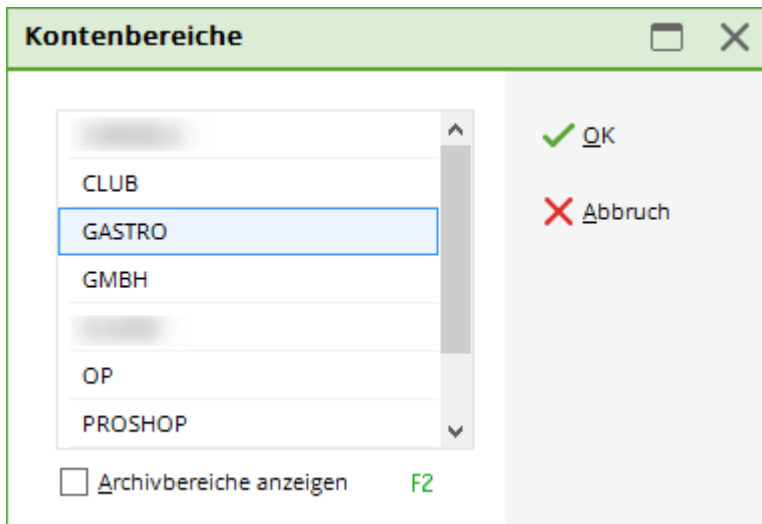


# Catering cash register: create, edit, delete

To work in the catering cash register, you must first select the relevant account area, e.g. **GASTRO**, for example.

To do this, press the yellow button in the icon bar



or select in the menu **Select sales/account area** menu, select the appropriate area.

## Default settings

Before you enter the articles, please check under the menu item **Settings/Programme settings/General settings**, in the „Turnover“ tab and whether the correct percentage rate has been entered in the „Standard VAT rate“ input field:

**Allgemeine Einstellungen**
? X

Allgemein	Wettspiele	Umsatz	Chipkarte
Kurzbezeichnung der Wahrung:		CHF	▶ Weitere Details
Standard-Mehrwertsteuersatz:		0.0	%
Brutto oder Netto-Umsatz anzeigen:		Netto ▼	
Mahnzeitraume:	1. <input style="width: 30px;" type="text" value="30"/>	2. <input style="width: 30px;" type="text" value="45"/>	3. <input style="width: 30px;" type="text" value="60"/> Tage
Saldenberechnung:		<input type="checkbox"/> Buchungen mit Hakchen (OK) ignorieren	
▶ Rechnungsversand per E-Mail konfigurieren			
▶ Einzugsermchtigungen konfigurieren			
▶ Feiertage anpassen			
▶ Telefonnummern-Formatierung festlegen			
▶ Geodaten fur alle Personen laden			
▶ Email-Versand Optionen (SMTP-Server)			

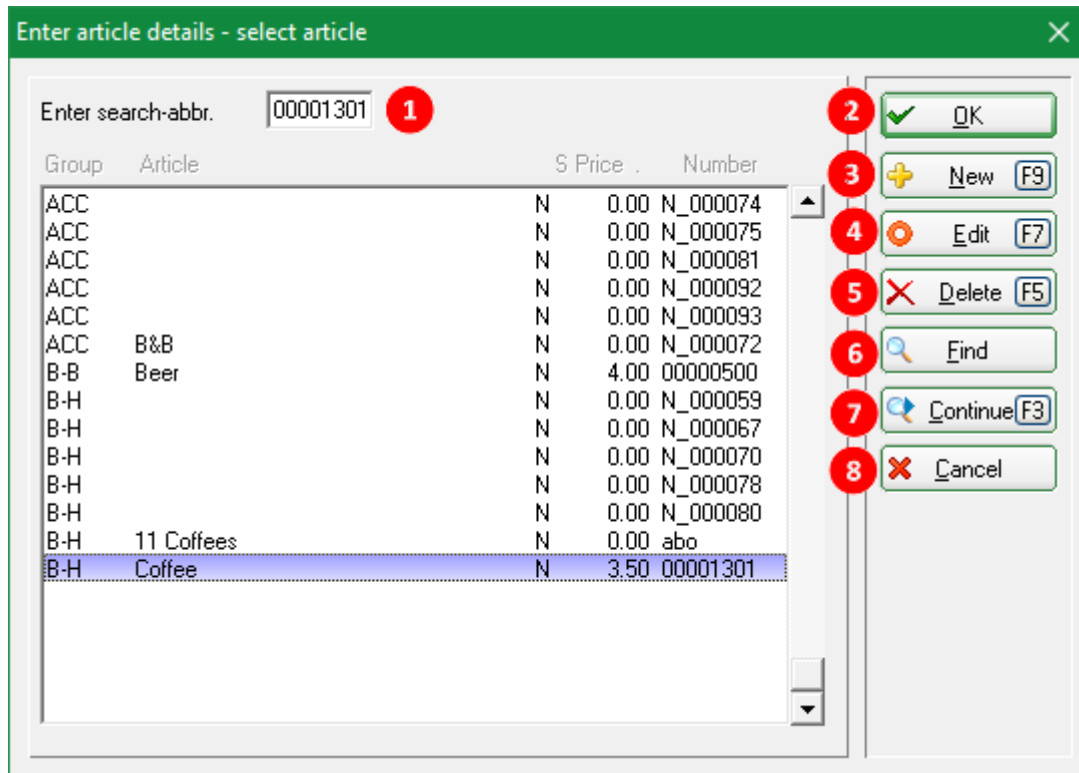
✓ **OK**  
✗ **Abbruch**

If this is the case, confirm with **OK**. Otherwise, change the entry and also confirm with **OK**. If you have items with, for example, 7% VAT, you can change this individually in the item definition. PC CADDIE remembers this percentage rate for all subsequent items and only changes it back to e.g. 19% as soon as you set this rate again for another item.

## Enter article

To enter the articles, use the menu item **Sales/contribution types/articles/...create, edit, delete**.

The following window shows you the item overview:



1. Enter parts of the description or article number as search abbreviations. The list is reduced to the item(s) containing your entry.
2. With **OK** to open the selected item for viewing.
3. Create an article here **New** (F9) here.
4. Select an article and click on **Edit** (F7) to edit it.
5. **Delete** (F5) to delete an article.



**Delete** You can only delete an item if it is not posted in the current account area. If you want to delete items from older years, you can only do this as part of an [archiving](#) at the end of the year.

6. Here you can search by name part or product group **Search**. The item selection jumps to the first item that matches the search criterion.
7. With **Next** (F3), the article list is searched further downwards; the search criteria entered under **Search** previously entered search criterion.
8. **Cancel** closes the window.

**Article** [Close]

Article  
 Art.-No.  01m2 Account:   
 Name  Add. info   
 Group  Beverages, non-alcoholic    
 Colour chart  Ice    
 Size chart  Drinks

Prices / Amounts  
 Status  Unit    
 Calculation  V.A.T.:  %  No discount  
 Colour / Size combination

m2 - with ice - 0,2	1,50	-12,00
m3 - with ice - 0,3	2,50	-15,00
m5 - with ice - 0,5	4,00	-5,00
o2 - without ice - 0,2	1,50	-5,00
o3 - without ice - 0,3	2,50	-3,00
o5 - without ice - 0,5	4,50	-7,00

Purchase   
 PP(eff.)   
 Sales   
 Marge: 44.47 %  
 Stock taking  
 Min. stock   
 Act.stock   
 Ordered

Purchase  
 Supplier   
 Order No.:  Packing details  Disc.   
 Barcode:

[Left] [Print] [Right]

## Article

Article  
 Art.-No.  01m2 Account:   
 Name  Add. info   
 Group  Beverages, non-alcoholic    
 Colour chart  Ice    
 Size chart  Drinks

### Article no.

The article number can have a maximum of eight digits and consist of numbers and/or letters. Please do not use umlauts or special characters. If you want to generate barcodes for label printing with PC CADDIE, you must never use upper or lower case letters. never letters. Conversion to barcodes only takes place for eight-digit combinations of letters and/or numbers (e.g. SNACK001, DESS0001, 66660001). Article numbers are usually assigned schematically. For example, they begin with the first letters of the product group or a previously defined combination of numbers. To create an article of the same product group, it is very practical to work with the \* or +. This assigns the next free article number: SNACK\*, or SNACK+.

### FNA account

In this field, you can enter the number of the accounting account to which the item should ultimately be assigned. This is necessary for the transfer of sales to an accounting interface (additional module: accounting export).

### **Description**

Determine a suitable name for the article. However, this should be a short and unique item name. Long names may not fit completely on the receipt for the kitchen or counter. In the article list, the product groups are sorted alphabetically and the articles within the product group are sorted alphabetically.

### **Identifizier**

Here you enter individual identifiers that provide you with information, for example, on a label printout or in the article type. In the catering industry, the identifier is mainly used for items that are to be used as displays, e.g. cigarette money or tips. For this purpose, „DISPLAY“ (without inverted commas) is entered in the identifier field. Follow the link [als\\_tip\\_trinkgeld\\_verbuchen](#) . The item is then posted in the cash register as normal and the text appears on the receipt when paying. On the daily statement, these articles are listed separately under cash sales and deducted from the „Effective cash“ amount.

## **Tagesabschluss 05.01.11**

Nummer: 8

GASTRO

**Total** 05.01.11, 14:22 Uhr

### Einnahmen

bar	Barzahlung	144,70	144,70	EUR
	<b>Total</b>	<b>144,70</b>	<b>144,70</b>	<b>EUR</b>
-	TIP	1,0	3,90	EUR
-	Zigaretten	2,0	10,00	EUR
	<b>Bar effektiv</b>		<b>130,80</b>	<b>EUR</b>

If you use the PCCADDIE cash book in the catering industry, the expenses are not deducted there; they must be posted manually. We will be happy to enter a special parameter for you so that they are deducted automatically. In addition, the identifier must have the suffix „KABU“, in our example „AUSLAGE\_KABU“.

You can also enter „ARTDET“ in the article ID to see booking details in the daily closing. This means that the bookings for the relevant article are listed individually in the daily closing (in the article statistics). This can be useful, for example, if the accounting department wants to see which voucher numbers have been sold or redeemed on the basis of the daily closing.

The identifier „PAYMENT“ allows a ball card payment to appear as a payment method in the daily closing in the catering trade.

### **Group**

The product group to which the article is to be assigned is selected or created here. This entry should

be carefully considered, as various statistics can be generated for individual articles or merchandise groups. The total daily sales of the various product groups are listed in the cash balance. Some examples of possible product groups are

- G-A = Beverages, non-alcoholic
- G-B = Beverages, beers
- S-VK = Food, cold starters
- S-H = Food, main courses

To create a new group, click on the button **New group**

1. Enter the short code for your product group (maximum 8 characters).
2. Enter the name of your product group.
3. Select the booking area for your statistics, see also [Edit booking areas](#) .
4. Here you can select a colour for your product group so that the assigned articles are easier to recognise in lists.
5. Select the receipt print, see also [Cash register](#).
6. If required, set a receipt priority, see also [Set receipt priorities](#).
7. You can also assign a FNA number to a product group. This then automatically applies to all assigned items. If a contained article is to be given a different number, you can set this in the article itself. The number stored in the article has priority. This entry is only relevant in connection with the additional module [Export accounting data](#) .



Please remember that statistics can no longer be printed for deleted product groups.

