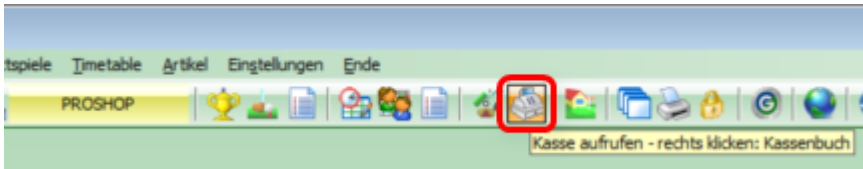


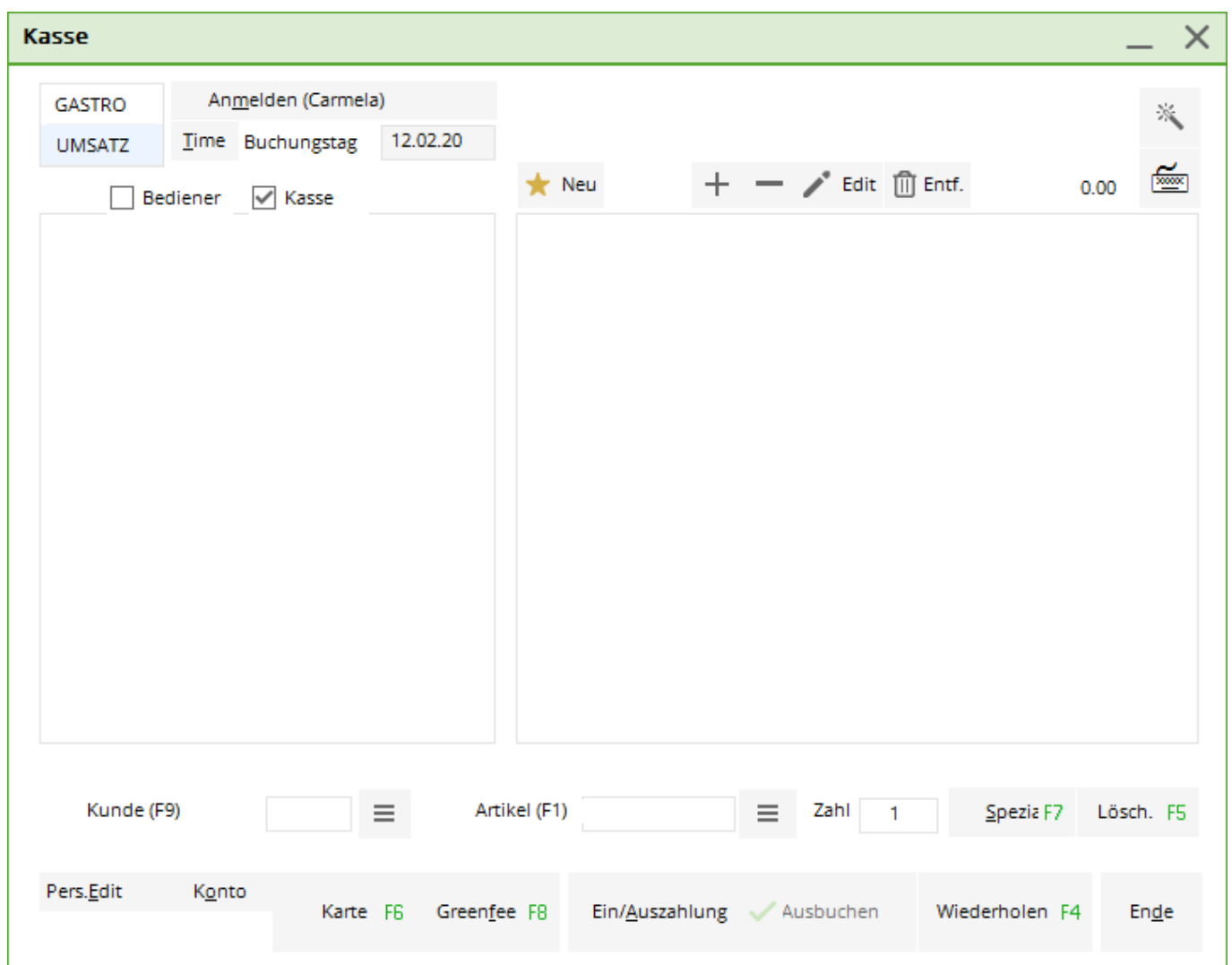
Instructions for use of cash register

Please switch to an account area for the cash register, for example, **SALES**. or **PROSHOP**.

Now open the cash register with the button **Cash register** in the PC CADDIE icon bar or via **Accounts/Cash register**:



The opened cash register window looks like this:



Select customer

Enter the search abbreviation of the required customer in the field **Customer** (F9), the full name or just a part of the name, then all matching names will be displayed. Another option is the button for

the list function right next to it. If you are working with a Cherry keyboard you can swipe through the magnetic strip of a DGV-membership card and the customer will be selected immediately

If the person does not exist yet, you can **Register new person**. Or, if you do not want to register this new person, setup one person you will continue using for these postings, e.g., for renting out golf cars. Set up a new person like „guest“ or „occasional customer“ for these situations.

