How do I add payment information to a booking (booking fee)?

3 years ago · Updated

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Bookings > (Unit #) > Booking Overview

Reference:

Booking Fee Amount = Total booking fee required

Notes = Any reference notes for the developer

Payment Method = How the payment has been made

Bank Transfer = The payment was made via bank transfer

Cheque = The payment was made via cheque

Cash = The payment was made by cash

Credit Card = The payment was made via credit card

Online Payment = The payment was made via online payment

Others = The payment was made via other methods besides the ones mentioned above

Amount = Total amount paid by purchaser

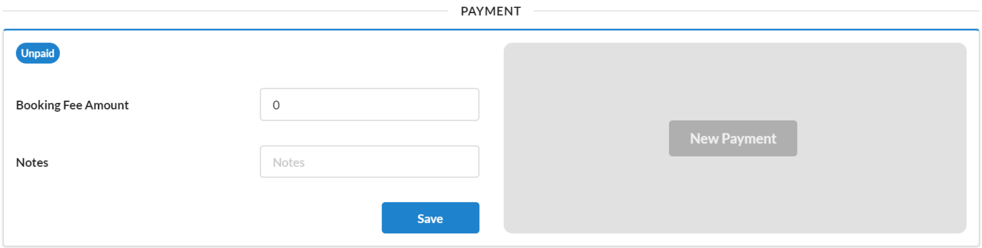
Reference = Any reference to developer regarding the payment (e.g: Payment slip, proof of payment, receipt, cheque no.,or receipt no. etc)

Attachment = Used to upload the proof of payment

Note: Bank transfer, Online payment, Credit Card cannot be performed via MHub Showroom. The payment section in MHub is used for recording purposes only. You must still use any of your existing payment system/gateway to complete your transaction.

Help

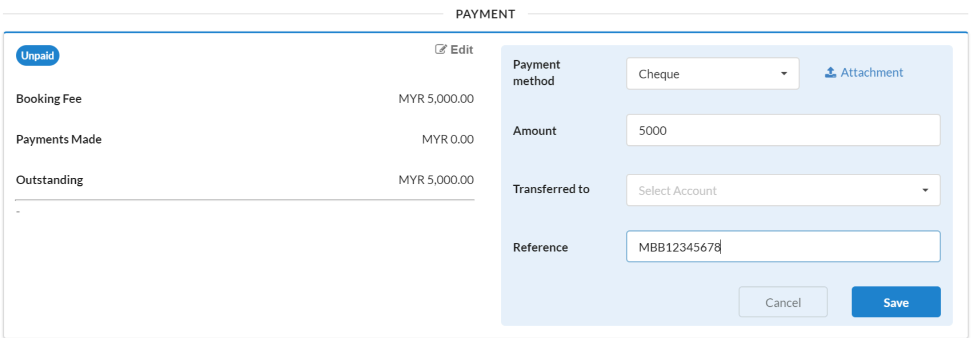
1. Click **Bookings** at the Showroom homepage
2. Click on the specific unit number you would like to register a made payment with
3. Scroll down to the payment section



4. Fill in the total fee amount for the booking in **Booking Fee Amount**
5. Add any message in **Notes** for the developer if any
6. Click **Save** to register the booking fee amount
7. To add a payment made for the booking, click **New Payment**
8. Select the payment method that was used under **Payment method**
9. Input how much was paid under **Amount**
10. Upload the proof of payment by uploading the file by clicking on **Attachment**
11. After inputting any other necessary information, click on **Save** to register the details

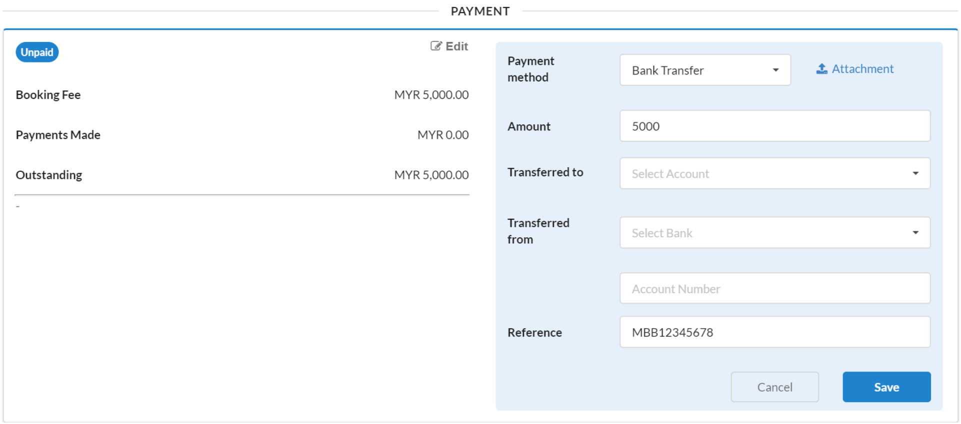
Below are a few examples of the different payment methods you can save in:

a) Payment made by Cheque:



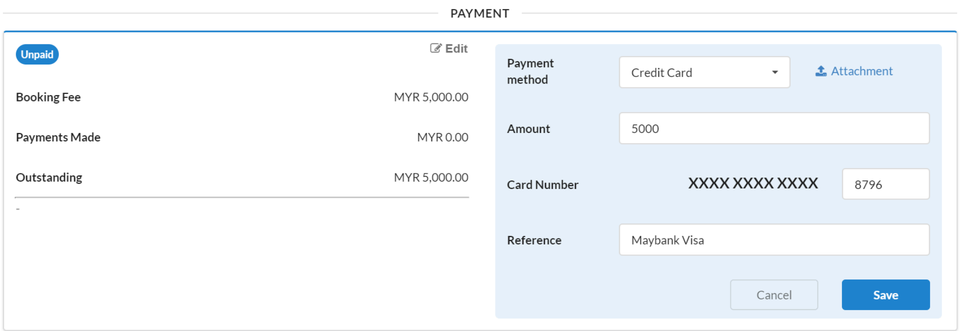
*Note: **Transferred to** column is not compulsory.*

b) Payment made via Bank Transfer:

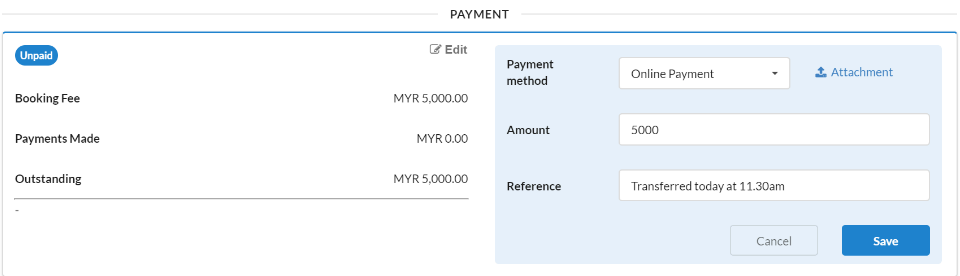


Transferred to and Transferred from column is not compulsory.

c) Payment via Credit Card

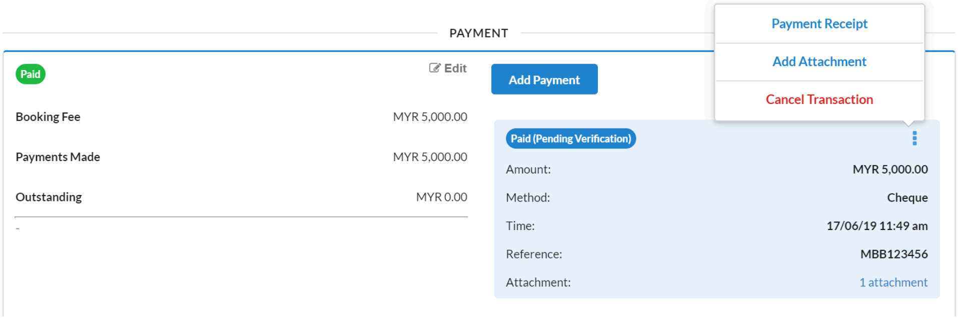


d) Payment made via online payment



Other than that, you can also print a receipt of the payment or cancel a payment made if a mistake has occurred.

1. Click on under the desired payment detail
2. To cancel the payment, click **Cancel Transaction**
3. To re-attach the proof of payment, click **Add Attachment**
4. To print a receipt of the payment, click **Payment Receipt** *(This option is only available if the developer has previously enabled the option)*



Note: Some developer restricted the agent from cancelling the transaction. Kindly contact your developer for further action.

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