

# How to Refund a Sales Deposit in REST Professional

### Overview

In the event that a sale does not proceed, there may be a requirement to refund the sales deposit paid to the Purchaser.

This document will cover:

- How to Ascertain the Deposit Amount
- How to Refund the Sales Deposit to the Purchaser

### How to Ascertain the Deposit Amount

- 1. Go to go to Files > Sales > Sale or click on the
- 2. Select the alpha index of the Property and press ENTER or simply press enter and select from the list of properties
- 3. Click on the Enquiry tab the deposit collected will appear in the dep/sundry column
- 4. To check the ledger for further details, click on the Printer Icon at the top right of the page
- 5. Click on Preview-F11

	SALES TRUST	LEDGER-APRIL 2014		F	ull History
			Records	selected: 1	
				Status: All	
			Sale	esperson: All	
				Group: All	
Alpha Vendor	Buyer	Property			
Date Ref Type Details		Payee/Payer	Debit	Credit	Balance
WINDSOR MS ELIZABETH WINDSOR	SALLY BOWLES	444 BUCKIN	HAM PLACE	0.00	0.00
06/10/14 00008771 SRecD Sales Deposit		SALLY BOWLES	Balance B/F.	5000.00	5000.00

## How to Refund the Sales Deposit to the Purchaser

- 1. Go to Transactions > Sales > Disbursement or click on the \_\_\_\_\_\_icon on the sales toolbar
- 2. Select the alpha index of the Property and press ENTER or simply press enter and select from the list of properties
- 3. Select the criteria for the transaction:

From - Select Trust Account

#### To - Buyer

**NOTE:** This will prompt a payment details box to populate where the clients cheque or EFT details can be entered. REST will prompt a message asking if you would like to update the Buyer Details.



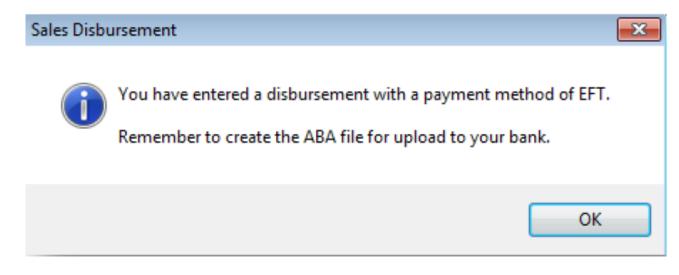
on the sales toolbar

형 Sales D	isburser	ment									83
	Property BOND7	•	Ve Bu	uyer: Mr	ails 1r Sean Co Pierce Bro 7 Bond Str	snañ					
From:	Trust Ac	count 👻	Į	) etails Trust Ac		-11-		]			
To:	Buyer	▼ Dep/Sundry			Bank acc	s t method	Auto Deposit (EFT) Mr Pierce Brosnan 11223344 007-007		ΟΚ	• Cance	×
		Balance	\$3L								
		Payout	\$300	0.00 P	ayout	\$0	1.00 Payout	\$200.00			
Transact	tion Deta	uls							Clear -	F2	
A	Amount			GST		Exc	GST				
Desc	cription								Search	F7	
Ref./Invo	ice No.										

Amount – Enter the amount of the sale deposit to be refunded
Description – Enter in a description i.e. Refund of Sale Deposit
Ref./Invoice No. – enter a reference i.e. refund of deposit on xxxxxx (property address)

- 4. Click OK F12
- 5. You will then be prompted depending on the payment method:-

**For EFT** – You will see a message that a disbursement has been created and to remember to create your aba file



**For CHEQUE** – You will be prompted to select to print an alignment or separate remittance and to confirm the cheque number. Click on Start Printing.

Creditor Cheque Printing	
INSERT YOUR CHEQUE STATIONERY IN THE PRINTER	NOW
Print alignment cheque (dot matrix printers only)	
Print separate remittance advice	
Start at cheque number: 6069	
	Start printing

6. If paid by EFT ensure you create your ABA file for upload to Bank through Transactions > Create File for Upload to Bank > EFT (ABA) Payments and click Print

**NOTE:** The account sales (report) will still record the deposit paid and does not record the refunded amount. For this reason it is important that this card be marked as fallen over or completed. Any subsequent sales for this property will require a fresh sale card to be created.

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