

Sales discount as credit note

You get to this function via **Articles/Turnover credit notes**. To be able to see the menu item **Article** you require the additional module [Pro shop - merchandise system](#).

Post credit notes

This feature allows you to grant members and guests a belated discount. Depending on the customers volume of purchases it will be posted as a credit note.

Bonus on account

Select time, article groups and percentage:

Sales analysis from 01.01.2010 to 31.12.2010

Groups: CABO;CARTS;CPS;DR;GF;PROM

From this amount:	percentage taken:
10.00	10.00 %
20.00	20.00 %
30.00	30.00 %
40.00	40.00 %
50.00	50.00 %

Name of bonus article: prom Credit proshop

Persons filter: All persons

Families together

Enter bonus Print list

Print all persons with purchases

Do not credit discounted sales

Consider purchases before the entry

Start Quit

1. Define the time period for sales to be considered.
2. The relevant product groups can be selected with the list button. Leaving the field empty will mean taking all product groups into account.
3. You can set up to five discount levels.
4. For your accounting it might be useful to create an extra article for these credit notes and to give it the **Status** „hidden“, so it cannot be used in the cash register accidentally.

5. In a normal case you would select the person group „all members“ but you can also select any other group of people.
6. „Print all with sales“ means that even those who have spent less than required for the first discount level and therefore do not get a credit note will be displayed.
7. You can select whether you want to grant the discount on previously discounted sales and if sales that were done before the member joined the club (but lie in the defined time period) should be considered.
8. Is this box ticked off the postings will be transferred to the accounts. It would be wise to print the list without the check mark so you can check it first.

You will get a list like this:

Bonus on account

No.	Person	Account	Discount	%
1	Arens, Anja	21,60	4,32	20,0
2	Hertel, Andrea	343,90	171,95	50,0
3	Kläuser, Holgi	10,00	1,00	10,0
4	Laufkundschaft	28,00	5,60	20,0
5	Member, Dr. Paul	131,00	65,50	50,0
6	Ollendorff, Yannick	1,75	0,00	0,0
7	Pump, Silvia	47,00	18,80	40,0
		583,25	267,17	

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The following questions will be answered:

1. Which person?
2. What is the sales total in the set time period?
3. What is the granted discount/credit note?
4. What is the given discount rate?
5. What is the total amount of all sales in the set time period?
6. What is the total amount of all given discounts/credit notes?

Are you satisfied with the list you can enter the check mark (8) to proceed with the postings.

In the sales accounts you will now see the credit notes as not recorded postings:

Turnover-Account - SALES						
Member, Paul (mepa)						TT
+	Information	Date	Time	S	Net	Brutto OK
+	Rechnung 9 (Storno: 31.12.10 - 60,00)	31.12.10	13:17		0,00	0,00 ✓
+	Rechnung 10 (OK)	31.12.10	13:21		0,00	0,00 ✓
	OP Transfer in OP 10	31.12.10	13:21	Z		60,00 ✓
	bar Barkasse	31.12.10	13:21	Z		-60,00 ✓
+	Rechnung 11 (OK)	31.12.10	13:27		0,00	0,00 ✓
+	Rechnung 12 (OK)	31.12.10	13:28		8,62	10,00 ✓
	bar Barkasse	31.12.10	13:28	Z		-10,00 ✓
+	Rechnung 13 (Storno: 31.12.10 - 60,00)	31.12.10	13:28		0,00	0,00 ✓
+	Rechnung 14 (OK)	31.12.10	13:28		0,00	0,00 ✓
+	Rechnung 15 (OK)	31.12.10	13:33		68,97	80,00 ✓
	bar Barkasse	31.12.10	13:33	Z		-80,00 ✓
+	Rechnung 16 (OK)	31.12.10	13:36		0,00	0,00 ✓
+	Gutschrift 17 (OK)	31.12.10	13:43		-51,72	-60,00 ✓
	bar Barkasse	31.12.10	13:43	Z		60,00 ✓
+	Gutschrift 18 (OK)	31.12.10	13:47		-51,72	-60,00 ✓
	OP Transfer in OP 18	31.12.10	13:47	Z		60,00 ✓
+	Rechnung 19 (OK)	31.12.10	14:01		23,28	27,00 ✓
	bar Barkasse	31.12.10	14:01	Z		-27,00 ✓
+	Rechnung 20 (OK)	31.12.10	14:01		155,17	180,00 ✓
	OP Transfer in OP 20	31.12.10	14:01	Z		180,00 ✓
	prom 1 x Gutschrift Proshop	31.12.10	15:20	T	-64,66	-75,00 ✓

