

Processing Out-of-Pocket Title Costs without Funds

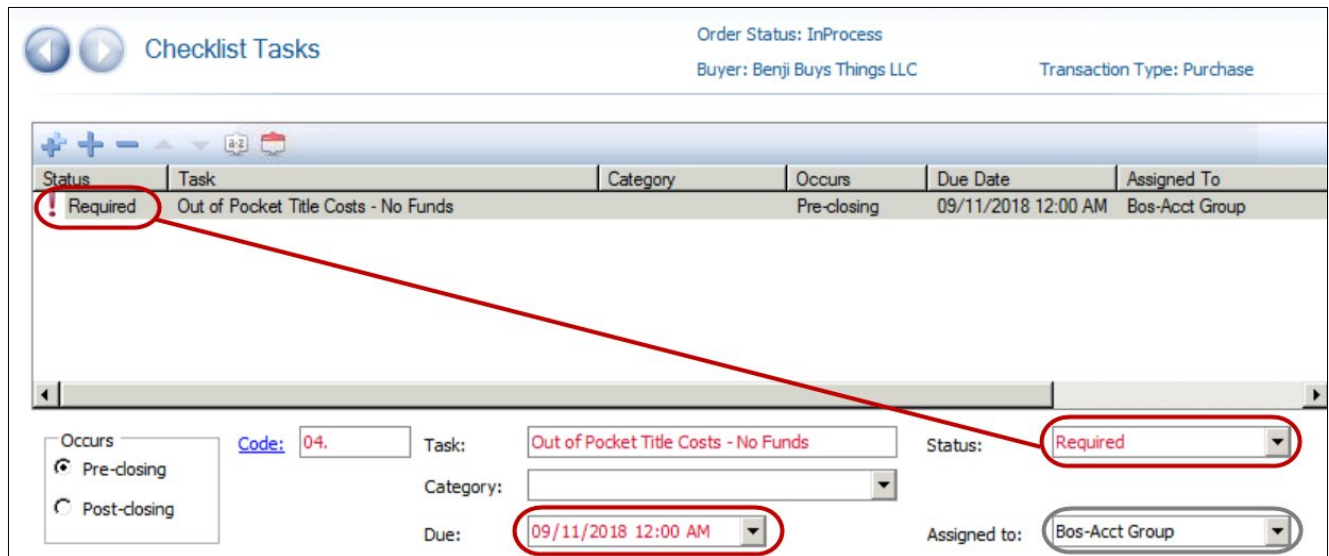
Follow these steps to process an order for out-of-pocket title costs without funds.

- › Servicer responsibility | [Page 1](#)
- › Accounting responsibility | [Page 2](#)


Servicer Responsibilities

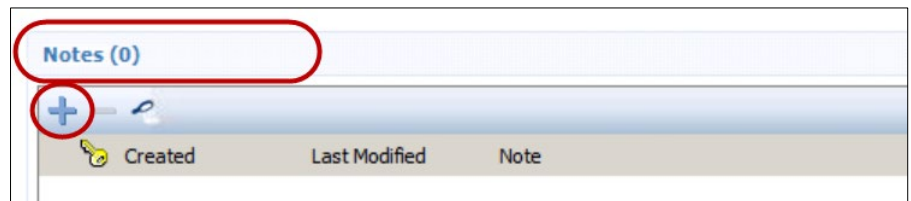
With the applicable order open,

1. Click the **Checklist Tasks** button
2. Highlight the **Out of Pocket Title Costs – No Funds** task
3. From the **Status** drop-down, select **Required**
4. From the **Due** field, enter (or select) the next (business) day

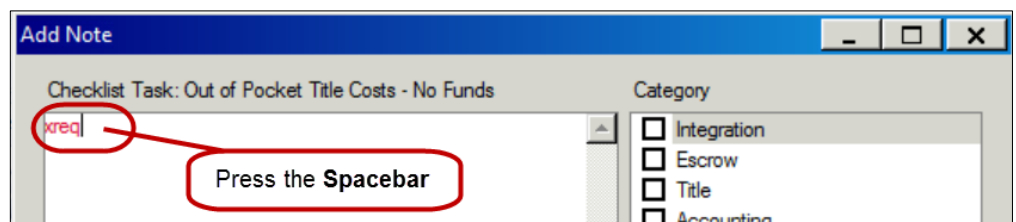


This assigns the task to the **Bos-Acct Group** and automatically sends a notification email.

