



Adding suppliers and the suppliers card

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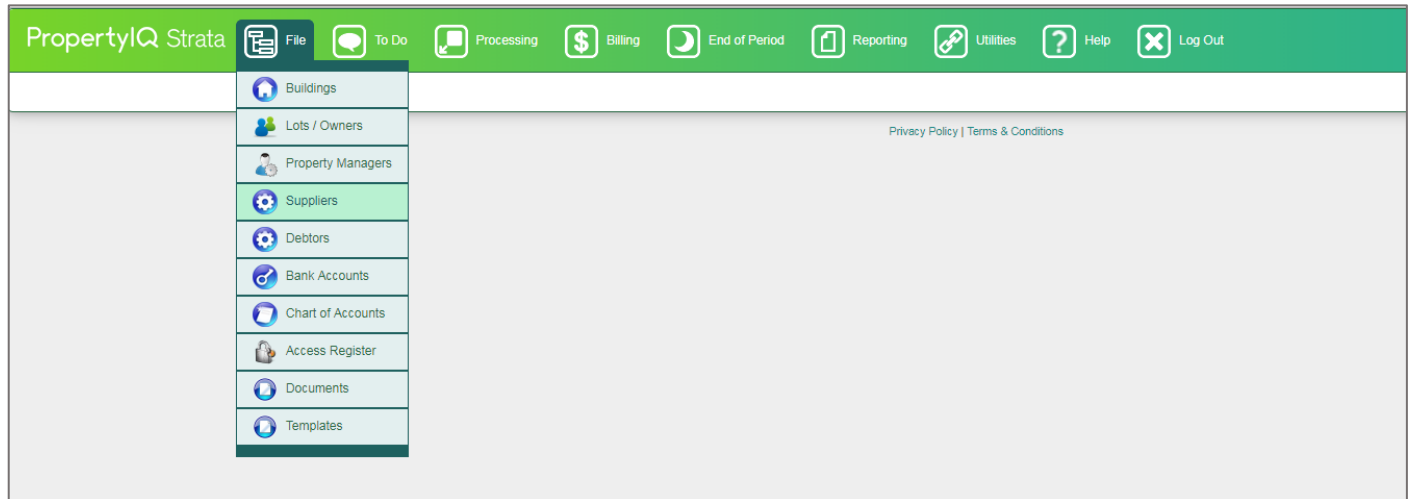
INTRODUCTION TO SUPPLIER CARD

The supplier card stores all the information for each supplier, including their contact details, payment method, compliance and history.

GETTING STARTED

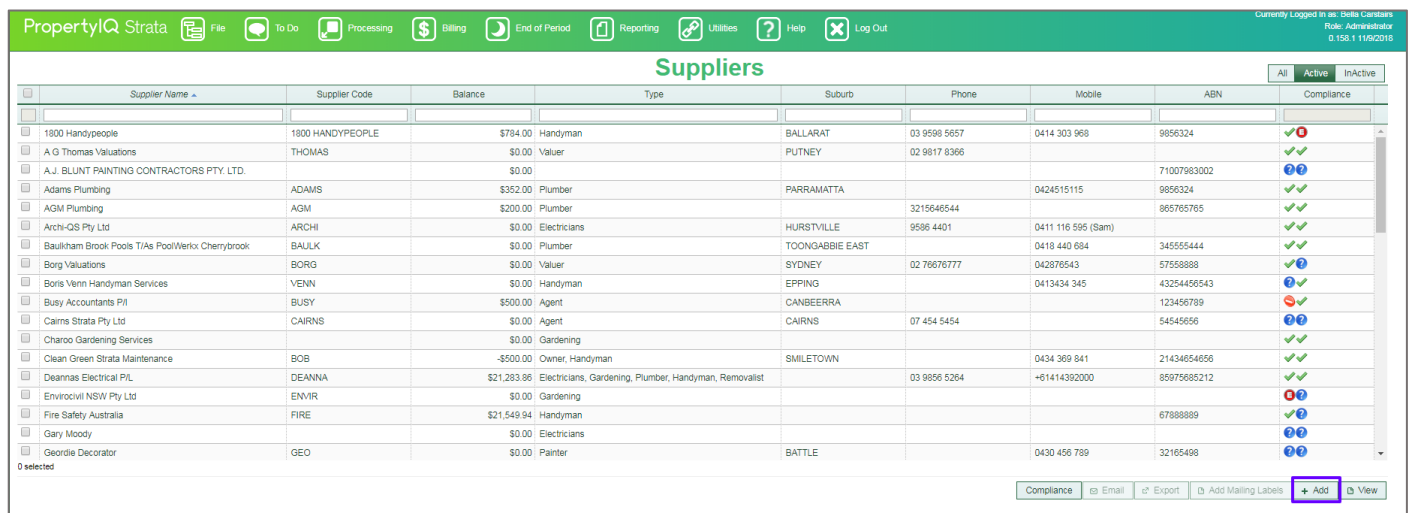


To get started go to **Suppliers** and select *Suppliers*




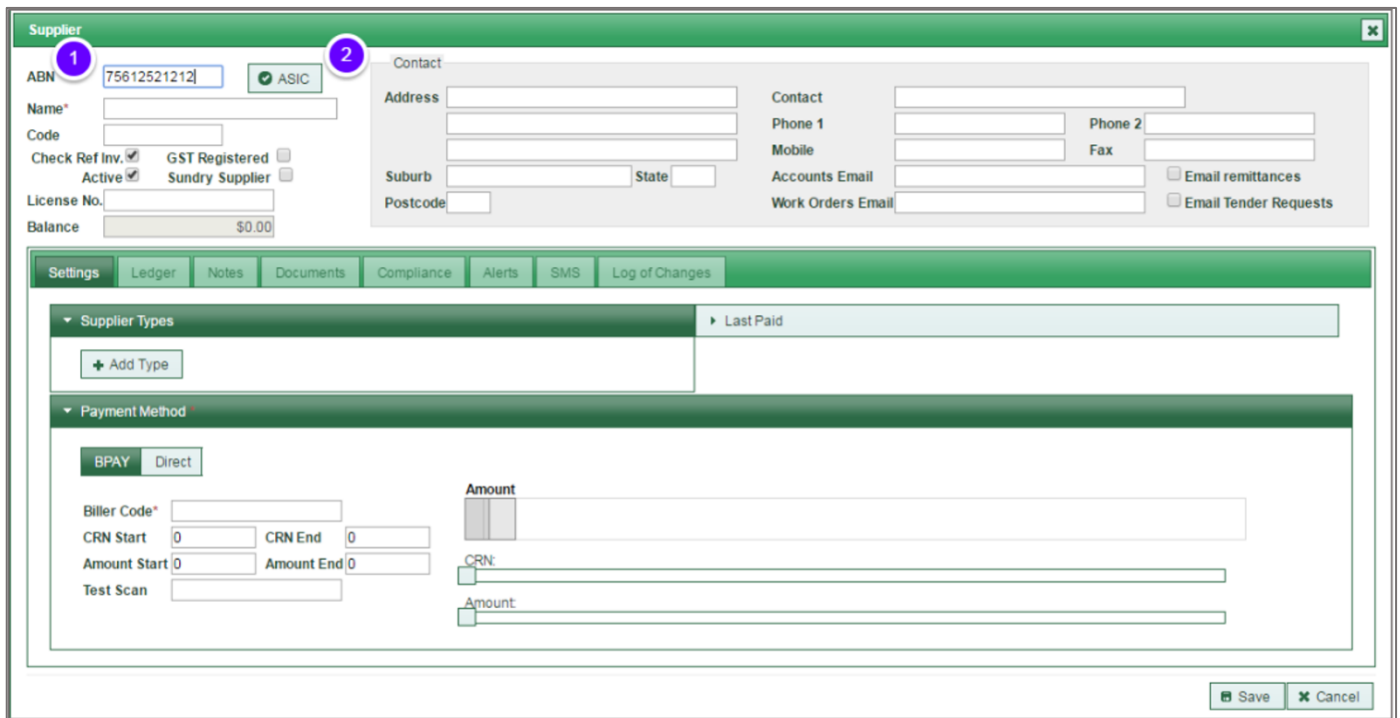
ADDING A NEW SUPPLIER

To add a new Supplier, click on the +Add button at the bottom right of the Supplier Screen.



