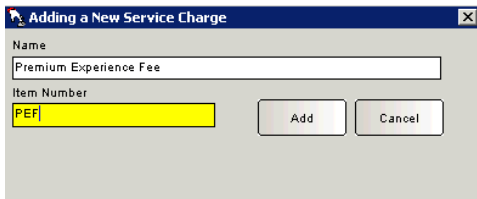


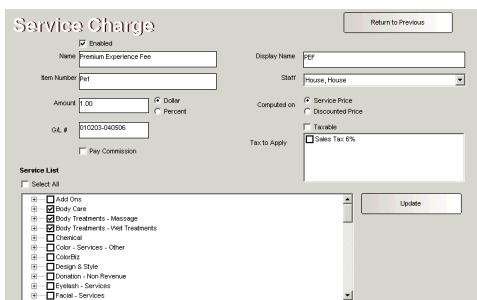
Service Charge - setup

Use this guide to configure the Service Charge(s) for your location. The Service Charge feature will automatically add additional charges to services.



Adding a Service Charge

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click the Ticket button.
3. From the Table to Edit, select Service Charge.
4. Select the Add button.
5. Type the Name of the Service Charge.
6. Type the Item Number of the Service Charge.
7. In the Service Charge setup screen, configure the following options:
 - Enabled – Place a check in the Enabled box when the Service Charge is ready to be activated. This will be checked by default. If you wish to pre-configure the Service Charge settings but do not want to activate it yet, uncheck the Enabled box.
 - Name – The Name of the Service Charge.
 - Display Name – The name that will be shown on the ticket itself, reports, and on client receipts for the Service Charge if different from Name.
 - Item Number – The quick code to use for searching for the Service Charge.
 - Staff – If desired, the staff to auto-assign the Service Charge to on tickets when applied.
 - Amount – The amount of the Service Charge.
 - Dollar or Percent – Determines whether the service charge be applied as a flat dollar amount or as a percentage of the service price.
 - Computed on:
 - Service Price – Compute the Service Charge on the gross service amount.
 - Discounted Price – Compute the Service Charge on the net price of the service after discounts are applied.
 - G/L # – GL Account Service Charge is assigned to if used for reporting.
 - Pay Commission – Will the Service Charge earn the staff member a commission?
 - Taxable – Is the Service Charge taxable?
 - Tax to Apply – Check off the boxes next to the taxes to apply to the Service Charge.





8. In the Service List area of the setup screen, define the services and service categories to apply the Service Charge to.
 - If the Service Charge should be applied to the entire category of services, select the checkbox next to the category name.
 - If the Service Charge should be applied only to some services in the category, leave the category box unselected. Click the + symbol next to the category name to expand the list and select only the services you wish to apply the Service Charge from that category.
9. Once you have completed the service list selections, click the Update button to save your changes.
 - ★ You must always click the Update button when making edits to the service selection list to save changes.

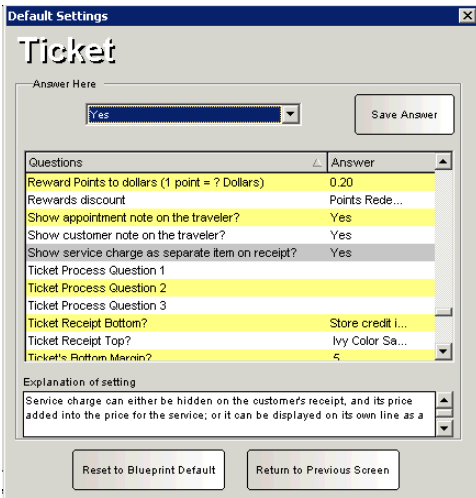
Editing a Service Charge

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click the Ticket button.
3. From the Table to Edit, select Service Charge.
4. Select the Service Charge from the list by double clicking, or highlighting it and clicking the Edit button.
5. Complete the desired changes.
6. If making changes to the Service List, be sure to click the Update button to save the changes.
7. Return to Previous Screen to exit.

Deleting a Service Charge

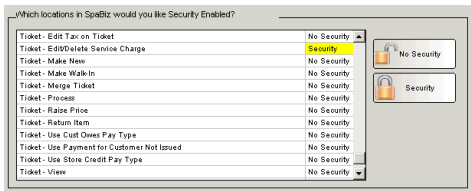
1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click the Ticket button.
3. From the Table to Edit, select Service Charge.
4. To keep the Service Charge setup, but de-activate it:
 - Select the Service Charge from the list by double clicking, or highlighting it and clicking the Edit button.
 - In the Service Charge setup screen, uncheck the Enabled button.
 - Return to Previous to exit.
5. To permanently remove a Service Charge:
 - Highlight the desired Service Charge from the list.
 - Select the Delete button.





