



Understanding Commercial Reports in REST Professional

Overview

The commercial reports are only available for commercial properties used within the Advanced Commercial Module. If you do not have the Advanced Commercial Module see Article [How to Create a Rent Invoice in REST Professional](#)

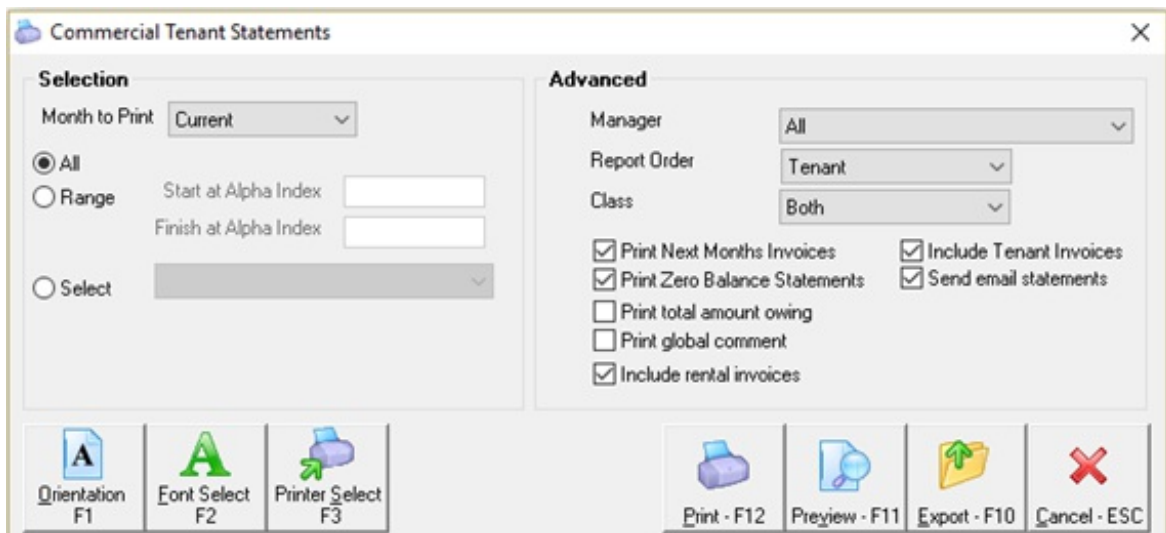
This document will cover:

- Tenant Commercial Statements
- Tenant Commercial Invoices
- Commercial Tax Invoice Ledger

Tenant Commercial Statements

The Tenant Commercial Statement prints a statement for rent, outgoings and other invoices owing as at today's date followed by a tax invoice for rent, outgoings and invoice due for the following month. The tax invoice is printed for the month following your accounting month. So if the accounting month is June then the tax invoice would be generated for July.

1. Go to Reports > Tenants > Commercial Reports > Commercial Statements



2. Select your criteria

- Manager - to print the invoices/statements for a particular manager, choose the manager from the dropdown list. Leave as ALL to print all tenants regardless of the manager.
- Report Order - Choose to print in tenant or property order.
- Class - You may choose to print all properties, or select from the list and print:-
 - Commercial properties only.
 - Industrial properties only
- Print Next Month's Invoices - If you select this option, REST will print an invoice on a single page for each rent, outgoings or invoice owed for the tax invoice period. The tax invoice period, is the month following the current accounting month.
- Print Zero Balance Statements - Tick to print Commercial Statements where no money is owed by the tenant.
- Print Total Amount Owing - If this option is selected, REST prints the total of the statement and the tax invoice as the total amount owing.
- Send email Statements - If this option is selected, REST will email copies to any tenants set up to receive bulk invoices/statements by Email.

3. Click on Print-F12 and Preview-F11

Matt Damon
Suite 2 / 10 Hudson Street
ST LEONARDS NSW 2065

Date: 06/09/17
Ref: DAMONM
Page: 1

Owner: Alec Baldwin
ABN: 54678987345
Tenancy: Matt Damon
Premises: Suite 2 / 10 Hudson Street, ST LEONARDS, NSW, 2065
Manager: Lex Luthor

Statement for August 2017

Description	Ref	Paid To	Rate	Per	Due Date	Credit	Due (GST Incl)	GST
Rent to August 2017		31/07/17	1049.99	M1	01/08/17	0.00	1049.99	95.45
Outgoings to August 2017		31/07/17	158.35	M1	01/08/17	0.00	158.35	14.40
Repair to front gate	101005		880.00		29/04/16	0.00	880.00	80.00
Total Due NOW							2088.34	189.85

