# Cash desk

Basic settings for the general cash register function and the special catering cash register are made here.

You can access this via **Cash register/Cash register configuration** to access the basic cash register settings.

Cash Reg	Cash Register Configuration					
	General settings	F7				
۵	Print configuration	F8				
-	Cash register payment methods	F9				
<b>*</b>	Product groups					
_						
-	Edit quick selection	F2				
	Hot key settings	F3				
۲	Key reader configuration	F4				
<b>Q</b>	Edit user names	F5				
	Configure receipt priorities	F6				
	End					

### **Basic settings**

Cash register setu	p X
Accounting area: Forms:	
Green fee	2nd Letter
	In person's editor Do not print bag tag 💌
EC receipt	ELV Cardware Define
Receipt	Payment, receipt  Define
Guest check	Guest check Define
Slip 1:	Payment, slip  Define
Slip 2:	Payment slip Define
Voucher:	Voucher Define
Print receipts for t 1: B-B;B-H;B	these groups: (Empty = all): -NA;B-S;B-W Select
2: F-1S;F-2S	;F-3AC;F-4AW;F-5M;F-6D Select
Ask for table num	iber:
I after selecting	g person V before each first booking
I booking enfo	rced V receipt choice by payment
Network synchro	nization  2 Sec Station-ID:
TIP-Article:	
Cash-drawer con	nected:
Article	key [F8] Special printers
Waiters	keys F9 Waiters names F11

You can use **Post to accounts** to select the account area in which a cash register opens. Enter here e.g. **PROSHOP** and **GASTRO** here. When the cash register is open, you can collect payments for these two account areas in the cash register.

à	Kasse						_ 🗆 ×
ſ	PROSHOP	An <u>m</u>	<u>n</u> elden (Test)				Maximierer
	GASTRO	<u>T</u> ime	Buchungstag	22.10.20			
C	Bed	iener	✓ Kasse	Tisch	🛨 Neu	+ - / Edit 🔟 Entf.	0,00

With **Greenfee** the green fee layout is stored which is required for bag tag printing (see also chapter greenfeebagtag). The PC CADDIE Support Team will be happy to help you make the exact settings for the bag tag.

With *EC receipt, receipt, guest check and voucher* the respective layout is stored. You can access the respective layout via *Define.* Here too, the PC CADDIE Support Team will be happy to help you take your wishes into account.

The other settings are primarily intended for the catering cash register. With **Receipt 1 and Receipt 2** different printers can be stored. For example, it is possible to print receipt 1 at the counter in the catering trade and receipt 2 in the kitchen. This can be set differently for each account area. If two printers are to be used for the receipts, you must define which printer prints which items. You can do this under **Receipt printing for these product groups** store. In this example, the product groups are divided into bar and kitchen. Click on the button **Selection** button and tick the desired product groups.

e group selectio	ı	
B-B	Beverages, beers	
B-NA B-S	Beverages, not Beverages, non-alcoholic Beverages, spirits	× <u>C</u> ancel
□ B-W ✓ F-1S	Beverages, wine Food, soups	
<ul> <li>✓ F-2S</li> <li>✓ F-3AC</li> </ul>	Food, salads Food, appetizers cold	
<ul> <li>✓ F-4AW</li> <li>✓ F-5M</li> </ul>	Food, appetizers warm Food, main dishes	
✓ F-6D PAY	Food, dessert Payment method	
□ X-D □ X-K	Decoration Kiosk	
□ X-M □ X-0	Menus Outpayment	
□ X-S □ Z-C	Smoking articles Cigarette machine	
Z-OP Z-TIP	OP-Booking Tip	

Receipt 1 will therefore contain all drinks and cigarette items for the counter. The receipt printer that processes this receipt is also stored in the layout of the receipt print.

