# Layaway & Prepaid Sales: Complete Guide

Layaway gives your store a flexible way to secure future sales, collect money over time, and serve customers who are not ready to pay the full amount today.

# Two useful ways to use layaway

- **Reserve merchandise:** Hold a specific item while the customer makes payments.
- **Prepaid sale or preorder:** Collect deposits or full payment for an upcoming product without unnecessarily tying up current inventory. When the balance is paid and the product is available, assign the item and complete delivery.

This book explains how to create, collect, document, complete, cancel, configure, and troubleshoot layaways.

**Important:** A layaway is not a loan. The customer pays toward a planned purchase, and the merchandise is delivered when your store’s requirements are met.

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