

Follow these steps to post Title-only revenue when payment is 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



Order Transactions				
<b>Receipts:</b>				
Code	Name	Amount	Details	
BA	Homeowner, LLC	\$100.00	From Buyer	
<b>Σ</b>		<b>Total: \$100.00</b>		
<b>Disbursements:</b>				
Code	Name	Amount	Held	Details
T	Fidelity National Title Company	\$100.00	<input type="checkbox"/>	TTL01

Processing Incoming Funds by,

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

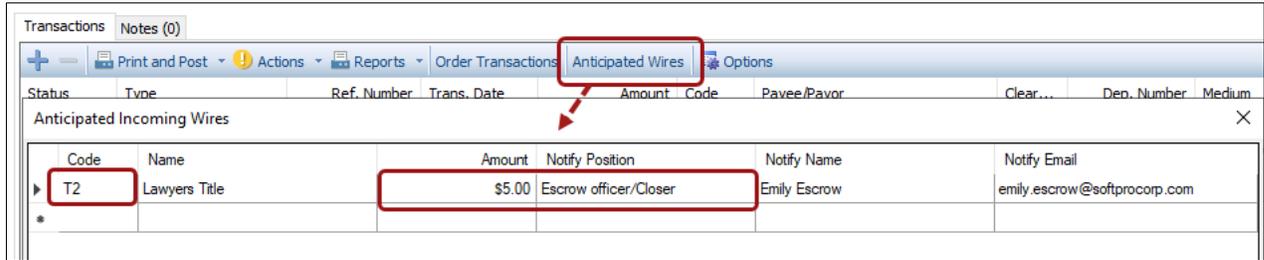
Processing Disbursements Once Funds are Posted for,

- > [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

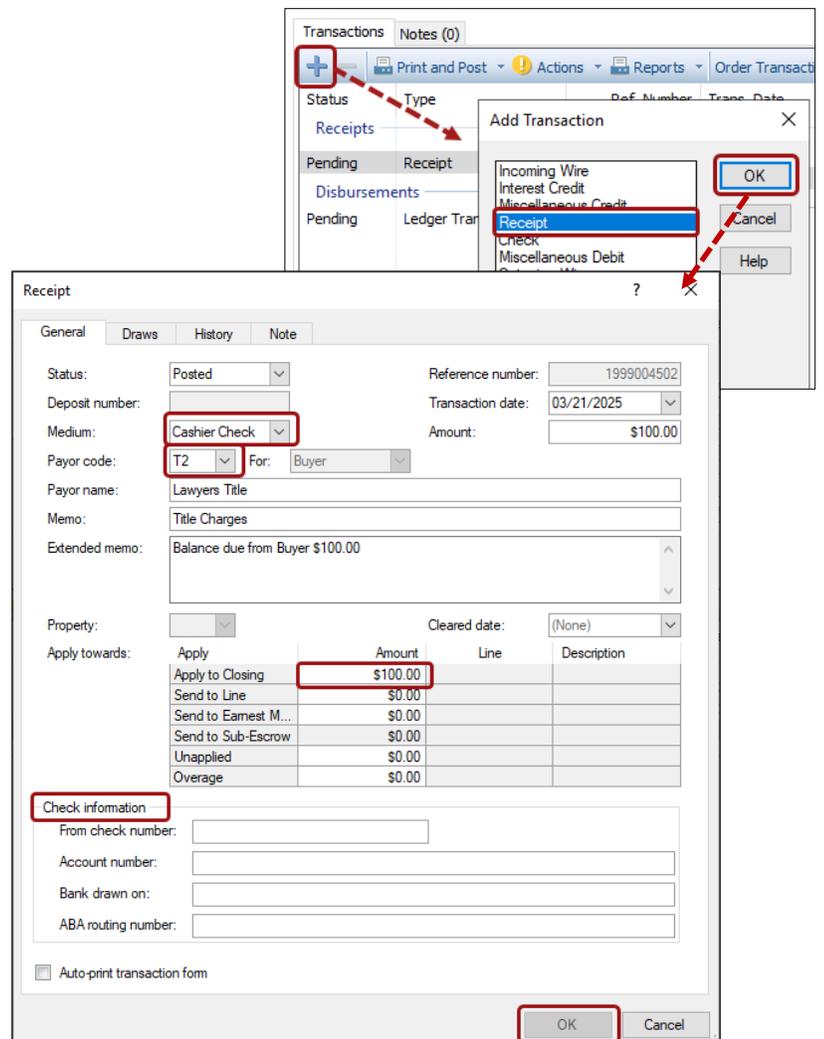


2. **Save** and exit the order
3. Wait for WMA confirmation that funds have posted

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

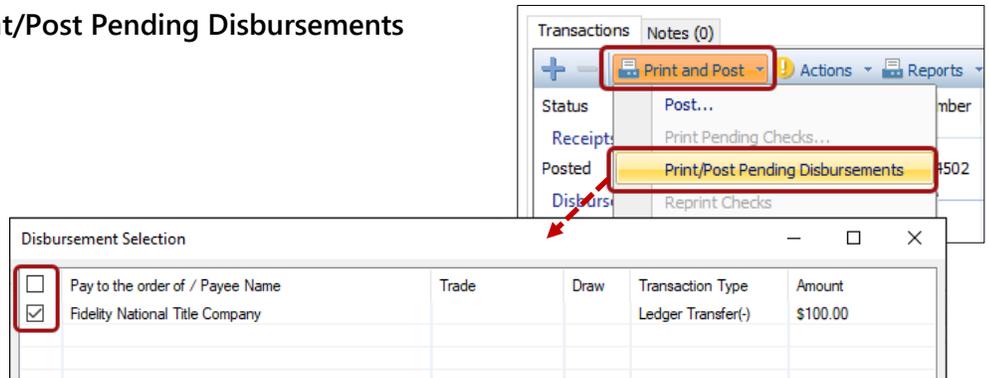


If funds received are for multiple orders, skip to [Incoming Funds for Multiple Orders](#); otherwise continue with next steps.

