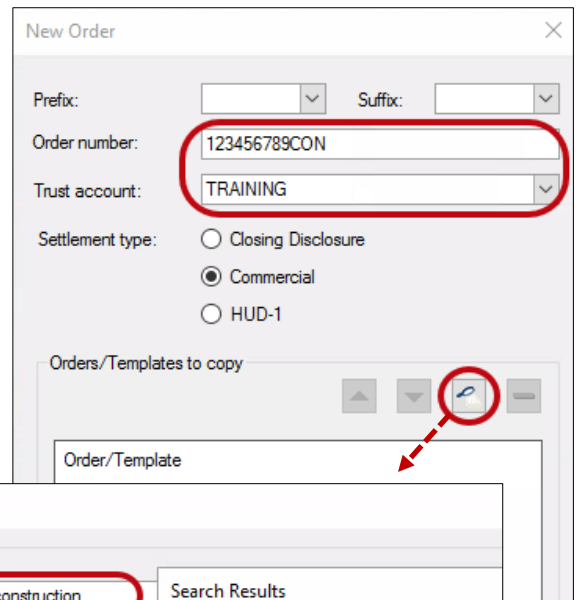


Follow these steps to open a Construction Order, create draws and setup for disbursement.

- > [Opening the Order | Page 1](#)
- > [Creating Construction Draws | Page 3](#)
- > [Incoming Funds | Page 5](#)
- > [Associating Funds to Draws | Page 6](#)
- > [Approving Construction Draws | Page 7](#)

Opening the Order

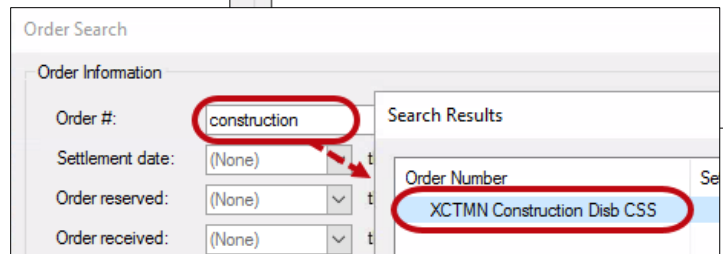
1. Create a new order
2. In the **Order number** field, manually enter, adding **CON** at the end
3. Select **Trust account** based on Underwriter
4. Click the **Search** icon



The 'New Order' dialog box shows the following fields and options:

- Prefix: [dropdown]
- Suffix: [dropdown]
- Order number: 123456789CON (highlighted with a red box)
- Trust account: TRAINING (highlighted with a red box)
- Settlement type:
 - ☐ Closing Disclosure
 - ☒ Commercial
 - ☐ HUD-1
- Orders/Templates to copy: [dropdown] [icon] (the icon is highlighted with a red circle and an arrow pointing to the 'Order Search' dialog)

5. In the **Search** field, enter *construction*; press the **Enter** key
6. Double-click the applicable **CTMN Construction Disb CSS** template
7. Click the **OK** button to generate the order



The 'Order Search' dialog box shows the following fields and results:

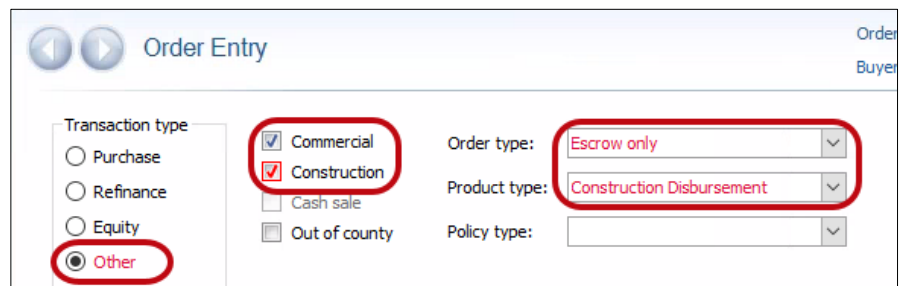
- Order #: construction (highlighted with a red box)
- Settlement date: (None)
- Order reserved: (None)
- Order received: (None)
- Search Results:

Order Number	Search Results
XCTMN Construction Disb CSS	Se

 (The result is highlighted with a red box)

