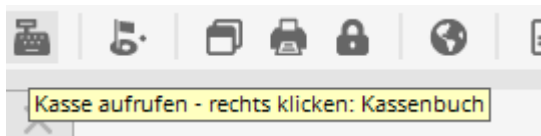


# Operating the cash register

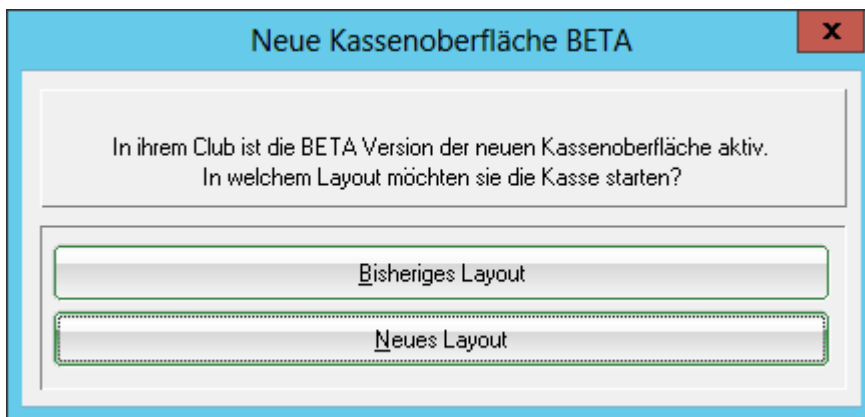
The central change is the creation of a head navigation with „Customer / Tables / Sales“. This creates space in the sales screen for a large number of quick-selection items - the most frequent request for improvement from many customers. The head navigation also leads to more space in the customer mask, e.g. for a directly displayed picture of a person, as well as a clear table plan. Additional buttons in the head navigation for the timetable (directly in the cash register view) and in the next version also for the online table book display of PCCO make the new interface even more clearly a specialised „golf gastro cash register“.

Please switch to the cash register account area, e.g. **GASTRO**.

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

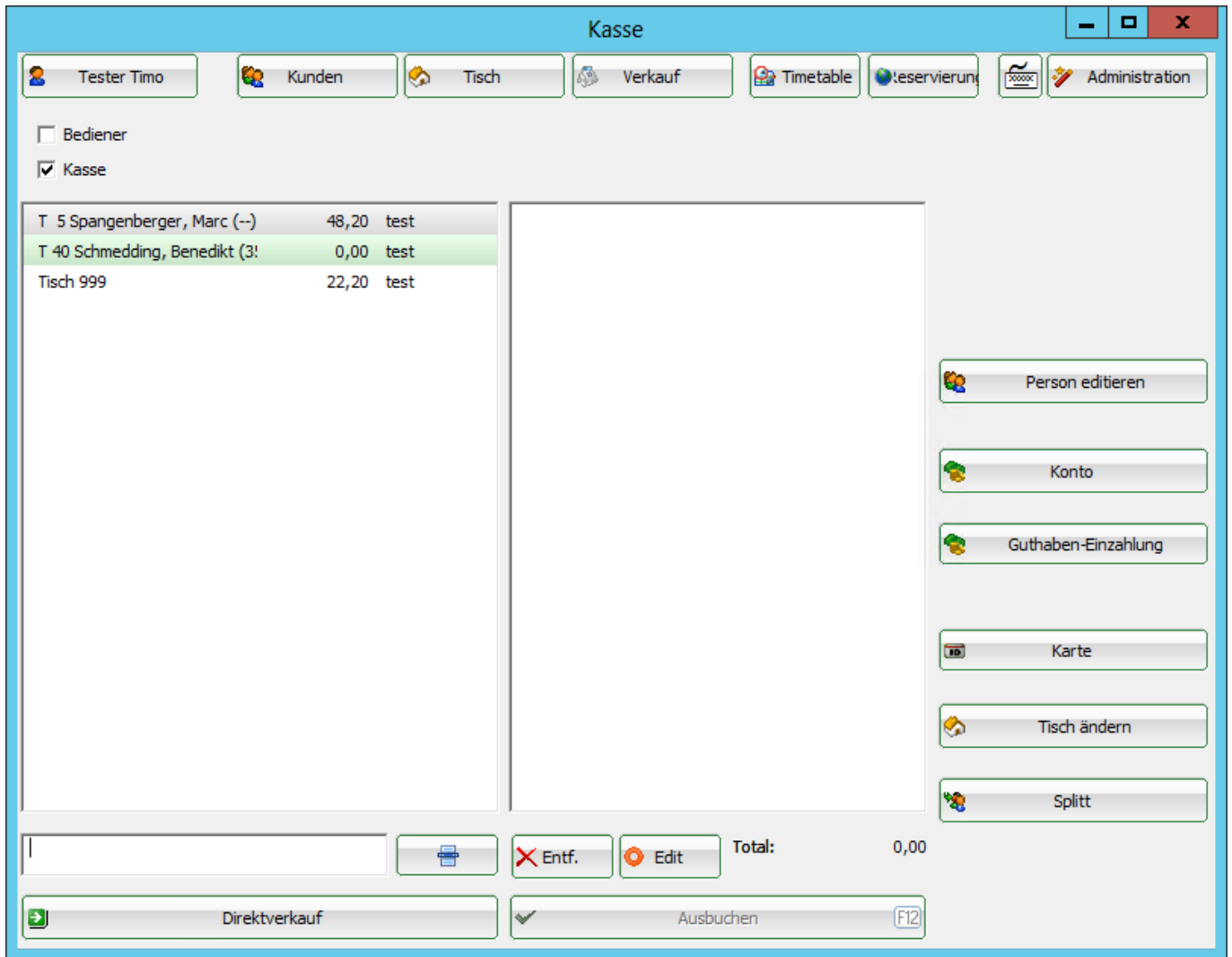


A query window opens asking which layout should be started; click on **New Layout** to start the new layout:



The opened cash register window looks like this:

## Customer level



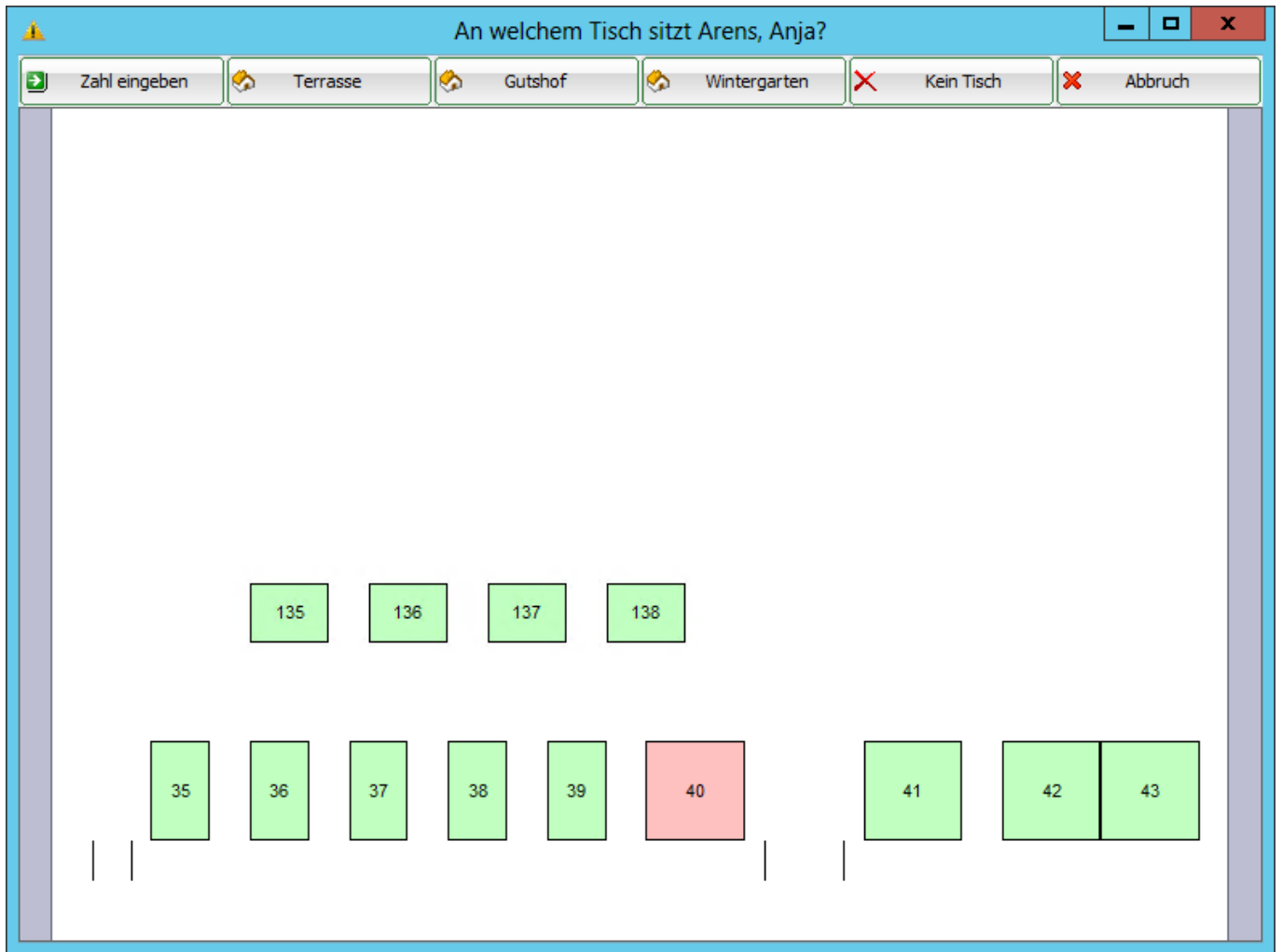
Here you can edit the previously selected **edit person** or the turnover or clearing **account** open. **Credit deposit** or **Card** Top up credit. Also change the **change the table** or the item bookings **Splitt**.

