

# Understanding the Residential Tenant Ledger in REST Professional

**Agent Details**

REST Professional Software System (10.5.05)  
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Your Local Real Estate  
YOUR LOCAL REAL ESTATE TRUST ACCOUNT

Date: 03/09/13 Page: 001

**Date Printed**

**TENANT TRUST LEDGER REPORT**

Reported Period(s): Complete History 1 records selected - All Tenants For All Managers

Date	Ref.	Paid	Op	Acct.	Description	Rent	Amt. Due	Due To	Paid From	To	Inhand	Amount
<p><b>BIGJ John Big</b></p> <p style="text-align: center;">7/31 Belmont Avenue, WOLLSTONECRAFT NSW 2065</p>												
19/08/13	00006756	3000.00	LL	101	Rent Residential Bond Includes 0.00 GST	600.00 W1	600.00	25/08/13	19/08/13	01/09/13	0.00	1200.00
					Holding deposit applied to this receipt							-600.00
19/08/13		0.00	LL		Direct Deposit, - 19/08/13 Invoiced for: Tenant Requested Monthly Cleaning/Ho							
					Am: \$90.00 - Due: 01/09/2013							2400.00
20/08/13		-2400.00	LL		BondD Bond Disbursed BELM7/31 John Big							
20/08/13		0.00	LL		Letter Sent JOHN BIG NEW TENANT WELCOME LETTER.DOC							
26/08/13	00006757	600.00	LL	101	Rent	600.00 W1	0.00	08/09/13	02/09/13	08/09/13	0.00	600.00
26/08/13	00006757	-600.00	LL	101	Direct Deposit, - 26/08/13 Rent Reversal	600.00 W1 (Prev Paid To 08/09/13)				01/09/13	0.00	-600.00
27/08/13	00006758	180.00	CK	167	Incorrectly Received To Wrong Tenant Tenant Requested Monthly Cleaning/Housekeeping Includes 8.18 GST							90.00
					InvCR Tenant funds for October Cleaning Invoice							90.00
27/08/13		0.00	CK		Direct Deposit, - 27/08/13							
30/08/13	00006759	1200.00	BL	101	Rent Rent variation: \$950.00/W1 from 25/08/14	600.00 W1	0.00	15/09/13	02/09/13	15/09/13	0.00	1200.00
					Banking: AusPost St Leonards Money Order							
03/09/13		0.00	BL		Vacating Date: NEW:09/09							
03/09/13		0.00	BL		Letter Sent JOHN BIG TENANT VACATING PACK (LEASE B							
03/09/13		0.00	BL		Tenant refund pymt: 03/09/13 - \$514.30 by EFT							
03/09/13		0.00	BL		A/C Name: Mr John Big A/C No: 574100395							
03/09/13		0.00	BL		BSB: 047-886							
03/09/13		0.00	BL		Rent Paid To OLD:15/09 NEW:09/09							
03/09/13		0.00	BL		* Above 1 tenant detail change(s) made. Reason:							
					Rent refund							90.00
20/09/13	00006761	0.00	CK	167	Tenant Requested Monthly Cleaning/Housekeeping							90.00
					InvCR Invoice Credit allocated to this receipt							-90.00
<b>Total Rent</b>											<b>4800.00</b>	

**Transaction Descriptions**

- Rent**  
Funds received and applied as rent
- Rent Reversal**  
Transaction cancellation of funds received and applied as rent
- Residential Bond**  
Funds received and applied as a residential bond
- BondD**  
Funds received as a residential bond disbursed to the relevant authority
- Invoiced For**  
Invoice created against tenant
- Letter Sent**  
Communication item sent to tenant via mail, email or SMS
- InvCR**  
Funds received and applied as tenant invoice credit, as well as funds disbursed from tenant invoice credit

**Date**  
Date of transaction

**Ref.**  
Transaction receipt/reference number

**Paid**  
Total amount received

**Op**  
Initials of User that entered the transaction

**Acct**  
Transaction account code used

**Description**  
Description of transaction entered

**Rent**  
Amount of rent due per period as per the Residential Tenancy Agreement, the period being:  
W1 – Week  
W2 – Fortnight  
M1 – Calendar

**Tenant and Property Information**  
Displays the Tenant Alpha Index, the Tenant Name and the Property Address

**Amt. Due**  
Amount of rent due to the next rent period

**Due To**  
Date rent will be paid to if funds due in the Amt. Due column were paid

**Paid From**  
Date of rent the tenant period is paid from

**Paid To**  
Date of rent the tenant period is paid to

**Inhand**  
This is a part payment of rent. This column reflects at any time, the tenant has paid rent funds other than a full period of rent. The amount is retained until the balance equivalent to the full period of rent is paid.

**Amount**  
Total amount of each transaction

**Total Rent**  
Total amount of rent received within the period range previewed on the ledger