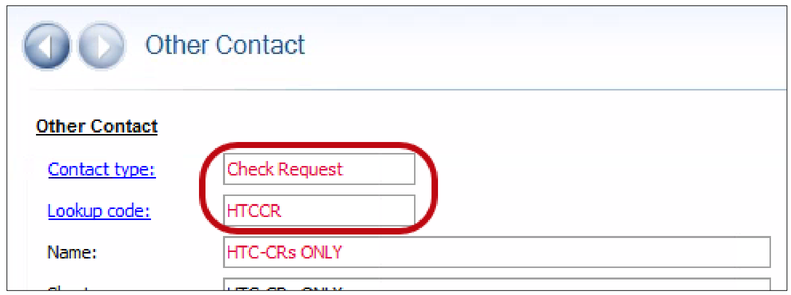
Processing an Advanced Fee

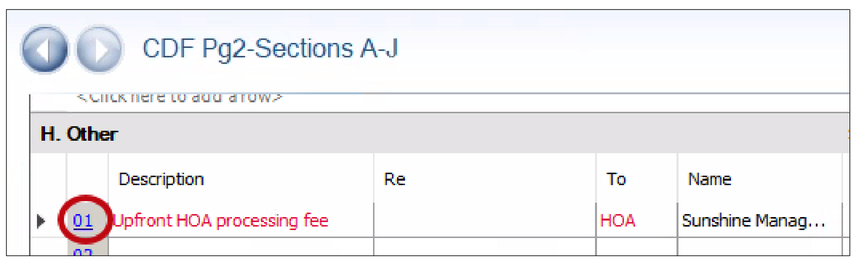
Follow these steps to process an advance fee payment (i.e., HOA fee, etc.) and enter the recouped funds.

Requesting Funds

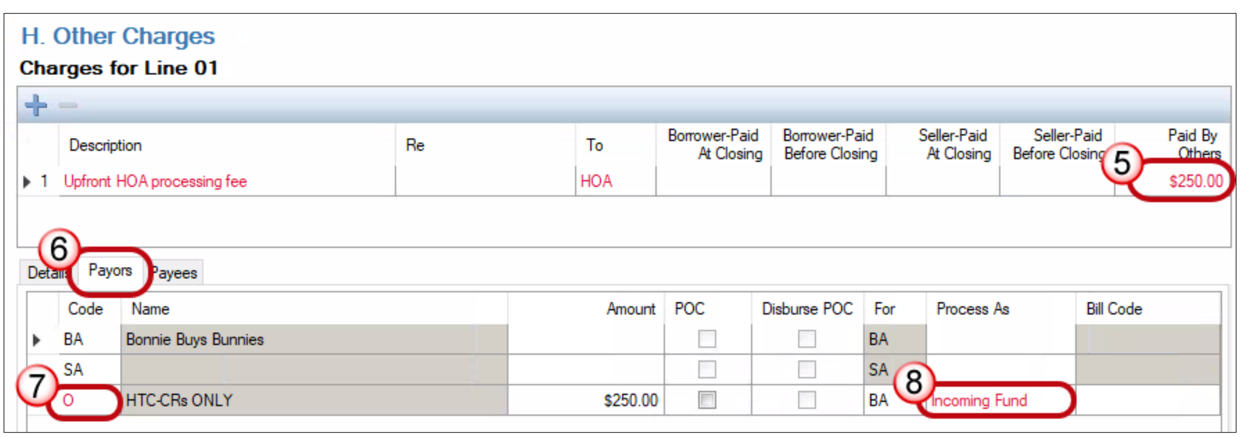
1. Navigate to the **Order Contacts** screen
2. Add an **Other** Contact,
   a) Click the **Add Contact** icon
   b) Double-click the **Other** Contact
   c) Click the **Contact** type link
   d) Double-click the **Check Request** entry
   e) Click the **Lookup code** link
   f) Double-click the **[CT, FT, HTC] CR** entry; the available brand entry is based on your office



