

Entering Payments against a Booking

1. Click on the Room Bookings button on the Home window. The Booking Details window will open.
2. Find the booking that you wish to enter a payment against.
3. Click on the Receipt button.

Note If this booking has already had previous payments made against it then the Receipts list for that booking will be displayed instead of the New Receipt window. If so, click on the New button that appears on the Receipts list instead.

4. Enter the Receipt details and click OK.

Remember Follow this procedure when taking an initial deposit on a booking.