

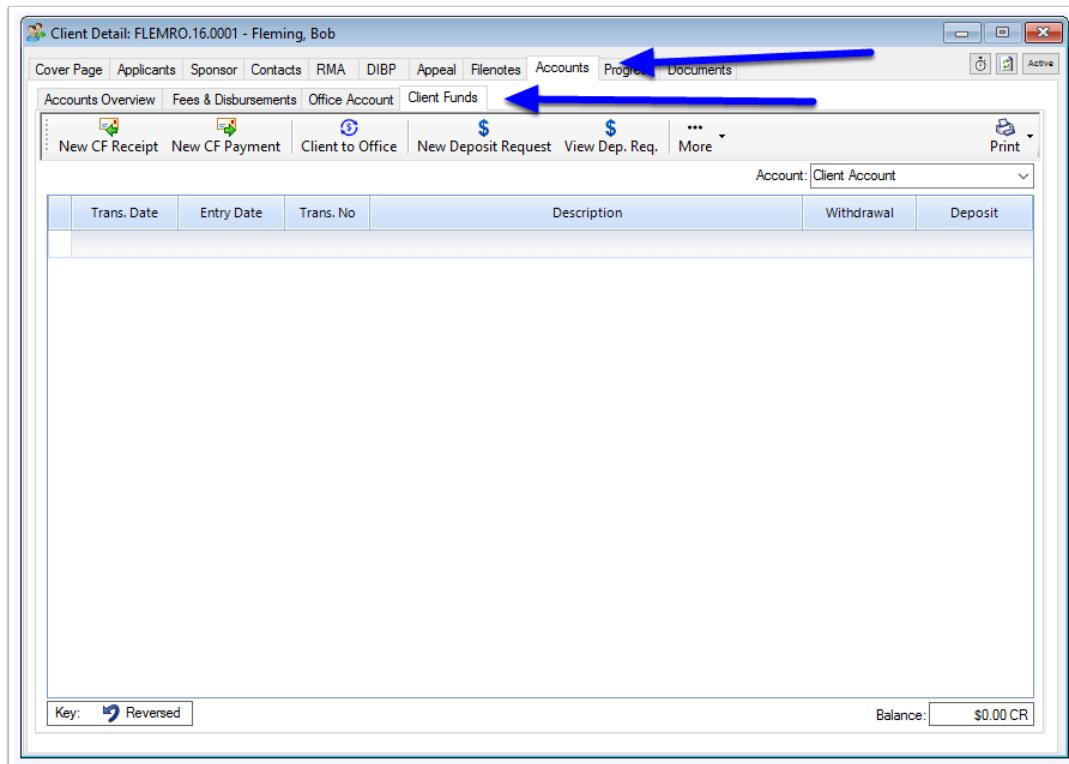
# Receipt a Deposit

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.

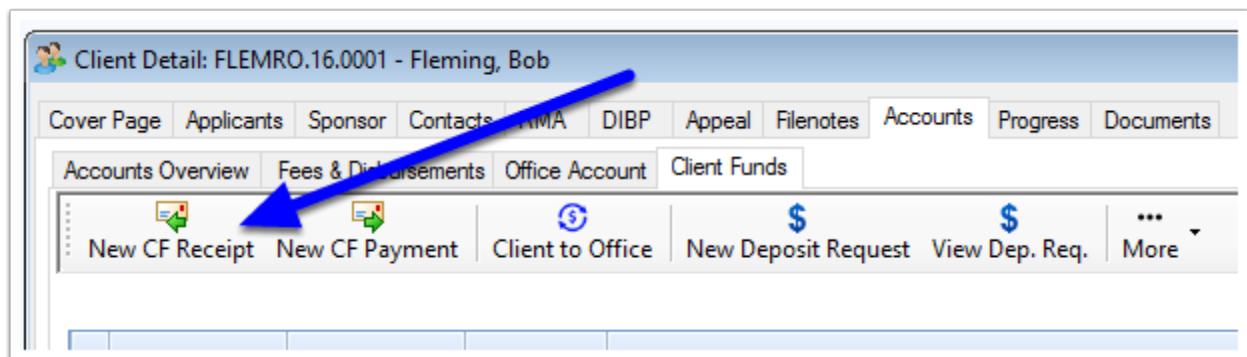
## 1. Open the Relevant Matter and go to the Client Funds tab in the Accounts tab

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.



