

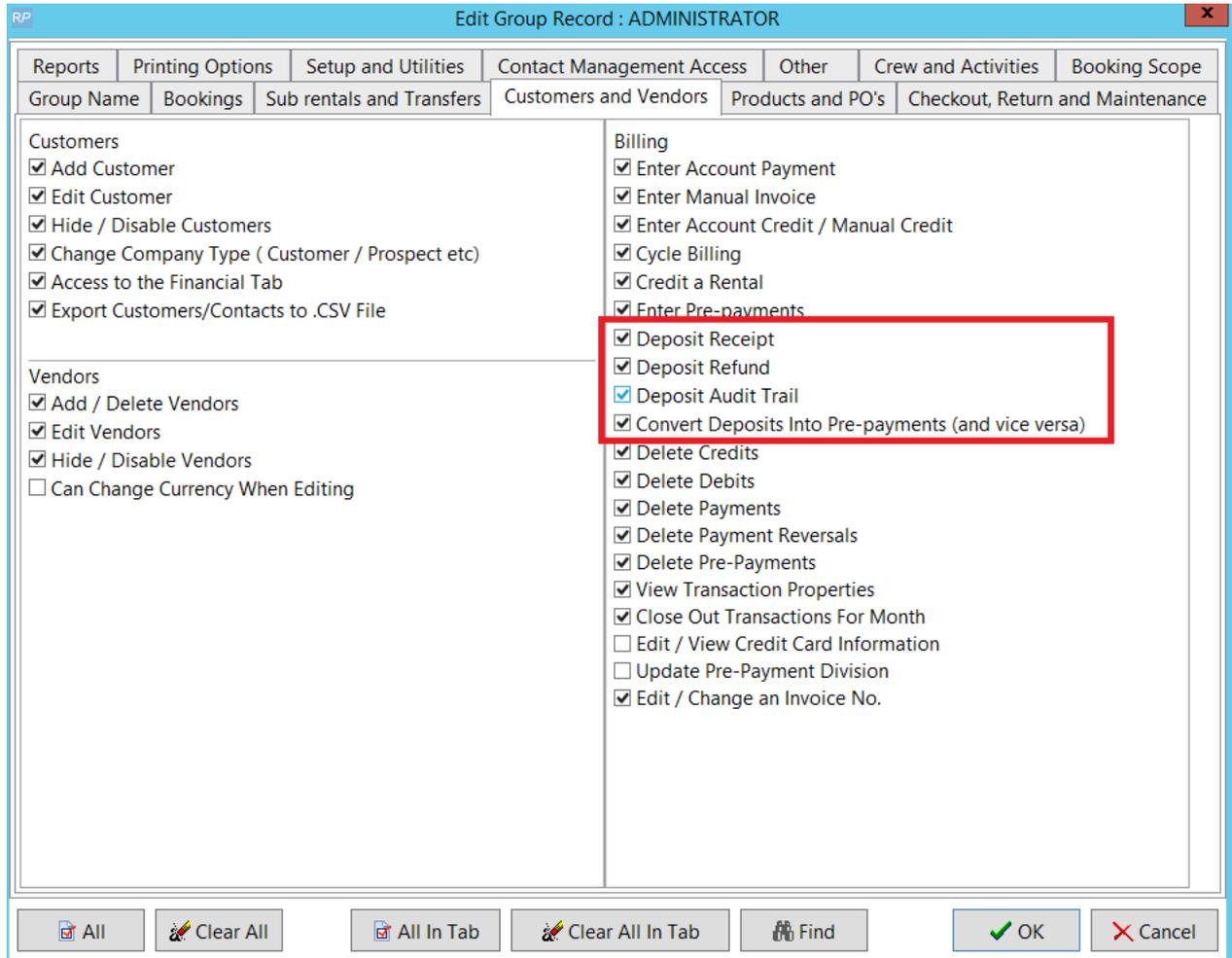
Security Deposit

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

