


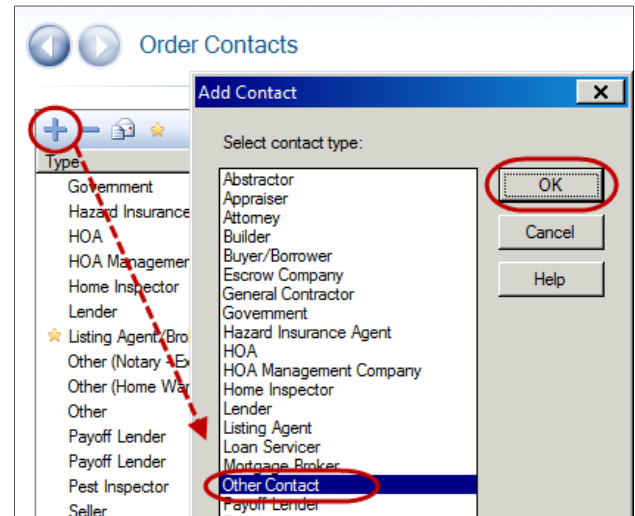
COMMERCIAL: ADVANCE CHARGES – NCS GREAT LAKES

Disbursing Fees Up Front **WITHOUT** Available Funds

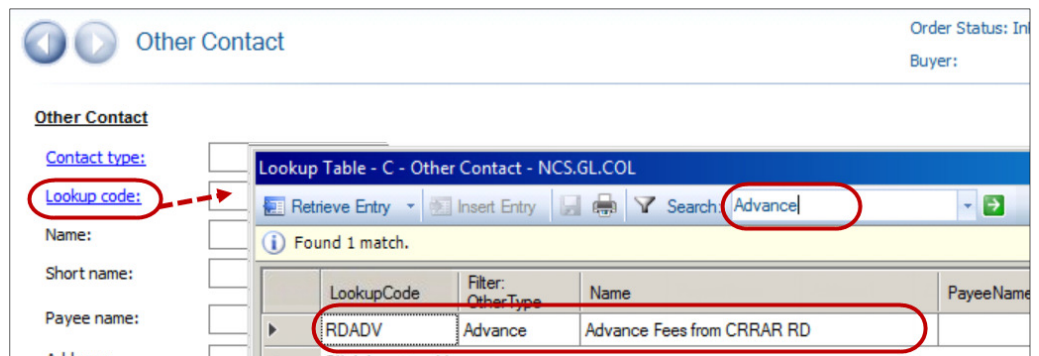
Follow these steps to disburse the advance fee(s) and reimburse the Company for the advance.

NOTE: **ALWAYS** request the **FULL** amount of the disbursement when disbursing an up-front payment. **NEVER** request a partial payment; even if the order has a portion of the funds.

1. Navigate to the **Order Contacts** screen
2. Click the **Add Contact**  icon
3. From the **Add Contact** window, select **Other Contact**; click **OK**



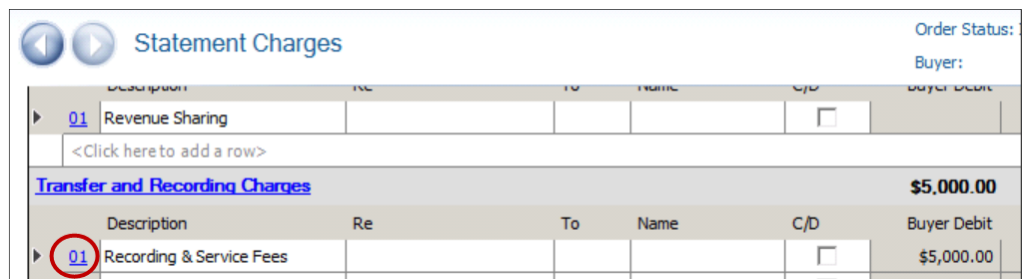
4. Click the **Lookup code** link
5. In the **Search** field, enter *Advance*
6. Double-click the **Advance Fees from CRRAR RD** entry



7. Request the check for the advance

Prepping the Order for Reimbursement

8. Navigate to the **Statement Charges** screen
9. Locate the entry for the fees advanced
10. Click the **Line number** link



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11. On the line containing the advanced fee,
 - a) from the **To**-code drop-down, select **A**
 - b) from the **Bill code** drop-down, select **ADV**

