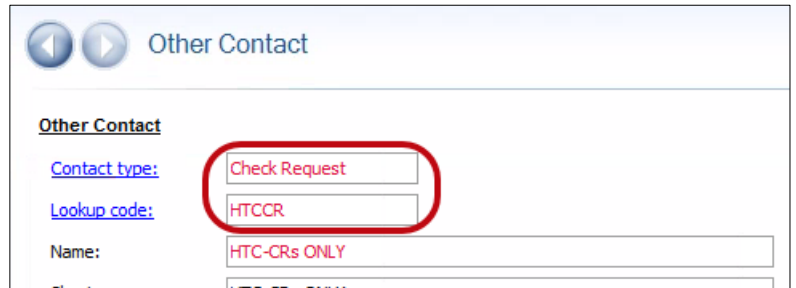


Follow these steps to process an advance fee payment (i.e., HOA fee, etc.) and enter the recouped funds.

- > [Requesting Funds](#)
- > [Entering Recouped Funds](#)

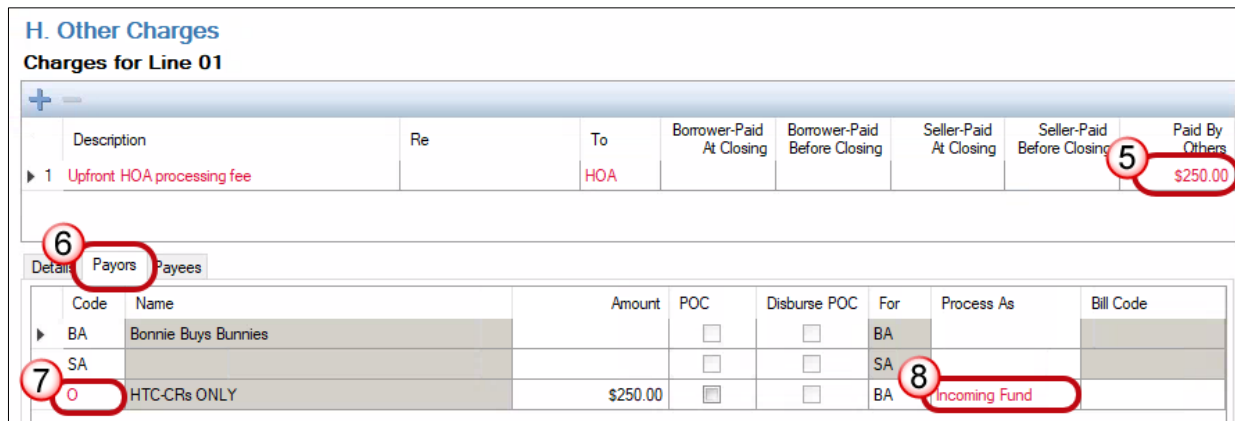
Requesting Funds

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




	Description	Re	To	Name
01	Upfront HOA processing fee	HOA	HOA	Sunshine Manag...

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**



Description	Re	To	Borrower-Paid At Closing	Borrower-Paid Before Closing	Seller-Paid At Closing	Seller-Paid Before Closing	Paid By Others
1 Upfront HOA processing fee		HOA					\$250.00


Code	Name	Amount	POC	Disburse POC	For	Process As	Bill Code
BA	Bonnie Buys Bunnies		<input type="checkbox"/>	<input type="checkbox"/>	BA		
SA			<input type="checkbox"/>	<input type="checkbox"/>	SA		
0	HTC-CRs ONLY	\$250.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BA	Incoming Fund	

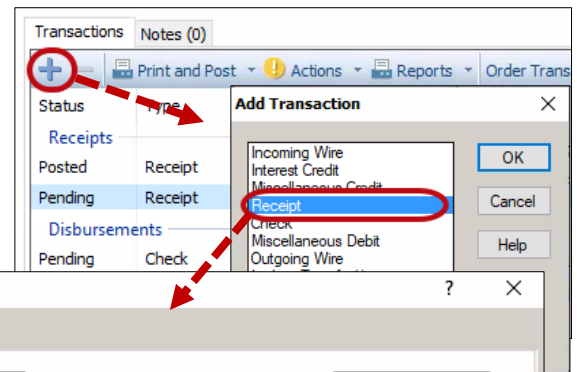
9. Click the **Close** button
10. Click the **Register** button