### **Colour scheme and size scheme**

By selecting a colour and/or size scheme, you have the option of creating sub-items. If you only want one main item, you do not need to select a scheme. The terms „colour“ and „size“ come from the proshop checkout; in the catering industry, instead of colours, you create, for example, side dishes, additives (with and without ice cubes) or types of tea or beer. In the size scheme, you can define cooking levels, drink sizes or grammes, for example. Here you can select individual colour and size schemes for the articles or create new ones. Select an existing colour or size scheme from the list and change it as required with **Edit**

**Schema bearbeiten**
☐ ✕

Bestimmen Sie das Schema:

Kurzbezeichnung:

Bezeichnung:

Neuer Eintrag:

Code	Wert
01	Earl grey
02	Cylon
03	Grün
04	Kamille
05	Fenchel
06	Pfefferminz

**Edit** F7  
 **Löschen**

✓ **OK**  
🗑 **Löschen** F5  
✕ **Abbruch**

For example, add a new size here in the „New entry“ line and confirm with **OK**. With **Edit** (F7) you can edit selected colours/sizes, change the identifier or meaning. With the left **Delete** - button you can delete individual colours/sizes, with the right **Delete** (F5) button to delete the entire scheme.



Colour schemes that were used for sold items or items with stock as well as items that are still to be shown in an inventory or sales statistics must not be deleted. not be deleted.

To create a new scheme, click on the button **Neu**: First determine a **short identifier** and then enter a suitable **designation** and then enter a suitable name. In the field **New entry** field, create the desired colours/sizes one after the other.

## Prices/quantities

Preise / Mengen

Status:  Einheit:  Stück

Kalkulation:  MwSt:  %  kein Rabatt

Farben / Größenkombination

Earl grey - Tasse	3.50	0.00	^
Earl grey - Kännchen	5.50	0.00	
Cylon - Tasse	3.50	0.00	
Cylon - Kännchen	5.50	0.00	
Grün - Tasse	3.50	0.00	
Grün - Kännchen	5.50	0.00	
Kamille - Tasse	3.50	0.00	
Kamille - Kännchen	5.50	0.00	
Fenchel - Tasse	3.50	0.00	
Fenchel - Kännchen	5.50	0.00	v

EK (netto)

EK (effektiv)

VK (brutto)

Marge: 100.00 %

Bestandsführung

Mindest-Bestand

Bestand

Bestellt

## Status


PC CADDIE provides you with the following selection options:

<b>Normal</b>	This status stands for the usual single article.
<b>Text query</b>	It applies, for example, to an article „employee plate“ with a fixed price, but without a specific description. The „description“ is queried when the article is selected.
<b>Totals query</b>	This query is very practical for articles without a fixed price, e.g. a general article „Flower decoration“. A price query is made when the item is selected.
<b>Small (no label)</b>	No label is printed, but a small item list with the corresponding barcodes can be output for the cash register (ideal for small items such as pitch forks, balls, etc. - less commonly used in the catering industry).
<b>Bagtag printing</b>	A configured bag tag is printed out directly when an item is selected, e.g. for green fees, range fees, trolleys etc.
<b>Voucher sale</b>	Status of the item selected for a voucher sale. (see <a href="#">Voucher administration</a> )
<b>Voucher redemption</b>	Status of the item selected when redeeming a voucher. (see <a href="#">Voucher administration</a> )
<b>Cash book</b>	Status for special cash book items (see <a href="#">Cash book</a> ).
<b>Discount</b>	An article with this status and a „sales price“ of 10.00 adds a surcharge of 10% to the total of all previously booked articles (e.g. percentage surcharge for credit card payments).
<b>Reduction total</b>	An article with this status and a „Sales price“ of 10.00 books a discount article of 10% on the total to be paid, i.e. on the sum of ALL previously booked articles.
<b>Reduction last article</b>	An article with this status and a „sales price“ of 10.00 books a discount article of 10% on the last article booked in the checkout.



You set this status e.g. for the item „Out of house sale“ or „VAT reduced“. If this item is booked in the cash register, you will be asked whether the VAT for the selected customer should only be changed from 19% to 7% for the previously booked item or for all open items. The various VAT rates are listed on the receipt.  
Under **Items/create new, edit, delete...** you can create this. This could look like this:

## VAT adjustment

- Give the article the **description**, (1) that you want.
- Create a new **group** (2) for the item.
-  Select the **status** „VAT adjustment“ status (3).
- Finally, enter the desired reduced VAT rate (4).  
(As of 10/2011: for Switzerland: 2.5 %, for Germany: 7 %)

<b>Hidden</b>	This status is only used for special articles and is normally created by the PC CADDIE support team.
<b>Payment method</b>	For all payment methods, such as cash, credit card, EC card, cheque or similar. These are then also listed separately in the daily closing.
<b>Inactive</b>	For all items that are no longer sold or that may be added to the stock again later (seasonal items such as pumpkin soup). You can print out sales statistics at any time. Inactive items can be moved to the corresponding archive area when archiving so that they are deleted from the current area.
<b>Serial number management</b>	For articles with serial numbers.

## Unit

The unit describes the sales unit. PC CADDIE provides the following:

- Piece
- Subscription
- Pack
- metre
- litres
- Kilogramme
- Pair
- Set
- Dozen
- hour
- bottle
- Barrel

### **Calculation**

The corresponding sales / purchase prices are entered in the catering. The Calculation line can be left blank. The formula to be entered in the calculation is always derived from the entered net purchase price.

If you would like to use the automatic calculation, simply enter the following in the field **calculation** field, enter the digits 1, 2 or 3 and confirm with **Tab**.

The following formulae are stored:

- 1 =  $VK = EK * (1 + ?\%)$
- 2 =  $VK = EK + ?$
- 3 =  $VK = EK / ?\%$

The question marks must then be replaced with a number.

The **VK (gross)** is then calculated automatically.

### **MwSt:**

A value that differs from the standard VAT rate can be entered here. For example, for so-called out-of-home sales.

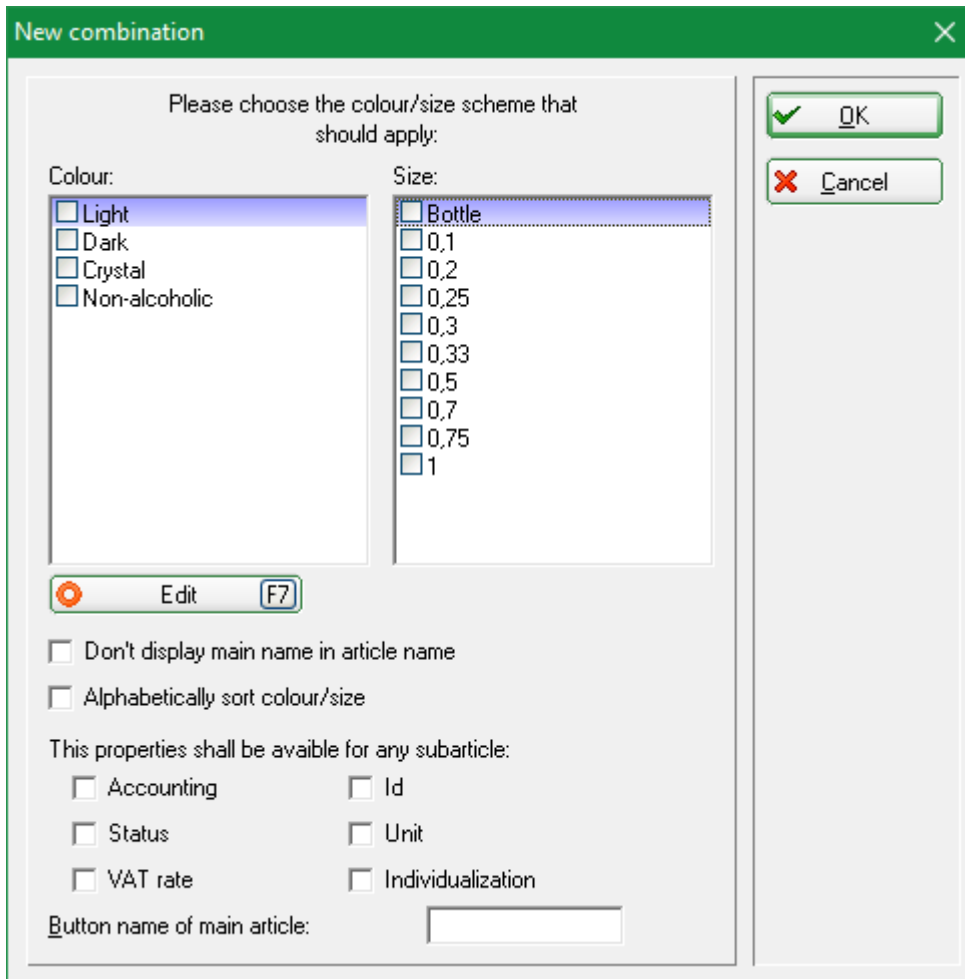
The tick **No discount** is activated as required - e.g. for items with a low profit margin. Or for the „employee plate“, which is already adjusted in price. These are not taken into account when discounting the sale.

The purchase price and sales price are calculated according to the calculation entered. The effective purchase price is the purchase price plus packaging and/or postage less any discounts granted on the list price.

### **Colour/size combination**

You create sub-items by selecting colour and size combinations.

With **New** or F2 you get the schemes selected above:



and by ticking the box you will receive the corresponding combinations as sub-items. With the help of the „Accounting account“, „Identifier“, „Item status“, „Unit“, „VAT rate“ and „Individualisation“ checkboxes, the sub-items can be set individually in relation to these properties in the main item.

Farben / Größenkombination		+ Neu F2	Löschen
Earl grey - Tasse	3.50	0.00	^
Earl grey - Kännchen	5.50	0.00	
Cylon - Tasse	3.50	0.00	
Cylon - Kännchen	5.50	0.00	
Grün - Tasse	3.50	0.00	
Grün - Kännchen	5.50	0.00	
Kamille - Tasse	3.50	0.00	
Kamille - Kännchen	5.50	0.00	
Fenchel - Tasse	3.50	0.00	
Fenchel - Kännchen	5.50	0.00	v

With **Delete** you have the option of deleting individual sub-items. However, this is only possible if this sub-item has not yet been posted (goods receipt or sale).

## Inventory management

If the Inventory management checkbox is ticked, the fields below are automatically activated.

**Mindestbestand:** If the numerical value entered here is reached, you will receive a warning when this item is sold. If you do not want minimum stock management, „—“ remains.

**Bestand:** You enter the opening stock using the **receipt** button. Further receipts are entered via the menu **Item, Inbox** menu at any time.

**Bestellt:** This is purely an information entry. This does not correspond to the number of items that are printed in an order list.

## (Article) Individualisation

Item individualisation, or „ArtIndi“ for short, offers you the option of quickly individualising the items for the guest during the ordering process.

No separate articles are created, as is the case when using colour/size combinations or components. :! You cannot print statistics via the ArtIndi.

We have listed a few examples of the creation and use of the ArtIndi here.

We would also be happy to advise you.

