'Deactivate' Invoice Templates that are not in use

Path: Accounts >> Invoicing >> Raise Invoices

Based on feedback from society admins and managers, the option to activate or deactivate an invoice template has been reinstated. When a template is deactivated, automatic invoice generation for the specific template will be stopped even if already configured.

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3							and the second s			

Option to mark a template as 'inactive' on the template listing page

Expense Tagging & Reporting of Purchases

Tagging expenses is a valuable practice for maintaining organized and transparent book-keeping. With expense tagging, society admins and managers can benefit from:

- Clear Financial Categorization of expenses
- Improved Budgeting for the upcoming financial year

- Simplified Auditing processes
- Better Compliance and Reporting with legal and tax requirements
- Enhanced Financial Decision-Making and Transparency

Steps to create an expense tag and use it during purchase flow:

1. Path: Accounts >> Purchasing >> Expense Tags

A separate menu allows the society admins and managers to create/edit tags such as - Capex, Opex, Misc Ex, Budgeted Ex and Discretionary Ex, etc..

⊦ → d	Select Society	ygate.com/home/view/Purchasing_ExpenseTag	 ☆ ※ @ □ D Ø Finish update : 2024-2025 ~ FAQ Society Admin ~ Financial Year & FAQ
	Accounts >> Purel Expense Tag Type a tag name	hasing -> Expense Tag gS e to search Search	Add Expense Tag
۵	Sr. No	Tag Name	Actions
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e e	4	MiscEx	View Edit Delete
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Option to add/edit an expense tag

- Society admins and managers have the option to assign the expense tag(s) while recording a PR, PO, vendor bill or petty expense (general payments) –
 - a. Each item in the above transactions can be booked with different expense tags
 - b. Adding an expense tag is optional by default. It can be made mandatory by raising a request to ERP MIS team.

Path: Accounts >> Purchasing >> Purchases

Select Society Prod The Island Plus	•)			2024-2025 V Financial Year A	F#	NQ)	6	Social	ty Admin y Admin
counts >> Purchasing >> Purchases			*						
Item 1						Nor	n Taxabie	•	26
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Recording and tagging a PR/PO

Path: Accounts >> Purchasing >> Vendor Expenses & Payments

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q *	Accounts >> Purchasing >> Venidor E	xpenses 6 Payme	ntn •					
88								
۵	Item 1							
666	Item Type*	Hem Name *		Par	hase Ledger *			
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Recording and tagging a book expense

Path: Accounts >> Purchasing >> General Payments

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2	Accounts >> Purchasing >> Greneral Payments Bank Account Ledger	Reference
38 Ĵn	Description*	Cheque no
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	Expense Entry	
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2	Click here to add more D Attach Documents Choose file Ho file chosen	bit OpEx CapEx BudgetrdEx
502	O Click here to add more options	

Recording and tagging a petty expense

3. Society admins and managers will be able to select an expense tag to generate and download a detailed report of all individual expenses made within that category during the selected period.

C 25 dashboard.mygate.com/home/view/Purchasing_BookExpense 0 0 Finish update 4 S. * 戬 6 2024-2025 ~ Society Admin Prod The Island Plus ~ FAQ Financial Year 🛆 87 Accounts >> Purchasing >> Vendor Expenses & Payments Q Vendor Expenses Report 88 ۵ Expense Tags From Date To Date ŝ 2025-02-01 🗙 🚞 2025-02-17 🗙 🧮 All phi 1 MiscEx Ø. VIEW DOWNLOAD OpEx Ð CapEx Budg Å 00-050 œ 3 \leq 503

Path: Accounts >> Purchasing >> Vendor Expenses & Payments >> Vendor Expenses Report

→ C	Select Soc Prod Th	rd.mygate.com/homi siety te Island Plus	a/view/Purchasing_B	BookExpen	58			2024-2025	4 R	ھ AQ	-	DI SS	Finit	sh update 🚦 Imin 🗸
8	Accounts >> I	Purchasing >> Vendor	Expenses 6 Paymen	itsi				Financial Year	A	-				
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88				Vend	or Expense	s Report From	01 Oct 2024 to 20	0 Feb 2025						
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Generating a vendor expenses report using an expense tag

Frontier - Prepaid Meter Integration

Another smart meter for electricity recharges has been integrated with Mygate, taking the total tally to 16 companies. Additional capabilities like live balance & reading, daily consumption on the app, low balance alert and recharge history are available on the resident app. Similarly, recharge logs, retry and reporting are key features available to admins on the dashboard.

