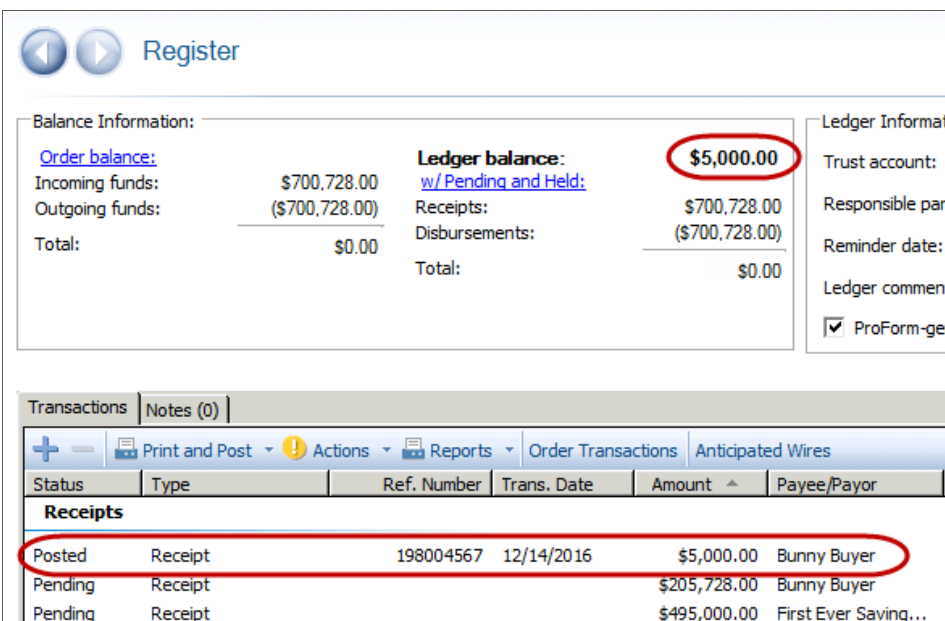


## Refunding to the Buyer and/or Seller

Follow these steps to refund all or part of the Buyer's Earnest Money Deposit (EMD) to the Buyer and/or Seller.

1. From the **Order** ribbon, click the **Register** button
2. Double-click the posted receipt for the EMD



**Register**

Balance Information:

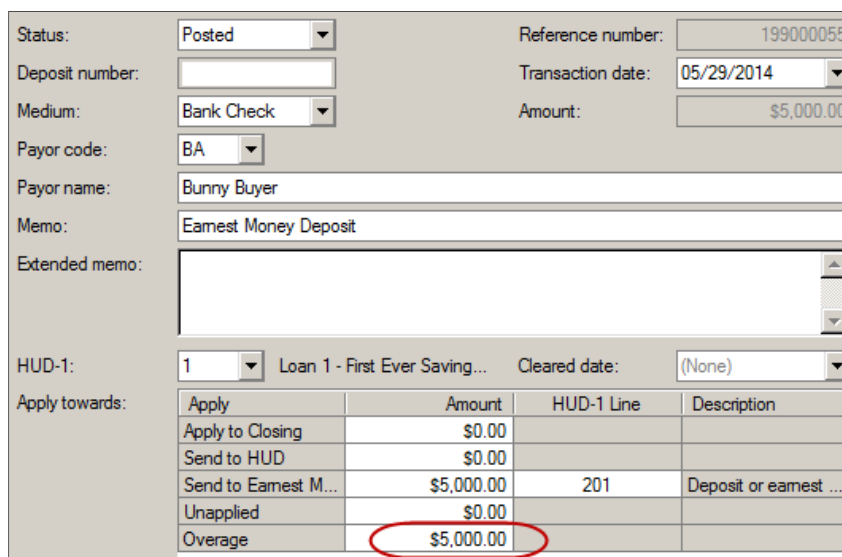
<u>Order balance:</u>		<u>Ledger balance:</u>	<b>\$5,000.00</b>
Incoming funds:	\$700,728.00	<u>w/ Pending and Held:</u>	
Outgoing funds:	(\$700,728.00)	Receipts:	\$700,728.00
Total:	\$0.00	Disbursements:	(\$700,728.00)
		Total:	\$0.00

Transactions | Notes (0)

Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor
Posted	Receipt	198004567	12/14/2016	\$5,000.00	Bunny Buyer
Pending	Receipt			\$205,728.00	Bunny Buyer
Pending	Receipt			\$495,000.00	First Ever Saving...

## Refunding **ALL** of the Earnest Money Deposit (EMD) to the Buyer **OR** Seller

- > Refunding to the Buyer
- a) In the **Apply towards > Overage** **Amount** field, enter the amount of the Earnest Money Deposit



Status: Posted Reference number: 199000055

Deposit number: Transaction date: 05/29/2014

Medium: Bank Check Amount: \$5,000.00

Payor code: BA

Payor name: Bunny Buyer

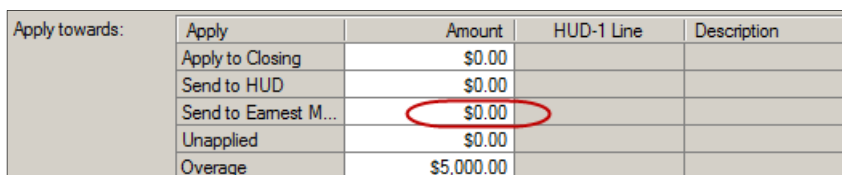
Memo: Earnest Money Deposit

Extended memo:

HUD-1: 1 Loan 1 - First Ever Saving... Cleared date: (None)

Apply towards:	Amount	HUD-1 Line	Description
Apply			
Apply to Closing	\$0.00		
Send to HUD	\$0.00		
Send to Earnest M...	\$5,000.00	201	Deposit or earnest ...
Unapplied	\$0.00		
Overage	<b>\$5,000.00</b>		

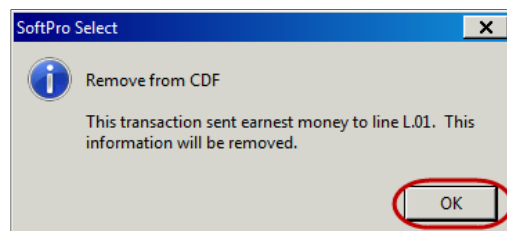
- b) In the **Send to Earnest Money** **Amount** field, overwrite the amount with 0 ; click OK



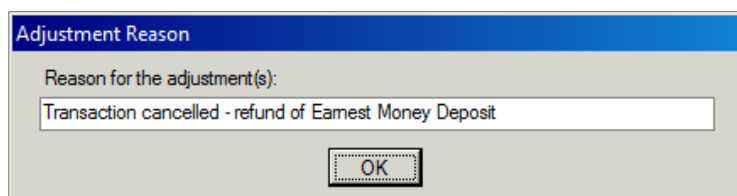
Apply towards:	Amount	HUD-1 Line	Description
Apply			
Apply to Closing	\$0.00		
Send to HUD	\$0.00		
Send to Earnest M...	<b>\$0.00</b>		
Unapplied	\$0.00		
Overage	\$5,000.00		

## Refunding to the Buyer and/or Seller

- c) From the **Remove from CDF (or HUD-1)** window, click **OK** to confirm



- d) In the **Adjustment Reason** window, enter the reason for the adjustment; click **OK**



The earnest money refund appears as a pending disbursement to the Buyer.

Transactions						
Notes (0)						
<a href="#">+</a> <a href="#">Print and Post</a> <a href="#">!</a> <a href="#">Actions</a> <a href="#">Reports</a> <a href="#">HUD-1 Amounts</a> <a href="#">Anticipated Wires</a>						
Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor	HUD-1
Pending	Check			\$320,593.42	Big City Bank	1
Pending	Check			\$120,896.37	Sam Seller	1
Pending	Check			\$18,000.00	Keller Williams Ad...	1
Pending	Check			\$5,775.00	Orange County C...	1
Pending	Check			\$150.00	Happy Homeowners	1
Pending	Check			\$5,000.00	Bunny Buyer	1
Pending	Ledger Tra...			\$6,935.00	Chelsea Title, a di...	1

### > Refunding to the Seller

- a) In the **Apply towards > Unapplied Amount** field, enter the amount of the Earnest Money Deposit

General

Draws

History

Status:

Posted

Reference number:

198004567

Deposit number:

Transaction date:

12/14/2016

Medium:

Cashier Check

Amount:

\$5,000.00

Payor code:

BA

Payor name:

Bunny Buyer

Memo:

Extended memo:

CDF/HUD-1:

1

Loan 1 - First Ever Saving...