Tax Invoices for September 2017

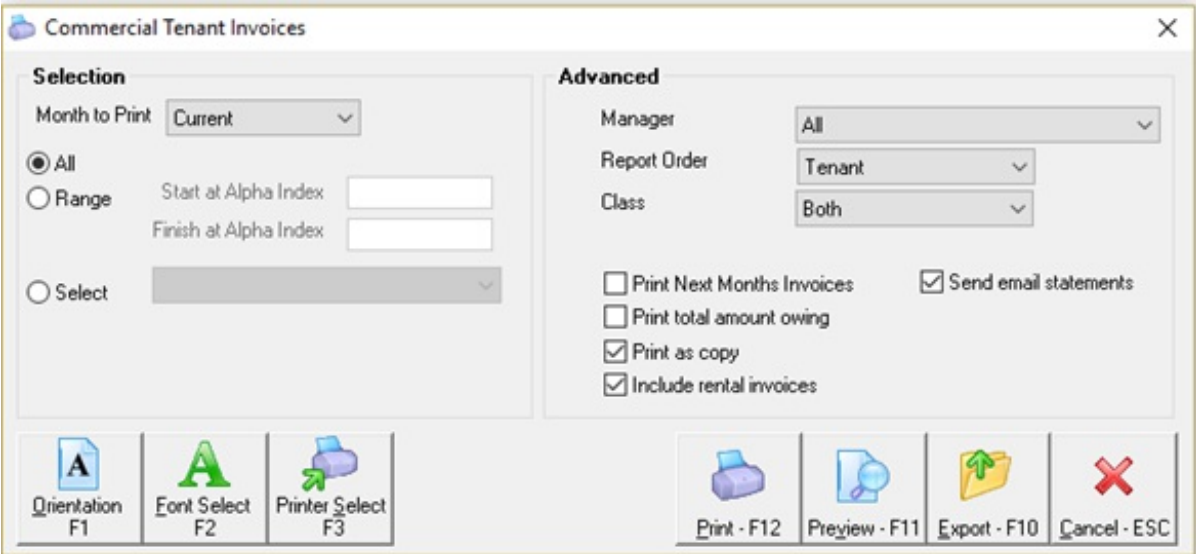
Description	Ref	Paid To	Rate	Per	Due Date	Due (GST Incl)	GST	
Rent September 2017		31/07/17	1049.99	M1	01/09/17	1049.99	95.45	
Outgoings September 2017		31/07/17	158.35	M1	01/09/17	158.35	14.40	
September Tax Invoice Total							1208.34	109.85

NOTE: In the example above the Statement for August is an arrears status & the Tax Invoices for September will appear for the rental columns regardless of if they are due or not.

Tenant Commercial Invoices

The Tenant Commercial Invoices prints a single page invoice for each rent, outgoing and invoice due in the select month. If you select the current month you may also print the invoices due in the next period.

1. Go to Reports > Tenant > Commercial Reports > Commercial Invoices



Commercial Tenant Invoices

Selection

Month to Print:

All

Range Start at Alpha Index:
Finish at Alpha Index:

Select:

Advanced

Manager:

Report Order:

Class:

Print Next Months Invoices Send email statements

Print total amount owing

Print as copy

Include rental invoices

Orientation F1 | Font Select F2 | Printer Select F3 | Print - F12 | Preview - F11 | Export - F10 | Cancel - ESC

2. Select your criteria

- Manager - To print the invoices/statements for a particular manager, choose the manager from the dropdown list. Leave as ALL to print all tenants regardless of the manager.
- Report Order - Choose to print in tenant or property order.
- Class - You may choose to print all properties, or select from the list and print:-
 - Commercial properties only.
 - Industrial properties only.
- Print Next Month Invoices -If you have selected the current month, you may also print the tenant invoices for the next period. For example if the accounting month is July, the tenant invoices due in August will be printed.
- Print Total Amount Owing -If this option is selected, REST prints the total of the statement and the tax invoice as the total amount owing.
- Print as Copy - This option prints the invoices with word "COPY" on the top of the invoice.
- Include rental invoices - As well as tenant tax invoices, a single page invoice for the month's rent and budgeted outgoings will be printed.
- Send email Statements - If this option is selected, REST will email copies to any tenants set up to receive bulk invoices/statements by Email.

