

Chapter 10 Transfer

In This Chapter:

10.1 New File Fund Transfer (Client' A/C)

10.2 Manage File Fund Transfer

10.3 New Bank Fund Transfer (Client' A/C)

10.4 New Bank Fund Transfer - Client' A/C to Office' A/C

10.5 New Bank Fund Transfer - Office' A/C to Client' A/C

10.6 Manage Bank Fund Transfer

10.7 New Trust Transfer (FD)

10.8 New FD Transfer

10.9 Manage Trust Transfer

10.1 New File Fund Transfer (Client' A/C)

- To open New File Fund Transfer (Client' A/C), on the **SmartLeg@I** navigation, click **Transfer** and go to **New File Fund Transfer (Client' A/C)**.

The screenshot shows the 'New Fund Transfer Between File - Clients' Account' window. At the top, there are buttons for Save, Cancel, and Close. Below that, a toolbar has icons for Save, Cancel, and Close. The main area is divided into sections: 'General' and 'Properties'. In the 'General' section, fields include 'Fund Transfer No.' (FTF/C/2010/001), 'Fund Transfer Date' (21/Oct/2020), 'Department' (dropdown), 'Other Ref. No.', and 'Remarks'. In the 'Properties' section, there is a 'Withdraw Info.' panel with fields for 'File No.(Withdraw)', 'Activity', 'Withdraw From', and 'Avai. Bal' (0.00). Below these sections is a toolbar with buttons for Add File, Add a Copy, Remove, Total Withdraw Amt, and Auto Distribute. A message 'Drag a column header and drop it here to group by that column' is displayed. At the bottom, there is a grid table with columns: File No. (Deposit), File Date, Client Name(s), Category, Activity, Deposit Amt, Credit A/C Code, and Description. A message 'No records available.' is shown in the grid area.

Chapter 10 Transfer

- Key in necessary information
- Fund Transfer No. is auto generated by the system
- Key in Fund Transfer Date and by default the date is auto generated with the date you click to New File Fund Transfer (Client' A/C)
- Select a department from combo box



- In the withdraw info section, you can search File No. (withdraw) by clicking the browse icon , and it will pop-up a Search File Master Tool then click once to search all files

File No.	R...	S...	Fil...	File Type	Client Name(s)	Op...	Subject
LAW/TEST/0001	0	KIV	14/Oct/2...	SPA SS WT	Tey Chee Hong, ABC company	0.00	Condo 400k
SPA/SS/WT/001	0	KIV	14/Oct/2...	SPA SS WT	Catherine, Tey Chee Hong, ABC company	0.00	Test File Bk
C/B/280618280619/2...	280,619	KIV	08/Oct/2...	Additional loan	Bossku	0.00	
CSC280617/2020/06/...	280,617	KIV	29/Jun/2...	plaintiff	CHAI SOO CHOONG	0.00	
testing1234	0	KIV	15/Dec/...	SPA SS WT	AW SIEO LEY	0.00	
SPA 0045	0	KIV	09/Dec/...	SPA SS WT	Shahurudin	0.00	SPA

- After select the file, we can continue to the activity, you can click to the first column to select the category of activity

Chapter 10 Transfer

Withdraw Info.

File No.(Withdraw): SPA/SS/WT/001

Activity: Depo...

Withdraw From:

Deposit - Initial Disbursement

DIS - Disbursement

FD - FD Interest

FOB - [File Opening Balance]

LF - Legal Fee

MHIT - Stake Holder Money

RIB - Reimbursement

TAX - Tax

- Hence, after selecting the category you can choose any activity in the category of activity you selected

Withdraw Info.

File No.(Withdraw): SPA/SS/WT/001

Activity: MHIT

Activity	Description	Type
10% Deposit of Purchase Price	10% Deposit of Purchase Price	N/A
Apportionment & Late Payment Interest	Apportionment & Late Payment Interest	N/A
Balance of 10% Deposit of Purchase Price	Balance of 10% Deposit of Purchase Price	N/A
Balance Purchase Price	Balance Purchase Price	N/A

- After that, click the column of withdraw from and choose the bank account to do fund transfer

Chapter 10 Transfer

The screenshot shows the 'Withdraw Info.' section of a software application. It includes fields for 'File No.(Withdraw)', 'Activity', and 'Withdraw From'. A dropdown menu under 'Withdraw From' lists bank accounts: C330-0000 - CIMB Client's Acc, C330-0001 - Hong Leong Bank (Client's Account), C330-1000 - Fixed Deposit - CIMB, and C330-1001 - Fixed Deposit - HLBB. A callout bubble points to the 'Avai. Bal.' field, which displays '0.00'. A note on the right says 'Shown Available Balance'.

- When you finished key in the information, you can Add File, Add a Copy, Remove and Auto Distribute balance in this section

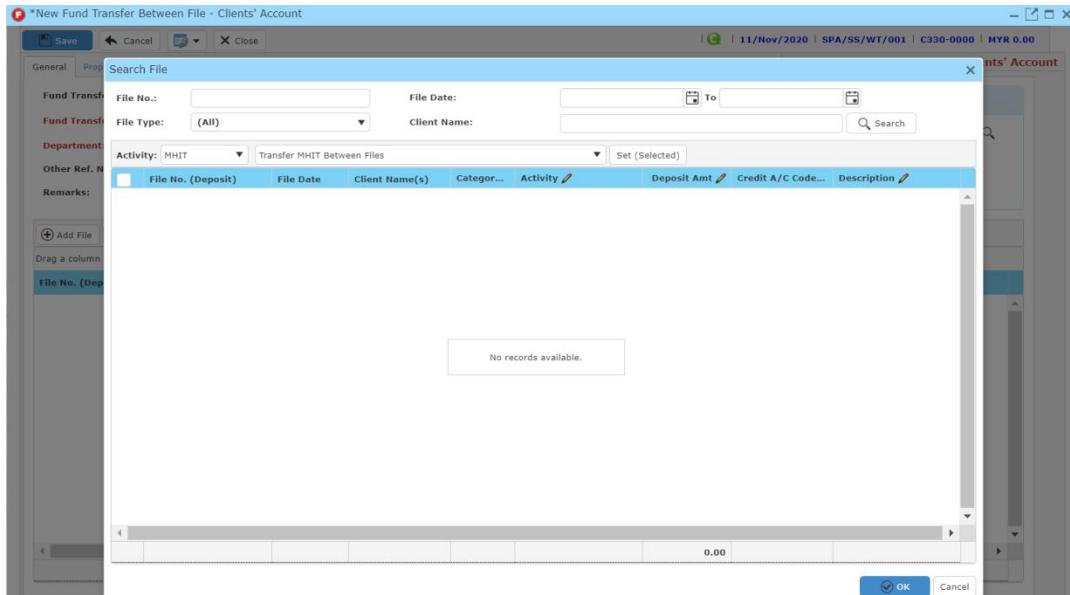
The screenshot shows the 'Fund Transfer Between File - Clients' Account' screen. It includes fields for 'Fund Transfer No.', 'Fund Transfer Date', 'Department', 'Other Ref. No.', and 'Remarks'. Below these is a button bar with 'Add File', 'Add a Copy', 'Remove', and 'Total Withdraw Amt: 10,000.00 Auto Distribute'. A callout bubble points to the 'Total Withdraw Amt' field. The main area shows a grid with columns: File No. (Deposit), File Date, Client Name(s), Category, Activity, Deposit Amt, Credit A/C Code, and Description. A message at the bottom of the grid area says 'No records available.'

(example: there is available balance 10000 in CIMB client's acc for activity MHIT skate holder money)

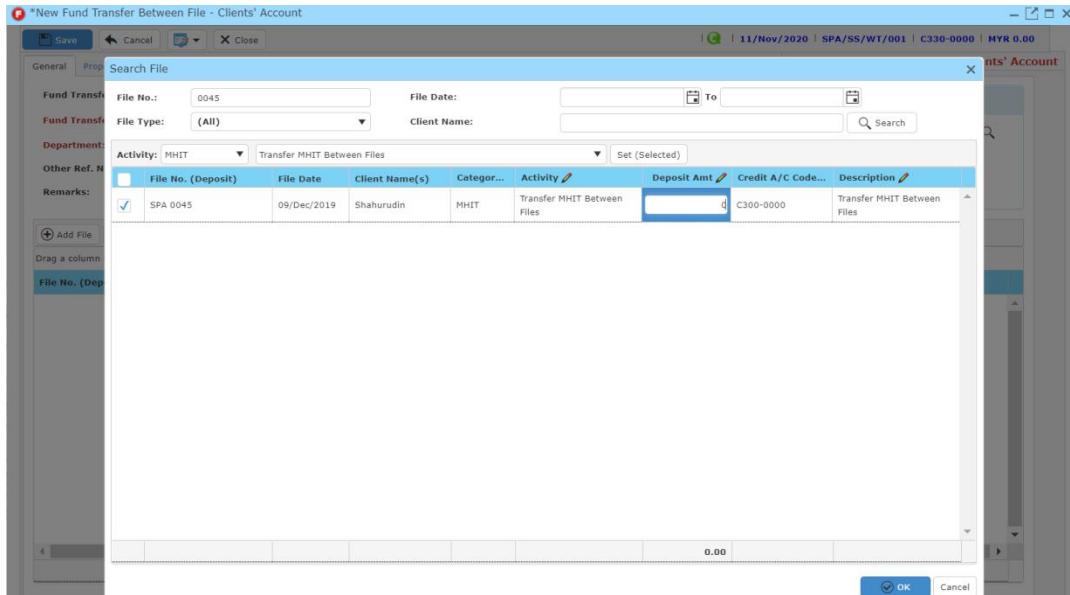
Add File

- While you click to the Add File, the system will provide a search file and you can insert your requirement to search

Chapter 10 Transfer



- After you found the file that you search, you can click to enter deposit amount to the file as figure below shown



- For example, I will deposit 2000 to File No. SPA 0045, then the MHIT stake money holder in SPA/SS/WT/001 will less be $10000 - 2000 = 8000$

Chapter 10 Transfer

*New Fund Transfer Between File - Clients' Account

Save Cancel Close Fund Transfer Between File - Clients' Account

General Properties

Fund Transfer No.: FTF/C/2011/002
Fund Transfer Date: 11/Nov/2020
Department: Conveyancing
Other Ref. No.:
Remarks:

Withdraw Info.

File No.(Withdraw): SPA/SS/WT/001
Activity: MHIT Stake Holder Money
Withdraw From: C330-0000 - CIMB Client's Acc Avai. Bal: 8,000.00

Add File Add a Copy Remove Total Withdraw Amt: 10,000.00 Auto Distribute

File No. (Deposit)	File Date	Client Name(s)	Category	Activity	Deposit Amt	Credit A/C Code	Description
SPA 0045	09/Dec/2019	Shahurudin	MHIT	Transfer MHIT Between Files	1000.00	C301-0000	Transfer MHIT Between Files
					2,000.00		

Note: In this example, the available balance for MHIT stake holder money of SPA/SS/WT/001 only 10000 and user want to transfer 15000 to SPA 0045, If the deposit amount is exceeded available balance, the available balance in the withdraw info section will be negative

Chapter 10 Transfer

*New Fund Transfer Between File - Clients' Account

General Properties

Fund Transfer No.:	FTF/C/2011/002
Fund Transfer Date:	11/Nov/2020
Department:	Conveyancing
Other Ref. No.:	
Remarks:	

Withdraw Info.

File No.(Withdraw):	SPA/SS/WT/001
Activity:	MHIT Stake Holder Money
Withdraw From:	C330-0000 - CIMB Client's Acc
Aval. Bal:	-5,000.00

Total Withdraw Amt: 10,000.00 Auto Distribute

Drag a column header and drop it here to group by that column

File No. (Deposit)	File Date	Client Name(s)	Category	Activity	Deposit Amt	Credit A/C Code	Description
SPA 0045	09/Dec/2019	Shahurudin	MHIT	Transfer MHIT Between Files	10,000.00	C300-0000	Transfer MHIT Between Files

Total: 15,000.00

Add a Copy

- For Add a Copy, you can duplicate a selected row in the table

*New Fund Transfer Between File - Clients' Account

General Properties

Fund Transfer No.:	FTF/C/2011/002
Fund Transfer Date:	11/Nov/2020
Department:	Conveyancing
Other Ref. No.:	
Remarks:	

Withdraw Info.

