

# **1. Click on the Bookings button on the Home window. The Bookings window will open.**

2. Find the booking that you want to add account items to.
3. Click on the Accounts button. The Guest Account Entries window will open.
4. Click on the Add Items button. You will see the Add Account Item window.
5. Enter a '?' or just hit [Tab]. The Inventory Item list will be displayed.
6. When you have located the desired item, double-click on it to select it.
7. Enter the quantity and click OK. You will be returned to the Guest Account Entries window displaying the new total for that same account.
8. Close the Guest Account Entries window to continue.