

Deposit

Introduction

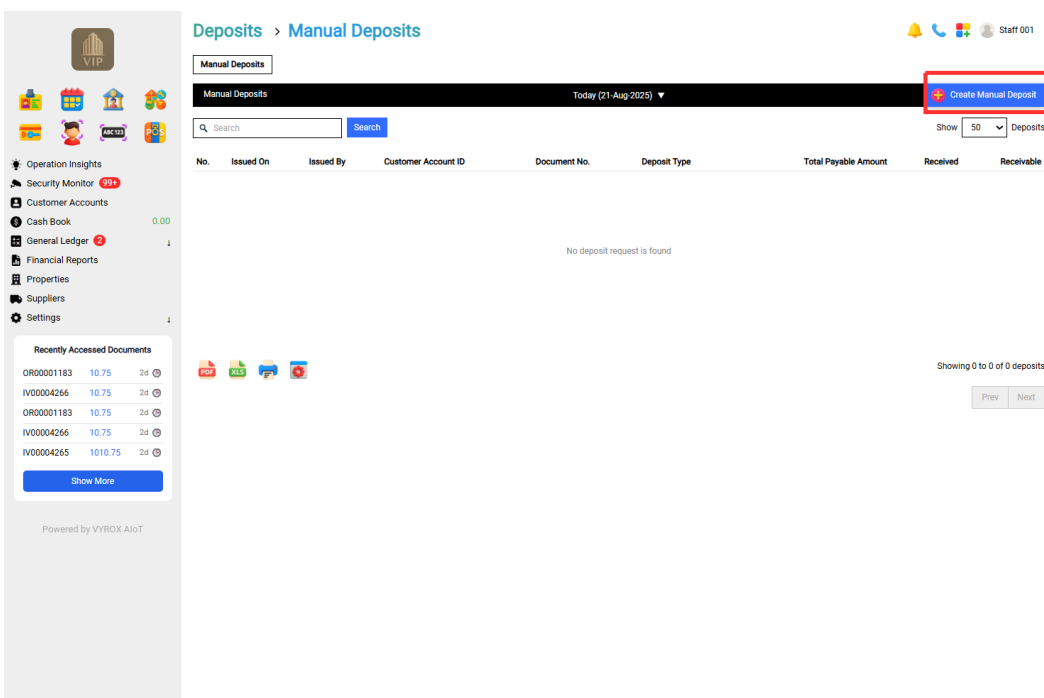
This book outlines a complete approach to optimising and enhancing deposit management operations using the VYROX VIP Smart Integrated Property Management System, which was created by VYROX INTERNATIONAL SDN BHD. The deposit module of the system allows property managers, building administrators, and facility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

1. Deposit

The Manual Deposit feature of the VYROX VIP Smart Integrated Property Management System lets administrators and property managers log deposits made with cash, cheques, or bank transfers, making sure all transactions are properly recorded 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

