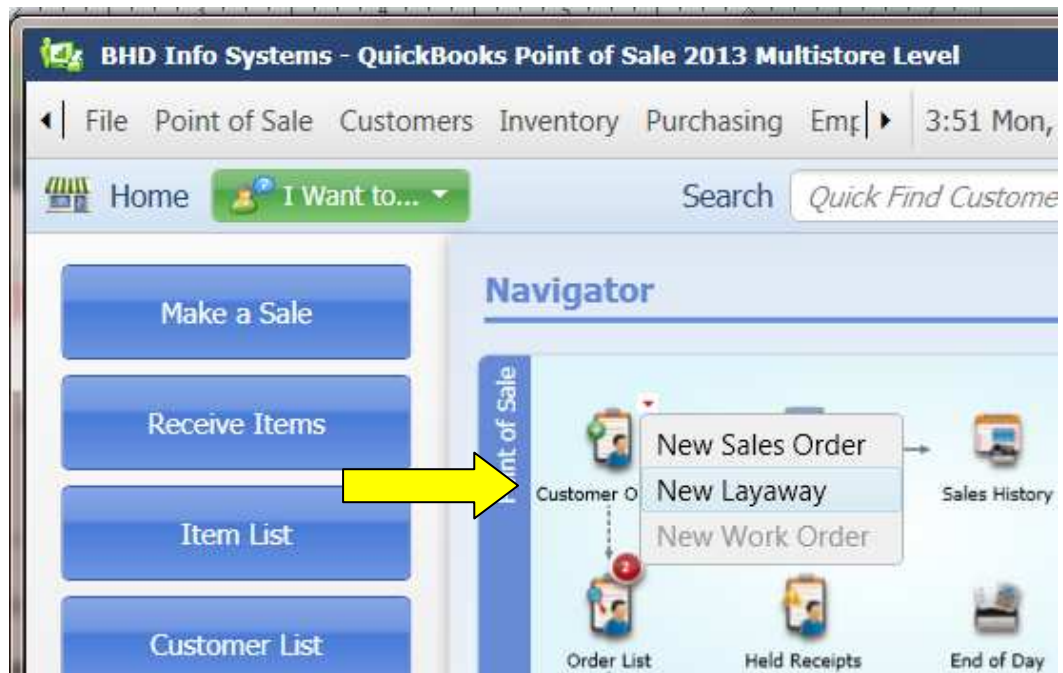




QB POS Layaways September, 2014 QB POS v2013

In QB POS v2013 you can create a Layaway for your customers.

1. You can create the **Layaway** by converting a Sales Receipt to a Layaway, or by going to **Customer Orders** and selecting **New Layaway**.



2. Next you will go to **Customer Info** and Enter the Customer's Name

The screenshot shows the 'New Layaway' window. The 'Customer Info' section at the bottom left is highlighted with a yellow arrow. It contains a text field labeled 'Enter Customer here' and a 'Find' button. The 'Enter Item(s)' section is empty. The 'Balance Due' is \$0.00.

Item #	Item N...	Attribute	Size	Ordered	On-han...	Due	Sold	Price	Ext Price	Alterna...	Dept C...	Vendor...	Cost	Manuf

Customer Info: Enter Customer here [Find]

Price Level: Regular Price | SubTotal: \$0.00
Disc %: 0.00 | Discount: \$0.00
Tax %: 0.000 | Tax: \$0.00
Total: \$0.00
Balance Due: \$0.00