3. Click on Print-F12 and Preview-F11

Matt Damon
Suite 2 / 10 Hudson Street
ST LEONARDS NSW 2065

Date: 06/09/17
Ref: DAMONM
Page: 1

Tenant Tax Invoice COPY

Owner: Alec Baldwin
ABN: 54678987345
Tenancy: Matt Damon
Premises: Suite 2 / 10 Hudson Street ST LEONARDS
Manager: Lex Luthor

Date Due	Description	Amount	GST Incl
01/08/17	Rent August 2017	1049.99	95.45

Commercial Tax Invoice Ledger

The Tenant Commercial Ledger shows tax invoices raised and paid for tenants for any period and a tax invoice reconciliation summary for the period.

1. Go to Reports > Tenant > Commercial Reports > Commercial Tax Invoice Ledger

Tax Invoice Ledger

Selection

Status: Active

All

Range

Start at Alpha Index:

Finish at Alpha Index:

Select

DAMONM

Advanced

Manager: All

Report Order: Tenant

Class: Both

Ledger Order: Chronological

Complete History:

Current Period Only:

Select Period Range:

Transactions only:

Orientation F1 | Font Select F2 | Printer Select F3 | Print - F12 | Preview - F11 | Export - F10 | Cancel - ESC

2. Select your criteria:

- Manager - To print the invoices/statements for a particular manager, choose the manager from the dropdown list. Leave as ALL to print all tenants regardless of the manager.
- Report Order - Choose to print in tenant or property order.
- Class -You may choose to print all properties, or select from the list and print: -
 - Commercial properties only.
 - Industrial properties only.
- Ledger Order - Choose to print the ledger in chronological order or invoice number order.
- Complete History - Select this option to print the entire history for the selected tenant(s).
- Current Period Only - Select this if you want to print the transactions for the current month only.
- Select Period Range - Select the range of months for which you need the history.
- Transactions only - Selecting this option prints ledgers for tenants with transactions in the selected period.

3. Click on Print-F12 and Preview-F1

TAX INVOICE LEDGER REPORT - CHRONOLOGICAL ORDER

Reported Period(s): Complete History
 Active Status: Active
 For All Managers
 Tenant Account

1 records selected - All Commercial

Date	Type	Ref.	Op	Acct.	Description	DR	CR	GST Incl.
DAMONM Matt Damon								
Suite 2 / 10 Hudson Street, ST LEONARDS NSW 2065								
22/01/10	Invoice	101000	CK	201	Council Rates - 1st Instalment (1 Jul to 30 Sep) due 22/01/10	495.00		45.00
21/09/11	Receipt	7356	##	201	Council Rates - 1st Instalment (1 Jul to 30 Sep) due 22/01/10		495.00	45.00
09/05/12	Invoice	101001	CK	161	Strata Special Levy due 30/05/12	500.00		45.45
04/03/13	Receipt	8130	CK	161	Strata Special Levy due 30/05/12		500.00	45.45
31/05/13	Invoice	101002	CK	164	Water invoice due 21/05/13	300.00		27.27
05/08/13	Receipt	8405	CK	164	Water invoice due 21/05/13		300.00	27.27
31/01/14	Invoice	101003	CK	163	Water Usage - 01/10/13 - 31/12/13 due 21/02/14	372.00		0.00
03/03/14	Receipt	8733	CK	163	Water Usage - 01/10/13 to 31/12/13 due 21/02/14		372.00	0.00
05/03/14	Invoice	101004	CK	161	Replace damaged carpet in hallway due 26/03/16	1430.00		130.00
05/05/16	Invoice	101005	CK	167	Repair to front gate due 26/04/16	880.00		80.00
05/05/16	Receipt	10712	CK	161	Replace damaged carpet in hallway due 26/03/16		1430.00	130.00

RECONCILIATION SUMMARY Complete History

		DR	GST Inc.	CR	GST Inc.	Owing	GST
161	Outgoings - General	1930.00	175.45	1930.00	175.45	0.00	0.00
163	Outgoings - Water Usage	372.00	0.00	372.00	0.00	0.00	0.00
164	Outgoings - Water Rates	300.00	27.27	300.00	27.27	0.00	0.00
167	Tenant Repair Reimbursement	880.00	80.00	0.00	0.00	880.00	80.00
201	Council Rates	495.00	45.00	495.00	45.00	0.00	0.00
Totals		3977.00	327.72	3097.00	247.72	880.00	80.00

06/09/2017 3:36 am AEST