Transfer and Recording Charges
Charges for Line 01

Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
1 Recording Fee		A	\$4,000.00			
2 Non Standard Conforming Fee		A	\$1,000.00			
3 e-Filing Fee		A2				
4 Recording Service Fee		A				
5 Refund to Buyer		BA				

Details | Payors | Payees

2 Non Standard Conforming Fee Re: To: A Name: County Recorder

☐ POC
☐ Taxable

Buyer/Borrower Debit: \$1,000.00 Credit: Seller Debit: Credit: Seller pay: % Bill code: ADV

12. Repeat **Step 11** for each fee that is included in the advance; the sum of all fees must equal the total advance requested

The **Ledger Transfer(-)** now includes the advanced fees.

Ledger Transfer(-)

General | History

Status: Pending Reference number: Transaction date: (None) Amount: \$5,000.00

From receipt number: Memo: Settlement Agent Fees

Extended memo: Non Standard Conforming Fee (RC.01) \$1,000.00; Recording Fee (RC.01) \$4,000.00

Voided date: (None)


Transfer out

Transferred from: XAdvanceFunds

Payee code/name: A Fidelity National Title Insurance Company

Receipting and Disbursing

Once you receive the check for the advance,

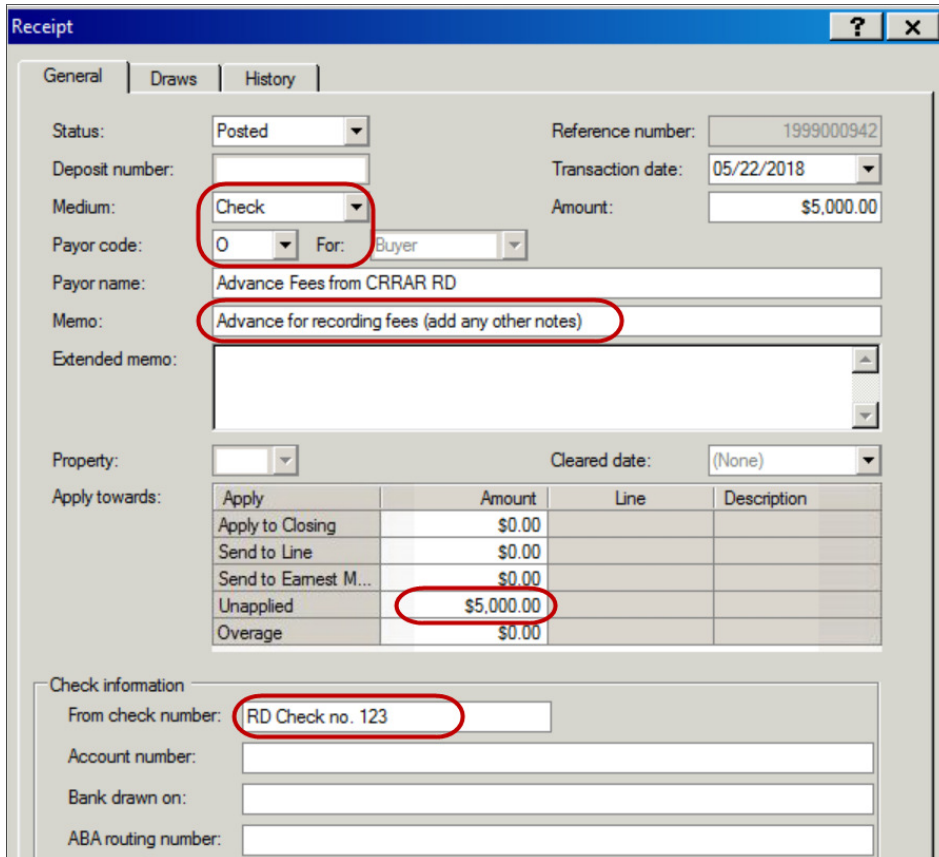
1. Navigate to the **Register**
2. Receipt in the funds
 - a) Click the **Add Transaction**  icon
 - b) Highlight **Receipt**; click **OK**

Add Transaction

Incoming Wire
Interest Credit
Miscellaneous Credit
Receipt
Check

OK Cancel

- c) Enter or select,
 - i. **Medium** = Check
 - ii. **Payor Code** = O-
Contact setup for the advanced fees
 - iii. **Memo** = reason for the advanced funds (i.e., recording fees, search fees)
 - iv. **Apply towards > Unapplied** field = amount of the check
 - v. **Check information > From check number** = the CRRAR RD check number
 - vi. Click the **OK** button



