Security Deposit Last Modified on 02/06/2021 5:27 pm EDT

Operator Privileges

Goto Setup-->operators

edit the operator group and click 'customer & Vendors' tab

RP Edit (Group Record : ADMINISTR	RATOR X
Reports Printing Options Setup and Utilities	Contact Management Acce	ess Other Crew and Activities Booking Scope
Group Name Bookings Sub rentals and Transfers	Customers and Vendors	Products and PO's Checkout, Return and Maintenance
Group Name Bookings Sub rentals and Transfers Customers Add Customer Image: Edit Customer Hide / Disable Customers Image: Change Company Type (Customer / Prospect etc) Image: Access to the Financial Tab Image: Export Customers/Contacts to .CSV File Image: Company Type (Customer / Prospect etc) Image: Customers/Contacts to .CSV File Image: Customers (Contacts to .CSV File) Image: Customer / Prospect (Customer / Prospect etc) Image: Customers/Contacts to .CSV File Image: Customer / Prospect (Customer / Prospect etc) Image: Customer / Contacts to .CSV File Image: Customer / Prospect (Customer / Prospect etc) Image: Customer / Contacts to .CSV File Image: Customer / Prospect (Customer / Prospect etc) Image: Customer / Prospect (Prospect etc) Image: Customer / Pr	Customers and Vendors Billing Customers and Vendors Enter Acco Customer Acco Customer Acco Customer Acco Customer Acco Customer Acco Customer Acco Customer Acco Customer Acco Customer Acco Deposit Acc	Products and PO's Checkout, Return and Maintenance
🖬 All 📓 🎉 Clear All	🚀 Clear All In Tab	👫 Find 🗸 OK 🔀 Cancel

Parameters

Goto Setup-->parameters-->custom viewing option and enable security deposit under 'user interface' tab

RP	Rental	Point Version 11 Parame	ter Setup	_ □ X
😚 Company Name	Accounts		Custom Printing	Booking Hardcopy
Pricing Setup	0perational Setup	Custom Viewing	Word Processing	Terminology
() Web and Email	Transfers	Crew Structure	Barcode Tracking	Cloud Setup
Reset Parameters	Search parameters.		🔎 Find	<u>I</u> <u>C</u> lose
Parameter Notes				
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Booking Grid User Inte	erface Customer Infor	mation Venue Informat	tion	
Projects	I Shov	v Name	_	
✓ Contacts	I Secu	rity Deposit		
I Crew	I Finar	ncials		
Truck Schedule	Prod	uct Part Numbers		
Show user list at log	jon 🗹 Bool	king Status Tab		
Advanced Customer S	Search			
Allows for more precise	customer searches. Re	commended for compa	nies with a large custon	ner base.
Confi	gure Tab Visibility, Nan	ning Order in Modify-Bo	ookina (Enauiry) Windov	N
	<i>.</i>	,	3. 1. 37	
L				✔ ОК

Set Minimum Security Deposit Required

RP									Modify book	ing
Out 11/20/18 1	300 In 11/22	2/18 2000	MYTEST00081	Location	0 - Toronte	-				
Customer	Calendar	Venue	Equipn	nent Statu	s	Other Details	Crew	Attachments	Notes	Payments
Project Details Project Code Project Code Project Manag Project Manag Contracted Pri © Variable Pr Cantracted Pri Rental Labor I Freight Contractec Monthly Cycle © In Advance In Arrears	s cer Code er Name ces rice Price Locked at t Locked at d (fixed) pric Billing	d at e at inimum Secur	Division 0 - 41,0 42,8 rity Deposit Req curity Deposits F	⊘ Open ⊘ Open Zero 00.00 0.00 0.00 45.00	Salespe Salespe Salespe Booking RP Booking RP Returnin 0 - Toro Show na Expected Event T Source Forecas	rson Code rson Code rson Name g Last Modified g Originally Sa g To Location nto me Gibson W l attendees (m ype / Campaign ted % of Value	RP RP d By Operator ved By Operator		d Copy hows	
	0 S&P	•	Master Billing	○ Venue		Client at venu	e: Ritz Carlton	~		

Insert field for custom templates

Use &DepositN& to show the 'Minimum Security Deposit Required' as populated on the 'other details' tab of the booking outlined above.

