

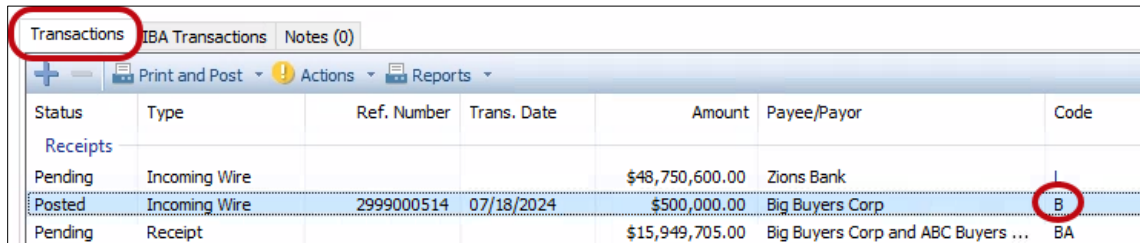
## Processing Withdrawals/Bank Charges or Closing an IBA

Follow these steps to process partial withdrawals, bank charges or close out an Interest Bearing Account (IBA).


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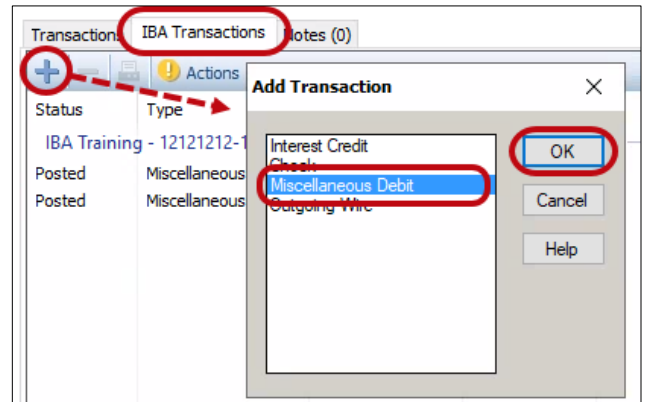
### Processing a Partial Withdrawal

1. Open the **Ledger** of the applicable order
2. From the **Transactions** tab, make note of the **Code** for the **Posted Incoming Wire** or **Receipt** used to open the IBA



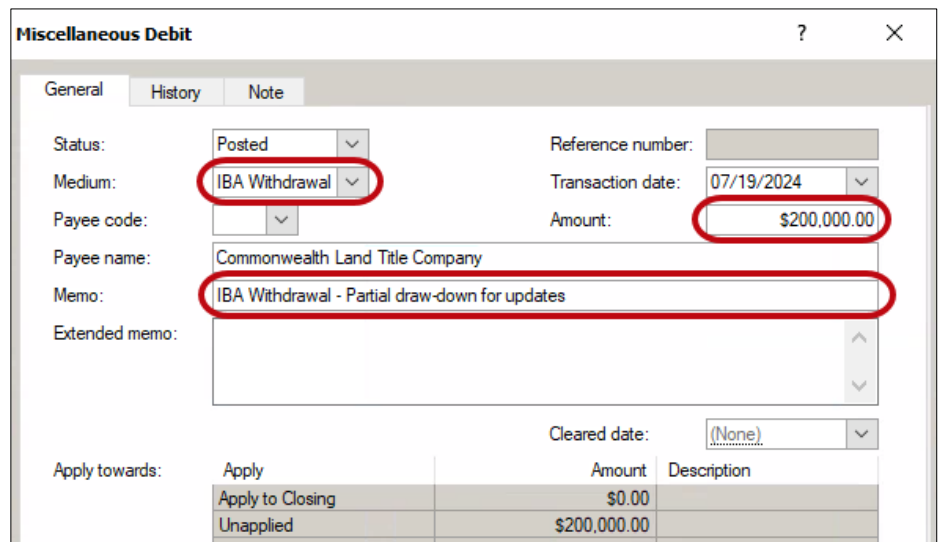
Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor	Code
Pending	Incoming Wire			\$48,750,600.00	Zions Bank	
Posted	Incoming Wire	2999000514	07/18/2024	\$500,000.00	Big Buyers Corp	B
Pending	Receipt			\$15,949,705.00	Big Buyers Corp and ABC Buyers ...	BA

3. Click the **IBA Transactions** tab
4. Click the **Add Transaction**  icon
5. From the **Add Transactions** window, select **Miscellaneous Debit**; click **OK**



6. From the **Miscellaneous Debit** window setup the **debit from** the IBA,

- a) **Medium** - select **IBA Withdrawal**
- b) **Amount** - enter amount to be withdrawn
- c) **Memo** – overwrite defaulted verbiage if needed
- d) Click the **OK** button



## Processing Withdrawals/Bank Charges or Closing an IBA

The **Miscellaneous Credit** window opens. This allows you to setup the **credit to** that places funds back into the Trust account and appears on the **Transactions** tab.