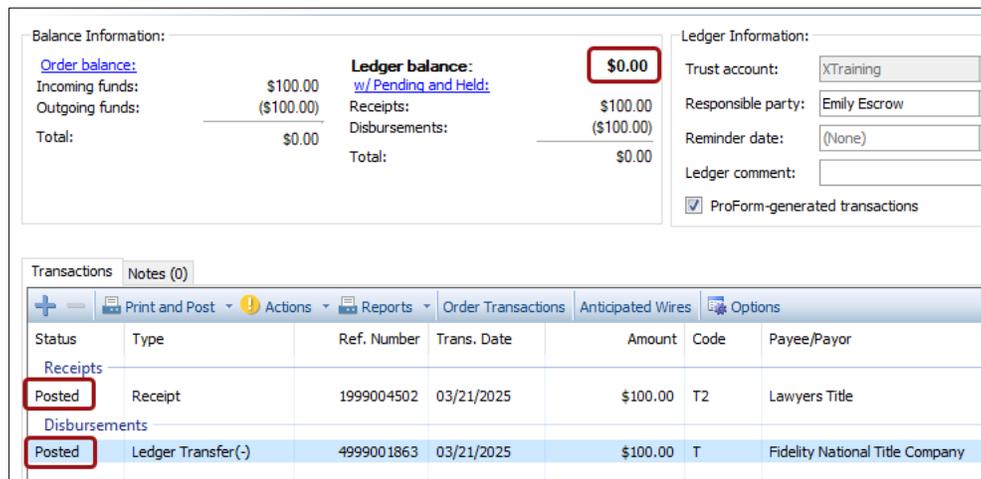
### Incoming Funds for One Order

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**



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:

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:

Date/time order comp:

**Escrow Status**

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

Date/time escrow opened:

Escrow status:

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 screenshot shows a 'Receipt' window with the following details:

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

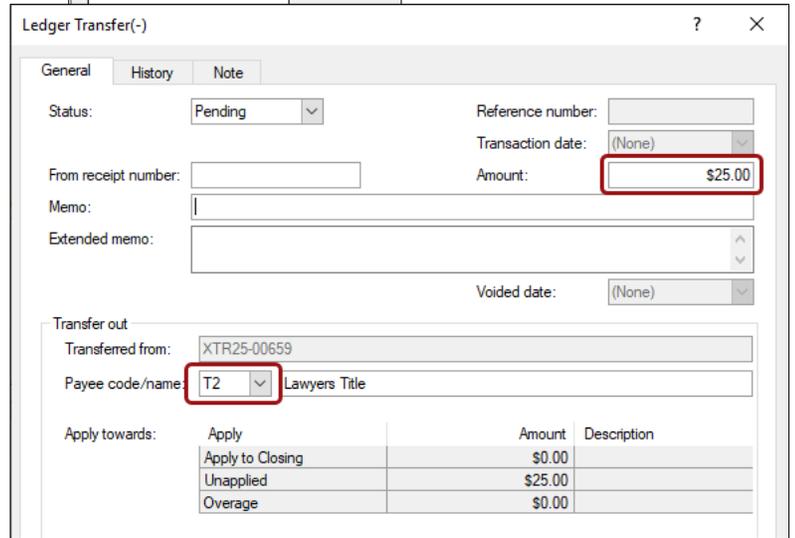
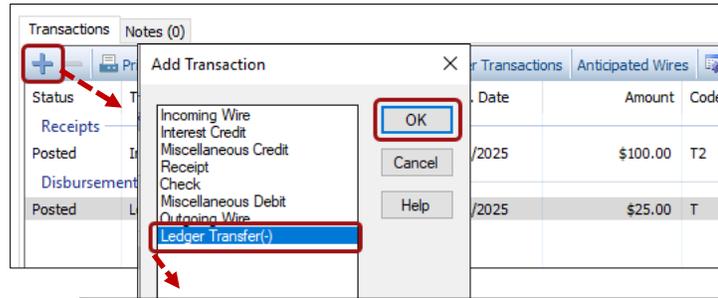
OK

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

The screenshot shows the 'Transactions' window with the 'Print and Post' menu open, highlighting 'Print/Post Pending Disbursements'. Below it, the 'Disbursement Selection' dialog box is shown with the following table:

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

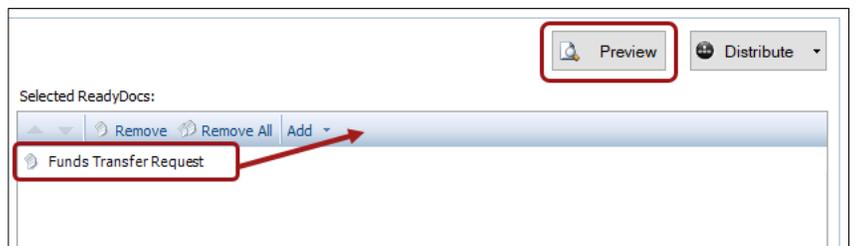
8. Verify all **Disbursements** show as **Posted**
9. Click the **Add Transaction** icon
10. Select **Ledger Transfer (-)**
11. **Enter/select the,**
  - a. **Payee Code** = same Contact **Code** selected in **step 2** in [Prepping the Order](#)
  - b. **Amount** = enter the amount to be paid on the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