1		
<your logo=""></your>	<your address=""></your>	Job provided on &dordN:5& For: &bcontC& &CoC& &Cadl1C& &Cadl2C& &Cadl3C& &CustposC& Phone: &CphoneC& Cell: &CONTPH3C& Fax: &CONTFAXC& Email: &CEMAILAC&
Quete But Second 159		Invoice To: P.WRCONTCP.
Quote By: &opC.15&	Shin Via: RdviaC-108	INVOICE TO.&WBCONTC&
Job Status: & status C:108	Return Via: & miaC:108	& W DORGE&
Purchase Order: &orderNoC:10&	Delivery & ACTDELDN-8&	8.WBADDIC8
Terms: & navtermC&	Delivery. accord Lebia. aa	&WBRDCODC&
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@DESCC:50@ @QIYN:3@ @UNIIN:9:	Z& &LINEPKIN:IU:Z& &LIBUISAN:	6:2& &LIEXWDDN:10:2&
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&DESCC:50& &QTYN:3& &UNITN:9: &SLONLYC&&INCSALEC& SALES Description &DESCC:50& &QTYN:3& &UNITN:9:	Qty UI 2& &LINEPRIN:10:2& &LIBDISAN: 2& &LINEPRIN:10:2& &LIBDISAN:	Rental Total &equipTN:14:2& Discount &discamtN:14:2& Rental Sub Total &eqtotdN:14:2& nit Rate Extended Discount 6:2& &LIEXWBDN:10:2& &INCLABC&&EXSALESC& &saletotN:14:2& Discount &SaletotN:14:2& Discount &SaletotN:14:2&
&DESCC:SO& &QTYN:S& &UNITN:9: &SLONLYC&&INCSALEC& SALES Description &DESCC:SO& &QTYN:3& &UNITN:9:	Qty UI 2& &LINEPRIN:10:2& &LIBDISAN: 2& &LINEPRIN:10:2& &LIBDISAN:	Rental Total &equipTN:14:2& Discount &discamtN:14:2& Rental Sub Total &eqtotdN:14:2& Rental Sub Total &eqtotdN:14:2& Mit Rate Extended Discount 6:2& &LIEXWBDN:10:2& &INCLABC&&EXSALESC& &saletotN:14:2& Sales Total &SDISCAMN:14:2& Discount &SALESTDN:14:2&
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Extract from Output Doc

Your logo

Your address

Job provided on 10/ Support Test MYTEST mytest	17 For:	
810 Nipissing Road I	Vilton L9T 4Z9	
Phone: 693 9457		
Cell: 654 123 6548		
Fax:		
Email:		
Services Sub Total	0.00]
Deliver / Pickup	0.00	
NYC S	1,845.00	
Exempt	0.00	
Grand Total	42,845.00	
	-	

Deposit Required

500.00

Apply Security Deposit to the Booking

Security deposit is applied to a booking via the 'Enter a payment' tab.

₽								Modify boo	king	
Out 11/20/18 1	300 In 11/22/18	2000 MYTE	ST00081 Loca	tion 0 - Toron	to 💌					
Customer	Calendar	Venue	Equipment	Status	Other Details	Crew	Attachments	Notes	Payments	Followup
Payment										
Payment Ter	ms									
30 day acc	ount	•								
Payment Opt	tions									
Prompt for F	Payment on Invoid	cing 👻								
Payment Me	thod S	Surcharge % 0.00								
Authorized E	ly -									
						_				
			Balance		_					
Terms for Mul	tiple Stage Invoid	ing	Total Price	Minus Paym	ents		Balance			
<none></none>	•	Default	42845.	00	0.00 🧶 E	nter a payment	428	845.00		
						Enter a p	re-payment			

