

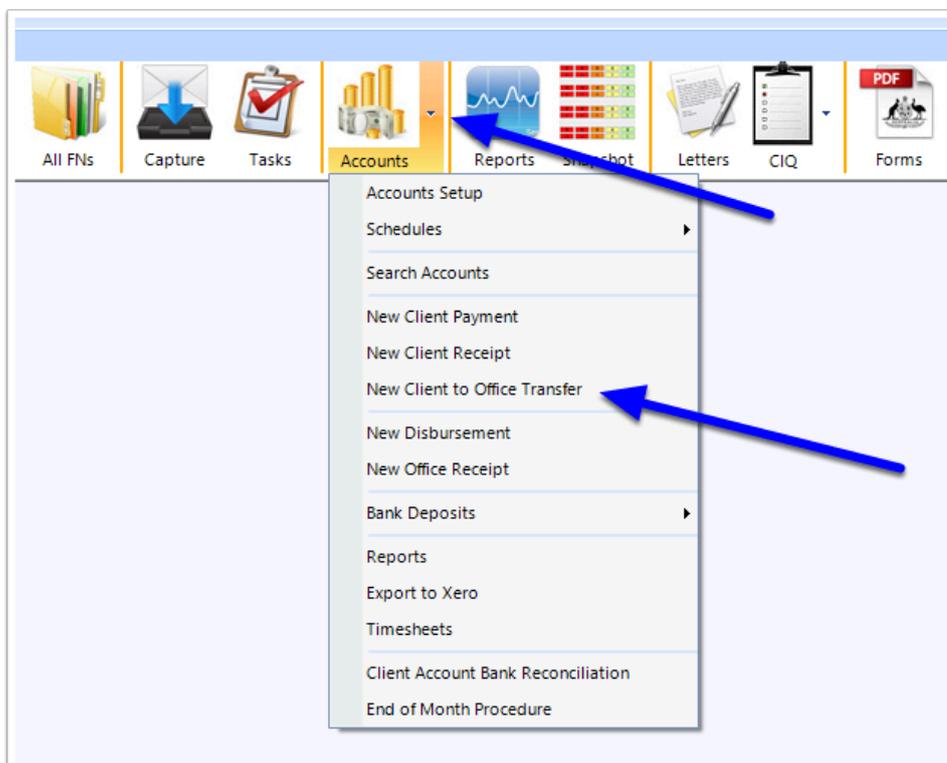
Pay Multiple Invoices - How to perform multiple Client/Trust Transfers at Once

If you have multiple invoices across multiple matters that you want to transfer funds from the Client/Trust account to pay, you can perform a 'global' transfer from the Client/Trust Account to your Office Account to record those transfers.

If you want to transfer funds for one matter only, see: [Pay an Invoice - From the Client/Trust Account](#)

1. Click the Accounts button

In the main toolbar, click the **Accounts** button and then click **New Client to Office Transfer**.



2. New Client to Office Transfer window

The 'New Client to Office Transfer' window will be displayed. It will display a list of the outstanding invoices on **all** matters where there are also Client/Trust funds available. This screen will also show what the balance of those invoices are and how much is available in the Client Account for transfer to the Office/Operating Account to pay those invoices

The screenshot shows the 'New Client To Office Transfer' window. At the top, there are dropdown menus for 'Client Bank Account' (Client Account) and 'Office Bank Account' (Operating Account). The 'Payment Type' is set to 'EFT' and the 'Reason' is 'Client to Office Transfer'. On the right, there are fields for 'Payment No.', 'Receipt No.', 'Transaction Date' (29/08/2017), and 'Entry Date' (29/08/2017). Below this is a table titled 'Apply to Invoices...' with a dropdown menu set to 'All open invoices'. The table has columns: Date, Invoice No, Work Done For, Billed To, Invoice Status, Amount, Balance, Transfer From, Available, and Apply. The first row is highlighted in orange, and its 'Balance' and 'Available' cells are circled in red. At the bottom, there is a 'Recorded By' field (Clara Oswald), a 'Total Applied' field (\$0.00), and buttons for 'Print Receipt', 'Cancel', and 'Save & Close'.

