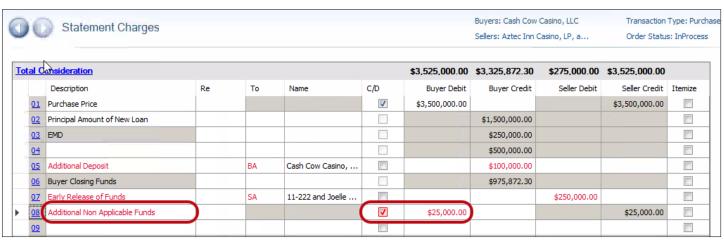


### COMMERCIAL: FUNDS - NV - NCS FNT LAS VEGAS

### **Processing Non-Applicable Funds**

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



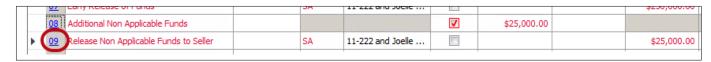
- 3. On the next blank line, enter/select the,
  - a. Description = Release of Non-Applicable Funds
  - b. **To** = **SA**-All Sellers
  - c. Seller Debit = amount to be released



#### **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



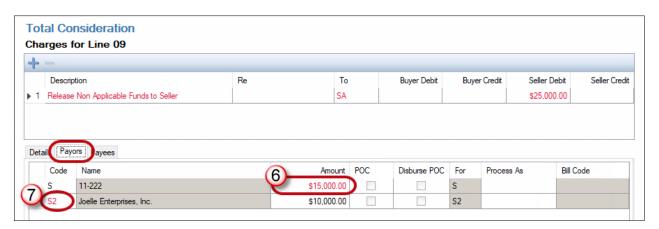
- 5. Click the Payors tab
- 6. Overwrite the **Amount** on the first line to show the amount the first seller is to receive; this populates the next line with the balance
- 7. From the **Code** drop-down, select the **Seller Contact** to receive the funds

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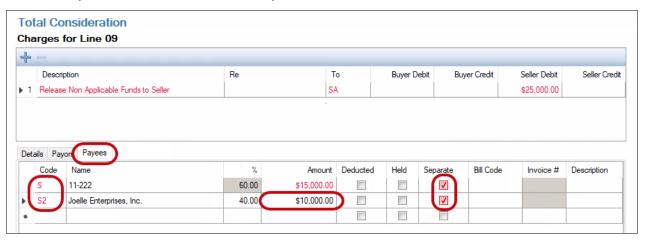


## COMMERCIAL: FUNDS - NV - NCS FNT LAS VEGAS

# **Processing Non-Applicable Funds**



- 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



12. Click the Close button

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