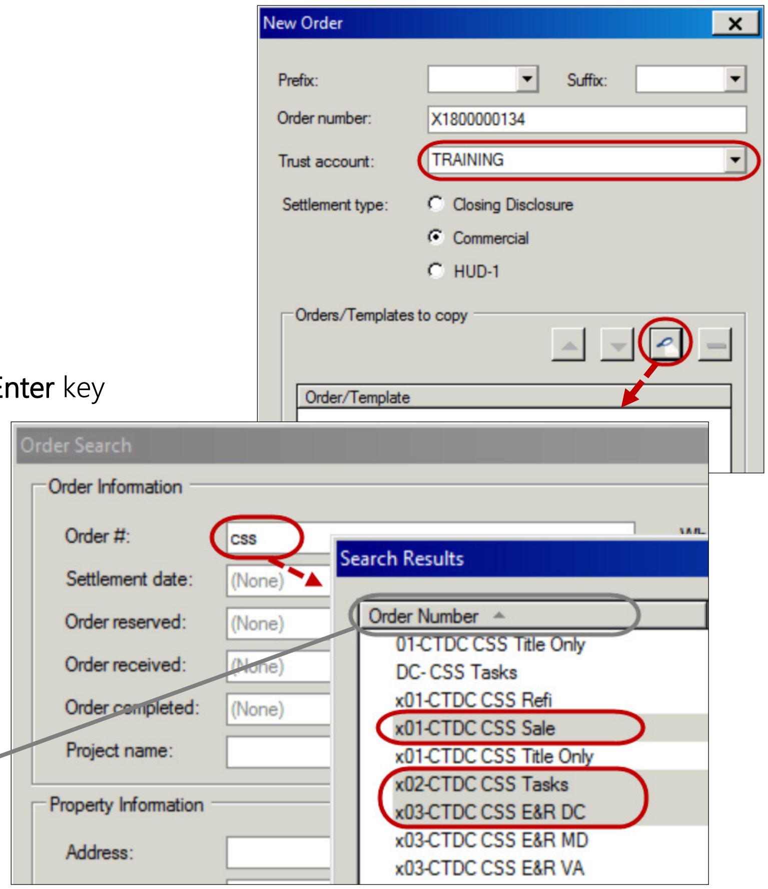
Processing an Escrow Only Order

Follow these steps to open an Escrow Only order, enter fees and submit your Payment Transmittal form to the outside Title Company.

Creating the Order

1. Create a new order
2. Select the **Trust Account**
3. Apply templates

   a) Click the **Search** icon



   b) In the **Order #** field, enter *CSS*; press the **Enter** key

   c) Highlight the appropriate **01-CTDC CSS** template (i.e., **Sale, Refi**)

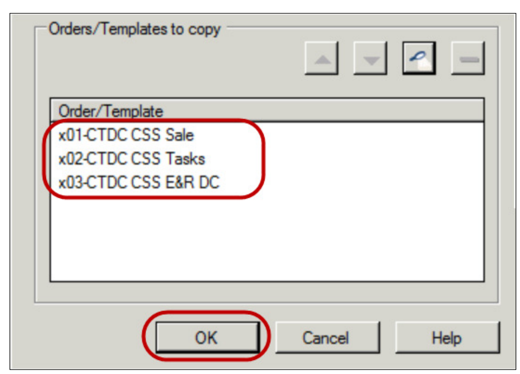
   d) Holding the **Ctrl** key, highlight the

      » **02-CTDC CSS Tasks** template

      » **03-CTDC CSS E&R** [*state*] template

HINT: Click the **Order Number** column header to sort the templates in alphabetical order.

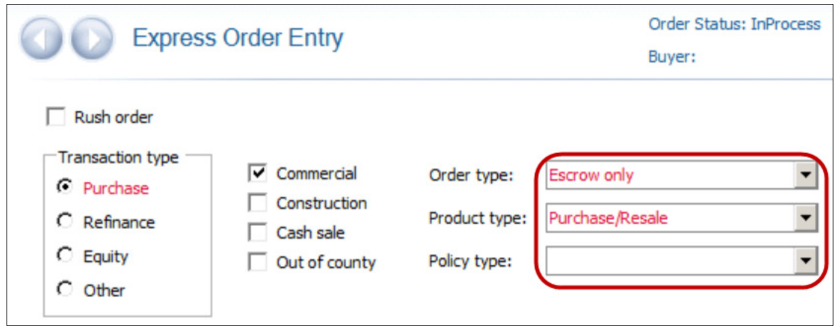
4. Click the **OK** button
5. Click the **OK** button to generate the order



