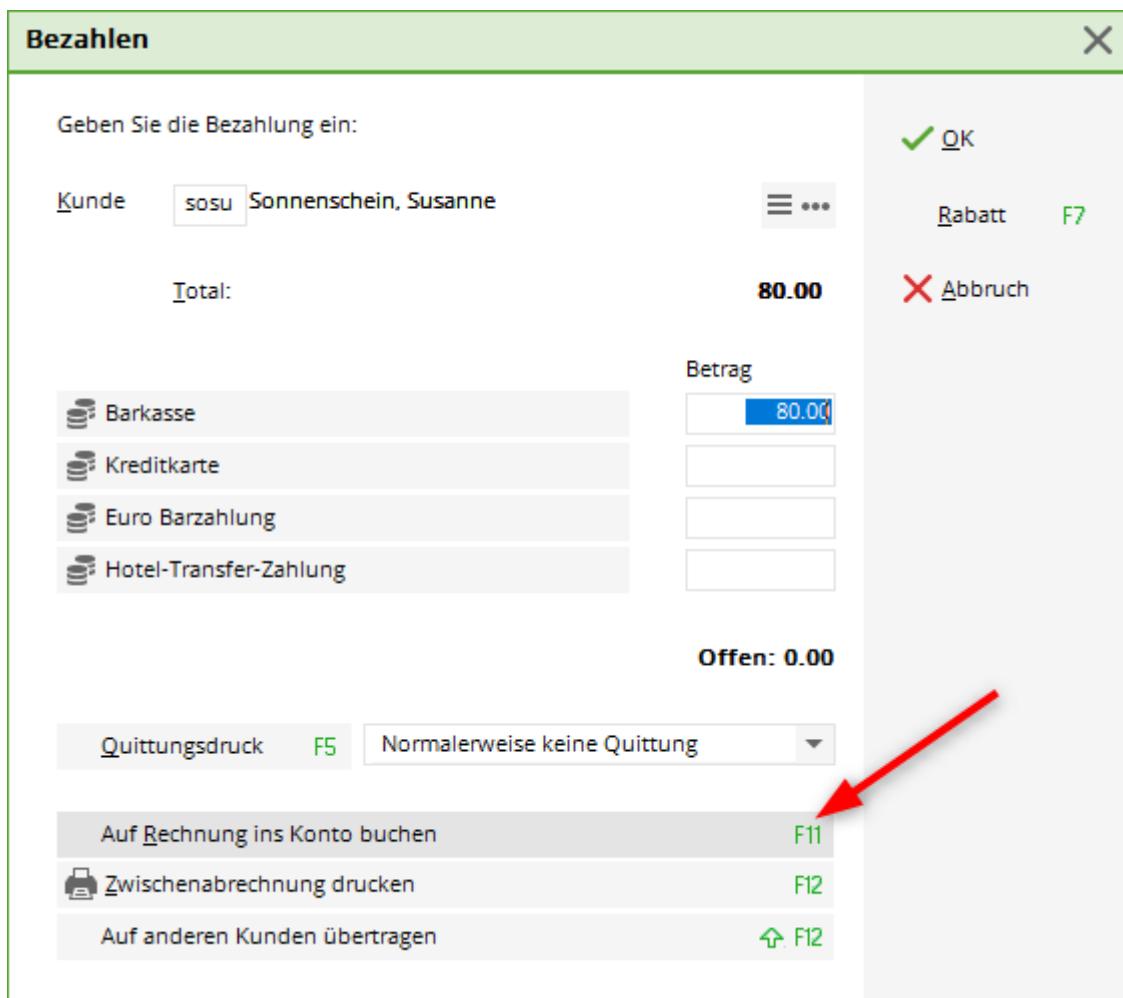


Open item postings

In PC CADDIE, it is possible to manage open items from cash bookings in a separate account area (OP area). This has the great advantage that you have a constant overview of the outstanding amounts and can manage them very easily and effectively. If you would like to use our service, please contact PC CADDIE Support for the installation of the OP area.

Cash register - Post to account

With this function you can 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 in account** you will see the following window:



Bezahlen

Geben Sie die Bezahlung ein:

Kunde

Total: **80.00**

Betrag

Barkasse

Kreditkarte

Euro Barzahlung

Hotel-Transfer-Zahlung

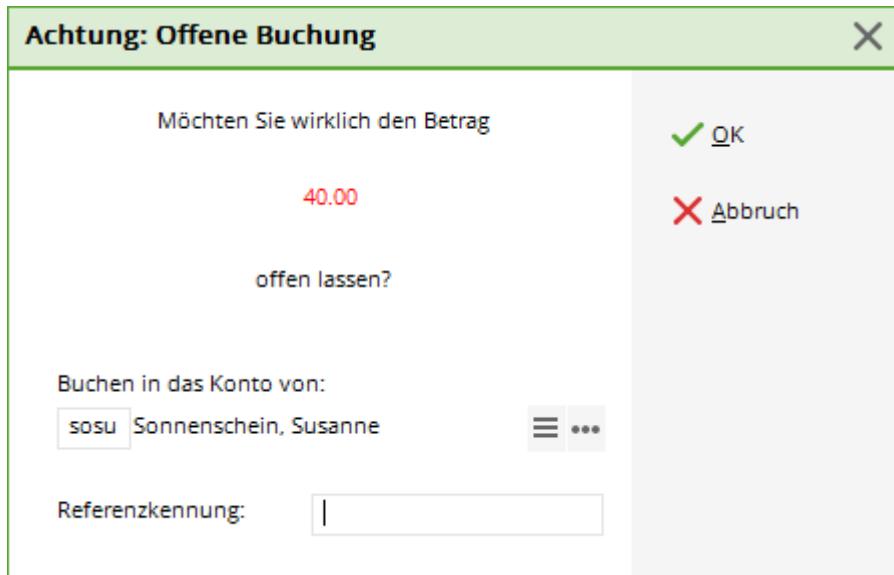
Offen: 0.00

Quittungsdruck Normalerweise keine Quittung

Auf Rechnung ins Konto buchen

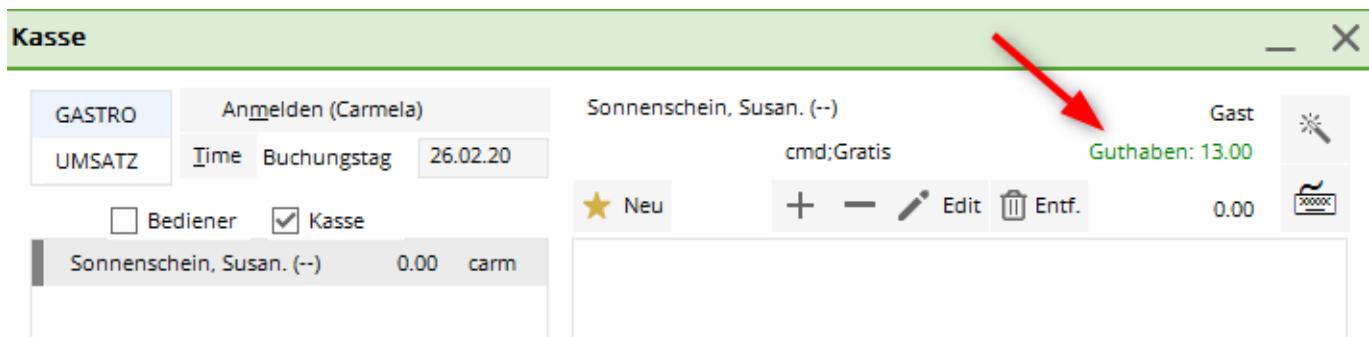
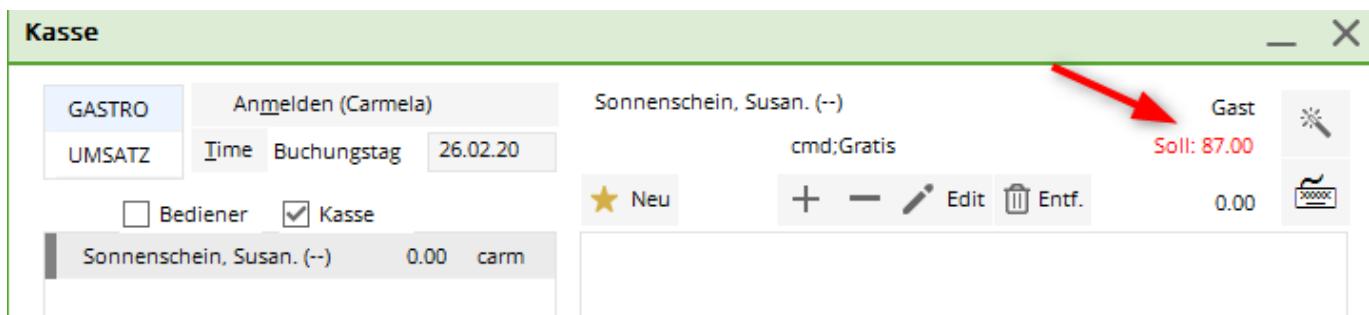
Zwischenabrechnung drucken

Auf anderen Kunden übertragen



With **OK** the booking is finalised.

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



If you would like to enable „on account“ only for customers with direct debit authorisation, please contact our support team for installation.

