



## Change a Charge

Property Management Solutions for Over 30 Years

### Overview

Once a member is charged for anything his account reflects the amount remaining to be paid. The unpaid charges can be found in <<AR, Member History>>, Unpaid Charges tab.

- If the charge has already been paid off you must return the money using the <<AR, Adjust Open Credits>> function.
- If the charge amount needs to be changed for any reason, there are several ways to do it in <<Member History>>.

### To eliminate the entire original charge

1. Highlight the transaction and click the <Void> button
2. Double click in the [Void Date] field to enter the posting date
3. Click on <Post>

or

4. Highlight the transaction and click the <Reverse> Button
5. Click <OK> on the Warning screen

### To forgive the amount remaining to be paid

1. Highlight the transaction and click the <Reverse> Button
2. Click <OK> on the Warning screen

### To decrease or increase the amount of the original charge

1. Highlight the transaction and click the <Edit> button
2. Enter the amount you want the charge to be (you cannot make it less than has already been paid - if this is the case you must void the receipt that paid the charge and void the charge).
3. Click <Post>