



## Computer Arts Inc.

### Recording Application - Change Recording Fees

- To change or add a new recording fee navigate to the Recording Control Menu and select the maintain cash codes button:



From here select the Cash Code you are changing click the Change icon to change a code or click the Add icon to add cash codes:

Cash Code	Default Fee Amount	Cash description
01	3.00	RECORDING FEE
02	0.00	COPIES
03	0.00	MAPS
04	0.00	MARRIAGE LICENSE
05	1.00	NOTARY FEE
06	0.00	DIVORCE KITS
07	0.00	FORMS
08	0.00	MISCELLANEOUS

**Change Cash Codes**

Cash Code: 01    Default Fee Amount: 3.00    [Change]

Cash description: RECORDING FEE    [Cancel]

Manual entry allowed?  
 Taxable?    [Help]

**Optional Fee Charges**

Type: Pages    For First: 1    First Amount: 10.00    [Refresh]

Additional Amount: 3.00

- The fee charges are updated and the cash codes are added or changed, go into Maintain Instrument Types:



Transaction Code	Transaction Description	Release?	UCC Type	Short Transaction Desc	Cash Code
01	WARRANTY DEED - DEEDS	<input type="checkbox"/>	No UCC	DEED	01
02	QUITCLAIM DEED - DEEDS	<input type="checkbox"/>	No UCC	DEED	01
03	PERSONAL REPRESENTATIVE DEED - DEEDS	<input type="checkbox"/>	No UCC	DEED	01
04	DEED IN LIEU OF FORECLOSURE - DEEDS	<input type="checkbox"/>	No UCC	DEED	01
05	CORPORATE DEED - DEEDS	<input type="checkbox"/>	No UCC	DEED	01
06	SHERIFF'S DEED - DEEDS	<input type="checkbox"/>	No UCC	DEED	01
07	LIFE ESTATE DEED - DEEDS	<input type="checkbox"/>	No UCC	DEED	01
08	CORRECTED WARRANTY DEED - DEEDS	<input type="checkbox"/>	No UCC	CORRECTION	01
09	CORRECTED QUITCLAIM DEED - DEEDS	<input type="checkbox"/>	No UCC	CORRECTION	01
10	DEED - DEEDS	<input type="checkbox"/>	No UCC	DEED	01
100	APPOINTMENT/SUCCESSOR TRUSTEE - MTGS	<input type="checkbox"/>	No UCC	APPT/TRSTE	01
101	LINE OF CREDIT INSTRUMENT - MTGS	<input type="checkbox"/>	No UCC	CREDIT	01
102	SATIS/MTG & ASSIGN/INTEREST - MTGS	<input checked="" type="checkbox"/>	No UCC	RELEASE	01

From here change the instrument types to tie it to the correct cash code:

The changes will take effect immediately after the changes are made, click Change when finished.