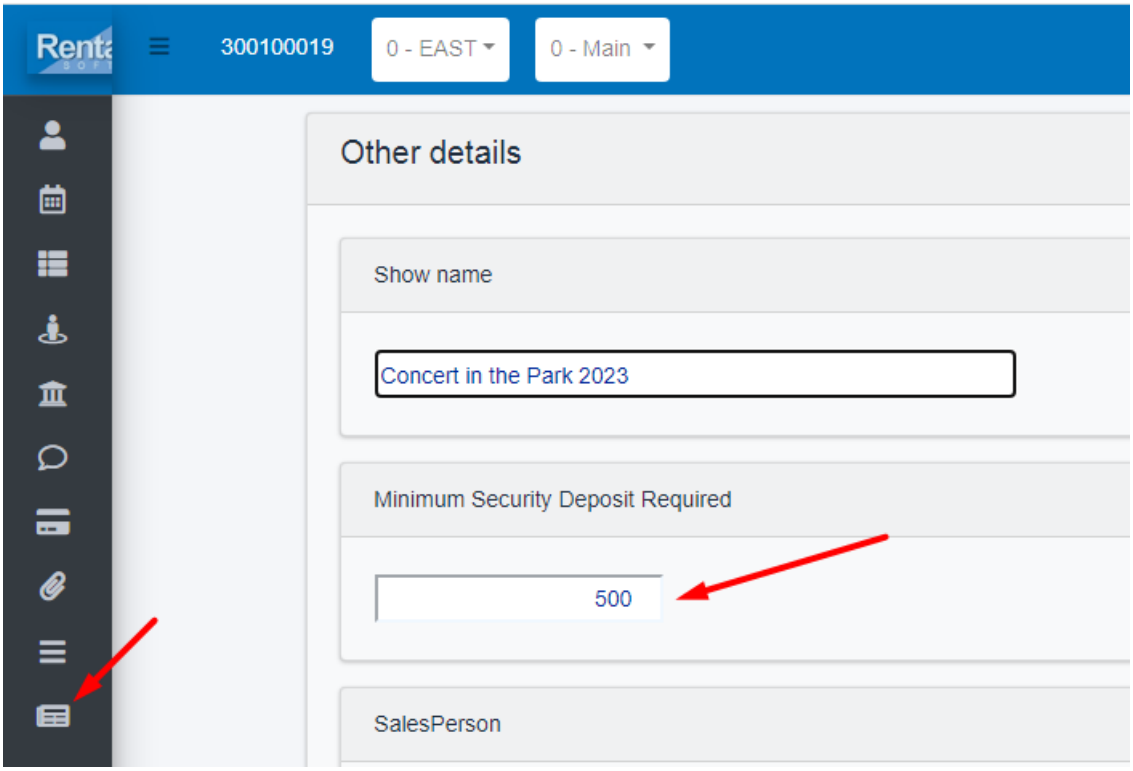
Security Deposits

Last Modified on 10/08/2026 2:42 pm EDT

Set Minimum Security Deposit Required

Found on the Other Details tab of the booking



Pricing parameter #67 controls how the **security deposit** is determined:

- **Manual** — you enter the security deposit amount yourself.
- **Cost Price** — the deposit is calculated automatically based on the cost price.
- **Total Hire** — the deposit is calculated automatically based on the total hire amount.

⚠ If you choose **Cost Price** or **Total Hire**, the automatically calculated deposit **cannot be manually overridden**.

Setting the Security Deposit Percentage

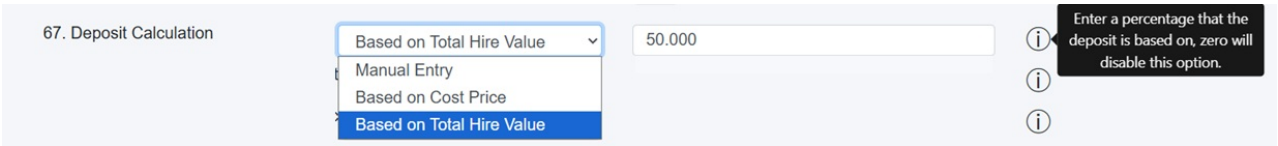
When **Cost Price** or **Total Hire** is selected for the security deposit calculation, the value entered in the **Deposit** field is treated as a percentage.

- **Enter a percentage** in the **Deposit** field to calculate the security deposit based on the selected value (**Cost Price** or **Total Hire**).
- **Enter 0** to calculate the security deposit as **100% of the selected Cost Price or Total Hire**.

Example

If the **Total Hire** is $1,000:

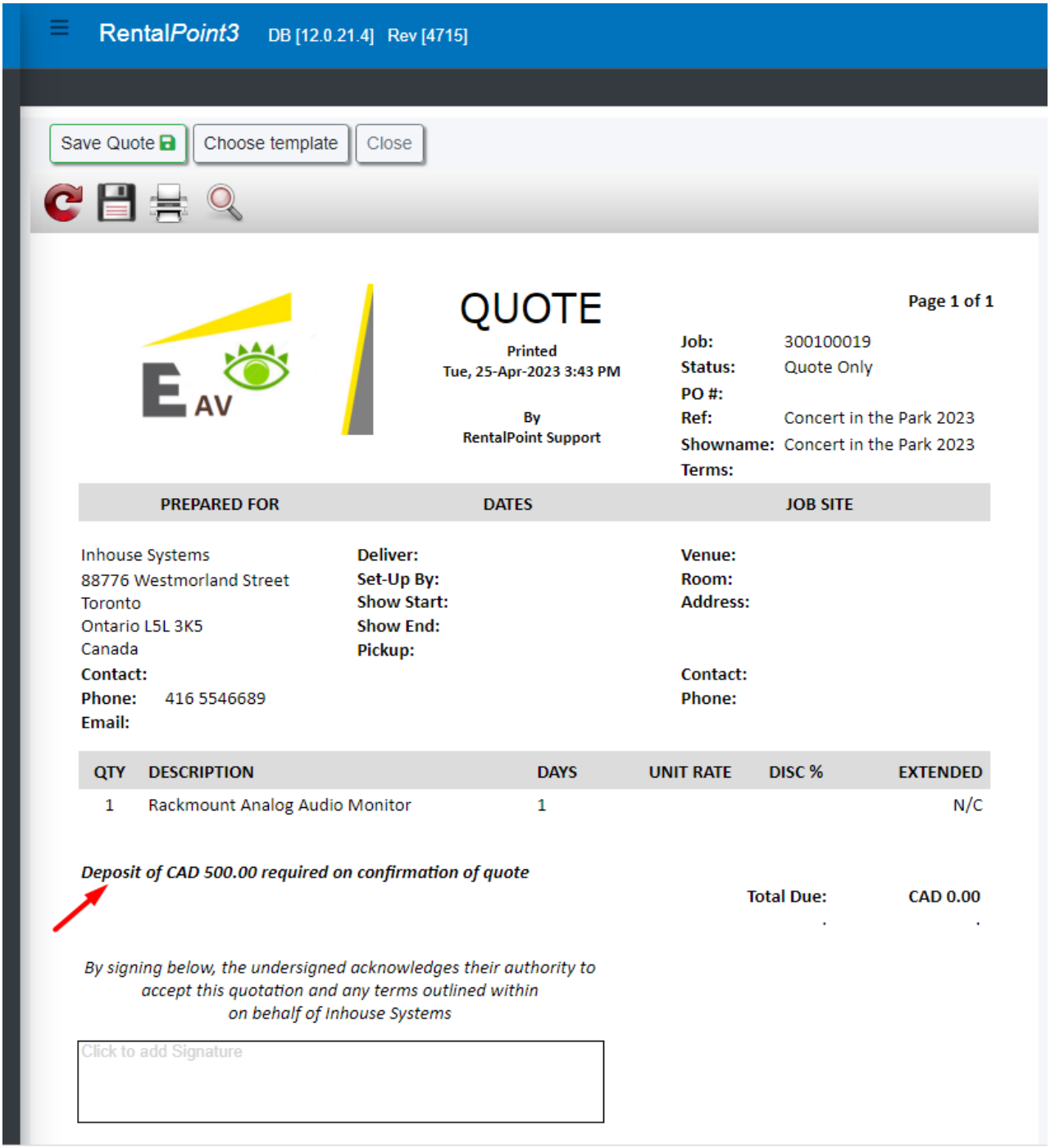
- **Deposit: 20** → Security deposit: **$200** (20% of $1,000)
- **Deposit: 0** → Security deposit: **$1,000** (100% of $1,000)



Insert field for custom templates

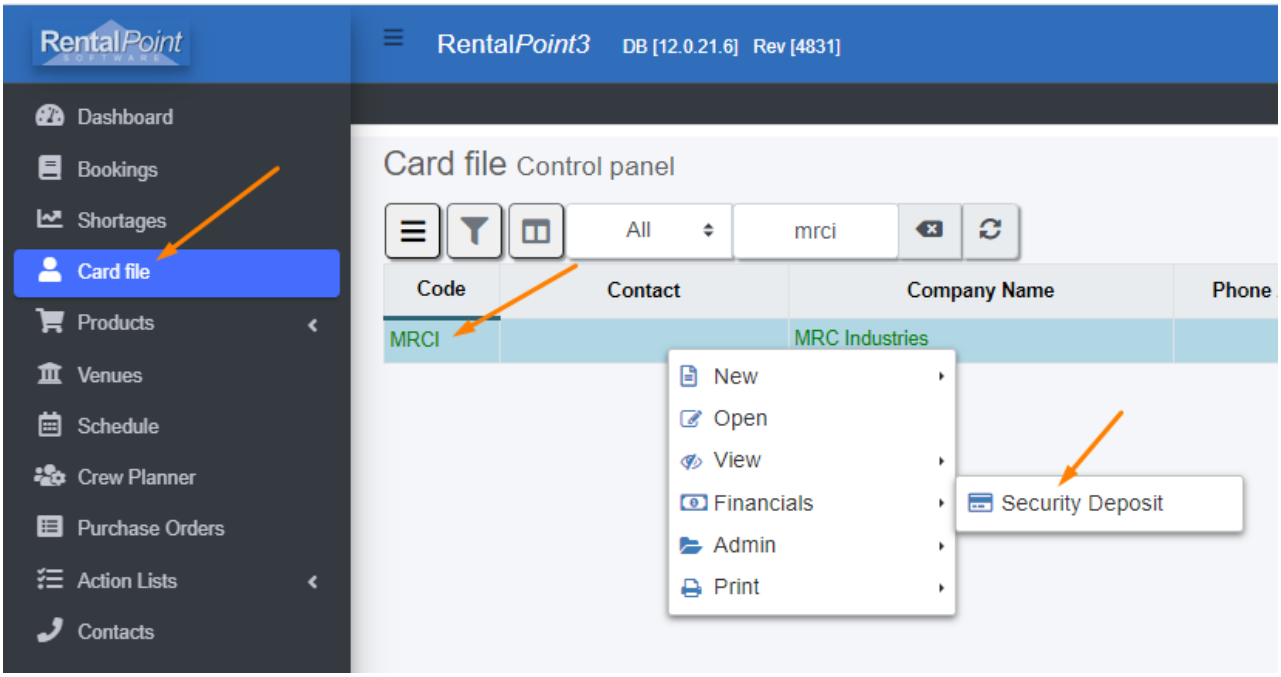
The standard templates are coded to print deposit information if the field is populated in the booking.

