

Bookings

- [Receipting a booking using the Online Payment Link in CustomLinc](#)

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 main window is titled "CustomLinc - [781572 TESTMITCH]". The interface is divided into several sections:

- Left Sidebar:** Contains navigation options such as "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", "Maintenance", and "Action List".
- Top Section:** Shows booking details including "Product * X310-0088L-LAK82 - 10:00am Belgrev", "Description Adult Return", "Departing Thu * 27/07/2023 10:00", "Returning Thu * 27/07/2023 12:45", "Party Name * TESTMITCH", "Email mich.fraser@pbcorp.au", "Mobile Phone #", "Phone #", "Agent Direct Booking - Australian Dollar", "Sub Agent", "Name / Ref", "Pricing Point", "Status * Confirmed", "Channel * Booking Office at B. Party Ref 1474090", "Source", "Booking Ref 781572", "Country / State", and "Postcode".
- Table Section:** A table with columns: Qty, Broch (pp), Brochure, Price (pp), Total (AUD). It shows one row with Qty 1, Broch (pp) \$61.00, Brochure \$61.00, Price (pp) \$61.00, and Total \$61.00. Below the table, it shows "Booking Total" and "Balance Owing" with "Total Sales Tax - GST (10.00%)" and "Total Payable ex Sales Tax (10.00%)".
- Buttons:** "Receipt", "Promotions", "Options", and "Special Prices".
- Table Section:** A table with columns: Date/Time, Subject, From, To, Reason, Type, Method, and Attach.
- Bottom Section:** "Additional Information" section with fields: Made on (14 Jun 2023 at 10:09), Made by (Mich Fraser), Tax Rate (10.00%), It is a (Conventional Product), Revenue Gross (\$55.45), Revenue Net (\$55.45), Sales GL Code (00.05.1218.0), Revenue Split (1), and PDB781572-170 (P2ADKAO) (0).

Inside the booking, Select Receipt

Custom(Linc - [781572 TESTMITCH])

Mitch Fraser

Product * 8310-9088-LA952 - 18:00am Belgrum...
 Clearing Thu * 23/07/2023 10:00 201 Seats Available
 Returning Thu * 23/07/2023 12:45
 Party Name * TESTMITCH
 Email * mitch.fraser@pbc.org.au
 Mobile Phone # Phone #
 Agent Direct Booking - Australian Dollar
 Sub Agent
 Name / Ref
 Pickup Point
 Status * Confirmed
 Channel * Booking Office at B Party Ref 1474090
 Store Booking Ref 781572
 Country / State Postcode

Description
 Adult Return

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

Notes

Receipt Promotions Options Special Prices

Date/Time	Subject	From	To	Reason	Type	Method	Atch
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Additional Information

Made on	14 Jun 2023 at 10:09
Made by	Mitch Fraser
Tax Rate	10.00%
Is a	Conventional Product
Revenue Gross	\$55.45
Revenue Net	\$55.45
Sales GL Code	00.00.1218.0
Revenue Split	1
FR8281572-170	(FRACRAC) (0)

Office 2 [Print] [Changes (5)] [Eq] [Inv] [Stop Party]

Customer Service Centre on ETR8211101L using Cash Drawer 1 Puffing Billy - Production System Forums | Documents

In the receipt menu, change the Payment type to the Card Type, and add the amount to be paid. This method does support Partial payment. Then select Process through Gateway

Receipt Booking # 781572

Receipt Details

Balance Owing 61.00

New Balance Owing 61.00

Price Adjustment 0.00

1 Adult Return

Cash

Rounded To

Amount Tendered

Change

Payment Type

MasterCard

Amount

30 Process through Gateway

Process on Pinpad

Other Receipt Type

Amount

Ref #

Receipt All

Split Pax >>

Print Receipt

Print Ticket

Set as Conf..

Auto Fill

OK

Cancel

Pressing okay will prompt opening of the pending payment page

Pending Payment Window



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.

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

Payment Amount \$30.00

ORDER SUMMARY

10:00am Belgrave departure / 12:45pm Lakeside Return 27 Jul 2023 10:00

Total Owing \$6100

SELECT A PAYMENT METHOD



Select the Payment Method, being Mastercard or Visa

SELECT A PAYMENT METHOD



Then enter card details and select Save and Pay

SELECT A PAYMENT METHOD



Name on card

Card Holder Name

Card Number

XXXX XXXX XXXX XXXX

Expiry

Month

Year

CVV

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 Owning \$31.00

ORDER SUMMARY

10:00am Belgrave departure / 12:45pm Lakeside Return 27 Jul 2023 10:00

Total Owning \$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 Owning					\$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 Owning \$0.00

ORDER SUMMARY

10:00am Belgrave departure / 12:45pm Lakeside Return 27 Jul 2023 10:00

Total Owning \$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 Owning					\$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.