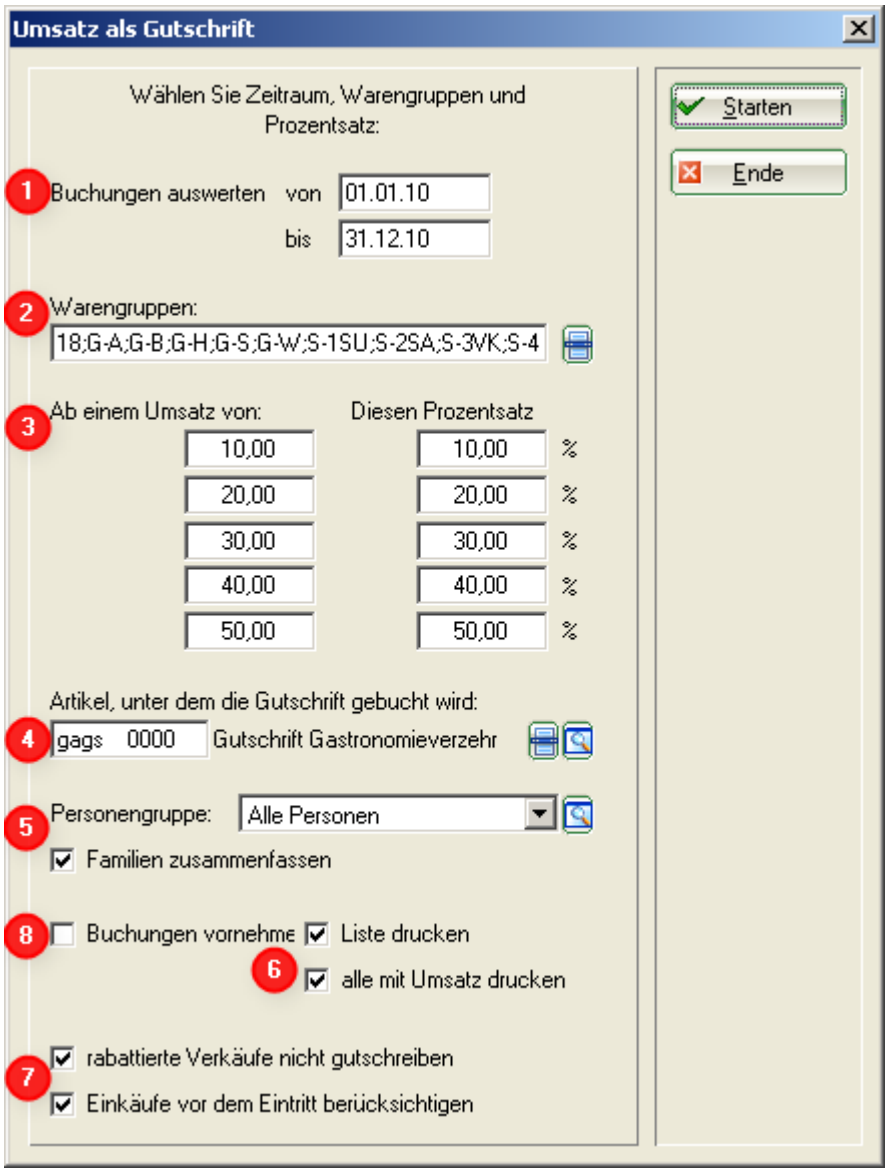
Post sales credits

You can access this function via ***Post article/sales credit memo***.
So that the menu item ***Article*** menu item is displayed, you need the *merchandise management module.*

Post sales credits

You can use this function to grant your members and guests a subsequent discount. This is posted in the form of a credit note based on the turnover generated.

