Account

1. Click on the Bookings button on the Home window. The Bookings window will open.
2. Find the booking that you want to set up a new Guest Account for.
Note If there is a Group Booking number (in blue) to the right of the Booking ID then click on
the Group Booking number to open the Group Bookings window and then follow the steps
for creating a new Group Booking Account (See "Making a new Group Booking Account"
on page cxvii) .
3. Click on the Account button.
4. The Guest Account Entries window will open. Click the New button.
Note If you only want to create one account per guest, see the Adding Items feature below.
5. The New Guest Account window will open with the Room ID, Guest ID and Booking ID already inserted.
6. Press [Tab] to move into the Item field.
7. Enter a '?'or just hit [Tab]. The Inventory Items list will be displayed.
8. When you have located the item double-click on it to select it.
9. Enter the quantity and press [Tab]. The cursor will move back into the Item field ready to enter
another item. Repeat steps 4-7 if there are more items to add.
10. Click OK once you have finished adding items to this account. You will then be returned to the
Guest Account Entries window displaying the new account entry.
11. Close the Guest Account Entries window to continue.