

Sales discount as credit note

You get to this function via **Articles/Turnover credit notes**. To be able to see the menu item **Article** the additional module *Merchandise system* is required.

Post credit notes

This feature allows you to grant members and guests a belated discount. Depending on the customers volume of purchases it will be posted as a credit note.

Select time, article groups and percentage:

1 Sales analysis from 01.01.2010 to 31.12.2010

2 Groups: B-B;B-H;B-NA;B-S;B-W;F-1S;F-2S;F-3AC;F-4AW;F-5

From this amount:	percentage taken:
3 10.00	10.00 %
20.00	20.00 %
30.00	30.00 %
40.00	40.00 %
50.00	50.00 %

4 Name of bonus article: crga 0000000 Credit gastronomy

5 Persons filter: All persons

Families together

8 Enter bonus Print list

6 Print all persons with purchases

7 Do not credit discounted sales

Consider purchases before the entry

Start Quit

1. Define the time period for sales to be considered.
2. The relevant product groups can be selected with the list button. Leaving the field empty will mean taking all product groups into account.
3. You can set up to five discount levels.
4. For your accounting it might be useful to create an extra article for these credit notes and to give it the **Status** „hidden“, so it cannot be used in the cash register accidentally.

5. In a normal case you would select the person group „all members“ but you can also select any other group of people.
6. „Print all persons with sales“ means that even those who have spent less than required for the first discount level and therefore do not get a credit note will be displayed.
7. You can select whether you want to grant the discount on previously discounted sales, and if sales that were done before the member joined the club (but lie in the defined time period) should be considered.
8. Is this box ticked off, the postings will be transferred to the accounts. It would be wise to print the list without the check mark so you can check it first.

You will get a list like this:

Bonus on account

No.	Person	Account	Discount	%
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	

Printed: 28.01.21, 17:24 hour

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PROBEINSTALLATION: Testclub AG, TestCity



The following questions will be answered:

1. Which person?
2. What is the sales total in the set time period?
3. What is the granted discount/credit note?
4. What is the given discount rate?
5. What is the total amount of all sales in the set time period?
6. What is the total amount of all given discounts/credit notes?

If you are happy with the list, you can check-mark (8) to proceed with the postings.

In the sales accounts you will now see the credit notes as not recorded postings:

Turnover-Account - GASTRO

Laufkundschaft, (I) Golfclub USGA

Information	Date	Time	S	Net	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	✓
gags 1 x Gutschrift Gastronomieverzehr	24.11.10	11:32	T	-4,71	-5,60	

Navigation: Left, Print, Right

Select fee (F2)

Edit fee (F7)

Change

Reversal (F5)

Payment

Print (F8)

Quit

24.11.10	11:34	T	0,00	0,00
			15,13	18,00
			18,00	0,00
			-4,71	-5,60

Print credit notes

The next step is to print the credit notes. Go to **Accounts/Print...Invoices:**

Invoice

Layout

- normal receipt (invoice or credit) ➔ 1
- Print copy
- Proforma Invoicing
- summary of account

Persons group

All persons Define...

Order

Alphabet (Names) From-To... Edit...

Due date from . . to 26.01.21

Amount only from -10000000 to -5,00 2

WITH and WITHOUT direct-debit Define...

Families together separate invoice, extra

Print (F8)

Invoice-No.

Bookings filter

Note

Quit

Select **Normal receipt (invoice or credit)**.

Select the layout with **Edit** (1) and set the balance (2) **from -1000000 to -5.00**.

Finally click **Print**. If you do not want to send the credit notes by mail you can simply launch the print as a print preview on your screen.

Now the sales accounts will contain the credit notes as recorded entries:

Turnover-Account - GASTRO

Laufkundschaft, (I) Golfclub USGA

Information	Date	Time	S	Net	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	24.11.10	12:03		-4,71	-5,60	→
gags 1 x Gutschrift Gastronomieverzehr	24.11.10	11:32	T	-4,71	-5,60	→

Summary:

10,42	12,40
18,00	-5,60
0,00	0,00

Transfer credit notes

In case you are working with an OI area (outstanding items), it is necessary to transfer all credit notes to it.

Go to **Accounts/Year end/Copy open invoices to another area** in order to do this.

Transfer open invoices

Target account area: OI

Date: from 26.01.10 to 24.11.10

Text: Rechnungs-Übertrag: <NO>
Rech.: <AREA>-<NO>

OK Cancel



If you have more than one OI area, please make sure you have selected the correct one. Confirm with **OK**.

The balance of the sales accounts will be back to 0.00 € in the cash account area:

Turnover-Account - GASTRO

Laufkundschaft, (I) Golfclub USGA

Information	Date	Time	S	Net	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	✓
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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	✓
QP Rechnungs-Übertrag: 20100050	24.11.10	11:32	Z		5,60	✓

Rechtskante (Buttons):

- Select fed (F2)
- Edit fee (F7)
- Change
- Reversal (F5)
- Payment
- Print (F8)
- Quit

Unten links (Formulare):

Rech.Nr.: 20100050 - EUR -5.60 | 24.11.10 | 12:03 | ✓ | 0,00 | 0,00 | ✓

Unten rechts (Zusammenfassung):

10,42	12,40
12,40	0,00
0,00	0,00