The 'Receipt' window shows the following details:


- Status: Posted
- Reference number: 1999000942
- Deposit number: (empty)
- Transaction date: 05/22/2018
- Medium: Check
- Amount: \$5,000.00
- Payor code: O
- For: Buyer
- Payor name: Advance Fees from CRRAR RD
- Memo: Advance for recording fees (add any other notes)
- Extended memo: (empty)
- Property: (empty)
- Cleared date: (None)

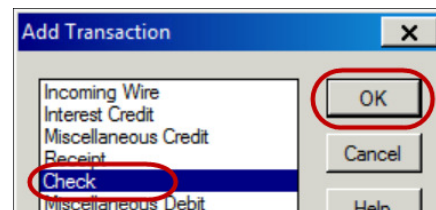
Apply towards:	Amount	Line	Description
Apply to Closing	\$0.00		
Send to Line	\$0.00		
Send to Earnest M...	\$0.00		
Unapplied	\$5,000.00		
Overage	\$0.00		

Check information:

- From check number: RD Check no. 123
- Account number: (empty)
- Bank drawn on: (empty)
- ABA routing number: (empty)

3. Create the manual check

- a) Click the **Add Transaction**  icon
- b) Highlight **Check**; click **OK**
- c) Enter or select,

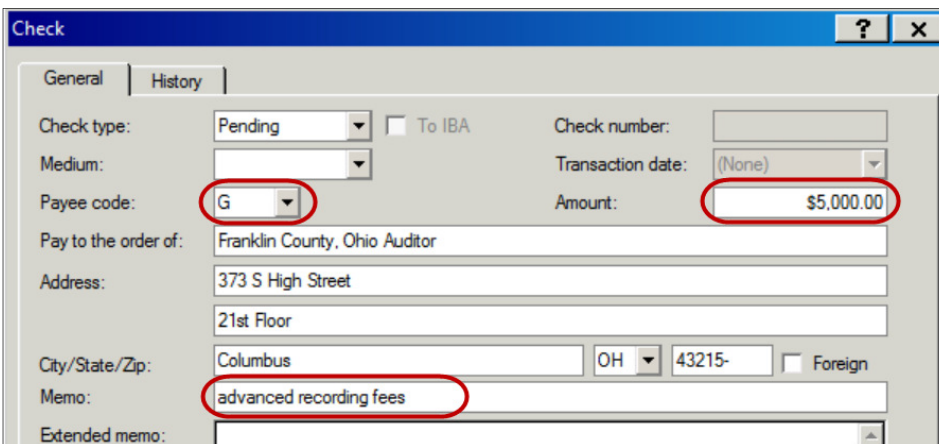


The 'Add Transaction' window shows the following options:

- Incoming Wire
- Interest Credit
- Miscellaneous Credit
- Receipt
- Check** (highlighted)
- Miscellaneous Debit

Buttons: OK, Cancel, Help

- i. **Payor Code** = code for party you are paying
- ii. **Amount** = amount advanced; this must match the funds received
- iii. **Memo** = description for the advanced funds (i.e., recording fees, search fees)
- iv. Click the **OK** button



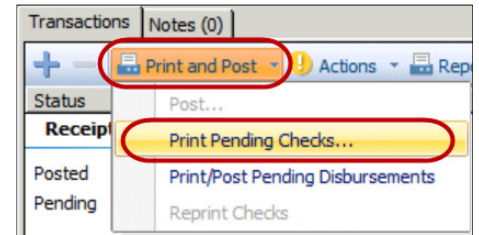
The 'Check' window shows the following details:

- Check type: Pending
- To IBA: (unchecked)
- Check number: (empty)
- Medium: (empty)
- Transaction date: (None)
- Amount: \$5,000.00
- Payee code: G
- Pay to the order of: Franklin County, Ohio Auditor
- Address: 373 S High Street, 21st Floor
- City/State/Zip: Columbus, OH 43215
- Foreign: (unchecked)
- Memo: advanced recording fees
- Extended memo: (empty)

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- Click the **Print and Post** button; select **Print Pending Checks**



- Check the applicable check box for the check to be released; in our example the recording fees check is being issued

