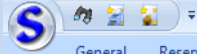


Welcome

This training module deals with

Accounting – Deposit Tracking

RES - Semper Central Office - Version 6.1.3.2509



General Reservations Front Desk **Accounting** View Setup & Admin Stock Control Log Off

Deposit Tracking
 Un-Invoiced Reservations
 All Reservations
 Verify Reservations
 View Casual Sales
 No Show
 Refunds
 Gratuities Management
 Commission Management
 Debtors
 Map GL Codes
 Day End
 Month End
 Budgets & Projections
 Reports
 Documentation

To track **deposits due**, go to the Accounting tab, Deposit Tracking.

Previous Reservations	Quick Quote	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12		
		T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T									
Doubles	1	1	2	3	4	5	6	7	8	9	10	Test				15	16	17	18	19	20	21	22	23	24	25	26	27	August 2013		te	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12
Doubles	2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27			test		31	1	2	3	4	5	6	7	8	9	10	11	12	
Doubles	3	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12		
Twins	4	1	2	3	4	5	6	7	8	9	10	11	12	Te	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12		
Twins	5	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12		
Twins	6	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Krug	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12			
Singles	7	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12		
Singles	8	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Te	16	17	18	19	20	21	22	23	24	25	26	Test		1	2	3	4	5	6	7	8	9	10	11	12					
Suites	10	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12		
Suites	9	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Te	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12		
Honeymoon Suites	11	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12		

If the deposit tracking tab is opened, a **list of deposits due** will be displayed.

The deposits in red, are deposits where the deposits' due date has **already past** and no deposit has been received.

You can also choose to **view** all the deposits or just the overdue deposits.

If a deposit is received, it can be **added here** by highlighting the deposit and click on "Payment".

Deposit Tracking of all reservations with outstanding deposits

Filter by
 All Deposits Overdue Deposits

Folio	Payment Resp.	Guest	Group Na...	Arival	Due Date	Deposit Due	Received	Outstanding
84	Travel Agent Test	Bill Bob	ttttt	28/08/2013	29/07/2013	0.00	0.00	0.00
86	Guest	test	test	28/08/2013	28/08/2013	0.00	0.00	0.00

Payment
Reports
Recalculate all deposits

Total Deposits : 0.00
Total Received : 0.00
Total Outstanding : 0.00 **Close**

In the reservation, on the transaction screen, the **deposit details** are also displayed.

The details can also be changed, for this booking only, by selecting the "Custom Deposit" button.

Transaction Details - Folio #89 - Test Test

Reservation | Group Reservations | Group Transactions | Rooming List

Display Transactions
 Summary Detailed
 As Invoice
 Entire Group All Accounts

Billing Accounts
Test Test

Deposit Details
Due Date: 04 September 13
Deposit Due: 247.50 Perc.: 50.00
Received: 0.00 Owing: 247.50

 Email Display

Effective Date	Room	Product	Description	Invoice	Folio #	Allocated to	Qty	Unit Price	Tax	Amount	Use
09 Septembe...	5	5	Twins	Not Inv...	89	Test Test	2	247.50	60.79	495.00	Ilor
09 Septembe...	5	TOMSA	TOMSA Levy (5)	Not Inv...	89	Test Test	1	5.00	0.61	5.00	Ilor

Test Test

Pro-formas

 Email Display

Invoices

 Email Display

Balances
Test Test: 500.00
All Guests: 500.00
All Companies: 0.00
Total (All Accounts): 500.00
 View Transaction Summary

Provisional

The deposit **due date** and **amount** can be **changed here** and it will change on the details of the deposit due on the transaction screen.

Edit the Deposit settings as required and select "Re-Calculate" and "OK".

Re-Calculate Deposit Due Details

Deposit Calculation Details

Calculate on :

Accommodation Only Include Commission

Select a date
 From reservation arrival date
 From reservation creation date
 From generation of transaction date No of Days :

Deposit Details :

Amount : Due Date :
Perc. : Total Due:

If you open the deposit tracking tab, the custom changes will display here.

If you click on “Recalculate all deposits”, it will correct all the deposit according to the venue settings. It will not change the custom deposit that was done on bookings.

