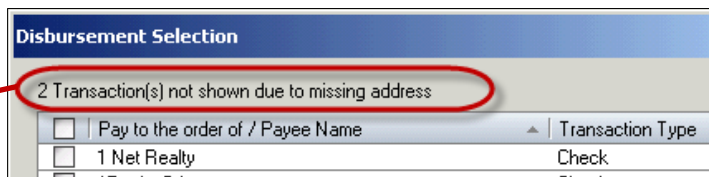


Follow these steps to disburse an order, complete 1099, and close the order/export 1099.

1. Before attempting to disburse, verify the following

- a) All Contacts have addresses

**NOTE:** If you attempt to disburse with missing addresses, this warning appears.

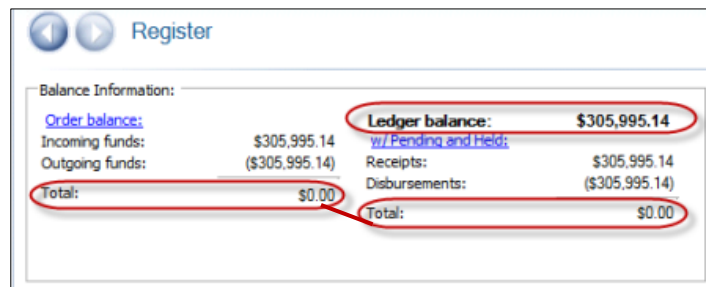


- b) When applicable, combine disbursements made to the same payee into one check by selecting the matching Contact **Code** on the **Order Transactions** screen

Code	Name
<Add New>	
BA	Buyer
SA	Seller
B	Bunny Buyer
L	First Ever Savings & Loan
LB	Century 22
P	Old Second National Bank

- c) All incoming funds have been receipted into the order

- d) **Order balance** and **Ledger balance** totals are \$0.00



2. Navigate to the **Register** tab to begin disbursing

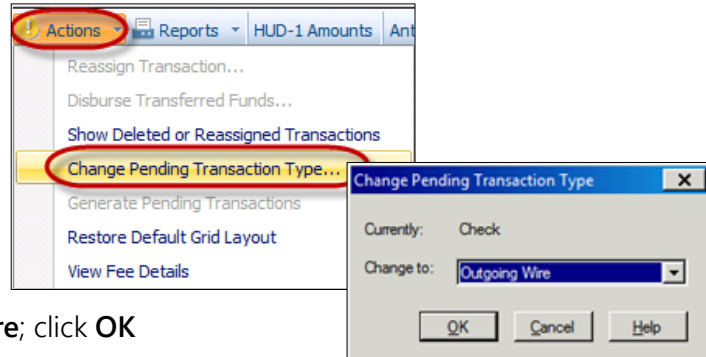
3. For each outgoing wire, change the transaction type

- a) Highlight the appropriate **Pending Check**

- b) Click **Actions**

- c) Select **Change Pending Transaction Type**

- d) In the **Change to** drop-down, select **Outgoing Wire**; click **OK**

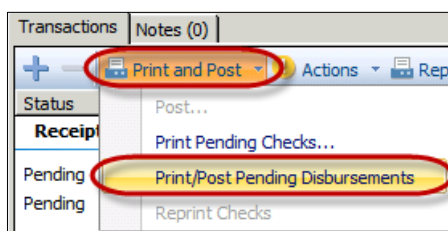


4. Print Checks/Post Outgoing Wires

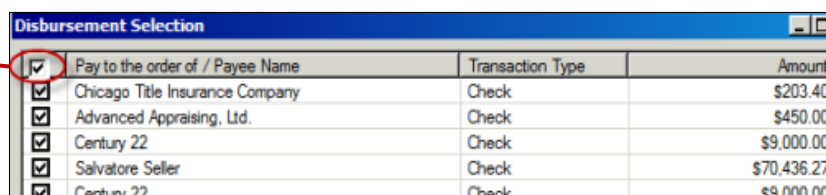
- a) Click **Print and Post**

- b) Select **Print/Post Pending Disbursements**

- c) Select the appropriate outgoing wire(s), ledger transfer(s), and/or check(s); click **OK**



