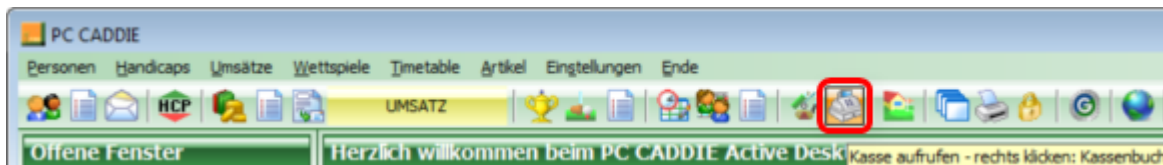


Opening the cash register

Open the PC CADDIE cash register, which is an extra module, via **Accounts/Cash register**.

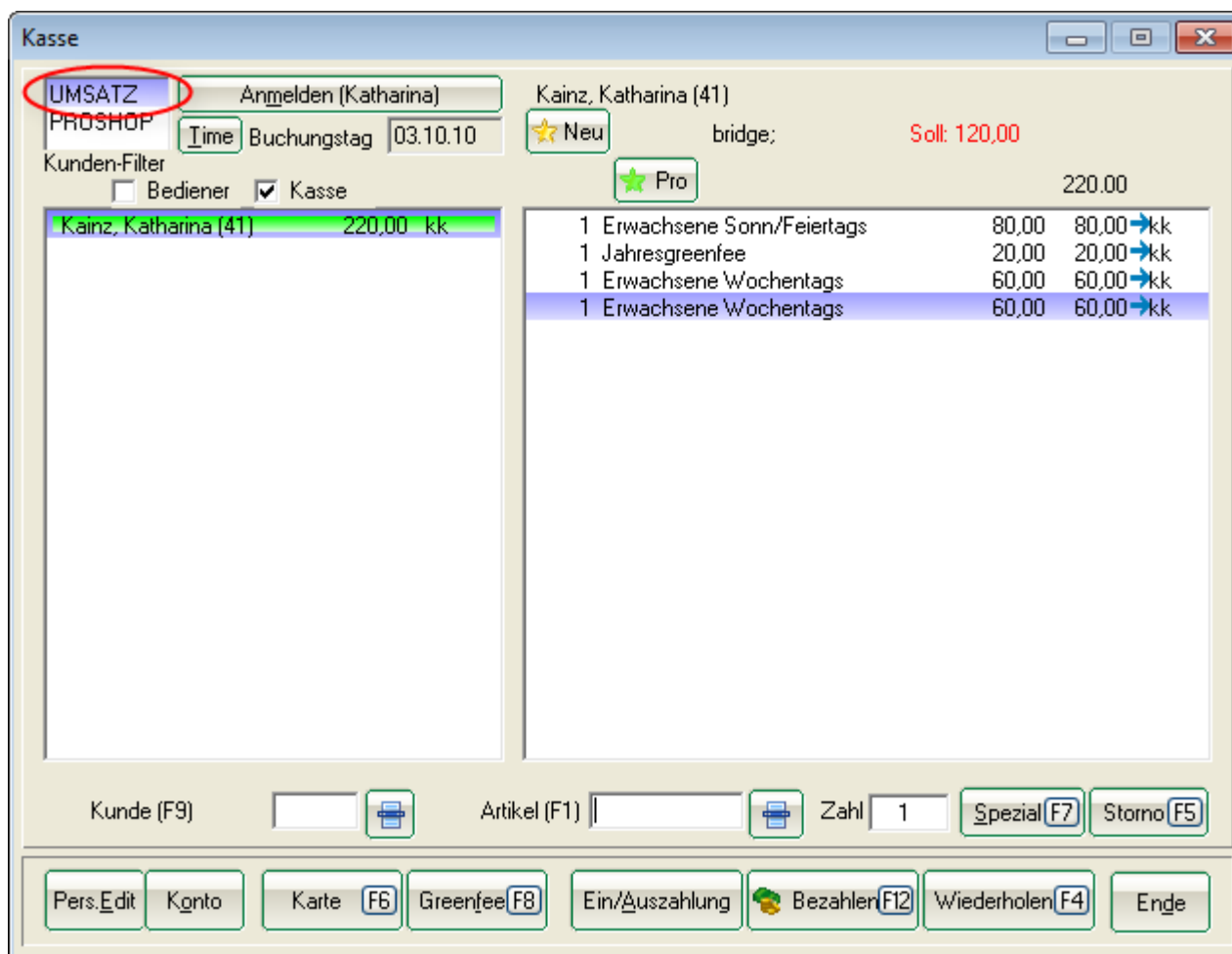
You can also click the little cash register icon in the icon-toolbar to open it.



