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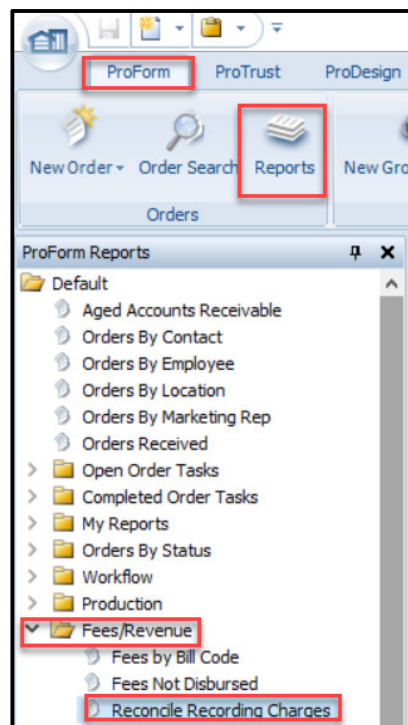**SoftPro**
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Utilizing the Reconcile Recording Charges Report

This job aid will outline how to utilize the Reconcile Recording Charges Report in conjunction with reconciliation of your Recording fees.

Note: The Reconcile Recording Charges report replaces the existing ProForm reports: Reconcile Recording Charges By Bill Code, and Reconcile Recording Charges By CDF/HUD-1 line.
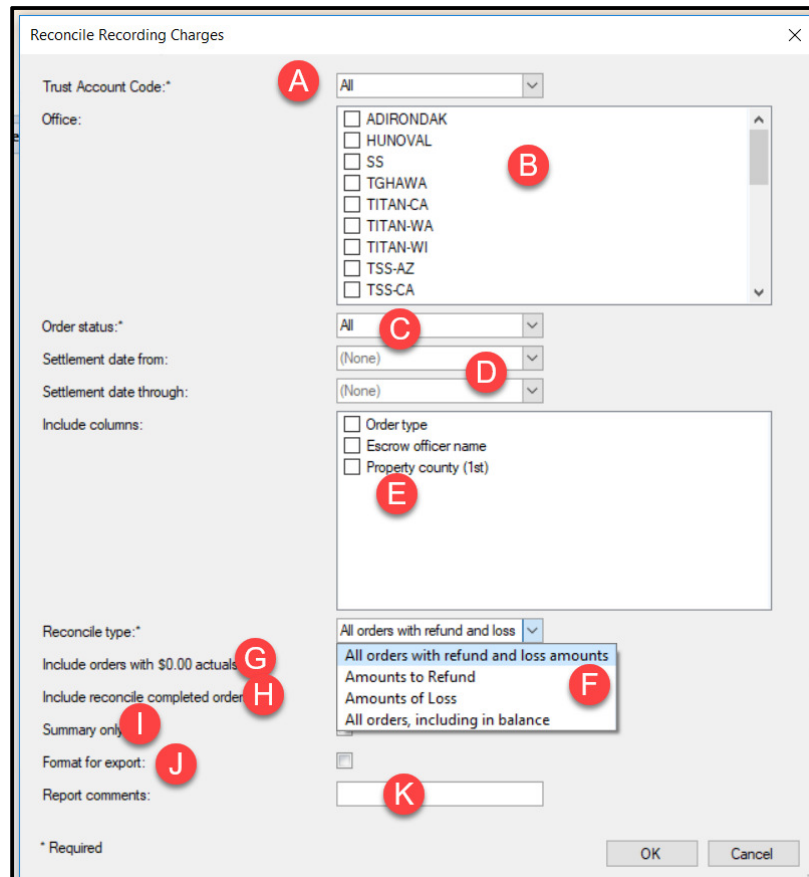
The **Reconcile Recording Charges Report** can be found in the **ProForm Reports/Default** as shown below:

Double Click the Report to load it. The report can be filtered by the parameters you specify, but the only items required are indicated with an asterisk.

This report is typically used in conjunction with the **Collected vs Actual tab** in the Recording Fees section of the CDF/Commercial Statement (CSS)/HUD-1 as will be shown below. This report can assist in helping reconcile recording charges by showing the amount of the overage or loss. If E-Recording is utilized via a Vendor available on our 360 Integration, the actual recording amounts will auto populate with acceptance of the recorded documents. If 360 is not utilized, you can manually enter the actual recording charges to still utilize the Report.

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Parameters for report:

A **Trust Account Code:** Select to run the report for an individual trust account or select the default of All trust accounts.

B **Office:** Select an individual office or keep it blank and the report will pull all orders for all offices.

C **Order status:** Defaults to All or you can select to only include orders with a status from the list.

D **Settlement date:** Keep blank to include all orders or narrow down to a specific timeframe.

