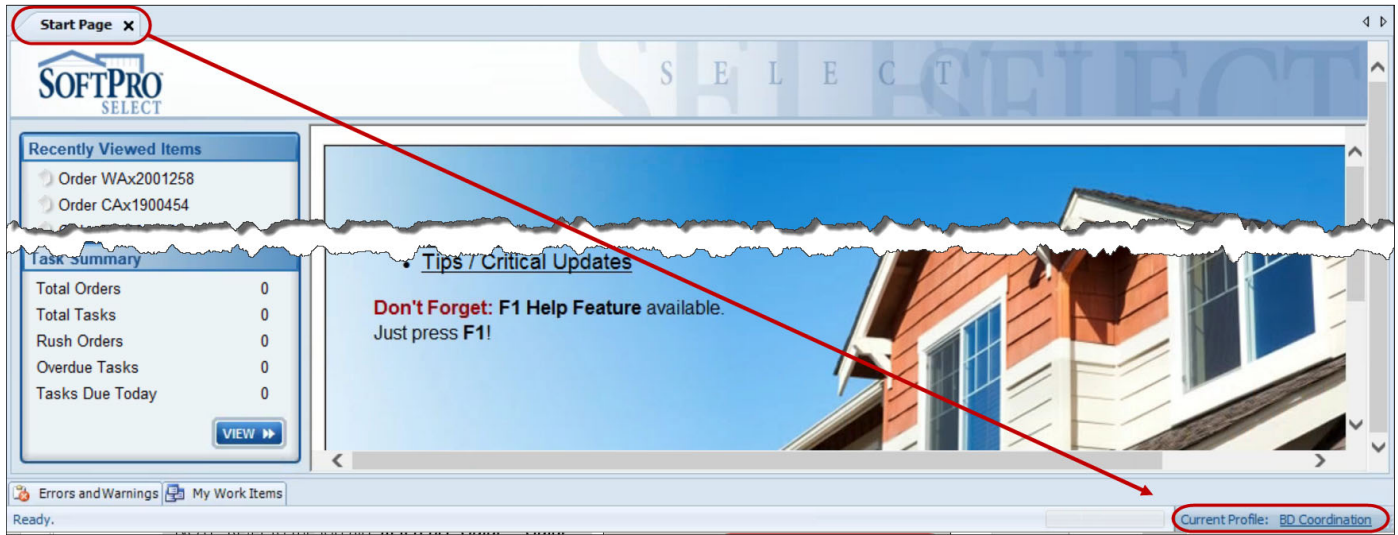Follow these steps to open and process a bid deposit from TenX.

Prior to opening a new order,

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

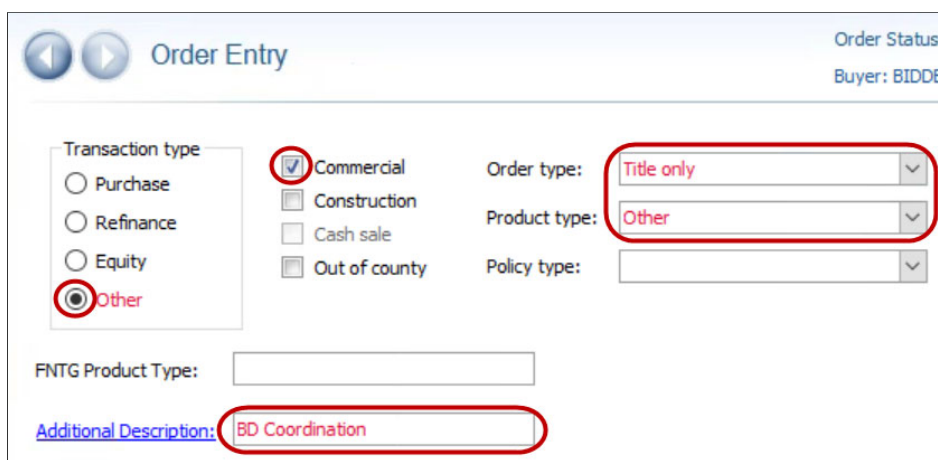> NOTE: Existing bid orders can be processed using the Novare profile.

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
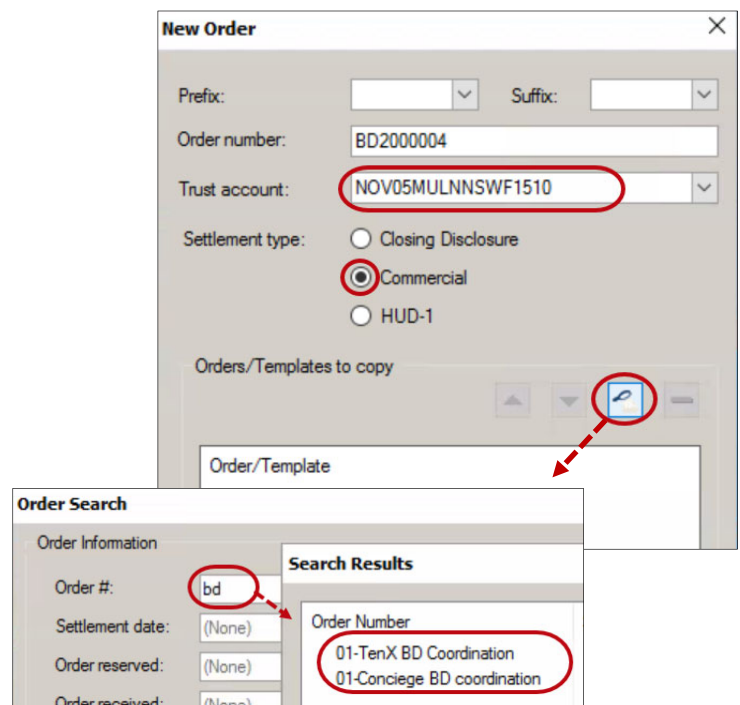
From the **Order Entry** screen,

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

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**
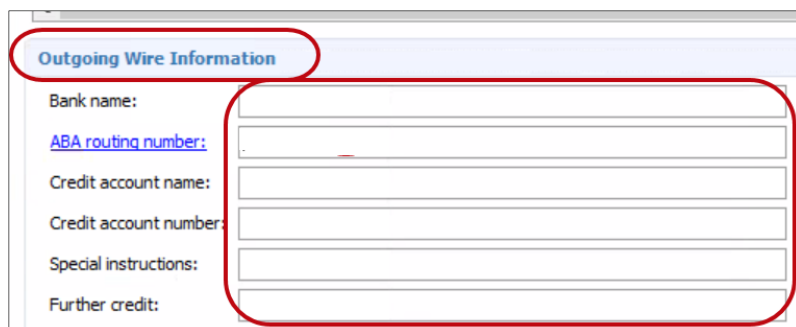

9. Navigate to the **Order Contacts** screen

10. Double-click the **Buyer/Borrower** placeholder

11. Enter their corresponding contact information

12. Click the **Outgoing Wire Information** more/less bar

13. Enter their wire information

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
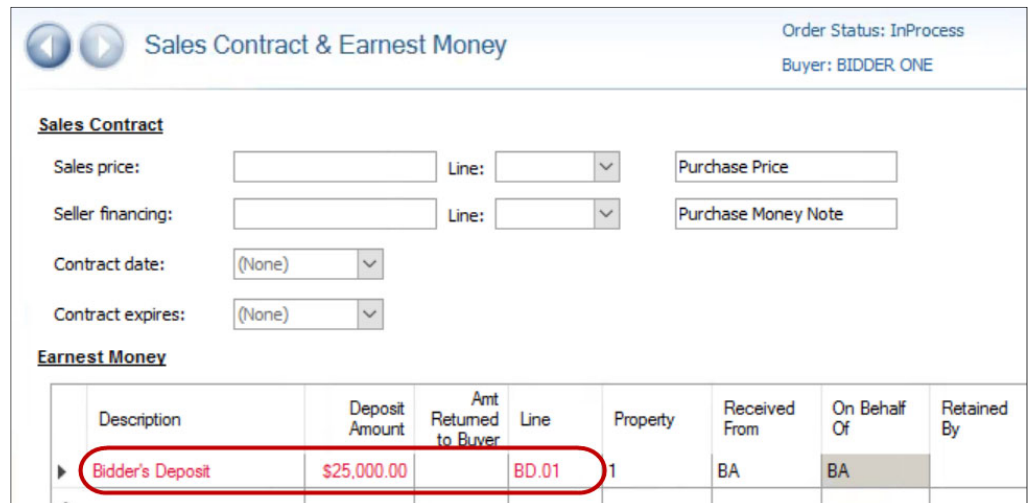
    b) **Amount** = expected wire mount

4. Click the **OK** button

    NOTE: Funds post automatically if all matching criteria are met. Funds post to as **Apply to Closing**.
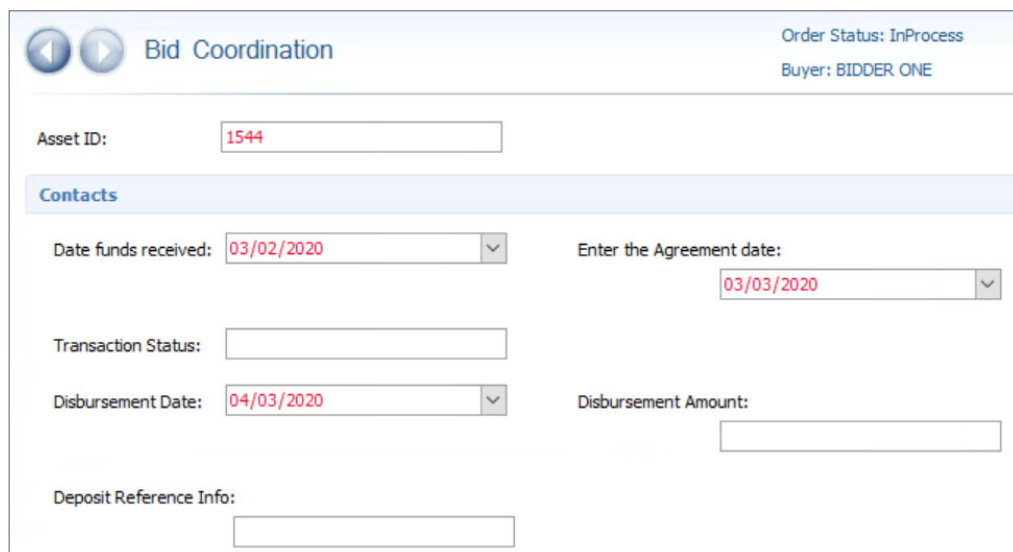
5. Navigate to the **Sales Contract & Earnest Money** screen

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

9. Enter the,

   a) **Asset ID**

   b) **Date funds received**

   c) **Enter the Agreement date**

   d) **Transaction Status**

   e) **Disbursement Date**

   f) **Disbursement Amount**

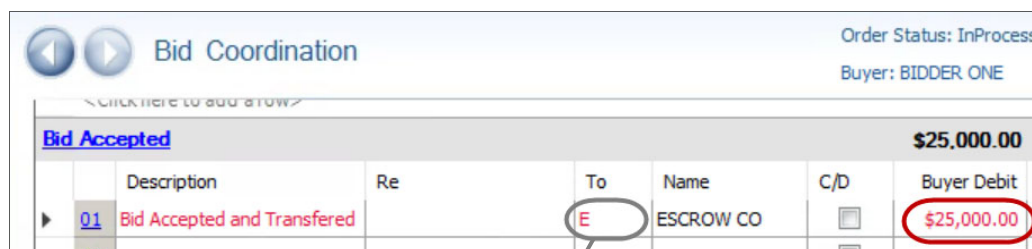   g) **Deposit Reference Info**

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

1. Navigate to the **Bid Coordination** screen

2. Locate the **Bid Accepted and Transferred** entry

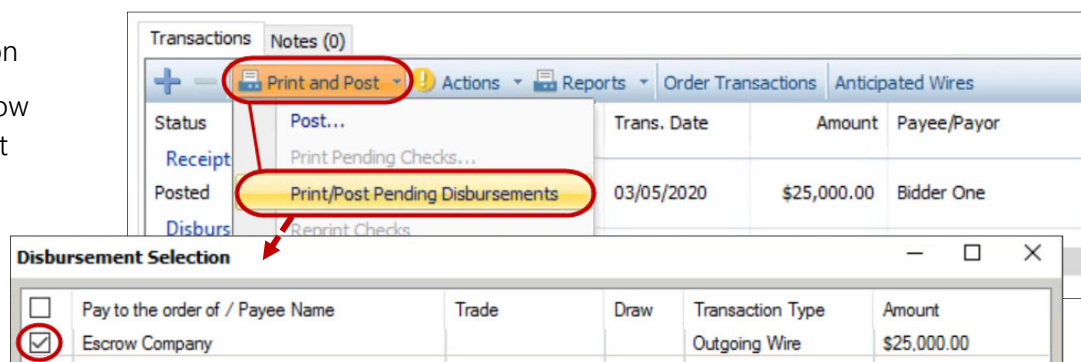3. In the **Buyer Debit** field, enter the disbursement amount

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

4. Click the **Register** button

5. **Print and Post** the Escrow Company disbursement

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

With the Invoice highlighted in the grid,

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

8. Save the order to recognize revenue

Bid Declined

1. Navigate to the **Bid Coordination** screen

2. On **Line 02**, enter the,

    a) **Description** = *Bid Deposit Returned*

    b) **To**-code = Bidder
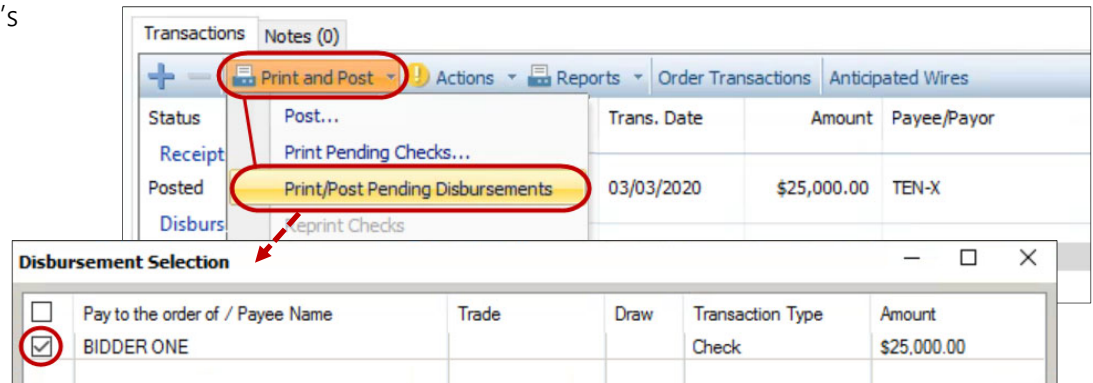
    c) **Buyer Debit** = refund amount
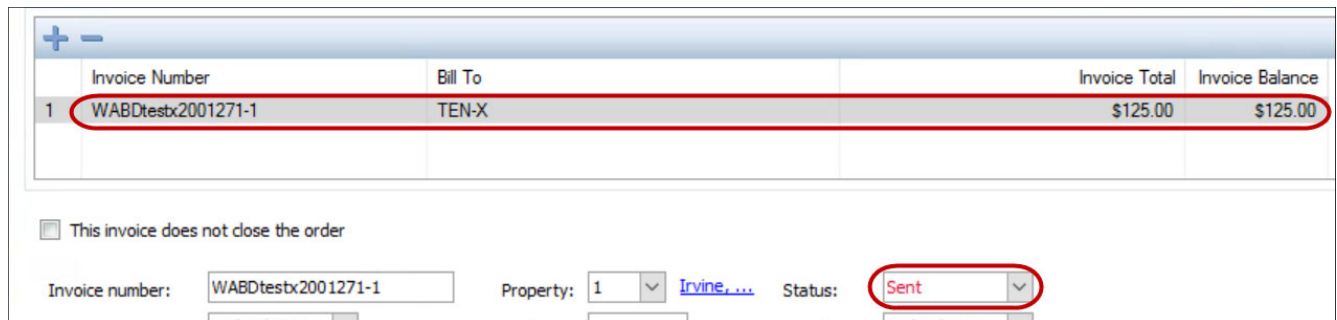

3. Click the **Register** button

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

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

With the Invoice highlighted in the grid,

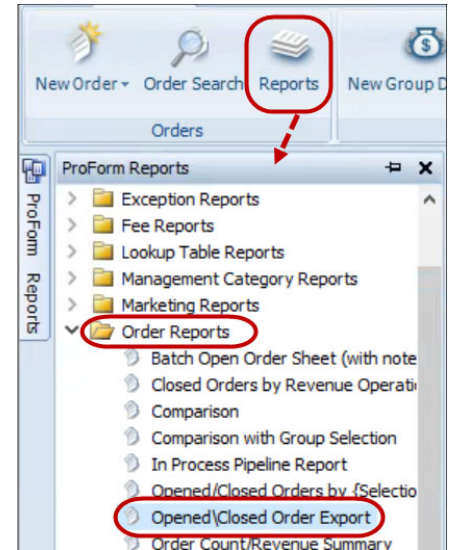6. From the **Status** drop-down, select **Sent**

7. Save the order to recognize revenue

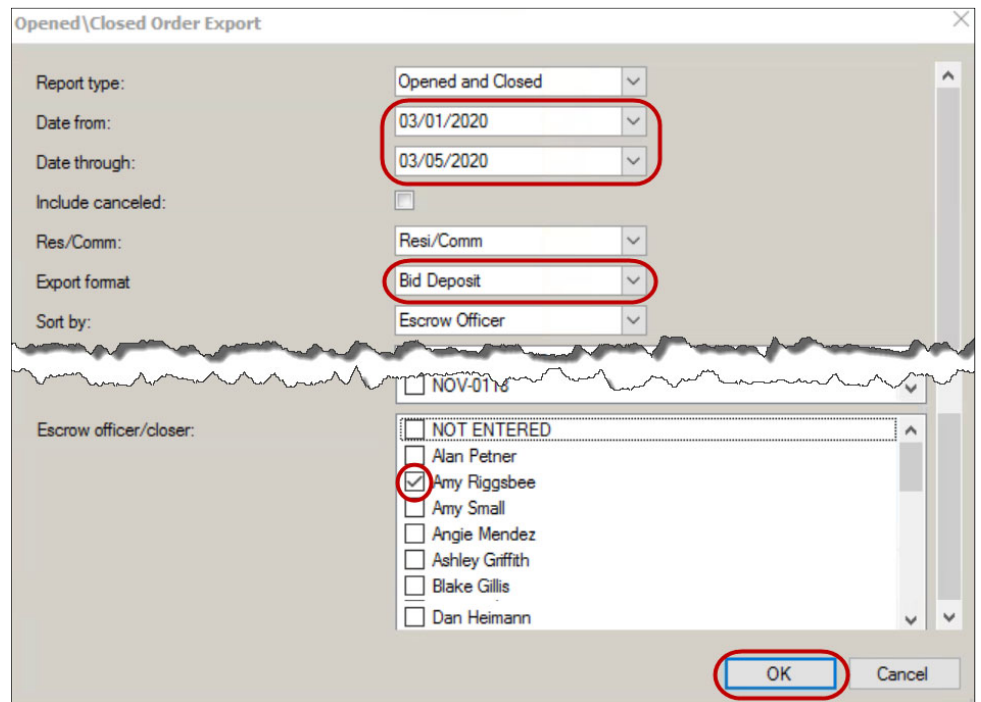The Accounting department tracks the TenX incoming funds.

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
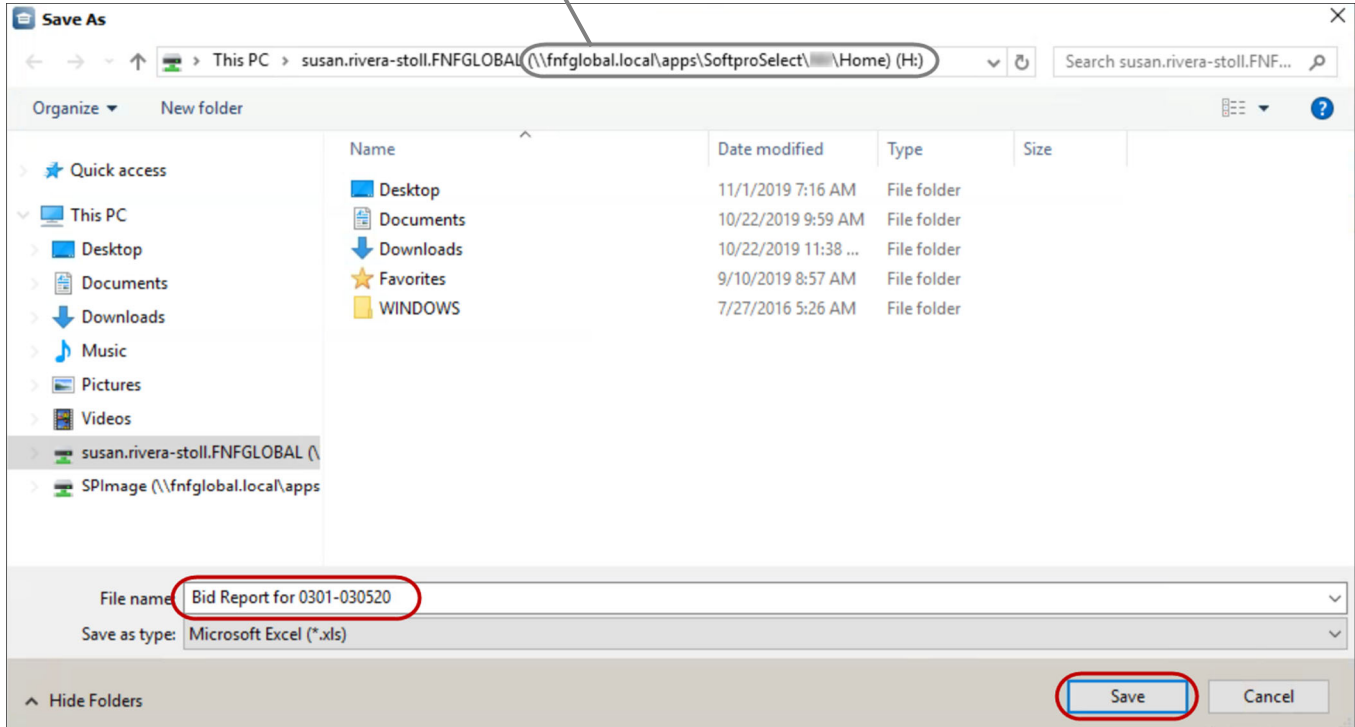
To export the report,

1. Click the **SoftPro** icon

2. Select **Export > Export as Excel document**
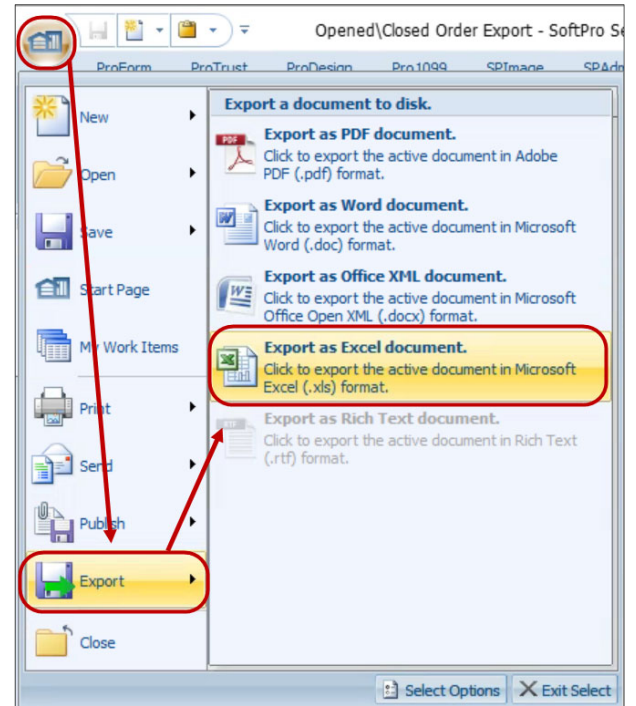
The **Save As** window opens to your default **Home** drive.

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

4. Click **Save**