Active Deposit Report

> The Active Deposit Report provides a comprehensive overview of all security deposits currently held within the system. Its primary purpose is to help staff track outstanding funds, identify orphaned deposits without active permits, and manage financial rollovers during sales cycles. This article is intended for OPSCOM administrators.

Setup and Configuration

While the Active Deposit Report is a standard system feature, its accuracy depends on proper permit type configuration and financial mapping.

1. Hover over **Permit Management** and click **Lot Administration**.
2. Verify that permit types requiring a deposit have a value populated within the **Deposit Amount** field.
3. Ensure that your financial department has established a General Ledger (GL) code specifically for deposit accounts to allow seamless reporting between OPSCOM and your external accounting software.

Using this Feature

Administrators can use this report to audit current liabilities and ensure that deposits are appropriately refunded, consumed, or renewed when a user’s parking status changes.

Accessing the Report

1. Hover over **Parking Management** and click **Reports** then **Active Deposit Report**.
2. Review the resulting **Deposit Report By Lot** screen. Deposits are grouped by lot; a deposit belongs to its active permit’s lot, or its original permit’s lot when it has no active permit.

Filter Options and Search Criteria

- **Created Date (From - To):** Filters based on when the deposit record was originally created.
- **Processed Date (From - To):** Filters based on when the deposit's payment was processed. Only deposits with a processed payment in this range are listed.
  - *Note:* Leaving both date fields empty removes date constraints and displays all records.
- **Lot:** A scrollable list allowing you to select **All Records** or specific facilities organized under headings (such as **Active** lots). A deposit is listed under its active permit’s lot, or its original permit’s lot if no active permit exists.
- **Paid Status:** Dropdown with options for **All Records**, **Only Paid Records**, and **Only Unpaid Records**.
- **Current Permit State:** Dropdown with options for **All Records**, **Only deposits with no current permit**, and **Only deposits with valid permits**.

Autofills (Quick Filter Presets)

- **Deposits by Month:** Automatically populates the **Processed Date** range with **last month's dates** to report on deposits processed last

month.

- **Find Deposits Needing Action:** Automatically sets the **Current Permit State** filter to Only deposits with no current permit and clears date fields to instantly query deposits requiring staff attention.

Key Information Displayed

On-Screen Results Table

Results are grouped into separate collapsible cards by Lot, showing the lot name, item count, and subtotal amount. The table includes the following columns:

Column	Description
Deposit	The deposit type.

Column	Description
Original Permit	The initial permit number the deposit was tied to.

Column	Description
ActivePermit	The user's current valid permit number.
Amount	The monetary deposit value held.

Column	Description
UserName	Clickable link leading directly to the user profile.

Column	Description
ConfirmCode	Payment confirmation transaction code (blank if unpaid/unprocessed).

Column	Description
CreatedDate	Date and timestamp when the deposit record was generated.

Column	Description
Processed Date	Date and timestamp when payment was finalized.

Additional Fields in Excel Export

When clicking **Export to Excel**, the spreadsheet includes additional administrative details not shown directly on screen:

- **Account Number**
- **First Name & Last Name**
- **User Type**
- **Pay Method**
- **Current Lot**

Visual Cues and Status Indicators

- **Yellow Highlighting:** Indicates deposits that have been rolled over to a new permit cycle but have not yet been fully processed or reconciled.
- **Red Highlighting:** Indicates "orphaned" deposits where the user no longer has an active permit associated with the funds, or the sales window has closed without action.

Available Action and Button

When a user finishes parking or a permit expires, administrators must manage the physical deposit through the user's profile using one of the following actions:

- **Refund:** Click this button if the user is finished parking and the deposit item (e.g., physical gate key, transponder, or hangtag) is returned in good standing. This returns the original amount paid back to the user.
- **Consume:** Click this button when the user is finished parking but the deposit funds are being retained by the organization (e.g., the item was lost, damaged, or not returned).
- **Renew:** Click this button when a user intends to continue parking but their original deposit was forfeited due to damage or loss. This closes out the previous record and requires a new deposit payment for the upcoming permit period.

> Consuming a deposit does not trigger a refund or generate a new charge. It simply moves the funds from a "held" status to an "earned" status for your organization.

Best Practices and Considerations

- **Audit regularly: Perform regular monthly audits of the Active Deposit Report to identify orphaned deposits** (highlighted in red) and ensure your liability accounts match your physical inventory.
- **Establish timeframes: Organizations should establish a clear business rule for the timeframe in which a deposit must be claimed.** For example, outline a policy where a deposit is automatically consumed if a permit has been expired for more than 30 or 60 days.
- **Check hardware: Always verify the physical condition of hardware (transponders, fobs, or keys) before clicking the Refund button** to prevent financial loss to the organization.
- **Document actions: Document the reason for consumption in the User Notes section** of the user profile whenever a deposit is retained to provide a clear, historical audit trail.

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