Operator Privileges

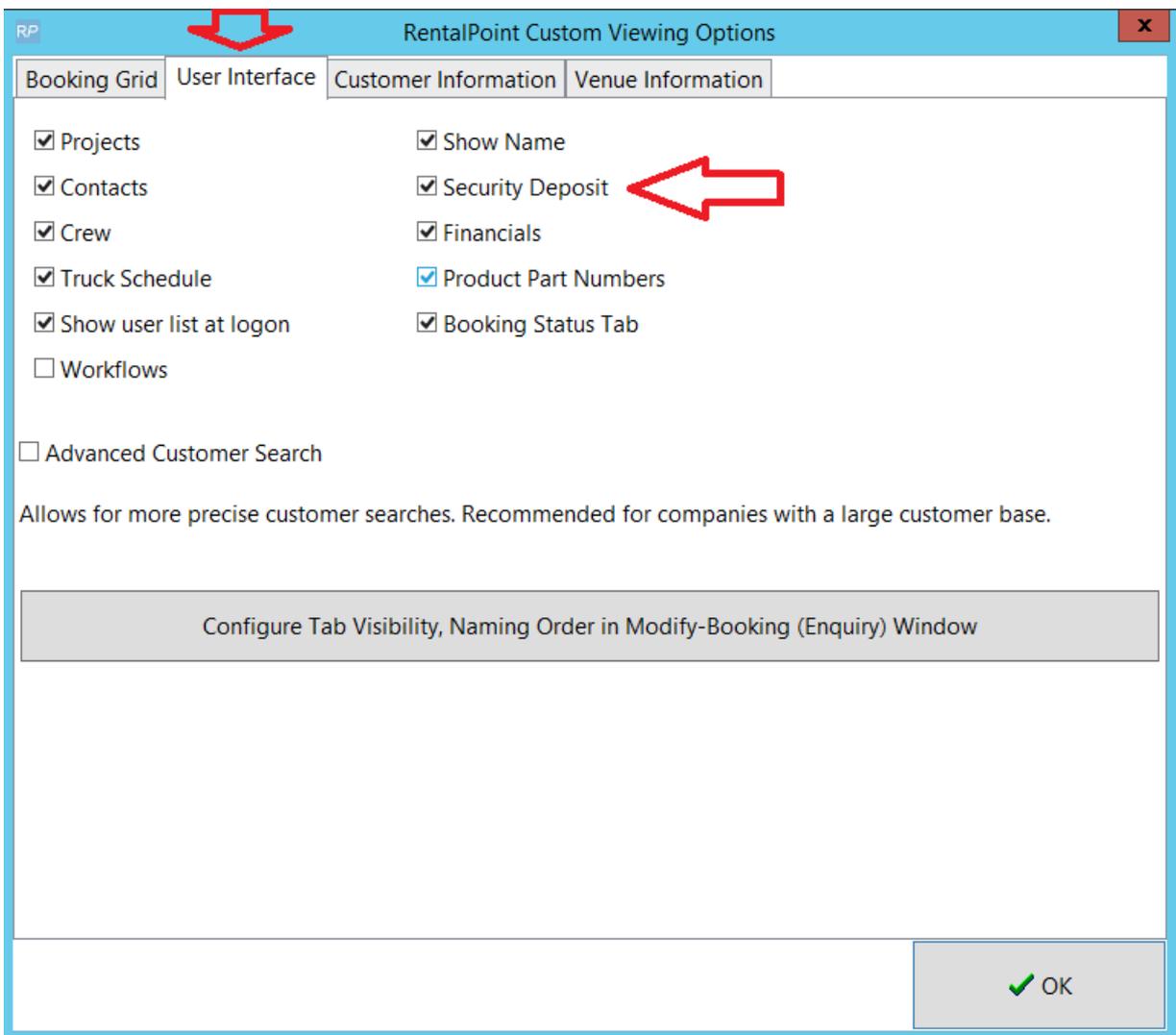
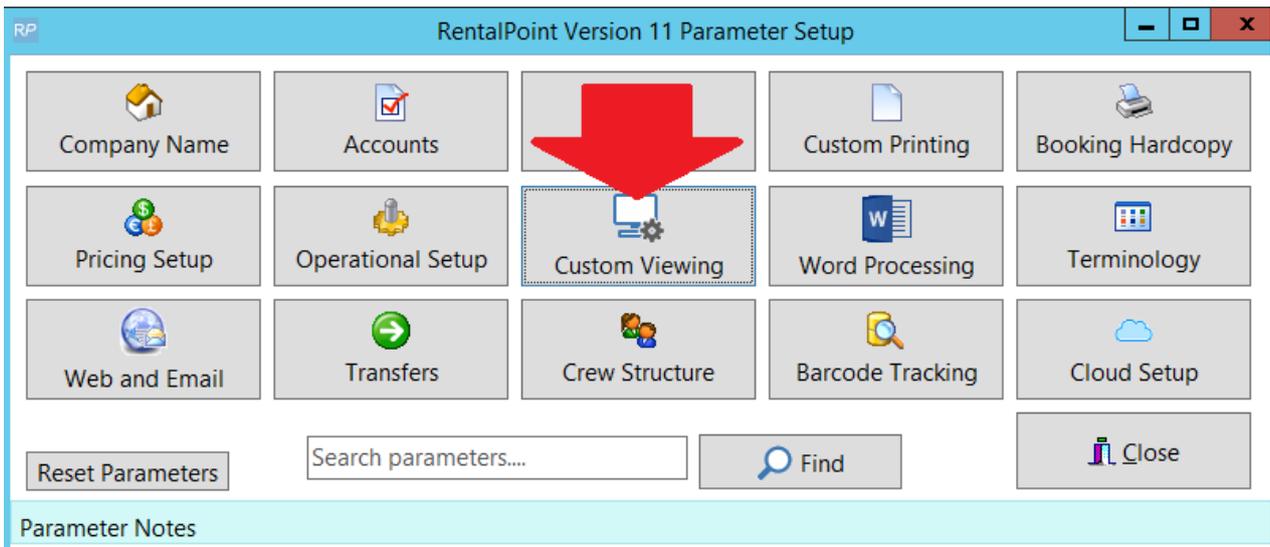
Goto Setup-->operators