## Select customer

Enter the search abbreviation of your guest, the complete name or just a part of the name in the field at the bottom left, and the matching persons will be displayed. Another option is the list function button to the right. If you have a magnetic card reader, you can swipe the magnetic strip of a DGV ID card and the customer will be dialled immediately. The same applies if you have a Mifare reader.

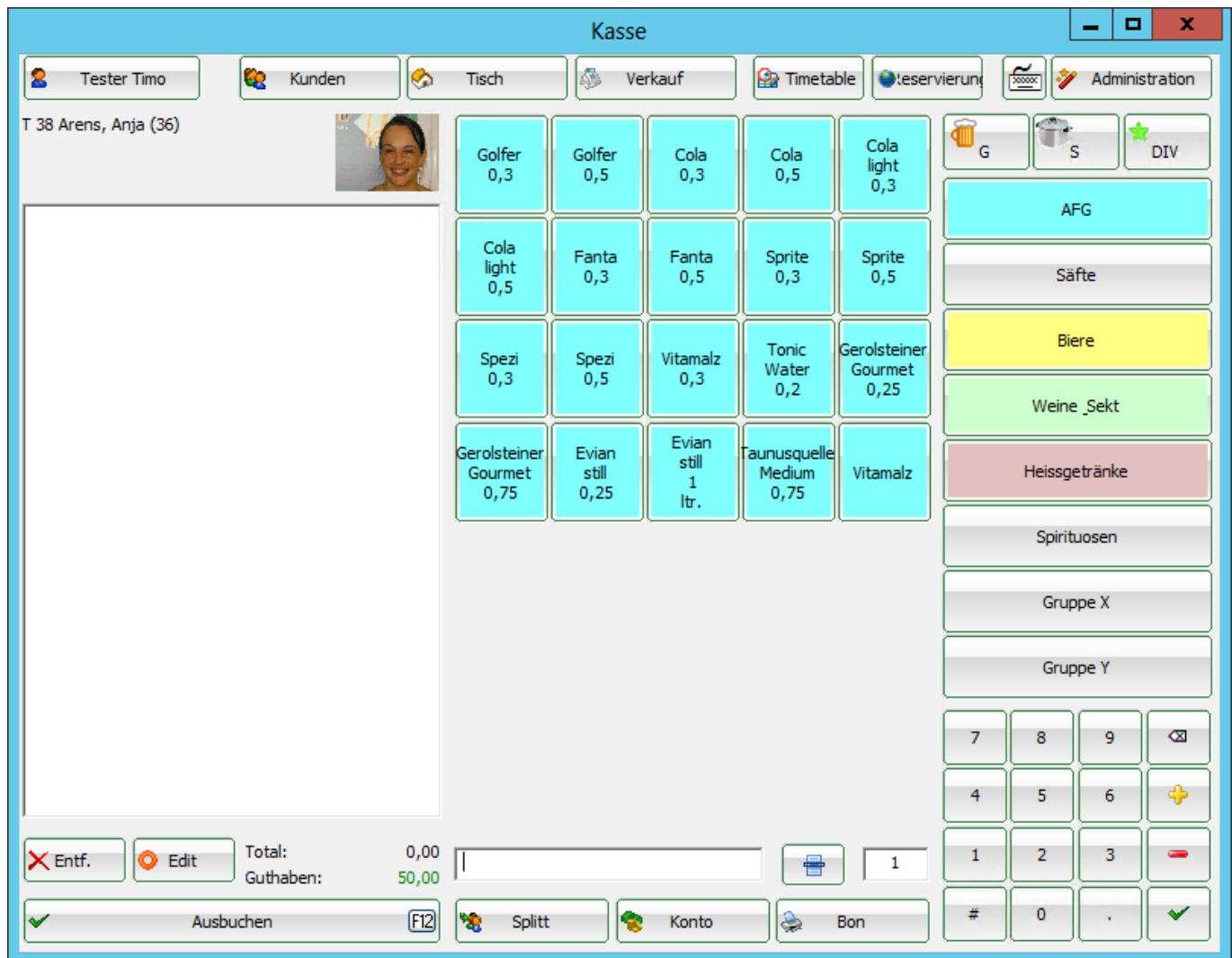
If the person does not yet exist in PC CADDIE, he or she is dialled with **Create new person** to create a new person. If you do not want to create the person separately, e.g. for the sale of a muesli or chocolate bar, go via the button **Direct sale**. Alternatively, you can also go via the table plan and book directly onto a table.

Once you have selected your guest, the table query opens. Here you can either click directly on the table on the table plan or click on the button at the top left. **Enter number** enter the number as usual.



Once the table is selected, PC CADDIE switches to the sales level.  
[To create table plans with the graphic editor](#)

## Sales level



In the input field there are several possibilities for item selection:

- Enter the item number of the item
- Enter the name of the item or just a part of the name.
- Button list function (F2)
- In case of existing labels with barcode by scanning the article

After **OK** the article is immediately booked into the cash register. After the selection you can, if necessary, change the number in the field **Number** field accordingly.



To use the full potential of the new interface, we recommend you use the quick selection, see chapter [Quick selection in the catering checkout](#) .

## Pay article


You start the payment process by clicking the button **Pay** (F12). You have this button both in the customer level and in the sales level.

