

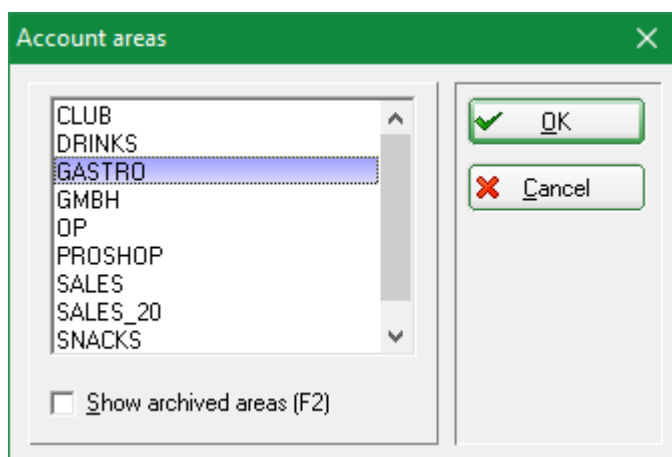
Management of delivery receipts

This feature is activated with the module **Merchandise System**.

Purchased goods should be recorded with PC CADDIE as detailed as possible. The management of delivery notes helps you record every delivery note. Incoming goods will be processed correctly and can always be checked. Even if you do not have the original delivery notes from your suppliers at a later point in time, you can always find all essential information here.

To edit your delivery notes you will have to switch to the relevant account area such as **GASTRO** or **DRINKS**.

Click on the yellow button in the icon bar



or select the account area via the menu **Accounts/Select account area**.

