

CREATING A BOND

Bonds held for families in care may be created and stored within your software.

The bond will be created as an invoice. This will allow you to issue the parent/guardian an invoice for outstanding bonds to be paid. This will also allow you to direct debit the fees if your service uses the redPAY facility. If your service is not using redPAY, receipts will need to be issued for the amount paid.

This tipsheet will walk you through:

- [Creating a Bond Invoice](#)
- [Searching and Viewing Invoices](#)
- [Printing and Emailing Invoices](#)
- [Troubleshooting](#)

Summary

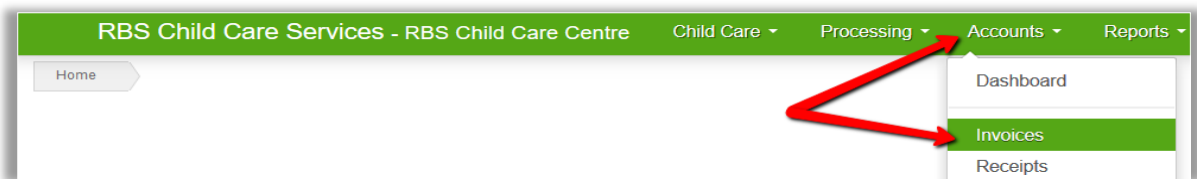
1. Click on Accounts
2. Click on Invoices
3. Click on New Invoice
4. Enter parents name and click on select
 - a. Click on charge drop down menu and select Bond (refundable)
 - b. Complete fields – description, child, etc
 - c. Click on price each and enter the amount
5. Save

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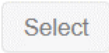
Detailed

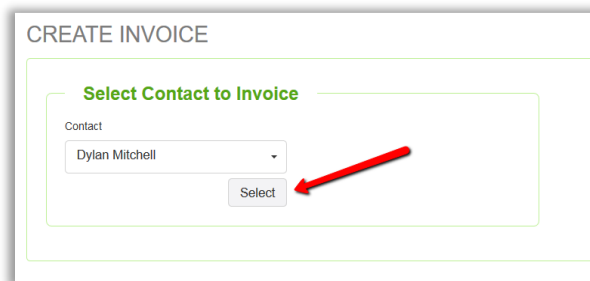
Creating a Bond Invoice

Bonds are created and stored within the **Invoices** page located within the **Accounts** menu:

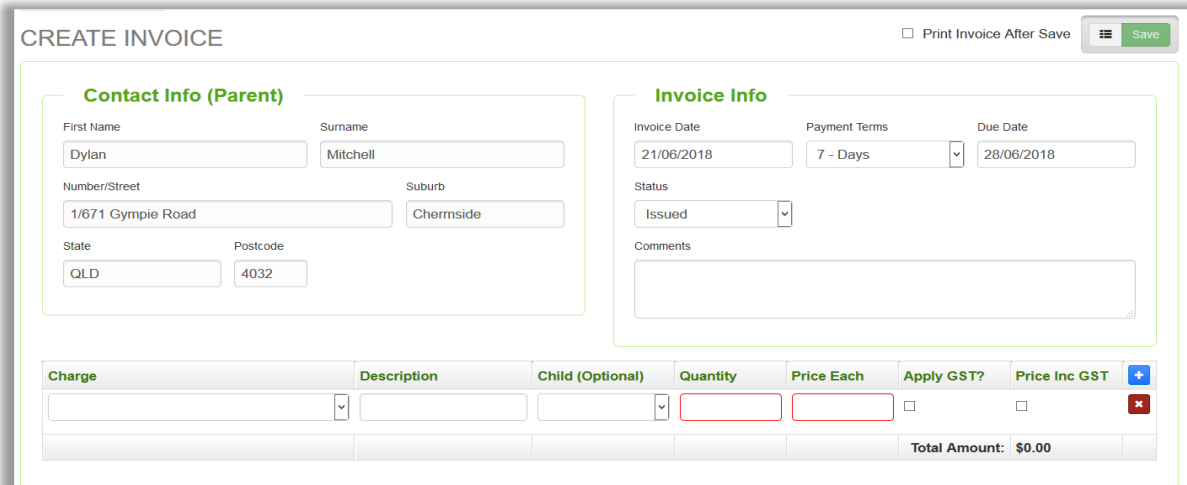



To begin creating a new bond, click the  button.

