

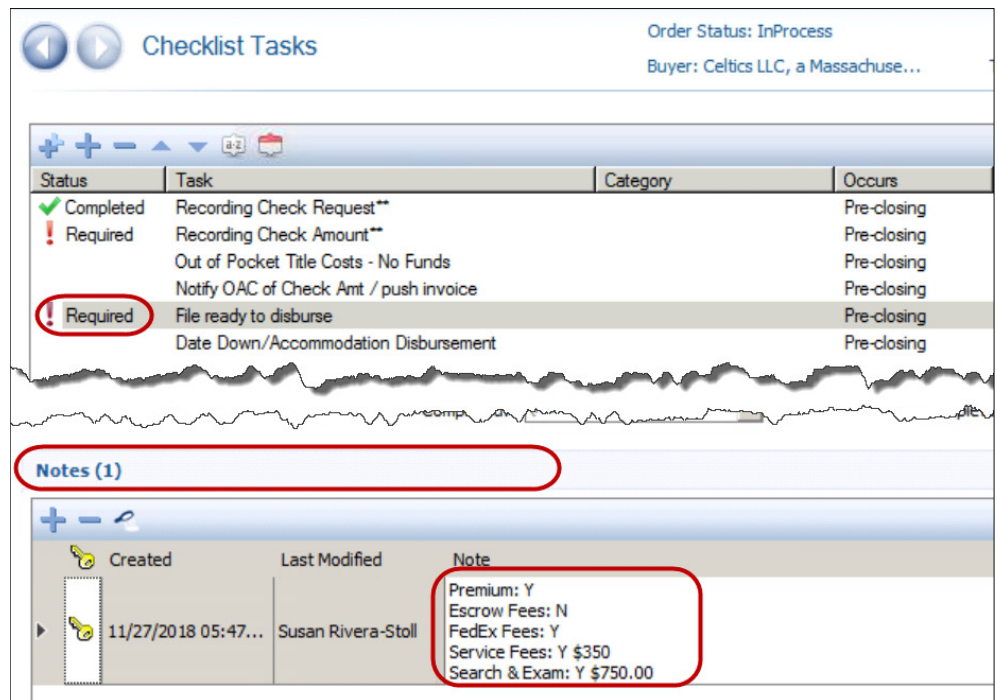
Follow these steps to process Stein invoices.

- › Processing with funds | Page 1
- › 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



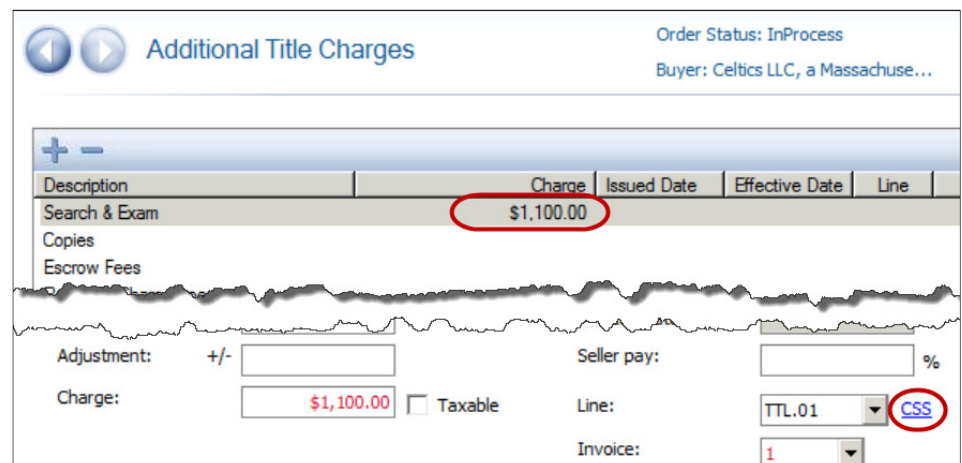
Order Status: InProcess
Buyer: Celtics LLC, a Massachuse...

