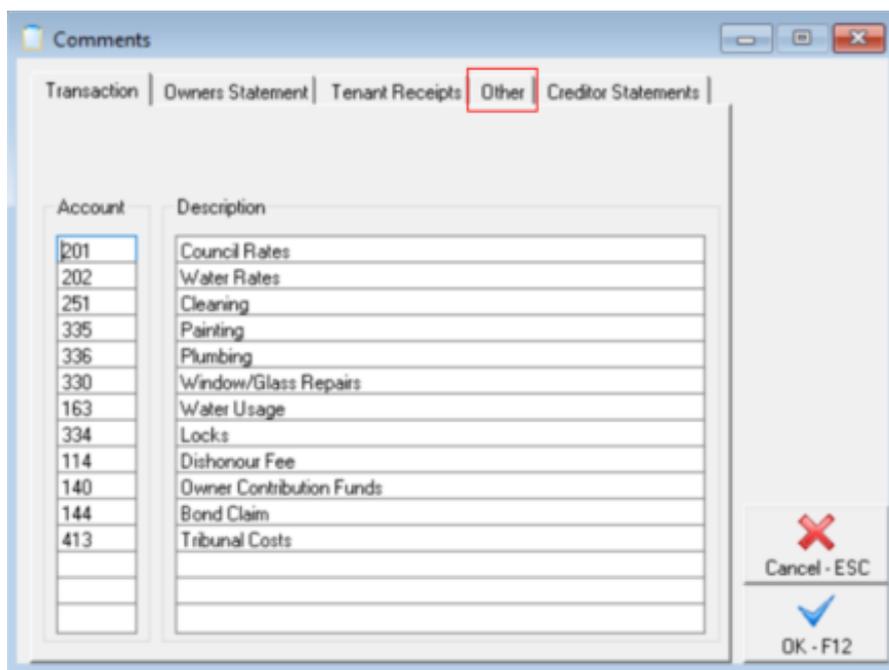


## Adding a Global Comment to an Owner Statement

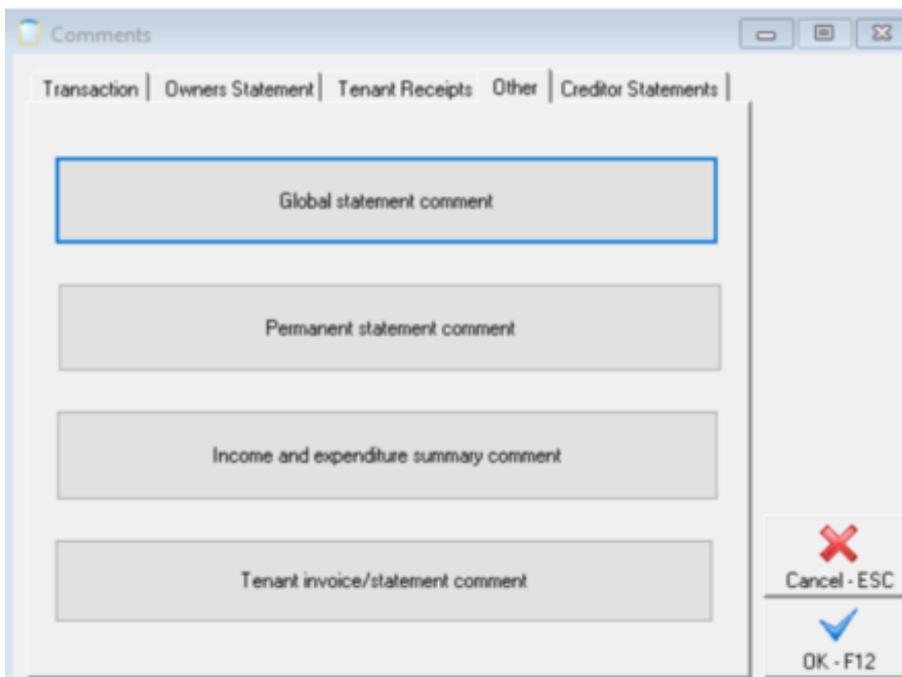
In REST Professional you have the ability to add a global comment onto an Owner Statement. This will print and preview with the comment on the bottom of the statement whether printed or emailed to the Landlord.

