Operating the cash register

The central change is the creation of a head navigation with "Customer / Tables / Sales". This creates space in the sales screen for a large number of quick selection items - the most frequent improvement requested by many customers. The head navigation also means that there is more space in the customer screen, e.g. for a directly displayed picture of a person, as well as a clear table plan. Additional buttons in the head navigation for the timetable (directly in the cash register view) and in the next version also for the online table book display from PCCO make the new interface even more clearly a specialised "golf catering cash register".

Please switch to the cash register account area, e.g. GASTRO.

Now call up the cash register via the button **Call up cash register** button in the PC CADDIE toolbar or via **Umsätze/Kasse:**



A query window opens asking which layout should be started; click on **New layout** to start the new interface:

Neue Kassenoberfläche BETA	x
In ihrem Club ist die BETA Version der neuen Kassenoberfläche aktiv. In welchem Layout möchten sie die Kasse starten?	
Bisheriges Layout	
Neues Layout	
1	

The opened cash register window looks like this:

Customer level

		Kasse		_ 🗆 X
🙎 Tester Timo 😫 Ku	nden 🔗 Tisch	n 🕼 Verkauf	😫 Timetable	ung 🚰 🚀 Administration
☐ Bediener ✔ Kasse				
T 5 Spangenberger, Marc ()	48,20 test			
T 40 Schmedding, Benedikt (3!	0,00 test			
Tisch 999	22,20 test			Person editieren Konto Guthaben-Einzahlung Karte Tisch ändern
		<u> </u>		Splitt
1		Entf. O Edit	Total: 0,00	
Direktverka	uf	Ausbuck	nen (F12)	

Here you can edit the previously selected **person** or the turnover or clearing**account** open. **Deposit credit** or **card**top up credit. Also change the **change the table** or the article bookings **split**.

Select customer

Enter the search abbreviation of your guest, the full name or just part of the name in the field at the bottom left and the matching persons will be displayed. Another option is the list function button to the right. If you have a magnetic card reader, you can swipe the magnetic strip of a DGV card and the customer will be dialled immediately. The same applies if you have a Mifare reader.

If the person does not yet exist in PC CADDIE, they are entered with *Create new person* to create it. If you do not want to create the person separately, e.g. for the sale of a muesli or chocolate bar, click on the button *Direct sales*. Alternatively, you can also go to the table plan and book a table directly.

Once you have selected your guest, the table enquiry opens. Here you can either click directly on the table on the table plan or click on the top left on the button *Enter number* enter the number as usual.

Å			An welchem Tisch	n sitzt Arens, Anja?		_ □	x
Ð	Zahl eingeben	🤣 Terrasse	🍫 Gutshof	🇞 Wintergarten	Kein Tisch	🗙 Abbruch	
	35	 135 136 36 37	1 1 1 1 1 	38	41 42	43	

Once the table has been selected, PC CADDIE switches to the sales level. To create table plans with the graphic editor

Sales level

		Kasse	;				l	- 0	x
🙎 Tester Timo 🧐 Kunden 🔗	Tisch	🕼 Ve	rkauf	😭 Timetal	ble	vierung	۵	Adminis	tration
T 38 Arens, Anja (36)	Golfer 0,3	Golfer 0,5	Cola 0,3	Cola 0,5	Cola light 0,3	G	P	;	DIV
	$ \models = $	\vdash					AF	≓G	
	Cola light 0,5	Fanta 0,3	Fanta 0,5	Sprite 0,3	Sprite 0,5		Sä	fte	
	Spezi 0.3	Spezi 0.5	Vitamalz 0.3	Tonic Water	Gerolsteiner Gourmet		Bie	ere	
				0,2	0,25		Weine	_Sekt	
	Gerolsteiner Gourmet 0,75	Evian still 0,25	Evian still 1 Itr.	Taunusquelle Medium 0,75	Vitamalz		Heissge	etränke	
				[]			Spirit	uosen	
							Grup	pe X	
							Grup	pe Y	
						7	8	9	
						4	5	6	+
Entf. O Edit Total: 0,00 Guthaben: 50,00					1	1	2	3	
V Ausbuchen F12	Splitt		Konto		Bon	#	0	•	 Image: A start of the start of

