

How to Create a Water Rebate in REST Professional

Overview

Some government authorities offer a rebate to owners of residential property that are recorded as being connected to mains supplied water.

The rebate is generally based on the water usage recorded within the calendar year.

The rebate will be automatically applied to your water bill. Landlords must pass on all or part of the benefit of the rebate to any tenant who pays any amount for water. This may include the water supply charge.

This document will cover:

- Creating the Rebate
- Receipting the Rebate to Tenant Invoice Credit
- Creating the Water Consumption Invoice
- Allocating the Rebate

NOTE: These instructions require “Tenant Invoice Credit” to be activated in REST. You will require all users to be logged out of REST to set this up in your system options. Go to Other > Utilities > System Options. On The Transactions Tab tick Allow Tenant Invoice Credit and click 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: 0
 Tenant debit days ahead: 0
 Default payment method: Direct deposit
 Download Code Start No.: 10000000
 Allocate Code Start No.: 10000000
 Enforce unique Tenant Code No.
 Display tenant check digit - modulus: 10

Receipt format

Format: Duplicate (Laser)
 Print manual receipts
 Print rent reversal comment
 Print header
 Print effective date
 Print mailing address
 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
 Print owner name on work orders
 Email work orders and quotes
 Print owner name on quotes
 Email remittances
 Print Manager on work orders and quotes
 Print emailed creditor documents
 Warn if creditor has no ABN

Cancel - ESC
 OK - F12

Creating the Rebate

Note: the owner will need to have sufficient funds to proceed with the following steps.

1. Go to Transactions > Quick disbursements and select the property alpha index
2. Amount - Enter the rebate amount, zero out the GST
3. Cheque number - 999999
4. Pay to - Put in the name of your tenant
5. Description - Water rebate applied
6. Enter expense account code i.e. 202
7. Click OK-F12

Disbursements

Property: ARCH34
Exp. limit: 800.00

Property details (OWNER: FIRTH)
34 Archer Street
CHATSWOOD NSW 2067
Colin Firth
Mr Firth
(02) 9958 7458
(02) 9238 5478

Balance	Outstand. due	Bal. after out.	Disbs paid	Prop. disbs
1983.50	0.00	1983.50	0.00	0.00

Incl GST: \$35.00 GST: \$0.00 Excl GST: \$35.00

Cheque number: 999999

Pay to: Tenants Name

Description: Water Rebate applied

Account code: 202 Water Rates

Cancel - ESC
Action - F1
Clear - F2
OK - F12

Receipting the Rebate to the tenant

1. Go into Transactions > Rent Receipts and enter the tenants alpha index
2. Select Invoice Credit tab and enter the amount and enter description SA Water rebate applied from Owner (Owners name)
3. Click OK-F12 and choose the payment method as direct deposit
4. Enter Received from the owners name
5. Click OK-F12

NOTE: The invoice amount will have reduced by the amount of the invoice credit i.e. rebate amount

Rent Receipts - [Last Receipt:00006042] - [Printing: OFF]

Tenant: **APPLEGATE**

Tenant details:
Christina Applegate
34 Archer Street
CHATSWOOD NSW 2067

Receipt total: **\$35.00**

	Amount	Paid to	Credit incl	Arrears incl	Due to
Rent	800.00 W1	31/10/13	0.00	800.00	07/11/13

1 | 2 | 3

Cancel - ESC
Action - F1
Clear - F2
Comment - F4
Code search - F5
Status - F6
Prop search - F7
OK - F12

Rent | Invoices \$0.00 | Other Payments | **Invoice Credit**

Invoice Credit

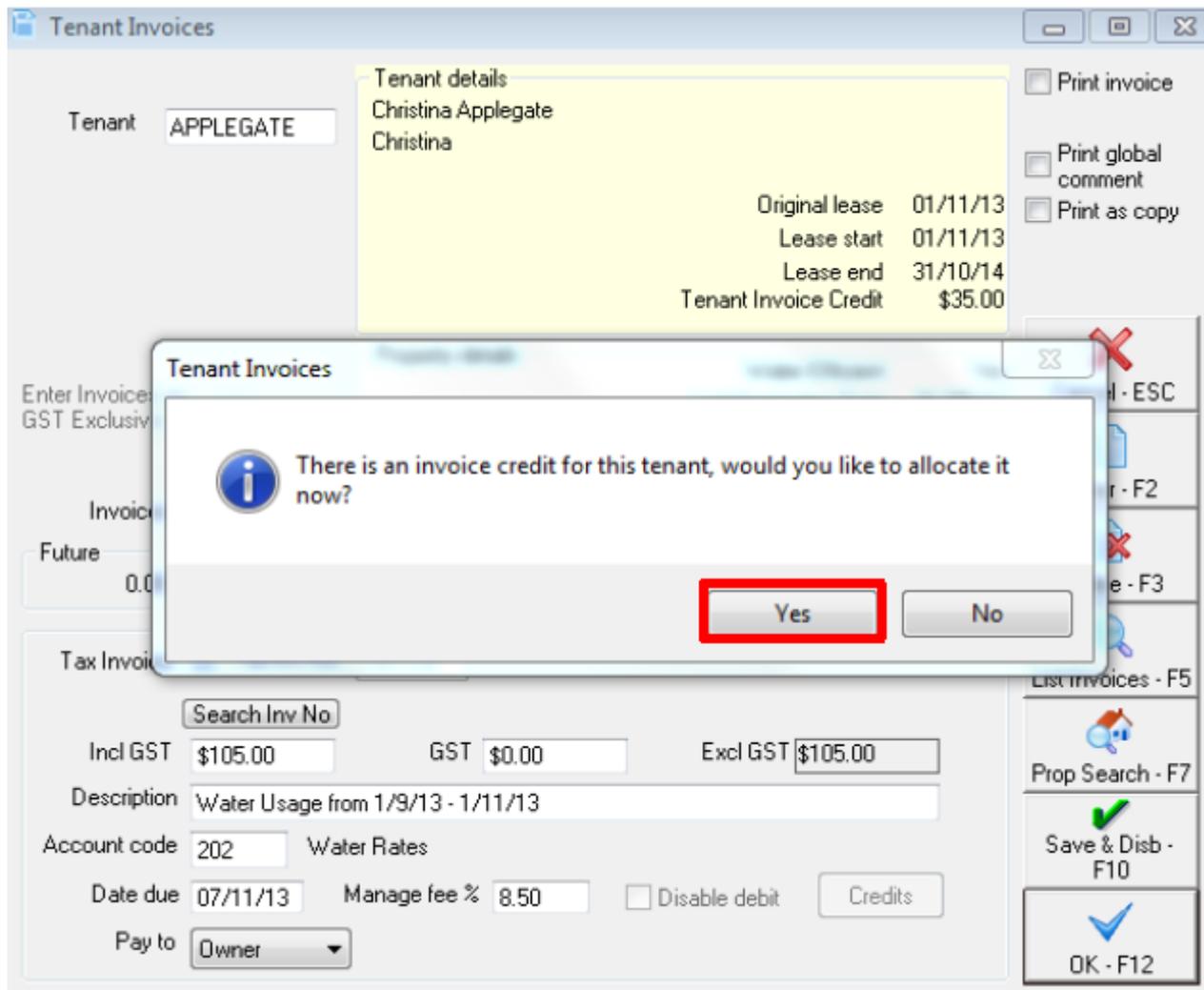
Amount: \$35.00

Description: Water Rebate applied from Owner

Total Invoice Credit: 0.00

Creating the Water Consumption Invoice

1. Go into Transactions > Invoice Entry and enter the tenants alpha index
2. Enter the amount for the full amount of the invoice total of the usage
3. Enter description i.e. Water usage for the period that is due
4. Enter Expense code i.e. 202
5. Make to invoice payable to the owner
6. Click OK-F12
7. REST will detect that a tenant invoice credit exists, say yes to allocate the invoice credit to the invoice



Allocating the Rebate

If the invoice credit was not allocated at the time of the creating the invoice, this can be allocated as follows:

1. Go into Transactions > Allocate Tenant Invoice Credit and enter the alpha index of the tenant
2. Select the Invoices tab (REST should default to this tab)
3. Allocate the amount of invoice credit to the invoice
4. Click OK-F12

Tenant **APLEGATE**

Tenant details
 Christina Applegate
 Christina
 34 Archer Street
 CHATSWOOD NSW 2067
 H: W: M:

Allocate Total
 \$0.00

Amount Held
 \$35.00

Invoices \$105.00 | Rent | Refund

Date	Owing	Description	Due Date	Age	M.Fee	Allocate
07/11/13	105.00	Water Usage from 1/9/13 - 1/11/13	07/11/13	Current	8.5	35.00

 Cancel - ESC

 Clear - F2

 Prop Search - F7

 OK - F12

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