

## How to Setup Variable Outgoings Cards in REST Professional

The advance commercial module allows you to set your owners on a statement style that is designed to specifically withhold owner funds. If you do not have the advance commercial module, you can setup Variable Outgoings Cards for the Owner Property and Tenant. This is useful for commercial owners that charge the outgoings to the tenant but do not want to be paid the amount and want the funds to be retained by the agent and outgoings paid directly from these withheld funds.

This document will cover:

- How to create a variable outgoings Owner card
- How to create a variable outgoings Property Card
- How to create a variable outgoings Tenant Card

### How to Create a Variable Outgoings Owner Card

1. Setup a new owner card. Go to Files > Owner and click on Add Mode-F4 (Start the alpha index with VO followed by the original owner alpha i.e. the owner alpha index is GRIFFITHSR, the alpha index would be VOGRIFFITH)
2. Ensure that you set the payment method on the Payment tab to Carried Forward
3. Ensure you set Postage & Sundries on the Tax & Charges tab to \$0.00.
4. Complete all relevant details and click OK-F12

Owner Details

Alpha index: VOGRIFFITH

Name: Variable Outgoings Held - R Griffiths

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

Address: 34 Louisa Road  
BIRCHGROVE NSW 2041

Contact: Ms Griffiths

Home: (02) 9555 1975  
Work: (02) 9238 1345  
Mobile: 0407 912 741  
E-mail: rachel@brothersandsisters.com.au

Split payments: % amount retained 100. Balance to owner

Active

Cancel - ESC

Action - F1

Clear - F2

Delete - F3

Add Mode - F4

Search - F7

Last Edits - F9

OK - F12

Owner Details

Alpha index: VOGRIFFITH

Name: Variable Outgoings Held - R Griffiths

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

Payment method: Carried forward

Comments: Ms Rachel Griffiths

987456321  
082-124  
NAB Balmain

Flat payment amount: \$0.00

Withhold Funds: Permanent  (Tick to retain Amount and Comment at EOM) Amount: \$0.00

Comment:

Statement control: Group: A, Layout style: 7, No. of copies: 2

Additional address details: Modify Send statement by Email

Active

Cancel - ESC

Action - F1

Clear - F2

Delete - F3

Add Mode - F4

Search - F7

Last Edits - F9

OK - F12

### Create a Variable Outgoings Property Card

1. Setup a new property card. Go to Files > Property and click on Add Mode-F4 (Start the alpha index with VO followed by the properties alpha index i.e. the property alpha index is DARL722, the alpha index would be VODARL722)

2. Complete all relevant details and click OK-F12

The screenshot shows a software window titled "Property Details" with a standard Windows-style title bar. The main content area is a form with the following fields and sections:

- Alpha index:** VODARL722
- Address:** Variable Outgoings Held, 1/722 Darling Street
- Suburb:** BALMAIN
- State:** NSW
- P/Code:** 2041
- Reminders:** Gained/Lost, Maintenance, Other
- General Tab (selected):**
  - Owner:** VOGRIFFITH, Ms Rachel Griffiths, 34 Louisa Road, BIRCHGROVE NSW 2041, H:(02) 9555 1975 W:(02) 9238 1345. Includes a "Go to owner" button.
  - Category:**
    - Class:** Commercial
    - Property manager:** Clark (CK)
    - Assistant PM:** Mary (MC)
    - Repairs:** No Manager
    - Referral:** No Manager
  - Reporting order:** 1
  - Key #:** 20, with a "Search for key" button.
  - Area code:** Balmain
- Inspection:**
  - Last inspection date:** 17/01/11, **Frequency:** M12
  - Inspection Fee(Excl):** 20.00
  - Last Inspection Fee(Incl):** \$22.00 24/10/08

On the right side of the window, there is a vertical toolbar with the following buttons:

- Cancel - ESC
- Action - F1
- Clear - F2
- Delete - F3
- Add Mode - F4
- Search - F7
- Last Edits - F9
- OK - F12

## How to Create a Variable Outgoings Tenant Card

1. Setup a new tenant card. Go to Files > Tenant and click on Add Mode-F4 (Start the alpha index with VO followed by the tenant alpha index i.e. the tenant alpha index is DOYTAO, the alpha index would be VODOYTAO)
2. Setup the outgoings amount on the 1st column of the rental tab.
3. Click OK-F12

Tenant Details

Alpha index: VDDOYTAO Active

Lease name: Variable Outgoings - Doytao Thai Restaurant

General | Rental | Bank | Reneg/Inspect | Notes/Mail/Reminder | Invoices | Commercial

Property: VDDARL722 Shop 1/722 Darling Street BALMAIN NSW 2041

Ms Rachel Griffiths  
Home: (02) 9555 1975 Work: (02) 9238 1345

Contact: Doytao Thai Restaurant

Ms Adissa Wang

Home: (02) 9588 4747 Work: (02) 9555 1589

Fax: (02) 9555 1555 Mobile: 0419 987 654

Email: jenny.skerman@rockend.com.au

Lease: Doytao Thai Restaurant Bond required: \$0.00

Original lease date: / / Vacating: / / Bond no: / /

Lease start date: / / Termination: / / Bond collected: \$12,252.60

Lease end date: / / Lease break: / / Bond held: \$0.00

Tenant Details

Alpha index: VDDOYTAO Active

Lease name: Variable Outgoings - Doytao Thai Restaurant

General | Rental | Bank | Reneg/Inspect | Notes/Mail/Reminder | Invoices | Commercial

Description	Outgoings		
Amount GST Excl	\$500.00	\$0.00	\$0.00
Period	M1	M1	M1
Paid To last month	31/08/13	31/08/13	31/08/13
Paid To date	31/10/13	31/10/13	31/10/13
Rent received	\$0.00	\$0.00	\$0.00
Credit this month	\$0.00	\$0.00	\$0.00
Credit last month	\$0.00	\$0.00	\$0.00
Periods paid	0	0	0
Commission %	0.00	0.00	100.00
Account code	101	161	481
B/F Balance	\$0.00	\$0.00	\$0.00
Direct debit	<input type="checkbox"/> Disable	<input type="checkbox"/> Disable	<input type="checkbox"/> Disable

NOTE: Receipting will need to be made in 2 steps i.e. rent to the original tenant card and outgoings to the variable outgoings tenant card set up.

02/02/2016 10:52 am AEDT