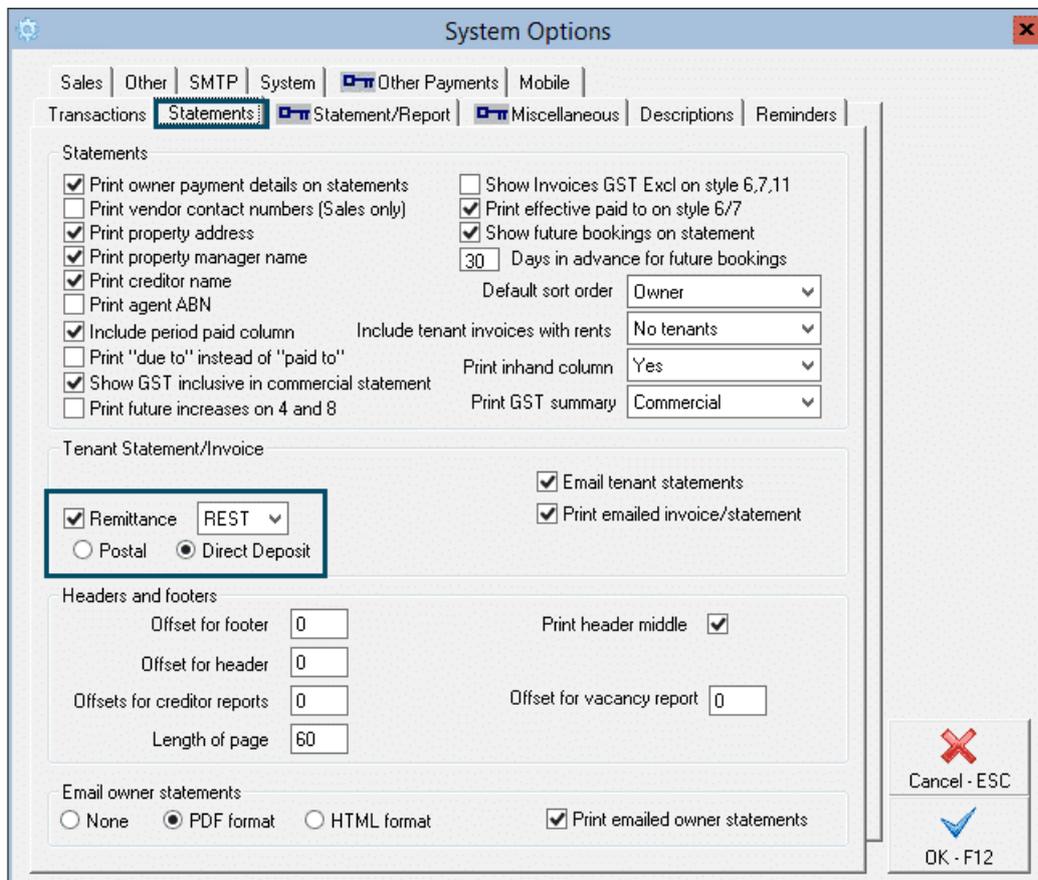


How to Add Direct Deposit Details to Tenant Invoices & Statements

From Rest Professional Version 20, there is a system option to allow you to display Direct Deposit details for your Trust Account, on your Tenant invoices and statements.

To configure the Direct Deposit details on your Tenant invoices and statements, go to:

- Other > Utilities > System Options
- Statements Tabs
- Select the radio button for Direct Deposit
- Select OK/F12



The screenshot shows the 'System Options' dialog box with the 'Statements' tab selected. The 'Remittance' section is highlighted with a red box, showing 'REST' in a dropdown menu and the 'Direct Deposit' radio button selected. Other options in the 'Statements' section include checkboxes for printing owner payment details, vendor contact numbers, property address, property manager name, creditor name, agent ABN, period paid column, 'due to' instead of 'paid to', GST inclusive in commercial statement, and future increases on 4 and 8. There are also dropdown menus for 'Show Invoices GST Excl on style 6,7,11', 'Print effective paid to on style 6/7', 'Show future bookings on statement', 'Days in advance for future bookings', 'Default sort order', 'Include tenant invoices with rents', 'Print inhand column', and 'Print GST summary'. The 'Tenant Statement/Invoice' section has checkboxes for 'Email tenant statements' and 'Print emailed invoice/statement'. The 'Headers and footers' section has input fields for 'Offset for footer', 'Offset for header', 'Offsets for creditor reports', 'Length of page', 'Print header middle', and 'Offset for vacancy report'. The 'Email owner statements' section has radio buttons for 'None', 'PDF format', and 'HTML format', and a checkbox for 'Print emailed owner statements'. The bottom right corner has 'Cancel - ESC' and 'OK - F12' buttons.

Your company trust account details and tenant code number will now appear as part of Tenant Invoices and Statements under the Remittance section. For Tenants without a designated code number configured on the Tenant Master File > Bank Tab, the Tenant Alpha will display as the reference.

Tenants set to Direct Debit will **not** have the direct debit information displayed.

Rockend Real Estate

Licensee: Bedrock
1 Chandos Street
ST LEONARDS NSW 2065
Tel:(02) 9966 0900 Fax:(02) 9966 0922

Linda Brown
2A Wylde Street
POTTS POINT NSW 2011

Tenant Tax Invoice

Regarding: Linda Brown
2A Wylde Street
POTTS POINT NSW 2011
Manager: Clark Kent

Date: 24/02/22
Ref: BROWNL

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Description	Due Date	Amount	Credit	Owing
Tenant Water Invoice Water Usage Previous Reading Date: 24/10/20 Current Reading Date: 23/04/21 Previous Reading: 4559 Current Reading: 4636 Units Used: 77	14/05/21	204.65	0.00	204.65
	Due Now Includes 0.00 GST			204.65
	Total Owing			\$204.65

REMITTANCE

Tenant: Linda Brown
Premises: 2A Wylde Street
POTTS POINT NSW 2011

Total Due \$204.65

Payments by Direct Bank Deposit
Rockend Real Estate
BSB: 062-123 ACCT: 10257576
Code Ref: 10001031