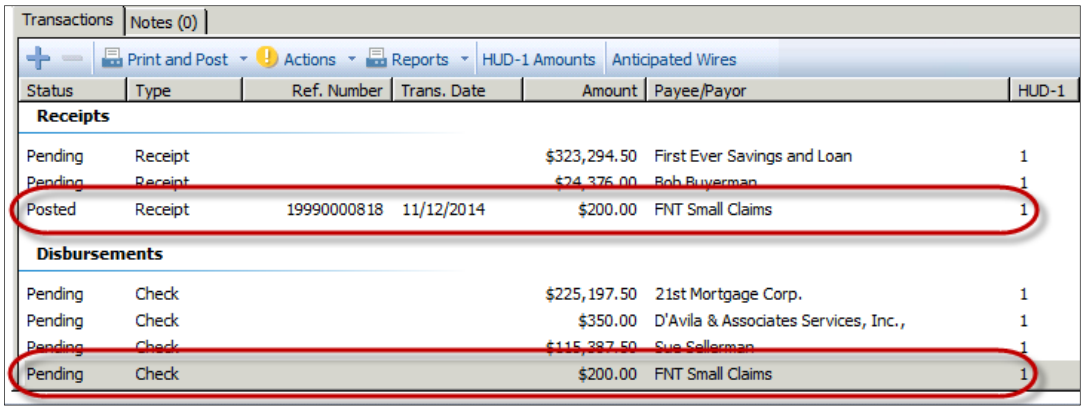
Creating Disbursements on the CDF to the HOA & Back to the OAC

After Escrow Administration receipts in the HOA Estoppel funds, follow these steps to create a disbursement to the HOA and a fee transfer to pay back funds advanced by the Company to pay the HOA.

