

How to Create an Internal Owner Account in Rest Professional

Overview

Internal accounts are used in Rest to separate the various income streams of your property management portfolio.

For instance you can have an internal account which allows you to journal all Advertising reimbursements into. You may also choose to create an internal account which allows you to receipt all your unknown tenant deposits into.

There is no restriction on the number of internal accounts that you can create in Rest.

This document will Cover:

- [How to Setup an Internal Owner Card](#)
- [How to Setup an Internal Property Card](#)

How to Setup an Internal Owner Card

1. Go to Files > Owner or select the owner icon 
2. Click on Add Mode – F4 to enable data entry. Note: The alpha index must start with “AA”. The name of the account will be the relevant reason for the internal account (such as, advertising or unknown deposits).

Owner Details

Alpha index: AAUNKNOWN **ADD MODE** Active

Ownership: Unknown Tenant Deposits

General | Payment | Notes | Enquiry | Properties | O/S Disbs | Budget | Tax & Charges

Add new Contact View all Contacts

Primary Owner

Title: [v]
 First Name: [] Last Name: []
 Name: []
 Salutation: []

Contact Details

Home: [] Work: []
 Fax: [] Mobile: []
 Email: []
 Address: []
 []
 []

Communication

Preferred Communication Method: [v]
 Send Statement by: Post Quantity: 1
 Send Income & Expenditure Report by: Post

Primary Contact Lease Contact Accounts Contact Repairs Contact

Comments: []

Split payments

% amount retained: 100. Balance to owner: []

Cancel - ESC
 Action - F1
 Clear - F2
 Delete - F3
 Add Mode - F4
 Search - F7
 Replicate - F8
 Last Edits - F9
 OK - F12

3. Add the name of the account for example: Unknown Deposits (as shown above).
4. Leave all other fields in the General Tab blank
5. Enter details on the Payments Tab as required:-

- **Payment method** – select the payment method required. NOTE: If you intend to pay this account out at end of month, the payment method should be set to Cheque or Auto Deposit (EFT) depending on how you prefer to pay funds from your trust account into your trading account. If this is intended to be a holding account, the funds should never be paid automatically out of the trust account and the payment method must be set to Carried forward.
- **Statement Control** - Change the Statement Control from Group A to Group I (internal).

6. Enter the details on the Tax & Charges Tab as required:-

- **Tax** – leave this section to default
- **Charges** - Remove all fees from the Postage and Sundries and Income and Expenditure fields
- **Owner Status** - In the “Owner type” drop down box, change this to Internal.
- **Account Attract GST** - If you are collecting GST on this account, then tick Account attracts GST

- **Revenue Recovery** - If you would like this account to be added into your management revenue report, tick Revenue Recovery.
7. Click OK-F12 to save
 8. If this internal owner account is to be paid out at end of month you can now go back into the newly created card and go to the Tax & Charges tab and tick Payout at End of Month
 9. Click OK-F12 to save

Owner Details

Alpha index: AAUNKNOWN Active

Ownership: Unknown Tenant Deposits

General | Payment | Notes | Enquiry | Properties | O/S Disbs | Budget | **Tax & Charges**

Tax

GST chargeable from: ___/___/___

Owner ABN: - - - Use agent ABN

Charges(Excl)

