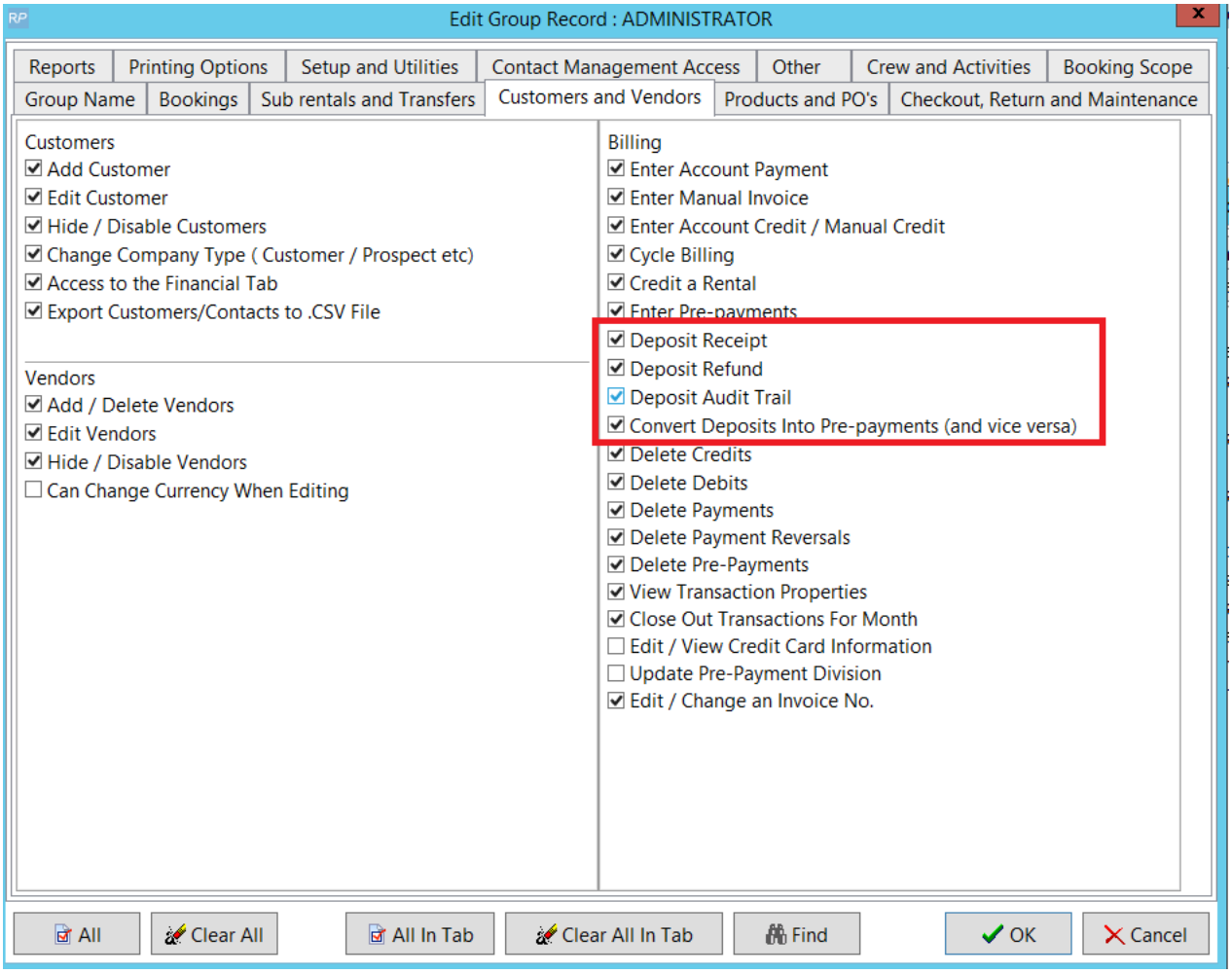
# Security Deposit

Last Modified on 10/08/2026 2:39 pm EDT

## Operator Privileges

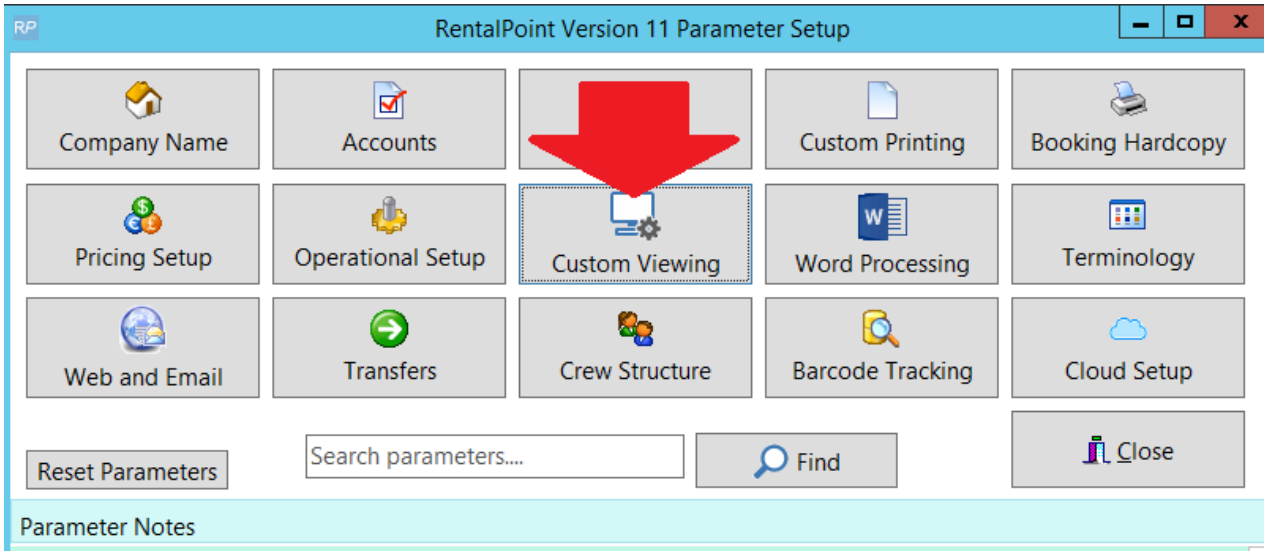
Goto Setup-->operators

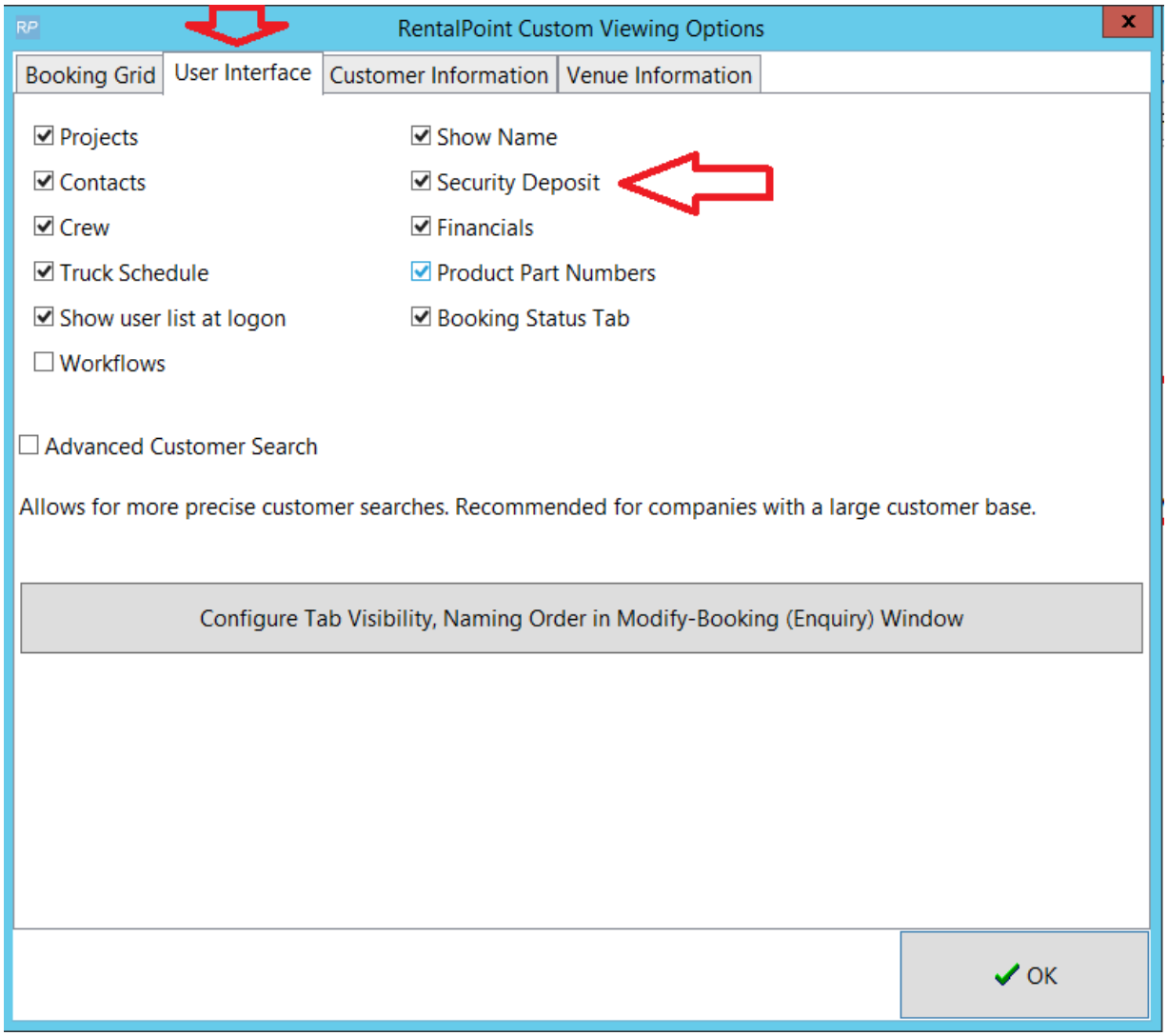
edit the operator group and click 'customer & Vendors' tab



