

Pay Booking

Once logged in and on home screen press More... (bottom row, towards left side)

Then Select Pay Booking (right side)

Till will prompt you for the BKG number,

Please enter booking (BKG) number

Booking number...

Enter BKG number, when ready, press the ok button (bottom left)

New screen will appear with customers details to confirm. If correct click OK

Please confirm main booking contact

Name: [Redacted]
Address: [Redacted]
City: Newton Abbot
County: Devon
Postcode: [Redacted]
Country: [Redacted]

OK Cancel

Outstanding Booking for this BKG and any Linked Bookings will appear in list with outstanding balance shown

Please select booking to pay

BKG	Date	Days	Amount
BKG4638970	03/14/26	7	£0.00

Highlight the booking you are wanting to pay against

Booking selected - press OK to continue

BKG4638970	03/14/26	7	£0.00
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SparQ will prompt to ask how much wanting to pay, enter amount here and

click ok (bottom left)

Please enter payment amount for booking BKG4638970

0.00

This puts the amount in the basket and becomes ready to TOTAL

Please scan product to sell

Search...

EP_BOOKING	<input type="checkbox"/> Booking Payment ending '3677'	1	£10.00
SUB-TOTAL		1	£10.00

Click TOTAL (bottom right)

Select payment method and finish the sale

NB: EP will automatically update the relevant booking with the amount paid, including payment type

Split payments cannot be excepted for Bookings

If additional items are added to a booking once arrived (Cots, Irons etc) continue to add these into EP like normal, then follow the previous steps to complete payment as these will show as outstanding again on the booking.