

Deposit Quote

The "Deposit Quote" and "Pay Deposit Quote" are located below "Projected Income" in the New Booking Window.

The "Deposit Quote" displays the deposit due based on your guarantee policy set in [Marketing and Policies](#).

The amount is calculated on the Room Rent and Tax total of the booking when it is created. This makes it easy to quote and pay the deposit required. Note: the quoted amount is a static number based on the original booking amount and will not dynamically refresh if the booking amounts or date are edited. The deposit quote functions this way so there will be a record of the original quoted amount when the booking was made.

The "Pay Deposit Quote" link appears on the [New Booking Confirmation](#) window after you click Complete Booking. The link takes you directly to the folio of the booking with the deposit amount auto-filled in the payment amount. For details, go to [New Booking Window](#).

Properties who are used to collecting 100% of the payment at the time of booking (or at check-in) should learn to use the [Projected Income](#) to accept full payment and then allow [Night Audit](#) to post the Room + taxes that will reduce this credit every night till the Folio balances to \$0 at checkout.

If using an EMV device, the amount that defaults as the **authorization amount** for a dipped will be based on how the property is 'authorizing at checkin'. If using 'authorizing at checkin', the **authorization amount** will be the Projected Amount of the stay. If not using 'authorizing at checkin', the amount will default to \$1 in order to simply tokenize the card and use it for later payments.

New Booking

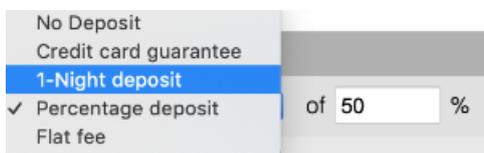
- [New Booking Summary](#)
- [New Booking Confirmation](#)
- [Projected Income Calculator](#)
- [Deposit Quote](#)
- [Guaranteed By](#)

Booking Tab

- [Booking by Availability](#)
- [Booking By Inquiry](#)
- [Tape Chart](#)
- [New Booking](#)
- [Booking Details](#)
- [Group Booking Wizard](#)
- [Search Bookings](#)
- [Group Bookings](#)

EXAMPLE: 1-night deposit

- Your guarantee policy in [Marketing and Policies](#) is set to a "1 night deposit"
- The booking if for 2 nights at \$125 per night plus 10% Tax for a total of \$275.00.
- The Deposit Quote would be for 1 night deposit: \$137.50 (1 night at \$125 plus \$27.50 tax)



Then the deposit Quote will display in the New Booking window

Arrival: Nights: Departure:
 * Guests (A/C/I): Room Type: Room:
 Group: * Rate Plan:

Day	Date	Room Type	Room	Rate	Rate
Thu	09-Jun-2016	Queen with a View	102	<input type="text" value="Queen rate"/>	\$125.00
Fri	10-Jun-2016	Queen with a View	102	<input type="text" value="Queen rate"/>	\$125.00
Total:					\$250.00

Guest Information

* Last Name: * First Name:
 Salutation: Date of Birth:
 Address:
 Zip: City:
 State: Country:
 Main Phone: Cell Phone:
 Business Phone: e-mail:
 Fax: Password:
 Driver's License #: Passport #:
 Guest ID: [Reset Guest ID](#)

Booking Information

* Source: * Guest Type:
 PO Number:
 Travel Agent: Company:
 Guest Comments:
 Booking Comments:
 CRS Confirmation: Tax Exempt?
 Projected Income: \$ 275 * Guaranteed By:
Deposit Quote:
 Time of arrival: Time of departure: