Operating the cash register: user interface starting with 2016

The main change is the creation of a head navigation with "customer / tables / sales". This creates room for a large number of quick selection items in the sales mask - the most frequently requested improvement by many customers. The head navigation also results in more space in the customer mask, for example, for a directly displayed person picture as well as a clear table plan. Additional buttons in the head navigation for the timetable (direct in the cash desk view), and in the next version also to the online Table reservation display of PCCO, makes the new surface even more clear for specialized "golf gastro cash register".

Please change to the register account area, for example, GASTRO.

Call the cash register via the button **Cash register** in the PC CADDIE toolbar or via **Accounts/Cash** register:



It opens a query window regarding which layout should be started; click **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 window looks as follows:

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 open the sales or clearing **account**, **deposit credit** or recharge **Card**. You can also **change the table** or **split** an item booking.

Select customer

At the bottom left of the box, enter your guest's abbreviation, full name, or even just part of the name, and the matching people will be shown to you. Another option is the button for the list function right next to it. If you have a magnetic card reader, you can pull through the magnetic strip of a DGV badge and the customer will be selected immediately. It works in the same way if you have a Mifare reader.

If the person does not yet exist in PC CADDIE, it will be created with **Add new person**. If you do not want to create the person, for example if you just sell them a cereal or chocolate bar, go to the button **Direct sell.** Alternatively, you can also go over the table and book directly on a table.

The table prompt opens after selecting the guest. Here you can either directly click on the table in the table plan, or access it via the button *Enter number* from the top left, and type in the number as usual.

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

If the table is selected, PC CADDIE changes to the sales view. For creating the plan of the tables with the graphic editor.

Sales level

		Kasse	9			_ 🗆 X
🙎 Tester Timo 🙋 Kunden 🤗) Tisch	Ve	rkauf	😫 Timetal	ble	vierun; 🛒 🐓 Administration
T 38 Arens, Anja (36)	Golfer 0,3	Golfer 0,5	Cola 0,3	Cola 0,5	Cola light 0,3	
	Cola light 0,5	Fanta 0,3	Fanta 0,5	Sprite 0,3	Sprite 0,5	Säfte
	Spezi 0,3	Spezi 0,5	Vitamalz 0,3	Tonic Water	Gerolsteiner Gourmet	Biere
				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. Octal: 0,0 Guthaben: 50,0	00					1 2 3 -
Ausbuchen	2 😻 Splitt		Konto		Bon	# 0 . ~

There are several possibilities for article selection in the input field:

- Enter the article number of the article
- Enter the name of the article or only part of the name
- Button List function (F2)
- Scan the item if here is a label with barcode

The article is immediately booked in the cash register after pressing **OK**. After selection, you can increase the number in the field **Number**, if necessary.

We recommend the quick selection for exploiting the full potential of the new interface (see Quick selection in the catering checkout).

Payment

Start the payment process by clicking the button **Pay**(F12). You have this button both at the customer level as well as at 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
2 Tester Timo 🔯 Kunden	🍫 Tisch	🛛 🕼 Ve	rkauf	😫 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 kest 1 Rösti 3,50 3,50 kest 1 Fee - Farl grey - Glas 3,50 3,50 kest	light 0,5	Fanta 0,3	Fanta 0,5	Sprite 0,3	Sprite 0,5	Säfte
1 Latte Macchiato - Tasse 2,50 2,50 test	Spezi	Spezi	Vitamalz	Tonic Water	Gerolsteiner Gourmet	Biere
	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
		()	I(I()		Spirituosen
						Gruppe X
						Gruppe Y
						7 8 9 3
						4 5 6 🔶
Entf. C Edit Total: 2 Guthaben: 5	7,50 0,00				1	1 2 3 -
Bezahlen	F12 😒 Splitt		Konto	a	Bon	# 0 . 🗸

The payment window looks like this:

	Bezahlen	X
Geben Sie die Bea Zahlende Person aran Arens, Anja Zu zahlen: Baaakkuma	zahlung ein: E >>>> 27,50 Patras	✓ <u>O</u> K Clubkarte (F6) <u>B</u> abatt (F7)
F1 bar 0000 Barzahlung F2 ec 0000 EC-Karte F3 kk 0000 Kreditkarte F4		X Abbruch
Quittungsdruck (F5): Nochmal Auf Rechnung ins Ko	abfragen, Quittung vorschlar 🔽 2	
Auf anderen Kunden	ung drucken F12 4 übertragen AF12 5	

- 1. Now you select the desired payment method by placing the cursor in the corresponding field, and the amount immediately appears. The payment methods available for selection in this payment window are defined elsewhere:Cash register - method of payment
- 2. Set the receipt printing according to your wishes.
- 3. The function **Book as invoice into the account** is explained in the next chapter.
- 4. Print an interim billing without closing the payment process.
- 5. Here you have the option to transfer the payment to another person. You will see the following window:

Umbuchen	auf anderen Ku	nden 🛛 🗙
Auf wen soll der Betrag werden?	umgebucht	
Person:		X Abbruch

Enter the appropriate person to book the payment for this person.

