Sharing Revenue with Title

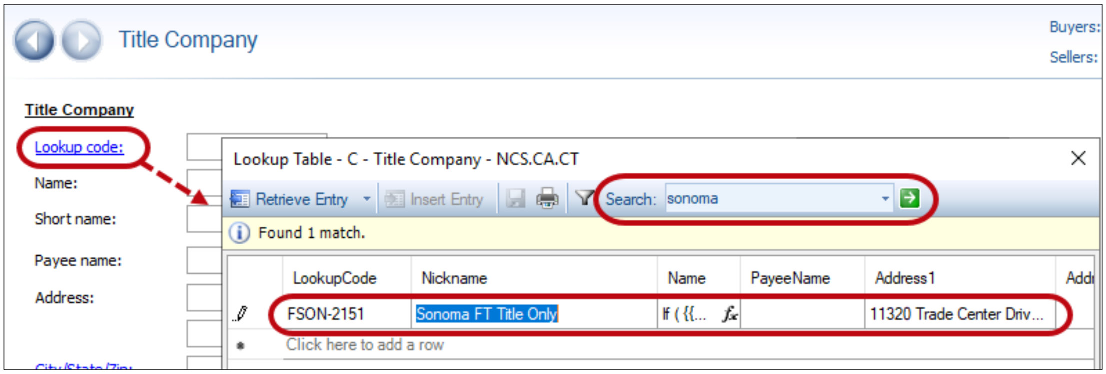
Follow these steps to properly enter information in your Title & Escrow order for the revenue sharing entries where the property is located outside of your area. Using the Rev Share template, the amounts are automatically populated and split for you; this template can be applied when the order is opened or later when you are working up the order.

This applies to T&E orders outside for the corresponding offices in,

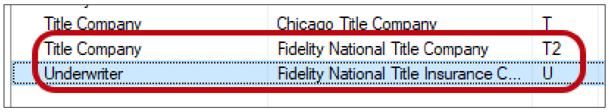
Northern CA – Outside of these counties	Southern CA – Outside of these counties
〉 Alameda	〉 Imperial
〉 Contra Costa	〉 Los Angeles
〉 San Clara	〉 Orange
〉 San Fransisco	〉 Riverside
〉 Santa Mateo	〉 San Bernardino
	〉 San Diego
	〉 Ventura

Order Contacts Screen

1. Enter the **T2-Title Company** Contact
   a) Double-click the **T2**-Contact placeholder
   b) Click the **Lookup code** link
   c) In the **Search** field, enter the **County** of the **Property** address; press **Enter** key
   d) Double-click the applicable entry (**NickName** matches the **County)**



2. Verify the **U**-Contact is the same entity as the **T2**-Contact



A **Note Alerts** message continues to display each time the order is opened if they do not match.

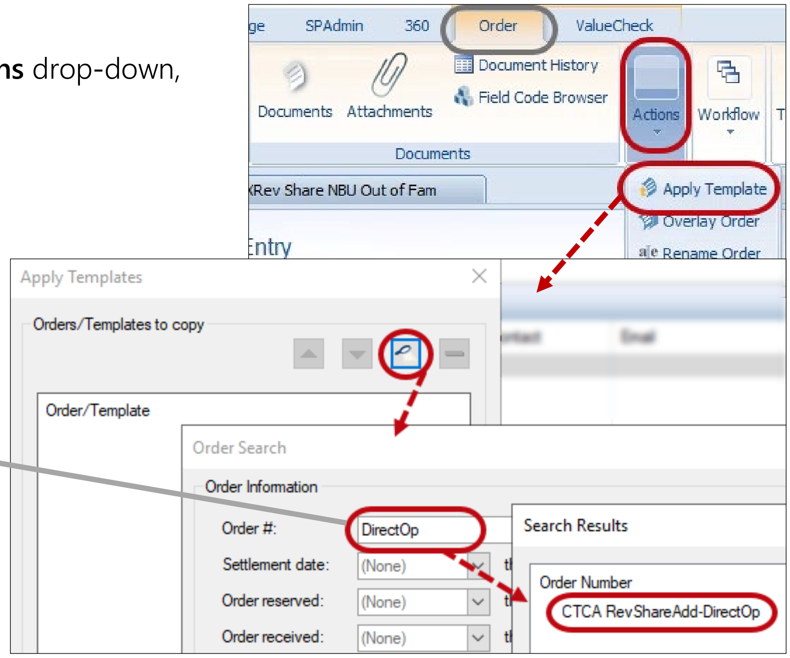
3. Apply the **Rev Share** template

    a) From the **Order** ribbon, click the **Actions** drop-down, select **Apply Template**

