

# 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** [X]

Geben Sie die Bezahlung ein:

Kunde:  Sonnenschein, Susanne [Menu Icon]

Total: **80.00**

Betrag:

Offen: **0.00**

Quittungsdruck F5:

Auf Rechnung ins Konto buchen F11

Zwischenabrechnung drucken F12

Auf anderen Kunden übertragen F12

OK (Green Checkmark)

Rabatt F7

Abbruch (Red X)

**Achtung: Offene Buchung**
✕

Möchten Sie wirklich den Betrag

40.00

offen lassen?

Buchen in das Konto von:

sosu
Sonnenschein, Susanne

≡

⋮

Referenzkennung:

✓ OK  
✕ Abbruch

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.

**Kasse**
— ✕

GASTRO

UMSATZ

Anmelden (Carmela)

Time

Buchungstag

26.02.20

Sonnenschein, Susan. (--)

cmd:Gratis

Gast

Soll: 87.00

0.00

☐ Bediener
 ☒ Kasse

★ Neu

+
−
Edit
Entf.

Sonnenschein, Susan. (--)
0.00
carm

**Kasse**
— ✕

GASTRO

UMSATZ

Anmelden (Carmela)

Time

Buchungstag

26.02.20

Sonnenschein, Susan. (--)

cmd:Gratis

Gast

Guthaben: 13.00

0.00

☐ Bediener
 ☒ Kasse

★ Neu

+
−
Edit
Entf.

Sonnenschein, Susan. (--)
0.00
carm

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.

Achtung: Offene Buchung

Möchten Sie wirklich den Betrag

45,00

offen lassen?

Buchen in das Konto von:

Referenzkennung:

TEST12345

OK

Abbruch

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

Beitrags-Typ

Suchkürzel, Name, Status

Kürzel

UMSA

Konto-Nr. (Fibu):

Gruppe

OP

OP-Belege

Neu

Lösch.

Name

Beleg <NO> <REF>

Fälligkeit

.

Leer = Buchungstag

Status

N - Normal, einmalig

+ Neu

✓ Sichern F11

🗑 Löschen F5

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.

Wählen Sie die Buchungen

Rechnung auf:

✓	14.02.19	16:21	Beleg 201800005	Mustermann, Paul	60,00
✓	14.02.19	16:21	Erwachsene - werktags	201800002	60,00

☐ Umbuchungen vornehmen (F11) ☒ Familien zusammenfassen

Gesamtsumme: 60,00  
Datum bis:

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

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

Please click on **Pay**

**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: Beitr. Wah F2, Beitr. Typ F7, Ändern, Storno F5, Zuordnen, Bezahlen, Drucken F8, Ende

The following window opens:

**Bezahlung**

Welche Buchungen sollen bei der Bezahlung berücksichtigt werden?

Alle Buchungen bis: 28.10.11

☒ Familie zusammenfassen

PERSON: Mustermann, Paul - Gast (mupa)

Wieviel ist bezahlt worden?

Eingezahlter Betrag: 1 50,00

Zahlart: 2 Banküberweisung

Bemerkung: 3 Bezahlung

Zahl-Datum: 4 28.10.11

Buttons: Buchen, Abbruch

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.

Wählen Sie die Rechnungsnummer

Sonnenschein, Susanne

Datum : 26.02.20

Aktuelle Zahlung: 50.00

Nicht verrechnetes Guthaben: 0.00

Total : 50.00

Rechnung	Datum	Brutto	Gezahlt
6	26.02.20	100.00	0.00
7	26.02.20	50.00	0.00

Details der Rechnung F7

Summe: 50.00

Rest: 0.00

Alle Rechnungsselektionen aufheben

OK

Abbruch

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	✓
pros Proshop-Beleg 20110019	28.12.10	12:01	Z		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	✓
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

Beitr.Wahl (F2)

Beitr.-Typ (F7)

Ändern

Storno (F5)

Zuordnen

Bezahlen

Drucken (F8)

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	✓
pros Proshop-Beleg 20110019	28.12.10	12:01	Z		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	✓
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	✓
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	✗

25.11.11 09:01 T 0,00 0,00

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

Beitr. Wah (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 sos Sonnenschein, Susanne

