Processing Stein Invoices

Follow these steps to process Stein invoices.

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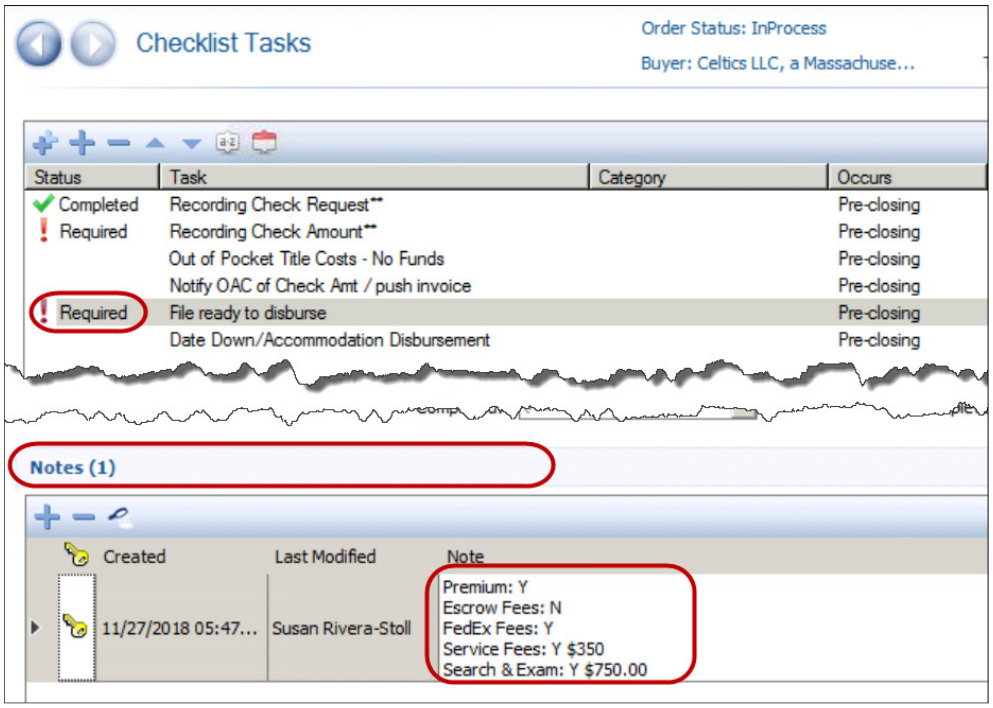
- Processing without funds | Page 5

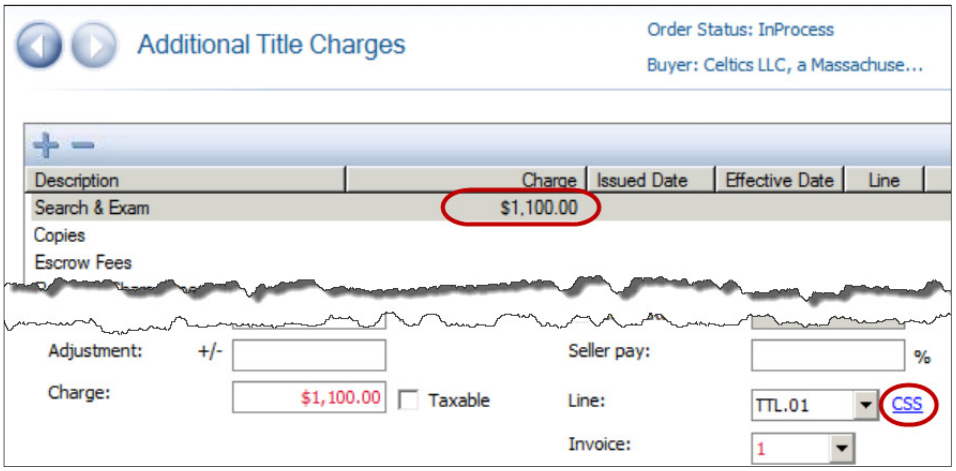
Processing with Funds

Upon receipt of the backup documentation to disburse the Stein invoice and post the service fee,

