

Post Direct Payment to Client



Overview

This process explains how to record and post a debtor's direct payment in CMPOnline. While similar to standard office payments, it includes key differences to ensure correct deposits, proper remittance generation, and automated billing of applicable fees.

Entering Direct Payment Details

- Navigate to Accounting > Deposits > Enter Deposits
- Change the "Deposit Date" to the date the client received payment
- Select "Direct to Client" from the "Deposit Type" dropdown
Note: Your deposit types may be different. If "Direct to Client" is not an available option, you can add a new one by navigating to Administration > Lookups > Financial > Deposit Types or select appropriate type from the existing list.
- From the "Default Bank" dropdown, select one of the following:
 - "Direct Payment to Client" if you will need to bill for your fees
 - "Direct - Auto Enter Remit Date" if you have already received your fees

File #	Ref. / Check #	Eff. Date	Amount	Method	Type	Code	Opponent	CF Acct	Bank Acct	Check Memo
2020007	1324	09/08/2025	\$25,000.00	CK - C	DP -	NM -	1 - Feldman, I		Direct Transactor	Check Memo

- Fill in the following fields:
 - File Number
 - Ref. / Check Number (optional)
 - Effective Date (if different than the Deposit Date)
 - Amount
 - Method
 - Type = "DP - Debtor Payment"
 - Code = "NM - Normal"
 - Opponent / Debtor
 - CF Account (optional)
 - Bank Account will be one of the "Default Banks" entered above. No need to change this.
 - Check Memo (optional)
- Press Enter to add your pending deposit to the grid below

ID	File Number	Ref / Check	Eff. Date	Amount	Method	Type	Code	Opp.	Bank Account	Selected?
876	2020007	1324	09/08/2025	\$25,000.00	CK	DP	NM	1	Direct Transactions - No Bank	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries

Select None Select All Delete Multiple Edit Delete

Printing and Finalizing Deposit

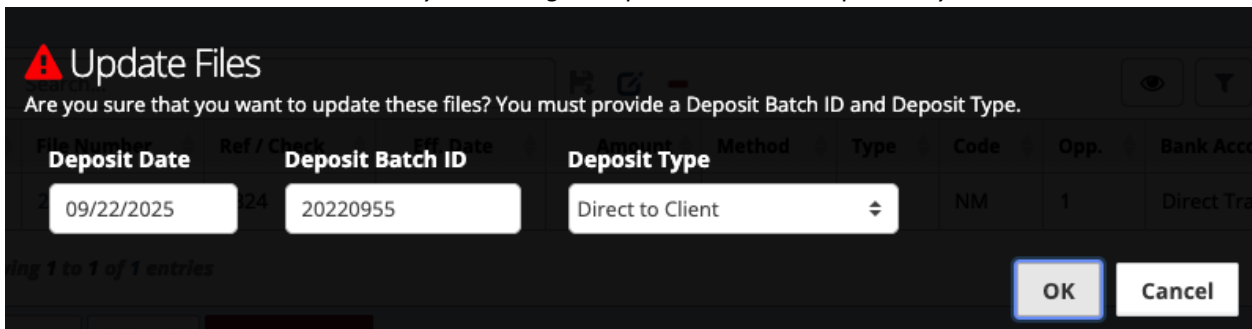
- To Image the deposit:
 - Click the gray “Print” button to image your deposit into CMPOnline:
 - Select the Adobe Acrobat icon in the top right corner
 - Enter the file number (i.e. corresponding file number or the administrative file number)
 - Select a description and enter the date
 - The Image note is optional, but recommended
 - Click Save

Note: For more information on Imaging, visit our [Imaging help document](#).

You can also print or download the deposit report.

- Close browser tab once you’re done imaging and/or printing the deposit list
- To post the deposit to the file:
 - Click the “Update” button
 - Verify all information is correct and click OK

Note: The system assigns Deposit Batch IDs sequentially.



Update Files

Are you sure that you want to update these files? You must provide a Deposit Batch ID and Deposit Type.

File Number	Ref / Check	Deposit Date	Amount	Method	Type	Code	Opp.	Bank Account
	124	09/22/2025		Direct to Client		NM	1	Direct Tra

Showing 1 to 1 of 1 entries

OK Cancel

Questions?

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