

7.8 CLOSING OUT CASH REGISTER AND PRINTING LIST OF INVOICES

At the end of the day or when the user completes his/her work, you will close cash register and print the list of invoices. The list of invoices shows cash register balance at closure and the list of all settled debts, including cancelled settlements.

Precondition

Cash register has not been closed yet.

Procedure

1. Highlight the **Cash register balance** class.
2. Select the **Class / Close cash register** method.

The window containing the list of open cash registers will open. In libraries with department only those cash registers which are open in department in which you are currently signed in as a user are displayed on the list. Data on department, username, starting data and current amount of cash and non-cash is displayed for every open cash register.

3. Highlight and select the cash register with the mouse.

It is possible to display details or to close the selected cash register. Before closing the cash register it is recommended to check the list of invoices.

4. By clicking the **Check invoices** button the list of open invoices will be displayed for the selected cash register.

Check the list of invoices and the final balance of cash and non-cash payments in the library. A list of non-cash payments that were performed outside the library (e.g. with Moneta in the My library service) can be printed on the report LOAN-CRO-01: List of invoices.

5. If the balance on the report matches the actual balance, click the **Close** button.

If you answer affirmatively, you can close the cash register and print the list of invoices.



Note:

Closing the cash register cannot be cancelled. It is not possible to cancel debt settlements on an already closed invoice.



Note:

To close the cash register, the privilege CRO_CCR – Closing out cash register is required.

Options

The list of invoices can also be printed from the COBISS3/Reports module as, if you select the report LOAN-CRO-01: List of invoices in the Business operations report group.