

Layaways - Procedures

**Initial
customer
deposit**

Follow these steps when customer makes an initial deposit:

Step	Action
1	From Invoice Sales, type or search for customer & vehicle information
2	Select products to be purchased
3	On the Payment screen, type salesman ID number
4	Type vehicle mileage
5	Select Layaway tab
6	Switch the invoice to layaway
7	Type the dollar amount of this deposit
8	Type dollar amount again in the payment type selected by the customer
9	Select Layaway tab
10	Print invoice

**Additional
payment**

Follow these steps when customer is making an additional layaway payment:

Step	Action
1	From Invoice Sales, select the Layaway Balance List
2	Select the customer entry
3	Select Additional Payment tab
4	Type salesman ID number
5	Type dollar amount of additional deposit
6	Select Layaway tab
7	Print invoice

Final sale

Follow these steps when customer is picking up the merchandise:

Step	Action
1	From Invoice Sales, select the Layaway Balance List
2	Select the customer entry
3	Select Final Payment tab
4	Type salesman ID number
5	Type vehicle mileage
6	Type the balance due dollar amount in the payment type
7	Select Transaction Final tab
8	Print invoice
