

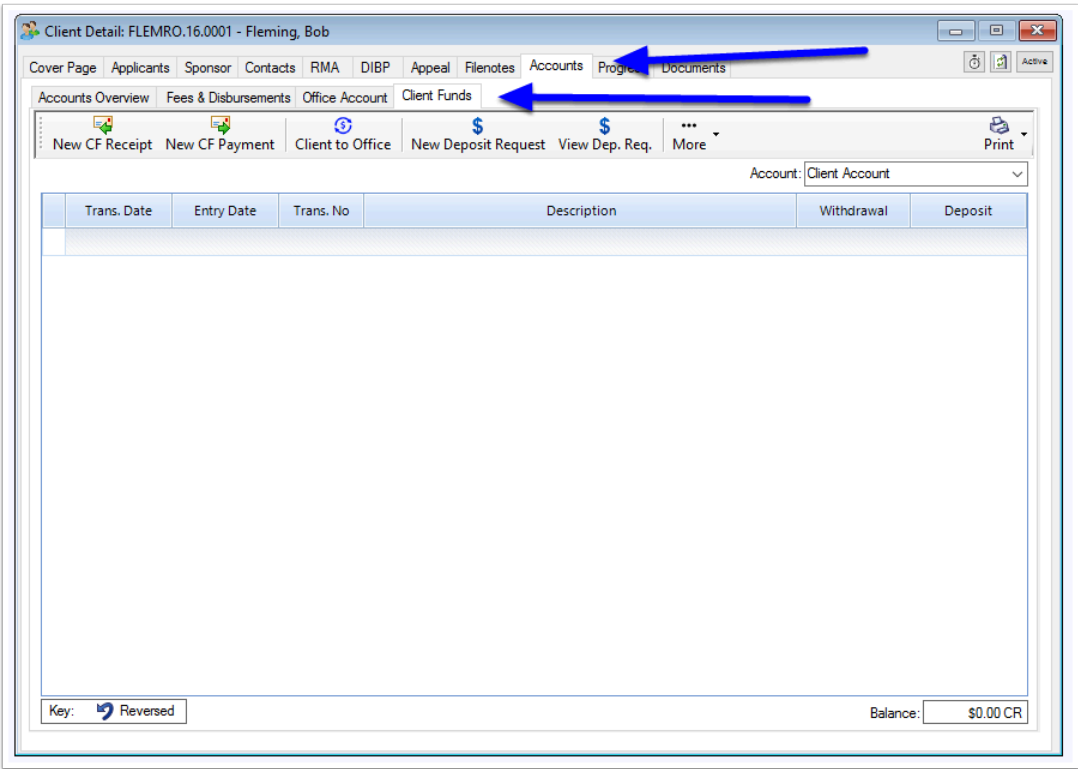
Receipt a Deposit

When you receive a deposit in to a Client Account, you need to record that deposit and generate a Client Fund receipt. The New Client Fund Receipt allows you to create a receipt for money paid into the client account.

i Note if money is paid directly into the office account you should create an Office Account Receipt from the Office Account tab.

1. Open the Relevant Matter and go to the Client Funds tab in the Accounts tab

After you have opened the relevant matter on which you want to record the deposit, go the Accounts tab and the Client Funds tab.



2. Click New CF Receipt

To start creating the receipt, click the 'New CF Receipt' button.

Client Detail: FLEMRO.16.0001 - Fleming, Bob

Cover Page Applicants Sponsor Contacts **WMA** DIBP Appeal Filenotes Accounts Progress Documents

Accounts Overview Fees & Disbursements Office Account Client Funds

New CF Receipt New CF Payment Client to Office New Deposit Request View Dep. Req. More

The new Client Receipt window will appear.

New Client Receipt

Bank Account: Client Account

Received From: Select

Payment Type: Details

Total: \$0.00

Receipt No: Auto no. ☒ Auto no.

Transaction Date: 5/12/2018

Entry Date: 5/12/2018

Apply to Clients...

Matter ID	Reason	Amount	Protect
→	...		<input type="checkbox"/>

Recorded By: Kelly Seal

Deposit Status:

Total Received: \$0.00

Out of Balance: \$0.00

Print Cancel Save & New Save & Close

3. Record the deposit details

The screenshot shows the 'New Client Receipt' form with the following fields and values:

- Bank Account:** Client Account (1)
- Received From:** Mr Robert James Fleming, PO Box 199, Liverpool Merseyside B2343, United Kingdom (2)
- Payment Type:** EFT (3)
- Total:** \$1,542.00 (4)
- Transaction Date:** 5/12/2018
- Entry Date:** 5/12/2018
- Receipt No:** Auto no. (checked)

Apply to Clients...

