

When you receive incoming funds for multiple, project related orders, use the **Deposit Transfer Tool** to transfer the funds from a source order (order receiving lump sum incoming funds) to the corresponding destination order(s) (orders receiving internal fund transfer). The **Deposit Transfer Tool (DTT)** allows you to create and post Ledger Transfers to one or multiple orders.

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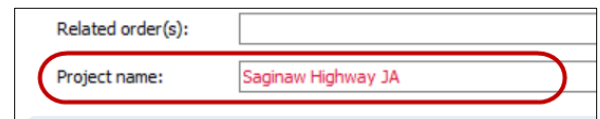
Key Items to Remember

The **Deposit Transfer Tool** does **not** save your data and there is no refresh button. All information selected/entered is cleared if the **Deposit Transfer Tool** window is closed prior to posting deposits.

IMPORTANT: Key items to verify **prior** to using the **Deposit Transfer Tool**,

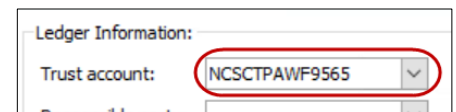
> Project name

- » source order and destination order(s) have the same project name entered in the **Project name** field; limited to 100 characters



> Trust Account

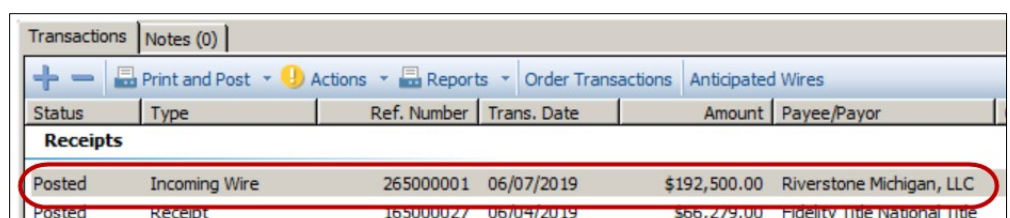
- » destination order(s) must have the same **Trust Account** as the source order; if not, the (destination) order is disabled in the **Deposit Transfer Tool**



> Pending Disbursement

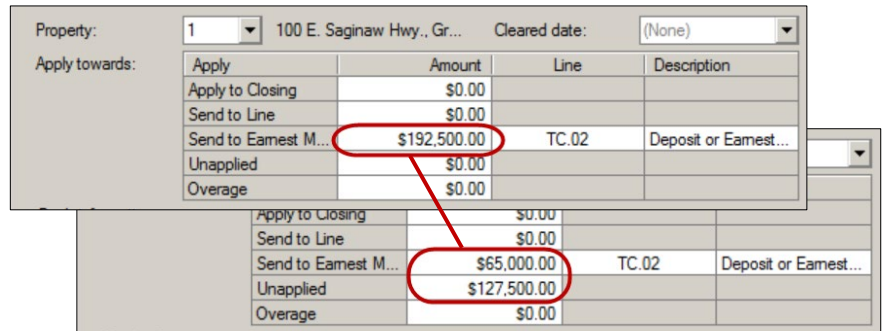
- » verify the source order has a **Pending Disbursement** to the party to be identified as **Payee (Master)**;
- » if the source order does **not** have a **Pending Disbursement**,

- Double-click the **Posted Receipt**



Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor
Posted	Incoming Wire	265000001	06/07/2019	\$192,500.00	Riverstone Michigan, LLC
Posted	Receipt	165000027	06/04/2019	\$66,279.00	Fidelity Title National Title

- ii. In the **Unapplied** field, enter the total amount to be transferred
- iii. Overwrite the original amount with the adjusted amount (receipted amount less the transfer)
- iv. Click the **OK** button
- v. When prompted, enter a reason for the modification
- vi. Click the **OK** button

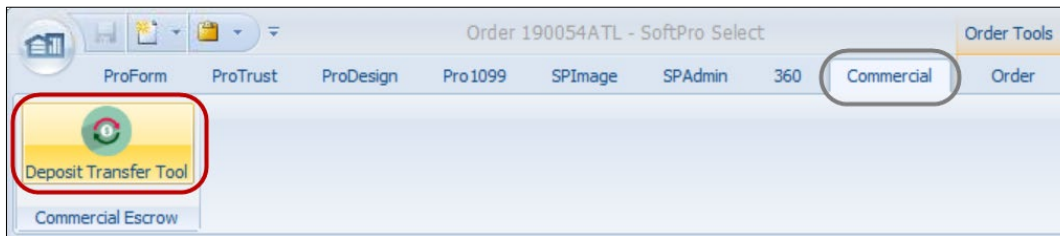


Apply towards:	Amount	Line	Description
Apply			
Apply to Closing	\$0.00		
Send to Line	\$0.00		
Send to Earnest M...	\$192,500.00	TC.02	Deposit or Earnest...
Unapplied	\$0.00		
Overage	\$0.00		

Apply towards:	Amount	Line	Description
Apply to Closing	\$0.00		
Send to Line	\$0.00		
Send to Earnest M...	\$65,000.00	TC.02	Deposit or Earnest...
Unapplied	\$127,500.00		
Overage	\$0.00		

Overview

Access the **Deposit Transfer Tool** via the **Commercial** tab > **Deposit Transfer Tool** button when in your source order.



