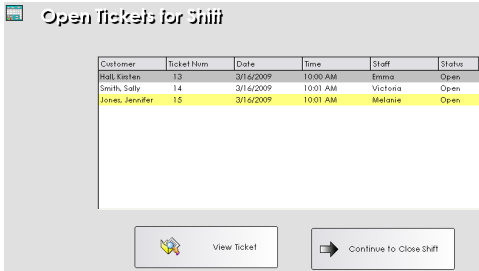


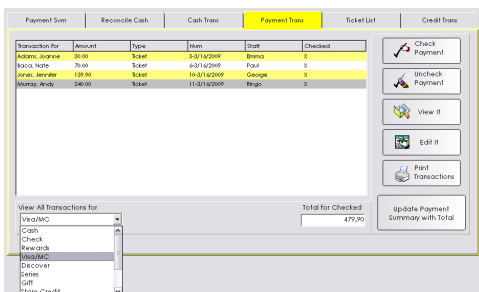
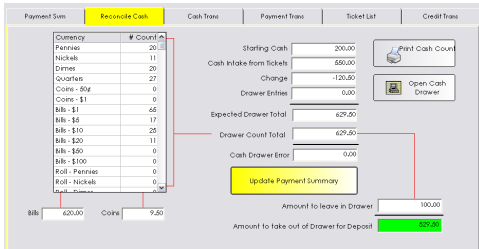
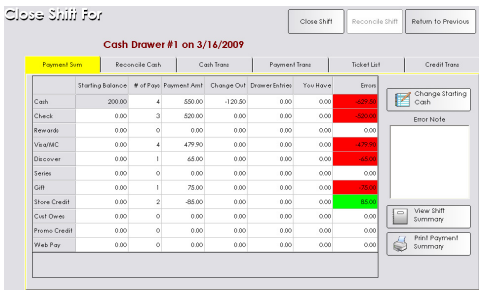
closing the shift

To complete your daily transactions you must close your shifts and then close your day.



Close the Shift

1. From the SalonBiz®/SpaBiz® menu bar, click on the Operations icon (sun/moon).
2. Select by clicking once on the shift you would like to close and then click on the Close Shift button, or simply double click on the shift you wish to close. Make sure the shift you are closing matches the workstation you are working on.
3. If there are any open tickets they will need to be closed. From the Open Tickets for Shift screen you can view your open tickets that need to be closed before proceeding. Tickets must be processed on the same drawer where the payment was received.
4. In the Close Shift screen you will begin to reconcile all transactions, the Payment Sum tab will automatically appear, giving you a summary of all of the payment transactions throughout the day.
5. Click once on the Reconcile Cash tab and count the contents of your cash drawer note any error. The amount to leave in the drawer, and amount to take out for the bank deposit will be automatically calculated for you. Be sure to click on the Update Payment Summary button when finished.
6. Click on the Payment Trans tab to begin reconciling the remaining transactions.
7. In the drop down menu View All Transactions For, select the payment type you wish to reconcile.
8. Reconcile by checking the payment type with the transaction or receipt and double click on each transaction so an "X" appears on the far right "Checked" column. Be sure to click on the Update Payment Summary button for every payment type.
9. Repeat step 8 for every payment type.
 - If you have credit card integration, click the Credit Trans tab to reconcile and batch your credit card transactions.
10. Now that all transactions have been reconciled click on the Close Shift button.
11. Answer Yes to the message "Are you sure you wish to close the shift?"
12. Click on the Reconcile Shift button.
13. Answer Yes to the message "Are you sure you wish to Reconcile your shift? All settings will be permanent and unchangeable."
14. Follow steps 1 – 13 above to close other open shifts.



closing the day

Close Day Monday, March 16, 2009

Payment Summary | Sales Validation | Bank Deposit | Reports & Overnight

	Starting Balance	# of Payments	Payment Amt	Change Out	Drawer Balances	You Have	Errors
Cash	200.00	4	680.00	-120.00	0.00	620.00	0.00
Check	0.00	3	520.00	0.00	0.00	520.00	0.00
Money	0.00	0	0.00	0.00	0.00	0.00	0.00
Visa/MC	0.00	4	479.90	0.00	0.00	479.90	0.00
Discover	0.00	1	65.00	0.00	0.00	65.00	0.00
Series	0.00	0	0.00	0.00	0.00	0.00	0.00
Gift	0.00	1	75.00	0.00	0.00	75.00	0.00
Store Credit	0.00	2	85.00	0.00	0.00	85.00	0.00
Coin Cents	0.00	0	0.00	0.00	0.00	0.00	0.00
Prize Card	0.00	0	0.00	0.00	0.00	0.00	0.00
Misc Fee	0.00	0	0.00	0.00	0.00	0.00	0.00

