

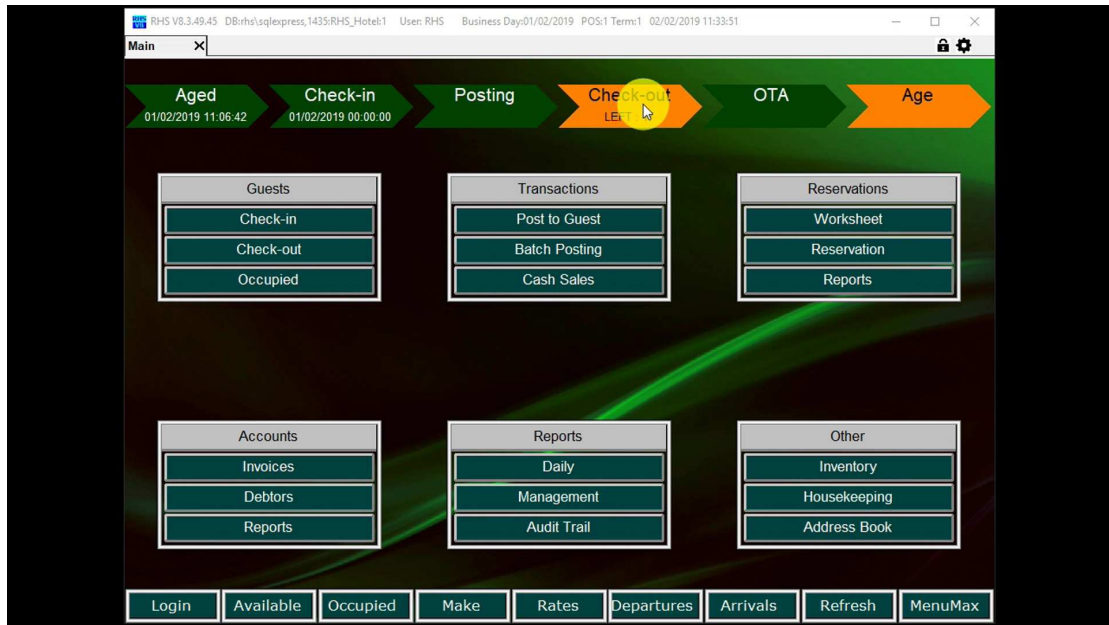


# RHS V8 Quick Reference Guide Departures

V1.2

## 1. Check-out for Prepaid Invoice

1.1 Click on the “Check-out” button.

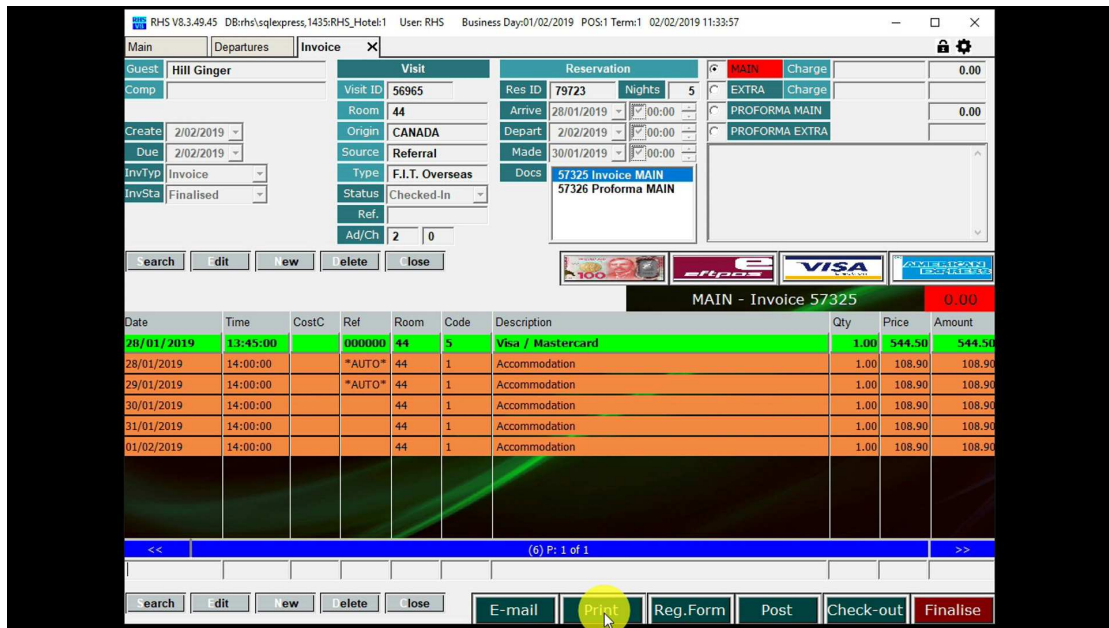


1.2. Double-click on the guest.

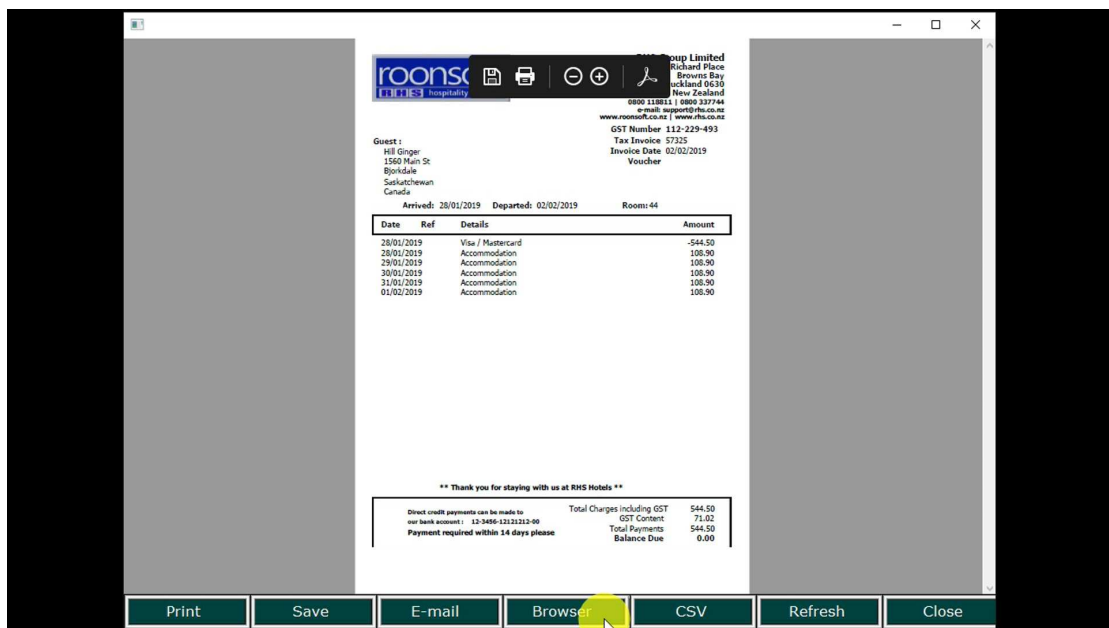


# RHS V8 Quick Reference Guide V1.1

1.3. The invoice is open. Click on “Print” to print the invoice or “E-mail” to e-mail it.



1.4. Print preview for the invoice is open.



1.5. Click on “Check-out” to check the guest out.

The screenshot shows the RHS V8 software interface. At the top, the window title is "RHS V8.3.49.43 DB:rhs\sqlserver\1439\RHS\_Hotel1 User: RHS Business Day:01/02/2019 POS:1 Term:1 02/02/2019 11:34:07". The main window is titled "Invoice" and displays details for guest "Hill Ginger".

**Reservation Details:**

- Res ID: 79723
- Nights: 5
- Arrive: 28/01/2019 14:00:00
- Depart: 2/02/2019 14:00:00
- Made: 30/01/2019 14:00:00
- Docs: 57325 Invoice MAIN, 57326 Proforma MAIN

