

Cross Store Layaway Procedure

Finalizing store

At the store where customer is purchasing product:

1. Finalize the sales invoice
2. Key a **Cash Payment Voucher** under Cross Store Layaway

Step	Action
1	Using Customer History under Invoice Sales, verify the layaway merchandise, originating store layaway account number, date of last deposit and deposit amount
2	Complete a new sales invoice for the identical merchandise
3	On the Payment screen, type the deposited amount in the cash payment type
4	Type the remaining balance in the payment type selected by the customer
5	Print receipt
6	From Wizards, select Payment Vouchers
7	Select Cross Store Layaway
8	Type the deposited amount
9	Type the originating store number, layaway account number, date of last deposit and the customer information
10	Type additional comments, if needed
11	Select Finish tab
12	Print payment voucher
13	Collect layaway paperwork from customer
14	Call originating store to notify them the transaction has been finalized

Originating store

At the store where the customer made the initial layaway deposit:

1. Key a **Cash Receipt Voucher** under Cross Store Layaway
2. Layaway refund No Sale

Step	Action
1	From Wizards, go to Receipt Vouchers
2	Select Cross Store Layaway
3	Type finalizing store number, layaway account number, amount of deposit, date of last deposit and customer information
4	Type additional comments, if needed
5	Select Finish Tab
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
