Statement

1. Click on the Room Bookings button on the Home window or the Sales window from the Home menu.
2. Find the Account or the Booking that the account belongs to and double-click it.
3. Click on the Print button. You will be prompted for a report destination. There are a few options:
1. Select Printer as the report destination and click Print to begin printing the basic Account
2. Select file as the output and the Account details will be sent to the Personnel associated with the
Account and the merge letter will open and include the fields you chose in your Sales Merge Letter.
Note To setup a merge letter to create customized Sales Invoices, (See "Printing/Emailing Custom Letters Using Data Merge" on page ciii
More details on the contents of the salesmerge.txt file that are exported for use in a merge file can be viewed online at: http://www.bookingcenter.com/help/letters.html