

# SPLITTING A SHOOTERS KITTY IN THE FUNCTION DIARY TO INDIVIDUAL ROOMS

*You have a large amount of drinks to split from an invoice in the functions diary, to move to individual rooms - but the problem is that if you manually remove the drinks from the invoice using the calculator, and add them into the other bills, then you don't retain the "detail" of what was sold. This means the individual items do not appear on the bill at checkout, or if you are asked for this information at a later date.*

*The solution is to KEEP the original invoice, check it out to "Shooter Kitty", Refund the sale, then add split amounts to the "Shooters Split" category on the invoices... here's how...*

## STEP 1. You have a kitty bill in the Functions diary - Keep it, by checking it out to "Shooters Kitty"

You have itemised 'Drinks' inside your Function diary to the value of £100 and have been asked to split the bill between 3 rooms, £30, £30, £40.

Print the bill and checkout the Invoice to payment method "110. Shooters Kitty" (do not use Cash or Plastic etc).

*If necessary, at a later date you will now be able to go to Guest History to reprint this bill to see the itemised bill.*

## STEP 2. Refund the invoice - Use "Shooters Kitty" & "Shooters Split"

Go to Reception, Adjust Journals, "110. Shooters Kitty", and the REFUND amount £100, TICK "Show all categories" and select "18. Shooters Split".

This refunds the "Shooters Kitty" and leaves a negative value of £100 under Shooters Split.

## STEP 3. Individual Invoices - Use "Shooters Split"

Go to the individual invoices and enter the amount (using the Calculator) e.g. £30.00 under "Shooters Split" (not Drink). When the invoices are checked out, the "Shooters Split" will no longer be a negative value. In fact, both "Shooters Split" and "Shooters Kitty" should be £0.00.