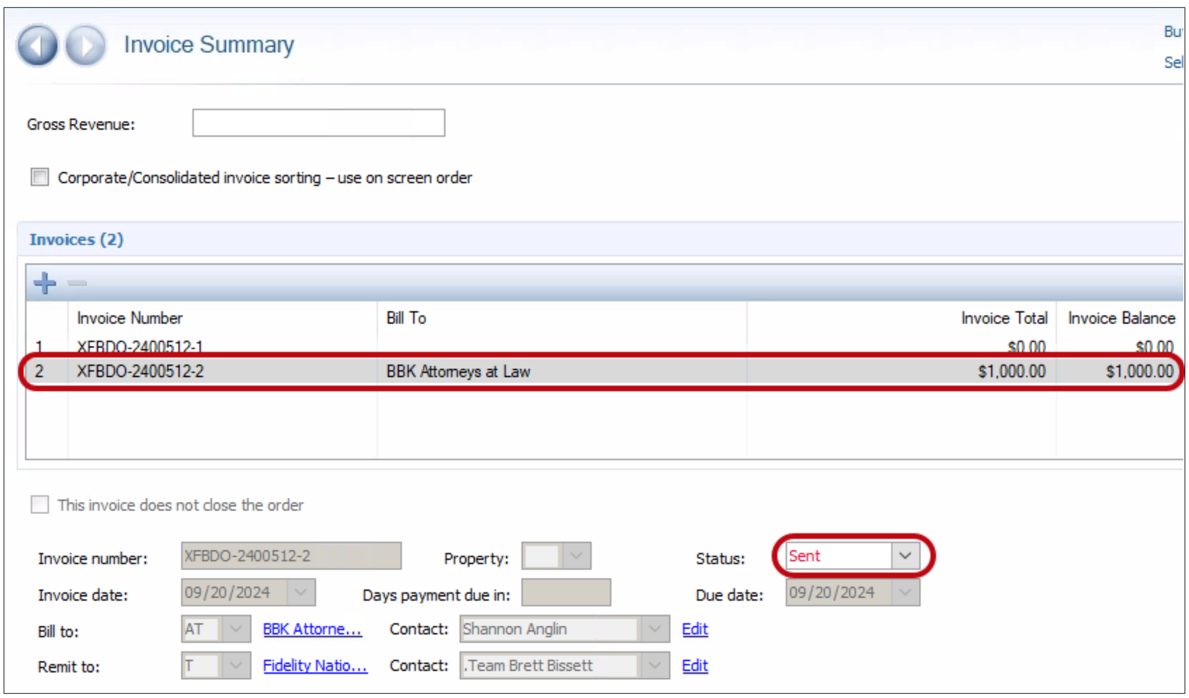
Invoice payments can be received by check or wire. Follow the steps in the applicable section depending upon how the payment is received.

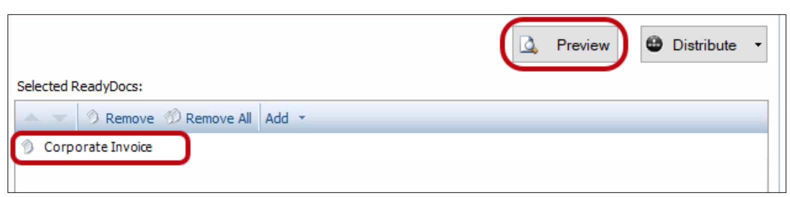
- Payment by Check
- Payment by Incoming Wire
- Sub-Escrow – Outside Escrow with Lender Funding

