

How to Pay a Disbursement already created in REST Professional

Overview

There may be some instances where a creditor needs to be paid separately to other creditors; however the disbursement has already been entered in REST.

This document will cover:

- How to Locate the Disbursement in REST
- How to Process the Outstanding Disbursement
- How to Payout the Creditor

How to Locate the Disbursement in REST

1. If the disbursement has been entered in REST but not processed, this can be seen on the owner card by going to Files > Owner > O/s Disb tab. This can also be previewed in the Creditor Reports by going to Reports > Creditor > Outstanding Disbursements > By Creditor/Property

Owner Details

Alpha index: DEMPSEYP Active

Name: Patrick Dempsey

General | Payment | Notes | Enquiry | Properties | **O/S Disbs** | Budget | Tax & Charges

Outstanding disbursements due now:			
27/10/14	ARCH34	GEORGES (DISB)	
	Resecure towel rail to bathroom		\$165.00

Items Found: 1 disbursements due now, 0 disbursements due later

Outstanding balance due now	\$165.00
Outstanding balance due later	\$0.00

Cancel - ESC

Action - F1

Clear - F2

Delete - F3

Add Mode - F4

Search - F7

Last Edits - F9

OK - F12

2. If the disbursement has been processed but not yet paid to the creditor, you will see this on your creditor report. You can view this by going to Reports > Creditor > Unpaid Disbursements

How to Process the Outstanding Disbursement

1. Go to Transactions > Outstanding Disbursements > Process Outstanding Disbursements
2. Under 'Filter By', select the Creditor, Property, Owner or Sale that you want to process

Outstanding Creditor Disbursements

This process will post disbursements from the outstanding disbursement file. You have the option to process All disbursements or process Property Management & Sales separately. Please select a type and click process to continue.