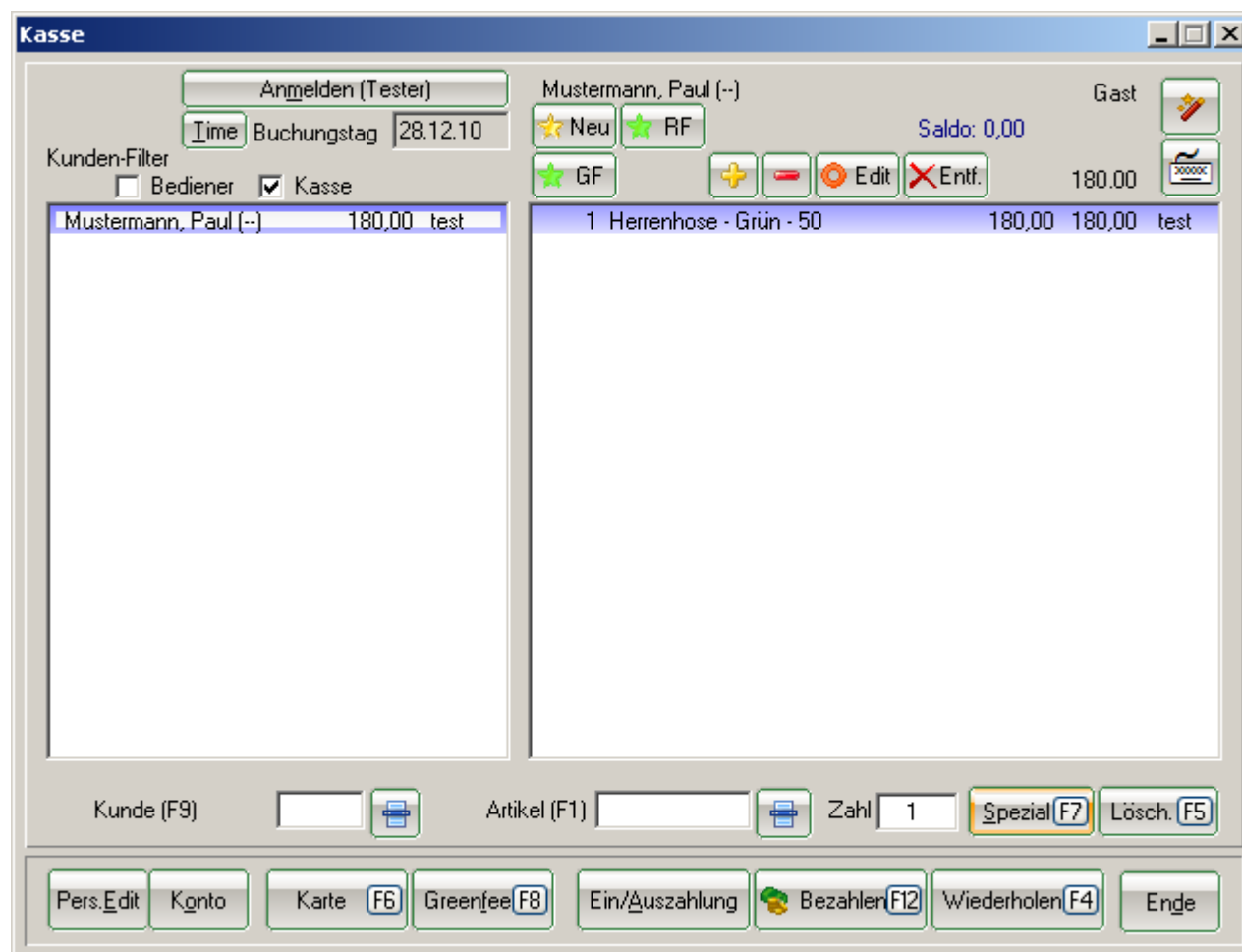
Select article

There are a number of possible options for selecting an article using the field **Article**:

- Entering the search abbreviation of the article
- Entering the article's name or a part of the name
- Button list function (F2)
- By scanning the article with existing labels and bar codes

After clicking **OK** the last article will be listed in the cash register. Select the article and you could adjust the amount by entering the number in the field **No.** For the quick selection of articles, we recommend the quick selection mode, see chapter [Cash register - quick selection](#).

In the cash register window you can see the customer on the left-hand side and the selected article on the other side:



You can select multiple articles for one single customer one by one.

Pay article

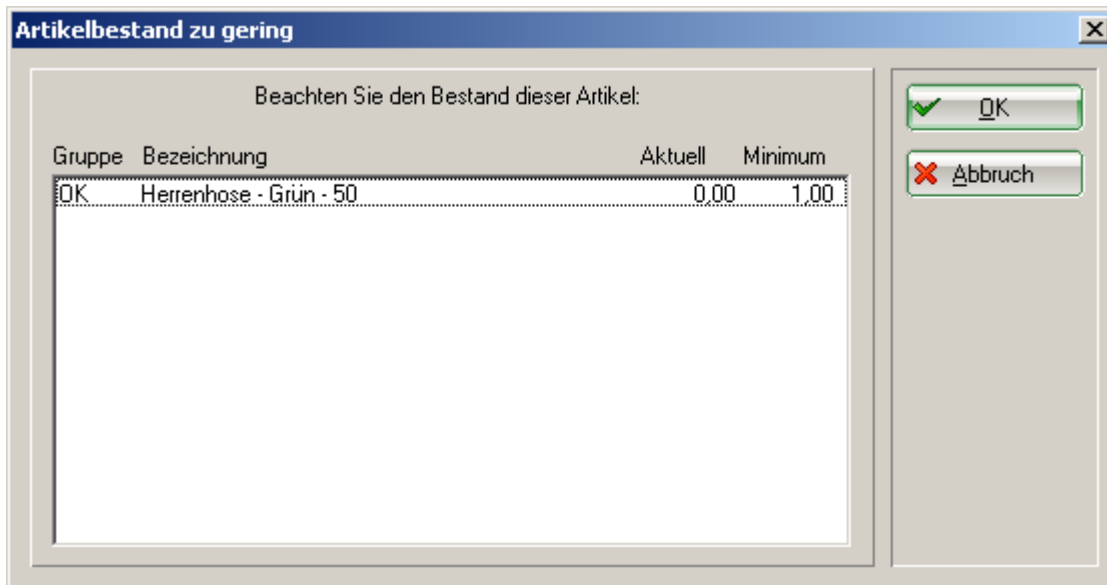
Start the payment process by selecting **Payment** (F12). The payment window looks like this:

1. Now you select the payment method by putting the cursor in the according field, the amount will switch instantly to that position. What kind of payment methods can be selected in this window, can be defined in another section here: [Cash register - method of payment](#)
2. Set up the printing of receipts according to your needs.
3. The function **Invoice to account** will be explained in the next chapter.
4. Prints a provisional receipt without completing the payment process.
5. This option provides the possibility to transfer the payment to another person. You will see the following window:

Enter the relevant person and the payment will be posted to this person.

