Changing client receipts

Goal: Learn four ways to change a client receipt in Ajera.

In this quick lesson

A client receipt is payment from a client for work that you have either already performed or will perform in the future.

In Ajera, you can enter a credit receipt in many different ways: as a prepayment (also called a *retainer*), credit memo, bank deposit, and even a simple receipt.
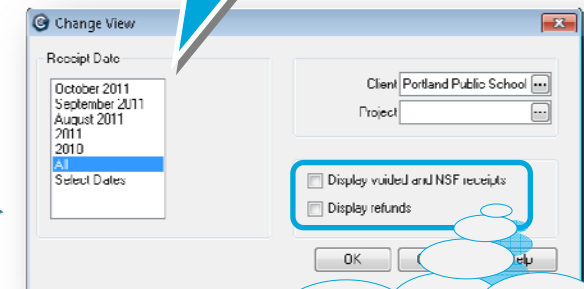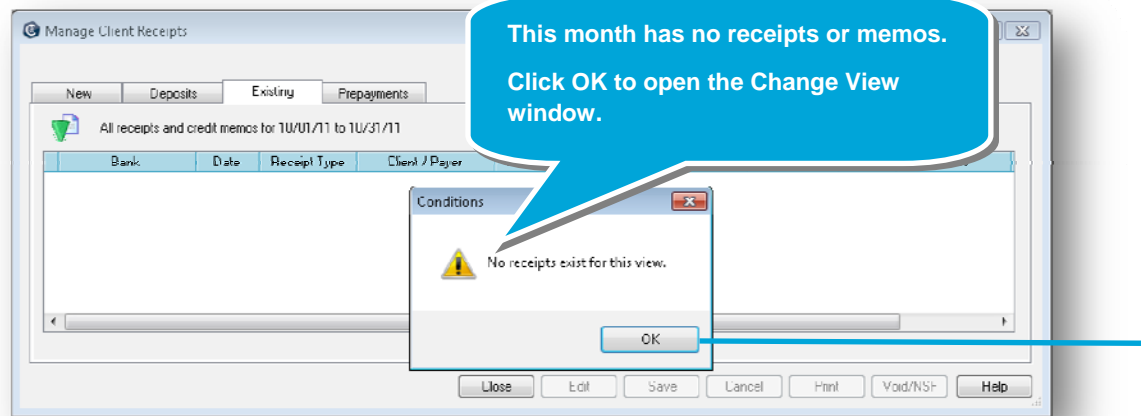
This lesson shows you how to make changes to a client receipt in Ajera.

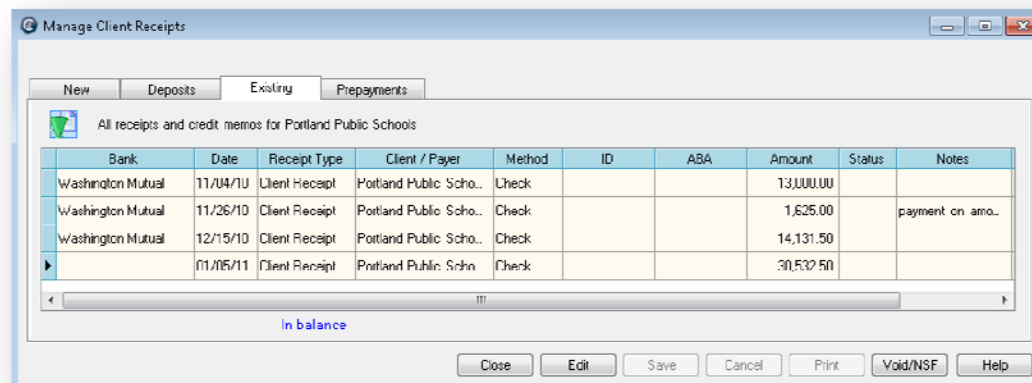To learn how to enter a client receipt, see the *Entering client receipts* quick lesson.