There are several options for item selection in the input field:

- Enter the article number of the article
- Enter the description of the item or just part of the description
- Button list function (F2)
- For existing labels with barcode by scanning the item

After **OK** the item is immediately posted to the cash register. After the selection, you can change the quantity in the **number** field accordingly.

To utilise the full potential of the new interface, we recommend using the quick selection, see the chapter Quick selection in the catering checkout .

Pay for articles

You start the payment process by clicking the button **Pay** (F12). This button is available at both the customer level and the sales level.

			Kasse		_ D X
🙎 Tester Timo 🔯	Kunden	🔗 Tisch	Verkauf	🚱 Timetable	vierun 🏾 🛣 🐓 Administration
☐ Bediener ✓ Kasse			T 38 Arens, Anja (36)		ubs
T 38 Arens, Anja (36) T 39 Brax, Willi Müller () T 40 Schmedding, Benedikt (3!	27,50 15,40 35,20	test test	1 Lasagne 1 Salzkartoffeln 1 Rösti	11,00 11,00 test 3,50 3,50 test 3,50 3,50 test	
1137 Schmedding Software (~	0,00	test	1 🔤 Tee - Earl grey - Glas 1 🔤 Latte Macchiato - Tas 1 🔄 Tee - Kamille - Glas	3,50 3,50 ke st s; 2,50 2,50 k est 3,50 3,50 k est	Legendre Person editieren
					Konto
					Guthaben-Einzahlung
					S Tisch ändern
					Splitt
1			Entf. O Edit	otal: 27,50 Suthaben: 50,00	
Direktv	erkauf		Sezahle	n F12	

		Kasse	9			_ D X
🙎 Tester Timo 🙋 Kunden 🤗) Tisch	Ve	erkauf	😫 Timeta	ble	vierung 🖉 🐓 Administration
T 38 Arens, Anja (36)	Golfer 0,3	Golfer 0,5	Cola 0,3	Cola 0,5	Cola light 0,3	
1 Lasagne 11,00 11,00 -test						AFG
1 Salzkartoffeln 3,50 3,50 test 1 Rösti 3,50 3,50 test 1 Rösti 3,50 3,50 test	Cola light 0,5	Fanta 0,3	Fanta 0,5	Sprite 0,3	Sprite 0,5	Säfte
1 Latte Macchiato - Tasse 2,50 3,50 kest	Spezi	Spezi	Vitamalz	Tonic Water	Gerolsteiner Gourmet	Biere
	0,0	0,5	0,5	0,2	0,25	Weine _Sekt
	Gerolsteiner Gourmet 0,75	Evian still 0,25	Evian still 1 ltr.	Taunusquelle Medium 0,75	Vitamalz	Heissgetränke
][)()		Spirituosen
						Gruppe X
						Gruppe Y
						7 8 9 3
						4 5 6 🔶
Entf. O Edit Total: 27,5 Guthaben: 50,0	50				1	1 2 3 -
Bezahlen Fi	2 😵 Splitt	-	Konto		Bon	# 0 . 🗸

The payment window looks like this:

E	Bezahlen	X		
Geben Sie die Bezahl Zahlende Person aran Arens, Anja	lung ein: E	✓ <u>QK</u> <u>C</u> lubkarte (F6)		
Zu zahlen: Bezahlung F1 bar 0000 Barzahlung F2 ec 0000 EC-Karte F3 kk 0000 Kreditkarte F4	>>>> 27,50 Betrag 1 27,50 20 27,50 27,50 20 20 20 20 20 20 20 20 20 2	<u>R</u> abatt (F7) X Abbruch		
Quittungsdruck (F5): Nochmal abfragen, Quittung vorschla: 2 Auf Bechnung ins Konto buchen F11 3 Zwischenabrechnung drucken F12 4 Auf anderen Kunden übertragen GPT2 5				

