

Processing an Accommodation Recording Order

Follow the steps in the applicable section to open and disburse an accommodation recording order.

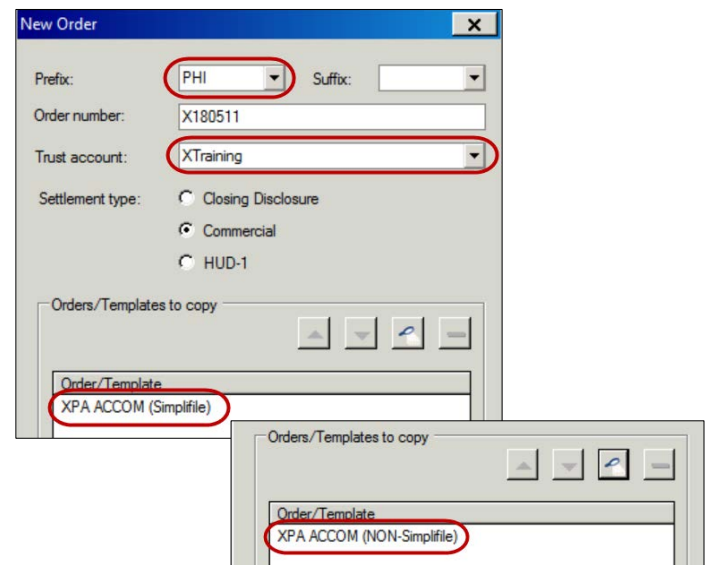
- › Creating the Accommodation Order | [Page 1](#)
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Creating the Accommodation Order


1. Create a new order
2. Select the **Prefix**
3. Select the **Trust account**
4. Apply the appropriate template
 - › If e-filing, apply **PA ACCOM (Simplifile)** or **PIT ACCOM (Simplifile)**

-OR-

- › If not e-filing, apply **PA ACCOM (NON-Simplifile)** or **PIT ACCOM (NON-Simplifile)**



5. Click the **OK** button to generate the order
6. Navigate to the **Order Contacts** screen
7. In the **Office Speed Codes** field, enter the applicable code for the accommodation type; press the **Spacebar** to run
This populates your Revenue Contacts (i.e., **A, A2, T, U**).



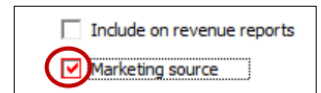
8. Add remaining Contacts, (i.e., **G-Government Contact**)

NOTE: The **G2-Simplifile** Contact is pulled in with your template.



Type	Name	Code
Attorney		AT
Buyer/Borrower		B
Government	County of Adams Recorder of De...	G
Government	Simplifile	G2
Lender		L
Other (3rd Party Vendor)		O
Other (3rd Party Vendor)	Corporation Service Company	O2
Settlement Agent	Chicago Title Insurance Company	A
Settlement Agent	Chicago Title Insurance Company	A2
NON-REVENUE	Chicago Title Insurance Company	T
Underwriter	Chicago Title Insurance Company	U

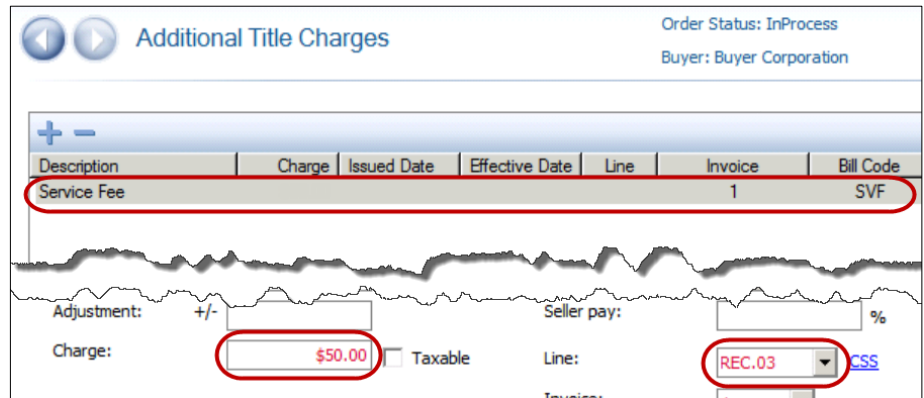
9. Check the **Marketing Source** check box on the applicable Contact to identify who gave you the order



