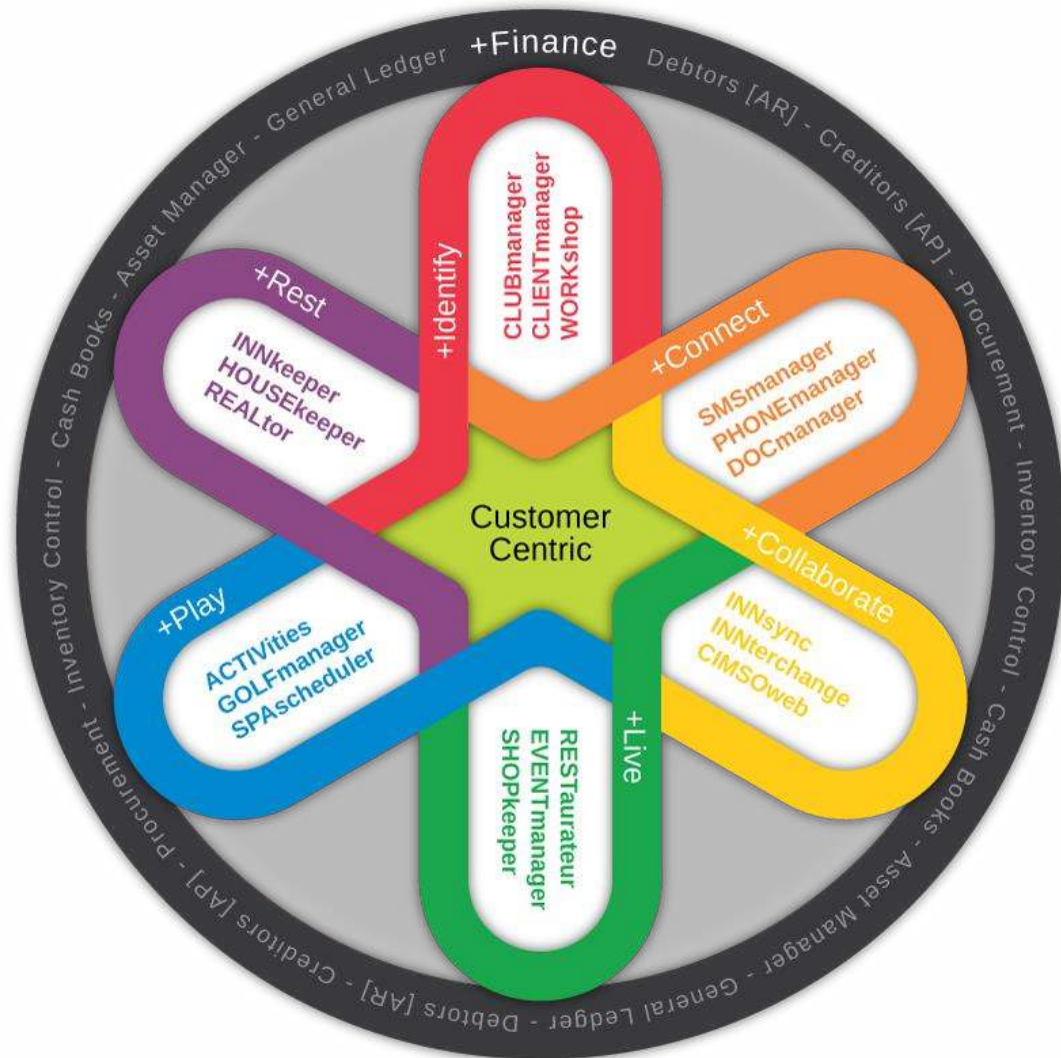


# The Guest Booking Summary Manual















## What Is A Booking Summary?

The booking summary is the tax summary, it is a print out of the charges and taxes of the bill or booking with or without extras.



