

How to Update an Incorrect GST Amount in REST Professional

Overview

While reviewing your Income & Expenditure reports you may find a transaction that is reflecting the incorrect GST amount. If the transaction is a disbursement, a paid tenant invoice or a sundry receipt you will be able to alter the GST amount. Rent Receipts with incorrect GST Amounts cannot be changed.

Steps

1. Do a backup of your data and rename the backup i.e. **before.GST.update.dat.zip**
2. Go to **Other > Utilities > Update transaction**
3. Enter the alpha index of the owner and press **Enter**
4. Select the month and year that the incorrect transaction occurred in
5. Click on **Search-F5** to view all the transactions within the selected period
6. Highlight the incorrect transaction and click **Change**
7. In the field **New GST amount** enter the correct GST

Change Transaction Σ

Owner alpha index: Colin Firth
 Month:

List of transactions for selected owner and month

Date	Type	Ref	Code	Description	Amount	GST
04/11	Sund	00006152	140	funds form owner	1,000.00	0.00
08/03	Qdis	00006079	336	Fix leaking taps in bathroom	88.00	8.00

Legend Change Cancel

New BOMA Code
 OR
 New GST amount

Search - F5

Print Ledger - F3

Clear - F2

Cancel - ESC

Save - F12

8. Click on **Save-F12**

9. A prompt will appear asking the reason for this change. Enter your reason and click **OK**

NOTE: If the transaction is a rent receipt, deposit receipt or a holiday booking receipt you are not able to alter the GST amount. You also cannot update any transactions for internal owners.

10/03/2016 10:09 am AEDT