Total: **4.00**

Barkasse

Kreditkarte

Euro Barzahlung

Hotel-Transfer-Zahlung

Betrag

10

**Rückgeld: 6.00**

Quittungsdruck F5

Normalerweise keine Quittung

Auf Rechnung ins Konto buchen F11

Zwischenabrechnung drucken F12

Auf anderen Kunden übertragen ↕ F12

✓ OK

Rabatt F7

✗ Abbruch

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 <<

✓ OK, zurückgegeben

Als Guthaben buchen

✗ Abbruch

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

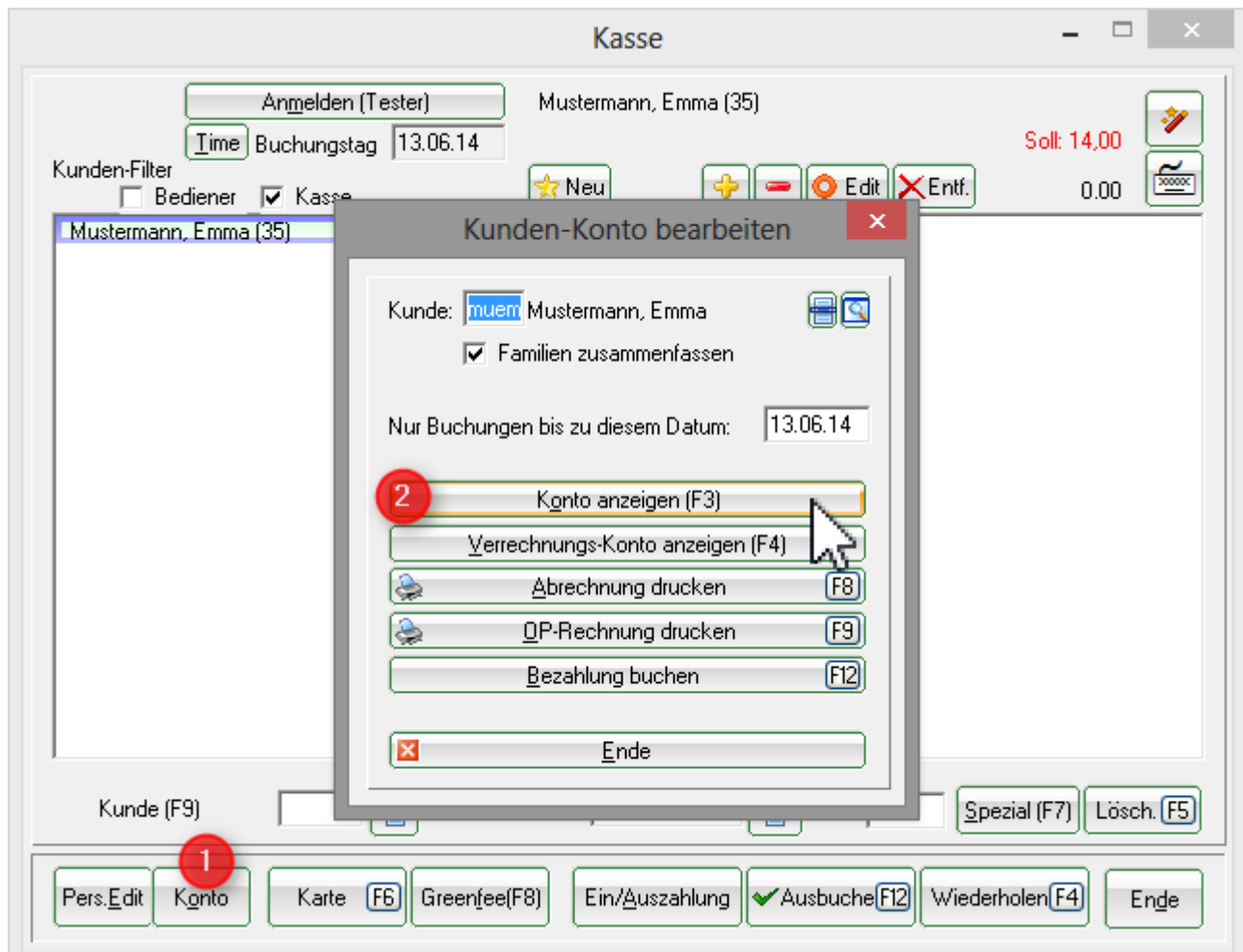
As you can only cancel cash register postings with corresponding offsetting entries in the cash register, this also applies to postings in the OP area.

