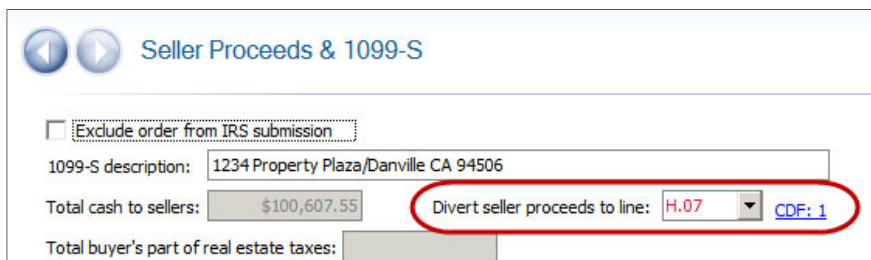
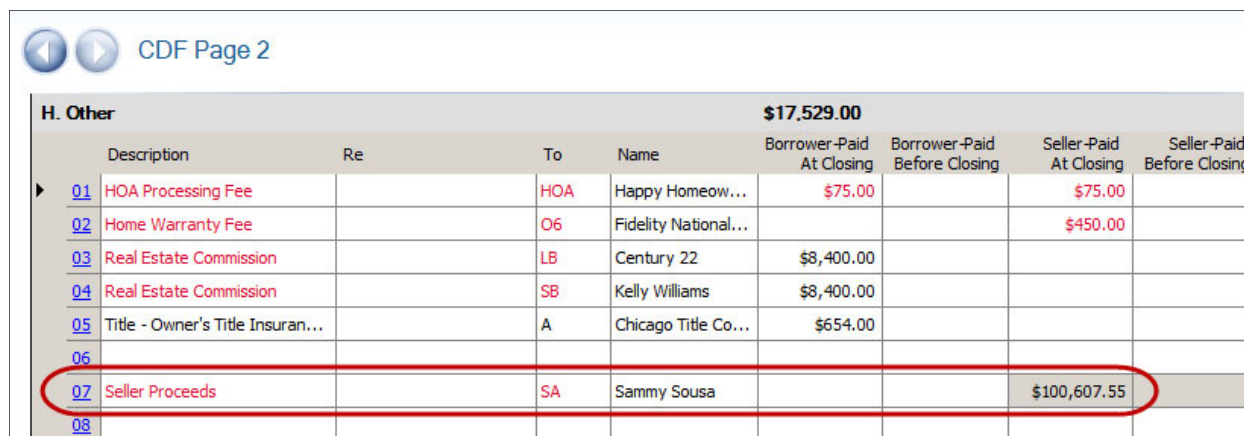


Transferring Funds from One CDF Order to another CDF Order

Follow these steps to transfer funds from a source CDF order to a destination CDF order.

In the Source Order (funds transferred from)

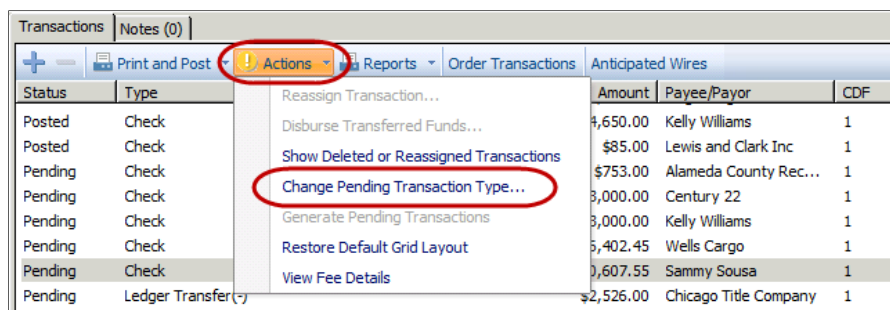
1. Balance to the Lender and receipt in the funds
2. Navigate to the **Seller Proceeds & 1099-S** screen
3. From the **Divert seller proceeds to line:** drop-down, select **Next Available Other Charge (Section H)**
4. Navigate to the **CDF Page 2** screen
5. In **Section H**, on the line showing the Seller Proceeds, enter the **Description**, and select the **To** code of **SA-All Sellers**