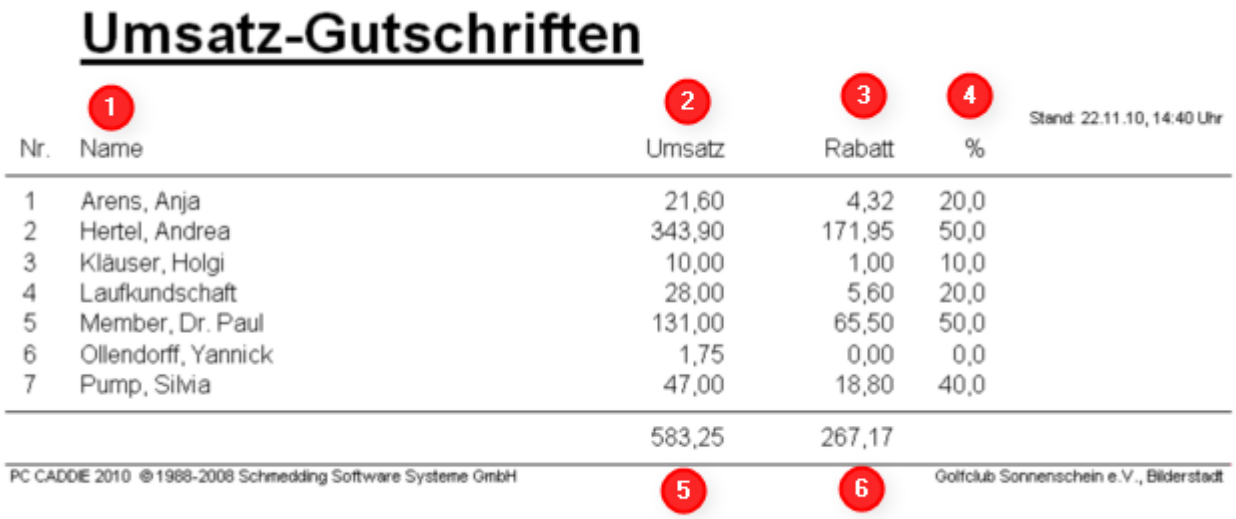


1. Select the period in which the turnover is to be taken into account.
2. Select the relevant product groups using the list button. If you leave this field empty, all product groups will be taken into account.
3. You can set up to five discount levels.
4. With regard to your accounting, it is recommended that you create a separate article for this

credit note and assign it the ***status*** „hidden“ so that it is not posted to the cash register by mistake.

5. As a rule, set the person group to „all members“, but of course any other person group can also be selected.
6. By ticking the box „Print all with sales“, the people who are below the lowest discount level are also displayed and therefore do not receive a credit note.
7. Here you can also set whether you want to grant a further discount on sales that have already been discounted and whether you want to take into account purchases made before the membership started, but within the period you initially set.
8. If this box is ticked, the booking is transferred to the sales account when the Start button is pressed. For checking purposes, it is advisable to print the list without this tick first in order to check the list.

You will now see the following list:



Umsatz-Gutschriften

Stand: 22.11.10, 14:40 Uhr

Nr.	Name	Umsatz	Rabatt	%
1	Arens, Anja	21,60	4,32	20,0
2	Hertel, Andrea	343,90	171,95	50,0
3	Kläuser, Holgi	10,00	1,00	10,0
4	Laufkundschaft	28,00	5,60	20,0
5	Member, Dr. Paul	131,00	65,50	50,0
6	Ollendorff, Yannick	1,75	0,00	0,0
7	Pump, Silvia	47,00	18,80	40,0
		583,25	267,17	

