

# 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.



Timetable-Reservierungen verbuchen									
von 27.09.21 bis 27.09.21	<input checked="" type="checkbox"/> Timetable-Buchungen	<input checked="" type="checkbox"/> Voucher-Buchungen	<input checked="" type="checkbox"/> Folgebuchungen	<input type="checkbox"/> verbuchte	<input checked="" type="checkbox"/> Aktualisieren	<input checked="" type="checkbox"/> Verbuchen	<input checked="" type="checkbox"/> Rückerstatten		
<input checked="" type="checkbox"/> Alle Bereiche	<input type="checkbox"/> Datum	Zeit	Bereich	Kundenname	Artikel	Betrag	Voucher	Status	
<input checked="" type="checkbox"/> 18 Loch Platz	<input checked="" type="checkbox"/> 27.09.21	09:20	18 Loch Platz	Nwaukepe, Herr Ashley	Erwachsene Wochentags	60.00			
<input checked="" type="checkbox"/> 18 Loch, 10 Tee	<input checked="" type="checkbox"/> 27.09.21	13:00	18 Loch Platz	Kurze, Mirko		0.00			
<input checked="" type="checkbox"/> 9 Loch	<input checked="" type="checkbox"/> 27.09.21	13:00	18 Loch Platz	Matthys, Sandra	Jugend Werktags	30.00			
<input checked="" type="checkbox"/> Cart 315	<input checked="" type="checkbox"/> 27.09.21	09:50	18 Loch, 10 Tee	Heck, Axel	Erwachsene Wochentags	60.00			
<input checked="" type="checkbox"/> Cart 316	<input checked="" type="checkbox"/> 27.09.21	09:50	18 Loch, 10 Tee	Hertel, Andrea	Erwachsene Wochentags	60.00			
<input checked="" type="checkbox"/> Cart 317	<input checked="" type="checkbox"/> 27.09.21	10:10	18 Loch, 10 Tee	Member, Petra	Erwachsene Wochentags	60.00			
<input checked="" type="checkbox"/> Cart 318	<input checked="" type="checkbox"/> 27.09.21	10:10	18 Loch, 10 Tee	Member, Paul	Erwachsene Wochentags	60.00			
<input checked="" type="checkbox"/> Cart 319	<input checked="" type="checkbox"/> 27.09.21	09:30	9 Loch	Sonntag, Stephanie	Erwachsene Wochentags	60.00			
	<input checked="" type="checkbox"/> 27.09.21	10:30	9 Loch	Schrader, Susanne	Erwachsene Wochentags	60.00			
	<input checked="" type="checkbox"/> 27.09.21	09:10	Cart 315	Nwaukepe, Herr Ashley		0.00			

