

Daily closing process



1

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

2

Click "Group management"

The screenshot displays the HoponTicket system dashboard. At the top, a dark red navigation bar contains several menu items: Billing, Banks, HRM, Tickets, Tools, NTAK, Simple..., Group ... (highlighted with an orange circle), Storage, Financ..., and BBus. Below the navigation bar, the dashboard is divided into several sections. On the left, there are four summary cards: 'INVOICES Unpaid' with a count of 2 and a warning icon, 'VENDOR QUOTES' with counts for 'To accept | refuse' (0) and 'To close' (0), 'TICKETS Open tickets' with a count of 9, and 'LEAVE To approve' with a count of 0. At the bottom left, a 'Products: stock alert' section shows a message: 'No products are under the low stock limit'. At the bottom right, a 'Customer Invoices: last 5 modified' section lists two entries: '(PROV40206) Általános Vevő /' and '(PROV40205) Általános Vevő /'.

3 Click "Association of packages and devices"

The screenshot shows the 'User groups' management interface. On the left, a sidebar contains several menu items: 'User groups', 'Packages', 'Devices management', 'Cash Closing', 'Logout management', and 'Hotels'. The 'Devices management' section is expanded, and 'Association of packages and devices' is highlighted with an orange circle. The main content area is titled 'User groups' and displays a list of user groups. At the top, there are checkboxes for 'Big Bus Hungary Kft.', 'Budapest Sightseeing Kft.', and 'Mr.NILSZ Kft.' (which is checked). Below this, a table lists user groups with columns for 'Individual or group' and 'Users assigned'. The first row shows 'MR_NILSZ_OFFICE_ASTORIA_2' with 'Mr.NILSZ Kft.' assigned. The second row shows 'MR_NILSZ_OFFICE_Anker_Köz' with 'Mr.NILSZ Kft.' assigned and '1 person' listed. The third row shows 'MR_NILSZ_OFFICE_Blaha_2' with 'Mr.NILSZ Kft.' assigned. The fourth row shows 'MR_NILSZ_OFFICE_GRAND_HOTEL_KELETI' with 'Mr.NILSZ Kft.' assigned. A search bar is visible above the list, and a 'No user assigned' message is shown on the right.

4 Filter companies by checkbox.

The screenshot shows the 'Association of packages and devices' interface. At the top, there is a navigation bar with icons for HRM, Tickets, Tools, NTAK, Simple..., Group..., Storage, Financ..., and BBus. Below the navigation bar, there is a button labeled 'CLEAR ALL PACKAGES FROM THE GROUPS'. The main content area is titled 'Association of packages and devices'. It displays a list of user groups with checkboxes for 'Big Bus Hungary Kft.', 'Budapest Sightseeing Kft.', 'Mr.NILSZ Kft.' (which is highlighted with an orange circle), and 'PROGRAM CENTRUM Kft.'. Below this, a table lists user groups with columns for 'Individual or group', 'Groups', 'Packages assigned to the group', and 'Free p...'. The first row shows 'BIG_BUS_HUNGARY_SALES' with 'BIG_BUS_HUNGARY_SALES' assigned. The second row shows 'BIG_BUS_HUNGARY_SALES_ASTORIA' with 'BIG_BUS_HUNGARY_SALES' assigned. The third row shows 'BIG_BUS_HUNGARY_SALES_ASTORIA_2' with 'BIG_BUS_HUNGARY_SALES' assigned. A search bar is visible above the list, and a 'No package assigned' message is shown on the right.

