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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Step 1 — Adding a Customer Deposit
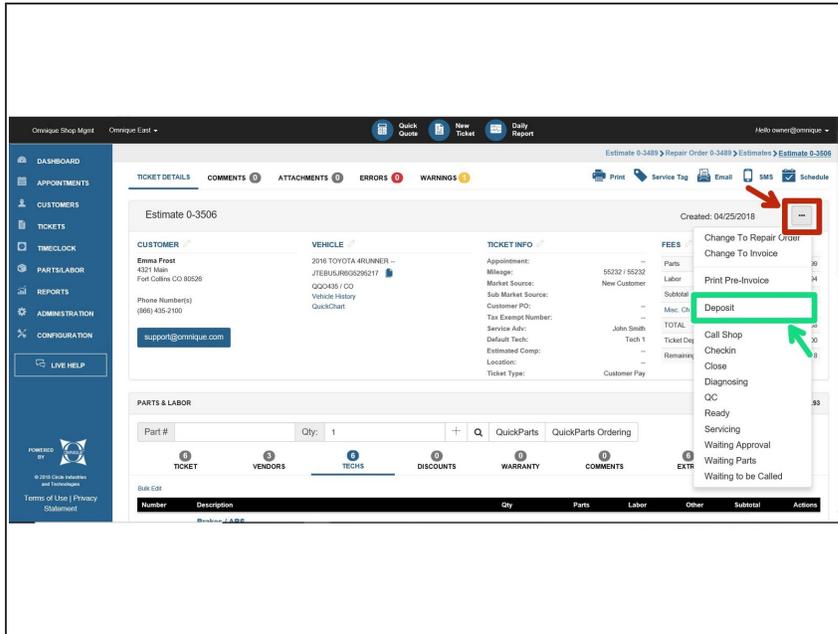
- From an Estimate or RO, click on the **Actions Menu**.

- Click on **Deposit**.

Step 2 — Adding a Customer Deposit
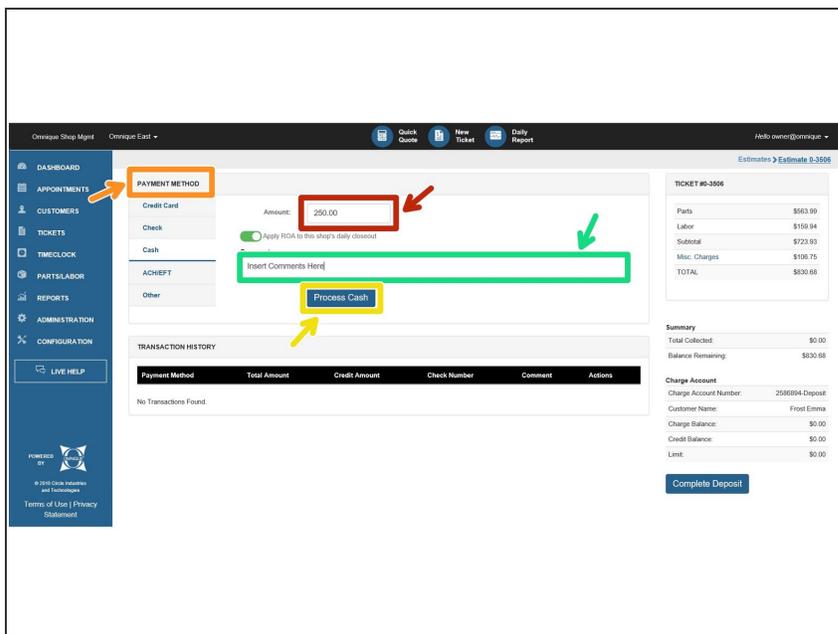
- Choose a payment method.

- 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.

