

Layaway Guide for the V6 System Software

November 2018

The Retail Technology Group (RTG) recommends completing the procedures in this guide to set up and utilize the layaway features in the V6 system software.

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Overview

The following circumstances are required to utilize the layaway features:

- The FOM application must be enabled.
- The POS application must be online.
- The POS application must be able to communicate with the IMS application.

Set Up Layaway Policies

Complete the following procedures to prepare the tools the POS and IMS applications will use to process layaways:

- Create a Layaway Policy Letter
- Link the Letter to the Layaway Function
- Set Up a Restocking Fee Function

Use Layaway Features

- Create a Layaway
- <u>Accept an Additional Layaway Deposit</u>
- Finalize the Sale of a Layaway
- Correct a Layaway Issue
- Void a Layaway

Create a Layaway Policy Letter

Complete the following procedure to create a layaway policy letter to print on the customer's receipt at the POS.

1. Log in to the **IMS** application.



2. Select **Data > Functions > Letters** from the menu bar to display the **Letter** screen.

🔀 Retail Technology Grou	Retail Technology Group - AcuSport V6 Inventory Management System												
<u>File Edit Process Dat</u>	a H <u>i</u> story	<u>R</u> eports	Re <u>s</u> ets <u>U</u> tilit	ies <u>W</u> indow	<u>H</u> elp	<u>T</u> ools							
New Mod	New Modify Delete Filter Find Filter Plus												
🎦 Letter - Layaway													
General													
Description	ECR Mes	Body	First Date	Last Date									
SPECIAL ORDER POL		Memo	2/2/2007	3/14/2008									
RETURN POLICY		Memo	2/2/2007	2/2/2007									
A/R CHARGE ACCOUN	V	Memo	2/2/2007	11/8/2010									
Clearence		Memo	11/11/2010	11/11/2010									
Rental		Memo	11/11/2010	11/11/2010									
Layaway		Memo	2/18/2011	4/6/2011									
Gun Trade		Memo	5/12/2011	8/17/2011									
membershipRange		Memo	5/16/2011	5/16/2011									
Used Firearms		Memo	8/17/2011	8/17/2011									
Reload		Memo	8/19/2011	8/19/2011									
Payroll		Memo	2/24/2012	2/24/2012									

- 3. Complete one of the following procedures to display the **Add Letter** (or **Edit Letter**) window as appropriate:
 - If the list does not contain a layaway letter, click the **New** button to display the **Add Letter** window.
 - If the list contains an existing layaway letter,
 - 1. Click the letter to select it.
 - 2. Click the **Modify** button to display the **Edit Letter** window.

🔀 Add Letter	
General Body	
Description	First Date 11/19/2014
Туре	Last Date 11/19/2014
Ecr_mssg	
	Add Close

- 4. Enter/edit the name of the letter (i.e., "Layaway") in the **Description** field.
- 5. Complete the other fields on the **General** tab.
- 6. Enter/edit letter text on the **Body** tab.
- 7. Checking the **Ecr_mssg** checkbox enables the letters to print to an invoice printer besides the receipt printer.
- 8. Click the **Add** (or **OK**) button to close the window and add/update the letter on the list.

Link the Letter to the Layaway Function

Complete the following procedure to create a link between the layaway policy letter to the layaway function so the letter will print on layaway receipts.

- 1. Log in to the **IMS** application.
- 2. Click the **File** button then select **Properties** to display the **Properties** window.

File Edit Process Dat	a History	Reports	Resets	Utilities	Window	Help
Close DataSource						
Log <u>I</u> n						
<u>L</u> ogOut						
<u>C</u> lose Window						
Print Setup						
Label Print Setup						
Receipt Print Setup						
<u>P</u> roperties						
E <u>x</u> it						