Process Disbursements for: ALL

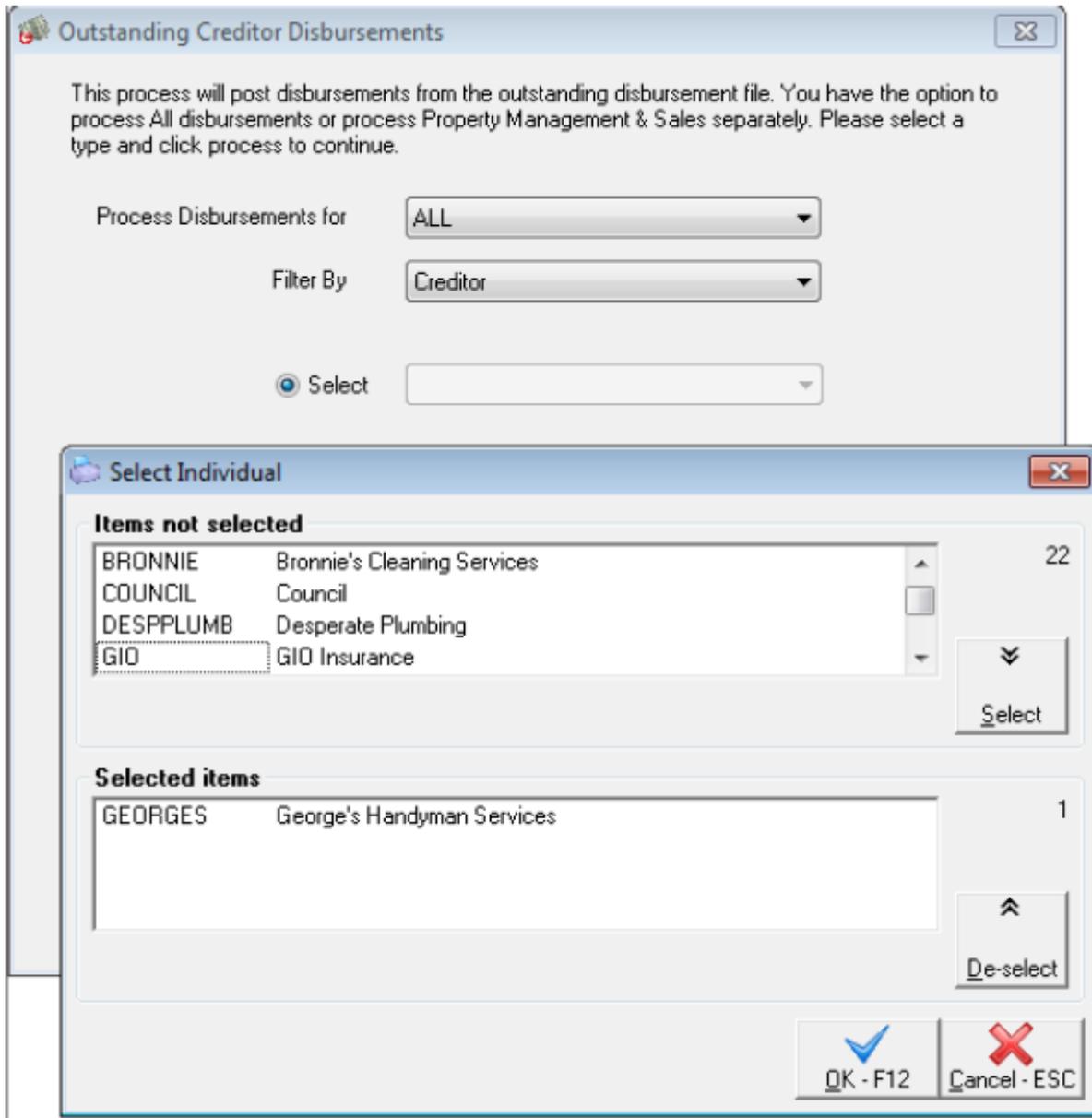
Filter By: All

Select

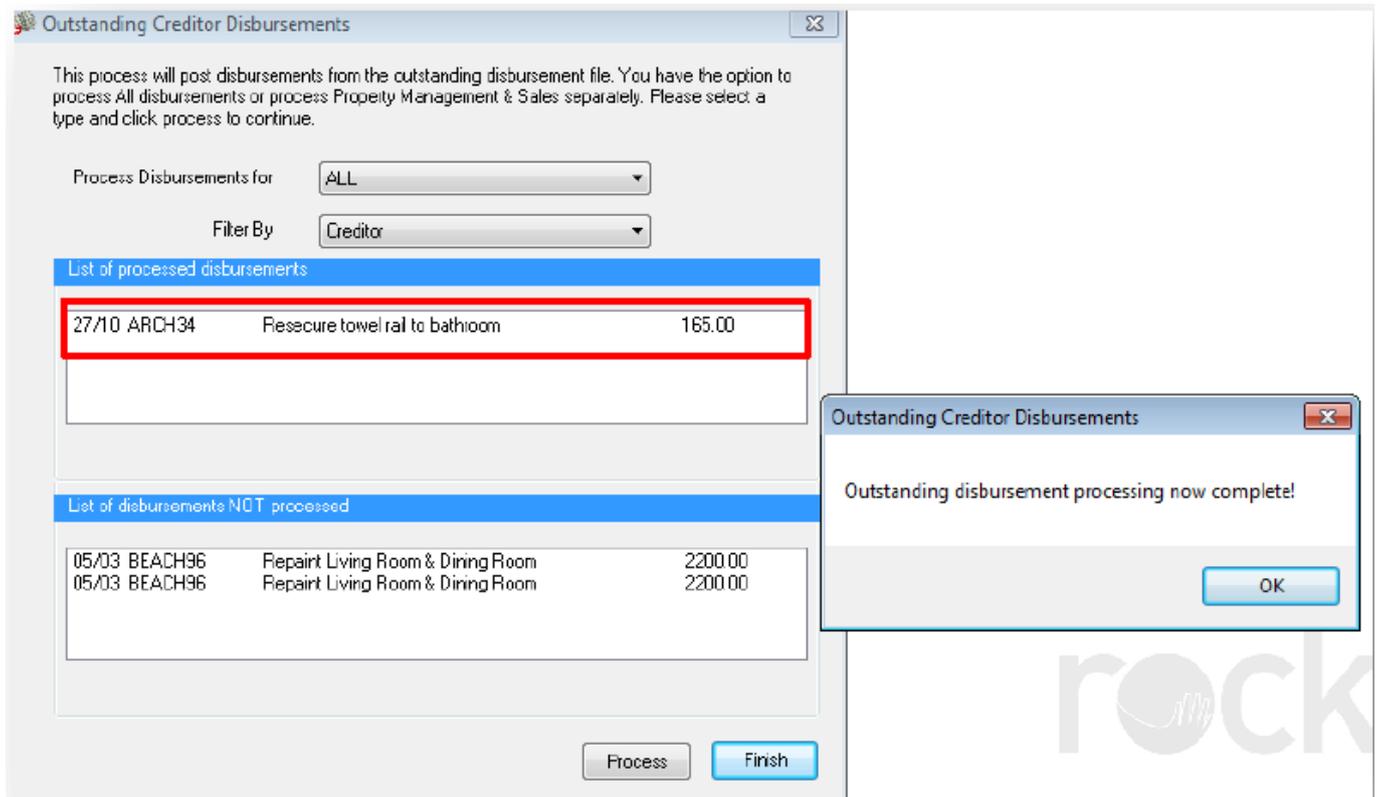
- All
- Creditor
- Property
- Owner
- Sale

