

# payment types

Follow these steps to add four Pure Privilege<sup>SM</sup> payment types.

## Accessing Payment Types

Follow these instructions to access payment types.

1. From the SalonBiz<sup>®</sup>/SpaBiz<sup>®</sup> menu bar, click on the Blueprints icon.
2. Click on the Payment Types button.
3. Click the Add button.

## Adding Pure Privilege Points Payment Type

This payment type will be used to redeem reward products on sales tickets.

1. Follow the instructions above to access payment types.
2. Type in Pure Priv Points as the name of your new payment type.
3. Click the OK button.
4. Type in PureP as the pay code in the Pay Code field.
5. Since you are adding a new payment type, place a check in the Enable Payment box.
6. Place a check in the Non-Revenue box.
7. You may leave all other fields set to their default setting.
8. Click the Update button.
9. Click the Return to Previous Screen button when finished.

The screenshot shows the 'Payment Types' configuration window. On the left, a list of payment types includes 'Pure Priv Points', which is selected. The main area is titled 'Payment Information' and contains the following fields and options:

- Display Name:** Pure Priv Points
- Pay Code:** Pure P
- Quick Key:** Shift+F 0 (2-9)
- Enable Payment** (G/L Account: )
- Non Revenue** (The payment is taken out of Total Income.)
- Use Automatic Verification**
- Opens Cash Drawer**
- Print Duplicate Receipts**
- Signature Line**
- Icon to display on Ticket:** (Empty field) [Load Icon]

Buttons at the bottom include 'Add', 'Update' (highlighted in yellow), and 'Delete'. A 'Return to Previous Screen' button is in the top right corner.

## Adding Pure Privilege Certificate Payment Type

This payment type will be used to redeem product item certificates on sales tickets.

1. Follow the instructions above to access payment types.
2. Type in Pure Priv Certificate as the name of your new payment type.
3. Click the OK button.
4. Type in PureC as the pay code in the Pay Code field.
5. Since you are adding a new payment type, place a check in the Enable Payment box.
6. Place a check in the Non-Revenue box.
7. If you wish to have this payment type open the cash drawer, place a check in the Opens Cash Drawer box.
8. You may leave all other fields set to their default setting.
9. Click the Update button.
10. Click the Return to Previous Screen button when finished.

The screenshot shows the 'Payment Types' configuration window. On the left, a list of payment types includes 'Pure Priv Certificate', which is selected. The main area is titled 'Payment Information' and contains the following fields and options:

- Display Name:** Pure Priv Certificate
- Pay Code:** Pure C
- Quick Key:** Shift+F 0 (2-9)
- Enable Payment** (G/L Account: )
- Non Revenue** (The payment is taken out of Total Income.)
- Use Automatic Verification**
- Opens Cash Drawer**
- Print Duplicate Receipts**
- Signature Line**
- Icon to display on Ticket:** (Empty field) [Load Icon]

Buttons at the bottom include 'Add', 'Update' (highlighted in yellow), and 'Delete'. A 'Return to Previous Screen' button is in the top right corner.



The screenshot shows the 'Payment Types' configuration window. On the left, a list of payment types includes 'Pure Priv Flag', which is selected. The main area is titled 'Payment Information' and contains the following fields and options:

- Display Name:** Pure Priv Flag
- Pay Code:** Pure
- Quick Key:** Shift+F 0 (2-9)
- Enable Payment** (G/L Account: )
- Non Revenue** (The payment is taken out of Total Income.)
- Use Automatic Verification
- Opens Cash Drawer
- Print Duplicate Receipts
- Signature Line
- Icon to display on Ticket:** (Empty field with 'Load Icon' button)

Buttons at the bottom include 'Add', 'Update' (highlighted in yellow), and 'Delete'. A 'Return to Previous Screen' button is in the top right corner.

### Adding Pure Privilege Flag Payment Type

*This payment type will be used to alert the sales ticket that you would like to enter a Pure Privilege membership card number.*

1. Follow the instructions above to access payment types.
2. Type in Pure Priv Flag as the name of your new payment type.
3. Click the OK button.
4. Type in Pure as the pay code in the Pay Code field.
5. Since you are adding a new payment type, place a check in the Enable Payment box.
6. Place a check in the Non-Revenue box.
7. You may leave all other fields set to their default setting.
8. Click the Update button.
9. Click the Return to Previous Screen button when finished.

### Adding Pure Privilege Service Reward Certificate Payment Type

*This payment type will be used to alert the sales ticket that you would like to enter a Pure Privilege Service Reward Certificate number.*

1. Follow the instructions above to access payment types.
2. Type in Pure Priv Service Reward as the name of your new payment type.
3. Click the OK button.
4. Type in PureS as the pay code in the Pay Code field.
5. Since you are adding a new payment type, place a check in the Enable Payment box.
6. Place a check in the Non-Revenue box.
7. You may leave all other fields set to their default setting.
8. Click the Update button.
9. Click the Return to Previous Screen button when finished.

The screenshot shows the 'Payment Types' configuration window. On the left, a list of payment types includes 'Pure Priv Service Reward', which is selected. The main area is titled 'Payment Information' and contains the following fields and options:

- Display Name:** Pure Priv Service Reward
- Pay Code:** Pure S
- Quick Key:** Shift+F 0 (2-9)
- Enable Payment** (G/L Account: )
- Non Revenue** (The payment is taken out of Total Income.)
- Use Automatic Verification
- Opens Cash Drawer
- Print Duplicate Receipts
- Signature Line
- Icon to display on Ticket:** (Empty field with 'Load Icon' button)

Buttons at the bottom include 'Add', 'Update' (highlighted in yellow), and 'Delete'. A 'Return to Previous Screen' button is in the top right corner.

### Adding Aveda Gift Card Payment Type

*This payment type will be used to redeem Aveda Gift Cards on sales tickets.*

1. Follow the instructions above to access payment types.
2. Type in Aveda Gift Card as the name of your new payment type.
3. Click the OK button.
4. Type in Aveda as the pay code in the Pay Code field.
5. Since you are adding a new payment type, place a check in the Enable Payment box.
6. Place a check in the Non-Revenue box.
7. You may leave all other fields set to their default setting.
8. Click the Update button.
9. Click the Return to Previous Screen button when finished.

The screenshot shows the 'Payment Types' configuration window. On the left, a list of payment types includes 'Aveda Gift Card', which is selected. The main area is titled 'Payment Information' and contains the following fields and options:

- Display Name:** Aveda Gift Card
- Pay Code:** Aveda
- Quick Key:** Shift+F 0 (2-9)
- Enable Payment** (G/L Account: )
- Non Revenue** (The payment is taken out of Total Income.)
- Use Automatic Verification
- Opens Cash Drawer
- Print Duplicate Receipts
- Signature Line
- Icon to display on Ticket:** (Empty field with 'Load Icon' button)

Buttons at the bottom include 'Add', 'Update' (highlighted in yellow), and 'Delete'. A 'Return to Previous Screen' button is in the top right corner.