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



Parameters

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



Set Minimum Security Deposit Required

RP Modify booking

Out 11/20/18 1300 In 11/22/18 2000 MYTEST00081 Location 0 - Toronto

Customer | Calendar | Venue | Equipment | **Status** | Other Details | Crew | Attachments | Notes | Payments

Project Details
 Project Code
 Project Description
 Project Manager Code
 Project Manager Name

Division 0 - Zero

Contracted Prices
 Variable Price
 Rental Price Locked at 41,000.00
 Labor Locked at 0.00
 Freight Locked at 0.00
 Contracted (fixed) price at 42,845.00

Monthly Cycle Billing
 In Advance
 In Arrears

Minimum Security Deposit Required

Salesperson
 Salesperson Code RP
 Salesperson Name RP

Booking Last Modified By Operator

Booking Originally Saved By Operator

Returning To Location
 0 - Toronto

Show name Gibson Wedding
 Expected attendees (max) 0

Event Type test
 Source / Campaign
 Forecasted % of Value of Rental/Sale 100.00

Master Billing
 Direct billed S&P Master Billing Venue Client at venue: 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.

<Your Logo>

<Your Address>

Job provided on &dordN:5& For:
&bcontC&
&CoC&
&Cad1C&
&Cadl2C& &Cadl3C& &CustposC&

Phone: &CphoneC&
Cell: &CONTPH3C&
Fax: &CONTFAXC&
Email: &CEMAILAC&

Quote By: &opC:15&
Our Job #: &bookNoC:13&
Job Status: &statusC:10&
Purchase Order: &orderNoC:10&
Terms: &paytermC&

Ship Via: &dviaC:10&
Return Via: &rviaC:10&
Delivery:&ACTDELDN:8&

Invoice To:&WBCONTC&
&WBORG&
&WBADD1C&
&WBADD3C&
&WBPOCODC&

Notes: &BKNOTESC&
&EQLEFTMN: 0&&EXSALESC&&EXCLABC&&. NOGROUC&&8PACKC&&INDPARTC&&GROSTOTC&&SUPHEADC&

Description	Qty	Rate	Extended	Discount	Total
EQUIPMENT					
&DESCC:50& &QTYN:3& &UNITN:9:2& &LINEPRIN:10:2& &LIBDISAN:6:2&					&LIEXWBDN:10:2&

Rental Total	&equipTN:14:2&
Discount	&discamtN:14:2&
Rental Sub Total	&eqtotdN:14:2&

&SLONLYC&&INCSALEC&

SALES	Description	Qty	Unit Rate	Extended	Discount	Total
&DESCC:50& &QTYN:3& &UNITN:9:2& &LINEPRIN:10:2& &LIBDISAN:6:2&						&LIEXWBDN:10:2&

&INCLABC&&EXSALESC&	&saletotN:14:2&
Sales Total	
Discount	&SDISCAMN:14:2&
Sales Total	&SALESTDN:14:2&

LABOR

Date	Time	QTY	Personnel/Task	StraightTime	OverTime	Unit Price	Total
&CWSDATEN:8&		&CWSTIMEN:4& &CWQTYN:3&	&CWDESIGC:25&			&CWSTHRSN:4:2& &CW0THRSN:4:2&	
&CWCLSPAN:8:2&			&CWCLIEYN:8:2&				

Services Sub Total	&labourN:14:2&
Deliver / Pickup	&delpricN:14:2&

&TAXTIT1C&	&saletaxN:14:2&
&TAXTIT2C&	&vattotN:14:2&
Grand Total	&TotalN:14:2&

Deposit Required	&DepositN:14:2&
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Extract from Output Doc