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.

The screenshot shows the 'Kasse' (Cash Register) window. At the top, there's a header bar with 'Kasse' and window controls. Below it, the interface is divided into several sections. On the left, there are buttons for 'GASTRO' and 'UMSATZ'. In the center, there's a section for 'Anmelden (Carmela)' with a 'Time' button and a 'Buchungstag' (Booking Date) of '12.02.20'. Below this, there are checkboxes for 'Bediener' (Server) and 'Kasse' (Cashier), with 'Kasse' being checked. To the right of these, there's a section for 'Sonnenschein, Susan. (--)' with a 'cmd;warn:memo;Gral' command and a 'Soll: 100.00' (Debit) amount. Below this, there's a 'Neu' (New) button and a set of buttons for '+', '-', 'Edit', and 'Entf.' (Delete). Further right, there's a 'Gast' (Guest) button and a '0.00' amount. At the bottom, there's a row of buttons for 'Kunde (F9)', 'Artikel (F1)', 'Zahl' (Amount) set to '1', 'Spezial F7', and 'Lösch. F5'. Below this, there's a row of buttons for 'Pers.Edit', 'Konto', 'Karte F6', 'Greenfee F8', 'Ein/Auszahlung' (Payment/Refund), 'Ausbuchen F12' (Cancel Posting), 'Wiederholen F4' (Repeat), and 'Ende' (End).

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:



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

KASSE

GASTRO

UMSATZ

Anmelden (Carmela)

Time

Buchungstag

12.02.20

Sonnenschein, Susan. (--)

cmd;warn:memo;Grai

Gast

Soll: 100.00

Neu

+

-

Edit

Entf

Beleg stornieren / Druckwiederholung

Bestimmen, Sie, welcher Beleg wiederholt bzw. storniert werden soll:

15	12.02.20	09:53	Sonnenschein, Susanne	60.00	carm	^
16						
17						
18						
2						
3						
4						
5						
6						
7	22.08.08	08:02	Hodel, Carmela*	50.00	test	
8	30.07.09	09:46	Hodel, Kilian	80.00	carm	
9	St. 14.10.09	08:16	Hodel, Carmela	40.00	carm	v

Rechnung wählen

Wählen Sie den Kunden oder direkt die gewünschte Rechnungsnummer:

Kunde:

☰

⋮

Rechnung:

OK

Abbruch

Beleg wdh.

GF wdh.