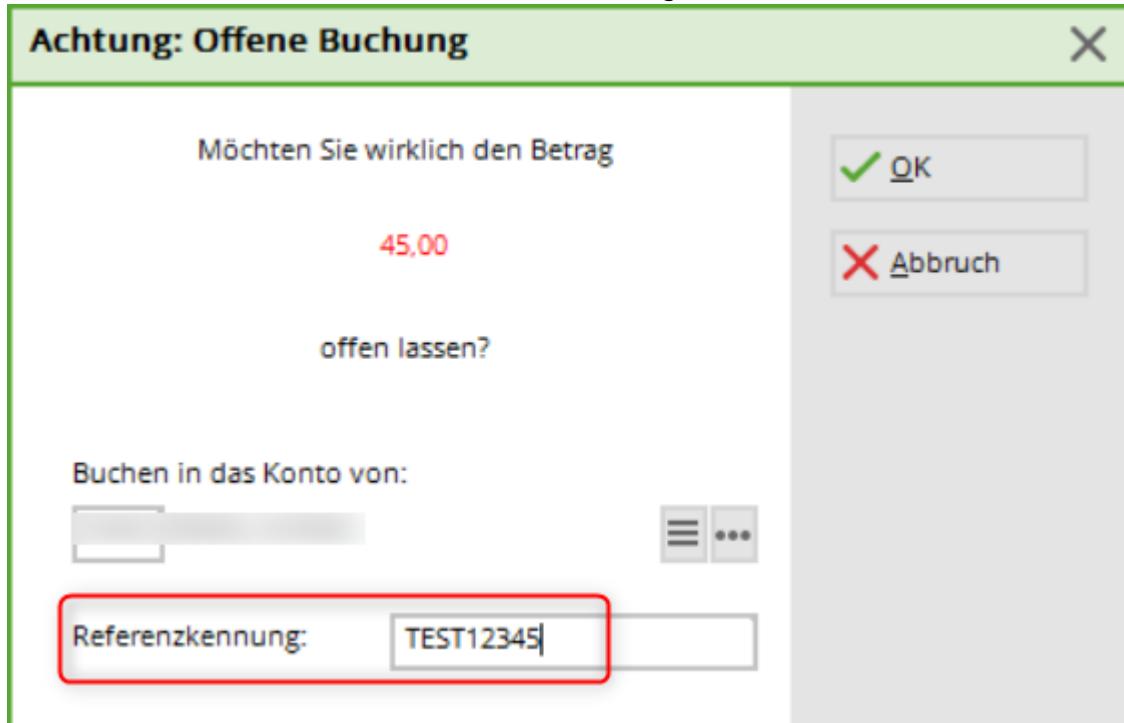
If you only want to block account bookings for individual customers, enter the additional information „**NOOP**“ (without inverted commas).

If you would like to generate an invoice from this outstanding amount, this is possible via the OP area (please read the chapter [Edit accounts](#)).

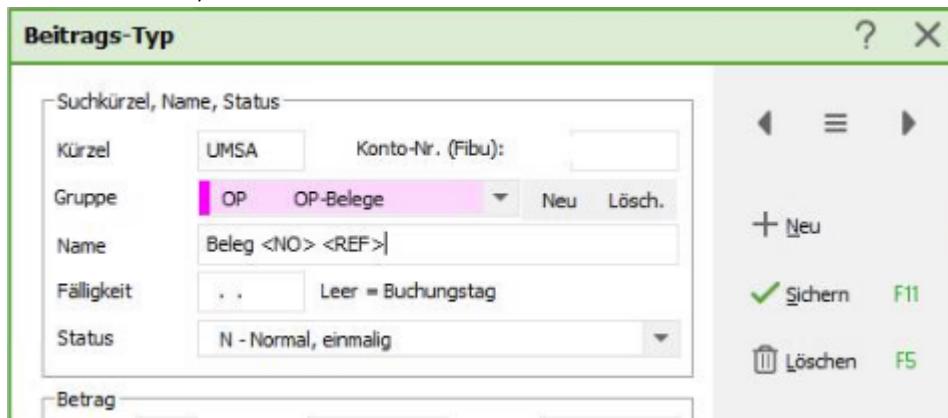
Payment of the outstanding invoice can be made either by cash/credit card or by bank transfer. The procedure for these payment methods is different. Please read the following chapters.

Reference code

You can also enter a reference code when booking.



In the OP area, add the article with the command <REF> command:



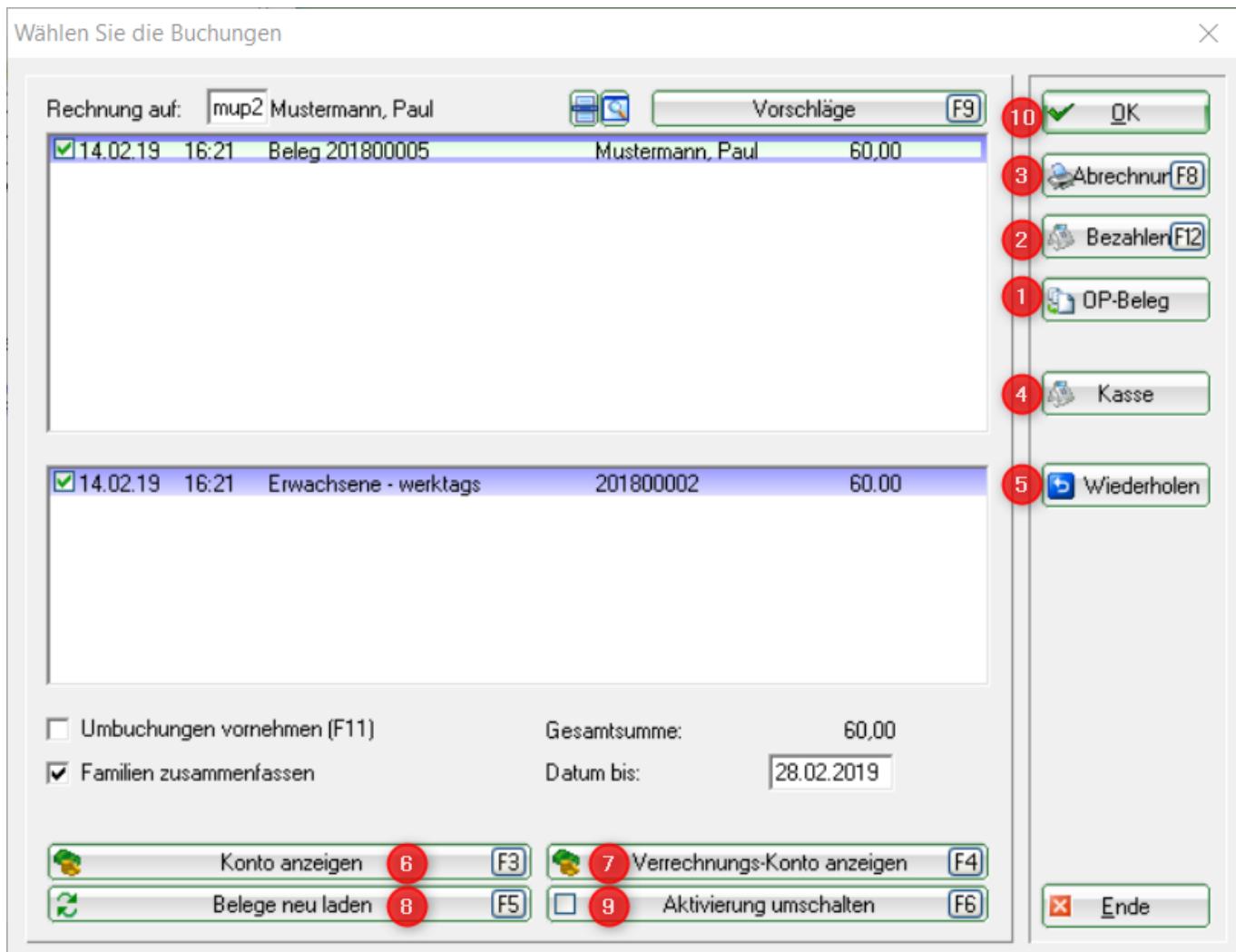
The invoice will look like this:

Leistungsart	MwSt.	Einzel/EUR	Brutto/EUR
18.07.23 Beleg 20080403 TEST12345			45,00
Laufkundschaft 1 Erwachsene Sonn/Feiertags	25,0%	45,00	45,00
enthaltene Mwst. 25,0%: EUR 9,00		36,00	45,00

You have a total of 30 characters available, which may not be sufficient for long article names and booking numbers. In this case, you can also use a different command: <NOR> (number or reference) The booking number is then printed, unless there is a reference, in which case this is printed.

Payment of open items with cash or credit card

To do this, first call up the customer in the cash register. The payment of an outstanding amount is initiated via the **account** button.



1. **OP document**: Here you can print an invoice for the open items!
2. After clicking on **PAY** you will see the usual „Pay“ window of the cash register. PC CADDIE automatically balances and proposes the total amount to be paid.
3. **Settlement** prints the receipt
4. Click on **Cash register** you are directly back in the cash register window.
5. With **Repeat** you are in the overview of the till receipts that have been created since the last daily closing.
6. With **Show account** you are in the sales account of the customer's till
7. **Show clearing account** switches to the customer's sales account in the account area for open items.
8. **Reload receipts** is useful if you have a large number of vouchers and you have not ticked the appropriate box at the top, for example. The vouchers are loaded again complete with tick marks.
9. **Toggle activation** removes all tick marks from the vouchers.

Payment of open items by bank transfer

The outstanding invoice was paid by the respective person by bank transfer and now you would like to post this payment in PC CADDIE. If the cash register is still open, please close it. Select the corresponding account area in which the invoice is open (e.g. OP) and open the sales account via **Turnover** and **Edit accounts**.

