

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 shows the 'Reservation - NEW' form. The 'Client Type' is 'LEISURE', 'Room' is 'RCH', 'Arrival' is '27-May-2020', 'Departure' is '28-May-2020', and 'Nights' is '1'. The 'Total' is '\$157.50'. The 'Post Deposit' checkbox is checked, and the amount '157.50' is entered in the adjacent field. The 'Amount' field is highlighted with a red box. The 'Payment method' section shows 'Card Type' as 'Credit Cards'.

Client Type	Room	Charge	Arrival	Departure	Nights	C/OTime	Rate	Taxes	Other	Total
LEISURE	RCH		27-May-2020	28-May-2020	1	11:00	\$150.00	\$7.50	\$0.00	\$157.50

Adults: 2, Child: 0

Guarantee: ☒
Wait List: ☐

Room Number:

Enable: ☐
Lockoff: ☐

Post Deposit: ☒ Amount: 157.50

Payment method:
Card Type:
Number:
Expiry Date: -- / -- (MM YY)
Auth:
Card Holder:
Credit Cards:

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		
1	20-May-2020 11:21 AM	VISA	Reservation Deposit: VISA	-\$157.50	\$0.00	-\$157.50			

Summary

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

☒ Now ☐ 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	Child	Rate code
>	SK		Murdock, Bryan	20-May-2020	21-May-2020	0	1036	\$160.00	2	0	*Best Available Rate
	204	SQQ	Banks, Jessica	22-May-2020	25-May-2020	-2	1012	\$166.67	2	0	Group Rate
		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	Pewtner, 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.
First name: Bryan
Last name: Murdock
Street address: 3403 Valley Drive

City: Philadelphia
State: Pennsylvania
Country: United States
Zip: 19103

Telephone: 267-354-1666
Mobile:
E-mail: BryanFMurdock@rhyta.com

Client Type: Leisure
Rate Code: *Best Available Rate
Source:
Vehicle License:

Card Type: VISA
Expiry (mm/yy): 05 / 22
Card Number: *****0157
Card Holder: Bryan F. Murdock

Travel Agency:

Guest Note:
Birthday: Nov. 24

Reservation note:

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

Guest

Guest Name

Murdock, Bryan

Res ID

1036

Date In

14-Jun-2020

Date Out

15-Jun-2020

Payment

Folio

1 - Bryan Murdock

PmtCode

VISA

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

Refresh

Select

Move

<div><div></div><div></div><div></div></div>	#	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