1. Open the applicable order
2. Click the **Checklist Tasks** button
3. Verify **Status** = **Required** for the **File Ready to Disburse** task
4. Click the **Notes** more/less bar to verify the request



5. Navigate to the **Additional Title Charges** screen
6. Verify the **Search & Exam fee** has been entered (this should include the service fee)
7. Click the **CSS** link to navigate to the **Statement Charges** screen



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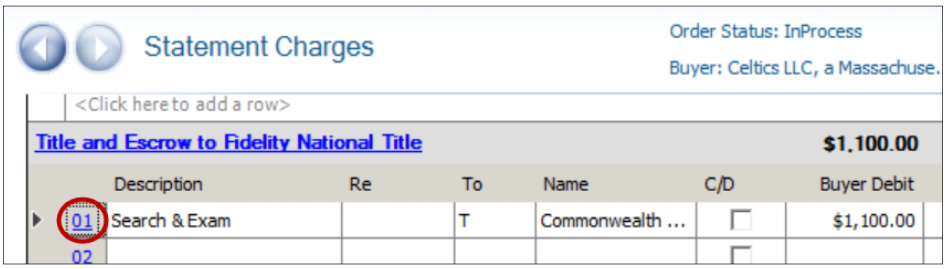
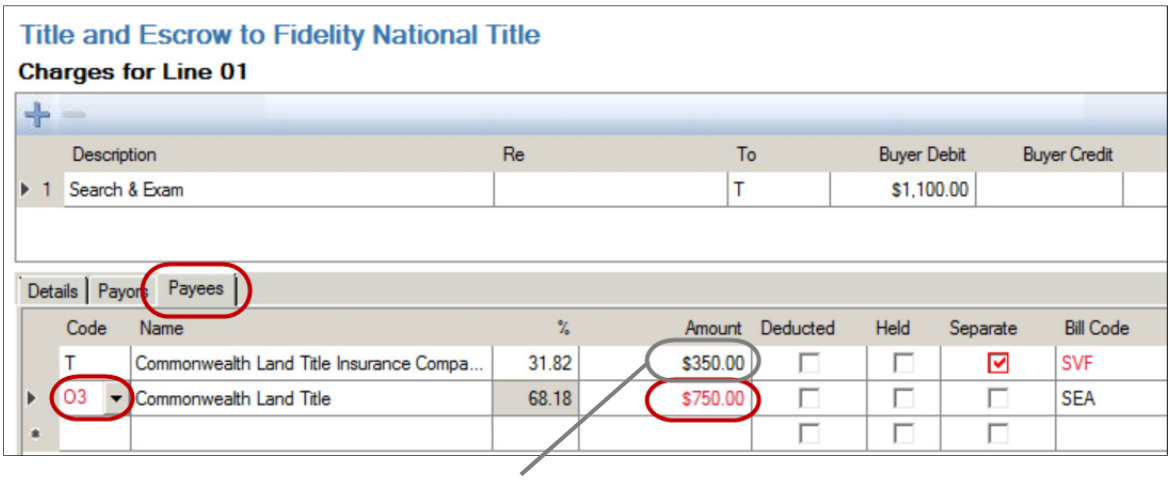
8. Click the **Line** number link for the **Search & Exam** entry
9. From the **Charges for Line** window, split out the service fee
   a) Click the **Payees** tab



On the next available line,

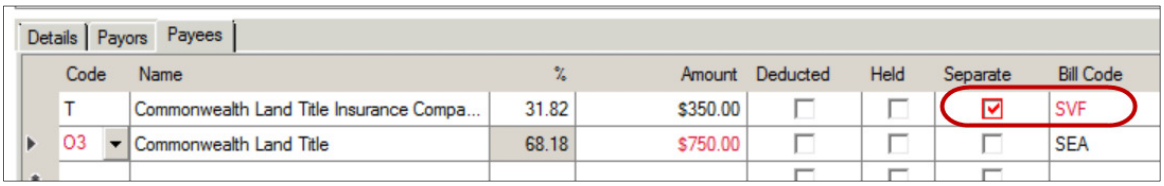
   b) From the **Code** drop-down, select the **O**-Contact setup for the **Other (Non Rev)** Contact
   c) In the **Amount** field, enter the actual amount paid to Stein



The balance shown on the **T**-Contact entry automatically decreases by the amount entered in **Step c**. This should be equal to the service fee.

