

Closure tasks



1

Navigate to <https://staging.hoponticket.com/index.php?mainmenu=home&leftmenu=home>

2

Click "FinancialReport"

The screenshot shows the HoponTicket system dashboard. The top navigation bar is dark red and contains several menu items: NTAK, SimplePay, Group management, Storage, BBus, and FinancialReport. The 'FinancialReport' menu item is highlighted with a red circle. To the right of the navigation bar, there are icons for a printer, a refresh button, and a user profile labeled 'Test' with a dropdown arrow. The main content area is white and contains several dashboard widgets. The 'FinancialReport' widget is highlighted with a red circle. It shows 'To accept | refuse 0' and 'To close 0'. Other widgets include 'PURCHASE ORDERS' (Open 0, Awaiting reception 0), 'BANK ACCOUNT' (To reconcile 2, Cheques awaiting deposit 0), and 'LEAVE' (To approve 0). At the bottom, there is a table titled 'Customer Invoices: last 5 modified' with two rows of data.

Customer Invoices: last 5 modified				
(PROV40206)	Általános Vevő / General Customer	14,991 Ft	2024/03/14	
(PROV40205)	Általános Vevő / General Customer	14 091 Ft	2024/03/14	

3 Click "Checkout Daily Closure"

The screenshot shows a sidebar menu on the left with the following items: Hotels, Commission history, Statistics (with sub-items: Basic commission, MonthlyStatistic), and Checkout Closure H... (with sub-item: Checkout Daily Closure). The 'Checkout Daily Closure' item is highlighted with an orange circle. To the right of the sidebar is a list of sales agents, each with a person icon and a name: MR_NILSZ_SALES_ASTORIA, MR_NILSZ_SALES_Akadémia, MR_NILSZ_SALES_Andrássy_Bódé, MR_NILSZ_SALES_Arany_János_Utca, MR_NILSZ_SALES_Baalbek, MR_NILSZ_SALES_Batthyany_Tér, MR_NILSZ_SALES_Bazilika, MR_NILSZ_SALES_Clark_Ádám_tér, MR_NILSZ_SALES_DM_Bódé, MR_NILSZ_SALES_Deák-Fashion_Desk, and MR_NILSZ_SALES_Dock_3A.

4 Click "Read more'.

The screenshot shows three summary cards for settlement dates. Each card has a header with a date and time: 'Previous settlement date: 2024-02-07 12:16:26'. Below the header, each card displays sales totals: 'Cash sales HUF gross total' and 'Cash sales EUR gross total'. The middle card shows '2 270 991 HUF' and '5 807 EUR'. Below the totals, each card has a 'Read more' link with a dropdown arrow. The 'Read more' link in the middle card is highlighted with an orange circle. At the bottom of each card is a 'Close' button.

5 Click "Close" to

2024-02-07 12:16:26

Cash sales HUF gross total
0 HUF

Cash sales EUR gross total
0 EUR

Read more

Close

2024-02-07 12:16:26

Cash sales HUF gross total
2 270 991 HUF

Cash sales EUR gross total
5 807 EUR

Read more

Close

2024-02-07 12:16:26

Cash sales HUF gross total
0 HUF

Cash sales EUR gross total
0 EUR

Read more

Close

Mr. NILSZ Kft.

Net	VAT	Gross	Net
1 713 210.3 HUF	85 660.7 HUF (5%)	1 798 871.0 HUF	2 298.6 EUR
1 233 325.2 HUF	332 997.8 HUF (27%)	1 566 323.0 HUF	2 701.0 EUR
		Gross	
		2 270 991.0 HUF	

