
BUILDING NAME, 13 Mitroian Drive OCRE

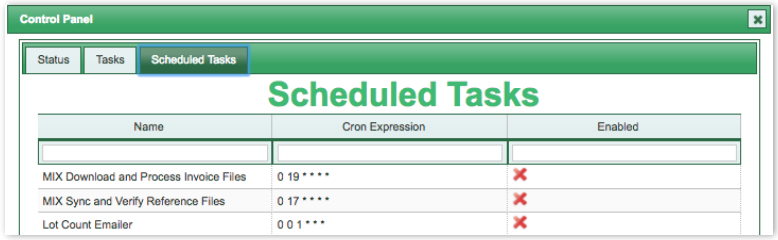
Printed 23/06/2017 at 16:37:44 User= ams — Page 1

Aggregate Units of Liability (UOL) 350	Proposed Budget (01/08/2015-31/07/2016)	Adjustment	Current Year (01/08/2014-31/07/2015)			Last Year (01/08/2013-31/07/2014)		
Administrative Fund-			Budget	Actual	Variance	Budget	Actual	Variance
OC 1								
Administration Cost	$0.00		$0.00	$14,705.92	*$-14,705.92*	$0.00	$2,947.73	*$-2,947.73*
Bank Charges	$1,000.00		$0.00	$1,495.75	*$-1,495.75*	$0.00	$94.54	*$-94.54*
Common Electricity	$0.00		$0.00	$0.00	*$0.00*	$5,000.00	$0.00	*$5,000.00*
Cost Account	$0.00		$0.00	$31.82	*$-31.82*	$0.00	$21.82	*$-21.82*

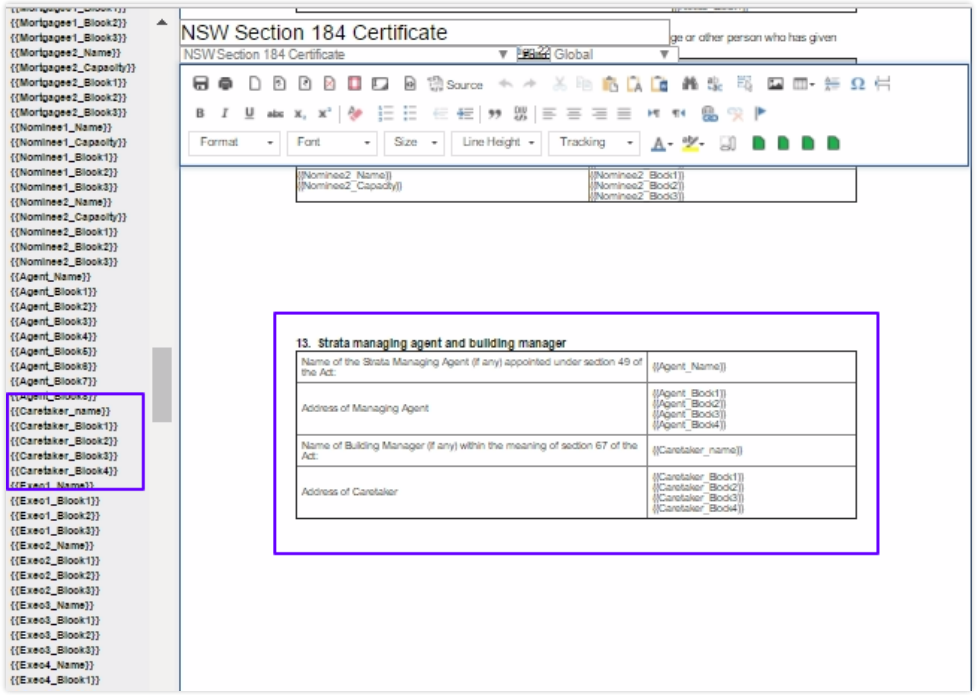
Fixed - scheduled tasks throwing internal server error when a client is set to specific time zones

We had an issue where using the time zone for Eucla | Adelaide | Darwin | Lord Howe Island was throwing an internal server error with scheduled tasks. The issue is fixed now.





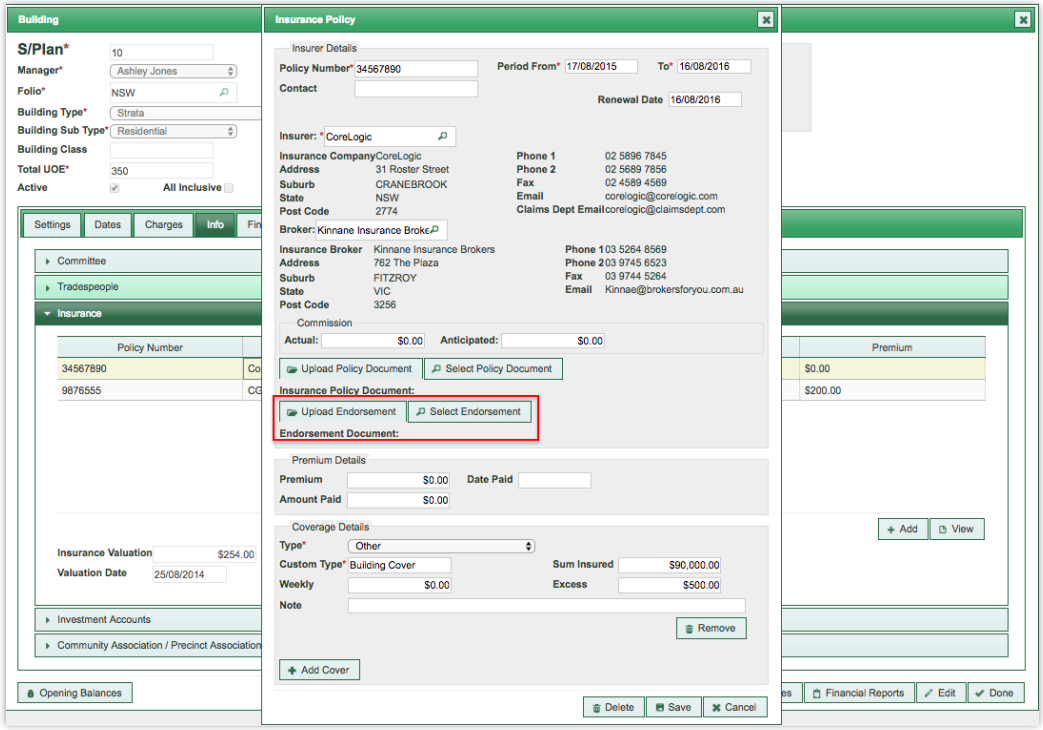
New Merge Fields for Caretaker/Onsite Building Manager are now available for merging Caretaker/Onsite Manager and address details into Information Certificates.



You can now add an 'Endorsement Document" to an Insurance Policy

To upload an endorsement document, go to FILE > BUILDINGS > INFO > INSURANCE > Open a policy > EDIT > Upload a PDF document > Save.

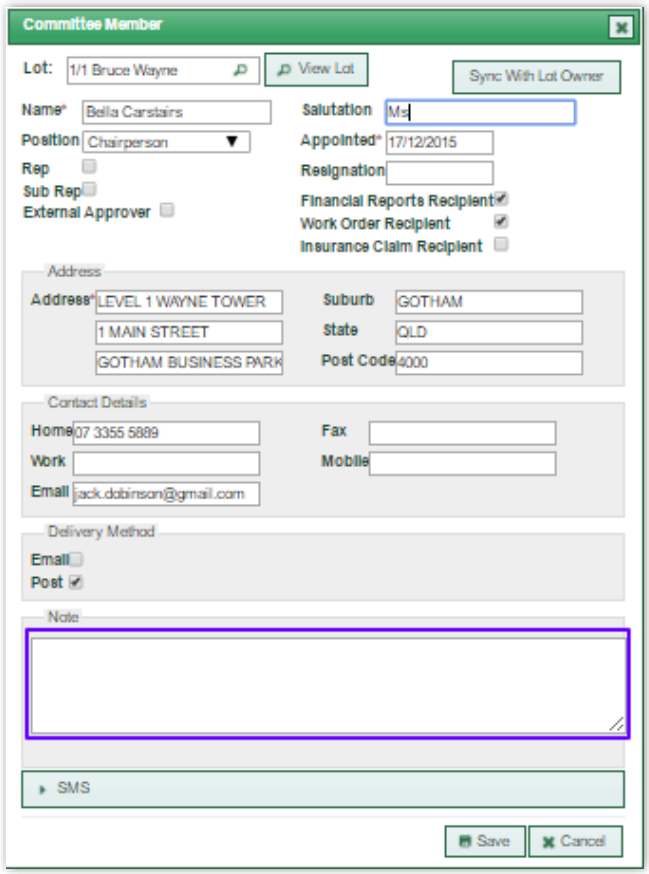
After the document has been saved, click on the 'View Endorsement' button to view the document.



You can now add notes to the committee member card

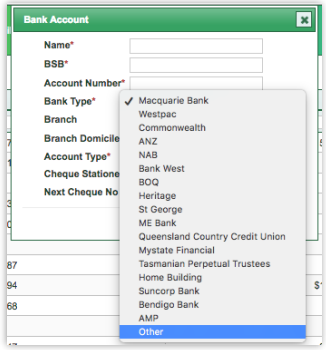
We have added a notes section so notes can be recorded against the committee member.

You can go to ‘Buildings > Info > Committee > Committee Member card > Note’.



New bank account type called "Other"

You can go to FILE > BANK ACCOUNTS > ADD > choose BANK TYPE as "Other" from the dropdown list



New South Wales receipts now show "Capital Works" in place of "Sinking Fund"

You can go to 'End of Period Reporting > Cashbook > Select a deposit and click Print'.

