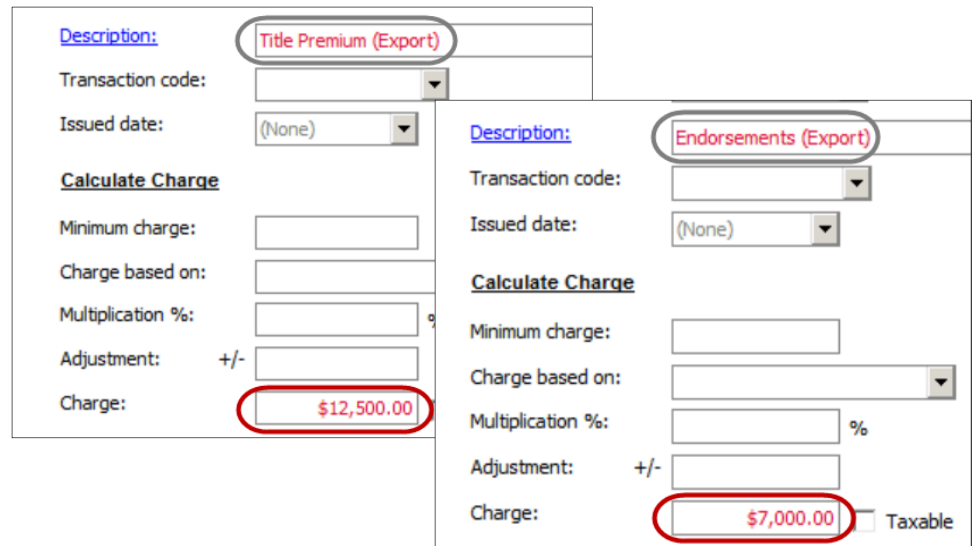


## Using the CRRAR Revenue Field

Follow these steps to enter additional revenue credited to your Branch in CRRAR which is **not** entered as Revenue Share Expense/Income in SoftPro Select (i.e., processing an escrow only order for a Texas and/or New Mexico property).

1. Open your order per your normal process (if needed, refer to the job aid, *Open Order Checklist – Escrow Only (Export) Orders*)
2. On the **Express Order Entry** screen, enter the **Settlement date**
3. Navigate to the **Additional Title Charges** screen
4. Highlight the **Title Premium (Export)** entry in the grid
5. In the **Charge** field, enter your premium
6. Highlight the **Endorsements (Export)** entry
7. In the **Charge** field, enter your premium



The image shows two screenshots of the 'Additional Title Charges' screen. The left screenshot shows the 'Title Premium (Export)' entry with a charge of \$12,500.00. The right screenshot shows the 'Endorsements (Export)' entry with a charge of \$7,000.00. Both charges are circled in red.

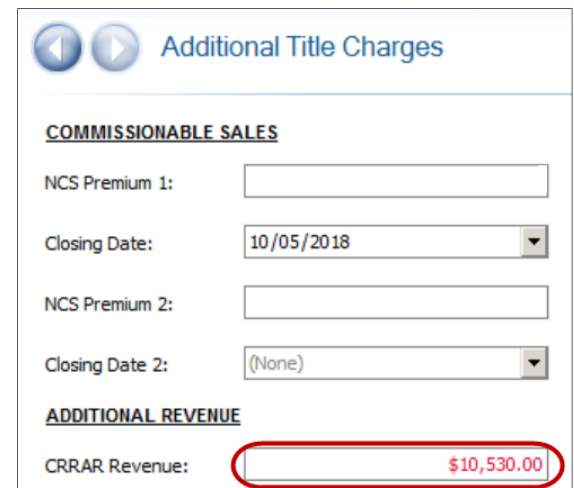
8. Enter additional fees as needed

**IMPORTANT:** Do **not** use the **Revenue Share Expense** or **Revenue Share Income** entries to add revenue.



The image shows a screenshot of the 'Additional Title Charges' screen with a list of fees: Recording Service Fee, Revenue Sharing Expense, Revenue Sharing Income, and Settlement Fee. A red circle with a slash is placed over the Revenue Sharing Expense and Revenue Sharing Income entries, indicating they should not be used.

9. Navigate to the **Billings > Additional Title Charges** screen
10. In the **CRRAR Revenue** field, enter the amount due your office; this is your revenue split amount



The image shows a screenshot of the 'Additional Title Charges' screen. It has two main sections: 'COMMISSIONABLE SALES' and 'ADDITIONAL REVENUE'. The 'COMMISSIONABLE SALES' section includes fields for NCS Premium 1, Closing Date (10/05/2018), NCS Premium 2, and Closing Date 2 (None). The 'ADDITIONAL REVENUE' section includes the 'CRRAR Revenue' field, which is set to \$10,530.00 and circled in red.

11. Continue processing your order as normal