

Working with Group Bookings

Note The Group Booking module must be purchased in addition to the BookingCenter base system. If you did not purchase the Group Booking module as part of BookingCenter , then simply disregard this section as these functions will be disabled. Click on the Group Bookings button on the Home window, select Group Bookings from the BookingCenter menu or Ctrl + 7 to display the Group Bookings window.

Individual bookings that com- prise the Group Booking are listed in this section of the win- dow. Double clicking on any bookings listed here will open the Booking Details window with the details of chosen book- ing loaded for review.

Group Bookings

Find

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New

Edit

Check In

Check Out

Receipts

Accounts

Notes

Add

Print

?

1065

Guest ID: 1012

Name: Mary Adams

Company: Valley Communications

Arrive: 7th January 24th 2005

Stay: 5 Nights

Depart: 12th January 27th 2005

Book: 4

Rooms: 10 G04P1

Cost per Guest or Room

Cost from Individual Bookings

Cost Per Day

States: Confirmed

Date: January 25th 2005

Confirm by: January 24th 2005

Pay by: January 24th 2005

State tax Exempt

Local tax Exempt

Allow Individual Accounts

Pref Room Type ID: SINGLE Single room with fire

Source ID: KORPS Internet/Corps Source

Agent ID: JEFF Jeff Tweeddale

Person ID: H1 Master Administrator

Accommodation

Cost

Discount

State tax

Local tax

Total

Extras

Cost

Discount

State tax

Local tax

Total

Comm: -10.00

Comm Tax: -10.00

Comm Tot: -10.00

Paid: -10.00

Balance: -10.00

Total: -115.00

Receipts: 100.00

Refunds: 0.00

Cancell Fee: 0.00

Balance: 1215.00

Booking	Status	Room	Guest
1554	Confirmed	SPA1	Adams, Mary
1555	Confirmed	SPA2	Martin, Amy
1556	Confirmed	SPA3	Martin, Joe
1557	Confirmed	1	Arias, Jose