



How to Create a Sales Disbursement in REST Professional

The sales module allows you to create Sales Disbursements in REST to pay out from the trust account to Creditors, Agents, Solicitors, Buyers and Vendors.

This document will assist you to:

- Create a Sales Disbursement by EFT
- Create a Sales Disbursement by Cheque

Steps to Create a Sales Disbursement by EFT

1. Go to Transaction > Sales > Disbursement or Sale Disbursement icon



- Enter the Sale Property Alpha
- Select FROM Trust Account
- Select TO who the funds are to be disbursed to
- Enter TYPE e.g. Adverting or Commission
- Enter the Amount, Description and Ref. /Invoice No.
- Select to Process EFT Now, Add to Creditor Run or Add to Outstanding Disbursement

Process EFT Now - This feature process the payment and pays the funds from trust immediately, and remittance advice will be printed when you post the disbursement.

Add to Creditor Run - A creditor disbursement is created, which will be paid the next time you run the Creditor Remittance and Payment function.

Add to Outstanding Disb - The payment is added to Outstanding Disbursements for processing later.

Sales Disbursement

Sale: Property
 Alpha: BUCKINGHAM

From: Trust Account

To: Agent
 Alpha: ROCKCOMM
 Type: Commission

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

Details
 Trust Account

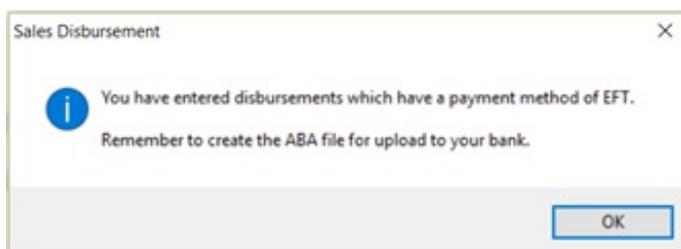
Details
 Rockend Real Estate Commission
 PAYMENT BY EFT
 Rockend General Account Commission
 205-155
 762345

Dep/Sundry	Advertising	Investment
Balance \$85,500.00	Balance \$0.00	Balance \$0.00
Payout \$85,500.00	Payout \$0.00	Payout \$0.00

Transaction Details
 Amount: \$15,000.00 GST: \$1,363.64 Excl GST: \$13,636.36
 Description: Commission for Sale of Property 444 Buckingham Pl
 Ref./Invoice No.: Windsor/Bowles Date due: 07/09/17
 Process EFT Now: Add to Creditor run: Add to Outstanding Disb.:

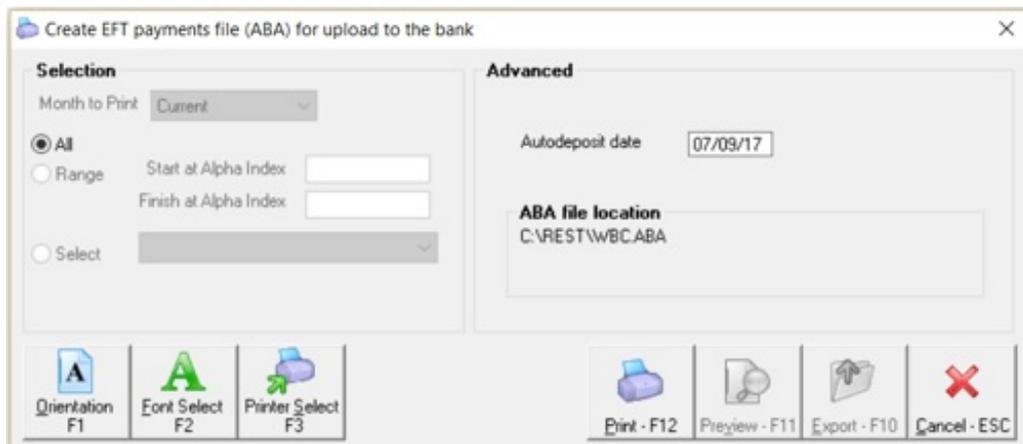
Buttons: Cancel - ESC, Action - F1, Clear - F2, Search - F7, OK - F12

2. Click OK-F12
3. If you have chosen to pay Vendor, Buyer or Agent disbursement, this will pay the disbursement immediately. You will be prompted to create the ABA file for upload to the bank.



If disbursing advertising funds see Sale Advertising Funds Management instructions.

4. Proceed to create your file for upload to the bank. Go to Transactions > Create File for Upload to Bank > EFT (ABA) Payments and click PRINT-F12.



Steps to Create a Sales Disbursement by Cheque

1. Go to Transaction > Sales > Disbursement or Sale Disbursement icon 

- Enter the Sale Property Alpha
- Select FROM Trust Account
- Select TO who the funds are to be disbursed
- Enter TYPE e.g. Advertising or Commission
- Enter the Amount, Description and Ref. /invoice no.
- Select to Process EFT Now, Add to Creditor Run or Add to Outstanding Disbursement

Print Cheque Now – Processes the payment and pays the funds from the trust immediately, a remittance advice will be printed when you post the disbursement

Add to Creditor Run - A creditor disbursement is created, which will be paid the next time you run the Creditor Remittance and Payment function

Sales Disbursement

Sale: Property
 Alpha: BUCKINGHAM

From: Trust Account

To: Agent
 Alpha: ROCKCOMM
 Type: Commission

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

Details
 Trust Account

Details
 Rockend General Account Commission
 Commission

Dep/Sundry	Advertising	Investment
Balance \$70,500.00	Balance \$0.00	Balance \$0.00
Payout \$70,500.00	Payout \$0.00	Payout \$0.00

Transaction Details
 Amount: \$15,000.00 GST: \$1,363.64 Excl GST: \$13,636.36
 Description: Commission of Sale of Property 444 Buckingham Pl
 Ref./Invoice No.: Windsor/Bowles Date due: 07/09/17
 Print Cheque Now Add to Creditor run Add to Outstanding Disb.

Buttons: Cancel - ESC, Action - F1, Clear - F2, Search - F7, OK - F12

2. Click OK-F12
3. Check the cheque number is correct and click Start Printing

Creditor Cheque Printing

INSERT YOUR CHEQUE STATIONERY IN THE PRINTER NOW

Print alignment cheque (dot matrix printers only)

Print separate remittance advice

Start at cheque number: 5145

 Start printing

4. Click Print and confirm the printer

NOTE: You must complete this step even if you cheques are hand written.

When disbursing to Vendor there are two types of transactions available being Advertising and Other.

- Selecting Advertising will debit the sale Advertising balance
- Selecting Other will debit the sale Deposit/Sundry balance

- Disbursing from Vendor, Buyer, Vendor's Solicitor or Buyer's Solicitor debits the sale
Deposit / Sundry balance

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