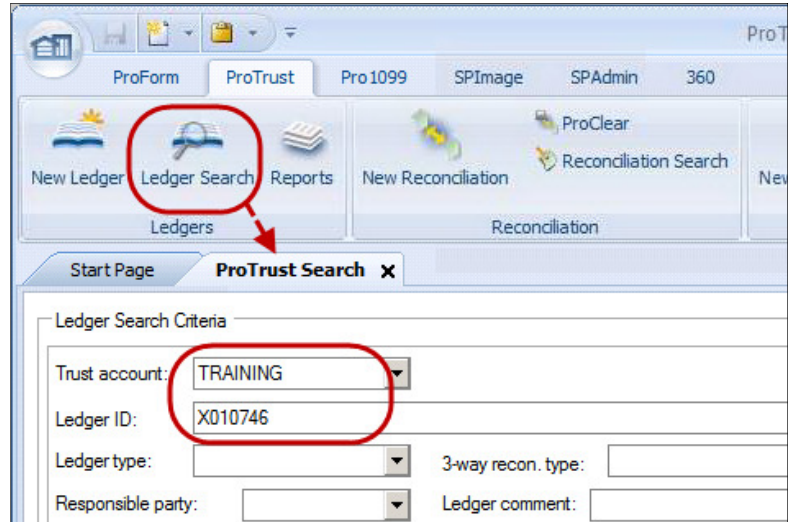


## Transferring Funds from One CDF Order to another CDF Order

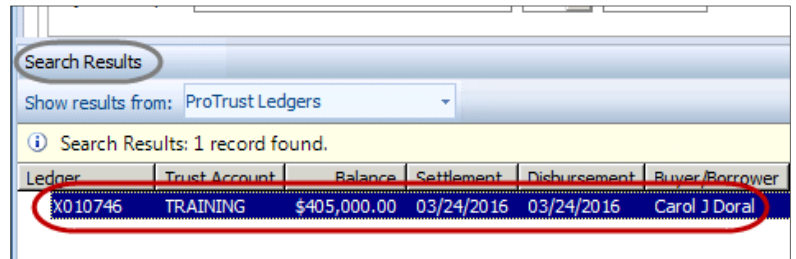
When Escrow initiates a file-to-file funds transfer, they complete and submit the **File-to-File Transfer** form to you with the necessary details. Follow these steps to complete the transfer process.

Upon receipt of the **File-to-File Transfer** form,

1. From the **ProTrust** ribbon, click the **Ledger Search** button
2. From the **Trust account** drop-down, select the appropriate trust account
3. In the **Ledger ID** field, enter the corresponding **Order number**, click **Search**

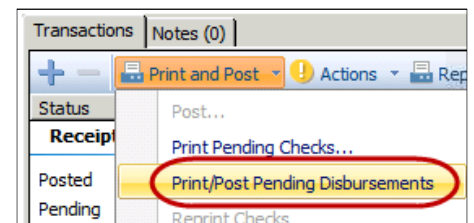


4. From the **Search Results** pane, double-click the Ledger to open

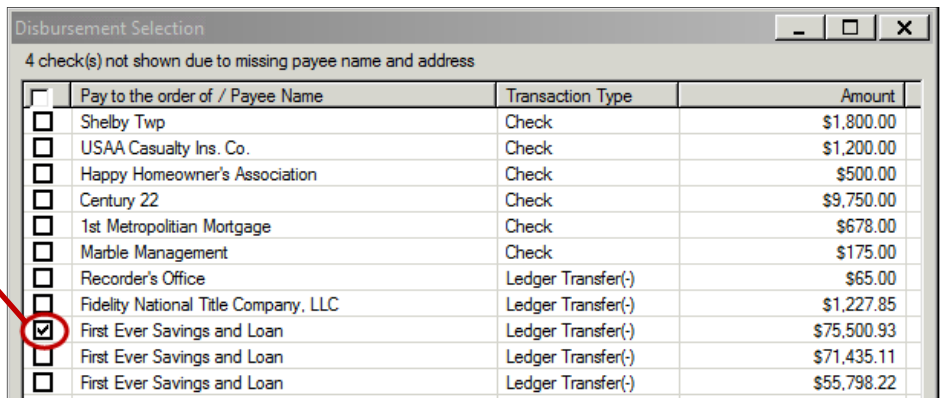


Ledger	Trust Account	Balance	Settlement	Disbursement	Buyer/Borrower
X010746	TRAINING	\$405,000.00	03/24/2016	03/24/2016	Carol J Doral