File No.(Withdraw):	SPA/SS/WT/001
Activity:	MHIT Stake Holder Money
Withdraw From:	C330-0000 - CIMB Client's Acc
Aval. Bal:	8,000.00

Total Withdraw Amt: 10,000.00 Auto Distribute

Drag a column header and drop it here to group by that column

File No. (Deposit)	File Date	Client Name(s)	Category	Activity	Deposit Amt	Credit A/C Code	Description
SPA 0045	09/Dec/2019	Shahurudin	MHIT	Transfer MHIT Between Files	2,000.00	C300-0000	Transfer MHIT Between Files

Total: 2,000.00

- After you click add a copy, it will copy the row as below figure shown

Chapter 10 Transfer

*New Fund Transfer Between File - Clients' Account

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value="Properties"/>	11/Nov/2020 SPA/SS/WT/001 C330-0000 MYR 4,000.00
General		Fund Transfer Between File - Clients' Account	
Fund Transfer No.:	FTF/C/2011/002		
Fund Transfer Date:	11/Nov/2020	Activity:	File No.(Withdraw): SPA/SS/WT/001
Department:	Conveyancing	Category:	MHIT Stake Holder Money
Other Ref. No.:			
Remarks:			
<input type="button" value="Add File"/> <input type="button" value="Add a Copy"/> <input type="button" value="Remove"/> Total Withdraw Amt: 10,000.00 Auto Distribute			
Drag a column header and drop it here to group by that column			
File No. (Deposit)	File Date	Client Name(s)	Category Activity
SPA 0045	09/Dec/2019	Shahurudin	MHIT Transfer MHIT Between Files
SPA 0045	09/Dec/2019	Shahurudin	<input type="button" value="Remove"/>
			2,000.00
			Transfer MHIT Between Files
			4,000.00

- It will copy the exactly file no., date, client and deposit amount however you have to choose those others like category and activity by yourself

Remove

- For the remove, you have to select the record in the list and click remove to erase the record
- For example, I will remove the empty row selected

*New Fund Transfer Between File - Clients' Account

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value="Properties"/>	11/Nov/2020 SPA/SS/WT/001 C330-0000 MYR 6,000.00
General		Fund Transfer Between File - Clients' Account	
Fund Transfer No.:	FTF/C/2011/002		
Fund Transfer Date:	11/Nov/2020	Activity:	File No.(Withdraw): SPA/SS/WT/001
Department:	Conveyancing	Category:	MHIT Stake Holder Money
Other Ref. No.:			
Remarks:			
<input type="button" value="Add File"/> <input type="button" value="Add a Copy"/> <input type="button" value="Remove"/> Total Withdraw Amt: 10,000.00 Auto Distribute			
Drag a column header and drop it here to group by that column			
File No. (Deposit)	File Date	Client Name(s)	Category Activity
SPA 0045	09/Dec/2019	Shahurudin	MHIT Transfer MHIT Between Files
SPA 0045	09/Dec/2019	Shahurudin	<input type="button" value="Remove"/>
SPA 0045	09/Dec/2019	Shahurudin	<input type="button" value="Remove"/>
			2,000.00
			Transfer MHIT Between Files
			6,000.00

- After you click the remove button it will erase the selected row

Chapter 10 Transfer

The screenshot shows a software interface for managing fund transfers. At the top, there's a toolbar with icons for Save, Cancel, and Close. Below the toolbar, the title bar reads "Fund Transfer Between File - Clients' Account". The main area is divided into several sections:

- General:** Contains fields for Fund Transfer No. (FTF/C/2011/002), Fund Transfer Date (11/Nov/2020), Department (Conveyancing), Other Ref. No., and Remarks.
- Withdraw Info.:** Shows the File No. (Withdraw) as SPA/SS/WT/001, Activity as MHIT, and Withdraw From as C330-0000 - CIMB Client's Acc. The available balance is listed as MYR 4,000.00.
- Table:** A grid showing transaction details. The columns are: File No. (Deposit), File Date, Client Name(s), Category, Activity, Deposit Amt, Credit A/C Code, and Description. The data in the table is as follows:

File No. (Deposit)	File Date	Client Name(s)	Category	Activity	Deposit Amt	Credit A/C Code	Description
SPA 0045	09/Dec/2019	Shahurudin	MHIT	Transfer MHIT Between Files	2,000.00	C300-0000	Transfer MHIT Between Files
SPA 0045	09/Dec/2019	Shahurudin			2,000.00		

Auto Distribute

- Before using the auto distribute function, you have to key in the Total Withdraw Amount
Total Withdraw Amt: (e.g. I will be entered 4 thousands)

Chapter 10 Transfer

*New Fund Transfer Between File - Clients' Account

Fund Transfer No.:	FTF/C/2011/002	Fund Transfer Date:	11/Nov/2020	Department:	Conveyancing	Other Ref. No.:		Remarks:	
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Properties"/> <input type="button" value="Close"/>									
Fund Transfer Between File - Clients' Account									
Withdraw Info.									
File No.(Withdraw): SPA/SS/WT/001 Activity: MHIT Stake Holder Money Withdraw From: C330-0000 - CIMB Client's Acc Avail. Bal: 4,000.00									
<input type="button" value="Add File"/> <input type="button" value="Add a Copy"/> <input type="button" value="Remove"/> Total Withdraw Amt: 3,000.00 Auto Distribute									
Drag a column header and drop it here to group by that column									
File No. (Deposit)	File Date	Client Name(s)	Category	Activity	Deposit Amt	Credit A/C Code	Description		
SPA 0045	09/Dec/2019	Shahurudin	MHIT	Transfer MHIT Between Files	2,000.00	C300-0000	Transfer MHIT Between Files		
SPA 0045	09/Dec/2019	Shahurudin	RIB	Transfer Reimbursement Between Files	2,000.00	C500-1000	Transfer Reimbursement Between Files		
SPA 0045	09/Dec/2019	Shahurudin	DIS	Transfer Disbursement Between Files	2,000.00	C500-1000	Transfer Disbursement Between Files		
6,000.00									

- After entered the amount, when you click to 'Auto Distribute' the system will equally divide and distribute to the file in the table

*New Fund Transfer Between File - Clients' Account

Fund Transfer No.:	FTF/C/2011/002	Fund Transfer Date:	11/Nov/2020	Department:	Conveyancing	Other Ref. No.:		Remarks:	
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Properties"/> <input type="button" value="Close"/>									
Fund Transfer Between File - Clients' Account									
Withdraw Info.									
File No.(Withdraw): SPA/SS/WT/001 Activity: MHIT Stake Holder Money Withdraw From: C330-0000 - CIMB Client's Acc Avail. Bal: 7,000.00									
<input type="button" value="Add File"/> <input type="button" value="Add a Copy"/> <input type="button" value="Remove"/> Total Withdraw Amt: 3,000.00 Auto Distribute									
Drag a column header and drop it here to group by that column									
File No. (Deposit)	File Date	Client Name(s)	Category	Activity	Deposit Amt	Credit A/C Code	Description		
SPA 0045	09/Dec/2019	Shahurudin	MHIT	Transfer MHIT Between Files	1,000.00	C300-0000	Transfer MHIT Between Files		
SPA 0045	09/Dec/2019	Shahurudin	RIB	Transfer Reimbursement Between Files	1,000.00	C500-1000	Transfer Reimbursement Between Files		
SPA 0045	09/Dec/2019	Shahurudin	DIS	Transfer Disbursement Between Files	1,000.00	C500-1000	Transfer Disbursement Between Files		
3,000.00									

Chapter 10 Transfer

- Other than that, you can view the posting details with clicking this icon 

*New Fund Transfer Between File - Clients' Account

Save Cancel Close

General Properties Posting Details

Fund Transfer No.: FTF/C/2011/002 Fund Transfer Date: 11/Nov/2020 Department: CIMB Client's Acc

File No.(Withdraw): SPA/SS/WT/001 Withdraw Info.

Posting Details

Trans. Date	Trans. No.	A/C Code	A/C Desc.	Desc.	Debit	Credit
11/Nov/2020		C330-0000	CIMB Client's Acc		3,000.00	
11/Nov/2020		C330-0000	CIMB Client's Acc		3,000.00	
11/Nov/2020		C300-0000	Clients' Control Account	[SPA/SS/WT/001]Stake Holder Money	3,000.00	
11/Nov/2020		C300-0000	Clients' Control Account	[SPA 0045]Transfer MHIT Between Files	1,000.00	
11/Nov/2020		C500-1000	Clients' AC Income	[SPA 0045]Transfer Reimbursement Between Files	1,000.00	
11/Nov/2020		C500-1000	Clients' AC Income	[SPA 0045]Transfer Disbursement Between Files	1,000.00	
					6,000.00	6,000.00

OK

- You can click to the next tab 'Properties'

*New Fund Transfer Between File - Clients' Account

Save Cancel Close

General Properties

Chapter 10 Transfer

* New Fund Transfer Between File - Clients' Account

Save Cancel Close

General Properties

Created: 11/Nov/2020 1:11 PM

Created By: sa

Last Modified:

Modified By:

Approval Date:

Approved By:

Fund Transfer Between File - Clients' Account

- You can view the information of the record once who modify the fund transfer between file – client' a/c then there will show the last modified and modified by who
- Once you finish all the instruction above, click ‘Save’ then you are done to create a New Fund Transfer Between File – Client’ A/C.

Important Note: Operate Method for all the function related to fund transfer Chapter 9.1 til Chapter 9.5 is almost the same as all the instruction above and user just have to differentiate File and Bank or Client and Office account only.

10.2 Manage File Fund Transfer

This option enables you to add, edit, and delete a File Fund Transfer. It also allows you to keep track of your File Fund Transfer details and all related information.

- To open Manage File Fund Transfer, on the **SmartLeg@l** navigation, click **Transfer** and go to **Manage File Fund Transfer** then search the File Fund Transfer you wish to modify.

Manage File Fund Transfer

- Search the File Fund Transfer you wish to manage through type the search criteria or search by advanced.
- To start a new search or to clear the search results, click ‘**Clear**’.

New Fund Transfer - Clients' A/C Transfer Between File List Report

Search Advanced

Fund Transfer Between File - Search ^

Fund Transfer No. :

Fund Transfer Date : To

File No. (Withdraw) :

Client Name (Withdraw) :

Department : (All)

Other Ref. No. :

Search Clear

Figure: Manage File Fund Transfer - Search

Advanced Search

- This function can be used to find a invoice by searching other information that is not captured in the 'General' section.
- Define search criteria:
 - **Field** - Choose the field you want to search.
 - **Condition** - Search condition
 - **Value** - Type in the detail you want to find.
- Click '**Add to list**', to define more than one criteria.
- Click '**Find**', search results will be displayed at search record list. You can open an item in the search results list by double-clicking.
- To start a new search or to clear the search results, click '**Clear**'.
- Click '**Export**' to print the desired search results in txt, excel or html format.

The screenshot shows a search interface titled 'Fund Transfer Between File - Search'. At the top, there are two tabs: 'Search' (selected) and 'Advanced'. Below the tabs, there is a search criteria input area. It includes a dropdown menu for 'Field' set to 'Activity Code (Withdraw From)', a dropdown for 'Condition' set to 'Contains', and a text input field for 'Value'. There is also a button labeled 'Add Criteria' and a large blue 'Search' button with a magnifying glass icon. The background of the interface is white, and the overall layout is clean and organized.

Figure: Manage File Fund Transfer– Advanced Search

- Other than Search File Fund Transfer you can create of New File Fund Transfer by clicking and it will pop up New File Fund Transfer input form and you may refer to Chapter 9.1 New File Fund Transfer

Chapter 10 Transfer

New Fund Transfer Between File - Clients' Account

Save Cancel Close

General Properties

Fund Transfer No.: FTF/C/2010/001

Fund Transfer Date: 21/Oct/2020

Department: Depo...

Other Ref. No.:

Remarks:

Withdraw Info.

File No.(Withdraw): Depo...
Activity: Depo...
Withdraw From: Depo... Avai. Bal: 0.00

Add File Add a Copy Remove Total Withdraw Amt: Auto Distribute

Drag a column header and drop it here to group by that column

File No. (Deposit)	File Date	Client Name(s)	Category	Activity	Deposit Amt	Credit A/C Code	Description
No records available.							

- You can print or preview the Transfer Between File List Report while you click to Transfer Between File List Report
- It will pop-up a Transfer Between File List Report as below and you can insert your requirement to filter the report

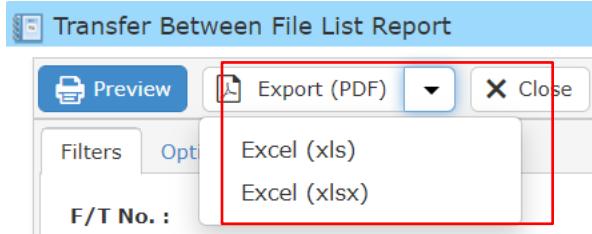
Transfer Between File List Report

Preview Export (PDF) Close

Filters Options

F/T No. : To F/T Date : 01/Oct/2010 To
 Payment Method : (All) Department : (All)
 File No. (Withdraw) :
 Sort By : F/T No. Descending Report : Fund Transfer Between File List Report

- Besides, you can preview the report
- You can also export the report into PDF or excel by clicking



Note: For Chapter 9.6 Manage Bank Fund Transfer the module is similar to Chapter 9.2 Manage File Fund Transfer you may refer above.

10.3 New Bank Fund Transfer (Client' A/C)

- Bank Fund Transfer is money in the same file transfer to different bank
- To open New Bank Fund Transfer (Client' A/C), on the **SmartLeg@1** navigation, click **Transfer** and go to **New Bank Fund Transfer (Client' A/C)**.

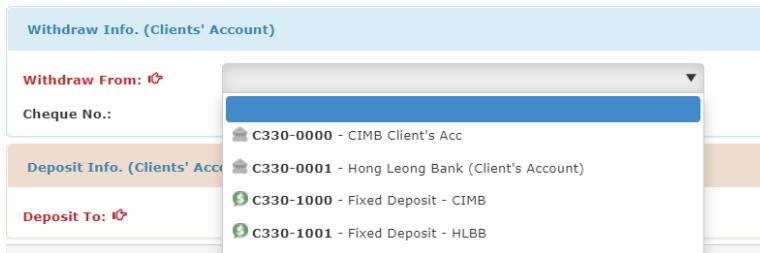
- Key in necessary information
- Fund Transfer No. is auto generated by the system

Chapter 10 Transfer

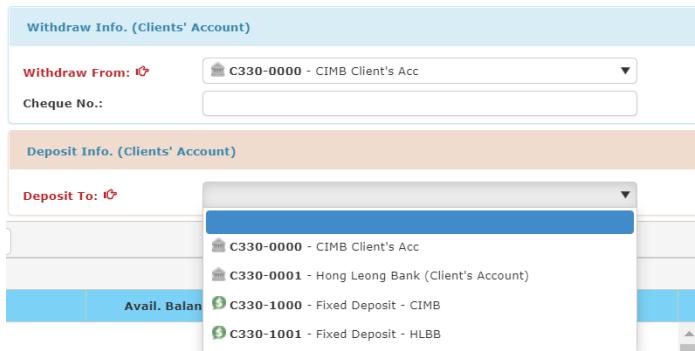
- Key in Fund Transfer Date and by default the date is auto generated with the date you click to New Bank Fund Transfer (Client' A/C)
- Select a department from combo box



- In the Withdraw Info (Clients' Account) section, you may select withdraw from which bank from the combo box



- After select the bank withdraw from, and you have to select the bank deposit to.



