

Sales Advertising Funds Management

Version 10.0 introduced enhanced Sales Advertising Funds Management to REST Professional.

Sales Advertising Funds Management now provides the ability to process advertising transactions without overdrawing the advertising balance or deposit funds, from within the same Sale in REST. A separate Sale Advertising Ledger is also available to track advertising transactions per sale.

From version 10.0 sale trust balances are separated into two balances, being Deposit/Sundry and Advertising. For example a sale may have a deposit /sundry balance of \$15,000 and an advertising balance of \$1,000 its total trust balance would be \$16,000. During the upgrade to v10, all existing Sale trust balances will be allocated against the Deposit/Sundry balance.

Receipting Advertising Funds

Processing a receipt with a Type of Advertising now increases the Advertising Balance of the Sale. To receipt advertising funds for a sale:

1. Click Transactions > Sales > Receipts or Sales Receipt icon 
2. Enter the Sale Property Alpha
3. Select who the funds have been received From and select To Trust Account from the drop down lists
4. Select Advertising from the Type drop down list
5. Enter the Amount and Description
6. Click OK, and enter the banking details for the receipt

Trust Balance	Advert Balance	Inv Balance
\$260.00	\$0.00	\$0.00

Transaction Details	
Type	Advertising <input type="text"/>
Amount	\$1,000.00
From	Mrs Betty Windsor
Description	Funds for Advertising

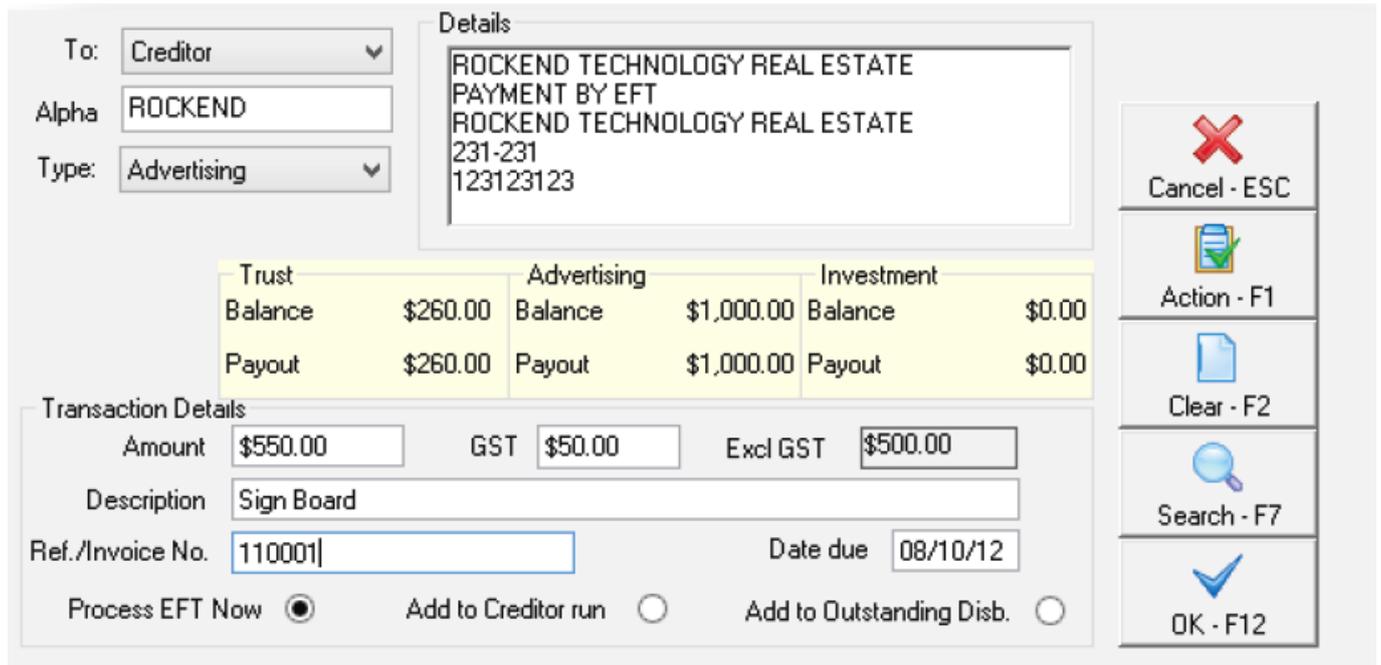
Disbursing Advertising Funds

Processing a Sales Disbursement with a Type of Advertising now decreases the Advertising Balance of the Sale. There are two ways to create a disbursement from a sales advertising balance:

Sale Disbursements

To disburse Advertising funds using Sale Disbursements:

1. Select Transactions > Sales > Disbursements or Sales Disbursement icon 
2. Enter the Sale Property Alpha
3. Select From Trust Account
4. Select To Creditor and enter the Alpha of the creditor you would like to pay
5. Select Advertising from the Type drop down list
6. Enter the Amount and Description



The screenshot shows a software interface for creating a sale disbursement. It includes several input fields and a summary table.

