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RecTrac 3.1 Golf Resale Special Orders

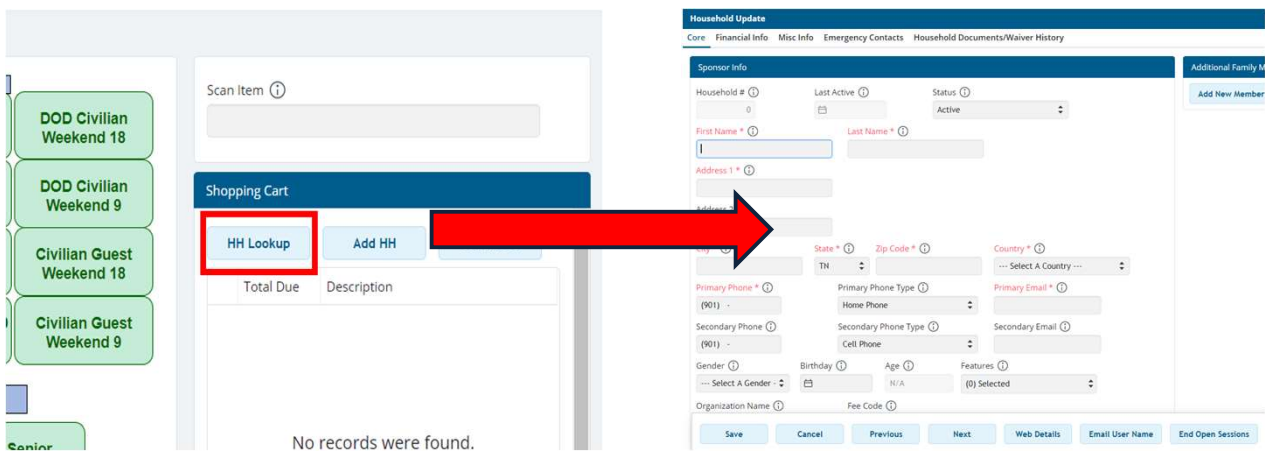
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RecTrac 3.1 Golf Resale Special Orders

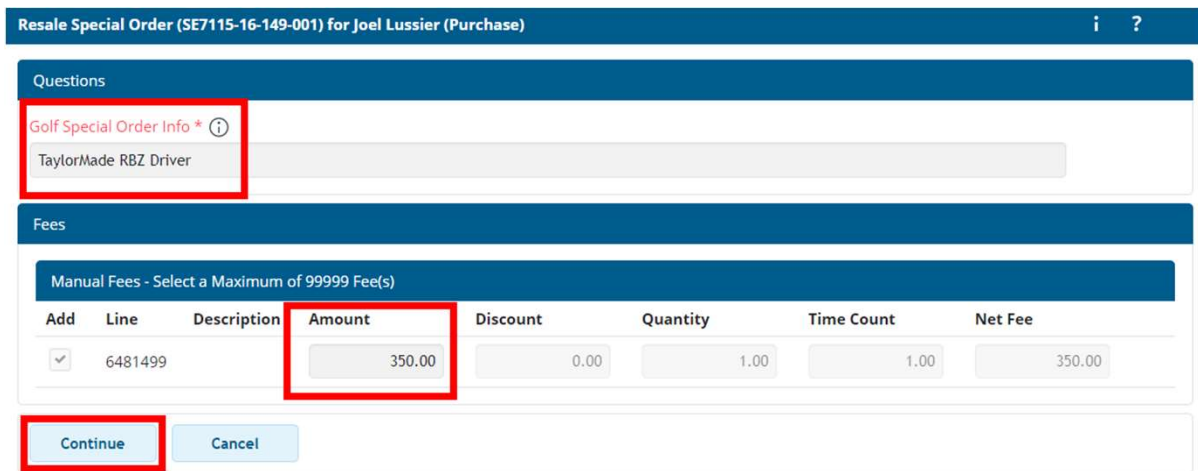


Golf customers will sometimes order golf equipment from Navy golf pro shops. This is called a 'resale special order'. Customer will pay up front for this merchandise (either in full or partial), which will go to an unearned account in SAP. Once the item(s) are received, money will be backed out of unearned and applied to revenue.

Step 1: Once the customer has decided what they want to order, the money being paid up front is entered into the POS. A customer household (account) must be established for this transaction. Click 'HH Lookup' and either select an existing customer household OR add a new one, filling out all required fields.



With the customers household selected, find the 'Resale Special Order' button. The following screen will display.



Enter in some pertinent info about this particular special order. Then enter in the amount being paid today and hit continue. Then take the customers payment and complete the transaction. Their receipt is proof that they pre-paid for the item.



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Step 2: When the merchandise comes in, it will be received into the POS like other resale items. Now this item needs to be sold out of the POS and paid for with the pre-payment amount from Step 1. Use 'HH Lookup' to find the customer household used for this special order when it was originally entered into the POS.

Then, access the same 'Resale Special Order' button. Enter in the same pertinent info and pre-paid amount, then hit continue. Once it's in the shopping cart, highlight it and hit 'Reverse'. Then ring up the resale item and complete the transaction.

Note: If the customer had not paid in full for the item in Step 1, they would pay the difference now.

The screenshot displays the 'TeeSheet - No Household' interface. On the left, there is a vertical menu with categories like 'Carts', 'Greens Fees', 'Main Resale', and 'All Resale Items'. The main area is a grid of buttons for different tee times and specials, such as 'AD/Reservist E1-E5 Weekday 18', 'DOD Civilian Weekday 18', and 'Retiree Super Twilight'. A red box highlights the 'Rvrse' button in the bottom left. On the right, the 'Shopping Cart' section shows two items: '\$ -350.00 Resale Special Order (SE7115-16-149-...' and '\$ 350.00 Bushnell V5_SO Bstafford (SE7115-16-...'. A red box highlights the 'Finish \$0.00 Payment' button at the bottom right of the cart area.