GVenue · Night audit

STEP-BY-STEP MANUAL

The whole night, reconciled

A read-only report with everything that went through the system on one night: the bar by product, by bar, by bartender and by hour, each register's cash count, the sales to check and the findings with their written stamp. How to open it, how to read it, how to check what it flags and how to share it with a link that expires.

READ-ONLY · WRITTEN STAMP · COUNT PER BARTENDER · PRINT / PDF · EXPIRING LINK

Prepared for
your venue

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01 What the Night audit is

The **Night audit** is a report of **one night** at your venue with everything recorded in GVenue: every bar sale (product, bar, bartender, payment method and time), the register closings, tickets and guest lists, the staff who clocked in, the printed tickets and the log. It adds it all up, reconciles it and puts what is worth looking at **at the very top**, each item with a **written stamp**.

What this manual DOES cover

Who can see it and how it opens, how to read the numbers and the stamps, what each section shows, how to check the sales to review and the cash counts, how to print it and how to share it with a read-only link.

What it does NOT cover

How to sell, charge or close the register at the bar: that's in the **GV Bar** manual. Each date's report and the live night are in **GV Reports**. Pricing lives at `/armar`.

It's read-only

The audit **doesn't fix, adjust or write anything** in the system: it shows what was recorded. If something doesn't add up, the report tells you where to look; the fix, if needed, is made on the usual screen.

The report is in Spanish

The report and the panel screens are written in Spanish. In this manual, buttons and stamps are quoted as they appear, with their meaning in English: for example `⚠ REVISAR` (check).

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02 Before you start: who sees it and how it opens

When you add the Night audit, **we switch it on** for your venue: it starts switched off. From then on it opens inside your venue's panel.

1. **Log in to your venue's panel**
   With your usual user. The **owner** and whoever has the **reports** permission in the panel can see it.

2. **Open** `gvenue.com.ar/panel/auditoria_noche.php`
   With the panel session open. It shows the **last night** that started at your venue: a header with the venue, the event, the date, and the first and last sale.

3. **At the top you have two or three buttons**
   `← Volver al panel` (back to the panel), `🖶 Imprimir / guardar PDF` (print / save as PDF) and, if you are the owner and your venue has shared links switched on, `🔗 Compartir` (share, chapter 06).

4. **To have it on paper or as a PDF**
   Tap 🖶 **Imprimir / guardar PDF**: the browser's print dialog opens in A4. Choose your printer or «Save as PDF». The buttons at the top don't print.

WHO	SEES THE AUDIT	CREATES LINKS TO SHARE
Owner	✓ Yes, in the panel	✓ Yes, if the venue has links switched on
With reports permission	✓ Yes, in the panel	✕ No
Whoever receives a link	✓ Only that night, read-only	✕ No
The rest of the team	✕ No	✕ No

> **Always your venue, never another**
> Every number comes from **your** venue's sales, closings and tickets on **that** night. The night must belong to your venue: if it doesn't, the page says «Esa noche no es de este local» (that night is not from this venue) and shows no data.

03 How to read it: the numbers and the stamps

The report starts with what matters: four numbers and, below, **«1 · Lo que hay que mirar»** (what to look at), the list of findings in order of importance. Each finding says what happened and what to do.

FULL AUDIT OF THE NIGHT

EXAMPLE · INVENTED DATA

Bar Demo · Saturday night

Saturday 7 · from 23:00 until closing

SOLD AT THE BAR	CASH	CARD (TERMINAL)	AVERAGE TICKET
$ 1,285,000	**$ 512,000**	**$ 773,000**	**$ 3,119**
412 sales · 640 products	40 % of the total	60 % of the total	2 bars · 3 bartenders

✓ CUADRA

The bar adds up to the peso: $ 1,285,000

412 sales. Product by product gives the same as the sum of the tickets, and cash + card gives the total.

⚠ REVISAR

Hernán: $ 86,000 in bar cash with no count

He sold $ 285,000 at Bar 2 and there is no closing for his bar. That cash has to be counted against what he handed in.

● ATENCIÓN

640 tickets printed, 0 collected with a scan, 3 reprinted

Each reprint leaves two papers for one product paid once.

i DATO

Tickets: none went through the system

The door was handled outside the system: this audit can't check the door takings.

STAMP	WHAT IT MEANS	EXAMPLES
✓ CUADRA (adds up)	The totals match each other.	Product by product = tickets; cash + card = total.
⚠ REVISAR (check)	Something to check, with money involved.	Cash with no count, over or short, identical sales in a row, odd mixed payment, sale after closing, card to compare with the terminal.
● ATENCIÓN (attention)	Something about the night's controls worth knowing.	Tickets with no scan or reprinted, stock not deducted, night still open in the system.
i DATO (fact)	A fact to keep in mind, with no money at stake.	Tickets that didn't go through the system, bar or register staff who didn't clock in.

