
Client Disbursements Transactions – New – CSF Screen

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Business Purpose:

The **Disbursements Type Detail** – CSF page displays a screen for entering Client Safekeeping Details for one client member for a new CSF transaction.

How to:

1. In the **Client Safekeeping Details** tab, select whether it's a Client *Deposit* or *Withdraw* from the dropdown.
2. If it's a Deposit, then must choose between a *Cash* or *Cheque* Deposit.
3. If it's a *Cash* deposit, it can be either *On Hand* cash or *Withheld* cash.
4. Enter the \$ Amount to be deposited or withdrawn.
5. Enter *Notes* regarding this deposit or withdraw, up to a maximum of 4000 characters.
6. Click on the  **Save** action button to save the CSF details.
7. Click on the  **Reset** action button to reset the details back to the original defaults.

Important Notes:

1. For information only, the top **Disbursement Type Details** tab shows the **Client** name, **Program** and **Disbursement Type**.