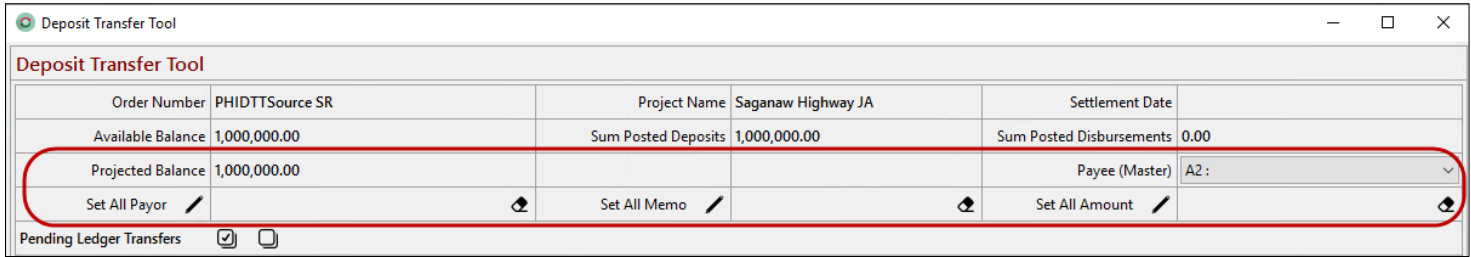
When opened, the **Deposit Transfer Tool** window shows the,

> Source Order Information

Deposit Transfer Tool					
Order Number	PHIDTTSource SR	Project Name	Saganaw Highway JA	Settlement Date	
Available Balance	1,000,000.00	Sum Posted Deposits	1,000,000.00	Sum Posted Disbursements	0.00

- » **Order Number**
- » **Project Name**
- » **Settlement Date**
- » **Available Balance** (Ledger balance)
- » **Sum Posted Deposits**
- » **Sum Posted Disbursements**

› Information for deposit transfers,



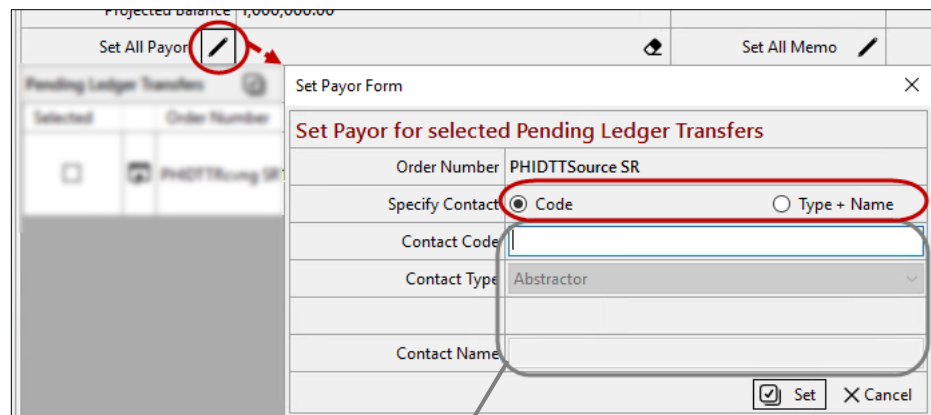
Deposit Transfer Tool					
Order Number	PHIDTTSource SR	Project Name	Saganaw Highway JA	Settlement Date	
Available Balance	1,000,000.00	Sum Posted Deposits	1,000,000.00	Sum Posted Disbursements	0.00
Projected Balance	1,000,000.00			Payee (Master)	A2 :
Set All Payor		Set All Memo		Set All Amount	

Pending Ledger Transfers ☒ ☐

- › **Projected Balance**; this is a running **Ledger Balance** and changes as transfers are entered
- › **Payee (Master)**; this is the payee of the disbursement in the source order and shows as the payee of the Ledger Transfer when funds are posted in the destination order(s)
- › **Set All Payor**; to set the same **Payor** for all transfers using the,

- ▶ **Contact Code**; key in the code you wish to use
- ▶ **Type + Name**; select the **Contact type** and key in the name

IMPORTANT: Revenue Contacts (i.e., **A, T, U**) are **never** to be entered as the **Payor**.



Set Payor Form

Set Payor for selected Pending Ledger Transfers

Order Number: PHIDTTSource SR

Specify Contact: ☒ Code ☐ Type + Name



Contact Code:

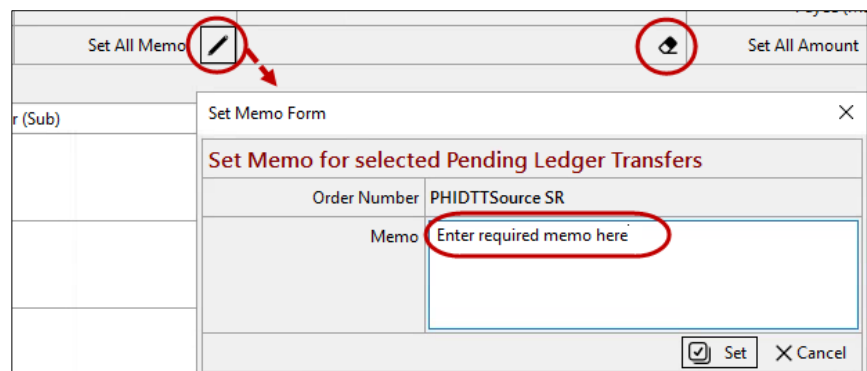
Contact Type: Abstractor

Contact Name:

☒ Set ☐ Cancel

NOTE: Fields become active based on the radio button selected.

- › **Set All Memo**; click the  icon to enter the same notation for all transfers; click the **Clear Set All Memo**  icon to clear





Set Memo Form

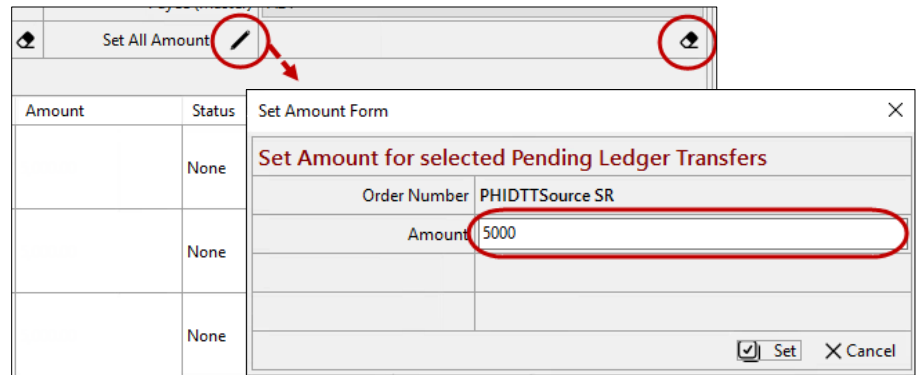
Set Memo for selected Pending Ledger Transfers

