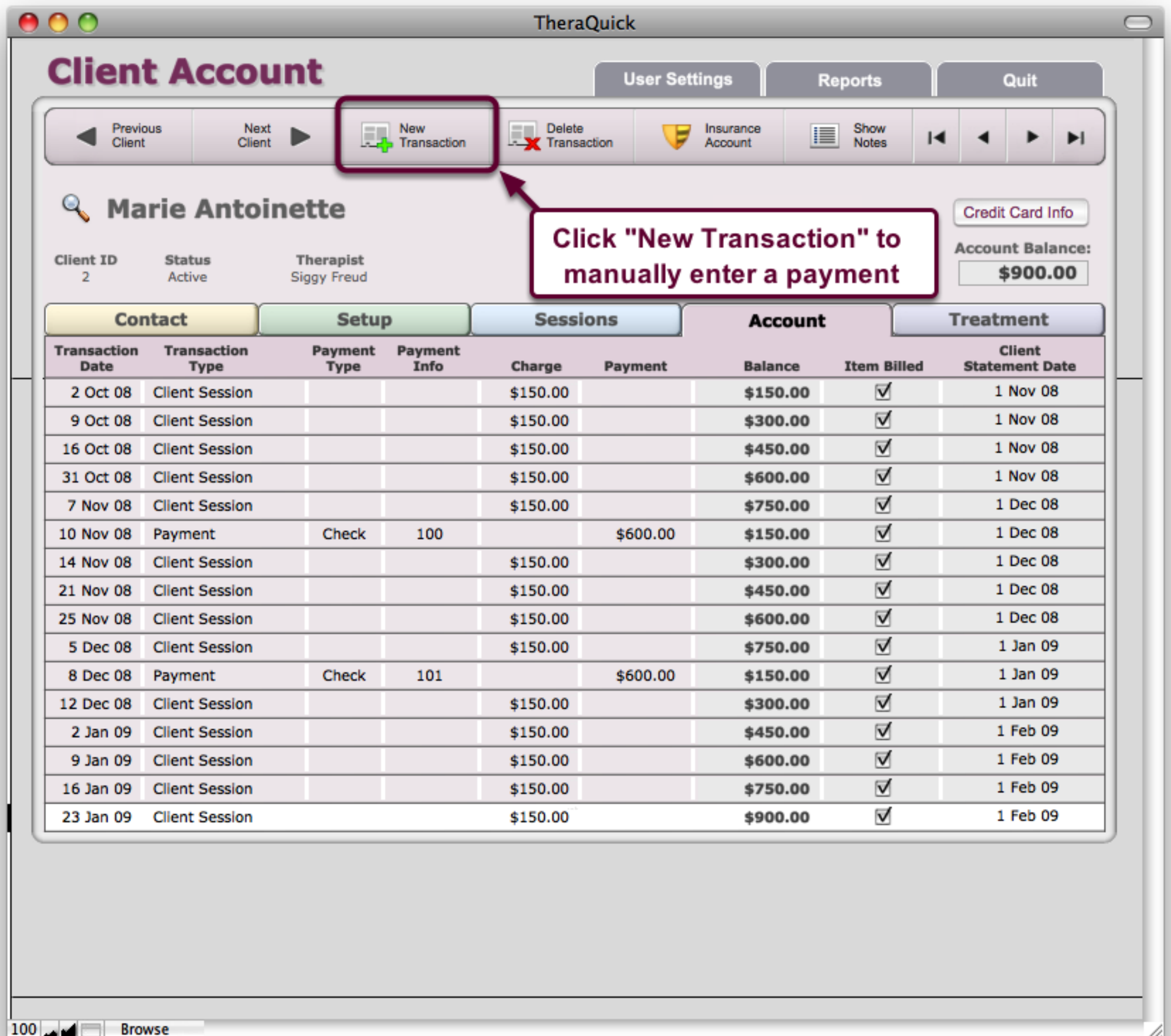
Entering a Client Payment Manually

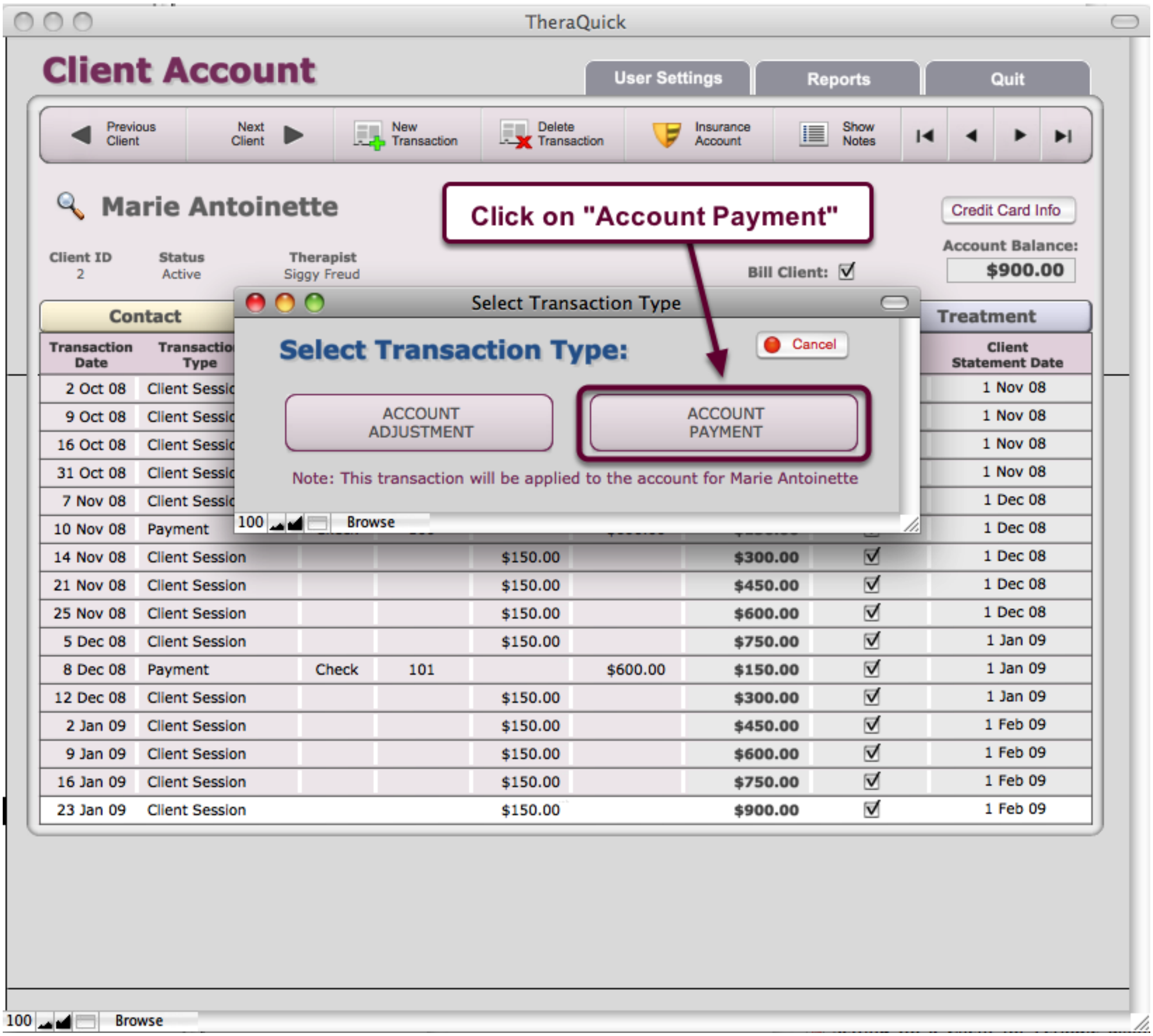
How to manually enter a payment received from a client.

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.