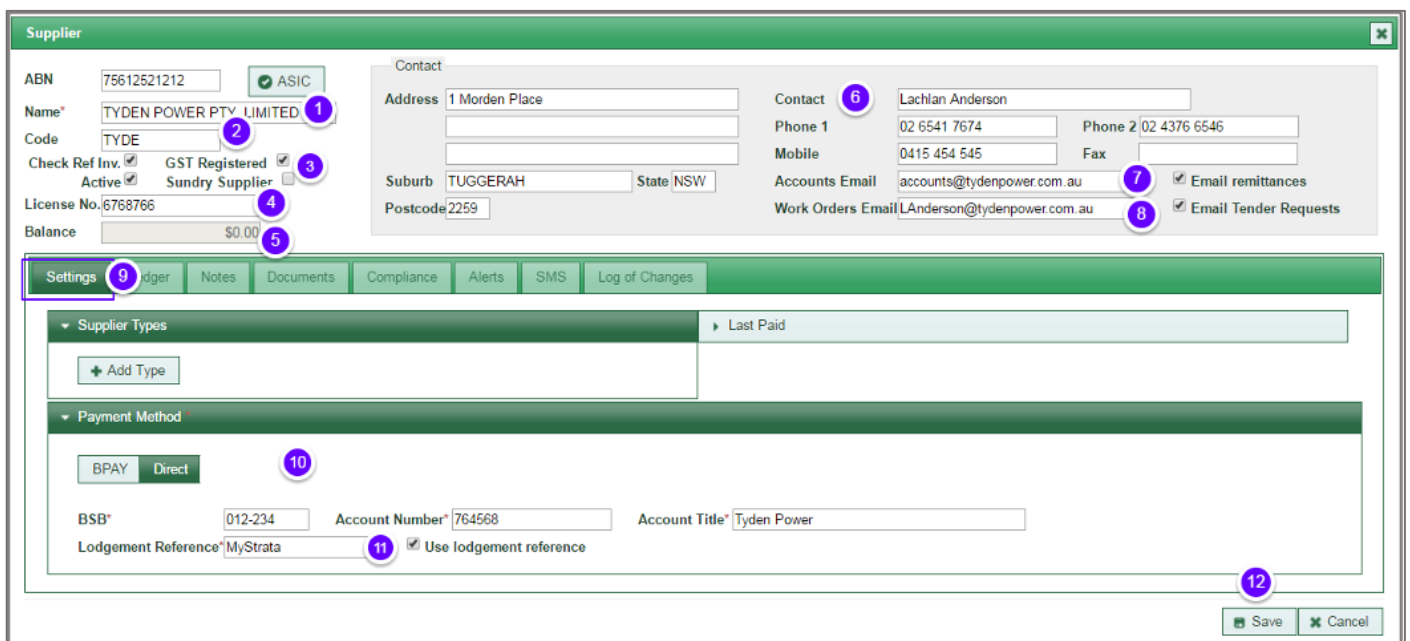
1. Type the Supplier's ABN

2. Click on the ASIC Button. This sends a validation query to ASIC  This is a free service but you will need to have an account set up with ASIC, and enter the account details in your Settings. For more details, see the "Settings" manual.



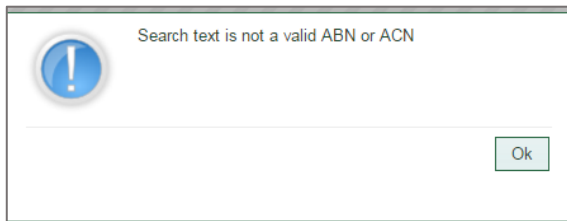
The screenshot shows the 'Supplier' form with two annotations: a purple circle with the number '1' pointing to the 'ABN' field, and a purple circle with the number '2' pointing to the 'ASIC' button. The form includes fields for Name, Code, License No., Balance, Address, Suburb, Postcode, State, Contact, Phone 1, Phone 2, Mobile, Fax, Accounts Email, Work Orders Email, and checkboxes for Check Ref Inv., GST Registered, Active, and Sundry Supplier. There are also tabs for Settings, Ledger, Notes, Documents, Compliance, Alerts, SMS, and Log of Changes.

Next, you'll need to enter the remaining details of the supplier.



The screenshot shows the 'Supplier' form with twelve annotations: a purple circle with the number '1' pointing to the 'Name' field, a purple circle with the number '2' pointing to the 'Code' field, a purple circle with the number '3' pointing to the 'GST Registered' checkbox, a purple circle with the number '4' pointing to the 'License No.' field, a purple circle with the number '5' pointing to the 'Balance' field, a purple circle with the number '6' pointing to the 'Contact' field, a purple circle with the number '7' pointing to the 'Accounts Email' field, a purple circle with the number '8' pointing to the 'Work Orders Email' field, a purple circle with the number '9' pointing to the 'Settings' tab, a purple circle with the number '10' pointing to the 'BPAY' button, a purple circle with the number '11' pointing to the 'Use lodgement reference' checkbox, and a purple circle with the number '12' pointing to the 'Save' button. The form is populated with data for 'TYDEN POWER PTY. LIMITED' and includes fields for BSB, Account Number, Account Title, and Lodgement Reference.

1. If the ASIC search finds a valid ABN, the name of the company will automatically populate and GST registered is ticked automatically. If no valid ABN is found you will see this pop up on the screen. You can continue to add your supplier if the ABN or ACN is not found to be valid.



2. Enter a code for the Supplier. This is a handy reference for work orders and other interactions with your suppliers.
3. Select your various settings
 - a. The **Check Ref Inv.** box is ticked by default.
 - i. This tells PropertyIQ to look for **duplicate invoice reference numbers** when processing payments to assist in preventing you from accidentally paying an invoice twice. If PropertyIQ detects that you have entered the same invoice reference twice you will receive a warning. The reference you enter must be exact; for example, if you entered 00012345 and then enter another invoice as 12345, PropertyIQ will see this as a different reference number.
 - ii. Untick this box if your supplier is a provider that issues the same reference number on multiple invoices (usually an account number or customer reference number), for example quarterly electricity supply.
 - b. The supplier is **Active** by default. You can deactivate later by clicking on the Deactivate button on the Supplier card once it has been saved.
 - c. **GST Registered** is ticked by default if the ASIC search found a valid ABN. If no valid ABN was found, you can tick it manually if you want to.
 - d. Select **Sundry Supplier** if you are not planning on using this supplier regularly, or if this supplier is a lot owner. If you are using an external compliance provider, sundry suppliers will be ignored for the purpose of compliance.
4. Enter the Supplier's Licence Number here
5. This shows the balance of any invoices that have been processed on PropertyIQ but not yet paid out. The balance will be zero for a new supplier.
6. Enter the supplier's contact details here
7. Enter the supplier's accounts department email here. If you want remittance advices to be sent to that email, tick the box
8. Enter the supplier's work orders email here. If you want tender/quote requests to go to this email tick the box
9. The settings tab will be defaulted when you add a supplier
10. Enter supplier payment details before you can save the supplier. Select either BPAY or Direct to record the suppliers preferred payment method. This example shows a Supplier being paid Direct.
 - a. You'll see this section if you have the user permission to manage supplier payment details.
 - b. If you do not have this permission, you can save the supplier without adding any supplier payment details.
11. If payment method is direct, you can enter a lodgement reference here. The supplier will see this reference when funds appear in their bank account.
12. *Save*

SUPPLIER BEING PAID BY BPAY

OPTION 1 - USING A HAND-HELD SCANNER

1. Click on the BPAY tab
2. Scan a test barcode for that supplier with your hand-held scanner into the test scan box
3. This will populate the numbers into the large box
4. Carefully peruse the invoice and move the sliders to tell PropertyIQ how to read the barcode. (or you can type the positions in the boxes on the left)

In this example the Biller Code is the first four digits, so the left four digits make the biller code. Digits 5-19 make up the CRN and digits 20-28 make up the amount of the invoice.
5. *Save*

Settings Ledger Notes Documents Compliance Alerts SMS Log of Changes

Supplier Types Last Paid

+ Add Type

Payment Method

1 BPAY Direct

2

3

4

5

Save Cancel

CRN: 54347654567876545656545

Amount: 54347654567876545656545

CRN Start: 5 CRN End: 19

Amount Start: 20 Amount End: 28

Test Scan: 54347654567876545656545

Billers Code: 2195



If you have set up a supplier using the scanner method, do not manually type in the reference number when processing supplier transaction. This will not work as the barcode and reference numbers are different and it will read the wrong part of it.

