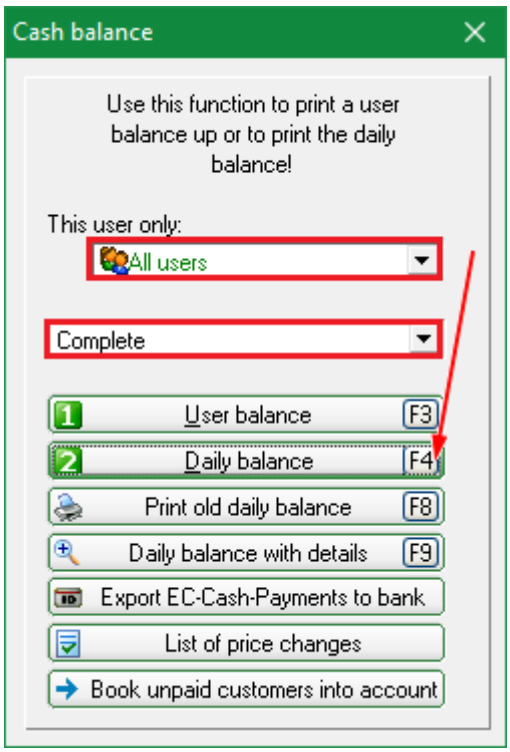
End of the day

Day-end closing standard

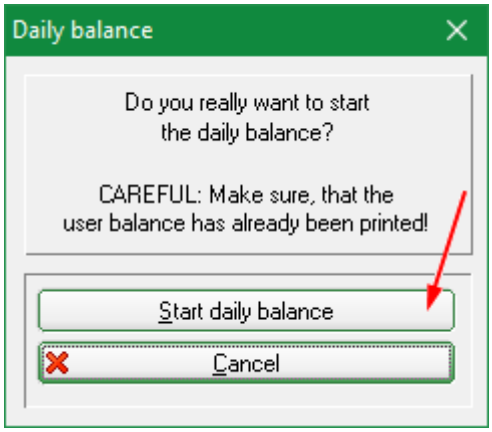
Carry out closing

If you click in the menu bar on ***Turnover/Checkout*** in the menu bar, the billing screen opens:



Before you make a daily closing, we strongly recommend that you visit Operator billing to check the cash register and make any necessary changes.

There are various options for the daily closing, ***Complete*** should be the default setting. If you would like to carry out the daily closing, click on ***Daily closing (Z)*** (F4) and confirm with the button ***Carry out closing.*** The daily closing is posted and corrections can then only be made with an offsetting entry.



