Property

Bank Accounts

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INTRODUCTION TO BANK ACCOUNTS

Each building you manage on PropertyIQ needs to have a unique main bank account. This is the bank account that holds the admin and sinking/maintenance/capital works/reserve funds for each building. Some buildings also have an investment account. Details of all bank accounts can be viewed from the Bank Accounts screen.

VIEWING BANK ACCOUNTS

To access the bank accounts screen, go to



and select Bank Accounts.

- Main bank accounts show in **black**
- Investment accounts show in orange
- 1. You can click on any column heading to order the screen by that heading
- 2. Enter some key letters in any of the empty boxes on the top line to refine your search
- 3. Click to view all bank accounts (active and inactive)
- 4. Click to view active bank accounts only. This is selected by default
- 5. Click to view inactive bank accounts only
- 6. The account name shows here
- 7. The BSB shows here
- 8. The account number shows here
- 9. If it's an investment account, and you've entered a type, it shows here i.e. whether a term or at call account
- 10. The interest rate shows here
- 11. If it's a term deposit, and you've entered a maturity date, it shows here
- 12. The balance in the admin fund shows here
- 13. The balance in the reserve/sinking/maintenance/capital works fund shows here
- 14. The total balance in the bank account shows here
- 15. Select Print to create a PDF report
- 16. Click +Add to add a new bank account
- 17. Click View to view a bank account you have highlighted on the screen

Prope	ertyIQ Strata 📔 Fil	e 💽 To Do 🗜	Processing SBi	lling Dend of Peri	od 们 Reporting	Utilities ? He	slp 🔀 Log Out	Curre	ently Logged In as: Nicki Scrivener Role: Administrator 0.209.0 15/10/2020			
	Bank Accounts											
	Account Name Վ	BSB	Account No	Investment Type	Interest Rate	Maturity Date	Admin Balance	Capital Works Balance	Balance			
		2										
	Bellavue	182-266	55555999		0.00%		\$103,791.99	\$249.09	\$104,041.08 🔺			
E	Benny 👩	123-888 7	85246548 8		0.00%		\$0.00	\$0.00	\$0.00			
E	Blackburn Gardens	184-444	5456766		0.00%		\$0.00	\$0.00	\$0.00			
E	Boom Building Bank Ac	182-182	701802903		0.00%		\$456,000.00	\$1,200,000.00	\$1,656,000.00			
E	Breakers North CTS 11	183-123	3355778		0.00%		\$0.00	\$0.00	\$0.00			
E	Brett	082-567	12345645		0.00%		\$0.00	\$0.00	\$0.00			
0 E	Bretts Account	182-222	987654123		0.00%	_	\$4,079.15	\$1,004.37	\$5,083.52			
	Bretts Account	182-222	898989899	Term 9	1.02% 10	15/12/2020 11	12 \$20,500.00	13 \$0.00	14 \$20,500.00			
	Bretts New Car	182-222	102938477		0.00%		\$0.00	\$0.00	\$0.00			
E	Building 1003	182-222	89431465		0.00%		\$0.00	\$0.00	\$0.00			
0 E	Building 689	012-224	8776654		0.00%		\$95,485.95	\$200,000.00	\$295,485.95			
E	Building 690	012-456	9999999		0.00%		\$94,295.33	\$149,445.00	\$243,740.33			
E	Building 691	012-765	09988776		0.00%		\$98,724.27	\$175,000.00	\$273,724.27			
	ouilding Name	123-235	125876985		0.00%		\$0.00	\$0.00	\$0.00			
0 E	Burnett Towers	182-222	7766554		0.00%		\$609.00	\$20,000.00	\$20,609.00			
E	Burnett Towers Investm	182-222	7686454		0.00%		\$0.00	\$0.00	\$0.00			
	Canning Court	186-200	354356		0.00%		\$0.00	\$0.00	\$0.00			
	Cap St Main	182-182	1232654598		0.00%		\$0.00	\$0.00	16 17 ·			
								Print Bank Accord				