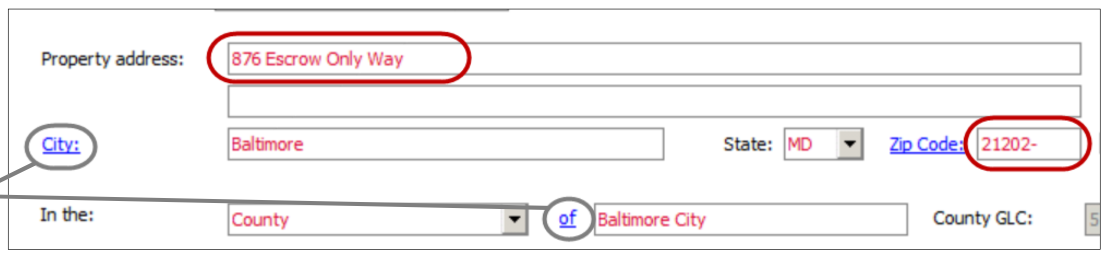
Entering Order Details

On the **Express Order Entry** screen,

6. From the **Order type** drop-down, select **Escrow only**
7. Verify the **Product type**
8. From the **Policy type** drop-down, select **None**
9. Select the,
    a) **Escrow officer/Closer**
    b) **Pre-closer/Escrow assistant** (if applicable)



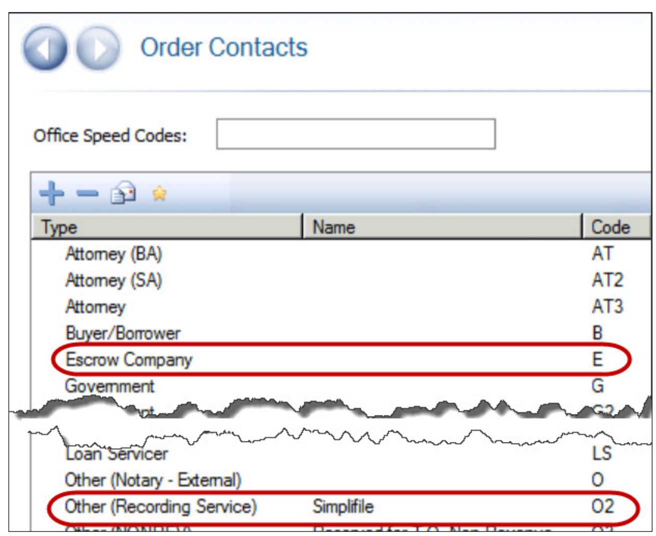
10. Enter the **Sales price** (if applicable)
11. In the **Principal amount of loan** field, enter the loan amount (if applicable)
12. Select the corresponding **Lender** (if applicable)
13. Enter the **Property address**; entering the **Zip Code** populates the **City, State** and **County** fields or click the **City** link or **of** link (if only the County is known) to pull from the **Lookup Table** if Zip Code is unknown



NOTE: If entering multiple loans and/or properties, reach out to your Power User or SoftPro Support Staff with questions.

Entering Contacts

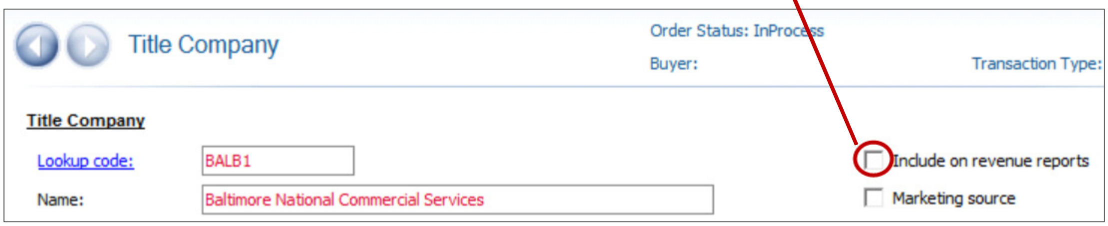
14. Navigate to the **Order Contacts** screen
15. Enter the,
    a) **E**-Escrow Company = blank
    b) **O2**-Other = defaults to **Simplifile**; change if needed



c) **A**-Settlement Agent = your office

d) **T**-Title Company = select the NCS outside Title Company; this is **not** a revenue Contact

i. Verify the **Include on revenue reports** check box is unchecked

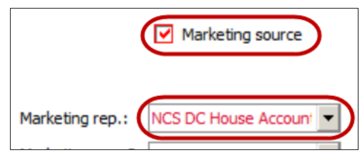


e) **T2**-Title Company = can be used for additional Title Companies on a multi-state transaction

