CLIENT LAYBYS

Application	ChreosClient – Chreos 3
Module	Clients
Access	"Clients | Laybys"
Minimum service pack	SP26
This document	Client Laybys Ref 3.20 Published May 2004

Overview

"Client Laybys" allows you to view, edit and cancel the current laybys.

Details Displayed

- **Laybys**. All of the current laybys will be displayed on the grid. They will each display the following details:
  - **Client name** – The name of the client.
  - **Item name** – The name of the item on layby.
  - **Date** – The date that the layby was created.
  - **Trust balance** – The amount that has been paid off the layby, including the initial deposit. This is held in a trust account in the client's name until the final payment for the layby is made.
  - **Target price** – The selling price of the item. Note: The 'Target price' for the layby currently selected will also be displayed underneath the grid.
  - **Comment** – The comment that may have been entered about the layby.
  - **Clientcode** – The client code of the client.
  - **Itemref** – The reference number of the item.

To Edit a Layby

Note, the only detail that can be edited is the 'Target price'.
- Select the required layby from the grid.
- Click the [Edit] button.
- Edit the target price in the entry field underneath the grid.
- Click the [Save] button.

To Cancel a Layby

- Select the required layby.
- Click the [Cancel Layby] button.
- A confirmation message will appear saying that if the layby is cancelled the amount that has already been paid (including the deposit) will be moved to an unspecified trust account.
- Click the [OK] button to cancel the layby.

To Refund the Balance of a Layby

- Select the menu option "Stock | Point of Sale".
- Select the required client.
- Click the [Trust] button.
- In the "Trust" screen enter the amount to be refunded.
- Select the required trust account from 'Payment from trust account – item name'. In this case the trust account name will be 'Unspecified trust account'.
- Click the [Save] button.
- The amount entered will now display as change on the "Point of sale" screen.
- Process the transaction. Refer to "Point of Sale (5.3)".

To Refund the Balance of a Layby With an Administration Fee

- Follow the steps in 'To refund the balance of a layby'.
- Before the transaction is processed sell the client a 'Cancelled layby' item. When creating this item ensure:
  - The name of the item is something relevant that will be remembered, for example 'Cancelled layby' or 'Administration fee'.
  - It is non-diminishing.
  - It uses a standard non-diminishing item type. However, if required create an item type using specific GL accounts.
  - The sell price should be the amount of the standard fee for canceling a layby.
- The balance of the refund will now display as change on the "Point of sale" screen and will be reduced by the amount of this item.
- Process the transaction. Refer to "Point of Sale (5.3)".

To Transfer the Balance of One Layby to Another Layby #1

- Cancel the required layby. The balance is now in an unspecified trust account.
- Select the menu option 'Stock | Point of sale"
- Select the required client.
- Click the [Old Layby] button. In the "Layby Payment" screen enter the amount to be transferred and select the layby that the money is being transferred to. Click the [Save] button.
- Click the [Trust] button. In the "Trust" screen enter the amount to be transferred from the account and select the unspecified trust account. Click the [Save] button.
- Process the transaction. Refer to "Point of Sale (5.3)".

To Transfer the Balance of One Layby to Another Layby #2

- Cancel the required layby. The balance is now in an unspecified trust account.
- Select the menu option "Clients | Trust acc transfer".
- Select the required client.
- In 'Item name' (From) select the unspecified trust account that the funds will be transferred from.
- In 'Item name' (To) select the layby trust account that the funds will be transferred to.
- Enter the amount of the transfer in 'Amount to transfer'.
- Click the [Transfer] button.