OPTION 2 - MANUALLY ENTER BPAY DETAILS

If you are not using a scanner you just need to enter the Biller Code. You will enter the CRN and amount when you process the Invoices

1. Enter the supplier's biller code here
2. Save

Supplier

ABN: 75612521212 ASIC

Name: TYDEN POWER PTY. LIMITED

Code: TYDE

Check Ref Inv. ☒ GST Registered ☒ Active ☒ Sundry Supplier ☐

License No. 6768766

Balance: \$0.00

Contact: Lachlan Anderson

Address: 1 Morden Place

Phone 1: 02 6541 7674 Phone 2: 02 4376 6546

Mobile: 0415 454 545 Fax:

Accounts Email: accounts@tydenpower.com.au Email remittances ☒

Work Orders Email: LAnderson@tydenpower.com.au Email Tender Requests ☒

Suburb: TUGGERAH State: NSW

Postcode: 2259

Settings Ledger Notes Documents Compliance Alerts SMS Log of Changes

Supplier Types Last Paid

+ Add Type

Payment Method

BPAY Direct

1

2

Save Cancel

CRN: 0 CRN End: 0

Amount Start: 0 Amount End: 0

Test Scan:

Billers Code: 2195

OTHER FUNCTIONS ON THE SETTINGS TAB

SUPPLIER TYPES

You can assign types to suppliers to group them by the kind of work they do. This is useful when creating work orders and requesting quotes.

1. Open the accordion called *Supplier Types*
2. **+Add** button to add a new type
3. **Edit** button to edit the name of the type
4. **Select** button to select the highlighted type for the supplier

The screenshot shows the 'Supplier' settings window for 'TYDEN POWER PTY. LIMITED'. The 'Supplier Types' accordion is expanded, showing a list of types. A purple arrow points to the '+Add Type' button. The 'Suppliers' window is also open, showing a list of types with buttons for '+Add', 'Edit', 'Select', and 'Close'. The 'Select' button is highlighted with a purple circle.

LAST PAID

Last paid shows the date and amount of the last payment made to the supplier. This updates automatically when you have made a payment. See the manual "Supplier Payments" for full details on making supplier payments.

The screenshot shows the 'Supplier' settings window for 'Jack of All Trades'. The 'Last Paid' section is highlighted with a purple box, showing the date '17/02/2017' and the amount '\$100.00'. The 'Supplier Types' accordion is also expanded, showing a list of types.

LEDGER TAB

The ledger tab shows all transactions for the supplier.

1. You can filter by building if you want to search for transactions relating to a single building
2. You can filter by status. The available statuses are:
 - a. Pending – Invoice has been entered on PropertyIQ but not yet paid out to Supplier
 - b. Paid – Invoice has been paid. You can click on the line item to view invoice details
 - c. Payment – A record of the payment being made. You can't view invoice details from here
 - d. Applied Credit. An invoice may be manually marked as paid by entering an applied credit.
3. By default, the screen will be filtered from today's date to a month ago, but you can alter if you want to.
4. You can filter by the reference you entered when processing the invoice (usually the supplier's invoice number)
5. You can search by transaction amount. Hover your mouse over the question mark to see the explanation *This will match on invoice total amounts and invoice line item amounts*
6. If you have entered an amount to search for, select *Search*
7. Select *Ledger Report* to print a ledger report
8. Select here to show the item creator details
9. Creation details show here if selected
10. The date of the transaction shows in this column – usually the date the transaction was entered onto PropertyIQ
11. The type of transaction shows in this column (invoice or credit note)
12. The reference number that was entered when you created the item shows here (usually the suppliers invoice number)
13. The building details show here
14. The details of the item show here
15. The status of the item shows here (paid, pending or payment)
16. The amount of the transaction shows here
17. If the transaction has been paid or part paid, the amount paid shows here
18. The balance owing (if any) shows here

ABN

1234567891

Name*

Jack of All Trades

Code

JACK

Check Ref Inv.

☒

GST Registered

☒

Active

☒

Sundry Supplier

☐

License No.

4345654

Balance

\$50,170.00

Contact

Address

1 Bolero Drive

Suburb

AMBERLY

State

QLD

Postcode

4092

Contact

Jack Jones

Phone 1

Phone 2

Mobile

0423945443

Fax

Accounts Email

jack@handyman.com.au

Work Orders Email

Jack@handyman.com.au

Email remittances

☒

Email Tender Requests

☒

Settings

Ledger

Notes

Documents

Compliance

Alerts

SMS

Emails

Log of Changes

S/Plan

Status

Pending

From Date

01/02/2019

To Date

26/08/2019

Reference

Amount

Search

Ledger Report

8

Include Creator Details

Creation Details	Date	Type	Reference	S/Plan	Details	Status	Amount	Paid	Balance
Bella Carstairs	14/8/2019	invoice	130	888	Costly repairs	Pending	\$550.00	\$0.00	\$550.00
14/08/2019 - 5:30 pm				888 Cascade Gardens 15 Ark...	Window Cleaning				
ams	24/7/2019	invoice	12345	19831	Painting	Pending	\$550.00	\$0.00	\$550.00
24/07/2019 - 4:20 pm				19831 Dolwing Apartments	Painting				
ams	24/7/2019	invoice	BA1322	19831	Painting Works	Pending	\$550.00	\$0.00	\$550.00
24/07/2019 - 4:00 pm				19831 Dolwing Apartments 17...	Painting				
Bella Carstairs	23/10/2018	invoice	160	888	fix lift	Pending	\$330.00	\$0.00	\$330.00
23/10/2018 - 12:34 pm				888 Cascade Gardens 15 Ark...	Lift Maintenance				
Bella Carstairs	23/10/2018	invoice	160	888	lawns	Pending	\$220.00	\$0.00	\$220.00
23/10/2018 - 12:34 pm				888 Cascade Gardens 15 Ark...	Lawn Mowing				
Bella Carstairs	8/8/2018	credit	5443	99	Credit note	Pending	-\$200.00	\$0.00	-\$200.00
08/08/2018 - 2:44 pm				99 Peppermint Gardens 12 Pi...	Photocopying				
Bella Carstairs	4/6/2018	invoice	6546	888	Repairs to fence	Pending	\$110.00	\$0.00	\$110.00
26/07/2018 - 1:40 pm				888 Cascade Gardens 15 Ark...	R&M Cleaning				
Bella Carstairs	4/6/2018	invoice	6546	888	repairs to roof	Pending	\$110.00	\$0.00	\$110.00
26/07/2018 - 1:40 pm				888 Cascade Gardens 15 Ark...	Electrical				

Email

Edit

Done

VIEWING THE ORIGINAL INVOICE DETAILS FROM THE LEDGER SCREEN

To view the original invoice entry for an item, click on the item to highlight it and then double click.

Supplier

ABN 1234567891
Name* Jack of All Trades
Code JACK
☒ **Check Ref Inv.** ☒ **GST Registered**
☒ **Active** ☐ **Sundry Supplier**
License No. 4345654
Balance \$50,170.00

Contact
Address 1 Bolero Drive
Suburb AMBERLY **State** QLD
Postcode 4092
Contact Jack Jones
Phone 1 **Phone 2**
Mobile 0423945443 **Fax**
Accounts Email jack@handyman.com.au ☒ **Email remittances**
Work Orders Email Jack@handyman.com.au ☒ **Email Tender Requests**

Settings **Ledger** **Notes** **Documents** **Compliance** **Alerts** **SMS** **Emails** **Log of Changes**

S/Plan **Status** Pending **From Date** 01/03/2017 **To Date** 26/08/2019 **Reference** **Amount** ? **Search** **Ledger Report**

