

# WebSMARTT™ 3

## Customer Prepayment



### Introduction

Use the Customer Prepayment EZ View to add prepayments for individual customers, view all the prepayment transactions for a customer, reverse an entry, or refund the entire balance. The ability to process credit card prepayments and set spending limits for transactions is also established in this area.

When a prepayment transaction is added at a Point of Sale terminal, the account is updated to reflect the new funds that were added. You do not need to end a Point of Sale session to see the updated account total. Prepayments cannot be added for inactive or withdrawn customers. This is especially important at the beginning of or prior to the start of school.

For Combo School sites, all prepayment money is to be entered for the serving site (where the child eats). The non-serving site (where the child is physically enrolled) should not be entering prepayments. For standalone Combo Schools, make sure the serving site is set to be the default site before entering prepayments. Do not enter prepayments from the Central Office, as the information will not be replicated to the serving site.

The Customer Prepayment EZ View includes the following tabs:

- Prepayment Tab
- Reverse/Refund Tab