Format editor	Format editor 🔀						
Name:	Payment slip 📃	<b>?</b>	Define <u>n</u> ew forma	at	$\diamond$	<u>F</u> ields	F2
Format type	Sheet 🔽 Lines:	Title				0	
			12/56 (0) 📘 Line	H Tab		<u>C</u> ommands	
	10 • • •   • • • • 20 • • •   • • • • 30 • • •   • • • •	40 • • •   • • •			A	Fonts	F6
<directpri< td=""><td>NT:oki&gt;</td><td></td><td></td><td><u> </u></td><td>100</td><td></td><td></td></directpri<>	NT:oki>			<u> </u>	100		
. Reto	rmh						
	wii						
slip							
						Save format	F11
WAD9- (mar	1 .= (1) >						
<var9=(val< td=""><td>1 :- (})/ D(var1. " "))&gt;</td><td></td><td></td><td></td><td>X</td><td>Delete format</td><td>FS</td></var9=(val<>	1 :- (})/ D(var1. " "))>				X	Delete format	FS
<var9= (aad<="" td=""><td>D(var1, "Number.Article</td><td></td><td>Price Tota</td><td>1"))&gt;</td><td></td><td></td><td></td></var9=>	D(var1, "Number.Article		Price Tota	1"))>			
<var9= (aad<="" td=""><td>D(var1, "</td><td></td><td></td><td>"))&gt;</td><td></td><td>F<u>i</u>le</td><td>F9</td></var9=>	D(var1, "			"))>		F <u>i</u> le	F9
<var9=(aad< td=""><td>D(var1, "<a><text< td=""><td>&gt; -</td><td><pre><pre><pre><pre><pre><pre><pre><pre></pre></pre></pre></pre></pre></pre></pre></pre></td><td>L&gt;"))&gt;</td><td></td><td></td><td></td></text<></a></td></var9=(aad<>	D(var1, " <a><text< td=""><td>&gt; -</td><td><pre><pre><pre><pre><pre><pre><pre><pre></pre></pre></pre></pre></pre></pre></pre></pre></td><td>L&gt;"))&gt;</td><td></td><td></td><td></td></text<></a>	> -	<pre><pre><pre><pre><pre><pre><pre><pre></pre></pre></pre></pre></pre></pre></pre></pre>	L>"))>			
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<var9=(aad< td=""><td>D(var1 "<mws1>%Mwst.:<mwb1></mwb1></mws1></td><td></td><td><bru< td=""><td>&gt;"))&gt;</td><td></td><td></td><td></td></bru<></td></var9=(aad<>	D(var1 " <mws1>%Mwst.:<mwb1></mwb1></mws1>		<bru< td=""><td>&gt;"))&gt;</td><td></td><td></td><td></td></bru<>	>"))>			
<var9= (aad<="" td=""><td>D(var1, "<mws2>%Mwst.:<mwb2></mwb2></mws2></td><td></td><td></td><td>=="))&gt;</td><td></td><td>Test</td><td><b>F</b>8</td></var9=>	D(var1, " <mws2>%Mwst.:<mwb2></mwb2></mws2>			=="))>		Test	<b>F</b> 8
<var9-(aad< td=""><td>D(Vari, " "))&gt; D(vari "&lt;8201</td><td></td><td>&gt; <pf21< td=""><td>57115</td><td>(</td><td></td><td>_</td></pf21<></td></var9-(aad<>	D(Vari, " "))> D(vari "<8201		> <pf21< td=""><td>57115</td><td>(</td><td></td><td>_</td></pf21<>	57115	(		_
<var)= (aad<="" td=""><td>D(var1, &lt; BZT2)</td><td></td><td>&gt; <be21 &gt; <be72< td=""><td>&gt;"))&gt;</td><td></td><td></td><td></td></be72<></be21 </td></var)=>	D(var1, < BZT2)		> <be21 &gt; <be72< td=""><td>&gt;"))&gt;</td><td></td><td></td><td></td></be72<></be21 	>"))>			
<var9= (aad<="" td=""><td>D(var1, "<bzt3< td=""><td></td><td>&gt; <bez3< td=""><td>&gt;"))&gt;</td><td></td><td></td><td></td></bez3<></td></bzt3<></td></var9=>	D(var1, " <bzt3< td=""><td></td><td>&gt; <bez3< td=""><td>&gt;"))&gt;</td><td></td><td></td><td></td></bez3<></td></bzt3<>		> <bez3< td=""><td>&gt;"))&gt;</td><td></td><td></td><td></td></bez3<>	>"))>			
<var9= (aad<="" td=""><td>D(var1, "Open: <off></off></td><td></td><td>Retour: <back< td=""><td>&gt;"))&gt;</td><td></td><td></td><td></td></back<></td></var9=>	D(var1, "Open: <off></off>		Retour: <back< td=""><td>&gt;"))&gt;</td><td></td><td></td><td></td></back<>	>"))>			
<var9=invo< td=""><td><pre>ice("SUMMARY", var1)&gt;</pre></td><td></td><td></td><td></td><td></td><td></td><td></td></var9=invo<>	<pre>ice("SUMMARY", var1)&gt;</pre>						
				-			
•					×	<u>Q</u> uit	

