Before Escrow can make changes to Escrow screens, Accounting must void any Fee Transfers. Follow these steps to void a Fee Transfer in the ProTrust Revenue Fee Ledger.

If the Transfer Fee has not been disbursed to the Operating Account:

1. In ProTrust, open the Revenue Fee Ledger (REVYYYYMM)

2. Double-click the transaction

3. In the **Status** drop-down, select **Voided**

If the Transfer Fee has been disbursed to the Operating Account:

1. You must first request a check from the Operating Account

2. When you receive the check, in ProTrust, open the Revenue Fee Ledger (REVYYYYMM)

3. Click the **Add Transaction** icon to receipt the funds into the Revenue Fee Ledger

4. Double-click the transaction

5. In the **Status** drop-down, select **Voided**

The funds are restored to the ProForm Register in the order. Escrow may now make changes to Escrow screens.