☒ **Include Creator Details**

Creation Details	Date	Type	Reference	S/Plan	Details	Status	Amount	Paid	Balance
01/05/2018 - 4:05 pm				888 Cascade Gardens 15 Ark...	Machinery maintenance				
Bella Carstairs	23/4/2018	invoice	150	888	Fix door - etc	Pending	\$550.00	\$0.00	\$550.00
23/04/2018 - 10:26 am				888 Cascade Gardens 15 Ark...	Electrical				
Bella Carstairs	23/2/2018	invoice	139	888	Carpentry Repairs	Pending	\$300.00	\$0.00	\$300.00
23/02/2018 - 12:43 pm				888 Cascade Gardens 15 Ark...	Machinery maintenance				
Bella Carstairs	23/2/2018	invoice	139	888	Fix garden Tap	Pending	\$250.00	\$0.00	\$250.00
23/02/2018 - 12:43 pm				888 Cascade Gardens 15 Ark...	Plumbing				
ams	19/1/2018	invoice	154	888	Fix door	Pending	\$200.00	\$0.00	\$200.00
19/01/2018 - 12:47 pm				888 Cascade Gardens 15 Ark...	Plumbing				
ams	19/1/2018	invoice	154	888	Fix window	Pending	\$350.00	\$0.00	\$350.00
19/01/2018 - 12:47 pm				888 Cascade Gardens 15 Ark...	Gardening				
Trainee2	23/11/2017	invoice	100	THE PINES	REPAIRS	Pending	\$100.00	\$0.00	\$100.00
23/11/2017 - 1:44 pm				THE PINES The Pines 22 Sle...	Electricity				
Trainee2	23/11/2017	invoice	100	THE PINES	REPAIRS	Pending	\$450.00	\$0.00	\$450.00
23/11/2017 - 1:44 pm				THE PINES The Pines 22 Sle...	Common AreaElectricity				
ams	10/10/2017	invoice	464646464	888	Major rewiring	Pending	\$15,000...	\$0.00	\$15,000...

The original Invoice entry screen will now show

Supplier Transactions

Supplier Jack of All Trades **BSB*** 182-222 **Account No*** 55478963 **S/Plan*** 888777 Homely Towers **Work Order #** **Manager:** Training Manager **Cash Balance** **Admin Cap. Works** **Total** **Reference*** 54344443 **Transaction Date*** 06/10/2017 **Due Date*** 06/10/2017 **Hold** **Approval** **External Approval** **Approving User*** Select a User... **Total (inc GST)** \$550.00

Schedule	Details	Amount	Account	GST
Main Contribution Sch...	Electrical Repairs	\$550.00	Electrical	A Inclusive

Subtotal \$500.00
GST \$50.00
Allocated (inc GST) \$550.00
Remaining \$0.00
File Name: 54344443_Jack of All Trades

Current budget and actual for row 1
Current Budget \$20,000.00
Current Actual \$14,311.36

INVOICE
Jack of All Trades
TO: The Strata Manager
Date: November 15, 2016
Invoice # [100]

QUANTITY	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
1	Costly Repairs			500

Total Discount
Subtotal 500
GST 50
Total 550

PLEASE MAKE PAYMENT TO: BSB 182-222 A/C 4547963

Charge Owner **Charge Debtor** **Reimbursement** **Edit** **Done**

Click Edit if you need to change any of the details, for full instructions on entering invoices, see the Manual "Supplier Transactions"

[PRINT LEDGER REPORT](#)

You can select to print a ledger for a single Supplier or can print for all Suppliers from a Supplier Card

1. Select *Ledger Report*
2. The default is to print for *All Suppliers*, click on *Single* to select a single supplier
3. Select here if you only want to print totals
4. If you have selected to print for a single Supplier, use the search icon to find the Supplier you want
5. You can print the ledger for all buildings or for a single building by clicking here
6. If you choose a single building and that building has more than one contribution schedule, you can choose to print transactions for one schedule or consolidated (all schedules for that Building)
7. Select the type of report you want to generate.
8. Enter a date range if you want to narrow the search
9. By default, the screen will show transactions from both the Admin and the sinking/reserve/capital works/maintenance funds, but you can refine to view by fund
10. *Generate Report*. This will create a job in your job centre on the right of your screen

Supplier Ledger Report

Supplier Range 3

☐ All 2
☐ Totals Only 4

Single Supplier Jack of All Trades

Building Range

☒ All 5
☐ Single C.T.S. 6

Schedule Consolidated Schedules ▾

Report Type

☒ Audit Trail 7
☐ Unpaid Invoices
 ☐ Paid Invoices
 ☐ Payments

Date Range 8

From To

Fund Range


☒ Both Funds 9
☐ Admin
 ☐ Sinking 10

Generate Report Close

Search Ledger Report

Status	Amount	Paid	Balance
Pending	\$550.00	\$0.00	\$550.00
Paid	\$550.00	\$550.00	\$0.00
Paid	\$200.00	\$200.00	\$0.00

Click on the PDF link to open the report.



Supplier Ledger Reports

Completed Time: March 6th 2017, 11:12 am

Results:

- [Supplier Ledger Report - 2017-03-06.pdf](#)

PropertyIQ Strata Testing

Supplier Unpaid Invoices - Jack of All Trades as at 06/03/2017

Printed: 06/03/2017 at 11:12:13 User: Faye Goodman

Date	Reference	Details	C.T.S.	Debit	Credit	Balance
Jack of All Trades						
16/11/2016	1234	Invoice - Test	5	\$100.00		\$100.00
		Account: Electrical				\$0.00
22/12/2016	101	Invoice - Repairs to foyer light	434544333	\$200.00		\$300.00
		Account: Electrical				\$0.00
22/12/2016	101	Invoice - Service Fire Extinguisher	434544333	\$300.00		\$600.00
		Account: Fire Protection				\$0.00
Supplier Total				\$0.00	\$600.00	\$600.00
Overall Total				\$0.00	\$600.00	\$600.00

NOTES TAB

The Notes tab allows you to create and store notes about the Supplier. You can also create reminders for each note that appear in your diary if you need to take actions.

1. The name of the note shows in this column
2. The details of the note show in this column
3. The status of the note shows in this column
4. The date and time the note was created show in this column
5. The name of the user that created the note shows here
6. **+Add Note** to add a new note
7. **View Note** to view an existing note
8. **Print** to print all the notes for a supplier

ABN 34323432
Name* Jack of All Trades
Code
Check Ref Inv. ☒ GST Registered ☒
Active ☒ Sundry Supplier ☐
License No. 4345654
Balance \$49,320.00

Contact
Address 1 Bolero Drive
Suburb AMBERLY State QLD
Postcode 4092
Contact Jack Jones
Phone 1 Phone 2
Mobile 0423945443 Fax
Accounts Email jackd@propertyiq.com.au
Work Orders Email jackd@propertyiq.com.au

☒ Email remittances
☒ Email Tender Requests

Settings Ledger **Notes** Documents Compliance Alerts SMS Emails Log of Changes

Name 1	Details 2	Status 3	Created 4	Creator 5
Call about contract renewal	Contract due to be renewed on 01.12.2018	pending	18/09/2018 - 5:28 pm	Bella Carstairs
Call to updated details	His phone number seems to be disconnected	pending	19/01/2018 - 12:24 pm	ams
Call about compliance	Question about whether compliance is valid	pending	17/11/2017 - 12:12 pm	ams

6 + Add Note
7 View Note
8 Print

Email Edit Done

ADD NOTE

1. **+ Add Note** button
2. Enter a name for the note – this is what you will see in your diary reminder
3. Enter the details here.
4. The status defaults to pending but you can alter to complete if you just want to record something that has already taken place
5. If the status is pending, you will be able to create a reminder for the task. Click in the reminder box and the calendar will show. Use the calendar to select the date and if you want to allocate a time, use the sliders. This will create an event in your diary.
6. **Done** when you have the time and date correct
7. **Save**

Supplier

ABN 34323432
Name* Jack of All Trades
Code
Check Ref Inv. ☒ GST Registered ☒
Active ☒ Sundry Supplier ☐
License No. 4345654
Balance \$49,320.00

Note

Name* Call about quote
Need to check quote details
Details
Status Pending
Reminder 19/09/2018 - 10:00

Phone 2
Fax
q.com.au ☒ Email remittances
q.com.au ☒ Email Tender Requests

Save Cancel

Settings Ledger Notes Documents Compliance Alerts

Name	Details	Status	Created	Creator
Call about contract renewal	Contract due to be renewed on 01.12.20	pending	18/09/2018 - 5:28 pm	Bella Carstairs
Call to updated details	His phone number seems to be disconn	pending	19/01/2018 - 12:24 pm	ams
Call about compliance	Question about whether compliance is v	pending	17/11/2017 - 12:12 pm	ams

