

# Making a Deposit

Deposits are applied in the exact same manner as a payments. However, when a payment is applied without any charges in the Folio yet, the balance will appear

To enter a Deposit follow these steps:

- **Choose Payment Type:** Choose the payment type of the Deposit. Note: that credit card payments will be automatically processed if you are setup with MyCard and automatic credit card settlement. Payment Types are set up in **SETUP|PARAMETERS|RECEIPT TYPES**. See [Receipt Types](#)
- **Description:** The description entered for the Receipt Type will automatically fill in here. It can be edited or you can enter a new description.
- **Amount:** Enter the amount of the Deposit See example below with \$105.00. See Figure 1. Enter Deposit in Amount field.
- **Folio:** Choose the Folio which you would like to apply the Deposit.
- Click **Apply Payment** and the transaction will appear in the Folio and be calculated in the Booking Header income and folio fields. See Figure 2. Amount will appear on the Folio under Payments

<b>Folio</b>

**Figure 1:** Folio without any payments or charges. The Booking Header shows the Projected Income as \$224 (\$200 plus \$24 tax). Room List at bottom shows Room Rent for 2 nights=\$200.

Front Desk **Booking** Reports Arrivals In House Departures  Search System Date: 04-JAN-2015

Booking by Inquiry Booking by Availability Tape Chart Group Booking Wizard Search Bookings Group

Bookings Load Last Booking

**19001 - Williams Jane**

# Guests:1/0/0	Booking for:08-JAN-2015-10-JAN-2015	Room Type:Large Room with 1 King Bed	Room:105	Status:Confirmed
Projected Inc:\$224.00	Projected Inc + Charges:\$224.00	Projected Bal:\$224.00	Folio Bal:\$0.00	

Booking Data **Folio** Edit Room Assignment Guest History Letters Log

Choose Folio: Primary Folio: \$0.00 [Add New Folio](#) | [Folio Setup](#) ?

**Primary Folio: \$0.00** [Email Folio](#) | [Print Folio](#) | [Folio to Excel](#)

Folio #: 3251229 Primary Folio

*There are no open items in this folio*

**Add Charge**

\* Add Charge:

Description:

\* Quantity:

\* Unit Price: \$

\* Amount: \$

\* Date:

**Add Payment**

[Manage Credit Cards](#)

\* Type:

Description:

\* Amount: \$

\* Folio:

Day	Date	Room Type	Room	Rate Plan	Rate
THURSDAY	08-JAN-2015	Large Room with 1 King Bed	105	KING rate	\$100.00
FRIDAY	09-JAN-2015	Large Room with 1 King Bed	105	KING rate	\$100.00
<b>Total:</b>					<b>\$200.00</b>

Click to enlarge image

**Figure 2:** In **Add Payment** the Payment type is VISA and the deposit amount is \$100. Click **Apply Payment**

Front Desk **Booking** Reports Arrivals In House Departures  Search System Date: 04-JAN-2015

Booking by Inquiry Booking by Availability Tape Chart Group Booking Wizard Search Bookings Group

Bookings Load Last Booking

**19001 - Williams Jane**

# Guests: 1/0/0	Booking for: 08-JAN-2015-10-JAN-2015	Room Type: Large Room with 1 King Bed	Room: 105	Status: Confirmed
Projected Inc: \$224.00	Projected Inc + Charges: \$224.00	Projected Bal: \$224.00	Folio Bal: \$0.00	

Booking Data **Folio** Edit Room Assignment Guest History Letters Log

Choose Folio: Primary Folio: \$0.00 [Add New Folio](#) | [Folio Setup](#) ?

**Primary Folio: \$0.00** [Email Folio](#) | [Print Folio](#) | [Folio to Excel](#)

Folio #: 3251229 Primary Folio

*There are no open items in this folio*

**Add Charge**

\* Add Charge:

Description:

\* Quantity:

\* Unit Price: \$

\* Amount: \$

\* Date:

**Add Payment**

[Manage Credit Cards](#)

\* Type:

Description:

\* Amount:

\* Folio:

Day	Date	Room Type	Room	Rate Plan	Rate
THURSDAY	08-JAN-2015	Large Room with 1 King Bed	105	KING rate	\$100.00
FRIDAY	09-JAN-2015	Large Room with 1 King Bed	105	KING rate	\$100.00
<b>Total:</b>					<b>\$200.00</b>

Click to enlarge image

Figure 3: The deposit appears in the Folio and the Projected Balance is now \$124 and the Folio Balance is -\$100. The deposit has been applied.

[Front Desk](#) | [Booking](#) | [Reports](#) | [Arrivals](#) | [In House](#) | [Departures](#) |  |  | System Date: 04-JAN-2015

[Booking by Inquiry](#) | [Booking by Availability](#) | [Tape Chart](#) | [Group Booking Wizard](#) | [Search Bookings](#) | [Group](#)

[Bookings](#) | [Load Last Booking](#)

### 19001 - Williams Jane

# Guests:1/0/0	Booking for:08-JAN-2015-10-JAN-2015	Room Type:Large Room with 1 King Bed	Room:105	Status:Confirmed
Projected Inc:\$224.00	Projected Inc + Charges:\$224.00	Projected Bal:\$124.00	Folio Bal:\$-100.00	

[Booking Data](#) | [Folio](#) | [Edit](#) | [Room Assignment](#) | [Guest History](#) | [Letters](#) | [Log](#)

Choose Folio: Primary Folio: \$-100.00 | [Add New Folio](#) | [Folio Setup](#)

**Primary Folio: \$-100.00** | [Email Folio](#) | [Print Folio](#) | [Folio to Excel](#)

Folio #: 3251229 Primary Folio

<input type="checkbox"/>	Date	Site Date	User	Type	Description	Qty	Charges	Payments		
<input type="checkbox"/>	11-JAN-2015	04-JAN-2015	BC	Visa	50% Deposit Visa	1		\$100.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
							<b>Total:</b>	<b>\$0.00</b>	<b>\$100.00</b>	
							<b>Balance:</b>	<b>\$-100.00</b>		

Transfer checked items to:

#### Add Charge

\* Add Charge:

Description:

\* Quantity:

\* Unit Price: \$

\* Amount: \$

\* Date:

#### Add Payment

[Manage Credit Cards](#)

\* Type:

Description:

\* Amount: \$

\* Folio:

|  |  |

Day	Date	Room Type	Room	Rate Plan	Rate
THURSDAY	08-JAN-2015	Large Room with 1 King Bed	105	KING rate	\$100.00
FRIDAY	09-JAN-2015	Large Room with 1 King Bed	105	KING rate	\$100.00
<b>Total:</b>					<b>\$200.00</b>

Click to enlarge image