

Correction

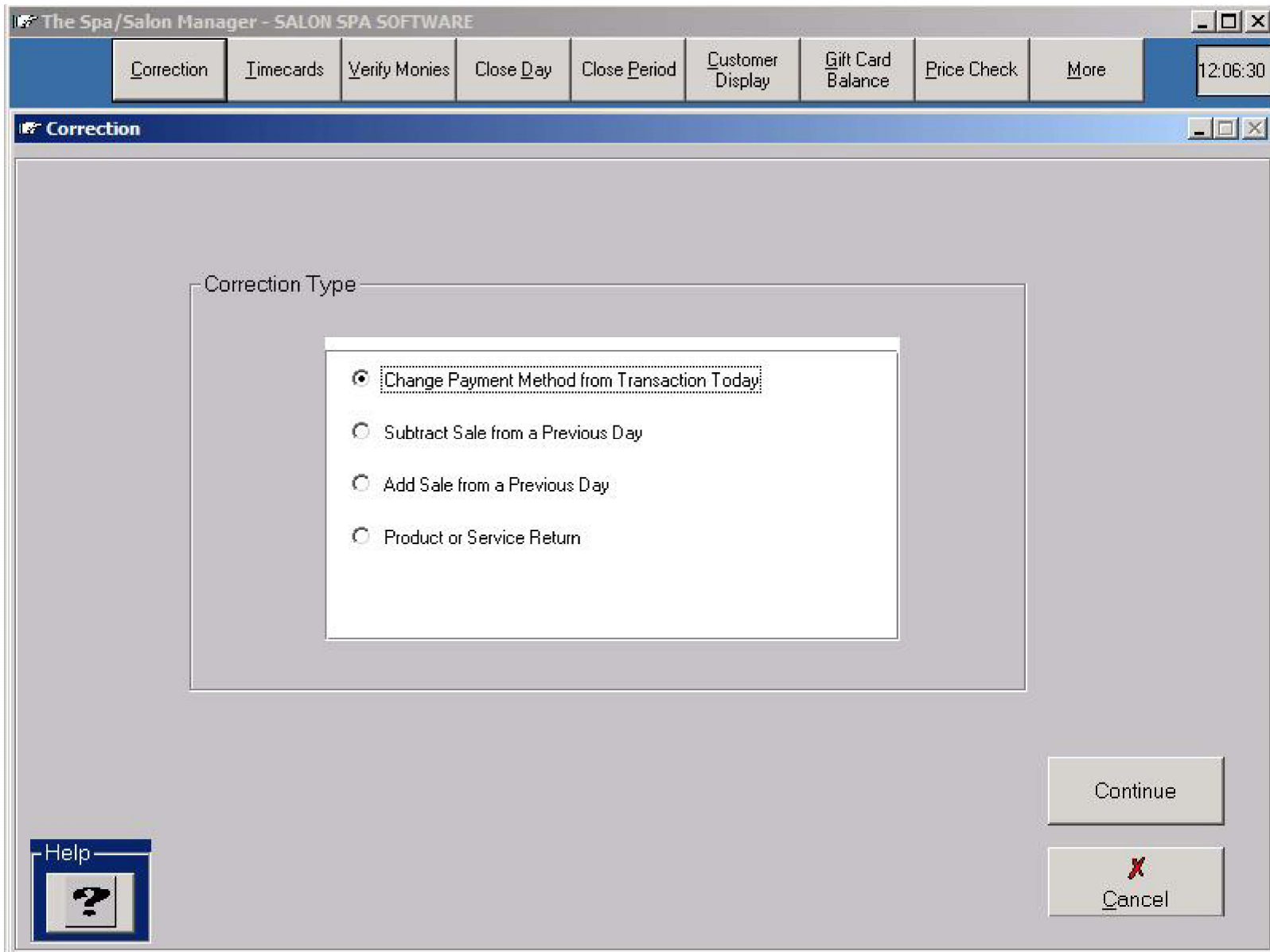
[[Up](#)] [[Appointment Screen](#)] [[Fast Retail](#)] [[Fast Sale](#)] [[Check In](#)] [[Check Out](#)] [[Walk-in Customers](#)] [[Gift Certificate](#)] [[Pay In/Out](#)]
[[Correction](#)] [[Reports](#)] [[Verify Monies](#)] [[Close Day](#)] [[Backup](#)] [[Salon Use](#)] [[Inventory](#)]

Correction

The Correction permits a customer transaction to be voided, removed or added to the daily sheet and employee sales. This is helpful when a customer is checked out on the wrong employee or a check entry is recorded as cash.

The first step is to determine the type of correction that needs to be done. If the transaction is from the current day, choose the first option Change Payment Method from Transaction Today. Choose Subtract or Add Sale from a Previous Day when the sale is from another day. The last option is the same as Subtract Sale from Previous Day, but is named to signify a Product or Service return.

