

# Working with Accounts

? To view all the Guest Accounts or find a specific account, click on the Sales button on the Home window, select Sales from the BookingCenter menu or Ctrl + 0 to display the Sales window

Item	Description	Date	Qty	Cost	Ext	Tax+Chg
COFF	Coffee	1 APR 1999	5.00	2.00	10.00	0.00
SOUP	Soup of the day	1 APR 1999	2.00	4.00	8.00	0.00

Total	10.00
Balance	10.00
Tax	0.00
Service Charges	0.00

Note The easiest way to add sale items to an account is through the Bookings window, but if you sell a 'Cash Sale' to a walk-in, use the Sales window and issue a 'New Sales', avoiding the need to make a booking.

All Sale Items are listed in this section of the window.