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:

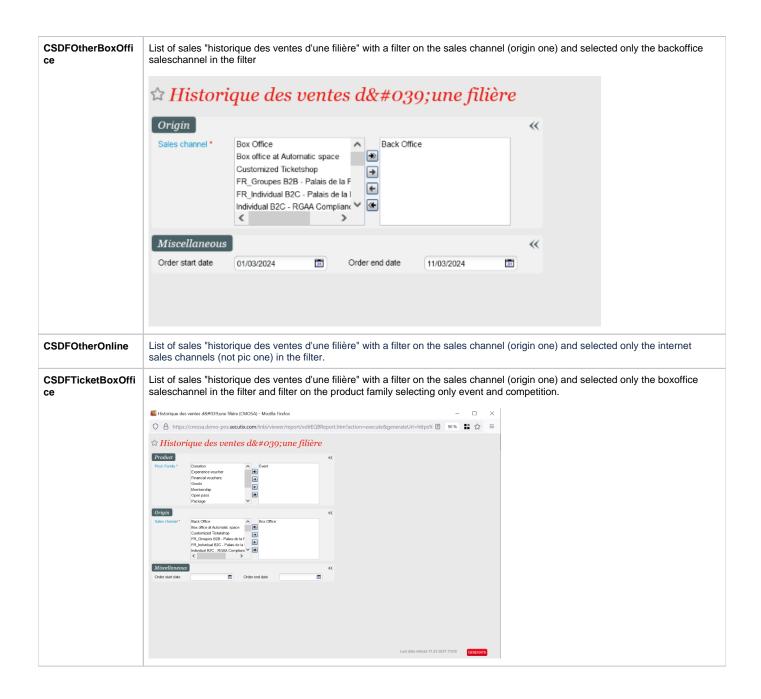
- Put a filter on **order date** for the time period of the invoice.
- Do not filter on season, but ensure the filter is on "All", as you never know if an old product could have been sold.
- Filter on product family. Specifically, exclude packages and seasons tickets (as they are not invoiced, but their 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)
 - o Include receipts from other organisations = no

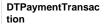
About participants of group visits

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

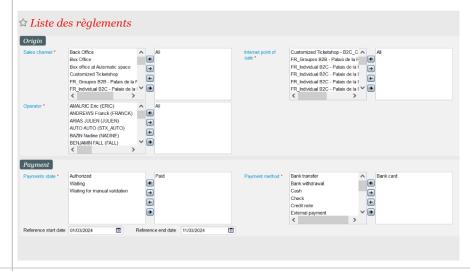
UOM Name	Report				
CSDFCancellationI nsuranceRevenue	List of sales with cancelling insurance by default the last column is the amount of the cancelling insurance				
	Season	Season 1,Season 2,Season 3	Product	Al	
	Prod. Family	Al State a capt	Item	Al	
	Product type	Al	Performance	All	
	Activity	Al	Purchase order dat	e 01-01-2024 - 11-03-2024	
	Product date				
	FILE NUMBER C	ORDER CONTACT CONTACT CONTACT CONTACT TELE	IDER CONTACT TACT ADDRESS	ZIP CODE TOWN COUNTRY CONTACT STRUCTURE	PORICHASE ORISE PRODUCT THIN GRACES CURRENT GROSS CIRRY PREMISE AND ANY ORIGINAL PRODUCT PREMISE ANY ORIGINAL PRODUCT





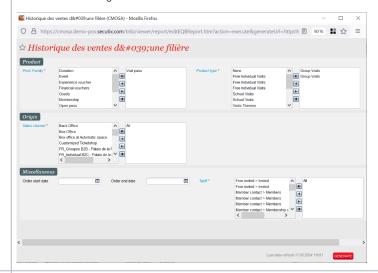
List of payment with the filter on sales channel including only internet sales channel and backoffice saleschannel if the moto payment is used,

method of payment bank card and Payments state Paid.



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.



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.

SeasonTicketWitho utBoxAndBackOffi

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.



method of payment bank card and Payments state Paid.

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