Please contact support@rentp.com for custom template modifications

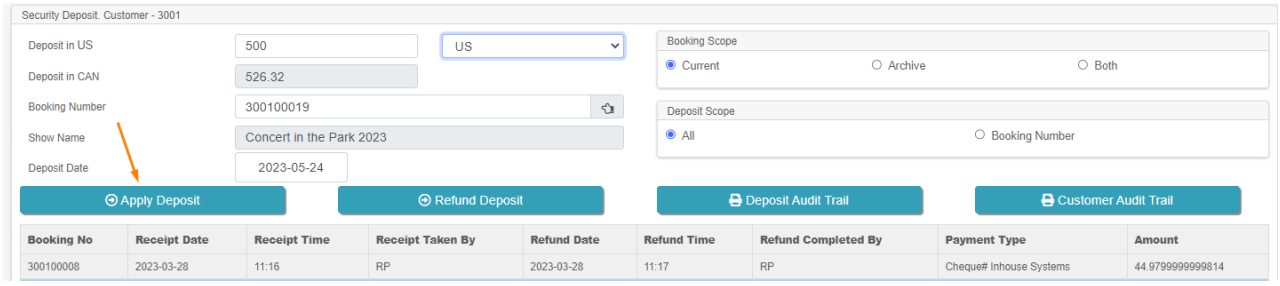


Receive Deposit

From the Customer Card File, highlight the customer, then access security deposit from the Financials menu option



Enter Deposit details, then click 

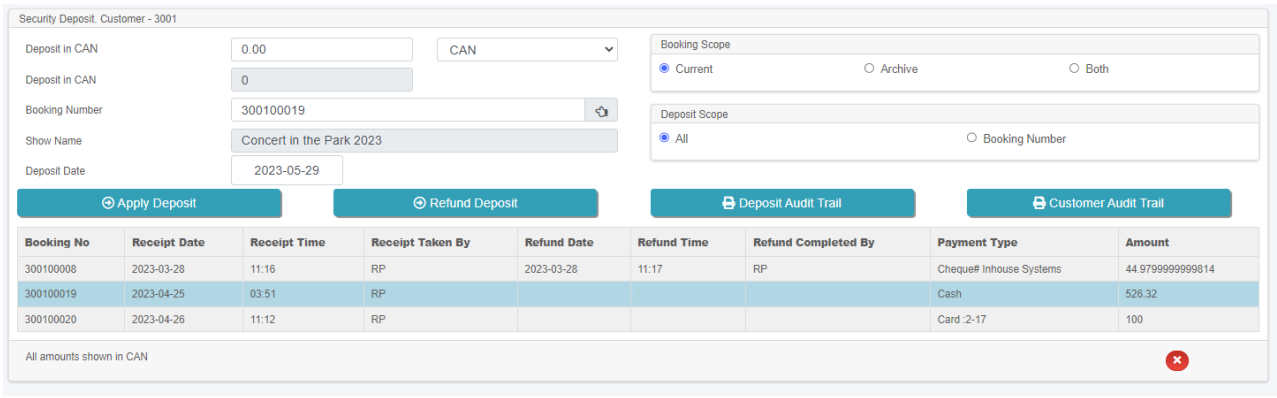


and  to post deposit.