PRINTING A REPORT FROM THE BANK ACCOUNTS SCREEN

Select Print Bank account

				B	ank Acco	unts			
Accourt	t Name 🔺	BSB	Account No	Investment Type	Interest Rate	Maturity Date	Admin Balance	Capital Works Balance	Balance
1001 Vibe S	henton Park	182-226	254999444		0.00%		\$30,133.17	-\$9,833.37	\$20,299.80
100454		182-222	653458968		0.00%		\$4.92	\$0.00	\$4.92
100860		111-888	19921991		0.00%		-\$6,508.80	\$6,010.00	-\$498.80
101010		434-900	35352523		0.00%		\$0.00	\$0.00	\$0.00
10154		182-222	2655456		0.00%		\$850.00	\$0.00	\$850.00
10453		111-111	1111111	Term	3.90%	31/5/2018	\$95,972.81	\$622,902.25	\$718,875.06
12343		686-888	674676		0.00%		\$0.00	\$0.00	\$0.00
1243 Anne /	Avenue	182-222	347132		0.00%		-\$6,110.26	\$7,346.00	\$1,235.74
14543		182-222	6124356		0.00%		\$0.00	\$0.00	\$0.00
18145 - Opi	al Ridge	183-333	5268479		0.00%		\$1,000.00	\$5,000.00	\$6,000.00
203454		182-222	123123		0.00%		\$0.00	\$0.00	\$0.00
21513		786-878	6686699		0.00%		\$0.00	\$0.00	\$0.00
23434		182-222	898989899	At Call	0.00%		\$20,500.00	\$0.00	\$20,500.00
4343 The Y	arra	182-266	221694607		0.00%		\$28,567.19	\$105.56	\$28,672.75
4444		123-456	562563523		0.00%		\$9,990.00	\$0.00	\$9,990.00
45445		182-222	5455		0.00%		\$0.00	\$0.00	\$0.00
66666M		001-001	300300300		0.00%		\$0.00	\$0.00	\$0.00
6881234		087-345	4523264		0.00%		\$0.00	\$0.00	\$0.00
								Print Bank Accou	nts 🕂 Add 🗈 View

- 1. By default, the report will be generated for all buildings
- 2. Select Single Building and use the search icon to find the building if you want to print for a single building
- 3. If you use folios, you can select to print for all folios or for a single folio
- 4. You can print for all managers or select a single manager from the dropdown list
- 5. You can print all bank account types or select individual types. The choices are:
 - i. Main
 - ii. Investment
- 6. Select the bank type (bank name)
- 7. If it's an investment account and you have entered an investment type you can select all types or select individual types. The choices are:
 - i. At call
 - ii. Term
- 8. If it's an investment term account you can filter the report by maturity date by entering a date range here
- 9. You can select a balance range here
- 10. You can group by building if you want to show all the accounts for a building together
- 11. Select sort order
- 12. You can export the report to excel by selecting here
- 13. Generate to create the report in PDF format

Print Bank Accounts	×
Filter	
1 🗌 Single Building	P (2)
Folio 3	All Folios
Manager 4	All Managers
Account Type 5	All Accounts 💠
Bank Type	All Bank Types
Investment Type	
Maturity Date	From To 8
Bank Balance	Min \$0.01 Max 9
Group	Sort
None	S/Plan
	Building Name
	Maturity Date
	Bank Balance
	Manager
	1213
	🖾 Export 🛛 🖴 Generate 🛛 🗙 Close

CREATING A NEW MAIN BANK ACCOUNT FROM THE BANK ACCOUNTS SCREEN

- 1. From the bank accounts screen click +Add
- 2. Enter the bank account name
- 3. Enter the six-digit BSB.
- 4. Enter the bank account number
- 5. Choose the bank type (name of your bank) from the dropdown list
- 6. Enter the Bank branch name
- 7. Enter the bank branch domicile (address of the branch)
- 8. Use the dropdown list to select whether this is a main or an Investment Account. The first account you create for a building will always be the main account
- 9. Use the dropdown to select the correct cheque stationery layout if you are printing cheques. The cheque layouts are in your settings. See the "Settings" manual for full details
- 10. Enter the next blank cheque number in the cheque book. PropertyIQ Strata will allocate the number you enter to the first cheque you generate on the program
- 11. Click Save when you are ready
- 12. Click *Cancel* to cancel the process