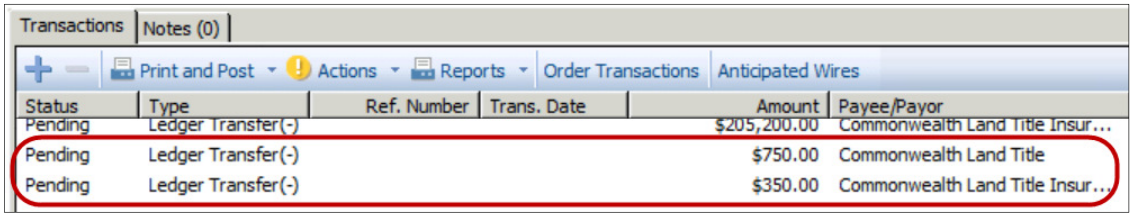
On the service fee entry,

   d) Check the **Separate** check box
   e) From the **Bill Code** drop-down, select **SVF**



   f) Click the **Close** button
10. Click the **Register** button

The **Register** shows two **Ledger Transfers**: one for the Stein invoice and one for the service fee.



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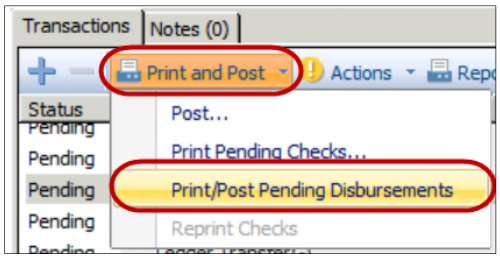
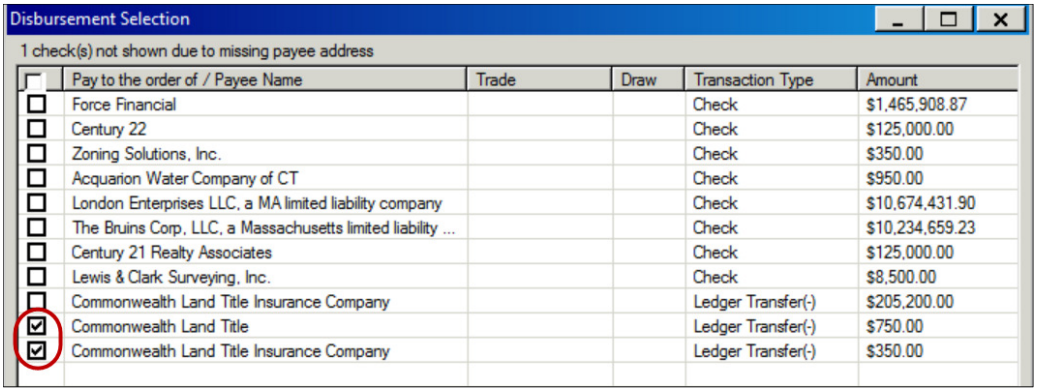
11. Click the **Print and Post** button
12. Select **Print/Post Pending Disbursements**