**Visit Details:**

- Visit ID: 56965
- Room: 44
- Origin: CANADA
- Source: Referral
- Type: F.I.T. Overseas
- Status: Checked-In
- Ad/Ch: 2 0

**Invoice Table:**

Date	Time	CostC	Ref	Room	Code	Qty	Price	Amount
28/01/2019	13:45:00		000000	44	5	1.00	544.50	544.50
28/01/2019	14:00:00		*AUTO*	44	1	1.00	108.90	108.90
29/01/2019	14:00:00		*AUTO*	44	1	1.00	108.90	108.90
30/01/2019	14:00:00			44	1	1.00	108.90	108.90
31/01/2019	14:00:00			44	1	1.00	108.90	108.90
01/02/2019	14:00:00			44	1	1.00	108.90	108.90

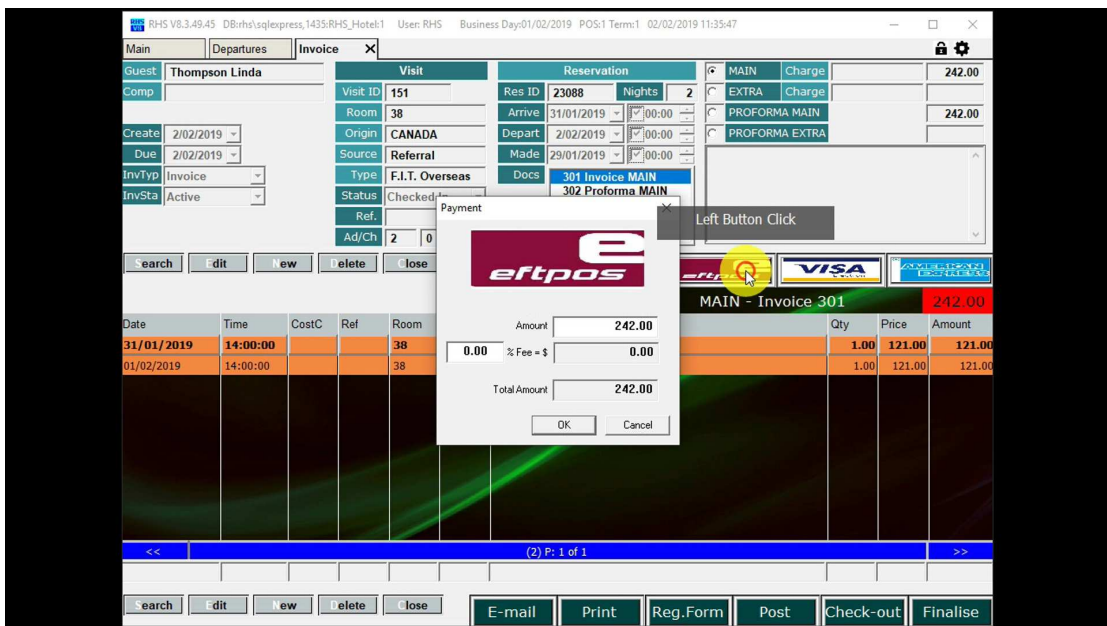
A dialog box titled "RHS82" is displayed in the center, showing a yellow warning icon and the text "Check-out successful!". Below the text is an "OK" button. The background interface shows a "MAIN - Invoice 57325" summary with a total of "0.00". At the bottom, there are buttons for "E-mail", "Print", "Reg. Form", "Post", "Check-out", and "Finalise". The "Check-out" button is highlighted with a yellow circle.

