Follow the steps in the applicable section to transfer funds from a source order to a destination order. A manager or the OAC (Operations Accounting Center) is expected to run a daily report to sign-off on all file-to-file transfers.

〉 Transferring Funds Using the Settlement Statement and,

    o Showing the Transfer on the Statement

        ▪ When there is One Buyer/Seller

        ▪ When there are Multiple Buyers/Sellers

    o Not Showing the Transfer on the Statement

〉 Transferring Funds Using the Register

Key Items Before Transferring Funds

〉 Balance your order where funds are being transferred from (source order)

〉 Once funds have been posted in the source order, verify the **Order** and **Ledge**r (Register) are in balance

〉 Never select the **A-Settlement Agent**, or the **T-Title Company** Contacts on a file-to-file transfer. The disbursement amount will be erroneously reported as revenue causing Accounting to void the transaction.

Transferring Funds Using the Settlement Statement

1. Click the **Register** button

2. Make note of the Seller or Buyer/Borrower proceeds amount

Showing the Transfer on the Statement

〉 **When there is One Buyer/Seller**

1. Navigate to the **Statement Charges** screen

2. In the applicable section on the next available line, enter the,

   a) **Description**

   b) Select the corresponding **To**-code

   > **REMEMBER**: Never select the **A**-Settlement Agent, or the **T**-Title Company Contacts on a file-to-file transfer.

   c) Enter the amount to be transferred (full or partial amount of proceeds) in the applicable **[Buyer or Seller] Debit** column

3. Click the **Line** number link

4. Click the **Payees** tab

5. Check the **Separate** check box; this creates two pending disbursements to the Seller

6. Click the **Close** button

〉 **When there are Multiple Buyers/Sellers**

1. Navigate to the **Statement Charges** screen

2. In the applicable section on the next available line, enter the,

   a) **Description**

   b) Select the corresponding **To**-code (i.e., **S, S2, B, B2**)

REMEMBER: Never select the **A**-Settlement Agent, or the **T**-Title Company Contacts on a file-to-file transfer.

c) Enter the amount to be transferred to each individual in the applicable **[Buyer or Seller] Debit** column

3. Click the **Line** number link

4. Click **Payors** tab

5. Update the **Code** to the applicable Contact Code (i.e., **S**, **S2, S3,** etc.)

6. Click the **Payees** tab

7. Check the **Separate** check box

8. Click the **Close** button

Not Showing the Transfer on the Statement

1. Navigate to the **Statement Charges** screen

2. Click the **Balance Due to Seller** link (bottom of page)

3. Click the **Payees** tab

4. Overwrite the **Amount** with the amount of the transfer; this automatically creates a second entry for the balance

Balance Due To/From Seller
Charges for Line 01

	Description	Re	To
▶ 1	Balance due to Seller		

Details | Payors | **Payees**

	Code	Name	%	Amount	Deducted	Held	Separate
▶	S	Sells-A-Lot, LLC	100.00	$6,984,400.00	☐	☐	☐

Details | Payors | **Payees**

Code	Name	%	Amount	Deducted	Held	Separate
S	Sells-A-Lot, LLC	42.95	$3,000,000.00	☐	☐	☐
▶ S	Sells-A-Lot, LLC	57.05	$3,984,400.00	☐	☐	☐

If entering a second transfer,

» overwrite the balance entry with the second transfer creating a new balance entry

Details | Payors | **Payees**

Code	Name	%	Amount	Deducted	Held	Separate
S	Sells-A-Lot, LLC	42.95	$3,000,000.00	☐	☐	☑
▶ S	Sells-A-Lot, LLC	14.31	$1,000,000.00	☐	☐	☑
S	Sells-A-Lot, LLC	42.74	$2,984,400.00	☐	☐	☐

NOTE: If additional Sellers, select the corresponding **Code**.

