# Account Entries

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| 1. | Click on the Room Bookings or Group Booking button on the Home window. The Booking<br>Details window will open. | |
| 2. | Find the booking whose Guest Account Entries you wish to view. | |
| | 3. | Click on the Account button. The Guest Account Entries window will be displayed listing all |
| | | Account entries for this booking. |
| | 4. | Double-click on the desired account to open the sales window to view account activity. |