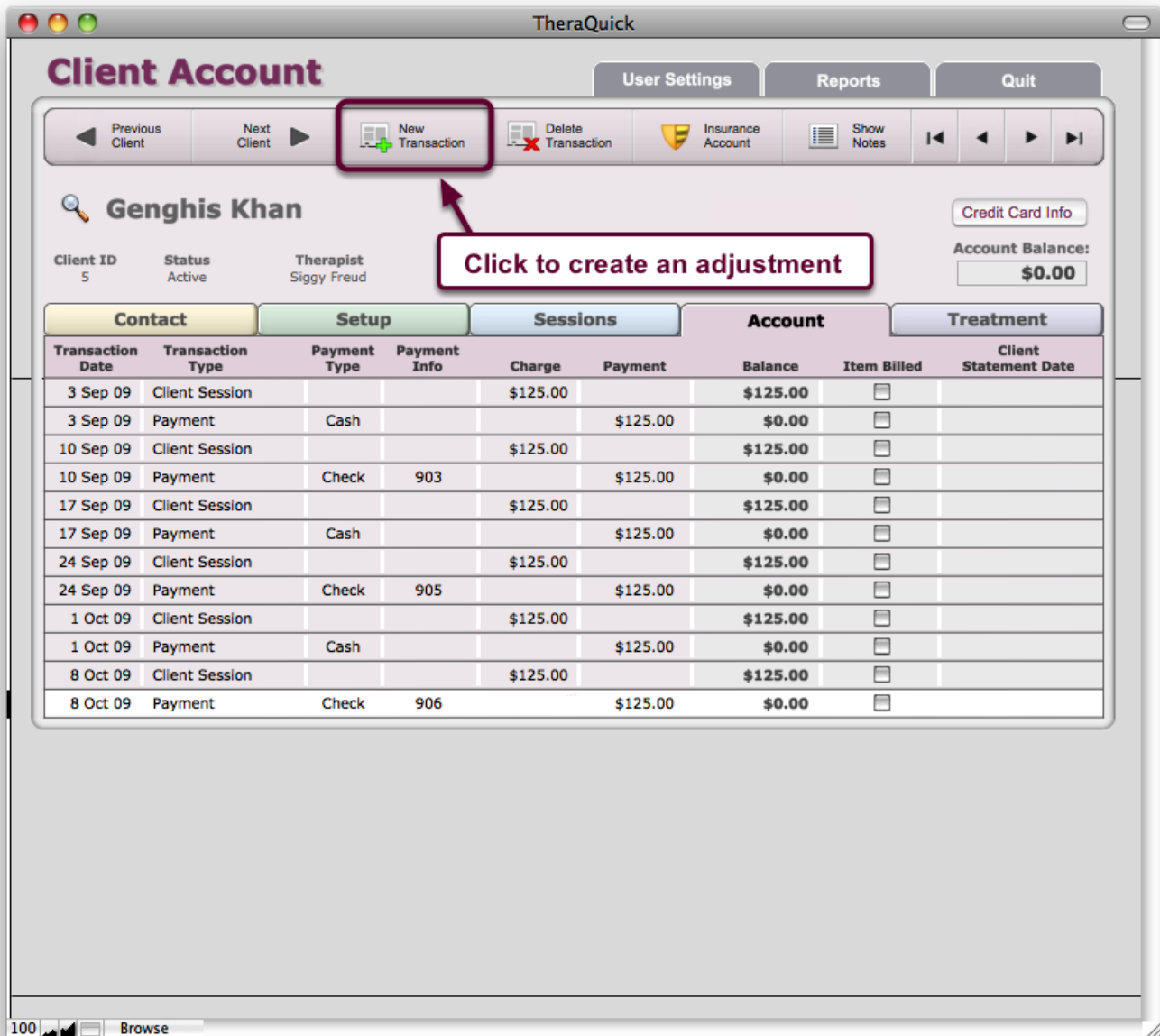


Entering an Adjustment to a Client Account

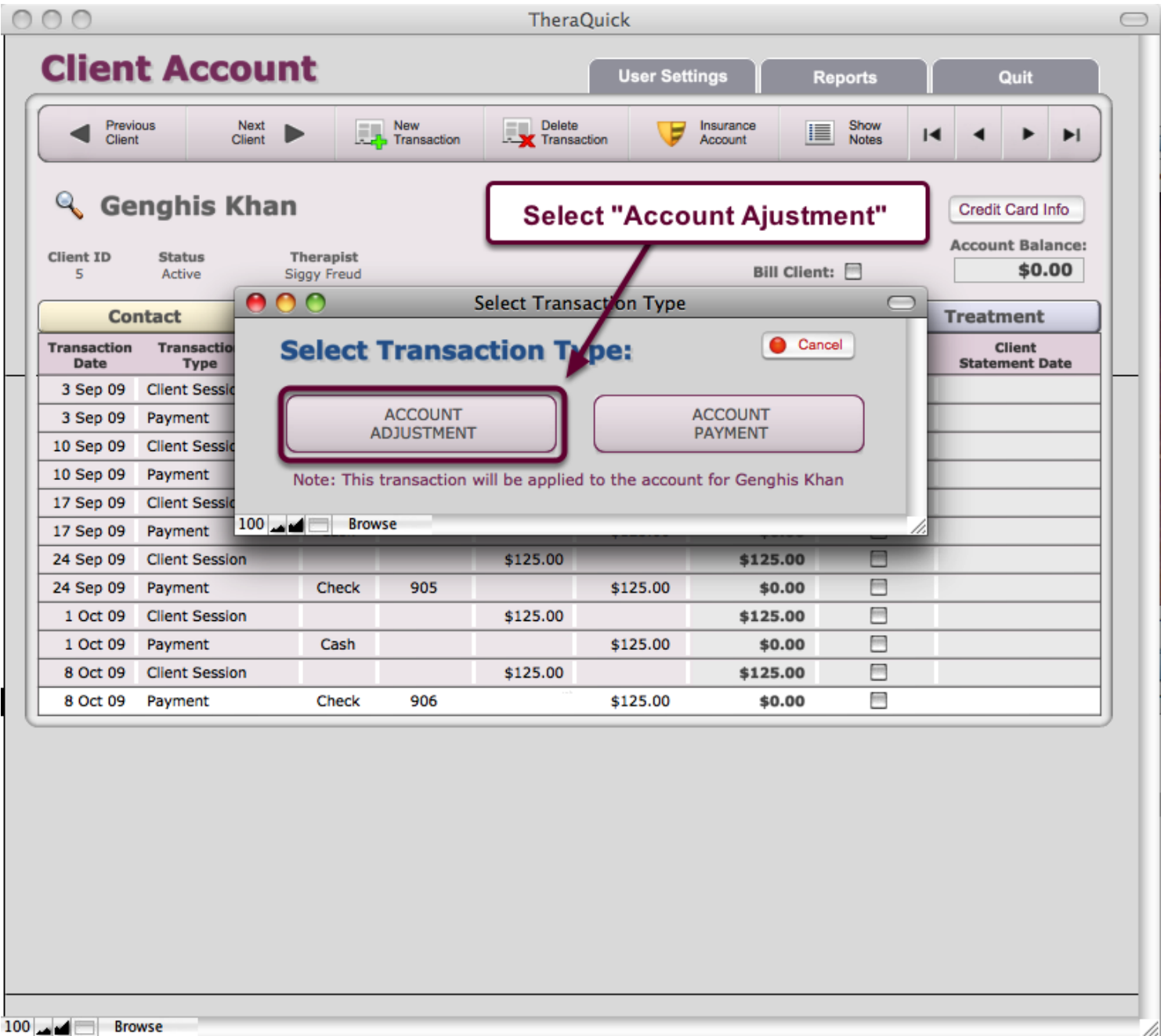
How to enter either a positive or negative adjustment to the balance on a client's account.

