

## Using Checklist Tasks to Disburse

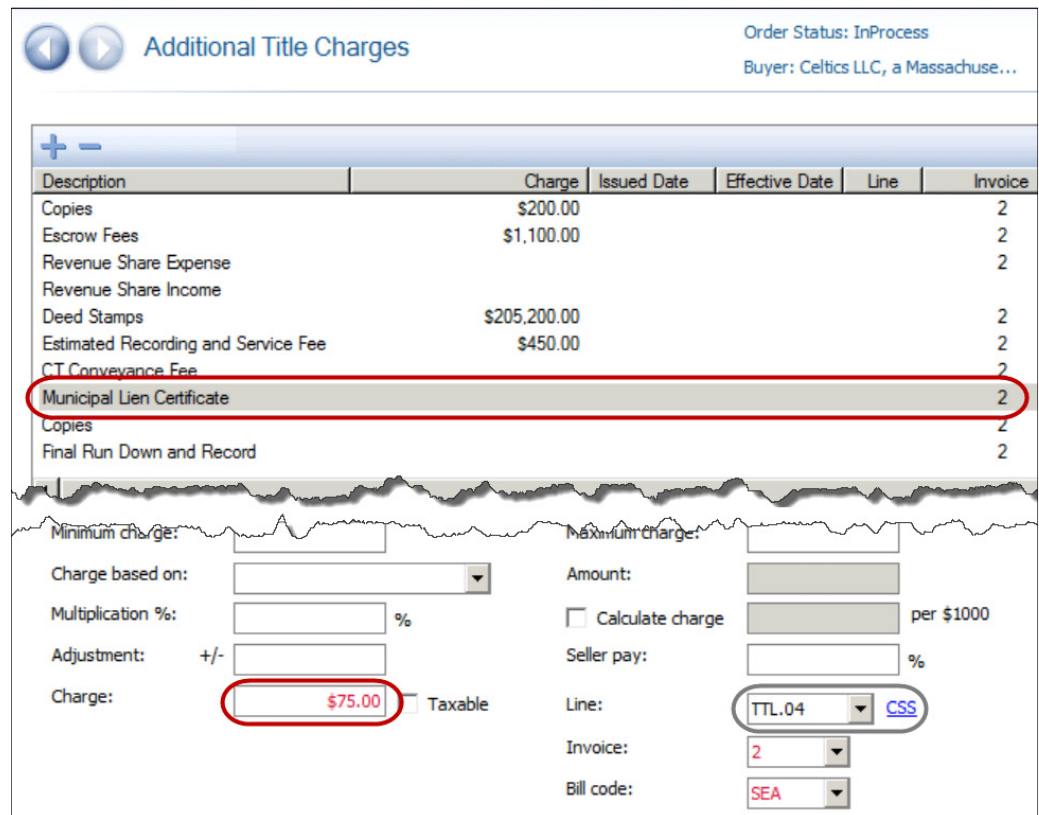
Follow these steps to, fully or partially, disburse your order using Checklist Tasks.

### Preparing Your Order for Disbursement

With the applicable order open,

1. Navigate to the **Additional Title Charges** screen
2. Enter title charges

- a) Highlight the applicable placeholder in the grid
- b) In the **Charge** field, enter the corresponding amount
- c) Repeat **Steps a-b** until all charges are entered



Description	Charge	Issued Date	Effective Date	Line	Invoice
Copies	\$200.00				2
Escrow Fees	\$1,100.00				2
Revenue Share Expense					2
Revenue Share Income					
Deed Stamps	\$205,200.00				2
Estimated Recording and Service Fee	\$450.00				2
CT Conveyance Fee					2
<b>Municipal Lien Certificate</b>					2
Copies					2
Final Run Down and Record					2

Minimum charge:  Maximum charge:

Charge based on:  Amount:

Multiplication %:  % ☐ Calculate charge  per \$1000

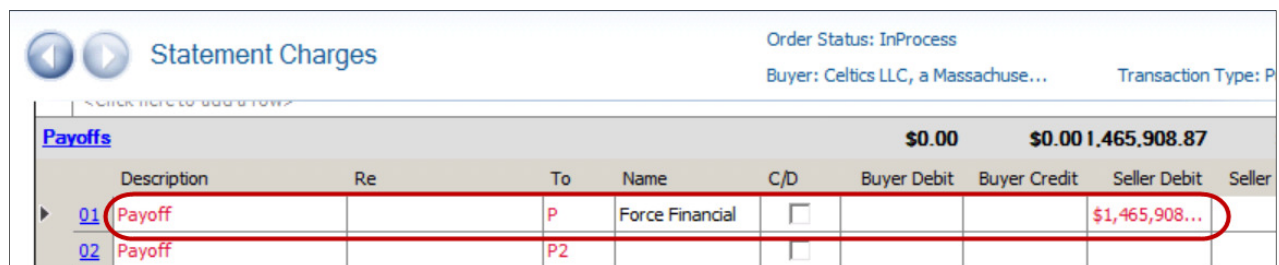
Adjustment: +/-  Seller pay:  %

Charge:  ☐ Taxable Line:

Invoice:  Bill code:

NOTE: Charges entered on the **Additional Title Charges** screen are automatically assigned a **Line** on the **Commercial Settlement Statement**.

3. Navigate to the **Statement Charges** screen
4. In the applicable section, enter additional charges you want disbursed (i.e., payoff, closing costs, etc.)

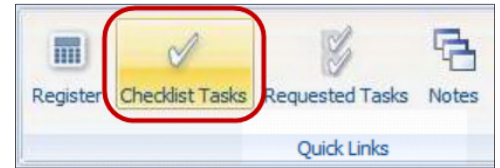


Description	Re	To	Name	C/D	Buyer Debit	Buyer Credit	Seller Debit	Seller
<b>01 Payoff</b>		P	Force Financial	<input type="checkbox"/>			<b>\$1,465,908.87</b>	
<b>02 Payoff</b>		P2		<input type="checkbox"/>				

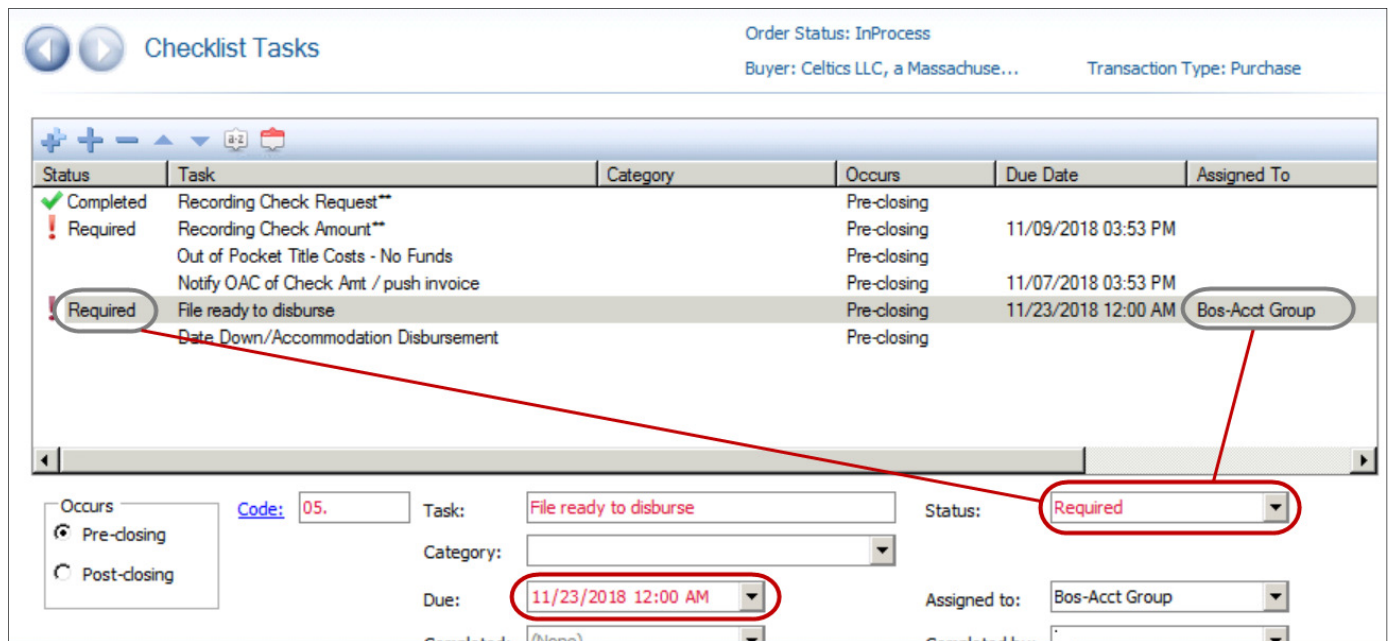
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### Submitting to the Boston Accounting Group

- From the **Order** ribbon, click the **Checklist Tasks** button



- Highlight the **File Ready to Disburse** task in the grid
- From their corresponding drop-downs select,
  - Status = Required**; this automatically assigns the task to **Bos-Acct Group**
  - Due** = due date




Status	Task	Category	Occurs	Due Date	Assigned To
Completed	Recording Check Request**		Pre-closing		
Required	Recording Check Amount**		Pre-closing	11/09/2018 03:53 PM	
	Out of Pocket Title Costs - No Funds		Pre-closing		
	Notify OAC of Check Amt / push invoice		Pre-closing	11/07/2018 03:53 PM	
Required	File ready to disburse		Pre-closing	11/23/2018 12:00 AM	Bos-Acct Group
	Date Down/Accommodation Disbursement		Pre-closing		

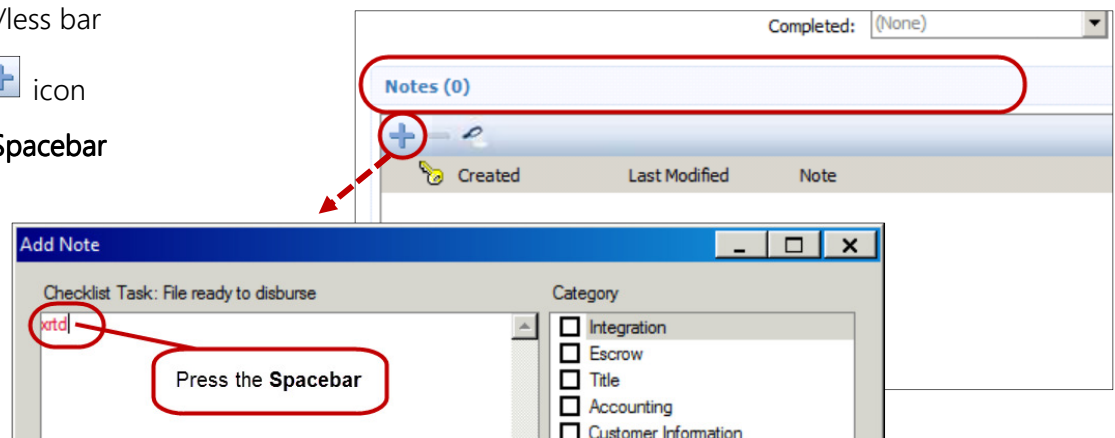
Order Status: InProcess  
Buyer: Celtics LLC, a Massachuse...  
Transaction Type: Purchase

Occurs: ☒ Pre-closing ☐ Post-closing

Code: 05. Task: File ready to disburse Status: Required

Category: Due: 11/23/2018 12:00 AM Assigned to: Bos-Acct Group

- Click the **Notes** more/less bar
- Click the **Add Note**  icon
- Enter **xrtd**; press the **Spacebar**



Completed: (None)

Notes (0)

Created Last Modified Note

Add Note

Checklist Task: File ready to disburse

Category

☐ Integration

☐ Escrow

☐ Title

☐ Accounting

☐ Customer Information

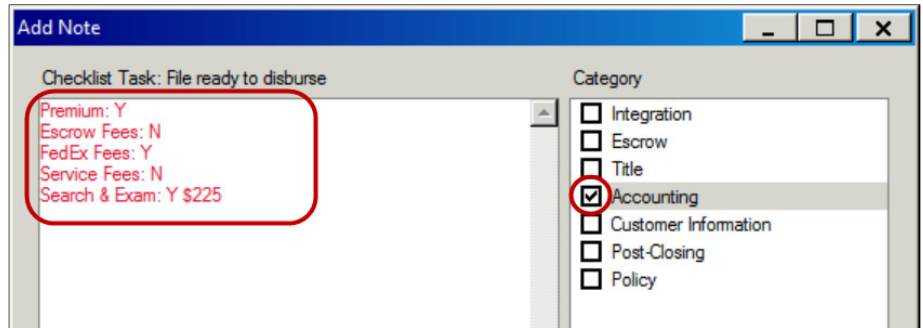
xrtd

Press the Spacebar

## Using Checklist Tasks to Disburse

11. Once the field names are pulled in, enter responses to each item as applicable

- a) Premium: Y/N
- b) Escrow Fees: Y/N
- c) FedEx Fees: Y/N
- d) Service Fees: Y/N \$amount
- e) Search & Exam: Y/N \$amount



12. Check the **Accounting** check box

13. Click the **OK** button

14. **Save** your order; this triggers an automated email notification to **Bos-Acct Group**

15. Provide to the Boston Accounting Group,

- > your invoice
- > all vendor invoices
- > copy of Schedule A (if disbursing premium)


Upon receipt of the supporting documentation, the Boston Accounting Group

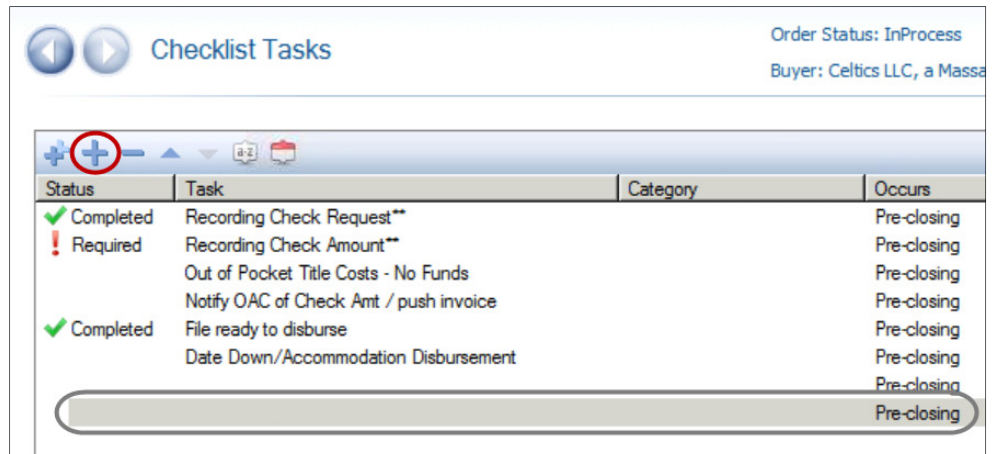
- > Processes all disbursements
- > Sets the **Status = Completed** of the **File ready to disburse** task
- > Closes the order (only if fully disbursing the order)

## Processing Subsequent Disbursements

If the original disbursements did not fully disburse your order,

1. Click the **Checklist Tasks** button

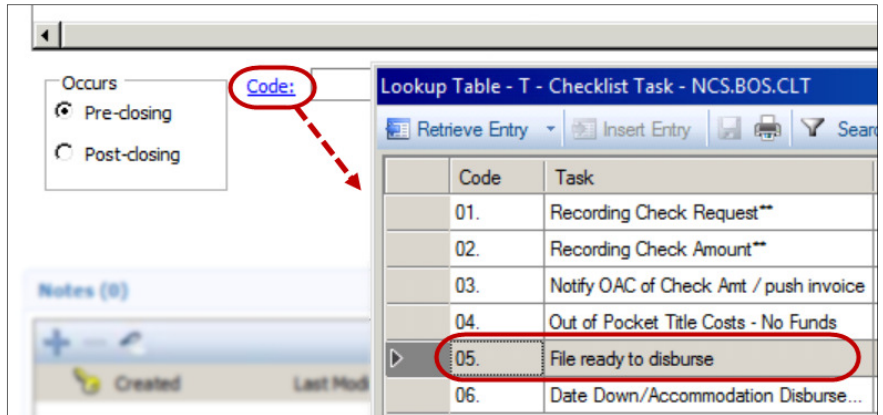
2. Click the **Add Task**  icon to add a blank entry



Status	Task	Category	Occurs
✓ Completed	Recording Check Request**		Pre-closing
! Required	Recording Check Amount**		Pre-closing
	Out of Pocket Title Costs - No Funds		Pre-closing
	Notify OAC of Check Amt / push invoice		Pre-closing
✓ Completed	File ready to disburse		Pre-closing
	Date Down/Accommodation Disbursement		Pre-closing
			Pre-closing

## Using Checklist Tasks to Disburse

3. Below the grid, click the **Code** link
4. Double-click the **File Ready to Disburse** task to select



Code	Task
01.	Recording Check Request**
02.	Recording Check Amount**
03.	Notify OAC of Check Amt / push invoice
04.	Out of Pocket Title Costs - No Funds
05.	File ready to disburse
06.	Date Down/Accommodation Disburse...

5. Repeat **Steps 7-15** above

NOTE: Processing subsequent disbursements can be repeated as many times as needed to fully disburse the order.