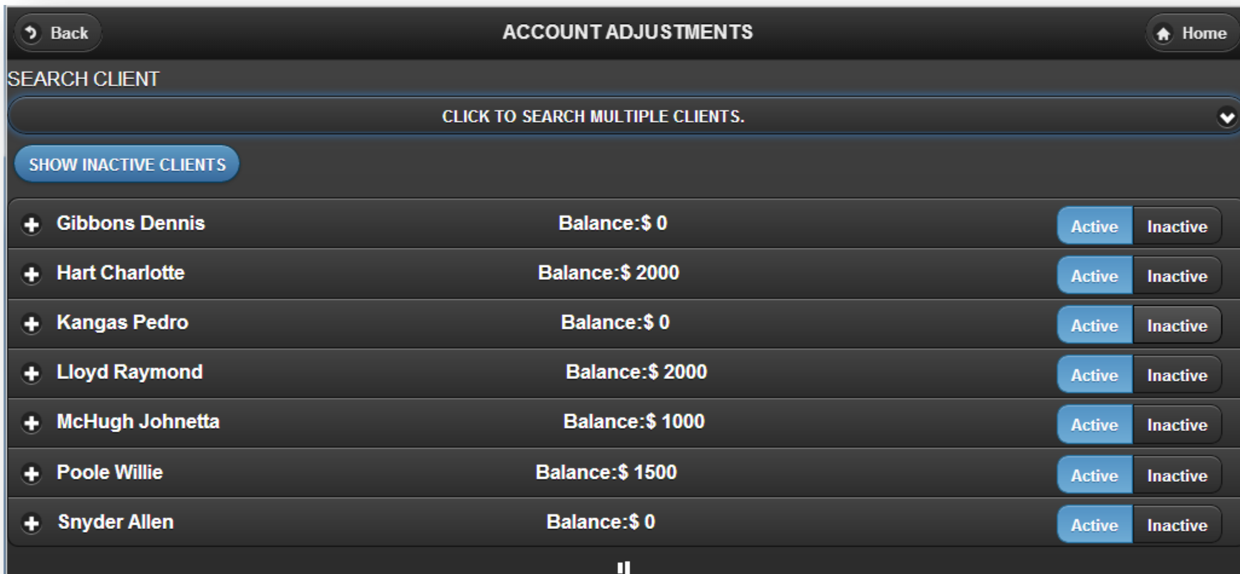
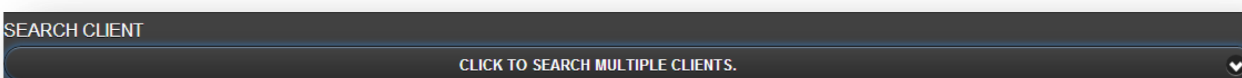
Client Accounts Adjustments.

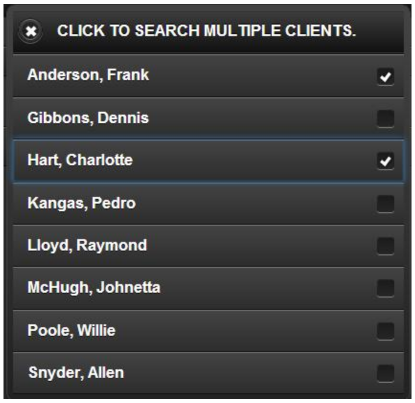
This page is to make adjustments to the client Details whether it his profile, Invoice details, Payment details or refunds. All the Clients will be listed in this screen.



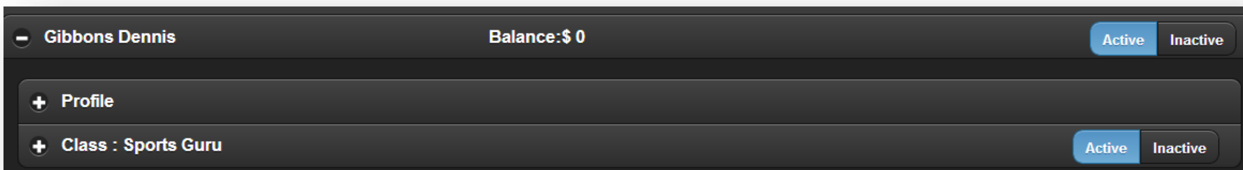
The clients can also be filtered out by selecting the Search client option.



On clicking it will show a popup in which one or multiple clients can be filtered out.

