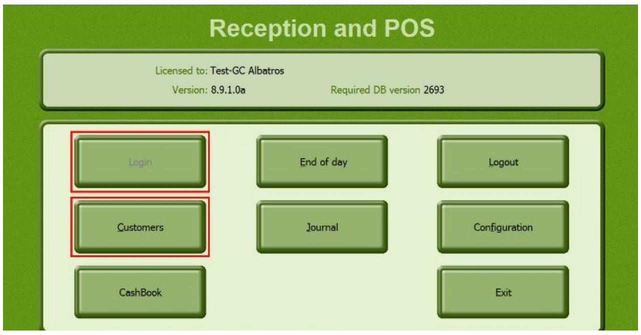
FAQ | Reception

Deposit Money to a Customer Account

1. Log on to the Albatros Reception and click on "Customers".



2. Search and select the customer to whose account you want to add the money.
3. Then click on the button "Account".

4. You are now viewing the customer's account. Click on the "Casual Payment" button and a new window will appear. Enter the amount. If you click on the magnifying glass icon, you can enter a remark. Then click on "Ok".

Deposit Money to a Customer Account

5. A new window will appear. Select the payment method by clicking on “Barzahlung” (cash payment) next to the amount.

6. All available payment methods appear on the right-hand side, select one of them.

7. Then click on the “Print” button.

8. The credit amount will now appear on the customer’s account page. Click on “Leave” to finish the process.