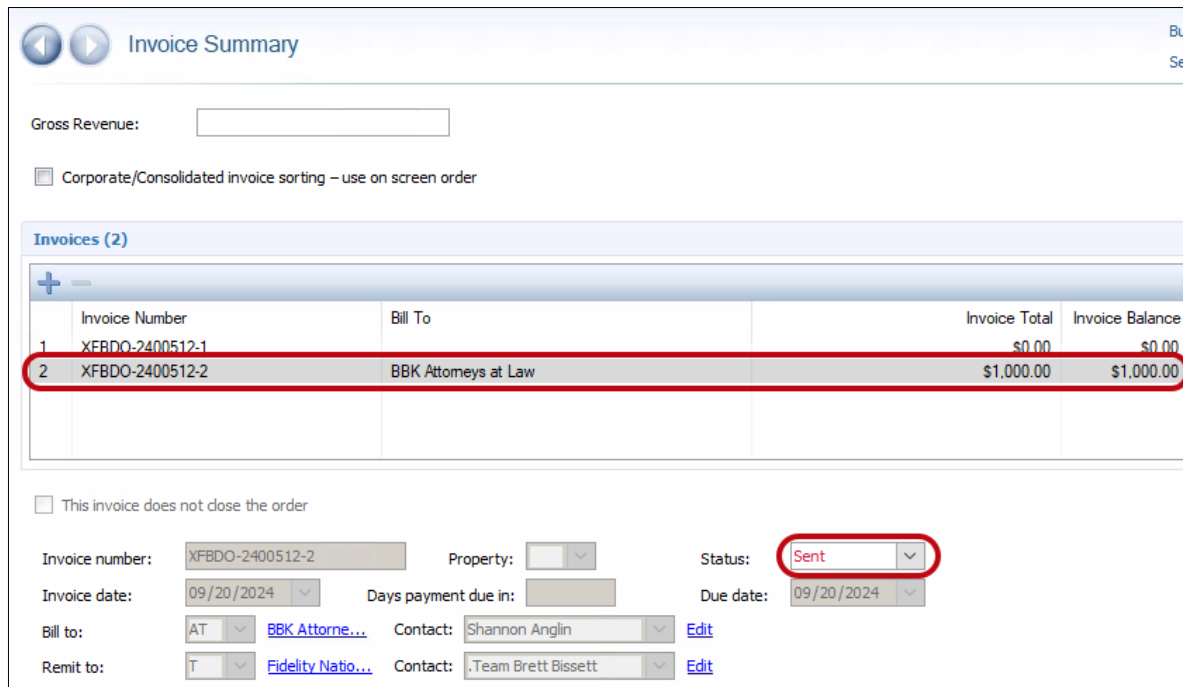


Invoice payments can be received by check or wire. Follow the steps in the applicable section depending upon how the payment is received.

- > [Payment by Check](#)
- > [Payment by Incoming Wire](#)
- > [Sub-Escrow – Outside Escrow with Lender Funding](#)

Payment by Check

1. Navigate to the **Invoice Summary** screen
2. Verify the **Invoice Total**
3. From the **Status** drop-down, select **Sent**; this pushes the invoice to CRRAR to recognize revenue



Invoice Summary

Gross Revenue:

☐ Corporate/Consolidated invoice sorting – use on screen order

Invoices (2)

	Invoice Number	Bill To	Invoice Total	Invoice Balance
1	XFBDO-2400512-1		\$0.00	\$0.00
2	XFBDO-2400512-2	BBK Attorneys at Law	\$1,000.00	\$1,000.00

☐ This invoice does not close the order

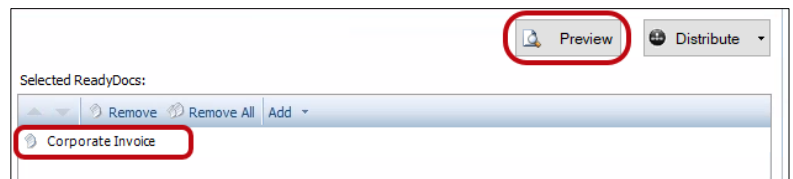
Invoice number: Property: Status: Sent

Invoice date: Days payment due in: Due date:

Bill to: [BBK Attorne...](#) Contact: [Edit](#)

Remit to: [Fidelity Natio...](#) Contact: [Edit](#)

