How to Reimburse your Agency for Expenses in REST Professional

Overview

You may be required to charge the owner for an expense that is payable to the agent. There are a number of ways this can be completed in REST; a journal can be created to move monies from the Owners property to the relevant internal owner account or alternatively, you can pay your agency by creating a creditor disbursement.

This document will cover:

- How to create a creditor disbursement to Agent as Creditor

How to Create a Creditor Disbursement to Agent as Creditor

You will need to ensure you have a Creditor setup for your agency before processing the below steps:

1. Go to Transactions > Creditor Disbursements

2. Enter the required information:

- Property – Enter the required property you need to pay the reimbursement from
- Creditor – Enter the agency creditor you need to pay
- Amount – Enter in the amount including GST
- Description – Enter in your description i.e. "Reimburse agent for key cutting"
- Account Code – Enter the relevant account code for the expense
- Invoice Number – Enter a reference to the payment

3. Click OK-F12. NOTE: The payment is now entered into REST ready to be paid with your next creditor run

4. If you wish to then process the payment immediately:

- Process the Outstanding Disbursement i.e. Transactions > Outstanding Disbursements > Process Outstanding Disbursements, select criteria and click Process and then Finish
- Payout the Creditor i.e. Reports > Creditor > Remittance and Payment, select the Creditor, click Next and then click Process
- Create the ABA File (if applicable) i.e. Transactions > Create file for upload to the Bank > EFT (ABA) Payments and click Print Upload the ABA file to your online banking software

02/02/2016 10:52 am AEDT