

LEADERS IN LEISURE TECHNOLOGY



4 Cash Block Bookings Administration

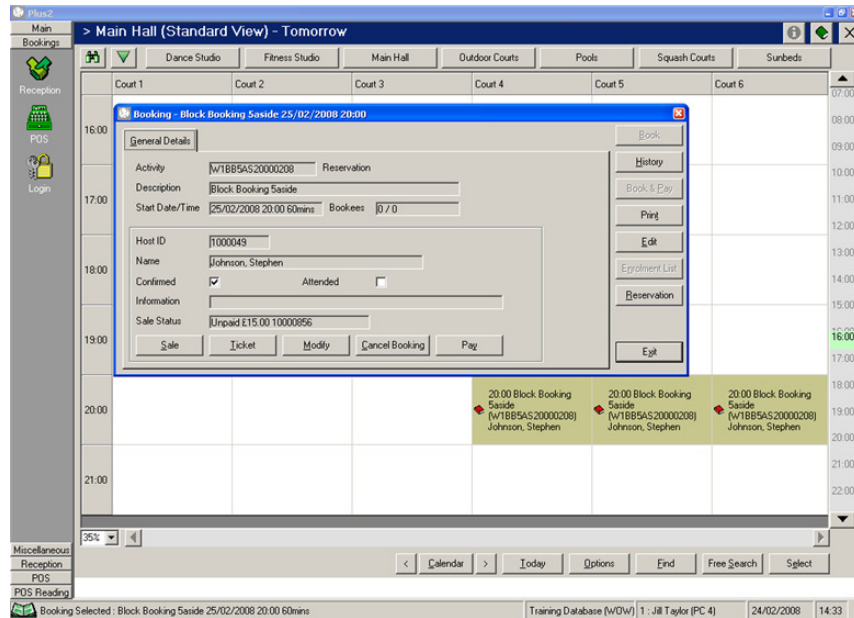
www.gladstonemrm.com



NOTES:

Administration of Cash Block Bookings

Your Site Configuration



Double clicking into the block booking will bring up a booking detail screen.

This will give access to in depth detail about the booking

NOTES:

Administration of Cash Block Bookings

Your Site Configuration

Account : Johnson, Stephen (1000049) - Previous Month (Standard Account)

| | | | | | |
|--------------|---------|-------------|-------|------------------|----------------|
| Total Debt | £105.00 | Total Paid | £0.00 | Current Balance | £105.00 |
| Debt To Date | £0.00 | Unallocated | £0.00 | Credit Limit | N/A |
| Pro-Forma | £0.00 | | | Credit Remaining | N/A |