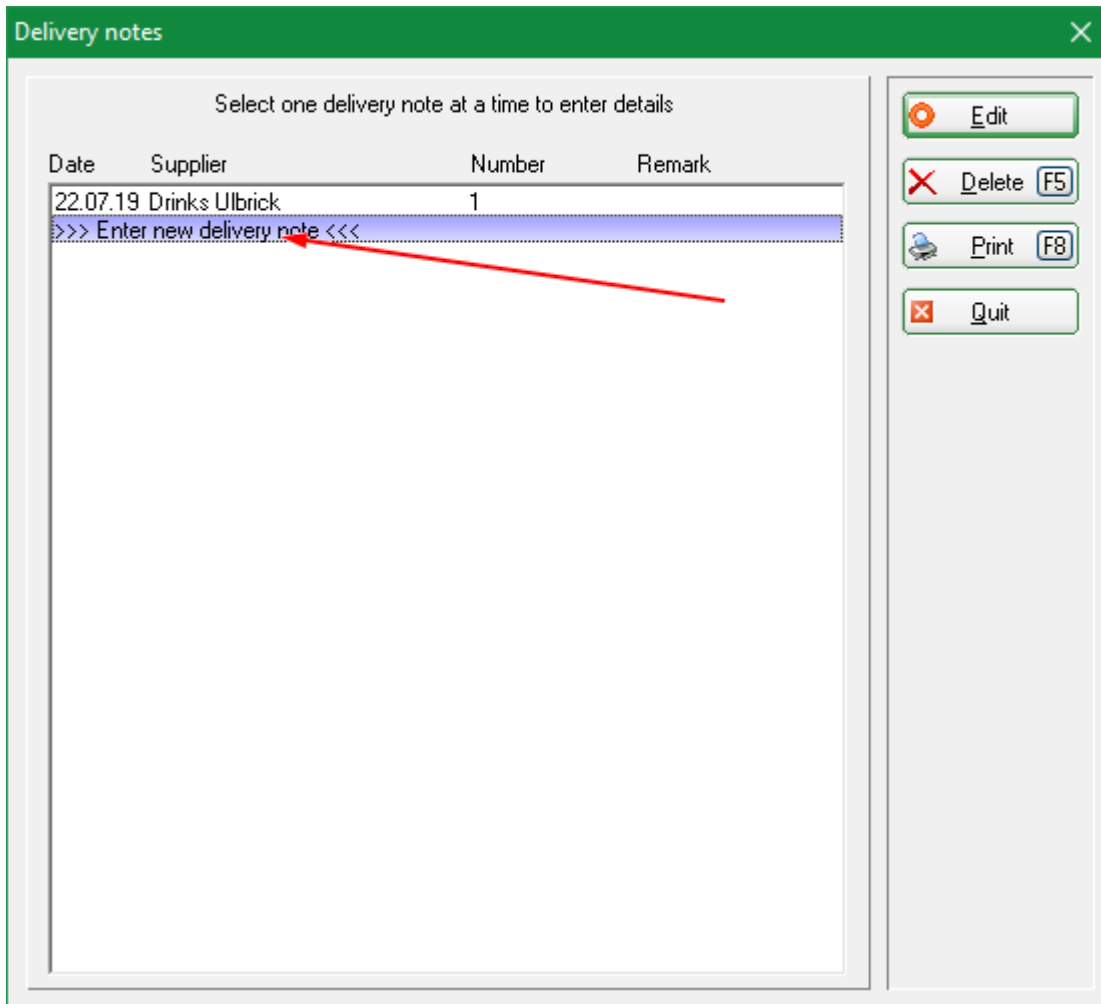
Adding suppliers

To prepare the management of delivery notes, the suppliers have to be added to PC CADDIE as people. Read more here: [Restaurant/new, edit, delete](#)

Entering delivery notes

To enter a delivery note go to **Articles/Delivery note**.



In the window „Delivery notes“, select an existing delivery note and edit it by clicking **Edit**. Or you create a new one with **Enter a new delivery note** and **Edit**.



The new delivery note will be displayed:



Enter details from delivery note (2) X

Date: **1** 22.07.2019 Number: **2** 2

Supplier: **3**  

Article name: **4** ★ entered **5**

Information:

Add new article **6**  



Art no	No	PP	Article name

7 Total 0.00 **8**

Back to supplier => book as outgoing
 Save delivered articles for labels **9**

Update this article information by saving:

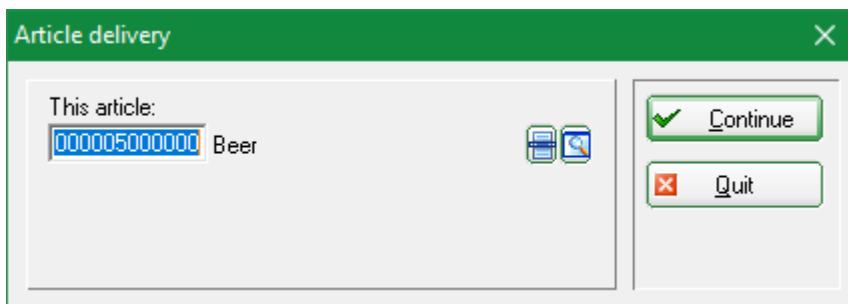
Purchase
 Sales
 ID, Order no, Barcode **10**

Attachm:   **11**

1. Set the date of the delivery note.
2. The number will be automatically assigned consecutively and sorted (even though the date might not be chronological).
3. Select the supplier using the list button.
4. The information entered here can be read in the list of delivery notes, e.g., the invoice number might be useful.
5. The status „entered“ can be changed to „verified“, „paid“ or „Error“; the matching symbol will be visible in the main list.
6. If the delivery contains a new article, click the button with the list function on the right and then **New** to create this new article.
7. If the delivery concerns existing articles, click **New article** to select the relevant article.
8. When editing an existing delivery note, select **Edit** to make changes and select **Delete** to delete it.
9. Incoming articles will be saved for the label print when the check mark is set. If you do not wish to print out any labels, remove the check mark.
10. The details of the purchase price, the sales price as well as the additional info, order number and bar code will be filled in automatically.

