Posting Title Only Revenue

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

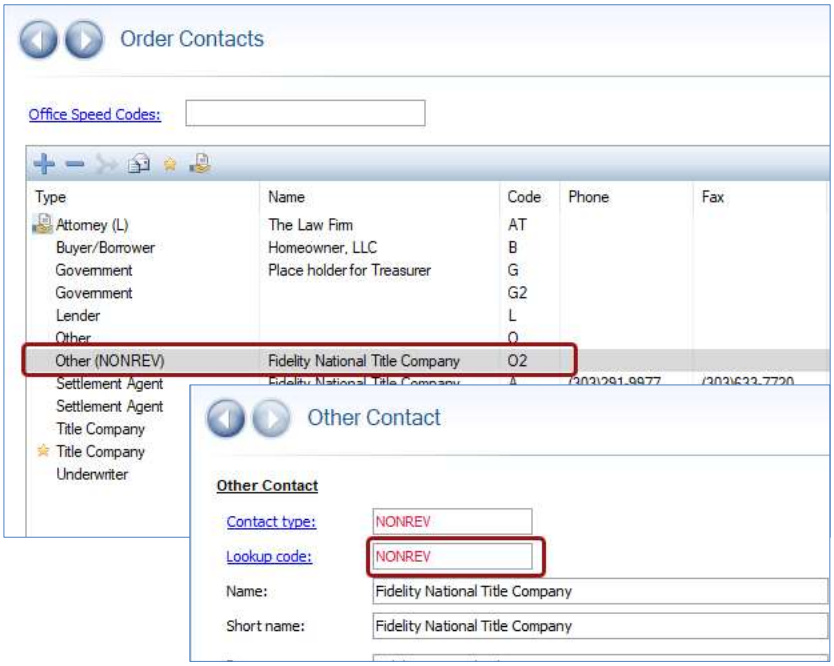
IMPORTANT: If posting on the last day of the month, reach out to your OAC, SoftPro Support or Configuration team for special instructions.

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



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**

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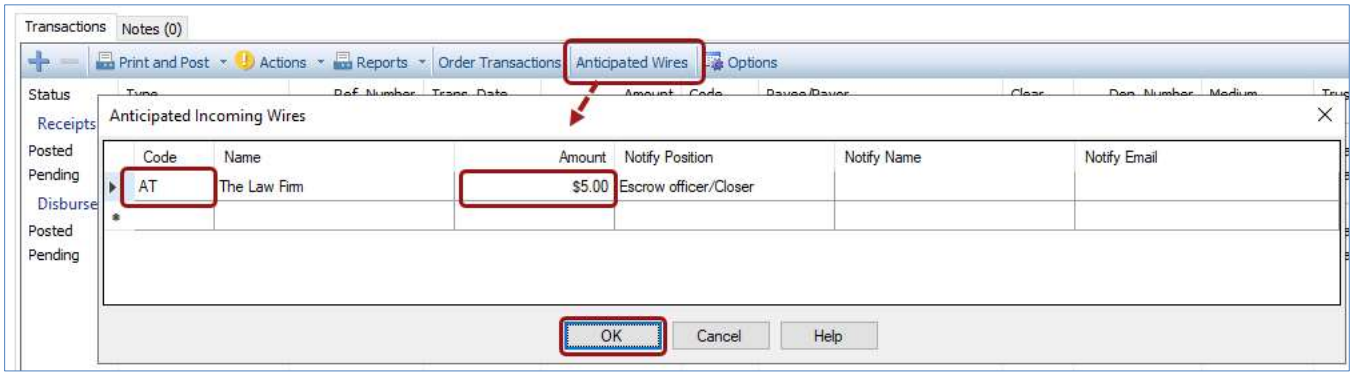