Deposit Tracking of all reservations with outstanding deposits

Filter by
 All Deposits Overdue Deposits

Folio	Payment Resp.	Guest	Group Na...	Arrival	Due Date	Deposit Due	Received	Outstanding
84	Travel Agent Test	Bill Bob	ttttt	28/08/2013	29/07/2013	0.00	0.00	0.00
86	Guest	test	test	28/08/2013	28/08/2013	1089.00	0.00	1089.00
89	Guest	Test Test		09/09/2013	06/09/2013	150.00	0.00	150.00

Payment

Reports

Recalculate all deposits

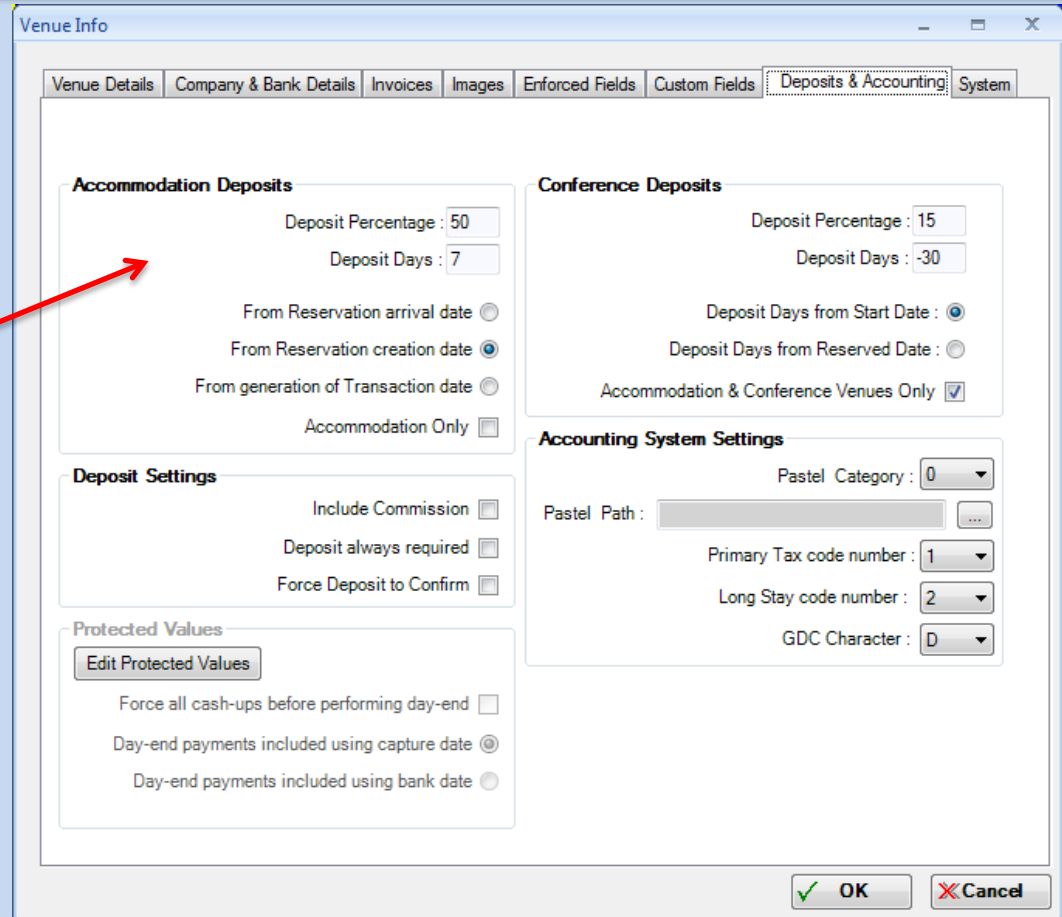
Total Deposits : 1239.00
Total Received : 0.00
Total Outstanding : 1239.00

Close

To **setup your deposit info**, go to **Setup & Admin**, Venue settings, Deposits & Accounting.

Select the **%** and days from when the deposit must be calculated.

This will only apply for **guest bookings**, because the deposit requirements for companies can be setup for **each company** separately.



Venue Info

Venue Details Company & Bank Details Invoices Images Enforced Fields Custom Fields Deposits & Accounting System

Accommodation Deposits

Deposit Percentage : 50

Deposit Days : 7

From Reservation arrival date

From Reservation creation date

From generation of Transaction date

Accommodation Only

Conference Deposits

Deposit Percentage : 15

Deposit Days : -30

Deposit Days from Start Date :

Deposit Days from Reserved Date :

Accommodation & Conference Venues Only

Deposit Settings

Include Commission

Deposit always required

Force Deposit to Confirm

Protected Values

Edit Protected Values

Force all cash-ups before performing day-end

Day-end payments included using capture date

Day-end payments included using bank date

Accounting System Settings

Pastel Category : 0

Pastel Path :

Primary Tax code number : 1

Long Stay code number : 2

GDC Character : D

OK Cancel

End of training module
Accounting – Deposit Tracking