Order Number: PHIDTTSource SR

Memo:

☒ Set ☐ Cancel

- › **Set All Amount**; click the  icon to enter the amount when transferring the same amount to multiple destination orders; click the **Clear Set All Amount**  icon to clear



- › **Pending Ledger Transfers** grid populates with the orders containing the same **Project name**

Deposit Transfer Tool

Deposit Transfer Tool


Order Number	PHIDTTSource SR	Project Name	Saganaw Highway JA	Settlement Date	
Available Balance	1,000,000.00	Sum Posted Deposits	3,000,000.00	Sum Posted Disbursements	0.00
Projected Balance	1,000,000.00			Payee (Master)	A2 : <div></div>
Set All Payor <div></div>	<div></div>	Set All Memo <div></div>	<div></div>	Set All Amount <div></div>	<div></div>


Pending Ledger Transfers

Selected	Order Number	Property Address	Parcel ID	Payor (Sub)	Memo	Amount	Status	Result
<div></div>	<div></div> PHIDTTRcvng SR1	1002 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County				0.00	None	
<div></div>	<div></div> PHIDTTRcvng SR2	1003 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County				0.00	None	
<div></div>	<div></div> PHIDTTRcvng SR3	1004 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County				0.00	None	

- ›› **Selected** check box; used to select individual destination orders

Pending Ledger Transfers			
Selected	Order Number	Property Address	Parcel ID
<input type="checkbox"/>	PHIDTTRcvng SR1	1002 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County	
<input type="checkbox"/>	PHIDTTRcvng SR2	1003 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County	
<input type="checkbox"/>	PHIDTTRcvng SR3	1004 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County	

- ›› **Open Order**  icon; click the icon to open the corresponding destination order

NOTE: Clicking the **Open Order**  icon minimizes the **Deposit Transfer Tool** window; it is still open and active behind the SoftPro Select window.

Pending Ledger Transfers			
Selected	Order Number	Property Address	Parcel ID
<input type="checkbox"/>	PHIDTTRcvng SR1	1002 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County	
<input type="checkbox"/>	PHIDTTRcvng SR2	1003 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County	
<input type="checkbox"/>	PHIDTTRcvng SR3	1004 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County	

- » **Order Number**; destination order number
- » **Property Address** (only displays the first property entered in the destination order)
- » **Parcel ID** (only displays the first property entered in the destination order)
- » **Payor (Sub)**
 - ▶ shows all **Contacts** entered in the destination order
 - ▶ includes a **Create New** entry allowing you to add a Contact
 - ▶ is the **Payor** on the posted receipt in the destination order

REMEMBER: Revenue Contacts (i.e., **A, T, U**) are **never** to be entered as the **Payor (Sub)**.

Pending Ledger Transfers			
Selected	Order Number	Property Address	Parcel ID
<input type="checkbox"/>	PHIDTTRcvng SR1	1002 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County	
<input type="checkbox"/>	PHIDTTRcvng SR2	1003 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County	

Parcel ID	Payor (Sub)	Memo
	A2 :	
	AT :	
	AT2 :	
	AT3 :	
	B : Test Buyer Corp	
	BA : Test Buyer Corp	
	E : Test Escrow Company	
	G :	
	G2 : Simplifile	
	L :	
	LB :	
	O :	
	O2 :	
	O3 :	
	P :	
	P2 :	
	Q :	
	Q2 :	
	S : Test Seller Corp	
	SA : Test Seller Corp	
	SB :	
	T2 :	
	U : Chicago Title Insurance Company	
	NEW : Create New	

- » **Memo**; (**required**) enter a brief memo for the applicable order
- » **Amount**; enter the funds to be transferred to the individual destination order

Memo	Amount
	0.00
	0.00

- » **Status**; auto-populate as the transfer is processed
- » **Total**; shows the calculated total of the transfers entered
- » **Post Deposits**; use to post and transfer funds when all information is entered
- » **Cancel**; use to cancel any entered transfers prior to their being posted

NOTE: When cancelling you must click the **Cancel** button then the **Close** button to continue.

Status	Result
None	
None	
Σ Total 15,000.00	
<input type="button" value="Post Deposits"/> <input type="button" value="Cancel"/> <input type="button" value="Close"/>	

Entering Deposit Transfers

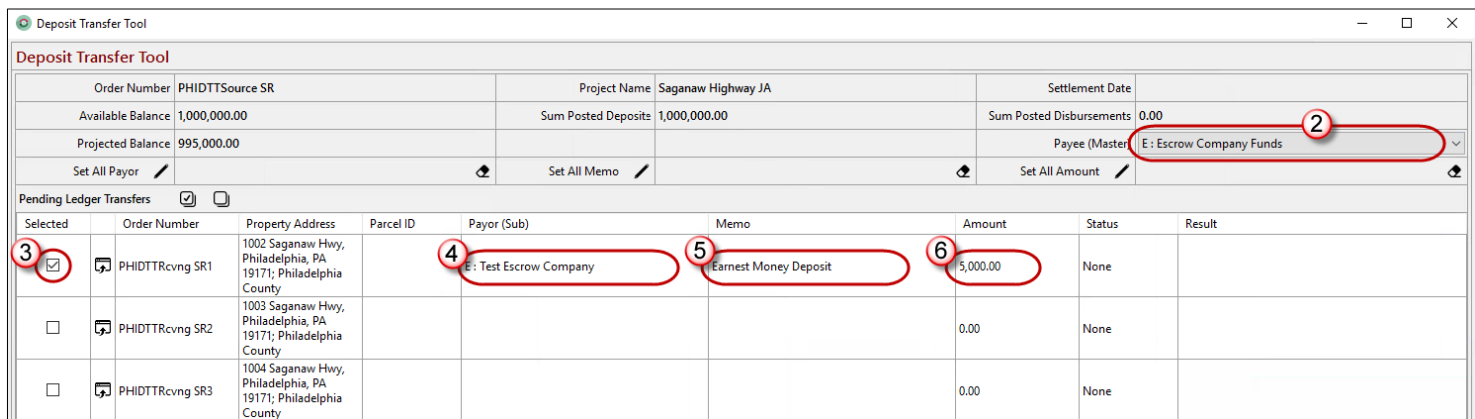
There are several options when entering deposit transfers,