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Bank Account	Admin Balance	Sinking Balance	Balance	
Name* OC 23213 2				
B\$B* 183-334 3	\$9.80	\$0.00	\$9.80	-
Account Number* 1006546	\$4.92	\$0.00	\$4.92	
Bank Type* Macquarie Bank 5	-\$498.80	\$6,010.00	\$5,511.20	
Branch Melbourne 6	\$0.00	\$0.00	\$0.00	
Branch Domicile 101 Collins Street, Melbournel 7	\$1,475.00	\$0.00	\$1,475.00	
Account Type* Main 8	\$105,336.76	\$713,811.25	\$819,148.01	
Cheque Stationery MBL - Blank 9 V	\$0.00	\$0.00	\$0.00	
Next Cheque No	\$8.16	\$7,346.00	\$7,354.16	
■ Save ★ Cancel	\$0.00	\$0.00	\$0.00	
	\$1,000.00	\$5,000.00	\$6,000.00	
0.00%	\$0.00	\$0.00	\$0.00	
0.00%	\$0.00	\$0.00	\$0.00	
0.00%	\$0.00	\$0.00	\$0.00	Ī
0.00%	\$0.00	\$0.00	\$0.00	5
0.00%	\$0.00	\$0.00	\$0.00	
0.00%	\$0.00	\$2.00	\$0.00	
0.00%	\$1,000.00	\$2,000.00	\$3,000.00	
0.00%	\$0.00	\$0.00	1 \$0.00	-
			+ Add 🕒 View	w

CREATING A NEW INVESTMENT AT CALL ACCOUNT

- 1. Enter the name of the bank account
- 2. Enter the six-digit BSB
- 3. Enter the account number
- 4. Select the bank type from the dropdown list
- 5. Enter the branch name
- 6. Enter the branch domicile (address of the branch)
- 7. Select the account type investment
- 8. Select the investment type at call
- 9. Enter the current interest rate
- 10. Maturity date is not required for an at call account
- 11. Enter the next blank cheque number. If this is a new bank account, the next cheque number will be 1
- 12. Enter any notes about this bank account

Pr	opertylQ Strata	File To Do	Processing \$	Billing D Er	nd of Period 🔳 R	eporting 🔗 Utili	ies ? Help	Log Out		Currently Logged In as: an Role: Super Administrati 0.184.0 12/9/201	
	Bank Accounts										
	Account Name 🔺	BSB	Account No	Investment	Type II	nterest Rate	Maturity Date	Admin Balance	Capital Works Balance	Balance	
					Bank Account		×				
	009	182-182	1654654		Name*	SP 2643 Investment		\$0.00	\$0.00	\$0.00	
	100 Account	234-235	23515	At Call		182-222 2		\$0.00	\$0.00	\$0.00	
	100 Tall Building	182-222	988766678		Account Number			\$148,100.00	\$221,900.00	\$370,000.00	
•	1005_Account	012-854	757858558		Bank Type*	Macquarie Bank	\$ 4	\$100.00	\$0.00	\$100.00	
	1008	111-888	19921991		Branch	Sydney 5		-\$905.50	\$100,010.00	\$99,104.50	
	101010	434-900	35352523		Branch Domicile	1 Shelley Street		\$0.00	\$0.00	\$0.00	
	1014532	182-222	265475698		Account Type*	Investment 7	•	\$1,345.00	\$0.00	\$1,345.00	
	1212	182-222	77647477		Investment Type*			\$100.00	\$100.00	\$200.00	
	131313	182-222	575878888		Interest Rate		2.00%	\$100.00	\$100.00	\$200.00	
	18 - Opal Ridge	183-333	5268479		Maturity Date Next Cheque No	(1)	2	\$1,000.00	\$5,000.00	\$6,000.00	
	1st Ave	182-222	653298741		Notes			\$2,500.00	\$25,000.00	\$27,500.00	
	215	786-878	6686699		1	12		\$0.00	\$0.00	\$0.00	
	437	723-457	3472747					\$0.00	\$0.00	\$0.00	
	4444	123-456	562563523		1	E Sav	e 🗙 Cancel	\$0.00	\$0.00	\$0.00	
	453444	182-222	656789		0.00%			\$24,931.33	\$6,316.67	\$31,248.00	
	45432344	182-222	674676		0.00%			\$95.00	\$105.00	\$200.00	
	4573	182-222	4588484845		0.00%			\$0.00	\$0.00	\$0.00	
	51 Queen Vic SPlan 32324	184-444	6347655		0.00%			\$0.00	\$0.00	\$0.00	
									🖨 Print Ban	Accounts + Add D View	

