

How to Receipt a Sales Deposit in REST Professional

You can enter a Sales Deposit in REST Professional by using either a manual receipt number or a REST Professional computer generated receipt number.

- If you use manual receipt numbers, REST will not print a hard copy receipt.
- If you use the REST receipt numbers they will print and be in sequential order.

Receipting a Sales Deposit

Processing a receipt with a Type of Deposit will increase the balance in Deposit/Sundry sub account of the sale. It will also appear as a deposit on the Account Sale report.

1. Go to Transactions > Sales > Receipts or click on the Sale Receipt icon. 
2. Enter Manual Rec No if a manual receipt was previously issued.
3. Enter the Sale Property Alpha.
4. Select From Buyer (or Solicitor Buyer if applicable).
5. To Trust Account.
6. Select Deposit from the Type drop down list.
7. Enter the Amount.
8. Enter the Description.
9. Click OK-F12 and enter the banking details for the receipt and select OK.

Sale Receipts - [Last Receipt:00006751] - Toggle Print: Shift+F9

Manual Rec No:

Sale:

Alpha:

From:

To:

Sale details
 Vendor: MS ELIZABETH WINDSOR
 Buyer: SALLY BOWLES
 Property: 444 BUCKINGHAM PLACE

Print comments

Details
 SALLY BOWLES
 87 MEIN HEIR ROAD
 CABRAMATTA NSW

Details
 Trust Account

Dep/Sundry Balance	Advert Balance	Inv Balance
\$0.00	\$0.00	\$0.00

Transaction Details

Type: Amount:

From:

Description:

Cancel - ESC
 Action - F1
 Clear - F2
 Comment - F4
 Search - F7
 OK - F12

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