

Adding a Global Comment to a Tenant Statement/Invoice

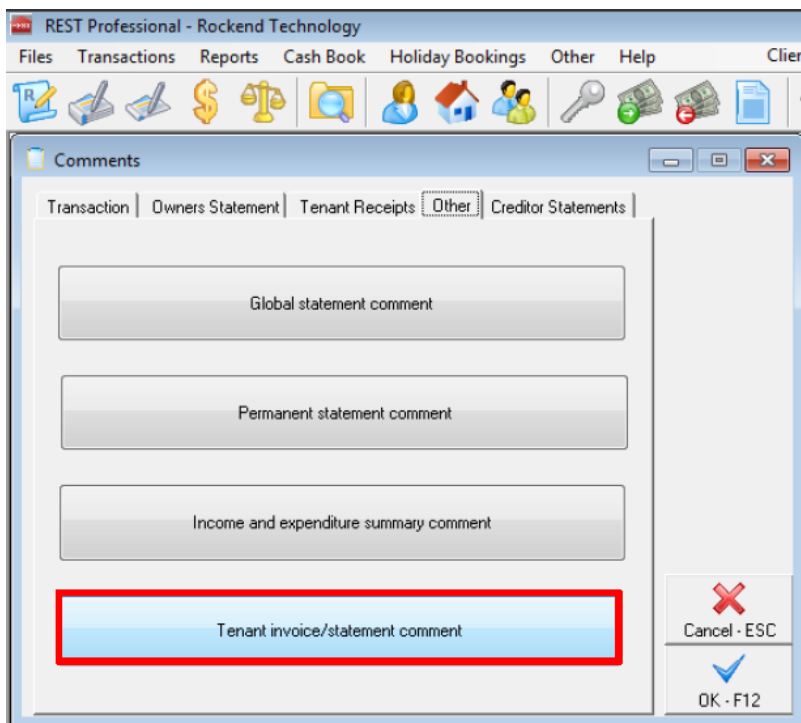
Overview

You may be required to add a global comment to appear on the bottom of your tenant statement/invoice.

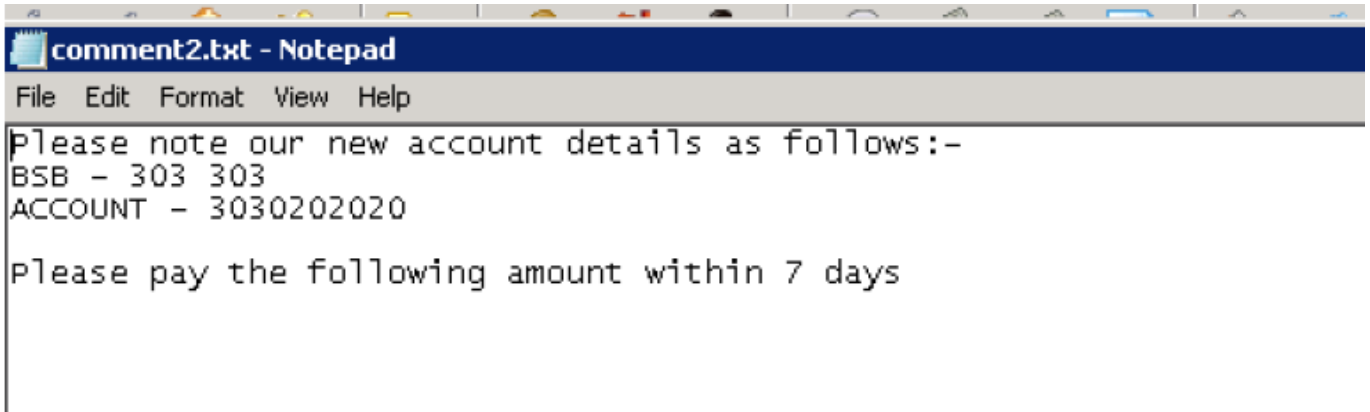
This might include information such as the payment details (i.e.bsb and account details) or another global message.