**Kasse**

Tester Timo   Kunden   Tisch   Verkauf   Timetable   Reservierung   Administration

Bediener    Kasse   T 38 Arens, Anja (36)

Kunde	Betrag	Status	Bestellung
T 38 Arens, Anja (36)	27,50	test	1 Lasagne 11,00 11,00 test
T 39 Brax, Willi Müller (--)	15,40	test	1 Salzkartoffeln 3,50 3,50 test
T 40 Schmedding, Benedikt (3!)	35,20	test	1 Rösti 3,50 3,50 test
T137 Schmedding Software (--)	0,00	test	1 Tee - Earl grey - Glas 3,50 3,50 test
			1 Latte Macchiato - Tasse 2,50 2,50 test
			1 Tee - Kamille - Glas 3,50 3,50 test



Person editieren

Konto

Guthaben-Einzahlung

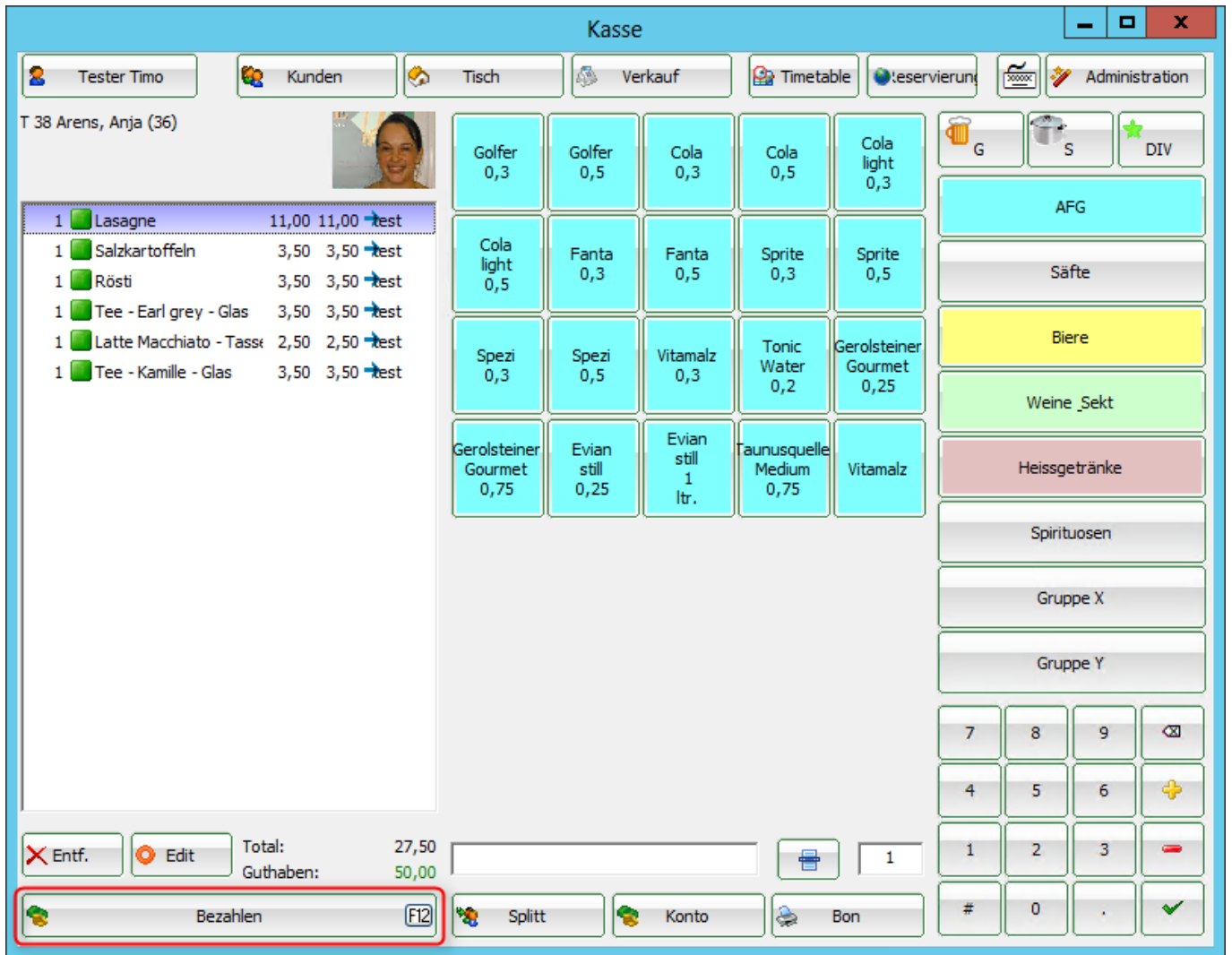
Karte

Tisch ändern

Splitt

Total: 27,50  
Guthaben: 50,00

Direktverkauf   **Bezahlen (F12)**



The payment window looks like this:

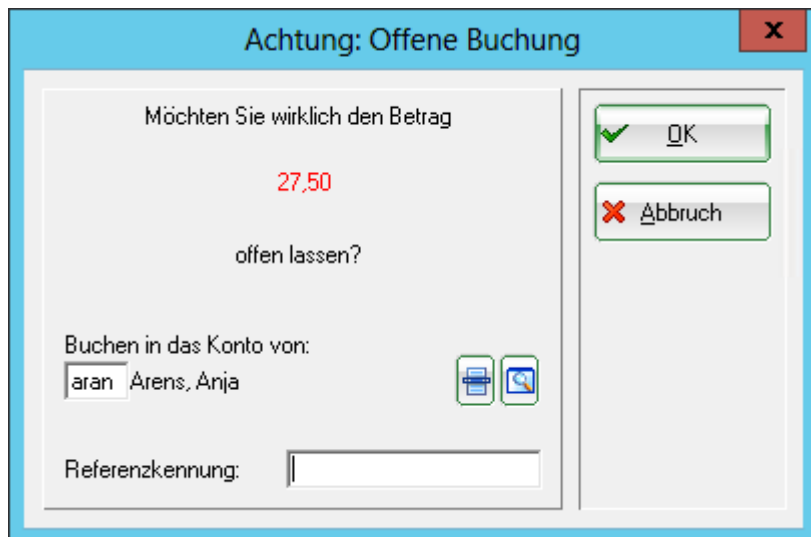
1. You now select the desired payment method by placing the cursor in the corresponding field; the amount changes immediately. You define which payment methods are available for selection in this payment window at another point: [Cash register - method of payment](#)
2. Set the receipt printout according to your wishes.
3. The function **Post to account** can be found in the next chapter.
4. Prints an interim statement without completing the payment process.
5. Here you have the option to transfer the payment to another person. You see the following window:

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

Click **OK**, then the payment process is completed.

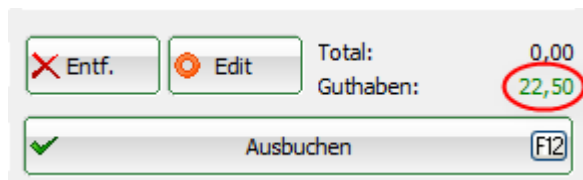
## Post to account on invoice

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



With **OK** the booking is completed.

If you select this customer later in the checkout, the open balance is displayed in red or a credit balance in green above the pay button on the right.



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

## Post as Tip

There are several possibilities here.

### 1st possibility: A guest gives a tip - tipping

To do this, book the article ([artikel](#)) Tip into the cash register.



Artikel ✕

Artikel		Fibu-Konto:	
Artikel-Nr.	tip 0000		
Bezeichnung	TIP	Kennung	AUSLAGE
Gruppe	Z-TIP Tip	Neu Gruppe	Lösch.
Farbschema		+ Neu	⊖ Bearbeiten
Größensch.		+ Neu	⊖ Bearbeiten

Preise / Mengen	
Status	Summen-Abfrage
Einheit	1 Stück
Kalkulation	MwSt: 0,0 % <input type="checkbox"/> kein Rabatt

Farben / Größenkombination	Neu <span style="border: 1px solid #00AEEF; padding: 2px;">F2</span> Löschen																
	<table style="width: 100%;"> <tr><td>EK (netto)</td><td>0,00</td></tr> <tr><td>EK (effektiv)</td><td>0,00</td></tr> <tr><td>VK (brutto)</td><td>0,00</td></tr> <tr><td>Marge: 0,00 %</td><td></td></tr> <tr><td><input type="checkbox"/> Bestandsführung</td><td></td></tr> <tr><td>Mindest-Bestand</td><td>-----</td></tr> <tr><td>Bestand</td><td>0</td></tr> <tr><td>Bestellt</td><td>0</td></tr> </table>	EK (netto)	0,00	EK (effektiv)	0,00	VK (brutto)	0,00	Marge: 0,00 %		<input type="checkbox"/> Bestandsführung		Mindest-Bestand	-----	Bestand	0	Bestellt	0
EK (netto)	0,00																
EK (effektiv)	0,00																
VK (brutto)	0,00																
Marge: 0,00 %																	
<input type="checkbox"/> Bestandsführung																	
Mindest-Bestand	-----																
Bestand	0																
Bestellt	0																

Einkauf	
Lieferant	
Best.Nr.:	Packungs-Einheit
Barcode:	Rabatt 0

⏪ 🖨️ ⏩

+ Neu

🔄 Ändern (F1)

✖ Löschen (F5)

📄 Kopie -> Neu

🔍 Details (F6)

⚙️ Bestandteile

🔧 Automatik

🌐 Konto

+ Eingang

🖨️ Drucken (F8)

✖ Ende

When the item is selected, the following window opens.

