

How to Apply a Holiday Deposit to Rent and Sundries

Overview

If you have received a deposit for a holiday booking the funds will sit in an internal account called AAHOLDEP. These funds are not credited to the owners account until the deposit is applied to the rent.

It is most common to hold the whole booking amount as a deposit and apply to the rent and/or sundries once the guest has vacated the holiday property

Steps

1. Go to **Holiday Bookings > Rent Receipt**, put in the alpha index of the guest and press **Enter**
2. A prompt will appear, **Do you want to apply the remaining deposit?** Click **Yes**

Holiday Rent Receipt - [Last Receipt:00009357] - [Printing: OFF]

Booking alpha index: JOHNS

Holiday booking details: Mr Martin Johns

Receipt total: \$0.00

Cancel - ESC

Action - F1

Clear - F2

Comment - F4

Sundries - F5

Prop Search - F7

OK - F12

Rent | Sundries

Dates: Check in 25/12/2015 Check out 28/12/2015

Deposit paid Rent amount Credit Tot rent due Sundries due

Balance due Rent for holiday booking This payment

Holiday Rent Receipt - [Last Receipt:00009357] - [Printing: OFF]

Do you want to apply the remaining deposit of \$1170.00?
If so, you must include the remaining deposit in the rent or sundry payment.

Yes No

3. Enter in the rent amount on the **Rent** tab any outstanding sundries on the **Sundries** tab

4. Click **OK-F12**

Holiday Rent Receipt - [Last Receipt:00009436] - Toggle Print: Shift+F9

Manual Rec No:
 Booking alpha index: JOHNS

Holiday booking details
 Mr Martin Johns
 Email:

Property details
 7 Fig Tree Road
 FERN TREE GULLY NSW 2001

Receipt total: **\$1,170.00**

Cancel - ESC
 Action - F1
 Clear - F2
 Comment - F4
 Sundries - F5
 Prop Search - F7
 OK - F12

Rent | Sundries |

Dates
 Check in 16/12/2015 Check out 22/12/2015

REMEMBER
 The "Deposit Applied Now" must be added to the rent paid

Deposit paid	Rent amount	Credit	Tot rent due	Sundries due
\$1170.00	\$1000.00	\$0.00	\$1000.00	\$170.00
Balance due	Dep app'd now			This payment
\$0.00	\$1170.00		Rent for holiday booking	\$1,000.00

Holiday Rent Receipt - [Last Receipt:00009436] - Toggle Print: Shift+F9

Manual Rec No:
 Booking alpha index: JOHNS

Holiday booking details
 Mr Martin Johns
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Receipt total: **\$1,170.00**

Cancel - ESC
 Action - F1
 Clear - F2
 Comment - F4
 Sundries - F5
 Prop Search - F7
 OK - F12

Rent | Sundries |

Description	Amount	Credit	Due	Paid
Linen	50.00	0.00	50.00	\$50.00
Flowers	120.00	0.00	120.00	\$120.00
	0.00	0.00	0.00	
	0.00	0.00	0.00	
	0.00	0.00	0.00	
	0.00	0.00	0.00	
	0.00	0.00	0.00	

5. The receipt total should be \$0.00 as it is not receipting any new funds. If you are receipting additional funds received as a part of this receipt it should only show the additional funds amount

Banking Details

Total: \$0.00
Payment method: Direct deposit

Received date: 15/12/15
Received from: Mr Martin Johns
Drawer:
Bank:
Branch:
Amount:
Banked date: 15/12/15

OK - F12 Cancel - ESC

6. Click **OK-F12**
7. Once the monies are applied you can check the Holiday Booking Status. Go to **Holiday Bookings > Booking Maintenance** and select the booking alpha and press **Enter**
8. Click on to the **Status** tab, this will now show the rent and sundries as paid and \$0.00 due

Holiday Booking

Alpha Index: JOHNS Active
Name: Mr Martin Johns

		Required	Paid	Due
Deposit		1170.00	1170.00	0.00
Rent		1000.00	1000.00	0.00
Linen		50.00	50.00	0.00
Flowers		120.00	120.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
Total Sundries		170.00	170.00	0.00
Total rent & sundries due				\$0.00

Print

Cancel - ESC
Action - F1
Clear - F2
Delete - F3
Add Mode - F4
Sundries - F6
Search - F7
Last Edits - F9
OK - F12