Your logo

Your address

Job provided on 10/17 For:
Support Test
MYTEST
mytest
810 Nipissing Road Milton 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
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Apply Security Deposit to the Booking

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

The screenshot shows the 'Modify booking' interface. At the top, there are fields for 'Out 11/20/18 1300', 'In 11/22/18 2000', 'MYTEST00081', and 'Location 0 - Toronto'. Below this is a navigation bar with tabs: Customer, Calendar, Venue, Equipment, Status, Other Details, Crew, Attachments, Notes, Payments, and Followup. The 'Payments' tab is active. On the left, there is a 'Payment' section with fields for 'Payment Terms' (30 day account), 'Payment Options' (Prompt for Payment on Invoicing), 'Payment Method', 'Surcharge %' (0.00), and 'Authorized By'. Below this is a 'Terms for Multiple Stage Invoicing' section. On the right, there is a summary table:

Balance	Minus Payments	Enter a payment	Balance
Total Price	42845.00	0.00	42845.00

A red arrow points to the 'Enter a payment' button. Below it is a smaller button labeled 'Enter a pre-payment'.

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

The screenshot shows a context menu for a booking. The menu items are: View, Work, Admin, Financials, Print, Print [Fast Report], Options, and Log Out. The 'Financials' menu is expanded, showing: Security Deposit Options, Invoices and Payments (Ctrl+F5), Credit a booking, Credit a Cycle billed, and Apply Late Fees. The 'Security Deposit Options' menu is further expanded, showing: Apply Security Deposit, Refund Security Deposit, and Print Security Deposit Audit Trail. The 'Apply Security Deposit' option is highlighted.

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

The screenshot shows the 'Account Payment - MYTEST - MYTEST' window. The 'Security Deposits' tab is active. It contains fields for 'Deposit in USD' (0.00), 'Booking Number' (MYTEST00081), and 'Deposit Date' (02-19-19). There are also radio buttons for 'Booking Scope' (Current, Archive, Both) and 'Deposit Scope' (All, Booking Number). Below these fields are buttons for 'Apply Deposit', 'Refund Deposit', 'Convert Into Pre-payment', 'Deposit Audit Trail', and 'Customer Audit Trail'. At the bottom, there is a table with columns: Booking No, Receipt Date, Receipt Time, Receipt Taken By, Refund Date, Refund Time, Refund Completed By, Payment Type, and Amount.

Account Payment - MYTEST - MYTEST

Payment Details Invoices and Payments **Security Deposits**

Deposit in USD 500.00 USD

Deposit in USD 500.00

Booking Number MYTEST00081

Deposit Date 02-19-19

Booking Scope Current Archive Both [What is this?](#)

Deposit Scope All Booking Number

Apply Deposit Refund Deposit Convert Into Pre-payment Deposit Audit Trail Customer Audit Trail

Booking	Receipt Date	Receipt Time	Receipt Taken By	Refund Date	Refund Time	Refund Completed By	Payment Type	Amount
---------	--------------	--------------	------------------	-------------	-------------	---------------------	--------------	--------

2

Confirm

Post deposit?

Yes No

3

Security Deposit Details

Received Check Credit Card Cash Debit

Amount Received 500.00

Batch No. 1 +

Drawer MYTEST Bank Branch Check #

OK Cancel

RP
Security Deposit Details
X

Received

Cheque

Credit Card

Cash

Amount Received

100.00

Batch No.

1 +

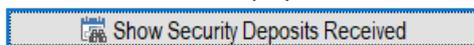
✓ OK

✗ Cancel

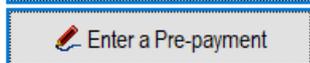
Use Security Deposit as Payment against an Invoice

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

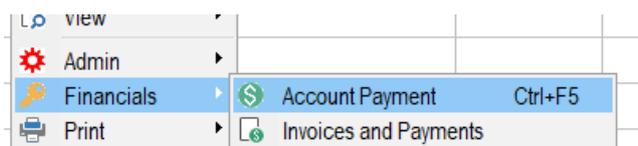
Access the Account payment window from within the booking, via the



option on the 'Other Details Tab' OR via the



option via the booking payments tab OR from the customer Grid via the option below



Account Payment - MYTEST - MYTEST

Payment Details | Invoices and Payments | **Security Deposits**

Deposit in USD: 0.00 USD
 Deposit in USD: 0.00
 Booking Number: MYTEST00081
 Deposit Date: 02-19-19

Booking Scope: Current Archive Both
 Deposit Scope: All Booking Number

Buttons: Apply Deposit, Refund Deposit, **Convert Into Pre-payment**, Deposit Audit Trail, Customer Audit Trail

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				Check# MYTEST	500.00
MYTEST00081	02/19/19	1420						200.00

Confirm


 Selecting this option will refund the currently selected security deposit and move it to the Invoices and Payments tab.