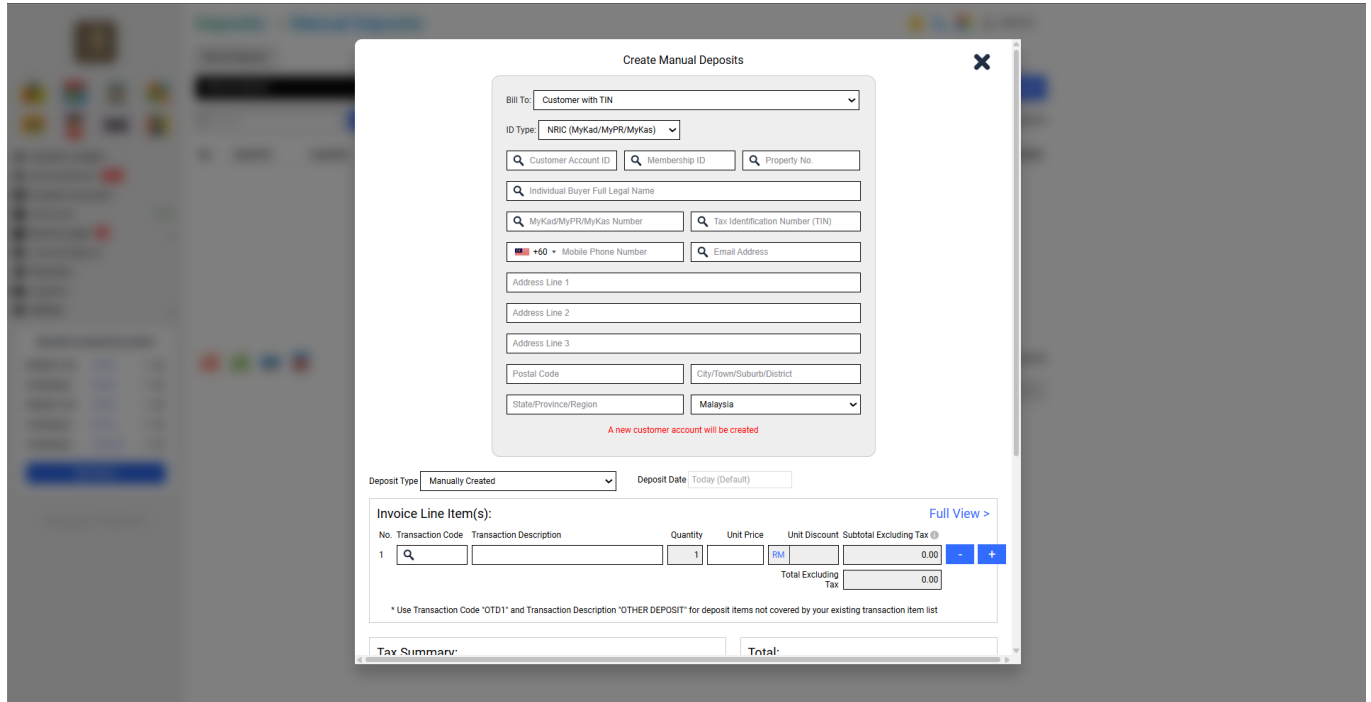
Go to Deposit > Create Manual Deposit > Fill in details > Create



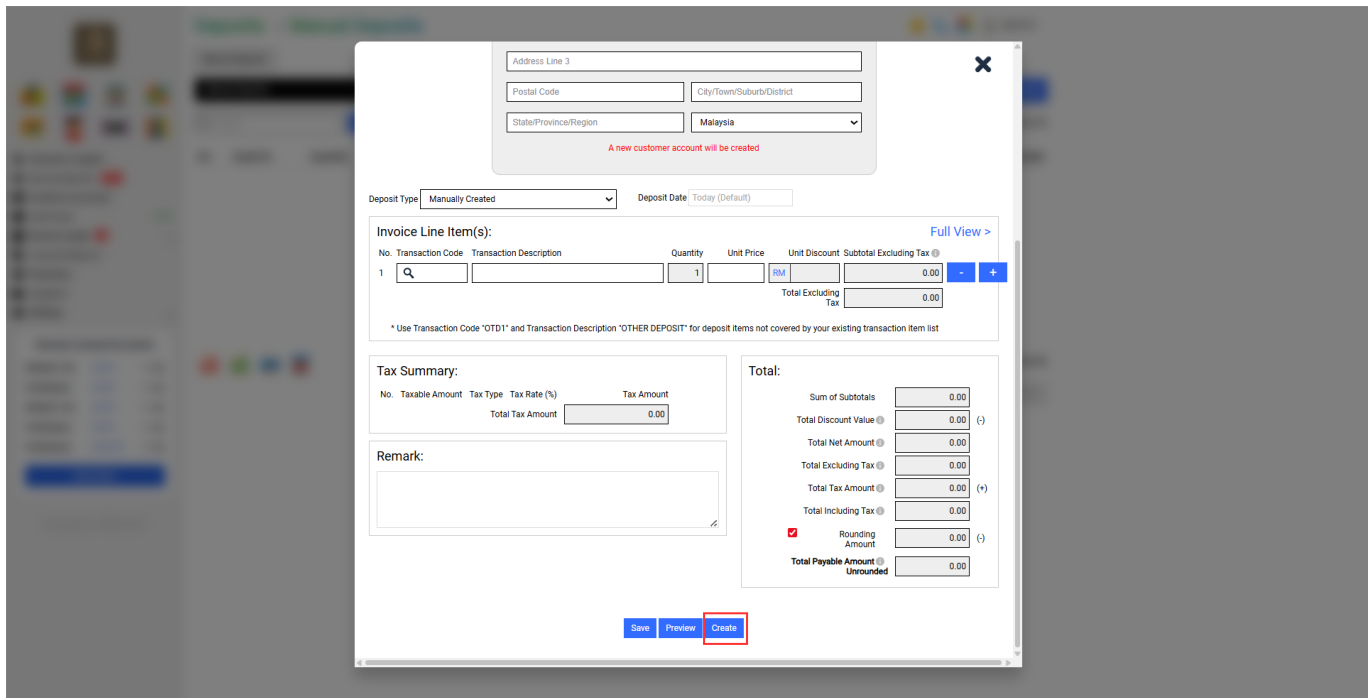
Step 1:

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"



Example

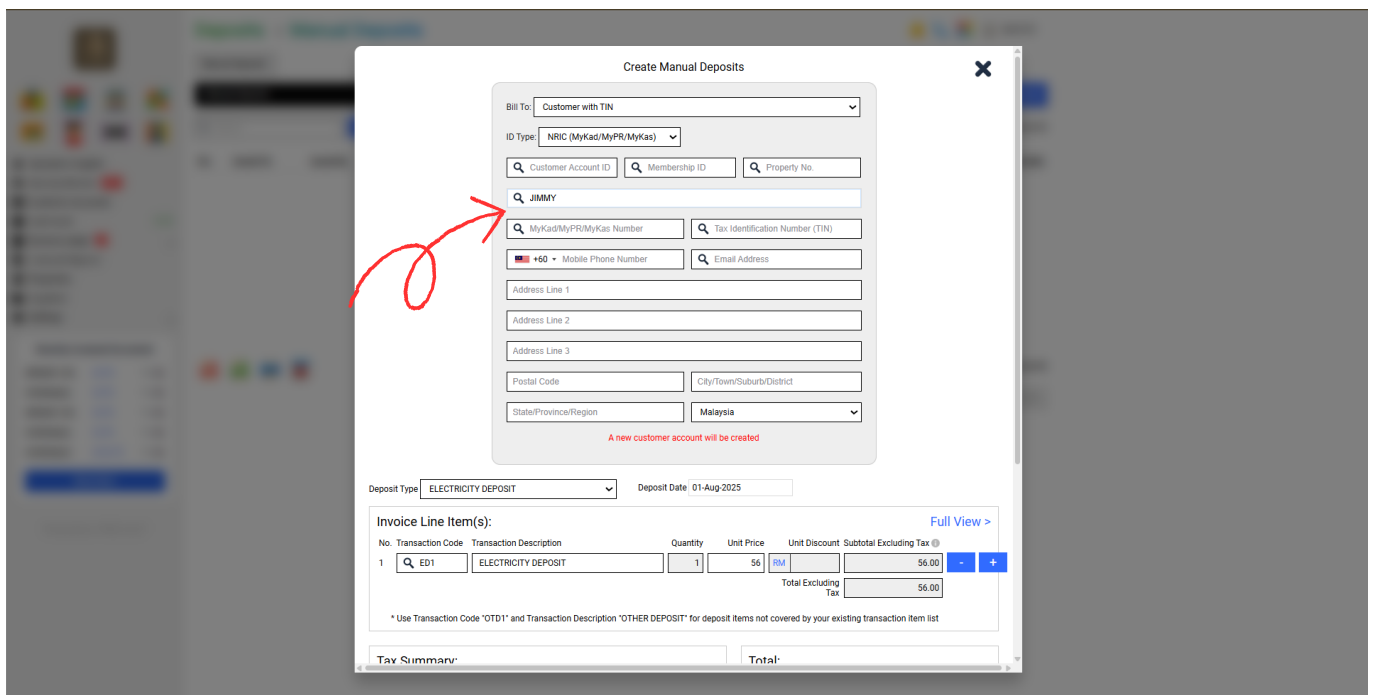
Electricity and Water Deposit

Details include:

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

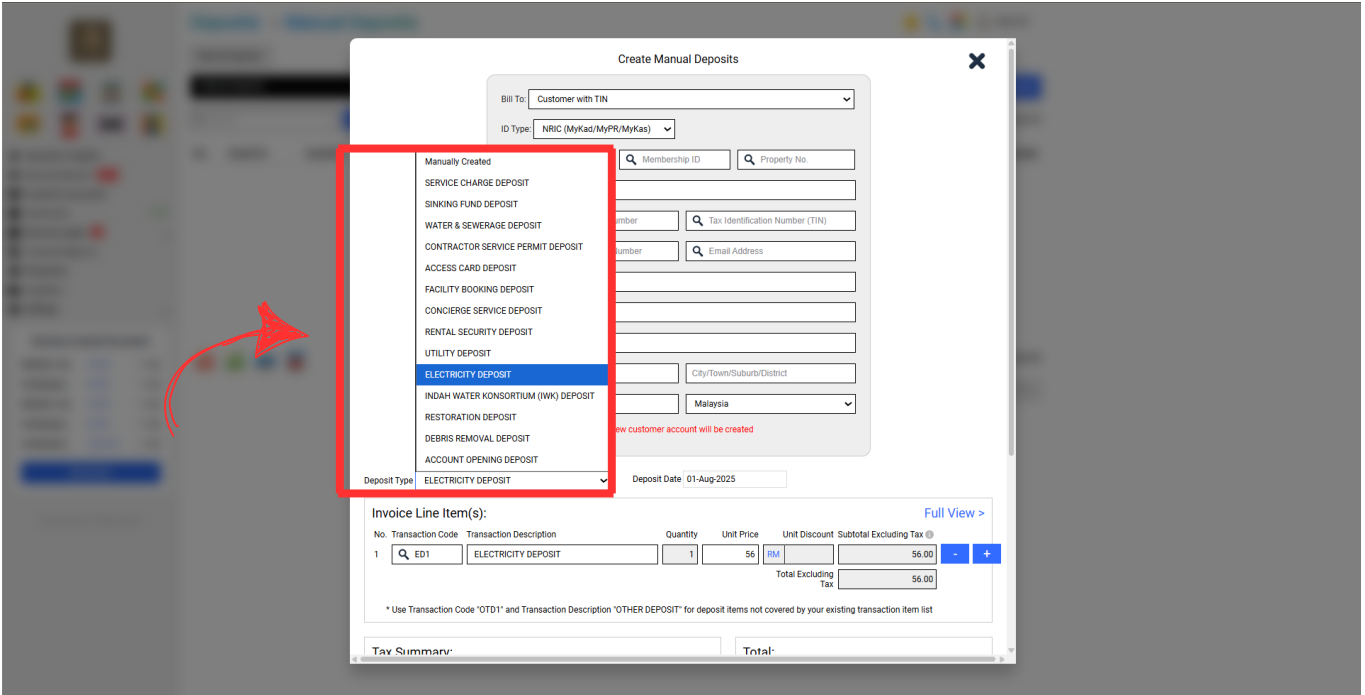
Step 1:

Select ID Type > Fill Full Legal Name or Email Address



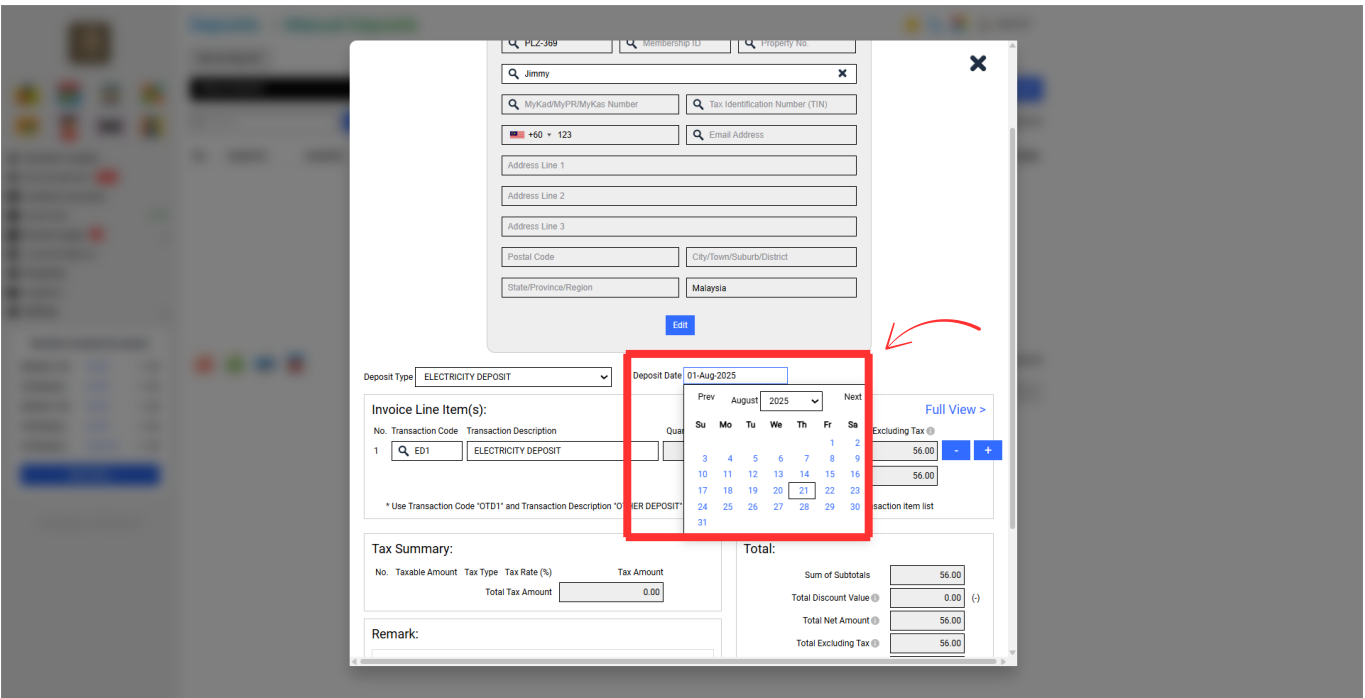
Step 2:

Select Deposit Type



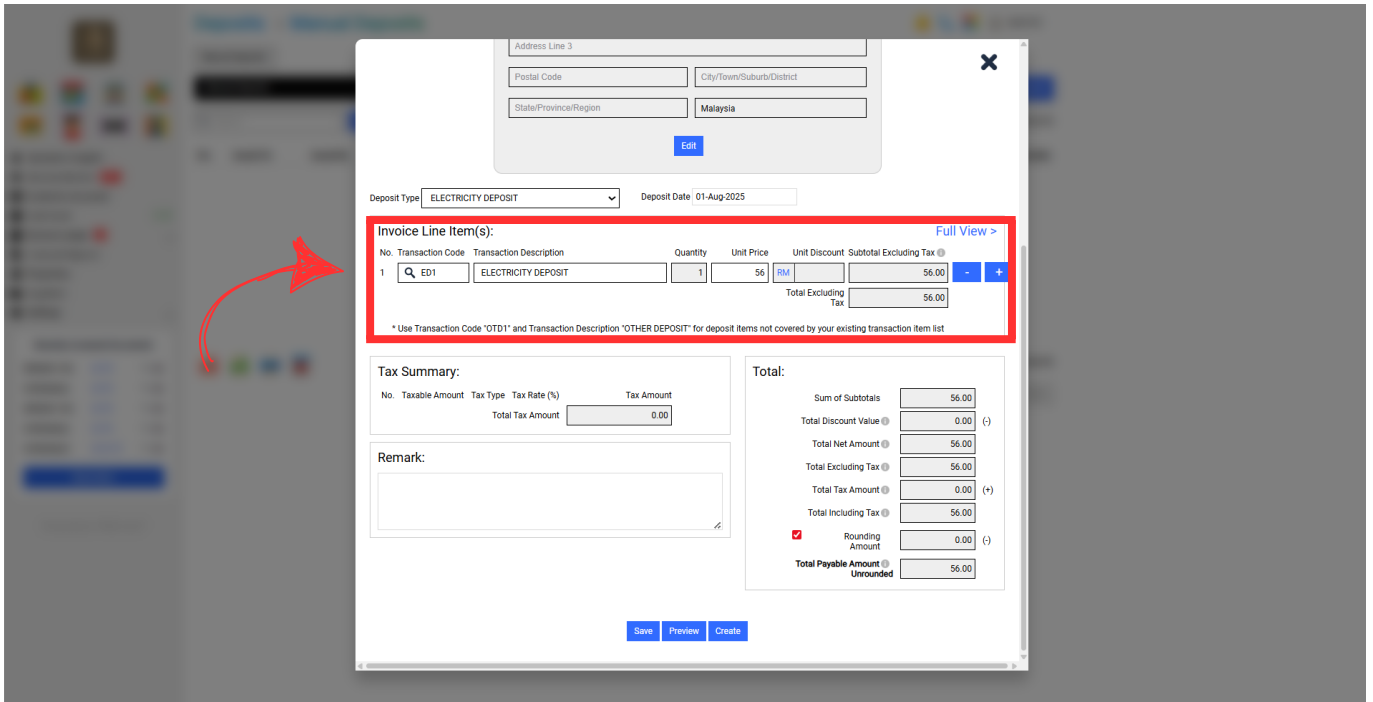
Step 3:

Choose the Deposit Date



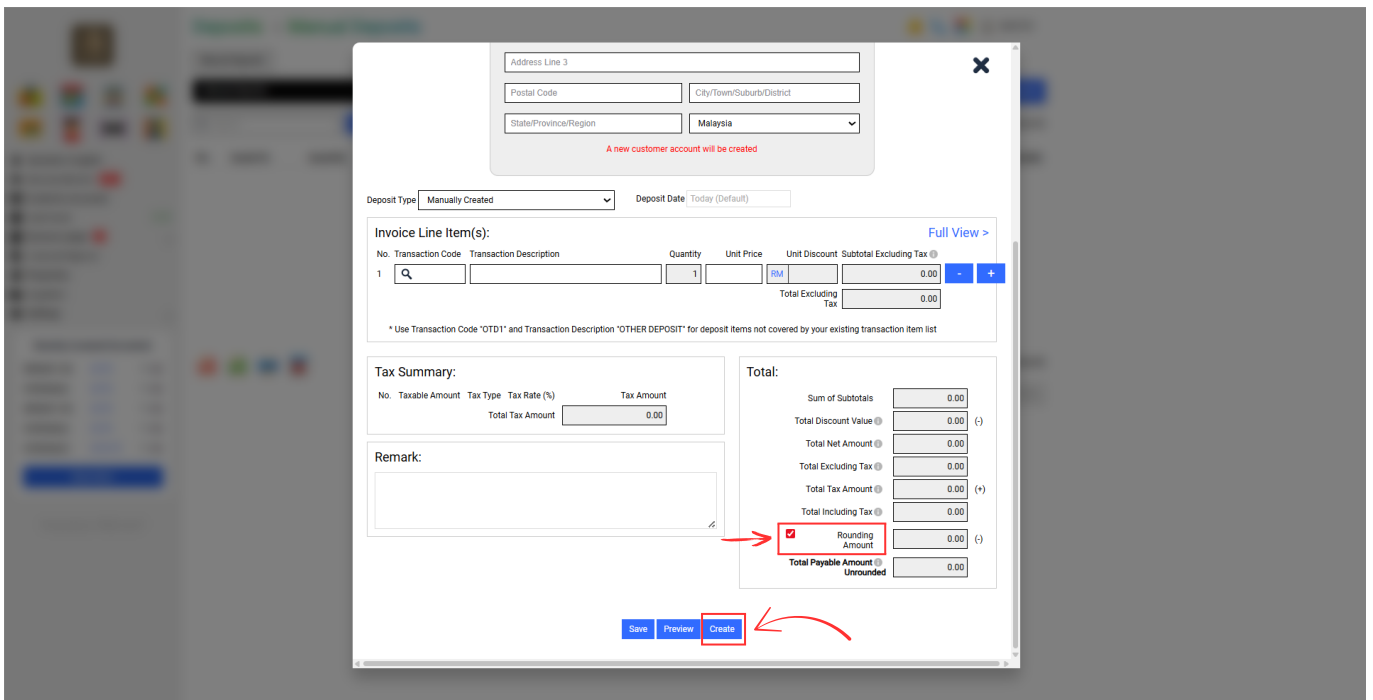
Step 4:

Fill in Information at the invoice line item (Transaction Code, Transaction Description & unit price).



Step 5:

After that, Tick or untick “Rounding Amount” and Click “Create”



Note: If you want to do other deposits, like MANUALLY CREATED, SERVICE CHARGE DEPOSIT, SINKING FUND DEPOSIT, WATER & SEWERAGE DEPOSIT & others. Please follow the steps in order, beginning early.

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