2. Receipts, Statements and Invoices

View and print the financial documents connected to a repair.

- How to view or print a repair statement
- How to view and print the repair invoice
- How to view or print a repair receipt

How to view or print a repair statement

1. Open Repair List.
2. Open the repair’s action menu.
3. Select **View Statement**.
4. Review customer, repair, charge, payment, and balance information.
5. Use the available print control to produce a copy.

A statement summarizes the repair account. It is useful when a balance remains or several payments were made.

How to view and print the repair invoice

When a repair has a connected invoice, choose **View Invoice** from the list or profile.

1. Confirm the invoice belongs to the correct repair and customer.
2. Review items, taxes, payments, and balance.
3. Print or provide the invoice through the supported document workflow.

An invoice shows the billed transaction; a statement focuses on the repair’s financial activity and balance.

How to view or print a repair receipt

Use a repair receipt to document a repair payment or completed repair transaction.

1. Open the repair or its payment list.
2. Select the applicable receipt.
3. Review customer, device, charges, tax, payment, and balance.
4. Print using the configured receipt workflow.

Repair Receipt Settings control whether problem description, solution, and serial number are shown.