Postage and sundries: \$0.00

Income & Expenditure: \$0.00 Bank Charges

Owner status

Owner type: Internal Account attracts GST

Payout at End of Month Revenue Recovery

Cancel - ESC

Action - F1

Clear - F2

Delete - F3

Add Mode - F4

Search - F7

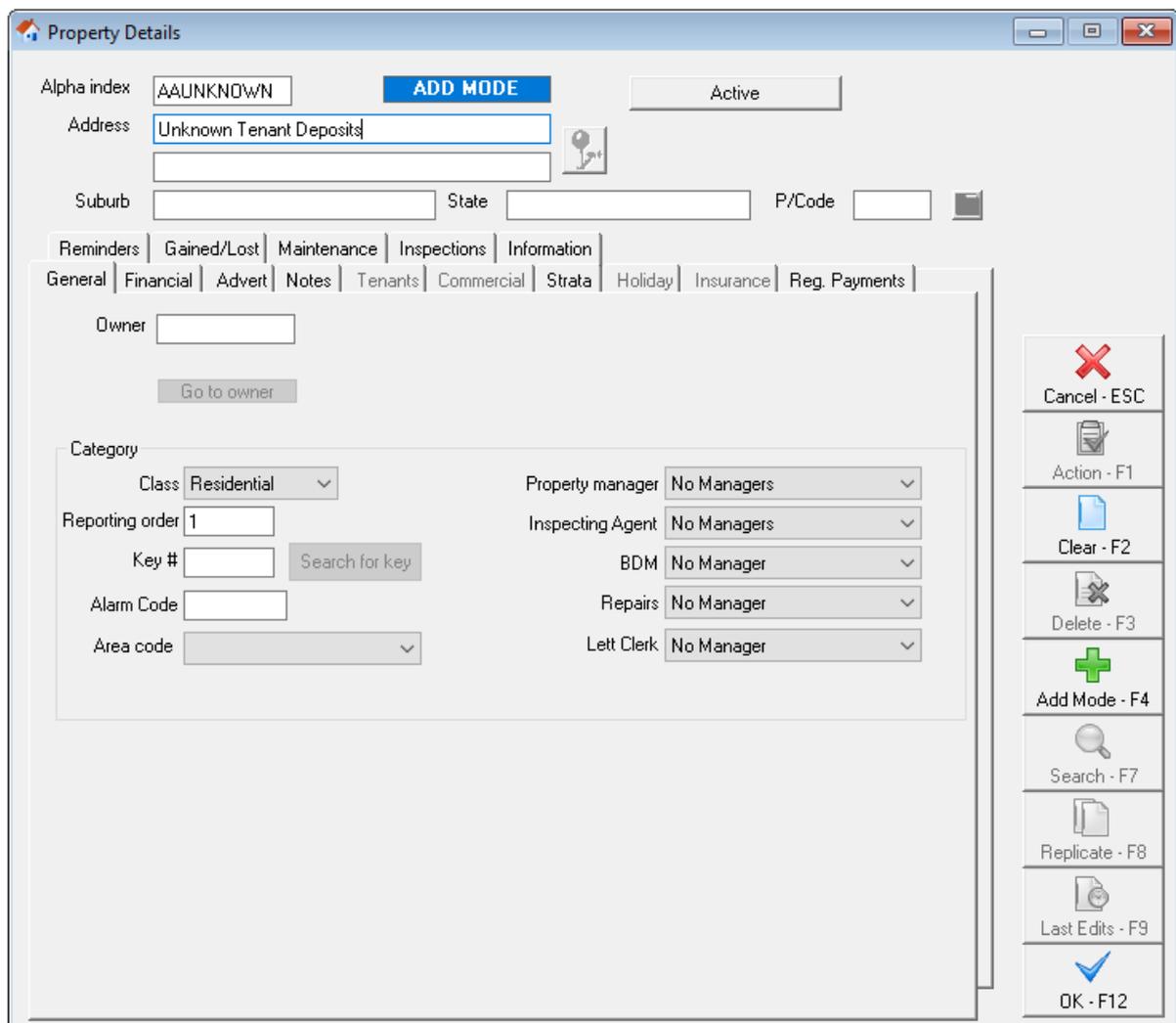
Replicate - F8

Last Edits - F9

OK - F12

How to Setup an Internal Property Card

1. Go to Files > Property or select the property icon 
2. Click on Add Mode – F4 to enable data entry. NOTE: The alpha index should be the same as the alpha index used for the internal owner
3. Enter the name of the account on the first address line example shown above. This should also be the same as the name used on the internal owner that has been set up.
4. Complete the details on the General tab as required:-
 - Owner - In the Owner field, type in the alpha index of the internal owner and press Enter to attach the owner to the property. NOTE: The internal account name should appear beside the alpha index



The screenshot displays the 'Property Details' window with the following fields and controls:

- Alpha index:** A text field containing 'AAUNKNOWN' and a blue 'ADD MODE' button.
- Address:** A text field containing 'Unknown Tenant Deposits' and a location pin icon.
- Suburb:** An empty text field.
- State:** An empty text field.
- P/Code:** An empty text field.
- Navigation tabs:** Reminders, Gained/Lost, Maintenance, Inspections, Information, General (selected), Financial, Advert, Notes, Tenants, Commercial, Strata, Holiday, Insurance, Reg. Payments.
- Owner:** An empty text field with a 'Go to owner' button below it.
- Category:** A section containing:
 - Class:** A dropdown menu set to 'Residential'.
 - Reporting order:** A text field containing '1'.
 - Key #:** A text field with a 'Search for key' button.
 - Alarm Code:** An empty text field.
 - Area code:** A dropdown menu.
 - Property manager:** A dropdown menu set to 'No Managers'.
 - Inspecting Agent:** A dropdown menu set to 'No Managers'.
 - BDM:** A dropdown menu set to 'No Manager'.
 - Repairs:** A dropdown menu set to 'No Manager'.
 - Lett Clerk:** A dropdown menu set to 'No Manager'.
- Right-hand toolbar:** A vertical stack of buttons with icons and labels:
 - Cancel - ESC (Red X icon)
 - Action - F1 (Printer icon)
 - Clear - F2 (Blue document icon)
 - Delete - F3 (Trash can icon)
 - Add Mode - F4 (Green plus icon)
 - Search - F7 (Magnifying glass icon)
 - Replicate - F8 (Document with plus icon)
 - Last Edits - F9 (Document with circular arrow icon)
 - OK - F12 (Blue checkmark icon)

