

Practice Quiz – Sales & Catering Session 2

1. What are the booking rapid functions in the Single Day View? **Answer: D**
 - a) Recurring, New, Book, Copy
 - b) Book, Mark, Recurring, Adjust Time
 - c) Copy, Move, Mark, Recurring
 - d) Copy, Move, Mark, Adjust Time

2. There is no difference between Priority Rate vs. Special Rates? **Answer: False**

True or False?

3. Where is Charge Routing Rules setup? **Answer: A**
 - a) Front Desk Group Master
 - b) Sales and Catering Booking
 - c) Sales and Catering Event
 - d) Global Maintenance

4. Group Master can only be created in Sales & Catering? **Answer: False**

True or False?

5. When creating a group master the status will default based on the Sales & Catering booking status? **Answer: True**

True or False?

6. A “P” in the Group post means what? **Answer: A**
 - a) You are manually selecting the Posting Codes that are Routing
 - b) Room related Charges only are Routing
 - c) Room Charges only are Routing
 - d) No Charges are Routing.

7. Should you use the dollar amount and percentage amounts at the same time in charge routing? **Answer:**
 - a) Yes
 - b) No
 - c) Does not matter

8. If I am setting up charge routing what are my 3 frequency options? **Answer: B**
- a) Per Post, Per Day, Per Item
 - b) Per Charge, Per Day, Per Stay
 - c) Per Charge, Per Item, Per Stay
 - d) Per Charge, Per Day, Per Reservation
9. What are the 2 steps needed to complete charge routing? **Answer: A**
- a) Group Post Flag and Charge Routing Rules
 - b) Group Rate and Charge Routing Rules
 - c) Group Block Charge Routing Rules
 - d) Rooming List and Group Rate
10. Where does the toggle button Group Block take you? **Answer: A**
- a) To Front Desk Group Block
 - b) To Front Desk Rooming List
 - c) To Front Desk Group Master
 - d) To Charge Routing Rules
11. You cannot make a Sales and Catering Booking Tax Exempt? **Answer: True**
- True or False?
12. Where would you put any notes regarding the billing? **Answer: C**
- a) Check In Text
 - b) Notes About
 - c) Billing Text
 - d) Check Out Text
13. You cannot share a reservation in a rooming list? **Answer: False**
- True or False?
14. Is the Cutoff Date mandatory? **Answer: B**
- a) Yes
 - b) No