Operating the cash register

Please switch to a cash register account area, e.g. SALES or PROSHOP.

Now call up the checkout via the button *Call up checkout* button in the PC CADDIE toolbar or via *Umsätze/Kasse:*

tspiele	Timetable	Artikel	Einstellungen	Ende					
	PROSHOP	- 9	2 📥 📄	2: 5	📄 💰		🖭 🗖 😓 🙆	6	ŧ
						Ka	sse aufrufen - rechts klic	ken: Kassenbud	ħ

The open cash register window looks like this:

K	asse										_	X
	GASTRO	An <u>r</u>	<u>m</u> elden (Carmela	a)								*
	UMSATZ	<u>T</u> ime	Buchungstag	12.02.20								
	Be	diener	Kasse		★ N	eu ·	+ -	🖍 Edit [🗍 Entf.	0.	00 (<u></u>
	Kunde (F	9)		≡ Ar	tikel (F1)		≡	Zahl 1	1	Spezia F7	Lösch.	FS
	Pers. <u>E</u> dit	K <u>o</u> nt	o Karte	F6 Green <u>f</u>	ee F8	Ein/ <u>A</u> uszahlu	ng 🗸 A	usbuchen	Wiede	rholen F4	Eng	<u>d</u> e

Select customer

In the field *Customer* (F9) field, enter your customer's search abbreviation, the full name or just part of the name and the matching persons will be displayed. Another option is the list function button to

the right. If you have a Cherry keyboard, you can swipe the magnetic strip of a DGV card and the customer will be dialled immediately.

If the person does not yet exist in PC CADDIE, they are entered with **Create new person** to create a new person. Alternatively, you can create a person to whom the booking is made if you do not want to create the person separately, e.g. for the sale of a logo ball. To do this, create a "Guest" or "Walk-in customer" person. The abbreviation for the person "walk-in customer" must be a small L, like this: "I", (but without the characters).

Select article

In the field *Article* (F1) field, there are several options for selecting items:

- Enter the search abbreviation of the article
- Enter the name of the item or just part of the name
- Button list function (F2)
- For existing labels with barcode by scanning the item

After **OK** the item is immediately posted to the cash register. After the selection, you can change the quantity in the **number** field accordingly. For faster item selection, we recommend using the quick selection function, see chapter Quick selection.

The checkout window now shows your customer on the left-hand side and the selected item on the right-hand side:

Kasse		
Anmelden (Tester)	Mustermann, Paul () RF Saldo: 0,00 GF Edit Entf. 1 Herrenhose - Grün - 50 180,0	Gast 180.00 180,00 test
Kunde (F9) Artike Pers. <u>E</u> dit Konto Karte F6 Green <u>f</u> ee	el (F1) 🚽 Zahl 1 Spezi 3) Ein/ <u>A</u> uszahlung 📚 Bezahler(F12) Wiederhol	al F7 Lösch. F5 len F4 Ende

You can book in several items in succession for one customer at any time.

Pay for articles

You start the payment process by clicking the button **Pay** (F12). The payment window looks like this:

Bezahlen		×
Geben Sie die Bezahlung ein:		
Kunde mupa Mustermann, Paul		Babatt (F7)
Total:	180,00	X Abbruch
	Betrag	
Sarzahlung	180,00	
VISA		
S MASTERCARD		
📚 EC Karte		
	Offen: 0,00	
Quittungsdruck (F5): Quittung nochmal abfragen	•	2
Auf <u>R</u> echnung ins Konto buchen	F11	3
Zwischenabrechnung drucken	F12	4
Auf anderen Kunden übertragen	<u> </u>	5

- 1. You now select the desired payment method by placing the cursor in the corresponding field, the amount changes immediately. You define which payment methods are available for selection in this payment window at another point: Payment methods
- 2. Set the receipt print according to your requirements.
- 3. The function **Post to invoice to account** function can be found in the next chapter.
- 4. Prints an interim statement without finalising the payment process.
- 5. Here you have the option of transferring the payment to another person. You will see the following window:

Umbuchen auf anderen Kunden			×
Auf wen soll der Betrag umgebucht werden? Person:	≡	✓ <u>O</u> K X <u>A</u> bbruch	

By entering the corresponding person, the payment for this person is booked.

