

FAQ | Reception

Process Green Fee Sales

1. Log on to the Albatros Reception and click on "Customers".

Licensed to: Test-GC Albatros Version: 8.9.1.0e Required DB version 2693						
Login	End of day	Logout				
Customers	Journal	Configuration				
CashBook		Exit				

2. Search and select the customer you want to sell a green fee to.

Gottschalk A90	Search	Federat, Card Dov	7/31/2015 12:00 FM
			Customers
Name Vorname Konoverkaupfor/Eintrit Berretkung	KNr StvZusatz Tite	el Heimatclub Spielrecht Kundentyp Kild ngalitat	
Garcia Juan	170	Test-GC Albatros	SUPLON
1/26/2015	ord	Mitglied 📍	Tournaments
Goetz Juergen	156 18,0	Test-GC Albatros	
Gottschalk Thekla	59 16,6	Test-GC Albatros	L Hells
11/13/2004	ord	Mitglied 🎄	(r)
Gottschalk Thomas	8 18,8	Test-GC Albatros	Scorecard
1/1/2001 10:54:1	ord	Mitglied 🌡	
Grädig Lars	143	Test-GC Albatros	Bought Articles
2/4/2009	ord	Mitglied T	
R GF Voucher Subscriptio	in Points	P.Rnd Do shows Last Visit Rearce 500.00	Important
New Edit	Delete	GreenFee Account Sale	Hitglied CB
Account	Assign Card	AVCE Cash Sale	101 Ional

- 3. Click on the button "GreenFee".
- 4. A new window will appear. Select the date, time, course, and number of holes and confirm with "Ok".

	GreenFee parameters	
Date	31.07.2015	
Time	12:01	
Course	Any reservation course	
	Any Holes	18 Holes
	Ok	canoli.



2 [3]

FAQ | Reception

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5. A new window will appear and display the article name and the price of the booked green fee at the top left of the screen.



6. (You may skip this section if you don't want to add further articles) Further articles can be added via the button "Article". A new window will appear. On the left, you can search the article group. By selecting the appropriate group, you will get back to the previous window where you can see the details of your selected article. Enter the desired quantity and click on "+" in order to add it to the shopping cart. Repeat the process until all desired articles are listed in the cart.





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7. To complete the process with the payment, click on "Pay".

Account Sale to Thekka Gottschalk						
Anz 1 Nenngeld2	Name	Wert 15.00	69		Article	
				0	Amount	
					Eu %	
Offline Card	Subscription		P.Rnd		+	
Assign Card Casual Pay	0.00 0.00 V	Assoc Dis nice w/o VAT AT Decount	count is 0.00% 15.00 0.00 0.00		-	
<u>Total</u> Avail. Prepaym.	15.00 0.00	otal Sum onke Money otal to Pay	15.00 0.00 15.00	Err	- Carrier of	

8. The total amount will be automatically displayed in the window on the bottom left. If you want to change the payment method, click on the method and you will see a selection on the right side from which you can choose the desired payment method. Click on the printer icon to finish the process and print a receipt.