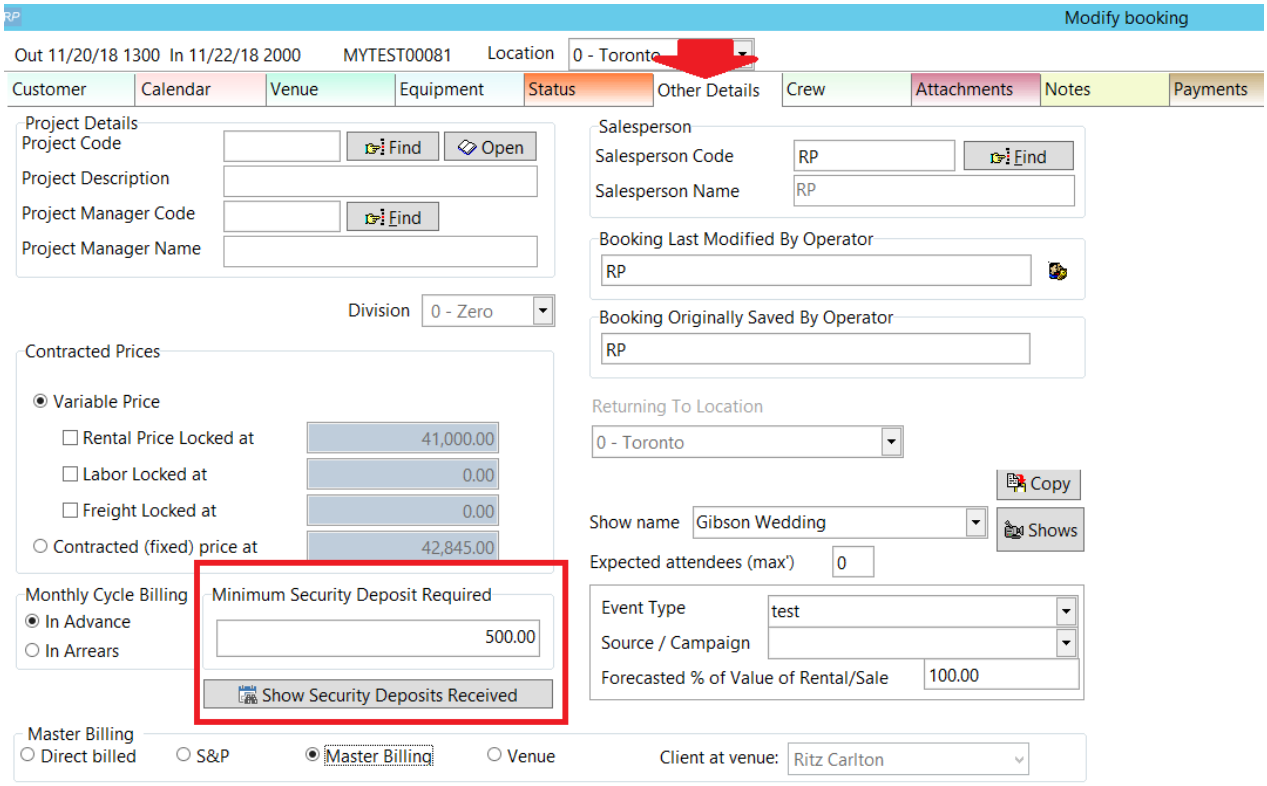

## Parameters

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



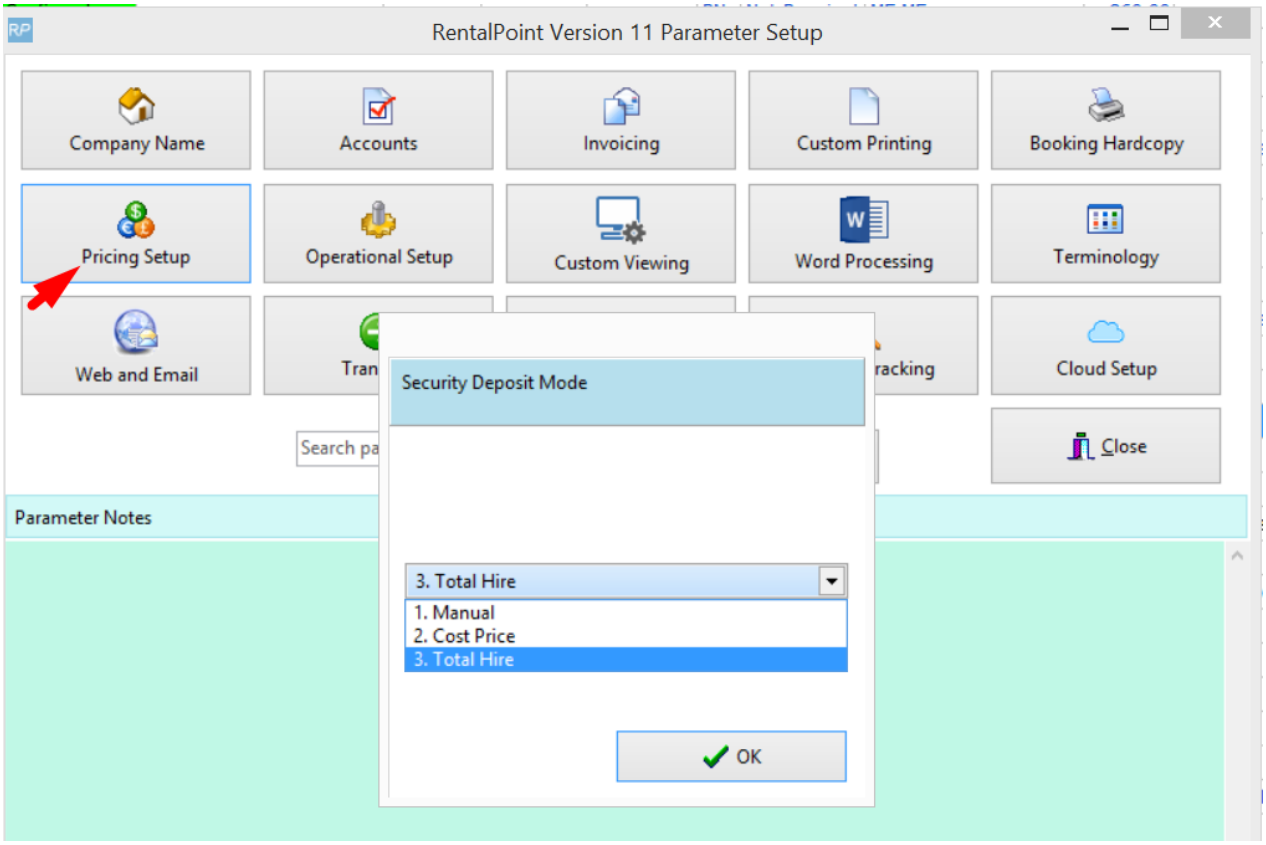

# Set Minimum Security Deposit Required




Pricing parameter #67 controls how the **security deposit** is determined:

- **Manual** — you enter the security deposit amount yourself.
- **Cost Price** — the deposit is calculated automatically based on the cost price.
- **Total Hire** — the deposit is calculated automatically based on the total hire amount.

⚠ If you choose **Cost Price** or **Total Hire**, the automatically calculated deposit **cannot be manually overridden**.




### Setting the Security Deposit Percentage

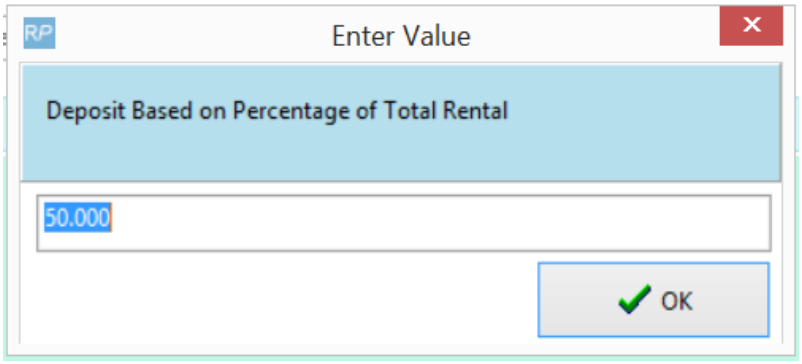
When **Cost Price** or **Total Hire** is selected for the security deposit calculation, the value entered in the **Deposit** field is treated as a percentage.

- **Enter a percentage** in the **Deposit** field to calculate the security deposit based on the selected value (**Cost Price** or **Total Hire**).
- **Enter 0** to calculate the security deposit as **100% of the selected Cost Price or Total Hire**.