Add Note View Note Print

PRINT NOTES

You can print all the notes for a Supplier

1. Select **Print**. This will create a PDF document that you can print.

Supplier

ABN 85975685212
Name* Dean Scarce Electrical P/L
Code DEANSELEC
Check Ref Inv. ☐ GST Registered ☐
Active ☒ Sundry Supplier ☐
License No.
Balance \$18,301.86

Contact
Address 82 Charter Road
Carlton VIC 3053
Suburb State
Postcode
Contact
Phone 1 03 9856 5264
Mobile +61414392000
Accounts Email stephanieb@propertyiq.com.au
Work Orders Email steveh@propertyiq.com.au
Phone 2
Fax
Email remittances ☒
Email Tender Requests ☒

Settings Ledger Notes Documents Compliance Alerts SMS Log of Changes

Name	Status	Created
Call about hallway lightfittings	pending	20/5/2015
Call next Thurs to follow up on progress	pending	30/10/2015
Call to about access to Meter room	pending	15/8/2016

Add Note View Note Print

PropertyIQ Strata Testing
PO Box 330 CANNING VALE QLD 2000 ABN: 123456789
Ph: 1300 724 256 Email: stephanieb@propertyiq.com.au
Printed: 08/03/2017 02:18 pm User: Faye Goodman

Page 1

Notes Report

Dean Scarce Electrical P/L

Name	Details	Status	Reminder Time
Call about hallway lightfittings	Call to discuss whether LED lighting would be more appropriate	pending	28/05/2015 02:00 pm
Call next Thurs to follow up on progress		pending	05/07/2016 02:00 pm
Call to about access to Meter room	Call to discuss best option for access to meter room	pending	

DOCUMENTS TAB

The supplier card documents tab holds all documents relating the supplier. You can add documents by uploading through the documents screen. See the manual "Documents" for full details. Documents such as work orders or remittance advices that have been generated by PropertyIQ will appear automatically in this tab.

1. You can search for documents that were created or uploaded during a date range by typing a date range here
2. By default, this screen will show all types of documents, but you can filter by using the dropdown list to show a particular document type
3. Tick the boxes on the left side of the screen to select the documents you want (or click in the top box to select all)
4. *View Doc* to view a document you have selected
5. *Email* to email a document(s) you have selected
6. *Print* to print a PDF of the document(s) you have selected
7. *Download* to download a document(s) you have selected
8. *Delete* to delete a document(s) you have selected

Supplier

ABN 12456434787
Name* Jack of All Trades
Code JACK
☒ Check Ref Inv. ☒ GST Registered
☒ Active ☐ Sundry Supplier
License No.
Balance \$600.00

Contact
Address 1 Bolero Drive
Suburb AMBERLY **State** QLD
Postcode 4092

Contact
Phone 1 **Phone 2**
Mobile 0423945443 **Fax**
Accounts Email jdobinson@console.com.au ☒ Email remittances
Work Orders Email jdobinson@console.com.au ☒ Email Tender Requests

Documents

Settings **Ledger** **Notes** **Documents** **Compliance** **Alerts** **SMS** **Log of Changes**

From **To** **Filter:** All

<input type="checkbox"/>	Created Time	Date	User	Name	Type	Details
<input type="checkbox"/>	17/02/2017 - 12:13 pm		admin	cheque remittance.pdf	Remittance Advice File	
<input type="checkbox"/>	15/02/2017 - 2:35 pm		admin	TEST_Jack of All Trades_100.00.pdf	Supplier Invoice	Total Amount: \$100.00 Status: Fully Paid
<input checked="" type="checkbox"/>	03/02/2017 - 4:18 pm		Training Manager	Paint Balcony Rails.pdf	Work Order	Emailed on: 03/02/2017 04:18 pm
<input type="checkbox"/>	03/02/2017 - 3:42 pm		Training Manager	Paint Balcony Rails.pdf	Work Order	Emailed on: 03/02/2017 03:42 pm
<input type="checkbox"/>	03/02/2017 - 3:41 pm		Training Manager	Paint Balcony Rails.pdf	Work Order	Posted on: 03/02/2017 03:41 pm
<input type="checkbox"/>	03/02/2017 - 3:35 pm		Training Manager	Paint Balcony Rails (For Rocco Silvester).pdf	Work Order	Emailed on: 03/02/2017 03:35 pm
<input checked="" type="checkbox"/>	03/02/2017 - 3:35 pm		Training Manager	Paint Balcony Rails (For Jack Dobinson).pdf	Work Order	Emailed on: 03/02/2017 03:35 pm
<input checked="" type="checkbox"/>	03/02/2017 - 3:35 pm		Training Manager	Paint Balcony Rails (For Training Manager).pdf	Work Order	Emailed on: 03/02/2017 03:35 pm
<input type="checkbox"/>	19/01/2017 - 3:08 pm		ams	Electrical repairs.pdf	Work Order	Emailed on: 19/01/2017 03:08 pm
<input type="checkbox"/>	19/01/2017 - 3:07 pm		ams	Electrical repairs (For Training Manager).pdf	Work Order	

4 documents selected

View Doc
Email
Print
Download
Delete

EMAIL DOCUMENT

1. Select the *Email* button
2. Check that you have the correct document here
3. Choose the email options – you can send to the accounts email recorded for the supplier, the work order email recorded for the supplier or both
4. Enter an email address here to manually email individuals
5. You can ignore this section when emailing supplier documents
6. Enter an email address here to manually send an email to any individual
7. Enter an email address here to manually send a BCC to any individual
8. Enter an email subject here
9. Enter the body of your email here
10. Click here to email the document when you are ready to send

The screenshot shows the 'Emailing Documents' dialog box. It has a green header bar with the title 'Emailing Documents' and a close button. The main content area is divided into several sections. The first section, 'Documents To Be Emailed:', shows a list of documents with one document selected: '23456_Adam Plumber_352.00.pdf (144.78 KB)'. Below this, it shows 'Total Attachments Size: 144.78 KB'. The next section is 'Delivery Options', which is divided into 'Supplier Delivery Options' and 'Manual Delivery'. Under 'Supplier Delivery Options', there are two checkboxes: 'Accounts Email' (checked) and 'Work Orders Email' (checked). Under 'Manual Delivery', there are two checkboxes: 'Manual Email' (checked) and 'Manual Bcc Email' (checked). Below these, there are two input fields for email addresses: 'sbowen@sbaccountants.com.au' and 'rbrown@mystratacompany.com.au'. The 'Email Settings' section has two input fields: 'Email Subject:' with the text 'Documents for Adam Plumber' and 'Email Body:' with the text 'Hello, Here are the documents you requested'. At the bottom right, there are two buttons: 'Email Document(s)' and 'Cancel'.

Documents To Be Emailed:

23456_Adam Plumber_352.00.pdf (144.78 KB)

Total Attachments Size: 144.78 KB

Delivery Options

Supplier Delivery Options

☒ Accounts Email ☒ Work Orders Email

☐ General Correspondence email

☒ Send to all

☐ Only send if Deliver Correspondence by email is set

Manual Delivery

☒ Manual Email ☒ Manual Bcc Email

sbowen@sbaccountants.com.au rbrown@mystratacompany.com.au

Email Settings

Email Subject:*

Documents for Adam Plumber

Email Body:*

Hello,

Here are the documents you requested

Email Document(s) Cancel

You will receive a confirmation that the email has been sent

The screenshot shows a confirmation message box. It has a blue circular icon with a white exclamation mark. To the right of the icon, the text reads: 'Your email was successfully sent to: anna@accurateaccounting.com.au'. At the bottom right, there is a button labeled 'Ok'.