## 2. Check-out with Payment

### 2.1. Select the guest to check-out.



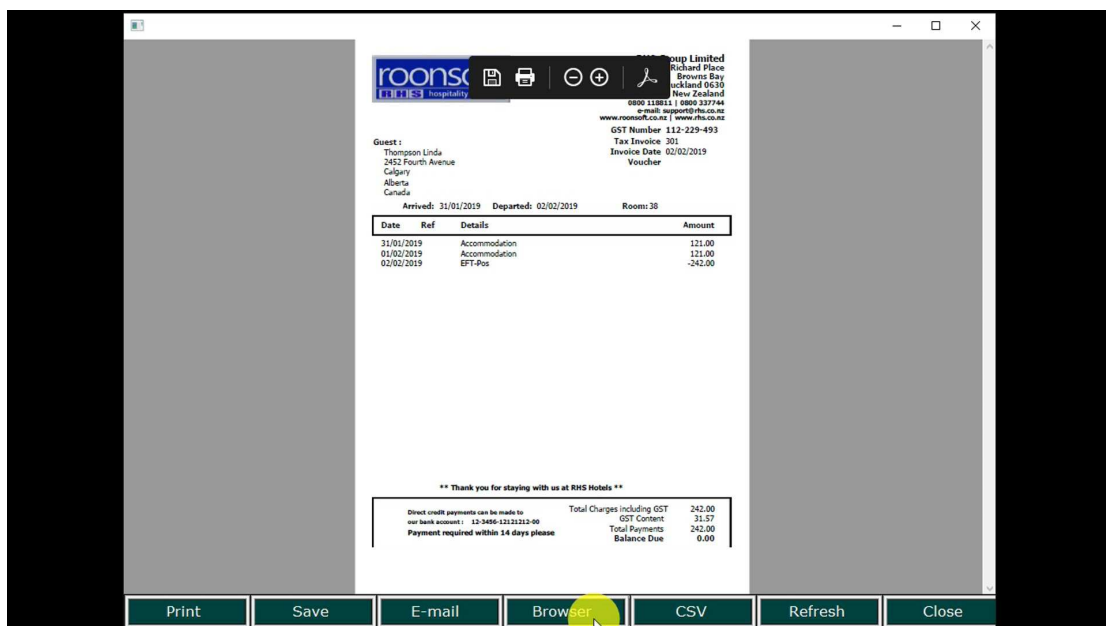
### 2.2. Select the payment method.



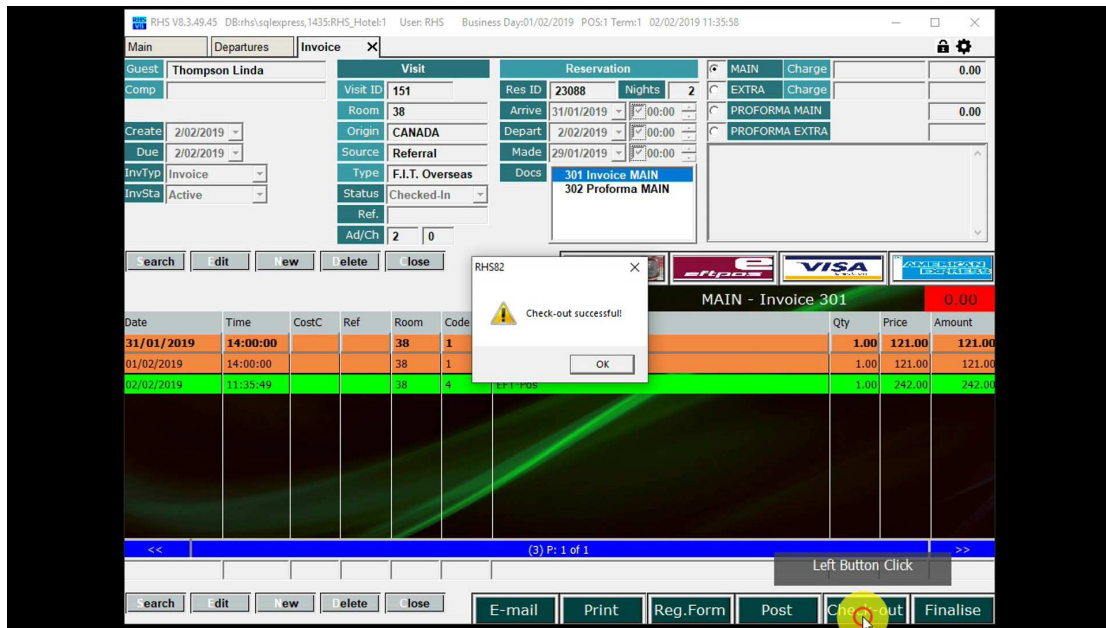
2.3. Click on “Print” to print the invoice or “E-mail” to e-mail it.



