

# Changing client receipts

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

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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.

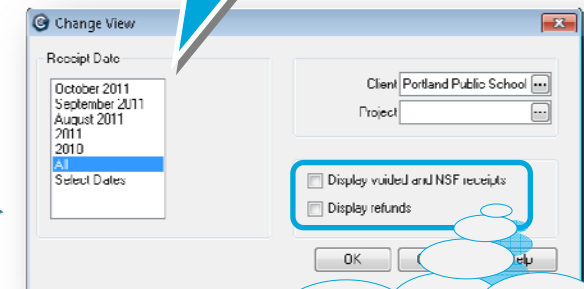
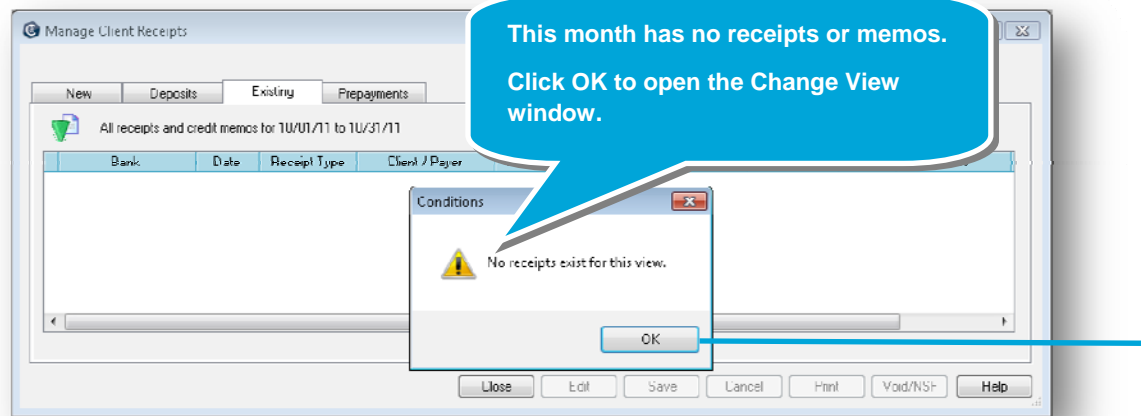
This lesson shows you how to make changes to a client receipt in Ajera.

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

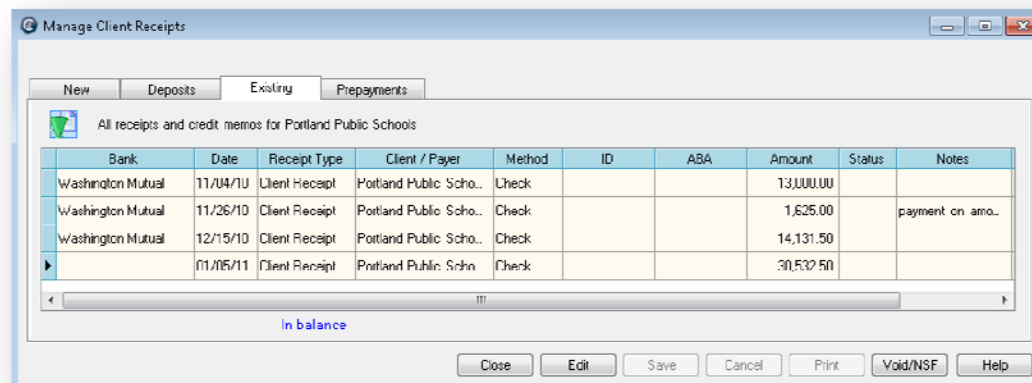
## Step 1: Change an amount in a client receipt

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.



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



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

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

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

Let's change the receipt amount here.

Project	Invoice	Date	Δ	Invoiced	Paid	Credited	Due	Sales Tax	Pay	Amount	Sales Tax
03-148 Wilson Elementary School	00364	12/01/10		30,532.50					<input checked="" type="checkbox"/>	30,532.50	
Activity Type				Invoiced	Paid	Credited	Due	Sales Tax	Pay	Amount	Sales Tax
Labor				20,077.50					<input checked="" type="checkbox"/>	20,077.50	
Expense				510.00					<input checked="" type="checkbox"/>	510.00	
Consultant				9,945.00					<input checked="" type="checkbox"/>	9,945.00	
										30,532.50	0.00

Prepayments

Project	Δ	Pay	Amount	Refunded
			0.00	0.00

In balance

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.

The receipt amount is now changed.

And the receipt is out of balance.

