

# Making Payments on a Group Booking

1. Click on the Group Bookings button on the Home window. The Group Bookings window will open.
2. Find the group booking that you wish to enter payments against.
3. Click on the Receipts button. You will see the New Receipt window.
4. Enter the Receipt details and click OK.

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

Note The status of a booking can be set to ' Confirmed ' with a deposit of any amount. You do not have to take the full deposit.