Radni dan kase – Povratna naknada

KRATKE UPUTE ZA RAD NA KASI OD POČETKA KUCANJA RAČUNA DO ZAKLJUČKA DANA I ISPISA ZA RAČUNOVODSTVO.

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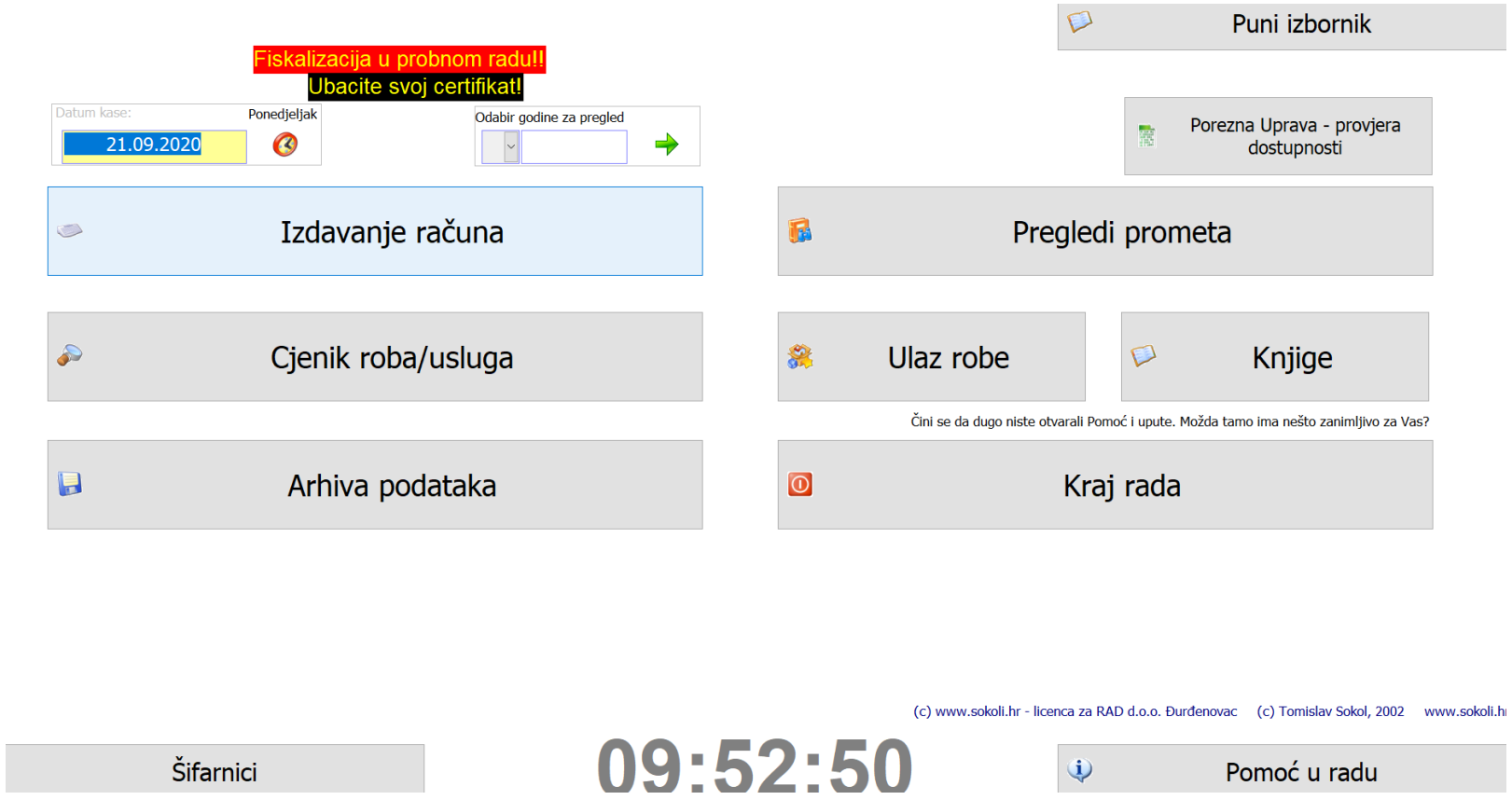
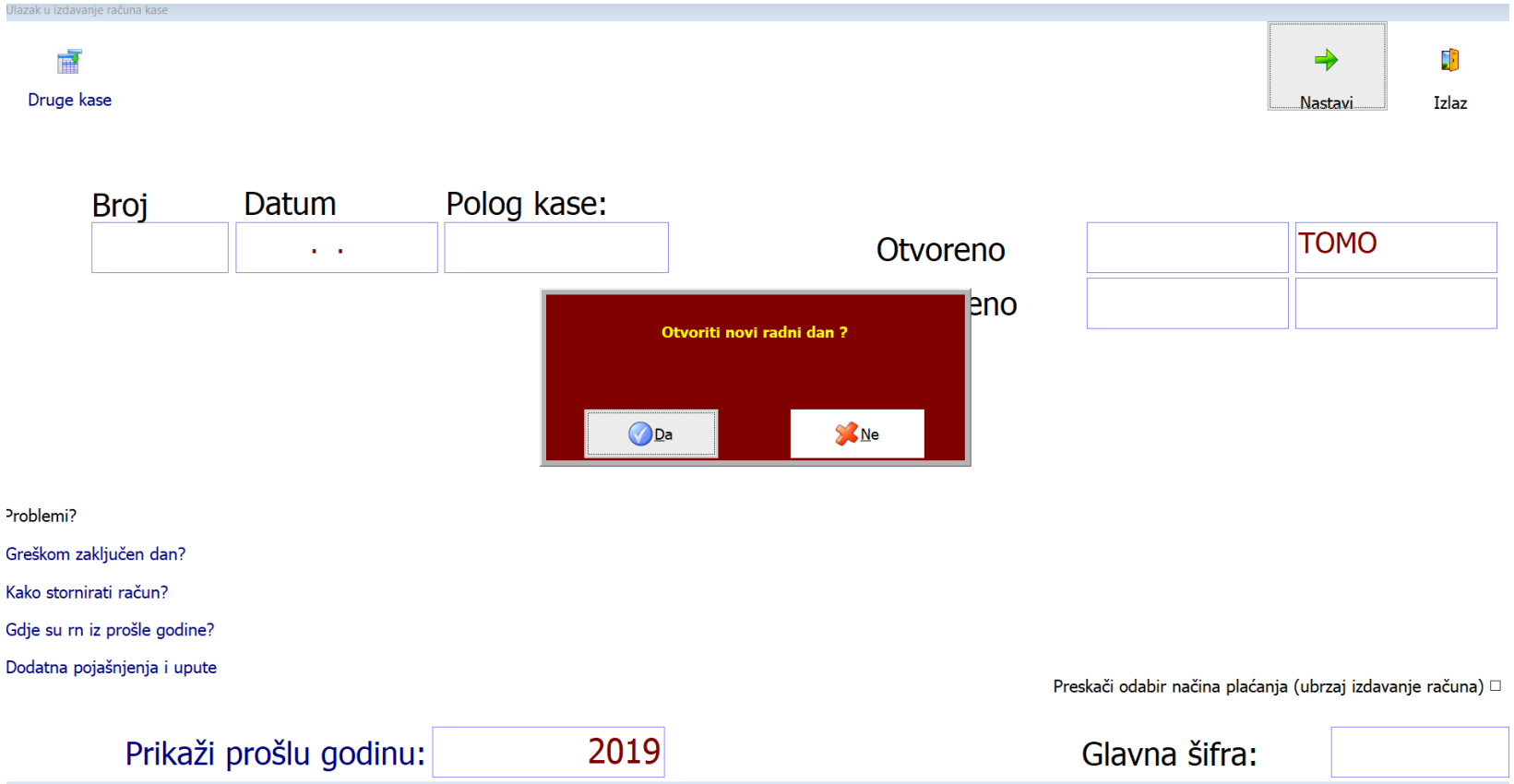
Kliknite Izdavanje računa



Kliknite gore desno Nastavi i potvrdite sa DA



Provjerite datum i unesite polog te stisnite Nastavi gore desno za dalje

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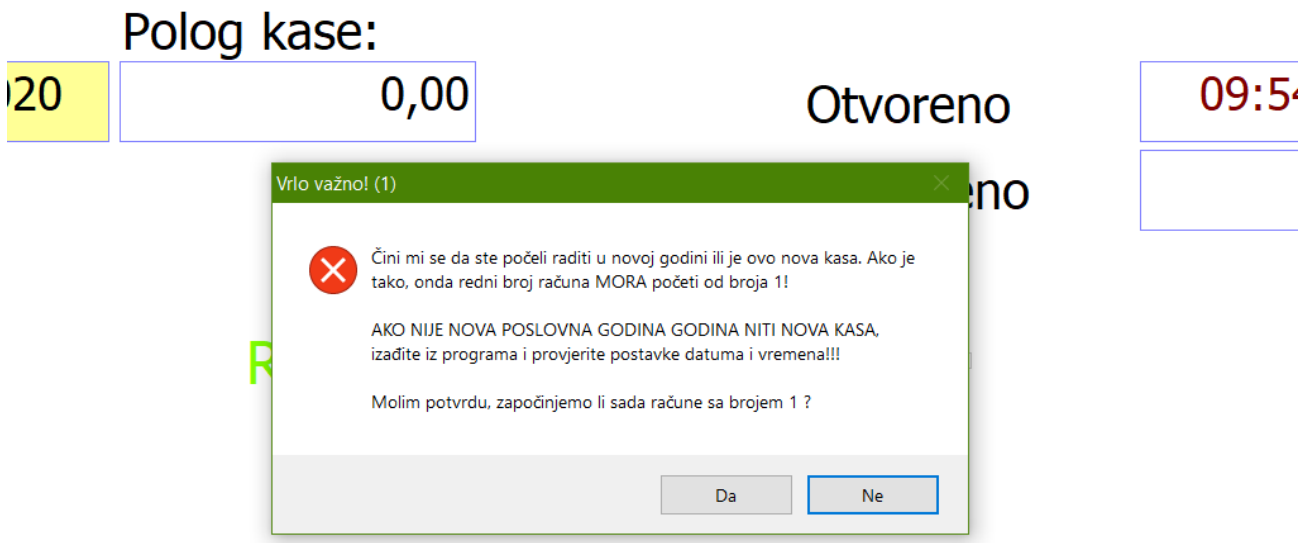
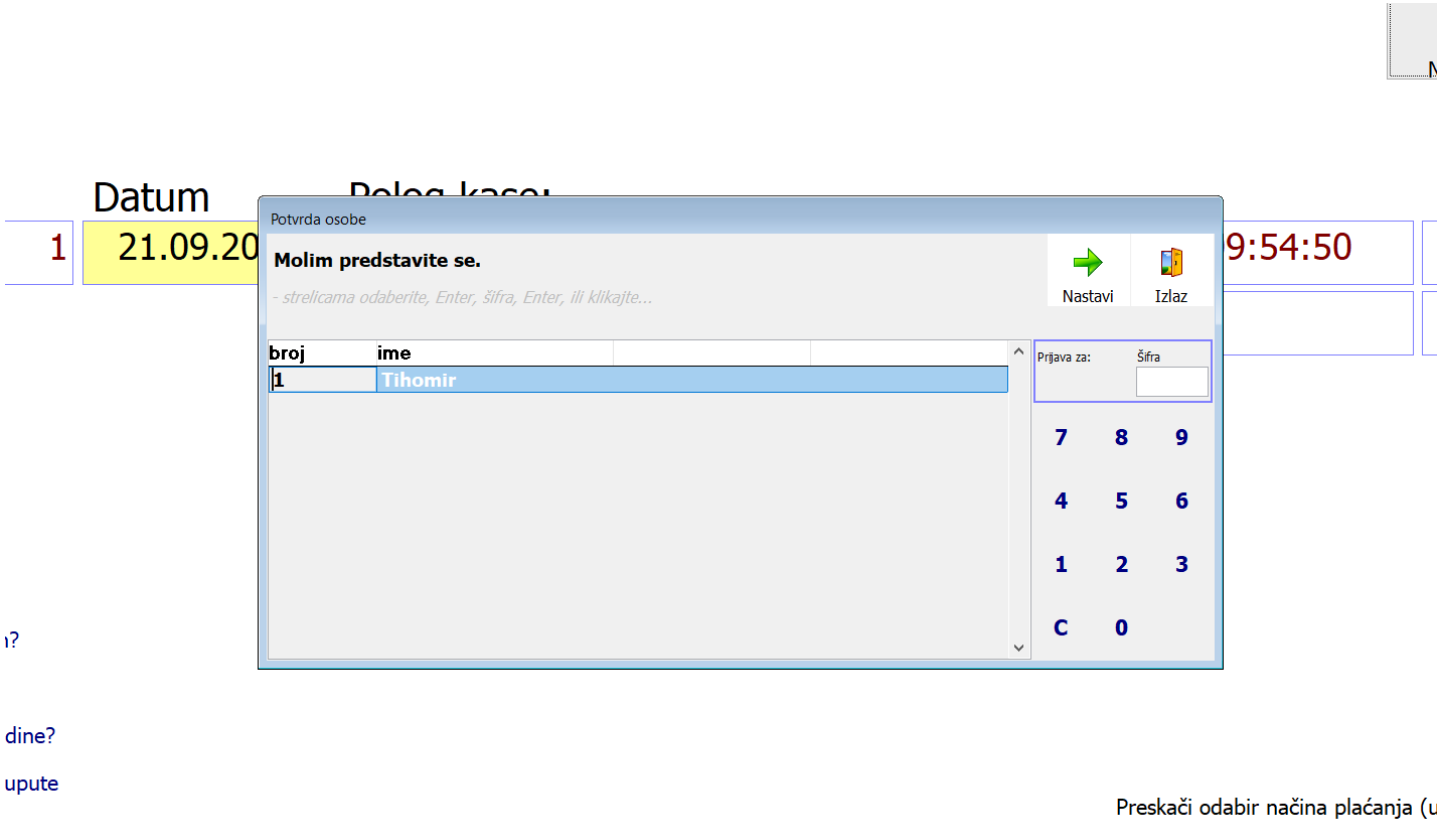
Prvo pokretanje – pročitajte i potvrdite

(ovo je samo kod prvog pokretanja u novoj godini – 2x pita)



Odaberite red sa Vašim imenom (ako ima više imena) i stisnite svoju šifru. Ako se zabunite, imate tipku C za poništavanje. Kada ste gotovi, stisnite Nastavi…



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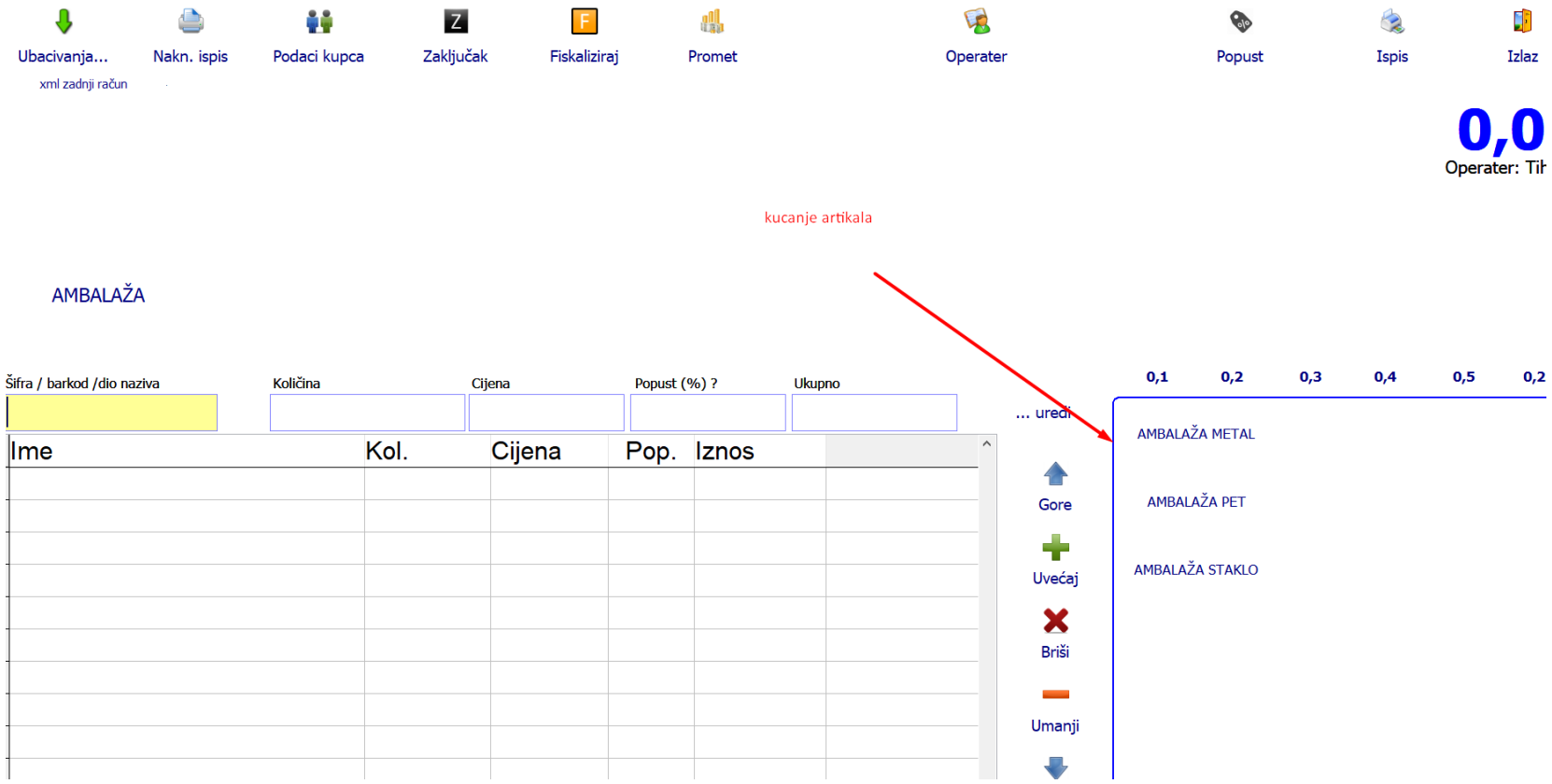
Odaberite željeni artikl (kliknite)



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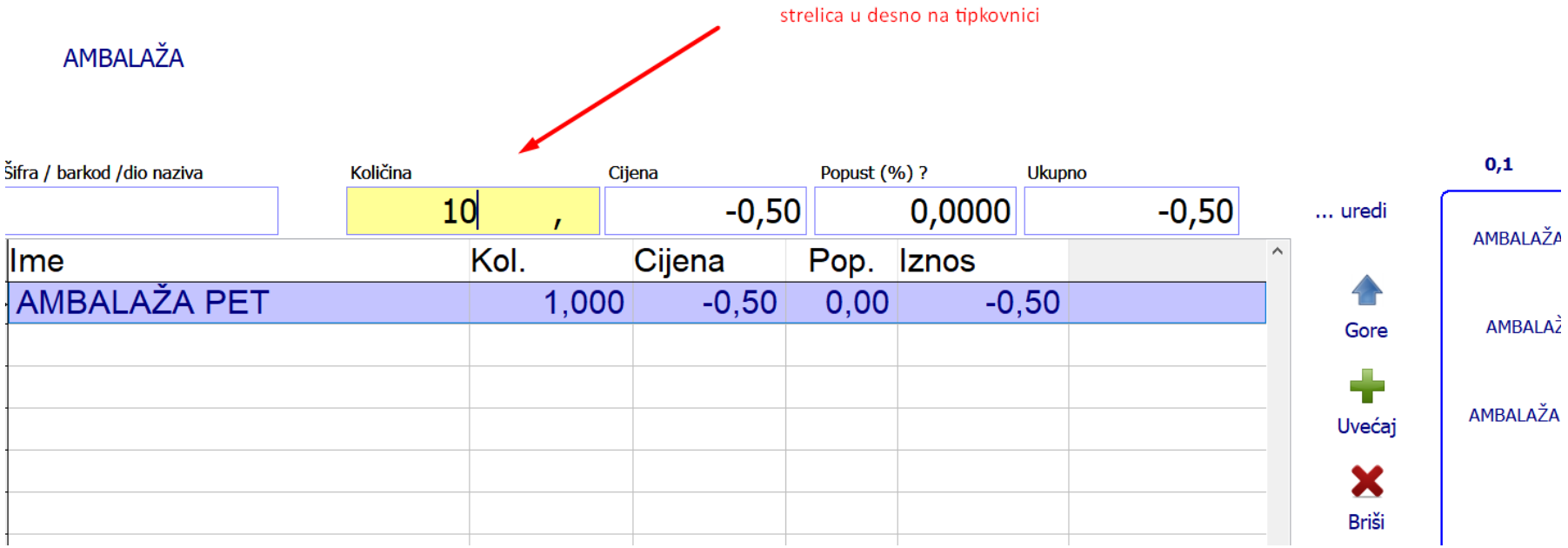
Strelica u desno na količinu, otkucajte količinu i stisnite Enter



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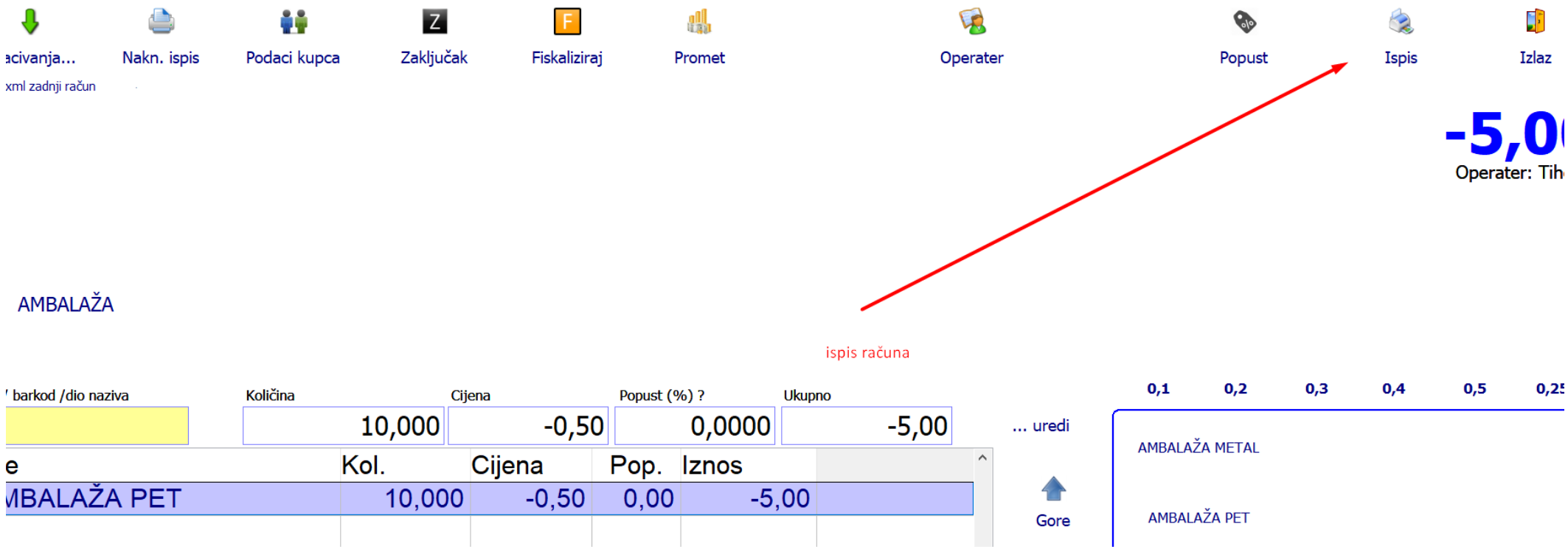
Vidljivo je desno koliko je novca za povrat (-5 kn), stisnite Ispis za kraj



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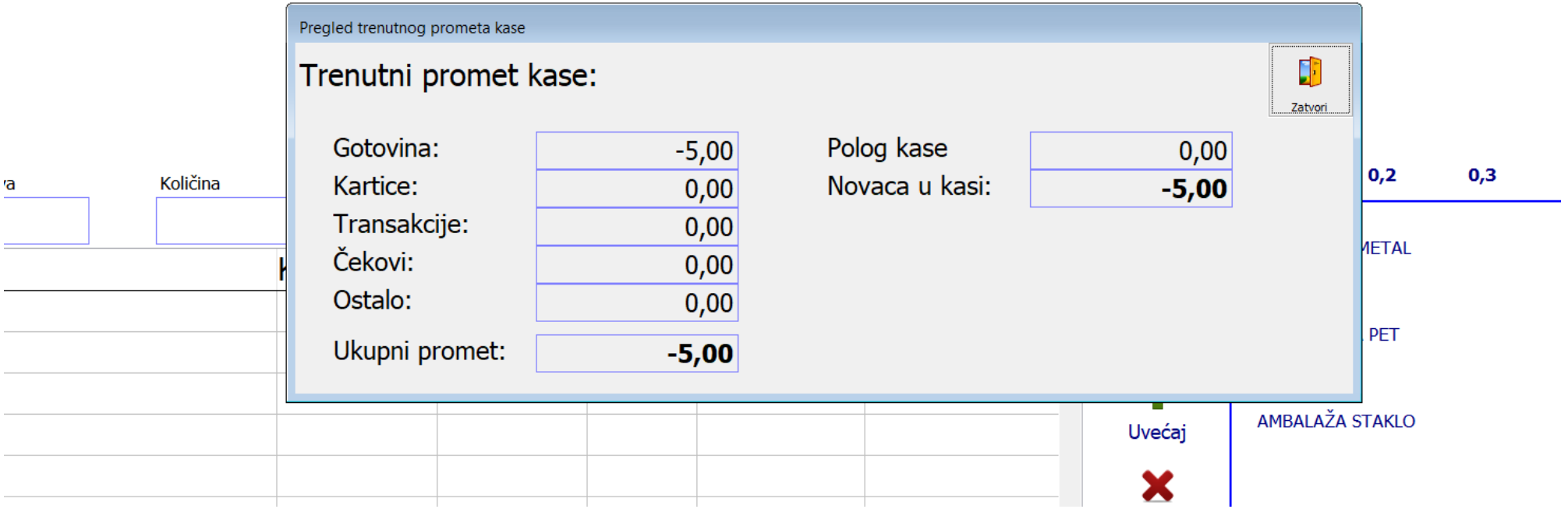
Pregled novca – tipka Promet



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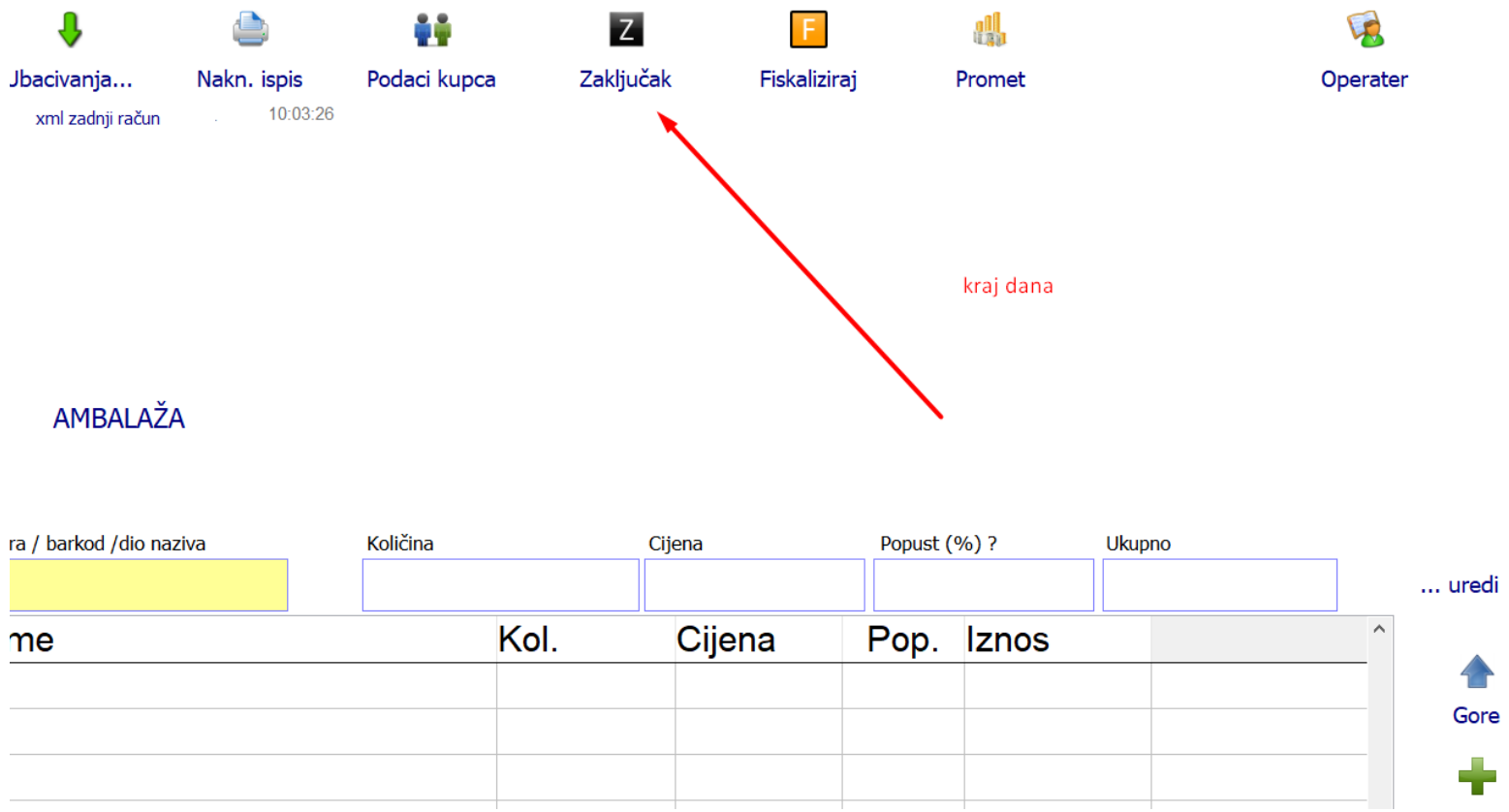
Kraj dana – stisnite Zaključak (nakon ovoga nema više kucanja do sutra)



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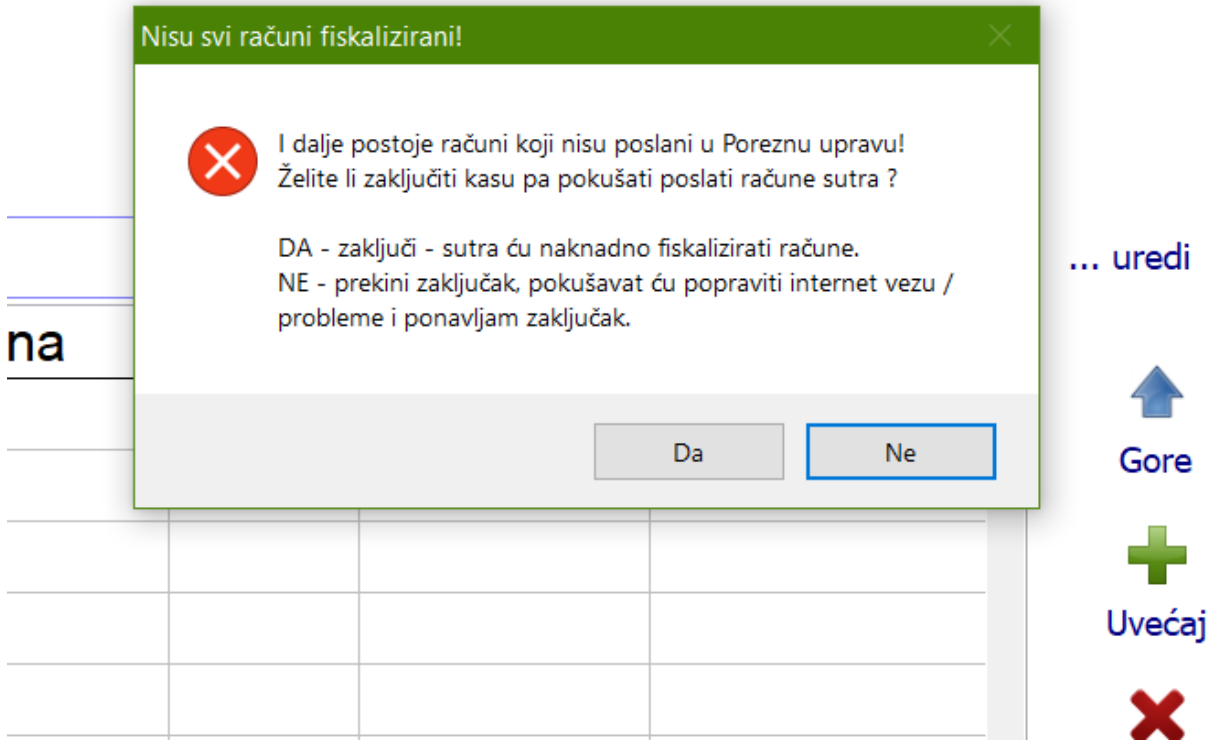
Zaključak kase – ako ima nefiskaliziranih računa pojaviti će se ovo – odaberite…



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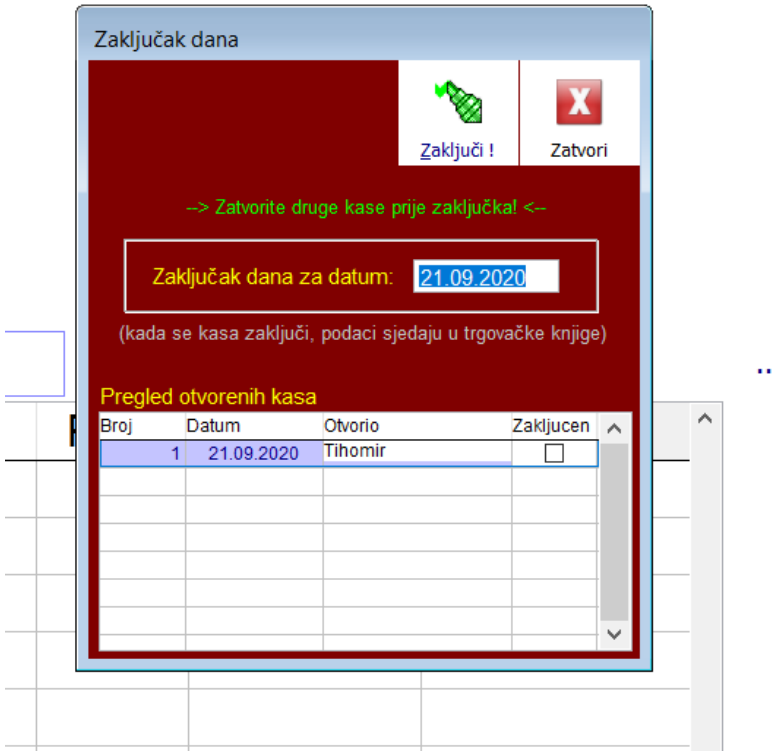
Zaključak kase – potvrdite na tipku Zaključi



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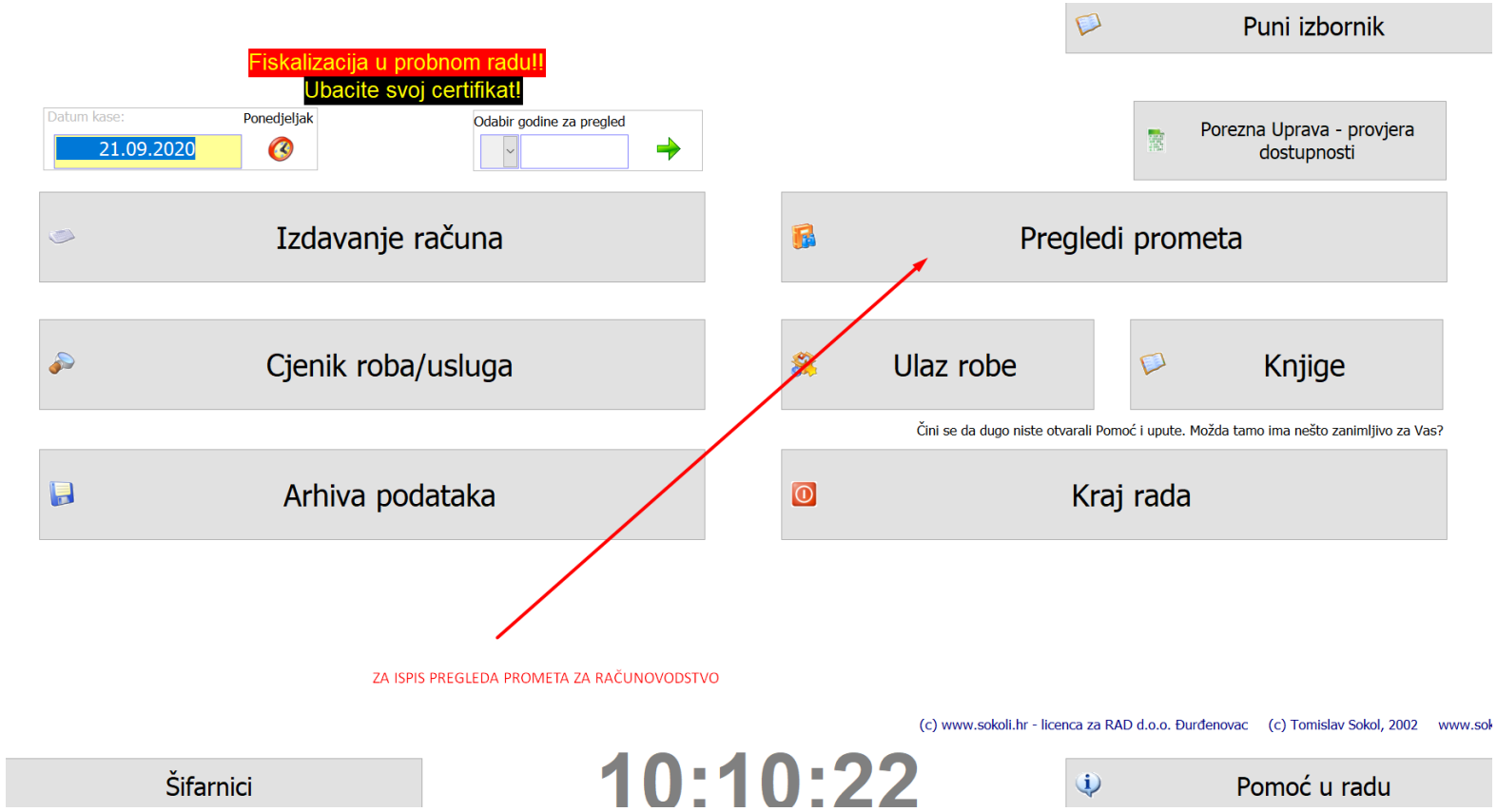
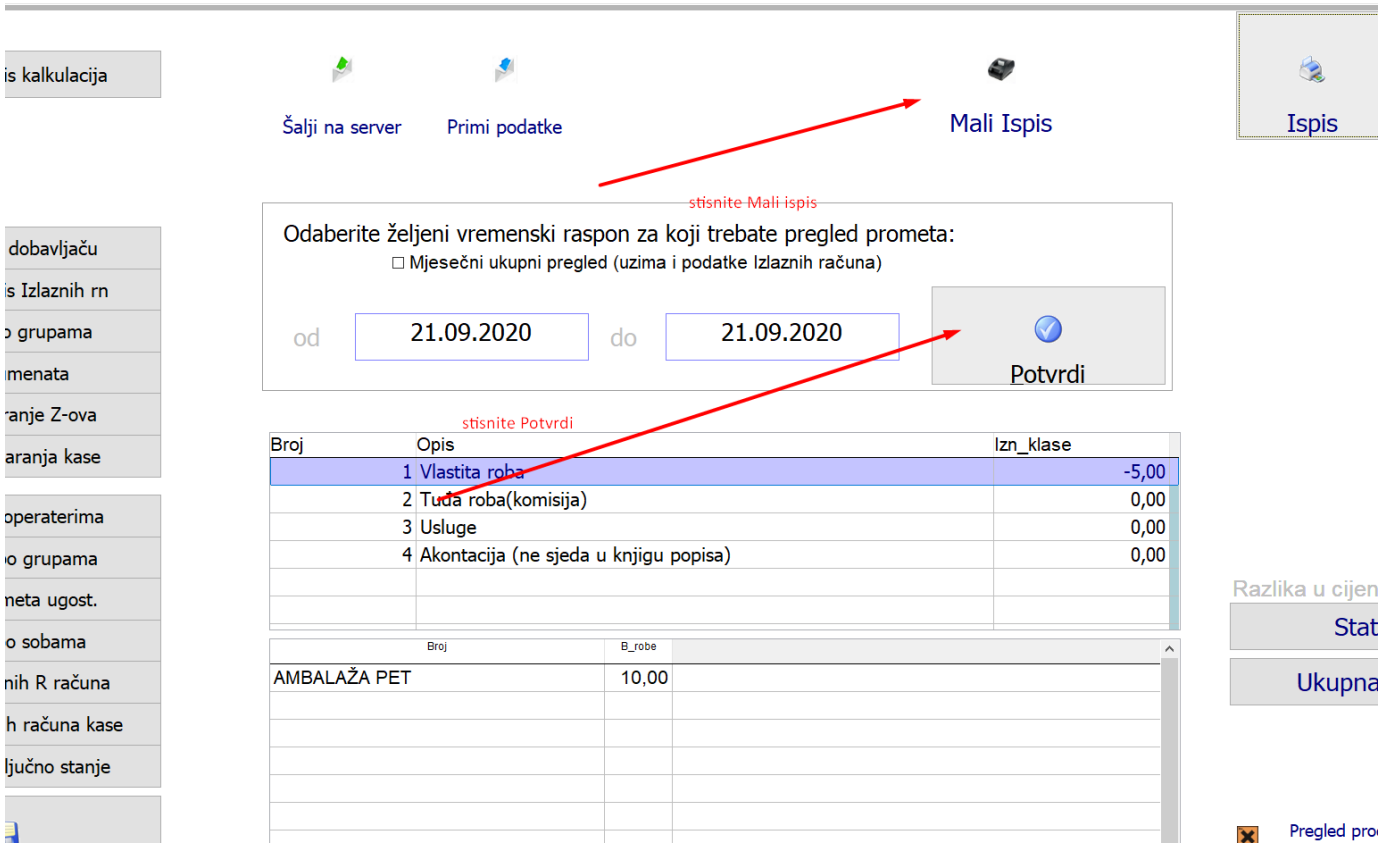
Ispis prometa za računovodstvo Stisnite Pregled Prometa



Stisnite Potvrdi, Mali ispis, Na papir, Izlaz.

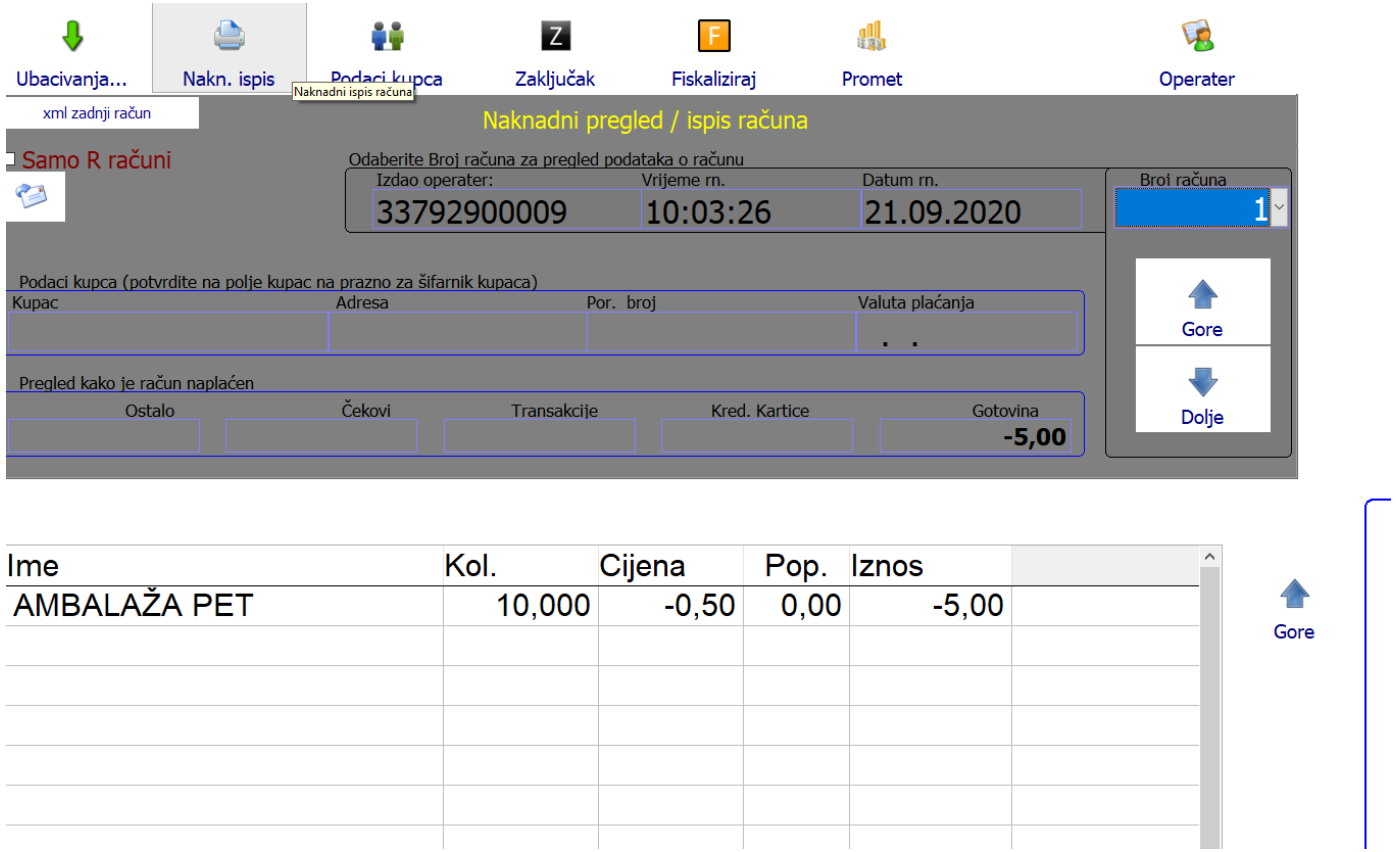
Po potrebi prije Potvrdi ažurirajte datume.



(C) 2020 SOKOL INFO, WWW.SOKOLI.HR

Naknadni ispis računa

Odaberete tipku Naknadni ispis i sa strelicama Gore-Dolje pronađite račun. Nakon toga stisnete Ispis. Za kraj opet stisnete tipku Naknadni ispis – da se ugasi.



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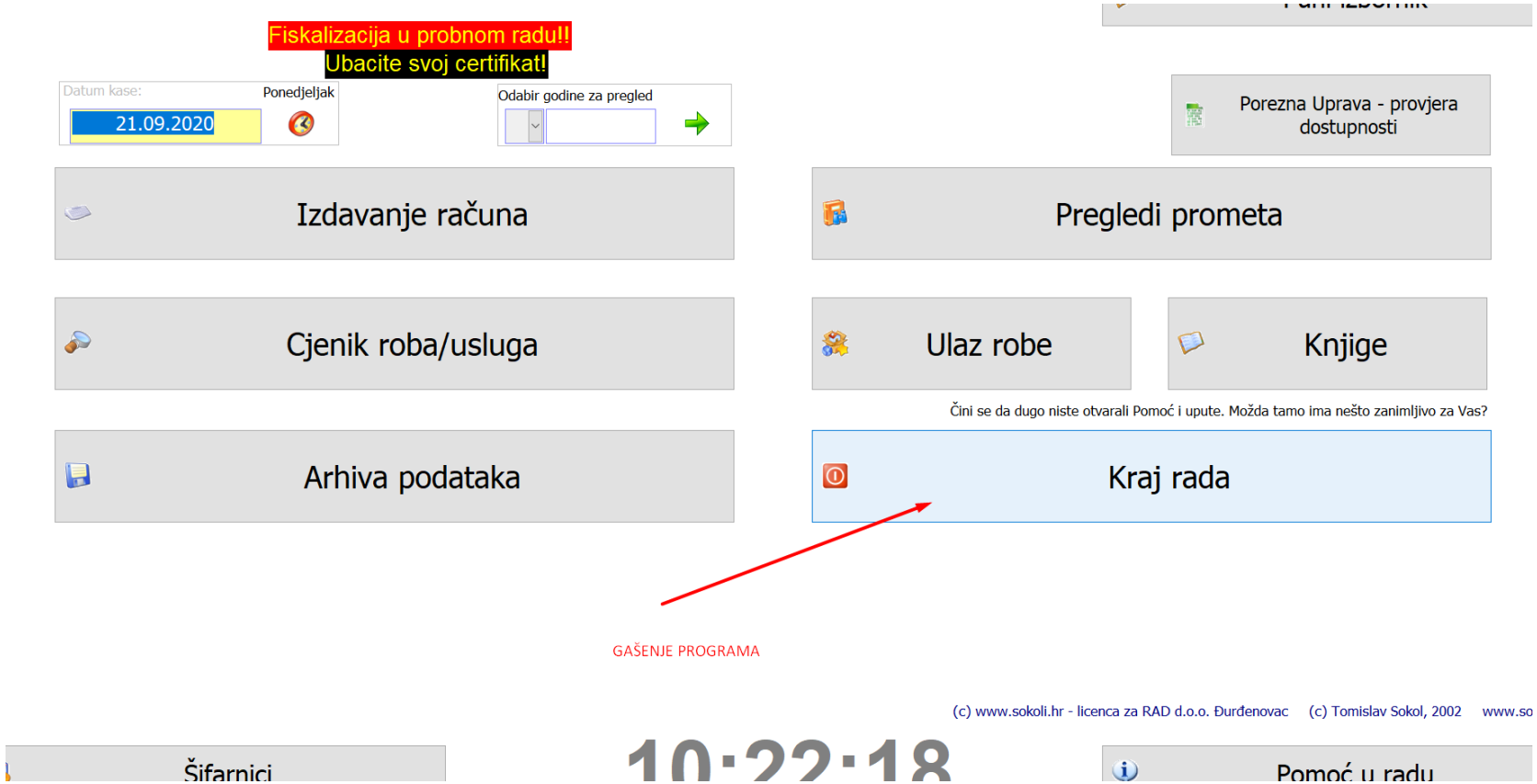
Gašenje programa – stisnite Kraj rada