

adjusting starting cash

Follow these steps to adjust your starting cash.

Adjust Your Starting Cash

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Accounting button.
3. Click on the Set Default Settings button.
4. Scroll down to the question “Default cash amount to open cash drawer with?”
5. Highlight the question by clicking once.
6. Type in your new starting cash amount in the Answer Here field.
7. Click the Save Answer button.
8. Scroll down to the last question “Use default amount for starting balance?” By answering Yes to this question, you wish to have the starting cash default with the amount previously specified.
9. Select Yes in the Answer Here drop down menu.
10. Click the Save Answer button.
11. Click the Return to Previous Screen button.

The screenshot shows the 'Default Settings' window for 'Accounting'. At the top, there is an 'Answer Here' field containing '100.00' and a 'Save Answer' button. Below this is a list of questions with their current answers:

| Questions | Answer |
|--|----------|
| Assume Tax is included in Retail price? | No |
| Auto Print Shift's Starting Cash? | No |
| Calculate Service Tax from Service Categories? | No |
| Currency Format? | #,##0.00 |
| Default cash amount to open cash drawer with? | 100.00 |
| Gift Certificate Tax 1 | |
| Gift Certificate Tax 2 | |
| Gift Certificate Tax 3 | |
| Gift Certificate Tax 4 | |

Below the list is an 'Explanation of setting' section: "Determines the amount of cash that should be in the cash drawer at the opening of each shift. Setting this amount will enable the Close Day". At the bottom are two buttons: 'Reset to Blueprint Default' and 'Return to Previous Screen'.

The screenshot shows the 'Default Settings' window for 'Accounting'. At the top, there is an 'Answer Here' field containing 'Yes' and a 'Save Answer' button. Below this is a list of questions with their current answers:

| Questions | Answer |
|--|--------|
| Product Tax 1 | |
| Product Tax 2 | |
| Product Tax 3 | |
| Product Tax 4 | |
| Service Tax 1 | |
| Service Tax 2 | |
| Service Tax 3 | |
| Service Tax 4 | |
| Use Default amount for starting balance? | Yes |

Below the list is an 'Explanation of setting' section: "Allows you to specify if you would like to have the starting cash default with the amount specified, or use the information from the shifts". At the bottom are two buttons: 'Reset to Blueprint Default' and 'Return to Previous Screen'.

