



How to Create an Owner Invoice in REST Professional

Overview

You may have an owner with insufficient funds to pay an invoice and you need to invoice the owner for payment.

You cannot create an invoice in REST to send to the owner as you can a tenant invoice, however you can create an outstanding disbursement against the property. This invoice will show as part of the owner statement as an unpaid invoice.

This document will cover:

- Creating an outstanding invoice against the property
- Printing/Previewing the Owner Statement

Creating the Outstanding Disbursement

1. Go to Transactions > Creditor Disbursement
2. Enter the details for the invoice:
 - Property – Enter the alpha index of the property
 - Creditor – Enter the alpha index for the creditor
 - Description – Enter a description for the disbursement, this will appear on the owner statement
 - Account Code – Use the relevant account code for the disbursement (i.e. an expense code)
 - Ref/Invoice No. – Fill out the relevant reference/invoice number or a description
3. Click OK–F12

Property: SHORT88
Exp. limit: 500.00

Creditor: ROCKADV

Property details (OWNER: BECKHAM)
88 Short Street
BIRCHGROVE NSW 2041
Mr David Beckham
Mr Beckham
H:02 9555 4736

Creditor details
Rockend Real Estate - Advertising
1 CHANDOS STREET ST LEONARDS NSW 2065
W:(02) 9966 0900

Balance	Outstand. due	Bal. after out.	Disbs paid	Prop. disbs
0.00	0.00	0.00	475.00	0.00

Incl GST: \$55.00 GST: \$5.00 Excl GST: \$50.00

Description: Internet advertising fee

Account code: 416 Advertising

Invoice Number: 88 Short Street Date due: 07/09/17

Buttons: Cancel - ESC, Property Act - F1, Creditor Act - F2, Creditor - F8, Owner - F9, Clear - F4, OK - F12

4. If a message comes up with - This disbursement will be added to the outstanding disbursement file.

5. Select the priority of the disbursement and click OK

Select priority

i This disbursement will be added to the outstanding disbursement file.
Please select a priority for this disbursement.

Normal High Must pay

NOTE: The disbursement will now appear on the Outstanding Disbursement Report and also on the Owner Details under the O/S Disbs Tab

Printing/Previewing the Owner Statement

To check how this will print out at end of month you can preview and/or print the statement as follows:-

1. Go to Reports > Owner > Statement Printing
2. Click on Select and choose the Owner
3. Click on Preview-F11

NOTE: You will notice on the bottom of the statement it shows the unpaid invoice

Owner Statements [Close]

Selection

Month to Print: **Current**

All

Range
 Start at Alpha Index:
 Finish at Alpha Index:

Select: **BECKHAM**

Advanced

Group:

Print comments
 Print YTD totals
 Send email statements

Print Statements: **All**

Account types: **Owners only**

Sort Order: **Owner**

Orientation F1 | Font Select F2 | Printer Select F3 | Print - F12 | Preview - F11 | Export - F10 | Cancel - ESC

Example

Mr David Beckham
 27 Wharf Road
 BIRCHGROVE NSW 2041

Primary Owner Statement for
 Period Ending: 07/09/17
 Reference: BECKHAM
TAX INVOICE

Mr David Beckham
 Manager: Clark Kent

Property	Tenant	Rent	Paid From	To	Periods	Paid	Credit
24 Gallimore Avenue 88 Short Street	George Clooney VACANT	420.00 W1	05/08/17	18/08/17	2	840.00	0.00
Date	Disbursements & Sundry Receipts					Debit	Credit
	Total Rent Collected From Tenants						840.00
14/08/17	24 Gallimore Avenue Carpet Cleaning	Neil's Carpet Cleaning		Inv:1245		150.00	
				(includes 13.64 GST)			
05/09/17	24 Gallimore Avenue Water Rates	Rock Water		Inv:223987005		325.00	
07/09/17	EFT payment to owner *Management Fees Plus GST on items marked *	Mr David Beckham				291.08 67.20 6.72	
						840.00	840.00
	NETT AMOUNT TO BE PAID						0.00

<u>UNPAID INVOICES</u>			
07/09/17	SHORTS	Internet advertising fee	55.00
			55.00

NOTE: If you're going to email the statement to the owner close out of the preview screen by clicking on the blue back arrow  tick send email statements and click on the print button, this will email the statement if you have selected statement to be emailed.

07/09/2017 2:27 pm AEST