

Follow these steps to post Title-only revenue when payment received by check or wire for one or multiple orders receiving the funds.

IMPORTANT: If you are in the DTC Branch use the process cited in the job aid, [Posting Revenue - Posting Title-Only Revenue - CO DTC Branch](#).

Prepping the Order

1. Navigate to the **Order Transactions** screen
2. If funds are not coming from the **BA**-Contact, from the **Code** drop-down, select the applicable **Contact Code** for the party sending the funds
3. Verify the **Disbursement** to the **T**-Contact matches the Invoice Total
4. Click the **Register** button



The screenshot shows the 'Order Transactions' screen. At the top, there are navigation arrows and the title 'Order Transactions'. Below this, there are sections for 'Receipts' and 'Disbursements'.

Receipts:

Code	Name	Amount	Details
BA	Homeowner, LLC	\$100.00	From Buyer

Σ Total: \$100.00

Disbursements:

Code	Name	Amount	Held	Details
T	Fidelity National Title Company	\$100.00	<input type="checkbox"/>	TTL01

Processing Incoming Funds by,

- > [Wire](#)
- > [Check](#)

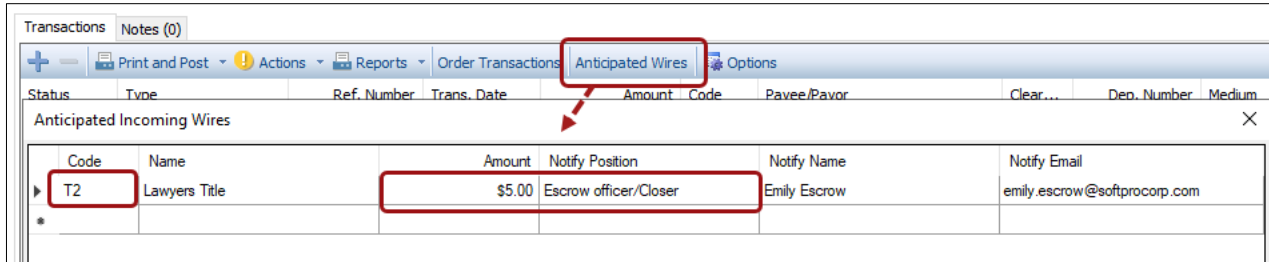
Processing Disbursements Once Funds are Posted for,

- > [One Order](#)
- > [Multiple Orders](#)

Payment Received by Wire

1. Anticipate the incoming wire
 - a. Click the **Anticipated Wires** button
 - b. Select/enter the,
 - i. **Code** = select the code setup in **step 2** in [Prepping the Order](#)
 - ii. **Amount** = expected wire amount
 - iii. Verify **Notify Position**; change if needed

c. Click the **OK** button



Code	Name	Amount	Notify Position	Notify Name	Notify Email
T2	Lawyers Title	\$5.00	Escrow officer/Closer	Emily Escrow	emily.escrow@softprocorp.com

2. **Save** and exit the order

3. Wait for WMA confirmation that funds have posted

Once the wire has posted, follow the process outlined in the applicable section for incoming funds for [one order](#) or [multiple orders](#).

