

Welcome

This training module deals with

**Accounting – Un-Invoices Reservations
& All Reservations**

Un-Invoiced Reservations

RES - Semper Central Office - Version 6.1.3.2509

General Reservations Front Desk Accounting View Setup

Deposit Tracking Un-Invoiced Reservations All Reservations Verify Reservations View Casual Sales No Show Refu

Previous Reservations Quick Quote

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Doubles 1	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Doubles 2	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Doubles 3	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Twins 4	1	2	3	4	5	6	7	8	9	10	11	12	Te	14
Twins 5	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Twins 6	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Singles 7	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Singles 8	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Suites 10	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Suites 9	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Honeymoon Suites 11	1	2	3	4	5	6	7	8	9	10	11	12	13	14

Un-invoiced Reservations

Folio	Room	Names	Group Name	Arrival	Departure	Status	Total Uninvoiced Balance
22	-	Test Test	werwewe	20/08/2013	20/08/2013	Active Out	0.00
37	3 - Doubles	asdfsdfas		20/08/2013	21/08/2013	Checked ...	0.00
38	6 - Twins	fdas asdfa		25/08/2013	26/08/2013	Checked ...	0.00
39	8 - Singles	asdfa asdf		25/08/2013	26/08/2013	Checked ...	0.00
6	6 - Twins	Test Test		08/09/2013	10/09/2013	Active Out	0.00
77	8 - Singles	Test Test		27/08/2013	29/08/2013	Checked ...	0.00
78	1 - Doubles	wrfsdfa	wrfsdfa	27/08/2013	29/08/2013	Checked ...	0.00
80	3 - Doubles	wrfsdfa		27/08/2013	29/08/2013	Checked ...	0.00
81	4 - Twins	qqqqqq	qqqqqq	28/08/2013	29/08/2013	Checked ...	0.00
86	1 - Doubles	test	test	28/08/2013	29/08/2013	Checked ...	0.00

Open Pro-forma Tax Invoice

Email Display Email Display

Active Out In House

Close

Un-invoiced reservations can be found under the Accounting and Front Desk tab.

Un-Invoiced Reservations

All the reservations that have **not been invoiced**, will show in this list. A pro-forma or invoice can be **made from this screen**.

To Remove all In House and/or Active Out Bookings from the list, **Uncheck** the Boxes.

Folio	Room	Names	Group Name	Arrival	Departure	Status	Total Uninvoiced Balance
22	-	Test Test	wewewe	20/08/2013	20/08/2013	Active Out	0.00
37	3 - Doubles	asdfasdfas		20/08/2013	21/08/2013	Checked ...	0.00
38	6 - Twins	fdas asdfa		25/08/2013	26/08/2013	Checked ...	0.00
39	8 - Singles	asdfa asdf		25/08/2013	26/08/2013	Checked ...	0.00
6	6 - Twins	Test Test		08/09/2013	10/09/2013	Active Out	0.00
77	8 - Singles	Test Test		27/08/2013	29/08/2013	Checked ...	0.00
78	1 - Doubles	wfsdfa	wfsdfa	27/08/2013	29/08/2013	Checked ...	0.00
80	3 - Doubles	wfsdfa		27/08/2013	29/08/2013	Checked ...	0.00
81	4 - Twins	qqqqqq	qqqqqq	28/08/2013	29/08/2013	Checked ...	0.00
86	1 - Doubles	test	test	28/08/2013	29/08/2013	Checked ...	0.00

Open Pro-forma Guest Tax Invoice Guest Active Out In House Close

Email Display Email Display

RES - Semper Central Office - Version 6.1.3.2509

General Reservations Front Desk Accounting View Setup & Admin Stock Control Log Off

Deposit Tracking Un-Invoiced Reservations All Reservations Verify Reservations View Casual Sales No Show Refunds Gratuities Management