## Drinks, with/without ice

The screenshot shows the 'Cola indi' article configuration screen. The main window is divided into several sections:

- Artikel:** Artikel-Nr. 00001163, 0002, Fibu-Konto: 8055, Bezeichnung: Cola, Gruppe: G-A Getränke, alkoholfrei, Kennung: Neu Gruppe, Löschi.
- Preise / Mengen:** Status: Normal, Einheit: 1 Stück, Kalkulation, MwSt: 1,0 %, kein Rabatt. A table shows color/size combinations: 2 - 0.2 (2.40, -4.00), 3 - 0.3 (3.50, -10.00), 5 - 0.5 (5.50, -7.00). EK (netto) 0.00, EK (effektiv) 0.00, VK (brutto) 2.40, Marge: 100.00 %.
- Bestand:** Bestand: -4, Bestellt: 0. A red box highlights the 'UMBG:' field.
- Individualisierungsgruppen:** A dialog box is open, listing options: Eistopping (EIS1), Dressing (DRESS), Umbestellung (UMBS), Gewicht (GEW), Garstufen (GAR), Beilagen (BEIL), Teesorten (TEE), Tee Umbestellungen (TEE1), and 'Mit Und Ohne' (UMBG) which is checked and highlighted in green.

### Individualisierungsgruppe bearbeiten

Bearbeiten Sie die Informationen zur Kategorie:

Kategorie-Kennung:

Kategorie-Bezeichnung:

Mehrfachauswahl: Minimum:  Maximum:

Automatisch abfragen

Farbe:

In Quittungen zeigen:

Individualisierungs-Optionen:

mit Eis	ME
ohne Eis	OE

+ Neu F9    Edit F7    Löschen F5

↑ hoch    ↓ runter

## Tea, varieties and reorders

Tee indi
?

**Artikel**

Artikel-Nr.: 00001406 0001 Fibu-Konto:

Bezeichnung: Tee Kennung:

Gruppe: G-H Getränke, heiss Neu Gruppe Lös.

Farbschema:  Edit \*\*\* Details

Größensch.: GH Getränke, heiss Edit \*\*\* Details

**Preise / Mengen**

Status: Normal Einheit: 1 Stück

Kalkulation:  MwSt: 19,0 %  kein Rabatt

Farben / Größenkombination + Neu F2 Löschen

T - Tasse	1,90	-5,00	EK (netto)	0,00
K - Kännchen	3,60	-1,00	EK (effektiv)	0,00
			VK (brutto)	1,90

Marge: 100,00 %

Bestandsführung

Mindest-Bestand:

Bestand: -5

Bestellt: 0

TEE, TEE1:

**Einkauf**

Lieferant:

Best.Nr.:  Packungs-Einheit:  Rabatt: 0

Barcode:

\*\*\*Erweitert Automatik Bestandteile

Beschreibung:

**Individualisierungsgruppen**

<input type="checkbox"/>	Dressing	DRESS
<input type="checkbox"/>	Umbestellung	UMBS
<input type="checkbox"/>	Gewicht	GEW
<input type="checkbox"/>	Garstufen	GAR
<input type="checkbox"/>	Beilagen	BEIL
<input checked="" type="checkbox"/>	Teesorten	TEE
<input checked="" type="checkbox"/>	Tee Umbestellungen	TEE1
<input type="checkbox"/>	Mit Und Ohne	UMBG
<input type="checkbox"/>	Pizzabelag	ZUTA

Enthaltene Auswahl-Anzahl:

OK

Auswertungsgruppe:

Kurzbezeichnung:

zum Verbuchen diese Bezeichnung nehmen

Button-Text:

Farb-Text:

+ Neu

✓ Sichern F11

🗑 Löschen F5

📄 Kopie -> Neu

Konto

+ Eingang

🖨 Drucken F8

Ende

## Individualisierungsgruppe bearbeiten



Bearbeiten Sie die Informationen zur Kategorie:

Kategorie-Kennung:

Kategorie-Bezeichnung:

Mehrfachauswahl: Minimum:  Maximum:

Automatisch abfragen

Farbe:

In Quittungen zeigen:

Individualisierungs-Optionen:

Pfefferminze	PFMINZ
Kamille	KAM
Earl Grey	EG
Rote Früchte	RF
Zitrone	ZIT
FenchelAnisKümmel	FAK
Grün	GRÜN

F9  F7  F5

OK

Abbruch

### Individualisierungsgruppe bearbeiten


Bearbeiten Sie die Informationen zur Kategorie:


Kategorie-Kennung:

Kategorie-Bezeichnung:

Mehrfachauswahl: Minimum:  Maximum:

Automatisch abfragen

Farbe:  

In Quittungen zeigen:  

Individualisierungs-Optionen:

mit Süßstoff	MIT
mit Honig	MIT1
mit Milch	MIT2
mit Zitrone	MIT3
ohne alles	OHN

**Salad, choice of dressing and "please without"**



kleiner gemischter Salat indi

Artikel-Nr.: 00002204 0000 Fibu-Konto:

Bezeichnung: kleiner gemischter Salat Kennung:

Gruppe: S-2SA Speisen, Salate Neu Gruppe Lös.

Farbschema  Edit \*\*\* Details

Größensch.  Edit \*\*\* Details

Preise / Mengen

Status: Normal Einheit: 1 Stück

Kalkulation:  MwSt: 19,0 %  kein Rabatt

Farben / Größenkombination

EK (netto) 0,00  
 EK (effektiv) 0,00  
 VK (brutto) 8,00  
 Marge: 100,00 %  
 Bestandsführung  
 Mindest-Bestand:   
 Bestand: -19  
 Bestellt: 0

Einkauf  
 Lieferant:   
 Best.Nr.:  Packungs-Einheit:  Rabatt: 0  
 Barcode:

\*\*\*Erweitert Automatik Bestandteile

Beschreibung:

**Individualisierungsgruppen**

<input type="checkbox"/>	Eissorten	EIS
<input type="checkbox"/>	Eiskugeln	KUG
<input type="checkbox"/>	Eistopping	EIS1
<input checked="" type="checkbox"/>	Dressing	DRESS
<input checked="" type="checkbox"/>	Umbestellung	UMBS
<input type="checkbox"/>	Gewicht	GEW
<input type="checkbox"/>	Garstufen	GAR
<input type="checkbox"/>	Beilagen	BEIL
<input type="checkbox"/>	Teesorten	TEE

Enthaltene Auswahl-Anzahl:

Kurzbezeichnung:

zum Verbuchen diese Bezeichnung nehmen

Button-Text:

Farb-Text:

## Individualisierungsgruppe bearbeiten



Bearbeiten Sie die Informationen zur Kategorie:

Kategorie-Kennung:

Kategorie-Bezeichnung:

Mehrfachauswahl: Minimum:  Maximum:

**Automatisch abfragen**

Farbe:

In Quittungen zeigen:

Individualisierungs-Optionen:

French	FRE
Balsamico	BALS
Essig & Öl	EÖ
Joghurt	JOG

OK

Abbruch

### Individualisierungsgruppe bearbeiten


Bearbeiten Sie die Informationen zur Kategorie:


Kategorie-Kennung:

Kategorie-Bezeichnung:

Mehrfachauswahl: Minimum:  Maximum:

Automatisch abfragen

Farbe:  

In Quittungen zeigen:  

Individualisierungs-Optionen:

ohne Zwiebeln	ZW
ohne Paprika	PA
Ohne	O
Dressing separat	DRE

## Pizza

**Pizza**

Artikel-Nr.: 00000400 0000 Fibu-Konto:

Bezeichnung: Pizza Kennung:

Gruppe: S-SH Speisen, Hauptspeisen Neu Gruppe Lös.

Farbschema  Edit Details

Größensch.  Edit Details

---

Preise / Mengen

Status: Normal Einheit: 1 Stück

Kalkulation:  MwSt: 19,0 %  kein Rabatt

Farben / Größenkombination

EK (netto) 0,00  
 EK (effektiv) 0,00  
 VK (brutto) 5,00  
 100,00 %  
 Bestandsführung  
 Mindest-Bestand:   
 Bestand: -10  
 Bestellt: 0

**Basispreis ohne weiteren Belag**

---

\*\*\*Erweitert Automatik Bestandteile

Beschreibung Details Konfiguration DSFinV-K Abo Preisebenen Spezial

Beschreibung:

**Individualisierungsgruppen**

<input type="checkbox"/>	Eistopping	EIS1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Dressing	DRESS	
<input type="checkbox"/>	Gewicht	GEW	
<input type="checkbox"/>	Garstufen	GAR	
<input type="checkbox"/>	Beilagen	BEIL	
<input type="checkbox"/>	Teesorten	TEE	
<input type="checkbox"/>	Mit Und Ohne	UMBG	
<input type="checkbox"/>	Umbestellung	UMBS	
<input checked="" type="checkbox"/>	Pizzabelag	ZUTA	

Enthaltene Auswahl-Anzahl:

OK

Kurzbezeichnung:

zum Verbuchen diese Bezeichnung nehmen

Button-Text:

Farb-Text:

---

Einkauf

Lieferant:

Best.Nr.:  Packungs-Einheit:  Rabatt: 0

Barcode:

## Individualisierungsgruppe bearbeiten

Bearbeiten Sie die Informationen zur Kategorie:

Kategorie-Kennung:

Kategorie-Bezeichnung:

Mehrfachauswahl: Minimum:  Maximum:

Automatisch abfragen

Farbe:

In Quittungen zeigen:

OK

Individualisierungs-Optionen:

Ananas	ANA	1,00
Artischocken	ARTI	1,00
Blattspinat	SPI	1,00
Broccoli	BRO	1,00
frische Champignons	CHAMP	1,50
Ei	EI	1,00
gem. Gemüse	GEM	2,00
Hackfleischsauce	HACK	1,50
Hähnchenbrust	HÄHN	3,00
Krabben	KRAB	2,00
Mais	MAI	1,00
Meeresfrüchte	MEER	3,00
Mozzarella	MOZZ	1,50
Paprika	PAP	1,00
Parmesan	PARM	1,50
Peperoni	PEP	1,00

Individueller  
Preiszuschlag  
je Zutat

F9  F7  F5

Abbruch

# Ice cream scoops, flavours and toppings

The screenshot shows a software interface for managing 'Eis Kugeln' (Ice Cream Scoops). The main window is titled 'Eis Kugeln' and contains several sections:

- Artikel (Article):** Artikel-Nr. 00002403, 0000; Fibu-Konto: ; Bezeichnung: Eis Kugeln; Gruppe: S-6D Speisen, Dessert; Farbschema: ; Größensch.: ; Buttons: Neu Gruppe, Lösch., Edit, Details.
- Preise / Mengen (Prices / Quantities):** Status: Normal; Einheit: Stück; Kalkulation: ; MwSt.: 19,0 %; kein Rabatt; EK (netto): 0,00; EK (effektiv): 0,00; VK (brutto): 0,00; Marge: 0,00 %; Bestand: -15; Bestellt: 0; Input: KUG: EIS1: (highlighted with a red box).
- Einkauf (Purchase):** Lieferant: ; Best.Nr.: ; Packungs-Einheit: ; Rabatt: 0; Barcode: ; Buttons: Edit, Details.

An 'Individualisierungsgruppen' (Individualization Groups) window is open, showing a list of options:

Option	Code
<input type="checkbox"/> Eissorten	EIS
<input checked="" type="checkbox"/> Eiskugeln	KUG
<input checked="" type="checkbox"/> Eistopping	EIS1
<input type="checkbox"/> Dressing	DRESS
<input type="checkbox"/> Umbestellung	UMBS
<input type="checkbox"/> Gewicht	GEW
<input type="checkbox"/> Garstufen	GAR
<input type="checkbox"/> Beilagen	BEIL
<input type="checkbox"/> Teesorten	TEE

Buttons in the configuration window include: + Neu (F9), Edit (F7), Löschen (F5), hoch, runter, Abbruch, and OK. A red arrow points from the 'KUG: EIS1:' input field in the main window to the 'Eistopping' option in the configuration window.