NOTE: Additional **T**-Contact(s) is/are required for additional Title Company contact(s) when it is a multi-state transaction.

f) **U**-Underwriter, leave as default entry

16. Enter all remaining Contacts using placeholders first; when entering the Contact that gave you the order, check the **Marketing source** check box and select the **Marketing Rep** (if unknown, select **NCS DC House Account**)

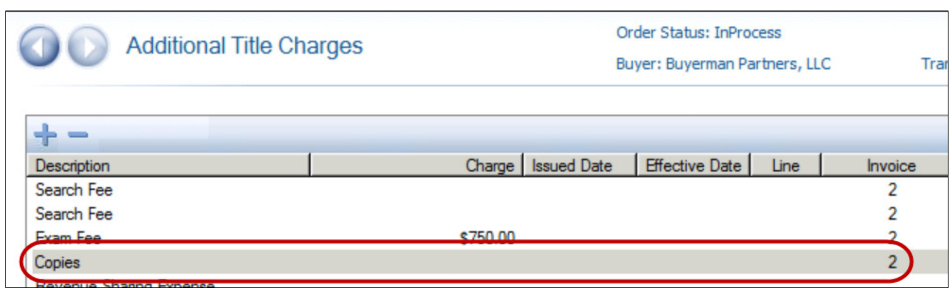


Entering Charges

17. Navigate to the **Additional Title Charges** screen

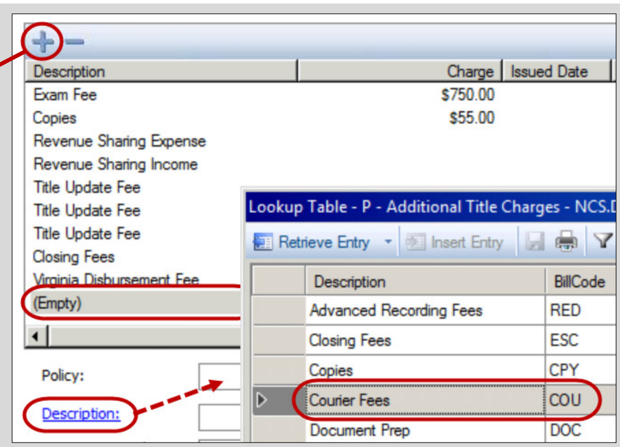
18. Add your Fees

a) Highlight the corresponding placeholder in the grid



NOTE: If a placeholder does not exist for the fee you are entering,

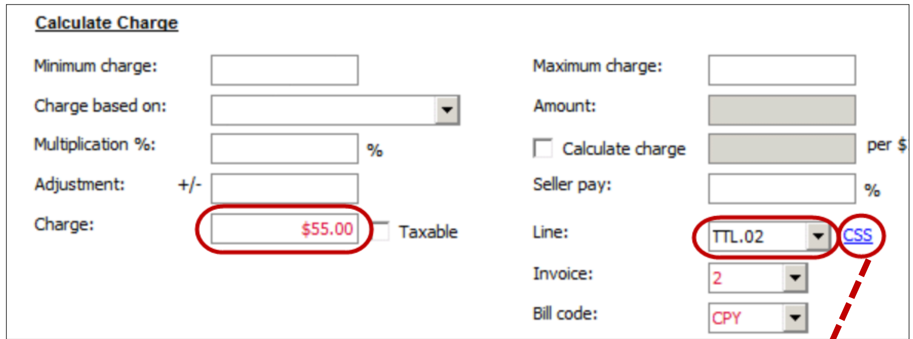
1. Click the **Add Title Charges** icon to add a blank line
2. Click the **Description** link
3. Double-click the corresponding fee type to select
4. Continue on to **Step 18b**



b) In the **Charge** field (below the grid) enter the amount

c) Verify the fee is assigned to a **Line**

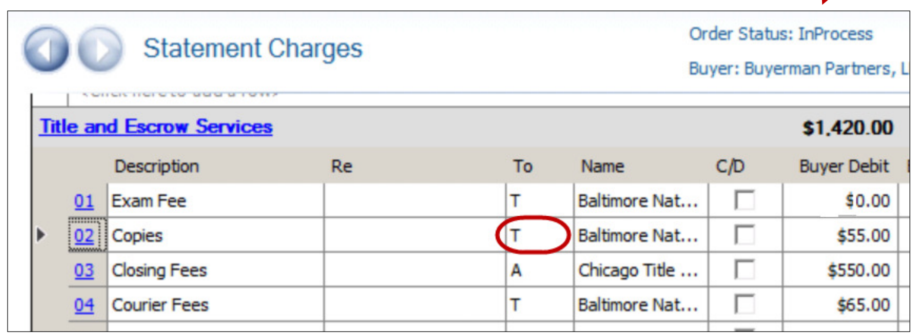
d) Click the **CSS** link to navigate to the **Line** assigned on the **Statement Charges** screen



