

Entering client receipts

Goal: Learn four different ways to enter a client receipt in Ajera.

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A client receipt is payment from a client for work that you have either already performed or will perform in the future.

In Ajera, you can enter a credit receipt in many different ways: as a prepayment (also called a *retainer*), credit memo, bank deposit, and even a simple receipt.

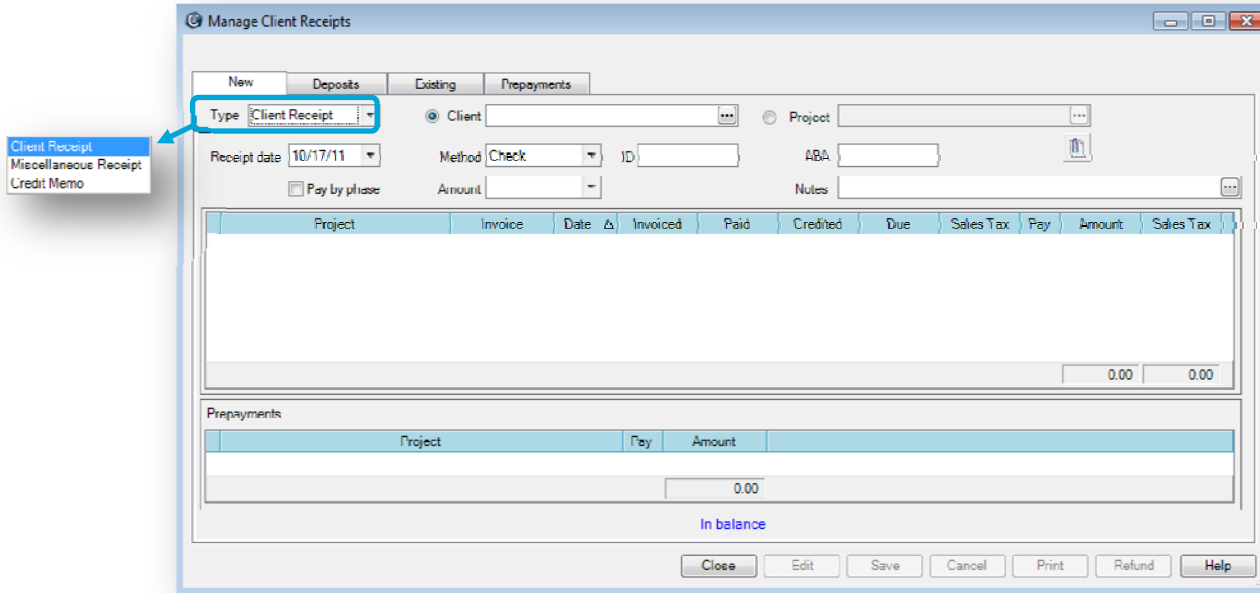
This lesson shows you four common ways to enter a receipt.

To learn how to make changes to a client receipt, see the *Changing client receipts* quick lesson.

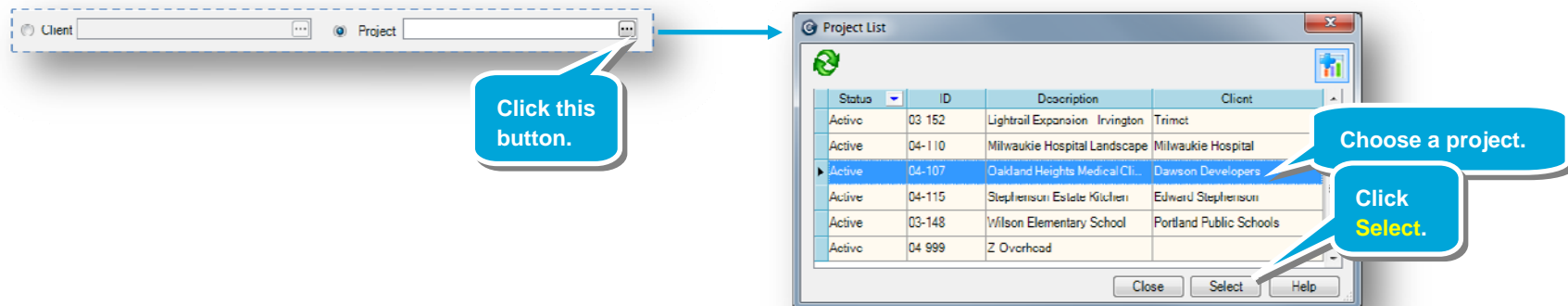
Step 1: Enter a client receipt as payment to a client invoice

Let's enter a payment to an invoice. Start by entering general information about the receipt, and then select the invoices to pay.

1. Click **Manage > Client Receipts**.
2. Select **Client Receipt** from the Type field.



3. Select to view unpaid client invoices by client or by project.



Step 1: Enter a client receipt as payment to a client invoice (continued)

- Ajera displays a list of unpaid client invoices in the table. Above the table, enter general information about the client receipt.