**Spezial-Buchung** ✕

Geben Sie bitte die genaue Buchung an:

Buchung	Handnotiz	Information
Typ: tip 0000 TIP <span style="float: right;">🖨️ 🔍</span>		
Text: TIP		
Zusatz:		
Rabatt: 0,00 %	Anzahl: 1,0	
Einzel: 0,00	Gesamt: 0,00	
Original: 0,00		
Ser.Nr.:		
Buchen auf <span style="background-color: #e0e0ff;">👤 Tester, Timo</span> ▼		
Kunde: smbe Schmedding, Benedikt <span style="float: right;">🖨️ 🔍</span>		
Datum: 12.08.2016	Zeit: 09:28	

✔️ OK
❌ Abbruch

Here you enter the amount that was given as a tip, confirm with OK and then click on pay.

### 2nd option: A guest pays his bill and gives a tip.

The guest has to pay 35,20 € and gives 40,00 €. Click normally on the button **Pay**. The following window opens. Here you enter 40,00 €.

**Bezahlen** ✕

Geben Sie die Bezahlung ein:

Zahlende Person  
 Schmedding, Benedikt 🖨️ 🔍

Zu zahlen: >>>> 35,20

	Bezahlung		Betrag
<input type="button" value="F1"/>	<input type="text" value="bar 0000"/> Barzahlung <span style="float: right;">🖨️ 🔍</span>		<input type="text" value="35,20"/>
<input type="button" value="F2"/>	<input type="text" value="ec 0000"/> EC-Karte <span style="float: right;">🖨️ 🔍</span>		<input type="text"/>
<input type="button" value="F3"/>	<input type="text" value="kk 0000"/> Kreditkarte <span style="float: right;">🖨️ 🔍</span>		<input type="text"/>
<input type="button" value="F4"/>	<input type="text"/>	<span style="float: right;">🖨️ 🔍</span>	<input type="text"/>

Rückgeld: 0,00

▾

Click on Ok and then **Book as a tip.**

**Achtung: Rückgeld** ✕

Geben Sie diesen Betrag zurück:

>> Barzahlung <<  
>> 4,80 <<

If the button is missing from the window, the item is missing from the basic settings of the cash register. This is how you get to the basic settings. 1 - Button **Administration** 2 - Cash register settings, Basic settings, Tip booking type: tip (Here you select the correspondingly created article).

**Kassen-Einstellungen** ✕

Buchen in Konten: GASTRO  

Formate:

Greenfee: Adressen, Familienweise Definieren

Im Personen-Editor: Kein Greenfee-Dru

EC-Beleg: \*\*\* Spezial \*\*\* Definieren

Quittung: Kasse, Bon Definieren

Guestcheck: Kasse, Rechnung Definieren

Bon 1: Kasse, Bon G Definieren

Bon 2: Kasse, Bon S Definieren

Gutschein: Adressen, Familienweise Definieren

Bondruck bei diesen Warengruppen (Leer = alle):

1: 10;11;12;14;15;16;20;23;80;89 Wahl

2: 45;46;49;55;56;57;60;61;62 Wahl

Tischabfrage:

nach Personenanwahl  vor jeder ersten Buchung

Buchungszwang aktiviert  Quittungswahl bei Bezahlen

Kasseabgleich im Netz: 2 Sek. Kassen-Nr.:  

Trinkgeld-Buchungstyp: tip TIP ☰ ☒

Kassenschublade an:

Fixtasten-Belegung F8 Spezial Drucker

Bedienerschloss F9 Kellnernamen F11

✔ OK  
✕ Abbruch

**3rd possibility: A guest still has credit in the account, e.g. through Consumption flat rates , and wants to give the credit as a tip.**

As with point 1, book the Tip item into the cash register, enter the desired amount and then click on pay. When the amount is booked into the account on account, the credit is reduced and deducted from the cash receipts by the identifier OUTPUT.

The posted tip is always shown on the daily statement.

## Abrechnung 12.08.16

Testclub AG  
GASTRO

**Total** 12.08.16, 09:59:54 Uhr

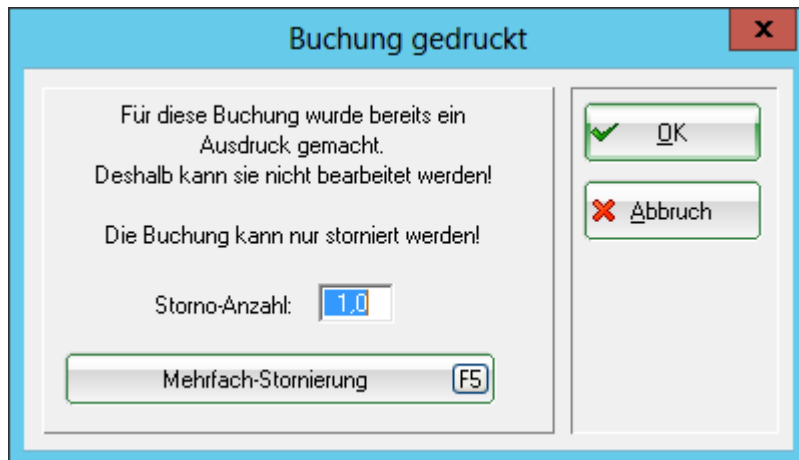
### Einnahmen

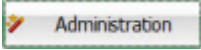
bar	Barzahlung	4742,30	4742,30	EUR
ec	EC-Karte	876,20	876,20	EUR
kk	Kreditkarte	47,50	47,50	EUR
<b>Total</b>		<b>5666,00</b>	<b>5666,00</b>	<b>EUR</b>
-	TIP	2,00	7,30	EUR
-	Zigaretten	1,00	5,00	EUR
	<b>Bar effektiv</b>		<b>4730,00</b>	<b>EUR</b>

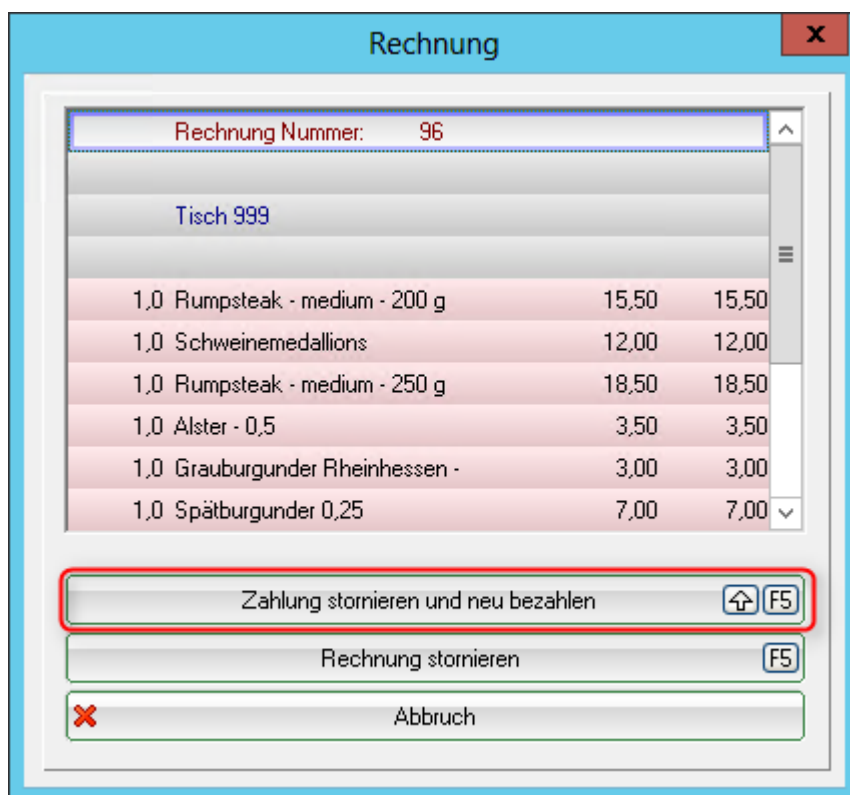
## Cancel item / wrong payment method selected