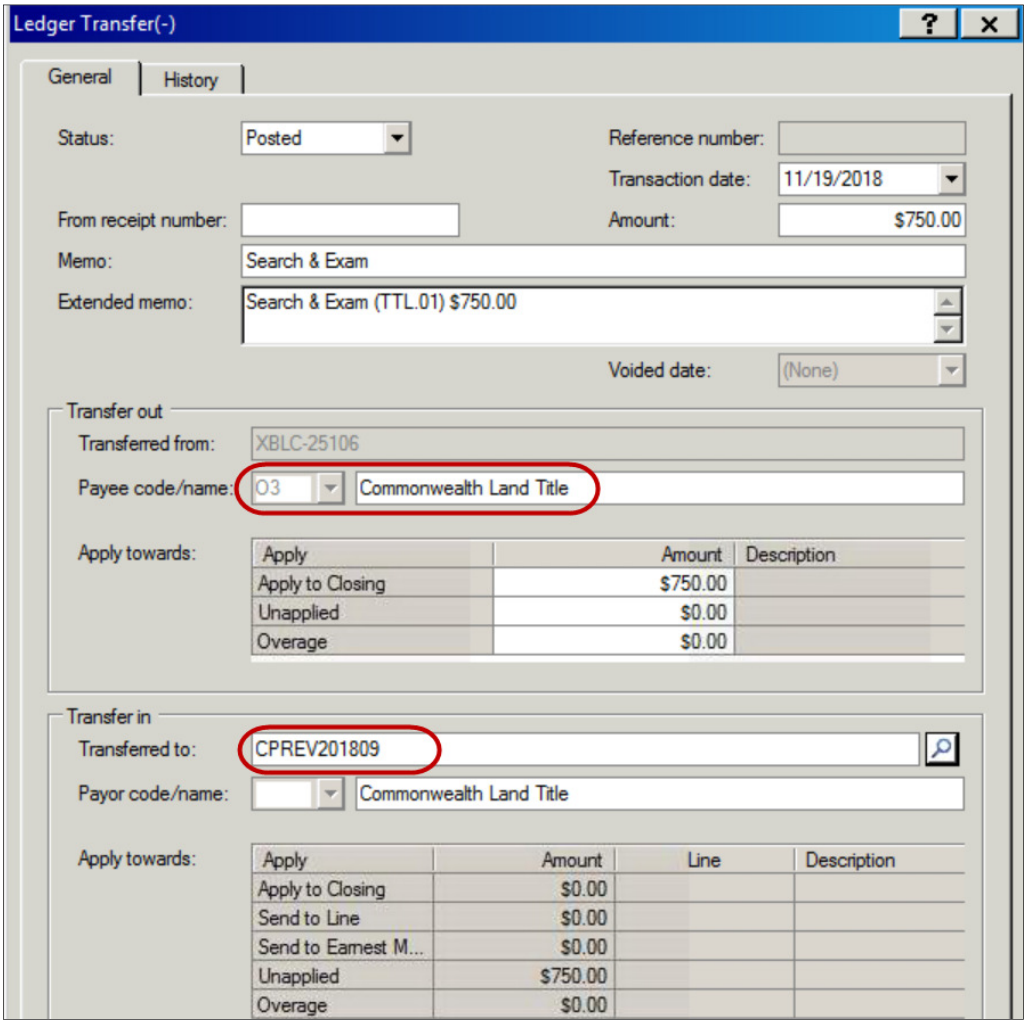


13. From the **Disbursement Selection** window, check the check boxes for the service fee and Stein invoice amounts
14. Click the **OK** button



Pay to the order of / Payee Name	Trade	Draw	Transaction Type	Amount
Force Financial			Check	$1,465,908.87
Century 22			Check	$125,000.00
Zoning Solutions, Inc.			Check	$350.00
Acquarion Water Company of CT			Check	$950.00
London Enterprises LLC, a MA limited liability company			Check	$10,674,431.90
The Bruins Corp, LLC, a Massachusetts limited liability ...			Check	$10,234,659.23
Century 21 Realty Associates			Check	$125,000.00
Lewis & Clark Surveying, Inc.			Check	$8,500.00
Commonwealth Land Title Insurance Company			Ledger Transfer(-)	$205,200.00
Commonwealth Land Title			Ledger Transfer(-)	$750.00
Commonwealth Land Title Insurance Company			Ledger Transfer(-)	$350.00

15. From the **Ledger Transfer** window for the **Other (Non Rev)** Contact, verify the,
    a) **Transfer out > Payee code/name**
    b) **Transfer in > Transferred to** shows the proper format for the Ledger Transfer (i.e., **CPREV**[*YYYY*][*MM*])
    c) Click the **OK** button