## CUSTOMER CENTRIC DESIGN

- **Identify** – CDP – customer data platform with extensive CRM
- **Connect** - Single or bulk blast e-mail, SMS, fax and snail-mail
- **Collaborate** - Local server to Web and mobile device data interchange
- **Live** - Food, Beverage and Retail points of sale with stock control and procurement
- **Play** - Schedule and manage Golf, SPA and Leisure activities
- **Rest** - Reservations, Lodging PMS, Leasing and Timeshare
- **Finance** - GAAP, IAS and IFRS financial control to balance sheet

-  Menu
-  Administration
-  Golfer
-  ActivityScheduler
-  SpaSchedular
-  Restaurateur
-  ShopKeeper
-  AssetManager
-  WebRes
-  InnSync
-  Fax Server
-  Phoneman
-  TimeKeeper
-  Configuration
-  EXEUP
-  Close Menu
-  Exit Menu



V4.1.8b14276 e4db41a

Language: English (United Kingdom)

Database: CiMSODemo\_V418 on vmserver

Location: MAIN Imperial Palace Rooms

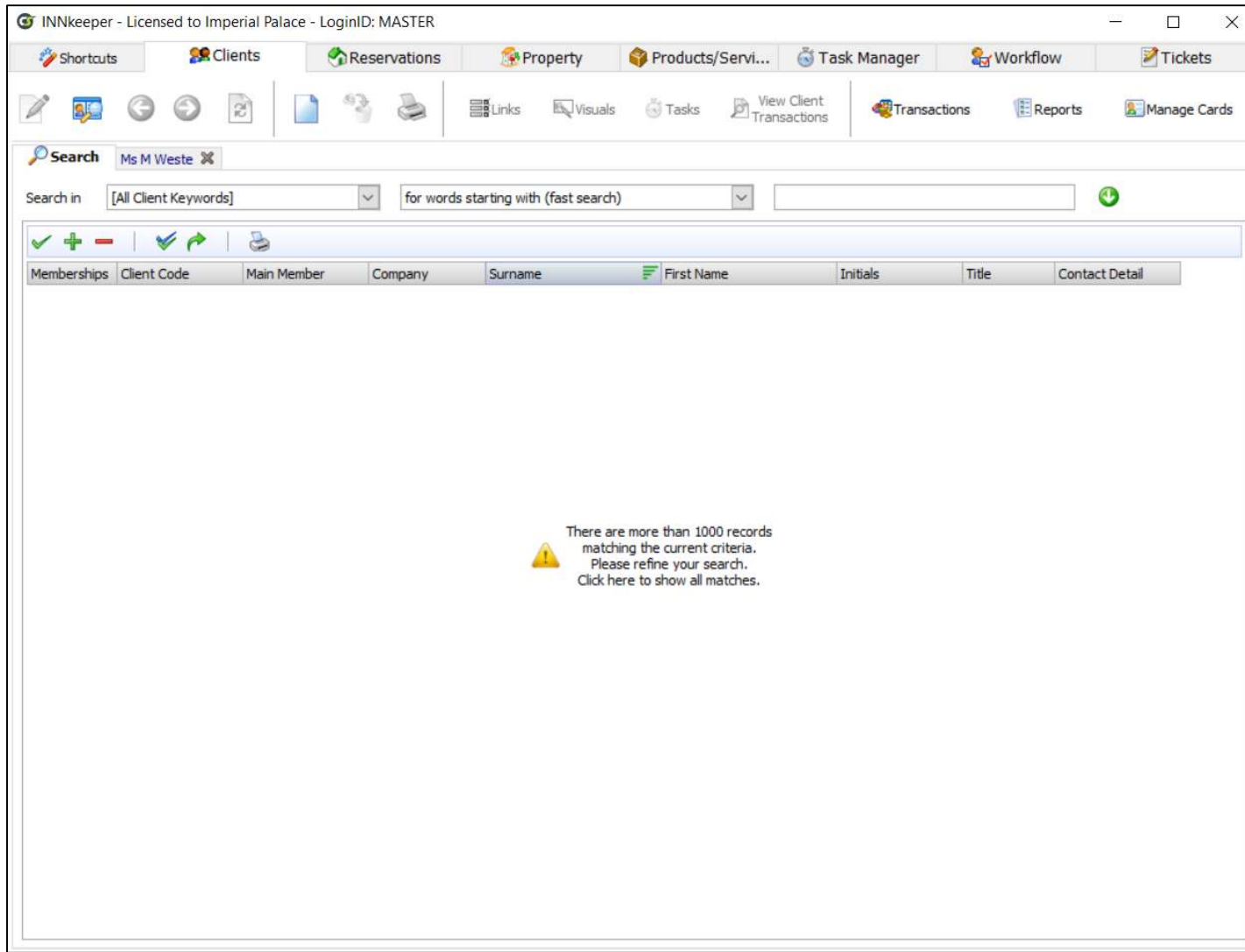
Login ID: master

Password: [ ]