Details | Payors | **Payees**

	Code	Name	%	Amount	Deducted	Held	Separate
▶	S	Sells-A-Lot, LLC	57.27	$2,000,000.00	☐	☐	☑
	S2	Blue Jacket Corporation	71.58	$2,500,000.00	☐	☐	☑
	S	Sells-A-Lot, LLC	42.73	$1,492,200.00	☐	☐	☑
	S2	Blue Jacket Corporation	28.42	$992,200.00	☐	☐	☑

5. Check the **Separate** check box for each of the manually created entries

The Register reflects the disbursements entered on the **Statement Charges** screen.

6. Navigate to the **Register**

7. Highlight the pending disbursement you wish to transfer to the destination order

8. Click the **Actions** button and select **Change Pending Transaction Type**

9. From the **Change to** drop-down, select **Ledger Transfer (-)**

10. Click the **OK** button

Transactions | Notes (0)

➕ ➖ | 🖨 Print and Post ▾ | ⚠ Actions ▾ | 📊 Reports ▾ | Order Transactions | Anticipated Wires | 🗐 Options

	Ref. Number	Trans. Date	Amount	Code	Payee/Payor
			$6,500,000.00	L	First Ever Savings and Loan
		08/05/2025	$11,500,250.00	B	Buys-A-Lot, Inc
			$250,000.00	LB	Century 22
					Wells Cargo
					Sells-A-Lot, LLC
Pending	Outgoing Wire				Re/Max 4 Ever
Pending	Outgoing Wire				Buys-A-Lot, Inc
Pending	Outgoing Wire				Fidelity National Title Ins Co

Actions menu:
- Reassign Transaction...
- Disburse Transferred Funds...
- Show Deleted or Reassigned Transactions
- **Change Pending Transaction Type...**
- Generate Pending Transactions
- Restore Default Grid Layout
- View Fee Details

Change Pending Transaction Type ✕

Currently: Outgoing Wire

Change to: Ledger Transfer(-) ▾

[OK] [Cancel] [Help]
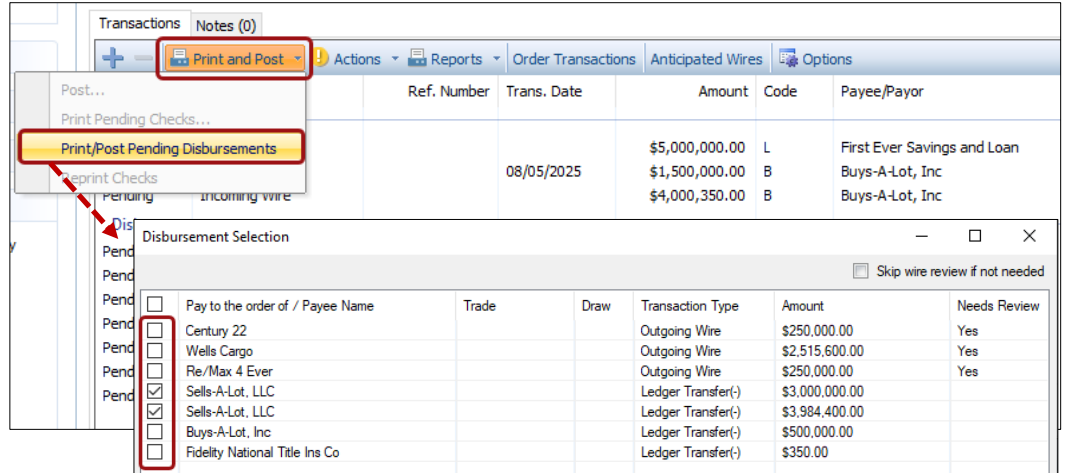
11. Complete the transfer

   » If required by your operation, complete and submit the Funds – File-to-File Transfer FORM to Accounting to complete the transfer

