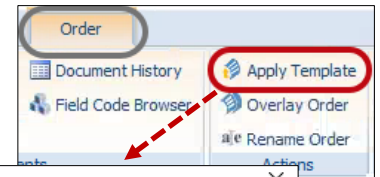


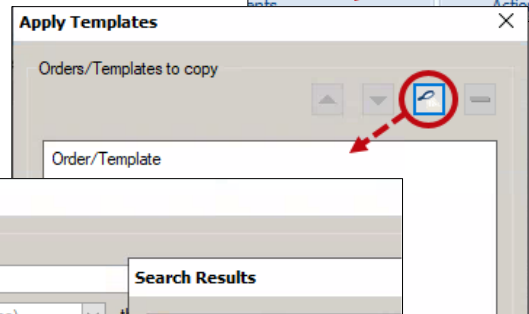
## Prepping the Orders to Transfer Funds

When your transaction has multiple properties, you can opt to enter site-specific charges in the main order, so they appear on the settlement statement and only the title premiums, endorsements and recording fees are processed through the sub-order or enter all charges in the site-specific sub-orders. By using the template cited below, you have the option of either process.

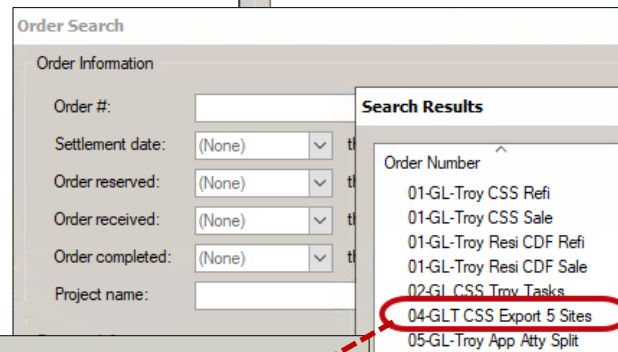
1. Open the main (source) order
2. From the Order ribbon, click the **Apply Template** button



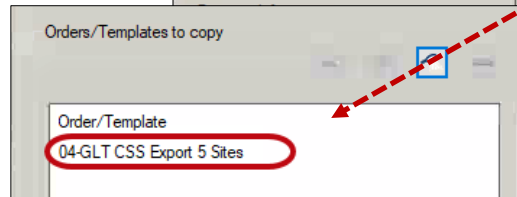
3. From the **Apply Templates** window, click the **Search**  icon



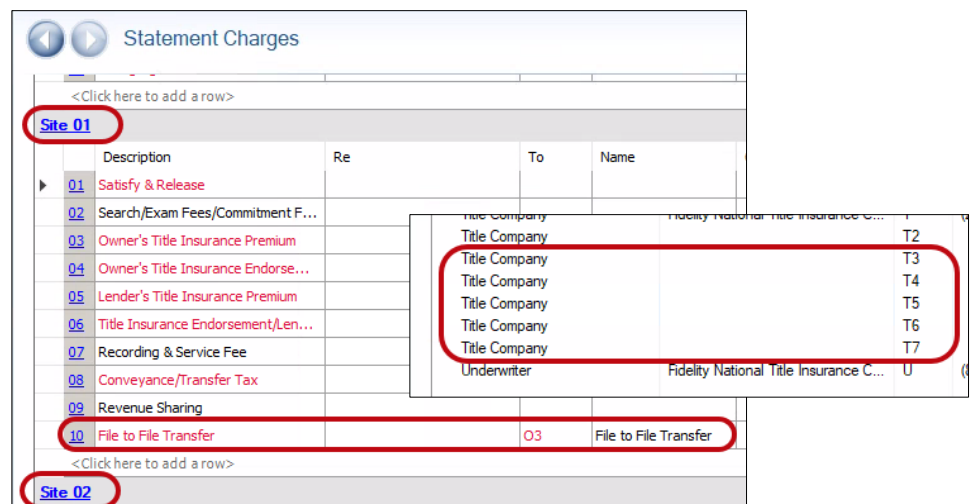
4. Press the **Enter** key to bypass the **Order Search** window
5. Click the **04-GLT CSS Export 5 Sites** template