Enter Note:

Payment Summary | Sales Validation | Bank Deposit | Reports & Overnight

Cash Deposit

Currency	# Count	Amount
Nickels	0	0.00
Dimes	0	0.00
Quarters	2	0.50
Coins - \$1	0	0.00
Coins - \$5	0	0.00
Coins - \$1	29	29.00
Bills - \$5	4	20.00
Bills - \$10	17	170.00
Bills - \$20	12	240.00

Total Cash: 520.00

Total Bills: 520.00

Cash Deposit: 520.00

Printer Note:

Print Deposit Slip

Total Deposit: 1,040.00

Check Deposit: 520.00

Payment Summary | Sales Validation | Bank Deposit | Reports & Overnight

Reports to print for closing the day

Report:

Reports to print for next day:

Staff Members to print Schedules for:

Staff	Equip ID	Print
Balmain, Victoria	Victoria	<input checked="" type="checkbox"/>
Brown, Dale	Dale	<input checked="" type="checkbox"/>
Brown, Brynna	Brynna	<input checked="" type="checkbox"/>
Chapman, Melissa	Melissa	<input checked="" type="checkbox"/>
Field, Carl	Carl	<input checked="" type="checkbox"/>
Hahn, George	George	<input checked="" type="checkbox"/>
Jennings, John	John	<input checked="" type="checkbox"/>
Wright, Paul	Paul	<input checked="" type="checkbox"/>
Winters, T	T	<input checked="" type="checkbox"/>
Winters, Bingsi	Bingsi	<input checked="" type="checkbox"/>

Close the Day

1. Answer 'Yes' to the message "All shifts for today are Closed and Reconciled. Do you wish to close the day?"
2. Click on the Bank Deposit tab.
3. Combine all cash and checks to be deposited from all of the cash drawers.
4. Enter in the Currency field all total coin and currency collected from each shift.
5. Continue to complete the bank deposit according to the procedure at your location.
6. Click on the Reports & Overnight tab.
7. If you would like to print the Reports selected and working staff schedules click on the Close Day and Print Reports & Schedules button.
8. If you do not wish to print Schedules and Reports simply click on the Just Close Day without Printing button.
9. From the SalonBiz®/SpaBiz® menu bar, click on the Exit button in the upper right hand corner.
10. Answer Yes to the message "Are you sure you wish to Quit?"



frequently asked questions

Can I close shifts one at a time before we are actually closed?

Sure, if you have multiple shifts opened for the day you may follow the steps to close and reconcile a particular shift prior to actually closing the day. Remember you have to have a shift open to work with tickets so make sure you leave a shift open until the last ticket is processed. Also be sure to take out the appropriate amount for the bank deposit from that shift and put it in a safe place until you are ready to fill out the close day bank deposit slip.

Can I close my shift with open tickets?

There is a default setting in Blueprints under the Ticket icon asking “Allow to close with Open Tickets?” answering Yes to this question will allow you to close with open tickets. However, processing all tickets before closing is a best practice so answering ‘No’ to the default question will ensure that all tickets are processed prior to closing the day.

Can I edit a ticket if I selected the wrong payment type?

Yes, from the Payment Transactions tab, click on the sales ticket you wish to edit. Then click the Edit it button so the ticket can be displayed on the screen and with an Edit status (in the upper right corner). To edit the payment type, double-click in the Pay Type field at the bottom of the screen and choose the correct payment type. Then click the Return to Previous screen button a message will inform you that the shift will be reset.

What if I never received the message “All shifts for today are Closed and Reconciled. Do you wish to close the day?”

If you do not receive this message and you have closed all of your day’s shifts, then one of the shifts was not reconciled.

What should I do if the amount to take out for deposit is red?

If the number is negative and in red, do not remove the money. This indicates you do not have enough cash in your drawer to make the beginning opening amount for the next day. Leave a note in the drawer for the person who is opening in the morning stating this information and follow your location’s procedure.