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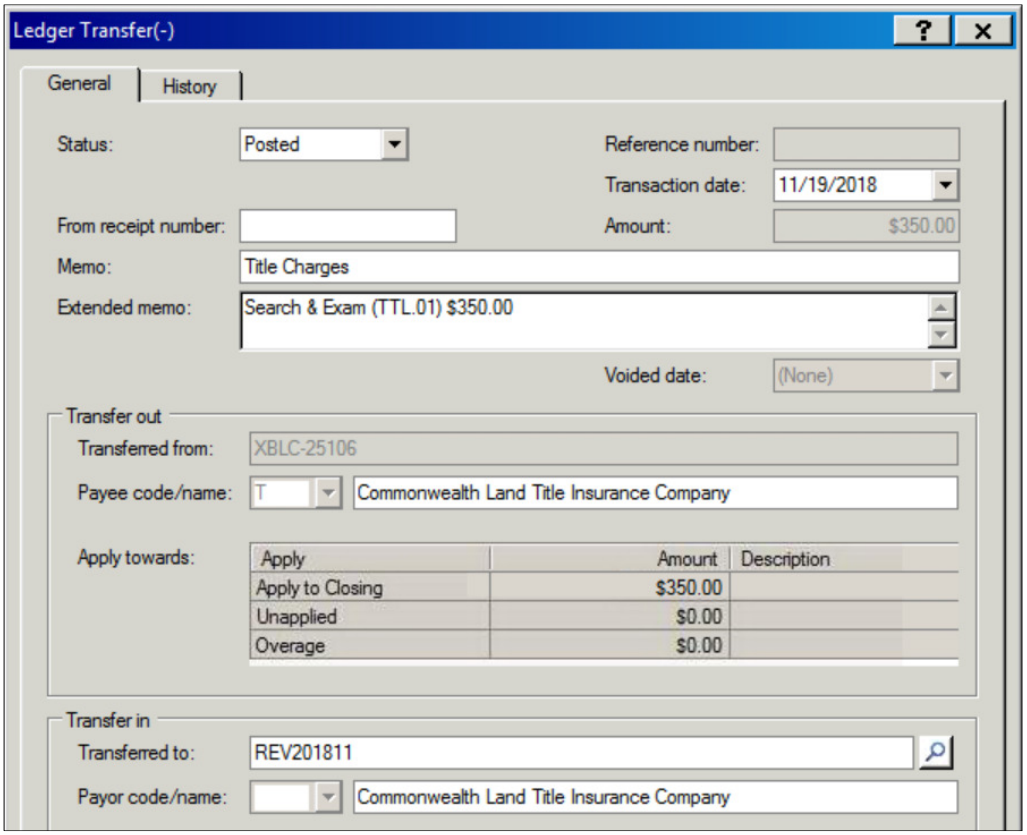
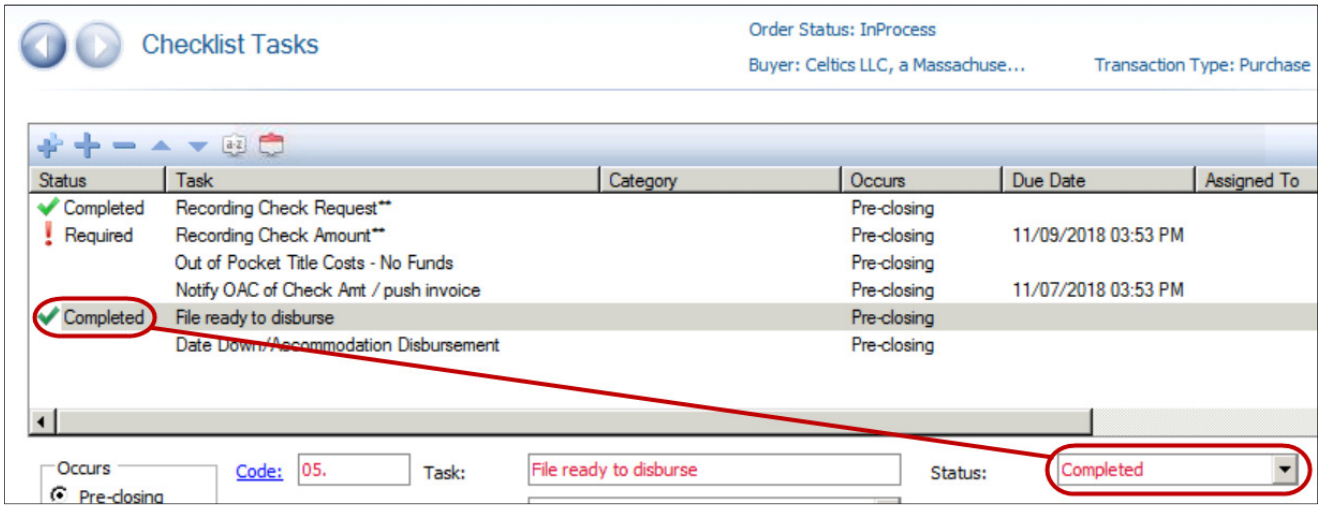
16. Click the **OK** button when the Ledger Transfer for the service fee is shown