6. Click the **OK** button to apply the template
7. Click the **OK** button to confirm



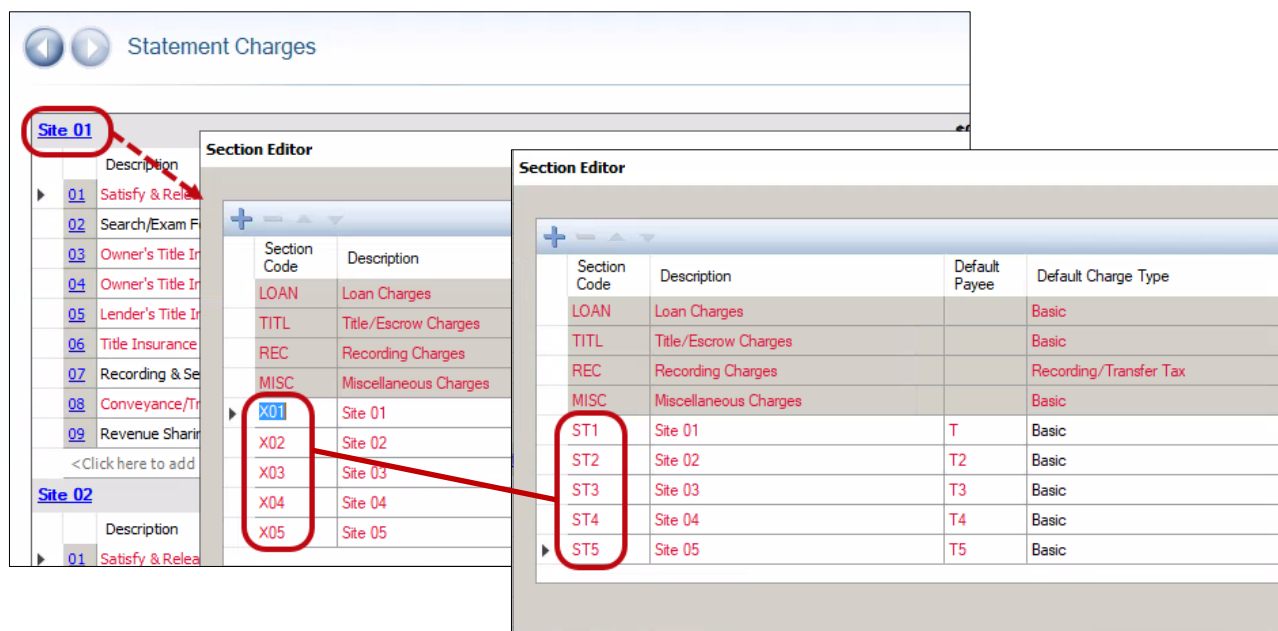
The template adds five site placeholders with charge lines if you wish to show site-specific fees including the **File to File Transfer** entry to an **O-Contact** on the settlement statement along with a corresponding **T-Contact** for each site.



If more than five placeholders are needed, continue to the next steps, otherwise skip to [step 18](#).

**IMPORTANT:** The template can be added to accommodate as many sites as needed (adding five sites at one time). You must follow **steps 8-10** below **prior** to applying the template after the initial time. If you do not, it will only append charge lines to the existing five sites without creating new sites.

8. Navigate to the **Statement Charges** screen
9. Click the **Site 01** link to open the **Section Editor** window
10. Change each the section code (**X01** through **X05**) to a unique 3-digit code (i.e., X01 to ST1 or MS1)



Section Code	Description	Default Payee	Default Charge Type
LOAN	Loan Charges		Basic
TITL	Title/Escrow Charges		Basic
REC	Recording Charges		Recording/Transfer Tax
MISC	Miscellaneous Charges		Basic
X01	Site 01	T	Basic
X02	Site 02	T2	Basic
X03	Site 03	T3	Basic
X04	Site 04	T4	Basic
X05	Site 05	T5	Basic

11. Click the **Apply Template** button
12. Press the **Enter** key to bypass the **Order Search** window
13. Double-click the **04-GLW CSS Export 5 Site** template
14. Click the **OK** button
15. Click **OK** to confirm the template has been applied
16. Change the **Description** for each section as needed
17. Repeat **steps 8-16** until enough placeholders have been added

**REMEMBER:** The template adds five sites at once and you must change the 3-digit **Section Code** each time **prior** to adding the template.