5 Choose a sales group.

The screenshot shows a software interface with a sidebar menu on the left and a main content area on the right. The sidebar menu has the following items: **Packages** (with a sub-item 'Assigning devices to a package'), **Devices management** (with a sub-item 'Association of packages'), **Cash Closing** (with a sub-item 'DailyClosingList'), **Logout management**, and **Hotels**. The main content area displays a list of sales groups under the heading 'Name'. The list includes: MR_NILSZ_OFFICE_ASTORIA_2 (Mr.NILSZ Kft.), MR_NILSZ_OFFICE_Anker_Köz (Mr.NILSZ Kft.), MR_NILSZ_OFFICE_Blahá_2 (Mr.NILSZ Kft.), MR_NILSZ_OFFICE_GRAND_HOTEL_KELETI (Mr.NILSZ Kft.), MR_NILSZ_SALES_ASTORIA (Mr.NILSZ Kft.), MR_NILSZ_SALES_Akadémia (Mr.NILSZ Kft.), MR_NILSZ_SALES_Andrássy_Bódé (Mr.NILSZ Kft.), MR_NILSZ_SALES_Arany_János_Utca (Mr.NILSZ Kft.), MR_NILSZ_SALES_Baalbek (Mr.NILSZ Kft.), MR_NILSZ_SALES_Batthyány_Tér (Mr.NILSZ Kft.), and MR_NILSZ_SALES_Bazilika (Mr.NILSZ Kft.). A red text 'No user assigned' is visible in the top right corner of the main content area. An orange circle highlights the 'Akadémia' entry in the list.

Name
MR_NILSZ_OFFICE_ASTORIA_2 Mr.NILSZ Kft.
MR_NILSZ_OFFICE_Anker_Köz Mr.NILSZ Kft.
MR_NILSZ_OFFICE_Blahá_2 Mr.NILSZ Kft.
MR_NILSZ_OFFICE_GRAND_HOTEL_KELETI Mr.NILSZ Kft.
MR_NILSZ_SALES_ASTORIA Mr.NILSZ Kft.
MR_NILSZ_SALES_Akadémia Mr.NILSZ Kft.
MR_NILSZ_SALES_Andrássy_Bódé Mr.NILSZ Kft.
MR_NILSZ_SALES_Arany_János_Utca Mr.NILSZ Kft.
MR_NILSZ_SALES_Baalbek Mr.NILSZ Kft.
MR_NILSZ_SALES_Batthyány_Tér Mr.NILSZ Kft.
MR_NILSZ_SALES_Bazilika Mr.NILSZ Kft.

6 Here you have several options for closing and calculating commissions.

7

Use the select all checkbox to select all commission funds for all sales team members and close them at the same time.

ing Kft. ☒ Mr.NILSZ Kft. ☐ PROGRAM CENTRUM Kft. ☐ RiverRide-Tours Kft

Users assigned to the group
MR_NILSZ_SALES_Akadémia

ame Select all ☐

Birnstein Lajos (birnsteinl)

Gelencsér Péter (gelpg)

Szűcs András (szucsa)

Test Sales (salestest)

Birnstein Lajos 0 HUF
(birnsteinl) Commission
Daily Minimum Commission: 0 HUF
2024-05-21 10:17:54 - 2024-05-21 11:29:44
Personal settlement

8

If you only want to close the sales of specific sales group members, you can select them by checking the checkbox next to As a group above their name.

(gelpg) Commission

Daily Minimum Commission: 0 HUF
2024-05-21 10:17:54 - 2024-05-21 11:29:44
Personal settlement

As a Group ☐

Gelencsér Péter 3 000 HUF
(gelpg) Commission
Daily Minimum Commission: 0 HUF
2024-05-21 11:30:38 - 2024-05-21 15:51:14
Personal settlement

9

Click on the checkbox and select multiple members.

Szűcs András
(szucsa)
Commission
Daily Minimum Commission: 0 HUF
2024-05-21 11:30:38 - 2024-05-21 15:50:14
Personal settlement

As a Group ☒

Test Sales
(salestest)
Commission
Daily Minimum Commission: 0 HUF
2024-05-21 13:10:12 - 2024-05-21 15:42:30
Personal settlement

10

Click on the checkbox and select multiple members.

Gelencsér Péter
(gelpg)
Commission
Daily Minimum Commission: 0 HUF
2024-05-21 10:17:54 - 2024-05-21 11:29:44
Personal settlement

As a Group ☒

Gelencsér Péter3 000
(gelpg)
Commission
Daily Minimum Commission: 0 HUF
2024-05-21 11:30:38 - 2024-05-21 15:51:14
Personal settlement

11

If you want to settle someone individually, select the "Personal settlement" button at the bottom of the widget.

