Operating the cash register

Please change to a cash register account area, e.g. SALES.

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



The open cash register window looks like this:

к	asse										_ ×
	GASTRO	An <u>m</u> elde	n (Carmela)								*
	UMSATZ	Time Buch	ungstag	12.02.20							
	Ве	diener 🗹 I	Kasse		★ N	eu	+ -	🧨 Edit	🗍 Entf.	0.	00 🔤
	Kunde (F	9)	=	Art	ikel (F1)		≡	Zahl	1	<u>S</u> pezia F7	Lösch. F5
	Dare Edit	Konto									
	Pers. <u>c</u> uit	Konto	Karte F	6 Green <u>f</u> e	e F8	Ein/ <u>A</u> uszahl	ung 🧹	Ausbuchen	Wie	derholen F4	En <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 golf cart. To do this, create a "Guest" or "Walk-in customer" person.

As soon as the customer is selected and appears in the cash register, various small icons may appear, such as a white R in a golden circle, a golden card, a syringe or a house:

置 Kasse									
	An <u>m</u> e	elden (Tester)							
	∐ime	Buchungstag		01.02.22		*	Neu	*	А
Kunden-Filter	ener	🖌 Kasse 2				*	В	*	
			0,00	test					
			0,00	(test					
			0,00	chri					
			0,00	📑 🏷 test	2				
			0,00	test					
			0,00	test					
			0,00	test					
			0,00	test	-				
			0,00	🔓 test	3				
			0,00	🏷 🏠 111 te	est				
			1,00	🏫 105 test					
			4,00	🍇 test					
			0,00	test					

Kunde (F9)	≡	Artikel (F1)	

This has the following meaning:

- 1. R = Regionality mark on the DGV card
- 2. Card = Association player, e.g. Migros Golfpass or PPG player; syringe = Verified Covid certificate
- 3. House = Hotel guest who is currently staying at the hotel.

This has the following meaning:

Select item

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.

When you select an item with the status "Bag tag print", the "Book green fee" window appears.

Greenfee bucher	1	×					
Sonnenschein, Susanne >> Einzelperson << >> cmd;warn:memo;Gratis << Nummer: 202000003							
<u>G</u> reenfee-Typ:	es 0300 Erwachsene Sonn/Feiertags - Verka \equiv •••						
Datum:	12.02.20						
<u>A</u> bschlagszeit:	09:50 Abschlag-Information:						
<u>1</u> 0.Tee:	: <u>A</u> bschlag-Information:						
Anzahl Spieler:	1.00 jeweils einzelne Bagtags drucken (Leer = normaler Preis)						
3 Abweichender Spie	eler:						
Datensatz:							
Individuell:	Hcp: <u>C</u> lub:						
4 Lusatztext:							
5 Platzdaten:	≡ •••						

- 1. If you would like to print four bag tags for one person, increase the "Number of players" to "4.00".
- 2. Enter a special price for this customer
- 3. Add a different player here (the bag tag will be printed with this name).
- 4. This additional text can be printed on the bag tag if desired.
- 5. Various course data fields can also be integrated on the bag tag.

The more precise settings for your bag tag are made in the Cash desk section. Please also contact PC CADDIE Support for this.

After **OK** the article is posted to the cash register.

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

Kasse						_ ×
GASTRO UMSATZ	An <u>m</u> elden (Car <u>T</u> ime Buchungst	mela) ag 12.02.20	Sonnenschein, Su ★ Neu	isan. () cmd;warn:memo;Grat + - / Edit III Entf.	Gast Soll: 100.00 4.00	*
Sonnensch	ein, Susan. ()	4.00 carm	1 Token		4.00 4.00	carm
Kunde (F	9)	∃ Art	ikel (F1)	Zahl 1	<u>S</u> pezia F7 Lös	sch. F5
Pers. <u>E</u> dit	K <u>o</u> nto Ka	arte F6 Green <u>f</u> e	ee F8 Ein/ <u>A</u> usza	nlung 🝧 Bezahlen F12 Wie	derholen F4	En <u>d</u> e

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

With the help of the button **green fee** button (F8) will take you straight to the "Book green fee" window. If you wish to print out your green fee again, click on **Repeat** and **GF wdhl.** (F8).