3. Navigate to the **CDF Pg2-Sections A-J** screen
4. Click the **Line number** link of the applicable fee

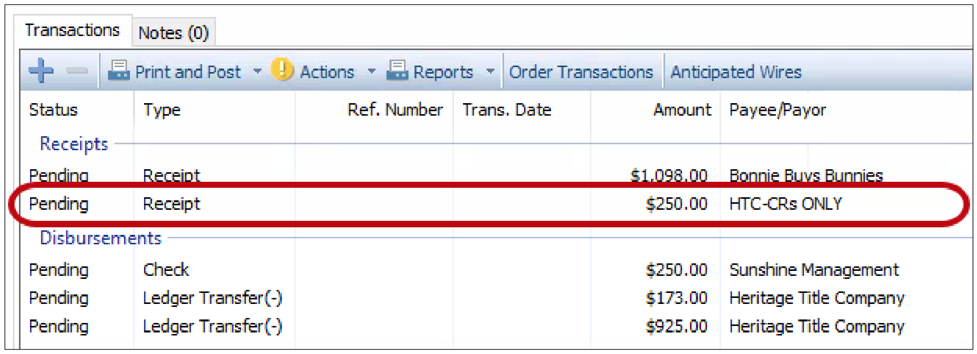


5. In the **Paid By Others** field, enter the amount to be paid
6. Click the **Payors** tab
7. From the **Code** drop-down, select the Contact created in **step 2**
8. From the **Process As** drop-down, select **Incoming Fund**

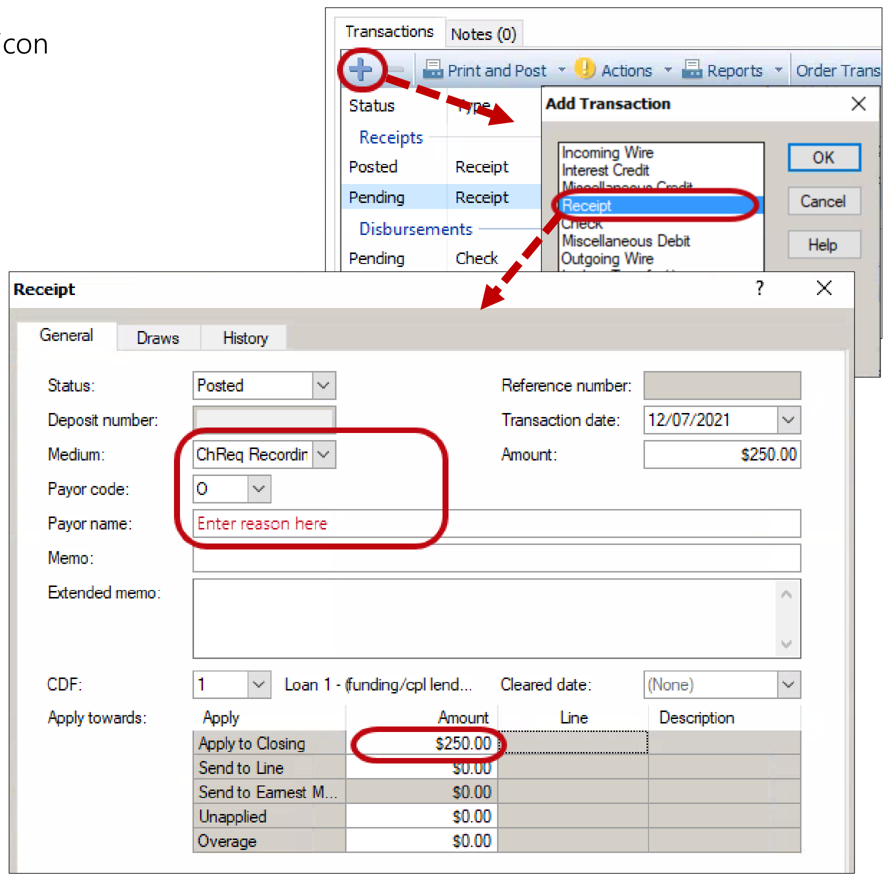


9. Click the **Close** button
10. Click the **Register** button

A **Pending** receipt is created in the register.



