payment types

Follow these steps to add, edit and delete payment types.

Adding a Payment Type

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Payment Types button.
3. Click the Add button.
4. Type in the name of your new payment type.
5. Click the OK button.
6. Verify the correct Display Name.
7. Type in a pay code in the Pay Code field.
8. Type in a quick key code. If all quick key codes are being utilized you may leave this field blank.
9. Since you are adding a new payment type, place a check in the Enable Payment box.
10. If your payment is a non-revenue generating payment, place a check in the Non-Revenue box.
11. A check in the Automatic verification box is only necessary when using the SalonBiz®/SpaBiz® credit card integration plug in module.
12. If you would like this payment type to open the cash drawer upon processing a ticket, place a check in the Opens Cash Drawer box.
13. If you would like to print out an additional receipt, place a check in the Print Duplicate Receipts box.
14. If you would like your receipt to have a signature line, place a check in the Signature Line box.
15. If you would like to have this payment type appear on the ticket screen with an icon, click the Load Icon button and choose an icon.
16. Determine the order of your payment type in the list by clicking and dragging the name in the Payments in order of Appearance box.
17. Click the Update button.

Updating a Payment Type

1. Highlight by clicking once on the payment type you wish to update.
2. Make any necessary changes.
3. Click the Update button.

frequently asked questions

Can I delete the payment types that we are not using?
No, it is not recommended to delete an original payment type.
If you are not using a particular payment type simply click once on the payment type, make sure there is no check in the Enable Payment box and click update.

What if I want to delete and recreate a payment type?
The best way to achieve your desired outcome is to edit or update an existing payment type rather than delete and recreate. We do not recommend deleting payment types.

Do I need to load an icon for all my new payment types?
No. It is not necessary to load icons for new payment types, unless you want the new payment type displayed on the ticket screen. Keep in mind it is best to have the payment types you use the most displayed on the ticket screen.

How do I use the payment type quick keys?
The payment type quick keys are set in the payment type field in Blueprints and used on a sales ticket. When your customer is ready to check out you can use the quick key combination instead of clicking on the payment type button. Once the quick key combination is pressed the Pay Form screen will appear.