

Welcome

To the new Version 6.1

Accounting:

View Casual Sales

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 Commission Management Debtors Map GL Codes Day End Month End Budgets & Projections Reports 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	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12		
		T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T		
Doubles	1	1	2	3	4	5	6	7	8	9	10	Test				15	16	17	18	19	20	21	22	23	24	25	26	27	August 2013		te	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12
Doubles	2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	test		31	1	2	3	4	5	6	7	8	9	10	11	12			
Doubles	3	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12		
Twins	4	1	2	3	4	5	6	7	8	9	10	11	12	Te	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12		
Twins	5	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Krug	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12			
Twins	6	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Te	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12		
Singles	7	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12		
Singles	8	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Te	16	17	18	19	20	21	22	23	24	25	26	Test		31	1	2	3	4	5	6	7	8	9	10	11	12				
Suites	10	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12		
Suites	9	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Te	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12		
Honeymoon Suites	11	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12		

To view all casual sales done, go to Accounting, "View casual sales".

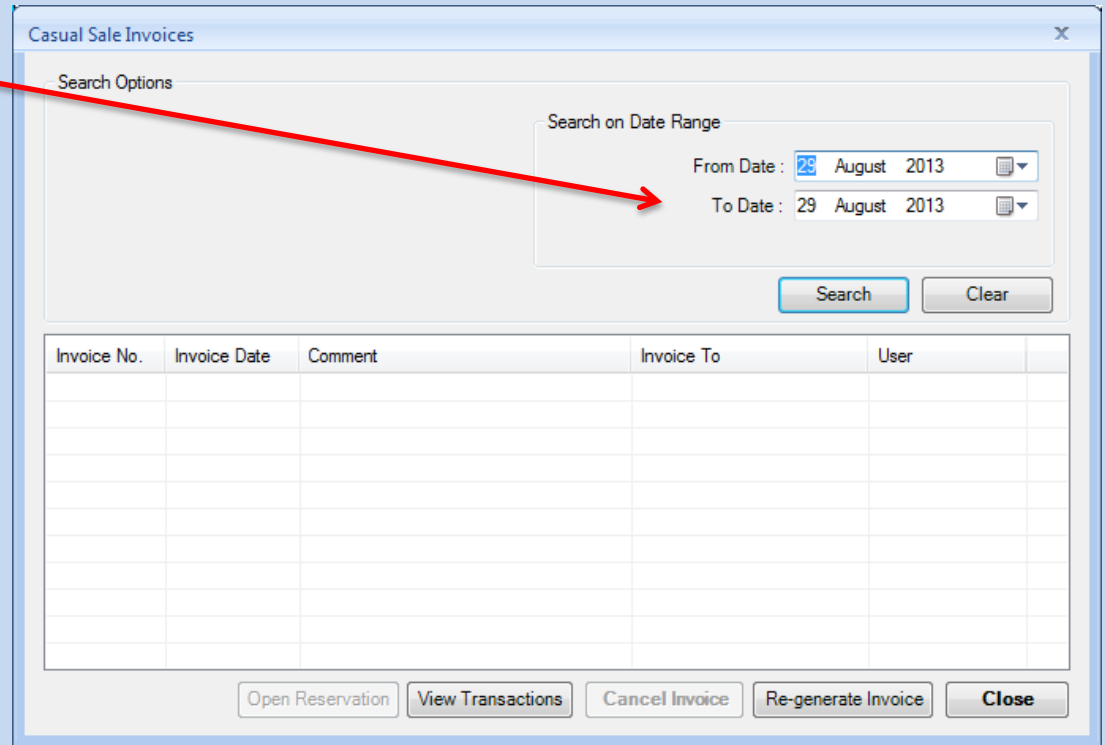
Select the **dates** and click on search.

This will display the invoices made on the casual sales.

Select the **invoice and the transaction** can be viewed, the invoice can be **cancelled or re-printed**.

NOTE:

If you **cancel** a casual sales **invoice**, it will **reverse the transaction** that was done on casual sale for that invoice.



Casual Sale Invoices

Search Options

Search on Date Range

From Date : 29 August 2013

To Date : 29 August 2013

Search Clear

Invoice No.	Invoice Date	Comment	Invoice To	User

Open Reservation View Transactions Cancel Invoice Re-generate Invoice Close

End of training module.