



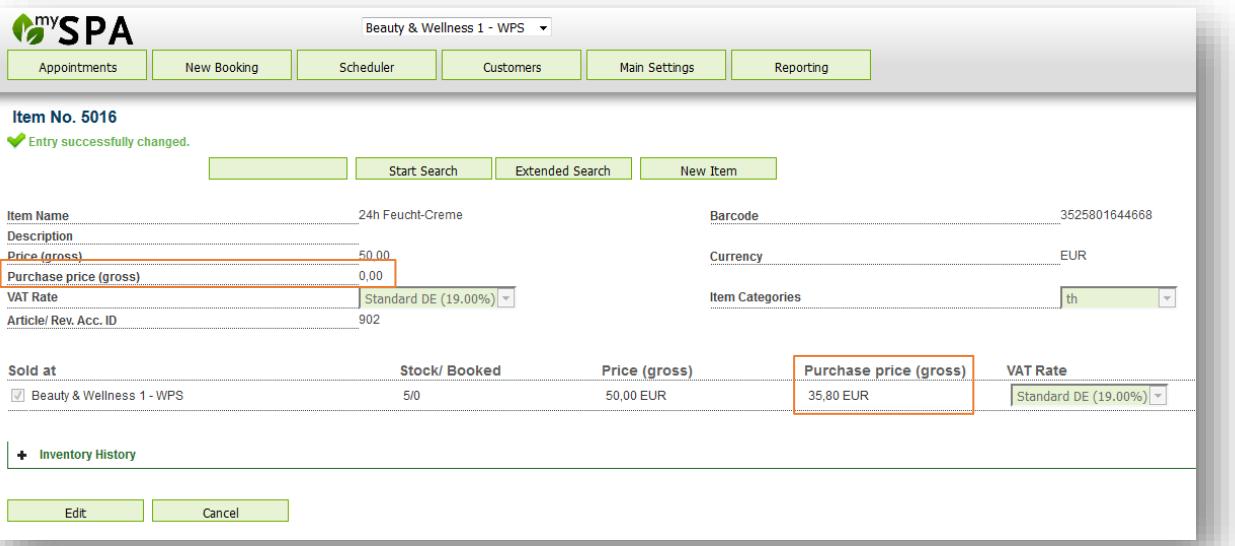
# MY SPA 3.8 – New in this Version

## Article Inventory

This version introduces a new feature for managing your Spa product sales: the inventory. Please note that this feature requires the license module 'Upselling' (manage your ancillary sales in MY SPA and post them directly to a guest account).

### Enter your Inventory Information

To calculate the value of your inventory correctly, it is mandatory that you add the purchase prize for your products. Please open the tab 'Main Setting' -> 'Items' and open the item. Depending on if you use global articles in a Multi-Property Edition or if you use the module as a Single-Shop, you may enter the purchase prize in the general item information or in the shop details below.



The screenshot shows the MY SPA software interface with the title 'Beauty & Wellness 1 - WPS'. The top navigation bar includes links for Appointments, New Booking, Scheduler, Customers, Main Settings, and Reporting. Below the navigation is a message: 'Item No. 5016' and 'Entry successfully changed.' There are buttons for Start Search, Extended Search, and New Item. The main form displays item details: Item Name (24h Feucht-Creme), Description (24h Feucht-Creme), Barcode (3525801644668), Price (gross) (50.00), Purchase price (gross) (0.00), Currency (EUR), VAT Rate (Standard DE (19.00%)), Article/ Rev. Acc. ID (902), and Item Categories (th). Below this, a table shows Sold at (Beauty & Wellness 1 - WPS), Stock/ Booked (5/0), Price (gross) (50.00 EUR), Purchase price (gross) (35.80 EUR), and VAT Rate (Standard DE (19.00%)). A link to 'Inventory History' is also present. At the bottom are 'Edit' and 'Cancel' buttons.

Please click on 'Edit' and also enter the initial inventory amount of this product in the line of your spa's settings on site.



The screenshot shows a table row with columns for Sold at (Beauty & Wellness 1 - WPS), Stock/ Booked (5), Price (gross) (50,00 EUR), and Purchase price (gross) (35,80 EUR). The 'Stock/ Booked' field is highlighted with a red border.



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# Inventory Changes

Clicking on 'Edit', you may enter changes like using products for cosmetics treatments, damages or other losses or new deliveries anytime by entering the amount and if you wish, a comment.

