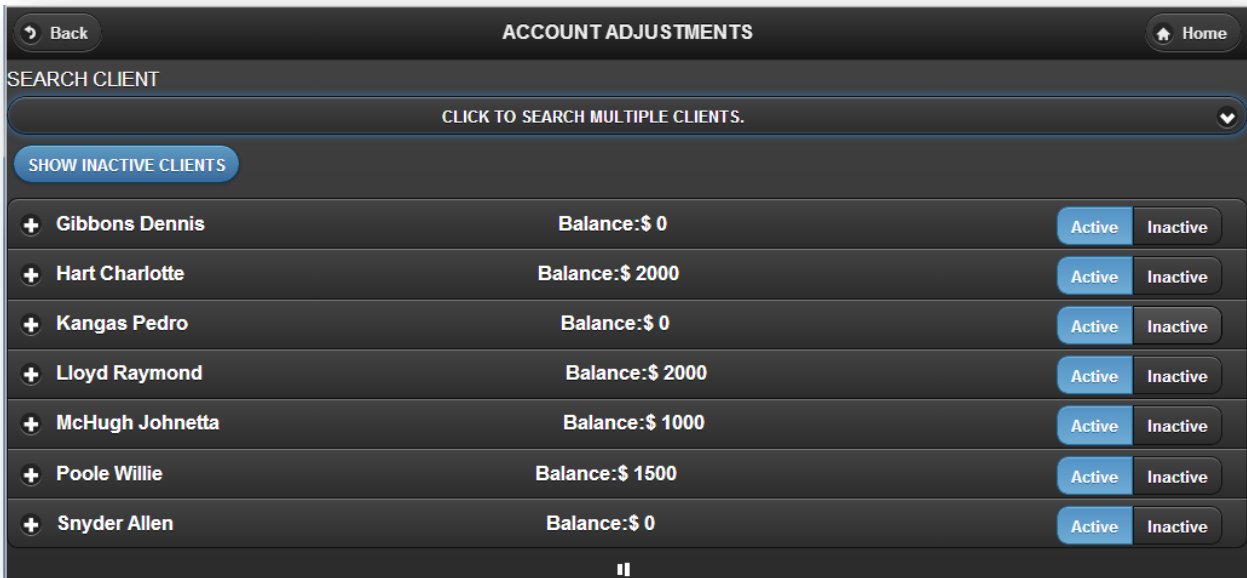


Client Accounts Adjustments.

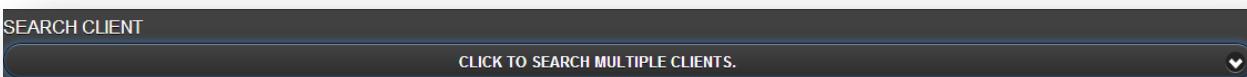
This page is to make adjustments to the client Details whether it his profile, Invoice details, Payment details or refunds. All the Clients will be listed in this screen.



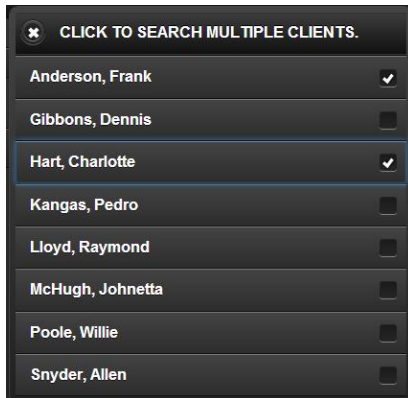
The screenshot shows the 'ACCOUNT ADJUSTMENTS' screen. At the top, there are 'Back' and 'Home' navigation buttons. Below them is a 'SEARCH CLIENT' section with a dropdown menu containing the text 'CLICK TO SEARCH MULTIPLE CLIENTS.' and a 'SHOW INACTIVE CLIENTS' button. The main content is a table listing clients with their names, balances, and status buttons.

Client Name	Balance	Active	Inactive
+ Gibbons Dennis	Balance:\$ 0	Active	Inactive
+ Hart Charlotte	Balance:\$ 2000	Active	Inactive
+ Kangas Pedro	Balance:\$ 0	Active	Inactive
+ Lloyd Raymond	Balance:\$ 2000	Active	Inactive
+ McHugh Johnetta	Balance:\$ 1000	Active	Inactive
+ Poole Willie	Balance:\$ 1500	Active	Inactive
+ Snyder Allen	Balance:\$ 0	Active	Inactive

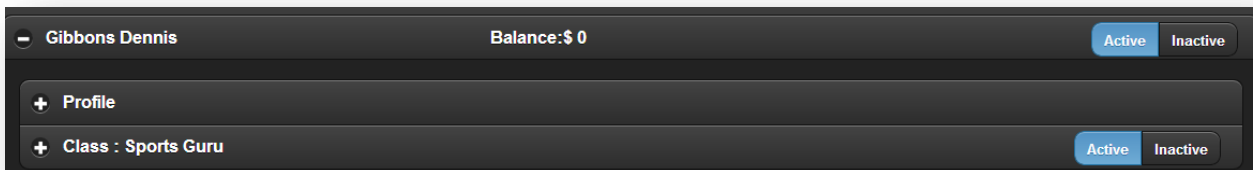
The clients can also be filtered out by selecting the Search client option.



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.

Class : Sports Guru Active Inactive

Receivables

Invoice # : 7 Date : 05/30/2014 Charged \$: \$5,260.00 Paid \$:5260 Adjusted \$:0 Balance \$:0

Fee	Due Date	Charged \$	Comments
Performance Fee	05/30/2014	100	Client registerd by employee
Registration Fee	05/30/2014	50	Client registerd by employee
Tution Fee	05/30/2014	5000	Client registerd by employee
Uniform	05/30/2014	110	Client registerd by employee

Cancel Save +

+ History of Payments

+ Adjustments

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

History of Payments

Receipt No	Receipt Date	Receipt \$	Comments
7	05/30/2014	5260	

Cancel Save +

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

Adjustments

Adj #	Description	Date	Refund \$	Charge \$	Payment Type	Fee Name (Optional)	Comments
1	Refund discount	05/30/2014	\$15.00	\$0.00	By Cash	Tution Fee	

Cancel Save +

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

Description	Date	Refund \$	Charge \$	Payment Type	Fee Name (Optional)	Comments
Refund discount	05/30/2014	1000	0	By Cash	Tuition Fee	

Cancel 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.