

## How to Receipt a Bond Claim in Rest Professional

### Overview

Once a tenant has vacated the premises and the bond monies have been released from the Bond Board, you may be required to receipt these bond monies back into Rest Professional from the Bond Board. The funds sent to you may be for the full or part of the bond amount and may be for reimbursement to the owner or agent for rent monies owing, cleaning, repairs, break lease fees or other outstanding invoices.

This document will cover:

Receipting a Bond Claim if the Tenant Invoice Credit Feature is Set Up:

- [How Receipt a Bond Claim using Tenant Invoice Credit](#)
- [How to Allocate a Bond Claim from Tenant Invoice Credit](#)

Receipting a Bond Claim if the Tenant Invoice Credit Feature is Not Set Up:

- [How to Receipt Bond Monies to Rent](#)
- [How to Receipt Bond Monies to Invoices](#)

### How to Receipt a Bond Claim to Tenant Invoice Credit

If you have the Tenant Invoice Credit feature set up, it is recommended to receipt all funds to Tenant Invoice Credit and then allocate to rent, invoices or tenant refund as required.

1. Go to **Transactions > Rent Receipt**
2. Enter the alpha index of the tenant and press **Enter**
3. Click on the **Invoice Credit** tab and enter a description and amount
4. Click **OK-F12**

Rent Receipts - [Last Receipt:00015259] - [Printing: OFF]

Tenant: JENNERK  
 10001038

Tenant details:  
 Kendall Jenner  
 2A Wylde Street  
 POTTS POINT NSW 2011

Receipt total: **\$1,190.55**

	Amount	Paid to	Credit	Arrears	Due to
Rent	628.55 M1	30/04/20	0.00	<b>628.55</b>	31/05/20

Rent | Invoices: \$562.00 | Other Payments | Invoice Credit

Invoice Credit

Amount: \$1,190.55  
 Description: Bond Claim from Bond Board

Total Invoice Credit: 0.00

Buttons: Cancel - ESC, Action - F1, Clear - F2, Comment - F4, Code search - F5, Status - F6, Prop search - F7, OK - F12

5. On the Banking Details screen enter the received from as the Bond Board and select appropriate payment method

Banking Details

Total: \$1,190.55  
 Payment method: Direct deposit

Received date: 05/06/20  
 Received from: Bond Board  
 Drawer:   
 Bank:   
 Branch:   
 Amount:   
 Banked date: 05/06/20

Buttons: OK - F12, Cancel - ESC

6. Click **OK-F12**

7. Once the claim has been received, you will need to allocate the Tenant Invoice Credit to rent and/or invoices as required (instructions below).

### How to Allocate a Bond Claim from Tenant Invoice Credit

1. Once the claim has been finalised, to allocate the receipted Tenant Invoice Credit go to **Transactions > Allocate Tenant Invoice Credit**

2. Enter the Tenant Alpha, the tenant's details will display including their tenant invoice credit balance held.

The **Invoices Tab** displays all outstanding Invoices for the selected tenant. You can allocate to multiple Tenant Invoices at a time if required.

Allocate Tenant Invoice Credit - [Last Receipt:00015258] - [Printing: OFF]

Tenant: JENNERK

Tenant details:  
Kendall Jenner  
Ms Jenner  
2A Wylde Street  
POTTS POINT NSW 2011  
H: W: M:

Allocate Total: \$562.00  
Amount Held: \$1,190.55

Invoices \$562.00 | Rent | Refund

Date	Owing	Description	Due Date	Age	M.Fee	Allocate
05/06/20	220.00	Carpet Cleaning	26/06/20	Future	0	220.00
05/06/20	342.00	Water Usage 01/03/20 - 31/05/20	26/06/20	Future	0	342.00

Buttons: Cancel - ESC, Clear - F2, Prop Search - F7, OK - F12

3. In the Allocate column, enter the amount you wish to allocate for the appropriate invoice/s.

The **Rent Tab** displays the rental amounts setup for the selected tenant.

4. Click the **Rent** tab.

Allocate Tenant Invoice Credit - [Last Receipt:00015259] - [Printing: OFF]

Tenant: JENNERK

Tenant details:  
Kendall Jenner  
Ms Jenner  
2A Wylde Street  
POTTS POINT NSW 2011  
H: W: M:

Allocate Total: \$1,190.55  
Amount Held: \$1,190.55

Invoices: \$562.00 | **Rent** | Refund

**Arrears to vacating date 31/05/20 are \$628.55**

Amount paid

	New date	Credit	Arrears
Rent 628.55	31/05/20	0.00	0.00

Buttons: Cancel - ESC, Clear - F2, Prop Search - F7, OK - F12

5. Enter the **amount** you wish to allocate to rent

6. Click **OK-F12** to process the allocation. A rent receipt transaction is created for allocations to Rent/Invoices.

The **Refund Tab** displays information used to refund Tenant Invoice Credit.