PropertyIQ Strata Testing
PO Box 330
NSW 4554

ABN: 123456789

Trust Account Receipt No: 48 Date: 20/10/16
***** Tax Invoice ABN 17890796087 *****

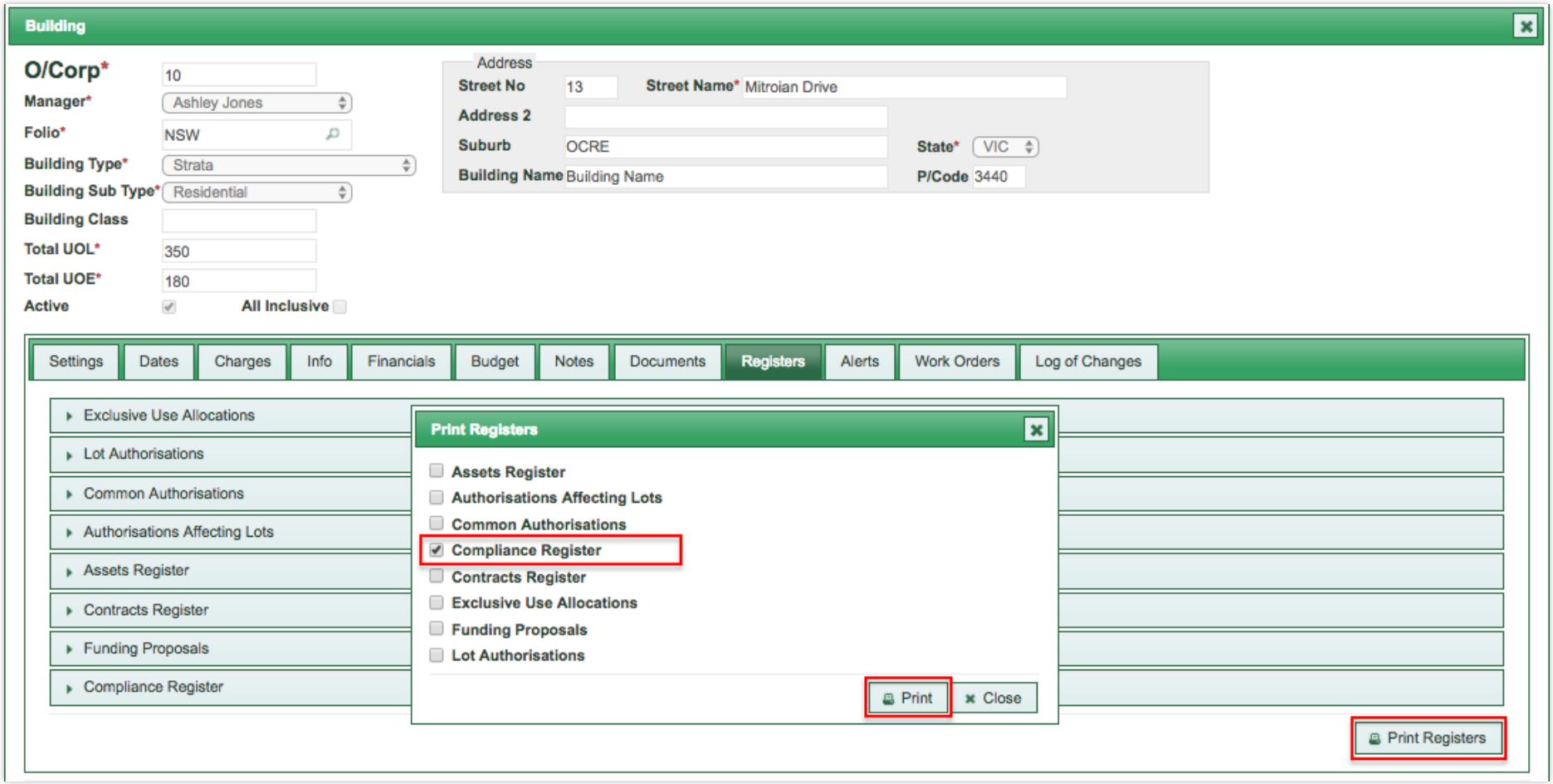
Received From :	Duffy Forsythe Pty Ltd	Direct :	$-1,000.00
On Behalf Of :	Duffy Forsythe Pty Ltd	Cash :	$0.00
:	92 Moreland Road	Cheque :	$0.00
:		TOTAL :	$-1,000.00
:			
:	BRUNSWICK VIC 3526		
		Lot 2	
Being :	TRF to lot 12894/8: gfhfgh		

Allocated to	- Admin	$-1,000.00	
	- Capital Works	$0.00	Per: _____

Compliance Registers Report

You can now print the compliance register report.

To print the compliance report, go to 'FILE > BUILDINGS > Open a building > REGISTERS > COMPLIANCE REGISTER > PRINT REGISTERS > Tick Compliance Register > PRINT'.



NSW Company
13 Giselle St. SCHOFIELDS NSW 2762 ABN: 999999998
Ph: 0268877979 Email: rohits@propertyiq.com.au
Printed: 26/06/2017 10:56 am User: ams

Compliance Register
10 Building Name 13 Mitroian Drive

Contractor Name and Address:	DARRYL JOHN HAMMOND Ph:	**Details:**	Compliance Type: Pest Inspection Inspection Required: Y Last Inspection Date: 31/07/2017 Inspection Due Date: 31/07/2017 Notes: Pest Inspection need to be done and meet compliance as soon as possible.
Contractor Name and Address:	JOHN RAYMOND SCHMIDT Ph:	**Details:**	Compliance Type: Window Cleaning Inspection Required: Y Last Inspection Date: 29/06/2017 Inspection Due Date: 29/06/2017 Notes: Window Cleaning Window Cleaning Window Cleaning Window Cleaning Window Cleaning Window Cleaning
Contractor Name and Address:	KONE ELEVATORS PTY LTD 15 Lachlan Street NSW 2015 Ph: 0257755884	**Details:**	Compliance Type: Lift Inspection Required: Y Last Inspection Date: 28/06/2017 Inspection Due Date: 27/06/2017 Notes: Inspection of Lift is required by due date.

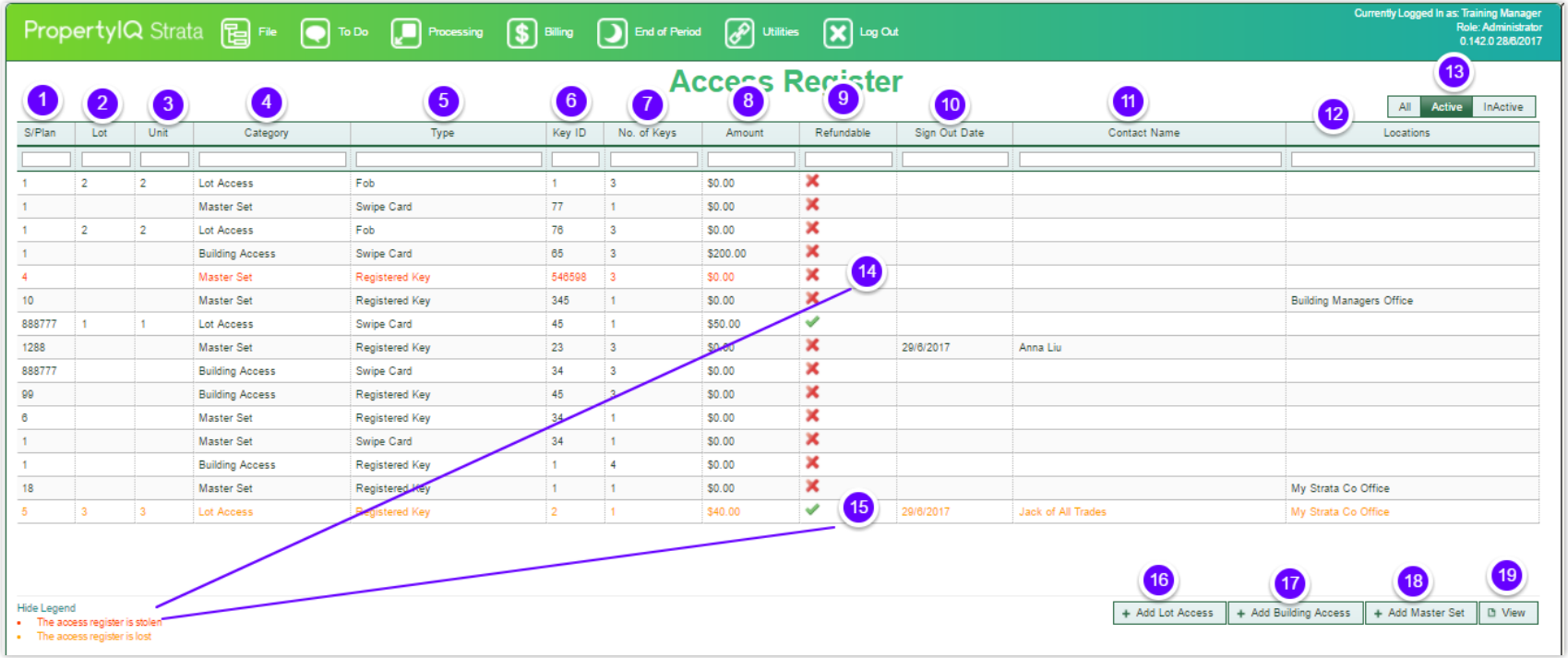
THE ACCESS REGISTER

Note: the Access Register manual is available in the Utilities-Help section in PropertyIQ Strata

The Access Register allows you to record and track the location of keys and other access devices e.g. swipe cards and garage remotes. You can record and track bulk Building Access items such as swipe cards and generate an item activation work order straight from the Access Register area. You will be able to bill your Lot Owners and other Debtors when they purchase one. You can also record access items for individual lots and track when they are taken out of your office by other parties. You can add photos, location details and maps, documents, notes and alerts.

To get started, go File > Access Register

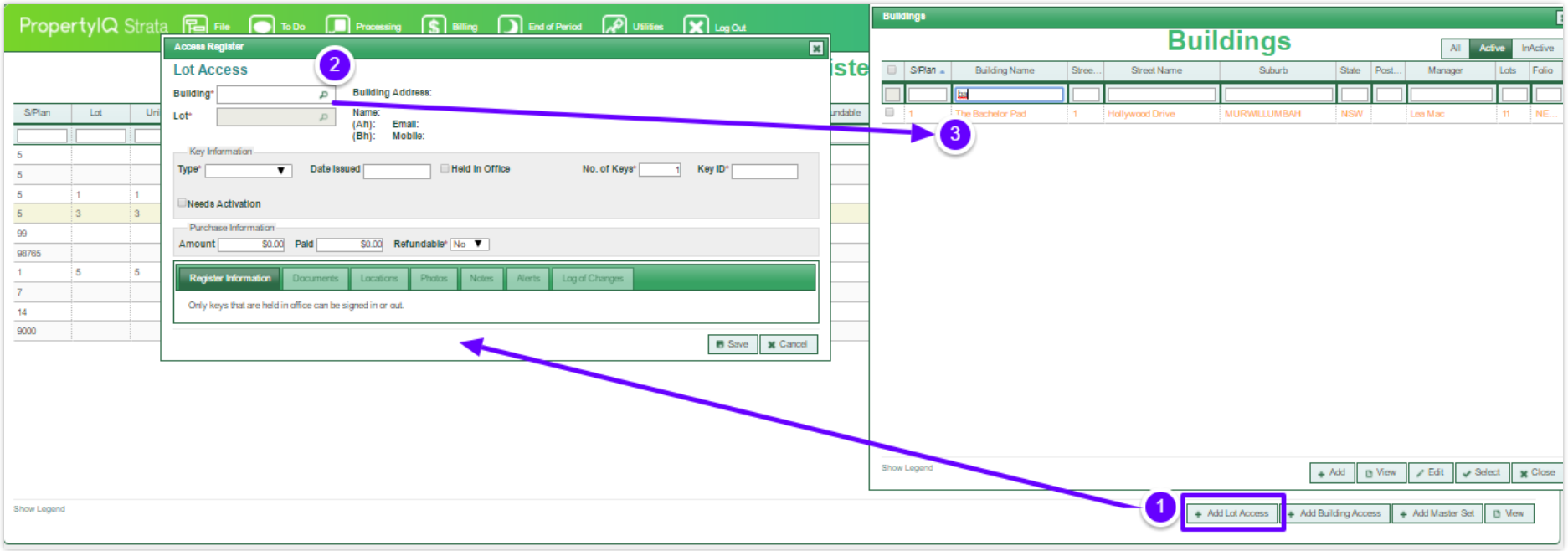
1. The Strata plan number of the Building shows in this column
2. If the item is a Lot Access item, the lot number will show in this column
3. If the item is a Lot Access item, the unit number will show in this column
4. The category of the item shows in this column
5. The type of item shows in this column
6. The ID number of the item shows in this column
7. The number of items shows in this column, for example you might have a master set that has several keys
8. If the item needs to be purchased, the cost of purchase shows here. For example, the cost of a swipe card
9. If the item needs to be purchased and there is a refundable amount upon its return, it shows here
10. If the item has been signed out, the date the item was signed out shows here.
11. If the item has been signed out and was given to a Supplier, the Supplier name shows here
12. If you have entered a location for the item, it shows in this column
13. The view will default to Active but you can toggle between the tabs to view All, Active or Inactive items
14. Items that have been recorded as Stolen will show in red. The legend shows at the bottom right of the screen
15. Items that have been recorded as Lost will show in orange.
16. Click on Add Lot Access to add an access item that gives entry to one lot only
17. Click on Add Building Access to add an access item that gives entry to the Building
18. Click on Add Master Set to add an item that is for Master Access
19. You can view any item's details card by clicking on the item on the screen and then double clicking or clicking the View button



