

BOQ Statements

Last Modified on 17/04/2025 8:49 am AEST

BOQ statements are available via a number of methods which are detailed below. Paper statements will continue to be mailed out while we work on phasing these out overtime.

BOQ Electronic Statements - DocMax Integration

Coming in April 2025; BOQ statements for both transactional and term deposit accounts will automatically upload into DocMax based on the same frequency as posted statements.

It is essential that SCM accounts are configured in Bank Account Setup. Setting up the account enables daily banking statement data automation for both operating and investment accounts. This setup is now required for bank statements to be properly filed in the building.

To set up an account, click the "Setup" button on the Process Bank Statements screen used for your daily banking. Refer to [this page](#) for details.

By default the BOQ statement will be filed into DocMax with the title and descriptions fields populated as per below.

Term Deposit Statements:

Title: Bank Statement BOQ TD Account Number - End Date

Description: Start Date to End Date

Transactional Statements:

Title: Bank Statement BOQ - End Date

Description: Start Date to End Date

A DocMax profile can be setup based on your requirements which would enable the statements to be filed to a preferred category & uploaded to the StrataMax Portal for example. The DocMax profile must be named SCM Bank Statements and it is recommended to leave the title field blank.

Setup a DocMax Profile

Prior to setting up the profile, check a recently filed bank statement to confirm the category & any other properties that were applied as these should be setup during the steps below.

1. From the *Administration* tab, click *Profiles*.
2. Click *Add New* from the ribbon.
3. Enter the name of the profile as SCM Bank Statements
4. Enter a description which explains what the profile will do.

- Review document properties and set as necessary such as adding a category based on filing requirements.
- Click *Save Changes* to save the profile.

Administration

Refresh Add New Edit Delete Save Changes Discard Changes

View

Administration

Categories

Status

Custom Properties

Profiles

Drop Boxes

Saved Searches

Work Queues

Import

Documents

Add Documents

Administration

Profiles

A profile is a template which can be used to apply a standard set of properties to a document.

SCM Bank Statements

Name SCM Bank Statements

Description

Mandatory	Tab Stop	Field	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Closed Sections	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assigned To	Unassign
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Status	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Action Date	Not Set
Document Details			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Document Applies To	Property Document Internal Document Not Set
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Building	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lot Details	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Categories	Bank Statements
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Title	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Description	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Notes	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Search Words	Add

Online Portal

Invoice Details

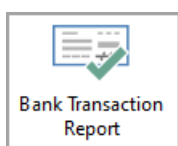
BOQ Statements - StrataCash Hub

A statement can be requested from StrataCash via the [StrataCash Hub](#). Please note that a bank charge will apply to this request.

Bank Transaction Report- StrataMax

You can also produce a **Bank Transaction Report** in StrataMax, including accounts that have already been closed and removed from [Bank Account Setup](#). This is not a bank statement issued by the bank, but a report resembling a statement with bank reconciliation data that has been stored with transactions downloaded within the day's banking, if any.

- Search or select **Bank Reconciliation and** click the *Statement* button in the bottom right. Or search or select **Bank Transaction Report**.



- When the **Bank Transaction Report** screen appears, select your output method, *Screen*, *Printer*, or *Excel*, and change the printer if necessary.
- Tick the 'Include removed accounts' box to include any closed bank accounts.

4. Select the required account from the 'Bank Account' drop-down menu.
- Notice that any that have been closed will have '(removed)' under the 'Account Code' column.

Bank Reconciliation

01401 MACQ ☐ Show unreconciled only Configuration Global Legends

Closing Balance: 0.00 Bank: MBL Bsb: 184-446 Account Number: 03 Current Month: May 2023

Bank Transaction Report

☒ Screen ☐ Printer ☐ Excel

Template: rt_SIFREP.xml
Printer: Snagit 2019
Paper Source: Automatically Select

Bank Account: [dropdown] ☒ Include removed accounts

Start Date: [dropdown] Filter: [dropdown]
End Date: [dropdown]

Account Code	Account Description	Bank	Bsb	Account Number
012	CASH AT BANK	SCM	124-367	7
01401	MACQ TD 294589403	MBL	184-446	03
01402	BENDIGO EASYSaver	BBL	633-400	14
012 (removed)	CASH AT BANK	MBL	184-446	03

Print Close

Add Item Save Print History Statement Auto

5. Enter the *Start Date* and *Finish Date* for the required period, then click the *Print* button.

Bank Transaction Report

☒ Screen ☐ Printer ☐ Excel

Template: rt_SIFREP.xml
Printer: Snagit 2019
Paper Source: Automatically Select

Bank Account: 01401 MACQ TD 403 MBL 184-446 403 ☒ Include removed accounts

Start Date: 24/04/2023
End Date: 23/05/2023

Print Close