Processing an Accommodation Recording Order

E-Filing Accommodation Recording

1. Navigate to the **Additional Title Charges** screen
2. With the **Service Fee** entry highlighted in the grid,
 - a) Enter the **Charge**
 - b) From the **Line** drop-down, select **Next Available** (Recording Charges/Transfer Taxes)
3. **Save** your order

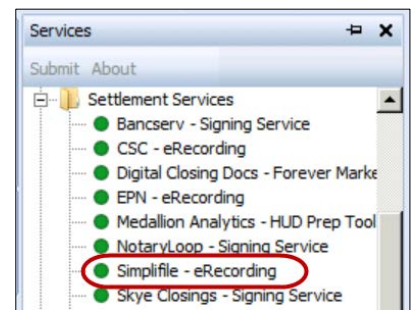


Order Status: InProcess
Buyer: Buyer Corporation

Description	Charge	Issued Date	Effective Date	Line	Invoice	Bill Code
Service Fee				1		SVF

Adjustment: +/- Seller pay: %
Charge: Taxable ☐ Line: CSS

4. Submit recording using **360 > Simplifile - eRecording**; refer to the job aid, *SoftPro 360 – eRecording – Using Simplifile to Record* if you are unfamiliar with the process

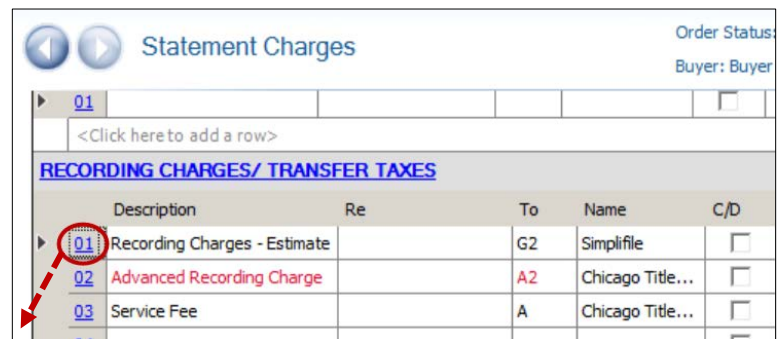


Services

- Submit About
- Settlement Services
 - Bancserv - Signing Service
 - CSC - eRecording
 - Digital Closing Docs - Forever Marke
 - EPN - eRecording
 - Medallion Analytics - HUD Prep Tool
 - NotaryLoop - Signing Service
 - Simplifile - eRecording**
 - Skye Closings - Signing Service

When documents are recorded and you have received the actual recording amount, in SoftPro Select,

1. Navigate to the **Statement Charges** screen
2. Click the **Line** number link for line **01 Recording Charges – Estimate** entry



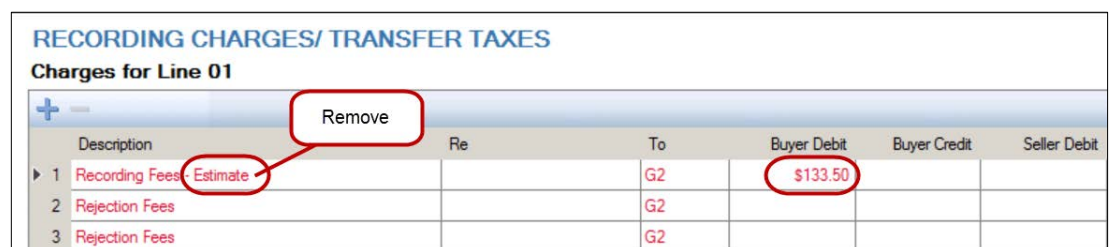
Order Status:
Buyer: Buyer

<Click here to add a row>

RECORDING CHARGES/ TRANSFER TAXES

Description	Re	To	Name	C/D
01 Recording Charges - Estimate		G2	Simplifile	
02 Advanced Recording Charge		A2	Chicago Title...	
03 Service Fee		A	Chicago Title...	