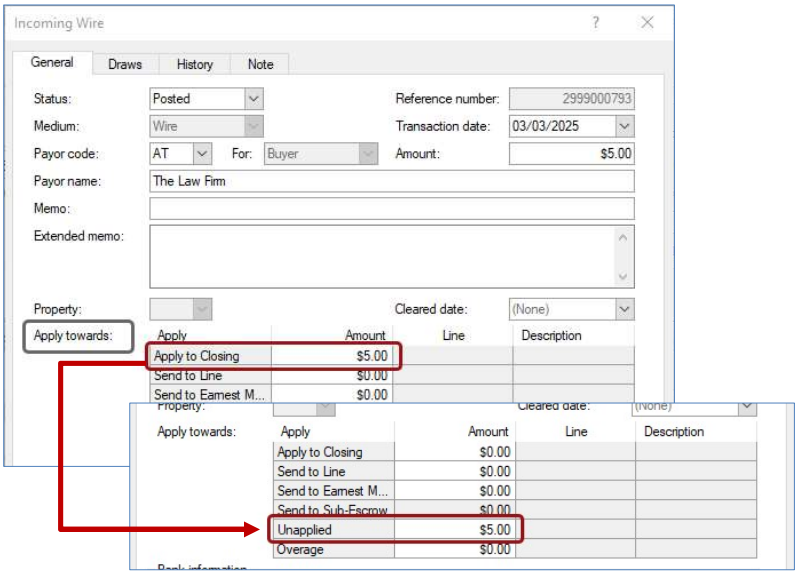
5. **Save** and exit the order

Creating the Disbursement(s)

Once you have confirmation the funds are posted,

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

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.

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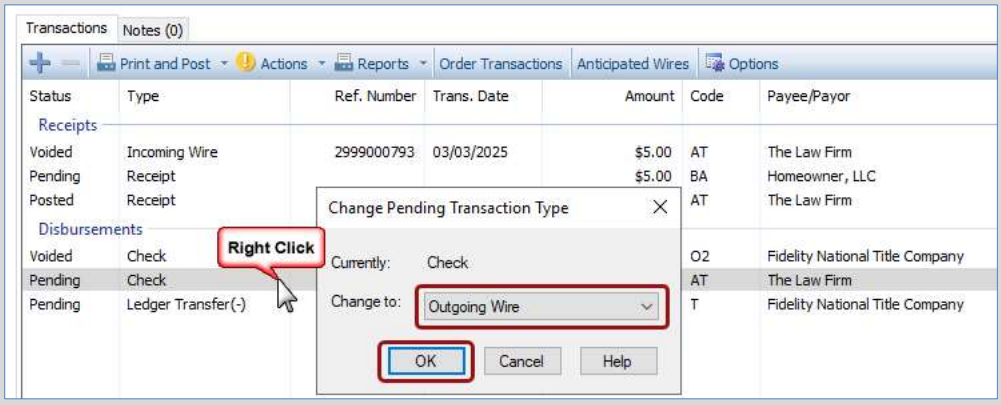
d. Click the **OK** button

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

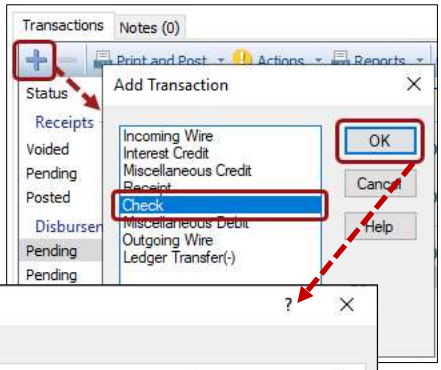
Overage Amount – If an amount is entered in the **Overage Amount** field, as noted above, a **Pending Check** is automatically created payable to the Contact who sent the funds.