7. From the **Miscellaneous Credit** window,

- Medium** – select **IBA Withdrawal**
- Payor code** – select the code noted in **step 2**
- Amount** – populates with the debit amount from **step 6b**
- Memo** – overwrite default verbiage if needed
- Apply towards** grid
  - Apply to Closing** – enter the amount
  - Unapplied** – Press the **F2** key to update to **\$0.00**
- Click **OK**

**Miscellaneous Credit**

General | Draws | History | Note

Status: Posted | Reference number: | Transaction date: 07/19/2024 | Amount: \$200,000.00

Medium: IBA Withdrawal | Payor code: B | For: Buyer | Payor name: Big Buyers Corp

Memo: IBA principal and interest - Partial draw-down for updates

Extended memo:

Property: | Cleared date: (None)

Apply towards:	Amount	Line	Description
Apply to Closing	\$200,000.00		
Send to Line	\$0.00		
Send to Earnest M...	\$0.00		
Send to Sub-Escrow	\$0.00		
Unapplied	\$0.00		
Overage	\$0.00		

☐ Auto-print transaction form

OK Cancel

8. Verify the **w/Held & Pending** amount shows as **\$0.00**

**Ledger information**

Ledger balance: \$200,000.00 | w/ Pending: \$200,000.00 | **w/Held & Pending: \$0.00** | IBA balance: \$500,000.00

Trust account: XTraining | Training Profiles only | Ledger type: Order | Responsible party:

Ledger ID: XTR24-02070 | 3-way recon. type: Guaranty | Reminder date:

Ledger comment:

☐ Locked

**Order information**

Buyer/Borrower: Big Buyers Corp | Seller: Sellers Unlimited

Property Address: 123 Corporate Way | Lender: Zions Bank

City/State/Zip: Irvine CA 92602- | Foreign: ☐ | Loan number:

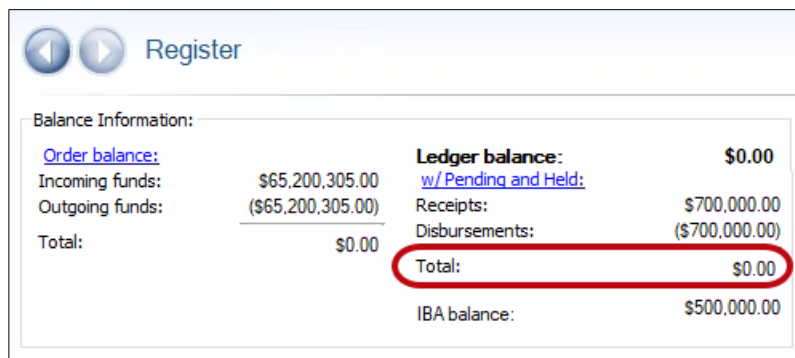
Settlement date: (None) | Disbursement date: (None)

**Transactions** | IBA Transactions | Notes (0)

Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor	Code	Voided Date
IBA Training - 12121212-2 - Account Holder Big Buyers Corp \$500,000.00							
Posted	Miscellaneous Credit	6999000114	07/19/2024	\$500,000.00	Commonwealth La...		
Posted	Miscellaneous Credit	6999000115	07/19/2024	\$200,000.00	Commonwealth La...		
Posted	Miscellaneous Debit	8999000118	07/19/2024	\$200,000.00	Commonwealth La...		

## Processing Withdrawals/Bank Charges or Closing an IBA

In ProForm, the **Register** should also show **Total = \$0.00**.

