

## RezNEWS HOT TIP

### Sort the guest list from the POS screen in RezStream Professional!

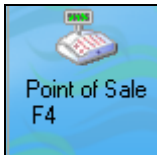
Did you know that the Point of Sale screen is very powerful and allows you to perform a variety of tasks? Front desk personnel can now sort the guest/invoice list to quickly pull up arrivals, departures, and active reservations all with the click of a button. This month's **HOT TIP** will illustrate how to sort through this list to determine if a guest is arriving, departing, has a balance due, and if they have any incidental charges on their folio.

From the Point of Sale screen, it's a snap to perform these handy reservation functions:

- View and sort reservations and invoices;
- Edit and view invoices, including payments applied to invoices;
- Check in or check out a reservation;
- Create and manage unlimited point of sale (POS) items;
- Take advantage of special bar-coding needs using the inventory management;
- Create point of sale (non-reservation) invoices;
- Create and track gift certificates;
- Record a payment for an invoice;
- Cancel reservations;
- Destroy invoices; and
- Search for a specific guest contact or invoice.

### Accessing the Point of Sale screen

To access the Point of Sale screen, click the Point of Sale button on the left-hand side of the main RezStream Professional screen or press F4 on your keyboard.



The All Invoices screen will display. This screen contains a complete guest list with a synopsis of reservation details including invoice number, date reservation was recorded, guest last and first name, arrival date, end date, unit # that the reservation begins in, whether a guest is checked in or out, number of adults and children, daily charges, hourly charges, POS charges, total charges, and total of payments made.

RezStream Professional 2007 - Golden Mountain Resort and Spa

Invoices selected: 697

All Invoices

Inv #	Recorded	Last	First	Arrive Date	End Date	Start Unit	In	Out	Adult	Child	Daily	Hourly	POS	Total	Paid
728	06/13/2007	Brewer	Brad	08/15/2007	08/20/2007	119			8	0	1,395.00	\$0.00	\$0.00	\$1,534.04	\$511.62
727	06/13/2007	Brewer	Brad	08/15/2007	08/20/2007	118			8	0	1,395.00	\$0.00	\$455.00	\$2,031.13	\$0.00
726	06/13/2007	Pawlak	Joe	06/15/2007	06/23/2007	114			4	0	2,000.00	\$0.00	0.8000	\$13,994.02	\$0.00
725	06/13/2007	Haven	Chris	06/22/2007	06/25/2007	106			2	0	\$448.00	\$0.00	\$0.00	\$469.44	\$0.00
724	06/13/2007	Hardin	Ronald	06/22/2007	06/23/2007	105			2	0	\$250.00	\$0.00	\$0.00	\$263.12	\$0.00
723	06/13/2007	Hardin	Ronald	06/22/2007	06/23/2007	102			2	0	\$250.00	\$0.00	\$0.00	\$263.12	\$0.00
722	06/13/2007	Hansell	Pam	06/16/2007	06/19/2007	107			2	0	1,195.00	\$0.00	\$0.00	\$1,395.55	\$0.00
721	06/13/2007	Harshman	Junita	07/17/2007	07/19/2007	120			8	0	\$750.00	\$0.00	\$0.00	\$829.39	\$829.39
720	06/13/2007	Haven	Chris	07/17/2007	07/19/2007	113			2	0	\$450.00	\$0.00	\$0.00	\$501.64	\$501.64
719	06/13/2007	Hatt	John	06/17/2007	06/19/2007	118			8	0	\$750.00	\$0.00	\$0.00	\$829.39	\$0.00
718	06/13/2007	Hass	Nika	06/13/2007	06/16/2007	117			8	0	1,050.00	\$0.00	\$0.00	\$1,157.14	\$0.00
717	06/13/2007	Haven	Chris	06/28/2007	06/30/2007	106			2	0	\$150.00	\$0.00	\$300.00	\$501.65	\$0.00
716	06/13/2007	Haven	Chris	06/17/2007	06/18/2007	111			0	0	\$0.00	\$0.00	\$120.00	\$131.10	\$131.10
715	06/13/2007	Haven	Chris	06/17/2007	06/18/2007	111			2	0	\$240.00	\$0.00	\$0.00	\$272.20	\$0.00
714	06/13/2007	Haven	Chris	06/20/2007	06/20/2007	103			2	0	\$96.00	\$0.00	\$0.00	\$114.88	\$0.00
713	06/13/2007	Henning	John	06/29/2007	07/06/2007	104			2	0	1,050.00	\$0.00	\$0.00	\$1,157.14	\$0.00
712	06/13/2007	Brewer	Brad	06/18/2007	06/21/2007	104			2	0	\$320.00	\$0.00	\$0.00	\$359.60	\$359.60
711	06/13/2007	Irnik	Janah	07/08/2007	07/13/2007	103			2	0	\$480.00	\$0.00	\$0.00	\$534.40	\$0.00
710	06/07/2007	Walsh	Ronland	05/03/2007	05/03/2007	107			2	0	\$120.00	\$0.00	\$0.00	\$141.10	\$0.00
709	06/07/2007	Wardell	Kati	07/12/2007	07/13/2007	106			2	0	\$225.00	\$0.00	\$800.00	\$1,129.81	\$0.00
708	06/05/2007	Dunn	Stephen	07/12/2007	07/15/2007	104			2	0	\$480.00	\$0.00	\$1,600.00	\$2,282.40	\$0.00
707	06/05/2007	Dwyer	Fay						0	0	\$0.00	\$0.00	\$45.00	\$49.16	\$0.00
706	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	Book			2	0	1,800.00	\$0.00	\$0.00	\$1,966.52	\$0.00
705	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	120			8	0	\$945.00	\$0.00	\$0.00	\$1,042.42	\$0.00
704	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	119			8	0	\$945.00	\$0.00	\$0.00	\$1,042.42	\$0.00
703	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	118			8	0	\$945.00	\$0.00	\$0.00	\$1,042.42	\$0.00
702	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	117			8	0	\$945.00	\$0.00	\$0.00	\$1,042.42	\$0.00
701	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	116			4	0	\$810.00	\$0.00	\$0.00	\$894.92	\$0.00
700	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	115			2	0	\$585.00	\$0.00	\$0.00	\$649.12	\$0.00
699	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	114			4	0	\$810.00	\$0.00	\$0.00	\$894.92	\$0.00
698	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	113			2	0	\$585.00	\$0.00	\$0.00	\$649.12	\$0.00
697	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	112			4	0	\$810.00	\$0.00	\$0.00	\$894.92	\$0.00
696	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	111			2	0	\$585.00	\$0.00	\$0.00	\$649.12	\$0.00
695	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	110			4	0	\$810.00	\$0.00	\$0.00	\$894.92	\$0.00
694	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	109			2	0	\$585.00	\$0.00	\$0.00	\$649.12	\$0.00
693	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	108			2	0	\$432.00	\$0.00	\$0.00	\$481.96	\$0.00
692	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	107			2	0	\$432.00	\$0.00	\$0.00	\$481.96	\$0.00
691	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	106			2	0	\$405.00	\$0.00	\$0.00	\$452.48	\$0.00
690	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	105			2	0	\$405.00	\$0.00	\$0.00	\$452.48	\$0.00
689	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	104			2	0	\$432.00	\$0.00	\$0.00	\$481.96	\$0.00
688	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	103			2	0	\$432.00	\$0.00	\$0.00	\$481.96	\$0.00
687	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	102			2	0	\$405.00	\$0.00	\$0.00	\$452.48	\$0.00
686	06/05/2007	Duffie	Tim	08/01/2007	08/04/2007	101			2	0	\$405.00	\$0.00	\$0.00	\$452.48	\$0.00
685	06/05/2007	Dwyer	Fay	07/18/2007	07/22/2007	115			2	0	\$720.00	\$0.00	\$0.00	\$796.61	\$796.61
684	06/05/2007	Dwyer	Fay	07/18/2007	07/24/2007	109			2	0	1,100.00	\$0.00	\$0.00	\$1,211.78	\$796.61