## Individualisierungsgruppe bearbeiten



Bearbeiten Sie die Informationen zur Kategorie:

Kategorie-Kennung:

Kategorie-Bezeichnung:

Mehrfachauswahl: Minimum:  Maximum:

Automatisch abfragen

Farbe:

In Quittungen zeigen:

Individualisierungs-Optionen:

Vanille	VA	1,00
Pistazie	PIS	1,00
Kiwi	KI	1,00
Schoko	SCHOK	1,00
Sahne	SA	0,90

### Individualisierungsgruppe bearbeiten


Bearbeiten Sie die Informationen zur Kategorie:


Kategorie-Kennung:

Kategorie-Bezeichnung:

Mehrfachauswahl: Minimum:  Maximum:

Automatisch abfragen

Farbe:  

In Quittungen zeigen:  

Individualisierungs-Optionen:

Schokosoße	SCH	0,50
Erdbeersoße	ERD	0,50
bunte Streusel	BUN	0,50
Krokant	KRO	1,00
Smarties	SMA	1,50

## Mixed ice cream



gem Eis mit Sahne

Artikel-Nr.: 00002402 0000 Fibu-Konto:

Bezeichnung: gem Eis mit Sahne Kennung:

Gruppe: S-6D Speisen, Dessert Neu Gruppe Lös.

Farbschema: EIS1 Eissorten Edit Details

Größensch.: Edit Details

Status: Normal Einheit: 1 Stück

Kalkulation: MwSt: 19,0 % kein Rabatt

Farben / Größenkombination: + Neu F2 Löschen

EK (netto): 0,00  
 EK (effektiv): 0,00  
 Preis: 4,00  
 Marge: 100,00 %  
 Bestandsführung  
 Mindest-Bestand: .....  
 Bestand: -22  
 Bestellt: 0

Einkauf: Lieferant: Best.Nr.: Packungs-Einheit: Rabatt: 0 Barcode:

\*\*\*Erweitert Automatik Bestandteile

Beschreibung: Details Konfiguration DSFinV-K Abo Preisebenen Spezial

Beschreibung:

**Individualisierungsgruppen**

<input checked="" type="checkbox"/>	Eissorten	EIS	<input checked="" type="checkbox"/>	OK
<input type="checkbox"/>	Eiskugeln	KUG		
<input type="checkbox"/>	Eistopping	EIS1		
<input type="checkbox"/>	Dressing	DRESS		
<input type="checkbox"/>	Umbestellung	UMBS		
<input type="checkbox"/>	Gewicht	GEW		
<input type="checkbox"/>	Garstufen	GAR		
<input type="checkbox"/>	Beilagen	BEIL		
<input type="checkbox"/>	Teesorten	TEE		

Enthaltene Auswahl-Anzahl: 3

+ Neu F9 Edit F7 Löschen F5 hoch runter Abbruch

Kurzbezeichnung:  zum Verbuchen diese Bezeichnung nehmen

Button-Text:

Farb-Text:

+ Konto + Eingang Drucken F8 Ende

**Basispreis für drei Kugeln Eis mit Sahne**

**Die ersten drei Kugeln sind im Basispreis enthalten; jede weitere Kugel wird zusätzlich berechnet.**

## Individualisierungsgruppe bearbeiten



Bearbeiten Sie die Informationen zur Kategorie:

Kategorie-Kennung:

Kategorie-Bezeichnung:

Mehrfachauswahl: Minimum:  Maximum:

Automatisch abfragen

Farbe:

In Quittungen zeigen:

Individualisierungs-Optionen:

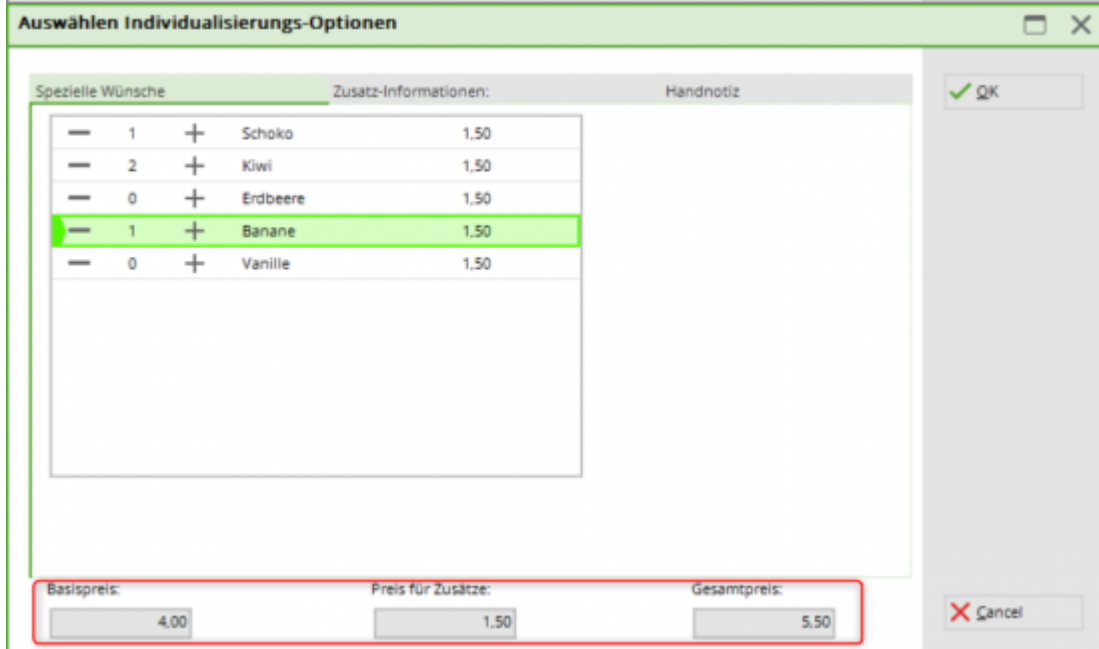
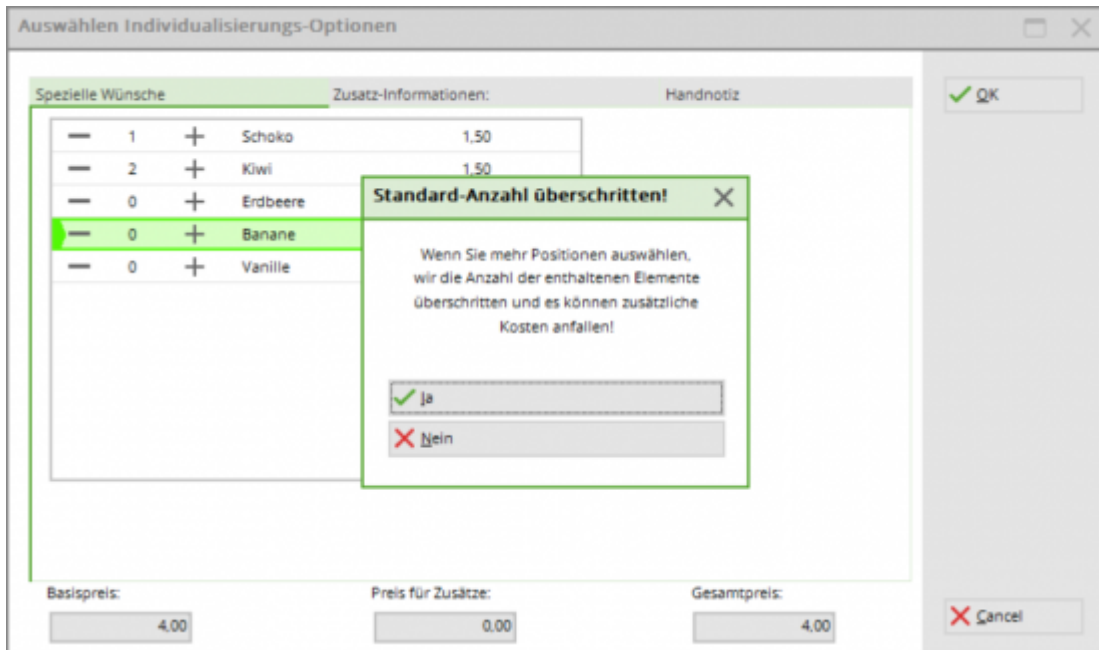
Schoko	SCHOK	1,50
Kiwi	KI	1,50
Erdbeere	ERDB	1,50
Banane	BAN	1,50
Vanille	VAN	1,50

+ Neu F9 Edit F7 Löschen F5

↑ hoch  ↓ runter

OK

Abbruch



1 [D] gem Eis mit Sahne 5,50 5,50 test  
 1xSchoko / 2xKiwi / 1xBanane

### Wine, glass query for bottle only

Prosecco 2

Artikel: 13000007 0014

Bezeichnung: Chardonnay

Gruppe: 13 Wein

Farbschema: GETR Schankeinheiten

Preise / Mengen: Status: Normal, Einheit: Stück, Kalkulation: 19,0 %

Farben / Größenkombination

0,1 l	2,80	0,00
0,2 l	4,50	0,00
Flasche	18,00	0,00

Neue Kombination

Wählen Sie hier aus, welche Farben-Größen-Kombination(en) hinzugefügt werden soll(en):

Farben:  [ ]

Größen:  0,1 l [ ] 0,2 l [ ] 0,25 l [ ] 0,3 l [ ] 0,33 l [ ] 0,4 l [ ] 0,5 l [ ] 0,7 l [ ] 0,75 l [ ]

Individualisierung

unterschiedliche ArtInder je Farb-Größe

Prosecco 2

Artikel: 13000007 0014

Bezeichnung: Chardonnay

Gruppe: 13 Wein

Farbschema: GETR Schankeinheiten

Preise / Mengen: Status: Normal, Einheit: Stück, Kalkulation: 19,0 %

Farben / Größenkombination

0,1 l	2,80	0,00
0,2 l	4,50	0,00
Flasche	18,00	0,00

EK (netto): 0,00  
EK (effektiv): 0,00  
VK (brutto): 18,00

Marge: 100,00 %

Bestand: 0

Bestellt: 0

GLÄ:

Individualisierungsgruppen

Enthaltene Auswahl-Anzahl:

<input type="checkbox"/> Toppings	TOP
<input type="checkbox"/> Sauce	SAU
<input type="checkbox"/> Beilagen	BEI
<input type="checkbox"/> Dips	DIP
<input type="checkbox"/> Pizza	PIZ
<input type="checkbox"/> Teesorten	TEE
<input type="checkbox"/> Tee mit	TEE1
<input type="checkbox"/> Süßmittel	SUE
<input checked="" type="checkbox"/> Gläser	GLÄ

### Individualisierungsgruppe bearbeiten

Bearbeiten Sie die Informationen zur Kategorie:

Kategorie-Kennung:

Kategorie-Bezeichnung:

Mehrfachauswahl: Minimum:  Maximum:

**Automatisch abfragen**

Farbe:

In Quittungen zeigen:

Individualisierungs-Optionen:

1 Glas	1 G
2 Gläser	2 G
3 Gläser	3 G
4 Gläser	4 G
5 Gläser	5 G
6 Gläser	6 G

## Purchasing

**Einkauf**

Lieferant:

Best.Nr.:  Packungs-Einheit:  Rabatt:

Barcode:


Here you can enter your purchasing information. Select the supplier, enter your order number, packaging unit and any discounts granted.


