

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.



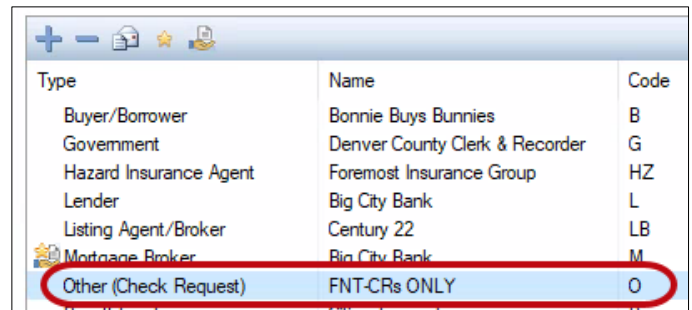
The screenshot shows the Fidelity National Financial website. The top navigation bar includes links for Home, About FNF, Employee Info, Industry, Departments, News & Events, and Search. The main content area is titled "Escrow Loss And Escrow Recovery Forms" and contains the following text:

****New Escrow Loss and Recovery Forms****

Loss Check Request
Please click on the link to complete the [Escrow Loss Form and Check Request](#) form.


Loss Recovery Form
You will need to match the Loss Recovery with the original Escrow Loss and Check Request Form that was completed. This will require you to do a search by Order Number or Escrow Officer/Closer. Please click on the link to complete the [Loss Recovery Form](#).

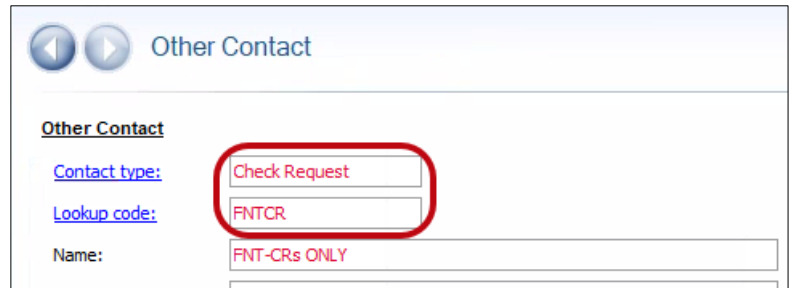
1. Navigate to the **Order Contacts** screen
2. Verify the **Other (Check Request)** Contact; this should have been added when requesting the payment.



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



The screenshot shows the "Other Contact" screen. The "Contact type:" field is set to "Check Request". The "Lookup code:" field is set to "FNTCR". The "Name:" field is set to "FNT-CRs ONLY".


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

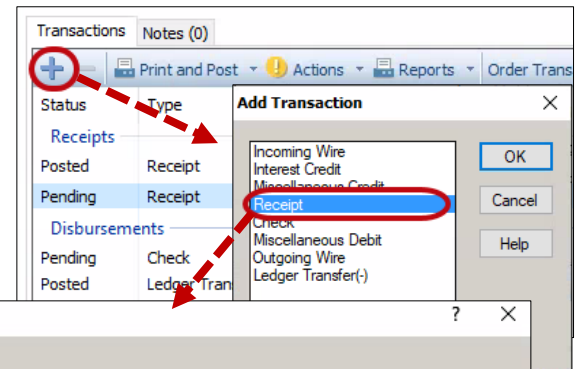
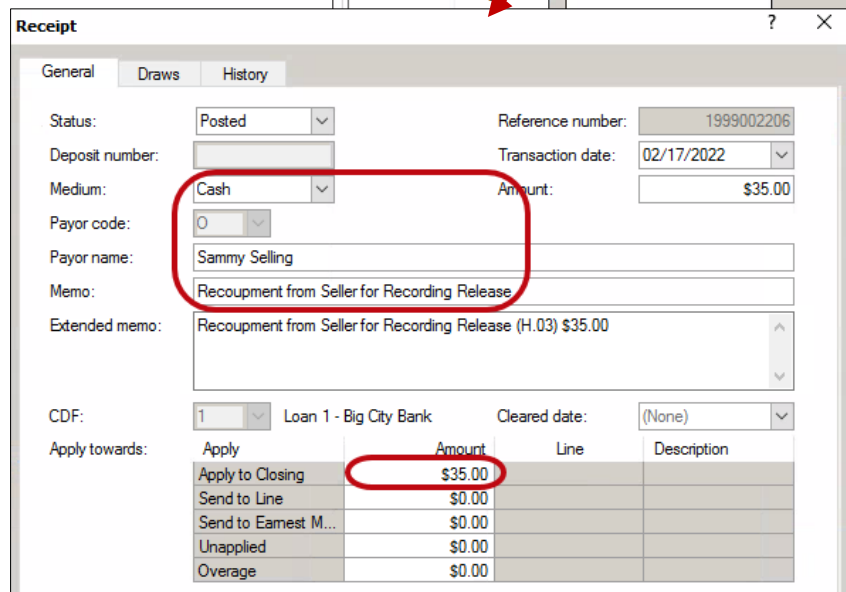
Transactions Notes (0)					
Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor
Receipts					
Posted	Incoming Wire	2999000202	02/11/2022	\$577,595.00	Big City Bank
Posted	Incoming Wire	2999000203	02/11/2022	\$98,078.00	Bonnie Buys Bunnies
Posted	Receipt	1999002201	02/11/2022	\$8,000.00	Bonnie Buys Bunnies
Posted	Receipt	1999002202	02/11/2022	\$35.00	EMT-CRE ONLY
Pending	Receipt	1999002206	02/17/2022	\$35.00	Sammy Selling
Disbursements					
Posted	Check	5999901148	02/11/2022	\$1,200.00	Foremost Insurance Group
Posted	Check	5999901149	02/11/2022	\$10,000.00	Luke Lister
Posted	Check	5999901150	02/11/2022	\$9,500.00	Century 22
Posted	Check	5999901151	02/11/2022	\$5,000.00	Rhonda Realtor
Posted	Check	5999901152	02/11/2022	\$6,700.00	Re/Max 4 Ever
Posted	Check	5999901153	02/11/2022	\$35.00	Denver County Clerk & Rec...
Posted	Outgoing Wire	3999001350	02/11/2022	\$325,896.22	Citimortgage, Inc.
Posted	Outgoing Wire	3999001351	02/11/2022	\$321,910.78	Sammy Selling and Sally Selling
Posted	Ledger Transfer(-)	4999000696	02/11/2022	\$173.00	Fidelity National Title Company
Posted	Ledger Transfer(-)	4999000697	02/11/2022	\$3,293.00	Fidelity National Title Company
Pending	Ledger Transfer(-)			\$35.00	Fidelity National Title Company