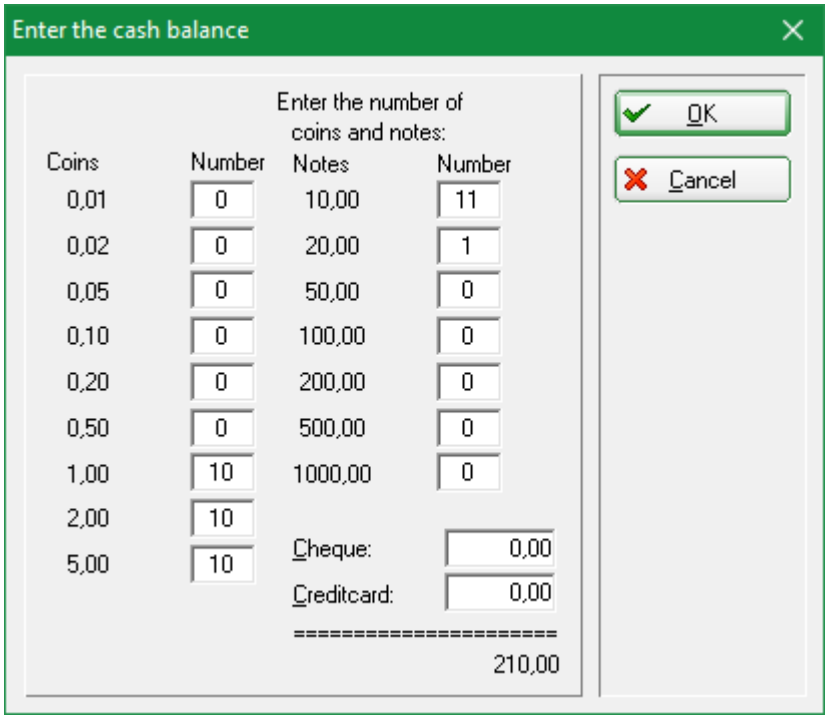
Daily closing - postings still open

Due to the requirements of the cash guidelines, day-end closings are only carried out if postings are derecognised/paid or open postings are transferred to an OP account.

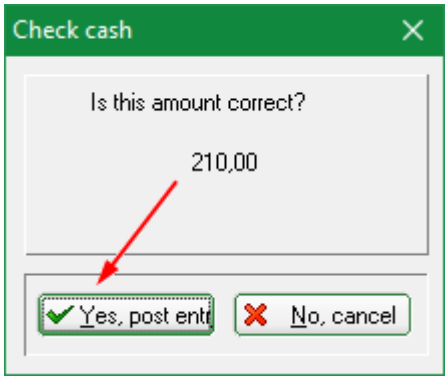
If you have any questions, please contact support@pccaddie.com

Special features

Depending on the settings of your cash register, the following window will open. You can enter the cash balance.



Confirm with ***OK*** and then with ***Yes, book:***



The end of the day is carried out.