Payment Received by Check

1. Click the **Add Transaction**  icon

2. Select **Receipt**; click **OK**

3. Once the **Receipt** opens, select/enter the,

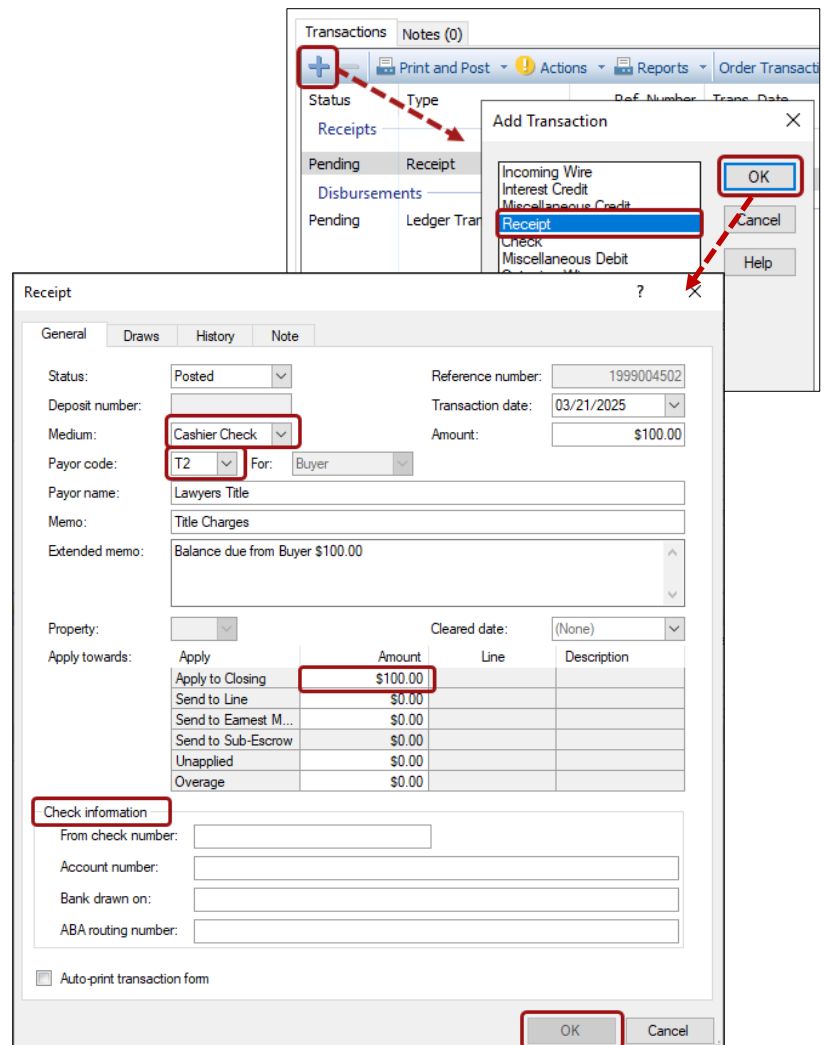
a. **Medium**

b. **Payor Code** = same Contact Code selected in **step 2** in [Prepping the Order](#)

c. In the **Apply towards** grid > **Apply to Closing** field = amount received for this order

d. **Check information** – update fields as needed

e. Click the **OK** button



Receipt

General | Draws | History | Note

Status: Posted | Reference number: 1999004502 | Transaction date: 03/21/2025 | Amount: \$100.00

Deposit number: | Medium: Cashier Check | Payor code: T2 | For: Buyer

Payor name: Lawyers Title | Memo: Title Charges | Extended memo: Balance due from Buyer \$100.00

Property: | Cleared date: (None)

Apply towards:	Amount	Line	Description
Apply to Closing	\$100.00		
Send to Line	\$0.00		
Send to Earnest M...	\$0.00		
Send to Sub-Escrow	\$0.00		
Unapplied	\$0.00		
Overage	\$0.00		

Check information

From check number: | Account number: | Bank drawn on: | ABA routing number: |

☐ Auto-print transaction form

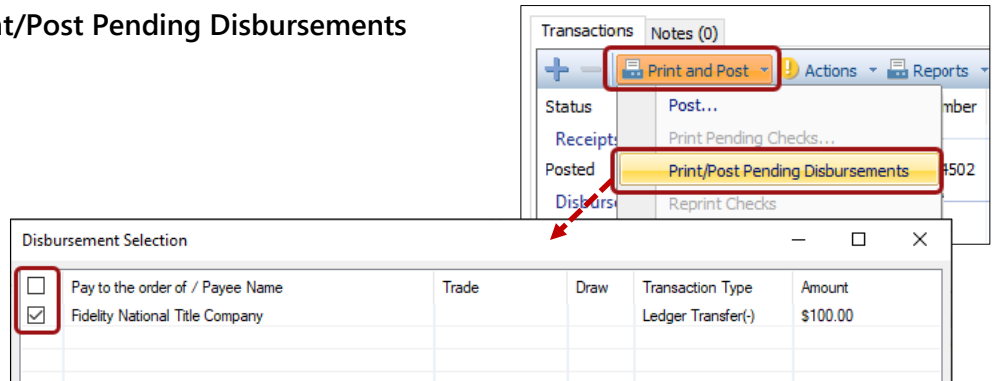
OK | Cancel

If funds received are for multiple orders, skip to [Incoming Funds for Multiple Orders](#); otherwise continue with next steps.