The new Client Receipt window will appear.

The 'New Client Receipt' window is displayed. It contains the following fields:

- Bank Account: Client Account (dropdown menu)
- Received From: (dropdown menu with a selected item)
- Payment Type: (dropdown menu)
- Total: \$0.00
- Receipt No: Auto no. (checkbox checked)
- Transaction Date: 5/12/2018
- Entry Date: 5/12/2018
- Apply to Clients...: A table with columns for Matter ID, Reason, Amount, and Protect. One row is visible with a plus sign and three dots.
- Recorded By: Kelly Seal
- Total Received: \$0.00
- Deposit Status: (dropdown menu)
- Out of Balance: \$0.00
- Action buttons: Print, Cancel, Save & New, Save & Close

### 3. Record the deposit details

The screenshot shows the 'New Client Receipt' window. Step 1 highlights the 'Client Account' dropdown menu. Step 2 highlights the 'Received From' section containing the name and address of the client. Step 3 highlights the 'Payment Type' dropdown set to 'EFT'. Step 4 highlights the 'Total' amount of '\$1,542.00'. Step 5 highlights the 'Reason' column for the second row, which is 'Deposit for AFP Police Check'.

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"/>
Click here to add a new row			

#### 3.1. Choose which Client Account

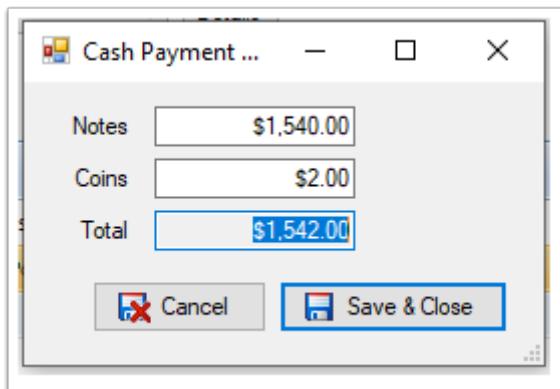
If you have multiple Client Accounts, you can choose which Client Account to record the deposit in.

#### 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.



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.

Payment Type: Credit Card

Total: \$1,542.00 + Payment Surcharge: \$21.59 = Total Including Surcharge: \$1,563.59

Add Payment Surcharges at: Visa/Mastercard - 1.4 %

### 3.4. Record details of the Deposit

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

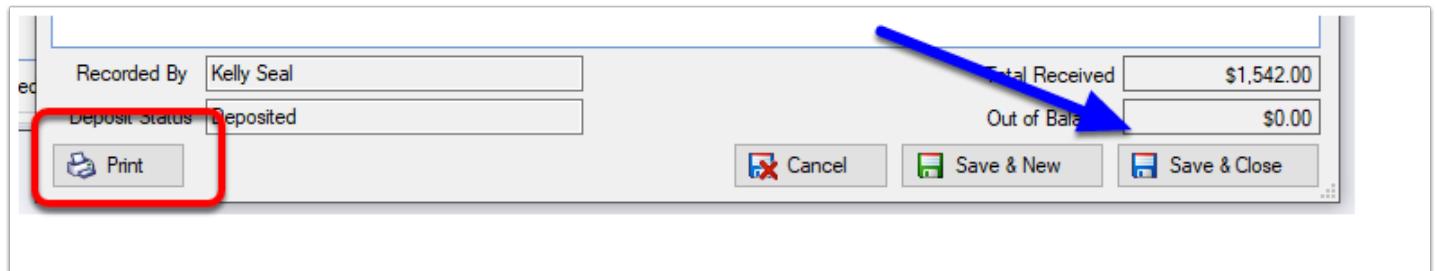
1. First click the Matter ID column and it will auto fill with the Matter Number
2. Record details of the reason for the deposit
3. Record the amount.
4. Indicate whether you want to Protect (lock) some or all of the funds. For details on how Protected Funds works please see: [How to Protect Funds](#)
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.