You will find the outstanding amount here as a white, posted invoice entry

Umsatzkonto - OP

Mustermann, Paul (mupa)		Gast					
	Information	Datum	Zeit	S	Netto	Brutto	OK
PROS	Proshop-Beleg 20110012	22.12.10	15:46	N	42,02	50,00	✓
PROS	Proshop-Beleg 20110013	22.12.10	15:58	N	200,84	239,00	✓
PROS	Proshop-Beleg 20110014	22.12.10	16:00	N	17,24	20,00	✓
pros	Proshop-Beleg 20110015	22.12.10	16:13	Z		-500,00	✓
pros	Proshop-Beleg 20110019	28.12.10	12:01	Z		191,00	✓
Rechnung 10 (OK)		31.12.10	15:30		103,45	120,00	✓
Gutschrift 11 (OK)		31.12.10	15:31		-64,66	-75,00	✓
umsa Beleg 10		31.12.10	13:21	Z		-60,00	✓
UMSA Beleg 23		21.10.11	18:37	N	60,00	60,00	✓
pros	Proshop-Beleg 20110161	28.10.11	15:36	Z		-105,00	✓
	Bezahlung	28.10.11	15:48	z		60,00	✓
PROS	Proshop-Beleg 20110163	28.10.11	15:48	N	42,02	50,00	✓
pros	Proshop-Beleg 20110164	28.10.11	15:49	Z		-100,00	✓
pros	Proshop-Beleg 20110165	28.10.11	16:11	Z		50,00	✓
PROS	Proshop-Beleg 20110166	28.10.11	16:12	N	42,02	50,00	✓
b	Banküberweisung - Bezahlung	28.10.11	17:01	z		-50,00	✓
Rechnung 20118000		16.11.11	16:34		16,81	20,00	→
PROS	Proshop-Beleg 20110167	16.11.11	16:33	N	4,20	5,00	→
PROS	Proshop-Beleg 20110168	16.11.11	16:34	N	12,61	15,00	→

Rech.Nr.: 20118000 - € 20,00 16.11.11 16:34 V 0,00 0,00 →

459,74	534,00
514,00	20,00
0,00	0,00

Buttons on the right:

- Beitr.Wahl F2
- Beitr.Typ F7
- Ändern
- Storno F5
- Zuordnen
- Bezahlen
- Drucken F8
- Ende

Please click on **Pay**

Umsatzkonto - OP

The screenshot shows the Umsatzkonto - OP window. The main area displays a list of invoices and transactions for 'Mustermann, Paul (mupa)'. The list includes items like 'PROS Proshop-Beleg 20110012', 'PROS Proshop-Beleg 20110013', and 'Rechnung 10 (OK)'. A specific line item 'Rechnung 20118000' is highlighted with a red box and a red arrow points to the 'Bezahlen' button on the right. The right panel contains various buttons for managing the data, including 'Beitr.Wahl F2', 'Beitr.-Typ F7', 'Ändern', 'Storno F5', 'Zuordnen', 'Bezahlen' (which is highlighted with a red box), and 'Drucken F8'. At the bottom, there are input fields for 'Rech.Nr.' and a summary table showing amounts like 459,74, 514,00, 20,00, and 0,00.

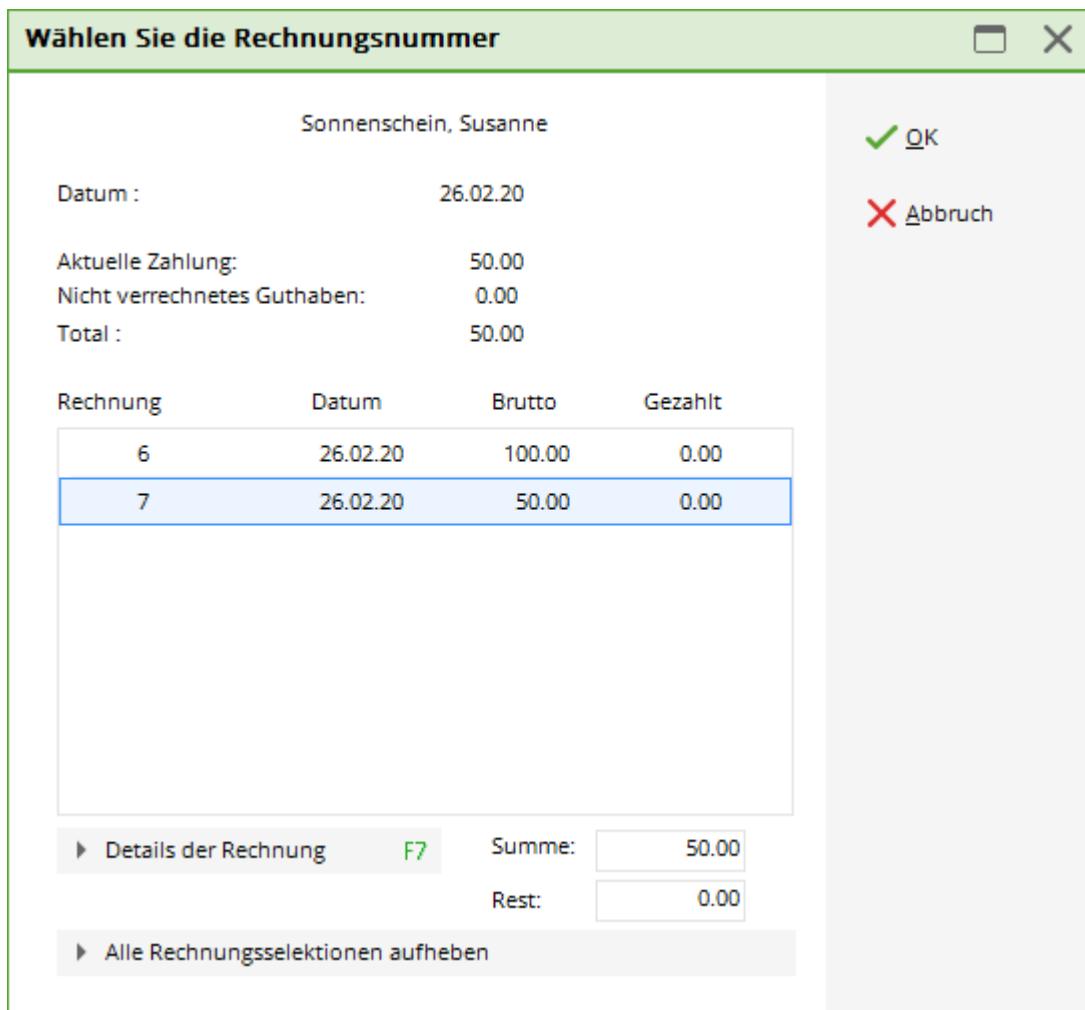
The following window opens:

Bezahlung

The 'Bezahlung' dialog box is open. It asks 'Welche Buchungen sollen bei der Bezahlung berücksichtigt werden?' and has a date field 'Alle Buchungen bis 28.10.11' and a checkbox 'Familie zusammenfassen'. It shows a summary for 'PERSON: Mustermann, Paul - Gast (mupa)'. The payment details are: 'Wieviel ist bezahlt worden?' with an input field 'Eingezahlter Betrag 1 50,00', a payment method selection 'Zahlart: 2 b Banküberweisung' with a list button, a remark 'Bemerkung: 3 Bezahlung', and a date 'Zahl-Datum: 4 28.10.11'. There are 'Buchen' and 'Abbruch' buttons at the bottom.

1. Amount paid: PC CADDIE automatically balances the amount still outstanding and invoiced up to today's date.
2. Payment method: Please select the appropriate payment method using the list button on the right.
3. Remark: This line is intended for additional notes/remarks.
4. Payment date: Today's date is shown automatically, please change if required.

After you click on **Book** the window opens **Select the invoice number**. If you have created an invoice, this is now automatically recognised and highlighted in blue. The payment is assigned to this invoice. If you do not select an invoice (i.e. highlighted in blue) and credit the amount to the account, all open invoices will be credited with the amount proportionately. You can recognise this by the red circle on the right.



With **OK** to finalise the booking. The payment is posted to the sales account and a green tick is placed next to it:

Umsatzkonto - OP

Mustermann, Paul (mupa)

Gast

Information

Datum Zeit S Netto Brutto OK

pros Proshop-Beleg 20110015	22.12.10 16:13	Z	-500,00	191,00	✓
pros Proshop-Beleg 20110019	28.12.10 12:01	Z	-	120,00	✓
Rechnung 10 (OK)	31.12.10 15:30		103,45	120,00	✓
UMSA Beleg 18	31.12.10 13:47	N	-51,72	-60,00	✓
UMSA Beleg 20	31.12.10 14:01	N	155,17	180,00	✓
Gutschrift 11 (OK)	31.12.10 15:31		-64,66	-75,00	✓
UMSA Rech.:UMSATZ-21	31.12.10 15:20	N	-64,66	-75,00	✓
umsa Beleg 10	31.12.10 13:21	Z	-	-60,00	✓
UMSA Beleg 23	21.10.11 18:37	N	60,00	60,00	✓
pros Proshop-Beleg 20110161	28.10.11 15:36	Z	-	-105,00	✓
Bezahlung	28.10.11 15:48	z	-	60,00	✓
PROS Proshop-Beleg 20110163	28.10.11 15:48	N	42,02	50,00	✓
pros Proshop-Beleg 20110164	28.10.11 15:49	Z	-	-100,00	✓
pros Proshop-Beleg 20110165	28.10.11 16:11	Z	-	50,00	✓
PROS Proshop-Beleg 20110166	28.10.11 16:12	N	42,02	50,00	✓
b Banküberweisung - Bezahlung	28.10.11 17:01	z	-	-50,00	✓
Rechnung 20118000 (OK)	16.11.11 16:34		16,81	20,00	✓
b Banküberweisung - Bezahlung	24.11.11 08:56	z	-	-20,00	✓
Rechnung 20118002 (OK)	25.11.11 08:52		43,10	50,00	✓
PROS Proshop-Beleg 20110172	25.11.11 08:52	N	43,10	50,00	✓
b Banküberweisung - Bezahlung	25.11.11 08:55	z	-	-50,00	✓
...					

