# rockend

## Reverse a Bond Receipt from Previous Period

You may be required to reverse a bond receipt from a previous period for various reasons (i.e. was receipted as bond but should have been paid to rent). You can only reverse a receipt from a previous period if it was **Rent only**. Bond, invoices, or sundry receipts need to be 'manually reversed' by reflecting a payment out of Rest.

This document will cover the two methods to manually reverse as follows:

- Through Bond Disbursements (if Bond Disbursements set up)
- Through Quick Disbursement (if Bond Disbursements not set up in Rest)

U To be able to do this procedure, the bond monies would still need to be sitting internally within your trust account (in AABONDR or AABONDC)

#### Through Bond Disbursements (if Bond Disbursements Set Up)

- 1. Go to Transactions > Bond disbursement
- 2. The bond disbursement screen will now appear with any tenants bond monies held internally within your trust account (i.e./ not yet disbursed to the bond board)
- Locate the Tenant and click on the PAYEE area within that tenant bond details (the name of the BOND BOARD will normally default here)

| Bond Disbursement  Bond Disbursement  Below is a list of tenants who have paid a bond which we are still holding To change the payee to a different creditor, the owner or the tenant, click on 'Payee' alpha code and then click on the button. To pay a lesser amount than is held, double click on 'Amount to pay'. To pay all bonds held, tick the check box next to 'Payee' in the title bar. |             |                     |                |   |            |               |       |  |
|--|-------------|---------------------|----------------|---|------------|---------------|-------|--|
|  |             | Select Bond Account | Residential    | ~ |            |               |       |  |
| enant Alpha  | Tenant Name | Address             |                |   | Bond Held  | Amount to pay | Payee |  |
| AYB  | Brad Day    | 2A Wylde Stre       | et POTTS POINT |   | \$2200.00  | \$2200.00     | BOND  |  |
|  |             |                     |                |   |            |               |       |  |
|  |             |                     |                |   | \$2,200.00 | \$0.00        |       |  |

4. On the Payee Details screen, change the Payee to Tenant, change the Description to Reverse bond receipt or similar, complete all details of forwarding address etc. Be sure

to use payment method **CHEQUE**.

| 🗾 Bond Disbu   | rsement  |  |  |  |   |
|--|--|--|--|--|---|
| <b>Bond I</b><br>Below is<br>To chan<br>To pay a<br>To pay a | Disbursement<br>a list of tenants who<br>ge the payee to a d<br>lesser amount than<br>II bonds held, tick th | ;<br>b have paid a bond which we are s<br>ifferent creditor, the owner or the te<br>n is held, double click on 'Amount to<br>he check box next to 'Payee' in the | still holding<br>enant, click on 'f<br>o pay'.<br>e title bar. | <sup>p</sup> ayee' alpha (   | code and then click on the button.  |
|  |  | Select Bond Account  | Residential  |  | ~   |
| Tenant Alpha   | Tenant Name  | Address  | Payee Detail   | S  |   |
| DAYB   | Brad Day   | 2A Wylde Stre  | et PayTo   | Tenant   | ~   |
|  |  |  | Ac<br>Forward<br>Payn<br>F                                     | count code<br>Contact<br>ing Address<br>nent method<br>Payee name<br>Address | Heverse Bond Heceipt #56/85         N/A         Brad Day       ~         2A Wylde Street         Potts Point NSW 2011         Cheque       ~         Brad Day         N/A         Image: Street S |
|  |  |  |  |  |   |
|  |  |  |  |  | \$2,200.00 \$0.00   |
| Print Bond Lis   | st   | Process Payments Now?  | 0  | Add to Credito   | or run? O Process Cancel  |

5. You will now be back to the main bond disbursement screen. The tenant name should

now appear in the Payee area. Tick the box next to the Payee

#### 6. Select Process Payment Now

7. Click on Process at the bottom right of the screen

| Bond Disbu   | rsement  |  |  |                    |               |         |        |
|--|--|--|--|--------------------|---------------|---------|--------|
| <b>Bond E</b><br>Below is a<br>To chan <u>o</u><br>To pay a<br>To pay al | Disbursement<br>a list of tenants who hav<br>je the payee to a differer<br>lesser amount than is he<br>I bonds held, tick the ch | e paid a bond which we are<br>nt creditor, the owner or the<br>eld, double click on 'Amount<br>eck box next to 'Payee' in th | still holding<br>tenant, click on 'Payee' alpha code and th<br>to pay'.<br>he title bar. | hen click on the I | button.       |         | R      |
|  |  | Select Bond Account  | Residential ~  |                    |               |         |        |
| enant Alpha  | Tenant Name  | Address  |  | Bond Held          | Amount to pay | Payee   |        |
| AYB  | Brad Day   | 2A Wylde Str   | eet POTTS POINT  | \$2200.00          | \$2200.00     | DAYB    |        |
|  |  |  |  |                    |               |         |        |
|  |  |  |  | \$2,200.00         | \$2,200.00    |         |        |
| Print Bond Lis   | t P  | rocess Payments Now?   | Add to Creditor run?   | 0                  |               | Process | Cancel |