17. Click the **Checklist Tasks** button
18. Highlight the **File ready to disburse** task in the grid
19. From the **Status** drop-down, select **Completed**



20. **Save** and the exit the order

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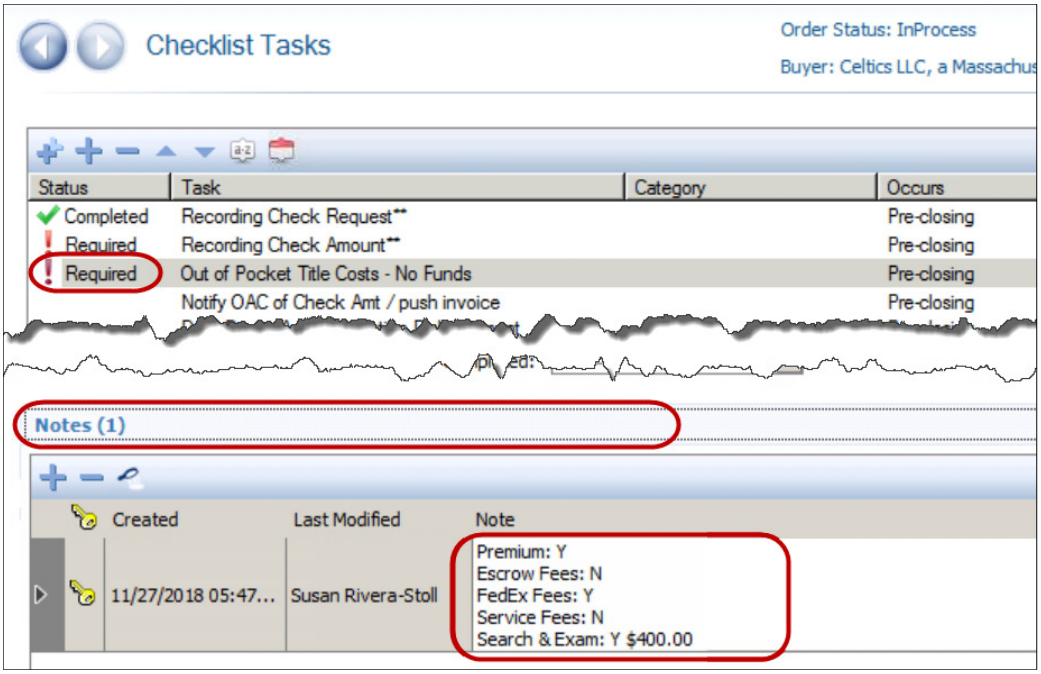
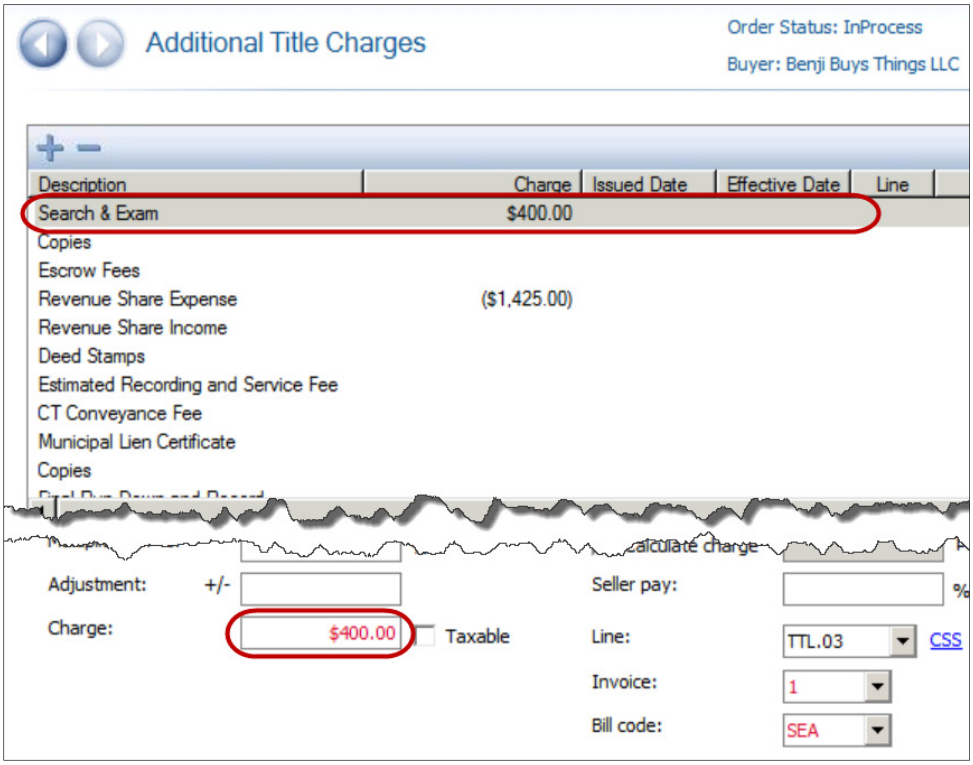
Processing without Funds