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

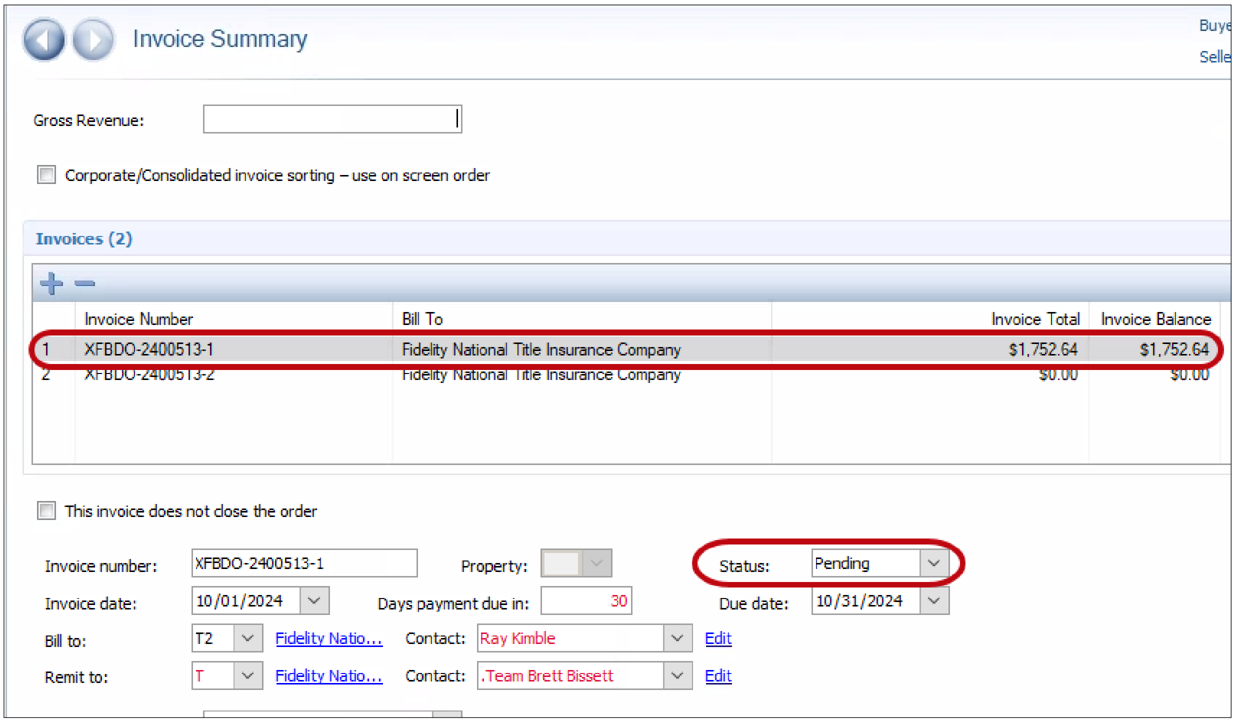


4. Click the **Documents** button
5. **Preview/Print** the **Corporate Invoice**
6. Send the Invoice with the check to OAC



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



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.

