

Client Accounts

Client Accounts is where you can track the finances of the client in your custody. From inside the portal, click the **Foster Kids** tab. Choose the **Client Account** (dollar bill icon) for a client.

Mouse, Mickey & Minnie(536-1542) Logout

Mailbox	Active Clients	Foster Child	Facesheet	Alerts	Behavior Tracking	Daily Notes	Client Inventory	Client Accounts	Print
Dashboard	Dinozzo, Session								
Foster Kids	Duck, Donald								
Pets in Home									
Attachments									
Foster Child Inventory									
External Services									
Home Calendar									
E-Forms									
Trip Log									

If you need to create a new account, not a deposit or withdrawal, click the **New** button at the top right.

Client Account Management

Client Accounts Refresh New

Search Criteria

Account Type:

Account Status: Active

Edit	Account Type	Program	Date Opened	Date Closed	Account Status	Current Balance	Account Description	Account Number
	Allowance	Not Specified	01-Jul-2023		Active	\$15.00		7678530
	Bank Account	Not Specified	19-Jul-2023		Active	\$200.00		7678530
	Savings	Not Specified	19-Jul-2023		Active	\$0.00		7678530
	KY Incidental Expense Log	Not Specified	26-Jan-2024		Active	\$10.00		7678530
	Allowance	Not Specified	26-Mar-2024		Active	\$50.00		7678530

Fill out as much information as possible. The **Account Type**, **Status**, **Pay Source**, and **Date**, then click **Save**.

Client Account Management

Account Details (SSN# 22222224)

Other Save Close

Transactions Additional Info

Account Type: Allowance *

Account Status: Active *

Payer Source: Personal Funds (Private Pay) *

Payer Policy No: *

Date Account Opened: 06-JUN-2025 *

Date Account Closed: *

Program: *

Program Location: Not Specified

Current Balance: \$.00

Transactions

New Deposit New Withdrawal New Audit Refresh

Filter By Transaction Type: *

Filter By Transaction Date: *

Transaction Type	Transaction Date	Purpose	Amount	Status	Attachment	Signed
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To enter a new Deposit or Withdrawal to an existing account, click the **pencil** to open the correct account.

Client Account Management

Client Accounts Refresh New

Search Criteria

Account Type: *

Account Status: Active *

Edit	Account Type	Program	Date Opened	Date Closed	Account Status	Current Balance	Account Description	Account Number
	Allowance	Not Specified	01-Jul-2023		Active	\$15.00		7678530
	Bank Account	Not Specified	19-Jul-2023		Active	\$200.00		7678530
	Savings	Not Specified	19-Jul-2023		Active	\$0.00		7678530
	KY Incidental Expense Log	Not Specified	26-Jan-2024		Active	\$10.00		7678530
	Allowance	Not Specified	26-Mar-2024		Active	\$50.00		7678530

From inside the Account, choose **Deposit** or **Withdrawal**.

The screenshot shows the 'Client Account Management' window. At the top, there's a blue header with 'Client Account Management' and a close button. Below it, a sub-header shows 'Account Details (SSN# 222222224)' and buttons for 'Other >', 'Save', and 'Close'. The main area has two tabs: 'Transactions' (selected) and 'Additional Info'. Under 'Transactions', there are buttons for 'New Deposit', 'New Withdrawal', 'New Audit', and 'Refresh'. The 'Additional Info' tab is active, showing fields for Account Type (Allowance), Account Status (Active), Payer Source (Personal Funds/Private Pay), Payer Policy No., Date Account Opened (01-JUL-2023), Date Account Closed, Program, Program Location (Not Specified), and Current Balance (\$15.00). A red arrow points from the 'New Deposit' button to the 'Additional Info' tab. Another red arrow points from the 'New Withdrawal' button to the 'Additional Info' tab.

Transaction Type	Transaction Date	Purpose	Amount	Status	Attachment	Signed
Deposits	03-Jul-2023	Personal Expenses	\$15.00	Posted	No	No

Fill in as much information as possible. **Deposit/Withdrawal Amount, Date**, add a **note** if necessary, and you can even enter a **photo** of the receipt slip. Then click **Save**.

The screenshot shows the 'Account Transaction Details' window. At the top, there's a blue header with 'Account Transaction Details' and a close button. Below it, a sub-header shows 'Account Transaction - Deposit' and buttons for 'Other >', 'Save', and 'Close'. The main area has two tabs: 'Transaction Details' (selected) and 'Associated Withdrawals'. Under 'Transaction Details', there are fields for Post Transaction (checkbox), Deposit Amount, Deposit Date (06-JUN-2025), Deposit Method, Check/Reference Number, Account ID, Deposit Purpose, and Notes. A red arrow points from the 'Save' button to the 'Notes' field. Another red arrow points from the 'Save' button to the 'Deposit Date' field. A third red arrow points from the 'Save' button to the 'Deposit Amount' field. A fourth red arrow points from the 'Save' button to the 'Deposit Purpose' field. A fifth red arrow points from the 'Save' button to the 'Notes' field. A sixth red arrow points from the 'Save' button to the 'Attachments' section. The 'Attachments' section has a table with columns 'View', 'Delete', 'Description', and 'File Name'. Below the table, there's a 'Choose File' button and a text input field for 'Enter a Short Description:'. A note at the bottom says 'Note: This record has not been previously modified.'

View	Delete	Description	File Name
Choose File	No file chosen		Enter a Short Description: