

## 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)**

 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)
3. 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**

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

Tenant Alpha	Tenant Name	Address	Bond Held	Amount to pay	Payee	<input type="checkbox"/>
DAYB	Brad Day	2A Wylde Street POTTS POINT	\$2200.00	\$2200.00	BOND ...	<input type="checkbox"/>

\$2,200.00      \$0.00

Print Bond List      Process Payments Now?       Add to Creditor run?       Process      Cancel

- 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 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

Tenant Alpha	Tenant Name	Address
DAYB	Brad Day	2A Wylde Street

**Payee Details**

Pay To: Tenant

Description: Reverse Bond Receipt #56785

Account code: N/A

Contact: Brad Day

Forwarding Address: 2A Wylde Street  
Potts Point NSW 2011

Payment method: Cheque

Payee name: Brad Day

Address: N/A

OK

\$2,200.00      \$0.00

Print Bond List      Process Payments Now?       Add to Creditor run?       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 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.

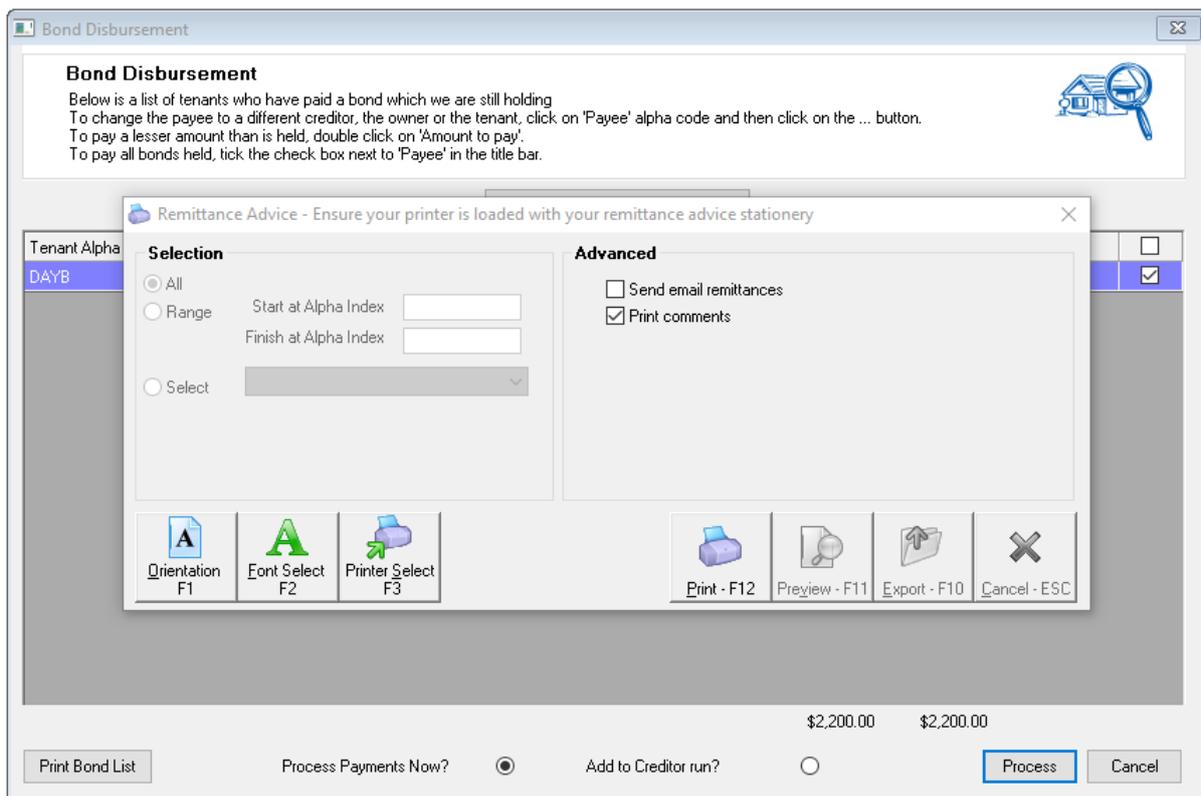
Select Bond Account: Residential

Tenant Alpha	Tenant Name	Address	Bond Held	Amount to pay	Payee	<input type="checkbox"/>
DAYB	Brad Day	2A Wylde Street POTTS POINT	\$2200.00	\$2200.00	DAYB	<input checked="" type="checkbox"/>

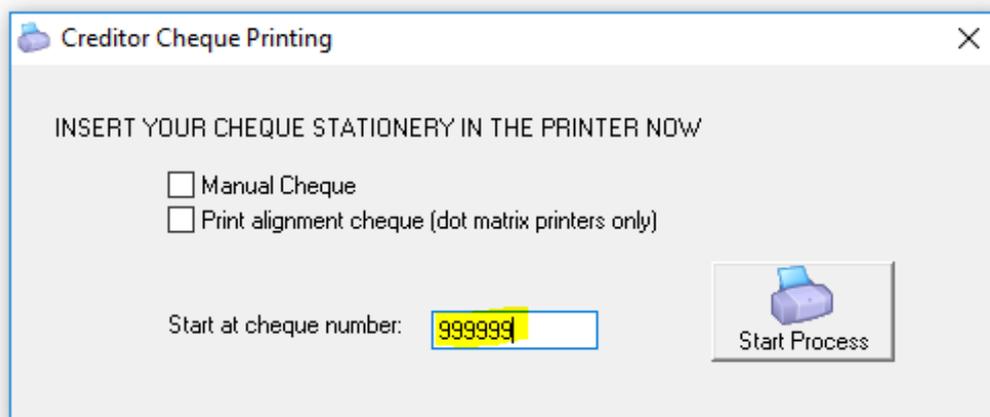
\$2,200.00      \$2,200.00

Print Bond List      **Process Payments Now?**       Add to Creditor run?       Process      Cancel

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



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



- 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 [Red Flag]

General | Rental | Bank | Inspections | Renegotiation | Notes/Mail/Reminder | Invoices | Commercial

---

Property: WYLDE2A 2A Wylde Street  
POTTS POINT NSW 2011

Hugh Jackman  
Mr Jackman  
 Home:(02) 9354 7823 Work:(02) 9238 9458 Debby

---

Contact

Name: Brad Day

Salutation: Brad  Total contacts: 1

Date of Birth: \_\_\_/\_\_\_/\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_

Fax: \_\_\_\_\_ Mobile: 0433 789 765

Email: brad@thisemail.com.au

Primary Contact  Lease Contact  Accounts Contact  Repairs Contact

---

Lease

Short name: Brad Day Bond required: \$2,200.00

Original lease date: 01/11/19 Vacating: \_\_\_/\_\_\_/\_\_\_ Bond no: \_\_\_\_\_

Lease start date: 01/11/19 Termination: \_\_\_/\_\_\_/\_\_\_ **Bond collected: 0.00**

Lease end date: 30/04/20 Lease break: \_\_\_/\_\_\_/\_\_\_ Bond held: \$0.00

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  
Exp. limit:

Property details

Balance    Outstand. due    Bal. after out.    Disbs paid    Prop. disbs

Incl GST: \$2,200.00    GST: \$0.00    Excl GST: \$2,200.00

Cheque number: 999999

Pay to: Brad Day

Description: Reverse Bond Receipt #56785

Account code: N/A    Not Applicable

Cancel - ESC  
Action - F1  
Clear - F2  
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.
5. 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