

How to Reflect a Sales Bank Cheque in REST Professional

Overview

Bank cheques may need to be provided upon settlement of a sales property or to be used as a deposit for another purchase. Bank cheques are cheques that are issued by the bank therefore will not be a REST generated cheque and follow the usual cheque number sequence.

Steps

1. Go to **Transactions > Sales > Disbursements**
 - **Alpha** - Enter the alpha index of the sale property and press **Enter**
 - **From** - Select **Trust Account**
 - **To** - Select **Vendor** and then enter the Payment Details for the Vendor as **Cheque**
 - **Type** - Select **Other**
 - **Amount** - Enter the amount the bank cheque is for
 - **Description** - Enter a Description i.e. Settlement Funds Bank Cheque no #####
 - **Ref/Invoice No.** - Enter the property address or a reference to the payment
2. Click on **OK-F12**

Sales Disbursement

Sale: Property
 Alpha: BUCKINGHAM

From: Trust Account

To: Vendor

Type: Other

Sale details:
 Vendor: MS ELIZABETH WINDSOR
 Buyer: SALLY BOWLES
 Property: 444 BUCKINGHAM PLACE

Details:
 Trust Account

Details:
 Ms Elizabeth Windsor
 Windsor Castle
 London, UNITED KINGDOM
 Payment Method: Cheque

Dep/Sundry	Advertising	Investment
Balance \$70,000.00	Balance \$0.00	Balance \$0.00
Payout \$70,000.00	Payout \$0.00	Payout \$0.00

Transaction Details:
 Amount: \$50,000.00 GST: \$0.00 Excl GST: \$50,000.00

Description: Settlement funds - Bank Cheque No. 123456

Ref Invoice No:

Buttons: Cancel - ESC, Action - F1, Clear - F2, Search - F7, OK - F12

Creditor Cheque Printing

INSERT YOUR CHEQUE STATIONERY IN THE PRINTER NOW

Print alignment cheque (dot matrix printers only)

Print separate remittance advice

Start at cheque number: 999999



3. You will be prompted with the Cheque Printing Screen, enter cheque number **999999** and click **Start printing**

NOTE: This process uses a self presenting cheque number in REST Professional and should be done once the debit from your trust account appears on your bank statement.

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