

Payment

1. Click on the Agents button on the Home window. The Agents window will be displayed.
2. Find the Agent to whom you wish to make a payment.
3. Click on the Payments button. The Agent Payments window will open listing all payments for this Agent.
4. Click on the New button. The Agent Payment Details window will open ready for you to enter the new payment.
5. Enter the payment details:
Agent The Agent ID Code and Name is automatically inserted.
Date Today's date is automatically inserted unless you override the date.
Amount Enter the amount of the payment.
Reference Enter any reference information such as a receipt number, if applicable.
Payment radio buttons: • Deducted - select if payment was already deducted by the agent.
• Paid - select if you are remitting this payment back to the agent.
Notes Enter any notes.
Note You will see all the commissions earned on each booking attributed to this agent in the box at the bottom of the Agent Payment Details window.
Tip To delete a payment record, select the desired line(s) and click the Delete button.
6. Click OK to finish. You will be returned to the Agent Payments List and the new payment will now appear in the list.
7. Close the Agent Payments List to return to the Agent window.

Agent Allocations Allocating rooms to specific agents is covered earlier in the Manual (See "Setting Up Agents" on page lvi)

1. Click on the Agents button on the Home window. The Agents window will be displayed.
 2. Find the Agent for whom you wish to view or make room allocations.
 3. Click the 'Allocate' button.
 4. The Agent Room Allocations window is displayed showing which rooms are allocated to the particular agent, the rate, and the percentage and number of those rooms allocated.
Note If you would like to automatically allocate 100% of each room type to a particular agent, click the 'Check' button to do so. By allocating rooms to an agent, the rooms are still available to be booked by you or other agents. The room allocations are not exclusive.
 5. Create a new room allocation, edit an existing one, or delete one by clicking the appropriate buttons
- Tip Properties that develop direct relationships using the Agent Allocation feature to fulfill contracted rates and availability allocations through the Central Reservation System tenable bookings 24 hours a day for their Agents. This often makes good business sense, as it makes it easier for Agents to work direct with your inventory. See <http://www.bookingcenter.com/demo/html/agents.html> to learn how to use this to your advantage.