    b) Search for and select the **CTCA RevShareAdd-DirectOp** template

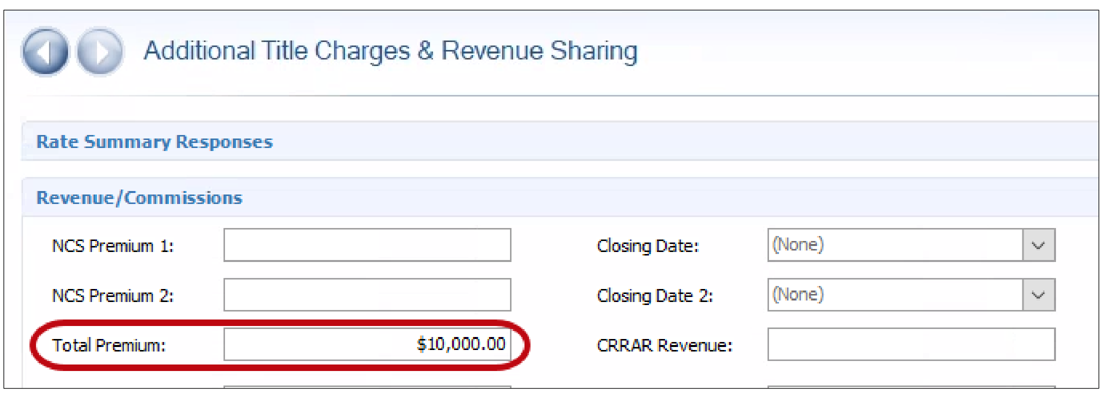
    > **HINT**: When searching for your template, you can enter ***DirectOp*** in the **Order #** field to limit your search results.

    c) Click the **OK** button to confirm the template is applied



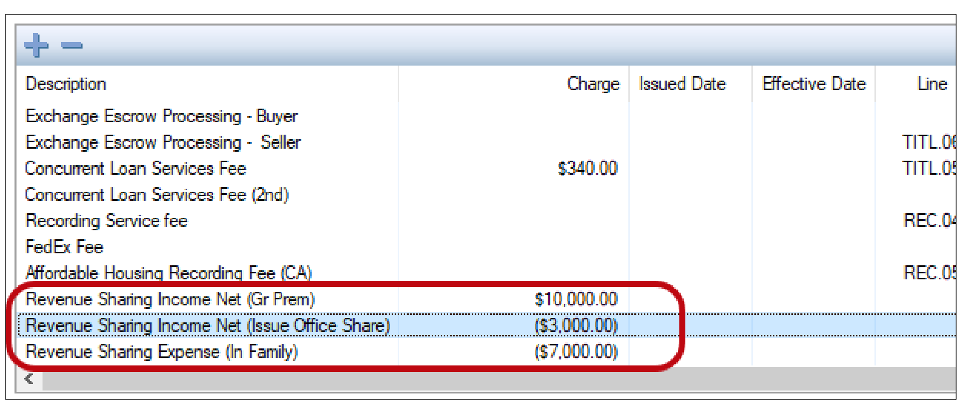
Additional Title Charges & Revenue Sharing Screen

The total amount of all premiums and endorsements populates the **Total Premium** field at the top of the screen in the **Revenue/Commissions** section.



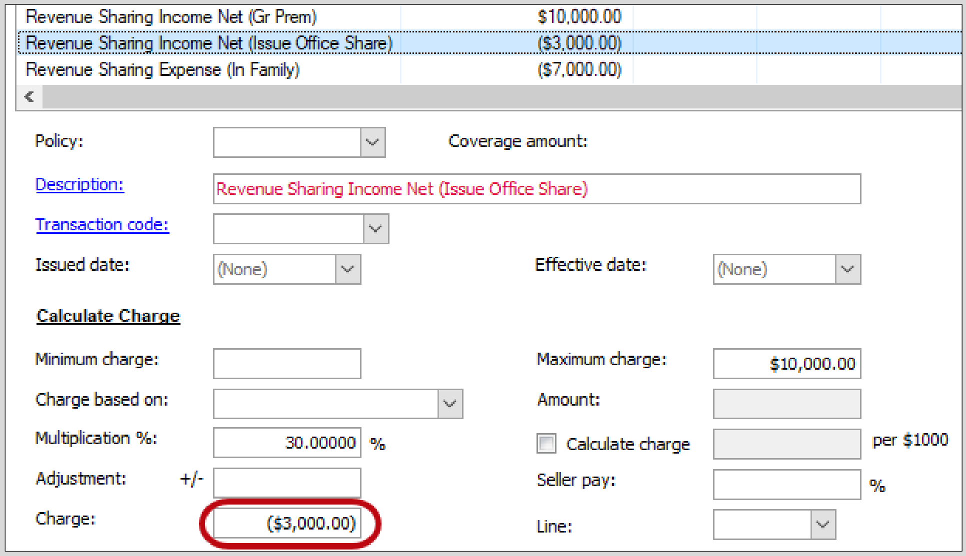
The system calculates the splits based on the standard splits for your operation for the,