Date	Invoice No	Work Done For	Billed To	Invoice Status	Amount	Balance	Transfer From	Available	Apply
29/08/2017	4	FLEMRO....	FLEMRO....	Final - Printed/...	\$110.00	\$110.00	FLEMRO....	\$2,500.00	
13/06/2017	2	FLINJE.17....	FLINJE.17....	Final - Printed/...	\$500.00	\$500.00	FLINJE.17....	\$1,000.00	
13/06/2017	3	TYLERO.1...	TYLERO.1...	Final - Printed/...	\$2,350.00	\$2,350.00	TYLERO.1...	\$2,500.00	
29/08/2017	5	TYLERO.1...	TYLERO.1...	Final - Printed/...	\$1,100.00	\$1,100.00	TYLERO.1...	\$2,500.00	

3. Confirm the Correct Accounts

The default Client Account bank account that the money will be transferred from and the Office Account bank account that the money will be transferred to will be shown. If you have another account(s) that you wish to transfer the money between, these should be selected.

This screenshot is a close-up of the 'New Client To Office Transfer' window, focusing on the 'Client Bank Account' and 'Office Bank Account' dropdown menus. These two dropdowns are enclosed in a red rectangular box. A blue arrow points from the bottom right towards the 'Office Bank Account' dropdown. The rest of the window, including the 'Payment Type' (EFT), 'Reason' (Client to Office Transfer), and the 'Apply to Invoices...' table, is visible in the background.

4. Confirm the Transfer method and reason

Select a Payment Type. Most Client to Office transfer will occur via electronic funds transfer. If you wish to record details such as cheque number or credit card details, click 'Details'. Also edit the reason if you want to record a particular reason for the transfer.

New Client To Office Transfer

Client Bank Account: Client Account

Office Bank Account: Operating Account

Payment Type: EFT [Details]

Reason: Client to Office Transfer

Payment No: Auto no.

Receipt No: Auto no.

Transaction Date: 29/08/2017

Entry Date: 29/08/2017

Apply to Invoices...: All open invoices

Date	Invoice No	Work	Billed To	Invoice Status	Amount	Balance	Transfer	Available	Apply
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5. Review the Invoices

The Apply to Invoices table will show a list of open invoices, what amounts are owing on those invoices and what amount is available in the Client Account to be applied to the invoice.

Apply to Invoices... All open invoices

Date	Invoice No	Work Done For	Billed To	Invoice Status	Amount	Balance	Transfer From	Available	Apply
29/08/2017	4	FLEMRO....	FLEMRO....	Final - Printed/...	\$110.00	\$110.00	FLEMRO....	\$2,500.00	
13/06/2017	2	FLINJE.17....	FLINJE.17....	Final - Printed/...	\$500.00	\$500.00	FLINJE.17....	\$1,000.00	
13/06/2017	3	TYLERO.1...	TYLERO.1...	Final - Printed/...	\$2,350.00	\$2,350.00	TYLERO.1...	\$2,500.00	
29/08/2017	5	TYLERO.1...	TYLERO.1...	Final - Printed/...	\$1,100.00	\$1,100.00	TYLERO.1...	\$2,500.00	

Also take note of which matter/client the funds are to be transferred from - this will be based on who the invoice was set as being billed

Apply to Invoices... All open invoices

Date	Invoice No	Work Done For	Billed To	Invoice Status	Amount	Balance	Transfer From	Available	Apply
29/08/2017	4	FLEMRO....	FLEMRO....	Final - Printed/...	\$110.00	\$110.00	FLEMRO....	\$2,500.00	
13/06/2017	2	FLINJE.17....	FLINJE.17....	Final - Printed/...	\$500.00	\$500.00	FLINJE.17....	\$1,000.00	
13/06/2017	3	TYLERO.1...	TYLERO.1...	Final - Printed/...	\$2,350.00	\$2,350.00	TYLERO.1...	\$2,500.00	
29/08/2017	5	TYLERO.1...	TYLERO.1...	Final - Printed/...	\$1,100.00	\$1,100.00	TYLERO.1...	\$2,500.00	

6. Apply available funds to Invoices

To transfer an amount to one or more invoices, enter the amount you wish to transfer to the 'Apply' column. Note: you can only apply an amount up to a maximum of the current available amount.

