

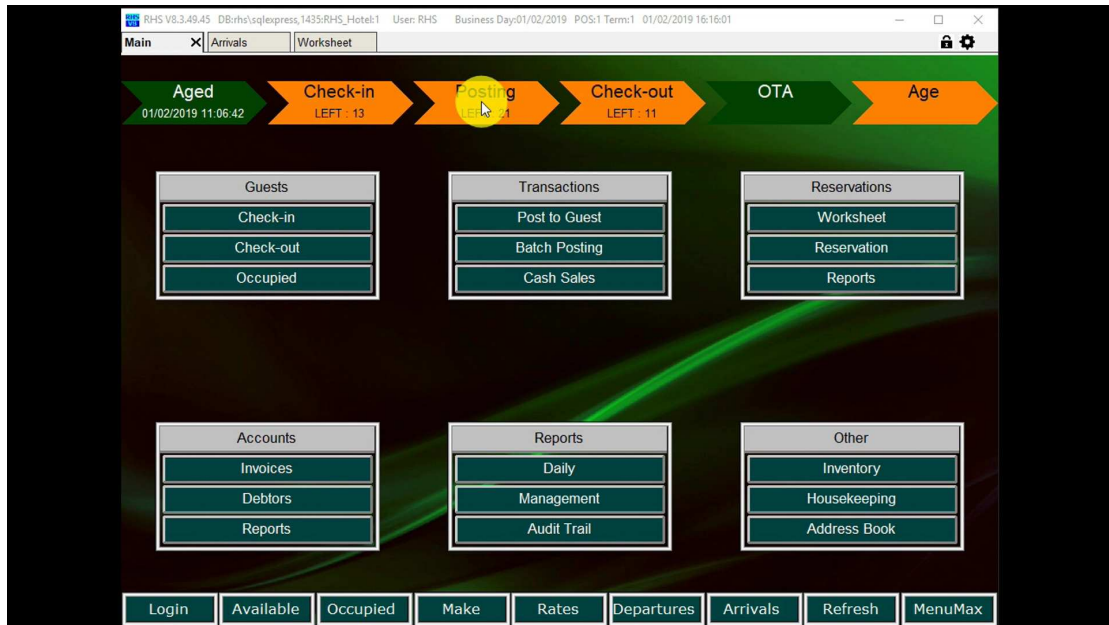


RHS V8 Quick Reference Guide Transaction Posting

V1.2

1. Post All Queued Transactions

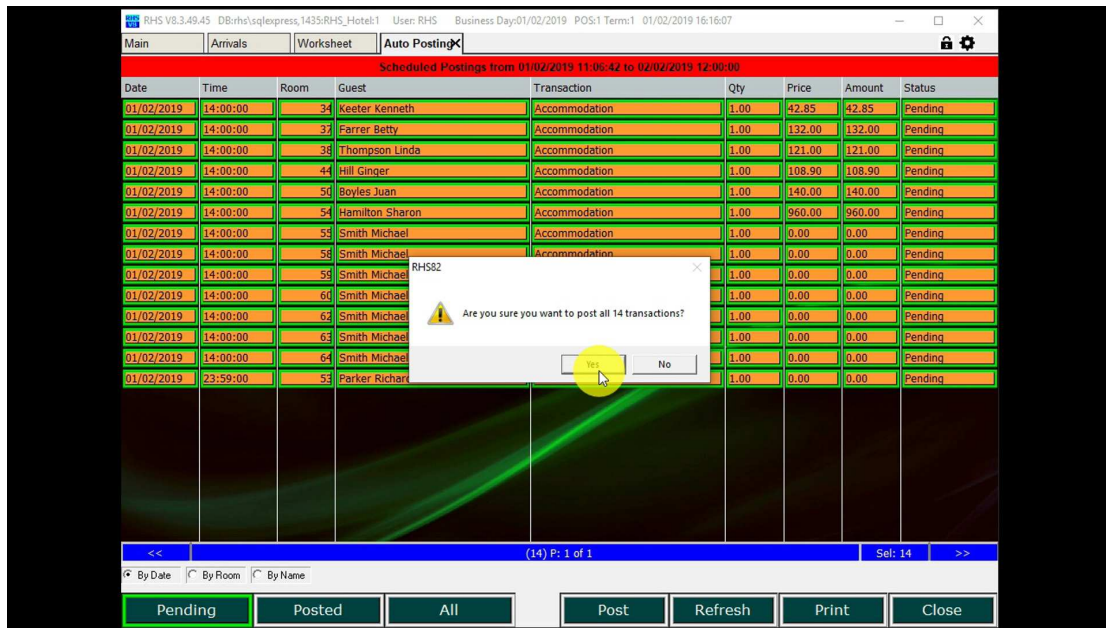
1.1 Click on the “Posting” button.