Note - Frontier is integrated with 25+ meter companies on the other end. With this tie-up, we have opened up an opportunity to deploy our recharge product in many new societies.

The following details are required to onboard this meter -

A. Society's Property ID (not to be shared with any 3rd party)

B. Meter numbers and Meter IDs for each flat

Meter Name*	Meter Company*
Frontier_GH	Frontier ~
Bank*	Property ID*
50100661891412 - HDFC0002858 ~	6477389
Recharge Min Amount*	Recharge Max Amount*
1	50000

Frontier Meter Setup

Bill Plan wise Overdues Defaulter Marking*

Path: Settings >> Maintenance & Account settings

Previously, society admins and managers could configure only a single defaulter amount for residents. For example, if the threshold was set at ₹5000, any resident with an overdue amount exceeding this value would be marked as a defaulter, restricting access to the helpdesk, amenity booking, prepaid recharge and elections.

With this update, defaulter amount configuration can now be set per bill plan. Admins can define up to three bill plans with specific overdue thresholds. For example:

- Overall defaulter amount: ₹5000
- Maintenance bill plan threshold: ₹2000
- Water bill plan threshold: ₹500

A resident will now be marked as a defaulter if their total overdue exceeds ₹5000 or if their dues within a specific bill plan exceed the configured threshold. This provides greater flexibility in managing defaulters based on different billing heads.

*Configuration setting only available to Central CS access

'k Defaulters 🔽										
Total Overdues Amount L	imit 9000									
Bill plan 1	Plan 1 Overdue Amount Limit									
Maintenance •	5000									
Bill plan 2	Plan 2 Overdue Amount Limit									
Club •	3000									
Bill plan 3	Plan 3 Overdue Amount Limit									
Lift •	4000									
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Settings to configure the bill plan wise defaulter amounts

Amenity Booking setup updates for a better experience

Path: Amenities >> Settings

With growing demand from cities and societies migrating from other platforms, the Amenity Booking setup has been updated to provide a smoother and more intuitive experience. These enhancements aim to simplify the booking process and cater to the evolving needs of users, ensuring a seamless transition for all communities.

1. Amenity Booking Payment via House Advance*

This is a setting-based feature, which can be enabled from the backend to provide residents with an additional payment option for paid amenities.

When this setting is activated, residents can use their house advance balance to pay for amenity bookings. However, the balance must be sufficient to cover the full payment, as partial payments using a combination of house advance and other payment methods are not allowed.

*Setting only available to ERP MIS access



'Pay from House Advance' payment mode on the app

2. Addition of Cleaning Charges while booking an Amenity

Facility Managers and Society Admins can now enable cleaning charges for paid amenities like party/banquet halls, making it mandatory for residents to pay while booking.

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Setting can be enabled for an amenity with the amount configurable

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Cleaning Cl	harge : ₹ 200.00 + G	ST
Amount:₹ Add Con	400 + GST	
Guests Allow	ed 1 to 2 Companions	Permitted
Yes	O No	
🗸 I agre	e to the <u>Terms 8</u>	Conditions
	Proceed To Pay	ment

Cleaning Charges gets added mandatorily while booking

Helpdesk - 'Assign' button now available on the Complaint Listing Page

Path: Helpdesk >> Complaints

Helpdesk managers and admins can now assign staff to a ticket directly from the listing page using the 'Assign' button. This enhancement eliminates the need to open each ticket's details first; streamlining the process and saving time and effort.

By reducing unnecessary clicks and creating a more intuitive workflow, this update enables faster ticket assignments and improved efficiency in complaint management.

⇒ G	ashboard.mygate.com/home/list/complaints				☆ #	\$ 🙆 🗆	D 0 F	inish updat
# 0	Select Society				2024-2025 ~ Financial Year	FAQ	Rus Cer	shika tral CS
Q	Help Desk >> Complaints Complaints				Su	mmaries	← + Rais	o New
ŝ	Q ID or word within the subject	Status •	Flat •	Category	• Sub-Cate	gory -	Assignee	•
Ð	Type	Creation Date -	From	1] [Tp	E Sub	imit	1	
é	183449 Results Found						± Download	Report
00-	ID - Subject Category/Subject	ategory Flat	Status	Assignee	Escalation	Ageing	Last Update 👻	Action
œ	183451 Jet spray are block Water Mgmt / P	umbing Tower 11-11184	New	+ ASSIGN		s - 3	17 Feb, 12:23 PM	9
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2	183449 Kitchen besin water bloc Water Mgmt / P	umbing Tower 24-24175	Now 💩	+ ASSIGN		2	17 Feb, 12:19 PM	6
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	183443 Very low pressure water in Water Mgmt / N	p water su Villa-266	In Progress	Chitaranjan	-	÷	17 Feb, 11:52 AM	1 6
			No. washington	State of Landshiller.				1