If you are required to refund part of the bond claim, refunding a Tenant Invoice Credit is similar to a Tenant Refund. A Temporary Creditor is created for the tenant and paid out as a creditor payment.

Allocate Tenant Invoice Credit - [Last Receipt:00015974] - [Printing: OFF]

Tenant: JENNERK

Tenant details:  
Kendall Jenner  
Ms Jenner  
2A Wylde Street  
POTTS POINT NSW 2011  
H: W: M: 0474 812 747

Allocate Total: \$1,190.55  
Amount Held: \$1,190.55

Invoices: \$186.00 | Rent | **Refund**

Refund

Refund Amount: 376.00

Description: Remainder of Bond Claim to be Refunded | Account code: N/A

Contact: Kendall Jenner

Payment method: Auto Deposit (EFT)

Account name: Kendall Jenner | Forwarding Address

Account number: 9876543 | 132 Sky Street

BSB: 123-456 | St Leonards NSW 2065

EFT Reference: Inv Crd JENNERK

Buttons: Cancel - ESC, Clear - F2, Prop Search - F7, OK - F12

1. Click the **Refund** tab
2. Enter the **Refund amount**
3. Enter the **description** as required
4. Select the **contact** to refund
5. Select the **Payment Method** for this refund
6. Enter the **Payee** or **Account Name**
7. Enter the **Address** or **Bank Account Details**.
8. Enter the **Forwarding Address**.
9. Click **OK-F12** to process the allocation.

The tenant's refund payment will be processed with your next creditor payment run. Alternatively, if you wish to pay this now, go to **Reports > Creditor > Remittance and Payments >** Select the tenant and process their payment only.

### How to Receipt a Bond Claim to Rent (If Tenant Invoice Credit is Not Set Up)

If the bond claim is to be reimbursed to the owner for rent monies outstanding to the vacate date, receipt it to rent as follows:

1. Go to **Transaction > Rent Receipts** or click on the icon on the desktop
2. Enter the alpha index of the tenant and press **Enter**
3. Enter the rent amount payable to the vacate date
4. Click **Comment- F4** to add a comment advising the monies were received from the Bond Board, (this will appear on the tenant ledger)
5. Click **OK-F12**
6. On the Banking Details screen enter the received from as the Bond Board and select appropriate payment method
7. Click **OK-F12**

Rent Receipts - [Last Receipt:00015259] - [Printing: OFF]

Tenant: JENNERK  
10001038

Tenant details:  
Kendall Jenner  
2A Wylde Street  
POTTS POINT NSW 2011

Receipt total: **\$628.55**

	Amount	Paid to	Credit	Arrears	Due to
Rent	628.55 M1	30/04/20	0.00	<b>628.55</b>	31/05/20

Rent | Invoices \$562.00 | Other Payments | Invoice Credit |

**Arrears to vacating date 31/05/20 are \$628.55**

Amount paid

	Amount	New date	Credit	Arrears
Rent	628.55	31/05/20	0.00	0.00

Receipt Comment

Enter comment to print on receipt

Bond Claim from Bond Board

### How to Receipt a Bond Claim to Invoices (If Tenant Invoice Credit is Not Set Up)

If the bond claim is to pay for outstanding water, cleaning, repairs etc. you will need to ensure you create an invoice first and then receipt the bond monies required to the tenant invoices outstanding as follows:

1. Go to **Transactions > Rent Receipt** or click on the icon on the desktop
2. Enter the alpha index of the tenant and press **Enter**
3. Click on the **Invoices tab** and receipt to each invoice as required. If there are several invoices, click next after each invoice amount
4. Click **Comment- F4** to add a comment advising the monies were received from the Bond Board, (this will appear on the tenant ledger)
5. Click **OK-F12**
6. On the Banking Details screen enter the received from as the Bond Board and select appropriate payment method
7. Click **OK-F12**

Rent Receipts - [Last Receipt:00015259] - [Printing: OFF]

Tenant: JENNERK  
 10001038

Tenant details  
 Kendall Jenner  
 2A Wylde Street  
 POTTS POINT NSW 2011

Receipt total: **\$1,190.55**

	Amount	Paid to	Credit	Arrears	Due to
Rent	628.55 M1	30/04/20	0.00	<b>628.55</b>	31/05/20

Invoice details

Date due	26/06/20	Last payment date	
Date entered	05/06/20	Last payment amount	0.00
Amount	342.00	Age of invoice	
GST incl'd	0.00	Operator ##	
Account	163		
Description	Water Usage 01/03/20 - 31/05/20		
Credits	0.00	Balance due	<b>\$342.00</b>

Amount paid

Incl GST	\$342.00
GST	0.00
Excl GST	342.00

Receipt Comment

Enter comment to print on receipt

Bond Claim from Bond Board

If you wish to activate the Tenant Invoice Credit feature, please follow this document: [How to Setup Tenant Invoice Credit Feature](#)

05/06/2020 7:32 pm AEST