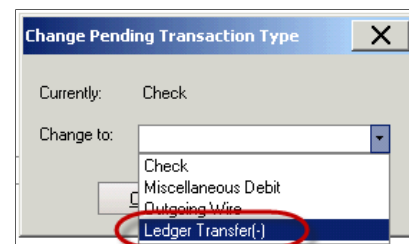
H. Other				\$17,529.00			
	Description	Re	To	Name	Borrower-Paid At Closing	Borrower-Paid Before Closing	Seller-Paid At Closing
01	HOA Processing Fee		HOA	Happy Homeow...	\$75.00		\$75.00
02	Home Warranty Fee		O6	Fidelity National...			\$450.00
03	Real Estate Commission		LB	Century 22	\$8,400.00		
04	Real Estate Commission		SB	Kelly Williams	\$8,400.00		
05	Title - Owner's Title Insuran...		A	Chicago Title Co...	\$654.00		
06							
07	Seller Proceeds		SA	Sammy Sousa			\$100,607.55
08							

IMPORTANT NOTE: Never select the **A-Settlement Agent**, or the **T-Title Company Contacts** on a file-to-file transfer. This causes the disbursement amount to be reported as revenue.

6. Navigate to the **Register**
7. Highlight the pending disbursement you want to transfer to the destination order
8. Click the **Actions** button > select **Change Pending Transaction Type**
9. In the **Change to** drop-down, select **Ledger Transfer (-)**
10. Click the **OK** button

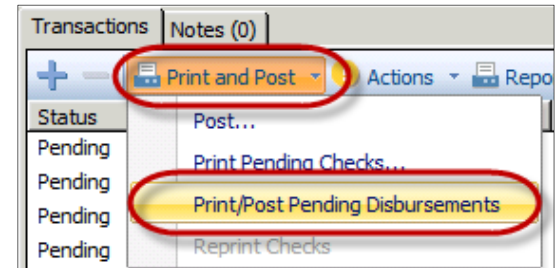


Status	Type	Amount	Payee/Payor	CDF
Posted	Check	\$1,650.00	Kelly Williams	1
Posted	Check	\$85.00	Lewis and Clark Inc	1
Pending	Check	\$753.00	Alameda County Rec...	1
Pending	Check	\$3,000.00	Century 22	1
Pending	Check	\$3,000.00	Kelly Williams	1
Pending	Check	\$5,402.45	Wells Fargo	1
Pending	Check	\$1,607.55	Sammy Sousa	1
Pending	Ledger Transfer (-)	\$2,526.00	Chicago Title Company	1

