

**How to record
outstanding
如何记录欠款**

Cara untuk merekod tertunggak

record outstanding



STEP 1

CLICK ORDERS

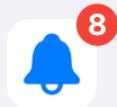
点击订单

KLIK PESANAN



Nic Support
KL

Operation



5

Member

Nicholas
(6010) 217-6368

DD
(6012) 654-6197



Orders



Appointment

Today
21/10/2025 0

Tomorrow
22/10/2025 0



History

Yesterday
20/10/2025 0.00

Today
21/10/2025 0.00

1



Attendance



Shift Report



Announcem...



Message



Help Center



SOS



Walk-In

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STEP 2

ADD NEW ORDER

添加新订单

TAMBAH PESANAN BARU



Orders



Add New Order

2

Empty

No Order Selected

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STEP 3

SELECT MEMBER

选择会员

PILIH AHLI



Order



Search order by name, mobile etc

3

Members



DD

.....6197



Nicholas

.....6368



Aina

.....9129



Cindy

.....4567



Walk-In



ew Order

ected

Empty

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STEP 4

SELECT SERVICES 选择服务 PILIH SERVIS



Orders

1

Orders

Print

Menu

T1 Faker

(6015) 515-1516

19/05/2023

VIP

Abc

Recent

Credit

1,100.00

Point

28,371

Voucher

17

Service

Product

Package

Discount

Search

H

H

W

H

C

P

c

A

c

Hair Cut

Hair Trea...

Wash & S...

Hair Color

Color Ink...

Perm

credit /p...

ArtFreak ...

credit

All

Director

Senior

Junior

Golden

demo

clear credit.

0.00

1

Senior Haircut

66.00

1

Director Haircut

110.00

Wash & Cut Senior

88.00

Wash & Cut Director

165.00

The Ultimate Director Haircut

1,100.00

The Ultimate Director Wash and Cut

1,650.00

Golden Wash

165.00

Golden Cut

165.00

Service

Senior Haircut

66.00

1

66.00

Redeem

Credit

Director Haircut

110.00

1

110.00

Redeem

250 pts

Credit

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How to record outstanding 如何记录欠款

MASUKKAN TERTUNGGAH



T1 Faker
(6015) 515-1516
19/05/2023

VIPAbc

Credit
\$1,100.00

ServiceProductPackageDiscount

HHW

Hair CutHair Trea...Wash & S...Hair

AllDirectorSeniorJunior

clear credit.
0.00

1

Wash & Cut Senior
88.00

The Ultimate Director Wash and Cut
1,650.00

Golden Dye Hair

Director Haircut

Done

7

Price110.00Quantity1

Discount0.00 % | 0.00

Total110.00

Payable22.00Outstanding88.00

6

Redeem with250 ptsCredit

Others

Add Staff

Remarks

Director Haircut110.001110.00

Redeem250 ptsCredit

Senior Haircut66.00166.00

RedeemCredit

Quantity2

Subtotal176.00

Roundup0.02

Total Tax14.08

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STEP 6

MAKE PAYMENT 付款 BUAT BAYARAN



(6015) 515-1516
19/05/2023

Credit
1,100.00

Point
28,531

Voucher
17

ServiceProductPackageDiscount

H H W H C P c A

Hair CutHair Trea...Wash & S...Hair ColorColor Ink...Permcredit /p...ArtFreak ...credit

AllDirectorSeniorJuniorGoldendemo

clear credit.
0.00

Senior Haircut
66.00

Director Haircut
110.00

Wash & Cut Senior
88.00

Wash & Cut Director
165.00

The Ultimate Director Haircut
1,100.00

The Ultimate Director Wash and Cut
1,650.00

Golden Wash
165.00

Golden Cut
165.00

Golden Dye Hair
110.00

nail press
16.50

discount voucher
0.00

Director Haircut
110.00
1
22.00

Outstanding
88.00

Redeem
Credit

Senior Haircut
66.00
1
0.00

Outstanding
66.00

Quantity
Subtotal
Roundup
Outstandings
Total Tax

2
176.00
-0.01
154.00
1.76

Payment : 23.75

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STEP 8

CLICK DONE
点击完成
KLIK SELESAI



Sales



Payment Completed
23.75

Add Cashier

Remarks



Print Receipt



E-Receipt

Service



Director Haircut
110.00

1

22.00

⌘ Outstanding

88.00



Senior Haircut
66.00

1

0.00

⌘ Outstanding

66.00

Quantity

2

Subtotal

176.00

Roundup

-0.01

Outstandings

154.00

Total Tax

1.76

Cash

23.75

Done

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