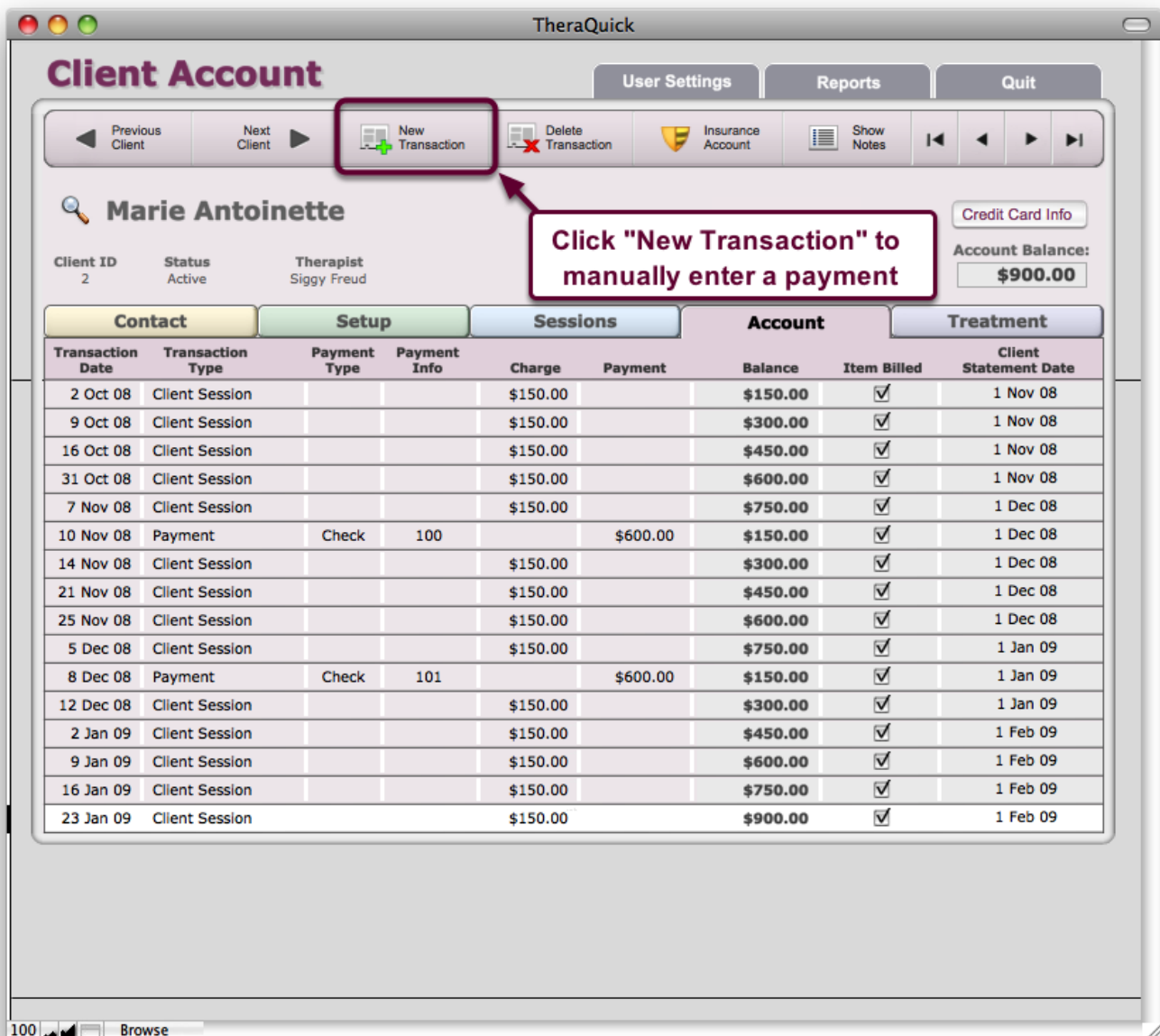


# Entering a Client Payment Manually

How to manually enter a payment received from a client.

