

FAQ | Membership Administration

Create Items / Fees

1. On the menu bar, click on "Extras". Choose "Customization" from the list.

File Edit Cor	nmun	ication Acco	unting Handicap	Extras	Help	
6 1	4	4 4	3 - / 😭		Clubs	
▲] ■	-	× <u> </u>		-	Customization	
Customer number 11788 Gast - Gast			Gast		Extra day scores	
Name First name Customers Deta	Abel Antj iils Co	e ontacts Labels	Lockers Rechte S	e	Card order Recalculation	
CustomerAccou	unt	С-Туре	Sub type		Statistics	
•	11788	Gast	Gast		DGV Statistics	
11715		Gast	Gast		MemType history statistics	
	11534	Gast	Gast			
	11381 G		Gast		Kpp Keport	
11452		Gast Gast			All contacts report	
	11552	Interessent	inter.		Share movement print	
	11215 Gast		Gast		Chana Mata Dialata	
11623 Gast		Gast	Gast		share vote Rights	

2. A new window will appear. Click on "Subscription" and from the options available choose "Items/Fees"

Golf	۲
Address	۲
General	۲
Subscription	۲
🚛 <u>Sale groups</u> 🥞 Payment no.	
🛃 Items/Fees	
🙀 Subs / Fees ữ Reminder levels	

- 3. To create a new item or fee click on "New".
- Enter information as required at the bottom of the page: "Name", "Shortname", "Description", "Price inc VAT", "Sales Group" and "Warehouse".

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Golf (3	Item number	Item name	Short Name	Price with VAT	Sale Group	
Address (3						
General (8	00000019	Schnupperkurs 3-tagig	Schnupperkurs 3-tagig	140.00	UNDEFINIER	19.00
Subscription	*						
 Sale groups Payment Methods Items/Fees 							

Order by Sale G	oup		
Item Number	00000000	VAT	Keine Minst. • 19.00%
Name	[Price in: VAT	0,00 % Price ex VAT 0.00
Shortname		Sales Group	
Description Prepaid rounds		Warehouse	-
Mode	Prepaid rounds	▼ V Active	
Rounds	0	I User can	change description
Validity	End of the next fiscal year	•	

5. Finally, click "Save".