



Adding a Customer Deposit

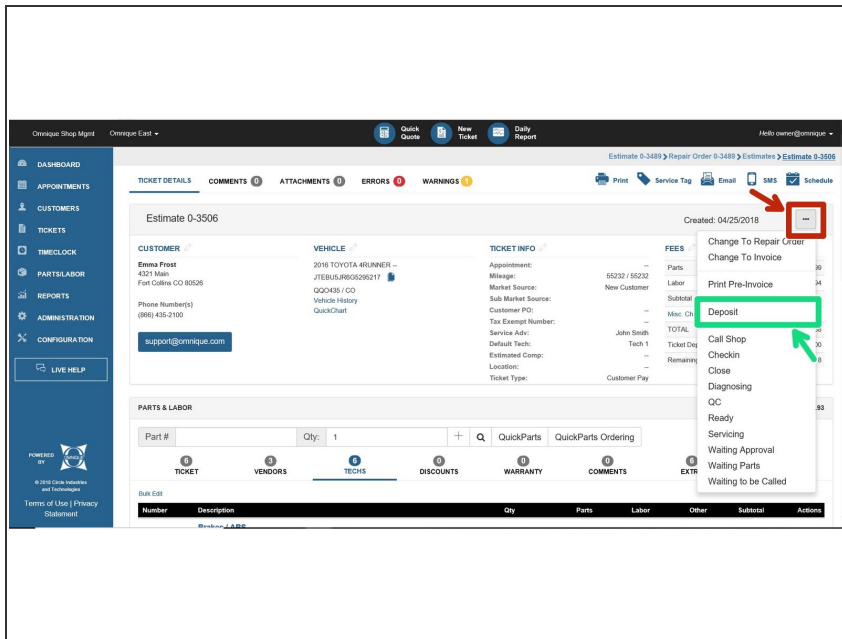
The following guide illustrates how to add a customer deposit to an open Estimate or Repair Order.

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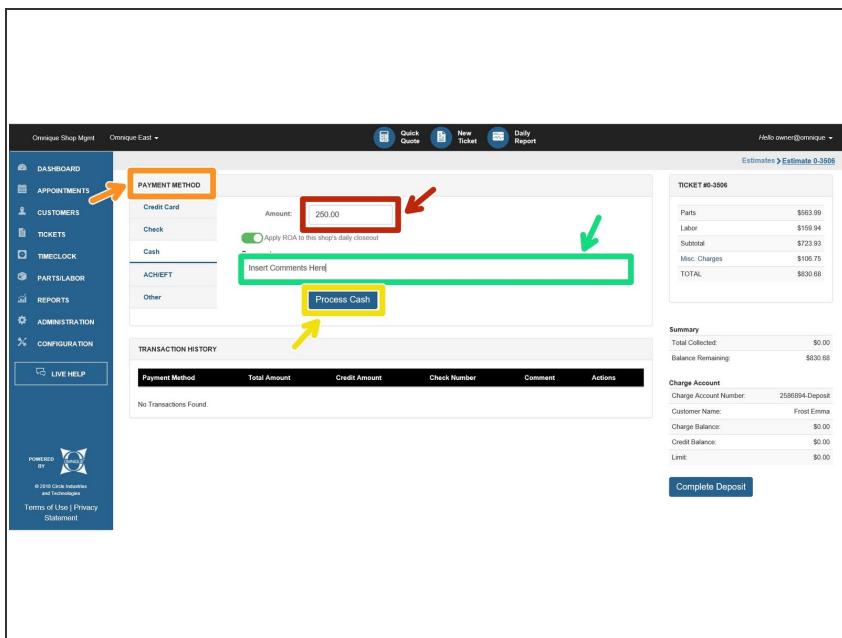
Deposit

Step 1 — Adding a Customer Deposit



- From an Estimate or RO, click on the **Actions Menu**.
- Click on **Deposit**.

Step 2 — Adding a Customer Deposit



- Choose a payment method.
- Enter the deposit amount.
- Insert comments if applicable.
- Click **Process** button.
- **i** This button will reflect the particular payment method. If payment by check, button will say **Process Check**, payment by credit card, button will say **Process Charge**, etc.

Step 3 — Adding a Customer Deposit

Received on Account Receipt
6/12/2018 11:35:37 AM

Account #: 2586894-Deposit ()

Credit(s)

Payment			Invoice Charge			
Date	Total	Method	Date	Total	Balance	Payment Remaining
6/12/2018	\$530.68	Cash				

- A printable receipt page will open.
- **i** If a receipt does not open, check to make sure you are allowing pop ups from app.omnique.com.

Step 4 — Adding a Customer Deposit

TRANSACTION HISTORY

Payment Method	Total Amount	Credit Amount	Check Number	Comment	Actions
Cash	\$250.00	\$250.00		Insert Comments Here	...
Cash	\$50.00	\$50.00			...
Cash	\$530.68	\$530.68		Example	...

Summary

Total Collected: \$200.00
Balance Remaining: \$0.00

Charge Account

Charge Account Number: 2586894-Deposit
Customer Name: Frost Emma
Charge Balance: \$0.00
Credit Balance: \$0.00
Limit: \$0.00

Complete Deposit

- Once a payment is processed, transaction history will appear.
- Click on a payment's **Actions Menu** to edit comment, print receipt, or issue a refund. Each transaction history line will have its own Actions Menu.

Step 5 — Adding a Customer Deposit

The screenshot shows the Onnique Shop Mgmt interface. The left sidebar contains navigation links: DASHBOARD, APPOINTMENTS, CUSTOMERS, TICKETS, TIMECLOCK, PARTSLABOR, REPORTS, ADMINISTRATION, CONFIGURATION, and LIVE HELP. The main content area is divided into three sections:

- PAYMENT METHOD:** Includes a 'Credit Card' section with a warning message, a 'Cash' section with an 'Amount' field set to 0.00, and an 'ACHIEFT' section with a checkbox for 'Apply ROK to this shop's daily closeout'. A 'Process Charge' button is at the bottom.
- TRANSACTION HISTORY:** A table with columns: Payment Method, Total Amount, Credit Amount, Check Number, Comment, and Actions. It contains three rows of transaction data. A red arrow points to the 'Complete Deposit' button in the Actions column of the third row.
- TICKET #0-5806:** A summary of the ticket, including a list of items (Parts, Labor, Subtotal, Misc. Charges, TOTAL) and a 'Summary' section with 'Total Collected' and 'Balance Remaining'.

Payment Method	Total Amount	Credit Amount	Check Number	Comment	Actions
Cash	\$250.00	\$250.00		Insert Comments Here	...
Cash	\$50.00	\$50.00			...
Cash	\$830.68	\$830.68		Example	... Complete Deposit

- Click on **Complete Deposit** to finish.

⚠ Invoiced tickets that have a deposit applied will not be refundable.