E **Include columns:** Choose to include the Order type, Escrow officer name, and Property county for the first property. **See Examples A & B below to see how including the Columns affects the report.**

F **Reconcile type:** Defaults to All orders with refund and loss amounts, or select Amounts to Refund, Amounts of Loss, All orders, including in balance.

G **Include orders with $0.00 actuals:** When selected, the report will include those orders that have charges in the Total Collected column, but $0.00 Actual Initial and Actual Re-Recorded amounts.

H **Include reconcile completed orders:** Check to include orders that were checked as reconciled on the Collected vs. Actual dialog.

I **Summary only:** Pulls only the totals from each category; it does not show the detailed data.

J **Format for export:** Formats the report to be exported to Excel.

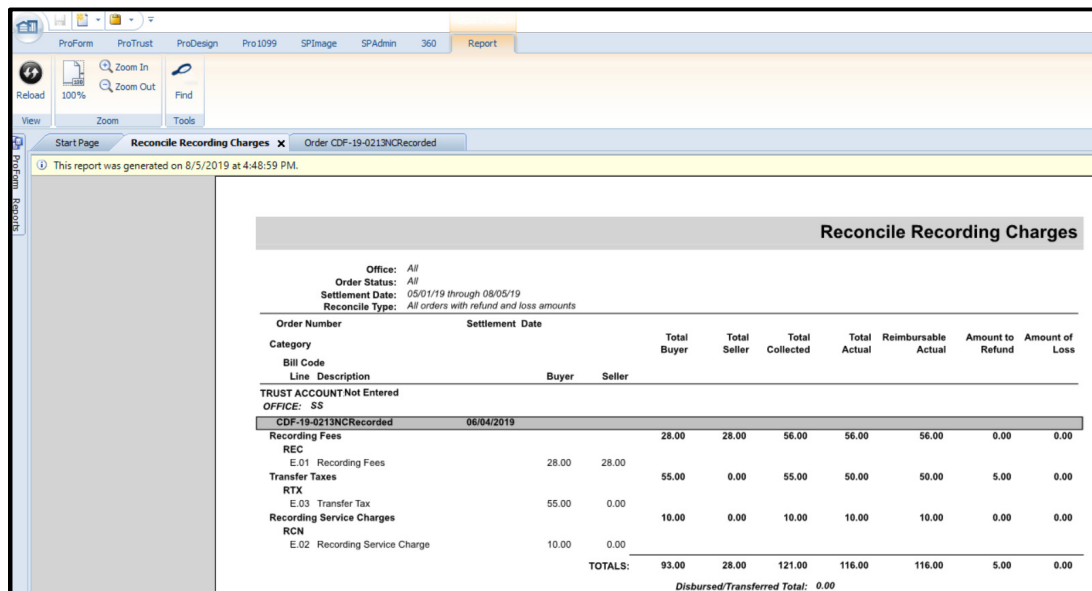**K** **Report Comments:** Type in any comments here you would like to display on the report.

Depending on the parameters selected above the Report will display in the formats shown below.

Parameters set for both Examples:
Showing all Trust Accounts/Not filtered by Office/Order Status of All/Not filtered by Settlement Date/Showing all orders with Loss and Refund/ Not Including orders with $0.00 actuals or Reconciled Orders.
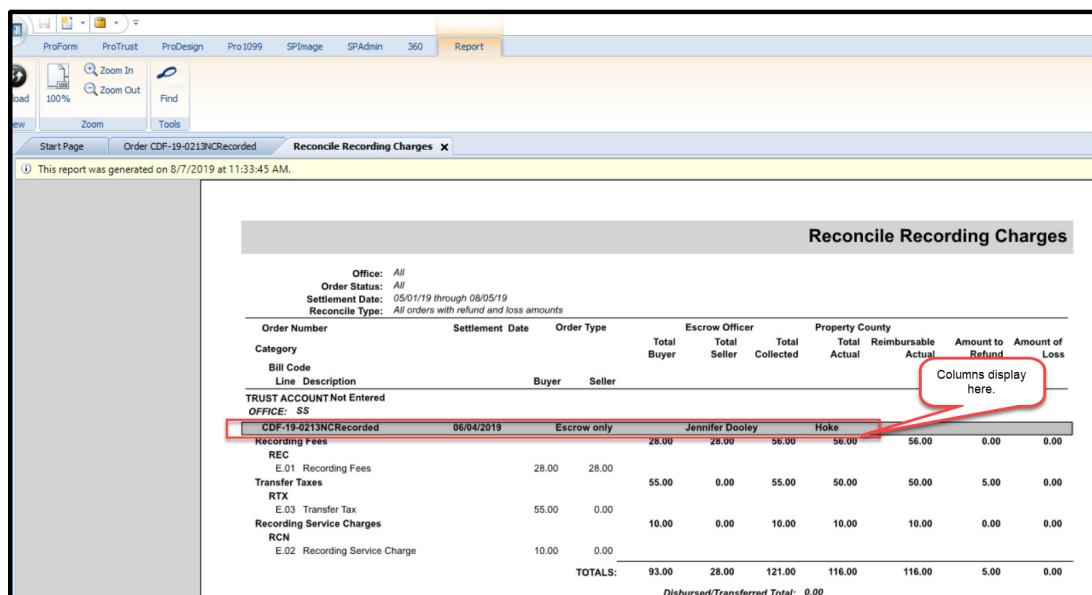
Example A:
Order type, Escrow officer name, and Property count columns NOT displayed.