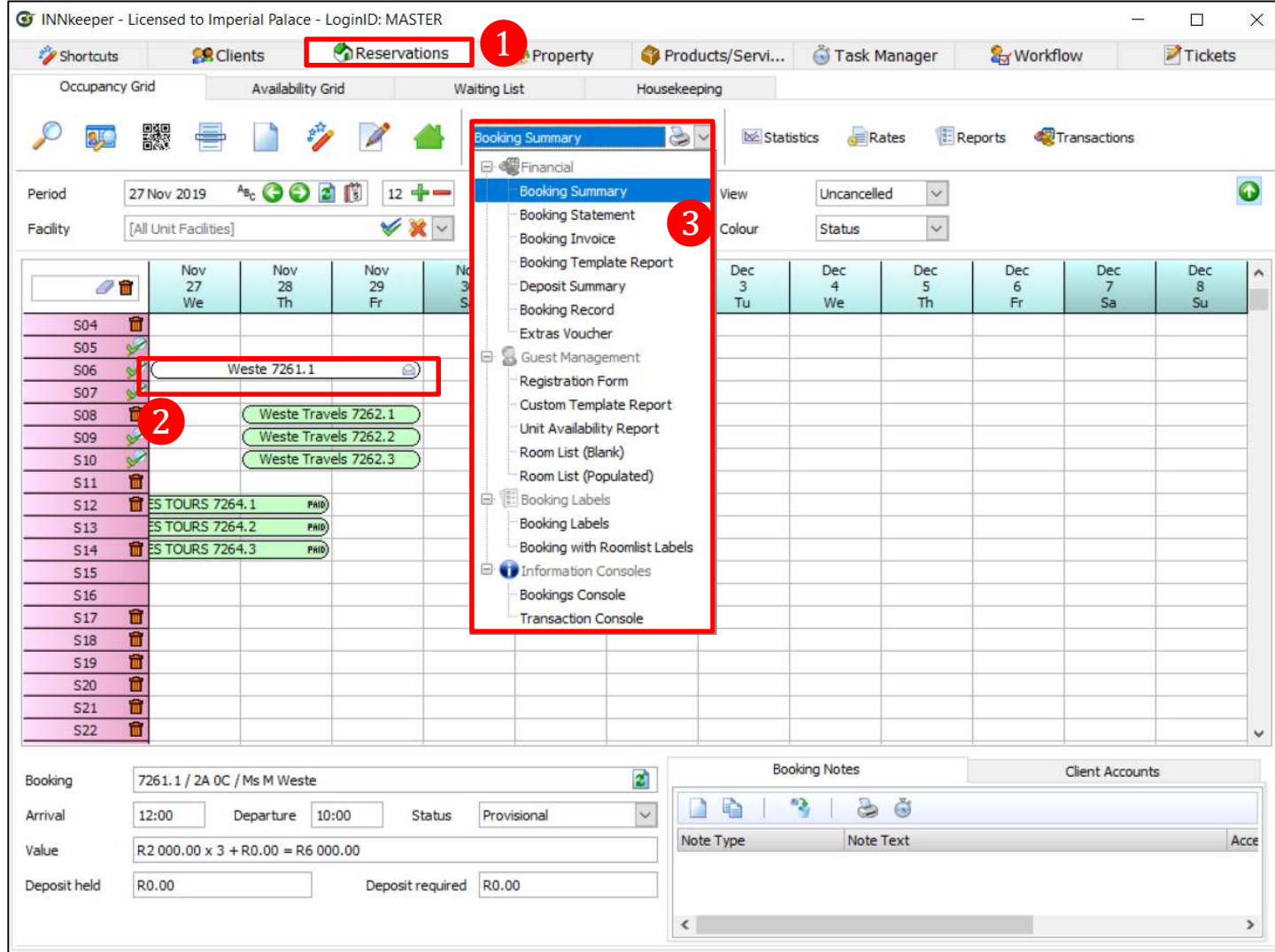
Identification Password Log In

Start your **CiMSO Menu**, select the **Administration**. Use your given **Login ID** and **Password** to log in

