


## Processing an Escrow Only Order

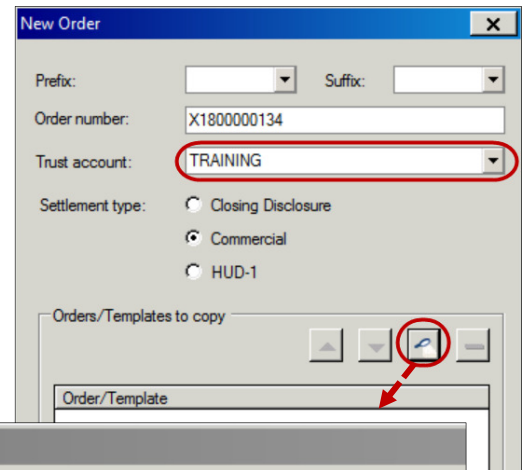
Follow these steps to open an Escrow Only order, enter fees and submit your Payment Transmittal form to the outside Title Company.

### Creating the Order

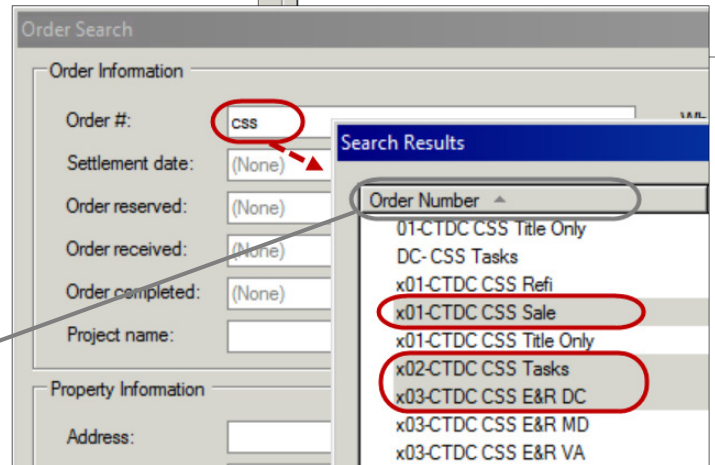
1. Create a new order
2. Select the **Trust Account**
3. Apply templates
  - a) Click the **Search**  icon
  - b) In the **Order #** field, enter **CSS**; press the **Enter** key
  - c) Highlight the appropriate **01-CTDC CSS** template (i.e., **Sale, Refi**)
  - d) Holding the **Ctrl** key, highlight 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.

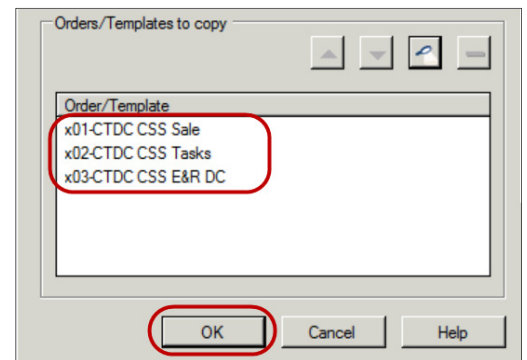
4. Click the **OK** button
5. Click the **OK** button to generate the order



The 'New Order' dialog box shows the following fields: Prefix (dropdown), Suffix (dropdown), Order number (text field with 'X1800000134'), Trust account (dropdown menu with 'TRAINING' selected and circled in red), Settlement type (radio buttons for 'Closing Disclosure', 'Commercial' (selected), and 'HUD-1'), and Orders/Templates to copy (list box with navigation buttons). A red circle and arrow point to the search icon in the bottom right corner.



The 'Order Search' dialog box shows the 'Order Information' section with fields for Order # (text field with 'CSS' entered and circled in red), Settlement date, Order reserved, Order received, Order completed, and Project name. The 'Property Information' section has an Address field. The 'Search Results' list on the right shows several templates, with 'x01-CTDC CSS Sale', 'x02-CTDC CSS Tasks', and 'x03-CTDC CSS E&R DC' circled in red. A red arrow points from the 'Order #' field to the 'Search Results' list.



The 'Orders/Templates to copy' dialog box shows a list box with the following templates: 'x01-CTDC CSS Sale', 'x02-CTDC CSS Tasks', and 'x03-CTDC CSS E&R DC'. The list box is circled in red. At the bottom, there are 'OK', 'Cancel', and 'Help' buttons, with the 'OK' button circled in red.

