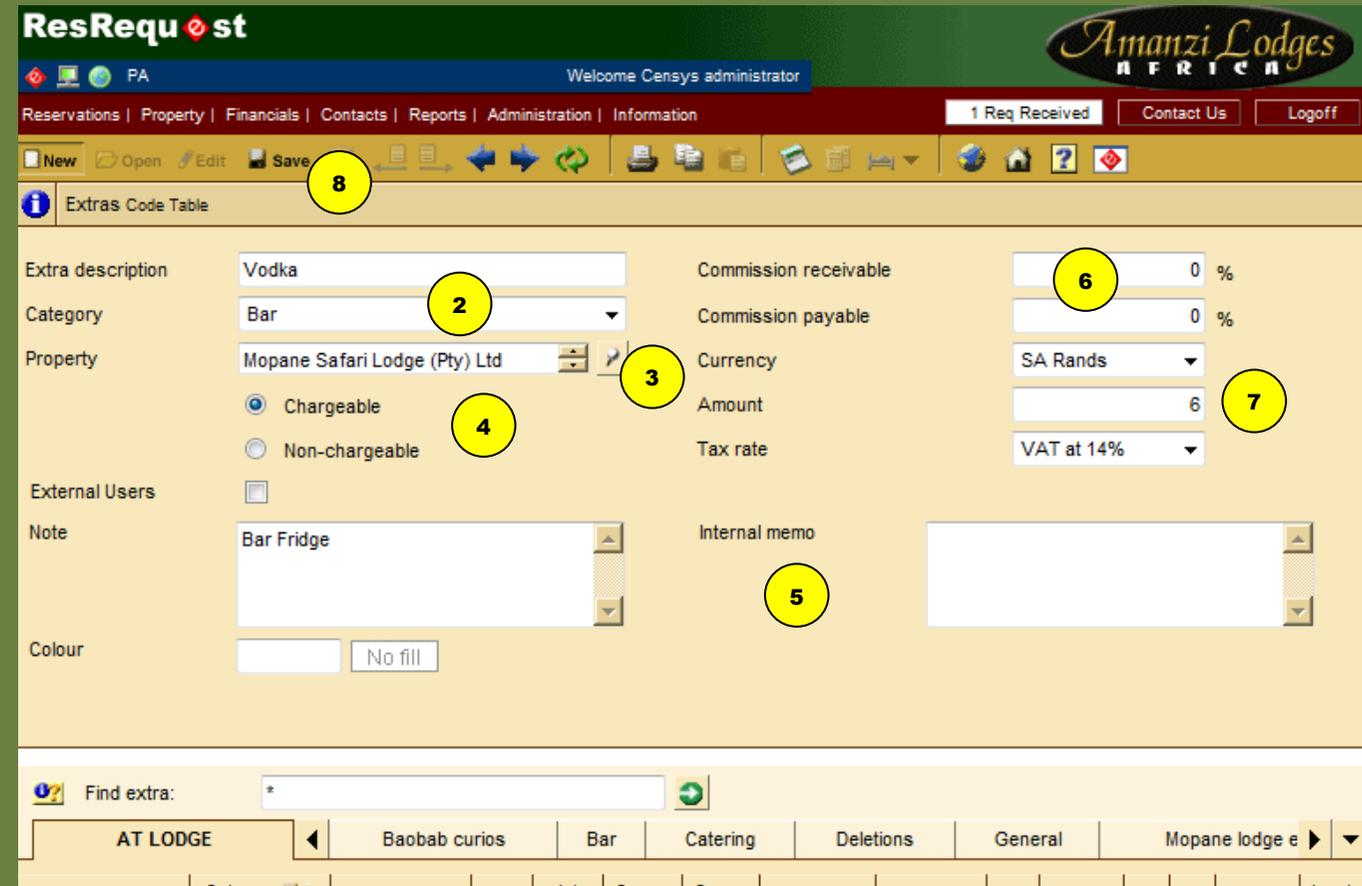
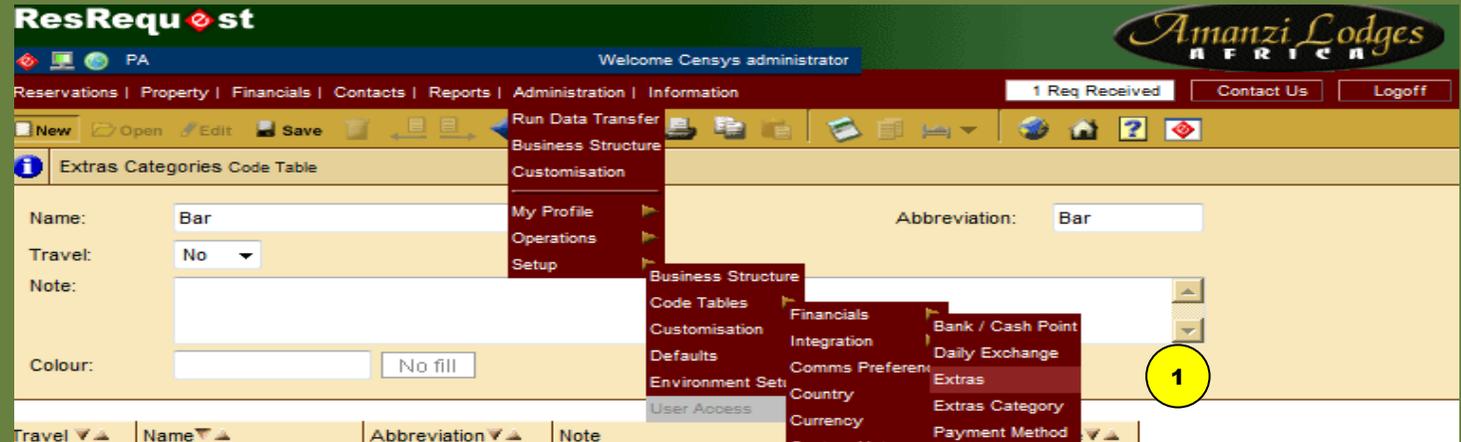


Adding Extras

- 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



Adding Extras cont...

9 Your Extra will now appear in the category list

Select to view

Search:  A

Select All Clear All

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

OK Cancel

Amanzi Lodges
AFRICA

Welcome Censys administrator

Reports | Administration | Information 1 Req Received [Contact Us](#) [Logoff](#)

Property:  

Chargeable
 Non-chargeable

External Users:

Note:

Internal memo:

Colour:

Find extra: 

Bar														
AT LODGE														
Baobab curios														
Catering														
Deletions														
General														
Mopi														
Description	Category	Property	Not	Int	Comm.	Comm.	Tax rate	Ext	POS	Colour	Inact-ive
Vodka	Bar	Mopane Safari Lodge (Pty) Ltd			0.00 %	0.00 %			6.00	ZAR	14.00 %			