

Tenant Refund – Apply all Overpaid Rent to Invoices

Overview

You may have a vacating tenant who has paid past their vacating date, however the tenant has outstanding invoices that total the rent refund due (or more). This process in REST will:

- Refund management fees on tenant refund that is to be applied to outstanding invoices
- Apply all of the rent paid past the vacate date to outstanding invoices
- Update the tenant paid to date and credit/s

Steps

1. Go to Transactions > Tenant Refund

Tenant SMITHB	Tenant detail: Bob Smith	Refund Fees	
	1/40 Gibson Street NORTH SYDNEY NSW 2060 H: W: M:		
	Tenancy Dates Vacate Date 03/08/17 Paid To Date 08/08/17		
Refund Amount	Refund Description	1	
\$ 371.43	Tenant refund to 08/08/17- Apply to 0/S Invoices Edit		
Address / Payment Detail	la		
Forwarding Address	Apply to 0/S Invoices		
Forwarding Address	Apply to 0/S Invoices	×	
Powerding Address	Apply to 0/S Invoices Cheque	Cancel - ESC	
Payment method	Cheque ~	Cancel - ESC Dear - F2	
Payment method Payee name	Cheque ~ Bob Smith - Invoiced	Dear - F2	

- Change the refund description to reflect the refund has been paid to o/s invoices
- Add a forwarding address as C/- Agent Name
- Choose payment method Cheque

- Ensure Print Cheque Now is selected
- Click on OK-F12

Change the cheque number to 999999 and click on Start Process

INSERT YOUR	CHEQUE STATI	ONERY IN THE	PRINTER NOW
Manual Ci	-		
	rate remittance a	dvice	
	ment cheque (do		only)
	e number: 99		···)

2. The total amount of the refund can now be receipted to the outstanding invoices by

going to Transactions > Rent Receipt and clicking on the Invoices Tab

Tenant (SMITH	Bot 1/4	nant details 5 Smith 10 Gibson Street RTH SYDNEY				Receipt total \$0.00
Rent	Amount 520.00 W1	Paid to 03/08/17	Credit 0.00	Arrears	Due to 03/08/17	Cancel - ESC
						Action - F1
						Clear - F2
Rent Invoices	\$371.43 Other Pay	ments Invoic	e Credit			Comment - F4
Amount paid	Arrears to vacati	ng date 03/0	8/17 are \$0.00			◆123 Code search - F
Rent [New date 03/08/17	Credit 0.00	Anears 0.00	Status - F6
						Prop search - Fi
						\checkmark

- Click in the Incl GST amount and enter each invoice amount and then click Next after each invoice.
- 4. When you have finished entering in all the invoice amounts and then click on OK-F12

Banking Details			
Total \$37	1.43	Paymer Direct (t method deposit ∨
Received date	21/08/17		
Received from Drawer	Bob Smith		~
Bank			
Branch			
Amount			
Banked date	21/08/17		
		OK · F12	Cancel - ESC

5. Choose payment method Direct Deposit and then click OK-F12

21/08/2017 10:54 am AEST