The stamp is written

Each finding carries its stamp in letters and with its symbol (✓ ⚠ ● i). The colour of the side line only goes along: the report reads the same printed in black and white.

04 What each section shows

Below the findings come the tables, numbered. They are what you use to dig into what a stamp flagged. The section titles are in Spanish in the report.

SECTION	WHAT IT SHOWS
1 · What to look at	The findings with their stamp (chapter 03).
2 · How it was paid	Each method (cash, card, mixed, house invitation) with sales and total. Below: voids, deleted sales, invitations, discounts and test sales.
3 · Each bar	Sales, products, total, cash, card, average ticket and when each bar opened and closed. Bars with no sales, on a separate line.
4 · Each bartender and their count	What each one sold, the cash they had to hand in, what they counted and the difference. Below, each register closing with its time, expected and counted.
5 · Product by product	Units, price, total and share of the money for each product. Those without a recipe say «(sin receta)».
6 · Hour by hour	Sales, total, cash and card for each hour.
7 · The biggest sales	The eight largest, with who, what they included and how they were paid.
8 · Sales to check	Only if there are any: identical sales in a row, with ★ MIRAR PRIMERO (look first) and how to check them (chapter 05).
9 · Bar tickets	How many were printed, how many were collected with a scan and the list of reprints.
10 · Tickets, lists and tables	Each ticket type: price, issued, scanned in and voided; purchase orders; promoter lists with their spots; open tables.
11 · The night's team	Who was present, their role, their clock-ins (in / out, or «sin salida», no clock-out) and what they sold.
12 · The night's log	The operational events, with time and who: register closings, staff changes, menu applied, price changes and reprints.

> **It sees what went through GVenue**
>
> If the door, a register or the stock were handled outside the system, the report **says so** instead of making up the number. And since card payments don't record which card terminal they went through, it gives you the card total to compare with your terminals' report.

At the bottom of the last page: *«Generado por GVenue · date and time»* (generated by GVenue) and *«Solo lectura: lo que el sistema registró, sin correcciones»* (read-only: what the system recorded, with no corrections).

05 Checking what it flags: counts and sales to check

Each bartender's cash count (section 4)

4 · EACH BARTENDER AND THEIR COUNT

EXAMPLE · INVENTED DATA

BARTENDER	BAR	SALES	TOTAL	CASH	COUNTED	DIFFERENCE
Sofía	Bar 1	168	$ 532,000	$ 214,000	$ 214,500	over $ 500
Aitana	Bar 1	151	$ 468,000	$ 212,000	$ 212,000	$ 0
Hernán	Bar 2	93	$ 285,000	$ 86,000	**no count**	—
Total		**412**	**$ 1,285,000**	**$ 512,000**	**$ 426,500**	**$ 500**

«Cash» = what the system says they took in cash (what they had to hand in) · «Counted» = what they typed when closing their register.

- **«sin arqueo»** (no count): they sold in cash and there is no closing for their bar. Count that cash against what they handed in.
- **«sobró»** (over) is usually wrong change, a cash payment entered as card or tips mixed with the till; **«faltó»** (short) is money the system says came in and wasn't there at the count.
- It also flags **sales after closing** of that bartender's own register (they went into no count) and **mixed payments with an odd amount** (check them against the card terminal).

Sales to check (section 8)

8 · SALES TO CHECK

EXAMPLE · INVENTED DATA

	SALES NO.	TIME	PRODUCT	EACH	PAYMENT
★ MIRAR PRIMERO	**#2041 and #2042**	**01:12:08 (same sec.)**	**2 × Fernet and cola**	**$ 7,000**	**both by card**
	#2290 and #2291	02:31:40 · 02:31:55	1 × Gin and tonic	$ 7,000	cash and card

Same products, same amount, same bartender, less than 20 seconds apart. Not confirmed errors: on a full night two customers can order the same thing in a row.

1. **Start with ★ MIRAR PRIMERO (look first)**
   Both sales were paid with the same method almost in the same second (2 seconds or less): it's what most looks like a double tap.

2. **Card ones, against the terminal's report**
   If the terminal has one charge and the system two, the sale was entered twice in the system. If the terminal charged twice, one has to be refunded to the customer.

3. **Cash ones, against that register's count**
   If that register was over or exact, the sales were real; if money was short, they may explain it. If the register wasn't counted, they can't be confirmed until it is: the report warns you.

