

## Adding Products/Sales to a Client's Balance

### Adding Charges to a Client's Balance

Clients may wish to have product sales/charges added to their reservation balance for future payment.

#### 1 Reservation Till Tape

Select the client's Reservation from the Grid to access the Till Tape. Click on **POS** on the reservation Till tape to process through a sale.

If the reservation Guest Folio is already open, click **Sale** from within the Guest Folio. The **New Sale / Quote** screen will open to process through the sale.

#### 2 Processing Sales

Select **Product Group** from the Product Group dropdown.  
 Select the **Product** from the Product Label dropdown.  
 Enter in the **Quantity** of the products that are being sold.  
**Price per Unit:** If a product rate was entered in Product Rate Setup, this price will automatically display, this can be adjusted for this individual sale if need be.  
 If no rate has been entered, enter in the Price per Unit.  
 Click **Post** to allow the system to calculate the **Tax** for the sale.  
 Click **Post** to post the charge.  
 Repeat for all products that are to be charged.

#### 3 Payment Type

Select the **Other Payment** tab.  
 Select the **Payment Type: Guest Folio Transfer** to transfer amount to the Guest Folio balance.  
 Click **Post** to post the Payment.  
 Press **Submit** to finalise the sale.

#### 4 Guest Folio

The added Sale will now be added to the total Balance.  
 If multiple products are added to the balance, the transaction will display in the Charges/Payments tab under the first product posted.

Balance
\$240.00

Guest Folio
POS

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Product
COLLAPSE
MOVE
?

Guest Folio
Clear
Search
Cancel
Submit

**Rez Details**

Reservation Details:

Rez/Conf #: 201400962/S292RA

Booking Source: Console

Check In: 4 Aug, 2014

Check Out: 10 Aug, 2014

Unit Type: Ensuite Site

Unit: 1

Comments: [View / Add](#)

Client Details:

Name: Bee, Rob

Phone: 123456

Email: [gros@test.test.test](#)

**2. Charges / Credits:**

**3. Payments / Transfers:**

User: Clare Oben - 7 Aug, 2014 Print Receipt

**Select Products**

Scan or Enter Product Code	OR Select Product Group	Select Product Label	Quantity
	User Defined Products	Select Product -	1
	Select Product Group -	Select Product -	
	Cancellation Fees	Block Ice 10 kg	
	Deposit Liability Account	Crush Ice 4 kg	
	Long Term Rates	Gas 10 kg	
	Meters Products	Gas 5 kg	
	Occupants Products	Shop Sales GST ex	
	Reservation Fee	Shop Sales GST incl	
	Reservation Products		
	Retained Deposits-Charges		
	Security Deposits		
	Tax Products		
	User Defined Products		
	VOB		

**Post**

Payment Express    Other Payment

**Credit Card Authorization**

Select Payment Type	Enter Amount
- Select Payment Type -	0.00

**Proceed**

**Posted Charges**

Code	Description	Price	Quantity	Tax	Amount
<input type="checkbox"/>	74794 Block Ice 10 kg	8.00	1.0000	0.73	8.00

**Post**

**Select Payments / Accounts**

Select Payment Type	Enter Amount
- Select Payment Type -	0.00

**Posted Payments**

Payment Type / Reference	Amount	Curr.Type	Amount
<input type="checkbox"/>	Guest Folio Transfer	8.00	AUSS
<input type="checkbox"/>	-	-	-

**Post**

**4 Summary of Fees**

Ensuite Site (6 Day@40.00 @ 2014)	240.00
Block Ice 10 kg	8.00
<b>Grand Total</b>	<b>\$248.00</b>