5. Click the **Print and Post** button; select **Print/Post Pending Disbursements**



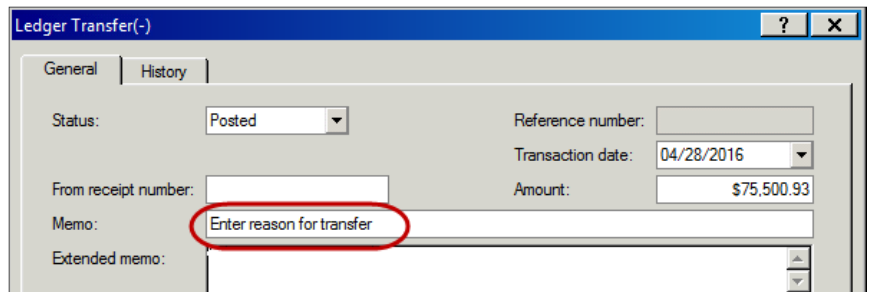
6. Check the disbursement check box you intend to post, click **OK**



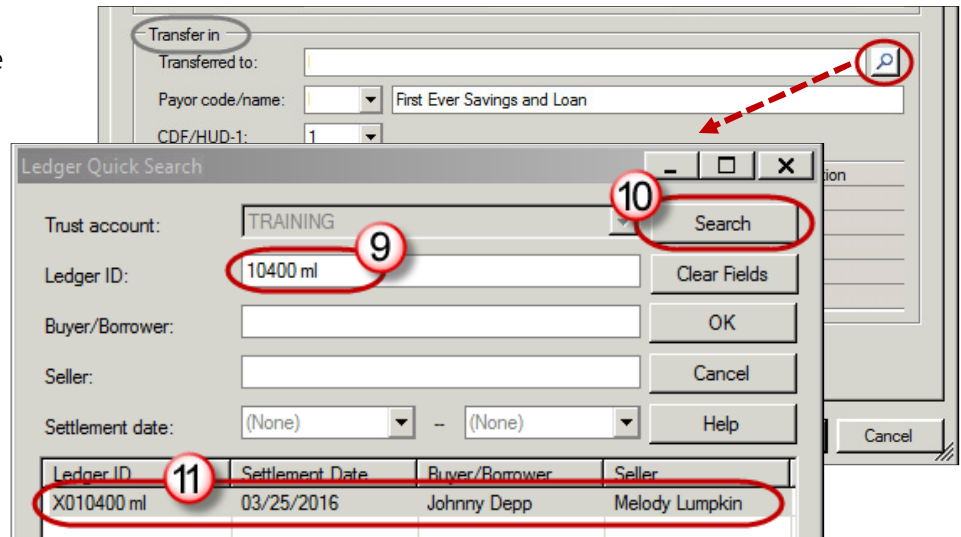
	Pay to the order of / Payee Name	Transaction Type	Amount
<input type="checkbox"/>	Shelby Twp	Check	\$1,800.00
<input type="checkbox"/>	USAA Casualty Ins. Co.	Check	\$1,200.00
<input type="checkbox"/>	Happy Homeowner's Association	Check	\$500.00
<input type="checkbox"/>	Century 22	Check	\$9,750.00
<input type="checkbox"/>	1st Metropolitan Mortgage	Check	\$678.00
<input type="checkbox"/>	Marble Management	Check	\$175.00
<input type="checkbox"/>	Recorder's Office	Ledger Transfer(-)	\$65.00
<input type="checkbox"/>	Fidelity National Title Company, LLC	Ledger Transfer(-)	\$1,227.85
<input checked="" type="checkbox"/>	First Ever Savings and Loan	Ledger Transfer(-)	\$75,500.93
<input type="checkbox"/>	First Ever Savings and Loan	Ledger Transfer(-)	\$71,435.11
<input type="checkbox"/>	First Ever Savings and Loan	Ledger Transfer(-)	\$55,798.22

