


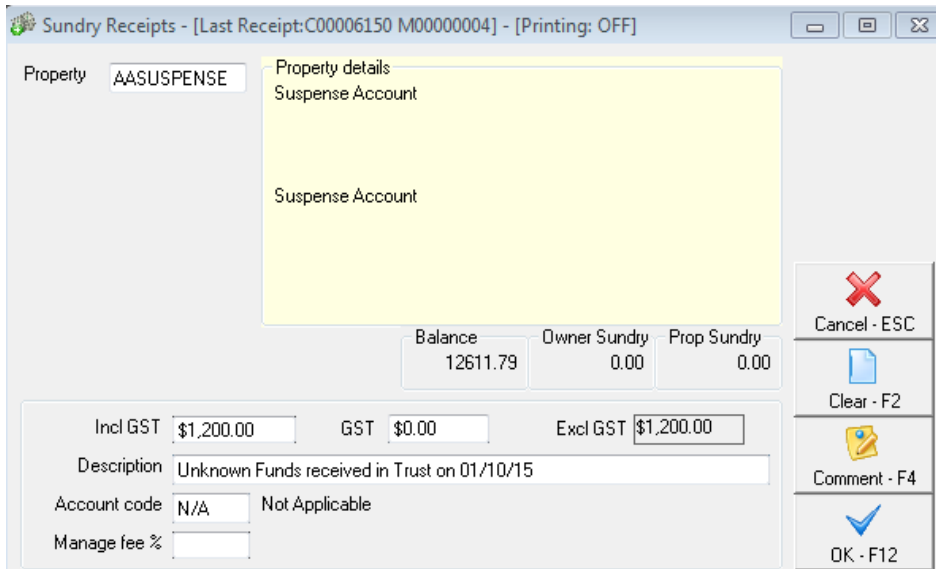
## How to Receipt Unknown Funds in REST Professional

### Overview

When monies have been paid into your trust account and cannot be immediately identified or allocated, the funds can be temporarily receipted into an internal account in REST Professional such as AASUSPENSE or AAUNIDENTIFIED. To create an internal owner in REST, please refer to "**How to Create an Internal Owner Account in REST Professional**".

### Steps

1. Go to **Transactions > Sundry Receipts** or click on the icon 
2. Enter the Alpha index of the property and press **ENTER**
3. Enter the details for the unknown funds:
  - **Incl GST** - Amount to be credited & remove the GST if this is not applicable
  - **Description** - Unknown funds received on xx/xx/2015
  - **Account code** - Use N/A
  - **Management Fee %** - This field should be left blank
4. Click **OK-F12**



Sundry Receipts - [Last Receipt:C00006150 M00000004] - [Printing: OFF]

Property: AASUSPENSE

Property details  
Suspense Account

Balance	Owner Sundry	Prop Sundry
12611.79	0.00	0.00

Incl GST: \$1,200.00    GST: \$0.00    Excl GST: \$1,200.00

Description: Unknown Funds received in Trust on 01/10/15

Account code: N/A    Not Applicable

Manage fee %:

Buttons: Cancel - ESC, Clear - F2, Comment - F4, OK - F12

### Banking Details

Total	\$1,200.00	Payment method	Direct deposit
Received date	01/10/15	Received from	Unknown funds in TRUST
Drawer		Bank	
Branch		Amount	
Banked date	01/10/15		

OK - F12      Cancel - ESC

□

5. Enter banking details:

- □ **Payment method** - Direct deposit
- □ **Received date** - Date the money was received
- □ **Received from** - Unknown funds to trust
- □ **Banked date** - Enter the date that it appeared on the bank statement

6. Click **OK-F12**

**NOTE:** To disburse unknown funds, please refer to "**How to Disburse Unknown Funds from an Internal Account**"

02/02/2016 10:55 am AEDT