'Assign' button on the complaint listing page

PR/PO Search by Number or Creator

Path: Accounts >> Purchasing >> Purchases

Two new filters have been introduced in PR/PO to enhance searchability. Society admins and managers can now filter PR/POs based on:

- Created By: Filter by the user who created the PR/PO.
- Reference: Filter by reference no. of the PR/PO

	Select Society											-	
# 0)								2	024-2025 ~ Financial Year	FAQ	R	Rushika Central CS
a	Accounts >> Pur	chasing >> Pi	irchases										
â	Purchase	S						(Expense Tags		eleted Records	Cre	ate 🛪
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Ð	Status		Created By	Rei	ference/Doc No.								
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æ	Reference 🗸	Status	Procurement.plh@sila	gro te +	Vendor Name	Item Name	Item Description	Scheduled Date	Take Delivery	Material Receipt Note	Book Expense	Action	Approv
3	P02157	O PO Approved	up.co.in treasury@plhhoa.in	125	M/s	1 inch	1 inch	18-02-2025	A NO Z		0	View Delete	-
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Created by and reference no. filter in PR/PO

Prevent payment to 'Default Advance' from the user app

Path: Accounts >> Invoicing >> Raise Invoices >> Multiple Advance

This settings-based feature allows admins to control payments to the Default Advance on the app. When the setting is disabled, residents in the society will no longer see the Default Advance as an option on the 'Make Payment-Pay Advance' page. This helps prevent accidental payments and reduces unintended user actions.

Controlling the above flow is super helpful to accountants in societies that are live with bill plans and expect payments only in plan-linked advances.

of C	Accounts >> Invoicing >> Raise in	whites			
2					
38	Advance Ledgers				
٦	Ledger Name	Total Balance	Bank Account Ledger	Status	Actions
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36	Water Advance	16182.29	BOB	Published	Delete Edit
£1-	Electricity Advance	243707.98	ICICI Share	Published	Delete Edit
2	Utility	1875.24	IDFC	Unpublished	Delete Edit
ക്	Security Deposit 2	1801	IDFC	Unpublished	Delete Edit
_	Security Deposit 1	10000	New BRS	Published	Delete Edit
20-	Club Advance	6810.01	ICICI Share	Unpublished	Delete Edit
50	Maintenance Advance	9680.7	New BRS	Published	Delete Edit
Ð	Lifts_Advance	2221.59	ICICI Share	Unpublished	Delete Edit
	hospital_edit	450	ICICI Share	Unpublished	Delete Edit
₹	*Notes: The Default Advance payn	ent option will be available for the resi	dents.		
~					
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Setting to enable/disable default advance payment option for residents

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← Payment Details(A-133)							
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A-133-Maintenece	>						
A-133-Electricity Advance	þ						
A-133-Security Deposit 1	>						
A-133-Maintenance Advance	0						
to your society office for more details.							
	-						

Default Advance payment option disabled in resident app

INTERNAL - SMS Notifications for Prepaid Meters have been discontinued

Prepaid meter related SMS notifications such as recharge success, recharge failure and low balance alert have been replaced with app based push notifications. This has helped with providing better information to residents about their recharge status as well as redirect them to the payment details page. Note - Residents will continue to receive these updates via email like before.



Sample recharge notification sent by the Mygate app

Additional Updates

- 1. The Helpdesk SLA Summary now excludes on-hold time of a ticket (if any) from its calculations. All summary fields are adjusted to ensure more accurate tracking by considering only active resolution time.
- 2. Opinion poll results on the resident app will now display vote percentages with precision up to two decimal places, ensuring more accurate representation.

Security Dashboard Updates (Jan' 2025)

Enhancements to the Move-IN configurations

a. Checklist for society admins before approving a new Move-IN

Path: People Hub >> Residents >> Move In Move Out Requests >> Configure

The society admins would need to mark certain checklist while approving a move-in request from the resident. Now, these checklist can be configured by the admins themselves and mark them as per the application received from the residents.