2.4. Invoice preview is open.

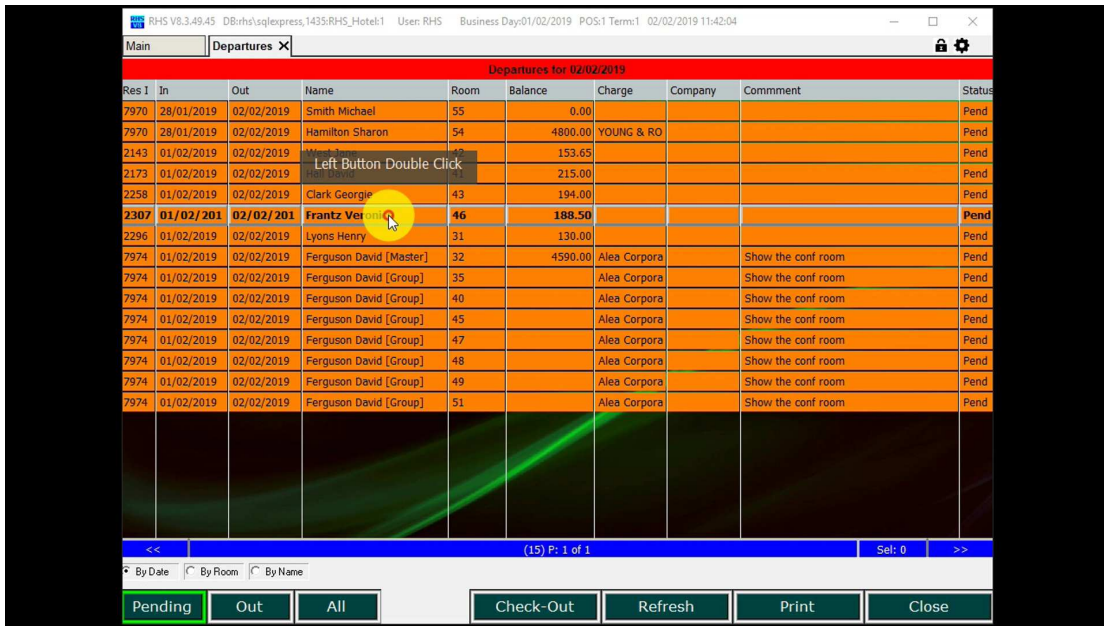


2.5. Click on “Check-out” to check the guest out.

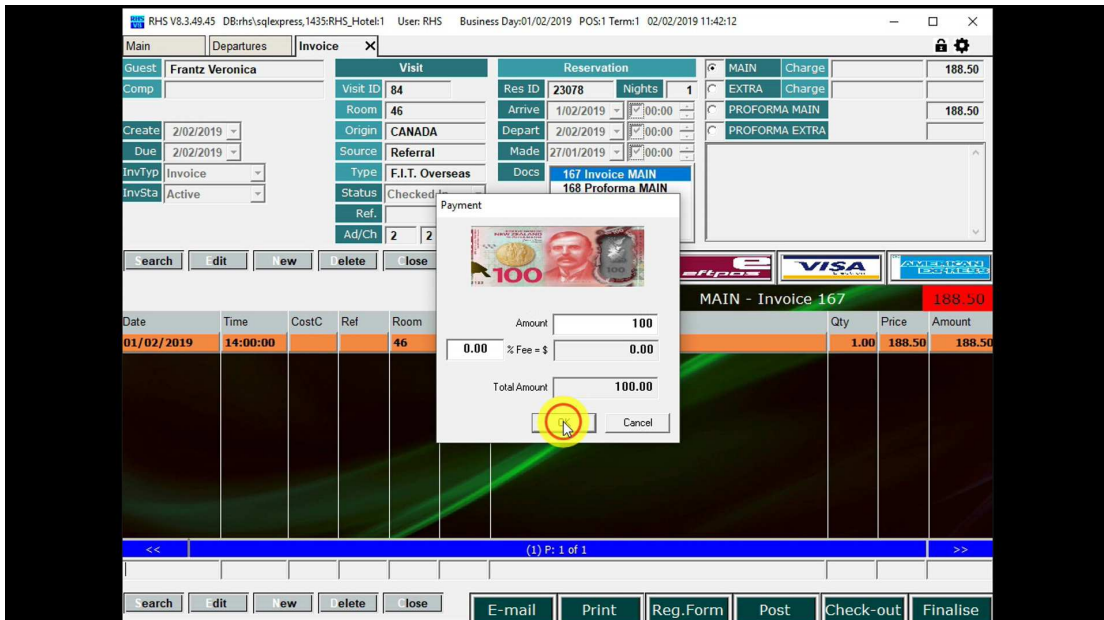


### 3. Check-out with Split Payment

#### 3.1. Select the guest to check-out.

