

Voucher administration

General information

1. Please clarify with your tax accountant at which VAT rate you should book all the voucher before you create new articles - 0% or 19% (0% or 8% for Switzerland) are possible options. It is important to consider that the article for sale and the article for payment have the same VAT rate.
2. PC CADDIE manages the voucher administration per account category. It is not possible to cash-in vouchers overlapping these account categories. It means that a voucher that was sold in the account category **SALES** can not be cashed-in into the account category **GASTRO** . If you wish to offer this service to your members and guests you have the possibility to make a voucher-payout and hand over the cash to the restaurant.
3. Promotion-Vouchers (vouchers of the value 0) can as well be administered by PC CADDIE.

Create the voucher article

You have the possibility to manage a complete voucher administration with issuing and cashing-in in PC CADDIE. What you need in a first step is a voucher article.

Article [X]

Article
 Art.-No. N_000548 0100 Account:
 Name Voucher Add. info
 Group **VOUCHEFVoucher** + New group X Delete
 Colour chart VDU Voucher + New O Edit
 Size chart VDU Voucher + New O Edit

Prices / Amounts
 Status normal Unit 1 Piece
 Calculation V.A.T.: 80 % ☐ No discount
 Colour / Size combination New F2 X Delete

Sales	0.00	0.00	Purchase	0.00
Cash-In	0.00	0.00	PP(eff.)	0.00
			Sales	0.00
			Marge: 0.00 %	
			☐ Stock taking	
			Min. stock	-----
			Act.stock	0
			Ordered	0

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

Buttons: New, Save F11, Delete F5, Copy -> New, Details F6, Ingredients, Assign autom., Account, Delivery, Print F8, Quit

First thing: you create a new „Coulour/Size-combination“ with the description „voucher“ and add the two items „voucher sales“ and „voucher cash-in“.

Edit chart [X]

Create this chart:

Abbreviation: VDU
 Name: Voucher
 New entry:

Code	Information
01	Sales
02	Cash-In

Buttons: Edit F7, Delete, OK, Delete F5, Cancel

This further setting can easily be defined (under „Coulour/Size-combination“ – **New**) and adjusted in

the article.



Please note that the two items „sales“ and „cash-in“ have to get two different article statuses: on the one hand the status „voucher sales“, on the other hand the status „voucher cash-in“. You absolutely need to set the check mark on **Status**.

To issue a voucher

Open the cash register, select the voucher article and choose the position „sales“. The following inquiry shows up:

Fill-in the fields based on your own needs. Depending on the layout of the voucher you have lodged in your system, this information will be printed directly. The more information you provide, the easier will be its handling later on. Should you want to change your voucher layouts constantly, create your vouchers with Word and enter the voucher number on that document. In case you use pre-printed vouchers, only register the number and the amount in PC CADDIE. For that option we ask you to talk to one of our PC CADDIE support assistants. Use the function „test output“ to check if the print is visually correct.



The following is to be considered:

- The voucher number should not be changed as PC CADDIE creates these numbers consecutively and saves them in a data file.
- To avoid misunderstandings, no amount will be printed on a test output. Close the process by paying the due amount in the cash register.

To cash-in a voucher

Select the customer and book the corresponding article in the cash register. Still in the cash register, select now the item „voucher cash-in“. The following inquiry appears, and here you can select the appropriate voucher from the list.



You will get to the proper asset by entering the voucher number (1): To view the full list of all the vouchers type F7 (2). With F9 (3) you have the possibility to search for voucher text contents.

Voucher cash-in

Select the voucher:

	For	Date	Amount	Cashed-in
1	Voucher	24.06.19	200.00	0.00

1

2 Show cashed in vouchers too (F5)

3 Find voucher (F9)

OK Cancel

Now enter the amount to subtract:

Voucher cash-in

Choose the right amount:

No: 1 Amount: 200.00

Text: Voucher sales
Happy Birthday

For:

From:

Memo:

Produced: 24.06.19 Valid: 31.12.19

Cash in: . . Rest: 200.00

Amount: 30.00

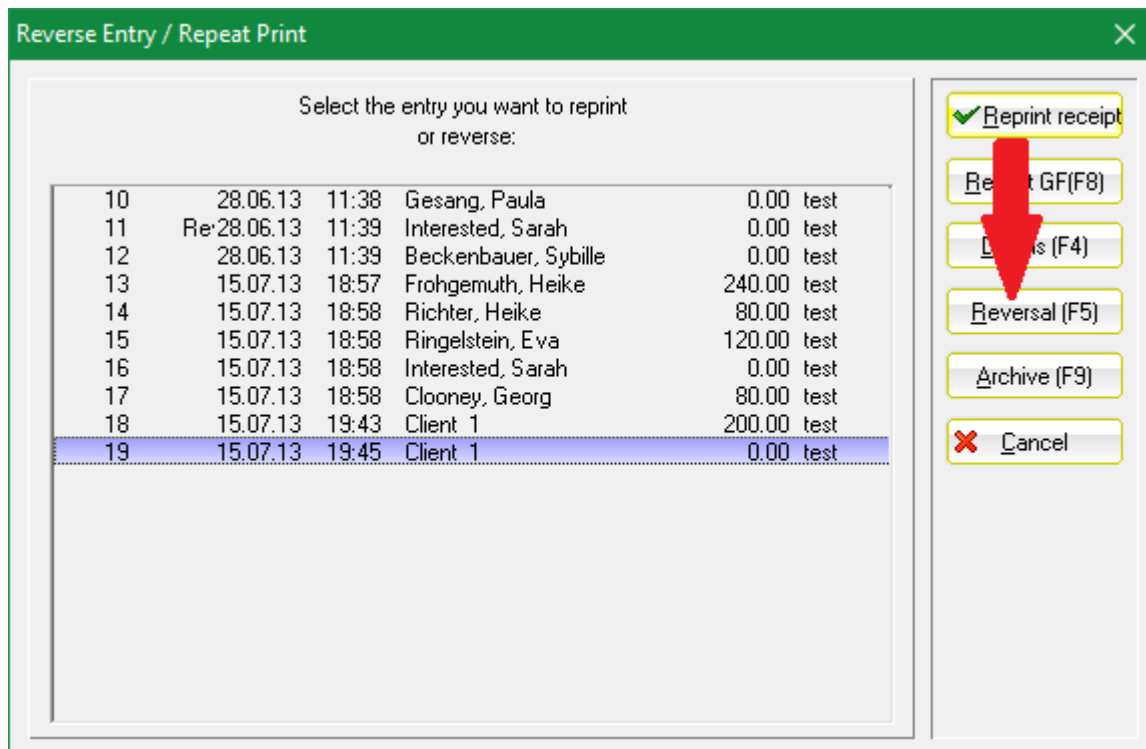
OK Cancel

PC CADDIE always suggests the total amount of the sold article(s). Should the amount due to pay be less than the total voucher credit, the difference will show as rest credit and can be used another time. The voucher number will stay the same. Should the amount due to pay surmount the value of the voucher, the difference has to be cashed-in in the cash register.

To cancel a voucher

If the daily closing has already been made, you can only cancel the voucher (redeem and pay out or open it again into the account as a credit, depending on how you need it), or redeem it for an item that is used to cancel the booking.

Issued vouchers that need to be cancelled can be retrieved to the cash register using **Repeat** (F4) and then **Reversal** (F5) to be cancelled there in case the day-end closing (Z-closing) hasn't been done yet!



10	28.06.13	11:38	Gesang, Paula	0.00	test
11	Re:28.06.13	11:39	Interested, Sarah	0.00	test
12	28.06.13	11:39	Beckenbauer, Sybille	0.00	test
13	15.07.13	18:57	Frohgemuth, Heike	240.00	test
14	15.07.13	18:58	Richter, Heike	80.00	test
15	15.07.13	18:58	Ringelstein, Eva	120.00	test
16	15.07.13	18:58	Interested, Sarah	0.00	test
17	15.07.13	18:58	Clooney, Georg	80.00	test
18	15.07.13	19:43	Client 1	200.00	test
19	15.07.13	19:45	Client 1	0.00	test



It is necessary that you use the button **Reverse payment method and pay new**, as it is the only way you get the article back to the cash register.

Invoice

Invoice No.: 19

Tisch 1

1.0 Greenfee Partnerclub - Mo	30.00	30.00
1.0 Gutschein - Voucher cash in	-30.00	-30.00
Total:		0.00

Reverse payment method and pay new

Reverse invoice (F5)

Cancel

Now you can cancel the article definitely by using the button **Reversal** (F5).