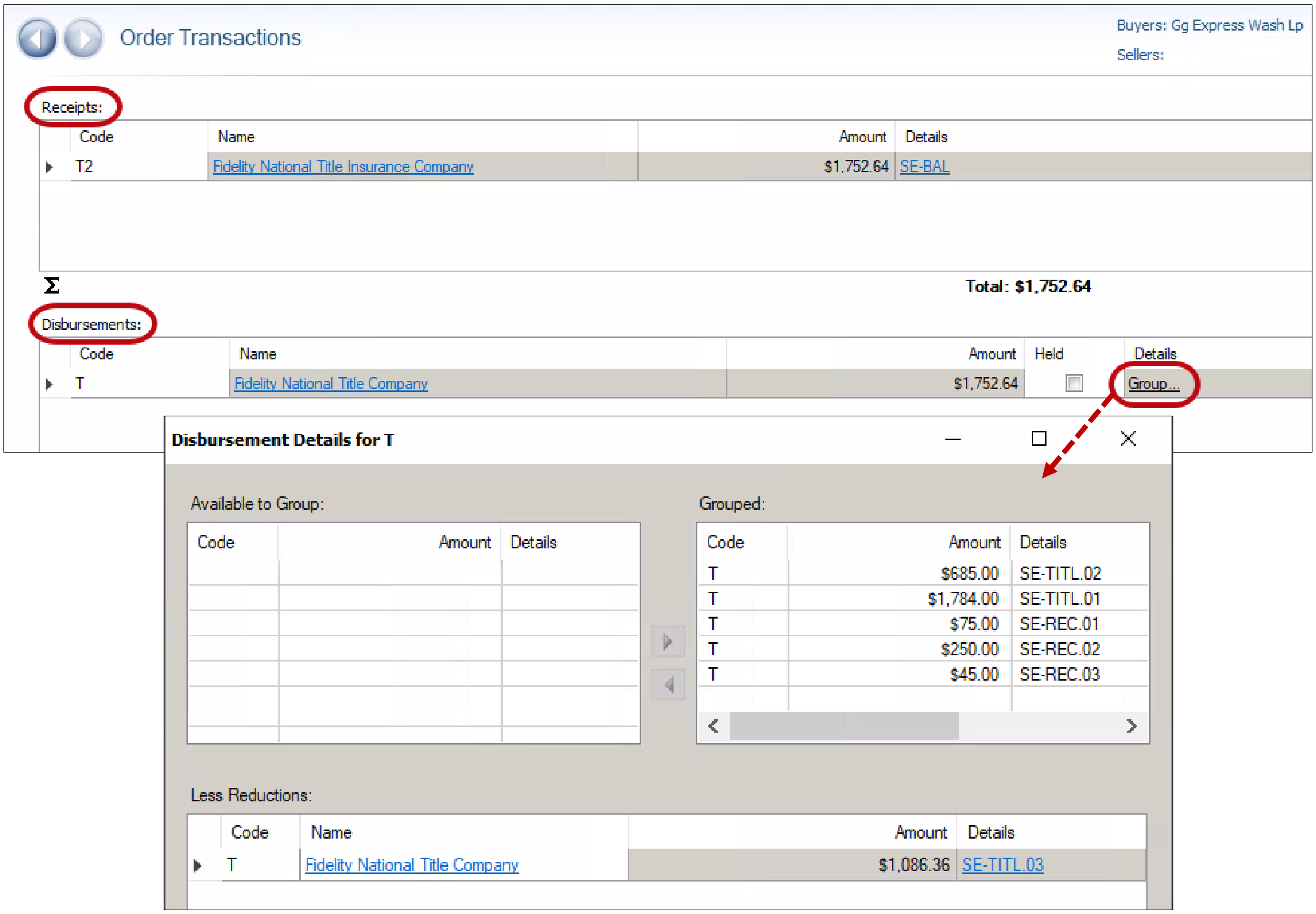
For the Wires Management Application (WMA) to match and post incoming wires into your SoftPro Select order, you must anticipate the wire and **SAVE YOUR ORDER** to generate the wire claim form. The wire claim form contains the details necessary to auto-match and auto-post the funds into the correct order.