Matter ID	Reason	Amount	Protect
FLEMRO.18.00...	Deposit for Professional Fees (5)	\$1,500.00	<input type="checkbox"/>
FLEMRO.18.00...	Deposit for AFP Police Check	\$42.00	<input checked="" type="checkbox"/>
* Click here to add a new row			

Recorded By: Kelly Seal
Deposit Status: Deposited

Total Received: \$1,542.00
Out of Balance: \$0.00

Buttons: Print, Cancel, Save & New, Save & Close

3.1. Choose which Client Account

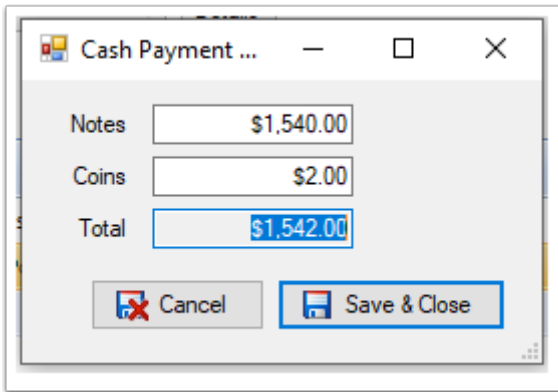
If you have multiple Client Accounts, you can choose which Client Account to record the deposit in.

3.2. Record the person making the Deposit

By generating the invoice within a matter, the 'Received From' section will default to the applicants details. You can however overtype these details with someone elses information.

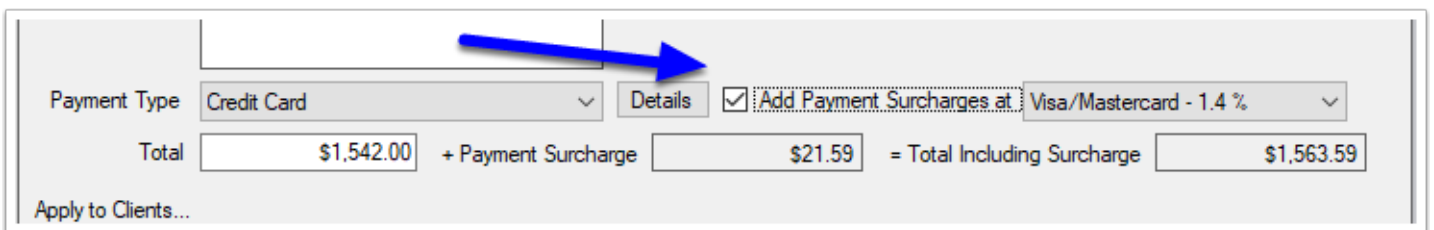
3.3. Record the payment type

This dropdown allows you to record the method in which you received payment. Note that certain method types such as cash or cheque may ask you for additional information for audit purposes.



A dialog box titled "Cash Payment ...". It contains three input fields: "Notes" with a value of "\$1,540.00", "Coins" with a value of "\$2.00", and "Total" with a value of "\$1,542.00". At the bottom, there are two buttons: "Cancel" and "Save & Close".

Note that if you choose an option which has a surcharge applicable such as Credit Card, you will be presented with an option to automatically calculate and add the value of the surcharge.

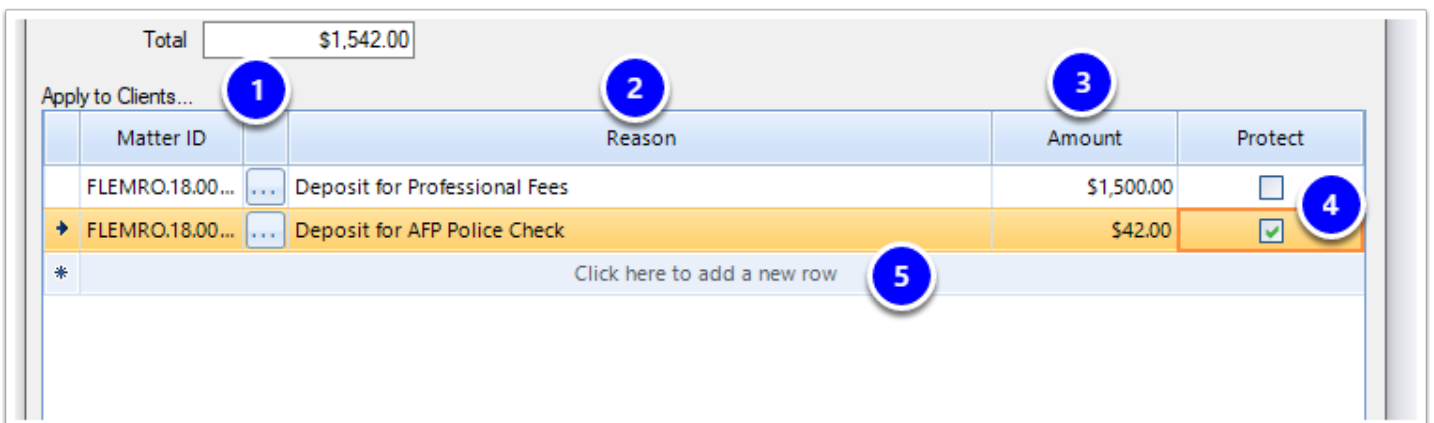


A section of the interface showing the "Payment Type" dropdown set to "Credit Card". A blue arrow points to the "Details" button. To the right of "Details" is a checked checkbox labeled "Add Payment Surcharges at" followed by a dropdown menu showing "Visa/Mastercard - 1.4 %". Below this, the "Total" is "\$1,542.00", followed by "+ Payment Surcharge" of "\$21.59", and finally "= Total Including Surcharge" of "\$1,563.59". There is also a link "Apply to Clients..." on the left.