Click **OK** to complete the payment process.

Book as invoice into the account

This function allows you to leave open postings in the accounts (OI-postings). The payment can be made later. If you click on **Book as invoice into the account** during the payment, you will see the following window:

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

Click **OK** to complete the booking.

If you later select this customer in the cash register, you will see the open balance in red color or a credit in green color, on the right side, above the payment button.

K Entf.	O Edit	Total: Guthaben:	0,00
~	Ausbuc	hen	F12

If you have a so-called OI-area set up, the booking will be automatically transferred to this area. Please contact PC CADDIE Support to set up this specific account range.

Book as tip

There are multiple possibilities:

1st possibility: A guest gives tip

For this you book the article (artikel) Tip in the cash register.

		Arti	kel	X
Artikel Artikel-Nr.	tip	0000	Fibu-Konto:	
Bezeichnung	TIP		Kennung AUSLAGE	
Gruppe	Z-TIP Tip	<u></u>	Neu Gruppe Lösch.	🔶 <u>N</u> eu
Farbschema		•	🔶 Neu 🔵 🔘 Bearbeiten	🙆 ändern E11
Größensch.		T	🔶 Neu 🔷 Bearbeiten	
Preise / Men	jen			🗙 Löschen F5
Status	Summen-Abfra	ge 🔄 Einheit	1 Stück 🚽	C Kapia N Nau
Kalkulation		MwSt	0,0 🖏 🗖 kein Rabatt	Kobie 5 Med
Farben / Größ	enkombination	Neu F2 Löschen		
			EK (netto) 0,00	🔇 Details F6
			EK (effektiv) 0,00	🔍 Bestandteile
			VK (brutto) 0,00	
			Marge: 0,00 %	
			Bestandsführung	
			Mindest-Bestand	1 Konto
			Bestand 0	
			Bestellt 0	Tingang
– Finkauf –			,	
Lieferant				📚 <u>D</u> rucken F8
Best.Nr.:		Packungs-Einheit	Rabatt 0	
Barcode:				Ende

Selecting the article opens the following window:

Spezial-Buchung	x
Geben Sie bitte die genaue Buchung an:	
Buchung Handnotiz Information	
Typ: tip 0000 TIP 🖶 🖸	X Abbruch
Iext: TIP	
_usatz:	
<u>R</u> abatt: 0,00 % <u>A</u> nzahl: 1,0	
<u>E</u> inzel: 0,00 <u>G</u> esamt: 0,00	
<u>O</u> riginal: 0,00	
Ser.Nr.:	
Buchen auf 🙎 Tester, Timo 💌	
Kunde: Schmedding, Benedikt 🖶 💽	
<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 possibility: A guest pays his bill and gives tip

The guest has to pay $35,20 \in$ and gives $40,00 \in$. Click on the button **Pay**. The following window opens. Here you enter $\notin 40.00$.

Ве	zahlen	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 <u>Clubkarte (F6)</u> <u>R</u> abatt (F7) ★ <u>A</u> bbruch
Quittungsdruck (F5): Normalerweise Auf <u>R</u> echnung ins Konto b Sewischenabrechnung d Auf anderen Kunden übert	Rückgeld:0,00 keine Quittung 🔹 uchen F11 Irucken F12 tragen AF12	

Click Ok and then **Book tip.**

Achtung: Rückgeld 🗙
Geben Sie diesen Betrag zurück: >> Barzahlung << >> 4,80 <<
✓ <u>O</u> K, zurückgegeben <u>A</u> ls Guthaben buchen
Als <u>I</u> IP buchen
Abbruch

If you don't see this button, it means that the article is missing in the basic settings of the cash register. So you have to go to the default setting. 1 - Button **Administration**, 2 - Cashier Register Settings, Basic Settings, Tip Booking Type: tip (select the corresponding article).

