

Student Booking:

145 Mr Luis G Agudelo, M, 23, 17-Jan-98 - 14-Feb-98 - Enrolment (1001)

General Bookings Finance Invoicing Notes Attendance Progress

Test Score Student Level

Exclude Cancelled Bookings Exclude Class Booking Details

Complete history of classes, can be shown or suppressed

Module	Id	Code	School	Item	From	To	Dur	S.Wks	Statu
Course	327	GE20	B	General English 20 lessons	Mon 19-Jan-98	Fri 13-Feb-98	4/0	4.00	Activ
Class	59	UPP	B	Upper Intermediate 1/Room: F	Mon 19-Jan-98	Fri 30-Jan-98	2/0		
Class	58	ADV	B	Advanced 1/Room: Room 2	Mon 02-Feb-98	Fri 13-Feb-98	2/0		
Accomi	222	HSS	B	Home Stay Single - B&B + Eve	Sat 17-Jan-98	Sat 14-Feb-98	4/0	4.00	Activ
Transfe	82	TRA	B	Arrival Taxi Pick Up - Heathro	Sat 17-Jan-98	Sat 17-Jan-98	1/0	1.00	Requ
Transfe	137	TRD	B	Departure Coach Transfer - Cx	Sat 14-Feb-98	Sat 14-Feb-98	1/0	1.00	Requ
Sundry	93	EF	B	Enrolment Fee	Sat 17-Jan-98	Sat 14-Feb-98	1/0	1.00	Activ

Log...
Timetable
Documents
Student
Agent
OK
Cancel

Course Accommodation Transfer Sundry Package Edit Cancel Item

Note the elements of the booking, listed at the bottom of the screen:

Course Tuition
Accommodation Host Family, Residential, Hotel etc
Transfer (Airport pickups)
Sundry (Booking fees, Exam fees, Insurance, Pocket money, Cancellation fees etc.)

Package The system allows items to be grouped together into a Package e.g. Course, Accommodation, Transfers, and sold as a single item e.g. "Special Summer Program." The invoice will show a single line + price, without giving a price breakdown, however the breakdown is retained internally for statistical and financial purposes.

As each booking item is entered the user can select whether the Agent or Student is to be invoiced. This provides a "split" billing facility.

Behind the *Documents* button are all the documents relating to this student, e.g. Booking confirmation, Confirmation to Host Family, Certificates, etc. They are all Word documents, which may have been emailed, faxed or printed.