11. Post the **Receipt**

- Click the **Add Transaction**  icon
- Double-click **Receipt**

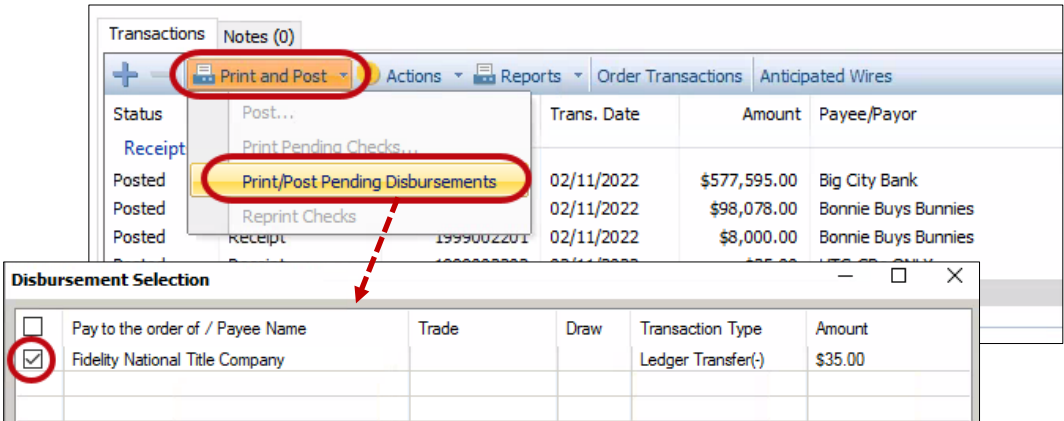
- From the **Receipt** window, select the,

- Medium**
- Payor code = O- Other (Check Request) Contact**
- Payor name =** overwrite with the name of the party paying the funds (i.e., seller name)
- Memo =** the description for the funds
- Apply to Closing =** amount
- Click the **OK** button

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



The screenshot shows the SOFTPRO SELECT interface. The 'Print and Post' menu is open, and the 'Print/Post Pending Disbursements' option is highlighted. A red arrow points from this option to the 'Disbursement Selection' dialog box. In the dialog box, the checkbox for 'Pay to the order of / Payee Name' is checked, and the 'Transaction Type' is set to 'Ledger Transfer(-)'.

Status	Trans. Date	Amount	Payee/Payor
Receipt	02/11/2022	\$577,595.00	Big City Bank
Posted	02/11/2022	\$98,078.00	Bonnie Buys Bunnies
Posted	02/11/2022	\$8,000.00	Bonnie Buys Bunnies

Pay to the order of / Payee Name	Trade	Draw	Transaction Type	Amount
<input checked="" type="checkbox"/> Fidelity National Title Company			Ledger Transfer(-)	\$35.00