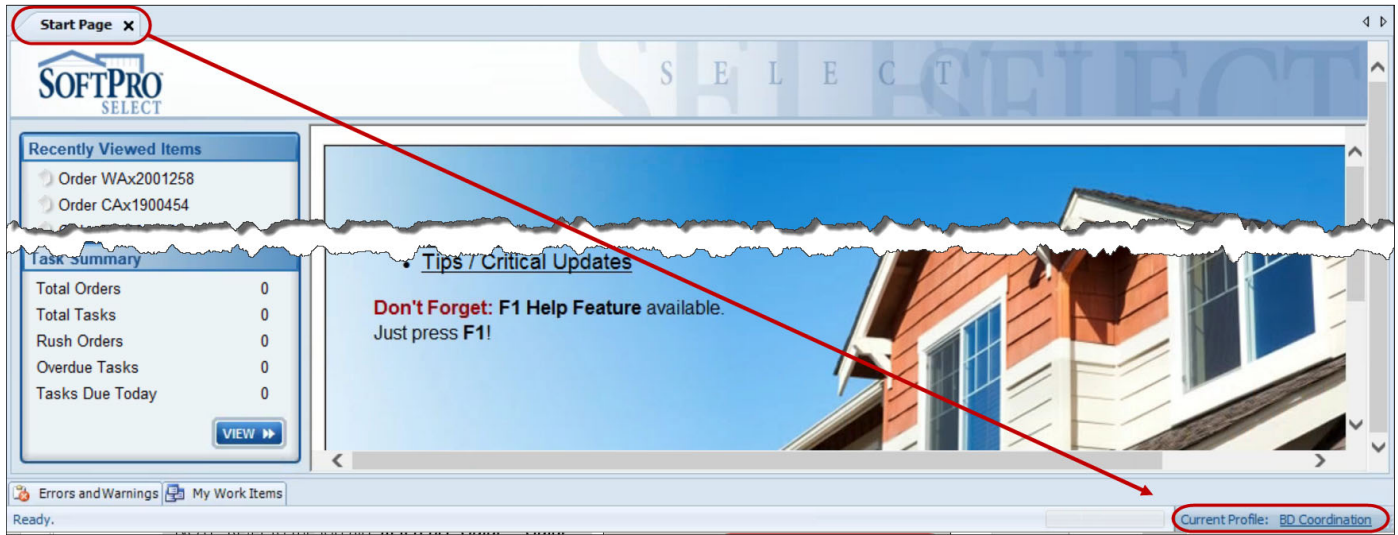



Follow these steps to open and process a bid deposit from TenX.

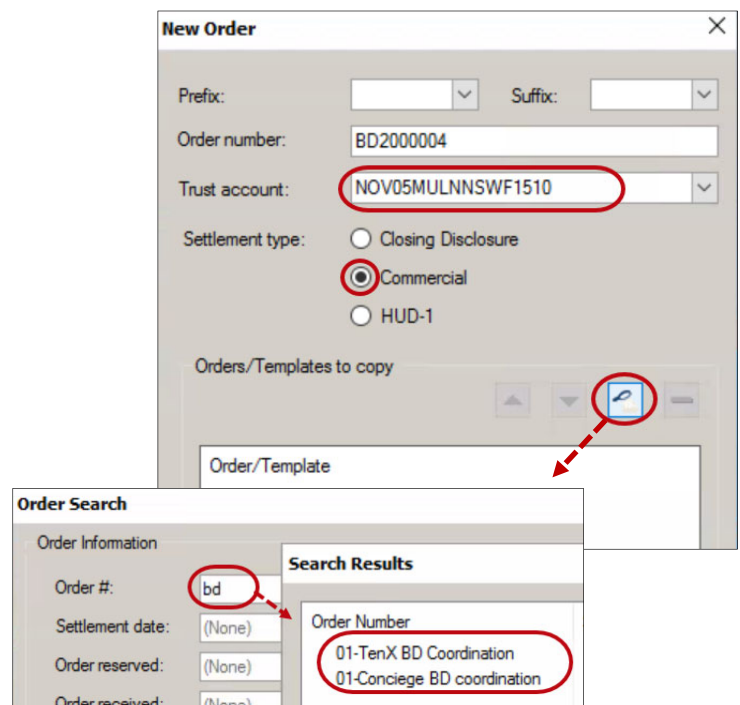
Prior to opening a new order,

1. Verify **Current Profile** = **BD Coordination**

NOTE: Existing bid orders can be processed using the Novare profile.