4. Click the **Documents** button
5. **Preview/Print** the **Corporate Invoice**
6. Send the Invoice with the check to OAC



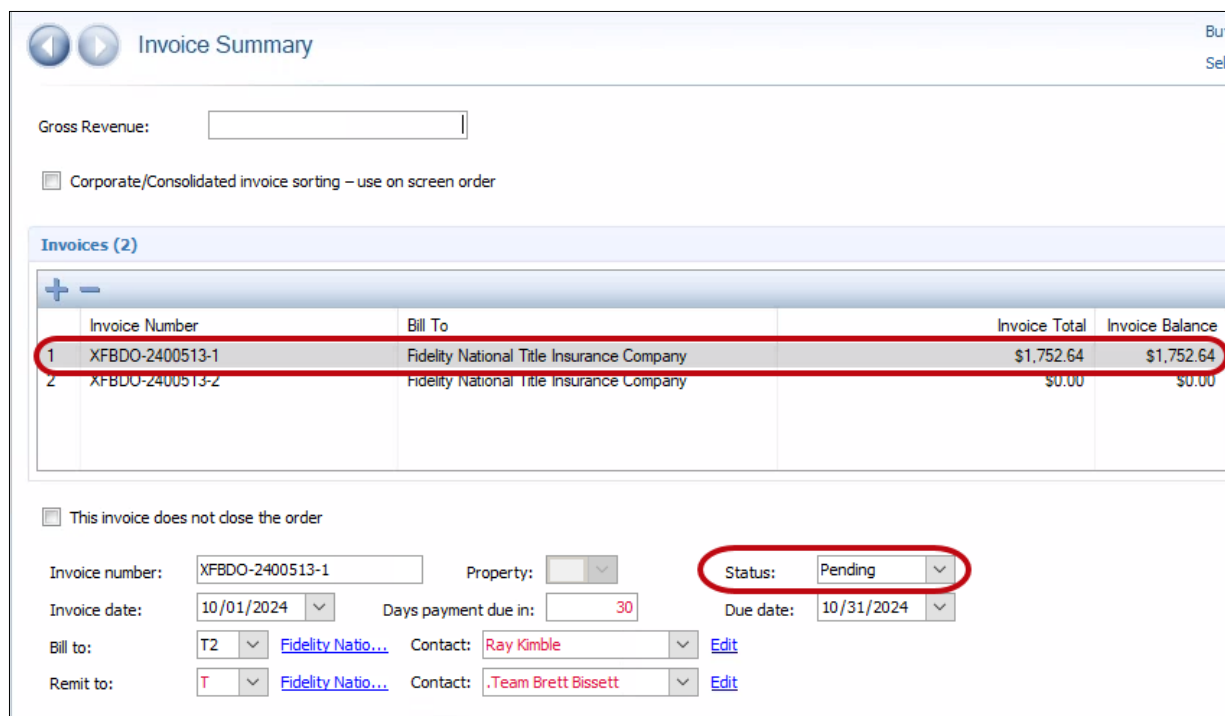
Preview Distribute

Selected ReadyDocs:

Corporate Invoice

Payment by Incoming Wire

1. Navigate to the **Invoice Summary** screen
2. Verify the **Invoice amount**
3. Verify **Status** is **Pending**; if it shows as **Sent**, contact OAC to have it changed back to **Pending** before proceeding



Invoice Summary

Gross Revenue:

☐ Corporate/Consolidated invoice sorting – use on screen order

Invoices (2)

	Invoice Number	Bill To	Invoice Total	Invoice Balance
1	XFBD0-2400513-1	Fidelity National Title Insurance Company	\$1,752.64	\$1,752.64
2	XFBD0-2400513-2	Fidelity National Title Insurance Company	\$0.00	\$0.00

☐ This invoice does not close the order

Invoice number: Property:

Invoice date: Days payment due in: Status: Due date:

Bill to: [Fidelity Natio...](#) Contact: [Edit](#)

Remit to: [Fidelity Natio...](#) Contact: [Edit](#)

4. Verify the **Revenue Share** entries if not applicable, return to the **Additional Title Charges & Revenue Sharing** screen and press the **F2** key in the **Invoice** field for each entry.

For the Wires Management Application (WMA) to match and post incoming wires into your SoftPro Select order, you must anticipate the wire and **SAVE YOUR ORDER** to generate the wire claim form. The wire claim form contains the details necessary to auto-match and auto-post the funds into the correct order.