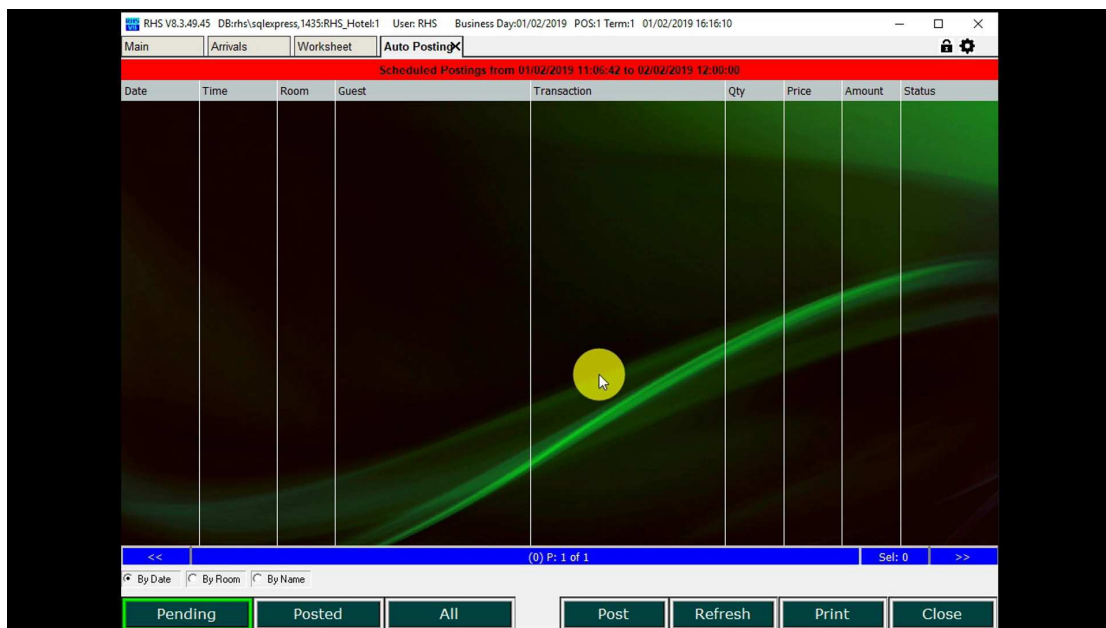
1.2. Click on the “Post” button.



