



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
City: Palm Coast
Borrower: Duane Pipes

Fee: \$350.00 Amount: 300
Misc: 1234
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:
12346677998	ABC - Diane Schraft	Single Family	Full Appraisal			\$300.00
12346677999	ABC - Diane Schraft	Single Family	Full Appraisal			\$300.00

Total: \$300.00

Appraiser Paid Date: 9/ 5/2008

Property: 47 Water Street
City: Palm Coast

Pay Appraiser

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.