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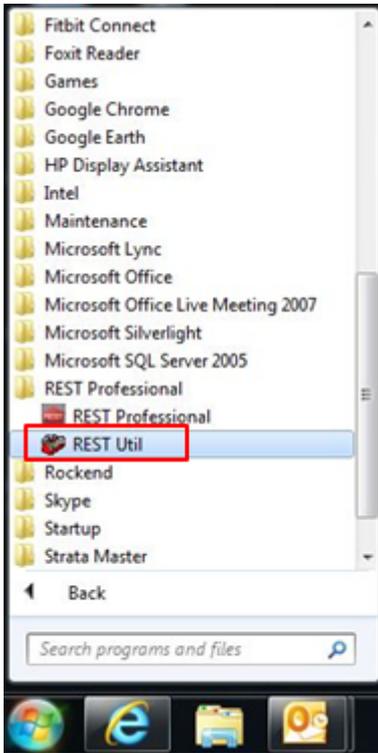
5. Once in REST Util, go to **Database Changes > Statement Style**

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
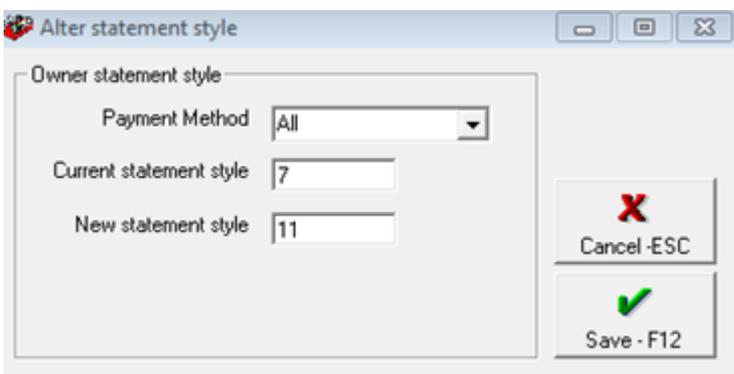
7. Click on **Save-F12**

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

29/03/2016 11:41 am AEDT