You can cancel an item booking that is still in the cash register with the help of the button **Del.** (F5)

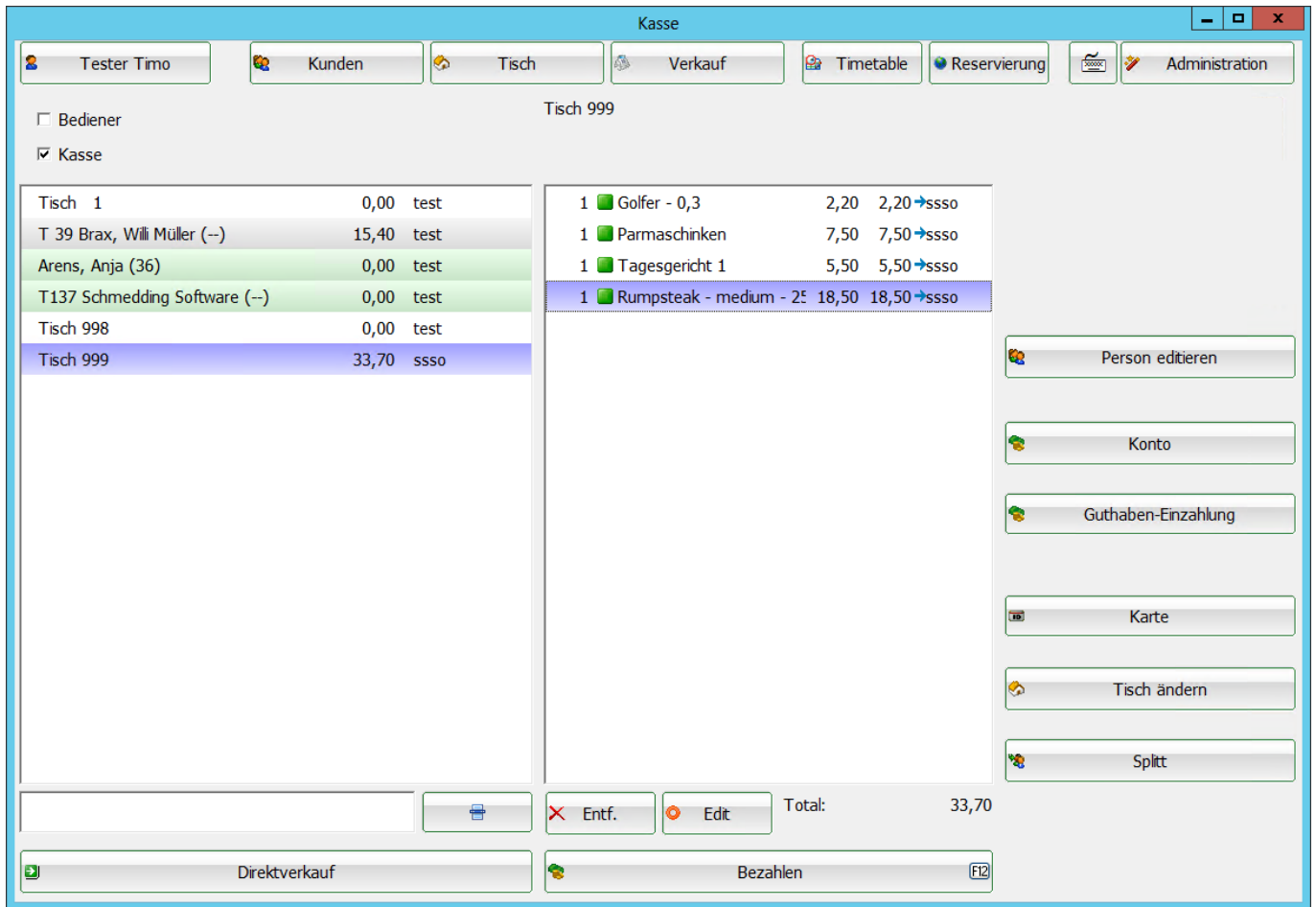
 cancel.



You can only return a booking that has been completed by payment to the cash register via a cancellation process if a daily closing has not yet been created. Switch to the administration level at the top right. . Select **Repeat / Reverse** (F4). In this window you can see all the bookings that have been made. You select the booking to be cancelled and click on **Cancel** (F5). You get the following selection:



With **Cancel payment and pay again** the booking is returned to the cash register for further processing.



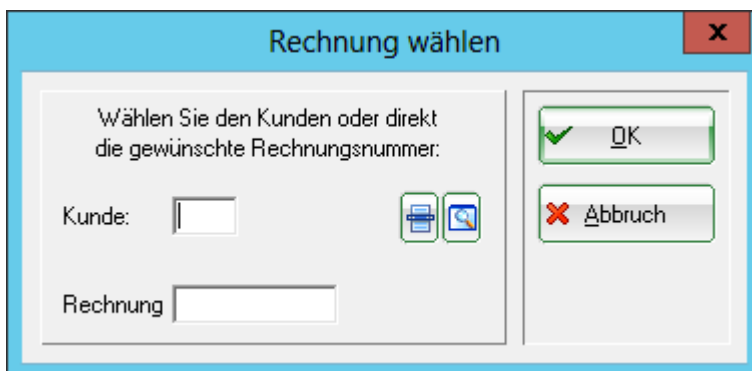
You have the option of cancelling the item bookings (see above) and/or adding further bookings.

Or an incorrect payment method was selected, then you can start the usual payment process; the previous process has been completely cancelled.