3. Click the **Messages** tab to display it.

MS Proj	perties -	AcuSpo	ort Corp	oration									
Payment	Termina	als Of	fline CC	Rep	eatRev	vards A	TF 3310 Alerts	CC	Setup				
<u>G</u> eneral	<u>s</u> /0	<u>A</u> /R	<u>P</u> /0	G/L	P <u>O</u> S	Tender	M <u>e</u> ssages	<u>E</u> TP	<u>M</u> ulti Store	Franc <u>h</u> ise	<u>R</u> eports	Email	Range
	eck End	dorsem	ent		_				Letters				
								Sale			-]	
								Return			•]	
					1			Charge			•]	
							La	y-a-way	Layaway		-]	
	Display I		je		1		Wor	k Order			-	1	
POI	NT-OF-S	SALE					Res	ervation				1	
Prear	nble							Receipt		CIDT		1	
Stor	e Hours]]	
8a-9)p				1		Specia	al Order	Special O	rders	•		
Posta	amble						Lay-a-way Re	minder			-		
Visi	t us on t	he Web)]		Post Si	gnature			-]	
WW	W.YOU	BUY.CO	M		1								
L													
Some cha	anges n	nade to	Setup v	vill take	effect t	ne next tin	ne you start IM	S			0 <u>K</u>		<u>C</u> ancel

- 4. Select the layaway letter from the **Lay-a-way** field's dropdown menu.
- 5. Click the **OK** button to close the **Properties** window.

	cuSpo	rt Corpora	ition - A	AcuSport V	/6 Inventor	y Manag	ement System
File	Edit	Process	Data	History	Reports	Resets	Utilities Window Help
							<u>B</u> uild POS Data
							Item Pr <u>o</u> motions
							Remote Register Utility
							<u>M</u> ultiStore
							<u>R</u> eindex
							Clean Redundant <u>D</u> ata
							<u>G</u> lobal item maintenance
							<u>E</u> vent Log
							ID Information
							Support Maintenance
							Custom <u>U</u> tilities
							<u>P</u> references
							Security
							Change Password
							Encryption Key Management
							PCI <u>A</u> udit Log

6. Click the **Utilities** button then select **Build POS Data**

- 7. Log in to the **POS** application.
 - ► If the FOM is not currently enabled, enable it now.
 - If the F11 button is labeled "Go Online," click it to send the POS online. (If it is labeled "Go Offline," the POS is already online.)
 - Select **F6** or **Download**

Set Up a Restocking Fee Function

Complete either of the following procedures to establish a method for assigning a restocking fee to a cancelled/voided layaway.

- Create a Restocking Fee Item Code
- <u>Create a Restocking Fee Tender Key</u>

Create a Restocking Fee Item Code

- 1. Log in to the **IMS** application.
- 2. Select **Data > Item** from the menu bar to display the **Item** screen.
- 3. Click the **New** button to display the **Add Item** window.

🕼 Add Iter	n											— ×
<u>G</u> eneral	Cost	t/P <u>r</u> ice	<u>S</u> etup	Item Codes	<u>U</u> DF	Sal <u>e</u> s	<u>H</u> istory	<u>Р</u> Ү Н	istory	Im <u>ag</u> es	Commission	Web
Ite	em#	16956			UPC	;			(Print	ed on labe	els, if present)	
Descripti	ion 1	Fee: La	ayaway F	Restocking								
c	turer Style Size Color Other	MISC		Look					Ve Cross F	g Qty	1.00	LookUp
Sea	ason ter			Look								
	Desc	Type ription	Layawa	у	•							
											Add	Close

- 4. Enter a name for the restocking fee in the **Description 1** field.
- 5. Enter (or Lookup and select) an appropriate class for the fee in the **Class** field.
- 6. Select the layaway letter from the **Description** field's dropdown menu in the Letter section.
- 7. If desired, complete the following procedure to assign a standard, flat amount for the fee:
 - 1. Click the **Cost/Price** tab to display it.

