

# Cash desk closure

## Closure with an operator

The basic assumption in SecuTix is that the box office operator is in the position of a debtor. When closing the cash register, the system expects the entire content of the cash register to be entered and compares this with the bookings made.

As soon as no data is entered in the menu below, the cash desk will be closed with an "Error" status and all the incomes will be displayed as wrong amounts.

**With Identification**

Without Identification

With Cash

Tickets Cancelled

Intermediate Withdrawal

Summary

Validation

Along with the taking from all payment methods, the system expects:

- Vouchers
- Canceled tickets
- Cash withdrawals

## Reports previous to the closure

You can generate a temporary report at any time before closing the cash desk:

**Sales**

- Advantages
- Carts**
  - Sales - reservation
  - Exchange - cancellation
  - Option
- Files**
  - File detail
  - Suspended files
  - File list
    - Attendance per performance
    - Seat map
    - Calendar
- Tickets**
  - Ticket list
  - Tickets on resale
  - On-site support
- Accounts**
  - Pending account
  - Credit balance
  - Deposits
  - Bank agreement
  - Invoices
  - Payments
  - Installments
  - Cash desks**

**★ Cash Desks**

**Cash desk closure** **GENERATE** **VERIFY CASH DESK**

OPENING DATE	CLOSE DATE	CLOSURE DATE	OPERATOR	SALES CHANNEL	POINT-OF-SALE	STATE	ERROR STATUS	ERR
10/03/2017 11:19 am			STX_NAZAIES	Box office		Open	Not closed	

**cashDeskClosure - Report Viewer - Mozilla Firefox**

https://nlearn.pos.secutix.com/ReportServer/Pages/ReportViewer.aspx?/NLEARN/STANDARD/CASHDESK/cashDeskClo...

**Cash desk closure (temporary)**

23.04.21 - 13h21 - STX\_NAZAIES

Cash desk			
Operator:	STX_NAZAIES	Sales channel:	Box office
Opening date:	03/10/2017 11:19 AM	Point of sales:	STX_NAZAIES_Test
Close date:		State:	Open
Accountant remark:			

Number of items: 2

## Buttons "Set as returned" vs. "Set as missing"



With these buttons, you can mark the lines listed below the buttons as "returned" or "missing".

## With Identification

In this menu, all the bookings that have generated a receipt are listed and can thus be assigned to the corresponding booking. This is usually the receipt of the EC terminal. The receipt is the "identification".

The total number of the elements in "With identification" must correspond to the total number of receipts in the cash drawer.

## Without Identification

The bookings that require a receipt but that are free, that means, without direct reference to a booking, are listed here. These could be promotional vouchers or old vouchers, for example.

Configuration "with/without identification"

The configuration with/without identification refers to the corresponding payment method and the value set for the field "Withdrawal mode". The booking will be then accordingly allocated.

## Cash

The cash in the cash drawer is entered here.

## Canceled Tickets

In the case of cancellations, the tickets now invalid will be available in the box office and confirmed here accordingly.

