
Updating an Incorrect BOMA Code (Chart of Account) in Rest Professional

Overview

While reviewing your Income & Expenditure reports you may find a transaction that has the wrong BOMA

(Chart of Account) code. This can be easily rectified in Rest Professional.

Steps

1. Do a backup of your data and rename the backup i.e. **before.boma.update.dat.zip**
2. Go to **Other > Utilities > Update transaction**
3. Enter the alpha index of the owner and press **Enter**
4. Select the month and year that the incorrect transaction occurred in
5. Click on **Search-F5** to view all the transactions within the selected period
6. Highlight the incorrect transaction and click **Change**
7. In the field **New BOMA Code** enter the correct BOMA code

Change Transaction Σ

Owner alpha index Colin Firth

Month

List of transactions for selected owner and month

Date	Type	Ref	Code	Description	Amount	GST
04/11	Sund	00006152	140	funds from owner	1,000.00	0.00
08/03	Q/ds	00006079	335	Fix leaking taps in bathroom	88.00	8.00

Legend Change Cancel

New BOMA Code R & M - Plumbing
 OR
 New GST amount

Search - F5

Print Ledger - F3

Clear - F2

Cancel - ESC

Save - F12

8. Click on **Save-F12**

9. A prompt will appear asking the reason for this change. Enter your reason and click **OK**

NOTE: If the transaction is a rent receipt, deposit receipt or a holiday booking receipt you are not able to alter the BOMA / Account Code. You also cannot update any transactions for internal owners.

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