- 1. You now select the desired payment method by placing the cursor in the corresponding field, the amount changes immediately. You define which payment methods are available for selection in this payment window at another point: Payment methods
- 2. Set the receipt print according to your requirements.
- 3. The function **Post to invoice to account** function can be found in the next chapter.
- 4. Prints an interim statement without finalising the payment process.
- 5. Here you have the option of transferring the payment to another person. You will see the following window:

Umbuchen auf anderen Kunden				
Auf wen soll der Betrag werden?	umgebucht			
Person:		X Abbruch		

By entering the corresponding person, the payment for this person is booked.

Click **OK**, the payment process is completed.

Post to account

You can use this function to leave postings open in the accounts (open item postings). Payment can be made at a later date. If you click on this button during the payment process **Post to invoice to account** you will see the following window:

Achtung: Offene Buchung	g X
Möchten Sie wirklich den Betrag	
27,50 offen lassen?	X Abbruch
Buchen in das Konto von: aran Arens, Anja 🖶 🔄	
Referenzkennung:	

With **OK** the booking is finalised.

If you select this customer later in the cash register, the open balance is displayed in red or a credit balance in green on the right above the Pay button.

Entf.	O Edit	Fotal: Guthaben:	0,00
~	Ausbuch	F12	

If you have installed a so-called OP area, the booking is automatically transferred to this area. Please contact PC CADDIE Support for the installation of this special account area.

Post as tip (tip)

There are several options here.

1st possibility: A guest gives a tip

To do this, book the article (artikel) Tip in the cash register

	Art	ikel	x
Artikel Artikel-Nr. Bezeichnung	tip 0000 TIP	Fibu-Konto: Kennung AUSLAGE	
Gruppe Farbschema Größensch.	Z-TIP Tip	Neu Gruppe Lösch. Neu O Bearbeiten Neu O Bearbeiten	
Preise / Men Status Kalkulation	Summen-Abfrage Einheit MwSt:	1 Stück 0,0 % kein Rabatt	Kopie -> Neu
		EK (netto) 0,00 EK (effektiv) 0,00 VK (brutto) 0,00 Marge: 0,00 % 0,00	Details F6 Bestand <u>t</u> eile Automatik
		Bestandstuhrung Mindest-Bestand Bestand O Bestellt	🤹 <u>K</u> onto I ⊕ Ejngang
Einkauf Lieferant Best.Nr.:	Packungs-Einheit	Rabatt 0	(a) Drucken [F8]

When the article is selected, the following window opens.

Spezial-B	uchung X
Geben Sie bitte die genaue Bucht	ung an:
Buchung Handnotiz In	nformation
<u>Typ:</u> tip 0000 TIP	
TIP	
Zusatz:	
<u>R</u> abatt: 0,00 % <u>A</u> nzahl:	1.0
Einzel: 0,00 <u>G</u> esamt:	0,00
Original: 0,00	
Ser.Nr.:	
Buchen auf 🙎 Tester, Timo	•
Kunde: smbe Schmedding, Benedik	:t 🖶 🔄
<u>D</u> atum: 12.08.2016 <u>Z</u> eit:	09:28

Here you enter the amount that was given as a tip, confirm with OK and then click on pay.

2nd option: A guest pays his bill and gives a tip

The guest must pay \in 35.20 and gives \in 40.00. Click normally on the button **Pay**. The following window opens. Here you enter 40,00 \in .