Total		\$1,542.00		
Apply to Clients...				
Matter ID	Reason	Amount	Protect	
FLEMRO.18.00...	Deposit for Professional Fees	\$1,500.00	<input type="checkbox"/>	1
FLEMRO.18.00...	Deposit for AFP Police Check	\$42.00	<input checked="" type="checkbox"/>	4
*	Click here to add a new row			5

## 4. Click 'Save & Close'

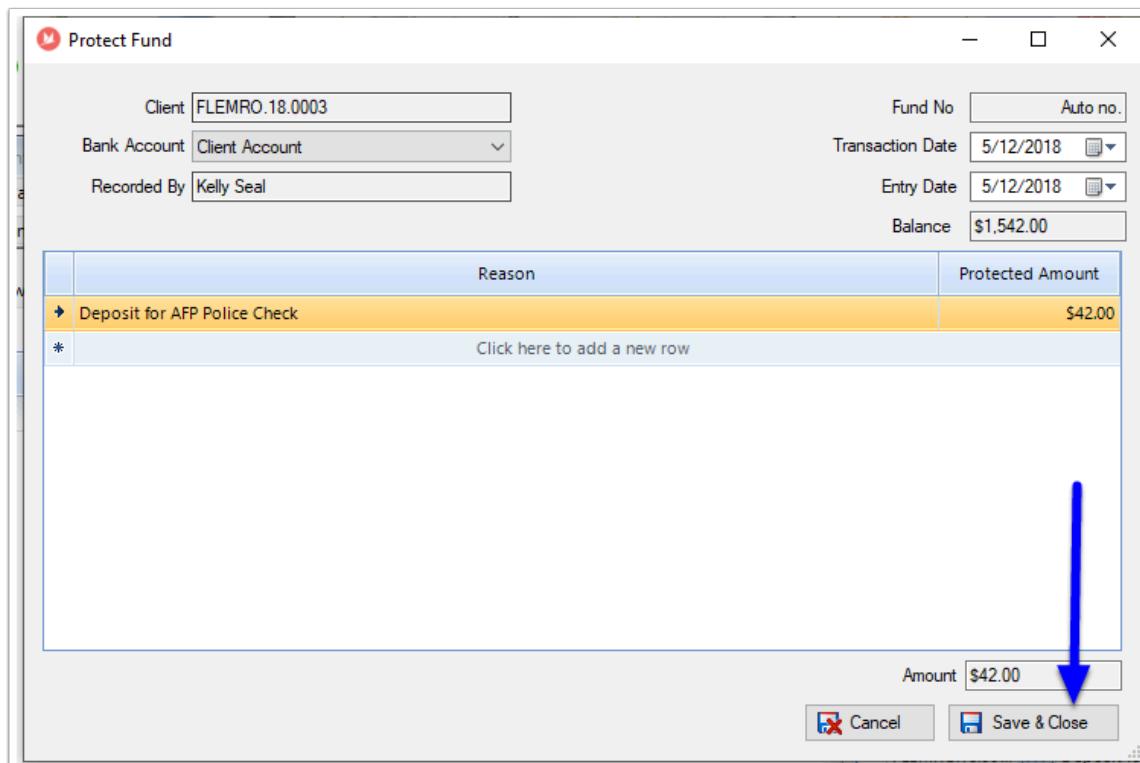
To finish recording the receipt of the Funds, you can click Save & Close.