As a Group ☐

Test Sales 5 450^{HUF}
(salestest) Commission

Daily Minimum Commission: 0 HUF
2024-05-21 13:10:12 - 2024-05-21 15:42:30

Personal settlement

Summary

Currency	Commission
HUF	8 450 ^{HUF}

12

In this case, a window pops up, in which the settlement closing must be confirmed by clicking on "yes", or to be canceled by clicking "no".

MR_NILSZ_OFFICE_Blahu_2
ILSZ Kft.

MR_NILSZ_OFFICE_GRAND_HC
ILSZ Kft.

MR_NILSZ_SALES_ASTORIA
ILSZ Kft.

MR_NILSZ_SALES_Akadémia
ILSZ Kft.

MR_NILSZ_SALES_Andrássy_Bó
ILSZ Kft.

MR_NILSZ_SALES_Arany_János
ILSZ Kft.

MR_NILSZ_SALES_Baalbek
ILSZ Kft.

MR_NILSZ_SALES_Batthyany_Tér
ILSZ Kft.

MR_NILSZ_SALES_Bazilika
ILSZ Kft.

MR_NILSZ_SALES_Clark_Ádám_tér
ILSZ Kft.

MR_NILSZ_SALES_DM_Bódé

Szücs András (szucs)

Test Sales (salestest)

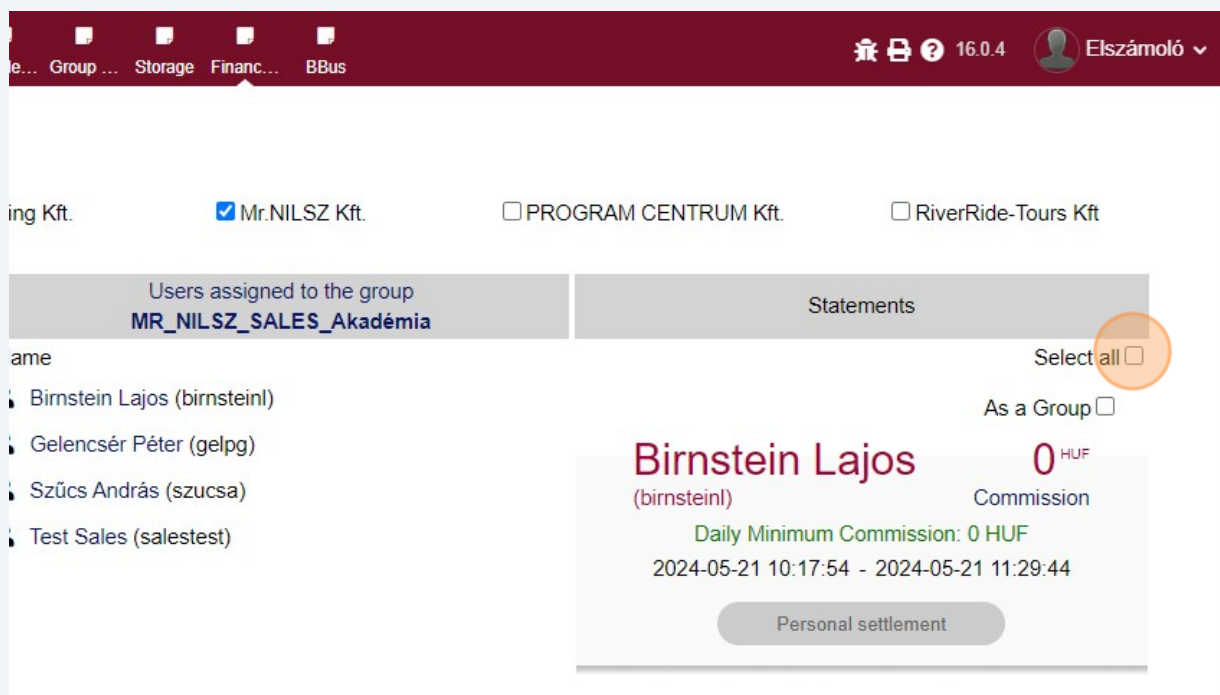
Individual settlement

Are you sure you approve the account of ()?

