

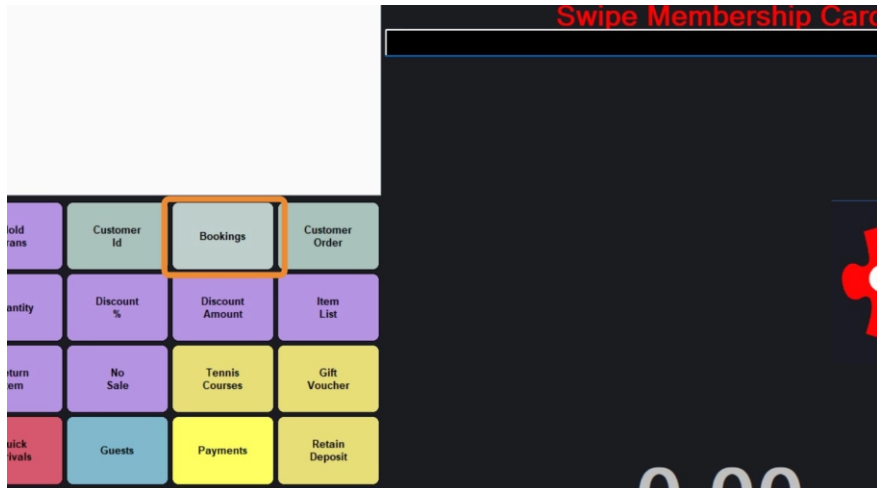


Spa – Adding a Deposit to a Treatment

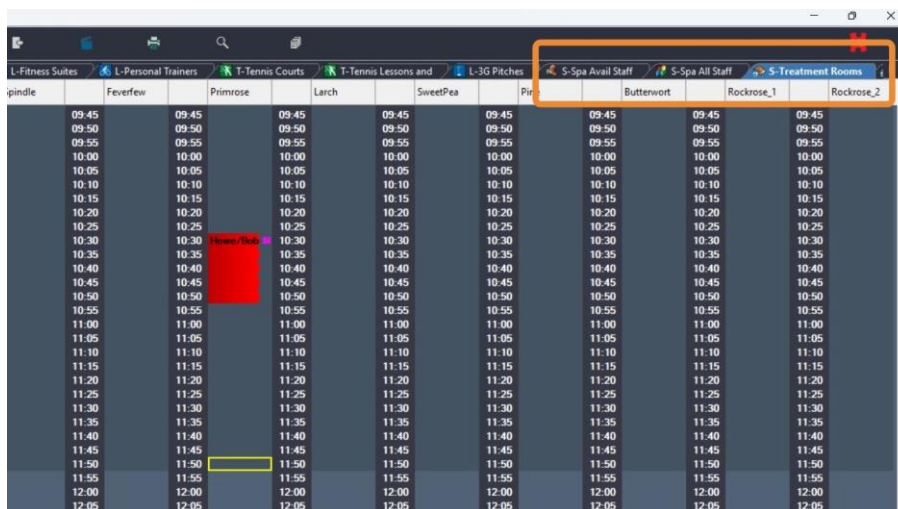
Any deposit for a booking must be applied within the **Point of Sale**. You will need to ensure that you have the correct password permissions to apply and return deposits.

Applying a Deposit Payment to a Treatment Booking

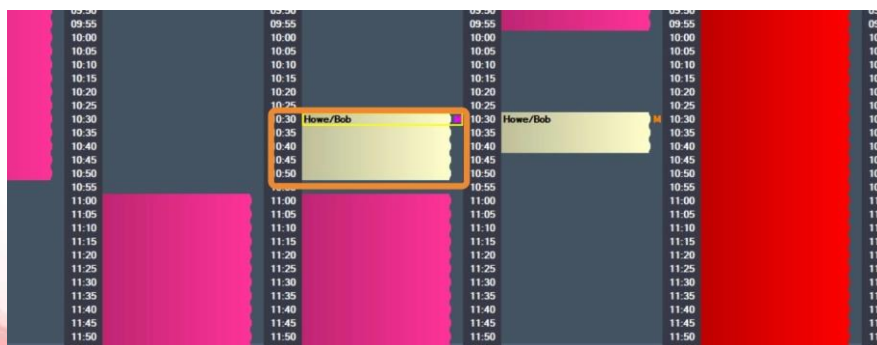
1. Log into the **Point of Sale** and then to the **Bookings** button on the main screen.



2. Select either the **Treatment Rooms** or **Spa Staff** booking tab.



3. Locate the booking that you wish to add a deposit to and **double click** on it.



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Registered No: 2550976



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4. In the booking file, select the **Deposit** field and enter the value of the deposit.

The screenshot shows a booking file interface with various fields for activity, date, time, and location. A table lists booking details with columns for Reference, A, S, Name, Type, Amount, and Deposit. The 'Deposit' column for the first entry (HOWEB05) is highlighted with an orange box, showing a value of 75.00.

Reference	A	S	Name	Type	Amount	Deposit
HOWEB05			Howe/Bob	Founder	75.00	75.00

5. Once you've entered the amount, you will then press the **Exit** button and return to the Point of Sale screen.

The screenshot shows the Elite Leisure PoS System Bookings interface. A button labeled 'F2 - Exit' is highlighted with an orange box. The interface displays booking details for Activity, Description, Location, Date, Time, and Finish. A table lists booking details with columns for Reference, A, S, and Name.

Reference	A	S	Name
HOWEB05			Howe/Bob



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6. The, press the **Payments** button.

BOOKING DEPOSIT - DO NOT DISCARD
Name :Howe/Bob
Thu 31/07/25 10:30
Treatment Room 6
1 Deposit BTY08 75.00

Action	Hold Trans	Customer Id	Bookings	Customer Order
Stock Enquiry	Quantity	Discount %	Discount Amount	Item List
Void	Return Item	No Sale	Tennis Courses	Gift Voucher
Account Balance	Quick Arrivals	Guests	Payments	Retain Deposit

7. Enter the amount requested.

BOOKING DEPOSIT - DO NOT DISCARD
Name :Howe/Bob
Thu 31/07/25 10:30
Treatment Room 6
1 Deposit BTY08 75.00
1 Subt 75.00

Subtl 75.00

Cash	Cheque	Credit Card	Voucher	Protel Roomcharge
50.00 Cash	20.00 Cash	15.00 Cash	10.00 Cash	5.00 Cash
On Account	Account Payment	Hold Trans		
Return Item		RETURN		

75.00

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8. Then select the **payment method**.

BOOKING DEPOSIT - DO NOT DISCARD

Name :Hove/Bob
Thu 31/07/25 10:30
Treatment Room 6

1 Deposit BTY08	75.00
1 BAL DUE	75.00

75.00

Cash Cheque Credit Card Voucher Protel Roomcharge

50.00 Cash 20.00 Cash 15.00 Cash 10.00 Cash 5.00 Cash

On Account Account Payment Hold Trans

The deposit has now been applied, and a VAT receipt will be issued from the printer.



Need Further Training? Contact us to speak about our system training options by calling 0208 2515100 or emailing sales@e-s-p.com.

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