1.3. Confirm posting of all transactions.

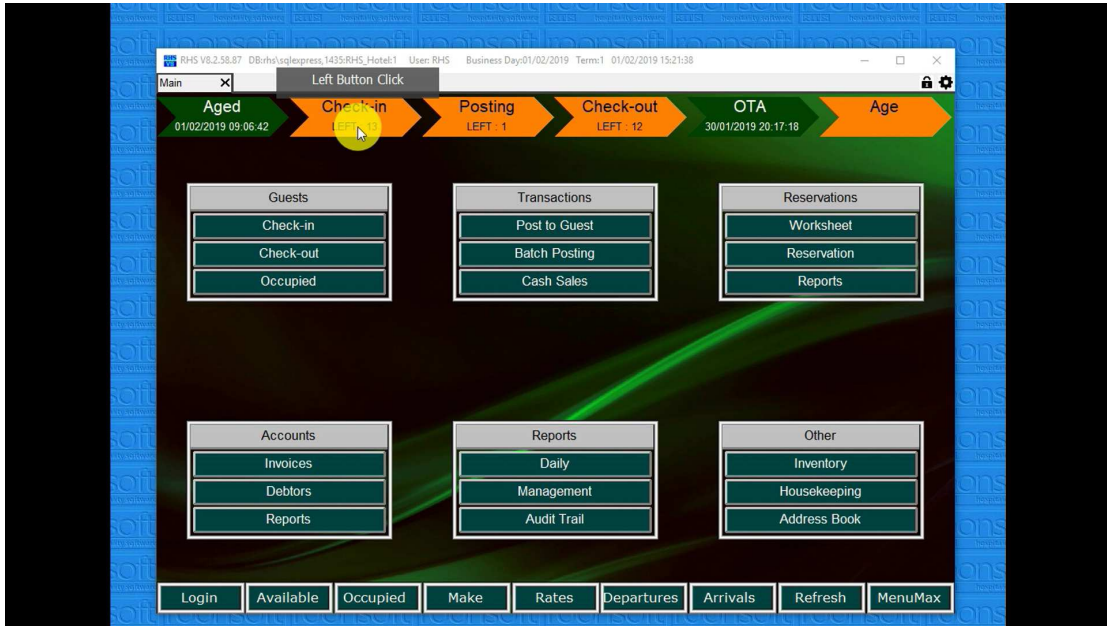


1.4. All transactions are posted and the queue is cleared.



2. Post Transactions at Check-in

2.1. Click on the “Check-In” button.



2.2. Double-click on the guest to open the proforma invoice.

The screenshot shows the 'Arrivals' table in the RHS V8 software. The table has columns for Res ID, In, Out, Name, Room, Charge, Company, Comment, and Status. The row for 'Kang Jackie' is highlighted with a yellow circle and a mouse cursor. Below the table, there are navigation buttons and a status bar.

Res ID	In	Out	Name	Room	Charge	Company	Comment	Status
21730	01/02/2019	02/02/2019	Hall David	41				Pend
22589	01/02/2019	02/02/2019	Clark Georgie	43				Pend
23078	01/02/2019	02/02/2019	Frantz Veronica	46				Pend
23085	01/02/2019	03/02/2019	Silva Joseph	36				Pend
2309	01/02/2019	04/02/2019	Kang Jackie	39				Pend
22966	01/02/2019	02/02/2019	Lyons Shary	31				Pend
79742	01/02/2019	02/02/2019	Ferguson David [Master]	32	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	35	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	40	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	45	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	47	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	48	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	49	Alea Corporati		Show the conf room	Pend
79742	01/02/2019	02/02/2019	Ferguson David [Group]	51	Alea Corporati		Show the conf room	Pend

Navigation: << (14) P: 1 of 1 Sel: 0 >>

Sort: By Date | By Room | By Name

Buttons: Pending | In | All | Check-In | Reg.Forms | Refresh | Print | Close

2.3. Click on the “Check-in” button.

The screenshot shows the 'Invoice' screen for guest Kang Jackie. The interface includes a header with user and system information, a main menu, and several data panels. The 'Reservation' panel shows Res ID 23090, 3 nights, and arrival/depart dates of 1/02/2019 and 4/02/2019. The 'Visit' panel shows Visit ID 181, Room 39, and Origin CANADA. The 'Charge' table lists items like MAIN, EXTRA, and PROFORMA MAIN with a total of 604.40. Below these panels is a table of transactions with columns for Date, Time, CostC, Ref, Room, Code, Description, Qty, Price, and Amount. The 'Check-in' button at the bottom right is highlighted with a yellow circle.

