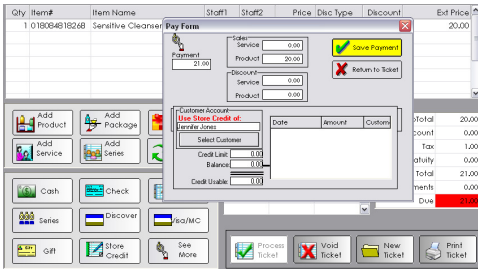


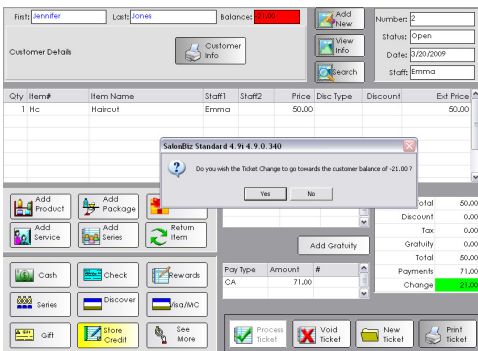
customer owes

Follow these steps to use the customer owes feature.



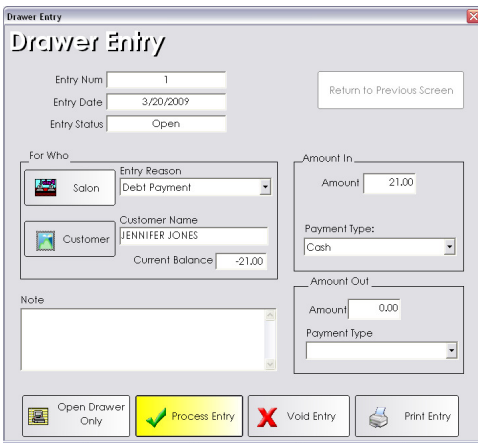
Customer Owes Payment Type

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Payment Types button.
3. Click once on Cust Owes.
4. Make sure there is a check in the Enable Payment box.
5. From an open ticket, click on the Cust Owes button for the form of payment.
6. In the Pay Form screen, press the Enter button on your keyboard to record the amount due in the Payment field.
7. Click the Save Payment button.
8. Click the Process Ticket button. This will place the balance in the customer information file.



Paying a Balance on a Ticket

1. From an open ticket, continue to add products and /or services.
2. Select a payment type.
3. In the Pay Form screen, add the total amount due on the ticket with the amount in the Balance field.
4. Click the Save Payment button.
5. Click the Store Credit button.
6. Answer Yes to the message “Do you wish the Ticket Change to go towards the customer balance of \$?”
7. Click the Process Ticket button.



Paying a Balance on a Drawer Entry

1. From the SalonBiz®/SpaBiz® menu bar, click on the Ticket icon.
2. Click on the Drawer Entry button.
3. Choose the Debt Payment reason for the entry in the Entry Reason drop down menu.
4. Click on the Customer button.
5. Type in the customers first and last name, then click the Select button.
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.

