

TAKING DEPOSITS ON EPOS

Step 1: On the till, you'll need to select **Admin > Reservations > Create**:

			Reservations			
Today	Future	Past				Create
Search toda	ays reserv	ations				_
Referenc	xe	Time	Customer	Guests	Туре	
		There	are no reservations for	r today.		

Step 2: Enter the customer information. This could be the email address, mobile number, or customer identifier number:

Enter Customer	×
joesoap@gmail.com	Scan
	Continue

Once you've entered the information, select **Continue**.

If this is an existing customer, their personal details will auto-populate; however, if this a new customer, you'll need to enter their details:

Add	New Customer
Fields with an asterisk (*) are mandato	ry.
First Name *	Surname *
Joe	Soap
Email	Mobile *
name.surname@gmail.com	0123456789
Company	
Kobas	
	OK Cancel

<u>Step 3:</u> Once you've located the relevant customer details or added a new customer, the next step is to select **Make Reservation for Customer**:

	Customer details
Loyalty Point	s 🗿 0
Email	joesoap@gmail.com
Birthday	1st of January
Customer since	Monday, 26th September 2022, 5:17pm

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<u>Step 4:</u> You'll then need to input the reservation details. Start with selecting the date from the picker. Add the booking start and end times. Enter the number of guests and select whether this is a Personal or Corporate booking:

	K () are manuatory.			
Date: *				
26-09-2022				
Start Time: *		End Time: *		
1	1	Ť	↑	
18	00	20	00	
*	¥	*	¥	
Selected date: 18:00 - Guests: *	20:00			
a 1				
1				

<u>Step 5:</u> Once you've entered all the reservation details and selected the OK button, you'll then be prompted to Review and Confirm whether all the details are correct:

	Reservation Details		Customer Details
Date	Mon 26/09/22	Name	Joe Soap
Time	18:00 - 20:00	Email	joesoap@gmail.com
Guests	1 🛔	Mobile	4412345678900
Tags	Personal		

<u>Step 6:</u> Once you've confirmed the details, the next step is to select **Create Payment** where you'll add the deposit to the tab:

Res	servation Details		Customer	Details
Reference	6P3WM5	Name	Joe Soa	þ
Date	Mon 26/09/22	Company		
Time	18:00 - 20:00	Phone	4412345	678900
Guests	1 🚨	Email	joesoap@gmail.com	
Туре	Personal	Birthday	Novemb	er 30th
Payments	Notes	Prin	t Receipt	Create Payment

<u>Step 7:</u> Enter the deposit amount and select the **Card** payment type:

Т	Take Reserv	vation Paym	lent	
		10.00	Payments Entered	£0.00
7	8	9		
4	5	6		
1	2	3		
CLR	0	00	Finish Payment	
Cash	Card	Other	Start Again	
			Cancel Payment	

Step 8: Once you've added the deposit value and taken the payment, this will count as tab credit. The final step is to select **Finish Payment**:

٦	īake Reserv	vation Paym	ient	
			Payments Entered Paid by Card	£10.00 £10.00
7	8	9		
4	5	6		
1	2	3		
CLR	0	00	Finish Paym	ent
			Start Agai	n
Cash	Card	Other	Cancel Paym	ent

<u>Step 9</u>: The reservation will show an EPoS Pre-payment to the value of the deposit amount:

view all				Create lat
Res	servation Details		Customer I	Details
Reference	6P3WM5	Name	Joe Soa	p
Date	Mon 26/09/22	Company		
Time	18:00 - 20:00	Phone	4412345	678900
Guests	1 🚨	Email	joesoapo	@gmail.com
Туре	D Personal	Birthday	Novemb	er 30th
Payments Description	Notes	Prin Type A	nt Receipt	Create Payment
EPoS Pre-payment		Card	£10.00	Refund

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