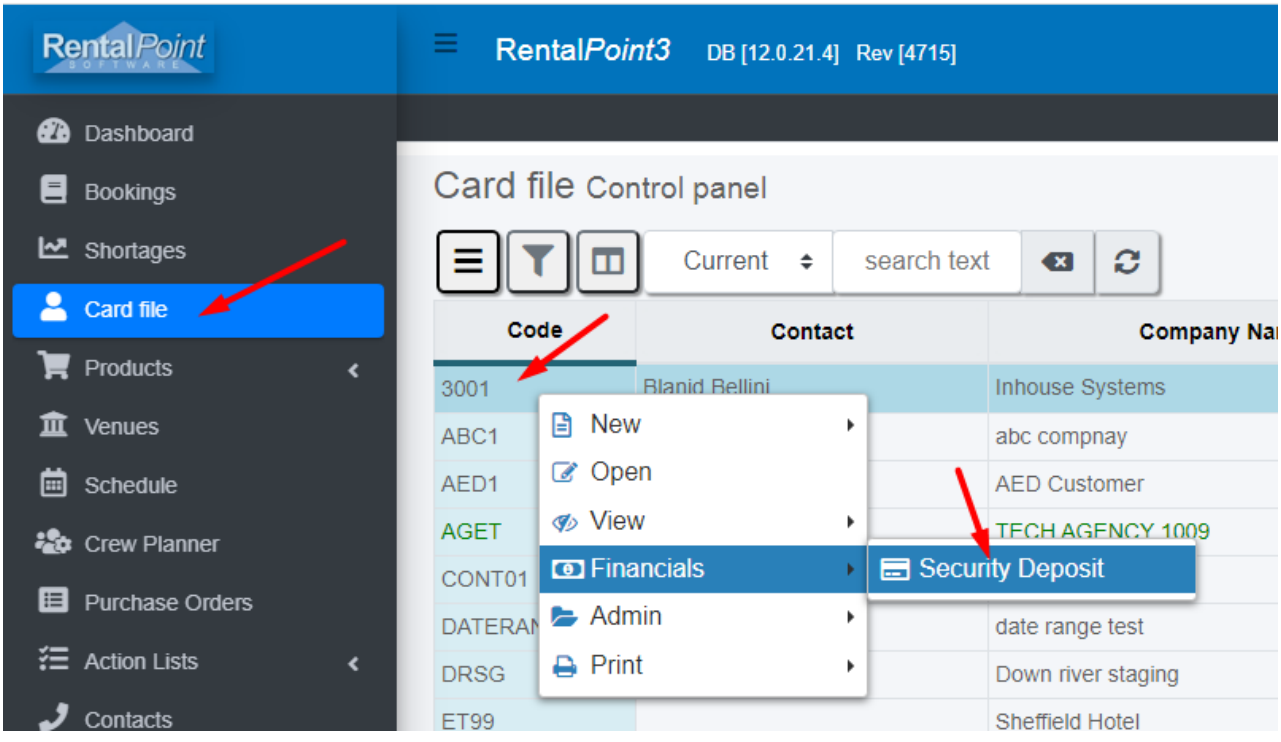
Record method of payment



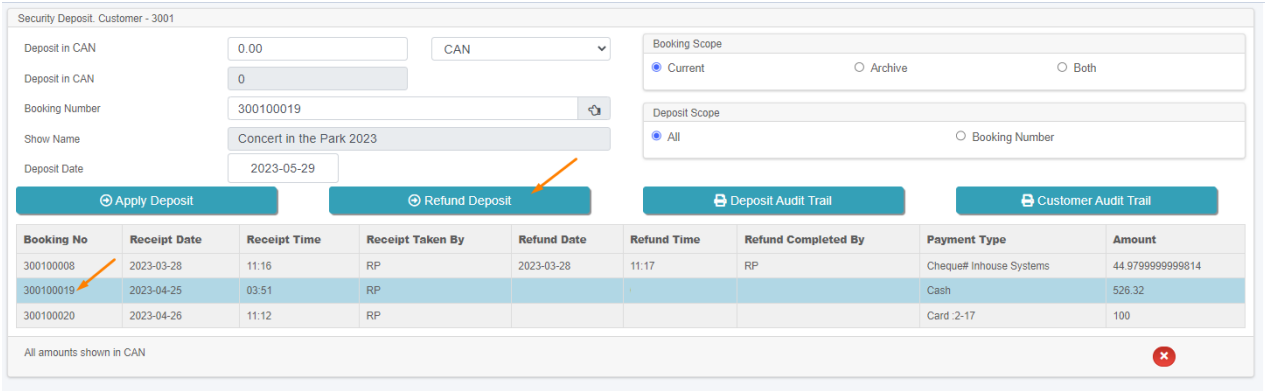


Refund Deposit

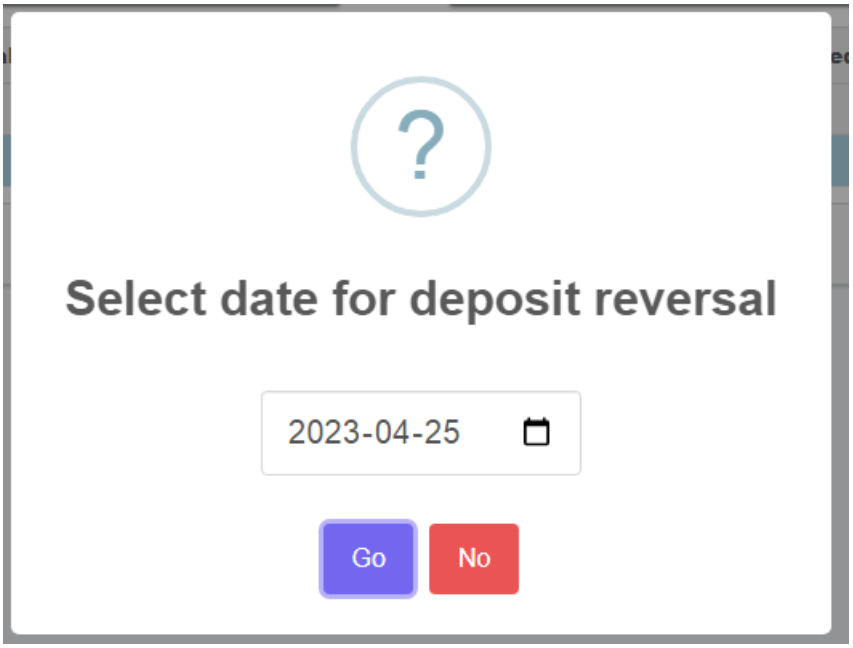
From the Customer Card File, highlight the customer, then access security deposit from the Financials menu option