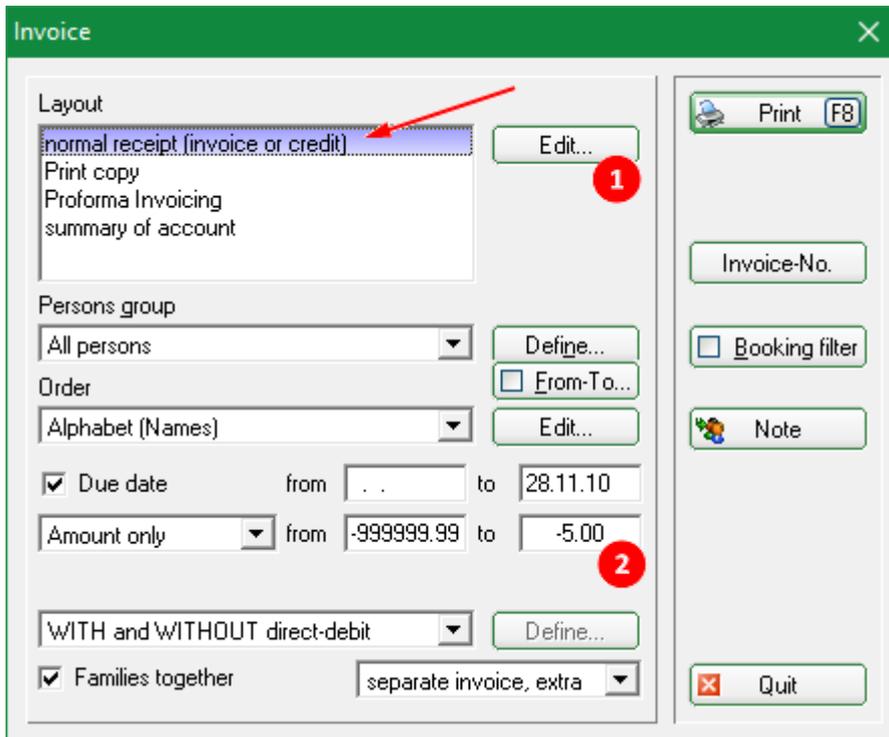
28.10.19	14:35	T	0,00	0,00
			152,60	177,00
			177,00	0,00
			-64,66	-75,00

Navigation and Action Buttons:

- Left arrow, Print icon, Right arrow
- Select fee (F2)
- Edit fee (F7)
- Change
- Reversal (F5)
- Payment
- Print (F8)
- Quit

Print credit notes

The next step is to print the credit notes. Go to **Accounts/Print...Invoices:**



Select **normal receipt (invoice or credit)** with a single click.
Select the layout with **Edit** (1) and set the balance (2) **from -99999.99 to -5.00**.
Finally click **Print**. If you do not want to send the credit notes by mail you can simply launch the print as a print preview on your screen.

Now the sales accounts will contain the credit notes as recorded entries:

Turnover-Account - SALES									
Member, Paul (mepa)			TT						
Information	Date	Time	S	Net	Brutto	OK			
⊕ Rechnung 9 (Storno: 31.12.10 - 60,00)	31.12.10	13:17		0,00	0,00	✓			
⊕ Rechnung 10 (OK)	31.12.10	13:21		0,00	0,00	✓			
OP Transfer in OP 10	31.12.10	13:21	Z		60,00	✓			
bar Barkasse	31.12.10	13:21	Z		-60,00	✓			
⊕ Rechnung 11 (OK)	31.12.10	13:27		0,00	0,00	✓			
⊕ Rechnung 12 (OK)	31.12.10	13:28		8,62	10,00	✓			
bar Barkasse	31.12.10	13:28	Z		-10,00	✓			
⊕ Rechnung 13 (Storno: 31.12.10 - 60,00)	31.12.10	13:28		0,00	0,00	✓			
⊕ Rechnung 14 (OK)	31.12.10	13:28		0,00	0,00	✓			
⊕ Rechnung 15 (OK)	31.12.10	13:33		68,97	80,00	✓			
bar Barkasse	31.12.10	13:33	Z		-80,00	✓			
⊕ Rechnung 16 (OK)	31.12.10	13:36		0,00	0,00	✓			
⊕ Gutschrift 17 (OK)	31.12.10	13:43		-51,72	-60,00	✓			
bar Barkasse	31.12.10	13:43	Z		60,00	✓			
⊕ Gutschrift 18 (OK)	31.12.10	13:47		-51,72	-60,00	✓			
OP Transfer in OP 18	31.12.10	13:47	Z		60,00	✓			
⊕ Rechnung 19 (OK)	31.12.10	14:01		23,28	27,00	✓			
bar Barkasse	31.12.10	14:01	Z		-27,00	✓			
⊕ Rechnung 20 (OK)	31.12.10	14:01		155,17	180,00	✓			
OP Transfer in OP 20	31.12.10	14:01	Z		-180,00	✓			
⊕ Gutschrift 21	31.12.10	15:23		-64,66	-75,00	→			
prom 1 x Gutschrift Proshop	31.12.10	15:20	T	-64,66	-75,00	→			
Rechn.Nr.: 21 - € -75,00				31.12.10	15:23	v	0,00	0,00	→
							87,90	102,00	
							177,00	-75,00	
							0,00	0,00	