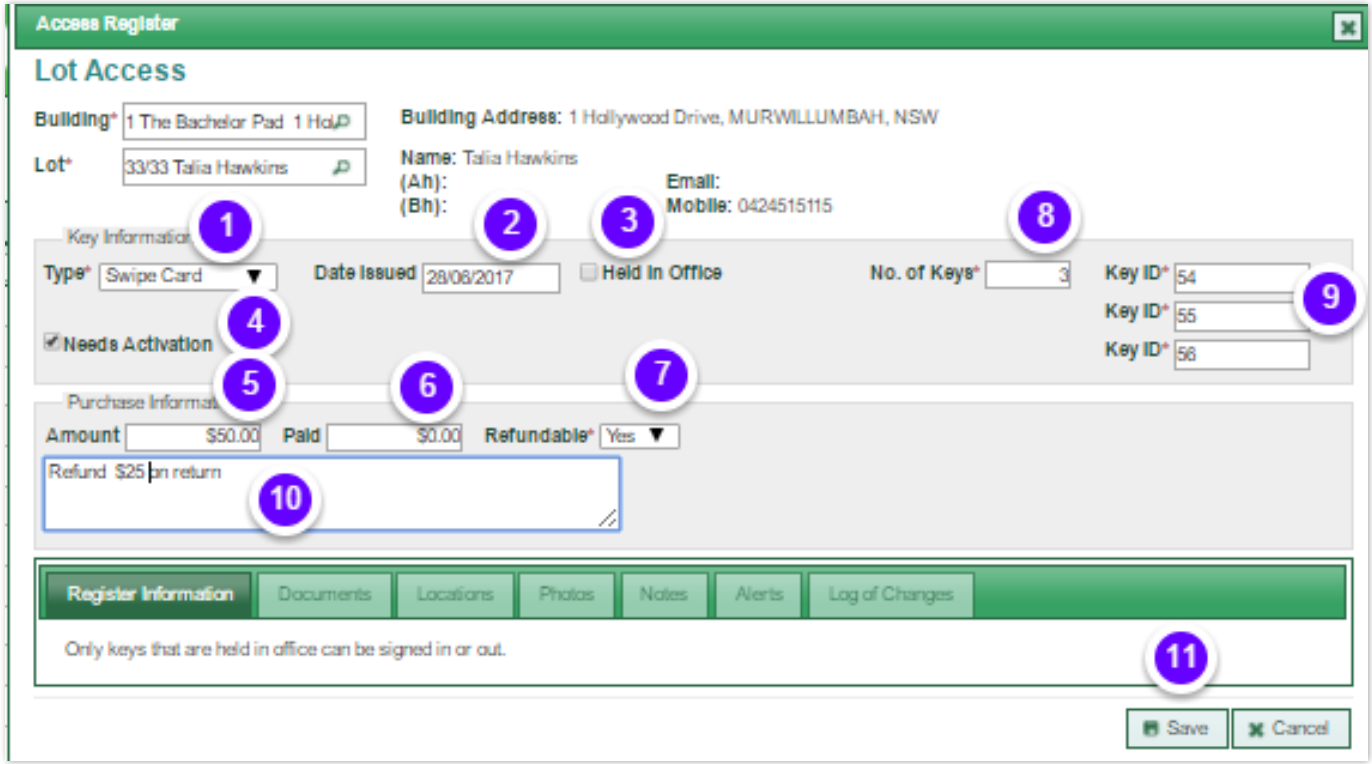
ADDING A LOT ACCESS ITEM

A Lot Access item gives access to a single lot.

1. Click on Add Lot Access
2. Click on the search Icon to find the Building the item is for
3. Type some key letters to refine your search and then double click on the Building to select it.



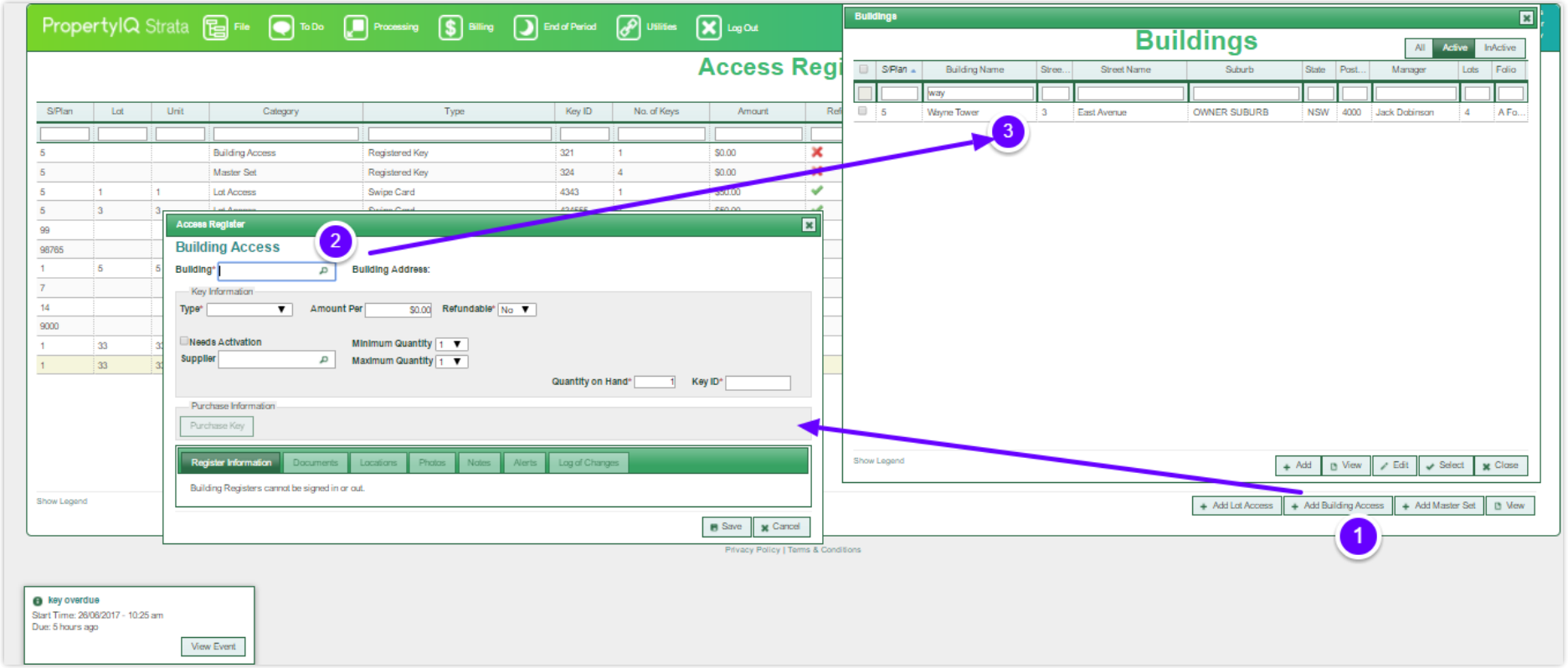
1. Choose the type of item from the dropdown list. The choices are:
    - Registered Key
    - Swipe Card
    - Key
    - Garage Remote
    - Access Code
    - Fob
    - Other
2. Click here to open the calendar and select the date the item was issued
3. Click here if the item is held in your office
4. Click Needs activation if this item needs to be activated and you want to be able to create an activation Work Order
5. Type the number of keys in the set
6. Type the key ID (s) Note, if you entered more than one key in step five, then you will see the corresponding number of Key ID boxes
7. If the item has a purchase amount, type the amount here
8. If the purchase amount has been paid, type the amount here
9. If the item is refundable, select Yes from the dropdown list, if not, select No
10. You can enter extra information here if you want to
11. Click Save to save the Item



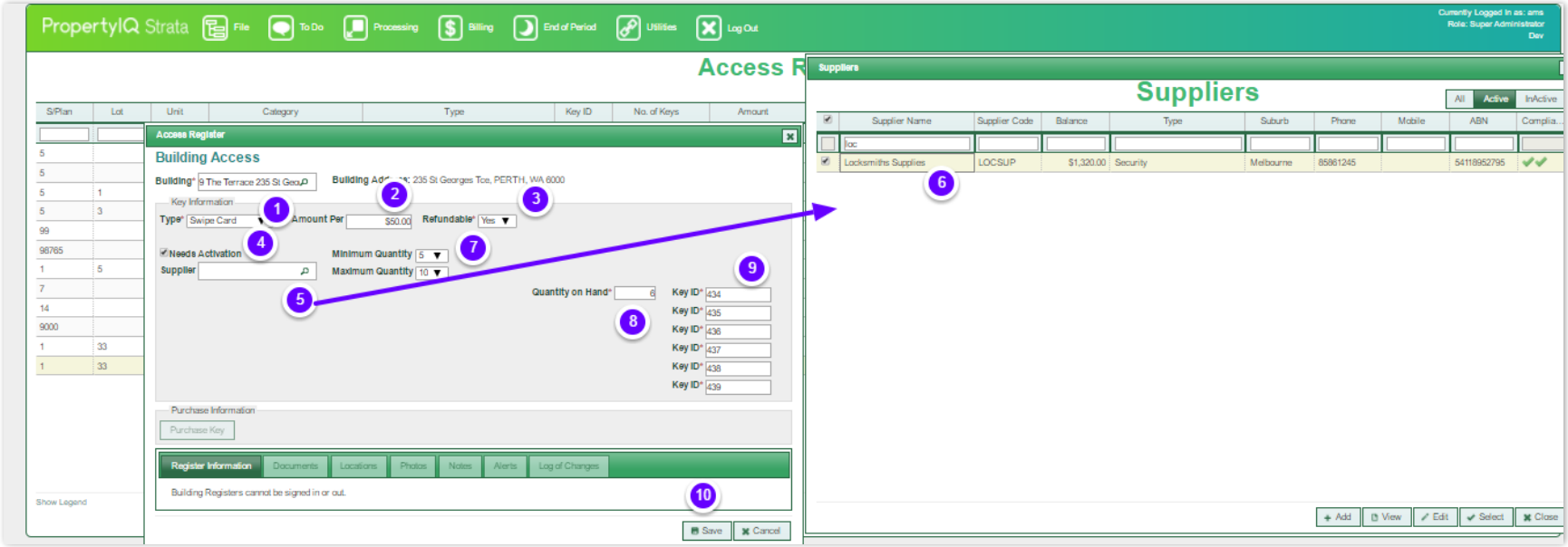
ADD BUILDING ACCESS ITEMS

You can add bulk Building access items such as swipe cards so you can record and track them. You can create an activation work order and bill the Building for the work. You can use the Sell Access Item for a lot owner (or other debtor) to purchase an item, and create a special levy for them to pay for it at the same time.