3. Next go to **Enter Item(s)** and enter the Items you are putting on Layaway.

4. Then select **Save & Print**

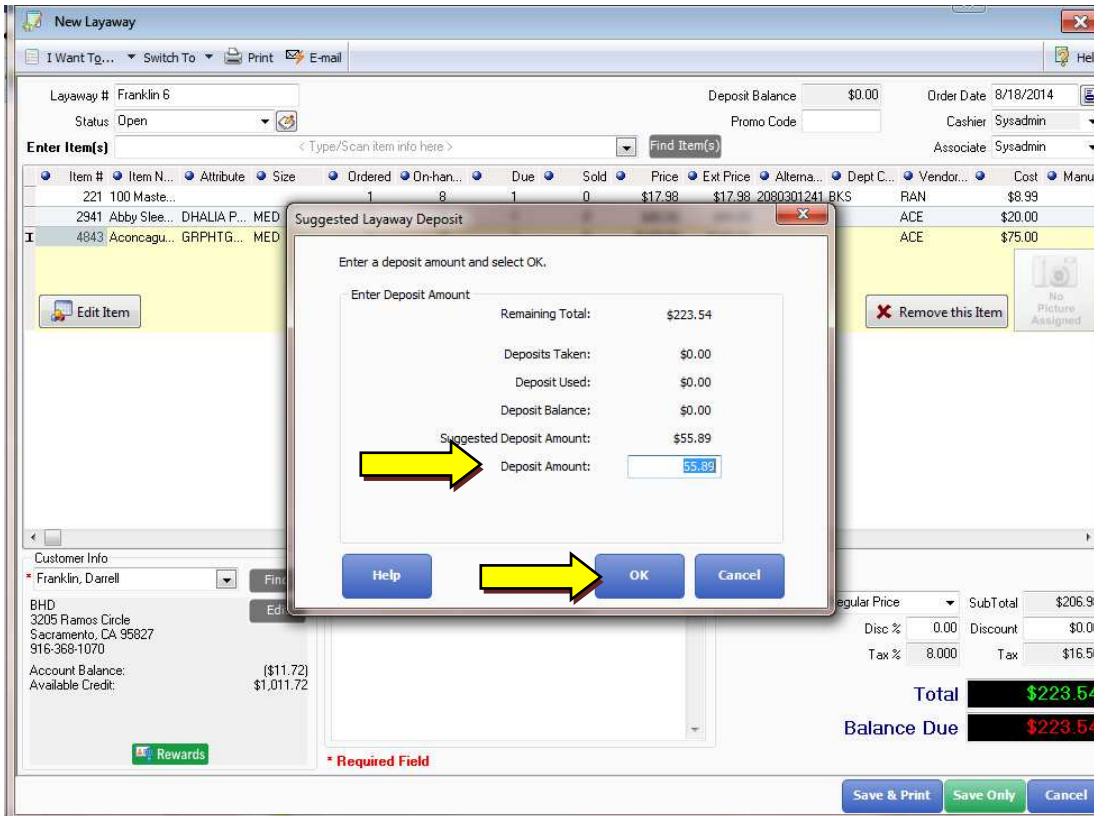
The screenshot shows the 'New Layaway' window with three items added to the 'Enter Item(s)' section. The 'Customer Info' section is now populated with 'Franklin, Darrell'. The 'Balance Due' is \$223.54. The 'Save & Print' button at the bottom right is highlighted with a yellow arrow.

Item #	Item N...	Attribute	Size	Ordered	On-han...	Due	Sold	Price	Ext Price	Alterna...	Dept C...	Vendor...	Cost	Manuf
221	100 Maste...			1	8	1	0	\$17.98	\$17.98	2080301241	BKS	RAN	\$8.99	
2941	Abby Slee...	DHALIA P...	MED	1	3	1	0	\$40.00	\$40.00			ACE	\$20.00	
4843	Aconcagu...	GRPHTG...	MED	1	3	1	0	\$149.00	\$149.00			ACE	\$75.00	

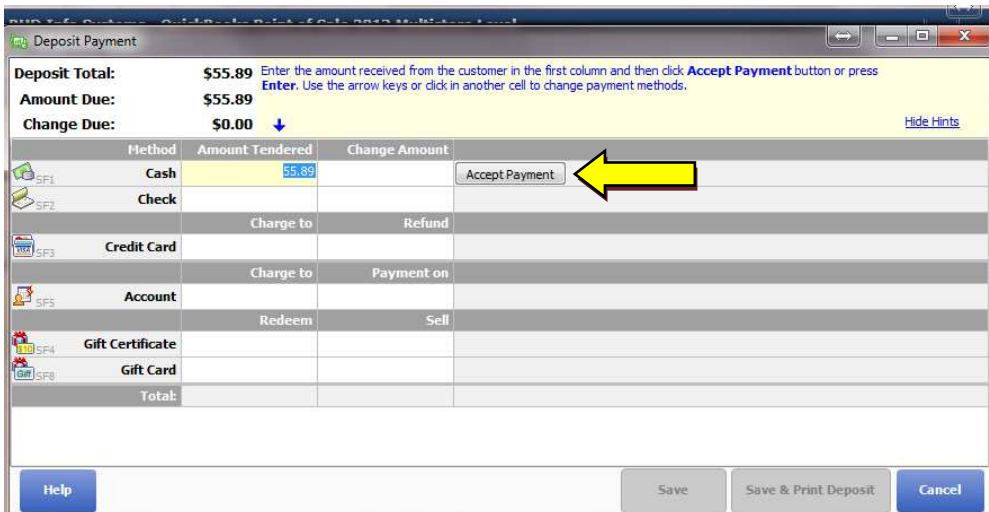
Customer Info: * Franklin, Darrell [Find] [Edit]
BHD
3205 Ramos Circle
Sacramento, CA 95827
916-368-1070
Account Balance: (\$11.72)
Available Credit: \$1,011.72

