PropertyIQ™

Release Notes

December 2023

This release includes platform changes to:

- PropertyIQ

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TEMPLATES

1. **New default levy & invoice templates –** We've updated system templates in PropertyIQ because of Macquarie's changes to cash and cheque services commencing March 2024. The new templates will provide the DEFT payment details that are available.

<u>What you need to do</u> (by 1 February 2024)

- You'll need to update your templates to ensure the new DEFT payment details are being used and distributed in your invoice and levy runs.
  - Update your templates **by 1 February 2024** to align with the changes coming into effect 1 March 2024.
  - For more information and instructions on how to update your templates, view our **detailed help guide**.
- You can also download the **DEFT digital payer guide** and share this with your lot owners and payers. When distributing notices, you can include this flyer by adding it as a notice attachment under *Utilities >Settings >Cover Pages And Attachments*.

BAS

2. **BAS Improvements –** A range of improvements have been made to BAS screens and workflow.
   - <u>Schedule CRN field</u> - To improve the workflow for BAS payments at a schedule level, the following changes have been made to the CRN field under *Building card>Schedules> Schedule card.*
     - The CRN field has been renamed from "CRN" to "BAS CRN"
     - The BAS CRN field on certain schedules***** will be updated with the CRN that was last used on a BAS supplier invoice (for the building and default Tax Creditor supplier combination). If the last used CRN is not available, the CRN field will remain blank.

       ***** Where the schedule is GST registered, accounts GST on self and the BAS CRN field is empty.
     - On the schedule card, the BAS CRN field will be **disabled** where
       - the schedule is **not** GST registered;
       - <u>OR</u> the schedule is GST registered and '*Account GST on*' field is **not** set to Self. For schedules that account GST on another schedule, the ABN and BAS CRN fields will display the ABN and BAS CRN of the schedule that it's accounting GST on (as selected in '*Account GST on*' field).
   - <u>BAS Generation screen > Generate button</u> – To improve the user experience and avoid processing errors, the *Generate* button on the BAS generation screen under *End of Period>BAS* can now only be clicked when ticking either the *Post payments and/or refunds* or *Post reconciliation journal* checkboxes. If neither, or both, checkboxes are ticked, the *Generate* button will be disabled.

- BAS Settings screen – Under *Utilities>BAS>BAS Settings screen*, the following changes have been made to improve usability and allow you to **manage BAS CRNs in bulk** for all buildings and schedules.
    - **New column filters** so that you can search for a specific building, schedule or ABN.
    - **New column for 'Account GST on Self'** – this field will show Y or N.
    - **New column for 'CRN'** – this field will show the BAS CRN of each schedule. If a CRN is updated on the BAS Settings screen, the BAS CRN field on the schedule card will also be updated (and vice versa).
- New validation screen during BAS generation
    - When generating BAS reports and selecting the *Generate* button, you'll see a new *BAS Confirmation* screen that will allow you to:
        - preview the number of BAS reports that being generated in the run for the selected buildings and schedules
        - view any buildings or schedules that will be re-processed (these having been generated for the same period in a prior run)
        - view any buildings or schedules that cannot be processed; and
        - select either *Cancel* or *Proceed* before reports, journals and payments are created.
- Schedule CRNs for BAS payments
    - When generating BAS, the BAS CRN field for each schedule will be checked when processing BAS payments. You'll be prompted to enter any missing CRNs for any schedules that are GST registered AND report GST on Self AND do not have a BAS CRN saved under the BAS Settings screen.
    - The BAS CRN for each schedule will now be used when generating BAS Supplier invoices.

What you need to do

- You'll need to go to *Utilities>BAS>BAS Settings screen* to review BAS CRNs – confirm accuracy of CRNs that have been pre-filled and enter any missing CRNs as required. Alternatively, you'll be prompted to enter missing CRNs when generating your next BAS run.

BUILDING INFORMATION (INC STRATAHUB - NSW)

3. **New accordion for 'Building Information' -** You can now record important building information in a new section of the building card, with additional fields coming soon.
    - New accordion called *Building Information* located under *Building>Info tab*, under the existing *Committee* accordion.
    - View and record information such as
        - **Breakdown of lots** e.g. number of residential/commercial/retirement/utility/other
        - **Insurance replacement value** – read only, calculated field that is the sum of coverages on all active insurance policies where coverage type is Building/Common Area.
        - **Last AGM date** – will also update and sync with 'Last AGM Date' under Dates tab.