### Example

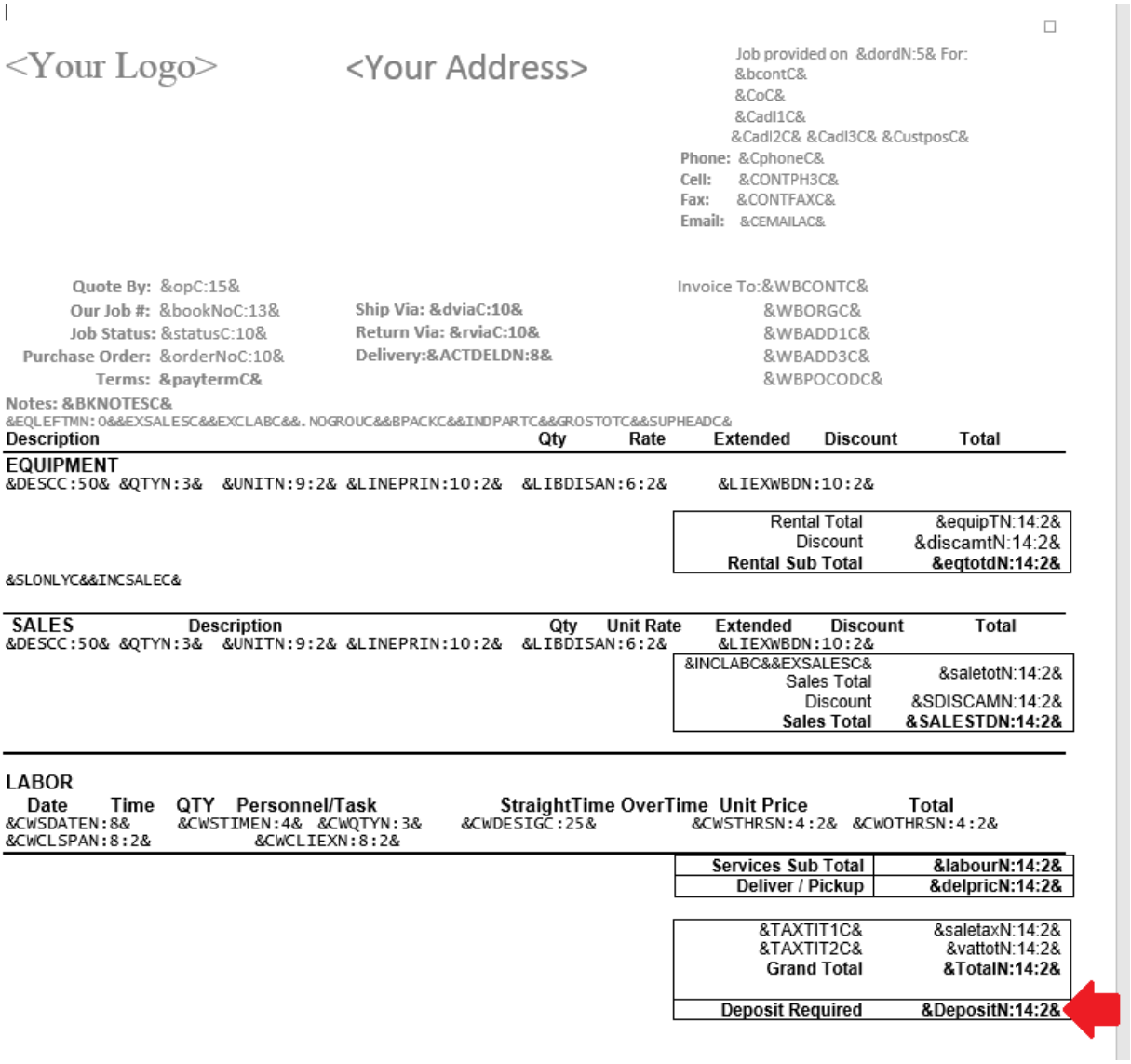
If the **Total Hire** is $1,000:

- **Deposit: 20** → Security deposit: **$200** (20% of $1,000)
- **Deposit: 0** → Security deposit: **$1,000** (100% of $1,000)

