

Confirm Rates and Enter Group Information

Step 3 Confirm Rates for the Room Type Allotments and enter the remaining Group Booking Information.

- First confirm or edit the Rates for the Group Booking. By default, the Rates will appear as the Rate Plan attached to the Room Type. You can manually enter any changes here. Use the "white arrow" to auto fill the entered amount down the column. **All rates entered for group bookings are for the room/unit and are not per person.**
- The Total \$ figure at the bottom of the list is the Projected Income for Room Rent (excluding tax and extra charges) for the Group Booking.

Group Booking Wizard Steps

Group Booking Wizard - International Travel - Annual Party

1 Enter Dates 2 [Allot Rooms](#) 3 Confirm Rates and Enter Group Information 4 Done

Day	Date	Room Type	Soft Allotments	Hard Allotments	Rate Plan	Rate
Wed	12-Nov-2014	Conference Room	0	1	CONF	\$ 50.00
Thu	13-Nov-2014	Conference Room	0	1	CONF	\$ 50.00
Fri	14-Nov-2014	Conference Room	0	1	CONF	\$ 50.00
Sat	15-Nov-2014	Conference Room	0	1	CONF	\$ 50.00
Wed	12-Nov-2014	Large Room with 1 King Bed	0	3	KING	\$ 100.00
Thu	13-Nov-2014	Large Room with 1 King Bed	0	3	KING	\$ 100.00
Fri	14-Nov-2014	Large Room with 1 King Bed	0	3	KING	\$ 100.00
Sat	15-Nov-2014	Large Room with 1 King Bed	0	3	KING	\$ 100.00
Wed	12-Nov-2014	Queen with a view	0	4	QUEEN	\$ 75.00
Thu	13-Nov-2014	Queen with a view	0	4	QUEEN	\$ 75.00
Fri	14-Nov-2014	Queen with a view	0	4	QUEEN	\$ 75.00
Sat	15-Nov-2014	Queen with a view	0	4	QUEEN	\$ 75.00
Wed	12-Nov-2014	Suite - 2 bedroom Room	0	2	SUITE	\$ 300.00
Thu	13-Nov-2014	Suite - 2 bedroom Room	0	2	SUITE	\$ 300.00
Fri	14-Nov-2014	Suite - 2 bedroom Room	0	2	SUITE	\$ 300.00
Sat	15-Nov-2014	Suite - 2 bedroom Room	0	2	SUITE	\$ 300.00
Total:						\$2100.00

Then, enter the remaining Group Information:

Groups often want to manage charges between the group folio and individual folios. For example, you have a new group for a wedding and the parents of the bride have agreed to pay all the rooming charges for the wedding party, but all other incidentals are to be covered individually.

The easiest way to accomplish this is to setup the folio policies prior to adding any individual bookings.

- **'Charge by'** where charges will go by default - Group or an individual Guest folio.
- But if the choice was not made at the creation of the Group Booking, or needs to be edited, then load the group booking and click on the folio tab.
 - Then click Folio Setup.
 - You will see two folios listed: Group Master Folio and Guest Folio.
 - Use the radio buttons provided to determine which charges will be applied to to the group or guest folio. Changes made here will ONLY effect individual bookings added after the folio setup was done. As such it's best to define your group folio policies prior to adding individual bookings.

Group Information

* Group Name:	International Travel	* Booking Title:	Annual Party
* Contact Name:	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:	
Fax:		Password:	

Booking Information

Arrival:	12-Nov-2014	Departure:	16-Nov-2014
* Guest Type:	Corporate	* Source:	Web Site
Travel Agent		Company:	On The Divide
Group Comments:	Check in with Group Leader for Special Requests		
Booking Comments:			
* Guaranteed By:	Direct Bill	Tax Exempt?	☐
Charge to:	Group	* Status:	Confirmed

Complete Booking

* Guaranteed By:	Visa	Tax Exempt?	☐
Charge to:	Group	* Status:	Confirmed

Credit Card Details

* Credit Card #:		* Expiration:	01 2014
Holders Name:			
☒ Copy Address from Above			
Billing Address:			
Zip:		City:	
State:		Country:	United States
Home Phone:	333-333-3333		

Complete Booking