Kassen-Einstellungen				
Buchen in Kon Formate:	en: GASTRO 💌 💌 🔽			
Greenfee	Adressen, Familienweise 💌 Definieren 🗙 Abbruch			
	m Personen-Editor Kein Greenfee-Dru			
EC-Beleg	Tefinieren			
Quittung	Kasse, Bon 💽 Definieren			
Guestcheck	Kasse, Rechnung 🗾 Definieren			
Bon 1:	Kasse, Bon G 📃 Definieren			
Bon 2:	Kasse, Bon S Definieren			
Gutschein:	Adressen, Familienweise 💌 Definieren			
вопагиск Бега 1: 10;11;12	i14;15;16;20;23;80;89			
	EFEC.57.00.01.02			
2: [40;46;43	(35)(36)(57)(60)(61)(62			
Tischabfrage:	sonenenwehl 🗖 vor jeder ersten Buchung			
Buchungsz	wang aktiviert 🔽 Quittungswahl bei Bezahlen			
Kasseaboleich	im Netz 2 Sek Kassen-Nr			
Trinkgeld-Buch	ungstyp: lip TIP 🖶 🔄			
Kassenschubla	de an			
Fixtasten-Belegung F8 Spezial Drucker				
Bedieners	chloss F9 Kellnernamen F11			

3rd possibility: A guest still has credit in the account, for example, because of the Consumption flat rates and wants to give the credit as tip

Book item Tip in the cash register as in item 1, enter the desired amount, and then click on pay. If the amount is billed to the account, the credit will be reduced and deducted from the cash receipts as EXPENSES.

The posted tip is always displayed on the daily closing.

Abrechnung 12.08.16

Test GAS	club AG TRO			
Tota	1	12.08.16, 0	9:59:54 U	hr
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 reservation that is still in the cash register with the help of the button Remove (F5) \times Entf.

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>OK</u> ★ Abbruch

You can only nullify a completed payment by means of a cancellation transaction in the cash register, if no daily closing has been created yet. Switch to the administration level in the upper right corner

Administration Select **Repeat / Cancel**(F4). This window shows all the bookings made. Mark the booking to be canceled and click **Cancel** (F5), which brings you to the following selection:

Rechnung		
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 be:	zahlen	କ୍ରାମ୍ <u>ଟ</u>
Rechnung stornieren		FS
Abbruch		

The booking will be returned to the cash register for further processing after pressing *Cancel payment and repeat the payment*.

		Kasse		_ D X
🙎 Tester Timo 🔯 Kunden	🤣 Tisch	🚳 Verkauf	😫 Timetable 🔍 🗣 Rese	rvierung 🖉 🐓 Administration
		Tisch 999		
Bediener				
I Kasse				
Tisch 1 0,00	test	1 📕 Golfer - 0,3	2,20 2,20→ssso	-
T 39 Brax, Wili 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 -	- 25 18,50 18,50⇒ssso	
Tisch 998 0,00	test			
Tisch 999 33,70	5550			😫 Person editieren
				Kanta
				Konto
				Guthaben-Einzahlung
				📧 Karte
				🖘 Tisch ändern
				Splitt
I			T. I	·
	-	× Entf. O Edit	1 otal: 33,70)
Direktverkauf		Sezah	len F12	9

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

Or if an incorrect payment method was selected, then you can start the usual payment process; the previous process is canceled.

Cancel articles after the day closing

Working with the archive button

As soon as a daily closing has been completed, all processes are completed and the button **Repeat** / **Cancel** is no longer available. You can reload the bookings to the cash register by pressing **Archive**.

Rechnung wählen	X
Wählen Sie den Kunden oder direkt die gewünschte Rechnungsnummer:	
Kunde: 📔 🖶 🖼	X Abbruch
Rechnung	

After entering the customer and the invoice number, which you have to find out in advance from the

account entries, the following window opens:



Press **Reactivate invoice for cancellation** to retrieve the entire booking back to the cash register. You can now cancel article postings. This is especially useful for event invoices, because you do not have to remember all the articles. The way to cancel only a few items is presented below.