With the applicable order opened,

1. Click the **Checklist Tasks** button
2. Verify the Servicer set the **Out of Pocket Title Costs – No Funds** tasks **Status = Required**
3. Click the **Notes** more/less bar to verify the request



4. Navigate to the **Additional Title Charges** screen
5. Highlight the **Search & Exam** entry in the grid
6. In the **Charges** field, enter or verify the amount
7. If other charges are listed on the invoice (i.e, copies, municipal lien certificate) highlight the applicable entry in the grid
8. In the **Charges** field, enter the corresponding amount
9. Repeat **Steps 7-8** until all charges have been entered



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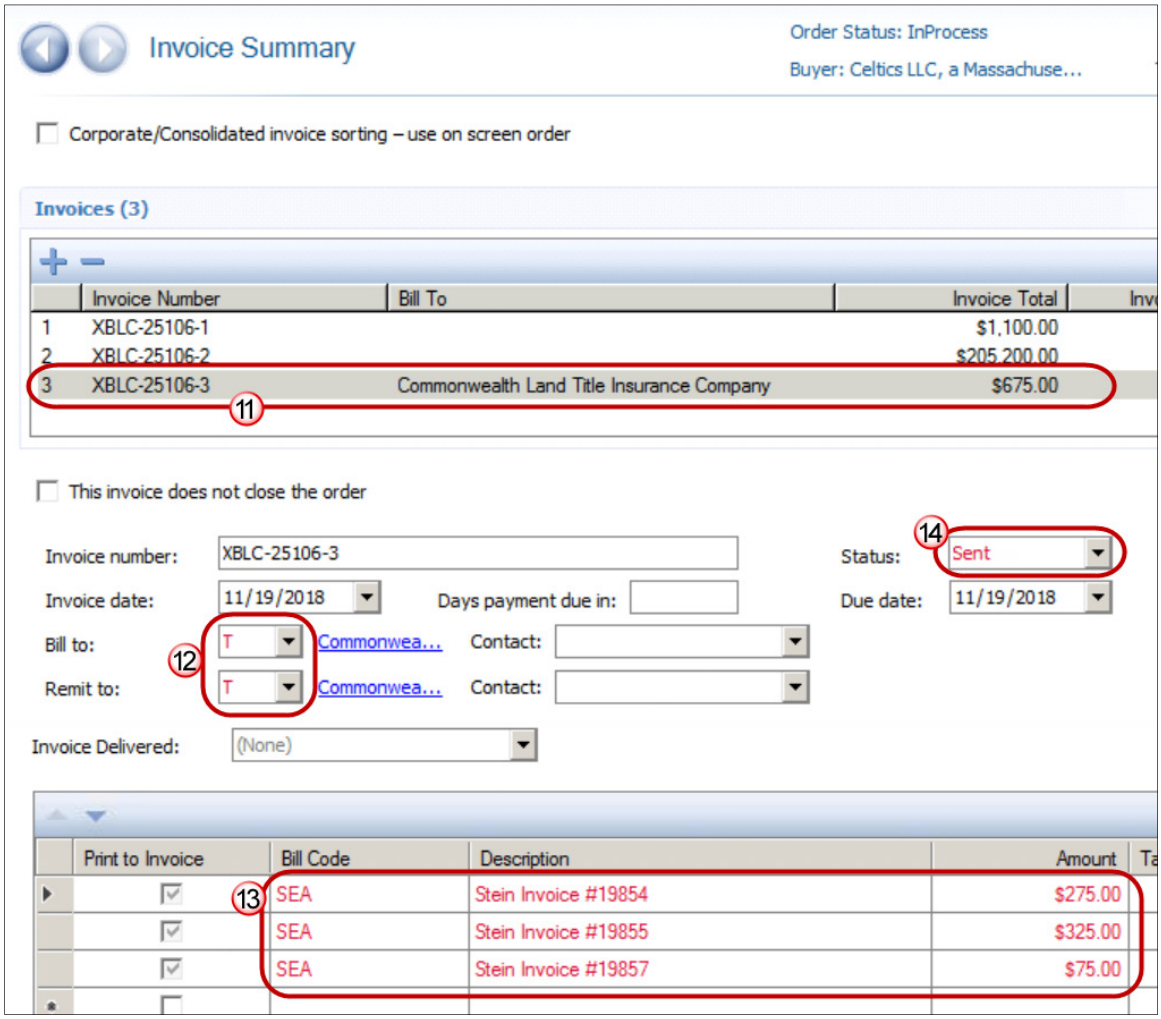
10. Navigate to the **Invoice Summary** screen
11. In the grid, highlight the **Invoice** 3