24.11.11 08:56 T 0,00 0,00

502,84 584,00
584,00 0,00
0,00 0,00

Ende

If you do not select an invoice, you will see the red circle as mentioned above:

Umsatzkonto - OP

Mustermann, Paul (mupa)

		Gast					
	Information	Datum	Zeit	S	Netto	Brutto	OK
PROS	Proshop-Beleg 20110014	22.12.10	16:00	N	17,24	20,00	✓
pros	Proshop-Beleg 20110015	22.12.10	16:13	Z	-500,00	500,00	✓
pros	Proshop-Beleg 20110019	28.12.10	12:01	Z	191,00	191,00	✓
Rechnung 10 (OK)		31.12.10	15:30		103,45	120,00	✓
UMSA	Beleg 18	31.12.10	13:47	N	-51,72	-60,00	✓
UMSA	Beleg 20	31.12.10	14:01	N	155,17	180,00	✓
Gutschrift 11 (OK)		31.12.10	15:31		-64,66	-75,00	✓
UMSA	Rech.:UMSATZ-21	31.12.10	15:20	N	-64,66	-75,00	✓
umsa	Beleg 10	31.12.10	13:21	Z	-60,00	60,00	✓
UMSA	Beleg 23	21.10.11	18:37	N	60,00	60,00	✓
pros	Proshop-Beleg 20110161	28.10.11	15:36	Z	-105,00	105,00	✓
	Bezahlung	28.10.11	15:48	z	60,00	60,00	✓
PROS	Proshop-Beleg 20110163	28.10.11	15:48	N	42,02	50,00	✓
pros	Proshop-Beleg 20110164	28.10.11	15:49	Z	-100,00	100,00	✓
pros	Proshop-Beleg 20110165	28.10.11	16:11	Z	50,00	50,00	✓
PROS	Proshop-Beleg 20110166	28.10.11	16:12	N	42,02	50,00	✓
b	Banküberweisung - Bezahlung	28.10.11	17:01	z	-50,00	50,00	✓
Rechnung 20118000 (OK)		16.11.11	16:34		16,81	20,00	✓
Rechnung 20118002 (OK: 50,00)		25.11.11	08:52		43,10	50,00	○
PROS	Proshop-Beleg 20110172	25.11.11	08:52	N	43,10	50,00	○
b	Banküberweisung - Bezahlung	25.11.11	09:00	z	-50,00	50,00	○
...							
		25.11.11	09:01	T	0,00	0,00	
					502,84	584,00	
					564,00	20,00	
					0,00	0,00	

502,84 584,00
564,00 20,00
0,00 0,00

Beitr.Wahl F2
Beitr.-Typ F7
Ändern
Storno F5
Zuordnen
Bezahlen
Drucken F8
Ende



! You can also post a bank transfer directly in the cash register in the same way as a cash or credit card payment. This may be particularly interesting if you use the accounting export. You can use it to ensure that this posting is also exported directly with the export of the cash register area. This is particularly practical if there are no direct debit authorisations in the operating theatre area (Please discuss the process in detail with the support team). The total amount is shown on the daily closing. This is transferred to the accounting department during the accounting export.

Payment of amounts in advance

We envisage a situation where your customers pay amounts in advance before they have received the goods, as an advance payment so to speak. This amount must be posted to the account as a credit.

To do this, call up the customer in the cash register. The payment of an amount is cancelled via the **clear** button. PC CADDIE displays the usual payment screen:

Bezahlen

Geben Sie die Bezahlung ein:

Kunde Sonnenschein, Susanne

Total: **4.00**

Betrag

Rückgeld: 6.00

Select the appropriate payment method and enter the amount. You will automatically recognise the same amount under „Change“, which is correct. Then confirm with **OK** :

Achtung: Rückgeld

Geben Sie diesen Betrag zurück:

>> Barkasse <<
>> 6.00 <<

Here it is important that the amount is posted as a credit. If the open item area has been installed, this posting is immediately moved to the open item area.

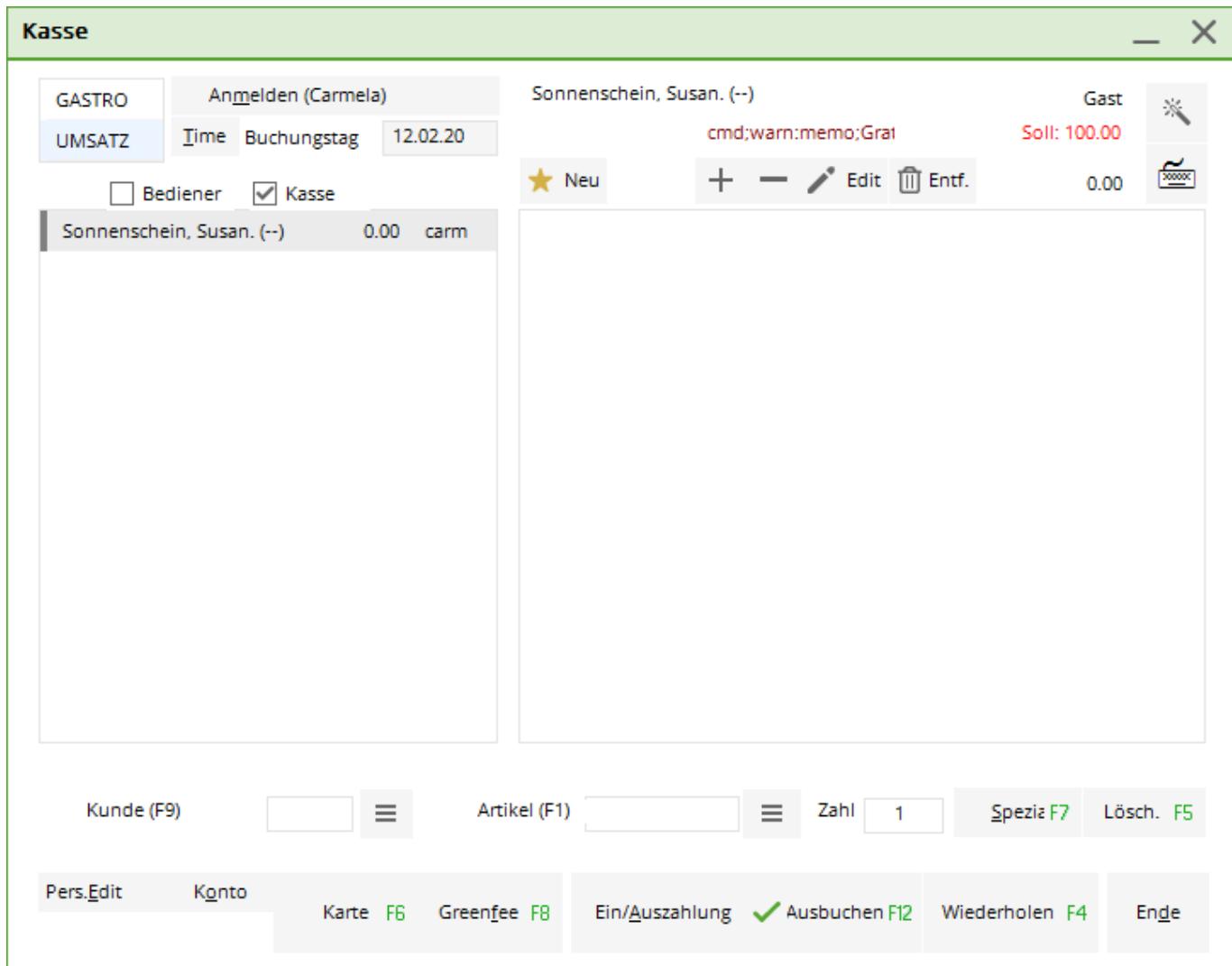
If you now call up your customer in the cash register, you will recognise his credit balance of € 100 in green letters.

Cancelling open item postings

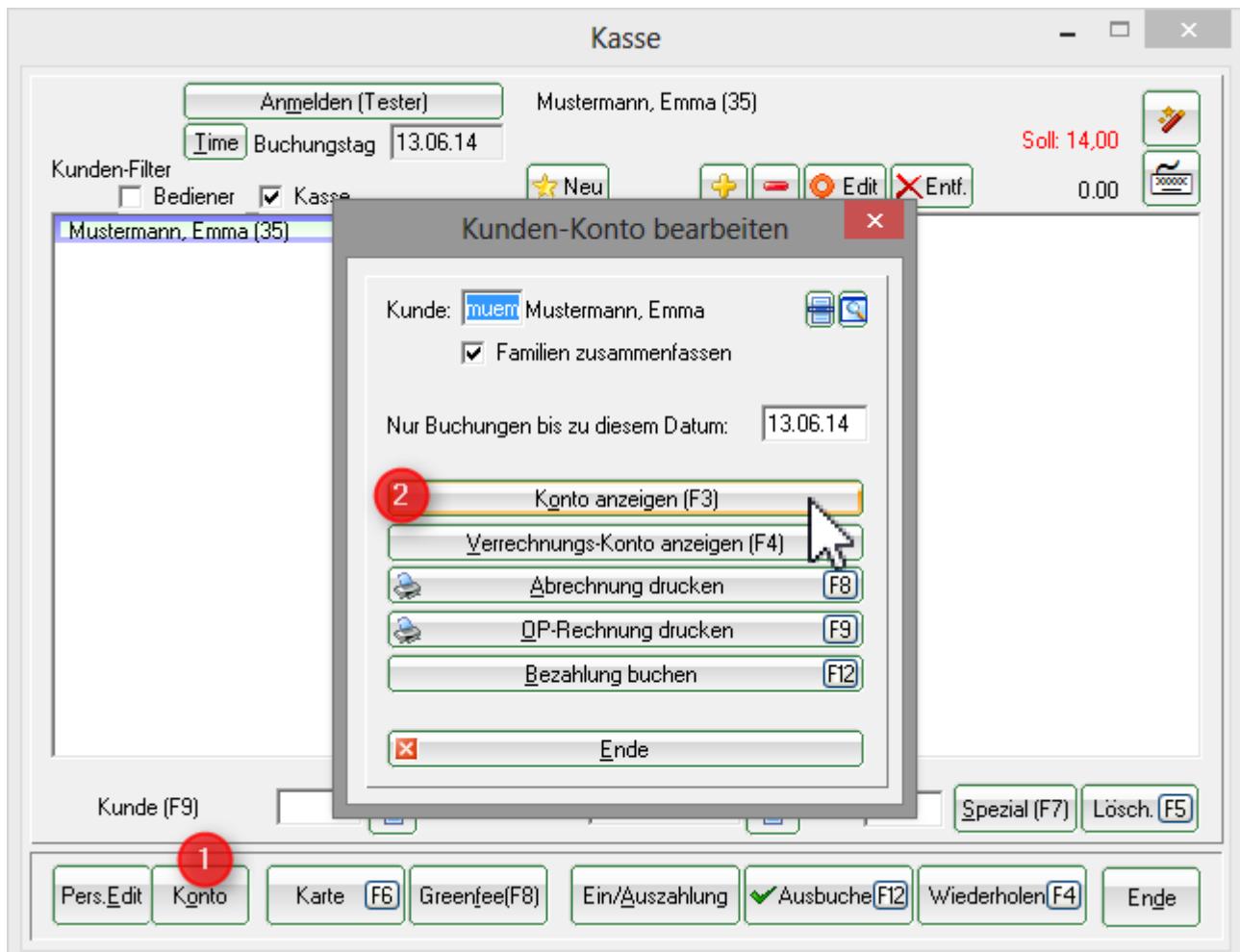
As you can only cancel cash register postings with corresponding offsetting entries in the cash register, this also applies to postings in the OP area.

