

Verify Monies

[[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](#)]

Verify Monies

The Verify Monies section allows the receptionist to keep track of checks and charges throughout the day. By verifying the checks and charges at various times during the day, it will eliminate the Close Day function from becoming like the lottery, instead it will just be a normal "end of the day".

The Verify Monies is accomplished by clicking on the transaction type to be summed. Customers names and totals are displayed in the left side of the screen. Clicking on the customer's name moves the name to the right side of the screen with the total of all of those charges on the right side of the screen.

Once all the totals are verified they are automatically transferred to the Close Day to avoid typing errors.

Click on the buttons below to continue this tutorial.

[[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](#)] [Home](#)