✉

How to Create a Creditor Disbursement from Property Maintenance

Overview

In REST you can create a creditor disbursement directly from the property maintenance job and add the details to the action conversation diary against the property.

This document will cover:

- Steps to create a Creditor Disbursement from the Maintenance Job
- Steps to Complete the Work Order out of Property Maintenance

Steps to Create a Creditor Disbursement from the Maintenance Job

1. Go to Files > Property Maintenance Job
2. Enter the Property & press Job List – F7
3. Select the required work order
4. Select the Invoice Tab

5. In the section marked Disbursement enter the required payment information

- Invoice Authorised for payment by – select the user who has authorised

- Incl. GST Amount – enter the amount including any GST

- Enter Description for the Creditor Disbursement, this will show on the owners ledger & statement

- Enter an account code

- Enter an EFT Reference if required for this creditor

- Due date – change the due date to today's date (it will automatically populate with the date that the work order was created)

6. Tick the box that is marked "Create Disbursement"

7. Press OK–F12

8. A pop up will appear advising you that the disbursement will be added to the outstanding disbursement file.

9. Select the priority – Normal, High or Must Pay

10. Press OK – F12

The payment has now been completed, and will be located in your outstanding disbursements.

Steps to Complete the Work Order out of Property Maintenance

Once you have entered the creditor disbursement, you can now mark the work order as completed to remove it from the current jobs.

1. In the drop down list, select Completed

2. Press OK – F12

3. Select an option as follows:

- Leave the Job as Completed – the work order will be marked as completed, but remain visible in the Property Maintenance and also can be viewed against the Property Details > Maintenance tab by ticking "show all maintenance jobs"

- Delete the Job – this will delete the job from Property Maintenance and also from the Property Details > Maintenance tab

4. Tick "Add Diary Item" if you would like this to add a note into the Property Action Diary

5. Press OK – F12

6. When the Action/Diary pops up, Press OK – F12 to save.

NOTE: Property Maintenance jobs need to be Deleted and Add to Diary item before a property or creditor can be made Inactive or Archived.

23/10/2017 9:41 am AEDT