Daily balance 24.01.11

Number: 3

SALES

Total 24.01.11, 10:32

Income

Cash	Cash payment	210,00	210,00 €
	Total	**210,00**	**210,00 €**

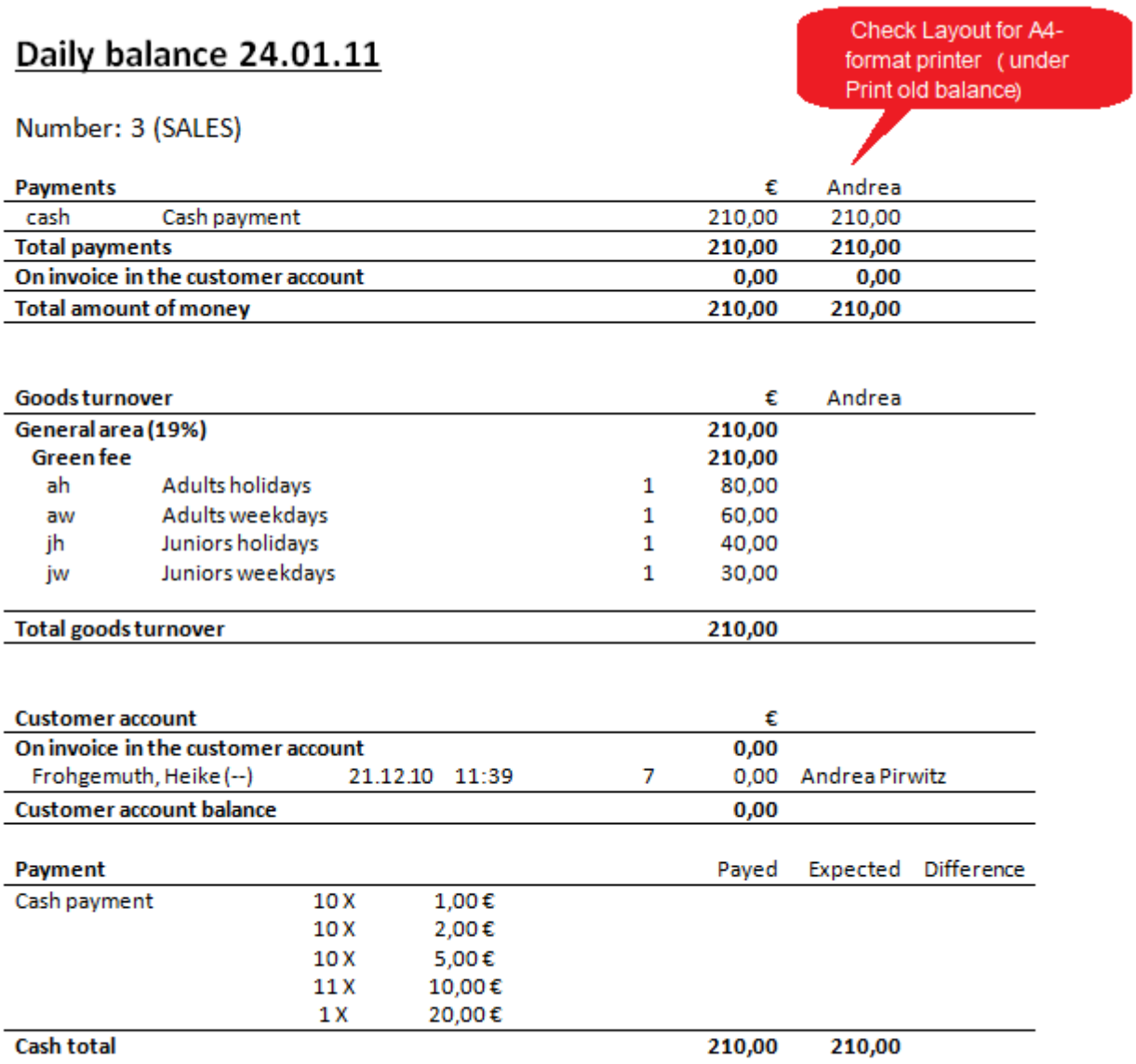
Payed

Cash payment	10 X	1,00 €
	10 X	2,00 €
	10 X	5,00 €
	11 X	10,00 €
	1 X	20,00 €
Current cash		210,00 €
Check		0,00 €
		0,00 €

Customer account
Open invoice

Total	0,00 €
Deposit	

If you click on ***Print old contract*** tick the box, ***Layout for DIN A4 printer,*** the daily closing is displayed as follows:



Special features with cash register numbers

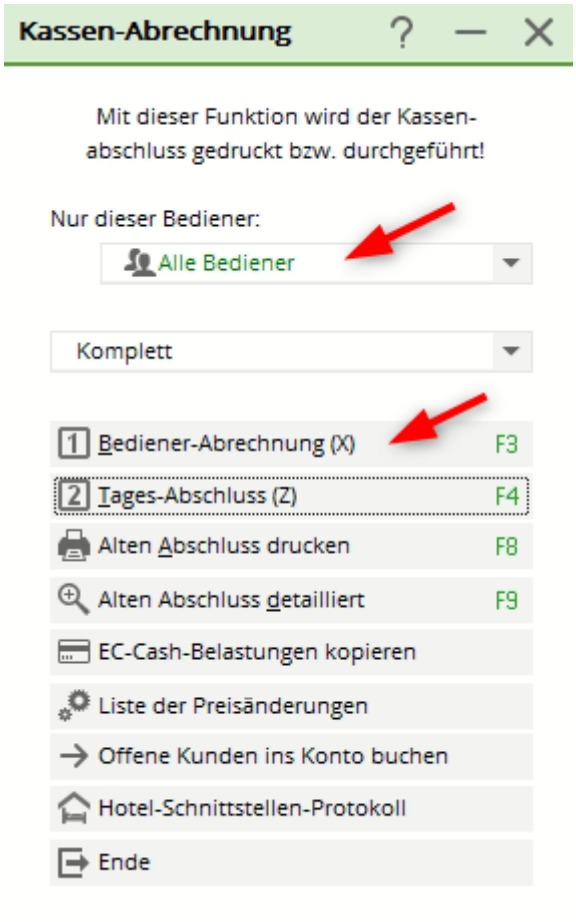
Automatic daily closing at night

If cash register numbers are required, we can install an automated night-time daily closing for all cash register numbers. This may be necessary, for example, if you want to work in the same account area but the tills are further apart and therefore require separate accounting.
If required, please contact us at support@pccaddie.com

Operator accounting

Once the function has been installed, the X printout for „ALL OPERATORS“ only prints the operators of the respective till number! After that, nothing more should be posted, or if this is NECESSARY, the

„ALL OPERATORS“ accounting should be repeated.