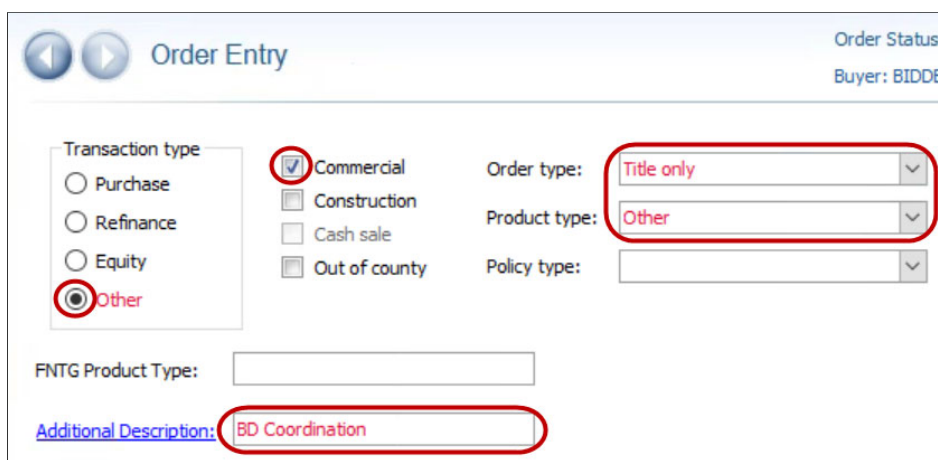


2. **Create** a new order
3. From the **New Order** window verify the,
 - a) Trust account = multi-licensed 1510
 - b) **Settlement type** = **Commercial**
4. Apply the appropriate BD template
 - a) Click the **Search**  icon
 - b) In the **Order #** field, enter **BD**; press **Enter** key
 - c) Double-click the applicable template
5. Click the **OK** button to generate the order



From the **Order Entry** screen,

6. Verify the,
 - a) Transaction type = Other
 - b) Commercial is checked
 - c) Order type = Title only
 - d) Product type = Other
 - e) Policy type = leave blank
 - f) Additional Description = BD Coordination



Order Entry

Order Status: Buyer: BIDDER

Transaction type:

- ☐ Purchase
- ☐ Refinance
- ☐ Equity
- ☒ Other

Commercial:

- ☒ Commercial
- ☐ Construction
- ☐ Cash sale
- ☐ Out of county

Order type: Title only

Product type: Other

Policy type:

FNTG Product Type:

Additional Description: BD Coordination

7. Select the,
 - a) Escrow officer/Closer
8. Enter the,
 - a) Property address, if known
 - b) Zip Code; press the **Tab** key to populate **City, State** and **County**



Property address: 1234 Test Property Way

City: Long Beach

State: CA

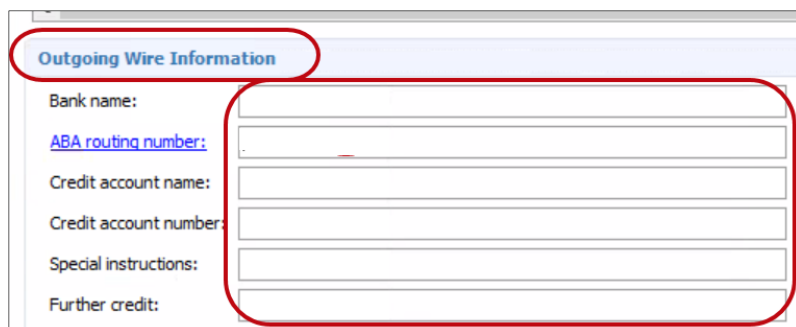
Zip Code: 90806

9. Navigate to the **Order Contacts** screen
10. Double-click the **Buyer/Borrower** placeholder
11. Enter their corresponding contact information



Type	Name	Code
Buyer/Borrower	BIDDER ONE	B
Escrow Company	ESCROW CO	E
★ Other (Client)	TEN-X	O

12. Click the **Outgoing Wire Information** more/less bar
13. Enter their wire information



Outgoing Wire Information

Bank name:

ABA routing number:

Credit account name:

Credit account number:

Special instructions:

Further credit:

14. Enter If applicable, double-click the **Escrow Company** placeholder

15. Enter their corresponding contact information; click the **Lookup code** link to select from the **Lookup Table**
16. Save your order

Entering the Deposit

1. Click the **Register** button
2. Click the **Anticipated Wires** button
3. Enter the wire information
 - a) **Code**, select for the party sending in the funds
 - b) **Amount** = expected wire mount

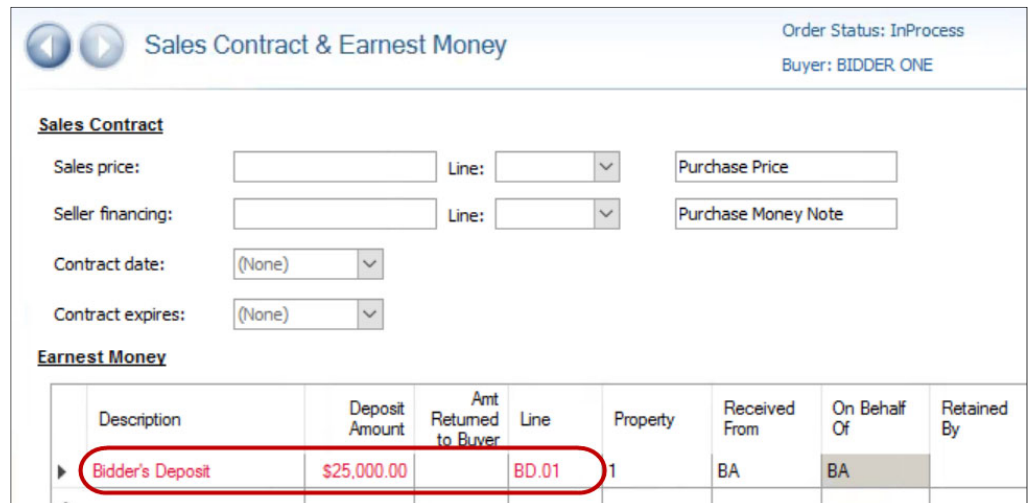


Code	Name	Amount
B	Bidder One	\$25,000.00

4. Click the **OK** button

NOTE: Funds post automatically if all matching criteria are met. Funds post to as **Apply to Closing**.

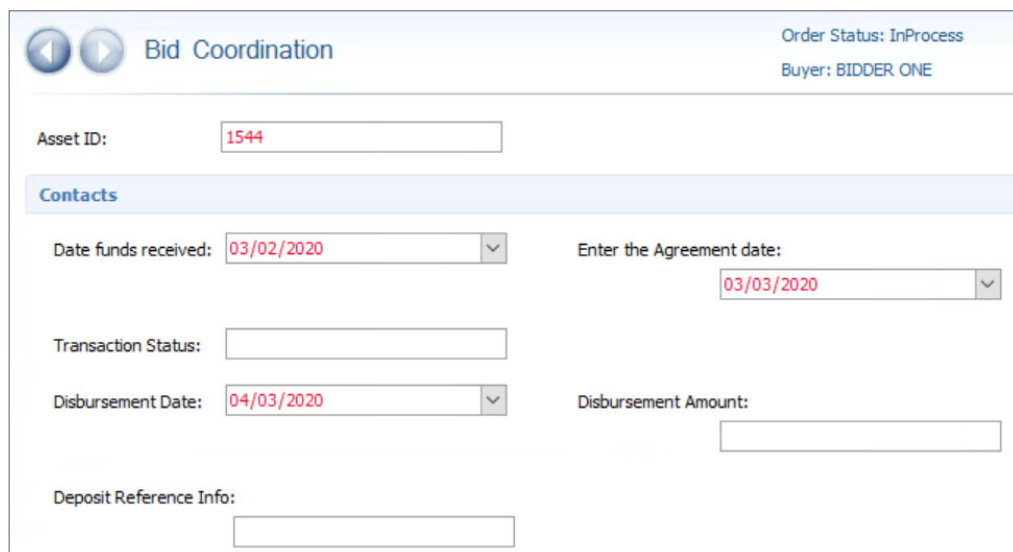
5. Navigate to the **Sales Contract & Earnest Money** screen
6. In the grid, enter,
 - a) **Description** (i.e., Bidder's Deposit)
 - b) **Deposit Amount** = expected amount
 - c) **Line** = BD.01
7. Repeat **Steps 1-6** if additional deposits
8. Navigate to the **Bid Coordination** screen



