

Account Entries

1.	Click on the Room Bookings or Group Booking button on the Home window. The Booking Details window will open.	
2.	Find the booking whose Guest Account Entries you wish to view.	
3.		Click on the Account button. The Guest Account Entries window will be displayed listing all Account entries for this booking.
4.		Double-click on the desired account to open the sales window to view account activity.