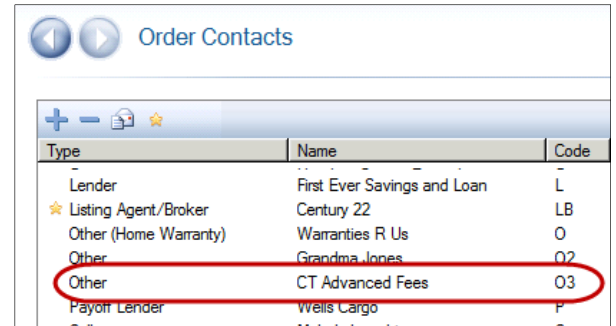



Follow these steps to process advance payment requests and escrow losses.

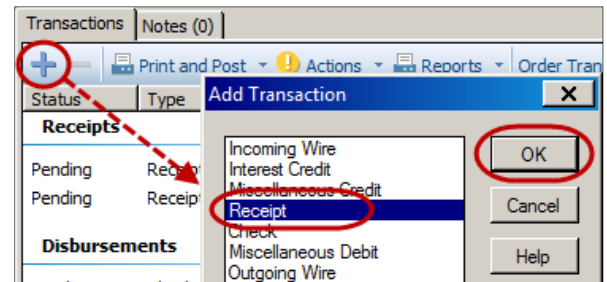
Posting Advanced Funds

1. Navigate to the **Order Contacts** screen
2. Verify an **O-Contact** has been added for Advanced Fees



Type	Name	Code
Lender	First Ever Savings and Loan	L
★ Listing Agent/Broker	Century 22	LB
Other (Home Warranty)	Warranties R Us	O
Other	Grandma Jones	O2
Other	CT Advanced Fees	O3
Payoff Lender	Wells Fargo	P
Seller	Mid-America	S

3. Navigate to the **Register**
4. Click the **Add Transaction**  icon
5. From the **Add Transaction** window, select **Receipt**



Transactions | Notes (0) |

Print and Post | Actions | Reports | Order Tran

Status Type Add Transaction

Receipts

Pending Receipt

Pending Receipt

Disbursements

Incoming Wire

Interest Credit

Miscellaneous Credit

Receipt

Check

Miscellaneous Debit

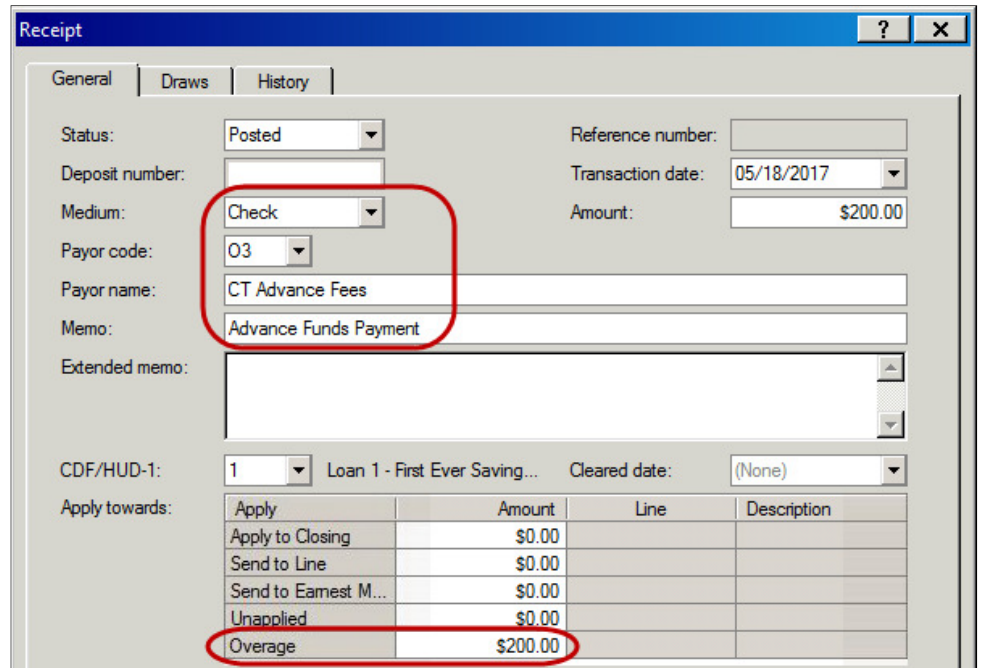
Outgoing Wire

OK

Cancel

Help

6. From the **Medium** drop-down, select **Check**
7. From the **Payor code** drop-down, select the **O-CT Advance Fees** Contact
8. In the **Apply towards** grid, on the **Overage** line, enter the amount to be advanced
9. In the **Memo** field, enter the reason for the advance, click **OK**



Receipt

General | Draws | History

Status: Posted

Reference number:

Deposit number:

Transaction date: 05/18/2017

Medium: Check

Amount: \$200.00

Payor code: O3

Payor name: CT Advance Fees

Memo: Advance Funds Payment

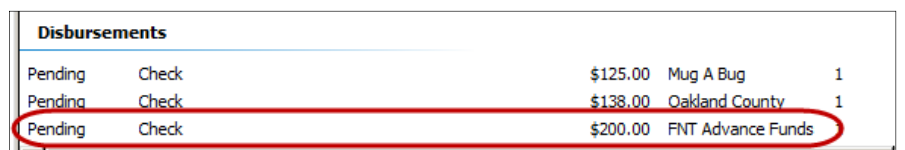
Extended memo:

CDF/HUD-1: 1 Loan 1 - First Ever Saving... Cleared date: (None)

Apply towards:

Apply	Amount	Line	Description
Apply to Closing	\$0.00		
Send to Line	\$0.00		
Send to Earnest M...	\$0.00		
Unapplied	\$0.00		
Overage	\$200.00		

A **Pending Disbursement** is then created.




