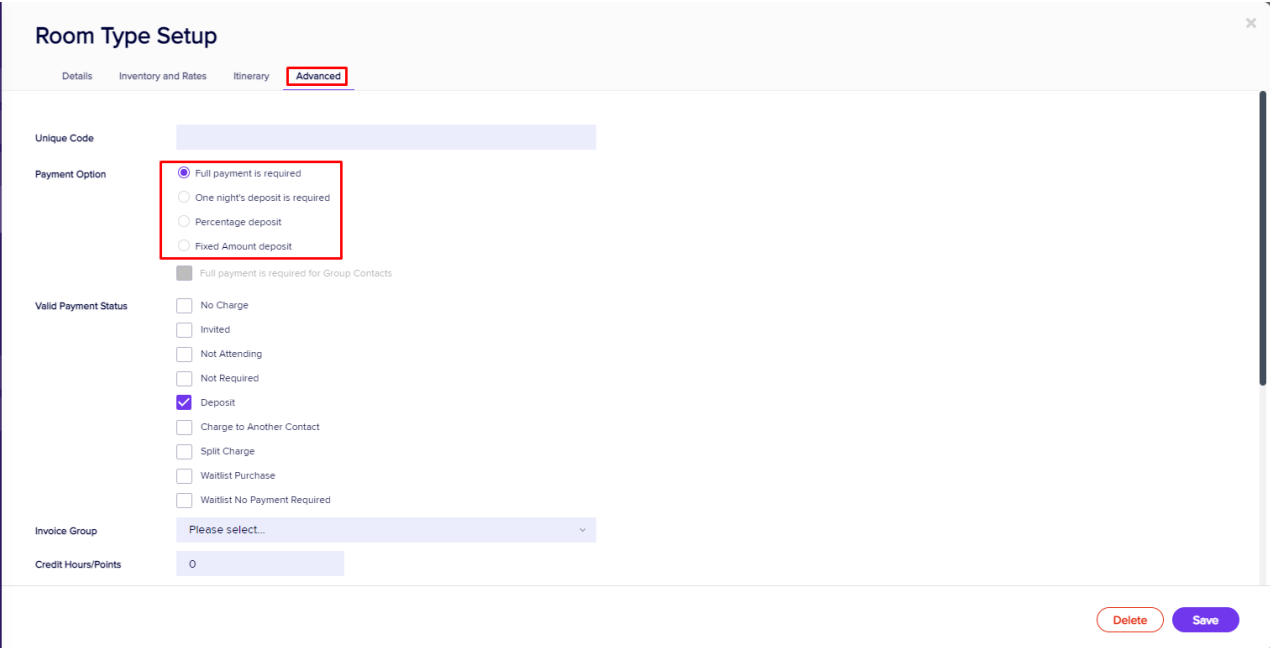


Can we accept the full accommodation amount rather than just a deposit?

Last Modified on 09/27/2024 4:38 am EDT

You can ask for a whole payment on an accommodation item by changing the Room Type Setup:

1. From the **Setup Panel**, select the **Accommodation** module.
2. Select the room type you wish to accept the full amount for.
3. Click the **Advanced** tab at the top of the window.



The screenshot shows the 'Room Type Setup' window with the 'Advanced' tab selected. The 'Payment Option' section is highlighted with a red box, showing four radio button options: 'Full payment is required' (selected), 'One night's deposit is required', 'Percentage deposit', and 'Fixed Amount deposit'. Below this, there is a checkbox for 'Full payment is required for Group Contacts' which is unchecked. The 'Valid Payment Status' section has several checkboxes, with 'Deposit' checked. The 'Invoice Group' is a dropdown menu set to 'Please select...', and 'Credit Hours/Points' is set to '0'. At the bottom right, there are 'Delete' and 'Save' buttons.

4. Choose ' *Full payment is required*' from the 'Payment Option' radio group and then save.