This will open the Create Invoice window. Select a parent/guardian from the dropdown menu and click the  button:



This will open the full create invoice window:



Charge	Description	Child (Optional)	Quantity	Price Each	Apply GST?	Price Inc GST	
					<input type="checkbox"/>	<input type="checkbox"/>	
						Total Amount:	\$0.00

Detailed cont.

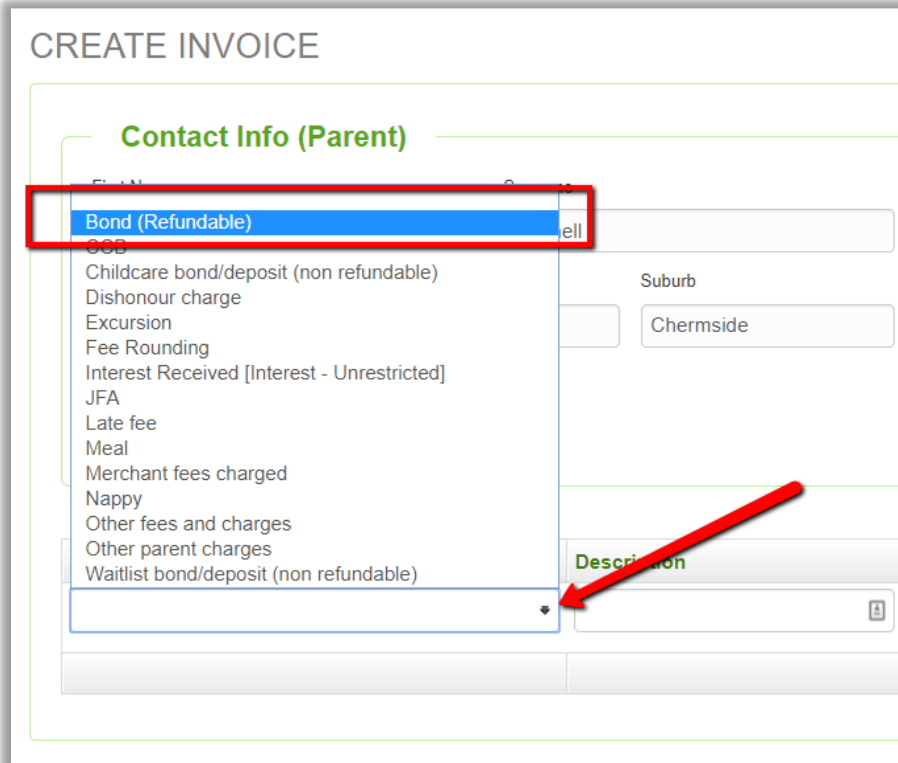
The parent/guardian details will prefill into the **Contact Info** section.

The invoice date and due date will appear in the **Invoice Info** section. Both values may be adjusted as required.

The **Payment Terms** will determine the invoice due date.

You may enter a **comment** if applicable. The comment will display on the invoice for the parent/guardian to see.

Select **Bond (Refundable)** from the charge dropdown menu:



The screenshot shows the 'CREATE INVOICE' form. The 'Contact Info (Parent)' section is visible. A dropdown menu is open, showing a list of charges. The first item, 'Bond (Refundable)', is highlighted in blue and enclosed in a red box. Other items in the list include 'Childcare bond/deposit (non refundable)', 'Dishonour charge', 'Excursion', 'Fee Rounding', 'Interest Received [Interest - Unrestricted]', 'JFA', 'Late fee', 'Meal', 'Merchant fees charged', 'Nappy', 'Other fees and charges', 'Other parent charges', and 'Waitlist bond/deposit (non refundable)'. To the right of the dropdown, there is a 'Suburb' field with 'Chermside' entered. Below the dropdown, there is a 'Description' field with a red arrow pointing to it.

Add a **description** if applicable.