Step 1: Change an amount in a client receipt

Use the Existing tab of the Manage Client Receipts window to change an amount in a client receipt.

1. Click **Manage** > **Client Receipts**.

2. Click the **Existing** tab. By default, client receipts and credit memos for the current month appear.

> **This month has no receipts or memos.**
>
> **Click OK to open the Change View window.**

> **Select a date and client or project, and click OK.**

> If you wanted to also view voided and nonsufficient-fund receipts and refunds, you would select these check boxes.

3. Receipts and memos for the selected month and client or project appear.

Step 1: Change an amount in a client receipt (continued)

4. Select the receipt you want and click the **Edit** button.

5. After you change the receipt amount, Ajera displays the balance for the bank account at the bottom of the window. In this lesson, the new amount is smaller than the old amount.

Step 1: Change an amount in a client receipt (continued)

6. To balance the receipt, you must reapply the new amount to the invoice.

a. First, clear a check box to unapply a payment. ⟶ b. Then, select another check box to reapply the payment.

You clear this check box.

The receipt now has a surplus.

You select this check box.

The surplus is applied to this activity type.

The activity type is partially paid.

The receipt now is in balance.

7. Now that the receipt is in balance, click **Save**.

8. **Important!** You might want to send an updated client statement or call to inform your client of the correction.

Step 2: Void a client receipt due to nonsufficient funds

To void a client receipt, you also use the Existing tab of the Manage Client Receipts window.

1. Display the client receipts and credit memos you want on the **Existing** tab as you did in steps 1-3 in *Step 1: Change an amount in a client receipt.*

2. Select the receipt you want to void, and click the **Void/NSF** button.

3. Enter information about voiding the receipt.

First, select the NSF option.

Ajera uses this date to adjust your financial accounts, including your cash account.

Then, enter the write-off date.

If you wanted to apply a bank charge, you would select the NSF Charge check box and enter an amount and notes for the charge.

Ajera would update the bank register but would not add the charge to the client invoice.

To add it to the invoice, you would enter it as a miscellaneous adjustment amount.

In this lesson, do not add an NSF charge.

4. When finished, click **OK**.

Step 3: Unapply and apply a prepayment

To unapply and apply a prepayment to a client invoice, you can:

- Use the Existing tab of the Manage Client Receipts window if you know the receipt.

- Use the Prepayments tab if you know only the client or project or want to issue a refund.

In this lesson, payment was applied to the right client but the wrong invoice. You want to unapply payment to one invoice and apply it to the correct invoice.

1. Click the **Prepayments** tab, and select the client in the Client field.

2. Select the **Unapply** check box for the invoice.

3. Click **Yes** to the message asking if you want to unapply the payment. The amount is now available as a prepayment.

Step 3: Unapply and apply a prepayment (continued)

4. You can use the **Pay** check box to apply payment in three ways.

   To the entire invoice:

> **Select this check box to distribute the amount to the entire invoice.**

> **If the invoice amount is greater than the prepayment amount, Ajera distributes the payments to the Labor activity type first, Expense second, and Consultant third.**

> The blue ☐ check box indicates that the invoice (specifically, the Consultant activity type here) is partially paid.

   To individual activity types:

> **If needed, click the plus ⊞ sign to view the invoice distribution.**

> **Select as needed.**

   To individual phases:

> **Select to view phases.**

> **If needed, click the plus ⊞ sign.**

> **Select as needed.**

5. When finished, click the **Save** button.

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Step 4: Refund a prepayment

On the Prepayments tab, let's say you did **not** want to apply the entire prepayment amount to an invoice. The remaining prepayment amount appears at the bottom of the window.

In this lesson, you decide to refund your client for the outstanding prepayment. Simply click the **Refund** button at the bottom of the window.

Ajera will automatically create a vendor invoice for the refund, which you would include in your next check run.

For step-by-step instructions, see the *Refunding a prepayment* topic in Ajera Help.

Summary

You now know how to change a receipt or a prepayment

See the *Entering client receipts* quick lesson to learn how to enter a client receipt.

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