**NOTE:** You can select all transactions by clicking the header check box.



Transaction Type	Amount
Pay to the order of / Payee Name	
Chicago Title Insurance Company	\$203.40
Advanced Appraising, Ltd.	\$450.00
Century 22	\$9,000.00
Salvatore Seller	\$70,436.27
Century 22	\$9,000.00

### About Disbursements

#### Outgoing wires

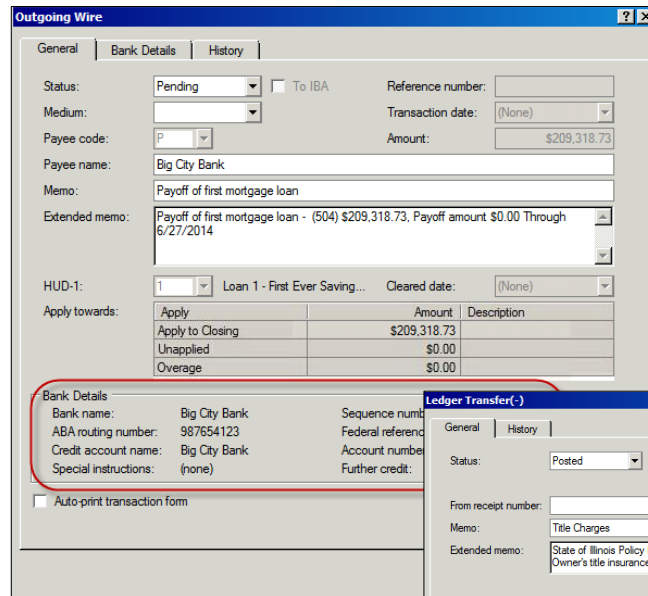
- › Prompt you to confirm wiring instructions (previously added to the Contact) or enter wiring instructions by clicking the **Bank Details** tab
- › For automated Operations – must be electronically approved and confirmed
- › For manual Operations - require two wet signatures before being faxed to Accounting

#### Checks

- › Auto-print to the check printer
- › Stubs auto-print to a PDF file
- › Require two wet signatures

#### Ledger Transfer(s)

- › Upload to smartview
- › Funds are electronically sent to Accounting



**Outgoing Wire**

General | Bank Details | History

Status: Pending ☐ To IBA Reference number: Transaction date: (None) Amount: \$209,318.73

Medium: Payee code: P Payee name: Big City Bank Memo: Payoff of first mortgage loan

Extended memo: Payoff of first mortgage loan - (504) \$209,318.73, Payoff amount \$0.00 Through 6/27/2014

HUD-1: 1 Loan 1 - First Ever Saving... Cleared date: (None)

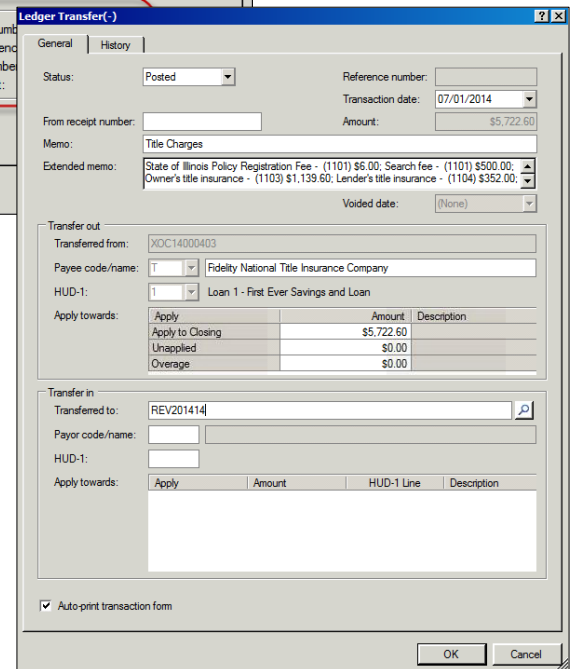
Apply towards:

Apply	Amount	Description
Apply to Closing	\$209,318.73	
Unapplied	\$0.00	
Overage	\$0.00	

Bank Details

Bank name:	Big City Bank	Sequence number:	
ABA routing number:	987654123	Federal reference:	
Credit account name:	Big City Bank	Account number:	
Special instructions:	(none)	Further credit:	

☐ Auto-print transaction form



**Ledger Transfer(-)**

General | History

Status: Posted Reference number: Transaction date: 07/01/2014 Amount: \$5,722.60

From receipt number: Memo: Title Charges

Extended memo: State of Illinois Policy Registration Fee - (1101) \$5.00, Search fee - (1101) \$500.00, Owner's title insurance - (1103) \$1,139.60, Lender's title insurance - (1104) \$352.00

Voided date: (None)

Transfer out

Transferred from: XDC14000403

Payee code/name: T Fidelity National Title Insurance Company

HUD-1: 1 Loan 1 - First Ever Savings and Loan

Apply towards:

Apply	Amount	Description
Apply to Closing	\$5,722.60	
Unapplied	\$0.00	
Overage	\$0.00	

Transfer in

Transferred to: REV201414

Payor code/name: HUD-1:

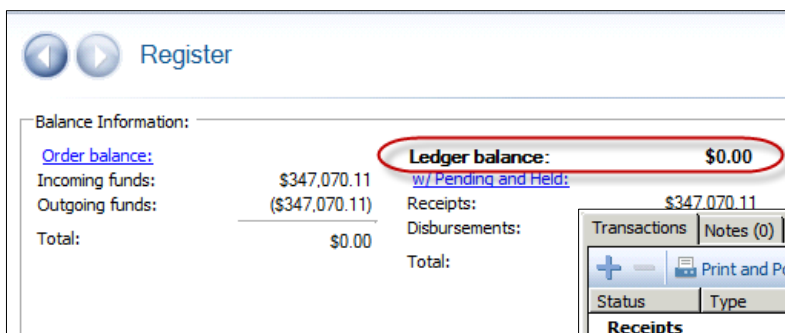
Apply towards:

Apply	Amount	HUD-1 Line	Description

☒ Auto-print transaction form

OK Cancel

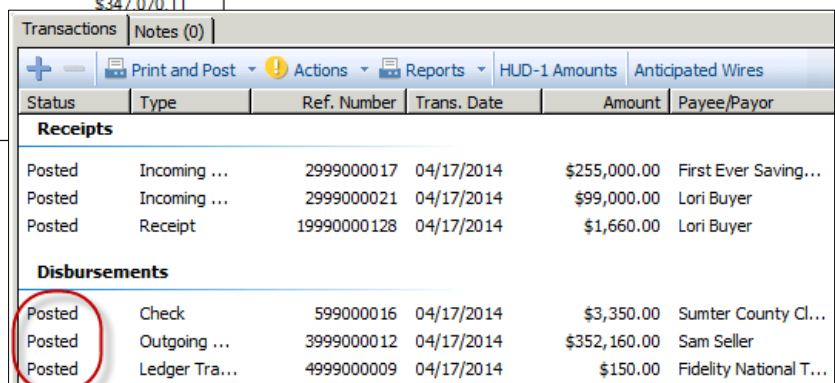
When fully disbursed, the Ledger balance is **\$0.00**, and all disbursements are **Posted**.



**Register**

Balance Information:

Order balance:		<b>Ledger balance:</b>	<b>\$0.00</b>
Incoming funds:	\$347,070.11	w/ Pending and Held:	
Outgoing funds:	(\$347,070.11)	Receipts:	\$347,070.11
Total:	\$0.00	Disbursements:	
		Total:	

