

## 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.

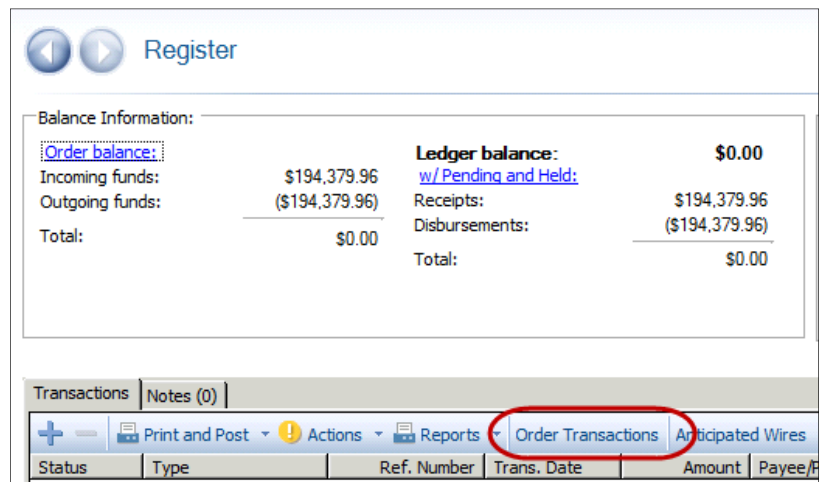
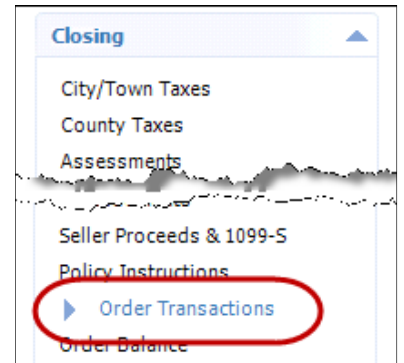
### Holding a Disbursement

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

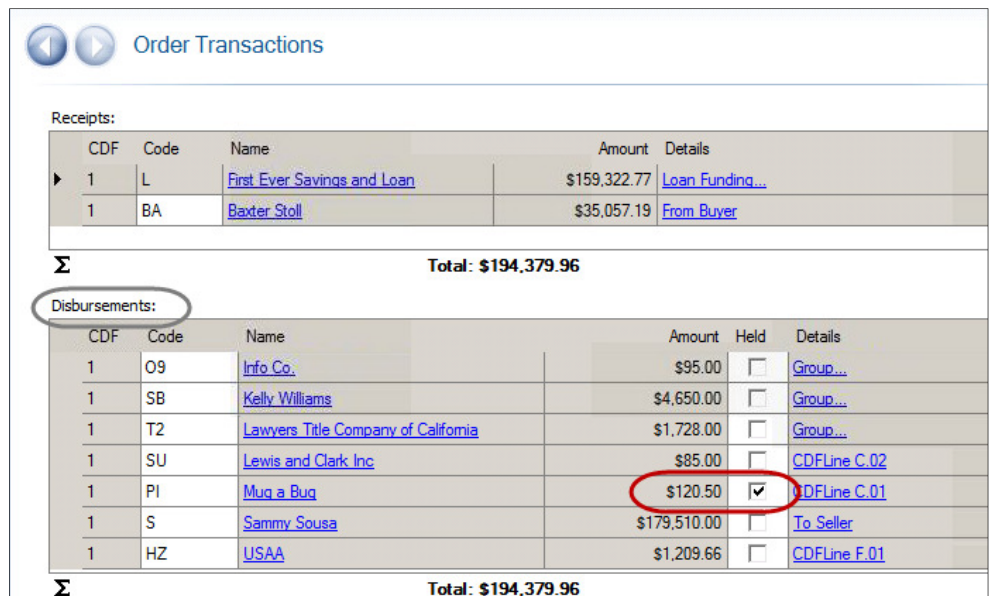
› The **Closing** section > **Order Transactions** screen

-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.

Transactions		Notes (0)				
<div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div>Print and Post</div><div>Actions</div><div>Reports</div><div>Order Transactions</div><div>Anticipated Wires</div></div></div></div>						
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

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

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

Transactions		Notes (0)				
<div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div>+</div><div>-</div></div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div>Print and Post</div><div>!</div><div>Actions</div><div>Reports</div><div>Order Transactions</div><div>Anticipated Wires</div></div></div></div>						
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	