PropertyIQ™

Release Notes

December 2022

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SUMMARY

EMAIL TEMPLATES

1. **Email template merge fields** – New merge fields have been added to email templates for due/fee, special, arrears, final and legal notice template types, allowing you to personalise and customise emails issued from PropertyIQ.

   The merge fields can be used within the email subject and/or body. See a full list of the 46 new merge fields below.

   ! **What you need to do**

   You'll need to manually update your email templates (due/fee, special, arrears, final and legal notice types) to include any merge fields of your preference. This can be done easily by editing the relevant email template under *File>Templates>Standard Email Templates screen* and selecting the merge field/s from the list of available fields.

REPORTING

2. **GST Audit Trail report –** An issue has been fixed with the GST Audit Trail report in a specific scenario for a building with tax basis set to accrual and where the BAS period/s include levies with discount.

   When comparing quarterly reports across a year that are individually totalled together, against an annual report of the same year, there were discrepancies in the report totals. The discrepancy being caused by levy receipts with discounts and the receipt dates used in the quarterly report generation.

   ! **What you need to know** *(for buildings with accrual tax basis, discount levies)*

   If you make any adjustments to discount for a levy included in a previous BAS period (eg. levy due date is within a previous BAS period), the adjusted discount will not be reflected in the latest BAS report because the due date of the adjusted levy still falls within the prior BAS period. As the levy adjustment (credit transfer) is dated within the current period, PropertyIQ wont warn you that you're altering transactions/discount in a prior BAS period. So when adjusting discount on levies within a prior BAS period, an adjustment to the previous BAS report may also need to be submitted.

3. **Bulk financial reports –** An issue has been fixed where the generation of bulk financial reports from *Reporting>Building >Financial* screen was not respecting the number of days entered in the *Preparation Days* field.
4. **Owner Transaction Summary report –** A few minor alignment and text wrapping issues have been fixed.

GENERAL

5. **VIC OC Certificates** – An issue has been fixed for bank balance merge fields in the OC Certificate for Victorian clients in multi-OC/multi-schedule buildings (Merge fields: Admin Cash at Bank, Sinking Cash at Bank, Total Cash at Bank). These merge fields will now only show the consolidated bank balances for the schedules the lot contributes to. Previously it was showing the consolidated balances for all building schedules.
6. **Inactive bank accounts** –
   - Inactive bank accounts will no longer display in Cash Management Reports.
   - New filters have also been added under *Building card>Financials tab>Bank Balances screen* and *Building card>Info tab>Investment Accounts screen* to view bank accounts by status using *All/Inactive/Active* filter options. The *Active* filter will be selected by default on both screens.
7. **Bank statements bulk upload –** An issue has been fixed where uploading a bulk bank statement PDF file without bookmarks under *End of Period>Cashbook>Upload Bank Statements*, was causing an error.

DETAILED

ITEM 1 – EMAIL TEMPLATE MERGE FIELDS

New merge fields have been added to email templates for due/fee, special, arrears, final and legal notice template types, allowing you to personalise and customise emails issued from PropertyIQ.

The merge fields can be used within the email subject and/or body. See a full list of the 46 new merge fields below.

! What you need to do

You'll need to manually update your email templates (due/fee, special, arrears, final and legal notice types) to include any merge fields of your preference. This can be done easily by editing the relevant email template under *File>Templates>Standard Email Templates screen* and selecting the merge field/s from the list of available fields.

