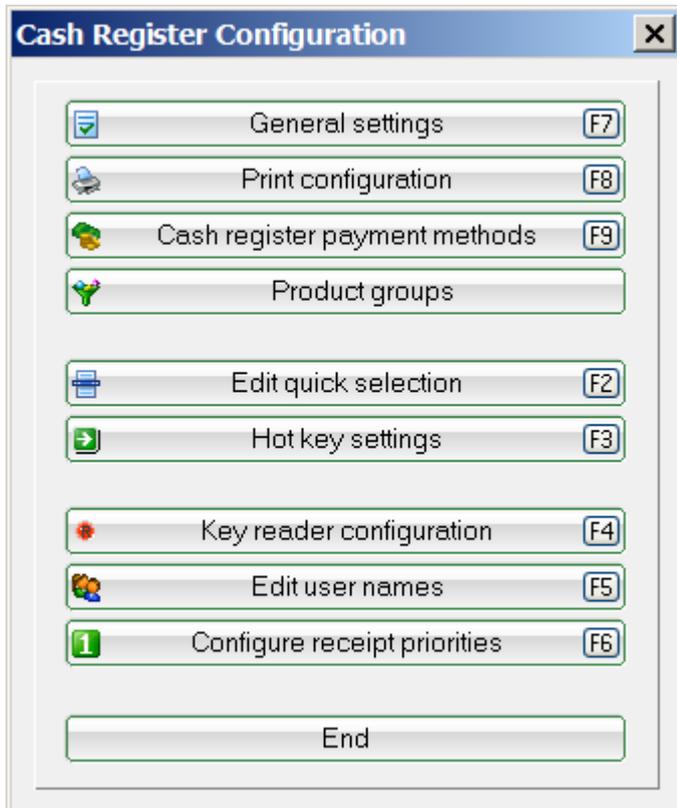# Cash desk

Basic settings for the general cash register function and the special catering cash register are made here.

You can access this via **Cash register/Cash register configuration** to access the basic cash register settings.

Basic settings

You can use **Post to accounts** to select the account area in which a cash register opens. Enter here e.g. **PROSHOP** and **GASTRO** here. When the cash register is open, you can collect payments for these two account areas in the cash register.

With **Greenfee** the green fee layout is stored which is required for bag tag printing (see also chapter greenfeebagtag). The PC CADDIE Support Team will be happy to help you make the exact settings for the bag tag.

With **EC receipt, receipt, guest check and voucher** the respective layout is stored. You can access the respective layout via **Define.** Here too, the PC CADDIE Support Team will be happy to help you take your wishes into account.