IMPORTANT:

- > You must have an,
 - » **Escrow officer/Closer** entered in your order
 - » **Title officer/Examiner** entered if a **Title only** order
- > All wires (except Lender wires) must have an anticipated wire claim form for WMA and SoftPro Select to “talk” to each other.
- > A Lender wire automatically matches as long as the wire amount is the same as the (balanced) funding amount.

Entering the Anticipated Wire

1. Navigate to the **Order Transactions** screen
2. Verify the **Receipts** / **Disbursements** (amounts, Codes); if you wish to view details of disbursements, click the **Group** link

Order Transactions
Buyers: Gg Express Wash Lp
Sellers:

Receipts:

Code	Name	Amount	Details
T2	Fidelity National Title Insurance Company	\$1,752.64	SE-BAL

Σ

Total: \$1,752.64

Disbursements:

Code	Name	Amount	Held	Details
T	Fidelity National Title Company	\$1,752.64	<input type="checkbox"/>	Group...

Disbursement Details for T

Available to Group:

Code	Amount	Details

Grouped:

Code	Amount	Details
T	\$685.00	SE-TITL.02
T	\$1,784.00	SE-TITL.01
T	\$75.00	SE-REC.01
T	\$250.00	SE-REC.02
T	\$45.00	SE-REC.03

Less Reductions:

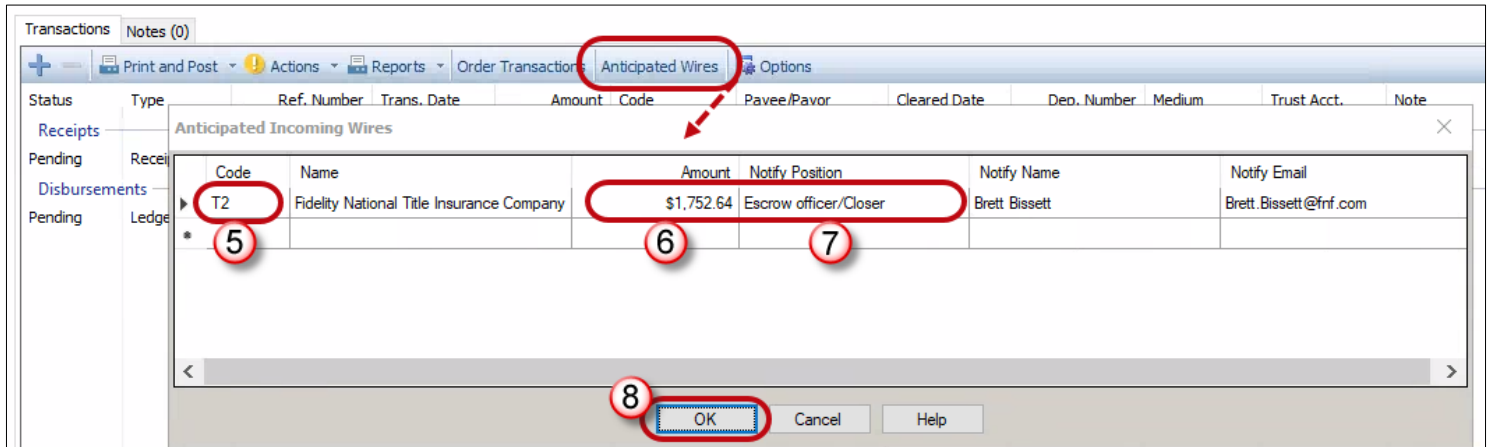
Code	Name	Amount	Details
T	Fidelity National Title Company	\$1,086.36	SE-TITL.03

3. Click the **Register** button
4. Click the **Anticipated Wires** button
5. Select the Contact **Code** from whom you are expecting the funds (in our example, we are anticipating a wire from the **T2**-Contact)
6. Enter the expected dollar **Amount**
7. Select the **Notify Position**

IMPORTANT: WMA emails must be sent to an **individual's email** for security reasons and therefore cannot be submitted to a Teams Email.

Only select the **Escrow officer/Closer** or **Last Updated by user** entries; the Title Officer entered in the order will then be notified. Do **not** select the **Escrow assistant/Pre-Closer** or **Title officer/Examiner** have Team Emails associated with these positions.