### Setting up the Global Comment

1. Go to Files > Descriptors and Comments > Master File and Transaction Comments and click on the Other tab

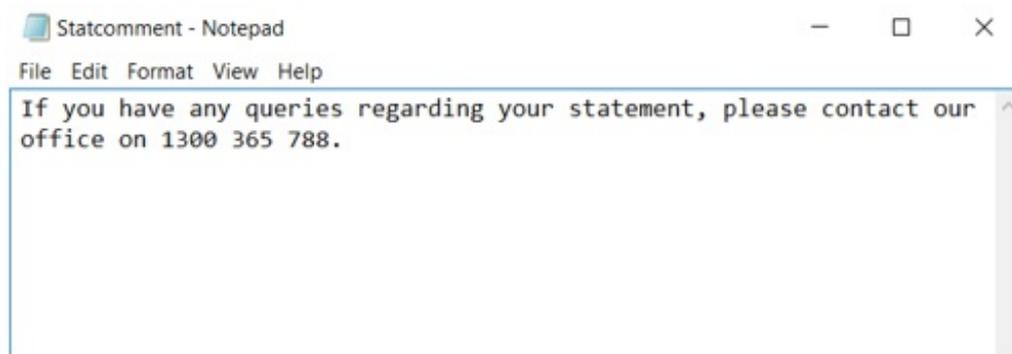


2. From the options, select Global Statement Comment



**!** If a permanent statement comment is required this can be used on its own or with the global statement comment and does not require the “print comments” to be ticked at time of printing. This will appear at the very bottom of the statement on the left margin.

3. A notepad file will open and allow you to enter the comment that you would like to print on the owner statement (example below). Text must start from the left hand margin and not be more than 400 characters in length and a maximum of 5 lines (please note this does not ‘word wrap’).



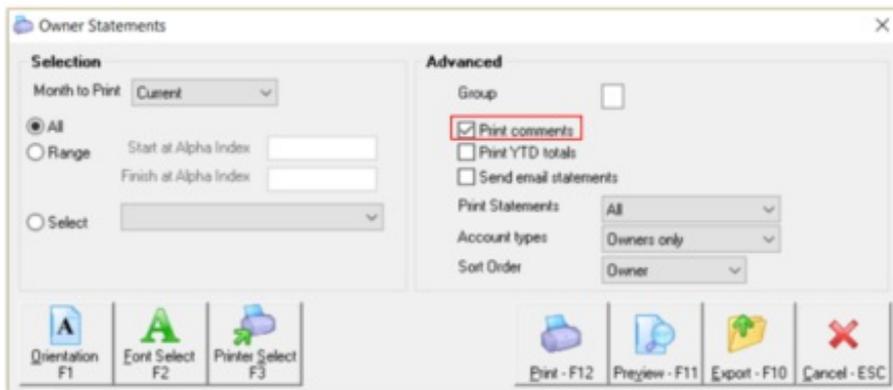
**!** If this is your first time entering a global comment in REST Professional, it will prompt you to create a new file. Click YES to this prompt.

4. Go to File > Save and exit notepad.

## Printing the Comment on the Statement

At the time of printing or emailing your Owner Statements, you must tick the Print Comments on the Statement Printing Screen.

Go to Reports > Owner > Statement Printing. If you tick this box, the comment will print at the bottom of all statements.



 The “print comments” tick box defaults to not being ticked, so it is important that you ensure this is ticked prior to printing and emailing.

## Example of Global Comment on Statement

The comment will appear centered at the bottom of the statement.

# Lokation Real Estate

lokation.com.au | contact@lokation.com.au



Carrie Bradshaw  
2289 Park Ave  
New York, NY 10037-1702  
USA

Primary Owner Statement for  
Period Ending: 01/09/17  
Reference: BRADSHAW  
**TAX INVOICE**

Carrie Bradshaw  
Manager: Clark Kent

Property	Tenant	Rent	Paid From	To	Periods	Paid	Credit
25 Lavender Street	VACANT						
172 View Street	Sookie Stackhouse	420.00	W1 05/08/17	18/08/17	2	840.00	0.00
524 View Street	VACANT						

Date	Disbursements & Sundry Receipts	Debit	Credit
	Balance Brought Forward		450.00
	Total Rent Collected From Tenants		840.00
	Funds Withheld - Future Invoices	450.00	
	*Management Fees	87.20	
	*Administration Fee	5.00	
	Plus GST on items marked *	7.22	
		<u>529.42</u>	<u>1290.00</u>
	NETT AMOUNT TO BE PAID		760.58

Transferred to your bank account \$760.58

Payment Details: Carrie Bradshaw 612359677 259-877 Citibank

If you have any queries regarding your statement, please contact our office on 1300 365 788.

## Example of Permanent Statement Comment on Statement

The Permanent comment will appear at the very bottom of the statement on the left margin.

**Carrie Bradshaw  
Manager: Clark Kent**

Property	Tenant	Rent	Paid From	To	Periods	Paid	Credit
25 Lavender Street	VACANT						
172 View Street	Sookie Stackhouse	420.00	W1 05/08/17	18/08/17	2	840.00	0.00
5/24 View Street	VACANT						

Date	Disbursements & Sundry Receipts	Debit	Credit
	Balance Brought Forward		450.00
	Total Rent Collected From Tenants		840.00
	Funds Withheld - Future Invoices	450.00	
	*Management Fees	67.20	
	*Administration Fee	5.00	
	Plus GST on items marked *	7.22	
		<u>529.42</u>	<u>1290.00</u>
	NETT AMOUNT TO BE PAID		760.58

**Transferred to your bank account \$760.58**

Payment Details: Carrie Bradshaw 812389877 259-877 Cebank

Our office hours are 8.30am - 5.00pm Monday to Friday

05/11/2019 8:33 am AEDT