

How to Set Installments and a Due Date

Installments give the customer a simple payment plan while the due date sets the expected completion date.

1. Turn on the installment option while creating or editing the layaway.
2. Choose the number of payments.
3. Review the estimated amount per payment.
4. Select the due date.
5. Save and explain the schedule to the customer.

Installment amounts are planning guidance; always use the live balance on the layaway profile when collecting a payment.

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