## Transferring Funds from One CDF Order to another CDF Order

- From the **Ledger Transfer(-)** window, in the **Memo** field, enter the reason for the transfer

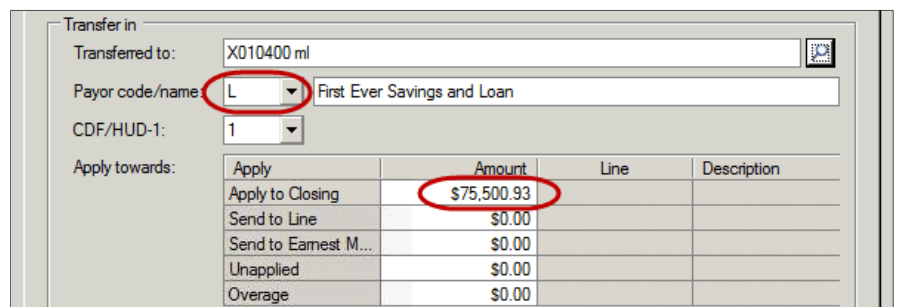


- In the **Transfer in** section, click the **Search** icon
- In the **Ledger ID** field, enter the ledger number of the destination ledger (where funds are to be posted)
- Click the **Search** button
- From the **Search Results**, double-click the Ledger to open



Ledger ID	Settlement Date	Buyer/Borrower	Seller
X010400 ml	03/25/2016	Johnny Depp	Melody Lumpkin

- From the **Payor code/name** drop-down, select the Contact to be shown on the receipt
- In the **Apply to Closing > Amount** field, enter the amount to be transferred if it does not auto-populate



Apply towards:	Amount	Line	Description
Apply to Closing	\$75,500.93		
Send to Line	\$0.00		
Send to Earnest M...	\$0.00		
Unapplied	\$0.00		
Overage	\$0.00		

NOTE: If funds appear in any other field in the **Apply towards** grid, click in the field and press the **F2** key to clear once you enter the funds in the **Apply to Closing > Amount** field.

Apply towards:	Apply	Amount	Line
Apply to Closing		\$75,500.93	
Send to Line		\$0.00	
Send to Earnest M...		\$0.00	
Unapplied		\$75,500.93	
Overage		\$0.00	

- Click **OK**

NOTE: Keep a copy of the system-generated **Transaction Form** in both files.

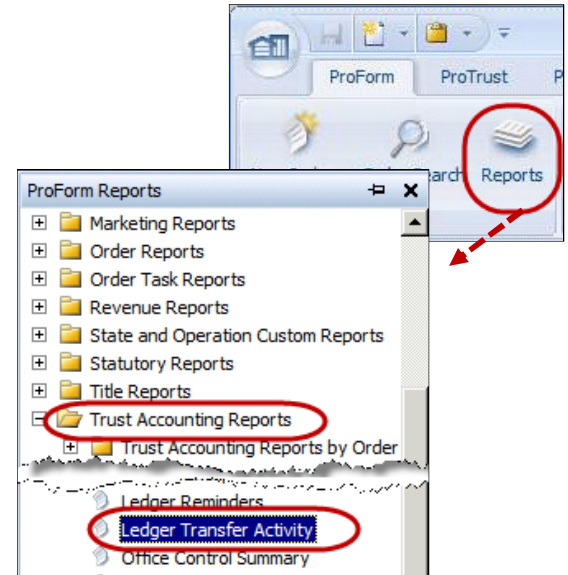
## Transferring Funds from One CDF Order to another CDF Order

### Including the Ledger Transfer Activity Report in Daily Trust Accounting

Each day, the OAC or branch manager is required to review, print, and sign-off on the **Ledger Transfer Activity** report. It is included as part of the Daily Trust Accounting procedure.

1. From the **ProForm** ribbon, click the **Reports** button

2. Expand the **Trust Accounting Reports** folder
3. Double-click the **Ledger Transfer Activity** report



4. Select your **Trust account code** and appropriate date range
5. In the **Ledger transfer type** drop-down, select **All Ledger Transfers**
6. In the **Ledger type** drop-down, select **Transfer**
7. If necessary, select branches and/or closers
8. Click the **OK** button

9. Review, print, then sign the report
10. Include it as part of your Daily Trust Accounting procedure