8. The **Order Entry** screen should reflect,

- a) **Transaction type** = Other
- b) **Commercial** checked
- c) **Construction** checked
- d) **Order type** = Escrow only
- e) **Product type** = Construction Disbursement



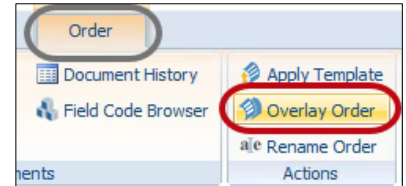
The 'Order Entry' dialog box shows the following fields and options:

- Transaction type:
 - ☐ Purchase
 - ☐ Refinance
 - ☐ Equity
 - ☒ Other (highlighted with a red box)
- Commercial ☒ (highlighted with a red box)
- Construction ☒ (highlighted with a red box)
- Cash sale ☐
- Out of county ☐
- Order type: Escrow only (highlighted with a red box)
- Product type: Construction Disbursement (highlighted with a red box)
- Policy type: [dropdown]

9. Select the **Escrow officer/Closer** from the drop-down; this allows WMA emails to be sent to the Escrow Officer for anticipated wires

Overlaying from Closed Title & Escrow Order


10. From the **Order** ribbon, click the **Overlay Order** button

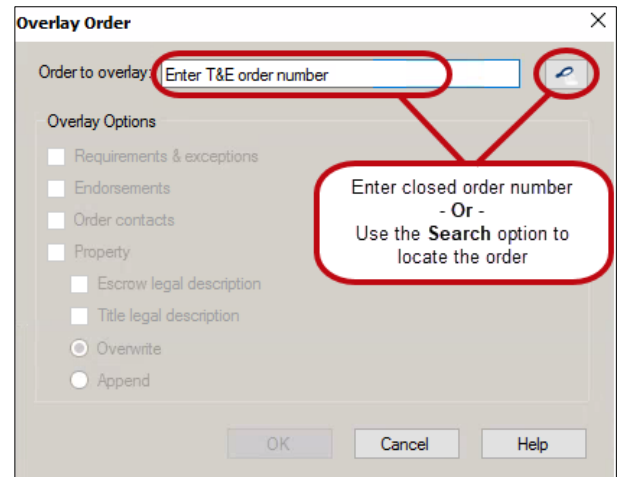


11. Select the **closed** T&E order; this is the order (aka **Source** order) where you pull information from

- › If the source order number is known, enter the number in the **Order to overlay** field and press the **Tab** key

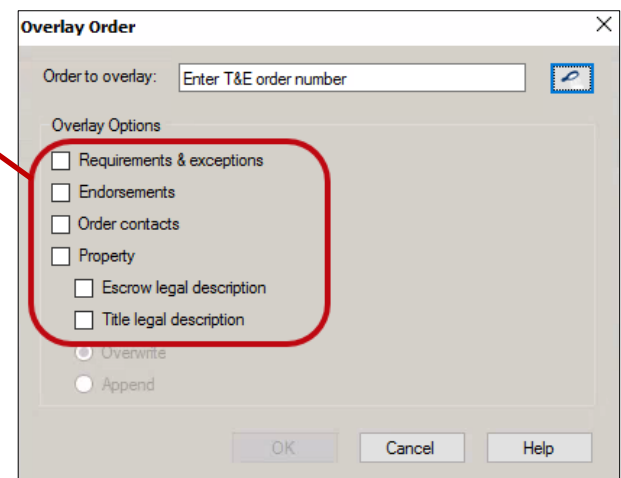
-Or-

- › If the source order is not known, click the **Search**  icon to locate; double-click to select the order



Once the source order is validated, the **Overlay Options** are enabled.


12. Check the overlay option for the data you wish to pull into your order
 - › **Order contacts** to select specific contacts, with the exception of the **A-**, **T-** or **U-**Contacts
 - › **Property** to add the address, and or the property legal description (escrow or title)