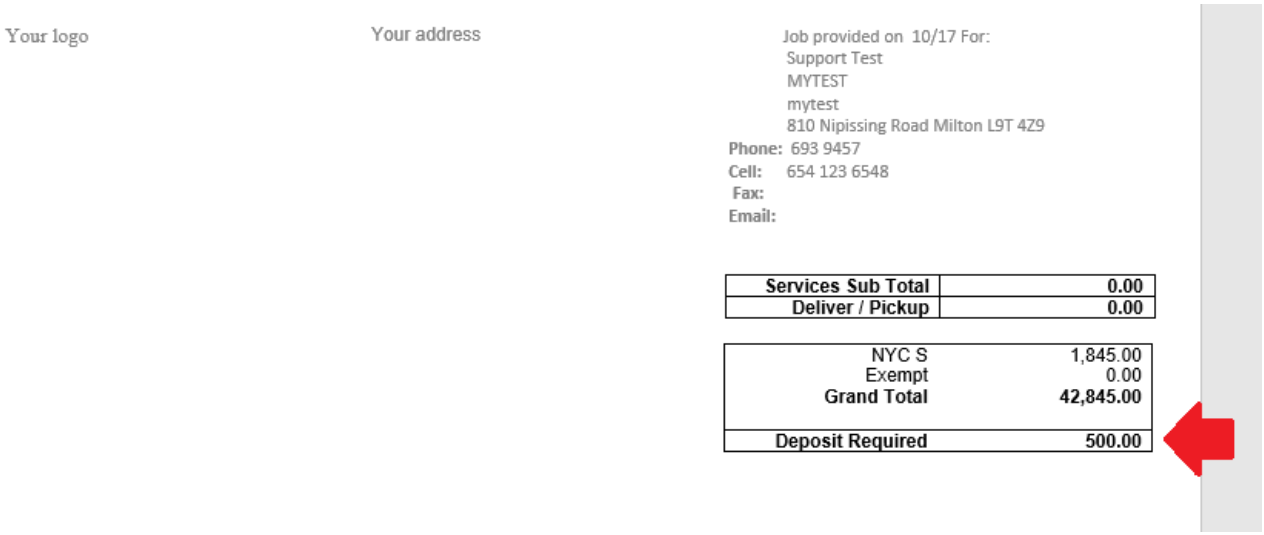



# Insert field for custom templates

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

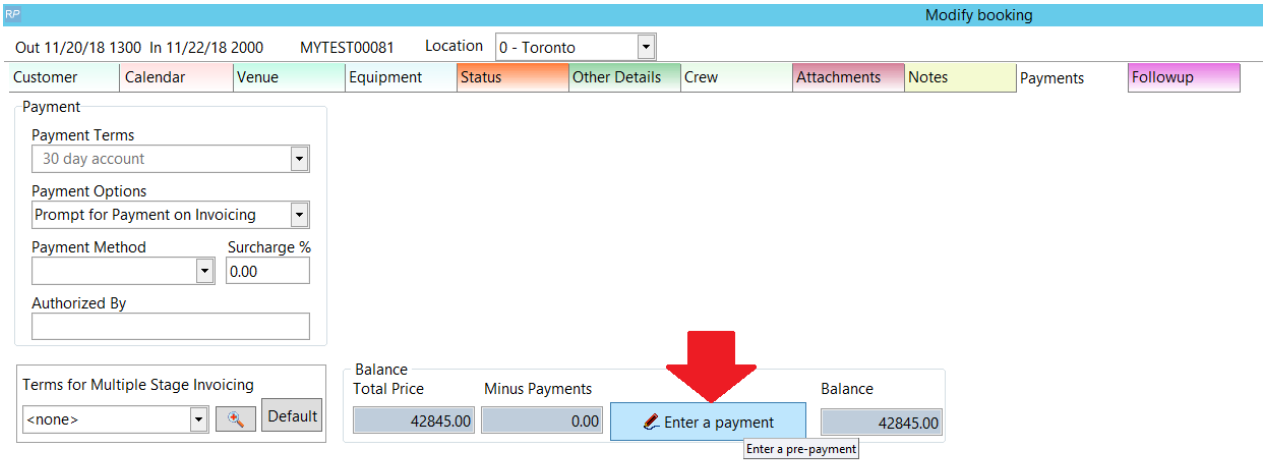



Extract from Output Doc

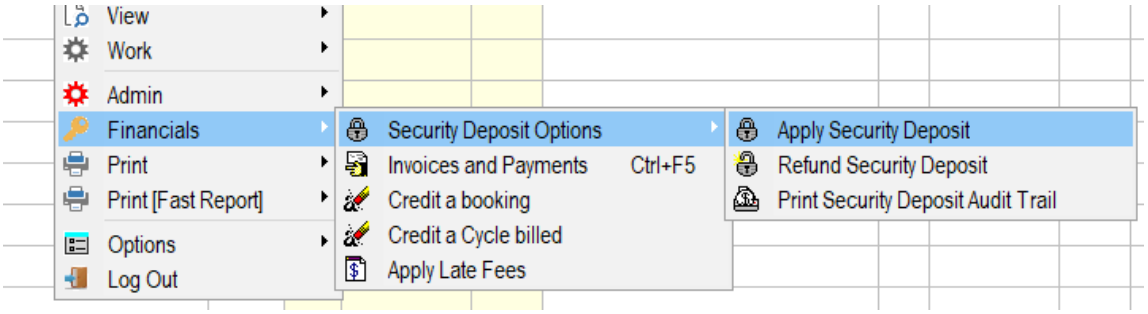



# Apply Security Deposit to the Booking

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

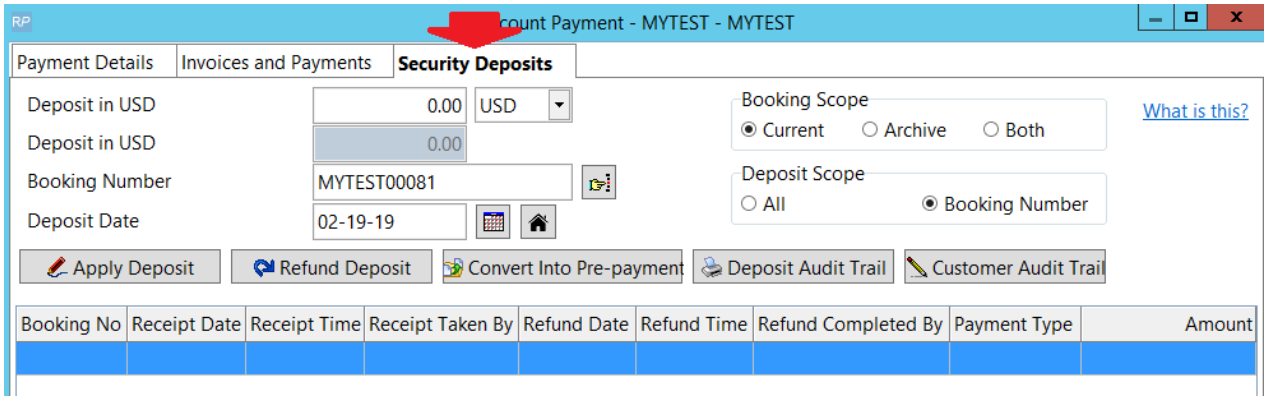


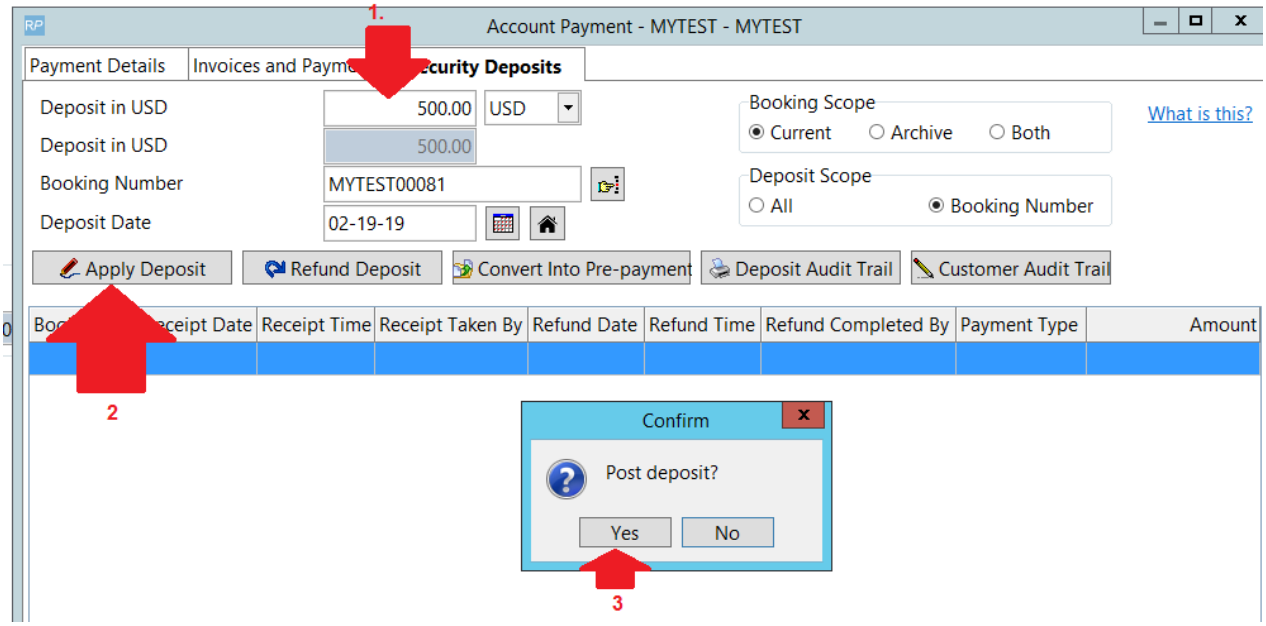

Or, from the booking grid via right click on the booking, then follow the options below

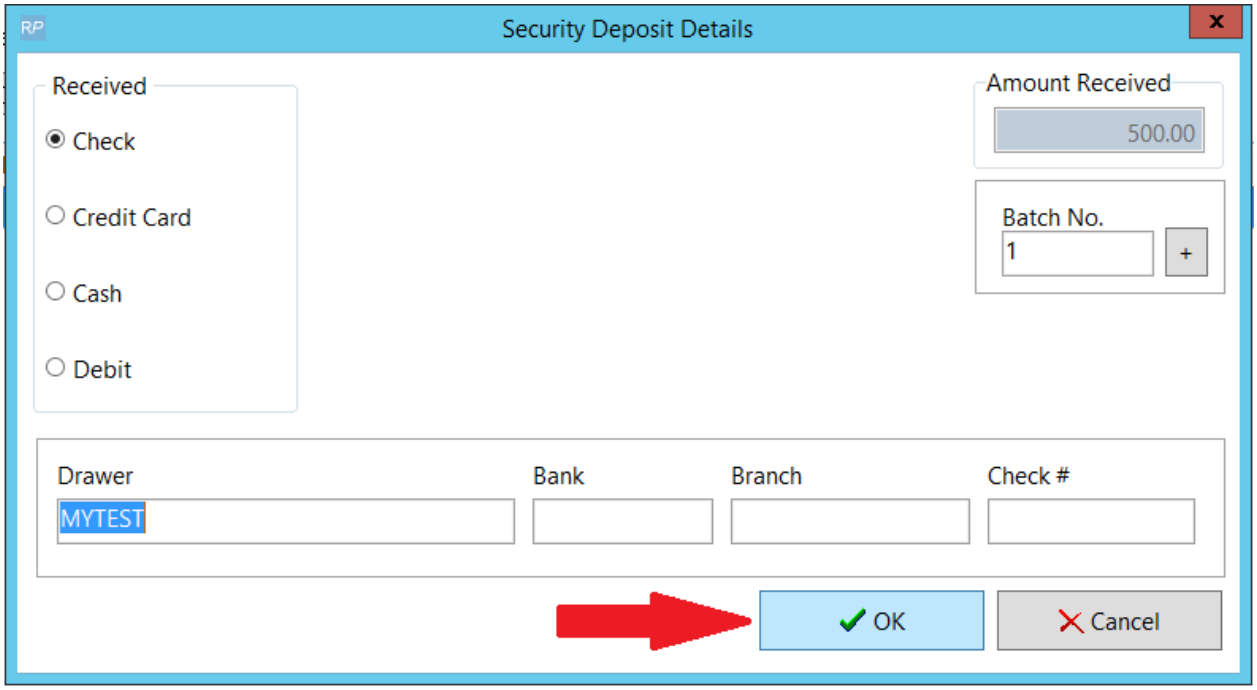


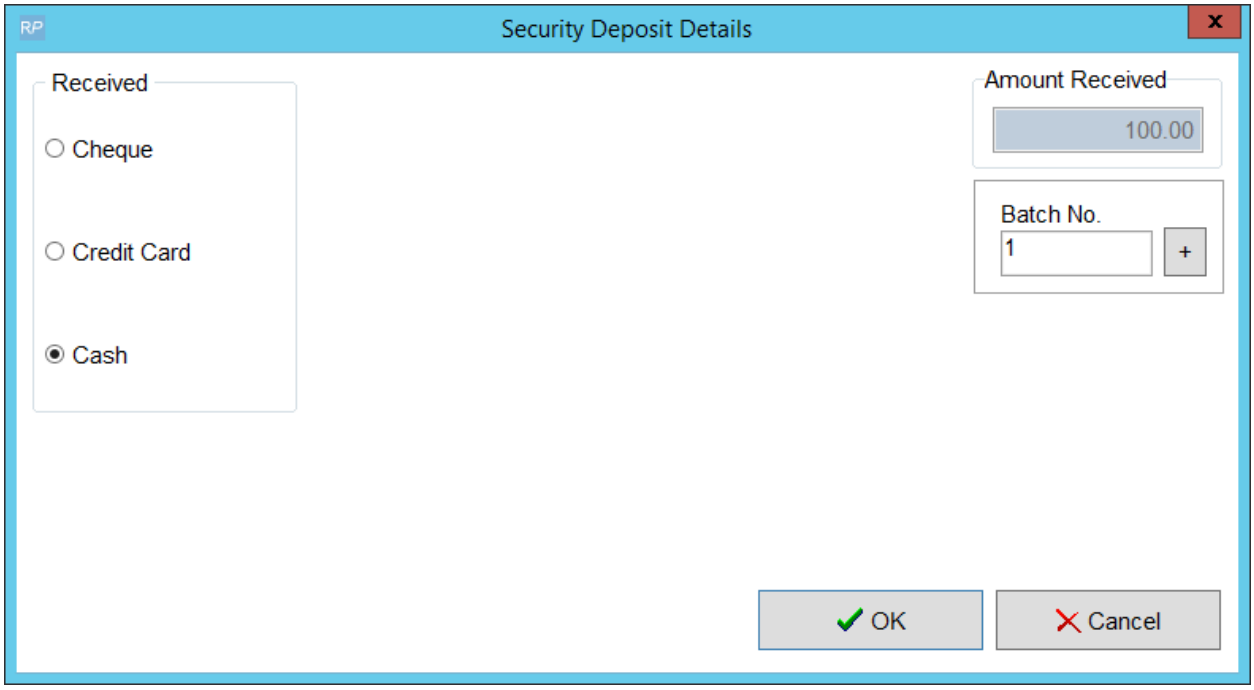

If the security deposit tab doesn't show up, check your 'user interface' parameters outlined in the