Description	Deposit Amount	Amt Returned to Buyer	Line	Property	Received From	On Behalf Of	Retained By
Bidder's Deposit	\$25,000.00		BD.01	1	BA	BA	

9. Enter the,

- Asset ID
- Date funds received
- Enter the Agreement date
- Transaction Status
- Disbursement Date
- Disbursement Amount
- Deposit Reference Info



The screenshot shows the 'Bid Coordination' form with the following fields and values:

- Order Status: InProcess
- Buyer: BIDDER ONE
- Asset ID: 1544
- Date funds received: 03/02/2020
- Enter the Agreement date: 03/03/2020
- Transaction Status: (empty)
- Disbursement Date: 04/03/2020
- Disbursement Amount: (empty)
- Deposit Reference Info: (empty)

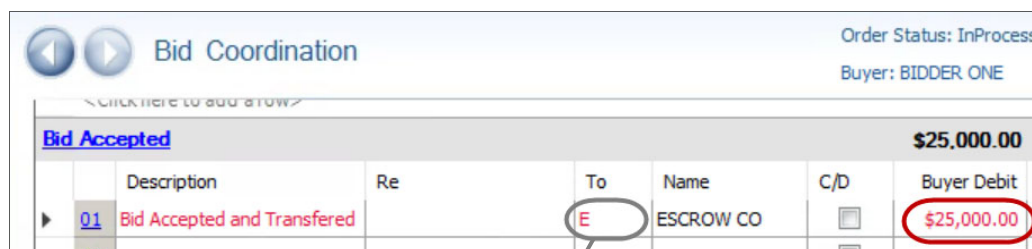
NOTE: All of these fields pull to the **Opened\Closed Order Export** report.

Transferring the Deposit and Recognizing Revenue

Follow the steps in the applicable section depending upon whether the bid is accepted or declined.

Bid Accepted

- Navigate to the **Bid Coordination** screen
- Locate the **Bid Accepted and Transferred** entry
- In the **Buyer Debit** field, enter the disbursement amount

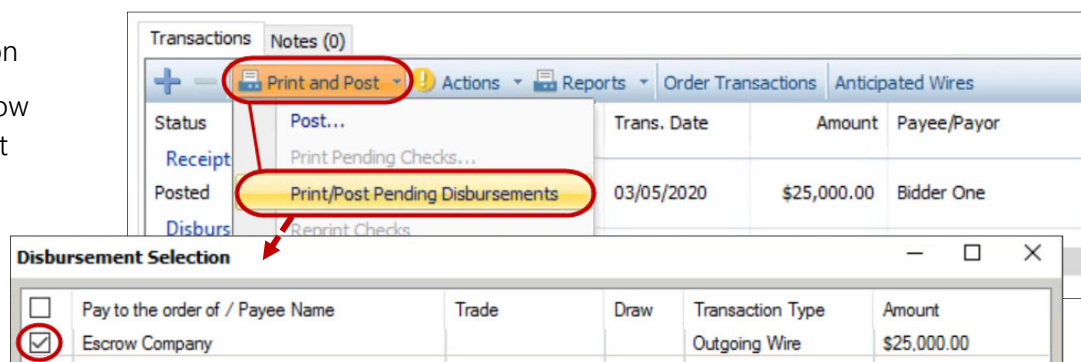


The screenshot shows the 'Bid Coordination' screen with a table containing the following data:

Description	Re	To	Name	C/D	Buyer Debit
Bid Accepted and Transferred		E	ESCROW CO		\$25,000.00

NOTE: The **To**-code (payee) defaults to the Escrow Company Contact.

- Click the **Register** button
- Print and Post** the Escrow Company disbursement



The screenshot shows two windows. The top window is 'Transactions' with a table of transactions. The bottom window is 'Disbursement Selection' with a table of disbursement options.