Goods Receipt	0	Comment	
Loss	1	Comment	Expiration Day exceeded
Salon Products	1	Comment	Debbie in Beauty 2
<input type="button" value="Accept Changes"/> <input type="button" value="Cancel"/>			

Sales and cancellations are counted automatically. As long as an item is booked, but not yet paid, it is shown in the stock as 'booked', but not deducted from the stock, until it is sold or deleted.

**Stock/ Booked**

8/1

All entries are listed in the article's inventory history.

Sold at	Stock/ Booked	Price (gross)	Purchase price (gross)	VAT Rate	Article/ Rev. Acc. ID
<input checked="" type="checkbox"/> Beauty & Wellness 1 - WPS	7/0	12,00 EUR	33,00 EUR	Thailand (12.00%)	
<b>- Inventory History</b>					
Date	Inventory Change	Posting	New Inventory	Comment	
07/30/2018 (16:28:30)	Sales	1	7		
07/30/2018 (16:23:22)	Reservation	1	8		
07/30/2018 (16:21:14)	Salon	-1	8		
07/30/2018 (16:21:14)	Loss	-1	9	Debbie in Beauty 2 Expiration Day exceeded	
07/30/2018 (16:20:39)	Product Receipts	10	10	Manual Inventory Change	
<input type="button" value="Edit"/> <input type="button" value="Cancel"/>					

In your Item's Overview you will find the 'On Stock' information added and you may sort the list by the amount if needed:

Items						
		Start Search		Extended Search		New Item
Pages (4):	Page 1					
(Your query returned 91 matches in total.)	<input type="checkbox"/>					
Item Name	Description	Price (gross)	Currency	Tax	Category	Stock/ Booked
24hFeuchtsp. Kör		38,00	EUR	Standard DE (19.00%)	THALGO Körper	8
Kokosöl		15,00	EUR	Standard DE (19.00%)	THALGO Gesicht	8
Frigimince-Spray		12,00	EUR	Thailand (12.00%)	THALGO Körper	7
Hyaluron-Maske		48,00	EUR	Standard DE (19.00%)	THALGO Gesicht	5



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## Article-Report

The new item Sales and Inventory report holds information about revenue, stock and value of your articles listed in and sold via MY SPA. Click on the tab 'Reporting' and choose 'Article Report':

The screenshot shows the MY SPA software interface with the following details:

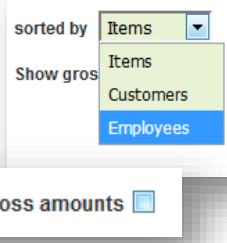
- Header:** mySPA, Beauty & Wellness 1 - WPS Admin.
- Top Navigation:** Appointments, New Booking, Scheduler, Customers, Main Settings, Reporting (selected), Occupancy Report, Treatment Report, Package Report, Sales Report, Commission Report, Article Report (selected), Profit Log.
- Report Title:** Item Sales and Inventory Report.
- Selection:** from 07/31/2018 to 07/31/2018, sorted by Items (selected).
- CSV File:** Delimiter: Office 2003 and newer.
- Buttons:** Show Report, Show Inventory, Create Export.
- Summary:** Σ Net Sales 363,45 EUR, Σ Net Profit 187,31 EUR.
- Table:** A detailed table of items with columns: Items, Revenue, Profit, Stock Value, Stock, Sales, Loss, Salon, Product Receipts.

Items	Revenue	Profit	Stock Value	Stock	Sales	Loss	Salon	Product Receipts
24h Feucht-Creme	84,03 EUR	23,87 EUR	35,80 EUR	1	2	0	0	0
Beruh. Intens.-Ko	36,55 EUR	36,55 EUR	0,00 EUR	-1	1	0	0	0
ClassSport40	49,58 EUR	49,58 EUR	0,00 EUR	-1	1	0	0	0
Hyaluron-Maske	80,67 EUR	42,86 EUR	67,50 EUR	3	2	0	0	0
HyaPUR - Green 4	35,29 EUR	7,56 EUR	198,00 EUR	6	1	1	2	10
Kokosöl	37,82 EUR	12,61 EUR	50,00 EUR	5	3	0	0	0
Schutzcreme LSF5	39,50 EUR	14,29 EUR	60,00 EUR	2	1	0	0	0

Select the period for your report you wish to create. The default setting 'sorted by items' shows sales revenue with it's profit, item stock with additions and retirements during the chosen period.

Sorting by customers and staff list revenues and profit of each individual. All columns may be sorted ascending or descending. Choose if you wish to see net or gross prices.

You may export all lists for your further processing to your spreadsheet software as .csv.



