

Follow these steps to post Title-only revenue when payment received by check or wire.

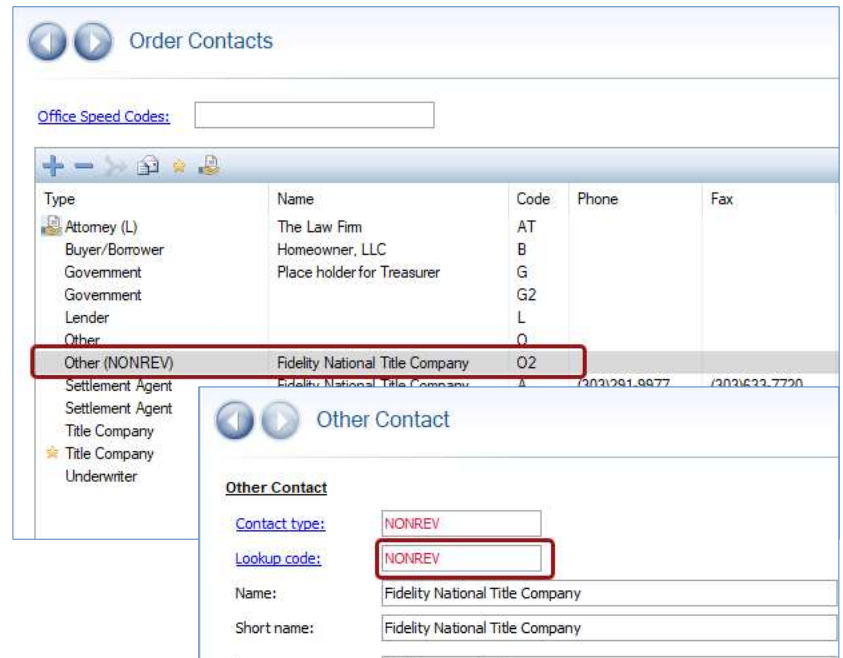
**IMPORTANT:** If posting on the last day of the month, reach out to your OAC, SoftPro Support or Configuration team for special instructions.

### Payment Received by Check

1. Print the invoice(s) for the order(s) the funds apply to
2. Attach the check to the invoice(s)
3. Send to Accounting

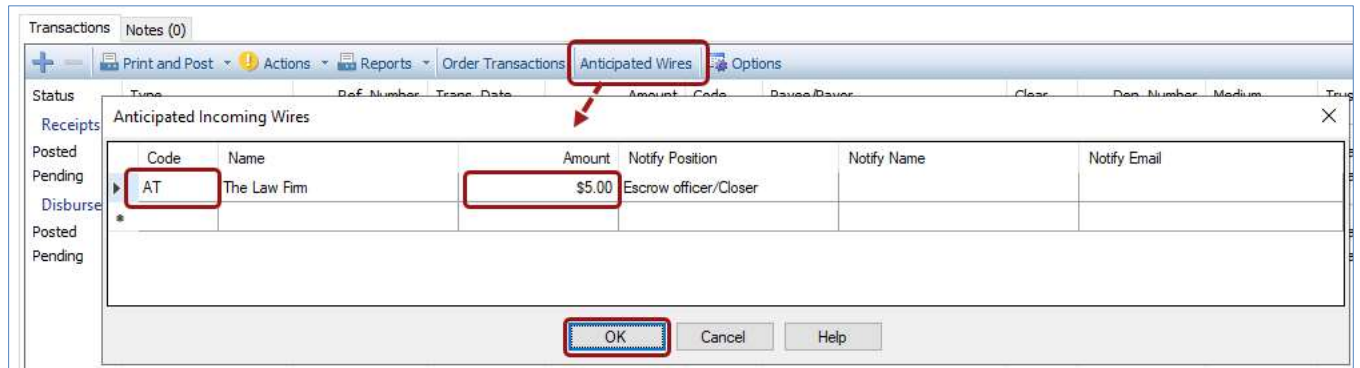
### Payment Received by Wire

1. Navigate to the **Order Contacts** screen
2. Verify an **Other (NONREV)** Contact exists for **Fidelity National Title Company**, if not add



The screenshot shows the 'Order Contacts' interface. A table lists contacts with columns: Type, Name, Code, Phone, and Fax. The 'Other (NONREV)' contact for 'Fidelity National Title Company' is highlighted. A pop-up window titled 'Other Contact' is open, showing fields for 'Contact type' (NONREV), 'Lookup code' (NONREV), 'Name' (Fidelity National Title Company), and 'Short name' (Fidelity National Title Company).