The other settings relate exclusively to a catering cash register. Tick the box **Table enquiry after person selection**, the catering cash register is activated. If you also tick the **before each first booking** a table must be allocated after a person has been selected in the cash register. You can of course also book a table immediately by entering a number from 1-999. This will book the respective table.

When **Activate mandatory booking** the item is automatically booked, the waiter no longer has to do this himself with F11. Booked items can only be cancelled. Items that have not been booked can simply be deleted.

With **Receipt selection for payment** you can set that a receipt is always printed out. Please tick the box here.

It is important to note that the setting stored in the cash register during the payment process is applied.

**Checkout synchronisation in the network** is preset to 2 seconds, no changes need to be made here.

If you are working with several cash register stations, you can assign each cash register a unique **cash register number** to each till. This enables you to print out sales statistics for specific cash registers. However, this means that a daily closing must also be carried out at each till. If you leave the field blank, the daily closing will include all daily takings from the various cash register stations.

If you want to post tips, enter the following under *Tip booking type* the article for this. The respective tip is then shown in the daily closing. For example, the following is noted: €515.00 cash

income, of which  $\leq 15.00$  is a tip and  $\leq 500.00$  is actual cash income. You can recognise the corresponding payment in the cash book. The waiter can take the tip from the till.

If you have a *cash drawer* connected to your cash register, the *Cash drawer on* whether the cash drawer is controlled directly or via a receipt printer. The PC CADDIE support team will be happy to help you with this.

#### **Further layouts**

#### **Receipt with discount**

This special parameter must be entered so that the discount can be entered (in the person mask):

KASS\_RGRABATT = Discounts are shown on the receipt

Table	Restaurant Go 6120 Schupfhe	lfclub im - V	AT No. CHE-1	L02.204.465
Tester	Timo	01.08.	14	
	No of Article	s	Amount	Total
	Friday 01 1 Young Weekend/Hol 20130030	iday	40.00	40.00
	1 Young Workday 20130030		30.00	30.00
	3 Range fee		10.00	30.00
	1 Token		4.00	4.00
	Total:			104.00
	Discount:			31.00
	19.0 %VAT=	11.60	_	72.80
	Cash Open: Credit:	0.00	= Rest:	72.80
THANK		TSTT		

Restaurant Golfclub Team

If you want a more detailed view, you need the customised layout.

GC Sonnenschein PO 84-6120 Schupfheim

Tester Timo

1

Receipt

Number: 138 01.08.14 - Service: Test. Printing	- 11:58:	42		
Number Article		• Price •	•Discount	• Total;
<pre></pre>	iay :	40.00 30.00 30.00 4.00	-30% -30% -30% -30%	28.00 21.00 21.00 2.80
<ul> <li>Included discount</li> </ul>	•	•	•	31.20;
• 19.0 %	VAT:	11.60	. :	72.80
; ; Op	en:	• R	est:	

|THANK YOU FOR YOUR VISIT!

