

How to Post a Deposit

In this article we will learn how to post a Deposit.

Post Deposit box in a new Reservation

If the PMS is setup to take a deposit automatically at the time of reservation, you will notice during the reservation process that the "Post Deposit" box will be checked and the amount required as a deposit will appear next to the "Amount" box.

The screenshot displays a reservation form titled "Reservation - NEW". At the top, there are fields for Client Type (LEISURE), Room (RCH), Charge Arrival (27-May-2020), Departure (28-May-2020), Adults (2), and Child (0). A summary table on the right shows: Rate \$150.00, Taxes \$7.50, Other \$0.00, and Total \$157.50. On the far right, there are checkboxes for Guarantee (checked) and Wait List (unchecked). Below these are fields for Room Number, Enable, and Lockoff. The main form area has tabs for Guest Data and Custom Data. Under Guest Data, there are sections for Main Address, Second Address, Telephone, Mobile, E-mail, and Loyalty. A "Post Deposit" section is highlighted with a red box, showing a checked checkbox and the amount "157.50" entered in a text field. Other sections include Source of, Guest Note, Res. Note, Vehicle information, and Payment method details.

Deposit will appear in folio

Once the reservation is created, the deposit will appear on the Guest Folio.

Guest Info		Folio							
0 - All Folios				Refresh	Select	Move			
#	Date	TCode	Description	Amount	Tax	Total	Voucher	Summary	
1	20-May-2020 11:21 AM	VISA	Reservation Deposit: VISA	-\$157.50	\$0.00	-\$157.50		Room Charge:	\$0.00
								Other Charges:	\$0.00
								Tax:	\$0.00
								Total:	\$0.00
								Credits:	-\$157.50
								Balance:	-\$157.50
								Credit Limit:	\$0.00
								Available:	\$157.50
								<input checked="" type="radio"/> Now	<input type="radio"/> Stay

Pre-set Policy options for your Hotel

The amount required for the deposit will depend on how Management has setup the Policy Settings in your PMS (System Configuration -> Policy). The deposit may be:

- Based on a specific number of nights room + tax
- Based on a percentage of the total room + tax for the guests stay
- A specific, fixed amount
- Based on the 1st nights room + tax plus the cost of any Guest Services attached to the booking

**Please speak to your Manager to learn more about how your PMS Deposit Policy is setup.

If your Hotel does not automatically take Deposits at the time of Booking

If RoomKey is not setup to automatically take a Deposit at the time of reservation, but you need to post a deposit on a specific guest reservation, then the "Post Payment" button may be used at this time.

RoomKeyPMS RoomKeyPMS Hotel (Ver. 10.0.0.1)

Front Desk Transactions Reservations Reports System Configuration Operations Export/Import Search Help

Walk-in New Res. Change Res. Cancel Reservation Confirmation Guest Folio Post Charges **Post Payment**

Room	Room Type	Name	Date In	Date Out	Stay	ResID	Rate	Adlt	Chld	Rate code
SK		Murdock, Bryan	20-May-2020	21-May-2020	0	1036	\$160.00	2	0	*Best Available Rate
	SQQ	Banks, Jessica	22-May-2020	25-May-2020	-2	1012	\$166.67	2	0	Group Rate
204	SQQ	Brown, Luis	22-May-2020	25-May-2020	-2	1020	\$166.67	2	0	Group Rate
	DQQ	Greenfield, Rachel	22-May-2020	25-May-2020	-2	1015	\$191.67	2	0	Group Rate
209	DQQ	Humphries, Phil	22-May-2020	25-May-2020	-2	1011	\$191.67	2	0	Group Rate
9000	House Account	Mahogany Run PGA, MH...	22-May-2020	25-May-2020	-2	1009	\$0.00	1	0	Manual Rate
	DQQ	McQueen, Ian	22-May-2020	25-May-2020	-2	1013	\$191.67	2	0	Group Rate
	DQQ	Pewter, Brian	22-May-2020	25-May-2020	-2	1014	\$191.67	2	0	Group Rate
205	DQQ	Smith, Helen	22-May-2020	25-May-2020	-2	1010	\$191.67	2	0	Group Rate

In-House
Arrivals
Departures
Reservations
Checked Out
No-Shows
Cancelled
Wait List
Tape Chart

20-05-20

Guest Info Folio

Guarantee to Credit Card

Title: Mr. Client Type: Leisure
 First name: Bryan Rate Code: *Best Available Rate
 Last name: Murdock Source:
 Street address: 3403 Valley Drive Vehicle License: Guest Note: Birthday: Nov. 24

City: Philadelphia Card Type: VISA
 State: Pennsylvania Expiry (mm/yy): 05 /22
 Country: United States Card Number: *****0157
 Zip: 19103 Card Holder: Bryan F. Murdock Reservation note:

Telephone: 267-354-1666 Travel Agency:
 Mobile:
 E-mail: BryanF.Murdock@rhyta.com

How to post payment on an existing Reservation

First, locate the guest reservation where you need to post the deposit using the F3 Search Key or your Advance Search feature. Once you have located the guest reservation, select the "Post Payment" button at the top of your screen. If the guest has a credit card on file, the Payments box will pre-populate with the guests credit card information.

NOTE: If the guest does not have a credit card currently on file, you may manually enter the credit card details by first selecting the correct PmtCode Transaction Code (ie: Visa, Mastercard, etc...) and then entering the credit card details. Ensure to check the "Post CC Info into Guest Profile" so the credit card information entered is then attached to the Guest Profile for future reservations.

Payments [X]

Guest

Guest Name Murdock, Bryan
Res ID 1036
Date In 14-Jun-2020
Date Out 15-Jun-2020

Payment

Folio 1 - Bryan Murdock [v]
PmtCode VISA [v]
Reference VISA

Card # 4716051072460157 **Authorization** []
Expiry date 05-22 MM / YY **Select from Credit Cards**
Card Holder Bryan F. Murdock

Amount 168.00 **Currencies**

OK / Exit **OK / New** **Cancel**

Enter amount for the Deposit

Enter the amount needed for the deposit into the "Amount" box below and select "OK/Exit" to post the deposit to the Guest Folio.

Guest Info		Folio					
0 - All Folios [v] Refresh Select Move							
#	Date	TCode	Description	Amount	Tax	Total	Voucher
1	20-May-2020 11:31 AM	VISA	Payment: VISA	-\$168.00	\$0.00	-\$168.00	

Summary

Room Charge: \$0.00
Other Charges: \$0.00
Tax: \$0.00
Total: \$0.00

Credits: -\$168.00
Balance: -\$168.00
Credit Limit: \$0.00
Available: \$168.00

Now Stay