

COMMERCIAL: RECEIPTING OVERVIEW

Receipting Funds to Close in a CSS Order

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	Name	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	ВА	Edit to read from individual Buyer's name	Applied to Closing
Check	Other –Third Party	N/A	N/A	N/A	N/A	ВА	Edit to read from O-Contact FBO all Buyer's names	Applied to Closing
Wire	Buyers	N/A	N/A	ВА	All Buyer's names	ВА	Edit to read from individual Buyer's name	Applied to Closing
Wire	Other –Third Party	N/A	N/A	ВА	All Buyer's names	ВА	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

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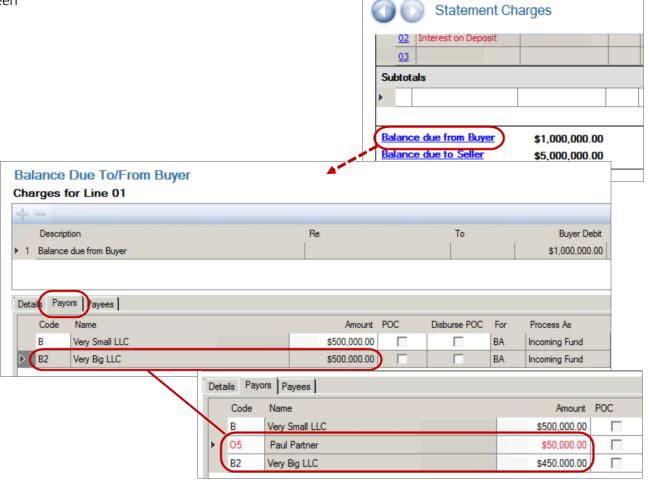
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***NOTE: In addition to the above steps, if a wire from O-Third Party Contact,

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

- 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



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