! Your email was successfully sent to: anna@accurateaccounting.com.au

Ok

PRINT DOCUMENT

1. Select the document(s) you want to print
2. *Print*. This will create a PDF document that you can print

Supplier

ABN 85975685212
Name* Dean Scarce Electrical P/L
Code DEANSELEC
☒ Check Ref Inv. ☐ GST Registered
☒ Active ☐ Sundry Supplier
License No.
Balance \$18,301.86

Contact
Address 82 Charter Road
 Carlton VIC 3053
Suburb **State**
Postcode

Contact
Phone 1 03 9856 5264 **Phone 2**
Mobile +61414392000 **Fax**
Accounts Email stephanieb@propertyiq.com.au ☒ Email remittances
Work Orders Email steveh@propertyiq.com.au ☒ Email Tender Requests

Settings Ledger Notes **Documents** Compliance Alerts SMS Log of Changes

From To Filter: All

	Created Time	Date	User	Name	Type	Details
<input checked="" type="checkbox"/>	02/03/2017 - 4:45 pm		admin	chequeRemittance.pdf	Remittance Advice File	
<input checked="" type="checkbox"/>	02/03/2017 - 12:13 pm		admin	chequeRemittance.pdf	Remittance Advice File	
<input type="checkbox"/>	02/03/2017 - 12:12 pm		admin	chequeRemittance.pdf	Remittance Advice File	
<input type="checkbox"/>	09/02/2017 - 3:27 pm		ams	674_Dean Scarce Electrical P/L_100.00.pdf	Supplier Invoice	Total Amount: \$100.00 Status: Unpaid
<input type="checkbox"/>	08/02/2017 - 9:35 am		Brett Earle	Test Schedule.pdf	Work Order	Posted on: 08/02/2017 09:35 am
<input type="checkbox"/>	07/02/2017 - 3:44 pm		Brett Earle	leaking roof.pdf	Work Order	Posted on: 07/02/2017 03:44 pm
<input type="checkbox"/>	28/11/2016 - 12:01 pm		Natalie Conlon	CN121321_Dean Scarce Electrical P/L_200.00.pdf	Supplier Invoice	Total Amount: \$-200.00 Status: Unpaid
<input type="checkbox"/>	14/11/2016 - 12:58 pm		admin	TESTING.pdf	Work Order	Emailed on: 14/11/2016 12:58 pm
<input type="checkbox"/>	03/11/2016 - 3:45 pm		Natalie Conlon	KONE ELEVATORS PTY LTD.pdf	Quote Request	Emailed on: 03/11/2016 03:45 pm

2 documents selected

View Doc Email **Print** Download Delete

Dean Scarce Electrical P/L
82 Charter Road
Carlton VIC 3053

Cheque Remittance Advice
Date: 02/03/2017
Biller Ref#: 11

Date	S/Plan	Reference	Details	Amount
09/11/2016	10 Tempo	12345	Supplier Invoice	\$100.00

COMPLIANCE SETTINGS

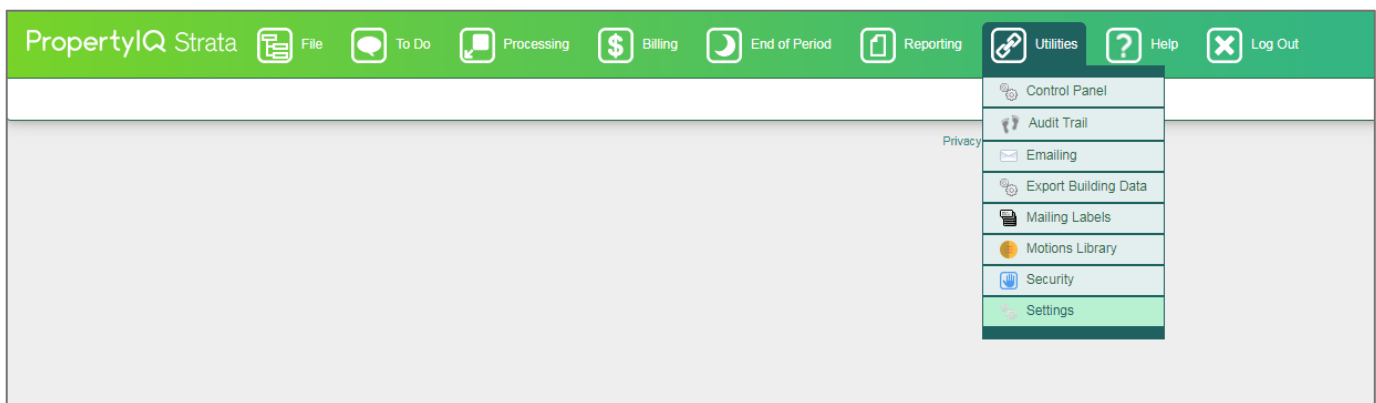
- PropertyIQ allows you to either record your Supplier compliance manually or to import and export information from external providers, such as Trades Monitor. For full details on importing and exporting compliance data, see the Manual “Supplier Screen”.
- Your default supplier compliance settings can be viewed and changed under *Utilities > Settings > Compliance* tab of PropertyIQ.
- Settings include restricting use of non-compliance suppliers, setting your default compliance types and automated reminders to suppliers.



Access to the Settings area is usually restricted to administrators but roles may be altered in your company.

DEFAULT COMPLIANCE TYPES

You can set up and manage your default compliance types that are used in the supplier card under *Utilities > Settings*.



Then select the *Compliance* Tab. You can change your settings in **Edit** mode.

- If you tick this box, non-compliant suppliers will not be selectable for work orders, quote requests or invoices
- You can add your own compliance types – the names of existing compliance types appear in this list.
- Add Type to add a new compliance type
- Enter a name for the new compliance type
- Save
- Click on the view type button to open the type and edit it

MANUAL COMPLIANCE DATA ENTRY

1. Select *Manual* from the dropdown list
2. "Last updated" date shows here
3. Details of any existing compliance items show here
4. To add a new compliance item, select the type from the dropdown list
5. Enter the amount if applicable (e.g. Insurance cover amount)
6. Enter the compliance expiry date here
7. You can enter comments here (optional)
8. Choose the status of the compliance from the dropdown list.
 - a. The choices are: Valid, Query, Owner, Exempt, Verifying, Restricted, Unknown, Valid and Invalid.
9. You can remove a line item by clicking on the cross
10. General notes about the Supplier's compliance can be entered here (optional)
11. *Save*

The screenshot shows the 'Supplier' screen with the 'Compliance' tab selected. The 'Compliance Integration System' dropdown is set to 'Manual' (1). The 'Compliance Status' section shows a table of existing items (2). The table has columns: Type, Sum Insured, Expiry Date, Comments, Status, and a remove button (3). Existing items include Public Liability, OHS, and Insurance Compliance. A new item is being added (4) with a dropdown menu showing options like Public Liability, OHS, Insurance Compliance, etc. The new item's fields for Sum Insured (5), Expiry Date (6), Comments (7), Status (8), and remove button (9) are visible. A 'Notes' field (10) is at the bottom. The 'Save' button (11) is at the bottom right.

Type	Sum Insured	Expiry Date	Comments	Status	
Public Liability	\$0.00	1/1/2018		Valid	✕
OHS	\$0.00	1/2/2018		Valid	✕
Insurance Compliance	\$500,000.00	1/3/2018		Valid	✕
<div>Public Liability</div> <div>OHS</div> <div>Insurance Compliance</div> <div>Electrical Compliance</div> <div>Police Compliance</div> <div>Professional Licence</div>	\$0.00				✕



The status you select for each compliance item determines the symbols that appear in the *Compliance* column on the Supplier Screen. For full details, see the Manual "Supplier Screen"