The cash posting was made a few days ago (daily closing has already been printed), the amount is open in the OI area and should now be cancelled:

Here is our example - Emma Mustermann has € 14,- open, which is displayed in the top right of the cash register window.



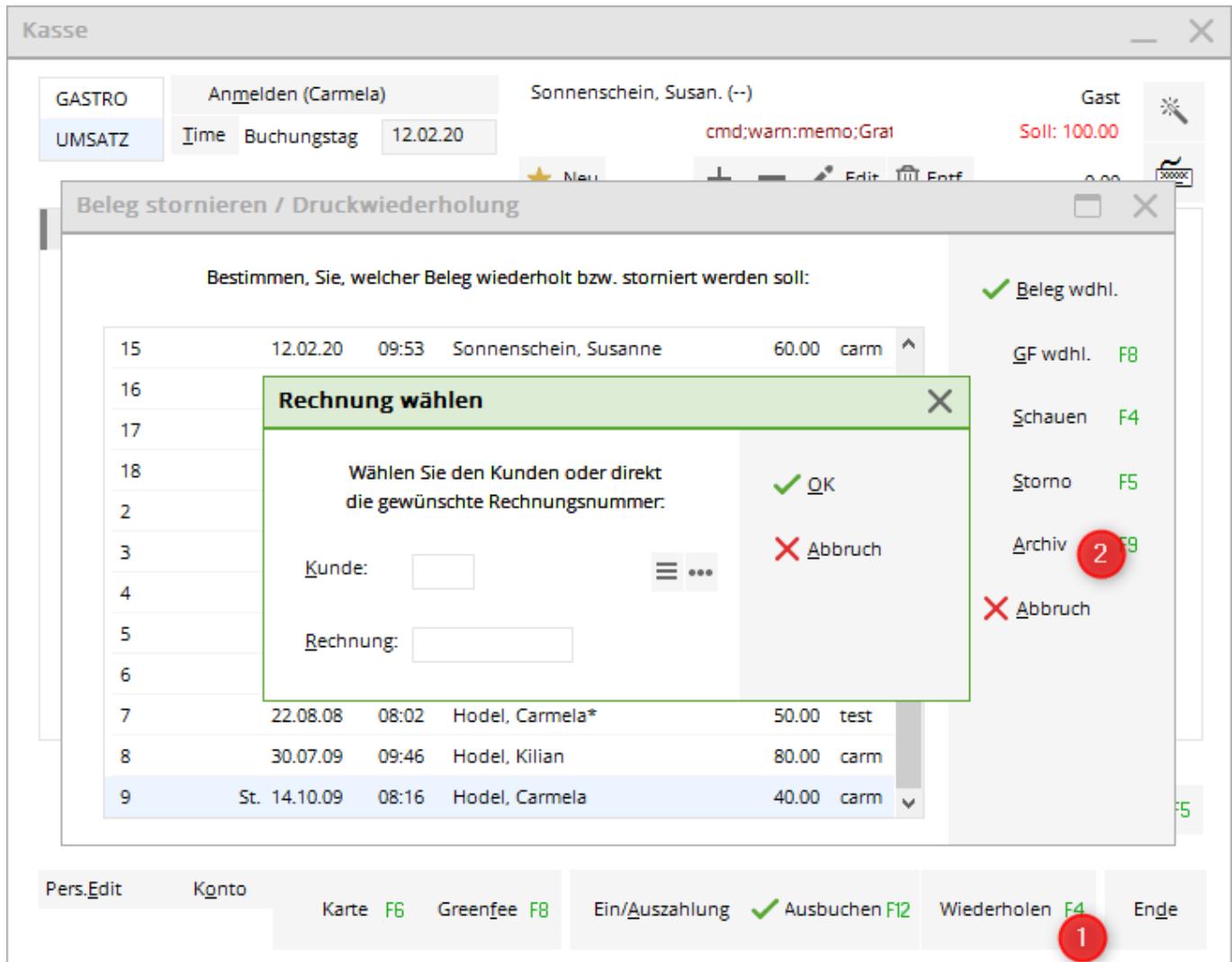
You now need the invoice number of this booking. To do this, select the customer on the left-hand side of the checkout window and click on **Account** and **Show account**.



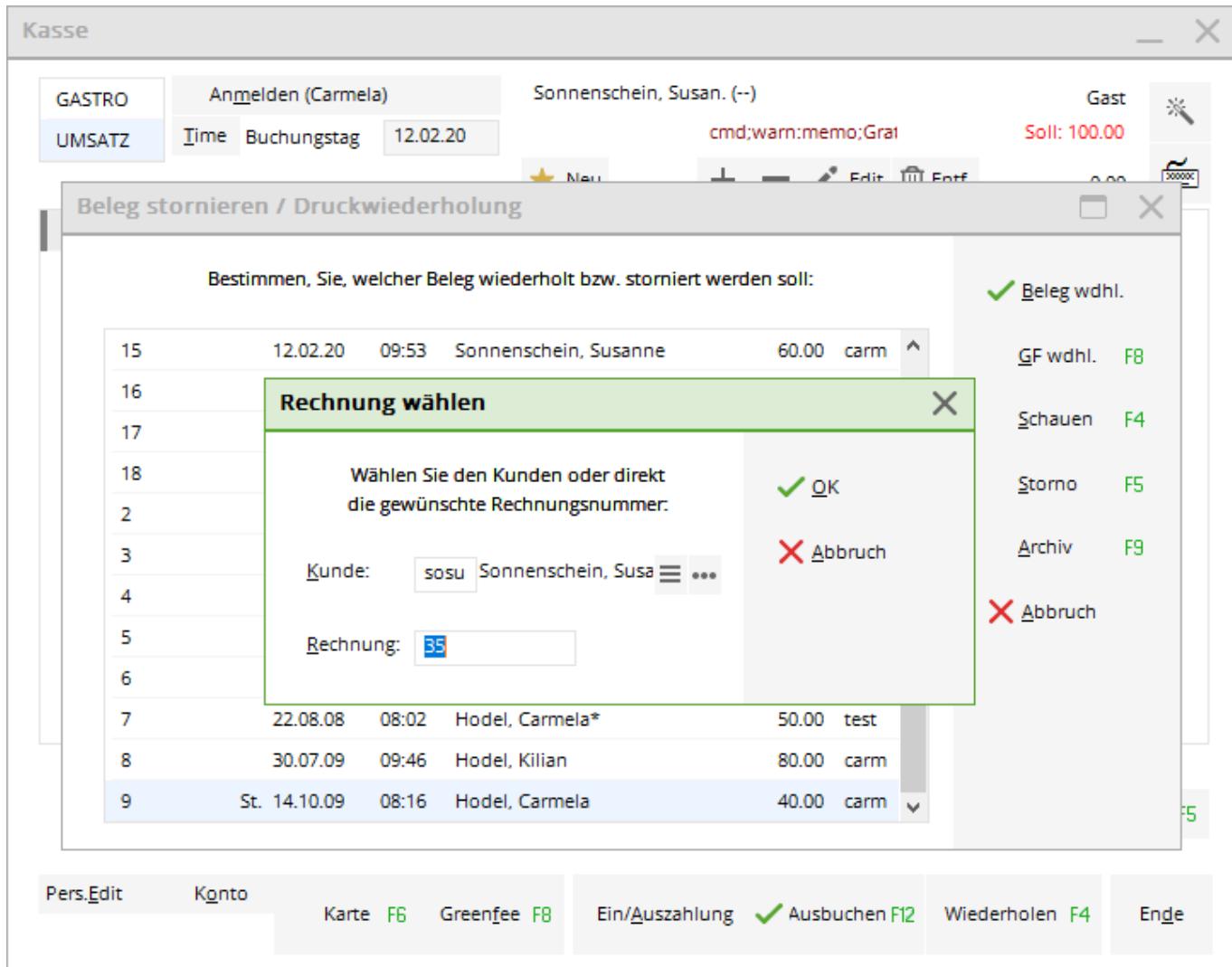
The invoice number for Emma Mustermann in our example is 35:

Umsatzkonto - GASTRO							
Mustermann, Emma (muem)		Information	Datum	Zeit	S	Netto	Brutto
[+]	Rechnung 32 (Storno: 13.06.14 - 14,00)		13.06.14	11:05		0,00	0,00 ✓
[+]	Rechnung 33 (OK)		13.06.14	11:11		0,00	0,00 ✓
[+]	Rechnung 34 (OK)		13.06.14	11:11		0,00	0,00 ✓
-	Rechnung 35 (OK)		13.06.14	11:12		14,00	14,00 ✓
0000	2 x Riesling 0,25		13.06.14	11:11	N	14,00	14,00 ✓
VERZ	Verzehr Buchung		13.06.14	11:12	Z		-14,00 ✓

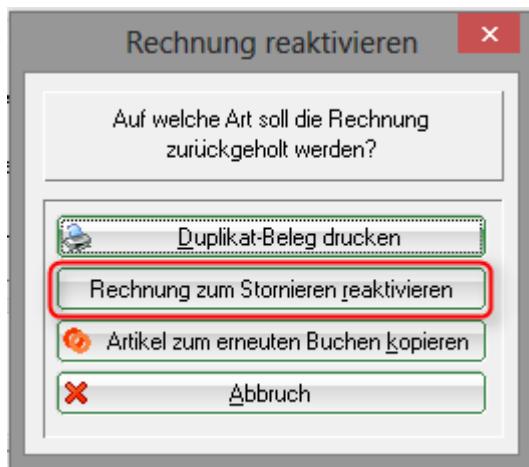
Back in the checkout window, press the button **Repeat** and **Archive**



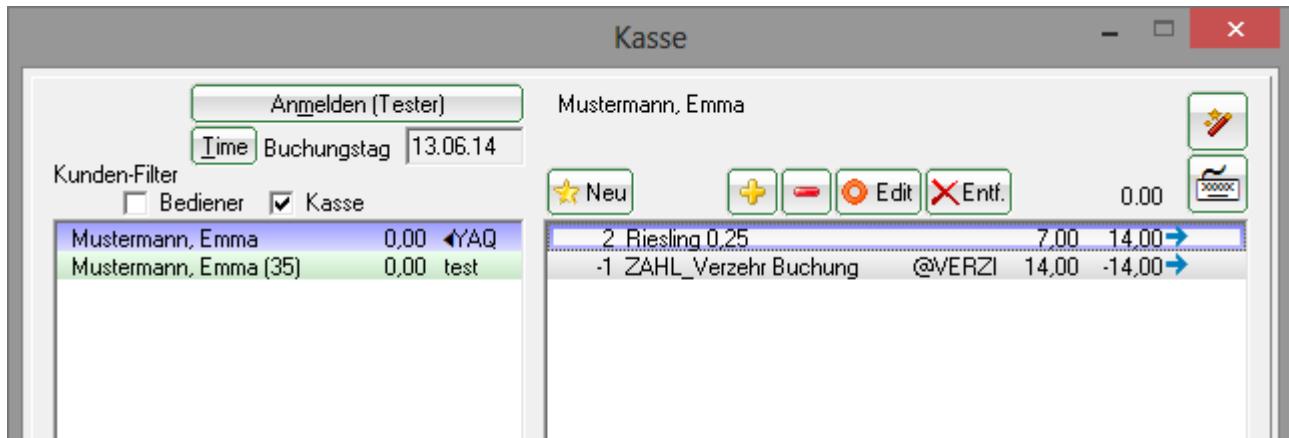
In the window **Select invoice** window, enter the customer and the invoice number again.



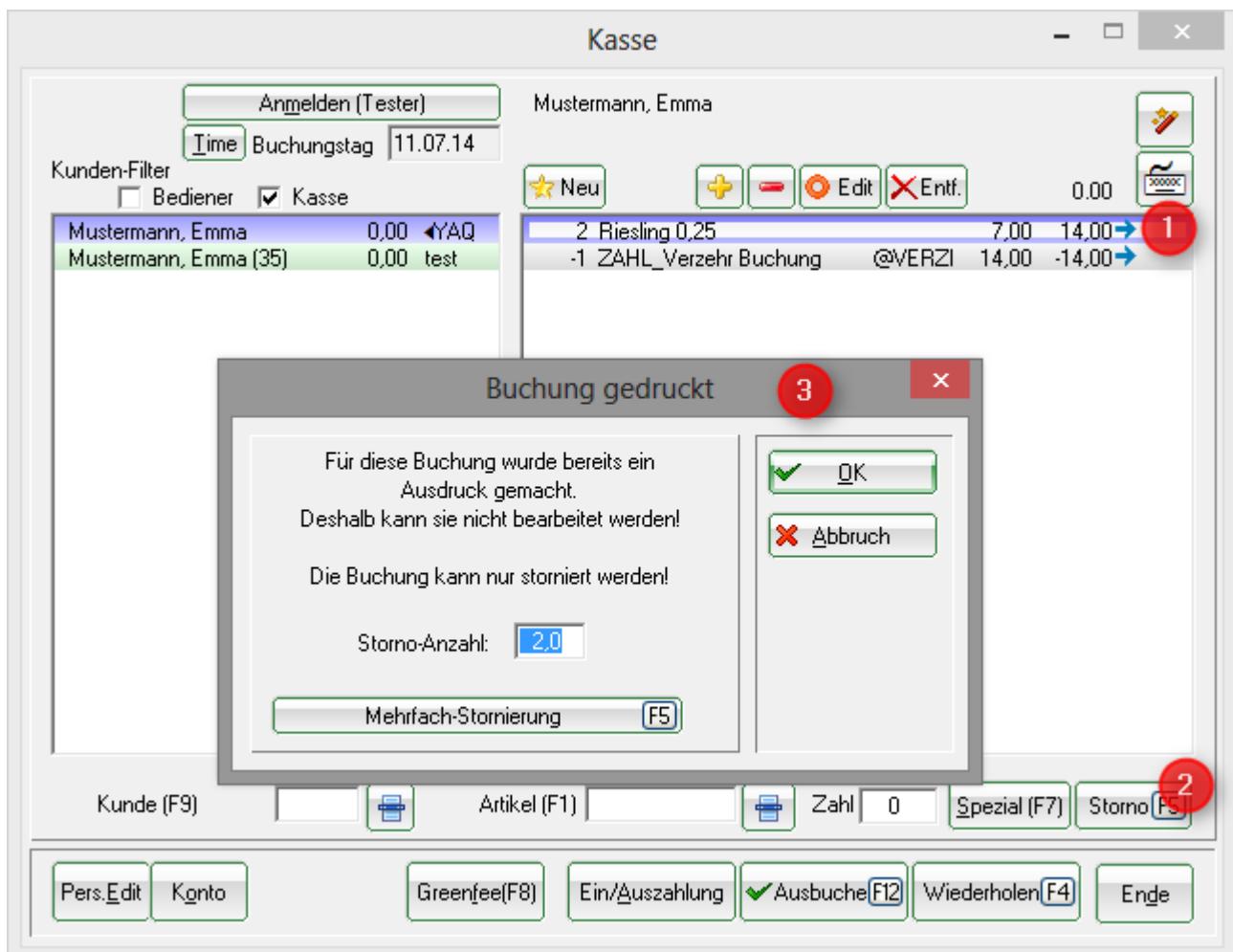
and press **OK**.



Then click on **Reactivate invoice for cancellation** and the booking can be found in the cash register again.



Please make a normal cancellation: Select the article (in our example the Riesling), then click on the button **cancellation** button and cancel the booking.



The last step is to derecognise the posting using **Post to account**

Bezahlen

Geben Sie die Bezahlung ein:

Kunde Sonnenschein, Susanne

Total: **0.00**

	Betrag
Barzahlung	-14
EC-Karte	
Euro Bezahlung	
Kartenzahlung	

Offen: 14.00



When booking out, please click on the **Post as credit** when posting.

Achtung: Rückgeld

Geben Sie diesen Betrag zurück:

>> Barzahlung <<
>> 120.00 <<

As soon as you call up the customer again in the cash register, the open balance has been updated in the top right-hand corner. You are welcome to check the account again:

Umsatzkonto - GASTRO						
Mustermann, Emma (muem)						
Information	Datum	Zeit	S	Netto	Brutto	OK
Rechnung 32 (Storno: 13.06.14 - 14,00)	13.06.14	11:05		0,00	0,00	✓
Rechnung 33 (OK)	13.06.14	11:11		0,00	0,00	✓
Rechnung 34 (OK)	13.06.14	11:11		0,00	0,00	✓
Rechnung 35 (OK)	13.06.14	11:12		14,00	14,00	✓
0000 2 x Riesling 0,25	13.06.14	11:11 N		14,00	14,00	✓
VERZ Verzehr Buchung	13.06.14	11:12 Z		-14,00	-14,00	✓
Gutschrift 36 (OK)	13.06.14	11:53		-14,00	-14,00	✓
0000 -2 x -> Storno: Riesling 0,25	13.06.14	11:11 N		-14,00	-14,00	✓
VERZ Verzehr Buchung	13.06.14	11:53 Z		14,00	14,00	✓

One OP area for several cash account areas

It is always possible to manage open items from several cash account areas in a single OP area. We imagine, for example, restaurant bookings and proshop bookings whose open items are to be managed together in the OP area. In this case, please contact PC CADDIE Support.

Two OP areas for one cash account area

This variant is also possible and feasible with PC CADDIE. An example in which you could use this option would be a catering cash register area that flows into two OP areas (e.g. GMBH and VERZEHR). In the GMBH area, for example, the invoices of the hotel guests are administered and in the VERZEHR area the open items of the catering guests.