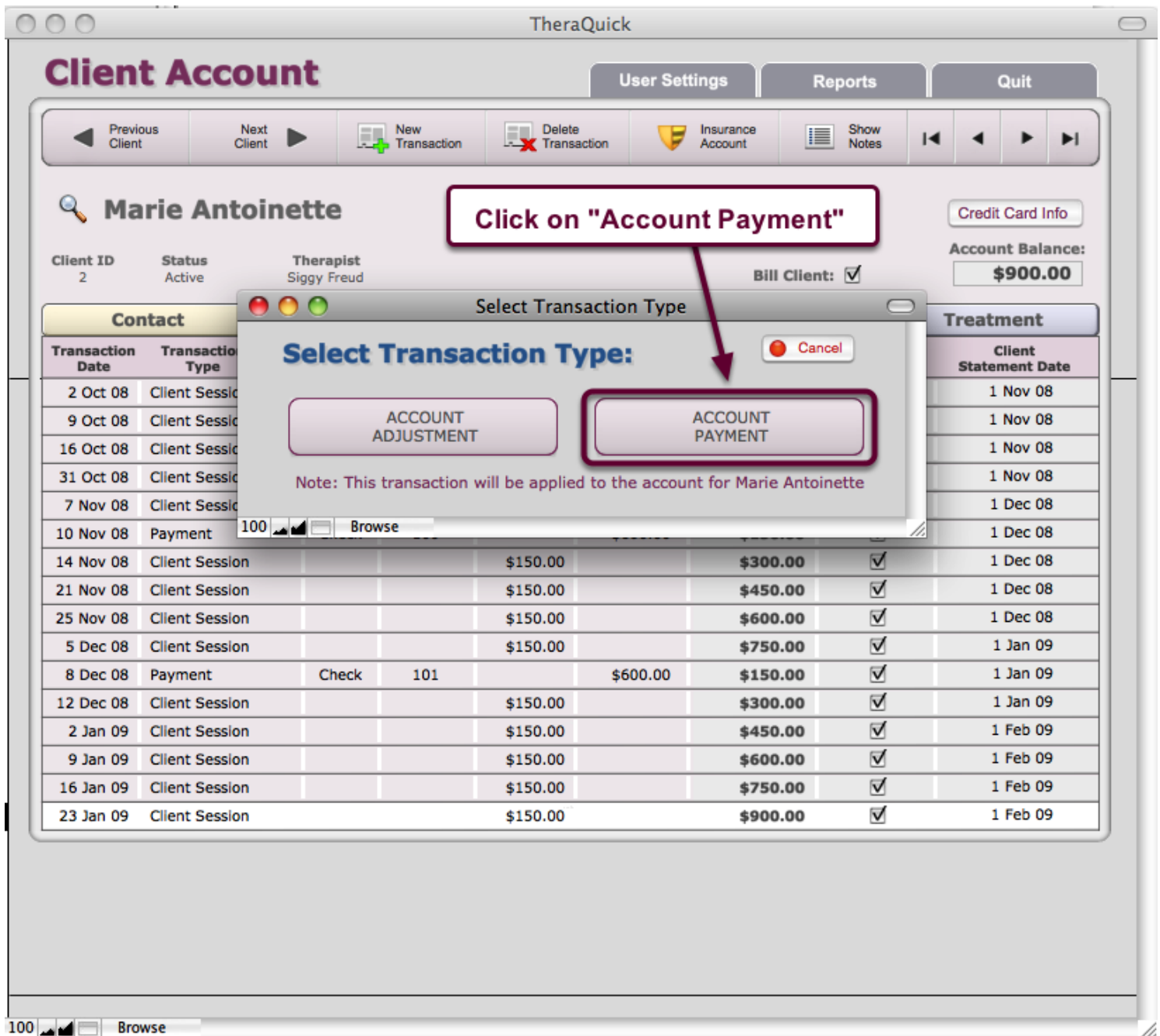
Navigate to the Client Account layout for the client (and responsible party) for whom you wish to enter a payment. Click on the "New Transaction" button in the function toolbar.



For clients who pay only occasionally (not every session), you probably don't want to use the "Auto-create Payment" option on the Sessions layout, but you always have the option to enter a payment manually with the "New Transaction" button on the Account layout. (Note that the new transaction is created for the responsible party whose account is currently in view, if

you are using two responsible parties for this client.)

