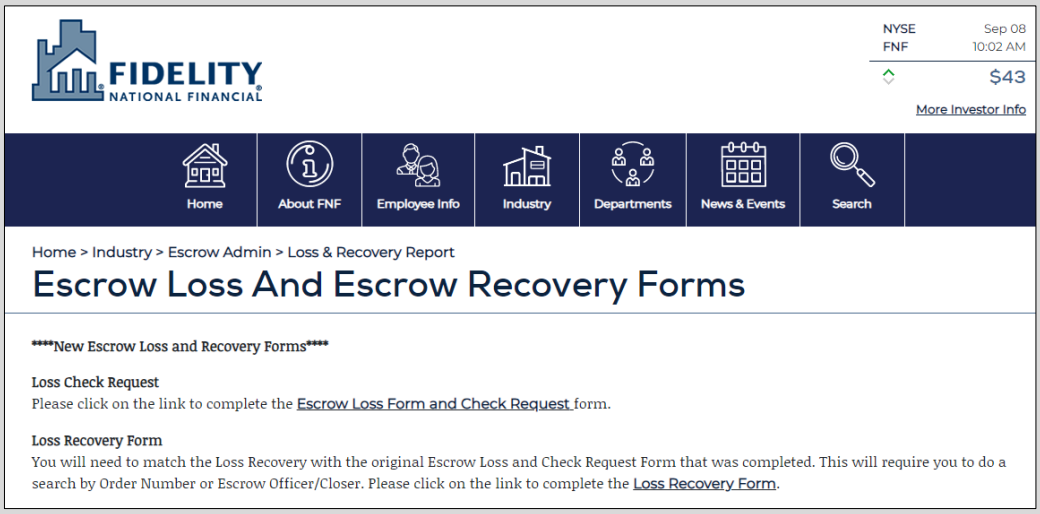
Processing a Recouped Escrow Loss

Follow these steps to create a revenue ledger transfer to process the recovery of an escrow loss.

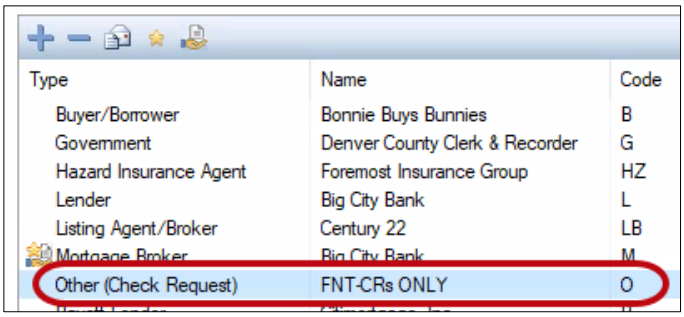
IMPORTANT: Review the ***Escrow Tech Memo #73-2007 Escrow Loss and Recovery Process*** for guidelines on requesting escrow loss checks and reporting recovered funds.

Refer to the Escrow Administration Escrow Loss and Escrow Recovery Forms page for the required forms for requesting a loss check and reporting recovered funds.

Contact Karen Phelps (KPhelps@fnf.com) with any questions regarding losses, recovers or the required forms.



1. Navigate to the **Order Contacts** screen
2. Verify the **Other (Check Request)** Contact; this should have been added when requesting the payment.



Type	Name	Code
Buyer/Borrower	Bonnie Buys Bunnies	B
Government	Denver County Clerk & Recorder	G
Hazard Insurance Agent	Foremost Insurance Group	HZ
Lender	Big City Bank	L
Listing Agent/Broker	Century 22	LB
Mortgage Broker	Big City Bank	M
Other (Check Request)	FNT-CRs ONLY	O

If it does not,

a) Click the **Add Contact** icon

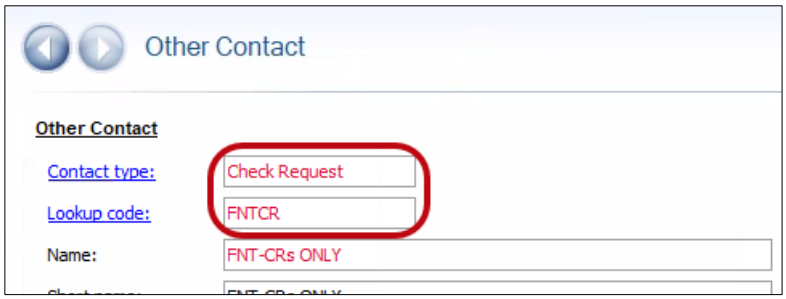
b) Double-click the **Other** Contact

c) Click the **Contact** type link

d) Double-click the **Check Request** entry

e) Click the **Lookup code** link

f) Double-click the applicable entry; the available brand entry is based on your office