Once logged into Administration, You are able to navigate through the Database



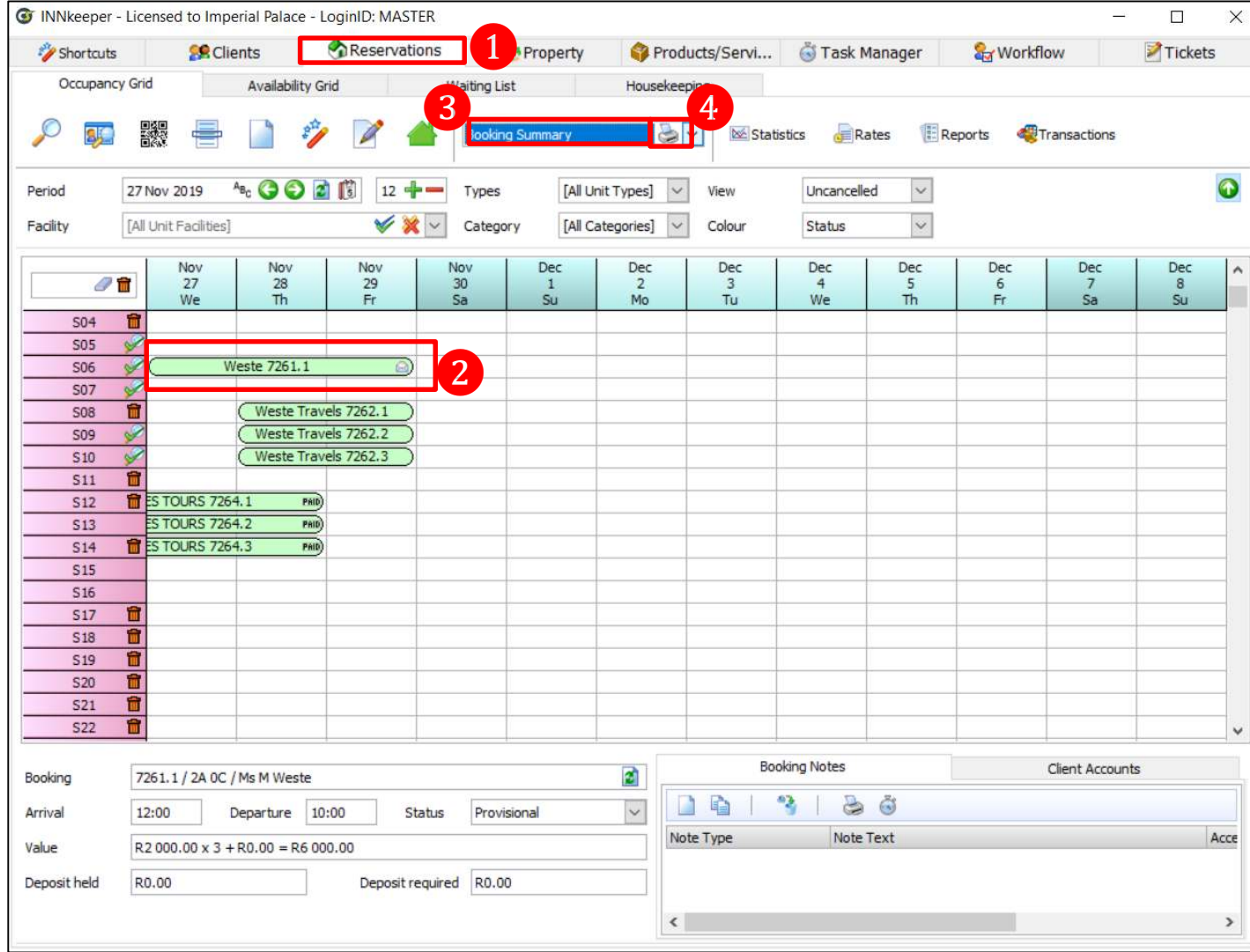




The screenshot shows the INNkeeper software interface. The 'Reservations' tab is selected and highlighted with a red box and a circled '1'. In the booking grid, a booking for 'Weste 7261.1' is highlighted with a red box and a circled '2'. A dropdown menu is open, showing various options, with 'Booking Summary' selected and highlighted with a red box and a circled '3'. The interface also shows a 'Booking Summary' panel at the bottom with details for booking 7261.1, including arrival and departure times, status, and value.