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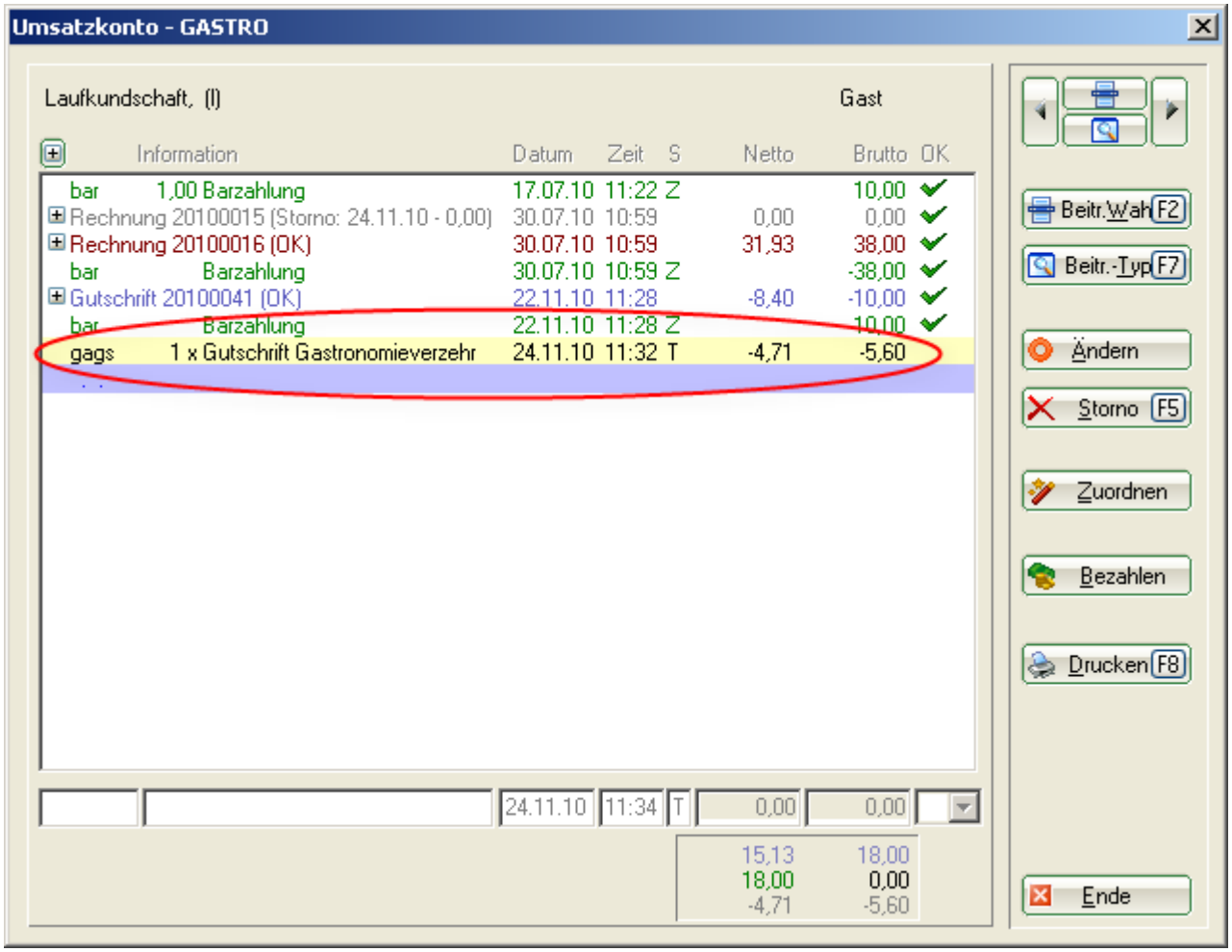
Golfclub Sonnenschein e.V., Bilderstadt

The following questions will be answered:

1. Which person?
2. How high is the turnover in the set period?
3. How high is the discount/credit?
4. How high is the discount rate applied?
5. How high is the total turnover in the set period?
6. How high is the total discount/credit?

