## Edit booking areas

Go to **Accounts/Fees/Edit accounting areas** to edit the posting areas. The following window opens:

| oking a | ireas                               | ×            |
|---------|-------------------------------------|--------------|
|         | Name the booking areas:             | ✓ <u>□</u> K |
|         | Basic areas extended areas          |              |
| Abbr.   | Name Article groups type of payment |              |
| BEVE    | Beverages                           |              |
|         | B-B;B-H;B-NA;B-S;B-W                |              |
| FOOE    | Food                                |              |
|         | F-1S;F-2S;F-3AC;F-4AW;F-5M;F 🖶      |              |
| PAY     | Payment method                      |              |
|         | PAY                                 |              |
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You can combine here several product groups into a posting area. This is very convenient for statistical purposes and a fundamental part of the hotel interface, if not only payments but also reservations have to be passed to the hotel software. Contact your system administrator or the PC CADDIE Support.