

# Enhanced Group Tools



Book a Trip | Classic Assist | My Bookings | **Groups** | Custom Proposals

## My Groups

Classic Assist / Groups / My Groups

Group Details

Create New Booking

Group ID: #14355

Group Name: Goodman and Johnson Wedding

Payment

Due Date

Amount Due

March 15, 2017

\$3100

May 19, 2018

\$0

Make Group Payment

View Contract Terms

Reports

Download and view your reports.

Travel Agent Statement

Ground Transfer List

Inventory

TSA List for Group Air

Group Payment History

Rooming List

No.	Reservations	Travel Dates	Room	\$ Received	Total Sell	\$ Due	Comm	Status	Actions
01	Mr Ian Johnson Mrs Danica Goodman	2018-07-08, 2018-07-15		\$6,430.00	\$6,548.00	\$118.00			<div>Actions</div> <div>View/Modify Booking</div> <div>Download Invoice</div> <div>Make Payment</div> <div>Guest Payment</div> <div>Close</div>
02	Mrs Angela Carlyle Mr Evan Carlyle	2018-07-11		\$238.00	\$1,680.50	\$1,442.50			<div>Actions</div> <div>View/Modify Booking</div> <div>Download Invoice</div> <div>Make Payment</div> <div>Guest Payment</div> <div>Close</div>
03	Ms Terrilyn Felton	2018-07-10		\$1,177.75	\$1,177.75	\$0.00			<div>Actions</div> <div>View/Modify Booking</div> <div>Download Invoice</div> <div>Make Payment</div> <div>Guest Payment</div> <div>Close</div>
04	Mr Matthew Culp Mr Majid Firoozi	2018-07-09		\$1,119.00	\$2,708.00	\$1,589.00			<div>Actions</div> <div>View/Modify Booking</div> <div>Download Invoice</div> <div>Make Payment</div> <div>Guest Payment</div> <div>Close</div>
05	Ms Kylie Sheek Mr Jordan Davis			\$100.00	\$0.00	\$-100.00	\$0.00		
06	Mrs Sheri Culp Mr Charles Culp	2018-07-09		\$238.00	\$2,343.00	\$2,105.00	\$344.55	Active	<div>Actions</div> <div>View/Modify Booking</div> <div>Download Invoice</div> <div>Make Payment</div> <div>Guest Payment</div> <div>Close</div>

1 Contract Due Dates

2 Download Dynamic Reports on Demand

- Contract Information
- Inventory Report
- Group Statement (accounting information for entire group)
- Group Payment History
- Transfer & Rooming List spreadsheets

3 Book Individual Rooms

- Auto confirmed if within contracted block
- Creates request outside of contracted block
- Add air (Published or Contracted Group Air)
- Add Transfers, Insurance, Group Excursion, Special Requests

4 Individual Bookings and Booking Information Listed

- Use your group number & three-digit room number to pull individual reservations into ClientBase or VacationCRM

5 Click on the Gear

- View/Modify – allows you to view individual reservation, add air, add transfers, add Insurance, & add Service Fee
- Download Invoice – This sends your individual customer statement to your email to edit before sending
- Post payments for your customers through a secure process
- Guest Payment – allows you to send a payment link to your customer to post their own payments