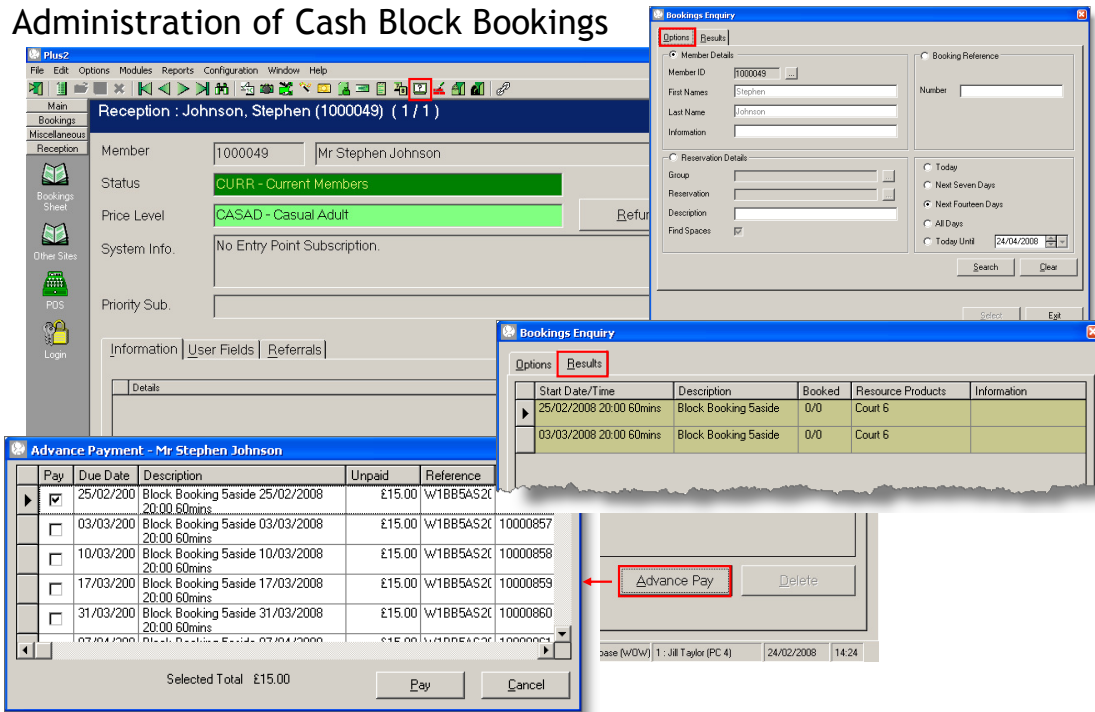
| Pay | Description | Status | Amount | Raised Date | Due Date | Inv |
|--------------------------|-------------|-----------|--------|------------------|------------|-----|
| <input type="checkbox"/> | W1BB5AS200C | Sale Open | £15.00 | 24/02/2008 11:33 | 14/04/2008 | |
| <input type="checkbox"/> | W1BB5AS200C | Sale Open | £15.00 | 24/02/2008 11:33 | 07/04/2008 | |
| <input type="checkbox"/> | W1BB5AS200C | Sale Open | £15.00 | 24/02/2008 11:33 | 31/03/2008 | |
| <input type="checkbox"/> | W1BB5AS200C | Sale Open | £15.00 | 24/02/2008 11:33 | 17/03/2008 | |
| <input type="checkbox"/> | W1BB5AS200C | Sale Open | £15.00 | 24/02/2008 11:33 | 10/03/2008 | |
| <input type="checkbox"/> | W1BB5AS200C | Sale Open | £15.00 | 24/02/2008 11:33 | 03/03/2008 | |
| <input type="checkbox"/> | W1BB5AS200C | Sale Open | £15.00 | 24/02/2008 11:33 | 25/02/2008 | |

The Account Screen

Note the Sales Raised Date and Sales Due Dates

NOTES:

Administration of Cash Block Bookings



Your Site Configuration

Bookings Enquiry

This icon is used to find the customers bookings

- Step 1 Click once onto the Bookings Enquiry icon
- Step 2 Select the number of day to search and click on 'Search'
- Step 3 This will show the number of bookings in that date range

