1. Repair Payments

Receive payments and review or correct payment history.

- How to receive a repair payment
- How to view the repair payment list and payment receipts
- How to delete an incorrect repair payment

How to receive a repair payment

1. Open the repair from Repair List or Repair Profile.
2. Select **Make Payment** or **Receive Payment**.
3. Review total, paid, and balance due.
4. Enter the amount and choose the payment method.
5. Complete the payment.
6. Open the payment list or receipt to verify it was recorded.

Never collect more than the intended balance without confirming the refund or change workflow.

How to view the repair payment list and payment receipts

1. Open the Repair List action menu.
2. Select **Payments List**.
3. Review each payment’s date, method, and amount.
4. Select **View** to open the payment receipt.

The payment list explains how the total paid was built. Use it when reconciling a balance or answering a customer question.

How to delete an incorrect repair payment

Delete a repair payment only when the payment record itself is erroneous and the authoritative processor or cash record supports the correction.

1. Open **Payments List**.
2. Identify the exact payment by date, method, and amount.
3. Select **Delete**.
4. Read the confirmation and approve only the intended record.
5. Verify the repair’s paid amount and balance due.

Deleting a POS payment record does not necessarily refund an external card transaction. Verify the processor separately.