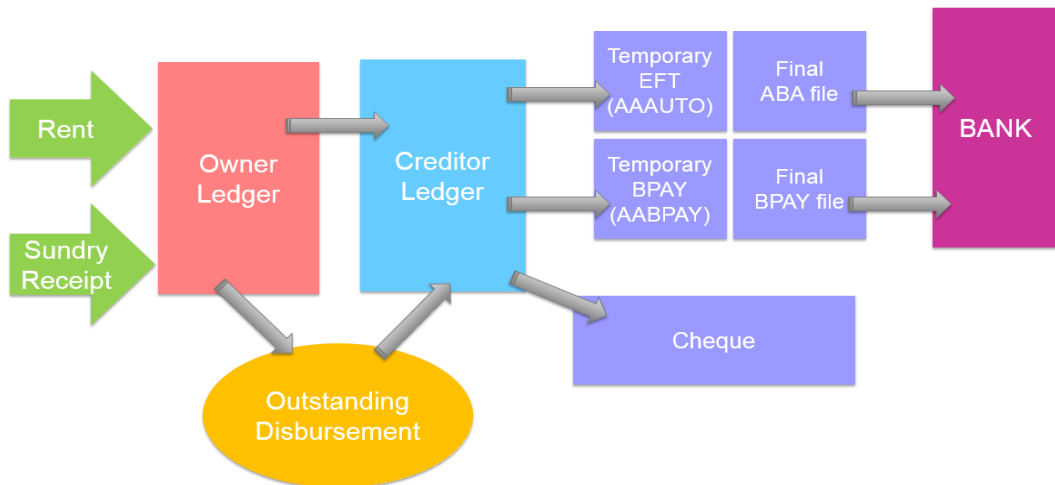


TRAINING REFERENCES

The Flow of Funds in REST Professional



Outstanding Disbursements

If the owner does not have the funds in their ledger to pay the creditor invoice, an outstanding disbursement is created.

Paying Creditors

1. Before paying the creditors, check if there are any amounts in Outstanding Disbursements that can be covered. Go to Transactions > Outstanding Disbursements > Process Outstanding Disbursements.
2. Reports > Creditor > Remittance and Payment. This process creates payments for your creditors via EFT, BPAY or cheque, and generates remittances to be emailed or printed for your creditors.

Cancellations

The menu for cancelling disbursements is found in Transactions > Cancel Transactions

- To cancel an outstanding disbursement select Outstanding Disbursements
- To cancel unpaid creditor disbursements select Creditor Disbursements
- If the funds are in either the temporary EFT or BPAY files, select Cancel EFT / BPAY Payments
- If you have already created your final files for upload to the bank, you will need to reverse the final files before you can reverse the disbursements. Select Reverse ABA / Bulk BPAY file