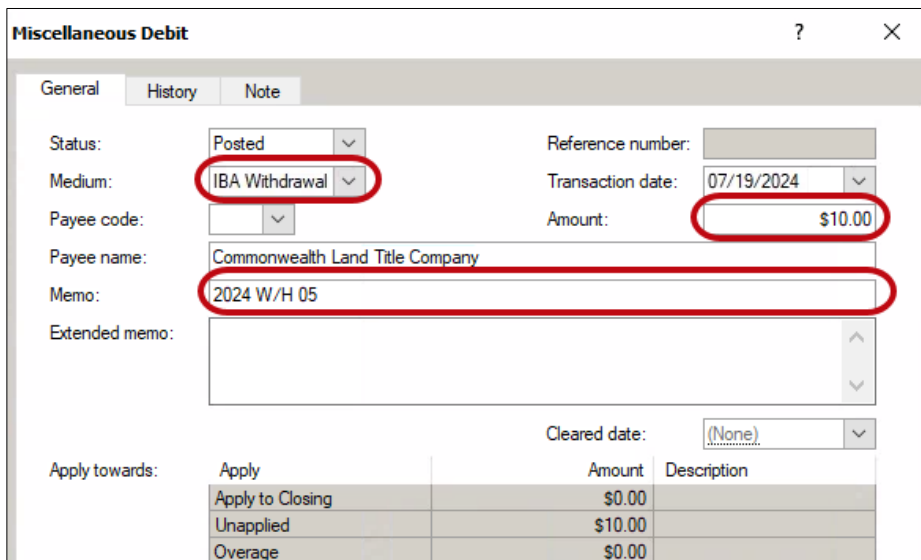


The Register window displays the following balance information:

Balance Information:		Ledger balance:	
<u>Order balance:</u>		<u>w/ Pending and Held:</u>	<b>\$0.00</b>
Incoming funds:	\$65,200,305.00	Receipts:	\$700,000.00
Outgoing funds:	(\$65,200,305.00)	Disbursements:	(\$700,000.00)
<b>Total:</b>	<b>\$0.00</b>	<b>Total:</b>	<b>\$0.00</b>
		IBA balance:	\$500,000.00

### Processing Bank Charges

1. Repeat **steps 1-5** above
2. From the **Miscellaneous Debit** window setup the **debit from** the IBA,
  - a) **Medium** - select **IBA Withdrawal**
  - b) **Amount** - enter amount of the bank charge
  - c) **Memo** – overwrite defaulted verbiage if needed
  - d) Click the **OK** button



The Miscellaneous Debit window is shown with the following fields and values:

- Status:** Posted
- Medium:** IBA Withdrawal
- Payee code:**
- Payee name:** Commonwealth Land Title Company
- Memo:** 2024 W/H 05
- Extended memo:**
- Reference number:**
- Transaction date:** 07/19/2024
- Amount:** \$10.00
- Cleared date:** (None)

The **Apply towards:** section shows the following breakdown:

Apply towards:	Amount	Description
Apply		
Apply to Closing	\$0.00	
Unapplied	\$10.00	
Overage	\$0.00	

The **Miscellaneous Credit** window opens. This allows you to setup the **credit to** that places funds back into the Trust account and appears on the **Transactions** tab.

# Processing Withdrawals/Bank Charges or Closing an IBA

3. From the **Miscellaneous Credit** window,

- Medium** – select **IBA Withdrawal**
- Payor code** – select the code noted in **step 2**
- Amount** – populates with the debit amount from **step 3b**

**NOTE:** The **Unapplied** field is populated once the Amount is entered and remains as is.

- Memo** – overwrite default verbiage if needed
- Click **OK**

Apply towards:	Amount	Line	Description
Apply to Closing	\$0.00		
Send to Line	\$0.00		
Send to Earnest M...	\$0.00		
Send to Sub-Escrow	\$0.00		
Unapplied	\$10.00		
Overage	\$0.00		

The **Posted Miscellaneous Credit** is now shown in the **Transactions** tab.

Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor	Code
Pending	Incoming Wire			\$48,750,600.00	Zions Bank	L
Posted	Incoming Wire	2999000515	07/19/2024	\$500,000.00	Big Buyers Corp	B
Posted	Incoming Wire	2999000516	07/19/2024	\$200,000.00	ABC Buyers Galore	B2
Pending	Receipt			\$15,749,705.00	Big Buyers Corp and ABC Buyers ...	BA
Posted	Miscellaneous Credit	6999000116	07/19/2024	\$200,000.00	Big Buyers Corp	B
Posted	Miscellaneous Credit	6999000117	07/19/2024	\$10.00	ABC Buyers Galore	B2

An offset must be posted to create a net of \$0.00 in the Transactions tab (Trust account).