Transactions Table:

Status	Trans. Date	Amount	Payee/Payor
Posted	03/05/2020	\$25,000.00	Bidder One

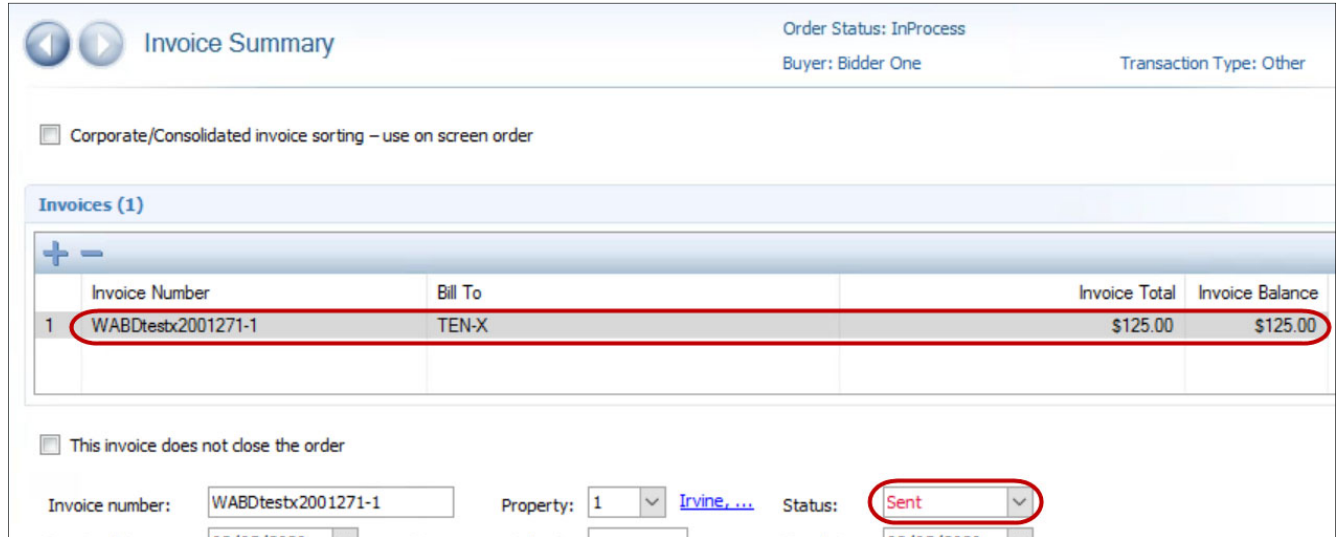
Disbursement Selection Table:

Pay to the order of / Payee Name	Trade	Draw	Transaction Type	Amount
Escrow Company			Outgoing Wire	\$25,000.00

- Navigate to the **Invoice Summary** screen

With the Invoice highlighted in the grid,

- From the **Status** drop-down, select **Sent**



Order Status: InProcess
Buyer: Bidder One
Transaction Type: Other

☐ Corporate/Consolidated invoice sorting – use on screen order

Invoices (1)

	Invoice Number	Bill To	Invoice Total	Invoice Balance
1	WABDtestx2001271-1	TEN-X	\$125.00	\$125.00

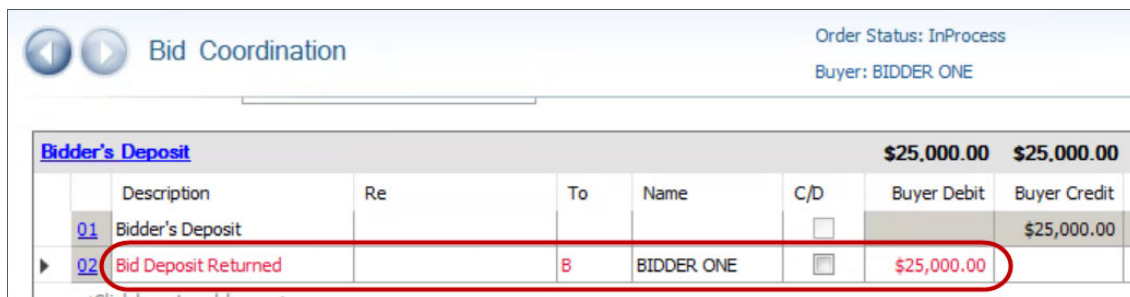
☐ This invoice does not close the order

Invoice number: WABDtestx2001271-1 Property: 1 [Irvine, ...](#) Status: **Sent**

- Save the order to recognize revenue

Bid Declined

- Navigate to the **Bid Coordination** screen
- On **Line 02**, enter the,
 - Description** = *Bid Deposit Returned*
 - To-code** = Bidder
 - Buyer Debit** = refund amount



