

Handling Abandoned Layaways

Processing an abandoned layaway

Follow these steps to write off a layaway account over six months old:

Step	Action
1	From Wizards, go to Receipt Vouchers
2	Select Abandon Layaway
3	Type the layaway account number
4	Type the reason for the layaway write off
5	Type additional comments, if needed
6	Print receipt voucher
7	From Invoice Sales, select Layaway Balance List
8	Select the customer entry
9	Select Refund tab
10	Type salesman ID number
11	Type the refund deposit amount in the cash payment type even if the deposit was made with another payment type
12	Select Transaction Final tab
13	Type password
14	Print invoice

Reinstating an abandoned layaway

The Accounting Department maintains by site abandoned layaways. Call the Accounting Department to confirm the availability of an abandoned layaway prior to using.

Note: If the above steps are not taken, it will be difficult for the accounting department to validate the availability of a layaway that has been abandoned.
