

# 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

Sales

Find

Prev

Next

Exit

New

Edit

Add Item

Allocate

Receipt

Print

Account ID: 1006

Date: Thu, April 1st 1999 @ 3:02PM

Guest ID: 1006

John Jones

Booking ID: 104

Room ID: 109

Eastern Aspect

Note

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

Ref	Type	Date	Amount
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Total

18.00

Balance

18.00

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', avoding the need to make a booking.

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