You can find the settings under **Settings - Programme settings - Checkout payment methods**.

Zahlarten festlegen

?

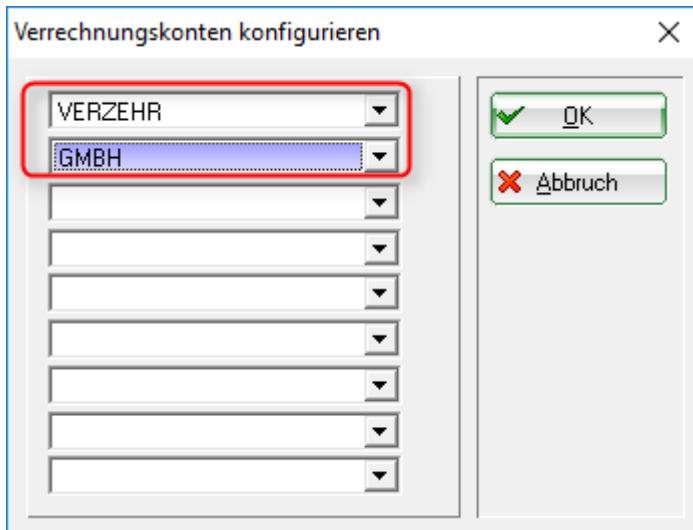
×

✓ OK

 Abbruch

► Verrechnungs-Kontenbereiche definieren F3

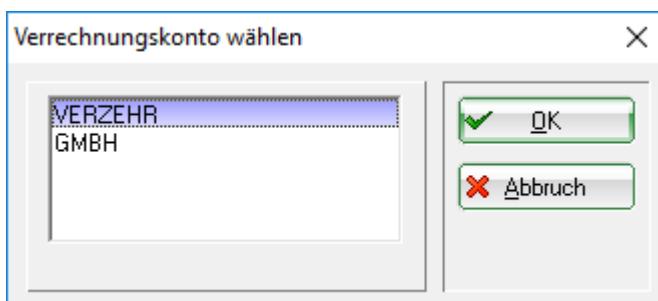
► Zahlarten-Liste aus den Artikeln füllen F4



The order of the two areas should be chosen sensibly; the area that you need most frequently is at the top of the configuration.

Please note that the two areas you define here must be contribution account areas.

This setting has the following effect on the cash posting in the catering area: You post an open consumption to the guest's account as normal and can then select the appropriate OP area with the **OK** button:



OP account area

The OP or open items area is particularly popular for the catering industry with consumption flat rates. However, it is also used to pay annual invoices via the cash register.

Installation

In order for the exchange of the areas to function properly and comprehensibly, it requires:

- Transfer payment types in all corresponding areas

In the cash accounts area (SALES, GASTRO, PROSHOP)

ZAHL	Hotel-Transfer-Zahlung	N	0,00	hotel
ZAHL	Kreditkarte <DA>	N	0,00	kk
ZAHL	Rechnung	N	0,00	re000001
ZAHL	Scheck	N	0,00	s
ZAHL 1	Transfer in CLUB <NO>	N	0,00	CLUB
ZAHL 2	Transfer in OP <NO>	N	0,00	OP 3
ZKSA	Ballautomat 1	N	0,00	ba1
ZKSA	Ballautomat 1 Rangefee	N	0,00	ba1r
ZKSA	Ballautomat 2	N	0,00	ba2
ZKSA	Ballautomat 2 Rangefee	N	0,00	ba2r

1. Payment type identifier
2. Name referring to the area. <NO> Transfers the document number to the open items area
3. Search abbreviation must always contain the name of the recipient area

In each recipient area (OP, VERZ, CLUB, AG, GMBH, etc)

OP	Beleg <NO>	..	N	0,00	0,00	UMSA
OP	Proshop-Beleg <NO> 1	..	N	0,00	0,00	PROS
OP	Restaurant-Beleg <NO>	..	N	0,00	0,00	GAST
OP	Zahlung im Bereich Gastro	..	T	0,00	0,00	gast
OP	Zahlung im Bereich Greenfee	..	T	0,00	0,00	gree 3
OP	Zahlung im Bereich Proshop	..	T	0,00	0,00	pros
ZAHL	Banküberweisung	..	T	0,00	0,00	b
ZAHL	Barzahlung	..	T	0,00	0,00	bar
ZAHL	Euro-Card	..	T	0,00	0,00	ec
ZAHL	Scheck	..	T	0,00	0,00	s

1. Name referring to the area of origin. <NO> for the document number
2. Search abbreviation must also contain the name of the recipient area (postings from several cash account areas can be transferred to the contribution account area).
3. Search abbreviation in lower case is for the payments/credit notes in the cash account area. Capital letters for the generated turnover. This is not mandatory but is advantageous for clarity in the account.