Ве	ezahlen	X		
Geben Sie die Bezahlun Zahlende Person smbe Schmedding, Benedikt Zu zahlen: Bezahlung F1 bar 0000 Barzahlung F2 ec 0000 EC-Karte F3 kk 0000 Kreditkarte	ng ein:	✓ <u>O</u> K Clubkarte (F6) <u>R</u> abatt (F7) X Abbruch		
Bückgeld:0,00 Quittungsdruck (F5): Normalerweise keine Quittung Auf Rechnung ins Konto buchen F11 Zwischenabrechnung drucken F12 Auf anderen Kunden übertragen F12				

Click on Ok and then **Book as a tip.**

Achtung: Rückgeld 🗙
Geben Sie diesen Betrag zurück:
>> Barzahlung << >> 4,80 <<
✓ <u>О</u> К, zurückgegeben
Als Guthaben buchen
Als <u>T</u> IP buchen
Abbruch

If the button is missing in the window, the article is missing in the basic settings of the cash register. This takes you to the basic settings. 1 - Button **Administration**2 - Cash register settings, basic settings, tip booking type: tip (select the corresponding article here).

Kassen-Einstellungen 🗙					
Buchen in Kon Formate:	ten: GASTRO V V				
Greenfee	Adressen, Familienweise Definieren				
EC-Beleg	vers Spezial ***				
Quittung	Kasse, Bon				
Guestcheck	Kasse, Rechnung 🔻 Definieren				
Bon 1:	Kasse, Bon G 🗾 🗸 Definieren				
Bon 2:	Kasse, Bon S 🗾 Definieren				
Gutschein:	Adressen, Familienweise 💌 Definieren				
1: 10:11:12	Bondruck bei diesen Warengruppen (Leer = alle): 1: 10:11:12:14:15:16:20:23:80:89				
2 45:49:55:58:57:60:61:62					
2: [40)46;43;00;06;07;60;61;62					
Tischabtrage:					
✓ Buchungszwang aktiviert ✓ Quittungswahl bei Bezahlen					
Kasseabgleich im Netz 2 Sek. Kassen-Nr:					
Trinkgeld-Buch	ungstyp: 📴 TIP 🖶 🔄				
Kassenschubla	de an				
Fixtasten-B	elegung F8 Spezial Drucker				
Bedienerschloss F9 Kellnernamen F11					

3rd possibility: A guest still has credit in the account, e.g. through Consumption flat rates and wants to give the credit as a tip

As with point 1, book the tip item in the cash register, enter the desired amount and then click on pay. If the amount is posted to the account as an invoice, the credit balance is reduced and deducted from the cash receipts by the ID OUTPUT.

The tip posted is always shown on the daily statement.

Abrechnung 12.08.16

Testo GAS	tro					
Total		12.08.16, 09:59:54 Uhr				
Einn	ahmen					
bar	Barzahlung	4742,30	4742,30	EUR		
ec	EC-Karte	876,20	876,20	EUR		
kk	Kreditkarte	47,50	47,50	EUR		
	Total	5666,00	5666,00	EUR		
-	TIP	2,00	7,30	EUR		
-	Zigaretten	1,00	5,00	EUR		
	Bar effektiv		4730,00	EUR		

Cancel article / wrong payment method selected

You can cancel an article booking that is still in the cash register using the Cancel. (F5)	Entf.
button.	

Buchung gedruckt	x
Für diese Buchung wurde bereits ein Ausdruck gemacht. Deshalb kann sie nicht bearbeitet werden! Die Buchung kann nur storniert werden! Storno-Anzahl: 1.0 Mehrfach-Stornierung F5	✓ <u>O</u> K ★ Abbruch

You can only return a booking completed by payment to the cash register via a cancellation process if a daily closing has not yet been created. Switch to the administration level at the top right

Administration Select **Repeat / Cancellation** (F4) . In this window you will see all bookings made. Select the booking to be cancelled and click on **Cancellation** (F5). You receive the following selection:

	Rechnung		3	
	Rechnung Nummer: 96		^	
	Tisch 999		_	
	1,0 Rumpsteak - medium - 200 g	15,50	= 15,50	
	1,0 Schweinemedallions	12,00	12,00	
	1,0 Rumpsteak - medium - 250 g	18,50	18,50	
	1,0 Alster - 0,5	3,50	3,50	
	1,0 Grauburgunder Rheinhessen -	3,00	3,00	
	1,0 Spätburgunder 0,25	7,00	7,00 🗸	
_				
	Zahlung stornieren und neu bezahlen 🔂			
	Rechnung stornieren (
×	X Abbruch			
_)	

With **Cancel payment and pay again** the booking is returned to the cash register for further processing.

		Kasse		_ _ X
S Tester Timo 🔯 Kunden	🤣 Tisch	🚳 Verkauf	😫 Timetable 🔍 Reser	vierung 🖉 🚀 Administration
		Tisch 999		
Bediener				
I Kasse				
Tisch 1 0,00	test	1 📕 Golfer - 0,3	2,20 2,20→ssso	
T 39 Brax, Willi Müller () 15,40	test	1 📒 Parmaschinken	7,50 7,50→ssso	
Arens, Anja (36) 0,00	test	1 🔳 Tagesgericht 1	5,50 5,50 → ssso	
T137 Schmedding Software () 0,00	test	1 🥃 Rumpsteak - medium - 2	25 18,50 18,50→ssso	
Tisch 998 0,00	test			
Tisch 999 33,70	5550			😫 Person editieren
				Kanta
				Konto
				Suthaben-Einzahlung
				📼 Karte
				🗇 Tisch ändern
				Solitt
				- Spiic
	=	× Entf. O Edit	otal: 33,70	
Direktverkauf		Sezahler	n F12	

You have the option of cancelling the item bookings (see above) and/or adding further bookings.

Or if an incorrect payment method has been selected, you can start the usual payment process; the previous process has been cancelled completely.

Cancelling items after the daily closing

Working with the archive button

As soon as a daily closing has been carried out, all processes are completed and can be cancelled under the button **Repeat / Cancellation** button is no longer visible. However, you can still view them there using the **Archive** button to retrieve the posting to the cash register.

Rechnung wä	hlen ×
Wählen Sie den Kunden oder direkt die gewünschte Rechnungsnummer: Kunde:	
Rechnung	

After entering the customer and the invoice number, which must be selected in advance from the account entries, the following window opens:

(You can also just enter the customer, in which case another window will appear where you can select the desired document).

Rechnung reaktivieren 🗙
Auf welche Art soll die Rechnung zurückgeholt werden?
Duplikat-Beleg drucken
Rechnung zum Stornieren <u>r</u> eaktivieren
🤣 Artikel zum erneuten Buchen <u>k</u> opieren
K Abbruch

With **Reactivate invoice for cancellation** to bring the entire booking back to the cash register. You can now cancel the item bookings. This is particularly practical for event invoices, as you don't have to remember all the items. If there are only a few items, you will see another option for cancelling below.

		Kasse		
🙎 Tester Timo 💐 Kunden	🗇 Tisch	🚳 Verkauf	😫 Timetable 🔍	Reservierung 🖉 🐓 Administration
□ Bediener I Kasse	Sd	hmedding, Benedikt		
Tisch 1 0,00	test	1 🔲 Fanta - 0,5	3,80 3,80→	tung für Golfe
Arens, Anja (36) 0,00	test	1 📕 Sprite - 0,3	2,20 2,20 >	
Brax, Willi Müller () 0,00	SSSO	1 📕 Mangosaft - 0,5	3,80 3,80→	
Schmedding, Benedikt 0,00	∢YAQ	1 📒 Pils-Radler - 0,5	3,50 3,50 >	
T137 Schmedding Software () 0,00	test	1 🦲 Tee - Kamille - Kännchen	5,40 5,40→	
Tisch 998 0,00	test	1 🦲 Tapas Teller	6,00 6,00 >	📽 Person editieren
Tisch 999 33,70	SSSO	1 📕 Tagesgericht 2	10,50 10,50 >	
		1 🔳 TIP	4,80 4,80 >	
		-1 📕 Z-OP_OP-Buchung	0,00 0,00→	S Konto
		-1 📒 Barzahlung	40,00 -40,00 >	
				📚 Guthaben-Einzahlung
				Karte Solution Tisch ändern
				😒 Splitt
		C Entf. O Edit To	tal:	0,00
Direktverkauf	•	Ausbucher	n	F12