3. In the grid, on line 1, **Description** field, remove the word "Estimate"
4. Add the recording charge amount provided by Simplifile



RECORDING CHARGES/ TRANSFER TAXES

Charges for Line 01

Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit
1 Recording Fees - Estimate		G2	\$133.50		
2 Rejection Fees		G2			
3 Rejection Fees		G2			

Processing an Accommodation Recording Order

- Click the **Payors** tab
- From the **Code** drop-down, select **T**
- In the grid, update line **5. E-Filing to Simplifile** to the actual amount for the number of documents recorded
- In the grid, update line **6. E-Filing Expense to FNF** to the actual amount; this must match line 5 but as a **negative** number
- Click the **Close** button

5	E-Filing to Simplifile		G2	\$4.50				
Details: Payors Payees								
Code	Name	Amount	POC	Disburse POC	For	Process As		
T	Chicago Title Insurance Company	\$133.50			B	Incoming Fund		

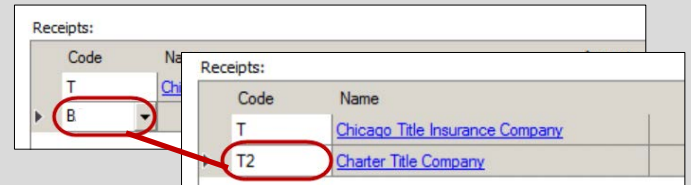
Charges for Line 01				
Description	Re	To	Buyer Debit	Buyer Credit
3 Rejection Fees		G2		
4 Rejection Fees		G2		
5 E-Filing to Simplifile		G2	\$9.00	
6 E-Filing Expense to FNF		G2	(\$9.00)	

Posting and Disbursing Funds

Once funds are received from the party paying the recording charge and accommodation fee, follow the steps in the applicable section.

NOTE: If funds are coming from the **T2**-outside Title Company,

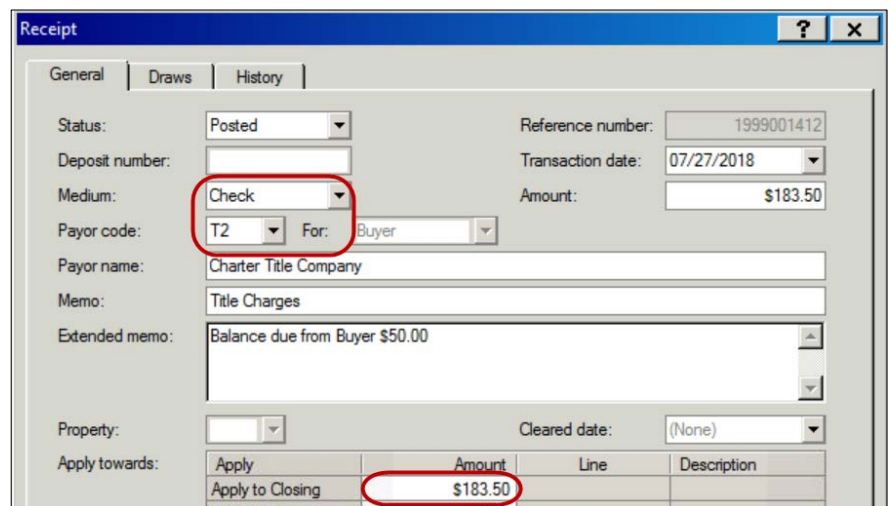
- Navigate to the **Order Transaction** screen
- Where the **Receipts > Code = B**, select **T2** from the drop-down