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



## 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**



## 6. Finish

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

The screenshot shows the 'Client Detail' window for matter 'FLEMRO.18.0003 - Fleming, Bob'. The 'Accounts' tab is selected. The 'Client Funds' sub-tab is active. The transaction history table displays two entries:

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

At the bottom, there are status indicators: Key: Reversed, Balance: \$1,542.00 CR, Protected: \$42.00 CR, Available: \$1,500.00 CR.

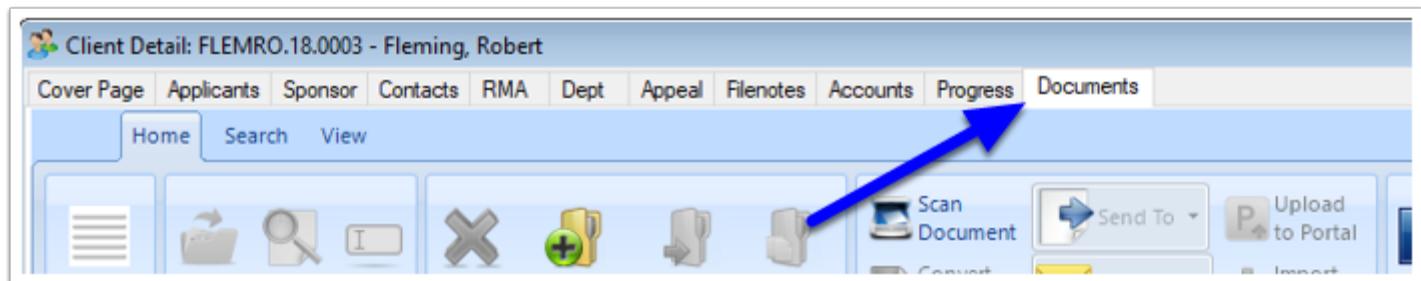
## 7. Emailing the printed Receipt to the client.

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

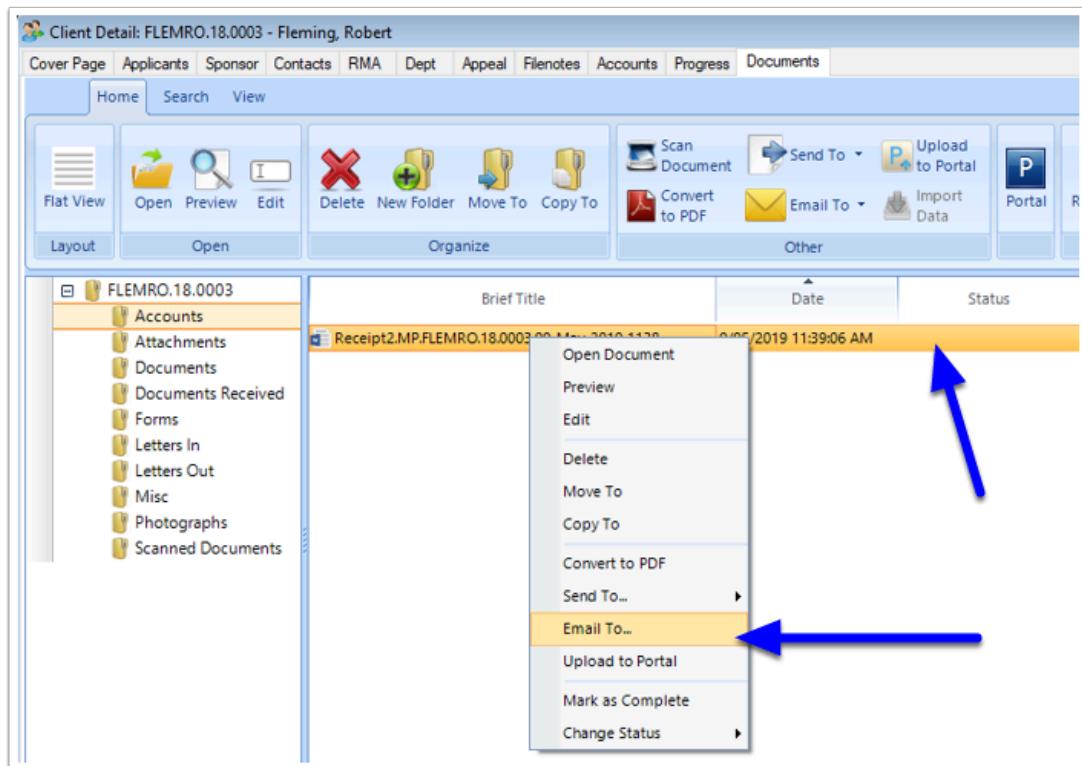
Find the **Receipt** which has just been created. This will be displayed as the most recent document in *Flat View* or under the **Accounts** folder in *Tree view*.

