

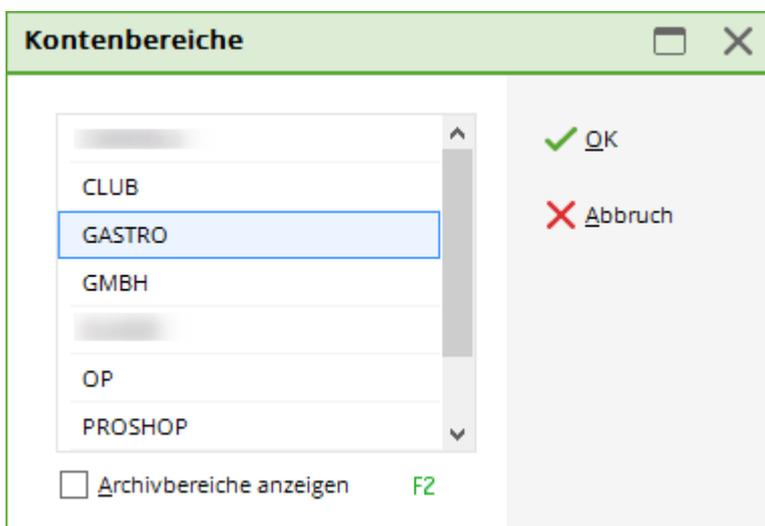
Delivery note management

This function is used with the **merchandise management** module.

Purchases made should be entered in PC CADDIE in as much detail as possible. Delivery note management is used to accurately record each delivery note. Incoming goods can therefore be processed correctly and can be tracked here at any time. Even if you no longer have the original delivery notes from your suppliers at a later date, you can always find the essentials here.

To process your delivery notes, you must first select the relevant account area, e.g. **GASTRO** or **SALES** first.

To do this, click on the yellow button in the icon bar



or select in the menu **Select sales/account area** menu, select the appropriate area.