Chapter 10 Transfer

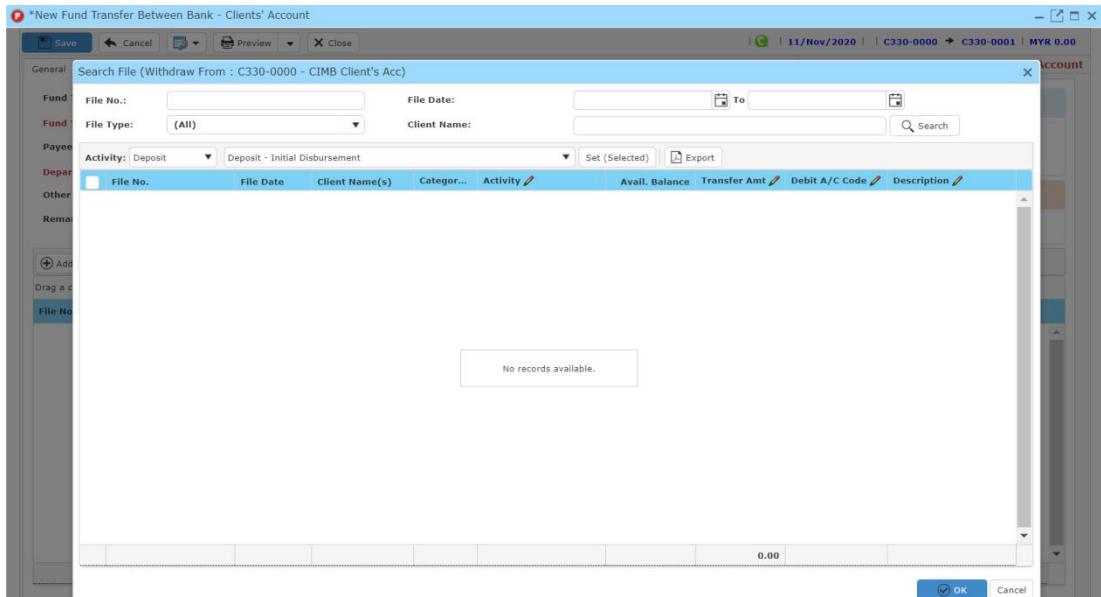
- When you finished key in and select the information and bank, you can Add File, Add a Copy, Remove and Auto Distribute balance in this section

The screenshot shows a software interface for managing fund transfers between banks. At the top, there's a toolbar with 'Save', 'Cancel', 'Preview', and 'Close' buttons. The main area is titled 'Fund Transfer Between Bank - Clients' Account'. It contains several sections: 'General' (with fields for Fund Transfer No., Date, Payee Name, Department, Other Ref. No., and Remarks), 'Withdraw Info. (Clients' Account)' (with fields for Withdraw From and Cheque No.), and 'Deposit Info. (Clients' Account)' (with fields for Deposit To). Below these sections is a row of buttons: 'Add File', 'Add a Copy', 'Remove', 'Total Transfer Amt:', and 'Auto Distribute'. A note below the buttons says 'Drag a column header and drop it here to group by that column'. At the bottom, there's a table with columns: File No., File Date, Client Name(s), Category, Activity, Avail. Balance, Transfer Amt, Debit A/C Code, and Description. A message 'No records available.' is displayed in the table area.

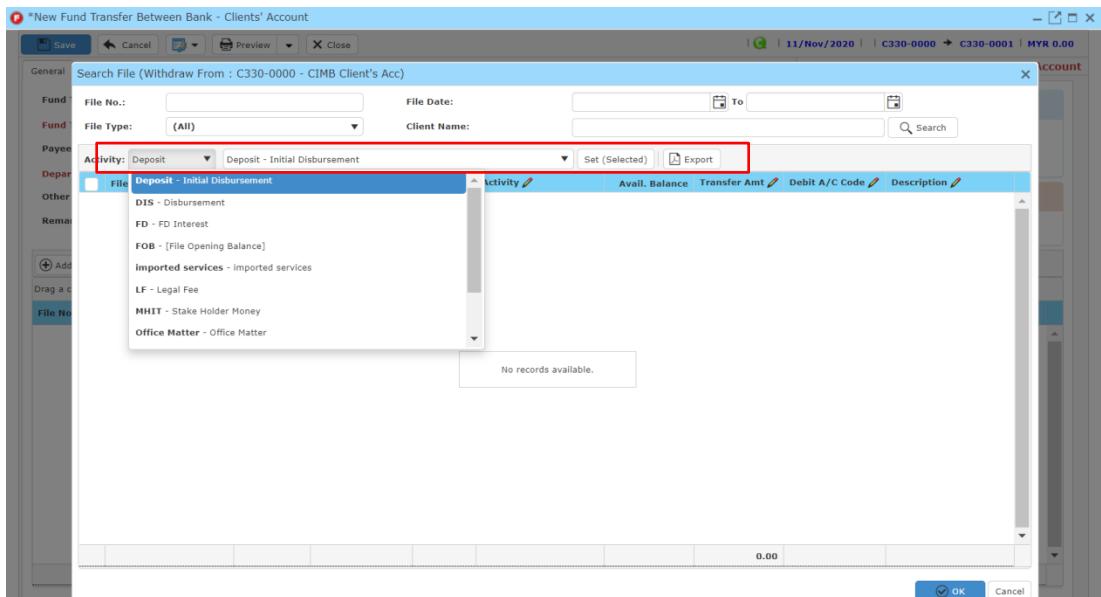
Add File

- While you click to the Add File, the system will provide a search file and you can insert your requirement to search

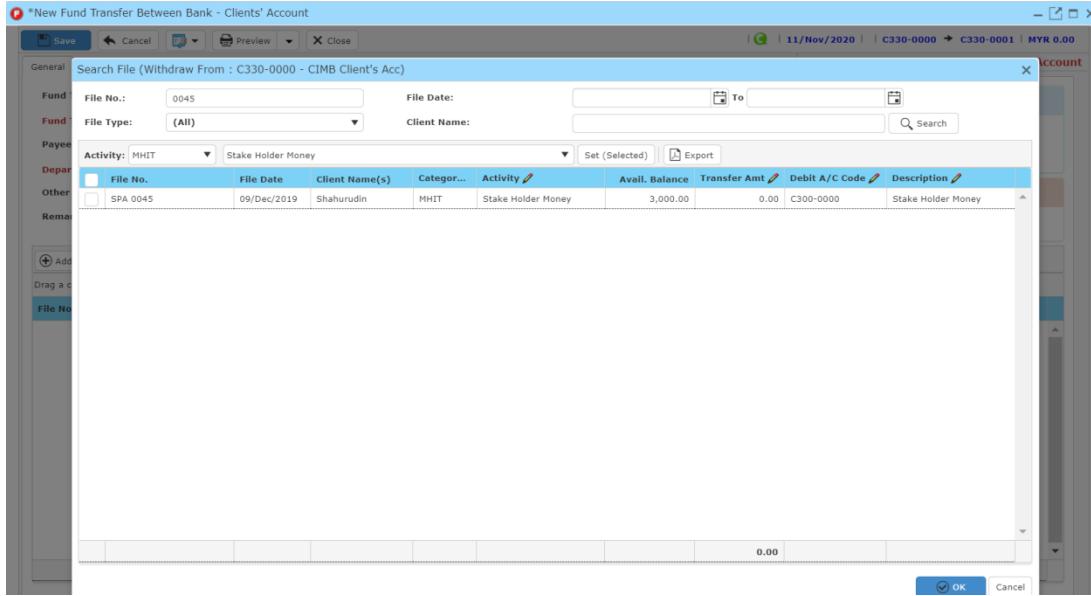
Chapter 10 Transfer



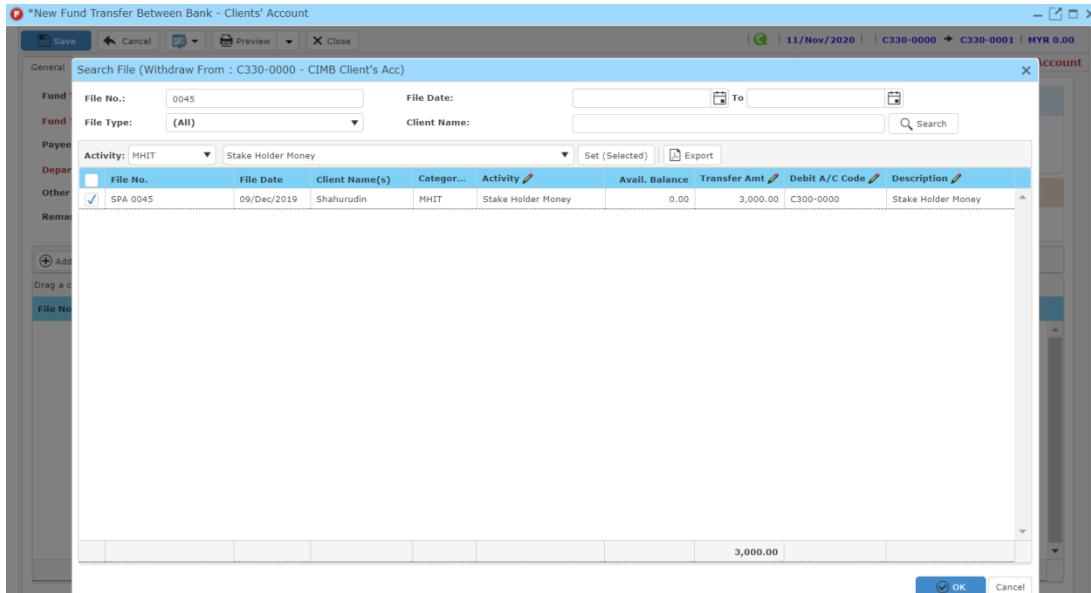
- Beside than you key in criteria on top side like file no, client name... to search, you can select the activity category to search.



Chapter 10 Transfer



- When you found the file you search, you will see the available balance to transfer, when you tick to the file it will transfer all the available balance. Or else you can click to the transfer amount column to entered the amount you wish to transfer



Chapter 10 Transfer

*New Fund Transfer Between Bank - Clients' Account

Save Cancel Preview Close

Search File (Withdraw From : C330-0000 - CIMB Client's Acc)

File No.	File Date	Client Name(s)	Category	Activity	Avail. Balance	Transfer Amt	Debit A/C Code	Description
SPA 0045	09/Dec/2019	Shahurudin	MHIT	Stake Holder Money	3,000.00	0.00	C300-0000	Stake Holder Money

OK Cancel

- For example, I will only transfer 1000 of available amount 3000

*New Fund Transfer Between Bank - Clients' Account

Save Cancel Preview Close

General Properties

Fund Transfer No.: FTB/C/2011/002

Fund Transfer Date: 11/Nov/2020

Payee Name:

Department: Conveyancing

Other Ref. No.:

Remarks:

Withdraw Info. (Clients' Account)

Withdraw From: C330-0000 - CIMB Client's Acc

Deposit Info. (Clients' Account)

Deposit To: C330-0001 - Hong Leong Bank (Client's Account)

Add File Add a Copy Remove Total Transfer Amt: 1,000.00 Auto Distribute

File No.	File Date	Client Name(s)	Category	Activity	Avail. Balance	Transfer Amt	Debit A/C Code	Description
SPA 0045	09/Dec/2019	Shahurudin	MHIT	Stake Holder Money	2,000.00	1,000.00	C300-0000	Stake Holder Money

Add a Copy

Chapter 10 Transfer

- For Add a Copy, you can duplicate a selected row in the table

The screenshot shows a software interface for managing fund transfers. At the top, there's a toolbar with buttons for Save, Cancel, Preview, and Close. The main title is 'Fund Transfer Between Bank - Clients' Account'. Below the title, there are sections for 'General' and 'Properties'. Under 'General', fields include Fund Transfer No. (FTB/C/2011/002), Fund Transfer Date (11/Nov/2020), Payee Name, Department (Conveyancing), Other Ref. No., and Remarks. To the right, there are 'Withdraw Info.' and 'Deposit Info.' sections. The 'Withdraw Info.' section shows Withdraw From (C330-0000 - CIMB Client's Acc) and Cheque No. The 'Deposit Info.' section shows Deposit To (C330-0001 - Hong Leong Bank (Client's Account)). Below these sections is a table titled 'Fund Transfer Between Bank - Clients' Account' with one row of data:

File No.	File Date	Client Name(s)	Category	Activity	Avail. Balance	Transfer Amt	Debit A/C Code	Description
SPA 0045	09/Dec/2019	Shahrudin	MHIT	Stake Holder Money	2,000.00	1,000.00	C300-0000	Stake Holder Money

At the bottom of the table, there are buttons for Add File, Add a Copy, Remove, Total Transfer Amt, and Auto Distribute. The total transfer amount is listed as 1,000.00.

- After you click add a copy, it will copy the row as below figure shown

This screenshot is similar to the previous one, showing the same software interface for managing fund transfers. The 'General' and 'Properties' sections are identical. The 'Withdraw Info.' and 'Deposit Info.' sections also remain the same. The table at the bottom now contains two rows of data, with the second row highlighted by a red rectangular box:

File No.	File Date	Client Name(s)	Category	Activity	Avail. Balance	Transfer Amt	Debit A/C Code	Description
SPA 0045	09/Dec/2019	Shahrudin	MHIT	Stake Holder Money	2,000.00	1,000.00	C300-0000	Stake Holder Money
SPA 0045	09/Dec/2019	Shahrudin			0.00	0.00		

The total transfer amount is listed as 1,000.00 at the bottom of the table.

- It will copy the exactly file no., date, client and deposit amount however you have to choose those others like category and activity by yourself

Remove

Chapter 10 Transfer

- For the remove, you have to select the record in the list and click remove to erase the record
- For example, I will remove the empty row selected

The screenshot shows the 'Fund Transfer Between Bank - Clients' Account' window. The 'General' tab is active. In the 'Withdraw Info. (Clients' Account)' section, 'Withdraw From' is set to 'C330-0000 - CIMB Client's Acc'. In the 'Deposit Info. (Clients' Account)' section, 'Deposit To' is set to 'C330-0001 - Hong Leong Bank (Client's Account)'. The 'Total Transfer Amt:' field shows '1,000.00'. Below these sections is a table with columns: File No., File Date, Client Name(s), Category, Activity, Avail. Balance, Transfer Amt, Debit A/C Code, and Description. There are two rows of data. The second row, which has a red border around its entire row, corresponds to the row highlighted in the previous screenshot.

File No.	File Date	Client Name(s)	Category	Activity	Avail. Balance	Transfer Amt	Debit A/C Code	Description
SPA 0045	09/Dec/2019	Shahurudin	MHIT	Stake Holder Money	2,000.00	1,000.00	C300-0000	Stake Holder Money
SPA 0045	09/Dec/2019	Shahurudin			0.00	0.00		
1.0045	09/Dec/2019	Shahurudin			0.00	0.00		

- After you click the remove button it will erase the selected row

This screenshot shows the same 'Fund Transfer Between Bank - Clients' Account' window after the removal of the empty row. The table now only contains one visible row of data, corresponding to the first row shown in the previous screenshot.

