

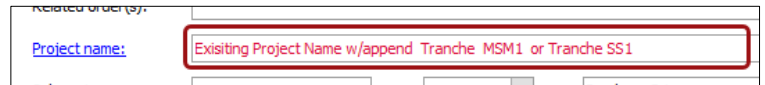
Creating Multi-Site Tranche Closings Sub Master

When you need to close a group of properties separate from the multi-site master order, follow these steps to open the Tranche Sub-Master order and update the corresponding sub-orders for closing.

1. Open the (sub) multi-site master order; refer to the [Multi-Site - Checklist for Opening Multi-Site Master and Sub-Orders](#) job aid if needed

Once the (sub) master order is opened,

2. In the **Project name** field, enter the **Project name + Tranche number** (i.e., *General Shops Tranche 1*)

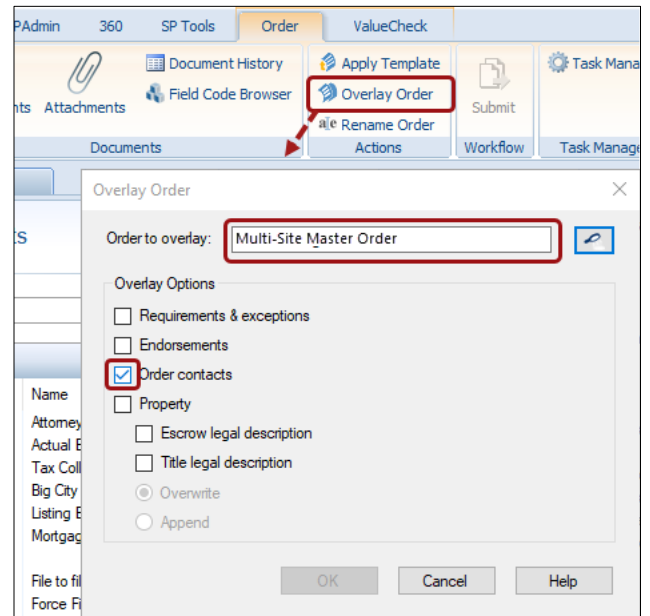


3. Navigate to the **Order Contacts** screen
4. Run the **Office Speed Code**; remember to use the **spacebar** to execute

NOTE: Click the **Office Speed Code** link to view available codes.

5. Overlay Contacts from the master order
 - a. From the **Order** ribbon, click the **Overlay Order** button
 - b. **Order to overlay** – enter master order number (or use the search icon to locate the order); press the Enter key

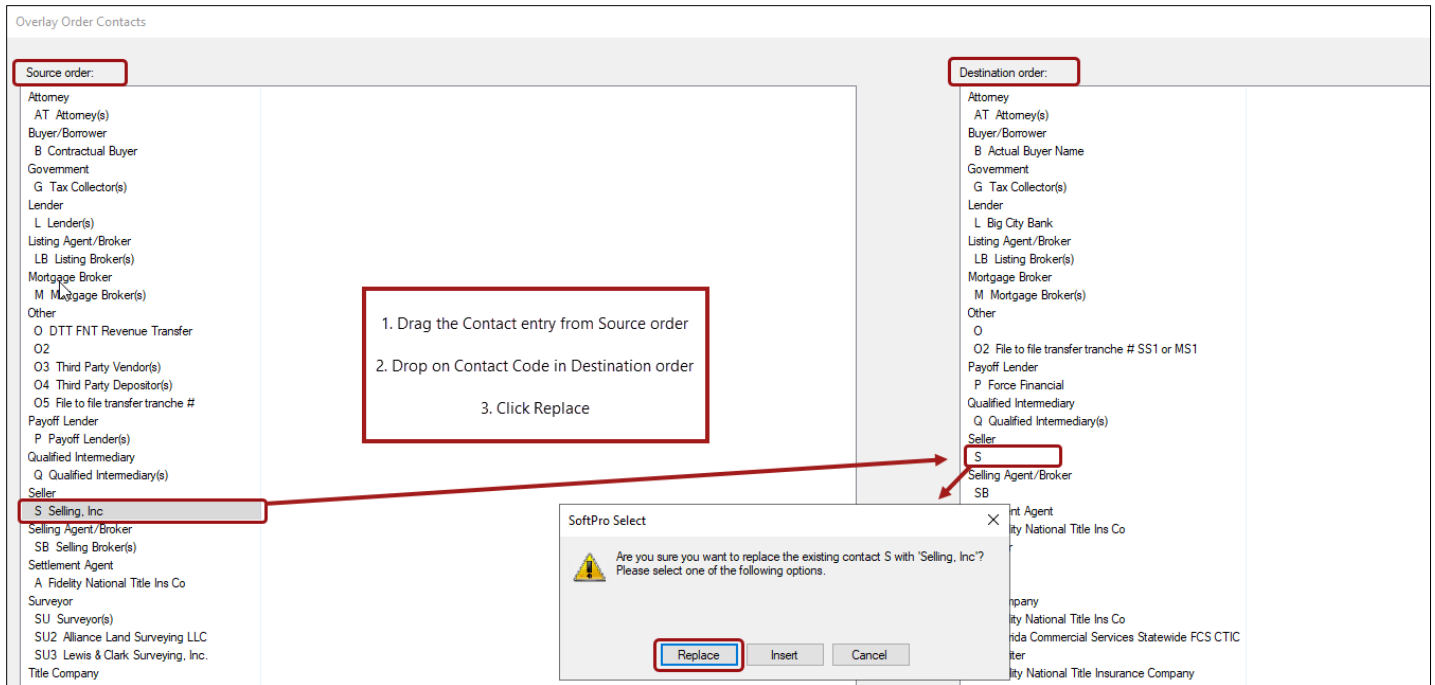
Once the master order is found, the **Overlay Options** are enabled



