Deposit Quote

The **"Deposit Quote"** and **"Pay Deposit Quote"** are located below "Projected Income" in the New Booking Window.

The "Deposit Quote" displays the deposit due based on your guarantee policy set in Marketing and Policies.

The amount is calculated on the Room Rent and Tax total of the booking when it is created. This makes it easy to quote and pay the deposit required. Note: the quoted amount is a static number based on the original booking amount and will not dynamically refresh if the booking amounts or date are edited. The deposit quote functions this way so there will be a record of the original quoted amount when the booking was made.

The "Pay Deposit Quote" link appears on the New Booking Confirmation window after you click Complete Booking. The link takes you directly to the folio of the booking with the deposit amount auto-filled in the payment amount. For details, go to New Booking Window.

Properties who are used to collecting 100% of the payment at the time of booking (or at check-in) should learn to use the Projected Income to accept full payment and then allow Night Audit to past the Room + taxes that will reduce this credit every night till the Folio balances to $0 at checkout.

New Booking

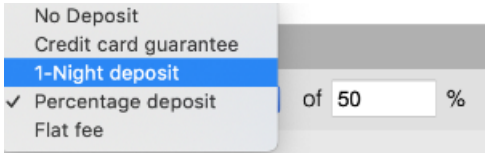
- New Booking Summary
- New Booking Confirmation
- Projected Income Calculator
- Deposit Quote
- Guaranteed By

Booking Tab

- Booking by Availability
- Booking By Inquiry
- Tape Chart
- New Booking
- Booking Details
- Group Booking Wizard
- Search Bookings
- Group Bookings

EXAMPLE: 1-night deposit

- Your guarantee policy in Marketing and Policies is set to a "1 night deposit"
- The booking if for 2 nights at $125 per night plus 10% Tax for a total of $275.00.
- The Deposit Quote would be for 1 night deposit: $137.50 (1 night at $125 plus $27.50 tax)



Then the deposit Quote will display in the New Booking window

Arrival:	09-Jun-2016	Nights:	2	Departure:	11-Jun-2016
* Guests (A/C/I):	1 / 0 / 0	Room Type:	Queen with a View	Room:	102
		Group:	Select From List	* Rate Plan:	Queen rate

Day	Date	Room Type	Room	Rate		Rate
Thu	09-Jun-2016	Queen with a View	102	Queen rate		$125.00
Fri	10-Jun-2016	Queen with a View	102	Queen rate		$125.00
					Total:	**$250.00**

Guest Information

* Last Name:	Jones	* First Name:	Beth
Salutation:		Date of Birth:	
Address:	123445 Pine Tree Road		
Zip:	12467	City:	
State:	CI	Country:	United States
Main Phone:	222-000-9999	Cell Phone:	
Business Phone:		e-mail:	red@blue.com
Fax:		Password:	
Driver's License #:		Passport #:	
Guest ID:	3011	Reset Guest ID	

Booking Information

* Source:	Repeat Guest	* Guest Type:	Tourist
PO Number:			
Travel Agent		Company:	
Guest Comments:	wwww		
Booking Comments:			
CRS Confirmation:		Tax Exempt?	
Projected Income:	$ 275	* Guaranteed By:	Select From List
Deposit Quote:	$137.50		
Time of arrival:	15:00	Time of departure:	11:00

Complete Booking | Discard and Close Window