

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.

New Booking
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Booking Tab
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EXAMPLE: 1-night deposit

- Your guarantee policy in [Marketing and Policies](#) is set to a "1 night deposit"
- The booking is 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)

No Deposit	
Credit card guarantee	
1-Night deposit	
✓ Percentage deposit	of 50 %
Flat fee	

Then the deposit Quote will display in the New Booking window

Arrival: 09-Jun-2016 Nights: 2 Departure: 11-Jun-2016
* Guests (A/C/I): 1 0 Room Type: Queen with a View Room: 102
Group: Select From List * Rate Plan: Queen rate

Day	Date	Room Type	Room	Rate	Rate
Thu	09-Jun-2016	Queen with a View	102	Queen rate	\$125.00
Fri	10-Jun-2016	Queen with a View	102	Queen rate	\$125.00
Total:					\$250.00

Guest Information

* Last Name: Jones * First Name: Beth
Salutation: Date of Birth: 
Address: 123445 Pine Tree Road
Zip: 12467 City:
State: CI Country: United States
Main Phone: 222-000-9999 Cell Phone:
Business Phone: e-mail: red@blue.com
Fax: Password:
Driver's License #: Passport #:
Guest ID: 3011 [Reset Guest ID](#)

Booking Information

* Source: Repeat Guest * Guest Type: Tourist
PO Number:
Travel Agent: Company:
Guest Comments:
Booking Comments:
CRS Confirmation: Tax Exempt? ☐
Projected Income: \$ 275  * Guaranteed By: Select From List
Deposit Quote: \$137.50
Time of arrival: 15:00 Time of departure: 11:00

Complete Booking

Discard and Close Window