ResRequ@st Help-U-Go

Deleting Extras

1 Administration Code Tables Financials Extras

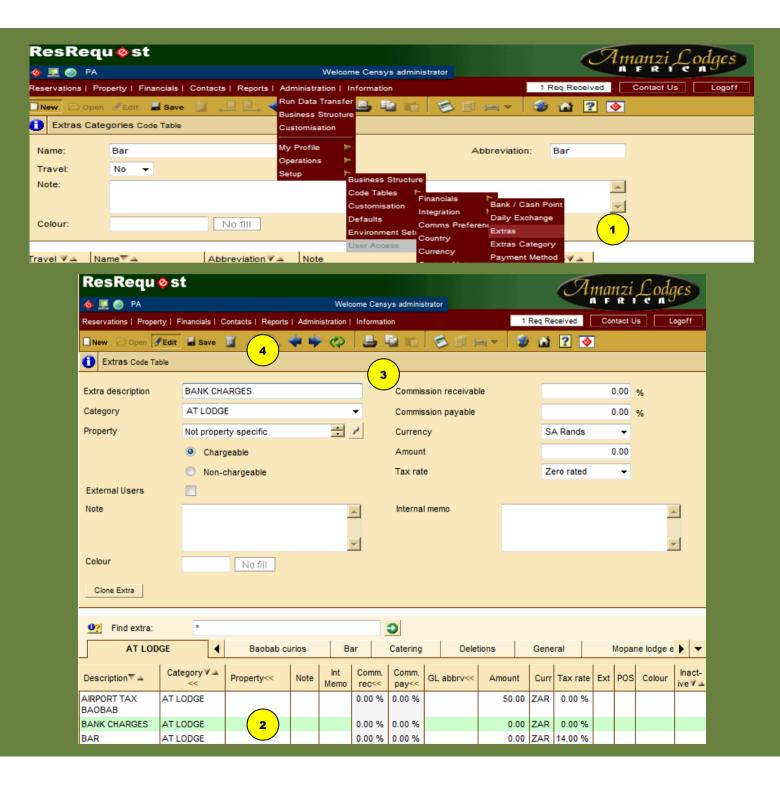
2

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

The extra is populated to the top

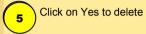
Click on the bin to delete

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Deleting Extras cont...



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



Find extra:	×	D												
AT LODGE		Baobab curios		Ba	Bar		Deletions		General		Mopane lodge e 🕨			• •
Description▼▲	Category♥▲ <<	Property <<	Note	Int Memo	Comm. rec<<	Comm. pay<<	GL abbrv<<	Amount	Curr	Tax rat	e Ext	POS	Colour	lnact- ive∀∡
AIRPORT TAX BAOBAB	AT LODGE				0.00 %	0.00 %		50.0	0 ZAR	0.00 %	6			
BANK CHARGES	AT LODGE				0.00 %	0.00 %		0.0	0 ZAR	0.00 %	6		(6)	x
BAR	AT LODGE				0.00 %	0.00 %		0.0	0 ZAR	14.00 9	6			
BED NIGHTS BAOBAB	AT LODGE				0.00 %	0.00 %		0.0	0 ZAR	14.00 %	6			
CASH BACK TO GUEST	AT LODGE				0.00 %	0.00 %		0.0	0 ZAR	0.00 %	6			
CURIOS	AT LODGE				0.00 %	0.00 %		0.0	0 ZAR	14.00 %	6			

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