Or, from the booking grid via right click on the booking, then follow the options below

مًا	View	•										
*	Work	•										Γ
 ۵	Admin	÷										Ľ
	Financials	•	₿	Security [Deposit C	Options		0	Apply Secu	rity De	posit	ŀ
 ÷	Print	►	5	Invoices a	and Payn	nents	Ctrl+F5	æ	Refund Sec	curity D	Deposit	ŀ
 ÷	Print [Fast Report]	•	é	Credit a b	ooking			٩	Print Secur	ity Dep	oosit Audit Trail	ŀ
 ==	Options	•	a de la comercia de l	Credit a C	Cycle bill	ed						
 -	Log Out		\$	Apply Late	e Fees							
			1									

If the security deposit tab doesn't show up, check your 'user interface' parameters outlined in the previous section

RP			µnt Payment - N	MYTEST - MY	TEST		_ □ ×
Payment Details Inv	voices and Payment	ts Security Depo	sits				
Deposit in USD		0.00 USD	•	B	ooking Scope	chive O Both	What is this?
Deposit in USD		0.00			anasit Scono		
Booking Number	MYTE	ST00081	<u>r</u>		All	Booking Numbe	r
Deposit Date	02-19	9-19	Â				
🗶 Apply Deposit	Refund D	eposit 🏾 🏂 Conve	rt Into Pre-payr	ment ಿ Dej	posit Audit Trail	📐 Customer Audit T	rail
Booking No Receipt I	Date Receipt Time	Receipt Taken By	Refund Date F	Refund Time	Refund Complete	d By Payment Type	Amount

	RP	1. A	ccount Payment - MYTES	ST - MYTEST		_ D X
	Payment Details Invoices and P	Payme Curity D	eposits			
	Deposit in USD	500.00 U	SD 🔻	Booking Scope Current O A	Archive O Both	What is this?
	Booking Number Deposit Date	MYTEST00081		Deposit Scope O All	Booking Number	
-	🖉 Apply Deposit 🛛 🖓 Re	efund Deposit 🛛 😼 Co	nvert Into Pre-payment	📚 Deposit Audit Trail	<u> Customer Audit Trail</u>	
)	Boc eccipt Date Recei	pt Time Receipt Taken	By Refund Date Refund	I Time Refund Complet	ted By Payment Type	Amount
	2		Confirm Post deposi Yes 3	t? No		

RP	Security Deposit Details	x
Received O Check		Amount Received 500.00
 Credit Card Cash 		Batch No.
○ Debit		
Drawer MYTEST	Bank Branch	Check #
	✓ ОК	× Cancel

RP	Security Deposit Details	X
Received		Amount Received
○ Cheque		100.00
◯ Credit Card		Batch No.
● Cash		
	✔ ОК	× Cancel

Use Security Deposit as Payment against an Invoice

Security deposits may be converted to pre-payments so that they can be applied against an outstanding invoice

Access the Account payment window from within the booking, via the

	. ,	
	🔚 Show Security Deposits	Received option on the 'Other Details Tab' OR via the
	🗶 Enter a Pre-payment	option via the booking payments tab OR from the customer Grid via the
С	ption below	
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- 1	and a second	

_	22	(ICH)				
	۵	Admin •				_
-		Financials	(\mathbf{S})	Account Payment	Ctrl+F5	
-	÷	Print •		Invoices and Payments		