Schauen

Storno

Archiv

Abbruch

Pers.Edit

Konto

Karte

Greenfee

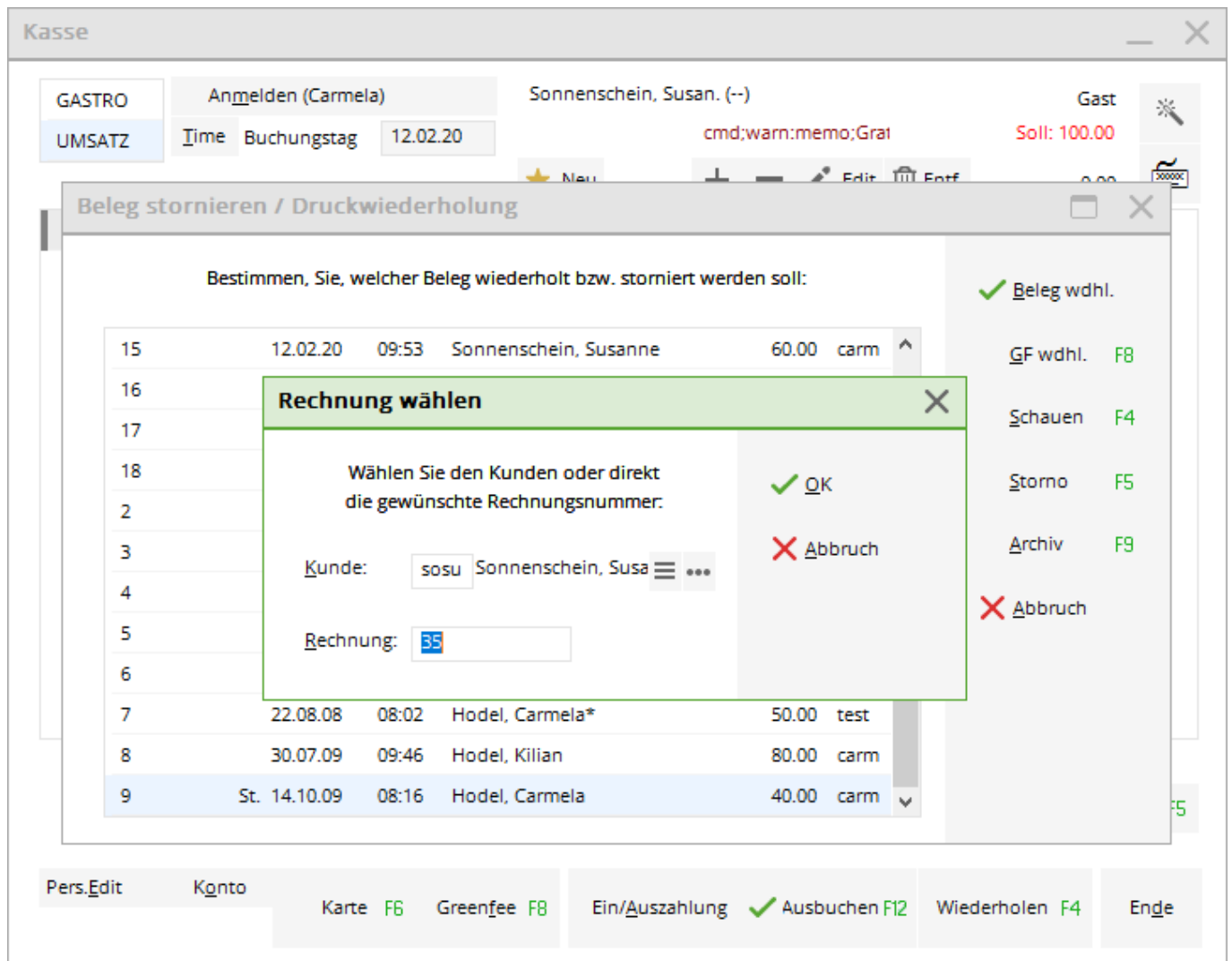
Ein/Auszahlung

Ausbuchen

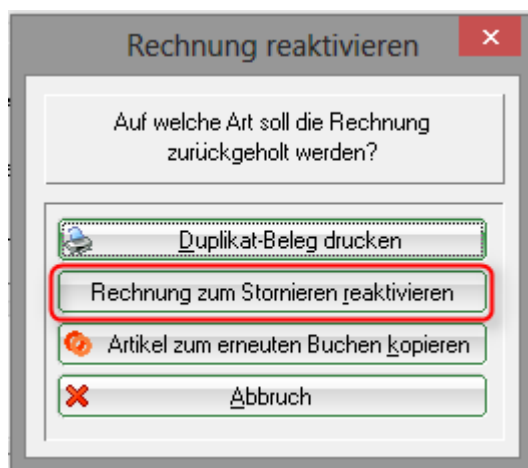
Wiederholen

Ende