Highlight the deposit you want to refund, then click 



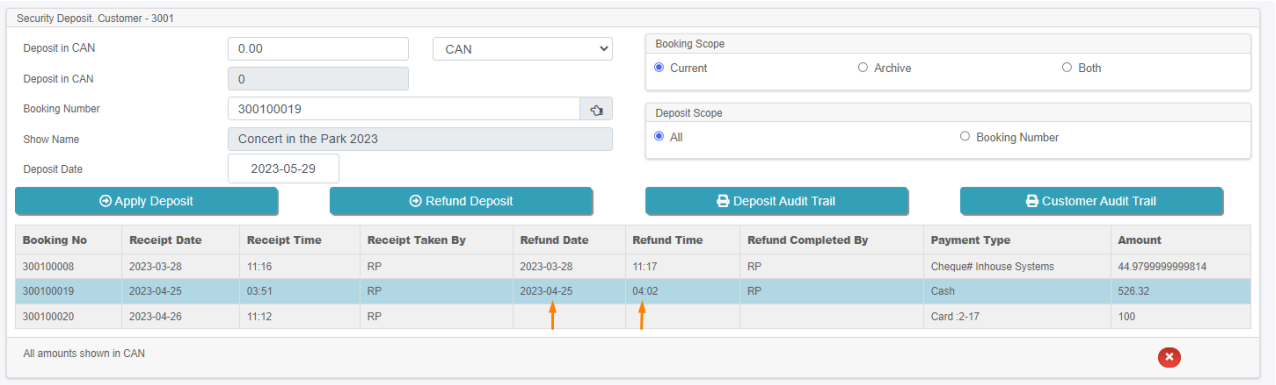
Enter a date for the refund, then click 



Enter refund method and  to save

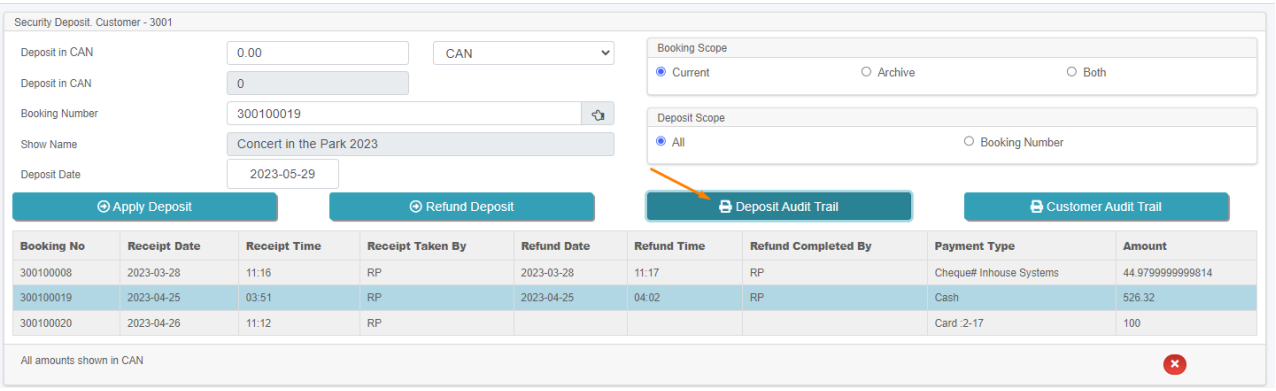


The security deposit will show refunded in the grid