Under **Barcode**, you can, if you wish, also scan the barcode printed by the supplier. The item is then recognised in the checkout using this barcode. This is more commonly used in the Proshop, e.g. for ball boxes.


## Further entries

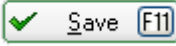
In addition, this window offers you further input options on the right-hand side with the following buttons:





 Scroll up and down the article list using the arrow keys or open the article list using the list button.

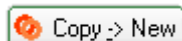
 This allows you to create a new blank item.

 If you want to make changes to an item, press this button. It now has the name

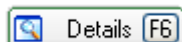
 Once you have made the desired changes, click this button to save the settings for this item.

 You can use this button to delete an item.  However, this is only possible as long as the item has not yet been posted, for example by a goods receipt posting, i.e. stock management

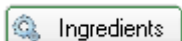
or posting via the cash register. If the item has already been posted, you can set the status to „inactive“. The item will be added to the payment methods in the item list and will no longer be listed in the item search function in the checkout. If it is still included in the quick selection and is selected, a message appears stating that this item cannot be booked.



Use this to create a copy of the item. The description is given a „1“ at the end and the next available article number is automatically selected. This is very helpful if you want to create a similar item or if you want to keep the initial digits of the item number in the same scheme.



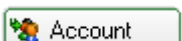
(Description follows)



bestandteile

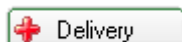


Here you define a blanket, automatic article assignment for a specific group of people. This is less needed for catering, more for green fee bookings [Green fee article](#)



Here you can display or print out the article account.

The screenshot shows a dialog box titled "Article Account" with a close button (X) in the top right corner. The dialog is divided into two main sections. The left section contains the following fields and options: "For this article" with a text input field containing "N\_0001170000" and a small icon; "Date from:" with a date input field containing "01.01.2019" and "to:" with a date input field containing "31.12.2019"; a checked checkbox for "All colour-size combinations"; a checked checkbox for "Also special bookings (change of prices etc.)"; and an unchecked checkbox for "Recalculate purchase price". The right section contains three buttons: a green "Show" button with a checkmark icon, a "Print F6" button with a printer icon, and a "Cancel" button with a red X icon.



This button is used for the merchandise management system, where goods receipts are posted.

**Artikel-Eingang**
✕

Dieser Artikel:  
000014010000 - Campari -

Dieser Lieferant:  
 ☰ ...

Anzahl  EK-Preis

Kalkulation des neuen EK-Preises Neuer Preis ▼

Kennung  VK-Preis

Lieferschein-Nummer:

Lieferanten-Bestell-Nummer:

Alternativer Barcode:

Zahlungsbedingungen:

Für Etikettendruck speichern

Buchen auf: Datum:  Zeit:

✓ Buchen

✗ Abbruch

The supplier is adopted according to the entry in the article window. After entering the number of goods received and entering the purchase price, the following selection is available to you:

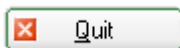
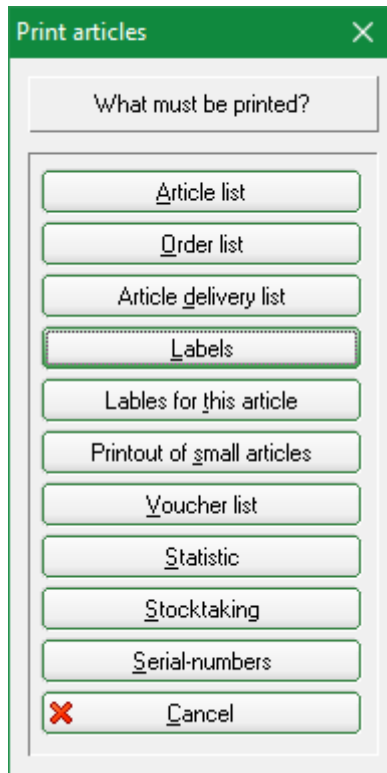
- **New price** - the new purchase price is defined as the effective purchase price
- **Average** - The average between the two purchase prices is calculated and defined as the effective purchase price
- **Calculated** - The calculation stored in the article is used.

The other entries refer to the delivery note or terms of delivery. If you do not wish to print a label, uncheck the box.



You will receive various print options. [Print](#)





You are closing the article window.

## Components

You can use this function to split an item into several components, e.g. for multi-course menus or packages (snacks and dinner).

Product composition

Oktoberfest Menu

1'	000005000307	Beer - Crystal - 0,5	1.90	1.90
1	N_0000590000	Pretzel	1.80	1.80

New (F9)  
 Edit (F7)  
 Delete (F5)  
 Up (Up)

Copy (F6)  
 Insert (Shift+F6)  
 Down (Down)

Single slip for every component  
 Separate by VAT in invoices

Book every component individually  
 Separate sub-articles when booking

Individual query when selling

In case this article has a different unit:

This article consists of:

(for example, for drinks you can enter the amount of bottles in the stock, and the quantity contained in a bottle, for example >> 0,75 liter << .)

OK  
 Save  
 Cancel

Or access a purchase item. For example, if you buy your drinks in different containers than those sold.

Product composition

Beer - Light - 0,5

1	000005000107	Beer - Light - 0,5	5.00
---	--------------	--------------------	------

New (F9)  
 Edit (F7)  
 Delete (F5)  
 Up  
 Copy (F6)  
 Insert (Shift+F6)  
 Down

Single slip for every component  
 Book every component individually  
 Individual query when selling

In case this article has a different unit:

This article consists of:

(for example, for drinks you can enter the amount of bottles in the stock, and the quantity contained in a bottle, for example >> 0,75 liter << .)

In our example, the barrel has 20 liters and the beer is sold in "units" of 0,5 - so 0.025 of the barrel

You can also set up follow-up articles here, e.g. for optional side dishes or ice cream scoops.

**Product composition** [X]

Rinds-Medaillons - bleu / rot

+	N_0001190000	French fries
+	N_0001200000	Boiled potatoes
+	N_000121	Vegetables

New (F9)   
 Edit (F7)   
 Delete (F5)   
 Up   
 Copy (F6)   
 Insert (Shift+F6)   
 Down

Single slip for every component   
 Separate by VAT in invoices  
 Book every component individually   
 Separate sub-articles when booking  
 Individual query when selling

In case this article has a different unit:  
This article consists of:   
  
(for example, for drinks you can enter the amount of bottles in the stock, and the quantity contained in a bottle, for example >> 0,75 liter << .)

OK  
 Save  
 Cancel

Via the button **New** button takes you to the screen where you can select and set an existing article that is to become a component or follow-up article to the main article.

**Ingredient** [X]

Ingredients of the article:  
Sub item as a supplement:

Article:

Quantity in main article:   Consider article unit

Part of total amount:

Fix price (no adjustment with reductions)

OK  
 Cancel

**Bestandteil:**

1. Leave the marking on **Component of which the article is composed**
2. select the corresponding article via the list button
3. determine the quantity and whether the item unit should be taken into account
4. define the value share, which can relate to the main item price in different ways:
  - \* Absolute value of the share - here it is important that the sum of all components corresponds to the sales price of the main item
  - \* % share of the total value of the main item
  - \* % share of the remainder up to this item
  - \* % share of the previous remainder
5. If this box is ticked, no pro rata discount will be granted if a discount is granted on this component

### Component EK article

1. Pay attention to the correct quantity conversion between sales and purchase items.
2. If you do not enter anything here, the sales price of the sales item is automatically used.

TIP Stock management should only be activated for the purchase item. By setting the components,

the sale is then automatically noted in the stock of the purchase item and reduces it.

Article
✕

Article		Account:	
Art.-No.	N_000122 0300		
Name	Non-alcoholic drinks	Add. info	
Group	B-NA Beverages, non-alcoholic	+ New group	✕ Delete
Colour chart	NAD Non-alcoholic drinks	+ New	⊙ Edit
Size chart		+ New	⊙ Edit

Prices / Amounts	
Status	normal
Unit	2 Piece
Calculation	V.A.T.: 19.0 % <input type="checkbox"/> No discount

Colour / Size combination		New [F2] Delete	
Cola	0.00 11.00	Purchase	0.00
Cola light	0.00 5.00	PP(eff.)	0.00
Fanta	0.00 9.00	Sales	0.00
Sprite	0.00 8.00	Marge: 0.00 %	

Purchase	
Supplier	
Order No.:	Packing details Disc. 0
Barcode:	Individualization

⏪ 🖨️ ⏩

+ New

⊙ Change [F11]

✕ Delete [F5]

🔍 Copy -> New

🔍 Details [F6]

⚙️ Ingredients

🔧 Assign autom.

🌿 Account

+ Delivery

🖨️ Print [F8]

✕ Quit

### Follow-up article

Ingredient
✕

Ingredients of the article:  
Sub item as a supplement:

Article:	N_000120 Boiled potatoes	🖨️ 🔍
Quantity in main article:	<input type="text"/>	<input checked="" type="checkbox"/> Consider article unit
Part of total amount:	<input type="text"/>	
	<input type="checkbox"/> Fix price (no adjustment with reductions)	

✔️ OK

✕ Cancel

To do this, simply click on **Follow-up article suggested as a supplement wird:** and select the article to be suggested in the automatic query.

## Tick the box for the components

Product composition

Non-alcoholic drinks - Fanta

OK Save Cancel

+ New (F9) Edit (F7) Delete (F5) Up  
Copy (F6) Insert (Shift+F6) Down

1  Single slip for every component 4  Separate by VAT in invoices  
2  Book every component individually 5  Separate sub-articles when booking  
3  Individual query when selling

In case this article has a different unit:  
This article consists of:     
(for example, for drinks you can enter the amount of bottles in the stock, and the quantity contained in a bottle,  
for example >> 0,75 liter << .)

1. **Individual receipts for each ingredient** - A receipt is printed out for each component. This is used, for example, for menus where individual receipts are required for different courses and stations (drinks and food).
2. **Book each component individually** - Tick this box if the sales and stock are to be posted to the component items. If the box is not ticked, the sales are not split between the components, even if you have made the setting.
3. Individual query for sales
4. **Split according to VAT in receipts** - This checkbox is ticked, for example, for Logis articles if you set components with different VAT and want to display this in detail.
5. **Separate sub-items when posting** - When posting to the account, the difference is that the items are then posted as normal individual items and are no longer component items. This is used, for example, if you actually have a component item „Overnight stay + breakfast“, but only the breakfast is to be included on the private invoice after posting.