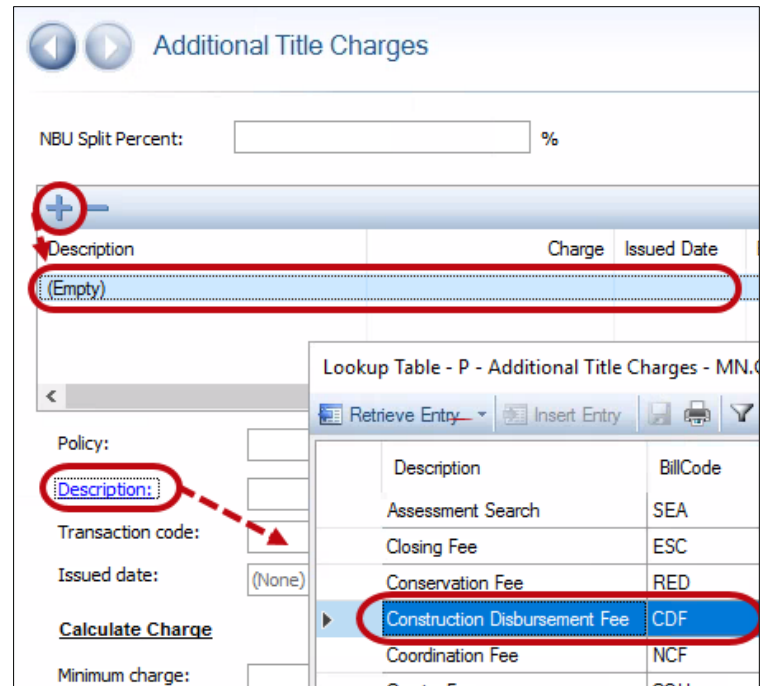


NOTE: If you need to review the detailed steps for overlaying an order refer to the job aid, *Overlay Order – Overlaying One to Another*.

13. Enter remaining Contacts using placeholders first
14. When entering the Contact who gave you the order, check the **Marketing source** check box

Adding Fees (only if invoicing for a draw fee, otherwise skip to step 19)

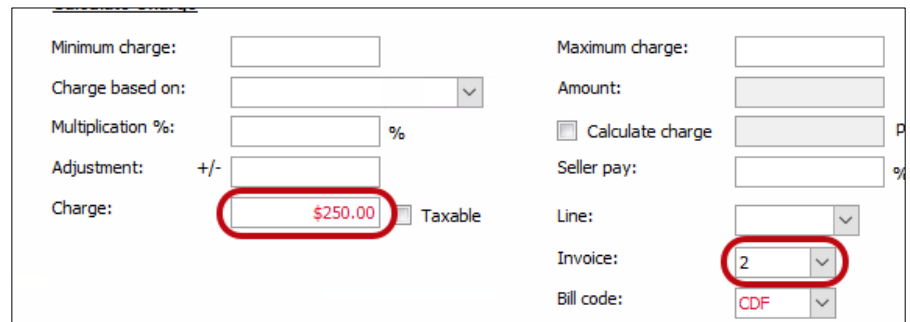
15. Navigate to the **Additional Title Charges** screen
16. Add the **Construction Disbursement Fee** entry
 - a. Click the **Add Additional Title Charge**  icon to add an **(Empty)** entry
 - b. Click the **Description** link below the grid
 - c. Double-click the **Construction Disbursement Fee** entry



Description	Charge	Issued Date
(Empty)		

Description	BillCode
Assessment Search	SEA
Closing Fee	ESC
Conservation Fee	RED
Construction Disbursement Fee	CDF
Coordination Fee	NCF
Cost Fee	COU

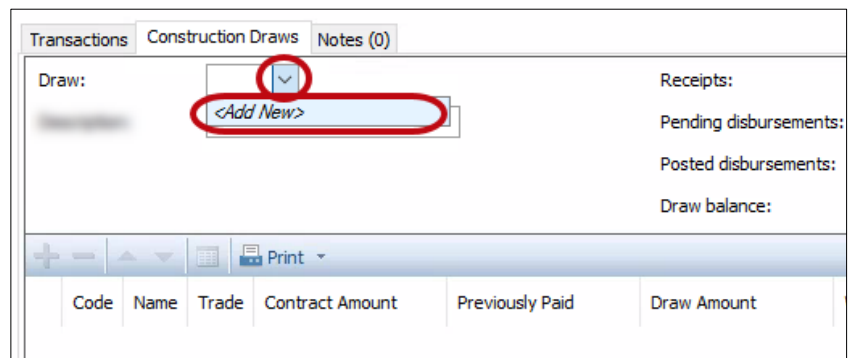
17. In the **Charge** field, enter the corresponding amount
18. Verify the,
 - > **Line** is **blank**
 - > **Invoice** = shows an invoice number



