User balance

To open the cash report mask go to **Accounts/Cash report**:

Cash balance		×
	nis function to print a us ce up or to print the da balance!	
This user on	ly: o Tester	-
Complete		•
	<u>U</u> ser balance	63
2	<u>D</u> aily balance	F4
🍃 Pr	int old daily balance	F8
🔍 Dai	ly balance with details	F9
🐻 Export	EC-Cash-Payments to	bank
	List of price changes	
🔶 Book ur	npaid customers into ac	count

We recommend that you do a **User balance X** (F3) before you proceed with the daily balance, so you can check the correctness and still make adjustments in case of any mistakes.

You can conduct a user balance for a single user or for all users. Select **This user only** from the drop down menu. The print window opens and you can print out the user balance or view it as a screen print. After you have check your cash-in-hand you can proceed with the daily balance.

In case the **user balance** does <u>not</u> correspond with your earnings you will have to look for the mistake. If there is a <u>Difference in total</u> between cash and goods on your **user balance** you should not proceed with the daily balance.

				% Abrech			
Invoid		<u>09.12</u>	.10				
	ce in total - pleas						
	ts + Account	164,7			Attention: Pleas	e never	
	bookings	179,7 -15,0			make a daily ba	alance	
Differer	ice	-15,0			under these circ	cumstances	
Total		09.12.10	, 17:57 U	hr			
Zahlungen				EUR	Ollendo.		
bar	Barkasse			164,75	164,75 164,75		
=> BAR abzuge	ben			104,70	704,75		
=> BAR abzuget Total Geldum				164,75 164,75	164,75		
	satz						
Total Geldum Warenumsatz Golfartikel (1	satz : 9%)			164,75 EUR 179,75	164,75 Barkasse 179,75		
Total Geldum	satz : 9%) ge	7098	38.25	164,75 EUR 179,75 114,75	164,75 Barkasse 179,75 114,75		
Total Geldum Warenumsatz Golfartikel (1 Driving-Ran	satz : 9%)	7098	38,25	164,75 EUR 179,75	164,75 Barkasse 179,75		
Total Geldum Warenumsatz Golfartikel (1 Driving-Ran t Greenfee ew	satz 9%) ge Token GF Westplatz - Erwachsene V	Woche 8011	1	EUR 179,75 114,75 114,75 65,00 50,00	164,75 Barkasse 179,75 114,75 114,75 65,00 50,00		
Total Geldum Warenumsatz Golfartikel (1: Driving-Ran t Greenfee ew ew	satz 9%) ge Token GF Westplatz - Erwachsene V GF Westplatz - Mitglied			EUR 179,75 114,75 114,75 65,00 50,00 15,00	164,75 Barkasse 179,75 114,75 114,75 65,00 50,00 15,00		
Total Geldum Warenumsatz Golfartikel (1 Driving-Ran t Greenfee ew	satz 9%) ge Token GF Westplatz - Erwachsene V GF Westplatz - Mitglied	Woche 8011	1	EUR 179,75 114,75 114,75 65,00 50,00	164,75 Barkasse 179,75 114,75 114,75 65,00 50,00		
Total Geldum Warenumsatz Golfartikel (1 Driving-Ran t Greenfee ew ew Kartenartike	satz 9%) ge Token GF Westplatz - Erwachsene V GF Westplatz - Mitglied M Kartenaufladung - Gäste	Noche 8011 8011	1 2	EUR 179,75 114,75 55,00 50,00 15,00 0,00	164,75 Barkasse 179,75 114,75 114,75 65,00 50,00 15,00 0,00		
Total Geldum Warenumsatz Golfartikel (1: Driving-Ran t Greenfee ew ew Kartenartike kart	satz 9%) ge Token GF Westplatz - Erwachsene V GF Westplatz - Mitglied M Kartenaufladung - Gäste	Noche 8011 8011	1 2	EUR 179,75 114,75 114,75 65,00 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		
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Total Geldum Warenumsatz Golfartikel (1: Driving-Ran t Greenfee ew ew Kartenartike kart Total Warenu	satz 9%) ge Token GF Westplatz - Enwachsene V GF Westplatz - Mitglied Kartenauffadung - Gäste msatz	Noche 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 15,00 0,00 179,75		
Total Geldum Warenumsatz Golfartikel (1 Driving-Ran t Greenfee ew ew Kart enartike kart Total Warenu Buchungen Artkel-Buchunge	satz 9%) ge Token GF Westplatz - Erwachsene V GF Westplatz - Mitglied M Kartenaufladung - Gäste misatz en	Noche 8011 8011	1 2	EUR 179,75 114,75 65,00 15,00 0,00 179,75 Total 6 0	164,75 Barkasse 179,75 114,75 114,75 65,00 50,00 15,00 0,00 15,00 0,00 15,00 0,00 179,75 Ollendor. 6 0		
Total Geldum Warenumsatz Golfartikel (1: Driving-Ran t Greenfee ew ew Kart enartike kart Total Warenu Buchungen Artikel-Buchunge Artikel-Stomos Rechnungs-Anz	satz 9%) ge Token GF Westplatz - Erwachsene V GF Westplatz - Mitglied Kartenaufladung - Gäste msatz en ahl	Noche 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 65,00 50,00 15,00 0,00 0,00 0,00 0,00 15,00 0,00 0		
Total Geldum Warenumsatz Golfartikel (1 Driving-Ran t Greenfee ew ew Kartenartike kat Total Warenu Buchungen Artikel-Stomos Rechnungs-Anz Minus-Rechnung	satz 9%) ge Token GF Westplatz - Erwachsene V GF Westplatz - Mitglied M Kartenaufladung - Gäste msatz en ahl gen	Noche 8011 8011	1 2	EUR 179,75 114,75 114,75 114,75 114,75 114,75 114,75 114,75 114,75 114,75 114,75 10,00 0,00 179,75 10,00 179,75 0,00 179,75 0,00 179,75 0,00 1,00 0,00 0,00 1,00 1,00 0,00 1,00 1,00 1,00 0,00 0,00 1,00 0,000 0,0	164,75 Barkasse 179,75 114,75 114,75 114,75 114,75 114,75 05,00 50,00 15,00 0,00 15,00 0,00 179,75 Ollendor. 6 0 5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		
Total Geldum Warenumsatz Golfartikel (1: Driving-Ran t Greenfee ew ew Kart enartike kart Total Warenu Buchungen Artikel-Buchunge Artikel-Stomos Rechnungs-Anz	satz () () () () () () () () () ()	Noche 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 65,00 50,00 15,00 0,00 0,00 0,00 0,00 15,00 0,00 0		