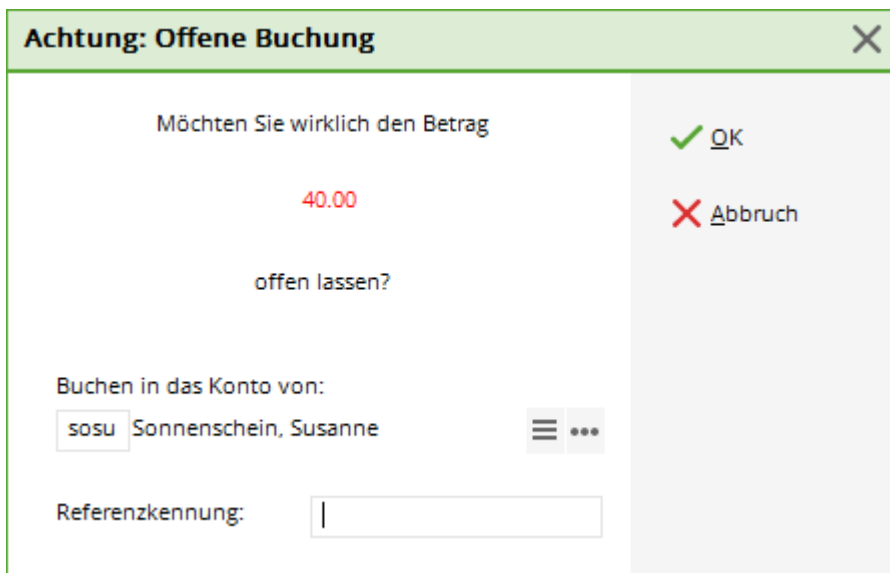
Press **OK** and the payment process is completed. Press **Repeat** (F4) in the cash register and you can view all made postings.

If you are working with inventories of the articles and the minimum stock of the article is reached, you will receive the appropriate information:



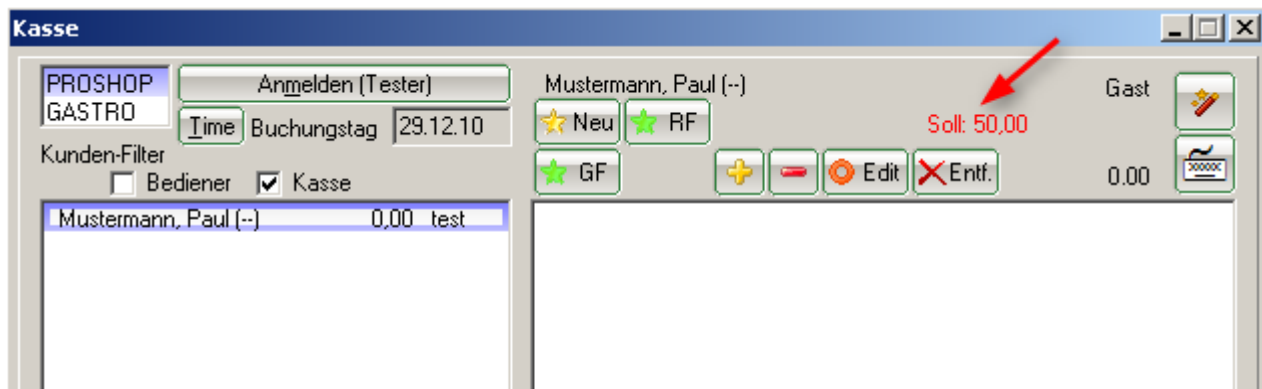
Post to account as invoice

With this option you can transfer outstanding items to the accounts (open item postings). The payment can be done at a later date. If you click the button **Post as invoice to account** during the payment procedure, the following window will pop up:



Click **OK** and the transaction is completed.

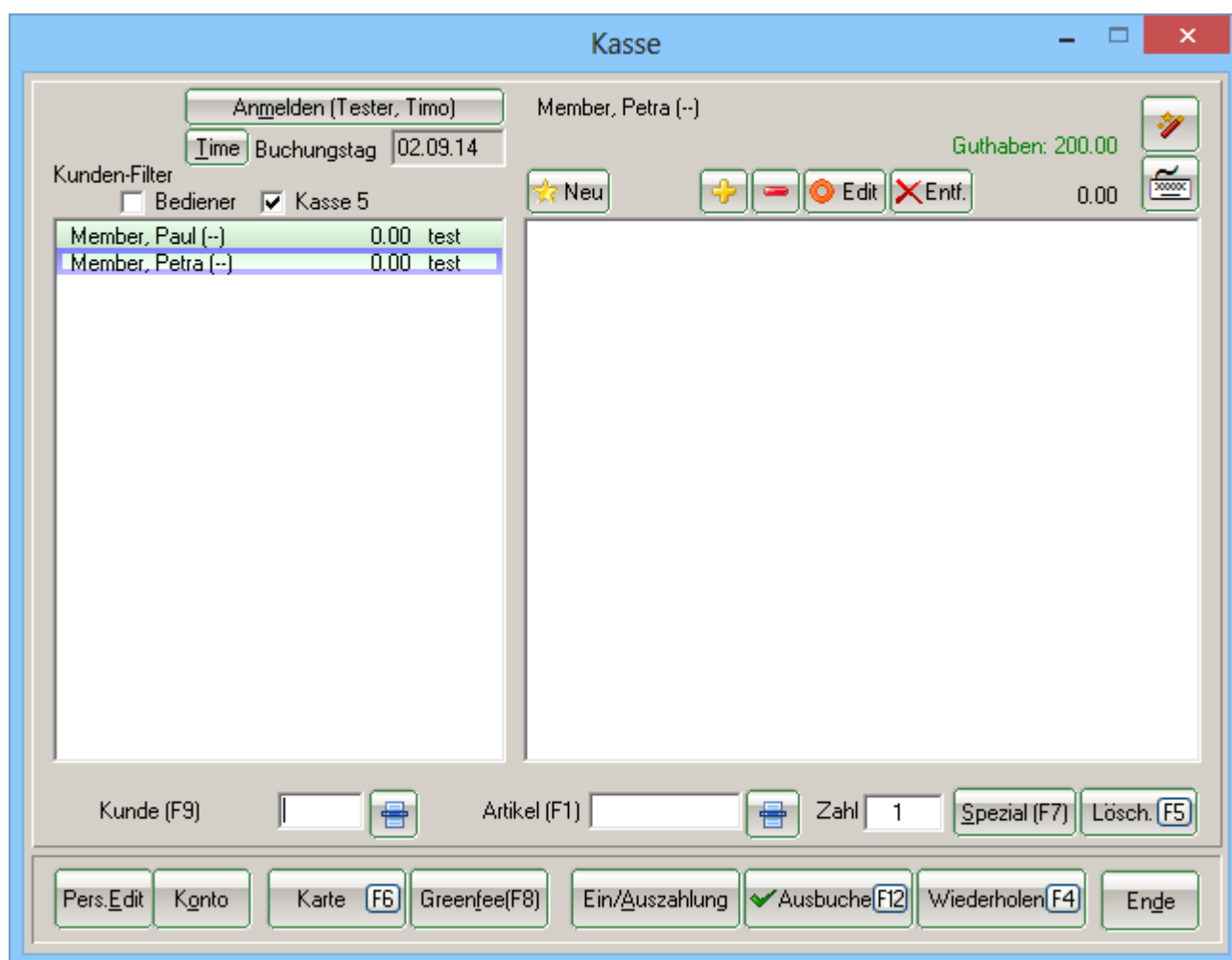
When selecting this customer in the cash register at another time, you will see the outstanding amount coloured in red or a credit coloured in green at the top right.



