

Working with Group Bookings

Note The Group Booking module must be purchased in addition to the BookingCenter base system. If you did not purchase the Group Booking module as part of BookingCenter , then simply disregard this section as these functions will be disabled. Click on the Group Bookings button on the Home window, select Group Bookings from the BookingCenter menu or Ctrl + 7 to display the Group Bookings window.

Individual bookings that comprise the Group Booking are listed in this section of the window. Double clicking on any bookings listed here will open the Booking Details window with the details of chosen booking loaded for review.

Group Bookings

Find Prev Next Last New Edit Check In Check Out Receipts Accounts Notes Add Print

ID: 1065 Status: Confirmed 65
Guest ID: 1012 Name: Mary Adams Date: January 23rd 2005
Company: Valley Communications Confirm by: January 23rd 2005
Arrive: Thu January 24th 2005 2 CORPS Pay by: January 24th 2005
Stay: 5 Nights ☐ State tax Exempt
Depart: Thu January 27th 2005 10 00AM ☐ Local tax Exempt
Book: 4 ☒ Rooms ☐ Allow Individual Accounts
Pref Room Type ID: SINGLE Single room with fire
☐ Cost per Guest or Room
☒ Cost from Individual Bookings
☐ Cost Per Day

Booking	Status	Room	Guest
1554	Confirmed	SPA1	Adams, Mary
1555	Confirmed	SPA2	Martin, Amy
1556	Confirmed	SPA3	Martin, Joe
1557	Confirmed	1	Arias, Jose

Source ID: KORPS Internet/Corps Source
Agent ID: JEFF Jeff Twiddle
Person ID: 11 Master Administrator

Accommodation		Extras	
Cost		Cost	
Discount	100.00	Discount	
State tax	-10.00	State tax	
Local tax	-5.00	Local tax	
Total	-115.00	Total	

Comm	-10.00	Total	-115.00
Comm Tax		Receipts	100.00
Comm Tot	-10.00	Refunds	
Paid		Cancell Fee	
Balance	-10.00	Balance	(215.00)