

How to do a Management Fee Breakdown Report

Overview

You may have an instance where you need to calculate the management fee charged on each receipt i.e. the owner may query the total amount charged for one month and to ascertain how the total fee collected was arrived at, the breakdown of management fee on each receipt may need to be calculated.

You can check the audit report which will show you a breakdown of the fee's charged for each transaction.

This document will cover:

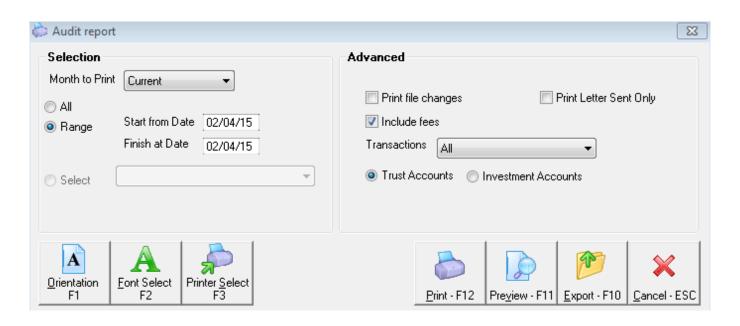
- How to Preview the Audit Report
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How to Preview the Audit Report

1. Go to Cash Book > Audit Report

- 🛘 Month to Print Select the month the receipt was processed in by selecting from the drop down menu
- [] Range Enter Start from and Finish at dates for the required period or leave default to ALL to collect all transaction in the selected month
- [] Include Fees When this checkbox is checked, the management fees, tax, bank charges and GST are shown for each transaction.
- [] **Transactions** Select either all or the specific type of transaction to print

2. Click on Preview-F11



Understanding the Audit Report

The audit report lists in chronological order, all transactions processed for the period. This report provides for a complete listing

at the end of month or between specific dates during the month. By clicking on the binoculars icon on the toolbar you can search for the receipt number you require. Click on **Find Next** to find the transaction.

The information listed on the audit report is as follows:

- Date Date the transaction was processed
- Ref Receipt, cheque, eft reference or journal number
- Type Type of transaction processed. i.e. rent receipt, quick disbursement, owner payment
- Details Details of the transaction, i.e. tenant code number, owner/tenant/creditor name, description of journal etc.
- Chq Date Date the cheque or eft was processed
- **Property** The property the transaction was processed from
- Tent/Cred Tenant or Creditor alpha that the transaction was processed for
- **Op** Initials of the REST user who processed the transaction
- M.Fee Management Fee charged on the transaction
- Taxes/Bnk Chg Any Taxes or bank charges charged on the transaction
- **GST** GST charged on the transaction
- Amount Incl Total amount of the transaction including GST

Example of Audit Report

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TRUST AUDIT REPORT

Date: 07/04/15

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Date	Ref	Туре	Details	Chq Date	Property	Cred	Ор		axes/ Bnk Chg	GST]	Amount Incl
02/04/15 02/04/15 02/04/15	00009402	RentRe	c 10001016 Jessica Alba c 10001051 Jennifer Aniston c 10001010 George Clooney		LOUISA16/7 GIBSON40/4 GALL24	ALBAJ ANISTONJ CLOONEY	CK CK	246.38 281.57 37.80	0.00 0.00 0.00	24.64 28.16 3.78		2737.50 3128.57 420.00
07/04/15			c Colliers International iid		HUDSON10/		##	405.60	0.00	40.56 0.00	8923.20 214.50	420.00
07/04/15 07/04/15	00000001 00000002		Refund MFee on overpaid rent - CC Refund MFee on overpaid rent - CC		AAMANAG BALDWIN		## ##	405.60 0.00 0.00	0.00 0.00 0.00	40.56 0.00 -40.56		9137.70 -405.60 446.16
07/04/15 07/04/15 07/04/15	00000003 E00000000 0000000	CredDis	Refund GST on MFee overpaid rent b Tenant refund - COLLIERS 15/12/1 dsfsdfsdf	t - COLLIER	SAAGST HUDSON10/9 AAAUTO	5 COLLIERS	## ## ##	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00		-40.56 -8923.20 8923.20
07/04/15 07/04/15 07/04/15 07/04/15	00000000 00009405	Journal RentRe	b Tenant refund - COLLIERS 15/12/1 dsfsdfsdf c 10001016 Jessica Alba D Door lock refund	4 - 1 07/04/15	HUDSON10/9 AAAUTO LOUISA16/7 ARCH34	5 COLLIERS ALBAJ	## ## ##	0.00 0.00 246.38 0.00	0.00 0.00 0.00 0.00	0.00 0.00 24.64 0.00		-214.50 214.50 2737.50 -5.00

02/02/2016 10:55 am AEDT