

Understanding Group Booking Details

Group Booking Details are very similar to the [Booking Data of an Individual Booking](#). Here, you will enter the Group Data such as, contact details, booking information and Payment details.

However, one major difference is that when you select a [company](#), [travel agent](#), source or market code, the individual bookings in the Group will inherit these default values. If needed, these default settings can be changed at the individual booking level.

Another feature of Group Bookings is multiple folio management. This means that the Group Master Folio and the Individual folios are linked making it easier to manage payments and charges. See Transfer [Transfer Folio Items](#).

Folio charges for Room Rent and Other charges can be automatically preset to charge to the Group or the Individual in the Charge By setting. See

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34501 - International Travel - Event

Group Booking for: 01-JAN-2016-06-JAN-2016 Status: Confirmed Group Revenue: \$1478.40

Booking Data Folio Edit Room List Guest History Letters Log

Group Data

Group Name: International Travel Booking Title: Event
Contact Person: Ms. Jan Smith
Address: 3214 Forest Street
Zip: 80466 City: Nederland
State: CO Country: United States
Home Phone: 333-333-3333 Cell Phone:
Business Phone: e-mail: erica@bookingcenter.
Fax: Password:

Booking Information

Status: Confirmed Projected Income: \$11670.40
Arrival: 01-JAN-2016 Departure: 06-JAN-2016
Release to Soft: ☒ Release Date: 17-DEC-201
Guest Type: Corporate Source: Web Site
Travel Agent Company: International Co.

Group Comments:

Booking Comments:

Guaranteed By: DB:International Co. Tax Exempt? ☐
Charge to: Group Group Icon: Green

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