

Holding and Releasing a Disbursement

Follow these steps to mark a disbursement transaction as held and remove the hold when the disbursement is ready to be released.

Holding a Disbursement

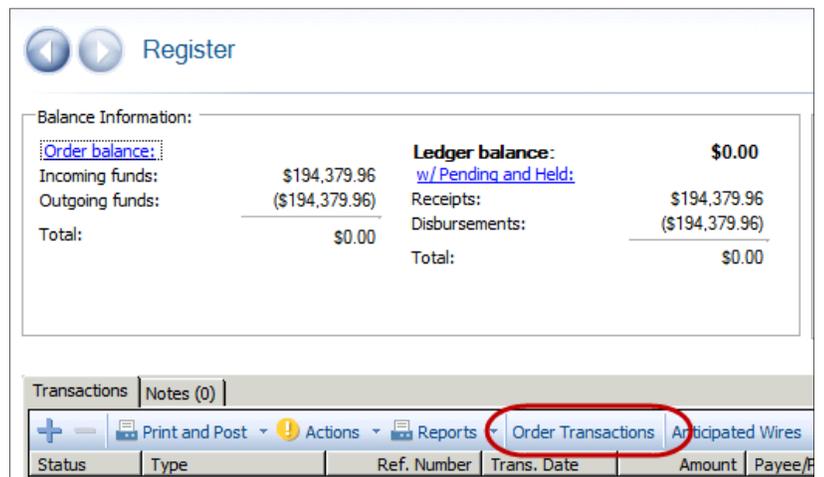
1. Open the **Order Transactions** screen by navigating to either:

› The **Closing** section > **Order Transactions** screen

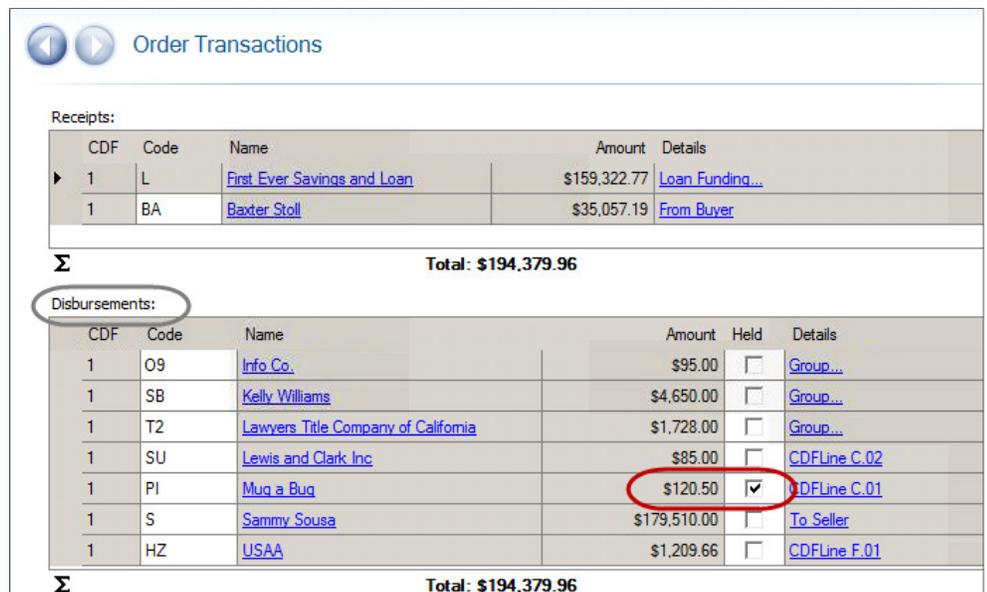


-OR-

› The **Register** screen and clicking the **Order Transactions** button



2. Click the **Held** check box next to the disbursement you want to hold



NOTE: Non-check transactions (e.g., ledger transfers or outgoing wires) cannot be held even when the **Held** check box is checked.

Holding and Releasing a Disbursement

The disbursement appears on the Register with a **Held** status.

Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor
Receipts					
Pending	Receipt			\$35,057.19	Baxter Stoll
Pending	Receipt			\$159,322.77	First Ever Savings and Loan
Disbursements					
Pending	Check			\$85.00	Lewis and Clark Inc
Pending	Check			\$95.00	Info Co.
Held	Check			\$120.50	Mug a Bug
Pending	Check			\$150.00	Happy Homeowners

Releasing a Held Disbursement

1. Navigate to the **Order Transactions** screen (using one of the methods above)
2. Uncheck the **Held** check box next to the disbursement you want to release

CDF	Code	Name	Amount	Held	Details
1	O9	Info Co.	\$95.00	<input type="checkbox"/>	Group...
1	SB	Kelly Williams	\$4,650.00	<input type="checkbox"/>	Group...
1	T2	Lawyers Title Company of California	\$1,728.00	<input type="checkbox"/>	Group...
1	SU	Lewis and Clark Inc	\$85.00	<input type="checkbox"/>	CDFLine C.02
1	PI	Mug a Bug	\$120.50	<input checked="" type="checkbox"/>	CDFLine C.01

CDF	Code	Name	Amount	Held	Details
1	O9	Info Co.	\$95.00	<input type="checkbox"/>	Group...
1	SB	Kelly Williams	\$4,650.00	<input type="checkbox"/>	Group...
1	T2	Lawyers Title Company of California	\$1,728.00	<input type="checkbox"/>	Group...
1	SU	Lewis and Clark Inc	\$85.00	<input type="checkbox"/>	CDFLine C.02
1	PI	Mug a Bug	\$120.50	<input type="checkbox"/>	CDFLine C.01
1	S	Sammy Sousa	\$179,510.00	<input type="checkbox"/>	To Seller
1	HZ	USAA	\$1,209.66	<input type="checkbox"/>	CDFLine F.01

The disbursement appears on the Register in a **Pending** status and is ready to be disbursed.

Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor
Disbursements					
Pending	Check			\$85.00	Lewis and Clark Inc
Pending	Check			\$95.00	Info Co.
Pending	Check			\$120.50	Mug a Bug
Pending	Check			\$150.00	Happy Homeowners