New merge fields

Merge Field	Data Source / Definition
Agent_Name	Settings -> Company Name (global or folio)
Agent_Principal	Settings -> Principal (global or folio)
Agent_Address_1	Settings -> Address line 1 (global or folio)
Agent_Address_2	Settings -> Address line 2 (global or folio)
Agent_Address_3	Settings -> Address line 3 (global or folio)
Agent_Suburb	Settings -> Suburb (global or folio)
Agent_State	Settings -> State (global or folio). Formatted as uppercase
Agent_PCode	Settings -> P/Code (global or folio)
Agent_Email	Settings -> Email (global or folio)
Agent_Phone	Settings -> Phone (global or folio)
Agent_Fax	Settings -> Fax (global or folio)
Agent_ABN	Settings -> ABN (global or folio)
Strata_Plan	Building -> SP/CTS/OC number. No formatting
Building_Name	Building -> Building Name
Building_Street_No	Building -> Street No
Building_Street_Name	Building -> Street Name
Building_Address_2	Building -> Address 2
Building_Suburb	Building -> Suburb
Building_State	Building -> State
Building_PCode	Building -> Post Code
Building_Manager	Building Manager's Name. See Building -> Manager, User -> Name.
Manager_email	Building Manager's Email. See User -> Email.
Manager_Phone	Building Manager's Phone #1. See User -> (Ah).
Building_ABN	Building -> Tax Settings -> ABN
Last_Fin_Yr_From	Current financial year start (Building -> Dates -> Fin Year). dd/mm/yyyy
Last_Fin_Yr_To	Current financial year end. dd/mm/yyyy
Next_Fin_Yr_From	Next financial year start (curr fin yr start + 1 yr). dd/mm/yyyy

Next_Fin_Yr_To	Next financial year end (curr fin yr end + 1 yr). dd/mm/yyyy
Next_Budget_Yr_From	Next levy year start (curr levy yr start + 1 yr). dd/mm/yyyy
Next_Budget_Yr_To	Next levy year end (curr levy yr end + 1 yr). dd/mm/yyyy
Total_Admin_Owner_Funds	Admin owners funds for all schedules, as at the financial year end date. See Balance Sheet Report (for current fin year period, consolidated) -> Total Owners Funds
Total_Sinking_Owner_Funds	Sinking owners funds for all schedules, as at the financial year end date. See Balance Sheet Report (for current fin year period, consolidated) -> Total Owners Funds
Total_Total_Owner_Funds	Admin + Sinking owners funds for all schedules, as at the financial year end date. See Balance Sheet Report (for current fin year period, consolidated) -> Total Owners Funds
Admin_Total_Budget	Sum of proposed budget for all schedules. Admin only. See Building -> Set Budget -> Amount to Collect
Sinking_Total_Budget	Sum of proposed budget for all schedules. Sinking only. See Building -> Set Budget -> Amount to Collect
Total_Total_Budget	Sum of proposed budget for all schedules. Admin + Sinking. See Building -> Set Budget -> Amount to Collect
Disc_Rate	Building -> Levy Discount -> Discount Rate. Unformatted, e.g. will merge 10 for discount rate of 10%
Int_Rate	Building -> Owner Interest -> Interest Rate. Unformatted, e.g. will merge 10 for interest rate of 10%
QLD_Plan	Building -> Plan (QLD buildings).
QLD_Type	Building -> Type (QLD buildings).
Recipient_Name	▪ Notice to lot owner or Committee Member (linked to lot): Lot -> Delivery -> Annual Notices & Meeting Notices -> Name ▪ Notice to CM (no linked lot): Committee Member -> Name ▪ Notice to formal tenant (owner occupier): Lot -> Owner Name ▪ Notice to formal tenant (not owner occupier): Lot -> Tenant -> Name
Unit_Owner	▪ Notice to lot owner, formal tenant, or Committee Member (linked to lot): Lot -> Owner Name ▪ Notice to Committee Member (no linked lot): Committee Member -> Name
Owner_Lot	Notice to lot owner, formal tenant, or Committee Member (linked to lot): Lot -> Lot number
Owner_Unit	Notice to lot owner, formal tenant, or Committee Member (linked to lot): Lot -> Unit number
Lot_Street_No	Notice to lot owner, formal tenant, or Committee Member (linked to lot): Lot -> Street No
Lot_Street_Name	Notice to lot owner, formal tenant, or Committee Member (linked to lot): Lot -> Street Name