Follow these steps to receipt in funds when coming from a third party (i.e., Attorney). Follow the steps in the order given to avoid an error message and the inability to save the Order.

IMPORTANT: If you attempt to receipt in the funds prior to entering on a **Line** in the **Statement Charges** screen an error message displays and you are unable to save the order.

SoftPro Select

Unable to save changes

Errors occurred while attempting to save your changes. Your changes have not been saved.

The property interest for the contact selected as the Payor was not found.

Hide details   OK

1. Navigate to the **Order Contacts** screen

2. Enter a Contact for the party bringing in the funds (i.e., **AT**-, **O**-Contact, etc.)

3. Navigate to the **Statement Charges** screen

4. On the next available line in the applicable section, enter the,

   a) **Description**

   b) **Buyer Credit** = amount being paid

5. Click the **Line** number link

6. Click the **Payors** tab

7. From the **Code** drop-down, select the **Code** for the party bringing in the funds

8. From the **Process As** drop-down, select **Incoming Fund**

9. Repeat **Steps 7-8** for each entry shown

10. Click the **Register** button
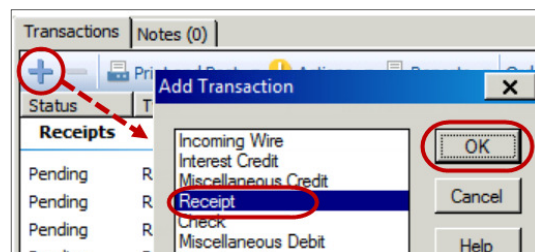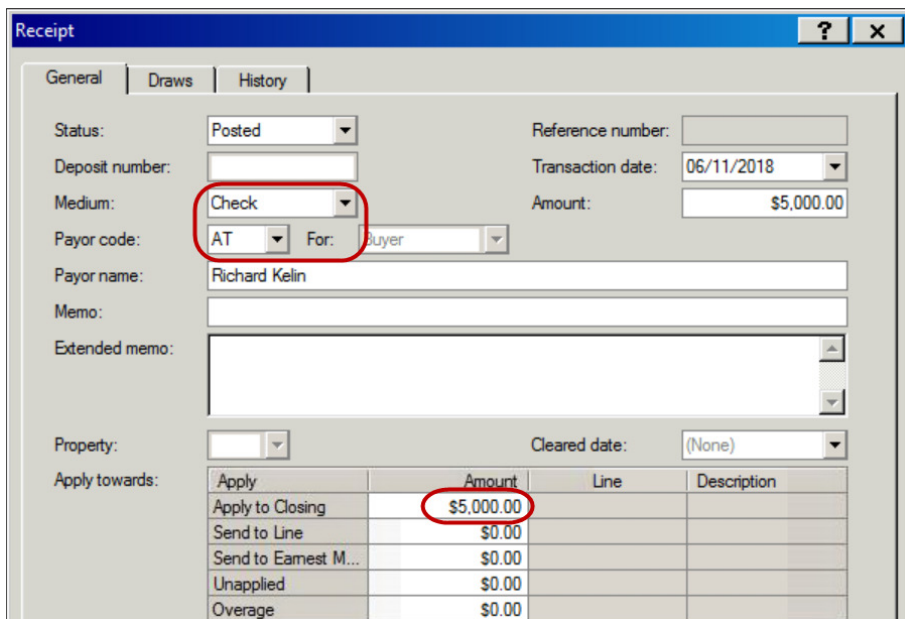
11. Click the **Add Transaction** ✚ icon

12. Click **Receipt**; click **OK**

13. Select/enter the,

   a) **Medium**

   b) **Payor Code** = select the **Code** for the party bringing in the funds (must match the **Code** used on the **Statement Charges** screen in **Step 7**)

   c) **Apply towards > Apply to Closing** = amount of incoming funds

   d) Click the **OK** button