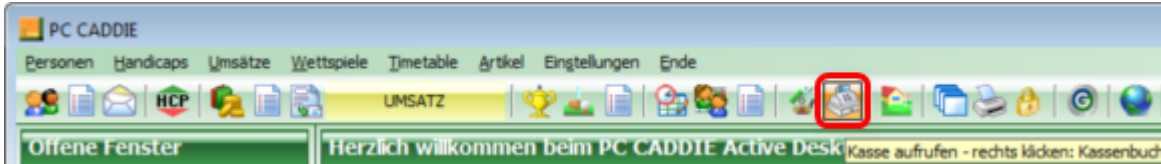


Opening the cash register

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

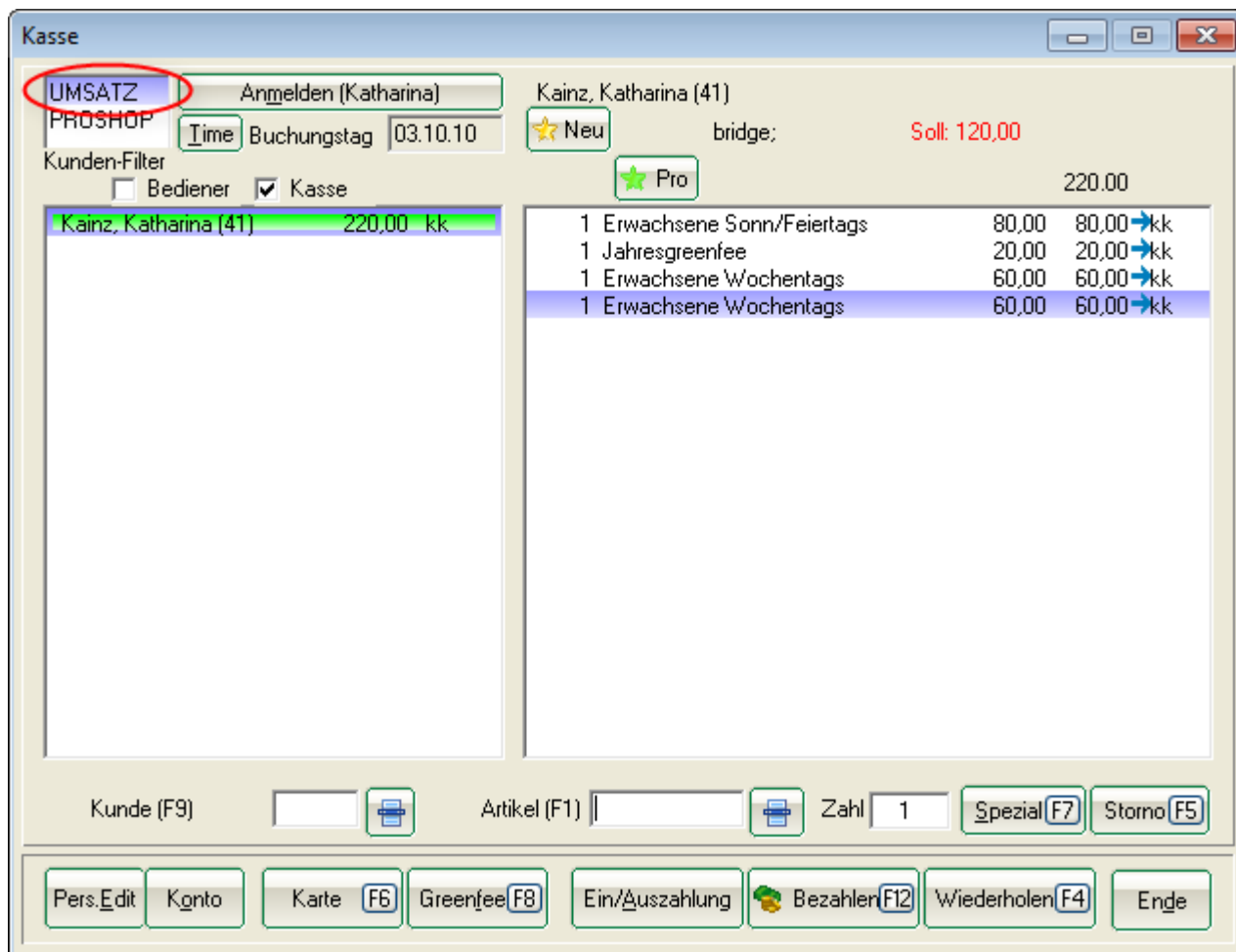
You can also click the little cash register icon in the icon-toolbar to open it.



