## **Operator billing**

If you click in the menu bar on **Sales/Cash register accounting** in the menu bar, the cash register accounting screen opens:

Cash balance	×
Use this function to print a user balance up or to print the daily balance!	
This user only:	
Complete	•
1 <u>U</u> ser balance	
Daily balance F4	
📚 Print old daily balance 🕅	
🔍 Daily balance with details 🕞	
Export EC-Cash-Payments to bank	
List of price changes	
→ Book unpaid customers into account	

Before you make a daily closing, an **Operator settlement X** (F3) is recommended to check the cash register and make any necessary corrections.

You have the option of carrying out an operator settlement for an individual operator or for all operators. You select this with **Only this operator.** The print window opens, confirm the print or display the operator statement on the screen. Once you have checked the cash balance, you can print the daily statement.

If the **operator statement** <u>does not</u> does not match the income, you must first look for the error. Even if there is a <u>difference in the total</u> between money and goods on the **operator statement** you should never create a daily closing.

				% Abrech			
			_				
Invoid	e O	9.12.	10				
	ce in total - please						
	ts + Account	164,7			Attention: Pleas		
	ookings	179,7			make a daily b	alance	
Differen	ce	-15,0	•		under these cir	cumstances	
<b></b>			47.57.18				
Total		09.12.10,	17:57 0	nr			
Zahlungen				EUR	Ollendo.		
bar	Barkasse			164,75	164,75		
=> BAR abzuget	ien			164,75	164,75		
				164,75 164,75	164,75 164,75		
=> BAR abzuget	satz						
=> BAR abzuget Total Geldum Warenumsatz Golfartikel (19	sətz YS)			164,75 EUR 179,75	164,75 Barkasse 179,75		
⇒ BAR abzuget Total Geldum Warenumsatz	sətz Y%) Je	7098	38.25	164,75 EUR 179,75 114,75	164,75 Barkasse 179,75 114,75		
BAR abzuget Total Geldum Warenumsatz Golfartikel (19 Driving-Ran)	sətz YS)	7098	38,25	164,75 EUR 179,75	164,75 Barkasse 179,75		
*> BAR abzuget Total Geldum Warenumsatz Golfartikel (11 Driving-Ran t Greenfee ew	satz 1%) je Token GF Westplatz - Erwachsene W	oche 8011	1	EUR 179,75 114,75 55,00 50,00	164,75 Barkasse 179,75 114,75 114,75 65,00 50,00		
** BAR abzuget Total Geldum Warenumsatz Golfartikel (19 Driving-Ran t Greenfee ew ew	satz (%) ge Token GF Westplatz - Erwachsene W GF Westplatz - Mitglied			EUR 179,75 114,75 55,00 50,00 15,00	164,75 Barkasse 179,75 114,75 114,75 65,00 50,00 15,00		
** BAR abzuget Total Geldum Warenumsatz Golfartikel (11 Driving-Ran t Greenfee ew ew Kartenartike	satz (%) ge Token GF Westplatz - Enwachsene W GF Westplatz - Mitglied	oche 8011 8011	1 2	EUR 179,75 114,75 65,00 50,00 15,00 0,00	164,75 Barkasse 179,75 114,75 114,75 65,00 50,00 15,00 0,00		
** BAR abzuget Total Geldum Warenumsatz Golfartikel (19 Driving-Ran t Greenfee ew ew	satz (%) ge Token GF Westplatz - Erwachsene W GF Westplatz - Mitglied Kartenaufadung - Gäste	oche 8011	1	EUR 179,75 114,75 55,00 50,00 15,00	164,75 Barkasse 179,75 114,75 114,75 65,00 50,00 15,00		
** BAR abzuget Total Geldum Warenumsatz Golfartikel (19 Driving-Ran t Greenfee ew ew Kart enartike kart	satz (%) ge Token GF Westplatz - Erwachsene W GF Westplatz - Mitglied Kartenaufadung - Gäste	oche 8011 8011	1 2	EUR 179,75 114,75 114,75 65,00 50,00 15,00 0,00 0,00	164,75 Barkasse 179,75 114,75 114,75 50,00 50,00 15,00 0,00 0,00 0,00		
** BAR abzuget Total Geldum Warenumsatz Golfartikel (11 Driving-Ran t Greenfee ew ew Kart enartike kart Total Warenu	satz (%) ge Token GF Westplatz - Erwachsene W GF Westplatz - Mitglied Kartenaufadung - Gäste	oche 8011 8011	1 2	EUR 179,75 114,75 114,75 65,00 50,00 15,00 0,00 0,00	164,75 Barkasse 179,75 114,75 114,75 50,00 50,00 15,00 0,00 0,00 0,00		
** BAR abzuget Total Geldum Warenumsatz Golfartikel (19 Driving-Ran t Greenfee ew ew Kart enartike kart	satz (%) je Token GF Westplatz - Enwachsene W GF Westplatz - Mitglied Kartenaufadung - Gäste msatz	oche 8011 8011	1 2	EUR 179,75 114,75 114,75 65,00 50,00 15,00 0,00 0,00 179,75	164,75 Barkasse 179,75 114,75 65,00 50,00 15,00 0,00 0,00 179,75		
** BAR abzuget Total Geldum Warenumsatz Golfartikel (19 Driving-Ran t Greenfee ew ew Kart enartike kart Total Warenu Buchungen	satz (%) je Token GF Westplatz - Enwachsene W GF Westplatz - Mitglied Kartenaufadung - Gäste msatz	oche 8011 8011	1 2	EUR 179,75 114,75 114,75 114,75 0,00 15,00 0,00 15,00 0,00 179,75 Total	164,75 Barkasse 179,75 114,75 65,00 50,00 15,00 0,00 0,00 179,75 Ollendor.		
BAR abzuget Total Geldum Warenumsatz Golfartikel (11 Driving-Ran t Greenfee ew ew Kartenartike kart Total Warenu Buchungen Artikel-Buchungen	satz (%) pe Token GF Westplatz - Erwachsene W GF Westplatz - Mitglied Kartenaufladung - Gäste msatz n	oche 8011 8011	1 2	EUR 179,75 114,75 65,00 50,00 15,00 0,00 179,75 Total 6	164,75 Barkasse 179,75 114,75 114,75 65,00 50,00 15,00 0,00 0,00 0,00 0,00 0,0		
BAR abzugel     Total Geldum     Warenumsatz     Golfartikel (11     Driving-Ran     t     Greenfee     ew     ew     ew     ew     Kart     Total Warenu      Buchungen     Artikel-Stomos     Minus-Rechnungs-Arzi	satz Setz Token GF Westplatz - Enwachsene W GF Westplatz - Mitglied Kartenaufadung - Gäste msatz n al	oche 8011 8011	1 2	EUR 179,75 114,75 114,75 114,75 50,00 15,00 0,00 15,00 15,00 179,75 Total 6 0 5 0 0 0 0 0 0 0 0 0 0 0 0 0	164,75           Barkasse           179,75           714,75           65,00           50,00           15,00           0,00           179,75           0,00           179,75           Ollendor.           6           0           5           0		
BAR abzugel Total Geldum Warenumsatz Golfartikel (11 Driving-Ran t Greenfee ew ew Kart enartike kart Total Warenu Buchungen Artikel-Buchunge Rechnungs-Anzi Rechnungs-Anzi	satz Setz Je Token GF Westplatz - Enwachsene Wi GF Westplatz - Mitglied Kartenauftadung - Gäste msatz n hl jen	oche 8011 8011	1 2	EUR 179,75 114,75 50,00 15,00 0,00 179,75 Total 6 0 5	164,75 Barkasse 179,75 114,75 114,75 114,75 65,00 50,00 15,00 0,00 0,00 0,00 179,75 Ollendor. 6 0 5		