The other settings are primarily intended for the catering cash register. With **Receipt 1 and Receipt 2** different printers can be stored. For example, it is possible to print receipt 1 at the counter in the catering trade and receipt 2 in the kitchen. This can be set differently for each account area. If two printers are to be used for the receipts, you must define which printer prints which items. You can do this under **Receipt printing for these product groups** store. In this example, the product groups are divided into bar and kitchen. Click on the button **Selection** button and tick the desired product groups.
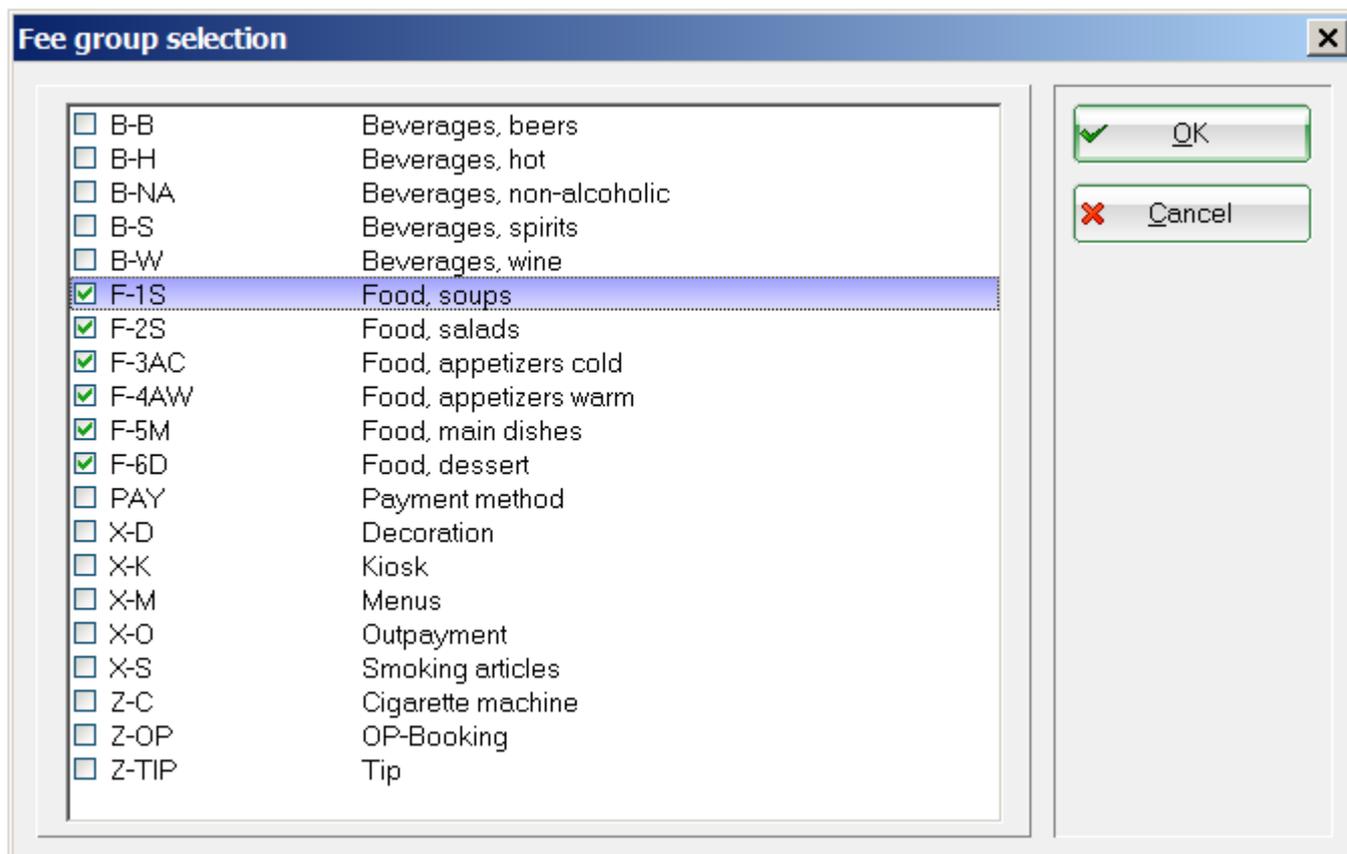
Receipt 1 will therefore contain all drinks and cigarette items for the counter. The receipt printer that processes this receipt is also stored in the layout of the receipt print.

```
Format editor                                                              [x]

Name:        Payment slip              [▼]  [✏]      Define new format        [<>]   Fields    [F2]

Format type  Sheet           [▼]  Lines: [  ]  Title [                    ]   [+]   Commands

                                          12/56 (0) [I Line] [→I Tab]         [A]   Fonts     [F6]

  · · · · | · · · ·10· · · | · · · ·20· · · | · · · ·30· · · | · · · ·40· · · | · · · ·50· · · | · · · ·60· · · | · · · ·70· ·
<DIRECTPRINT:oki>

    ~B<town.>~b

    Slip