File No.	File Date	Client Name(s)	Category	Activity	Avail. Balance	Transfer Amt	Debit A/C Code	Description
SPA 0045	09/Dec/2019	Shahurudin	MHIT	Stake Holder Money	2,000.00	1,000.00	C300-0000	Stake Holder Money

Auto Distribute

Chapter 10 Transfer

- Before using the auto distribute function, you have to key in the Total Withdraw Amount

- After entered the amount, when you click to 'Auto Distribute' the system will equally divide and distribute to the file in the table

- Other than that, you can view the posting details with clicking this icon


***New Fund Transfer Between File - Clients' Account**

Save	Cancel	 ▾	Close																																																						
<input style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px; border-radius: 5px; font-weight: bold; font-size: 10pt; color: inherit; background-color: inherit;" type="button" value="General"/> <input style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; font-weight: bold; font-size: 10pt; color: inherit; background-color: inherit;" type="button" value="Properties"/>		<input style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; font-weight: bold; font-size: 10pt; color: inherit; background-color: inherit;" type="button" value="Posting Details"/>																																																							
<div style="border: 1px solid #ccc; padding: 5px; border-radius: 5px;"> <p>*New Fund Transfer Between Bank - Clients' Account</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Save</td> <td style="width: 15%;">Cancel</td> <td style="width: 15%; text-align: center;"> ▾</td> <td style="width: 15%;">Close</td> </tr> <tr> <td colspan="2" style="text-align: center; padding-bottom: 5px;"> <input style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px; border-radius: 5px; font-weight: bold; font-size: 10pt; color: inherit; background-color: inherit;" type="button" value="General"/> <input style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; font-weight: bold; font-size: 10pt; color: inherit; background-color: inherit;" type="button" value="Properties"/> </td> <td colspan="2" style="padding-top: 5px;"> <input style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; font-weight: bold; font-size: 10pt; color: inherit; background-color: inherit;" type="button" value="Fund Transfer Between Bank - Clients' Account"/> </td> </tr> <tr> <td colspan="4" style="padding: 10px;"> <p>Fund Transfer No.: FTB/C/2011/002</p> <p>Fund Transfer Date: 11/Nov/2020</p> <p>Payee Name:</p> <p>Department: ▾</p> <p>Other Ref. No.:</p> <p>Remarks:</p> <p><input style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px; border-radius: 5px; font-weight: bold; font-size: 10pt; color: inherit; background-color: inherit;" type="button" value="Add File"/></p> <p><input style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; font-weight: bold; font-size: 10pt; color: inherit; background-color: inherit;" type="button" value="Add"/></p> <p>Drag a column header</p> <p>File No.</p> <p>SPA 0045</p> <p>Posting Details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Trans. Date</th> <th>Trans. 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No.:</p> <p>Remarks:</p> <p><input style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px; border-radius: 5px; font-weight: bold; font-size: 10pt; color: inherit; background-color: inherit;" type="button" value="Add File"/></p> <p><input style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; font-weight: bold; font-size: 10pt; color: inherit; background-color: inherit;" type="button" value="Add"/></p> <p>Drag a column header</p> <p>File No.</p> <p>SPA 0045</p> <p>Posting Details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Trans. Date</th> <th>Trans. 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Debit	Credit	11/Nov/2020		C330-0001	Hong Leong Bank (Client's Account)		1,000.00		11/Nov/2020		C330-0000	CIMB Client's Acc			1,000.00	11/Nov/2020		C300-0000	Clients' Control Account	[SPA 0045]Stake Holder Money	1,000.00		11/Nov/2020		C300-0000	Clients' Control Account	[SPA 0045]Stake Holder Money		1,000.00						2,000.00	2,000.00
Save	Cancel	 ▾	Close																																																						
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					2,000.00	2,000.00																																																			

- You can click to the next tab 'Properties'

***New Fund Transfer Between File - Clients' Account**

Save	Cancel	 ▾	Close
<input style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px; border-radius: 5px; font-weight: bold; font-size: 10pt; color: inherit; background-color: inherit;" type="button" value="General"/> <input style="border: 1px solid red; padding: 2px 10px; border-radius: 5px; font-weight: bold; font-size: 10pt; color: inherit; background-color: inherit;" type="button" value="Properties"/>			

Chapter 10 Transfer

* New Fund Transfer Between Bank - Clients' Account

Save Cancel Preview Close

General Properties

Created: 11/Nov/2020 2:55 PM Approval Date:

Created By: sa Approved By:

Last Modified:

Modified By:

Fund Transfer Between Bank - Clients' Account

Date: 11/Nov/2020 | From Account: C330-0000 | To Account: C330-0001 | Amount: MYR 1,000.00

- You can view the information of the record once who modify the fund transfer between bank – client’ a/c then there will show the last modified and modified by who
- Once you finish all the instruction above, click ‘Save’ then you are done to create a New Bank Fund Transfer(Client’ A/C.)

10.4 New Bank Fund Transfer - Client’ A/C to Office’ A/C

- Bank Fund Transfer is money in the same file transfer to different bank
- To open New Bank Fund Transfer - Client’ A/C to Office’ A/C, on the **SmartLeg@I** navigation, click **Transfer** and go to **New Bank Fund Transfer - Client’ A/C to Office’ A/C**.

* New Fund Transfer - Clients' Account to Office Account

Save Cancel Preview Close

General Details Properties

Fund Transfer No.: FTB/C20/2011/002

Fund Transfer Date: 11/Nov/2020

Payee Name:

Department:

Other Ref. No.:

Remarks:

Withdraw Info. (Clients' Account)

Withdraw From: (empty)

Cheque No.:

Deposit Info. (Office Account)

Deposit To: (empty)

Fund Transfer - Clients' Account to Office Account

Date: 11/Nov/2020 | From Account: | To Account: | Amount: MYR 0.00

- Key in necessary information
- Fund Transfer No. is auto generated by the system
- Key in Fund Transfer Date and by default the date is auto generated with the date you click to New Bank Fund Transfer
- Select a department from combo box

Chapter 10 Transfer

Department: ⓘ

Other Ref. No.:

Remarks:

Conveyancing
Litigation
Corporate
Loan

- In the Withdraw Info (Clients' Account) section, you may select withdraw from which bank from the combo box

Withdraw Info. (Clients' Account)

Withdraw From: ⓘ

Cheque No.:

Deposit Info. (Office Account)

Deposit To: ⓘ

C330-0000 - CIMB Client's Acc
C330-0001 - Hong Leong Bank (Client's Account)
C330-1000 - Fixed Deposit - CIMB
C330-1001 - Fixed Deposit - HLBB

- After select the client acc withdraw from, and you have to select the office acc deposit to.

Withdraw Info. (Clients' Account)

Withdraw From: ⓘ C330-0000 - CIMB Client's Acc

Cheque No.:

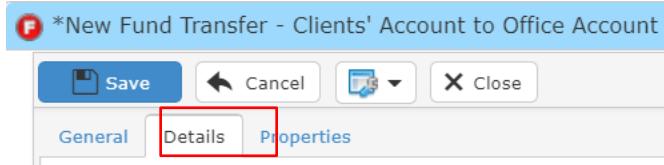
Deposit Info. (Office Account)

Deposit To: ⓘ

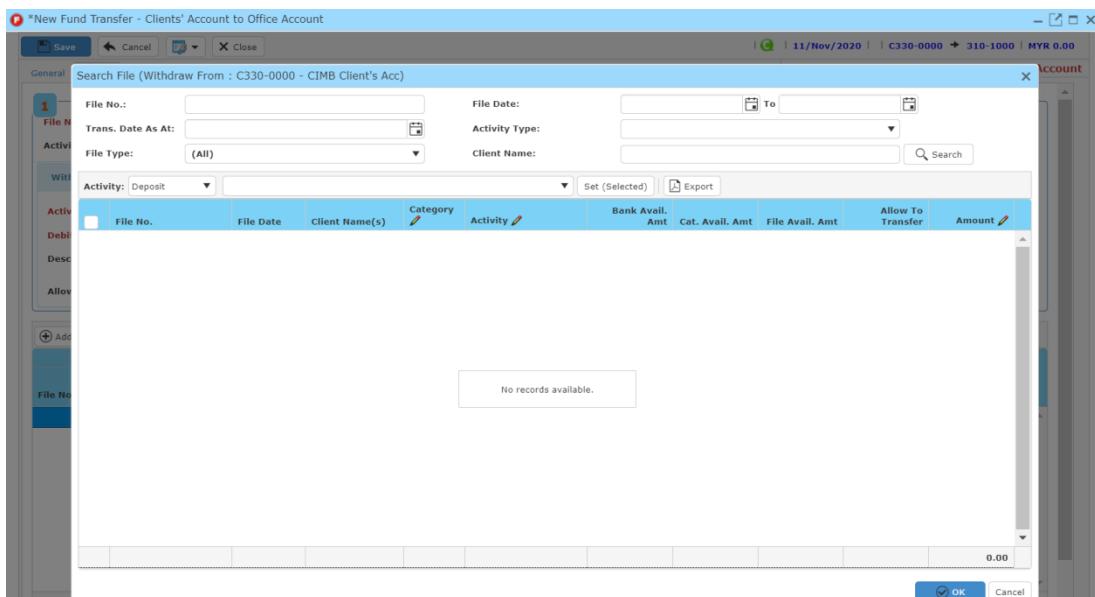
310-1000 - Hong Leong Bank Office Acc
310-1001 - Hong Leong Bank Office Acc (SG)
310-2000 - Public Bank Disbursement Account
320-0000 - Petty Cash
340-0000 - Fixed Deposit

- When you finished key in and select the information and bank, you can click to the next tab 'Details'

Chapter 10 Transfer

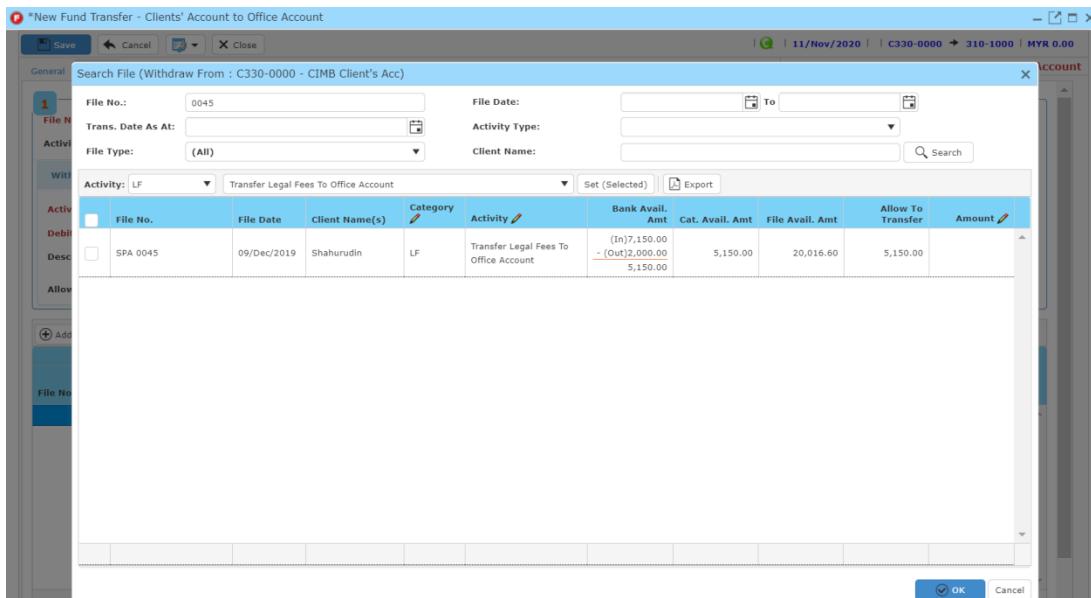
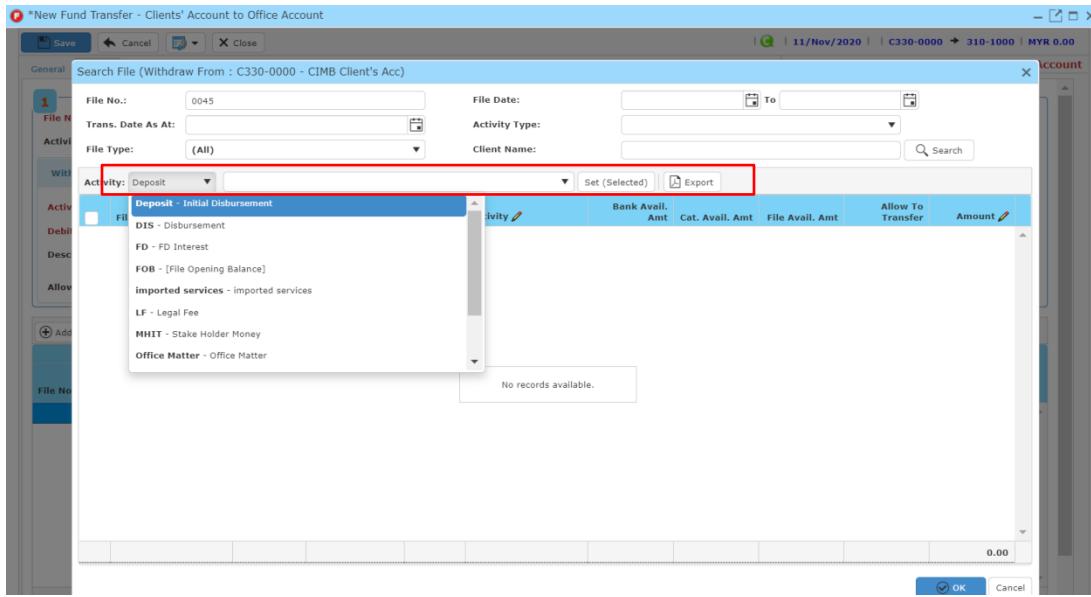


- When you click to the details tab, it will pop up a search file wizard as figure below shown, you can insert your requirement to search



- Beside than you key in criteria on top side like file no, client name... to search, you can select the activity category to search.

