

# Group Booking Header

Group Bookings contain a header element which provides an "at a glance" view of the critical information of the booking.

<b>75503 - International Travel - Meeting</b>						
Group Booking for:18-JUL-2016-22-JUL-2016		Status:Active	Group Revenue:\$1832.60			
<b>Booking Data</b>	Folio	Edit	Room List	Guest History	Letters	Log

- **Group Booking for:** To edit booking dates, go to the [Edit](#) Tab
- **Status:** Status on Groups falls into five categories: **Unconfirmed, Confirmed, Active, Complete, Cancelled**. Group Bookings default to Confirmed status during the group booking wizard, however you can set the status to unconfirmed as desired. Once any individual booking within a group checks in, the group bookings status goes to Active. See [Booking Status](#). Group Bookings go to status complete in two scenarios:
  - When all individual bookings have checked out, the group will be set to status complete during the night audit process.
  - If a Group has no individual room bookings the status will automatically be set to complete during the Night Audit process of the groups arrival date

## Group Booking Details

- [Group Booking Data](#)
- [Group Folio](#)
- [Edit Allocations](#)
- [Room List - Group](#)
- [Group History](#)
- [Group Letters](#)
- [Group Log](#)
- [Group Booking Header](#)
- [Charge To - Group Bookings](#)
- [Add Booking to Group Booking](#)

- **Group Revenue:** The amount shown in Group Revenue is calculated from the ACTUAL total of the bookings in the Group. These bookings are shown in the Room List. The amount displayed in Group Revenue may differ from the amount displayed in Projected Income in the Booking Data Tab. This is because the Projected Income is calculated from the allocations in the Edit Tab.

*For Example, if you have allocated 13 Rooms for 4 nights, then the Projected Income would be \$3,480.75 (incl. tax). However, are no rooms booked yet so the the Group Revenue is currently \$0. When you add a booking to the Group, the Group Revenue amount increases.*

*Click images to enlarge*

Front Desk **Booking** Reports Arrivals In House Departures Search System Date: 18-JUL-2016

Booking by Inquiry Booking by Availability Tape Chart Group Booking Wizard Search Bookings Group Bookings

Load Last Booking

### 76002 - Camping - Annual Retreat

Group Booking for: 28-JUL-2016-31-JUL-2016 Status: Confirmed **Group Revenue: \$0.00**

**Booking Data** Folio Edit Room List Guest History Letters Log

**Group Data**

Group Name: Camping Booking Title: Annual Retreat  
Contact Person: Mindy Rock  
Address:  
Zip: City:  
State: Country: United States  
Home Phone: 222-222-4444 Cell Phone:  
Business Phone: e-mail:  
Fax: Password: 1234

**Booking Information**

Status: Confirmed **Projected Income: \$3480.75**  
Arrival: 28-JUL-2016 Departure: 31-JUL-2016  
Release to Soft:  Release Date: 28-JUL-2016  
Guest Type: Group Guest Source: AAA Guest  
Travel Agent Company:  
Group Comments:  
Booking Comments:  
Guaranteed By: Check Payment Tax Exempt?  
Charge to: Group Group Icon: Green

[Manage Credit Cards](#)  
Save Save and Go to Frontdesk Discard and Go to Frontdesk

Cancel Group Booking

Front Desk **Booking** Reports Arrivals In House Departures  Search System Date: 18-JUL-2016

Booking by Inquiry Booking by Availability Tape Chart Group Booking Wizard Search Bookings Group Bookings

Load Last Booking

**76002 - Camping - Annual Retreat**

Group Booking for: 28-JUL-2016-31-JUL-2016 Status: Confirmed Group Revenue: \$267.75

Booking Data Folio Edit **Room List** Guest History Letters Log

Bookings for this group [Hide]

Guest Name	Confirmation #	Arrival	Departure	Status	Room Type	Room	Avg. Nightly Rate	Guest #
Williams Jane	76003	28-JUL-2016	31-JUL-2016	Confirmed	Queen with a View	101	\$75.00	1/0/0

Add New Booking [Hide]

\* Arrival: 28-JUL-2016 \* # Nights: 3 \* Departure: 31-JUL-2016

\* # Guests: 1 0 0 \* Room Type: Select From List Room: Select From List

\* Last Name:

\* First Name:

Salutation:

\* Guaranteed By: Select From List

Credit Card:

Expiration: 1 2016

Complete Booking Discard and Close Window

See Room Allotments and Availability for this Group [Hide]

	28-Jul Thu	29-Jul Fri	30-Jul Sat
Queen Deluxe	Hard Allocations: 5 Soft Allocations: 0 Booked: 0	Hard Allocations: 5 Soft Allocations: 0 Booked: 0	Hard Allocations: 5 Soft Allocations: 0 Booked: 0
Queen with a View	Hard Allocations: 8 Soft Allocations: 0 Booked: 1	Hard Allocations: 8 Soft Allocations: 0 Booked: 1	Hard Allocations: 8 Soft Allocations: 0 Booked: 1

Cancel Group Booking