## 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)

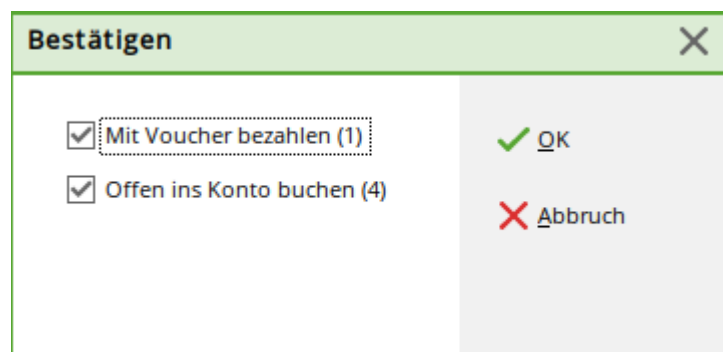
### 3. update

Updates the list of bookings

### 4. post

Posts the selected bookings

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

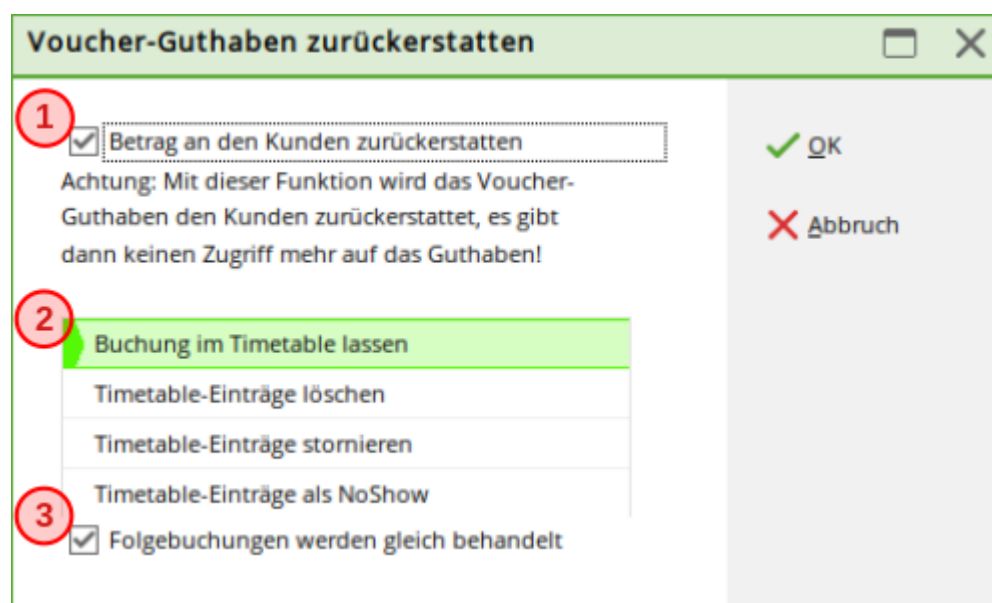


The screenshot shows a dialog box titled 'Bestätigen' with a close button (X) in the top right corner. On the left side, there are two checked checkboxes: 'Mit Voucher bezahlen (1)' and 'Offen ins Konto buchen (4)'. On the right side, there are two buttons: a green checkmark followed by 'OK' and a red X followed by 'Abbruch'.

### 5 Refund

Selected online payments will be refunded

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



The screenshot shows a dialog box titled 'Voucher-Guthaben zurückerstatten' with a close button (X) in the top right corner. On the left side, there are three numbered steps in red circles: 1. A checked checkbox 'Betrag an den Kunden zurückerstatten' with a warning message below it: 'Achtung: Mit dieser Funktion wird das Voucher-Guthaben den Kunden zurückerstattet, es gibt dann keinen Zugriff mehr auf das Guthaben!'. 2. A green button 'Buchung im Timetable lassen' which is highlighted, with a dropdown menu below it containing four options: 'Timetable-Einträge löschen', 'Timetable-Einträge stornieren', 'Timetable-Einträge als NoShow', and 'Folgebuchungen werden gleich behandelt'. 3. A checked checkbox 'Folgebuchungen werden gleich behandelt'. On the right side, there are two buttons: a green checkmark followed by 'OK' and a red X followed by 'Abbruch'.

## 6. area selection

Defines which areas are taken into account

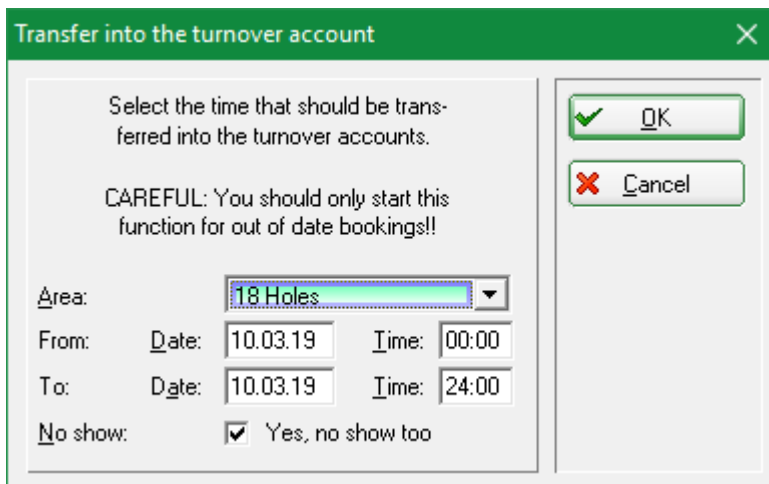
## 7. bookings

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