How to Reprint a Clearing Statement in REST Professional

Overview

You may be required to reprint a previous clearing statement for an Owner. You can reprint clearing statements for any month in the previous seven year period. This can be printed and sent to or can be emailed to the owner.

Steps

1. Go to **Reports > Owner > Reprint Clearing Statements**

2. Select Criteria as required:

   - **Month to Print** – Select either the current month or select the month that the statement was cleared

   - **All Range or Select** – Click on **Select** and find the Owner from the list, then click **OK-F12**

   - **Statement date** – If the statement date is known, enter the date of the statement. If not selected all statements within the period selected will generate

   - To email the statement tick **Send email statements**

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

   NOTE: We recommend that you preview the statement prior to emailing to ensure you are generating the correct statement
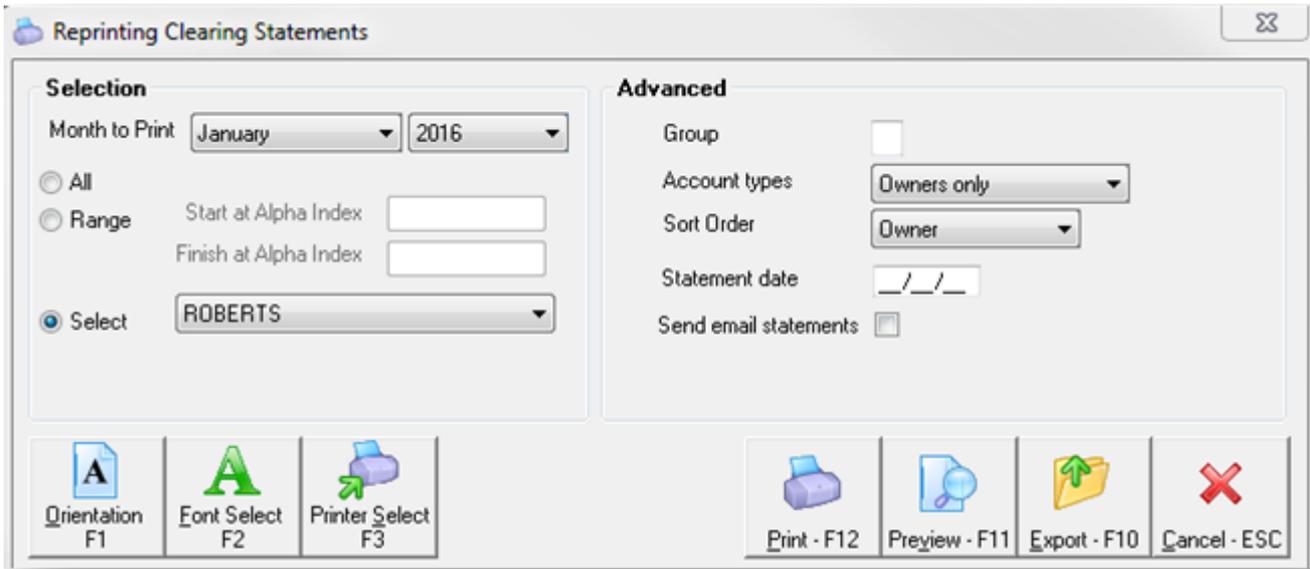
4. Select/deselect the statements as required and click **OK**
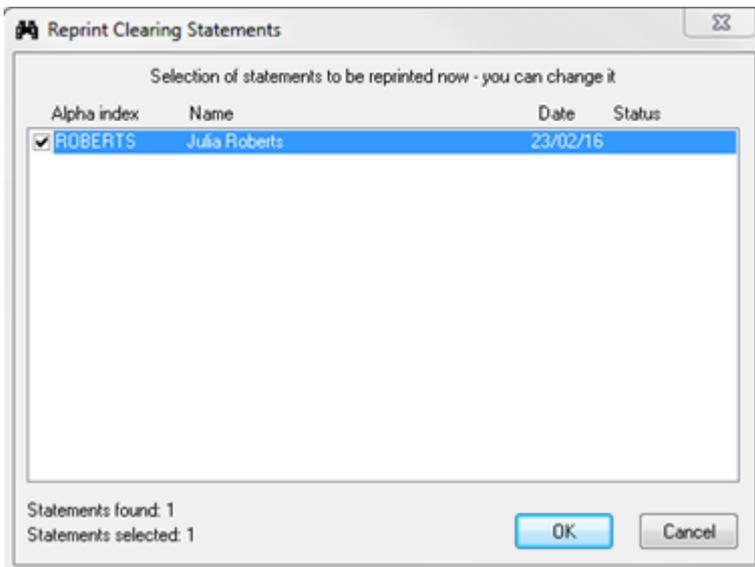
5. A confirmation screen of the number of statements you are printing will generate. Click **OK**

6. The reprinted statement will now print, email or preview as required

Julia Roberts
2/52 Parriwi Road
MOSMAN NSW

Owner Statement for
Period Ending: 23/02/16
Reprinted: 23/02/16
Reference: ROBERTS
TAX INVOICE

Manager: Clark Kent

Property	Tenant	Rent	Paid From	To	Effective Paid To	Paid	In Hand
32 Manning Street	Jude Law	850.00 W1	30/11/06	30/11/06	30/11/06	0.00	0.00
19 Wells Street	Jake Gyllenhaal & Kirsten Dunst	680.00 W1	18/08/07	21/09/07	21/09/07	3400.00	0.00

Date	Disbursements & Sundry Receipts	Debit	Credit
	Total Rent & Outgoings Collected From Tenants		3400.00
	Bank Charges	1.00	
	*Management Fees	238.00	
	*Postage & Sundries	5.00	
	Plus GST on items marked *	24.30	
		268.30	3400.00

Transferred to your bank account $3,131.70
Payment Details: Julia Roberts 412586337 082-294 NAB Mona Vale

29/03/2016 11:39 am AEDT