

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

 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



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 Disubrsement

- 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 Disbursem	ents 🗾	3
This process will post disbursement process All disbursements or proces type and click process to continue.	s from the outstanding disbursement file. You have the option to ss Property Management & Sales separately. Please select a	
Process Disbursements for	ALL 👻	
Filter By		
Select	Creditor Property Owner Sale	
	Process Cancel	

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

1	Outstanding Credit	or Disbursem	ents			8
	This process will pos process All disburse type and click proce	st disbursement ments or proce ss to continue.	ts from the outstar ss Property Mana	nding disbursement file. gement & Sales separa	You have the opt ately. Please select	ion to a
	Process Disburse	ments for	ALL		•	
		Filter By	Creditor		•	
		Select			Ŧ	
	🖒 Select Individu	ıal				×
	ltems not selec	cted				
	BRONNIE	Bronnie's Cle	aning Services		<u>^</u>	22
	DESPPLUMB	Desperate Pl	lumbing			
	GIO	GIO Insuranc	e		*	×
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	Selected items					
	GEORGES	George's Ha	ndyman Services			1
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						<u>D</u> e-select
					<u>0</u> K - F12	Cancel - ESC

5. Click on Process

6. Click OK to outstanding disbursement complete message

Outstanding Creditor Disbursements	×	
This process will post disbursements from the outstanding disbursem process All disbursements or process Property Management & Sales type and click process to continue.	ent file. You have the option to separately. Please select a	
Process Disbursements for ALL	•	
Filter By Creditor	▼	
List of processed disbursements		
27/10 ARCH34 Resecure towel ral to bathroom	165.00	
	(c	Outstanding Creditor Disbursements
		Outstanding dishursement processing new completel
List of disbursements NOT processed		outstanding disputsement processing now complete:
05/03 BEACH96 Repairt Living Room & Diring Room 05/03 BEACH96 Repairt Living Room & Diring Room	2200.00 2200.00	ок
		reack
	Frocess Finish	

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

👌 Creditors Pa	ayments				8
Selection Month to Prin All Range	t Current Start at Alpha Ir Finish at Alpha Ir	ndex	Advanced Send email remittances Print comments Print disbursements in property a	lpha order	
 rientation F1	Select Individ	ected Bronnie's Cleaning Services Council Desperate Plumbing GIO Insurance	•	22 ¥ <u>S</u> elect) <u>C</u> ancel - ESC
	Selected item	s George's Handyman Services	s <u></u>	1 1 De-select Cancel - ESC	

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

🖒 Creditors P	ayments						—
Selection Month to Prin Al Range	Start at Alph Finish at Alph GEORGES	a Index	 CAdvanced ♥ Send ♥ Piint ■ Piint	d email remittance comments disbursements in	es I property alpha	a order	
Lientation F1	A Eont Select F2	Printer Select F3		Print - F12	Next	Export - F10	X Cancel - ESC

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

S Creditor Payments		×
Payment Method	No. of Payments	Value
Cheque:	0	\$0.00
EFT:	1	\$165.00
Bpay:	0	\$0.00
Totals:	1	\$165.00
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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