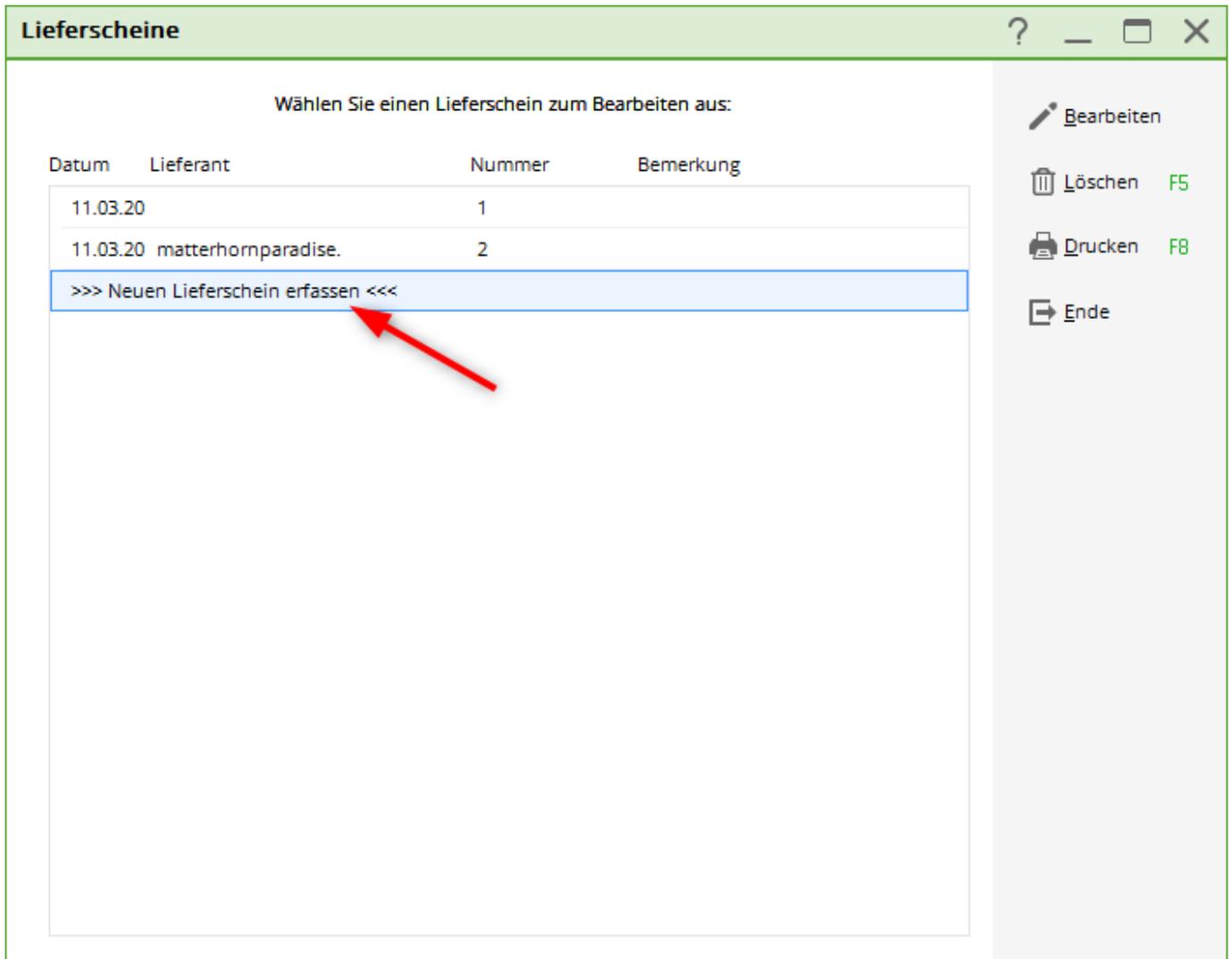
Entering suppliers

In preparation for delivery note management, your suppliers are created as persons in PC CADDIE. Please read about this under: [eingabe_der_lieferanten](#)

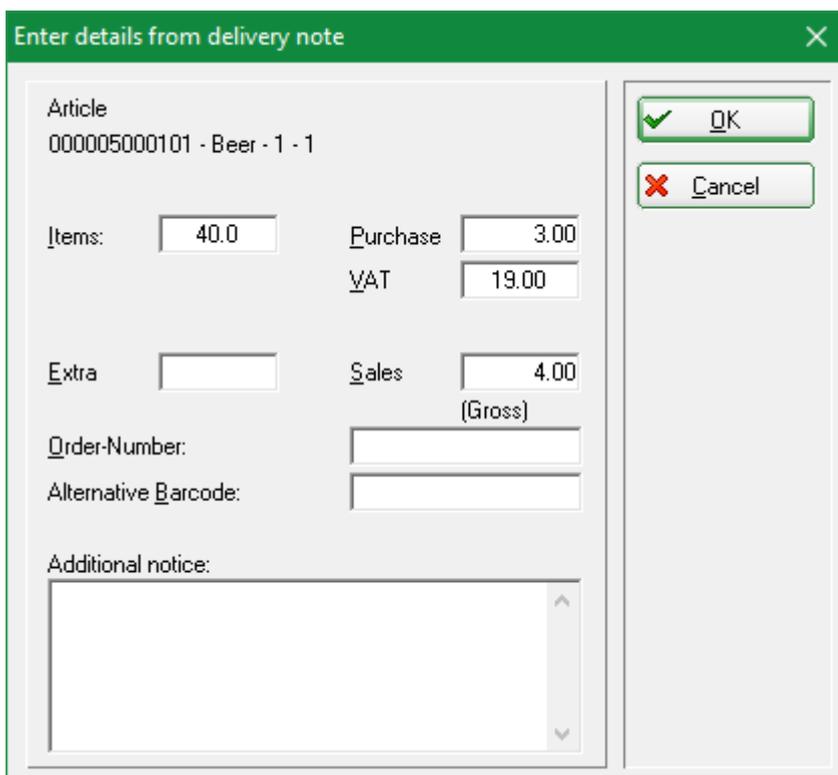
Entering delivery notes

To enter the delivery notes, use the menu item **Article/Delivery note management**

In the „Delivery notes“ window, select a delivery note that has already been entered and edit it using **Edit**. Or you can enter a new delivery note via **Create new delivery note** and **Edit**

