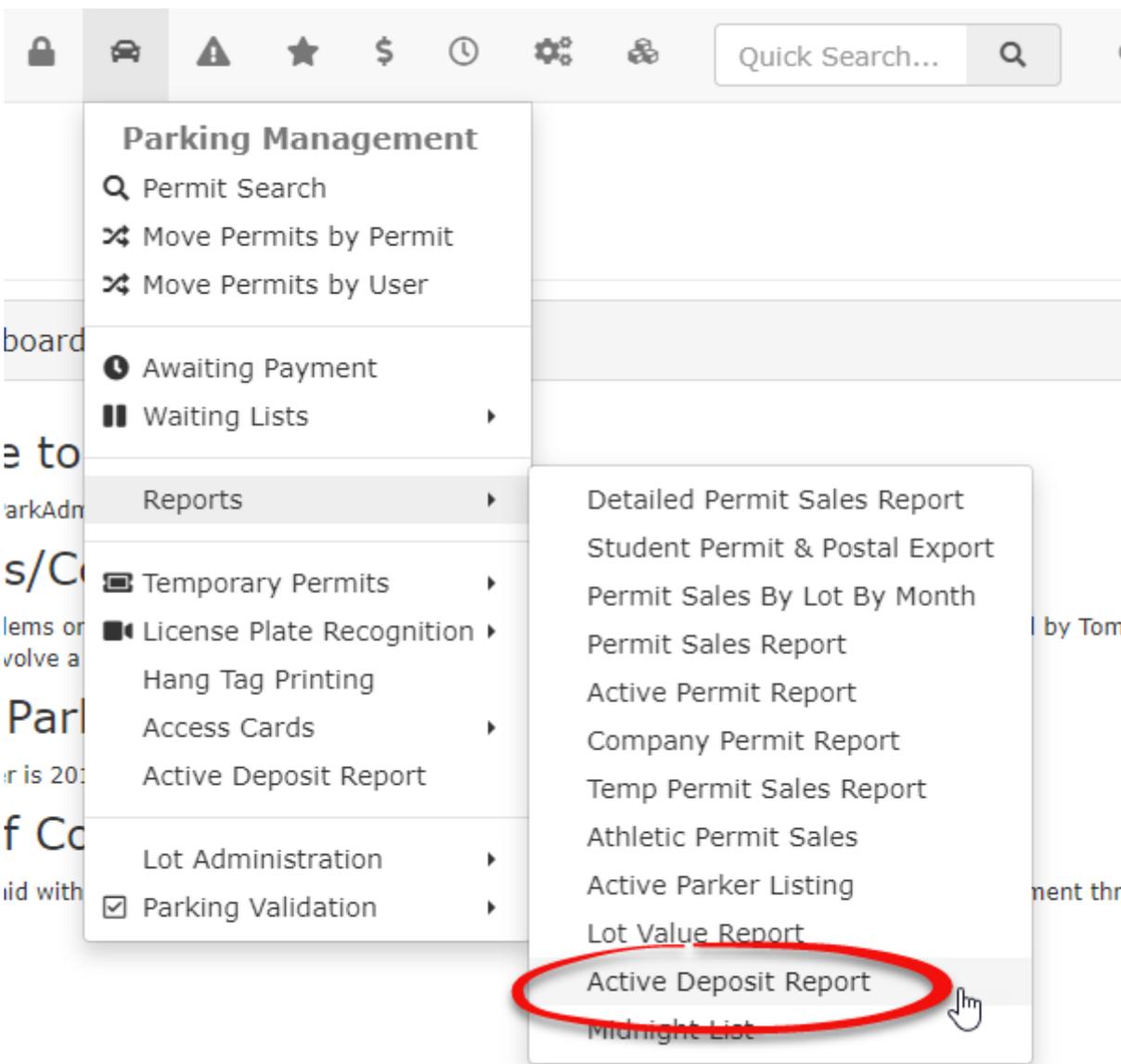


Active Deposit Report

Navigating to the Deposit Report

You can find the active deposit report by going to Parking Management → Reports → Active Deposit Report.