The Guest Booking Summary: Printing the Booking Summary

- 1 **Reservations** tab
- 2 **Locate & Select:** select to highlight the required booking
- 3 **Documents File:** use the Drop Down to access the list of options – select the **Booking Summary** option



INNkeeper - Licensed to Imperial Palace - LoginID: MASTER

Shortcuts Clients **Reservations** Property Products/Servi... Task Manager Workflow Tickets

Occupancy Grid Availability Grid Waiting List Housekeeping

Booking Summary Statistics Rates Reports Transactions

Period: 27 Nov 2019 Types: [All Unit Types] View: Uncancelled

Facility: [All Unit Facilities] Category: [All Categories] Colour: Status

	Nov 27 We	Nov 28 Th	Nov 29 Fr	Nov 30 Sa	Dec 1 Su	Dec 2 Mo	Dec 3 Tu	Dec 4 We	Dec 5 Th	Dec 6 Fr	Dec 7 Sa	Dec 8 Su
S04												
S05												
S06		Weste 7261.1										
S07												
S08		Weste Travels 7262.1										
S09		Weste Travels 7262.2										
S10		Weste Travels 7262.3										
S11												
S12		ES TOURS 7264.1 PAID										
S13		ES TOURS 7264.2 PAID										
S14		ES TOURS 7264.3 PAID										
S15												
S16												
S17												
S18												
S19												
S20												
S21												
S22												

Booking: 7261.1 / 2A 0C / Ms M Weste

Arrival: 12:00 Departure: 10:00 Status: Provisional

Value: R2 000.00 x 3 + R0.00 = R6 000.00

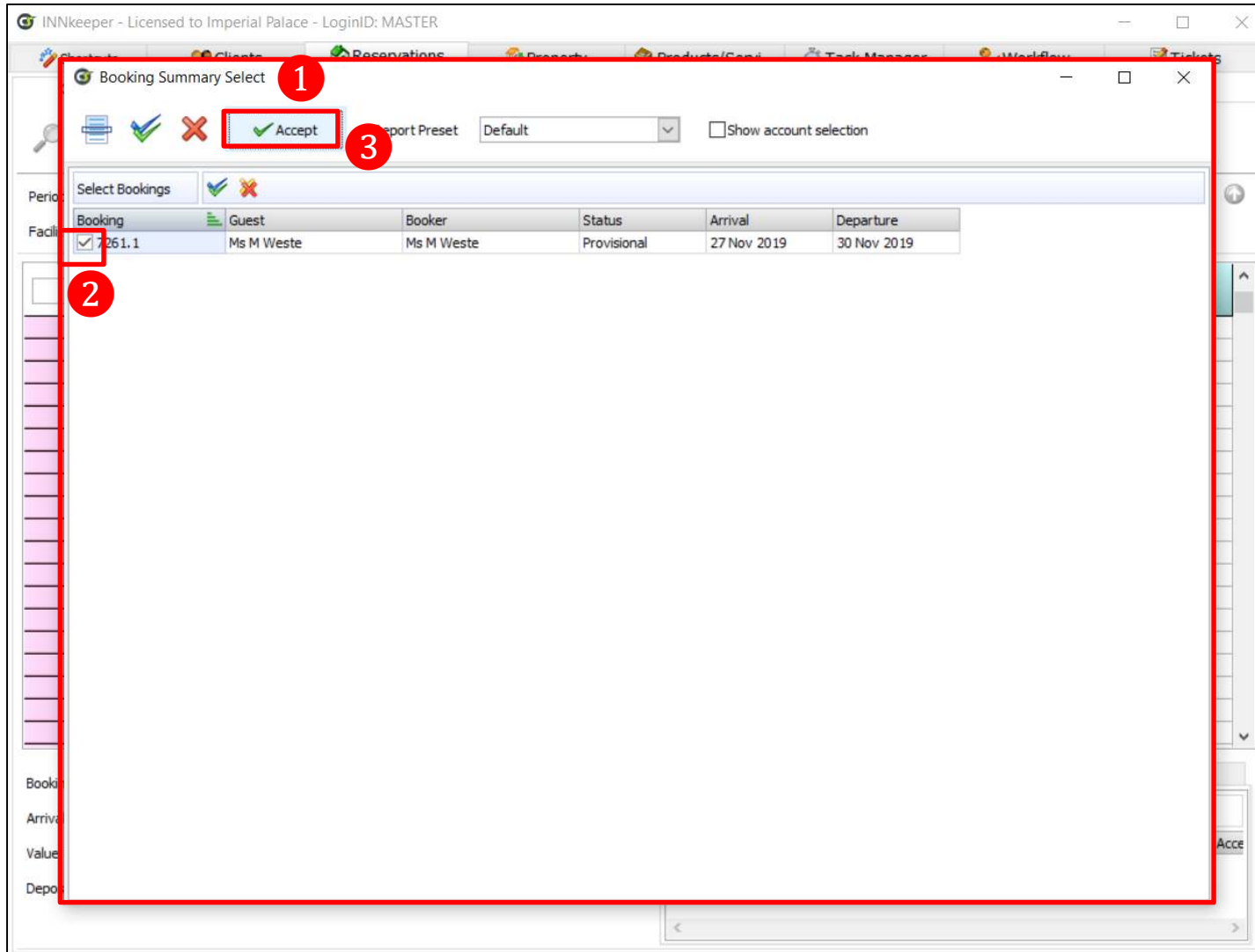
Deposit held: R0.00 Deposit required: R0.00