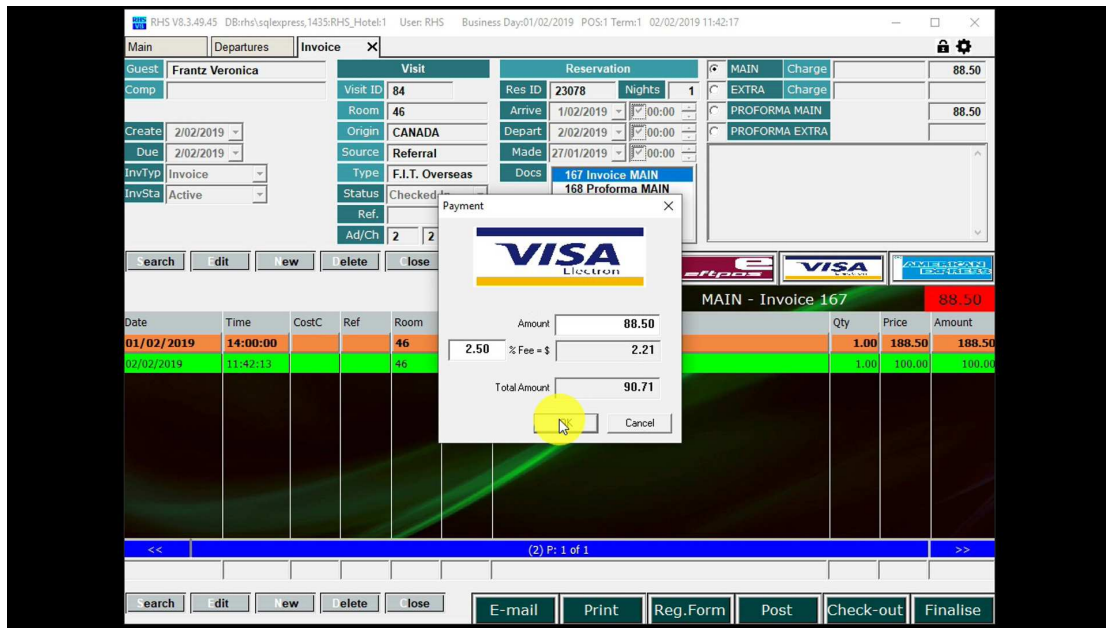


#### 3.2. Select the first payment method and enter the amount.

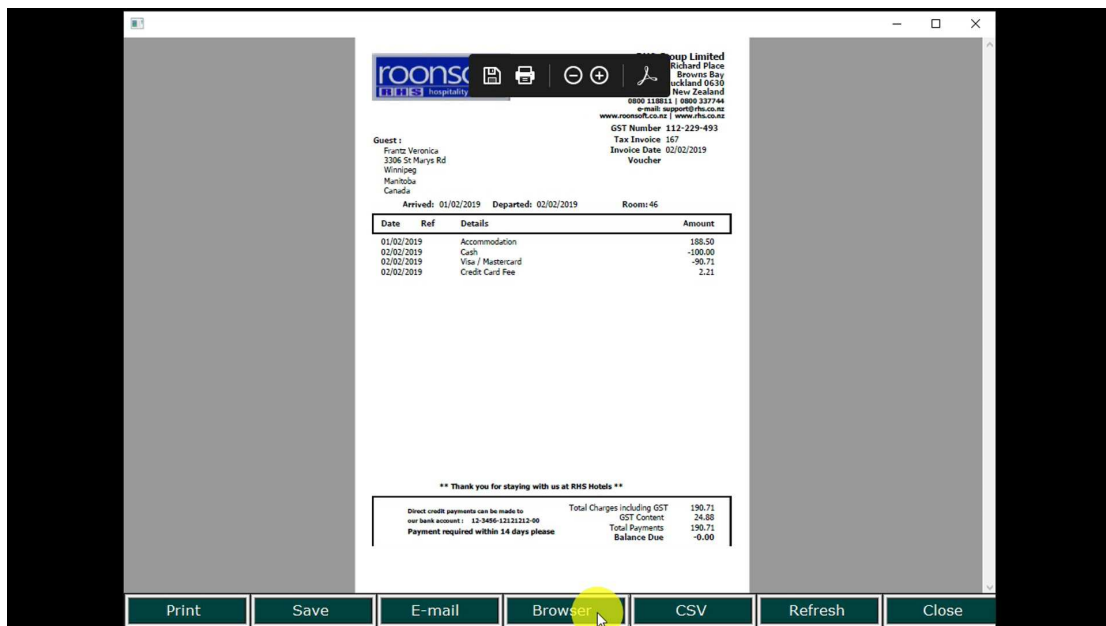




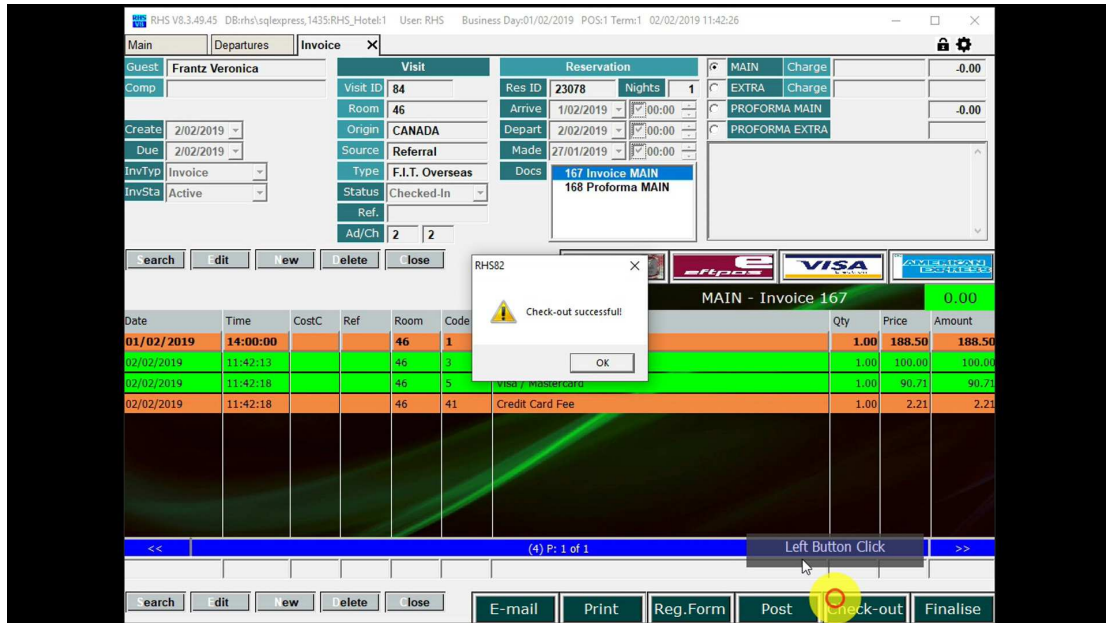
3.3. Select the second payment method.



