

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

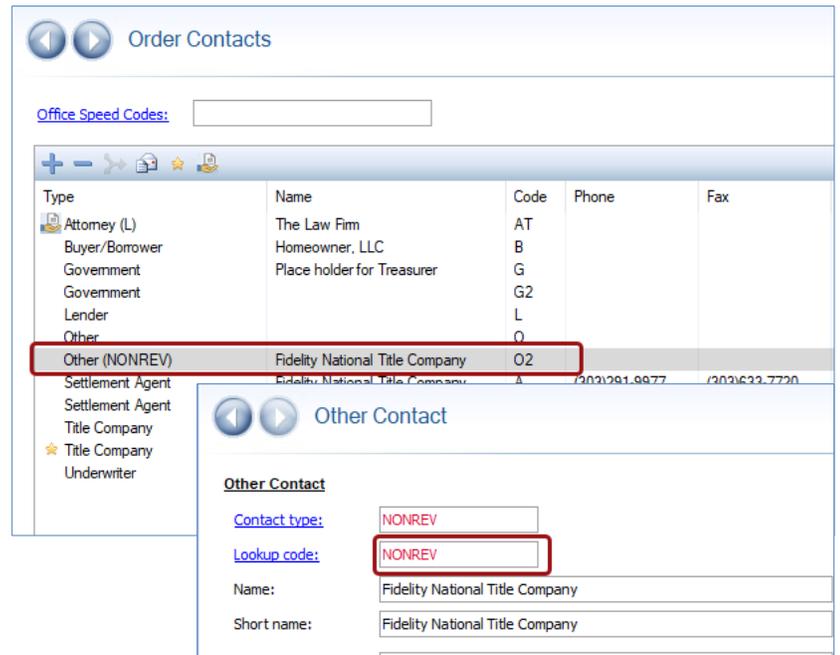
**IMPORTANT:** If posting on the last day of the month, reach out to your OAC, SoftPro Support or Configuration team for special instructions.

### Payment Received by Check

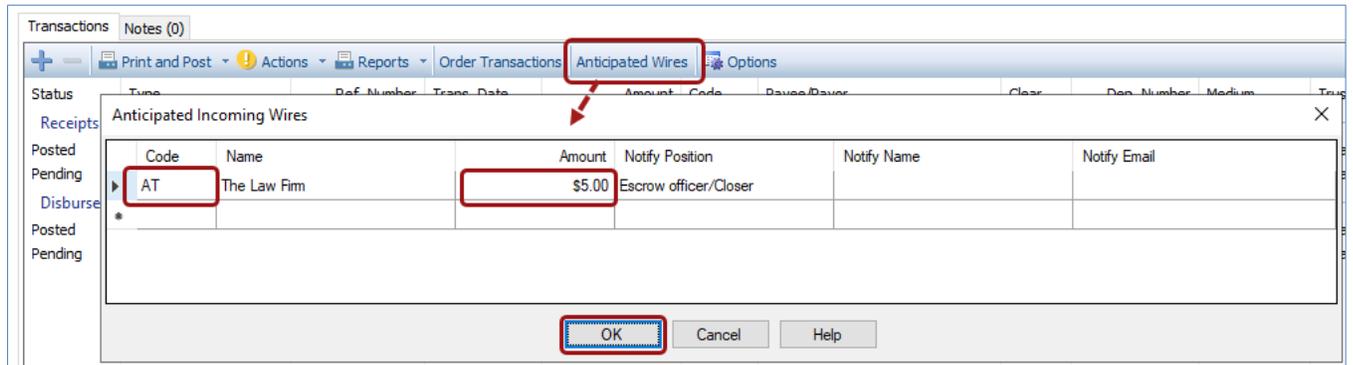
1. Print the invoice(s) for the order(s) the funds apply to
2. Attach the check to the invoice(s)
3. Send to Accounting

