



## Pre-Paid Accounts

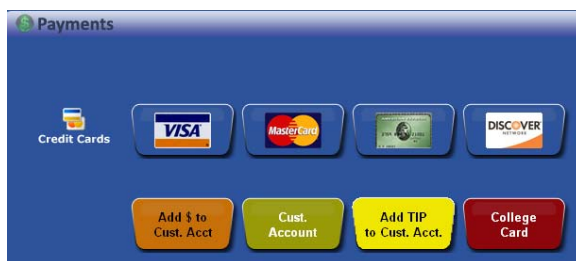
Customers can be linked to a pre-paid account. Many NrGize locations offer this to health club members as a convenience to them. Money can be added to an account, used for payment on items, and even refunded if a customer needs to close the account.

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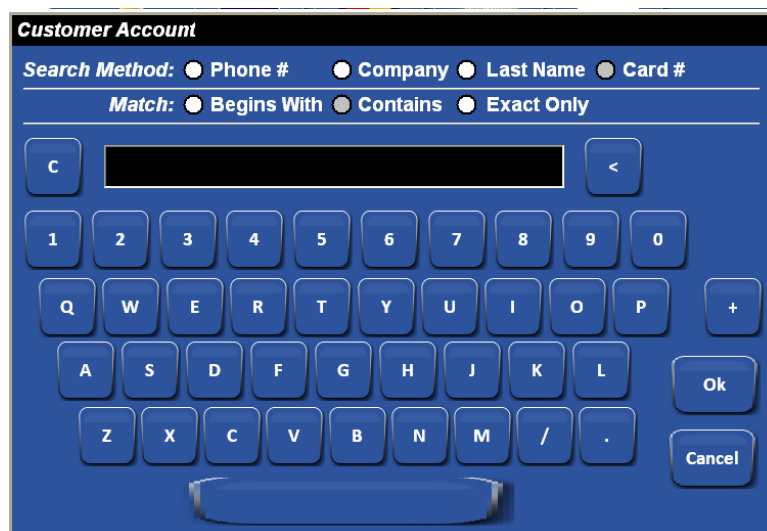
### Add Money to a Customer Account

To add money to a customer account, the customer must already exist.

1. enter access code
2. select ok
3. select all payments
4. select add \$ to cust. acct



5. enter criteria for search method
  - a default search method can be set ahead of time in miscellaneous/general
6. select ok





7. if customer is found name will display on screen
8. select ok

**Select Customer**

Smith, John

Ok

Cancel

9. customer profile will display
10. select yes for correct account

**Account**

John Smith

**Balance \$0.00**

Status

Comments	Order History	Order Dates
	Count 0	First
	Total \$0.00	Last
	Average 0.00	

Is this the correct account?

Yes No

11. select payment method

**Select Payment**

Cash Check Visa M/C Amex Discover



12. enter amount customer will add to account

13. select ok

- this is setup as a paid in

The screen is titled 'New Paid In (Customer Pay)' with a green plus icon. It features a numeric keypad on the left and an alphanumeric keypad on the right. The numeric keypad includes buttons for digits 0-9, a 'C' (clear) button, and a '<' (previous) button. The alphanumeric keypad includes buttons for letters A-Z and a 'Space' button. There are also 'OK', 'Next', and 'Cancel' buttons. The 'Amount' field at the top left shows '0.00'.

14. select ok to verify amount entered

The screen is titled 'Cash'. It shows two input fields: 'Due' with the value '50.00' and 'Amount' with the value '50.00'. Below the fields is a numeric keypad with buttons for digits 0-9, a 'C' (clear) button, and a '<' (previous) button. There are also 'OK', 'Next', and 'Cancel' buttons.

15. paid in receipt will print with amount added and customer name

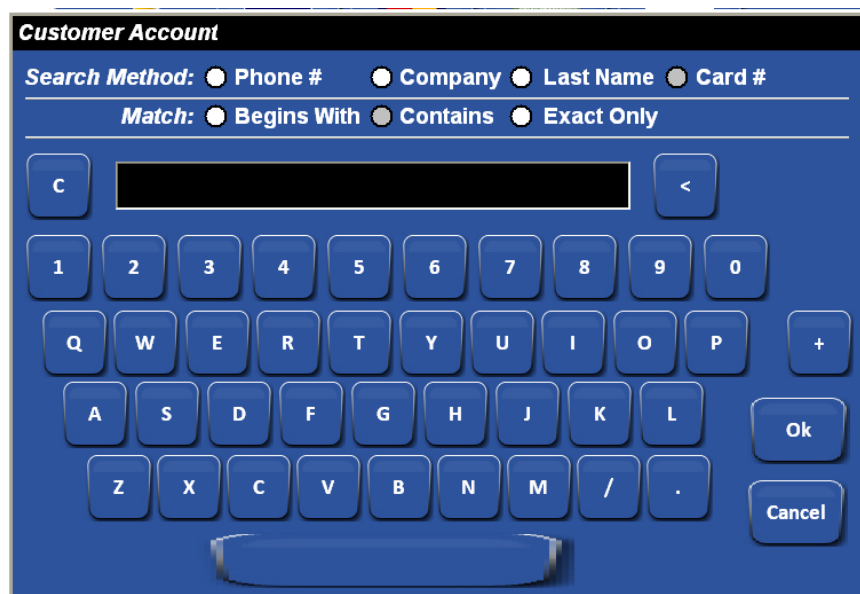


## Pay with a Customer Pre-Paid Account

1. enter access code
2. select ok
3. ring item(s)
4. select all payments
5. select cust. acct.



6. enter criteria for search method
  - a default search method can be set ahead of time in miscellaneous/general
7. select ok





8. if customer is found name will display on screen
9. select ok

**Select Customer**

Smith, John

Ok

Cancel

10. customer profile will display
  - whether or not the customer has a credit will display on this screen
11. select yes for correct account

**Account**

John Smith

**CREDIT \$50.00**

Status

Comments	Order History	Order Dates
	Count	0
	Total	\$0.00
	Average	0.00

First 12/22/2011  
Last 12/22/2011

Is this the correct account?

Yes No



12. customer amount due will display

- this is the amount that will be removed from the pre-paid account

13. select ok

A screenshot of a handheld device screen titled 'Cust. Account'. It features two input fields: 'Due' with the value '5.06' and 'Amount' with the value '5.06'. Below these fields is a numeric keypad with buttons for digits 1-9, 0, and a left arrow, along with 'OK', 'Next', 'C', and 'Cancel' buttons.

**Cust. Account**

Due 5.06

Amount 5.06

1 2 3 OK

4 5 6

7 8 9 Next

C 0 < Cancel

14. receipt will print with transaction info as well as pre-paid account info