Working with a minus number

Another cancellation option is to work with a minus sign, i.e. a negative quantity. Select the customer again in the cash register, post the article that is to be corrected and enter the corresponding correction number with a minus sign in the field for the number, for example "-1":

	Kasse	>	x
🙎 Tester Timo 🔯 Kunden 🔗	Tisch 🦓 Verkauf	😭 Timetable 💽 Reservierung 🖉 🎸 Administration	1
T Arens, Anja (36)	Rumpsteak Schweinem Lasagne	Spaghetti Bolognese Und Gemüse Vorspeisen, Kleinigkeiten	
-1 🧧 Rumpsteak - englisch - 📜 13,50-13,50 Hest	Tagesgericht Tagesgericht 1 2 3	Suppen	
		HAUPT	
		DESSERT	Ĩ
		Beilagen	
		Frühstück	
		7 8 9 3	
		4 5 6 🔶	
Entf. O Edit Total: -13,50 Soll: 13,70			Ī
Se Auszahlen F12	🗞 Splitt 🛜 Konto	Bon # 0 . ✔	

Confirm your entry with Tab or Enter. To finalise the booking, select **Pay out** and the corresponding payment method in the payment window. Or **Post to account**, to get the following option:

Achtung: Rückgeld
Geben Sie diesen Betrag zurück:
>> Barzahlung << >> 13,50 <<
☑K, zurückgegeben
Als Guthaben buchen
Als <u>I</u> IP buchen
X <u>A</u> bbruch

With **Book as credit** this amount remains with the customer as a credit.

Discount article

As long as the receipt printout has not yet been triggered, you can use the **Edit** (F7) button to change the item for this booking.

Spezial-Buchung	X
Geben Sie bitte die genaue Buchung an:	
Buchung Handnotiz Information	
Typ: 010000060004 Kölsch vom Fass 🖶 🖸	
Text: Kölsch vom Fass - 0,3	
Zusatz:	
Rabatt: 0,00 % Anzahl: 3,0	
Einzel: 2,20 Gesamt: 6,60	
Original: 2,20	
Ser.Nr.:	
Buchen auf 🙎 Tester, Timo 💌	
Kunde: Spma Spangenberger, Marc 🖶 🔄	
Datum: 12.08.2016 Zeit: 14:45	

You can now enter a discount percentage if you want to give 10%, for example. Or change the individual price if, for example, you want the item to be 20 cents cheaper. Or change the total price if you want to reduce it by a certain amount, for example.

With **OK** PC CADDIE asks for a reason for the price change:

Preis-Änderung	g 🗶
Bitte geben Sie einen Grund für die Preis-Änderung an: 3für2	✓ <u>O</u> K ★ <u>A</u> bbruch

This reason is displayed on your receipt printout. You will then see the new item price in the checkout.

If the item has already been booked or the guest receives a total discount of 10% on everything, select the button *discount* button when paying.