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

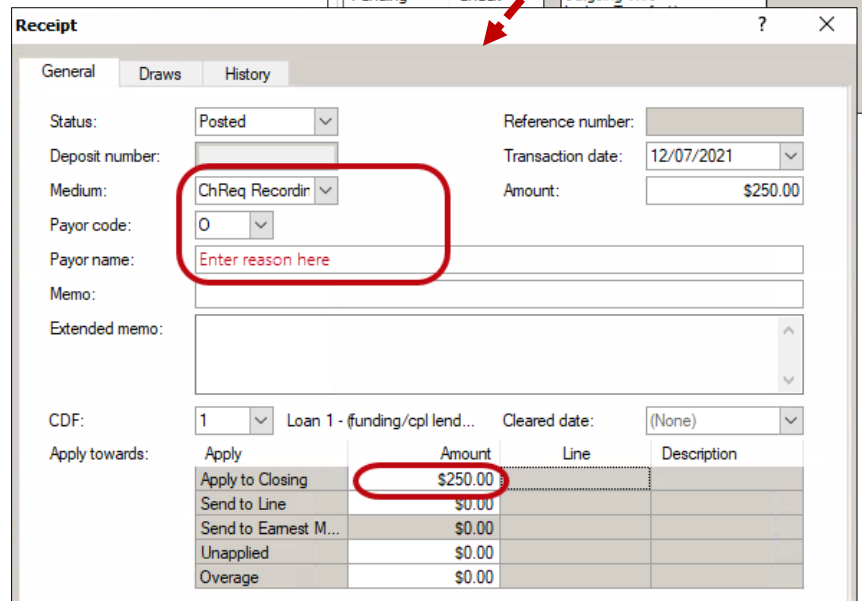
Transactions Notes (0)					
+ Print and Post Actions Reports Order Transactions Anticipated Wires					
Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor
Receipts					
Pending	Receipt			\$1,098.00	Bonnie Buvs Bunnies
Pending	Receipt			\$250.00	HTC-CRs ONLY
Disbursements					
Pending	Check			\$250.00	Sunshine Management
Pending	Ledger Transfer(-)			\$173.00	Heritage Title Company
Pending	Ledger Transfer(-)			\$925.00	Heritage Title Company