way Resto		UPC							
way Restr		0.0							
way resta	cking								Queue Labels
						Gp%	Gp \$		
0.0000	Price	1	25.0	000	fx	100.00	25.0000		
0.0000	Price	2	0.0	000	fx	0.00	0.0000		
0.0000	Price	3	0.0	000	fx	0.00	0.0000	Weight	0.000 Lb(s
J	Price	4	0.0	000	fx	0.00	0.0000		20(0
5	Price	5	0.0	000	fx	0.00	0.0000		
	Sugg Reta	ii	0.0	000		0.00			
_	P1-Disc	۵	0.0000			100.00	25.0000		
	Promotion	1							
	U	0.0000 Price 0.0000 Price 0 Price 0 Price 0 Price 0 Sugg Reta P1-Disc	0.0000 Price 2 0.0000 Price 3 0 Price 4 0 Price 5 0 Suce Retail	0.0000 Price 2 0.00 0.0000 Price 3 0.00 0 Price 4 0.00 Price 5 0.00 0 Sugg Retail 0.00 P1-Disc 0.0000	0.0000 Price 2 0.0000 0.0000 Price 3 0.0000 0 Price 4 0.0000 Price 5 0.0000 0 Sugg Retail 0.0000 P1-Disc 0.0000	0.0000 Price 2 0.0000 // // // // // // // // // // // //	0.0000 0.0000 0.0000 0.0000 Price 2 Price 2 0.0000 Price 3 0.0000 Price 4 0.0000 Price 4 0.0000 0.0000 0.00000 0.0000 0.0000 0.0000 0.0000 0.0000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.00000 0.000000 0.00000 0.00000 0.00000 0.00000000	0.0000 Price 1 25.0000 /r 100.00 25.0000 0.0000 Price 2 0.0000 /r 0.00 0.0000 0 Price 3 0.0000 /r 0.00 0.0000 0 Price 4 0.0000 /r 0.00 0.0000 0 Price 5 0.0000 /r 0.00 0.0000 0 Sugg Retait 0.0000 0.00 25.0000	0.0000 Price 1 25.0000 A 100.00 25.0000 0.0000 Price 2 0.0000 A 0.000 0000 0.0000 Price 3 0.0000 A 0.000 0000 Price 4 0.0000 A 0.000 0.0000 Price 5 0.0000 A 0.000 0.0000 Sugg Retail 0.0000 0.00 P1-Dice 0 0.0000 100.00 25.0000

- 2. Enter the fee amount in the **Price 1** field.
- 8. Click the **Add** button to save the fee.
- 9. Click the **Close** button to close the **Add Item** window.

Create a Restocking Fee Tender Key

- 1. Log in to the **IMS** application.
- 2. Click the **File** button then select **Properties** to display the **Properties** window.

-	-		-			-		
File Edit	Process	Data	History	Reports	Resets	Utilities	Window	Help
Close D	ataSource							
Lo <u>gI</u> n <u>L</u> ogOut								
<u>C</u> lose W	/indow							
_	tup rint Setup Print Setup	p						
<u>P</u> roperti	ies							
E <u>x</u> it								

3. Click the **Tender** tab to display it.

MS Proper	ties - AcuSport Corporation							- • •
Payment Te	rminals Offline CC Rej	eatRewards A	TF 3310 Alerts	CC Set	up			
General S	10 A/R P/0 G/L	P <u>O</u> S <u>T</u> ender	M <u>e</u> ssages	ETP Mu	ılti Store	Franc <u>h</u> ise	<u>R</u> eports	Email Range
KEY	LABEL	GLACCOUNT		KEY	LABEL		GLACCO	JNT
Cash	Cash	Well Fargo	•	Tender1	Coupon	1		-
Check	Check	Well Fargo	•	Tender2	Restock	ing Fee		•
Account	Charge			Tender3				
	Print Balance			Tender4				
Gift	Gift		-	Tender5				•
Gift Bal	0.00				Upc C	oupon		
Debit	Debit	Well Fargo	-	Tender6				•
Credit	Credit Card	Well Fargo	-		Upc E	xtended Cou	ipon	
Layaway	Lway		•	Fd Stmp				•
Foreign			-			Paid Out		-
Cur Rate	0.000000							
Some chang	ges made to Setup will take	effect the next tin	ne you start IM	s			0 <u>K</u>	Cancel

- 4. Locate an unused tender (**Tender 1 Tender 6**) field.
- 5. Enter a name for the restocking fee in the appropriate tender field.
- 6. Click the **OK** button to close the **Properties** window.

	cuSpo			1.0.1			
ile	Edit	Process	Data	History	Reports	Resets	Utilities Window Help
							<u>B</u> uild POS Data
							Item Pr <u>o</u> motions
							Remo <u>t</u> e Register Utility
							<u>M</u> ultiStore
							<u>R</u> eindex
							Clean Redundant <u>D</u> ata
							<u>G</u> lobal item maintenance
							<u>E</u> vent Log
							ID Information
							Support Maintenance
							Custom <u>U</u> tilities
							<u>P</u> references
							<u>S</u> ecurity
							Change Password
							Encryption Key Management
							PCI <u>A</u> udit Log

7. Click the Utilities button then select Build POS Data

- 8. Log in to the **POS** application.
 - ► If the FOM is not currently enabled, enable it now.
 - If the F11 button is labeled "Go Online," click it to send the POS online. (If it is labeled "Go Offline," the POS is already online.)
 - Select **F6** or **Download**

Create a Layaway

Complete the following procedure to place an item on layaway.