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



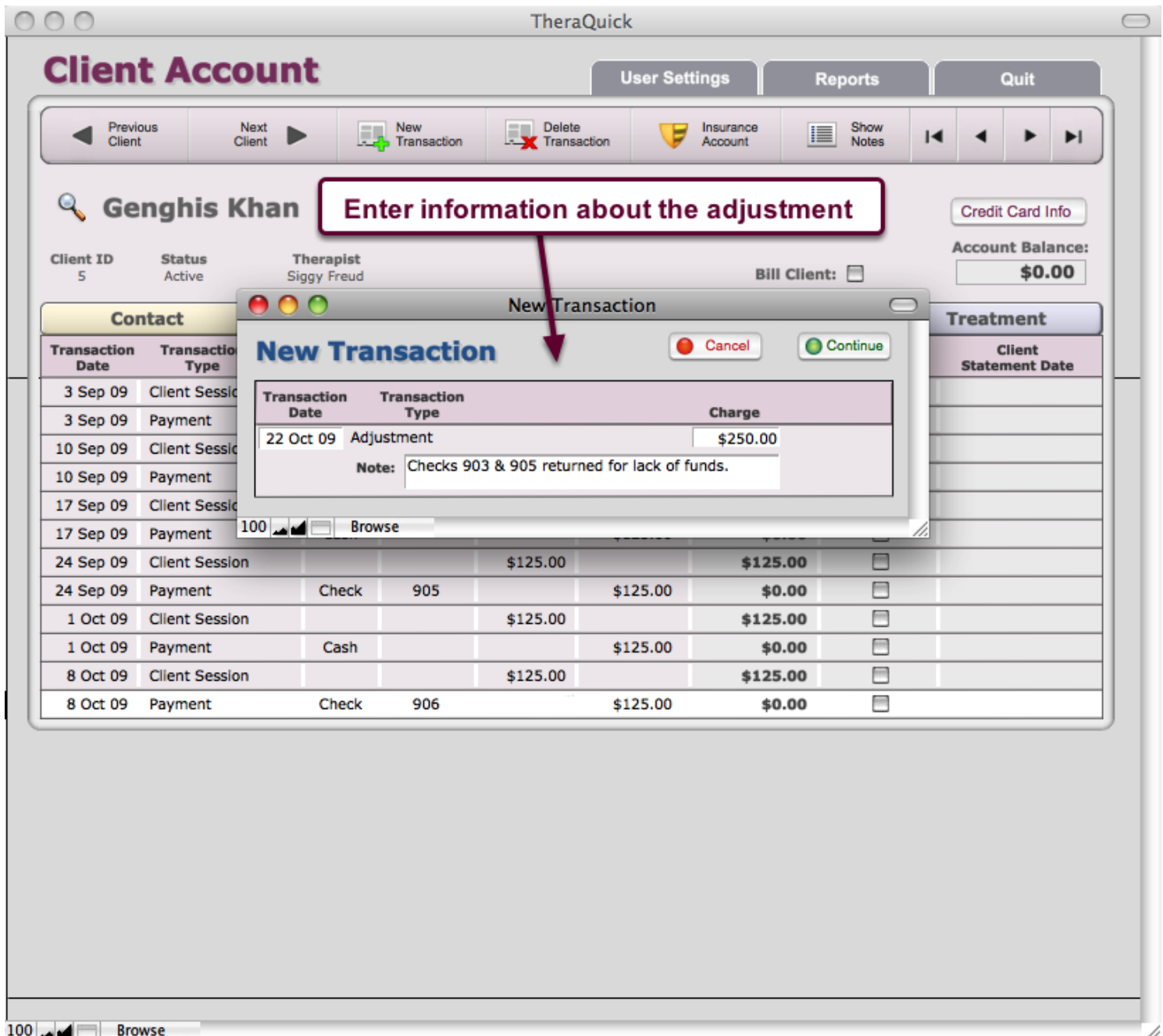
Adjustments allow you to manually increase or decrease the balance due for a client's account. You might use this for returned checks, writing off balances, dismissing or discounting fees, or correcting previous errors.

Select "Account Adjustment" 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 Adjustment" to enter an adjustment for the client (or current responsible party).

Enter the desired values for the Charge (the dollar amount) to be added to the account balance, along with the Date and optional Notes. Then click "Continue" to accept the adjustment.



