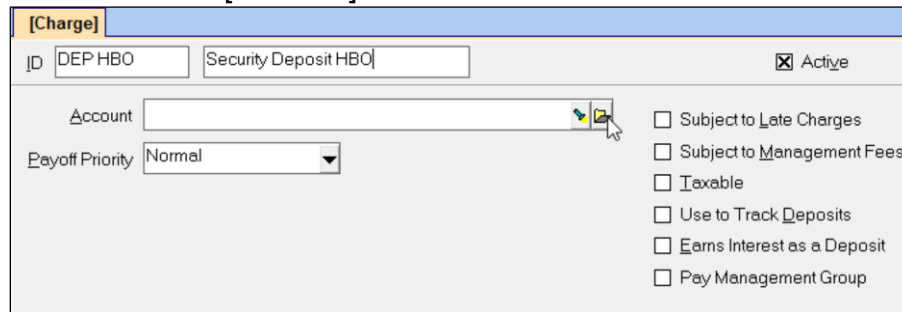


## Overview

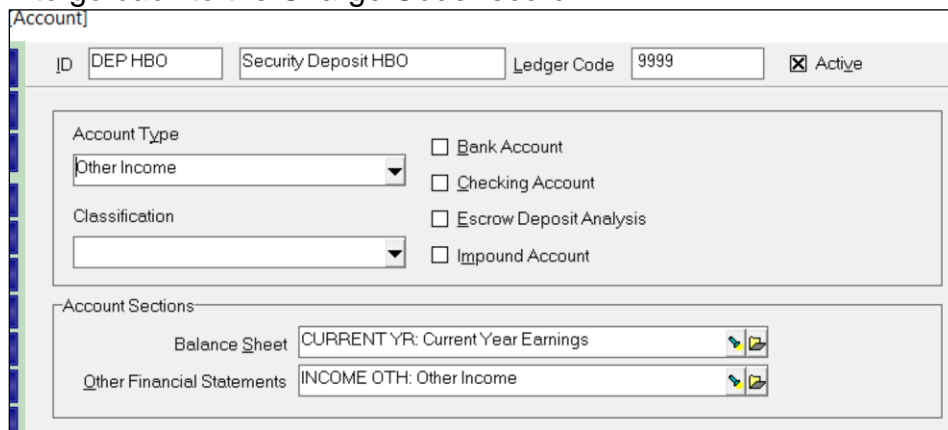
If the security deposit is being held by the owner, an account code and charge code should be created, e.g. account code - Dep HBO with an account type of other income or taxable income; charge code - Dep HBO pointing to the account code Dep HBO.

## One Time - Setting up the Account Code and Charge Code

1. Go to <<Setup, Charge Codes>>
2. Click the <New> button
3. Type in an ID of Dep HBO
4. Type in a long description of Security Deposit HBO or Deposit Held by Owner
5. Click on the folder button for [Account]



6. Type in an ID of Dep HBO
7. Type in a long description of Security Deposit HBO or Deposit Held by Owner
8. Type in a [Ledger code], e.g.9999
9. Select an [Account Type] of Other Income or Taxable Income
10. Click <Save> to go back to the Charge Code record



11. Mark the checkbox [Use to Track Deposits]

With this box marked, the amount of the security deposit will show in Tenant History in the Deposits box and will appear on the Security Deposit report. This is a convenient method to determine what deposits are being held in total. To break out those deposits that are being held by the owner, set up a category of Deposit HBO, assign it to each tenant and run the Security Deposit report limited to or excluding that category.

<b>Security Deposit HBO [Charge]</b>			
ID	DEP HBO	Security Deposit HBO	<input checked="" type="checkbox"/> Active
Account	DEP HBO: Security Deposit HBO		<input type="checkbox"/> Subject to Late Charges
Payoff Priority	Normal		<input type="checkbox"/> Subject to Management Fees
			<input type="checkbox"/> Taxable
			<input checked="" type="checkbox"/> Use to Track Deposits
			<input type="checkbox"/> Earns Interest as a Deposit
			<input type="checkbox"/> Pay Management Group

12. Click <Save>

**Each Time - Recording the Security Deposit Receipt**

1. Go to <<AR, Security Deposit Receipt>>
2. Select the [Tenant]
3. Select the [Bank] that rent payments are deposited into
4. Enter the payment [Amount]
5. Type in a memo - optional
6. Click the New Charges tab
7. Select the Dep HBO from the drop down list for the charge
8. Enter the [Amount]
9. Click <Post>
10. Deposit this payment into the bank account through the <<GL, Deposit Receipts>> function

<b>Tenant Security Deposit Receipt</b>		<b>Tenant History</b>	
Date	4/30/2018	Receipt #	290401RMYW
Unit	WB201: Willow Brooke 201		<input type="checkbox"/> Currency
Tenant	STIEFFEL: Thomas J. Stieffel		
Bank	CHECKING: Bank Account Checking	Unpaid Deposits	
Payment	\$500.00 <input checked="" type="checkbox"/> Distribute <input type="checkbox"/> Use Open Credits	Starting Open Credits	
Memo		Current Deposits Paid	
Comment		New Deposits Paid	\$500.00
		Final Open Credits	
Charge	DEP HBO: Security Deposit HBO	Amount	\$500.00

## Give Money to Owner

To give the money to the owner you can use the <<AP, Scheduled Payables, Distribution Check>> function or the <<AP, Single Check>> function to write the owner his check.

**Refund the Deposit** - when the tenant moves out and you are ready to return or disburse the security deposit.

## Security Deposit Refund - Deposit Held by Owner Situation H.

- Security deposit money is held by the owner
  - Some of the security deposit is being returned to the tenant, some is going to the owner
1. Go to <<AR, Tenant Move Out>>
  2. Select the [Tenant]
    - a. The security deposit will come up and show as released
    - b. Verify the charges and other information on the screen
  3. The tenant must be charged for any money going to the owner or management group. If those charges have been posted they will display on the screen. If they have not been posted previously, use the button at the left of the screen to activate the <<AR, Charge Tenant>> function and post the charges. After posting you will be returned to the Tenant Move Out function.
  4. Verify the charges and other information on the screen.
  5. <Post> the transaction.
  6. The security deposit will be taken from the owner's ledger and will increase the tenant's open credits. It will then be used to pay off charges and you will be transferred to the <<AP, Refund Check>> function to post the refund check.
  7. <Post> the refund check.
  8. Print the check.

Note: Because the money is taken from the owner's ledger, be sure the owner has enough money to cover the security deposit in his ledger or that he has sent you money to cover the refund.

Starting Deposits	Starting Charges	Final Deposits	Final Charges
\$500.00			

Starting Open Credits	Released Deposits	Interest	Less Charges Paid	Less Refund Check	Final Open Credits
	\$500.00			\$500.00	

Date	Description	Amount	Action	Pay Interest
4/30/2018	Security Deposit HBO	\$500.00	Release	<input type="checkbox"/>