- 1. Log in to the **POS** application.
 - ▶ If the FOM is not currently enabled, enable it now.
 - If the F11 button is labeled "Go Online," click it to send the POS online. (If it is labeled "Go Offline," the POS is already online.)
- 2. Create a transaction and add the item(s) to be placed on layaway.

🌿 AcuSport	V6 Point-of	-Sale									
Eile											
F1	F2	F3	F4	F5	F6	F7 F	F8 F	9 F10)	F11	F12
Item Search	Quantity	Discount	OverRide	Clerk			tyle okup Sub	itotal		Journal	Toggle
Sales Entry											
Enter Item	Code		E	Subto	otal	449.99	Clerk Customer	JERRY H.			
	U	nits Sold: 1			QoH 0.	.00		Reg No). 99		-
Itemcode		Desc1			Price	Discount	Quantity	Net Sale	Taxco)esc2	*
Itemcode ▶ 7132855		31AS235790	0/722 SNOW1	THROWER 5H	449.99	0.00) 1.00	449.99) 1	7132855	

3. Click the Total (F10) button to display the Tender window.

	V6 Point-of-	Sale									
<u>F</u> ile											
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Help	Cash	Check	AR Charge	Gift	Void Tran	Credit Card		Lway		Issue Gifts Credit	Toggle
Tender											
Enter Amou	unt Tender \$	0.0	0		Subtotal	4	49.99	Clerk JEF	RRY H.		
					Tax 1		28.12	Customer			
Amoun	t to Tender	478.1	1		Tax 2		0.00				
					Tax 3		0.00				
					Total	4	78.11		Reg No. 99		
Tune	Amount										*
Туре	Amount										^

- 4. Enter the amount of the layaway deposit in the Enter Amount Tender field.
- 5. Click the appropriate tender button (e.g. **Cash (F2)**, **Check (F3)**, etc.) to add the entered amount to the list in the **Tender** window.

Sales tax on layaway items will be treated as a cash sale for tax payment purposes.

- 6. Click the Lway (F9) button to display the Lay-a-way Tender window.
 - ► The system automatically assigns a layaway number to the layaway.

🍇 Lay-a-wa	y Tender				- 23
Lay-a-way#	0999810019	Mail #	2000		
First Name	Mike		-		
Last Name	Abel				
Address 1	123 Windmill Rd				
Address 2					
City, St Zip	Sauk Rapids	MN	56333		
Phone	320 251 8877				
Email					
Deposit	125.0000	Balance	350	3.1100	
UDF C5					
UDF D2	11				
			ок	Ca	ncel

- 7. Enter/edit information as needed.
- 8. Click the **OK** button to close the window.

Accept an Additional Layaway Deposit

Complete the following procedure to apply an additional deposit payment to an existing layaway.

- 1. Log in to the **POS** application.
 - ▶ If the FOM is not currently enabled, enable it now.
 - If the F11 button is labeled "Go Online," click it to send the POS online. (If it is labeled "Go Offline," the POS is already online.)
- 2. If needed, click the **Point-of-Sale (F2)** button to display the set of buttons shown below.
 - If other windows (PIN entry, etc.) appear, complete or cancel them as appropriate.

🍇 AcuSport	t V6 Point-of	-Sale									
<u>F</u> ile											
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Item Search	Rec on Account	Paid Out		No Sale	Void Tran	Return Items	Style Lookup		Quit	Sell Gifts	Toggle

3. Click the Rec on Account (F2) button to display a different set of buttons.



4. Click the Lway (F9) button to display the layaway number entry window.



- 5. Enter the layaway number in the **Enter Layaway #** field (or click the **List** button and select the layaway from the list).
- 6. Click the **OK** button to display the **Layaway R/A** window.

🇏 Layaway I	R/A				83
Layway #	0999810019				
First Name	Mike				
Last Name	Abel				
Address 1	123 Windmill Rd				
Address 2					
City, St Zip	Sauk Rapids	MN	56333		
Date	11/19/2014	Payment	11/19/201	4	
Deposit	125.00	Balance	;	353.11	
	I	RAAmount	t \$	0.00	
			ок	Ca	ancel

- 7. Enter the amount of the additional layaway deposit in the **RA Amount** field.
- 8. Click the **OK** button to display the **R/A Payments** window.