Do you want to continue?

19 February 2019

Select the pre-payment date.

Today 

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		

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

Account Payment - MYTEST - MYTEST

Payment Details | Invoices and Payments | **Security Deposits**

Deposit in USD: 0.00 USD
 Booking Number: MYTEST00081
 Deposit Date: 02-19-19

Booking Scope: Current Archive Both
 Deposit Scope: All Booking Number

Apply Deposit | Refund Deposit | Convert Into Pre-payment | Deposit Audit Trail | Customer Audit Trail

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

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

Account Payment - MYTEST - MYTEST

Payment Details | **Invoices and Payments** | Security Deposits

Account Balances

90 days+	60 days	30 days	Current	Total Due	Payments (last 30 days)
582,840.09	144.73	0.00	34,195.55	617,180.37	9,246.95

Tag	Invoice No.	Date	Ref.	Amount	Type	Amount Credited	Credit Date	Outstanding	Che
0		03/23/17		100.00	Pre-Payment				
		03/23/17		100.00	Pre-Payment				
		03/23/17		100.00	Pre-Payment				
		03/23/17		100.00	Pre-Payment				
		03/23/17		100.00	Pre-Payment				101
		07/27/17		8,746.95	Pre-Payment				
		02/19/19		500.00	Pre-Payment				
<input type="checkbox"/>	91	04/28/16	MYTEST00008	129.76	Invoice			129.76	
<input type="checkbox"/>	92	05/04/16	MYTEST00008	64.88	Invoice			64.88	
<input type="checkbox"/>	93	05/05/16	MYTEST00007	80.00	Invoice			80.00	
<input type="checkbox"/>	94	05/05/16	MYTEST00007	120.00	Invoice			120.00	
<input type="checkbox"/>	95	05/05/16	MYTEST00007	132.85	Invoice			132.85	

Re-apply | Reverse | Credit | Convert | Delete | Properties | Options

Memo: Orig. Deposit Date 02/19/19

Current Payment Status

Payment Amount	Amount Applied	Settlement Discount
4,284,500.00	0.00	0.00

Post Payment to Account | Archive

Scope: Invoices Credits Pre-payments Payments
 Start Date: End Date:
 Age to Display: Last 12 months Last 6 months Last 3 months Select dates All dates
 Include Archived
 Sort By: Invoice No. Invoice Date
 All Refresh
 Archive

All amounts shown in USD. Cancel / Close

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

- Open Booking
- Re-apply
- Reverse
- Credit
- Credit (FastReport)
- Convert
- Delete
- Properties
- Reprint Credit
- Reprint Credit (FastReport)
- Email / View Invoice

RP **Enter Value** ✕

New Invoice No. for payment

195

✔ OK

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

RP **Account Payment - MYTEST - MYTEST** _ □ ✕

Payment Details

Invoices and Payments

Security Deposits

Account Balances

90 days+	60 days	30 days	Current	Total Due	Payments (last 30 days)
582,840.09	144.73	0.00	33,695.55	616,680.37	9,746.95

Tag	Invoice No.	Date	Ref.	Amount	Type	Amount Credited	Credit Date	Outstanding	Che
<input type="checkbox"/>	192	10/07/18	MYTEST00102	300.00	Invoice			300.00	
<input type="checkbox"/>	186	10/30/18	MYTEST00082	4.18	Invoice			4.18	
	188	11/27/18	MYTEST00081	43,171.04	Invoice			0.00	
	188	02/19/19	MYTEST00081	43,171.04	Credit	43,171.04	02/19/19		
<input type="checkbox"/>	189	12/05/18	MYTEST00083	144.73	Invoice			144.73	
	112	01/23/19	MYTEST00001	29.72	Invoice			-2.50	
		05/30/16	MYTEST00001	32.22	Payment				
<input type="checkbox"/>	193	02/07/19	MYTEST00102	300.00	Invoice			300.00	
<input type="checkbox"/>	194	02/07/19	MYTEST00102	300.00	Invoice			300.00	
<input type="checkbox"/>	195	02/19/19	MYTEST00081	42,845.00	Invoice			42,345.00	
		02/19/19	MYTEST00081	500.00	Payment				

←

Re-apply
Reverse
Credit
Convert
Delete
Properties
Options

Memo

Current Payment Status
What is this?

Payment Amount	Amount Applied	Settlement Discount
0.00	0.00	0.00

Post Payment to Account
Archive

Scope

Invoices

Credits

Pre-payments

Payments

Start Date:

End Date:

Age to Display

Last 12 months

Last 6 months

Last 3 months

Select dates

All dates

Include Archived

Sort By

Invoice No.

