

How to Sundry Receipt in REST Professional

Overview

You can receipt any monies you received that are NOT tenant rent, bond, residential tenancy agreement fees, reservation fees or tenant invoices in to REST as a sundry receipt. Sundry receipting allows you to choose whether to charge management fees and calculates the GST on management fees if appropriate.

Steps

1. Go to Transactions > Sundry Receipts
2. Enter the Alpha index of the property and press ENTER
3. Enter the details for the reimbursement:
 - Incl GST - Amount to be credited & remove the GST if this is not applicable
 - Description - Describe the funds you are receipting
 - Account code - Use income account code (i.e. if funds are from the owner you would use 140 - Owner contributions)
 - Management Fee % - This field should be left blank unless you want to charge a management fee on the total of the sundry receipt.
4. Click OK-F12

The screenshot shows the 'Sundry Receipts' window with the following details:

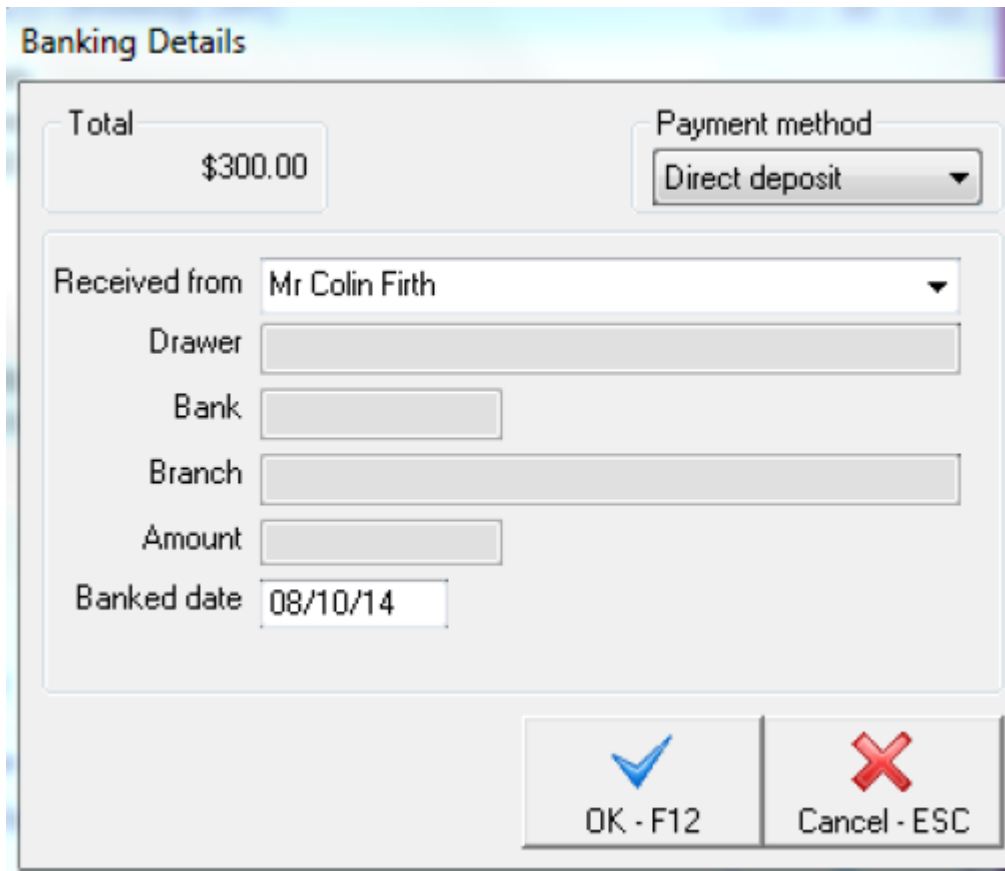
- Property: ARCH34
- Property details: 34 Archer Street, CHATSWOOD NSW 2067
- Contact: Colin Firth, Mr Firth, (02) 9958 7458, (02) 9238 5478
- Balance: 9.30, Owner Sundry: 0.00, Prop Sundry: 0.00
- Incl GST: \$300.00, GST: \$0.00, Excl GST: \$300.00
- Description: Funds received from owner to pay o/s disbursements
- Account code: 140 Contributions From Owner
- Manage fee %: [Empty]

On the right side, there are four buttons: Cancel - ESC (red X), Clear - F2 (blue document), Comment - F4 (yellow notepad), and OK - F12 (blue checkmark, highlighted with a red border).

5. Enter the banking details:

- Payment Method - Select the relevant method
- Received from - The name of the person paying the funds

6. Click OK-F12



The image shows a software dialog box titled "Banking Details". It contains several input fields and buttons. At the top left, there is a "Total" field with the value "\$300.00". To its right is a "Payment method" dropdown menu currently set to "Direct deposit". Below these is a "Received from" dropdown menu with "Mr Colin Firth" selected. Underneath are empty text boxes for "Drawer", "Bank", "Branch", and "Amount". At the bottom left, the "Banked date" is set to "08/10/14". At the bottom right, there are two buttons: "OK - F12" with a blue checkmark icon and "Cancel - ESC" with a red X icon.

The funds will now have been paid to the owner and will appear as a credit on the owner ledger.

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