**Select "Account Payment" in the Select Transaction Type pop-up window**

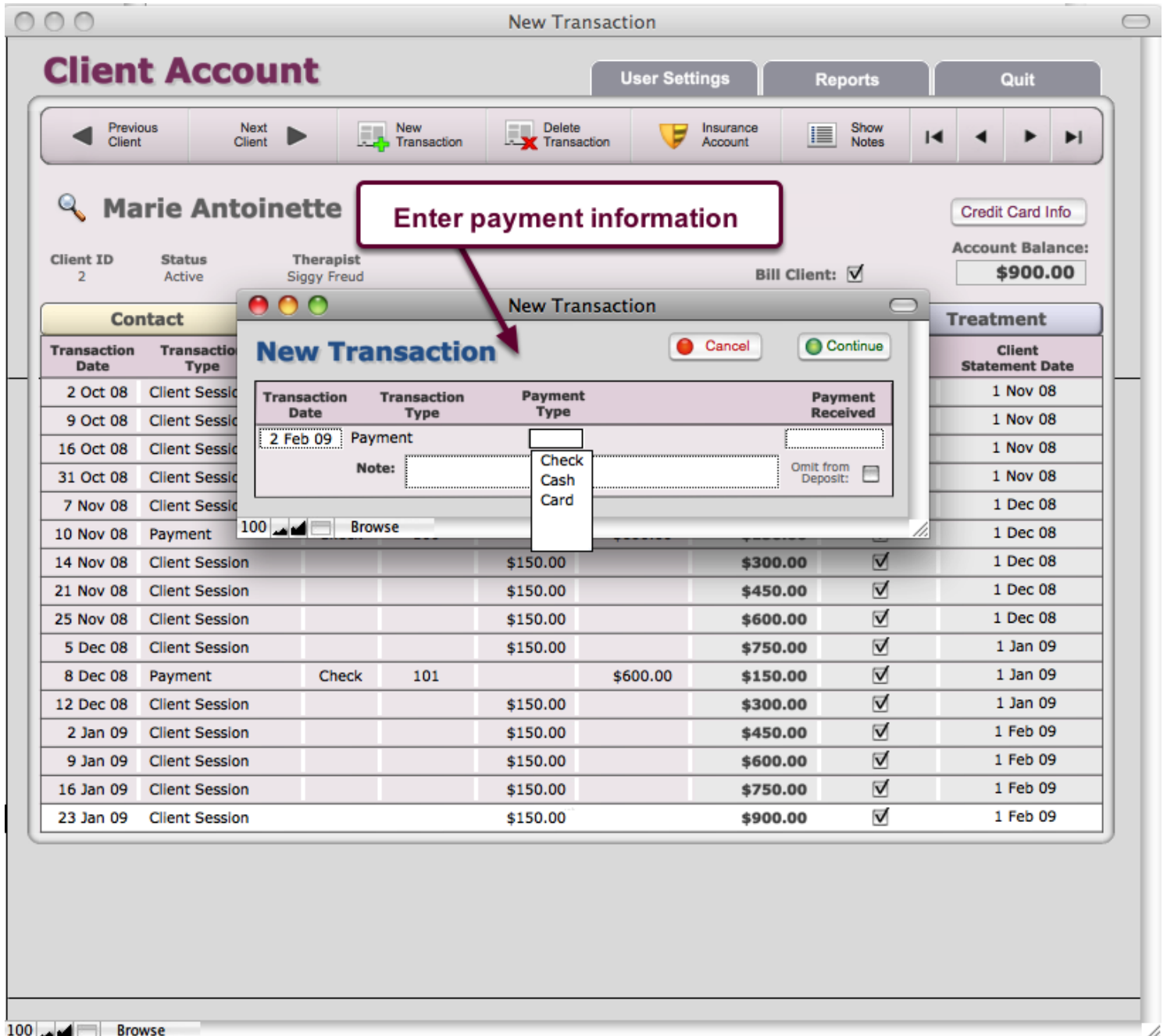


The screenshot shows the TheraQuick interface for a client named Marie Antoinette. The 'Client Account' window displays a list of transactions and a summary of the account balance (\$900.00). A 'Select Transaction Type' pop-up window is overlaid on the screen, showing two options: 'ACCOUNT ADJUSTMENT' and 'ACCOUNT PAYMENT'. The 'ACCOUNT PAYMENT' option is highlighted with a red box, and a red arrow points to it from a text box that says 'Click on "Account Payment"'. The pop-up window also includes a 'Cancel' button and a note: 'Note: This transaction will be applied to the account for Marie Antoinette'.