Minimum charge:		Maximum charge:	
Charge based on:		Amount:	
Multiplication %:	%	<input type="checkbox"/> Calculate charge	
Adjustment:	+/-	Seller pay:	%
Charge:	\$250.00	Line:	
	<input type="checkbox"/> Taxable	Invoice:	2
		Bill code:	CDF

Creating Construction Draws

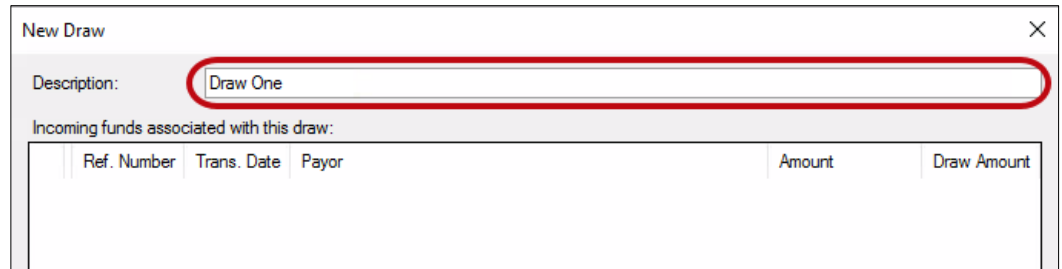
19. From the **Register**, click the **Construction Draws** tab
20. From the **Draw** drop-down, select **<Add New>**



Code	Name	Trade	Contract Amount	Previously Paid	Draw Amount

21. From the **New Draw** window, enter the **Description**

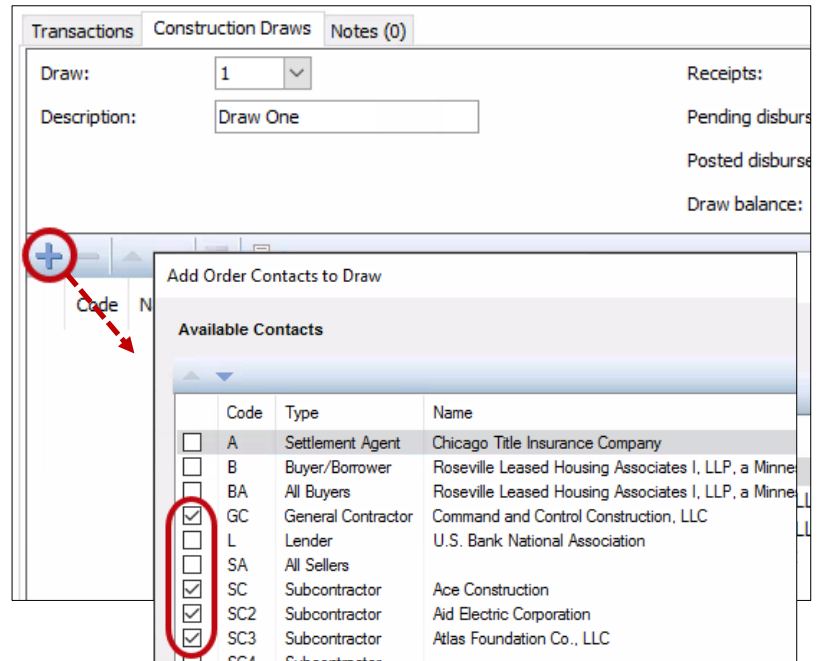
22. Click the **OK** button



The 'New Draw' window shows a 'Description' field with the text 'Draw One' entered. Below it is a table for 'Incoming funds associated with this draw:' with columns: Ref. Number, Trans. Date, Payor, Amount, and Draw Amount.

