How to Generate Property Authority Date Report in REST Professional

Overview

Depending on the report options chosen, the Property Authority Date Report prints a list of properties with authority start date or authority expiry date.

The report assists managers and property managers with monitoring and maintaining management agreements with their landlords.
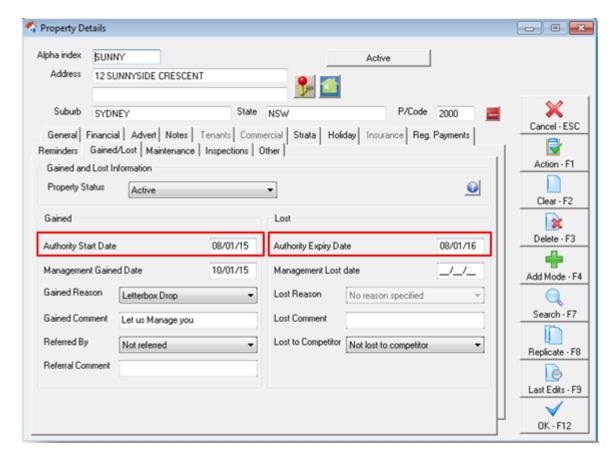
This document will cover:

- Data Entry Pre-Requisites

- How to Generate Property Authority Date Report

Data Entry Pre-Requisites

REST must have the correct and up to date information entered against all properties in order to provide an accurate report. You must ensure the following fields are up to date and filled with dates:
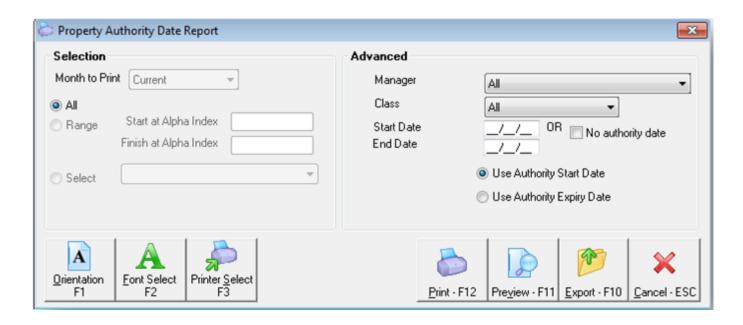
1. **Authority Start Date** – **Go to Files > Property > Gained/Lost Tab** and check this field is populated

2. **Authority Expiry Date** - **Go to Files > Property > Gained/Lost Tab** and check this field is populated

How to Generate Property Authority Date Report

1. Go to **Reports > Property > Authority Date Report**

2. Select the required criteria:

   - **Manager** – choose a manager from the dropdown list. Leave as ALL to print all properties regardless of the manager

   - **Class** – To print the report for a particular type, such as Residential, Commercial, Holiday or Industrial

   - **Start Date** – The starting date of the report

   - **No Authority Date** – Tick this box if you want to report to generate where No Dates have been entered

   - **End Date** – The expiry date of the report

   - **Use Authority Start Date** – The report will show only properties that have that particular Authority Start Date

   - **Use Authority Expiry Date** - The report will show only properties that have that particular

Authority Expiry Date

3. Click **Print-F12** or **Preview-F11**

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