| Transaction Date | Transaction Type | Amount             | Balance  | Checked | Client Statement Date |
|------------------|------------------|--------------------|----------|---------|-----------------------|
| 2 Oct 08         | Client Session   |                    |          |         | 1 Nov 08              |
| 9 Oct 08         | Client Session   |                    |          |         | 1 Nov 08              |
| 16 Oct 08        | Client Session   |                    |          |         | 1 Nov 08              |
| 31 Oct 08        | Client Session   |                    |          |         | 1 Nov 08              |
| 7 Nov 08         | Client Session   |                    |          |         | 1 Dec 08              |
| 10 Nov 08        | Payment          |                    |          |         | 1 Dec 08              |
| 14 Nov 08        | Client Session   | \$150.00           | \$300.00 | ✓       | 1 Dec 08              |
| 21 Nov 08        | Client Session   | \$150.00           | \$450.00 | ✓       | 1 Dec 08              |
| 25 Nov 08        | Client Session   | \$150.00           | \$600.00 | ✓       | 1 Dec 08              |
| 5 Dec 08         | Client Session   | \$150.00           | \$750.00 | ✓       | 1 Jan 09              |
| 8 Dec 08         | Payment          | Check 101 \$600.00 | \$150.00 | ✓       | 1 Jan 09              |
| 12 Dec 08        | Client Session   | \$150.00           | \$300.00 | ✓       | 1 Jan 09              |
| 2 Jan 09         | Client Session   | \$150.00           | \$450.00 | ✓       | 1 Feb 09              |
| 9 Jan 09         | Client Session   | \$150.00           | \$600.00 | ✓       | 1 Feb 09              |
| 16 Jan 09        | Client Session   | \$150.00           | \$750.00 | ✓       | 1 Feb 09              |
| 23 Jan 09        | Client Session   | \$150.00           | \$900.00 | ✓       | 1 Feb 09              |

A pop-up window will appear with the option to create an adjustment or a payment for the account currently in view. Click on "Account Payment" to enter a payment from the client (or current responsible party).

Enter the desired values for the Payment Type, Check Number (if required), and the Payment Received (the dollar amount).



**Client Account** Marie Antoinette

Client ID: 2, Status: Active, Therapist: Siggy Freud, Bill Client:

Account Balance: \$900.00

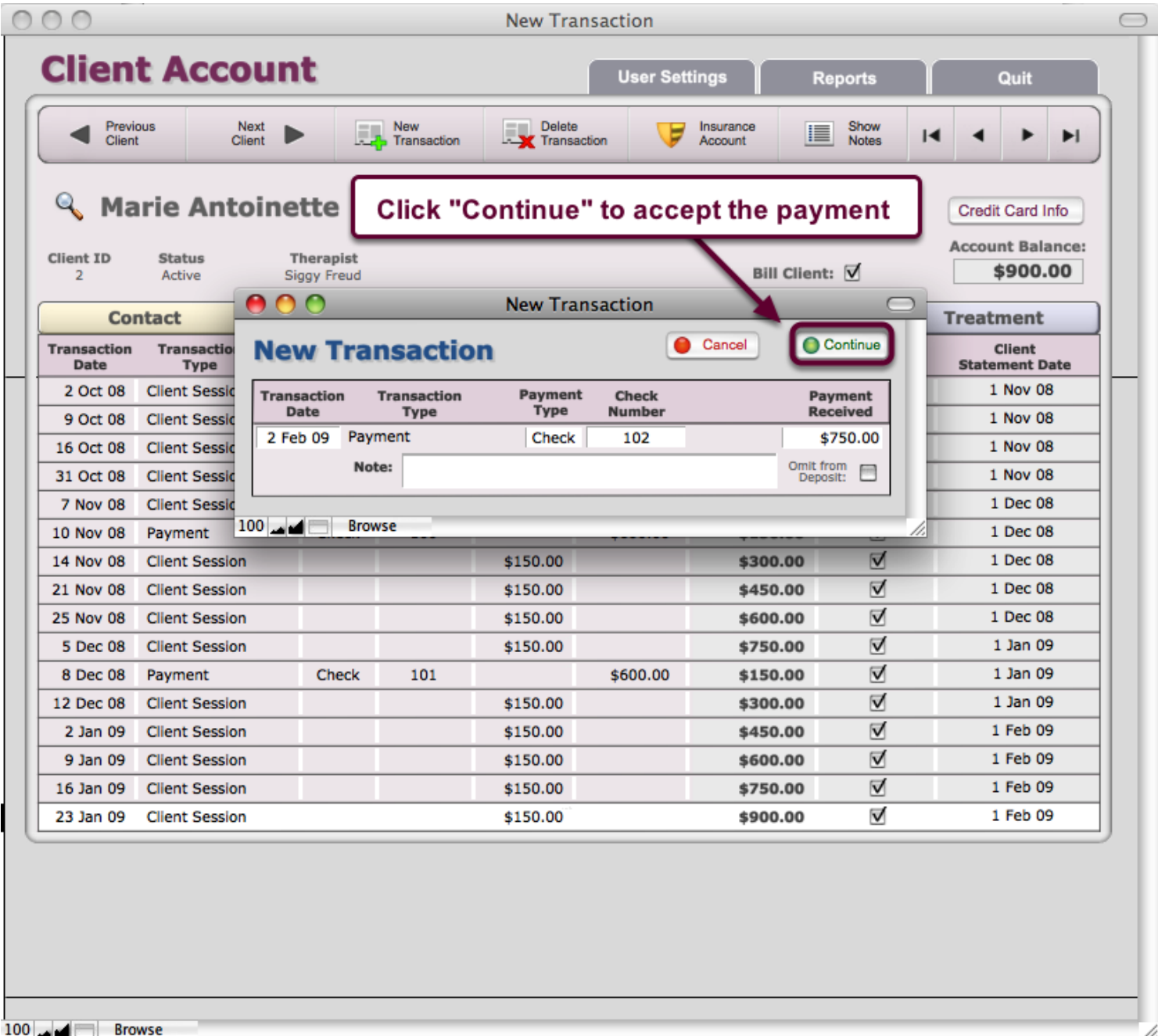
**New Transaction** dialog box:

- Transaction Date: 2 Feb 09
- Transaction Type: Payment
- Payment Type:  (dropdown menu: Check, Cash, Card)
- Payment Received:
- Note:
- Omit from Deposit:

| Transaction Date | Transaction Type | Payment Type | Payment Received | Balance  |
|------------------|------------------|--------------|------------------|----------|
| 2 Oct 08         | Client Session   |              |                  |          |
| 9 Oct 08         | Client Session   |              |                  |          |
| 16 Oct 08        | Client Session   |              |                  |          |
| 31 Oct 08        | Client Session   |              |                  |          |
| 7 Nov 08         | Client Session   |              |                  |          |
| 10 Nov 08        | Payment          |              |                  | 100      |
| 14 Nov 08        | Client Session   |              | \$150.00         | \$300.00 |
| 21 Nov 08        | Client Session   |              | \$150.00         | \$450.00 |
| 25 Nov 08        | Client Session   |              | \$150.00         | \$600.00 |
| 5 Dec 08         | Client Session   |              | \$150.00         | \$750.00 |
| 8 Dec 08         | Payment          | Check 101    | \$600.00         | \$150.00 |
| 12 Dec 08        | Client Session   |              | \$150.00         | \$300.00 |
| 2 Jan 09         | Client Session   |              | \$150.00         | \$450.00 |
| 9 Jan 09         | Client Session   |              | \$150.00         | \$600.00 |
| 16 Jan 09        | Client Session   |              | \$150.00         | \$750.00 |
| 23 Jan 09        | Client Session   |              | \$150.00         | \$900.00 |

Enter the desired Date, Payment Type (check, cash or card), the Check Number (if a check), and the Payment Received. Enter an optional note to describe the transaction if desired. Notes can be viewed later using the "Show Notes" toolbar button.

Click on "Continue" to accept the transaction into the client's account.