Always pay attention to the current account category you are working in. Usually the cash register is preset to the account category **SALES**.



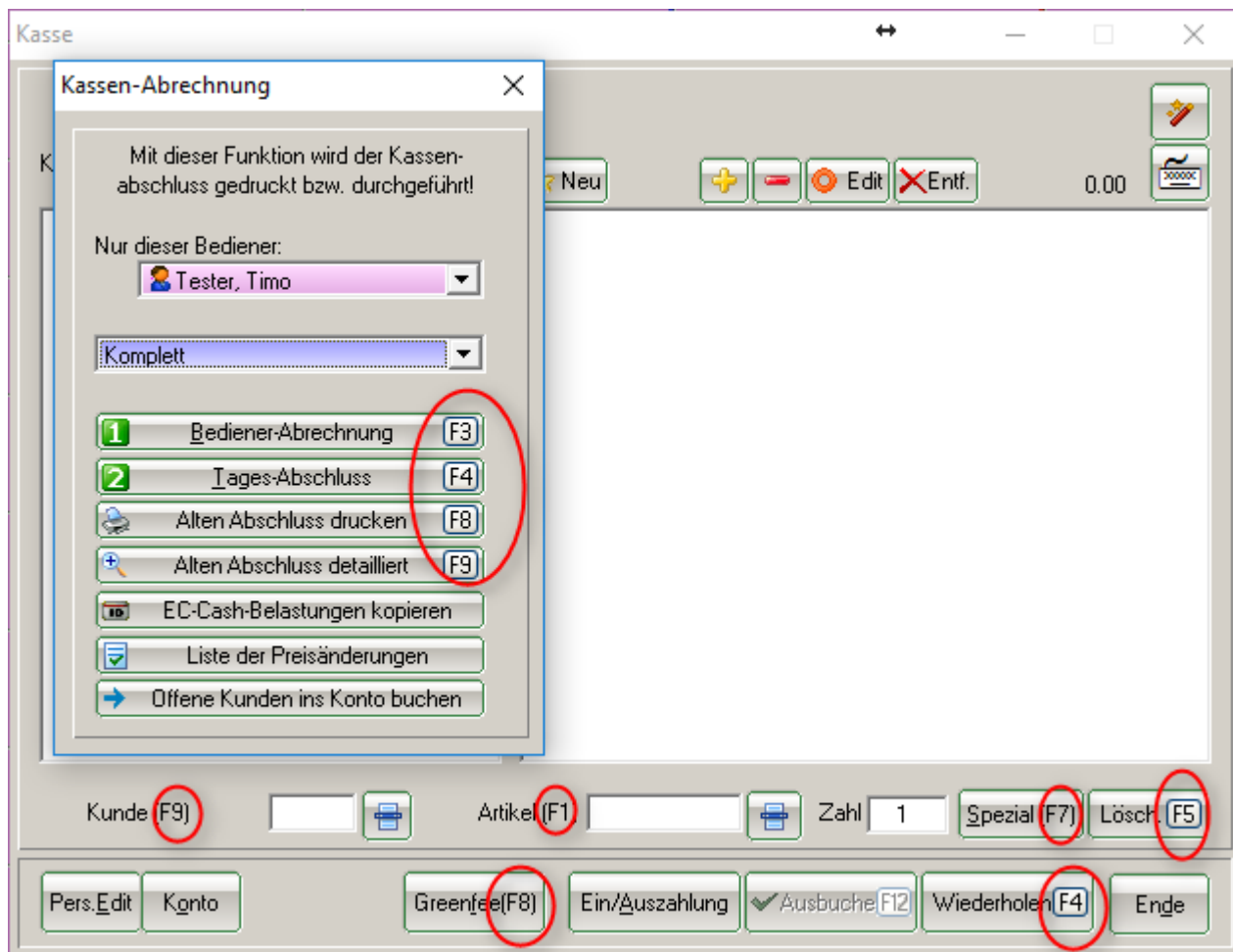
Here the opened cash register is in the account area **SALES**, according to the pre-settings. The active account category is highlighted in blue. You can easily switch to the account category **PROSHOP**; just click on **PROSHOP** at the top left in the cash register window.



Shortcuts/F-keys in the cash register

Operating the cash register with the keyboard is very fast. Here are the common shortcuts, so you don't even have to touch the mouse:

F1	Cursor jumps from customer to article selection
F2	List of articles
F3	Billing (ATTENTION: from here the F keys are different again)
F4	Repeat
F5	Cancel/Delete
F6	Open Ball card (GASTRO: Splits)
F7	Edit article
F8	Book green fee (click OK to print the Bag-tag)
F9	If you place the cursor on the article, you can access the customers' list with F9
F10	Empty
F11	Receipt
F12	Pay (payment mask)
Esc	Leave the active window



POS protocol

The data log opens via *Accounts/Cash log*.