Price Level: Regular Price | SubTotal: \$206.98
Disc %: 0.00 | Discount: \$0.00
Tax %: 8.000 | Tax: \$16.56
Total: \$223.54
Balance Due: \$223.54

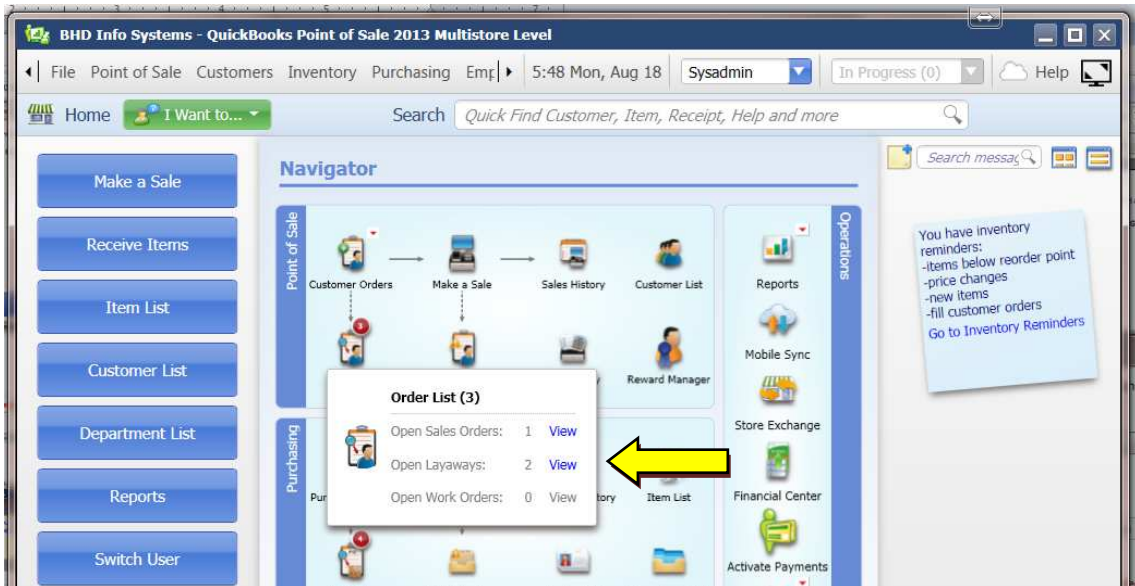
5. Now you will need to enter **Deposit** amount and click **OK**



