

How to Reverse Rent Receipts from a Previous Period

Overview

Reversing Rent from a previous period only, can be done through the Cancel Transactions menu in Rest Professional. Reversing receipts from a Previous Period that include rent together with other payments must be done manually in Rest Professional.

This document will cover:

- How to Reverse a Receipt from Previous Period – Rent Only

To reverse a Rent Receipt from a Previous Period that includes invoices, please visit:
[How to Reverse Rent and Invoice Receipts from a Previous Period](#)

How to Reverse a Receipt from Previous Period – Rent Only

Your owner must have funds available in order to reverse the receipt in Rest. You must also locate the receipt number first for the receipt you wish to reverse.

1. Go to **Transactions > Cancel Transactions > Reverse Rent from Previous Period**
2. Enter the receipt number and press **Enter**
3. Click **OK** Rest to message about checking if receipt has already been cancelled

Reverse Rent from Previous Period

Reference No.

Date Description Op


Account Tax Bank Charges M.Fee Amount GST incl

Cancel - ESC

Clear - F2

OK - F12

Reverse Rent from Previous Period

 Because you are cancelling a receipt from a previous period, REST cannot tell whether the receipt has already been cancelled. Please check carefully before you cancel this receipt.
Press OK to continue or Cancel.

OK Cancel

4. Details of the receipt will now appear together with paid to date and credits after reversal. If paid to dates are correct, click **OK** to prompt to check paid to dates and credit

Reverse Rent from Previous Period

Reference No. 15060

Date: 26/04/19 Description: Rent Receipt: George Clooney Op: CK

Account	Tax: 0.00	Bank Charges: 0.00	M.Fee: 33.60	Amount: 420.00	GST incl: 0.00
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Paid to date(s) after reversal

Rent: 17/05/19	Credit: 0.00
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Cancel - ESC
Clear - F2
OK - F12

Reverse Rent from Previous Period

Please check that the new paid to date and credit on the reversal screen are correct.
Press OK to reverse the receipt or Cancel.

OK Cancel

5. REST Professional will now ask for a reason for cancellation, enter a reason and click on **OK**

Why?

Reason for cancellation

OK
Cancel

Receipt Amount Incorrect

6. This will all appear now on the owner and tenant's ledger and the cashbook receipts reports as reversed.

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