

Displaying the Agent ABN on Statements and Invoices in REST Professional

Setup of Agent ABN on statement/invoices in REST

1. Go to your system options (ie/ Other > Utilities > System Options > Statements Tab). Tick the option for "Print Agent ABN" and click ok (please note all users need to be out of rest to effect this system option change)

The screenshot shows the 'System Options' dialog box with the 'Statements' tab selected. The 'Print agent ABN' checkbox is highlighted with a red circle. Other options include 'Print owner payment details on statements', 'Print owner phone/fax numbers', 'Print property address', 'Print property manager name', 'Print creditor name', 'Include period paid column', 'Print "due to" instead of "paid to"', 'Show GST inclusive in commercial statement', 'Print future increases on 4 and 8', 'Show Invoices GST Excl on style 6,7,11', 'Print effective paid to on style 6/7', 'Show future bookings on statement', 'Default sort order' (Owner), 'Include tenant invoices with rents' (No tenants), 'Print inhand column' (Yes), and 'Print GST summary' (Commercial). The 'Tenant Statement/Invoice' section has 'Print a tear off remittance' (REST) and 'Email tenant statements' (checked). The 'Headers and footers' section has 'Offset for footer' (0), 'Offset for header' (0), 'Offsets for creditor reports' (0), 'Length of page' (60), 'Print header middle' (checked), and 'Offset for vacancy report' (0). The 'Email owner statements' section has 'None' selected, 'PDF format' selected, 'HTML format' unselected, and 'Print emailed owner statements' (checked).

2. Go to Owner Details (ie/ files > owner > tax and charges tab). Tick the option for "Use Agent ABN" and click ok

Owner Details

Alpha index: BALDWIN Active

Name: Alec Baldwin

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

Tax

GST chargeable from: 01/07/00

Owner ABN: 54-678-987-345 Use agent ABN

Charges(Excl)

Postage and sundries: \$5.00

Income & Expenditure: \$30.00 Bank Charges

Owner status

Owner type: Owner

Cancel - ESC

Action - F1

Clear - F2

Delete - F3

Add Mode - F4

Search - F7

Last Edits - F9

OK - F12

Previewing the Statement/Invoice in REST

To preview a Statement/Invoice go to Reports > Tenant > Statement/Invoice Printing > Preview

Agent ABN will display on the right side of the page

Rockend Real Estate
Licensee: Bedrock
1 Chandos Street
ST LEONARDS NSW 2065
Tel:(02) 9966 0900 Fax:(02) 9966 0922

Jennifer Aniston
4/40 Gibson Street
NORTH SYDNEY NSW 2060

Tenant Invoice

Agent ABN: 32-456-812-986

Regarding: Jennifer Aniston
4/40 Gibson Street
NORTH SYDNEY NSW 2060
Manager: Clark Kent

Date: 06/11/12
Ref: ANISTONJ
Page: 1

Description	Rate	For the Period	Credit	Owing
Rent	510.00W1	14/10/11 - 08/11/12	0.00	28560.00
				<u>28560.00</u>
			Total Owing	<u>\$28,560.00</u>



New Zealand clients refer to ABN as GST number (Goods & Services Tax) and this is how it will appear in the system option

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