		Kasse		
2 Tester Timo 🔯 Kunden	🤝 Tisch	🚳 Verkauf	😫 Timetable 🔍 🔍 Res	servierung 🖉 🖗 Administration
□ Bediener IV Kasse		Schmedding, Benedikt		
Tisch 1 0,00 Arens, Anja (36) 0,00	test test	1 📕 Fanta - 0,5 1 📕 Sprite - 0,3	3,80 3,80 → 2,20 2,20 →	tung für Galte
Brax, Wili Müller () 0,00 Schmedding, Benedikt 0,00	ssso ∢YAQ	1 Mangosaft - 0,5 1 Pis-Radler - 0,5	3,80 3,80→ 3,50 3,50→	
T137 Schmedding Software () 0,00 Tisch 998 0,00	test test	1 📕 Tee - Kamille - Kännchen 1 📕 Tapas Teller	6,00 6,00 →	e Person editieren
Tisch 999 33,70	SSS0	1 Tagesgericht 2 1 TIP	10,50 10,50 → 4,80 4,80 →	
		-1 Z-OP_OP-Buchung -1 Barzahlung	0,00 0,00→ 40,00 -40,00→	Konto
				Suthaben-Einzahlung
				📾 Karte
				🗞 Tisch ändern
				Splitt
		× Entf. © Edit To	otal: 0,	00
Direktverkauf		✓ Ausbuche	n (F12

Working with minus numbers

Another cancellation option is working with the minus sign, i.e., negative numbers. Choose again the customer in the cash register, book the article that you want to correct and enter the appropriate correction number with a minus as sign in the field for the number, for example, "-1":

	Kasse		_ 🗆 X
🙎 Tester Timo 🔯 Kunden 🗞	Tisch 🕼 Verkauf	Timetable Reservierung	Administration
T Arens, Anja (36)	Rumpsteak Schweinem Lasagne	Spaghetti Bolognese und Gemüse Vorsneise	S DIV
-1 🧧 Rumpsteak - englisch - ∶ 13,50-13,50 →test	Tagesgericht Tagesgericht Tagesgericht 1 2 3	t signalization of the second se	uppen
		- -	IAUPT
		DE	SSERT
		B	eilagen
		Fr	ühstück
		7 8	9 🛛
		4 5	6 🔶
➤ Entf. ○ Edit Total: -13,50 Soll: 13,70			3 -
Sector Auszahlen	羧 Splitt 📚 Konto	😞 Bon # 0	

Confirm your entry with Tab or Enter. To complete the booking, select **Pay out** and the payment method in the payment window. Or **Book as invoice into the account** to get the following option:

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

Book as credit means the customer's account is credited with this amount.

Make a discount

You can use the button **Edit** (F7) et al. to change the article for a booking, as long as the receipt has not been issued.

Spezial-Buchung	X
Geben Sie bitte die genaue Buchung an:	
Buchung Handnotiz Information	
Typ: 01000060004 Kölsch vom Fass 🖶 💽	X Abbruch
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, like 10% discount. Or change the unit price, for example make it 20 cents cheaper. Or you can also change the total price if you want to reduce the price if a certain amount or items have been bought. PC CADDIE asks for a reason for the price change after you press **OK**:

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

This will be displayed on your receipt. You will see the new item price in the cash register.

If the item is already booked or the guest gets a total discount of 10% on everything, select the button *Discount* when the payment is made.

В	lezahlen	×
Geben Sie die Bezahlung F1 bar 0000 Barzahlung F2 ec 0000 EC-Karte F3 kk 0000 Kreditkarte	ung ein:	✓ <u>D</u> K <u>C</u> lubkarte (F6) <u>R</u> abatt (F7) X <u>A</u> bbruch
Quittungsdruck (F5): Normalerweise Auf <u>B</u> echnung ins Konto Swischenabrechnung Auf anderen Kunden übe	Rückgeld:0,00 e keine Quittung 🔹 buchen F11 drucken F12 ertragen & F12	

Rabatt	x
Geben Sie bitte den Rabatt an: <u>R</u> abattierbarer Grundpreis: 6, Rabatt/Grundpreis: 0 % - Abzug: 0,	60 00 × Abbruch

The amount to be paid is calculated automatically when you enter the discounts. Press OK to complete the booking.

