

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.

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:\$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: \$ 0.00

* 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
Total:					\$200.00

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 Payment

* Add Charge:

Select From List

Description:

Quantity:

1

Unit Price:

\$

Amount:

\$

Date:

04-JAN-2015

Apply Charge

Manage Credit Cards

* Type:

Visa

Description:

50% Deposit

* Amount:

\$ 100.00

* Folio:

Primary Folio

Apply Payment

Check In

Check Out

Cancel Booking

Clone Booking

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
Total:					\$200.00

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

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

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

Add Charge

Add Payment

* Add Charge:

Select From List

Description:

* Quantity:

1

* Unit Price:

\$

* Amount:

\$

* Date:

04-JAN-2015

Apply Charge

Manage Credit Cards

* Type:

Select From List

Description:

* Amount:

\$-100.00

* Folio:

Primary Folio

Apply Payment

Check In

Check Out

Cancel Booking

Clone Booking

Click to enlarge image