3. From the **Order** ribbon, click the **Register** button
4. Anticipate the incoming wire
  - a. Click the **Anticipate Wires** button
  - b. Select/enter the,
    - i. **Code**
    - ii. **Amount**
  - c. Click **OK**



Status	Type	Ref. Number	Trans. Date	Amount	Code	Payee/Payor	Clear...	Dep. Number	Medium
Posted	Incoming Wire	2999000793	03/03/2025	\$5.00	AT	The Law Firm			Wire
Pending	Receipt			\$5.00	BA	Homeowner, LLC			

5. **Save** and exit the order

### Creating the Disbursement(s)

Once you have confirmation the funds are posted,

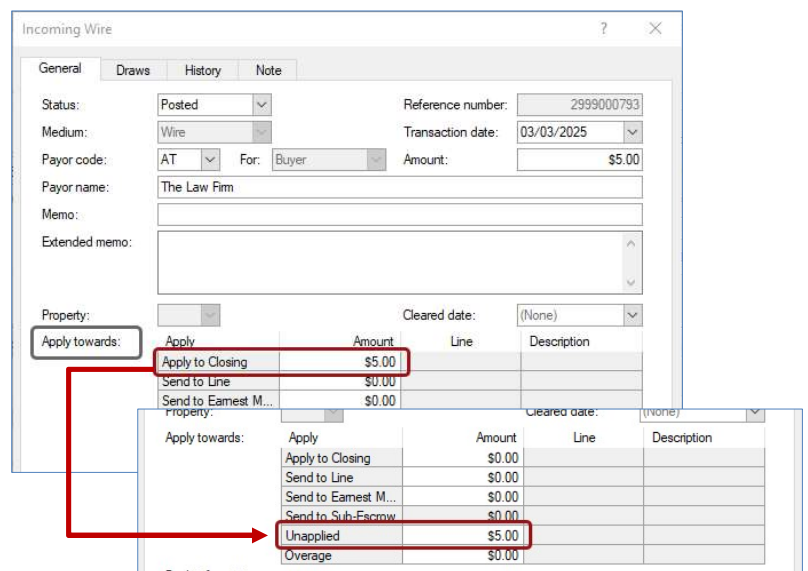
6. Navigate to the **Register**
7. Double-click the **Posted Incoming Wire**



Status	Type	Ref. Number	Trans. Date	Amount	Code	Payee/Payor	Clear...	Dep. Number	Medium
Posted	Incoming Wire	2999000793	03/03/2025	\$5.00	AT	The Law Firm			Wire
Pending	Receipt			\$5.00	BA	Homeowner, LLC			
Posted	Check	5999002756	03/03/2025	\$5.00	O2	Fidelity National Title Company			Check
Pending	Ledger Transfer(-)			\$5.00	T	Fidelity National Title Company			

8. In the **Apply towards** grid, update the,
  - a. **Apply to Closing** = 0.00
  - b. **Unapplied** = amount of invoice
  - c. **Overage** = if applicable, enter difference between funds received and invoice amount

**NOTE: Overage** field is only used when the incoming wire is greater than the invoice amount. This automatically creates a **Pending Check** to the Contact who wired in the funds.



Apply towards:	Amount	Line	Description
Apply to Closing	\$5.00		
Send to Line	\$0.00		
Send to Earnest M...	\$0.00		
Send to Sub-Earnest M...	\$0.00		
Unapplied	\$5.00		
Overage	\$0.00		

- d. Click the **OK** button
- e. When prompted, enter **Reason for the adjustment(s)** (i.e., Send to unapplied or Change apply towards grid)

Adjustment Reason

Reason for the adjustment(s):

Change apply toward grid

OK

**Overage Amount** – If an amount is entered in the **Overage Amount** field, as noted above, a **Pending Check** is automatically created payable to the Contact who sent the funds.