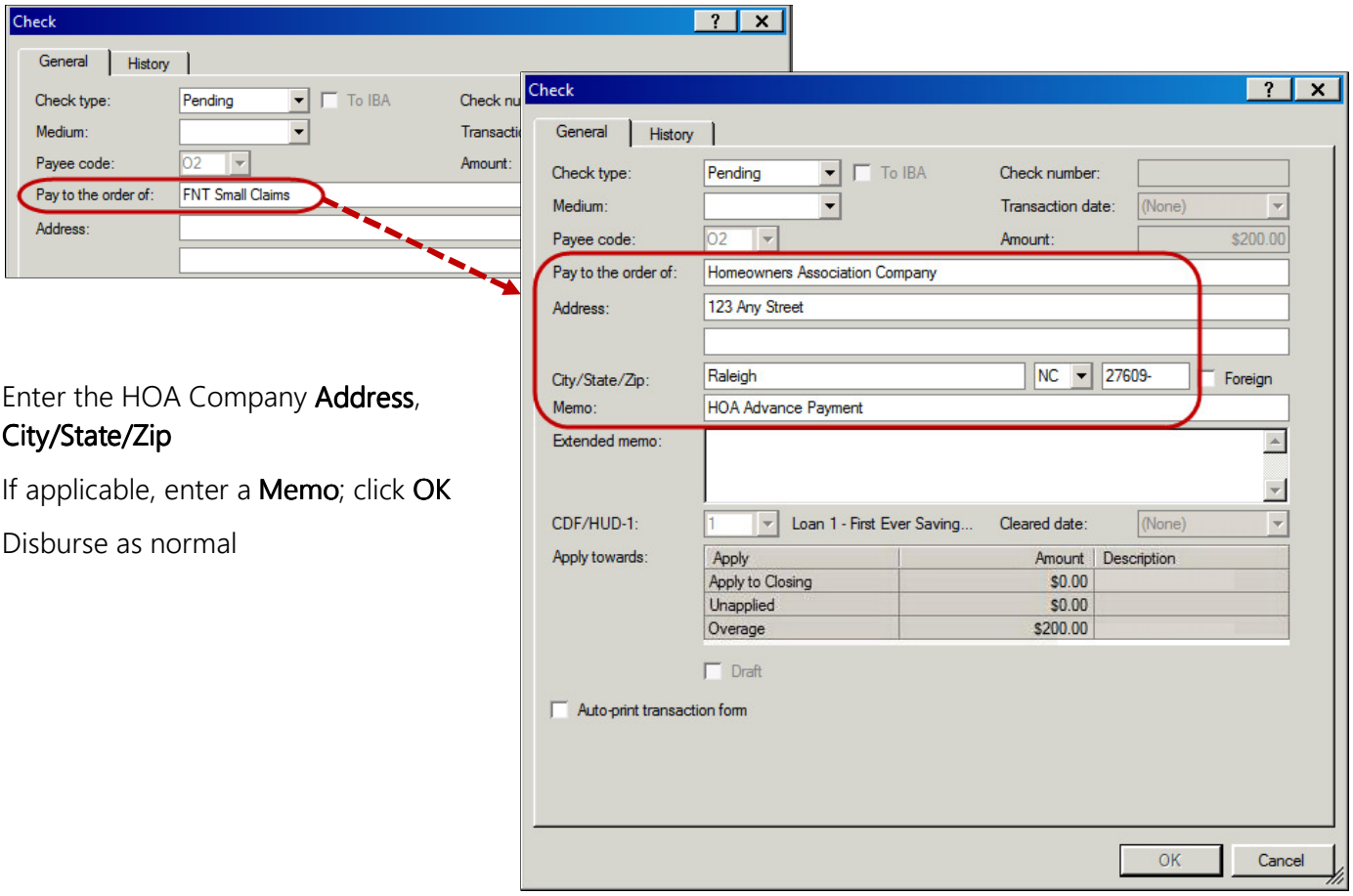
Disbursing the Advanced HOA Fee

1. In the **Register**, verify Escrow Administration has posted a receipt for the advanced HOA fees



This creates a corresponding pending disbursement (in our example the disbursement is to FNT Small Claims).

2. Double click on the disbursement to FNT Small Claims
3. In the **Pay to the order of** field, overwrite the entry with the HOA Company name



4. Enter the HOA Company **Address**, **City/State/Zip**
5. If applicable, enter a **Memo**; click **OK**
6. Disburse as normal

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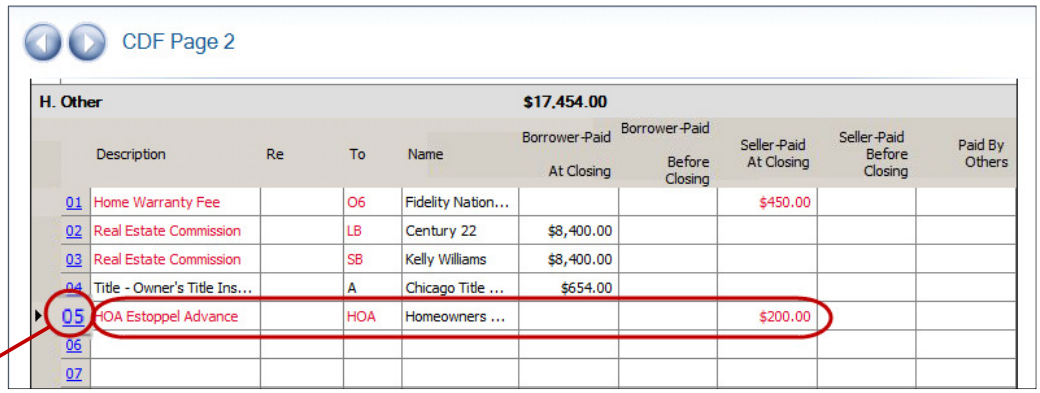
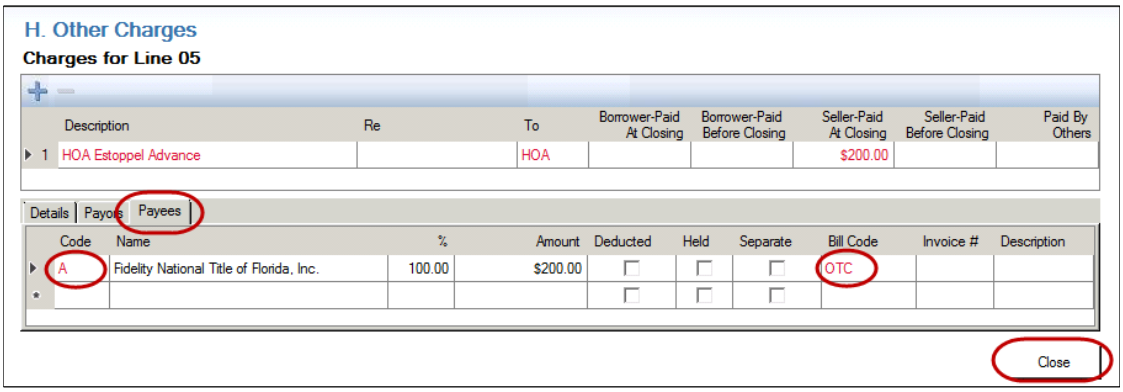
Creating Disbursements on the CDF to the HOA & Back to the OAC

