

SETUP FEE LEDGER FOR DISBURSEMENT TO EPAY

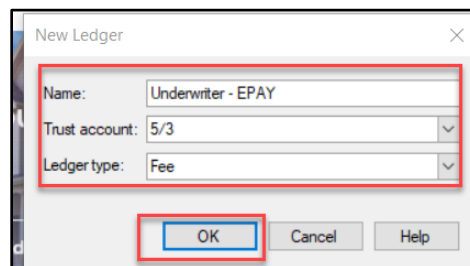
This handout will demonstrate how to create a fee ledger for a specific payee and how to disburse funds to the payee from the fee ledger for submission for EPAY.

Creating a Fee Ledger in ProTrust:

1. In the **ProTrust Ribbon** select the **New Ledger Icon**.

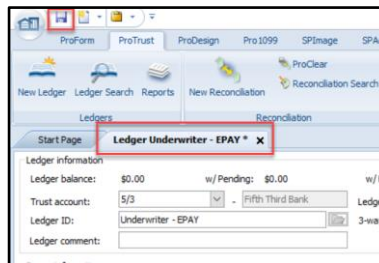


2. Enter the desired **Name** of the new ledger, choose the **Trust account** you want to link it to from the dropdown, and in the **Ledger type** choose **Fee** (This ledger type is used to receive transfers from Orders for fees that are paid to a payee on a regular basis. Such as underwriter fees.)



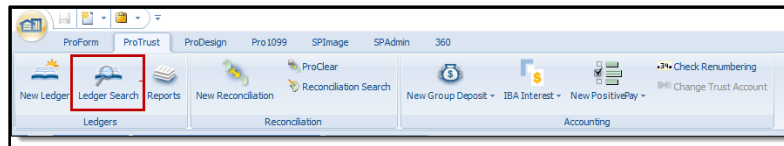
3. Once the Ledger is created:
 - a. Select the appropriate **3-way recon. type** from the dropdown menu.
 - i. **Guaranty ledger** – This is the default entry for all order-related ledgers and cannot be changed.
 - ii. **Non-Guaranty Ledger** - These are firm ledgers or operating ledgers including service fees and other amounts not related to a specific closing.
 - b. Complete the **Payee information** (this is the information that will populate to the disbursement of this ledger).
 - c. Click the dropdown on **Disburse as** to select the form for disbursement of this ledger as **Miscellaneous Debit**.

3. To Save the Ledger, press **CTRL + S** or click the Save icon on the toolbar.



Disbursing Ledger for EPAY submission:

1. On the **ProTrust** ribbon, select **Ledger Search**.

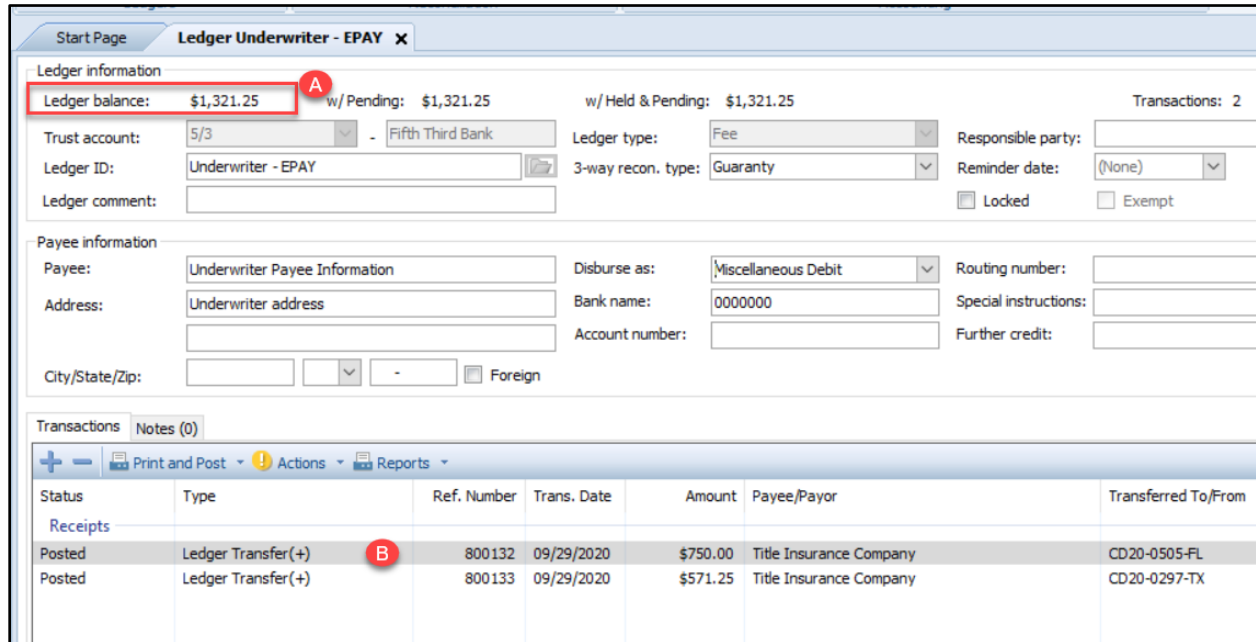
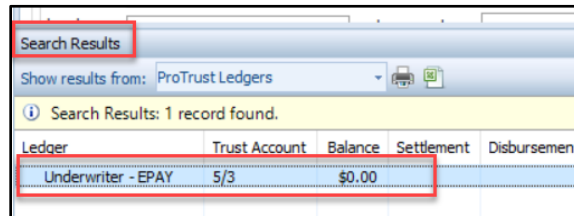


