

Entering Zero Amounts & Credits

Follow these steps to enter zero amounts and/or credits on an invoice.

Zero Amounts

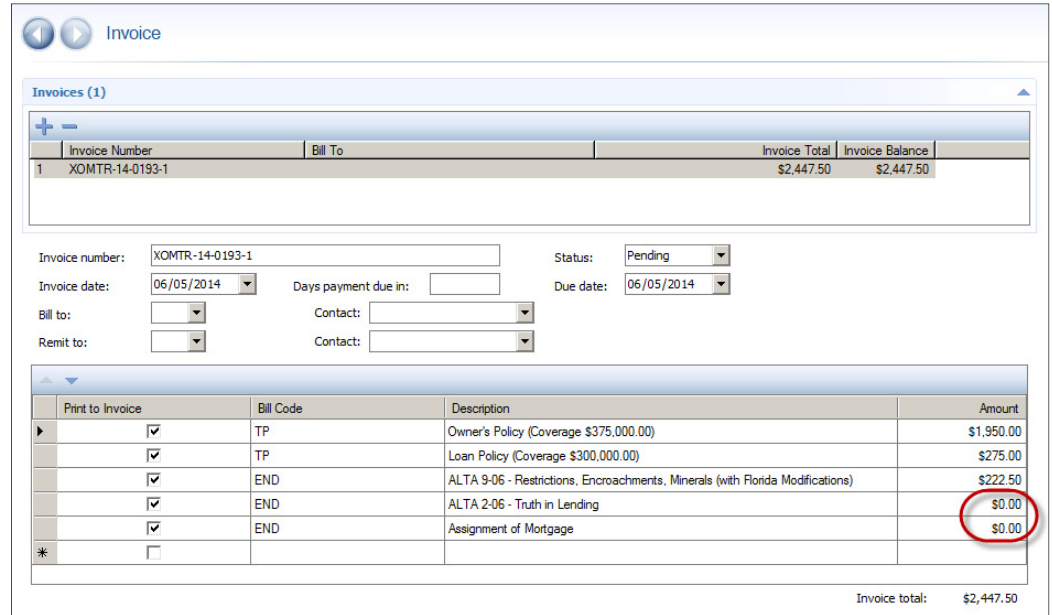
From the source Title screen (Title Insurance Premiums, Endorsements, or Additional Title Charges)

1. Enter 0 (zero)

NOTE: **Do Not** type "0.00". SoftPro Select recognizes "0.00" as system-generated (black text), which does not flow to the Invoice screen.

2. Press the **Tab** key

NOTE: You may also enter a zero dollar amount directly on the Invoice screen.

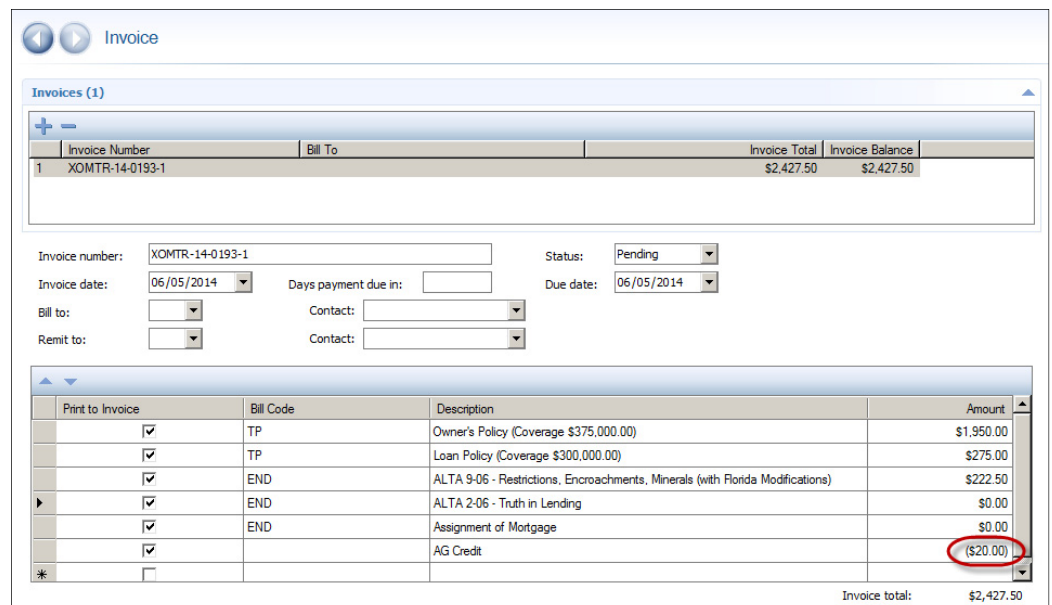


The screenshot shows the 'Invoice' screen in SoftPro Select. At the top, there's a header 'Invoices (1)' with a plus and minus icon. Below it is a table with columns: Invoice Number, Bill To, Invoice Total, and Invoice Balance. The first row shows '1', 'XOMTR-14-0193-1', '\$2,447.50', and '\$2,447.50'. Below this table are fields for 'Invoice number:', 'Status:', 'Invoice date:', 'Days payment due in:', 'Due date:', 'Bill to:', 'Contact:', 'Remit to:', and 'Contact:'. The 'Invoice number' is 'XOMTR-14-0193-1', 'Status' is 'Pending', 'Invoice date' is '06/05/2014', 'Due date' is '06/05/2014'. Below these are two more tables. The first table has columns: Print to Invoice, Bill Code, Description, and Amount. It lists several items with amounts, including 'Owner's Policy (Coverage \$375,000.00)' for \$1,950.00, 'Loan Policy (Coverage \$300,000.00)' for \$275.00, 'ALTA 9-06 - Restrictions, Encroachments, Minerals (with Florida Modifications)' for \$222.50, 'ALTA 2-06 - Truth in Lending' for \$0.00, and 'Assignment of Mortgage' for \$0.00. The second table is a summary row with a '*' in the first column and an empty cell in the second, with the amount '\$0.00'. The 'Invoice total:' is '\$2,447.50'.

Credits

You can enter negative dollar amounts (credits) on the Title Insurance Premiums, Endorsements, and Additional Title Charges screens. When you select an invoice number, SoftPro Select sends the negative amount to the invoice as a credit.

NOTE: Where applicable, taxable credit lines calculate a negative amount.



The screenshot shows the 'Invoice' screen in SoftPro Select, similar to the previous one. The 'Invoice number' is 'XOMTR-14-0193-1', 'Status' is 'Pending', 'Invoice date' is '06/05/2014', and 'Due date' is '06/05/2014'. The table below shows the same items as before, but with an additional row: 'AG Credit' for (\$20.00). The 'Invoice total:' is '\$2,427.50'.