<VAR9=(var1 := {})>                                                          [💾]   Save format  [F11]
<VAR9=(AADD(var1, "     "))>
<VAR9=(AADD(var1, "Number.Article           Price     Total"))>             [X]   Delete format [F5]
<VAR9=(AADD(var1, "------------------------------------------"))>
<VAR9=(AADD(var1, "<A><TEXT              > <PRICE  > <TOTAL>"))>            [📂]   File      [F9]
<VAR9=(AADD(var1, "------------------------------------------"))>
<VAR9=(AADD(var1  "<MWS1>%Mwst.:<MWB1 >            <BRU   >"))>
<VAR9=(AADD(var1, "<MWS2>%Mwst.:<MWB2 >            ==========="))>          [🖨]   Test      [F8]
<VAR9=(AADD(var1, "    "))>
<VAR9=(AADD(var1, "<BZT1              >     <BEZ1  >"))>
<VAR9=(AADD(var1, "<BZT2              >     <BEZ2  >"))>
<VAR9=(AADD(var1, "<BZT3              >     <BEZ3  >"))>
<VAR9=(AADD(var1, "Open: <OFF  >       Retour: <BACK >"))>
<VAR9=Invoice("SUMMARY", var1)>                                            [X]   Quit
```
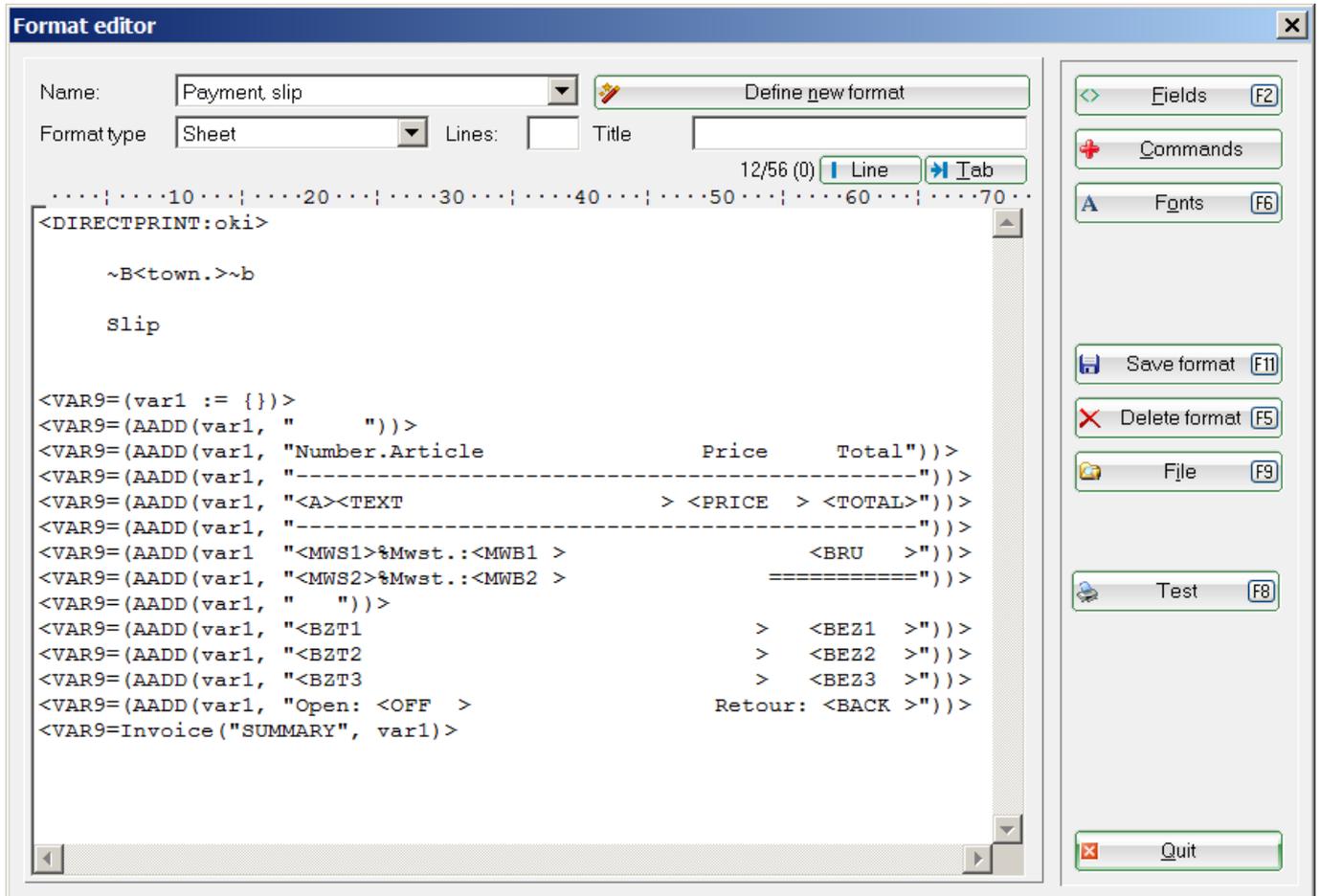
The other settings relate exclusively to a catering cash register. Tick the box **Table enquiry after person selection,** the catering cash register is activated. If you also tick the **before each first booking** a table must be allocated after a person has been selected in the cash register. You can of course also book a table immediately by entering a number from 1-999. This will book the respective table.

