Overview

This is a procedure to use part of a tenant's security deposit to pay outstanding charges or as a partial refund to the tenant.

Release the deposit

1. Go to <<AR, Release Deposit>>
2. Select the [Tenant] from the drop-down list.
3. Enter the [Amount] to be released.
4. If there is more than one deposit line item, enter the release amount for the affected line items.
5. Enter any memo as appropriate.
6. Click the <Post> button.
7. The amount released is now in tenant open credits.

To pay off the outstanding charge

This process will use the open credits created by the release to pay off the charges. This may happen automatically if the open credits are greater than or equal to the outstanding charges unless you have marked the checkbox "Disable Automatic Payoff..." in <<Setup, Processing Defaults>>, Database tab.

1. Go to <<AR, Tenant Receipt>>
2. Select the [Tenant] from the drop-down list.
3. Make the [Payment] zero - you are not receiving money but using open credits to pay off the charges.
4. Make changes to the distribution of payments to individual charges as appropriate.
5. Click <Post>.

To send the tenant a refund check

1. Go to <<AP, Refund Check>>
2. Select the [Tenant]
3. Enter the [Amount]
4. Verify the bank account
5. Put in a memo if appropriate
6. Review the form and make any changes necessary.
7. Click <Post>
8. Click <Yes> to print the check now or <No> to print later using the <<AP, Print Checks>> function.