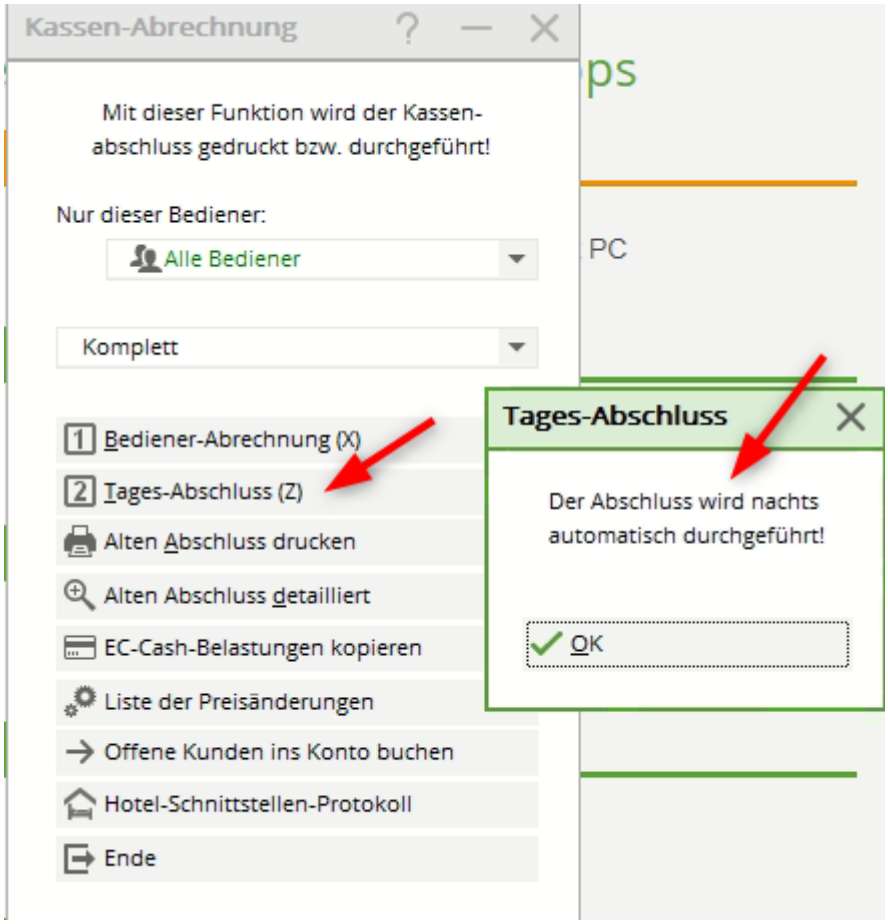


Payment terminals Cash register cut

In this case, the nightly daily closing is created by a service on the server for all cash register numbers!
It is therefore necessary to start the payment terminal cash register cuts MANUALLY, preferably at the same time as the X-cut for „ALL OPERATORS“, so that the figures „match“ the TOTAL daily closing on the following day as closely as possible, which makes the accounting department's work easier.

Daily closing

If a nightly daily closing is set, the daily closing is blocked locally at the tills. This informative message is displayed instead:


Kassen-Abrechnung
Mit dieser Funktion wird der Kassen-abschluss gedruckt bzw. durchgeführt!
Nur dieser Bediener:
Alle Bediener
Komplett
1 Bediener-Abrechnung (X)
2 Tages-Abschluss (Z)
Alten Abschluss drucken
Alten Abschluss detailliert
EC-Cash-Belastungen kopieren
Liste der Preisänderungen
Offene Kunden ins Konto buchen
Hotel-Schnittstellen-Protokoll
Ende
ps
PC
Tages-Abschluss
Der Abschluss wird nachts automatisch durchgeführt!
OK