### 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**



5. **Save** and exit the order

**Creating the Disbursement(s)**

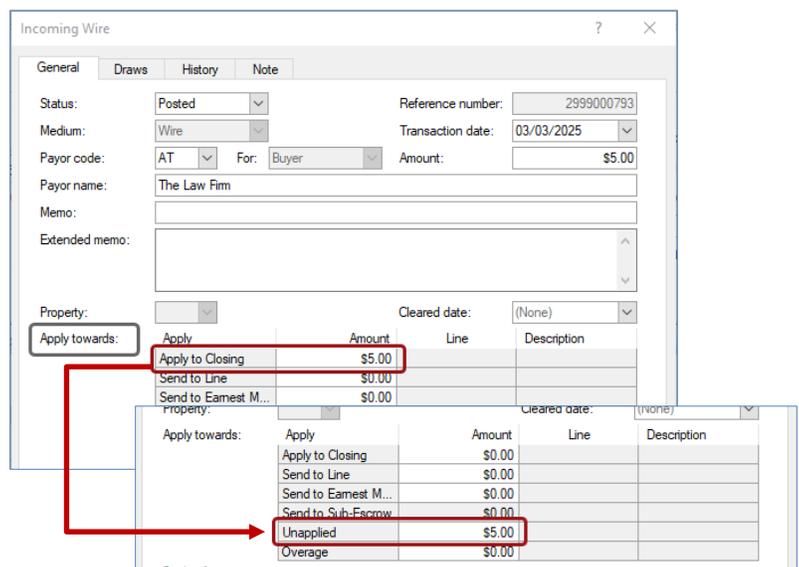
Once you have confirmation the funds are posted,

- 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.



- 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)

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

**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)

**Add Transaction**

Receipts

- Incoming Wire
- Interest Credit
- Miscellaneous Credit
- Receipt
- Check**
- Miscellaneous Debit
- Outgoing Wire
- Ledger Transfer(-)

**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

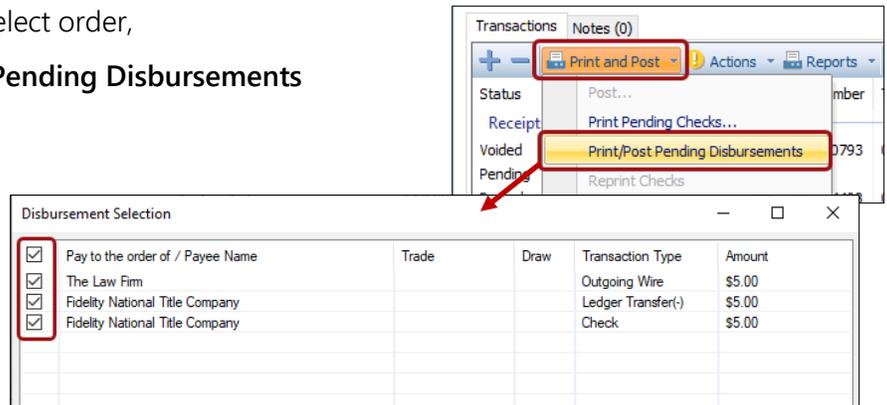
Memo:

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

Cleared date: (None)

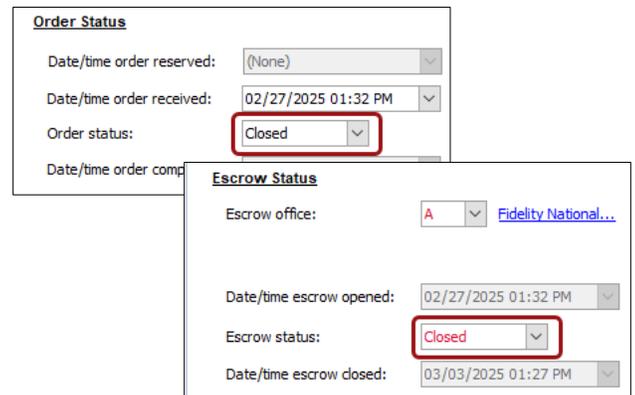
Once disbursements are approved, from the Select order,

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**