e) Verify the **To** code is to the correct Contact

〉 A = revenue fees

〉 T = outside Title Company fees



19. Repeat **Step 18a-e** for any additional fees

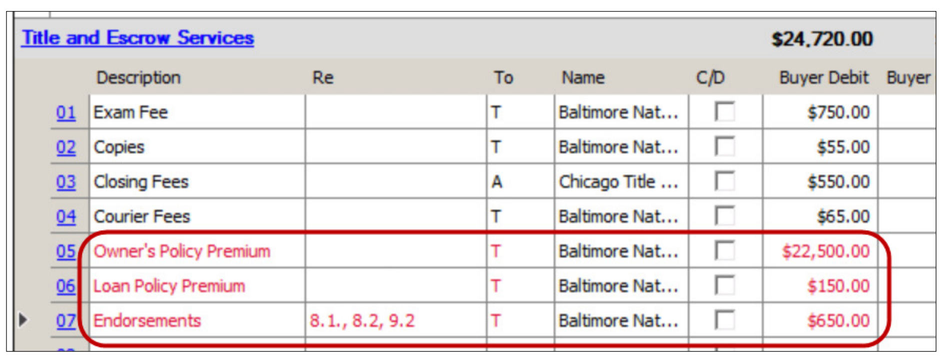
20. Navigate to the **Statement Charges** screen, **Title and Escrow Services** section

21. On the next available line, enter/select the,

a) **Description** (i.e., *Owner's Policy Premium*)

b) **To** code = T

c) **Buyer** (or **Seller**) **Debit** = amount provided by the NCS office



22. Repeat **Step 20** for each additional policy and/or endorsements being collected, changing the **Description** as needed

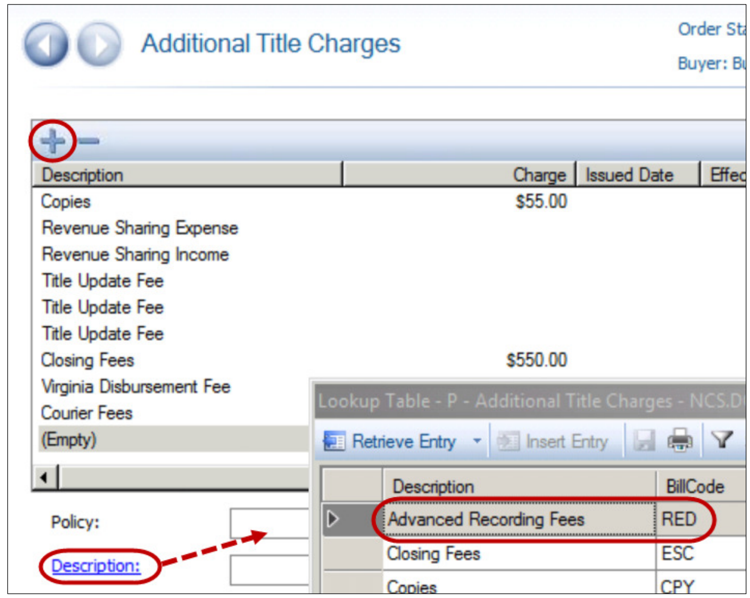
23. Enter Recording charges – you can use the **Additional Title Charges** screen (for advanced recording fees) or enter directly on the **Statement Charges** screen

- If you use the **Additional Title Charges** screen

  i. Click the **Add Title Charge** icon

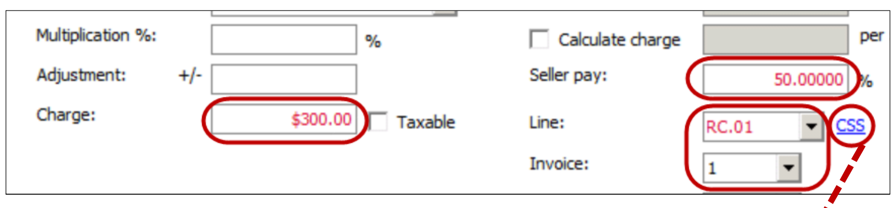
  ii. Click the **Description** link

  iii. Double-click the **Advanced Recording Fees** entry; edit the description as needed



  iv. In the **Charge** field, enter the amount provided by the outside Title Company

  v. In the **Seller pay** field, enter the percentage for their portion if applicable