Client Account

Client ID: 5, Status: Active, Therapist: Siggy Freud, Account Balance: \$0.00

New Transaction

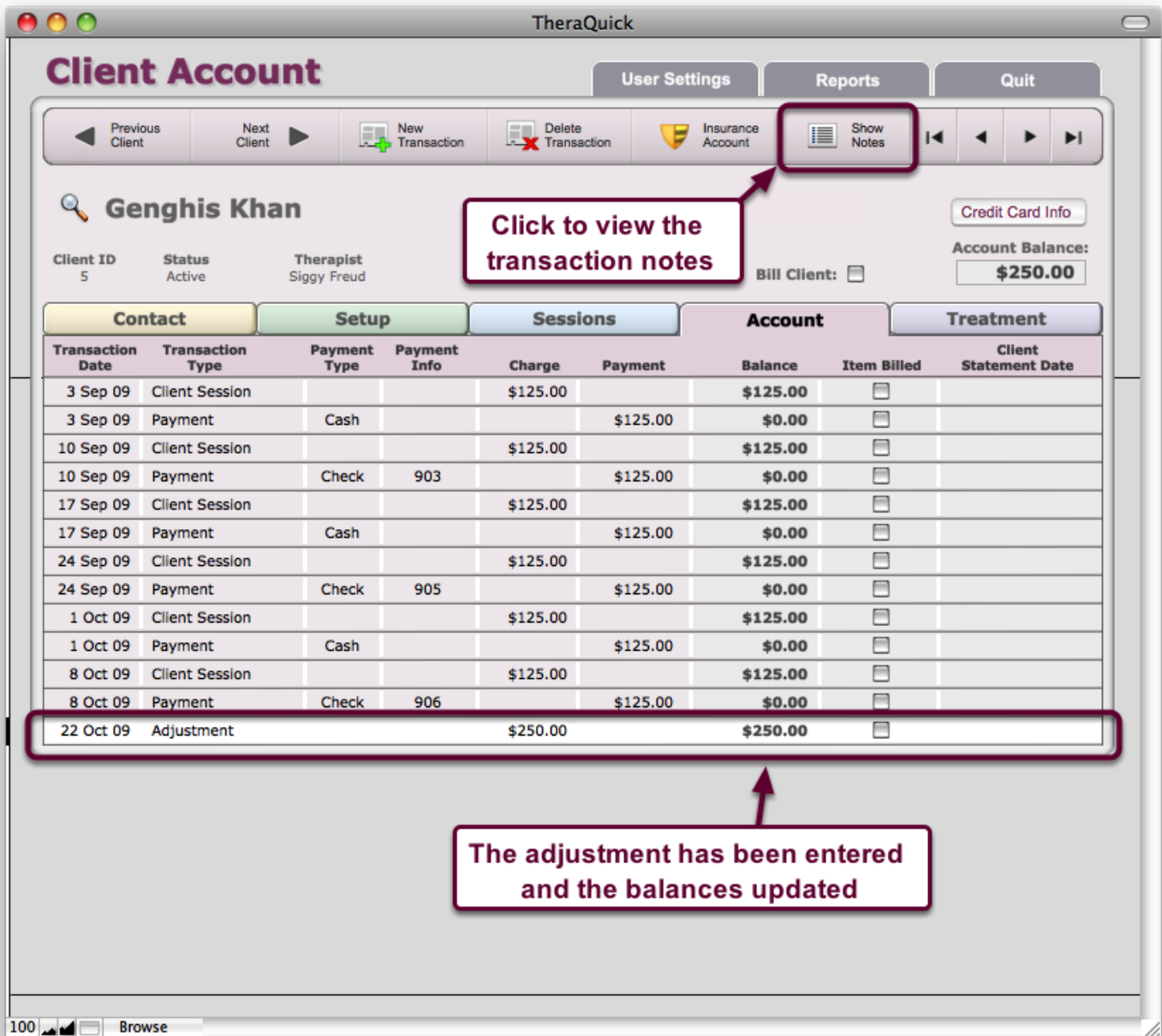
Transaction Date	Transaction Type	Charge
22 Oct 09	Adjustment	\$250.00

Note: Checks 903 & 905 returned for lack of funds.

Transaction Date	Transaction Type	Charge
3 Sep 09	Client Sessio	
3 Sep 09	Payment	
10 Sep 09	Client Sessio	
10 Sep 09	Payment	
17 Sep 09	Client Sessio	
17 Sep 09	Payment	
24 Sep 09	Client Session	\$125.00
24 Sep 09	Payment	\$125.00
1 Oct 09	Client Session	\$125.00
1 Oct 09	Payment	\$125.00
8 Oct 09	Client Session	\$125.00
8 Oct 09	Payment	\$125.00

A positive Charge increases the account's balance due, a negative Charge decreases the account's balance due. In this example, we've entered a Charge of \$250 to increase the balance due by that amount to reflect the two returned checks from previous payments. Enter an optional note to describe the adjustment if desired. Notes can be viewed later using the "Show Notes" toolbar button. Click "Continue" to accept the adjustment.