Date	Time	CostC	Ref	Room	Code	Description	Qty	Price	Amount
01/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
01/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
01/02/2019	15:00:00			39	22	Lunch	1.00	65.00	65.00
02/02/2019	08:00:00			39	19	Breakfast - Continental	1.00	50.00	50.00
02/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
03/02/2019	08:00:00			39	20	Breakfast - Cooked	1.00	55.00	55.00
03/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60

2.4. Confirm that you want to post all transactions.

The screenshot shows the same 'Invoice' screen as in the previous image, but with a confirmation dialog box overlaid. The dialog box has a yellow warning icon and the text 'Do you want to post all transactions?'. It has two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a yellow circle. The 'Check-in' button from the previous image is no longer visible as it is obscured by the dialog box.

2.5. Check-in is confirmed.

The screenshot shows the 'Invoice' screen for guest Kang Jackie. A dialog box titled 'RH582' with a yellow warning icon and the text 'Check-in successful!' is centered over the invoice table. The dialog has an 'OK' button. The invoice table below shows the following data:

Date	Time	CostC	Ref	Room	Code	Description	Qty	Price	Amount
01/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
01/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
01/02/2019	15:00:00			39	22	Lunch	1.00	65.00	65.00
02/02/2019	08:00:00			39	19	Breakfast - Continental	1.00	50.00	50.00
02/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
03/02/2019	08:00:00			39	20	Breakfast - Cooked	1.00	55.00	55.00
03/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60

The total amount for the invoice is 604.40. The interface includes buttons for 'Search', 'Edit', 'New', 'Delete', 'Close', 'E-mail', 'Print', 'Reg. Form', 'Post', 'Check-in', and 'Finalise'.

2.6. The invoice is shown with all transactions being posted.

The screenshot shows the 'Invoice' screen for guest Kang Jackie. The 'Status' field is now 'Checked-In'. The invoice table is the same as in the previous screenshot. The total amount for the invoice is 604.40. The interface includes buttons for 'Search', 'Edit', 'New', 'Delete', 'Close', 'E-mail', 'Print', 'Reg. Form', 'Post', 'Check-out', and 'Finalise'.

2.7. Select the payment method and click “OK”. You can also change the amount if partial or split payment. Credit card fees are calculated automatically.

The screenshot shows the RHS V8 software interface. A payment modal is open, displaying a VISA Electron logo and the following details:

- Amount: 604.40
- 2.50 % Fee = \$ 15.11
- Total Amount: 619.51

The background shows an invoice for Kang Jackie with a total of 604.40. The invoice table is as follows:

Date	Time	CostC	Ref	Room	Code	Description	Qty	Price	Amount
01/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
01/02/2019	14:00:00			39					
01/02/2019	15:00:00			39	22	Lunch	1.00	65.00	65.00
02/02/2019	08:00:00			39			1.00	50.00	50.00
02/02/2019	14:00:00			39			1.00	108.60	108.60
03/02/2019	08:00:00			39	20	Breakfast - Cooked	1.00	55.00	55.00
03/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60

2.8. The payment and surcharges (if any) are posted automatically.

The screenshot shows the RHS V8 software interface after the payment. The invoice total is now 0.00. The payment and surcharges are listed in the invoice table:

Date	Time	CostC	Ref	Room	Code	Description	Qty	Price	Amount
01/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
01/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
01/02/2019	15:00:00			39	22	Lunch	1.00	65.00	65.00
01/02/2019	15:14:52			39	5	Visa / Mastercard	1.00	619.51	619.51
01/02/2019	15:14:52			39	41	Credit Card Fee	1.00	15.11	15.11
02/02/2019	08:00:00			39	19	Breakfast - Continental	1.00	50.00	50.00
02/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60
03/02/2019	08:00:00			39	20	Breakfast - Cooked	1.00	55.00	55.00
03/02/2019	14:00:00			39	1	Accommodation	1.00	108.60	108.60