Pay article

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

Bezahlen	×
Geben Sie die Bezahlung ein:	√ <u>о</u> к
Kunde sosu Sonnenschein, Susanne	≡ ••• <u>C</u> lubkarte F6
Total:	40.00 <u>R</u> abatt F7
Betra	g X <u>A</u> bbruch
💕 Barkasse	40.00
💕 Kreditkarte	
📑 Euro Barzahlung	
📑 Hotel-Transfer-Zahlung	
Offe	en: 0.00
▶ <u>O</u> uittungsdruck F5 Normalerweise keine Quittung	- 2
Auf <u>R</u> echnung ins Konto buchen	F11 3
Zwischenabrechnung drucken	F12 4
Auf anderen Kunden übertragen	✤ F12 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			\times
Auf wen soll der Betrag umgebucht werden?		√ <u>о</u> к	
Person:	≣ •••	X <u>A</u> bbruch	

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

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

Article - Split payment

If you have the items in the checkout and want to split the amount, click on the magic wand in the checkout.

Kasse									_	_ ×
GASTRO UMSATZ	An <u>m</u> elden (Carmela <u>T</u> ime Buchungstag	a) 19.08.20	Sonnen	schein, Susar I	n. () NONEWS		Goli	fclub Sonn Soll: 1	enhof	*
Be	ediener 🗹 Kasse		★ Neu		+ -	🖍 Edit	🗍 Entf.		40.00	~
Sonnensch	nein, Susan. () 40	.00 carm	1	Jugend Sor	nn/Feiertag	gs	20	40.00	40.00	carm
Kunde (F	9)	≡ Art	ikel (F1)		≡	Zahl	1	<u>S</u> pezia _{F7}	Storn	D F5
Pers. <u>E</u> dit	K <u>o</u> nto Karte	F6 Green <u>f</u> e	e F8 Ei	in/ <u>A</u> uszahlur	ng 🍧 E	Bezahlen (12 Wied	lerholen F	4 E	n <u>d</u> e

Then click on Split current customer



1. select the customer to whom you want to split the items. 2. select the item you want to drag to the selected customer.

Splitten / Umbuchen			
Von: Sonnenschein, Susan. ()	40.00	Auf: <u>T</u> isch: <u>o</u> der: F3 <u>K</u> unde: <u>B</u> uchungszahl teilen durch:	Kundenwahl F9 1 ≡ ••• 0.00
1 Jugend Sonn/Feiertags	40.00 40.00	2	
		≥>	
Alles markieren	F6	🗸 Fertig 🛛 F11 🛛 📓 Bezahlen	F12 🗙 Abbruch

Then click on Done or click on Pay. If you click on ready, the items are assigned to the selected customer and you can book further items. If you click on pay, the payment will be made immediately.

Working with the card system

You also have the option of working at the checkout with the PC CADDIE.id card system at the checkout. Via the button *card* button in the checkout screen you can Edit cards/key fobs etc..

Kasse						_ ×		
GASTRO UMSATZ	An <u>m</u> elden (Carmela <u>T</u> ime Buchungstag	n <u>m</u> elden (Carmela) Buchungstag 12.02.20		Sonnenschein, Susan. () cmd;warn:memo;Grat Sol				
Sonnensch	ein, Susan. () 4	.00 carm	1 Token		4.00 4.00	carm		
Kunde (F	:9)	≡ Art	ikel (F1)	Zahl 1	<u>S</u> pezia F7 Lö:	sch. F5		
Pers. <u>E</u> dit	K <u>o</u> nto Karte	F6 Green <u>f</u> e	e F8 Ein/ <u>A</u> uszał	nlung 📑 Bezahlen F12 W	ederholen F4	En <u>d</u> e		