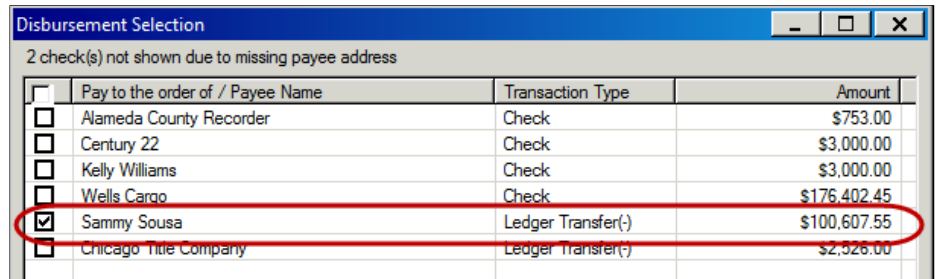


Transferring Funds from One CDF Order to another CDF Order

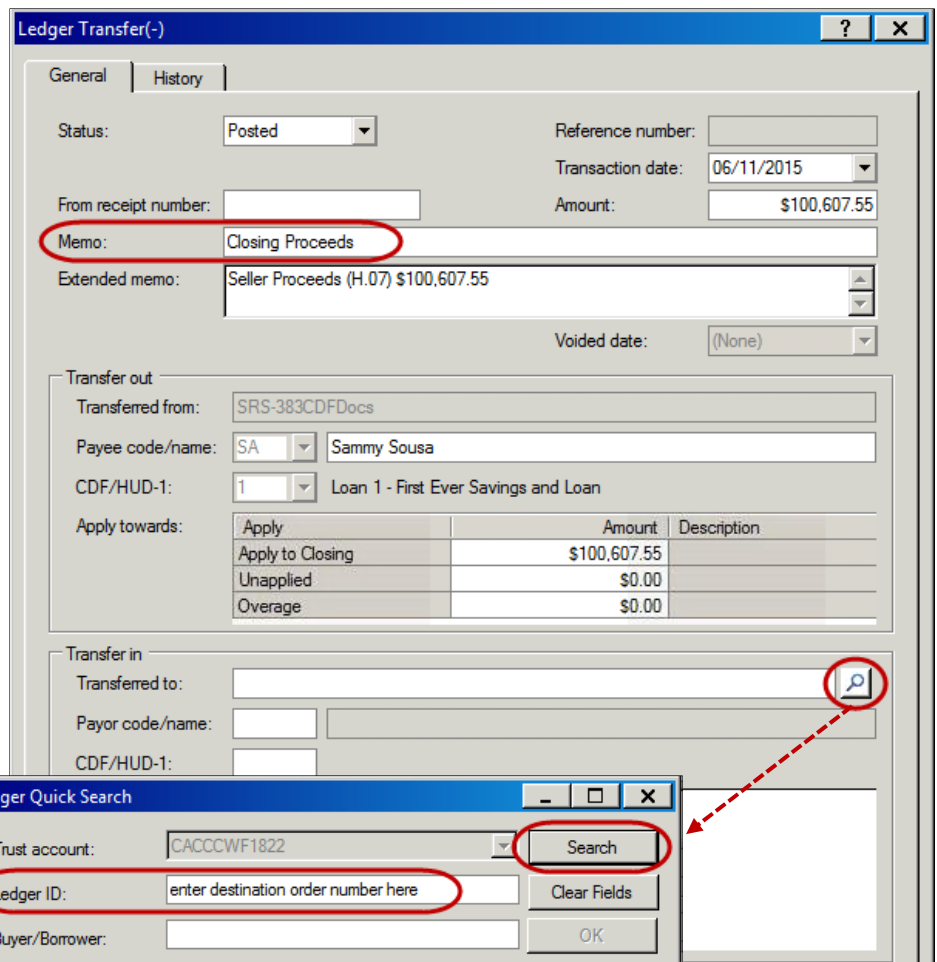
- Click the **Print and Post** button > select **Print/Post Pending Disbursements**



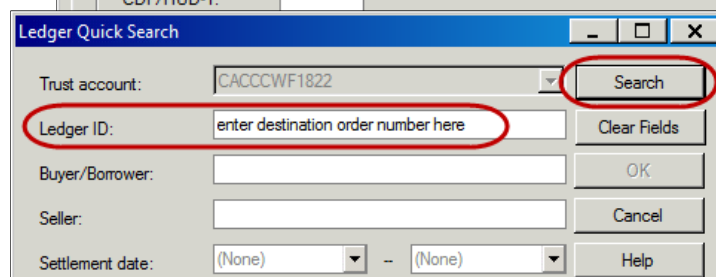
- In the **Disbursement Selection** window, check the disbursement you wish to post
- Click the **OK** button



- In the **Ledger Transfer** window, if necessary edit the **Memo** field to include a description/reason for the transfer

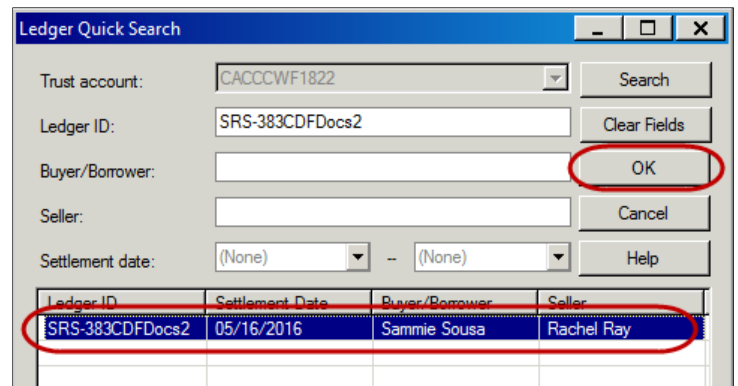


- In the **Transfer in** section, click the **Search** icon
- In the **Ledger ID** field, enter the search criteria to find the destination order
- Click the **Search** button