В	ezahlen	x
Geben Sie die Bezahlu Zahlende Person spma Spangenberger, Marc Zu zahlen: Bezahlung F1 bar 0000 Barzahlung F2 ec 0000 EC-Karte F3 kk 0000 Kreditkarte F4	ung ein:	 ✓ <u>O</u>K <u>C</u>lubkarte (F6) <u>R</u>abatt (F7) X Abbruch
Quittungsdruck (F5): Normalerweise Auf <u>R</u> echnung ins Konto I Se Zwischenabrechnung Auf anderen Kunden übe	Rückgeld:0,00 e keine Quittung 🔹 buchen F11 drucken F12 ertragen Gr F12	

Rabatt	×
Geben Sie bitte den Rabatt an:	
<u>R</u> abatt/Grundpreis: 0 % - <u>A</u> bzug: 0,00	X Abbruch
<u>=</u> Effektivpreis: 6,60 <u>R</u> abatt/Effektivpr.: 0,00 % - <u>A</u> bzug: 0,00	
<u>+</u> Ohne Rabatt: 0,00	
= <u>Z</u> u Zahlen: 6,60	

The amount to be paid is calculated automatically when the discount is entered. Click **OK** to finalise the booking.

Split function

In the catering industry, it is often the case that all orders are first booked for one person or table and then split later when paying. There is a button in the catering checkout for this purpose **Split** (F6).

This button is available at customer level,

		Kasse		_ D X
🙎 Tester Timo 🔯 Kunden	🗞 Tisch	n 🕼 Verkauf	😭 Timetable 🛛 🗞 Reserv	vierung ፳ 🐓 Administration
☐ Bediener ↓ Kasse		Sonntag, Stephanie (24)		
T 22 Schmedding, Benedikt (35 0,00	test	1 🦲 Golfer - 0,5	3,80 3,80 → ssso	100
T 23 Spangenberger, Marc (34 6,60	test	1 🦲 Cola - 0,3	2,20 2,20 -) ssso	A 2
Arens, Anja (36) -13,50	test	1 🦲 Fanta - 0,5	3,80 3,80 → ssso	
Brax, Willi Müller () 0,00	SSS0	1 🦲 Vitamalz - 0,3	2,20 2,20 →ssso	
Sonntag, Stephanie (24) 12,00	test			
T137 Schmedding Software (0,00	test			😧 Person editieren
				📚 Konto
				📚 Guthaben-Einzahlung
				📧 Karte
				🗞 Tisch ändern
				<u>~</u>
1		1		Spiiu
	-	🗙 Entf. 🔷 Edit	Total: 12,00	
, [2,20	
Direktverkauf		✓ Ausbuc	hen F12	

as well as at the sales level.

			Kasse				_ D X
2 Tester Timo	😧 Kunden 🔗	Tisch	🚺 🕼 Ve	erkauf	😫 Timeta	ble	rierung 🖉 🖗 Administration
Sonntag, Stephanie (24)		Kölsch vom Fass 0.3	Kölsch vom Fass 0.5	Kölsch Cola 0,3	Kölsch Cola 0,5	Kölsch Radler 0,3	G S DIV
1 🦲 Golfer - 0,5	3,80 3,80 →ssso						AFG
1 💭 Cola - 0,3 1 💭 Fanta - 0,5	2,20 2,20 →ssso 3,80 3,80 →ssso	Kolsch Radler 0,5	Kolsch Alster 0,3	Kolsch Alster 0,5	Bitburger Pils 0,3	Pils 0,5	Säfte
1 🗾 Vitamalz - 0,3	2,20 2,20 → ssso	Pils Cola	Pils Cola	Pils Radler	Pils Radler	Pils Alster	Biere
		0,3	0,5	0,3	0,5	0,3	Weine _Sekt
		Pils Alster 0,5	Bitburger Drive 0,3	Bitburger Drive 0,5	Erdinger Hefeweizen 0,3	Erdinger Hefeweizen 0,5	Heissgetränke
		Erdinger Hefeweizen	Erdinger Hefeweizen	Erdinger Hefeweizen	Erdinger Hefeweizen	Russe	Spirituosen
		Alkoholfrei 0,3	Alkoholfrei 0,5	dunkel 0,3	dunkel 0,5	0,3	Gruppe X
		Russe 0,5	Stauder 0,3	Stauder 0,4			Gruppe Y
							7 8 9 3
							4 5 6 🔶
🗙 Entf. 🗿 Edit	Total: 12,00 Soll: 2,20					1	1 2 3 -
✓ Aus	sbuchen F12	🖎 Splitt	:	Konto		Bon	# 0 . 🗸

