

File Changes Report in REST Professional

Overview

The file changes report records a list of changes made to Owner details, Creditor Details, Vendors and Buyer Details and various other changes made in REST.

For each entry, the report shows the operator initials, date and time of the change.

This document will cover:

- Setup of System Options
- How to Generate the File Changes Report
- Information Listed on the File Changes report & and example of the report

Setup of System Options

Some changes are automatically setup to appear on the file changes report, however some setup is required in system options if required:-

1. Sensitive alert for report/export - Go to Other Utilities > System Options > Other Tab and tick Sensitive alert for report/export. This will allow all exports and sensitive reporting for owner/tenant/property that is exported to excel/reporting in REST to appear on the File Changes.

System Options

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

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

Miscellaneous

Do not print properties on consolidated expenditure Cancel web ad upon deposit/rent receipt

Print Unpresented report with Bank Rec report Use effective arrears for tenant export

Print Trial Balance with Bank Rec report Use Water Usage Invoicing

Creditor insurance renewal reminder Use ADL Forms

Use Sub-meter invoicing Show I&E figures GST Exclusive

Display Tax Invoice confirm/edit message Use Realworks Forms

Pay settlement day to purchaser Sensitive alert for report/export

Charge disb fee on quick disbursements Add Invoice Comment to ledger

Print manager name on invoice

Calculate arrears to selected day

Warn if duplicate PM disbursement is found in current and historical months

Disbursements

Post all PM disbursements to outstanding Quick disbursements use manual cheque sequence

Inspection fees

Charge fees Account code Inspection Fees

Laser report margins (mm)

Top Left

Bottom Right

Options for owner/tenant portal reports & emailing statements, remittances, work orders, quote requests

Print header with company details Print company logo

2. Security alert on bond amount - Go to Other > Utilities > System Options > Miscellaneous tab (You will require a response code from Rockend to access this tab). Tick Security alert on bond amount. This will allow all bond collected amounts that are amended in the tenant card to be recorded on the File Changes.

System Options

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

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

Receipts

Require payment of exact vacate amount Enforce unique alphas
 Round vacating amount to five cents
 May not pay past vacate date Code length of rent card

Miscellaneous

Prevent date change being less than last transaction Use special holiday rate
 Multiple direct debit groups Pay linked disbursements
 Security alert on bond amount
Rental Period Calculation
Charge letting fee by

Cheques

Placement of bitmap X mm Extra lines
signature Y mm Offset for MICR encoding

Disbursements

Enable outstanding disbursements Prevent debit balance in disbursements
 Supervision fees totalled in Postage & Sundries Prevent debit balance in journals
 Show supervision fee separately Prevent debit balance in receipt

Interest on Commercial Arrears

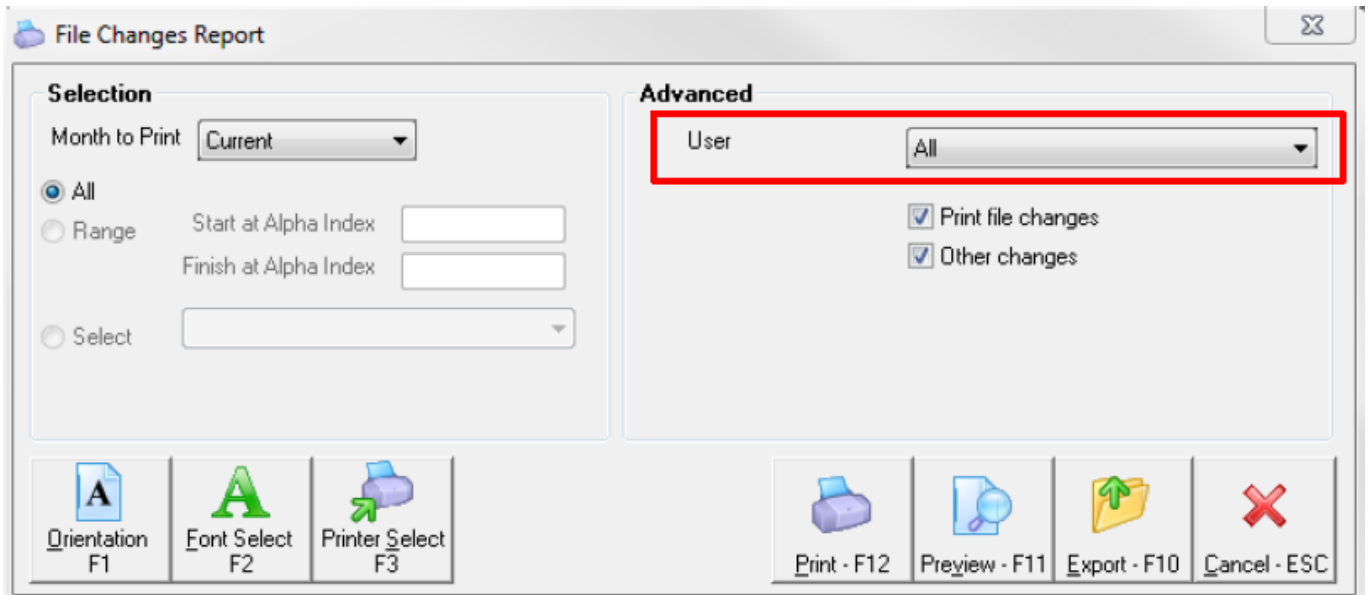
Charge interest on Ex GST Charge GST on top of interest Default account code