3. Navigate to the **CDF Pg2-Sections A-J** screen, section **H**
4. On the next available blank line enter,
   a) **Description** for the funds being recouped
   b) **To = A**-Contact

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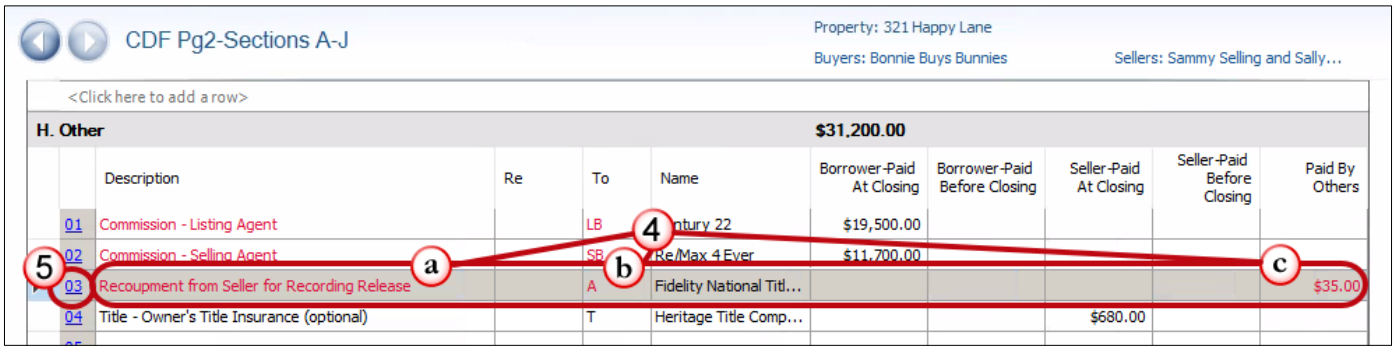
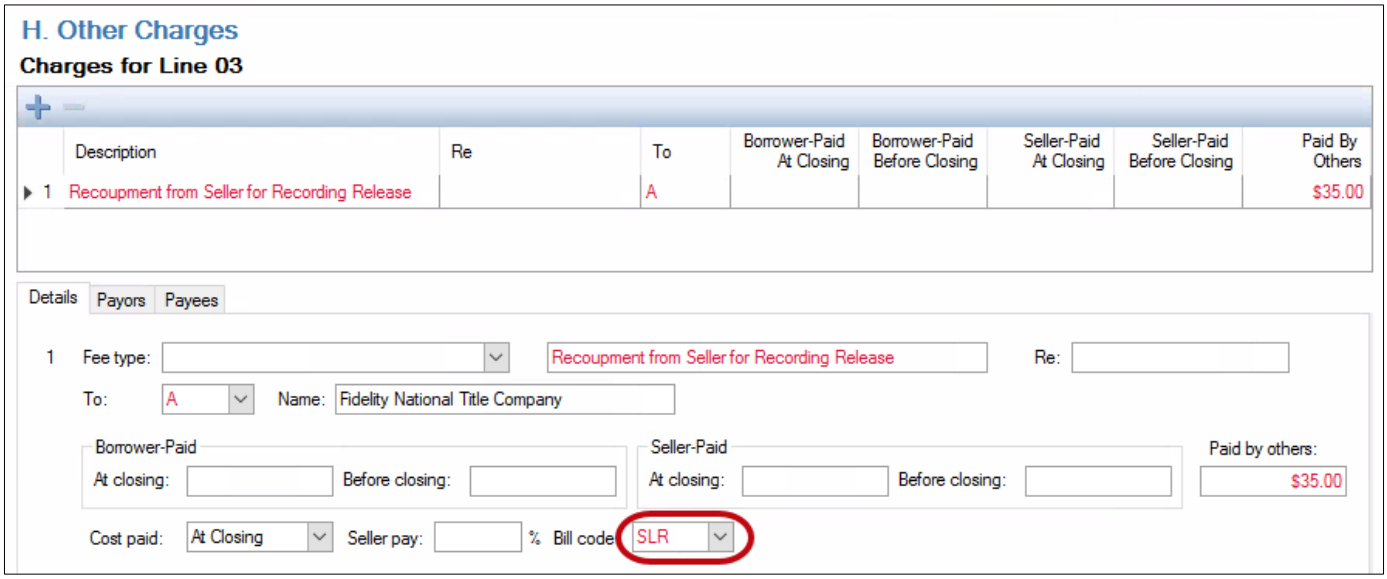
c) **Paid By Others** = recouped amount