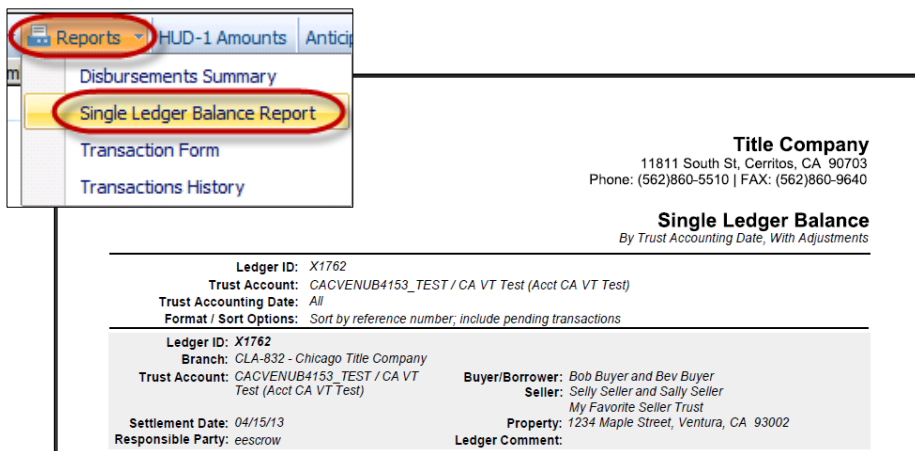


**Transactions** | Notes (0)

Print and Post | Actions | Reports | HUD-1 Amounts | Anticipated Wires

Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor
<b>Receipts</b>					
Posted	Incoming ...	2999000017	04/17/2014	\$255,000.00	First Ever Saving...
Posted	Incoming ...	2999000021	04/17/2014	\$99,000.00	Lori Buyer
Posted	Receipt	19990000128	04/17/2014	\$1,660.00	Lori Buyer
<b>Disbursements</b>					
Posted	Check	599000016	04/17/2014	\$3,350.00	Sumter County Cl...
Posted	Outgoing ...	3999000012	04/17/2014	\$352,160.00	Sam Seller
Posted	Ledger Tra...	4999000009	04/17/2014	\$150.00	Fidelity National T...

5. Print the Single Ledger Balance Report
  - a) Click **Reports**
  - b) Select **Single Ledger Balance Report**; click **OK**



The screenshot shows the 'Reports' menu with 'Single Ledger Balance Report' highlighted. Below it, the report details are displayed:

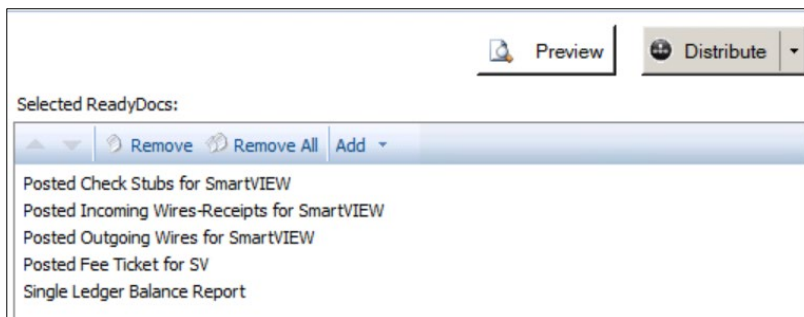
**Title Company**  
11811 South St, Cerritos, CA 90703  
Phone: (562)860-5510 | FAX: (562)860-9640

**Single Ledger Balance**  
By Trust Accounting Date, With Adjustments

Ledger ID: X1762  
Trust Account: CACVENUB4153\_TEST / CA VT Test (Acct CA VT Test)  
Trust Accounting Date: All  
Format / Sort Options: Sort by reference number; include pending transactions

Ledger ID: X1762  
Branch: CLA-832 - Chicago Title Company  
Trust Account: CACVENUB4153\_TEST / CA VT Test (Acct CA VT Test)  
Buyer/Borrower: Bob Buyer and Bev Buyer  
Seller: Selly Seller and Sally Seller  
My Favorite Seller Trust  
Settlement Date: 04/15/13  
Responsible Party: eescrow  
Property: 1234 Maple Street, Ventura, CA 93002  
Ledger Comment:

6. From the **Documents** Screen, **Publish** the appropriate documents to **smartview**
  - > Posted check stubs
  - > Posted outgoing wires
  - > Posted incoming wires/receipts
  - > Posted Ledger Transfer
  - > Single Ledger Balance Report



