

POS guidelines (AT) and process documentation



Document signing

In Austria, the documents must be signed as of 01.04.2017. PC CADDIE continues to work with [Efsta](#), to provide you with a simple and secure solution.

There are possibilities to run the document signing via a SmartCard connected locally with the cash register or the server, or via the SignServer.

With the SmartCard, the disadvantage is that one needs a kind of USB stick, which is inserted at the server or at the respective cash register stations. The SignServer requires no additional hardware.

The following [Packages](#) are available from Efsta. We recommend the „EFSTA SECURE - Server „package. This package allows the connection to the signature server for document signing; an additional very important point is the data storage for 10 years (auditable). Optionally, this package offers the following 2 features: - „Document archiving according to § 132 para. 2 BAO“ as well as the possibility of „digital cash register receipts“.

In addition to this service offered by Efsta, you also need the actual signature unit, which ultimately generates the document signatures for your cash registers. You can choose between the following [products](#). At this point, the question is whether you want to work with a hardware or the SignServer. If you decide to use one of the Remote Signing products, be aware of the speed of the transfer, and if you want emergency support between 8am and 6pm or 24/7. Basically, the following two alternatives will meet the normal needs:

PrimeSign Cash Register Bundle K30

Signature unit with smart card for plugging into the cash register or the server. This inexpensive solution is OK for smaller installations. What is needed is a locally installed hardware (this USB stick), and the smart card must always be plugged in and working. Internet is not needed.

[Cash register Bundle](#)

PrimeSign Remote Signing SaaS for RKSV 150 / 8-18

Remote Signing via the PrimeSign server with response times of 150ms and support from 8am to 6pm. This should be the right package for normal golf course operation.

We recommend this package for larger installations. Only this package can be used with cloud solutions. You do not have to worry about the hardware, everything is online. You shouldn't worry about temporary Internet interruption - in this case, the system will continue to issue provisional signatures with the note „Signature unit failed“. This is permissible in exceptional cases and ensures the uninterrupted functioning of your cash register. So you do not have to worry - but in principle, the Internet should of course already work reliably and consistently for this solution.

Remote Signing SaaS

Note: All prices are informative plus the statutory VAT. - we will inform you about the possibilities and support you in setting up the system, by ordering the certificates as you wish. Contracting parties and billers for these services are Efsta and PrimeSign.

You need the participant ID / user ID and PIN from your web service online access in order to register the cash register via Efsta at FinanzOnline. Note that these must not be longer than 12 characters.

Legal basis

The cash register package, consisting of the cash register obligation on the one hand, and the requirement to create vouchers and the obligation to accept vouchers on the other hand, was decided upon as part of the 2016 tax reform. As of 01.04.2017, additional manipulation security for electronic recording systems are required. This is possible with our PC CADDIE interface to [efsta](#), because it provides you with legal certainty regarding the EU tax authorities.

Technical documentation

Cash register type

The PC CADDIE cash register system is a database-based cash register system, and therefore corresponds to the cash register type 3, according to cash management regulations.

Description of the safety device (E 131)

1. Components and data structure

Main databases:

GOLFKONT.DBF All bookings - basically all numbers can be found here.

GOLFMITG.DBF Member and customer data - may be of importance for customers.

GOLFBEIT.DBF Posts and articles - may be used for the evaluation of important items.

The following databases could be supplemented as needed; all the documents are already contained in the GOLFKONT.DBF:

PCC_KASS.DBF Cash register of the currently open cash transactions from the previous daily statement to the next one.

PCC_KAAR.DBF Archive database into which the cash transactions from the PCC_KASS.DBF are copied at the end of the day.

PCC_EFSA.DBF Cash register - chronological archive of the bookings

2. Booking procedure

During a checkout process, an article is immediately entered in the PCC_KASS.DBF with a data record.

The cash register transactions are recorded chronologically and are managed twice: once in the cash register database and once on the completion of the document posting in the overall journal. All transactions are assigned an ascending document number when posted. These operations record item details, date, time, operator ID, and if available, the receipt number.

At the moment of receipt printing, this step is no longer undocumented. Each individual item can then only be canceled by an offsetting entry with a negative number. Date, time and operator ID are recorded as well for this entry.

With the completion of the cash register transaction by means of a payment transaction (or posting to a clearing account (OP area)), all document postings are transferred to the GOLFKONT.DBF and noted in the data entry log.

This means there can be no position or invoice cancellation due to the structure, which cannot be fully traced in the GOLFKONT.DBF.

Records are not deleted or resorted at the database level. New business transactions are always added to the back in the database, so that the chronology always remains traceable.

The software never deletes a record from the GOLFKONT.DBF of the cash register. If documents are reversed, the document items of the reversed document are marked with a „D“ (= deleted) in the field KONTTYP. The document items are again cleared individually within the reversal process, if necessary by an offsetting entry.