3.4. Record details of the Deposit

Next record details of what the deposit is for. To do this:

1. First click the Matter ID column and it will auto fill with the Matter Number
2. Record details of the reason for the deposit
3. Record the amount.
4. Indicate whether you want to Protect (lock) some or all of the funds. For details on how Protected Funds works please see: [How to Protect Funds](#)
5. If the deposit amount is made up of different parts, then record each element in the rows available by clicking the 'Click here to add a new row' button.



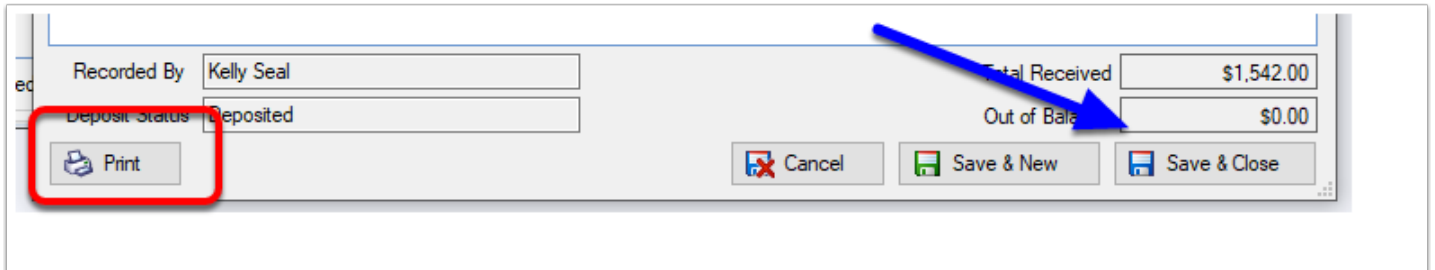
A table with columns: "Matter ID", "Reason", "Amount", and "Protect". The "Total" at the top is "\$1,542.00". The table has two rows of data. The first row is "FLEMRO.18.00..." with reason "Deposit for Professional Fees", amount "\$1,500.00", and "Protect" checkbox unchecked. The second row is "FLEMRO.18.00..." with reason "Deposit for AFP Police Check", amount "\$42.00", and "Protect" checkbox checked. Below the table is a button labeled "Click here to add a new row". Numbered callouts 1 through 5 point to the Matter ID column, the Reason column, the Amount column, the Protect checkbox, and the "Click here to add a new row" button respectively.

Matter ID	Reason	Amount	Protect
FLEMRO.18.00...	Deposit for Professional Fees	\$1,500.00	<input type="checkbox"/>
FLEMRO.18.00...	Deposit for AFP Police Check	\$42.00	<input checked="" type="checkbox"/>

4. Click 'Save & Close'

To finish recording the receipt of the Funds, you can click Save & Close.

Note that if you want to print a copy of the Receipt, you should click the Print button prior to closing.