Yes No

13

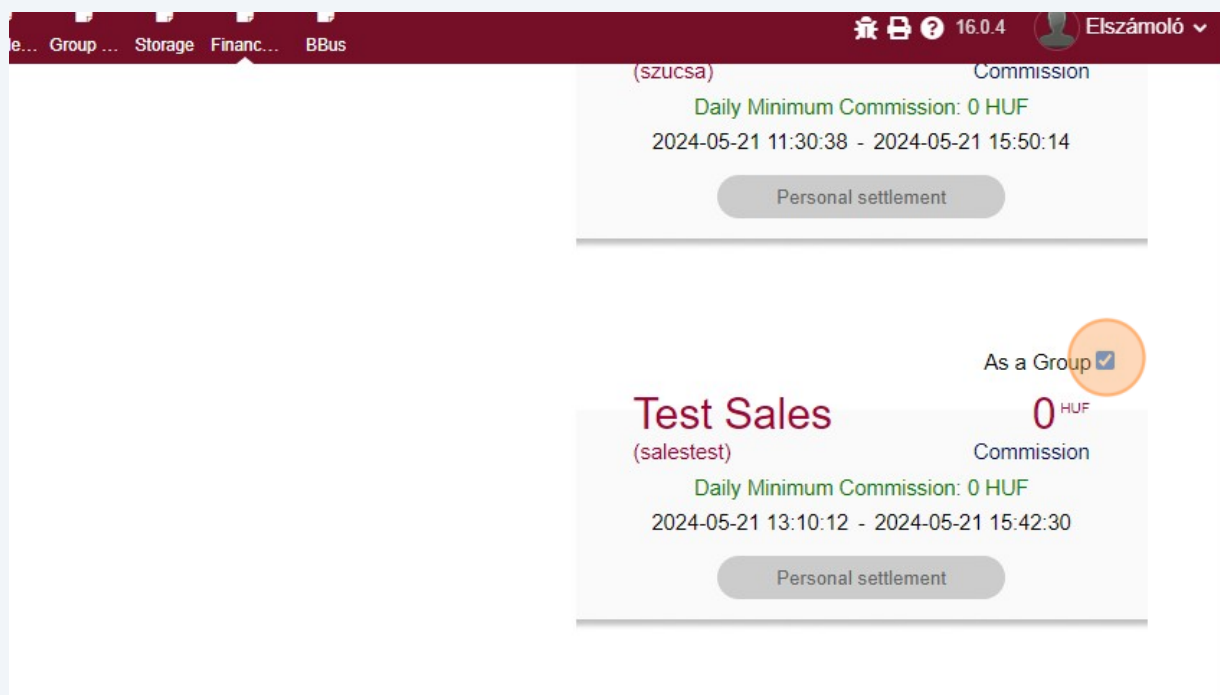
If you are using "select all", people who have been previously closed must be removed from the selection before closing the process.



The screenshot shows the top navigation bar with icons for Group, Storage, Financ..., and BBus. The user is logged in as 'Elszámoló'. Below the navigation bar, there are checkboxes for 'Mr.NILSZ Kft.', 'PROGRAM CENTRUM Kft.', and 'RiverRide-Tours Kft.'. The 'Users assigned to the group' section is titled 'MR_NILSZ_SALES_Akadémia'. It lists four users: 'Birnstein Lajos (birnsteinl)', 'Gelencsér Péter (gelpg)', 'Szűcs András (szucsza)', and 'Test Sales (salestest)'. To the right of the list, there is a 'Select all' checkbox, which is highlighted with an orange circle. Below the list, there is a summary card for 'Birnstein Lajos (birnsteinl)' showing a commission of '0 HUF' and a 'Daily Minimum Commission: 0 HUF' for the period '2024-05-21 10:17:54 - 2024-05-21 11:29:44'. A 'Personal settlement' button is visible at the bottom of the card.