Click **OK**, the payment process is completed. With **Repeat** (F4) in the checkout you have the option of viewing your booking again.

If you are working with stock management of the items and the minimum stock level of the item has been reached, you will receive the corresponding information:

Artikelbestand zu gering	×
Beachten Sie den Bestand dieser Artikel:	
Gruppe Bezeichnung Aktuell Minim	um
OK Herrenhose - Grün - 50 0,00 1	
,	

Post to account

You can use this function to leave postings open in the accounts (open item postings). Payment can be made at a later date. If you click on this button during the payment process **Post to invoice to account** you will see the following window:

Achtung: Offene Buchung	×
Möchten Sie wirklich den Betrag	√ <u>о</u> к
40.00	X Abbruch
offen lassen?	
Buchen in das Konto von: sosu Sonnenschein, Susanne 🗮 🚥	
Referenzkennung:	

With **OK** the booking is finalised.

If you select this customer later in the cash register, the open balance is displayed in red or a credit balance in green at the top right.



If you have installed a so-called OP area, the booking is automatically transferred to this area. Please contact PC CADDIE Support for the installation of this special account area.

Transfer credit

Credit from Member, Petra should be transferred to Member, Paul.

	Kasse	- 🗆 🗙
Anmelden (Tester, Timo) Time Buchungstag 02.09.14 Kunden-Filter Bediener Kasse 5 Member, Paul () 0.00 test Member, Petra () 0.00 test	Member, Petra () Guthaber	x 200.00
Kunde (F9) Artik Pers. <u>E</u> dit Konto Karte F6 Greenfee(F1)	el (F1) Zahl 1 Spezial (8) Ein/ <u>A</u> uszahlung	F7) Lösch. F5

- Call up the person (with credit) in the cash register
- Go to the BOOK OUT button (F12)
- Enter the desired amount with a minus sign for CASH (1)
- Click on OK

• - Yes, leave open (2)

Bezahlen						
Achtung: Offene Buchu × ein: Member, Petra						
Mochten Sie Wirklich den Betrag >>>> 0.00 >>> 50.00 << offen lassen? Betrag 2	1					
Saldo: HABEN: 200.00 - Offen:50.00 Quittungsdruck (F5): Normalerweise keine Quittung						
Auf <u>R</u> echnung ins Konto buchen						
Zwischenabrechnung drucken F12 Auf anderen Kunden übertragen ① F12						

- Call up the person to whom the credit is to be booked in the cash register
- Go to the BOOK OUT button (F12)
- - Enter the desired amount in the plus field under CASH (1)
- Click on OK
- Book as credit (2)



Cancel article

You can cancel a booking that has not yet been paid for and is still in the cash register using the **Delete** button (F5) from the cash register.

You can only return a booking that has already been paid to the cash register via a cancellation process if no daily closing has yet been created. To do this, select **Repeat** (F4). In this window, you will see all the bookings that have been made. Select the booking to be cancelled and click on **Cancellation.** You receive the following selection:

Rechnung			×
	Rechnung Nummer: 20110024		
	Mustermann, Paul		
1,0) Herrenhose - Grün - 50 Summe:	180,00	180,00
180,00) Barzahlung		180,00
	Zahlung stornieren und neu bez	ahlen	<u> </u>
	Rechnung stornieren		<u>(F5)</u>
×	Abbruch		

With **Cancel payment and pay again** the booking is returned to the cash register for further processing. The button **Cancel invoice** is <u>not</u> required.