2. In the **ProTrust** Search screen, select the appropriate **Trust Account** from the dropdown arrow (if no **Trust Account** is chosen, the search will be across all **Trust Accounts** available to the profile the user is in).

Enter the name of the ledger and select **Search**.

The results of the search will populate at the bottom of the screen under **Search Results**.

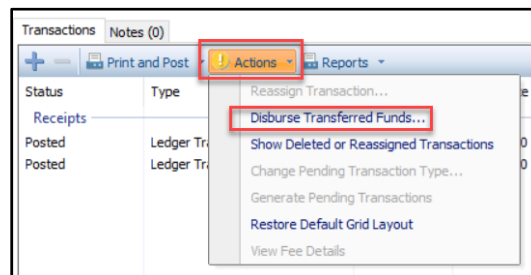
3. Double click on the ledger to open. (TIP: if the ledger is highlighted, pressing enter will open the ledger)



A. The Ledger balance will show at the top of the ledger.

B. All funds that have been transferred into the ledger will be listed in the **Transactions / Receipts** section.

From the **Actions** drop down menu on the **Transactions** toolbar select the **Disburse Transferred Funds** option.

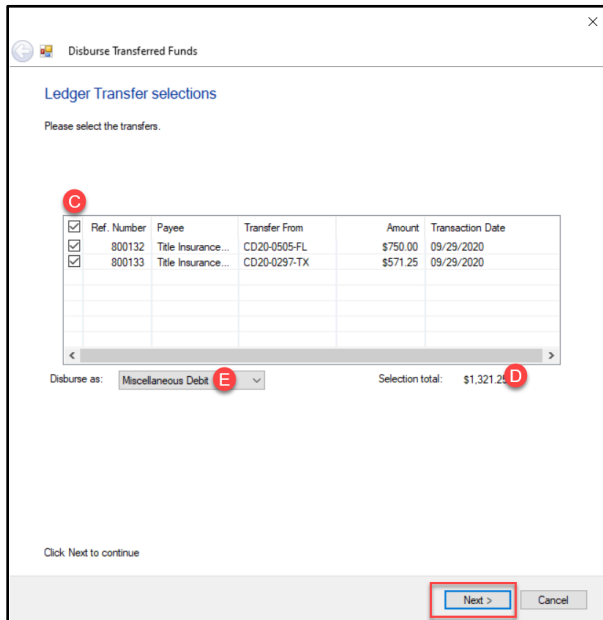


NOTE:

Under **no circumstances** should a receipt or disbursement be manually added to a Fee Ledger using the Plus icon.

The **Disburse Transferred Funds** feature will not recognize any amounts manually receipted or disbursed and could cause an "out-of-balance" scenario.

The **Ledger Transfer selections** window will appear.



Ref. Number	Payee	Transfer From	Amount	Transaction Date
<input checked="" type="checkbox"/> 800132	Title Insurance...	CD20-0505-FL	\$750.00	09/29/2020
<input checked="" type="checkbox"/> 800133	Title Insurance...	CD20-0297-TX	\$571.25	09/29/2020

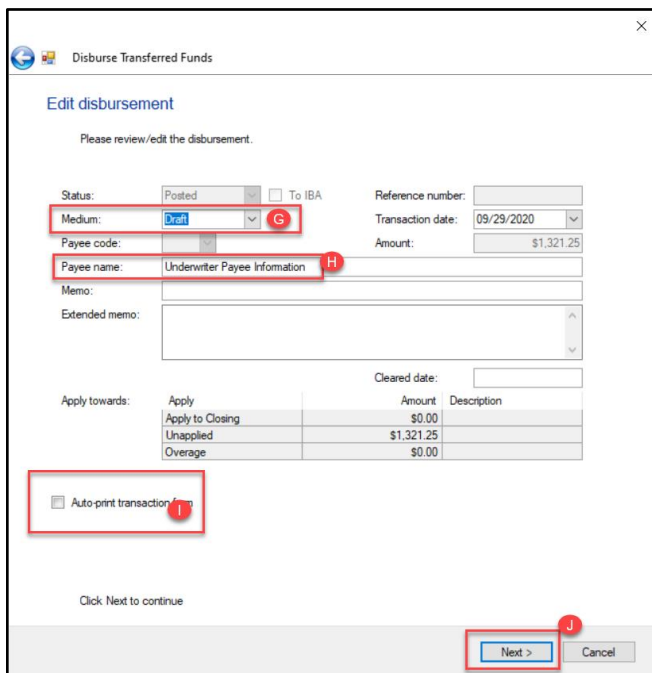
Disburse as: Miscellaneous Debit Selection total: \$1,321.25