Chapter 10 Transfer



- When you found the file you search, you will see all the balance of the file, and one of the most important you can look at **Allow to transfer**, when you tick to the file it will transfer all the allow to transfer balance. Or else you can click to the amount column to insert the amount you wish to transfer

Chapter 10 Transfer

*New Fund Transfer - Clients' Account to Office Account

File No.	File Date	Client Name(s)	Category	Activity	Bank Avail. Amt	Cat. Avail. Amt	File Avail. Amt	Allow To Transfer	Amount
<input checked="" type="checkbox"/> SPA 0045	09/Dec/2019	Shahurudin	LF	Transfer Legal Fees To Office Account	(In)7,150.00 (Out)2,000.00	5,150.00	20,016.60	0.00	5,150.00

OK Cancel

*New Fund Transfer - Clients' Account to Office Account

File No.	File Date	Client Name(s)	Category	Activity	Bank Avail. Amt	Cat. Avail. Amt	File Avail. Amt	Allow To Transfer	Amount
<input type="checkbox"/> SPA 0045	09/Dec/2019	Shahurudin	LF	Transfer Legal Fees To Office Account	(In)7,150.00 (Out)2,000.00	5,150.00	20,016.60	5,150.00	0.00

OK Cancel

- For example, I will only transfer 1150 of balance allow to transfer 5150 and click to 'OK'

Chapter 10 Transfer

*New Fund Transfer - Clients' Account to Office Account

File No.	File Date	Client Name(s)	Category	Activity	Bank Avail. Amt	Cat. Avail. Amt	File Avail. Amt	Allow To Transfer	Amount	
SPA 0045	09/Dec/2019	Shahurudin	LF	Transfer Legal Fees To Office Account	(In) 7,150.00	- (Out) 2,000.00	5,150.00	20,016.60	4,000.00	1,150.00

Search File (Withdraw From : C330-0000 - CIMB Client's Acc)

File No.: 0045 File Date: To: Activity Type: Client Name: Search

Activity: LF Transfer Legal Fees To Office Account Set (Selected) Export

File No. File Date Client Name(s) Category Activity Bank Avail. Amt Cat. Avail. Amt File Avail. Amt Allow To Transfer Amount

SPA 0045 09/Dec/2019 Shahurudin LF Transfer Legal Fees To Office Account (In) 7,150.00 - (Out) 2,000.00 5,150.00 20,016.60 4,000.00 1,150.00

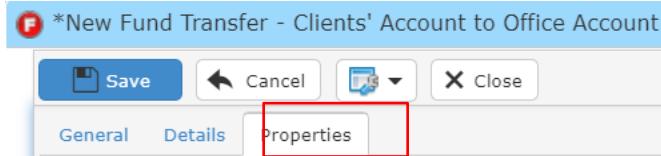
OK Cancel

*New Fund Transfer - Clients' Account to Office Account

File No.	Activity Type:	Trans. Date As At:	Fund Transfer - Clients' Account to Office Account																																															
SPA 0045	Transfer Legal Fees To Office Account		Deposit Info. : 310-1000 - Hong Leong Bank Office Acc Description: Transfer Legal Fees To Office Account Credit A/C: 300-0001 - Trade Debtor Tax Code: Tax Rate(%): 0.00 Tax Amount: 0.00 Amount (Exc.): 1,150.00																																															
Activity: LF	Debit A/C: C500-1000 - Clients' AC Income	Description: Transfer Legal Fees To Office Account	Allow To Transfer: 4,000.00	Transfer Amt: 1,150.00																																														
<input type="button" value="Add File"/> <input type="button" value="Remove"/> <table border="1"> <thead> <tr> <th colspan="4">Withdraw From</th> <th colspan="6">Deposit To</th> </tr> <tr> <th>File No.</th> <th>Client Name(s)</th> <th>Transfer Info</th> <th>Fund Cate...</th> <th>Activity</th> <th>Debit A/C Code</th> <th>Description (Withdraw)</th> <th>Allow To Transfer</th> <th>Transfer Amount</th> <th>Description (Deposit)</th> <th>Credit A/C Code</th> <th>Tax Code</th> <th>Tax CR A/C Code</th> <th>Tax Amt</th> <th>Amount (Exc.)</th> </tr> </thead> <tbody> <tr> <td>SPA 0045</td> <td>Shahurudin</td> <td>LF</td> <td>Transfer Legal Fees To Office Account</td> <td>C500-1000</td> <td>Transfer Legal Fees To Office Account</td> <td>4,000.00</td> <td>1,150.00</td> <td>Transfer Legal Fees To Office Account</td> <td>300-0001</td> <td></td> <td></td> <td></td> <td>0.00</td> <td>1,150.00</td> </tr> </tbody> </table>											Withdraw From				Deposit To						File No.	Client Name(s)	Transfer Info	Fund Cate...	Activity	Debit A/C Code	Description (Withdraw)	Allow To Transfer	Transfer Amount	Description (Deposit)	Credit A/C Code	Tax Code	Tax CR A/C Code	Tax Amt	Amount (Exc.)	SPA 0045	Shahurudin	LF	Transfer Legal Fees To Office Account	C500-1000	Transfer Legal Fees To Office Account	4,000.00	1,150.00	Transfer Legal Fees To Office Account	300-0001				0.00	1,150.00
Withdraw From				Deposit To																																														
File No.	Client Name(s)	Transfer Info	Fund Cate...	Activity	Debit A/C Code	Description (Withdraw)	Allow To Transfer	Transfer Amount	Description (Deposit)	Credit A/C Code	Tax Code	Tax CR A/C Code	Tax Amt	Amount (Exc.)																																				
SPA 0045	Shahurudin	LF	Transfer Legal Fees To Office Account	C500-1000	Transfer Legal Fees To Office Account	4,000.00	1,150.00	Transfer Legal Fees To Office Account	300-0001				0.00	1,150.00																																				

- Moreover, you can click and it will pop up the search file wizard as procedure above again to add record, and you can click to to remove the added file
- You can click to the next tab 'Properties'

Chapter 10 Transfer



- You can view the information of the record once who modify the record then there will show the last modified and modified by who
- Once you finish all the instruction above, click ‘Save’ then you are done to create a New Bank Fund Transfer – Client’ A/C to Office A/C

10.5 New Bank Fund Transfer - Office’ A/C to Client’ A/C

- Bank Fund Transfer is money in the same file transfer to different bank
- To open New Bank Fund Transfer - Office A/C to Client’ A/C, on the **SmartLeg@1** navigation, click **Transfer** and go to **New Bank Fund Transfer - Office A/C to Client’ A/C**.

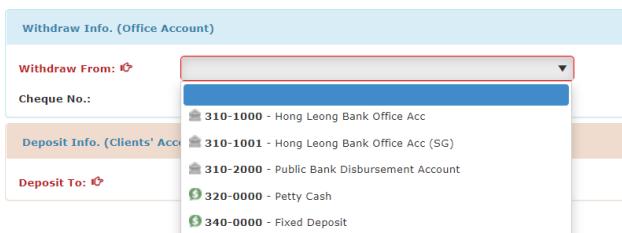
- Key in necessary information

Chapter 10 Transfer

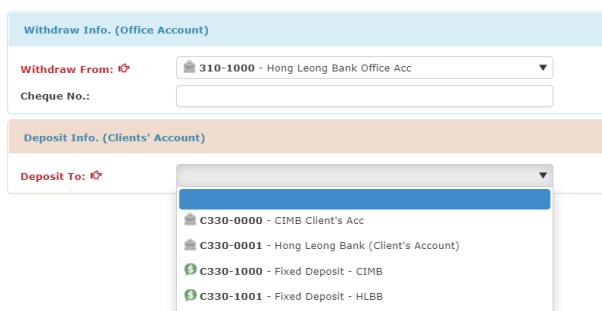
- Fund Transfer No. is auto generated by the system
- Key in Fund Transfer Date and by default the date is auto generated with the date you click to New Bank Fund Transfer
- Select a department from combo box



- In the Withdraw Info (Office Account) section, you may select withdraw from which bank from the combo box

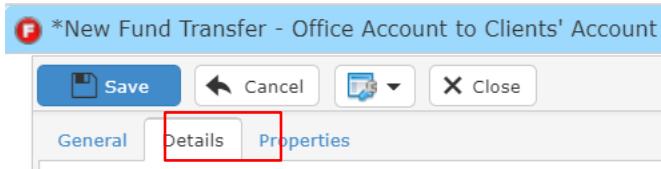


- After select the office acc withdraw from, and you have to select the client acc deposit to.

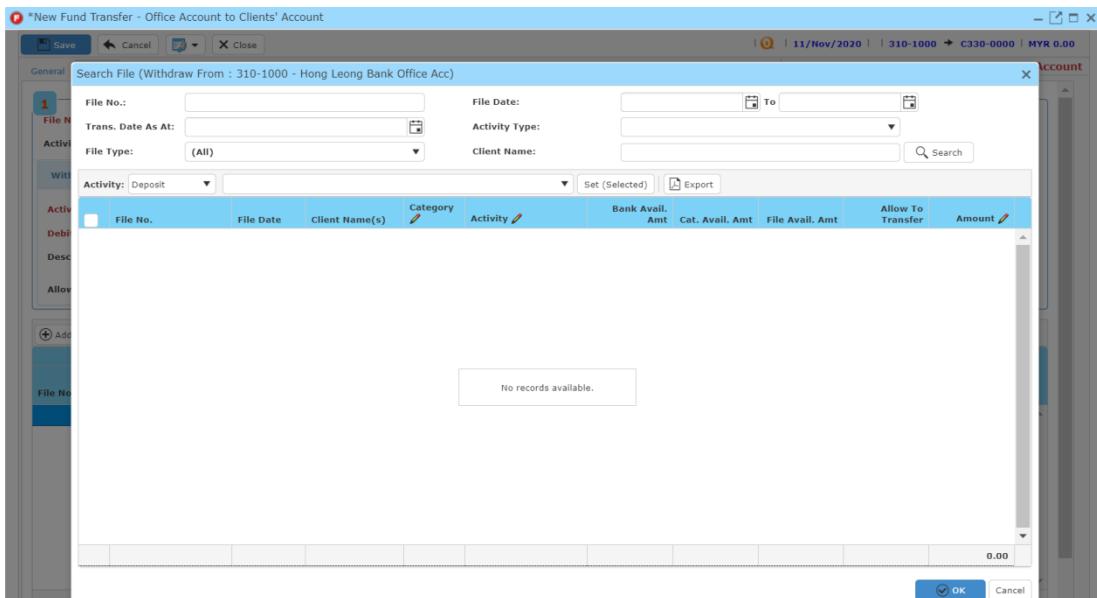


Chapter 10 Transfer

- When you finished key in and select the information and bank, you can click to the next tab 'Details'

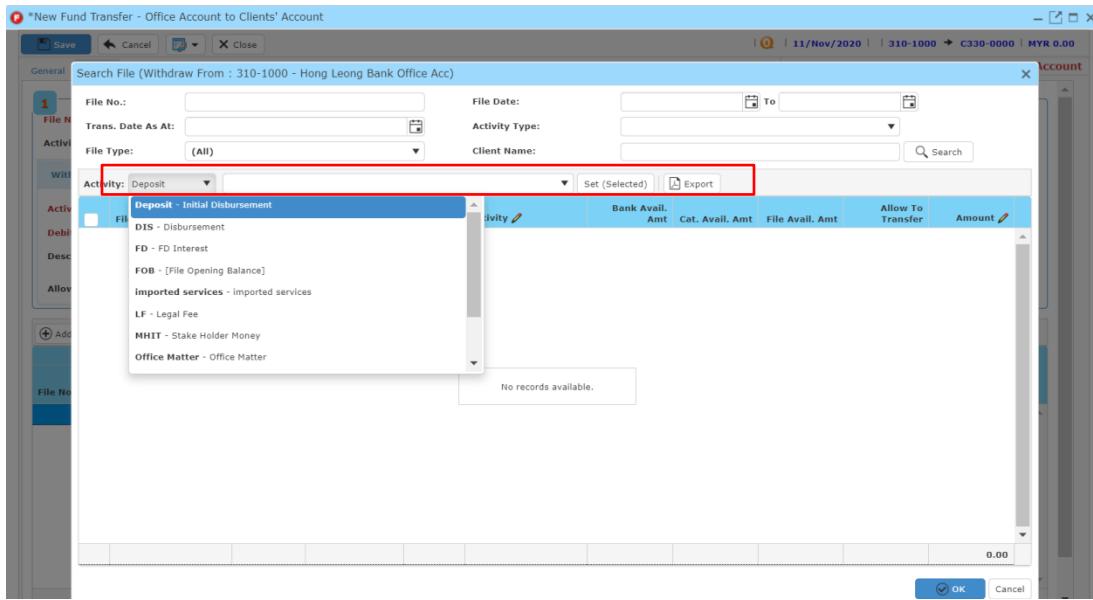


- When you click to the details tab, it will pop up a search file wizard as figure below shown, you can insert your requirement to search



