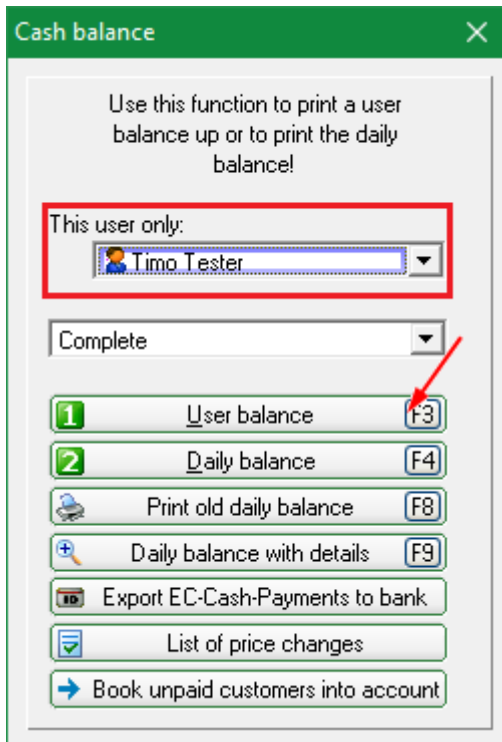


User balance

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



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

Druck: Abrechnung 09.12.10 [Fertig] Seite 1/1 100% Abrechnung 09.12.10

Invoice **09.12.10**
Difference in total - please check
Payments + Account **164,75**
Goods bookings **179,75**
Difference **-15,00**

Attention: Please never make a daily balance under these circumstances

Total 09.12.10, 17:57 Uhr

Zahlungen		EUR	Olendo.
bar	Barkasse	164,75	164,75
=> BAR abzugeben		164,75	164,75
Total Geldumsatz		164,75	164,75

Warenumsatz		EUR	Barkasse
Golfartikel (19%)		179,75	179,75
Driving-Range		114,75	114,75
t	Token 7098	38,25	114,75
Greenfee		65,00	65,00
ew	GF Westplatz - Erwachsene Woche 8011	1	50,00
ew	GF Westplatz - Mitglied 8011	2	15,00
Kartenartikel		0,00	0,00
kart	Kartenaufladung - Gäste 8100	50	0,00
Total Warenumsatz		179,75	179,75

Buchungen		Total	Olendor.
Artikel-Buchungen		6	6
Artikel-Stornos		0	0
Rechnungs-Anzahl		5	5
Minus-Rechnungen		0	0
Null-Rechnungen		2	2
Rechnungs-Stornos		0	0
Preisänderungen		0	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 difference in total 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An entry that has already been paid can only be withdrawn with a reversal if the daily balance has not been conducted yet.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) and the user balance simultaneously:

Closing out EFT-Terminal×

Should the user session for the EFT-Terminal
be closed with the closing report?

✓ Yes, close session✗ No, leave session opened

Schmedding Software Systeme GmbH
Herstensteinstrasse
6000 Hertenstein/Weggis

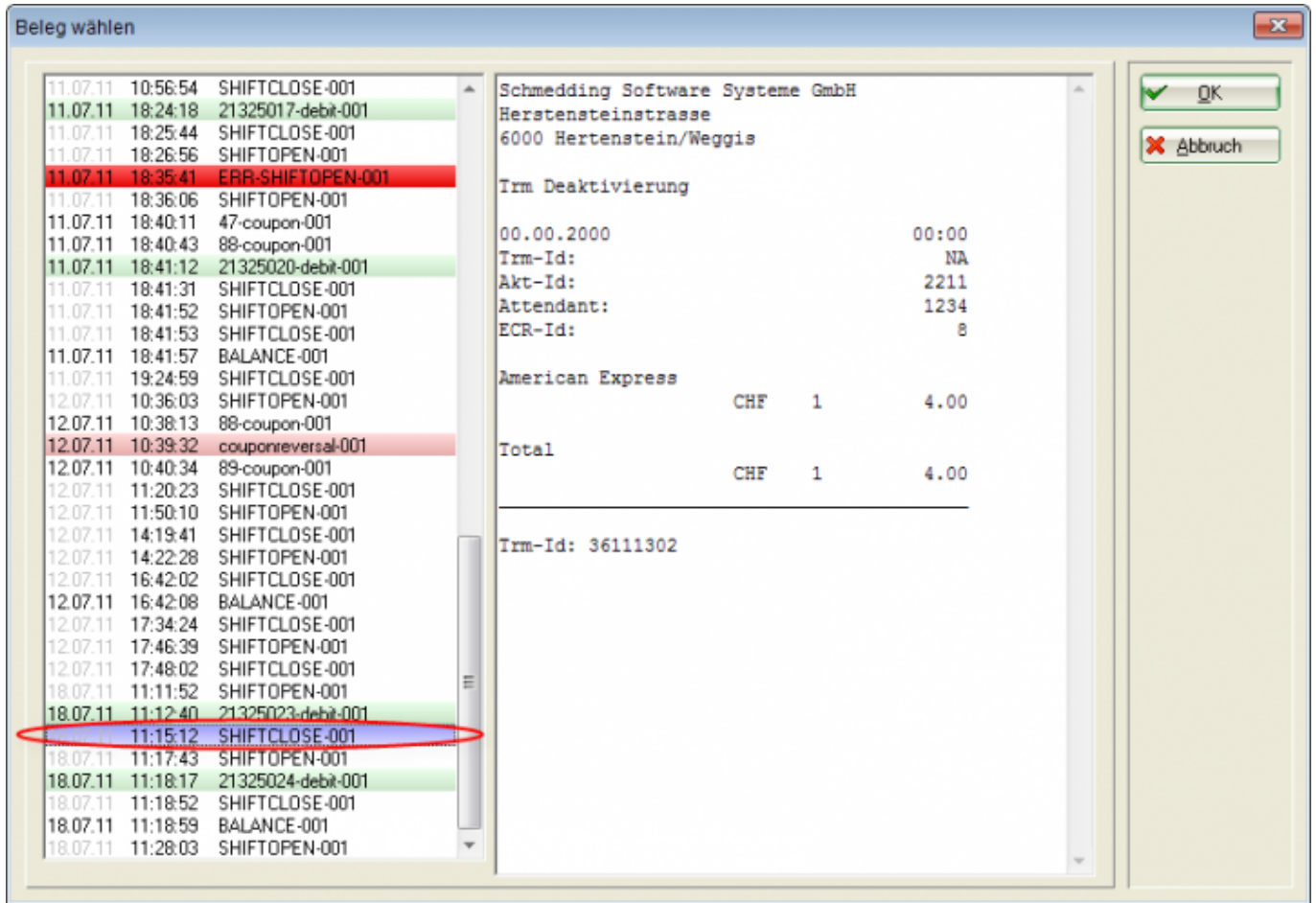
Trm Deaktivierung

00.00.2000			00:00
Trm-Id:			NA
Akt-Id:			2211
Attendant:			1234
ECR-Id:			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)*.



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.