

How to Setup Credit Card Surcharges in REST Professional

Overview

REST provides the ability to add a credit card surcharge field to the Tenant Rent Receipts screen. Once activated, REST will display a Credit Card Surcharge field to process via Transactions > Rent Receipts > Other Payments. REST will also automatically create an internal owner and property known as AACARDFEE.

This Document will cover:

- How to Activate Credit Card Surcharges in System Options
- How to Change the Payment method for the Internal Owner Card
- How to Receipt the Credit Card Surcharge

How to Activate Credit Card Surcharges in System Options



All other users must be logged out of REST prior to enabling this function

1. To activate credit card surcharge, go to Other > Utilities > System Options > Transactions tab
2. Tick 'Show credit card surcharge on rent receipt'
3. Click on OK-F12

System Options

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

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

Receipts

Invoices exempt from GST

Print all invoices as default

Email all invoices as default

Reverse management fees on lettings

Charge GST on tenancy fees to owner

Show credit card surcharge on rent receipt

Allow inexact amount in tenant download

Add cards to banking

Allow Tenant Invoice Credit

Notice days for invoices: 14

Tenant debit days ahead: 0

Default payment method: Cash

Download Code Start No.: 1000

Allocate Code Start No.: 1100

Enforce unique Tenant Code No.

Display tenant check digit - modulus: 10

Receipt format

Format: 3 per 11 Inch (Dot Matrix)

Print manual receipts

Print header

Print mailing address

Save receipts

Use manual receipts

Print computer receipts

Print rent reversal comment

Print effective date

Print receipt signature line

Print 'DUPLICATE' on laser receipts

Owner defaults

Show remarks on Disbursements

Show remarks on owners

Disb paid date on ledger

Creditor/Property maintenance

Display Key No on work orders and quotes

Email work orders and quotes

Email remittances

Print emailed creditor documents

Print owner name on work orders

Print owner name on quotes

Print Manager on work orders and quotes

Warn if creditor has no ABN

Cancel - ESC

OK - F12

How to Change the Payment method for the Internal Owner Card

REST automatically creates the AACARDFEE internal owner once this is setup in system options. You will now need to ensure the payment details are set for this internal owner card.

1. Go to Files > Owner and enter AACARDFEE into the Alpha Index and press Enter
2. Select the Payment Tab and change the payment method to the desired method of payment.
3. Go to the Taxes and Charges tab If you intend to pay this internal account to your general account during the end of month process, ensure the Payout at End of Month checkbox is selected on the
4. Click on OK-F12 to save changes

How to Receipt the Credit Card Surcharge



1. Go to Transactions > Rent Receipts or by clicking on the Rent Receipts icon on the REST Toolbar.
2. Enter the tenant Alpha index and press Enter
3. Receipt applicable funds received from the tenant, being rent, invoices and/or bond
4. On the Other Payments tab, enter the surcharge amount into the Credit Card Surcharges field
5. Click OK-F12 to save changes

Rent	Amount	Paid to	Credit	Arrears	Due to
	1200.00 w/1	24/10/14	300.00	0.00	

Charges collected from TENANT	Incl GST	GST	Excl GST
Residential Bond			
Commercial Bond			
Reimb Owner for Tenancy Fee			
Stamp Duty			
Credit Card Surcharges			

Charges to OWNER	Incl GST	GST	Excl GST
Letting Fees			0.00
Tenancy Fee			0.00

02/02/2016 10:52 am AEDT