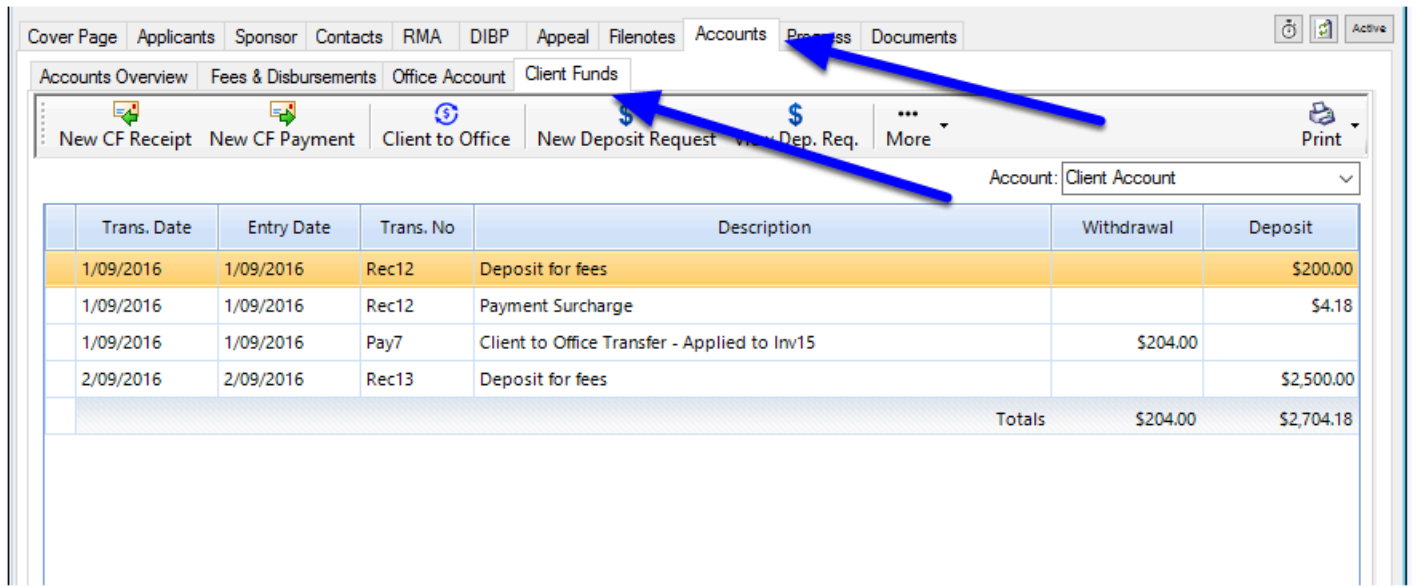


Pay an Invoice - Transfer from the Client/Trust Account

If you have created an invoice against a matter and there are funds in the Client Account for that matter, you can transfer money from the Client Account to your Office Account to pay the invoice using the Client to Office transfer function

1. Open the Client Account

Open the relevant matter and Click on the Accounts tab then click on the Client Funds sub-tab.



The screenshot shows a software interface with a top navigation bar containing tabs: Cover Page, Applicants, Sponsor, Contacts, RMA, DIBP, Appeal, Filenotes, Accounts, Progress, and Documents. The 'Accounts' tab is selected. Below it, a sub-navigation bar shows: Accounts Overview, Fees & Disbursements, Office Account, and Client Funds. The 'Client Funds' sub-tab is selected. Below the sub-navigation bar, there is a row of buttons: New CF Receipt, New CF Payment, Client to Office, New Deposit Request, New Dep. Req., and More. The 'Client to Office' button is highlighted with a blue arrow. Another blue arrow points to the 'Accounts' tab. Below the buttons, there is a dropdown menu labeled 'Account:' with 'Client Account' selected. Below the dropdown is a table with the following data:

Trans. Date	Entry Date	Trans. No	Description	Withdrawal	Deposit
1/09/2016	1/09/2016	Rec12	Deposit for fees		\$200.00
1/09/2016	1/09/2016	Rec12	Payment Surcharge		\$4.18
1/09/2016	1/09/2016	Pay7	Client to Office Transfer - Applied to Inv15	\$204.00	
2/09/2016	2/09/2016	Rec13	Deposit for fees		\$2,500.00
Totals				\$204.00	\$2,704.18

2. Click Client to Office

To perform the Client to Office transfer to pay an invoice with Client Funds, click the **Client to Office** button.