Invoice Date

✔ All
↺

Archive

All amounts shown in USD.

✕ Cancel / Close

Refund Deposit

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

RP Modify booking

Out 11/20/18 1300 In 11/22/18 2000 MYTEST00081 Location 0 - Toronto

Customer | Calendar | Venue | Equipment | Status | Other Details | Crew | Attachments | Notes | Payments | Followup

Payment

Payment Terms
30 day account

Payment Options
Prompt for Payment on Invoicing

Payment Method Surcharge %
0.00

Authorized By

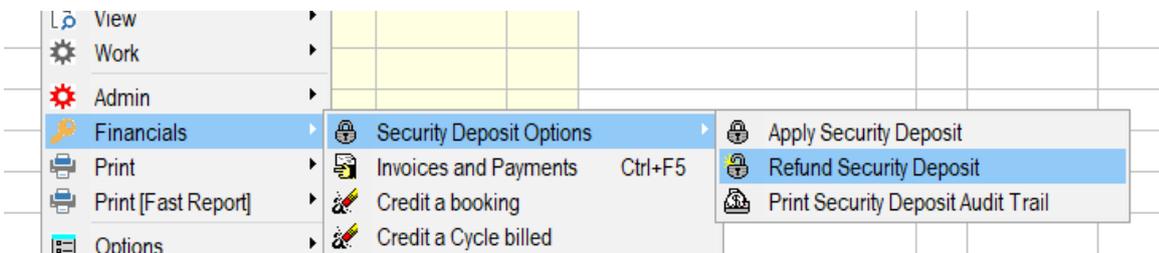
Terms for Multiple Stage Invoicing
<none> Default

Balance
Total Price 42845.00 Minus Payments 0.00 Balance 42845.00

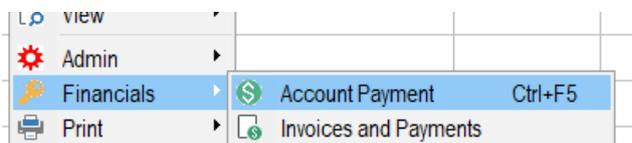
Enter a payment Enter a pre-payment

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



Or from the Customer menu via



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'

RP Account Payment - MYTEST - MYTEST

Payment Details | Invoices and Payments | **Security Deposits**

Deposit in USD 0.00 USD

Deposit in USD 0.00

Booking Number MYTEST00081

Deposit Date 02-19-19

Apply Deposit **Refund Deposit** Convert Into Pre-payment Deposit Audit Trail Customer Audit Trail

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

Received

Check

Credit Card

Cash

Debit

Amount of Reversal

200.00

Batch No.

1 +

Drawer Bank Branch Check #

MYTEST

OK Cancel

The refund is time stamped

RP Account Payment - MYTEST - MYTEST

Payment Details Invoices and Payments **Security Deposits**

Deposit in USD 0.00 USD

Deposit in USD 0.00

Booking Number MYTEST00081

Deposit Date 02-19-19

Booking Scope Current Archive Both [What is this?](#)

Deposit Scope All Booking Number

Apply Deposit Refund Deposit Convert Into Pre-payment Deposit Audit Trail Customer Audit Trail

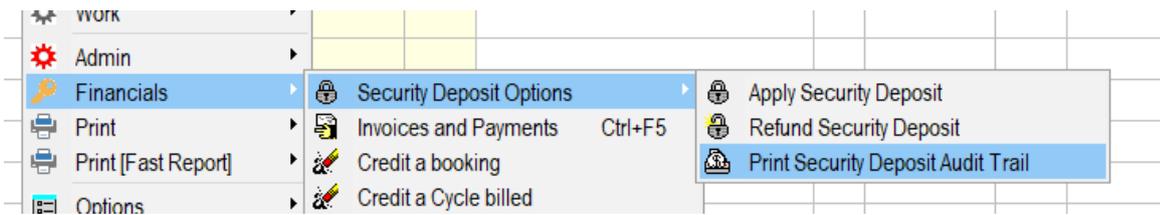
Booking No	Receipt Date	Receipt Time	Receipt Taken By	Refund Date	Refund Time	Refund Completed By	Payment Type	Amount
MYTEST00081	02/19/19	1417	RP	02/19/19	1422	RP	Check# MYTEST	500.00
MYTEST00081	02/19/19	1420	RP	02/19/19	1433	RP	Check#	200.00