- Install transfer area - in the cash account area

Settings / Programme settings / Cash register payment types

Einstellungen Ende

Fenster

Letzten Ausdruck wiederholen

Nachricht an andere Computer senden

User-Liste

Clubs+Plätze

Beitragstypen / Artikel

Schränke und Caddie-Boxen

Passwort-Verwaltung

Programm-Einstellungen

Drucker

Prüffunktion, Info-Fenster

Altersklassen-Anpassung

Datenbanken neu indizieren

Karten-System

Mit Intranet verbinden

Club-Adresse, Bankverbindung

Allgemeine Einstellungen

Handicap-System

Merkmale der Kontakte

Zusatzfelder der Kontakte

CRM-Einstellungen

Zusatz-Infos

Datenbank-Pfade

G Intranet-Konfiguration

Reminder, automatische Aktionen

Greenfee-Buchung

Telefon-Informations-System

FTP-Transfer

PC CADDIE://online

Swiss Golf Network

K Kassen-Konfiguration

Kasse-Schnellauswahl

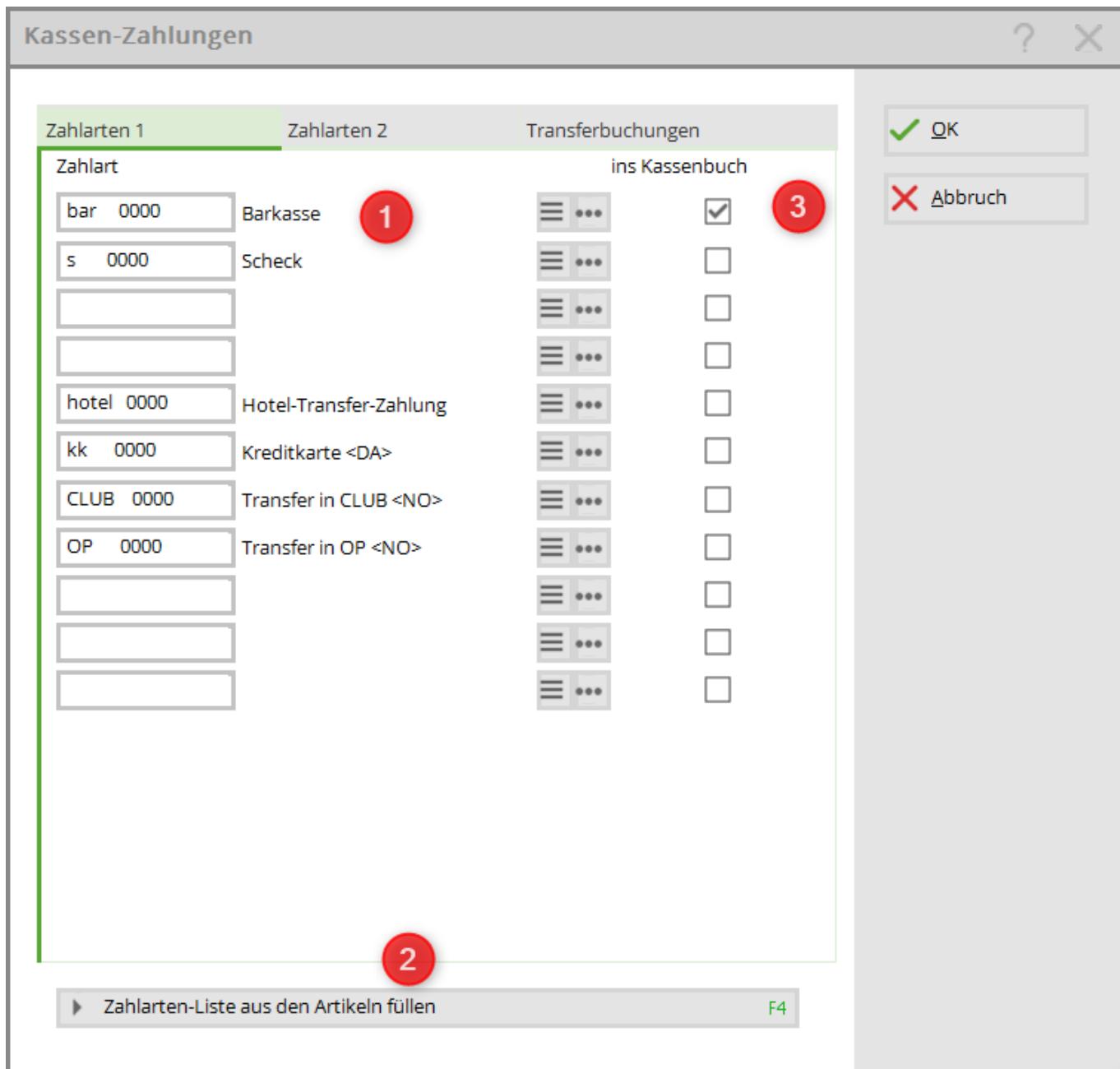
Kasse-Fixtastenbelegung

Kasse-Bedienerschlüssel

Kasse-Bedienernamen

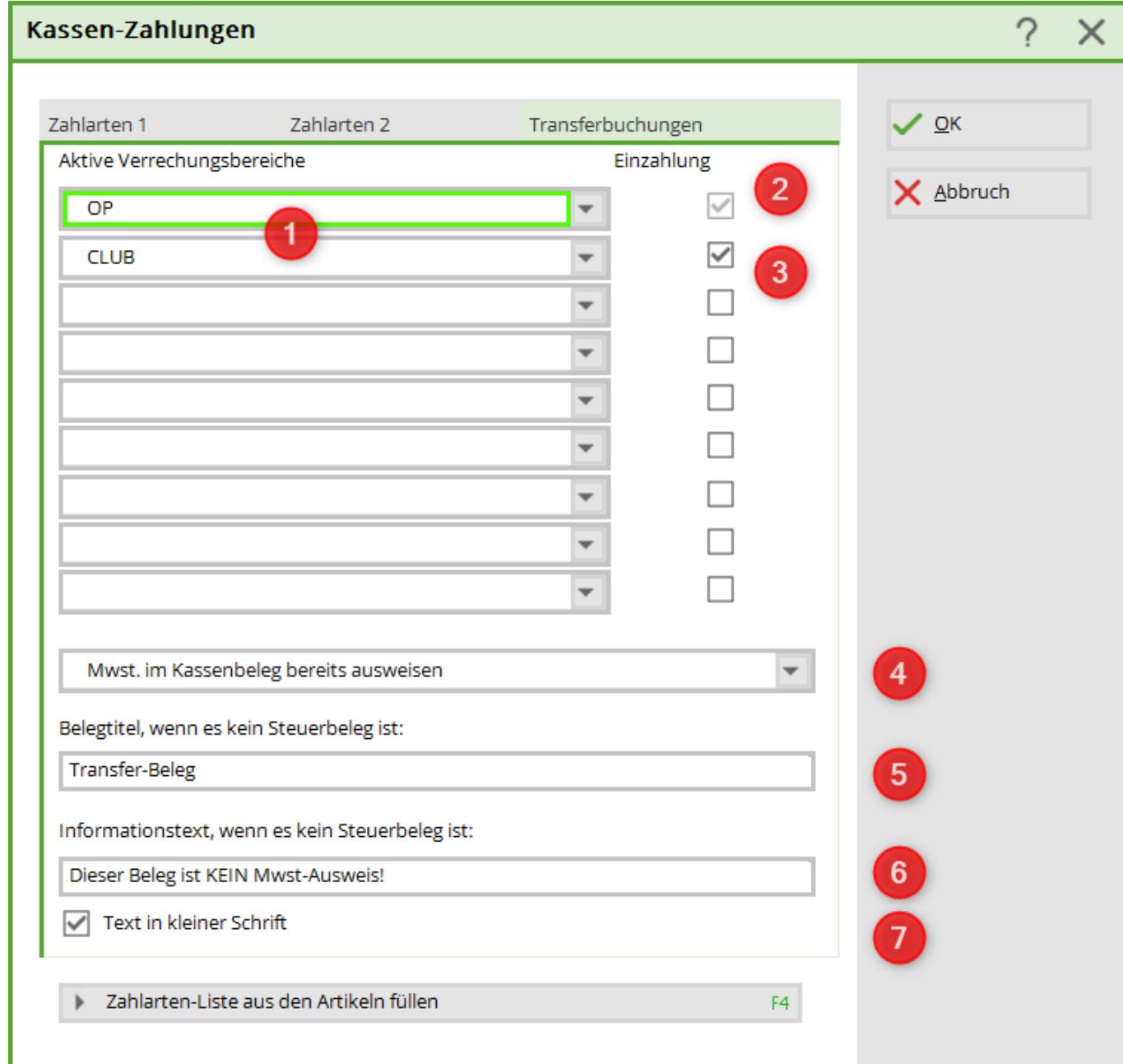
K Kasse-Zahlarten

- Cash register payments - Payment methods 1 & 2



1. Payment methods can be selected manually here
2. or all can be added automatically
3. The ticked payment method is used/posted in the cashbook
 - Transfer postings

Kassen-Zahlungen



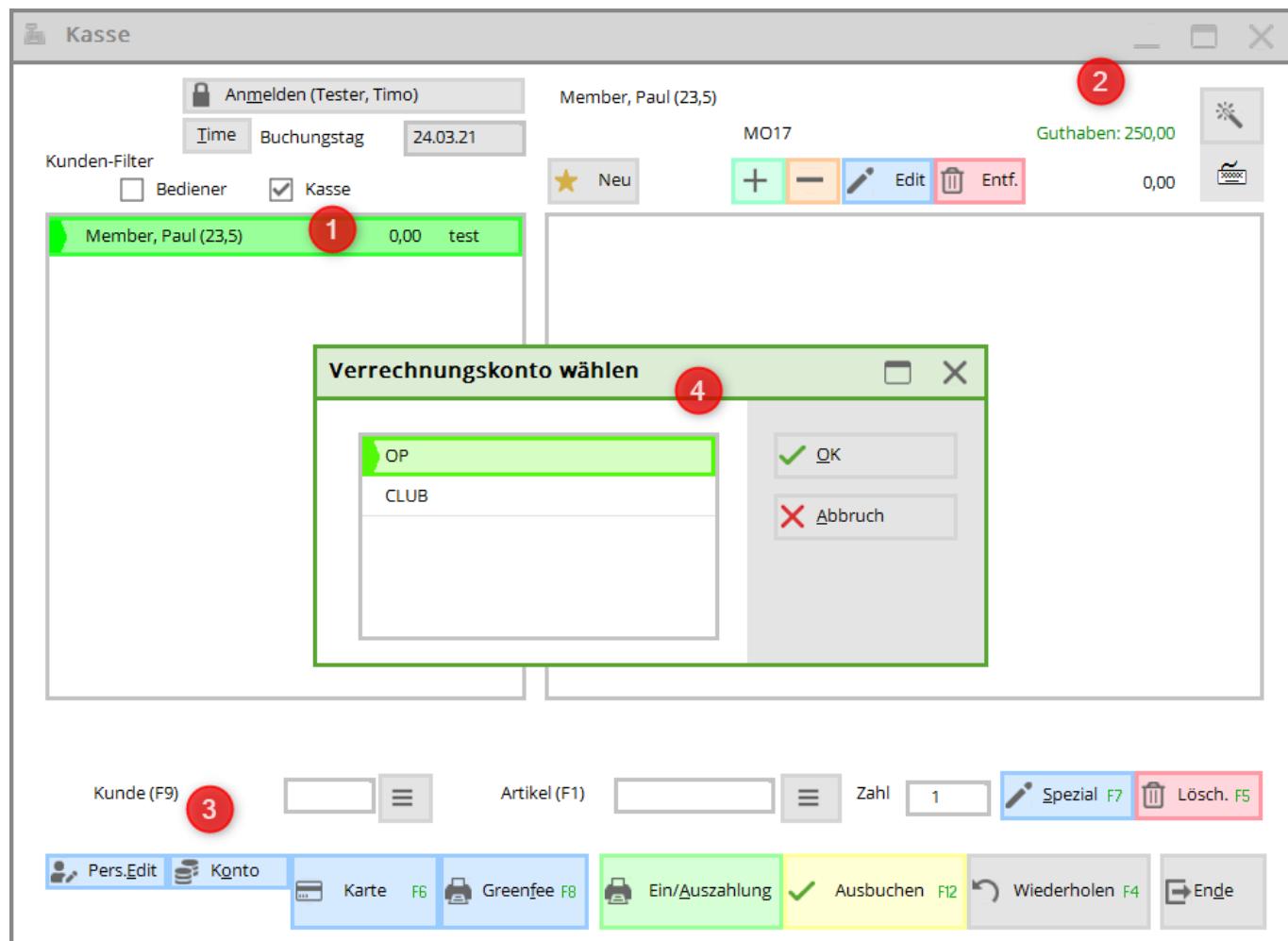
1. Select recipient areas
2. preset tick. The balance of the account is displayed in the cash register
3. Deposit or payment of open items possible via the „Account“ button in the cash register. If several areas are ticked, these are proposed for selection in the cash register.
4. Text on the receipt

Mwst. im Kassenbeleg bereits ausweisen 2/2 

- Mwst. im Kassenbeleg bereits ausweisen
- Verrechnungs-Beleg ist KEIN Steuerbeleg

5. Title of the receipt
6. Note on the receipt
7. Font size of the note on the receipt

Handling in the cash register - payment into the account via cash register



1. Select customer
2. Balance of the account
3. Select account
4. Select clearing accounts

Wählen Sie die Buchungen

The screenshot shows a software interface for managing transactions. At the top, it displays 'Rechnung auf:' (Invoice to) with a logo for 'mepa' and the name 'Member, Paul'. Below this is a list of transactions:

- 23.03.21 14:11 Beleg 122 Member, Paul -250,00 (highlighted with a red box and number 2)
- 23.03.21 14:11 Barkasse -250.00 (highlighted with a red box and number 3)

At the bottom, there are several buttons and checkboxes:

- Umbuchungen vornehmen F11
- Familien zusammenfassen
- Gesamtsumme: -250,00
- Datum bis: 07.04.2021 (highlighted with a red box and number 4)
- Konto anzeigen F3
- Verrechnungs-Konto anzeigen F4
- Belege neu laden F5
- Aktivierung umschalten F6
- OK F9 (highlighted with a red box and number 5)
- Abrechnung F10 (highlighted with a red box and number 6)
- Bezahlen F11 (highlighted with a red box and number 7)
- OP-Beleg F12
- Kasse F13 (highlighted with a red box and number 8)
- Wiederholen F14

1. Customer
2. Total document or invoice
3. Individual postings or articles
4. Balance of the account
5. Close the view
6. Print the invoice
7. Pay in the cash register
8. Get to the cash register for further actions