Property

Bank Accounts

TABLE OF CONTENTS

| Introduction to Bank Accou | unts | 2 |
|----------------------------|--|---|
| Viewing bank accounts | | 2 |
| Printing a report from | the bank accounts screen | 3 |
| | pank account from the bank accounts screen | |
| Creating a new investn | ment at call account | 5 |
| Creating a new investn | ment term account | 6 |
| Creating a new bank ac | account from a building card | 6 |
| Deactivating a bank ac | ccount | 7 |
| Activating a bank acco | ount | |

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

PropertyIQ Bank Accounts 27.10.2020 4

| 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.

PropertyIQ Bank Accounts 27.10.2020 7

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.