

How to Remove a Rent Column from Tenant Details

Overview

REST Professional can hold and track up to three concurrent rental amounts paid by each tenant. These three different rental amounts can be used for standard rent, out-goings, car parking or any regular periodic additional charges.

If a subsequent column is used and is now no longer required and you would like to remove it, you must first ensure there are no transactions/receipts in the current period to this column. If funds have been received, you will need to wait until you have completed the files update at the end of the month.

Steps

1. Go to **Files > Tenant** and enter the alpha index of the tenant and press **ENTER**
2. Click on the **Commercial** tab - Remove GST collectable from date if applicable
3. Click on the **Re-negotiation Tab** - Remove any details in the relevant column i.e. New Amount, Change Date, Reneg Approved or Last Amounts if applicable

Tenant Details

Alpha index: ANISTONJ Active

Lease name: Jennifer Aniston 1 2 3

General | Rental | Bank | Inspections | **Renegotiation** | Notes/Mail/Reminder | Invoices | Commercial

Renegotiation	Rent	Outgoings	Unused
New Amount GST Excl	\$2,500.00	\$0.00	\$0.00
New GST	\$250.00	\$0.00	
New Amount GST Incl	\$2,750.00	\$0.00	
Change date	01/11/15	__/__/__	__/__/__
New period	M1		
Reneg Approved	01/09/15	__/__/__	__/__/__
Last Amount GST Excl	\$1,800.00	\$0.00	\$0.00
Last GST	\$180.00	\$0.00	
Last Amount GST Incl	\$1,980.00	\$0.00	
Last date	22/05/04	__/__/__	__/__/__
Last period	M1		

Rent Review Date: __/__/__ Last Rent Review Date: __/__/__

Cancel - ESC
Action - F1
Clear - F2
Delete - F3
Add Mode - F4
Status - F6
Search - F7
Last Edits - F9
OK - F12

Tenant Details

Alpha index ANISTONJ Active

Lease name Jennifer Aniston 1 2 3

General Rental Bank Inspections Renegotiation Notes/Mail/Reminder Invoices **Commercial**

Tenant ABN . . . Building outgoings 100.00 %
 Property usage Split Invoicing
 Lease term
 Lease review _/_/_
 Option _/_/_
 Rent Increase Market

Commercial Diary Recover fees on sub meter/split invoices

Comment

GST	Rent	Outgoings	Unused
GST collectable from date	01/07/05	_/_/_	_/_/_
GST on rent this month	0.00	0.00	0.00
GST on credit this month	0.00	0.00	0.00
GST on credit last month	0.00	0.00	0.00

Cancel - ESC
 Action - F1
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 OK - F12

4. Click on the **Rental Tab** - Remove all fields in the relevant column i.e. Description, Amount, Account Code and Commission

Tenant Details

Alpha index ANISTONJ Active

Lease name Jennifer Aniston 1 2 3

General **Rental** Bank Inspections Renegotiation Notes/Mail/Reminder Invoices Commercial

Description	Rent		
Amount GST Excl	\$2,000.00	\$0.00	\$0.00
GST	\$200.00	\$0.00	
Amount GST Incl	\$2,200.00	\$0.00	
Use GST Incl Amt	<input type="checkbox"/>	<input type="checkbox"/>	
Period	M1	M1	
Paid To last month	31/08/15	_/_/_	_/_/_
Paid To date	31/08/15	_/_/_	_/_/_
Rent received	\$0.00	\$0.00	\$0.00
Credit this month	\$0.00	\$0.00	\$0.00
Credit last month	\$0.00	\$0.00	\$0.00
Periods paid	0	0	0
Commission %	7.00	0.00	0.00
Account code	101		
B/F Balance	\$0.00	\$0.00	\$0.00
Direct debit	<input type="checkbox"/> Disable	<input type="checkbox"/> Disable	<input type="checkbox"/> Disable

Cancel - ESC
 Action - F1
 Clear - F2
 Delete - F3
 Add Mode - F4
 Status - F6
 Search - F7
 Last Edits - F9
 OK - F12

5. Click **OK-F12** to save changes

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