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

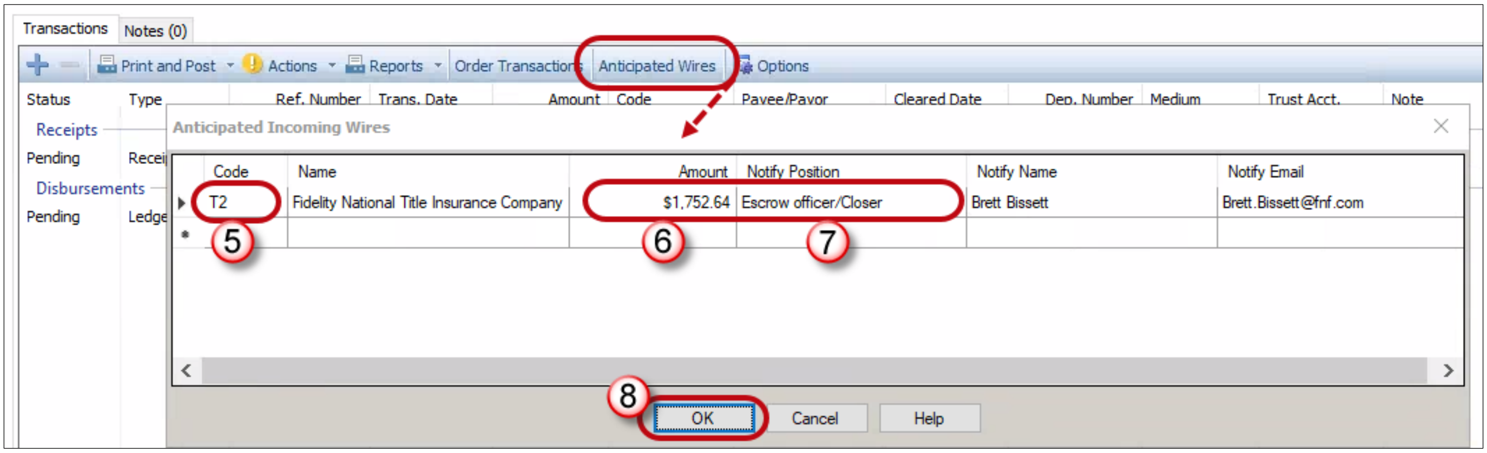


3. Click the **Register** button
4. Click the **Anticipated Wires** button
5. Select the Contact **Code** from whom you are expecting the funds (in our example, we are anticipating a wire from the **T2**-Contact)
6. Enter the expected dollar **Amount**
7. Select the **Notify Position**

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



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

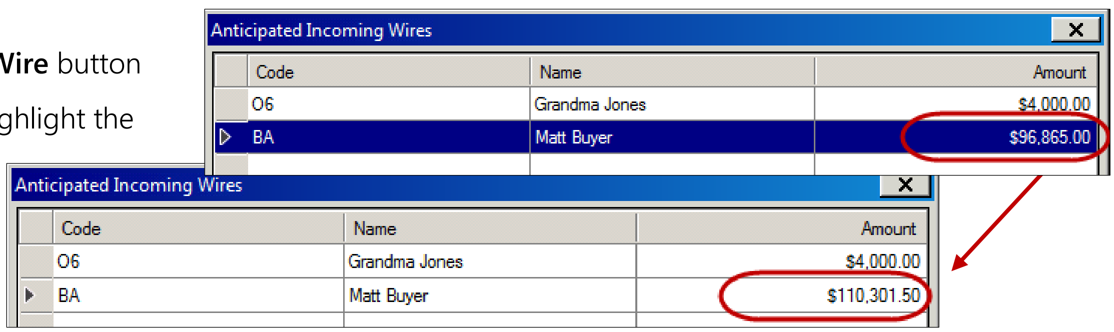
When the wire is received and matched, WMA automatically posts the funds to the order and an email is sent to the **Notify Email** cited on the **Anticipated Wire** claim form (entered in **step 7**).

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.