This is called „Cash register- efsta - European Fiscal Standards Association“ at active efsta interface.

You have the following options here:

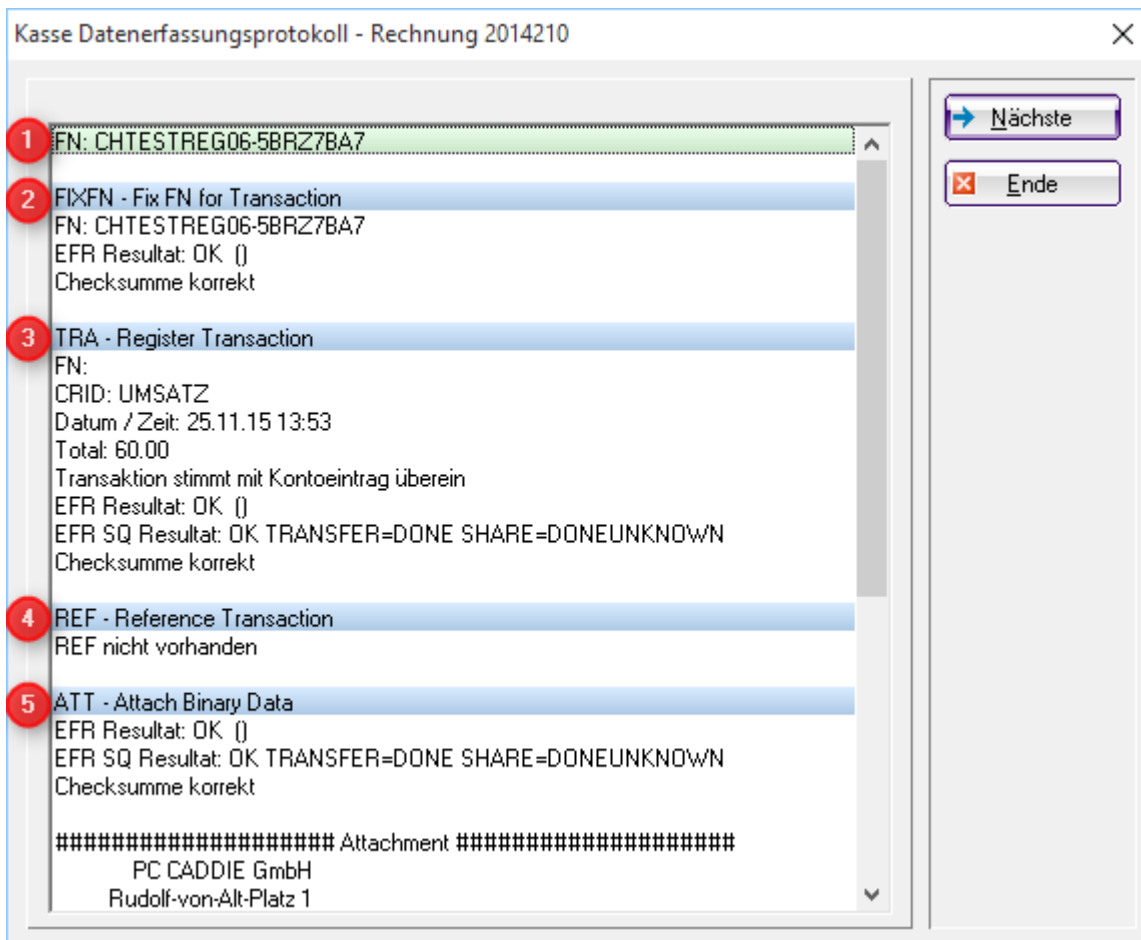


1. Here you can see all the bookings.
2. Selection of the period for the displayed bookings
3. [Details](#) - the receipt with all information that is also transmitted to efsta.
4. [Cash guidelines \(AT\) and procedural documentation](#)

[Print out the data acquisition protocol](#)

5. Settings - Efsta installation

Invoice details



1. FN = fiscal number - is only available once for this booking
2. FixFn = When creating an invoice, a fiscal number is requested from Efsta - as soon as the invoice is printed and the payment process is completed, this number is also transferred back

to Efsta

3. TRA = Communication between Efsta and PC CADDIE - Registration of the booking at Efsta
4. REF = Here you can see the transaction of a cancellation
5. ATT = Transfer of the receipt mentioned below



Data collection protocol printouts

Datenerfassungsprotokoll Ausdrucke

Typ: Tagesübersicht
Von: Einzelbuchungen
Bis: 12.11.15

OK
Abbruch

Daily overview: only for one or more days with a total

Individual postings: list of all postings (analogous to the invoice output list)