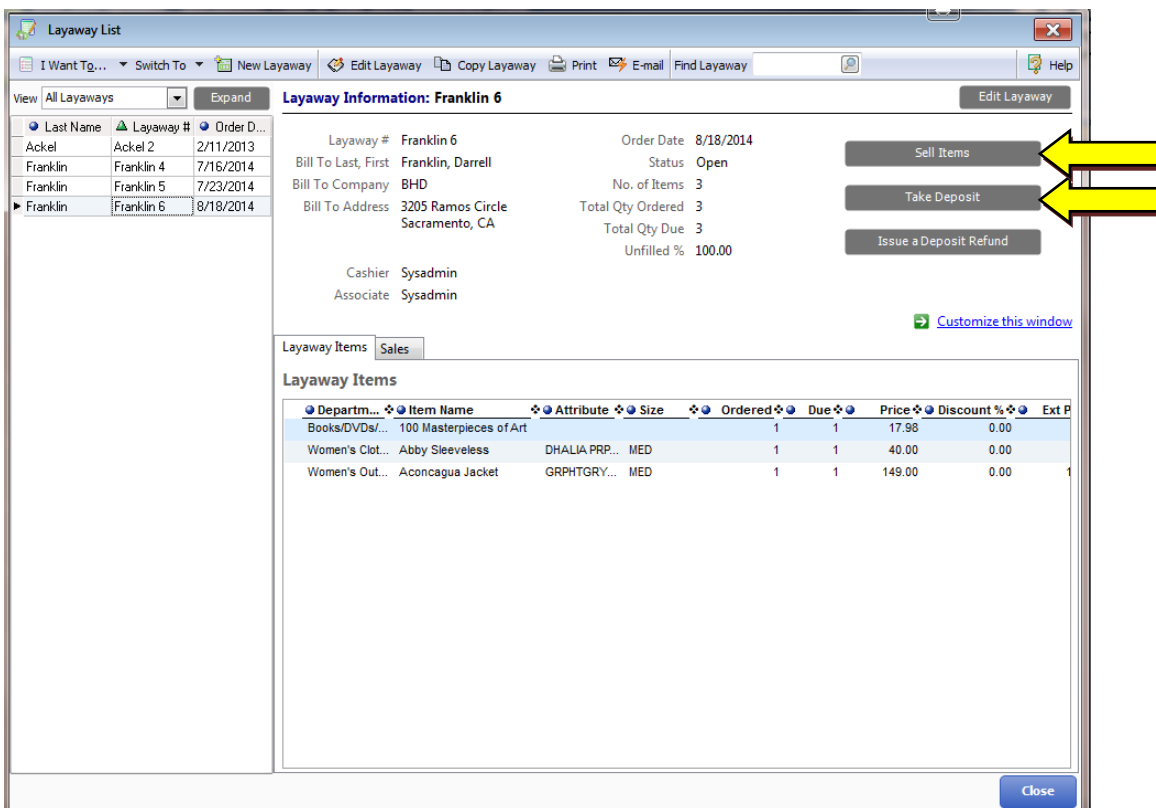
6. On the Payment screen choose the method of payment, click **Accept Payment**, then **Save & Print Deposit**.



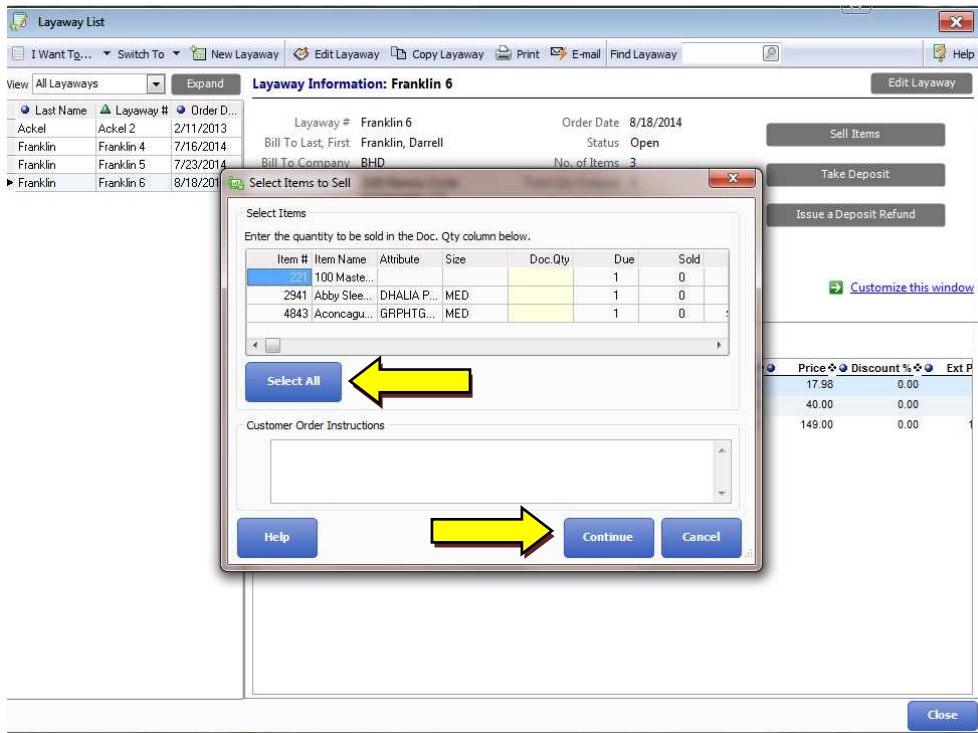
- When the customer returns to make a payment of pickup the items, go to **Order List** and choose **Open Layaways**.



- You select **Take Deposit** to make another payment, or **Sell Items** to finalize the Layaway, so the customer can take the items.



- When selling the items you sell some or all of the items. To sell them all select **Select All**, then **Continue**.



- You can finish the Sales Receipt and collect the Balance Due.

