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

| Folio | | | |
|-------|--|--|--|
| | | | |

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.

| oking by Inquiry kings Load L | Booking by A ast Booking | vailability Tape (| Chart Group | Booking Wi | izard | Search B | ookings | Group | | | |
|----------------------------------|-----------------------------|-------------------------------------|-------------------|-------------|------------------------|-----------|--------------------|-----------------|------------------|--|--|
| 9001 - Williams | Jane | | | | | | | | | | |
| Guests:1/0/0 | Booking for JAN-2015 | 08-JAN-2015-10- | Room Ty Bed | e:Large Ro | oom with | 1 King | Room:105 | Status:Co | onfirme | | |
| Projected nc:\$224.00 | Projected In | Projected Inc + Charges:\$224.00 Pr | | | Projected Bal:\$224.00 | | | | Folio Bal:\$0.00 | | |
| Booking Data | olio Edit I | Room Assignment | Guest History | Letters | Log | | | | | | |
| Choose Folio: P | rimary Folio: \$0.(| 00 👻 Add New Foli | o Folio Setup | | | | | | C | | |
| Primary Folio | \$0.00 | | | | | E | mail Folio Print | Folio Folio t | o Excel | | |
| Folio #: 3251229 | Primary Folio | | | | | | | | | | |
| | | | | | | | | | | | |
| There are no op | en items in this f | 0110 | | | | | | | | | |
| Add Charge | | | Ad | d Payme | nt | | | | | | |
| *Add Charge: | Select From Lis | st | ▼ M | anage Crec | dit Cards | | | | | | |
| Description: | | | * | ype: | Select | From List | - | | | | |
| *Quantity: | 1 | | D | escription: | | | | | | | |
| * Unit Price: | \$ | | *, | mount | \$ 0.00 | | |] | | | |
| * Amount: | \$ | | * | olio: | Primar | / Folio | • |] | | | |
| * Date: | 04-JAN-2015 | - | | | Apply F | ayment | | | | | |
| | Apply Charge | | | | | | | | | | |
| | | 2 | | | | | | | | | |
| Chaokin | ek Out | | Booking | | | | | | | | |
| Check III Che | | Clon | BOOKING | | | | | | | | |
| Day | Date | Room Type | | | Roo | om Ra | ate Plan | | Rate | | |
| THURSDAY | 08-JAN-2015 | Large Roor | n with 1 King Bed | | 105 | і кі | NG rate | \$100.00 | | | |
| FRIDAY | 09-JAN-2015 | Large Roor | n with 1 Kina Bed | | 105 | і кі | NG rate | \$100.00 | | | |
| TRIDAT | | | | | | | | | | | |

Click to enlarge image

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

| ont Desk Bool | king Reports | Arrivals In Hous | e Departures | | Searc | h Sy | stem Date: 04 | AN-2015 |
|--------------------------|-----------------------------|---------------------------------|--------------------|---------------|-----------|----------|---------------------|----------------------|
| oking by Inquiry | Booking by Avai | lability Tape | Chart Group | Booking W | izard | Search | Bookings | Group |
| kings Load l | Last Booking | | | | | | | |
| 9001 - William | s Jane | | | | | | | |
| # Guests:1/0/0 | Booking for:08- JAN-2015 | -JAN-2015-10- | Room Ty Bed | pe:Large R | oom with | n 1 King | Room:105 | Status:Confirm |
| Projected nc:\$224.00 | Projected Inc + | Charges:\$224.0 | 0 Projected | l Bal:\$224.0 | 00 | | Folio Bal:\$ | 0.00 |
| Booking Data | Folio Edit Roc | om Assignment | Guest History | Letters | Log | | | |
| Choose Folio: F | Primary Folio: \$0.00 | Add New Fol | io I Folio Setup | | | | | (|
| | | | | | | | | |
| Primary Folio | o: \$0.00 | | | | | | Email Folio Print | Folio Folio to Exc |
| Folio #: 3251229 | Primary Folio | | | | | | | |
| There are no op | en items in this foli | D | | | | | | |
| | | | | | | | | |
| Add Charge | | | Ac | ld Payme | nt | | | |
| * Add Charge: | Select From List | | • <u>N</u> | anage Cred | dit Cards | 1 | | |
| Description: | | | * | Туре: | Visa | | • | |
| *Quantity: | 1 | | D | escription: | 50% D | eposit | | |
| * Unit Price: | \$ | | * | Amount: | \$ 100.0 | 0 | | |
| * Amount: | \$ | | * | Folio: | Prima | ry Folio | _ | · |
| * Date: | 04-JAN-2015 | - | | | Apply | Payment | | |
| | Apply Charge | | | | | | | |
| - | | | | | | | | |
| Check In Che | eck Out Cancel I | Booking Clon | e Booking | | | | | |
| Day | Date | Room Type | • | | Ro | om | Rate Plan | Rat |
| THURSDAY | 08-JAN-2015 | Large Roo | m with 1 King Bed | | 10 | 5 | KING rate | \$100.00 |
| | 00 1451 0045 | Lorgo Doo | m with 1 King Red | | 10 | F | KINC rate | C100.00 |
| FRIDAY | 09-JAN-2015 | Large Root | in with Fixing Dec | | 10 | 5 | KING Tale | \$100.00 |

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.