3.4. Select "Print" or "E-mail" to print or e-mail the invoice.



3.5. Click on “Check-out” to check the guest out.

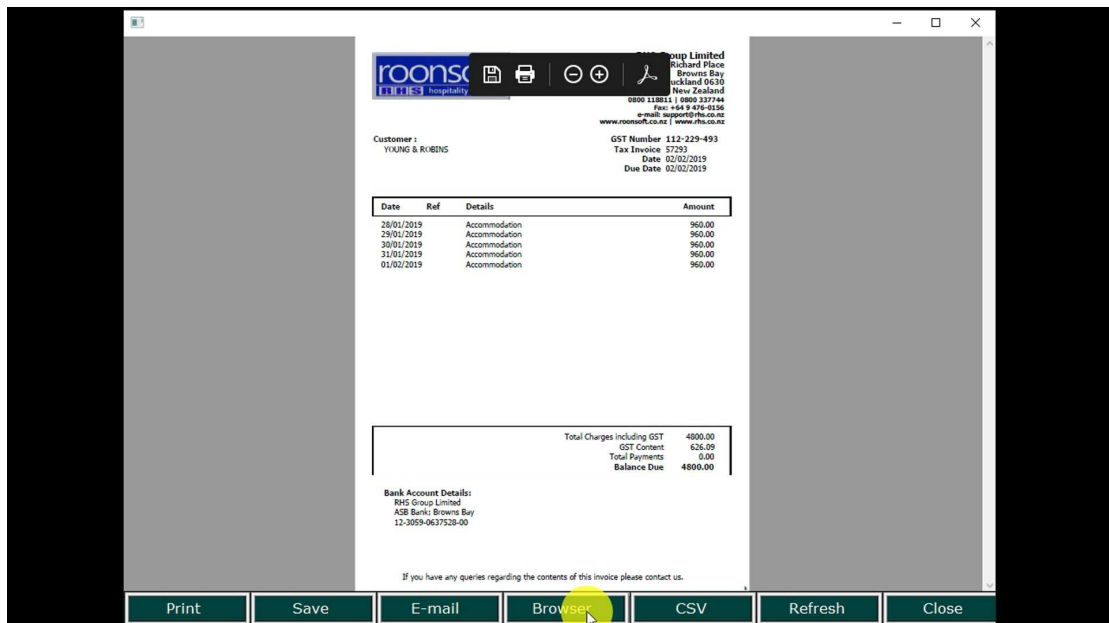


## 4. Check-out for Chargeback

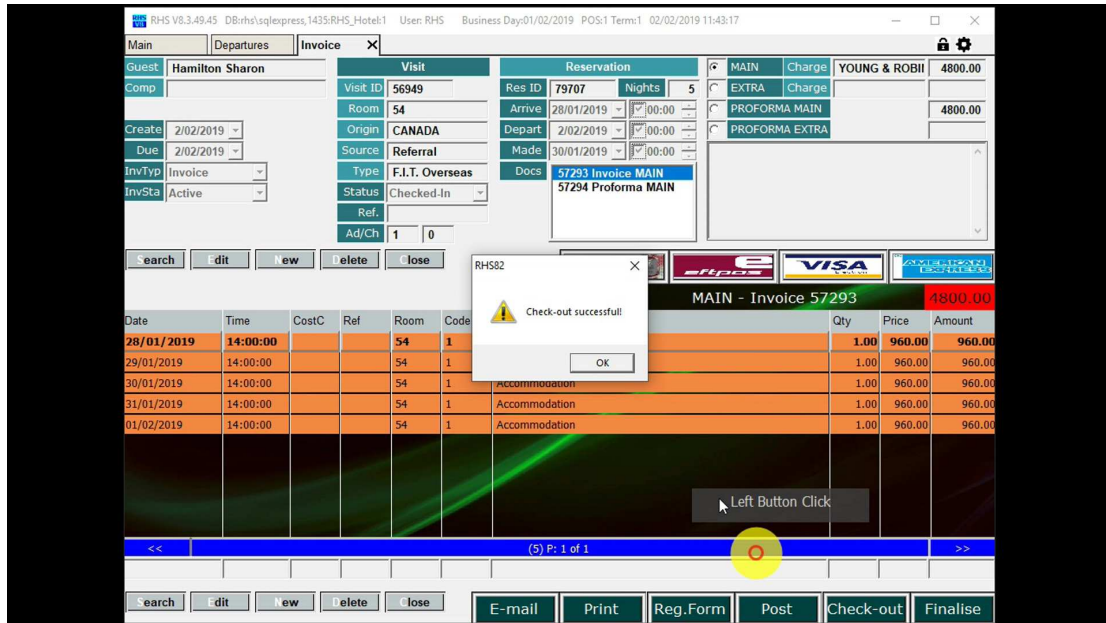