23. Click the Add  icon

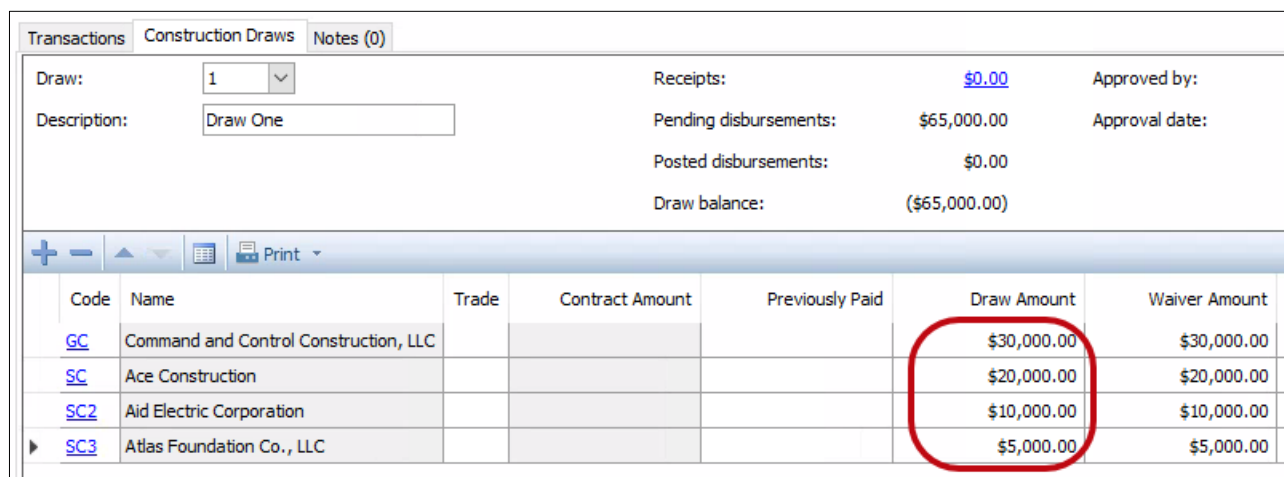
24. Check the check box for each Contact receiving a payment within the draw; click **OK**



The 'Add Order Contacts to Draw' dialog box shows a list of 'Available Contacts'. A red circle highlights the checkboxes for the following contacts: GC (General Contractor), SC (Subcontractor), SC2 (Subcontractor), and SC3 (Subcontractor). The list includes contact codes, types, and names.

Code	Type	Name
<input type="checkbox"/> A	Settlement Agent	Chicago Title Insurance Company
<input type="checkbox"/> B	Buyer/Borrower	Roseville Leased Housing Associates I, LLP, a Minne
<input type="checkbox"/> BA	All Buyers	Roseville Leased Housing Associates I, LLP, a Minne
<input checked="" type="checkbox"/> GC	General Contractor	Command and Control Construction, LLC
<input type="checkbox"/> L	Lender	U.S. Bank National Association
<input type="checkbox"/> SA	All Sellers	
<input checked="" type="checkbox"/> SC	Subcontractor	Ace Construction
<input checked="" type="checkbox"/> SC2	Subcontractor	Aid Electric Corporation
<input checked="" type="checkbox"/> SC3	Subcontractor	Atlas Foundation Co., LLC
<input type="checkbox"/> SC4	Subcontractor	

25. In the **Draw Amount** field, enter the amount the Contact is to receive



The main window shows the 'Construction Draws' tab. It displays a table with columns: Code, Name, Trade, Contract Amount, Previously Paid, Draw Amount, and Waiver Amount. The 'Draw Amount' column is highlighted with a red circle.

Code	Name	Trade	Contract Amount	Previously Paid	Draw Amount	Waiver Amount
GC	Command and Control Construction, LLC				\$30,000.00	\$30,000.00
SC	Ace Construction				\$20,000.00	\$20,000.00
SC2	Aid Electric Corporation				\$10,000.00	\$10,000.00
SC3	Atlas Foundation Co., LLC				\$5,000.00	\$5,000.00

26. Save your order

Incoming Funds

Creating an Anticipated Wire

1. Click the **Register** button
2. Click the **Anticipated Wires** button
3. Select the Contact **Code** for the Contact sending funds
4. Enter the amount to be wired
5. Click the **OK** button
6. Press **CTRL + S** to save your order to push the wire claim form to WMA