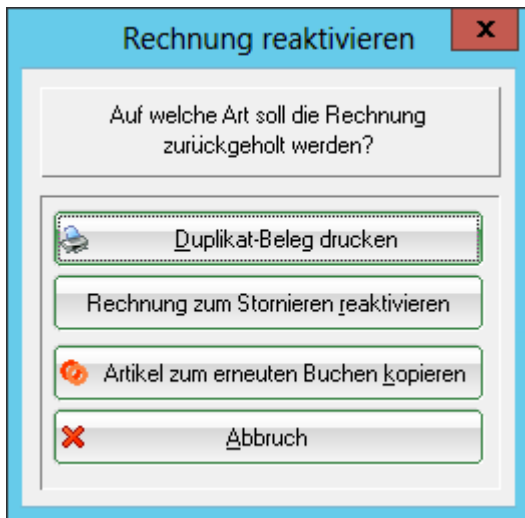
## Cancel item after daily closing

### Working with the archive button

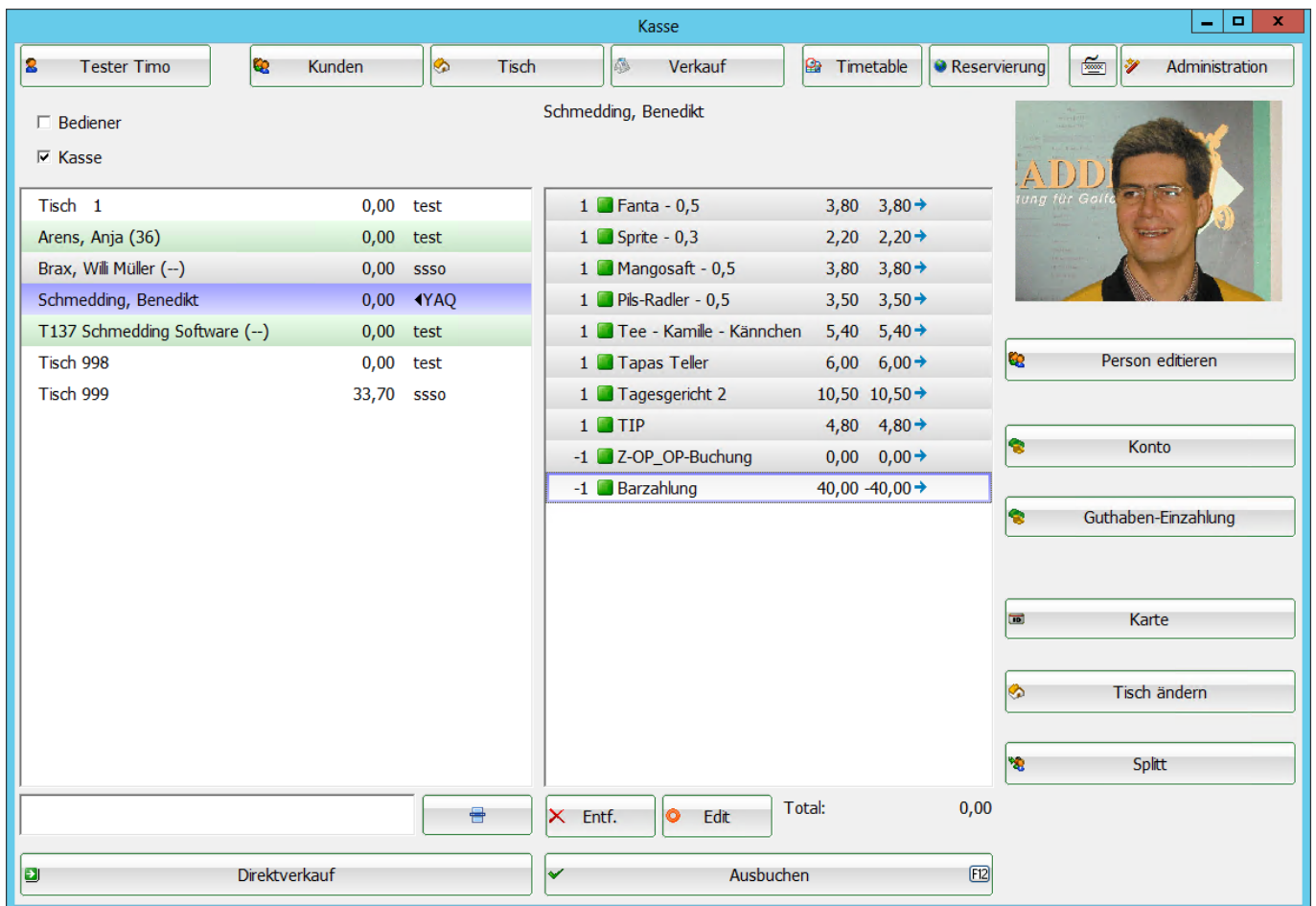
As soon as a daily closing has been carried out, all processes are completed and can be cancelled under the button **Repeat / Cancellation** button. You can, however, use the button **Archive** button to retrieve the booking accordingly in the cash register.



After entering the customer and the invoice number, which must be found in advance from the account entries, the following window opens:  
 (You can also enter only the customer, in which case another window appears beforehand where you can select the desired document).

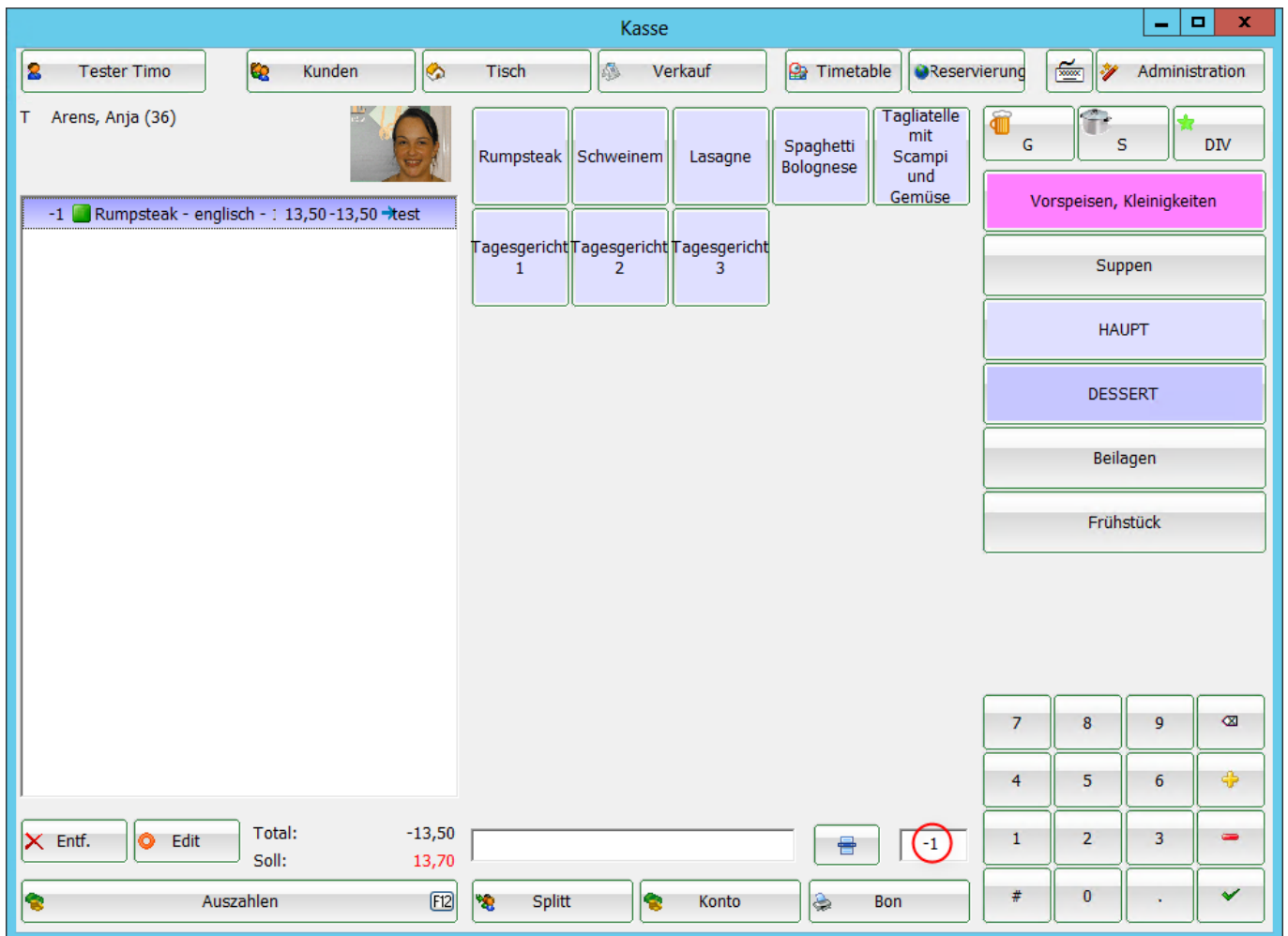


With **Reactivate Invoice for Reversal** you bring the entire booking back to the cash register again. You can now cancel the item bookings. This is particularly useful for event invoices, as you do not have to remember all the items. If there are only a few items, you can see another way to cancel below.

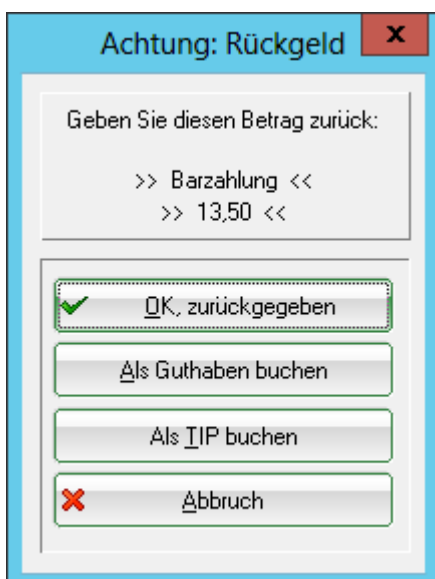


## Working with minus number

Another cancellation option is to work with a minus sign, i.e. a negative number. Select the customer again in the cash register, book the item to be corrected and enter the corresponding correction number with a minus sign in the field for the number, for example „-1“:



Confirm your entry with Tab or Enter. To complete the booking, select **Pay out** and select the appropriate payment method in the payment window. Or **Post to account**, to get the following option:

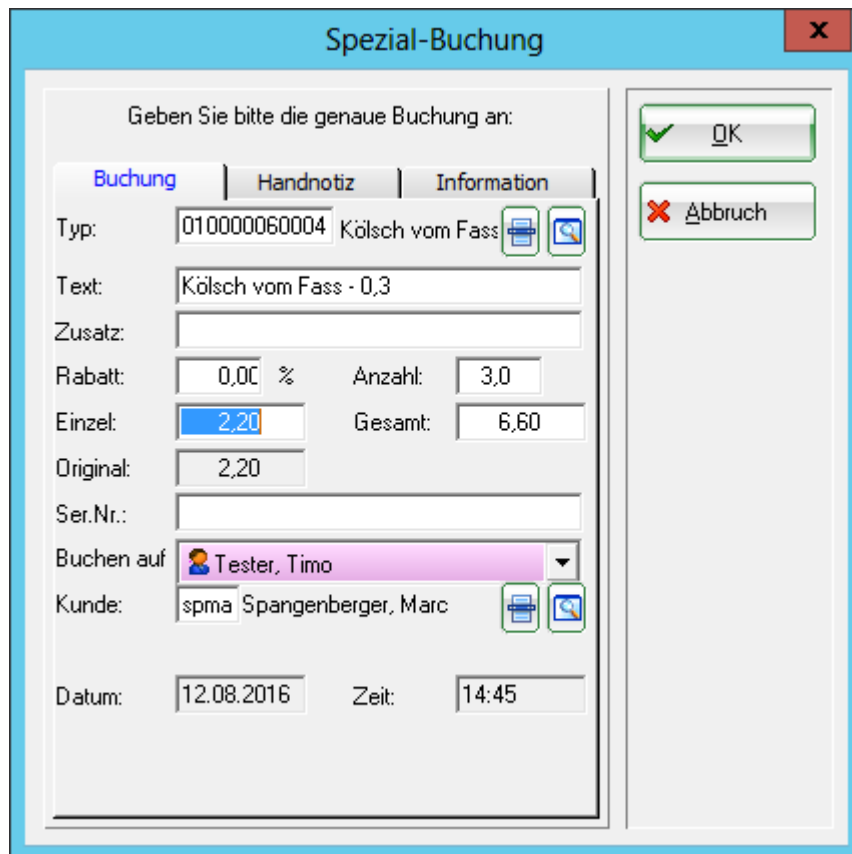
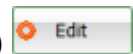




With **Book as credit** this amount remains as a credit with the customer.

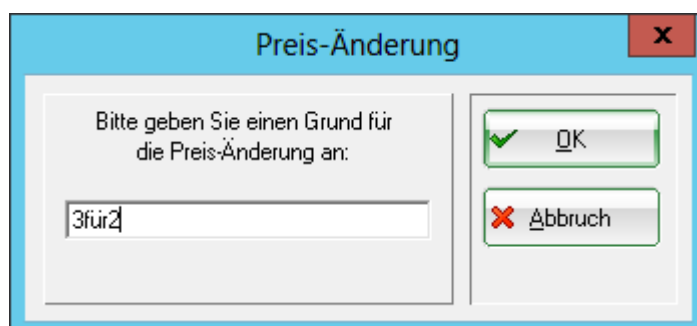
## Discount item

As long as the receipt printout has not yet been triggered, you can use the button **Edit** (F7) to change the article for this booking.

A screenshot of a software dialog box titled 'Spezial-Buchung'. It contains a form with several fields: 'Typ:' with value '010000060004' and 'Kölsch vom Fass'; 'Text:' with 'Kölsch vom Fass - 0,3'; 'Zusatz:' (empty); 'Rabatt:' with '0,00 %' and 'Anzahl:' with '3,0'; 'Einzel:' with '2,20' and 'Gesamt:' with '6,60'; 'Original:' with '2,20'; 'Ser.Nr.:' (empty); 'Buchen auf' with a dropdown menu showing 'Tester, Timo'; 'Kunde:' with 'spma Spangenberg, Marc'; 'Datum:' with '12.08.2016' and 'Zeit:' with '14:45'. On the right side, there are two buttons: 'OK' with a green checkmark and 'Abbruch' with a red X. The dialog has a blue title bar and a red close button in the top right corner.

You can now enter a discount percentage if, for example, you want to give 10%. Or change the unit price if you say, for example, the item should be 20ct cheaper. Or change the total price if, for example, you want to reduce by a certain amount.

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

A screenshot of a software dialog box titled 'Preis-Änderung'. It contains a text input field with the text '3für2' and a label 'Bitte geben Sie einen Grund für die Preis-Änderung an:'. On the right side, there are two buttons: 'OK' with a green checkmark and 'Abbruch' with a red X. The dialog has a blue title bar and a red close button in the top right corner.

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

If the item is already booked or if the guest gets a total discount of 10% on everything, select the button **Discount** during payment.

**Bezahlen** ✕

Geben Sie die Bezahlung ein:

Zahlende Person  
 🖨️ 🔍

Zu zahlen: >>>> 6,60

	Bezahlung		Betrag
<input type="button" value="F1"/>	<input type="text" value="bar 0000"/> Barzahlung	<span style="margin-left: 20px;">🖨️ 🔍</span>	<input style="background-color: #e0f0ff;" type="text" value="6,60"/>
<input type="button" value="F2"/>	<input type="text" value="ec 0000"/> EC-Karte	<span style="margin-left: 20px;">🖨️ 🔍</span>	<input type="text"/>
<input type="button" value="F3"/>	<input type="text" value="kk 0000"/> Kreditkarte	<span style="margin-left: 20px;">🖨️ 🔍</span>	<input type="text"/>
<input type="button" value="F4"/>	<input type="text"/>	<span style="margin-left: 20px;">🖨️ 🔍</span>	<input type="text"/>

Rückgeld: 0,00

▾

F11

F12

📁 F12

**Rabatt** ✕

Geben Sie bitte den Rabatt an:

Rabattierbarer Grundpreis:		6,60
Rabatt/Grundpreis: <input type="text" value="0"/> %	- Abzug:	<input type="text" value="0,00"/>
=====		
≙ Effektivpreis:		6,60
Rabatt/Effektivpr.: <input style="background-color: #e0f0ff;" type="text" value="0,00"/> %	- Abzug:	<input type="text" value="0,00"/>
=====		
+ Ohne Rabatt:		0,00
=====		
= Zu Zahlen:		6,60

If the discounts are entered accordingly, the amount to be paid is calculated automatically. With **OK** you complete the booking.

## Split function

In the catering industry it is often the case that all orders are first booked to one person or one table and then later split when paying. For this purpose, the catering cash register has the button **Split**

(F6). You have this button both in the customer level,

The screenshot shows a POS system interface titled 'Kasse'. At the top, there are navigation buttons for 'Tester Timo', 'Kunden', 'Tisch', 'Verkauf', 'Timetable', 'Reservierung', and 'Administration'. Below this, the current user is identified as 'Sonntag, Stephanie (24)'. There are checkboxes for 'Bediener' (unchecked) and 'Kasse' (checked). The main area is divided into two columns. The left column lists items with their prices and status: 'T 22 Schmedding, Benedikt (35) 0,00 test', 'T 23 Spangenberg, Marc (34) 6,60 test', 'Arens, Anja (36) -13,50 test', 'Brax, Willi Müller (-) 0,00 sso', 'Sonntag, Stephanie (24) 12,00 test', and 'T137 Schmedding Software (-) 0,00 test'. The right column lists items with their prices and status: '1 Golfer - 0,5 3,80 3,80 →sso', '1 Cola - 0,3 2,20 2,20 →sso', '1 Fanta - 0,5 3,80 3,80 →sso', and '1 Vitamalz - 0,3 2,20 2,20 →sso'. On the right side, there is a profile picture of Stephanie Sonntag and a vertical menu of buttons: 'Person editieren', 'Konto', 'Guthaben-Einzahlung', 'Karte', 'Tisch ändern', and 'Spilt' (highlighted with a red box). At the bottom, there is a search bar, a printer icon, and buttons for 'Entf.' (delete) and 'Edit'. The total amount is 12,00 and the amount due is 2,20. There are also buttons for 'Direktverkauf' and 'Ausbucher' (F12).