Splitten / Umbuchen					
⊻on: Sonntag, Stephanie (24) □ Originalkunden merken (F3)		12,00	Auf: <u>I</u> isch: <u>o</u> der: Auf mehrere F9 <u>K</u> unde: 1 <u>B</u> uchungszahl teilen durch: 2 0,00		
1,0 Golfer - 0,5	3,80	3,80			
1,0 Cola - 0,3	2,20	2,20			
1,0 Fanta - 0,5	3,80	3,80			
1,0 Vitamalz - 0,3	2,20	2,20			
			3		
Alles markieren		F6	Fertig F11		

- 1. Select a table number, a customer or via the button **To several** persons already called up in the cash register
- 2. You can now divide the total amount by a certain number
- 3. or use the arrow buttons to transfer the desired items to the previously selected customer or table

If the number of items is two or more, a query window opens in which PC CADDIE asks you which number you would like to transfer or divide.

Umbuchen	x
Welche Anzahl soll umgebucht werden? Kölsch vom Fass - 0,3 Maximalzahl: 3,00	✓ <u>O</u> K
Umzubuchende Anzahl 3,000 Teilen durch: 1	

Transfer open tables or guests to another operator

You have the option of transferring your open tables or customers to another operator at shift change or at the end of the working day. Select the table you want to transfer and press the **SHIFT** and **F9** keys on your keyboard.

	Bedienerwechsel	x
Sonntag, Stephanie (24) Auf welchen B Tisch / Gast ge	S 2,20@C14680031 ediener soll dieser wechselt werden?	
<u>B</u> ediener-Nummer:		
STester, Timo	•	

Then select the operator to whom it is to be transferred. Repeat this for each table that is still open.

Administration level

The individual functions/buttons can be blocked depending on the user rights.

	Kasse	_ D X
🙎 Tester Timo 🔯 Kunden 🤗	Tisch 🕼 Verkauf 🔛 Timetable 📦	Reservierung 🖉 🐓 Administration
Buchungstag 12.08.16		Wiederholen / Storno F4
	A	Kasse abrechnen
Cischplan laden	8	Kassenbuch
🔊 Tischplan ändern		
Sa Tischplan zurücksetzen		Kassen-Einstellungen
	×	Kasse schliessen
	×	PC CADDIE beenden

Here you can change your table plan, for example to move your tables to their current position.

You will also find access to the Repeat/cancellation, Cash register accounting, Cash book, Cash register settings, Close cash register and Exit PC CADDIE functions here.

Operator accounting and daily closing

Switch to the administration level at the top right Administration. Select **Cash register accounting**:

Kassen-Abrechnung	x
Mit dieser Funktion wird der Kassen- abschluss gedruckt bzw. durchgeführt Nur dieser Bediener:	,
🛣 Tester, Timo 🔄 💌	1
Komplett]
1 1 Bediener-Abrechnung F3	
2 Z Iages-Abschluss F4	
3 liten Abschluss drucken 🛛 🕞	
4 🔍 Alten Abschluss detailliert 🛛 🕞	
5 📧 EC-Cash-Belastungen kopieren	
6 로 Liste der Preisänderungen	
♥ Offene Kunden ins Konto buchen	

- 1. Operator billing
- 2. End of the day
- 3. Print old degree
- 4. Old financial statements in detail
- 5. Copy EC-Cash debits
- 6. List of price changes
- 7. Post open customers to the account

Working with the cash book

Via the button *Cash book* button in the administration level takes you to Cash book .

Open item postings

Open item postings

Edit quick selection

Quick selection