5. Click the **Notes** more/less bar
6. Click the **Add Note**  icon



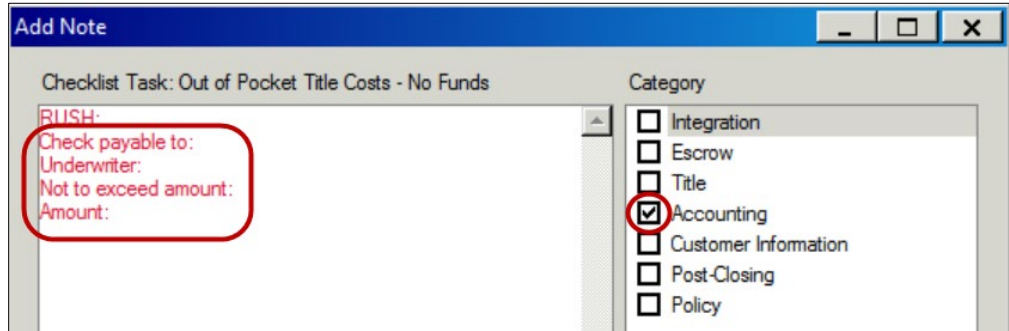
7. Enter **xreq**; press the **Spacebar**



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8. Once the field names are pulled in, enter the,

- Check payable to:
- Underwriter:
- Not to exceed amount: is not used and can be deleted
- Amount:



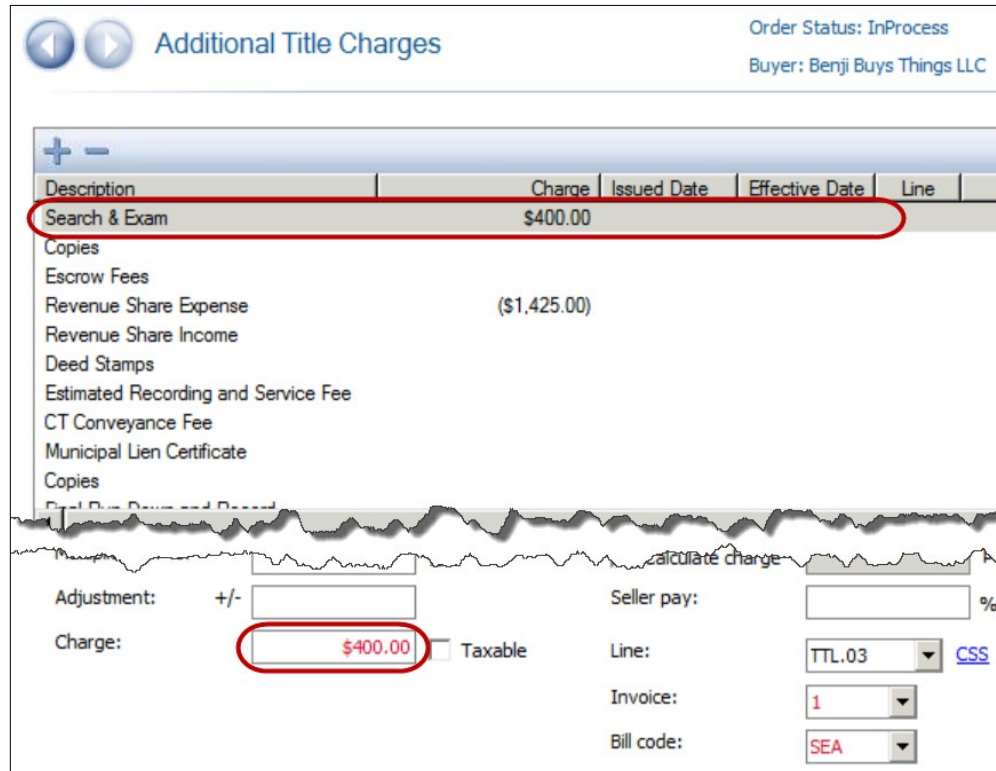
9. Check the **Accounting** check box; click the **OK** button