Cover Page | Applicants | Sponsor | Contacts | RMA | DIBP | Appeal | Filenotes | **Account** | 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

Account: Client Account

Trans. Date	Entry Date	Trans. No	Description	Withdrawal	Deposit
1/09/2016	1/09/2016	Rec12	Deposit for fees		\$200.00
1/09/2016	1/09/2016	Rec12	Payment Surcharge		\$4.18
1/09/2016	1/09/2016	Pay7	Client to Office Transfer - Applied to Inv15	\$204.00	
2/09/2016	2/09/2016	Rec13	Deposit for fees		\$2,500.00
Totals				\$204.00	\$2,704.18

3. New Client to Office Transfer window

The 'New Client to Office Transfer' window will be displayed. It will display a list of the outstanding invoices on this matter, what the balance of those invoices are and how much is available in the Client Account for transfer to the Office/Operating Account to pay those invoices

New Client To Office Transfer

Client Bank Account: Client Account
 Office Bank Account: Office Bank Account

Pay to: Migration Manager Training
 PO Box 199
 Perth 6100 WA
 Australia

Payment Type: EFT
 Reason: Client to Office Transfer
 Recorded By: Kelly Seal

Payment No: Auto no.
 Receipt No: Auto no.
 Transaction Date: 2/09/2016
 Entry Date: 2/09/2016

Apply to Invoices...

Date	Invoice No	Work Done For	Billed To	Invoice Status	Amount	Balance	Transfer From	Available	Apply
1/09/2016	15	FLEMRO....	FLEMRO....	Final - Printed/...	\$363.21	\$149.00	FLEMRO....	\$2,500.18	
2/09/2016	16	FLEMRO....	FLEMRO....	Final - Printed/...	\$2,204.18	\$2,204.18	FLEMRO....	\$2,500.18	