Not advancing recording fees

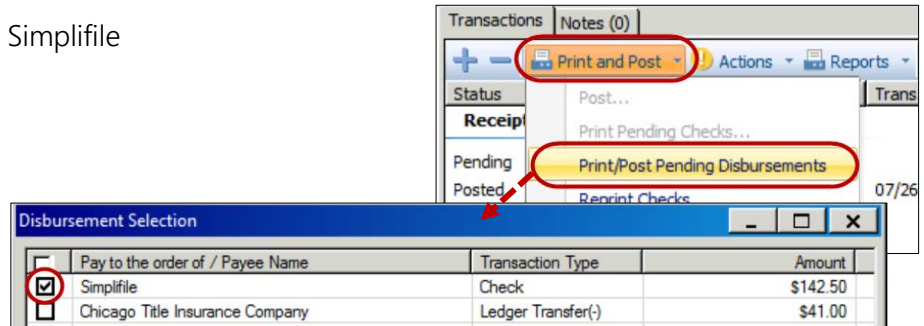
- Click the **Register** button
- Receipt** in the funds

IMPORTANT: Your SoftPro check **must be posted and applied** to Simplifile the same day Simplifile reports as due.



Processing an Accommodation Recording Order

3. **Print/Post** the check payable to Simplifile



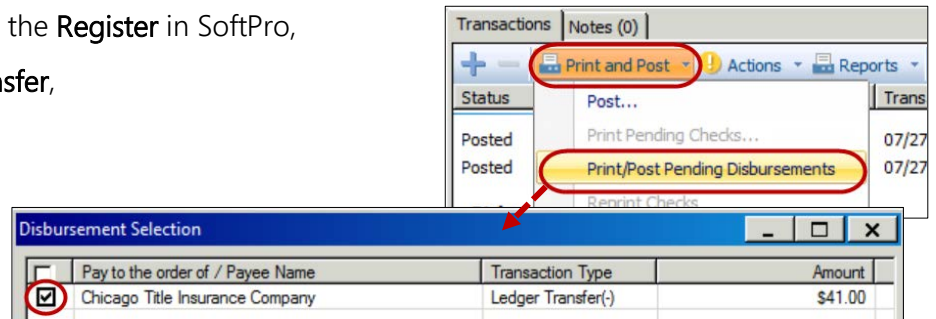
Pay to the order of / Payee Name	Transaction Type	Amount
<input checked="" type="checkbox"/> Simplifile	Check	\$142.50
<input type="checkbox"/> Chicago Title Insurance Company	Ledger Transfer(-)	\$41.00

4. In Simplifile, add the SoftPro check number and payment information

5. Write *Void* across the SoftPro check

When you are ready to disburse, from the **Register** in SoftPro,

6. Print and Post the **Ledger Transfer**,

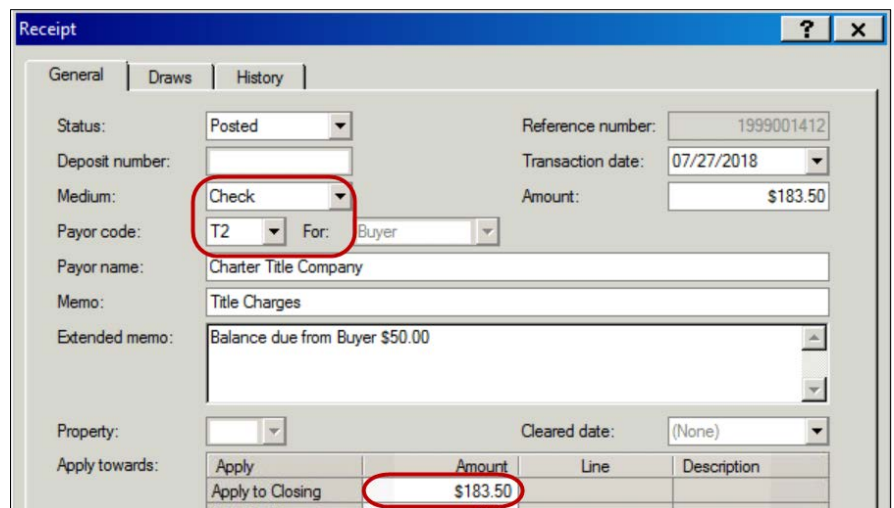


Pay to the order of / Payee Name	Transaction Type	Amount
<input checked="" type="checkbox"/> Chicago Title Insurance Company	Ledger Transfer(-)	\$41.00