If you have used our PC CADDIE.id card system, you will also see the button *club card* button is also displayed during the payment process. This can also be used for payment if the customer still has a card balance to use for payment:

Bezahlen		×
Geben Sie die Bezahlung ein: Zahlende Person	<u>м</u> к	
tet2 Tester, Timo	Lubkarte (F6)	
Zu zahlen: >>>>>	> 119,00 <u>Rabatt (F7)</u>	
Bezahlung	Betrag <u>H</u> otel (F9)	וו
F1 bar Barkasse		
	Rückgeld:0,00	
Uuittungsdruck (F5): Normalerweise keine Quitt	itung 🔽	
Auf <u>R</u> echnung ins Konto buchen	F11	
In der Kasse weiterkassieren	F12	
Auf anderen Kunden übertragen	会F12	
]	

TIP Card payments are also possible across account areas. For installation, please contact the PC CADDIE Support.

Open item postings

Here you can find out more about Open item postings .

Cancelling articles

You can cancel a booking that has not yet been paid for and is still in the checkout 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	
Decker and Manager and	
Rechnung Nummer: 8	
Hodel, Kilian	
1.0 Erwachsene Sonn/Feiertags 80.	00 80.00
Summe:	80.00
80.00 Barkasse	80.00
Zahlung stornieren und neu bezahlen	🔂 F5
Rechnung stornieren	FS
X Abbruch	

With *Cancel payment and pay again* the *payment* the payment is cancelled and the items are returned to the checkout for further processing.

Kasse								_	\times
GASTRO UMSATZ Ba Sonnensch	An <u>m</u> elden <u>T</u> ime Buchur ediener ✓ Ka rein, Susan. ()	(Carmela) ngstag 12.02.3 isse 80.00 car	20 ×	nenschein, Sus Neu 1 Erwachsen	an. () cmd;warn + —	:memo;Gra1	Salo J Entf. 2011 80.00	Gast 30: 0.00 80.00	n
Kunde (l Pers. <u>E</u> dit	F9) K <u>o</u> nto	≡ Karte F6 G	Artikel (F1 ireen <u>f</u> ee F8) Ein/ <u>A</u> uszahl	ung 🔮	Zahl 1 Bezahlen F12	<u>S</u> peziz F Wiederholen	7 Storno F F4 En <u>d</u> e	5

You now have the option of cancelling the **payment method** to change the payment method. This can happen if the guest realises when paying that they do not have as much cash available as they need, but you have already completed the payment process with cash payment. With (**Pay** (F12) you can now select EC payment, for example.

If the item is to be cancelled completely, click *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.

