
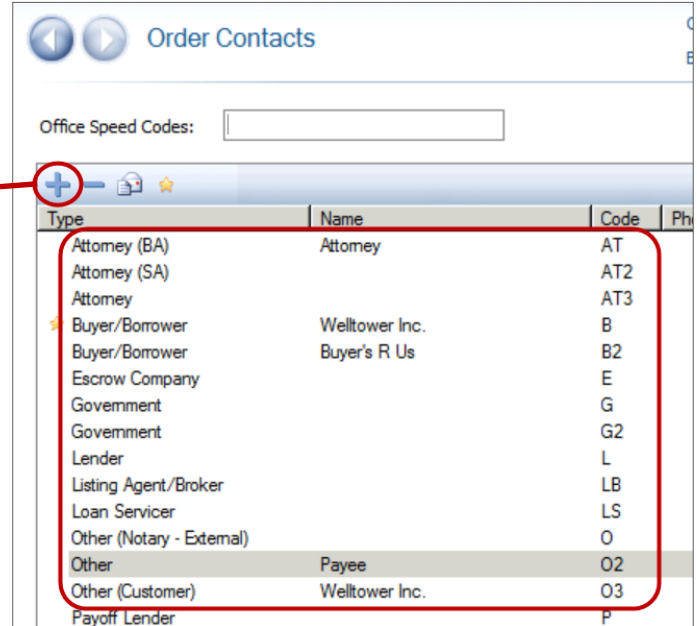


## Entering Without Showing on the Settlement Statement


Follow these steps if you need to create disbursements for payables not shown on the Commercial Settlement Statement (CSS).

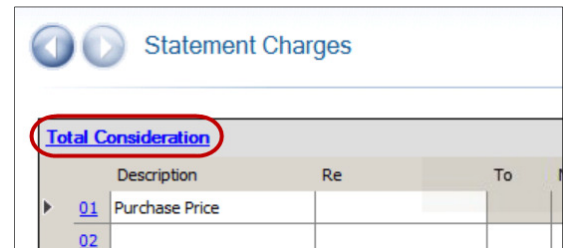
When you receive the list of payables,

1. Navigate to the **Order Contacts** screen
2. Add an **Other** Contact for the party sending the funds
3. Using placeholders first, enter a Contact for each party to be paid; use the **Add Contact**  icon if a placeholder does not exist

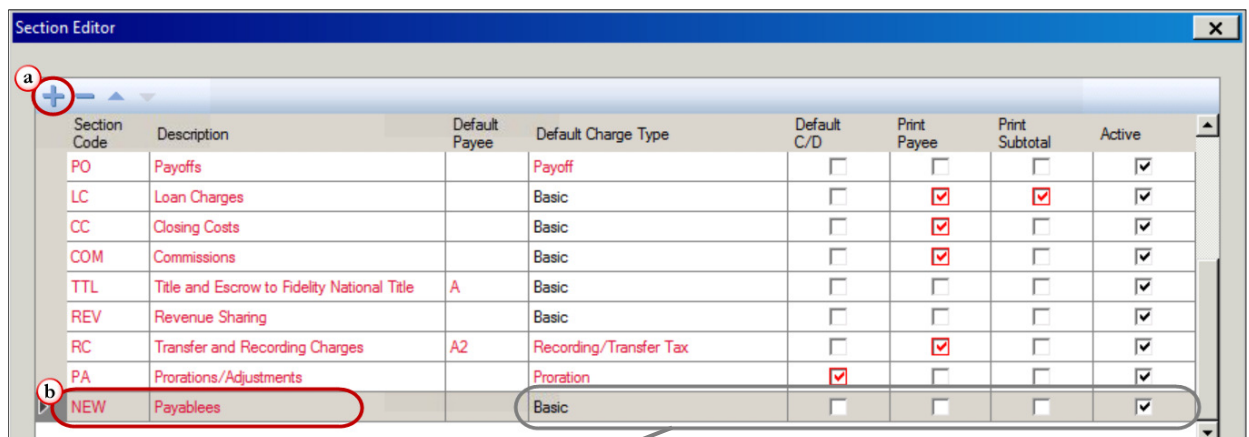


Type	Name	Code	Ph
Attorney (BA)	Attorney	AT	
Attorney (SA)		AT2	
Attorney		AT3	
Buyer/Borrower	Welltower Inc.	B	
Buyer/Borrower	Buyer's R Us	B2	
Escrow Company		E	
Government		G	
Government		G2	
Lender		L	
Listing Agent/Broker		LB	
Loan Servicer		LS	
Other (Notary - External)		O	
Other	Payee	O2	
Other (Customer)	Welltower Inc.	O3	
Payoff Lender		P	

4. Navigate to the **Statement Charges** screen
5. Click any section **Name** link to open the **Section Editor**
6. Click the **Add Section**  icon
7. On the newly created line, enter
  - a) **Section Code** = *NEW*
  - b) **Description** = *Payables*



Total Consideration			
	Description	Re	To
01	Purchase Price		
02			



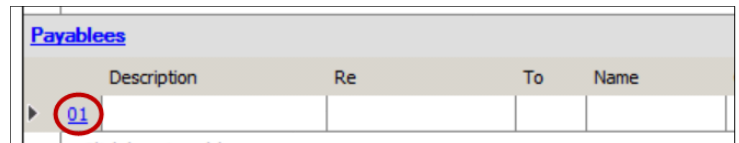
Section Code	Description	Default Payee	Default Charge Type	Default C/D	Print Payee	Print Subtotal	Active
PO	Payoffs		Payoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LC	Loan Charges		Basic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CC	Closing Costs		Basic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM	Commissions		Basic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TTL	Title and Escrow to Fidelity National Title	A	Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REV	Revenue Sharing		Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RC	Transfer and Recording Charges	A2	Recording/Transfer Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PA	Prorations/Adjustments		Proration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NEW	Payables		Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The remaining options default the section to activate the section with basic lines (not proration, percent, payoff, etc.).