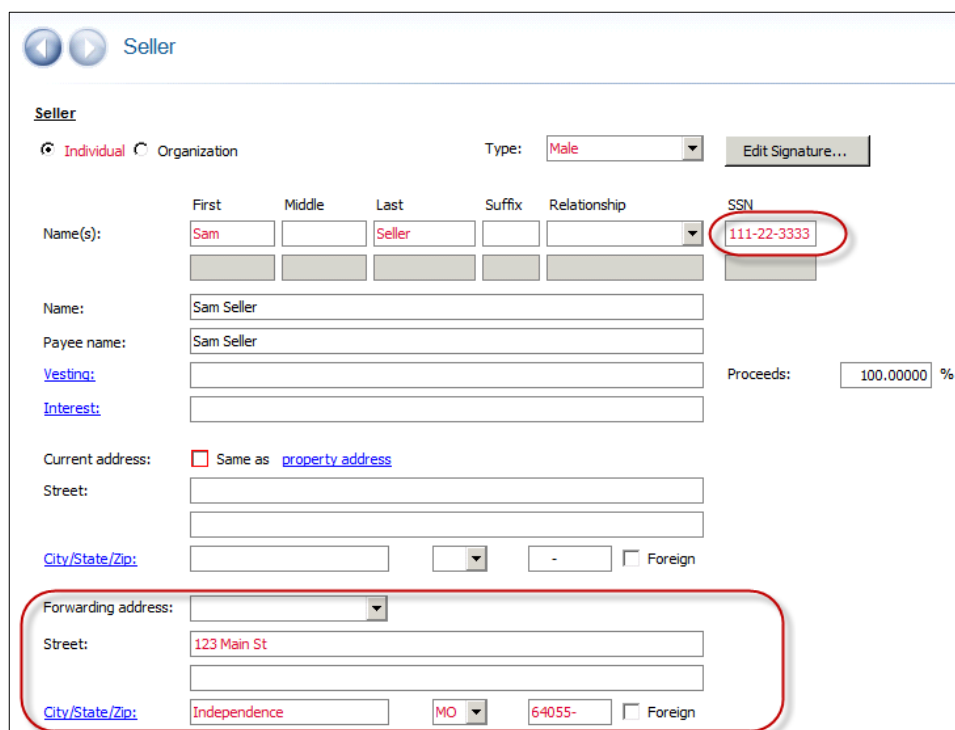
The screenshot shows the 'Documents' screen with the 'Selected ReadyDocs' list:

- Posted Check Stubs for SmartVIEW
- Posted Incoming Wires-Receipts for SmartVIEW
- Posted Outgoing Wires for SmartVIEW
- Posted Fee Ticket for SV
- Single Ledger Balance Report

NOTE: If the **Single Ledger Balance Report** is not available via the **Documents** screen, print from the **Register** (step 5) as a PDF and upload to smartview.

7. From the Contact grid, double-click each **Buyer** and **Seller** to enter or verify new/forwarding address
8. For each **Seller**, if applicable, enter Social Security Number or verify it has been entered

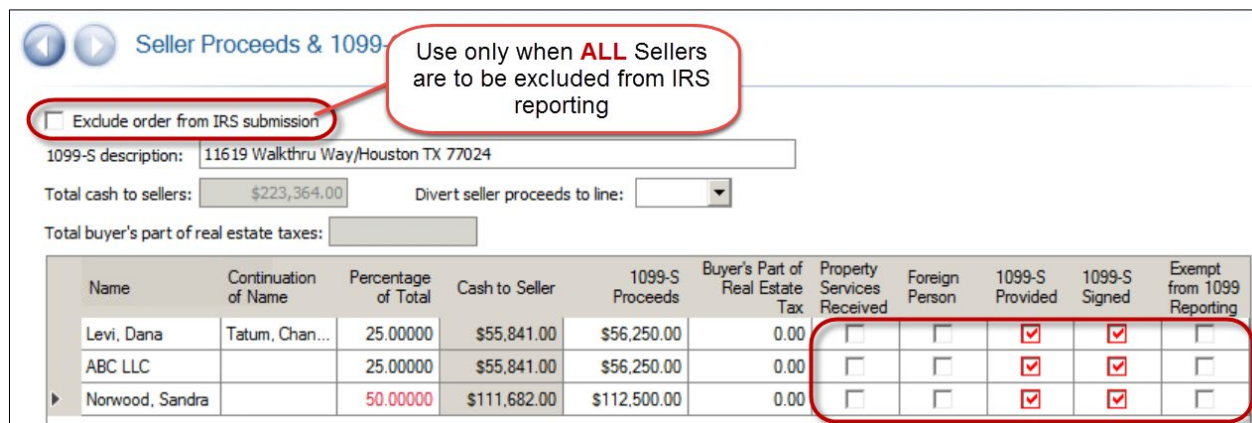
**IMPORTANT:** The **SSN** field may lock down and display only the last four digits. Re-verify the number when you add it before saving the order.



