



# Refunding a Booking Deposit

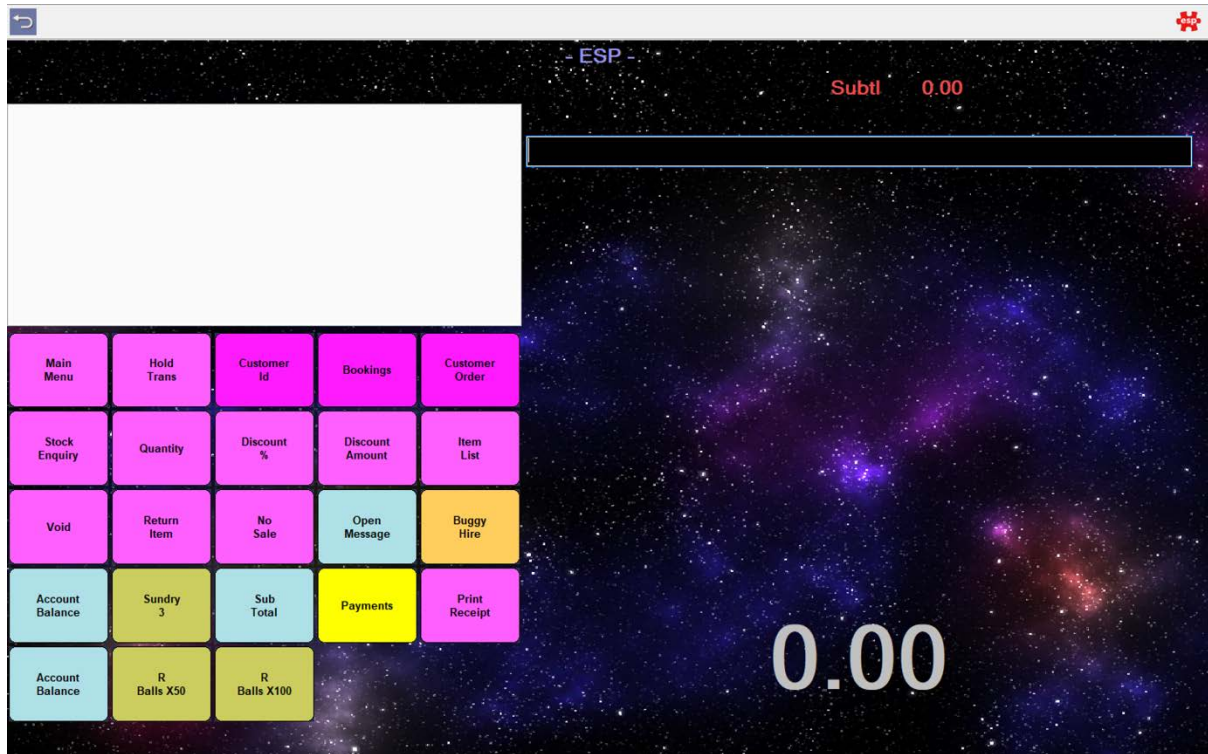
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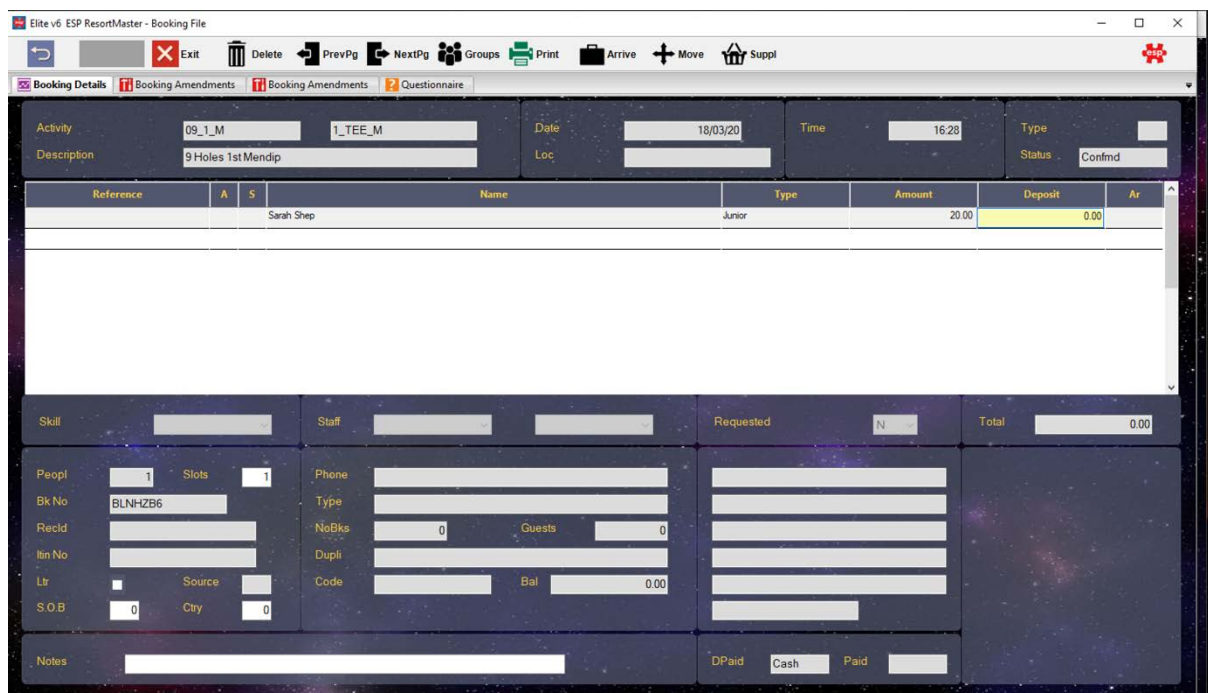


