

## **Closing an Investment Account**

Before you close an investment account you need to make sure that the account balance is reconciled. To do this, go to Accounting > Investment Reconciliation.

To move the money in the investment account back to the trust account please follow the below steps:

- 1. Accounting > Receipting
- 2. Select tab 'Other Receipt to Owners Corporation'
- 3. Select appropriate owners corporation
- 4. Select 'Investment Redemption'
- 5. Select the Investment Account from the drop down list

🔛 Receipting		
🖬 🤊 🍺 💩	Receipting into bank account: Rockend	I Strata Management ITF SP4444
Levy or Owner Invoice	Other Receipt to Owners Corporation	Trust Ledger
OST registered owners corporation selected  Enter Plan No. or Street Name or Body Corporate Name  Statis Plan 4444  Onardos Towes  1 Chardos Steet  ST LEONARIOS NSW 2005   Investment redemption  Investment account  Refund GST  Insurance claim  Other receipt type	Investment Account - SP 4444 - Investments - Seking Investment Account - SP 4444 - Investments - Adwin	•
Receipt details  Total amount  Payer  Description  Oneque details		Charge fees for manual receipting
Cheque amount Cheque no. Bank	Branch	858

- 6. Enter the amount
- 7. Enter the payer e.g. Bank and Investment Account number
- 8. Enter a Description for the transaction, e.g. Transfer from Investment Account Closed Account
- 9. Tick the 'Banked' box if the money has already been transferred into the trust account, enter the date that the transaction occurred on your bank statement. If you have a cheque to deposit then leave the 'Banked' box un-ticked (to be included with all other receipts to be closed off at the end of the day)
- 10. Enter the date that the funds were deposited into the bank account
- 11. Select the Process method:
  - i. Print and Process (F7) if a receipt is required
  - ii. Process only (F9) if a receipt is not required
- 12. Exit (ESC) this screen

To deactivate the investment account please follow the below steps:

- Configure > Bank Accounts
  Highlight the relevant bank account select Edit
  Take the tick off 'Active' and Save

🖏 Ba	🖏 Bank Accounts Configuration - Read Only Mode 🛛 💦								
	<u>الا</u>								
					Show only active bank account	ts			
Ban	k	Branch	Account Name	Account No.	Strata Plans				
Mac	quarie Bank	Sydney	Rockend Strata Manag	1111-44444	4444				
Mac	:quarie Bank :guarie Bank	Syaney Sydney	Investment Account - S	0123-45678	4444				
Rea	d Only								
					Operating Account				
	Bank	MBL 🚽	BSB 123-456	3	Last receipt no. 0				
A	ccount no.	0123-45678	Branch Sydney		Last cheque no.				
Acc	ount name	Investment Account - Sinking - SP 4444			Bpay biller code				
Allo	cated BSB		Allocated account		PayWay biller code				
	Active	$\overline{\lor}$			Manual cheques				

## 02/02/2016 10:44 am AEDT