

Configure the Mid-Month Wizard to Not Charge Postage

You are able to configure the mid-month wizard so that you can process the cheque printing step but not charge the postage and sundries.

The owner cheque printing step in REST Professional is a multi-functioned step. When processing the owner cheque step, REST Professional will:

- Prints owner cheques
- Charges Postage and Sundries
- Splits Owner Split Payment funds
- 1. Go to the mid-month wizard through Files > Owner Payments / End of Month (or you can simply click



on your wizard hat icon on your desktop)

Wizard Control	
A CA	Wizard Selection
e	 Change of Ownership Inspection Update
RES	 Owner Payments / End of Month Backup
T Profe	Restore
ssional	
	OK Cancel
	OK Cancel

2. Select Mid-Month payout and then click on 'configure'.

1 Payment Processing Wizard				
Determine Criteria Please select from one of the options below so the wizard can determine if you would like to run mid month or end of month payout				
 Mid Month Payout End Of Month Payout 				
Configure Internal Accounts Back Next Cancel				

3. Untick the box which says 'Charge Postage', and simply exit out of the configuration screen. You can do this by clicking on the red X at the top right hand corner of the screen.

🚯 Payment Processing Wizard 🛛 💌					
Mid Month Payout Configuration This process will allow you to configure the wizard to suit your needs. The default end of month procedure list has been loaded below. Items can be added, edited or removed. To make these changes, please click the relevant button below. Once you are happy with the items in the wizard, please click 'Next' to continue					
Item No.	Item Description				
1	Initialise Wizard	ím			
2	Bank Reconciliation		Remove Move		
3	Set Read Only Lock		Hellove		
4	Clear Banking				
5	Pre-statement System Recovery & Backup		Charge Daubage		
6	Process Recurring Transactions	=	Charge Postage		
7	Process Outstanding Disbursements				
8	Print Outstanding Disbursement Report				
9	Print Creditor Ledger				
10	Creditor Remittance & Payment				
11	Mid Month-1 System Recovery & Backup				
12	Print Owner Statements				
13	Process Owner Cheques				
14	Mid Month-2 System Recovery & Backup	Ŧ			
Configure Internal Accounts Back Next Cancel					

If you are paying out an owner and are not using the mid-month wizard, the cheque printing step will still do the three functions which includes charging postage and sundries.

If you are doing a one off owner payment to an owner who is paid by cheque but you do not want to

charge postage and sundries (and are not using the wizard) you will need to remove the Postage and Sundries amount on the Owner card. You can do this by going to Files > Owner. Click on the Taxes and Charges tab and remove the figure in here and click OK-F12.

Be mindful to reinstate this amount after paying out your owner.

The Charge Postage tick box is set to default to not being ticked in REST Professional Version 12 and above.

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