Bestimmen, Sie, welcher Beleg wiederholt bzw. storniert werden soll:	leg sto	rnieren / Druck	wieder	holung				×
1 11.11.07 15:08 Hodel, Carmela 0.00 test 10 12.02.20 09:16 Sonnenschein, Susanne 10.00 carm 11 12.02.20 09:46 Sonnenschein, Susanne 80.00 carm 2 19.11.07 12:03 Hodel, Carmela 60.00 test 3 04.12.07 09:05 T1 Laier, Ursula 0.00 test 4 04.12.07 09:06 T1 Laier, Ursula 40.00 test 5 18.06.08 10:50 40.00 test 6 12.08.08 18:52 Direktkunde 79 80.00 test 7 22.08.08 08:02 Hodel, Carmela* 50.00 test 8 30.07.09 09:46 Hodel, Kilian 80.00 carm 9 St. 4.10.09 08:16 Hodel, Carmela 40.00 carm		Bestimmen, Sie, w	velcher B	eleg wiederholt bzw. storniert w	verden soll:		✓ <u>B</u> eleg wdh	ıl.
10 12.02.20 09:16 Sonnenschein, Susanne 10.00 carm 11 12.02.20 09:46 Sonnenschein, Susanne 80.00 carm 2 19.11.07 12:03 Hodel, Carmela 60.00 test 3 04.12.07 09:05 T1 Laier, Ursula 0.00 test 4 04.12.07 09:06 T1 Laier, Ursula 40.00 test 5 18.06.08 10:50 T1 Laier, Ursula 40.00 test 6 12.08.08 18:52 Direktkunde 79 80.00 test 7 22.08.08 08:02 Hodel, Carmela* 50.00 test 8 30.07.09 09:46 Hodel, Carmela 80.00 carm 9 \$t, 4.10.09 08:16 Hodel, Carmela 40.00 carm	1	11.11.07	15:08	Hodel, Carmela	0.00	test	<u>G</u> F wdhl.	F8
11 12.02.20 09:46 Sonnenschein, Susanne 80.00 carm 2 19.11.07 12:03 Hodel, Carmela 60.00 test 3 04.12.07 09:05 T1 Laier, Ursula 0.00 test 4 04.12.07 09:06 T1 Laier, Ursula 40.00 test 5 18.06.08 10:50 11 Laier, Ursula 40.00 test 6 12.08.08 18:52 Direktkunde 79 80.00 test 7 22.08.08 08:02 Hodel, Carmela* 50.00 test 8 30.07.09 09:46 Hodel, Carmela 80.00 carm 9 St. 4.10.09 08:16 Hodel, Carmela 40.00 carm	10	12.02.20	09:16	Sonnenschein, Susanne	10.00	carm		
2 19.11.07 12:03 Hodel, Carmela 60.00 test 3 04.12.07 09:05 T1 Laier, Ursula 0.00 test 4 04.12.07 09:06 T1 Laier, Ursula 40.00 test 5 18.06.08 10:50 40.00 test 6 12.08.08 18:52 Direktkunde 79 80.00 test 7 22.08.08 08:02 Hodel, Carmela* 50.00 test 8 30.07.09 09:46 Hodel, Carmela 40.00 carm 9 \$t. 4.10.09 08:16 Hodel, Carmela 40.00 carm	11	12.02.20	09:46	Sonnenschein, Susanne	80.00	carm	<u>S</u> chauen	F4
3 04.12.07 09:05 T1 Laier, Ursula 0.00 test 4 04.12.07 09:06 T1 Laier, Ursula 40.00 test 5 18.06.08 10:50 40.00 test 6 12.08.08 18:52 Direktkunde 79 80.00 test 7 22.08.08 08:02 Hodel, Carmela* 50.00 test 8 30.07.09 09:46 Hodel, Kilian 80.00 carm 9 St. 4.10.09 08:16 Hodel, Carmela 40.00 carm	2	19.11.07	12:03	Hodel, Carmela	60.00	test	Storno	F5
4 04.12.07 09:06 T1 Laier, Ursula 40.00 test 5 18.06.08 10:50 40.00 test 6 12.08.08 18:52 Direktkunde 79 80.00 test 7 22.08.08 08:02 Hodel, Carmela* 50.00 test 8 30.07.09 09:46 Hodel, Kilian 80.00 carmela 9 St. 4.10.09 08:16 Hodel, Carmela 40.00 carmela	3	04.12.07	09:05	T1 Laier, Ursula	0.00	test	-	
5 18.06.08 10:50 40.00 test 6 12.08.08 18:52 Direktkunde 79 80.00 test 7 22.08.08 08:02 Hodel, Carmela* 50.00 test 8 30.07.09 09:46 Hodel, Kilian 80.00 carm 9 St. 4.10.09 08:16 Hodel, Carmela 40.00 carm	4	04.12.07	09:06	T1 Laier, Ursula	40.00	test	<u>A</u> rchiv	F9
6 12.08.08 18:52 Direktkunde 79 80.00 test 7 22.08.08 08:02 Hodel, Carmela* 50.00 test 8 30.07.09 09:46 Hodel, Kilian 80.00 carm 9 St. 4.10.09 08:16 Hodel, Carmela 40.00 carm	5	18.06.08	10:50		40.00	test	Abbruch	
7 22.08.08 08:02 Hodel, Carmela* 50.00 test 8 30.07.09 09:46 Hodel, Kilian 80.00 carm 9 \$1,4.10.09 08:16 Hodel, Carmela 40.00 carm	6	12.08.08	18:52	Direktkunde 79	80.00	test	< Poolacii	
8 30.07.09 09:46 Hodel, Kilian 80.00 carm 9 St. 4.10.09 08:16 Hodel, Carmela 40.00 carm	7	22.08.08	08:02	Hodel, Carmela*	50.00	test		
9 St. 4.10.09 08:16 Hodel, Carmela 40.00 carm	8	30.07.09	09:46	Hodel, Kilian	80.00	carm		
	9	St. 4.10.09	08:16	Hodel, Carmela	40.00	carm		