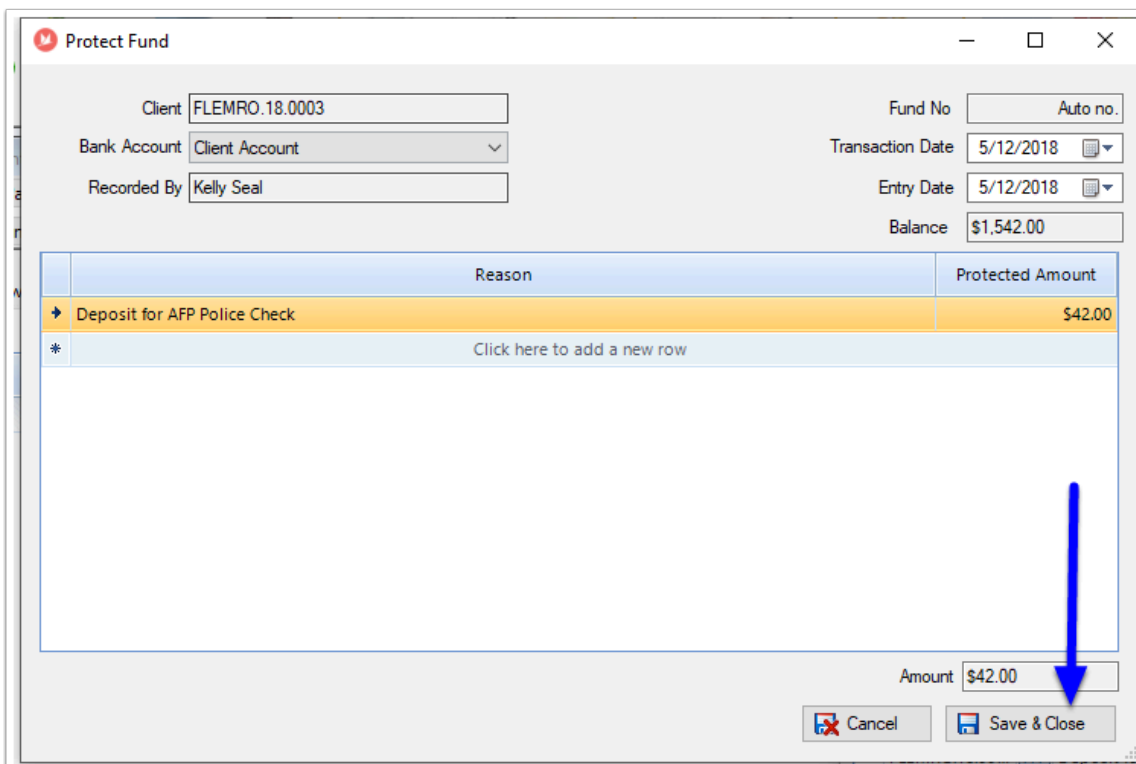


The screenshot shows a receipt form with the following fields and buttons:

- Recorded By: Kelly Seal
- Deposit Status: Deposited
- Total Received: \$1,542.00
- Out of Balance: \$0.00
- Buttons: Print (highlighted with a red box), Cancel, Save & New, Save & Close (highlighted with a blue arrow).

5. Protect Funds

If you have ticked **Protect** for any of the rows in the receipt, after the receipt has closed you will be presented with an opportunity to confirm what amounts are to be protected. You can edit the amount and the reason and when you are finished, click **Save & Close**



The 'Protect Fund' dialog box displays the following information:

- Client: FLEMRO.18.0003
- Bank Account: Client Account
- Recorded By: Kelly Seal
- Fund No: Auto no.
- Transaction Date: 5/12/2018
- Entry Date: 5/12/2018
- Balance: \$1,542.00

Reason	Protected Amount
Deposit for AFP Police Check	\$42.00
* Click here to add a new row	

At the bottom, there is an 'Amount' field set to \$42.00 and buttons for 'Cancel' and 'Save & Close' (highlighted with a blue arrow).

6. Finish

The deposit is now recorded in the Client / Trust Funds tab

Client Detail: FLEMRO.18.0003 - Fleming, Bob

Accounts Overview Fees & Disbursements Office Account Client Funds

New CF Receipt New CF Payment Client to Office New Deposit Request View Dep. Req. More

Account: Client Account

Trans. Date	Entry Date	Trans. No	Description	Withdrawal	Deposit
5/12/2018	5/12/2018	Rec2111	Deposit for AFP Police Check		\$42.00
5/12/2018	5/12/2018	Rec2111	Deposit for Professional Fees		\$1,500.00
Totals				\$0.00	\$1,542.00

Key: Reversed

Balance: \$1,542.00 CR Protected: \$42.00 CR Available: \$1,500.00 CR

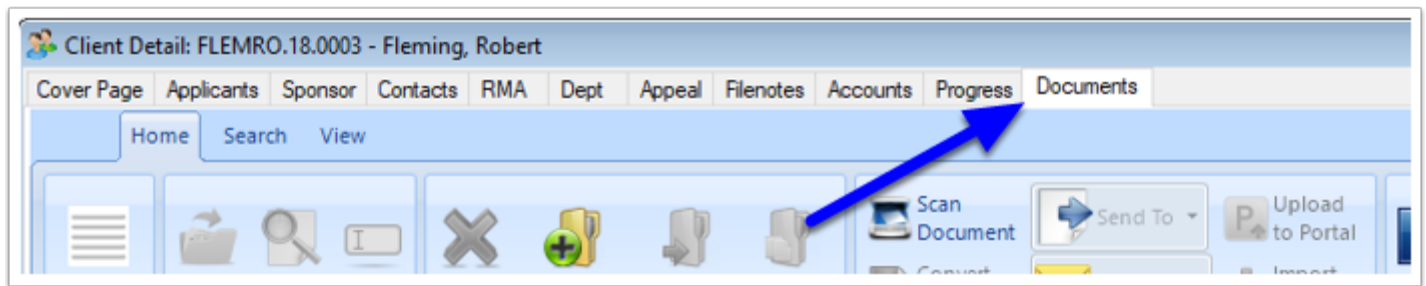
7. Emailing the printed Receipt to the client.

