

## FAQ | Reception

### Review | Print | Void Former Transactions

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



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



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"

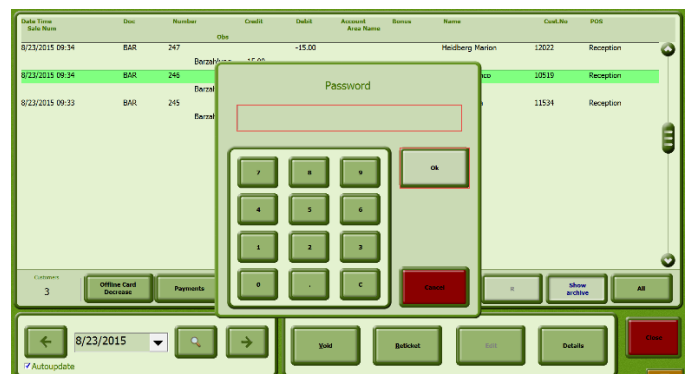
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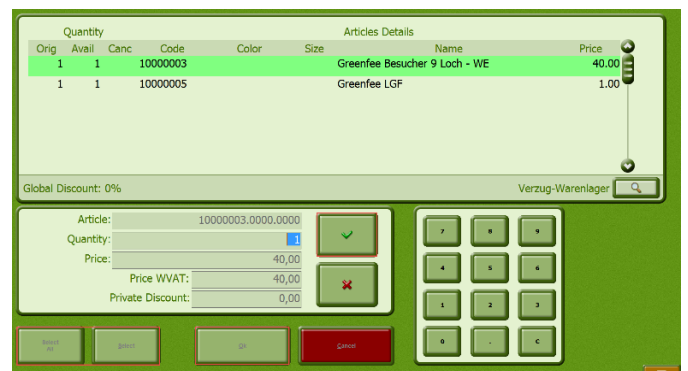
2 [3]

- 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”.



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

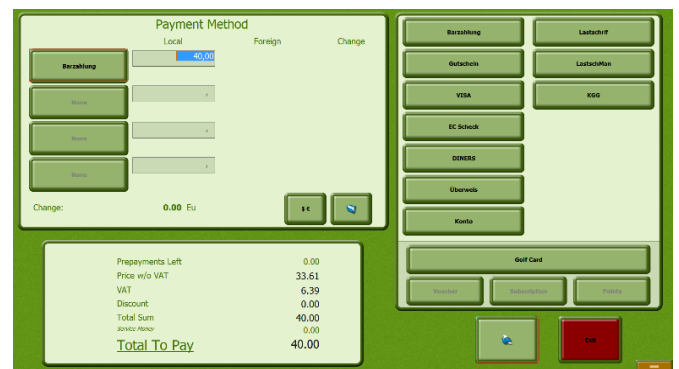


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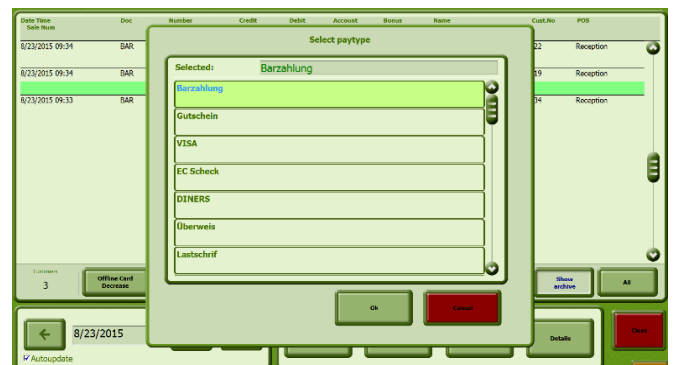
3 [3]

- 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.



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.

