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How to Generate the Bond Reports in REST Professional

Overview

There are several reports that relate to the Tenant Bonds in REST Professional:

- The Bond Report – This report prints a list of tenants showing the bond number and bond amount receipted. The total of bonds paid will appear as a total at the bottom of this report

- The Bond Held Report – This report will only be available if Automatic Bond Payments has been setup. For more information please see document "How to Setup and Use Automatic Bond Payments in REST".This report prints a list of tenants showing the bond required, receipted, disbursed and bonds held

- Internal bond ledger/s i.e. AABONDR and AABONDC

The Bond Report

1. Go to **Reports > Tenant > Bond Report**

2. Select criteria:

    - **Manager** - To print the report for a particular manager, choose the manager from the dropdown list. Leave as All to print all tenants regardless of the manager

    - **Report** Order - Choose to print in tenant or property order

    - **Class** – Choose all, or select from Residential or Commercial etc.

    - **Only show bonds owing** - Check this option to only show those tenants who still owe bond This is calculated by subtracting the bond paid from the bond required

    - **Bond Number Order** - Check this option to display tenants in Bond Number Order

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

Tenant Account / Owner		Property Address	P.M.	Lease Start	Bond No/Location	Bond Req	Owing	Bond Paid

For All Managers
Active Status: Active

From: 1 to: ZZZZZZZZZ - All Tenants

Tenant Account / Owner		Property Address	P.M.	Lease Start	Bond No/Location	Bond Req	Owing	Bond Paid
ALBAJ	Jessica Alba Mr Daniel Craig	7/16 Louisa Road BIRCHGROVE NSW 2041	LX	05/05/15	4444/16	1400.00	1400.00	0.00
ANISTONJ	Jennifer Aniston Michael Douglas & Catherine Zeta-Jones	4/40 Gibson Street NORTH SYDNEY NSW 2060	LL	25/02/13	537283747-S	2200.00	0.00	2200.00
BERNALG	Gael Garcia Bernal Michael Douglas & Catherine Zeta-Jones	2/40 Gibson Street NORTH SYDNEY NSW 2060	LL	09/01/13		1640.00	0.00	1640.00
BLOOMO	Orlando Bloom Ben Affleck & Jennifer Garner	28/14 Hosking Street BALMAIN EAST NSW 2041	LX	19/12/13		2140.00	100.00	2040.00
CLOONEY	George Clooney Mr David Beckham	24 Gallimore Avenue BALMAIN EAST NSW 2041	LL	16/08/13		1680.00	0.00	1680.00
COOPERS	Sheldon Cooper Jon Bon Jovi	22 Wharf Road BIRCHGROVE NSW 2041	LL	08/11/14		3520.00	-3520.00	7040.00

The **Bond Required** field is the amount recorded against the Tenant details.

The **Bond Paid** field is the amount paid to the Bond Board and is also reflected on the Tenant Details as Bond Collected. The total of **Bond Paid** on this report should reflect what is lodged with the Bond Authority. **NOTE:** Be mindful of bonds that are disbursed directly to the tenant upon vacating as this information would need to be manually updated to ensure the correct information is produced.

The Bond Held Report

This report will only be available if Automatic Bond Payments have been activated.

1. Go to **Reports > Tenant > Bond Held Report**

2. Select Criteria:

   - **Manager** - To print the report for a particular manager, choose the manager from the dropdown list. Leave as All to print all tenants regardless of the manager

   - **Report Order** - Choose to print in tenant or property order

   - **Class** – Choose all, or select from Residential or Commercial etc.

   - **Only show bonds held** – This automatically defaults to being ticked and will show all bonds held

   - **Bond Number Order** - Check this option to display tenants in Bond Number Order

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

TENANT BOND HELD LIST

For All Managers
Active Status: Active

From: 1 to: ZZZZZZZZZZ - All Tenants

Tenant Account/Owner		Property Address/ Bond No	P.M.	Lease Start	Bond Req	Bond Rec	Bond Disb	Bond Held
HARRYD	Debbie Harry Jim Carrey	30/2 Miller Street North Sydney NSW 2060	LL	10/08/14	3400.00	6800.00	0.00	6800.00
WHITEW	Walter White Tywin Lannister	32 Upper Pitt street KIRRIBILLI NSW 2061	LL	05/03/14	3400.00	3400.00	0.00	3400.00
		Total $			6800.00	10200.00	0.00	10200.00

The **Bond Disb** field represents the amount of funds that have been disbursed using automatic bond payments.

The **Bond Held** field is the funds that are currently sitting internally in REST and held in Trust. The Bond Held field on the Tenant Details can not be edited as it reflects real funds receipted in against the bond.

Internal Bond Ledger/s

There are two internal bond accounts, AABONDR and AABONDC. These reflect residential & commercial bonds separately. All bond transactions incoming and outgoing will show in the bond ledger/s.

1. Go to **Files > Owner** - enter AABONDR in the alpha index and press Enter

2. Click on the **Printer** icon at the top right of the REST desktop

3. Select the range to be printed i.e. Complete History, Current Period Only or Select Period Range

4. Click **Print-F12** or **Preview-F11**

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
AABONDR	Residential Bond								
						Balance B/F			10200.00
05/05/16	00009441		Tinv		32 Upper Pitt street (Walter White)	Walter White		3680.00	13880.00
05/05/16	00005087	N/A	Cdis	UPPER32	Bond Disbursed UPPER32 Walter White	Bond Board	7080.00		6800.00
05/05/16	00005087	N/A	CdiC	UPPER32	Bond Disbursed UPPER32 Walter White	Bond Board		7080.00	13880.00
05/05/16		N/A	Cdis	UPPER32	Bond Disbursed UPPER32 Walter White	Bond Board	7080.00		6800.00
05/05/16		N/A	CdiC	UPPER32	Bond Disbursed UPPER32 Walter White	Bond Board		7080.00	13880.00
05/05/16	00005088	N/A	Cdis	UPPER32	Bond Disbursed UPPER32 Walter White	Bond Board	6800.00		7080.00
10/05/16	00005089	N/A	Cdis	MILLER 2/30	Bond Disbursed MILLER 2/30 Debbie Harry	Bond Board	6800.00		280.00

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