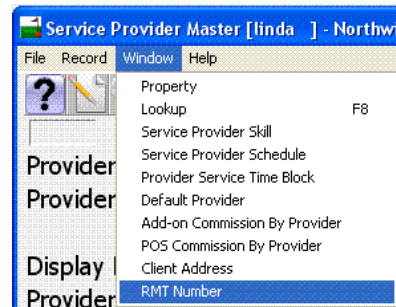# New Spa Insurance Receipt Set Up
Quick Reference Guide

Before applying the function of printing the Spa Insurance Receipt, the following setup must be completed:

1. Spa Maintenance | Services | Provider Master | Go to each provider that has a RMT# (Registered Massage Therapist Number) and go to Window | RMT Number. Input their RMT#

2. Spa Maintenance | Setup | System Options → F8 on the *Spa Ins Rcpt Opt* field to select when the receipt should be available to print:
   a. BI – Before Check In
   b. AI – After Check In
   c. AO – After Check Out
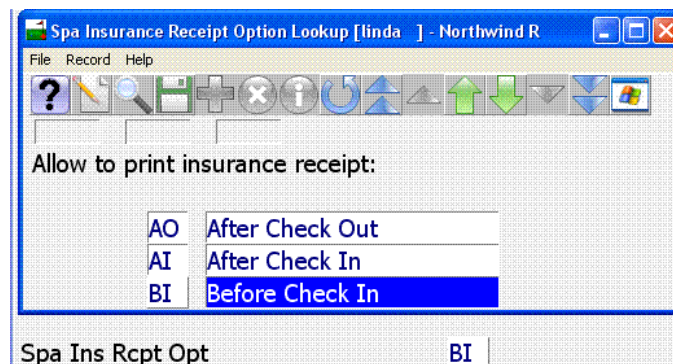
> **NOTE:** *BI is the suggested default as then the receipt is available to print after booking at anytime*

3. Set up the Outlet (an automatic process by Maestro):
   a. Open Retail POS Maintenance | Set Up | Outlet Maintenance
   b. F4 to Exit
   c. Maestro will automatically create an outlet called "**SPAIRCPT**" as an identifier to process the Spa Insurance Receipt
   d. Select Outlet Maintenance again
   e. Window | Receipt Printers
   f. Assign the receipt printer path as usual, i.e. \\servername\printer name

Maestro
PMS like no other.

4. Make sure all necessary clerks have access to the new POS Outlet
   a. Global Maintenance | Clerk | Clerk Group Code or Clerk Code Maintenance
   b. Window | POS Outlets and assign full access to the **SPAIRCPT** outlet

5. The following new markers have been developed and will be used in setting up the receipt:

   - <spa_description>   .\\The description of the service
   - <spa_charge>   .\\Service charge
   - <addon_description>   .\\The description of add-on
   - <addon_charges>   .\\Add-on charges
   - <tax_code>   .\\Tax Posting Code
   - <tax_amount>   .\\Tax Amount (Total)
   - <pre_def_svc_charges>   .\\Pre-defined service charge
   - <total_charges>   .\\Sub-total charges
   - <gratuity_amount>   .\\Tips amount
   - <total_amount>   .\\Grand total charges
   - <payment_method>
   - <provider_name>

- <rmt_number>
- <receipt_date>   .\\Current date
- <receipt_time>   .\\Current time
- <receipt_number>   .\\Service booking number
- <clerk_code>

6. Setup Spa Insurance receipt markers
   a. Retail POS Maintenance | Receipt
   b. See sample below
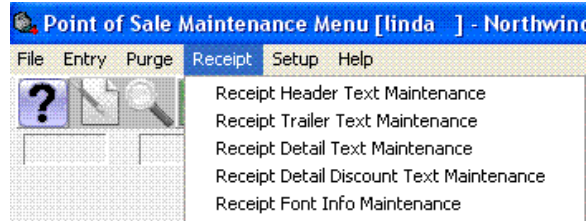
"Receipt Header Text Maintenance"

Outlet – **SPAIRCPT**

Line	Text
7	<f2> Serenity Spa at the Northwind Hotel
8	<f0> 8300 Woodbine Avenue, Markham, ON
.9	(888) 888-8888
10	…Your Escape From The Everyday…
11	<b>
12	<b>
13	
14	Guest: <first_name.tr> <last_name>
15	
26	<f1>
30	Description Price

"Receipt Trailer Text Maintenance"

Outlet – **SPAIRCPT**

Line	Text
10	
20	Name:_____
30	
40	
50	Room/Account #:_____
60	
70	
80	Signature:_____
90	
110	Thank You!!
120	
130	
132	Date: <receipt_date> Time: <receipt_time>
140	Receipt Number: <receipt_number>
150	Clerk: <clerk_code>

"Receipt Detail Text Maintenance"

Outlet – **SPAIRCPT**

Line	Text
10	<spa_description.t1> <spa_charge.p27>
12	StartPrintingAddon
14	<addon_description.t1> <addon_charge.p27>
16	EndPrintingAddon
42	StartPrintingTaxes
44	<tax_code.t1>: <tax_amount.p29>
46	EndPrintingTaxes
50	Service Charge: <pre_def_svc_charge.p31>
52	
54	Subtotal: <total_charge.p27>
56	
60	TIP:_____<gratuity_amount.p27>
62	
64	Total: <total_amount.p27>
66	
68	Payment Method: <payment_method>
70	
72	Therapist: <provider_name>
74	RMT#: <rmt_number>

"Receipt Detail Discount Text Maintenance"

Not required

"Receipt Font Info Text Maintenance"

Outlet – **SPAIRCPT**

Line	Text
10	FONTB11
20	FONTA11
30	FONTB12
40	FONT21
50	FONTA21
60	CONTROL

7. Test Receipt to adjust spacing if necessary, and you're done!!

Maestro
PMS like no other.