- **Revenue Sharing Income Net (Issue Office Share)** – amount to the Outside In Family Title receives
- **Revenue Sharing Expense (In Family)** – amount your office receives



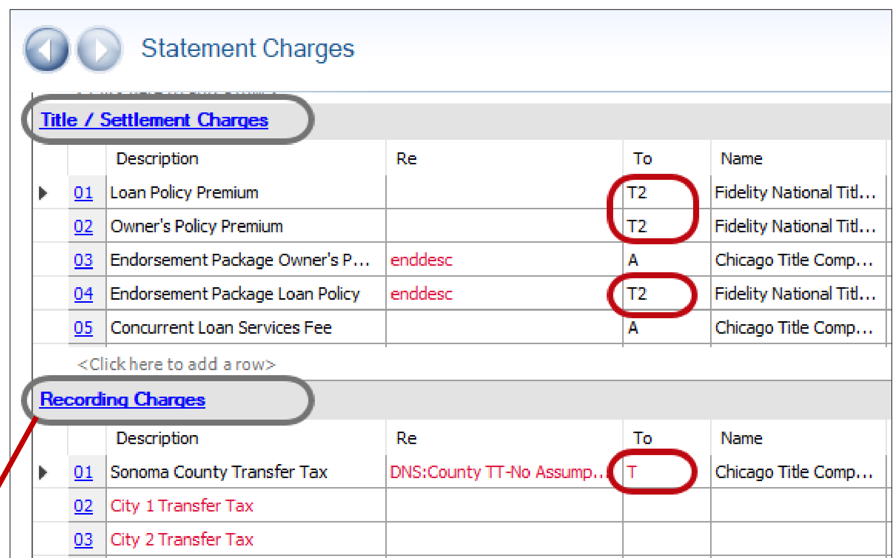
NOTE: If the Revenue Sharing entries require an adjustment,

1. Highlight the **Revenue Sharing Income Net (Issue Office Share)** placeholder in the grid
2. Enter the applicable amount as a **negative** number in the **Charge** field
3. Repeat **step 2** for the **Revenue Sharing Expense (In Family)** entry

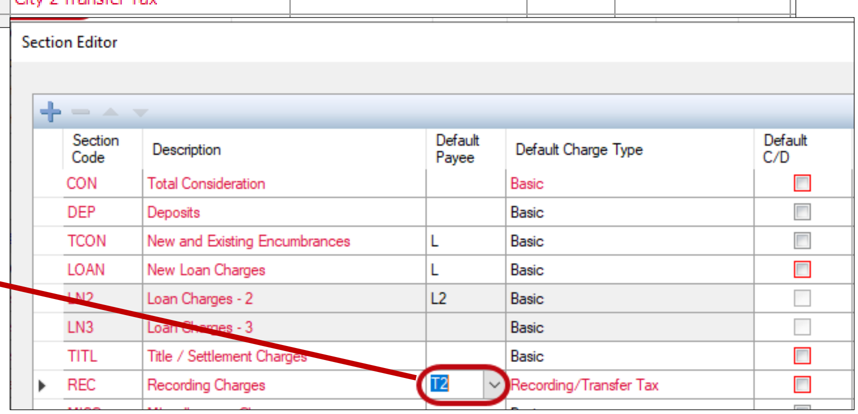


Statement Charges Screen

1. In the **Title / Settlement Charge** section, locate the **Policy Premium** entries
2. Verify the **To**-code displays the **T2**-Contact; if not, select **T2** from the drop-down
3. In the **Recording Charges** section, verify the **To**-code displays the correct **T**- or **T2**-Contact for whoever is collecting the recording fees (**T**- is the default entry)