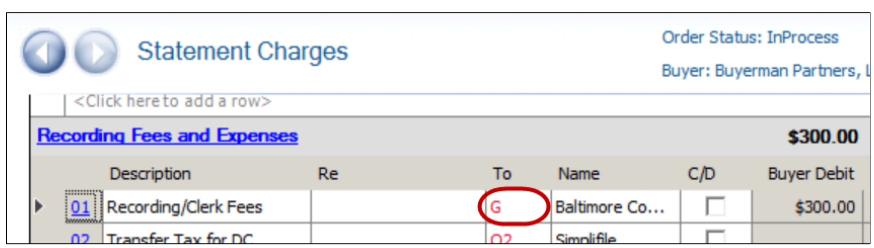


  vi. Verify **Line** = **RC.01**

  vii. Verify an **Invoice** number is assigned

  viii. Click the **CSS** link

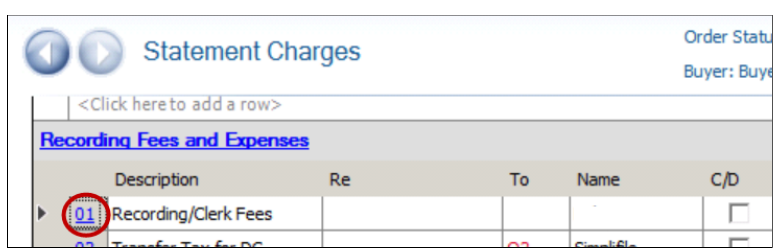
  ix. Verify the **To** code = the payee provided by the outside Title Company



- If you use the **Statement Charges** screen to enter the fee directly on **Line RC.01**

  i. Click the **Line** number link; enter or select the,

     a. **Description**



b. **To** code = the payee provided by the outside Title Company

c. **Buyer** (or **Seller**) **Debit** = recording fee

Recording Fees and Expenses

Charges for Line 01

	Description	Re	To	Buyer Debit
1	Recording Charge		G	$300.00

NOTE: You will use the **Statement Charges** screen to update actuals (if needed) after closing.

If you need to update actuals,

1. Click the **Line** number link for Line **RC.01**
2. On the **Recording Charges** line, enter the actual amount
3. Highlight the **Recording Overage Refund** entry
4. In the **Buyer** (or **Seller**) **Debit** field, enter the amount to be refunded
5. From the **To** code drop-down, select the corresponding Contact

Recording Fees and Expenses

Charges for Line 01

	Description	Re	To	Buyer Debit
1	Recording Charge		G	$300.00
2	Non Standard Conforming Fee		G	
3	Service Fee		A	
4	Recording Overage Refund			

Recording Fees and Expenses

Charges for Line 01

	Description	Re	To	Buyer Debit
1	Recording Charge		G	$225.00
2	Non Standard Conforming Fee		G	
3	Service Fee		A	
4	Recording Overage Refund		BA	$75.00

24. Navigate to the **Statement Charges** screen, **Recording Fees and Expenses** section
25. Enter Transfer Tax, if applicable
    a) Click the **Line** number link for the corresponding entry
    b) On the applicable line, enter or select the,
        i. **To** code provided by the outside Title Company
        ii. **Buyer** (or **Seller**) **Debit** field, enter the corresponding amount

Recording Fees and Expenses

	Description	Re	To	Name
01	Recording/Clerk Fees		G	
02	Transfer Tax for DC		O2	Simplifile
03	Transfer Tax for MD		G	
04	Transfer Tax for VA		G	

Recording Fees and Expenses

Charges for Line 03

	Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit
1	State Recordation Tax (Deed)		G			
2	State Transfer Tax (Deed)					
3	County Transfer Tax (Deed)					
4	State Recordation (Deed of Trust)		G			