14

Click this checkbox to remove from selection.



The screenshot shows the same interface as the previous one, but with the 'Test Sales (salestest)' user selected. The 'As a Group' checkbox is highlighted with an orange circle. The summary card for 'Test Sales (salestest)' shows a commission of '0 HUF' and a 'Daily Minimum Commission: 0 HUF' for the period '2024-05-21 13:10:12 - 2024-05-21 15:42:30'. A 'Personal settlement' button is visible at the bottom of the card.

15 Click "Group settlement"

Test Sales

(salestest)

Commission

Daily Minimum Commission: 0 HUF

2024-05-21 13:10:12 - 2024-05-21 15:42:30

Personal settlement

0^{HUF}

Group settlement

Summary

Currency

Commission

HUF

3 000^{HUF}

16 Click "Yes" to confirm the process.

R_NILSZ_OFFICE_Blah_2

.SZ Kft.

R_NILSZ_OFFICE_GRAND_HO

.SZ Kft.

R_NILSZ_SALES_ASTORIA

.SZ Kft.

R_NILSZ_SALES_Akadémia

.SZ Kft.

R_NILSZ_SALES_Andrássy_Bó

.SZ Kft.

R_NILSZ_SALES_Arany_János

.SZ Kft.

R_NILSZ_SALES_Baalbek

.SZ Kft.

R_NILSZ_SALES_Batthyany_Tér

.SZ Kft.

R_NILSZ_SALES_Bazilika

.SZ Kft.

R_NILSZ_SALES_Clark_Ádám_tér

.SZ Kft.

R_NILSZ_SALES_DM_Bódé

Szűcs András (szucs)

Test Sales (salestest)

Group financial settlement

Are you sure you approve the group settlement?

Yes

No

Birn

(birnstein)

2024-0

Birn

(birnstein)

2024-0

17 The following process is required for the daily closing.

18 Click "Association of packages and devices"

User groups

List of groups

List of one person groups

Hotel groups

Packages

Assigning devices to a pa...

Devices management

Association of packages...

Cash Closing

DailyClosingList

Logout management

Hotels

42

PackageID	MR.NILSZ-PACKAGE-0007
User ID	Sales Test
FkGroupId	MR_NILSZ_SALES_Akadémia
FkGroupUserId	MR_NILSZ_SALES_Akadémia
DeliveryPDF	Print
IncomePDF	

List of devices

MRNYOM007	Printer
MRMOB007	Mobil Phone
MRDOC007	DOC Terminal

19 Use the filter checkbox.

The screenshot shows a software interface with a dark red top navigation bar containing icons and labels: HRM, Tickets, Tools, NTAK, Simple..., Group ..., Storage, Financ..., and BBus. Below the navigation bar is a purple button labeled "CLEAR ALL PACKAGES FROM THE GROUPS".

Below the button, there is a section titled "of packages and devices". It contains a list of checkboxes: "Hungary Kft.", "Budapest Sightseeing Kft.", "Mr.NILSZ Kft." (highlighted with an orange circle), and "PROGRAM CENTRUM Kft.".

Below the checkboxes is a table with the following structure:

Individual or group	← Groups	Packages assigned to the group BIG_BUS_HUNGARY_SALES	Free
		No package assigned	Search...
GARY_SALES			<input type="checkbox"/> BBH_Package_000'
GARY_SALES_ASTORIA			<input type="checkbox"/> BBH_Package_000'
GARY_SALES_ASTORIA_2			<input type="checkbox"/> BBH_Package_000'

20 Click on the sales group you want to see.

The screenshot shows a software interface with a dark red top navigation bar. On the left side, there is a sidebar with a list of items: "Cash Closing", "DailyClosingList", "Logout management", and "Hotels".