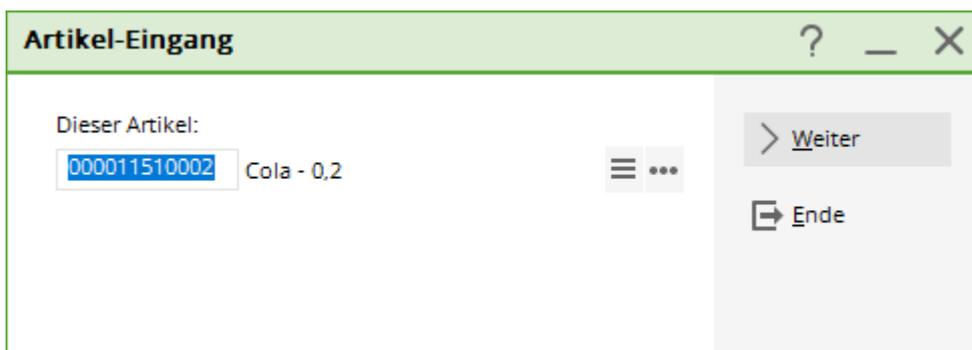


The new delivery note is displayed:



1. Specify the date of the delivery note.
2. The number is automatically assigned consecutively and sorted accordingly (even if the date is not chronological).
3. Select the relevant supplier using the list button on the right.
4. You can read the information entered here in the list of delivery notes, e.g. the invoice number would be useful here.
5. The status „recorded“ can be changed to „checked“, „paid“ or „error“; the corresponding symbol is then directly visible in the overview.
6. If the delivery is a new item, click on the list function button on the right and then on **New** to create a new item.
7. If the delivery relates to an existing item, click on **New article** to select the correct one.
8. If you are editing an existing delivery note, select **Edit** to make any changes or **Delete** to delete the item receipt completely.
9. The respective item access is immediately saved for label printing with the help of this tick. Please remove the tick if you do not want any labels.
10. The information on the purchase price, sales price, identifier, order number and barcode is automatically updated when the respective check mark is set.
11. You can also attach a document to the delivery note.

After selecting the desired item (7), press **Next**



Now enter the number of goods purchased - in our example 40 units. The purchase price is copied from the article entries. If this changes, the new price should be entered here. The desired calculation of the price (new price, average or calculated) is defined in the article (Incoming button):

Artikel-Eingang ✕

Dieser Artikel:
000014010000 - Campari -

Dieser Lieferant:
 ☰ ...

Anzahl EK-Preis

Kalkulation des neuen EK-Preises

Kennung VK-Preis

Lieferschein-Nummer:

Lieferanten-Bestell-Nummer:

Alternativer Barcode:

Zahlungsbedingungen:

Für Etikettendruck speichern

Buchen auf: Datum: Zeit:

Buchen
 Abbruch

The delivery note is now entered, the goods receipt is booked in:

Lieferschein bearbeiten (2)
☐ ✕

Datum:

Nummer:

Lieferant: ☰ ⋮

★ erfasst

Bezeichnung:

Information:

Neuen Artikel hinzufügen ☰ ⋮

| Art-Nr. | Zahl | EK | Bezeichnung |
|---------|------|------|-------------|
| | | | |
| Summe | | 0.00 | |

+ Neuer Artikel F9
 Bearbeiten F7
 Löschen F5

Artikel aus einer Bestellung kopieren F6

Retourschein an Lieferanten => Buchungen als Warenabgang

Gelieferte Artikel für Etikettendruck speichern

Beim Speichern diese Informationen in den Artikeln aktualisieren:

EK-Preis
 VK-Preis
 Kennung, Bestellnummer, Barcode

Anhang: 📁 ⋮

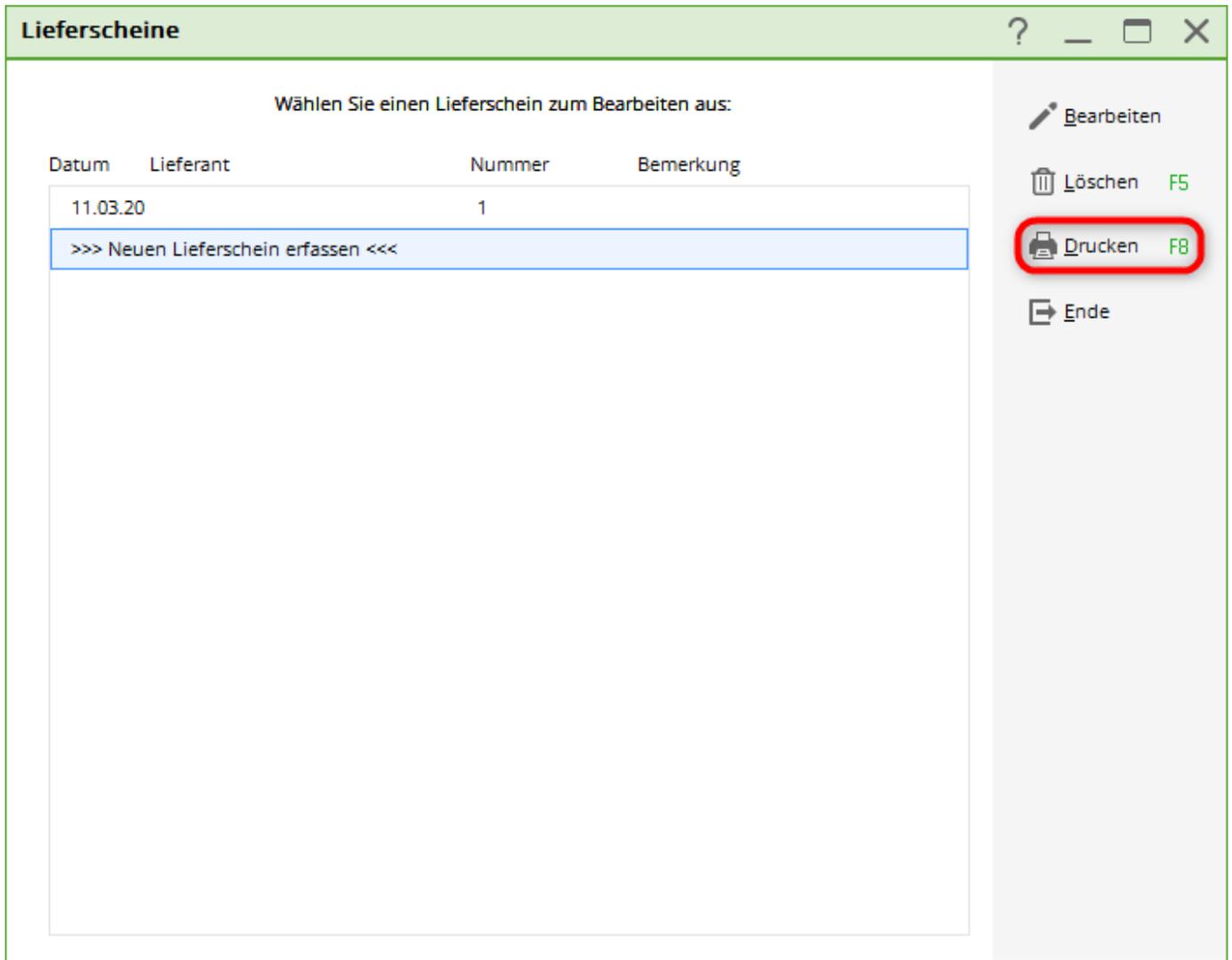
✓ OK

Drucken F8

Ende

Print delivery notes

You also have the option of printing delivery notes.



The following window opens:

Lieferungs-Liste ? _ X

Liste der Lieferungen

Drucken F8

Abbruch

Zeitraum: von: 19.08.20 0:00 Uhr
bis: 19.08.20 24:00 Uhr

Nur Lieferant:   2

Nur Lieferschein: 3

Nur Warengruppe:  4

Auswertungsgruppe:  4

Nur Kennung:

Jeder Lieferant auf eigene Seite

Jeder Lieferschein auf eigene Seite 5

Chronologisch jeden Lieferschein einzeln drucken

Nur Lieferungen auf Farb-/Größen-Hauptartikel

1. Determine the period of the deliveries.
2. If required, select the relevant supplier using the list button on the right.
3. If you only want to print a specific delivery note, enter the delivery note number here.
4. You have further restriction options here.
5. Both checkboxes are automatically set here, one supplier and one delivery note are printed per page - as shown below.

Lieferungen

Getränke Ulbrich 00985 Zahlungs-Bed.

Lieferschein 4

| Pos | Datum | Artikel-Nr. | Gruppe | Text | Zahl | EK-Einzel | EK-Total | VK-Einzel | VK-Total | Marge | Aufsl |
|----------------------|----------|-------------|--------|---------------------------|------|-----------|----------|-----------|----------|-------|-------|
| 1 | 08.08.11 | EKRW 0100 | GMEK | Einkauf Rotwein - Dornfel | 45,0 | 3,79 | 170,55 | 15,00 | 675,00 | 69,9 | 295,8 |
| Total (Lieferschein) | | | | | | | 170,55 | | 675,00 | | |

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1. the product group of the article
2. the purchase price per item
3. the total purchase price for the number of items supplied

4. the sales price per item
5. the total sales price for the number of items delivered
6. the percentage margin
7. the percentage mark-up