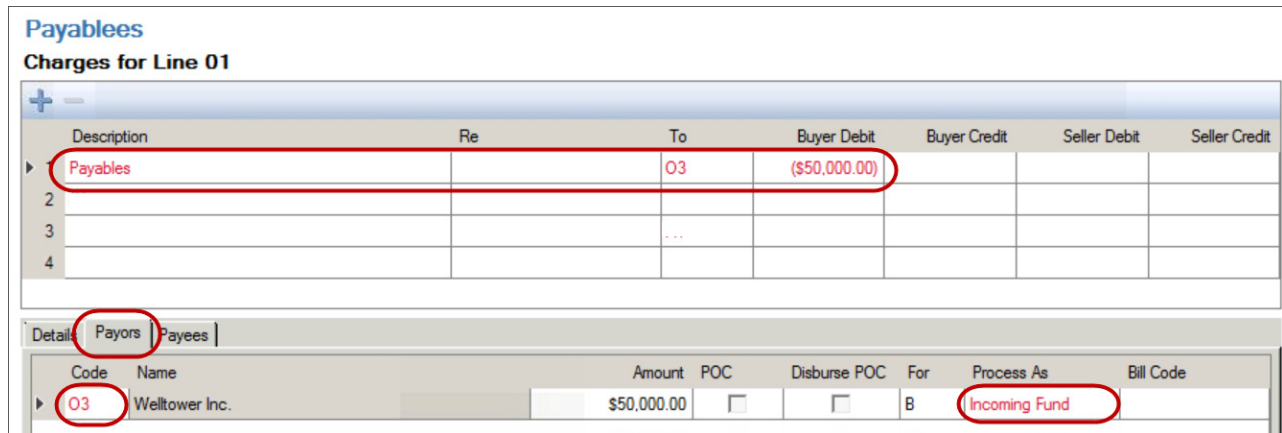
8. Click the **Close** button

## Entering Without Showing on the Settlement Statement

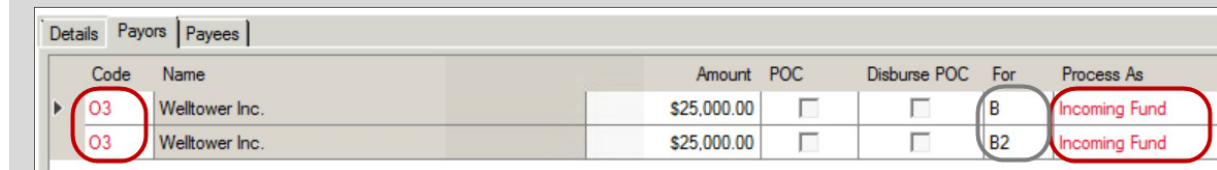
- In the newly created section, click the **Line** number link




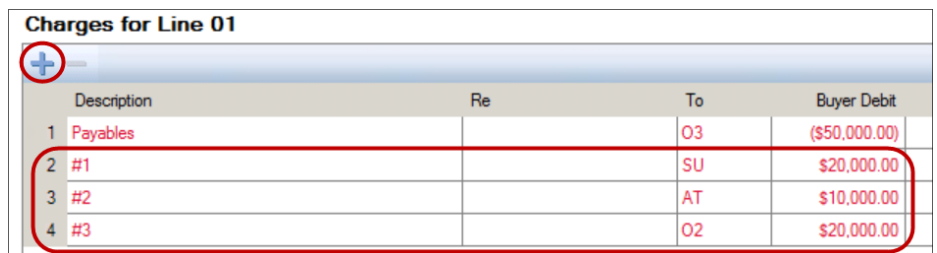
- Enter the **Description**
- From the **To** code drop-down, select the **O-Contact** setup for the party sending the funds
- Enter the amount in the **Buyer Debit** field as a **negative** number
- Click the **Payors** Tab
- From the **Code** drop-down, select the same code as in **Step 11**
- From the **Process As** drop-down, select **Incoming Fund**



NOTE: If multiple Buyers, you will need to repeat **Steps 14-15** for each entry shown.



- Click the **Add Charge**  icon
- Enter the **Description**
- From the **To** code drop-down, select the code setup for the corresponding Contact
- Enter the amount in the **Buyer Debit** field
- Repeat **Steps 16-19** until all payables are entered
- Click the **Close** button



The **Statement Charges** screen shows no payable information.

Payables									
						\$0.00	\$0.00	\$0.00	\$0.00
Description	Re	To	Name	C/D	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit	Itemize
01									

The **Register** shows a **Pending Receipt** for the incoming funds and **Pending Checks** for the payables entered.

Transactions					
Notes (0)					
Print and Post Actions Reports Order Transactions Anticipated Wires					
Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor
<b>Receipts</b>					
Pending	Receipt			\$50,000.00	Welltower Inc.
Pending	Receipt			\$5,018,312.50	Welltower Inc. and Buyer's R
<b>Disbursements</b>					
Pending	Check			\$4,997,500.00	Seller's Inc.
Pending	Check			\$10,000.00	Attorney
Pending	Check			\$20,000.00	Payee
Pending	Check			\$20,000.00	
Pending	Ledger Transfer(-)			\$300.00	Fidelity National Title Insuran

If the Buyer's funds to close and the incoming payable funds come in one wire or check,

1. Navigate to the **Order Transactions** screen
2. In the **Receipt** section, change the **BA-Code** to the **O-Contact** setup for the payables; this groups the incoming funds into one entry

Order Transactions			
Order Status: InProcess			
Buyer: Welltower Inc. and Buyer			
<b>Receipts:</b>			
Code	Name	Amount	Details
O3	Welltower Inc.	\$50,000.00	Group...
BA	Welltower Inc. and Buyer's R Us	\$5,018,312.50	From Buyer

Receipts:			
Code	Name	Amount	Details
O3	Welltower Inc.	\$5,068,312.50	Group...

Receipt Details for O3			
Incoming Funds			
Code	Name	Amount	Details
O3	Welltower Inc.	\$25,000.00	NEW.01
O3	Welltower Inc.	\$25,000.00	NEW.01
O3	Welltower Inc.	\$5,018,312.50	From Buyer