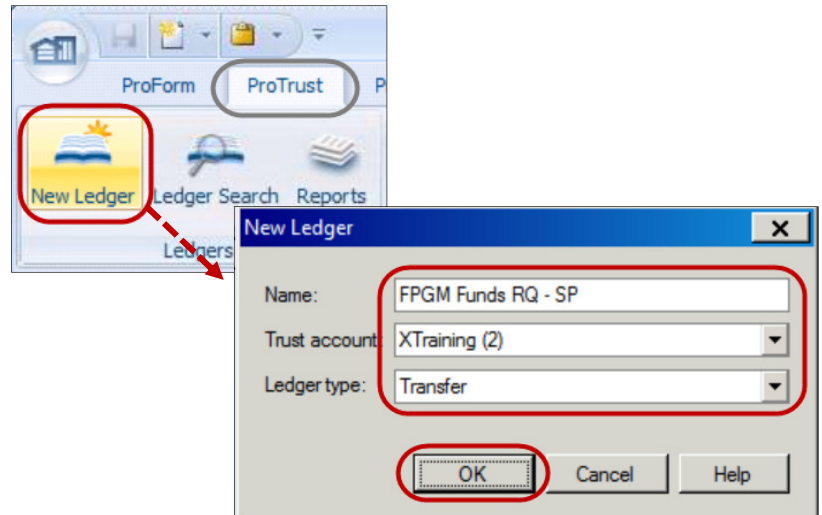


Follow these steps when it is necessary to move funds from your legacy system to SoftPro Select.

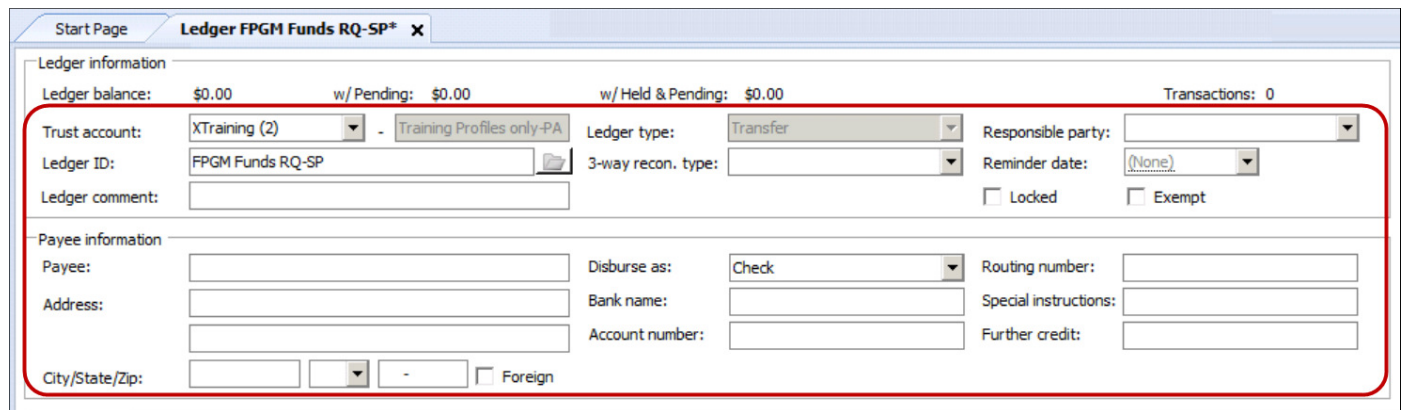
Creating the Incoming Funds Ledger


From **ProTrust**,

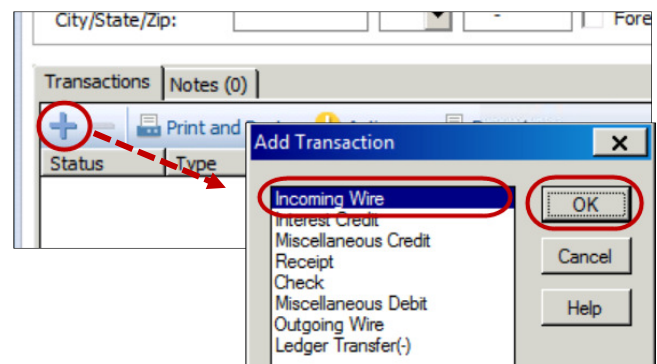
1. Click the **New Ledger** button
2. From the **New Ledger** window, enter/select the,
 - a) **Name**
 - b) **Trust account**
 - c) **Ledger type = Transfer**
 - d) Click **OK**



3. On the **Ledger** tab, complete fields as applicable



4. **Save** your Ledger
5. Click the **Add Transactions**  icon
6. Select **Incoming Wire**; click **OK**