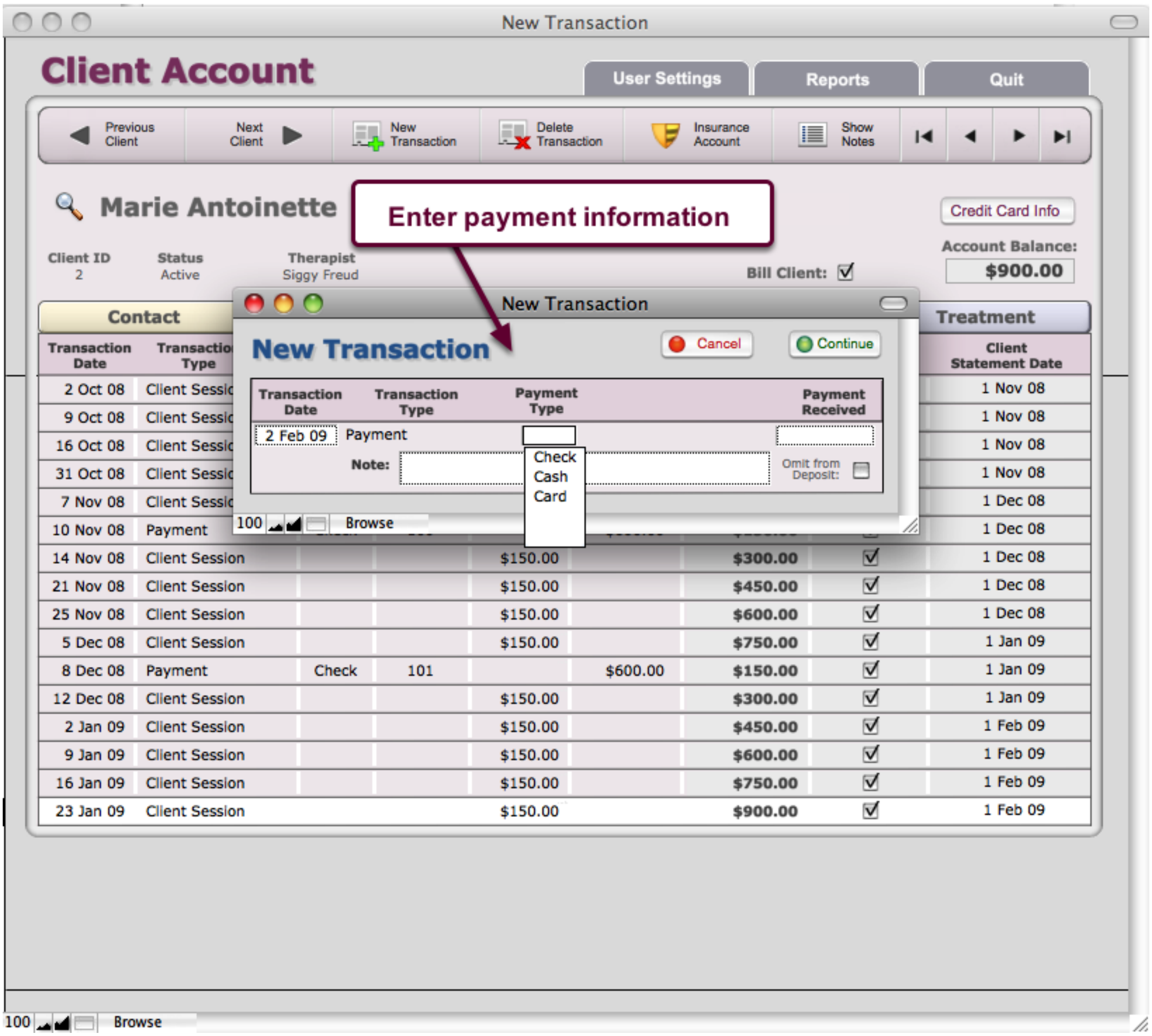
For clients who pay only occasionally (not every session), you probably don't want to use the "Auto-create Payment" option on the Sessions layout, but you always have the option to enter a payment manually with the "New Transaction" button on the Account layout. (Note that the new transaction is created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



