HOTEL Premium now provides greater flexibility in accounting for advance deposits in general ledger.

You may now maintain a separate "Advance Deposits" GL account, rather than including advance deposits in the "Guest Ledger" GL account.

Payment codes must be set up to designate advance deposits receipts.   The first two letters must be the same as the payment code designated for transactions other than advance deposits. For example, if your code for American Express is AX, you would need a code beginning with AX, such as to AXD, to represent American Express deposit. If you have a check code such as CK you would need a code beginning with CK such as CKD to represent Check deposit.. The payment code would debit your bank account, credit card receivables account, or whatever type of GL code you currently use for receipts. The payment code would credit advance deposits.

Next, if you do not already have a payment code DEPU, you will need to set this up. This is separate from the code DEP. You will never use DEPU, just as you never use DEP. It must exist, however.   DEPU will debit advance deposits and credit A/R Guest Ledger.

You will designate your general ledger accounts in the Hotel payment code setup. We can't advise you on the accounts to use, but the example codes shown below will give you an idea of how this will work:

PAYMENT CODE	G/L DEBIT	G/L CREDIT
AXD	Bank or CC receivables	Advance Deposits
CKD	Bank	Advance Deposits
DEPU	Advance Deposits	Guest Ledger

Using the example above, when a $100 check advance deposit is posted, a debit of $100 will go to the bank G/L account and a credit of $100 will go to the Advance Deposits G/L Account. When the guest checks in, a debit of $100 will go to the Advance Deposits G/L account and a credit of $100 will go to the Guest Ledger G/L account. These General Ledger entries will be created at night audit just as other G/L entries are created at night audit.