12. Verify the,
    a) **Bill to**
    b) **Remit to**
13. In the Invoice detail grid, enter or select the,
    a) **Bill Code** = SEA
    b) **Description** = enter *Stein Invoice #[enter their invoice number]*
    c) **Amount** = the invoice amount
14. From the **Status** drop-down, select **Sent**



15. **Save** the order
16. Click the **Documents** button

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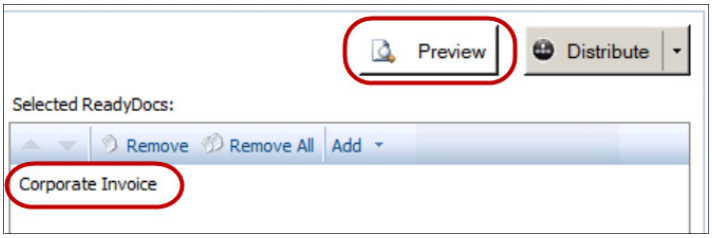
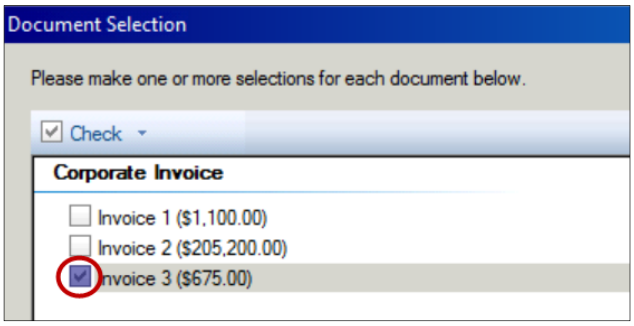
17. Search for the **Corporate Invoice**
18. Double-click to select
19. Click the **Preview** button



20. When prompted, check the check box for **Invoice 3**; click the **OK** button



21. **Print** and send to OAC with the Vendor Invoice (with stamp)

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