// Vorne das kleine x wegnehmen, dann startet der Ausdruck ohne Rückfrage! <xDIREKTDRUCK:1,LPT1> <RAND: •> ~B< heimatname.>~b ~S< heimatstra.> - < heimatplz.> < heimatort.> <ADRESSE1.> <ADRESSE2.> <ADRESSE3.> <ADRESSE4.> ~B<TYP.>~b Nummer: <RG\_NR.> <DATUM.> - < TIME().> Service: < secu\_name.> <VAR9=(var1 := {})> <VAR9=(AADD(var1, " •"))> <VAR9=(AADD(var1, "<sup>2</sup>Zahl••Artikel <sup>2</sup>Preis <sup>2</sup> <sup>2</sup>Rabatt <sup>2</sup> Summe • " ) )> <VAR9=(AADD(var1, "------"))> <VAR9=(AADD(var1, "<sup>2</sup> <A>••<TEXT ><sup>2</sup><0GES ><sup>2</sup><0EDIF%><sup>2</sup><GES >•"))>

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"))> <VAR9=(AADD(var1, " <sup>2</sup><MWS1>%Mwst.:<sup>2</sup><MWB1 >• <sup>2</sup><BRU >•"))> <VAR9=(AADD(var1, " <sup>2</sup><MWS2>%Mwst.:<sup>2</sup><MWB2 >• <sup>2</sup>=====•"))> <VAR9=(AADD(var1, " "))> <VAR9=(AADD(var1, •<BZT1 <sup>2</sup><BEZ1 н > >•"))> <VAR9=(AADD(var1, " <sup>2</sup><BEZ2 •<BZT2 > >•"))> <VAR9=(AADD(var1, " •<BZT3 <sup>2</sup><BEZ3 > >•"))> <VAR9=(AADD(var1, " •Offen: <OFF > <sup>2</sup>Retour: <RUECK >•"))> <VAR9=(AADD(var1, " <DISCVAL. > <DISCTYP. > <VAR9=KassRechnung("AUSZUG", var1)>

Vielen Dank für den Besuch!!

#### **Receipt with unit price and VAT listing**

If you sell several identical items, both the unit price and the total price are shown and the respective VAT is added.

#### Rechnung

Nummer: 20 26.08.20 - 12:38:27 Service: Tester, Timo

Zahl Artikel	MwSt Einzel Summe
1 Bermuda spezial -	19,0 50,00 50,00
Blau-kariert - 48 3 T-Shirt, einfach - Rot - L 1 Callaway Big Bertha 3-9 PW SW UND Macimmungeirssoi	19,0125,00375,0019,02000,002000,00
19,0 %Mwst.:	387,18 2425,00
Offen: 2425,0	00 Retour:

Vielen Dank für den Besuch!!

The layout to copy for the cash register setting

```
// Vorne das kleine x wegnehmen, dann startet der Ausdruck ohne Rückfrage!
<xDIREKTDRUCK:1,LPT1>
<RAND: •>
-B< heimatname.>~b
~S< heimatstra.> - < heimatplz.> < heimatort.>
<ADRESSE1.>
<ADRESSE2.>
<ADRESSE3.>
<ADRESSE4.>
Nummer: <RG_NR.> <DATUM.> - < TIME().>
Service: < secu_name.>
<VAR9=(var1 := {})>
```

```
www.pccaddie.com
```

<VAR9=(AADD(var1, " •"))> <sup>2</sup> MwSt<sup>2</sup>Einzel<sup>2</sup> <VAR9=(AADD(var1, "<sup>2</sup>Zahl••Artikel Summe • " ) )> <VAR9=(AADD(var1, "-----"))> <VAR9=(AADD(var1, "<sup>2</sup> <A>••<TEXT  $>^2 < MW > ^2 < EINZ > ^2 < GES$ >•"))> "))> <sup>2</sup><MWS1>%Mwst.:<sup>2</sup><MWB1 >• <VAR9=(AADD(var1, " <sup>2</sup><BRU >•"))> <VAR9=(AADD(var1, " <sup>2</sup><MWS2>%Mwst.:<sup>2</sup><MWB2 >• <sup>2</sup>=====•"))> <VAR9=(AADD(var1, " "))> <VAR9=(AADD(var1, " <sup>2</sup><BEZ1 •<BZT1 > >•"))> <VAR9=(AADD(var1, " •<BZT2 <sup>2</sup><BEZ2 > >•"))> <VAR9=(AADD(var1, " •<BZT3 > <sup>2</sup><BEZ3 >•"))> <VAR9=(AADD(var1, " •Offen: <OFF > <sup>2</sup>Retour: <RUECK >•"))> <VAR9=KassRechnung("AUSZUG", var1)>

#### Vielen Dank für den Besuch!!

If the payment is made via the OP area, please enter the following command in the layout of the invoice (in the OP area).