1. Click on the +Building Access button to get started
2. Click on the Search Icon to search for the Building the items are for
3. Type some key letters in any of the empty boxes on the top line to narrow your search and then click and double click on the Building you want to select it.



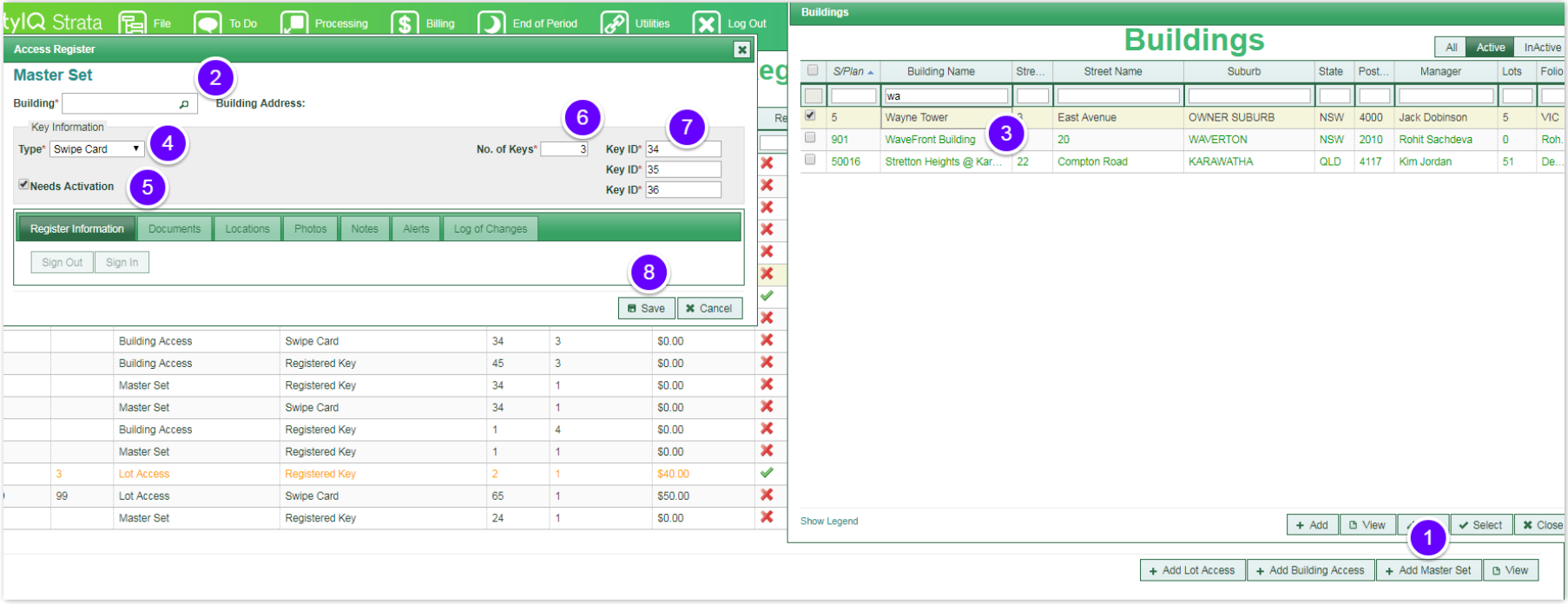
1. Select the type of item from the dropdown list. The choices are:
    - Registered Key
    - Swipe Card
    - Key
    - Garage Remote
    - Access Code
    - Fob
    - Other
2. If there is a purchase price enter it here
3. If the price is refundable upon return, select yes from the dropdown list, otherwise select No
4. Click Needs Activation if you want to be able to generate an activation work order for this item, for example if an external provider charges you an activation fee for the item.
5. Click on the search Icon to select a Supplier that supplies the items
6. Type some key letters in the empty boxes on the top line to refine your search. Click and then double click on a Supplier to select them
7. Select a minimum and maximum quantity that you need to have on hand in your office from the dropdown list. (maximum is ten)
8. Type the quantity you currently have on hand in your office here.
9. You will then see a corresponding number of Key ID boxes. Type the ID for each item in the boxes
10. Click Save to Save the Item



ADDING MASTER SET ITEMS

Building Master sets are sets of keys that you keep on hand in your office that can be signed out temporarily if needed.

1. Click on +Add Master Set to get started
2. Click on the Search Icon to search for the Building you want
3. Type some key letters in any of the empty boxes on the top line to refine your search, then click to highlight and double click to select the Building
4. Select the type from the dropdown list. The choices are:
   - Registered KeySwipe Card
   - Key
   - Garage Remote
   - Access Code
   - Fob
   - Other
5. Click to select Needs Activation if you want to be able to generate an Activation Work Order for this item
6. Type the number of keys you have in your office here
7. You will then see a corresponding number of Key ID boxes. Type the ID for each key in the boxes.
8. Click Save to save the item

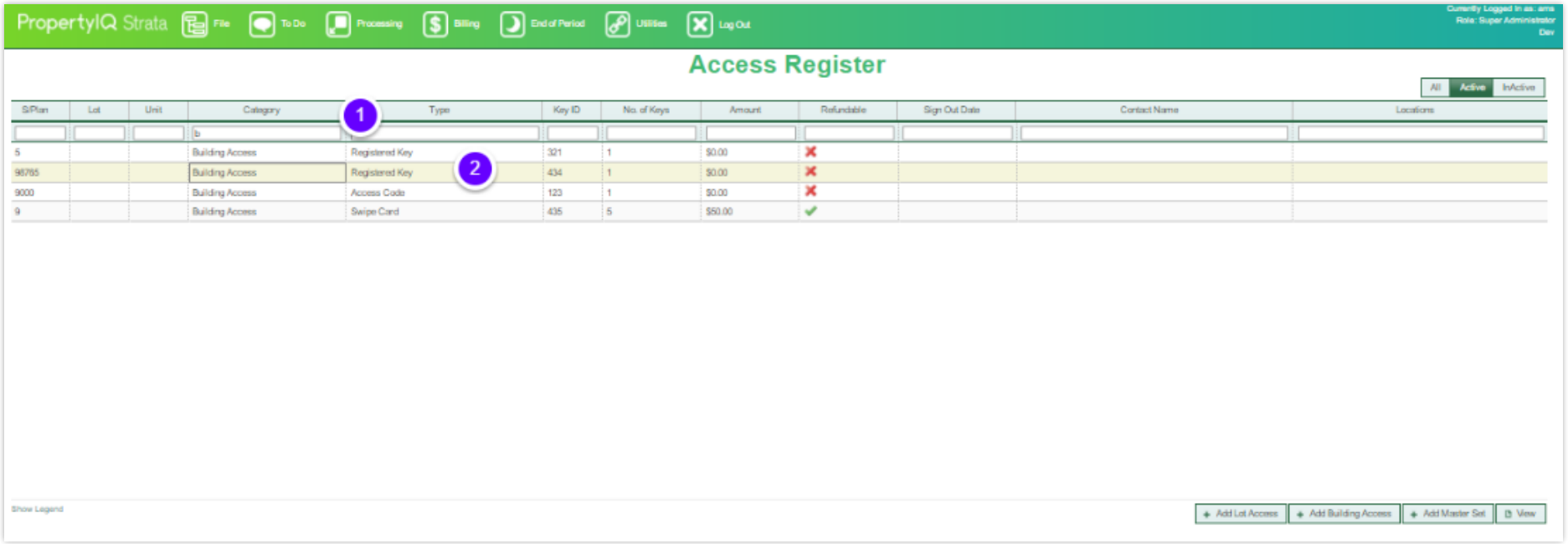


SIGNING ITEMS IN AND OUT

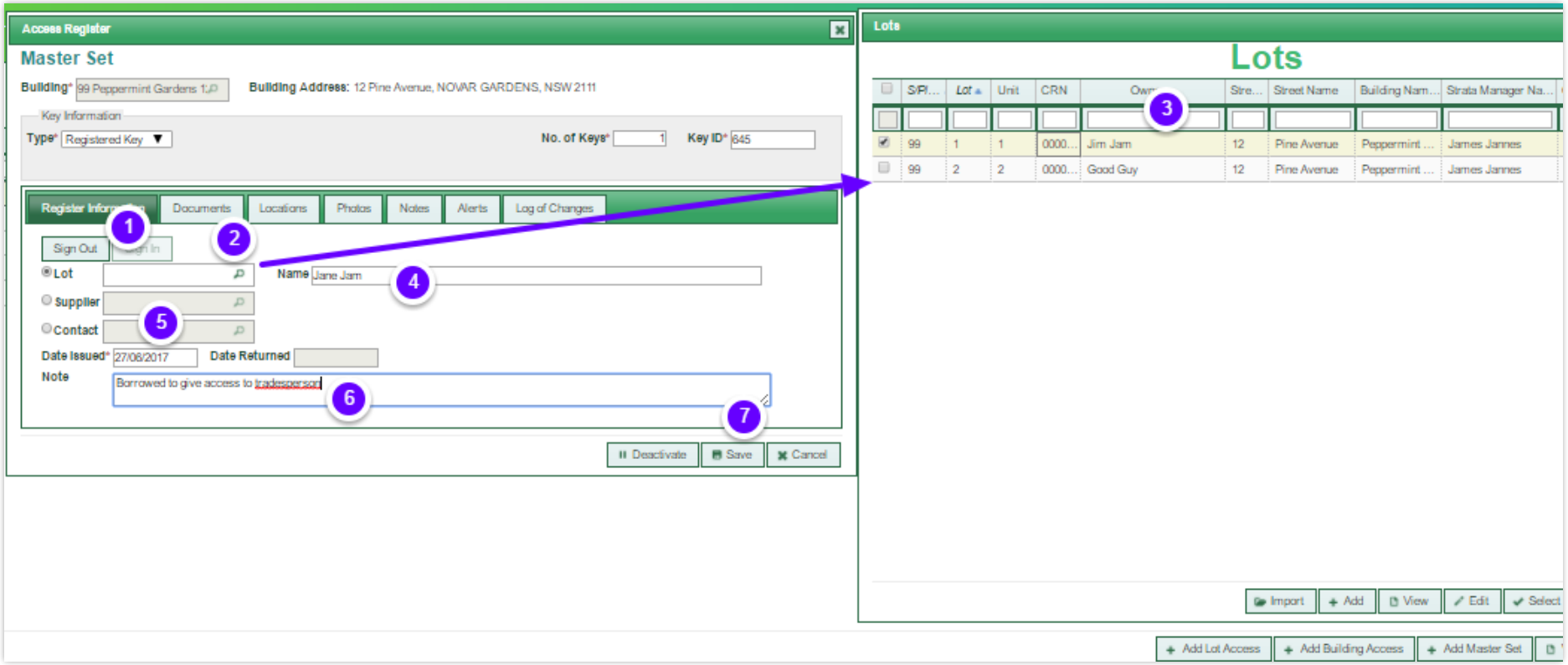
You can sign out Building Master Sets and Lot Access Sets (Lot Access Sets can only be signed out if they did not go through a purchase process originally) You can't sign out Building Access set. They are where you record items that you are going to sell or give out to lot owners, such as swipe cards.