7. Press **Ctrl + Alt + C** to close your order

> Advancing recording fees

1. Click the **Register** button
2. **Receipt** in the funds using the applicable NON-Revenue Contact (i.e., T2, T3)



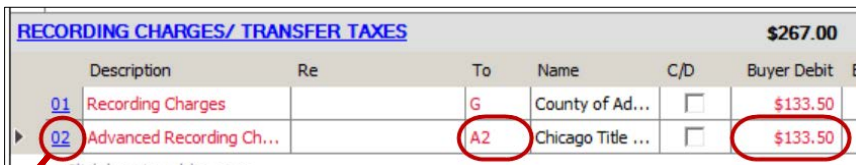
Apply towards:	Amount	Line	Description
Apply to Closing	\$183.50		

3. Navigate to the **Statement Charges** screen

Processing an Accommodation Recording Order

4. On line REC.02 Advanced Recording Charge, enter/select the

- Code = A2
- [Buyer or Seller] Debit = amount of recording only
- Click the **Line** number link



RECORDING CHARGES/ TRANSFER TAXES						\$267.00
Description	Re	To	Name	C/D	Buyer Debit	B
01 Recording Charges		G	County of Ad...	<input type="checkbox"/>	\$133.50	
02 Advanced Recording Ch...		A2	Chicago Title ...	<input type="checkbox"/>	\$133.50	

5. Click the **Payors** tab

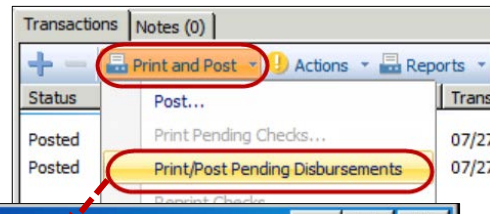
- From the **Code** drop-down, select the same NON-Revenue Contact selected when receipting in funds in **Step 2**



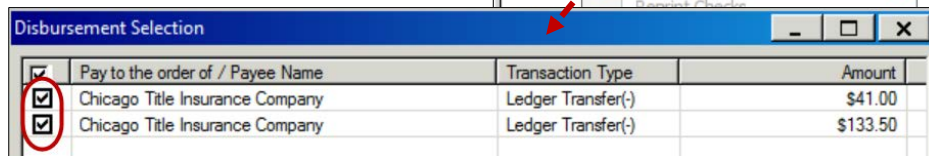
Code	Name	Amount	POC	Disburse POC	For	Process As
T2	Chicago Title Insurance Company	\$133.50	<input type="checkbox"/>	<input type="checkbox"/>	B	Incoming Fund

When you are ready to disburse, from the **Register**,

- Print and Post the **Ledger Transfers** to,
 - A2 for recording reimbursement
 - A for revenue



Transactions	Notes (0)
+	Print and Post
+	Post...
+	Print Pending Checks...
+	Print/Post Pending Disbursements
+	Receipt Checks



	Pay to the order of / Payee Name	Transaction Type	Amount
<input checked="" type="checkbox"/>	Chicago Title Insurance Company	Ledger Transfer(-)	\$41.00
<input checked="" type="checkbox"/>	Chicago Title Insurance Company	Ledger Transfer(-)	\$133.50

8. Press **Ctrl + Alt + C** to close your order

Non E-Filing Accommodation Recording

- Navigate to the **Order Contacts** screen
- Verify/add Contacts
 - G = Government entity recording the documents