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### Entering Order Details

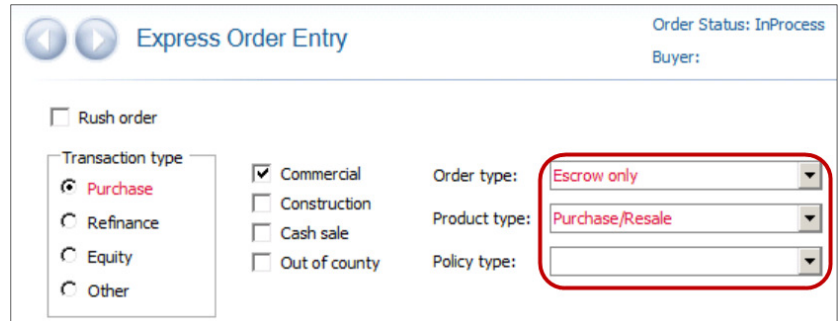
On the **Express Order Entry** screen,

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



Express Order Entry

Order Status: InProcess  
Buyer:

☐ Rush order

Transaction type:  
☒ Purchase  
☐ Refinance  
☐ Equity  
☐ Other

☒ Commercial  
☐ Construction  
☐ Cash sale  
☐ Out of county

Order type: **Escrow only**  
 Product type: **Purchase/Resale**  
 Policy type:



Property address: **876 Escrow Only Way**

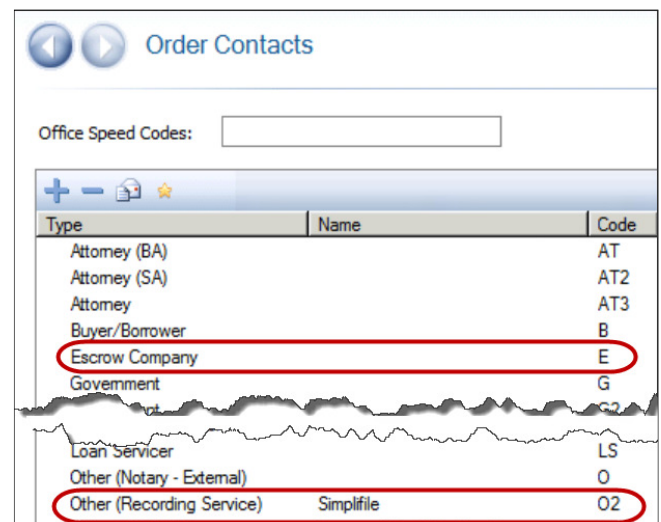
City: **Baltimore** State: **MD** Zip Code: **21202-**

In the: **County** of **Baltimore City** County GLC:

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



Order Contacts

Office Speed Codes:

Type	Name	Code
Attorney (BA)		AT
Attorney (SA)		AT2
Attorney		AT3
Buyer/Borrower		B
<b>Escrow Company</b>		<b>E</b>
Government		G
Loan Servicer		LS
Other (Notary - External)		O
<b>Other (Recording Service)</b>	<b>Simplifile</b>	<b>O2</b>

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- 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



**Title Company** Order Status: InProcess  
Buyer: Transaction Type:

Title Company

Lookup code: BALB1  
Name: Baltimore National Commercial Services

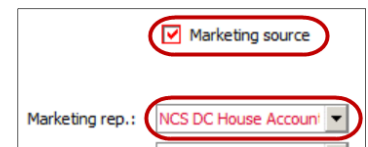
☐ Include on revenue reports  
☐ Marketing source

- 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)