If you chose to print the Receipt during entry, Migration Manager will have also created a Receipt document when the receipt was saved and closed at point 5. You can now email the document to the client or upload to their Portal

7.1. Emailing the Receipt to the client

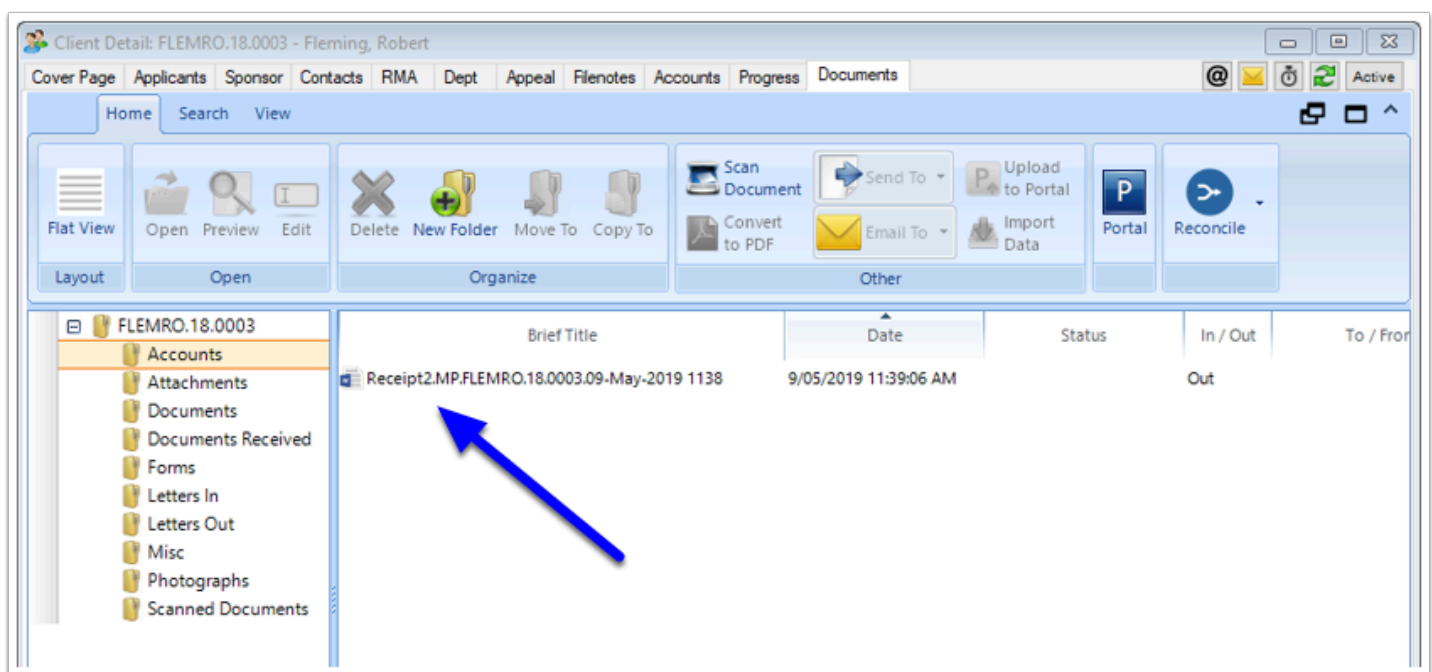
7.1.1. Find the Document

Go to the **Documents** tab of the Matter.



