Change Bank Accounts

Property Management Solutions for Over 30 Years

Overview

If you decide to change bank accounts, first post any receipts awaiting deposit in <<GL, Deposit Receipts>> and reconcile your current bank account in PROMAS. Then use one of the following methods.

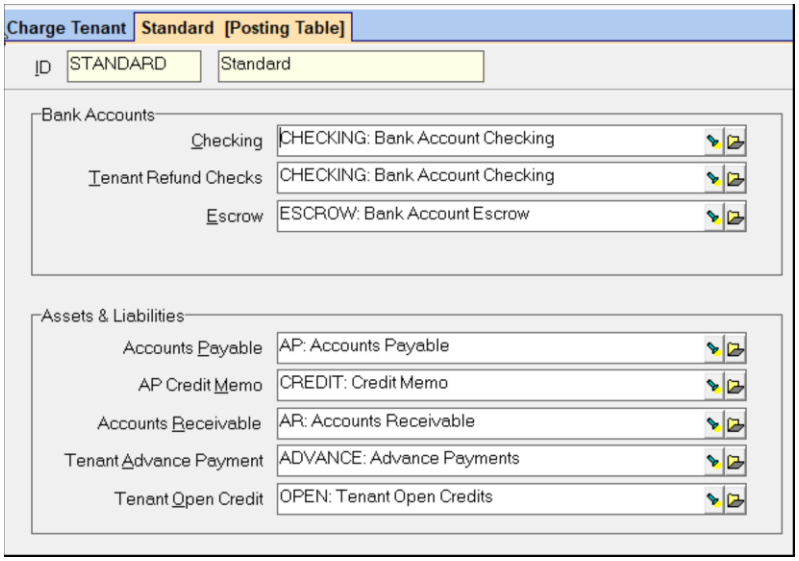
Method 1 - Append the new bank account transactions to the old one.
Change the name of the bank on the account code you have set up in PROMAS. When you reconcile, add the balances from both bank statements and mark off the transactions that show up on both bank statements.

1. Go to <<Setup, Account Codes>>.
2. Highlight the code for the bank account and click <Edit>.
3. Change the [Long Description] to that of the new bank account.
4. Go to tab 2 and change all information to that of the new bank account.
5. If you use MICR checks, go to tab 3 and change that information.
6. Click <Save>.
7. When you have both bank statements, add the closing balances from the statements and use that total as the [Closing Balance] in PROMAS to reconcile.

Method 2 - Create an account code for the new bank and transfer the funds.

Set up Bank Account

1. See the Help Document #387 for more information on setting up a new bank account.
2. Go to <<Setup, Account Codes>> and click <New>.
3. Create a new account code for the new bank account. The [Account Type] is Current Assets; mark the [Bank Account] and [Checking Account] checkboxes. If it is your security deposit bank account, also mark the [Escrow Deposit Analysis] checkbox.
4. Go to tab 2 and select the [Check Style] and fill in all bank account information. If you are using MICR checks, also go to tab 3 and enter in MICR information. Click <Save>.
5. Go to <<Setup, Posting Table>>.
6. Highlight the posting table that uses the old bank account and click <Edit>.
6. Change the bank account to the new account code created above.
7. Click <Save>.



Note:

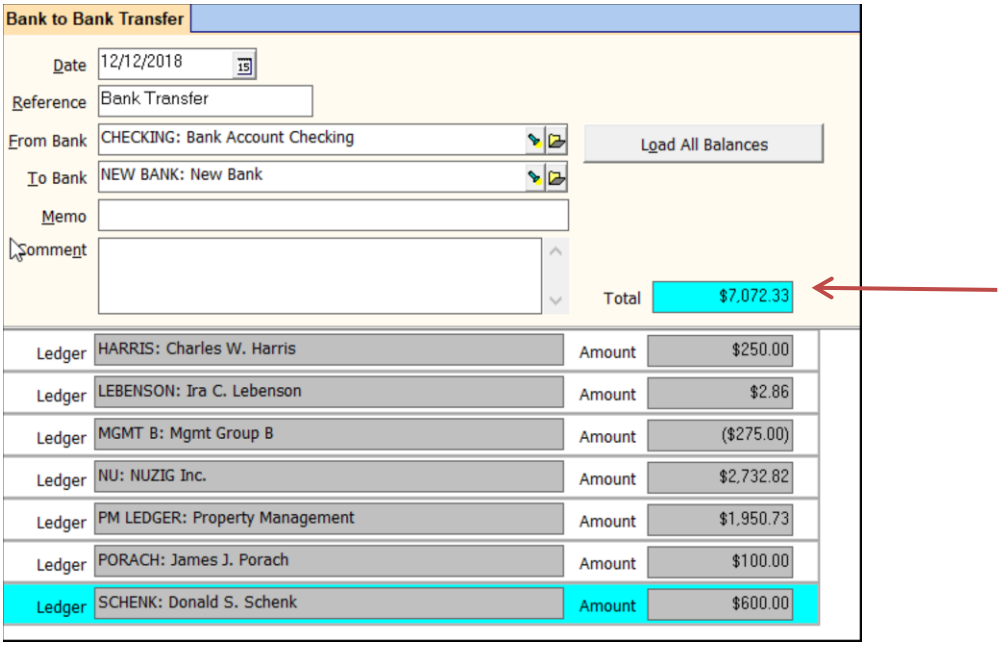
If you do not intend to write anymore checks from the old bank account:

1. Go to Setup, Account Codes
2. Highlight the old bank account and click <Edit>.
3. Unmark the Checking Account checkbox and <Save>.

The program keeps track of each ledger and how much money the ledger has in each bank account. So the money has to be moved between the banks ledger by ledger. The Bank to Bank Transfer function can do that for you.

Transfer Funds

1. Go to <<GL, Bank to Bank Transfer>>.
2. [From Bank] is the old bank account.
3. [To Bank] is the new bank account.
4. Click <Load All Balances>. This will bring up how much will be moved for each ledger, as well as the total amount that is being transferred. The total is the net of all positive and negative owner/property balances and management balance. It takes into account any checks posted to the old bank that have not cleared yet and leaves money for those checks.



5. Click <Post>. This will record the withdrawal from the old bank and the deposit into the new bank.
6. Write a manual check for the total from the old bank and deposit it into the new bank. Step 5 already recorded these transactions.
7. When each bank statement comes, reconcile the appropriate bank account to that statement. At some point you will have to deal with checks written against the old account that have not cleared. Consult with your accountant for guidance.
8. For the next two months or so, before reconciling your bank statements or running audit reports, go into <<GL, Bank to Bank Transfer>> and do steps 2-5 above. There should be a net amount of $0. If it is not $0 and you cannot determine why, then call technical support.