

POINT OF SALE (POS) – CLOSING, BALANCING & RECONCILING ONLINE TILL

ROLLOUT GUIDE 1.0

Note: The closing, balancing, reconciling of tills as well as creating deposit entries, closing and exporting deposits may be processed by more than one department within your district (court clerks, court management, or finance division). Please follow your district's current process when following the instructions of this guide.

1. The “...**Point of Sale Online Till**” will close automatically when and only if a new payment is made after 11:59 pm(*is this time correct?*) .
 - a. If no card payment is made online for that day, the “...**Point of Sale Online Till**” will not be opened and will display as Available.
 - b. The “...**Point of Sale Online Till**” should not be manually opened.

2. The “...**Point of Sale Online Till**” should not be balanced and reconciled **until the following business day.**

3. Each night around midnight, the Closeout Reports will be emailed to the identified users at each court location where a payment(s) was made
 - a. If no card payments (Counter or Online) were made that day, a Closeout Report will not be received
 - b. If one or more card payments (Counter or Online) were made that day and the Court did not receive the Closeout Reports by email, a user with Manager rights in LexisNexis may pull a copy of the Closeout Report directly from VPS
 - i. Log into the portal (<https://agency.vitalchek.com/>)
 - ii. Select the Agency (Court Location)
 - iii. Under Closeout, select “Perform End of Day”

Orders ▾ Fulfillment ▾ Closeout ▾ Reports ▾ Dashboard ▾ Administration ▾ Lordsburg District (50360) ▾

Search Order **Perform End of Day**

Bill To	Last Name <input type="text"/>	First Name <input type="text"/>
Ship To	<input type="text"/>	<input type="text"/>
Card Type	All ▾	Last 4 <input type="text"/>
Order Number	<input type="text"/>	Auth Number <input type="text"/>
Search Days	31	Bill To Phone <input type="text"/>
Reference #	<input type="text"/>	
Email	<input type="text"/>	

Search Clear Export

Advanced Criteria

Order Status All ▾

Payment Status All ▾

Order Source All ▾

Operator (All) ▾

Order Date Range ▾

Order Date Start

Order Date End

Ship Method All ▾

Product All ▾

None ▾

Exclude Closed, Canceled and Declined Orders

- iv. Click “Reprint Report” Tab, change the date to the prior business day or the day you are looking for the report from, then click “Search”

Orders ▾ Fulfillment ▾ Closeout ▾ Reports ▾ Dashboard ▾ Administration ▾ Lordsburg District (50360) ▾


Perform End of Day

Close Orders **Reprint Report** Incomplete Closes

Close Date: 01/03/2022 Search

Closeouts				
	Date/Time	Txn. Number	Amount	User Name
Available Reports for :				

- v. Once the list of reports pulls up, click on the Play (forward arrow) button

Closeouts				
	Date/Time	Txn. Number	Amount	User Name
	01/03/2022 06:05:31 PM MST	69319192022010307053	\$4.33	VPS System


vi. Click on the picture icon next to the Detail and/or Summary Report to download it

Orders ▾ Fulfillment ▾ Closeout ▾ Reports ▾ Dashboard ▾ Administration ▾ Lordsburg District (50360) ▾



Perform End of Day

Close Orders Reprint Report Incomplete Closes

Close Date: 01/03/2022 Search

Closeouts				
	Date/Time	Txn. Number	Amount	User Name
	01/03/2022 06:05:31 PM MST	69319192022010307053	\$4.33	VPS System

Available Reports for : 03 Jan 2022 18:05:31 MST

-  Detail Report
-  Summary Report

- c. Use the total under Agency Fee for the payment source of “Web” to balance and reconcile the “...Point of Sale Online Till”
- It is recommended that Courts use the Summary Report as it groups the Web payments together and provides the Courts a total
 - If the Court uses the Detail Report, the Court will need to go through the list of orders and add all Web payments together to get the total needed to balance and reconcile the till*

Detail Report:

Las Vegas District
Detail Report for 1/4/2022 06:04 PM MST
Check/Txn Number(s): 69352362022010407043101
Closing by: ALL
Automated Close
Closed Orders

User ID	Order #	Source	Event Information	Customer Conv Fee	Carrier Fee	Agency Fee	Other Fee	Customer
lvedfmi@n	136854314	POS Agency	E8120501	\$0.05	\$0.00	\$2.20	\$0.00	\$2.25
	Miscellaneous		Counter Payment			\$2.20		
lps_syste	136855784	Web		\$0.24	\$0.00	\$10.00	\$0.00	\$10.24
			Miscellaneous Payment			\$10.00		
			Tape/CD Duplication Fee					
			Lori Cooper					
			5058588320					
lvedjnb@n	136864894	POS Agency	E8120502	\$0.24	\$0.00	\$10.00	\$0.00	\$10.24
	Miscellaneous		Counter Payment			\$10.00		
lvedjnb@n	136869975	POS Agency	E8120502	\$3.17	\$0.00	\$132.00	\$0.00	\$135.17
	D-412-PB-2022-		Counter Payment			\$132.00		
<hr/>								
	4			\$3.70	\$0.00	\$154.20	\$0.00	\$157.90

Summary Report:

Las Vegas District
Summary Report for 1/4/2022 06:04 PM MST
Check/Txn Number(s): 69352362022010407043101
Closing by: ALL
Automated Close

Product Type	Quantity	Agency Fee	Other Agency Fee	Total
Counter Payment	3	\$144.20	\$0.00	\$144.20
Miscellaneous Payment	1	\$10.00	\$0.00	\$10.00
Totals:	4	\$154.20	\$0.00	\$154.20

Order Source	Quantity	Agency Fee	Other Agency Fee	Total Agency Fee
POS				
FLucero	1	\$2.20	\$0.00	\$2.20
E8120501 Total:	1	\$2.20	\$0.00	\$2.20
JBaca	2	\$142.00	\$0.00	\$142.00
E8120502 Total:	2	\$142.00	\$0.00	\$142.00
POS Total:	3	\$144.20	\$0.00	\$144.20

Web	1	\$10.00	\$0.00	\$10.00
Totals:	4	\$154.20	\$0.00	\$154.20

Total Agency Fee: \$154.20

4. In Odyssey, the "...Point of Sale Online Till" may already be closed. However, it needs to be reconciled. If it is not closed, you may close the till and reconcile the till.
 - a. When entering the Till Breakdown details, make sure to use the "Credit Card" as the method and the agency amount for the Web payments from the Closeout Report as the amount

The screenshot shows a dialog box titled "Add Till Breakdown". It has a close button (X) in the top right corner. Below the title bar, there are two input fields: "Pay Method" with a dropdown menu currently showing "Credit Card", and "Amount" with a text box containing "10.00" and a clear button (X). At the bottom of the dialog, there are two buttons: "Continue" and "Exit".

- b. Make sure the till is in balance before saving and adding the till to a deposit

Reconcile Closed Till

Till **LVED-Las Vegas** | Created **01/04/2022** | Assigned To **All**

Till Breakdown	Transaction Analysis	Difference
Credit Card 10.00	(1) Credit Card 10.00	0.00
Till Balance 10.00		Transaction Balance 10.00
		0.00 Balanced

Reconciliation Complete

[Continue](#) [Exit](#)

c. **If the till is not in balance, stop and submit a JID Service Desk Incident.**

5. Once the till is balanced and reconciled, a deposit entry shall be created and the POS Online till added to it
 - a. A separate deposit should be created for POS Online Payments. DO NOT include any other tills
 - b. Add "POS Online" to the Reference or Department Field when creating the new deposit
 - c. View the Deposit Analysis to verify correct tender method was used when reconciling the till
 - d. Close the deposit. Run reports according to your district's current practice
 - e. Export deposit according to your district's current practice.

Important Note: Do not export any POS Online Deposits the last 2 days of the month. If you need any assistance please submit a JID Service Desk Incident.

Updated 8/2023 OBS TLN