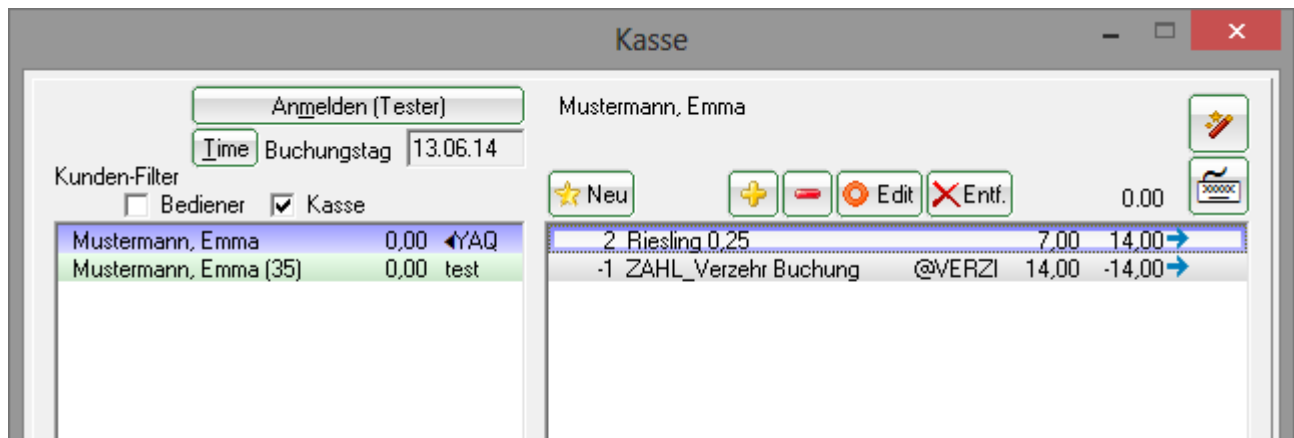
In the window **Select invoice** window, enter the customer and the invoice number again.



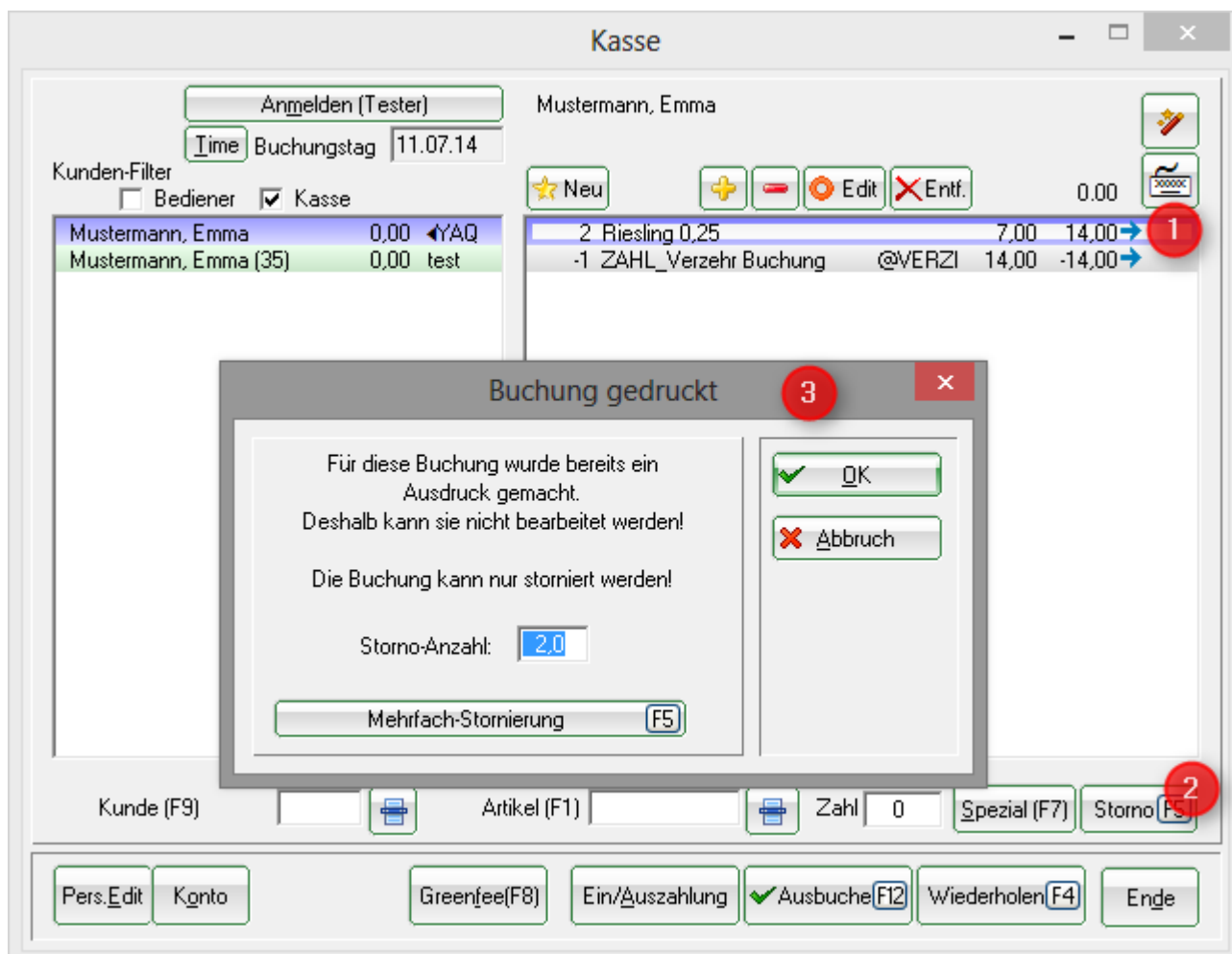
and press **OK**.