Process Cancel

3. Select the relevant Creditor/Owner/Property/Sale to be paid
4. Click OK-F12



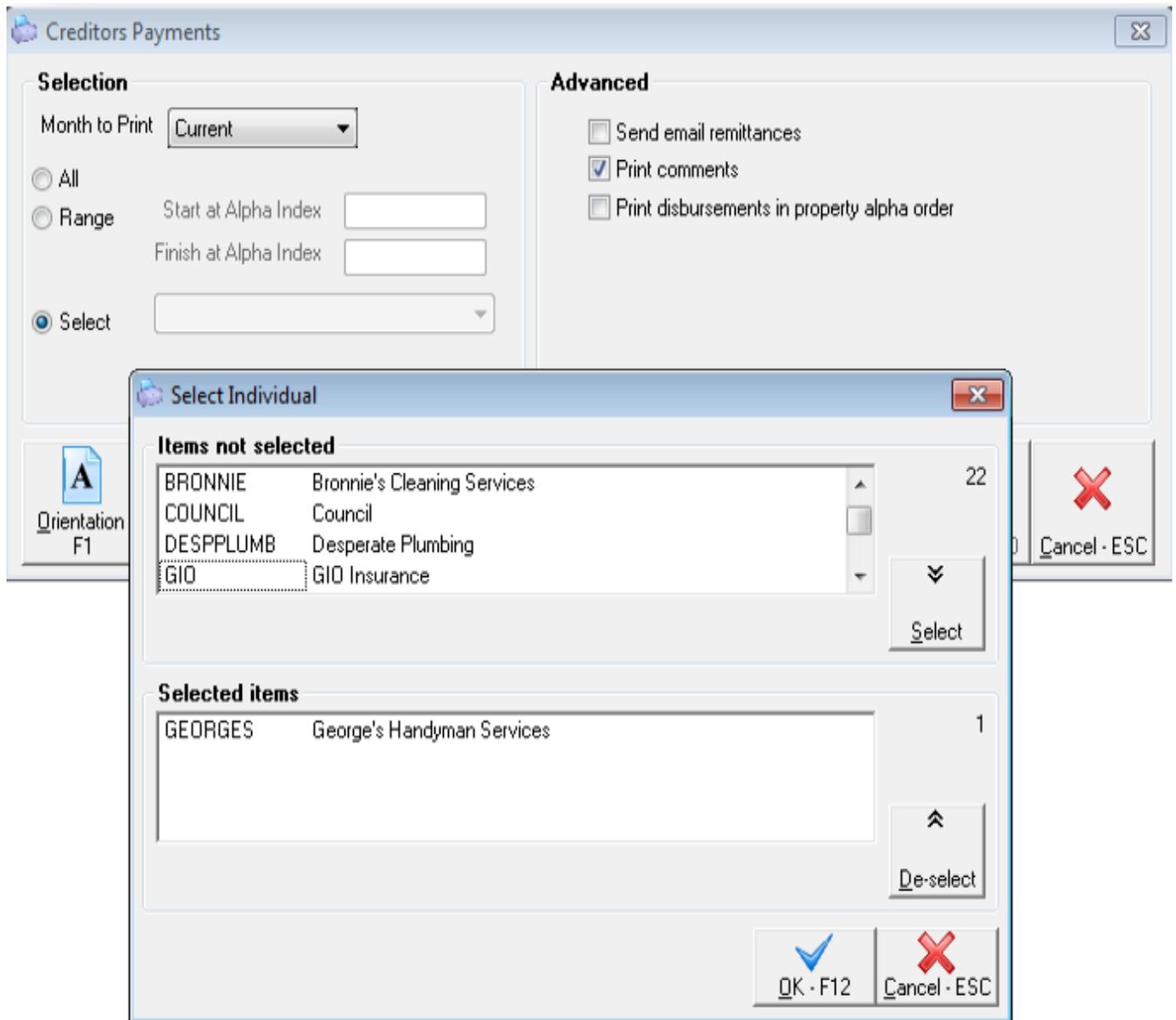
5. Click on Process
6. Click OK to outstanding disbursement complete message