Form Fields:

- To: Creditor (dropdown)
- Alpha: ROCKEND
- Type: Advertising (dropdown)
- Details: ROCKEND TECHNOLOGY REAL ESTATE, PAYMENT BY EFT, ROCKEND TECHNOLOGY REAL ESTATE, 231-231, 123123123
- Transaction Details:
 - Amount: \$550.00
 - GST: \$50.00
 - Excl GST: \$500.00
 - Description: Sign Board
 - Ref./Invoice No.: 110001
 - Date due: 08/10/12
 - Process EFT Now:
 - Add to Creditor run:
 - Add to Outstanding Disb.:

Summary Table:

	Trust	Advertising	Investment
Balance	\$260.00	Balance \$1,000.00	Balance \$0.00
Payout	\$260.00	Payout \$1,000.00	Payout \$0.00

Buttons: Cancel - ESC, Action - F1, Clear - F2, Search - F7, OK - F12

7. Click OK, to process the disbursement.

Sale Advertising Grid

Outstanding disbursements created from the Sale advertising grid now decrease the Advertising Balance of the sale.

To disburse Advertising funds from the Sale Advertising Grid:

1. Click Files > Sales > Sale or Sale Details icon  and search for and display the appropriate sale
2. Go to the Property Tab
3. Click the plus icon to add an advertising entry to the grid 
4. Complete the Date, Creditor, Description, Reference and Amount
5. Check Actioned and Charged
6. Click Yes, to confirm the creation of an outstanding disbursement against the sale

Advertising (Incl GST)

Budget amount Remaining balance 8,790.00

Market Plan  

Vendor Paid Advertising Advertising Received 1,000.00

Date	Creditor	Description	Reference	Amount	Actioned	Charged
01/10/12	ROCKEND	SMS 1/2 page	101	\$110.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01/10/12	ROCKEND	Glebe Weekly full page	5214	\$440.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15/10/12	ROCKEND	SMS 1/2 page	109	\$110.00	<input type="checkbox"/>	<input type="checkbox"/>
16/10/12	ROCKEND	Web Campaign	WC	\$550.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Total actioned 1,100.00 Total outstanding 110.00

7. Click OK, to save the disbursement.

Sale Journal Entries

The ability to journal between a sales Deposit/Sundry and Advertising funds is available using the Sale Journal Screen.

To journal between Deposit/Sundry and Advertising funds:

1. Click Transactions > Sales > Journals or Transactions > Journals
2. Enter the alpha of the Vendor Account to debit
3. Select Deposit/Sundry or Advertising from the Type drop down list, to determine the balance you would like to debit
4. Select the alpha of the Vendor Account to credit
5. Select Deposit/Sundry or Advertising from the Type drop down list, to determine the balance you would like to credit

Sale Journal Entries

DEBIT

Vendor: WINDSOR
 Balance: 1260.00
 Type: Deposit/Sundry
 Description: Transfer Advert funds from dep/sund to advert balance

Mrs Betty Windsor
 1 Balmoral Place
 Sydney NSW 2000

CREDIT

Vendor: WINDSOR
 Balance: 450.00
 Type: Advertising
 Description: Transfer Advert funds from dep/sund to advert balance

Mrs Betty Windsor
 1 Balmoral Place
 Sydney NSW 2000

Amount: \$1,000.00 GST: \$0.00 Excl GST: \$1,000.00

✖
Cancel - ESC

ℹ
Details - F6

📄
Clear - F2

✔
OK - F12

6. Click OK, to process the Journal

Reporting

On screen

You can view a Sale's Advertising Balance in the following places at any time:

- Sale Receipts
- Sale Disbursements
- Sale Journals
- Enquiry Screen of a Sale

Alpha index

Property

BUCKINGHAM

Status

Marketing

Vendor | Buyer | Property | Notes | Payment | Financial | Invest | Enquiry | Solicitors | Advert |

		Advertising	Dep/Sundry	Investment	Total
Plus:-	Deposits		0.00	0.00	0.00
	Interest		0.00	0.00	0.00
	Sundry	1,000.00	2,300.00	100.00	3,400.00
	Journal Credits	1,000.00	0.00	0.00	1,000.00
Less:-	Disbursements	550.00	830.00	100.00	1,480.00
	Commissions		210.00	0.00	210.00
	Bank Charges	0.00	0.00	0.00	0.00
	BAD Tax	0.00	0.00	0.00	0.00
	Journal Debits	0.00	1,000.00	0.00	1,000.00
	GST Paid	0.00	0.00	0.00	0.00
	GST on Commission		0.00	0.00	0.00
	Trust Balance	1,450.00	260.00		
	Total Balance		1,710.00	0.00	1,710.00

Show advertising
balancesShow outstanding
balancesShow outstanding
invoices

The Outstanding invoices screen displays outstanding disbursements for advertising with an asterisk. Outstanding disbursements Due Now and Due Later are totalled separately.

Outstanding Invoices ✕

Outstanding disbursements due now:

01/10/12		ROCKEND	
*	SMS 1/2 page		\$110.00

Items Found: 1 disbursements due now, 0 disbursements due later

Outstanding balance due now	\$0.00
Outstanding balance due later	\$0.00
* Advertising balance due now	\$110.00
* Advertising balance due later	\$0.00

Sales Ledger Report

The Sale Ledger still includes transactions processed for advertising. To easily identify transactions for advertising they are now prefixed with Adv:

05/10/12	00004687 SRecS Adv: Funds for Advertising	Mrs Betty Windsor	1000.00	1260.00
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Sales Advertising Ledger

A new ledger has been added to track sale advertising transactions.

The Sale Advertising Ledger is available from Reports > Sales > Sales Advertising Ledger. The Sale Advertising Ledger displays all transactions that have occurred against the Advertising account during the period selected, with auditable details for each transaction followed by a running balance.

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