## Individual Booking

1. From the retail point of sale, select 'Bookings'.



2. Find the individual booking you want to refund the deposit for.
3. In the 'deposit' field enter the amount. If returning the whole deposit, this will be 0.00





4. At the retail point of sale, process the refund. Subtotal, payments and the payment method it was refunded by.

- Sarah S. -

Subtl -20.00

Name : Sarah Shep  
Wed 18/03/20 16:28  
1st Tee Mendip  
\*\* RETURNED \*\*  
-1 Deposit 09\_1\_M -20.00

Action	Hold Trans	Customer Id	Bookings	Customer Order
Stock Enquiry	Quantity	Discount %	Discount Amount	Item List
Void	Return Item	No Sale	Open Message	Lessons
Account Balance	Pms	Sub Total	Payments	Print Receipt
Room Account	Buggy Hire 18 Holes	Flexi	Guest Pass	

-20.00

## Group Booking

1. From the retail point of sale, select 'Bookings'.

- ESP -

Subtl 0.00

Main Menu	Hold Trans	Customer Id	Bookings	Customer Order
Stock Enquiry	Quantity	Discount %	Discount Amount	Item List
Void	Return Item	No Sale	Open Message	Buggy Hire
Account Balance	Sundry 3	Sub Total	Payments	Print Receipt
Account Balance	R Balls X50	R Balls X100		

0.00



2. Find the group booking you wish to refund the deposit for.

Elite v6 V6 Training Da Groups Booking File

Customer Orders

ACode: HOWEB01 Howe/Bob  
Addr1: Kimpton Link  
Addr2: Kimpton Road  
Town: SUTTON  
Cnly: Surrey PC SM39QP

Order Date: 18/03/20  
Order No:   
Evtl Date: 25/03/20  
To: 25/03/20

Desc: Howe/Bob

Event Type: Member  
Invoice:   
Status:   
Deposit: 400.00  
Total: 1400.00

S	Code	Description	Qty	Amount	Total	VAT
	BIRDIE	Birdie Gold Society	40	35.00	1400.00	A

Activity	Resource	Date	Time	Fin Time	People	Slots
09_1_EC	1ST_TEE_E	25/03/20	12:36		4	1

3. Select in the deposit field, the field will now turn yellow. If refunding the whole deposit, type 0.00. (If refunding part of the deposit enter the amount of deposit paid after the refund).

