



# How to Reconcile Holiday Booking Internal Accounts with Reports in REST Professional

## Overview

In the Holiday Booking Module there are several reports and internal accounts that need to be reconciled regularly. We recommend that you check these reports on a daily, weekly and, as a minimum, monthly basis. This will ensure that when you apply the holding deposit and disburse the sundry disbursements on the bookings you will have available funds to do so.

This document will cover:

- How to generate the Deposits Held Report
- How to generate the Sundries Report
- Issues from Incorrectly disbursing the holiday booking funds

## How to Generate the Deposits Held Report and AAHOLDEP

1. Go to Holiday **Bookings > Reports > Deposits Held**
2. Select the required criteria:
  - **Holiday Property Order** – tick to preview/print in property order
  - **Selection** – Choose from All, Range or Select
  - **Month to Print** – Select current or check the drop down menu for the required month
  - **Manager** – Select from All or the required Manager
  - **Booking Type** – select from All, Guest or Owner
3. Click on **Print-F12** or **Preview-F11**
4. Go to **Files > Owner** and enter the alpha index **AAHOLDEP** and press Enter

5. Click on the **Printer Icon** at the top right
6. Select from Complete History, Current Period or Select Period Range and enter the month range
7. Click on **Print-F12** or **Preview-F11**

**NOTE:** The Deposits Held Report will show a list of deposits held for the period selected. This should match the AAHOLDEP ledger.

HOLIDAY BOOKING DEPOSITS HELD						
Record range from 1 to ZZZZZZZZZZ						
Holiday booking / Owner		Property address	Phone (WH/F)	Check in	Check out	Deposit
SMITHR	Mr Ron Smith Mr Ryan Gosling	7 Fig Tree Road FERN TREE GULLY NSW 2001		21/11/15	23/11/15	500.00
Number of items: 1					Total \$	500.00

TRUST LEDGER										
Reported Period(s): Current Period Only.										
1 records selected - all groups										
Owner Account	Date	Ref.	A/C	Type	Property	Details	Payee/Payer	Debit	Credit	Balance
AAHOLDEP						Holiday Booking Deposits	Balance B/F			500.00
No transactions in current period.										

## How to Generate the Sundries Report

1. Go to **Holiday Bookings > Reports > Sundries**
2. Select the required criteria:
  - o **Holiday Property Order** – tick to preview/print in property order
  - o **Selection** – Choose from All, Range or Select
  - o **Month to Print** – Select current or check the drop down menu for the required month
  - o **Manager** – Select from All or the required Manager
  - o **Booking Type** – select from All, Guest or Owner
3. Click on **Print-F12** or **Preview-F11**
4. Go to **Files > Owner** and enter the alpha index for any sundries account i.e. AALINEN, AACLEAN and press Enter

5. Click on the **Printer Icon** at the top right,
6. Select from Complete History, Current Period or Select Period Range and enter the month range
7. Click on **Print-F12** or **Preview-F11**

**NOTE:** The Sundries Report will show a list of all the sundries that have been receipted for the period selected. This should match all your Sundries Internal owners i.e. AALINEN, AACLEAN or any accounts you have set up in each booking default sundry table

HOLIDAY BOOKING SUNDRIES HELD									
1 records selected									
Holiday booking / Owner		AALINEN	AACLEAN						
Mr Ron Smith Mr Ryan Gosling		50.00	120.00	0.00	0.00	0.00	0.00	0.00	0.00
Number of items:	1	Totals \$		50.00	120.00	0.00	0.00	0.00	0.00

TRUST LEDGER										
Reported Period(s): Current Period Only.										
1 records selected - all groups										
Owner Account	Date	Ref.	A/C	Type	Property	Details	Payee/Payer	Debit	Credit	Balance
AACLEAN			Cleaning Account				Balance B/F			0.00
	11/01/16	00009359	Tinv			Cleaning	(Mr Ron Smith)		120.00	120.00

## Issues from Incorrectly Disbursing Holiday Booking Funds

You may have issues archiving a holiday booking or a booking may not automatically archive after end of month. This may be due to the sundries or deposits being disbursed incorrectly, i.e. directly from the internal owner account rather than through the holiday booking.

If you are unable to disburse the sundries due to insufficient funds, check the Internal Owner Ledger for the balance of the account. You may need to check previous transactions to ascertain whether the funds have been disbursed directly from the internal account already. You could also check the Holiday Booking ledger to see what has been disbursed.

To rectify this issue you would need to:

1. Pay funds from General Account (or wherever disbursed to) and receipt back to the Internal owner Account as required i.e. AAHOLDEP, AACLEAN, AALINEN etc
2. Disburse correctly through **Holiday Bookings > Sundry Disbursement**
3. Changes can be made to edit the booking to reflect the disbursements and/or deposit information through REST Util. Please contact support on 1300 365 788 for further assistance.

**NOTE:** Always make sure that your internal accounts have the payment method of "Carried Forward", as all

the funds that are receipted should remain held in the internal account until they are disbursed through  
sundry disbursements.

01/06/2016 9:21 am AEST

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