

Cheque Presented at Bank Differs to Amount in REST Professional

Overview

If hand writing cheques, you may encounter an issue with the cheque amount that presents at the bank differing to the amount in REST Professional.

This document will cover:

- How to Rectify when Cheque has Presented at Bank for More than Amount in REST Professional
- How to Rectify when Cheque has Presented at Bank for Less than Amount in REST Professional

We have to treat the amount that the cheque presents for at the bank as the correct amount (even if it is the incorrect amount that should have been paid) as this cannot be changed once presented however can be amended in REST Professional.

How to Rectify when Cheque has Presented at Bank for More than Amount in REST Professional

For cheques that present at the bank and show on your bank statement for more than what it states in REST Professional, for example a creditor has presented a cheque for \$1210 which is the correct amount to be paid but REST Professional only shows the cheque as \$1120. An additional \$90 must be drawn from REST Professional to balance.

Presented at the Bank	In REST Professional		
\$1210.00	\$1120.00		

- Present the original cheque in your bank reconciliation, go to Cashbook > Bank Reconciliation click on you unpresented cheques, tick the cheque as presented for the stated amount with the correct presentation date and click on Save-F12
- 2. To make the adjustment required, go to **Transactions > Quick Disbursement**
 - Property Enter the property alpha index and press Enter
 - **Amount** Enter the difference between amount at bank and REST i.e. \$90.00
 - Cheque Number Enter cheque number 999999 (Self-presenting cheque number)
 - Pay to Enter the payee name the funds were presented by
 - **Description** Enter a relevant description i.e. Cheque Adjustment #201 Cleaning Invoice
 - Account Code 251
- 3. Click **OK-F12**

6 0	Disbursements						•	
Property	HDSK14/2 Exp. limit	0.00	Property details (DWNER: AFFLECK) 28/14 Hosking Steet BALMAIN EAST NSW 2041 Ben Affleck & Jennifet Gamer Mr Affleck & Ms Gamer (02) 9375 3186					
	Balance 677.31		Outstand, due Bal, after out. Disbs paid Prop. disb 33.00 644.31 0.00 0				Ca	× ncel - ESC
Chec	Incl GST gue number Payto	\$90.00 999999 Bronnie's	G Cleaning Service	ST \$0.00	Excl GST	\$30.00	A	ition - F1
Aci	Description count code	Cheque / 251	Cheque Adjustment # 201 - Cleaning Invoice 251 Cleaning					√)K • F12

How to Rectify when Cheque has Presented at Bank for Less than Amount in REST Professional

For cheques that present at the bank and show on your bank statement for less than what it states in REST Professional, for example a creditor has presented a cheque for \$1120 which is the correct amount to be paid but REST Professional only shows the cheque as \$1210. The additional \$90.00 in your bank must be adjusted by receipting it back into REST Professional to balance

Presented at the Bank	In REST Professional		
\$1000.00	\$1200.00		

- 1. Go to Cashbook > Bank Reconciliation and click on your Unpresented Cheques menu
- 2. Tick the cheque for the higher amount off as presented in the list and click on Save-F12
- 3. Go to Transactions > Sundry Receipts
 - Property Enter the property alpha index and press Enter
 - Amount Enter the difference between amount at bank and REST i.e. \$200.00
 - Description Enter a relevant description i.e. Cheque Adjustment #201 Cleaning Invoice
 - Account Code 251
- 4. Click **OK-F12**
- 5. Enter the Payment method as **Direct Deposit**
- 6. In the Received from field enter the payers name
- 7. Click **OK-F12**

Ø Sundry R	eceipts - [Last Rec	eipt:00009354] - [Printin	g: OFF]					
Property HOSK14/2	Property details	Property details			Banking Details			
in the second second	28/14 Hosking Bol Main EAS	Street T NSW 2041			Total	Payment method		
	DACHNAR CAS	1 1131 2011			\$200.00	Direct deposit V		
	Ben Attleck & J	ennifer Gamer			Received date 03/11/15			
	Mr Affleck & Mr	: Gamer			Received from John's Plumb	ing Service 🗸 🗸		
	(02) 9375 3186			~	Drawer			
				Carcal, ESC	Bank			
		Balance Owner Sunds 1171 12 200 00	Prop Sundry		Branch			
				Clear - F2	Amount			
Incl GST \$2	00.00 GST	\$18.18 Excl GST \$	181.82		Banked date 03/11/15			
Description CH	eque Adjustment #205 - F	Yumbing Invoice		Comment - F4				
Account code 33	6 R & M - Plumbing	1		\checkmark		✓ X 1		
Manage fee %				0K · F12		OK · F12 Cancel · ESC		

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