

## GIFT CARD- REFUNDING A RESERVABLE TRANSACTION

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https://forms.reserveamerica.com/FieldMgrHome.do?e\_Worker=Login&e\_TagVariableName=Switch&e\_Param=6&defaultContract=GA&orms\_session\_id=B40A059B-B70F-47AD-B89B-8645659C2BBE&e\_RoleLocationDropDown=32003575

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PANOLA MOUNTAIN STATE CONSERVATION PARK GA

FIND RESERVATION: Reservation Search/List

In Field Manager, click search by Site Reservations, Receipt #, or Customers

Click Search

1

2

SEARCH

RES.#	INVOICE #	RES. STATUS	CUSTOMER	PHONE	EMAIL	# OCC.	PARK	AREALOOP	SITE# (NAME)	ARRIVAL	DEPARTURE	BALANCE
121												

Production

25 rows per page

ACTIVE network.

3.0 - 121 - Wed Mar 19 22:23:00 EDT 2014 generated on Mon Apr 07 13:29:10 EDT 2014  
CE-1C6508AF0FB4431B1F0972474.eweb04-ny.B40A059B-B70F-47AD-B89B-8645659C2BBE - GA Contract  
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Your Cart

FIND RESERVATION: Reservation Search/List > Reservation Detail

Reservation Actions: TRANSFER, DATE CHANGE, EARLY CHECKOUT, SWAP SITES, CANCEL RES., VOID, NO SHOW, CHARGE POS, ADD TO CART, FEES, ADJUST FEES TO PAST PAID, REPRINT PERMIT, HISTORY, REPRINT RECEIPT, RECEIPTS, REQUEST CONF LETTER, NOTES & ALERTS

Reservation: Reservation # Arrival Departure Days Status Order Status Created Date Created By Price Paid Unissued Refund Confirmation Status Balance CollectionStatus

2-4510160	Apr 7, 2014	Apr 7, 2014	1	Checked Out	Active	Apr 6, 2014 EDT	Summers,Sarah	\$70.07	\$3.00	\$3.00	\$0.00	Full	\$0.00	Good Standing
-----------	-------------	-------------	---	-------------	--------	-----------------	---------------	---------	--------	--------	--------	------	--------	---------------

Location: Park PANOLA MOUNTAIN STATE CONSERVATION PARK Area PANOLA MOUNTAIN CONFERENCE ROOM (PARK USE ON) Site#(Name) Type of Use

Invoice: Invoice # 43556671 # of Active Charges 0

Customer: Name TROWBRIDGE, TERRY Phone 9122232815 Email 9122232815 Contact Preference Home Phone Contact Time No preference

Notes/Alerts: ADD NOTE/ALERT

Reservation Details

Primary Occupant: Same as customer Completed Res. Details from Primary Occupants Profile REPLACE PRIMARY OCCUPANT EDIT PRIMARY OCCUPANT

Last Name Trowbridge	First Name Terry	Phone 9122232815	Email	
Street Address 1 Conservation Way	City Brunswick	Zip 31525	State/Provinces Georgia	Country United States

Identity/Address

Customer Type Eligibility: ADD CUSTOMER TYPE

Customer Pass Eligibility: Customer Pass Eligibility Notes ADD CUSTOMER PASS

Promotional Discount:

Click Void

Done

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PANOLA MOUNTAIN STATE CONSERVATION PARK Terry Trowbridge - GA Contract  
GA - Park Manager - PANOLA MOUNTAIN STATE CONSERVATION PARK - Georgia State Parks

VOID RESERVATION: [Void Reservation](#)

**Void Reservation**

Reservation	Reservation #	Arrival	Depart	Days	Status	Order Status
Reservation	2-4510160	Apr 7, 2014	Apr 7, 2014	1	Checked Out	Active

Park	Area	Site# (Name)
PANOLA MOUNTAIN STATE CONSERVATION PARK	PANOLA MOUNTAIN CONFERENCE ROOM (PARK USE ONLY)	CONFERENCE A-CONFERENCE A

Invoice	Invoice #	Date	Created By	Paid	Pay Status	Balance
Invoice	4356571	Apr 6, 2014 EDT	Summers.Sarah.400170107	\$3.00	Full	\$0.00

Customer	Name	Phone	Email
Customer	TROWBRIDGE, TERRY	9122232815	

You are about to void this reservation and generate a full refund of payments made!  
This void is irreversible.  
If the resulting Refund is pre-approved and if the source Payment is Credit Card or ACH,  
the Refund will be issued automatically by the system and can not be taken back.  
Unless this reservation was made in error, please press the Don't Void button below and  
use the Cancel button from the Reservation Details page instead.

Reason for voiding the reservation: Testing Gift Cards. Voiding after session is closed