🍇 AcuSport	V6 Point-of-	Sale								
<u>F</u> ile										
F1	F2	F3	F4	F5 F6	F7	F8	F9	F10	F11	F12
Help	Cash	Check		Gift Void Tran	Credit Card					Toggle
R/A Payment	s									
Enter Amou	nt Tender	\$ 0.00				Cler	k Jerry H	ι.		
Amount	to Tender	75.00		Total	75.00		Reg	No. 99		2
Туре	Amount									-
										-

- 9. Enter the amount of the layaway deposit in the Enter Amount Tender field.
- 10. Click the appropriate tender button (e.g. **Cash (F2)**, **Check (F3)**, etc.) to update the account.

Finalize the Sale of a Layaway

Complete the following procedure to sell the layaway item

- 1. Log in to the **POS** application.
 - ▶ If the FOM is not currently enabled, enable it now.
 - If the F11 button is labeled "Go Online," click it to send the POS online. (If it is labeled "Go Offline," the POS is already online.)
- 2. If needed, click the **Point-of-Sale (F2)** button to display the set of buttons shown below.
 - If other windows (PIN entry, etc.) appear, complete or cancel them as appropriate.

🍇 AcuSpor	t V6 Point-of	-Sale									
<u>F</u> ile											
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Item Search	Rec on Account	Paid Out		No Sale	Void Tran	Return Items	Style Lookup		Quit	Sell Gifts	Toggle

3. Click the **Toggle (F12)** button twice to display the recall buttons.

🧏 AcuSpor	t V6 Point-of	-Sale									
<u>F</u> ile											
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
ltem Search	Recall Suspend 1	Recall Suspend 2	Recall Global Suspend	Recall Special Order	Recall Work Order	Recall Reserve Rental	Void Layaway	Recall Layaway			Toggle

4. Click the **Recall Layaway (F9)** button to display the layaway number entry window.

😹 AcuSport V6 Point-o	f-Sale	
Enter Layaway #		
List	<u>о</u> к	<u>C</u> ancel

5. Enter the layaway number in the **Enter Layaway #** field (or click the **List** button and select the layaway from the list).

► The layaway number is printed on the customer's receipt.

6. Click the **OK** button to display the **Sales Entry** window.

le											
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Item Search Qu	antity	Discount	OverRide	Clerk	Void Item	Return Items	Style Lookup	Subtotal	Total	Journal	Toggle
ales Entry											
-	e			Sub	ototal	449.	99	Clerk JERR	YH.		
-	e			Sub	ototal	449.9		Clerk JERR tomer Mike			
-		iits Sold: 1		Sub		449. 9		tomer Mike		19	
-	Un	iits Sold: 1 iesc1		Sub			Cust	tomer Mike	Abel Reg No. 9	99 axccDesc2	N
Enter Item Cod	Un	lesc1	0/722 SNOW		QoH Price	0.00 Discount	Cust	tomer Mike	Abel Reg No. 9	axcoDesc2	1
eles Entry Enter Item Cod Itemcode 7132855	Un	lesc1			QoH Price	0.00 Discount	Cust t Quant	tomer Mike tity Net S	Abel Reg No. 9 ale Ta	axcoDesc2	

- 7. If desired, complete the following procedure to add items to this transaction:
 - 1. Add the additional item(s).
 - 2. Click the **Subtotal (F9)** button to display the **Subtotal** window.

► The **Subtotal** window does not include the amount due for the layaway.

le							
F1 F2	F3 F4	F5	F6	F7 F	8 F9) F10	F11 F12
	A/R Discount	Suspend	Void Sale		Sa Ent		Toggle
ubtotal							
		Su	btotal	0.00	Clerk	JERRY H.	
		0.062	25 Tax 1	0.00	Customer	Mike Abel	
Discounts 0.0000)0 Tax 2	0.00)		
Discounts		0.000)0 Tax 3	0.00)		
			Total	0.00		Reg No. 99	

8. Click the **Total (F10)** button to display the **Tender** window.

The Tender window displays the amount due for the layaway (and any recently added items). The list displays the balance due and total deposits paid for the layaway.

ile											
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Help	Cash	Check	AR Charge	Gift	Void Tran	Credit Card		Lway		Issue Gifts Credit	Toggle
Tender											
Enter Amoun	t Tender \$	0.0	0		Subtotal		0.00	Clerk JERRY	н.		
					Tax 1		0.00	Customer Mike A	bel		
Amount t	o Tender	278.1	1		Tax 2		0.00				
					Tax 3		0.00	Dee	No. 00		- 1 C
					Total		0.00	Reg	No. 99		-29
				Previo	ous Balance	2	278.11				
Туре	Amount										*
Previous Ba	la -278	.11									
Flevious ba											

- 9. Enter the amount due in in the Enter Amount Tender field.
- 10. Click the appropriate tender button (e.g. **Cash (F2)**, **Check (F3)**, etc.) to complete the transaction.