- > **Individual deposit transfers** allows you to select a payor and deposit amount for each destination order
- > **Multiple deposit transfers** allows you to enter the,
 - » same (or different) payor and different amounts to each destination order
 - Or-
 - » same payor and same amount to each destination order

Individual Deposit Transfers

Once incoming funds are posted to your source order and you are ready to transfer funds,

1. Click the **Commercial** tab > **Deposit Transfer Tool** button
2. From the **Payee (Master)** drop-down, select the **Contact** for the disbursement in the source order
3. Check the **Selected** check box for the corresponding destination order
4. From the **Payor (Sub)** drop-down, select an applicable Contact
5. **Memo**; (required) enter a brief memo
6. In the **Amount** field, enter the amount to be deposited to the selected destination order




Deposit Transfer Tool



Order Number	PHIDTTSrc SR	Project Name	Saganaw Highway JA	Settlement Date	
Available Balance	1,000,000.00	Sum Posted Deposits	1,000,000.00	Sum Posted Disbursements	0.00
Projected Balance	995,000.00			Payee (Master)	E : Escrow Company Funds
Set All Payor		Set All Memo		Set All Amount	


Pending Ledger Transfers


Selected	Order Number	Property Address	Parcel ID	Payor (Sub)	Memo	Amount	Status	Result
<input checked="" type="checkbox"/>	PHIDTTRcvg SR1	1002 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company	Earnest Money Deposit	5,000.00	None	
<input type="checkbox"/>	PHIDTTRcvg SR2	1003 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County				0.00	None	
<input type="checkbox"/>	PHIDTTRcvg SR3	1004 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County				0.00	None	

Multiple Deposit Transfers – Same Payor, Different Amounts

1. Click the **Set All Payor**  icon (above the grid)
2. Check the **Code** applicable radio button (**Code** or **Type+Name**)
3. Enter/select the corresponding **Contact** information; click the **Set** button

Order Number	PHIDTTSource SR	Project Name	Saganaw Highway JA
Available Balance	995,000.00	Sum Posted Deposits	1,000,000.00
Projected Balance	995,000.00		
Set All Payor		Set All Memo	



Pending Ledger Transfers 


Set Payor Form 

Set Payor for selected Pending Ledger Transfers	
Order Number	PHIDTTSource SR
Specify Contact	<input checked="" type="radio"/> Code <input type="radio"/> Type + Name
Contact Code	<input type="text"/>
Contact Type	Abstractor
Contact Name	<input type="text"/>
<input checked="" type="button" value="Set"/> <input type="button" value="Cancel"/>	

Selected	Order Number	Property Address	Parcel ID	Payor (Sub)	Memo	Amount	Status
<input type="checkbox"/>	PHIDTTRcvng SR1						
<input type="checkbox"/>	PHIDTTRcvng SR2						
<input type="checkbox"/>	PHIDTTRcvng SR3						

The selection populates the **Set All Payor** field and the **Payor (Sub)** field in the grid with the Contact selected. This also checks the **Selected** check box for all of the destination orders.


Deposit Transfer Tool			
Order Number	PHIDTTRcvng SR1	Project Name	Saganaw Highway JA
Available Balance	995,000.00	Sum Posted Deposits	1,000,000.00
Projected Balance	995,000.00		
Set All Payor	 E* : Contact Code	Set All Memo	

Pending Ledger Transfers 




Selected	Order Number	Property Address	Parcel ID	Payor (Sub)	Memo	Amount	Status
<input checked="" type="checkbox"/>	PHIDTTRcvng SR2	1003 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company		0.00	None
<input checked="" type="checkbox"/>	PHIDTTRcvng SR3	1004 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company		0.00	None
<input checked="" type="checkbox"/>	PHIDTTSource SR	1001 East Saganaw Hwy, Philadelphia, PA 19170; Philadelphia County		E : Escrow Company Funds		0.00	None

4. **Memo**, (required) enter a brief memo
5. **Amount**, enter the amount for the selected destination order
6. Repeat **Steps 4-5** for each remaining destination order




REMEMBER: You can use the **Set All Memo** option if entering the same memo for all of the deposit transfers. If this is used, you need only enter the **Amount** for your remaining transfers.

