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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.

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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

The screenshot shows the 'PAYMENT' section of the Showroom interface. It features a form with the following elements:

- Unpaid** status indicator.
- Booking Fee Amount** input field with the value '0'.
- Notes** input field with the value 'Notes'.
- Save** button.
- New Payment** button.

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:

The screenshot shows the 'PAYMENT' section with a payment made by Cheque. It includes a table with the following data:

Booking Fee	MYR 5,000.00
Payments Made	MYR 0.00
Outstanding	MYR 5,000.00

The form on the right contains the following fields:

- Payment method**: Cheque
- Amount**: 5000
- Transferred to**: Select Account
- Reference**: MBB12345678
- Attachment** button.
- Cancel** and **Save** buttons.

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

b) Payment made via Bank Transfer:

PAYMENT

Unpaid

Booking Fee	MYR 5,000.00
Payments Made	MYR 0.00
Outstanding	MYR 5,000.00

[Edit](#)

Payment method
Bank Transfer
Attachment

Amount
5000

Transferred to
Select Account

Transferred from
Select Bank

Account Number

Reference
MBB12345678

Cancel Save

Transferred to and Transferred from column is not compulsory.

c) Payment via Credit Card

PAYMENT

Unpaid

Booking Fee	MYR 5,000.00
Payments Made	MYR 0.00
Outstanding	MYR 5,000.00

[Edit](#)

Payment method
Credit Card
Attachment

Amount
5000

Card Number
XXXX XXXX XXXX 8796

Reference
Maybank Visa

Cancel Save

d) Payment made via online payment

PAYMENT

Unpaid

Booking Fee	MYR 5,000.00
Payments Made	MYR 0.00
Outstanding	MYR 5,000.00

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Payment method
Online Payment
Attachment

Amount
5000

Reference
Transferred today at 11:30am

Cancel Save

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)

PAYMENT

Paid

☒ Edit

Add Payment

Booking Fee	MYR 5,000.00
Payments Made	MYR 5,000.00
Outstanding	MYR 0.00
-	

Payment Receipt

Add Attachment

Cancel Transaction

Paid (Pending Verification)

Amount:	MYR 5,000.00
Method:	Cheque
Time:	17/06/19 11:49 am
Reference:	MBB123456
Attachment:	1 attachment

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

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