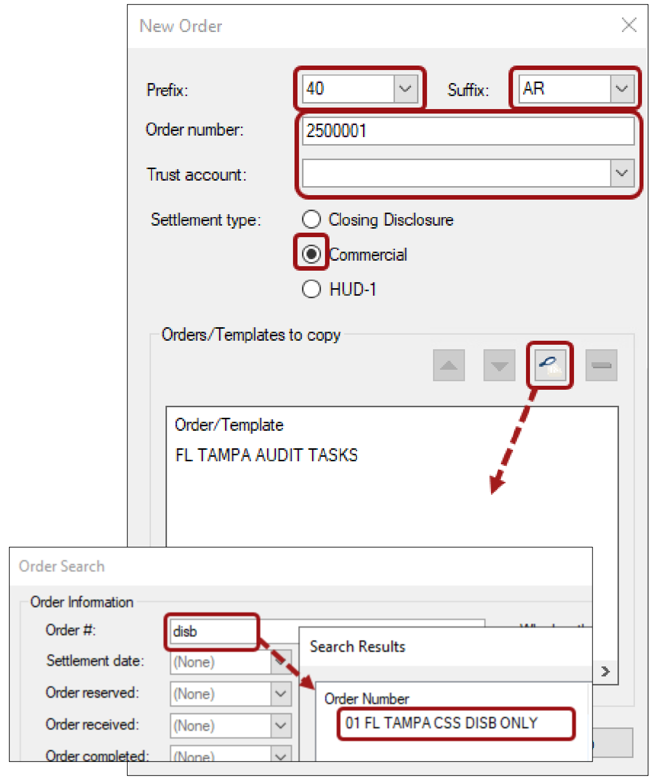
Opening thru Disbursing a CSS Order

Follow these steps to process a Disbursement only CSS order.

New Order Window

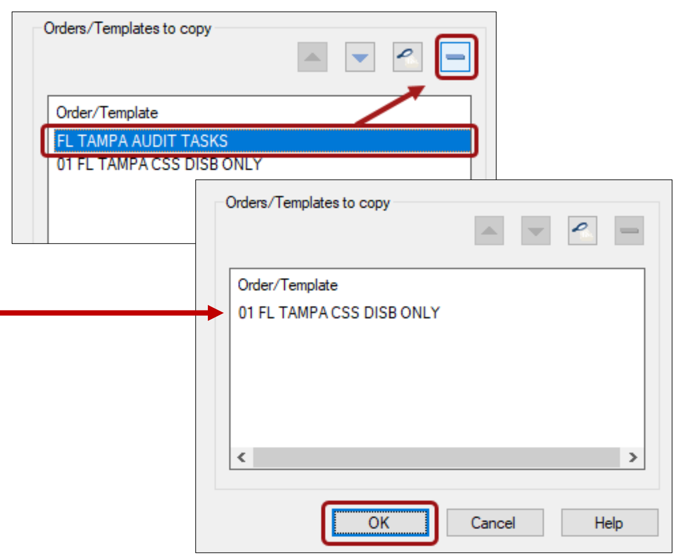
- ❑ Select the applicable **Prefix; if Branch is,**
  - 〉**Maitland,** select
    - » **50 = Chicago Title**
    - » **51 = Commonwealth**
    - » **52 = Fidelity**
  - 〉**Tampa,** select
    - » **40 = Chicago Title**
    - » **41 = Commonwealth**
    - » **42 = Fidelity**
- ❑ Select the **Suffix**; this is the Escrow Officer's initials
- ❑ Select the **Trust account**; this should match the UW selected above
- ❑ Verify **Settlement type = Commercial**
- ❑ Applying the template



1. Click the **Search** icon
2. In the **Order #** field, enter **disb** to narrow your search
3. Double-click the **01 FL** [**TAMPA / MAITLAND**] **CSS DISB ONLY** template

When returned to the **New Order** window,

4. Highlight the **FL [TAMPA/MAITLAND] AUDIT TASKS** template
5. Click the **Delete Template** icon to remove; only the **01 FL** [**TAMPA / MAITLAND**] **CSS DISB ONLY** template should remain
6. Click the **OK** button to generate the order



Order Entry – Escrow Screen

- ❑ Verify **Transaction type = Other**
- ❑ Verify,
  - ❑ **Order type** = **Escrow only**
  - ❑ **Product type = Commercial Sale**

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    ❑ **Policy type = blank**

❑ Verify **Additional Description = Disbursement Only**

❑ Select the **Escrow officer/Closer**

❑ Select **Pre-closer/Escrow assistant**, if applicable

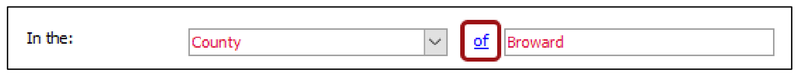
❑ Enter **Date of Settlement**

❑ Enter **Project Name**, if applicable

❑ Enter **Property address**, if known

    ❑ If zip code is known, enter the **Zip Code** and press the **Tab** key; this populates the **City**, **State** and **County** fields

    ❑ If zip code is not known, click the **of** link to select the **County**



    ❑ Verify **County GLC** is populated

Order Contacts Screen

❑ Enter **Office Speed Codes** – remember to **use the spacebar** to execute and not touch your mouse while it runs

NOTE: This populates the **A-**, **T-**, and **U-**Contacts for you. Click the **Office Speed Codes** link to view the list of available codes.

