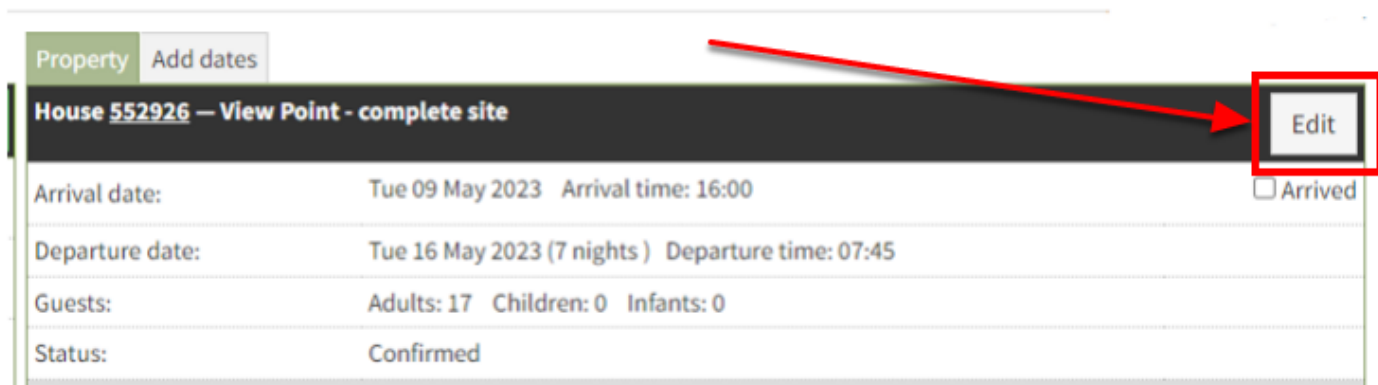


How to update prices and/or dates in an existing booking

Once you're in the booking, click **Edit**.



Property Add dates

House 552926 — View Point - complete site

Arrival date: Tue 09 May 2023 Arrival time: 16:00 ☐ Arrived

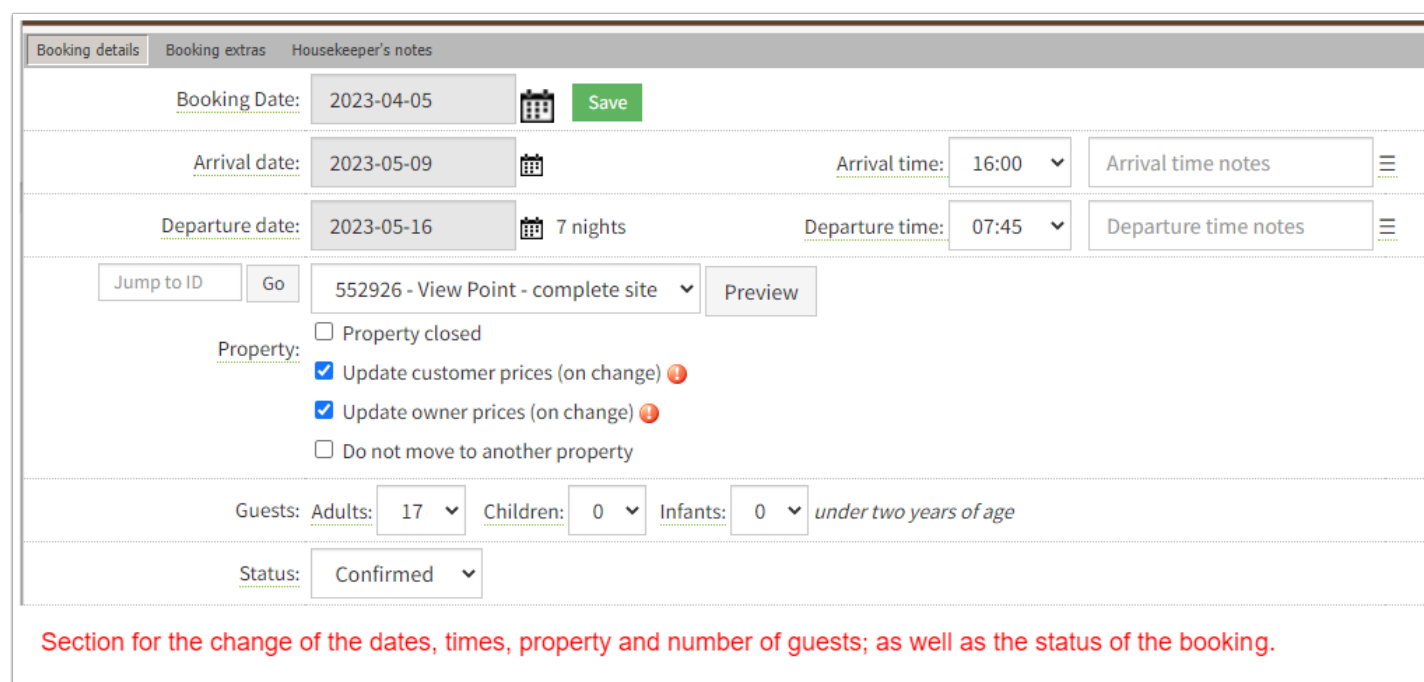
Departure date: Tue 16 May 2023 (7 nights) Departure time: 07:45

Guests: Adults: 17 Children: 0 Infants: 0

Status: Confirmed

In the tab **Booking details** you can amend and/or change the dates for the stay of the guests, the booking date, the property the guest is staying in and anything related to pricing.

Once you have made your changes click **Save**.



Booking details Booking extras Housekeeper's notes

Booking Date: 2023-04-05

Arrival date: 2023-05-09 Arrival time: 16:00

Departure date: 2023-05-16 7 nights Departure time: 07:45

552926 - View Point - complete site

Property:

- ☐ Property closed
- ☒ Update customer prices (on change)
- ☒ Update owner prices (on change)
- ☐ Do not move to another property

Guests: Adults: 17 Children: 0 Infants: 0 *under two years of age*

Status: Confirmed

Section for the change of the dates, times, property and number of guests; as well as the status of the booking.

Full rate: GBP	7000.00		
Late availability discount: GBP	0.00		
Multi week discount: GBP	0.00		
Low occupancy discount: GBP	0.00		
Seasonal discount: GBP	0.00		
Days discount: GBP	0.00		
Early booking discount: GBP	0.00		
Other discount: GBP	0.00		
Agent's commission: GBP	700.00	23764 - Airbnb <input type="text"/>	Disc customer <input type="text"/> Agent comm VAT %: 20
Total rent: GBP	6300		

Section for the rental amount, any discounts and agent commissions

Please note:

An Agent commission is not the same as an Agency commission

Refundable deposit: GBP	500.00	Payable on	Balance <input type="text"/>
Deposit: GBP	1750.00	<input type="checkbox"/> Auto calculate deposit	
Interim: GBP	0.00		
Balance: GBP	4550		
Agency fee: GBP	0	VAT %: 0.00	Deduct from owner balance <input type="text"/> <input checked="" type="checkbox"/> Auto calculate agency fee <i>Cannot be altered when paid</i>
Commission: GBP	693.00	(Owner payment GBP 5607.00)	
Commission %:	10	Commission VAT %:	10
Customer VAT %:	20		

Section for refundable deposit, deposit and balance and well as agency specific commission settings

Please note:

Agency settings will only be visible for agency accounts.