10. Provide the invoice with the order number written on the invoice to the Accounting Group

Accounting Responsibilities

When the invoice is received,

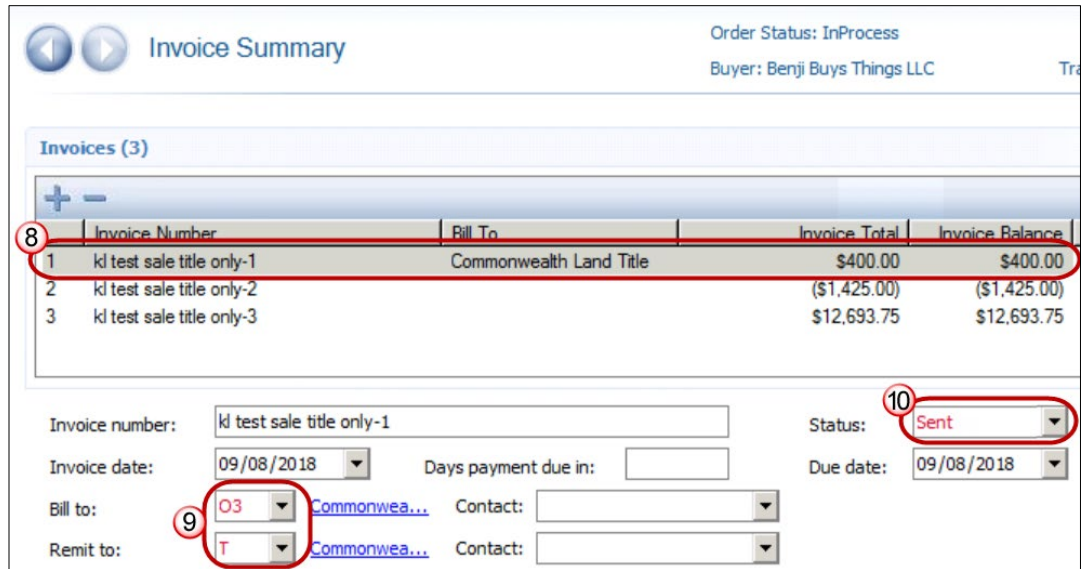
- Navigate to the **Additional Title Charges** screen
- Highlight the **Search & Exam** entry in the grid
- In the **Charges** field, enter the corresponding amount
- If other charges are listed on the invoice, highlight the applicable entry in the grid
- In the **Charges** field, enter the corresponding amount
- Repeat **Steps 4-5** until all charges have been entered



7. Navigate to the **Invoice Summary** screen

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8. In the grid, highlight the applicable invoice
9. Verify the,
 - a) Bill to
 - b) Remit to
10. From the **Status** drop-down, select **Sent**; this recognizes revenue



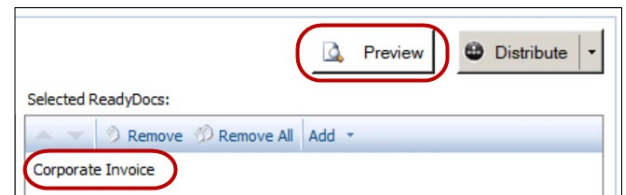
Order Status: InProcess
Buyer: Benji Buys Things LLC

Invoices (3)

	Invoice Number	Bill To	Invoice Total	Invoice Balance
1	kl test sale title only-1	Commonwealth Land Title	\$400.00	\$400.00
2	kl test sale title only-2		(\$1,425.00)	(\$1,425.00)
3	kl test sale title only-3		\$12,693.75	\$12,693.75

Invoice number: kl test sale title only-1
Invoice date: 09/08/2018
Days payment due in:
Bill to: 03 Commonwealth Land Title
Remit to: T Commonwealth Land Title
Status: Sent
Due date: 09/08/2018