Cash register

Register (Tester, Timo) Client 1

Time Accounts day 15.07.13

Customer filter ☐ User ☒ Cash register

New + - Edit Delete -80.00

Client 1	-80.00	test	1 Voucher cash-in	-80.00	-80.00	test
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Already printed

This entry was already printed and cannot be altered.

You can only reverse this entry!

Number of reversals: 1.0

Reverse multiple articles (F5)

OK

Cancel

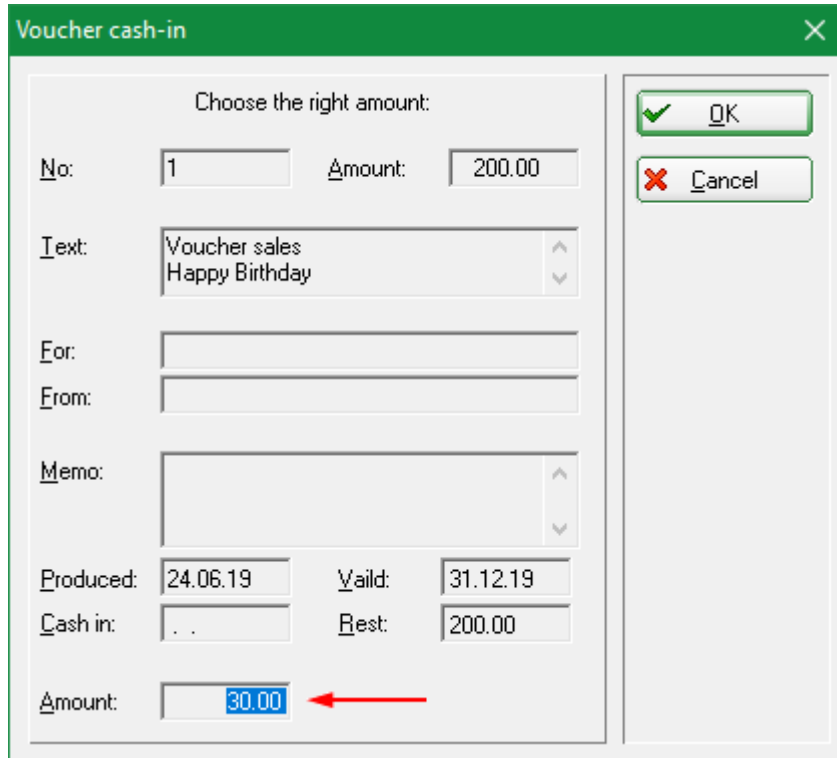
Client (F9) Article (F1) No. 1 Special (F7) Reversal (F5)

Edit pers. Account Card (F6) Greenfee(F8) Paying In/Out Pay out (F12) Repeat (F4) Quit

Afterwards, this voucher can be recognized as a cancellation in the voucher list.

To cash out a voucher

Should it be necessary to cash out the credit of a voucher, you can do so by selecting the customer and the corresponding voucher in the cash register without selecting an article. Register the amount that has to be cashed out, it can as well be a partial amount.



Voucher cash-in

Choose the right amount:

No: 1 Amount: 200.00

Text: Voucher sales
Happy Birthday

For:

From:

Memo:

Produced: 24.06.19 Valid: 31.12.19

Cash in: Rest: 200.00

Amount: 30.00

OK Cancel

Confirm with Enter. You are now back in the cash register. Now press the button **Pay Out:**

Cash register

Register (Tester, Timo) Client 1

Time Accounts day 15.07.13

Customer filter ☐ User ☒ Cash register

New + - Edit Delete -80.00

Client 1	-80.00	test
1 Voucher cash-in	-80.00	-80.00 → test

Client (F9) Article (F1) No. 1 Special (F7) Reverse (F5)

Edit pers. Account Card (F6) Greenfee (F8) Paying In/Out Pay out (F4) Repeat (F4) Quit

You either can pay out the money with **OK** to the customer (1) or book it as a credit to his account using **Book into account** (2) or transfer the credit to another persons account using **Transfer to another customer** (3):

Payment [X]

Enter the payment:

Paying person
 [hahe] Happy, Hellen

To pay: >>>> -80.00

	Payment method	Amount
[F1]	cash Cash payment	-80.00
[F2]	c Check	
[F3]	cc Credit card	
[F4]		

Static

Print receipt [F5] Normally no receipt

Book into account [F1] **2**

Print provisional receipt [F12]

Transfer to another customer [F12] **3**

[OK] **1** [Discount (F7)] [Cancel]

Should the amount be credited to another client (3) you can select the person here.