- Click the **Add Transaction** icon
- From the **Add Transactions** window, select **Miscellaneous Debit**; click **OK**

## Processing Withdrawals/Bank Charges or Closing an IBA

6. From the **Miscellaneous Debit** window

- Status** – select **Posted**
- Medium** - select **IBA Withdrawal**
- Amount** - enter amount from **step 3c** above

**NOTE:** The **Unapplied** field is populated once the Amount is entered and remains as is.

- Memo** – overwrite defaulted verbiage if needed
- Click the **OK** button

**Miscellaneous Debit**

General | History | Note

Status: **Posted** ☐ To IBA Reference number:

Medium: **IBA Withdrawal** Transaction date: **07/19/2024**

Payee code: **B2** Amount: **\$10.00**

Payee name: ABC Buyers Galore

Memo: **Reverse Bank Charge**

Extended memo:

Cleared date: **(None)**

Apply towards:	Apply	Amount	Description
Apply to Closing		\$0.00	
Unapplied		\$10.00	
Overage		\$0.00	

☐ Auto-print transaction form

**OK** Cancel

The **Transactions** grid now shows the **Miscellaneous Credit** and **Debit**.


Transactions						
IBA Transactions Notes (0)						
Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor	Code
<b>Receipts</b>						
Pending	Incoming Wire			\$48,750,600.00	Zions Bank	L
Posted	Incoming Wire	2999000515	07/19/2024	\$500,000.00	Big Buyers Corp	B
Posted	Incoming Wire	2999000516	07/19/2024	\$200,000.00	ABC Buyers Galore	B2
Pending	Receipt			\$15,749,705.00	Big Buyers Corp and ABC Buyers ...	BA
Posted	Miscellaneous Credit	6999000116	07/19/2024	\$200,000.00	Big Buyers Corp	B
Posted	Miscellaneous Credit	6999000117	07/19/2024	\$10.00	ABC Buyers Galore	B2
<b>Disbursements</b>						
Posted	Miscellaneous Debit	8999000116	07/19/2024	\$500,000.00	Commonwealth Land Title Compa...	A
Pending	Outgoing Wire			\$65,128,210.00	Sellers Unlimited	S
Pending	Ledger Transfer(-)			\$71,750.00	Simplifile	O3
Pending	Ledger Transfer(-)			\$345.00	Commonwealth Land Title Company	T
Posted	Miscellaneous Debit	8999000117	07/19/2024	\$200,000.00	Commonwealth Land Title Compa...	A
Posted	Miscellaneous Debit	8999000120	07/19/2024	\$10.00	ABC Buyers Galore	B2

## Closing an IBA

2. Click the **IBA Transactions** tab
3. Add the closing Interest

Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor	Code
Pending	Incoming Wire			\$48,750,600.00	Zions Bank	
Posted	Incoming Wire	2999000514	07/18/2024	\$500,000.00	Big Buyers Corp	B
Pending	Receipt			\$15,949,705.00	Big Buyers Corp and ABC Buyers ...	BA

Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor
IBA Training - 12121212-2 - Account Holder Big Buyers Corp \$500,015.79					
Posted	Miscellaneous Debit	8999000119	07/19/2024	\$10.00	Commonwealth La...
Posted	Interest Credit	7999000048	07/19/2024	\$25.79	Big Buyers Corp
Posted	Miscellaneous Credit	6999000115	07/19/2024	\$200,000.00	Commonwealth La...

- Click the **Add Transaction**  icon
- From the **Add Transaction** window, select **Miscellaneous Debit**; click **OK**

The screenshot shows the 'IBA Transactions' window. The 'Add Transaction' dialog box is open, and the 'Miscellaneous Debit' option is selected. The 'OK' button is circled in red, and a red arrow points from the '+' button in the Transactions tab to the dialog box.



## Processing Withdrawals/Bank Charges or Closing an IBA

6. From the **Miscellaneous Debit** window setup the **debit from** the IBA,

- Medium** - select **IBA Withdrawal**
- Amount** - enter amount to be withdrawn
- Memo** - overwrite defaulted verbiage if needed
- Click the **OK** button

Apply towards:	Apply	Amount	Description
Apply to Closing		\$0.00	
Unapplied		\$500,015.79	
Overage		\$0.00	

**NOTE:** Since you are closing the account, the amount entered should be equal to the balance in the account shown on the **IBA Transactions** tab.

Status	Type	Ref. Number	Trans. Date
Posted	Miscellaneous Debit	8999000119	07/19/2024

7. The **Miscellaneous Credit** window opens. This allows you to setup the **credit to** that places the funds back into the **Transactions** tab (Trust Account).