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

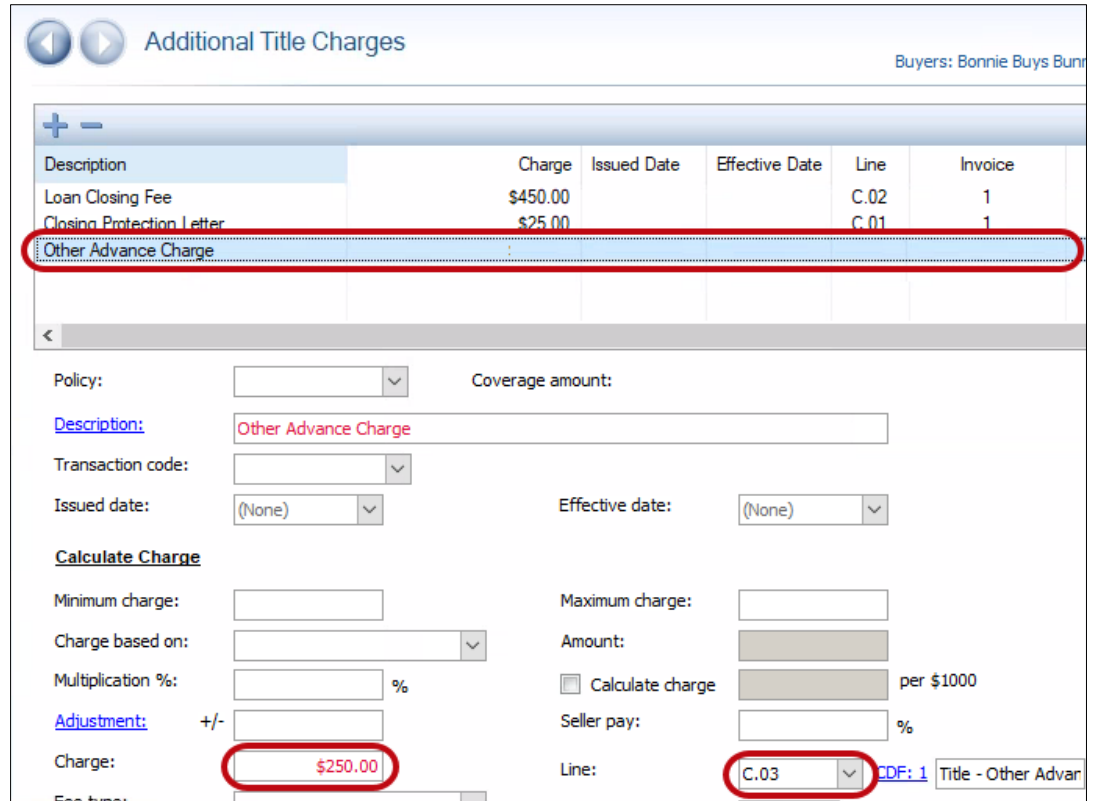


12. Print/Post the **Pending Disbursement** as needed

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



Additional Title Charges Buyers: Bonnie Buys Bunn

Description	Charge	Issued Date	Effective Date	Line	Invoice
Loan Closing Fee	\$450.00			C.02	1
Closing Protection Letter	\$25.00			C.01	1
Other Advance Charge					

Policy: Coverage amount:

Description: **Other Advance Charge**

Transaction code:

Issued date: (None) Effective date: (None)

Calculate Charge

Minimum charge: Maximum charge:

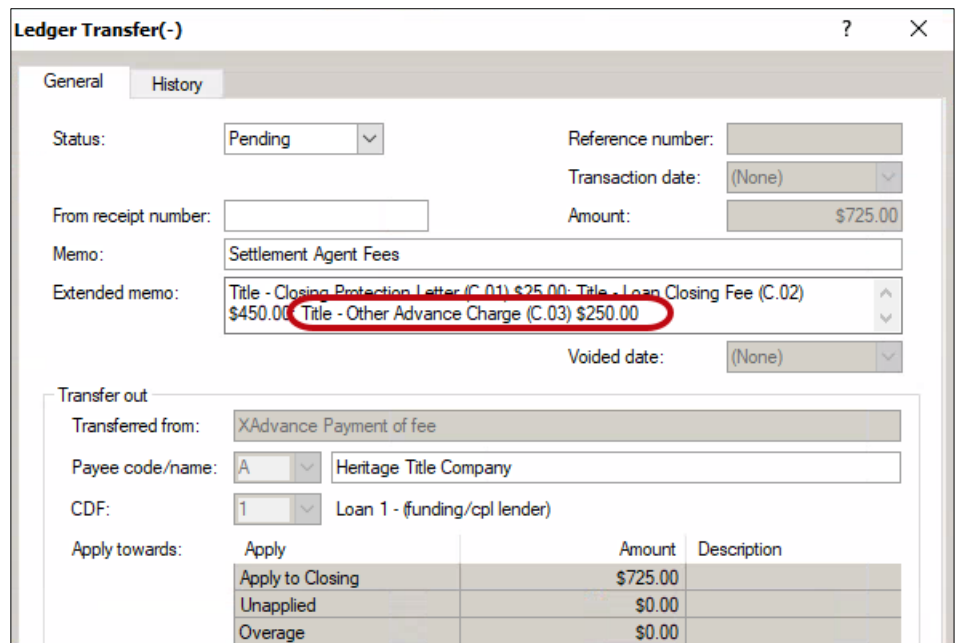
Charge based on: Amount:

Multiplication %: % ☐ Calculate charge per \$1000

Adjustment: +/- Seller pay: %

Charge: **\$250.00** Line: **C.03** CDF: 1 Title - Other Advan

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



Ledger Transfer(-) ? X

General History

Status: Pending Reference number:

Transaction date: (None)

From receipt number: Amount: \$725.00

Memo: Settlement Agent Fees

Extended memo: Title - Closing Protection Letter (C.01) \$25.00; Title - Loan Closing Fee (C.02) \$450.00; **Title - Other Advance Charge (C.03) \$250.00**

Voided date: (None)

Transfer out

Transferred from: XAdvance Payment of fee

Payee code/name: A Heritage Title Company

CDF: 1 Loan 1 - (funding/cpl lender)

Apply towards:

Apply	Amount	Description
Apply to Closing	\$725.00	
Unapplied	\$0.00	
Overage	\$0.00	