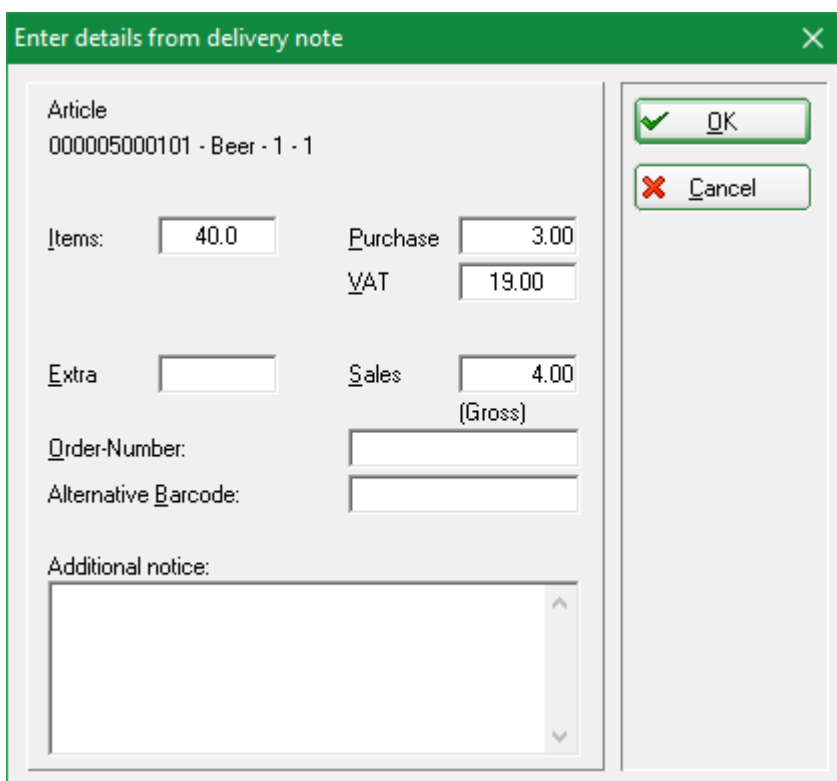
11. You can also attach a document to the delivery note.

After selecting an article (7), click **Continue**



The 'Article delivery' dialog box has a green title bar with a close button. The main area is divided into two sections. The left section is labeled 'This article:' and contains a text input field with the value '000005000000' and the text 'Beer' next to it. There are two small icons to the right of the input field. The right section contains two buttons: a green 'Continue' button with a checkmark icon and a grey 'Quit' button with a red 'X' icon.

Enter the quantity of purchased goods - in our example 40 pieces. The purchase price is taken from the info previously provided for the article. If necessary, modify the price. The required calculation of the price (new price, average price or calculated) can be defined in the article mask (button delivery):





The 'Enter details from delivery note' dialog box has a green title bar with a close button. The main area is divided into two sections. The left section is labeled 'Article' and contains the text '000005000101 - Beer - 1 - 1'. Below this are several input fields: 'Items:' with the value '40.0', 'Purchase' with the value '3.00', 'VAT' with the value '19.00', 'Extra' with an empty field, and 'Sales' with the value '4.00' and '(Gross)' below it. There are also input fields for 'Order-Number:' and 'Alternative Barcode:'. At the bottom is a text area labeled 'Additional notice:'. The right section contains two buttons: a green 'OK' button with a checkmark icon and a grey 'Cancel' button with a red 'X' icon.