RP				Accour	nt Payment - N	AYTEST - MY	TEST			_ D X
Payment Det	ails Invoice	es and Pa	yments	Security Deposi	ts					
Deposit in L Deposit in L Booking Nu Deposit Dat	ISD ISD mber e Deposit	🖓 Refu	MYTEST00 02-19-19 und Deposi	0.00 USD 0.00 0081 it S Convert	▼ Into Pre-payn	nent 📚 Dep	ooking Scc Ocurrent Deposit Sco O All posit Audit	ope O Archive pe © Bo	O Both boking Number stomer Audit Trail	<u>What is this?</u>
Booking No	Receipt Date	e Receipt	Time Reco	eipt Taken By R	efund Date R	efund Time	Refund Co	mpleted By	Payment Type	Amount
MYTEST00081 MYTEST00081	02/19/19	1417 1420	RP						heck# MYTEST	200.00
			2	Selecting thi deposit and move it Do you wan	Co is option will r to the Invoice t to continue? Yes	onfirm efund the cu s and Payme	irrently sele ents tab.	ected security		

		19	February 2	019									
	Select the pre-payment date.												
Sun	Sun Mon Tue Wed Thu Fri Sat												
					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									
K Ye	Year X Month Year												
🗸 ок						Cancel							

Notice the security deposit is marked as 'refunded' for accounting purposes

RP				Account Pa	yment - MYTE	ST - M	YTEST			l	- 🗆 X
Payment Det	ails Invoice	s and Payment	s Security	Deposits							
Deposit in U Deposit in U	JSD JSD		0.00	USD 🔻		E	Booking Scope Current O A	rchive	\bigcirc Both		What is this?
Booking Nu	imber	MYTE	ST00081		D	Ē	Deposit Scope	• B	ooking Number		
Leposit Dai	Deposit	Refund De	eposit 😼 (Convert Into	Pre-payment	📚 De	eposit Audit Trail	📐 Cu	stomer Audit Tra	ail	
Booking No	Receipt Date	Receipt Time	Receipt Take	n By Refun	d Date Refun	d Time	Refund Complete	ed By	Payment Type		Amount
MYTEST00081	02/19/19	1417	RP	02/19/1	9 1422		RP		Check# MYTEST		500.00
MYTEST00081	02/19/19	1420	RP						Check#		200.00
			1		T		1		I		

It now shows up as a pre-payment under 'Invoices and Payments' tab

RP				Acco	ount Payment	- MYTEST - MYTES	ST			_ □ ×		
Payr	nent Details	Invoices	and Payments	Security Dep	oosits							
_ Ac	count Balance	es								Scope		
90	days+	60 days	30 days	Current	Tota	al Due Paym	nents (last 30	days)		Invoices		
	582,840.09	14	14.73	0.00 3	4,195.55	617,180.37	9,246.95			✓ Credits		
Тас	Invoice No.	Date	Ref.	Amount	Туре	Amount Credited	ed Credit Date Outstandin		Che^	Pre-payments		
	0	03/23/17		100.00	Pre-Payment				_	Start Date:		
		03/23/17		100.00	Pre-Payment							
		03/23/17		100.00	Pre-Payment					End Date:		
	03/23/17 100.00 Pre-Payment											
	03/23/17 100.00 Pre-Payment 101											
		07/27/17		8,746.95	Pre-Payment	nent				C Last 12 months		
	02/19/19			500.00	Pre-Payment					O Last 6 months		
	91	04/28/16	MYTEST00008	129.76	Invoice			129.76		C Last 3 months		
	92	05/04/16	MYTEST00008	64.88	Invoice			64.88		 All dates 		
	93	05/05/16	MYTEST00007	80.00	Invoice			80.00				
	94	05/05/16	MYTEST00007	120.00	Invoice			120.00		Include Archived		
<	95	05/05/16	MVTEST00007	132.85	Invoice			132.85	>			
200	Re-apply	Reverse	Credit	Conve	ert 👘 De	lete 📰 Prope	rties 🛱 Or	otions		Sort By		
	ne appij	- (11010100								O Invoice No.		
Mer	no Orig. De	posit Date (02/19/19							Invoice Date		
Cu	rent Payment	Status				Wha	at is this?			<u>✓ A</u> II 🕗		
Pa	ment Amour	nt Amou	unt Applied	Settlement D	iscount							
	4,284,50	00.00	0.00		0.00		Deveneration					
Post Payment to Account												
All a	mounts show	n in USD.							×	Cancel / Close		