A detailed description of the cash register service can be found here:

- [Reception/Green fee cash register](#)
- [Pro shop management](#)
- [Gastronomy](#)

3. Documentation / journals / receipts

3.1 Daily closing

The daily closing contains the following:

- Company name
- Date and time of creation

- Consecutive daily closing number
- Total sales
- Sales after taxation
- Distribution of revenues by payment method
- Sales by operator
- Completed cancellations and discounts

[Creating the daily closing](#)

3.2 External invoices

Invoice issuing compulsory from 01.01.2016

As of 01.01.2016, entrepreneurs are required to issue receipts for all cash payments, and to hand them over to the buyer.

Each invoice must contain:

- Company name
- Characteristic for cash register identification
- Date and time of invoice creation
- Invoice number
- Individual products and price
- Total amount
- Starting with 01.01.2017: signature created by a signature creation unit connected to the cash register, incorporating the document content (EFSTA)

The amount paid in cash is to be broken down according to tax rates.

We are happy to assist you setting this up.

3.3 Invoice output list with consecutive numbers and amounts of the sales (Invoice outbound list)

[Creating the Invoice outbound list](#)

3.4 Sales statistics for the evaluation of postings for articles and product groups, each of which can be combined with the invoice numbers

[Creating the sales statistics](#)

3.5 Evaluations of price changes and cancellations

[Creating the list of price changes](#)

4. Data security/ data export

All processes are stored in databases on data carriers in the cash register or on the customer's server. The customer is solely responsible for the backup of this data. We recommend a data backup by immutable storage on an external disk. The saved data must provide the same evaluations as the current POS system.

5. Interface

We offer an interface to efsta (European Fiscal Standards Association). The efsta is an international

independent organization promoting legal security, IT security and fraud prevention in the European fiscal sector, by establishing, disseminating and developing the efsta standard for the documentation of record-keeping business processes under national and international guidelines.

Furthermore, it has a data collection log, which contains the following:

- All sales transactions in chronological order
- Booking information with VAT, item details, cash register number, operator ID
- Records are associated a hash value, to allow checking for tampering. The key for this hash value is unknown to the cashier user, but can be transmitted to the inspection body in case of an examination.

By creating the hash values, the customer obtains both protection against tempering as well as a safeguard against data loss.

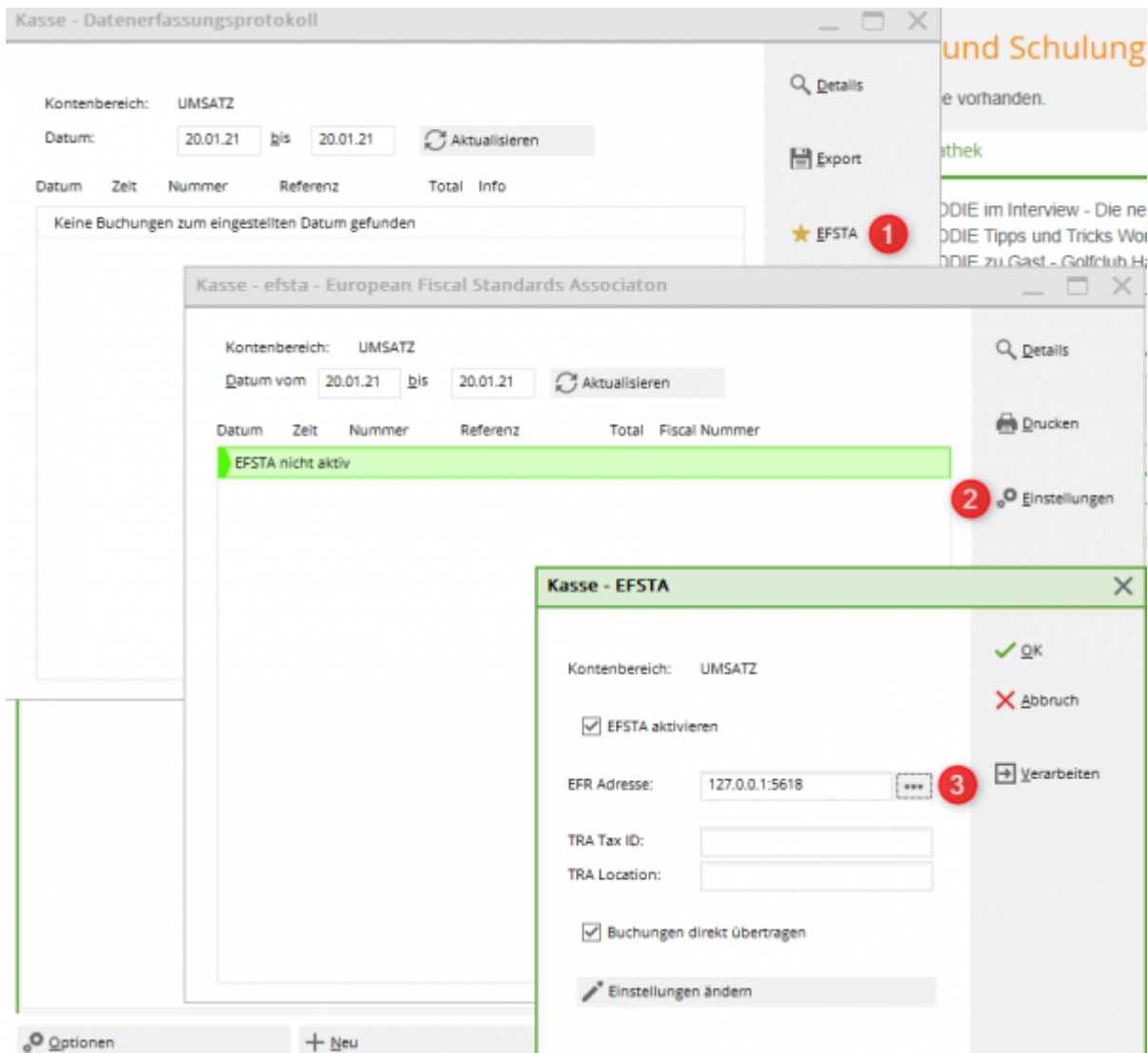
[Details on the efsta interface and the cash register](#)

