



Security Deposit Refund Re-do

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Overview

This procedure explains how to re-do the security deposit refund if you discover you paid off charges that shouldn't have been paid or printed a refund check for money that should be going to the owner.

Step One

Go into Tenant History, Open Credits tab. That will show you what happened to the security deposit.

The screenshot shows the 'Tenant History' window with the 'Open Credits' tab selected. The unit is FAIR436: 436 Fairway Drive and the tenant is BRUNO: Joseph P. Bruno. A table lists transactions:

Posted	Description	Amount	Open Credits	Memo	Ledger
6/12/2018	Deposit Released	\$1,125.00	\$1,125.00		Harrison S. Golden
6/12/2018	Deposit Released	\$200.00	\$200.00		Harrison S. Golden
6/12/2018	Apply Open Credits		(\$1,140.00)		Harrison S. Golden
6/12/2018	Refund Check	\$185.00	(\$185.00)		Harrison S. Golden

- In the example above \$1325 was released, \$1140 was used to pay a rent charge and a Refund Check of \$185 was cut to the tenant.
- Also, the \$1325 deposit, which was in the Escrow bank account, was moved to Checking.

The screenshot shows the 'Bank to Bank Transfer' form in the 'Tenant History' window. The date is 11/12/2018 and the reference is 'Bank Transfer'. The transfer is from 'ESCROW: Bank Account Escrow' to 'CHECKING: Bank Account Checking'. The total amount is \$1,325.00.

Step Two

The Refund Check cannot be voided from Tenant History. You will have to go to AP, Check History or GL, Bank History to find the check and void it.

Tenant History		Check History			
Check	Post Date	Printed	Payee	Amount	Memo
1732	4/19/2018	9/19/1997	Concord Green HOA	\$134.50	Account 436 Fairway
1738	4/20/2018	9/19/1997	Patriot Bank	\$116.10	Account #W221-C2312
1736	4/20/2018	9/19/1997	Oceanside Bank	\$866.87	Account W237-94-321 FLCLAYTON
1740	4/20/2018	9/19/1997	Charles W. Harris	\$391.53	
1739	4/20/2018	9/19/1997	Peyton T. Gray	\$391.53	
1737	4/20/2018	9/19/1997	David & Judy Fiscella	\$391.53	
1741	4/20/2018	9/19/1997	James J. Porach	\$391.53	
1735	4/20/2018	9/19/1997	Peachtree National	\$391.53	Account 24116 Cheek,CW
1744	4/21/2018	5/30/2018	Hero Electric	\$980.00	New furnace
4266	6/12/2018	11/12/2018	Joseph P. Bruno	\$185.00	

Ref	Payer	Amount	Discount	Memo
	BRUNO: Joseph P. Bruno	\$185.00		

Enable Filter

Step Three

Go back to AR, Tenant History.

Tenant History			
Unit	FAIR436: 436 Fairway Drive		
Tenant	BRUNO: Joseph P. Bruno	<input type="button" value="Tenant Info"/>	
Balance	(\$185.00)	Unpaid Charges	
Deposits		Advance Payments	
		Open Credits	\$185.00

Current	
30 Days	
60 Days	
90 Days	
Not Yet Due	
Total	

Posted	Description	Amount	Open Credits	Memo	Lea
6/12/2018	Deposit Released	\$1,125.00	\$1,125.00		Ha
6/12/2018	Deposit Released	\$200.00	\$200.00		Ha
6/12/2018	Apply Open Credits		(\$1,140.00)		Ha

Enable Filter

Highlight any of the Deposit Released or Apply Open Credits transactions and <Void>. That will void all of them.

Void Accounts Receivable Set

Void Date: 6/12/2018

Date	Type	Description	Amount	Memo
6/12/2018		Deposit Released	\$1,125.00	
6/12/2018		Deposit Released	\$200.00	
6/12/2018	Tenant Receipt	Apply Open Credits	\$0.00	
6/12/2018	Pay Charge	Rent	\$1,140.00	

General Ledger

Step Four

You can then void or edit the rent charge, post any other charges that should be paid with the security deposit, and re-post the Tenant Moveout.

Tenant History

Unit: FAIR436: 436 Fairway Drive

Tenant: BRUNO: Joseph P. Bruno

Balance: \$370.00 Unpaid Charges: \$370.00

Deposits: \$1,325.00 Advance Payments: \$0.00

Open Credits: \$0.00

Current	30 Days	60 Days	90 Days	Not Yet Due	Total
			\$370.00		\$370.00

Posted	Description	Amount	Due Date	Paid	Remaining	Memo
6/1/2018	Rent	\$175.00	6/1/2018		\$175.00	
6/12/2018	Cleaning	\$150.00	6/12/2018		\$150.00	
6/12/2018	Trash Removal	\$45.00	6/12/2018		\$45.00	

Enable Filter, Filter, Edit

Tenant Move Out

Unit: FAIR436: 436 Fairway Drive

Tenant: BRUNO: Joseph P. Bruno

Date: 6/12/2018 Distribute

Withhold: Write Refund Check

Memo: Comment:

Starting Deposits: \$1,325.00 Starting Charges: \$370.00

Final Deposits: Final Charges:

Starting Open Credits	
Released Deposits	\$1,325.00
Interest	
Less Charges Paid	\$370.00
Less Refund Check	\$955.00
Final Open Credits	

Due	Description	Amount	Pay	Disputed
6/1/2018	Rent	\$175.00	\$175.00	<input type="checkbox"/>
6/12/2018	Cleaning	\$150.00	\$150.00	<input type="checkbox"/>
6/12/2018	Trash Removal	\$45.00	\$45.00	<input type="checkbox"/>

Pay To: GOLDEN: Harrison S. Golden

Tenant Refund Check

Profile Search	Posting Date: 11/12/2018 <input type="checkbox"/> Hand Written	Check Number: [Redacted]
Dashboard	Unit: FAIR436: 436 Fairway Drive	Starting Open Credits: \$955.00
Internet Publishing	Tenant: BRUNO: Joseph P. Bruno	Check Amount: \$955.00
Profiles	Bank: CHECKING: Bank Account Checking	Final Open Credits: \$0.00
AP	Amount: \$955.00 <input type="checkbox"/> Withhold	
AR	Memo: [Empty]	
GL	Comment: [Empty]	
Maintenance	Vendor: [Empty]	
Reports		Payee Name and Address:
Mailings		Joseph P. Bruno
		436 Fairway Drive
		Vienna, VA 22180
		22180 <input type="checkbox"/> Foreign

Step Five

- If the Refund Check is written from the Checking bank account, you don't need to do anything about the transfer of money from the Escrow to the Checking bank.
- If the Refund Check is written from the Escrow bank account, then the transfer of money from Escrow to Checking may be a different amount from what was previously moved.
 - If it has already happened at the bank, you will have to move money again to make it the right amount.
 - If it hasn't happened at the bank, either void the bank to bank transfer (GL, Bank History) or void the AP, Transfer Check (AP, Check History) and the Ledger Receipt (AR, Receipt History). Then redo it in the right amount.