

Understanding the Quick Tenant Ledger

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

QUICK TENANT TRUST LEDGER REPORT

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

Date Paid	Ref.	Description	Rent Rate	Paid From	To	Amears Excl Bef Pymt	Amount Paid Excl	Amears Excl Aft Pymt	
BIGJ John Big									
7/31 Belmont Avenue, WOLLSTONECRAFT NSW 2065									
19/08/13	00006756	Rent Residential Bond	600.00W1	19/08/13	01/09/13	600.00	1200.00	800.00CR	
		Holding deposit applied to this receipt							
		Direct Deposit - 19/08/13							
		Invoiced for: Tenant Requested Monthly Cleaning/Ho							
		Amt: \$90.00 - Due: 01/09/2013							
		BondD: Bond Disbursed BELM7/31 John Big							
		Letter Sent JOHN BIG NEW TENANT WELCOME LETTER.DOC							
20/08/13							-2400.00		
26/08/13	00006757	Rent	600.00W1	02/09/13	08/09/13	0.00	600.00	800.00CR	
		Direct Deposit - 26/08/13							
26/08/13	00006757	Rent Reversal	600.00W1	01/09/13		0.00	-600.00	0.00	
		Incorrectly Received To Wrong Tenant							
27/08/13	00006758	Tenant Requested Monthly Cleaning/Housekeeping					90.00		
		Includes 6.18 GST							
		InvCR: Tenant funds for October Cleaning Invoice							
		Direct Deposit - 27/08/13							
27/08/13							90.00		
		Rent Rent variation: \$650.00/W1 from 25/08/14							
30/08/13	00006759	Rent	600.00W1	02/09/13	15/09/13	0.00	1200.00	1200.00CR	
		Banking: AusPost St Leonards Money Order							
		Vacating Date: NEW-09/09							
03/09/13							0.00		
		Letter Sent JOHN BIG TENANT VACATING PACK (LEASE B							
03/09/13							0.00		
		Tenant refund pymt: 03/09/13 - \$514.30 by EFT							
03/09/13							0.00		
		A/C Name: Mr John Big A/C No: 574100395							
03/09/13							0.00		
		BSB: 047-885							
03/09/13							0.00		
		Rent Paid To OLD:15/09 NEW:09/09							
03/09/13							0.00		
		* Above 1 tenant detail change(s) made. Reason:							
		Rent refund							
20/09/13							0.00		
		Invoiced for: Tenant Requested Monthly Cleaning/Ho							
		Amt: \$90.00 - Due: 01/10/2013							
20/09/13	00006761	Tenant Requested Monthly Cleaning/Housekeeping					90.00		
		Includes 6.18 GST							
		InvCR: Invoice Credit allocated to this receipt							
Total Rent								2400.00	
Total rent arrears to next due date of 09/09/13								0.00	
Invoices Outstanding								0.00	
Total Arrears								0.00	

Transaction Descriptions

<p>Rent Funds received and applied as rent</p> <p>Residential Bond Funds received and applied as a residential bond</p> <p>BondD Funds received as a residential bond disbursed to the relevant authority</p> <p>Invoiced For Invoice created against tenant</p> <p>Letter Sent Communication item sent to tenant via mail, email or SMS</p> <p>InvCR Funds received and applied as tenant invoice credit, as well as funds disbursed from tenant invoice credit</p>	<p>Rent Reversal Transaction cancellation of funds received and applied as rent</p>
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Total Rent
Total amount of rent received within the period range previewed on the ledger

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

Date Paid
Date of transaction

Ref.
Transaction receipt/reference number

Description
Description of transaction entered

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

Paid From
Date of rent the tenant period is paid from

Paid To
Date of rent the tenant period is paid to

Amears Excl Bef Pymt
Amount in arrears exclusive of GST before this rent payment

Amount Paid Excl
Amount received exclusive of GST

Amears Excl Aft Pymt
Amount in arrears exclusive of GST after this rent payment

Total rent arrears to next due date of
Amount of rent arrears owing until the next rent period

Invoices Outstanding
Amount of invoice arrears

Total Arrears
Sum of amount of rent arrears owing until the next rent period and invoice arrears

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