If you have set up a so called OI area, the outstanding items will be transferred to this open item area automatically. Please contact PC CADDIE Support to set up this specific account area.

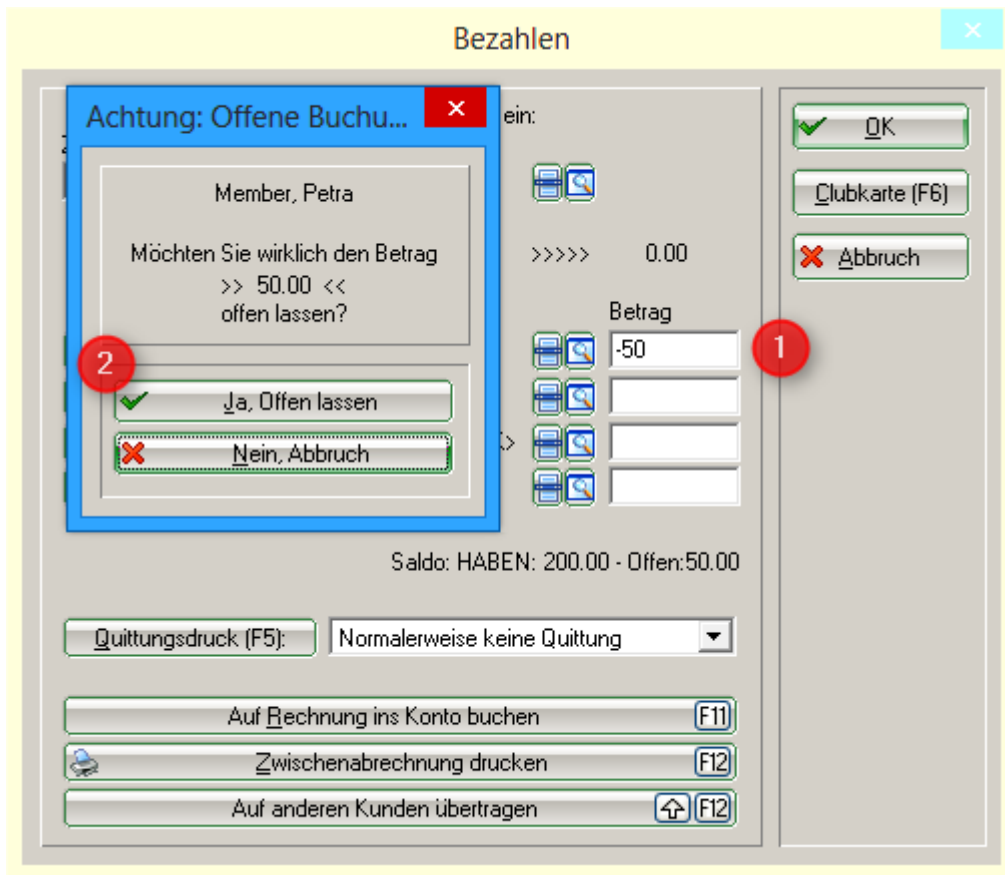
Transfer credits

Credit from Member Petra should be transferred to Member Paul.



- - Open the person with credit in the cash register
- - Press CHARGE OFF (F12)
- - Enter desired amount with minus sign at CASH (1)
- - Click OK

- - Yes, leave it open (2)



- - Open the person to which you want to transfer the credit in the cash register
- - Press CHARGE OFF (F12)
- - Enter desired amount with plus sign at CASH (1)
- - Click OK
- - Book as credit (2)

Bezahlen ✕

Geben Sie die Bezahlung ein:

Zahlende Person
mepa Member, Paul

Achtung: Rückgeld ✕

Geben Sie diesen Betrag zurück:

>> Barkasse <<
>> 50.00 <<

OK, zurückgegeben
 Als Guthaben buchen
 Abbruch

>>>> 0.00

Betrag

50 1

1926.00 - Rückgeld: 50.00

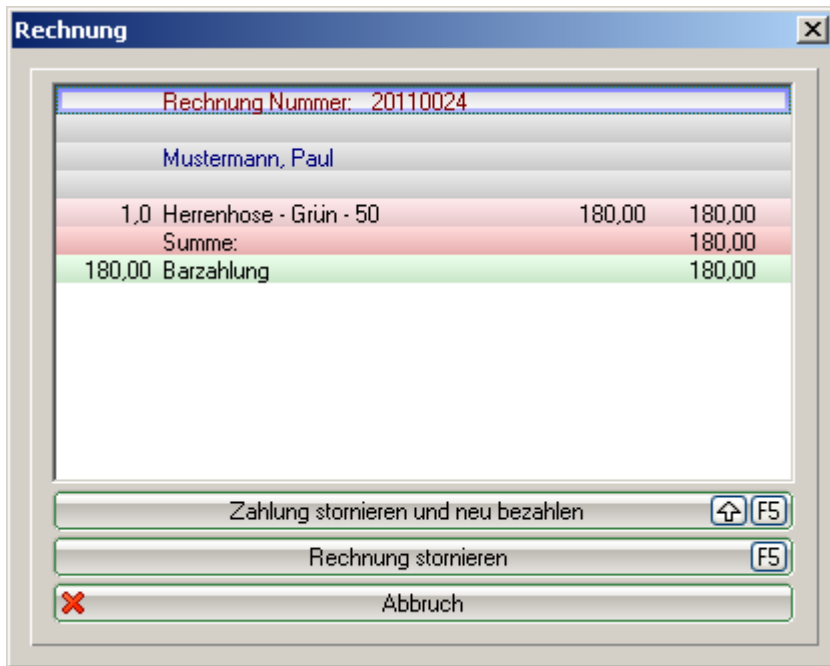
eine Quittung ▾


F11
 F12
 F12

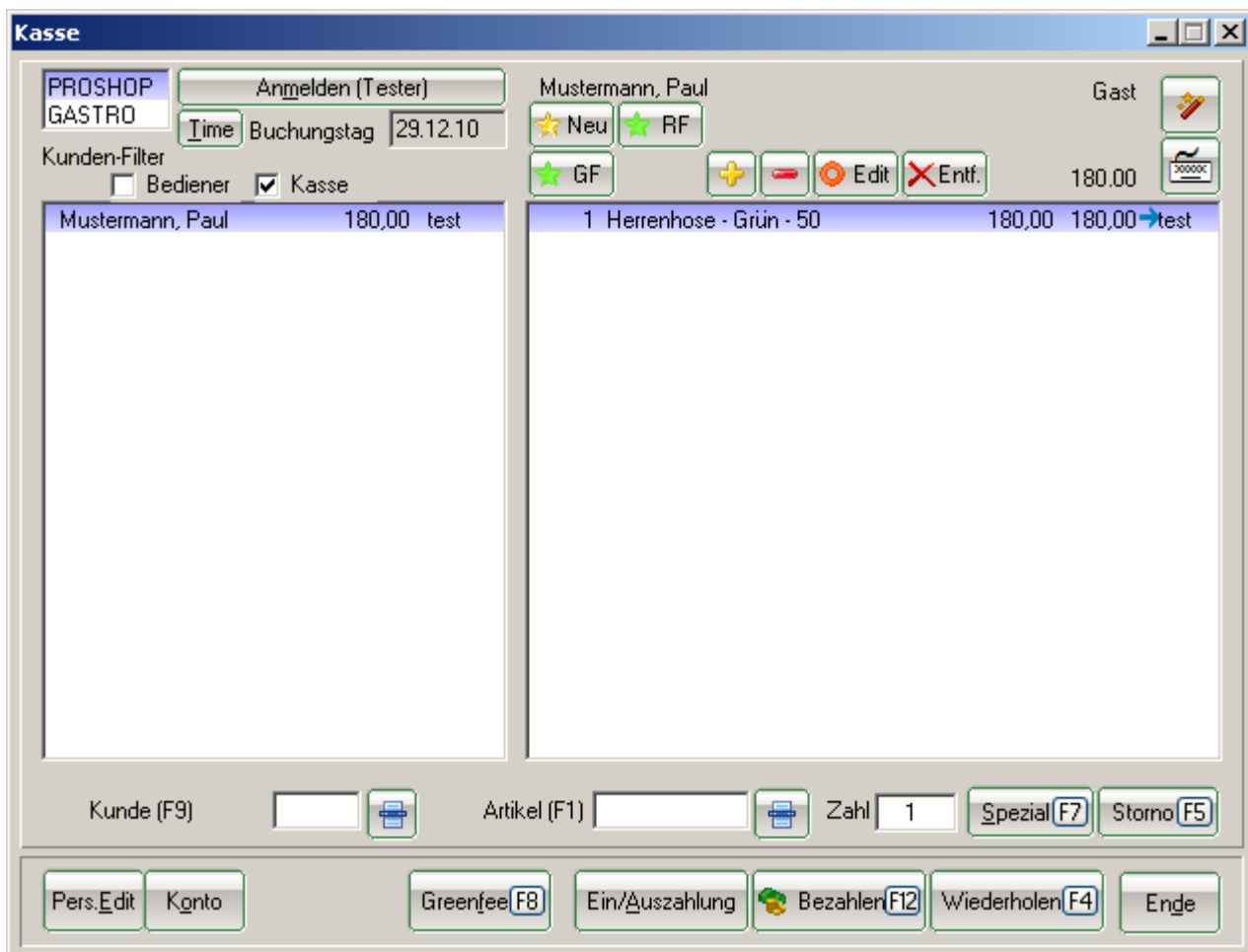
Reverse entry of article

An entry that has not been paid yet and is still listed in the cash register, can be removed by using the button **Delete** (F5).