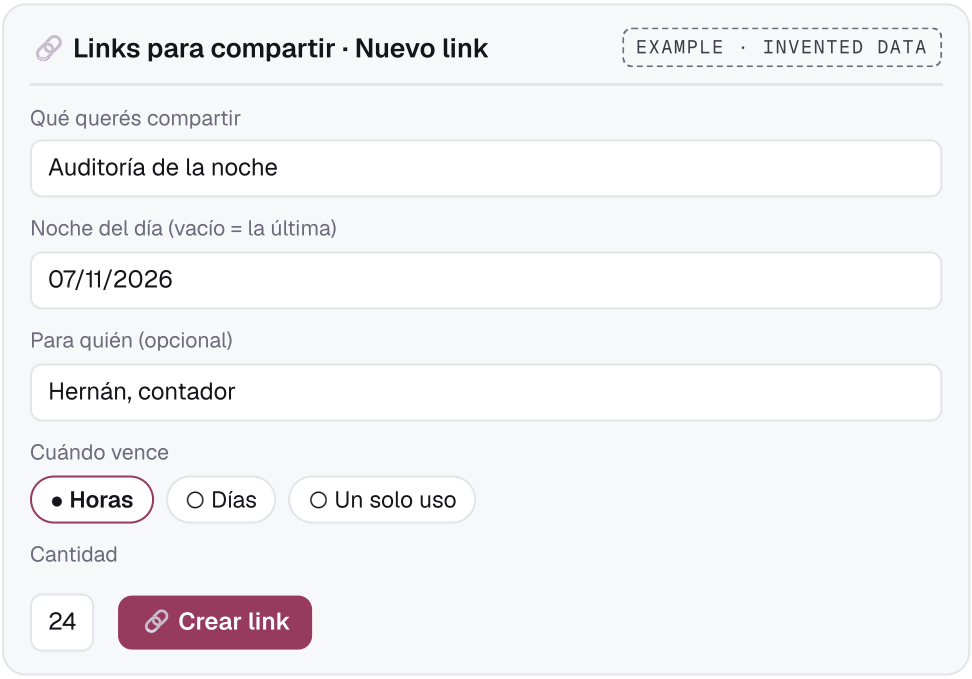
06 Sharing it with a link

The owner can send one night's audit to anyone —the accountant, a partner, the manager— with a link with **no password and read-only**, that expires when you say or works only once. Shared links are also **switched on by us** for your venue.

1. **Tap `🔗 Compartir` (share) above the audit**
   `Links para compartir` (links to share) opens. There you choose what to share: **Auditoría de la noche**.

2. **Choose the night, who it's for and when it expires**
   Noche del día (night of the day): the date the night started (empty = the last one). **Para quién** (who it's for, optional): a name to recognise the link. **Cuándo vence** (expires): hours, days or **un solo uso** (single use), with the amount.

3. **Tap « 🔗 Crear link» (create link) and send it**
   With 📋 **Copiar link** (copy link) or 📲 **Mandar por WhatsApp** (send by WhatsApp). The full link is shown **only at that moment**.



EXPIRES	HOW IT WORKS
Horas / Días (hours / days)	Opens as many times as needed until it expires.
Un solo uso (single use)	Opens once (it has to be opened within 7 days); whoever opened it keeps seeing it for a while on that same device, so reloading doesn't break it.
✕ **Anular** (cancel)	In **Tus links** (your links), each active link has «✕ Anular»: it stops opening right away.

Tus links shows each link's written status (● Activo · ○ Vencido · ✓ Ya se usó · ✕ Revocado), its dates and how many times it was opened. The recipient first sees a page with **«Abrir»** (open), so the WhatsApp preview **doesn't use up** the link; then the audit, marked « 🔒 Sólo lectura» (read-only), which they can also print.

07 Good practice and FAQ

- **One link per person**, with their name in «Para quién»: that way you know who opened what and you cancel only theirs.
- **Just the right time**: to send the night to the accountant, single use or a few hours is enough.
- **If you sent it to the wrong person, cancel it** in `Links para compartir → Tus links`: it stops opening right away.
- **For someone to operate** (sell, charge, scan), don't send them a link: add them in Personas (people), so every sale is under their name.

> **Whoever has the link sees the night**
> The link doesn't ask for a password: whoever has it sees that night until it expires. Don't publish it or send it to a group.

Can I see a night other than the last one?

In the panel it opens the last night that started. For an earlier night, create a link and choose the day in «Noche del día».

Does it arrive on its own by email or WhatsApp?

No. You open it from the panel whenever you want, or share the link.

Does it change anything in the system?

No. It's read-only: it doesn't fix, adjust or write anything.

It says «sin arqueo» (no count) but the bartender did close. Why?

Because they closed something else (for example, the main register) and not their bar: the finding tells you at what time and what they closed. That closing doesn't cover what they sold at their bar.

Why does the card show a different date at the bank?

If all sales were after midnight, the bank's report shows them with the next day's date. The report warns you.

Who on the team can see it?

The owner and whoever has the reports permission in the panel. Only the owner creates links.