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How to Generate an Account Sale in REST Professional

Overview

The Account Sale is specifically designed for Victorian users and prints a sales statement for the Vendor which shows:

- The deposit taken - Counts each transaction that uses Type Deposit.
- The commission amount including GST entered in the Financial Tab of the Sales Detail
- The advertising amount including GST entered as the budget amount in the Property Tab of the Sales Details
- The settlement amount due to the vendor which is calculated as the deposit minus the commission and advertising

Steps

1. Go to **Reports > Sales > Account Sales**

Select Criteria as required:

- You can select All Vendors, a range or select a specific Vendor.
- Group - If sales groups are setup, select the required group
- Status - You can filter this by the status of the sale
- Salesperson - You can filter this by select All or a particular salesperson
- Type - This can be sent to Vendor, Vendors Solicitor or both
- Print comments - If global statement comments setup, tick this box to include the comment at the bottom of the account sales.
- Incl Completed/fallen over - Tick if you would like sales that are marked as completed fallen over

Account Sales X

Selection	Advanced
Month to Print: <input type="text" value="Current"/>	Group: <input type="text"/>
<input checked="" type="radio"/> All	Status: <input type="text" value="All"/>
<input type="radio"/> Range Start at Alpha Index: <input type="text"/>	Salesperson: <input type="text" value="All"/>
Finish at Alpha Index: <input type="text"/>	Type: <input type="text" value="Vendor"/>
<input type="radio"/> Select: <input type="text"/>	<input type="checkbox"/> Print comments
	<input type="checkbox"/> Incl. Completed/Fallen Over

Orientation F1	Font Select F2	Printer Select F3	Print - F12	Preview - F11	Export - F10	Cancel - ESC
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2. Click on print **Print-F12** or **Preview-F11**

14 April 2015

Agent ABN: 32-456-812-986

MS ELIZABETH WINDSOR
444 BUCKINGHAM PLACE
WESTMINSTER WA

Tax Invoice - Account Sale

Property : 444 BUCKINGHAM PLACE
WESTMINSTER
Purchaser : Sally Bowles
Sale Price : \$1500000.00

Details	Debit	Credit
Full deposit paid by Sally Bowles		\$150000.00
* Commission on Sale (inc GST)	\$30000.00	
* Advertising (inc GST)	\$5000.00	
EFT Payment to Vendor	\$115000.00	
	\$150000.00	\$150000.00

Total Expenses on this invoice includes GST of \$3181.82

* Indicates taxable supply

The account sale will show the address of the sale property, purchaser name and sale price, together with the amounts as reflected on the sale card.

NOTE: The amounts with a * include a GST component and reflect the total GST at the bottom of the account sale.

02/02/2016 10:55 am AEDT