Project	Invoice	Date	Δ	Invoiced	Paid	Credited	Due	Sales Tax	Pay	Amount	Sales Tax
03-148 Wilson Elementary School	00364	12/01/10		30,532.50					<input checked="" type="checkbox"/>	30,532.50	
Activity Type				Invoiced	Paid	Credited	Due	Sales Tax	Pay	Amount	Sales Tax
Labor				20,077.50					<input checked="" type="checkbox"/>	20,077.50	
Expense				510.00					<input checked="" type="checkbox"/>	510.00	
Consultant				9,945.00					<input checked="" type="checkbox"/>	9,945.00	
										30,532.50	

Prepayments

Project	Δ	Pay	Amount	Refunded
			0.00	0.00

Over: 532.50

**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.

The screenshot shows a client receipt form with the following data:

Invoice	Date	Invoiced	Paid	Credited	Due	Sales Tax	Pay	Amount
00364	12/01/10	30,532.50			9,945.00		<input checked="" type="checkbox"/>	20,587.50
Activity Type		Invoiced	Paid	Credited	Due	Sales Tax	Pay	Amount
		20,077.50					<input checked="" type="checkbox"/>	20,077.50
		510.00					<input checked="" type="checkbox"/>	510.00
		9,945.00			9,945.00		<input type="checkbox"/>	

At the bottom, the 'Remaining' amount is 9,412.50. A callout bubble points to the 'Unapply' checkbox for the 510.00 payment, stating: "You clear this check box." Another callout bubble points to the 'Remaining' amount, stating: "The receipt now has a surplus."

b. Then, select another check box to reapply the payment.

The screenshot shows the same client receipt form as before, but with the 'Reapply' checkbox selected for the 510.00 payment. The 'Remaining' amount is now 0.00. A callout bubble points to the 'Reapply' checkbox, stating: "You select this check box." Another callout bubble points to the 'In balance' status, stating: "The receipt now is in balance." A third callout bubble points to the 'Amount' column for the 510.00 payment, stating: "The surplus is applied to this activity type. The activity type is partially paid."

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.

The screenshot shows the 'NSF Receipt' window. At the top, it says 'Client Receipt'. Below that, there are fields for 'Bank account' (Washington Mutual), 'Deposit date' (11/19/10), and 'Deposit Amount' (9,500.00). Underneath, there are fields for 'Client' (Trimot), 'Date' (11/19/10), 'Amount' (6,000.00), 'Method' (EFT), 'ID', and 'ABA'. Below these fields, there are two radio buttons: 'Void' and 'NSF'. The 'NSF' radio button is selected. Below the radio buttons, there is a 'Write-off date' field with the date 12/13/10. Below that, there is a 'Notes' field. At the bottom, there is a section for 'NSF Charge' with an 'Amount' field and a 'Notes' field. At the very bottom, there are 'OK', 'Cancel', and 'Help' buttons.

First, select the NSF option.

Then, enter the write-off date.

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

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.

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

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.

## 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.

The screenshot shows the 'Prepayments' window with the 'Existing' tab selected. The 'Client' field is set to 'Dawson Developers'. The table lists invoices with columns for Project, Invoice, Date, Invoiced, Unapply, Paid, Due, Sales Tax, Pay, and Amount. Invoice 00370 for '03-121 Gilson Lofts' is selected, and the 'Unapply' checkbox is checked. A blue callout bubble points to the 'Unapply' checkbox with the text: 'Select this check box to unapply the payment.' Another blue callout bubble points to the 'Paid' column for invoice 00370 with the text: 'Payment was incorrectly made to this invoice.' A white callout bubble with a blue border points to the 'Unapply' checkbox with the text: 'When you unapply a receipt against an invoice, you must unapply the full amount.' The status bar at the bottom shows 'Available for Oakland Heights Medical Clinic 0.00', 'Other projects 0.00', and 'Total prepayments 0.00'.

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

The screenshot shows the 'Prepayments' window after the payment has been unapplied. The 'Unapply' checkbox for invoice 00370 is still checked. The status bar at the bottom now shows 'Available for Gilson Lofts 10,000.00', 'Other projects 0.00', and 'Total prepayments 10,000.00'. A blue callout bubble points to the 'Total prepayments' field with the text: 'Ajera updates the available prepayment amount.'