- c. Check the **Order contacts** check box; this immediately opens the **Order Contacts** window
- d. Drag and drop the contact from the **Source Order** (master) to the **Destination Order** (sub-master order)

IMPORTANT: Do **not** overlay revenue contacts (**A-**, **T-**, **U-**Contacts). They are entered when running the office speed code.

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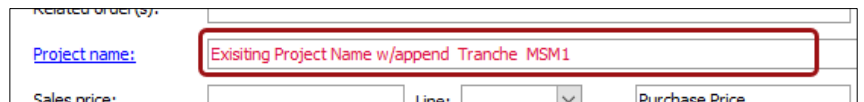


- e. Click the **OK** button when all contacts have been overlayed
- f. Click **OK** to confirm

6. Double-click the **O-Other (Tranche)** Contact
7. Append the **Name** to include the Tranche number
8. Save your order

In each of the Sub-Orders,

9. Navigate to the **Order Entry** screen
10. Append the **Project name** to include the Tranche number

Moving Funds From (Main) Multi-Site Master Order to Tranche (Sub) Master Order (If needed)

From the (main) Multi-Site Master Order,

1. Navigate to the **Statement Charges** screen
2. On the next available line in the **Additional Charges** section, enter the,
 - a. **Description** = **File to File Transfer to Master Tranche Order**
 - b. **To** = **O-Other (Tranche)** Contact setup for the funds transfer

- c. **Buyer debit** = amount to be transferred

Additional Charges						\$65,000.00	
	Description	Re	To	Name	C/D	Buyer Debit	Buyer Credit
01	Survey		SU	Surveyor(s)	<input type="checkbox"/>	\$15,000.00	
02	Zoning				<input type="checkbox"/>		
03	Legal Fees				<input type="checkbox"/>		
04	File to File Transfer to Master Tranche Order		O5	File to file transfer tranche #1	<input type="checkbox"/>	\$50,000.00	

3. Complete and send the **File-to-File Transfer Form** to Accounting

From the Tranche Multi-Site (sub) Master Order,

1. Navigate to the **Statement Charges** screen
2. On the next available line in the **Consideration** section, enter the,
 - a. **Description** = **File to File Transfer from Master Order**
 - b. **Buyer Credit** = amount transferred in
 - c. Click the **Line number** link
 - d. Select the **Payors** tab
 - e. From the **Code** drop-down, select **B**
 - f. Click the **Close** button

Consideration						\$10,000,000.00	\$8,050,000.00
	Description	Re	To	Name	C/D	Buyer Debit	Buyer Credit
01	Purchase Price				<input checked="" type="checkbox"/>	\$10,000,000.00	
02	Principal amount of new loan				<input type="checkbox"/>		\$8,000,000.00
03	File to File Transfer from Master Order				<input type="checkbox"/>		\$50,000.00

Consideration

Charges for Line 03

	Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
1	File to File Transfer from Master Order			\$50,000.00			

Details

Payors

Payees

Code	Name	Amount	POC	Disburse POC	For	Process As	Bill Code
B	DTT FNT Transferred Funds from Master	\$50,000.00	<input type="checkbox"/>	<input type="checkbox"/>	B	Incoming Fund	

3. **Save** and exit the order

NOTE: To disburse the Tranche (Sub) Master Order, refer to the process outlined in the job aid, [Multi-Site - Disbursing Multi-Site Master and Sub-Orders](#).