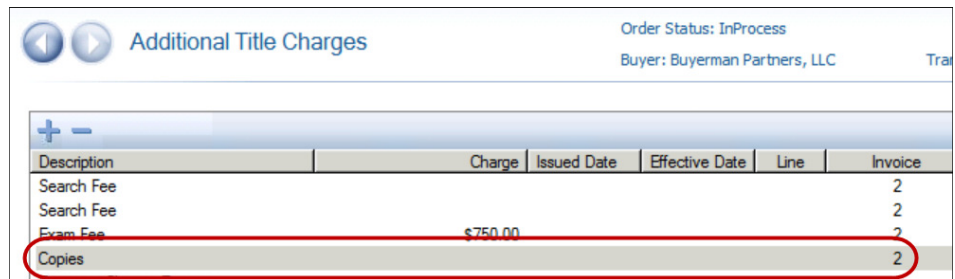
☒ Marketing source

Marketing rep.: 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

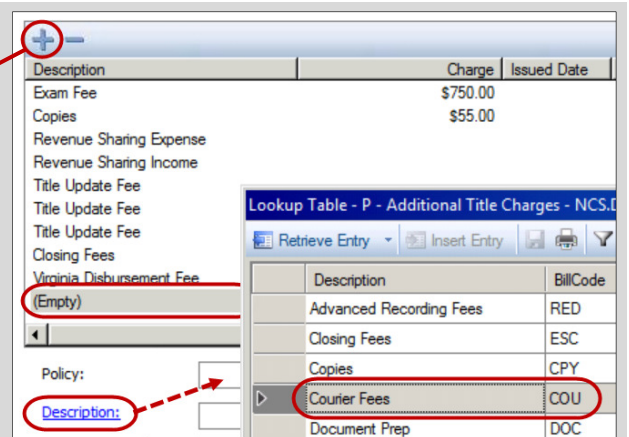


**Additional Title Charges** Order Status: InProcess  
Buyer: Buyer Partners, LLC

Description	Charge	Issued Date	Effective Date	Line	Invoice
Search Fee				2	
Search Fee				2	
Exam Fee	\$750.00			2	
Copies				2	


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**



**Add Title Charges** Order Status: InProcess  
Buyer: Buyer Partners, LLC

Description	Charge	Issued Date
Exam Fee	\$750.00	
Copies	\$55.00	
Revenue Sharing Expense		
Revenue Sharing Income		
Title Update Fee		
Title Update Fee		
Closing Fees		
Virginia Disbursement Fee		
(Empty)		

Policy: 

Description: 

Lookup Table - P - Additional Title Charges - NCS

Description	BillCode
Advanced Recording Fees	RED
Closing Fees	ESC
Copies	CPY
Courier Fees	COU
Document Prep	DOC

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- 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

**Calculate Charge**

Minimum charge:	<input type="text"/>	Maximum charge:	<input type="text"/>
Charge based on:	<input type="text"/>	Amount:	<input type="text"/>
Multiplication %:	<input type="text"/> %	<input type="checkbox"/> Calculate charge	<input type="text"/> per \$
Adjustment:	+/- <input type="text"/>	Seller pay:	<input type="text"/> %
Charge:	<input type="text" value="\$55.00"/> <input type="checkbox"/> Taxable	Line:	<input type="text" value="TTL.02"/> <b>CSS</b>
		Invoice:	<input type="text" value="2"/>
		Bill code:	<input type="text" value="CPY"/>

- e) Verify the **To** code is to the correct Contact
  - > **A** = revenue fees
  - > **T** = outside Title Company fees

Order Status: InProcess  
Buyer: Buyer Partners, L

**Statement Charges**

Title and Escrow Services						\$1,420.00
	Description	Re	To	Name	C/D	Buyer Debit
01	Exam Fee		T	Baltimore Nat...	<input type="checkbox"/>	\$0.00
02	Copies		<b>T</b>	Baltimore Nat...	<input type="checkbox"/>	\$55.00
03	Closing Fees		A	Chicago Title ...	<input type="checkbox"/>	\$550.00
04	Courier Fees		T	Baltimore Nat...	<input type="checkbox"/>	\$65.00