. ()	Select Society The North Tower ~			2023-2024 V Financial Year	FAQ	Anlin Society Admin ~
Pe	copie Hub >> Residents >> Move in Move Out i	Requests				
	Move in configure					
<u>ا</u>	Move In Move Out					
ŝ	Resident Information	Documents	Payments	Checklist		Move-in Rules
Ø.	Checklist			Owner	Tenant	Multi-Tenant
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New Checklist	
Checklist Name* Type checklist name	Move-en Woles
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Go to the Checklist tab and Click on 'Add New' to add checklist

a >	Select Society The North Tower		2023-2024 ¥ Financial Year	FAQ	Anlin Society Admin	~
Q I	People Hub >> Residents >> Move In Move Out Requests					
88	Payment Amount: Rs 5900	Pending.				
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₹	Approve and Generate Pass				Ľ	9

The configured checklist will be visible to the admin when a move-in request is pending for approval

b. Additional information in the New-Move IN form for society admins

Path: People Hub >> Residents >> Move In Move Out Requests >> New Move In

The admins will now be able to see the Nationality, Emergency contact, Pets and checklist fields in the new move-in form of the dashboard. This will help the admins to request for move-in on behalf of the resident.

. ()	Select Society The North Tower	•			2023-2024 ¥ FAO	A Anlin Society Admin
へ 昭	ople Hub >> Residents >> Move in the image Fund	n Move Out Fiequests Mobile*		Nationality	γ*	
<u>ل</u> ًا 83	Family Name*	Mobile*	Upload a photo	Indian		
¢	Add More Vehicle					
Å	Name	2-Wheeler	Vehicle Number	Upload a photo		
59 1	Pet*	ave a pet				
œ	Emergency Contact*	Mobile*	Select Relationship*			

The admins will be able to fill the highlighted information in the new move in form

Flat Document delete option for admins in the flat list

Path: Society >> Flats & Amenities >> Click on the flat name >> Scroll down to the document section

The flat documents uploaded while the user registers are shown in the flat section of the user for the admins. The society admins would need an option to delete these flat documents if not required anymore. The admins can now delete the flat documents from the dashboard. This access is only available with the society admins.

	Select Society The North Tower			2023-2024 ~ Financial Year	FAQ Anlin Society Admin
Q s	codety >> Flats 0 Amendies Vehicle Details				
68 M	Parking Name	Vehicle Number	Туре	Edit	Delete
ŝ	Aston-904	View	Car	Edit	Delete
Ø- O	Documents				
a 1	Sales Deed (Uploaded by - Anlin) View Attachment				
50 E	Service Provider Details				
₹	Name Mobile Number	Type Sub Type	Passcode	Profile	Hiring Details

The admins can click on the delete icon for deletion of flat documents

Filter for Kids in the resident list

Path: People Hub >> Residents >> Click on the filter 'User Type'

The kids' profile are now visible in the flat section as per the changes we released recently. We will now have the kids' profile visible in the resident list as well and can be fetched by applying Owner Kid or Tenant Kid filter in the user type. The default listing of residents will not show the kids' details but would need to be fetched separately. This data can also be downloaded from the dashboard.

7 ()	Prod MyGate dev	~				2024-2025 ¥ Financial Year 🛦	FAQ		Anlin Society Admin
2	People Hub >> Residents >>	Resident List							
38	Search:								
1	Building		Flat		Status	User	Туре		
0.	Select		Select		Select	2 Be	lect.		
	Name		Mobile		Email	0	vner Family		
5¥-						Te	nant nant Family		
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8	Society	Flat	Name	User Type	Occupancy	Status	Mobile	Email	Details
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Ð	Prod MyGate dev	A.6	Ras	Tenant	Let out to one tenant	Active	View	View	Details
21	Prod MyGate dev	A 100	Ras	Owner	Residing	Active	View	View	Details

Filter to fetch the kids' profiles in the resident list

Additional Updates

- 1. Optimisation of Manage Users page
- 2. Allow only numerals to be added for the device details.
- 3. Added 2 more options(Notification without Retry, IVR without Retry) for verification mode.
- 4. Addition of type 'VAULT' in the dropdown of Monitoring hardware device
- 5. Homes unsupported society image format fix
- 6. MIMO bug fixes

Resident app Updates (Jan' 2025)

Party/ Group Invite

(Released in January)

Planning events just got easier with our enhanced Party/Group Invite feature! Effortlessly invite and manage guests all within the MyGate app.

Key Enhancements:

- **Quick & Easy Invitations** Invite guests by sharing a **single invite link** with all of them, eliminating the hassle of manual additions of guests on the mygate app.
- **Guest Limit & Controls** Set guest limits, track entries, and receive notifications for each entry.
- **Real-Time Management** Edit event details, increase guest limits, or cancel invites instantly.
- Enhanced Security Guests generate their own passcodes via the invite link while ensuring smooth check-ins.
- Seamless Access Easily track event details via the activity feed & visitor carousel.