Set All Memo 			Payee (Master)	A2 :
Payor (Sub)	Memo	Amount		
E : Test Escrow Company	Earnest Money Deposit	5,000.00		
E : Test Escrow Company		0.00		
E : Escrow Company Funds		0.00		

Multiple Deposit Transfers – Same Payor, Memo and Amounts

Deposit Transfer Tool			
Order Number	PHIDTTSource SR	Project Name	Saganaw Highway JA
Available Balance	995,000.00	Sum Posted Deposits	3,000,000.00
Projected Balance	980,000.00	Sum Posted Disbursements	5,000.00
Set All Payor		Set All Memo	
Set All Amount		Payee	BA: Buyer Corp

Pending Ledger Transfers								
Selected	Order Number	Property Address	Parcel ID	Payor (Sub)	Memo	Amount	Status	Result
<input checked="" type="checkbox"/>	PHIDTTRcvng SR1	1002 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County					None	
<input checked="" type="checkbox"/>	PHIDTTRcvng SR2	1003 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County					None	
<input checked="" type="checkbox"/>	PHIDTTRcvng SR3	1004 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County					None	

- Click the **Set All Payor**  icon (above the grid)
 - Check the applicable radio button (**Code** or **Type+Name**)
 - Enter/select the corresponding **Contact** information
 - Click the **Set** button
- Click the **Set All Memo**  icon
 - Enter the corresponding memo
 - Click the **Set** button
- Click the **Set All Amount**  icon
 - Enter the amount to be transferred to all destination orders
 - Click the **Set** button

Set Payor Form

Set Payor for selected Pending Ledger Transfers

Order Number	PHIDTTRcvng SR1
Specify Contact	<input checked="" type="radio"/> Code <input type="radio"/> Type + Name
Contact Code	
Contact Type	Abstractor
Contact Name	

Set Memo Form

Set Memo for selected Pending Ledger Transfers

Order Number	PHIDTTRcvng SR1
Memo	Earnest Money Deposit

Set Amount Form

Set Amount for selected Pending Ledger Transfers

Order Number	PHIDTTRcvng SR1
Amount	5000

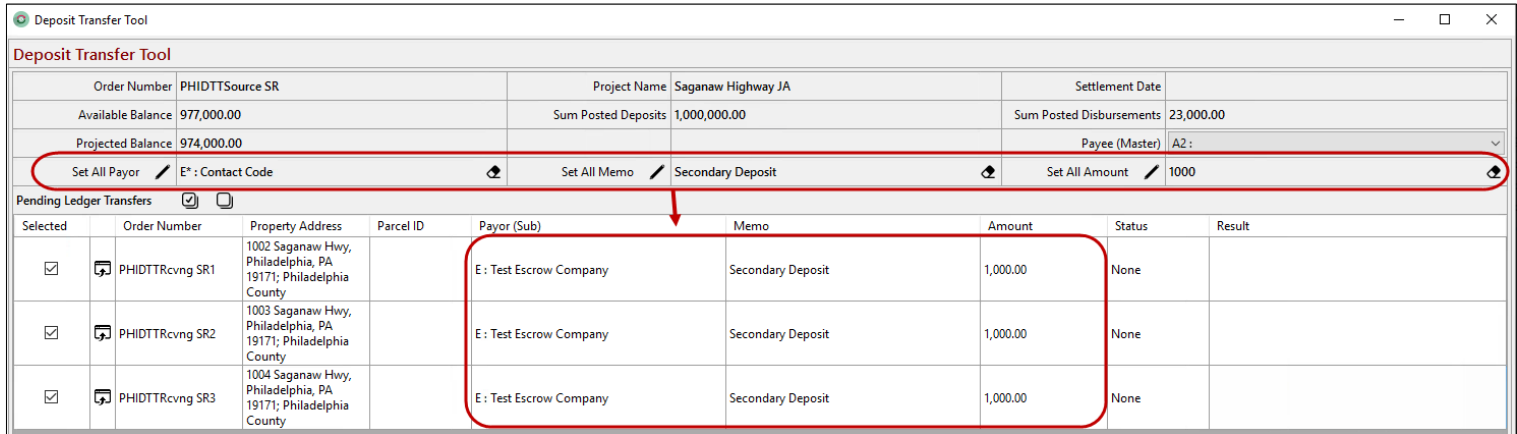
☒ Set

All destination orders are selected and have the same **Payor (Sub)**, **Memo** and **Amount** to be transferred.

Pending Ledger Transfers								
Selected	Order Number	Property Address	Parcel ID	Payor (Sub)	Memo	Amount		
<input checked="" type="checkbox"/>	PHIDTTRcvng SR1	1002 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E: Test Escrow Company	Earnest money deposit	5,000.00		
<input checked="" type="checkbox"/>	PHIDTTRcvng SR2	1003 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E: Test Escrow Company	Earnest money deposit	5,000.00		
<input checked="" type="checkbox"/>	PHIDTTRcvng SR3	1004 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E: Test Escrow Company	Earnest money deposit	5,000.00		

Editing an Entry

If using the **Set All** option to enter the **Payor**, **Memo** or **Amount**, the fields in the **Pending Ledger Transfer** grid are no longer open for editing.




