

How to Reverse a Sundry Receipt in REST Professional

Overview

A Sundry Receipt is for the purpose of receipting monies you receive that are not tenant rent, bond, invoices etc.

You may be required to reverse a sundry receipt due to some sort of receipting error.

This document will cover:

- How to Reverse a Sundry Receipt from Current Period
- How to Reverse a Sundry Receipt from Previous Period

How to Reverse a Sundry Receipt from Current Period

- 1. Go to Transactions > Cancel Transactions and click on Receipt Reversal
- 2. Enter the receipt number in the Reference No. field and press Enter
- 3. Click **OK-F12**
- 4. Select **Yes** to the prompt to confirm the reversal

🗙 Receipt Reversal	
Reference No. 6811	Receipt Reversal
Date Description 19/10/15 Owner contribution to repair fridge	Op ## Clear - F2 Clear - F2
Account Tax Bank Charges M.Fee Amount GST 140 0.00 0.50 0.00 300.00	incl 0.00 V 0K - F12 Yes No

NOTE: This will automatically reverse any bank charges or management fees collected and prints a copy of the receipt reversal. The reason entered for cancellation will appear on the tenant ledger.

How to Reverse a Sundry Receipt from Previous Period

Rest Professional does not have a function for reversing receipts from a previous period (unless rent only), therefore the receipt will need to be manually reversed.

- 1. Go to Transactions > Quick Disbursements
- 2. Enter in the criteria:
 - Property Enter the Property alpha you need to reverse the funds from and press ENTER
 - Amount Enter the amount as per the original receipt to be reversed
 - Cheque number Enter the cheque number 999999 (Self-Presenting Cheque Number)
 - Description Reverse Receipt number ####
 - Account code Enter the same account code as originally used when receipted

3. Click **OK-F12**

🐞 Disbur	sements						
Property	BALLY Exp. limit	0.00	Property details (DW/NER: SMITH) 88 Bally St Sydney NSW 2000 John Smith 02 9999 9999				
	Balance 493.50		Outstand, due Bal, after out. Disbs paid Ptop. dis 0.00 493.50 0.00		Prop. disbs 0.00	s X 1.00 Cancel - ESC	
Incl GST \$300.00 Cheque number 999999		\$300.00 999999	GST \$0.00		Excl GST \$300.00	\$300.00	Action - F1
	Pay to Description	John Smi	th receipt oursher El	Clear - F2			
Account code		140	Contributions From Owner				OK · F12

NOTE: You will need to ensure that any management fees or bank charges that were originally charged are manually refunded. This can be done by doing a journal. For more information on how to do a journal, please see document **"Journal Entries in REST"**.

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