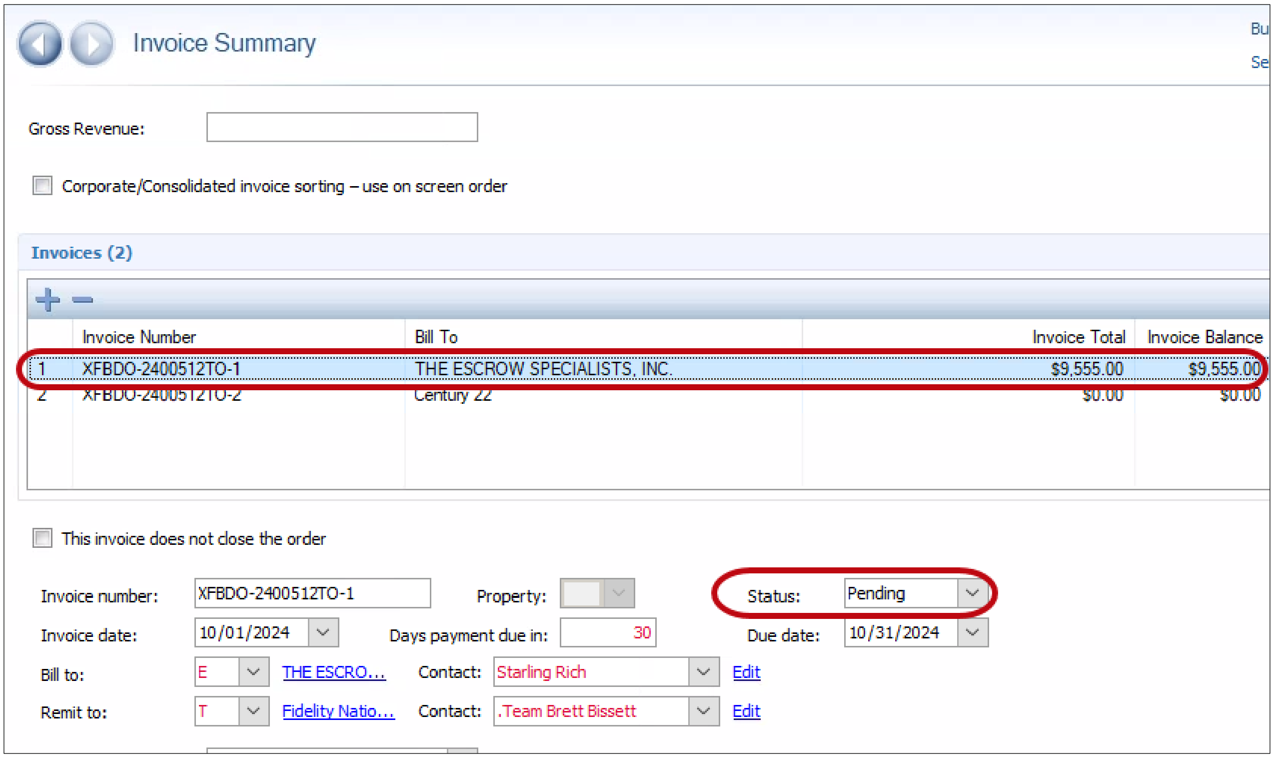
1. Click the **Anticipated Wire** button
2. In the **Amount** field, highlight the amount and overwrite with the new amount



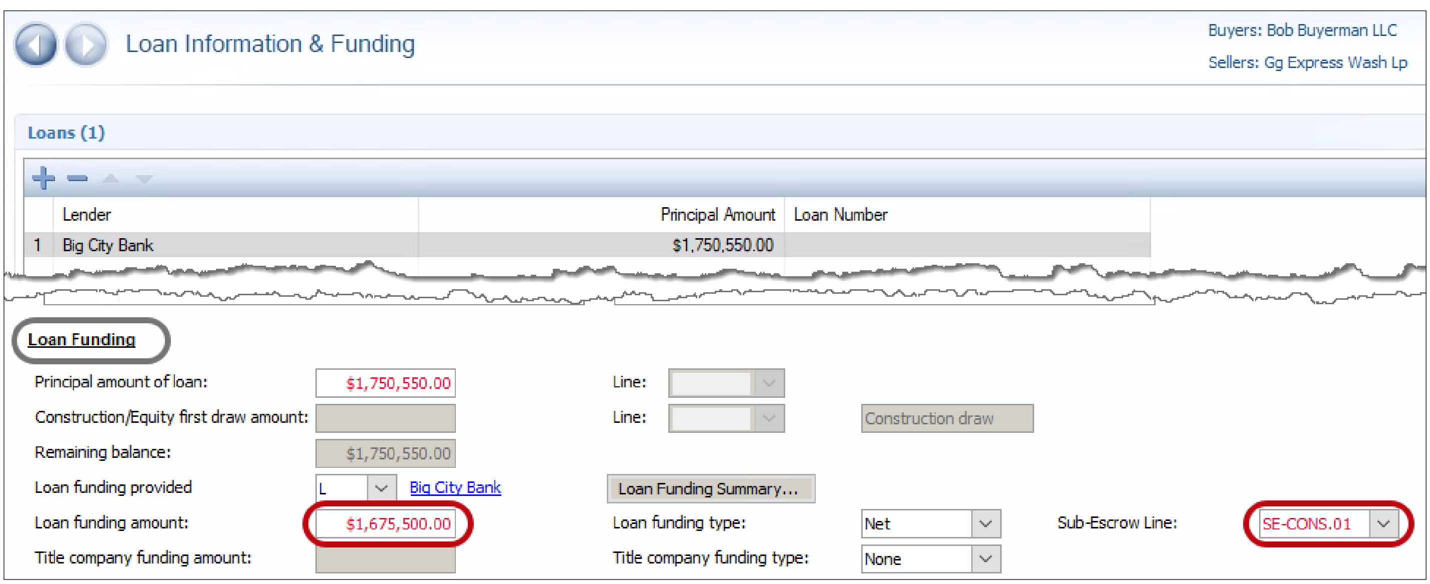
3. **Save** and exit the **Register** screen to push the new claim form to WMA

