

# ResRequest

## Help-U-Go

### Deleting Extras

1 Administration  
Code Tables  
Financials  
Extras

2 Select the extra that you would like to delete. (Highlights Green)

3 The extra is populated to the top

4 Click on the bin to delete

ResRequest PA Welcome Censys administrator

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

1 Req Received Contact Us Logoff

New Open Edit Save Run Data Transfer Business Structure Customisation My Profile Operations Setup

Extras Categories Code Table

Name: Bar Abbreviation: Bar

Travel: No

Note:

Colour: No fill

Travel Name Abbreviation Note

ResRequest PA Welcome Censys administrator

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

1 Req Received Contact Us Logoff

New Open Edit Save Clone Extra

Extras Code Table

Extra description: BANK CHARGES

Category: AT LODGE

Property: Not property specific

Chargeable: ☒ Chargeable ☐ Non-chargeable

External Users: ☐

Note:

Colour: No fill

Commission receivable: 0.00 %

Commission payable: 0.00 %

Currency: SA Rands

Amount: 0.00

Tax rate: Zero rated

Internal memo:

Clone Extra

Find extra: \*

Description	Category	Property	Note	Int Memo	Comm. rec	Comm. pay	GL abbrev	Amount	Curr	Tax rate	Ext	POS	Colour	Inactive
AIRPORT TAX	AT LODGE				0.00 %	0.00 %		50.00	ZAR	0.00 %				
BAOBAB	AT LODGE				0.00 %	0.00 %		0.00	ZAR	0.00 %				
BANK CHARGES	AT LODGE				0.00 %	0.00 %		0.00	ZAR	14.00 %				
BAR	AT LODGE				0.00 %	0.00 %		0.00	ZAR	14.00 %				

Tel: +27 (35) 787 0150

Email: support@resrequest.com

### Deleting Extras cont...

5 Click on Yes to delete

6 If your extra has never been used it will delete off the system totally.  
If your extra has been used it will be marked as inactive



AT LODGE

Baobab curios

Bar

Catering

Deletions

General

Mopane lodge e

Description▼▲	Category▼▲ <<	Property<<	Note	Int Memo	Comm. rec<<	Comm. pay<<	GL abbrev<<	Amount	Curr	Tax rate	Ext	POS	Colour	Inact- ive▼▲
AIRPORT TAX BAOBAB	AT LODGE				0.00 %	0.00 %		50.00	ZAR	0.00 %				
BANK CHARGES	AT LODGE				0.00 %	0.00 %		0.00	ZAR	0.00 %			6	x
BAR	AT LODGE				0.00 %	0.00 %		0.00	ZAR	14.00 %				
BED NIGHTS BAOBAB	AT LODGE				0.00 %	0.00 %		0.00	ZAR	14.00 %				
CASH BACK TO GUEST	AT LODGE				0.00 %	0.00 %		0.00	ZAR	0.00 %				
CURIOS	AT LODGE				0.00 %	0.00 %		0.00	ZAR	14.00 %				