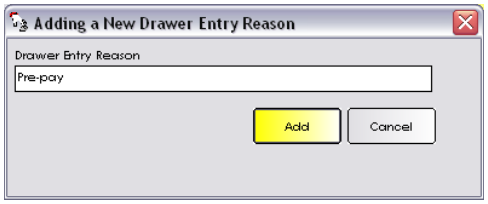
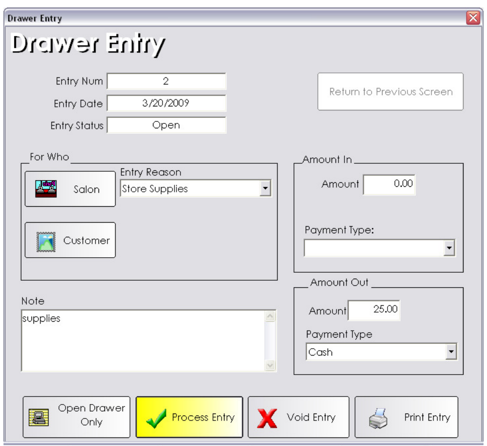
drawer entries

A drawer entry is used to track money that is removed or placed in the cash drawer when a sale is not made.



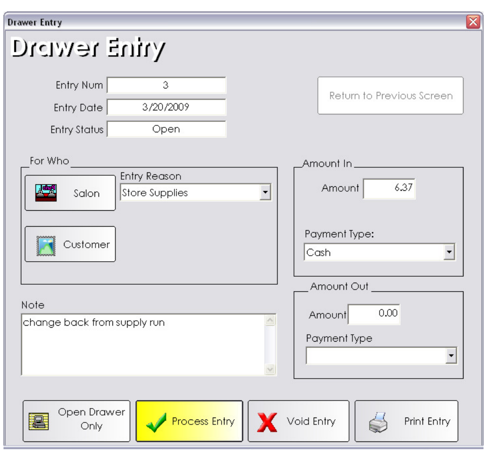
Adding a Drawer Entry Reason

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Ticket button.
3. From the Table to Edit box, select Drawer Entry Reason.
4. Click on the Add button.
5. Type in the new drawer entry reason in the space provided.
6. Click on the Add button.
7. Click the Return to Previous Screen button.



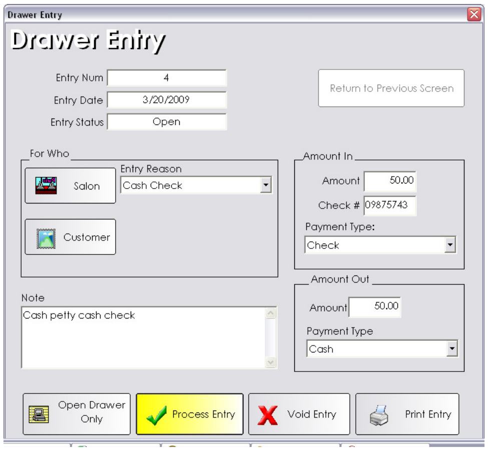
Removing Cash from the Drawer

1. From the SalonBiz®/SpaBiz® menu bar, click on the Ticket icon.
2. Click on the Drawer Entry button.
3. Choose the reason for the entry from the Entry Reason field.
4. Type an explanation in the note field.
5. In the Amount Out field, enter the amount of cash that you are taking out of the drawer.
6. Choose Cash from the Payment Type field.
7. Click the Process Entry button. A receipt will print. Place this receipt in your cash drawer.
8. Remove the cash from the drawer.



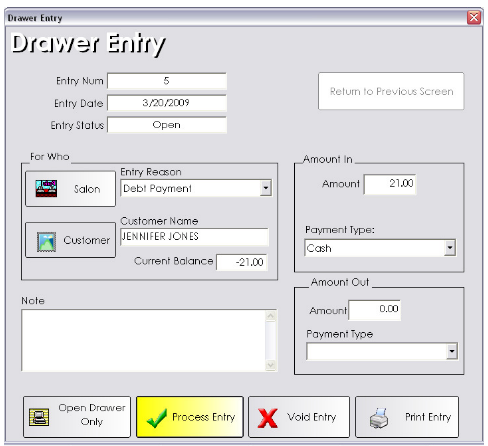
Returning Change to the Drawer

1. When the purchase has been completed, repeat steps 1-5 above.
2. In the Amount In field, enter the amount of cash that you are returning to the drawer (this is the change from your purchase).
3. Choose Cash from the payment type field.
4. Click the Process Entry button.
5. When the receipt prints, attach this receipt to the first drawer entry receipt and to the receipt for the purchase.
6. Follow your procedure for recording the purchase.



Cashing the Petty Cash Check

1. From the SalonBiz®/SpaBiz® menu bar, click on the Ticket icon.
2. Click on the Drawer Entry button.
3. Choose Cash Petty Cash Check from the Entry Reason field.
4. Choose Check from the payment type field.
5. In the Amount In field, enter the amount of the check.
6. In the Check Number field, enter the check number.
7. In the Amount Out field, enter the amount of cash that you are taking out of the drawer (The same amount as the check).
8. Choose Cash from the payment type field.
9. Click the Process Entry button. A receipt will print. Staple this receipt to the check stub and place it in your cash drawer.
10. Remove the cash from the drawer.

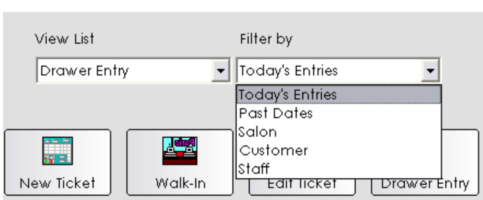


Customer Pre-Payment or Debt Payment

1. From the SalonBiz®/SpaBiz® menu bar, click on the Ticket icon.
2. Click on the Drawer Entry button.
3. Choose the Pre-Pay reason for the entry in the Entry Reason field.
4. Click on the Customer button.
5. Type in the customers first and last name, then click the Select button. (Note any Current Balance for the customer.)
6. Type an explanation in the note field.
7. Enter the amount of payment in the Amount In field.
8. Select a payment type from the Payment Type drop down menu.
9. Click the Process Entry button.

Viewing a Drawer Entry

1. From the SalonBiz®/SpaBiz® menu bar, click on the Ticket icon.
2. Choose Drawer Entry from the View List field.
3. Choose either Today's Entries or Past Dates from the Filter By field.
4. A list of the entries will be displayed. Click on the entry you wish to view.
5. Click the View It button.
6. After viewing the entry, click the Return to Previous Screen button.



Voiding a Drawer Entry

1. From the SalonBiz®/SpaBiz® menu bar, click on the Ticket icon.
2. Choose Drawer Entry from the View List field.
3. Choose either Today's Entries or Past Dates from the Filter By field.
4. A list of the entries will be displayed. Click on the entry you wish to view.
5. Click the View It button.
6. After viewing the entry to ensure that it is the one you wish to void, click the Void Entry button.
7. Answer Yes to the message "Are you sure you wish to void this Drawer Entry?