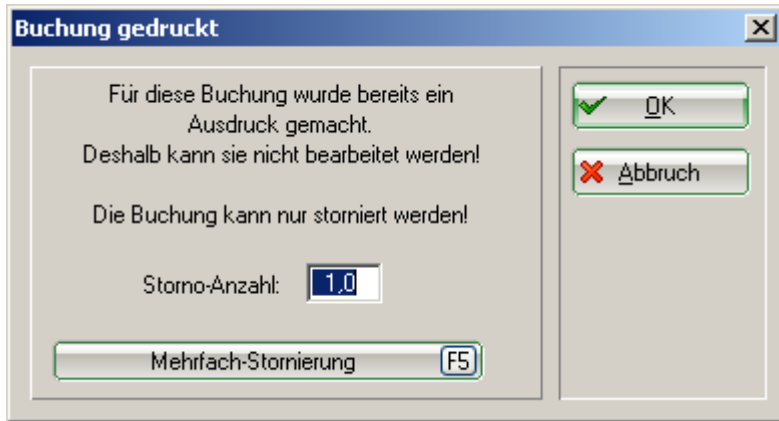
An entry that has been paid can only be retrieved to the cash register with a reversal procedure as long as no daily balance was performed. To do this, select **Repeat** (F4). The next window will show all posted entries. Select the entry you want to reverse and select **Reversal** (F5). You have the following options:



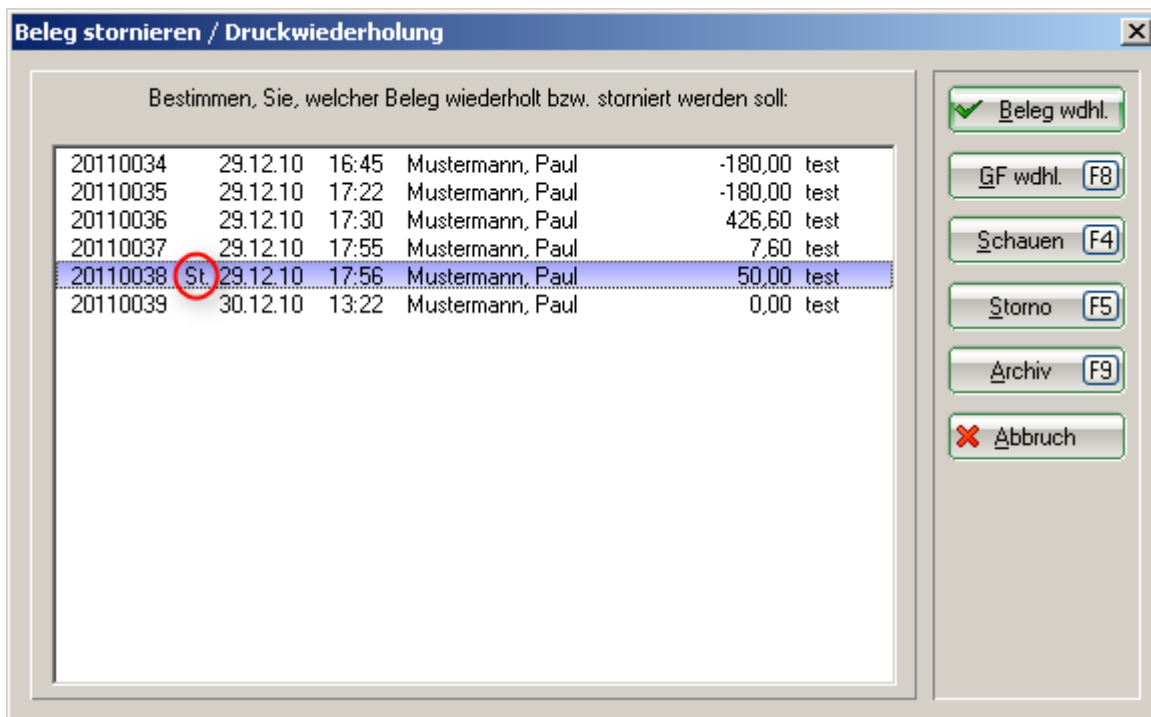
 Click **Reverse payment and pay again** and the **Payment** will be cancelled and the article retrieved to the cash register for further editing. The button **Cancel invoice** is not needed.



Now you have the option to change the item booking (for example, reduce the number) or to change the payment method: **Pay (F12)**. If you have to cancel the article completely, click **Reversal (F5)**

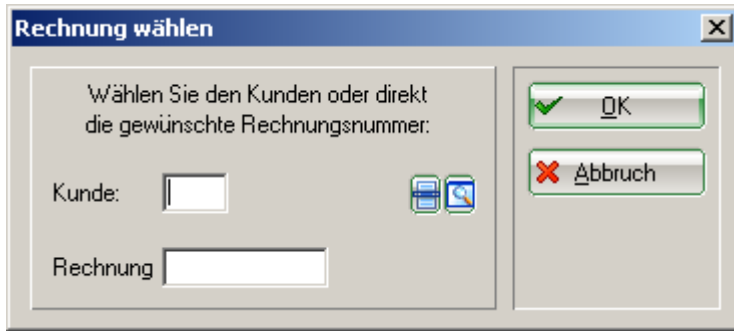


With **OK**, a reversing entry will be made and you can select **Pay-out** to complete this transaction. Now the posted entry has been reversed completely. Go to **Repeat** and you will see that the first entry is marked with the letters „rev.“ for reversal.

