

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

Property Authority Date Report
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Selection

Month to Print Current

All

Range Start at Alpha Index

 Finish at Alpha Index

Select

Advanced

Manager All

Class All

Start Date OR No authority date

End Date

Use Authority Start Date

Use Authority Expiry Date

Orientation
F1

Font Select
F2

Printer Select
F3

Print - F12

Preview - F11

Export - F10

Cancel - ESC

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

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© Copyright 2015 - Rockend Technology Pty Ltd					
Rockend Training Centres					
ROCKEND REAL ESTATE TRUST ACCT					
PROPERTY AUTHORITY DATE REPORT					
For All Managers			Property Type - All Properties		
Alpha	Address	Owner Address	Ph. Home Ph. Work Email	Fax Mobile	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	01/07/15 01/07/16 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	30/08/15 30/08/16 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	09/09/05 01/11/16 CK

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