Cleared date:

(None)

Apply towards:

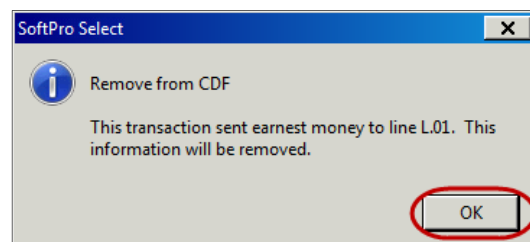
Apply	Amount	Line	Description
Apply to Closing	\$0.00		
Send to Line	\$0.00		
Send to Earnest M...	\$5,000.00	L.01	Deposit or earnest ...
Unapplied	\$5,000.00		
Overage	\$0.00		

- b) In the **Send to Earnest Money Amount** field, overwrite the amount with **0**; click **OK**

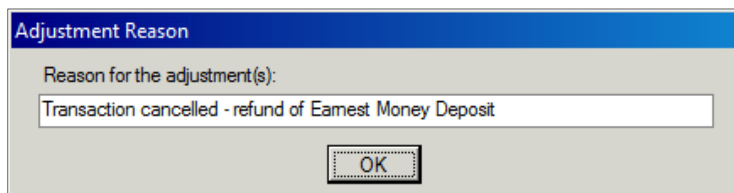
Apply towards:


Apply	Amount	Line	Description
Apply to Closing	\$0.00		
Send to Line	\$0.00		
Send to Earnest M...	\$0.00		
Unapplied	\$5,000.00		
Overage	\$0.00		

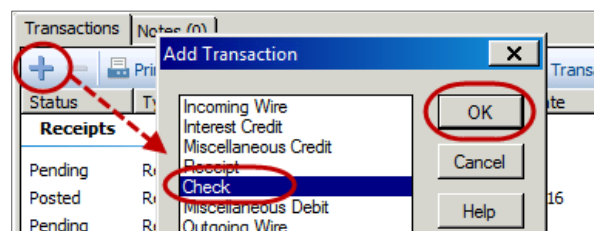
- c) From the **Remove from CDF (or HUD-1)** window, click **OK** to confirm



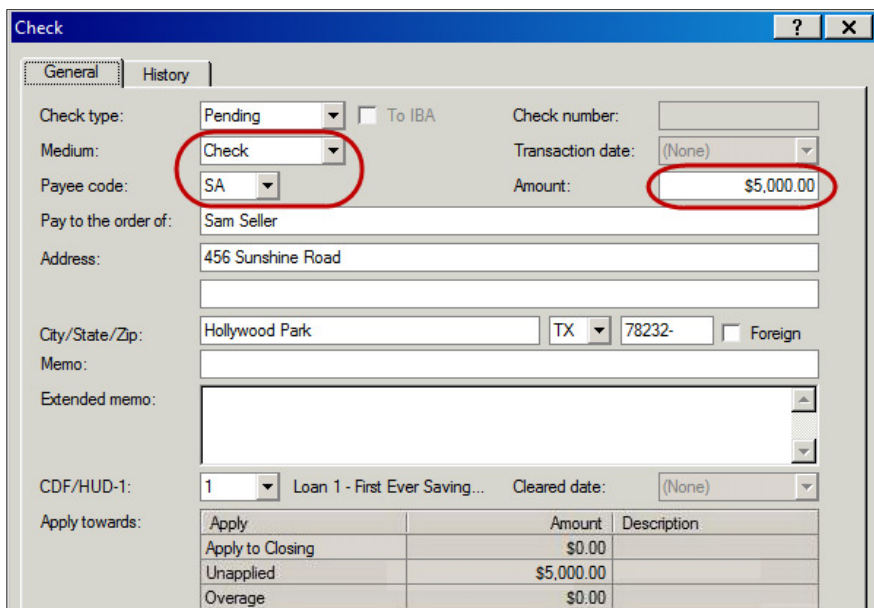
- d) In the **Adjustment Reason** window, enter the reason for the adjustment; click **OK**



- e) Click the **Add Transaction**  icon to add the disbursement to the Seller
- f) From the **Add Transaction** window, select **Check**; click **OK**



- g) From the **Check** window, select/enter,
- Medium = Check**
  - Payee code = SA**
  - Amount = amount of refund**
- h) Click **OK**



You now have a **Pending Check** to the Seller in the amount of the Earnest Money Deposit.

Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor
Pending	Receipt			\$205,728.00	Bunny Buyer
<b>Disbursements</b>					
Pending	Check			\$657,545.00	Sam Seller
Pending	Check			\$21,000.00	AC Financial, LLC
Pending	Check			\$21,000.00	Dawson and Asso...
Pending	Ledger Transfer(-)			\$1,183.00	Chicago Title of T...
Pending	Check			\$5,000.00	Sam Seller

### Splitting the Refund between the Buyer **AND** Seller

1. In the **Apply towards** grid

- Overage Amount** field, enter the amount to be refunded to the Buyer
- Unapplied Amount** field, enter the amount to be refunded to the Seller

Apply towards:	Apply	Amount	Line	Description
	Apply to Closing	\$0.00		
	Send to Line	\$0.00		
	Send to Earnest M...	\$5,000.00		for earnest ...
	Unapplied	\$3,000.00		
	Overage	\$2,000.00		

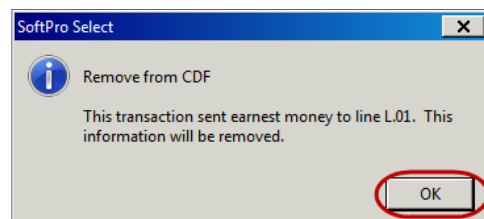
Buyer refund

Seller refund

2. In the **Send to Earnest Money Amount** field, overwrite the amount with 0 ; click **OK**

Apply towards:	Apply	Amount	Line	Description
	Apply to Closing	\$0.00		
	Send to Line	\$0.00		
	Send to Earnest M...	\$0.00		
	Unapplied	\$3,000.00		
	Overage	\$2,000.00		

3. From the **Remove from CDF (or HUD-1)** window, click **OK** to confirm



4. In the **Adjustment Reason** window, enter the reason for the adjustment; click **OK**

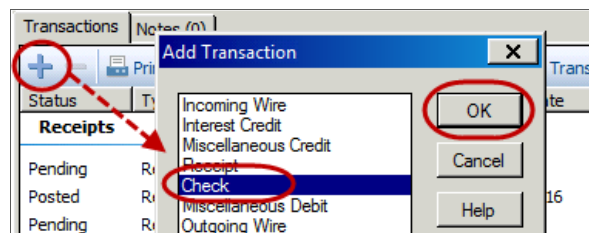
**Adjustment Reason**  
Reason for the adjustment(s):

You now have a **Pending Disbursement** to the Buyer.

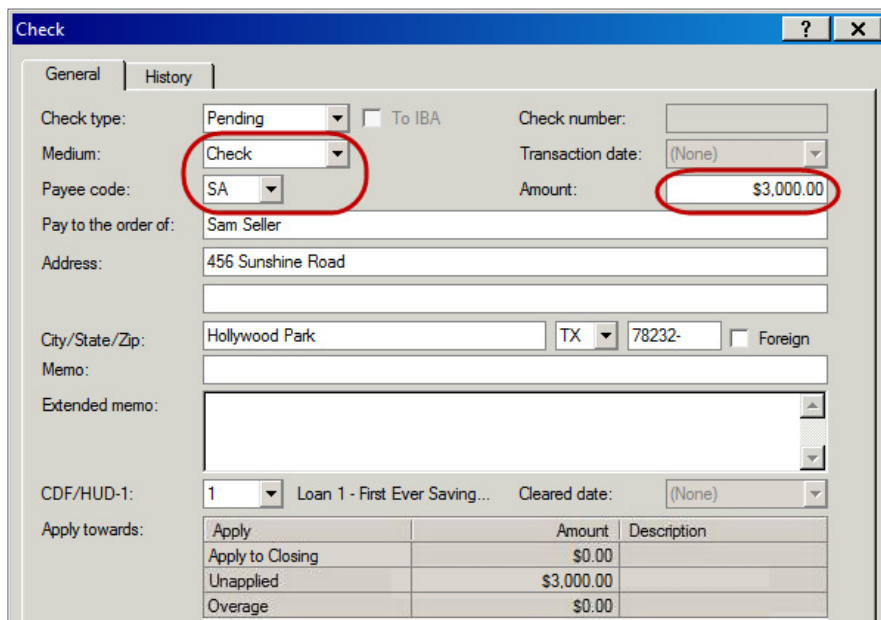
Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor
Posted	Receipt	198004567	12/14/2016	\$5,000.00	Bunny Buyer
<b>Disbursements</b>					
Pending	Check			\$657,545.00	Sam Seller
Pending	Check			\$21,000.00	AC Financial, LLC
Pending	Check			\$21,000.00	Dawson and Asso...
Pending	Check			\$2,000.00	Bunny Buyer
Pending	Ledger transfer(-)			\$1,183.00	Chicago Title of T...

