

# 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.

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