You may also select a **child** from the dropdown menu if you wish.

Enter the **price** and select whether **GST** is already applied or if you wish for it to be applied on the price.

Once you have recorded all relevant details, click the **Save** button:

Detailed cont.

You will be notified once the bond invoice has been saved:



You will then be redirected back to the main Invoicing window. Your bond will display in the grid:

Name	Educ...	Invoic...	Times...	Adjus...	Invoic...	Due	Total	Balance	Status
Dylan Mitchell (Parent)		INV-00001033	No		28/06/2018	05/07/2018	\$150.00	\$150.00	Issued

Searching and Viewing Invoices

You may search for invoices using the column headers:

Name	Educator	Invoice #	Timesheet	Adjusted...	Invoice ...	Due	Total	Balance	Status	Is Waiver?	redPAY ...	Emailed At
Hannah Gillies (Parent)		INV-00001039	Yes		13/01/2021	18/01/2021	\$7,350.00	\$7,350.00	Issued	No	Not Sent	

Clicking the arrow on each column will provide you with search options. You may select the filter option to type a keyword:

Detailed cont.

Once you click the Filter button, only invoices relating to your search will display.

You may **view** the invoice details by clicking the  button. This will open the details in a new window:

INVOICE - INV-00001033 Adjust Print

Contact Info (Parent)

First Name: Surname:

Number/Street: Suburb:

State: Postcode:

Invoice Info

Invoice Date: Payment Terms: Due Date:



Status:

Comments:

Charge	Description	Child (Optional)	Quantity	Price Each	Apply GST?	Price Inc GST
Bond (Refundable)	Bond for 2018 Care	Tyler Mitchell	1	\$150.00	No	No
Total Amount:						\$150.00

To clear your search filter, click the  button:

INVOICING Push Due Invoices to redPAY Create Attendance Invoice Create New Invoice Waive Timesheet Gap Fee

Name	Educator	Invoice #	Timesheet	Adjusted ...	Invoice D...	Due	Total	Balance	Status	Is Waiver?	redPAY S...	Emailed At	
Angelica Copeland (Parent)		INV-00001036	Yes		13/01/2021	13/01/2021	\$4,520.00	\$4,520.00	Issued	No	Not Sent		
Angelica Copeland (Parent)		INV-00001007	Yes		20/11/2020	20/11/2020	\$2,856.00	\$2,856.00	Issued	No	Not Sent		

