How to Find a Layaway and Understand Its Status

Navigation: Layaway → History.

Search by the available layaway or customer details, and use status and date filters to narrow the list.

- **Pending/Open:** In progress or awaiting its first payment.
- **Fully paid but not delivered:** Confirm the items and serial numbers, then complete delivery.
- **Delivered:** Completed and given to the customer.
- **Cancelled:** Closed through cancellation.

Open the profile to review the paid amount, balance due, payment count, percentage paid, dates, products, and actions.

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