

LIN,C,80

ACCOUNTING

ENTER P FOR PRICING SCREEN

PgDn for PRICING SCREEN Information

Enter 'N' if you do not want to use Pricing Screen

Hit 1.

You will see a screen with the name of a stylist in the top left hand corner. All the stylists on your appointment screen will be there, and can be changed by hitting F1.or F2.

Hit Enter. Enter phone No.

You can now enter all the bills for that stylist, with the service provided. Enter all abbreviations as before. CBTPHE.UD Enter services provided. Enter if paid by Credit Card.

F9 - Arrows Up/Dn You may select client and hit F9 to find Client File, and then F4 for Client Record

V = Visa M = Master Card I = Interac C = Cash Q = Cheque

X = Return N = New O = New Rec R = Return/Transfer

F = Female M = Male

F1 will scroll all producing Employees

Hit F1 and repeat.

IF YOU HAVE ENTERED Y WITH A TECHNICIAN, ONLY HER CHARGED BILLS WILL BE ADDED TO THE TOTAL. THOSE TECH CHARGES WHICH ARE NORMALLY SHOWN ON A STYLIST'S BILL WILL NOT BE INCLUDED IN THE TOTAL BUT MAY BE ENTERED ON HER ACCOUNT SCREEN FOR WAGES CALCULATION.

After an entry has been made, the Client File will be updated. The date of service will be updated. If she had any technical work done, that date will be show with the cost. Also the status will be updated, Return - Return Rec - New - Return Tr. The Client Record (F9- F4) will be updated and show Bill # - Date - Service /Stylist - Cost - Total

R. Refund

## Sheet1

G. Gift Certificate . You must enter G instead of bill # when entering a gift certificate. Enter as cash. This will be shown on the Yearly Stats. screen

A change making screen will appear. Simply enter the amount received, and the amount of change will be calculated. All change from cards or cash will be automatically adjusted in the Reports.

IF YOU WISH TO MAKE A REFUND, OR CHANGE FROM A CREDIT CARD , ENTER CLIENT PHONE NO, PUT R INSTEAD OF BILL NO AND R FOR CODE, AND MAKE YOUR ENTRY -(AMOUNT) i.e - 40.00, ENTER THE REST EXACTLY THE SAME WAY. INCLUDING CREDIT CARD, OR FOR CASH REFUND ENTER C.

If you wish to print a bill Hit F4

IF A CLIENT ONLY HAS TECHNICAL WORK DONE, AND NOT A CUT OR BLOW, OR IS NOT PART OF A STYLIST'S WORK OR COMMISSION ENTER THE CHARGE ONLY IN THE CHARGE COLUMN FOR THE TECHNICIAN, ON HER ACCOUNT SCREEN.

THIS SCREEN CAN BE ACCESSED FROM THE APPOINTMENT SCREEN 1. AND A BILL WILL AUTOMATICALLY BE PRINTED WHEN ENTERED. IF DESIRED.

The Daily Balance Sheet and the Weekly Balance Sheet will automatically be updated for each cash. Hit RECORDS and you will see the screen for your daily and weekly totals. Enter date or hit Enter. You may get a Balance Sheet for any day past or present.

Hit ENTER on your DAILY balance '0' and You can enter your CASH OUT IF YOU MAKE A MISTAKE enter a - before the sum, and you may deduct it.

The Weekly Balance Sheet will automatically be updated, it can also be seen and printed as shown from the Accounting Screen.

The Monthly Balance Sheet will automatically be updated for each cash. It can be seen and printed as shown from the Accounting Screen.

The Yearly Balance Sheet will automatically be updated for each cash. It can be seen and printed as shown from the Accounting Screen.

Esc will return you to the Accounting Menu

All your RECORDS can be accessed from here, and printed.

S. EMPLOYEE STATISTICS. Will give you a precise picture of Employee performance. This can be printed out and given to each employee weekly.

O. WAGES - Enter all your wages statistics in EMPLOYEE FILE

A SINGLE USER CAN ACCESS EVERYTHING FROM THE ACCOUNTING SCREEN.

PRICING SCREEN

IF YOU DO NOT WANT TO USE THIS SCREEN ENTER 'N'

IF YOU ARE PERMANENTLY USING THE PRICING SCREEN YOU MUST FIRST SET IT UP. ENTER 'Y'

YOU MUST FIRST ENTER ON YOUR EMPLOYEE SCREEN 3 AT WHICH LEVEL EACH EMPLOYEE IS QUALIFIED.

1 - 9

USE F3 TO UPDATE EMPLOYEE FILE - USE ENTER TO SCROLL DOWN TO LEVEL FIELD - ENTER LEVEL - USE PGDN TO FIX

WHEN YOU ENTER 'Y' YOU WILL SEE A SCREEN WHERE YOU CAN ENTER THE CATEGORY OF SERVICE. YOU MAY HAVE AS MANY AS YOU WISH.

F2 - ADD A CATEGORY.

WITHIN THAT CATEGORY YOU MAY SET UP SERVICES AND THE PRICING FOR YOUR EMPLOYEES, ACCORDING TO THEIR LEVEL.

F1 - OPEN SCREEN

UNDER CODE - ENTER A CODE FOR THAT SERVICE  
YOU MAY ENTER ANY THREE LETTERS FOR A CODE  
i.e WPP

ENTER SERVICE  
i.e Women's Perm Package

ENTER PRICE FOR EACH LEVEL OF EMPLOYEE.

ENTER TECH WORK - IF YOU ARE USING A TECHNICIAN YOU MAY SPLIT THE FEE BY ENTERING THE COST OF HER WORK HERE - ON THE CASH SCREEN IF YOU ENTER 'Y' AFTER THE CODE THE COST WILL BE SPLIT AND ENTERED SEPARATELY

UNDER 'JOB TYPE' YOU MUST ENTER ONE OR MORE OF THESE LETTERS ACCORDING TO SERVICE.     CBHTPE

THEY ARE C = CUT B= BLOW(or set) H = HIGHLIGHTS T = TINT

Sheet1

P = PERM E = MANICURE(ESTHETICS)

EXAMPLE : FIRST SCREEN

CODE - DESIGN-CUT PKG -LEVEL1-LEVEL2-LEVEL3-LEVEL4-TECH WORK-JOB TYPES  
WCP Womens Cut/Blow 25.00 35.00 45.00 55.00 C

EXAMPLE : SECOND SCREEN

CODE - DESIGN PERM PKG- LEVEL1-LEVEL2-LEVEL3-LEVEL4-TECH WORK-JOB TYPES  
WPP Womens Perm C/B 85.00 95.00 105.00 115.00 60.00 CP

IF THE SERVICE IS A CUT/BLOW ONLY ENTER CUT 'C'- IF YOU ENTER 'CB'  
THE CLIENT WILL BE COUNTED TWICE

IF THE SERVICE IS A BLOW ONLY ENTER 'B'

IF YOU ARE USING THE CASH SCREEN AND YOU DO NOT REMEMBER THE CODES,  
HIT ENTER AT THE CODE FIELD - A SCREEN WILL SHOW YOU ALL THE CODES  
AND SERVICES YOU HAVE ENTERED

USE ARROWS TO FIND SERVICE, AND HIT ENTER AGAIN. THE CODE AND PRICE  
WILL AUTOMATICALLY BE ENTERED.