

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.

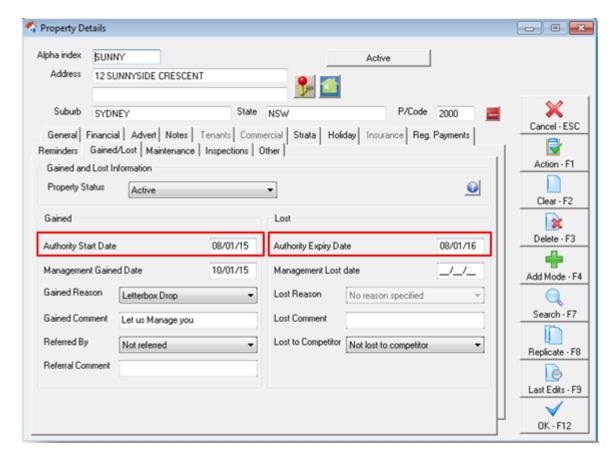
This document will cover:

- 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:

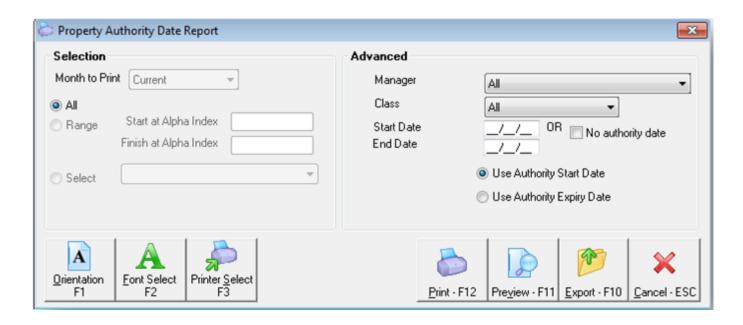
- Authority Start Date Go to Files > Property > Gained/Lost Tab and check this field is populated
- 2. Authority Expiry Date Go to Files > Property > Gained/Lost Tab and check this field is populated



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

© Copyright 2015 Rockend Training	nal Software System (14.0.04) 5 - Rockend Technology Pty Ltd g Centres L ESTATE TRUST ACCT		Date: 2	6/11/15	Page: 00
		PROPERTY AUTHORITY DA	ATE REPORT		
For All Managers Alpha	Address	Owner Address	Ph. Home Ph. Work Email	Property Type - Al Fax Mobile	I Properties Start Date Expiry Date Mgr
ARCH34	34 Archer Street	Patrick Dempsey 128 Glebe Point Road GLEBE NSW 2037	02 9517 4589 02 9238 4785	0407 642 158	01/07/1 01/07/1 CK
BAY23/04	4/23 Bay Street	Sharon Stone 23 Crystal Street NEWTOWN QLD 4305	07 6945 3526 07 6987 8877 stone@bigpond.com.au	07 6987 8888 0412 454 347	30/08/1 30/08/1 CK
BEACH96	96 Beach Street	Colin Firth 95 Florida Road PALM BEACH NSW 2108	(02) 9958 7458 (02) 9238 5478 colin@mrdarcy.com.au	0424 897 568	09/09/0 01/11/1 CK

02/02/2016 10:59 am AEDT