

Group Booking Details

Group Booking Details are very similar to the [Booking Data of an Individual Booking](#). Here, you will enter the Group Data such as, contact details, booking information and Payment details.

However, one major difference is that when you select a [company](#), [travel agent](#), source or market code, the individual bookings in the Group will inherit these default values. If needed, these default settings can be changed at the individual booking level.

Another feature of Group Bookings is multiple folio management. See [Group Folio](#). This means that the Group Master Folio and the Individual folios are linked making it easier to manage payments and charges. See [Transfer Folio Items](#).

Folio charges for Room Rent and Other charges can be automatically preset to charge to the Group or the Individual in the "Charge To" setting in the Group Booking Data. See [Charge To - Group Bookings](#)

Group Booking Details

71002 - International Travel - TEST

Group Booking for:02-NOV-2016-05-NOV-2016	Status:Confirmed	Group Revenue:\$0.00
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- Booking Data
- Folio
- Edit
- Room List
- Guest History
- Letters
- Log

Group Data

Group Name:	International Travel	Booking Title:	TEST
Contact Person:	Ms. Jan Smith		
Address:	3214 Forest Street		
Zip:	80466	City:	Nederland
State:	CO	Country:	United States
Home Phone:	333-333-3333	Cell Phone:	
Business Phone:		e-mail:	erica@bookingcenter.c
Fax:		Password:	1234
		Show Rooming List:	No (Group Booking Engine)

Booking Information

Status:	Confirmed	Projected Income:	\$1195.95
Arrival:	02-NOV-2016	Departure:	05-NOV-2016
Release to Soft:	<input checked="" type="checkbox"/>	Release Date:	02-NOV-2016
Guest Type:	Group Guest	Source:	Google
Travel Agent		Company:	
Group Comments:	<input type="text"/>		
Booking Comments:	<input type="text"/>		
Guaranteed By:	Check Payment	Tax Exempt?	<input type="checkbox"/>
Charge to:	Group	Group Icon	Brown

Manage Credit Cards

- Save
- Save and Go to Frontdesk
- Discard and Go to Frontdesk

Cancel Group Booking