### 4.1. Select the guest to check-out.



### 4.2. Select "Print" or "E-mail" to print or e-mail the invoice



4.3. Click on “Check-out” to check the guest out.



## 5. Check-out for Group Chargeback

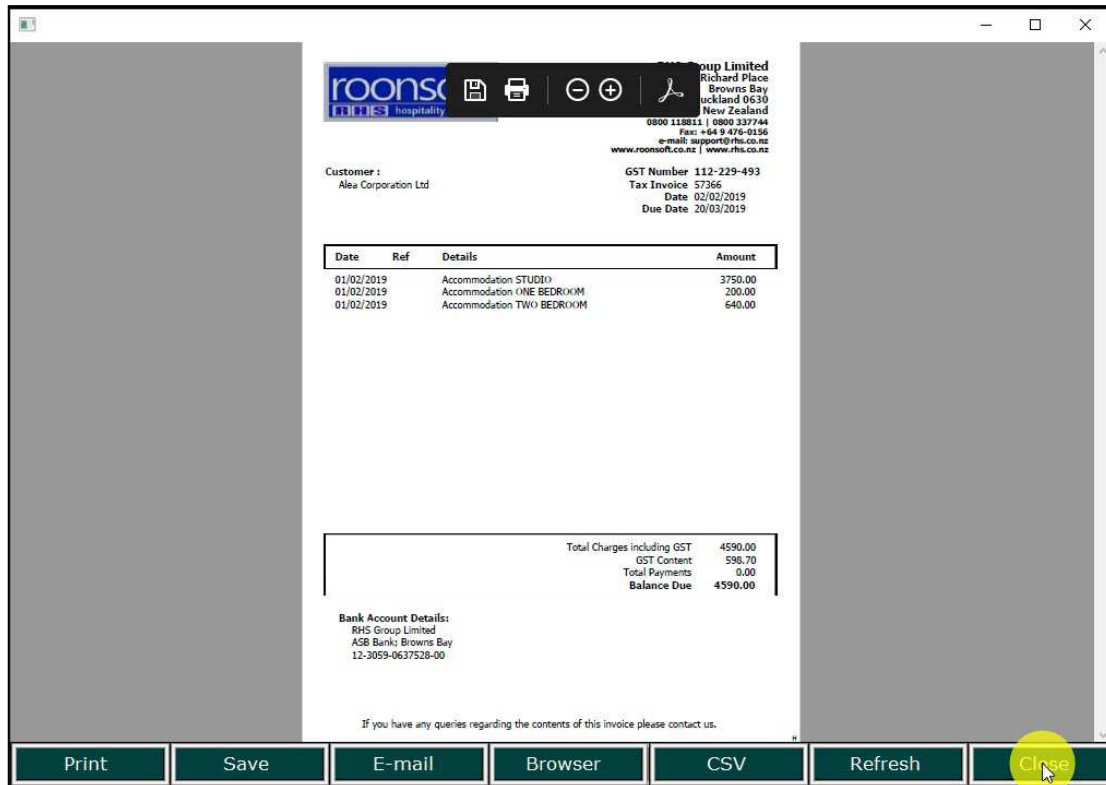
### 5.1. Select the master account to check-out.

