



How to Create and Delete a Tenant Invoice

Overview


A tenant may be responsible to pay for other charges other than rent, such as water usage & outgoings. In Rest you can create an invoice against the tenant for such charges.

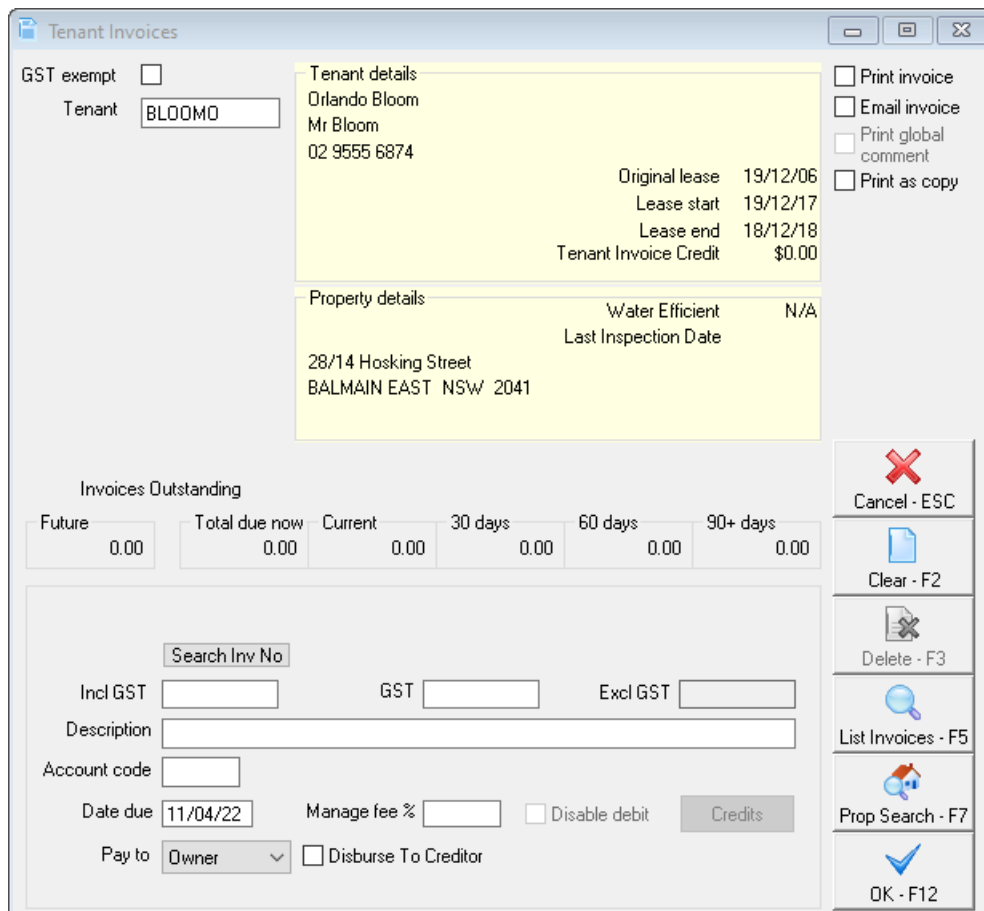
This document will cover:

- How to Create a Tenant Invoice
- How to Delete a Tenant Invoice

How to Create a Tenant Invoice

To create a Tenant invoice follow the below steps:

1. Go to Transactions > Invoice Entry or click on the invoice icon 
2. Enter the alpha index for the tenant and press ENTER



Tenant Invoices

GST exempt

Tenant

Tenant details
 Orlando Bloom
 Mr Bloom
 02 9555 6874

Original lease 19/12/06
 Lease start 19/12/17
 Lease end 18/12/18
 Tenant Invoice Credit \$0.00

Property details
 Water Efficient N/A
 Last Inspection Date

28/14 Hosking Street
 BALMAIN EAST 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 GST Excl GST

Description

Account code

Date due 11/04/22 Manage fee % Disable debit Credits

Pay to Disburse To Creditor

Print invoice
 Email invoice
 Print global comment
 Print as copy

3. Enter in the amount, description of the invoice and account code.
4. Confirm if this invoice is payable to Owner or Agent,
5. Click OK-F12.

NOTE: Invoices can also be created through the Files > Tenant > Invoices Tab > Add new invoice. It will also show in the box below if the invoice has already been entered.