previous section



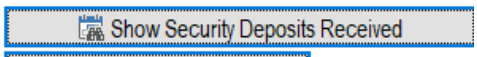



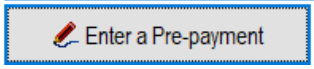





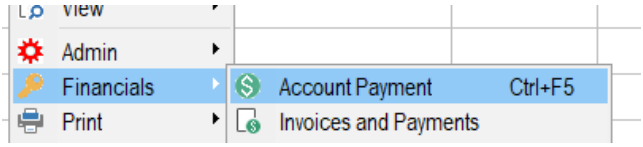

# Use Security Deposit as Payment against an Invoice

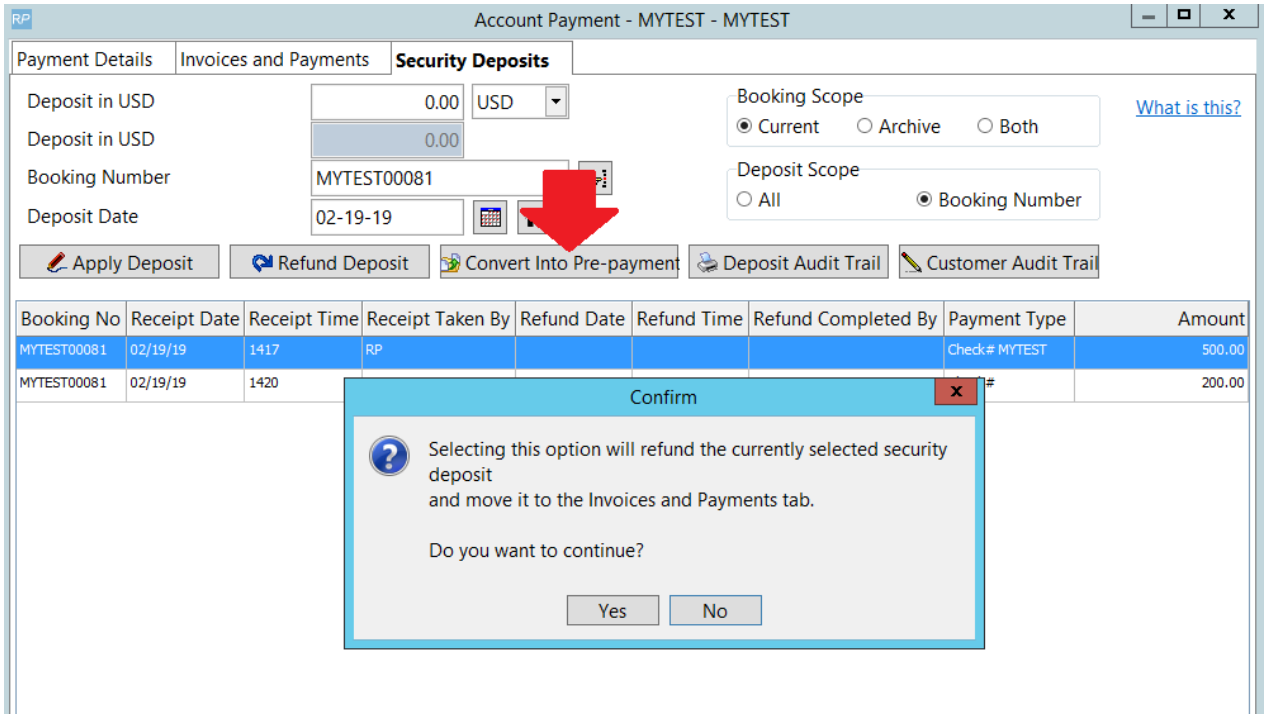
Security deposits may be converted to pre-payments so that they can be applied against an outstanding invoice

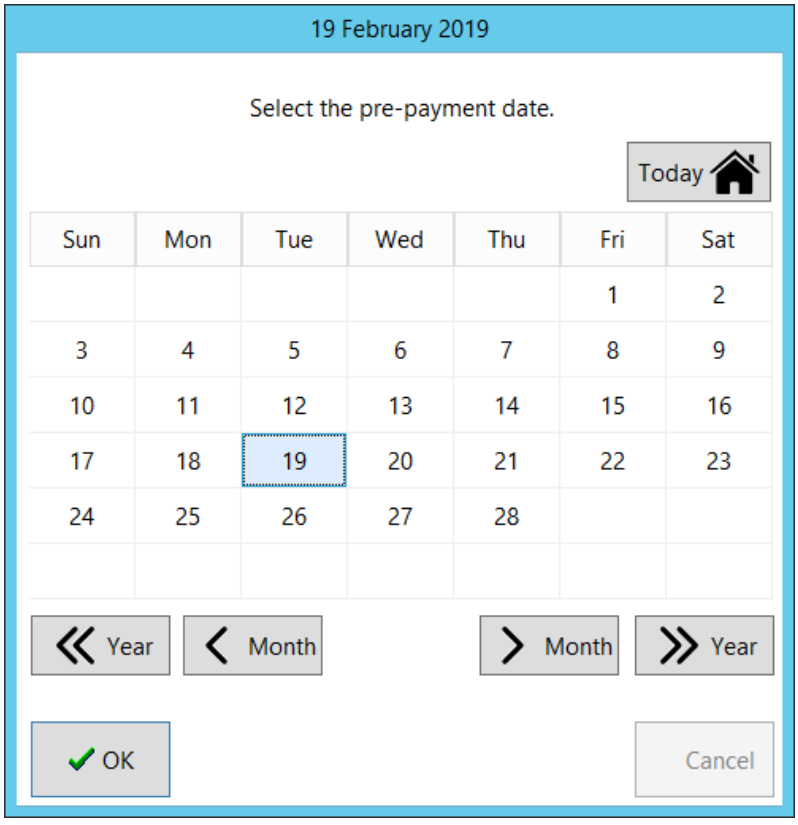
Access the Account payment window from within the booking, via the 

option on the 'Other Details Tab' OR via the 

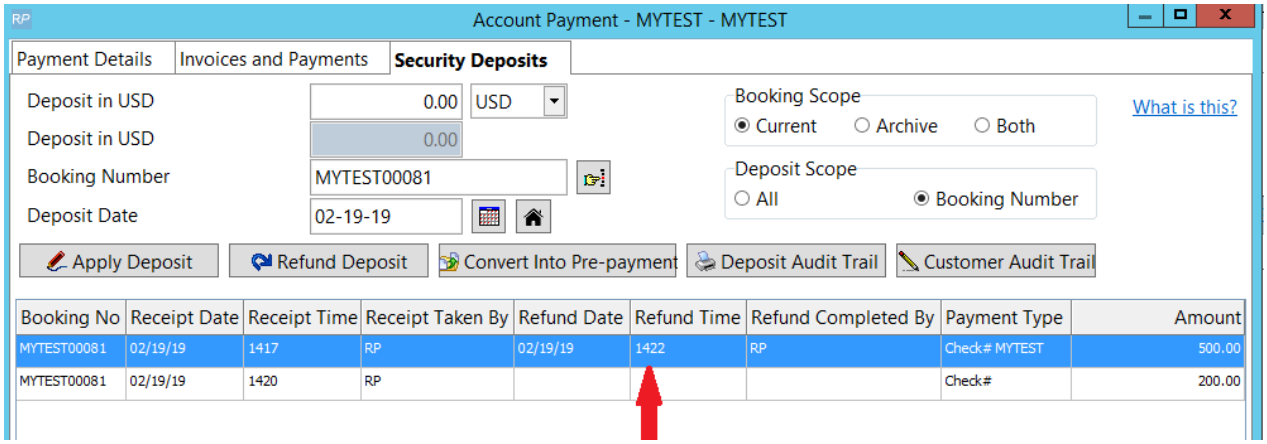
option via the booking payments tab OR from the customer Grid via the option below