Transfer to other customers [X]

To which person do you want to transfer the amount?

Person: [insa] Interested, Sarah

[OK] [Cancel]

Create promotion vouchers

Voucher that you want to distribute for promotional purpose can be managed with PC CADDIE. These vouchers are created in the exact same way as described above with the difference that they get an own product group. You have to record them with „ZERO“ under **Add. info** .

Article X

Article
 Art.-No. 0200 Account:

Name Add. info

Group **PROM Promotional voucher** + New group X Delete

Colour chart Greenfee + New O Edit

Size chart Voucher + New O Edit

Prices / Amounts

Status Unit Piece

Calculation V.A.T.: % ☐ No discount

Colour / Size combination New **F2** Delete

Sales	0.00	0.00	
Cash-in	0.00	0.00	

Purchase
 PP(eff.)
 Sales
 Marge: 0.00 %
☐ Stock taking
 Min. stock
 Act.stock
 Ordered

Purchase
 Supplier

Order No.: Packing details Disc.

Barcode: Individualization

◀ 🖨️ ▶

+ New

✓ Save **F11**

✗ Delete **F5**

🔗 Copy -> New

🔍 Details **F6**

🔗 Ingredients

🔗 Assign autom.

👤 Account

+ Delivery

🖨️ Print **F8**

✗ Quit



Although another voucher-article has been created, the promo vouchers result with the same range of numbers as the „normal“ voucher management of an account category.

Promotion voucher issuing

To issue a promo voucher you should fill in the form as follows:

Voucher Sales [X]

Enter the value of the voucher:

Number:

Value:

Text:

1st line:

2nd line:

For: from database:  

or manual name:

Special name of buyer:

Additional note:

Valid until:



Vouchers of the amount 0,- should have a reference indicating a promo voucher in the field **Text**.

HINT: Register the date until the voucher has to be cashed-in.

To cash in a promotion voucher

Voucher cash-in [X]

Choose the right amount:

No: Amount:

Text:

For:

From:

Memo:

Produced: Valid:

Cash in: Rest:

Amount:

☒ OK
☐ Cancel

The encashing of a Promotion voucher is done in the usual way. In the cash register, select the article that the customer is to receive. Do not modify the price. Afterwards, choose the voucher from the voucher list and cash it with the article.

You can recognize the promo vouchers in the day-end closing. Therefore, it makes sense to create an own product group. This amount can then be booked out, for example in the with the account „internal expenses“.

Tagesabschluss 15.07.13

Nummer: 4 (UMSATZ)
15.07.13, 20:02:31 Uhr

Zahlungen		€	Tester,
bar	Barkasse	291.00	291.00
kk	Kreditkarte	400.00	400.00
Total Tagesbuchungen		691.00	691.00

Warenumsatz		€	Area	KredBk.	Barkasse
Allgemeiner Buchungsbereich (19%)		691.00	240.00	160.00	291.00
Greenfee		720.00	360.00	160.00	200.00
es	Erwachsene Sonn/Feiertags	7	560.00	240.00	160.00
ew	Erwachsene Wochentags	2	120.00	120.00	
gf	Greenfee Partnerclub - Di-Fr	3	0.00	0.00	
gf	Greenfee Partnerclub - Mo	0	0.00	0.00	
kk	Greenfee Sonn/Feiertags	1	60.00		40.00
Promotion		-120.00	-120.00		
vzero	Promotion voucher - einlösen	2	-120.00	-120.00	
vzero	Promotion voucher - verkaufen	2	0.00	0.00	
Voucher		91.00	0.00		91.00
gut	Gutschein - Voucher cash in - i	3	-109.00	0.00	-109.00
gut	Gutschein - Voucher sales - ve	1	200.00		200.00
Total Warenumsatz		691.00	240.00	160.00	291.00

Buchungen		Total	Tester,
Artikel-Buchungen		25	25
Artikel-Stornos		2	2
Rechnungs-Anzahl		19	19
Minus-Rechnungen		3	3
Null-Rechnungen		10	10
Rechnungs-Storno		0	0
Preisänderungen		2	2