## Prepping the Orders to Transfer Funds

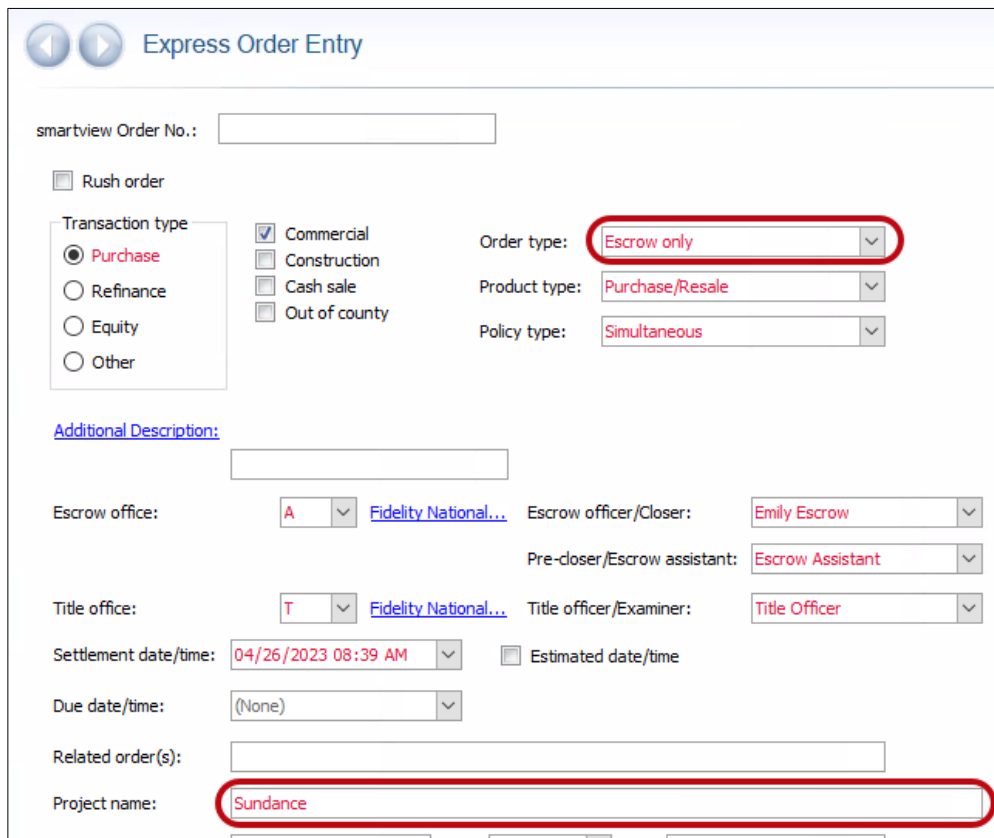
Once the appropriate number of sites have been added,

18. Navigate to the **Order Entry** screen

19. Change the **Order type** to **Escrow only**

20. Enter the **Project name**

**NOTE:** The source order and the destination orders must have the same entry in the **Project name** field (limited to 100 characters). This is used by Accounting to make the file-to-file transfers.



21. Navigate to the **Order Contacts** screen

The template adds a **T-Contact** placeholder for each site.

22. Enter the **T-Contact** information for each

Settlement Agent	Fidelity National Title Insurance Co...	T1
Title Company	Fidelity National Title Insurance C...	T
Title Company	FNF - LA	T2
Title Company	FNF - WILSHIRE	T3
Title Company	FNF- WILSHIRE	T4
Title Company	FNF- WILSHIRE	T5
Title Company	FNF - WILSHIRE	T6
Title Company	FNF- WILSHIRE	T7

### Adding Site-Specific Charges & Fund Transfers

If you wish to show site-specific charges on the settlement statement continue to next steps, otherwise skip to [step 27](#).



**IMPORTANT:** The ledger transfer for each site is processed through the sub-order so title premiums, endorsement fees, and recording fees must be entered in the site-specific sub-order.

23. Navigate to the **Statement Charges** screen

24. Enter applicable fees for each site; add lines as needed

## Prepping the Orders to Transfer Funds

25. If **Revenue Share** fee is needed, click the **Line number** link to enter



Statement Charges

Order Status:   
 Buyer: SUNDA


[<Click here to add a row>](#)