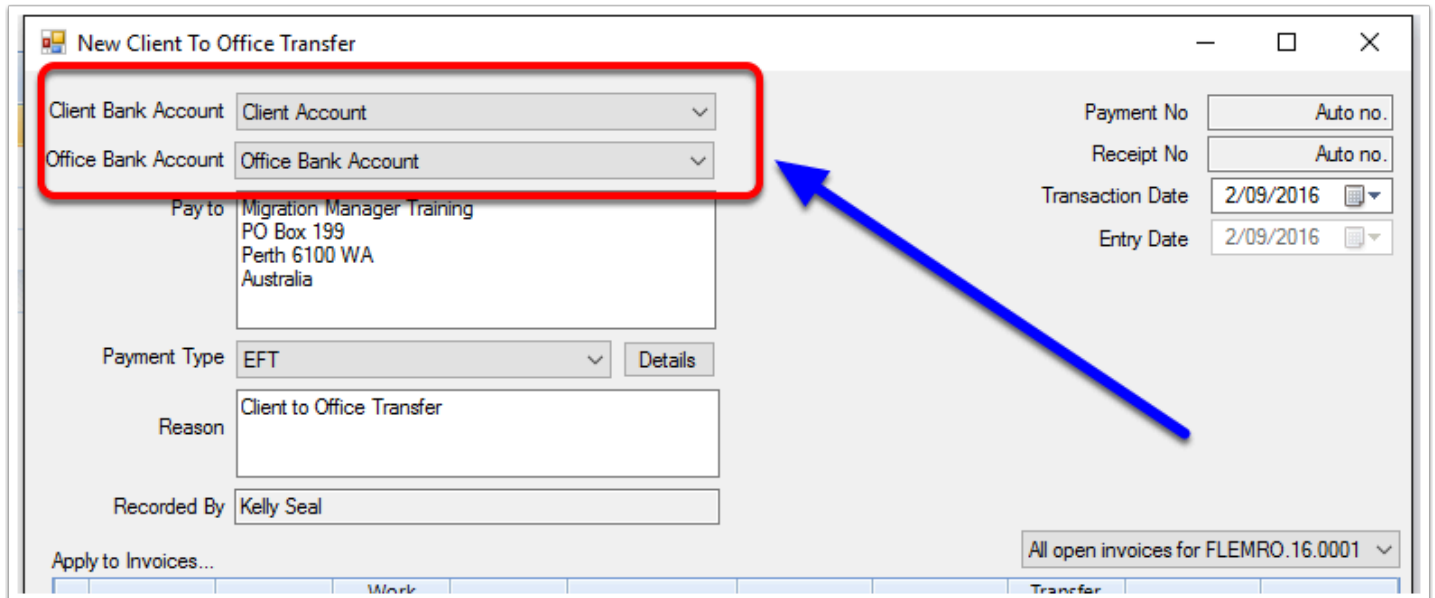
All open invoices for FLEMRO.16.0001

Total Applied: \$0.00

Print Receipt | Cancel | Save & Close

4. Confirm the Correct Accounts

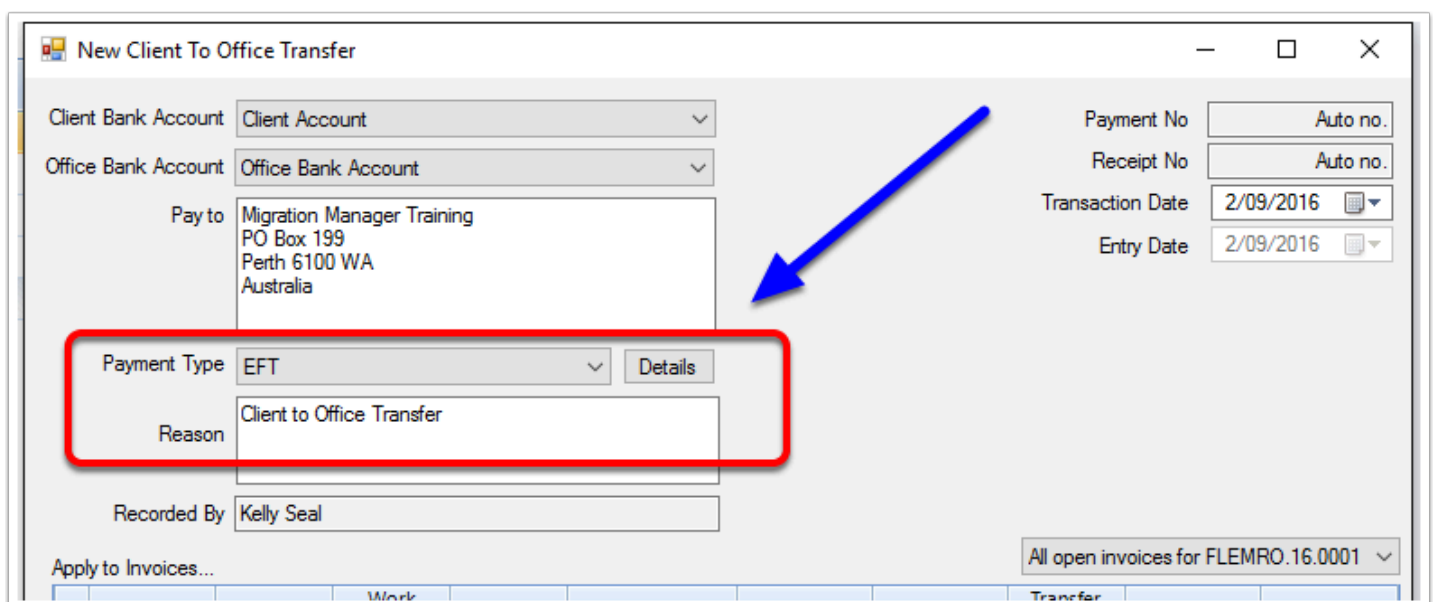
The default Client Account bank account that the money will be transferred from and the Office Account bank account that the money will be transferred to will be shown. If you have another account(s) that you wish to transfer the money between, these should be selected.



