POSTING PET DEPOSIT PROCEDURE

- Open OneSite and click on the resident's ledger.
- On the top, left hand side of the box, there is a drop down box that shows "Resident".
- Click the arrow and it will show "Resident – Deposits – In Process".
- Click on "deposits".
- A box will appear. Click on the top of the box where it shows "Change required deposit".
- A red box will appear. Choose "Pet Deposit Received".
- Another box will appear. On the top, right hand corner click "Add".
- Two red boxes will appear. The first box is the "description" box. Input the correct information here.
- The second red box is for the amount of the deposit.
- After the red boxes are complete, click "post". It will now show up on the deposit page.
- When it is time to post the payment, go back into the resident's ledger and click on "deposits".
- Click "enter payment". (It should already be on the code of Deposit.)
- Input the amount of the money order and the money order numbers.
- Click "post" and print the receipt.