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Step 3 — Adding a Customer Deposit
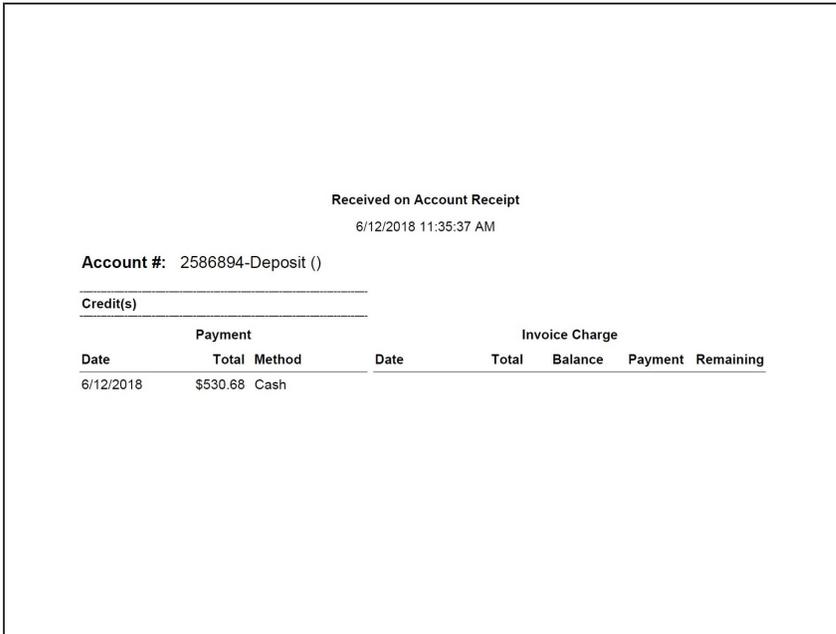
- A printable receipt page will open.

- (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
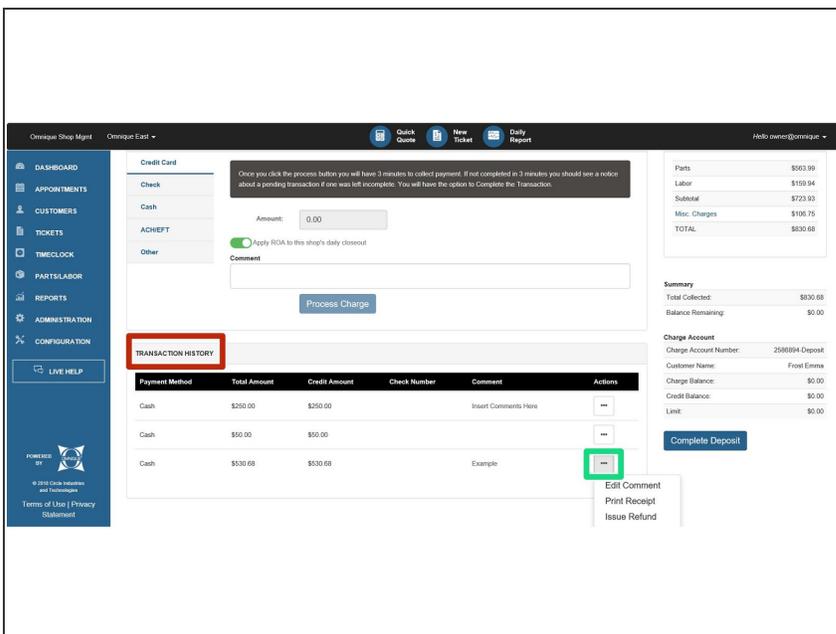
- Once a payment is processed, transaction history will appear.

- 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.

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Step 5 — Adding a Customer Deposit
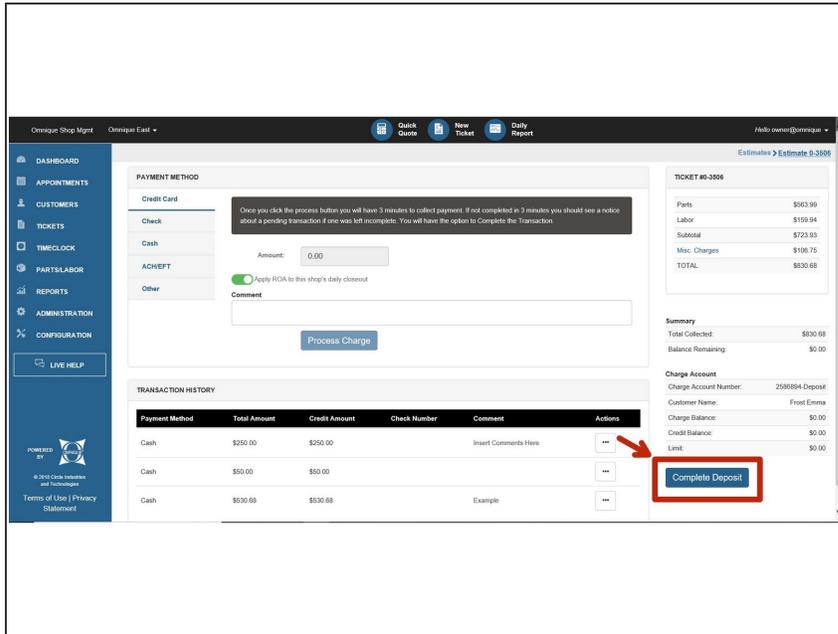
- Click on **Complete Deposit** to finish.

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

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