

Incoming Funds from the Attorney

Follow these steps when the Attorney receives the earnest money deposit and does not want it deducted from their disbursement.

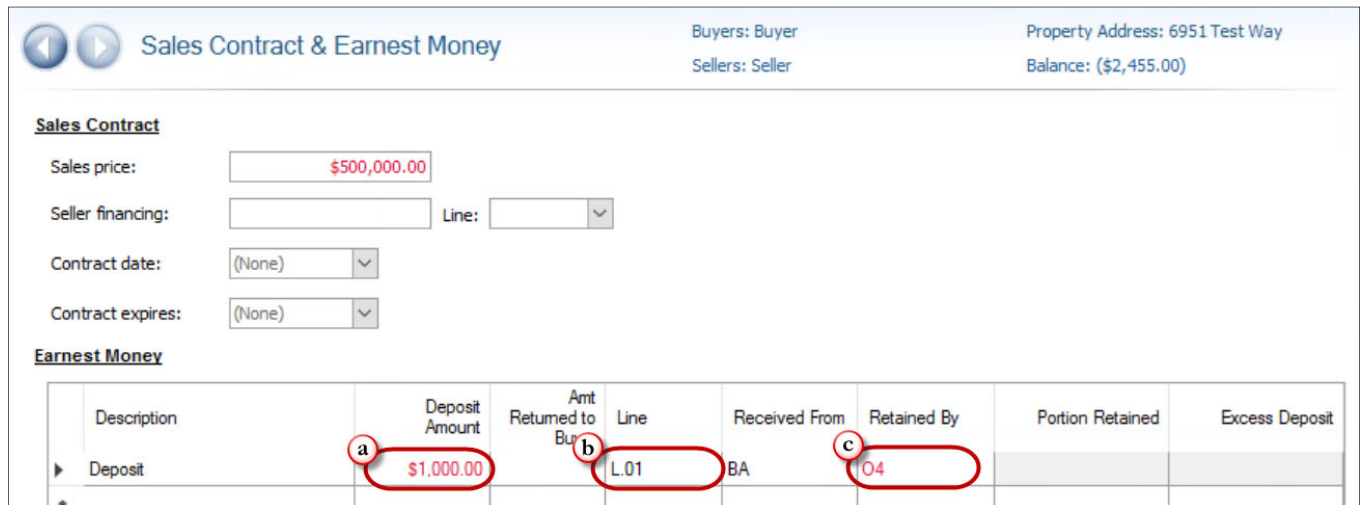
1. Navigate to the **Order Contacts** screen
2. Verify the placeholder exists for **Other (Attorney Held EM)**

IMPORTANT: You **must** use the **Other (Attorney Held EM)** Contact for this process.



Type	Name	Code
HOA Management Company		HMC
Lender	First Ever Savings and Loan	L
Listing Agent/Broker		LB
Other (Home Warranty)		O
Other (Utility)		O2
Other		O3
Other (Attorney Held EM)	Attorney Held EM	O4
Payoff Lender		P

3. Navigate to the **Sales Contract & Earnest Money** screen
4. In the **Earnest Money** grid, enter/select the,
 - a) **Deposit Amount**
 - b) **Line** assigned; may be changed if needed
 - c) **Retained By = O-Other (Attorney Held EM)**



Sales Contract & Earnest Money

Buyers: Buyer
Sellers: Seller
Property Address: 6951 Test Way
Balance: (\$2,455.00)

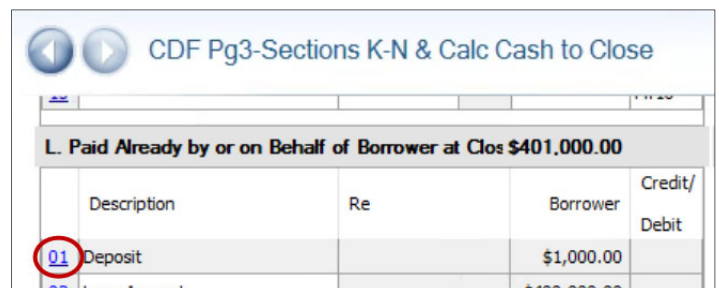
Sales Contract

Sales price: \$500,000.00
 Seller financing: Line:
 Contract date: (None)
 Contract expires: (None)

Earnest Money

Description	Deposit Amount	Amt Returned to Buyer	Line	Received From	Retained By	Portion Retained	Excess Deposit
Deposit	\$1,000.00		L.01	BA	O4		

5. Navigate to the **CDF Pg3-Sections K-N & Calc Cash to Close** screen
6. Locate the **Line** assigned to the deposit (**Step 4b**)
7. Click the **Line** number link



CDF Pg3-Sections K-N & Calc Cash to Close

L. Paid Already by or on Behalf of Borrower at Clos \$401,000.00

Description	Re	Borrower	Credit/Debit
01 Deposit		\$1,000.00	
02 Loan Amount		\$400,000.00	

8. Click the **Payors** tab
9. Verify the **Process As = Incoming Fund**

L. Paid Already by or on Behalf of Borrower at Closing

Charges for Line 01

Description	Re	To	Borrower
1 Deposit			\$1,000.00

Details Payors Payees

Code	Name	Amount	POC	Disburse POC	For	Process As	Bill Code
O4	Attorney Held EM	\$1,000.00	<input type="checkbox"/>	<input type="checkbox"/>	BA	Incoming Fund	

10. Navigate to the **Order Transactions** screen
11. Verify

- a) Receipts show incoming funds from the **O-Other (Attorney Held EM) Contact**
- b) Disbursements show payment to the Attorney in the full amount; click the **Group** link if you need to see the individual charges

Order Transactions Buyers: Buyer Sellers: Seller

Receipts:

CDF	Code	Name	Amount	Details
1	BA	Buckie Buyer	\$102,299.00	From Buyer
1	L	First Ever Savings and Loan	\$400,000.00	Loan Funding...
1	O4	Attorney Held EM	\$1,000.00	CDFLine L.01

Total: \$503,299.00

Disbursements:

CDF	Code	Name	Amount	Held	Details
1	AT	Barker, Norwood & Stuart, LLP	\$2,830.00	<input type="checkbox"/>	Group...
1	T	Liberty Title & Escrow Company, LLC	\$5,586.00	<input type="checkbox"/>	Group...

Disbursement Details for AT

Code	Amount	Details
AT	\$125.00	CDFLine C.07
AT	\$2,455.00	CDFLine H.04
AT	\$250.00	CDFLine C.02

Less Reductions:

CDF	Code	Name	Amount	Details

No reductions shown