1 - 2 of 2 items

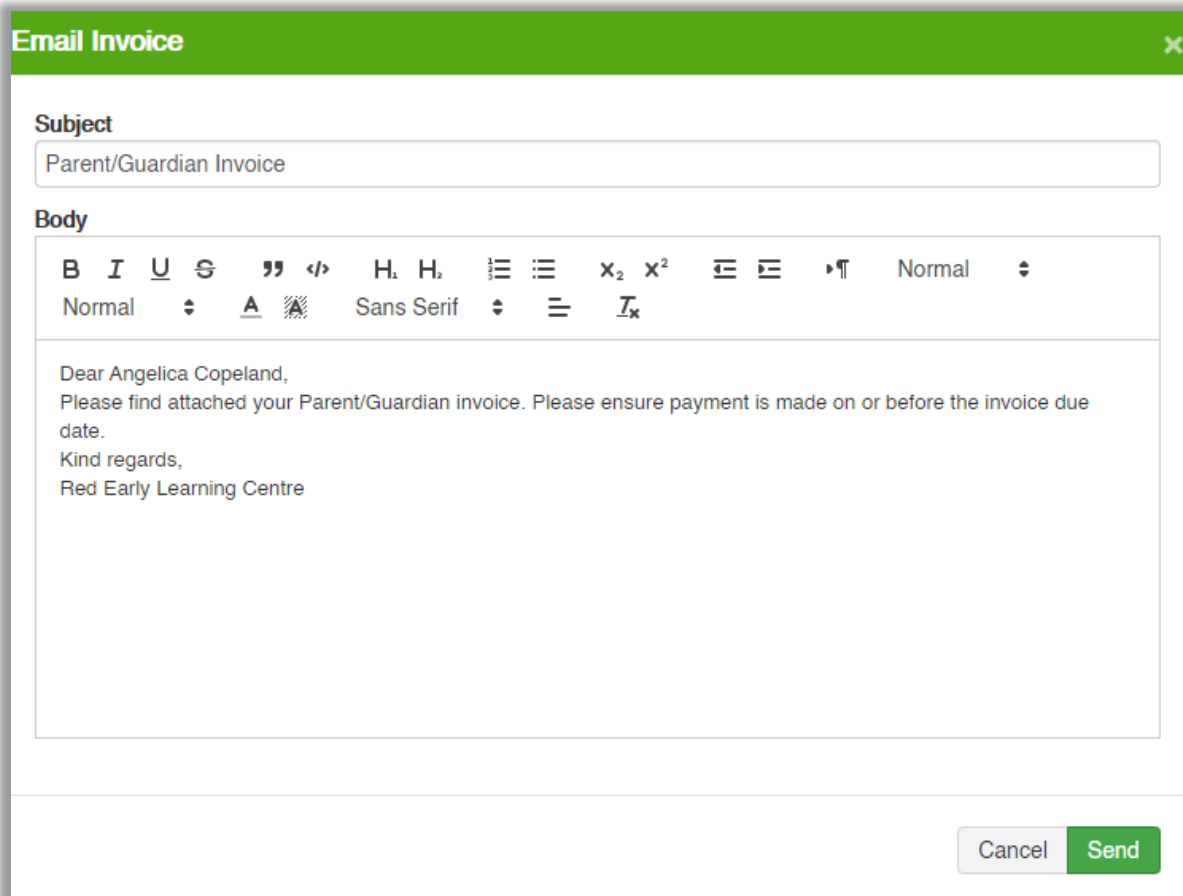
Printing and Emailing Invoices

Clicking the  button next to a invoice will download a PDF version of the invoice.

If you wish to email the invoice to the parent/guardian, click the  button.

The email invoice screen will appear:

Detailed cont.
















Email Invoice [X]

Subject

Parent/Guardian Invoice

Body

B **I** **U**    **H₁** **H₂**   **x₂** **x²**    **Normal** 

Normal  **A**  Sans Serif   **I_x**

Dear Angelica Copeland,
Please find attached your Parent/Guardian invoice. Please ensure payment is made on or before the invoice due date.
Kind regards,
Red Early Learning Centre

You can change the subject and body of the message if needed and then click the **Send** button to email the invoice.

NOTE: The wording on the standard email template can be adjusted in your setup. Please see the tipsheet called [Email Templates](#) for further instructions.

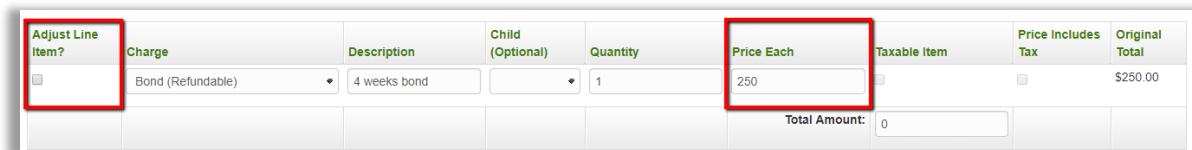
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Troubleshooting

Issue: I have created a bond for the wrong parent/child.

Resolution: You can adjust the bond invoice and credit the family. To do this go to accounts – invoices - Once you find the invoice which relates to the bond click on the pencil button to open the invoice in edit mode.

Tick **adjust line item** and change the price each to **zero** then click save.



Adjust Line Item?	Charge	Description	Child (Optional)	Quantity	Price Each	Taxable Item	Price Includes Tax	Original Total
<input type="checkbox"/>	Bond (Refundable)	4 weeks bond		1	250		<input type="checkbox"/>	\$250.00
Total Amount:						0		

Once saved the system will create an adjustment invoice showing account has been credited.

Issue: The family now has a sibling attending. Can I just adjust the original bond invoice and change price?

Resolution: No. It's recommended that you create a new bond invoice for the new sibling attending your care.