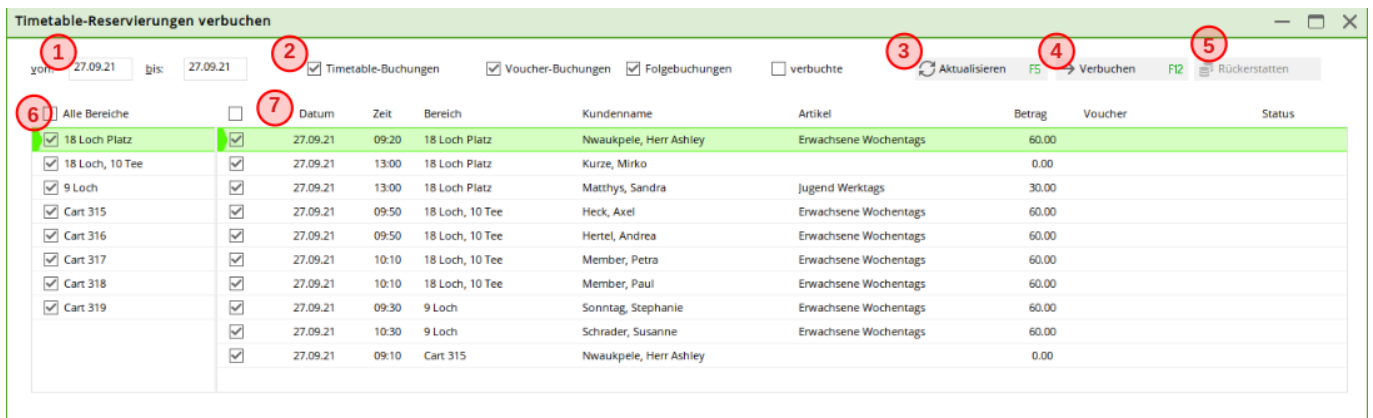


# Posting

Keyword: Book, daily closing, voucher, refund, redeem

The **Post**-dialogue lists all open timetable bookings for a specified period. These can then be selected and booked. To call up the list, open the timetable and click on „Post“ at the top of the menu bar.



## 1. date from-to

Defines the period of the bookings to be taken into account

## 2. filter

Booking types that are not ticked are omitted from the display.

Filter	Filter description
Timetable bookings	Normal bookings
Voucher bookings	Online-Payments
Follow-up bookings	e.g. cart bookings
Booked	bookings already posted ( <b>note</b> cannot be booked again)

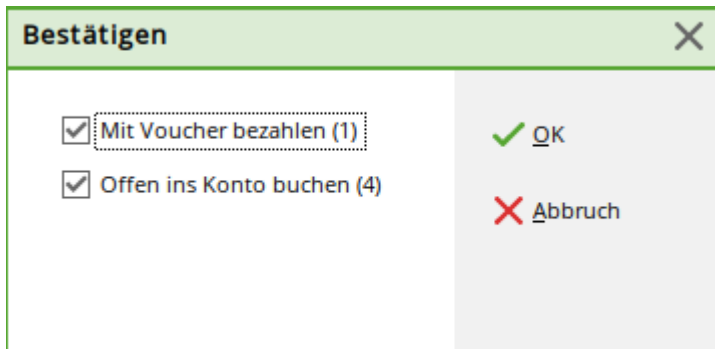
### 3. update

Updates the list of bookings

### 4. post

Posts the selected bookings

This enquiry opens after clicking. Confirm with „OK“.



**Bestätigen** [X]

Mit Voucher bezahlen (1)

Offen ins Konto buchen (4)

