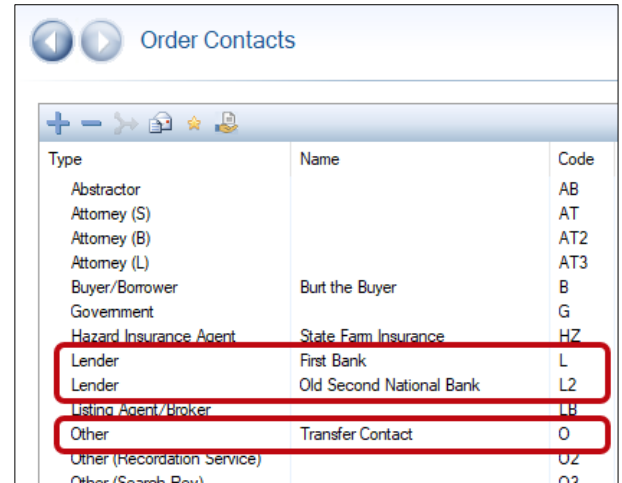


CDF to CDF using CDF Transfer Option (within same order)

Follow these steps to transfer funds from one CDF to another CDF (within the same order) using the **CDF Transfer Option** fields.

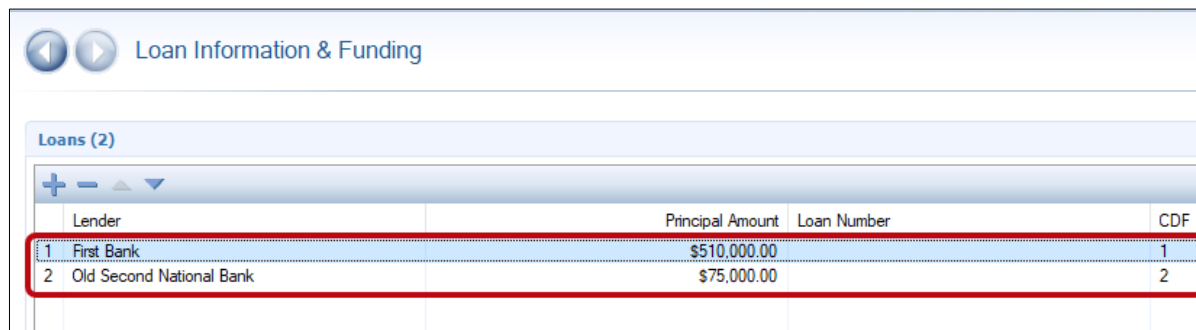
In our example we are transferring funds from a 2nd loan to a 1st loan.

1. Navigate to the **Order Contacts** screen
2. Enter/verify the loan Contacts,
 - a. **L-Lender** Contact for the first loan
 - b. **L2-Lender** Contact for the second loan
 - c. **O-Contact** for the funds transfer



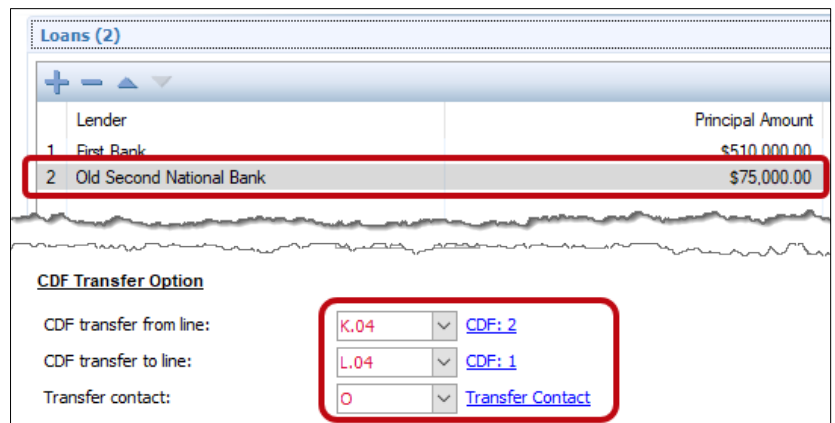
Type	Name	Code
Abstractor		AB
Attorney (S)		AT
Attorney (B)		AT2
Attorney (L)		AT3
Buyer/Borrower	Burt the Buyer	B
Government		G
Hazard Insurance Agent	State Farm Insurance	HZ
Lender	First Bank	L
Lender	Old Second National Bank	L2
Listing Agent/Broker		LB
Other	Transfer Contact	O
Other (Recording Service)		O2
Other (Search Rev)		O3

3. Navigate to the **Loan Information & Funding** screen
4. Verify **Principal amount of loan** is entered for the first and second loans