Correction



[Change Payment Method from Transaction Today](#)

Correction

The easiest correction to understand after choosing this option, the system shows a list of all customers that had been checked out.

Clicking on the customer name to be changed shows the Daily Correction Screen.

The Daily Correction Screen allows the payment method to be changed by clicking on the desired payment method. The Add Service and Add Retail button allows services or retail to be added when correcting a sale from the current day.

Correction

The Spa/Salon Manager - SALON SPA SOFTWARE

Correction Timecards Verify Monies Close Day Close Period Customer Display Gift Card Balance Price Check More 12:06:36

Correction - Detailed Transaction Information

Customer Name	Designer	Ticket #	Date	Time	Total
BACH, KATIE	Brewer, Karen	2926	11/13/2008	12:49 PM	102.37
PENDLEY, KATHLEEN	Cohn, Pam	2927	11/13/2008	12:50 PM	17.00
TAMPLIN, LINDA	Smith, Barbara	2928	11/13/2008	12:51 PM	39.00

Touch or Click the check to be changed

Continue

Cancel

[Changing the Payment Method](#)

Correction

For example, a sale was recorded as cash but the customer paid by check. Click on line for check and type in the check total then click on the cash amount and type 0.00 for the cash amount. The system will recalculate the customer change based upon the amount typed for the check.

Correction

The Spa/Salon Manager - SALON SPA SOFTWARE

Correction Timecards Verify Monies Close Day Close Period Customer Display Gift Card Balance Price Check More 12:06:50

Daily Sheet Correction

Sales Information

Customer Name	Ticket Number	Service Total	Retail Total	Tax	Total
BACH,KATIE	2926	\$89.00	\$12.50	\$0.87	\$102.37

User/Computer Retail Tax \$0.87 Service Tax \$0.00

Payment Method

Cash	\$0.00	lou	\$0.00
Check	\$110.00	Employee bt	\$0.00
Visa/master	\$0.00	Promotion	\$0.00
Gift certificate	\$0.00		
Change	\$7.63		

Void Sale

Tip Information

Service	Designer	Price
Haircut	Brewer, Karen	22.00
Foil-full	Brewer, Karen	67.00

Code	Designer	Price
278 SHAPER	Brewer, Karen	12.50

Add Service Add Retail

Touch or Click a the total, service or retail to be changed

Save Cancel

Changing the service dollar amount

Correction

To change the amount charged for a service, click the service name to be changed. Enter the new price to be charged for the service. If the service is to be removed from the sale a Remove Item button is clicked to remove the item.

Add Retail

The Correction Add Retail allows for a retail that was missed during the customer sale to be added to the ticket. The Add Retail button allows a retail item to be added along with selecting the proper employee to receive credit.

Add Service

The Correction Add Service allows for a service that was missed during the customer sale to be added to the ticket. This could have been an added service that was not scheduled in the appointment book, therefore it did not automatically select the services when checking out. The Add Service button allows a service to be added along with selecting the proper employee.

Void Sale

Void Sale is used whenever a retail item or service is missed. Correction does not allow any items to be added to a sale. Once a sale is voided, the sale can be checked out using Fast Sale or Correction - Add from a Previous Day. In our opinion, it is easier to use the Fast Sale to re-enter the customer sales information.

Add or Subtract Sale from a Previous Day

When using the Add or Subtract from a Previous Day you are prompted for much more information, since the computer does not have the sale information to automatically fill in. The first step is to enter the customer name, followed by the employee or employees that performed services on the customer. You must click each employee and press continue. Next the services performed must be selected one at a time. Once the services are entered the system will automatically price them.

Note:

- If the sale is being subtracted the service prices will be negative.

At the Customer Payment screen the service prices can be modified by clicking on the service name. If the sale includes retail items, the Add Retail can be clicked and the code or the item can be scanned to make them part of the sale. Once all service and retail items are entered, double check the customer sales total and confirm the entry.

Correction

Note:

- If you are subtracting a sale the payment method must be negative. In other words, you must enter -20.00 to subtract a sale for \$20.00.

Product or Service Return

The Correction Product Return allows a sale from a previous day to be subtracted. You must specify the services and retail and payment method for the sale. The Correction Product or Service Return is actually the same as doing a Correction Subtract. The choice is only shown to aid in selecting the right category. The Correction Product or Service Return acts like a normal Fast Sale except all numbers show as negative numbers to subtract.

[[Appointment Screen](#)] [[Fast Retail](#)] [[Fast Sale](#)] [[Check In](#)] [[Check Out](#)] [[Walk-in Customers](#)] [[Gift Certificate](#)] [[Pay In/Out](#)] [[Correction](#)]
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