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



Client Account

User Settings | Reports | Quit

Previous Client | Next Client | New Transaction | Delete Transaction | Insurance Account | Show Notes

Genghis Khan

Client ID: 5 | Status: Active | Therapist: Siggie Freud

Credit Card Info | Account Balance: \$250.00

Bill Client:

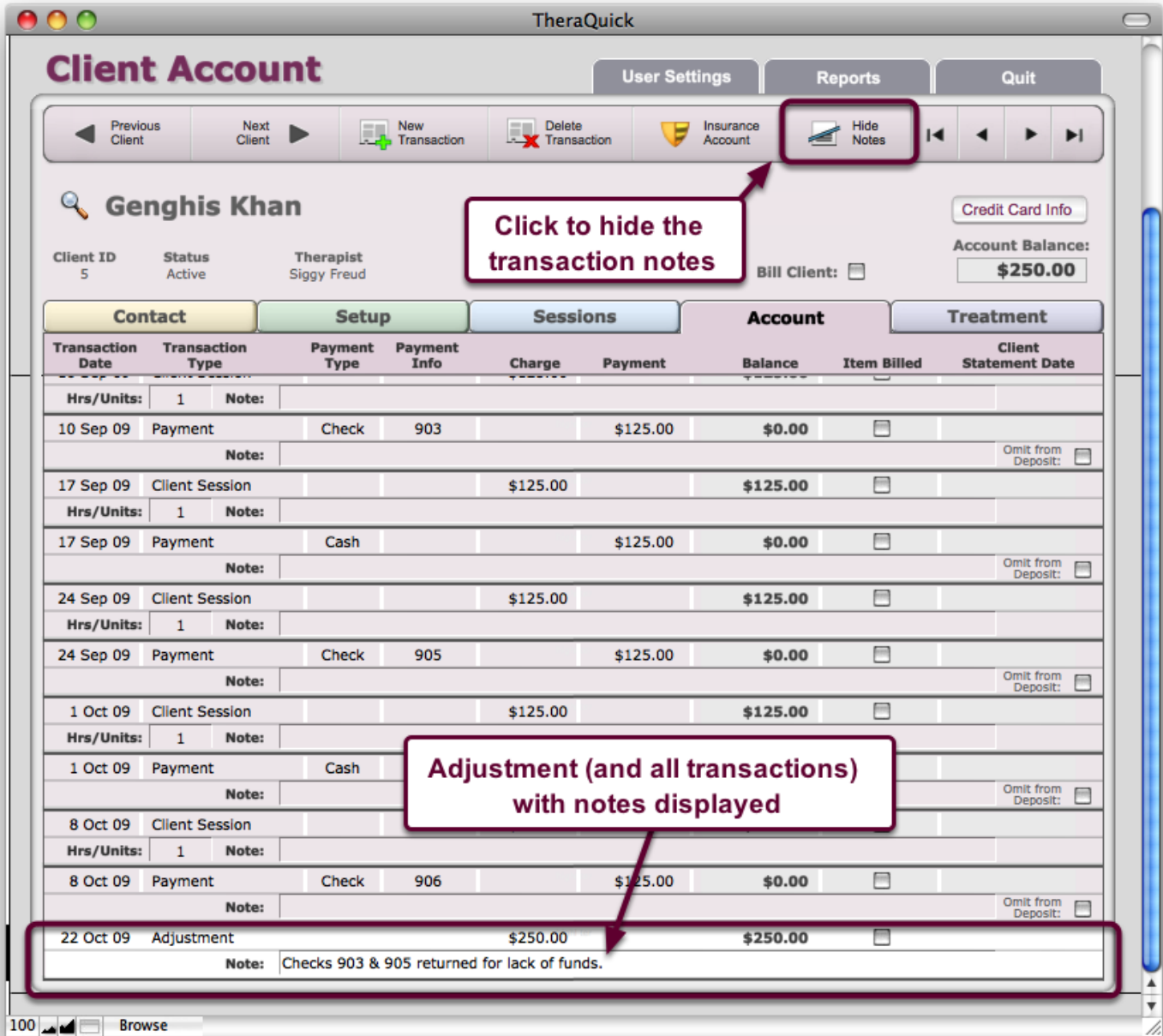
Contact | Setup | Sessions | Account | Treatment

