

Standard Document Types for Property Management

Overview

There are standard document types that come with each of the archiving folders in fileSMART Archive.

The items shown in Bold below are used by the fileSMART Auto Archive or the fileSMART system and should not be modified or deleted.

If the document is Auto Archived when printed from REST Professional to the fileSMART PrintMail printer then the title shown on the document is listed in the column on the right.

The fileSMART administrator in your office can add document types and these can be modified or deleted as required.

NOTE: Changing or deleting a document type doesn't change or delete documents already archived under that name. The administrator should use the bulk edit feature to ensure document already archived have one of the current document type names.

Standard document types by folder

Property Management

Document Type	REST Document Title
Advertising Docs	
Body Corporate Docs	
Bond	
Correspondence – Owner	
Correspondence – Tenant	
Correspondence – Tribunal	
End of Year Statement	Owner Income & Expenditure
Inspection Report – Ingoing	
Inspection Report – Outgoing	
Inspection Report – Routine	
Insurance Docs	
Lease Agreement	

Maintenance or Repair Docs	
Management Agreement	
Notices	
Owner Invoice	
Owner Statement	Tax Invoice
Photos – Inspection	
Pre fileSMART	
Pre-Electronic Docs – Owner	
Pre-Electronic Docs - Tenant	
Tenant Docs – Initial	
Tenant Docs – Vacating	
Tenant Invoices	Tenant Tax Invoice
Tenant Receipts	Trust Account Receipt
Tenant REST Tax Invoice	Tenant Tax Invoice
Tenant Water Rate Copy	
Water Rates	

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Document Type	REST Document Title
Bank Ledger	
Bank Rec – Daily	
Bank Rec – Monthly	
Bond Ledger	
Bond Trust Reconciliation Report	
Cashbook	
Cheque List	
Creditor Ledger	Creditor Trust Ledger
Creditor Remittances and Payments	Creditor Statement
Debit Occurrence Report	Debit Occurrence Report
EFT Statement	
EFT Tenant Debits List	EFT Tenant Debits List
EFT Transaction List	EFT Payments List
File Changes Report	File Changes Report
Funds Transfer Status Report	
Journals	Trust Journal Entries
Outstanding Disbursements Report	Outstanding Disbursements or Outstanding Disbursements by Owner
Owner Ledger	
Payments Report	Trust Payments Report
Receipts	
Receipts Report	Trust Receipts
Refunds	

Reversables	
RTA Ledger	
Sales Ledger	Sales Trust Ledger
Statements – Bank	
Statements – Bond	
Tenant Ledger	Tenant Trust Ledger Report
Trial Balance – Bank	Trust Trial Balance
Trial Balance – Bond	
Trial Balance – Creditors	
Trial Balance – Owners	
Trial Balance – Tenant	
Trust Account - Adjustments	
Trust Account – Reconciliation	Bank Trust Account Reconciliation
Trust Account – Unpresented Chqs	Unpresented Cheque List
Trust Account – Unpresented Deposits	
Trust Ledger	Trust Ledger

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