

FAQ | Reception

Review | Print | Void Former Transactions

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

Login End of day	
	Logout
Customers Journal	Configuration

2. Select the correct date at the bottom left and click on the desired journal entry.

					Operator: ADMINISTR/	TOR				
Date Time Sale Num	Doc	Number Obs	Credit	Debit	Account Area Name	Bonus	Name	Cust.No	POS	
3/23/2015 09:34	BAR	247		-15.00			Heidberg Marion	12022	Reception	-
		Barzahlung	-15.00							
3/23/2015 09:34	BAR	246		41.00			Bianchi Franco	10519	Reception	
		Barzahlung	41.00							
3/23/2015 09:33	BAR	245		5.50			Ach Barbara	11534	Reception	
		Barzahlung	5.50							
										- (
Oustomers			Credit	Debt	Account		Bonus			-
3	Offline Card Decrease	Payments	31.50	31.50	0.00		0.00 R	She	ive Al	н. – I
_										_
	2045									
← 8/23/	2015	▼	→	Void		Reticket	Edit	Detai	•	
Autoupdate			_							

3. Select the transaction you want to view by clicking on the button "Void", "Reticket", "Edit", or "Details". Remember that data can be edited only before the daily closing has been done.

"Void"

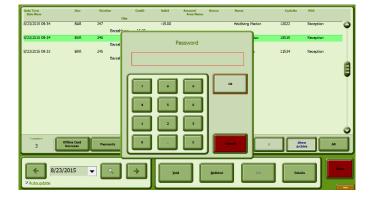


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- 2 [3]
- a. If you intend to cancel an article or an entire transaction, select "Void" from the journal. You will be asked to enter your password and have to confirm it with "Ok".

In case that a password is required for the cancelation and you are not authorized to perform the cancelation, speak with your superior.



b. Then, you will see a list of all articles included in the transaction. Either click on "Select All" to cancel all articles or click on the relevant articles one by one and then on "Select". You can modify the quantity of an article as well. Then click on the green check mark and "Ok".

Quantity Orig Avail Canc Code Color						Articles Deta		-		
Orig	1 1 1000003			Color	Size		Name		Price	
1						Greenfee Bes		I - WE		00
1	1		1000005			Greenfee LGF			1.	00
bal Di	iscount:	0%							Verzug-Warenlage	
bal Di	iscount: Articl		1	0000003.0000.000	00				Verzug-Warenlage	
		le:	1		00	~	,		Verzug-Warenlage	(
	Artic	le: ty:	1		1	~	,		Verzug-Warenlage	, <u> </u>
	Articl Quantit	le: ty: ce:		40,0		~	7	, ,	Verzug-Warenlage	.
	Articl Quantit	le: ty: ce: P	rice WVAT:	40,0 40,0		~ ×			Verzug-Warenlage	
	Articl Quantit	le: ty: ce: P		40,0		× .		•	Verzug-Warenlage	

c. A new window will appear. Enter a reason for the cancelation and confirm it by clicking on the coin icon.

Quantity	Code	Color	Articles D Size	Name	Price	0
11	000003			Greenfee Besucher 9 Loch - WE	40.00	0
	Price w/o VAT VAT Total Sum Service Money Total to Pay		Obs	ervation:	•	



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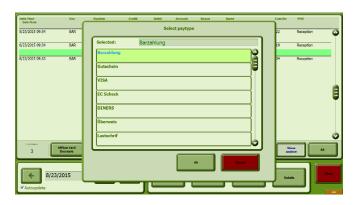
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d. A new window will appear. If necessary, the payment type of the amount can be changed. Click on the printing icon to finish the process and print a receipt.

	Payment Met	hod Foreign	Change	Barzahiking	Lastschrif
Berzahlung	40,00			Gutschein	LastschMan
Nama	· · ·			VISA	KGG
None	·			EC Schedk]
None	· · · ·			DINERS	J
	J	_		Überweis	
Change:	0.00 Eu			Konto	j
	repayments Left		.00		kolf Card
	rice w/o VAT AT	33. 6.		Voucher	bscription Points
	liscount	0.			
د	iotal Sum anter Abaor Fotal To Pay	40.0 0. 40.0	.00	*	Da

Via "Reticket", you can print another copy of the invoice.

Via "Edit", you can change the payment type of a transaction (but: only before the daily closing).



Via "Details", you get an overview of all articles related to a transaction.

				Invoice Details	
Code	Color	Size	Qt	Name	Price
10000003			1.00	Greenfee Besucher 9 Loch - WE	40.00
10000105			100	Greenfee LGP	1.00
Castomers 3	Offline Card Decrease	Payments	31.50	31.50 0.00 0.00 R	и св. АІ