

Follow these steps to process non-applicable funds (i.e., extension fee) on a Commercial Settlement Statement.

1. Navigate to the **Statement Charges** screen
2. In the **Total Consideration** section, on an available blank line, enter/select the,
  - a. **Description** = *Additional Non-Applicable Funds*
  - b. **C/D** check box = checked
  - c. **Buyer Debit** = amount to be released

Statement Charges

Buyers: Cash Cow Casino, LLC

Sellers: Aztec Inn Casino, LP, a...

Transaction Type: Purchase

Order Status: InProcess

Total Consideration						\$3,525,000.00	\$3,325,872.30	\$275,000.00	\$3,525,000.00	
	Description	Re	To	Name	C/D	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit	Itemize
01	Purchase Price				<input checked="" type="checkbox"/>	\$3,500,000.00			\$3,500,000.00	<input type="checkbox"/>
02	Principal Amount of New Loan				<input type="checkbox"/>		\$1,500,000.00			<input type="checkbox"/>
03	EMD				<input type="checkbox"/>		\$250,000.00			<input type="checkbox"/>
04					<input type="checkbox"/>		\$500,000.00			<input type="checkbox"/>
05	Additional Deposit		BA	Cash Cow Casino, ...	<input type="checkbox"/>		\$100,000.00			<input type="checkbox"/>
06	Buyer Closing Funds				<input type="checkbox"/>		\$975,872.30			<input type="checkbox"/>
07	Early Release of Funds		SA	11-222 and Joelle ...	<input type="checkbox"/>			\$250,000.00		<input type="checkbox"/>
08	Additional Non Applicable Funds				<input checked="" type="checkbox"/>	\$25,000.00			\$25,000.00	<input type="checkbox"/>
09					<input type="checkbox"/>					<input type="checkbox"/>

3. On the next blank line, enter/select the,
  - a. **Description** = *Release of Non-Applicable Funds*
  - b. **To** = **SA**-All Sellers
  - c. **Seller Debit** = amount to be released

07	Early Release of Funds		SA	11-222 and Joelle ...	<input type="checkbox"/>			\$250,000.00		<input type="checkbox"/>
08	Additional Non Applicable Funds				<input checked="" type="checkbox"/>	\$25,000.00			\$25,000.00	<input type="checkbox"/>
09	Release Non Applicable Funds to Seller		SA	11-222 and Joelle ...	<input type="checkbox"/>			\$25,000.00		<input type="checkbox"/>

### Allocating Funds for Multiple Sellers

If the released funds need to be allocated to multiple sellers, once **step 3(a-c)** is completed,

4. Click the **Line number** link

07	Early Release of Funds		SA	11-222 and Joelle ...	<input type="checkbox"/>			\$250,000.00		<input type="checkbox"/>
08	Additional Non Applicable Funds				<input checked="" type="checkbox"/>	\$25,000.00			\$25,000.00	<input type="checkbox"/>
09	Release Non Applicable Funds to Seller		SA	11-222 and Joelle ...	<input type="checkbox"/>				\$25,000.00	<input type="checkbox"/>

5. Click the **Payors** tab
6. Overwrite the **Amount** on the first line to show the amount the first seller is to receive; this populates the next line with the balance
7. From the **Code** drop-down, select the **Seller Contact** to receive the funds

**Total Consideration**  
**Charges for Line 09**

Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
1 Release Non Applicable Funds to Seller		SA			\$25,000.00	

Detail **Payors** Payees

Code	Name	Amount	POC	Disburse POC	For	Process As	Bill Code
S	11-222	\$15,000.00	<input type="checkbox"/>	<input type="checkbox"/>	S		
S2	Joelle Enterprises, Inc.	\$10,000.00	<input type="checkbox"/>	<input type="checkbox"/>	S2		

8. Repeat **steps 6-7** for each Seller to receive funds
9. Click the **Payees** tab
10. Repeat **steps 6-7** for each Seller receiving funds entering the same amount entered on the **Payors** tab for the corresponding Code
11. Click the **Separate** check box for each entry

**Total Consideration**  
**Charges for Line 09**

Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
1 Release Non Applicable Funds to Seller		SA			\$25,000.00	

Details Payor **Payees**

Code	Name	%	Amount	Deducted	Held	Separate	Bill Code	Invoice #	Description
S	11-222	60.00	\$15,000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
S2	Joelle Enterprises, Inc.	40.00	\$10,000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
*				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

12. Click the **Close** button