Deposit Transfer Tool

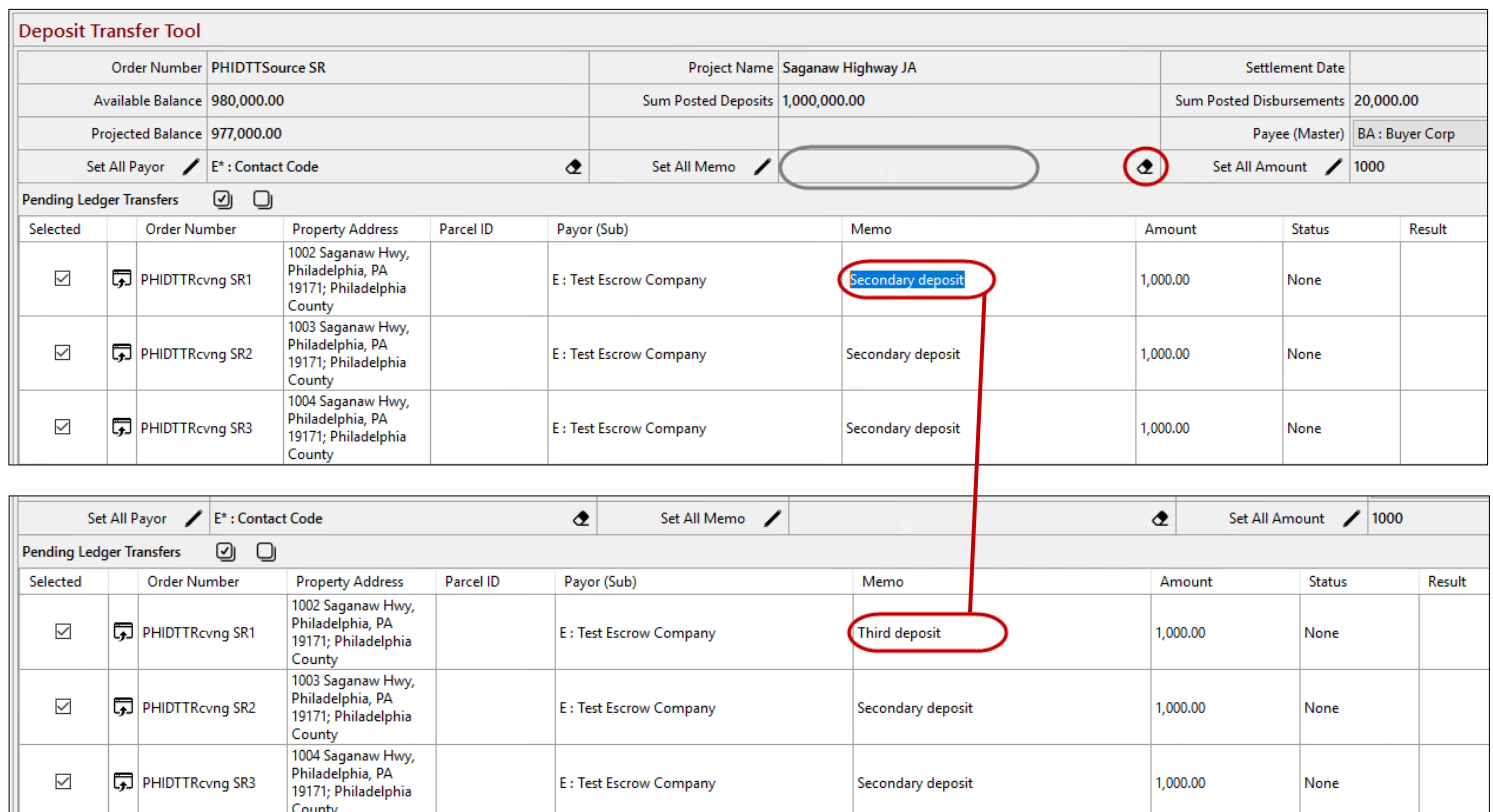
Order Number	PHIDTTSource SR	Project Name	Saganaw Highway JA	Settlement Date	
Available Balance	977,000.00	Sum Posted Deposits	1,000,000.00	Sum Posted Disbursements	23,000.00
Projected Balance	974,000.00			Payee (Master)	A2 :
Set All Payor	E* : Contact Code	Set All Memo	Secondary Deposit	Set All Amount	1000

Pending Ledger Transfers

Selected	Order Number	Property Address	Parcel ID	Payor (Sub)	Memo	Amount	Status	Result
<input checked="" type="checkbox"/>	PHIDTTRcvng SR1	1002 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company	Secondary Deposit	1,000.00	None	
<input checked="" type="checkbox"/>	PHIDTTRcvng SR2	1003 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company	Secondary Deposit	1,000.00	None	
<input checked="" type="checkbox"/>	PHIDTTRcvng SR3	1004 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company	Secondary Deposit	1,000.00	None	

If you need to edit an individual entry when using the **Set All** options,

1. Click the **Clear All**  icon of the entry you need to edit; this removes the **Set All** entry in the settings but does not remove it from the **Pending Ledger Transfers** grid
2. Highlight the entry you wish to edit in the **Pending Ledger Transfers** grid
3. Enter your new information



Deposit Transfer Tool

Order Number	PHIDTTSource SR	Project Name	Saganaw Highway JA	Settlement Date	
Available Balance	980,000.00	Sum Posted Deposits	1,000,000.00	Sum Posted Disbursements	20,000.00
Projected Balance	977,000.00			Payee (Master)	BA : Buyer Corp
Set All Payor	E* : Contact Code	Set All Memo		Set All Amount	1000

Pending Ledger Transfers

Selected	Order Number	Property Address	Parcel ID	Payor (Sub)	Memo	Amount	Status	Result
<input checked="" type="checkbox"/>	PHIDTTRcvng SR1	1002 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company	Secondary deposit	1,000.00	None	
<input checked="" type="checkbox"/>	PHIDTTRcvng SR2	1003 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company	Secondary deposit	1,000.00	None	
<input checked="" type="checkbox"/>	PHIDTTRcvng SR3	1004 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company	Secondary deposit	1,000.00	None	

Set All Payor E* : Contact Code **Set All Memo** **Set All Amount** 1000

Pending Ledger Transfers

Selected	Order Number	Property Address	Parcel ID	Payor (Sub)	Memo	Amount	Status	Result
<input checked="" type="checkbox"/>	PHIDTTRcvng SR1	1002 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company	Third deposit	1,000.00	None	
<input checked="" type="checkbox"/>	PHIDTTRcvng SR2	1003 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company	Secondary deposit	1,000.00	None	
<input checked="" type="checkbox"/>	PHIDTTRcvng SR3	1004 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company	Secondary deposit	1,000.00	None	

Posting the Transfer(s)

1. Click the **Post Deposits** button

Pending Ledger Transfers <input checked="" type="checkbox"/> <input type="checkbox"/>								
Selected	Order Number	Property Address	Parcel ID	Payor (Sub)	Memo	Amount	Status	Result
<input checked="" type="checkbox"/>	PHIDTTRcvng SR1	1002 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company	Earnest money deposit	5,000.00	None	
<input checked="" type="checkbox"/>	PHIDTTRcvng SR2	1003 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company	Earnest money deposit	5,000.00	None	
<input checked="" type="checkbox"/>	PHIDTTRcvng SR3	1004 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company	Earnest money deposit	5,000.00	None	
						Σ Total 15,000.00		
<input checked="" type="button" value="Post Deposits"/> <input type="button" value="Cancel"/> <input type="button" value="Close"/>								

The **Deposit Transfer Tool** window displays a running total of all **Pending Ledger Transfers** entered.

