



How to Generate the Management Revenue Report in REST Professional

Overview

The Management Revenue Report shows the agency revenue produced from management fees, letting fees and advertising for each Accounting Month. This report includes all internal accounts and creditors that are marked as **Revenue Recovery**.

Internal owners can be marked as revenue recovery accounts by going to **Files > Owner > Taxes and Charges Tab** and ticking the **Revenue Recovery** box.

Internal creditors (for example a creditor to pay agency sales commission) can be marked as revenue recovery by going to **Files > Creditor > Payment Tab**, ticking the **Revenue Recovery** box and entering the creditor name in the field provided to easily identify what payments these are for.

The figures produced are based on the payments from the accounts so the report should be run after you have paid out the internal accounts at end of month. You may run the report for one month or a range of months thus tracking the revenue over the specified period. The report may be exported to Excel where you can manipulate the data, add it to your own spreadsheets and create charts and graphs.

This document will cover:

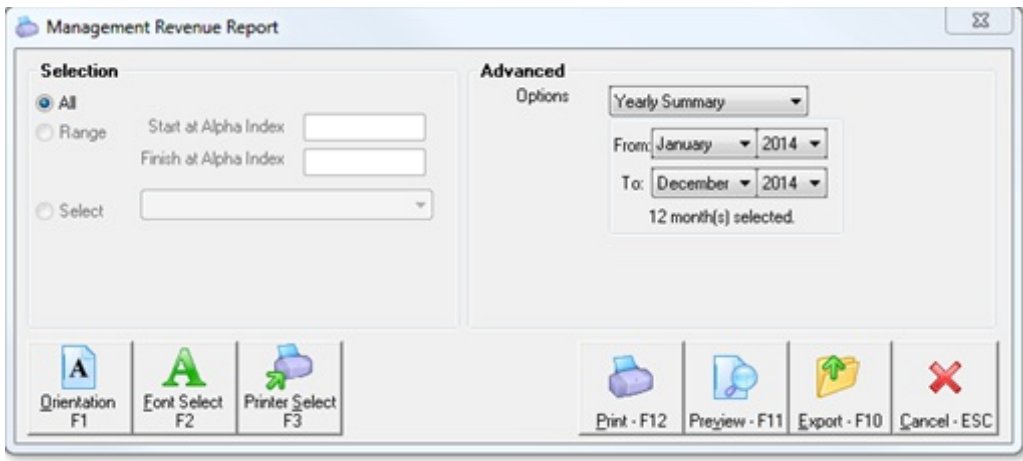
- How to Generate the Management Revenue Report
- Example of Management Revenue Report – Monthly
- Example of Management Revenue Report Exported to Excel - Yearly

How to Generate the Management Revenue Report

1. Go to **Reports > Management > Management Revenue Report**

2. Select your required criteria:

- **Month to Print** – Choose current or select the required month from the dropdown menu
- **Options** – Select from Monthly detail or Yearly summary to view up to 12 months at a time



3. Click on **Print-F12**, **Preview-F11** or **Export-F10**

NOTE: If you selected **Export-F10** to create an Excel Spreadsheet enter the selected criteria:

- **Path** – Enter the file Path you wish to save to or this will default to REST word folder
- **File Name** – The file name will default to **Management Revenue Report**. Rename if necessary
- **Save as Type** – Select Excel spreadsheet
- Click **Save** and the Excel spreadsheet will generate

Example of Management Revenue Report - Monthly

MANAGEMENT REVENUE REPORT

February 2016 to February 2016

Account Name MTD Disbursed

Internal Accounts

Tenancy Agreement Fees	\$0.00
Admin Fee	\$0.00
Letting Fees	\$0.00
Management Fees	\$7,334.13
Taxation	\$0.00
Sundries & Postage	\$0.00
Tenant Invoice Payments	\$204.00
GST	\$0.00
Bank Charges	\$12.50
Inspection Fees	\$25.00
Old card	\$0.00
Advertising - rentals	\$0.00
Income & Expenditure Account	\$0.00
Credit Card Surcharges	\$0.00
Sales Commissions referrals	\$0.00
Tica fees	\$0.00

TOTAL INTERNAL ACCOUNTS \$7,575.63

Internal Creditors

Sales Commissions	\$0.00
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TOTAL INTERNAL CREDITORS \$0.00

GRAND TOTAL \$7,575.63

NB: The totals shown for the internal accounts are calculated by adding together the quick disbursements, creditor disbursements and EFT payments made from the internal accounts. Receipts and journals are not taken into account. Internal creditor totals are calculated when the creditors are paid.

Example of Management Revenue Report Exported to Excel - Yearly

Account Name	April	May	June	July	August	September	October	November	December	January	February	March
Tenancy Agreement Fees	\$0.00	\$220.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Admin Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Letting Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Management Fees	\$2,192.58	\$1,030.62	\$793.27	\$176.95	\$5,045.99	\$3,225.54	\$3,342.87	\$0.00	\$0.00	\$414.60	\$7,334.13	\$1,121.20
Taxation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sundries & Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tenant Invoice Payments	\$55.00	\$55.00	\$0.00	\$80.00	\$1,050.00	\$55.00	\$505.00	\$0.00	\$0.00	\$56.00	\$204.00	\$0.00
GST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bank Charges	\$9.50	\$14.50	\$12.00	\$3.00	\$33.50	\$6.00	\$86.00	\$0.00	\$0.00	\$2.50	\$12.50	\$4.50
Inspection Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$290.00	\$0.00	\$190.00	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00
Old card	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Advertising - rentals	\$0.00	\$0.00	\$310.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Income & Expenditure Account	\$0.00	\$15.00	\$150.00	\$15.00	\$100.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Card Surcharges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales Commissions referrals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tica fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL INTERNAL ACCOUNTS	\$2,257.08	\$1,336.03	\$1,265.91	\$274.95	\$6,519.49	\$3,286.54	\$4,138.87	\$0.00	\$0.00	\$473.10	\$7,575.63	\$1,125.70
Sales Commissions	\$0.00	\$0.00	\$0.00	\$88.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL INTERNAL CREDITORS	\$0.00	\$0.00	\$0.00	\$88.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL	\$2,257.08	\$1,336.03	\$1,265.91	\$362.95	\$6,519.49	\$3,286.54	\$4,138.87	\$0.00	\$0.00	\$473.10	\$7,575.63	\$1,125.70

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