

[illegible]

HB769 - In House Guests - Confirmation No. 706450

Room No.  Name  gladch First Name  CRS No.

Company  Group  Source  Agent  Contact

**HB769 - Reservation Options**

Accompanying	Add On	Agent/Company
Alerts	Attachments	Billing
Changes	Confirmation	Credit Cards
Delete	Deposit/CXL	Facility Scheduler
Fixed Charges	History	Housekeeping
Keys	Messages	Package Option
Party	Privileges	Pro-Forma Folio
Rate Info.	Register Card	Resync
Room Move	Routing	Shares
Traces	Waitlist	Wake-up Call

Close

\* Name  
Gladchenko, Elena

Routing No Post Fixed Charges

Search  
Advanced  
Clear  
New  
Cancel C/I  
Cancel  
Profile  
Options  
Edit  
Close

Заходим в Billing

HB769 - Billing [Gladchenko, Elena - Room 2414]

Balance -50.00 Arrival 22.05.23 Company MC LLC Rate Code BAUCH Prs 1  
Status CHECKED IN Depart 26.05.23 Group MC LLC (Bauchemie) (NC PN) Rate 3,425.00 Rm. Type TWC

(1) Gladchenko, Elena CL -50.00					(2) Gladchenko, Elena 0.00				
X	Date	Code	Description	Amount	X	Date	Code	Description	Amount
	24.05	7620	Resort fee (Курортный с	50.00					
	23.05	7620	Resort fee (Курортный с	50.00					
	22.05	9209	CCARD (resort fee)	-150.00					

Gladchenk...

Fixed Charges Routing  
No Post

Select All Post Edit Folio Options Payment Settlement Close

Создаем новое окно, нажимаем Post

HB769 - Transaction Posting

Code	Description	Amount	Qty.	Win.	Arr.Code	Check No.	Supplement	Reference
7606	Transportation - Nash Gorod	2,600.00	1	2				

No Post

Total Postings: 0.00 Amount: 2,600.00

Post Close

Gladchenk...

Fixed Charges Routing No Post

Вводим Code -> Amount (сумма). Нажимаем Post

HB769 - Billing [Gladchenko, Elena - Room 2414]

Balance: 2,550.00 Arrival: 22.05.23 Company: MC LLC Rate Code: BAUCH Prs: 1  
 Status: CHECKED IN Depart: 26.05.23 Group: MC LLC (Bauchemie) (NC PN) Rate: 3,425.00 Rm. Type: TWC

(1) Gladchenko, Elena CL -50.00				(2) Gladchenko, Elena 2,600.00					
X	Date	Code	Description	Amount	X	Date	Code	Description	Amount
	24.05	7620	Resort fee (Курортный с	50.00		25.05	7606	Transportation - Nash G	2,600.00
	23.05	7620	Resort fee (Курортный с	50.00					
	22.05	9209	CCARD (resort fee)	-150.00					

Gladchenk...

Fixed Charges Routing No Post

Select All Post Edit Folio Options Payment Settlement Close

Мы запостили начисление за трансфер. Теперь нужно запостить оплату, нажимаем Payment

