

How to Change the Postage & Sundries Description in REST Professional

Overview

This document can be used if you wish to change the name of Postage & Sundries in REST and will assist you to change the name on the Owner's Monthly Statement & also the yearly Income & Expenditure Reports.

How to change the Postage & Sundries Description on the Owner Monthly Statements

1. Go to Other > Utilities > System Options > Descriptions Tab
2. Change the Description under Postage and Sundries (ie/ Administration Fee)
3. Click OK-F12

System Options

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

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

Default descriptions

Management fee description	Management Fees
Supervision fee description	Supervision Fees
Bank charges description	Bank Charges
Disbursement fee description	Disbursement Fees
BAD taxation	BAD Taxation
Postage and sundries	Administration Fee
Owner one off fees	Income & Expenditure

Data Source

Database Descriptor	SCHOOL DATA
---------------------	-------------

Other Manager Types

Manager Type 2	Leasing Team
Manager Type 3	
Manager Type 4	

Tenant Invoice Description

Cancel - ESC

OK - F12

This will change the description on the Owner's monthly statements. The statements will now appear like this;

Rockend Real Estate

Licensee: Bedrock
 1 Chandos Street
 ST LEONARDS NSW 2065
 Tel:(02) 9966 0900 Fax:(02) 9966 0922

Ben Affleck & Jennifer Garner
 158 Brighton Blvd
 BEN BUCKLER POINT NSW 2026

Owner Statement for
 Period Ending: 04/09/13
 Reference: AFFLECK
TAX INVOICE

Manager: Lex Luthor

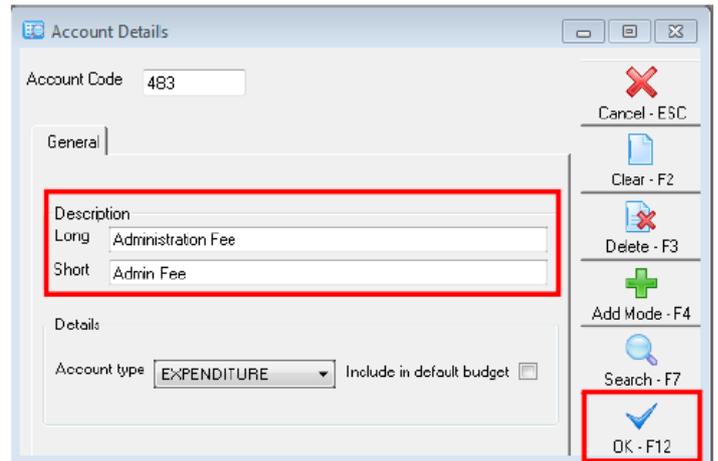
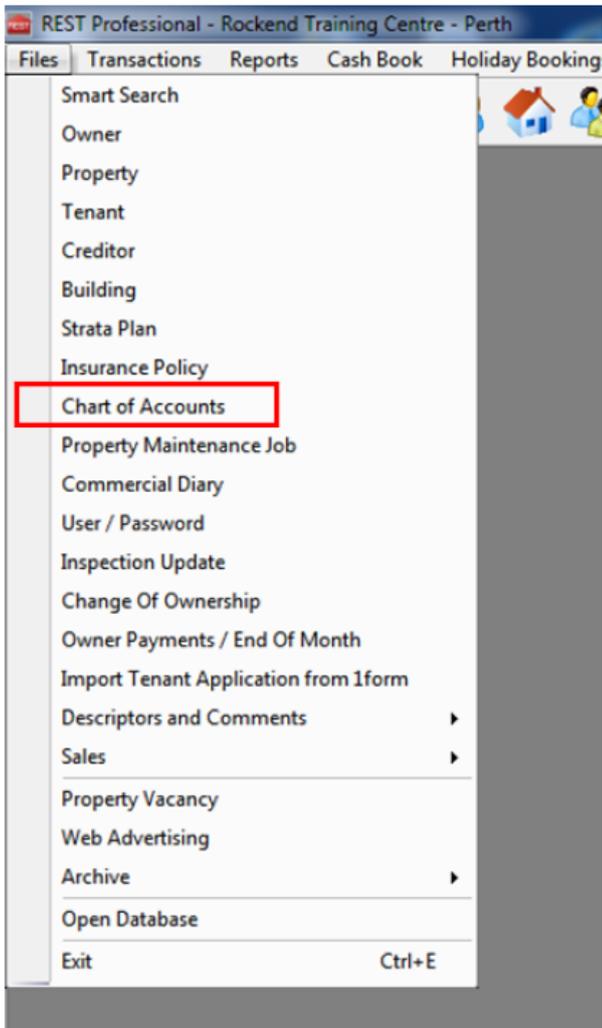
Property	Tenant	Rent	Paid From	To	Effective Paid To	Paid	Credit
28/14 Hosking Street	Orlando Bloom	535.00	W1 22/10/12	22/10/12	22/10/12	0.00	0.00
8/24 Louisa Road	Natalie Portman	425.00	W1 13/10/12	13/10/12	13/10/12	0.00	0.00
34 Archer Street	Heather Locklear	2850.00	M1 14/12/12	14/12/12	14/12/12	0.00	0.00

Date	Disbursements & Sundry Receipts	Debit	Credit
	Balance Brought Forward		58.36
01/05/13	34 Archer Street Owners of SP13846 - Bay Vista Strata Fees (Includes 1.82 GST)	Inr:123	20.00
24/06/13	34 Archer Street funds from owner (Includes 136.36 GST)		1500.00
24/06/13	34 Archer Street Letting Fee (Includes 60.00 GST)		660.00
24/06/13	34 Archer Street Bionnie's Cleaning Services cleaning account (Includes 9.09 GST)	Inr:111	100.00
25/06/13	Cheque payment to owner Ben Affleck & Jennifer Garner *Administration Fee		723.36
	Plus GST on items marked *		5.00
		1558.36	1558.36
	NETT AMOUNT TO BE PAID		0.00

How to change the Postage & Sundries Description on the Owners Income and Expenditure Statement

1. Go to Files > Chart of Accounts - Search for Postage & Sundries (should be Account Code 483)
2. Change the Description from Postage to the new description (ie/ Administration Fee)

3. Click OK-F12



This will change the description on the Owner's Income & Expenditure statements. The statements will now appear like this;

Rockend Real Estate
 1 Chandos Street
 ST LEONARDS NSW 2065
 Tel:(02) 9966 0900 Fax:(02) 9966 0922

Ben Affleck & Jennifer Gamer
 158 Brighton Blvd
 BEN BUCKLER POINT NSW 2026

Ref: AFFLECK
 Page: 2

Owner Income & Expenditure for July 2012 to June 2013
 Manager: Lois Lane

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Tot
483 Administration Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00			8.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102.80			102.80
Carried Forward	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	906.50			906.50
Net Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2981.65			2981.65

Every care and effort has been taken to ensure the accuracy of this report.
 Should you have any queries pertaining to this Income & Expenditure report
 please contact Lois Lane on (02) 9966 0900 or 0416 011 022.

02/02/2016 10:52 am AEDT