TO SIGN OUT AN ITEM:

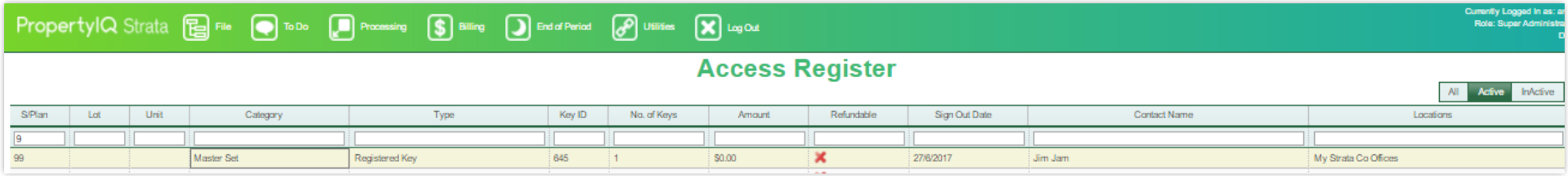
1. From the Access register screen, type some key letters in any of the empty boxes on the top line to refine your search.
2. Double click on the item you want to sign out to open it> Click on the Edit Button



1. Click on Sign Out – this will open the screen so you can enter more details
2. If the item is being taken by a Lot, click on the search icon find the lot you want
3. Type some key letters in any of the empty boxes on the top of the screen to refine your search then click on the lot you want to highlight it and then double click to select
4. You can type a name here if you want – For example, if the Lot owner's partner is picking up the key
5. The default will be today's date, but you can click here to open the calendar and alter if you need to
6. You can type some more information here if you want to
7. Click Save when you are ready



The item will now show as signed out on the Access Register screen

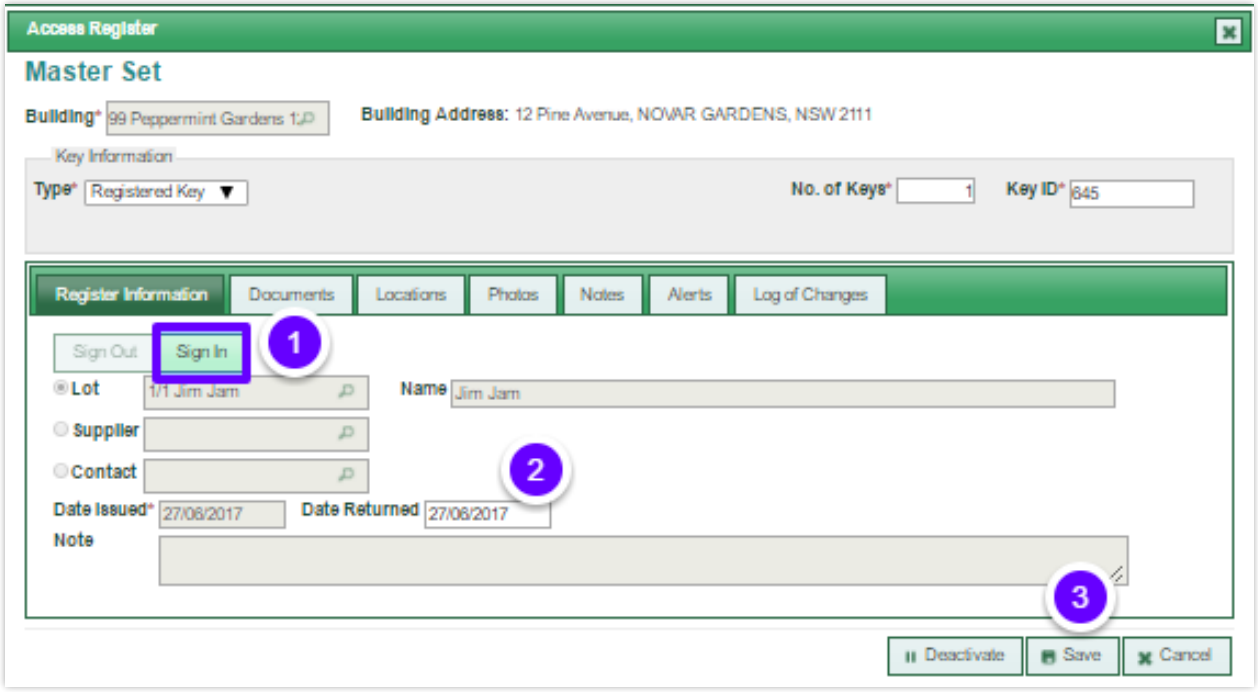


TO SIGN IN AN ITEM:

Find the item on the Access Register Screen. Click on the item to open it.

Click on the Edit button

1. Click on Sign in. This will open the screen details
2. The default will be today's date, but you can click here to open the calendar and alter if you need to
3. Click on Save. The item is now signed in

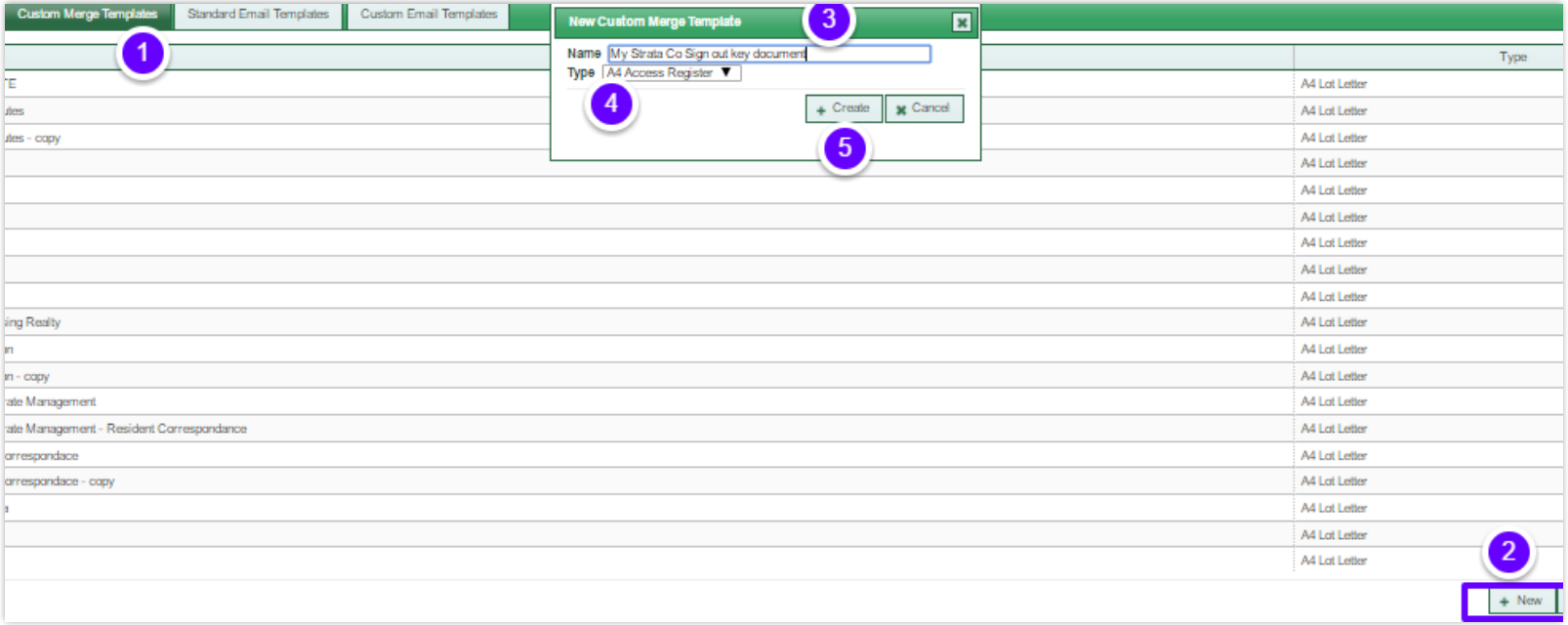


PICK UP REQUEST DOCUMENT

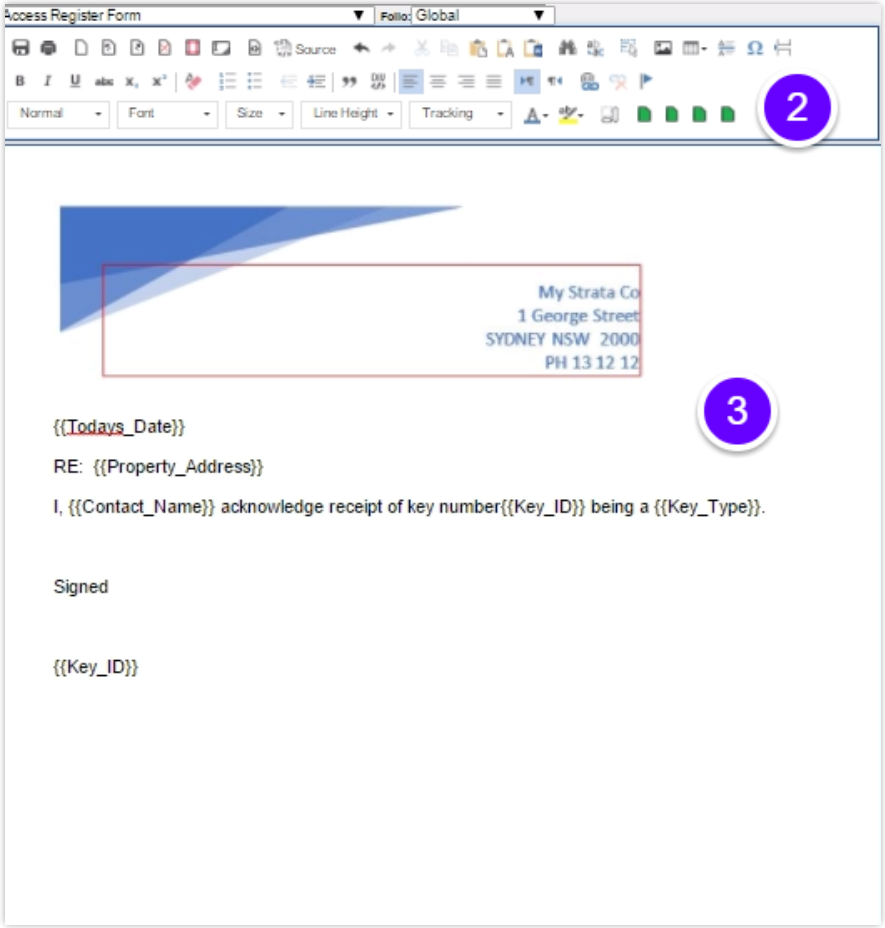
You can set up a template document for people to sign when they collect an item. When signing out, you can generate the document and print it.