Cancel - ESC

OK - F12

Steps to Generate File Changes Report

1. Go to Reports > Other > File Changes > Select the Month to Print you require
2. Select your criteria:
 - Month to Print - select the required month
 - User - Select All to see a list of all file changes or select an individual user you wish to report on
 - Print File changes and other changes will default to being ticked
3. Click on Preview-F11



Information Listed on File Changes Report

- Owners entered, deleted & archived
- Changes made to any owners' names, addresses and bank details
- Changes made to any sales vendors or buyers names, addresses and bank details
- Changes made to creditors' bank details
- Owners, properties, tenants and bookings changed to and from an active/inactive status
- Changes made by running a Change of Ownership wizard
- Changes to the trust bank account details
- Changes to the REST system date
- Changes to the property/tenant commission rate percentages
- When sensitive owner/tenant/property information is exported/previewed/printed from REST
- Changes to the User/Password information in REST
- Changes to Bond Collected amount in the tenant file
- Global Changes to move portfolio from one manager to another
- Restoring data anywhere in REST by any user

Example of File Changes Report

FILE CHANGES REPORT

Date Time	Operator File	Index	Old	New
03/03/14 CK				
13:50	DATE	REST DATE	Sys date: 10/03/14, REST Date was: 10/03/14	Changed to: 03/03/14
04/03/14 CK				
13:52	DATE	REST DATE	Sys date: 10/03/14, REST Date was: 03/03/14	Changed to: 04/03/14
05/03/14 CK				
13:54	DATE	REST DATE	Sys date: 10/03/14, REST Date was: 04/03/14	Changed to: 05/03/14
14:01	Owner	LANNISTERTADD		Tywin Lannister 25 Kings Landing Way KINGS LANDING HEIGHTS NSW 2500
14:26	Owner	BALDWIN	Trans change: 000004 BOMA: 417 Reason for change (Op CK):	BOMA: 462 Incorrect BOMA Code
14:27			Trans change: 000025 BOMA: 417 Reason for change (Op CK):	BOMA: 462 Incorrect BOMA Code
22/10/14 ##				
11:19	SALE PE	FRASER	Dawn Fraser (DF) Salesperson Converted to New User	User: Dawn Fraser (DF)
	SALE PE	THORPE	Ian Thorpe (IT) Salesperson Converted to New User	User: Ian Thorpe (IT)
04/11/14 ##				
08:15	MISC		** System Restore **	
14:01	Owner	SPLIT	ADD	SPLIT TEST
14:02	Owner	SPLIT2	ADD	SPLIT TEST 2
14:10	Owner	SPLIT	Activity status, property SPLIT: SPLIT Old activity status: Active	New activity status: Archived

02/02/2016 10:52 am AEDT