

How to do a Global Change to Owner Statement Styles in REST Professional

Overview

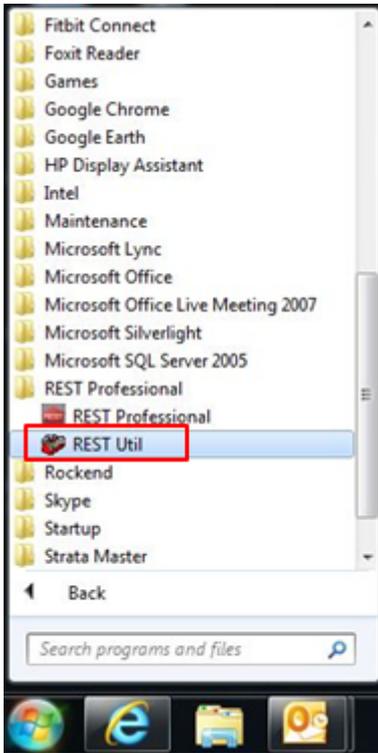
You would like to change all of the Owner Statement Styles in REST to a different Statement Style in REST. This can be done manually against the Owner Card or as a global change which can be applied to all owners.

This Document will cover:

- Steps to globally change the existing Owner Statement Styles
- Steps to change the Owner Statement Default

Steps to globally change the existing Owner Statement Styles

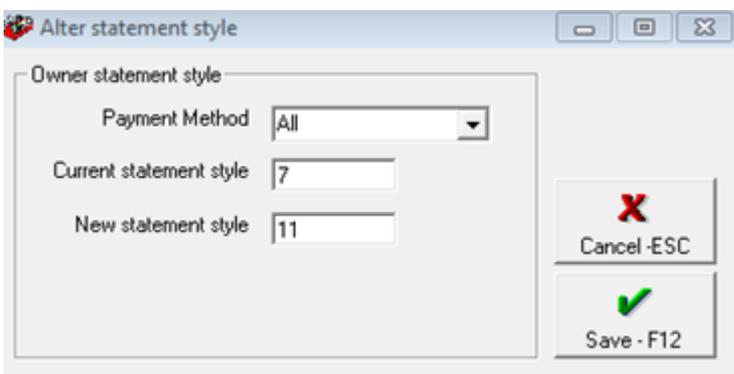
1. Get all users out of REST Professional
2. Do a backup of your current data. Rename this backup i.e **beforestatementchange.dat.zip**. Go to **Files > Archive > Backup** and follow the prompts
3. Exit out of REST Professional
4. In Windows, search for the folder called **REST Professional** and click on **REST Util**



5. Once in REST Util, go to **Database Changes > Statement Style**

6. Select criteria as required:

- **Payment Method** - You can select All or select a payment method i.e. cheque or Auto Deposit etc
- **Statement Style** - Enter the existing statement style that requires changing
- **New Statement Style** - Enter the new statement style to be changed to



7. Click on **Save-F12**

8. Click **OK** to the message to confirm the change you are about to make

9. Log out of **REST Util**

10. Log back into **REST Professional**

11. Go to **Other > System Recovery** and click **OK-F12**

Steps to Change the Owner Statement Default

To set this new statement style as a default, so when you enter a new owner it will default as this new statement style you will need to change the Default settings in Company Details.

1. Go to **Other > Utilities > Company Details** and click on the **Defaults** tab
2. Select the **'Owner Statement Default'** to the new style you wish to use
3. Click OK

Company Details

General | Charges/Taxes | Internal Accounts | **Defaults** | Advertising | Water Usage | Third Party

Print header on statements & reports

Owner Remittance
Tenant Quote and work order
Print logo Vacancy Counter rpt

Printing styles
Owner statement default: 11
Credit cheque style: 1

Company Logo to be printed on report headers: Browse

Owner, Property, Tenant Defaults

Charge Bank Charges	Management Fee	8.50
Sundry/Postage: 6.00	Disbursement Fee	0.00
Income & Expenditure Fee: 30.00	Inspection Fee(Excl)	0.00
Owner tenancy agreement fee default: 0.00	Inspection Frequency	w13
Tenant tenancy agreement fee default: 0.00	Holiday Management Fee	10.00
Tenant Invoice Commission %: 0.00	Current Accounting Month	Year
	October	2013

Miscellaneous defaults

Portfolio checker: Diary options:

Edit text files: Attached cheque layout

SMS provider email address: sms@sms.messageport.com.au
SMS default reply string: NOTE: Does not apply to merge SMS's 0895340000

Next Tax Invoice No.: 105274
End Of Month Wizard: Auto deposit (EFT)

29/03/2016 11:41 am AEDT