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

sosu

Sonnenschein, Susanne

...

Total:

0.00

Barzahlung

EC-Karte

Euro Bezahlung

Kartenzahlung

Betrag

-14

Offen: 14.00

Quittungsdruck

F5

Normalerweise keine Quittung

Auf Rechnung ins Konto buchen

F11

Zwischenabrechnung drucken

F12

Auf anderen Kunden übertragen

F12

OK

Abbruch

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

Achtung: Rückgeld

Geben Sie diesen Betrag zurück:

>> Barzahlung <<

>> 120.00 <<

OK, zurückgegeben

Als Guthaben buchen

Abbruch

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	✓
-	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	✓

## 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



Zahlart

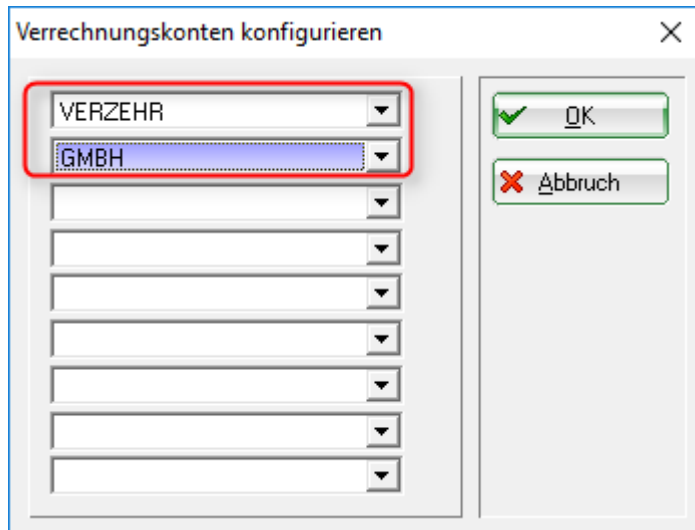
ins Kassenbuch

bar 0000	Barkasse	☰ ...	<input checked="" type="checkbox"/>
kk 0000	Kreditkarte	☰ ...	<input checked="" type="checkbox"/>
euro 0000	Euro Barzahlung	☰ ...	<input type="checkbox"/>
		☰ ...	<input type="checkbox"/>
hotel 0000	Hotel-Transfer-Zah	☰ ...	<input type="checkbox"/>
s 0000	Scheck	☰ ...	<input type="checkbox"/>
OP 0000	Transfer in OP <NC	☰ ...	<input type="checkbox"/>
		☰ ...	<input type="checkbox"/>
		☰ ...	<input type="checkbox"/>
		☰ ...	<input type="checkbox"/>
		☰ ...	<input type="checkbox"/>
		☰ ...	<input type="checkbox"/>
		☰ ...	<input type="checkbox"/>
		☰ ...	<input type="checkbox"/>
		☰ ...	<input type="checkbox"/>
		☰ ...	<input type="checkbox"/>
		☰ ...	<input type="checkbox"/>
		☰ ...	<input type="checkbox"/>
		☰ ...	<input type="checkbox"/>
		☰ ...	<input type="checkbox"/>
		☰ ...	<input type="checkbox"/>
		☰ ...	<input type="checkbox"/>