CREATING A NEW INVESTMENT TERM ACCOUNT

- 1. Enter the name of the bank account
- 2. Enter the six-digit BSB
- 3. Enter the account number
- 4. Select the bank type from the dropdown list
- 5. Enter the branch name
- 6. Enter the branch domicile (address of the branch)
- 7. Select the account type investment
- 8. Select the investment type at call
- 9. Enter the current interest rate
- 10. Enter the term maturity date
- 11. Enter the next blank cheque number. If this is a new bank account, the next cheque number will be 1
- 12. Enter any notes about this bank account

Fiop			Processing		If Period Period Reporting Put		Log Out		Role: Super Administra 0.184.0 12/9/20
	Account Name 🔺	BSB	Account No	Investment Ty		Maturity Date	Admin Balance	Capital Works Balance	Balance
		1	1		Bank Account	×	1		1
009		182-182	1654654	-			\$0.00	\$0.00	\$0.00
	Account	234-235	23515	At Call	Name* SP 1002 Investment BSB* 182-222		\$0.00	\$0.00	\$0.00
100	Tall Building	182-222	988766678		Account Number* 30034		\$148,100.00	\$221,900.00	\$370,000.00
0 1005	5_Account	012-854	757858558		Bank Type* Macquarie Bank	÷ (4)	\$100.00	\$0.00	\$100.00
1008	3	111-888	19921991		Branch Sydney 5		-\$905.50	\$100,010.00	\$99,104.50
1010	010	434-900	35352523		Branch Domicile 1 Shelley Street 6		\$0.00	\$0.00	\$0.00
1014	1532	182-222	265475698		Account Type* Investment	\$ 7	\$1,345.00	\$0.00	\$1,345.00
1212	2	182-222	77647477				\$100.00	\$100.00	\$200.00
1313	313	182-222	575878888		Term 13 months	<u>9</u> ?	\$100.00	\$100.00	\$200.00
18-	Opal Ridge	183-333	5268479		Interest Rate Maturity Date 29/10/2020 11	2.00% 10	\$1,000.00	\$5,000.00	\$6,000.00
1st A	we	182-222	653298741		Next Cheque No 12		\$2,500.00	\$25,000.00	\$27,500.00
215		786-878	6686699		Notes		\$0.00	\$0.00	\$0.00
437		723-457	3472747		13		\$0.00	\$0.00	\$0.00
4444	1	123-456	562563523			10	\$0.00	\$0.00	\$0.00
4534	144	182-222	656789		🗑 Sa	re 🗶 Cancel	\$24,931.33	\$6,316.67	\$31,248.00
4543	32344	182-222	674676		0.00%		\$95.00	\$105.00	\$200.00
4573	3	182-222	4588484845		0.00%		\$0.00	\$0.00	\$0.00
51 Q	ueen Vic SPlan 32324	184-444	6347655		0.00%		\$0.00	\$0.00	\$0.00
								👜 Print Bank Act	counts + Add 🗅 View

CREATING A NEW BANK ACCOUNT FROM A BUILDING CARD

If you are adding a new building that doesn't yet have a main bank account attached, you can add it from the building card.

- 1. Click on the search icon to open the bank account tab
- 2. Click +Add to add a new bank account
- 3. Enter the bank account name
- 4. Enter the six-digit BSB.
- 5. Enter the account number
- 6. Choose the bank type (name of your bank) from the dropdown list
- 7. Enter the bank branch name
- 8. Enter the bank branch domicile (address of the branch)
- 9. Use the dropdown list to select whether this is a main or an Investment Account. The first account you create for a building will always be the main account
- 10. Use the dropdown to select the correct cheque stationery layout if you are printing cheques. The cheque layouts are in your settings. See the "Settings" manual for full details
- 11. Enter the next blank cheque number in the cheque book. PropertyIQ Strata will allocate the number you enter to the first cheque you generate on the program
- 12. Save when you are ready
- 13. Cancel to cancel the process

