

# Vendor Cost Notifications

For Preferred Search Vendors that provide support for automated accounts payable vouchers, we now have the ability to notify staff when the cost for vendor services on a file rise above a specific percentage of what is billed to the client.

For example, if your company bills a client \$300 for Municipals Searches on an application, setting a 50% threshold for Municipal Searches will notify staff if the vendor charges your company over \$150.

## Setup

This feature can be configured from within Vendor Services tab in the Company Setup form. To access the setup screen, click on the Vendor Cost Notification Rules button.

Company Setup

Company | Staff | Salespeople | States / Underwriters | Customers | Vendors

Vendor Services | Applications | Options | GL Accounts | Bank Accounts | Charges

Tell us about your VENDOR SERVICES:

Select a Vendor Service you want to edit: [List of services]

Select items which are AVAILABLE for the service DROP-DOWN LIST: [List of items]

Select DEFAULT items for this Vendor Service: [List of items]

What TYPE of Service is it?: [Dropdown]

What is the CHARGE?: \$0.00

Order at Application Settings | Email Notification Rules

New Service | Delete Service | New Item | Delete Item | Edit | Save

Vendor Cost Notification Rules

\* Required Fields

<< Back | Next >> | Updates | Title Exceptions | Exit

On the Vendor Service Retrieval Notifications screen, use the multi-select list box (in orange) to select which staff members will receive the email notifications for this feature. Select a Vendor Service Category (in blue) to set or modify the percentage threshold (in green) for that category.

When an accounts payable invoice is received from a preferred vendor, any charges that are mapped to vendor services are tallied up for each application, multiplied by the threshold percentage for that category, and compared to the associated line item on the Title Invoice for each application. If the adjusted accounts payable amount is equal to or greater than the amount billed to the client on the Title Invoice, an email notification will be sent to staff members.

Vendor Service Retrieval Notifications

Use this form to set up notifications to be sent to staff when accounts payable charges exceed a threshold. Enter the percentage of charge to the client which costs shall not exceed. For example, if you charge your client \$300 for Municipals, a 50% threshold will notify you if your cost is over \$150.

Note: For this feature to work properly, the Vendor Service description must be used as your title invoice line item description.

Select staff members to notify: [List of staff members]

Select a Vendor Service: [Table of services and thresholds]

Cost Threshold: 50.00%

There are 13 services in the Municipal Searches service category that are not mapped to an accounts payable line item. Please click below and map any services that match up to an accounts payable line item.

Edit Voucher Charge Mappings

Exit

In order for this feature to work properly, two conditions must be met. Each Vendor Services in the category with a specified threshold should be mapped to an accounts payable charge, and the line item on the Title Invoice must use the same description as the Vendor Service.

To map vendor services to accounts payable charges, first select a vendor service (in blue). A small blurb (in green) below the Cost Threshold will warn you if any services for that category are currently unmapped. Click Edit Voucher Charge Mappings (in red) to open the Accounts Payable Mappings screen for that category.

Vendor Service Retrieval Notifications

Use this form to set up notifications to be sent to staff when accounts payable charges exceed a threshold. Enter the percentage of charge to the client which costs shall not exceed. For example, if you charge your client \$300 for Municipals, a 50% threshold will notify you if your cost is over \$150.

Note: For this feature to work properly, the Vendor Service description must be used as your title invoice line item description. Also, any accounts payable voucher charges that appear on the vendor's invoice must be mapped to the appropriate search type.

Select staff members to notify:

- Alison Zerah
- Angelo DiRosa
- Ben Reisner
- Brandon Levy
- Charles T. McGrath
- David Ip
- Edil Guardado
- Eric Anderson
- Francois Ricchetti
- Howard Finkelstein
- James McGrath
- Joan Alverson
- John Donovan
- Mike Finkelstein
- Roger Campos

Select a Vendor Service:

Municipal Searches	50.00%
Municipals - City	25.00%
Municipals - Commercial	25.00%
Municipals - Commercial City	25.00%
New Survey	
Survey Inspection	
Tax Continuation	
Tax Search	
Title Closer	
Title Continuation	
Title Search	
Title Search Commercial	
Title Search Special Criteria	
Underwriter Letters	

Cost Threshold: 50.00%

There are 8 services in the Municipal Searches service category that are not mapped to an accounts payable line item. Please click below and map any services that match up to an accounts payable line item.

Edit Voucher Charge Mappings

Exit

This screen will display all Vendor Services for the category that was selected. On the right, next to each item is a drop down menu that will contain each of the different types of charges that have previously been received from a vendor or added in the Accounts Payable module of TrackerPro. In some very rare cases, some items may need to be mapped to multiple different charges. To manage multiple-to-one mappings, click on the Check Vouchers Setup (in red).

Accounts Payable Mappings for Municipal Searches

Please match the vendor services with any appropriate accounts payable charge descriptions.

If there are multiple different accounts payable charges that should be mapped to the same vendor service, please use the Check Vouchers Setup form to map each charge.

Vendor Service	Accounts Payable Charge
Air Resources Report	Air Resources Information Search
Bankruptcy Search	Bankruptcy Search
Certificate of Occupancy	Certificate of Occupancy Search
Emergency Repair Lien Report	Emergency Repairs Violation Search
Fire Department Report	Fire Violations Search
Fuel Oil Report	
Health Department Report	
Highway Department Report	
Housing and Building Violation Report	
Last Owner Report (Mortgages & Liens)	
Patriot Search	
Street Report (NYC)	
Tax Search	

Vendor Payment Voucher Setup

Close Save

The charge on the Title Invoice must match the name of the Vendor Service Category for this feature to function properly. The amount on this charge is what the accounts payable threshold is compared to, to determine if a notification must be sent to staff.

Verify/Edit Title Charges

**Title Invoice** CTH-867901d

	CHARGE DESCRIPTION	TAX	BUYER(S)	SELLERS(S)	LENDER(S)	X*
<input checked="" type="checkbox"/>	Owners Policy Premium	<input type="checkbox"/>	\$404.00	\$0.00	\$0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Loan Policy Premium	<input type="checkbox"/>	\$90.00	\$0.00	\$0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Endorsements Total	<input type="checkbox"/>	\$50.00	\$0.00	\$0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Transfer Tax New York State (TP584)	<input type="checkbox"/>	\$0.00	\$200.00	\$0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Mortgage Tax 1st Mortgage	<input type="checkbox"/>	\$25.00	\$0.00	\$6.25	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Premium Funds Adjustment	<input type="checkbox"/>	(\$5.00)	\$0.00	\$0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Premium Funds Adjustment	<input type="checkbox"/>	\$3.00	\$0.00	\$0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Municipal Searches	<input checked="" type="checkbox"/>	\$300.00	\$0.00	\$0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/>

State Sales Tax: Select Sales Tax Zone - 0.00% \$0.00 \$0.00 \$0.00

**TOTAL INVOICE:** \$1,073.25 **PARTY TOTALS:** \$867.00 \$200.00 \$6.25

\* Indicates a charge which should not appear on the printed invoice

Common Premiums Escrows Receivables Special Invoice Setup Print Exit