Incoming Funds for One Order

Once you have confirmation the funds are posted,

1. Navigate to the **Register**
2. Click the **Print and Post > Print/Post Pending Disbursements**
3. Select the **Ledger Transfer (-)**
4. Click **OK**



5. Verify all **Receipts** and **Disbursements** show as **Posted** and the **Ledger balance = \$0.00**

Balance Information:				Ledger balance:		Ledger Information:	
Order balance:						Trust account:	XTraining
Incoming funds:	\$100.00					Responsible party:	Emily Escrow
Outgoing funds:	(\$100.00)					Reminder date:	(None)
Total:	\$0.00					Ledger comment:	
							<input checked="" type="checkbox"/> ProForm-generated transactions

Transactions		Notes (0)	
+	-	Print and Post	Actions
Status	Type	Ref. Number	Trans. Date
Receipts			
Posted	Receipt	1999004502	03/21/2025
Disbursements			
Posted	Ledger Transfer(-)	4999001863	03/21/2025

6. Navigate to the **Invoice Summary** screen
- For each Invoice being paid,
7. If the Invoice is paid in full, select the invoice and change the **Status** to **Canceled**

Invoice Summary Buyers: Homeown
Sellers:

☒ Corporate/Consolidated invoice sorting – use on screen order

Invoices (3)

	Invoice Number	Bill To	Invoice Total	Invoice Balance
1	XTR25-00571-1	Lawyers Title	\$100.00	\$0.00
2	XTR25-00571-2	Lawyers Title	\$0.00	\$0.00
3	XTR25-00571-3	Lawyers Title	\$0.00	\$0.00

☐ This invoice does not close the order

Invoice number: Property: Status: Canceled

8. If the Invoice is only partially paid,
 - a. Select the invoice in the grid
 - b. Click the **Invoice Payments** more/less bar
 - c. Enter the payment information
 - d. Request the remaining funds from the client
 - e. Seek OAC assistance if needed

Invoices (3)

	Invoice Number	Bill To	Invoice Total	Invoice Balance
1	XTR25-00571-1	Lawyers Title	\$100.00	\$0.00

Invoice Payments (1)

	Date Paid	Payment Description	Reference Number	Payment Amount
▶	03/21/2025	O&E		\$100.00

9. Navigate to the **Status** screen
10. Verify the **Order Status** and **Escrow Status** are **Closed**, if not close the order using the **Ctrl + Alt + C** keyboard shortcut

Order Status

Date/time order reserved:

Date/time order received:

Order status: Closed

Date/time order completed:

Escrow Status

Escrow office: [Fidelity National...](#)

Date/time escrow opened:

Escrow status: Closed

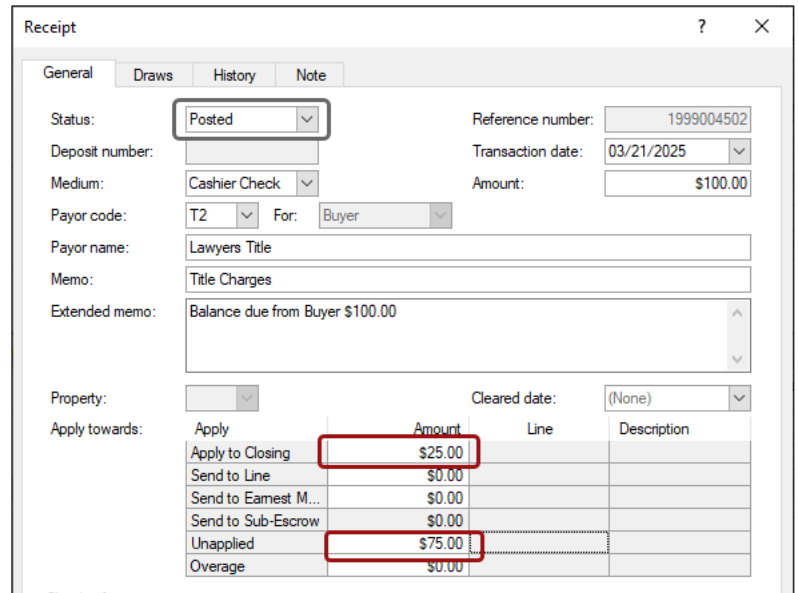
Date/time escrow closed:

11. **Exit** the order for the auto-publish process to publish accounting documents to Smartview

Incoming Funds for Multiple Orders

Once you have confirmation the funds are posted,

1. Navigate to the **Register**
2. Double-click the **Posted Receipt**
3. In the **Apply towards** grid
 - a. **Apply to Closing** field = enter the amount to be paid for the current order's invoice
 - b. **Unapplied** field = enter the balance of the funds received
 - c. Click the **OK** button