✓ OK

✗ Abbruch

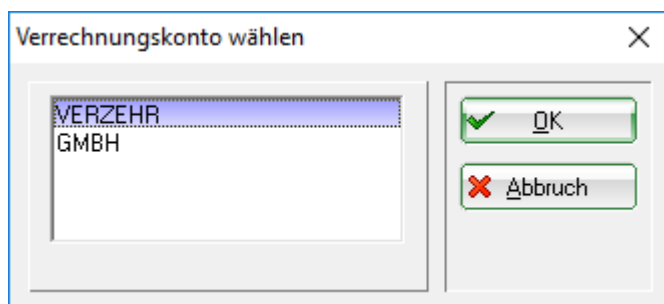
- Verrechnungs-Kontenbereiche definieren F3
- Zahlarten-Liste aus den Artikeln füllen F4



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	Transfer in CLUB <NO>	N	0,00	CLUB
ZAHL	Transfer in OP <NO>	N	0,00	OP
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

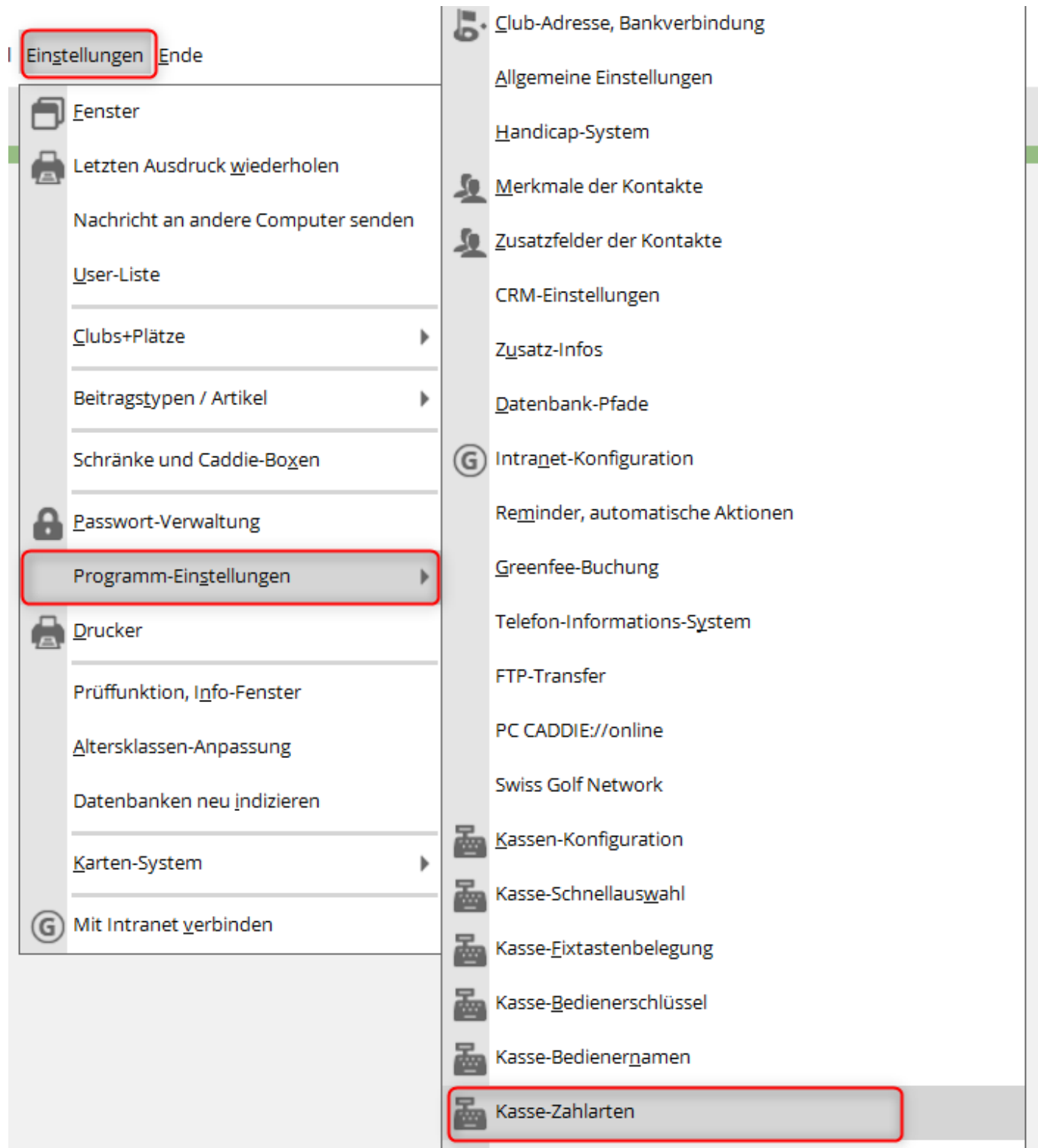
In each recipient area (OP, VERZ, CLUB, AG, GMBH, etc)