6 Click "Yes" to confirm the process.

Close

Close

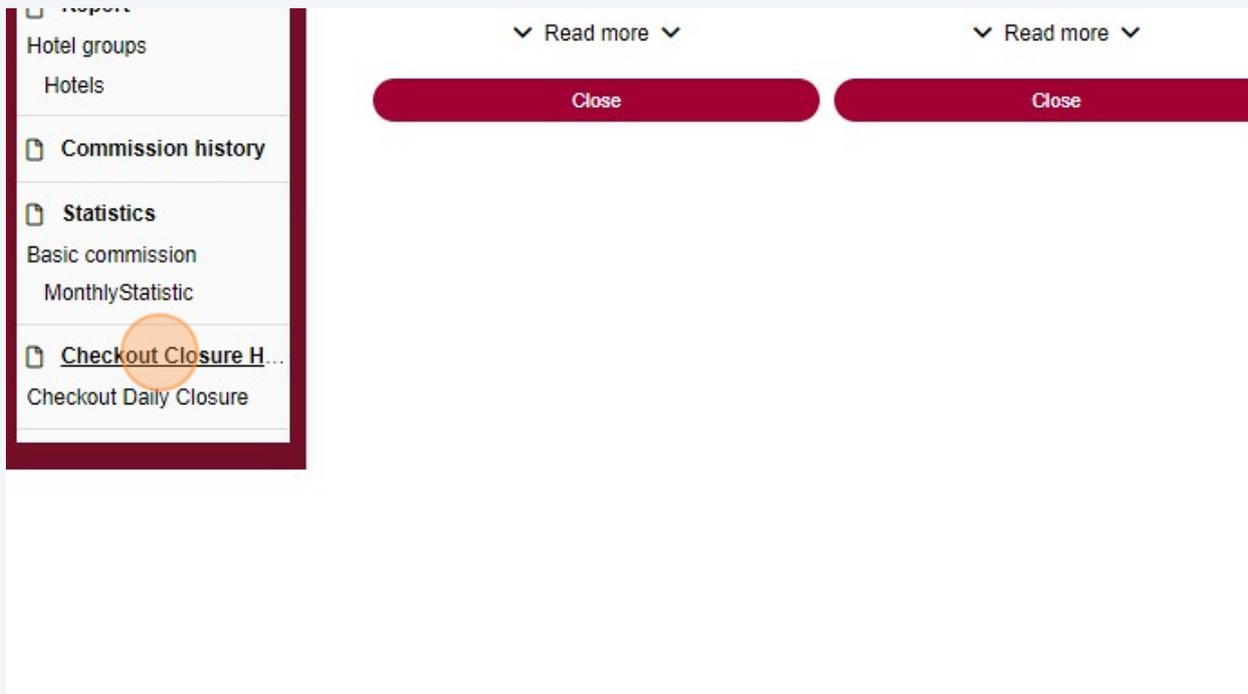
Close

CheckoutClosureConfirm

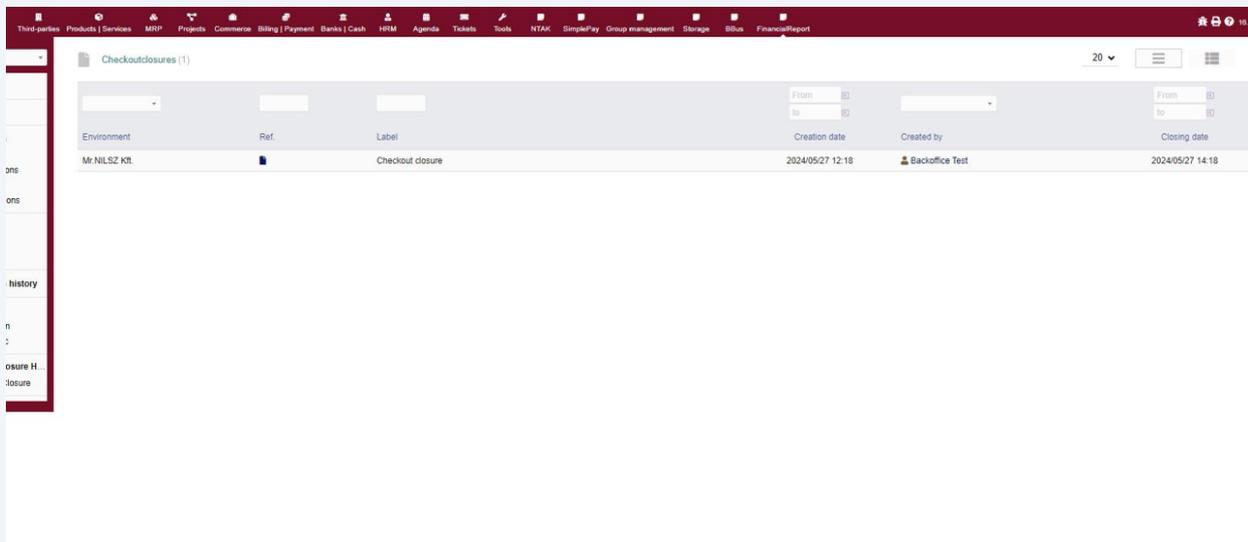
CheckoutClosureConfirmObject

Yes No

7 Click "Checkout Closure History"



8 Here you can see a list of the daily closings for each company (the list should also include the daily sales closed earlier).



9

A "Ref." column you will see a document icon. Click on it.

The screenshot shows a software interface with a top navigation bar and a left sidebar. The main content area displays a table titled "Checkoutclosures (1)". The table has columns for "Environment", "Ref.", and "Label". One row is visible with "Mr.NILSZ Kft." in the "Environment" column, a document icon in the "Ref." column, and "Checkout closure" in the "Label" column. A tooltip is shown over the document icon, containing the text "Checkoutclosure Enabled" and "Ref.:".