When **Activate mandatory booking** the item is automatically booked, the waiter no longer has to do this himself with F11. Booked items can only be cancelled. Items that have not been booked can simply be deleted.

With **Receipt selection for payment** you can set that a receipt is always printed out. Please tick the box here.

⚠ It is important to note that the setting stored in the cash register during the payment process is applied.

Checkout synchronisation in the network is preset to 2 seconds, no changes need to be made here.

If you are working with several cash register stations, you can assign each cash register a unique **cash register number** to each till. This enables you to print out sales statistics for specific cash registers. However, this means that a daily closing must also be carried out at each till. If you leave the field blank, the daily closing will include all daily takings from the various cash register stations.

If you want to post tips, enter the following under **Tip booking type** the article for this. The respective tip is then shown in the daily closing. For example, the following is noted: €515.00 cash

income, of which €15.00 is a tip and €500.00 is actual cash income. You can recognise the corresponding payment in the cash book. The waiter can take the tip from the till.

If you have a **cash drawer** connected to your cash register, the **Cash drawer on** whether the cash drawer is controlled directly or via a receipt printer. The PC CADDIE support team will be happy to help you with this.

Further layouts

Receipt with discount

This special parameter must be entered so that the discount can be entered (in the person mask):

KASS_RGRABATT = Discounts are shown on the receipt

```
         Restaurant Golfclub
         6120 Schupfheim - VAT No. CHE-102.204.465
Table:
Tester Timo          01.08.14

    No of Articles      Amount        Total
    ------------------------------------
      Friday 01
    1 Young             40.00         40.00
      Weekend/Holiday
      20130030
    1 Young             30.00         30.00
      Workday
      20130030
    3 Range fee         10.00         30.00
    1 Token              4.00          4.00
    ------------------------------------
      Total:                        104.00
    ------------------------------------
      Discount:                      31.00
    ------------------------------------
    19.0 %VAT=    11.60               72.80
                                    ======
    Cash                              72.80
    Open:            Rest:
    Credit:          0.00

THANK YOU FOR YOUR VISIT!
Restaurant Golfclub Team
```

If you want a more detailed view, you need the customised layout.

```
¦GC Sonnenschein
¦PO 84-6120 Schupfheim

¦Herr
¦Tester Timo
¦

¦

¦Receipt

¦Number:      138    01.08.14 - 11:58:42
¦Service:    Test. Printing

¦ Number ¦¦Article                    Price    Discount    Total¦
¦----------------------------------------------------------------
¦        ¦¦Friday 01.08,14                                     ¦
¦     1 ¦¦Young  Weekend/Holiday       40.00     -30%     28.00¦
¦        ¦¦20130030                                            ¦
¦     1 ¦¦Young  Workday               30.00     -30%     21.00¦
¦        ¦¦20130030                                            ¦
¦     3 ¦¦ Range fee                   30.00     -30%     21.00¦
¦     1 ¦¦Token                         4.00     -30%      2.80¦
¦----------------------------------------------------------------
¦        ¦¦Included discount                              31.20¦
¦----------------------------------------------------------------
                    19.0 %VAT:    11.60              72.80¦
                                                    ======¦

                        ¦Cash                       72.80¦
                        ¦Open:           Rest:            ¦

¦THANK YOU FOR YOUR VISIT!
```

```
// Vorne das kleine x wegnehmen, dann startet der Ausdruck ohne Rückfrage!
<xDIREKTDRUCK:1,LPT1>
<RAND:     •>
~B< heimatname.>~b
~S< heimatstra.> - < heimatplz.> < heimatort.>


<ADRESSE1.>
<ADRESSE2.>
<ADRESSE3.>


<ADRESSE4.>



~B<TYP.>~b

Nummer:  <RG_NR.>        <DATUM.> - < TIME().>
Service: < secu_name.>


<VAR9=(var1 := {})>
<VAR9=(AADD(var1, "     •"))>
<VAR9=(AADD(var1, "²Zahl••Artikel                ²Preis ² ²Rabatt  ²
Summe•"))>
<VAR9=(AADD(var1, "------------------------------------------------------
"))>
<VAR9=(AADD(var1, "² <A>••<TEXT               >²<OGES  >²<OEDIF%>²<GES
>•"))>
```

```
<VAR9=(AADD(var1, "----------------------------------------------------
"))>
<VAR9=(AADD(var1, "            ²<MWS1>%Mwst.:²<MWB1 >•           ²<BRU
>•"))>
<VAR9=(AADD(var1, "            ²<MWS2>%Mwst.:²<MWB2 >•
²===========•"))>
<VAR9=(AADD(var1, "    "))>
<VAR9=(AADD(var1, "                        •<BZT1            >  ²<BEZ1
>•"))>
<VAR9=(AADD(var1, "                        •<BZT2            >  ²<BEZ2
>•"))>
<VAR9=(AADD(var1, "                        •<BZT3            >  ²<BEZ3
>•"))>
<VAR9=(AADD(var1, "                      •Offen: <OFF  >   ²Retour: <RUECK
>•"))>
<VAR9=(AADD(var1, "                  <DISCVAL. >   <DISCTYP.  >
<VAR9=KassRechnung("AUSZUG", var1)>



Vielen Dank für den Besuch!!
```