With **Cancel invoice** (F5) the **invoice** is cancelled, the payment is retained and the money remains in the cash register. This can happen, for example, if a guest complains that they have not received the token on the invoice and do not want one. In this case, you must make a payment from the cash register.

For example, cancel the token. If you click on **Pay out** the corresponding amount is suggested as the payout amount in the payment screen. You pay this money to the customer.

Cancelling items after the daily closing

As soon as a daily closing has been carried out, all transactions 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.

Rechnung wählen	×
Wählen Sie den Kunden oder direkt die gewünschte Rechnungsnummer:	✓ <u>O</u> K
Rechnung	

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



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						_ ×
GASTRO UMSATZ	An <u>m</u> elden (Carme <u>T</u> ime Buchungstag	la) 12.02.20	Sonnenschein, Su ★ Neu	san. () cmd;warn:memo;Grat + — / Edit 🕅 E	Gast Soll: 100.00 intf. 13.20	*
Sonnensch	ein, Susan. () 1	3.20 carm	1 Range-Fe	e 2020000	05 10.00 10.00	Fearm
			1 Token Ak	tion	3.20 3.20	carm
Kunde (F	59)	≡ Art	ikel (F1)	Zahl 1	Spezia F7 Stor	rno F5
Pers. <u>E</u> dit	K <u>o</u> nto Karte	F6 Green <u>f</u> e	ee F8 Ein/ <u>A</u> uszah	lung 💣 Bezahlen F12	Wiederholen F4	En <u>d</u> e

Another cancellation option is to work with a minus sign. Select the customer again in the cash register, book the green fee article that is to be corrected and enter the number of players in the field **Number of players** field, enter the corresponding number of corrections with a minus sign, for example "-1":

Greenfee buchen	×
Sonnenschein, Susanne >> Einzelperson << >> cmd;warn:memo;Gratis << Nummer: 202000003	✓ <u>O</u> K X <u>A</u> bbruch
<u>G</u> reenfee-Typ: es 0300 Erwachsene Sonn/Feiertags - Verka = •••	
Datum:12.02.20Abschlagszeit:09:48Abschlag-Information:10.Tee::Abschlag-Information:	
Anzahl Spieler: Jeweils einzelne Bagtags drucken Spezial-Preis: (Leer = normaler Preis)	
Abweichender Spieler:	
Datensatz:	
Individuell: <u>H</u> cp: <u>C</u> lub:	
<u>Z</u> usatztext:	
Platzdaten:	

Confirm your entry with **OK.**

You will see the booking in the checkout window.

