

# Booking3

There are two ways to make a new Group Booking:

1. From the Group Booking screen
2. From an individual Booking Detail.

From the Group Booking screen:

1. Click on the Group Bookings button on the Home window. The Group Bookings window will be displayed.
2. Click on the New button.
3. Enter the Guest ID if the guest record already exists in the system.

Tip You can enter a '?' or just hit [Tab] to use the Guest Search function or then cancel the guest search and click New on the Guests window to enter details for a new guest.

4. Enter the Arrival date and the duration of their stay.

Remember If no arrival time and departure time is entered then the default check-in and check-out times will be used instead.

Note If the Stay field is left empty you will be required to enter a departure date in the Depart field manually instead.

5. Enter the number of Rooms or Guests for which you are making this booking.

6. Specify whether it is Guests or Rooms that you are booking by clicking on the appropriate radio button (to the right of the Book field).

7. Select how you would like to price this group booking:

- If you desire to book all the rooms at the same seasonal rate (i.e. a single Group Rate), check the checkbox labeled Cost per Guest or Room. The group booking will be calculated simply by multiplying the number of rooms booked, for the number of nights, by the selected rate.

Regardless of what happens to the actual arrival and departure date of an individual booking, the group booking will maintain its cost.

Note It is required that you choose a Rate ID to make a group booking in this manner, as all Bookings are made at the 'Group Rate' assigned.

- If you desire to establish a cost that represents the cost of the individual bookings, check the checkbox labeled Cost from Individual Bookings. The cost of the group booking will now be dynamic. If the individual bookings are edited, then the group booking cost will be adjusted.

This allows you to sell a group booking at the default seasonal rates for each individual room or room type.

Note It is not required that you choose a Rate ID nor a Preferred Room Type to make a group booking in this manner, as all info is taken from the individual Booking Details.

- If you desire to Cost per Day, then choose this option and book all the rooms at the same rate so group booking will be calculated simply by multiplying the number of rooms or guests (whichever is chosen) booked for the number of nights by the selected rate.

8. Click on the Allow Individual Accounts checkbox if you wish to allow individual accounts for this Group Booking. This means that each Guest will be separately billed for their account items but the cost of the group booking itself will still be billed to the Guest who made the group booking.

9. Enter the Confirmation date for this Group Booking or [Tab] to accept the system default.

10. Enter the 'Pay by' date for this Group Booking or [Tab] to accept the system default.

Remember The Confirmation and Pay by dates are set in the System Configuration section of the Parameters window. (See "System Configuration" on page xxxi)

11. Enter a Preferred Room Type (if applicable). The system will check to see if any Rooms of this type are available first.

Tip You can enter a '?' or just hit [Tab] to display a Room Types lookup list and double-click on your selection.

12. Enter the Rate to apply towards this group booking and [Tab].

Tip You can enter a '?' or just hit [Tab] to display a Rates lookup list and double-click on your selection.

13. Enter the Source ID (if applicable) and [Tab].

Tip You can enter a '?' or just hit [Tab] to display a Rates lookup list and double-click on your selection.

14. Enter the Agent ID (if applicable) and [Tab]. The commission data on the bottom of the window will automatically be entered.

15. Enter a Discount amount (if applicable) in the Accommodation costs column or any other Extras.

Remember You do not have to enter the Gross cost as this will be calculated automatically.

However, you may do so if you intend to override the automatically calculated cost for this booking.

16. Enter any notes regarding extras in the Extras notes field, and/or any general notes about this group booking in the Notes field by clicking the Notes button.

17. Once clicking OK, you will see a message asking if you want to confirm the automatically calculated booking cost. Click 'Yes' to accept this cost or 'No' if you want to set the booking cost yourself.

Note You will only be able to override the booking cost if you have the Allow Cost Override checkbox turned on in the System Configuration window. (See "System Configuration" on page xxxi)

18. You will now be asked if you want to book the first 'x' available rooms. If you click 'Yes,' the system will search for the first 'x' available rooms (of the preferred type if specified in Step 8) and automatically book them otherwise click 'No.'

19. If you clicked 'No,' the Select Rooms window will be displayed ready for you to select the rooms manually. Click on a room in the list to select it. The Book x Selected Rooms button at the bottom of the window will change its number to the amount of rooms that you have currently selected.

Remember To select more than one room from the list hold down the Ctrl key whilst clicking on each one.

20. Once you have finished selecting which rooms you want to book from the list, click on the Book x Selected Rooms button at the bottom of the window to book them. You will be returned to the Group Bookings window with each individual room booking that makes up this group booking listed in the bottom left-hand corner of the window with its status set to 'Unconfirmed'. The group booking itself will also have its status set to 'Unconfirmed'.

Note The room status 'Short' will be displayed if you made the group booking with an inadequate number of rooms available. So, the system will allow you to overbook and alert you to the number of rooms actually available.

Remember Double-click on any booking that appears in the list to display its full details.

From an Individual Booking Detail

1. Choose a Booking Detail
2. Click the button 'Add to Group'

A dialog box titled 'Add Booking to Group Booking' with a light blue background. It contains the text 'Please Select Options...' followed by three input fields: 'Group Booking ID' with the value '1068', 'Quest ID' with the value '2', and 'Name' with the value 'Jeff Tester'. At the bottom, there are three buttons: 'Convert to Group' with a red circular arrow icon, 'Add' with a green checkmark icon, and 'Cancel' with a red X icon.

3. You can choose to 'add to an existing Group Booking' or to 'convert' the Booking Detail into a Group Booking.  
Note If there were receipts attached to the Booking, then those receipts will be re-allocated to the Group Booking. Check to make sure any previously issued receipts were correctly allocated.