

Group Booking Details

Group Booking Details are very similar to the [Booking Data of an Individual Booking](#). Here, you will enter the Group Data suchas, 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. See [Group Folio](#). 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 To" setting in the Group Booking Data. See [Charge To - Group Bookings](#)

Group Booking Details

71002 - International Travel - TEST

Group Booking for:02-NOV-2016-05-NOV-2016 Status:Confirmed Group Revenue:\$0.00

Booking Data

[Folio](#)[Edit](#)[Room List](#)[Guest History](#)[Letters](#)[Log](#)

Group Data

Group Name: International Travel Booking Title: TEST

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.c

Fax: Password: 1234

Show Rooming List: No (Group Booking Engine)

Booking Information

Status: Confirmed Projected Income: \$1195.95

Arrival: 02-NOV-2016 Departure: 05-NOV-2016

Release to Soft: ☒ Release Date: 02-NOV-2016

Guest Type: Group Guest Source: Google

Travel Agent Company:

Group Comments:

Booking Comments:

Guaranteed By: Check Payment Tax Exempt? ☐

Charge to: Group Group Icon: Brown

[Manage Credit Cards](#)

[Save](#)[Save and Go to Frontdesk](#)[Discard and Go to Frontdesk](#)[Cancel Group Booking](#)