Click to enlarge image

| ont Desk Bookin | | | | | | | | | | |
|--|--|--|-----------------------------|--|---|--|---|---|--------------|----------|
| | g Reports | Arrivals In House | Dep | artures | | Search | Syste | m Date: 04-J/ | N-2015 | |
| oking by Inquiry | Booking by Ava | ailability Tape Cl | hart | Group B | ooking W | izard | Search Bo | okings G | iroup | |
| kings Load Las | st Booking | | | | | | | | | |
| 9001 - Williams | Jane | | | | | | | | | |
| | Booking for:0 | 8-JAN-2015-10- | | Room Typ | e:Large Re | oom with | 1 King | | | |
| Guests:1/0/0 | JAN-2015 | | | Bed | | | - | R00m:105 | Status:C | onfirme |
| 10;9224.00 | Projected Inc | + Charges:\$224.00 | | Projected | Bal:\$124.0 | 00 | | Folio Bal:\$-1 | 100.00 | |
| Booking Data Fo | lio Edit Re | oom Assignment | Gues | t History | Letters | Log | | | | |
| | | | | | | | | | | |
| Choose Folio: Prir | mary Folio: \$-100 | 0.00 - Add New F | | Folio Setup | | | | | | ? |
| Primary Folio: | \$-100.00 | | | | | | Em | nail Folio Print F | olio Folio | to Excel |
| Folio #: 3251229 P | rimary Folio | | | | | | | | | |
| Date | Site Date | User Type | Descr | iption | | Qty | Charges | Payments | | |
| 11-JAN-2015 | 04-JAN-2015 | BC Visa | 50% E |)eposit Visa | 1 | 1 | | \$100.00 | | Ĩ |
| Transfer checker | d items to Self | ect From List 👻 | | | | Total: | \$0.00 | \$100.00 | 2 | |
| | | | | | Ba | alance: | \$-100.00 | \$100.00 | | |
| | | | | | | | | | | |
| Add Charge | | | | | | | | | | |
| riad offerige | | | | Ad | d Payme | nt | | | | |
| *Add Charge: | Select From List | | • | Ado Ma | d Payme | nt <u>dit Cards</u> | | | | |
| *Add Charge: | Select From List | | • | Ad <u>Ma</u> *T | d Payme nage Cree /pe: | nt dit Cards Select I | From List | - | | |
| *Add Charge: Description: *Quantity: 1 | Select From List | | • | Add Ma *T De | d Payme nage Cree /pe: scription: | nt <u>dit Cards</u> Select I | From List | • | | |
| *Add Charge: Description: *Quantity: 1 * Unit Price: \$ | Select From List | | - | Add Ma *T; De *A | d Payme nage Cree /pe: scription: mount: | nt dit Cards Select I \$-100.0 | From List | • | | |
| * Add Charge: Description: * Quantity: 1 * Unit Price: \$ * Amount: \$ | Select From List | | • | Add Ma *T De *A *F | d Payme nage Crea ype: scription: mount: olio: | nt dit Cards Select I \$-100.0 Priman | From List 0 y Folio | v |] | |
| *Add Charge: 4 Description: • Quantity: 1 • Unit Price: \$ • Amount: \$ • Date: 0 | Select From List | | • | Adu Ma *T De *A *F | d Payme nage Cree /pe: scription: mount: olio: | nt <u>dit Cards</u> Select I \$-100.0 Priman Apply F | From List 0 y Folio Payment | • |] | |
| *Add Charge: Description: *Quantity: 1 *Unit Price: \$ *Amount: \$ *Date: 0 | Select From List 4-JAN-2015 Apply Charge | | • | Adu Ma * T De * A * F | d Payme nage Cree /pe: scription: mount: olio: | nt dit Cards Select I \$-100.0 Priman Apply F | From List 0 y Folio 2ayment | • • |] | |
| *Add Charge: 1 Description: *Quantity: 1 * Unit Price: \$ * Amount: \$ * Date: 0 | Select From List | | • | Adu Ma *T De *A *F | d Payme nage Cred /pe: scription: mount: olio: | nt <u>dit Cards</u> Select I \$-100.0 Primar, Apply F | From List 0 y Folio 2ayment | | | |
| *Add Charge: Description: *Quantity: 1 *Unit Price: \$ *Amount: \$ *Date: 0 Check In Check | Select From List | I Booking Clone | ▼ | Add Ma *T De *A *F | d Payme nage Cree /pe: scription: mount: olio: | nt <u>dit Cards</u> Select I \$-100.0 Priman Apply F | From List 0 y Folio 2ayment | | | |
| *Add Charge: 1 Description: • Quantity: 1 • Unit Price: \$ • Amount: \$ • Date: 0 Check In Check | Select From List | I Booking Clone Room Type | ▼ | Add Ma *T De *A *F | d Payme nage Cree /pe: scription: mount: olio: | nt <u>dit Cards</u> Select I \$-100.0 Primar, Apply F | From List 0 (Folio 'ayment) om Rat | • • • | | Rate |
| *Add Charge: 4 Description: • Quantity: 1 * Unit Price: \$ * Amount: \$ * Date: 0 Check In Check Day THURSDAY | Select From List | I Booking Clone Room Type Large Room | Booki with 1 | Add Ma • T; De • A • F | d Payme nage Cree /pe: scription: mount: olio: | nt <u>filt Cards</u> Select I \$-100.0 Priman Apply F Roc 105 | From List 0 7 Folio 2°ayment 2°ayment 2°ayment 2°ayment 2°ayment 2°ayment | • • • • • • • • • • • • • • | \$100.00 | Rate |
| *Add Charge: 4 Description: • •Quantity: 1 • Unit Price: \$ • Amount: \$ • Date: 0 Check In Check Day THURSDAY FRIDAY | Select From List | I Booking Clone Room Type Large Room Large Room | Booki with 1 with 1 | Add Ma • T: De • A • F • ng King Bed King Bed | d Payme nage Crea /pe: scription: mount: olio: | nt dit Cards Select I \$-100.0 Priman Apply F Roc 105 105 | From List 0 7 Folio 2 ayment 2 ayment 5 KIN 5 KIN | • • • • • • • • • • • • • • • • • • • | \$100.00 | Rate |

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