

# ResRequest

## Help-U-Go

### Adding Extras

- 1 Administration  
Code Tables  
Financials  
Extras
- 2 Input :  
Extra Description  
Category
- 3 Click on the Magnifying glass to  
select property / non property  
specific (This brings up new screen  
Marked A)
- 4 Is it :  
Chargeable or Non-chargeable
- 5 If required insert a Note and Internal  
Memo
- 6 If paying or receiving commission  
load the amount as a percentage
- 7 Select the Currency and add Tax  
Rate and insert the Amount to be  
charged
- 8 Click on "Save"

Tel: +27 (35) 787 0150

Email: support@resrequest.com

ResRequest

Welcome Censys administrator

Reservations | Property | Financials | Contacts | Reports | Administration | Information

1 Req Received | Contact Us | Logoff

New | Open | Edit | Save

Extras Categories Code Table

Name: Bar

Travel: No

Note:

Colour: No fill

Run Data Transfer

Business Structure

Customisation

My Profile

Operations

Setup

Business Structure

Code Tables

Financials

Integration

Bank / Cash Point

Daily Exchange

Comms Preference

Country

Currency

Payment Method

1

ResRequest

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Reservations | Property | Financials | Contacts | Reports | Administration | Information

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New | Open | Edit | Save

Extras Code Table

Extra description: Vodka

Category: Bar

Property: Mopane Safari Lodge (Pty) Ltd

Chargeable

Non-chargeable

Commission receivable: 0 %

Commission payable: 0 %

Currency: SA Rands

Amount: 6

Tax rate: VAT at 14%

External Users

Note: Bar Fridge

Internal memo

Colour: No fill

8

6

7

5

Find extra: \*

AT LODGE | Baobab curios | Bar | Catering | Deletions | General | Mopane lodge e

### Adding Extras cont...

9 Your Extra will now appear in the category list

Tel: +27 (35) 787 0150

Email: support@resrequest.com

Select to view

Search:

☒ Select All ☐ Clear All

☒ Not property specific  
☐ Bushveld Safaris cc  
☒ Mopane Safari Lodge (Pty) Ltd

☒ OK ☐ Cancel

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Property: Not property specific

☐ Chargeable  
☒ Non-chargeable

External Users: ☐

Note:  Internal memo:

Colour:  No fill

Find extra:

Bar	AT LODGE	Baobab curios	Catering	Deletions	General	Mopi								
Description	Category	Property	Not	Int	Comm.	Comm.	Quotations	Amount	Sum	Tax rate	Ext	POS	Colour	Inact-ive
Vodka	Bar	Mopane Safari Lodge (Pty) Ltd	<input checked="" type="checkbox"/>		0.00 %	0.00 %		6.00	ZAR	14.00 %			9	