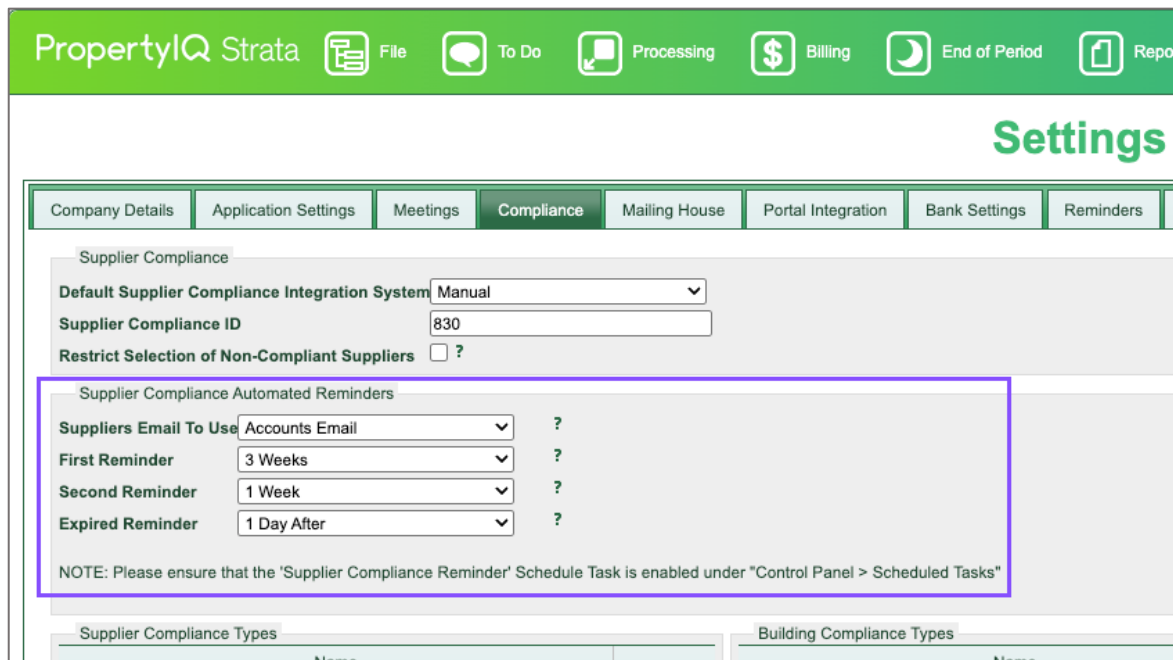
- Exempt**
- Invalid**
- Owner**
- Query**
- Restricted**
- Unknown**
- Valid**
- Verifying**

AUTOMATED COMPLIANCE REMINDER EMAILS

PropertyIQ can send automated compliance reminder emails to suppliers when:

1. The supplier is approaching the expiry date of a compliance item listed in their supplier card (coming up to expiry)
2. The supplier has passed the expiry date of a compliance item listed in their supplier card (expired).

To set up automated compliance reminder emails to suppliers, go to *Utilities > Settings > Compliance*.



PropertyIQ Strata

File To Do Processing Billing End of Period Reports

Settings

- Company Details
- Application Settings
- Meetings
- Compliance**
- Mailing House
- Portal Integration
- Bank Settings
- Reminders

Supplier Compliance

Default Supplier Compliance Integration System: Manual

Supplier Compliance ID: 830

Restrict Selection of Non-Compliant Suppliers: ☐ ?

Supplier Compliance Automated Reminders

Suppliers Email To Use: Accounts Email ?

First Reminder: 3 Weeks ?

Second Reminder: 1 Week ?

Expired Reminder: 1 Day After ?

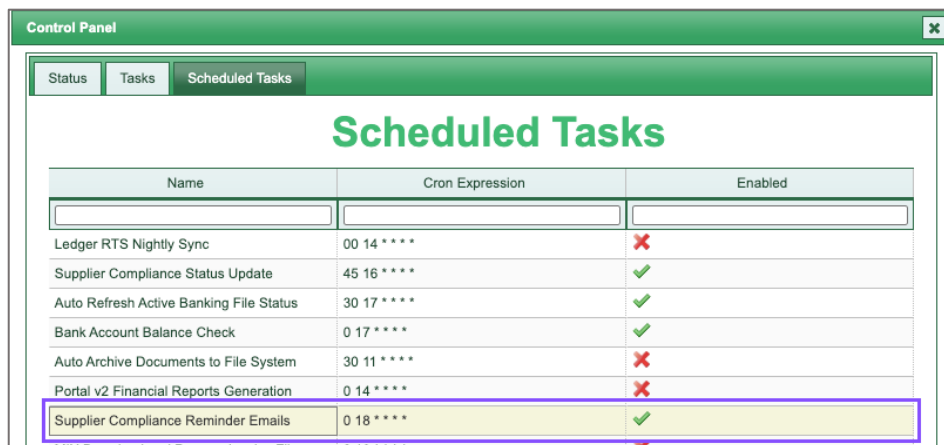
NOTE: Please ensure that the 'Supplier Compliance Reminder' Schedule Task is enabled under "Control Panel > Scheduled Tasks"

Supplier Compliance Types

Building Compliance Types



For the reminders to be sent, you'll need to **enable** 'Supplier compliance reminder emails' scheduled task under *Utilities > Control Panel > Scheduled Tasks*. For more details, see the Manual "Control Panel" or below ['Compliance status check'](#).



Name	Cron Expression	Enabled
Ledger RTS Nightly Sync	00 14 * * * *	✗
Supplier Compliance Status Update	45 16 * * * *	✓
Auto Refresh Active Banking File Status	30 17 * * * *	✓
Bank Account Balance Check	0 17 * * * *	✓
Auto Archive Documents to File System	30 11 * * * *	✗
Portal v2 Financial Reports Generation	0 14 * * * *	✗
Supplier Compliance Reminder Emails	0 18 * * * *	✓
MIX Download and Process Invoice Files	0 10 * * * *	✗

COMPLIANCE STATUS CHECK FOR 'MANUAL COMPLIANCE'

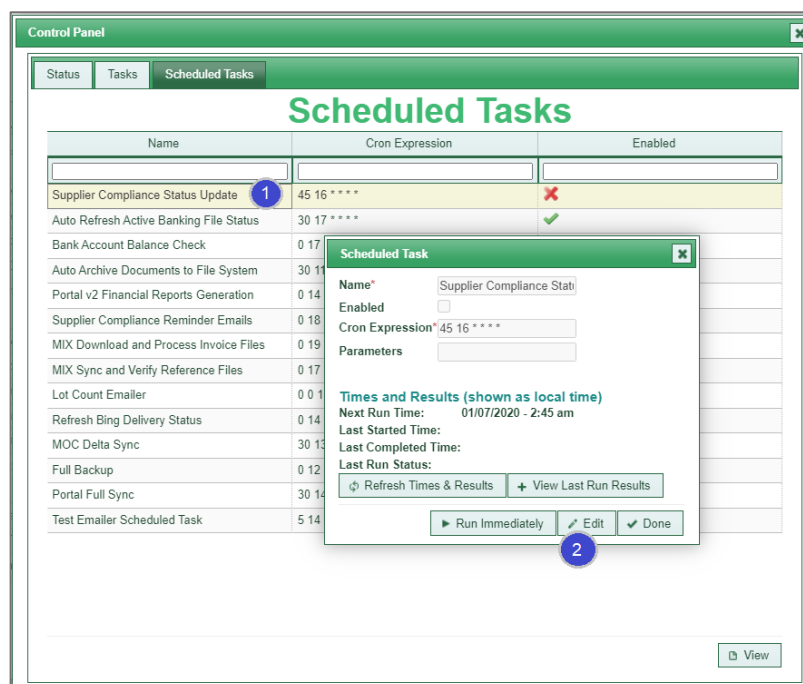
PropertyIQ has an optional scheduled background task called 'Supplier Compliance Status Update' that will check and update the compliance statuses each night for Suppliers that have their Compliance Integration System setting set to 'manual' (or set to 'system default' with the Default Supplier Compliance Integration System = Manual in Compliance Settings).

The scheduled task will check all Suppliers and the expiry dates of their compliance types, and where the expiry date is in the past it will update the supplier's compliance status accordingly e.g. from Valid to Invalid.

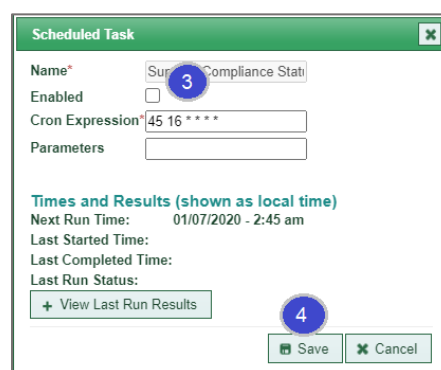
The 'Supplier Compliance Status Update' scheduled task **must be enabled by clients** so that it runs automatically overnight. Once it's enabled, you don't have to do anything further. For more information on scheduled tasks, see the manual "Control Panel."

To enable the 'Supplier Compliance Status Update' scheduled task, go to Utilities > Control Panel > Scheduled Tasks tab

1. Double click on the scheduled task called 'Supplier Compliance Status Update' to view
2. Select Edit



3. Tick the checkbox to enable the schedule task
4. Select Save



Close and exit the screen. The schedule task will then be enabled and run automatically from the following day.

ALERTS TAB

PropertyIQ Strata allows you to set alerts in a number of areas that can either warn you or stop you from continuing with a task once the alert is triggered. You can create an alert about anything you want.

