

How to Setup to not Print Emailed Owner Statements

Overview

You have a system option in REST to not print owner statements that are setup to be emailed. If this option is selected, owners statements will only print for those owners without a valid email address or that are not setup for emailing statements.

Steps

1. Go to Other > Utilities > System Options > Click on the Statements Tab
2. In the bottom right hand corner, untick the box that says "Print emailed owner statements"
3. Click OK-F12

The screenshot shows the 'System Options' dialog box with the 'Statements' tab selected. The 'Print emailed owner statements' checkbox is highlighted with a red box. The dialog box contains various settings for statements, including checkboxes for printing details, addresses, and GST, as well as dropdown menus for sort order and in-hand columns. The 'Email owner statements' section at the bottom has radio buttons for 'None', 'PDF format', and 'HTML format', and the 'Print emailed owner statements' checkbox is currently unchecked.

System Options

Sales | Other | SMTP | System | **Other Payments** | Mobile

Transactions | Statements | **Statement/Report** | Miscellaneous | Descriptions | Reminders

Statements

Print owner payment details on statements
 Print owner phone/fax numbers
 Print property address
 Print property manager name
 Print creditor name
 Print agent ABN
 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
Print GST summary: Commercial

Tenant Statement/Invoice

Print a tear off remittance (REST)
 Email tenant statements
 Print emailed invoice/statement

Headers and footers

Offset for footer: 0
Offset for header: 0
Offsets for creditor reports: 0
Length of page: 60

Print header middle:
Offset for vacancy report: 0

Email owner statements

None PDF format HTML format

Print emailed owner statements

Cancel - ESC
OK - F12

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