rockend

Owner Withhold Funds Bulk Entry

REST Professional version 10.5 introduced the ability to withhold funds from Owners in bulk. The Owner Withhold Funds screen allows you to edit existing owners' withhold amounts and add new owners, saving time when processing MidMonth and End of Month Payout for Owners. The Owner Withhold Funds screen is also available to add as a Mid and End of Month Wizard step for Property Management databases and combined Property Management and Sales databases.

Using Owner Withhold Funds Bulk Entry Screen

The Owner Withhold Funds screen can be accessed by users with the REST security level All Files Maintenance & above, or higher.

The Owner Withhold Funds grid displays owners with a

- Withhold Amount
- Flat Payment Amount
- Uncleared Funds

The following owner information is displayed for each owner in the grid

- Owner Alpha
- Owner Name
- Owner's Current Balance
- Uncleared Funds
- Outstanding Disbursements Due Now
- Flat Payment Amount
- Withhold Funds Permanent checkbox
- Withhold Funds Amount
- Withhold Funds Comment
- Owner Group

Owner Withhold Funds Owner Withhold Funds Below is a list of owners who have a withhold or flat payment amount, outstanding disbursements, or uncleared funds. The following fields can be updated for each owner, Flat Payment, Permanent checkbox, Withhold Amount and Comment. To add a new owner to be empty alpha cell and search for the appropriate owner alpha. Click OK to save your changes for each Owner. When an output is biolithed care it is use he another user.									
Alpha 🔺	Name	Balance	Unclear Amt	Outs Disb	Flat Payment	Permanent	Withhold Amt	Comment]
BECKHAM	Mr David Beckha	\$890.00	\$0.00	\$0.00	\$0.00	✓	\$890.00	To pay upcoming invoices	
BOND	James Bond	\$3,700.82	\$0.00	\$0.00	\$100.00	>	\$0.00		
BRADSHA	Carrie Bradshaw	\$5,429.58	\$0.00	\$0.00	\$0.00	◄	\$600.00	To pay upcoming invoices	
CRAIGD	Mr Daniel Craig	\$1,670.49	\$0.00	\$0.00	\$0.00	◄	\$1,000.00	To pay upcoming invoices	
ROBERTS	Julia Roberts	\$2,368.54	\$0.00	\$0.00	\$0.00	•	\$340.00	To pay upcoming invoices	
									Cancel - E
								>	OK - F12

Note: When the Uncleared Amount column is displayed you can scroll across to view and sort owners by Group.

Edit

To edit existing owners with funds withheld

- Click Reports > Owner > Owner Withhold Funds, the Owner Withhold Funds grid is displayed
- 2. Edit the Permanent checkbox, Withhold Amount and or Comment

Note: If you add a withhold funds amount for an owner who already has a Flat Payment

Amount the Withhold funds will override the Flat Payment amount setting. You must

only have one or the other set against an owner at any one time.

3. Click OK, to save the changes against each Owner

Add

To add an owner and withhold funds

- 1. Click the last row of the Alpha column
- Enter the owner's alpha and press Enter to add the owner to the grid. If you enter part of an alpha, the Owner Alpha Lookup screen is displayed for you to search for and select the appropriate owner.

he following oadd a new lick OK tosa /hen an owne	fields can be updated owner to the grid, clic ave your changes for er is highlighted grey	d for each own ck the empty al each Owner. it is in use by a	69	Owner Alpha	Lookup	×	
Alpha 🔺	Name	Balance	Alpha	▲ Name		Comment	
FFLECK	Ben Affleck & Je	\$493	FIENNESK	Callo Data			_
ECKHAM	Mr David Beckha	\$890	FIRTH	Coin Fin		To pay upcoming invoices	_
OND	James Bond	\$3,700					_
RADSHA	Carrie Bradshaw	\$5,429				To pay upcoming invoices	_
RAIGD	Mr Daniel Craig	\$1,670				To pay upcoming invoices	_
OBERTS	Julia Roberts	\$2,368				To pay upcoming invoices	
		\$0					~
							Cancel - ESC
				Items Found 2	OK Ca	incel	
						_	

- 3. Enter the Withhold Funds details as required.
- 4. Click OK, to save the changes against the Owner.

