

Receipting a booking using the Online Payment Link in CustomLinc

To receipt a booking over the phone inside of CustomLinc, the Online Payment Link is now the method to complete this.

The screenshot displays the CustomLinc software interface for a booking. The top bar shows the user is logged in as 'Match Fraser' and the booking ID is '781572 TESTMITCH'. The left sidebar contains navigation options: Sightseeing, Schedule, Check-in, Booking 1, Booking 2, Pickups, Manifests, Express, Services, Loadings, Check-in, Booking 1, Booking 2, Accommodation, Charter, Rostering, Roster, Staff Roster, Staff Shifts, Rental, and Maintenance. The main area shows booking details for 'X110:00BEL-LAKS2 - 10:00am Belgrev'. The 'Booking Total' is \$61.00, and the 'Balance Owing' is \$61.00. The 'Additional Information' section shows the booking was made on 14 Jun 2023 at 10:09 by Match Fraser, with a tax rate of 10.00% and a revenue split of 1. The bottom status bar indicates the user is 'Offline' and the system is 'Puffing Billy - Production System'.

Qty	Bruch(jar)	Brochure	Price (pp)	Total (AUD)
1	\$61.00	\$61.00	\$61.00	\$61.00
Booking Total				\$61.00
Balance Owing				\$61.00
Total Sales Tax - GST (10.00%)				\$5.55
Total Payable ex Sales Tax (10.00%)				\$55.45

Inside the booking, Select Receipt

Receipt Booking # 781572

Receipt Details

Balance Owing61.00

New Balance Owing61.00

Price Adjustment0.00

1Adult Return

Cash

Rounded To

Amount Tendered

Change

Payment TypeMasterCard

Amount30

Other Receipt Type

AmountRef #

Receipt All

Split Pax >>

Print Receipt

Print Ticket

Set as Conf...

Auto Fill

OK

Cancel

☒ Process through Gateway

☐ Process on Pinpad

Pressing okay will prompt opening of the pending payment page

Pending Payment Window

i

Click OK to open a Pending Payment page in your web browser.

OK

Cancel

This page then presents details for payment, similar to the online site.

BOOKING DETAILS	
Party Name	TESTMITCH
Contact Details	mitch.fraser@pbr.org.au
Party Ref	1474090
Product	10:00am Belgrave departure / 12:45pm Lakeside Return
Date	27 Jul 2023 10:00
Booking Ref	781572
Payment Amount	\$30.00

10:00am Belgrave departure / 12:45pm Lakeside Return	27 Jul 2023 10:00
Total Owng	\$61.00

SELECT A PAYMENT METHOD



SELECT A PAYMENT METHOD



Card Holder Name

XXXX XXXX XXXX XXXX

Month

Year

SAVE AND PAY >

The screen will then update with the payment made, if partial payment this amount will be deducted. Note the \$30 payment

PENDING PAYMENT

BOOKING DETAILS

Party Name

TESTMITCH

Contact Details

mitch.fraser@pbr.org.au

Party Ref

1474090

Product

10:00am Belgrave departure / 12:45pm Lakeside Return

Date

27 Jul 2023 10:00

Booking Ref

781572

Total Owing

\$31.00

ORDER SUMMARY

10:00am Belgrave departure / 12:45pm Lakeside Return

27 Jul 2023 10:00

Total Owing

\$31.00

The booking will also update with the payment made

Description	Qty	Broch(pp)	Brochure	Price (pp)	Total (AUD)
Adult Return	1	\$61.00	\$61.00	\$61.00	\$61.00
Booking Total			\$61.00		\$61.00
Receipt - MasterCard (Not Printed) -Approved: Payment successfully made. - Stefanie Straub					\$-30.00
Balance Owing					\$31.00
Total Sales Tax - GST (10.00%)					\$5.55
Total Payable ex Sales Tax (10.00%)					\$55.45

When the booking is fully paid off, the below message appears

PENDING PAYMENT

BOOKING DETAILS

Party Name

TESTMITCH

Contact Details

mitch.fraser@pbr.org.au

Party Ref

1474090

Product

10:00am Belgrave departure / 12:45pm Lakeside Return

Date

27 Jul 2023 10:00

Booking Ref

781572

Total Owing

\$0.00

ORDER SUMMARY

10:00am Belgrave departure / 12:45pm Lakeside Return

27 Jul 2023 10:00

Total Owing

\$0.00

Your payment has been received, thank you

And the booking updates with the payment received

Description	Qty	Broch(pp)	Brochure	Price (pp)	Total (AUD)
Adult Return	1	\$61.00	\$61.00	\$61.00	\$61.00
Booking Total			\$61.00		\$61.00
Receipt - MasterCard (Not Printed) -Approved: Payment successfully made. - Stefanie Straub					\$-30.00
Receipt - MasterCard (Not Printed) -Approved: Payment successfully made. - Stefanie Straub					\$-31.00
Balance Owing					\$0.00
Total Sales Tax - GST (10.00%)					\$5.55
Total Payable ex Sales Tax (10.00%)					\$55.45

Refunds work the same as normal bookings.

All issues with this system are to be directed to the IT Helpdesk (helpdesk@pbr.org.au) in the first instance.

Revision #2

Created 2023-06-14 10:09:30 UTC by Mitch Fraser

Updated 2026-07-14 05:13:19 UTC by Mitch Fraser