GLT2200075 Hillsdale <span style="float: right;">\$5,789.50</span>						
	Description	Re	To	Name	C/D	Buyer Debit
<a href="#">01</a>	Satisfy & Release				<input type="checkbox"/>	
<a href="#">02</a>	Search/Exam Fees/Commitment Fee/Work Charges				<input type="checkbox"/>	
<a href="#">03</a>	Owner's Title Insurance Premium		T2	FNF - LA	<input type="checkbox"/>	
<a href="#">04</a>	Owner's Title Insurance Endorsement				<input type="checkbox"/>	
<a href="#">05</a>	Lender's Title Insurance Premium				<input type="checkbox"/>	
<a href="#">06</a>	Title Insurance Endorsement/Lenders Package				<input type="checkbox"/>	
<a href="#">07</a>	Recording - Clerk Fees		A2	Fidelity National ...	<input type="checkbox"/>	\$65.50
<a href="#">08</a>	Conveyance/Transfer Tax				<input type="checkbox"/>	
<a href="#">09</a>	Revenue Sharing				<input type="checkbox"/>	

[<Click here to add a row>](#)

GLT2200076 Ionia <span style="float: right;">\$6,137.70</span>						
	Description	Re	To	Name	C/D	Buyer Debit
<a href="#">01</a>	Satisfy & Release				<input type="checkbox"/>	
<a href="#">02</a>	Search/Exam Fees/Commitment Fee/Work Charges				<input type="checkbox"/>	
<a href="#">03</a>	Owner's Title Insurance Premium				<input type="checkbox"/>	
<a href="#">04</a>	Owner's Title Insurance Endorsement				<input type="checkbox"/>	
<a href="#">05</a>	Lender's Title Insurance Premium				<input type="checkbox"/>	
<a href="#">06</a>	Title Insurance Endorsement/Lenders Package				<input type="checkbox"/>	
<a href="#">07</a>	Recording - Clerk Fees		A2	Fidelity National ...	<input type="checkbox"/>	\$163.70
<a href="#">08</a>	Conveyance/Transfer Tax				<input type="checkbox"/>	
<a href="#">09</a>	Revenue Sharing				<input type="checkbox"/>	

**GLT2200075 Hillsdale**  
**Charges for Line 09**



	Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
1	See Revenue Share Job Aid for Payors & Payees	as needed					
2	Revenue Sharing Expense		T4				
3	Revenue Sharing Income		A				

26. Enter the transfer amount for each site, setting **To** = **O-FILE TO FILE TRANSFER (DTT)** Contact

## Prepping the Orders to Transfer Funds

GLT2200075 Hillsdale							\$5,789.50
	Description	Re	To	Name	C/D	Buyer Debit	
01	Satisfy & Release				<input type="checkbox"/>		
02	Search/Exam Fees/Commitment Fee/Work Charges				<input type="checkbox"/>		
03	Owner's Title Insurance Premium		T2	FNF - LA	<input type="checkbox"/>		
04	Owner's Title Insurance Endorsement				<input type="checkbox"/>		
05	Lender's Title Insurance Premium				<input type="checkbox"/>		
06	Title Insurance Endorsement/Lenders Package				<input type="checkbox"/>		
07	Recording - Clerk Fees		A2	Fidelity National ...	<input type="checkbox"/>	\$65.50	
08	Conveyance/Transfer Tax				<input type="checkbox"/>		
09	Revenue Sharing				<input type="checkbox"/>		
▶ 10	PREMIUM & FEES / GLT2200075		O4	FNF FUNDS	<input type="checkbox"/>	\$5,724.00	
<Click here to add a row>							
GLT2200076 Ionia							\$6,137.70
	Description	Re	To	Name	C/D	Buyer Debit	
▶ 01	Satisfy & Release				<input type="checkbox"/>		
02	Search/Exam Fees/Commitment Fee/Work Charges				<input type="checkbox"/>		
03	Owner's Title Insurance Premium				<input type="checkbox"/>		
04	Owner's Title Insurance Endorsement				<input type="checkbox"/>		
05	Lender's Title Insurance Premium				<input type="checkbox"/>		
06	Title Insurance Endorsement/Lenders Package				<input type="checkbox"/>		
07	Recording - Clerk Fees		A2	Fidelity National ...	<input type="checkbox"/>	\$163.70	
08	Conveyance/Transfer Tax				<input type="checkbox"/>		
09	Revenue Sharing				<input type="checkbox"/>		
▶ 10	PREMIUM & FEES / GLT2200076		O4	FILE TO FILE TR...	<input type="checkbox"/>	\$5,974.00	
<Click here to add a row>							

27. Create your sub-orders, setting the **Order type** as **Title only**
28. Enter the same **Project name** as the source order in each sub-order
29. Enter your charges as normal
30. Notify Accounting the orders are ready for the funds transfer