On the right side, there is a list of sales groups, each preceded by a person icon and followed by the text "Mr.NILSZ Kft.":

- MR_NILSZ_OFFICE_ASTORIA_2
- MR_NILSZ_OFFICE_Anker_Köz
- MR_NILSZ_OFFICE_Blahá_2
- MR_NILSZ_OFFICE_GRAND_HOTEL_KELETI
- MR_NILSZ_SALES_ASTORIA
- MR_NILSZ_SALES_Akadémia (highlighted with an orange circle)
- MR_NILSZ_SALES_Andrássy_Bódé
- MR_NILSZ_SALES_Arany_János_Utca
- MR_NILSZ_SALES_Baalbek
- MR_NILSZ_SALES_Batthyany_Tér
- MR_NILSZ_SALES_Bazilika

Below the list, there is a label "(1 person)".

21 Click "PackageHistoryRecord"

tion of packages and devices

☒ Mr.NILSZ Kft.
 ☐ Budapest Sightseeing Kft.
 ☐ PROGRAM CENTRUM Kft.
 ☐ Bus Hungary Kft.

Individual or group	← Groups	Packages assigned to the group	
		MR_NILSZ_SALES_Akadémia	
		Select all <input type="checkbox"/>	Search...
Z_OFFICE_ASTORIA_2		MR.NILSZ-PACKAGE-0007 (3 Device)	<input type="checkbox"/> MR.NILSZ-PA
Z_OFFICE_Anker_Köz	(1 person)	PackageHistoryRecord Closed	<input type="checkbox"/> MR.NILSZ-PA
Z_OFFICE_Blaha_2		MR.NILSZ-PACKAGE-0009 (3 Device)	<input type="checkbox"/> MR.NILSZ-PA
Z_OFFICE_GRAND_HOTEL_KELETI		PackageHistoryRecord	<input type="checkbox"/> MR.NILSZ-PA
Z_SALES_ASTORIA		MR.NILSZ-PACKAGE-0010 (3 Device)	<input type="checkbox"/> MR.NILSZ-PA
Z_SALES_Akadémia		PackageHistoryRecord	<input type="checkbox"/> MR.NILSZ-PA

22 Click "Close the record!"

List of devices			
M007	Printer		
007	Mobil Phone		
007	POS Terminal		
HUF	10000	HUF	
EUR	20	EUR	
t Card		Pieces	
Cruise			
e			

[Close the record!](#)

23

In case if there is a problem with one of the tools and would like to reserve money to cover it, write here.


This amount is credited to the colleague's internal account.

me or package: **MR.NILSZ-PACKAGE-0007**

Calculated / cleared commission
 2024-05-21 Jutalék/Commission
 15:10:12 2024-05-21 **5 450 HUF**

Expected commission
0 HUF

<input type="checkbox"/>		2024-05-21 1
<input type="checkbox"/>		MrNRS2405-000003 2024-05-21 1
<input type="checkbox"/>		MrNRS2405-000002 2024-05-21 1
<input type="checkbox"/>		MrNRS2405-000001 2024-05-21 1

List of devices		Withholding
RMOB007	Mobil Phone	<input type="checkbox"/>  HUF
RYOM007	Printer	<input type="checkbox"/> HUF
RPOS007	POS Terminal	<input type="checkbox"/> HUF
dapest Card		<input type="checkbox"/> HUF
inner & Cruise		<input type="checkbox"/> HUF


24

If everything is OK, use the checkbox.

15:10:12 2024-05-21 **5 450 HUF**

Expected commission
0 HUF

<input type="checkbox"/>		MrNRS2405-000002 2024-0
<input type="checkbox"/>		MrNRS2405-000001 2024-0

List of devices		Withholding
MRMOB007	Mobil Phone	<input type="checkbox"/> 25000 HUF
MRNYOM007	Printer	<input checked="" type="checkbox"/>  HUF
MRPOS007	POS Terminal	<input type="checkbox"/> HUF
Budapest Card		<input type="checkbox"/> HUF
Dinner & Cruise		<input type="checkbox"/> HUF
RiverRide		<input type="checkbox"/> HUF

25 If everything is OK, then use the "Check all..." checkbox

The total amount cash + (change)			
	Daily income cash	Change	The total amount cash + (change)
HUF:	30 550 HUF	10 000 HUF	40 550 HUF
EUR:	0 EUR	20 EUR	20 EUR