If the Check should be an Outgoing Wire,

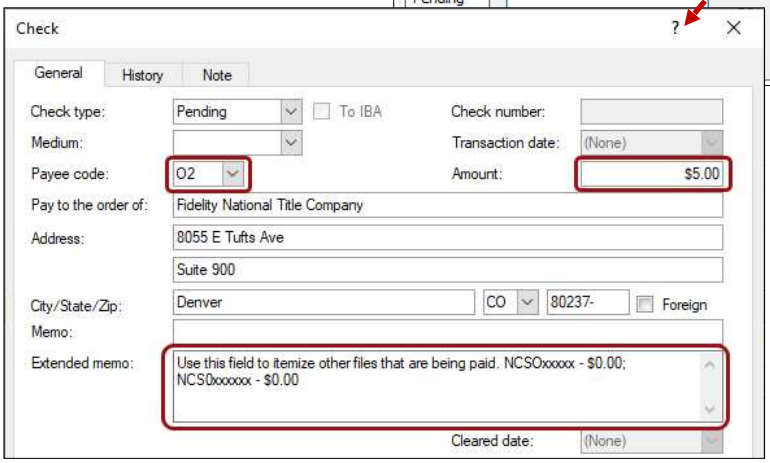
1. Right click on the **Pending Check**
2. From the **Change to** drop-down, select **Outgoing Wire**
3. Click **OK**
4. Verify the **Outgoing Wire Instructions** are entered for the Contact



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



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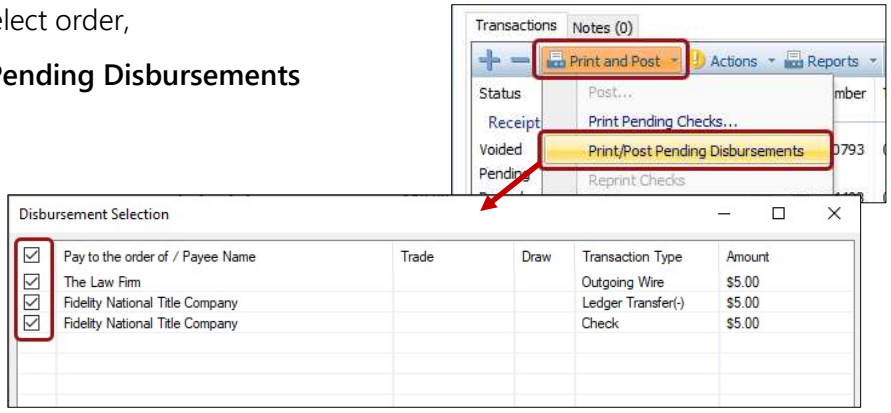
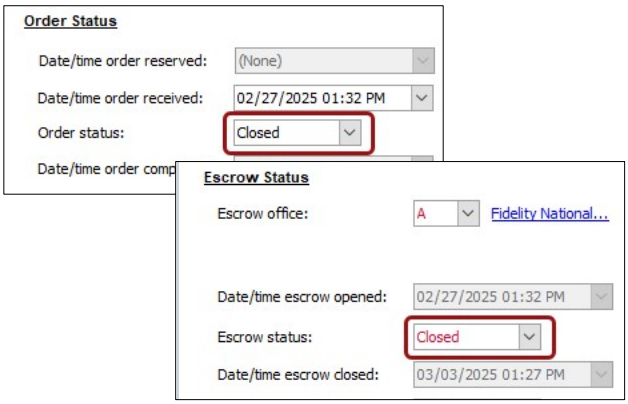
Once disbursements are approved, from the Select order,

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



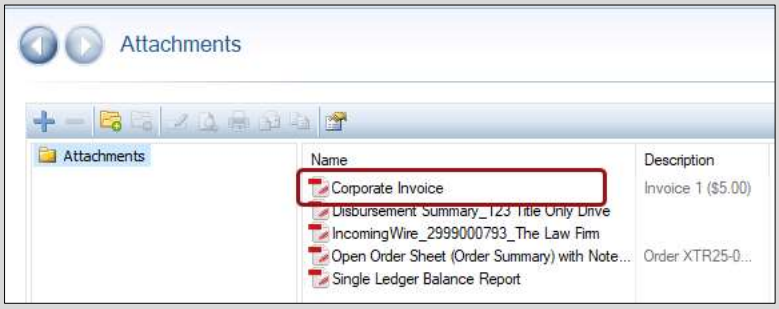
Once all disbursements are posted,

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**



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