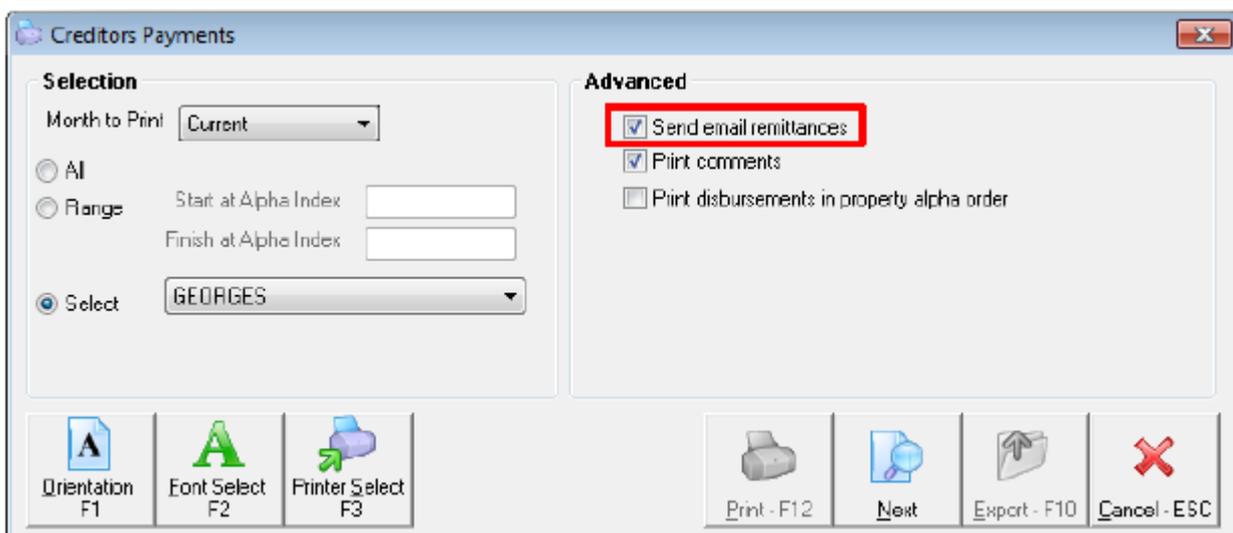
7. Click on Finish

How to Payout the Creditor

1. Go to Reports > Creditor > Remittance and Payment
2. Select the creditor to be paid
3. Click OK-F12



4. Select criteria. If sending creditor remittances via email select 'send email remittances'
5. Click on Next



6. You can now preview the creditor payment or click on Process to continue

Payment Method	No. of Payments	Value
Cheque:	0	\$0.00
EFT:	1	\$165.00
Bpay:	0	\$0.00
<hr/>		
Totals:	1	\$165.00
<hr/>		

Buttons: Process, Preview, Cancel

7. Click OK - Print remittances
8. Click on Print - Remittances to be printed
9. You will then be prompted depending on the payment method:-

For EFT Payments

- Click OK to message that states creditor records have not yet been updated. Records will be updated should you choose to continue
- Click OK to message confirming the number of eft payments written to the temporary eft file
- Create the ABA file immediately - Go to Transactions > Create file for upload to bank > EFT(ABA) Payments and click Print-F12
- Ensure you upload this to the bank now

For Cheques

- Click OK to print creditor cheques
- Say No when prompted to print an Alignment cheque
- Confirm cheque number - This is the cheque number that the payment will be made on

For BPAY Payments

- Click OK to print processed bpay payments report and select the printer
- Click OK to message confirming the number of bpay payments written to the temporary bpay file
- Create the bpay file immediately - Go to Transactions > Create file for upload to bank > Bulk Bpay Payments. Click Print-F12
- Ensure you upload this to the bank now

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