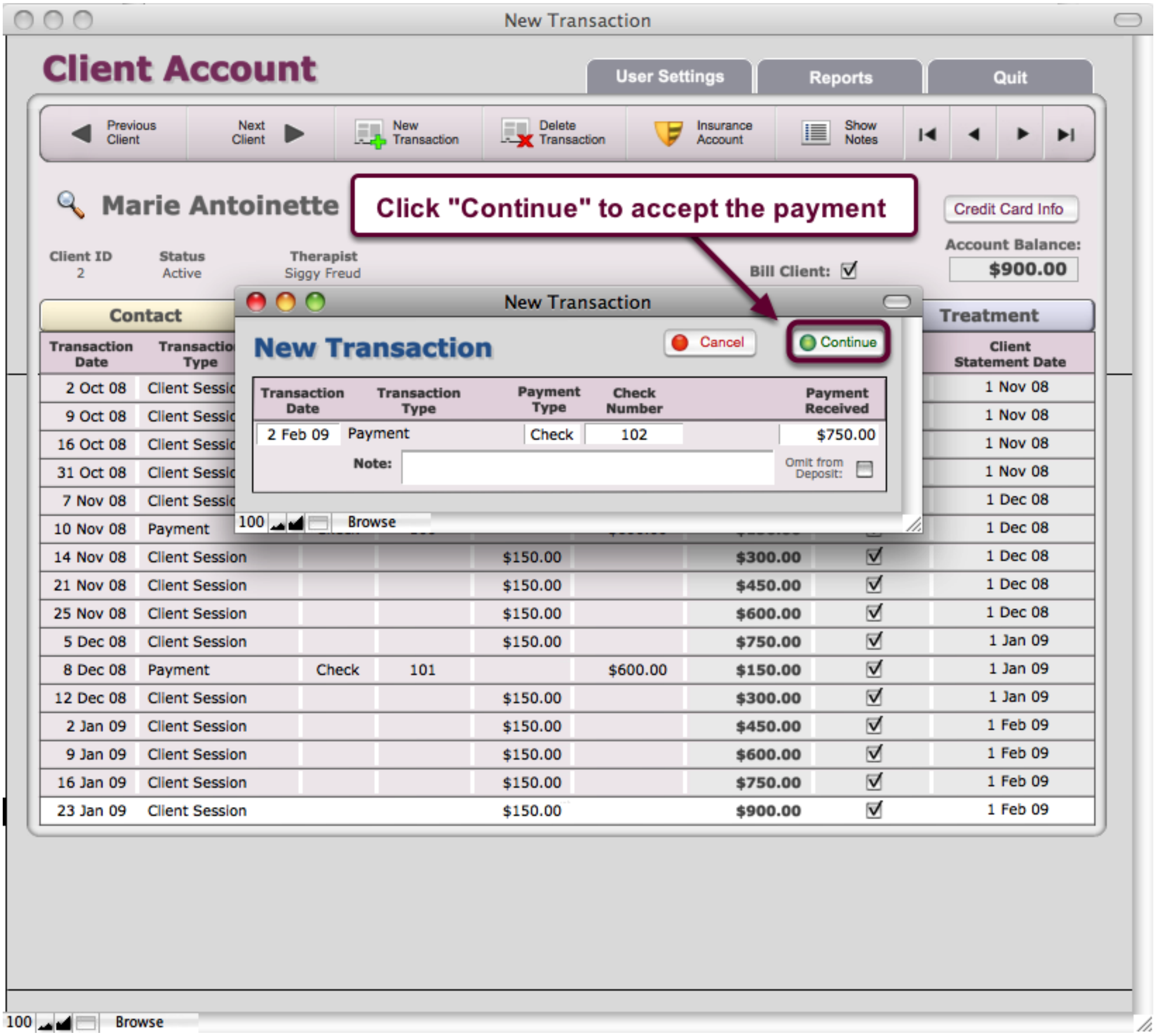
A pop-up window will appear with the option to create an adjustment or a payment for the account currently in view. Click on "Account Payment" to enter a payment from the client (or current responsible party).