11. Click the **Documents** button
12. Search for and select the **Corporate Invoice**
13. Click the **Preview** button
14. If multiple invoices and/or properties, check the applicable check box(es) when prompted
15. Print and send a copy of the **Corporate Invoice** with the vendor Invoice (with stamp) to your OAC

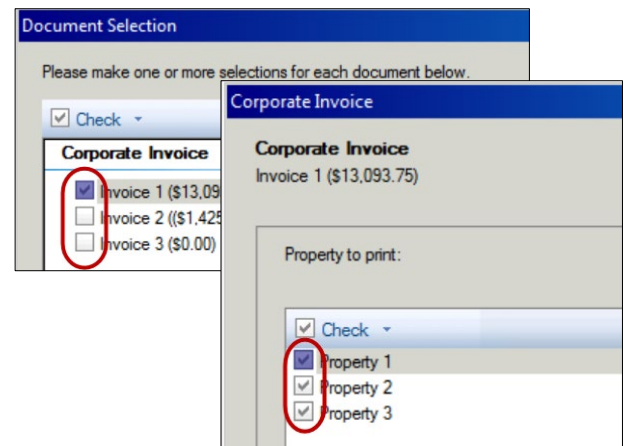


Preview Distribute

Selected ReadyDocs:

Remove Remove All Add

Corporate Invoice



Document Selection

Please make one or more selections for each document below.

Check

Corporate Invoice

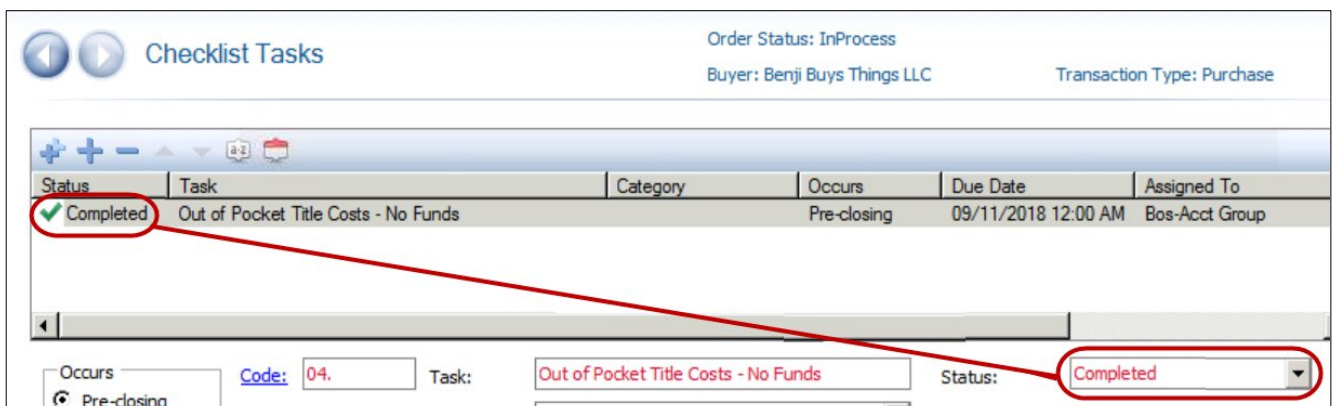
Invoice 1 (\$13,093.75)
Invoice 2 (\$1,425.00)
Invoice 3 (\$0.00)

Property to print:

Check

Property 1
Property 2
Property 3

16. Click the **Checklist Tasks** button
17. Highlight the **Out of Pocket Title Costs** task in the grid
18. From the **Status** drop-down, select **Completed**



Order Status: InProcess
Buyer: Benji Buys Things LLC
Transaction Type: Purchase

Checklist Tasks

Status	Task	Category	Occurs	Due Date	Assigned To
Completed	Out of Pocket Title Costs - No Funds		Pre-closing	09/11/2018 12:00 AM	Bos-Acct Group

Occurs: Pre-closing
Code: 04
Task: Out of Pocket Title Costs - No Funds
Status: Completed