Right click on the pre-payment and click 're-apply' to apply the payment to an invoice

6	Open Booking
2	Re-apply
æ	Reverse
₽,	Credit
₿.	Credit (FastReport)
1	Convert
審	Delete
	Properties
۵	Reprint Credit
١	Reprint Credit (FastReport)
	Email / View Invoice

RP	Enter Value	x
New Invoice No	for payment	
195		
		🗸 ОК

The payment will now show up under the invoice it has been applied to

RP				Acco	ount Payment	- MYTEST - MYTEST	Г			_ D X
Payı	ment Details	Invoices	and Payments	Security Dep	oosits					
- Ad 90	count Balance days+ 582,840.09	es 60 days 14	30 days	Current	Tot 3,695.55	al Due Payme	ents (last 30 (9,746.95	days)		Scope ✓ Invoices ✓ Credits
Тас	Invoice No.	Date	Ref.	Amount	Туре	Amount Credited	Credit Date	Outstanding	Che^	Pre-payments Deuments
	192	10/07/18	MYTEST00102	300.00	Invoice			300.00		Payments
	186	10/30/18	MYTEST00082	4.18	Invoice			4.18		Start Date:
	188	11/27/18	MYTEST00081	43,171.04	Invoice			0.00		End Date:
	188	02/19/19	MYTEST00081	43,171.04	Credit	43,171.04	02/19/19			IIII
	189	12/05/18	MYTEST00083	144.73	Invoice			144.73		Age to Display
	112	01/23/19	MYTEST00001	29.72	Invoice			-2.50		O Last 12 months
		05/30/16	MYTEST00001	32.22	Payment					O Last 6 months
	193	02/07/19	MYTEST00102	300.00	Invoice			300.00		Last 3 months Select dates
	194	02/07/19	MYTEST00102	300.00	Invoice			300.00		 All dates
	195	02/19/19	MYTEST00081	42,845.00	Invoice			42,345.00		
		02/19/19	MYTEST00081	500.00	Payment					
<									>	
a.	Re-apply	Reverse	Credit	🔂 Conve	ert 👘 De	elete 🛄 Propert	ties 🛛 🌣 Op	otions		Sort By O Invoice No.
Mer	no Orig. Dep	oosit Date 1	7/03/23							Invoice Date
Current Payment Status What is this? Payment Amount Amount Applied Settlement Discount										
		0.00	0.00		0.00	🔰 Post F	Payment to A	ccount		Archive 🖉
All	amounts show	n in USD.							×	Cancel / Close

Refund Deposit

Access the security deposit from inside the booking via the payments tab

RP								Modify bool	king	
Out 11/20/18 1	300 In 11/22/18	2000 MYTE	ST00081 Locat	ion 0 - Toront	.0 💌					
Customer	Calendar	Venue	Equipment	Status	Other Details	Crew	Attachments	Notes	Payments	Followup
Payment										
Payment Ter	ms									
30 day acco	ount	•								
Payment Opt	tions									
Prompt for F	Payment on Invoi	cing 🝷								
Payment Met	thod	Surcharge %								
Authorized E		0.00								
Authonized B	<i>у</i>									
Terms for Mul	tiple Stage Invoid	ing	Balance Total Price	Minus Pavm	ents		Balance			
<none></none>	•	• Default	42845 0	0	0.00	nter a payment	420	45.00		
			+20+3.0		0.00 E- L	Enter a payment	ore-payment	45.00		
						- ner a p				
Payment Opi Prompt for P Payment Met Authorized B Terms for Mul <none></none>	tions Payment on Invoi thod y tiple Stage Invoi	cing Surcharge % 0.00 cing ting Default	Balance Total Price 42845.0	Minus Paym	ents 0.00	nter a payment Enter a p	Balance 428 pre-payment	45.00		

