# Pre-Payment Info

All pre-payments made on behalf of your organization will be posted to your Kidz Boutique account under your 6-digit unique account #.

Parents will pay online at the MissChocolate.com website by clicking on the blue oval KIDZ BOUTIQUE PAYMENT and enter this number in the Organization ID box. They will also be required to enter their child's name. This will allow you, the chairperson to credit the correct child when processing their holiday shop payment.

KIDZ BOUTIQUE PAYMENT
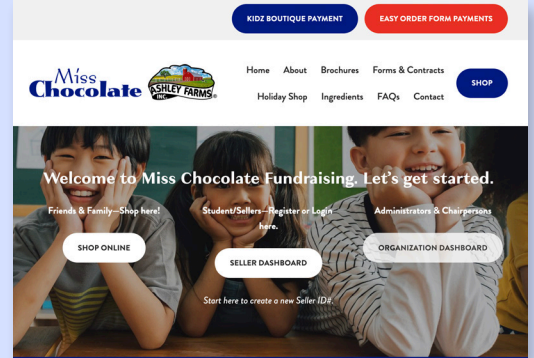
Here is where the information is:

Once in the Kidz Boutique app, you will go to Cash Register to process a student's order. After you ring in the items that the student wants, press Pay. This will take you to the payment page. Here you will see all students that have money pre-paid for them. They will be listed in alphabetical order by first name along with the amount that was prepaid.

When you click on the student you want to use, the area is highlighted in GREEN and the Amt. Tendered box displays the prepaid amount. Below that is the Change box, indicating in YELLOW, how much cash needs to be given back to the student. ***This is done by the organization running the sale.***
When ready, press Pay to complete the transaction. The student's name will remain on the list, but the money pre-paid will disappear. This indicates that they have shopped.
Sale Complete will appear then click on New Sale box.

Reports:

If you click on the REPORTS tab, it will take you to an option to view and email the pre-payments made for all students in that organization. The email is the chairperson's email set up in the Edit School tab. You can email the report and then print it if necessary. This report will show you the amount pre-paid, the amount purchased by that student (sold column) and the refund given. This report will update as payments are made and sales are processed

Sales Summary				
Number of Codes:				12
Total Quantity:				14
Total Dollars:				$90.75
Total Cost:				$71.50
Profit:				$19.25
Code	Qty	Cost	Price	Dlrs
14	1	$0.75	$1.00	$1.00
15	1	$1.00	$1.25	$1.25
20	1	$2.25	$3.00	$3.00
21	1	$2.50	$3.25	$3.25
24	2	$3.25	$4.25	$8.50
25	1	$3.50	$4.50	$4.50
29	1	$5.00	$6.25	$6.25
30	1	$5.50	$7.00	$7.00
33	1	$7.00	$8.75	$8.75
36	1	$8.50	$10.75	$10.75