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.

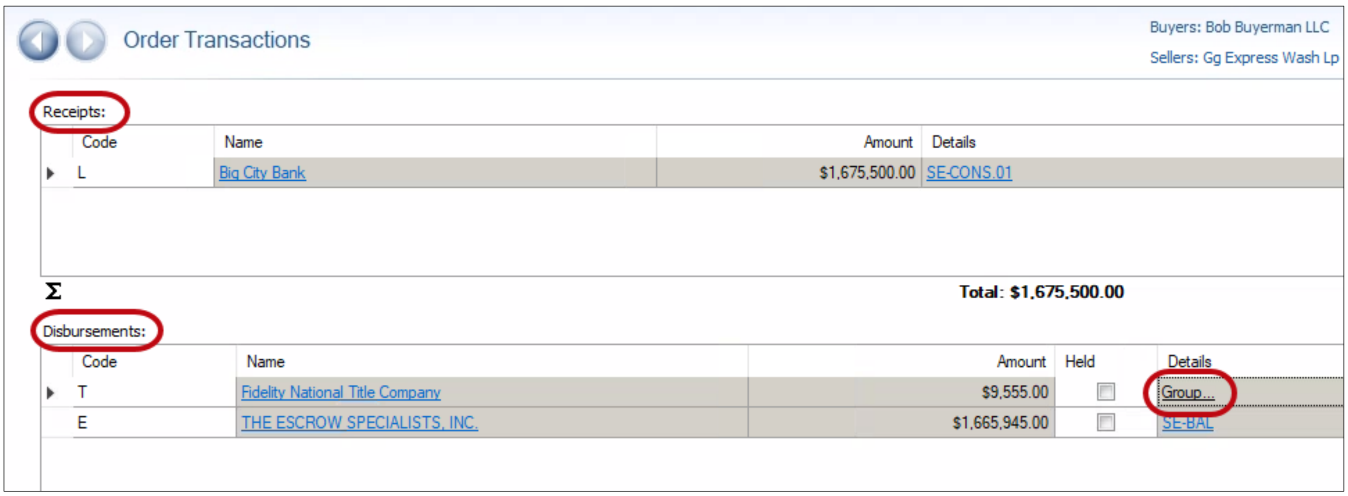


5. Navigate to the **Loan Information & Funding** screen
6. In the **Loan Funding** section, **Loan funding amount** field, enter the amount due from the Lender
7. Verify the **Sub-Escrow Line** is assigned; if not, select ***Next Available Total Consideration Charges*** to assign



8. Navigate to the **Order Transactions** screen

9. Verify the,
    a. **Receipts** amount and shows as coming from the **L**-Contact
    b. **Disbursements**
        i. **T**-Contact disbursement; verify fees by clicking the **Group** link
        ii. **E**-Contact disbursement shows the balance of funds



REMEMBER:

- Lender funding automatically matches so there is no need to create an **Anticipated Wires** claim form. If a change is needed, enter the amount on the **Loan Information & Funding** screen (**step 6** above).
- Wires coming from any other party require an **Anticipated Wire** claim form created for that contact.
- Wire email notification is sent to the **Escrow officer/Closer** (this is the Title officer on a Title only order).