

Deposits / Fees / Services / Taxes

All deposits, fees, taxes and services must first be defined and then assigned to (or removed from) all (or individual) properties. It is probably best to do this step AFTER all of your inventory has been added to Lodgix.

Please navigate to:

Settings > Inventory > Deposit / Fees / Services / Taxes

Tabs

Reservation Deposit

Security Deposit

Taxes

Fees

Services

1

2

3

4

5

Order	Name	Type	Value	
1	Sales Tax	Sales Tax	10.000%	Edit Delete

ADD to ALL Properties

REMOVE from ALL Properties

Properties

not containing

"Sales Tax"

Peace Cottage	Add Tax
Kiwi House	Add Tax
Retreat House	Add Tax

There are five tabs that comprise the Universal Property Template:

- Reservation Deposit.** Amount required to secure the reservation. This is prepaid rent.
- Security Deposit.** Amount required in addition to the reservation deposit. A security deposit is always refundable and is never counted as income.
- Taxes.** Amount required by state, city and municipal taxing authorities. Either a % or a per night flat fee.
- Fees.** Cleaning fees, processing fees, damage protection, travel insurance, etc. Either a % or a flat fee.
- Services.** Optional components of a reservation. Usually ancillary items like firewood, chef, ski lift tickets, grocery delivery, etc.

Add New Tax, Fee, Service or Deposit

[Reservation Deposit](#) [Security Deposit](#) [Taxes](#) [Fees](#) [Services](#)

Order	Name	Description	Group	Type	Taxable	Collection Rules	Value	
								Add Fee
Name	Group	Type	Taxable	Tax Exceptions	Collection Rules	Value		
☒ Bond held by Staywest	Other Fee	Optional	False	GST	Per Universal Rules	0.00	+ Edit Delete	
☐ Booking Fee	Booking Fee	Mandatory	False	GST	Per Universal Rules	19.00	+ Edit Delete	
☐ CC Merchant Fee	Bank Fee	Optional	False	GST	Per Universal Rules	2.00% (total charges)	+ Edit Delete	

Add ____ button or use the "+" icon

Where are no current fees, services, taxes, etc. defined an Add ____ button will be present. Click the ADD Fee (or ADD Service, etc.) button to setup a new fee, service, tax or deposit.

or

If there are existing fees, services or taxes defined, then click the "+" icon located to the far right of any existing fee, service or deposit which will trigger the window to add a fee, service or deposit.

ADD to ALL or REMOVE from ALL Properties

[Reservation Deposit](#) [Security Deposit](#) [Taxes](#) [Fees](#) [Service](#)

Order	Name	Description	Group	Type
☒ 1	Cleaning Fee	Cleaning Fee	Cleaning Fee	Mand

+

 ADD to ALL Properties

-

 REMOVE from ALL Properties

To quickly add or remove the item from all properties use the ADD to ALL Properties or Remove from ALL Properties buttons.

ADD or REMOVE from Selected Properties

1

Properties not containing ▼ "Cleaning Fee"

Peace Cottage	 ⊕ Add Fee
Kiwi House	⊕ Add Fee
Retreat House	⊕ Add Fee

2

Properties containing ▼ "Cleaning Fee"

Tiffany Cottage	 ⊖ Remove Fee
-----------------	---

To ADD or REMOVE fees from selected properties, you can toggle the dropdown to display properties containing or not containing the selected fee, tax, service or deposit. Then use the ADD Fee or REMOVE fee buttons next to the chosen property to add / or remove it from that property.