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

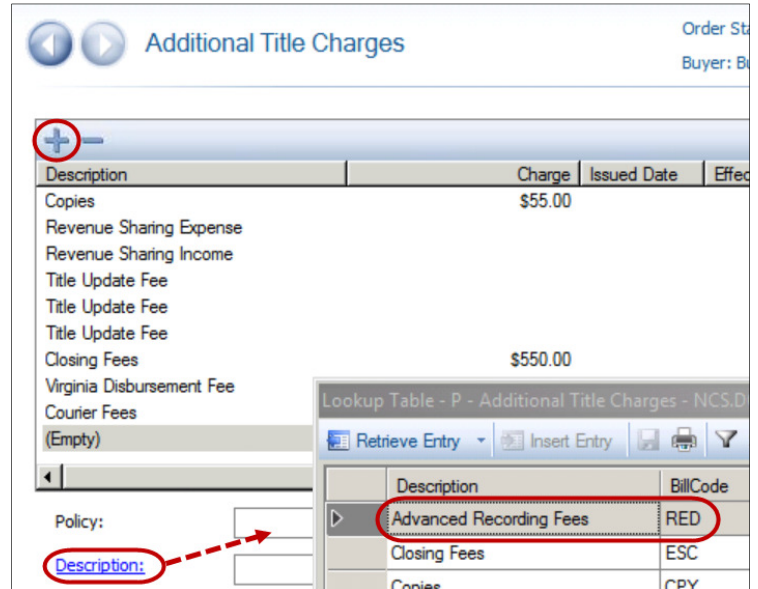
Title and Escrow Services						\$24,720.00	
	Description	Re	To	Name	C/D	Buyer Debit	Buyer
01	Exam Fee		T	Baltimore Nat...	<input type="checkbox"/>	\$750.00	
02	Copies		T	Baltimore Nat...	<input type="checkbox"/>	\$55.00	
03	Closing Fees		A	Chicago Title ...	<input type="checkbox"/>	\$550.00	
04	Courier Fees		T	Baltimore Nat...	<input type="checkbox"/>	\$65.00	
05	Owner's Policy Premium		T	Baltimore Nat...	<input type="checkbox"/>	\$22,500.00	
06	Loan Policy Premium		T	Baltimore Nat...	<input type="checkbox"/>	\$150.00	
07	Endorsements	8.1., 8.2, 9.2	T	Baltimore Nat...	<input type="checkbox"/>	\$650.00	

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

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› 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



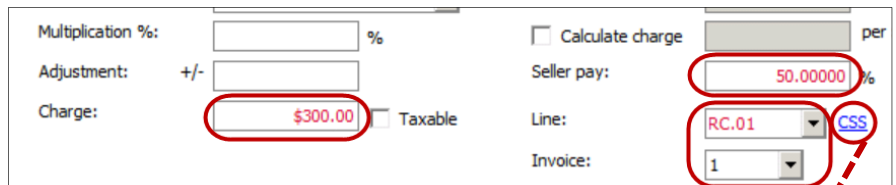
Description	Charge	Issued Date	Effect
Copies	\$55.00		
Revenue Sharing Expense			
Revenue Sharing Income			
Title Update Fee			
Title Update Fee			
Title Update Fee			
Closing Fees	\$550.00		
Virginia Disbursement Fee			
Courier Fees			
(Empty)			

Policy:

Description:

Description	BillCode
Advanced Recording Fees	RED
Closing Fees	ESC
Copies	CPY

- 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



Multiplication %:  %

Adjustment: +/-

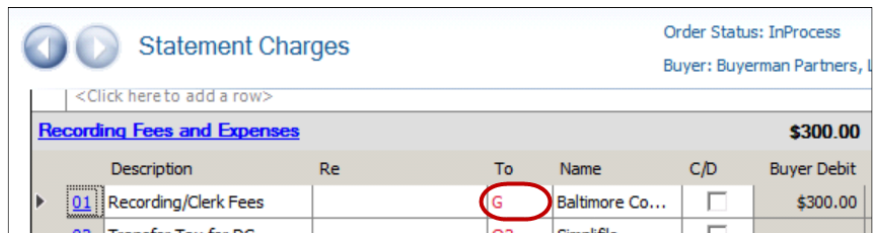
Charge:  Taxable ☐

Calculate charge ☐ per

Seller pay:  %

Line:  **CSS**

Invoice:



Order Status: InProcess

Buyer: Buyer Partners, L

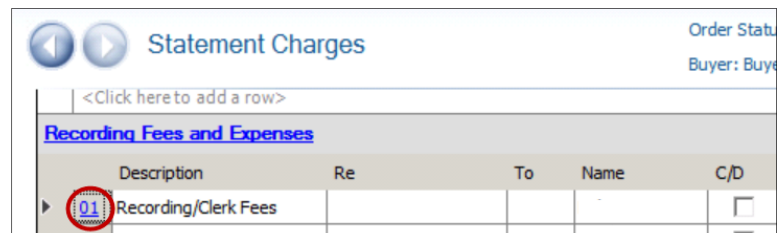
<Click here to add a row>

**Recording Fees and Expenses** **\$300.00**

Description	Re	To	Name	C/D	Buyer Debit
01 Recording/Clerk Fees		G	Baltimore Co...		\$300.00
02 Transfer Tax for DC		02	Simplifile		