✓ **OK**

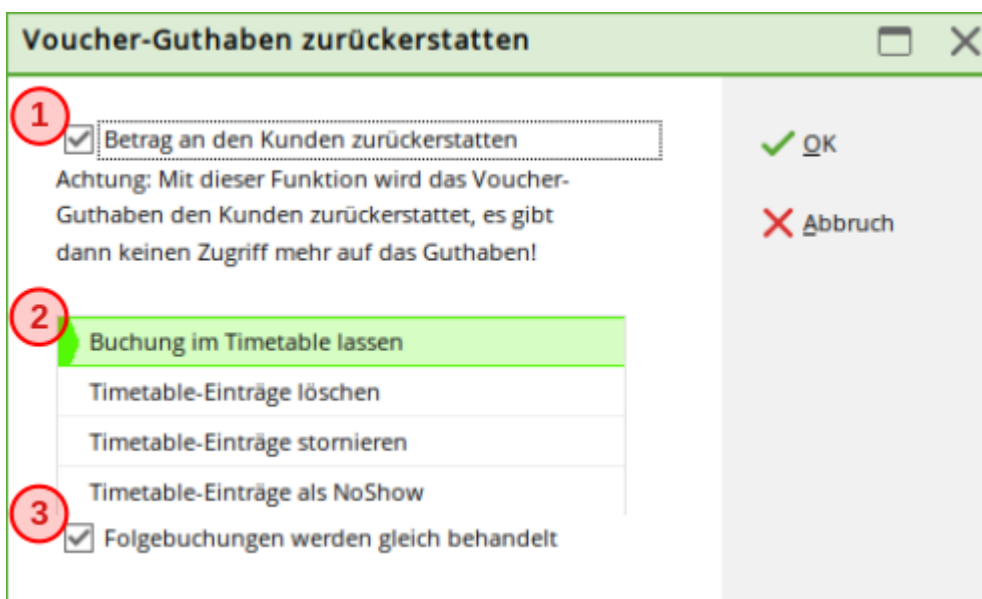
✗ **Abbruch**

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### 5 Refund

Selected online payments will be refunded

Click to open this enquiry. First tick must be set and then confirm with „OK“.



**Voucher-Guthaben zurückerstatten** [Maximize] [X]

1  Betrag an den Kunden zurückerstatten

Achtung: Mit dieser Funktion wird das Voucher-Guthaben den Kunden zurückerstattet, es gibt dann keinen Zugriff mehr auf das Guthaben!

2 **Buchung im Timetable lassen**

Timetable-Einträge löschen

Timetable-Einträge stornieren

Timetable-Einträge als NoShow

3  Folgebuchungen werden gleich behandelt

✓ **OK**

✗ **Abbruch**

## 6. area selection

Defines which areas are taken into account

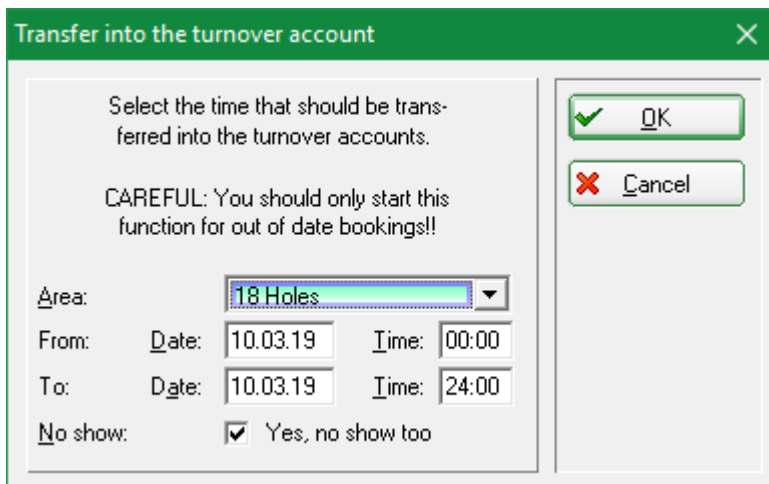
## 7. bookings

List of bookings with respective information

# Book sales

The function **Book timetable/turnover** function is used to post bookings that have already expired for clubs that do not work with a cash register or greenfee printing. These bookings are written to the customer's account and can be printed as a list if required.

TIP This procedure is rarely used in practice, as a number of functions have now been developed that display the required lists and statistics in a more detailed and clearer way (e.g. [Timetable statistics](#), person list with number of laps etc.).



Please ensure that the bookings in the timetable have been checked and any necessary cancellations made before posting.

Specify the period and the area for which the booking is to be made and then confirm with **OK**. The booking is now posted to the customer as an open item in the account area used for the timetable bookings. The posting area that applies to the timetable is defined under the menu item **Timetable/Define timetable rules** menu item.

Book timetable article in this area: SALES