EFSTA documents

Retrieve and print monthly receipts

In PC CADDIE, go to **Accounts/Cash log** and click on:

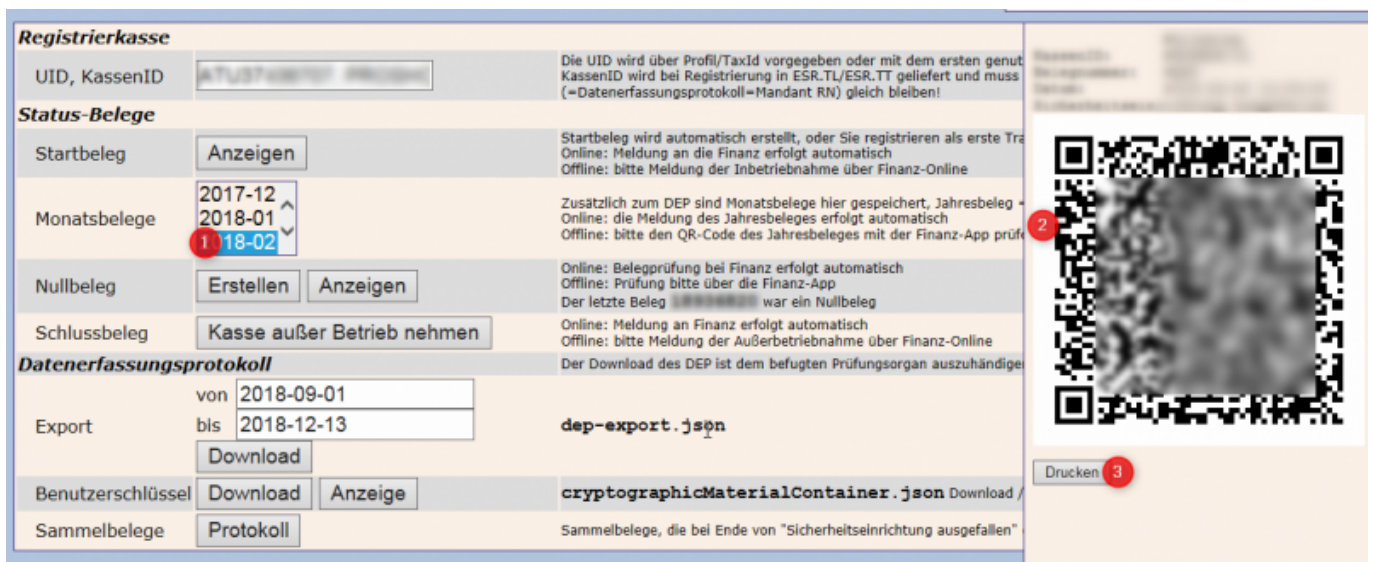
- 1) EFSTA
- 2) Setup
- 3) Button with the magnifying glass symbol



Now opens the EFR (interface to Efsta)

Select the tab „Control“ - there is a window with „Monthly documents“.

- 1) If you click on one of the monthly receipts
- 2) the appropriate QR code will be displayed on the right.
- 3) You can print these documents via **Print**.



The last monthly document of the year is also the annual document. So if you create your monthly document with a signature in December, you have also created the annual document at the same time.

Generate annual document

Make a booking in the cash register in the new year in order to trigger the annual receipt.

If you do not open your club until February or March and start with the cash register in the new year, we recommend to consciously generate the annual invoice. If you already have bookings in January, the following step is not needed.

The easiest way to do this is to post a zero booking in the cash register for „walk-in customers“. An appropriate article was created during your installation: you can open it if you enter an „i“ in the checkout under Article and confirm with „Enter“. Make the booking as usual. The EFR recognizes this booking in the new year, generates the annual receipt and transmits it directly to the online financial services.