If you print a detailed daily balance with the number "0", you will get all entries of today in detail. You can look for the mistake which will also be shown as <u>difference in total</u> and has to be corrected.

An entry that has already been paid can only be withdrawn with a reversal if the daily balance has not been conducted yet. To do so, click **Repeat** (F4). You will now see all posted entries. Select the entry you want to reverse and click **Reversal**.

With **Reverse payment method and pay again** the entry will be returned to the cash register for further processing. The button **Invoice** will not be needed. Further information can be found here reverse_entry_of_article.

If the user balance is correct you can perform the Daily balance.

EFT-Terminal cash up



Cash registers with SIX Card Solution can conduct the end-of-shift at the Terminal (including a receipt) an the user balance simultaneously:

Closing out EFT-Terminal			×
Should the user ses be closed	sion for th with the c	· ·	
Yes, close session	n 🕽	K <u>N</u> o, k	eave session opened
Schmedding Software Herstensteinstrasse 6000 Hertenstein/Wea	-	e Gmbl	ł
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

In case a receipt was not printed, you can repeat the process in the cash register. Click *Repeat (F4)* and *Card-Receipt (F6)*. Another way to repeat this process in case the cash register is already closed, is to go to *Settings/Program Options/Card payment* and click *repeat print of receipt (F8)*.

11.07.11 11.07.11 11.07.11	18:24:18 18:25:44 18:26:56		*	Schmedding Software Systeme GmbH Herstensteinstrasse 6000 Hertenstein/Weggis					✓ <u>Q</u> K X Abbruch
11.07.11	18:36:06	ERB-SHIFTOPEN-001 SHIFTOPEN-001		Trm Deaktivierung					
		47-coupon-001		00.00.2000			00:00		
		88-coupon-001		Trm-Id:			NA		
		21325020-debit-001		Akt-Id:			2211		
		SHIFTCLOSE-001		Attendant:			1234		
		SHIFTOPEN-001 SHIFTCLOSE-001		ECR-Id:			8		
				Lon-Id.					
		BALANCE-001 SHIFTCLOSE-001		American Express					
		SHIFTOPEN-001		American Express	CHF	1	4.00		
	10:38:13				CHE	1	4.00		
		couponreversal-001							
		89-coupon-001	_	Total					
		SHIFTCLOSE-001			CHF	1	4.00		
		SHIFTOPEN-001							
		SHIFTCLOSE-001							
		SHIFTOPEN-001		Trm-Id: 36111302					
		SHIFTCLOSE-001							
		BALANCE-001							
		SHIFTCLOSE-001							
	17:46:39								
	17:48:02								
	11:11:52	SHIFTOPEN-001	Ξ						
		21325023-debit-001							
8.07.11	11:15:12	SHIFTCLOSE-001							
18.07.11	11:17:43	SHIFTOPEN-001							
18.07.11	11:18:17	21325024-debit-001							
18.07.11	11:18:52	SHIFTCLOSE-001							
		BALANCE-001							
	11:28:03		Ŧ						

If the end-of-shift receipt is never being printed, please check Print configuration of SIX card solution.

A new shift will be opened automatically as soon as a new card payment is being processed.