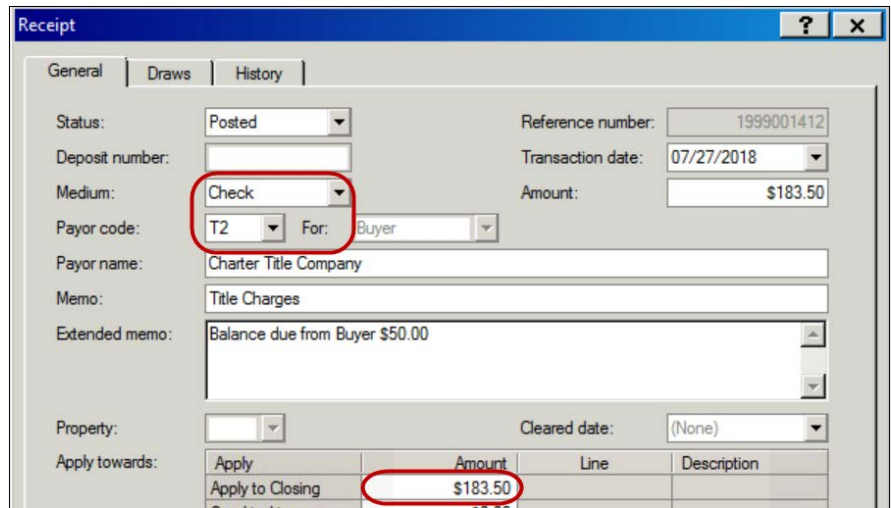
If advancing recording fees,

- A2 = your local office for recording (reimbursement)
- T = outside Title Company requesting the accommodation recording

› **Not advancing recording fees**

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1. Click the **Register** button
2. **Receipt** in the funds using the applicable NON-Revenue Contact (i.e., T2, T3)

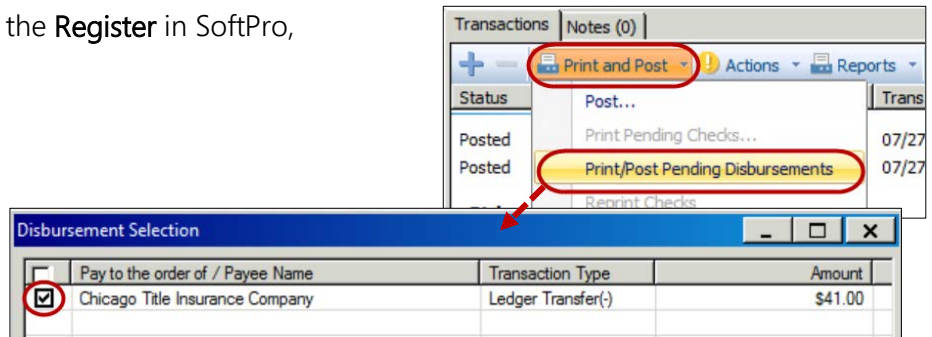


Receipt window showing transaction details:

- Status: Posted
- Reference number: 1999001412
- Transaction date: 07/27/2018
- Amount: \$183.50
- Medium: Check
- Payor code: T2
- For: Buyer
- Payor name: Charter Title Company
- Memo: Title Charges
- Extended memo: Balance due from Buyer \$50.00
- Property: (None)
- Cleared date: (None)
- Apply towards: Apply to Closing \$183.50

When you are ready to disburse, from the **Register** in SoftPro,

3. **Print/Post** the Ledger Transfer,



Transactions window showing 'Print and Post' button.

Disbursement Selection window showing the following row:

Pay to the order of / Payee Name	Transaction Type	Amount
<input checked="" type="checkbox"/> Chicago Title Insurance Company	Ledger Transfer(-)	\$41.00

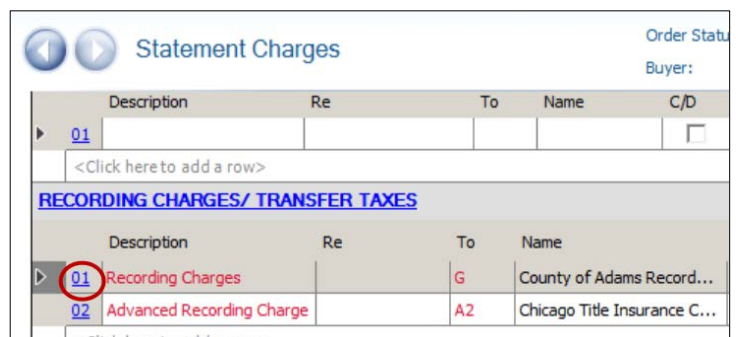
4. Press **Ctrl + Alt + C** to close your order