First, the document needs to be set up in your Templates area. It is a custom merge template
Go to File > Templates

1. Go to the Custom Merge Templates Tab
2. Click New
3. Type a name for your new merge document
4. Select the Type “A4 Access Register” from the dropdown list
5. Click Create



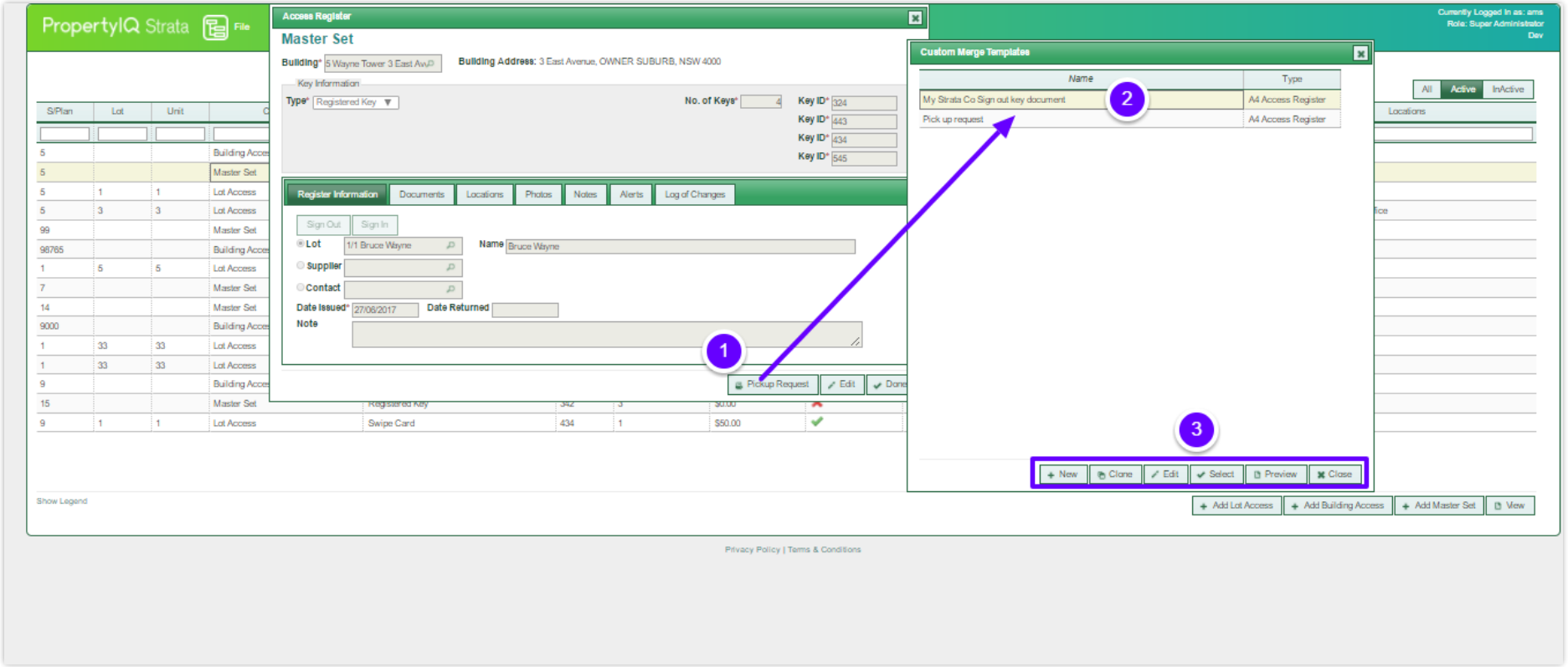
You will be able to create your Pickup Request document using the available merge fields.



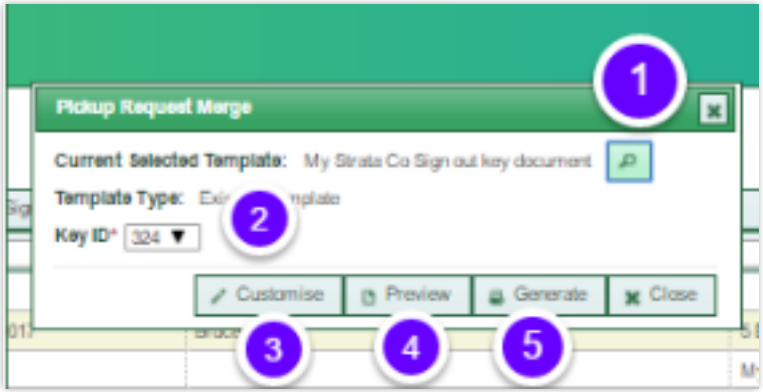
Once your template is created, you can select it when signing out an access item

Follow the steps above to sign out an item, then

1. Click on the Pickup Request Button
2. Click on the document you want to highlight and then double click
3. You can also add, clone, edit or remove your custom merge template from here

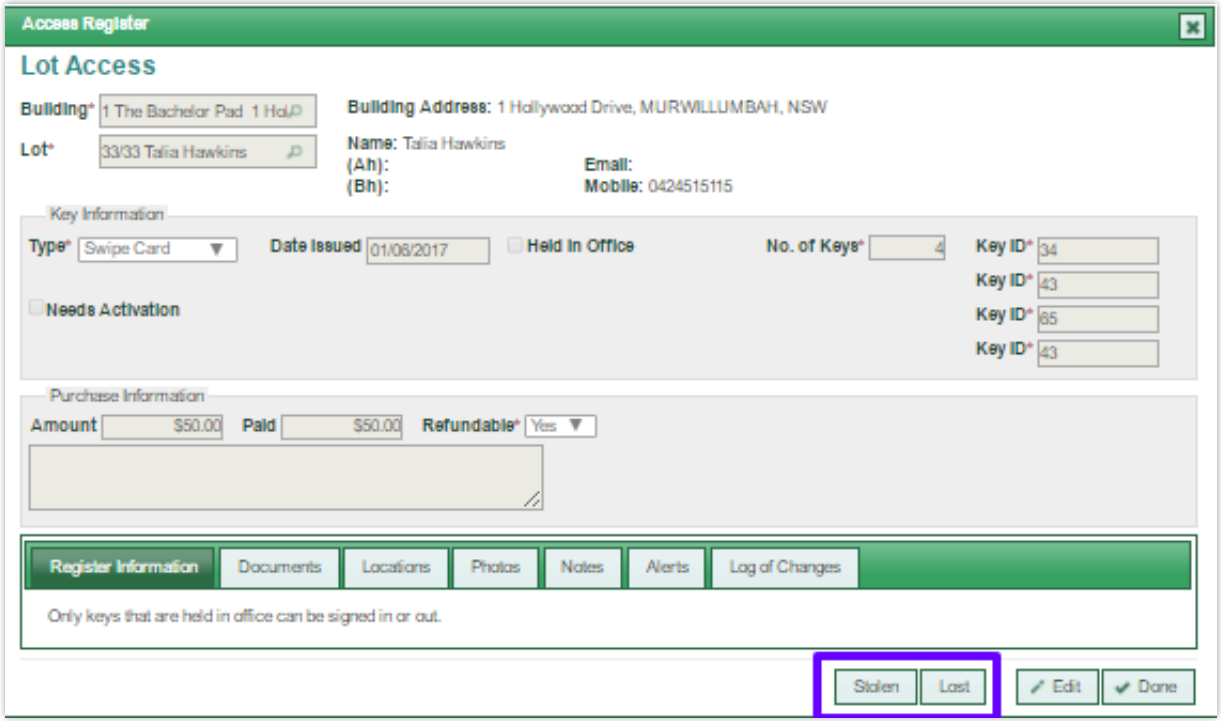


1. The template you selected will show here
2. The key ID for the item shows here but you can use the drop down to select a different one if the item has more than one key ID
3. Click Customise to customise the document for this sign out only
4. Click Preview to create a PDF preview of the document in your job centre
5. Click Generate to generate the document. This creates another job in your job centre and will also store the document in the documents tab of the Building and the Documents tab of the Access item



LOST/STOLEN ITEMS

If an item is lost or stolen click on the appropriate button

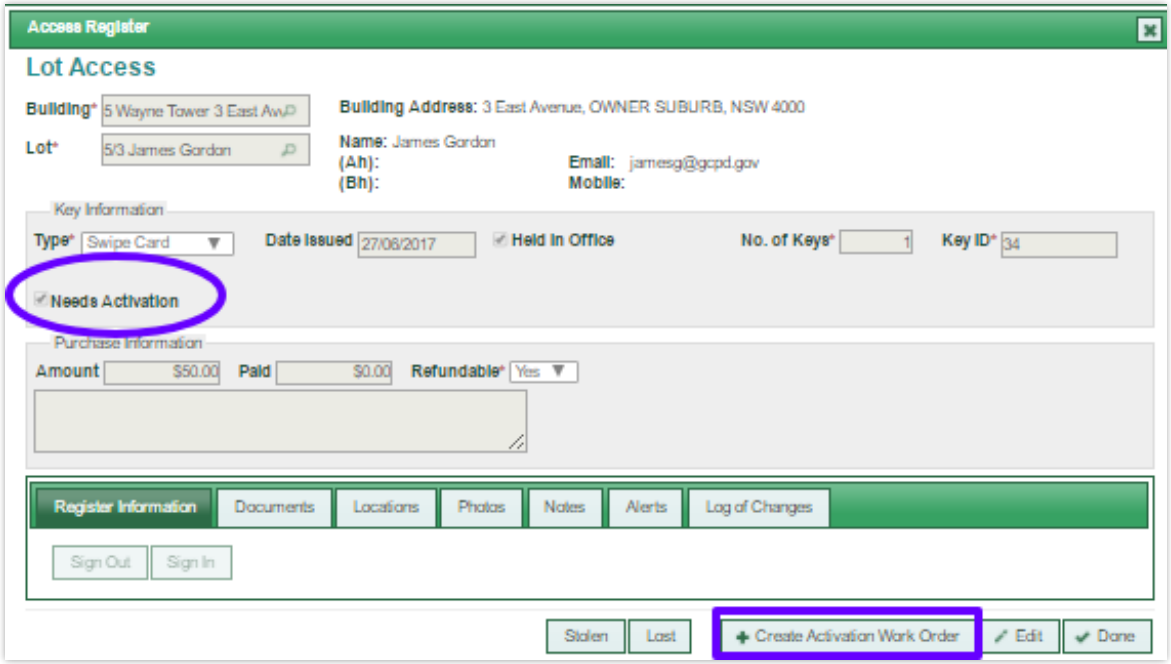


- You will receive a prompt to confirm that you wish to record the item as either lost or stolen
- Click Yes to confirm.
- Once an item has been recorded as Lost/Stolen you can revert its status if the item is recovered by clicking on the Revert Lost/Stolen Status button.

