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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

Comments	[- 0 💌
Transaction	Owners Statement Tenant Receipts Other Creditor Statements	1
Account	Description	
201	Council Rates	
202	Water Rates	
251	Cleaning	
335	Painting	
336	Plumbing	
330	Window/Glass Repairs	
163	Water Usage	
334	Locks	
114	Dishonour Fee	
140	Owner Contribution Funds	
144	Bond Claim	6.0
413	Tribunal Costs	× 1
		Cancel - ESC
		OK - F12

2. From the options, select Global Statement Comment

Comments (
Transaction Owners Statement Tenant Receipts Other Creditor Statements	1
Global statement comment	
Permanent statement comment	
Income and expenditure summary comment	
Tenant invoice/statement comment	Cancel - ESC
	0K - F12

U 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').



U 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.

Selection			Advanced		
Month to Print	Current ~		Group		
A			Print comments	1	
Range	Start at Alpha Index		Print YTD totals		
Contra	Finish at Alpha Index		Send email state	ments	
		~	Print Statements	All	2
, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			Account types	Owners only	~
			Sort Order	Owner	~
	ALA		-		
A	A 🏓		2		🔊 🖌 🗙
Qrientation	Eont Select Printer Select		Div. 0	12 Draving E11 For	In Fig. Count of

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.

L	okatio	on Real Estate		<u></u>					
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 Mana	e Bradshav ger: Clark	w Kent							
Property		Tenant	Rent	Paid From	To	Periods	Paid	Credit	
25 Laver	nder Street	VACANT							
72 View	v Street	Sookie Stackhouse	420.00	W1 05/08/17	18/08/17	2	\$40.00	0.00	
/24 Vie	w Street	VACANT							
late	Disbursements	s & Sundry Receipts				Debit		Credit	
	Balance Broug	del Received						450.00	
	Total Rent Col	lected From Tenants						840.00	
	Funds Withheil	d - Future Invoices				450.00			
	'Management	Fees				67.20			
	"Administration	n Fee				5.00			
	Plus GST on it	terns marked *				7.22			
						529.42		1290.00	
	NETT AMOUN	IT TO BE PAID						760.58	
		Transferred to your ban	k account \$	\$760.58					

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

Propert	y .	Tenant	Rent	Paid From	То	Periods	Paid	Credit
25 Lave	nder Street	VACANT						
172 Vie	w Street	Sookie Stackhouse	420.00 V	/1 05/08/17	18/08/17	2	840.00	0.00
5/24 Vie	w Street	VACANT						
Date	Disbursements &	Sundry Receipts				Debit		Credit
	Balance Brought F	Forward						450.00
	Total Rent Collect	ed From Tenants						840.00
	Funds Withheld -	Future Invoices				450.00		
	*Management Fee	15				67.20		
	*Administration Fe					5.00		
	Plus GST on item	s marked *				7.22		
						529.42		1290.00
	NETT AMOUNT T	O BE PAID						760.58

Transferred to your bank account \$760.58 Payment Details: Carrie Bradshaw 812369877 259-877 Citibank

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

05/11/2019 8:33 am AEDT