› 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**



Order Status: InProcess

Buyer: Buyer Partners, L

<Click here to add a row>

**Recording Fees and Expenses** **\$300.00**

Description	Re	To	Name	C/D	Buyer Debit
01 Recording/Clerk Fees					
02 Transfer Tax for DC					



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- 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,

- Click the **Line** number link for Line **RC.01**
- On the **Recording Charges** line, enter the actual amount
- Highlight the **Recording Overage Refund** entry
- In the **Buyer** (or **Seller**) **Debit** field, enter the amount to be refunded
- 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

- Click the **Line** number link for the corresponding entry
- On the applicable line, enter or select the,
  - To** code provided by the outside Title Company
  - 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			

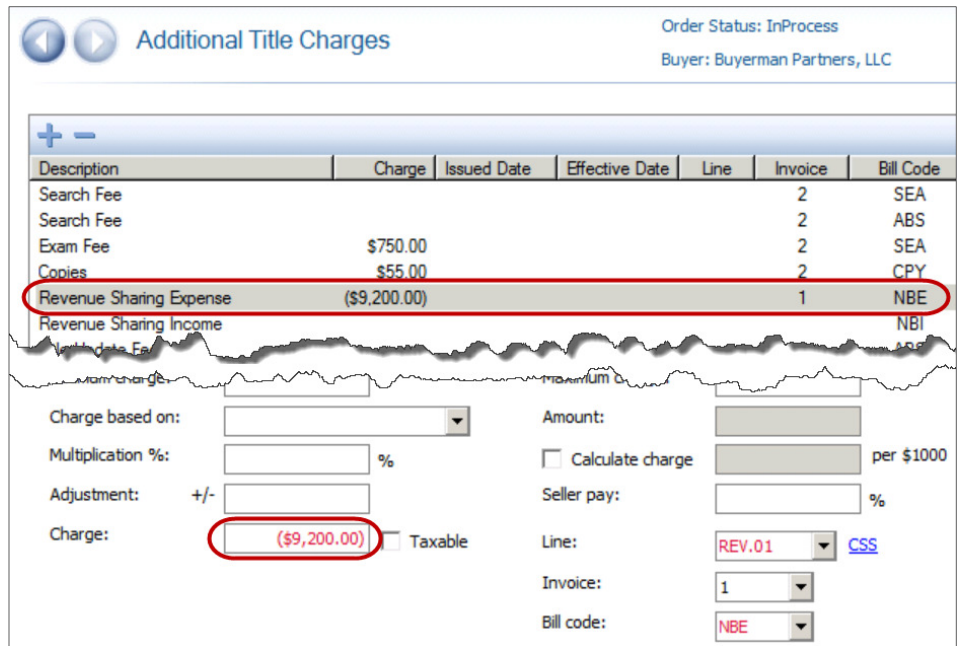
## Processing an Escrow Only Order

- 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



Description	Charge	Issued Date	Effective Date	Line	Invoice	Bill Code
Search Fee				2	SEA	
Search Fee				2	ABS	
Exam Fee	\$750.00			2	SEA	
Copies	\$55.00			2	CPY	
Revenue Sharing Expense	\$(9,200.00)			1	NBE	
Revenue Sharing Income						