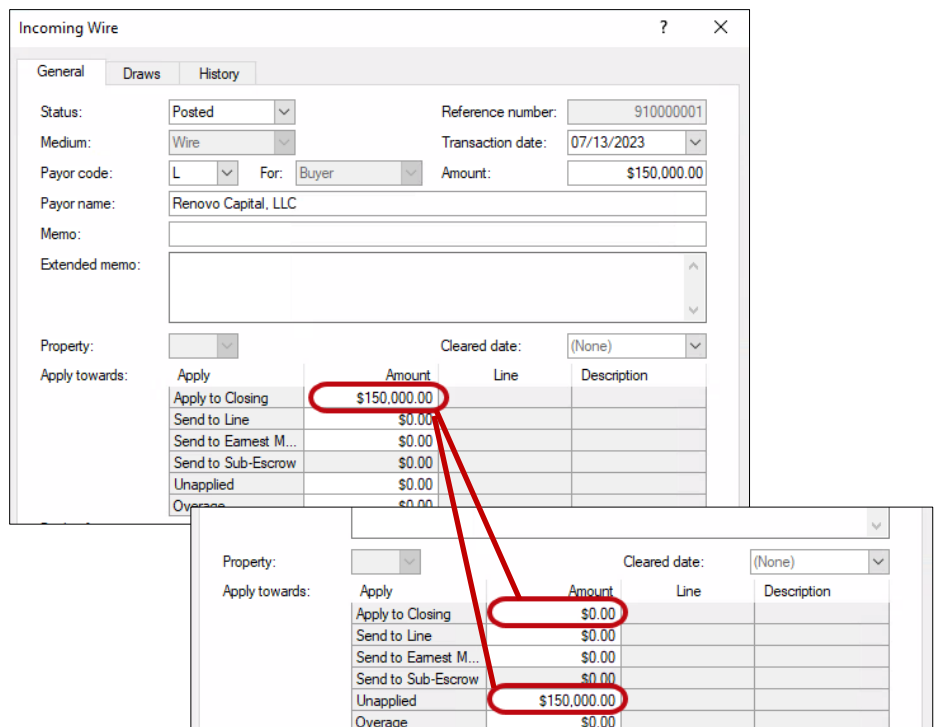


Code	Name	Amount
L	U.S. Bank National Association	\$65,000.00



NOTE: The EO identified in the order receives the email notification when the wire is matched.


7. Once the wire is posted to the order,
 - a. Double-click the posted incoming wire
 - b. In the **Apply towards** grid, enter the incoming funds amount in the **Unapplied** field
 - c. Enter **\$0.00** in the **Apply to Closing** field
 - d. When prompted, enter a reason for the adjustment
 - e. Click the **OK** button

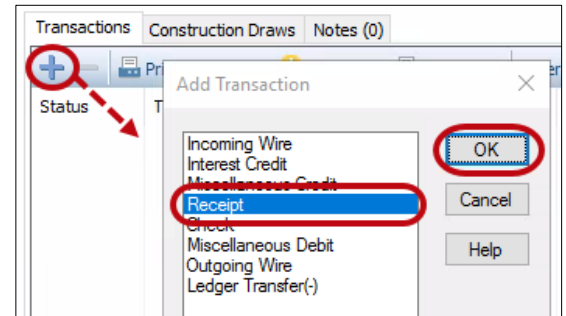


Apply towards:	Amount	Line	Description
Apply to Closing	\$150,000.00		
Send to Line	\$0.00		
Send to Earnest M...	\$0.00		
Send to Sub-Escrow	\$0.00		
Unapplied	\$0.00		
Overage	\$0.00		

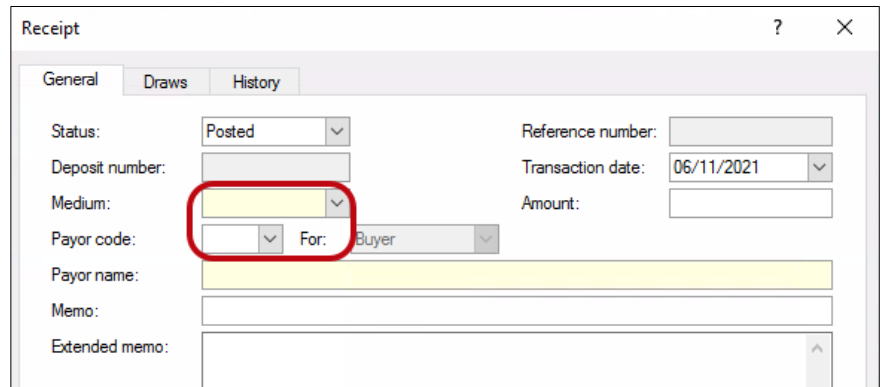
Apply towards:	Amount	Line	Description
Apply to Closing	\$0.00		
Send to Line	\$0.00		
Send to Earnest M...	\$0.00		
Send to Sub-Escrow	\$0.00		
Unapplied	\$150,000.00		
Overage	\$0.00		

