SMRT Systems Help Center

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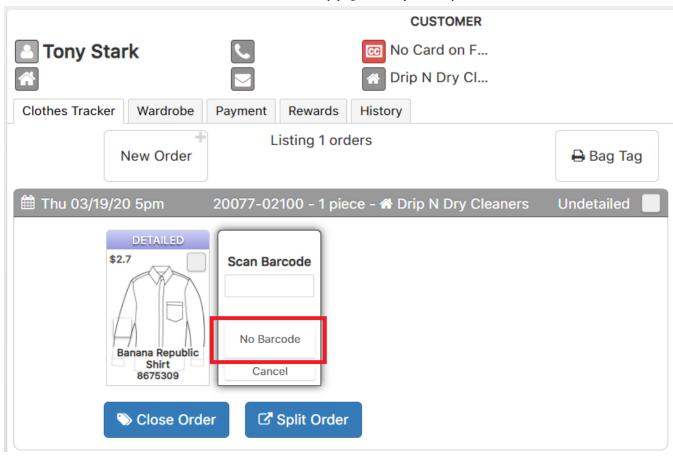
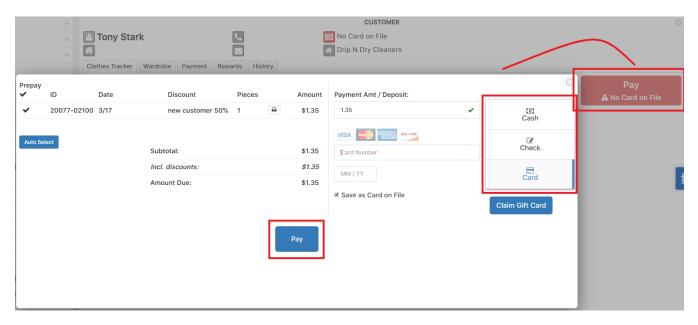# Pre-paying

Ross Medina
2 years ago · Updated

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If you need to pay for an order before it gets processed, you can make a pre-payment on the account which will then be applied when the order finishes. The payment is not applied to the order immediately as a mechanism to allow you to modify pricing through out the process if needed (i.e missed repairs, up-charges, etc).

1. Create new order and detail all items.
If you're dealing without previously barcoded items, use the No Barcode option to save your customer some time. You can add barcodes once the customer is gone even after order has been Closed.

Help

2. Once the order has been fully detailed and Closed, click on the Pay button on the right, the amount will default to the total for the order. Select form of payment and click the blue Pay button at the bottom of Payment light box.
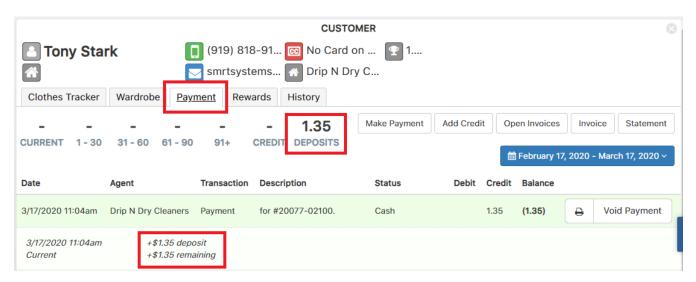

3. Select receipt option.

Cash: $20.00

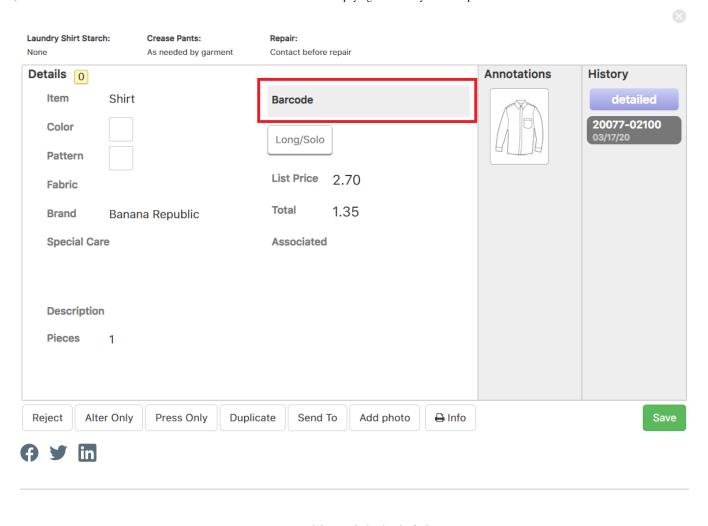## Total: $1.35

Change: $18.65

| Email Receipt | Print Receipt | Close |

4. Payment can be confirmed through the Payment tab in the customer's account. It will sit in the account as Deposit until the order is in status Ready.

CUSTOMER

Tony Stark 📱 (919) 818-91... 🆔 No Card on ... 🏆 1....
🏠   ✉ smrtsystems... 🏠 Drip N Dry C...

| Clothes Tracker | Wardrobe | Payment | Rewards | History |

| - | - | - | - | - | - | **1.35** | Make Payment | Add Credit | Open Invoices | Invoice | Statement |
| CURRENT | 1 - 30 | 31 - 60 | 61 - 90 | 91+ | CREDIT | DEPOSITS |

📅 February 17, 2020 - March 17, 2020 ⌄

Date	Agent	Transaction	Description	Status	Debit	Credit	Balance		
3/17/2020 11:04am	Drip N Dry Cleaners	Payment	for #20077-02100.	Cash		1.35	(1.35)	🖨	Void Payment
3/17/2020 11:04am Current	+$1.35 deposit +$1.35 remaining								

*Remember to go back to add barcode numbers to any items you might have detailed as No Barcode!

Laundry Shirt Starch:	Crease Pants:	Repair:
None	As needed by garment	Contact before repair

Details [0]

Item	Shirt		**Barcode**
Color	☐		Long/Solo
Pattern	☐		List Price 2.70
Fabric			Total 1.35
Brand	Banana Republic		Associated
Special Care			
Description			
Pieces	1		

Annotations

History

detailed

20077-02100
03/17/20

Reject · Alter Only · Press Only · Duplicate · Send To · Add photo · 🖨 Info · **Save**

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