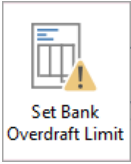


# Set Bank Overdraft Limit

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The instructions in this article relate to **Set Bank Overdraft Limit**. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

**Set Bank Overdraft Limit** offers the ability to record an overdraft limit per building which can assist in ensuring that you 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.

Set Bank Overdraft Limit 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. Search or select Bank Balances. To make adjustments to the current limit select Insert, this is also how to remove the limit by adjusting the amount to \$0.00.

1. Search or select **Set Bank Overdraft Limit**.
2. Click *Insert*. (*Edit to 0.00 to remove/delete the limit.*)
3. Enter the required value for the Overdraft. (Credit for minimum balance or 0.00 for no limit).
4. Click *OK* and enter a Reason.
5. Click *OK*.

- *Toggle Min GST* will allow for a minimum balance to be set to include amounts owing for GST.
- *Report* will export the information into an Excel worksheet.
- Clicking *Insert* and editing to 0.00 will delete any limit set.