

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 comprise the Group Booking are listed in this section of the window. Double clicking on any bookings listed here will open the Booking Details window with the details of chosen booking loaded for review.

The screenshot shows the 'Group Bookings' window with the following details:

- Guest ID:** 1012, **Name:** Mary Adams, **Company:** Valley Communications
- Arrive:** 7th January 2005, **Stay:** 5 Nights, **Depart:** 12th January 2005
- Rooms:** 4, **Room Type:** SINGLE Single room with fire
- Guests:** Adams, Mary; Martin, Amy; Martin, Joe; Arias, Jose
- Payment:** Confirmed, January 23rd 2005, Pay by January 24th 2005
- Accommodation Totals:** Cost 100.00, Discount -10.00, state tax -10.00, local tax -5.00, Total -115.00
- Extras Totals:** Cost 100.00, Discount, state tax, local tax, Total -115.00
- Summary:** Comm -10.00, Comm Tax -10.00, Paid, Balance -10.00; Total -115.00, Refunds, Cancel Fee, Balance (215.00)