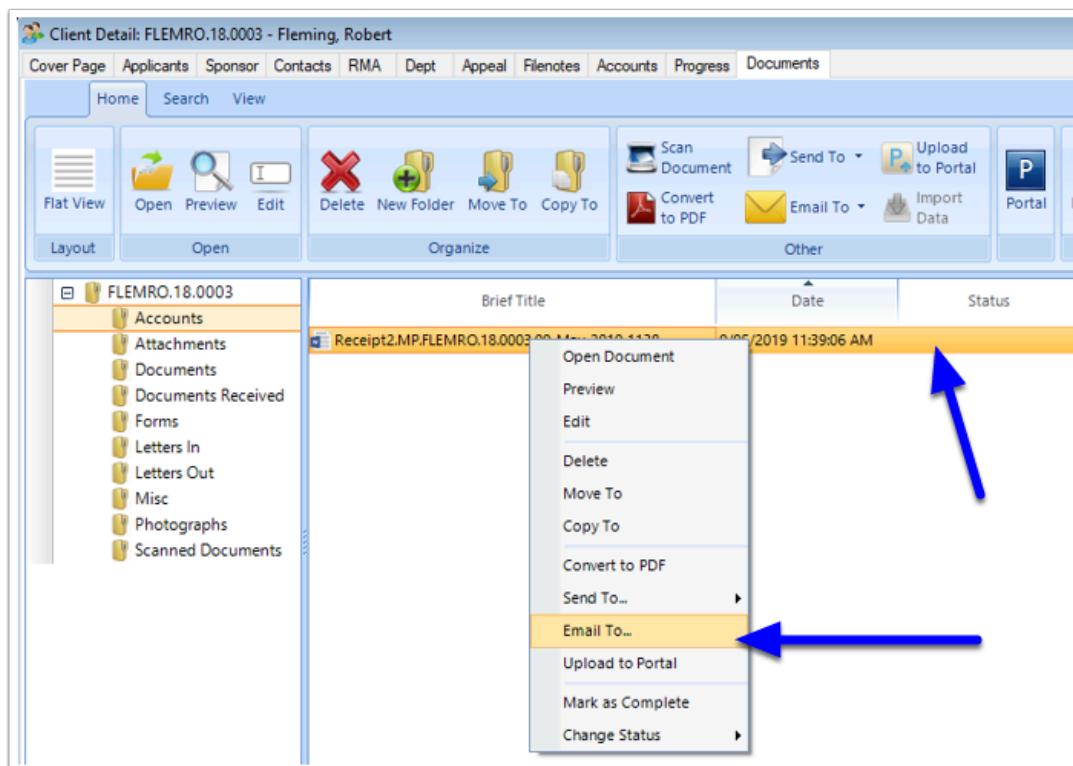
7.1.2. Find the Receipt

Find the **Receipt** which has just been created. This will be displayed as the most recent document in *Flat View* or under the **Accounts** folder in *Tree view*.



