

Review And Manage Past Bills

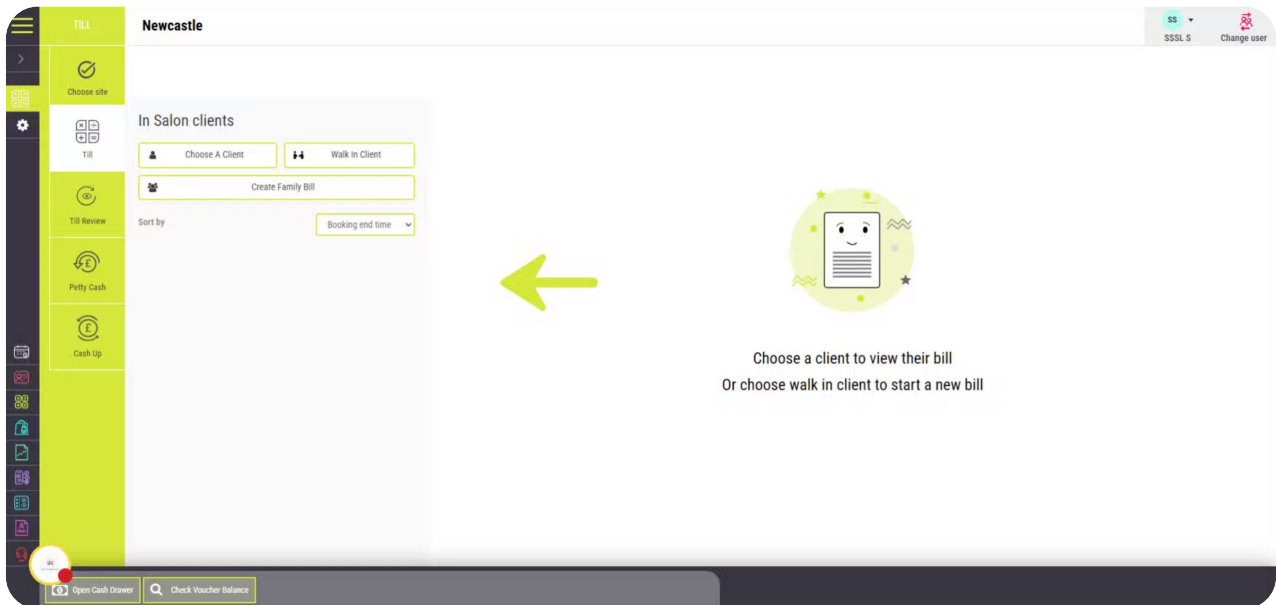
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SALON MANAGER

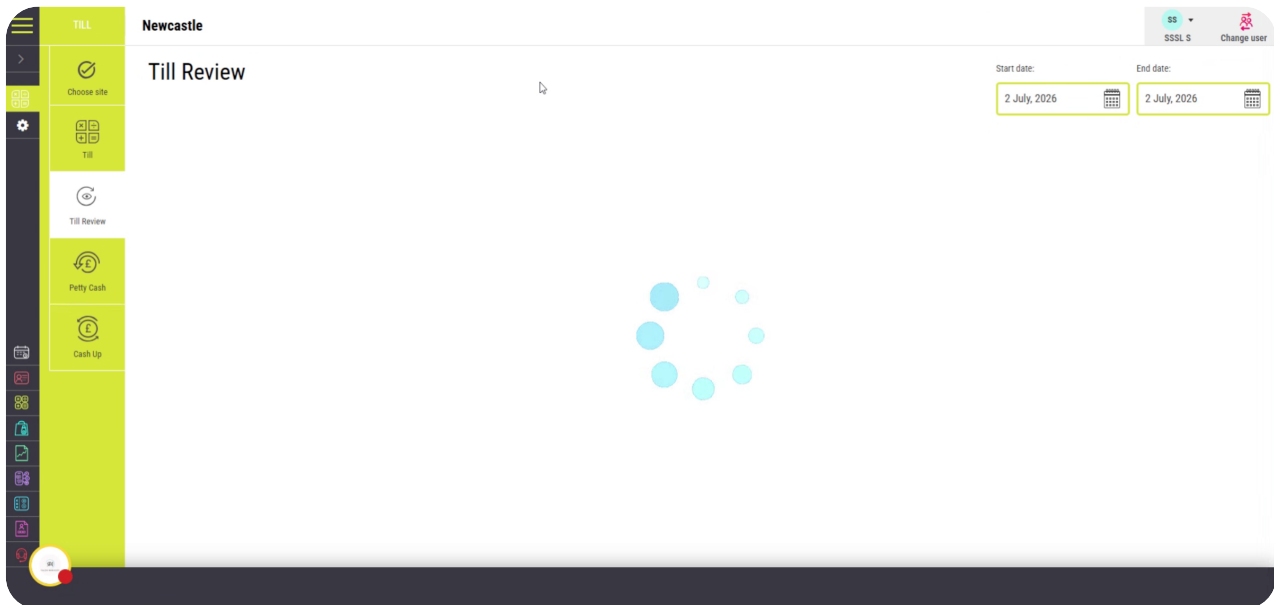
01 Navigate To Till Review

Hello, today I'm going to show you how to review past bills and manage them in Salon Manager. From the till screen, you just need to navigate to the left-hand menu and click till review.



02 Adjust Date Range For Bills

This by default will take you into today's date and show you any bills that have been processed today. You're able to change the dates that you are viewing from the top right-hand side with the start date and end date.



03 Manage Bills Options

And on the bills themselves, you can see a few details about the bill as well as the ability to edit, print the receipt, email a receipt, or even delete the bill.

The screenshot shows a software interface for managing bills. On the left is a dark sidebar with a menu of icons. The main area has a light blue header with 'Newcastle' and a 'Till Review' title. Below the title is a table with columns: Client, Bill date and time, Bill total, Payment Type, and Actions. A single row is visible for 'Ben Morris' on '2 July, 2026 at 13:53' with a total of '£18.00' and payment type 'Pay via account, Cards'. The Actions column contains icons for edit, print, email, and delete. At the top right, there are date pickers for 'Start date' and 'End date', both set to '2 July, 2026'. A user profile 'SS SSSL S' and a 'Change user' link are also visible in the top right corner.

Client	Bill date and time	Bill total	Payment Type	Actions
Ben Morris	2 July, 2026 at 13:53	£18.00	Pay via account, Cards	

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