CREATING AN ACTIVATION WORK ORDER

Ensure that the item has the box ticked “Needs Activation”

Click on the Create Activation Work Order button

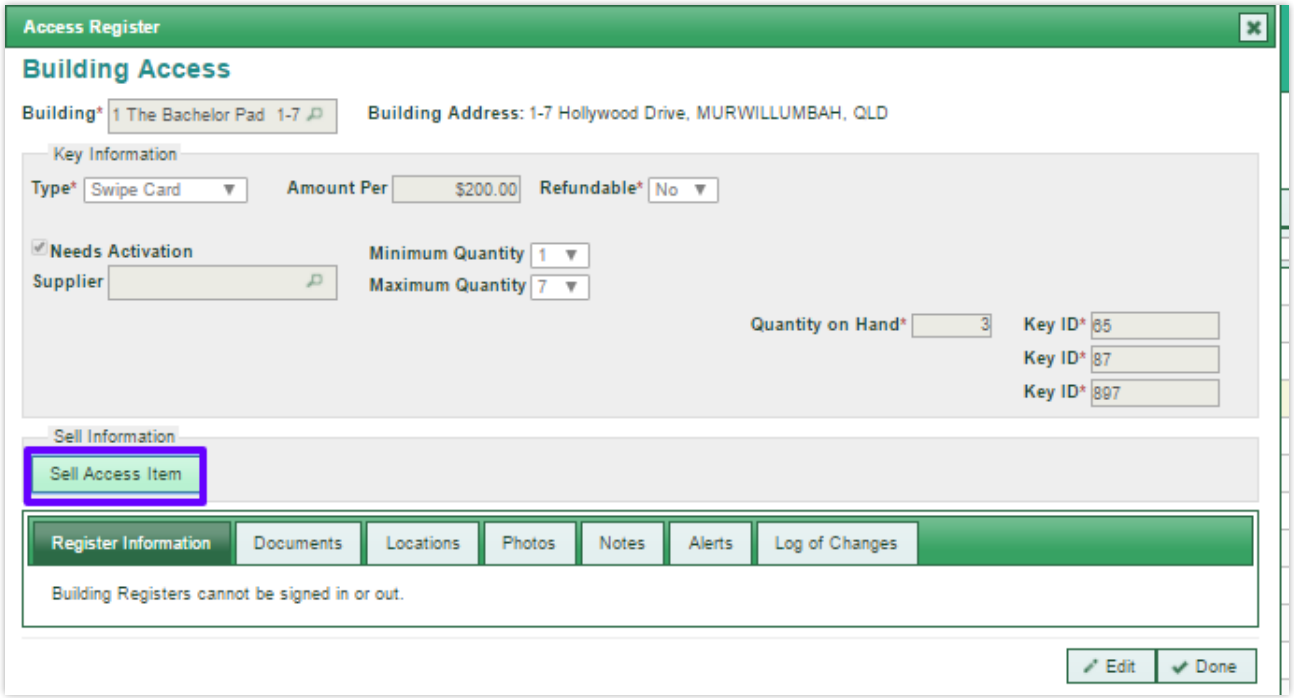


Now you can complete the work order and send to your supplier, if required.

THE SELL ACCESS ITEM BUTTON

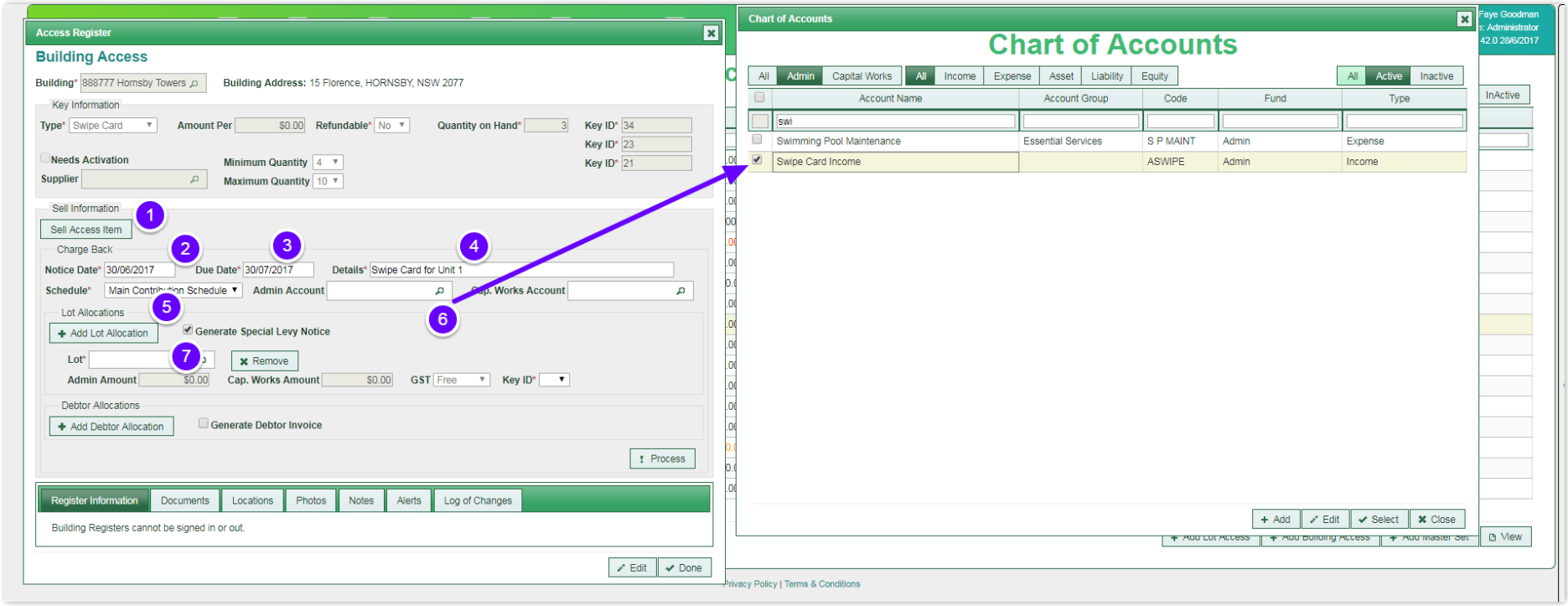
The Sell Access Item button allows you to bill Lot Owners or other Debtors for Building Access items when they collect them. If you are on-selling to a Lot Owner, you can create a special levy for the Lot Owner to pay. You can also on-sell a Building Access Item to a Debtor and create a debtor's invoice. A Debtor is anyone other than a Lot Owner that needs to pay money into a Building bank account and you can create a new Debtor if you need to.
Find the Building Access item you want to sell

Click on the Sell Access Item button

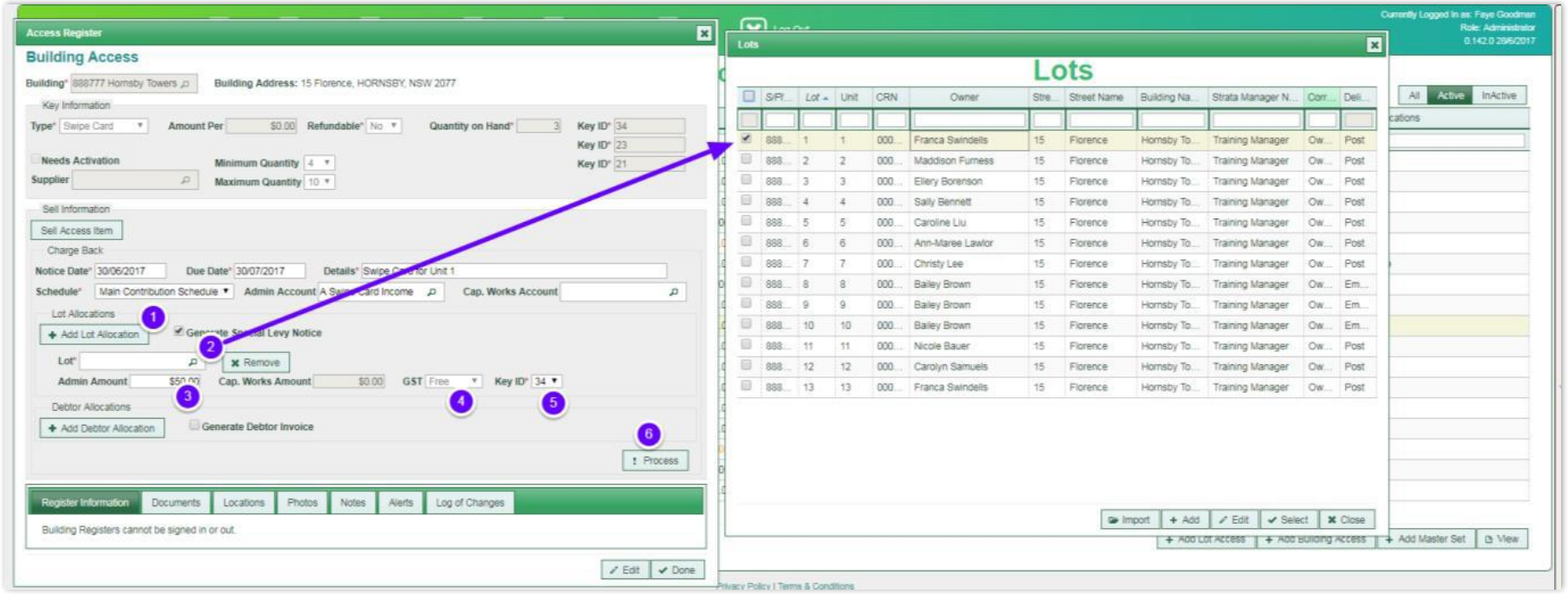


SELLING AN ACCESS ITEM TO A LOT OWNER

1. Click on the Sell Access Item button
2. The notice date will default to today's date but you can click to open the calendar and alter if you want to
3. Click to open the calendar and select the date you want the special levy to become due
4. Type a description for the purchase – this will show on the special levy
5. If the Building the has more than one Contribution Schedule, select the schedule from the dropdown box
6. If the funds are going into the admin fund, click here to search for the chart of accounts item to allocate the funds to. Click on the item you want and then double click to select it (or if the funds are going into the sinking/capital works/maintenance/reserve fund, click on the icon on the right.
7. Click to generate a special levy notice

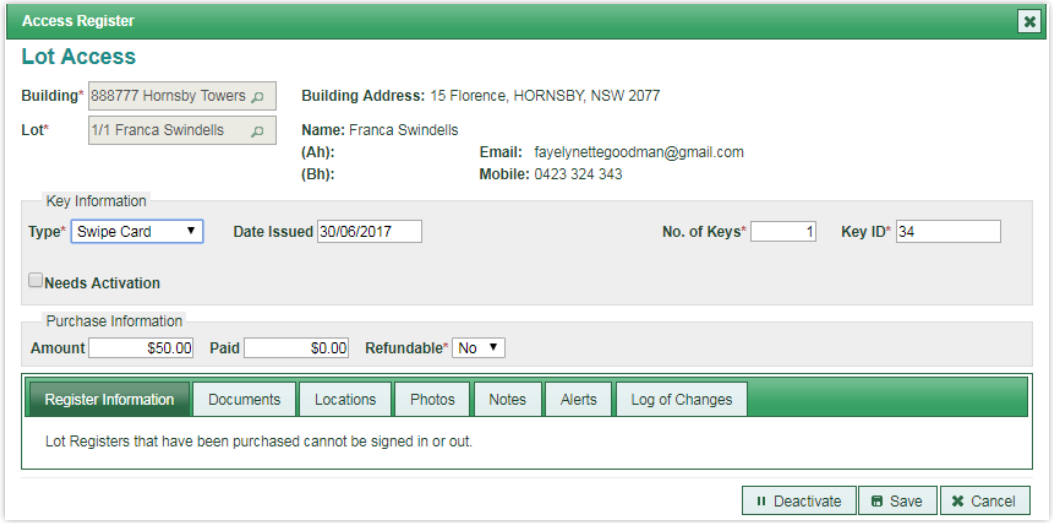


1. Click on Add Lot Allocation
2. Click on the Search Icon to search for the Lot Owner. Click on the owner you want to highlight them, then double click to select them
3. If the funds are to be received into the Admin account, type the amount here (or if they are to be received into the Capital Works/Sinking/Maintenance/Reserve Fund type the amount in the other box)
4. If your Building is GST free, then this box will show Free and you can't alter it. If your Building is registered for GST, you will be able to choose GST or free
5. If there are several items with different Key IDs, choose the ID for the item you are selling
6. Click Process when you are ready



When you click Process, the program will do two things.

