

## Generating a Client Remittance Report

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This document details the procedure to prepare the remit statement to the client in CMPOnline.

Before you begin:

- You need to be familiar with your client codes.
- You must understand how the contingency rates affect the remit calculations.
- It is assumed you have the knowledge of how legal accounting works and the terminology involved with it.

### Running the Remit Reports

- Go to Accounting > Remittance
  - From the Remit screen, select the clients you wish to remit on. Click “Select All” at the bottom of the client list to remit on all clients.
  - Remittance Options:
    - **File Number:** Enter the file number in the File Number field box if you are remitting on one file only.
    - **Forecast Report as of:** Enter a date to forecast a remit report for that date. This will allow a forecast based on the number of days the system holds checks for.
    - **Do NOT create Checks/Bills during Remit?:** If running a final remit with this checked, a remit date will be placed on all payments and no check/bills will be created.
    - **Remit All Payments Thru:** This will override the system holds for checks and other payment types.
    - **Final Remit?:** DO NOT select this box until you have previewed the reports and verified all payments are ready to remit on.
  - Once you have made your selections, click “Run Remit”, and click “OK”.

**If the remit is large, you may exit this screen and work on something else, as the time per remit varies.**

- Scroll down and click “View Report”
- A detailed report will be displayed in a new tab if there are any payments to remit. Otherwise, you will receive a “Nothing to Remit” message.
- Once the report is verified and you are ready to post it, re-run the remit, but check the Final Remit box before you click “Run Remit”.
- The Final Remit will add a request for the remit check, enter billing, and update transactions with remit dates, cost remitted, and fees calculated.

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### Printing Remittance Checks

- Go to Accounting > Checks > Print Checks
  - Select the Bank Account from the dropdown list.
  - Enter the Check Date.
  - Enter the Check Number. (The next check number will auto populate in this field, change if needed)
  - Click Select, to open a window of all pending check request.
    - Select which checks you wish to print.
      - Remit checks are coded as Type “RM” and Code “NM”
      - Attorney Fee checks are coded as Type “AF” and Code “CT”
    - Click “Ok”
  - Click “Print”
- The checks will then open in two windows, one window with the checks and the other with the combined check report.
  - From here, you can print or download the checks as needed.
- Verify the checks are correct one last time.
  - If they are correct, click “Yes” to finalize.
  - If they are not correct, click “No”.

### Questions?

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