Bank Balances

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The instructions in this article relate to **Bank Balances.** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.
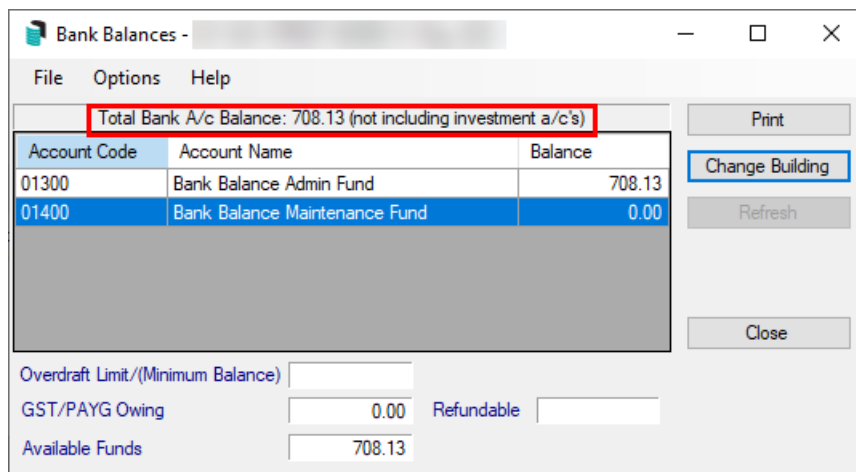
This article covers the Bank Balances menu, which provides a quick preview of the selected building's bank account balances.

A report can also be printed of the selected building bank balances. If the building has *split banking* configured, this will be listed. Another feature available within this area is an overdraft limit.

Print Bank Balances

1. Search or select **Bank Balances**.
2. For each bank account in a building, the following information will be listed:
   - *Account Code:* the StrataMax general ledger account code.
   - *Account Name:* the StrataMax general ledger account name.
   - *Balance:* the balance of this account.
3. To print this information in a report format, click *Print*.
4. To view the account balance of another building, click the *Change Building* button, select the required building, and click *OK*.
5. Click *Close* to exit.

A Total Bank A/c Balance is listed at the top of the screen for ease of calculation if Split Banking is configured.

Bank Balances | Options Menu

View Overdraft Limit Entries

There is the ability to record an overdraft limit per building which can assist in ensuring that Users are prompted when creating a transaction that is going to exceed the bank balance. This facility is a warning only and does not allow the actual bank account to have an overdraft applied.

This will include a warning when creating *Creditor Invoices* that may overdraw the bank account, and also in *Transaction Entry*. The Overdraft Limit when set also displays within the **Bank Balances** screen.

Also included when this is set, is an on-screen confirmation via *Payments* which includes the bank balance and any overdraft limit that may have been applied from this area.

1. Search or select **Bank Balances.**
2. Select *Options > View Overdraft Limit Entries > Insert*.
3. Enter the required value for the *Overdraft > OK* and enter a *Reason > OK*.
4. *Toggle Min GST* will allow for a minimum balance to be set to include amounts owing for GST.
5. Report will export the information into an Excel worksheet

Split Bank Setup

Refer to our article on *Split Bank Account Setup* for further details regarding Split Banking in StrataMax.

Print

Will simply produce an on-screen report of the listed bank balances, which can then be printed, saved to DocMax, emailed, etc.

BANK ACCOUNT BALANCE REPORT

PLAN OF SUBDIVISION NO.

Total Bank Account Balance	**$708.13**
Overdraft Limit/(Min Balance)	$0.00
GST Owing	$0.00
Available Funds	$708.13

Banking Accounts		Balance
01300	Bank Balance Admin Fund	$708.13
01400	Bank Balance Maintenance Fund	$0.00

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