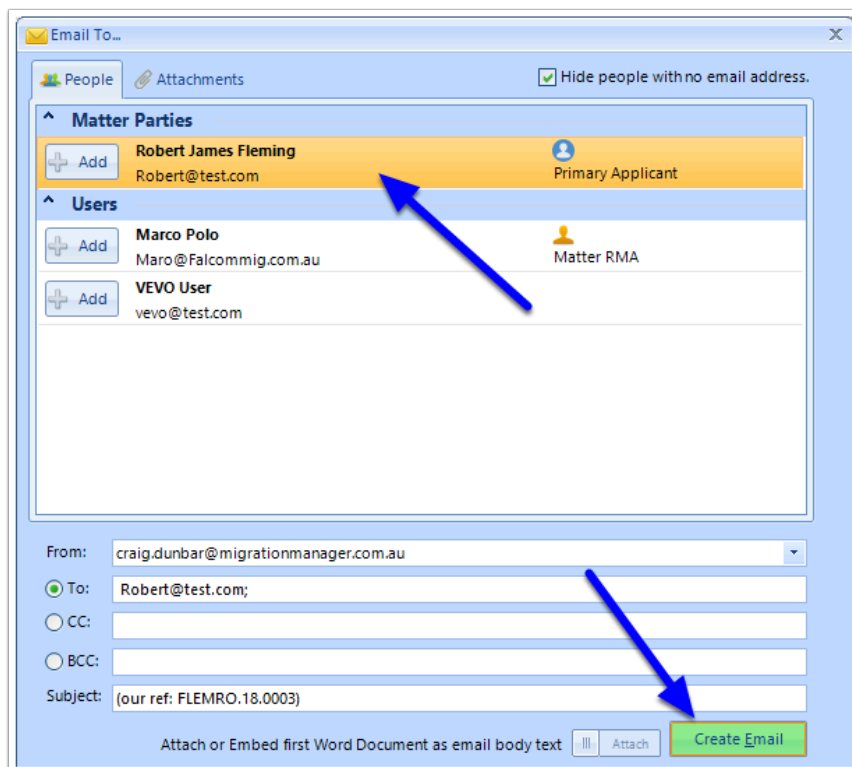
7.1.3. Choose to email the Document

Right click on the Document and select **Email To...**

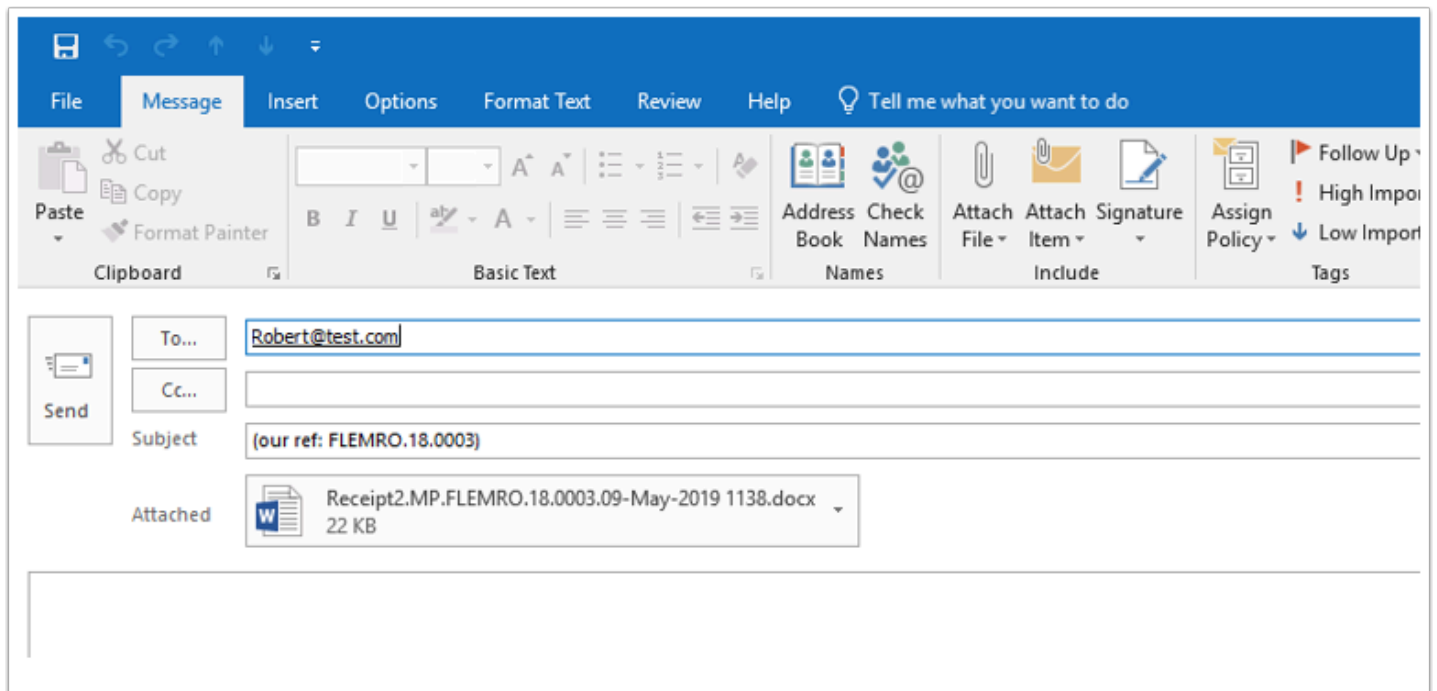


7.1.4. Select the Recipients

Add the Parties you wish to email the Receipt to, then click **Create Email**.



An email is now generated to the selected recipients with the attached document.

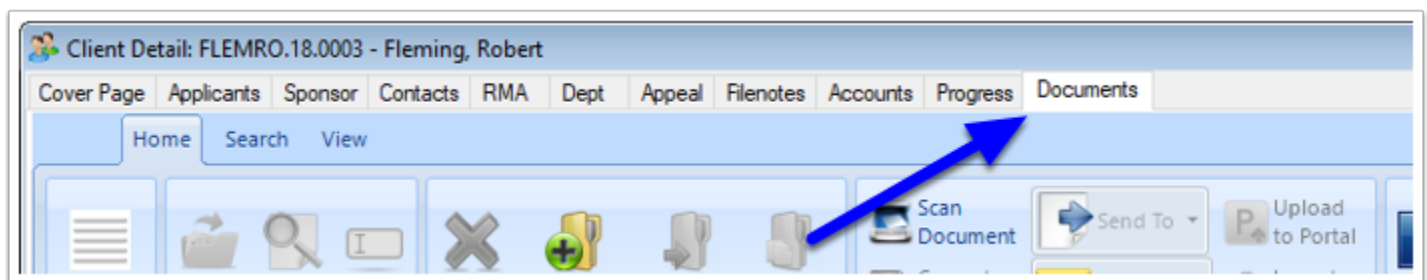


7.2. Uploading the Receipt to the client's Portal

This option is only available if the client's portal has been activated. For Portal guides, see the [Secure Client Portal](#) chapter.