## Intermediate Withdrawal

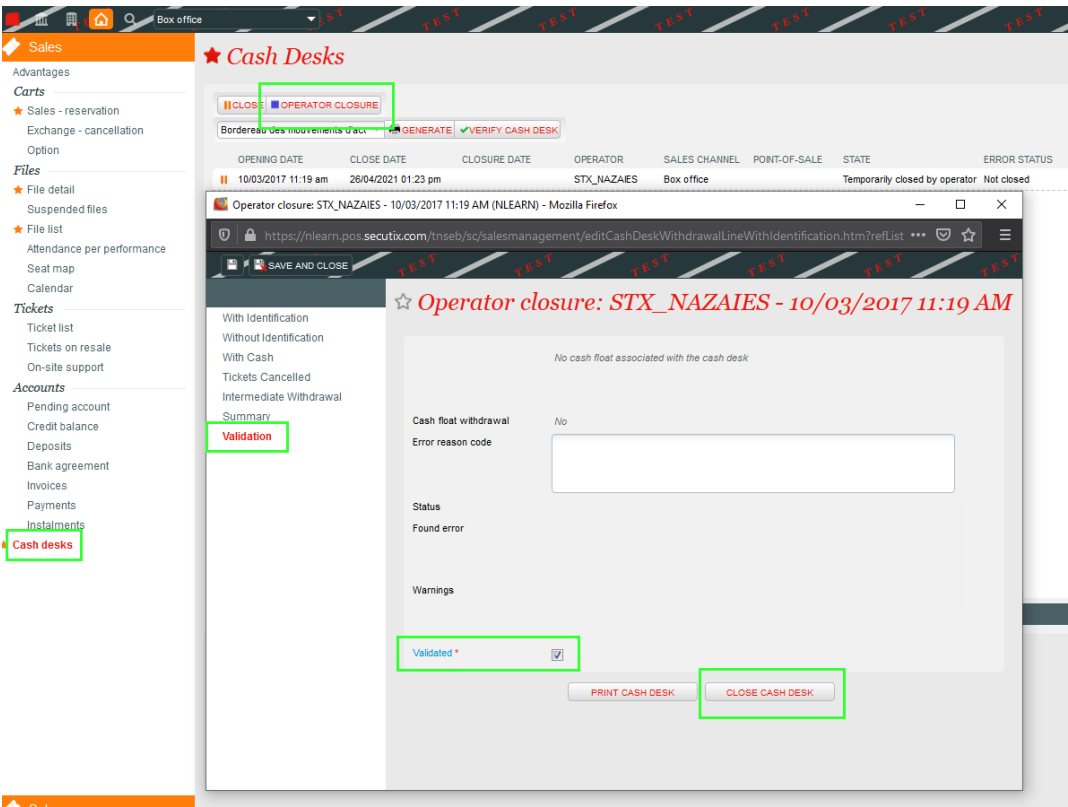
If an intermediate withdrawal occurs (e.g.: cash withdrawal during the day), it will be displayed and confirmed here.

# Summary

A summary of the previous menus is displayed here,

# Validation

With your validation, you confirm the closure of the cash desk along with the accuracy of the inputs provided.



To conclude, the final cash desk closure is generated:



On this screen, all the cash desks allocated to the "box office administrator" are displayed. Different filters mask per default, for example, the cash desks with status "Closed for accounting".

This screen serves as an overview of the cash desks and a cross-checking after the operator has closed their cash desk.

## Closure by the accounting

Only when the cash statement has been transferred to the accounting department the sales are actually registered.

**IMPORTANT The revenues are only transferred in the accounting export after the accounting has been completed!**

The definitive validation and transfer to the accounting is made by the "supervisor" or the "administrator".

The supervisor can display the corresponding cash desk closure:

OPENING DATE	CLOSE DATE	CLOSURE DATE	OPERATOR	SALES CHANNEL	POINT-OF-SALE	STATE
10/03/2017 11:19 am	26/04/2021 01:23 pm	26/04/2021 01:37 pm	STX_NAZAIES	Box office		End-of-day closed
07/11/2016 01:46 pm	02/03/2017 01:38 pm	02/03/2017 01:41 pm	STX_NAZAIES	Box office		End-of-day closed
01/08/2016 10:53 am	07/11/2016 01:45 pm	17/07/2020 08:54 am	STX_NAZAIES	Box office		Closed for accounting

- Select the required lines
- Carry out the accounting closure
- Check and enter the date
- Validate (mark the checkbox and close the cash desk)

Sales Management

Cash Desks

★ Operator Cash Desks

Cash Desks Without Operator

Cash floats

Bulk Printing

Orders

Options

Season ticket subscriptions

External Printing

Printing batches

★ Shipments list

DHL shipments statement

Banking transactions

Slimpay (control) Beta

Reports

Ticket Check

Follow up options/reservations

Initialisation

Venue

Catalogue

★ Cash Desks

From Date:

To Date:

Operator

Sales channel

View accounting closed

Cash desk state

Point-of-sale

|| CLOSE

OPERATOR CLOSURE

ACCOUNTING CLOSURE

ACCOUNTING CLOSURE MULTIPLE CASH DESKS

Bordereau des mouvements d'ac

GENERATE

VERIFY CASH DESK

OPENING DATE	CLOSE DATE	CLOSURE DATE	OPERATOR	SALES CHANNEL	POINT-OF-SALE	STATE
10/03/2017 11:19 am	26/04/2021 01:23 pm	26/04/2021 01:37 pm	STX_NAZAIES	Box office		End-of-day closed
07/11/2016 01:46 pm	02/03/2017 01:38 pm	02/03/2017 01:41 pm	STX_NAZAIES	Box office		End-of-day closed

