

How to Reverse a Centrelink Receipt in REST Professional

Overview

You may be required to reverse a rent receipt that includes a Centrelink disbursement fee of 0.99c.

Reversing a Centrelink payment receipt includes reversing the full rental amount receipted and reversing the disbursement created for the \$0.99 transfer fee paid by the owner. For more information on the receipt of Centrelink rental payments, refer to the document '**How to Process Centrelink Payments in REST**'.

This document will cover:

- How to Reverse the Centrelink Fee of 99c
- How to Reverse the Centrelink Rent Receipt (Current Period)
- How to Reverse the Centrelink Rent Receipt (Previous Period)

Reverse the Centrelink Fee of 99c

In REST Professional the Fee of 99c would have been deducted by doing a quick disbursement with a cheque number of 999999. As this is a self presenting cheque it can not be automatically reversed, however a manual reversal can be done to counteract the payment.

1. Go to **Transactions > Sundry Receipts**
2. Enter the alpha index of the property and press **Enter**
3. Enter the required information:
 - **Incl GST** - Enter the amount (i.e. 0.99c) and enter in the GST if this is applicable

- **Description** - 'Reverse Centrelink payment fee reference no XXXXX'
- **Account code** - Use the same code used when initially charging the Centrelink fee
- **Management Fee %** - This field should be left blank

4. Click **OK-F12**

Sundry Receipts - [Last Receipt:00006904] - [Printing: OFF]

Property Property details
 90 Bardwell Road
 Bardwell Park NSW 2207

Tony Abbott
 Tony
 02 9521 5623
 02 8500 6000

Balance	Owner Sundry	Prop Sundry
12122.60	1237.36	15.00

Incl GST GST Excl GST

Description

Account code Centrelink Fee

Manage fee %

Cancel - ESC
 Clear - F2
 Comment - F4
 OK - F12

Banking Details

Total Payment method

Received date

Received from

Drawer

Bank

Branch

Amount

Banked date

OK - F12 Cancel - ESC

5. Enter banking details:

- **Payment method** – Direct deposit
- **Received date** - Leave as today's date.
- **Received from** - 'Centrelink'
- **Banked date** - Leave as today's date.

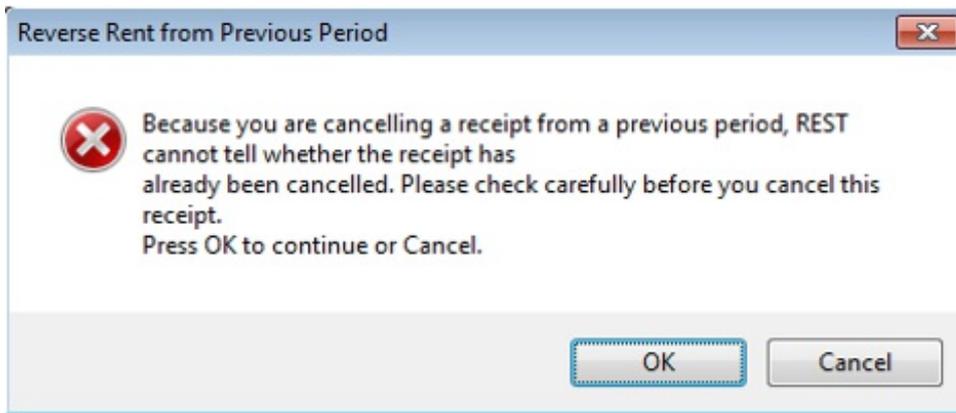
6. Click **OK-F12**

Reverse the Centrelink Rent Payment (Current Period)

1. Go to **Transactions > Cancel Transactions > Receipt Reversal**
2. Enter the receipt number and press **Enter**
3. When prompted click **YES** to cancel the transaction
4. Enter reason for cancellation and click **OK**

Reverse the Centrelink Rent Receipt (Previous Period)

1. Go to **Transactions > Cancel Transactions > Reverse Rent from Previous Period.**
2. Enter the receipt number and press **Enter**
3. A prompt will appear advising that REST cannot detect if already cancelled, click **OK** if this has not been previously cancelled



- The details of the receipt will show together with the paid to date after reversal. Click **OK-F12**
- Ensure you check the paid to dates are correct. Click **OK**

Reverse Rent from Previous Period

Reference No. 6833

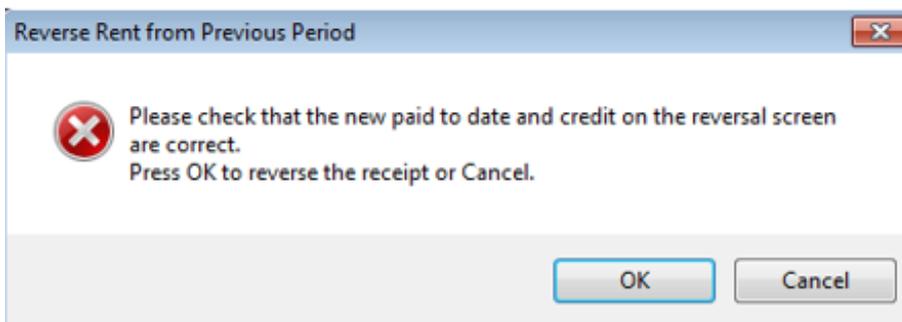
Date: 27/10/15 Description: Rent Receipt: George Clooney Op ##

Account	Tax	Bank Charges	M.Fee	Amount	GST incl
	0.00	0.00	1752.00	21900.00	0.00

Paid to date(s) after reversal

Rent	Credit
09/10/15	370.00

Cancel - ESC
Clear - F2
OK - F12



- Enter reason for the cancellation and click **OK**