

Follow these steps to set up disbursements of post-closing funds held for future invoices or process additional fees to be collected post-closing.

- > [Escrow User – Prepping the Order for Payment](#)
- > [Accounting User – Disbursing](#)

Prepping the Order for Payment

1. Navigate to the **Statement Charges** screen

If the amount to be disbursed.

- > matches the amount held,
 - 1) Update the **To**-code to the Contact to be paid

02	Coordination Fee				Commonwealth Land...		\$250.00
06	Escrow to pay Taxes 2024			G	New York City Dep...		\$125,000.00
07	Escrow to pay Taxes 2025			G	New York City Dep...		\$75,000.00

- 2) Navigate to the **Register** and disburse the funds

Transactions		Notes (0)					
<div> <div>Print and Post</div> <div>Print Pending Checks...</div> <div>Print/Post Pending Disbursements</div> <div>Reprint Checks</div> </div>		<div> <div>Actions</div> <div>Reports</div> <div>Order Transactions</div> <div>Anticipated Wires</div> <div>Options</div> </div>					
		Ref. Number	Trans. Date	Amount	Code	Payee/Payor	
				\$240,100.00	BA		
Pending	Outgoing Wire			\$125,000.00	G	New York City Department of Fin...	
Pending	Outgoing Wire			\$600.00	G	New York City Department of Fin...	
Pending	Outgoing Wire			\$34,000.00	G	New York City Department of Fin...	
Pending	Outgoing Wire			\$5,250.00	O5	Invoice Hold	
Pending	Ledger Transfer(-)			\$250.00	O	Commonwealth Land Title Insura...	

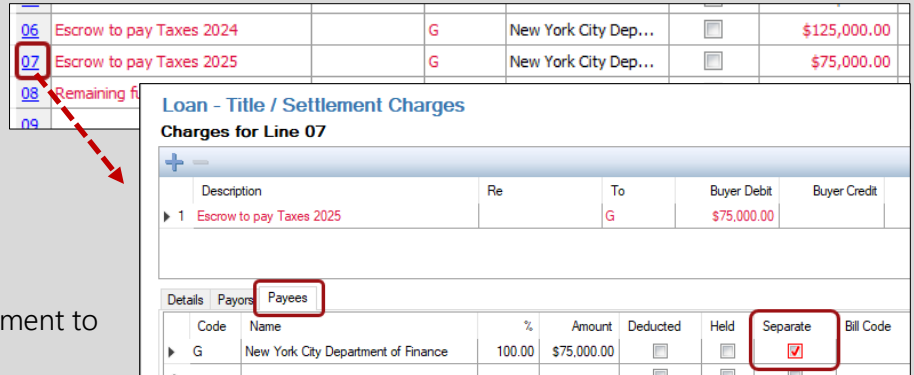
- > does **not** match the amount held,
 - 1) Update the **To**-code to the Contact to be paid
 - 2) Update the amount to match the invoice amount
 - 3) On the next available line enter/select the,
 - a) **Description**
 - b) **To** = contact for Invoice Hold
 - c) **Buyer Debit** = remaining funds

06	Escrow to pay Taxes 2024			G	New York City Dep...		\$125,000.00
07	Escrow to pay Taxes 2025			G	New York City Dep...		\$75,000.00
08	Remaining funds for Taxes			O5	Invoice Hold		\$5,000.00
09							

2. Advise Accounting the funds are now ready to be disbursed

NOTE: If multiple disbursements are being paid to the same Contact and you need to have separate disbursements,

1. Click the **Line number** link of a disbursement to be paid separately
2. Click the **Payees** tab
3. Check the **Separate** check box
4. Click the **Close** button
5. Repeat **steps 1-4** for each disbursement to be paid separately



Line	Description	Re	To	Buyer Debit	Buyer Credit
06	Escrow to pay Taxes 2024	G	New York City Dep...		\$125,000.00
07	Escrow to pay Taxes 2025	G	New York City Dep...		\$75,000.00
08	Remaining f...				
09					