Status	Task	Category	Occurs
✓ Completed	Recording Check Request**		Pre-closing
! Required	Recording Check Amount**		Pre-closing
	Out of Pocket Title Costs - No Funds		Pre-closing
	Notify OAC of Check Amt / push invoice		Pre-closing
! Required	File ready to disburse		Pre-closing
	Date Down/Accommodation Disbursement		Pre-closing

Notes (1)

Created	Last Modified	Note
11/27/2018 05:47...	Susan Rivera-Stoll	Premium: Y Escrow Fees: N FedEx Fees: Y Service Fees: Y \$350 Search & Exam: Y \$750.00

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



Order Status: InProcess
Buyer: Celtics LLC, a Massachuse...

Description	Charge	Issued Date	Effective Date	Line
Search & Exam	\$1,100.00			
Copies				
Escrow Fees				

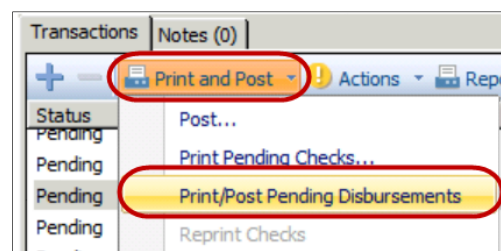
Adjustment: +/- Seller pay: %

Charge: ☐ Taxable Line: **CSS**

Invoice:

Processing Stein Invoices

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

Disbursement Selection

1 check(s) not shown due to missing payee address

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

Ledger Transfer(-)

General | History

Status: **Posted** Reference number: Transaction date: **11/19/2018** Amount: **\$750.00**

From receipt number: Memo: **Search & Exam** Extended memo: **Search & Exam (TTL.01) \$750.00** Voided date: **(None)**

Transfer out

Transferred from: **XBLC-25106**

Payee code/name: **03** **Commonwealth Land Title**

Apply towards:

Apply	Amount	Description
Apply to Closing	\$750.00	
Unapplied	\$0.00	
Overage	\$0.00	

Transfer in

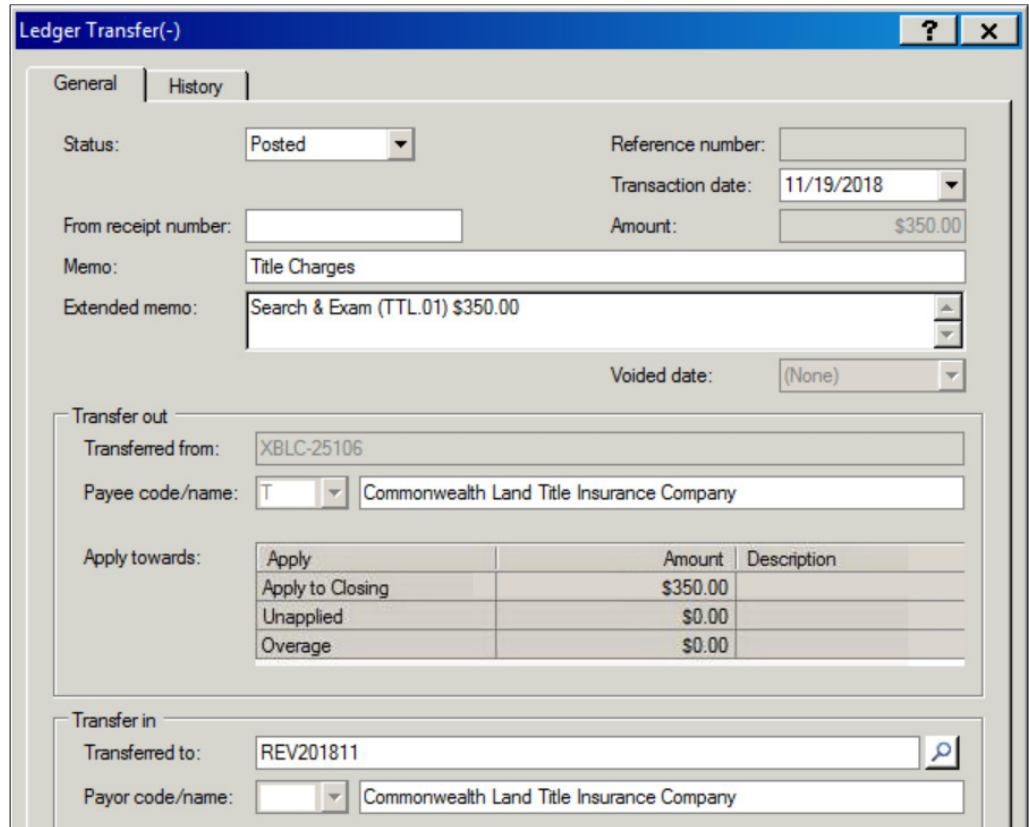
Transferred to: **CPREV201809**

Payor code/name: **Commonwealth Land Title**

Apply towards:

Apply	Amount	Line	Description
Apply to Closing	\$0.00		
Send to Line	\$0.00		
Send to Earnest M...	\$0.00		
Unapplied	\$750.00		
Overage	\$0.00		

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



Ledger Transfer(-)

General | History

Status: Posted Reference number: Transaction date: 11/19/2018 Amount: \$350.00

From receipt number: Memo: Title Charges

Extended memo: Search & Exam (TTL.01) \$350.00

Voided date: (None)

Transfer out

Transferred from: XBLC-25106

Payee code/name: T Commonwealth Land Title Insurance Company

Apply towards:

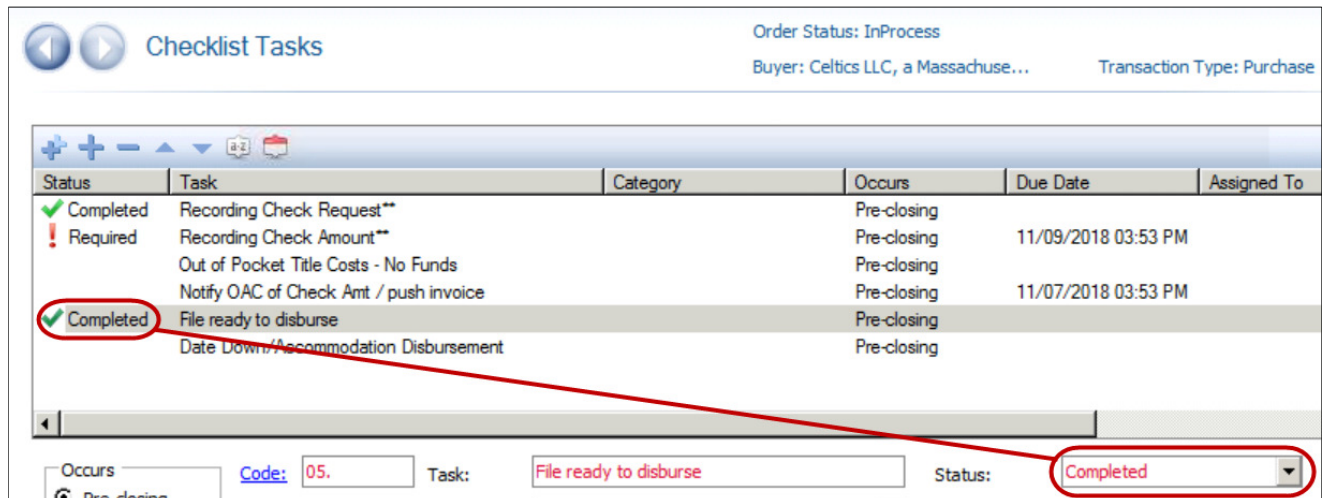
Apply	Amount	Description
Apply to Closing	\$350.00	
Unapplied	\$0.00	
Overage	\$0.00	

Transfer in

Transferred to: REV201811

Payor code/name: Commonwealth Land Title Insurance Company

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



Checklist Tasks

Order Status: InProcess Buyer: Celtics LLC, a Massachuse... Transaction Type: Purchase

Status	Task	Category	Occurs	Due Date	Assigned To
Completed	Recording Check Request**		Pre-closing		
Required	Recording Check Amount**		Pre-closing	11/09/2018 03:53 PM	
	Out of Pocket Title Costs - No Funds		Pre-closing		
	Notify OAC of Check Amt / push invoice		Pre-closing	11/07/2018 03:53 PM	
Completed	File ready to disburse		Pre-closing		
	Date Down/Accommodation Disbursement		Pre-closing		