Owner Withhold Funds Report

The Owner Withhold Funds Report is now available by selecting Report –F6 on the new Owner Withhold Funds Screen. The report functions the same as previous versions apart for the addition of the Uncleared Amount column. Any owners that are displayed on the report will also display any uncleared funds amount against their account.

REST Professi © Copyright 20 Rockend Tech ROCKEND RE	ional Software System (10.5.01))13 - Rockend Technology Pty Ltd nology: UNLICENSED FAL ESTATE TRUST ACCT				Date: 21/03/13		Page: 001	
		OWNER	WITHHOLD F	UNDS				
Report order: (Owner					From: to: - all	groups	
Alpha	Owner	Balance	Pmt method	Withheld	Flat Payment	O/S Disb	Uncleared Amt	
BECKHAM	Mr David Beckham	1,272.54	Auto Dep	890.00	0.00	0.00	382.54	
BOND	James Bond	3,700.82	Auto Dep	0.00	100.00	0.00	0.00	
BRADSHAW	Carrie Bradshaw	5,429.58	Auto Dep	600.00	0.00	0.00	0.00	
CRAIGD	Mr Daniel Craig Comment: To pay upcoming invoices	1,670.49	Auto Dep	1,000.00	0.00	0.00	0.00	
ROBERTS	Julia Roberts Comment: To pay upcoming invoices	2,368.54	Auto Dep	340.00	0.00	0.00	0.00	
Number of it	tems - 5							

End of Month/Mid-Month Wizard

The Owner Withhold Funds screen is also available to add as a Mid and End of Month Wizard step for Property Management databases and combined Property Management and Sales databases.

Add Step

The Mid and End of Month Wizard configuration must be completed by a user with the REST security level Journals/EOM Wizard/Files Update & Above.

To add the new step Owner Withhold Funds in the Wizard:

1. Go to Other > Wizards > Owner Payments / End of Month or Click the Wizard icon



- 2. Click Next, and select End of Month Payout and or Mid-Month Payout
- 3. Click Configure, the End of Month Payout Configuration Screen is displayed
- 4. Click Add
- 5. Select Owner Withhold Funds from Available Items list

🚯 Payment Processing Wi	izard			X
End Of Month Pay This process will allow yo end of month procedure or removed. To make the Once you are happy with	yout Configuration ou to configure the wizard to suit you list has been loaded below. Items ca ese changes, please click the releva h the items in the wizard, please click	ir needs. The an be added, ant button bek < 'Next' to con	default edited ow. tinue	
Item No. Item Description 1 Initialise Wizard 2 Bank Reco 3 Set End of 4 Clear Banki 5 Pre-stateme 6 Process Re	vailable Items Iwner Withhold Funds hternal EFT Payment frint Trial Balance		Add Remove Edit	Load Default Move
7 Process Ou 8 Print Outsta 9 Print Creditor 10 Creditor Re 11 Mark Settle 12 EOM-1 Sys 13 Print Owner State 14 Process Owners	trint Owner Ledgers trint Journals Report trint Debit Occurrence Report trint Sales Ledgers OK Cancel enterns Cheques	•		
Configure	Accounts	Back	Next	Cancel

- 6. Click OK
- Enter a step number for this item, we recommend after creditor payments and before owner payments.
- 8. Click OK, the Owner Withhold Funds step is displayed in your wizard
- 9. The configuration of the new step is complete. Click Next to process the End of Month

Wizard or Cancel to exit.

Processing the Owner Withhold Funds Step

When you reach the Owner Withhold Funds step in you mid or end of month wizard, the Owner Withhold Funds screen will display. You can confirm, edit or add owners withhold details and produce the Owner Withhold Funds Report.

When you have finished with the step you are prompted like all other steps in the wizard with the Status screen to confirm the step has been completed.

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