PropertyIQ

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 ![File icon] 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

PRINTING A REPORT FROM THE BANK ACCOUNTS SCREEN

Select *Print Bank account*

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   [🔍] **(2)**

Folio	**(3)**	[All Folios ⬍]
Manager	**(4)**	[All Managers ⬍]
Account Type	**(5)**	[All Accounts ⬍]
Bank Type		[All Bank Types ⬍] **(6)**
Investment Type		[All ⬍] **(7)**
Maturity Date		From [ ] To [ ] **(8)**
Bank Balance		Min [$0.01] Max [ ] **(9)**

Group

- ◉ None **(10)**
- ◯ Building

Sort

- ◉ S/Plan
- ◯ Building Name **(11)**
- ◯ Maturity Date
- ◯ Bank Balance
- ◯ Manager

(12) ⬚ Export   **(13)** 🖨 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

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

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

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

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."*

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

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 A*ctivate* 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."*

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