

Receipting Earnest Money in a CSS Order

Refer to the steps in the applicable section when receipting Earnest Money funds in a CSS Order.

Payment Form	Contact Type	Statement Charges		Register				
		CSS Line		Anticipated Wire		Receipt		
		Add CSS Line First	Payor Code/ Process As	Payor Code	Name	Payor Code	Payor Name	Amount entered in Applied Towards Grid
Receipt Earnest Money and Option Screen: Unchecked to Use individual buyer codes for receipts and disbursements								
Check	Buyers	Yes	B,B2,B3, etc. / Incoming Fund	N/A	N/A	B,B2,B3, etc.	B,B2,B3, etc. Name	Applied to Closing
Check	Add Contact: Other - Third Party	Yes	O-Contact / Incoming Fund	N/A	N/A	O-Contact	O-Contact name	Applied to Closing
Wire	Buyers	Yes	B,B2,B3, etc. / Incoming Fund	B,B2,B3, etc.	B,B2,B3, etc. Name	B,B2,B3, etc.	B,B2,B3, etc. Name	Applied to Closing
Wire	Add Contact: Other - Third Party	Yes	O-Contact / Incoming Fund	O-Contact	O-Contact name	O-Contact	O-Contact name	Applied to Closing
Receipt Earnest Money and Option Screen: Checked to Use individual buyer codes for receipts and disbursements								
Check	Buyers	Yes	B,B2,B3, etc. / Incoming Fund	N/A	N/A	B,B2,B3, etc.	B,B2,B3, etc. Name	Applied to Closing
Check	Add Contact: Other -Third Party	Yes	O-Contact / Incoming Fund	N/A	N/A	O-Contact	O-Contact name	Applied to Closing
Wire	Buyers	Yes	B,B2,B3, etc. / Incoming Fund	B,B2,B3, etc.	B,B2,B3, etc. Name	B,B2,B3, etc.	B,B2,B3, etc. Name	Applied to Closing
Wire	Add Contact: Other -Third Party	Yes	O-Contact / Incoming Fund	O-Contact	O-Contact name	O-Contact	O-Contact name	Applied to Closing

NOTE: Option screen does not affect receipting in Earnest Money.