

How to check your invoice ?

SECUTIX uses an automatic system to invoice their clients. You may want to cross check these invoices, using the reporting system of S-360. This document aims at giving you the information needed to create the appropriate report, based on your sometimes specific invoicing rules.

Apart from fixed license fees, you may have fees per ticket / item / payment transaction / marketing email. We will break down these cases and direct you at the correct reporting.

In order to efficiently use the information below, you will need to be at ease with our reporting system (eg, be able to modify a basic report). While waiting for the upcoming [S-Academy](#) course on reporting, you may want to check [this reporting introduction](#).

Checking item or ticket numbers

An item is the unit of invoicing. Anything that can be sold on S-360 is an item (event ticket, visit pass, membership, merchandise, ...). There are some special cases:

- Packages and season tickets are not counted, but their content is. So a package or season ticket with 10 performances in it will be counted as 10 items.
- For Group Visit passes, items are the number of participants. So a group visit ticket for 12 people is 12 items.

You may have special rules on which types of sales channels are counted or not, or have different fees for online sales (including external resellers) and on-site sales (box-office, back-office), so you will have to group your report accordingly.

Creating your report

Start with a "Product Revenue" type of report, and modify it to display as columns:

- Sold T: Total number of sold tickets (do not use "Net sold T", because the items count the sold ticket even if they are later cancelled)
- Sold P: Number of paid sold tickets (if you need to separate complimentary from paid tickets)
- Sold C: Number of complimentary sold tickets (if you need to separate complimentary from paid tickets)
- Nb of part. - Net sold C / P / T: Net number of complimentary / paid / total participants in group visit (see the section below about participants if you use group visits)

You can use grouping criterions to get a breakdown of these numbers by whatever makes sense for your invoicing, like "Sales channel", "Product Family", ... For example, use "Net unit price" as a grouping criterion if you need to breakdown by price.

Then, filter based on your invoicing conditions:

- Put a filter on **order date** for the time period of the invoice.
- Do not filter on **season**, but ensure the filter is on "All", as you never know if an old product could have been sold.
- Filter on **product family**. Specifically, exclude packages and seasons tickets (as they are not invoiced, but their content is).
- Filter on **Origin. sales channel** to take into account the sales channel where the file has been created.
- Ensure that
 - **Include receipts of product from other organisations = yes**
 - **Advantage = Both sales done inside and outside an advantage**
 - **Composed product = Display both sales done inside or outside a composed product** (to be sure to include the content of packages and season tickets)
 - **Include receipts from other organisations = no**

About participants of group visits

SECUTIX invoices participants of group visit tickets, including as usual the ones of tickets that have been cancelled. In the report above, you can get the number of participants for sold group visits, but not for the ones that have been cancelled. Because of this, you may see a bigger number of items invoiced than what you find in this report, depending on how many cancellations of group tickets have happened in the period.

If you have other UOM here is the table with the report we advise you to use

UOM Name	Report
CSDFCancellationInsuranceRevenue	List of sales with cancelling insurance by default the last column is the amount of the cancelling insurance 11.03.24 - 11.03.24 - 11.03.24 Season Season 1 Season 2 Season 3 Select a season Prod. Family All Product type All Activity All Product date - Product All Item All Performance All Purchase order date 01-01-2024 - 11-03-2024 FILE NUMBER ORDER CONTACT ID ORDER CONTACT ORDER CONTACT EMAIL ORDER CONTACT TELEPHONE CONTACT ADDRESS ZIP CODE TOWN COUNTRY ORDER CONTACT STRUCTURE PURCHASE ORDER DATE PRODUCT ITEM GROSS UNIT PRICE CURRENCY QUANTITY GROSS CURE AMOUNT INSURANCE PREMIUM AMT (INCL. VAT)

CSDFOtherBoxOffi
ce

List of sales "historique des ventes d'une filière" with a filter on the sales channel (origin one) and selected only the backoffice saleschannel in the filter

☆ *Historique des ventes d'une filière*

Origin <<

Sales channel *

Box Office	Back Office
Box office at Automatic space	
Customized Ticketshop	
FR_Groupes B2B - Palais de la F	
FR_Individual B2C - Palais de la I	
Individual B2C - RGAA Compliant	

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Miscellaneous <<

Order start date 01/03/2024  Order end date 11/03/2024 

CSDFOtherOnline

List of sales "historique des ventes d'une filière" with a filter on the sales channel (origin one) and selected only the internet sales channels (not pic one) in the filter.