The screenshot shows the 'Manage Client Receipts' form. A dropdown menu for 'Method' is open, showing options: Check, Cash, F F T, Credit Card, and Wire Transfer. The 'Method' field is set to 'Check'. Callouts provide additional information: 'Select the payment method.' points to the Method dropdown; '(Optional) You can also enter an identification number, such as a check number or routing ID, or an ABA number.' points to the IU and ABA fields; '(Optional) Enter any notes about your payments here.' points to the Notes field.

Project	Invoice	Date	Invoiced	Paid	Credited	Due	Sales Tax
04-107 Oakland Heights Medical C...	00366	12/31/10	11,527.00			11,527.00	

- There are two ways to work with the receipt amount:
 - Enter the amount in the Amount field. As you apply the payment, Ajera decreases the remaining amount.
 - Select invoices, activity types, or phases to pay. Ajera calculates the amount as you pay.

In this quick lesson, you've entered the amount in the Amount field.

- You can use the **Pay** check box to apply payment in three ways:
 - To the entire invoice.

The screenshot shows the 'Pay by phase' table. The 'Amount' field is set to 10,000.00. Callouts explain: 'Select this check box if you want Ajera to distribute the amount to the entire invoice.' points to the 'Pay' checkbox in the top row; 'If the invoice amount is greater than the receipt amount, Ajera distributes the payments to the Labor activity type first, Expense second, and Consultant third.' points to the 'Pay' checkboxes in the Labor, Expense, and Consultant rows. A cloud callout explains: 'The blue check box indicates that the invoice (specifically, the Consultant activity type here) is partially paid.'

Project	Invoice	Date	Invoiced	Paid	Credited	Due	Sales Tax	Pay	Amount	Sales Tax
04-107 Oakland Heights Medical C...	00366	12/31/10	11,527.00			1,527.00		<input type="checkbox"/>	10,000.00	
Activity Type			Invoiced	Paid	Credited	Due	Sales Tax	Pay	Amount	Sales Tax
Labor			9,000.00					<input checked="" type="checkbox"/>	9,000.00	
Expense			697.00					<input checked="" type="checkbox"/>	697.00	
Consultant			1,830.00			1,527.00		<input checked="" type="checkbox"/>	303.00	
									10,000.00	0.00

Step 1: Enter a client receipt as payment to a client invoice (continued)

- To specific activity types. Click the plus **+** sign next to the invoice and apply payment to the activity types.

Select these check boxes if you want to distribute payment to specific activity types.

Project	Invoice	Date	Invoiced	Paid	Credited	Due	Sales Tax	Pay	Amount	Sale
04-107 Oakland Heights Medical C...	00366	12/31/10	11,527.00			9,000.00		<input type="checkbox"/>	2,527.00	
Activity Type			Invoiced	Paid	Credited	Due	Sales Tax	Pay	Amount	Sale
Labor			9,000.00			9,000.00		<input type="checkbox"/>		
Expense			697.00					<input checked="" type="checkbox"/>	697.00	
Consultant			1,830.00					<input checked="" type="checkbox"/>	1,830.00	
									2,527.00	0.00

Prepayments

Project	Pay	Amount
	<input type="checkbox"/>	0.00

Remaining 7,473.00

- To specific phases. Select the **Pay by phase** check box, click the plus **+** sign, and apply payment to the phases.

When you select this check box, phases appear in the distribution table below.

Select these check boxes if you want to distribute payment to specific phases.

Project	Invoice	Date	Invoiced	Paid	Credited	Due	Sales Tax	Pay	Amount	Sales Tax
04-107 Oakland Heights Medical C...	00366	12/31/10	11,527.00			2,527.00		<input type="checkbox"/>	9,000.00	
Phase		Activity Type	Invoiced	Paid	Credited	Due	Sales Tax	Pay	Amount	Sale
1	Schematic Design	Labor	3,000.00					<input checked="" type="checkbox"/>	3,000.00	
3	Design Documents	Labor	6,000.00					<input checked="" type="checkbox"/>	6,000.00	
3	Design Documents	Expense	566.00			566.00		<input type="checkbox"/>		
3	Design Documents	Consultant	1,830.00			1,830.00		<input type="checkbox"/>		
4	Construction Documents	Expense	131.00			131.00		<input type="checkbox"/>		
									9,000.00	0.00

Prepayments

Project	Pay	Amount
	<input type="checkbox"/>	0.00

Remaining 1,000.00

7. If the receipt is in balance, click **Save**.

If it is out of balance, you must balance it before you can save the receipt. One way to balance it is to create a prepayment.

Step 2: Enter a client receipt as prepayment

Entering a prepayment is easy. You can do one of the following:

- Enter a client receipt for the sole purpose of creating a prepayment.
- Create a prepayment while entering a client receipt.

To enter a client receipt solely to create a prepayment:

1. Enter general information about the client receipt as you did in steps 1-4 in *Step 1: Enter a client receipt as payment to a client invoice*.
2. Enter an amount for the prepayment in the Amount field.
3. Select the **Pay** check box in the Prepayments area.