## Details

### Tab General

1. Description:
2. Internal info:
3. Warning:
4. Evaluation group:
5. Short description: for the quick selection button, takes the text entered here instead of the article name; with | you cause a line break on the button - if you tick the box below, this text is also printed on receipts and invoices
6. Button text: here you set the text for the fixed keyboard on the handheld (if it should differ from the item name)
7. Colour text:

## Tab **Details**



Article details ✕


General **Details** | Configuration | Subscription | Price | Specials



Ordering name: **1**



Order info: **2**

Weight: **3** Net:  g Gross:  g

Customs-Number:  Origin:

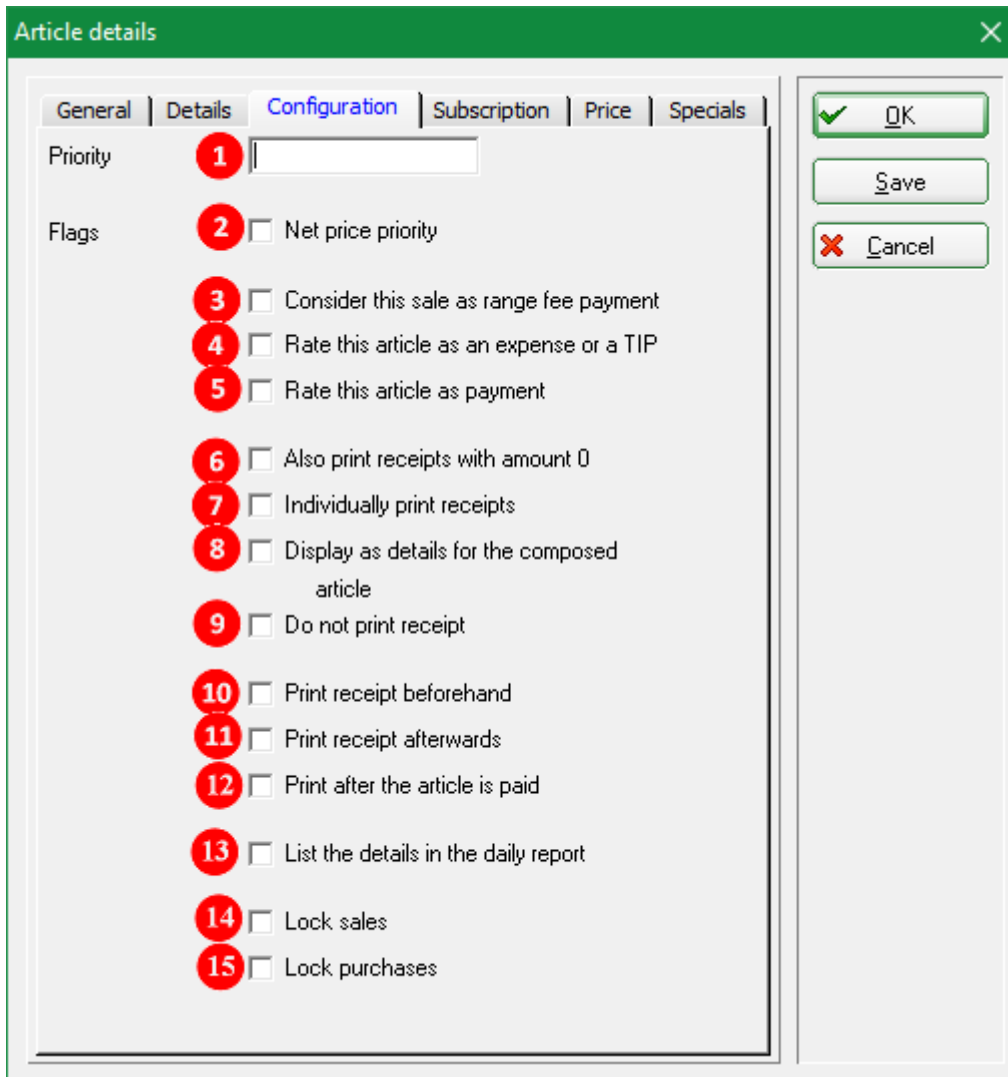
Website:  

Attachment: **4**   

Picture:   

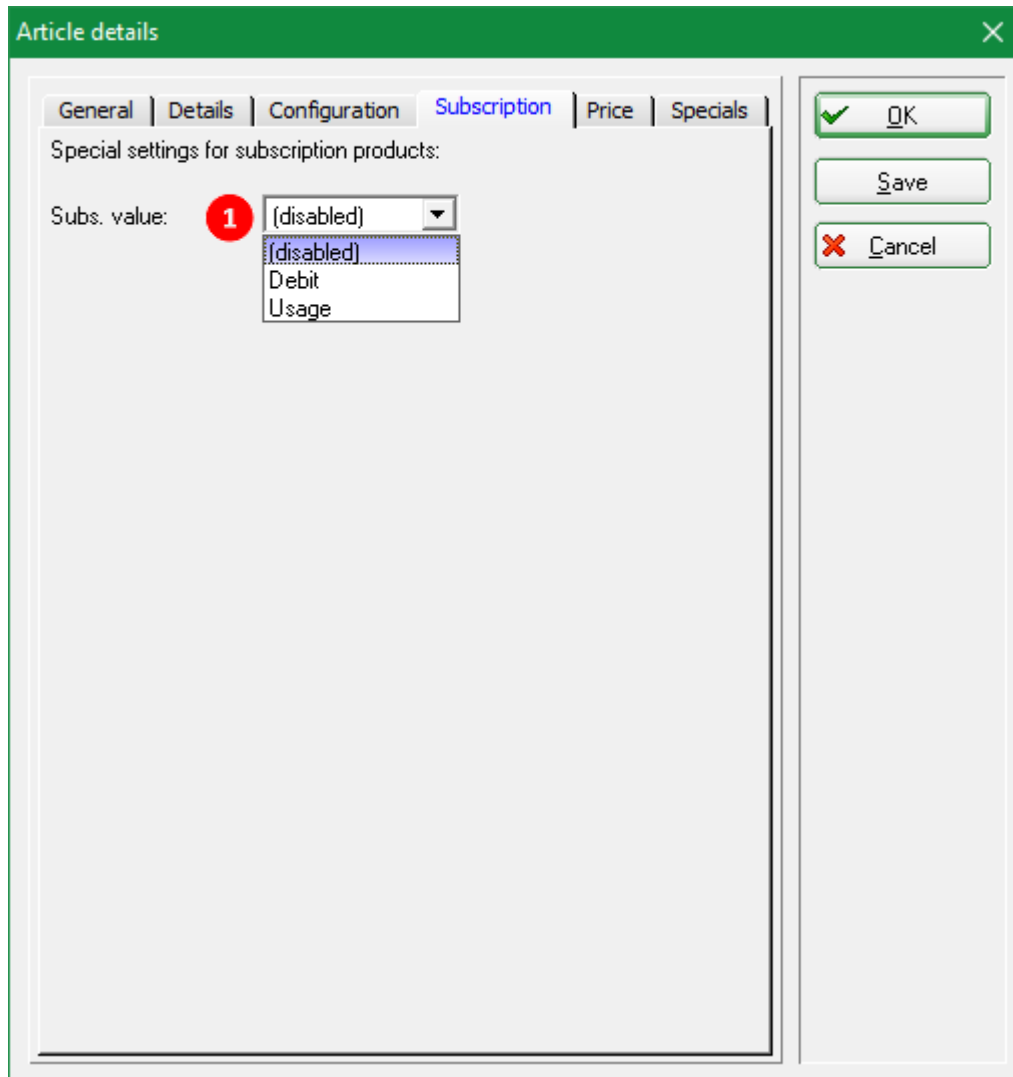
1. Order name:
2. Order info:
3. Weight and customs information:
4. Add attachment and picture:

### Tab **Configuration tab**



1. Priority
2. 2
3. 3
4. 4
5. 5
6. 6
7. 7
8. 8
9. 9
10. 10
11. 11
12. 12
13. 13
14. 14
15. 15

## Rider **Subscription**



1. [abo\\_verwaltung\\_20](#) - if the article is a subscription, you can set here whether it is a cancellation or consumption article

## Tab **Special**

Article details

General | Details | Configuration | Subscription | Price | **Specials**

Deviating prices for certain price categories:

English: **1**

French:

Flemish:

Greek:

Spanish:

Licensing:

Maintenance conditions:

Online shop link: **2**

Online status:

Priority in shop:  Description  Inf  No adjustment

OK  
Save  
Cancel

1. price
2. Language
3. .

## Menu

2-course menu at a fixed price, with starter & main course or main course & dessert. The advantage is that you can use the existing starter, main course and dessert items without making any major changes.

**2 Gang Menü VS,HG**

Artikel-Nr.: 61000001 0000 Fibu-Konto:

Bezeichnung: 2 Gang Menü VS,HG **1** Kennung:

Gruppe: 61 Menü, Buffet Neu Gruppe Lösch.

Farbschema:  Edit \*\*\* Details

Größensch.:  Edit \*\*\* Details

Preise / Mengen

Status: Normal Einheit: 1 Stück

Kalkulation:  MwSt: 19,0 %  kein Rabatt

Farben / Größenkombination **+ Neu F2** **Löschen**

EK (netto) 0,00  
 EK (effektiv) 0,00  
 VK (brutto) 28,00  
 Marge: 100,00 %  
 Bestandsführung  
 Mindest-Bestand:   
 Bestand: -1  
 Bestellt: 0  
 Individualisierung:

Einkauf

Lieferant:

Best.Nr.:  Packungs-Einheit:  Rabatt: 0

Barcode:

\*\*\* Erweitert Automatik Bestandteile

Beschreibung:

Interne Info: MENU:  
1 x Gang 1  
1 x Gang 2 **2**

Warnung:

Auswertungsgruppe:

Kurzbezeichnung:

zum Verbuchen diese Bezeichnung nehmen

Button-Text:

Farb-Text:

+ Neu  
 ✓ Sichern F11  
 ✖ Löschen F5  
 Kopie -> Neu  
 Konto  
 + Eingang  
 Drucken FB  
 Ende

1. Meaningful name of the item
2. Based on this, PCCADDIE knows that the subsequent item changes the price to 0.00 and makes it part of the menu

**Großer Salat**

Artikel-Nr.: 50000002 0000 Fibu-Konto:

Bezeichnung: Großer Salat Kennung:

Gruppe: 50 Salate Neu Gruppe Lösch.

Farbschema:  Edit \*\*\* Details

Größensch.:  Edit \*\*\* Details

Preise / Mengen

Status: Normal Einheit: 1 Stück

Kalkulation:  MwSt: 7,0 %  kein Rabatt

Farben / Größenkombination **+ Neu F2** **Löschen**

EK (netto) 0,00  
 EK (effektiv) 0,00  
 VK (brutto) 7,50  
 Marge: 100,00 %  
 Bestandsführung  
 Mindest-Bestand:   
 Bestand: 0  
 Bestellt: 0  
 DRE; SAL:

Einkauf

Lieferant:

Best.Nr.:  Packungs-Einheit:  Rabatt: 0

Barcode:

\*\*\* Erweitert Automatik Bestandteile

Beschreibung:

Interne Info: MENU:1

Warnung:

Auswertungsgruppe:

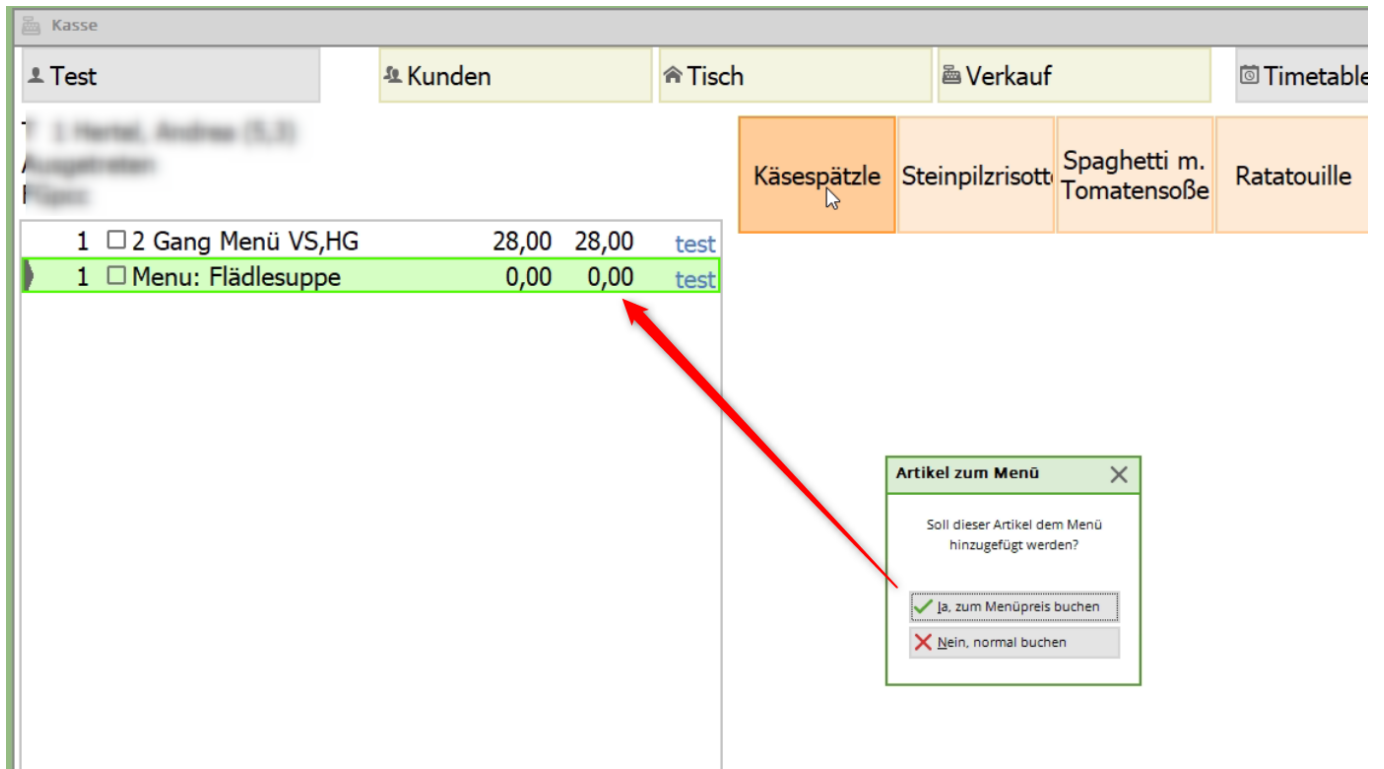
Kurzbezeichnung:

zum Verbuchen diese Bezeichnung nehmen

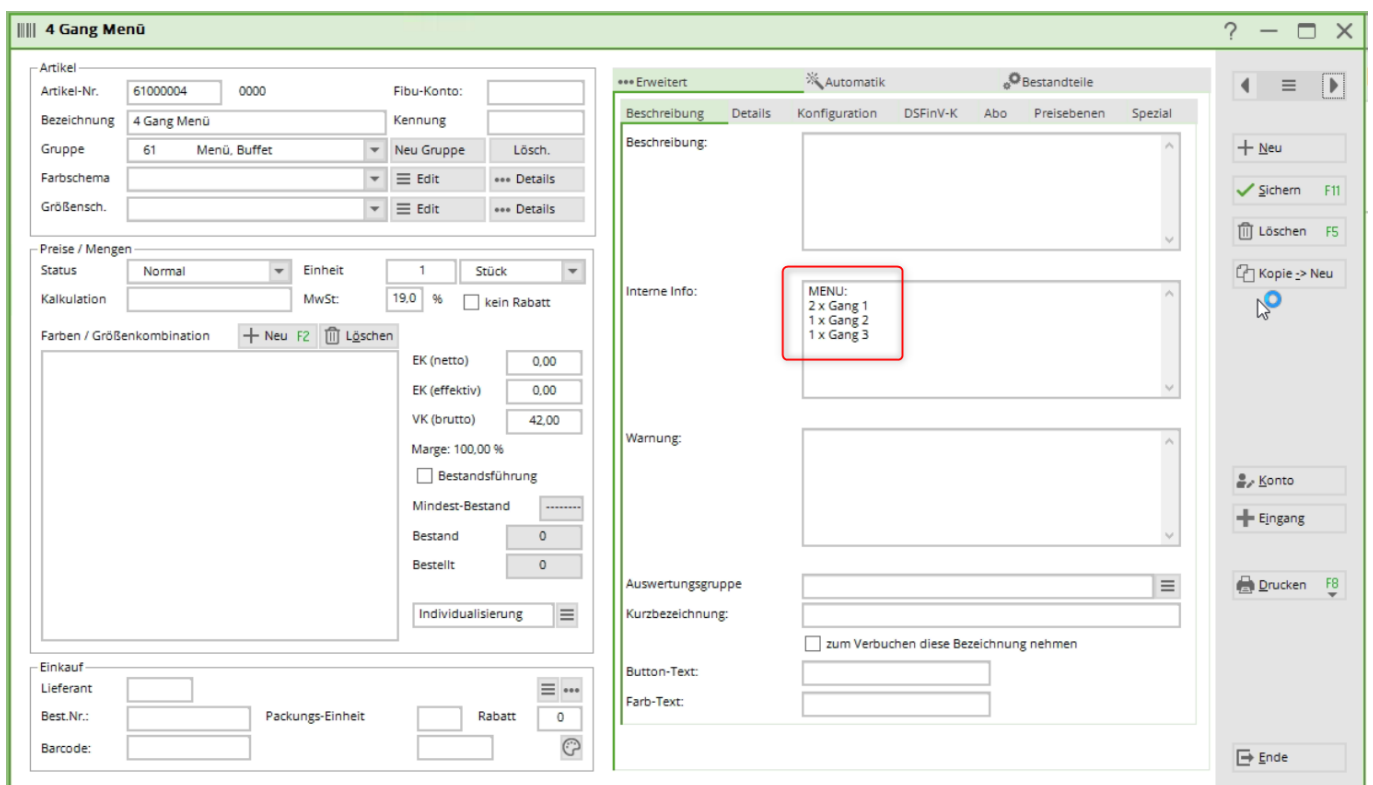
Button-Text:

Farb-Text:

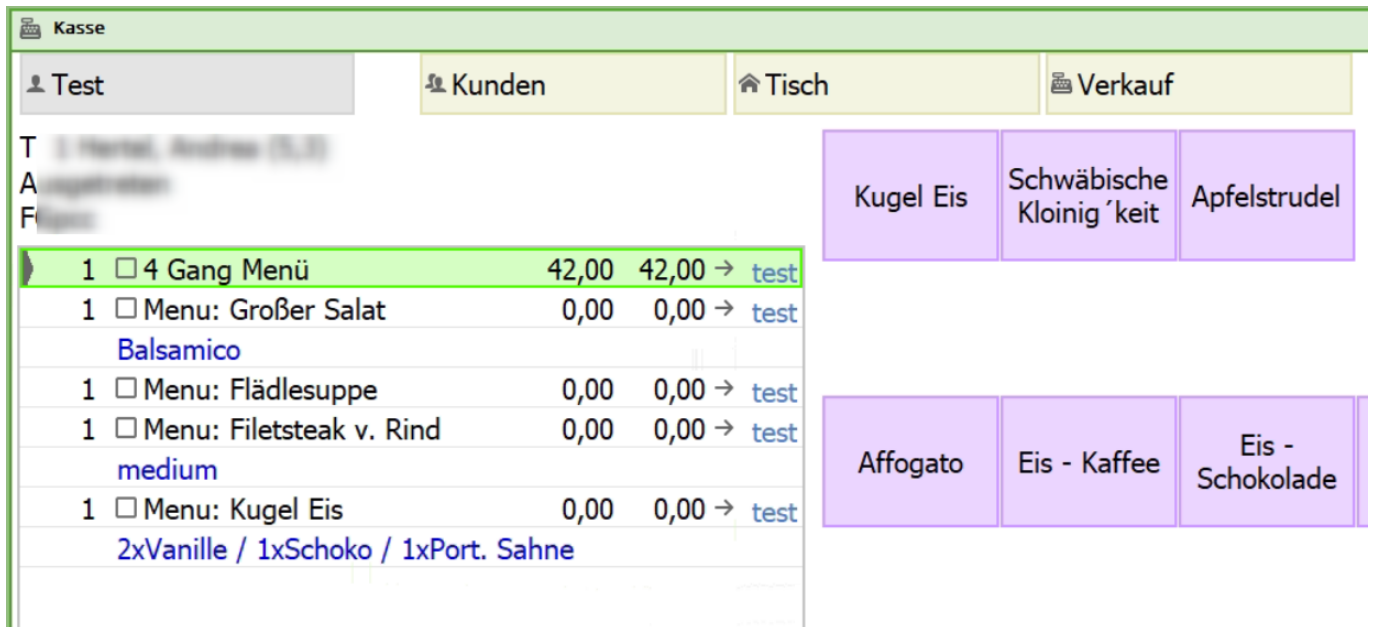
+ Neu  
 ✓ Sichern F11  
 ✖ Löschen F5  
 Kopie -> Neu  
 Konto  
 + Eingang  
 Drucken FB  
 Ende



4 course menu, with 2 starters



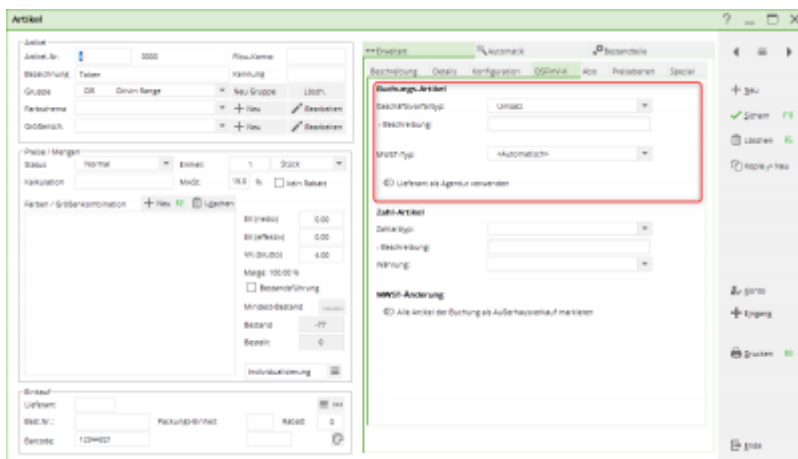
MENU:1 is entered for each starter. PCCADDIE knows that 2 starters are selected in this menu.



