

Incoming Proprietor:

- Navigate to **Financial Settlement Screen**

Workspace Summary

- Complete the **Balance Due to Vendor** * amount in the Settlement Summary tab



Note: Either the IP or POT can add the **Balance Due to Vendor**, with the other party to confirm the amount



Destinations

- Select **Destinations/Adjustments & Payments tab**
- Add **Adjustments** if applicable
- Add **Destinations** as applicable (e.g. water rates, professional fees etc)
- Once ready, mark FSS as **Ready for Shortfall**







This step will generate a task to the Incoming Mortgagee to Add Shortfall

If the Incoming Mortgagee is not providing for any shortfall, complete Source funds

Sources

- Select the **Source Funds tab**
- Click **Add a Source >**
 - **Category = Purchaser's Equity**

- Complete details and select 
- Click  > **Verify Funds**
- Click  > **Authorise Funds**
- Select  > **Sign** to digitally sign the settlement schedule.

For more information visit:

<https://community.pexa.com.au/>

* **Balance Due to Vendor** amount is as per your settlement and/or adjustment statement (generally prepared outside of PEXA) and is known as the following in the below jurisdictions:

- **VIC:** Balance due to Vendor
- **SA:** Amount Required from Purchaser to Settle
- **NSW/ACT:** Amount Due on Settlement
- **WA:** Balance due to Effect Settlement
- **Qld:** Amount Due on Settlement

Proprietor on Title:

- Navigate to **Financial Settlement Screen**

Workspace Summary

- Confirm or amend the **Balance Due to Vendor** * amount in the Settlement Summary tab

Balance due to Vendor by Purchaser +\$475,500.00 [Edit](#) [Confirm](#)
(Pending)



Note: Either the MOT or POT to confirm responsibility for the Vendor Surplus

Destinations

- Select **Destinations/Adjustments & Payments** tab
- Add **Adjustments** if applicable
- Add **Destinations** as applicable (e.g. water rates, professional fees etc)
- Once ready, mark FSS as **Ready for Surplus**

Proprietor on Title (CABRAMATTA Convey) [Ready for surplus](#) [i](#)

This step will generate a task to the Mortgagee on Title to Add as Vendor Surplus (if handling Vendor Surplus)

- Select   > **Sign** to digitally sign the settlement schedule.

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