A screenshot of the Client Detail software interface. The title bar and tabs are identical to the previous screenshot. The main area shows a tree view on the left under the "FLEMRO.18.0003" folder, with the "Accounts" folder selected and highlighted in orange. A blue arrow points to this selected folder. On the right, there is a table with columns: Brief Title, Date, Status, In / Out, and To / From. The first row in the table corresponds to the selected "Accounts" folder. The table data is as follows:

Brief Title	Date	Status	In / Out	To / From
Receipt2.MP.FLEMRO.18.0003.09-May-2019 1138	9/05/2019 11:39:06 AM		Out	

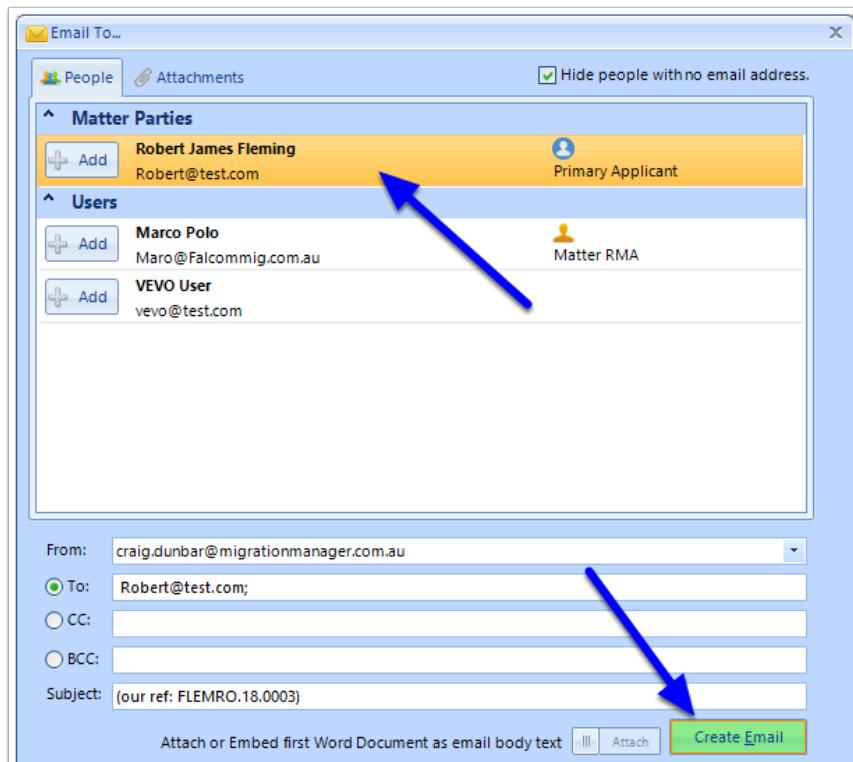
## 7.1.3. Choose to email the Document

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

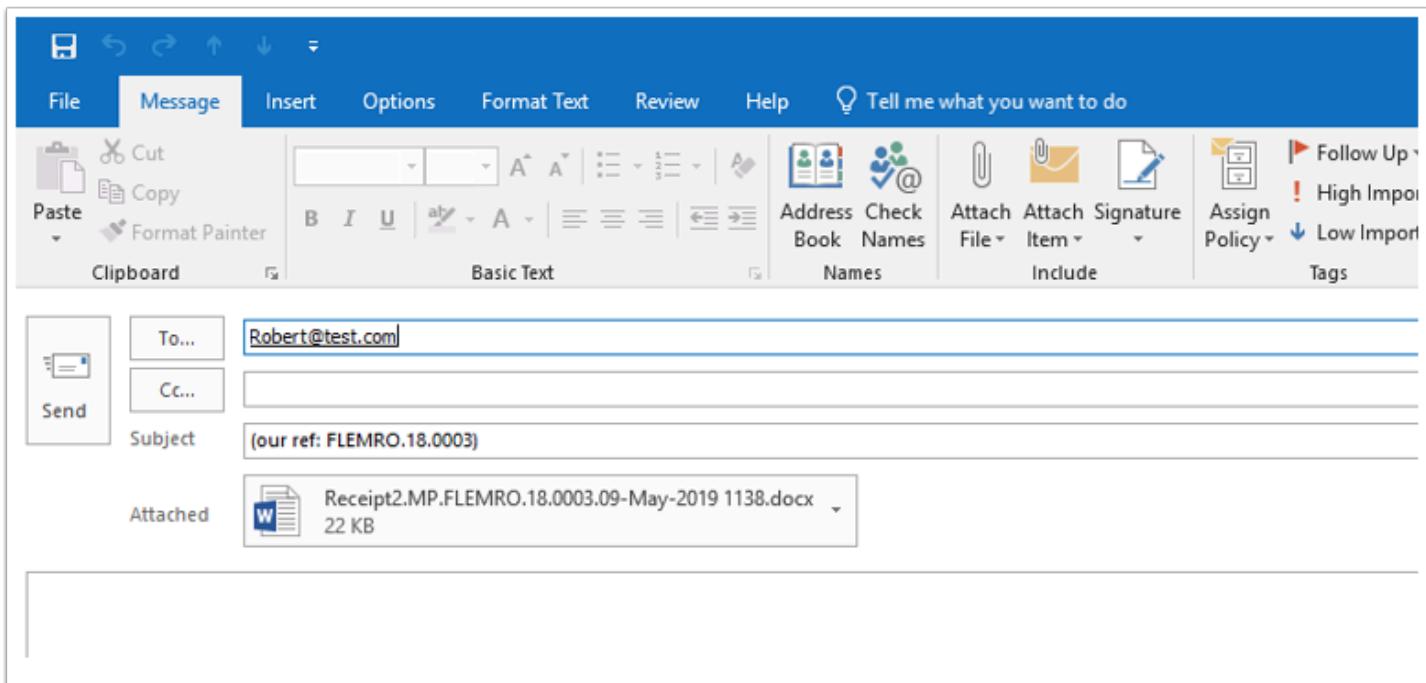


## 7.1.4. Select the Recipients

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.

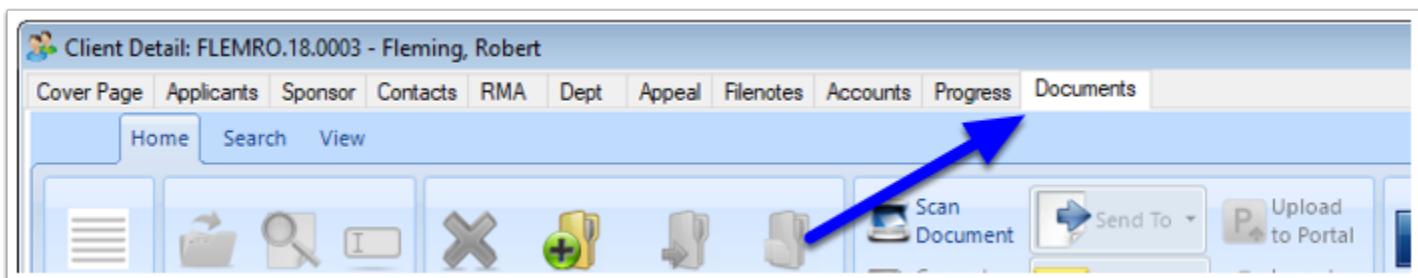


## 7.2. Uploading the Receipt to the client's Portal

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.