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



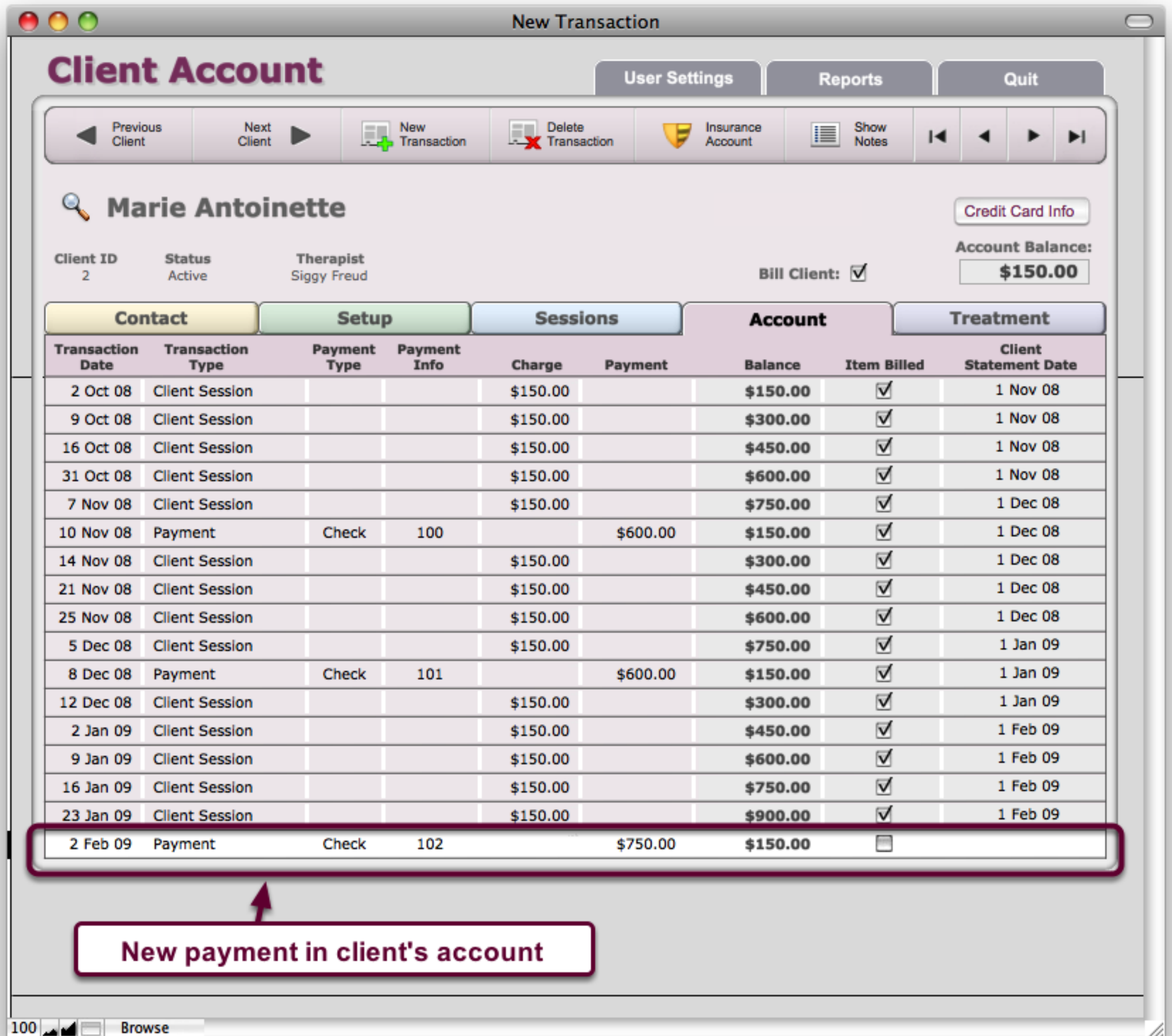
Enter the desired Date, Payment Type (check, cash or card), the Check Number (if a check), and the Payment Received. Enter an optional note to describe the transaction if desired. Notes can be viewed later using the "Show Notes" toolbar button.

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



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.



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	☐	

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.