The total amount cash & card			
	Daily income cash	Daily income card	The total amount cash & card
HUF:	30 550 HUF	30 000 HUF	60 550 HUF
EUR:	0 EUR	0 EUR	0 EUR

Unprinted factures

▼

☐ Check all, if everything is appropriate

Cash Closing

26 If you want to see the unprinted invoices, open the window.

The total amount cash + (change)		
Daily income cash	Change	The total amount cash + (change)
30 550 HUF	10 000 HUF	40 550 HUF
0 EUR	20 EUR	20 EUR

The total amount cash & card		
Daily income cash	Daily income card	The total amount cash & card
30 550 HUF	30 000 HUF	60 550 HUF
0 EUR	0 EUR	0 EUR

Unprinted factures

▼

g is appropriate

27

Invoices that have not been printed or that need to be cancelled for other reasons can be selected in the right-hand tile.

At the end of the process, the system will automatically generate the storno invoice for the selected items.

2024-05-21 13:11:54 - 2024-05-21 16:05:06

SALES_Akadémia
SZ_SALES_Akadémia
PACKAGE-0007

Calculated / cleared commission
Commission
21
5 450 HUF

Expected commission

0 HUF

devices

Withholding

iPhone

er

Terminal

↓ Mark for storno

<input type="checkbox"/>	MrNRS2405-000005	2024-05-21 15:20:52	Credit card	15 0
<input type="checkbox"/>	MrNRS2405-000004	2024-05-21 15:20:51	Credit card	15 0
<input type="checkbox"/>	MrNRS2405-000003	2024-05-21 14:56:45	Cash	17 0
<input type="checkbox"/>	MrNRS2405-000002	2024-05-21 14:56:44	Cash	13 5
<input type="checkbox"/>	MrNRS2405-000001	2024-05-21 14:52:06	Cash	6 00

28

To finish the process click "Cash Closing"

The total amount cash + (change)

	Daily income cash	Change	The total amount cash + (change)
HUF:	30 550 HUF	10 000 HUF	40 550 HUF
EUR:	0 EUR	20 EUR	20 EUR

The total amount cash & card

	Daily income cash	Daily income card	The total amount cash & card
HUF:	30 550 HUF	30 000 HUF	60 550 HUF
EUR:	0 EUR	0 EUR	0 EUR

Unprinted factures

☒ Check all, if everything is appropriate

Cash Closing

29 You can check the status by clicking "Back to list"

Search

User groups
List of groups
List of one person groups
Hotel groups

Packages
Assigning devices to a pa...

Devices management
Association of packages ...

Cash Closing
DailyClosingList

Logout management

Cash Closing DailyClosingHistory

[← Back to list](#)

There is no open daily closing task

30 Here you will find the sales team members and related information.

You can search by names to find any user.

Search

User groups
List of groups
List of one person groups
Hotel groups

Packages
Assigning devices to a pa...

Devices management
Association of packages ...

Cash Closing
DailyClosingList

Logout management

Cash Closing

User's name	Nickname	Username
Search...	Search...	Search...
Ahadi Daniel		daniel.ahadi
Aziza Ben	Beni	ben.aziza
Barbaluk Edina	Barbamama	edina.barbaluk
Birnstein Lajos	Lala	birnsteinl
BirnsteinSales Lajos		birnstein.lajos.sak
Deák Ferenc	Defe	deakf
Fraknói Györgyi	Frankó	gyorgyi.fraknoi
Gelencsér Péter		gelencser.peter
Gelencsér Péter	Péter	gelpg