Building		Bani	Accounts	;							×	
O/Corp*	2543				Ba	ank		cou	nts			
Manager*	Anne Fluva 🔻		Accou	BSB	Accou	Invest		Maturit		Sinkin	Balance	
- Folio*												
Building Type*	Strata		Jacks							4.0	\$19.11 ^	
uilding Sub Type*			10453	Bank	Account					× 4,0	\$819,1	
	Townhouses			N	ame*	00	2543 Mani	e Gardens	-3			
	55		Pirand	в	SB*	18	3-334 4			,87	\$110,7	
	110		Club H	A	ccount Nur	nber* 35	6464 5			\$0.00	\$0.00	
ctive	All Inclusive Fees		Liberty	в	ank Type*	M	acquarie Ba	nk	• 6	00.00	\$13.26	
ebt Collection	Payment Plan		100454	в	ranch	Me	elbourne	7		\$0.00	\$4.92	
			Lifesty	в	ranch Dom	icile 10	1 Collins St,	Melbourne	- (8)	\$0.00	\$0.00	
Settings Dat	tes Charges Info F		Myer	A	ccount Typ	e* M	ain		v _9	\$0.00	\$0.00	Emails Log of Changes
			Lowan	c	heque Stat	ionery M	BL - Blank		v (10)	65.00	-\$4,92	
 Bank Account 			Wayne	N	ext Cheque	No		(11)	1	\$0.00	\$0.00	
Accou	1		Kelly				Г	<u> </u>		\$0.00	\$0.00	
	cate Levy Receipts		Kaitlin				L	Save	X Cancel	\$0.00	\$0.00	
Reserve F			CTS4	182-222	23465		0.00%	12	5U.00	\$0.00	\$0.00	
Balance L	imit \$0.00		Kelly	182-222	131444	At Call	1,20%		\$640.00	\$0.00	\$640.00	rest
T 0 III			Wayne	182-222	1215487	At Call	0.90%		\$31.80	\$0.00		
 Tax Setting: 	s		Carltons		98745	710 000	0.00%		\$10.00	\$0.00	\$10.00	
Income Ta	ax Return 🔲		CTS3	182-222			0.00%		\$10.00	\$0.00	\$10.00	
GST Regis												
Frequency			mark	182-222	11225		0.00%	2)	\$0.00	\$0.00	\$0.00 🔻	
Basis	Accrual V							+ Add	🗅 View	🗸 Select	X Close	
Deregister	red							Allow dis	COUNT UD TO	Uldavsa	atter que date	

DEACTIVATING A BANK ACCOUNT

A status setting is available when editing a bank account under File > Bank Accounts > select Bank Account > Edit.

- 1. Untick the checkbox to deactivate the bank account
- 2. Or alternatively, select the *Deactivate* button

The help tooltip states: "Marking a bank account as active or inactive will allow filtering of the bank accounts on the bank reconciliation screen."

Bank Account		×
Name*	089 Bank Account]
B\$B*	182-182]
Account Number*	99991155]
Bank Type*	Macquarie Bank 🗸]
Branch]
Branch Domicile]
Account Type*	Main 🗸]
Cheque Stationery	MBL - Blank 🗸	
Next Cheque No	f	
Notes		
Active	₹ 2	2
	Deactivate 🖪 Save	Cancel

NOTE

🚧 When changing a building's status to inactive, any bank accounts linked to that building will automatically be made

inactive.

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ACTIVATING A BANK ACCOUNT

You can re-activate an inactive bank account using the status setting when editing a bank account under File > Bank Accounts > select Bank Account > Edit.

- 1. Tick the checkbox to activate the bank account
- 2. Or alternatively, select the Activate button

The help tooltip states: "Marking a bank account as active or inactive will allow filtering of the bank accounts on the bank reconciliation screen."

Bank Account		×
Name*	089 Bank Account	
B\$B*	182-182	
Account Number*	99991155	
Bank Type*	Macquarie Bank	~
Branch		
Branch Domicile		
Account Type*	Main	~
Cheque Stationery	MBL - Blank	~
Next Cheque No		
Notes		
Active	□ ?	-2
[[II Activate 🖪 Save	X Cancel

NOTE

When changing a building's status from inactive to active, any bank accounts linked to that building will automatically be made active.