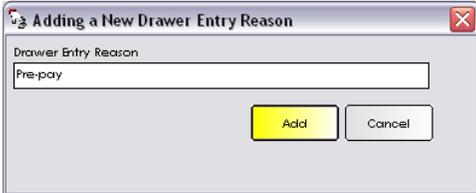# prepaying for a service

**This feature is used when a customer would like to pay now for a future service.**

Setup

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Ticket button.
3. In the Table to Edit box click once on Drawer Entry Reason.
4. Click the Add button.
5. Type in Prepay in the Drawer Entry Reason field.
6. Click the Add button.
7. Click the Return to Previous Screen button.

Prepaying For a Service

1. From the SalonBiz®/SpaBiz® menu bar, click on the Ticket icon.
2. Click the Drawer Entry button.
3. Choose Prepay from the Entry Reason drop down menu.
4. Click on the Customer button.
5. Enter the customer's first and last name in the corresponding fields.
6. Press the Enter button on your keyboard.
7. Double click on the customer's name from the list displayed.
8. In the Amount In area, click in the Amount field.
9. Type the amount of the payment.
10. In the Payment Type drop down menu, choose the form of payment.
11. Click the Process Entry button.
12. The amount will show up as a positive balance in the customer's file.
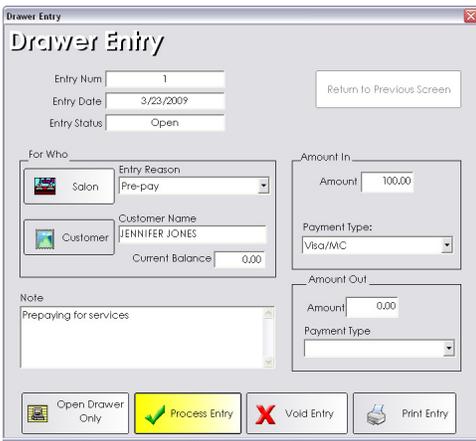
Applying a Prepayment

1. From the customer's ticket verify all products and/or services are on the ticket.
2. Click the Store Credit button. If this payment type button does not appear, click the See More button for the entire list of available payment types.
3. The customer's balance will be displayed in their file.
4. Press the Enter button on the keyboard.
5. If the total amount of the ticket is less than the customer's balance, the amount of the ticket will be removed from the balance and the remaining balance will be available for the customer to use in the future.
6. If the total amount of the ticket is more than the customer's balance, the balance will be applied to the ticket and you will need to choose an additional payment type for the remaining amount.