The delivery note is now saved and the incoming goods are recorded:



Enter details from delivery note (2) ✕

Date: Number:

Supplier:  

Article name: ★ entered ▼

Information: ▲ ▼

Add new article  



Art no	No	PP	Article name
00000500010	40.0	120.00	B-B_Beer - 1 - 1

Total 120.00

+ New article F9
⦿ Edit F7
✕ Delete F5

⦿ Copy article out of another order F6

Back to supplier => book as outgoing
 Save delivered articles for labels
 Update this article information by saving:
 Purchase Sales ID, Order no, Barcode

Attachm:  

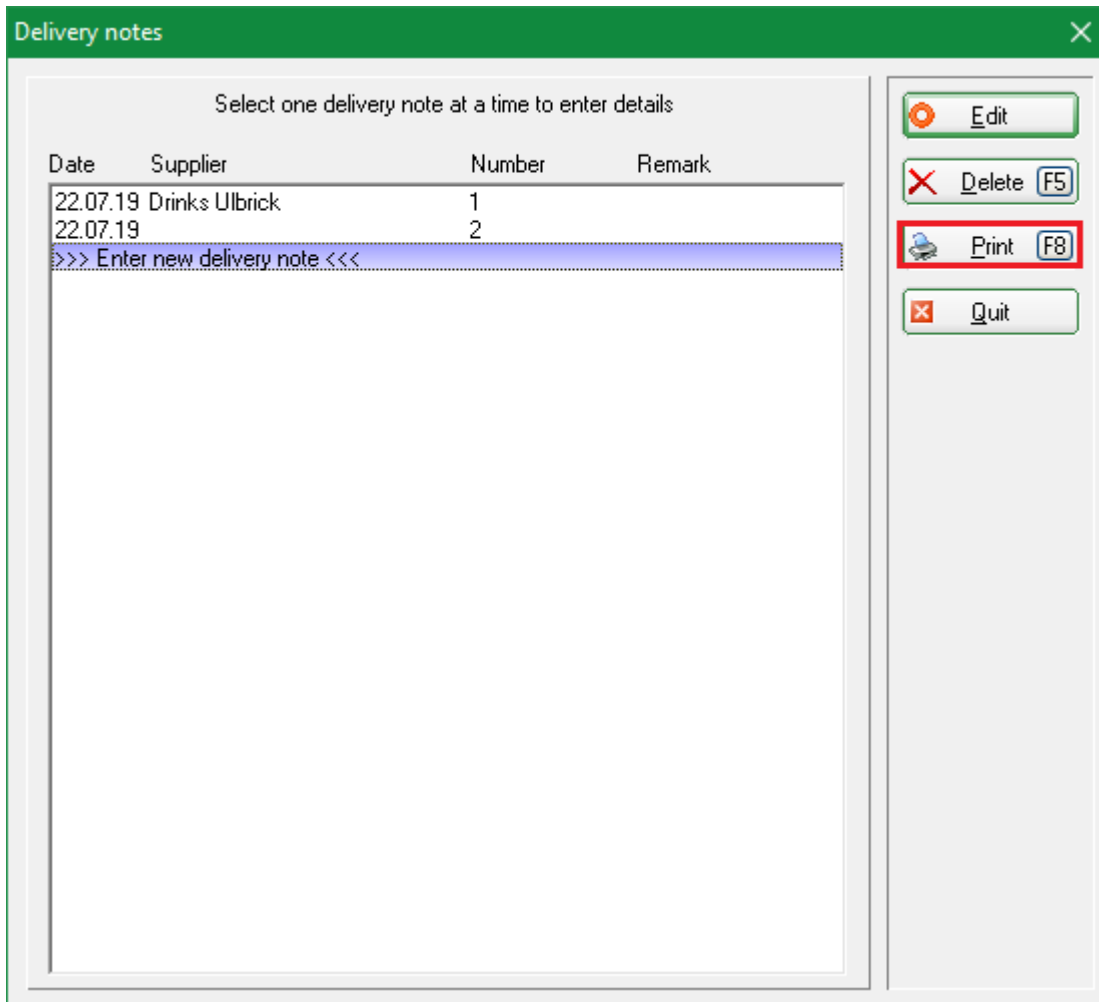
✔ OK

🖨 Print F8

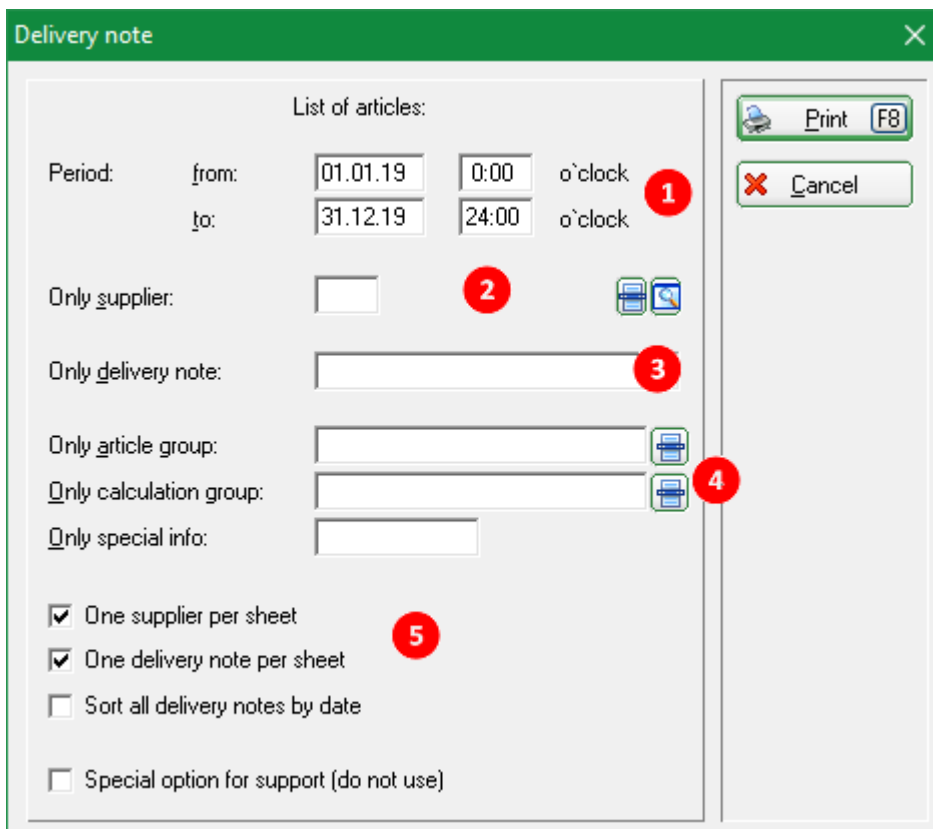
✕ Quit

Print delivery notes

You also have the possibility to print out delivery notes.



The following window will open:



1. Define the period of deliveries.
2. Select the supplier (if required) using the small list button on the right.
3. In case you only want to print a specific delivery note, enter the delivery note number.
4. Here you have even more restriction options..
5. Both check marks are set as default. Per sheet you will get one supplier and one delivery note - as you can see below.

Deliveries

Payment cond.

Delivery note

Pos	Date	Article number	1 Group	Text	Number	2 Purchase	3 PP total	4 Selling	5 SP total	6 Pri	7 Marg.	Add.
1	06.07.19	000001000000	SWEETS	Chocolate- Mars	3.0	100.00	300.00	2.00	6.00			
2	06.07.19	000002000000	SWEETS	Chocolate- Snickers	25.0	0.00	0.00	100.00	2500.00			
3	06.07.19	000003000000	SWEETS	Chocolate- Bounty	10.0	0.00	0.00	100.00	1000.00			
4	22.07.19	000005000101	B-B	Beer - 1 - 1	40.0	3.00	120.00	4.00	160.00	10.8	33.3	
Total (Delivery note)							420.00		3666.00			

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PROBEINSTALLATION: Testclub AG, TestCity

1. the product group of the article
2. the purchase price per article
3. the total purchase price for all delivered articles
4. the sales price per article
5. the total sales price for all delivered articles
6. the margin percentage
7. the extra charge percentage