How to Create a Layaway Without Taking Payment

You can create a layaway now and collect the first payment later when your settings and workflow allow it.

1. Create the layaway and select the customer and products.
2. Set the payment amount to zero or choose the collect-later option.
3. Confirm the due date and terms with the customer.
4. Save the layaway.

The layaway remains open with its full balance due. Use this carefully: give the customer a statement and make it clear whether any merchandise is actually reserved before payment.

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