c) Click the **Close** button

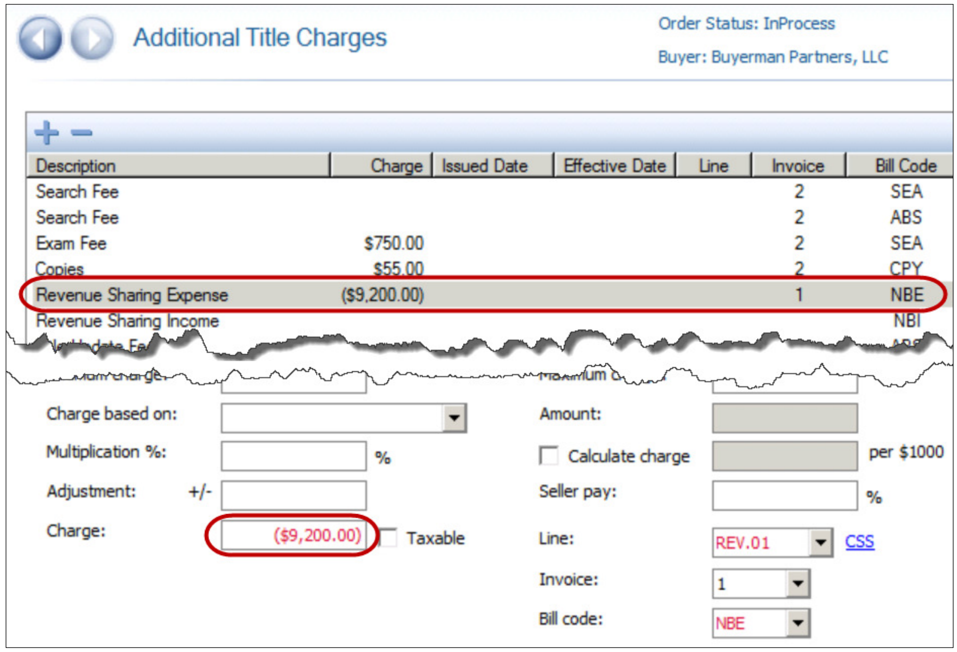
Entering Revenue Sharing Entries

2. Navigate to the **Additional Title Charges** screen

3. Add the **Revenue Share Expense**

   a) Highlight the **Revenue Share Expense** entry in the grid

   b) In the **Charge** field, enter the amount as a **negative** number

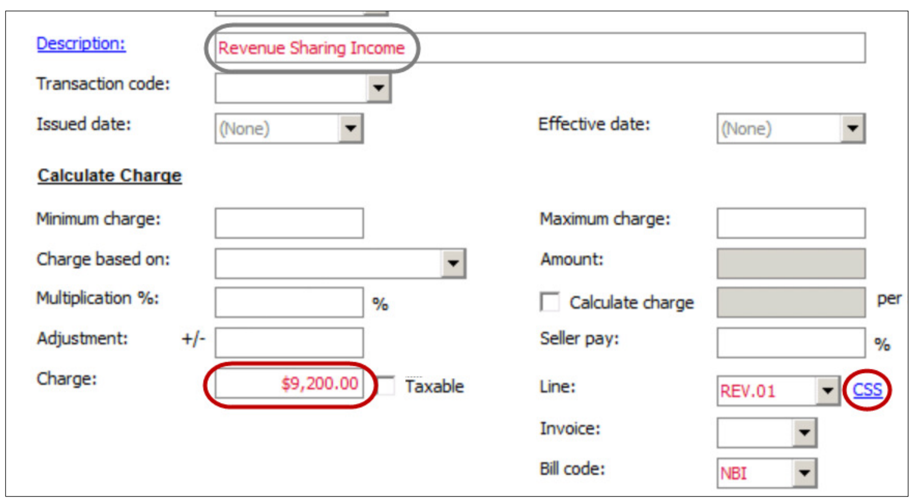


4. Add the **Revenue Share Income**

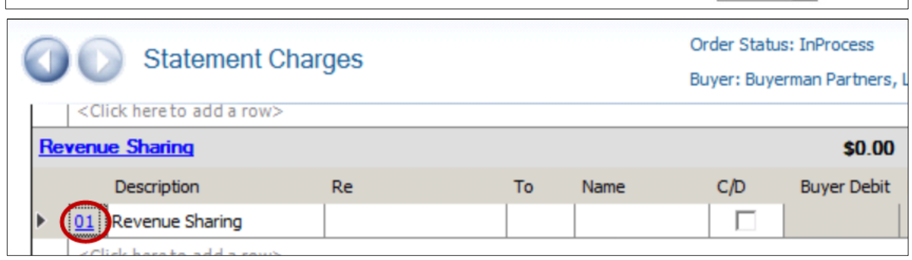
   a) Highlight the **Revenue Share Income** entry in the grid

   b) In the **Charge** field, enter the same amount as the **Revenue Share Expense**