OR via the Show Security Deposits Received option on the 'Other Details Tab'

Alternatively, from the booking grid, right click on the booking and follow the menu options below

۵J	View	•								
 *	Work	►								
 *	Admin	►								
	Financials		0	Security Deposit Options		₿	Apply Security De	eposit		
 -	Print	►	8	Invoices and Payments	Ctrl+F5	9	Refund Security I	Depos	sit	
 .	Print [Fast Report]	►	2	Credit a booking		٩	Print Security De	posit /	Audit Trail	
 87	Options	►	X	Credit a Cycle billed					1	

	L۵	view	1				
	۵	Admin	►				
	۶	Financials	-> (\odot	Account Payment	Ctrl+F5	
Or from the Customer menu via	٠	Print		6	Invoices and Payments	5	

Then click the Security Deposits tab. A security deposit can be refunded to the client by simply highlighting the security deposit and click 'Refund Deposit'

			Acco	unt Payment -	MYTEST - M	YTEST		_ □ ×
Payment Deta	ils Invoices	and Payments	Security Depo	sits				
Deposit in U Deposit in U	SD SD		0.00 USD	•	Ē	3ooking Scope ◉ Current ○ Archive	○ Both	What is this?
Booking Nur Deposit Date	nber e	MYTE 02-19	5T00081 [5]			Deposit Scope	r	
🖉 🖉 Apply I	Jeposit	Ca Refund De	posit 🔊 Conve	rt Into Pre-pa	yment 🖙 De	eposit Audit Trail	ustomer Audit T	rail
Booking No	Receipt Date	Receipt Time	Receipt Taken By	Refund Date	Refund Time	Refund Completed By	Payment Type	Amount
MYTEST00081	02/19/19	1417	RP	02/19/19	1422	RP	Check# MYTEST	500.00
MYTEST00081	02/19/19	1420	RP				Check#	200.00

Enter the method used to refund and click OK

RP	Security Deposit Refund Details	X
Received Oreck		Amount of Reversal
O Credit Card		Batch No.
○ Cash ○ Debit		
Drawer MYTEST	Bank Branch	Check #
	🗸 ОК	Cancel

The refund is time stamped

				Accour	nt Payment -	MYTEST - MY	/TEST		
Payment Detail	s Invoices	and Payme	ents Security	Deposi	ts				
Deposit in USI Deposit in USI	D D		0.00	USD	•	B	8ooking Scope ● Current ○ Archi	ve O Both	What is this?
Booking Num	ber	MY	TEST00081		B		Deposit Scope	Booking Numbe	er
Deposit Date	eposit	Q2- ♀ Refund	-19-19 Deposit 📝	Convert	Ninto Pre-pa	yment De	eposit Audit Trail	Customer Audit T	rail
Booking No Re	eceipt Date	Receipt Tin	ne Receipt Tak	en By R	efund Date	Refund Time	Refund Completed	By Payment Type	Amount
MYTEST00081 02	2/19/19	1417	RP	02	2/19/19	1422	RP	Check# MYTEST	500.00
MYTEST00081 02	2/19/19	1420	RP	02	2/19/19	1433	RP	Check#	200.00

Deposit Audit Trail

Shows an audit trail of security deposits according to the scope selected

- 1. Date range
- 2. Output to printer/screen/word doc/csv
- 3. View all customers or just the customer used for this booking
- 4. View security deposits for all operators or just the ones entered by this operator
- 5. View all bookings within range (i.e. current and archived) or just current bookings
- 6. View all deposits OR only refunded OR only outstanding

Access the Deposit Audit Trail from the Booking Grid, right click on the booking, then following the menu options below

*	WORK	1									
 \$	Admin	۰.									
 ۶	Financials	×	8	Security Deposit Options		₿	Apply Securit	y Deposit			
 ÷	Print	•	5	Invoices and Payments	Ctrl+F5	8	Refund Secu	rity Deposit			
 ÷	Print [Fast Report]	•	æ	Credit a booking		٩	Print Security	Deposit Audit	Trail	-	
 8=	Options	•	2	Credit a Cycle billed							

