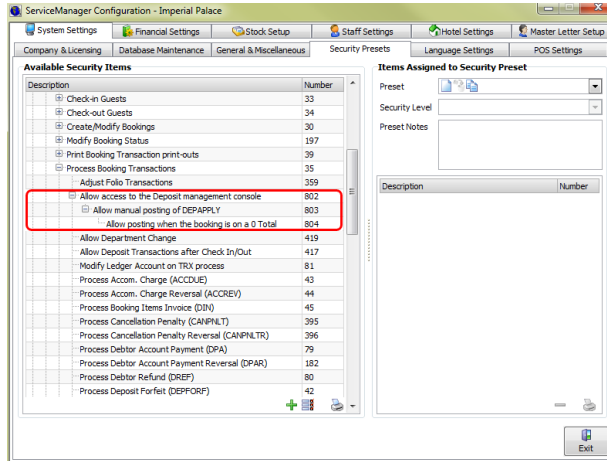


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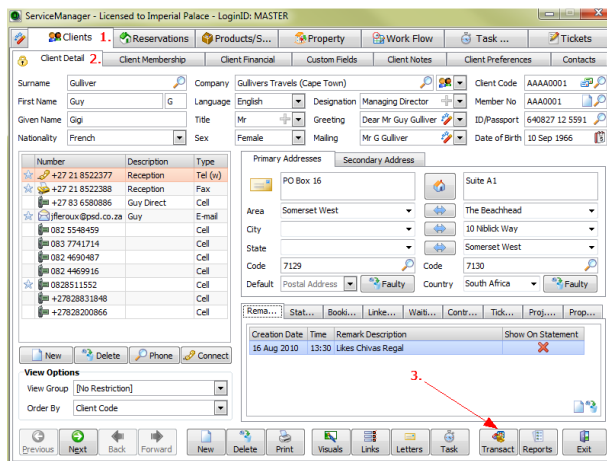
# 1 Deposit Management

To ensure that only certain staff members are allowed to operate the 'Deposit Management Console' and Apply the Deposits it is key to ensure that Security Presets are managed effectively.



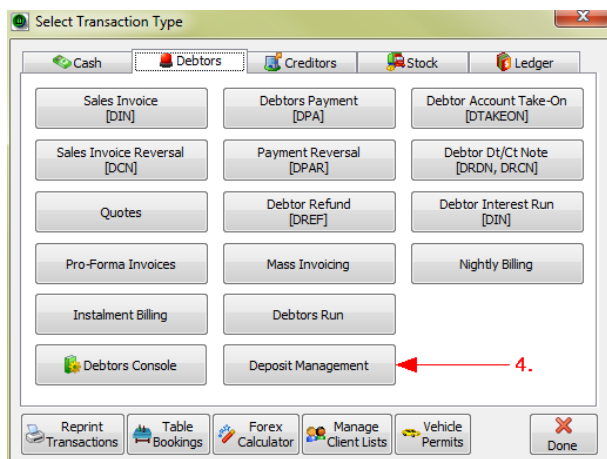
- In Configuration, ensure the following Security Items only appear for staff that are allowed to operate Deposit Management:

802 - Allow access to the Deposit management console  
 803 - Allow manual posting of DEPAPPLY  
 804 - Allow posting when the booking is on a 0 Total

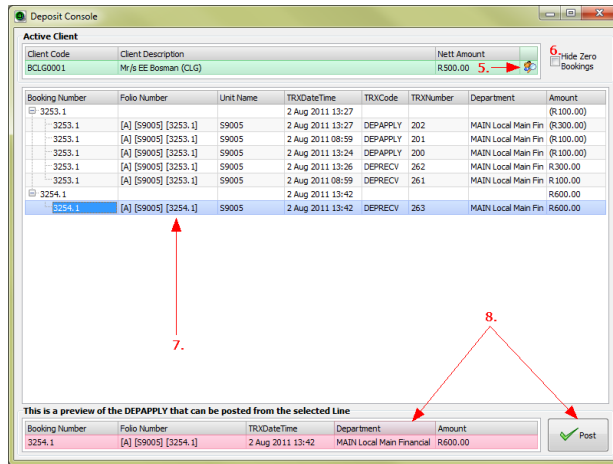


- Navigation to manage deposits applied in the Deposit Console:

1. Select the Clients tab
2. Select the Client Detail tab
3. Click on Transact



4. Click on Deposit Management



5. Select the client form who you would like to manage deposits for
6. Untick 'Hide Zero Bookings' to see all deposit transactions
7. Select the Deposit transaction you wish to apply

- Please note: A user may only post a DEPAPPLY, for Deposit transactions, for the branch where they are logged on

8. Select the 'Post' button to post DEPAPPLY transaction

- Please note: The Department will default to the same as the DEPRECV