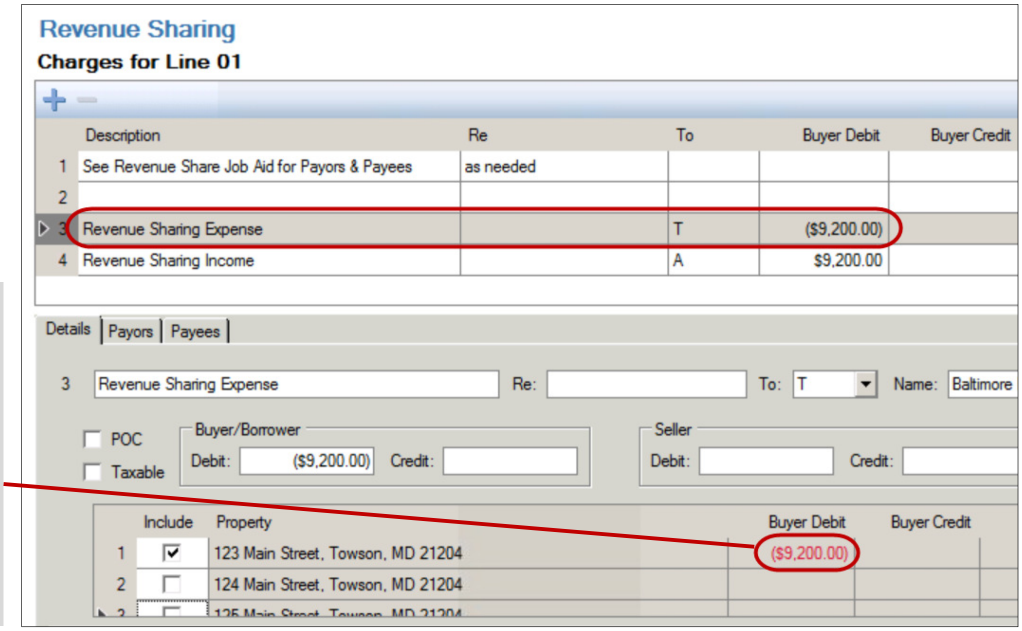
   c) Click the **CSS** link



   d) Click the **Line** number link of the line assigned



e) Highlight the **Revenue Share Expense** entry

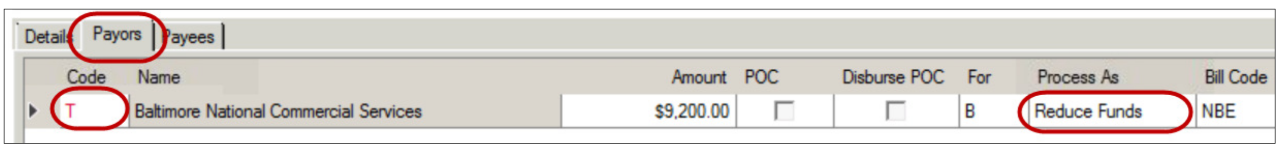


NOTE: If the order has multiple properties, CRRAR validation rules require the Revenue Share Income/Expense entries be associated with only **one** property. Enter the total amount in the **Buyer Debit** field of the first property.

f) Click the **Payors** tab

g) From the **Code** drop-down, select **T** (or **T2**, **T3**, etc., if multi-state transaction)

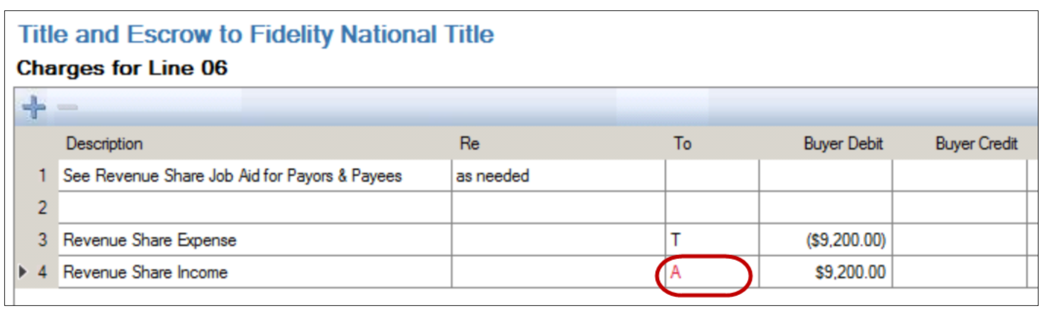
h) Verify **Process as = Reduce Funds;** click the **Close** button