Service Charge Default Settings

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click the Ticket button.
3. Click the Set Default Settings button.
4. In the list configure the following options:
 - “Allow discounting of Service Charge with service discount?”
 - If set to Yes – Service Charges can be discounted using discounts setup to apply to Services.
 - If set to No – A discount must be setup as “Discount Anything” in order to be used to discount Service Charges.
 - “Refund service charge when refunding service?”
 - If set to Yes – Service Charges will automatically be refunded when the service it was applied to is being refunded. The amount charged on the original ticket will be refunded.
 - If set to No – The Service Charge will not be refunded when the service is refunded.
 - “Show service charge as separate item on receipt?”
 - If set to Yes – The Service Charge will be itemized on client receipts.
 - If set to No – The Service Charge will appear included in the price of the service on client receipts, and will not be visible to the client anywhere on the receipt.



Service Charge Security Settings

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click the Security button.
3. The new setting ‘Ticket-Edit/Delete Service Charge’ allows Service Charge changes on sales tickets to be restricted to only those staff with sufficient privileges to make edits. Users without access to this area will not be able to edit the staff on the Service Charge or delete the Service Charge line(s) from the ticket.



Service Charge

Follow these steps to view and use the Service Charge feature that will automatically add additional charges to services.

Viewing Service Charges in Service Menus

Service Charges will be included in the service price shown in staff service lists. These include 3 separate areas:

1. Staff service menu as viewed from the Appointment Book.
 - The service charge will be reflected in its own field below price information, but included in the price shown in the list.
2. Blueprints-Service/Service File/Staff tab
 - The service charge will be reflected in its own field below price information, but included in the price shown in the list.
3. Blueprints-Staff & Book/Staff File/Service tab
 - The service charge will be reflected in its own field below price information, but included in the price shown in the list.

Staff Information

Service Info

Staff Name: Doe, Jane
Staff Code: Jonead

Service	Service Code	Price	Time	Process	Train
Spa Pedicure	Spa Ped	58.00	0:40	0:00	0:00
Style-Without Cut	Style	27.00	1:00	0:00	0:00
Thermal Style	Thermal Style	35.00	1:00	0:00	0:00
Upside	Upside	50.50	0:40		
Womens Cut	Wc	27.50	0:45		

Buttons: Reset Book, Return to Book, Print Service List

Pricing

Default: 25.00

Set Price: 0.00

Service Charge: 2.50

Qty	Item#	Item Name	Staff1	Staff2	Price	Disc Type	Discount	Est Price
1	SSM	Sea Science Massage	Jm		100.00			100.00
1	PEF		H1		1.00		1.00	

Summary: Sub Total: 101.00, Total: 121.00, Charge: 20.00

Qty	Item#	Item Name	Staff1	Staff2	Price	Disc Type	Discount
1	SSM	Sea Science Massage	Jm		100.00		
1	PEF		H1		1.00		

Editing a Service Charge on a Ticket

1. On a sales ticket, add a service that is assigned to a Service Charge.
2. When the service is added to the ticket, the Service Charge(s) that are applicable to the service will be added to the next line of the ticket.
3. The Service Charge amount and staff assigned to it can be edited if the user has access to do so.
4. To delete the Service Charge from the ticket, select the Service Charge line and press Delete, or delete the service the Service Charge is applied to and it will be deleted automatically.
 - In order to re-add a Service Charge to a ticket after it has been removed, simply edit the parent service line or remove the parent service and re-add it to the ticket. Any applicable Service Charges will be added/updated on the ticket.

Refunding a Service Charge on a Ticket

1. On a sales ticket, return a service that was sold with a Service Charge applied to it.
2. When the service is added to the ticket, the Service Charge(s) that were applied to the sale of the service will be refunded along with service, if the corresponding default setting is set to do so.

Qty	Item#	Item Name	Staff1	Staff2	Price	Disc Type	Discount	Est Price
-1	SSM	Sea Science Massage	Jm		100.00			-100.00
-1	PEF		H1		1.00			-1.00



Service Charge Reports

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. The Daily Summary has been updated to include a line for Service Charge Sales Totals under the Sales section.
3. The Sales Detail Summary has been updated to include a section for Service Charge Sales.
4. The Staff Commission report has been updated to show a column for Service Charge totals, as well as a column for commission calculated on Service Charges. The commission will be calculated using the same structure used for Service Commission.
5. A new Service Charge Detail report has been added under the Sales Ticket reporting category to show detailed information for services charges.

