

## How to do a Management Fee Breakdown Report

### Overview

You may have an instance where you need to calculate the management fee charged on each receipt i.e. the owner may query the total amount charged for one month and to ascertain how the total fee collected was arrived at, the breakdown of management fee on each receipt may need to be calculated.

You can check the audit report which will show you a breakdown of the fee's charged for each transaction.

This document will cover:

- How to Preview the Audit Report
- Understanding the Audit Report
- Example of Audit Report

### How to Preview the Audit Report

#### 1. Go to **Cash Book > Audit Report**

- **Month to Print** - Select the month the receipt was processed in by selecting from the drop down menu
- **Range** - Enter Start from and Finish at dates for the required period or leave default to ALL to collect all transaction in the selected month
- **Include Fees** - When this checkbox is checked, the management fees, tax, bank charges and GST are shown for each transaction.
- **Transactions** - Select either all or the specific type of transaction to print

#### 2. Click on **Preview-F11**

**Audit report**

**Selection**

Month to Print: Current

All

Range

Start from Date: 02/04/15

Finish at Date: 02/04/15

Select

**Advanced**

Print file changes

Print Letter Sent Only

Include fees

Transactions: All


Trust Accounts

Investment Accounts

Orientation F1    Font Select F2    Printer Select F3

Print - F12    Preview - F11    Export - F10    Cancel - ESC

## Understanding the Audit Report

The audit report lists in chronological order, all transactions processed for the period. This report provides for a complete listing at the end of month or between specific dates during the month. By clicking on the binoculars icon  on the toolbar you can search for the receipt number you require. Click on **Find Next** to find the transaction.

The information listed on the audit report is as follows:

- **Date** - Date the transaction was processed
- **Ref** - Receipt, cheque, eft reference or journal number
- **Type** - Type of transaction processed. i.e. rent receipt, quick disbursement, owner payment
- **Details** - Details of the transaction, i.e. tenant code number, owner/tenant/creditor name, description of journal etc.
- **Chq Date** - Date the cheque or eft was processed
- **Property** - The property the transaction was processed from
- **Tent/Cred** - Tenant or Creditor alpha that the transaction was processed for
- **Op** - Initials of the REST user who processed the transaction
- **M.Fee** - Management Fee charged on the transaction
- **Taxes/Bnk Chg** - Any Taxes or bank charges charged on the transaction
- **GST** - GST charged on the transaction
- **Amount Incl** - Total amount of the transaction including GST

## Example of Audit Report

REST Professional Software System (12.0.09)  
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 Rockend Training Centres  
 ROCKEND REAL ESTATE TRUST ACCT

Date: 07/04/15

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### TRUST AUDIT REPORT

Date	Ref	Type	Details	Chq Date	Property	Tent/ Cred	Op	Taxes/ Bnk Chg			Amount Incl
								M.Fee	Bnk Chg	GST	
02/04/15	00009401	RentRec	10001016 Jessica Alba		LOUISA16/7	ALBAJ	CK	246.38	0.00	24.64	2737.50
02/04/15	00009402	RentRec	10001051 Jennifer Aniston		GIBSON40/4	ANISTONJ	CK	281.57	0.00	28.16	3128.57
02/04/15	00009403	RentRec	10001010 George Clooney		GALL24	CLOONEY	CK	37.80	0.00	3.78	420.00
07/04/15	00009404	RentRec	Colliers International		HUDSON10/5	COLLIERS	##				
		Rent Paid	outgoings					405.60		40.56	8923.20
								0.00		0.00	214.50
								405.60	0.00	40.56	9137.70
07/04/15	00000001	Journal	Refund MFee on overpaid rent - COLLIERS		AAMANAG		##	0.00	0.00	0.00	-405.60
07/04/15	00000002	Journal	Refund MFee on overpaid rent - COLLIERS		BALDWIN		##	0.00	0.00	-40.56	446.16
07/04/15	00000003	Journal	Refund GST on MFee overpaid rent - COLLIERS		AAGST		##	0.00	0.00	0.00	-40.56
07/04/15	E00000000	CredDisb	Tenant refund - COLLIERS 15/12/14 - 1		HUDSON10/5	COLLIERS	##	0.00	0.00	0.00	-8923.20
07/04/15	00000000	Journal	dsfsdfsdf		AAAUTO		##	0.00	0.00	0.00	8923.20
07/04/15	E00000000	CredDisb	Tenant refund - COLLIERS 15/12/14 - 1		HUDSON10/5	COLLIERS	##	0.00	0.00	0.00	-214.50
07/04/15	00000000	Journal	dsfsdfsdf		AAAUTO		##	0.00	0.00	0.00	214.50
07/04/15	00009405	RentRec	10001016 Jessica Alba		LOUISA16/7	ALBAJ	##	246.38	0.00	24.64	2737.50
07/04/15	00005080	QckDisb	Door lock refund	07/04/15	ARCH34		##	0.00	0.00	0.00	-5.00

02/02/2016 10:55 am AEDT