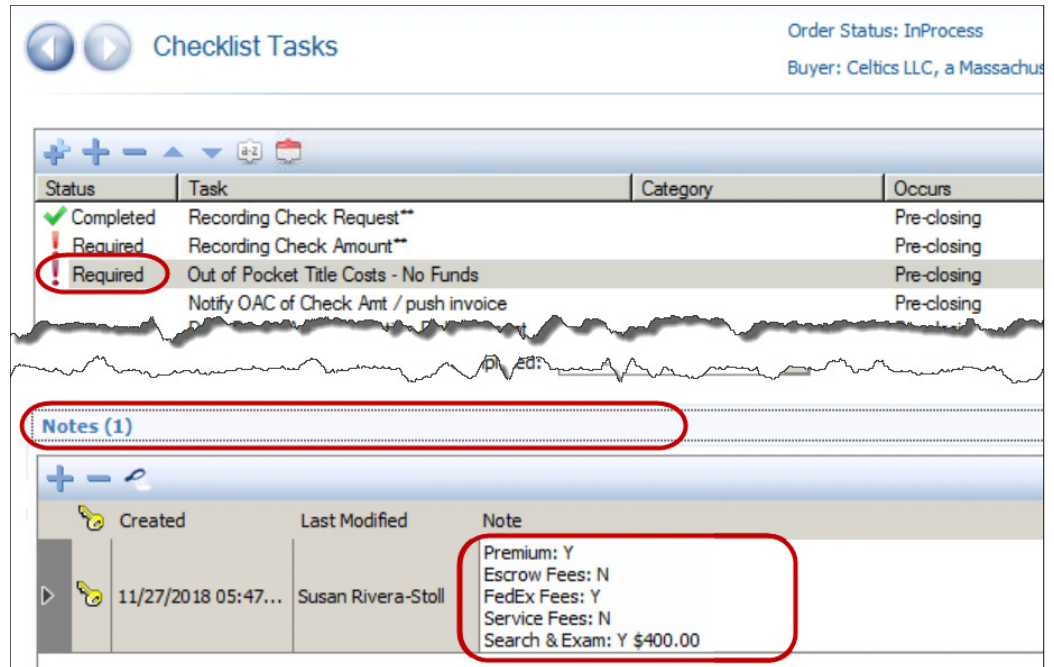
Occurs: Pre-closing Code: 05. Task: File ready to disburse Status: Completed

- Save and exit the order

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



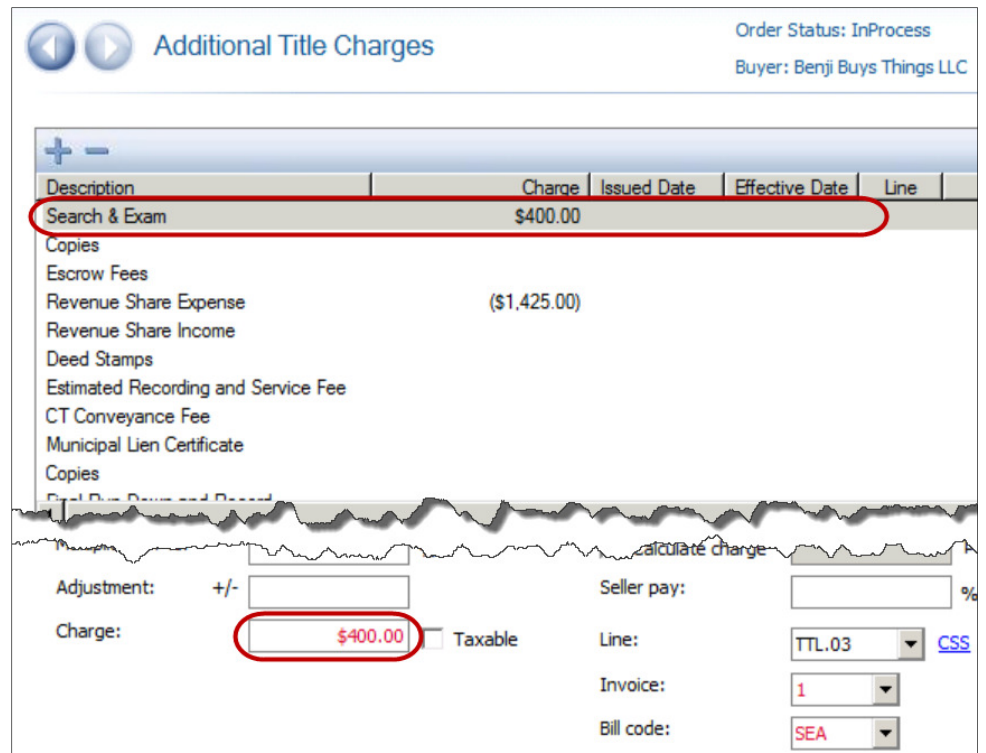
Order Status: InProcess
Buyer: Celtics LLC, a Massachusetts