Voucher data sheet

In PC CADDIE, you can find the complete voucher data sheet, showing all the issued and cashed-in vouchers up to date, including the remaining balance and cancellations under

Accounts/Fees/...print list/List of vouchers



Promotion vouchers can be printed separately by entering the headword „Promotion“ in the line
Text

Voucher List [X]

Print voucher list:

☒ Unused vouchers
☒ Redeemed vouchers
☒ Cancelled vouchers

Number from: to
 Sold from: to
 Redeemed from: to
 Text:
 Order:

[Print F8]
 [Edit F9]
 [Quit]

Gutscheine - 15.07.13

Nr.	Bemerkung	Für	1 Wert	2 Ausgestellt	3 Eingelöst	4 Rest	5 Rest	6 End: 15.07.13 20:03 Uhr
1	Gutschein - Voucher sales		200.00	15.07.13	15.07.13	109.00	91.00	91.00
2	Promotion voucher - verka		0.00	15.07.13	15.07.13	60.00	-60.00	91.00
3	Promotion voucher - verka		0.00	15.07.13	15.07.13	60.00	-60.00	91.00
			200.00			109.00	91.00	

1. Value of the voucher
2. Date of issue
3. Date of encashing and/or partial encashing
4. Cashed-in amount
5. Remaining balance of a partial encashed voucher
6. Total balance that the club is due to cash



„Expired“ vouchers have to be booked out manually in the cash register with an offsetting entry. Please always consider the general legal base for terms of expiration and voucher administration.

Update the recipient's name

If the name of the voucher recipient is not yet known at the time of purchase (as this voucher was issued for a tombola or for a tournament), it can be updated later.

Open the list of vouchers, click on edit,

Voucher List [X]

Print voucher list:

☒ Unused vouchers
☒ Redeemed vouchers
☒ Cancelled vouchers

Number from: to
 Sold from: to
 Redeemed from: to
 Text:
 Article group: [icon]
 Artikel: [icon]
 Order: [v]

[Print] [F8]
 [Edit] [F9]
 [Quit]

click on the voucher (1) to edit it (2).

Voucher Liste [X]

No.	Note	For	Value	Issued	Redeemed	Rest
1	Gutschein - Voucher sales		200.00	15.07.13	18.07.14	0.00
2	Promotion voucher - verka		0.00	15.07.13	15.07.13	-60.00
3	Promotion voucher - verka		0.00	15.07.13	15.07.13	-60.00
4	Buono Losone - verkaufen		250.00	22.01.14	22.01.14	0.00
5	Gutschein - Voucher sales		250.00	22.01.14	09.05.17	0.00
6	Gutschein - Voucher sales		500.00	23.02.15	09.05.17	227.90
20145	Gutschein - Voucher sales		20.00	15.04.15	15.04.15	0.00
20146	Gutschein - Voucher sales		20.00	08.03.16	08.03.16	0.00
20147	Bon Cadeau - Vente		100.00	21.03.16	27.05.16	0.00
20148	Gutschein - Voucher sales		100.00	27.05.16	27.05.16	0.00
20149	Promo Voucher - Voucher s		0.00	27.05.16	27.05.16	-110.00
20150	Gutschein - Voucher sales		20.00	29.05.16		20.00
201511	Wochenend Greenfee		20.00	29.05.16		20.00
20152	Gutschein - Voucher sales		500.00	14.06.16	20.03.17	460.00
20153	Promo Voucher - Voucher s		0.00	14.06.16	08.02.18	-100.00
20154	Gutschein - Voucher sales		20.00	28.10.16	17.03.17	0.00
20155	Anniversaire		100.00	20.03.17		20.00
20156	Tournoi d'ouverture		0.00	20.03.17	20.03.17	-80.00
20157	Wissensgutschein		100.00	06.04.17	06.04.17	0.00

[Edit] [F7]
 [Quit]

Now you can enter the desired name in the field „for“.

Voucher

✕

Number:

20145

Value:

20.00

Article:

you

Voucher sales



Text:

Line 1:

Voucher sales

Line 2:

For:

From database:



Or name:

From:

From database:

mepe

Member, Petra



Particularly the buyer's name:

Member, Petra

Supplementary note:



Expires on:

..

✓ OK

✕ Cancel