1. Any existing alerts will show here on the screen. You can either click and then double click on the alert or
2. Click on the alert to highlight and click *View* at the bottom of the screen
3. *Edit* to edit an existing alert that is highlighted on the screen
4. *Delete* to delete an existing alert that is highlighted on the screen
5. *+Add* to add a new Alert
6. Enter the details of the alert here
7. The alert will be active by default, but you can deactivate later if you want.
8. If you tick the box "Don't allow operator to continue after alert is shown", it will prevent you from completing the task once the alert is triggered. In this example we wouldn't want the operator to continue with a supplier payment until the bank account issue is resolved so the box is ticked.
9. Select the context you want to trigger the Alert. You can only have one active alert for each context for each supplier. IE. This supplier already has an active alert triggered by selecting them for a work order or by opening their supplier card, so you can't add another alert in those contexts.
10. Select the icon you want to use for this alert. It's a good idea to keep these icons uniform across your program
11. *Test Alert* if you want to see how the Alert will look
12. *Save*

The screenshot shows the 'Supplier' form with the 'Alerts' tab selected. The interface includes a table of existing alerts and a modal for creating a new alert. Numbered callouts (1-12) highlight specific features and steps:

- 1: Points to the 'Alerts' tab in the top navigation bar.
- 2: Points to the 'View' button at the bottom of the alert table.
- 3: Points to the 'Edit' button at the bottom of the alert table.
- 4: Points to the 'Delete' button at the bottom of the alert table.
- 5: Points to the '+ Add' button at the bottom of the alert table.
- 6: Points to the 'Text' input field in the 'Alert' modal.
- 7: Points to the 'Active' checkbox in the 'Options' section of the 'Alert' modal.
- 8: Points to the 'Don't allow operator to continue after alert is shown' checkbox in the 'Options' section of the 'Alert' modal.
- 9: Points to the 'Supplier Transactions' checkbox in the 'Contexts' section of the 'Alert' modal.
- 10: Points to the 'Select an Icon' grid in the 'Alert' modal.
- 11: Points to the 'Test Alert' button at the bottom of the 'Alert' modal.
- 12: Points to the 'Save' button at the bottom of the 'Alert' modal.

The 'Alerts' table contains the following data:

Icon	Text	Contexts	Active	User
	Compliance < 30 days	Supplier Card, Work Orders,	<input checked="" type="checkbox"/>	Training Manager
	Supplier has a new bank account but has not advised the details. Do not<br /... (1)	Supplier Transactions,	<input checked="" type="checkbox"/>	Faye Goodman

SMS TAB

SMS is an additional service you can add to your subscription. For more information, see the manual “SMS”

EMAILS TAB

The Emails Tab shows all outgoing emails that have been sent to the supplier and all incoming emails that have been allocated to the supplier.



Incoming email is not activated by default. For full details, see the manual “Incoming and Outgoing Emails”. If you would like to activate incoming emails, contact support@propertyiq.com.au

VIEWING OUTGOING EMAILS FOR A SUPPLIER FROM THE EMAILS TAB

1. The outgoing tab is the default, but you can click on the incoming tab to view incoming emails
2. The default view is for the past month, but you can click on the boxes to open the calendar and select a date range
3. The default view is Sent emails, but you can toggle between tabs to view emails with all statuses or error to view emails with error status
4. Type some key letters in any of the empty boxes on the top line to refine your search
5. Click on an item to highlight it on the screen and then double click to select it *or*
6. Click the View button on the bottom of the screen

The screenshot shows the 'Supplier' window with the 'Emails' tab selected. The interface includes a top navigation bar with tabs like Settings, Notes, Documents, Compliance, Alerts, SMS, Emails, and Log of Changes. Below this is a sub-navigation bar with 'Outgoing' and 'Incoming' tabs. The main area displays a table of outgoing emails. Numbered callouts indicate: 1. The 'Emails' tab in the top navigation bar; 2. The 'Outgoing' tab in the sub-navigation bar; 3. The 'Sent' status filter button; 4. The search filters (To, Cc, Bcc, Subject); 5. A row in the email table; 6. The 'View' button at the bottom right.

From	To	Cc	Bcc	Subject	Status	Created By	Sent	Created
mystrataclients@gmail...	100000059_email@de...			Work Order - S/Plan 1 ...	Sent	ams	19/04/2018 - 4:39 pm	19/04/2018 - 4:39 pm
mystrataclients@gmail...	100000059_email@de...	100000054_e...		Work Order - S/Plan 1 ...	Sent	ams	19/04/2018 - 4:38 pm	19/04/2018 - 4:38 pm

VIEWING INCOMING EMAILS FOR A SUPPLIER FROM THE EMAILS TAB

1. The default view is *Outgoing* emails, but you can click on the incoming tab to view incoming emails.
2. The default view is for the past month, but you can click on the boxes to enable the calendar and enter a different date range
3. If you have more than one incoming mailbox, you can click on the dropdown and select the emails from individual mailboxes
4. The default read status is *All*, but you can choose unread to view emails with unread status
5. Type some key letters in the message or subject box to search for emails with those words in their message or subject
6. *Search/Refresh* to view any new emails that have been allocated to the building that fit the criteria you have entered.
7. Click on an email to highlight it on the screen and then double click to open the email
8. Hover your mouse over the question mark to see information about auto allocation. (See full instructions above “How to use Auto Allocation to allocate incoming emails”)
9. Select *Run Auto Allocate* to auto allocate the email(s) selected on the screen. (See full instructions above “How to use Auto Allocation to allocate incoming emails”)
10. Select *Allocate* to manually allocate the email(s) select on the screen. (See full instructions above “How to manually allocate emails”).
11. *View* to open an email that has been highlighted on screen

Supplier

ABN 34323432
Name* Jack of All Trades
Code JACK
Check Ref Inv. ☒ GST Registered ☒
Active ☒ Sundry Supplier ☐
License No.
Balance \$45,706.00

Contact
Address 1 Bolero Drive
Suburb AMBERLY State QLD
Postcode 4092

Contact
Phone 1
Mobile 0423945443
Accounts Email
Work Orders Email

Phone 2
Fax
Email remittances ☐
Email Tender Requests ☐

Settings Ledger **1** Notes Documents Compliance Alerts SMS **Emails** Log of Changes

Outgoing Incoming **2**

From 01/07/2018 To 12/12/2018 Mailbox All **3** Read All **4** Message or Subject **5** Search / Refresh **6**

<input checked="" type="checkbox"/>	From	Subject	S/Plan	Lot No	Debtor	Attachm...	Received	Incoming Email Type
<input checked="" type="checkbox"/>	Faye Goodman <fayeg@pr...>	((JACK)) 7				0	11/12/2018 - 3:24 pm	

1 selected of 1 rows

? **8**

9 Run Auto-Allocate **10** Allocate **11** View

LOG OF CHANGES TAB

The log of Changes Tab records all changes that have been made to the supplier card

Click + view full details

Supplier

ABN43254456543
Name*Boris Venn Handyman Services
CodeVENN
Check Ref Inv.☒ GST Registered☐
Active☒ Sundry Supplier☐
License No.5456765
Balance\$0.00

Contact
Address23 Johnson Avenue
SuburbEPPINGStateNSW
Postcode2971
ContactBoris Venn
Phone 1
Phone 2
Mobile0413434 345Fax
Accounts Emailmystrataclients@gmail.com
Work Orders Emailmystrataclients@gmail.com
Email remittances☒
Email Tender Requests☒

SettingsLedgerNotesDocumentsComplianceAlertsSMSLog of Changes

Action	User	Time
+ update	Faye Goodman	06/03/2017 - 3:57 pm
Column: paymentMethod	Value Before: direct	Value After: cheque
Column: chequePayee	Value Before: null	Value After: Boris Venn Handyman Services
+ update	Training Manager	22/11/2016 - 11:41 am
+ creation	Training Manager	22/11/2016 - 11:31 am

NOTE ABOUT MANAGING AGENT SUPPLIER

You can use PropertyIQ to raise and process payments for your management fees and additional charges via a supplier payment run. To allow for this function, there is a default system supplier in PropertyIQ called **Managing Agent**.

You should alter this to the name of your company, add your business details and bank account details before you use PropertyIQ to make payments for any of your fees.