Deposit Screen Processing Samples

A reservation with no deposit payments recorded

[NEW] will record a new deposit request

[PAYMENT] will record a deposit payment

The top section of the form shows requests

The bottom section of the form shows the payments recorded for each of the selected (highlighted) requests in the top section

(one request could have multiple payments)

Posting a single payment (no request recorded) will result in an unallocated payment being recorded

Posting a second payment will result in a second payment row in the bottom section for the unallocated payment.

The following options are now activated

[transfer] transfer the deposit payment
[receipt] regenerate receipt for deposit payment
[payment] process additional payments

Adding a new deposit request for $150 will result in a new request row added to the top section of the form.

[edit] option now available to edit the request
[delete] option to delete the request
[payment] option to post payment against the selected request

As no payment has been recorded for this request, the bottom of the form shows blank (no payment)

Selecting the 'unallocated' row in the top of the form and the 2 unallocated payments are listed in the bottom of the form.

Selecting the deposit request of $150 and selecting [payment] will record the deposit payment against this request.

Once payment is posted, it is shown in the lower section of the form.