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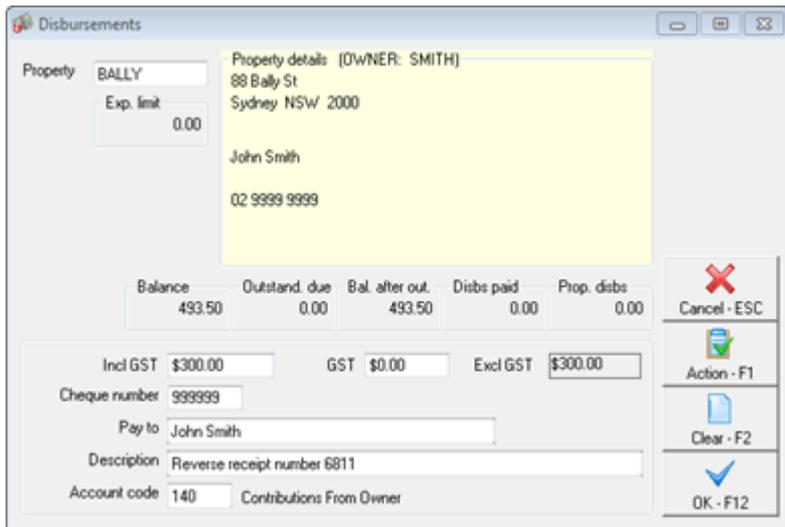4. Select **Yes** to the prompt to confirm the reversal
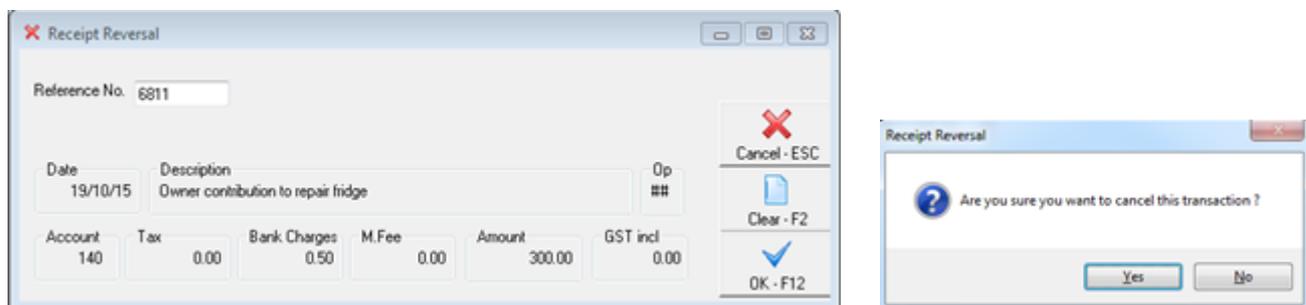
NOTE: This will automatically reverse any bank charges or management fees collected and prints a copy of the receipt reversal. The reason entered for cancellation will appear on the tenant ledger.

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**

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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