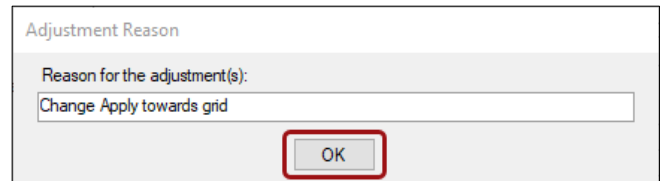
The Receipt window displays the following information:

- Status:** Posted
- Reference number:** 1999004502
- Deposit number:**
- Transaction date:** 03/21/2025
- Medium:** Cashier Check
- Amount:** \$100.00
- Payor code:** T2
- For:** Buyer
- Payor name:** Lawyers Title
- Memo:** Title Charges
- Extended memo:** Balance due from Buyer \$100.00
- Property:**
- Cleared date:** (None)

The **Apply towards** grid is shown below:

Apply	Amount	Line	Description
Apply to Closing	\$25.00		
Send to Line	\$0.00		
Send to Earnest M...	\$0.00		
Send to Sub-Escrow	\$0.00		
Unapplied	\$75.00		
Overage	\$0.00		

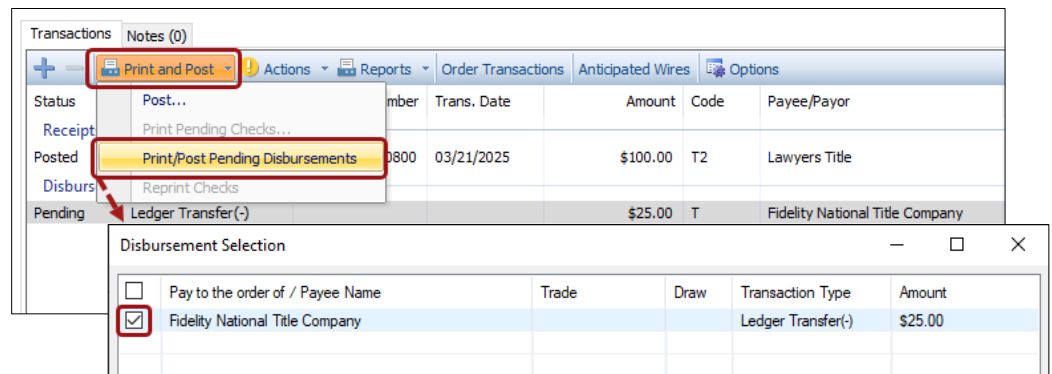
4. If prompted, enter the **Adjustment reason** as **Change Apply towards grid**, click **OK**



The Adjustment Reason dialog box shows:

- Reason for the adjustment(s):** Change Apply towards grid
- OK** button

5. Click the **Print and Post** > **Print/Post Pending Disbursements**
6. Select the **Ledger Transfer (-)** to pay the current order
7. Click **OK**




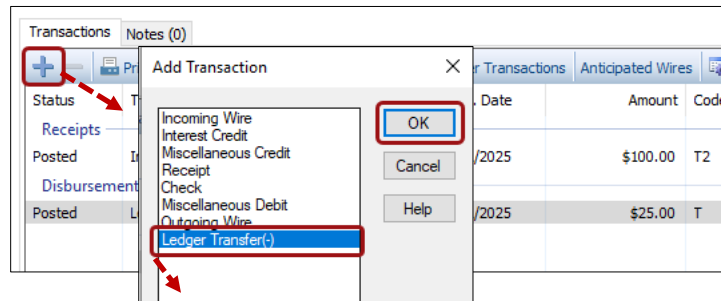
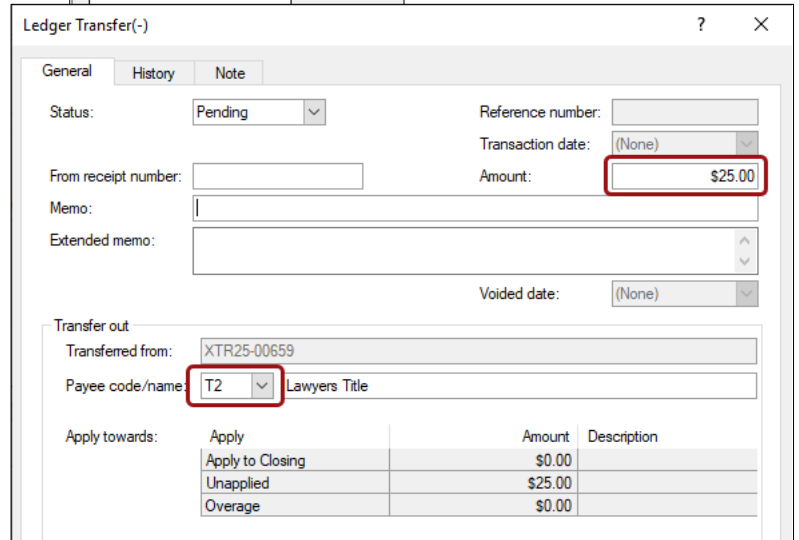
The Transactions window shows the following data:

Status	Post...	Number	Trans. Date	Amount	Code	Payee/Payor
Receipt	Print Pending Checks...					
Posted	Print/Post Pending Disbursements	0800	03/21/2025	\$100.00	T2	Lawyers Title
Disburs	Reprint Checks					
Pending	Ledger Transfer(-)			\$25.00	T	Fidelity National Title Company

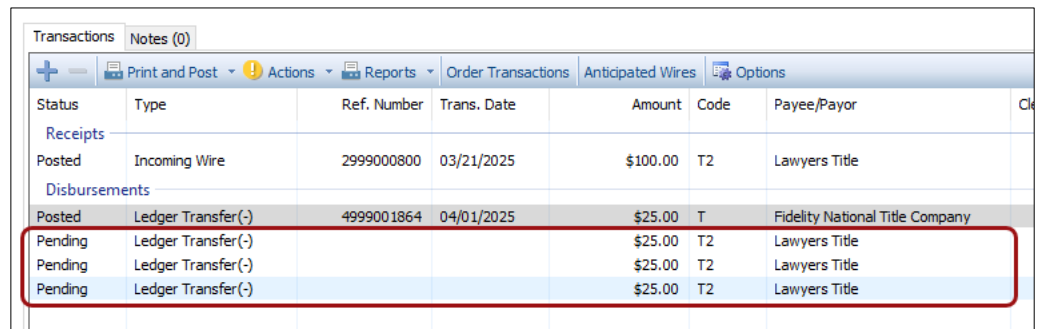
The Disbursement Selection dialog box shows:

	Pay to the order of / Payee Name	Trade	Draw	Transaction Type	Amount
<input checked="" type="checkbox"/>	Fidelity National Title Company			Ledger Transfer(-)	\$25.00

8. Verify all **Disbursements** show as **Posted**
9. Click the **Add Transaction**  icon
10. Select **Ledger Transfer (-)**
11. Enter/select the,
 - a. **Payee Code** = same Contact **Code** selected in **step 2** in [Prepping the Order](#)
 - b. **Amount** = enter the amount to be paid on the next invoice
 - c. Click the **OK** button

12. Repeat **steps 9-11** for each additional order with invoices to be paid

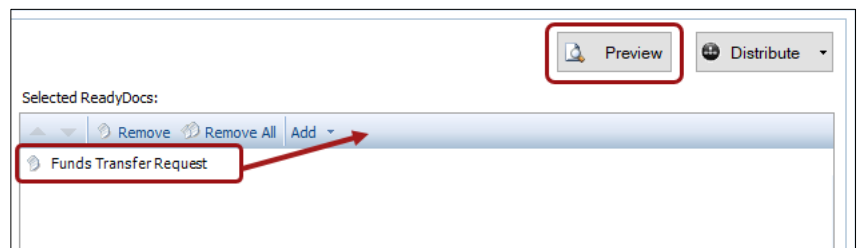


Status	Type	Ref. Number	Trans. Date	Amount	Code	Payee/Payor
Posted	Incoming Wire	2999000800	03/21/2025	\$100.00	T2	Lawyers Title
Posted	Ledger Transfer(-)	4999001864	04/01/2025	\$25.00	T	Fidelity National Title Company
Pending	Ledger Transfer(-)			\$25.00	T2	Lawyers Title
Pending	Ledger Transfer(-)			\$25.00	T2	Lawyers Title
Pending	Ledger Transfer(-)			\$25.00	T2	Lawyers Title

13. From the **Order** ribbon, click the **Documents** button

14. Search for/select the **Funds Transfer Request**

15. **Preview** and complete the form with the necessary information; one form must be completed for each invoice being paid



16. **Print** the completed form(s)

17. Sign/have signed as needed and scan to Smartview for the current order

18. Notify Accounting the forms are available and request funds be posted to each order

Once Accounting confirms funds are posted to each order,

19. Verify the funds have posted

20. Repeat **steps 1-11** in the [Incoming Funds for One Order](#)