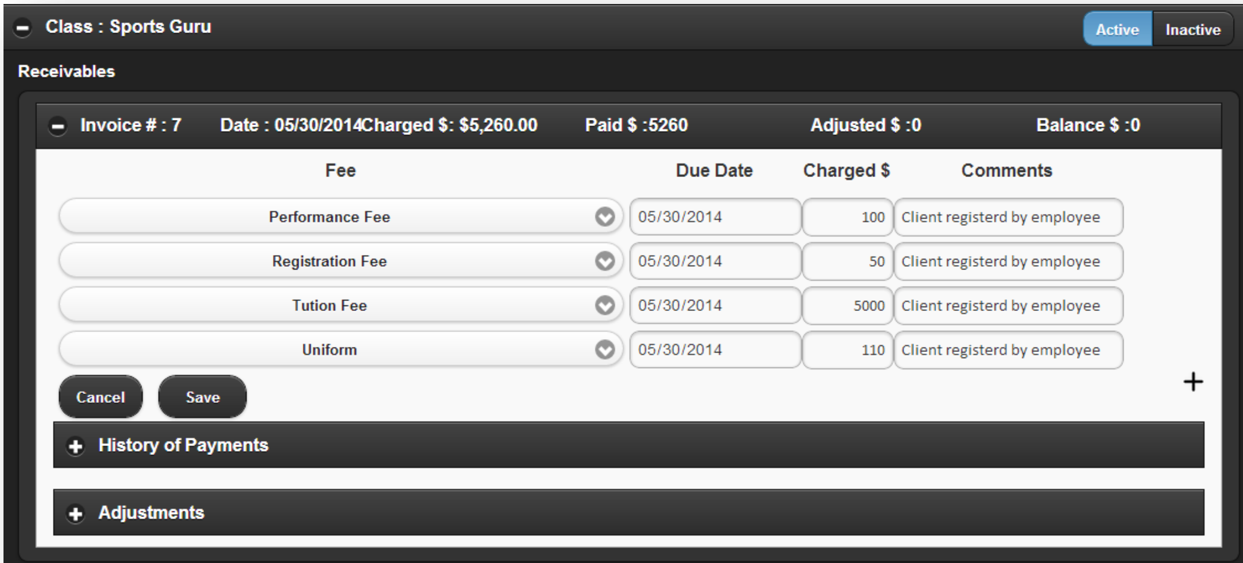


To make the changes, click on the client name which will expand and show all his/her details.



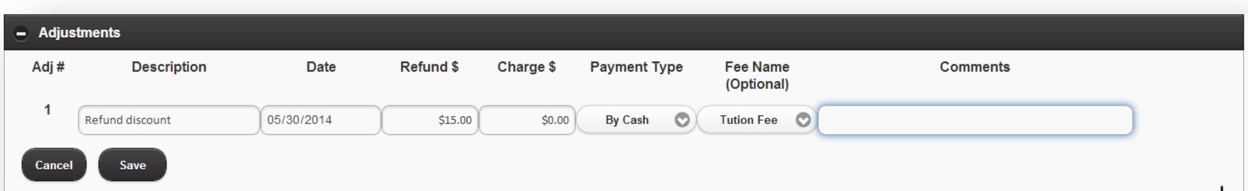
All the class enrolled by the Client will be listed out here. Click on the class to which adjustment is required which will expand it further to show the Receivable details, History of payments and Adjustments section.

The below screen show the Invoice details which is having the Fee details, Due Dates, Charged $ and the comments. It can be directly edited if any changes are required. Also new fees can be added by clicking on the Add button on the right side. After making the changes click on save button.

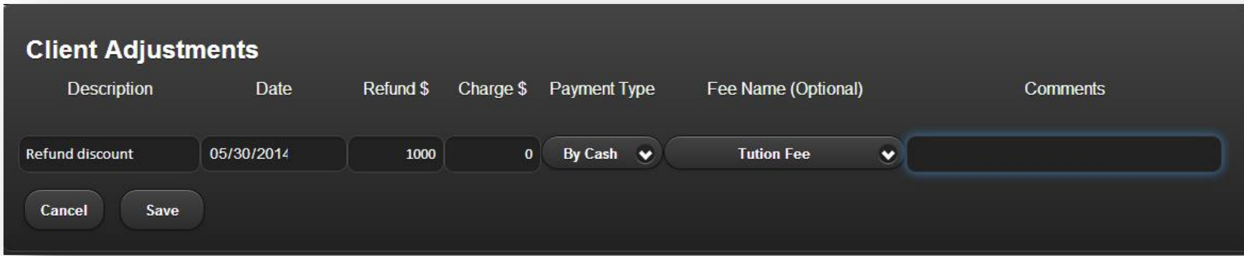


To make the changes in the Payment details click on the History of Payments.

To make the adjustments such as Refund click on the Adjustment tab.



To Add new adjustment click on the Add button and a new popup will be loaded and after entering all the details click Save.



Mandatory Fields in Client Adjustments

- Adjustment Description.
- Adjustment Date.
- Refund $ / Charge $.
- Payment Type.
- Comments.

Pre-loaded Fields in Client Adjustments

- Date – Default to today's Date.
- Payment Type

Optional Fields in Client Adjustments

- Fee Name.
- Refund $ / Charge $.
- Comments.