

## Deposit Screen Processing Samples

Deposit

Block

Name

Code

Type	%	Deposit Req	Due Date	Paid Deposits	Due Amount	Rule Code	Comments
Total		0.00		0.00		Balance	0.00

Date	Payment Method	Amount	Reference / Remark	Receipt No

Comments

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)

Deposit Cancellation

Block

Name Tour - North South Tours Inc Winter

Code 0902NORSOU

Property	Type	%	Deposit Req	Due Date	Paid Deposits	Due Amount	Rule Code	Comments
OPERA1	Unallocat				-100.00			Unallocated
Total		0.00			-100.00	Balance		-100.00

Date	Payment Method	Amount	Reference / Remark	Receipt No
31/01/08	Check	-100.00		254

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

Deposit Cancellation

Block

Name Tour - North South Tours Inc Winter

Code 0902NORSOU

Property	Type	%	Deposit Req	Due Date	Paid Deposits	Due Amount	Rule Code	Comments
OPERA1	Unallocat				-300.00			Unallocated
Total		0.00			-300.00	Balance		-300.00

Date	Payment Method	Amount	Reference / Remark	Receipt No
31/01/08	Check	-100.00		254
31/01/08	Check	-200.00		255

Comments

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

Deposit Cancellation

Block

Name Tour - North South Tours Inc Winter

Code 0902NORSOU

Property	Type	%	Deposit Req	Due Date	Paid Deposits	Due Amount	Rule Code	Comments
OPERA1	Rooms		150.00	31/01/08		150.00		
OPERA1	Unallocat				-300.00			Unallocated
Total		150.00			-300.00	Balance		-150.00

Date	Payment Method	Amount	Reference / Remark	Receipt No

Comments

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)

Deposit Cancellation

Block Name: Tour - North South Tours Inc Winter Code: 0902NORSOU

Property	Type	%	Deposit Req	Due Date	Paid Deposits	Due Amount	Rule Code	Comments
OPERA1	Rooms		150.00	31/01/08		150.00		
OPERA1	Unallocat				-300.00			Unallocated
Total			150.00		-300.00		Balance	-150.00

Date	Payment Method	Amount	Reference / Remark	Receipt No
31/01/08	Check	-100.00		254
31/01/08	Check	-200.00		255

Comments

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

Deposit Cancellation

Block Name: Tour - North South Tours Inc Winter Code: 0902NORSOU

Property	Type	%	Deposit Req	Due Date	Paid Deposits	Due Amount	Rule Code	Comments
OPERA1	Rooms		150.00	31/01/08	-150.00	0.00		
OPERA1	Unallocat				-300.00			Unallocated
Total			150.00		-450.00		Balance	-300.00

Date	Payment Method	Amount	Reference / Remark	Receipt No
31/01/08	Check	-150.00		256

Comments

New Edit Delete Transfer Payment Copy Receipt View Unapply

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.