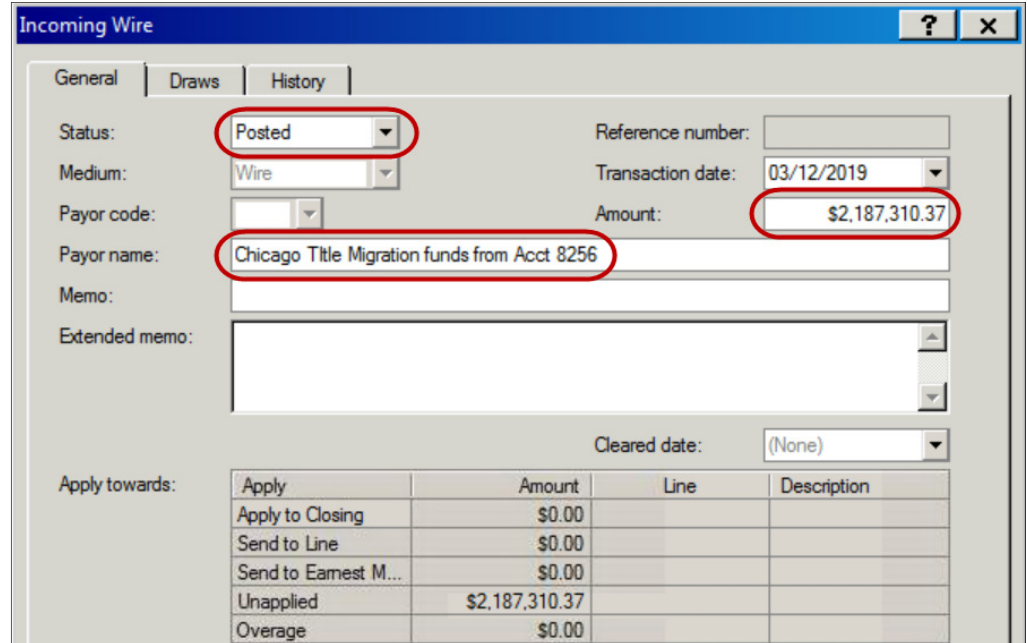


ACCOUNTING: BULK LEDGER TRANSFERS

Transferring Funds from Legacy System to SoftPro Select

7. Add your wire information for the bulk transfer

- Status** = Posted
- Amount** = total amount being transferred from the legacy system
- Payor name** = enter applicable information (i.e., *Chicago Title Migration funds from acct 8256*)
- Click the **OK** button

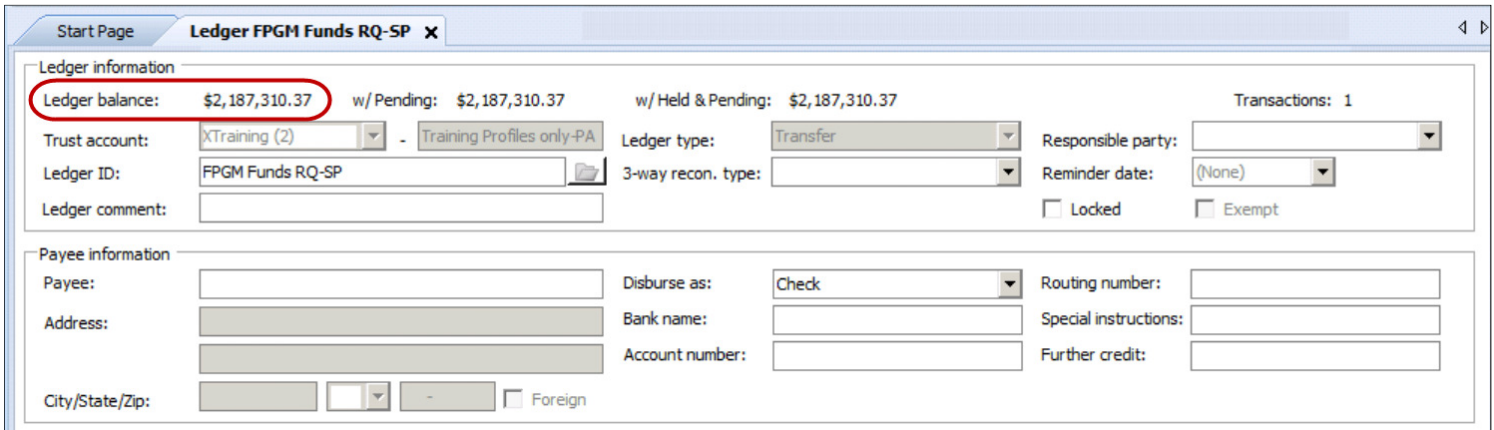


The screenshot shows the 'Incoming Wire' form with the following fields and values:

- Status:** Posted (circled in red)
- Medium:** Wire
- Payor code:** (empty)
- Payor name:** Chicago Title Migration funds from Acct 8256 (circled in red)
- Memo:** (empty)
- Extended memo:** (empty)
- Reference number:** (empty)
- Transaction date:** 03/12/2019
- Amount:** \$2,187,310.37 (circled in red)
- Cleared date:** (None)
- Apply towards:**

Apply	Amount	Line	Description
Apply to Closing	\$0.00		
Send to Line	\$0.00		
Send to Earnest M...	\$0.00		
Unapplied	\$2,187,310.37		
Overage	\$0.00		

The **Ledger balance** shows the total amount available.




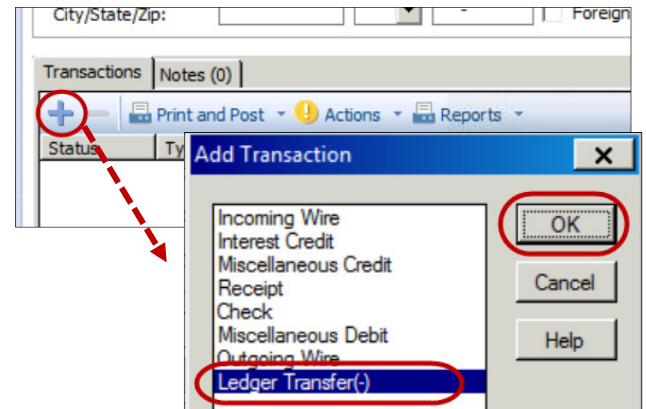
The screenshot shows the 'Ledger FPGM Funds RQ-SP' form with the following fields and values:

- Ledger information:**
 - Ledger balance:** \$2,187,310.37 (circled in red)
 - w/ Pending:** \$2,187,310.37
 - w/ Held & Pending:** \$2,187,310.37
 - Transactions:** 1
 - Trust account:** XTraining (2) - Training Profiles only-PA
 - Ledger ID:** FPGM Funds RQ-SP
 - Ledger comment:** (empty)
 - Ledger type:** Transfer
 - 3-way recon. type:** (empty)
 - Responsible party:** (empty)
 - Reminder date:** (None)
 - Locked:** ☐
 - Exempt:** ☐
- Payee information:**
 - Payee:** (empty)
 - Address:** (empty)
 - City/State/Zip:** (empty)
 - Disburse as:** Check
 - Bank name:** (empty)
 - Account number:** (empty)
 - Routing number:** (empty)
 - Special instructions:** (empty)
 - Further credit:** (empty)
 - Foreign:** ☐

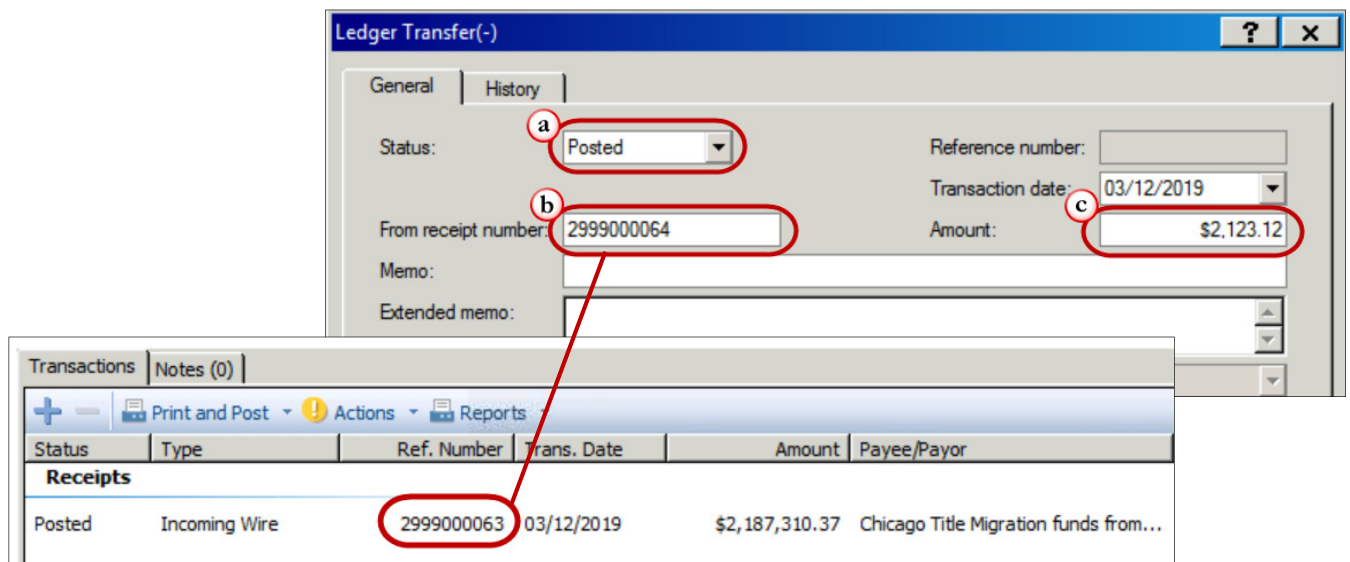
You can now begin to transfer funds out to individual orders in SoftPro Select.