OP	Beleg <NO>	..	N	0,00	0,00	UMSA
OP	Proshop-Beleg <NO>	..	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
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



- Cash register payments - Payment methods 1 & 2

Kassen-Zahlungen

?

×























Zahlarten 1

Zahlarten 2

Transferbuchungen

Zahlart

ins Kassenbuch

bar 0000	Barkasse	 	<input checked="" type="checkbox"/>
s 0000	Scheck	 	<input type="checkbox"/>
		 	<input type="checkbox"/>
		 	<input type="checkbox"/>
hotel 0000	Hotel-Transfer-Zahlung	 	<input type="checkbox"/>
kk 0000	Kreditkarte <DA>	 	<input type="checkbox"/>
CLUB 0000	Transfer in CLUB <NO>	 	<input type="checkbox"/>
OP 0000	Transfer in OP <NO>	 	<input type="checkbox"/>
		 	<input type="checkbox"/>
		 	<input type="checkbox"/>
		 	<input type="checkbox"/>

2

► Zahlarten-Liste aus den Artikeln füllen

F4

✓ OK

✗ Abbruch

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

?

×

Zahlarten 1Zahlarten 2Transferbuchungen

Aktive Verrechnungsbereiche

OP

CLUB

Einzahlung

☒
☒
☐
☐
☐
☐
☐
☐
☐

Mwst. im Kassenbeleg bereits ausweisen

Belegtitel, wenn es kein Steuerbeleg ist:

Transfer-Beleg

Informationstext, wenn es kein Steuerbeleg ist:

Dieser Beleg ist KEIN MwSt-Ausweis!

☒ Text in kleiner Schrift

▶ Zahlarten-Liste aus den Artikeln füllen

F4

✓ OK

✗ Abbruch

4

5

6

7

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

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23 von 25

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

The screenshot shows the 'Kasse' (Cash Register) software interface. The top bar includes a login button 'Anmelden (Tester, Timo)', a customer filter 'Kunden-Filter' with 'Bediener' and 'Kasse' options, and a date field 'Buchungstag' set to '24.03.21'. The main area displays a customer list with 'Member, Paul (23,5)' selected (highlighted with a green bar and a red circle 1). The balance of the account is shown as 'Guthaben: 250,00' (highlighted with a red circle 2). A modal window 'Verrechnungskonto wählen' (Select clearing account) is open, showing a list of accounts with 'OP' selected (highlighted with a green bar and a red circle 4). The bottom bar contains buttons for 'Kunde (F9)', 'Artikel (F1)', 'Zahl' (1), 'Spezial F7', 'Lösch. F5', 'Pers.Edit', 'Konto', 'Karte F6', 'Greenfee F8', 'Ein/Auszahlung', 'Ausbuchen F12' (highlighted with a green bar), 'Wiederholen F4', and 'Ende'.

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



**Wählen Sie die Buchungen**

Rechnung auf: mepa Member, Paul 1 Vorschläge F9

<input checked="" type="checkbox"/>	23.03.21	14:11	Beleg 122	Member, Paul	-250,00	<span>2</span>
<input checked="" type="checkbox"/>	23.03.21	14:11	Barkasse		-250,00	<span>3</span>

☐ Umbuchungen vornehmen F11
Gesamtsumme: -250,00 4

☒ Familien zusammenfassen
 Datum bis:

☒ Konto anzeigen F3
☐ Verrechnungs-Konto anzeigen F4

☒ Belege neu laden F5
☐ Aktivierung umschalten F6

☒ OK 5  
☐ Abrechnung 6  
☐ Bezahlen 7  
☐ OP-Beleg  
☐ Kasse 8  
☐ Wiederholen  
☐ Ende

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