

5. SECURITY DEPOSIT

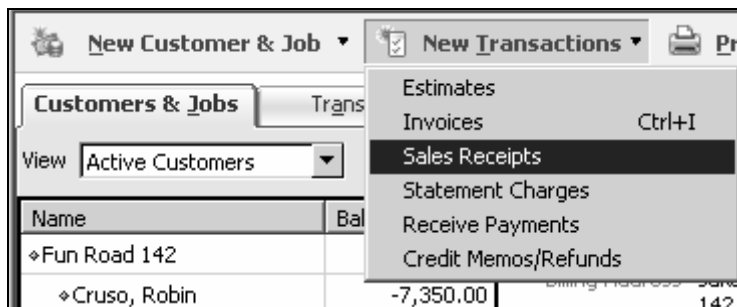
ENTERING SECURITY DEPOSITS

When the rent and security deposit are received on one check, create separate transactions for rent and security deposits.

Create an invoice for rent. Refer to Rent Invoices

Enter Security Deposits. The steps to enter security deposits are as follows:

- Click Customer Center on the Icon Bar
- Click New Transactions
- Click Sales Receipts



Enter Sales Receipts Type a help question **Ask** How Do I?

Previous Next Spelling History Journal Time/Costs...

Customer: Job Class Template Customize

Fun Road 142:Robinson,... Fun Road... Receipts

Receipt Date Sale No:

04/01/2004 5

Tenant

Jake Robinson
142 Fun Road, Apt. A
Smile, PA 18954

Check No: Payment Method

34 Check

Item	Description	Amount
Security Deposits	Security Deposits	500.00

Customer Message Total 500.00

To be printed To be e-mailed Memo Security Deposits

Deposit To Undeposited Funds Process credit card payment when saving

Save & Close Save & New Clear

- Customer:Job = Tenant's name
- Class = Property name
- Date = date of payment
- Tenant = prefills
- Check No = no. of check, money order
- Payment Method = select from drop down menu
- Item = Security Deposits
- Description = add details if desired
- Amount = amount paid
- Memo = Security Deposit, will appear in reports
- Save & Close

To view the Security Deposits report:

- Click Customer Center
- Click and highlight the Tenant
- On the lower right are the security deposit entered

The screenshot shows the QuickBooks Customer Center interface for a customer named 'Robinson, Jake'. The window title is 'Customer Center: Fun Road 142:Robinson, Jake (All Transactions)'. The interface is divided into several sections:

- Customers & Jobs:** A table showing a list of customers with their names and balance totals. 'Robinson, Jake' is highlighted with a balance of 435.00.
- Job Information:** A detailed view of the selected customer's job, including contact information (Jake Robinson, 610-548-7545), address (142 Fun Road, Apt. . Smile, PA 18954), and job status (Rented). It also shows start and end dates.
- Notes:** A note dated 04/23/2005: 'Talked - check in mail #453...'
- Transactions:** A table showing a list of transactions for the selected customer. The table has columns for Type, Num, Date, Amount, Memo, and Open Balance.

Name	Balance Total
Fun Road 142	1,485.00
Cruso, Robin	1,050.00
Robinson, Jake	435.00
Swing Lane 425	0.00
Smith, John	0.00
Raymond	0.00

Job Name	Robinson, Jake	Contact	Jake Robinson
Job Type		Phone	610-548-7545
Customer Name	Fun Road 142	Email	Jake@comcast.net
Billing Address	Jake Robinson 142 Fun Road, Apt. . Smile, PA 18954	Job Status	Rented
		Start Date	02/01/2004
		Projected End	02/01/2005
		End Date	01/31/2006

Type	Num	Date	Amount	Memo	Open Balance
Estimate	3	02/01/2004	750.00	Rent Roll	750.00
Sales Receipt	5	02/01/2004	500.00	Security Deposits	500.00

REPORT: SECURITY DEPOSITS

- Click Reports on the Menu Bar
- Click Memorized Reports
- Click Tenant Information

9:53 AM

Rental Paradise
Security Deposits

Cash Basis All Transactions

Type	Date	Paid Amount
Fun Road 142		
Cruso, Robin		
Sales Receipt	05/01/2002	2,110.00
Total Cruso, Robin		2,110.00
Robinson, Jake		
Sales Receipt	02/01/2004	500.00
Total Robinson, Jake		500.00
Total Fun Road 142		2,610.00
Swing Lane 425		
Smith, John		
Sales Receipt	01/01/2005	750.00
Total Smith, John		750.00
Raymond		
Sales Receipt	02/01/2005	2,050.00
Total Raymond		2,050.00
Total Swing Lane 425		2,800.00
TOTAL		5,410.00

RETURNING SECURITY DEPOSIT WITH NO DEDUCTIONS

- Click Checks on the Icon Bar
- Enter the Tenant's name, date and amount
- Under the Items tab
- Item = Security Deposits
- Amount = total amount of the security deposit
- Customer = Tenant Name
- Icon = X the icon by click on it
- Class = Property Name

Write Checks - Checking

Bank Account: Checking Ending Balance: 92,360.05

Print As: Robin Cruso No. 25
Date: 01/01/2005

Pay to the Order of: Fun Road 142:Cruso, Robin \$ 1,060.00

One thousand sixty and 00/100* ***** Dollars

Address: Robin Cruso
142 Fun Road, Unit B
Smile, PA 18954

Memo: B Unit

Expenses: \$0.00 Items: \$1,060.00 To be printed

Item	Description	Q..	Cost	Amount	Customer:...	Class
Security Deposits	Security Deposits		1,060.00	1,060.00	Fun Road 1...	Fun R...

Select PO Receive All Show PO Time

Clear Splits Recalculate Save & Close Save & New Revert

Click on Print and will automatically save the check.

If you do not want to print, click Save & Close.

RETURNING SECURITY DEPOSIT WITH DEDUCTIONS

At the time of returning security deposits, there may be expenses to be reimbursed by the tenant to the landlord. Total amount to return to the tenant would be the total security deposit minus the expenses.

- Click Checks on the Icon Bar
- Enter the Tenant's name, date
- Amount = leave blank
- Under the Items tab
- Item = Security Deposits
- Amount = total amount of security deposit received
- Class = Property Name

Tab to the next line

Write Checks - Checking

Bank Account: Checking Ending Balance: 93,410.05

Print As: Robin Cruso No. 25 Date 01/01/2005

Pay to the Order of Fun Road 142:Cruso, Robin \$ 1,060.00

One thousand sixty and 00/100***** Dollars

Address: Robin Cruso, 142 Fun Road, Unit B, Smile, PA 18954

Memo: B Unit

Expenses: \$0.00 Items: \$803.00

Item	Description	Q..	Cost	Amount	Customer:...	Class
Security Deposits	Security Deposits		1,060.00	1,060.00	Fun Road 1...	Fun R...
Property Management:Plumbing	Comments		-257.00	-257.00	uso, Robin	Fu...

Buttons: Select PO, Receive All, Show PO, Clear Splits, Recalculate, Save & Close

Order Checks

- Item = expense incurred
- Amount = enter negative amount of expenses
- Customer:Job = Tenant's name
- Icon = click on the icon to enter a red X
- Class = Property Name
- Click Save & Close

Click on Print and printing will automatically save the check.

If you do not want to print, click Save & Close.