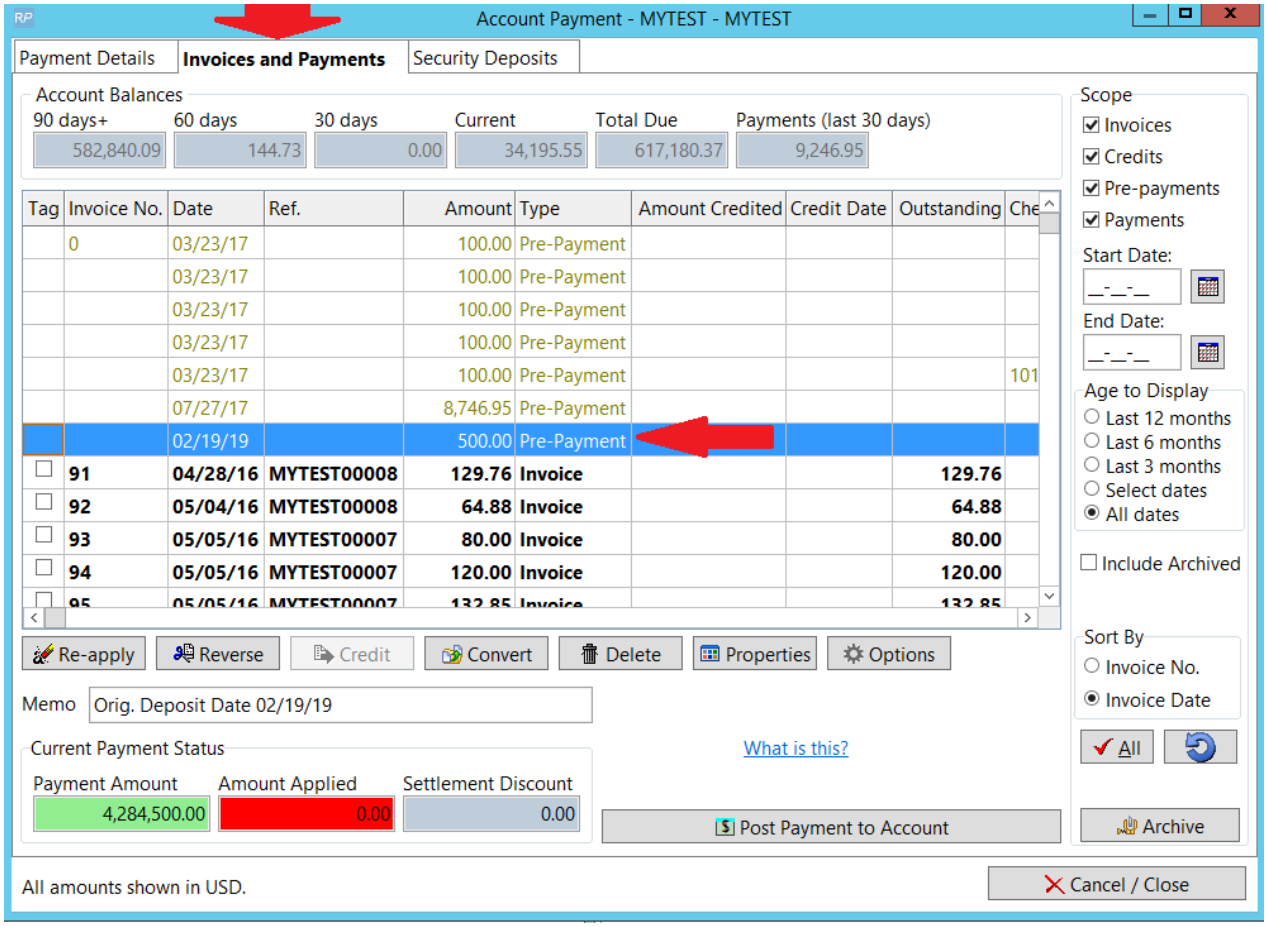


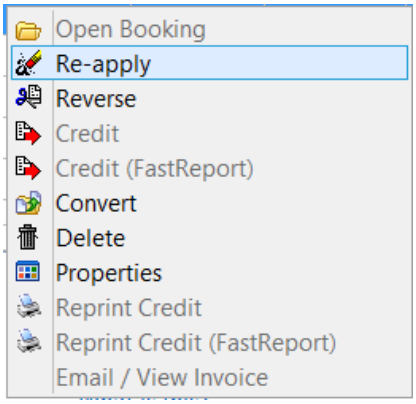

Notice the security deposit is marked as 'refunded' for accounting purposes

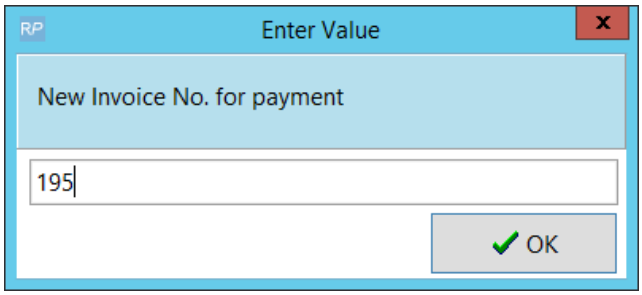



It now shows up as a pre-payment under 'Invoices and Payments' tab

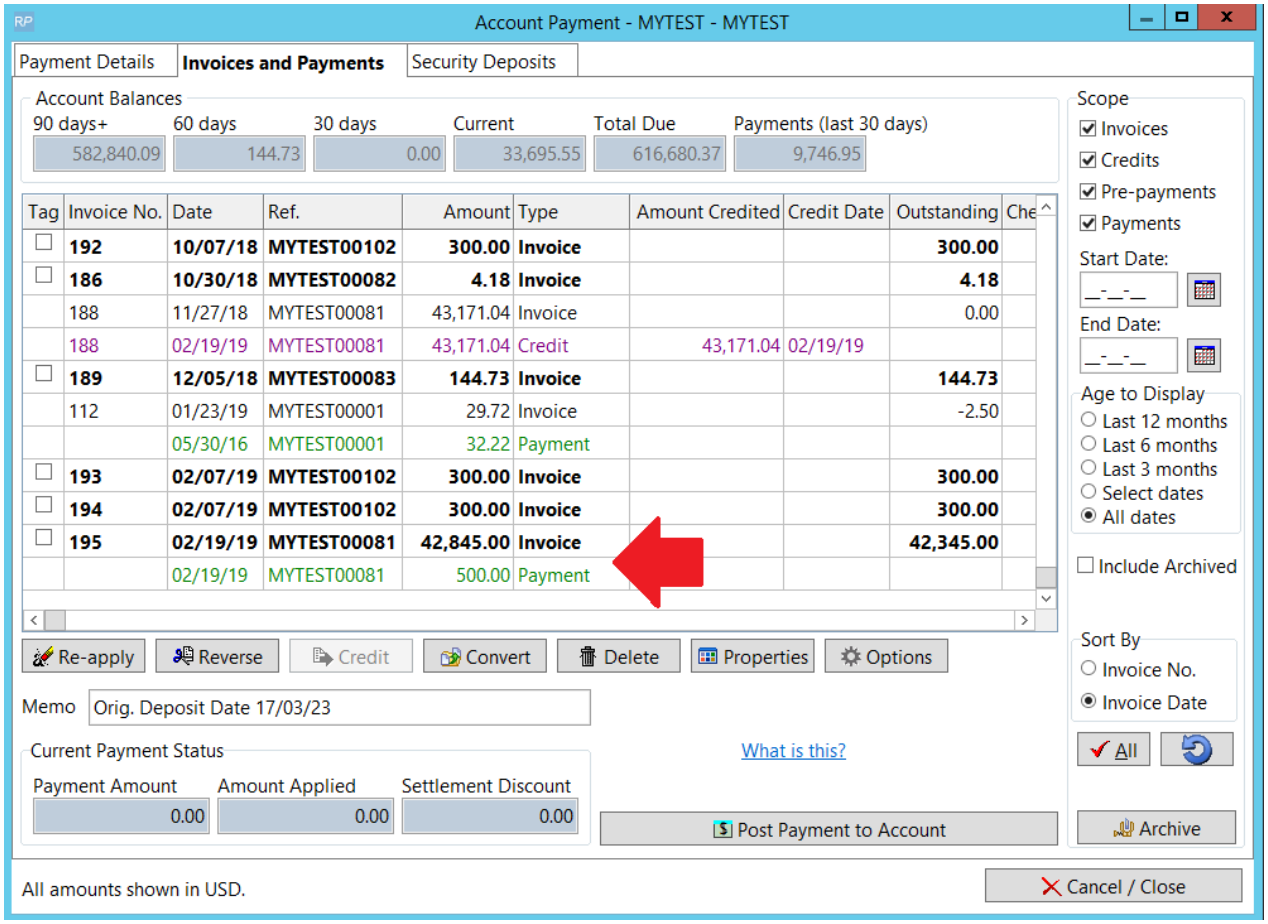



Right click on the pre-payment and click 're-apply' to apply the payment to an invoice



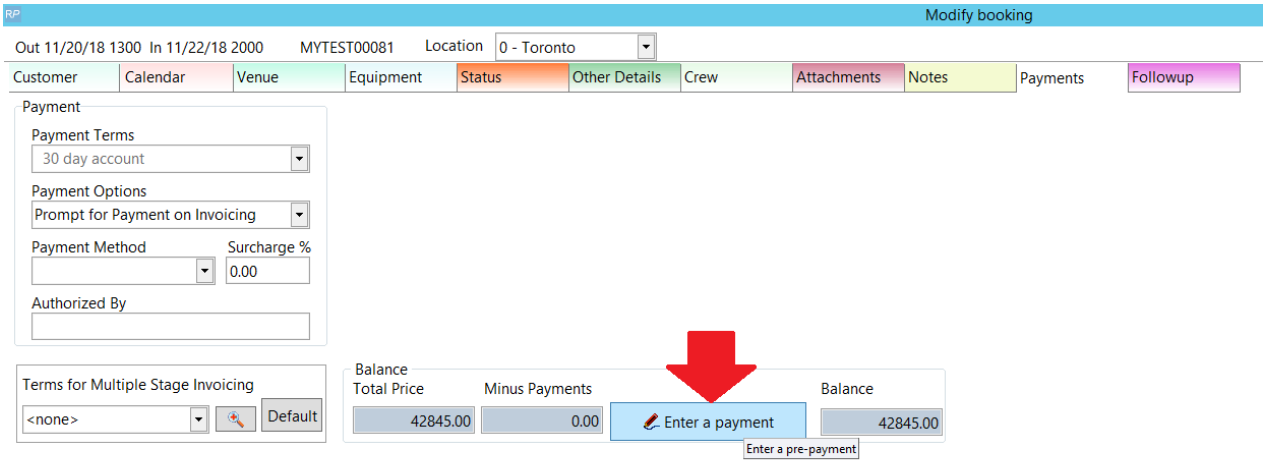




The payment will now show up under the invoice it has been applied to



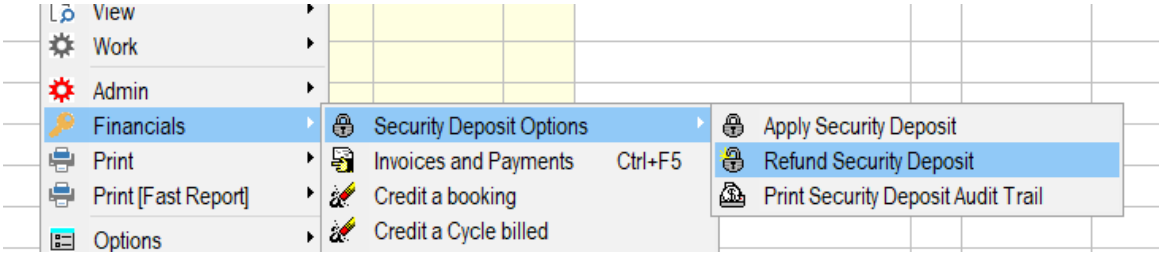

# Refund Deposit

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

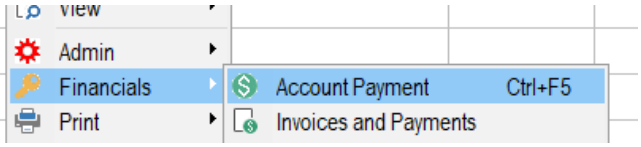



OR via the Show Security Deposits Received option on the 'Other Details Tab'