Split function

In restaurants, it often happens that all orders are first booked on a person or a table, and later split when paying. For doing this, use the *Split*(F6) button in the gastronomy cash register. You have it

	evel,				
			Kasse		_ □ X
🙎 Tester Timo 🔯	Kunden	S Tisch	n 🕼 Verkauf	Timetable	vierung 左 💸 Administration
☐ Bediener I Kasse			Sonntag, Stephanie (24)		
T 22 Schmedding, Benedikt (35	0,00	test	1 🦲 Golfer - 0,5	3,80 3,80 →ssso	1
T 23 Spangenberger, Marc (34	6,60	test	1 💹 Cola - 0,3	2,20 2,20 > ssso	A STA
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 3 ssso	
Sonntag, Stephanie (24)	12,00	test			
T137 Schmedding Software (0,00	test			😧 Person editieren
					📚 Konto
					Suthaben-Einzahlung
					🕫 Karte
					🇞 Tisch ändern
					Splitt
I			Entf. O Edit	Total: 12,00 Soll: 2,20	
Direktv	verkauf		✓ Ausbuch	nen F12	

both at the customer level,

as well as at the sales level.

Kasse 📃 🗖 🗙							
2 Tester Timo	😧 Kunden 🧑	Tisch	🕼 Ve	erkauf	😫 Timeta	ble	ierung 🖉 🎸 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 1 📕 Cola - 0,3	3,80 3,80 →ssso 2,20 2,20 →ssso	Kölsch Radler	Kölsch	Kölsch Alster	Bitburger Pils	Bitburger	AFG
1 🥃 Fanta - 0,5	3,80 3,80 → ssso	0,5	0,3	0,5	0,3	0,5	Safte
1 📃 Vitamalz - 0,3	2,20 2,20 → ssso	Pils	Pils	Pils Radler	Pils	Pils	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 🔶
X Entf. O Edit	Total: 12,00 Soll: 2,20				-	1	1 2 3 -
✓ Ausbuc	chen F12	🐮 Splitt	:	Konto		Bon	# 0 . 🗸

		Splitter	n / Umbuchen X
⊻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 use the button **To several** for the persons already registered in the cash register
- 2. You can now divide the total amount by a certain number
- 3. or use the arrow keys to transfer the desired items to the previously selected customer or table

A query window opens in which PC CADDIE asks what number you want to repost or divide, in case there are two or more articles.

Umbuchen	X
Welche Anzahl soll umgebucht werden? Kölsch vom Fass - 0,3 Maximalzahl: 3,00	✓ <u>O</u> K ★ <u>A</u> bbruch
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 for a change of shift or after-work hours. Mark the table to be transferred and simultaneously press the **SHIFT** and **F9** keys on your keyboard.

Sonntag, Stephanie (24) S 2,20@C14680031 Auf welchen Bediener soll dieser Tisch / Gast gewechselt werden?	x	Bedie
Bediener-Nummer:	✓ <u>O</u> K ★ Abbruch	Sonntag, Stephanie (24) S Auf welchen Bediener so Tisch / Gast gewechselt Bediener-Nummer:

Then select the operator to which you want to transfer it. Repeat this with each table that is still open.

Administration level

Some functions/buttons can be disabled depending on user rights.

	Kasse	_ 🗆 X
2 Tester Timo 🔯 Kunden	🔿 Tisch 🚳 Verkauf 🔐 Timetable Reservierung 🚈 🐓	Administration
Buchungstag 12.08.16	Storno Wiederholen / Storno	F4
	Kasse abrechnen	
Sector Tischplan laden	S Kassenbuch	
% 🔍 Tischplan ändern		
🗘 🛤 🛛 Tisshalan zurüskestaan	🗟 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 the accesses to the functions Repeat / Cancel, Cash-Out, Cash book, Cash register settings, Close cash register and Exit PC CADDIE.

Operator billing and daily closing

Switch to the administration level in the upper right corner **Administration**. Select **Cash balance**:

Kassen-Abrechnung	x
Mit dieser Funktion wird der Kassen- abschluss gedruckt bzw. durchgeführt!	
Nur dieser Bediener:	-
🙎 Tester, Timo 💻 💌	
Komplett]
1 🚺 Bediener-Abrechnung F3	
2 🛛 🔤 🔤 🛛 🛛 🛛 🖸	
3 🌲 🛛 Alten Abschluss drucken 🛛 🕞	
4 🔍 Alten Abschluss detailliert 🛛 🗐	
5 📼 EC-Cash-Belastungen kopieren	
6 🗟 Liste der Preisänderungen	
7 → Offene Kunden ins Konto buchen	

- 1. User balance
- 2. Daily balance
- 3. Print older balance
- 4. Print daily balance with details
- 5. Copy EC-Cash debit files
- 6. List of price changes
- 7. Transfer open customers into accounts

Working with the cash book

Press *Cash book* in the administration level to open the Cash book.

Open items booking

Post outstanding items

Edit quick selection

Cash register - quick selection