

Transferring Funds

Overview

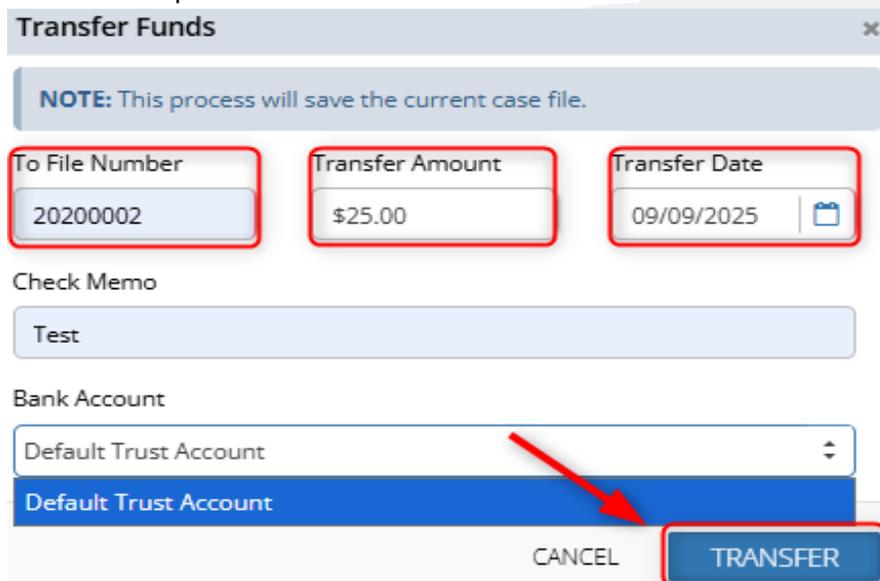
CMPOne allows you to quickly and securely transfer client funds from one case file to another. This feature is especially useful when a client has multiple matters and funds need to be reallocated or applied to the correct case without additional payments or manual adjustments. By transferring funds within the system, you can ensure accurate accounting, reduce administrative work, and keep each case file properly balanced.

Transfers can be completed directly within an individual case file. For added efficiency, the Accounting menu allows you to transfer funds from one case file and allocate them across multiple case files in a single process. This document outlines the steps for completing both methods.

IMPORTANT: Case files must have the same client assigned in order to transfer funds.

Transferring from the Individual Case File

- Navigate to **Case File > Financial > Transactions**.
- Review the available **Trust** and **Client Funds** balances to confirm sufficient funds.
- Click the **Transfer Funds** button.
- Enter the destination **File Number**. The file must have the same client assigned as the source file.
- Enter the **Amount** and adjust the **Date** if needed.
- If multiple trust or cost accounts are available, select the appropriate **Bank Account** from the dropdown. Transfers must be completed using the same account in which the funds were originally deposited.
- Click **Transfer** to complete the transaction.

A screenshot of the "Transfer Funds" dialog box in the software. The dialog has a title bar with "Transfer Funds" and a close button. Below the title bar is a blue note: "NOTE: This process will save the current case file." The form contains three input fields: "To File Number" with the value "20200002", "Transfer Amount" with the value "\$25.00", and "Transfer Date" with the value "09/09/2025" and a calendar icon. Below these is a "Check Memo" field with the text "Test". Underneath is a "Bank Account" dropdown menu showing "Default Trust Account" as the selected option. At the bottom of the dialog are two buttons: "CANCEL" and "TRANSFER". A red arrow points to the "TRANSFER" button.

****You can now see this transfer reflected on both case files and transaction screens****

Transferring Funds

Transferring from the Accounting Menu

The Accounting menu transfer process allows funds to be distributed from one source case file to multiple destination case files in a single workflow. This method is more efficient when allocating a client's funds across several matters, as it reduces repetitive steps and helps ensure accurate and consistent accounting.

- Navigate to Accounting > Transfer Funds.
- In the From File Number field, enter the source case file.
- Enter the destination case file in the To File Number field and input the transfer Amount.
- To allocate funds to additional case files from the same source file, click Add Another Entry and enter the applicable file number and amount.
- Repeat as needed to complete all transfers.

Transfer Funds

From File Number	To File Number	Amount	Check Memo	Bank Account
<input type="text" value="20200002"/> GRE205 - Green Cove Memorial Hospital Plaintiff: John Johnson Client Funds (Trust): \$125.00 Client Funds (Cost): \$0.00 Note: Referral	<input type="text" value="20200004"/> GRE205 - Green Cove Memorial Hospital Plaintiff: Green River Homeowners Association, LLC Client Funds (Trust): \$350.00 Client Funds (Cost): \$0.00	<input type="text" value="\$50.00"/>	<input type="text" value="Test"/>	<input type="text" value="Default Trust Ac"/> <input type="text" value="Default Trust Account"/> <input type="text" value="Default Cost Account"/>
<input type="text" value="20210014"/> GRE205 - Green Cove Memorial Hospital Plaintiff: Green Cove Memorial Hospital Client Funds (Trust): \$75.00 Client Funds (Cost): \$0.00		<input type="text" value="\$75.00"/>	<input type="text" value="Test"/>	<input type="text" value=""/>

add another entry
TRANSFER

Questions?

<https://casemasterpro.com/software-support/>
 support@casemasterpro.com | (386) 675-0177