

# Booking Details

Online Bookings displays a summary of bookings. To see the full detail of a booking, you must click on the Booking ID.

Bookings

Availability/Rates

Agents

Parameters

Settings

Features/Images

✓ Online Bookings | Network Commissions | Make A Member's Area Booking | Website Code

LAVRID> Bookings > Online BookingsSep-22: 12:14:18pm (-8.00)

Online Bookings

Find records in Last 7 days where Booking ID has cancellations excluded Sort by

Booking ID down Display LOC Records Fetch

Booking ID	Portal	Agent	Guest	Date	Arrive	Depart	Source	Value	Total	Status
20736W	BC	BC	Farmer, Steve	20-MAY-2009	20-MAY-2009	22-MAY-2009	WEB	\$460.00	\$430.00	Review
18738W	BC	BC	Farmer, Steve	20-MAR-2008	20-MAR-2008	21-MAR-2008	WEB	\$100.00	\$100.00	Review
2 bookings	1 portals	1 agents	GRAND TOTAL:					\$580.00	\$580.00	

## Booking Details

### Summary

Property: **JEFTWE**  
 Booking Number: **21688351W**  
 Status: **Review**  
 Date Made: **08-MAY-2008**

Click to set status to: Confirm.

Confirm Booking

Click to cancel the booking; frees up availability and clears any obligation - unless it's a GDS booking.

Cancel Booking

Gives the availability held by this booking back to the system so another can buy the Room Type again.

Open Availability

### Guest Details

Guest: **Tester, Test**  
 Company:  
 Email: **jeff@bookingcenter.com**  
 Address: **1495 Coleman Valley**  
 Suburb: **Occidental**  
 State: **CA**  
 Postcode: **95465**  
 Country: **Usa**  
 Phone: **707-874-3922**  
 Mobile:  
 Fax:

### Booking Details

Room Type: **Twin Room [TWIN]**  
 Room: **Second Floor Double [3]**  
 Arrive: **08-MAY-2008**  
 Depart: **09-MAY-2008**  
 Package: **Wine Tour, Room, And Dinner [WINETOUR]** Rate **[E]**  
 Adults: **1**  
 Children: **0**  
 Infants: **0**

This is a booking that included a Dynamic Package (WINETOUR) based on the E rate. Link to view rate used to price the booking.

### Additional Information

Message:  
 Guest Diet:  
 Special Req.:  
 Office Only:

Details of Items purchased with the booking - or were part of a Package - are presented here.

### Items Included

Item	Price	Qty	Sub Tot
Breakfast	54.00	1	54.00
Excellent Lunch	12.00	1	12.00
Wine Tour	120.00	1	120.00

The Receipt details are held here IF USING automatic deposits. If not, the credit card details are presented here and you process payment 'offline'.

### Payment Details

Add Receipt

Additional receipts can be added to track payments against bookings, including via credit card if using the POS Module.

Edit

Edit the value to adjust the commission basis

	Accommodation	Extras	Total	Deposit	Receipt	Date	Type	Total
Cost	\$90.00	\$186.00	\$276.00	\$286.00	71256	08-MAY-2008	PF	286.00
Discount	\$0.00	\$0.00	\$0.00	\$0.00				
Adjustments	\$0.00	\$0.00	\$0.00	\$0.00				
state tax	\$9.00	\$13.20	\$22.20	\$0.50				
local tax	\$4.50	\$0.90	\$5.40	\$0.75				
Total	\$103.50	\$200.10	\$303.60	\$287.25				
Pay by	Phone or Fax		Paid					

Deposit details presented to the user when they bought are summarized here. A break down of room, item, and tax revenue - for USA and VAT/GST systems - are presented here.

\*Tip - The 'Booking Status' refers to:

1. Incomplete: awaiting credit card authorization - if no authorization is obtained in 10 minutes from booking, the booking will be automatically cancelled. This status is only available to Point of Sale (POS) users who are processing automatic deposits into their merchant accounts. Email confirmations only go to Manager and Guest after the card authorization is acquired and status is changed to 'Confirmed'.
2. Review: Awaiting Confirmation
3. Confirmed: obvious
4. Unconfirmed: obvious
5. Active: Booking has been 'checked in'
6. Cancelled: Booking was cancelled