The screenshot shows the 'New Client To Office Transfer' window. A red rectangular box highlights the 'Client Bank Account' and 'Office Bank Account' dropdown menus. A blue arrow points from the right towards these dropdowns. The 'Client Bank Account' is set to 'Client Account' and the 'Office Bank Account' is set to 'Office Bank Account'. Below these, the 'Pay to' field contains 'Migration Manager Training', 'PO Box 199', 'Perth 6100 WA', and 'Australia'. The 'Payment Type' is set to 'EFT' with a 'Details' button next to it. The 'Reason' field contains 'Client to Office Transfer'. The 'Recorded By' field contains 'Kelly Seal'. On the right side, there are fields for 'Payment No' (Auto no.), 'Receipt No' (Auto no.), 'Transaction Date' (2/09/2016), and 'Entry Date' (2/09/2016). At the bottom right, there is a dropdown for 'All open invoices for FLEMRO.16.0001'. The bottom of the window has a tab bar with 'Work' and 'Transfer' tabs.

5. Confirm the Transfer method and reason

Select a Payment Type. Most Client to Office transfer will occur via electronic funds transfer. If you wish to record details such as cheque number or credit card details, click 'Details'. Also edit the reason if you want to record a particular reason for the transfer.



The screenshot shows the 'New Client To Office Transfer' window. A red rectangular box highlights the 'Payment Type' dropdown (set to 'EFT') and the 'Reason' text field (containing 'Client to Office Transfer'). A blue arrow points from the right towards this box. The 'Client Bank Account' and 'Office Bank Account' dropdowns are visible above the box. The 'Pay to' field contains 'Migration Manager Training', 'PO Box 199', 'Perth 6100 WA', and 'Australia'. The 'Details' button is next to the 'Payment Type' dropdown. The 'Recorded By' field contains 'Kelly Seal'. On the right side, there are fields for 'Payment No' (Auto no.), 'Receipt No' (Auto no.), 'Transaction Date' (2/09/2016), and 'Entry Date' (2/09/2016). At the bottom right, there is a dropdown for 'All open invoices for FLEMRO.16.0001'. The bottom of the window has a tab bar with 'Work' and 'Transfer' tabs.

6. Review the Invoices

The Apply to Invoices table will show a list of open invoices for the selected matter, what amounts are owing on those invoices and what amount is available in the Client Account to be applied to the invoice.

The screenshot shows the 'Apply to Invoices...' window. At the top right, a dropdown menu is set to 'All open invoices for FLEMRO.16.0001'. The main table has the following data:

	Date	Invoice No	Work Done For	Billed To	Invoice Status	Amount	Balance	Transfer From	Available	Apply
▶	1/09/2016	15	FLEMRO....	FLEMRO....	Final - Printed/...	\$363.21	\$149.00	FLEMRO....	\$2,500.18	
	2/09/2016	16	FLEMRO....	FLEMRO....	Final - Printed/...	\$2,204.18	\$2,204.18	FLEMRO....	\$2,500.18	

At the bottom right, the 'Total Applied' is \$0.00. There are buttons for 'Print Receipt', 'Cancel', and 'Save & Close'.

7. Apply available funds to Invoices

To apply the amount to one or more invoices by entering amounts in the 'Apply' column. Note: you can only apply an amount up to a maximum of the current available amount.

The screenshot shows the 'Apply to Invoices...' window with the 'Apply' column being edited. The table data is as follows:

To	Invoice Status	Amount	Balance	Transfer From	Available	Apply
1....	Final - Printed/...	\$363.21	\$0.00	FLEMRO....	\$2,351.18	\$149.00
1....	Final - Printed/...	\$2,204.18	\$2,204.18	FLEMRO....	\$2,351.18	2204.18

A blue arrow points to the 'Apply' cell for the second invoice, which contains the value '2204.18'.