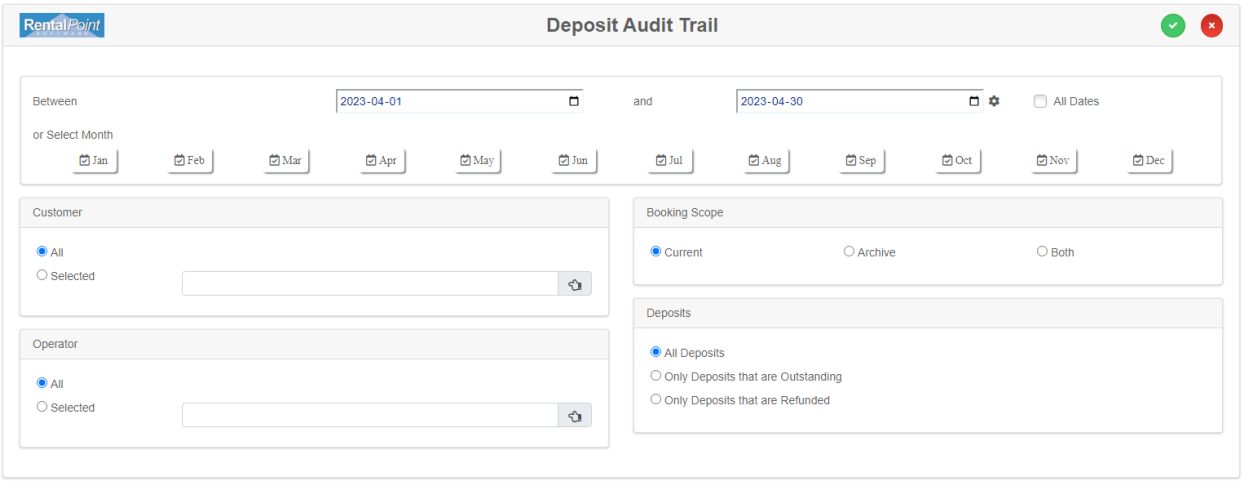


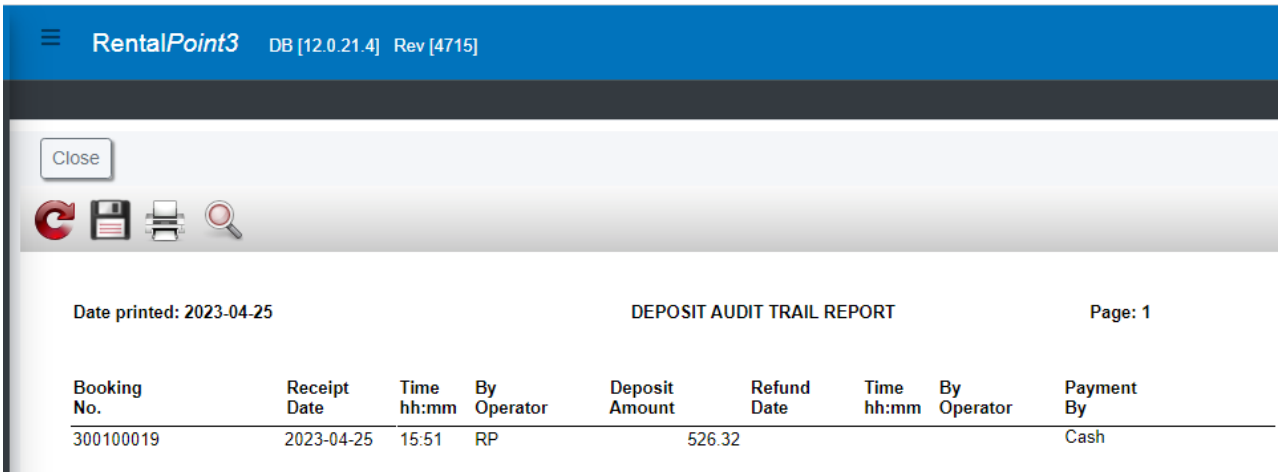
Deposit Audit Trail

Accessible from the Security Deposit tab,

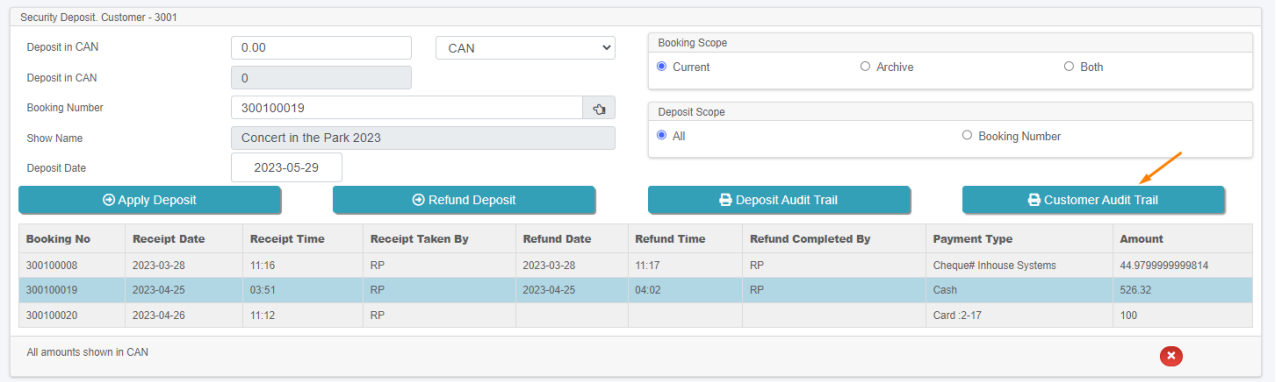


this report shows an audit trail of security deposits, according to the scope selected