Res I	In	Out	Name	Room	Balance	Charge	Company	Comment	Status
7970	28/01/2019	02/02/2019	Smith Michael	55	0.00				Pend
2143	01/02/2019	02/02/2019	West Jane	42	153.65				Pend
2173	01/02/2019	02/02/2019	Hall David						Pend
2258	01/02/2019	02/02/2019	Clark Georgie	43	194.00				Pend
2296	01/02/2019	02/02/2019	Lyons Henry	31	130.00				Pend
<b>7974</b>	<b>01/02/201</b>	<b>02/02/201</b>	<b>Ferguson David [Master]</b>	<b>32</b>	<b>4590.00</b>		<b>Alea Corpo</b>	<b>Show the conf room</b>	<b>Pend</b>
7974	01/02/2019	02/02/2019	Ferguson David [Group]	35			Alea Corpora	Show the conf room	Pend
7974	01/02/2019	02/02/2019	Ferguson David [Group]	40			Alea Corpora	Show the conf room	Pend
7974	01/02/2019	02/02/2019	Ferguson David [Group]	45			Alea Corpora	Show the conf room	Pend
7974	01/02/2019	02/02/2019	Ferguson David [Group]	47			Alea Corpora	Show the conf room	Pend
7974	01/02/2019	02/02/2019	Ferguson David [Group]	48			Alea Corpora	Show the conf room	Pend
7974	01/02/2019	02/02/2019	Ferguson David [Group]	49			Alea Corpora	Show the conf room	Pend
7974	01/02/2019	02/02/2019	Ferguson David [Group]	51			Alea Corpora	Show the conf room	Pend

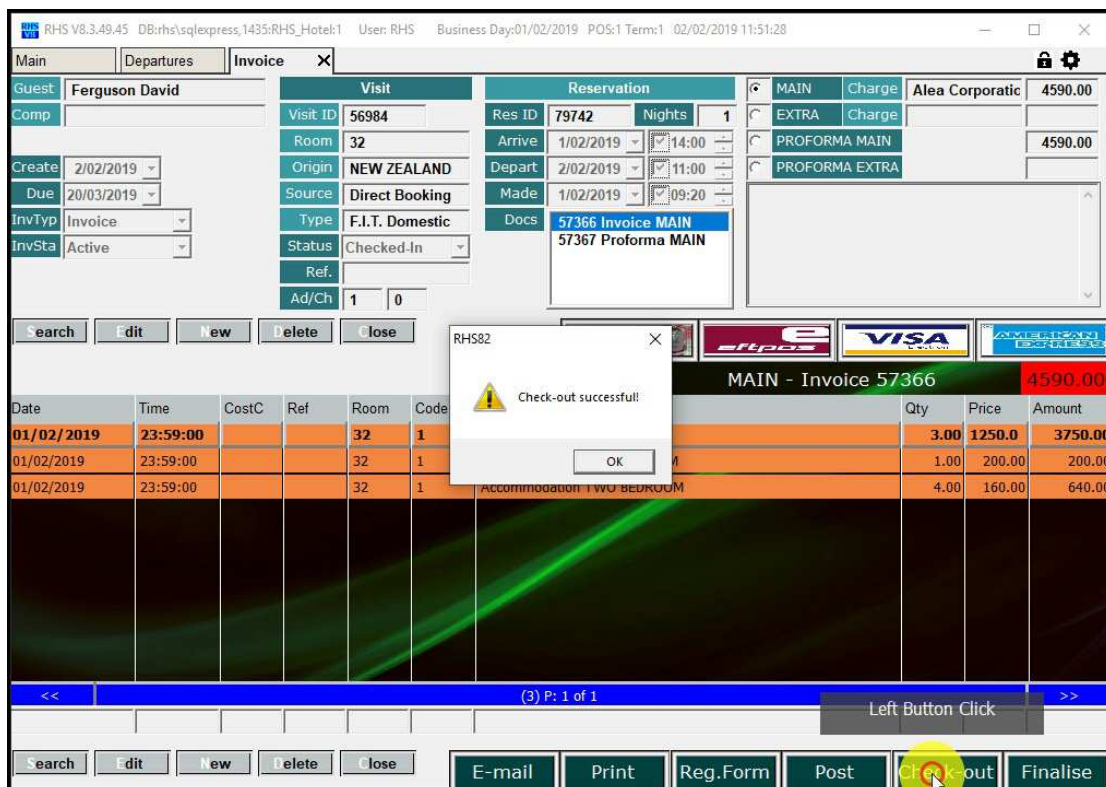
### 5.2. The master invoice for the entire group charges is open.

Date	Time	CostC	Ref	Room	Code	Description	Qty	Price	Amount
01/02/2019	23:59:00			32	1	Accommodation STUDIO	3.00	1250.00	3750.00
01/02/2019	23:59:00			32	1	Accommodation ONE BEDROOM	1.00	200.00	200.00
01/02/2019	23:59:00			32	1	Accommodation TWO BEDROOM	4.00	160.00	640.00

5.3. Click on “Print” to print the invoice or “E-mail” to e-mail it.



5.4. Click on “Check-out” to check the guest out..



5.5. Select other group guests and check them out one by one or altogether.



5.6. Confirm the entire group check-out. The entire group will be check-out, as long as no one has charges on any individual account.