8. Click the **OK** button



Code	Name	Amount	Notify Position	Notify Name	Notify Email
T2	Fidelity National Title Insurance Company	\$1,752.64	Escrow officer/Closer	Brett Bissett	Brett.Bissett@fnf.com

9. **Save** the order and exit the **Register** screen to push the wire claim form to WMA

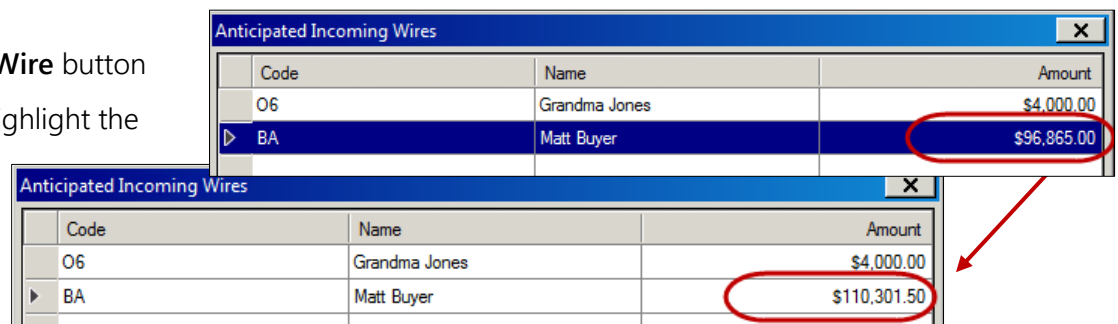
When the wire is received and matched, WMA automatically posts the funds to the order and an email is sent to the **Notify Email** cited on the **Anticipated Wire** claim form (entered in **step 7**).

10. Contact Harmony to disburse the order and post the **Ledger Transfer**.

Editing an Anticipated Wire

You can edit an existing Anticipated Wire. It is not necessary to delete the existing anticipated wire and create a new one.

1. Click the **Anticipated Wire** button
2. In the **Amount** field, highlight the amount and overwrite with the new amount



Code	Name	Amount
O6	Grandma Jones	\$4,000.00
BA	Matt Buyer	\$96,865.00

Code	Name	Amount
O6	Grandma Jones	\$4,000.00
BA	Matt Buyer	\$110,301.50

3. **Save** and exit the **Register** screen to push the new claim form to WMA

Sub-Escrow – Outside Escrow with Lender Funding

1. Navigate to the **Invoice Summary** screen
2. Verify the **Invoice amount**
3. Verify **Status** is **Pending**; if it shows as **Sent**, contact OAC to have it changed back to **Pending** before proceeding
4. Verify the **Revenue Share** entries; if not applicable, return to the **Additional Title Charges & Revenue Sharing** screen and press the **F2** key in the **Invoice** field for each entry.

Invoice Summary

Gross Revenue:

☐ Corporate/Consolidated invoice sorting – use on screen order

Invoices (2)

	Invoice Number	Bill To	Invoice Total	Invoice Balance
1	XFBDO-2400512TO-1	THE ESCROW SPECIALISTS, INC.	\$9,555.00	\$9,555.00
2	XFBDO-2400512TO-2	Century 22	\$0.00	\$0.00

☐ This invoice does not close the order

Invoice number: XFBDO-2400512TO-1
Property:
Status: Pending

Invoice date: 10/01/2024
Days payment due in: 30
Due date: 10/31/2024

Bill to: E THE ESCRO...
Contact: Starling Rich
Edit

Remit to: T Fidelity Natio...
Contact: .Team Brett Bissett
Edit

- Navigate to the **Loan Information & Funding** screen
- In the **Loan Funding** section, **Loan funding amount** field, enter the amount due from the Lender
- Verify the **Sub-Escrow Line** is assigned; if not, select **Next Available Total Consideration Charges** to assign

Loan Information & Funding

Buyers: Bob Buyer LLC
Sellers: Gg Express Wash Lp

Loans (1)

	Lender	Principal Amount	Loan Number
1	Big City Bank	\$1,750,550.00	

Loan Funding

Principal amount of loan: \$1,750,550.00
Line:

Construction/Equity first draw amount:
Line:
Construction draw

Remaining balance: \$1,750,550.00

Loan funding provided: L Big City Bank
Loan Funding Summary...

Loan funding amount: \$1,675,500.00
Loan funding type: Net
Sub-Escrow Line: SE-CONS.01

Title company funding amount:
Title company funding type: None

- Navigate to the **Order Transactions** screen