**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:

Client	Project	Invoice	Date	Invoiced	Unapply	Paid	Credited	Due	Sales Tax	Pay
03-121 Gibson Lofts		00370	12/31/10	14,290.43	<input checked="" type="checkbox"/>			14,290.43		
04-107 Oakland Heights Medical C.		00366	12/31/10	11,527.00	<input type="checkbox"/>			1,527.00		<input checked="" type="checkbox"/>
Activity Type										
				Invoiced	Unapply	Paid	Credited	Due	Sales Tax	Pay
				Amount						Amount
				9,000.00	<input type="checkbox"/>					<input checked="" type="checkbox"/> 9,000.00
				Expense						<input checked="" type="checkbox"/> 697.00
				1,830.00	<input type="checkbox"/>			1,527.00		<input type="checkbox"/> 303.00
				Consultant						
03-121 Gibson Lofts	FC-Month2-0001	01/19/11		15.17	<input type="checkbox"/>			15.17		
									10,000.00	0.00
Available for Oakland Heights Medical Clinic: 0.00 Other projects: 0.00 Total prepayments: 0.00										

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:

Client	Project	Invoice	Date	Invoiced	Unapply	Paid	Credited	Due	Sales Tax	Pay
03-121 Gibson Lofts		00370	12/31/10	14,290.43	<input checked="" type="checkbox"/>			14,290.43		
04-107 Oakland Heights Medical C.		00366	12/31/10	11,527.00	<input type="checkbox"/>			1,527.00		<input checked="" type="checkbox"/>
Activity Type										
				Invoiced	Unapply	Paid	Credited	Due	Sales Tax	Pay
				Amount						Amount
				9,000.00	<input type="checkbox"/>					<input checked="" type="checkbox"/> 9,000.00
				Expense						<input checked="" type="checkbox"/> 697.00
				1,830.00	<input type="checkbox"/>			1,527.00		<input type="checkbox"/> 303.00
				Consultant						
03-121 Gibson Lofts	FC-Month2-0001	01/19/11		15.17	<input type="checkbox"/>			15.17		
									10,000.00	0.00
Available for Oakland Heights Medical Clinic: 0.00 Other projects: 0.00 Total prepayments: 0.00										

If needed, click the plus ☒ sign to view the invoice distribution.

Select as needed.

To individual phases:

Client	Project	Invoice	Date	Invoiced	Unapply	Paid	Credited	Due	Sales Tax	Pay
03-121 Gibson Lofts		00370	12/31/10	14,290.43	<input checked="" type="checkbox"/>			14,290.43		
04-107 Oakland Heights Medical C.		00366	12/31/10	11,527.00	<input type="checkbox"/>			1,527.00		<input checked="" type="checkbox"/>
Phase										
				Invoiced	Unapply	Paid	Credited	Due	Sales Tax	Pay
				Amount						Amount
				1,527.00	<input type="checkbox"/>					<input checked="" type="checkbox"/> 1,527.00
				Expense						<input checked="" type="checkbox"/> 666.00
				1,830.00	<input type="checkbox"/>			1,396.00		<input type="checkbox"/> 434.00
				Consultant						
				131.00	<input type="checkbox"/>			131.00		
				Prepayment						
03-121 Gibson Lofts	FC-Month2-0001	01/19/11		15.17	<input type="checkbox"/>			15.17		
									10,000.00	0.00
Available for Oakland Heights Medical Clinic: 0.00 Other projects: 0.00 Total prepayments: 0.00										

If needed, click the plus ☒ sign.

Select to view phases.

Select as needed.

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

## 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.

The screenshot shows the 'Prepayments' window in Ajera. It displays a table of invoices and activities. The 'Pay' checkbox for the 'Labor' activity is selected. The 'Total prepayments' field shows 1,000.00. The 'Refund' button is highlighted at the bottom.

Project	Invoice	Date	InvoiceID	Unapply	Paid	Credited	Due	Sales Tax	Pay	Amount	Sales Tax
03-121 Gilson Lofts	00370	12/31/10	14,290.43	<input checked="" type="checkbox"/>			14,290.43		<input type="checkbox"/>		
04-107 Oakland Heights Medical C.	00366	12/31/10	11,527.00	<input type="checkbox"/>			2,527.00		<input type="checkbox"/>		
Activity Type											
Labor			9,000.00	<input type="checkbox"/>					<input checked="" type="checkbox"/>	9,000.00	
Expense			637.00	<input type="checkbox"/>			637.00		<input type="checkbox"/>		
Consultant			1,830.00	<input type="checkbox"/>			1,830.00		<input type="checkbox"/>		
03-121 Gilson Lofts	FC-Month2-0001	01/15/11	15.17	<input type="checkbox"/>			15.17		<input type="checkbox"/>		

Available for Oakland Heights Medical Clinic 1,000.00 Other projects 0.00 **Total prepayments 1,000.00**

Buttons: Close, Edit, Save, Cancel, Print, **Refund**, Help

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.