

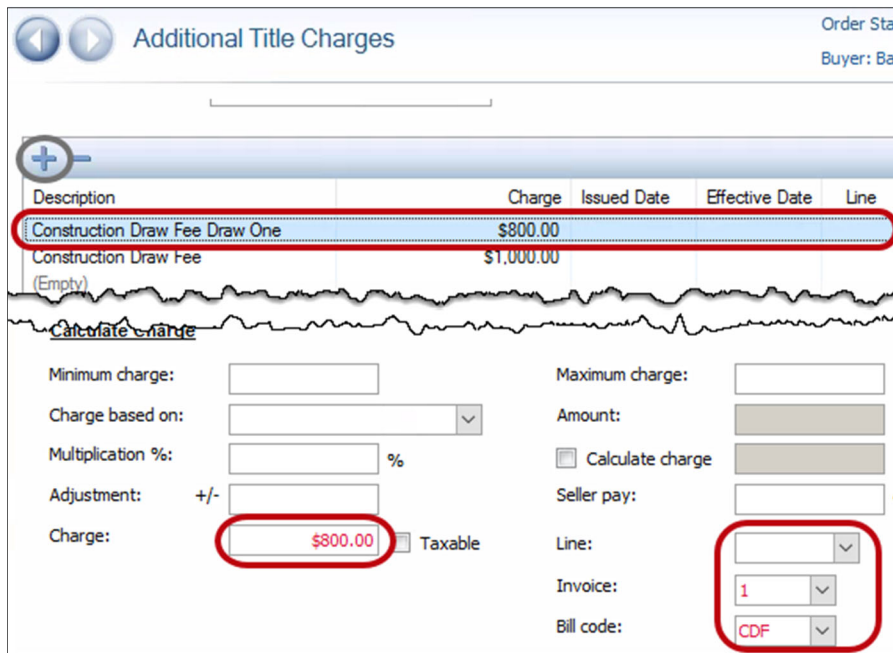
Recognizing Revenue for Construction Disbursements

Create an invoice and recognize income via the invoice or a ledger transfer in the register. Follow the steps in the applicable section.

Recognizing Income via Invoice

When payment is received,

1. Navigate to the Additional Title Charges screen
2. Highlight the fee in the grid; use the **Add Additional Title Charges** icon if you need to add an entry
3. Enter/verify,
 - a. **Charge**
 - b. **Line** = should be **blank**; select **(None)** if needed
 - c. **Invoice**
 - d. **Bill code**
4. Repeat **step 2** for each charge



5. Navigate to the **Invoice Summary** screen
- With the applicable invoice highlighted in the grid,
6. Enter/select the,
 - a. **Remit to** = **A**
 - b. **Bill to** = select Contact from drop-down only if pulled from the Lookup Table when entered; otherwise select the **T-Contact**
7. Click the **Invoice Payments** more/less bar
8. Enter payment information
9. From the **Status** drop-down, select **Sent**

Recognizing Revenue for Construction Disbursements

Invoice Summary

Order Status: InProcess

Buyer: Barbara Stinson

Transaction Type: Other

Invoices (1)

Invoice Number	Bill To	Invoice Total	Invoice Balance
1 XTR-Barbara-1		\$1,800.00	\$0.00

☐ This invoice does not close the order

Invoice number: XTR-Barbara-1

Property:

Status: **Sent**

Invoice date: 11/18/2020

Days payment due in:

Due date: 11/18/2020

Bill to: T

Contact:

Remit to: A Chicago Title...

Contact:

Invoice Delivered: (None)


7 Invoice Payments (1)

Date Paid	Payment Description	Reference Number	Payment Amount
11/17/2020	Center Point	Check 5252	\$1,800.00

10. **Save** your order to push the payment to CRRAR
11. Send the check and the invoice to the OAC Department

Recognizing Income via Ledger Transfer

When payment is received,

1. Navigate to the **Additional Title Charges** screen
2. Highlight the fee in the grid; use the **Add Additional Title Charges**  icon if you need to add an entry

Additional Title Charges

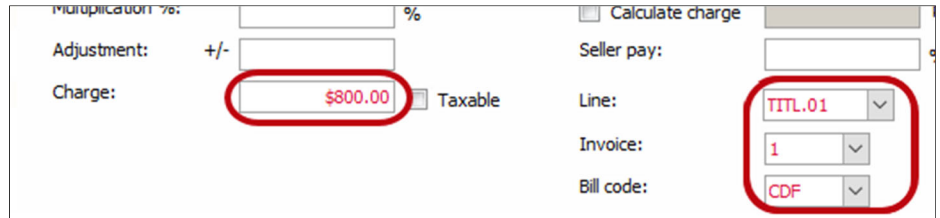
Order Sta

Buyer: Bar

Description	Charge	Issued Date	Effective Date	Line
Construction Draw Fee Draw One	\$800.00			
Construction Draw Fee	\$1,000.00			