Kasse		<u>- </u>
PROSHOP Anmelden (Tester) Mustermann, Paul GASTRO Ime Buchungstag 29.12.10	Gast	>
Kunden-Filter 🔽 GF 🔶 🖃 🖉 Edit 🔀 Entf.	180.00	
Mustermann, Paul 180,00 test 1 Herrenhose - Grün - 50 180,00	180,00	≯test
Kunde (F9) Artikel (F1) Zahl 1 Spezial F	7 Sto	moF5
Pers. <u>E</u> dit Konto Greenfee F8 Ein/Auszahlung Sezahler F12 Wiederholen	F4	Ende

You now have the option of changing the item booking (e.g. reducing the quantity) or changing the payment method: **Pay** (F12). If the article is to be cancelled completely, click on **Cancellation** (F5):



Through **OK** the offsetting entry is made and with **Pay out** to end the process. Your original booking is now completely cancelled. Under **Repeat** you will see the first article booking with the two letters "St." for cancellation.

Beleg stornieren / Druckwiederholung						
Bestimmen, Sie, welcher Beleg v	wiederholt bzw. storniert werden soll:	Eeleg wdhl.				
20110034 29.12.10 16:45 Must 20110035 29.12.10 17:22 Must 20110036 29.12.10 17:30 Must 20110037 29.12.10 17:55 Must 20110038 St 29.12.10 17:56 Must 20110039 30.12.10 13:22 Must	termann, Paul -180,00 termann, Paul -180,00 termann, Paul 426,60 termann, Paul 7,60 termann, Paul 50,00 termann, Paul 0,00	test test test test test test test ★ test A testest A t A t A t A t A t A t A t A t A t A				

Cancelling items after the daily closing

As soon as a daily closing has been carried out, all processes are completed and can be cancelled under the button *Repeat* button are no longer visible. With the help of *Archive* you can retrieve the posting to the cash register accordingly.



After entering the customer and the invoice number, which you have to select in advance from the account entries, the following window opens:

echr	nung reaktivieren	×		
	Auf welche Art soll die Rechnung zurückgeholt werden?			
Duplikat-Beleg drucken				
	Rechnung zum Stornieren <u>r</u> eaktivieren			
0	Artikel zum erneuten Buchen <u>k</u> opieren			
×	Abbruch			

With **Reactivate invoice for cancellation** you bring the entire booking back to the cash register. By selecting the article and **Cancellation** the booking is corrected.

Kasse	_ 🗆 🗙
PROSHOP Anmelden (Tester) Mustemann, Paul Ga GASTRO Ime Buchungstag 29.12.10 Provide Participation ProvideParticipation ProvideParticipation <th></th>	
Kunde (F9) Artikel (F1) Zahl O Spezial F7	Storno F5
Pers. <u>E</u> dit Konto Greenfee F8 Ein/Auszahlung Ausbuche F12 Wiederholen	Ende

Another cancellation option is to work with a minus sign. Select the customer again in the cash register, post the article that is to be corrected and enter the amount in the *number* field and enter the corresponding correction number with a minus sign, for example "-1":

Kasse		
An <u>m</u> elden (Tester) <u>Time</u> Buchungstag 28.12.10 Kunden-Filter Bediener Kasse Mustermann, Paul () -180,00 test	Mustermann, Paul () Ga ☆ Neu ☆ RF Saldo: 0,00 ☆ GF ☆ e o Edit ★ Entf. -180,00 -1 Herrenhose - Grün - 50 180,00 -180,00	st 💉 10 🐨 10 test
Kunde (F9) 📑 Artik	kel (F1) 🗧 🖶 Zahl 1 Spezial F7 L	ösch. F5
Pers. <u>E</u> dit K <u>o</u> nto Green <u>f</u> ee[F8 Ein/ <u>A</u> uszahlung 😪 Auszahler(F12 Wiederholen(F4)	Ende

Confirm your entry with Tab or Enter. To finalise the booking, select **Pay out** in the corresponding payment method or **Post to account**, to post the credit to the customer's account, for example. You will receive the following option:

Achtung: Rückgeld 🛛 🗙	
Geben Sie diese Betrag zurück:	l
>> Barzahlung << >> 180,00 <<	
✓ <u>O</u> K, zurückgegeben	
Als Guthaben buchen	

With **Post as credit** this amount remains as a credit.