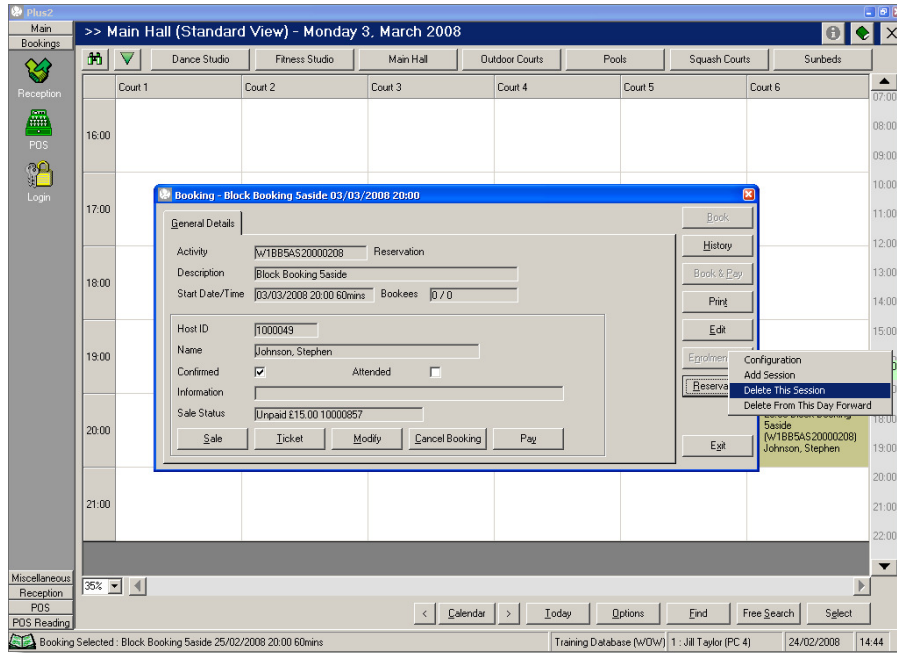
Paying through Advance Pay

This allows the bookee to pay monies in advance. Tick on the relevant monies to pay and click on 'Pay', this will take the monies through to the till to then pay them off

NOTES:

Administration of Cash Block Bookings

Your Site Configuration



Delete This Session

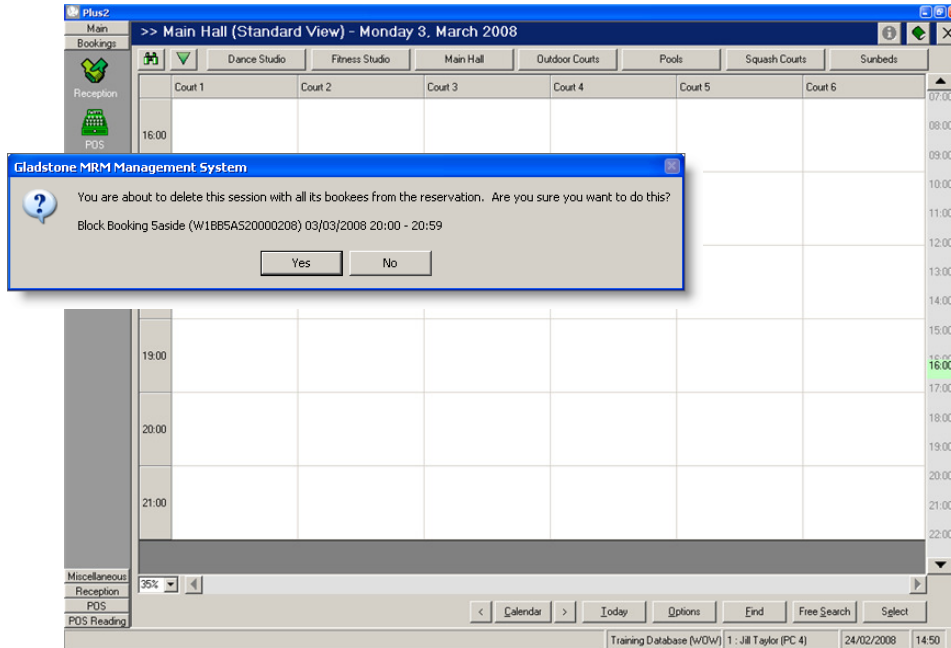
A session of the Block Booking can be deleted if necessary.

- Step 1 Double click into the booking
- Step 2 Click into 'Reservation'
- Step 3 Choose 'Delete This Session'

NOTES:

Administration of Cash Block Bookings

Your Site Configuration

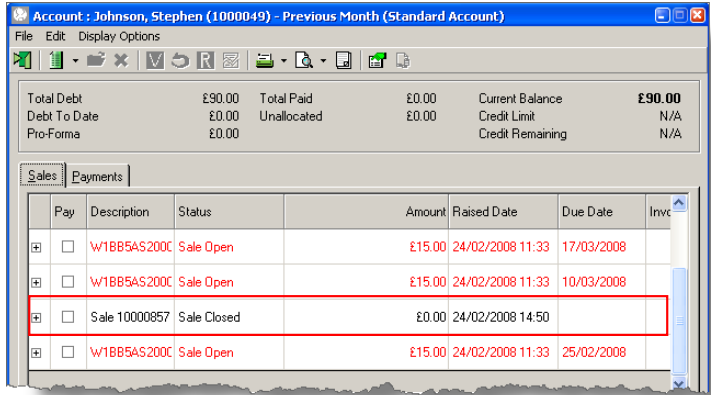


A message will appear 'Are you sure want to do this', click 'Yes'.

