How to Generate a Sales Statement in REST Professional

Overview

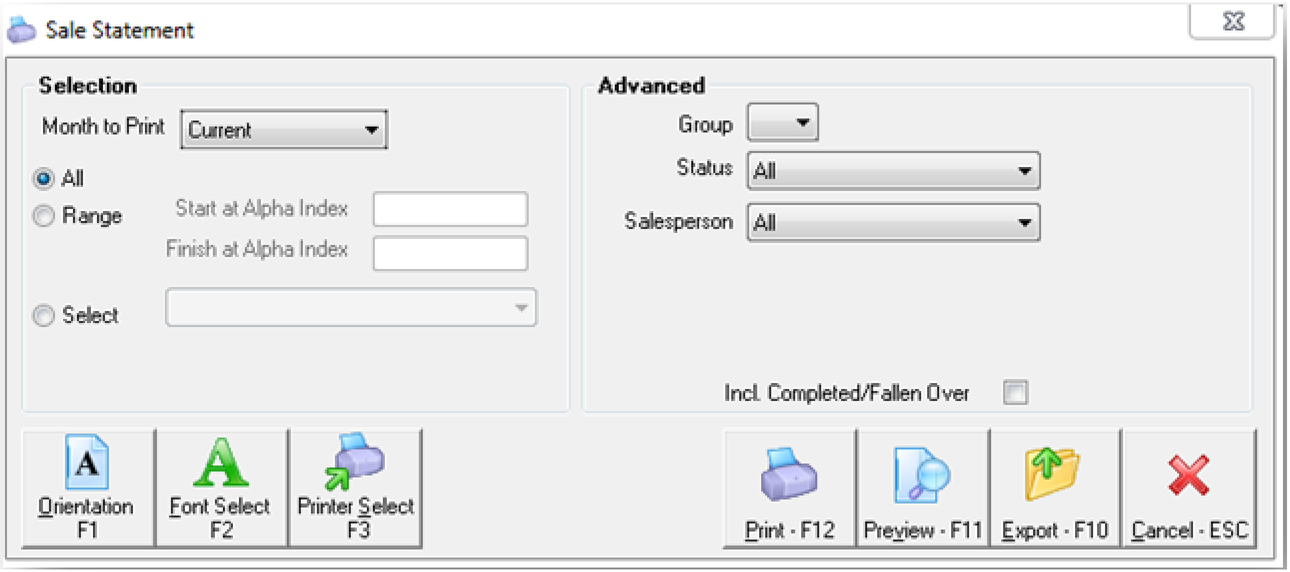
The sales statement for the vendor may be printed at any time and shows all trust and investment account transactions for the sale.

This document will cover:

- How to Generate the Sales Statement
- Example of a Sales Statement

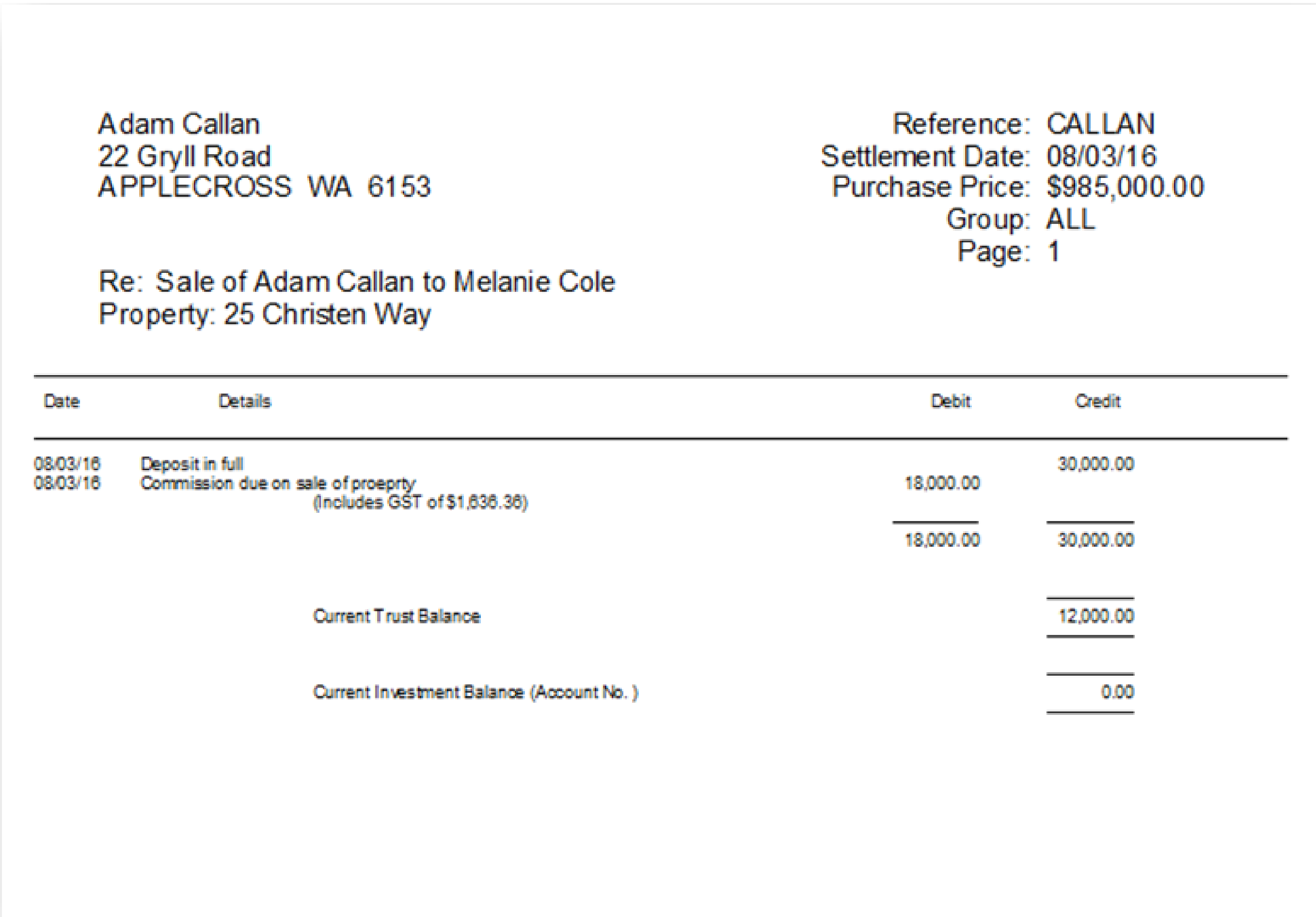
How to Generate the Sales Statement

1. Go to **Reports > Sales > Statement**
2. Select Criteria as required:
    - **Select** - 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** – You can choose to address this sales statement to the Vendor, Vendor Solicitor or both
    - **Incl Completed/fallen over** – Tick if you would like sales that are marked as completed fallen over



3. Click **Print-F12** or **Preview-F11**

Example of a Sales Statement



Adam Callan
22 Gryll Road
APPLECROSS WA 6153

Reference: CALLAN
Settlement Date: 08/03/16
Purchase Price: $985,000.00
Group: ALL
Page: 1

Re: Sale of Adam Callan to Melanie Cole
Property: 25 Christen Way

Date	Details	Debit	Credit
08/03/16	Deposit in full		30,000.00
08/03/16	Commission due on sale of proeprty (Includes GST of $1,636.36)	18,000.00	
		18,000.00	30,000.00
	Current Trust Balance		12,000.00
	Current Investment Balance (Account No.)		0.00

This statement will show:

- Settlement date

- Purchase price
- Details of the sale property
- Transactions on the trust and investment ledger.
- Trust balance and Investment balance

15/03/2016 12:14 pm AEDT