Tenant Details

Alpha index: BLOOMD Active

Lease name: Orlando Bloom

General | Rental | Bank | Inspections | Renegotiation | Notes/Mail/Reminder | **Invoices** | Commercial

Invoices outstanding

Future	Total	Current	30 days	60 days	90+ days	B/F Balance
0.00	0.00	0.00	0.00	0.00	0.00	0.00

Date	Owing	Description	Due Date	Age	MFee	Pay To

Total Invoice Credit: 0.00 Show all invoices

Add water invoice **Add new invoice** Go to invoice

Water Usage

Allowance: 0 Last Reading: 2897 Last Reading Date: 01/03/19

Charge Tenant Water

Statement Control

Send bulk invoice/statement by Email [Sent to Accounts Contact](#)

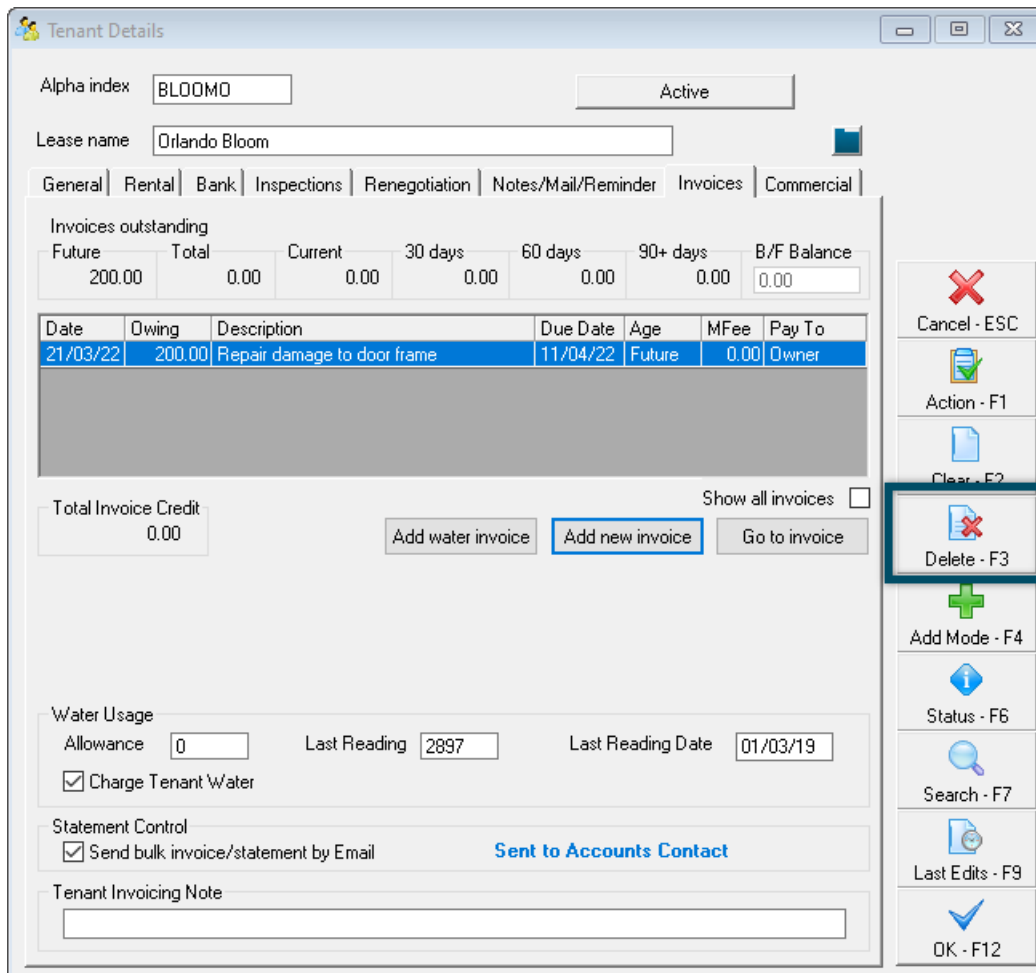
Tenant Invoicing Note

Right-hand navigation panel:


- Cancel - ESC
- Action - F1
- Clear - F2
- Delete - F3
- Add Mode - F4
- Status - F6
- Search - F7
- Last Edits - F9
- OK - F12

How to Delete a Tenant Invoice

1. Go into Transactions > Invoice Entry
2. Enter the alpha index for the tenant and press ENTER
3. Click on List Invoices, Select the invoice you would like to delete, and click OK



4. Click Delete-F3
5. Confirm you are OK with deleting the invoice.

 You can also delete this invoice by going to Files > Tenant and clicking on the invoices tab, selecting the invoice and clicking on Delete-F3.

If an Invoice that has been part paid in the current month cannot be deleted. These invoices can be deleted after end of month. If you are using the advanced commercial module and are trying to delete a commercial tenant invoice, please see instructions [How to Apply a Credit to a Commercial Tenant Invoice](#)

23/05/2022 9:37 am AEST