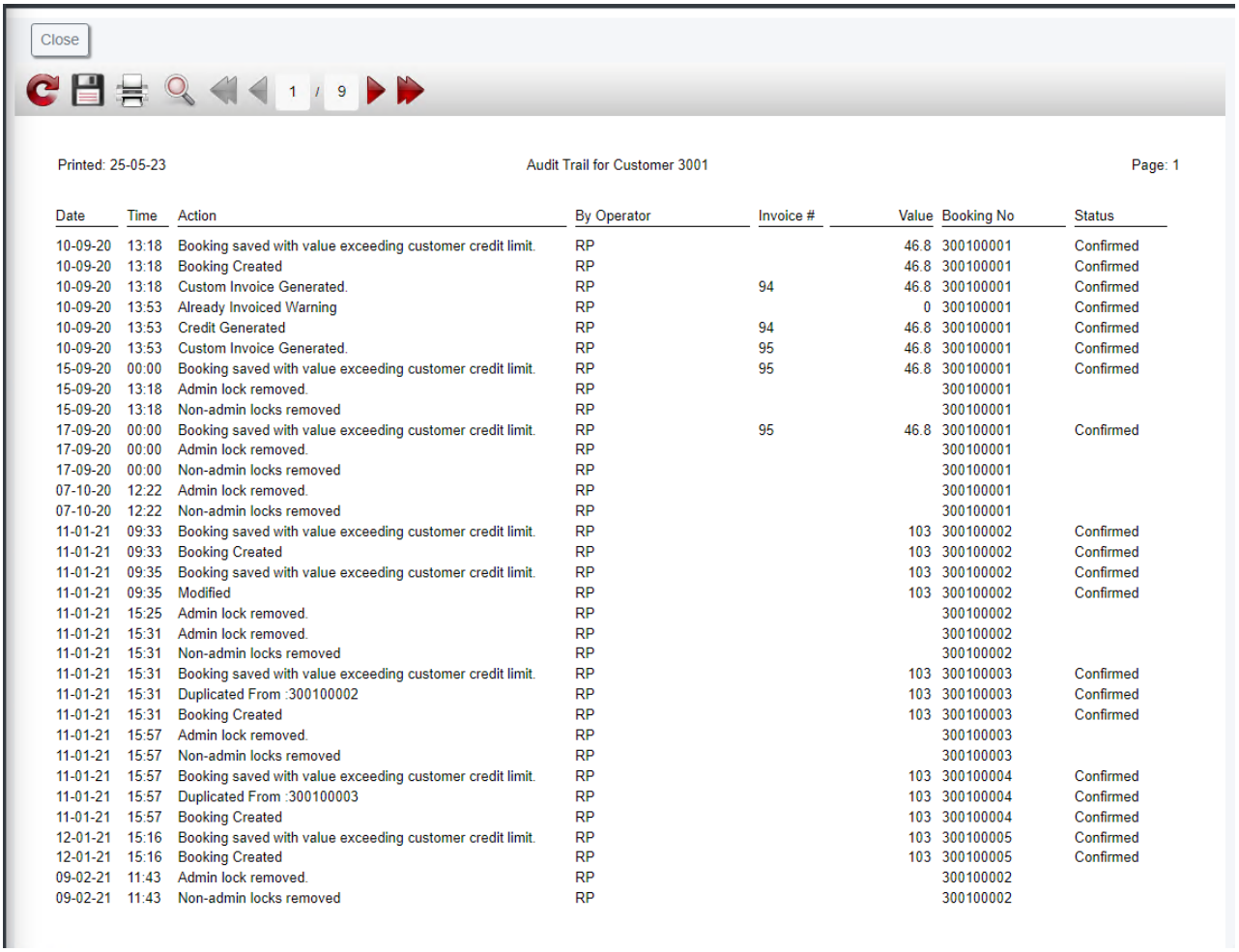




Customer Audit Trail



Show actions against all bookings entered for the customer



Close

1 / 9

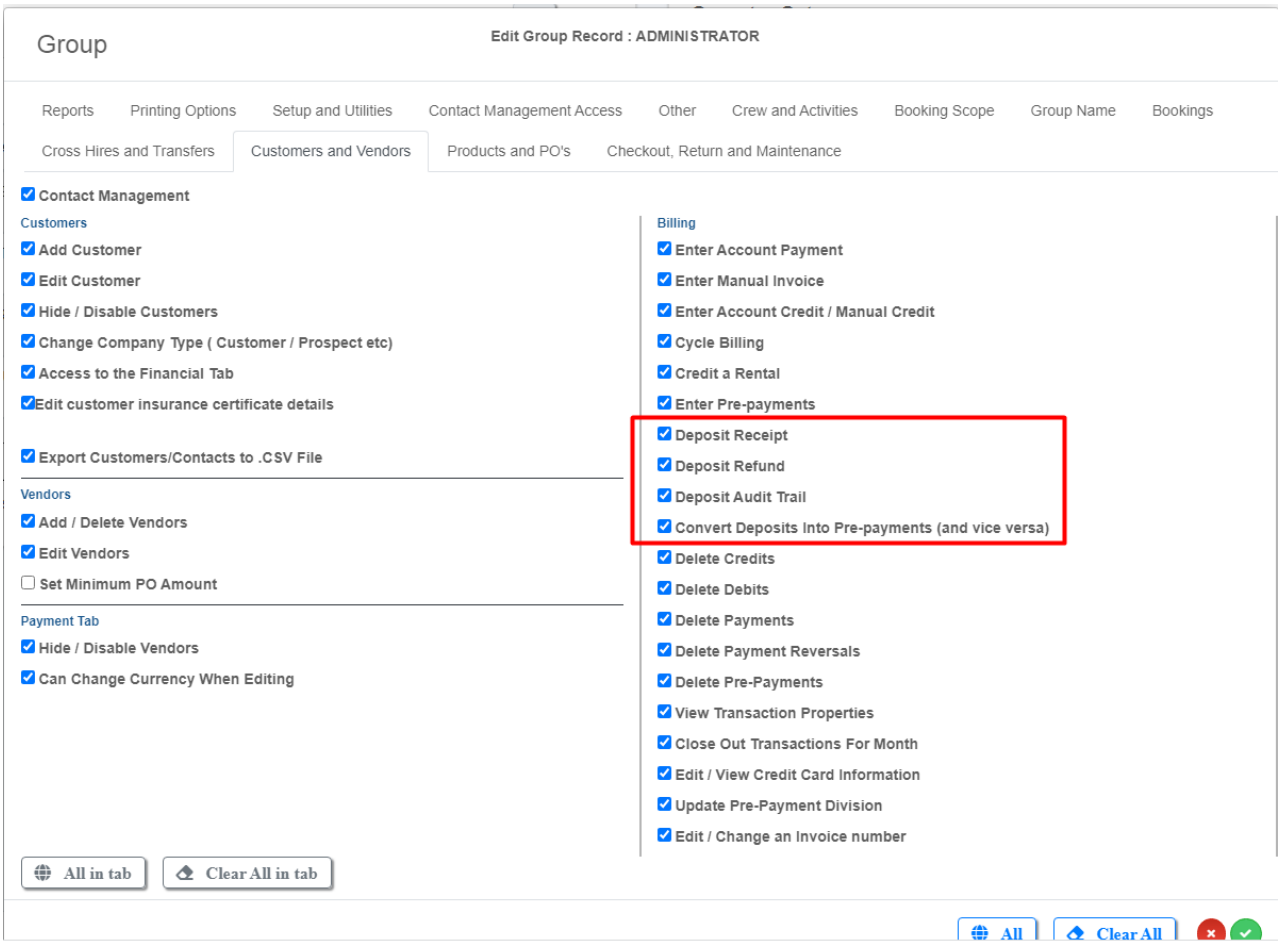
Printed: 25-05-23 Audit Trail for Customer 3001 Page: 1

