

## **Clearing Statements and Payments Procedure**

## Overview

Clearing Statements show only those transactions since the last clearing statement. There may be several cleared statements during the month. Once the statements are printed, you are asked whether to process the payments. The cheques are then printed, the electronic funds transfers are processed, the owner ledgers are updated and the statement will be cleared.

## Steps

We recommend the Clearing Statements & Payments to be processed as follows:

1. Go to Cashbook > Bank Reconciliation and Complete a Bank Reconciliation. This will ensure your bank balance is up to date and the Owners are being paid the correct funds

🍄 Bank Reconciliation for Current		
Previous Months Current	As at 01/11/13 💌	•
Cash book balance brought forward	72,633.99	×
Total receipts	0.00	Cancel - ESC
Total Payments	0.00	<i>i</i>
Cash Book Balance	72,633.99	Re-calculate Totals - F2
Date of bank statement	01/11/13 🔹	Save and Print -
Balance from bank statement	74,463.99	
Total unpresented cheques	1,830.00	
Total outstanding deposits	0.00	Adjustments - F4
Total deposits banked not posted	0.00	۱
Adjustments - total from Adj screen	0.00	Unpresented Cheques - F5
Total	72,633.99	$\checkmark$
Reconciliation Succ	OK - F12	

 Apply a System Lock. This is optional but will ensure that no other users are able to use REST and alter any information that may be sent to the owners during the Statement Run. Go to Other > Active User List > Enter reason "Owner Statement Run" > Apply lock

0	REST Professiona	I - Rockend			- • ×
ļ	Active users: 1 User Name Rockend	Computer Name ROCK-WS38	Logged In Since Pro 30/10/13 17:08	IC <del>E</del> SS	Started
	Locked - Read only       Manual lock, read only         Applied by Rockend (##) at computer R0CK-WS38 on 30/10/2013, 5:10 PM         Refresh Display (F5)				
	Other users	<ul> <li>May proceed with password</li> <li>May only read or print</li> <li>Must log out</li> </ul>	<u>D</u> etails Pass <u>w</u> ord Confirm password	Owner Statement Run	Change Lock Release Lock Cancel (Esc)

3. Complete a backup of your current data. Go to Files > Archive > Backup and select to back up your Current Data. It is recommended you rename your backup to BeforeOwnerStatementRun.dat.zip

REST Professional Backup				
	Select where to save your Current Data backup			
9	Backup to removable drive		<ul> <li>Quick backup to hat</li> </ul>	rd drive
Location	C:\Quickbak\		•	Browse
File Name	BeforeOwnerStatementRun.dat.zip	•	]	
Save settin	gs Sack	Nex	kt > Finish	Cancel

- O Always run the Automatic System Recovery when backing up.
  - 4. Printing off your Clearing Statement Preview will allow you to check your Owner Trial Statements. Go to Reports > Owners > Clearing Statement Preview

- If you pay your owner by groups, enter the group
- If you pay your owners by cleared funds, click on Select by Uncleared funds and select the
  owners to withhold the statement or tick 'Do not print statements for all owners with
  uncleared funds' (A list of all the owners selected by you, {all, range, selection, group etc.} is
  displayed on the screen along with the owner balance and the balance of any uncleared
  funds)

NOTE: If you have selected the System Option to 'Display uncleared funds' in statements and balances you will see this button on your screen. (This can be set up through Other> Utilities> System Options > Statement/ Reports Tab. You will require a response code from Rockend to set this up)

💍 Owner Clea	aring Statement Preview	and the second se	x
Selection All Range Select	Select By Uncleared Funds Start at Alpha Index Finish at Alpha Index	Advanced Group Account types Owners only Sort Order Owner Full page statements Print zero balance statements	
A Orientation F1	Font Select F2 F3	Image: Definition of the second sec	X cel·ESC

Print Zero balance – Un-tick print zero balances so REST only displays owner with funds to payout during this Payment run. Tick Full Page Statements and now check this report and choose who you will/won't payout.

- Once you have thoroughly checked through and chosen your owners to be paid, you can now print the Owner Statements and Process Payments. Go to Reports > Owners > Clearing Statements and Payments
  - Select by Uncleared Funds (Ensure you check the box 'Do not print statements for all owners with uncleared funds' or tick the specific owners that are not to be paid)
  - Print Zero balance Un-tick print zero balances so REST only displays owners with funds to pay
  - Select Account Type Owners Only
  - Group Select a Group if applicable
  - Print YTD totals Un-ticked
  - Print Global Comments Tick the check box if applicable
  - Send e-mail statements Select this option to send e-mail statements to those owners that have the e-mail option turned on in Owner Details
  - Sort Order If this option has been selected in System Option, choose the order in which you wish to print the statements

💍 Owner Clea	aring Statement Preview		×
Selection a) All b) Range c) Select	Select By Uncleared Funds Start at Alpha Index Finish at Alpha Index	Advanced Group Account types Owners only Sort Order Owner Full page statements	
A Orientation F1	Font Select F2 F3	Print zero balance statements	K el-ESC

If you do not click on the uncleared funds grid, all owners selected will be paid.

6. Click Print-F12

💍 Clearing St	atements	×
Selection		Advanced
<ul> <li>All</li> </ul>	Select By Uncleared Funds	Group
Range Select	Start at Alpha Index Finish at Alpha Index	<ul> <li>Print comments</li> <li>Print zero balance statements</li> <li>Print YTD totals</li> <li>Send email statements</li> <li>Account types</li> <li>Owners only</li> <li>Sort Order</li> </ul>
Drientation F1	Eont Select F2	Image: Displaying primeImage: Displaying primeImage: Displaying primeImage: Displaying primePrimePreview - F11Export - F10Cancel - ESC

Finally, just follow the prompts on each of the following pop up screens to print the statements with cheque attached for owners who receive a cheque & also print the statements on plain or letterhead paper for owners who receive electronic funds transfer (EFT).

7. Create the EFT File (ABA) For Upload To The Bank. Go to Transactions > Create EFT File (ABA) for upload to the bank and click Print-F12

Create EFT payments file (ABA) for upload to the bank	×
Selection Month to Print Current	Advanced
All     Range Start at Alpha Index	Autodeposit date 30/10/13
Select	ABA file location C:\REST\mbl.aba
Drientation F1	Image: Drewiew - F11Image: Drewiew - F10Image: Drewiew - F10Image: Drewiew - F10Image: Drewiew - F11Image: Drewiew - F10Image: Drewiew - F10Image: Drewiew - F10

8. Release your System Lock. Go to Other > Active User List > Click on Release Lock and then click Cancel

😚 REST Professional - Rockend					
Active users: 1 User Name Computer Name Rockend ROCK-WS38	Logged In Since Process 30/10/13 17:08	Started			
Locked - Read only       Manual lock, read only         Applied by Rockend (##) at computer ROCK-WS38 on 30/10/2013, 5:19 PM         Refresh Display (F5)					
Other users () May proceed with password May only read or print Must log out	Details Owner Statement Run Password Confirm password	Change Lock Release Lock Cancel (Esc)			

02/02/2016 10:52 am AEDT