View:  All Invoices  
 Active Reservations  
 Arrivals  
 Arrival - No Shows  
 Pending Reservations  
 Past Reservations  
 Departures  
 Paid Only  
 Partial Payment  
 No Payment

Select:  
 Has Daily Charges  
 Has Hourly Charges  
 Has POS Charges

Find Print List

### Viewing and sorting the reservation list

You can easily manage your reservations in a list view from the Point of Sale screen by using the **View** and **Select** options. These options allow you to filter your guest list by selecting desired criteria from available radio buttons or check boxes located at the bottom of the Point of Sale screen.

View

All Invoices

Active Reservations     Departures

Arrivals

Arrival - No Shows     Paid Only

Pending Reservations     Partial Payment

Past Reservations     No Payment

Select

Has Daily Charges

Has Hourly Charges

Has POS Charges   

The various filtering options are listed below.

#### View options

- Select Active Reservations to view reservations that are in-house.
- Select Arrivals to view reservations that are arriving today.
- Select Arrival – No Shows to view reservations arriving today that have not been checked in.
- Select Pending Reservations to view reservations for future dates.
- Select Past Reservations to view reservations for past dates.
- Select Departures to view reservations that are departing today.
- Select Paid Only to view reservations that have full payments applied.
- Select Partial Payment to view reservations that have partial payments applied.

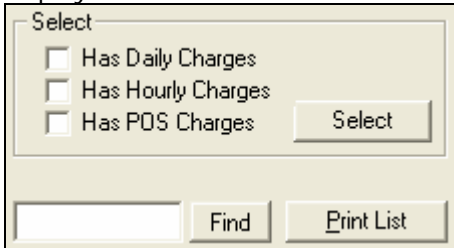
- Select No Payment to view reservations that have no payment applied.

**Select options**

- Select Has Daily Charges to view invoices that have Daily charges (room reservations).
- Select Has Hourly Charges to view invoices that have Hourly charges (hourly reservations).
- Select Has POS Charges to view invoices that have Point of Sale charges.

**Note:** One radio button may be selected from the View list. Multiple filters can be chosen from the Select list.

Once you have filtered the list, click the **Print List** button to print a copy of the guest list displayed on the screen.

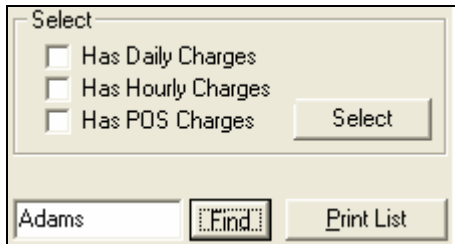


**Searching for a specific contact or invoice**

1. Select the Point of Sale button.



2. Type the name you are searching for in the "Find" text field at the bottom of the screen. In our example, we are searching for the invoice for a guest named "Adams."



3. Click on "Find." The "Adams" individual line of the All Invoices screen will be highlighted. Double click on this line to access the invoice you would like to view.

**Note:** You can limit a search by using the radio buttons under the "View" area. Click on any button to limit a search. To clear a search, click back to the radio button "All Invoices."

**Additional Resources:**

For more information about the Point of Sale screen or other functionality of RezStream Professional, view our online training demos accessed from the following web page: [http://rezstream.com/software\\_demos.htm](http://rezstream.com/software_demos.htm). As always, RezStream support can be reached at 303-872-0220. Normal support hours are Monday through Friday, 8AM to 5PM, MST.