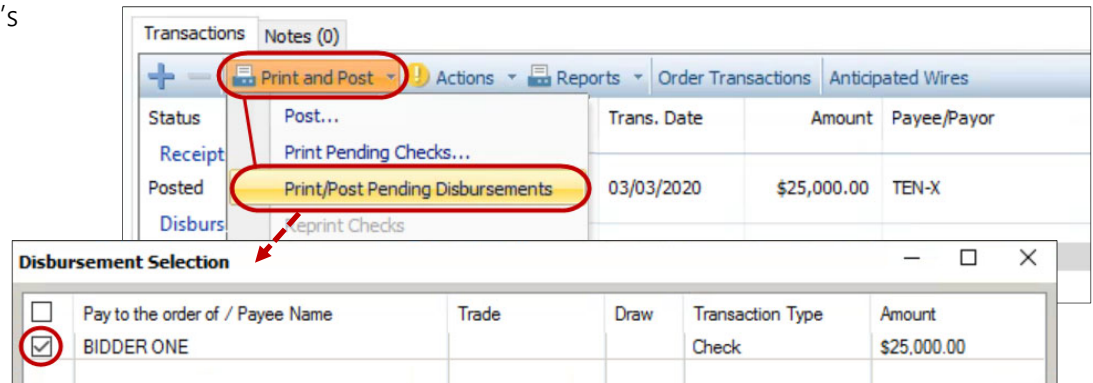
Order Status: InProcess
Buyer: BIDDER ONE

Bidder's Deposit \$25,000.00 \$25,000.00

	Description	Re	To	Name	C/D	Buyer Debit	Buyer Credit
01	Bidder's Deposit				<input type="checkbox"/>		\$25,000.00
02	Bid Deposit Returned		B	BIDDER ONE	<input type="checkbox"/>	\$25,000.00	

- Click the **Register** button

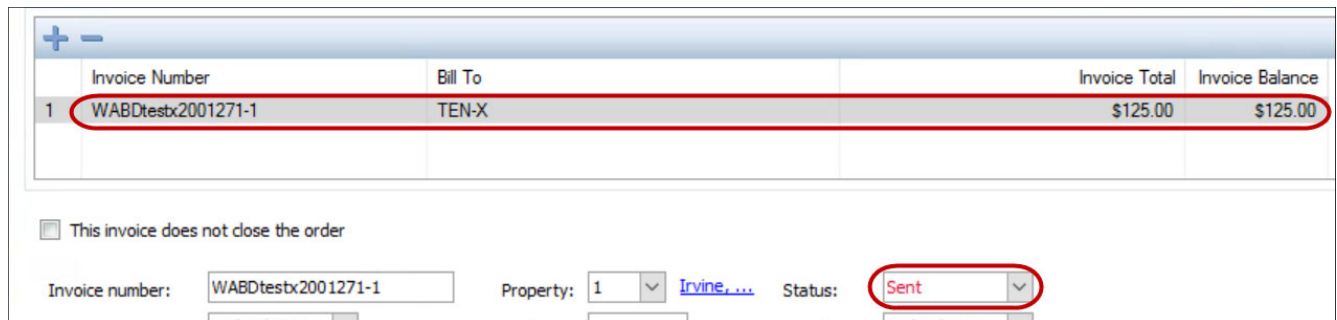
4. **Print and Post** the Buyer's (Bidder) disbursement



5. Navigate to the **Invoice Summary** screen

With the Invoice highlighted in the grid,

6. From the **Status** drop-down, select **Sent**



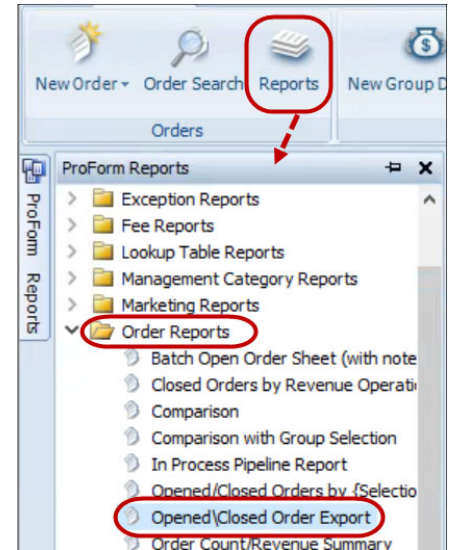
7. Save the order to recognize revenue

The Accounting department tracks the TenX incoming funds.