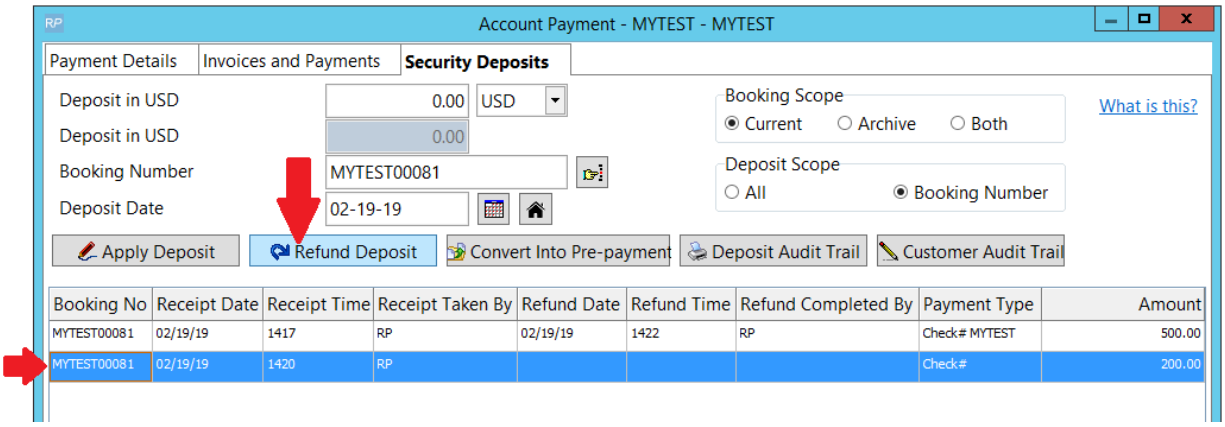
Alternatively, from the booking grid, right click on the booking and follow the menu options below



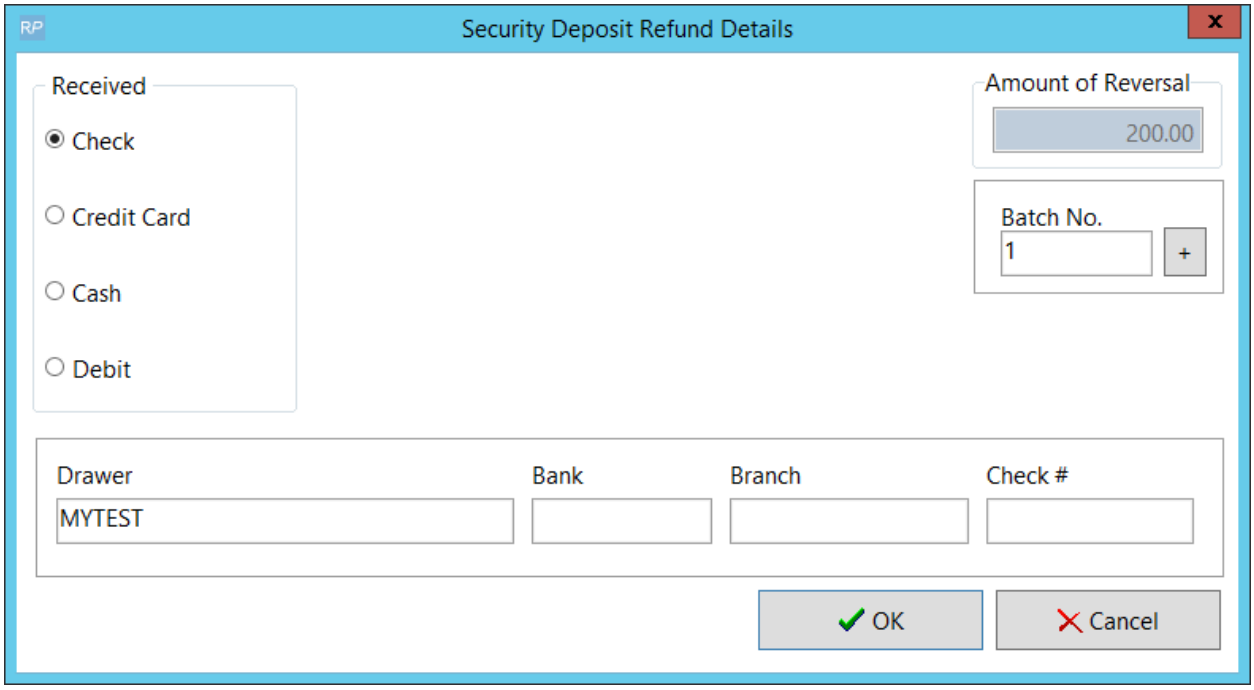

Or from the Customer menu via



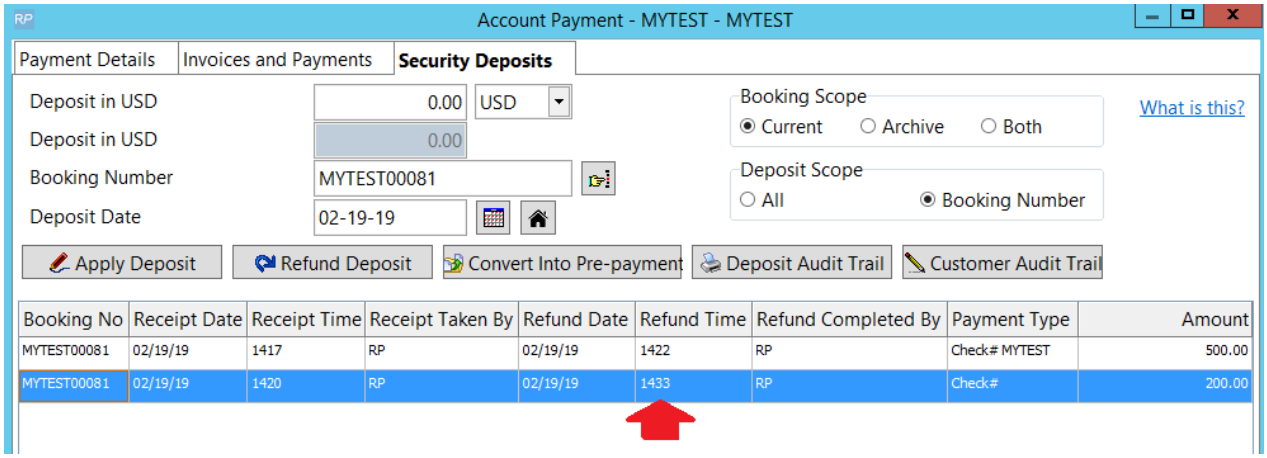

Then click the Security Deposits tab. A security deposit can be refunded to the client by simply highlighting the security deposit and click 'Refund Deposit'




Enter the method used to refund and click OK




The refund is time stamped




# 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

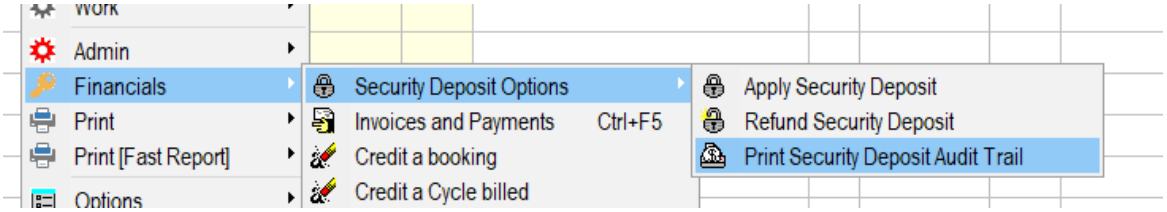
3. View all customers or just the customer used for this booking

4. View security deposits for all operators or just the ones entered by this operator

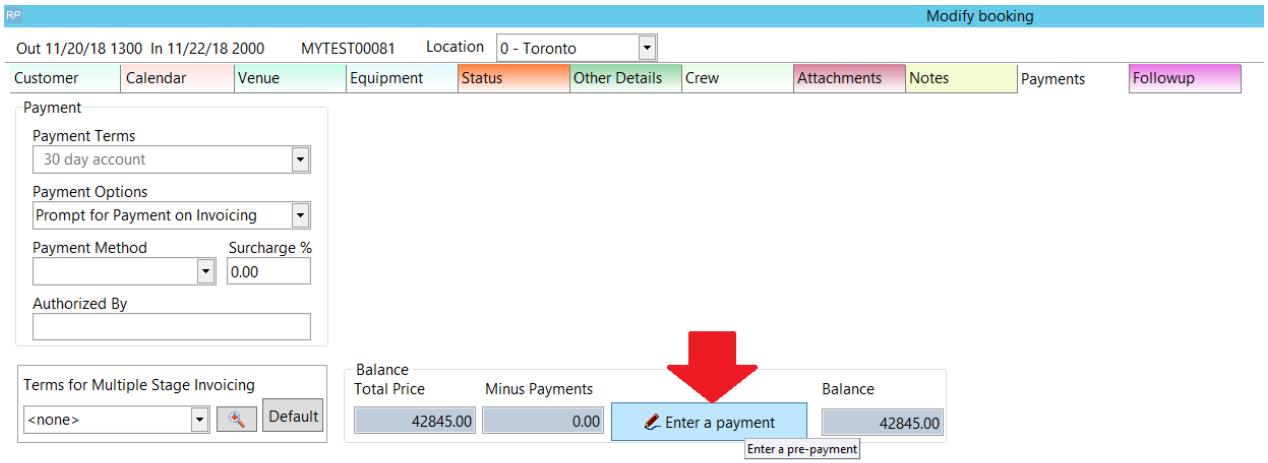
5. View all bookings within range (i.e. current and archived) or just current bookings

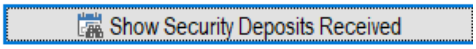
6. View all deposits OR only refunded OR only outstanding

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

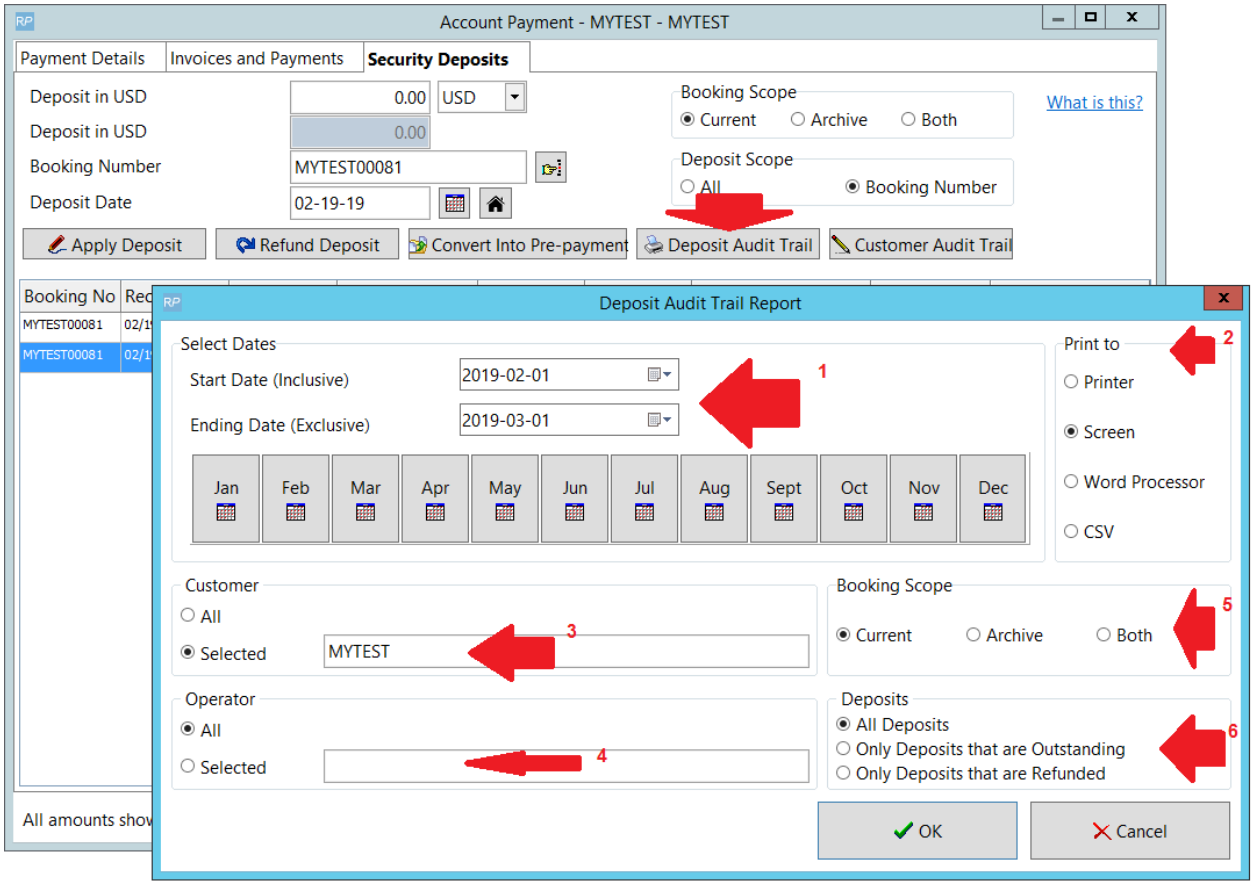


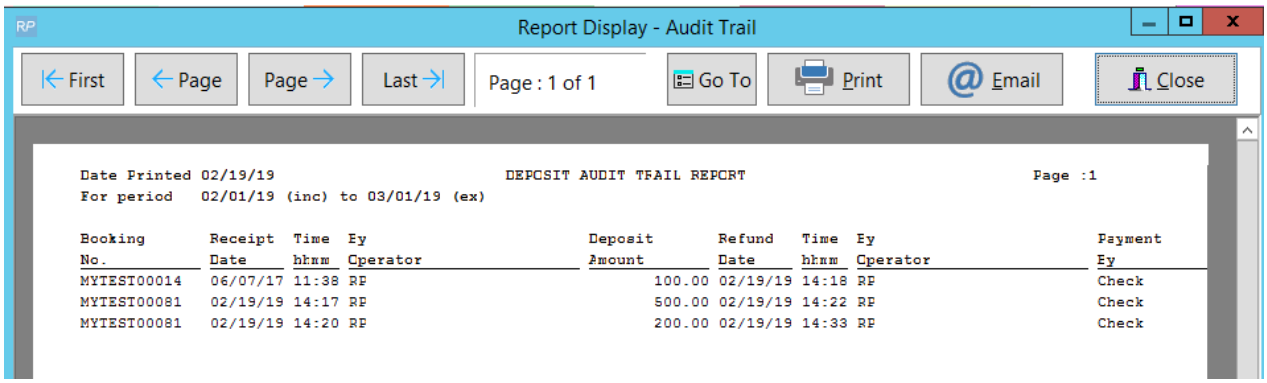

OR from within the booking via the payments tab




OR from within the booking, via the 

option on the 'Other Details Tab'



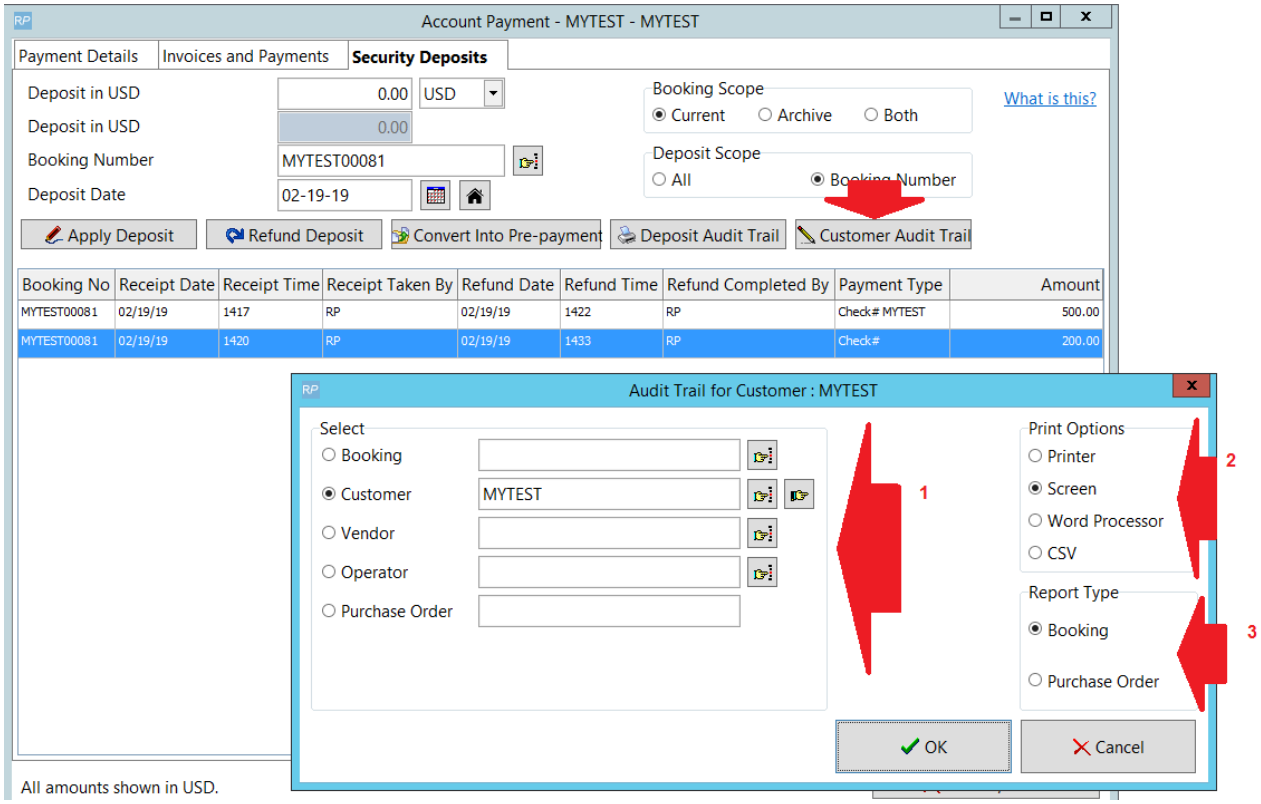


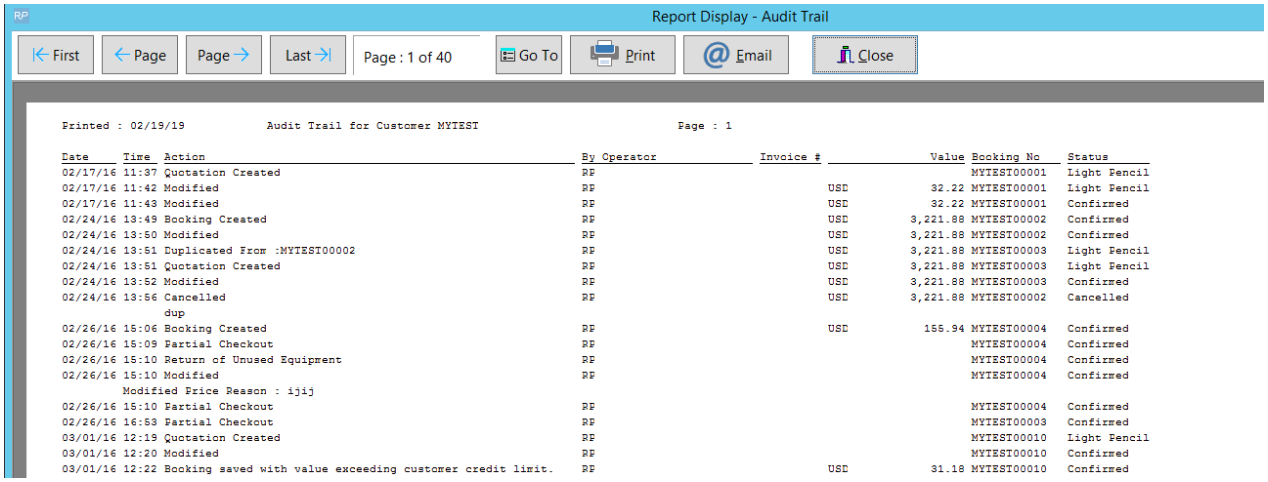

# Customer Audit Trail

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






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 | 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 | Partial 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 |