CSDFTicketBoxOffi
ce

List of sales "historique des ventes d'une filière" with a filter on the sales channel (origin one) and selected only the boxoffice saleschannel in the filter and filter on the product family selecting only event and competition.

Historique des ventes d#039;une fili#0008re (CMOSA) - Mozilla Firefox

https://cmosa-demo-pos.secubitx.com/fnbi/viewer/report/editEQBReport.htm?action=execute&generateUrl=https% 90 %

Historique des ventes d#039;une fili#0008re

Product
*Prod Family **

Donation
Experience voucher
Financial vouchers
Goods
Membership
Open pass
Package

Event

Origin
*Sales channel **

Back Office
Box office at Automatic space
Customized Ticketshop
FR_Groupes E2B - Palais de la F
FR_Individual E2C - Palais de la
Individual R2C - ROMA Campus
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Box Office

Miscellaneous

Order start date

Order end date

Last data refresh: 11/03/2024 19h35

GENERATE

DTPaymentTransac
tion

List of payment with the filter on sales channel including only internet sales channel and backoffice saleschannel if the moto payment is used,

method of payment bank card and Payments state Paid.

Liste des règlements

Origin

Sales channel *	Operator *	Payment state *	Payment method *
Back Office Box Office Box office at Automatic space Customized Ticketshop FR_Groupes B2B - Palais de la F FR_Individual B2C - Palais de la F	AMALRIC Eric (ERIC) ANDREWS Franck (FRANCK) ARIAS JULIEN (JULIEN) AUTO AUTO (STX_AUTO) BAZIN Nadine (NADINE) BENJAMIN FALL (FALL)	Authorized Waiting Waiting for manual validation	Bank transfer Bank withdrawal Cash Check Credit note External payment

Reference start date: 01/03/2024 Reference end date: 11/03/2024

GeneralTicket

List of sales "historique des ventes d'une filière" with a filter on the product family visit pass and the product type group visit and on the tariff excluding free tariff.

Historique des ventes d'une fili re (CMOSA) - Mozilla Firefox

https://cmsa.demo-pos.secutix.com/tmbi/viewer/report/editEQBReport.htm?action=execute&generateUrl=https% 90 %

Historique des ventes d'une fili re

Product
 Prod. Family *

Donation
 Event
 Experience voucher
 Financial vouchers
 Goods
 Membership
 Open pass

Visit pass

Product type *

None
 Free Individual Visits
 Free Individual Visits
 Free Individual Visits
 School Visits
 School Visits
 Visits Themes

Group Visits
 Group Visits

Origin
 Sales channel *

Back Office
 Box Office
 Box office at Automatic space
 Customized Ticketshop
 FR_Groupes B2C - Palais de la F
 FR_Individual B2C - Palais de la F

All

Miscellaneous

Order start date
 Order end date
 Tarif *

Free invited > Invited
 Free invited > Invited
 Member contact > Members
 Member contact > Members
 Member contact > Members
 Member contact > Membership c

All

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GENERATE

SeasonTicket

List of ticket filtered with the product family season ticket and printing state controlled and printed and do not forget to add the amount in the columns of the report definition.

SeasonTicketValid

List of ticket filtered with the product family season ticket and with the ticket validity valid and do not forget to add the amount in the columns of the report definition.

SeasonTicketWithoutBoxAndBackOffice	List of ticket filtered with the product family season ticket and printing state controlled and printed and do not forget to add the amount in the columns of the report definition and with a sales channel filter excluding boxoffice and backoffice sales channel.
TBAMembership	List of sales "historique des ventes d'une filière" with a filter on the product family membership.
TBAPackage	List of sales "historique des ventes d'une filière" with a filter on the product family membership.on the product family package and season ticket.
TBATicketBoxOffice	List of sales "historique des ventes d'une filière" with a filter on the sales channel excluding internet and realtime interface.
TBATicketControlled	List of ticket filtered with validity date and printing state controlled as filter and do not forget to add the amount in the columns of the report definition.
TBATicketOnline	List of sales "historique des ventes d'une filière" with a filter on the product family event, service, membership, donation, visit pass, open pass, timeslot pass with no filter on the sale channel.
AZPaymentTransaction	List of payment with the filter on sales channel including only internet sales channel and backoffice saleschannel if the moto payment is used, method of payment bank card and Payments state Paid.
PaymentTransaction	List of payment with the filter on sales channel including only internet sales channel and backoffice saleschannel if the moto payment is used, method of payment bank card and Payments state Paid.