



# Posting Payments in Track

This document provides instruction for the posting of payments to multiple orders in one session or to a single appraiser across multiple orders, without opening the individual orders.

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# Payments

The Post Payments feature allows the posting of payments to multiple orders in one session without opening the individual orders. For multiple orders paid by a single client check, supply the check number and the total dollar amount of the check and let Track do the math.

## Post Payments

1. Click **File > Post Payments**.
2. Select the client and date. Enter the beginning (*From*) and ending (*To*) dates and click **Search**. A list of unpaid orders is generated.
3. Select an order, enter the payment amount and check number, and click **Pay**.

| Code | Client         | Amount Due | File Number | Invoice Number | EDI Tracking No | Client's File |
|------|----------------|------------|-------------|----------------|-----------------|---------------|
| 37   | Megabucks Bank | \$300.00   | Sample      | 123456         | 12312355        |               |
| 88   | Megabucks Bank | \$405.00   | 8989898888  | 1025           | Springs158      | Springs158    |

Property: 12 Renshaw Place      Fee: \$350.00    Amount: 300  
City: Palm Coast                      Misc:              Check: 1234  
Borrower: Duane Pipes                Due: \$300.00    Pay

**TIP:** Enter the entire dollar amount of the check in the payment amount field. When paying the order, Track deducts the amount paid from the total.

4. Click **OK** to confirm payment.
5. If prompted to update the report file, click **Yes** to ensure that payment information is recorded on the file.

**CAUTION:** Clicking **No** results in different dollar amounts in the report file and the track file.

6. Click **Close** when all payments have been posted.

## Post Appraiser Payments

The Post Appraiser Payments feature allows the posting of multiple payments to a single appraiser in one session without opening each order and recording payments individually.

1. Click **File > Post Appraiser Payments**.
2. Select the search method, enter the date type and date range, and click **Search**.

### **Appraiser**

Limits the search results to a single appraiser but includes multiple clients.

### **Client**

Limits the search results to a single client but includes multiple appraisers.

3. Select an order, confirm the paid date, and click **Pay Appraiser**. The paid order is removed from the list.

| File Number: | Person:             | Property Type: | Job Type:      | Signed: | Paid: | Fee:     | Total: \$300.00 |
|--------------|---------------------|----------------|----------------|---------|-------|----------|-----------------|
| 12346677998  | ABC - Diane Schraft | Single Family  | Full Appraisal |         |       | \$300.00 |                 |
| 12346677999  | ABC - Diane Schraft | Single Family  | Full Appraisal |         |       | \$300.00 |                 |

Property: 47 Water Street  
City: Palm Coast

**TIP:** To post appraiser payments on multiple orders, press **Ctrl** on the keyboard while selecting orders to pay. Clicking **Pay Appraiser** posts the payment information to all of the selected orders at once.

4. Click **Close** when all payments have been posted.