## DSFinV-K settings

### Business transaction types Cash security regulation

#### Posting article

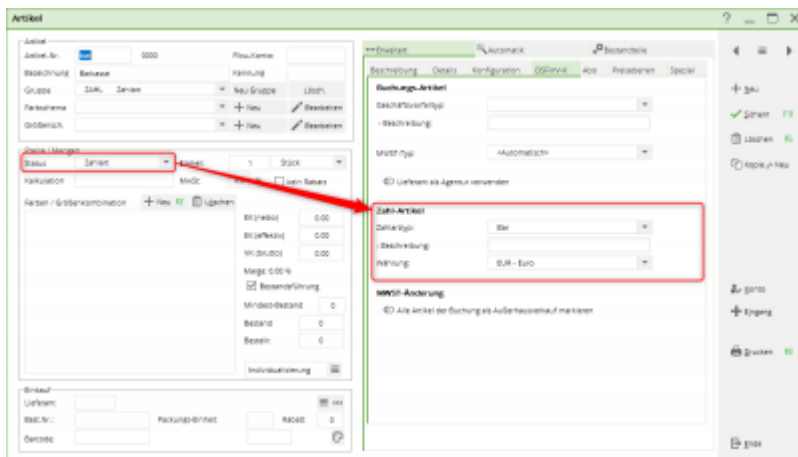


For each booking article, a **business transaction** (GV\_TYP/GV\_NAME) must be defined for each booking item: You can find more detailed descriptions of the types of business transactions here: [Definition of business transactions |](#)

- Turnover
- Deposit
- Deposit repayment
- Discount
- Surcharge
- SubsidyReal
- AllowanceNon
- TipAG

- TipAN
- Single-purpose voucherPurchase
- Single-purpose voucher redemption
- Multipurpose voucherPurchase
- Multi-purpose voucher redemption
- Receivables creation
- Debt cancellation
- Down payment cancellation
- Down payment cancellation

## Article payment type



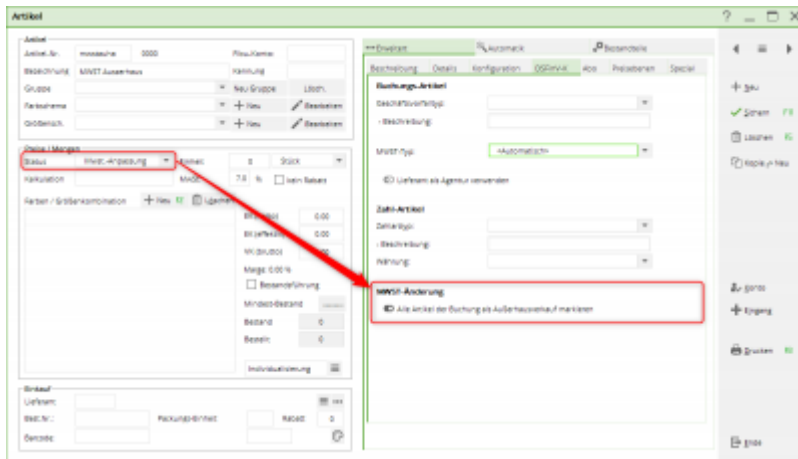
For payment type Article the **payment method** and the **currency** must be set.

The following options can be selected as the payment method:

- Cash
- Non-cash
- None
- EC card
- Credit card
- Electronic payment service provider
- Prepaid card

## VAT article





In PC CADDIE, postings are by default recognised as **in-house sales** are posted as in-house sales.

For a VAT article, you can specify whether the associated articles are to be posted as **out-of-house sales** are to be booked as out-of-home sales.

## Configure quick selection

Read information on the [Cash register - quick selection](#)

## Operating the PC CADDIE cash register

Read here information about [Operating the cash register](#) .

## Voucher management

With the help of this function you can easily organise the sale and redemption of vouchers and track the corresponding sales, see [Voucher administration](#) .

## Entering suppliers

It may also be necessary or useful for the catering trade to create suppliers in the PC CADDIE. This is done in exactly the same way as for persons and companies via **Persons/...enter new, change delete**. For suppliers, first enter the gender „7 - Supplier, contact person male“ or „8 - Supplier, contact person female“. Otherwise, creating a supplier is similar to creating a company member. [firmen\\_und\\_clubs\\_erfassen](#)

## Kontakt: matterhornparadise.ch AG, Info

Name

Suchkürzel  Nr.

Firmenname

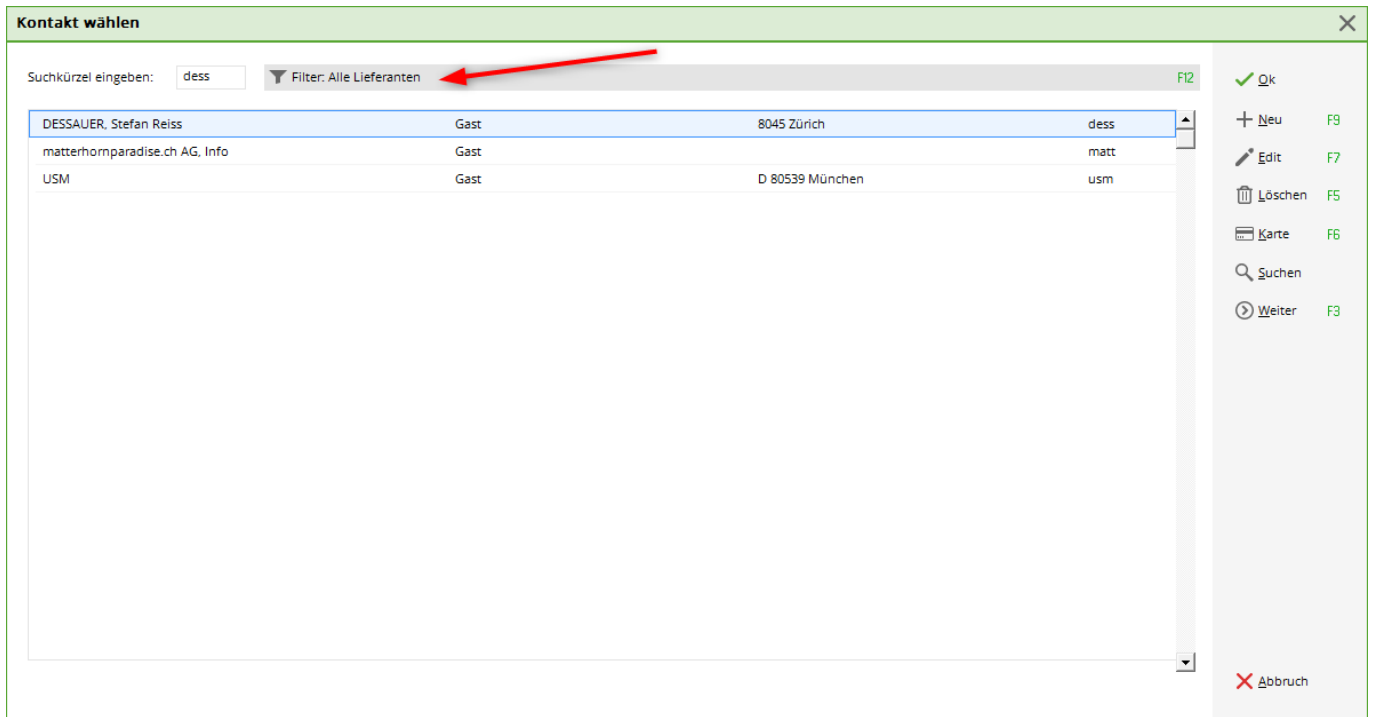
Ansprechpartner Titel

Vorname

Nachname

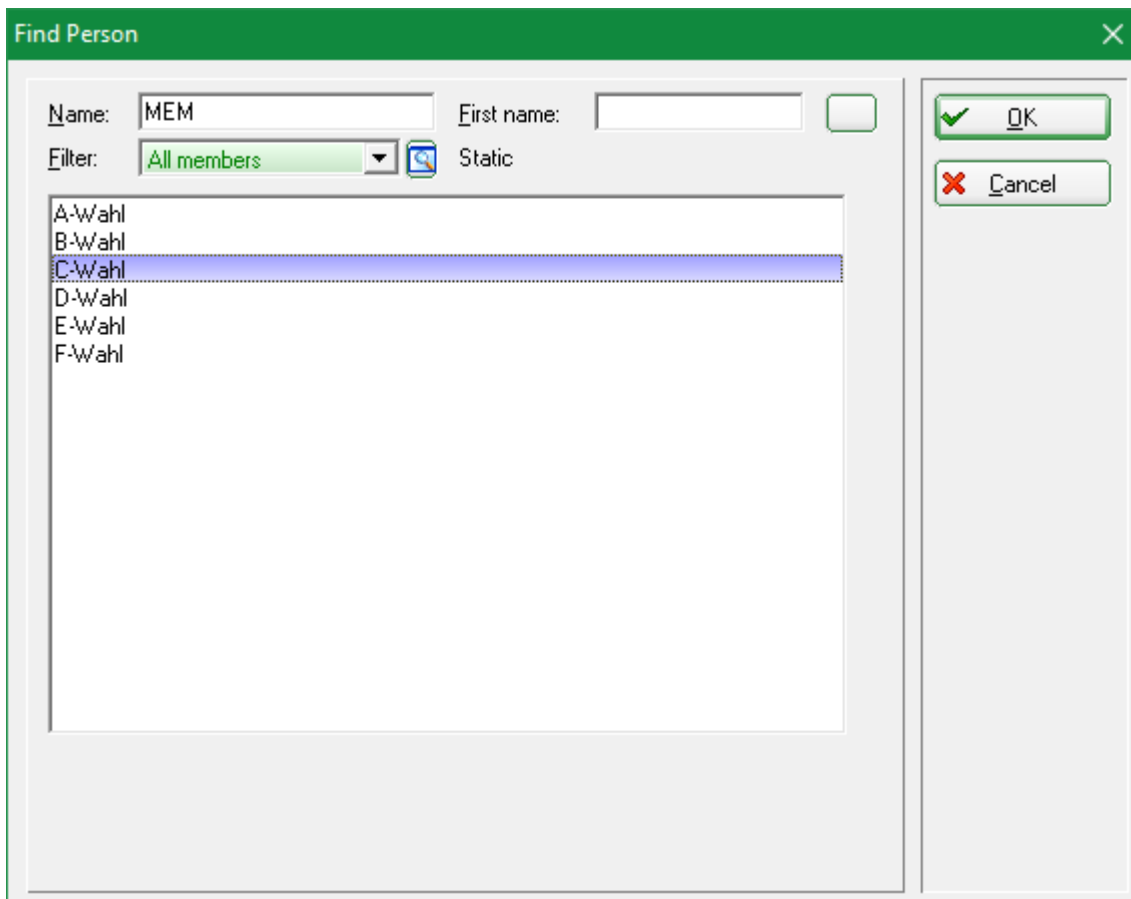
Merkmale	Adresse	Zusatz	Zahlung	Infos	Memo
Abteilung/Position	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Mitdrucken
Heimatclub	<input type="text" value="gast"/>	<span style="color: red;">Gast</span>			<input type="button" value="≡"/> <input type="button" value="..."/> <input type="button" value="+"/>
Geschlecht				<input type="text" value="7 - Lieferant, Ansprechpartner männlich"/>	<input type="button" value="v"/>
Altersklasse				<input type="text" value="4 - Erwachsen"/>	<input type="button" value="v"/>
Mitgliedschaft				<input type="text" value="0 -"/>	<input type="button" value="v"/>
Status				<input type="text" value="0 -"/>	<input type="button" value="v"/>
Verschiedenes				<input type="text" value="0 -"/>	<input type="button" value="v"/>
Zusatz-Info				<input type="text"/>	<input type="button" value="≡"/>
Geburt				<input type="text" value=".."/>	
Eintritt				<input type="text" value="25.10.2018 [1]"/>	<input type="button" value="🛡️ Datenschutz"/>
Austritt				<input type="text" value=".."/>	

However, it is important that you set the „All suppliers“ filter in the „Members and guests“ selection list so that the suppliers are displayed.



## Filter

In the cash register, the filter can be changed so that all members are displayed first and then the guests.



1. go to the list, then the „Search person“ window opens

2. enter name

The list appears. At the top all members followed by guests

If you would like this selection, please contact our support team: [support@pccaddie.com](mailto:support@pccaddie.com)