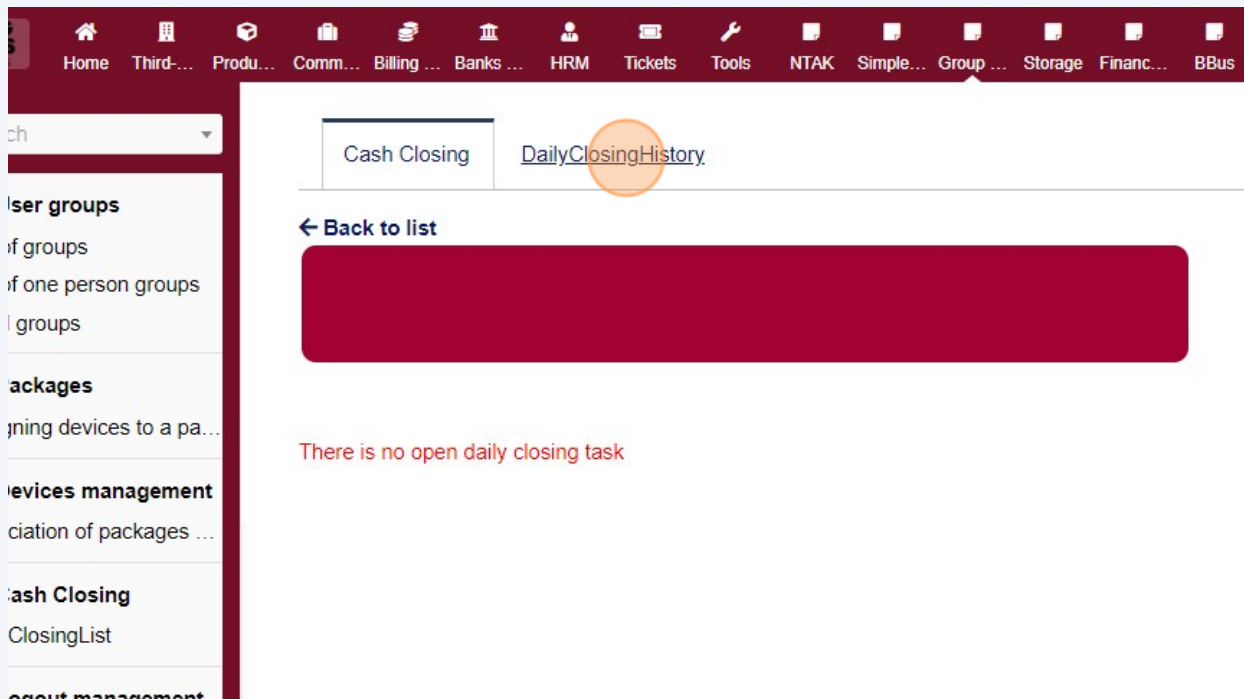
31

If you have found the group member, you can click on his/her name to access the detailed data sheet.

32

Since we have previously done the locking on the user, there is no open item on this page.

Click "DailyClosingHistory"



33 On this interface you can see the individual sales data for each user.

Click on an id number.

Search

User groups

List of groups

List of one person groups

Hotel groups

Packages

Assigning devices to a pa...

Devices management

Association of packages ...

Cash Closing

DailyClosingList

Logout management

Hotels

Cash Closing

DailyClosingHistory

← Back to list

Cash Closing

ID	Creation date
42	2024-05-21 13:11:54

34 Here you can see the details of each sales event.

You can click "Print Delivery PDF"

Daily income card HUF: 30 000 HUF

Daily income card EUR: 0 EUR

	The total amount cash + (change)		
	Daily income cash	Change	The total amount cash + (change)
HUF:	30 550 HUF	10 000 HUF	40 550 HUF
EUR:	0 EUR	20 EUR	20 EUR

	The total amount cash & card		
	Daily income cash	Daily income card	The total amount cash & card
HUF:	30 550 HUF	30 000 HUF	60 550 HUF
EUR:	0 EUR	0 EUR	0 EUR

Print Delivery PDF

Print Income PDF

35 Or "Print Income PDF" to check them.

: card HUF: **30 000 HUF**

: card EUR: **0 EUR**

The total amount cash + (change)

Daily income cash	Change	The total amount cash + (change)
30 550 HUF	10 000 HUF	40 550 HUF
0 EUR	20 EUR	20 EUR

The total amount cash & card

Daily income cash	Daily income card	The total amount cash & card
30 550 HUF	30 000 HUF	60 550 HUF
0 EUR	0 EUR	0 EUR

nt Delivery PDF

[Print Income PDF](#)