Client Detail: FLEMRO.18.0003 - Fleming, Robert

Cover Page Applicants Sponsor Contacts RMA Dept Appeal Filenotes Accounts Progress Documents

Home Search View

Flat View Open Preview Edit Delete New Folder Move To Copy To Scan Document Send To Upload to Portal Convert to PDF Email To Import Data P to Portal Import Data P Portal R

Layout Open Organize Other

	Brief Title	Date	Status
	Receipt2.MP.FLEMRO.18.0003.09-May-2019 1138	9/05/2019 11:39:06 AM	

FLEMRO.18.0003  
Accounts  
Attachments  
Documents  
Documents Received  
Forms  
Letters In  
Letters Out  
Misc  
Photographs  
Scanned Documents

### 7.2.3. Upload the Document to the Secure Portal

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

Client Detail: FLEMRO.18.0003 - Fleming, Robert

Cover Page Applicants Sponsor Contacts RMA Dept Appeal Filenotes Accounts Progress Documents

Home Search View

Flat View Open Preview Edit Delete New Folder Move To Copy To Scan Document Send To Upload to Portal Convert to PDF Email To Import Data P to Portal Import Data P Portal R

Layout Open Organize Other

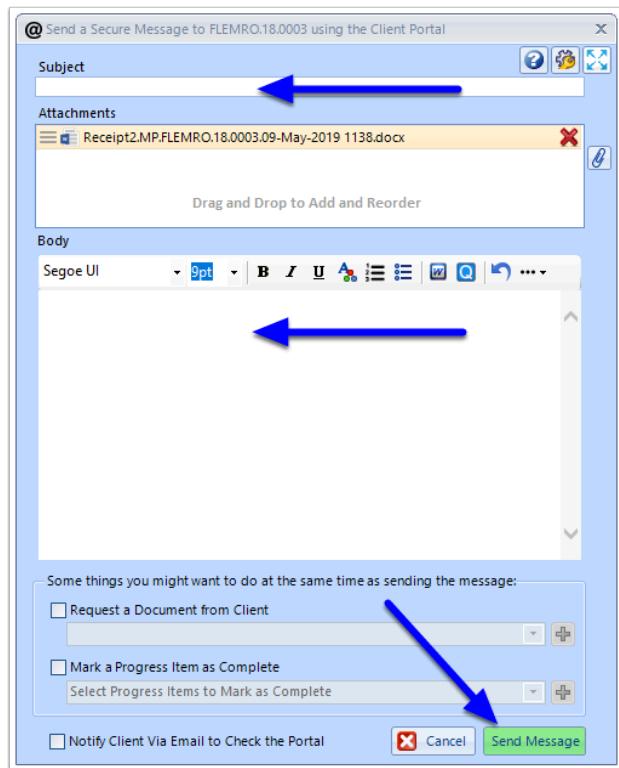
	Brief Title	Date	Status
	Receipt2.MP.FLEMRO.18.0003.09-May-2019 1138	9/05/2019 11:39:06 AM	

FLEMRO.18.0003  
Accounts  
Attachments  
Documents  
Documents Received  
Forms  
Letters In  
Letters Out  
Misc  
Photographs  
Scanned Documents

Open Document  
Preview  
Edit  
Delete  
Move To  
Copy To  
Convert to PDF  
Send To...  
Email To...  
**Upload to Portal**  
Mark as Complete  
Change Status

## 7.2.4. Complete the Portal Message and Send

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



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