   -Or-

   » If permitted, continue to next steps to post the Ledger Transfer

12. From the **Register**, click the **Print and Post** button

13. Select **Print/Post Pending Disbursements**

14. Check the corresponding check box for the appropriate **Ledger Transfer(s)**; click **OK**

15. In the **Transfer in** section

   a) **Transferred to** field, enter the order number the money is being sent to (destination order)

   b) **Payor code/Name** = Contact receiving the funds (in the destination order); this may **not** be the same payor code as the **Transfer out Payor code/name**

   c) **Apply to Closing** = amount to be transferred

16. Click the **OK** button

17. Review the destination order to confirm the **Receipts** show the **Posted Ledger Transfer**

Transferring Funds Using the Register

This process is more commonly used when a Buyer sends closing funds for multiple orders in one wire.

In the source order (funds transferred from),

1. Balance your order

2. Once funds have been posted, navigate to the **Register**

3. Double-click the **Posted Receipt** or **Pending Disbursement**

4. In the **Apply towards** grid > **Apply to Closing** field, enter the amount equal to the closing funds needed (or funding required) from the Buyer, Lender, or other contact providing funding

5. In the **Unapplied** field, enter the balance of funds received (sum total of amount being transferred)

6. Click the **OK** button
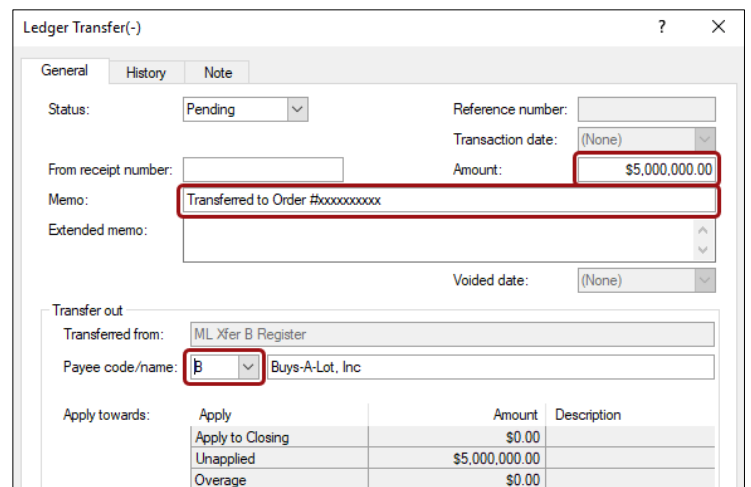
This creates an out of balance Ledger for the same amount entered in the **Unapplied** field.

7. Click the **Add Transaction** + icon

8. From the **Add Transaction** window, highlight **Ledger Transfer(-)**; click **OK**

9. In the **Amount** field, enter amount equal to the funds needed for your destination order (closing funds or funding amount)

10. In the **Memo** field, enter *Funds transferred to Order [destination order number]*

11. From the **Payee code/name** drop-down, select the same Contact code used when funds were receipted in your source order

12. Click the **OK** button

13. Repeat **steps 7-12** until funds are fully applied to the secondary orders and you are no longer out of balance

The **Register** shows **Pending Ledger Transfers(-)** for the corresponding secondary funding amounts.