Elite v6 V6 Training Da Groups Booking File

Customer Orders

ACode: HOWEB01 Howe/Bob  
Addr1: Kimpton Link  
Addr2: Kimpton Road  
Town: SUTTON  
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Order Date: 18/03/20  
Order No:   
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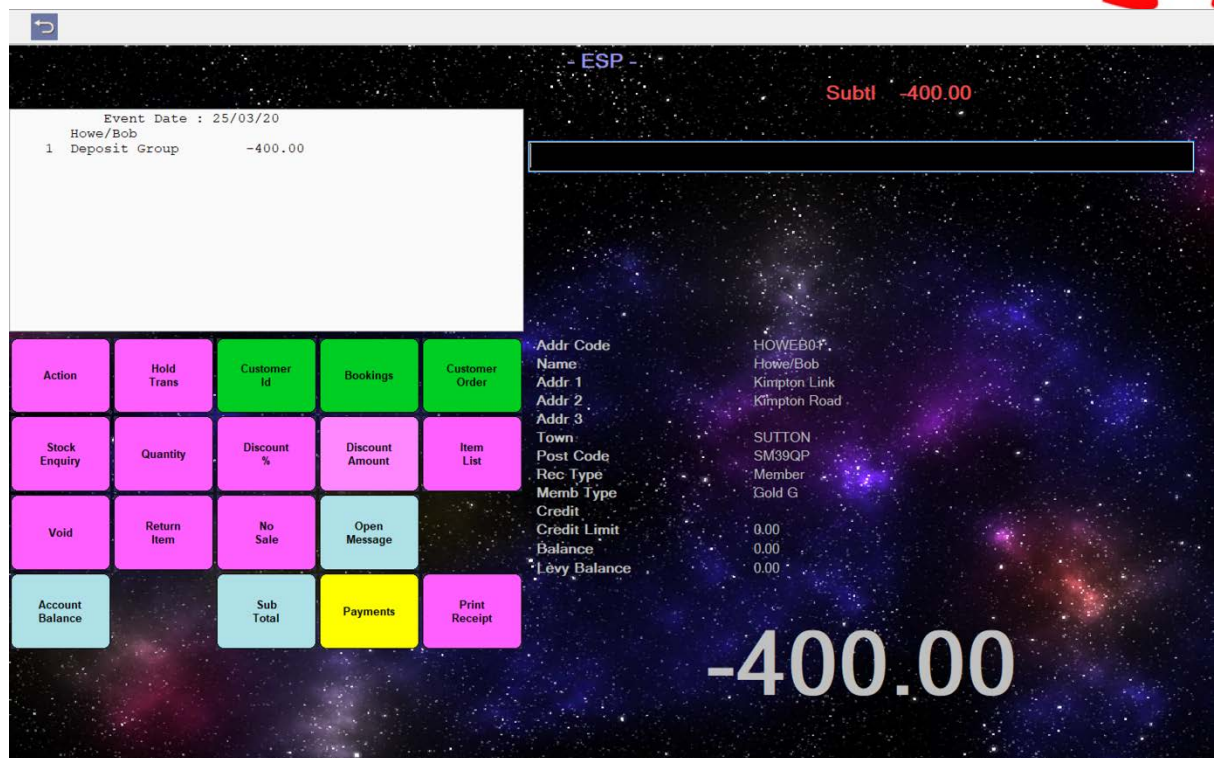
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Invoice:   
Status:   
Deposit: 0.00  
Total: 1400.00

S	Code	Description	Qty	Amount	Total	VAT
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4. When selecting exit, you will see the refund at the point of sale.



5. Select, payments, subtotal and enter the amount and method of payment. You have now refunded the deposit.