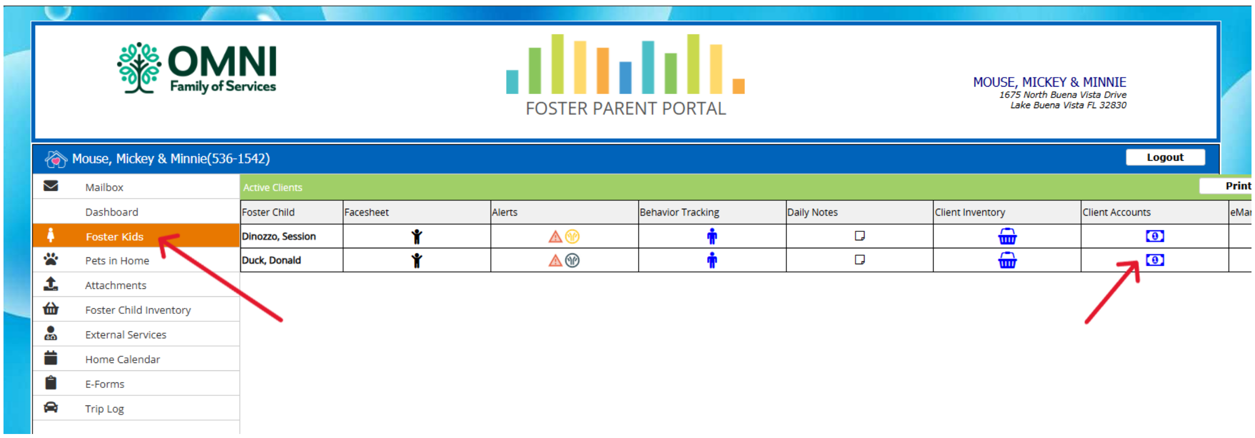
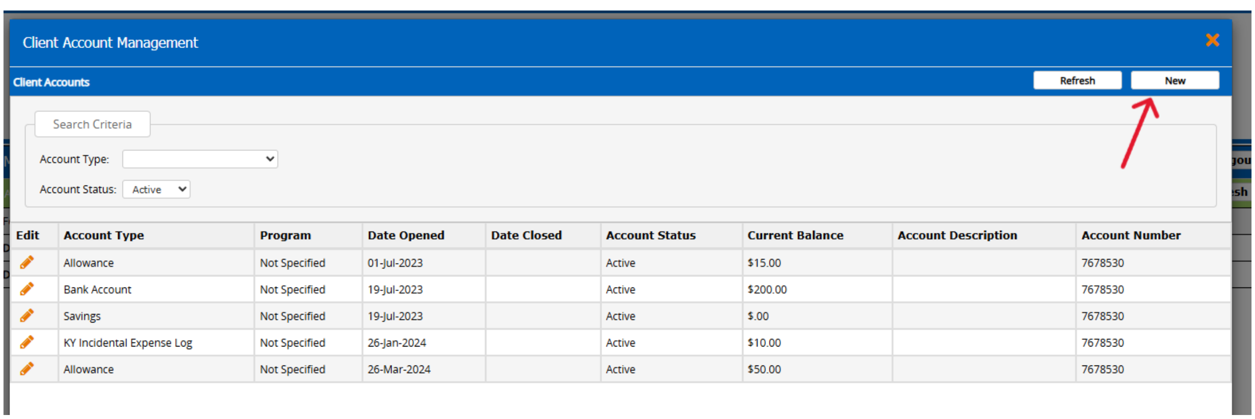
Client Accounts

Client Accounts is where you can track the finances of the client in your custody.

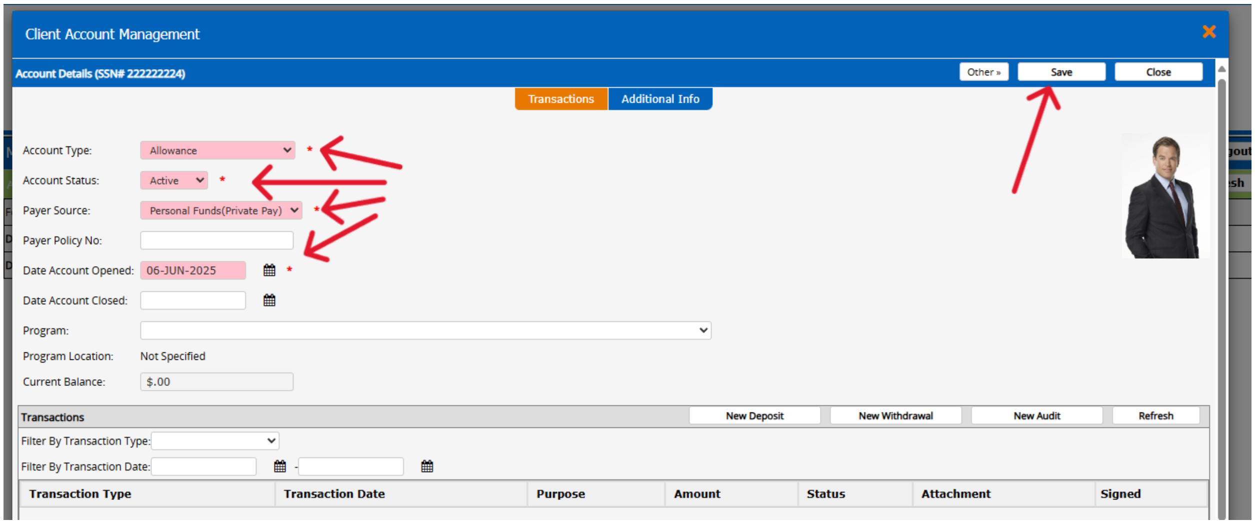
From inside the portal, click the **Foster Kids** tab. Choose the **Client Account** (dollar bill icon) for a client.



