

Follow these steps to enter and disburse an earnest money deposit.

### Entering Earnest Money

From the **Disbursement Only** section,

1. Click the **Express Order Entry** screen
2. In the **Project name** field, enter *Earnest Money*
3. Continue entering your order information as needed (on the **Express Order Entry** and **Order Contacts** screens)
4. Navigate to the **Additional Title Charges** screen

With the **Disbursement Escrow Fee** entry highlighted in the grid,

5. In the **Charge** field, overwrite the **\$1,000.00** entry with **\$0.00**

Description	Charge	Issued Date	Effective Date	Line
Disbursement Escrow Fee	\$1,000.00			

6. In the grid, click the **Add Additional Title** icon to add an **(Empty)** line

Description	Charge	Issued Date	Effective Date	Line
Disbursement Escrow Fee				
(Empty)				

7. Click the **Description** link
8. Double-click the applicable **Earnest Money Escrow** entry

Lookup Table - P - Additional Title Charges - GA.CTI.CLT

Retrieve Entry | Insert Entry | Search:

Description	BillCode	Final Charge
Binder Attorney Expense	SFA	//BINDER ...
Closing Protection Fee	END	50
Commitment Work Charge	COM	If ( {{Order.I...
Disbursement Escrow Fee	ESC	//Created 3...
<b>Earnest Money Escrow (invested)</b>	ESC	550
<b>Earnest Money Escrow (non invested)</b>	ESC	400

9. Navigate to the **Sales Contract & Earnest Money** screen
10. In the **Deposit Amount** field, enter the earnest money amount to be received

Sales Contract & Earnest Money Order Status: InProcess  
Buyer: Beryl Buyer

**Sales Contract**

Sales price:  Line:  Purchase Price

Seller financing:  Line:  Purchase Money Note

Contract date:

Contract expires:

**Earnest Money**

Description	Deposit Amount	Amt Returned to Buyer	Line	Property	Received From	On Behalf Of	Retained By
Earnest Money	\$50,000.00		CON.01	1	B	B	
Buyer Equity			CON.02	1	B	B	

11. Click the **Register** button
12. Anticipate the wire from the **B-Contact**
  - a. Click **Anticipated Wires** button
  - b. **Code** = B-Contact
  - c. **Amount** = earnest money amount
  - d. Click the **OK** button

Transactions | Notes (0)

Print and Post | Actions | Reports | Order Transactions | **Anticipated Wires**

Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor	Cleared Date
Pending	Receipt					
Pending	Receipt					
Pending	Outgoing Wire					

Anticipated Incoming Wires

Code	Name	Amount
B	Beryl Buyer	\$50,000.00

### Disbursing Earnest Money for Closing

13. Navigate to the **Statement Charges** screen
14. In the **Disbursements** section, enter your deposit entry
  - a. **Description** = *Earnest Money to Attorney*
  - b. **To** = AT-Contact
  - c. **Buyer Debit** = earnest money amount

Order Status: InProcess  
Buyer: Beryl Buyer

DISBURSEMENTS							\$50,000.00
	Description	Re	To	Name	C/D	Buyer Debit	
01	Earnest Money to Attorney		AT	Abbot and Mur...		\$50,000.00	

15. Navigate to the **Order Transactions** screen
16. In the **Receipts** section, locate the entry noted as **From Buyer** in the **Details** field (not the earnest money deposit entry)
17. From the **Code** drop-down of the **BA** entry, select the **AT-Contact**

Order Status: InProcess  
Buyer: Beryl Buyer

Code	Name	Amount	Details
B	Beryl Buyer	\$50,000.00	CON.01
BA	Beryl Buyer	\$400.00	From Buyer

Code	Type	Name
BA	All Buyers	Buyer
SA	All Sellers	
AT	Attorney	Abbot and Murphy, PC, Attorneys at L...

18. Click the **Register** button
19. Disburse the earnest money funds to the attorney via outgoing wire

Transactions Notes (0)

Print and Post

Status	Trans. Date	Amount	Payee/Payor
Pending		\$50,000.00	Beryl Buyer
Pending		\$400.00	Beryl Buyer

Print/Post Pending Disbursements


Disbursement Selection

	Trade	Draw	Transaction Type	Amount
<input type="checkbox"/>			Pay to the order of / Payee Name	
<input checked="" type="checkbox"/>			Outgoing Wire	\$50,000.00
<input type="checkbox"/>			Ledger Transfer(-)	\$400.00

NOTE: If the attorney banking information has not been entered on the **Contacts** screen, click the **Bank Details** tab to enter the required information when disbursing.

When you receive payment from the attorney for the escrow charge, from the **Register**,

### 20. Receipt in the funds

- a. Click the **Add Transaction**  icon
- b. From the **Add Transaction** window, select **Receipt**
- c. Click **OK**

From the **Receipt** window, select or enter,

- d. **Medium** = Check
- e. **Payor code** = AT
- f. **Memo** = *EM Escrow Fee Payment*
- g. **Apply towards** > **Apply to Closing** = payment amount
- h. Click the **OK** button

Apply towards:	Apply	Amount	Line	Description
Apply to Closing		\$400.00		
Send to Line		\$0.00		
Send to Earnest M...		\$0.00		
Unapplied		\$0.00		

### 21. Post your Ledger Transfer