NIGHTSBRIDGE SETUP AND USER GUIDE
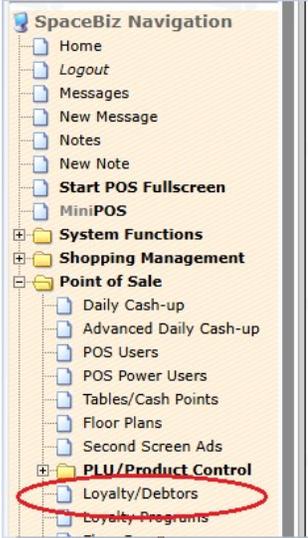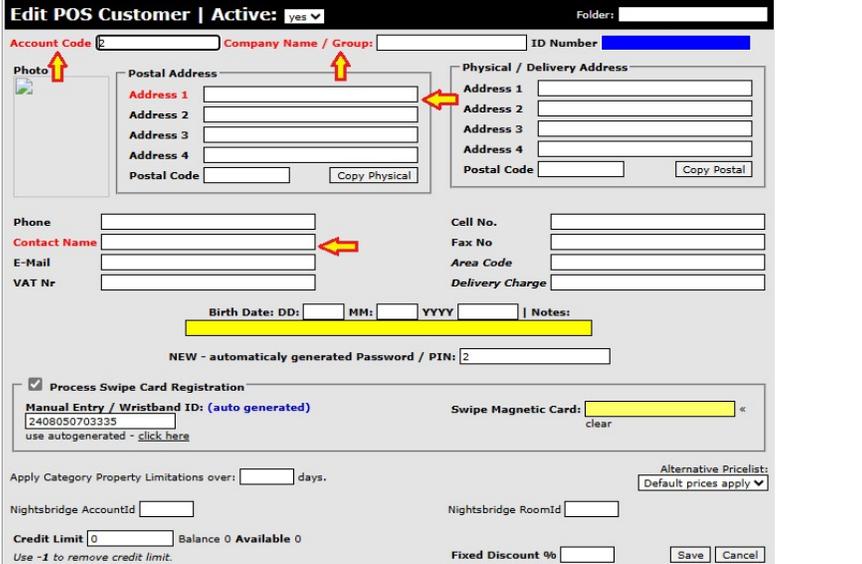
TABLE OF CONTENTS

CONFIGURING SPACEBIZ FOR NIGHTSBRIDGE

SETTING UP YOUR PROPERTY

To link the rooms of your property on SPACEbiz with those on Nightsbridge, an account needs to be set up on SPACEbiz for each room on the property. Each room account has a unique roomID field that is used to direct charges to the correct rooms and client accounts on Nightsbridge.

These roomID's are provided by Nightsbridge and this configuration must be done before room charges can be posted to Nightsbridge..

STEPS TO FOLLOW

1.	In the Back Office navigate to Loyalty / Debtors	
2.	Click on "Add Client"	
3.	Fill in the red required fields: a) Account Code b) Group (Rooms, Cottages etc..) c) Address line 1 - Enter the name of the property d) Contact Name - Name of the room as per Nightsbridge. (Room 1, Chalet 1 etc,,,)	

4. Set the Credit Limit to -1 (This gives the room an open credit limit)	
5. Enter the NIghtsbridge RoomID.	
6. Save and repeat the process for each room account..	

TRANSACTING WITH NIGHTSBRIDGE IN THE POS

SELECTING A ROOM ACCOUNT

STEPS TO FOLLOW

1. Log into the POS and open or select a table.	
2. Click on SELECT CUSTOMER	
3. In the "**OR ANy OTHER INFO**" field, type in the room number.	
4. Click on the Room Account to select it. The name/s of the guests linked to the room will appear to the left of the SALE button. Ensure the correct Client is selected for the transaction This is very important otherwise the Nightsbridge customer accountID is not tied to the roomID and will result in an Error when posting to Nightsbidge that the roomID and accountID are not matched. Nightsbridge will need to be manually updated to include these extras on the account.	

5. Click on Sale and begin transacting.	

TENDERING PAYMENT TO A ROOM ACCOUNT

STEPS TO FOLLOW

1. Open the selected table in the POS	
2. Click on MAKE A PAYMENT	
3. Select ACCOUNT and enter the amount to be tendered to the room. (This should always be the full amount including a Gratuity / Tip where applicable.)	

