

# 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: Select From List

Description:

\* Quantity: 1

\* Unit Price: \$

\* Amount: \$

\* Date: 04-JAN-2015

Apply Charge

**Add Payment**

[Manage Credit Cards](#)

\* Type: Select From List

Description:

\* Amount: \$ 0.00

\* 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
<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 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

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System Date: 04-JAN-2015

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Tape Chart

Group Booking Wizard

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Load Last Booking

19001 - Williams Jane

Booking Data

Folio

Edit

Room Assignment

Guest History

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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