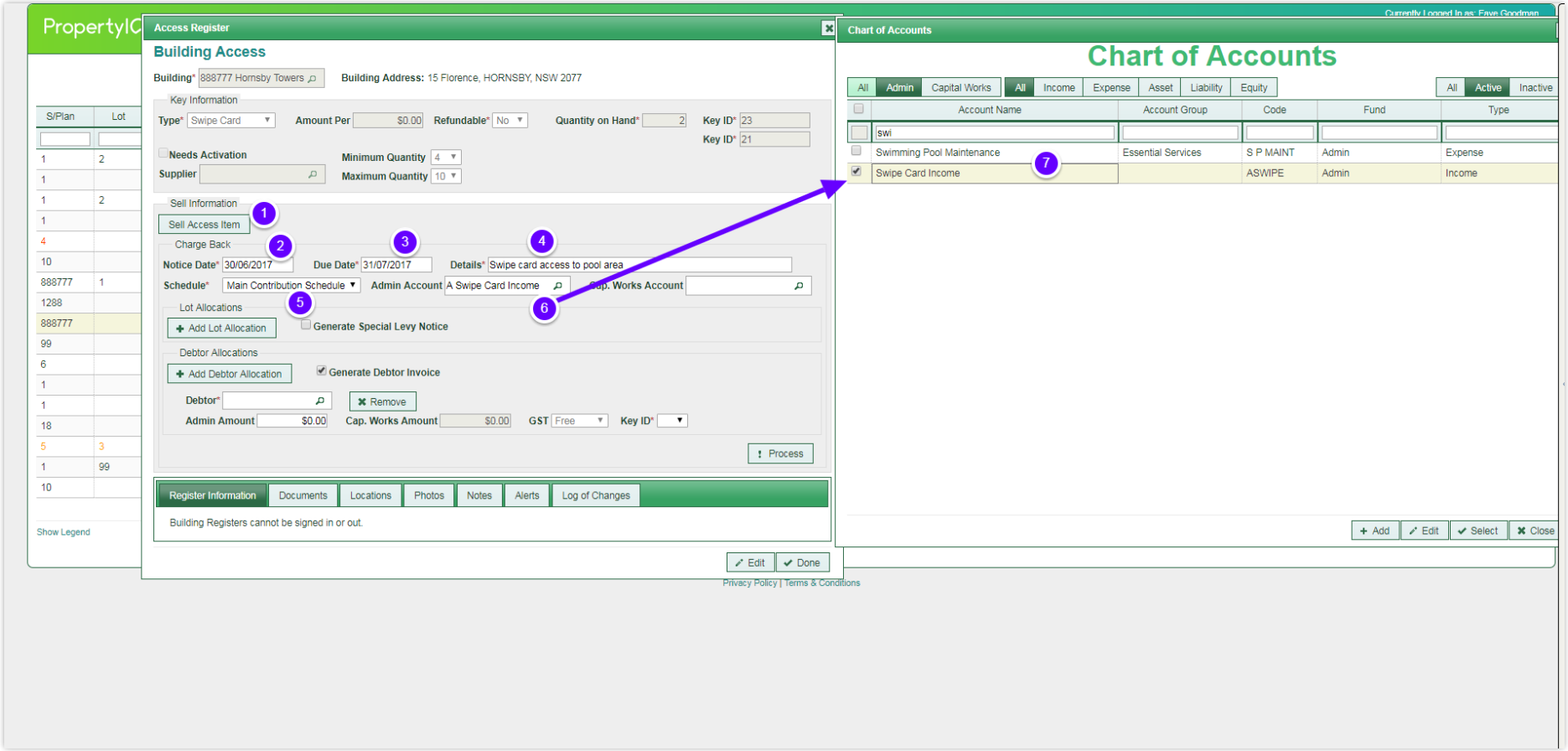
- A new Lot Access item will automatically be created. This will pop up automatically. You will be able to edit it if you want to.



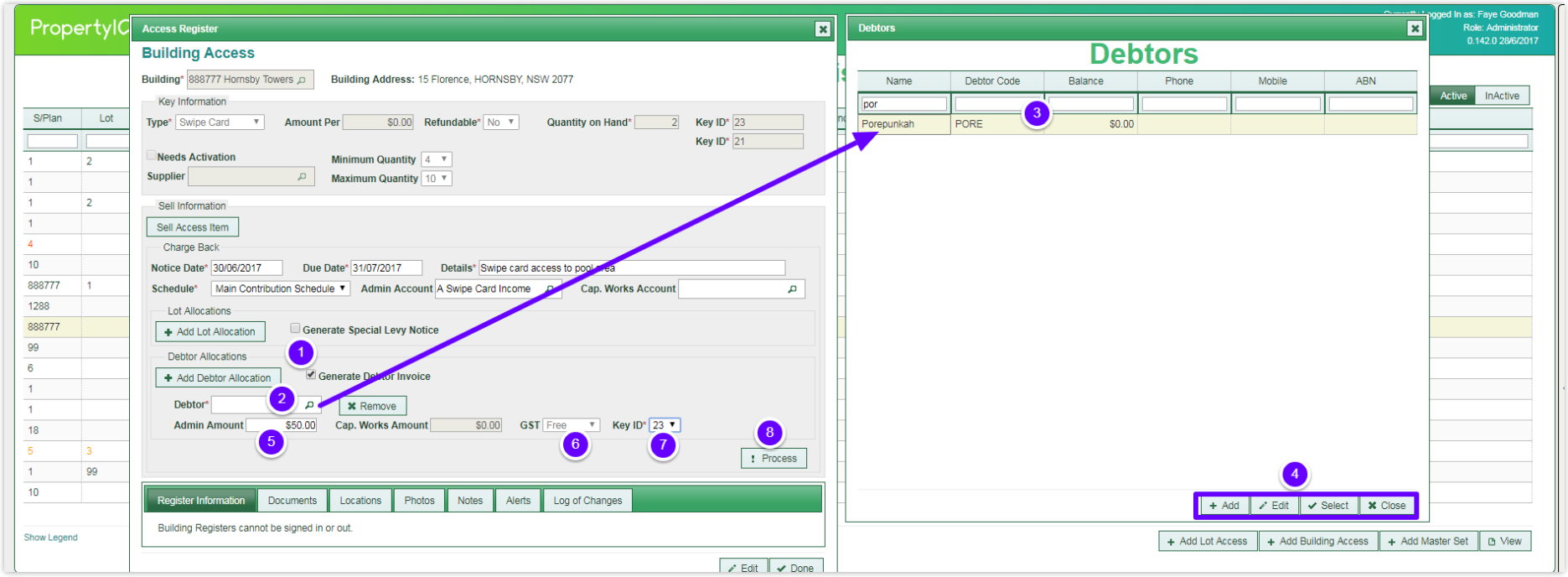
- Create the Special Levy Notice – This creates a job in your job centre. If your Lot Owner receives notices by email, they will be emailed, if they receive their notices by post, a PDF document will be generated that you can print and post to them.

SELLING AN ACCESS ITEM TO A DEBTOR

1. Click on the Sell Access Item Button
2. The notice date will default to today's date but you can click here to open the calendar and alter if you want to
3. Click to open the calendar and enter a due date. This the date the Debtor Invoice will be due
4. Type some details here. This will appear on the Debtor's invoice.
5. If the Building has more than one Contribution schedule, choose the schedule you want the funds to go into
6. If the funds are going into the Admin fund, click on the search icon to find the correct chart of account item.
7. Click on the item you want to highlight it and then double click to select it. (or if the funds are going into the Capital Works/Maintenance/Sinking/Reserve fund, click in the second box to find the chart of accounts item you want)



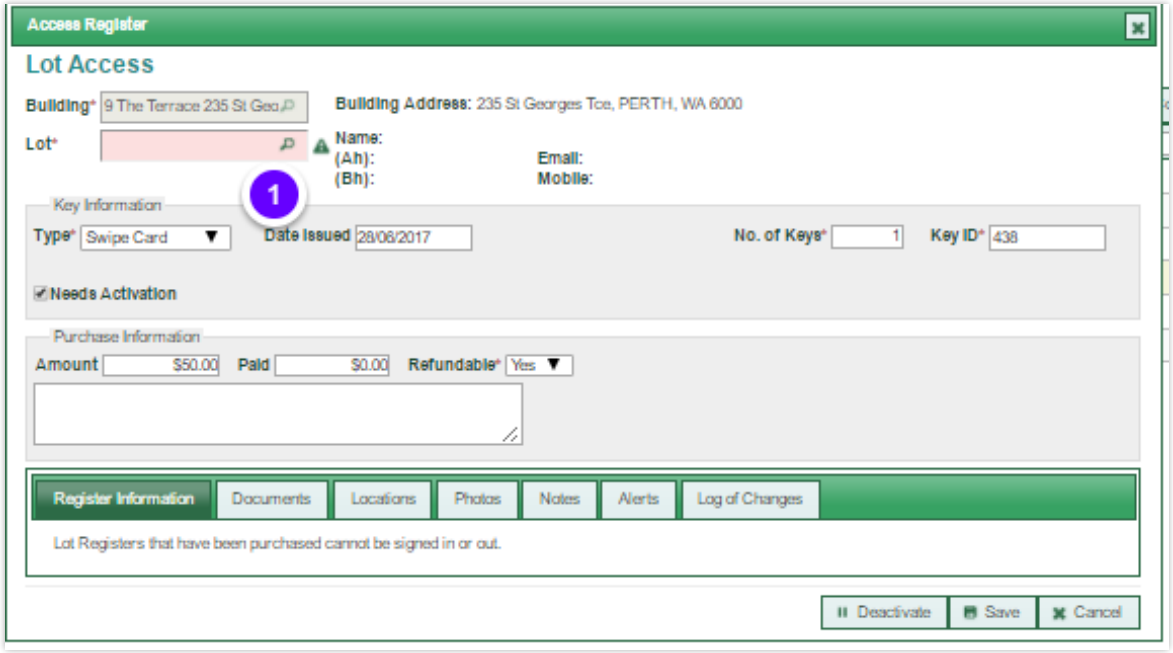
1. Click to tick Generate Debtor Notice
2. Click on the search Icon to find the Debtor you want to bill.
3. Type some key letters to refine your search, then click on the Debtor you want to highlight them and then double click.
4. You can also add, edit or view Debtors from here. For full details, see the Manual “Debtors” _
5. If the funds are to be received into the Admin account, type the amount here (or if they are to be received into the Capital Works/Sinking/Maintenance/Reserve Fund type the amount in the other box)
6. If your Building is GST free, then this box will show Free
7. If there are a number of items with different Key IDs, choose the ID for the item you are selling
8. Click Process when you are ready



When you click Process, the program will do two things.

- A Lot access card will be automatically created. This will pop up automatically. It will not be attached to a Lot.

1. You will need to attach a lot by clicking on the search icon to find it or you can click cancel if this is not related to a Lot. For example, a swipe card to access the pool area only.



- A debtor Invoice will be created. You can access this by going to the Debtor Card - Documents tab.