Charge based on:  Amount:  per \$1000

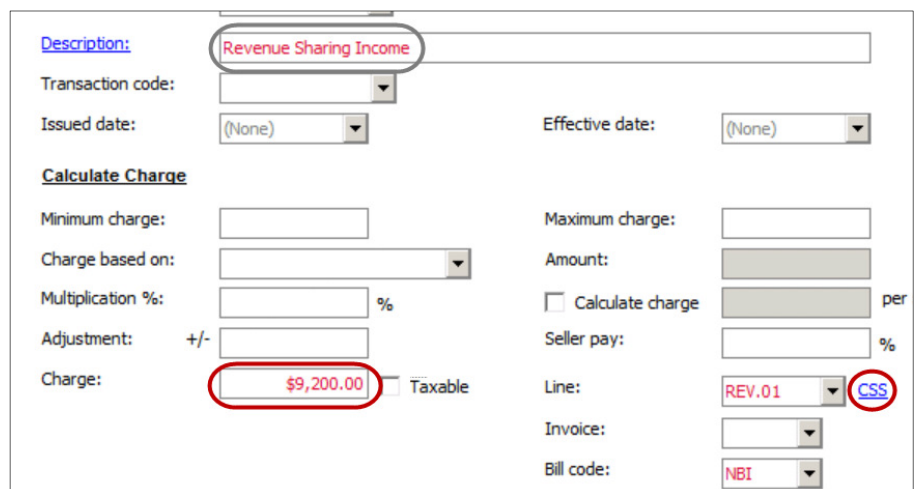
Multiplication %:  % ☐ Calculate charge

Adjustment: +/-  Seller pay:  %

Charge:  Taxable ☒ Line:  [CSS](#)

Invoice:  Bill code:

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



Description:

Transaction code:  Issued date:  Effective date:

**Calculate Charge**

Minimum charge:  Maximum charge:

Charge based on:  Amount:  per \$1000

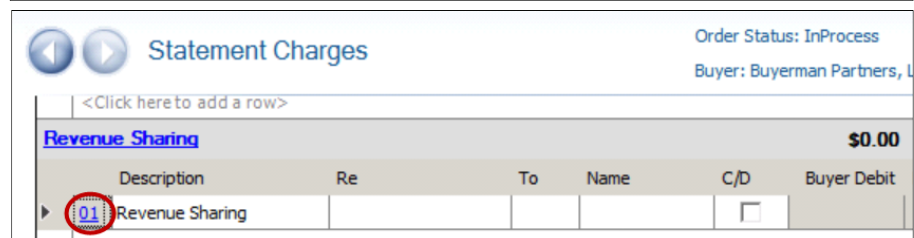
Multiplication %:  % ☐ Calculate charge

Adjustment: +/-  Seller pay:  %

Charge:  Taxable ☒ Line:  [CSS](#)

Invoice:  Bill code:

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

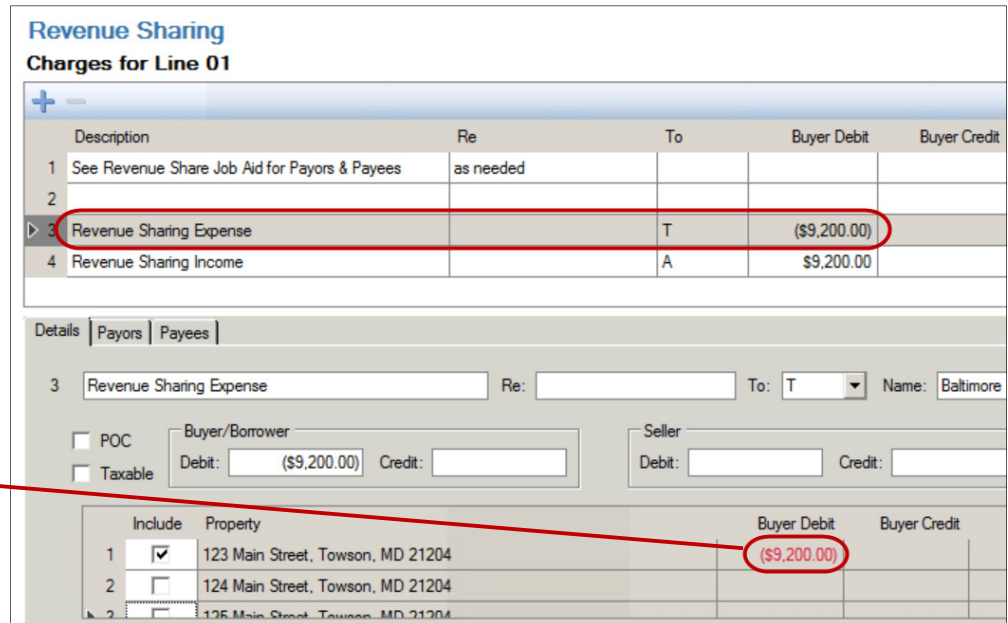


Description	Re	To	Name	C/D	Buyer Debit
Revenue Sharing					

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- 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.