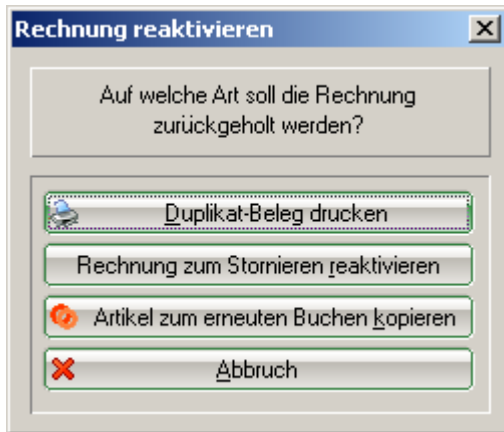


Reverse entry of article after a daily balance

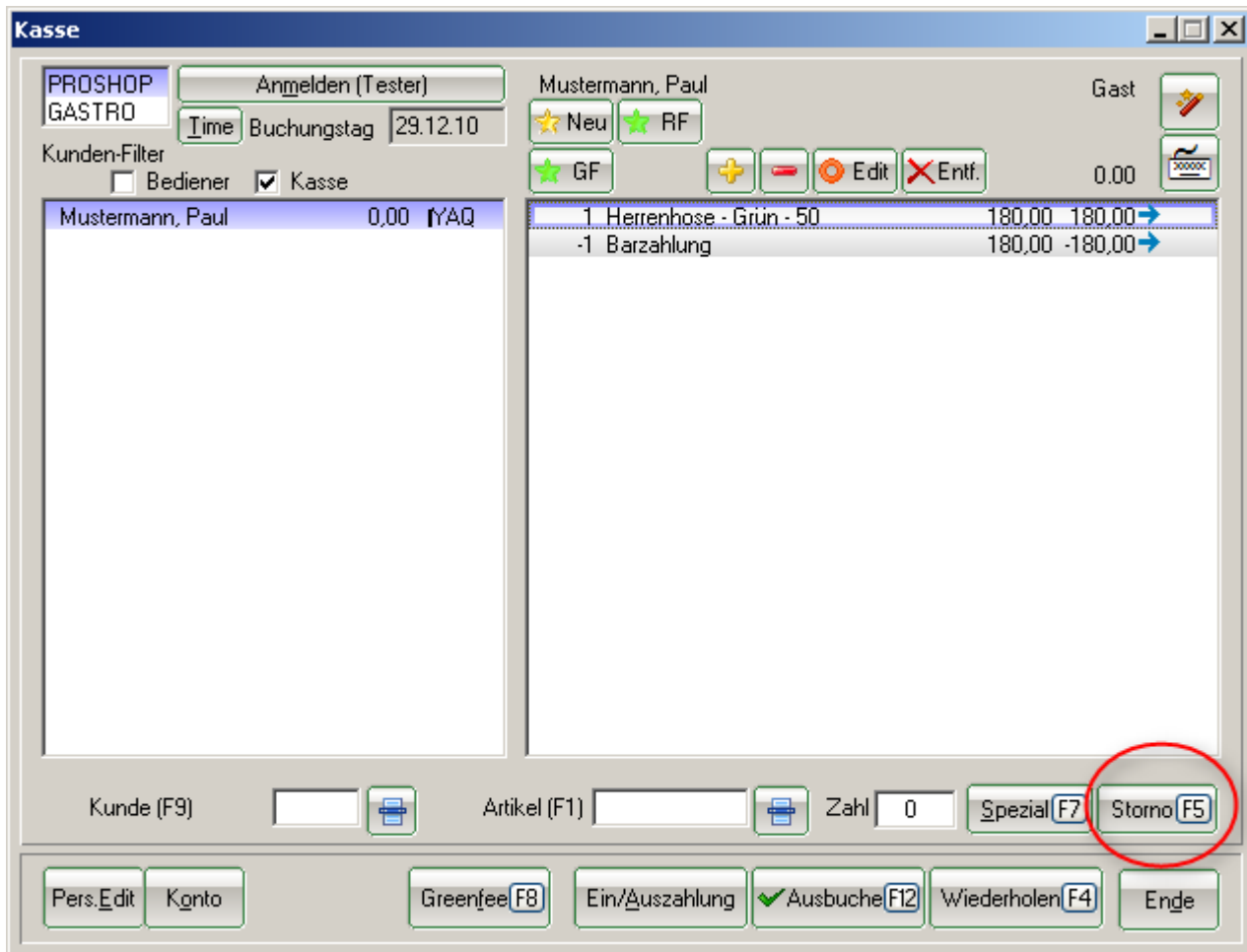
As soon as a daily balance was performed, all transactions are completed and will no longer be visible when selecting **Repeat**. With the option **Archive** it is possible to retrieve postings to the cash register.



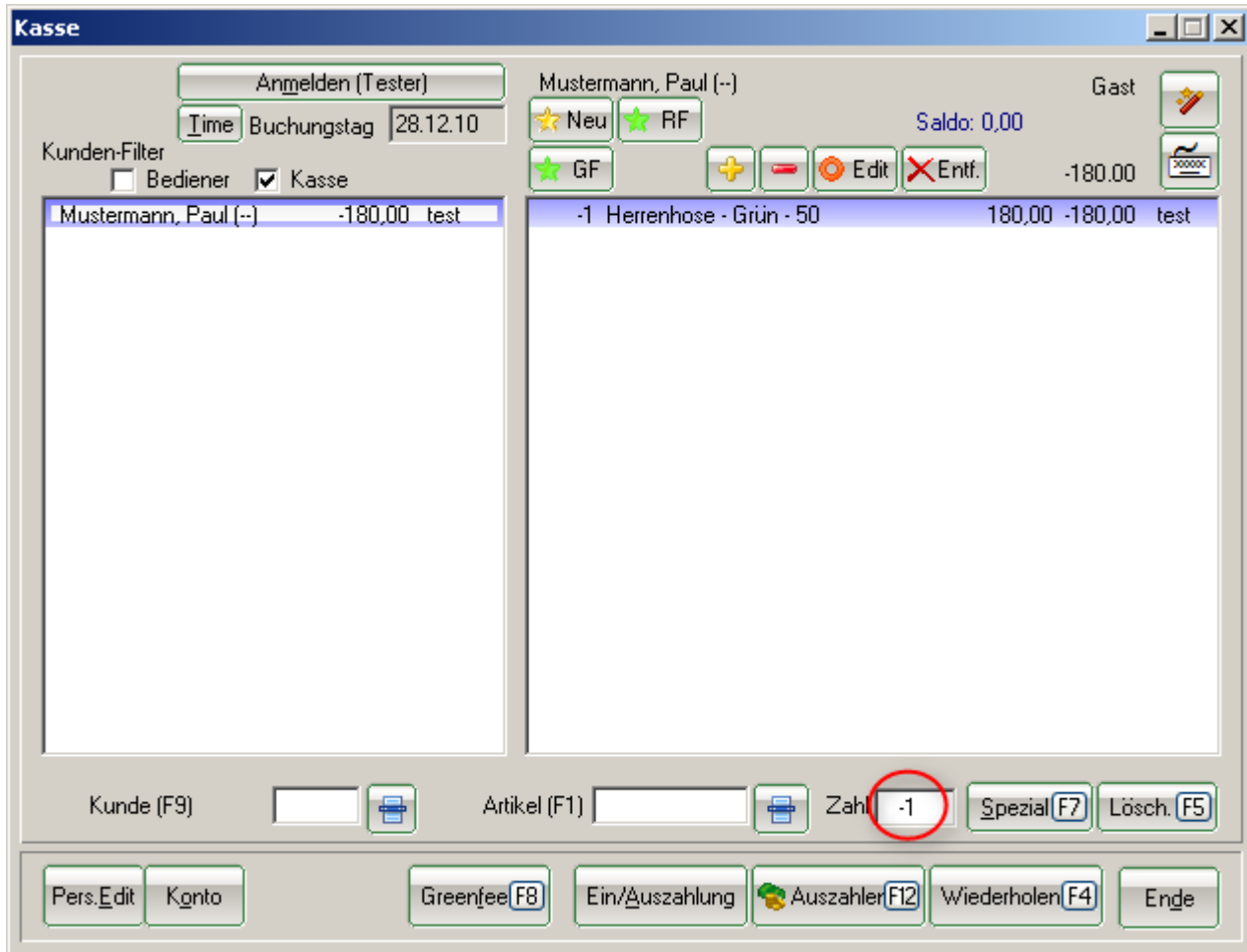
After entering the customer and the invoice number, which have to found in the account entries in advance, the following window will open:



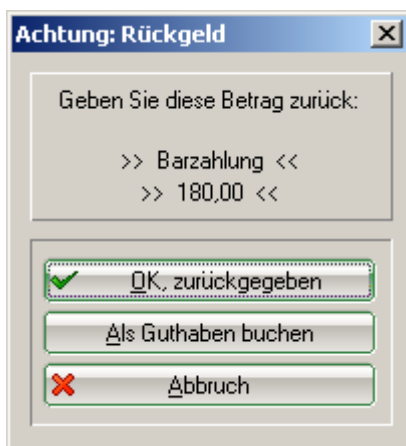
Select **Reactivate invoice for reversal** and the complete entry will be retrieved and listed in the cash register. To adjust the entry, select the article an click **Reversal**.



Another option for reversing entries is using negative numbers. Select the customer once again in the cash register and enter the article you want to adjust, then enter the correcting number in the field **Number** with a negative sign, e.g., „-1“:



Confirm your inputs with Tab or Enter. To complete the transaction, select **Pay-out** and the according payment method, or select **post to account** to add the amount as credit to the customer's account. You will get the following options:



Use **Post as credit** and the amount remains as credit.

Discount an article

After you have booked an article in the cash register you can adjust the price with the button **Special** (F7).

1. In the discount field you enter the percentage rate, e.g., 10 %, the price will be reduced by 10 %. You can also enter a calculation based on the purchase price, e.g. EK19 (purchase price plus 19%).
2. The individual price can be adjusted.
3. The total can be adjusted.

Press **OK** and PC CADDIE will ask for the reason of discounting the price:

This reason will be printed on the receipt. After that the new article will be adjusted in the cash register.

If a customer is buying several articles and should get a total discount of 10 %, use the button **Discount** while processing the payment.

Bezahlen

Geben Sie die Bezahlung ein:

Zahlende Person
 Mustermann, Paul

Zu zahlen: >>>> 426,60

Bezahlung	Betrag
<input type="button" value="F1"/> bare Barzahlung	426,60
<input type="button" value="F2"/> visa VISA	0,00
<input type="button" value="F3"/> mast MASTERCARD	0,00
<input type="button" value="F4"/> s EC Karte	0,00

Rückgeld: 0,00

Quittungsdruck Normalerweise keine Quittung

Auf Rechnung ins Konto buchen

Zwischenabrechnung drucken

Auf anderen Kunden übertragen

Rabatt

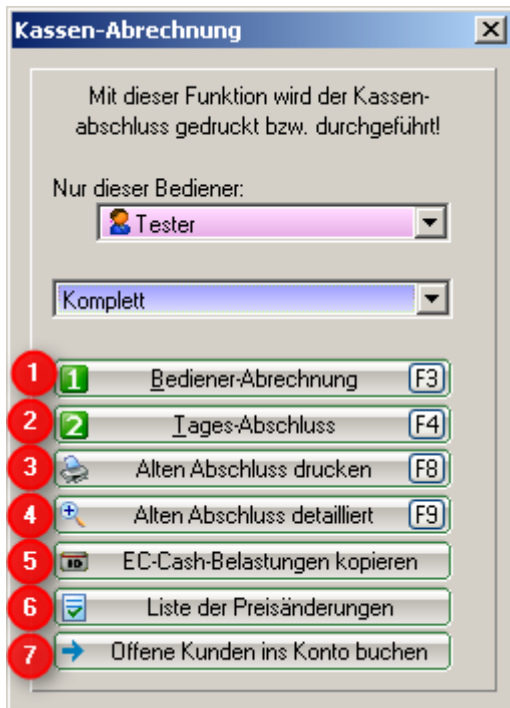
Geben Sie bitte den Rabatt an:

Rabattierbarer Grundpreis:	426,60
Rabatt/Grundpreis: <input type="text" value="00"/> % - Abzug:	0,00
=====	
= Effektivpreis:	426,60
Rabatt/Effektivpr.: <input type="text" value="00"/> % - Abzug:	0,00
=====	
+ Ohne Rabatt:	0,00
=====	
= Zu Zahlen:	426,60

By entering the discounts, the amount to be paid is calculated automatically. Complete the transaction with **OK**.

User balance and daily balance

Accounts/cash reports opens the following window:



1. [Bediener-Abrechnung](#)
2. [Tages-Abschluss](#)
3. [Alten Abschluss drucken](#)
4. [Alten Abschluss detailliert](#)
5. [EC-Cash Belastungen kopieren](#)
6. [Liste der Preisänderungen](#)
7. [Offene Kunden ins Konto buchen](#)

Using the cash book

You can access the cash-book via **Pay-in/-out**. More information is available here: [Cash book](#)

Book open items

[Post outstanding items](#)

Key combination - Manually open the cash register

The key combination: Strg(Ctrl) + F11 opens the cash drawer without a key.