10

On this page you can see the details of the daily closing.

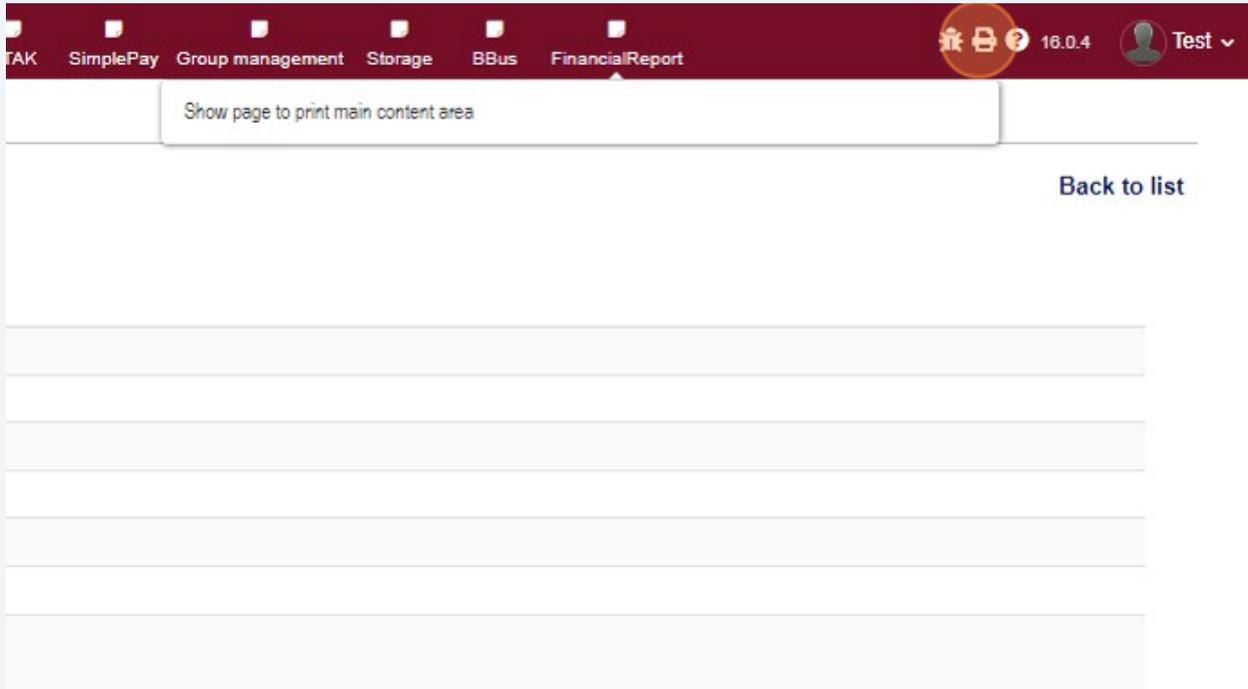
The screenshot shows a software interface with a top navigation bar and a left sidebar. The main content area displays the details of a daily closing. It includes a table for "Total sales by VAT" with columns for "Net", "VAT", and "Gross". The table has two rows: "(5%) VAT." and "(27%) VAT.". Below the table, there are several lines of text providing summary information, including "Total sales Cash", "Total sales Card", "Cash accounts marked for cancellation", and "Card accounts marked for cancellation".

Total sales by VAT						
	Net	VAT	Gross	Net	VAT	Gross
(5%) VAT.	1 713 210 HUF	85 660 HUF	1 798 871 HUF	2 298 EUR	114 EUR	2 413 EUR
(27%) VAT.	1 233 325 HUF	332 997 HUF	1 566 323 HUF	2 700 EUR	728 EUR	3 429 EUR

Total sales Cash: 2 270 991 HUF, 5 807 EUR
 Total sales Card: 1 026 740 HUF
 Cash accounts marked for cancellation: 6 000 HUF
 Card accounts marked for cancellation:

11

Clicking on the printer icon in the top right corner will open a new tab with a printable version of the screen.



12

You can print using "Ctrl+P" or the browser's print command.

Total sales by VAT						
	Net	VAT	Gross	Net	VAT	Gross
(5%) VAT:	1 713 210 HUF	85 660 HUF	1 798 871 HUF	2 298 EUR	114 EUR	2 413 EUR
(27%) VAT:	1 233 325 HUF	332 997 HUF	1 566 323 HUF	2 700 EUR	728 EUR	3 429 EUR
Total sales Cash			2 270 991 HUF			5 807 EUR
Total sales Card			1 026 740 HUF			
Cash accounts marked for cancellation			6 000 HUF			