

## Receipt Formats in REST Professional

### Overview

There are different receipt formats and printer options available in REST Professional depending on the type of printer you use. We recommend that plain paper be used for receipt printing however pre-printed receipt stationery can be used if desired.

This document will cover:

- Understanding Receipt Format Options
- How to change the receipt formats in REST Professional

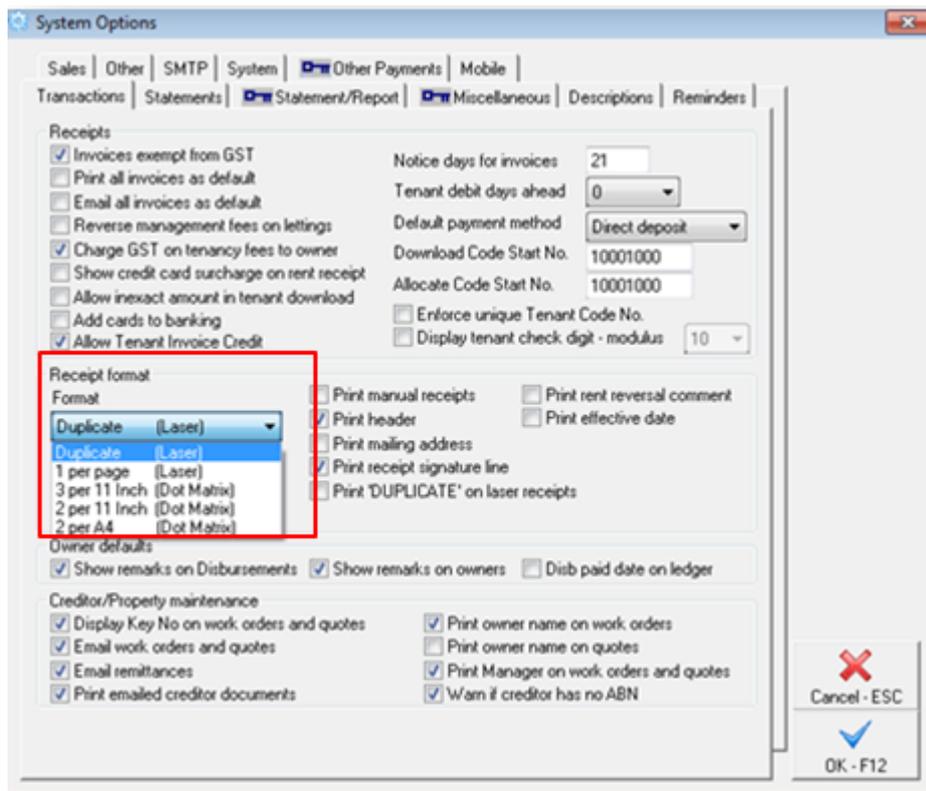
### Understanding Receipt Format Options

Receipt Formats	Description
Duplicate (Laser)	Select this option to print receipts on a laser printer. The original receipt is printed on the top half of an A4 page and the duplicate copy is printed on the bottom half. If using pre-printed stationery, it must be perforated in the middle with the words "Duplicate Receipts only" printed on the bottom half. If the 'Print Mailing Address' option is selected, the tenant name and address is printed on the top receipt to allow mailing in window-faced envelopes
1 per page (Laser)	This option prints one receipt per page to a laser printer. If the 'Print Mailing Address' option is selected, the tenant name and address is printed on the receipt to allow mailing in window-faced envelopes
3 per 11 inch (Dot Matrix)	Prints three receipts per page. This requires continuous carbonised eleven-inch long paper perforated into three equal parts
2 per 11 inch (Dot Matrix)	This requires continuous carbonised eleven-inch long paper perforated half way down. If the 'Print Mailing Address' option is selected, the tenant name and address is printed on this receipt to allow mailing in window-faced envelopes
2 per A4 (Dot Matrix)	12 inch. This requires continuous carbonised eleven-inch long paper perforated half way down. If the 'Print Mailing Address' option is selected, the tenant name and address is printed on this receipt to allow mailing in window-faced envelopes

## How to Change Receipt Format in REST Professional

To make any changes to the receipt format within the system options, please ensure all users are logged out of REST prior to changes being made.

1. Go to **Other > Utilities > System Options**
2. On the **Transactions** Tab under **Receipt format** click the drop down tab to view and select from one of the available formats
3. Select the required receipt format



4. Select receipting options as required:
  - **Save Receipts** - If this option is selected, REST Professional saves a copy of the receipt so that it can be reprinted as a duplicate at any time
  - **Use Manual Receipts** - Some states allow two sequences of receipt numbers and when you issue a manual receipt, you are required to enter the manual receipt number rather than replacing it with a computer receipt. If you would like to allow manual receipt numbers select this option and when you access any of the receipting screens, you will now notice that there is a 'Manual Receipt No.' field at the top of the form. Enter a manual receipt number to post a manual receipt. Once you have posted a manual receipt, REST Professional assumes that you wish to post another manual receipt and increments the receipt number for you. If the next receipt is to be a computer receipt, simply remove the receipt number and receipt as usual. The manual receipts will print on the Cash Book Reports with an 'M' preceding the

receipt number

- **Print Computer Receipts** - If this option is selected, all computer receipts (receipts with receipt numbers allocated by the system) are printed. If you turn off the printing of receipts, they may still be reprinted at any time. You should refer to legislation in your state before turning off receipt printing
- **Print Manual Receipts** - If this option is selected, all manual receipts (receipts where you have entered a manual receipt number) are printed. If you turn off the printing of receipts, they may still be reprinted at any time. You should refer to legislation in your state before turning off receipt printing
- **Print Header** - Prints the Company name and address from the first five lines in Company Details on the top of each receipt. Turn off this option if you have pre-printed receipt stationery
- **Print Mailing Address** - When this option is selected and you have selected any receipt format except 3 per page, the tenant name and address is printed on the receipt to allow mailing in window-faced envelopes.
- **Print receipt signature line** - If you use plain paper receipts and would like REST Professional to print the signature line where the operator signs the receipts, select this option.
- **Print 'DUPLICATE' on laser receipts** - If you print receipts on duplicate laser receipts (see explanation above) but do not have them pre-printed with the word 'Duplicate' on the bottom half of the page, REST Professional will print the word 'Duplicate' for you
- **Print Rent Reversal Comments** - Select this option to allow the Cash Book Receipts Report to print the reason for the reversal
- **Print effective date** - Check Print effective date to include a tenant's effective paid to date on rent receipts. In addition to the existing fields on the rent receipt the effective paid to date will display under the heading Day Paid To. This option is not available for New Zealand users
- **Print effective paid - (QLD requirement)** - When this option is selected the tenant's effective paid to date will be printed on all rent receipts under the heading Date Pd To. The replaces Date From on the receipt
- **Print arrears to today (QLD requirement)** - When this option is selected the tenant's arrears calculated to today is printed on all rent receipts under the heading Owed Today. This replaces Arrears on the receipt
- **Print Agents Financial Administration Act 2014 (QLD requirement)** - When this option is selected the text "Agents Financial Administration Act 2014" will be printed on

receipts. This option was updated in V12 of REST Professional - previous versions display Property Agents and Motor Dealers Act 2000 Trust Account Receipt

5. Click **OK-F12** to save changes

**NOTE:** For more information on how to setup printers, please see document ["How to Setup Printers in REST Professional"](#)

04/03/2016 3:13 pm AEDT