Advanced Deposits Report

The Advanced Deposits Report gives you a running total of all Deposits or payment taken on folios for bookings before the check in date.

Therefore, for a payment to appear on this report, it must have been applied to the folio of a future booking. See Add Payments

When a payment is made to a folio in advance of the arrival date, the transaction is automatically added to this Report. You can find details of the payments taken on the Transactions Report.

Also, since the payments are completed transactions, they will also appear on the Revenue Report

The Advanced Deposits Report lists each booking with an advanced payments with the guest name, date of charge, guest name, arrival date, description and charge amount. This report is not useful for trying to find out what '*was*' an Advanced Deposit for a *prior* date. It is meant to be run for '*today*' and the future only.

Accounting Reports

- Guide to Accounting Reports
- Accounts Receivable Aging Report
- Advanced Charges Report (ARC)
- Advanced Deposits Report
- Future Arrivals
- Owners Statement Report
- Owner Statement Summary Report
- Tax Transactions Report
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- Transactions
- Travel Agent Commission Report
- OTA Booking Reconciliation Report

Since the report keeps a running total of advanced deposits, the bookings will "drop off" the report when the booking checks in and is no longer in the future.

If you have posted and the booking is in the future, then it will appear on your Advanced Deposits Report (ARD).

The running total of Advanced Deposits on this report is also displayed on the Manager's Report.

Here is an example:
On February 10 you take a booking for March 9 and your policy is to take two night's deposit, so you take $200 ($100 per night) and 'apply payment' to the booking. Your Advanced Deposits Report will list $200 from February 10 forth.

On March 9, the booking is checked in. At this point, the Advanced Deposits Report no longer shows the $200. It has been removed from your Advanced Deposits Report because it is now 'governed' by your booking. The folio now governs the $200.

Following this example, by March 10, the room rent for March 9 would have posted at $100 and thus, the $200 'advanced deposit' has now been reduced to $100 and after the second night's stay, the 'advanced deposit' has been used up entirely.

To run an Advance Deposits Report (ARD):

- Go to **REPORTS | ACCOUNTING | ADVANCED DEPOSITS REPORT**
- Click on **Advanced Deposits Report**
- Choose the report format: HTML, Excel or Text.
- Click **Generate Report**

The Advance Deposits Report (ARD) displays the following information:

- **Book #:** Confirmation # of booking.
- **Status:** The status of the booking: Confirmed, Unconfirmed.
- **Folio #:** Folio # of the booking.
- **System Date:** The date that the system was on when the payment was received.
- **Arrival:** Arrival date of booking.
- **Guest Name:** Name of Guest on booking
- **Description:** Description of Charge.
- **Payment:** Amount of payment received.