11. Post the **Receipt**
    a) Click the **Add Transaction** icon
    b) Double-click **Receipt**
    c) From the **Receipt** window,
        i. **Medium** = **ChReq Recording**
        ii. **Payor code** = **O-** Contact (from **step 2**)
        iii. **Payor name** = enter reason
        iv. **Apply to Closing** = amount
        v. Click the **OK** button

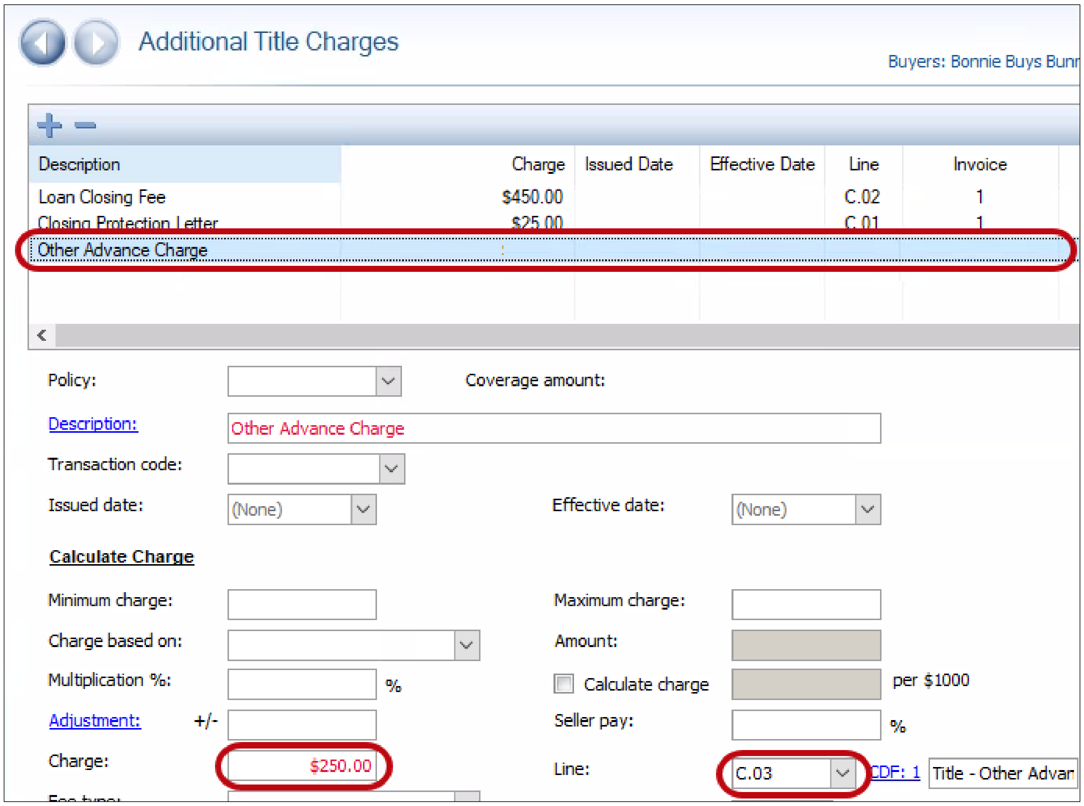


12. Print/Post the **Pending Disbursement** as needed

Entering Recouped Funds

Once closing occurs and the advance funds have been collected,

1. Navigate to the **Additional Title Charges** screen
2. Highlight the **Other Advance Charge** entry in the grid
3. In the **Charge** field, enter the amount
4. Verify a **Line** is assigned in the section of the CDF for the party responsible for payment



The amount is included in the **Ledger Transfer(-)**.