Financial closure: STX\_NAZAIES - 07/11/2016 01:46 PM (NLEARN) - Mozilla Firefox

https://nlearn.pos.secutix.com/tseb/salesmanagement/editCashDeskWithdrawalLineWithIdentification.htm?refList=s

TEST TEST TEST TEST TEST TEST

Financial closure: STX\_NAZAIES - 07/11/2016 01:46 PM

With Identification

Without Identification

With Cash

Tickets Cancelled

Intermediate Withdrawal

Summary

Validation

Payment method

Currency

Withdrawal status

SET AS RETURNED

SET AS MISSING

DATE INSERTED	PAYMENT METHOD	IDENTIFICATION	PAYMENT DATA	CURRENCY	AMOUNT
No item found.					

Sales Management

Cash Desks

★ Operator Cash Desks

Cash Desks Without Operator

Cash floats

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Orders

Options

Season ticket subscriptions

External Printing

Printing batches

★ Shipments list

DHL shipments statement

Banking transactions

Slimpay (control) Beta

Reports

Ticket Check

Follow up options/reservations

Initialisation

Venue

Catalogue

Hospitality

Operators

Goods

Tools

Contact

Audience Management

Sales Management

Access control

★ Cash Desks

From Date:

To Date:

Operator

Sales channel

View accounting closed

Cash desk state

Point-of-sale

|| CLOSE

OPERATOR CLOSURE

ACCOUNTING CLOSURE

ACCOUNTING CLOSURE MULTIPLE CASH DESKS

Bordereau des mouvements d'ac

GENERATE

VERIFY CASH DESK

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Financial closure: STX\_NAZAIES - 07/11/2016 01:46 PM (NLEARN) - Mozilla Firefox

https://nlearn.pos.secutix.com/tseb/salesmanagement/editCashDeskWithdrawalLineWithIdentification.htm?refList=s

SAVE AND CLOSE

Financial closure: STX\_NAZAIES - 07/11/2016 01:46 PM

With Identification

Without Identification

With Cash

Tickets Cancelled

Intermediate Withdrawal

Summary

Validation

Cash float 3, "prueba" associated with the cash desk returned, so included in the cash account

Cash float withdrawal

Yes

cashDeskClosure - Report Viewer - Mozilla Firefox

https://nlearn.pos.secutix.com/ReportServer/Pages/ReportViewer.aspx?/NLEARN/STANDARD/CASHDESK/cashDeskClo

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Find | Next

Cash desk operator closure

26.04.21 - 17h 14 - STX\_NAZAIES

Cash desk			
Operator:	STX_NAZAIES	Sales channel:	Box office
Opening date:	11/07/2016 01:46 PM	Point of sales:	STX_NAZAIES_Test
Close date:	03/02/2017 01:38 PM	State:	Temporarily closed by operator
Accountant remark:			

The cash desks transferred to the accounting and closed can be later checked:

- Sales Management
- Cash Desks
- ★ Operator Cash Desks
- Cash Desks Without Operator
- Cash floats
- Bulk Printing
- Orders
- Options
- Season ticket subscriptions
- External Printing
- Printing batches
- ★ Shipments list
- DHL shipments statement
- Banking transactions
- Slimpay (control) *Beta*
- Reports
- Ticket Check
- Follow up options/reservations

★ Cash Desks

From Date: To Date: Operator: All Sales channel

View accounting closed: Yes Cash desk state: Closed for accounting Point-of-sale: All

CLOSE

OPERATOR CLOSURE

ACCOUNTING CLOSURE

ACCOUNTING CLOSURE MULTIPLE CASH DESKS

Bordereau des mouvements d'ac: GENERATE VERIFY CASH DESK

OPENING DATE	CLOSE DATE	CLOSURE DATE	OPERATOR	SALES CHANNEL	POINT-OF-SALE	STATE
01/08/2016 10:53 am	07/11/2016 01:45 pm	17/07/2020 08:54 am	STX_NAZAIES	Box office		Closed for accounting