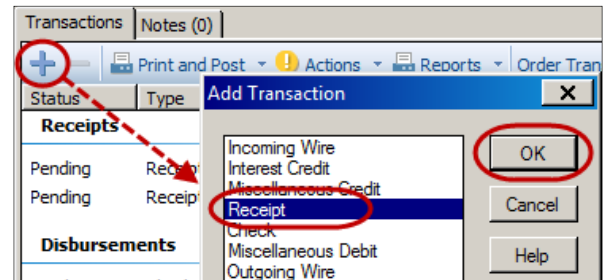
Disbursements				
Pending	Check	\$125.00	Mug A Bug	1
Pending	Check	\$138.00	Oakland County	1
Pending	Check	\$200.00	FNT Advance Funds	

10. Notify Escrow the funds are posted

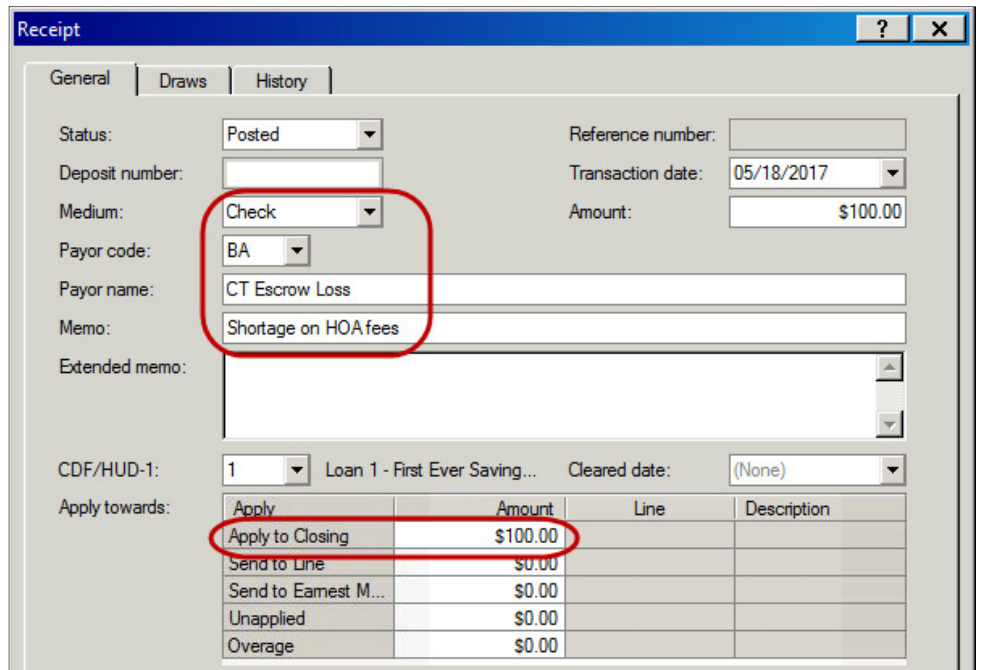
Posting Escrow Losses

These steps are followed when Escrow is short the necessary funds to close an order. Issue a loss check upon receipt of the loss request.

1. Open the **Ledger** (or if you are in the Order, click the **Register** button)
2. Click the **Add Transaction**  icon
3. From the **Add Transaction** window, select **Receipt**

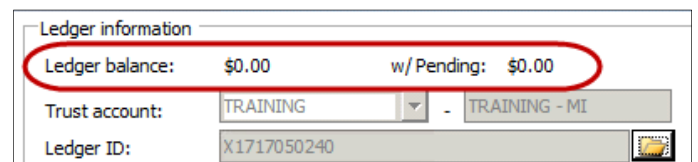


4. From the **Medium** drop-down, select **Check**
5. From the **Payor code**, select the Contact code of the party responsible for the charge (e.g., **BA**, **S**, etc.)
6. In the **Memo** field, enter a reason for the loss
7. In the **Apply towards** grid, **Apply to Closing** field, enter the amount of the disbursement, click **OK**



Apply	Amount	Line	Description
Apply to Closing	\$100.00		
Send to Line	\$0.00		
Send to Earnest M...	\$0.00		
Unapplied	\$0.00		
Overage	\$0.00		

The **Ledger** is now in balance.



Ledger balance:	\$0.00	w/ Pending:	\$0.00
Trust account:	TRAINING	-	TRAINING - MI
Ledger ID:	X1717050240		