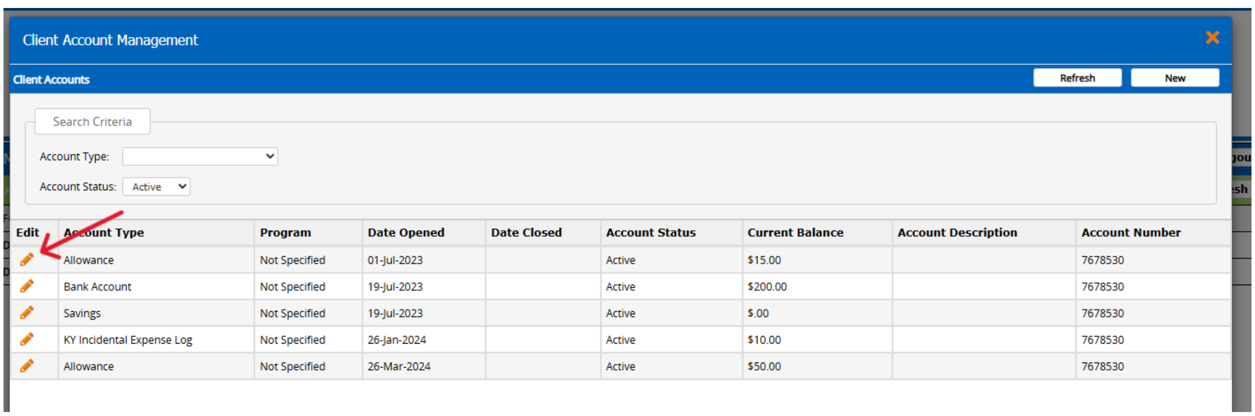
If you need to create a new account, not a deposit or withdrawal, click the **New** button at the top right.



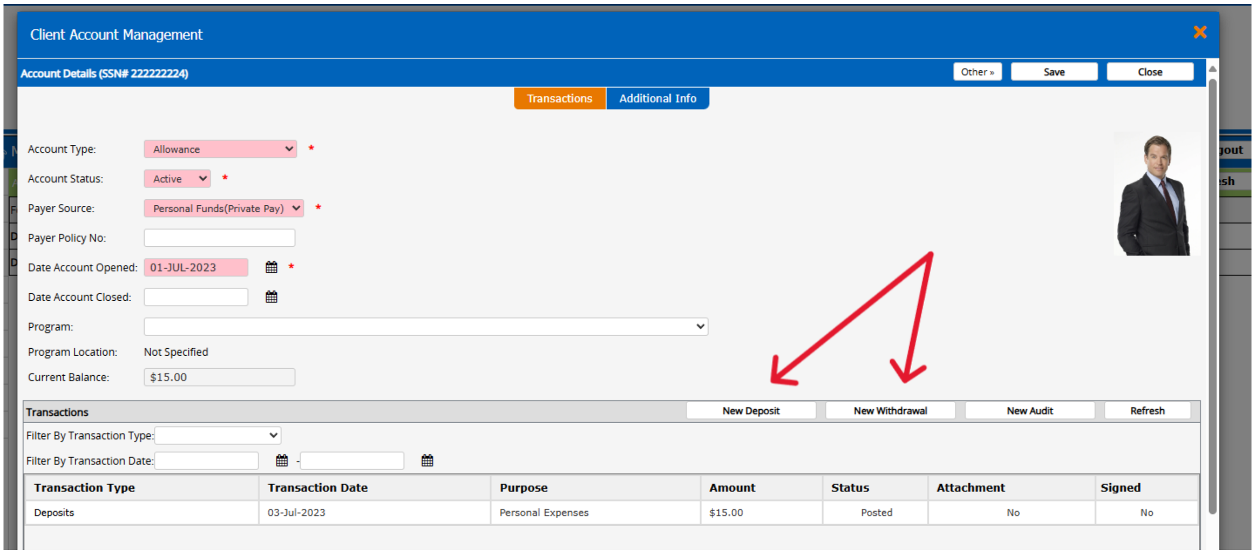
Fill out as much information as possible. The **Account Type**, **Status**, **Pay Source**, and **Date**, then click **Save**.



To enter a new Deposit or Withdrawal to an existing account, click the **pencil** to open the correct account.



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



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**.