Posting Funds to Individual Orders

1. Click the **Add Transaction**  icon
2. Select **Ledger Transfer(-)**; click OK



3. From the **Ledger Transfer(-)** window, select/enter,
 - a) **Status = Posted**
 - b) **From receipt number** = incoming wire **Reference Number**; this allows the disbursements to be tied to the incoming funds
 - c) **Amount** = amount to be transferred to the individual order



Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor
Posted	Incoming Wire	2999000063	03/12/2019	\$2,187,310.37	Chicago Title Migration funds from...


- d) **Memo/Extended memo** = enter as needed



ACCOUNTING: BULK LEDGER TRANSFERS

Transferring Funds from Legacy System to SoftPro Select

e) **Transfer out > Payee code/name** = enter the **Payor** used in the outgoing wire (page 2, Step 7c)

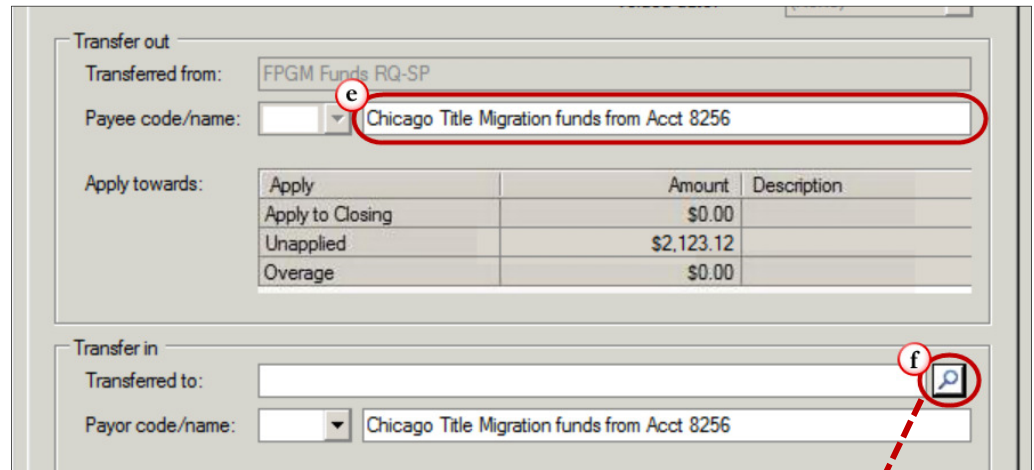
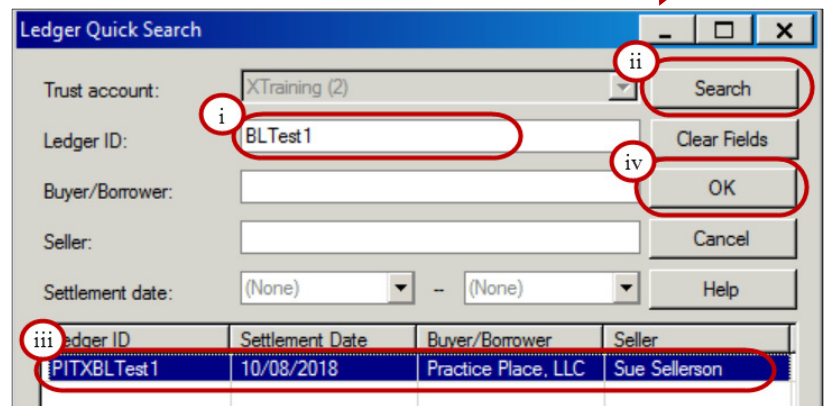
f) Click the **Search**  icon

From the **Ledger Quick Search** window,

- i. **Ledger ID** = enter the SoftPro Select order receiving the funds
- ii. Click **Search**
- iii. From the search results, highlight the corresponding order
- iv. Click **OK**

4. Click the **OK** button to post the transfer

5. Repeat **Steps 1-4** for each additional transfer

The **Disbursements** are identified with the order the funds were transferred to and the **Ledger balance** reduces with each posted transfer.