Transfer credit notes

In case you are working with an OI (outstanding items) area it is necessary to transfer all credit notes to it.

To do this go to **Accounts/Year end/Copy outstanding invoices to another area**.

Transfer open invoices	
Target account area:	<input type="text" value="OP"/>
Date: from	<input type="text" value="28.10.10"/> to <input type="text" value="28.10.10"/>
Text:	<input type="text" value="Invoice transfer: <NO>"/> <input type="text" value="Inv.:<AREA><NO>"/>
	<input type="button" value="OK"/>
	<input type="button" value="Cancel"/>

 If you have more than one OI area, please make sure you have selected the correct one. Confirm with **OK**.

The balance of the sales accounts will be back to 0.00 € in the cash account area:

Member, Paul (mepa)

TT

Information	Date	Time	S	Net	Brutto	OK
bar Barkasse	31.12.10	13:21	Z	-60,00	-60,00	✓
Rechnung 11 (OK)	31.12.10	13:27		0,00	0,00	✓
ew 1 x Erwachsene Wochentags	31.12.10	13:17	N	51,72	60,00	✓
ew -1 x -> Storno: Erwachsene Wochenta	31.12.10	13:17	N	-51,72	-60,00	✓
Rechnung 12 (OK)	31.12.10	13:28		8,62	10,00	✓
bar Barkasse	31.12.10	13:28	Z	-10,00	-10,00	✓
Rechnung 13 (Storno: 31.12.10 - 60,00)	31.12.10	13:28		0,00	0,00	✓
Rechnung 14 (OK)	31.12.10	13:28		0,00	0,00	✓
Rechnung 15 (OK)	31.12.10	13:33		68,97	80,00	✓
bar Barkasse	31.12.10	13:33	Z	-80,00	-80,00	✓
Rechnung 16 (OK)	31.12.10	13:36		0,00	0,00	✓
Gutschrift 17 (OK)	31.12.10	13:43		-51,72	-60,00	✓
bar Barkasse	31.12.10	13:43	Z	60,00	60,00	✓
Gutschrift 18 (OK)	31.12.10	13:47		-51,72	-60,00	✓
OP Transfer in OP 18	31.12.10	13:47	Z	60,00	60,00	✓
Rechnung 19 (OK)	31.12.10	14:01		23,28	27,00	✓
bar Barkasse	31.12.10	14:01	Z	-27,00	-27,00	✓
Rechnung 20 (OK)	31.12.10	14:01		155,17	180,00	✓
OP Transfer in OP 20	31.12.10	14:01	Z	-180,00	-180,00	✓
Gutschrift 21 (OK)	31.12.10	15:23		-64,66	-75,00	✓
prom 1 x Gutschrift Proshop	31.12.10	15:20	T	-64,66	-75,00	✓
OP Rechnungs-Übertrag: 21	31.12.10	15:20	Z	75,00	75,00	✓
Rech.Nr.: 21 -€ -75,00	31.12.10	15:23	v	0,00	0,00	✓
				87,94	102,00	
				102,00	0,00	
				0,00	0,00	

Navigation icons: back, forward, search, print, refresh.

Select fee (F2)

Edit fee (F7)

Change

Reversal (F5)

Payment

Print (F8)

Quit