

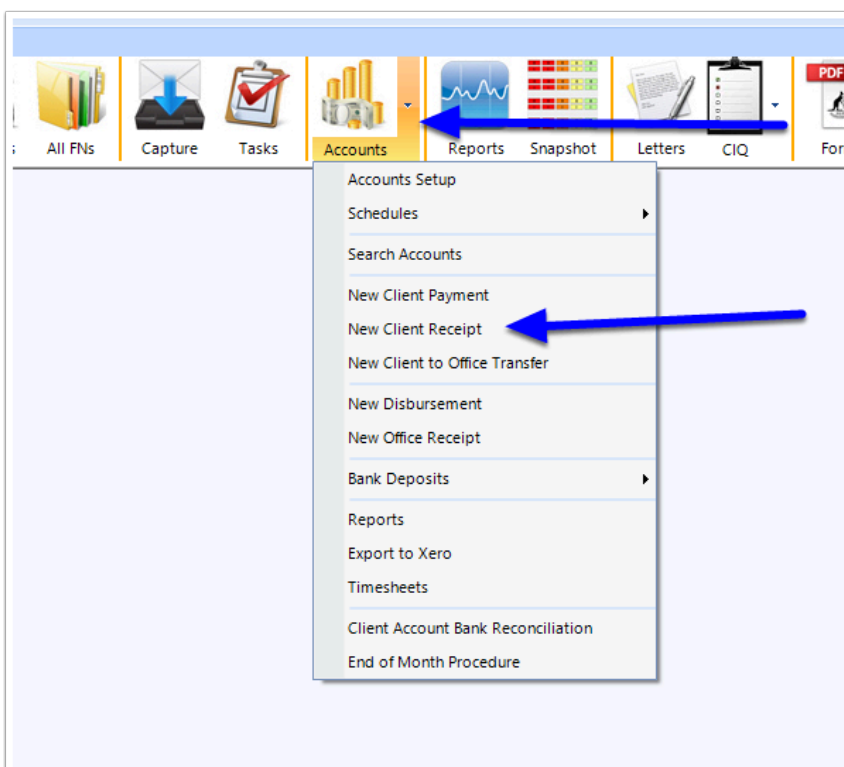
# How to Receipt a Deposit against 1 or more Matters - without opening the Matter

When you receive a deposit in to a Client/Trust Account, you need to record that deposit and generate a Client Fund receipt. The 'global' New Client Fund Receipt allows you to create a receipt for money paid into the Client/Trust account in one transaction that is to be spread across one or multiple matters without having to open a matter.

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

## 1. Click the Accounts button

In the main toolbar click the **Accounts** button and then click **New Client Receipt**.



## 2. New CF Receipt

The new Client Receipt window will appear.

**New Client Receipt**

Bank Account: Client Account

Received From: [Empty] **Select**

Payment Type: [Empty] **Details**

Total: \$0.00

Receipt No: [Auto no. checked] **Auto no.**

Transaction Date: 29/08/2017

Entry Date: 29/08/2017

**Apply to Clients...**

Matter ID	Reason	Amount
+	...	

Recorded By: Clara Oswald

Deposit Status: [Empty]

Total Received: \$0.00

Out of Balance: \$0.00

**Print** **Cancel** **Save & New** **Save & Close**

## 3. Record the deposit details

Starting at the top of the receipt, complete each of the relevant sections:

The screenshot shows the 'New Client Receipt' window. It includes fields for Bank Account (Client Account), Received From (Mr Robert James Fleming, PO Box 199, Liverpool Merseyside B2343, United Kingdom), Payment Type (Cash), Total (\$2,000.00), Receipt No (Auto no.), Transaction Date (29/08/2017), and Entry Date (29/08/2017). A table titled 'Apply to Clients...' lists two matters: FLEMRO.17.0001 and FLEMRO.17.0006, both with a reason of 'Deposit for professional fees' and amounts of \$1,500.00 and \$500.00 respectively. The window also has fields for Recorded By (Clara Oswald), Deposit Status (Undeposited), Total Received (\$2,000.00), and Out of Balance (\$0.00). Buttons for Print, Cancel, Save & New, and Save & Close are at the bottom.

1. Bank Account dropdown menu  
 2. Received From text box  
 3. Payment Type dropdown menu  
 4. Total text box  
 5. Add new row button

Matter ID	Reason	Amount
FLEMRO.17.0001	Deposit for professional fees for new partner visa	\$1,500.00
FLEMRO.17.0006	Deposit for professional fees for second matter	\$500.00

### 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

Type details of the person making the deposit in to the Client/Trust Account. Clicking the **Select** button will bring up a list of existing Clients/Matters you can choose from.

This close-up shows the 'Received From' text box and the 'Select' button. A blue arrow points from the text box to the button, indicating the action to click to select a client or matter.

### 3.3. Record the payment type

This dropdown allows you to record the method in which you received payment.

**New Client Receipt**

Bank Account: Client Account

Received From: Mr Robert James Fleming  
PO Box 199  
Liverpool Merseyside B2343  
United Kingdom

Payment Type: Cash (Details)

Transaction Date: 29/08/2017

Entry Date: 29/08/2017

Reason	Amount

Note that certain method types such as cash or cheque may ask you for additional information for audit purposes.

**Cash Payment ...**

Notes: 2000

Coins: \$0.00

Total: \$2,000.00

Buttons: Cancel, Save & Close

### 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 then click the ... button to select the matter that the deposit is to be recorded against.
2. Record details of the reason for the deposit
3. Record the amount.
4. 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.

Apply to Clients...

Matter	Reason	Amount
FLEMRO.17.0001	Deposit for professional fees for new partner visa	\$1,500.00
FLEMRO.17.0006	Deposit for professional fees for second matter	\$500.00
* Click here to add a new row		

## 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.

Total Applied		\$2,000.00
Out of balance		\$0.00

The amount(s) will now be recorded in the Client/Trust Account tab of the relevant matter(s).