
Rialto Deposit Accounts

Rialto offers deposit accounts for libraries that wish to prepay their invoices. This is a great place to add end-of-year funds. There are two variations depending on what you would like to use the deposit for and your current invoicing setup on Rialto. There is no minimum amount required to use a deposit account.

Rialto Invoicing System Deposits

If your electronic books invoicing is on the Rialto invoicing system, you can use our automated deposit account. This means:

- Customer can pre-set rules for their deposit account so that invoices are automatically deducted from the deposit.
- There is a near real-time deposit balance available to view in the Invoice Portal (approximately one hour for pending sales).
- Option to receive email notifications:
 - Every time there is a change to your deposit balance
 - Low balance alert once you reach the deposit balance that you've preset
- To add more funds to the deposit, there is a self-service option to generate a top- up deposit invoice for the desired amount in the Invoice Portal.

Rialto Print Deposits

This type of deposit is used for print deposits or for customers who have not yet transitioned to the Rialto Invoicing System.

- Invoices will be generated as usual. When a customer is ready to pay for an invoice using their deposit funds, they must manually do this in the Invoice Portal. For more information, see: [Deposit and Payment Information](#).
- The deposit balance is visible in the Invoice Portal; however, the deposit balance will not be up to date until the invoice is manually applied against the deposit.
- We offer an optional service called Deposit Monitoring in which our customer service team applies invoices against the deposit as well as sends out a monthly deposit balance. Reach out to Rialto Support or your designated customer service representative for more information on this service.
- To add funds to an existing print deposit, you can submit a request to your Clarivate customer service representative or csacademic@proquest.com.

How Do I Set Up a Deposit?

- Fill out the [Deposit Account Request Form](#) with your request, and a member of our team will reach out to you with the next steps. If you have any questions, please reach out to [Rialto Support](#).
- The customer Service team will raise a proforma invoice and send it to the customer for payment.
 - Proforma will be generated within 24 hours once all information is present.
 - When making a payment, include on the remittance that the funds are for a deposit and the proforma number.
- The deposit will appear in the invoice portal once the proforma has been paid and the accounting team has applied

funds to the account.