Steps

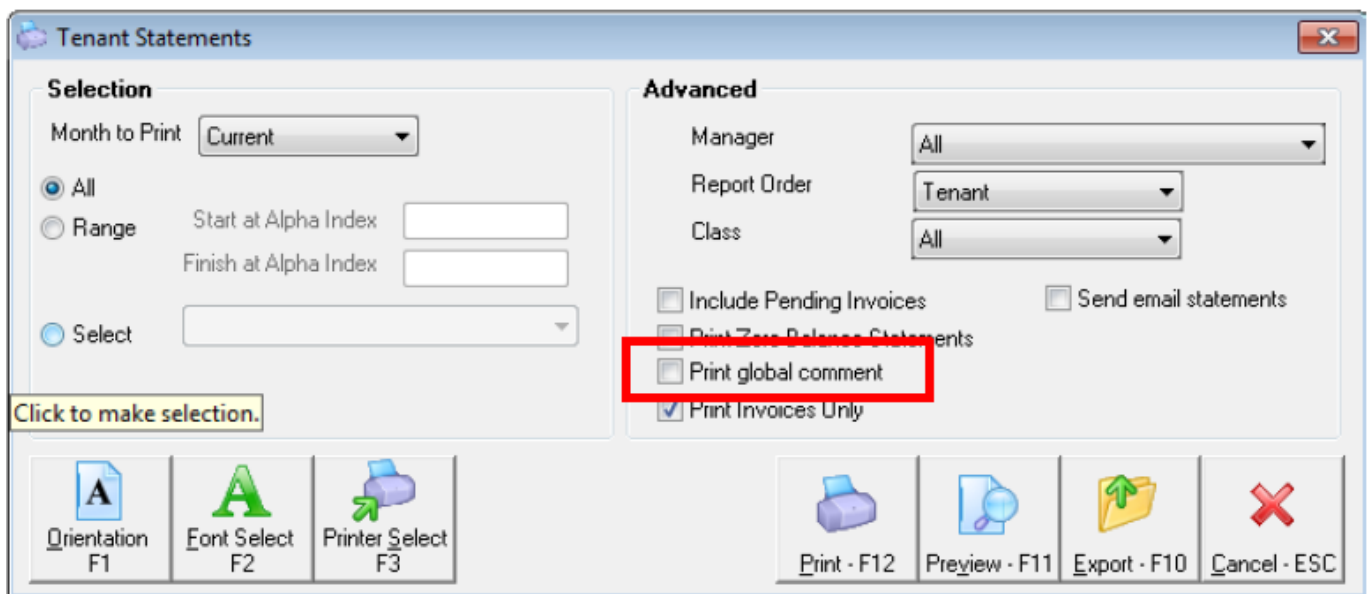
1. Go to Files > Descriptors and Comments > Master File and Transaction Comments
2. Go to Other tab
3. Select Tenant invoice/statement comment



4. Edit or add the text in notepad



5. Select File and Save the changes.
6. To print the comments and the time of print or emailing tenant invoice/statements Go to Reports > Tenant > Statement/Invoice Printing
7. Select your criteria, ensuring that you tick Print global comment



8. Click Print F-12 or Preview F-11

Rockend Real Estate
5/11 Richardson St SOUTH PERTH
ABN - 282 021 102

info@rockend.com.au

Jenifer Aniston
Jennifer Aniston
PO Box 666
STARSVILLE CA 82828

TAX INVOICE

Agent ABN: 32-456-812-986

Regarding: Jennifer Aniston
440 Gibson Street
NORTH SYDNEY NSW 2060
Manager: Clark Kent

Date: 28/02/14
Ref: ANISTON
Page: 1

Description	Rate	For the Period	Credit	Owing
Rent	1800.00M1	01/03/14 - 31/03/14	0.00	1800.00
		DUE 01/03/14		1800.00
		Total Owing		\$1,800.00

Tenant Invoice Credit Held \$727.00

Please note our new account details as follows:-
BSB - 303 303
ACCOUNT - 3030202020

Please pay the following amount within 7 days

9. If you are printing individual invoices you will need to tick the Print global comment box

Tenant Invoices

GST exempt

Tenant ALBAJ

Tenant details
 Jessica Alba
 Ms Alba
 02 9555 3846

Original lease 05/05/07
 Lease start 05/05/11
 Lease end 04/11/11
 Tenant Invoice Credit \$0.00

Property details
 Water Efficient No
 Last Inspection Date

7/16 Louisa Road
 BIRCHGROVE NSW 2041

Invoices Outstanding

Future	Total due now	Current	30 days	60 days	90+ days
0.00	0.00	0.00	0.00	0.00	0.00

Search Inv No

Incl GST \$90.00 GST \$8.18 Excl GST \$81.82

Description Electricity

Account code 331 R & M - Electrical

Date due 09/04/14 Manage fee % Disable debit Credits

Pay to Owner

Print invoice
 Email invoice
 Print global comment

Cancel - ESC

Clear - F2

Delete - F3

List Invoices - F5

Prop Search - F7

OK - F12

02/02/2016 10:44 am AEDT