Recognizing Revenue for Construction Disbursements

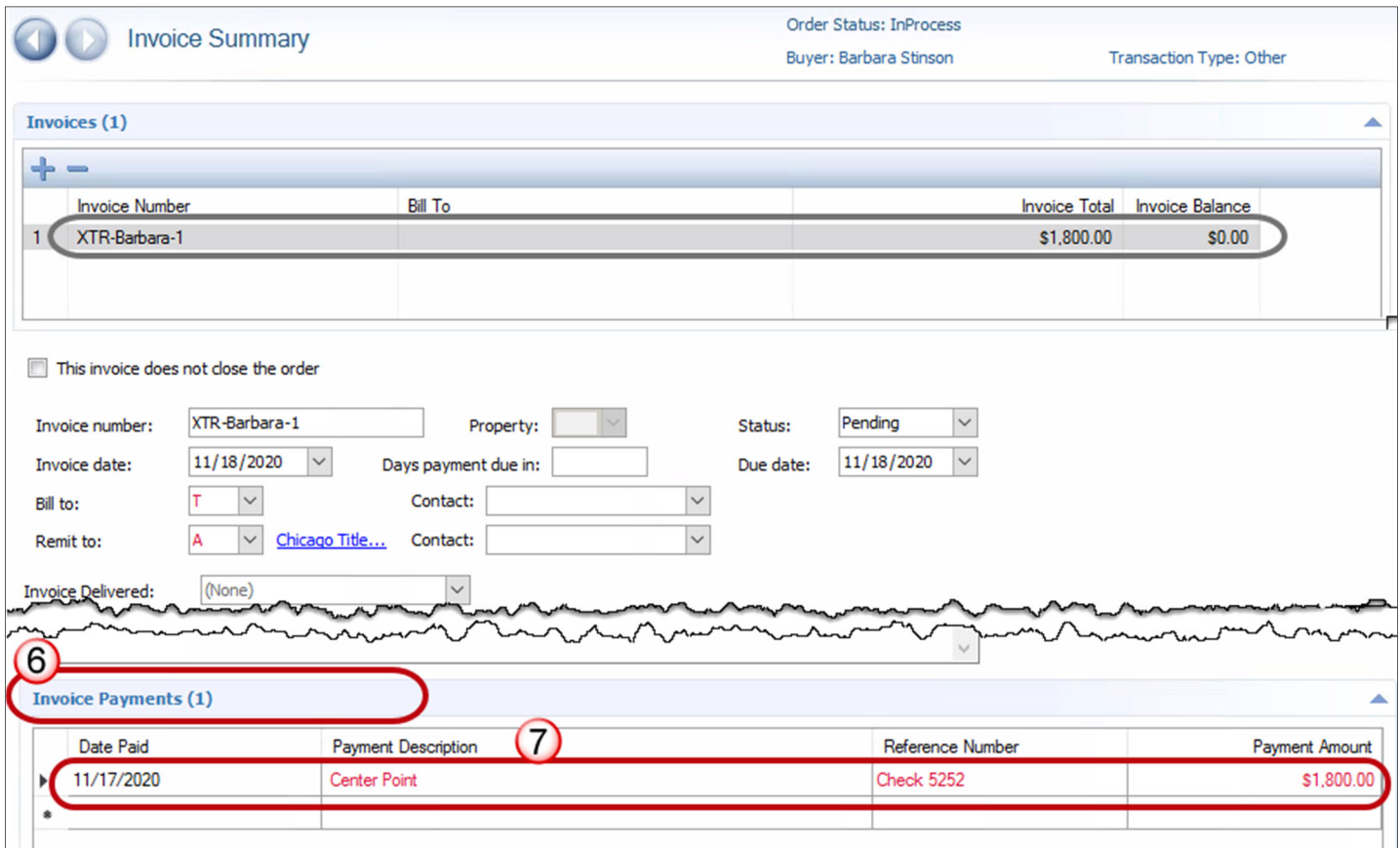
3. Enter/verify,
 - a. Charge
 - b. Line
 - c. Invoice
 - d. Bill code



4. Repeat **steps 2-3** for each charge
5. Navigate to the **Invoice Summary** screen

With the applicable invoice highlighted in the grid,

6. Click the **Invoice Payments** more/less bar
7. Enter payment information



8. Click the **Register** button
9. **Receipt** in the payment
10. Post the Ledger Transfer when ready

