## **Account Entries**

<ol> <li>Click on the Room Bookings or Group Booking button on th Booking Details window will open.</li> <li>Find the booking whose Guest Account Entries you wish to</li> </ol>	
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.