Documentation

Previous Reservations Quick Quote

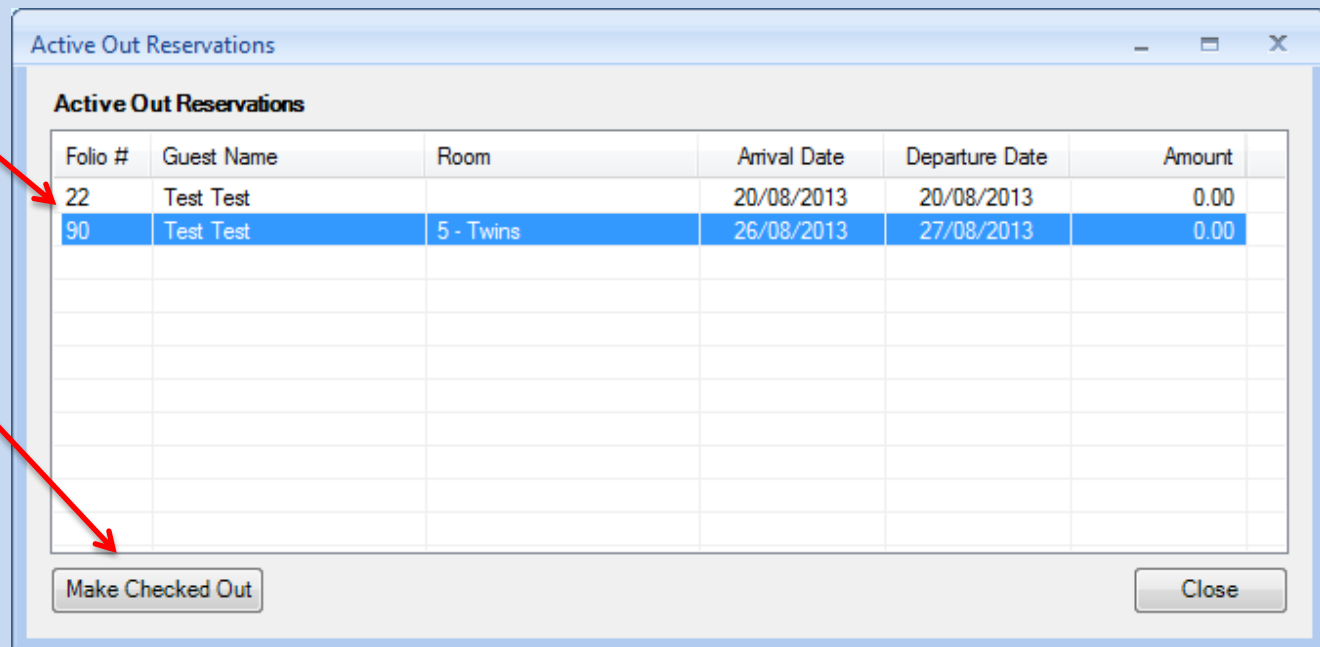
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	
Doubles	1	1	2	3	4	5	6	7	8	9	10	Test			15	16	17	18	19	20	
Doubles	2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Doubles	3	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Twins	4	1	2	3	4	5	6	7	8	9	10	11	12	Te	14	15	16	17	18	19	20
Twins	5	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Twins	6	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Krug	17	18	19	20	
Singles	7	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Singles	8	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Te	16	17	18	19	20
Suites	10	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Suites	9	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Te	16	17	18	19	20
Honeymoon Suites	11	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

All Reservations

Name	Reservations	Total Due
Provisional	8	950.00
Active Out	2	0.00
Total : 950.00		<input type="button" value="Close"/>

“All Reservations” will show you the total of provisional, confirmed, In-house, checked out and active out bookings.
 If you double click, a detailed list of the reservations will open.

On **Active out** Reservations, the **status** can be changed to checked out if the amount is zero.



The screenshot shows a window titled "Active Out Reservations" with a table of reservation data. The table has columns for Folio #, Guest Name, Room, Arrival Date, Departure Date, and Amount. Two rows are visible, both with an amount of 0.00. A red arrow points from the text box to the first row, and another red arrow points from the text box to the "Make Checked Out" button at the bottom of the window.

Folio #	Guest Name	Room	Arrival Date	Departure Date	Amount
22	Test Test		20/08/2013	20/08/2013	0.00
90	Test Test	5 - Twins	26/08/2013	27/08/2013	0.00

Buttons: Make Checked Out, Close

End of training module
Accounting – Un-Invoices Reservations
& All Reservations