8. Save & Close

Once you have finished applying all of the necessary funds to the invoices, click **Save & Close** to complete the transfer

New Client To Office Transfer

Client Bank Account: Client Account

Office Bank Account: Office Bank Account

Pay to: Migration Manager Training
PO Box 199
Perth 6100 WA
Australia

Payment Type: EFT Details

Reason: Client to Office Transfer

Recorded By: Kelly Seal

Payment No: Auto no.

Receipt No: Auto no.

Transaction Date: 2/09/2016

Entry Date: 2/09/2016

Apply to Invoices... All open invoices for FLEMRO.16.0001

Date	Invoice No	Work Done For	Billed To	Invoice Status	Amount	Balance	Transfer From	Available	Apply
1/09/2016	15	FLEMRO....	FLEMRO....	Final - Printed/...	\$363.21	\$0.00	FLEMRO....	\$147.00	\$149.00
2/09/2016	16	FLEMRO....	FLEMRO....	Final - Printed/...	\$2,204.18	\$0.00	FLEMRO....	\$147.00	\$2,204.18

QUICK TIP

Total Applied: \$2,353.18

Print Receipt Cancel Save & Close

💡 To print a receipt for the transfer, click 'Print'. The receipt will be added to the matter's document register and opened after you have saved the transfer. Note – if the transfer was applied to invoices for more than one matter, the receipt will be added to the document register for each matter.

9. Client and Office Account View

The Client Account will now show entries for the transfers out of the Client Account for each of the invoice(s).

Accounts Overview Fees & Disbursements Office Account Client Funds						
New CF Receipt	New CF Payment	Client to Office	New Deposit Request	View Dep. Req.	More	Print
Account: Client Account						
Trans. Date	Entry Date	Trans. No	Description	Withdrawal	Deposit	
1/09/2016	1/09/2016	Rec12	Deposit for fees		\$200.00	
1/09/2016	1/09/2016	Rec12	Payment Surcharge		\$4.18	
1/09/2016	1/09/2016	Pay7	Client to Office Transfer - Applied to Inv15	\$204.00		
2/09/2016	2/09/2016	Rec13	Deposit for fees		\$2,500.00	
2/09/2016	2/09/2016	Pay8	Client to Office Transfer - Applied to Inv15	\$149.00		
2/09/2016	2/09/2016	Pay8	Client to Office Transfer - Applied to Inv16	\$2,204.18		
Totals				\$2,557.18	\$2,704.18	

The Office Account will show the transfer in to the Office Account against each of the invoice(s).

Cover Page

Applicants

Sponsor

Contacts

RMA

DIBP

Appeal

Filenotes

Accounts

Progress

Documents

Active

Accounts Overview

Fees & Disbursements

Office Account

Client Funds

...

New Invoice

New Office Receipt

More

Print

Display Options

Invoices & Rcpts for Work Done in this Matter

☐ View Deleted Invoices

Date	Trans. No	Description	Invoiced To	Debit	Credit
1/09/2016	Inv15	Invoice Number 15	FLEMRO.16.0001	\$363.21	
1/09/2016	Rec14	Applied To Inv 15	FLEMRO.16.0001		\$10.21
1/09/2016	Rec15	Applied To Inv 15	FLEMRO.16.0001		\$204.00
2/09/2016	Inv16	Invoice Number 16	FLEMRO.16.0001	\$2,204.18	
2/09/2016	Rec16	Applied To Inv 15	FLEMRO.16.0001		\$149.00
2/09/2016	Rec16	Applied To Inv 16	FLEMRO.16.0001		\$2,204.18
Totals (Including Draft Invoices)				\$2,567.39	\$2,567.39
Totals (Excluding Draft Invoices)				\$2,567.39	\$2,567.39