Date	Time	Action	By Operator	Invoice #	Value	Booking No	Status
10-09-20	13:18	Booking saved with value exceeding customer credit limit.	RP		46.8	300100001	Confirmed
10-09-20	13:18	Booking Created	RP		46.8	300100001	Confirmed
10-09-20	13:18	Custom Invoice Generated.	RP	94	46.8	300100001	Confirmed
10-09-20	13:53	Already Invoiced Warning	RP		0	300100001	Confirmed
10-09-20	13:53	Credit Generated	RP	94	46.8	300100001	Confirmed
10-09-20	13:53	Custom Invoice Generated.	RP	95	46.8	300100001	Confirmed
15-09-20	00:00	Booking saved with value exceeding customer credit limit.	RP	95	46.8	300100001	Confirmed
15-09-20	13:18	Admin lock removed.	RP			300100001	
15-09-20	13:18	Non-admin locks removed	RP			300100001	
17-09-20	00:00	Booking saved with value exceeding customer credit limit.	RP	95	46.8	300100001	Confirmed
17-09-20	00:00	Admin lock removed.	RP			300100001	
17-09-20	00:00	Non-admin locks removed	RP			300100001	
07-10-20	12:22	Admin lock removed.	RP			300100001	
07-10-20	12:22	Non-admin locks removed	RP			300100001	
11-01-21	09:33	Booking saved with value exceeding customer credit limit.	RP		103	300100002	Confirmed
11-01-21	09:33	Booking Created	RP		103	300100002	Confirmed
11-01-21	09:35	Booking saved with value exceeding customer credit limit.	RP		103	300100002	Confirmed
11-01-21	09:35	Modified	RP		103	300100002	Confirmed
11-01-21	15:25	Admin lock removed.	RP			300100002	
11-01-21	15:31	Admin lock removed.	RP			300100002	
11-01-21	15:31	Non-admin locks removed	RP			300100002	
11-01-21	15:31	Booking saved with value exceeding customer credit limit.	RP		103	300100003	Confirmed
11-01-21	15:31	Duplicated From :300100002	RP		103	300100003	Confirmed
11-01-21	15:31	Booking Created	RP		103	300100003	Confirmed
11-01-21	15:57	Admin lock removed.	RP			300100003	
11-01-21	15:57	Non-admin locks removed	RP			300100003	
11-01-21	15:57	Booking saved with value exceeding customer credit limit.	RP		103	300100004	Confirmed
11-01-21	15:57	Duplicated From :300100003	RP		103	300100004	Confirmed
11-01-21	15:57	Booking Created	RP		103	300100004	Confirmed
12-01-21	15:16	Booking saved with value exceeding customer credit limit.	RP		103	300100005	Confirmed
12-01-21	15:16	Booking Created	RP		103	300100005	Confirmed
09-02-21	11:43	Admin lock removed.	RP			300100002	
09-02-21	11:43	Non-admin locks removed	RP			300100002	

Operator Privileges

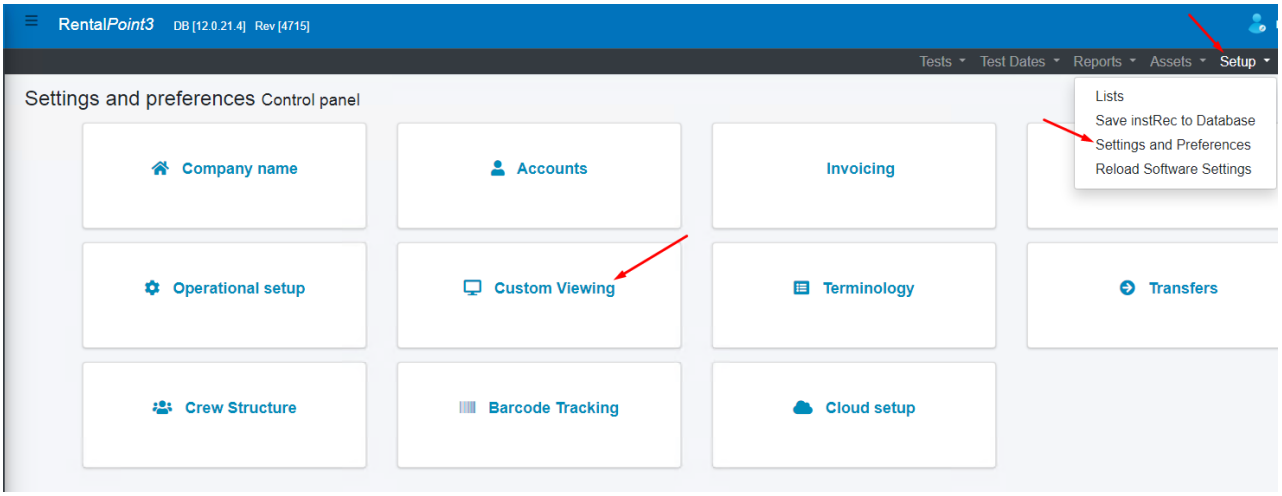
From Setup-->Lists-->Operators

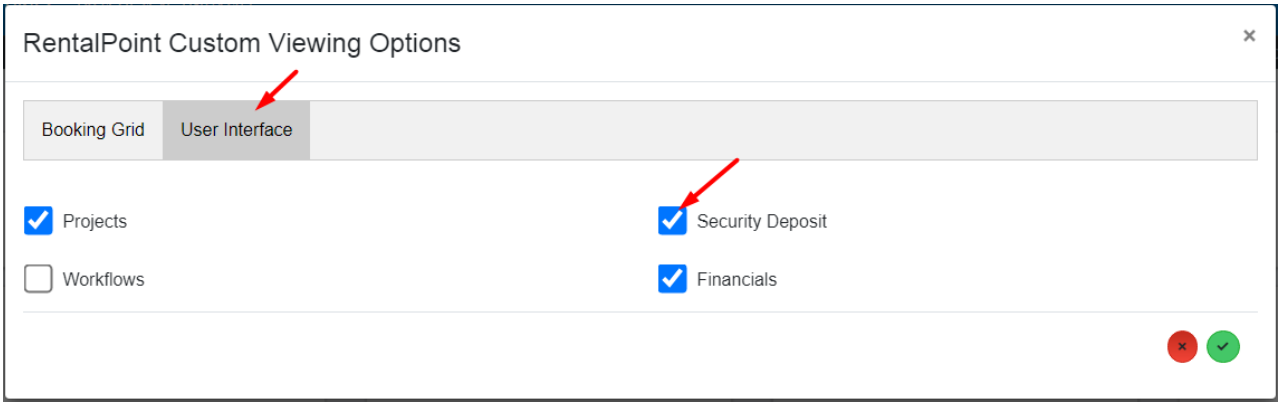
edit the operator group and click 'customer & Vendors' tab



Parameters

Goto Setup-->Settings and Preferences-->custom viewing option and enable security deposit under 'user interface' tab




RentalPoint Custom Viewing Options
Booking Grid
User Interface
Projects
Security Deposit
Workflows
Financials