

Practice Quiz – Sales & Catering Session 3

1. Once the booking is cancelled it cannot be reversed? **Answer: False**
True or False?
2. When duplicating the booking what is always the status of the new booking? **Answer: C**
 - a) Tentative
 - b) Confirmed
 - c) Quote
 - d) Cancelled
3. True or False: Sub Events cannot be duplicated? **Answer: False**
True or False?
4. Once a group master is assigned it cannot be unassigned from a booking? **Answer: False**
True or False?
5. What are the 4 items used to build the events or sub events? **Answer: C**
 - a) Group Block, Food and Beverage Inventory, Audio Visual Inventory, Special Charges Inventory
 - b) Group Rate, Food and Beverage Inventory, Audio Visual Inventory, Meeting Room
 - c) Meeting Room, Food and Beverage Inventory, Audio Visual Inventory, Special Charges Inventory
 - d) Rooming List, Group Block, Group Rate, Meeting Room
6. The price on the Food and Beverage item can be modified? **Answer: True**
True or False?
7. What are the 4 “Do Not Post” (NP) options? **Answer: A**
 - a) Normal, Package, Cash, Interface Posting
 - b) Blank, Posted, Credit Card, Interface Posting
 - c) Normal, Package, Credit Card, Interface Posting
 - d) Normal, Posted, Cash, Interface Posting

8. Besides the Booking screen where else can the BEO be printed? **Answer:**
- a) Event Screen
 - b) Home Screen under reports
 - c) On Front Desk Group Block
 - d) Both A & B
 - e) Both A & C
 - f) Both B & C
9. You can put in an Advance Deposit Request on a Sales and Catering Booking? **Answer: True**
True or False?
10. Traces can be defaulted to populate on a Booking? **Answer: True**
True or False?
11. What is the Shortcut for Dashboard in Sales and Catering? **Answer: C**
- a) FDDS
 - b) DASH
 - c) DSH
 - d) SDDS
12. What is the Shortcut for the Make Edit Booking Screen? **Answer: C**
- a) MAKE
 - b) EDIT
 - c) MEB
 - d) BOOK
13. What is the Shortcut for the GRC/ Function Room Availability Screen? **Answer: B**
- a) GRC
 - b) FRA
 - c) GEF
 - d) INQ
14. There is no Change Log in Sales and Catering? **Answer: False**
True or False?
15. You cannot Tax Exempt a Booking in Sales and Catering? **Answer: False**
True or False?