Show gross amounts

## Inventory List

A preconfigured report creates an inventory list for the current time. It shows the target situation of your sales inventory according to automated logging of postings and cancellations, the manual entries of turnover (initial inventory, incoming receipts, salon products and loss). Any deviations detected should be entered as a corrected number in the item management. The stock value is calculated by its reacquisition value, which is calculated by the net or gross purchase price, depending on your choice.



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A	B	C	D	E	F	G
1	Stock (Beauty & Wellness 1 - WPS) – 31.07.2018 -					
2						
3	TOTAL VALUE					
4	602,30 EUR					
5						
6	ARTICLE No.	LAST GOODS RECEIPT	ARTICLE	DESCRIPTION	UNIT PRICE	ON STOCK
7	5045	30.07.2018 16:20	Frigimince-Spray		29,46 EUR	7 206,25 EUR
8	5188	31.07.2018 14:14	HyaPUR - Green 4	Especially for dry skin.	27,73 EUR	6 166,39 EUR
9	5197	30.07.2018 12:21	Kokosöl		8,40 EUR	5 42,02 EUR
10	5199	27.07.2018 11:09	1 Ayurvedamaske		12,61 EUR	4 50,42 EUR
11	5038	30.07.2018 12:54	Hyaluron-Maske		18,91 EUR	3 56,72 EUR
12	5022	30.07.2018 12:22	Schutzcreme LSF5		25,21 EUR	2 50,42 EUR
13	5016	30.07.2018 12:18	24h Feucht-Creme		30,08 EUR	1 30,08 EUR
14						
15						

## Sorting of Main Settings

The sub menu of 'Main Settings' is sorted new:

The screenshot shows the 'mySPA' software interface with the title 'Beauty & Wellness 1 - WPS'. The top navigation bar includes 'Appointments', 'New Booking', 'Scheduler', 'Customers', 'Main Settings' (which is highlighted in green), and 'Reporting'. Below this, a sub-menu for 'Main Settings' is displayed with the following items: 'Shop Data', 'Administration', 'Employees', 'Rooms', 'Treatments', 'Packages', and 'Items'. On the left, there is a grid titled 'MY SPA :: Employees per Day' showing employee availability for different times. The 'Administration' item in the sub-menu is currently selected.

You find a button 'Administration', which takes you to settings for Categories, VAT and Appointment Types:

The screenshot shows the 'Advanced Settings' screen within the mySPA software. The top navigation bar includes 'Appointments', 'New Booking', 'Scheduler', 'Customers', 'Main Settings' (highlighted in green), and 'Reporting'. Below this, a sub-menu for 'Advanced Settings' is shown with four tabs: 'Offer Categories', 'Item Categories', 'VAT Rates', and 'Appointment Types'. The 'Offer Categories' tab is currently active.



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We divided the categories for your sold items of categories for your spa, sports and leisure activities.

**my SPA**

Beauty & Wellness 1 - WPS

Appointments    New Booking    Scheduler    Customers    Main Settings    Reporting

## Spa-, Sports and Activity Categories

[Go Back](#)

(Your query returned 3 matches in total.)

Description	Sorting
 Cosmetic	1
 Watersport	3
 Wellness	2

This new way of managing your offers is a preparation for further sorting of staff or calendars and introduces the enhancement of MY SPA for managing courses, places and excursions.

## Appointments of Cancelled Stays

Fixed appointments, which belong to cancelled stays, will not be deleted automatically by MY SPA. Please check with FO, if there might be another reservation instead. In this case you might want to keep the appointment and assign it to a new stay/ reservation number. You will notice them by their blue frame in the calendar views, and also in the 'Appointments' Tab: If you hover over the guests' name, reservation details will show up.

+ Appointments
+ Unpaid Packages
+ Unpaid Items
- Appointments of Cancelled Stays



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## Staff Plans

The treatment informations have been enhanced: appointments show treatment comments as well as constant guest comments and the guests age.

## Package Informations



Clicking on the Package Icon will open a window in which you see details of the package owner and appointments.

Package Name	Guest	Package Price	Booked	
Asian Comfort	Lloyd Bridges	145,90 EUR	12/15/2017	
Treatment	Specialist	Normal Price	Price in Package	Appointment
Indian Head Massage 30 min (+0+10)		40,00 EUR	34,53 EUR	
Sheadiva Scrub 30 min (+5+10)	Antonia Martinez	39,00 EUR	33,67 EUR	on 15.12.2017 at 11:00 hrs
Traditionelle Thai Massage 90 min (+5+5)		90,00 EUR	77,70 EUR	

## Hotel Account ID

Entering letters / number combinations are now possible.

## Bugfixes

Opening the page 'Appointments' in some cases of high data volume had lead to long loading times. This is improved.



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