If the monies have already been paid a refund will be offered, if not the booking will be removed and the monies will be adjusted accordingly.

NOTES:

Administration of Cash Block Bookings



Your Site Configuration

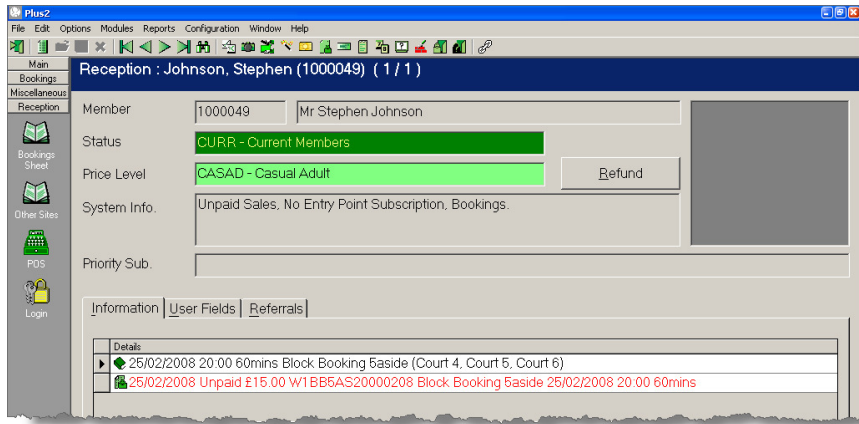
The Account Screen

Note Sale Closed once the Booking has been deleted

NOTES:

Administration of Cash Block Bookings

Your Site Configuration



Paying through the Reception Screen

A debt that is due on the day and within the 'swipe check period' will appear in red in the Reception Screen. To pay this off either swipe the customers record or click on Advance Pay. Either will bring up the monies in order to pay

NOTES:

Administration of Cash Block Bookings

Your Site Configuration

Account : Johnson, Stephen (1000049) - Previous Month (Standard Account)

| | | | | | |
|--------------|--------|-------------|-------|------------------|---------------|
| Total Debt | £90.00 | Total Paid | £0.00 | Current Balance | £90.00 |
| Debt To Date | £0.00 | Unallocated | £0.00 | Credit Limit | N/A |
| Pro-Forma | £0.00 | | | Credit Remaining | N/A |

Sales | Payments

| Pay | Description | Status | Amount | Raised Date | Due Date | Inv |
|-------------------------------------|---------------|-------------|--------|------------------|------------|-----|
| <input type="checkbox"/> | W1BB5AS200C | Sale Open | £15.00 | 24/02/2008 11:33 | 17/03/2008 | |
| <input type="checkbox"/> | W1BB5AS200C | Sale Open | £15.00 | 24/02/2008 11:33 | 10/03/2008 | |
| <input type="checkbox"/> | Sale 10000857 | Sale Closed | £0.00 | 24/02/2008 14:50 | | |
| <input checked="" type="checkbox"/> | W1BB5AS200C | Sale Open | £15.00 | 24/02/2008 11:33 | 25/02/2008 | |

Paying through the Account Screen

Monies can be paid off in the Account Screen by clicking into the Account icon.

- Step 1 Choosing all the unpaid sales through Display Options will show all the unpaid monies.
- Step 2 Tick 'Pay' on the relevant unpaid amount, click on the 'Pay' icon which appears in bold on the tool bar far right.
- Step 3 Double click on the payment method. This will pay off the monies and change the status to Sale Closed

NOTES:
