

## Topic: Pegasus Kasse

Dear All

We are going to simplify the Pegasus Sales to make it easier for you to fill out the excel sheet. The commission DHS receives after the different payments is the same, it does not matter what you charge. For this reason the different type of charges are removed and with immediate effect we are differentiating cash and credit card payments only.

Steps for a standard sales registration – example is today's sales with yesterday's change left in the cash box.

PC	Ancillary Revenue		Ticketing		Pax	Kasse	Tresor	
	Cash	Cr.Card	Cash	Cr.Card	Board	IST	Pegasus	
	without agents							
24. Mai	N/A	N/A	N/A	N/A	N/A	26,43 €	N/A	

Yesterday the evening shift left 26,43€ change for today. Note here: please leave more change in the cash box, so the agents have enough money with them to change.

The small silver box is going to be used for change only:

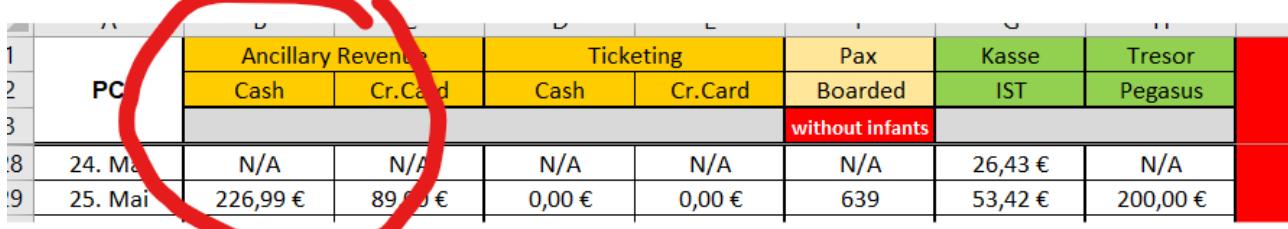


### Step 1

You check in DCS what the total cash collected during day is, and you register this amount in the excel sheet as follows:



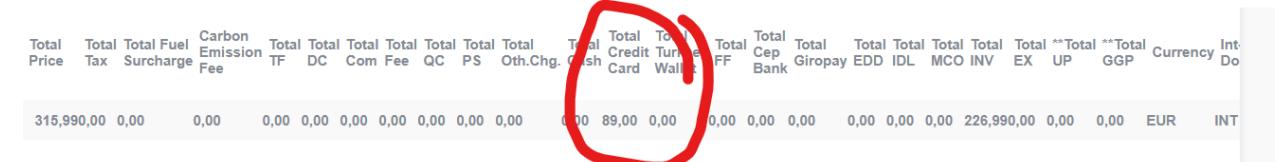
Total Price	Total Tax	Total Fuel Surcharge	Carbon Emission Fee	Total TF	Total DC	Total Com Fee	Total QC	Total PS	Total Oth.Chg.	Total Cash	Total Credit Card	Total Turkcell Wallet	Total FF	Total Cep Bank	Total Giropay	Total EDD	Total IDL	Total MCO INV	Total EX UP	Total P	**Total GGP	Currency	Int.
315,990,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	89,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	226,990,00	0,00	EUR	INT



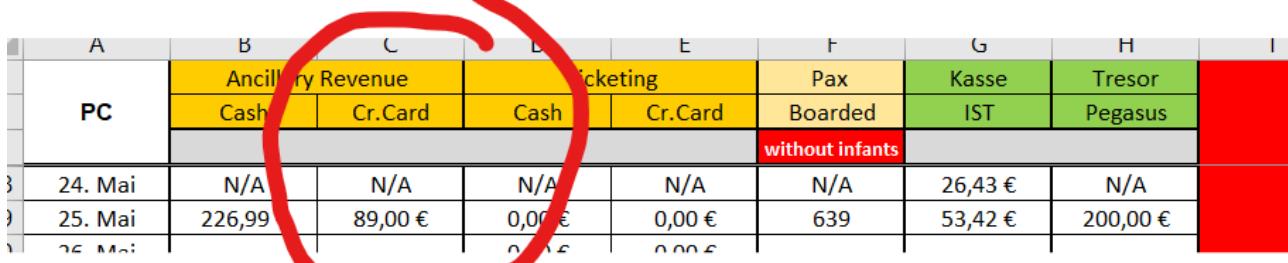
PC	Ancillary Revenue		Ticketing		Pax		Kasse		Tresor		without infants	
	Cash	Cr.Card	Cash	Cr.Card	Boarded	IST	Pegasus					
	24. Mai	N/A	N/A	N/A	N/A	N/A	26,43 €	N/A				
	25. Mai	226,99 €	89,00 €	0,00 €	0,00 €	639	53,42 €	200,00 €				

### Step 2

You do the same with the credit card payments:



Total Price	Total Tax	Total Fuel Surcharge	Carbon Emission Fee	Total TF	Total DC	Total Com Fee	Total QC	Total PS	Total Oth.Chg.	Total Cash	Total Credit Card	Total Turkcell Wallet	Total FF	Total Cep Bank	Total Giropay	Total EDD	Total IDL	Total MCO INV	Total EX UP	Total P	**Total GGP	Currency	Int.
315,990,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	89,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	226,990,00	0,00	EUR	INT



PC	Ancillary Revenue		Ticketing		Pax		Kasse		Tresor		without infants	
	Cash	Cr.Card	Cash	Cr.Card	Boarded	IST	Pegasus					
	24. Mai	N/A	N/A	N/A	N/A	N/A	26,43 €	N/A				
	25. Mai	226,99	89,00 €	0,00 €	0,00 €	639	53,42 €	200,00 €				

### Step 3

Register the total boarded PAX figures. Note: infants do not count!

PC	Ancillary Revenue		Ticketing		Pax	Kasse	Tresor	I
	Cash	Cr.Card	Cash	Cr.Card				
			Boarded	IST				
24. Mai	N/A	N/A	N/A	N/A	N/A	26,43 €	N/A	
25. Mai	226,99 €	89,00 €	0,00 €	0,00 €	639	53,42 €	200,00 €	
26. Mai	0,00 €	0,00 €	0,00 €	0,00 €				

### Step 4

Prepare the money that you will put into the safe and register it in the excel sheet. Note: no coins!

PC	Ancillary Revenue		Ticketing		Pax	Kasse	Tresor	I
	Cash	Cr.Card	Cash	Cr.Card				
			Boarded	IST				
24. Mai	N/A	N/A	N/A	N/A	N/A	26,43 €	N/A	
25. Mai	226,99 €	89,00 €	0,00 €	0,00 €	639	53,42 €	200,00 €	
26. Mai	0,00 €	0,00 €	0,00 €	0,00 €				

### Step 5

Count the money you leave in the silver box as change for the following day and register it in the excel.

PC	Ancillary Revenue		Ticketing		Pax	Kasse	Tresor	I
	Cash	Cr.Card	Cash	Cr.Card				
			Boarded	IST				
24. Mai	N/A	N/A	N/A	N/A	N/A	26,43 €	N/A	
25. Mai	226,99 €	89,00 €	0,00 €	0,00 €	639	53,42 €	200,00 €	
26. Mai	0,00 €	0,00 €	0,00 €	0,00 €				

Once these steps are done, the excel sheet will auto calculate the right side of the spreadsheet. Please do not touch the right side, otherwise the calculation will no longer be correct. They are set up in a way, that they are linked to each other:

PC	Ancillary Revenue		Ticketing		Pax	Kasse	Tresor	I	*Sum*	Average	Target	Diff +/-	Total Cash collected	Kasse Soll	Kasse Differenz	Q
	Cash	Cr. Card	Cash	Cr. Card												
	without infants								DO NOT TOUCH THIS AREA							
8 24. Mai	N/A	N/A	N/A	N/A	N/A	26,43 €	N/A		0,00 €	#WERT!	5,00 €	#WERT!	#WERT!	#WERT!	#WERT!	
9 25. Mai	226,99 €	89,00 €	0,00 €	0,00 €	639	53,42 €	200,00 €		315,99 €	0,49450704	5,00 €	-4,51 €	226,99 €	53,42 €	0,00 €	
0 26. Mai			0,00 €	0,00 €					0,00 €	#DIV/0!	5,00 €	#DIV/0!	0,00 €	53,42 €	-53,42 €	
1 27. Mai			0,00 €	0,00 €					0,00 €	#DIV/0!	5,00 €	#DIV/0!	0,00 €	0,00 €	0,00 €	
2 28. Mai			0,00 €	0,00 €					0,00 €	#DIV/0!	5,00 €	#DIV/0!	0,00 €	0,00 €	0,00 €	
3 29. Mai			0,00 €	0,00 €					0,00 €	#DIV/0!	5,00 €	#DIV/0!	0,00 €	0,00 €	0,00 €	
4 30. Mai			0,00 €	0,00 €					0,00 €	#DIV/0!	5,00 €	#DIV/0!	0,00 €	0,00 €	0,00 €	
5 31. Mai			0,00 €	0,00 €					0,00 €	#DIV/0!	5,00 €	#DIV/0!	0,00 €	0,00 €	0,00 €	
6									315,99 €							
7 Total	226,99 €	89,00 €	0,00 €	0,00 €	639,00 €	79,85 €	200,00 €									
8																

On today's example:

We had 26,43€ from yesterday.

We had 226,99€ cash collected during the day, so at the day we should have 26,43€+226,99€=253,42€.

200€ was put into the safe, and 53,42€ is in the silver box as change for tomorrow. 200€+53,42€=253,42€. So at the end of the day the 'Kasse Differenz' is 0€.

Pegasus Sales is done!

I	J	K	L	M	N	O	P	Q
	*Sum*	Average	Target	Diff +/-	Total Cash collected	Kasse	Kasse	
	per Pax					Soll	Differenz	
DO NOT TOUCH THIS AREA								
	0,00 €	#WERT!	5,00 €	#WERT!	#WERT!	#WERT!	#WERT!	
	315,99 €	0,49450704	5,00 €	-4,51 €	226,99 €	53,42 €	0,00 €	

### !!! IMPORTANT!!!

Should the 'Kasse Differenz' be more or less then 0, payments needs to be checked and compared to the detailed sales list printed from DCS to find the mistake!

If it is positive amount, either something was not charged in the system but cash was collected, or we have tip. If it is tip, please take it out, and place it at its designated place. That money will come well, when cash is missing!

If it is a negative amount, cash is missing.

In term of filing the printed list, invoices, bp, etc. nothing changed! Marion needs those documents the way they currently are, but the registration of the sales in the excel sheet will be easier with this process.

Thank You!

Norbert