The screenshot shows the 'Seller' contact form. The 'SSN' field is highlighted with a red circle, showing '111-22-3333'. The 'Forwarding address' section is also highlighted with a red circle, showing '123 Main St' and 'Independence, MO 64055'.

9. Repeat for each Seller and Buyer

- Navigate to the **Seller Proceeds & 1099-S** screen
- Check the appropriate check boxes for each Seller or check the **Exclude the order from IRS submission** check boxes as identified on the completed form



Name	Continuation of Name	Percentage of Total	Cash to Seller	1099-S Proceeds	Buyer's Part of Real Estate Tax	Property Services Received	Foreign Person	1099-S Provided	1099-S Signed	Exempt from 1099 Reporting
Levi, Dana	Tatum, Chan...	25.00000	\$55,841.00	\$56,250.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ABC LLC		25.00000	\$55,841.00	\$56,250.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Norwood, Sandra		50.00000	\$111,682.00	\$112,500.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### 1099 Check box definitions

- › **Property Services Received**– indicates that this order is a 1031 Exchange; when this is checked, the **1099-S Proceeds** field must show the **actual gross proceeds** for accurately reporting 1099 data
- › **Foreign Person** – indicates the Transferor (Seller) is identified as a foreign person/entity
- › **1099-S Provided** – indicates that the form has been **provided** to the customer
- › **1099-S Signed** – indicates that the form was signed and returned
- › **Exempt from 1099 Reporting** – indicates that the corresponding Seller is exempt

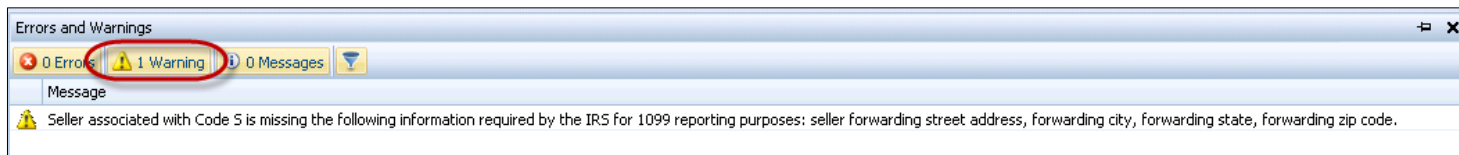
When applicable, all 1099 forms must be signed and in the physical file.

- Press the **Ctrl + Alt + C** keyboard shortcut to close the order

**NOTE:** Your operation may use an automated process to close the order instead of manually closing using the keyboard shortcuts. Follow the process implemented by your operation.

- Save** and exit the order

When you save the order, any missing 1099 information appears in the **Errors and Warnings** pane.



Errors and Warnings

0 Errors 1 Warning 0 Messages

Message

Seller associated with Code S is missing the following information required by the IRS for 1099 reporting purposes: seller forwarding street address, forwarding city, forwarding state, forwarding zip code.

**CAUTION:** When closing an order in SoftPro Select, follow the above instructions to complete 1099 requirements. SoftPro Select captures and submits 1099 information to the 1099 team for you. **Do NOT SUBMIT MANUAL COPIES OF 1099 FORMS**; this causes double-reporting!