



[SMRT Systems Help Center](#) > [Learning Center](#) > [Production](#)

Search

Articles in this section



How To Take Deposits



Sam Taylor

3 years ago · Updated

Follow

Leathers, Wedding Dresses, and Couture pieces are examples of items your business may need a deposit on. For any piece that will need a deposit paid, the steps are very similar to taking a drop-off just with one added step.

1. Create the order just as you would for any other order (Typically items needing a deposit will need a few extra days, so make sure to update the date range accordingly).

CUSTOMER

Sam Test
smrtsystems.com
No Card on File
Drip N Dry Cleaners

Clothes Tracker Wardrobe Payment Rewards History

Dry Cleaning Quick Detail Wash & Fold Import Retail

Due date

June 2019						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	01	02	03	04	05	06

June 15, 2019

Pieces 1

Time 5 PM

Rush Rush

Notes

Create

2. Give the drop tickets to the customer and select to PAY for the order.

CUSTOMER

Sam Test
smrtsystems.com
No Card on File
Drip N Dry Cleaners

Clothes Tracker Wardrobe Payment Rewards History

New Order Listing 1 orders

Tue 06/18/19 5pm 19166-02100 - 1 piece - Drip N Dry Cleaners Undetailed

NEW ITEM

Bag Tag

Pay
No Card on File

Help

3. If there are multiple orders, make sure that the correct order is "Checked" under prepay.

4. Once the correct order is "Checked", select the payment type the customer wishes to deposit with.

5. From there we will select the "Payment Amt / Deposit:" field and type in the appropriate deposit amount.

Prepay	ID	Date	Pieces	Amount
✓	19166-02100	6/15	1	Undetailed

Auto Select

Subtotal: \$0.00
Amount Due: \$0.00

Payment Amt / Deposit: 0.00

VISA MasterCard AMERICAN EXPRESS DISCOVER

Card Number

MM / YY

☒ Save as Card on File

Cash
Check
Card
Free

Claim Gift Card

Pay

Prepay	ID	Date	Pieces	Amount
✓	19166-02100	6/15	1	Undetailed

Auto Select

Subtotal: \$0.00
Extra deposit: \$1,000.00
Amount Due: \$1,000.00

Payment Amt / Deposit: 1000.00

VISA MasterCard AMERICAN EXPRESS DISCOVER

Card Number

MM / YY

☒ Save as Card on File

Cash
Check
Card
Free

Claim Gift Card

Pay

6. After the correct deposit amount is input, swipe the card or select pay. The deposit will then process!

Check: 1000

Total: 1,000.00

Email Receipt

Print Receipt

Close



Was this article helpful?

Yes

No

0 out of 1 found this helpful

Return to top ^

Recently viewed articles

Re-do

Setting Delivery Location

Printing a Delivery Manifest for a Building or Master Account

Installing the Delivery App

How To Build A Route

Related articles

[How To Change Due Dates](#)

[Adding Credit Cards](#)

[Merging Items With 2 Barcodes](#)

[Order Not Closed](#)

[Item History With Metal Progetti](#)

Comments

0 comments



Be the first to write a comment.

SMRT Systems Help Center