Receipt with unit price and VAT listing

If you sell several identical items, both the unit price and the total price are shown and the respective VAT is added.

6170 Schüpfheim

Rechnung

Nummer: 20   26.08.20 - 12:38:27
Service: Tester, Timo

Zahl	Artikel	MwSt	Einzel	Summe
1	Bermuda spezial - Blau-kariert - 48	19,0	50,00	50,00
3	T-Shirt, einfach - Rot - L	19,0	125,00	375,00
1	Callaway Big Bertha 3-9 PW SW UND Macimmungeirssoi	19,0	2000,00	2000,00

	19,0 %Mwst.:	387,18		2425,00
				===========

Offen: 2425,00   Retour:

Vielen Dank für den Besuch!!

The layout to copy for the cash register setting

```
// Vorne das kleine x wegnehmen, dann startet der Ausdruck ohne Rückfrage!
<xDIREKTDRUCK:1,LPT1>
<RAND:     •>
~B< heimatname.>~b
~S< heimatstra.> - < heimatplz.> < heimatort.>


<ADRESSE1.>
<ADRESSE2.>
<ADRESSE3.>


<ADRESSE4.>



~B<TYP.>~b

Nummer:  <RG_NR.>       <DATUM.> - < TIME().>
Service: < secu_name.>



<VAR9=(var1 := {})>
```

```
<VAR9=(AADD(var1, "     •"))>
<VAR9=(AADD(var1, "²Zahl••Artikel                    ² MwSt²Einzel²
Summe•"))>
<VAR9=(AADD(var1, "-----------------------------------------------------
"))>
<VAR9=(AADD(var1, "² <A>••<TEXT                    >²<MW>²<EINZ  >²<GES
>•"))>
<VAR9=(AADD(var1, "-----------------------------------------------------
"))>
<VAR9=(AADD(var1, "             ²<MWS1>%Mwst.:²<MWB1 >•          ²<BRU
>•"))>
<VAR9=(AADD(var1, "             ²<MWS2>%Mwst.:²<MWB2 >•
²==========•"))>
<VAR9=(AADD(var1, "    "))>
<VAR9=(AADD(var1, "                        •<BZT1           >   ²<BEZ1
>•"))>
<VAR9=(AADD(var1, "                        •<BZT2           >   ²<BEZ2
>•"))>
<VAR9=(AADD(var1, "                        •<BZT3           >   ²<BEZ3
>•"))>
<VAR9=(AADD(var1, "                        •Offen: <OFF  >   ²Retour: <RUECK
>•"))>
<VAR9=KassRechnung("AUSZUG", var1)>



Vielen Dank für den Besuch!!
```

If the payment is made via the OP area, please enter the following command in the layout of the invoice (in the OP area).

```
<KONTO TEXT MWST EINZBRU BRUTTO OPDETAILS>
```

The unit price and VAT of the vouchers are then listed.