Status	Task	Category	Occurs
Completed	Recording Check Request**		Pre-closing
Required	Recording Check Amount**		Pre-closing
Required	Out of Pocket Title Costs - No Funds		Pre-closing
	Notify OAC of Check Amt / push invoice		Pre-closing

Notes (1)

Created	Last Modified	Note
11/27/2018 05:47...	Susan Rivera-Stoll	Premium: Y Escrow Fees: N FedEx Fees: Y Service Fees: N Search & Exam: Y \$400.00

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



Order Status: InProcess
Buyer: Benji Buys Things LLC


Description	Charge	Issued Date	Effective Date	Line
Search & Exam	\$400.00			
Copies				
Escrow Fees				
Revenue Share Expense	(\$1,425.00)			
Revenue Share Income				
Deed Stamps				
Estimated Recording and Service Fee				
CT Conveyance Fee				
Municipal Lien Certificate				
Copies				
Real Estate Broker's Fee				

Adjustment: +/- Seller pay: %

Charge: Taxable ☐ Line: [CSS](#)

Invoice: Bill code:

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**


Invoice Summary

Order Status: InProcess
 Buyer: Celtics LLC, a Massachuse...

☐ Corporate/Consolidated invoice sorting – use on screen order

Invoices (3)

	Invoice Number	Bill To	Invoice Total	Inv
1	XBLC-25106-1		\$1,100.00	
2	XBLC-25106-2		\$205,200.00	
3	XBLC-25106-3	Commonwealth Land Title Insurance Company	\$675.00	

☐ This invoice does not close the order

Invoice number: XBLC-25106-3
 Invoice date: 11/19/2018
 Bill to: T Commonwealth...
 Remit to: T Commonwealth...
 Invoice Delivered: (None)

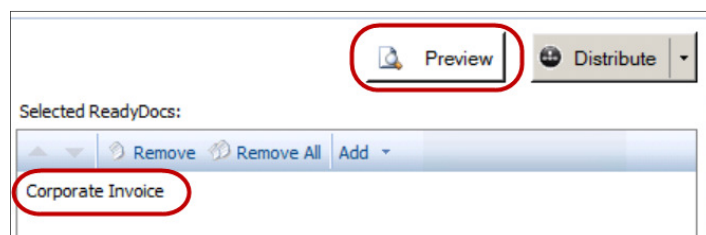
Days payment due in:
 Contact:
 Contact:
 Status: 14 Sent
 Due date: 11/19/2018

	Print to Invoice	Bill Code	Description	Amount	Ta
	<input checked="" type="checkbox"/>	13 SEA	Stein Invoice #19854	\$275.00	
	<input checked="" type="checkbox"/>	SEA	Stein Invoice #19855	\$325.00	
	<input checked="" type="checkbox"/>	SEA	Stein Invoice #19857	\$75.00	

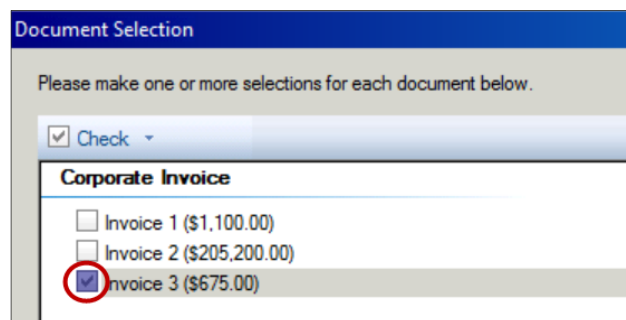
15. **Save** the order
16. Click the **Documents** button

Processing Stein Invoices

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)