

Why Offer Layaway? Gun stores are uniquely well-suited for layaway programs. High price points, compliance requirements, and a credit-averse customer base make flexible payment plans a powerful tool for closing sales that might otherwise walk out the door.

- Firearms are high-ticket purchases (\$500–\$2,000+) — layaway makes them accessible without requiring financing.
- Many customers are credit-averse or don't qualify for traditional financing, making installment payments the preferred option.
- Customers can lock in a hard-to-find or custom-configured item and pull it from inventory so it can't sell before they pay in full.
- Customers awaiting a background check approval can secure the item immediately rather than risk it selling to someone else.
- Seasonal buyers — hunters, sport shooters, collectors — can plan and budget purchases well in advance.
- Layaway locks in the sale and builds loyalty, giving customers a reason to return to your store repeatedly.

1 Navigate to Layaways & Click Start Layaway

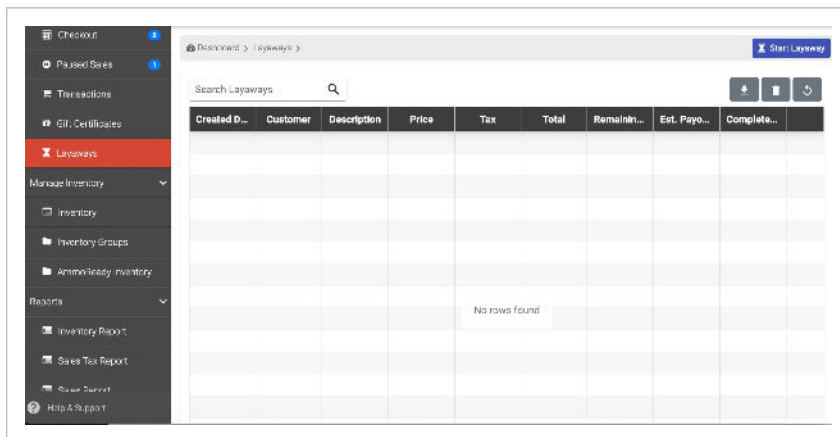


Fig. 1 — Layaways list view. Click Start Layaway (top-right) to begin.

In the left navigation panel, go to **Sales** → **Layaways**. This shows all active and completed layaway transactions with key details: customer, description, price, tax, total balance, remaining amount, estimated payoff date, and completed date.

Click **Start Layaway** in the upper-right corner to begin.

2 Add Items to the Layaway

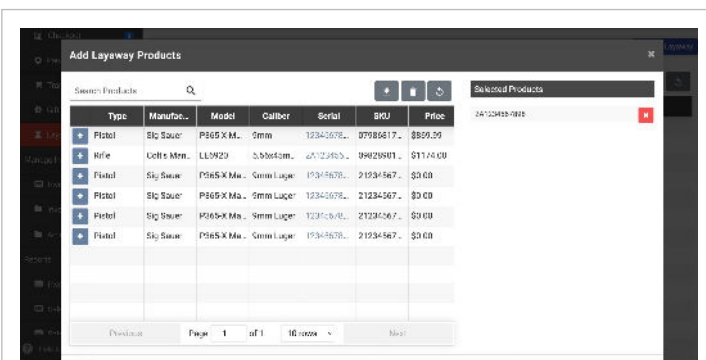


Fig. 2a — Add Layaway Products: for serialized firearms (Type, Manufacturer, Model, Caliber, Serial, SKU, Price).

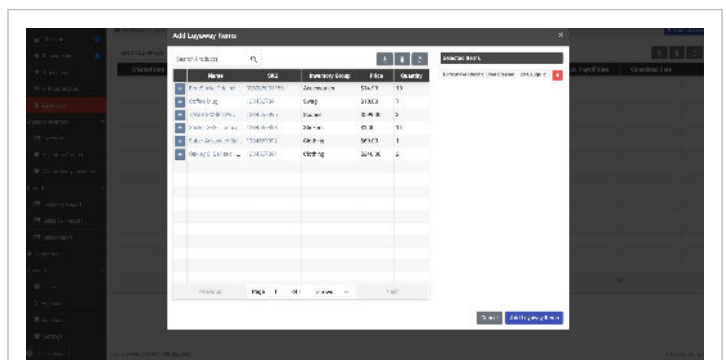


Fig. 2b — Add Layaway Items: for non-firearm inventory (Name, SKU, Inventory Group, Price, Quantity).

The layaway supports two types of items, added separately. Click **+ Add Product** to select serialized **firearms** from your bound book — each firearm is identified by serial number. Click **+ Add Item** to add **non-firearm inventory** such as accessories, clothing, or ammunition. Click the **+** button on any row to move it to the Selected panel, then confirm your selection.

3 Fill In Layaway Details & Set Tax

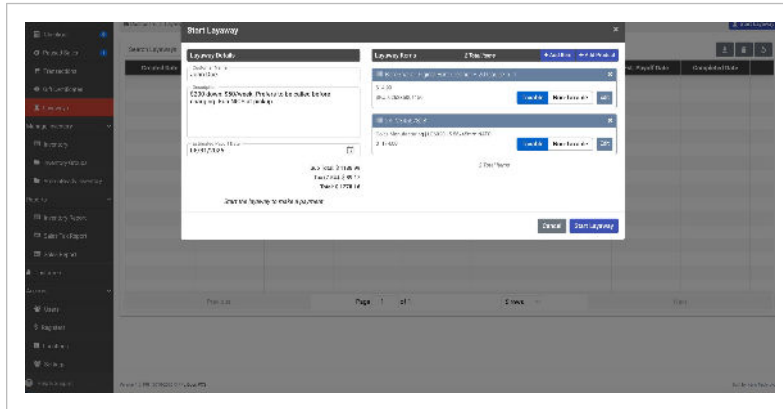


Fig. 3 — Start Layaway form: customer details, payment notes, items, and live tax.

The **Start Layaway** form has two panels:

Layaway Details (left):

- **Customer Name** — the customer's name for the record
- **Description** — use this for payment terms, customer preferences, and any special notes (e.g., "\$200 down, \$50/week. Run NICS at pickup")
- **Estimated Payoff Date** — target completion date

Layaway Items (right):

- Each item shows price, SKU, and a **Taxable / Non-Taxable** toggle
- Toggle tax per item as needed — Sub Total, Tax, and Total update live
- Use **+ Add Item** or **+ Add Product** to add more items before saving

When ready, click **Start Layaway**.

4 Layaway Created — Item Reserved in Inventory

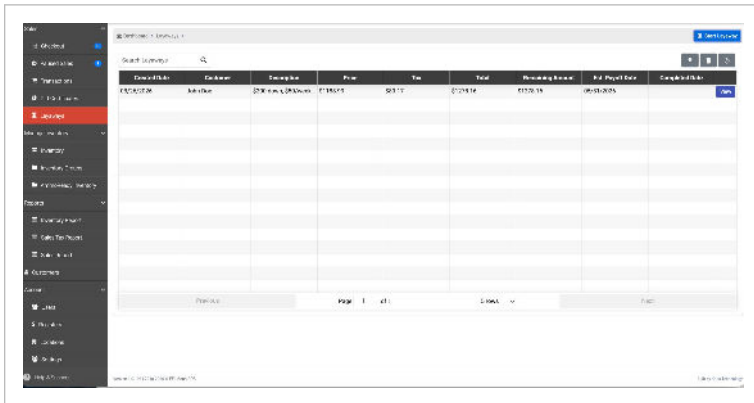


Fig. 4a — Layaways list showing the new layaway: customer, description, total, remaining balance, and estimated payoff date.

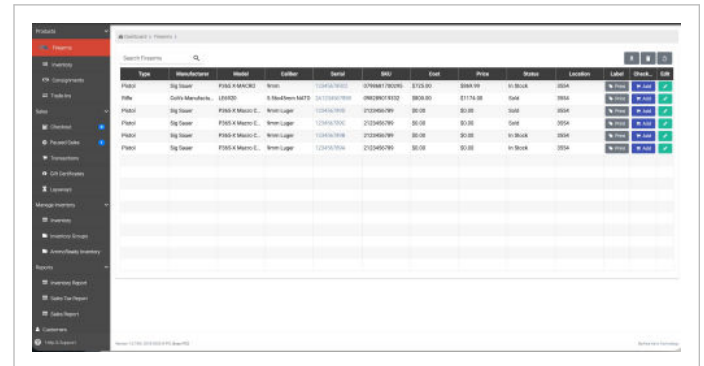


Fig. 4b — Firearms inventory showing layaway items immediately marked as "Sold", removing them from available stock.

Once saved, the layaway appears in your list with all balances tracked. Critically, **any firearm placed on layaway is immediately marked as Sold in your firearms inventory** — it is removed from available stock and cannot be sold to another customer. Click **View** on any layaway row to open the full detail and payment record.

5 Record a Payment

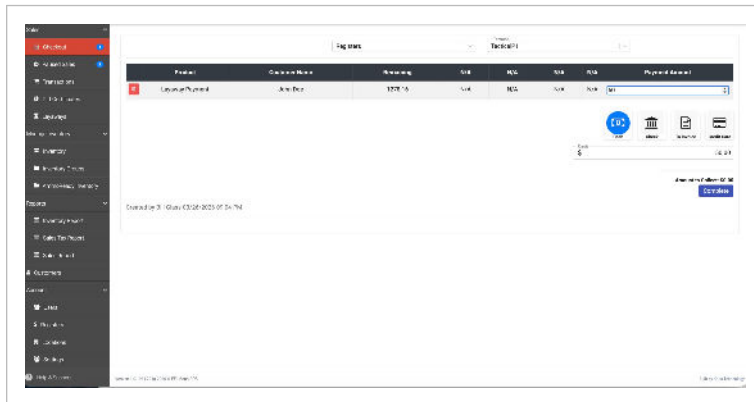


Fig. 5 — Payment entry screen showing \$50 cash payment against a \$1,278.16 layaway balance.