Correct a Layaway Issue

Complete the following procedure as needed to correct a layaway that was incorrectly finalized.

- 1. Log in to the **POS** application.
 - ► If the FOM is not currently enabled, enable it now.
 - If the F11 button is labeled "Go Online," click it to send the POS online. (If it is labeled "Go Offline," the POS is already online.)
- 2. Create a return and add the item(s) from the layaway.
- 3. Click the same tender button (e.g. **Cash (F2)**, **Check (F3)**, etc.) that was used to finalize the layaway.
- 4. Create a new layaway transaction and add the item(s) from the original layaway.
- 5. Click the same tender button used for the return.

Void a Layaway

Complete the following procedure to cancel a layaway.

- 1. Log in to the **POS** application.
 - ▶ If the FOM is not currently enabled, enable it now.
 - If the F11 button is labeled "Go Online," click it to send the POS online. (If it is labeled "Go Offline," the POS is already online.)
- 2. If needed, click the **Point-of-Sale (F2)** button to display the set of buttons shown below.
 - If other windows (PIN entry, etc.) appear, complete or cancel them as appropriate.

😹 AcuSp	ort V6 Point-of	f-Sale									
<u>F</u> ile											
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Item Search	Rec on Account	Paid Out		No Sale	Void Tran	Return Items	Style Lookup		Quit	Sell Gifts	Toggle

3. Click the **Toggle (F12)** button twice to display the recall buttons.

🍇 AcuSpoi	t V6 Point-of	-Sale									
<u>F</u> ile											
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Item Search	Recall Suspend 1	Recall Suspend 2	Recall Global Suspend	Recall Special Order	Recall Work Order	Recall Reserve Rental	Void Layaway	Recall Layaway			Toggle

4. Click the **Void Layaway (F8)** button to display the layaway number entry window.



5. Enter the layaway number in the **Enter Layaway #** field (or click the **List** button and select the layaway from the list).

► The layaway number is printed on the customer's receipt.

6. Click the **OK** button to display the **Tender** window.

► The Amount to Tender field displays the total deposit amount.

- •	Point-of-Sale							
ile								
F1	F2 F	F3 F4	F5	F6	F7 F8	F9 F10	F11	F12
Help	Cash Ch	neck AR Charge	Gift	Void Tran	Credit Card	Lway	Issue Gifts Credit	Toggle
lender 🛛								
Enter Amount 1	Tender \$	0.00		Subtotal	-449.99	Clerk JERRY H.		
Amount to	Tender	125.00		Tax 1 Tax 2 Tax 3	-28.12 0.00 0.00			
				Total	-478.11	Reg No. 99		1
21	Amount							*
Deposit	125.00							
Lway	-353.11							E
•								+

- 7. Complete one of the following procedures as appropriate to issue a refund:
 - Refund the Entire Deposit Amount with No Restocking Fee
 - Refund the Deposit Minus a Restocking Fee (Item Code)
 - Refund the Deposit Minus a Restocking Fee (Tender Key)

Refund the Entire Deposit Amount with No Restocking Fee

- 1. Enter the amount from the **Amount to Tender** field in in the **Enter Amount Tender** field.
- 2. Click the Cash (F2) button to display the Point-of-Sale window.

	The	e wind	dow d	lisplay	's the	amou	int to I	be ref	undeo	d (tota	l dep	osit).
V6	AcuSport	V6 Point-of-	Sale								-	
<u>F</u> ile	Acaspon		Juic									
	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
	Help											Toggle
	nt-of-Sale											
En	Enter Item Code Clerk JERRY H. Customer Mike Abel Cash Change: \$125.00 Reg No. 99											
									Reg	1110. 99		

3. Issue a refund in the amount shown.

Refund the Deposit Minus a Restocking Fee (Item Code)

- ► Refer to <u>Create a Restocking Fee Item Code</u> for more information.
- 1. Click the **Cash (F2)** button to display the **Point-of-Sale** window.