- Medium** - select **IBA Closed**
- Payor code** - select the code noted in **step 1**
- Amount** - populates with the debit amount from **step 6b**
- Memo** - overwrite default verbiage if needed
- Allocate funds in the **Apply towards** grid
  - Unapplied** - press the **F2** key to update to **0.00**
  - Apply to Closing** - enter the full amount (principal + interest)

Apply towards:	Apply	Amount	Line
Apply to Closing		\$500,015.79	
Send to Line		\$0.00	
Send to Earnest M...		\$0.00	
Send to Sub-Escrow		\$0.00	
Unapplied		\$0.00	
Overage		\$0.00	

8. Click **Yes** to confirm account closure

## Processing Withdrawals/Bank Charges or Closing an IBA

The **IBA Transaction** tab shows the **Miscellaneous Debit** to the Ledger with account at a **\$0.00** balance.

Transactions IBA Transactions Notes (0)										
+ - Actions										
Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor	Code	Voide...	Medium	Memo	
IBA Training - 12121212-2 - Account Holder Big Buyers Corp \$0.00										
Posted	Interest Credit	7999000048	07/19/2024	\$25.79	Big Buyers Corp			Statement	2024 INT 05	
Posted	Miscellaneous Credit	6999000114	07/19/2024	\$500,000.00	Commonwealth La...			IBA Deposit	IBA Deposit	
Posted	Miscellaneous Credit	6999000115	07/19/2024	\$200,000.00	Commonwealth La...			IBA Deposit	IBA Deposit	
Posted	Miscellaneous Debit	8999000118	07/19/2024	\$200,000.00	Commonwealth La...			IBA Withdra...	IBA Withdrawal - Partial	
Posted	Miscellaneous Debit	8999000119	07/19/2024	\$10.00	Commonwealth La...			IBA Withdra...	2024 WH 05	
Posted	Miscellaneous Debit	8999000121	07/19/2024	\$500,015.79	Commonwealth La...			IBA Withdra...	IBA Withdrawal	

The **Transactions** tab shows the **Miscellaneous Credit** to the Order.

Transactions IBA Transactions Notes (0)

Print and Post

Actions

Reports

Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor	Code	Cleared D...	De...	Medium
Receipts									
Pending	Incoming Wire			\$48,750,600.00	Zions Bank	L			
Posted	Incoming Wire	2999000515	07/19/2024	\$500,000.00	Big Buyers Corp	B			Wire
Posted	Incoming Wire	2999000516	07/19/2024	\$200,000.00	ABC Buyers Galore	B2			Wire
Posted	Miscellaneous Credit	6999000116	07/19/2024	\$200,000.00	Big Buyers Corp	B			IBA Withdrawal
Posted	Miscellaneous Credit	6999000117	07/19/2024	\$10.00	ABC Buyers Galore	B2			IBA Withdrawal
Posted	Miscellaneous Credit	6999000118	07/19/2024	\$500,015.79	Big Buyers Corp	B			IBA Closed
Pending	Receipt			\$15,749,679.21	Big Buyers Corp and ABC Buyers ...	BA			

### 9. Verify the **Ledger** balance of the **w/Pending** and **w/Held & Pending**

- If the Ledger includes a Held Ledger Transfer, the
  - w/Pending** = the amount of the Held item
  - w/Held & Pending** = \$0.00

Ledger information					
Ledger balance:	\$1,000,552.23	w/ Pending:	\$52,167.50	w/ Held & Pending:	\$0.00
Trust account:	xTraining	-	Training Profiles only	Ledger type:	Order
				Responsible party:	

- If the **Ledger** does not include a Held Ledger Transfer the,

- w/Pending** = \$0.00
- w/Held & Pending** = \$0.00

Ledger information					
Ledger balance:	\$1,000,552.23	w/ Pending:	\$0.00	w/ Held & Pending:	\$0.00
Trust account:	xTraining	-	Training Profiles only	Ledger type:	Order
				Responsible party:	



## Processing Withdrawals/Bank Charges or Closing an IBA

In ProForm, the **Register** should also show **Total = \$0.00**.

⏪ ⏩ Register

Balance Information:

<a href="#">Order balance:</a>		<b>Ledger balance:</b>	<b>\$700,000.00</b>
Incoming funds:	\$65,200,305.00	<a href="#">w/ Pending and Held:</a>	
Outgoing funds:	(\$65,200,305.00)	Receipts:	\$700,000.00
		Disbursements:	(\$700,000.00)
<b>Total:</b>	<b>\$0.00</b>	<b>Total:</b>	<b>\$0.00</b>
		IBA balance:	\$0.00