Receipting in a Check

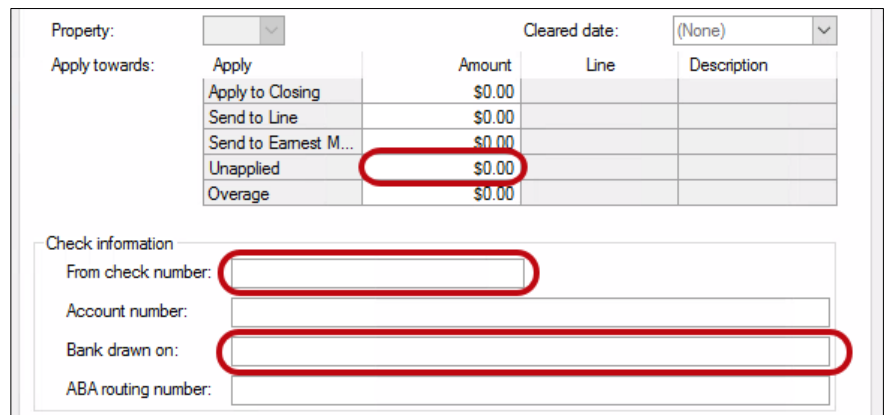
1. From the **Register**, click the **Add Transaction**  icon
2. Select **Receipt**, click OK



3. From the **Receipt** window, enter/select the,
 - a. **Medium**
 - b. **Payor code** = party giving you the funds



- c. **Unapplied > Amount**
- d. **From check number**
- e. **Bank drawn on**
- f. Click the **OK** button



Apply towards:	Amount	Line	Description
Apply to Closing	\$0.00		
Send to Line	\$0.00		
Send to Earnest M...	\$0.00		
Unapplied	\$0.00		
Overage	\$0.00		

Check information

From check number:

Account number:

Bank drawn on:

ABA routing number:

Associating Funds to your Draws

From the **Register**,

1. Click the **Construction Draw** tab
2. Click the **Receipts** link



Transaction: **Construction Draws** Notes (0)

Draw: 1

Description: Draw One

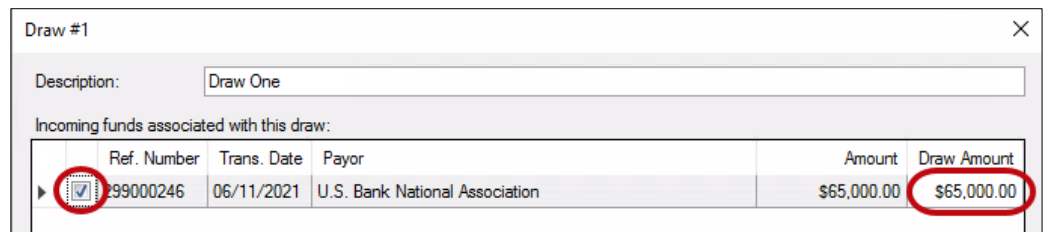
Receipts: **\$0.00**

Pending disbursements: \$65,000.00

Posted disbursements: \$0.00

Draw balance: (\$65,000.00)

3. From the **Draw #** window, check the check box for the incoming funds you wish to associate with the draw
4. In the **Draw Amount** field, enter the amount of the draw if different than the incoming funds amount
5. Click the **OK** button



Draw #1

Description: Draw One

Incoming funds associated with this draw:

	Ref. Number	Trans. Date	Payor	Amount	Draw Amount
<input checked="" type="checkbox"/>	399000246	06/11/2021	U.S. Bank National Association	\$65,000.00	\$65,000.00

NOTE: Draw balance must be \$0.00



Transactions: **Construction Draws** Notes (0)

Draw: 1

Description: Draw One

Receipts: **\$65,000.00**

Pending disbursements: \$65,000.00

Posted disbursements: \$0.00

Draw balance: \$0.00

Approving Construction Draws

If you are approving a draw,

1. Navigate to the **Register**
2. Click the **Construction Draws** tab
3. Click the **Approve** button

NOTE: The person creating the draw cannot approve the draw.



Receipts: **\$65,000.00**

Pending disbursements: \$65,000.00

Posted disbursements: \$0.00

Draw balance: \$0.00

Approved by: **Approve**

Approval date:

Delete

History

Notes