#### <KONTO TEXT MWST EINZBRU BRUTTO OPDETAILS>

The unit price and VAT of the vouchers are then listed.

Sehr geehrter Herr Ackermann Sehr geehrter Herr Adam

Wir danken bestens für Ihren Besuch.

Ihre letzten Bezüge stellen wir Ihnen wie folgt in Rechnung:

Leist	ungsart 1	MwSt.	Einzel/€	Brutto/€
Rainer Ad	am 3.20 Proshop-Beleg 18	2	3	2425,00
1	Bermuda spezial - Blau-kariert - 48	19,0%	50,00	50,00
3	T-Shirt, einfach - Rot - L	19,0%	125,00	375,00
1	Callaway Big Bertha 3-9 PW SW UND Macimmungeirss.	19,0%	2000,00	2000,00
entha	lltene Mwst. 19,0%: € 387,18		2037,82	2425,00

Bitte überweisen Sie uns, im Falle eines positiven Saldos, den untenstehenden Betrag innert 30 Tagen mittels beigefügtem Einzahlungsschein.

#### Der Saldo Ihres Kontos beträgt: CHF 1909,00

Wir freuen uns, Sie hoffentlich schon bald wieder bei uns begrüssen zu dürfen.

GOLFCLUB Sonnenschein Sekretariat

#### 1. OPDETAILS

2. VAT

- 3. INCREASE
- 4. GROSS

#### **Print configuration**

Special printer				x
Green fee: EC slip: Receipt: Invoice: Bon 1: Bon 2:	HP Slot 1;1 1, LPT1 1, LPT1 Brother;2 1, LPT2 1, LPT3			✓ <u>O</u> K ★ <u>C</u> ancel
Voucher: Bon 3: Groups	Checkout, Bon		Define Select	
Bon 4: Groups	Checkout, Bon		Define Select	
Payment/wit	hdrawals receipt: Slip	•	Define	

Special printers for the various layouts can be entered here. Further layouts of receipt 3 and 4 are defined here (button **Define**) and the corresponding product groups (button **Select**). The layout of the receipt/payment slip of the cashbook is defined here at the bottom, see also Cash book ).

### Cash register payment types

A detailed description of the cash register payment types can be found at Cash register payment types.

### **Product groups**

A detailed description can be found at Product groups .

#### **Edit quick selection**

You can find a detailed description at Quick selection.

## Fixed key assignment

You can find a detailed description under Fixed key assignment.

### **Operator lock configuration**

You can find a detailed description under Operator key.

#### Set user name

You can find a detailed description under Operator names.

### Set receipt priorities

Here you define which product groups are assigned to which aisles.

Kassen-Prioriten definieren ? X				
Gruppen 17 Gruppen 8Dessert, X,	, Υ, Ζ			
1: Bezeichnung: Vorspeise	× Abbruch			
Gruppen:	Wahi			
2: Bezeichnung: Zwischengang				
Gruppen:	Wahl			
3: Bezeichnung: Hauptgang				
Gruppen:	Wahl			
4: Bezeichnung: Gang 4				
Gruppen:	Wahl			
5: Bezeichnung: Gang 5				
Gruppen:	Wahl			
6: Bezeichnung:				
Gruppen:	Wahl			
7: Bezeichnung:				
Gruppen:	Wahl			
Keine Zuordnung bei diesen				
Gruppen: CA	Wahi			
Rückfrage nach Buchung bei diesen				
Gruppen:	Wahl			
Prioritäten aktiviert F3				
Auf getrennten Bons drucken F4				

This is a general setting and can also be changed individually when posting items in the cash register.

