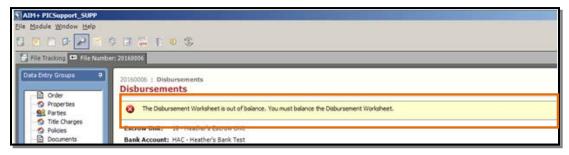


Fixing an Out of Balance Disbursement

AIM+ FAQ

How do I fix an out of balance disbursement?

What should I do when I'm working with the Disbursement Worksheet and I receive a message that it is out of balance and now I cannot receipt or disburse any funds?



How do I fix this?

There may be a few causes for this; therefore you can try one of the following solutions.

Possible Solution 1:

Complete these steps:

1. Go to **Closing**, and then click to open either the Lender's Policy (section B or C) or the Owner's Policy (section H).

	B. Did Not Shop For - Title Charges	Add 💌
	C. Did Shop For - Additional Charges	Add 💌
	C. Did Shop For - Loan Charges	Add 💌
	C. Did Shop For - Title Charges	Add 💌
\$1,919.00	Title - Lender's Policy to PIC Support Compa	iny
	Other Costs	
	E. Taxes and Other Government Fees	Add 🔽
	F. Prepaids	Add 💌
	G. Initial Escrow Payment At Closing	Add 💌
	H. Other Costs - Commissions	Add 💌
	H. Other Costs - Premiums	Add 💌
	H. Other Costs - Title Charges	Add 💌
	Title - Owner's Policy (optional) to PIC Suppo Company	ort \$275.00



- 2. Scroll to the bottom of the Title Insurance screen, to the Agent/Underwriter Split area.
 - Look at the sum of the **Settlement Agent's** portion and the **Underwriter's** portion; they should equal the **Total Premium**. If they do not, then click the **Refresh** button.

Total Title Premium			
Total Premium	Premium Buyer Amount	Premium Seller Amount	
\$2,194	4.00 \$50.00	\$2,144.00	
Show Split for Lender's	and Owner's Premium		
Settlement Agent's Portion of Total Premiu	Settlement Agent Code	Settlement Agent Name	
\$1,821	nio	PIC Support Company	4
Underwriter's Portion of Total Premiu	Underwriter Code	Underwriter Name	
\$372	ISTOC .	Stewart Title Guaranty Company	4
		4	
~			
/ 🎭			

This does not affect the premium calculations displayed on the top portion of the *Title Insurance* screen, this should not change the buyer or seller totals on the CD.

3. If this does not work, then proceed to **Possible Solution 2**.

Possible Solution 2

Complete these steps:

Note

1. Open the **Title Insurance Line** in *Closing* and switch between the *Lender's Policy* tab and the *Owner's Policy* tab. If the "critical error" displays, then this could mean the Disbursement Worksheet is out of balance.

🚯 Title Insurance - Line 1108							
Closing(20160006): Closing Costs Title Insurance							
Line 1109 - Lender's Policy Line	1110 - Owner's Policy						
I4 4 1 of 1	× м № ×						
Line Number Under 1110-1 Stewa	writer rt Title Guaranty Company	Agent 999997		Policy Coverage Typ Basic Policy			
Sales Price \$0.00	AIM+	0		×			
Liability Amount \$0.00 Show Prior Policy Discount Cal-	\$0.00 total disclosure premium (Closing Disclosure) and total premium (Settlement Statement) DO NOT match. You MUST check your numbers to ensure all						
Owner Premium Amounts				-			
\$217.25			ОК	e Premium on ments			
Premium \$625.00	Premium Buyer Amount \$0.00	Premium Seller Amount \$625.00	Risk Rate	\$0.00			
Endorsement Premium \$0.00 Total Disclosure Premium	\$0.00	Endorsement Seller Amount \$0.00 t Total Disclosure Seller Amour	Endorsement F	Risk Rate \$0.00			





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2. If this is the case, then it is likely that a manual override has been made to the calculations to cause the Total Disclosure Premium to not match the Total Premium for both the Lender's or Owner's policy. Verify the TRID Math and correct if needed.

TRID MATH Formula: Owner's Premium + Lender's Premium – Lender's Disclosure Premium = Owner's Disclosure Premium



The Owner's Premium, Lender's Premium and Lender's Disclosure Premium are all calculated based on rate tables. The Owner's Disclosure Premium depends on the other three numbers. If a manual change is made to any one of these three fields, then the Owner's Disclosure Premium must be manually recalculated using the TRID MATH Formula; the system <u>will not automatically recalculate this field</u>.

3. If this does not work, then proceed to **Possible Solution 3**.

Possible Solution 3

On occasion, a line may not populate to the Disbursement Sheet correctly. It may be left off the Disbursement sheet altogether, may be duplicated or in some cases may display as a "ghost line" that appears on the disbursement but not on the CD.

Complete these steps:

1. If this happens, look at the difference between the **Receipts** total and the **Disbursements** total on the Disbursement sheet.

File Tracking 🚥 File Numb	and the second se							
Contraction - File Number	N 20160106		_		_		_	
eta Entry Groups 🛛	20160006 : Disbursements Disbursements							
Properties	The Disbursement Worksheet is out of balance. You must balance the Disbursement Worksheet. Escrow Unit: 18 - Heather's Escrow Unit: Bank Account: HAC - Heather's Bank Test							
Policies Documents								
Cosing 1099-S Disbursements File Notes			da 14	5 d 1	A 0 2	1 1 1 1		
	Receipts							
- CPL Revenue Reporter	Printed Name & Address				Receipts	Totak		\$232,517.25
	Description			Line ≢	Date	Reference #		Amour
	01 ABC Bank 1000 Main Street Houston, TX 77056 Loan Amount			202-1				\$232,300.0
							Total:	\$232,300.0
	02 Sam Seller and Stan Sell Cash from seller	ler and Steve Seller		603				-
	Lash from sever			603			12500	\$217.2
	1000						Total:	\$217.2
	Disbursements							
	Printed Name & Address			******		ments Total:		\$232,417.2
	Description			Line #	Date	Reference #		Amour
	01 Bob Buyer Cash to borrower			303				\$231,792,2
								100-0-04-0

2. To help pinpoint the problem quickly, look for an item in the amount displayed on the Disbursement sheet and in Closing.



3. If the amount is not obvious, then compare the *Closing* screen with the Disbursement sheet, line by line until the missing or duplicated item is located.



It may also be helpful to save the Disbursement sheet to a PDF and have it displayed one monitor while reviewing the Closing on the other.

- 4. If the "ghost line" is found on the Disbursement, but is not available on the CD, then go to Closing and enter that line number in the Jump field in the upper right corner of the *Closing* screen and click **Enter** to open the "ghost line".
- 5. Enter an amount and then click **Save & Exit**. If the line should not be there then, highlight the line on the *Closing* screen and click the **Delete Line** icon.



6. If that does not work, proceed to **Possible Solution 4**.

Possible Solution 4

If after trying possible solutions 1-3, try this: reset the Disbursement Sheet.

• If no items have been posted to the Disbursement sheet, then click the Reset Disbursement Worksheet icon on the toolbar.



• If items have been disbursed, contact the Customer Care Center at (855) 330-2800 or customercare@stewart.com and request a script be run to reset the disbursement sheet.



It is recommended as best practice to Print or Save the Disbursement Worksheet prior to resetting to help in regrouping or splitting items and or reposting any transactions once reset is complete.