To create the Seller disbursement,

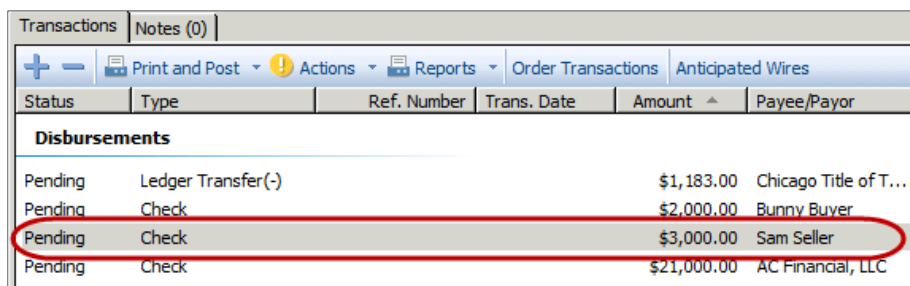
- Click the **Add Transaction**  icon
- From the **Add Transaction** window, select **Check**; click **OK**



7. From the **Check** window, select/enter,
  - a) **Medium = Check**
  - b) **Payee code = SA**
  - c) **Amount = amount of Seller's refund**
8. Click **OK**



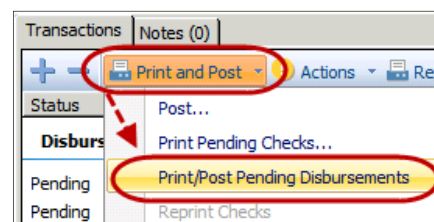
You now have a **Pending Disbursement** to the Seller.



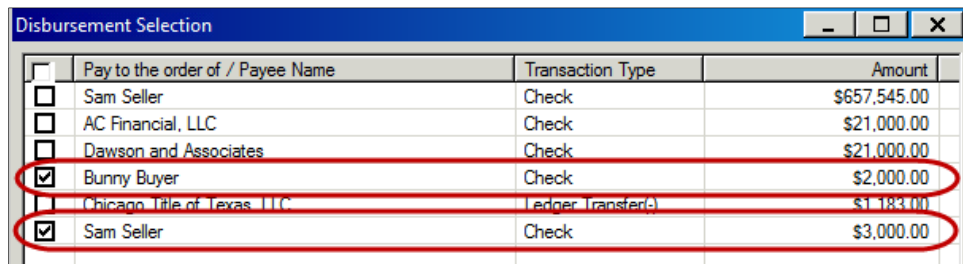
Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor
Pending	Ledger Transfer(-)			\$1,183.00	Chicago Title of T...
Pending	Check			\$2,000.00	Bunny Buyer
Pending	Check			\$3,000.00	Sam Seller
Pending	Check			\$21,000.00	AC Financial, LLC

To issue the refund(s),

3. Click the **Print and Post** button
4. Select **Print/Post Pending Disbursements**



5. Check the corresponding check box for the check(s) you are disbursing



	Pay to the order of / Payee Name	Transaction Type	Amount
<input type="checkbox"/>	Sam Seller	Check	\$657,545.00
<input type="checkbox"/>	AC Financial, LLC	Check	\$21,000.00
<input type="checkbox"/>	Dawson and Associates	Check	\$21,000.00
<input checked="" type="checkbox"/>	Bunny Buyer	Check	\$2,000.00
<input type="checkbox"/>	Chicago Title of Texas, LLC	Ledger Transfer(-)	\$1,183.00
<input checked="" type="checkbox"/>	Sam Seller	Check	\$3,000.00

6. Print the **Single Ledger Balance Report**
7. Cancel the order using the keyboard shortcut **Ctrl + Alt + X**