8. The Remittance advice screen will now appear. Click **PRINT** 

| Bond Disbur<br>Bond D<br>Below is a<br>To chang<br>To pay a<br>To pay al | sement<br>Disburseme<br>a list of tenants<br>te the payee to<br>lesser amount t<br>l bonds held, tid | ent<br>who have paid a bond which we are still<br>a different creditor, the owner or the tend<br>han is held, double click on 'Amount to p<br>k the check box next to 'Payee' in the till<br>o Adhice . Secure any painter is lead | holding<br>ant, click<br>bay'.<br>tle bar. | on 'Payee' alpha code and then clic                  | k on the but  | ion.                    |        |
|--|--|--|--|--|---------------|-------------------------|--------|
| Tenant Alpha<br>DAYB   | Selection All Range Select   | Start at Alpha Index   |  | Advanced<br>Send email remittances<br>Print comments | iy            |                         |        |
|  | Orientation<br>F1  | Eont Select<br>F2<br>F3  |  | Erint - F12 Pre                                      | wiew - F11 Ex | port - F10 Cancel - ESC |        |
| Print Bond List  | t  | Process Payments Now? (  | ۲  | Add to Creditor run?                                 | \$2,200.00    | \$2,200.00<br>Process   | Cancel |

The Creditor Cheque printing screen will now appear, change the cheque number to
 999999 and click start process

| a Creditor Cheque Printing                                      |               | × |
|---|---------------|---|
| INSERT YOUR CHEQUE STATIONERY IN THE PRINTER NOW                |               |   |
| Manual Cheque Print alignment cheque (dot matrix printers only) |               |   |
| Start at cheque number: 999999                                  | Start Process |   |

- 10. If the amount was supposed to be for rent, receipt the amount to the tenants ensuring you choose payment method as a direct deposit and change the bank date to reflect the date the monies were original received.
- Amend the bond collected amount against the tenant details by going to Files > Tenant Details and reducing the amount back to 0.00 (or reinstate the amount prior to incorrectly receipting monies)

| 🏂 Tenant Details  | - • •           |
|---|-----------------|
| Alpha index DAYB Active   |                 |
| Lease name 🛛 Brad Day 📃   |                 |
| General Rental Bank Inspections Renegotiation Notes/Mail/Reminder Invoices Commercial | -1              |
| Property WYLDE2A 2A Wylde Street<br>POTTS POINT NSW 2011                              |                 |
| Hugh Jackman<br>Milackman   | Cancel - ESC    |
| Go to owner Home:(02) 9354 7823 Work:(02) 9238 9458 Debby                             |                 |
| Contact<br>Name D. LD   | Action - F1     |
| Remove contact  |                 |
| Salutation Brad   | Clear - F2      |
| Date of Birth   |                 |
| Home Work   | Delete - E3     |
| Fax Mobile 0433 789 765   |                 |
| Email brad@thisemail.com.au   | Add Mode - F4   |
| Primary Contact 🗹 Lease Contact 🗹 Accounts Contact 🗹 Repairs Contact                  |                 |
|   | Status - F6     |
| Short name Brad Day Bond required \$2,200.00  |                 |
| Original lease date 01/11/19 Vacating _/_/_ Bond no                                   | Search - F7     |
| Lease start date 01/11/19 Termination// Bond collected 0.00                           |                 |
| Lease end date 30/04/20 Lease break /// Bond held \$0.00                              | Last Edits - F9 |
|   |                 |
|   | 0K - F12        |
|   | 01112           |

Note: If you need to refund the payment back to tenant directly, you can edit the payment method to chq or EFT payment and use a real cheque number (see step 4)

### Through Quick Disbursements (if Bond Disbursements not set up in Rest)

- 1. Go to Transactions > Quick Disbursements
- 2. Bring up Property AABONDR or AABONDC depending on where the monies are sitting
- 3. Complete all the details using cheque number 999999, Pay To your tenant and the

Description in relation to the reversal. Use account code N/A

| 🖗 Disbursements  | - • ×        |
|--|--------------|
| Property AABONDR<br>Exp. limit                               |              |
| Balance Outstand, due Bal, after out, Disbs paid Prop. disbs | Cancel - ESC |
| Incl GST \$2,200.00 GST \$0.00 Excl GST \$2,200.00           | Action - F1  |
| Cheque number 9999999  |              |
| Pay to Brad Day  | Clear - F2   |
| Description Reverse Bond Receipt #56785                      | $\checkmark$ |
| Account code N/A Not Applicable                              | OK - F12     |

- 4. If the amount was supposed to be for rent, receipt the amount to the tenants rent ensuring you choose payment method as a direct deposit and change the banked date to the original date that the monies were banked.
- Amend the bond collected amount against the tenant details by going to Files > Tenant Details and reducing the amount back to 0.00 (or reinstate the amount prior to incorrectly receipting monies)

04/11/2019 3:39 pm AEDT