**Client Account**

Marie Antoinette

Client ID: 2, Status: Active, Therapist: Siggy Freud

Account Balance: \$900.00

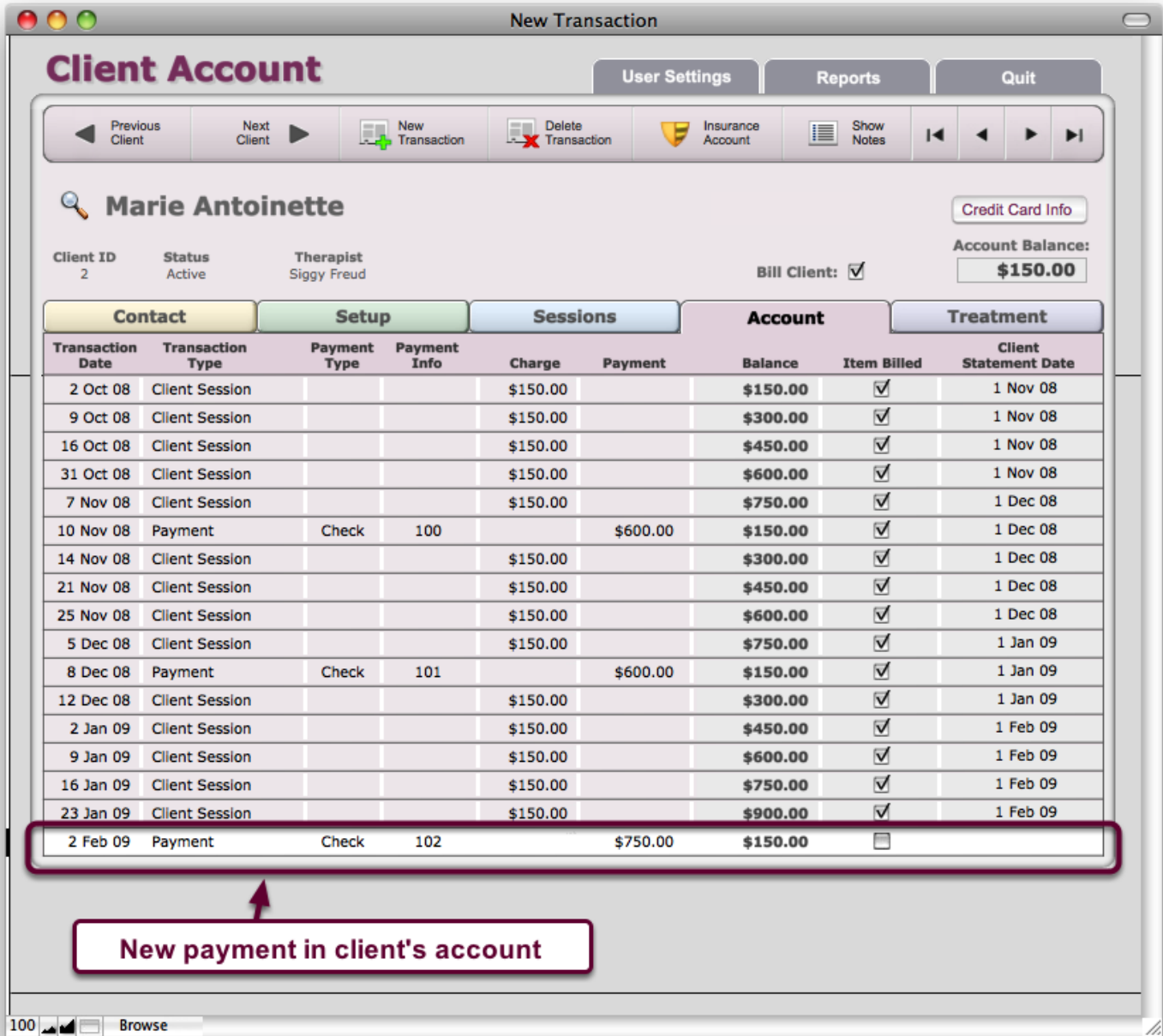
**New Transaction**

Transaction Date: 2 Feb 09, Transaction Type: Payment, Payment Type: Check, Check Number: 102, Payment Received: \$750.00

