

Welcome

Managing reservations where a guest shortens their stays and a payment was made.

If a booking is paid in full and the client wants to leave earlier, you need to change the departure date to the new date.



Reservation Details - Folio #91 - Testik Testik

Transactions | Group Reservations | Group Transactions | Rooming List

Employee: ilona krahenbuhl | Tentative ?

Folio No.: 91 | Web Ref.: | Created By: ilona krahenbuhl on 01 August 12

Room/Product: 14 - Singles | Singles - Singles | Special Colour: F [Redacted] B | Reset

Arrival Date: 02 August 2012 | ETA: 12:00 | Nights: 8 | Balances - Guest: 0.00 | Company: 0.00

Departure Date: 10 August 2012 | ETD: 10:30 | CRS Folio: | Type: Normal Reserval | Reason: |

Adults: 2 | Child2: 0 | Business Source: < Unspecified >

Child1: 0 | Child3: 0 | Voucher No.:

Guest(s)

Add	Main	Acc	Title	First Name	Last Name	Email	Tel No (w)	Mobile No	Visits	Fax	Email
More	<input checked="" type="checkbox"/>		Ms	Testik	Testik	ilona@semper.co.za	22222222	33333333	1	444	Move
Del											Prof
SMS											
Survey											

Date of Birth: 01 August 2012 | Nationality: South Africa | Hobbies: |

Anniversary: 01 August 2012 | Car Reg1. No.: caw111 | Intrests: |

Booked By: <Guest> | Change | More | New | **Pay Responsibility:** <Guest> | Change | More

Contact: | Change | More | New | Contact: | Change | More

Rate: Custom Rate | Change | Custom | Email: | Send

Tel No (w): | Tel No (w): | Pay Responsibility (2): | Change | More

Rangers: Ranger 1 | Rate Table Price: |

Transport: | Testik Testik |

4000.00 | Int. Tour Operator: <Unspecified>

Notes | Activity Log | Docs | Copy

Cancel | Split | Can't move | POS Block | Confirmed | No Show | Save | Save & Close | Close

Transaction Details - Folio #96 - Testik Testik

Reservation | Group Reservations | Group Transactions | Rooming List

Display Transactions
 Summary Detailed
 As Invoice
 Entire Group All Accounts

Billing Accounts
Testik Testik

Deposit Details
Due Date : 02 August 12
Deposit Due : 680.00 Perc. : 50.00
Received : -1360.00 Owing : -680.00

 Email Display

Effective Date	Room	Product	Description	Invoice	Folio #	Allocated to	Qty	Unit Price	Tax	Amount	Use
02 August 20...	14	14	Singles	Not Inv...	96	Testik Testik	4	170.00	0.00	680.00	ilon
02 August 20...	14	Credit Card	Deposit - Credit ...	Not Inv...	96	Testik Testik	1	-1360.00	0.00	-1360.00	ilon
			Charges			Testik Testik				680.00	
			Payments			Testik Testik				-1360.00	
			Expenses			Testik Testik				0.00	
			Invoiced			Testik Testik				0.00	

Testik Testik
Pro-formas Email Display
Invoices Email Display

Documents

Balances
Testik Testik : -680.00
All Guests : -680.00
All Companies : 0.00
Total (All Accounts) : -680.00

Confirmed

The charges will now change and will only charge the dates the client stayed. If the balance is in a negative a refund must be made to the client.

To refund the amount, go to expenses.
Select "Payment refund" and add the amount and save.

Transaction Details - Folio #96 - Testik Testik

Reservation | Group Reservations | Group Transactions | Rooming List

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Testik Testik

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02 August 20...	14					Testik Testik	1	-1360.00	0.00	-1360.00	ilon

Expenses allocated to : Ms Testik Testik
Expense Type :
Date : 02 August 2012
Description :
Amount :

Testik Testik
Pro-formas

 Email Display

Invoices

 Email Display

Documents

Invoices:
Guest=0
Company=0

Generate Room Charges

Balances
Testik Testik : -680.00
All Guests : -680.00
All Companies : 0.00
Total (All Accounts) : -680.00

Confirmed

Transaction Details - Folio #96 - Testik Testik

Reservation | Group Reservations | Group Transactions | Rooming List

Display Transactions
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			Payments			Testik Testik				-1360.00	
			Expenses			Testik Testik				680.00	
			Invoiced			Testik Testik				0.00	

Testik Testik

Pro-formas

 Email Display

Invoices

 Email Display

Documents
Invoices: Guest=0 Company=0

Generate Room Charges

Balances
Testik Testik: 0.00
All Guests: 0.00
All Companies: 0.00
Total (All Accounts): 0.00

Confirmed

The booking will be zero and an invoice can now be generated and the booking made checked out.

End of training module