▶ If the PIN entry and mail number entry windows appear, complete them.

🧏 AcuSport	V6 Point-of	-Sale										
<u>F</u> ile												
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	
Item Search	Rec on Account	Paid Out		No Sale	Void Tran	Return Items	Style Lookup		Quit	Sell Gifts	Toggle	
	Enter Item Code 16956 Clerk JERRY H. Clustomer Mike Abel Cash Change: \$125.00											
				Cash	Chang	ye. ər	25.00	Reg	I No. 99			

- 2. Remember the change amount shown in the window for future reference.
- 3. Enter the restocking fee item code in the Enter Item Code window.
- 4. Press the **Enter** key to add the fee to the list on the **Sales Entry** window.

ile										
F1	F2 F	3 F4	F5	F6	F7	F8	F9	F10	F11	F12
Item Search	Quantity	ount	Clerk	Void Item	Return Items	Style Lookup	Subtotal	Total	Journal	Toggle
ales Entry										
Enter Item C	ode		Sut	ototal	25.0	DO (Custo	Clerk JERRY omer	(н.		
	Units S	old: 1		QoH	0.00		F	Reg No. 9	9	
				Delas	Discount	Quanti	tv Net Sa	ala Ta	xccDesc2	
Itemcode	Desc1			Price	Discount	Guanu	ly include	10 10	ACCED 6362	

5. Click the **Total (F10)** button to display the **Tender** window.

🍇 AcuSport	V6 Point-of-9	ale									
<u>F</u> ile											
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Help	Cash	Check	AR Charge	Gift	Void Tran	Credit Card		Lway		Issue Gifts Credit	Toggle
Tender											
Enter Amou	nt Tender \$	25.00			Subtotal		25.00	Clerk JEF	RY H.		
					Tax 1		0.00	Customer			
Amount	to Tender	25.00)		Tax 2		0.00				
					Tax 3		0.00				dia.
					Total		25.00		Reg No. 99		
Туре	Amount										

6. Enter the change amount (from the **Point-of-Sale** window) in the **Enter Amount Tender** field.

- 7. Click the **Cash (F2)** button to display the **Point-of-Sale** window.
 - The window displays the amount to be refunded (total deposit minus the restocking fee).

/ -											
	/6 Point-of-S	ale									
<u>F</u> ile											
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Help											Toggle
Point-of-Sale											
Enter Item C	ode			Cash	Chan	ge: \$1	Custo	lerk JERRY mer Mike /			
								Reg	No. 99		

8. Issue a refund in the amount shown.

Refund the Deposit Minus a Restocking Fee (Tender Key)

- ▶ Refer to Create a Restocking Fee Tender Key for more information.
- 1. Click the **Toggle (F12)** button as needed to display the **Restocking Fee** tender key (button).

😤 AcuSport V6 Point-of-Sale											
<u>F</u> ile											
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Help	Coupon 1	Coupon 2	Restocking Fee	Traveler Checks	UPC COUPON			Remove Tender	Tax Exempt	Invoice ON	Toggle

- 2. Enter the amount of the restocking fee in the Enter Amount Tender field.
- 3. Click the **Restocking Fee** button to add the fee to the list in the **Tender** window and update the amount shown in the **Amount to Tender** field.

💈 AcuSport Vi jile	5 POINC-01-5	aie						
F1	F2	F3	F4	F5	F6	F7 F8	F9 F10	F11 F12
Help	Cash	Check	AR Charge	Gift	Void Tran	Credit Card	Lway	Issue Gifts Credit
Fender								
Enter Amoun	t Tender \$	0.00)		Subtotal	-449.99	Clerk JERRY H.	
					Tax 1	-28.12	Customer Mike Abel	
Amount to	o Tender	100.00	D		Tax 2	0.00		
					Tax 3	0.00		5 a.
					Total	-478.11	Reg No. 99	
Туре	Amount							
Deposit	125	.00						
Lway	-353	.11						

- 4. Click the **Cash (F2)** button to display the **Point-of-Sale** window.
 - The window displays the amount to be refunded (total deposit minus the restocking fee).

-											
🗏 AcuSport	V6 Point-of-	Sale									
<u>F</u> ile											
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Help											Toggle
Point-of-Sale											
Enter Item (Code			Cash	Chang	ge: \$1	Custo	lerk JERRY mer Mike /			
								Reg) No. 99		

5. Issue a refund in the amount shown.