How to Review Payments Reported by Renters

Booth Rental Manager · https://haircutnow.com/docs/how-to-review-payments-reported-by-renters/

A renter’s payment report is a request for review. It does not reduce their official balance until an owner or authorized manager confirms it.

Find reports awaiting review

Open Booth Rental Manager and locate **Reported payments** under **Needs review**. Each report shows the renter, amount, date paid, method, and any reference or note.

Compare the report with your actual payment records.

Choose a decision

- **Confirm as reported:** use when the amount and payment are correct.
- **Confirm a different amount:** enter the amount you actually received and explain the adjustment.
- **Reject report:** use when the report should not create a payment entry.

A review note is required when adjusting or rejecting a report.

Save the decision

Choose **Confirm payment** or **Reject payment**, then check the result. A confirmed payment updates the official ledger and balance. A rejected report is not added as a payment.

If you already recorded it

Check the renter’s ledger before approving. Do not confirm a second payment for money already recorded. Reject the duplicate report with a clear explanation, such as “Already recorded on October 20.”

What renters see

The renter portal distinguishes **Pending review**, **Confirmed**, **Confirmed with adjustment**, **Needs review**, and **Not added**. Review notes help explain the decision.

If a confirmed entry later needs an amount correction, use the ledger correction workflow.