

How to Generate the Owner Detail Report in REST Professional

Overview

You can print a list of owners, including name & address, telephone numbers, payment/statement details, tax & postage charges. If you would like to monitor who runs this report, you may set up a system option so that REST displays a warning when the report is run and records the date and operator name in the File Changes Report. If the option for sensitive alerts is on, an email will be sent to the email address chosen for alerts, For more information on setting up this alert, please see document "[Sensitive Change Alert Setup and Use in REST Professional](#)".

Steps

1. Go to **Reports > Owner > Detail Report**
2. If the sensitive change alert is setup, a warning will appear to advise you are about to run a sensitive report and if you continue it will record the date, time and user on the File Changes report and also send a sensitive alert email. Select **'Yes'** to continue
3. Enter the selection criteria:
 - **Month to Print** - Select the month you require the report for
 - **Status** - Select from All, Range or Select an Owner
 - **Group** - Leave this blank to print all owners, or if you use the group code, enter the group letter to print only those owners in a group i.e. M for mid month.
4. Click **Print-F12** or **Preview-F11**

	Name & Address	Salutation/Contact	Sundry Detail
AFFLECK	Ben Affleck & Jennifer Garner 158 Brighton Blvd BEN BUCKLER POINT NSW 2026 ABN: Use Agent's ABN : N GST Chargeable From: 01/07/05	Mr Affleck & Ms Garner Home Ph: (02) 9375 3186 Work Ph: Fax: Mob: 0424 741 965 Ben Email: jennifer@alias.com.au Email Statements Y/N: N	Pmt Method - Dep Statement - 7 Group - A Postage 5.00 Payee: Ben Affleck & Jennifer Garner 565656565 565-656
BALDWIN	Alec Baldwin Suite 1, 129 King Street PARADISE SA 5075 ABN: 54678987345 Use Agent's ABN : N GST Chargeable From: 01/07/00	Alec Home Ph: 08 8236 4536 Work Ph: 08 8277 7688 Fax: 08 8277 7699 Mob: 0411 223 445 Email: alecbaldwin@goldwyn.com.au Email Statements Y/N: N	Pmt Method - C/F Statement - 13 Group - M Postage 5.00 Payee: A Baldwin 867654305 085-475 NAB Adelaide
BECKHAM	Mr David Beckham 27 Wharf Road BIRCHGROVE NSW 2041 ABN: Use Agent's ABN : N GST Chargeable From: 01/07/05	Mr Beckham Home Ph: 02 9555 4736 Work Ph: Fax: Mob: 0424 589 215 Email: beckham@ffa.com Email Statements Y/N: N	Pmt Method - Auto Statement - 7 Group - M Postage 5.00 Payee: Mr David Beckham 467288961 022-498 CBA Sydney Flat Payment 0.00 Withhold 890.00
BLANCHETT	Cate Blanchett 24 Ocean Road WOOLLAHRA NSW 2025 ABN: Use Agent's ABN : N GST Chargeable From: 09/10/04	Ms Blanchett Home Ph: (02) 9326 9925 Work Ph: (02) 9326 9945 Fax: Mob: 0414 613 829 Email: cate@litlefish.com.au Email Statements Y/N: N	Pmt Method - Auto Statement - 7 Group - M Postage 0.00 Payee: Cate Blanchett 165874452 021-458 WBC Double Bay

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