Missing Information

If required information is missing, the **Deposit Transfer Tool** window,

- › highlights the field missing the required information (i.e., **Payor (Sub)**, **Memo** or **Amount** fields)

Pending Ledger Transfers <input checked="" type="checkbox"/> <input type="checkbox"/>								
Selected	Order Number	Property Address	Parcel ID	Payor (Sub)	Memo	Amount	Status	
<input checked="" type="checkbox"/>	PHIDTTRcvng SR1	1002 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company	Earnest money deposit	5,000.00	None	
<input checked="" type="checkbox"/>	PHIDTTRcvng SR2	1003 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company	Earnest money deposit	5,000.00	None	
<input checked="" type="checkbox"/>	PHIDTTRcvng SR3	1004 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company		5,000.00	None	

You cannot proceed with any transfers until the required information is entered/selected.

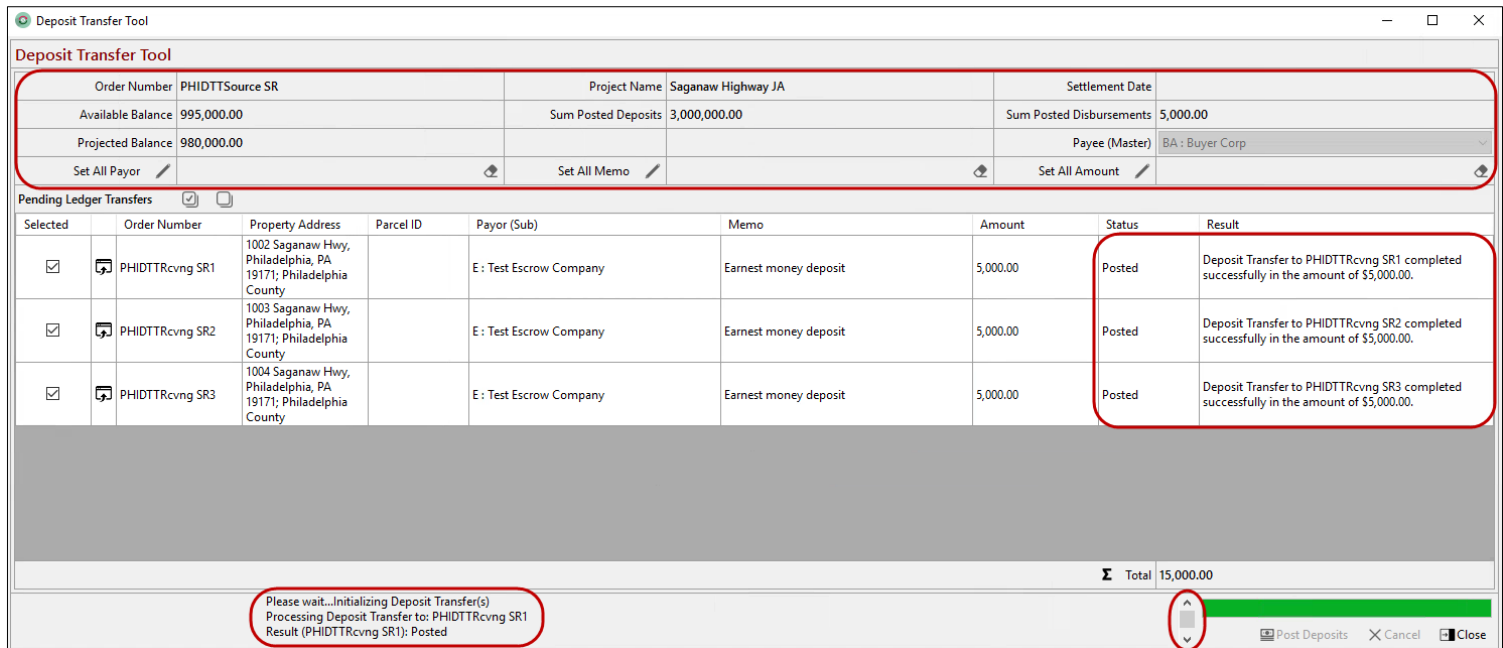
1. Enter/select the missing information and press
2. Press the **Post Deposits** button

The program begins to process the transfers and the status is displayed at the bottom of the screen.

		Σ Total 15,000.00
Running 'Post Deposits'	Please wait...Initializing Deposit Transfer(s) Processing Deposit Transfer to: PHIDTTRcvng SR1	<input checked="" type="button" value="Post Deposits"/> <input type="button" value="Cancel"/> <input type="button" value="Close"/>

Once posting is complete,

- › Fields are locked on the **Deposit Transfer Tool** window
- › The **Status** and **Result** fields identify the transfers were processed/completed
- › Status is also displayed at the bottom of the screen; use the scroll bar to see the final status (last entry)



Deposit Transfer Tool

Order Number	PHIDTTSource SR	Project Name	Saganaw Highway JA	Settlement Date	
Available Balance	995,000.00	Sum Posted Deposits	3,000,000.00	Sum Posted Disbursements	5,000.00
Projected Balance	980,000.00			Payee (Master)	BA : Buyer Corp
Set All Payor		Set All Memo		Set All Amount	

