

How to Reverse Invoice Receipts from a Previous Period

Overview

Reversing invoice receipts from a Previous Period must be done manually in Rest Professional. **NOTE:** When reversing invoices from a Previous Period, the reversal will not display on the tenant ledger, unless a manual receipt comment is added at the time of the next receipt.

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 an Invoice Receipt from a Previous Period

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. The receipt must be reversed manually by doing a disbursement and refunding fees as necessary.

1. To reverse the Invoice:

- Go to **Transactions > Quick Disbursement**
 1. **Property** – Enter the property the funds are to be reversed from and press **Enter**
 2. **NOTE:** You must check if the invoice was paid to the actual owner or the agent, if the invoice was paid to the agent, you must enter the property as **AATENINV**)
 3. **Amount** – Enter the invoice portion of the receipt
 4. **Cheque Number** – Cheque Number 999999 (Self-presenting cheque number)
 5. **Payee** – Enter the tenant's name
 6. **Description** – Enter a description, i.e. Reverse Water Usage Receipt #####
 7. **Account Code** – You must use the same account code it was receipted against initially

Disbursements

Property: Exp. limit:

Property details (OWNER: AFFLECK)
 28/14 Hosking Street
 BALMAIN EAST NSW 2041
 Ben Affleck & Jennifer Garner
 Mr Affleck
 (02) 9375 3186

Balance	Outstand. due	Bal. after out.	Disbs paid	Prop. disbs
2618.97	700.00	1918.97	0.00	0.00

Incl GST: GST: Excl GST:

Cheque number:

Pay to:

Description:

Account code: Outgoings - Water Usage

Buttons: Cancel - ESC, Action - F1, Clear - F2, OK - F12

2. Click **OK-F12**

NOTE: You will need to repeat the process for each tenant invoice component on the receipt if more than one

3. If you charge management fees on invoices, you must manually reverse the fee. To reverse the management fees on the receipt you must first find the exact amount of management fees amount that was charged on the receipt.

- Go to **Cashbook > Audit Report** select the **month to print** to be the accounting month in which the receipt was processed, enter a date range for the receipt, tick the box to **Include Fees** and click on **Preview-F12**
- Locate the receipt number you require and the management fee total, in this example **Total \$25.73**

TRUST AUDIT REPORT

Date	Ref	Type	Details	Paid Date	Property	Tent/ Cred	Op	M.Fee	Taxes/ Bnk Chg	GST	Amount Incl
04/10/19	00015154	RentRec	10001001 Orlando Bloom Water Usage		HOSK14/28	BLOOMO	CK	23.39		2.34	233.90

4. To refund the fees go to **Transactions > Journals**

Debit

- **Property** – Enter in AAMANAG and press **Enter** (Management Fees Internal Account)
- **Description** – Reverse Management Fees on Receipt #####
- **Account code** – Enter account code **481** (Management Fees)

Credit

- **Property** – Enter the property you are refunding the management fees to
- **Description and Account Code** – This will auto-fill with the above description and account code.
- **Amount** – Enter the amount of management fees you require refunding **Incl GST** (In this example above **\$25.73**) Rest will automatically calculate the GST

Journal Entries

Type: Select Journal Type

DEBIT

Property: Management Fees,
 Balance: Management Fees

Description:
 Account code: Management Fees

CREDIT

Property: 28/14 Hosking Street,
 BALMAIN EAST NSW 2041
 Ben Affleck & Jennifer Garner
 158 Brighton Blvd BEN BUCKLER POINT NSW 2026
 Balance:

Description:
 Account code: Management Fees

Amount: GST: Excl GST:

 Cancel - ESC

 Details - F6

 Clear - F2

 OK - F12

5. Click **OK-F12**

6. For any tenant invoices reversed that are still required to be paid, re-enter the invoice in **Files > Tenant > Invoices** Tab, click on **Add new invoice**, fill in the required information and click **OK-F12**

Tenant Invoices

GST exempt

Tenant

Tenant details
 Orlando Bloom
 Mr Bloom
 02 9555 6874

Original lease 19/12/06
 Lease start 19/12/17
 Lease end 18/12/18
 Tenant Invoice Credit \$0.00

Property details
 Water Efficient N/A
 Last Inspection Date

28/14 Hosking Street
 BALMAIN EAST NSW 2041

Invoices Outstanding

Future	Total due now	Current	30 days	60 days	90+ days
0.00	252.50	-233.90	0.00	252.50	233.90

Search Inv No

Incl GST GST Excl GST

Description

Account code Outgoings - Water Usage

Date due Manage fee % Disable debit Credits

Pay to Disburse To Creditor

Print invoice
 Email invoice
 Print global comment

Cancel - ESC
 Clear - F2
 Delete - F3
 List Invoices - F5
 Prop Search - F7
 OK - F12

14/10/2019 3:59 pm AEDT