Kasse						-	_ ×
GASTRO UMSATZ	An <u>m</u> elden (Carmela <u>T</u> ime Buchungstag	i) 12.02.20	Sonnenschein	, Susan. () cmd;warn:memo	o;Grat Edit III Entf.	Gast Saldo: 0.00 -60.00	*
E Sannansch	ediener 🗹 Kasse	00 carm	-1 Enuro	brana Washantarr	0	50.00 - 60.00 E	
	, 2020 () 00.						
Kunde (i	F9)	Art	ikel (F1)	≡ Zah	1 -1	Spezia F7 Storr	10 F5
Pers. <u>E</u> dit	K <u>o</u> nto Karte	F6 Green <u>f</u> e	e F8 Ein/ <u>A</u> us	szahlung 🎅 Auszał	hlen F12 Wiede	erholen F4 E	in <u>d</u> e

To finalise the booking, select *Payout* 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:



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

Discount article

For green fee items: After selecting the green fee item, you can enter a corresponding special price:

Greenfee bucher	1	×
	Sonnenschein, Susanne >> Einzelperson << >> cmd;warn:memo;Gratis << Nummer: 202000004	
<u>G</u> reenfee-Typ:	es 0300 Erwachsene Sonn/Feiertags - Verka es •••	
<u>D</u> atum:	12.02.20	
<u>A</u> bschlagszeit:	10:02 Abschlag-Information:	
<u>1</u> 0.Tee:	: <u>A</u> bschlag-Information:	
<u>A</u> nzahl Spieler.	1.00 🧹 jeweils einzelne Bagtags drucken	
<u>S</u> pezial-Preis:	(Leer = normaler Preis)	
Abweichender Spie	ler:	
<u>D</u> atensatz:	$\equiv \cdots$	
Individuell:	Hcp: <u>C</u> lub:	
<u>Z</u> usatztext:		
<u>P</u> latzdaten:	≡ •••	

Discounting at the checkout:

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

pezial-Buchung 🗖 🗙						
Geb	en Sie bitte die g	√ <u>о</u> к				
Buchung	Informatio	n	Handnotiz	:	X Abbruch	
<u>T</u> yp:	r 0000	Range-F	ee	≡…		
<u>T</u> ext:	Range-Fee		2020000	005		
<u>Z</u> usatz:						
Rabatt: 1	0.0 %	<u>A</u> nzahl	: 1.0			
Einzel: 2	10.00	<u>G</u> esam	t:	10.00	3	
Original:	10.00				-	
<u>S</u> er.Nr.:	20200005					
<u>B</u> uchen auf	L Carmela			-		
<u>K</u> unde:	sosu Sonnenso	hein, Sus	anne	≡ •••		
<u>D</u> atum:	12.02.2020	<u>Z</u> eit:	10:05			
	Kein Bearbeiten i	möglich!				

- 1. You can enter a simple percentage in the discount field, e.g. 10 %, the price will be reduced by 10 %.
- 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-Ānderung	×
Bitte geben Sie einen Grund für die Preis-Änderung an:	√ <u>о</u> к
Aktion	X Abbruch
4.00 -> 3.20	

This reason will be printed on your receipt. The new item price is then transferred to the cash register.

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:		√ <u>о</u> к
Kunde sosu Sonnenschein, Susanne	≡ •••	<u>C</u> lubkarte F6
Total:	40.00	Rabatt F7
	Betrag	× Abbruch
📑 Barkasse	40.00	
💕 Kreditkarte		
🝧 Euro Barzahlung		
💕 Hotel-Transfer-Zahlung		
	Offen: 0.00	
Quittungsdruck F5 Normalerweise keine Qu	uittung 💌	
Auf <u>R</u> echnung ins Konto buchen Zwischenabrechnung drucken	F11 F12	
 Auf anderen Kunden übertragen 		

R	abatt	×
	Geben Sie bitte den Rabatt an:	
	Rabattierbarer Grundpreis: 426,60	X Abbruch
	= Effektivpreis: 425,50 Rabatt/Effektivpr.: 00 % - Abzug: 0,00	
	+ Ohne Rabatt: 0,00	
	= Zu Zahlen: 426,60	

The amount to be paid is calculated automatically when the discount is entered. Click ${\it OK}$ to finalise the booking.