OR from within the booking via the payments tab

								WOUTY DOOK	ing	
Out 11/20/18 1	300 In 11/22/18	2000 MYTE	ST00081 Loca	tion 0 - Toront	o 🔻					
Customer	Calendar	Venue	Equipment	Status	Other Details	Crew	Attachments	Notes	Payments	Followup
Payment										
Payment Terr 30 day acco	ms ount	•								
Payment Opt	ions									
Prompt for P	ayment on Invoi	cing 👻								
Payment Met	hod	Surcharge % 0.00								
Authorized B	у									
Torms for Mult	tiple Stage Invei	ing	Balance		•					
Terms for wur	tiple stage moon	ing	Total Price	Minus Paym	ents		Balance			
<none></none>	•	Default	42845	00	0.00 🧷 E	nter a payment	428	345.00		
L						Enter a p	re-payment			

OR from within the booking, via the Show Security Deposits Received option on the 'Other Details Tab'

RP			Acc	ount Pay	ment - M	YTEST - M	YTEST					_ D X	
Payment Details	Invoices and Pa	yments	Security Dep	osits									
Deposit in USD Deposit in USD			0.00 USE) 🔻			Booking Currer	Scope	Archive	⊖ Both		<u>What is this?</u>	
Booking Number		MYTEST0	0081		19-j		Deposit : O <u>All</u>	Scope	● Bo	oking Nu	mber		
Leposit Date	isit 🛛 🍽 Ref	02-19-19 und Depos	sit 😼 Conv	ert Into I	Pre-payme	ent 🍃 D	eposit A	udit Trail	🔪 Cust	omer Au	dit Trail		
Booking No Rec	RP				D	eposit Au	udit Trail	Report	·				x
MYTEST00081 02/1 MYTEST00081 02/1	Select Dates	nclusive)	2	019-02-0	01				1			Print to O Printer	4 ²
	Ending Date	(Exclusive)) 2	019-03-0	01	•						 Screen 	
	Jan I	Feb Mi	ar Apr	May	Jun	Jul III	Aug	Sept	Oct	Nov	Dec	 Word Proc CSV 	essor
	Customer O All Selected	MYTE	EST •	•	3				Bookin	ig Scope ent	⊖ Archi	ive O Both	4 ⁵
	Operator		•		4				 Depose All [Only Only 	sits Deposits / Deposit / Deposit	s that are s that are	e Outstanding e Refunded	(
All amounts show										🗸 ОК		× Cance	

				Report	Display - Audit	Trail			_ □
← First ← P	'age Pa	ge >	Last >	Page : 1 of	f 1 🔳 G	о То		Print @ Emai	I <u><u>I</u>lose</u>
Date Printed For period Booking	02/19/19 02/01/19 Receipt	(inc) † Time	to 03/01/19 Ev	DEPCSIT (ex)	AUDIT TFAIL RE	PCRT	Time	Ev	Page :1 Payment
Date Printed For period Booking No.	02/19/19 02/01/19 Receipt Date	(inc) † Time hknm	to 03/01/19 Ey Cperator	DEPOSIT (ex)	AUDIT TFAIL RE Deposit Amount	PCRT Refund Date	Time	Ey Operator	Page :1 Payment Ey
Date Printed For period Booking No. MYTEST00014	8 02/19/19 02/01/19 Receipt <u>Date</u> 06/07/17	(inc) f Time <u>hhnm</u> 11:38	to 03/01/19 Ey <u>Cperator</u> RP	DEPCSIT (ex)	AUDIT TFAIL RE	PCRT Refund Date 02/19/19	Time hhnm 14:18	Ey Operator RP	Page :1 Payment <u>Ey</u> Check
Date Printed For period Booking No. MYTEST00014 MYTEST00081	8 02/19/19 02/01/19 Receipt Date 06/07/17 02/19/19	(inc) f Time <u>hhmm</u> 11:38 14:17	to 03/01/19 Ey Cperator RP RF	DEPCSIT (ex)	AUDIT TFAIL RE Deposit Amount 100.00 500.00	PCRT Refund Date 02/19/19 02/19/19	Time <u>hhnm</u> 14:18 14:22	Ey Operator RP RP	Page :1 Payment Ey Check Check

