





Welcome

This training module deals with














Casual Sales

The **Casual Sales** can be found under the Front Desk tab. "Sales" is used to record sales directly onto a guest/company account and to record a casual sale.

RES - Semper Central Office - Version 6.1.3.2509

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

Check-in   **Sales**   Check-out   Daily Dashboard   All Reservations   Un-Invoiced Reservations   No Show   Cash Up   Invoice Setup   Foreign Exchange   Pilot POS   Reports   Documentation

Previous Reservations	Quick Quote	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
		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
Doubles	1	8	9	10	test			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	
Doubles	2	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
Doubles	3	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
Twins	4	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	test		bo	2	3	4	5	6	7	8	9	
Twins	5	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	test		3	4	5	6	7	8	9
Twins	6	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
Singles	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
Singles	8	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
Suites	10	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
Suites	9	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
Honeymoon Suites	11	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

## Post to an In-house guest:

A list of all the in-house guests will show.  
Select the guest and click next.

Sales

Please select the entity

Selling to :

In-House Guest     Account     Casual Sale

Folio No.	Last Name	Room
85	Test Test	7 - Singles

Cancel    < Back    Next >

Add the charge and click on "Post".  
The transaction(s) will be posted  
to the in-house guest selected and  
will appear on the **transaction screen**  
of their reservation.

Sales

Selling to : Test Test, 7 Singles

- Semper Central Office (lo5)
  - Dinner
  - Lunch
  - Breakfast
  - Wine
  - Fruite and Veg
  - Goods
  - Sundries
    - ? Transport - Transport
    - ? Laundry - Laundry
  - Transport
  - a.Housekeeping
  - B.System

Effective	Description	Qty	Unit
26/08/2013	Transport	1	50

Rack Rate

Add New Product

Generate Pro-forma invoice

Posting Recipient

Test Test

n/a

Re-calc

Total Due : 50.00

Change : 0.00

Cancel < Back Post

## Posting to an Account (debtors)

Select the Account button and proceed to select a company. Click on Next.

Sales

Please select the entity

Selling to :

In-House Guest     Account     Casual Sale

Folio No.	Last Name	Room
	Ilona test travel	
	Semper Central Office	
	Test Own Website	
	Travel Agent Test	

Cancel    < Back    Next >

Add the charge, then click on "Re-calc" and click on "Post". This transaction will be allocated to the company in the debtors.

Sales

Selling to : Ilona test travel

Semper Central Office (Io5)

- Dinner
- Lunch
- Breakfast
- Wine
- Fruite and Veg
- Goods
- Sundries
  - Transport - Transport
  - Laundry - Laundry
- Transport
- a.Housekeeping
- B.System

Effective	Description	Qty	Unit
26/08/2013	Laundry	1	70

Rack Rate

Add New Product

Generate Pro-forma invoice

Re-calc

Total Due : 70.00

Change : 0.00

Posting Recipient

n/a

Ilona test travel

Cancel < Back Post

## Casual Sale

This is a sales to a guest not staying in the establishment or that does not have an account at the establishment.

Click on the Casual Sale – it will open up the next screen automatically.

Add the **charge(s)** and add the **payment**.

Because it is a casual sale, you have to put in a payment to make it zero, otherwise the system will **not allow you to select "Finish"**. If required, you can generate a pro-forma invoice

If the Total is **zero**, click on **"Finish"**.

Sales

Casual Sale

Semper Central Office (o5)

- Dinner
- Lunch
- Breakfast
- Wine
- Fruite and Veg
- Goods
- Sundries
- Transport - Transport
- Laundry - Laundry
- Transport
- a.Housekeeping
- B.System

Effective	Description	Qty	Unit
26/08/2013	Transport	1	50
26/08/2013	Cash Rands	1	-50.00

Rack Rate

Add New Product

Re-calc

Total Due : 0.00

Change : 0.00

Generate Pro-forma Invoice

Payment

Expense (C.O.C)

Cancel

< Back

Finish

End training module