From the layaway detail view, click **Add Payment**. This opens the Checkout screen showing:

- **Product** — Layaway Payment
- **Customer Name** — from the layaway record
- **Remaining** — current outstanding balance
- **Payment Amount** — enter the amount being collected today

Select a payment method — **Cash, Check, To Invoice, or Credit Card** — enter the amount in the **Payment Amount** field, then click **Complete**.

For customers paying over the phone, process the payment and use **Email Receipt** to send them a confirmation.

6 View Payment History & Manage the Layaway

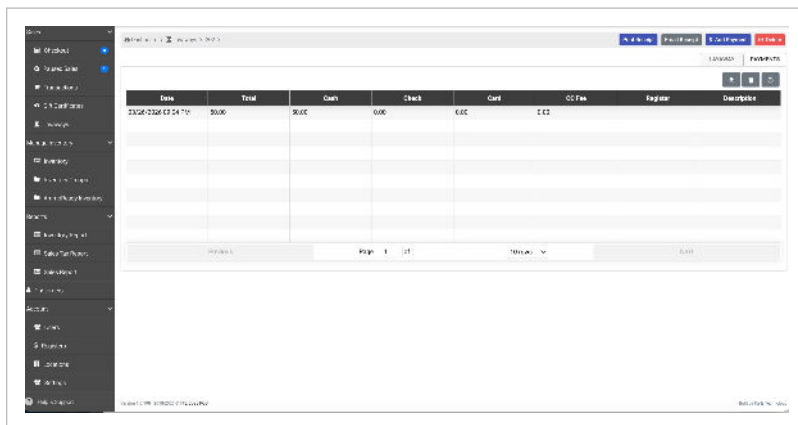


Fig. 6 — PAYMENTS tab showing a \$50 cash payment logged with date, amount, and method breakdown.

The layaway detail page has two tabs:

LAYAWAY — the original details, items, and running totals.

PAYMENTS — a complete log of every payment made, showing date, total amount, cash, check, card, and CC fee breakdowns.

From this view you can:

- **Add Payment** — collect the next installment
- **Print Receipt** — full history of all payments to date
- **Email Receipt** — send to customer (useful for phone payments)
- **Delete** — remove the layaway if the customer cancels

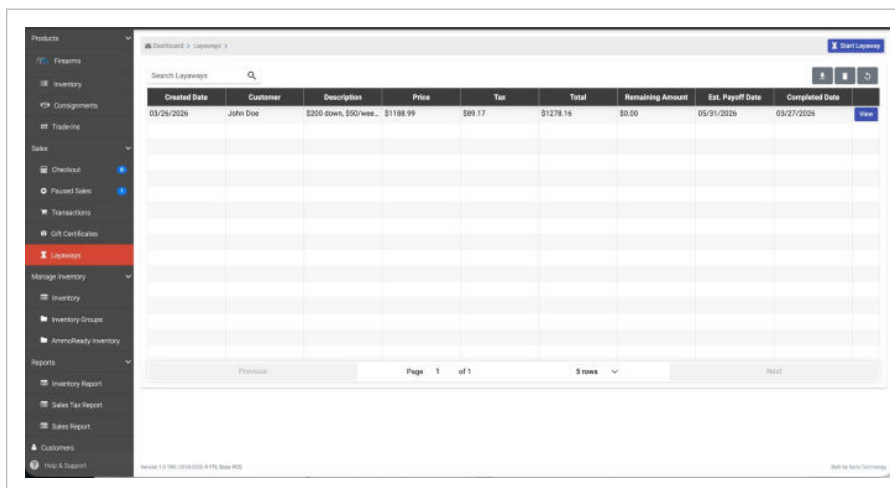


Fig. 7 — Completed layaway: Remaining Amount shows \$0.00 and a Completed Date is recorded.

When the Balance Reaches \$0.00

Once all payments have been collected and the balance is fully paid off, a **Completed Date** automatically appears in the layaway list.

The layaway record — including the full transaction and payment history — **remains in your account indefinitely** for record-keeping purposes. You can view, print, or email the receipt at any time after completion.

Tip: Use the **Description** field to capture your full payment agreement — amount down, installment schedule, customer preferences, and any compliance notes like "Run NICS at pickup." The description appears in the layaway list so any staff member can instantly see the arrangement without opening the full record.