Deposit Audit Trail

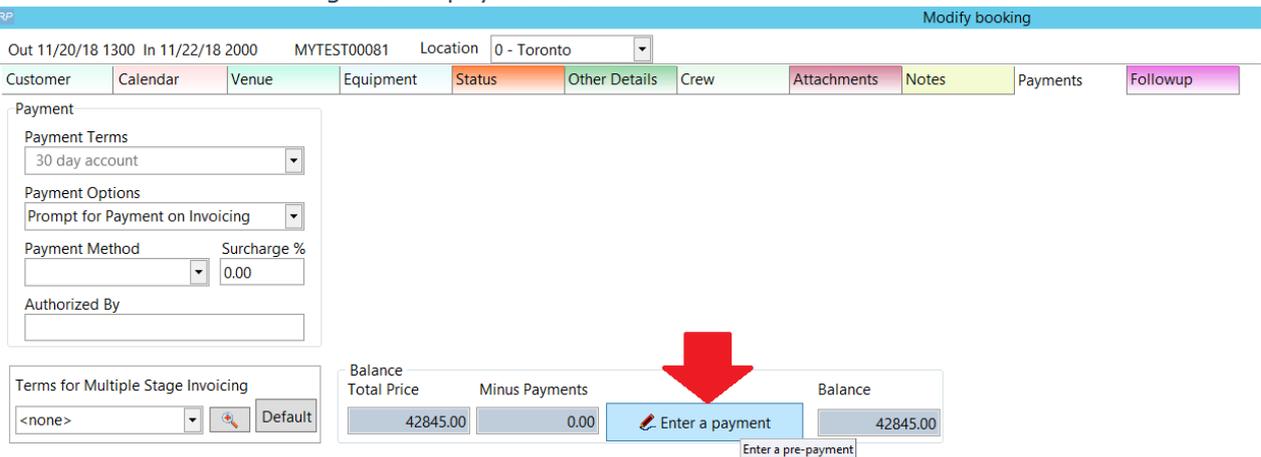
Shows an audit trail of security deposits according to the scope selected

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

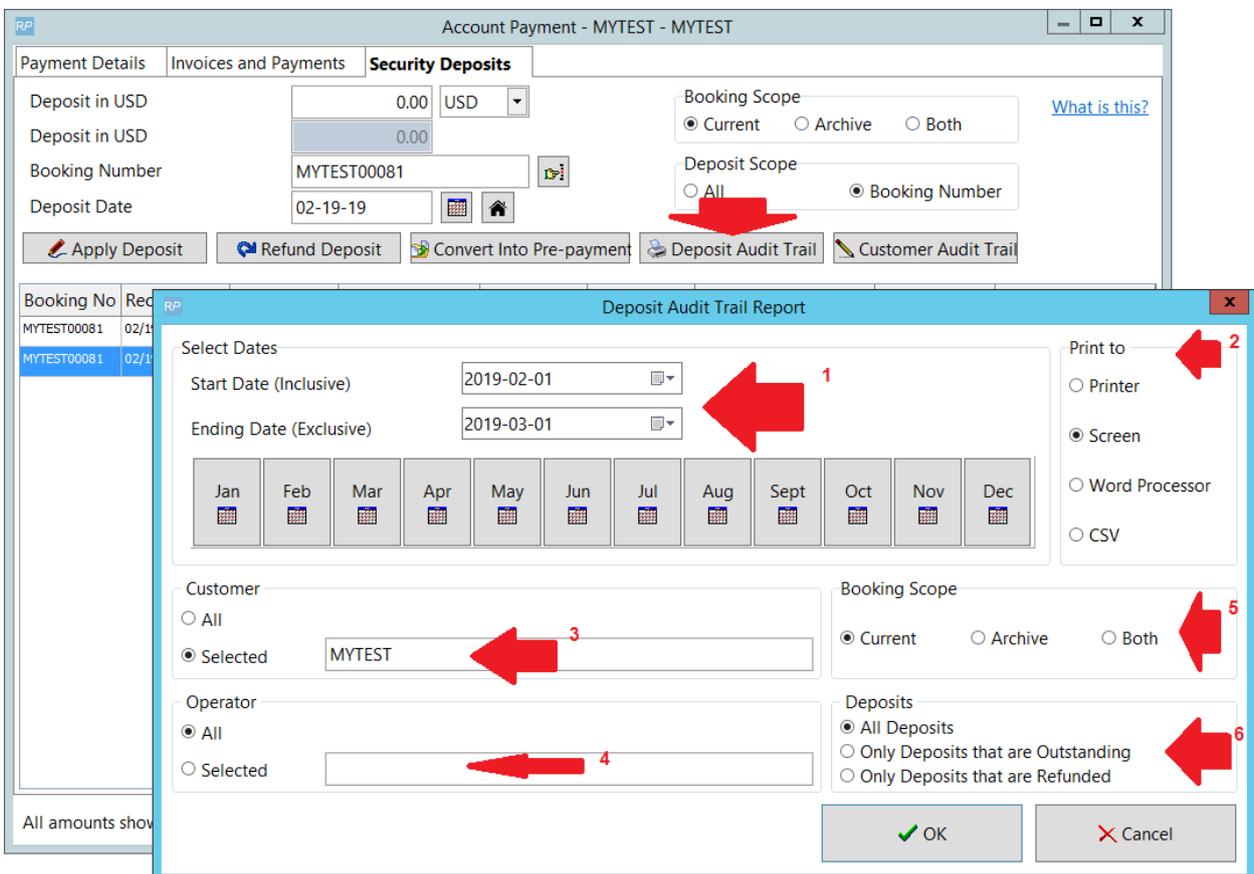
Access the Deposit Audit Trail from the Booking Grid, right click on the booking, then following the menu options below



