



## 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

PropertyIQ Strata									
Bank Accounts									
<div> <div>3</div> <div>4</div> <div>5</div> </div> <div>All Active InActive</div>									
<input type="checkbox"/>	Account Name	BSB	Account No	Investment Type	Interest Rate	Maturity Date	Admin Balance	Capital Works Balance	Balance
<input type="checkbox"/>	Bellavue	182-266	55555999		0.00%		\$103,791.99	\$249.09	\$104,041.08
<input type="checkbox"/>	Benny	123-888	85246548		0.00%		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Blackburn Gardens	184-444	5456766		0.00%		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Boom Building Bank Ac...	182-182	701802903		0.00%		\$456,000.00	\$1,200,000.00	\$1,656,000.00
<input type="checkbox"/>	Breakers North CTS 11...	183-123	3355778		0.00%		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Brett	082-567	12345645		0.00%		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Bretts Account	182-222	987654123		0.00%		\$4,079.15	\$1,004.37	\$5,083.52
<input type="checkbox"/>	Bretts Account	182-222	898989899	Term	1.02%	15/12/2020	\$20,500.00	\$0.00	\$20,500.00
<input type="checkbox"/>	Bretts New Car	182-222	102938477		0.00%		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Building 1003	182-222	89431465		0.00%		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Building 689	012-224	8776654		0.00%		\$95,485.95	\$200,000.00	\$295,485.95
<input type="checkbox"/>	Building 690	012-456	9999999		0.00%		\$94,295.33	\$149,445.00	\$243,740.33
<input type="checkbox"/>	Building 691	012-765	09988776		0.00%		\$98,724.27	\$175,000.00	\$273,724.27
<input type="checkbox"/>	building Name	123-235	125876985		0.00%		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Burnett Towers	182-222	7766554		0.00%		\$609.00	\$20,000.00	\$20,609.00
<input type="checkbox"/>	Burnett Towers Investm...	182-222	7686454		0.00%		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Canning Court	186-200	354356		0.00%		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Cap St Main	182-182	1232654598		0.00%		\$0.00	\$0.00	\$0.00
<div> <div>15</div> <div>16</div> <div>17</div> </div> <div>Print Bank Accounts + Add View</div>									

## PRINTING A REPORT FROM THE BANK ACCOUNTS SCREEN

Select *Print Bank account*

PropertyIQ Strata
File
To Do
Processing
Billing
End of Period
Reporting
Utilities
Help
Log Out

Currently Logged In as: Bella Carstairs  
Role: Administrator  
0.189.4 18/12/2019

### Bank Accounts

<input type="checkbox"/>	Account Name	BSB	Account No	Investment Type	Interest Rate	Maturity Date	Admin Balance	Capital Works Balance	Balance
<input type="checkbox"/>	1001 Vibe Shenton Park	182-226	254999444		0.00%		\$30,133.17	-\$9,833.37	\$20,299.80
<input type="checkbox"/>	100454	182-222	653458968		0.00%		\$4.92	\$0.00	\$4.92
<input type="checkbox"/>	100860	111-888	19921991		0.00%		-\$6,508.80	\$6,010.00	-\$498.80
<input type="checkbox"/>	101010	434-900	35352523		0.00%		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	10154	182-222	2655456		0.00%		\$850.00	\$0.00	\$850.00
<input type="checkbox"/>	10453	111-111	11111111	Term	3.90%	31/5/2018	\$95,972.81	\$622,902.25	\$718,875.06
<input type="checkbox"/>	12343	686-888	674676		0.00%		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	1243 Anne Avenue	182-222	347132		0.00%		-\$6,110.26	\$7,346.00	\$1,235.74
<input type="checkbox"/>	14543	182-222	6124356		0.00%		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	18145 - Opal Ridge	183-333	5268479		0.00%		\$1,000.00	\$5,000.00	\$6,000.00
<input type="checkbox"/>	203454	182-222	123123		0.00%		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	21513	786-878	6686699		0.00%		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	23434	182-222	89898989	At Call	0.00%		\$20,500.00	\$0.00	\$20,500.00
<input type="checkbox"/>	4343 The Yarra	182-266	221694607		0.00%		\$28,567.19	\$105.56	\$28,672.75
<input type="checkbox"/>	4444	123-456	562563523		0.00%		\$9,990.00	\$0.00	\$9,990.00
<input type="checkbox"/>	45445	182-222	5455		0.00%		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	66666M	001-001	300300300		0.00%		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	6881234	087-345	4523264		0.00%		\$0.00	\$0.00	\$0.00

Print Bank Accounts
Add
View

Privacy Policy | Terms & Conditions

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

Print Bank Accounts

Filter

1

☐

Single Building

2

3

Folio

All Folios

4

5

Manager

All Managers

6

7

Account Type

All Accounts

8

9

Bank Type

All Bank Types

10

11

Investment Type

All

12

13

Maturity Date

From

To

14

15

Bank Balance

Min

\$0.01

Max

16

Group

17

☒

None

18

19

☐

Building

20

Sort

21

☒

S/Plan

22

23

☐

Building Name

24

25

☐

Maturity Date

26

27

☐

Bank Balance

28

29

☐

Manager

30

31

Export

32

33

Generate

34

35

Close

## CREATING A NEW MAIN BANK ACCOUNT FROM THE BANK ACCOUNTS SCREEN

- From the bank accounts screen click *+Add*
- Enter the bank account name
- Enter the six-digit BSB.
- Enter the bank account number
- Choose the bank type (name of your bank) from the dropdown list
- Enter the Bank branch name
- Enter the bank branch domicile (address of the branch)
- 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
- 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
- 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
- Click *Save* when you are ready
- Click *Cancel* to cancel the process



## 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

The screenshot displays the 'Bank Accounts' section of the PropertyIQ Strata software. A modal window titled 'Bank Account' is open, showing a form to create a new account. The form fields are numbered 1 through 13, corresponding to the steps in the adjacent list:

- Name\* (SP 1002 Investment)
- BSB\* (182-222)
- Account Number\* (30034)
- Bank Type\* (Macquarie Bank)
- Branch (Sydney)
- Branch Domicile (1 Shelley Street)
- Account Type\* (Investment)
- Investment Type\* (Term)
- Term (13 months)
- Interest Rate (2.00%)
- Maturity Date (29/10/2020)
- Next Cheque No (1)
- Notes

The background shows a table of existing bank accounts with columns: Account Name, BSB, Account No, Investment Type, Interest Rate, Maturity Date, Admin Balance, Capital Works Balance, and Balance. The table lists various accounts, including '100 Tail Building' and '1005\_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 *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.”*

The screenshot shows a 'Bank Account' form with the following fields: Name\* (089 Bank Account), BSB\* (182-182), Account Number\* (99991155), Bank Type\* (Macquarie Bank), Branch, Branch Domicile, Account Type\* (Main), Cheque Stationery (MBL - Blank), Next Cheque No (1), and Notes. At the bottom, there is an 'Active' checkbox with a question mark, an 'Activate' button, a 'Save' button, and a 'Cancel' button. Two purple circles with numbers 1 and 2 are overlaid on the form. Circle 1 points to the 'Active' checkbox, and circle 2 points to the 'Activate' button.



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