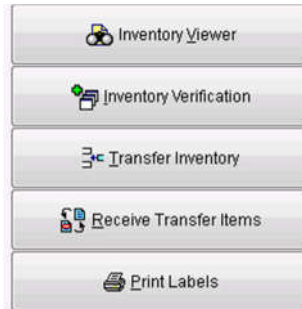


# LAYAWAY HOW TO

Memo# 07-0523

## Retail Sales - Transferring an Item to In Store Layaway

To transfer an item to in store layaway status, click on sales inventory on the main screen, and then on Transfer Inventory



Choose Layaway from the Transfer To Status drop down.

A screenshot of a software window titled 'Transfer Inventory'. It has two buttons at the top: 'F12 Transfer' and 'F6 Print'. Below them are two dropdown menus: 'Transfer To Location:' and 'Transfer To Status:'. The 'Transfer To Status:' dropdown is open, showing 'Lay Away' as the selected option. A black arrow points from the text above to the 'Lay Away' option. The word 'Items' is visible at the bottom right of the window.

Scan the barcode of the item

A screenshot of a form with two fields: 'Item To Transfer:' and 'Last Scan:'. The 'Item To Transfer:' field is highlighted with a yellow box. A green arrow points to this field with the label 'Barcode'.

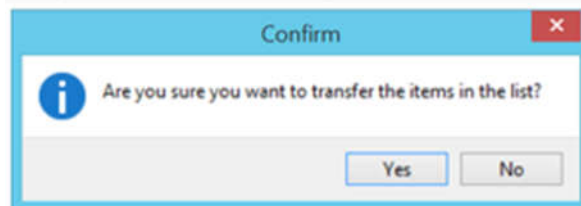
## Retail Sales - Transferring an Item to In Store Layaway

This screen will appear after you have scanned the items. When you have scanned all the items to be transferred to store Layaway Hit F12 to transfer.

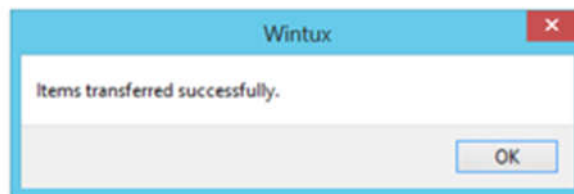
The screenshot shows a software interface for transferring items to in-store layaway. At the top left, there are two buttons: 'F12 Transfer' and 'F6 Print'. Below these, there are two dropdown menus: 'Transfer To Location:' and 'Transfer To Status:'. The 'Transfer To Status:' dropdown is currently set to 'Lay Away'. To the right of these dropdowns is a section titled 'Item To Transfer:' which contains a yellow highlighted box. Below this, there is a 'Last Scan:' section with the following details: SKU: CHGRY8, Barcode: 01001697, Desc: Grey 2B Notch, Vested Poly/Rayon Blend Suits America, Loc: DZ01, and Status: In-Stock. At the bottom of the screen, there is a table titled 'Items Pending Transfer'.

Barcode	SKU/Serial #	Description	Current Location	Status	Qty
01001602	CHGRY10	Grey 2B Notch, Vested Poly/Rayon Blend Suits America	DZ01	In-Stock	1
01001697	CHGRY8	Grey 2B Notch, Vested Poly/Rayon Blend Suits America	DZ01	In-Stock	1

After hitting F12 a message will appear asking you to confirm the transfer. Click Yes to complete the transfer



A message will appear letting you know the transfer was successful. Click OK



The Items now have a status of layaway at your location. Please tag the items with the customer's name, phone number, transaction number and Date the deposit voucher was sold on.

When the customer picks up the items they must be sold in the cash register like a normal sale. The status will then be changed to Sold.