Description	Re	To	Buyer Debit	Buyer Credit
1 See Revenue Share Job Aid for Payors & Payees	as needed			
2				
3 Revenue Sharing Expense		T	(\$9,200.00)	
4 Revenue Sharing Income		A	\$9,200.00	

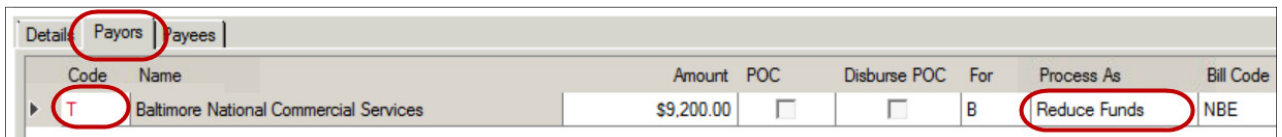
Details | Payors | Payees

3 Revenue Sharing Expense Re: To: T Name: Baltimore

☐ POC ☐ Taxable Buyer/Borrower Debit: (\$9,200.00) Credit: Seller Debit: Credit:

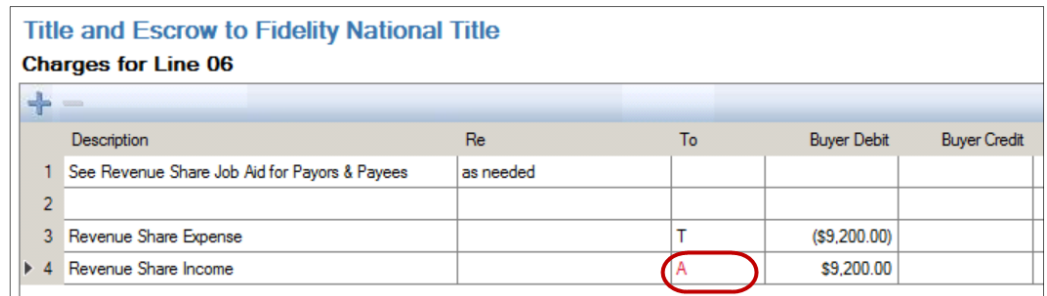
Include	Property	Buyer Debit	Buyer Credit
<input checked="" type="checkbox"/>	123 Main Street, Towson, MD 21204	(\$9,200.00)	
<input type="checkbox"/>	124 Main Street, Towson, MD 21204		
<input type="checkbox"/>	125 Main Street, Towson, MD 21204		

- 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



Code	Name	Amount	POC	Disburse POC	For	Process As	Bill Code
T	Baltimore National Commercial Services	\$9,200.00	<input type="checkbox"/>	<input type="checkbox"/>	B	Reduce Funds	NBE

- i) Highlight the **Revenue Share Income** entry
- j) From the **To-**code drop-down, select **A**
- k) Click the **Close** button



Description	Re	To	Buyer Debit	Buyer Credit
1 See Revenue Share Job Aid for Payors & Payees	as needed			
2				
3 Revenue Share Expense		T	(\$9,200.00)	
4 Revenue Share Income		A	\$9,200.00	