❑ Verify the **A-, T- and U-Contacts** are populated

❑ Enter Contacts to be paid using placeholders first

    ❑ If there is an invoice/customer reference number, enter it in the **Reference #** field

    ❑ If the Contact is receiving payment by wire, enter the wire information in the **Outgoing Wire Information**

❑ When entering the Contact that gave you the order,

    ❑ Check the **Marketing source** check box

    ❑ Select the **Marketing Rep**; if unknown,

        ❑ **Tampa** – select **House FCS**

        ❑ **Maitland** – select **House FAS**

Documents Screen

❑ Publish the **Open Order Sheet (Order Summary) with Notes**

Additional Title Charges Screen

❑ Enter **Disbursement Fee** in the **Charge** field

❑ Add additional fees you are collecting; click the **Add Additional Title Charges** icon, then **Description** link to access the **Lookup Table** for all revenue charges

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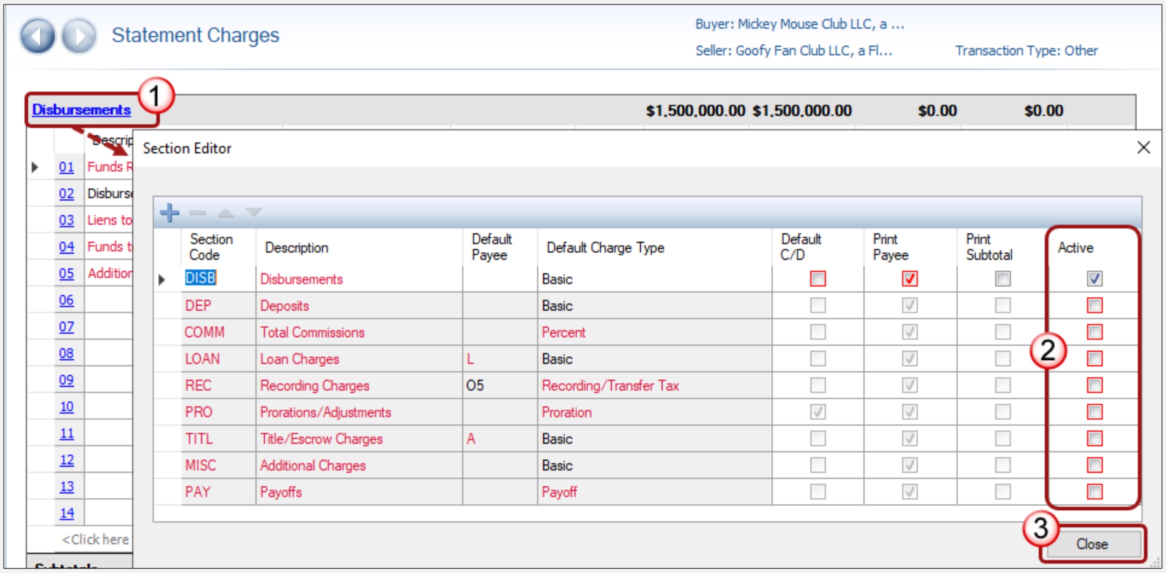
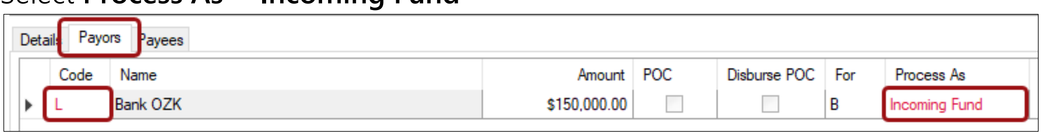
Statement Charges Screen

NOTE: If additional sections are needed on the **Statement Charges** screen,

1. Click the **Disbursements** link to open the **Section Editor**
2. In the **Active** field, check the corresponding check box for each section you wish to add
3. Click the **Close** button to return to the **Statement Charges** screen

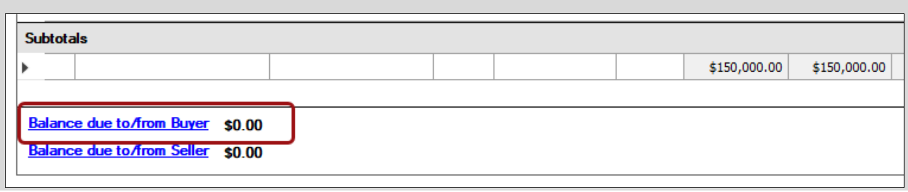


- ❑ Using the **Funds Received** placeholder, enter funds to be received as a **Buyer Credit**
- ❑ Click the **Line number** link
  - ❑ From the **Payor** tab, select the **Code** of the contact sending the funds
  - ❑ Select **Process As = Incoming Fund**



- ❑ Enter all third party payments
  - ❑ Enter amounts as **Buyer Debits**
  - ❑ Enter **Description** to go on check/wire
  - ❑ Select **To** code for party receiving the funds
- ❑ Add additional lines as needed

NOTE: When all disbursements have been entered, the **Balance Due to/from Buyer** should be **$0.00**.



Register

- ❑ Enter an **Anticipated Wire** for the incoming funds; this is **not** needed if coming from the Lender
- ❑ Have the **Register** approved if disbursing checks

  REMEMBER: Checks cannot be generated if an address is missing for the Contact.
- ❑ Disburse once incoming funds have been posted
  - ❑ Click **Print and Post > Print/Post Pending Disbursements**
  - ❑ Check the corresponding check box for each item to be disbursed or check the **Check All** check box (top of column) if disbursing all items
    - **Outgoing Wires** – verify wire information entered; click the **Bank Details** tab to change if needed
    - **Checks** – verify the correct **Check Printer** is selected
    - Post your **Ledger Transfer**
- ❑ Close the order using **CTRL + ALT + C** shortcut keys

Save and exit the order

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