Item	Price	Status
T 22 Schmedding, Benedikt (35)	0,00	test
T 23 Spangenberg, Marc (34)	6,60	test
Arens, Anja (36)	-13,50	test
Brax, Willi Müller (-)	0,00	sso
Sonntag, Stephanie (24)	12,00	test
T137 Schmedding Software (-)	0,00	test

Item	Price	Price	Status
1 Golfer - 0,5	3,80	3,80	→sso
1 Cola - 0,3	2,20	2,20	→sso
1 Fanta - 0,5	3,80	3,80	→sso
1 Vitamalz - 0,3	2,20	2,20	→sso

as well as at the sales level.

**Kasse**

Tester Timo    Kunden    Tisch    Verkauf    Timetable    Reservierung    Administration

Sonntag, Stephanie (24)

1	Golfer - 0,5	3,80	3,80	→ssso
1	Cola - 0,3	2,20	2,20	→ssso
1	Fanta - 0,5	3,80	3,80	→ssso
1	Vitalmalz - 0,3	2,20	2,20	→ssso

Kölsch vom Fass 0,3	Kölsch vom Fass 0,5	Kölsch Cola 0,3	Kölsch Cola 0,5	Kölsch Radler 0,3
Kölsch Radler 0,5	Kölsch Alster 0,3	Kölsch Alster 0,5	Bitburger Pils 0,3	Bitburger Pils 0,5
Pils Cola 0,3	Pils Cola 0,5	Pils Radler 0,3	Pils Radler 0,5	Pils Alster 0,3
Pils Alster 0,5	Bitburger Drive 0,3	Bitburger Drive 0,5	Erdinger Hefeweizen 0,3	Erdinger Hefeweizen 0,5
Erdinger Hefeweizen Alkoholfrei 0,3	Erdinger Hefeweizen Alkoholfrei 0,5	Erdinger Hefeweizen dunkel 0,3	Erdinger Hefeweizen dunkel 0,5	Russe 0,3
Russe 0,5	Stauder 0,3	Stauder 0,4		

G	S	DIV	
AFG			
Säfte			
Biere			
Weine_Sekt			
Heissgetränke			
Spirituosen			
Gruppe X			
Gruppe Y			
7	8	9	⌫
4	5	6	+
1	2	3	-
#	0	.	✓

Total: 12,00    Soll: 2,20

**Splitten / Umbuchen**

Von: Sonntag, Stephanie (24)    Auf: Tisch:     oder:  (F9)

Originalkunden merken (F3)    Kunde:     1

12,00    Buchungszahl teilen durch: 2    0,00

1,0	Golfer - 0,5	3,80	3,80
1,0	Cola - 0,3	2,20	2,20
1,0	Fanta - 0,5	3,80	3,80
1,0	Vitalmalz - 0,3	2,20	2,20

3

(F6)   
  (F11)   
  (F12)

1. Select a table number, a customer or via the button **On several** persons already called up in the cash register
2. You can now divide the total amount by a certain number
3. or transfer the desired items to the previously selected customer or table using the arrow keys

If the number of items is two or more, a query window opens in which PC CADDIE asks you which number you would like to transfer or divide.

Umbuchen

Welche Anzahl soll umgebucht werden?  
Kölsch vom Fass - 0,3

Maximalzahl: 3,00

Umzubuchende Anzahl

Teilen durch:

## Transfer open tables or guests to another operator

You have the option to transfer your open tables or customers to another operator at shift change or closing time. Highlight the table you want to transfer and simultaneously press the **SHIFT** and **F9** on your keyboard.

Bedienerwechsel

Sonntag, Stephanie (24) S 2,20@C14680031

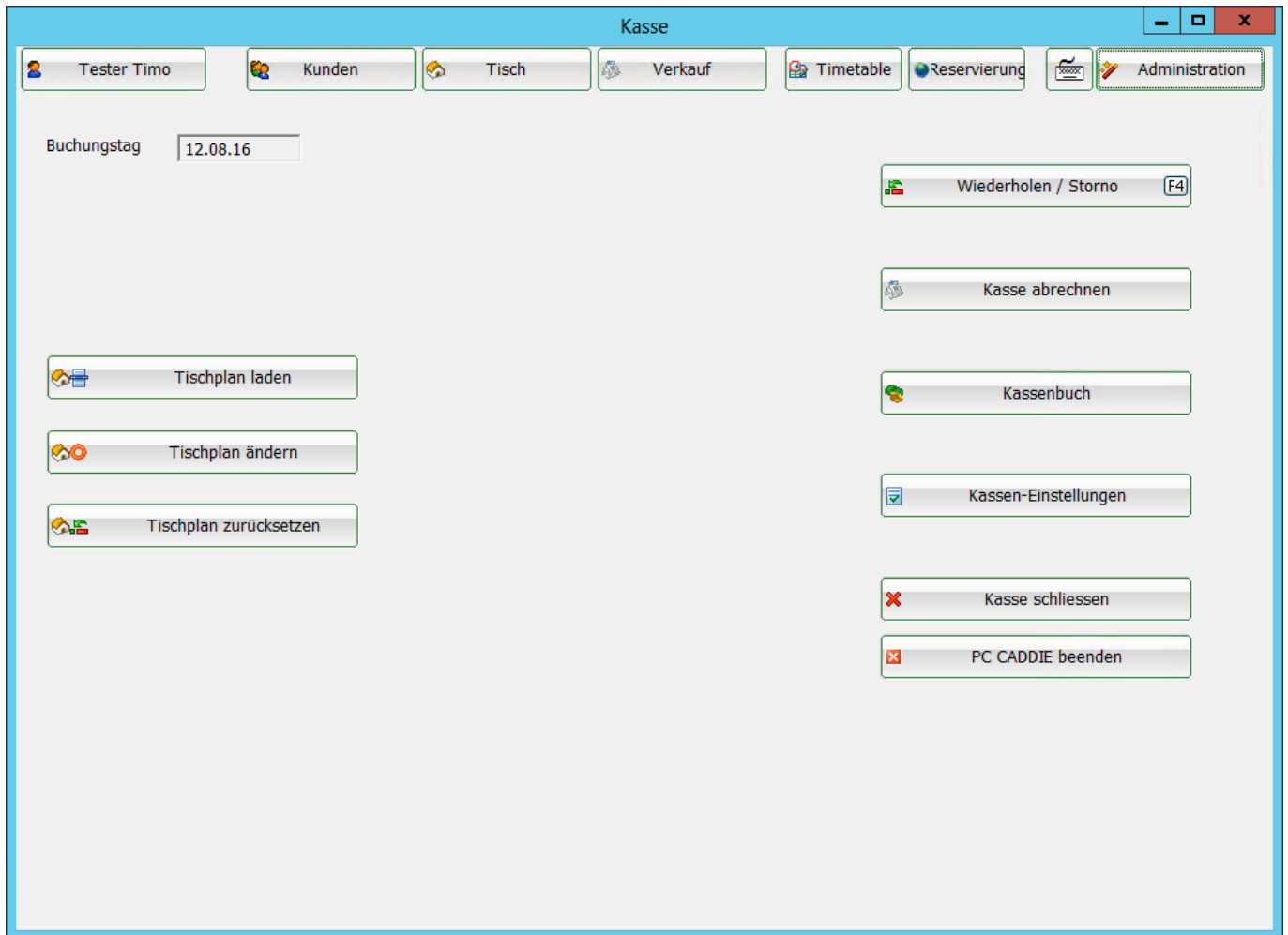
Auf welchen Bediener soll dieser Tisch / Gast gewechselt werden?

Bediener-Nummer:

Then select the operator to whom it is to be transferred. Repeat this with each table that is still open.

## Administration level

The individual functions/buttons may be locked depending on user rights.



Here you can change your table plan, for example, to move your tables to their current position.

You will also find access to the functions repeat/cancel, cash register, cash book, cash register settings, close cash register and exit PC CADDIE.

## Operator accounting and daily closing

Switch to the administration level at the top right. . Select **Cash register**:



1. [User balance](#)
2. [Daily balance](#)
3. [Print older balance](#)
4. [Print daily balance with details](#)
5. [Copy EC-Cash debit files](#)
6. [List of price changes](#)
7. [Transfer open customers into accounts](#)

## Working with the cash book

Via the button **Cashbook** button in the administration level, you can access the [Cash book](#) .

## Open item postings

[Post outstanding items](#)

## Edit quick selection

[Cash register - quick selection](#)