

How to Enforce Unique Tenant Codes in REST Professional

Overview

You can setup your system to enforce unique tenant code numbers in REST Professional. This option will require tenant code numbers to be unique between active and inactive tenant contacts. When activating the option, REST Professional will determine whether duplicate tenant codes exist. If duplicates are found they will be displayed on a report. Duplicates will need to be corrected before the system option can be set.

Steps

- 1. Go to Other > Utilities > System Options
- 2. Click on Transactions Tab this is the default tab that will open when you open System Options
- 3. Tick the option to Enforce Unique Tenant Code No.

System Options	×
Sales Other SMTP System Image: Other Payments Mobile Transactions Statements Image: Other Payments Miscellaneous Descriptions Reminders Receipts Invoices exempt from GST Invoices as default Image: Other Payment debit days ahead Image: Other Payment debi	
Owner defaults Image: Show remarks on Disbursements Image: Show remarks on owners Image: Disb paid date on ledger	
Creditor/Property maintenance Display Key No on work orders and quotes Email work orders and quotes Email work orders and quotes Fint owner name on quotes Print owner name on quotes Print Manager on work orders and quotes Print emailed creditor documents Warn if creditor has no ABN	Cancel - ESC

4. Click **OK** to the prompt which will determine if REST Professional has any duplicates



5. If duplicates found, Click **OK** to the prompt which will print a report of all duplicate code numbers found

REST Professional	
Duplicate Tenant code numbers found: all duplicates need to be re- unique tenant code numbers can be enforced. Click OK to view a lis to be resolved.	solved before it of duplicates
	ОК

6. If duplicates found, a list in notepad will appear, this should be printed so that unique codes can be issued for duplicates listed



- 7. To change any existing duplicates, go to **Files** > **Tenant** > enter the tenant ALPHA and press **Enter**
- 8. Click on the **Bank** Tab.Enter in a unique code or click on **Allocate** (if setup) and select a new code number and click **OK-F12**

ろ Tenant Deta	ils		
Alpha index	DEPP	Active	
Lease name	Johnny Depp	<u> </u>	
General Re	ntal Bank Inspections Renegotiation Notes/	Mail/Reminder Invoices Commercial	
Regular che	que details		🗙
Drawer	Branch	Bank	Cancel - ESC
Tenant/Con	tact Banking Details		
Johnny Dep	• •		Action - F1
Code Numbe	4		Clear - F2
3760	6 Allocate	Search	

- 9. Once all codes are unique, go back to System Options and tick **Enforce Unique Tenant Codes**.
- 10. Click **OK** to the prompt to confirm that there is no duplicates found can no longer assign a code number to another tenant contact

REST Professional	×
No Duplicate Tenant code numbers found: When a tenant contact active inactive, is assigned a code number it can no longer be assigned to anoth tenant contact.	or ier
	к

You can view documents in our REST knowledgebase on our website by logging into the

Customer Lounge using your client ID and password: http://rockend.com.au/REST-Knowledgebase

02/02/2016 10:55 am AEDT