From there the Deposit Report By Lot page will appear

Deposit Report By Lot

Start Date
Up to and including
Paid Status
Current Permit State

Auto Fill:

Finding Outstanding Deposits

All the outstanding deposits within this report that have been forgotten during a sales window switch or have no active permit will be highlighted.

Deposit Report By Lot

Start Date
Up to and including
Paid Status
Current Permit State

Auto Fill:

Payments for After 4PM

DEPOSIT	ORIGINAL PERMIT	ACTIVE PERMIT		CONFIRM #	PROCESSED DATE
Test Deposit 1: <input type="button" value="Deposit 1"/>	53		\$5.00 Ashbury, Michael <input type="button" value="mashbury"/>	23062L4204593	Mar. 3, 2020 @ 11:40am
Test Deposit 1: <input type="button" value="Deposit 1"/>	51		\$5.00 Ashbury, Michael <input type="button" value="mashbury"/>	23062Q4257885	Mar. 3, 2020 @ 11:49am
Test Deposit 1: <input type="button" value="Deposit 1"/>	50	50	\$5.00 Ashbury, Michael <input type="button" value="mashbury"/>	23062Q4295876	Mar. 3, 2020 @ 11:56am
After 4PM Total:					\$15.00

There is no active permit associated with this deposit.

PAGE Total:

\$15.00

Any deposits that have been rolled over but have not been processed yet will be highlighted in yellow.

Deposit Report By Lot

Start Date	<input type="text" value="Mar 03, 2020"/>	Auto Fill: <input type="button" value="Deposits by Month"/> <input type="button" value="Find Deposits Needing Action"/>
Up to and including	<input type="text" value="Mar 03, 2020"/>	
Paid Status	<input type="text" value="Only paid records"/>	
Current Permit State	<input type="text" value="All Records"/>	
<input type="button" value="List Deposits"/> <input type="button" value="Export to Excel"/>		

View Lot Sales Breakdown		Payments for After 4PM				
DEPOSIT	ORIGINAL PERMIT	ACTIVE PERMIT	AMOUNT	USER NAME	CONFIRM #	PROCESSED DATE
Test Deposit 1: <input type="button" value="Deposit 1"/>	<input type="text" value="53"/>		\$5.00	Ashbury, Michael	<input type="button" value="mashbury"/>	23062L4204593 Mar. 3, 2020 @ 11:40am
Test Deposit 1: <input type="button" value="Deposit 1"/>	<input type="text" value="51"/>				<input type="button" value="mashbury"/>	23062Q4257885 Mar. 3, 2020 @ 11:49am
Test Deposit 1: <input type="button" value="Deposit 1"/>	<input type="text" value="50"/>	<input type="text" value="50"/>	\$5.00	Ashbury, Michael	<input type="button" value="mashbury"/>	23062Q4295876 Mar. 3, 2020 @ 11:56am
After 4PM Total:						\$15.00
PAGE Total:						\$15.00

Managing Active Deposits on the Users Profile

There are three different ways that admins can manage deposits depending on the actions required at the time.

Refunding

Refunding a deposit allows you to refund the amount paid by the user if their deposit is in good standing and they have finished parking with you.

Consuming

Consuming a deposit can be useful in two different scenarios when users have finished parking with you.

A. The user is finished parking with you and has not returned their deposit or the deposit was not returned in good standing

B. The user has lost their deposit and is finished parking with you.

Consuming deposits will not charge, refund, or renew the deposit to the users account since you are essentially consuming the amount they paid.

Renewing

Renewing a deposit is similar to consuming it, however, we would use this in the case that the user wants to continue parking with you but requires to pay for the deposit due to

A. Damages

B. Misplacement

Revision #2

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Updated 11 September 2024 13:40:49