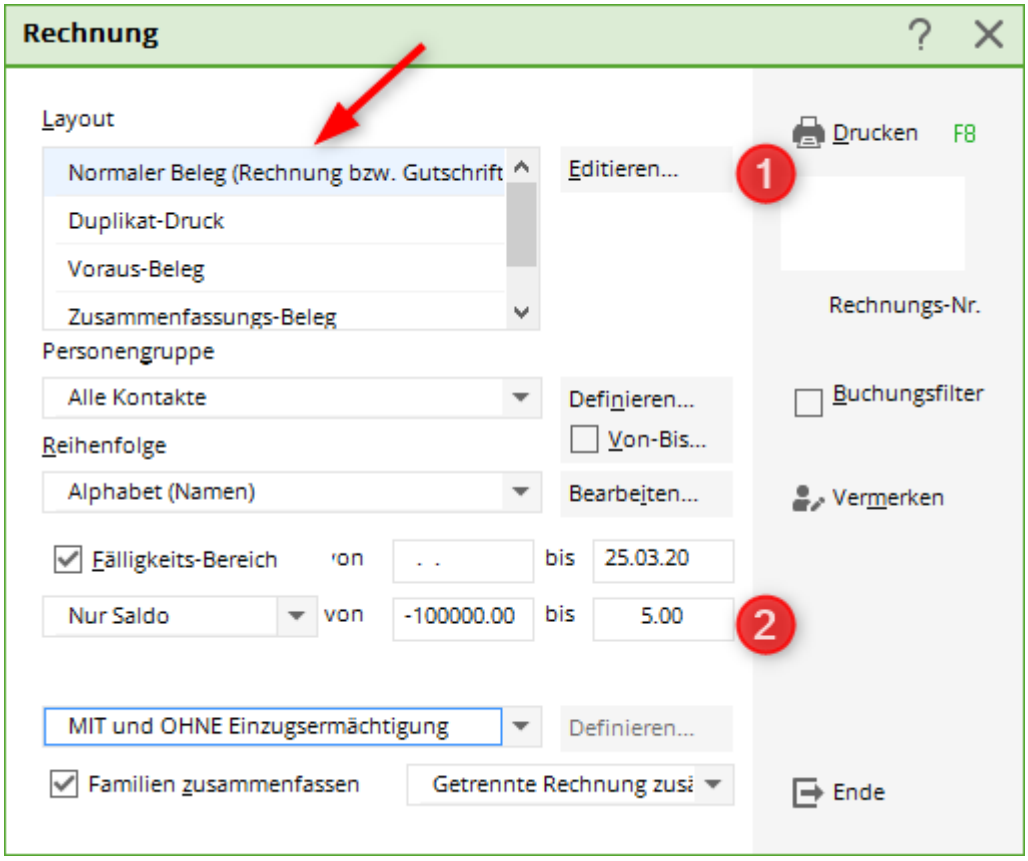
If you are satisfied with the list, tick the box (8) to make the booking.

The unposted credit memo entries are shown in the sales accounts:



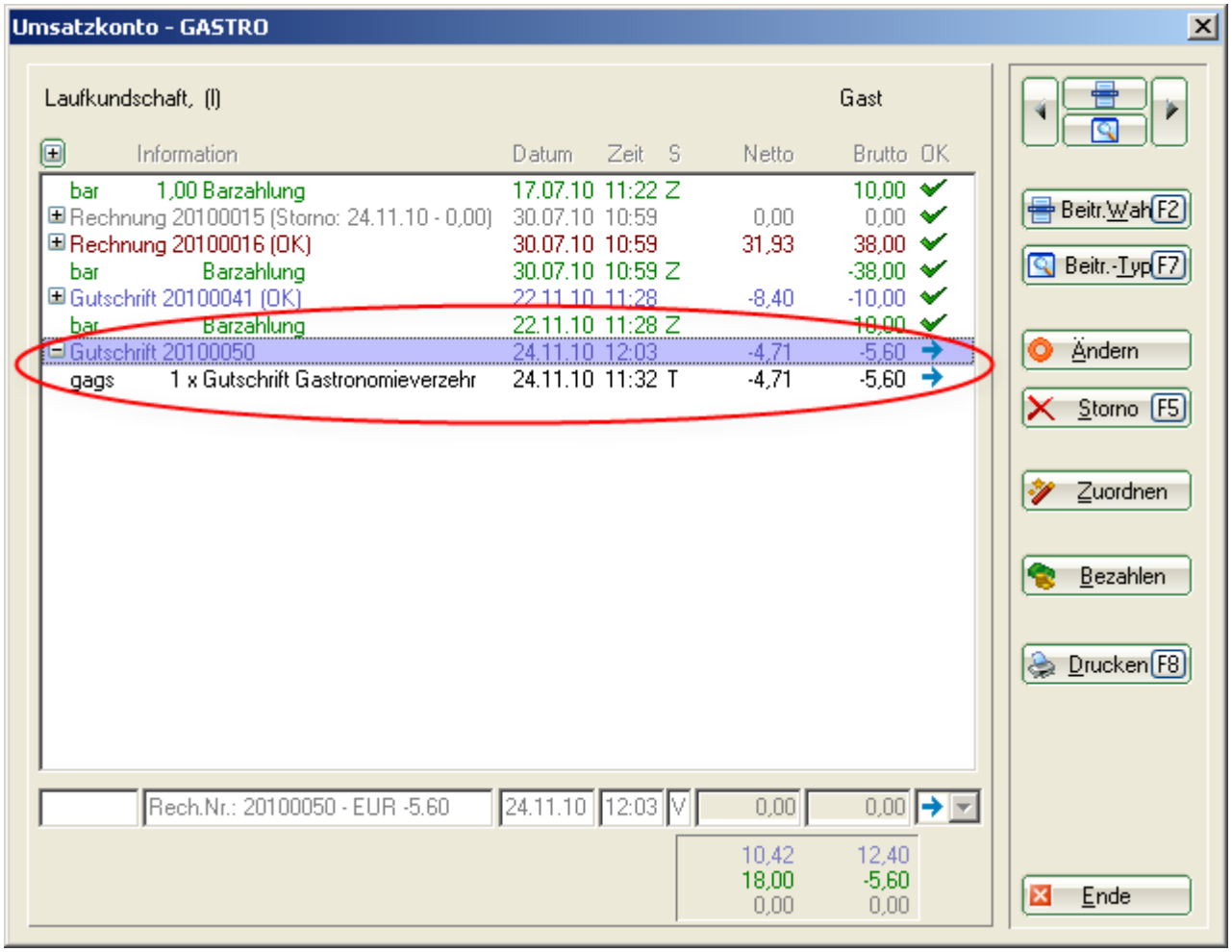
Print credit notes

The next step is to print the credit notes. To do this, go to ***Sales/Print:Invoices.***



Simply click to select ***Normal document (invoice or credit note).***
Select via ***Edit*** (1) to select your layout and set the balance (2) to ***from -99999.99 to -5.00.***
Then click on ***Print.*** If you do not want to send the credit notes, it is sufficient to start the printout as a screen print only.

The respective credit note entry now appears in your sales accounts:



Transfer credit notes

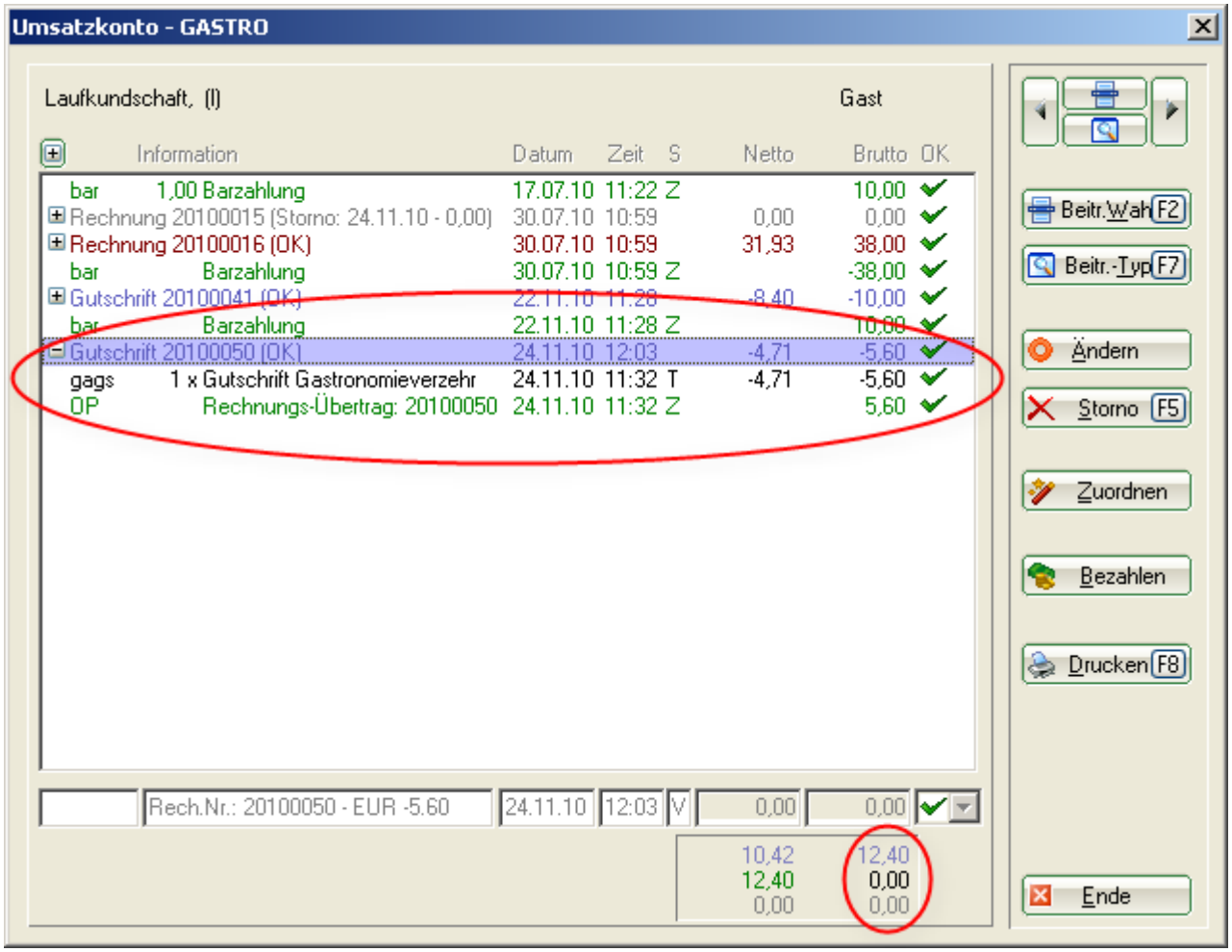
If you are working with an open item area, it is necessary to transfer the credit notes to this area.

To do this, go to ***Turnover/Year-end closing/ Transfer open invoices to another account area.***



If you have several operating theatre areas, please ensure that you have set the correct one. Confirm with ***OK.***

The balance of your sales accounts now shows €0.00 again in the cash account area:


Umsatzkonto - GASTRO
Laufkundschaft, (I)
Gast
Information
Datum
Zeit
S
Netto
Brutto
OK
bar 1,00 Barzahlung 17.07.10 11:22 Z 10,00
Rechnung 20100015 (Storno: 24.11.10 - 0,00) 30.07.10 10:59 0,00 0,00
Rechnung 20100016 (OK) 30.07.10 10:59 31,93 38,00
bar Barzahlung 30.07.10 10:59 Z -38,00
Gutschrift 20100041 (OK) 22.11.10 11:28 -8,40 -10,00
bar Barzahlung 22.11.10 11:28 Z 10,00
Gutschrift 20100050 (OK) 24.11.10 12:03 -4,71 -5,60
gags 1 x Gutschrift Gastronomieverzehr 24.11.10 11:32 T -4,71 -5,60
OP Rechnungs-Übertrag: 20100050 24.11.10 11:32 Z 5,60
Rech.Nr.: 20100050 - EUR -5.60
24.11.10
12:03
V
0,00
0,00
10,42
12,40
12,40
0,00
0,00
0,00
Beitr.Wah F2
Beitr.-Typ F7
Ändern
Storno F5
Zuordnen
Bezahlen
Drucken F8
Ende