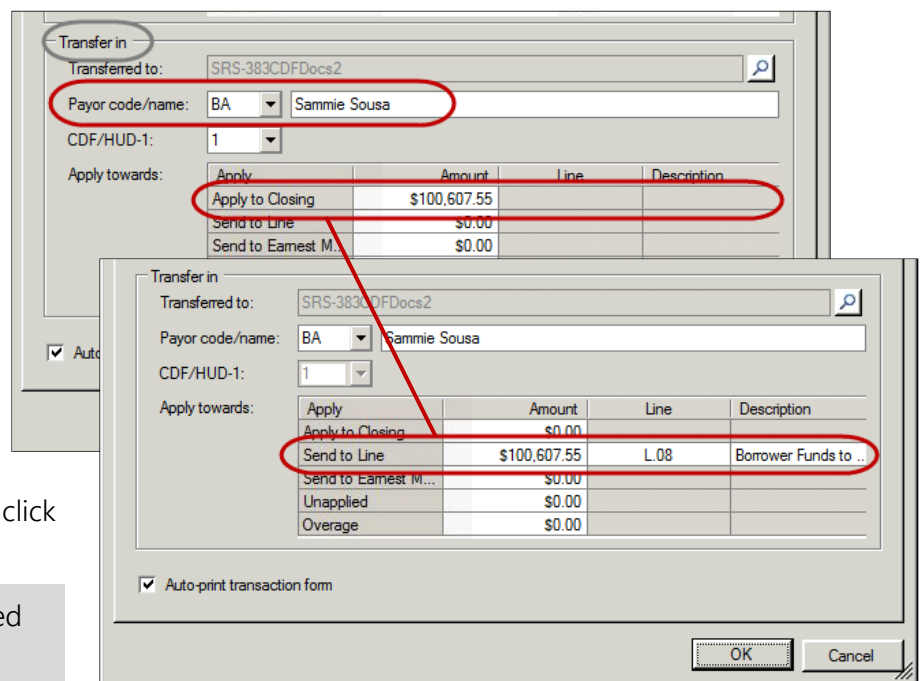


Transferring Funds from One CDF Order to another CDF Order

18. In the search results, highlight the destination order
19. Click **OK**



20. In the **Transfer in** section of the **Ledger Transfer (+)**, from the **Payor code** drop-down, select the party to show on the receipt in the destination order
21. In the **Payor name** field, enter a name if one doesn't populate
22. If you need the transferred funds to show on the CDF of the destination order, edit the **Apply towards** grid to indicate where the transferred funds should be applied, click **OK**



NOTE: Keep a copy of the system-generated transaction form in both files.

By selecting **Send to Line** in the source order, the funds show in the corresponding section in the destination order.

Closing Disclosure Form, Pages 1-5

Document 1 of 1

CDF

15		16	
L. Paid Already by or on Behalf of Buyer at Closing	\$341,857.55	N. Due from Seller at Closing	\$22,570.00
01 Deposit	\$3,250.00	01 Excess Deposit	
02 Loan Amount	\$235,500.00	02 Closing Costs Paid at Closing (J)	\$20,070.00
03 Existing Loan(s) Assumed or Taken Subject to		03 Existing Loan(s) Assumed or Taken Subject to	
04 Borrower Funds to Close	\$100,607.55	04 Payoff of First Mortgage Loan	
05 Seller Credit	\$2,500.00	05 Payoff of Second Mortgage Loan	
Other Credits		06	
06		07	
07		08 Seller Credit	\$2,500.00
Adjustments		09	