Reimbursing the Advanced HOA Fee through the CDF

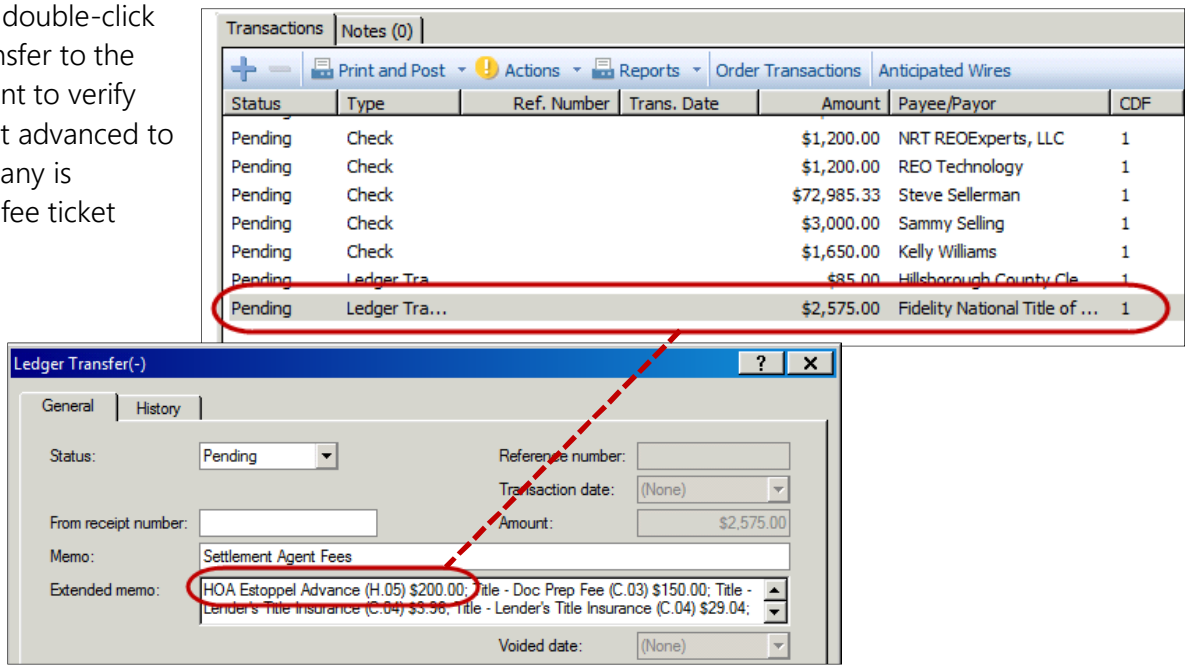
7. Navigate to the **CDF Page 2** screen
8. Highlight an available line in **Other Charges (Section H)**; create a disbursement to the HOA Company equal to the amount advanced by Escrow Administration
9. Click the Line number link



10. Click the **Payees** tab
11. In the **Code** field, select **A**-Settlement Agent
12. In the **Bill Code** drop-down, select the **OTC**-Other Advance Charges (for HOA Estoppels), click the **Close** button



13. In the Register, double-click the Ledger Transfer to the Settlement Agent to verify that the amount advanced to the HOA Company is included in the fee ticket



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