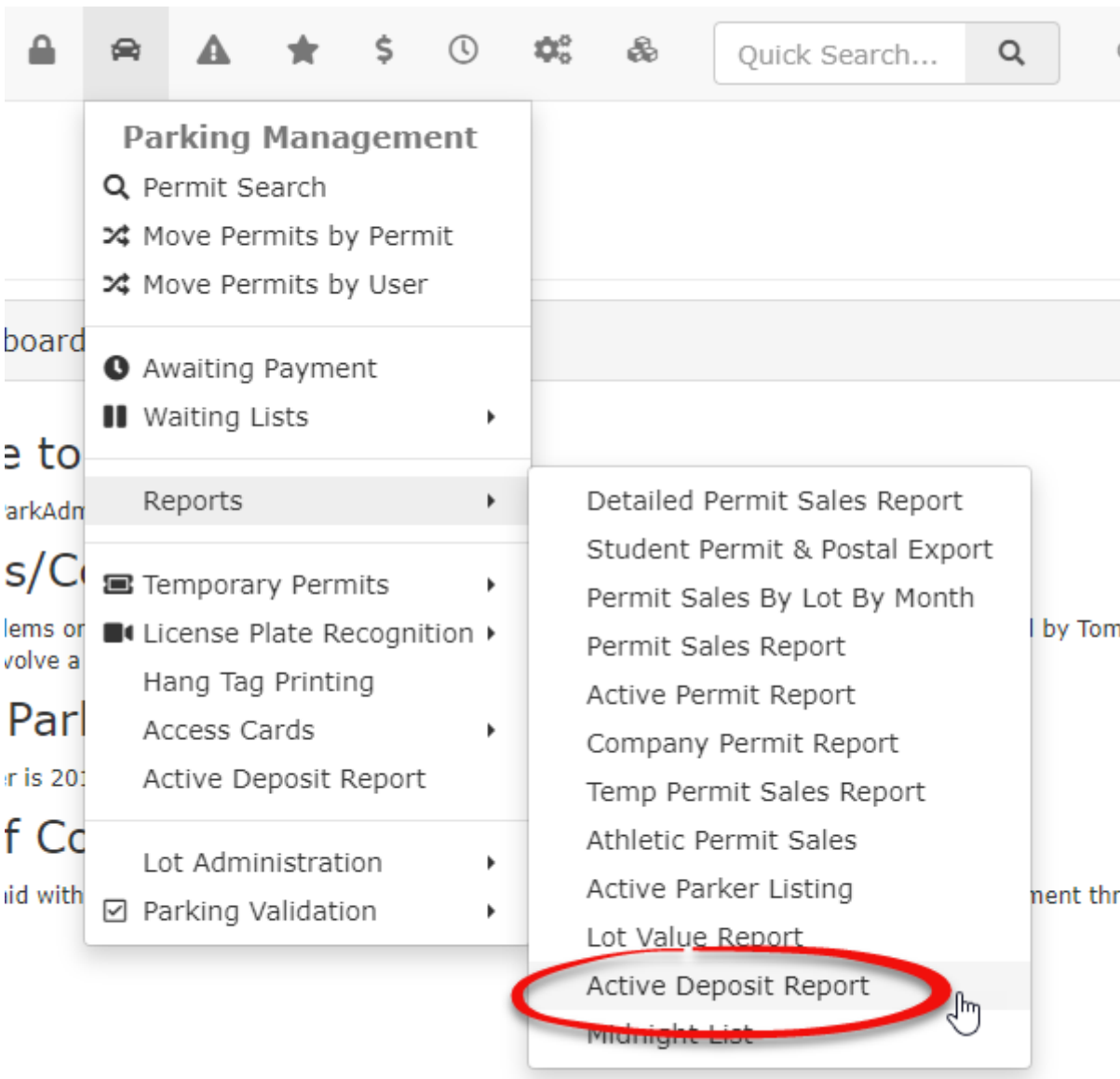


# Active Deposit Report

## 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
 

Only paid records

Current Permit State
 

Only deposits with no current permit

List Deposits

Export to Excel

Auto Fill:

Deposits by Month

Find Deposits Needing Action

# 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
 

Only paid records

Current Permit State
 

All Records

List Deposits

Export to Excel

Auto Fill:

Deposits by Month

Find Deposits Needing Action

View Lot Sales Breakdown						Payments for After 4PM	
DEPOSIT	ORIGINAL PERMIT	ACTIVE PERMIT	There is no active permit associated with this deposit.			CONFIRM #	PROCESSED DATE
Test Deposit 1: <div>Deposit 1</div>	53		\$5.00	Ashbury, Michael	<div>mashbury</div>	23062L4204593	Mar. 3, 2020 @ 11:40am
Test Deposit 1: <div>Deposit 1</div>	51		\$5.00	Ashbury, Michael	<div>mashbury</div>	23062Q4257885	Mar. 3, 2020 @ 11:49am
Test Deposit 1: <div>Deposit 1</div>	50	50	\$5.00	Ashbury, Michael	<div>mashbury</div>	23062Q4295876	Mar. 3, 2020 @ 11:56am
After 4PM Total:						\$15.00	

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

Mar 03, 2020

Up to and including

Mar 03, 2020

Paid Status

Only paid records ▾

Current Permit State

All Records ▾

Auto Fill:

Deposits by Month

Find Deposits Needing Action

List Deposits

Export to Excel

View Lot Sales Breakdown

Payments for After 4PM

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

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