5. Enter the details on the Financial tab as required:-

- **Fees** – leave the Fees field blank
- **Rent** - Leave the Rent section blank
- **Letting** - Untick the Charge Letting Fee box & the OK to re-let box.

The screenshot shows the 'Property Details' window with the 'Financial' tab selected. The window title is 'Property Details' and it has standard Windows window controls. The 'Alpha index' is 'AAUNKNOWN' and there is an 'ADD MODE' button. The 'Address' is 'Unknown Tenant Deposits'. The 'Suburb', 'State', and 'P/Code' fields are empty. The 'Reminders' tab is active, and the 'Financial' sub-tab is selected. The 'Fees(Excl)' section contains: 'Base commission %' (0.00), 'Supervision fee' (0.00), 'Disbursement fee' (0.00), 'GST chargeable from' (01/07/05), 'Tenant invoice comm %' (0.00), and an unchecked 'Charge fee as %' checkbox. The 'Rent' section contains: 'Base rental amount' (\$0.00), 'Bond Amount' (\$0.00), 'Payment period (D/W/M+1-99)' (W1), and 'Expenditure limit' (\$0.00). The 'Letting' section contains: an unchecked 'Charge letting fee' checkbox, 'Charge letting fee by' (Number of Weeks), 'Letting fee rate(Excl)' (0.00 Weekly), 'Letting fee amount(Inc)' (\$0.00), an unchecked 'OK to re-let' checkbox, 'Application taken' (___/___/___), and an unchecked 'Property being renovated' checkbox. On the right side, there is a vertical toolbar with buttons: 'Cancel - ESC', 'Action - F1', 'Clear - F2', 'Delete - F3', 'Add Mode - F4', 'Search - F7', 'Replicate - F8', 'Last Edits - F9', and 'OK - F12'.

6. Select the Gained/Lost tab and remove the Authority Start Date

Property Details

Alpha index: AAUNKNOWN **ADD MODE** Active

Address: Unknown Tenant Deposits

Suburb: State: P/Code:

General | Financial | Advert | Notes | Tenants | Commercial | Strata | Holiday | Insurance | Reg. Payments

Reminders: **Gained/Lost** | Maintenance | Inspections | Information

Gained and Lost Information

Property Status: Active

Gained	Lost
Authority Start Date: / /	Authority Expiry Date: / /
Management Gained Date: / /	Management Lost date: / /
Gained Reason: No reason specified	Lost Reason: No reason specified
Gained Comment:	Lost Comment:
Referred By: Not referred	Lost to Competitor: Not lost to competitor
Referral Comment:	

Cancel - ESC
Action - F1
Clear - F2
Delete - F3
Add Mode - F4
Search - F7
Replicate - F8
Last Edits - F9
OK - F12

7. Select the Inspections tab and make the following changes:-

- Remove the Inspection Fee, Frequency and Last Inspection Date
- Tick Exclude from Inspections

Property Details

Alpha index: AAUNKNOWN **ADD MODE** Active

Address: Unknown Tenant Deposits

Suburb: State: P/Code:

General | Financial | Advert | Notes | Tenants | Commercial | Strata | Holiday | Insurance | Reg. Payments | Reminders | Gained/Lost | Maintenance | **Inspections** | Information

Inspection

Inspection Fee(Excl): 0 Frequency: Last inspection date: / /

Exclude from Inspections

Inspection History

Date	Type	Status	Tenant Alpha	Fee	Date Charged

Cancel - ESC
Action - F1
Clear - F2
Delete - F3
Add Mode - F4
Search - F7
Replicate - F8
Last Edits - F9
OK - F12

8. Click on OK F12 to save

9. A message will appear to say that no inspection date has been entered, click OK

Your internal account is now set up and you can now perform the required transactions intended for this account.

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