

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

Property Mai	intenance Job				
Property BE Balance 2811.57	Exp. limit 0.00	Property details: [DwNER: FIRTH] 96 Beach Steet Key COOGEE BEACH NSW 2034 Colin Fith Mr Fith H:[02] 9958 7458 w!(02] 9238 5478	y 42 Status Follow-up Job No. Job Manager	Work Dide 15/10/201 000000045 Clark (ICK)	r Sent 🗸 🧕 7 💌 5
Creditor BF	RONNIE	Creditor details Bronnie's Cleaning Services 25/247 Illawara Road PETERSHAM NSW 2000 H 9567 4655 W 9567 4533 M 0412 546 785	Managers Property Manager: Inspecting Agent BDM: Repair: Lett Clerk:	Clark Kent Clark Kent Minnie Mou Buzz Lighty Billy Gates	(DK) (DK) cher (MM) ear (BL) (BG)
Maintenance Det Maintenance Re 15/10/17	ails Attachmen sported By Clive Ov	en Votes Invoice Status Dates	×		Cancel - ESC
Summary Description	Vacate Clea Please clear	n n throughout after vacate		<	Creditor Act - F2
	Thank You				Replicate - F8 Clear - F4
Contact for Access	1 Cive Owen	H1 02 9368 7353 MI 0414 619 472 IF1 owen/Reastingcode	IN COLUMN	~	Job List - F7 Save & Send Job - F6
					OK - F12

- 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

Property BEACH96	Property details (OWNER: FIRTH)	Status	Work Order Sent	~ 0
	COOGEE BEACH NSW 2034	Follow-up	15/10/2017	_
Balance Exp. limit	Coin Fith Mr. Fith	Job No.	000000045	_
2811.57 0	00 H:(02) 9958 7458 W:(02) 9238 5478	Job Manager	Clark (DX)	~
Deditor Incomput	Deditor details	Managers	com (cri)	
BRONNIE	Bronnie's Cleaning Services 25/247 Illawara Road PETERSHAM NSW 2000 H 3567 4655 W 3567 4533 M 0412 546 785	Property Manager: Inspecting Agent: BDM: Repairs: Lett Clerk:	Clark Kent (CK) Clark Kent (CK) Minnie Moucher (M Buzz Lightyear (BL) Billy Gates (BG)	м
faintenance Details Attac	hments Notes Invoice Status Dates		1	K
			Cano	el - ESC
Quote Details				2
Amount Quoted	Quote Comments		Propert	y Act - F
Disburgement				2
			Credito	Act - F
Invoice Author	ised for payment by Clark Kent (CK)	~	1	
Incl GST \$20	0.00 GST \$18.18 Excl GST \$181.82		Replic	ate - F8
Description Va	ant Clean	_	I I	3
Account code 251	Cleaning		Cle	# - F4
EFT Reference BE	ACH 96 Date due 23/10/1	7	6	3
Create Disbursement		-	Job L	ist - F7
-			Save	L Send
			Joe	
			- 30	1

- 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

Priority Please select a priority for this disbursement. Normal O High O Must pay	This disbursement wil	I be added to the out	standing disburserr	ient file.
Please select a priority for this disbursement. 	Priority			
Normal O High O Must pay	Please select a prio	rity for this disburseme	ent.	
	Normal	⊖ High	O Must pay	

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

Property Mainten	ance Job					OE	
Property BEA Balance E 2911.57	CH96 xp. limit 0.00	Property details (JOWNER: FIRTH) 96 Beach Steet COOGEE BEACH NSW 2034 Cain Firth Mi Fath H: (J02) 9958 7458 W-(J02) 9238 5478	Key 42	Status Foliow-up Job No. Job Manager	Completed 15/10/201 000000045 Clark (DK)	7 •	•
Creditor BRO	NNE	Creditor details Bronnie's Cleaning Services 25/247 Illawana Road PETERSHAM NSW 2000 H:9567 4655 W:9567 4533 M:0412 546 785		Managers Property Manager: Inspecting Agent BDM: Repairs Left Clerk:	Clark Kent Clark Kent Minnie Mou Buzz Lighty Billy Gates	(DK) (DK) cher (MM) ear (BL) (BG)	
Maintenance Detail Maintenance Repo	a Attachment	s Notes Invoice Status Dates				Cancel - E	ISC
15/10/17 •	By Clive Ow	en v Method Email	v			Property Act	t - F1
Summary	Vacate Clear	1				Configuration	. 52
Description	Please clean Thank You	throughout after vacate			^	Replicate	-FB
						Clear - F	4
						Job List -	F7
					÷	Save Se Job - Fi	end 6
Contact for Access	Clive Owen (H) 02 9368 7313 (M) 0414 619 472 (E) owen@casi	nocroupe.com.au		~	OK - F1	2

- 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

Completion			
Now that the job h	as been completed, cl	hoose an option	
Leave the Joi	as Completed		
O Delete the Jo	b		
Add Diary iter	1		

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