- **Balance of sinking fund as at last AGM** (or Capital Works/Maintenance etc) – read only, calculated field that is the Sinking balance of all bank accounts combined as at the last day of the building's previous financial year. If no previous financial years, the opening balance date will be used for calculations.
- **Strata renewal committee** – optional checkbox.
- **Date of establishment** – if Strata renewal committee is checked, you can enter the date it was established.

This change has been specifically developed for **StrataHub reporting requirements with NSW Government**, and is the first phase of changes being released for our upcoming StrataHub integration for NSW clients.

As this is useful to all clients, it's been made **available to all clients in all States**. Future releases will include additional fields such as NABERS ratings. If you have suggestions on what other fields would be useful on the new *Building Information* accordion, please submit your development suggestions to support@propertyiq.com.au.

What you need to do (NSW clients)

- In preparation for our StrataHub integration, you may like to start entering this information for your buildings at your own pace.
- Additional fields and a new contacts area will be released in the new year which will also require updating, so you may like to wait until all fields are available.

INCOMING EMAIL

4. **Incoming Email Types > Attachments** - For clients who have the Incoming Email feature enabled, improvements have been made to the way attachments can be saved in PIQ, by allowing you to link an incoming email type with a document type.

   When adding or editing an *Incoming Email Type* under *Utilities>Settings>Application Settings tab>Incoming Email Types section*, you can now:

   - **Assign a *Document Type* for attachments** – A new dropdown field called *Document Type for Attachments* will display a list of all existing Document Types available in your PIQ. Using this dropdown field, you can select a document type that will be used when saving any attachments of an email linked to that Incoming Email Type.
   - **Choose to automatically save attachments to documents -** A new checkbox option called *Automatically Save to Documents* will allow all attachments of an email linked to that Incoming Email Type to be automatically saved to documents when the email is imported.

   IMPORTANT NOTE: This improvement provides the new Incoming Email Type settings only, which will allow you to configure your attachment settings in advance. Further improvements are planned for the auto-filing functionality when importing (this will be a future release).

   For more information on the Incoming Emails feature, view our Incoming and Outgoing Emails help page or manual.

SMS

5. **View a global log of SMS messages –** For clients who have the SMS feature enabled, you can now view a global log of SMS messages that have been sent from PIQ under a new menu option *Utilities>SMS Messages*. From this screen you can view, sort, filter and see various message details

such as recipient, message text, message count, status, building/lot/supplier/member, user who created/sent the message, sent date and time.

GENERAL

6. **Adjustments > Credit transfers between debtors** – You can now process credit transfers between debtors from the *Processing>Adjustments>Credit Transfers screen*.
7. **Lot custom merge letter jobs** – To improve system performance, when sending custom merge letters from the *File>Lots screen*, the job will now be processed via the background server one job at a time. You can view the progress of the job and any errors from the sidebar.
8. **Ability to waive a work order charge** – When adding or editing a work order under *To Do>Work Orders*, there is now a new checkbox option next to the schedule dropdown called 'Exclude from Fee Schedules'. When this is ticked, the work order will be excluded from the Fee Schedules run and no variable fees will be charged to the building for *Work Order Fee, Quote Charge per Work Order, or Quote Charge per Quote Request*.
9. **Budget screen > Levy/Fee due dates outside of 30 days –** In the building budget screen (for standard and BMC budgets) you can now set the due date for a levy/fee more than 30 days outside the levy period start date. The restriction that enforced a levy due date within 30 days of the levy start date has been removed.

   NOTE: You can also do this from the Levy Maintenance and Special Levies screens, which was available in October 2023 release.
10. **Budget screen > Negative instalments** – In the building budget screen (for standard and BMC budgets) you can now save and accept budgets that contain one or more negative levy instalments.
11. **Financial report file names -** When generating a financial report from *Building card >Financial reports screen* AND selecting a **single** report type, the name of the report will now be used in the file name when saving to building documents.
12. **Chart of Accounts > Mandatory codes and unique names -** The *Code* field is now a required field for all chart of accounts. Account names must now be unique for all accounts of the same type and fund. When adding or editing an account, the *Code* and *Account* Name fields will be validated and you'll be asked to resolve any conflicts before saving.

API & CONNECTIVITY

13. For our existing API endpoint for Get/Buildings and Get/Buildings/{id}, there's a new optional parameter to obtain the *current actual expenses* for a building.
    - New parameter called **calculateCurrentActual**: This is an optional parameter that will accept values of 0 or 1 (or true/false values).
      - Where value = 0 or false, or is excluded: It will provide the current actual for each account from the building's budget and will be accurate as when the budget was last saved.
      - Where value = 1 or true: It will calculate the current actual for each account from the building's trial balance, by looking at the current financial transactions that exist at the point in time the API call is made.