5. Click the **Line number** link
6. From the **Bill code** drop-down, select the applicable code

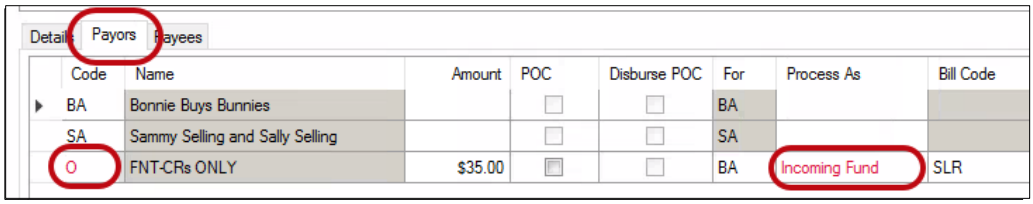
NOTE: Contact your Accounting department if you are unsure of the bill code selection.



7. Click the **Payors** tab
8. Select the,

   a) **Code** = **O-Other (Check Request)** Contact

   b) **Process As** = **Incoming Fund**



9. Click the **Close** button
10. Click the **Register** button

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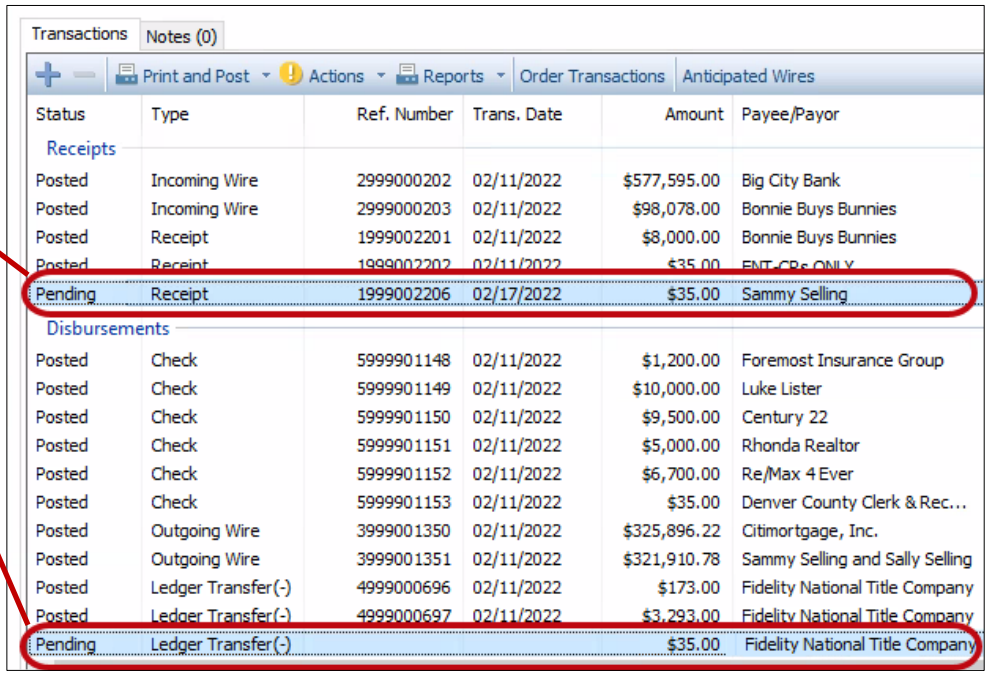
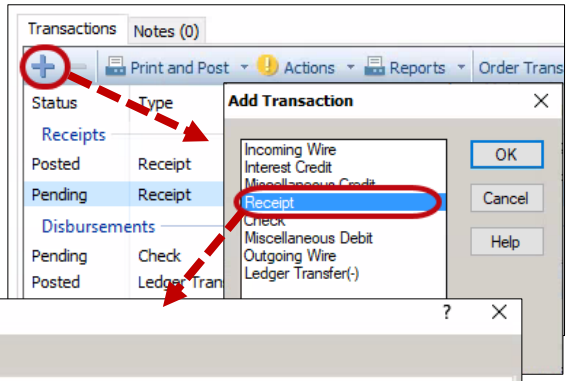
A **Pending Receipt** and **Ledger Transfer(-)** are created in the register.



