

Refer to the steps in the applicable section when receipting Funds to Close 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	Payor Name	Amount in Applied Towards Grid
Receipt Funds to Close and Option Screen: Unchecked to Use individual buyer codes for receipts and disbursements								
Check	Buyers	N/A	N/A	N/A	N/A	BA	Edit to read from individual Buyer's name	Applied to Closing
Check	Other –Third Party	N/A	N/A	N/A	N/A	BA	Edit to read from O-Contact FBO all Buyer's names	Applied to Closing
Wire	Buyers	N/A	N/A	BA	All Buyer's names	BA	Edit to read from individual Buyer's name	Applied to Closing
Wire	Other –Third Party	N/A	N/A	BA	All Buyer's names	BA	Edit to read from O-Contact FBO all Buyer's names	Applied to Closing
Receipt Funds to Close and Option Screen: Checked to Use individual buyer codes for receipts and disbursements								
Check	Buyers	N/A	N/A	N/A	N/A	B,B2,B3, etc.	Individual Buyer's name	Applied to Closing
Check	Other -Third Party	N/A	N/A	N/A	N/A	B,B2,B3, etc.	Edit to read from O-Contact FBO individual Buyer's name	Applied to Closing
Wire	Buyers	N/A	N/A	B,B2,B3, etc.	Individual Buyer's name	B,B2,B3, etc.	Individual Buyer's name	Applied to Closing
Wire (***see NOTE next page)	Add Contact: Other -Third Party	N/A	N/A	O-Contact	O-Contact name	O-Contact	Edit to read from O-Contact FBO individual Buyer's name	Applied to Closing

***NOTE: In addition to the above steps, if a wire from O-Third Party Contact,

1. Navigate to the **Statement Charges** screen
2. Scroll to bottom of screen
3. Click the **Balance due from Buyer** link

Statement Charges			
02	Interest on Deposit		
03			
Subtotals			
Balance due from Buyer			\$1,000,000.00
Balance due to Seller			\$5,000,000.00

4. Click the **Payors** tab
5. Highlight the correct **B-Contact** line
6. From the **Code** drop-down, select the **O-Contact**
7. Enter the amount to be credited to the individual Buyer

Balance Due To/From Buyer

Charges for Line 01

Description	Re	To	Buyer Debit
1 Balance due from Buyer			\$1,000,000.00

Details Payors Payees

Code	Name	Amount	POC	Disburse POC	For	Process As
B	Very Small LLC	\$500,000.00	<input type="checkbox"/>	<input type="checkbox"/>	BA	Incoming Fund
B2	Very Big LLC	\$500,000.00	<input type="checkbox"/>	<input type="checkbox"/>	BA	Incoming Fund

Details Payors Payees

Code	Name	Amount	POC
B	Very Small LLC	\$500,000.00	<input type="checkbox"/>
O5	Paul Partner	\$50,000.00	<input type="checkbox"/>
B2	Very Big LLC	\$450,000.00	<input type="checkbox"/>