Customer Audit Trail

- 1. Customer Audit Trail shows all actions according to the scope selected in
- 2. Output options for completed report
- 3. Report on bookings or purchase orders

RP	Account Paym	ent - MYTEST - MYTEST	
Payment Details Invoices and Pa	ayments Security Deposits		
Deposit in USD Deposit in USD	0.00 USD	Booking Scope	O Both
Booking Number Deposit Date	MYTEST00081 x	Deposit Scope O All O Bo	ekine Number
🗶 Apply Deposit 🛛 降 Re	iund Deposit 🛛 😼 Convert Into Pr	e-payment 📚 Deposit Audit Trail 🔪 Cus	omer Audit Trail
Booking No Receipt Date Receipt MYTEST00081 02/19/19 1417 MYTEST00081 02/19/19 1420	t Time Receipt Taken By Refund D RP 02/19/19 RP 02/19/19	Pate Refund Time Refund Completed By P 1422 RP C 1433 RP C	ayment Type Amount heck# MYTEST 500.00 heck# 200.00
	RP	Audit Trail for Customer : MY	EST
	Select O Booking O Customer MYTE Vendor O perator Purchase Order	id id id id id id	Print Options Printer Screen Word Processor CSV Report Type Booking Purchase Order
All amounts shown in USD.	=		✓ OK × Cancel

	Re	eport Display - Audit Trail		
I First ← Page Page → Last → Page : 1 of 40 E Go To	Print P	@ Email		
Frinted : 02/19/19 Audit Trail for Customer MYIEST		Page : 1		
Date Time Action	By Operator	Invoice #	Value Booking No	Status
02/17/16 11:37 Quotation Created	RP		MYTEST00001	Light Pencil
02/17/16 11:42 Modified	RP	USD	32.22 MYTEST00001	Light Pencil
02/17/16 11:43 Modified	RP	USD	32.22 MYTEST00001	Confirmed
02/24/16 13:49 Booking Created	RP	USD	3,221.88 MYTEST00002	Confirmed
02/24/16 13:50 Modified	RP	USD	3,221.88 MYTEST00002	Confirmed
02/24/16 13:51 Duplicated From :MYTEST00002	RP	USD	3,221.88 MYTEST00003	Light Pencil
02/24/16 13:51 Quotation Created	RP	USD	3,221.88 MYTEST00003	Light Pencil
02/24/16 13:52 Modified	RP	USD	3,221.88 MYTEST00003	Confirmed
02/24/16 13:56 Cancelled	RP	USD	3,221.88 MYTEST00002	Cancelled
dup				
02/26/16 15:06 Booking Created	RP	USD	155.94 MYTEST00004	Confirmed
02/26/16 15:09 Partial Checkout	RP		MYTEST00004	Confirmed
02/26/16 15:10 Return of Unused Equipment	RP		MYTEST00004	Confirmed
02/26/16 15:10 Modified	RP		MYTEST00004	Confirmed
Modified Price Reason : ijij				
02/26/16 15:10 Partial Checkout	RP		MYTEST00004	Confirmed
02/26/16 16:53 Fartial Checkout	RP		MYTEST00003	Confirmed
03/01/16 12:19 Quotation Created	RP		MYTEST00010	Light Pencil
03/01/16 12:20 Modified	RP		MYTEST00010	Confirmed
03/01/16 12:22 Booking saved with value exceeding customer credit limit.	RP	USD	31.18 MYTEST00010	Confirmed