If you print out the detailed daily closing with the number "0", you will see all of the day's bookings in detail. You can search for the error here. This is also displayed with <u>Difference in total</u> and must be corrected.

A booking that has already been paid can only be returned to the cash register via a cancellation process if no daily closing has yet been created. To do this, select **Repeat** (F4). In this window, you will see all the bookings that have been made. Select the booking to be cancelled and click on **Cancellation**.

With **Cancel payment and pay again** the booking is returned to the cash register for further processing. The button **Invoice** button is not required. You can find further information under Cancelling items in the checkout.

If the operator billing is correct, the End of the day can be created.

## **Finalise EFT terminal**



For cash registers with SIX/Telekurs interface, an end of shift can be triggered at the terminal (with receipt) at the same time as the operator settlement:

Closing out EFT-Terminal			×
Should the user se: be closed	ssion for the	· · ·	
Yes, close sessio	n 🕽	🕻 <u>N</u> o, le	ave session opened
Schmedding Software Herstensteinstrasse 6000 Hertenstein/We	-	e GmloH	I
Trm Deaktivierung			
00.00.2000 Trm-Id: Akt-Id: Attendant: ECR-Id:			00:00 NA 2211 1234 8
American Express	CHF	1	4.00
Total	CHF	1	4.00

Trm-Id: 36111302

If no receipt has been printed, it can be cancelled in the cash register via *Repeat (F4) Card receipt (F6)* to print it.

A second way to repeat a receipt (if the cash register is no longer open) is via the menu Settings / Programme settings / Card payment and the button Repeat receipt print (F8).

11.07.11 11.07.11	18:24:18	SHIFTCLOSE-001 21325017-debit-001 SHIFTCLOSE-001 SHIFTOPEN-001	^	Schmedding Softwar Herstensteinstrass 6000 Hertenstein/	se -	e GmbH		^	QK     Abbruch
11.07.11 11.07.11	18:35:41 18:36:06	ERR-SHIFTOPEN-001 SHIFTOPEN-001 47-coupon-001		Trm Deaktivierung			00:00		
11.07.11	18:40:43	88-coupon-001							
11.07.11	18:41:12	21325020-debit-001		Trm-Id:			NA		
		SHIFTCLOSE-001		Akt-Id:			2211		
		SHIFTOPEN-001		Attendant:			1234		
11.07.11	18:41:53	SHIFTCLOSE-001		ECR-Id:			8		
		BALANCE-001							
		SHIFTCLOSE-001		American Express					
2.07.11	10:36:03	SHIFTOPEN-001			CHF	1	4.00		
12.07.11	10:38:13	88-coupon-001							
		couponreversal-001		Total					
		89-coupon-001			CHF	1	4.00		
		SHIFTCLOSE-001							
		SHIFTOPEN-001							
		SHIFTCLOSE-001		Trm-Id: 36111302					
		SHIFTOPEN-001		1111-14. 00111002					
		SHIFTCLOSE-001							
		BALANCE-001							
		SHIFTCLOSE-001							
		SHIFTOPEN-001							
	17:48:02		=						
	11:11:52	SHIFTOPEN-001	12						
		21325023-debit-001							
8.07.11		SHIFTCLOSE-001							
18.07.11	11:17:43	SHIFTOPEN-001							
		21325024-debit-001							
	11:18:52								
	11:18:59	BALANCE-001							
	11:18:59 11:28:03	BALANCE-001 SHIFTOPEN-001	-						

If the end-of-shift document is never printed, please check the printout printout configuration of the SIX interface.

A new shift is opened automatically at the latest as soon as a card payment is triggered.