14. Complete the transfer

   » If required by your operation, complete and submit the [Funds – File-to-File Transfer FORM](#) to Accounting to complete the transfer
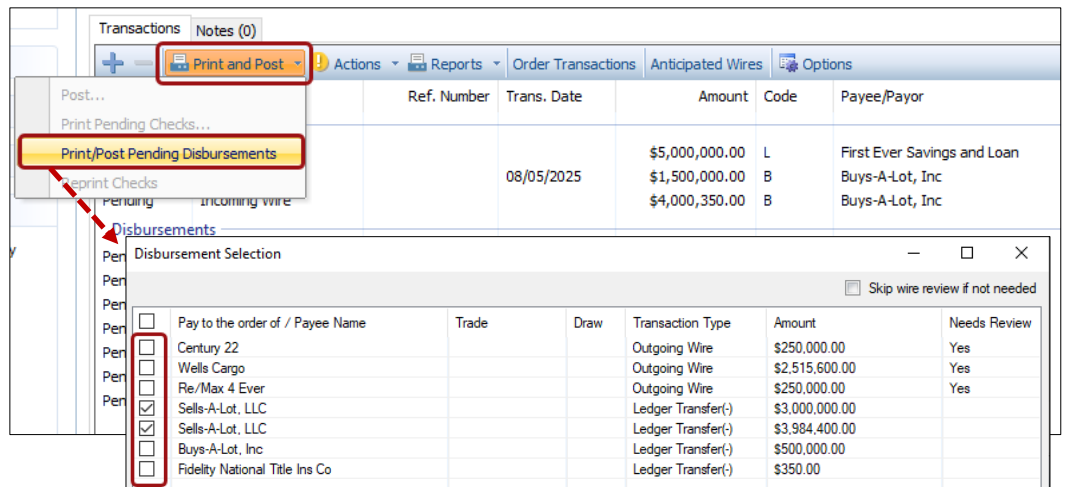
   -Or-

   » If permitted, continue to next steps to post the Ledger Transfer

15. From the **Register**, click the **Print and Post** button

16. Select **Print/Post Pending Disbursements**

17. Check the corresponding check box for the appropriate **Ledger Transfer(s)**; click **OK**
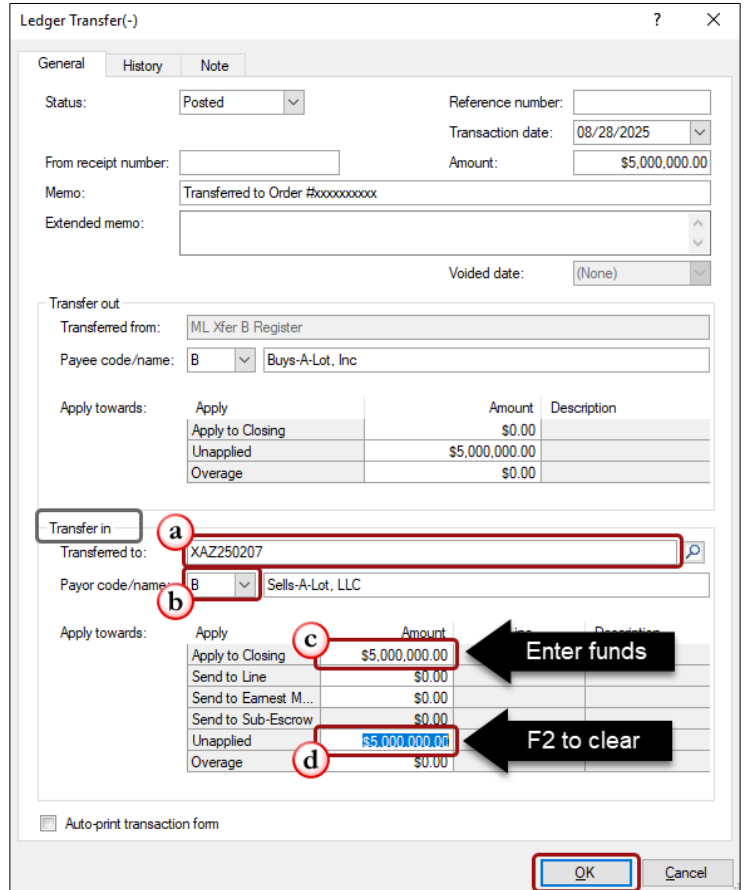
18. In the **Transferred in** section

    » **Transferred to** field, enter the order number the money is being sent to (destination order)

    » **Payor code/Name** = Contact receiving the funds (in the destination order)

    » Enter the funds in the **Apply to Closing** line

    » Press the **F2** key in the **Unapplied** field to clear the amount

19. Click the **OK** button