Discount article

If you have posted an item to the cash register, you can change the price of this item using the **Special** (F7).

S	pezial-Buch	ung X
	Gebe	en Sie bitte die genaue Buchung an:
	Тур:	100100010203 Herrenhose - Grün - 🕂 🔀 🛛 🔀 Abbruch
	Text	Herrenhose - Grün - 50
	Zusatz:	
	Rabatt: በ	0,0 % Anzahl: 1,0
	Einzel: 🙋	180,00 Gesamt: 180,00
	Original:	180,00
	Ser.Nr.:	
	Buchen auf	2 Tester
	Kunde:	mupa Mustermann, Paul
	Datum:	28.12.10 Zeit: 13:56

- 1. You can enter a simple percentage in the discount field, e.g. 10 %, the price will be reduced by 10 %. You can also enter a calculation based on the purchase price, e.g. EK19 (purchase price plus 19 %).
- 2. The unit price can be changed accordingly.
- 3. The total price can be changed accordingly.

With **OK** PC CADDIE requires a reason for the price change:

Preis-Änderung	×
Bitte geben Sie einen Grund für die Preis-Änderung an: Ausverkauf	✓ <u>Q</u> K メ <u>A</u> bbruch

This reason is displayed on your receipt printout. You will then see the new item price in the checkout.

If a customer has purchased several items and now receives a total discount of 10% on everything, the button *discount* button when paying.

Bezahlen						
	Geben Sie die Bezahlung ein: Zahlende Person mupa Mustermann, Paul			<u> ∩K</u> <u>R</u> abatt F7		
	F1 F2	Zu zahler Bezahlun bare visa	:: g Barzahlung VISA		426,60 Betrag 426,60	X Abbruch
	F3 F4	mast s	EC Karte	eine Quittun	0,00 0,00	
	Auf Bechnung ins Konto buchen F11 Zwischenabrechnung drucken F12 Auf anderen Kunden übertragen F12					
R	abatt					×
		Ge Rat	ben Sie bitte den Rabatt battierbarer Grundpreis:	an: 426,6	<u></u>	
	Rabatt/Gro Rabatt/Eff	undpreis: ektivpr.:	00 % · Abzug = Effektivpreis: 00 % · Abzug	426,6		
			+ Ohne Rabatt:)	

The amount to be paid is calculated automatically when the discount is entered. Click **OK** to finalise the booking.

Operator billing and daily closing

= Zu Zahlen:

About *Settle sales/cash register* to open the "Cash register accounting" window:

426,60

Ka	ssen	-Abrechnung		×	
Mit dieser Funktion wird der Kassen- abschluss gedruckt bzw. durchgeführt!					
Nur dieser Bediener:					
		🧏 Tester	-		
	Komplett				
1		<u>B</u> ediener-Abrechnung	F3		
2	2	<u>T</u> ages-Abschluss	F4		
3	٩	Alten Abschluss drucken	F 8		
4	Ð	Alten Abschluss detailliert	F 9		
5		EC-Cash-Belastungen kopiere	n		
6		Liste der Preisänderungen			
Õ	Þ	Offene Kunden ins Konto buch	en		

- 1. Operator billing
- 2. End of the day
- 3. Print old degree
- 4. Old financial statements in detail
- 5. Copy EC-Cash debits
- 6. List of price changes
- 7. Post open customers to the account

Working with the cash book

Via the button **Pay in/pay out** button takes you to the cashbook. Please read the handling here: Cash book

Open item postings

Open item postings

Key combination - manual opening of the cash drawer

The cash drawer is opened without a key using the key combination: Ctrl + F11.