202000086 - MwSt.-Nr. CHE-105.749.494

Sehr geehrter Herr Ackermann
Sehr geehrter Herr Adam

Wir danken bestens für Ihren Besuch.
Ihre letzten Bezüge stellen wir Ihnen wie folgt in Rechnung:

Leistungsart	MwSt.	Einzel/€	Brutto/€
Rainer Adam			
26.08.20 Proshop-Beleg 18			**2425,00**
1 Bermuda spezial - Blau-kariert - 48	19,0%	50,00	50,00
3 T-Shirt, einfach - Rot - L	19,0%	125,00	375,00
1 Callaway Big Bertha 3-9 PW SW UND Macimmungeirss.	19,0%	2000,00	2000,00
enthaltene Mwst. 19,0%: € 387,18		2037,82	**2425,00**

Bitte überweisen Sie uns, im Falle eines positiven Saldos, den untenstehenden Betrag
innert 30 Tagen mittels beigefügtem Einzahlungsschein.

Der Saldo Ihres Kontos beträgt: CHF 1909,00
Wir freuen uns, Sie hoffentlich schon bald wieder bei uns begrüssen zu dürfen.

GOLFCLUB Sonnenschein
Sekretariat

1. OPDETAILS

2. VAT

3. INCREASE

4. GROSS

Print configuration

Special printers for the various layouts can be entered here. Further layouts of receipt 3 and 4 are defined here (button **Define**) and the corresponding product groups (button **Select**). The layout of the receipt/payment slip of the cashbook is defined here at the bottom, see also Cash book).

Cash register payment types

A detailed description of the cash register payment types can be found at Cash register payment types.

Product groups

A detailed description can be found at Product groups .

Edit quick selection

You can find a detailed description at Quick selection.

Fixed key assignment

You can find a detailed description under [Fixed key assignment](#).

Operator lock configuration

You can find a detailed description under [Operator key](#).

Set user name

You can find a detailed description under [Operator names](#).

Set receipt priorities

Here you define which product groups are assigned to which aisles.

This is a general setting and can also be changed individually when posting items in the cash register.

With the tick **Priorities activated** these settings are activated. If the tick **Print on separate receipts** is ticked, the receipts are printed separately. This can be very practical if, for example, the salads and cold starters are prepared at a separate pass/workstation in the kitchen.

Conversion from CHF to Euro

In order for CHF to be automatically converted into euros in the cash register, some preliminary work is necessary.

The conversion rate must be created. Click on **Settings/Programme settings/General settings** and then open the tab **Turnover** tab and click on **Further details**.

1. Denomination: enter the desired currency
2. Abbreviation: Enter the abbreviation of the desired currency
3. Base value: enter 1
4. Market value: enter the current value

With **OK** to confirm.

Next, the payment item is created. **Settings/contribution types/articles/…create, edit, delete**

Create new article

1. Article no.: Euro
2. Article description: Euro Cash payment
3. Group: Payment method
4. Status: Payment method
5. Unit: 10000
6. MwsT: MwsT
7. VK(gross): 11800.00

The payment looks like this in the cash register:

⚠️ If the exchange rate changes, it must be changed in the currency configuration and in the article must be adjusted.

With a special layout, your receipt could now look like this:

Golfclub Sonnenschein

–

Tisch
Member, Paul

Quittung - Duplikat

Nummer: 28 – Duplikat   20.06.2012 – 14:36:26
Service: Tester, Timo

Zahl Artikel   Einzel/CHF Summe/CHF
_____

   1 Erwachsene Sonn/Feiertags   80.00   80.00
     20120002
_____

     19.0 %Mwst.:   12.75   80.00
                                               ===========
     Dieser Betrag entspricht: EUR 67.80
            Euro Barzahlung 67.80   80.00

MwSt.-Nr. 660 867
Vielen Dank für Ihren Besuch!
PC CADDIE 2012 © 1988-2012 Schmedding Software Systeme GmbH

If you need help creating the receipt, please contact PC CADDIE Support.