| 4. Click CONFIRM | |

NIGHSTBRIDGE IN THE BACK OFFICE

DAILY CASHUP

1. All transactions closed to Nightsbridge room accounts are reflected under ACCOUNTS in the daily cashup.

Shift	Clients	Avg. Net	GROSS T/O	Commission retained	Commission	NET T/O Excl	TAX	Staff Promotions	Discounts	Return	Accounts	Eft	Credit Cards	Mobile/Cheque	Cash	Deposits	Gross Cash
	9	11.11	115.00	0.00	0.00 (0.00 %)	100.00	15.00	0.00	0.00	0.0	115.00	00	0.00	0.00	0.00	0.00	0.00
	8	3.26	30.00	0.00	0.00 (0.00 %)	26.09	3.91	0.00	0.00	0.0	37.00 (tip: 7.00)	00	0.00	0.00	(7.00)	0.00	(7.00)
	8	2.07	19.00	0.00	0.00 (0.00 %)	16.52	2.48	0.00	0.00	0.0	19.00	00	0.00	0.00	0.00	0.00	0.00
	6	0.29	2.00	0.00	0.00 (0.00 %)	1.74	0.26	0.00	0.00	0.0	2.00	00	0.00	0.00	0.00	0.00	0.00
	31	4.66	166.00	0.00	0.00	144.35	21.65	0.00	0.00	0.0	173.00	00	0.00	0.00	(7.00)	0.00	(7.00)

2. To view the details of these transactions, click on the TOTAL in the Accounts column.

(R: = REASON; CHK: = CHEQUE #)

#	Represented by (DESCRIPTION/NAME, ID of document)	INVOICE	CLIENT	PROMO	RETURNS	DEBTORS	Authorized by	:C
5	NOTE:	1998	ROOMS -> Room 9	0.00	0.00	2.00	[AUTHORIZED BY]	
6	NOTE:	2001	ROOMS -> Room 6	0.00	0.00	4.00	[AUTHORIZED BY]	
7	NOTE:	2002	ROOMS -> Room 7	0.00	0.00	15.00	[AUTHORIZED BY]	
8	NOTE:	2003	ROOMS -> Room 14	0.00	0.00	12.00	[AUTHORIZED BY]	
9	NOTE:	2004	ROOMS -> Room 11	0.00	0.00	12.00	[AUTHORIZED BY]	
10	NOTE:	2005	ROOMS -> Room 5	0.00	0.00	4.00	[AUTHORIZED BY]	
11	NOTE:	2006	ROOMS -> Room 4	0.00	0.00	26.00	[AUTHORIZED BY]	
12	NOTE:	2007	ROOMS -> Room 6	0.00	0.00	9.00	[AUTHORIZED BY]	
13	NOTE:	2008	ROOMS -> Room 11	0.00	0.00	83.00	[AUTHORIZED BY]	
14	NOTE:	2009	ROOMS -> Room 1	0.00	0.00	6.00	[AUTHORIZED BY]	
			Total:	0.00	0.00	173.00		

Total as per cash-up **173.00**
Difference for account of Management **0.00**

3. To view details of the invoice, click on the SPACEbiz Invoice Number

Invoice Details 2007

Time stamp: 2024-08-20 20:32:54

Item	Qty	U.Price	Discount	Total
Coke Zero	2.000	$ 2.00	$ 0.00	$ 4.00
Roast Butternut Salad (DBB)	2.000	$ 0.00	$ 0.00	$ 0.00
Steak Dinner (DBB)	2.000	$ 0.00	$ 0.00	$ 0.00
Zabaglione (DBB)	2.000	$ 0.00	$ 0.00	$ 0.00
			Total:	4.00

ROOM ACCOUNTS

Details of the transactions tendered to individal accounts can be viewed in the Room account in Loyalty/Debtors.

SPACEbiz Enterprise Business Management   Debtors

Company / Group: ROOMS		Name / Contact: Room 11	
Current Debit	2,032.00	**Current Credit** 0.00	**Balance** 2,032.00

Limit for last 10 days of records Go

ID	Date	Description	Reference	SpaceBiz Invoice	Debit	Credit	Running Balance	Tr.Type	More
1628	2024-08-11	INVOICE	POS DOC# 1866	1866	8.00	0.00	1,852.00		Receipt
1647	2024-08-12	INVOICE	POS DOC# 1873	1873	10.00	0.00	1,862.00		Receipt
1650	2024-08-12	INVOICE	POS DOC# 1876	1876	10.00	0.00	1,872.00		Receipt
1655	2024-08-13	INVOICE	POS DOC# 1885	1885	6.00	0.00	1,878.00		Receipt
1662	2024-08-13	INVOICE	POS DOC# 1893	1893	10.00	0.00	1,888.00		Receipt
1685	2024-08-14	INVOICE	POS DOC# 1911	1911	6.00	0.00	1,894.00		Receipt
1723	2024-08-16	INVOICE	POS DOC# 1948	1948	43.00	0.00	1,937.00		Receipt
1775	2024-08-20	INVOICE	POS DOC# 2004	2004	12.00	0.00	1,949.00		Receipt
1779	2024-08-20	INVOICE	POS DOC# 2008	2008	83.00	0.00	2,032.00		Receipt
Totals					**2,032.00**	**0.00**	**2,032.00**		

Register transaction | Deposit   🏠 **Back to Debtors List**

To tender payment on the room accounts, refer to the SPACEbiz Manual for TENDERING PAYMENT TO DEBTORS ACCOUNTS.