Pending Ledger Transfers

Selected	Order Number	Property Address	Parcel ID	Payor (Sub)	Memo	Amount	Status	Result
<input checked="" type="checkbox"/>	PHIDTTRcvg SR1	1002 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company	Earnest money deposit	5,000.00	Posted	Deposit Transfer to PHIDTTRcvg SR1 completed successfully in the amount of \$5,000.00.
<input checked="" type="checkbox"/>	PHIDTTRcvg SR2	1003 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company	Earnest money deposit	5,000.00	Posted	Deposit Transfer to PHIDTTRcvg SR2 completed successfully in the amount of \$5,000.00.
<input checked="" type="checkbox"/>	PHIDTTRcvg SR3	1004 Saganaw Hwy, Philadelphia, PA 19171; Philadelphia County		E : Test Escrow Company	Earnest money deposit	5,000.00	Posted	Deposit Transfer to PHIDTTRcvg SR3 completed successfully in the amount of \$5,000.00.
							Σ Total	15,000.00

Please wait...Initializing Deposit Transfer(s)
Processing Deposit Transfer to: PHIDTTRcvg SR1
Result (PHIDTTRcvg SR1): Posted

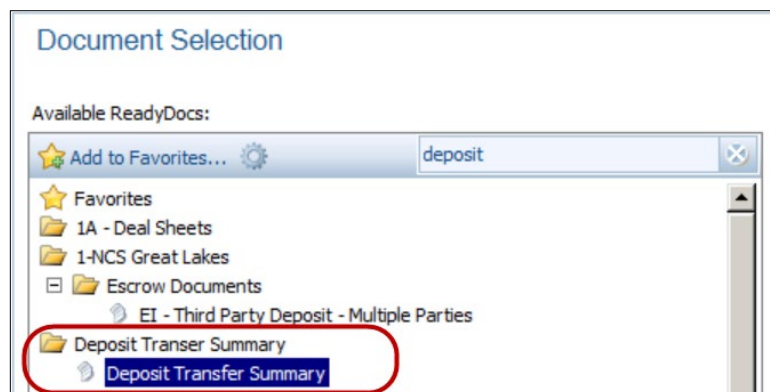
Post Deposits X Cancel Close

- › The **Register > Notes** screen identifies deposit(s) was posted from the order identifying the date, time and reference number of the posted ledger transfer. If a transfer is unsuccessful, the amount shows as zero.



Created	Last Modified	Note
12/4/2019 6:55:37 PM	Susan Rivera-Stoll	DepositTransfer was posted from the order, Total Amount of deposit was '15000', related transacti...
12/4/2019 6:27:47 PM	Susan Rivera-Stoll	DepositTransfer was posted from the order, Total Amount of deposit was '5000', related transactio...

- › Users can generate a report from the **Documents > Deposit Transfer Summary** showing all successful/unsuccessful transfers for the source order



Document Selection

Available ReadyDocs:

Add to Favorites... deposit

Favorites

- 1A - Deal Sheets
- 1-NCS Great Lakes
- Escrow Documents
- EI - Third Party Deposit - Multiple Parties
- Deposit Transfer Summary**
- Deposit Transfer Summary

The **Deposit Transfer Tool** creates and posts the **Ledger Transfer** from the source order to each destination order.

Deposit Transfer Tool creates and posts the **Ledger Transfer** from the source order to each destination order.

Transactions						
Notes (2)						
<div><div><div><div><div></div><div></div></div><div>Print and Post</div><div><div></div><div></div></div><div>Actions</div><div><div></div><div></div></div><div>Reports</div><div>Order Transactions</div><div>Anticipated Wires</div></div></div></div>						
Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor	
Disbursements						
Held	Check			\$1.00	Simplifile	
Pending	Check			\$4.50	Simplifile	
Pending	Check			\$982,899.00	Buyer Corp	
Pending	Ledger Tra...			\$2,095.50	Chicago Title Ins...	
Posted	Ledger Tra...	400002326	12/04/2019	\$5,000.00	Escrow Company...	
Posted	Ledger Tra...	400002327	12/04/2019	\$5,000.00	Buyer Corp	
			12/04/2019	\$5,000.00	Buyer Corp	
			12/04/2019	\$5,000.00	Buyer Corp	

<div><div><div><div><div></div><div></div></div><div>Print and Post</div><div><div></div><div></div></div><div>Actions</div><div><div></div><div></div></div><div>Reports</div><div>Order Transactions</div><div>Anticipated Wires</div></div></div></div>						
Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor	
Receipts						
Pending	Receipt			\$1,503,201.00	Test Buyer Corp	
Posted	Ledger Tra...	400002329	12/04/2019	\$5,000.00	Test Escrow Com...	

The **Ledger Transfer(-)** in the source and destination orders show,

- › **From receipt number = DTT** indicating it is a Deposit Transfer Tool entry
- › **Memo** = the memo entered on the **Deposit Transfer Tool** window
- › **Extended Memo** is auto-populated with "This ledger transfer was created and posted by [user name] using the Deposit Transfer Tool"
- › **Payee** = Contact selected on the **Deposit Transfer Tool > Payee (Master)**
- › **Payor** = Contact selected on the **Deposit Transfer Tool > Payor (Sub)**
- › **Amount**; funds are posted to the **Apply towards > Apply to Closing** field

Ledger Transfer(+)

?

×

General

Draws

History

Status:

Posted

Reference number:

400002329

Transaction date:

12/04/2019

From receipt number:

DTT

Amount:

\$5,000.00

Memo:

Earnest money deposit

Extended memo:

This ledger transfer was created and posted by 'Susan Rivera-Stoll' using the Deposit Transfer Tool

Voided date:

(None)

Transfer out

Transferred from:

PHIDTTSource SR

Payee code/name:

BA

Buyer Corp

Apply towards:

Apply	Amount	Description
Apply to Closing	\$5,000.00	
Unapplied	\$0.00	
Overage	\$0.00	

Transfer in

Transferred to:

PHIDTTRcvng SR3

Payor code/name:

E

Test Escrow Company

Apply towards:

Apply	Amount	Line	Description
Apply to Closing	\$5,000.00		
Send to Line	\$0.00		
Send to Earnest M...	\$0.00		
Unapplied	\$0.00		
Overage	\$0.00		