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



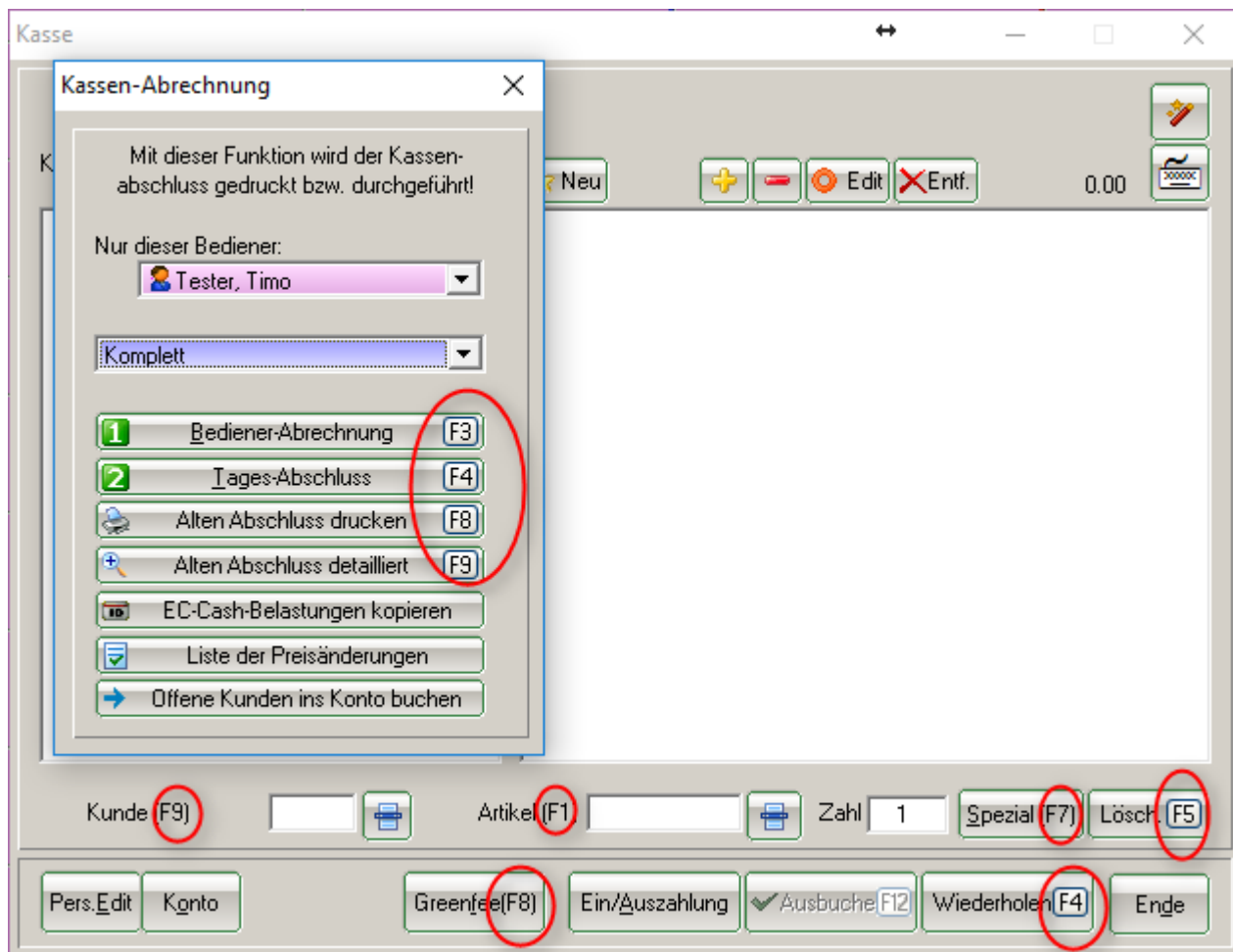
Here the opened cash register is in the account area **SALES**, according to the pre-settings. The active account category is highlighted in blue. You can easily switch to the account category **PROSHOP**; just click on **PROSHOP** at the top left in the cash register window.



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 Ausdrucken

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)