OR from within the booking via the payments tab



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



Report Display - Audit Trail

Page : 1 of 1

Date Printed 02/19/19 DEPOSIT AUDIT TRAIL REPORT Page : 1
For period 02/01/19 (inc) to 03/01/19 (ex)

Booking No.	Receipt Date	Receipt Time	Receipt Operator	Deposit Amount	Refund Date	Refund Time	Refund Operator	Payment Type
MYTEST00014	06/07/17	11:38	RP		100.00	02/19/19	14:18 RP	Check
MYTEST00081	02/19/19	14:17	RP		500.00	02/19/19	14:22 RP	Check
MYTEST00081	02/19/19	14:20	RP		200.00	02/19/19	14:33 RP	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

Account Payment - MYTEST - MYTEST

Payment Details | Invoices and Payments | **Security Deposits**

Deposit in USD: 0.00 USD

Booking Number: MYTEST00081

Deposit Date: 02-19-19

Booking Scope: Current Archive Both

Deposit Scope: All Booking Number

Buttons: Apply Deposit, Refund Deposit, Convert Into Pre-payment, Deposit Audit Trail, **Customer Audit Trail**

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	02/19/19	1433	RP	Check#	200.00

All amounts shown in USD.

Audit Trail for Customer : MYTEST

Select

Booking

Customer: MYTEST

Vendor

Operator

Purchase Order

Print Options

Printer

Screen

Word Processor

CSV

Report Type

Booking

Purchase Order

OK Cancel

← First

← Page

Page →

Last →

Page : 1 of 40

Go To

Print

@ Email

Close

Printed : 02/19/19

Audit Trail for Customer MYTEST

Page : 1

Date	Time	Action	By Operator	Invoice #	Value	Booking No	Status
02/17/16	11:37	Quotation Created	RF			MYTEST00001	Light Pencil
02/17/16	11:42	Modified	RF	USD	32.22	MYTEST00001	Light Pencil
02/17/16	11:43	Modified	RF	USD	32.22	MYTEST00001	Confirmed
02/24/16	13:49	Booking Created	RF	USD	3,221.88	MYTEST00002	Confirmed
02/24/16	13:50	Modified	RF	USD	3,221.88	MYTEST00002	Confirmed
02/24/16	13:51	Duplicated From :MYTEST00002	RF	USD	3,221.88	MYTEST00003	Light Pencil
02/24/16	13:51	Quotation Created	RF	USD	3,221.88	MYTEST00003	Light Pencil
02/24/16	13:52	Modified	RF	USD	3,221.88	MYTEST00003	Confirmed
02/24/16	13:56	Cancelled	RF	USD	3,221.88	MYTEST00002	Cancelled
		dup					
02/26/16	15:06	Booking Created	RF	USD	155.94	MYTEST00004	Confirmed
02/26/16	15:09	Partial Checkout	RF			MYTEST00004	Confirmed
02/26/16	15:10	Return of Unused Equipment	RF			MYTEST00004	Confirmed
02/26/16	15:10	Modified	RF			MYTEST00004	Confirmed
		Modified Price Reason : iji					
02/26/16	15:10	Partial Checkout	RF			MYTEST00004	Confirmed
02/26/16	16:53	Partial Checkout	RF			MYTEST00003	Confirmed
03/01/16	12:19	Quotation Created	RF			MYTEST00010	Light Pencil
03/01/16	12:20	Modified	RF			MYTEST00010	Confirmed
03/01/16	12:22	Booking saved with value exceeding customer credit limit.	RF	USD	31.18	MYTEST00010	Confirmed