11. Post the **Receipt**

    a) Click the **Add Transaction** icon

    b) Double-click **Receipt**



    c) From the **Receipt** window, select the,

        i. **Medium**

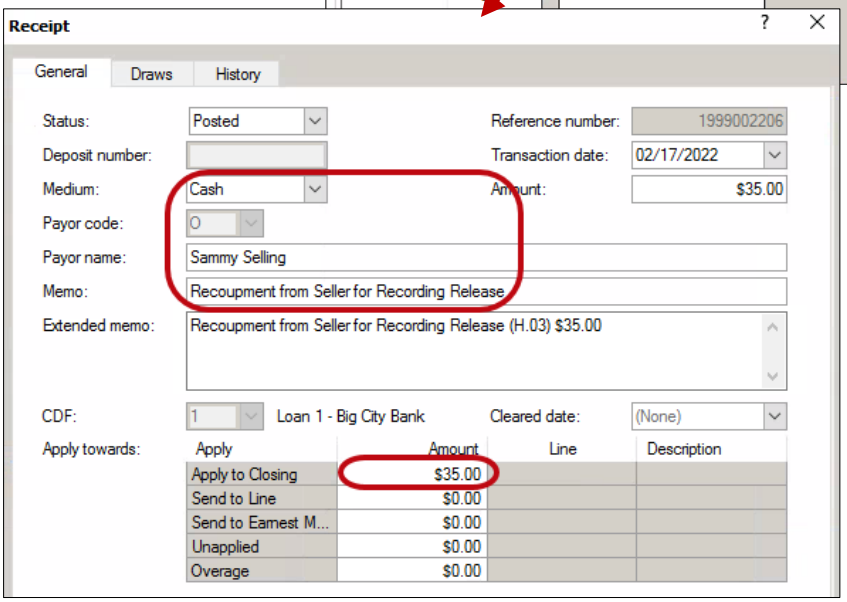
        ii. **Payor code** = **O-Other (Check Request)** Contact

        iii. **Payor name** = overwrite with the name of the party paying the funds (i.e., seller name)

        iv. **Memo** = the description for the funds

        v. **Apply to Closing** = amount

        vi. Click the **OK** button



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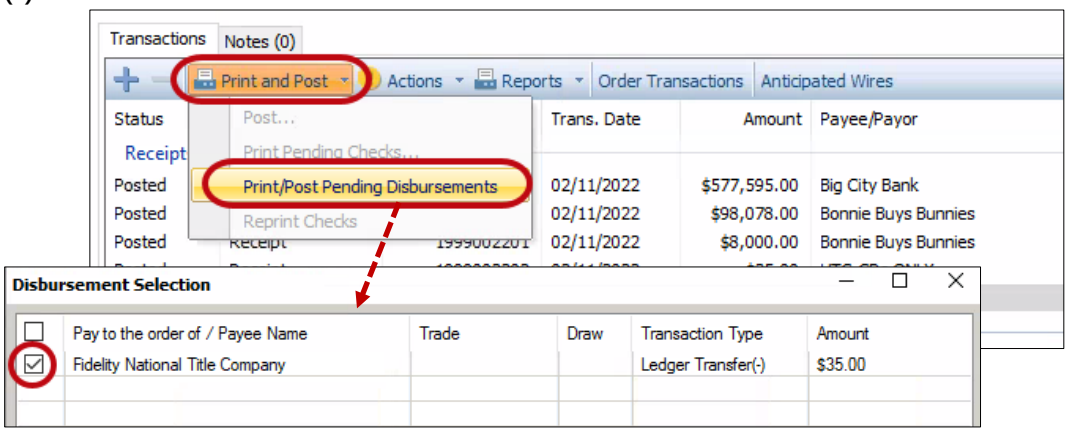
12. Post the **Ledger Transfer(-)**



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