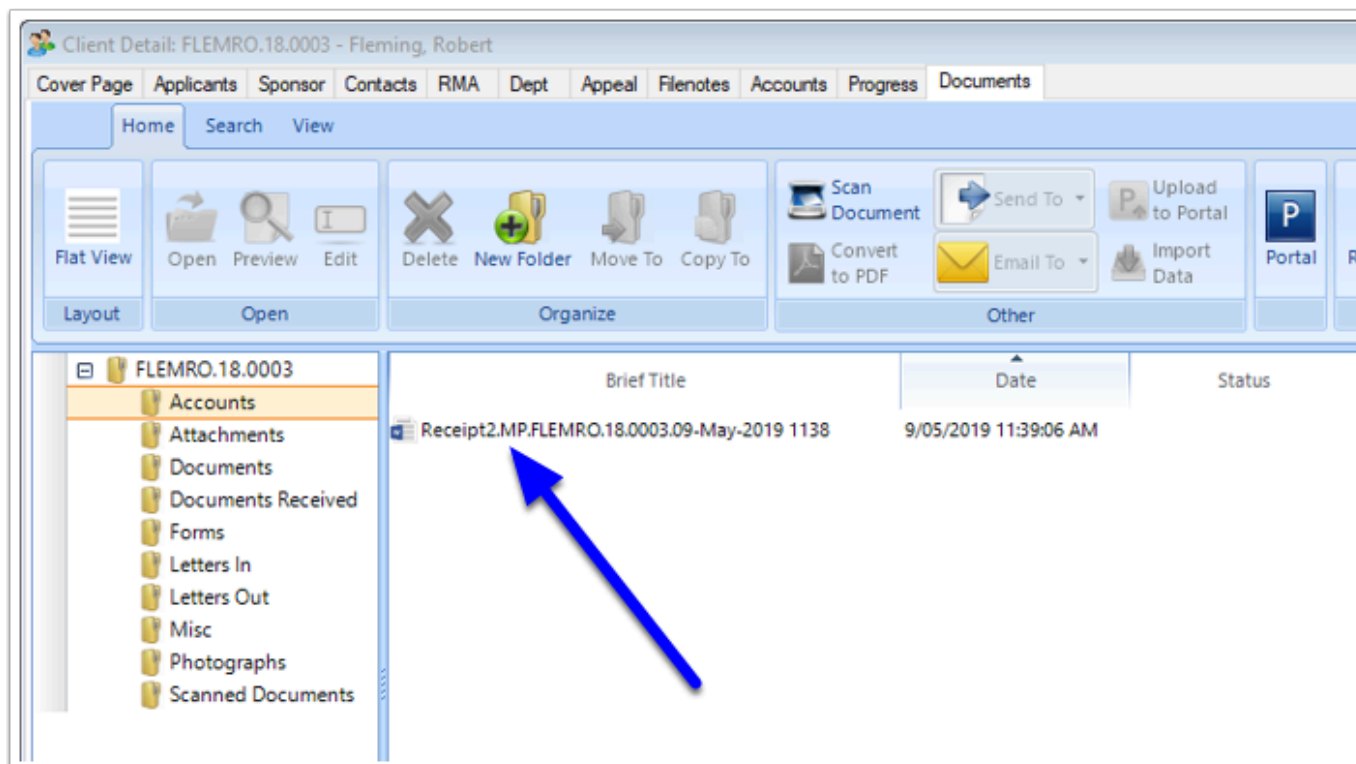
7.2.1. Find the Document

Go to the Documents tab of the Matter.



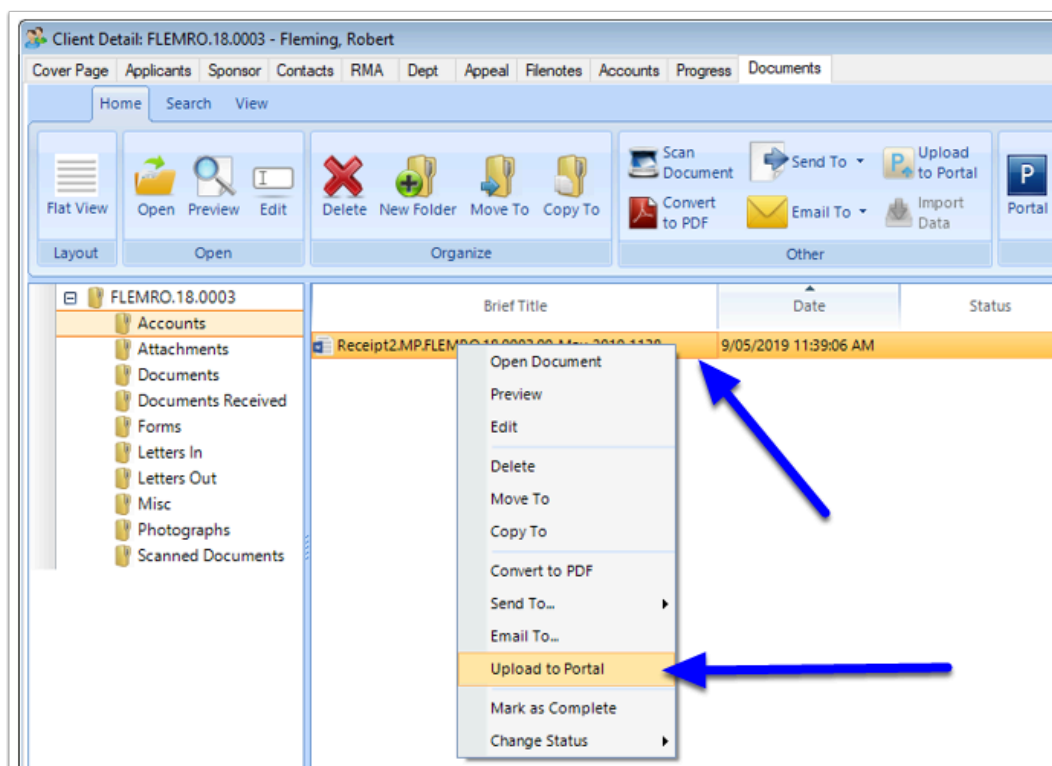
7.2.2. Find the Receipt

Find the Receipt which has just been created. This will be displayed as the most recent document in Flat View or under the **Accounts** folder in Tree view.



7.2.3. Upload the Document to the Secure Portal

Right click on the Receipt and select **Upload to Portal**.



7.2.4. Complete the Portal Message and Send

Complete the **Subject** field and **Body** of your message, then click **Send Message**.

Send a Secure Message to FLEMRO.18.0003 using the Client Portal

Subject

Attachments

Receipt2.MP.FLEMRO.18.0003.09-May-2019 1138.docx

Drag and Drop to Add and Reorder

Body

Segoe UI

Some things you might want to do at the same time as sending the message:

☐ Request a Document from Client

☒ Mark a Progress Item as Complete

Select Progress Items to Mark as Complete

☐ Notify Client Via Email to Check the Portal

Cancel Send Message

The message and attached Receipt will be uploaded to the Portal.