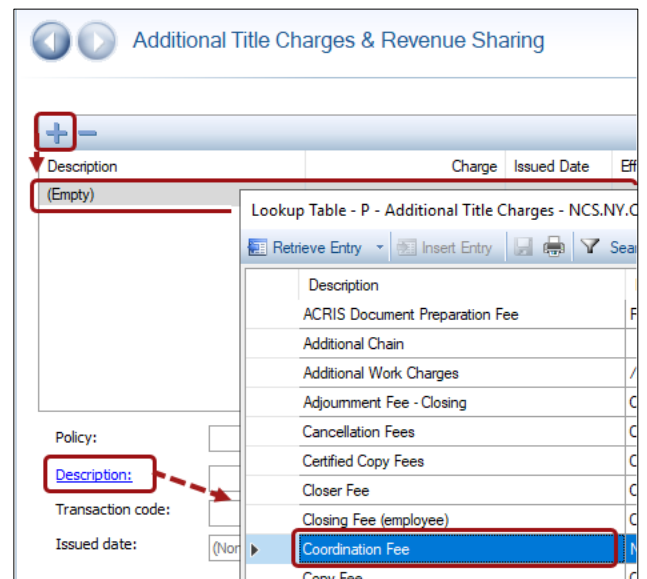
Code	Name	%	Amount	Deducted	Held	Separate	Bill Code
G	New York City Department of Finance	100.00	\$75,000.00			<input checked="" type="checkbox"/>	

Final Disbursement of Funds

- › Final Funds Returned to the Remitter of the Funds
 - 1) Navigate to the **Statement Charges** screen
 - 2) Locate the remaining funds entry
 - 3) From the **To-code** drop-down, select the Contact receiving the funds

08	Remaining funds for Taxes	05	Invoice Hold		\$5,000.00
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- 4) Notify Accounting funds are ready for disbursement
- › Funds to be booked as a **Recording Processing Fee** or **Coordination Fee**
 - 1) Navigate to the **Additional Title Charges** screen
 - 2) Select a placeholder in the grid; if none exists use the **Add Additional Title Charge** icon to add a line and click the **Description** link to select the type of charge



Description	Charge	Issued Date	Eff
(Empty)			

Description	Charge	Issued Date	Eff
ACRIS Document Preparation Fee			
Additional Chain			
Additional Work Charges			
Adjournment Fee - Closing			
Cancellation Fees			
Certified Copy Fees			
Closer Fee			
Closing Fee (employee)			
Coordination Fee			
Copy Fee			

Disbursing Funds Held Post Closing

- 3) In the **Charge** field, enter the amount of the remaining funds

Description: Coordination Fee	
Transaction code:	<input type="text"/>
Issued date:	(None) <input type="text"/>
Effective date: (None)	
Calculate Charge	
Minimum charge:	<input type="text"/>
Maximum charge:	<input type="text"/>
Charge based on:	<input type="text"/>
Amount:	<input type="text"/>
Multiplication %:	<input type="text"/> %
<input type="checkbox"/> Calculate charge	
Adjustment: +/-	<input type="text"/>
Seller pay:	<input type="text"/>
Charge:	<input type="text" value="\$250.00"/> <input type="checkbox"/> Taxable
Line:	TITL.05 <input type="text"/>

- 4) Navigate to the **Statement Charges** screen

- 5) Locate the original **Invoice Hold** entry

- 6) In the **Buyer Debit** field, press the **F2** key

Loan - Title / Settlement Charges						\$205,000.00
	Description	Re	To	Name	C/D	Buyer Debit
01	Owner's Policy Premium				<input type="checkbox"/>	
02	Owner's Policy Endorsements				<input type="checkbox"/>	
03	Loan Policy Premium				<input type="checkbox"/>	
04	Loan Policy Endorsements				<input type="checkbox"/>	
05	Coordination Fee		O	Commonwea		\$250.00
06	Escrow to pay Taxes 2024		G	New York Cl		\$125,000.00
07	Escrow to pay Taxes 2025		G	New York Cl		\$75,000.00
08	Remaining Taxes held		AT	Aldo Savino, Esq.		\$4,500.00
09	Holding for final invoice		O5	Invoice Hold		\$250.00

- 7) Advise Accounting the funds are ready to disburse

Accounting Users – Disbursing

When you're notified funds are ready to be,

- › Disbursed – follow your usual process for printing checks or sending outgoing wires
- › Booked as revenue

- 1) Navigate to the **Invoice Summary** screen

- 2) In the grid, select the **Invoice** to be booked and verify the amount

Invoices (3)				
	Invoice Number	Bill To	Invoice Total	Invoice Balance
1	X400283NA-1		\$0.00	\$0.00
2	X400283NA-2		\$250.00	\$250.00

- 3) Click the **Register** button

- 4) Verify the **Ledger Transfer** to be posted

Pending	Ledger Transfer(-)	\$250.00	O	Commonwealth Land Title Insura...
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matches the amount; if not, balance the order to match the figures or return to the user for balancing

5) Return to the **Invoice Summary**

6) Change the **Status** of the **Invoice** to **Sent**; save the order

Invoice number:	<input type="text" value="X400283NA-2"/>	Property:	<input type="text" value=""/>	Status:	<input type="text" value="Sent"/>
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7) From the **Register**, post the **Ledger Transfer**