**Enter reason for voiding. Be detailed!**

**Click Complete Void**

1 2

Production

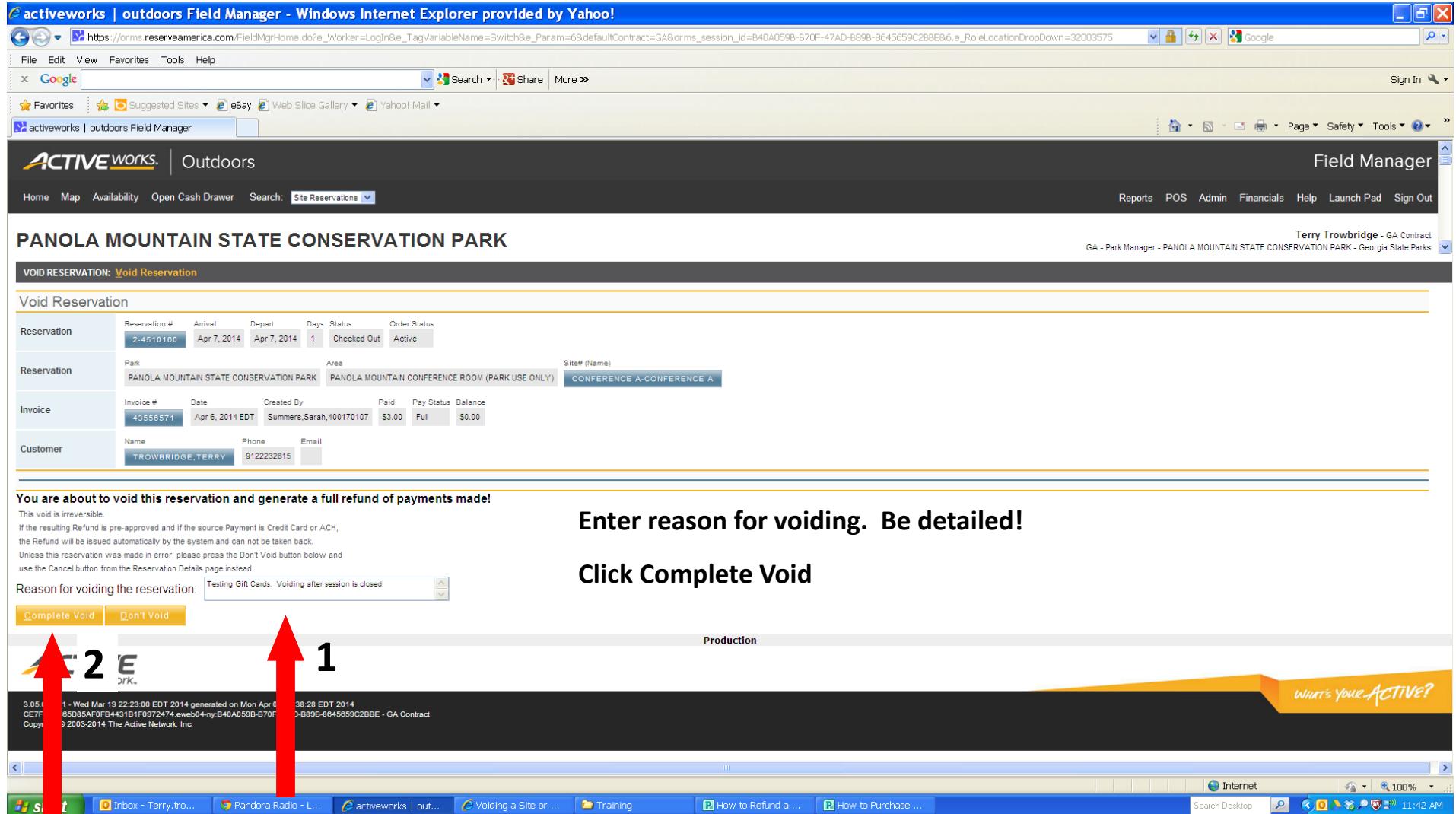
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Internet

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## GIFT CARD- REFUNDING A RESERVABLE TRANSACTION

1

2

Click transaction to be voided

Click Process order

Customer Name: Trowbridge,Terry Phone: 9122232815 Zip: 31525 CHANGE CUSTOMER

Actions ADD POS PRODUCT PAY OUTSTANDING BALANCE NEGOTIATE PRICE Change Order Add Order

Items ORDER ITEM QTY. FEE TYPE PRICE

<input type="checkbox"/>	Area: PANOLA MOUNTAIN CONFERENCE ROOM (PARK USE ONLY) Site: CONFERENCE A-CONFERENCE A Occupant: Terry Trowbridge # of Occupants: 1 Arrive: 2014-04-07 Depart: 2014-04-07 Days 1	N/A	Use Fee \$0.00
<input checked="" type="checkbox"/> Reservation #: 2-4510160		Subtotal \$0.00	

Totals Total Price \$0.00  
Refunds Total Past Paid \$3.00  
Outstanding Total Refund (\$3.00)  
Amount Owing (\$0.00)  
Minimum Payment Due \$0.00

Cash Refund available to be issued immediately

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Home Map Cancel Cart Open Cash Drawer Help Search: Site Reservations

Your Cart

Customer Name Phone Zip CHANGE CUSTOMER

Trowbridge,Terry 9122232815 31525

Actions ADD POS PRODUCT PAY OUTSTANDING BALANCE NEGOTIATE PRICE

Items ORDER

Void Reservation #: 2-4510160 Park: PANOLA MOUNTAIN STATE CONSERVATION PARK

✓ REMOVE ORDER ✓ SPLIT ORDER ✓ APPLY DISCOUNT ✓ REDEEM

Totals

Refunds

Outstanding

Process Order Cancel Cart

For Trowbridge,Terry (Cart 1)

There is a total of \$3.00 approved Refund that can be issued to Gift Card : GIFT CARD

Are you issuing the Refund to Gift Card now?

Yes, I am issuing the \$3.00 to Gift Card

Enter Gift Card Number 9811124040 SWIPE CARD

No, I would like the Refund to be issued at a later time

Pin #

Note: Click Swipe Card before swiping the card to read correctly.

In Dialog Box, check "Yes"  
Enter or swipe Gift Card #  
Enter employee pin#  
Click OK

Fee Type Price

Use Fee \$0.00

Subtotal \$0.00

Total Price \$0.00  
Total Past Paid \$3.00  
Total Refund (\$3.00)  
Amount Owing (\$0.00)  
Minimum Payment Due \$0.00

Cash Refund available to be issued immediately

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