

Deposit

Introduction

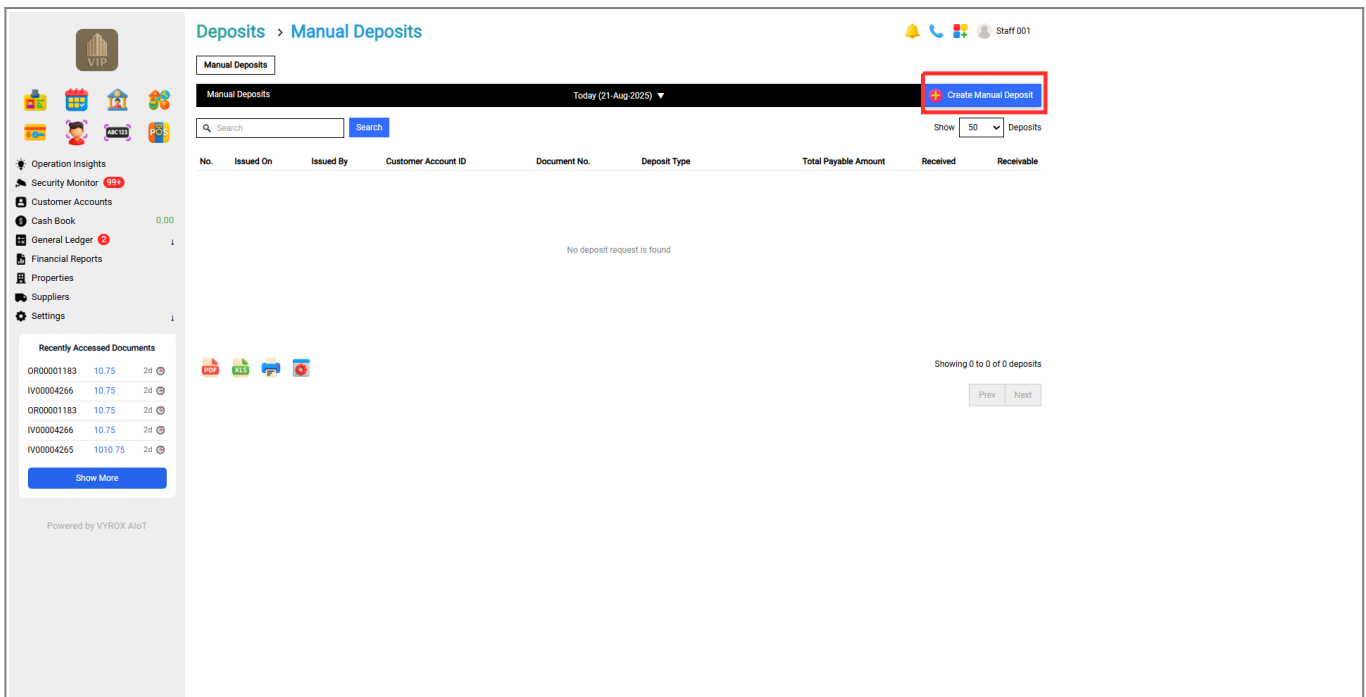
This book outlines a complete approach to optimising and enhancing deposit management operations using the VYROX VIP Smart Integrated Property Management System, which was created by VYROX INTERNATIONAL SDN BHD. The deposit module of the system allows property managers, building administrators, and facility operators to effectively add, monitor, and manage deposits for residents and facilities.

1. Deposit

The VYROX VIP Smart Integrated Property Management System's Manual Deposit feature allows administrators and property managers to record deposits made using offline payment methods such as cash, cheques, or bank transfers, ensuring that all transactions are accurately documented and reflected in the system. This feature promotes openness, consistency, and dependability in financial records by integrating both online and manual payments onto a single platform. It also reduces mistakes, increases accountability, and offers a clear audit trail for reporting and auditing, making it an essential tool for smooth and effective property management operations.

1.1 Create Manual Deposit

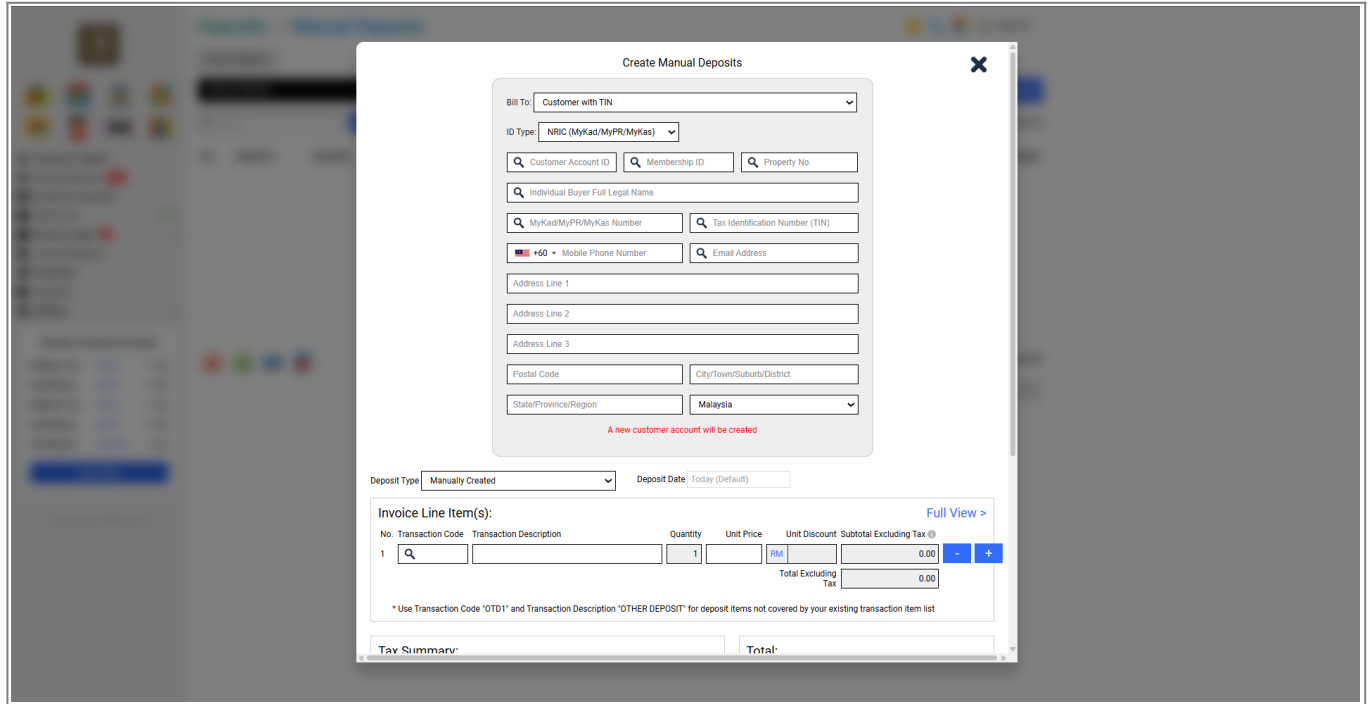
Go to Deposit > Create Manual Deposit > Fill in details > Create



Step 1:

Details include:

1. Select ID Type
2. Full Legal Name or Email Address
3. Select Deposit Type
4. Choose the Deposit Date (Optional)
5. Fill in Information at Invoice Line Item (Transaction Code, Transaction Description & Unit Price)
6. Tick or Untick Rounding Amount



After that, Click “Create”

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