

How to Edit an Outstanding Disbursement in REST Professional

Overview

This document will assist you to edit an outstanding disbursement in REST Professional, from editing the details of the disbursement, changing the due date, amount, description, account code, invoice number and other details.

You can also edit the priority of the outstanding disbursement and delete an outstanding disbursement from this function.

If you need to change the amount, description, account code, invoice number, due date or priority on an Outstanding Disbursement, this document will take you through the steps on how to amend this.

This document will cover:

- How to Edit an Outstanding Disbursement
- How to Delete an Outstanding Disbursement

How to Edit an Outstanding Disbursement

1. Go to **Transactions > Outstanding Disbursements > Edit Outstanding Disbursements**
2. Enter the Property alpha the disbursement was created against and press **ENTER**
3. Click on **By Property-F7** button and select the required disbursement to be edited and click **OK**

Edit outstanding disbursement

Property: ARCH34
Exp. limit: 0.00

Property details
34 Archer Street
ANNANDALE NSW 2038
Patrick Dempsey
Mr Dempsey
H:02 9517 4589 W:02 9238 4785

Creditor:
Creditor details

Choose a disbursement to edit

8/07/15	Repair leaking toilet	\$150.00	DESPPLUMB
8/07/15	Repair Broken Window	\$250.00	OBRIEN

OK Cancel

Incl GST: GST: Excl GST:

Description:

Account code:

Ref./Invoice No.: Date due: 08/07/15

Charge supervision fee:

Priority: Normal High Must pay

Cancel - ESC
Clear - F2
Delete - F3
By creditor - F5
By property - F7
OK - F12

4. Edit the details of the outstanding disbursement as required such as amount, gst amount, description, account code, invoice number, date due and priority of the disbursement

5. **OK-F12**

How to Delete an Outstanding Disbursement

1. Go to **Transactions > Outstanding Disbursements > Edit Outstanding Disbursements**
2. Enter the Property alpha the disbursement was created against and press **ENTER**
3. Click on **By Property-F7** button and select the required disbursement to be deleted and click **OK**
4. Click on **Delete-F3**

Edit outstanding disbursement

Property: ARCH34
Exp. limit: 0.00

Property details:
34 Ascher Street
ANNANDALE NSW 2038
Patrick Dempsey
Mr Dempsey
H:02 9517 4589 W:02 9238 4785

Creditor: DESPPLUMB

Creditor details:
Desperate Plumbing
149 Paramatta Road PETERSHAM NSW 2049
Mike Dellino
H:02 9555 7452 W:02 9555 7452 M:0414 452 378

Balance	Outstand. due	Bal. after out.	Disbs paid	Prop. disbs
2293.76	400.00	1893.76	0.00	0.00

Tax Inv No: 3210
Incl GST: \$150.00 GST: \$13.64 Excl GST: 136.36

Description: Repair leaking toilet
Account code: 336 R & M - Plumbing
EFT Reference: 123 Date due: 08/07/15
Charge supervision fee:

Priority: Normal High Must pay

Buttons: Cancel - ESC, Clear - F2, **Delete - F3**, By creditor - F5, By property - F7, OK - F12

5. Click **Yes** to message “Are you sure you want to cancel this transaction?”



NOTE: Outstanding Disbursements can also be cancelled by going to **Transactions > Cancel Transactions > Outstanding Disbursements** and following the prompts.

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