Example B:
Order type, Escrow officer name, and Property county columns displayed.

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The below shows how this report is utilized in conjunction with the **Collected vs. Actual Charges** to help users to reconcile the actual recording/transfer tax fees charged by a vendor against the fees charged to the buyer/seller at closing.

The **Collected vs. Actual Charges dialog** can be found in **CDF Section E**, **HUD Section 1200**, and at the bottom of **CSS orders Statement Charges screen**.
Note: The Collected vs. Actual dialog takes the place of the existing Actual Charges dialog that was accessible from any CDF Section E or HUD-1 Section 1200 line.

Fields on the Collected vs. Actual

1 Category: 4 different categories to associate one or multiple bill codes (Recording Fees, Transfer Taxes, Recording Service Charges, Other).

2 Bill Codes: Associate a bill code to a category. A bill code cannot be associated to multiple categories. For example, Bill Code MIS cannot be associated to Recording Fees and Transfer Taxes.

NOTE: These bill codes should match up to the bill codes assigned on the CDF/HUD/CSS line as shown below. This is how it matches the Actual to the Collected.

3 Actual Initial: The amount the Recorder's office actually charged the first time for recording documents or taxes, recording service charges, or other miscellaneous fees.

> **NOTE:** **This will automatically populate if you accept in the recordings via our 360 integration with one of the available 360 E-recording vendors.**

4 Actual Initial Reimbursable: Select this checkbox to indicate that the Actual Initial amount is expected to be collected. Leaving this unchecked will indicate that you were not expecting to collect this amount and will instead take it as a loss.

See screen shot below:

5 Actual Re-Recorded: The amount the Recorder's office charged for the Re-Recording of any of the category items.

6 Actual Re-Recorded Reimbursable: Select this checkbox to indicate that the Actual Re-Recorded amount is expected to be collected. Leaving this unchecked will indicate that you were not expecting to collect this amount and will instead take it as a loss.

7 Total Actual: The sum of the Actual Initial and the Actual Re-Recorded columns.

8 Reimbursable Actual: The sum of the Actual Initial and the Actual Re-Recorded when the Reimbursable box is checked.

9 Total Collected: The sum of all CDF Page 2 lines, HUD Page 2 lines, and CSS Statement lines where the bill code matches the bill code associated to a category.

Note: In addition, any amounts in **CDF Section E, HUD 1200 Section, and CSS Recording & Transfer Tax charges** where the **bill code is empty** and the fee schedule type matches the category will also be included.

Fee Schedule Type	Category
Recording	Recording Fees
City/County tax/stamps	Transfer Taxes
State tax/stamps	Transfer Taxes

See screen shots on the next page.

CDF Section E – Recording Fees Line

CDF Section E – Transfer Tax Line

As shown on the **Collected vs. Actual** dialog box below, the Total Collected column is still totaling the items. They are being totaled by the Category NOT the Bill Codes since no Bill codes were added as shown on the above Details tabs.

Any other charge line that does not have a bill code that matches one assigned to a Category will not be pulled into the Total Collected amount.

NOTE: The Total Collected amount is only for the Buyer Paid at Closing, Seller Paid at Closing, and Paid by Others; Paid Before Closing amounts do not pull in to the Total Collected amount.

🔟 **Amount to Refund:** Calculated by taking the Total Collected, minus the Reimbursable Actual, when it is a positive amount.

⑪ **Amount of Loss:** Calculated by taking the Total Collected, minus the sum of the Total Actual plus Amount to Refund, when it is a negative amount.

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12 **Reconcile Complete Checkbox:** Once the recording has been reconciled, the user can check the Reconcile Complete checkbox. Checking the Reconcile Complete box will disable the Collected vs. Actual dialog.

In my examples above notice how the amounts on the Collected vs. Actual on the CDF match up to the Report.

Once you have handled any reconciliation needed (refunds or losses) you can then check the Reconcile Complete box and when running the report DO NOT check to Include reconcile complete orders.