With the tick **Priorities activated** these settings are activated. If the tick **Print on separate receipts** is ticked, the receipts are printed separately. This can be very practical if, for example, the salads and cold starters are prepared at a separate pass/workstation in the kitchen.

### **Conversion from CHF to Euro**

In order for CHF to be automatically converted into euros in the cash register, some preliminary work is necessary.

The conversion rate must be created. Click on **Settings/Programme settings/General settings** and then open the tab **Turnover** tab and click on **Further details**.

Setup currency		×
Enter th	e details of your basic currency:	✓ <u>Q</u> K
Name:	Swiss franc	× <u>C</u> ancel
Sign/Abbr.:		
Decimal points:	2	
	Grouping thousand	
Smallest value:	0,05	
Enter the	details of the alternative currency:	
Name:	Euro	
Sign/Abbr.:	EUR	
Decimal points:	2	
	🔲 Grouping thousand	
Smallest value:	0,02	
Basic value:	1 3	
Exchange rate:	0,93 4	
	Conversion	

- 1. Denomination: enter the desired currency
- 2. Abbreviation: Enter the abbreviation of the desired currency
- 3. Base value: enter 1
- 4. Market value: enter the current value

#### With **OK** to confirm.

Next, the payment item is created. Settings/contribution types/articles/...create, edit, delete

Create new article

rticle				×
Article ArtNo.	euro	0000 1	Account:	
Name	Euro cash paymer	nt 🦉	Add. info	
Group	PAY Paym	ent method	New group X Delete	ew New
Colour chart	<u> </u>		New C Edit	O <u>C</u> hange F11
Size chart			🔽 🖶 New 🛛 🗿 Edit	
Prices / Amou	nts Payment method		10000.00 Piece	
Calculation	[ [		6 00 % No discount	📀 Copy :> New
Colour / Size o	n Combination		lete	
			Purchase         0,00           PP(eff.)         0,00           Sales         7         9300,00           Marge: 100,00 %         100,00 %	<ul> <li>Details F6</li> <li>Ingredients</li> <li>Assign autom.</li> </ul>
			Stock taking       Min. stock       Act.stock       Ordered	<ul><li>Account</li><li>Delivery</li></ul>
Purchase Supplier Order No.:		Packing details	Disc. 0	😞 Print FB
Barcode:				Quit

- 1. Article no.: Euro
- 2. Article description: Euro Cash payment
- 3. Group: Payment method
- 4. Status: Payment method
- 5. Unit: 10000
- 6. MwsT: MwsT
- 7. VK(gross): 11800.00

The payment looks like this in the cash register:

Bezahlen			×
Geben Sie die Bezahlung ein:	<b>√ <u>о</u>к</b>		
Kunde sosu Sonnenschein, Susanne	≡…	<u>R</u> abatt	F7
<u>T</u> otal:	10.00	X Abbruch	
	Betrag		
Barkasse			
💕 Kreditkarte			
📑 Euro Barzahlung	9.10		
F Hotel-Transfer-Zahlung			
	Rundung: 0.00		
Quittungsdruck F5 Normalerweise keine Qu	uittung 👻		
Auf <u>R</u> echnung ins Konto buchen	F11		
<u>Z</u> wischenabrechnung drucken	F12		
Auf anderen Kunden übertragen	分 F12		

If the exchange rate changes, it must be changed in the <u>currency configuration</u> and in the <u>article</u> must be adjusted.

With a special layout, your receipt could now look like this:

Tisch Member, Paul

# Quittung - Duplikat

Nummer: 28 - Duplikat Service: Tester, Timo	20.06.2	2012 - 14:30	6:26
Zahl Artikel	Einzel/CHF	Summe/CHF	
1 Erwachsene Sonn/Feiertags 20120002	80.00	80.00	
19.0 %Mwst.: 12.75		80.00	
Dieser Betrag entspricht: EUR Euro Barzahlung 67.80	67.80	80.00	
MwStNr. 660 867 Vielen Dank für Ihren Besuch! PC CADDE 2012 © 1988-2012 Schmedding Software Systeme GmbH			

If you need help creating the receipt, please contact PC CADDIE Support.