Paying Power in Advance

On occasion, a Long Term/Permanent resident may wish to pay power in advance, or an amount extra each week towards their monthly power bill. There are two options on how to handle this procedure:

- Creating an Account Receivables Account for the client to “hold” the payment until required.
- Creating a Security Deposit to “hold” the payment until required.

1. Option One: Account Receivables Account

An Account Receivables Account can be created for each client that wish to pay weekly amounts towards their monthly power bill. The running credit balance will display on the Guest Folio.

Click Admin from the Menu Bar.
Expand out the Account Manager panel to search for the Client.
Click Add to add in the AR Account.

2. Paying extra towards Power

(NOTE: This is completed in the AR Account, not the Guest Folio.)

Within the client’s AR Account, click Payment and enter in the Amount that the client is paying in advance towards power.
The AR Account will become into credit.

3. When Power is due

When power charges are processed to the Guest Folios, the credit amounts are used to pay these charges.

In the Guest Folio, select Payment button from the Charges/Payments tab.
Select the Payment Type AR Transfer and enter in the amount to be used. Click Allocate to allocate the payment to charges the client wishes to pay.
Click Post and Submit to finalise.

The AR Balance within the Guest Folio and Account Manager will adjust accordingly.
Option Two: Creating a Security Deposit – for example Advanced Power Payment.

Using a Security Deposit to handle the payment will allow to view and handle the payment directly from the Guest Folio.

1. **Option Two: Security Deposit**

   Click **Setup** from the Menu Bar.

   Expand **Business Setup > 9. Products & Services**.

   In the **Product Setup** panel, click **Add**.

   Enter in the **Label**: Advanced Power Payment

   **Group**: Security Deposits

   **GL Type**: Revenue Only

   **Product**: Retained Security Deposits

   Press **Submit** to finalise.

   **NOTE**: If this is the first Security Deposit set up for the business, see Help Document – **Manually Applied Security Deposit** for the required Setup steps.

   Remember to assign GL Codes to the Security Deposit for report purposes.

2. **Paying extra towards Power**

   In the client’s Guest Folio, change to the **Charges/Payment tab** and click the **Payment** button.

   In the Security Deposits, tick on the **Advanced Power Payment** security deposit and enter in the amount that the client wishes to pay.

   Select the **Payment Type** used and click **Post** and **Submit** to finalise the payment.

3. **Applying Payment to the Reservation Balance**

   When power charges are processed to the Guest Folios, the credit amounts can be used to pay these charges.

   In the Guest Folio, select the **Action**: **Convert** next to the Security Deposit Payment.

   This will convert the amount to a payment automatically.

   Guests can view their running balance on the Reservation Statement Summary or Detail, located in Print Statement.