i) Highlight the **Revenue Share Income** entry

j) From the **To-**code drop-down, select **A**

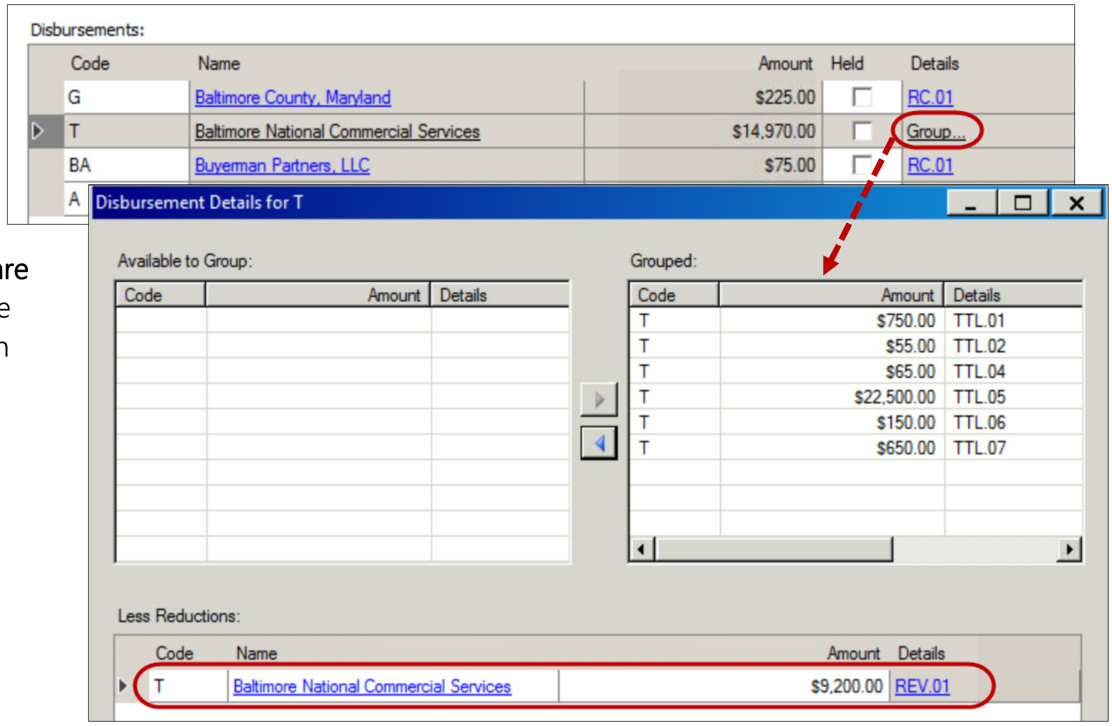
k) Click the **Close** button



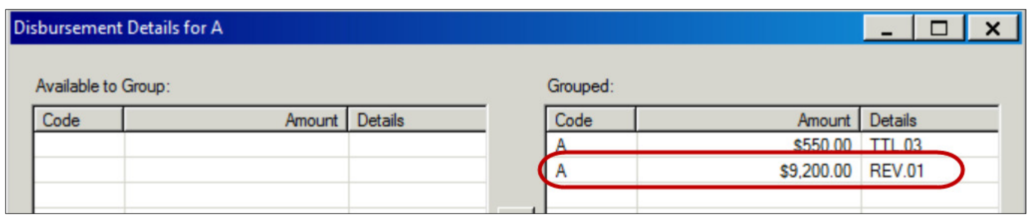
REMEMBER: If the order has multiple properties, CRRAR validation rules require the Revenue Share Income/Expense entries be associated with only **one** property. Click the **Details** tab; enter the total amount in the **Buyer Debit** field of the first property.

5. Navigate to the **Order Transactions** screen

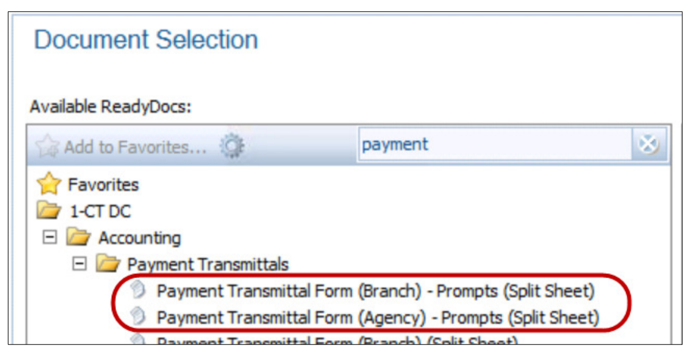
6. In the **Disbursements** section, click the **Group** link for the applicable **T**-outside Title Company Contact
7. Verify the **Revenue Share Expense** is shown in the **Less Reductions** section



8. Click the **Group** link for the **A**-Contact
9. Verify the **Revenue Share Income** is shown



10. From the **Order** ribbon, click the **Documents** button
11. Search for, and select, the applicable **Payment Transmittal Form** for your order
    a) **Payment Transmittal Form (Branch) – Prompts (Split Sheet)**
    b) **Payment Transmittal Form (Agency) – Prompts (Split Sheet)**



12. **Preview** and **Publish** the document to smartVIEW
13. Distribute to the outside Title Company