| Transaction Date | Transaction Type | Payment Type | Check Number | Payment Received |          | Client Statement Date |
|------------------|------------------|--------------|--------------|------------------|----------|-----------------------|
| 2 Oct 08         | Client Sessio    |              |              |                  |          | 1 Nov 08              |
| 9 Oct 08         | Client Sessio    |              |              |                  |          | 1 Nov 08              |
| 16 Oct 08        | Client Sessio    |              |              |                  |          | 1 Nov 08              |
| 31 Oct 08        | Client Sessio    |              |              |                  |          | 1 Nov 08              |
| 7 Nov 08         | Client Sessio    |              |              |                  |          | 1 Dec 08              |
| 10 Nov 08        | Payment          |              |              |                  |          | 1 Dec 08              |
| 14 Nov 08        | Client Session   |              |              | \$150.00         | \$300.00 | 1 Dec 08              |
| 21 Nov 08        | Client Session   |              |              | \$150.00         | \$450.00 | 1 Dec 08              |
| 25 Nov 08        | Client Session   |              |              | \$150.00         | \$600.00 | 1 Dec 08              |
| 5 Dec 08         | Client Session   |              |              | \$150.00         | \$750.00 | 1 Jan 09              |
| 8 Dec 08         | Payment          | Check        | 101          | \$600.00         | \$150.00 | 1 Jan 09              |
| 12 Dec 08        | Client Session   |              |              | \$150.00         | \$300.00 | 1 Jan 09              |
| 2 Jan 09         | Client Session   |              |              | \$150.00         | \$450.00 | 1 Feb 09              |
| 9 Jan 09         | Client Session   |              |              | \$150.00         | \$600.00 | 1 Feb 09              |
| 16 Jan 09        | Client Session   |              |              | \$150.00         | \$750.00 | 1 Feb 09              |
| 23 Jan 09        | Client Session   |              |              | \$150.00         | \$900.00 | 1 Feb 09              |

We've entered a check (no. 102) for \$750 in this example. Click "Continue" to accept the payment and enter the transaction in the client's account.

The new payment transaction will appear (sorted chronologically) in the client's account.



**Client Account**

Marie Antoinette

Client ID: 2    Status: Active    Therapist: Sigggy Freud

Account Balance: \$150.00

| Transaction Date | Transaction Type | Payment Type | Payment Info | Charge   | Payment  | Balance  | Item Billed | Client Statement Date |
|------------------|------------------|--------------|--------------|----------|----------|----------|-------------|-----------------------|
| 2 Oct 08         | Client Session   |              |              | \$150.00 |          | \$150.00 | ✓           | 1 Nov 08              |
| 9 Oct 08         | Client Session   |              |              | \$150.00 |          | \$300.00 | ✓           | 1 Nov 08              |
| 16 Oct 08        | Client Session   |              |              | \$150.00 |          | \$450.00 | ✓           | 1 Nov 08              |
| 31 Oct 08        | Client Session   |              |              | \$150.00 |          | \$600.00 | ✓           | 1 Nov 08              |
| 7 Nov 08         | Client Session   |              |              | \$150.00 |          | \$750.00 | ✓           | 1 Dec 08              |
| 10 Nov 08        | Payment          | Check        | 100          |          | \$600.00 | \$150.00 | ✓           | 1 Dec 08              |
| 14 Nov 08        | Client Session   |              |              | \$150.00 |          | \$300.00 | ✓           | 1 Dec 08              |
| 21 Nov 08        | Client Session   |              |              | \$150.00 |          | \$450.00 | ✓           | 1 Dec 08              |
| 25 Nov 08        | Client Session   |              |              | \$150.00 |          | \$600.00 | ✓           | 1 Dec 08              |
| 5 Dec 08         | Client Session   |              |              | \$150.00 |          | \$750.00 | ✓           | 1 Jan 09              |
| 8 Dec 08         | Payment          | Check        | 101          |          | \$600.00 | \$150.00 | ✓           | 1 Jan 09              |
| 12 Dec 08        | Client Session   |              |              | \$150.00 |          | \$300.00 | ✓           | 1 Jan 09              |
| 2 Jan 09         | Client Session   |              |              | \$150.00 |          | \$450.00 | ✓           | 1 Feb 09              |
| 9 Jan 09         | Client Session   |              |              | \$150.00 |          | \$600.00 | ✓           | 1 Feb 09              |
| 16 Jan 09        | Client Session   |              |              | \$150.00 |          | \$750.00 | ✓           | 1 Feb 09              |
| 23 Jan 09        | Client Session   |              |              | \$150.00 |          | \$900.00 | ✓           | 1 Feb 09              |
| 2 Feb 09         | Payment          | Check        | 102          |          | \$750.00 | \$150.00 |             |                       |

**New payment in client's account**

Verify that the payment was created in the client's account. Note that transactions will always be sorted chronologically. The running balance and Account Balance are updated automatically.