How to Correct a Same-Day Layaway Payment

Payment deletion is restricted to the currently open day end. This protects closed financial records.

1. Open the layaway and its Payment List.
2. Verify the incorrect payment, amount, method, and date.
3. If it belongs to the current day end, use the available delete action.
4. Confirm the balance has returned to the expected amount.
5. Enter the corrected payment and provide the new receipt.

If the payment belongs to a closed day, do not work around the restriction. Follow your manager’s approved refund or accounting correction process.

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