Lender	Principal Amount	Loan Number	CDF
1 First Bank	\$510,000.00	1	1
2 Old Second National Bank	\$75,000.00	2	2

5. Highlight **Loan 2** in the grid
6. Scroll down to the **CDF Transfer Option** section
7. Select the,
 - a. **CDF transfer from line** – depending on which section you need the transfer to show on the CDF
 - b. **CDF transfer to line**
 - c. **Transfer contact** set up for the funds transfer (**step 2**)



Lender	Principal Amount
1 First Bank	\$510,000.00
2 Old Second National Bank	\$75,000.00

CDF Transfer Option

CDF transfer from line: K.04 CDF: 2

CDF transfer to line: L.04 CDF: 1

Transfer contact: O Transfer Contact

CDF to CDF using CDF Transfer Option (within same order)

Selecting the **transfer from/to** lines allows the net amount of the loan to be populated to the section/line selected in **step 7**. As fees are entered against the loan (where the To-code reflects the Lender for the 2nd loan), the amount automatically adjusts.

From CDF 2

To CDF 1

← → CDF Page 3

CDF: 2 Loan 2 - Old Second National Bank

Calculating Cash to Close

Summaries of Transactions

K. Due from Borrower at Closing \$75,000.00

	Description	Re	To	Borrower	Credit/Debit
01	Sale Price of Property				M.01
02	Sale Price of Any Personal Property In...				M.02
03	Closing Costs Paid at Closing (J)				
04	Transfer from Loan 2 to Loan 1		O	\$75,000.00	
05					

← → CDF Page 3

CDF: 1 Loan 1 - First Bank

Calculating Cash to Close

Summaries of Transactions

L. Paid Already by or on Behalf of Borrower at Closing \$585,000.00

	Description	Re	To	Borrower	Credit/Debit
01	Deposit				
02	Loan Amount			\$510,000.00	
03	Existing Loan(s) Assumed or Taken Su...				N.03
04	Transfer from Loan 2 to Loan 1			\$75,000.00	
05	Seller Credit				N.08

8. Enter charges for the second loan as you normally would

← → CDF Page 2

CDF: 2 Loan 2 - Old Second National Bank

Loan Costs

A. Origination Charges \$125.00

	Description	Re	To	Name	Borrower-Paid At Closing
01	% of Loan Amount (Points)				
02	fee for second loan		L2	Old Second National...	\$25.00
03	fee for second loan		L2	Old Second National...	\$100.00
04					
05					

<Click here to add a row>

B. Services Borrower Did Not Shop For \$50.00

	Description	Re	To	Name	Borrower-Paid At Closing
01	Fees for 2nd loan		L2	Old Second National...	\$50.00
02					

CDF to CDF using CDF Transfer Option (within same order)

As charges are entered for the second loan, the amount automatically adjusts on the **CDF 2** and **CDF 1**.

CDF: 2 Loan 2 - Old Second National Bank

Summaries of Transactions

K. Due from Borrower at Closing \$75,000.00

#	Description	Re	To	Borrower	Credit/Debit
01	Sale Price of Property				M.01
02	Sale Price of Any Personal Property In...				M.02
03	Closing Costs Paid at Closing (J)			\$175.00	
04	CDF Transfer From 2nd to 1st		O4	\$74,825.00	
05					

CDF: 1 Loan 1 - First Bank

L. Paid Already by or on Behalf of Borrower at Closing \$724,825.00

#	Description	Re	To	Borrower	Credit/Debit
01	Deposit				
02	Loan Amount			\$650,000.00	
03	Existing Loan(s) Assumed or Taken Su...				N.03
04	Transfer from Loan 2 to Loan 1			\$74,825.00	
05	Seller Credit				N.08

The **Register** shows the **Pending Receipt** to **CDF 1** and the corresponding **Pending CDF Transfer(-)** from **CDF 2**.

Transactions									
Notes (0)									
Print and Post Actions Reports Order Transactions Anticipated Wires Options									
Status	Type	Special Instructions	Ref. Number	Trans. Date	Amount	Code	Payee/Payor	CDF	Clk
Receipts									
Pending	Receipt				\$510,000.00	L	First Bank	1	
Pending	Receipt				\$65,225.00	BA	Bob The Buyer	1	
Pending	Receipt				\$74,775.00	O	Transfer Contact	1	
Pending	Receipt				\$74,775.00	L2	Old Second National Bank	2	
Disbursements									
Pending	Check				\$2,990.00	A2		1	
Pending	Outgoing Wire				\$647,010.00	S	Sam Seller	1	
Pending	CDF Transfer(-)				\$74,775.00	O	Transfer Contact	2	