Advancing recording fees

1. From your Operating Account, print the RD/DNE check; this should be payable to the **G-Government** Contact
2. Overnight the RD/DNE check to the Government Contact address

When documents are recorded and you have received the actual recording amount, in SoftPro Select,

3. Navigate to the **Statement Charges** screen
4. Click the **Line** number link for line **01 Recording Charges** entry

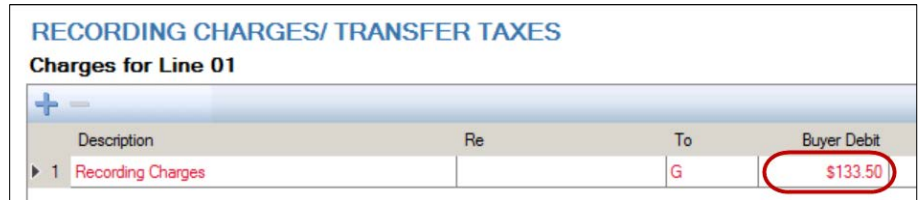


Statement Charges window showing the following table:

Description	Re	To	Name	C/D
01 Recording Charges		G	County of Adams Record...	
02 Advanced Recording Charge		A2	Chicago Title Insurance C...	

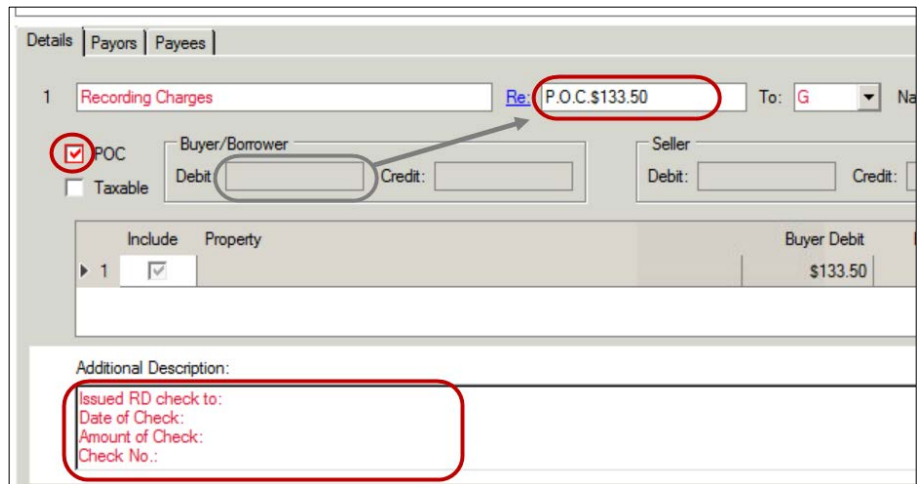
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5. In the grid, enter the actual amount provided by the Recorder's Office



Description	Re	To	Buyer Debit
1 Recording Charges		G	\$133.50

6. Check the POC check box; this moves the funds from the Buyer Debit field to the Re field
7. In the Additional Description field, enter the information for the RD check
8. Click the Close button



1 Recording Charges Re: P.O.C.\$133.50 To: G Na

☒ POC ☐ Taxable

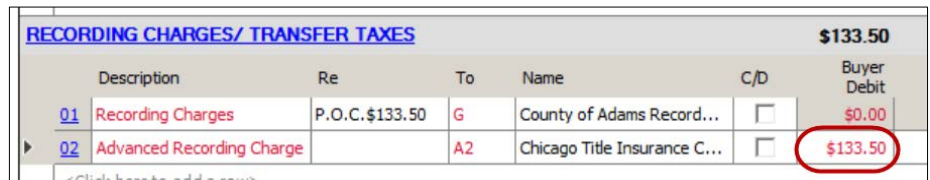
Buyer/Borrower Debit: Credit: Seller Debit: Credit:

Include	Property	Buyer Debit
1	<input checked="" type="checkbox"/>	\$133.50

Additional Description:

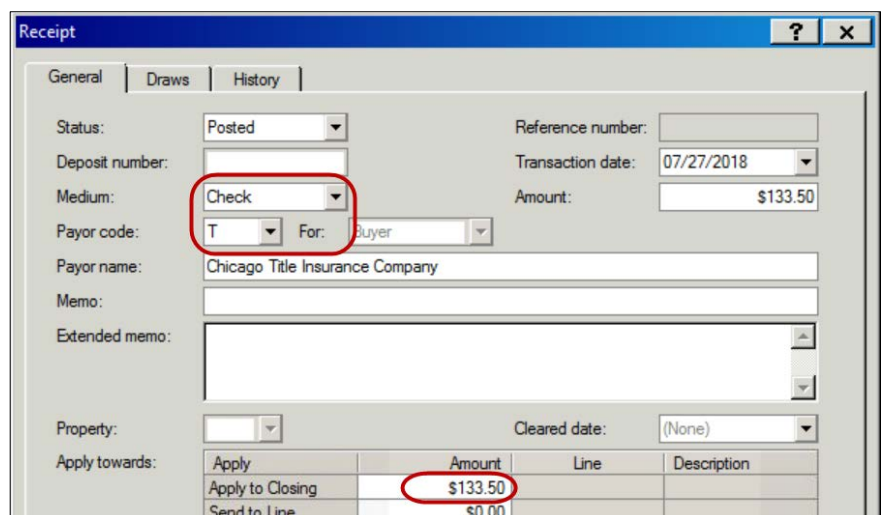
Issued RD check to:
Date of Check:
Amount of Check:
Check No.:

9. On line REC.02 Advanced Recording Charge, enter the recording charge amount



Description	Re	To	Name	C/D	Buyer Debit
01 Recording Charges	P.O.C.\$133.50	G	County of Adams Record...	<input type="checkbox"/>	\$0.00
02 Advanced Recording Charge		A2	Chicago Title Insurance C...	<input type="checkbox"/>	\$133.50

10. Click the Register button
11. Receipt in the funds from the party paying the fees



Receipt

General | Draws | History

Status: Posted Reference number: Transaction date: 07/27/2018 Amount: \$133.50

Deposit number: Medium: Check Payor code: T For: Buyer Payor name: Chicago Title Insurance Company Memo: Extended memo:

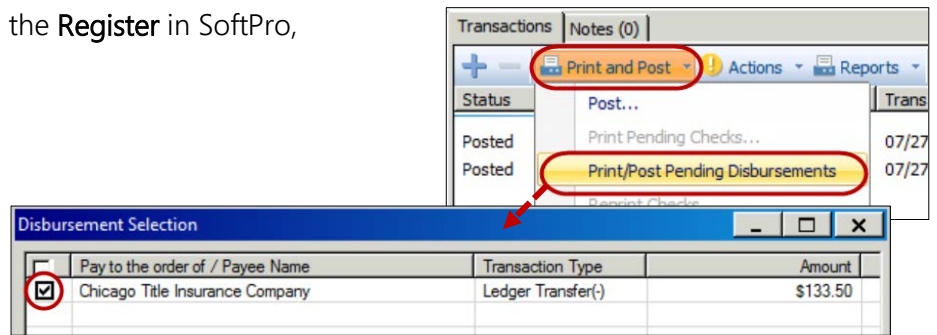
Property: Cleared date: (None)

Apply towards:	Amount	Line	Description
Apply			
Apply to Closing	\$133.50		
Send to Line	\$0.00		

Processing an Accommodation Recording Order

When you are ready to disburse, from the **Register** in SoftPro,

12. Print/Post the Ledger Transfer,



13. Press **Ctrl + Alt + C** to close your order