Booking Notes Client Accounts

Note Type Note Text

## The Guest Booking Summary: Printing the Booking Summary

- 1 Reservations tab
- 2 The Selected Booking
- 3 Documents File: Booking Summary
- 4 Documents File: select the Print (printer glyph)



The Guest Booking Summary: Printing the Booking Summary

- ① **Select Accounts For Booking Group... window**
- ② **Account:** check the box for the required booking folio
- ③ Select the **Accept** button



Print Preview - Booking Summary

(Type search text here) Page Width PDF (Portable Document Format)

Refresh Report


Preset: Default

Title	Booking Confirmation
Header Document	[Use default]
Footer Document	[Use default]
Target	Booker
Layout	By category
Category Display	Group summary, Extras surr
Header Details	Date, Booking, Reference, f
Currency Type	Local
Amounts: Debit & Credit	✓
Amounts: Value	✗
Amounts: Balance	✓
Amounts: Inclusive	✓
Amounts: Exclusive	✗
Amounts: Tax	None
Booking: Unit Display	Unit type
Booking: Status	✗
Booking: Levy	✗
Booking: Rate	✗
Group: Extras by Day	✗
Group: Packages by Day	✗

Address Override: [Default]

E-mail Override: [Default]

Extended Notes



The Fish Hotel & Retreat  
99 Sardine Ave, Fish Hoek,  
South Africa, 8001  
021 555 1000, stay@thefish.co.za  
VAT Reg 795930303



Ms M Weste  
Rayne Of Talent  
16 Helderberg Road  
Stuart's Hill  
Somerset West  
Western Cape  
7130  
mikadowriting@yahoo.com

Booking Confirmation

Date	28 Nov 2019 15:14
Booking Reference	12811
Tax Number	12345
Staff	MASTER MASTER
Deposit Due	R0.00
	(1 of 1)

Detail	Inclusive	Debit	Credit	Balance
<b>Group Summary</b>				
27 Nov 2019 - 30 Nov 2019				
<b>Provisional</b>				
RR-000 Square Double, Standard Guest Rate High Season x 1	R0 000.00	R0 000.00		R0 000.00
RR 000.00				
<b>Deposit schedule 12811</b>				
R0.00 by 28 Nov 2019				

General notes

The **Print Preview**, you are able to **Print, Fax, Email** or **Save** the Invoice

Thank you!