Click Next to continue

Next > Cancel

- C.** Check the box next to the transaction(s) to be disbursed. To disburse all transactions, check the top box (next to **Ref.Number**) and all individual boxes will automatically be checked. Individual boxes can be checked or unchecked as needed.
- D.** **Selection total** displays the total to be disbursed of the items checked.
- E.** **Disburse as** will populate as **Miscellaneous Debit** from the Ledger setting.
- F.** Click **Next** to move to the next step of the disbursement.

In the **Edit disbursement** window:



Status: Posted To IBA Reference number: Transaction date: 09/29/2020

Medium: Draft Amount: \$1,321.25

Payee code: Payee name: Underwriter Payee Information

Memo: Extended memo:

Cleared date:

Apply towards:	Apply	Amount	Description
Apply to Closing	<input type="checkbox"/>	\$0.00	
Unapplied	<input checked="" type="checkbox"/>	\$1,321.25	
Overage	<input type="checkbox"/>	\$0.00	

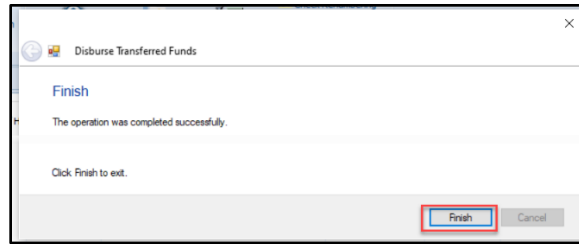
Auto-print transaction

Click Next to continue

Next > Cancel

- G.** Enter the Medium as **Draft**.
- H.** Enter the name of the Payee in the **Pay to the order of** field if it does not auto populate.
- I.** If a receipt is desired, click the **Auto-print transaction form** checkbox.
- J.** Click **Next** to complete the disbursement.

When the **Disburse Transferred Funds** process has completed, a confirmation will display. Click **Finish** to exit this screen.



The **Ledger balance** will now update to the current amount available for disbursement (if any). The individual **Receipts (Ledger transfers +)** that were disbursed will display the reference number of the disbursement transaction in the **Dep. Number** field.

Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor	Transferred To/From	Cleared Date	Dep. Number	Medium
Posted	Ledger Transfer(+)	800132	09/29/2020	\$750.00	Title Insurance Company	CD20-0505-FL		950026	
Posted	Ledger Transfer(+)	800133	09/29/2020	\$571.25	Title Insurance Company	CD20-0297-TX		950026	
Posted	Miscellaneous Debit	950026	09/29/2020	\$1,321.25	Underwriter Payee Information				Draft

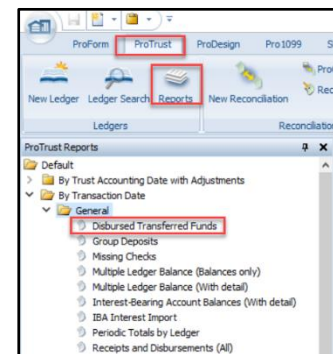
NOTE:
The user is responsible for processing the funds through the EPAY site.
SoftPro does not submit the transmission.

As supporting documentation to the disbursement, you can print the **Disbursed Transferred Funds** report.

On the **ProTrust** ribbon, select **Reports / Default / By Transaction Date / General / Disbursed Transferred Funds**.

(NOTE: if the office utilizes the Trust Account Date reports, select that folder under Default).

Double click on the report to open the criteria screen.



- K.** Select the **Trust account code** (if nothing is checked, the report will return for all trust accounts listed).
- L.** Check the box for **Fee** in the Ledger type.
- M.** Click the dropdown and select the **Transaction date from** (the beginning date range for the report)* & **through** (the ending date range for the report)*
- N.** Click **OK** to complete the disbursement.

*In this example, the disbursement took place on 09/29/2020 and the date range of 09/29/2020 – 09/29/2020 was entered.

The Disbursed Transfer Funds report will populate with the relevant information.

Trans. Date	Reference Number	Ledger ID From	Ledger ID To	Amount
Trust Account: 5/3 / Fifth Third Bank (Acct 1111111)				
Ledger ID: Underwriter - EPAY				
09/29/20	800132	CD20-0505-FL	Underwriter - EPAY	750.00
09/29/20	800133	CD20-0297-TX	Underwriter - EPAY	571.25
Disbursed Miscellaneous Debit 950026 dated 09/29/20 to Underwriter Payee Information				\$1,321.25
Underwriter - EPAY Total:				\$1,321.25
Trust Account: 5/3 / Fifth Third Bank (Acct 1111111) Total:				\$1,321.25

To print the report, press **Ctrl P** on the keyboard or go to the **Home** button, select **Print / Print**

