

How to Reproduce Owner Statements in REST Professional

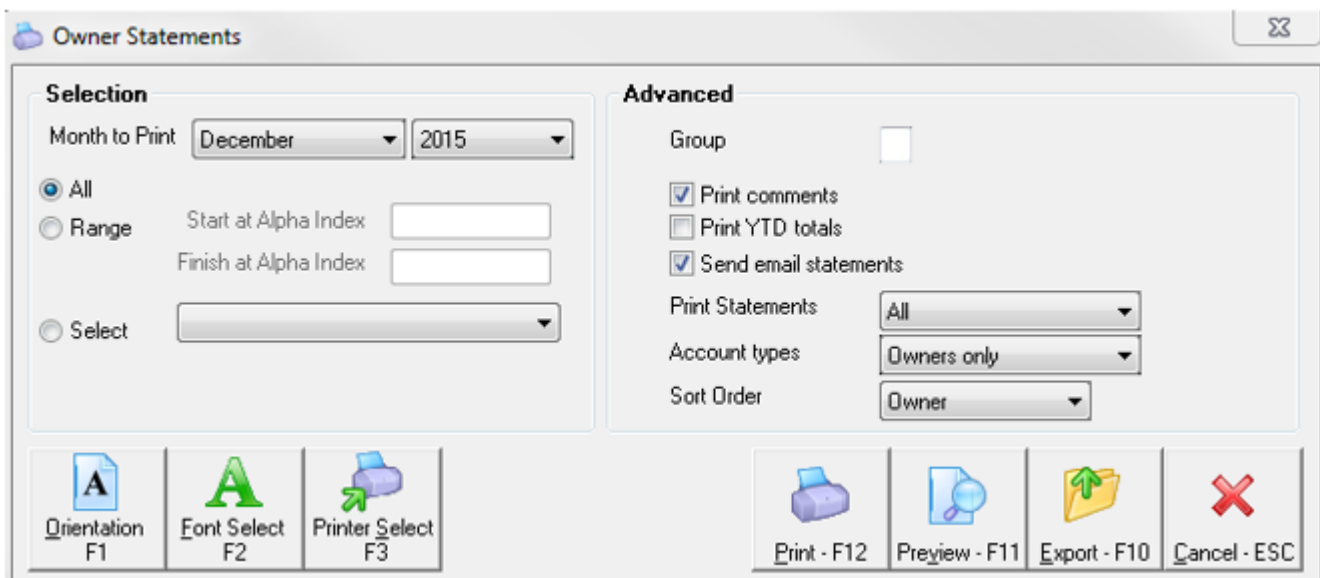
Overview

You can reproduce current or prior month's statements for an Owner at any time in REST. You can preview, print or email these statements. If you are a fileSMART user, you can alternatively reproduce prior month statements from the fileSMART program.

Steps

1. Go to **Reports > Owner > Statement Printing**

NOTE: Your menu may instead appear as **Statements and Payments** depending on your database



Owner Statements

Selection

Month to Print: December 2015

All

Range Start at Alpha Index: [] Finish at Alpha Index: []

Select: []

Advanced

Group:

Print comments

Print YTD totals

Send email statements

Print Statements: All

Account types: Owners only

Sort Order: Owner


Orientation F1 | Font Select F2 | Printer Select F3 | Print - F12 | Preview - F11 | Export - F10 | Cancel - ESC

2. Select criteria:

- **Month to print** - Select the month you wish to reprint
- **Selection** - Click on **All** for all owners, **Range** for an Alpha range **or Select** to choose which owners to reproduce
- **Group** - Enter a group if required

- **Print Comments** - Tick this box if you store a global comment on your owner statements
- **Send email statements** - Tick this box if you require the statements to be emailed
- **Print Statements** - Select the criteria you require
- **Account Types** - Select **Owners Only**
- **Sort Order** - Select the order you require

3. Click **Print-F12** and REST Professional will email any owners if applicable first and/or print as required

NOTE: If you are only producing a statement for one owner and would like to preview this first click on **Preview-F11** which can then be emailed clicking on the  icon and selecting **Owner**. Ensure that emailing through the preview screen in this manner is only done when select one owner and emailing.

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