Setting up a new Group Booking Account

1. Click on the Group Bookings button on the Home window. The Group Bookings window will open.
2. Click on the Accounts button. The Accounts list for this group booking will be displayed.
3. Click on the New button. The New Guest Account window will open ready for you to add an item to this newly created account.
4. Enter the Item code and [Tab].
Tip You can enter a '?' or just hit [Tab] to display a lookup list and double-click on your selection.
5. Enter the quantity of the item and [Tab].
6. Repeat steps 5-6 if you want to add another item or click OK to finish. You will be returned to the Accounts list for this group booking.
7. Close the Accounts list to return to the Group Bookings window.
Note If you have selected Allow Individual Accounts for a group booking, you may open any individual booking listed and set up an individual account.
Working with Receipts
This function is used any time you want to accept payment. For example, you would use the Receipt function when taking a deposit to confirm a booking or to settle an account.
? Click on the Receipts button on the Home window or select Receipts from the BookingCenter menu to display the Receipts window
Note If using the Point of Sale, the Receipt will always show the 'Transaction ID' and

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'Authorization Code' that was retrieved when trabnsacting the credit card. The credit card is stored encrypted behind a button called 'Card Details' and is only displayed to users with access privilege. See (See "Setting up Access Levels" on page xxxvii) to set the privilege to view credit card details.

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Issuing a Receipt Tip It is easiest to issue a Receipt directly from the Booking window For example, click the Receipts button on the Bookings window to issue a new Receipt for a payment on that booking (See "Entering Payments against a Booking" on page cii) instead of clicking the Receipts button on the Home window or choosing Receipts from theBookingCenter menu. So, make sure that the booking that you want to issue the receipt for is loaded into the window beforehand.
1. Click on the Receipts button on the Home window. The Receipts window will open.
2. Click on the New button.
3. Enter the Receipt Type code.
Tip Enter a '?' or just hit [Tab] to display a lookup list of available Receipt Types.
4. Enter the relevant details for the receipt and click OK. You will then see the New Receipt Item window.
5. Enter a '?' or just hit [Tab] to display the Bookings List. Select the required booking from the list by double-clicking on it. Its details will be loaded into the window.
6. Enter the amount into the Payment field and click OK. You will be returned to the Receipts window with the booking reference details for that payment listed in the window.

Finding a Receipt 1. Click on the Receipts button on the Home window. The Receipts window will open.
2. Click on the Find button.
3. Enter one known value to search on in any one of the fields that you can [Tab] into and then click OK.
Note You can only perform a Find on one known field value at a time i.e. you cannot perform a simultaneous find on say the Receipt ID and Drawer. If you only know the Drawer name, then [Tab] into the Drawer field, enter the Drawer name and then click OK.
4. If the record you are looking for doesn't come up first, use the Next and Prev buttons to cycle through these records to locate the one you are looking for.
Tip It is sometimes easiest to find a Booking or a Group and find the associated Receipt than looking for an individual Receipt through the Receipt Details area.

Allocating a Receipt Tip Use this feature to perform what is commonly called managing 'Direct Bills' or 'Debtor Accounts'. This is based on the common business practice where a lodging property extends credit to a Guest or a Company and then allows them to pay down the'debt' or 'credit' (in the form of an outstanding balance) at a later time. When one 'allocates a Receipt' they are doing so to a booking - or a number of bookings - that have outstanding balance(s) in order to pay down all or some of the balance due. See (See "Managing Company Accounts (also known as 'Direct Bills' or 'Debtor Accounts')" on page xcvii for more infomration.

1. Click on the Receipts button on the Home window. The Receipts window will open.
2. Choose the Receipt Type that is being presented (for example, VI for a Visa payment, C for a 'check' payment, etc).
3. Fill out all teh relevant detaisl of teh Rec eipt and upon clicking 'OK' a window will appear to allow you to allocate payment.
4. Click on the Allocate button if you are coming back to aR eceipt with a remaining balance. This will only occur if you did not fully allocate all monies issued to the Receipt originally, ie, there is more money to be issued on an unpaid bookings.
5. Enter a '?' or just hit [Tab] to display the Bookings List.
6. Select the required booking from the list by double-clicking on it. Its details will be loaded into the New Receipt Item window.
7. Enter the payment amount and click OK. You will be returned to the Receipts window with the reference details for that payment listed in the window.

Printing a Receipt 1. Find the receipt that you want to print out and click on the Print button. You will be prompted to select the output for the printout.
2. Select Printer and then click on the Print button. If you have purchased the Point of Sale Module, you can set the computer to use the 'Register Printer'. (See "Setting Up Registers" on page lxii