If the Check should be an Outgoing Wire,

1. Right click on the **Pending Check**
2. From the **Change to** drop-down, select **Outgoing Wire**
3. Click **OK**
4. Verify the **Outgoing Wire Instructions** are entered for the Contact

Transactions Notes (0)

Print and Post

Actions

Reports

Order Transactions

Anticipated Wires

Options

Status	Type	Ref. Number	Trans. Date	Amount	Code	Payee/Payor
<b>Receipts</b>						
Voided	Incoming Wire	2999000793	03/03/2025	\$5.00	AT	The Law Firm
Pending	Receipt			\$5.00	BA	Homeowner, LLC
Posted	Receipt				AT	The Law Firm
<b>Disbursements</b>						
Voided	Check				O2	Fidelity National Title Company
Pending	Check				AT	The Law Firm
Pending	Ledger Transfer(-)				T	Fidelity National Title Company

Right Click

Change Pending Transaction Type


Currently: Check

Change to: Outgoing Wire

OK

Cancel

Help

9. Click the **Add Transaction**  icon
10. Select **Check**; click **OK**
11. From the **Check** window, enter/select the,
  - a. **Payee code = O (NONREV)** - Contact (setup in **step 2**)
  - b. **Amount** = invoice amount
  - c. **Extended memo** = Use this field to itemize other files that are being paid and their respective amounts
  - d. Click the **OK** button
12. Exit the order and have someone approve the disbursements

Transactions Notes (0)

Print and Post

Actions

Reports

Order Transactions

Anticipated Wires

Options

Status	Type	Ref. Number	Trans. Date	Amount	Code	Payee/Payor
<b>Receipts</b>						
Voided	Incoming Wire					
Pending	Interest Credit					
Posted	Miscellaneous Credit					
Pending	Check					
<b>Disbursements</b>						
Pending	Miscellaneous Debit					
Pending	Outgoing Wire					
Pending	Ledger Transfer(-)					

Add Transaction

OK

Cancel

Help

Check

General

History

Note

Check type:

Pending

To IBA

Check number:

Medium:

Transaction date:

(None)

Payee code:

O2

Amount:

\$5.00

Pay to the order of:

Fidelity National Title Company

Address:

8055 E Tufts Ave

Suite 900

City/State/Zip:

Denver

CO

80237-

Foreign

Memo:

Extended memo:

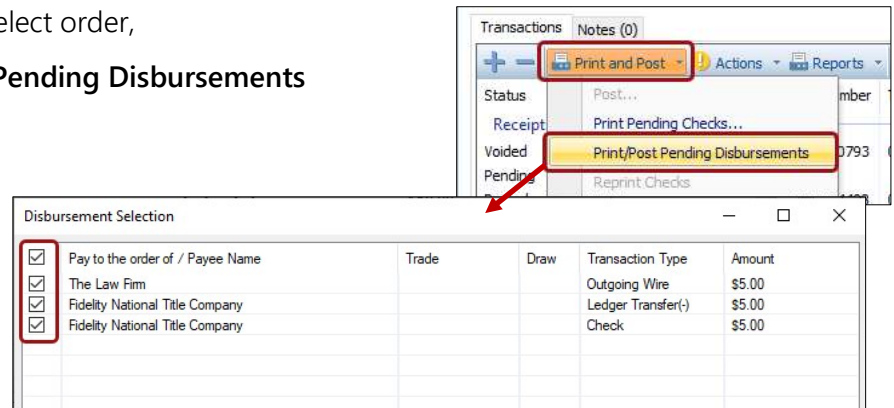
Use this field to itemize other files that are being paid. NCS0xxxxx - \$0.00; NCS0xxxxx - \$0.00

Cleared date:

(None)

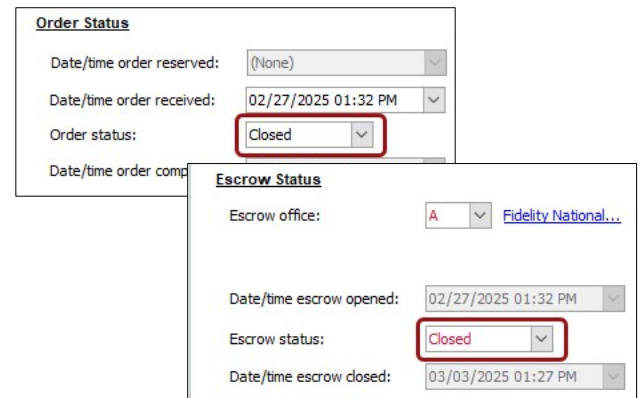
Once disbursements are approved, from the Select order,

13. Click the **Print and Post > Print/Post Pending Disbursements**
14. Check the items you wish to print
15. If applicable, verify wire information and Check Printer selected for your check(s); click **Ok** to continue



Once all disbursements are posted,

16. Close the order using **Ctrl + Alt +C** keyboard shortcut; this updates the **Status** screen to show **Order Status** and **Escrow Status** are **Closed**



17. Send the Check with its corresponding Invoice attached to Accounting

**HINT:** You can print the Invoice from the **Attachments** screen or from **Smartview**

