

# Add and Refund a Bond

To add a bond or to refund a bond go to the Reports page and select Bonds.

### Bonds

#### Bonds Summary

**Parents 2** **Amount Held \$0.00**

#### Bond History

| Parent Name      | Child Name       | Paid Amount | Refunded Amount | Amount Held |
|------------------|------------------|-------------|-----------------|-------------|
| Darren Owen-5603 | Roy Owen-5603    | \$0.00      | \$0.00          | \$0.00      |
| Duncan Spencer-  | Mel Spencer-2897 | \$0.00      | \$0.00          | \$0.00      |
| Total            |                  | \$0.00      | \$0.00          | \$0.00      |

Click on the name of the family you want to add a payment or refund a payment and click on the appropriate button, enter the amount and if adding a payment, how it was paid and click on save.

#### Add to Bond

Paid:  4 August 2018

Amount:

Payment Method:

#### Refund Full

Paid:  4 August 2018

Amount:

Payments and refunds will show in the Bond Description

### Bond Description

| Date      | Description           | Amount  |   |
|-----------|-----------------------|---------|---|
| 4/08/2018 | Bond Paid (#27112761) | \$50.00 | - |
|           |                       |         |   |
|           |                       |         |   |
|           |                       |         |   |

Cancel
Refund Full
Refund Partial
Add to Bond

The Bond payments and refunds will also show on the Invoice, when a Bond is returned it will appear as a credit on the invoice.

### Tax Invoice: Darren Owen-5603

**Date:** 4/08/2018  
**CRN:** 308360824A  
 30/07/2018 - 5/08/2018  
 Roy Owen-5603 CCS%: 0.00  
 Hours per Fortnight: Unknown  
 Absences from CCS: Unknown

**Total Due: \$0.00**

You are in credit \$0.00

| Week Ending 5/08/2018 |                                       | Debit | Credit |
|-----------------------|---------------------------------------|-------|--------|
| 29/07/2018            | Opening balance                       |       |        |
| 4/08/2018             | Bond Paid \$50.00 (receipt #27112762) | -     | -      |