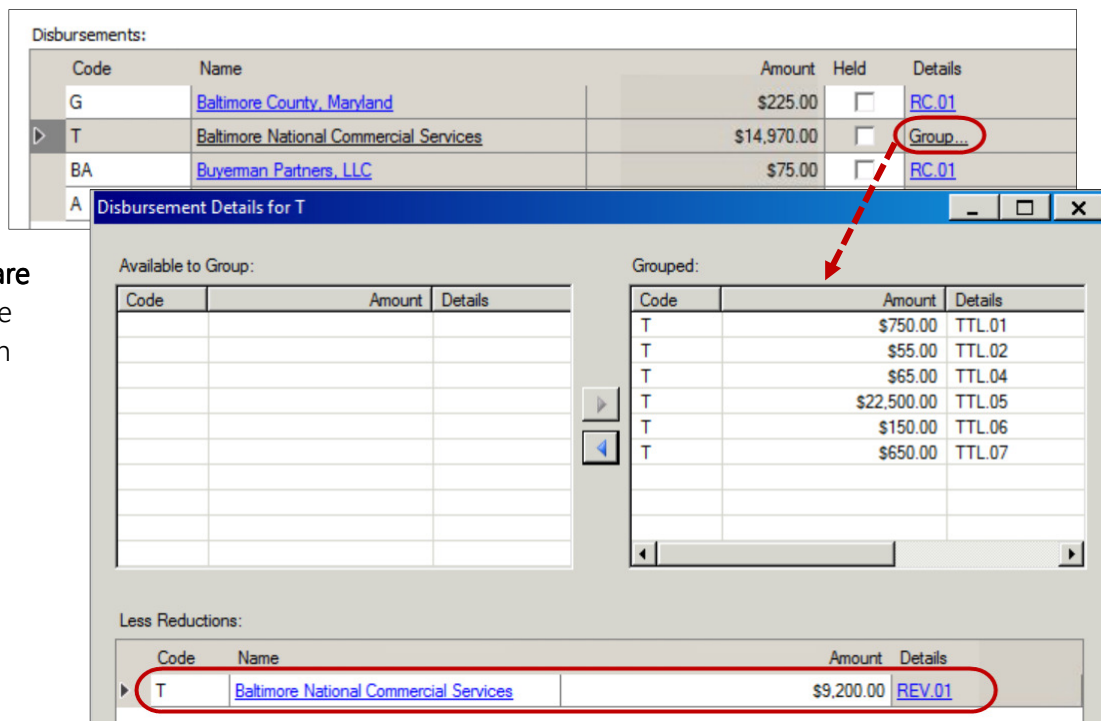
REMEMBER: If the order has multiple properties, CRRAR validation rules require the Revenue Share Income/Expense entries be associated with only **one** property. Click the **Details** tab; enter the total amount in the **Buyer Debit** field of the first property.

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



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6. In the **Disbursements** section, click the **Group** link for the applicable T-outside Title Company Contact



Code	Name	Amount	Held	Details
G	Baltimore County, Maryland	\$225.00	<input type="checkbox"/>	RC.01
T	Baltimore National Commercial Services	\$14,970.00	<input type="checkbox"/>	Group...
BA	Buyer Partners, LLC	\$75.00	<input type="checkbox"/>	RC.01

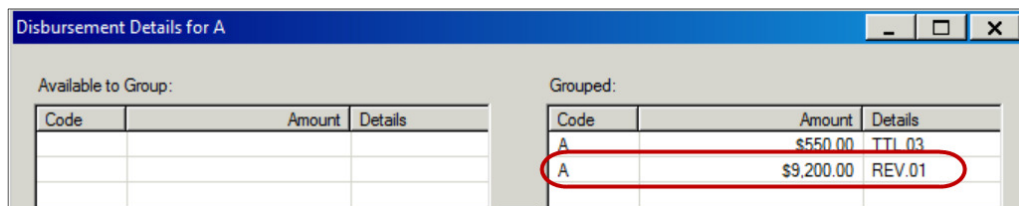
  

Code	Amount	Details
T	\$750.00	TTL.01
T	\$55.00	TTL.02
T	\$65.00	TTL.04
T	\$22,500.00	TTL.05
T	\$150.00	TTL.06
T	\$650.00	TTL.07

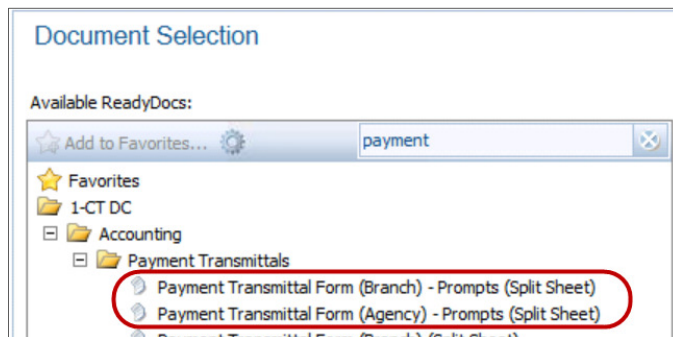
Code	Name	Amount	Details
T	Baltimore National Commercial Services	\$9,200.00	REV.01

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



Code	Amount	Details
A	\$550.00	TTL.03
A	\$9,200.00	REV.01

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



Document Selection

Available ReadyDocs:

Add to Favorites... payment

Favorites

1-CT DC

Accounting

Payment Transmittals

- Payment Transmittal Form (Branch) - Prompts (Split Sheet)
- Payment Transmittal Form (Agency) - Prompts (Split Sheet)