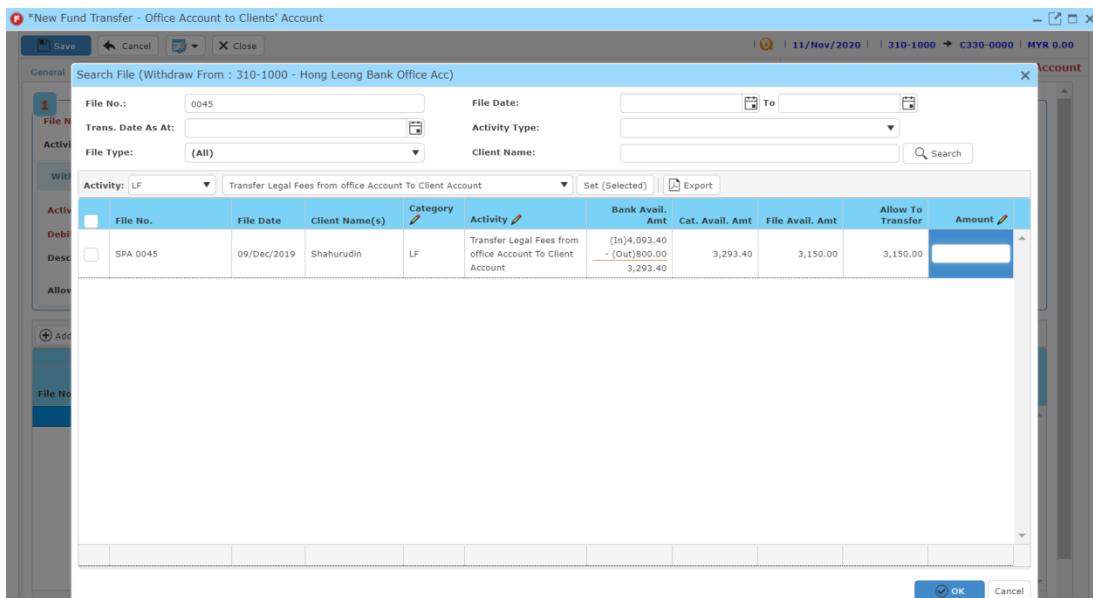
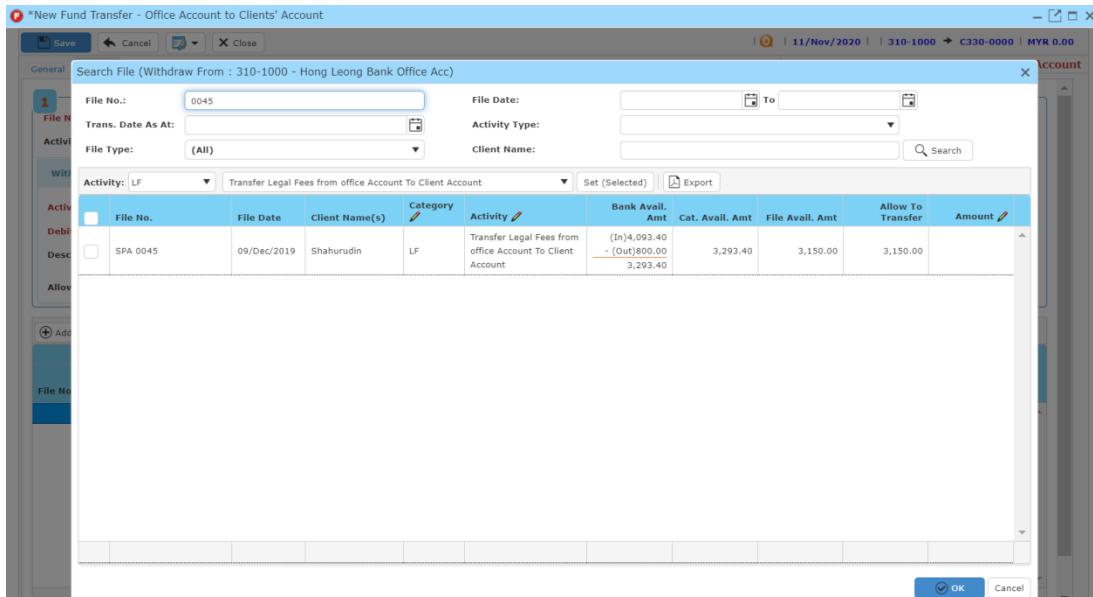
- Beside than you key in criteria on top side like file no, client name... to search, you can select the activity category to search.

Chapter 10 Transfer



- When you found the file you search, you will see all the balance of the file, and one of the most important you can look at **Allow to transfer**, when you tick to the file it will transfer all the allow to transfer balance. Or else you can click to the amount column to insert the amount you wish to transfer

Chapter 10 Transfer



- For example, I will only transfer 2150 of balance allow to transfer 3150 and click to 'OK'

Chapter 10 Transfer

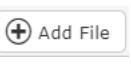
*New Fund Transfer - Office Account to Clients' Account

File No.	File Date	Client Name(s)	Category	Activity	Bank Avail. Amt	Cat. Avail. Amt	File Avail. Amt	Allow To Transfer	Amount
SPA 0045	09/Dec/2019	Shahurudin	LF	Transfer Legal Fees from office Account To Client Account	(In)4,093.40 - (Out)800.00 3,293.40	3,293.40	3,150.00	1,000.00	2,150.00

OK

*New Fund Transfer - Office Account to Clients' Account

File No.	Activity Type:	Withdraw Info. : 310-1000 - Hong Leong Bank Office Acc	Deposit Info. : C330-0000 - CIMB Client's Acc																												
SPA 0045		Activity: LF Transfer Legal Fees from office Account To Client ... Debit A/C: 500-000 - Professional Fees Description: Transfer Legal Fees from office Account To Client Account Allow To Transfer: 1,000.00 Transfer Amt: 2,150.00	Description: Transfer Legal Fees from office Account To Client Account Credit A/C: C500-1000 - Clients' AC Income Amount (Exc.): 2,150.00																												
<table border="1"> <thead> <tr> <th colspan="2">Withdraw From</th> <th colspan="2">Deposit To</th> </tr> <tr> <th>File No.</th> <th>Client Name(s)</th> <th>Transfer Info</th> <th>Fund Categ...</th> <th>Activity</th> <th>Debit A/C Code</th> <th>Description (Withdraw)</th> <th>Allow To Transfer</th> <th>Transfer Amount</th> <th>Description (Deposit)</th> <th>Credit A/C Code</th> <th>Amount (Exc.)</th> </tr> </thead> <tbody> <tr> <td>SPA 0045</td> <td>Shahurudin</td> <td></td> <td>LF</td> <td>Transfer Legal Fees from office Account To Client Account</td> <td>500-000</td> <td>Transfer Legal Fees from office Account To Client Account</td> <td>1,000.00</td> <td>2,150.00</td> <td>Transfer Legal Fees from office Account To Client Account</td> <td>C500-1000</td> <td>2,150.00</td> </tr> </tbody> </table>				Withdraw From		Deposit To		File No.	Client Name(s)	Transfer Info	Fund Categ...	Activity	Debit A/C Code	Description (Withdraw)	Allow To Transfer	Transfer Amount	Description (Deposit)	Credit A/C Code	Amount (Exc.)	SPA 0045	Shahurudin		LF	Transfer Legal Fees from office Account To Client Account	500-000	Transfer Legal Fees from office Account To Client Account	1,000.00	2,150.00	Transfer Legal Fees from office Account To Client Account	C500-1000	2,150.00
Withdraw From		Deposit To																													
File No.	Client Name(s)	Transfer Info	Fund Categ...	Activity	Debit A/C Code	Description (Withdraw)	Allow To Transfer	Transfer Amount	Description (Deposit)	Credit A/C Code	Amount (Exc.)																				
SPA 0045	Shahurudin		LF	Transfer Legal Fees from office Account To Client Account	500-000	Transfer Legal Fees from office Account To Client Account	1,000.00	2,150.00	Transfer Legal Fees from office Account To Client Account	C500-1000	2,150.00																				

- Moreover, you can click  and it will pop up the search file wizard as procedure above again to add record, and you can click to  to remove the added file
- You can click to the next tab 'Properties'

The screenshot shows a software interface for creating a new fund transfer. At the top, there's a toolbar with 'Save', 'Cancel', and 'Close' buttons. Below the toolbar, there are three tabs: 'General', 'Details', and 'Properties'. The 'Properties' tab is currently selected and highlighted with a red box. In the main content area, there are several input fields: 'Created:' (set to '11/Nov/2020 3:52 PM'), 'Created By:' (set to 'sa'), 'Last Modified:' (empty), 'Modified By:' (empty), 'Approval Date:' (empty), and 'Approved By:' (empty). At the very top of the window, above the toolbar, is a status bar displaying the date ('11/Nov/2020'), a transaction identifier ('310-1000 → C330-0000'), and a monetary amount ('MYR 2,150.00'). The title of the window is '*New Fund Transfer - Office Account to Clients' Account'.

- You can view the information of the record once who modify the record then there will show the last modified and modified by who
- Once you finish all the instruction above, click ‘Save’ then you are done to create a New Bank Fund Transfer – Office A/C to Client’ A/C

10.6 Manage Bank Fund Transfer

This option enables you to add, edit, and delete a Bank Fund Transfer. It also allows you to keep track of your Bank Fund Transfer details and all related information.

- To open Manage Bank Fund Transfer, on the **SmartLeg@l** navigation, click **Transfer** and go to **Manage Bank Fund Transfer** then search the Bank Fund Transfer record you wish to modify.

Manage Bank Fund Transfer

- Search the Bank Fund Transfer you wish to manage through type the search criteria or search by advanced.
- To start a new search or to clear the search results, click ‘Clear’.

The screenshot shows a search interface for bank fund transfers. At the top, there are tabs for 'Search' and 'Advanced'. Below the tabs are several input fields: 'Fund Transfer No.' (with a date range selector), 'Payee Name', 'Cheque No.', 'Department' (with a dropdown menu showing '(All)'), and 'F/T Type' (also with a dropdown menu showing '(All)'). To the right of these fields are 'Search' and 'Clear' buttons. The title bar of the window reads 'Fund Transfer Between Bank - Search ^'.

Figure: Manage Bank Fund Transfer - Search

Advanced Search

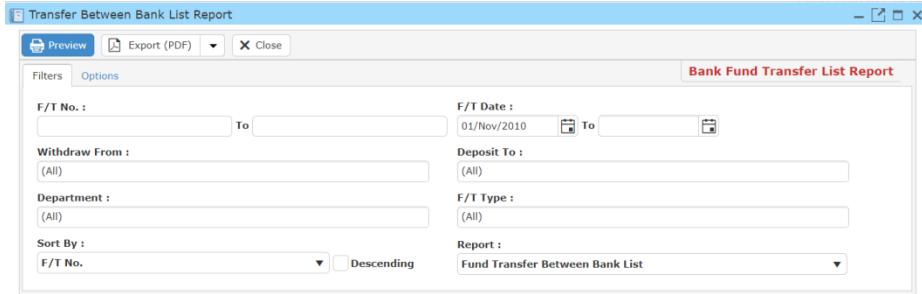
- This function can be used to find a invoice by searching other information that is not captured in the 'General' section.
- Define search criteria:
 - **Field** - Choose the field you want to search.
 - **Condition** - Search condition
 - **Value** - Type in the detail you want to find.
- Click '**Add to list**', to define more than one criteria.
- Click '**Find**', search results will be displayed at search record list. You can open an item in the search results list by double-clicking.
- To start a new search or to clear the search results, click '**Clear**'.
- Click '**Export**' to print the desired search results in txt, excel or html format.

The screenshot shows an advanced search interface. It features a single search criterion: 'Field' set to 'Bank Recon ?(Yes = 1, No = 0)', 'Condition' set to 'Equals', and 'Value' set to '1'. There is also a 'Add Criteria' button and a 'Search' button. The title bar of the window reads 'Fund Transfer Between Bank - Search ^'.

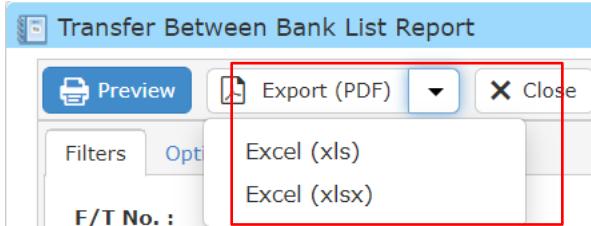
Figure: Manage Bank Fund Transfer- Advanced Search

- Other than Search File Fund Transfer you can create of New Bank Fund Transfer by clicking and it will pop up New Bank Fund Transfer input form and you may refer to chapter above to create a New Bank Fund Transfer
- You can print or preview the Transfer Between File List Report while you click to
- It will pop-up a Transfer Between File List Report as below and you can insert you requirement to filter the report

Chapter 10 Transfer



- Besides, you can preview the report
- You can also export the report into PDF or excel by clicking



10.7 New Trust Transfer (FD)

- To open New Trust Transfer (FD), on the SmartLeg@I navigation, click Transfer and go to **New Trust Transfer (FD)**.

Chapter 10 Transfer

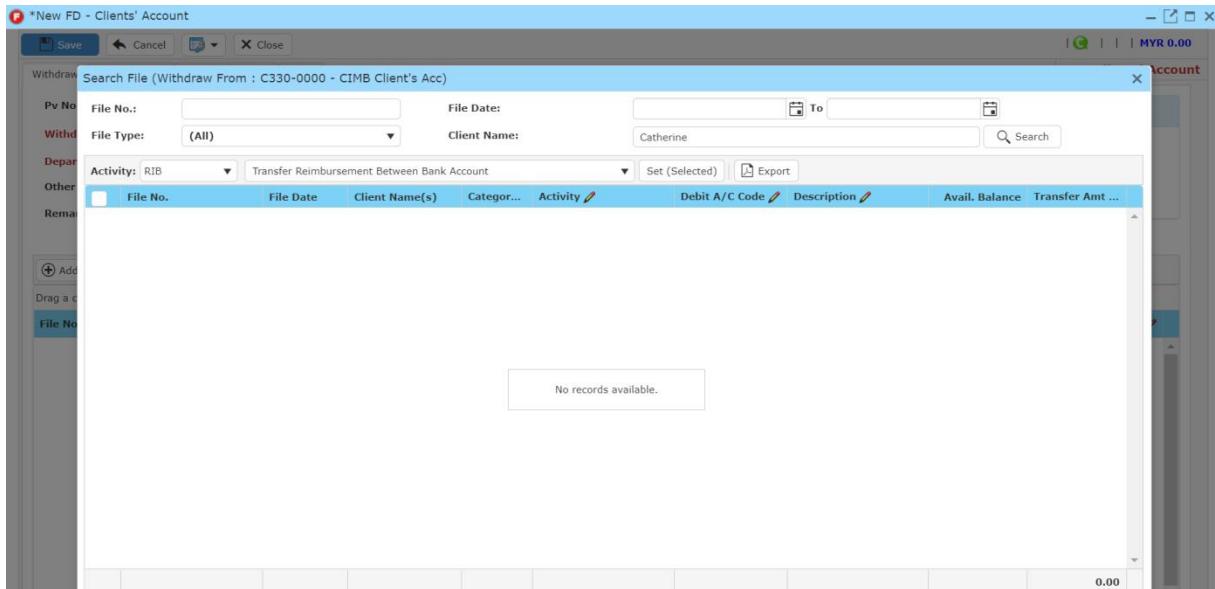
The screenshot shows a software interface titled 'New FD - Clients' Account'. At the top, there are buttons for Save, Cancel, and Close. Below these are tabs for Withdraw, Deposit To FD, Interest Received, Uplift, and Properties. The main area has sections for Pv No.: PVFD/C/2010/001, Withdraw Date: 22/Oct/2020, Department: (dropdown), Other Ref. No.: (text box), and Remarks: (text box). To the right is a 'Withdraw Info.' section with fields for Withdraw From (dropdown), Cheque No.: (text box), and Received By: (text box). At the bottom left is a file manager with 'Add File' and 'Remove' buttons. A message at the bottom center says 'No records available.'

- Key in or select the Withdraw Date from calendar by clicking
- Choose the department from the combo box
- Select Withdraw From in the withdraw info section

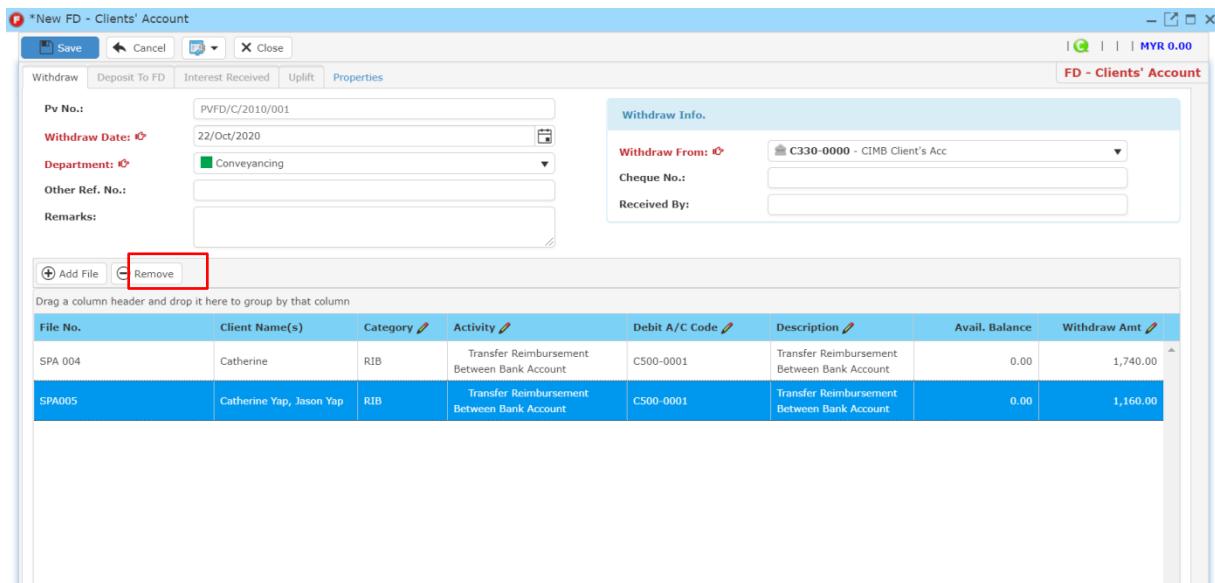
Add File& Remove

- You are allow to add file by clicking
- When you click to the Add File, it will pop up a search file wizard based on the withdraw from client' a/c you selected in the withdraw info section

Chapter 10 Transfer



- If you want to erase the file you added in the list you can delete it by selecting the file and click to 'Remove'



- When you click to remove it will erase the file

Chapter 10 Transfer

*New FD - Clients' Account

Withdraw		Deposit To FD		Interest Received		Uplift		Properties	
Pv No.:	PVFD/C/2010/001	Withdraw Date:	22/Oct/2020	Department:	Conveyancing	Withdraw Info.			
Other Ref. No.:		Remarks:		Cheque No.:		Received By:			
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Close"/> <input type="button" value="Add File"/> <input type="button" value="Remove"/> Drag a column header and drop it here to group by that column									
File No.	Client Name(s)	Category	Activity	Debit A/C Code	Description	Avail. Balance	Withdraw Amt		
SPA 004	Catherine	RIB	Transfer Reimbursement Between Bank Account	C500-0001	Transfer Reimbursement Between Bank Account	0.00	1,740.00		

- After that, you can click to the last tab 'Properties'

*New FD - Clients' Account

Withdraw		Deposit To FD		Interest Received		Uplift		Properties	
Created:	22/Oct/2020 11:16 AM	Created By:		Last Modified:		Modified By:		Approval Date:	
Approved By:									

- You can view the information of the FD once who modify the FD then there will show the last modified, modified by who and it shown approval by and date as well.
- Click 'Save' to complete the New Trust Transfer FD

10.8 New FD Transfer

10.8.1 New FD Transfer (Transfer from Clients' A/C to FD)

- To open New FD(Transfer from Clients' A/C to FD), on the **SmartLeg@l** navigation, click **Transfer** and go to **New FD Transfer(Transfer from Clients' A/C to FD)**.

#	File No.	Client Name(s)	Category	Activity	Debit A/C Code	Description	Avail. Balance	Withdraw Amt
No records available.								

- Fill in the required information (withdrawal date, withdraw from, payment mode) and other informations.

Chapter 10 Transfer

Search File (Withdraw From : C330-0000 - CIMB CLIENT'S ACC)

File No.:	File Date:	To
File Type: (All)	File Status: (All)	New/Old IC No./Passport/Com. Reg. No.
Client Name:	Client ID No.:	Search

Activity: Deposit ▾ Deposit - Initial Disbursement ▾ Set (Selected) Export

File No.	File Date	Client Name(s)	Category	Activity	Debit A/C Code	Description	Avail. Balance	Transfer Amt
No records available.								

0.00

OK Cancel

File No.: test1200

- Search the file no. that you want to withdraw the money from the clients' account to FD.

Activity: MHIT ▾ 10% Deposit of Purchase Price ▾

- Search for a specific activity. For example, MHIT - 10% Deposit of Purchase Price.

10.8.1.1 Single File

Chapter 10 Transfer

<input type="checkbox"/>	File No.	File Date	Client Name(s)	Category	Activity	Debit A/C Code	Description	Avail. Balance	Transfer Amt
<input checked="" type="checkbox"/>	test1200	22/Dec/2023	Tan Soo Chian	MHIT	10% Deposit of Purchase Price	C300-0000	10% Deposit of Purchase Price	0.00	10,000.00

OK Cancel

- Click/tick on the file no. checkbox and press **OK**

Drag a column header and drop it here to group by that column								
#	File No.	Client Name(s)	Category	Activity	Debit A/C Code	Description	Avail. Balance	Withdraw Amt
1	test1200	Tan Soo Chian	MHIT	10% Deposit of Purchase Price	C300-0000	10% Deposit of Purchase Price	0.00	10,000.00

- After pressing OK, you can click on the **Withdraw Amt** column to adjust the amount

and it will look like the figure below. Then you may press **Save**

Withdraw Amt	<input type="text" value="10000"/>
--------------	------------------------------------

Save

Chapter 10 Transfer

The screenshot shows the 'File Master - Search' interface. At the top, there are search filters for 'File No.', 'File Type', 'File Date (From)', 'File Date (To)', 'Subject', 'File Status', 'PIC', 'File Tag', 'File Group', 'Department', 'Client Name', 'Client ID No.*', 'Client Category', and 'Client Name(s)'. Below the filters is a toolbar with 'Delete', 'Batch Update', 'Batch Merge', and 'Export' buttons. The main area displays a table of file records with columns: #, Run..., File No., Status, File Date, File Type, Openin..., Client Name(s), and Subject. The table contains five rows of data.

#	Run...	File No.	Status	File Date	File Type	Openin...	Client Name(s)	Subject
1	★	test1	KIV	22/Dec/2023	Additional loan	0.00	Catherine	
2	★	test12	KIV	22/Dec/2023	SPA Dev WOT	10,000.000.00	Tan See Chian	
3	★	test1200	KIV	22/Dec/2023	SPA Dev WOT	0.00	Tan See Chian	
4	★	Test2	KIV	22/Dec/2023	Additional loan	0.00	Yung	
5	★	Testing 223	KIV	19/Jan/2022	SPA Dev WOT	0.00	Maggie Tan	SPA

- After that, go to the **File Master** and search the file no. Click on the file.

The screenshot shows the 'FD Serial Details' screen. At the top, there are buttons for 'New', 'View', and 'Refresh'. Below the buttons is a table header with columns: FD Serial No., Deposit Date..., Deposit To, Tenure (Mo...), Interest Rat..., Withdraw Amt, Deposit Amt, Interest Amt, and Uplift Amt. The table body contains one row for FD F1, which has a tenure of 6 months and an interest rate of 2.00%. The total amounts for each column are listed at the bottom of the table.

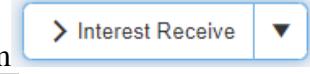
FD Serial No.	Deposit Date...	Deposit To	Tenure (Mo...)	Interest Rat...	Withdraw Amt	Deposit Amt	Interest Amt	Uplift Amt
F1	23/Dec/2023	C330-1000 - FIXED DEPOSIT - CIMB	6	2.00 %	50,000.00	50,000.00	150.00	58,333.33

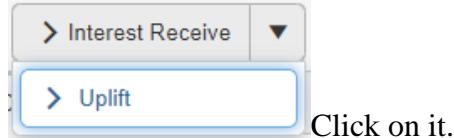
- Click on the **FD** part from the navigation bar. Then, double click on it.

The screenshot shows the 'FD Receipt Details' screen. On the left, there are input fields for FD Receipt No. (RCFD/C/2312/007), FD Serial No. (F1234), Deposit Date (29/Dec/2023), Maturity Date (29/Oct/2024), Tenure (Months) (10), Interest Rate (2.00 %), and Remarks. On the right, there is a 'Deposit Info.' section with dropdowns for Deposit To (C330-1000 - FIXED DEPOSIT - CIMB), Payment Mode (Bank Transfer), Pymt. Ref. No., and Interest Credit To. Below these is a summary table with columns: #, File No., Client Name(s), Deposit Amt, Credit A/C Code, and Description.

#	File No.	Client Name(s)	Deposit Amt	Credit A/C Code	Description
1	test1200	Tan See Chian	10,000.00	C300-0009	10% Deposit of Purchase Price

Chapter 10 Transfer

- Then, fill in the Deposit Date, Maturity Date, Interest Rate etc.
- Click on the  from , you may find an option called >Uplift.



Click on it.

Trans. Type	Fund Category	Trans. Amount	Receipt Amount	Outstanding
No records available.				

(All Account Type) - (All Bank)		Refresh	Export	Transaction Details	<input type="checkbox"/> Including Unapproved Trans.
Account Type	Bank Account	Fund Category	In	Out	Balance
Clients' Account					
Clients' Account	(All Bank)	FD Interest	8,483.33	150.00	8,333.33
Clients' Account	(All Bank)	Stake Holder Money	150,000.00	100,000.00	50,000.00
			158,483.33	100,150.00	58,333.33

FD Serial No.	Deposit Dat...	Deposit To	Tenure (Mo...)	Interest Rat...	Withdraw Amt	Deposit Amt	Interest Amt	Uplift Amt
Current Stage: 4. Uplift								
F1	23/Dec/2023	C330-1000 - FIXED DEPOSIT - CIMB	6	2.00	50,000.00	50,000.00	150.00	58,333.33
Total : 50,000.00 Total : 50,000.00 Total : 150.00 Total : 58,333.33								

- To check whether the details are successfully keyed in, go to the **File Master**.

Chapter 10 Transfer

- You may check the balance from the **summary** and the **Deposit Amt** from **FD**.

10.8.1.2 Multiple File

Search File (Withdraw From : C330-0000 - CIMB CLIENT'S ACC) X

File No.:	test	File Date:	<input type="text"/> To <input type="text"/>					
File Type:	(All)	File Status:	(All)					
Client Name:	<input type="text"/>	Client ID No.:	New/Old IC No./Passport/Com. Reg. No.					
<input type="button" value="Search"/>								
Activity: MHIT Stake Holder Money Set (Selected)								
File No.	File Date	Client Name(s)	Category	Activity	Debit A/C Code	Description	Avail. Balance	Transfer Amt
Test1	22/Dec/2023	Catherine	MHIT	Stake Holder Money	C300-0000	Stake Holder Money	50,000.00	0.00
Test2	22/Dec/2023	Yung	MHIT	Stake Holder Money	C300-0000	Stake Holder Money	10,000.00	0.00

File No.	File Date	Client Name(s)	Category	Activity	Debit A/C Code	Description	Avail. Balance	Transfer Amt
Test1	22/Dec/2023	Catherine	MHIT	Stake Holder Money	C300-0000	Stake Holder Money	0.00	50,000.00
Test2	22/Dec/2023	Yung	MHIT	Stake Holder Money	C300-0000	Stake Holder Money	0.00	10,000.00

- To select multiple files, tick on the checkbox and change the **Transfer Amt** as you wish.

Avail. Balance	Transfer Amt
45,000.00	5,000.00
9,000.00	1,000.00

Chapter 10 Transfer

The screenshot shows the 'New FD - Transfer From Clients' Account to FD' window. At the top, there are buttons for Save, Cancel, and Close. Below that, tabs include Withdraw, Deposit To FD, Interest Received, Uplift, and Properties. The main area has sections for Pv No. (PVFD/C/2312/011), Withdraw Date (22/Dec/2023), Department, Other Ref. No., and Remarks. To the right, there's a 'Withdraw Info.' section with fields for Withdraw From (C330-0000 - CIMB CLIENT'S ACC), Payment Mode (Bank Transfer), Pymt. Ref. No., and Received By. At the bottom, there's a table with columns: #, File No., Client Name(s), Category, Activity, Debit A/C Code, Description, Avail. Balance, and Withdraw Amt.

#	File No.	Client Name(s)	Category	Activity	Debit A/C Code	Description	Avail. Balance	Withdraw Amt
1	Test1	Catherine	MHIT	Stake Holder Money	C300-0000	Stake Holder Money	45,000.00	5,000.00
2	Test2	Yung	MHIT	Stake Holder Money	C300-0000	Stake Holder Money	9,000.00	1,000.00

- Press **Save** after you have done.

10.8.2 New FD Transfer (Direct Deposit)

- To open New FD(Direct Deposit), on the **SmartLeg@I** navigation, click **Transfer** and go to **New FD Transfer (Direct Deposit)**.

Chapter 10 Transfer

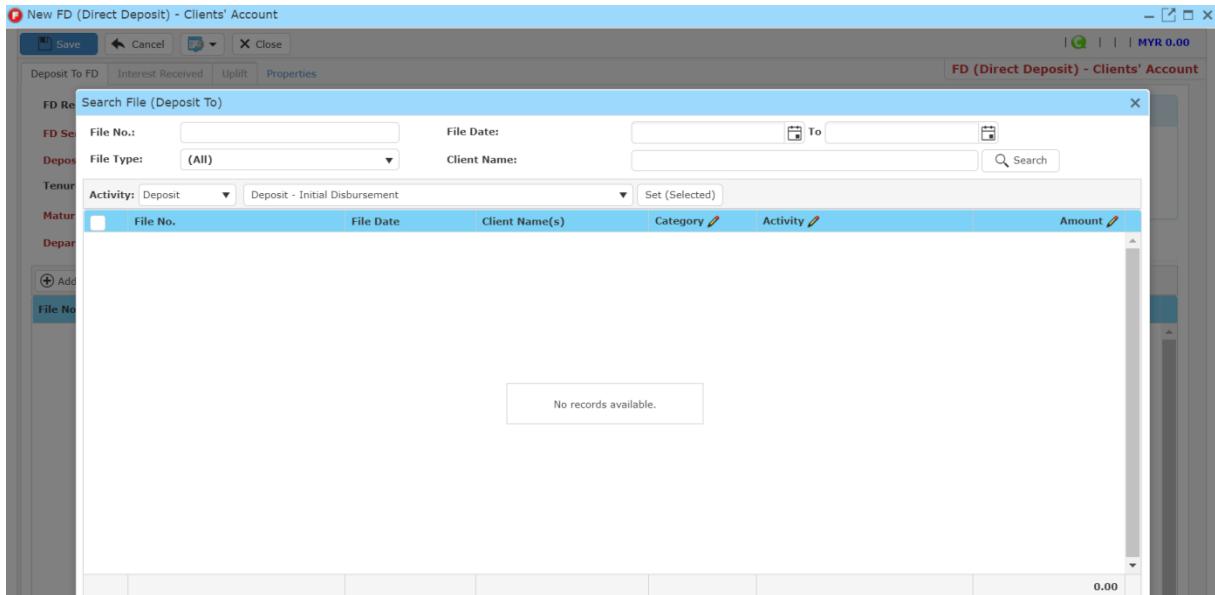
The screenshot shows the 'New FD - Direct Deposit' window. At the top, there are buttons for Save, Cancel, and Close. Below that, tabs for Deposit To FD, Interest Received, Uplift, and Properties are visible. The main area has sections for FD Receipt No. (RCFD/C/2312/010), FD Serial No., Deposit Date, Maturity Date, Tenure (Months) set to 12, Interest Rate at 0.00%, Department, and Remarks. To the right, a 'Deposit Info.' section includes fields for Deposit To, Payment Mode, Pymt. Ref. No., and Interest Credit To. Below these sections is a table header with columns: #, File No., Client Name(s), Category, Activity, Deposit Amt, Credit A/C Code, and Description. The table body displays a message: 'No records available.'

- It is compulsory to key in FD Serial No, Deposit and Maturity Date , Department, Payment Mode and Deposit to which account.

Add File & Remove

- This add file function is also same as chapter above, click to

Chapter 10 Transfer

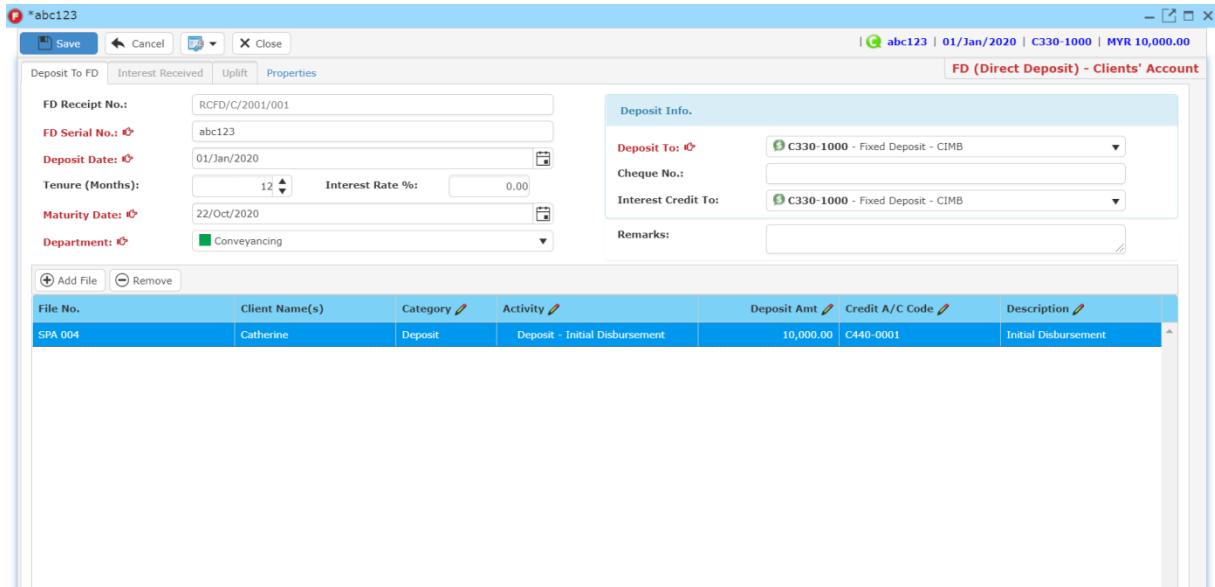


- After you add in the file, you can key in the deposit amount at this section by double clicking that column

File No.	Client Name(s)	Category	Activity	Deposit Amt	Credit A/C Code	Description
SPA 004	Catherine	Deposit	Deposit - Initial Disbursement	10,000.00	C441-0001	Initial Disbursement
SPA/SS/WT/001	Catherine, Tey Chee Hong, ABC company	Deposit	Deposit - Initial Disbursement	0	C441-0001	Initial Disbursement

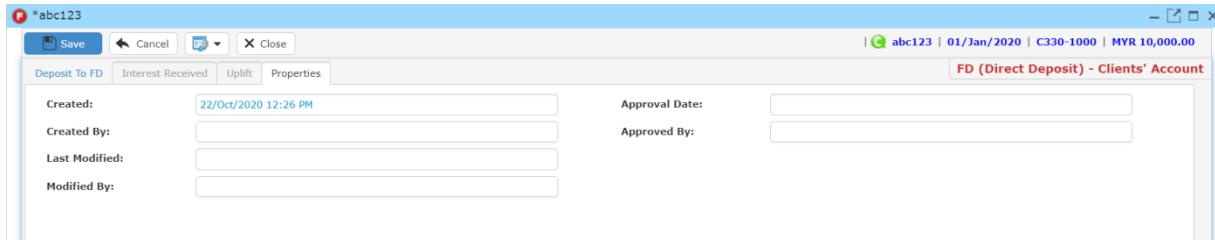
Chapter 10 Transfer

- To remove the file, select and click to ‘Remove’ 



The screenshot shows the 'FD (Direct Deposit) - Clients' Account' window with the 'Deposit To FD' tab selected. The main area contains fields for FD Receipt No. (RCFD/C/2001/001), FD Serial No. (abc123), Deposit Date (01/Jan/2020), Tenure (Months) (12), Interest Rate % (0.00), Maturity Date (22/Oct/2020), and Department (Conveyancing). Below these are tabs for 'Interest Received' and 'Uplift'. On the right, there's a 'Deposit Info.' section with fields for Deposit To (C330-1000 - Fixed Deposit - CIMB), Cheque No., Interest Credit To (C330-1000 - Fixed Deposit - CIMB), and Remarks. At the bottom, a table lists a single deposit entry: File No. SPA 004, Client Name(s) Catherine, Category Deposit, Activity Deposit - Initial Disbursement, Deposit Amt 10,000.00, Credit A/C Code C440-0001, and Description Initial Disbursement. A 'Save' button is at the top left, and a 'Remove' button is located in the top right corner of the deposit table.

- After that, you can click to the last tab ‘Properties’



The screenshot shows the 'FD (Direct Deposit) - Clients' Account' window with the 'Properties' tab selected. It displays information about the creation and modification of the deposit. The 'Created' field shows 22/Oct/2020 12:26 PM, and the 'Modified' field shows 22/Oct/2020 12:26 PM. There are also fields for 'Created By' and 'Modified By' which are currently empty. On the right side, there are fields for 'Approval Date' and 'Approved By' which are also empty. A 'Save' button is at the top left.

- You can view the information of the Direct FD once who modify the Direct FD then there will show the last modified, modified by who and it shown approval by and date as well.
- Click ‘Save’ to complete the New FD (Direct Deposit)

10.9 Manage Trust Transfer

This option enables you to add, edit, and delete a trust transfer. It also allows you to keep track of trust transfer details and all related information.

- To open Manage Trust Transfer, on the **SmartLeg@I** navigation, click **Transfer** and go to **Manage Trust Transfer**.

Manage Trust Transfer

- Search the record you wish to manage through type the search criteria or search by advanced.
- To start a new search or to clear the search results, click '**Clear**'.

Figure: Manage Trust Transfer - Search

Advanced Search

- This function can be used to find a record by searching other information that is not captured in the 'General' section.
- Define search criteria:
 - **Field** - Choose the field you want to search.
 - **Condition** - Search condition
 - **Value** - Type in the detail you want to find.
- Click '**Add to list**', to define more than one criteria.
- Click '**Find**', search results will be displayed at search record list. You can open an item in the search results list by double-clicking.
- To start a new search or to clear the search results, click '**Clear**'.
- Click '**Export**' to print the desired search results in txt, excel or html format.

Figure: Manage Trust Record – Advanced Search

Chapter 10 Transfer

- Other than Search Trust Transfer you can create of New FD for client' a/c by clicking



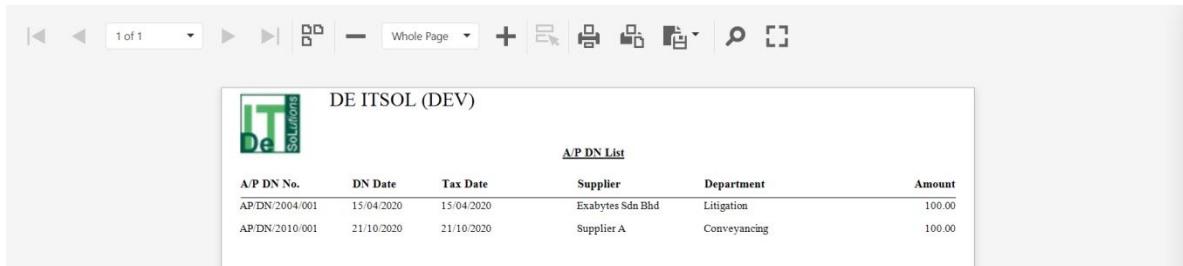
▼

and it will pop up New FD Client' A/C input form

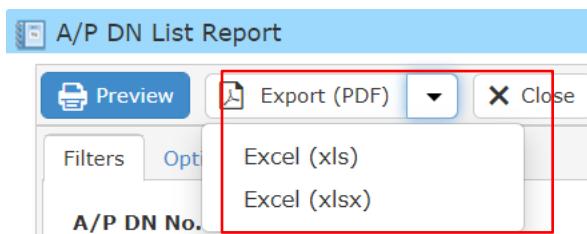
A screenshot of the "New FD - Clients' Account" input form. The window title is "New FD - Clients' Account". The top bar includes "Save", "Cancel", "Print", and "Close" buttons, and a status bar showing "MYR 0.00" and "FD - Clients' Account". The main area has tabs: "Withdraw", "Deposit To FD", "Interest Received", "Uplift", and "Properties". On the left, there are fields for "Pv No." (PVFD/C/2010/002), "Withdraw Date" (22/Oct/2020), "Department" (dropdown), "Other Ref. No.", and "Remarks". On the right, there is a "Withdraw Info." section with fields for "Withdraw From" (dropdown), "Cheque No.", and "Received By". Below these sections is a toolbar with "+ Add File" and "- Remove" buttons. At the bottom, there is a message box stating "No records available." and a table header row with columns: "File No.", "Client Name(s)", "Category", "Activity", "Debit A/C Code", "Description", "Avail. Balance", and "Withdraw Amt".

- You can print or preview the Trust Transfer FD List Report while you click to A button labeled "Trust Transfer FD List Report" with a printer icon.
- It will pop-up a Trust Transfer FD List Report as below and you can insert your requirement to filter the report
- Besides, you can preview the report as figure below shown

Chapter 10 Transfer



- You can also export the report into PDF or excel by clicking



Searched Result

- Click 'Search' once, to show all supplier
- The Searched result will appear at below, otherwise it will show no record available if the quotation you searched do not exist.
- Click 'Export' to print the desired search results in txt, excel or html format.

Supplier Code	Supplier Name	Category	Company Reg No.	GST Reg. No.	Remarks
S/ESB	Exabytes Sdn Bhd	Office Eng	SupA	GST123	remark 1
S/SA	Supplier A	Office Enq	SupA	GST123	remark 1

Figure: Manage Spplier – Search All Quotations

Chapter 10 Transfer

The screenshot shows a search results page for suppliers. At the top, there are search filters for Supplier Code, Category, Com. Reg. No., and GST Reg. No., along with a status filter for Supplier's Status (Active or In-active). Below the filters is a search bar and a clear button. The main area displays a table with 300 results per page. The columns in the table are: Supplier Code, Supplier Name, Category, Company Reg No., GST Reg. No., and Remarks. A row for 'Supplier A' is highlighted, showing details like Supplier Code 'S/SA', Category 'Office Enq', Company Reg No. 'SupA', GST Reg. No. 'GST123', and Remarks 'remark 1'.

Figure: Manage Supplier – Searched Result

- After the quotation you searched appeal, you can choose to view, edit and preview those details by double-clicking the record.

This screenshot shows the detailed view of the supplier 'Supplier A'. The main window is titled 'Supplier A' and contains tabs for General, Details, Invoice, Payment, and Properties. The General tab is active, displaying fields such as Supplier Code (S/SA), Supplier Name (Supplier A), Category (Office Enq), Register Date (19/Oct/2020), Com. Reg. No. (SupA), Tel No. (03123456), Mobile No. (0123456789), Fax No. (123), Email (abc@email.com), Billing Address (Aras 17, Menara Aflin, 80, Jalan Raja Chulan, 50200 Kuala Lumpur Wilayah Persekutuan Wilayah Persekutuan, Malaysia), and Register Address (Aras 17, Menara Aflin, 80, Jalan Raja Chulan, 50200 Kuala Lumpur Wilayah Persekutuan, Malaysia). To the right of the general information is a 'GST Info.' section with fields for GST Reg. No. (GST123), GST Status Verified (01/Jan/2020), and Remark (remark 1). The top right corner of the main window shows the supplier code 'S/SA | Supplier A | Office Enq'.

Figure: Manage Supplier – Searched Result, Supplier Info

Chapter 10 Transfer