All open invoices

Invoice No	Amount	Balance	Transfer From	Available	Apply
1/...	\$110.00	\$0.00	FLEMRO...	\$2,390.00	\$110.00
1/...	\$500.00	\$0.00	FLINJE.17...	\$500.00	\$500.00
1/...	\$2,350.00	\$0.00	TYLERO.1 ...	\$0.00	\$2,350.00
1/...	\$1,100.00	\$1,100.00	TYLERO.1 ...	\$150.00	150

Note that you will see the total amount that will transferred at the bottom of the screen.

New Client To Office Transfer

Client Bank Account: Client Account
 Office Bank Account: Operating Account
 Payment Type: EFT
 Reason: Client to Office Transfer

Payment No: Auto no.
 Receipt No: Auto no.
 Transaction Date: 29/08/2017
 Entry Date: 29/08/2017

Apply to Invoices... All open invoices

Date	Invoice No	Work Done For	Billed To	Invoice Status	Amount	Balance	Transfer From	Available	Apply
29/08/2017	4	FLEMRO....	FLEMRO....	Final - Printed/...	\$110.00	\$0.00	FLEMRO....	\$2,390.00	\$110.00
13/06/2017	2	FLINJE.17....	FLINJE.17....	Final - Printed/...	\$500.00	\$0.00	FLINJE.17....	\$500.00	\$500.00
13/06/2017	3	TYLERO.1 ...	TYLERO.1 ...	Final - Printed/...	\$2,350.00	\$0.00	TYLERO.1 ...	\$0.00	\$2,350.00
29/08/2017	5	TYLERO.1 ...	TYLERO.1 ...	Final - Printed/...	\$1,100.00	\$950.00	TYLERO.1 ...	\$0.00	\$150.00

Recorded By: Clara Oswald

Total Applied: \$3,110.00

Buttons: Print Receipt, Cancel, Save & Close

7. Save & Close

Once you have finished applying all of the necessary funds to the invoices, click **Save & Close** to complete the transfer

New Client To Office Transfer

Client Bank Account: Client Account
Office Bank Account: Operating Account
Payment Type: EFT
Reason: Client to Office Transfer

Payment No: Auto no.
Receipt No: Auto no.
Transaction Date: 29/08/2017
Entry Date: 29/08/2017

Apply to Invoices... All open invoices

Date	Invoice No	Work Done For	Billed To	Invoice Status	Amount	Balance	Transfer From	Available	Apply
29/08/2017	4	FLEMRO...	FLEMRO...	Final - Printed/...	\$110.00	\$0.00	FLEMRO...	\$2,390.00	\$110.00
13/06/2017	2	FLINJE.17...	FLINJE.17...	Final - Printed/...	\$500.00	\$0.00	FLINJE.17...	\$500.00	\$500.00
13/06/2017	3	TYLERO.1...	TYLERO.1...	Final - Printed/...	\$2,350.00	\$0.00	TYLERO.1...	\$0.00	\$2,350.00
29/08/2017	5	TYLERO.1...	TYLERO.1...	Final - Printed/...	\$1,100.00	\$950.00	TYLERO.1...	\$0.00	\$150.00

Recorded By: Clara Oswald
Total Applied: \$3,110.00

Buttons: Print Receipt, Cancel, Save & Close

💡 To print a receipt for the transfer, click 'Print'. The receipt will be added to each matter's document tab.