Operator billing and daily closing

sen	-Abrechnung		×
N ab	flit dieser Funktion wird der Kas: schluss gedruckt bzw. durchge	sen- führt!	
Nurd	dieser Bediener:		
	🙎 Tester	-	
Kon	nplett	•	
	<u>B</u> ediener-Abrechnung	F3	
2	<u>T</u> ages-Abschluss	F4	
٢	Alten Abschluss drucken	F8	
Ð	Alten Abschluss detailliert	F9	
	EC-Cash-Belastungen kopier	en	
	Liste der Preisänderungen		
→	Offene Kunden ins Konto buc	hen	
	Nur (Kon	Ssen-Abrechnung Mit dieser Funktion wird der Kassabschluss gedruckt bzw. durchge Nur dieser Bediener: Tester Tester Komplett I Bediener-Abrechnung I Alten Abschluss drucken I Alten Abschluss detailliert I EC-Cash-Belastungen kopier I Liste der Preisänderungen I Offene Kunden ins Konto buc	Alten Abschluss detailliert Alten Abschluss detailliert EC-Cash-Belastungen kopieren Offene Kunden ins Konto buchen

- 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

Ball ticket payment shown in the daily financial statement

The following article must be created so that payments with the ball card can be shown in the daily closing.

rtikel					? _ ×
Artikel	kbez	0000	Fibu-Konto:		(≡)
Bezeichnung	Karten-Zahlung		Kennung		
<u>G</u> ruppe	ZKS Zahlk	artensystem	 Neu Gruppe 	Lösch.	+ <u>N</u> eu
Farbschema			+ Neu	/ Bearbeiten	
G <u>r</u> ößensch.			- HNeu	/ Bearbeiten	<u>A</u> ndern F11
Preise / Menge	n				🗍 Löschen F5
<u>S</u> tatus	Versteckt	▼ Ein <u>h</u> eit	1 St	ück 👻	Chu i i i
Kalkulation		MwSt:	16.0 %	kein Rabatt	Le_ Kopie <u>-</u> > Neu
Farben / Größe	enk <u>o</u> mbination	Neu L <u>ö</u> schen			
			EK (netto)	0.00	••• Details F6
			EK (effektiv)	0.00	Bestand <u>t</u> eile
			<u>V</u> K (brutto)	0.00	
			Marge: 0.00	96	Automatik
			Bestand	dsführung	
			Mindest-Be	stand	🛃 <u>K</u> onto
			<u>B</u> estand	0	Eingang
			Bestellt	0	-510-10
Einkauf —					
<u>L</u> ieferant					📥 <u>D</u> rucken F8
Best.Nr.:		Packungs-Einheit		Rabatt 0	
Barcode:		Individualisierung	=	(** <u>)</u>	Ende

As soon as a payment has been made with the ball card, it appears in the daily financial statements as follows

Tagesabschluss 15.08.12							
Nummer:		2362					
GASTRO							
Total		15.08.12, 22:34:17 Uhr					
<u>Einna</u>	<u>hmen</u>						
tkam	American Exp.	16.70	16.70 CHF				
bar	Bar	7763.20	7763.20 CHF				
S	Debitoren	870.40	870.40 CHF				
kbez	GP-Karten-Be.	-58.00	583.80 CHF				
kk	Kreditkarte	552.60	552.60 CHF				
tkma	Maestro CH <.	307.50	307.50 CHF				
tkma	Mastercard <.	204.60	204.60 CHF				
tkpo	Postcard <tk></tk>	• 15.30	15.30 CHF				
tkvi	VISA <tk></tk>	346.70	346.70 CHF				
	Total	10019.00	10660.80 CHF				

Release cash register

The daily closing automatically releases the cash register. If this is not the case, it is possible with the key combination Shift + F12.

Kassenlade freigeben	×
Welche Kassenlade möchten Sie freigeben? Kasse Lade Bediener 1 Tester, Timo	✓ <u>O</u> K

This is only necessary if the cash drawer is only assigned to one person.

Working with the cash book

Via the button *In/payout* button takes you to Cash book .