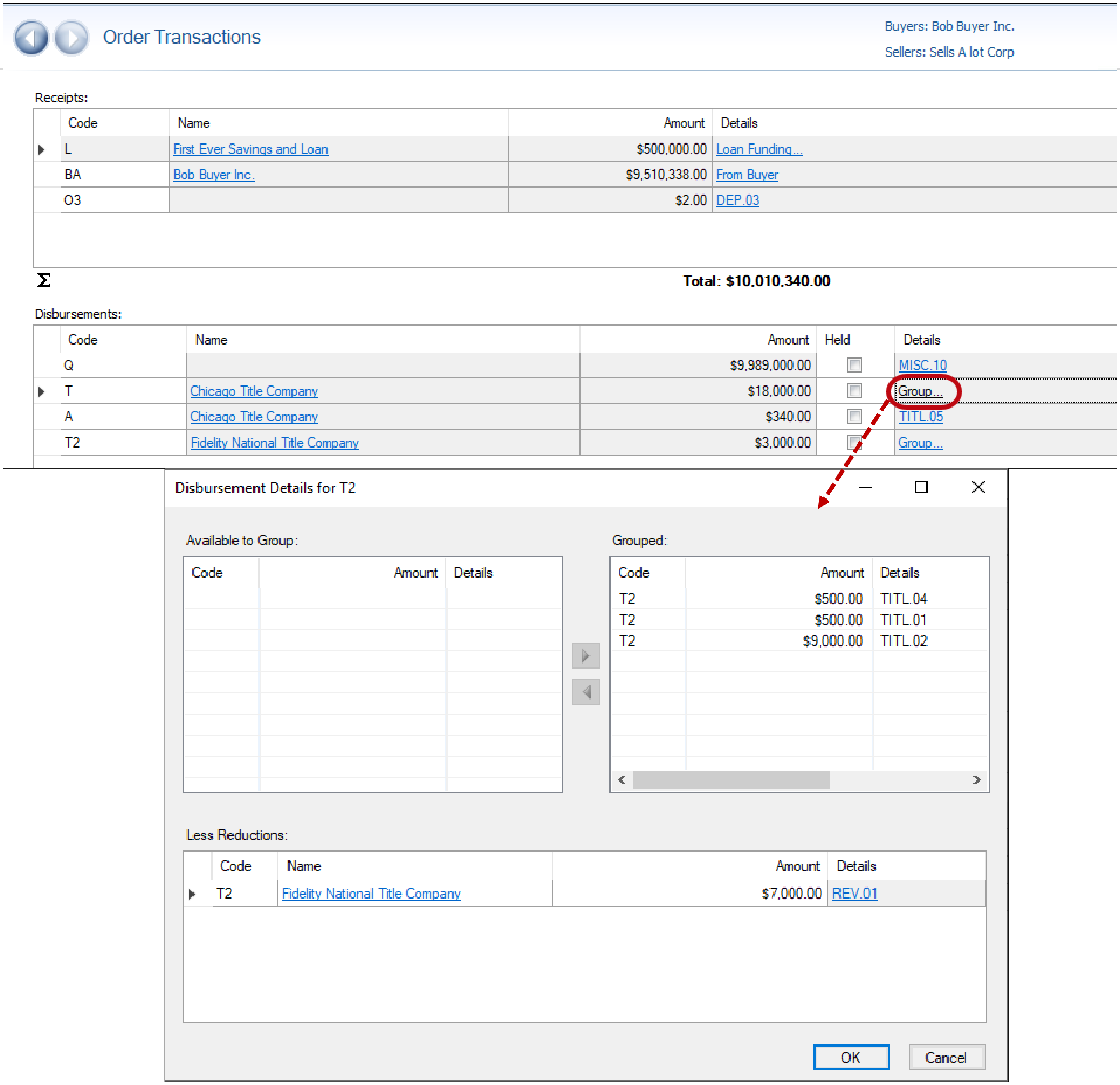


HINT: If you need to change multiple entries to the **T2**-Contact, you can click the **Recording Charges** label and set the **Default Payee** to the **T2**-Contact. All entries in that section are automatically sent to **T2**.



Order Transactions Screen

1. Verify the amounts (without having to go to the Register)
2. Click the **Group** links to view the split amounts for the **T-** Contact and **T2-**Contact


Order Transactions

Buyers: Bob Buyer Inc.

Sellers: Sells A lot Corp

Receipts:

Code	Name	Amount	Details
L	First Ever Savings and Loan	$500,000.00	Loan Funding...
BA	Bob Buyer Inc.	$9,510,338.00	From Buyer
O3		$2.00	DEP.03

Σ Total: $10,010,340.00

Disbursements:

Code	Name	Amount	Held	Details
Q		$9,989,000.00		MISC.10
T	Chicago Title Company	$18,000.00		Group...
A	Chicago Title Company	$340.00		TITL.05
T2	Fidelity National Title Company	$3,000.00		Group...

Disbursement Details for T2

Available to Group:

Code	Amount	Details

Grouped:

Code	Amount	Details
T2	$500.00	TITL.04
T2	$500.00	TITL.01
T2	$9,000.00	TITL.02

Less Reductions:

Code	Name	Amount	Details
T2	Fidelity National Title Company	$7,000.00	REV.01

OK Cancel