Transaction Date	Transaction Type	Payment Type	Payment Info	Charge	Payment	Balance	Item Billed	Client Statement Date
3 Sep 09	Client Session			\$125.00		\$125.00	<input type="checkbox"/>	
3 Sep 09	Payment	Cash			\$125.00	\$0.00	<input type="checkbox"/>	
10 Sep 09	Client Session			\$125.00		\$125.00	<input type="checkbox"/>	
10 Sep 09	Payment	Check	903		\$125.00	\$0.00	<input type="checkbox"/>	
17 Sep 09	Client Session			\$125.00		\$125.00	<input type="checkbox"/>	
17 Sep 09	Payment	Cash			\$125.00	\$0.00	<input type="checkbox"/>	
24 Sep 09	Client Session			\$125.00		\$125.00	<input type="checkbox"/>	
24 Sep 09	Payment	Check	905		\$125.00	\$0.00	<input type="checkbox"/>	
1 Oct 09	Client Session			\$125.00		\$125.00	<input type="checkbox"/>	
1 Oct 09	Payment	Cash			\$125.00	\$0.00	<input type="checkbox"/>	
8 Oct 09	Client Session			\$125.00		\$125.00	<input type="checkbox"/>	
8 Oct 09	Payment	Check	906		\$125.00	\$0.00	<input type="checkbox"/>	
22 Oct 09	Adjustment			\$250.00		\$250.00	<input type="checkbox"/>	

100 | Browse

Verify that the adjustment was created in the client's account. Note that transactions will always be sorted chronologically. The running balance and Account Balance are updated automatically. Click on "Show Notes" in the function toolbar to see the transaction notes.

Click on the "Show Notes" toolbar button to view the transaction notes if desired.



Client Account

User Settings Reports Quit

Previous Client Next Client New Transaction Delete Transaction Insurance Account Hide Notes

Genghis Khan

Client ID: 5 Status: Active Therapist: Siggie Freud

Account Balance: \$250.00

Contact Setup Sessions Account Treatment

Transaction Date	Transaction Type	Payment Type	Payment Info	Charge	Payment	Balance	Item Billed	Client Statement Date
Hrs/Units: 1	Note:							
10 Sep 09	Payment	Check	903		\$125.00	\$0.00	<input type="checkbox"/>	Omit from Deposit: <input type="checkbox"/>
	Note:							
17 Sep 09	Client Session			\$125.00		\$125.00	<input type="checkbox"/>	
Hrs/Units: 1	Note:							
17 Sep 09	Payment	Cash			\$125.00	\$0.00	<input type="checkbox"/>	Omit from Deposit: <input type="checkbox"/>
	Note:							
24 Sep 09	Client Session			\$125.00		\$125.00	<input type="checkbox"/>	
Hrs/Units: 1	Note:							
24 Sep 09	Payment	Check	905		\$125.00	\$0.00	<input type="checkbox"/>	Omit from Deposit: <input type="checkbox"/>
	Note:							
1 Oct 09	Client Session			\$125.00		\$125.00	<input type="checkbox"/>	
Hrs/Units: 1	Note:							
1 Oct 09	Payment	Cash					<input type="checkbox"/>	Omit from Deposit: <input type="checkbox"/>
	Note:							
8 Oct 09	Client Session						<input type="checkbox"/>	
Hrs/Units: 1	Note:							
8 Oct 09	Payment	Check	906		\$125.00	\$0.00	<input type="checkbox"/>	Omit from Deposit: <input type="checkbox"/>
	Note:							
22 Oct 09	Adjustment			\$250.00		\$250.00	<input type="checkbox"/>	
	Note:	Checks 903 & 905 returned for lack of funds.						

All the transaction notes are displayed. The "Show Notes" button toggles to become "Hide Notes" to allow you to hide the notes again.