The screenshot shows a software window with tabs for 'New', 'Deposits', 'Existing', and 'Prepayments'. The 'Prepayments' tab is active. The form includes fields for 'Type' (Client Receipt), 'Client' (City of Portland), 'Receipt date' (10/17/11), 'Method' (Check), 'Amount' (500.00), and a 'Pay by phase' checkbox. Below these is a table with columns 'Project', 'Invoice', 'Date', and 'Invoiced'. At the bottom, there is a 'Prepayments' section with a table containing a 'Project' column and a 'Pay' checkbox. The 'Pay' checkbox is checked, and the amount '500.00' is entered in the 'Amount' column. Two callout boxes are present: one pointing to the 'Pay' checkbox with the text 'Because you did not select a project for the prepayment, the prepayment is available for all projects belonging to the client.' and another pointing to the 'Project' column with the text 'If you want to restrict the prepayment to a project, simply select the project.'

To create a prepayment while entering a client receipt, do one of the following:

- To apply the remaining amount as a prepayment, select the **Pay** check box in the Prepayments area, and click **Save**.
- To clear a payment in the client receipt and apply that amount as a prepayment:
 1. Clear the selected check box or blue check box for the payment in the client receipt.
 2. Select the **Pay** check box in the Prepayments area, and click **Save**.

Note: To restrict the prepayment to a specific project, select the project in the Prepayments area.

Step 3: Enter a client receipt as a credit memo to an outstanding client invoice

Entering a credit receipt as a credit memo is also easy. You can use a credit memo to reduce or write off an outstanding client invoice.

- Enter general information about the client receipt and apply the amount as you did in steps 1-6 in *Step 1: Enter a client receipt as payment to a client invoice*, except:
 - In step 2, select **Credit Memo** from the Type field.
 - In step 6, select the **Credit** check boxes.
 - For a credit memo, the **Reduce project billed amount** check box appears.
- Select the **Reduce project billed amount** check box if you want to decrease the billed amount for the project.

If you do not select this check box, Ajera does not change the billed amount for the project or the billed revenue on your financial statements. Instead, the amount of the credit memo is reflected as a write-off on your financial statements.

Project	Invoice	Date	Invoiced	Paid	Credited	Due	Sales Tax	Credit	Amount	Sales Tax
03-148 Wilson Elementary School	00365	12/31/10	32,023.50			32,023.50		<input type="checkbox"/>		
03-148 Wilson Elementary School	00371	01/13/11	22,667.50			12,667.50		<input type="checkbox"/>	10,000.00	
Activity Type			Invoiced	Paid	Credited	Due	Sales T	Credit	Amount	Sales Tax
Labor			15,000.00			12,312.50		<input type="checkbox"/>	2,687.50	
Expense			375.00			375.00		<input type="checkbox"/>		
Constraint			7,312.50					<input checked="" type="checkbox"/>	7,312.50	
									10,000.00	0.00

Credit memos are similar to client receipts, except for these exceptions:

- Credit Memo in the Type field
- Reduce Project by Billed Amount check box
- Credit check boxes

- When the credit memo is in balance, click **Save**.
The credit memo appears for you to review or print.

Step 4: Enter a client receipt as a bank deposit

As you enter client receipts, Ajera adds them to a list.

Enter all the receipts that you want to include on a particular deposit. Then, create the deposit, which appears on your bank register.

1. In the Manage Client Receipts window, click the **Deposits** tab.
2. Click the **New Deposit** button.
3. Select the bank account and deposit date for the deposit, and enter an ID or description.
4. Review the receipts in the table.

To exclude a receipt from the deposit, clear the **Deposit** check box for that receipt.

Any receipts that you exclude can be included in another deposit. As you exclude receipts, Ajera updates the totals in the window.

The screenshot shows the 'Manage Client Receipts' window with the 'Deposits' tab selected. The window displays a table of receipts and summary statistics. The table has columns for Date, Receipt Type, Client / Payer, Amount, Method, ID, ABA, and Deposit. Three receipts are listed, all with the 'Deposit' checkbox checked. Below the table, there are two summary boxes: 'Total receipts 55,735.79' and 'Total deposit 55,735.79'. A 'New deposit' button is also visible. Callout boxes highlight the total receipts and total deposit values.

Date	Receipt Type	Client / Payer	Amount	Method	ID	ABA	Deposit
01/05/11	Client Receipt	Dawson Developers	23,584.12	Check			<input checked="" type="checkbox"/>
02/22/11	Client Receipt	Dawson Developers	1,619.17	Check			<input checked="" type="checkbox"/>
01/05/11	Client Receipt	Portland Public Schools	30,532.50	Check			<input checked="" type="checkbox"/>

Summary statistics:
 Total receipts: 55,735.79
 Total deposit: 55,735.79

5. Click **Save**.

Summary

You now know how to enter a client receipt as a payment to a client invoice, prepayment to a client or project, credit memo to an unpaid client invoice, and bank deposit.

See the *Changing client receipts* quick lesson to learn how to make changes to a client receipt.