Online Bookings

Online Bookings is used to create reports that display a summary of bookings. The default report displays bookings made in the 'Last 7 Days'. To change the results; select the desired month or time period and click 'Fetch'. Use 'where' to find bookings with specific criterion such as guest name, arrival date, etc. Sorting bookings will order a large report to make results easy to use.
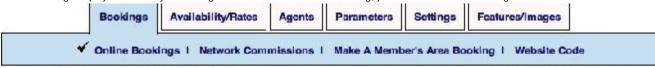
Tip – Any Month will display all bookings, and sorting makes it easy to find specific results. If a booking has been cancelled, it will not display if your report criterion calls for 'cancellations' excluded.

Booking Details

Online Bookings displays a summary of bookings. To see the full detail of a booking, you must click on the Booking ID.

LAVRID:- Bookings > Online Bookings   Sep-22: 12:14:16pm (-8:00)

Online Bookings

Find records in [Last 7 days ▼] where [Booking ID ▼] [has ▼] [_____] , cancellations [excluded ▼] Sort by

[Booking ID ▼] [down ▼] Display [100] Records [Fetch]

Booking ID	Portal	Agent	Guest	Date	Arrive	Depart	Source	Value	Total	Status
20736W	BC	BC	Farmer, Steve	20-MAY-2009	20-MAY-2009	22-MAY-2009	WEB	$480.00	$480.00	Review
18738W	BC	BC	Farmer, Steve	20-MAR-2008	20-MAR-2008	21-MAR-2008	WEB	$100.00	$100.00	Review
2 bookings	1 portals	1 agents					GRAND TOTAL:	$580.00	$580.00	

Booking Details

Summary

Property:	**JEFTWE**
Booking Number:	**21688351W**
Status:	**Review**
Date Made:	08-MAY-2008

Click to set status to: Confirm.

[Confirm Booking]

Click to cancel the booking; frees up availability and clears any obligation - unless it's a GDS booking.

[Cancel Booking]

Gives the availability held by this booking back to the system so another can buy the Room Type again.

[Open Availability]

Guest Details

Guest	Tester, Test	Email	jeff@bookingcenter.com
Company		Address	1495 Coleman Valley
		Suburb	Occidental
Phone	707-874-3922	State	CA
Mobile		Postcode	95465
Fax		Country	Usa

Booking Details

Room Type	Twin Room [TWIN]	Package	Wine Tour, Room, And Dinner [WINETOUR] Rate [E]
Room	Second Floor Double [3]	Adults	1
Arrive	08-MAY-2008	Children	0
Depart	09-MAY-2008	Infants	0

This is a booking that included a Dynamic Package (WINETOUR) based on the E rate. Link to view rate used to price the booking.

Additional Information

- Message
- Guest Diet
- Special Req.
- Office Only

Details of Items purchased with the booking - or were part of a Package - are presented here.

Items Included

Item	Price	Qty	Sub Tot
Breakfast	54.00	1	54.00
Excellent Lunch	12.00	1	12.00
Wine Tour	120.00	1	120.00

Payment Details

[Add Receipt]

Additional receipts can be added to track payments against bookings, including via credit card if using the POS Module,

The Receipt details are held here IF USING automatic deposits. If not, the credit card details are presented here and you process payment 'offline'.

[Edit] *Edit the value to adjust the commmiission basis*

	Accommodation	Extras	Total	Deposit	Receipt	Date	Type	Total
Cost	$90.00	$186.00	$276.00	$286.00	71256	08-MAY-2008	PF	286.00
Discount	$0.00	$0.00	$0.00	$0.00				
Adjustments	$0.00	$0.00	$0.00	$0.00		Balance:		17.60
state tax	$9.00	$13.20	$22.20	$0.50				
local tax	$4.50	$0.90	$5.40	$0.75				
Total		$103.50	$200.10	$303.60	$287.25			
Pay by	Phone or Fax			Paid				

Deposit details presented to the user when they bought are summarized here. A break down of room, item, and tax revenue - for USA and VAT/GST systems - are presented here.

Tip –The 'Booking Status' refers to:

- *Incomplete: awaiting credit card authorization – if no authorization is obtained in 10 minutes from booking, the booking will be automatically cancelled. This status in only available to Point of Sale (POS) users who are processing automatic deposits into their merchant accounts. Email confirmations only go to Manager and Guest after the card authorization is acquired and status is changed to 'Confirmed'.*
- *Review: Awaiting Confirmation*
- *Confirmed: obvious*
- *Unconfirmed: obvious*
- *Active: Booking has been 'checked in'*
- *Cancelled: Booking was cancelled*