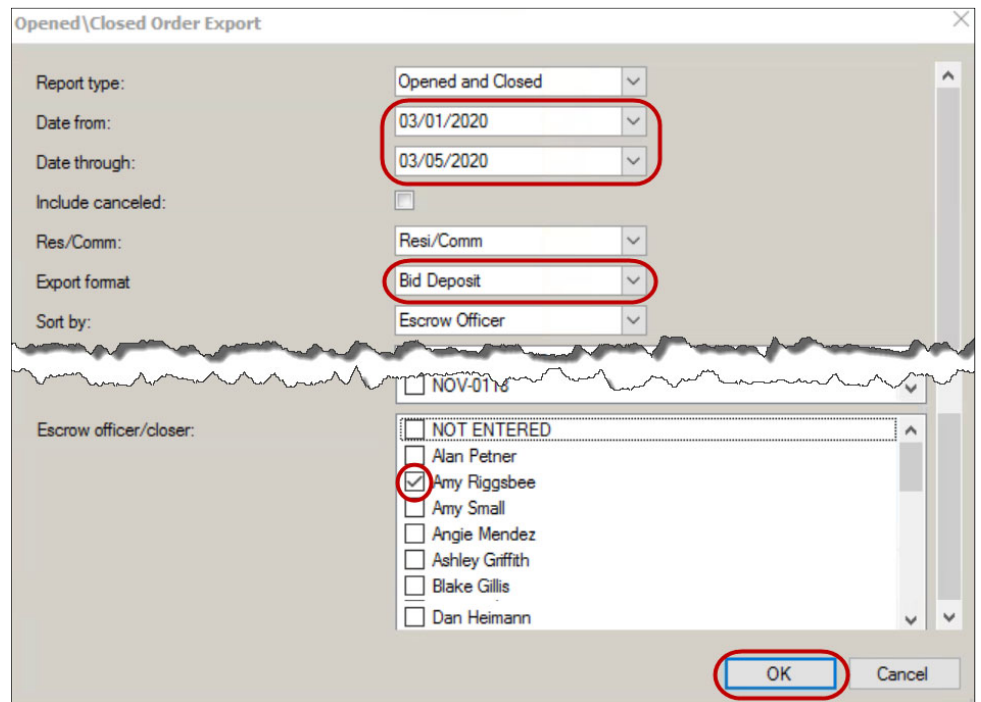
8. Invoice TenX as normal
9. Press **Ctrl + Alt + C** keyboard shortcut to close the order

Creating the Order Report

1. Click the **Reports** button
2. Expand the **Order Reports** folder
3. Double-click the **Opened\Closed Order Export** report



4. Set the report parameters,
 - a) **Date from**
 - b) **Date through**
 - c) **Export format = Bid Deposit**
 - d) In the **Escrow officer/closer** field, check the applicable Escrow Officer check box
 - e) Click the **OK** button to generate the report



Opened\Closed Order Export

Report type: Opened and Closed

Date from: 03/01/2020

Date through: 03/05/2020

Include canceled: ☐

Res/Comm: Resi/Comm

Export format: Bid Deposit

Sort by: Escrow Officer

Escrow officer/closer:

☐ NOV-0116

☐ NOT ENTERED

☐ Alan Petner

☒ Amy Riggsbee

☐ Amy Small

☐ Angie Mendez

☐ Ashley Griffith

☐ Blake Gillis

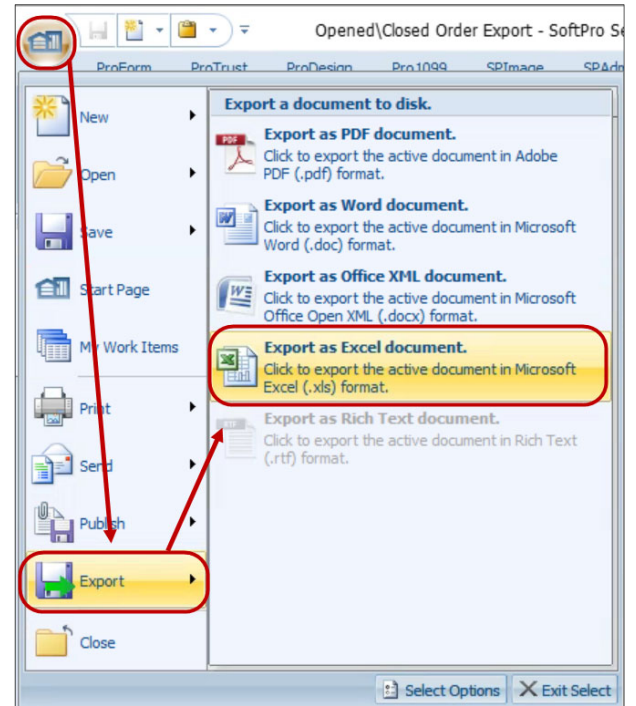
☐ Dan Heimann

OK Cancel

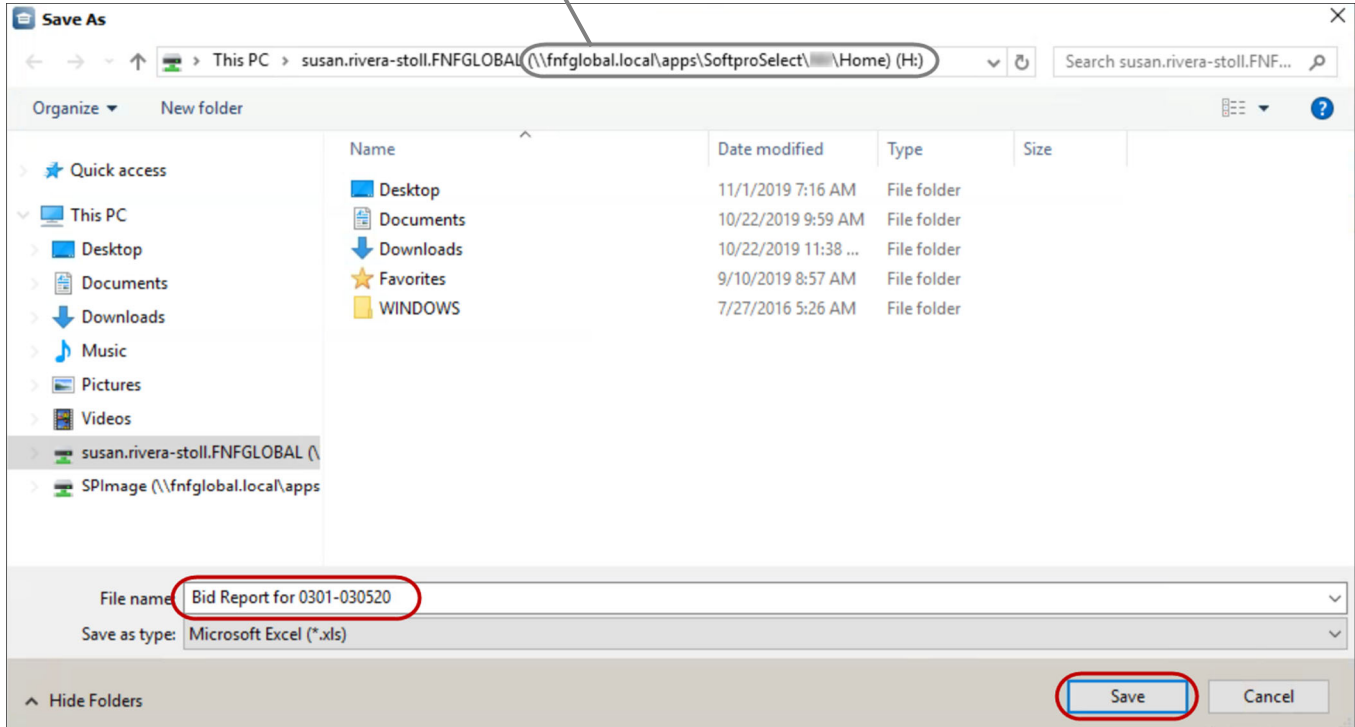
Opening and Processing the Order

To export the report,

1. Click the **SoftPro** icon
2. Select **Export > Export as Excel document**



The **Save As** window opens to your default **Home** drive.



3. In the **File name** field, overwrite the report name if you wish
4. Click **Save**