

Follow these steps to enter charges, recognize revenue and close the order on multi-prop transactions.

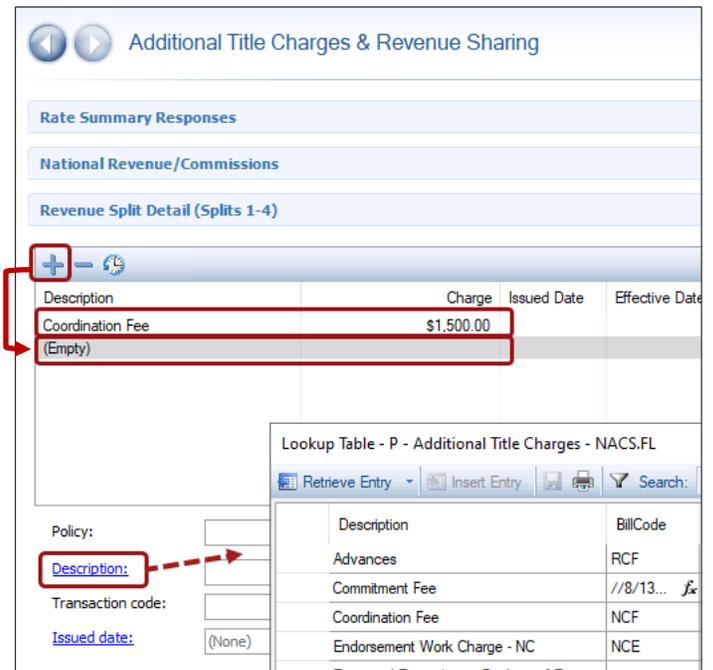
Entering Charges on the Multi-Prop Master Order

NOTE: If the project consists of 100% production orders, only the **NACS Charges** section is used for the charge amounts on the Master Order.

If the insured property is located in NM or TX and 100% of revenue is disbursed to local at initial closing, **exclude** NM/TX revenue share amount(s) to NACS and/or Referring Agent until funds are returned by NM/TX local.

1. Navigate to the **Additional Title Charges & Revenue Sharing** screen
2. Verify the **Coordination Fee**; update as needed
3. Add additional NACS ancillary fees if any

- a. Click the **Add Additional Charges**  icon
- b. With the newly added **(Empty)** line highlighted, click the Description link
- c. Double-click the needed selection in the **Lookup Table** to add



Description	Charge	Issued Date	Effective Date
Coordination Fee	\$1,500.00		
(Empty)			

Description	BillCode
Advances	RCF
Commitment Fee	//8/13...
Coordination Fee	NCF
Endorsement Work Charge - NC	NCE

4. Navigate to the **Charges** screen
5. Update Sections, as needed
 - a. Click a **Section Name** link to open the **Section Editor**
 - b. In the **Description** field, enter the state corresponding to the T-(local) Contacts, (i.e., T2-, T3-, etc.)
 - c. Click the **Close** button to return to the **Charges** screen

Charges

NACS Fees							\$350.00
	Description	Re	To	Name	C/D	Buyer Debit	
01	Coordination Fee		T		<input type="checkbox"/>	\$350.00	
02	Project Revenue Income to NACS		O		<input type="checkbox"/>		
03	Project Referring Agent Share		O3		<input type="checkbox"/>		
04					<input type="checkbox"/>		
05					<input type="checkbox"/>		
06					<input type="checkbox"/>		
07					<input type="checkbox"/>		
08					<input type="checkbox"/>		
09					<input type="checkbox"/>		
10					<input type="checkbox"/>		

<Click here to add a row>

Click here to enter T2 State

Section Editor

Section Code	Description	Default Payee	Default Charge Type	Default C/D	Print Payee	Print Subtotal	Active
S1	NACS Fees		Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
S2	TN	T2	Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
S3	UT	T3	Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
S4	Click here to enter T4 State	T4	Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
S5	Click here to enter T5 State	T5	Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Close

6. Enter NACS Fees

a. Project Revenue Income to NACS

- i. Buyer Debit = total revenue share income due NACS
- ii. To = O-Other (GCD) Fidelity National Title Insurance Company

b. Project Referring Agent Share

- i. Buyer Debit = total revenue share due referring agent contact
- ii. To = O3-Other (Referring Agent) Contact or T2-Local Contact

If Production orders are included in project, on next available line,

c. Description = Funds to Order #-State (e.g., Funds to NACS260236-FL)

- i. Buyer Debit = amount due production order
- ii. To = O-Other (GCD) Fidelity National Title Insurance Company

NACS Fees							\$37,100.00
	Description	Re	To	Name	C/D	Buyer Debit	
01	Coordination Fee		T	Fidelity National Title Insurance Company	<input type="checkbox"/>	\$1,500.00	
a 02	Project Revenue Income to NACS		O	Fidelity National Title Insurance Company	<input type="checkbox"/>	\$15,000.00	
b 03	Project Referring Agent Share		O3	We Refer Business	<input type="checkbox"/>	\$8,000.00	
c 04	Funds to NACS260236-FL		O	Fidelity National Title Insurance Company	<input type="checkbox"/>	\$10,600.00	
05					<input type="checkbox"/>		

- d. Repeat **steps c(i-ii)** for each additional production sub-order as needed

Once all sub-order charges are entered,

- e. Enter on the next available blank line
 - i. **Description = Production Order Fees to Simplifile**
 - ii. Amount = total for all production orders
 - iii. **To = O2-Other (Recording Services) Simplifile**

NACS Fees							\$37,100.00
	Description	Re	To	Name	C/D	Buyer Debit	B
01	Coordination Fee		T	Fidelity National Title Insurance Company	<input type="checkbox"/>	\$1,500.00	
02	Project Revenue Income to NACS		O	Fidelity National Title Insurance Company	<input type="checkbox"/>	\$15,000.00	
03	Project Referring Agent Share		O3	We Refer Business	<input type="checkbox"/>	\$8,000.00	
04	Funds to NACS260236-FL		O	Fidelity National Title Insurance Company	<input type="checkbox"/>	\$10,600.00	
05	Production Order Fees to Simplifile		O2	Simplifile, LC	<input type="checkbox"/>	\$2,000.00	
06					<input type="checkbox"/>		

7. Enter **Local Fees** using placeholders

- a. **FFSR** = share due local
- b. **Transfer Tax** = amount being sent to local
- c. **Recording Fees** = amount being sent to local

TN							\$12,350.00
	Description	Re	To	Name	C/D	Buyer Debit	B
a 01	FFSR		T2	Fidelity National Titl...	<input type="checkbox"/>	\$10,000.00	
b 02	Transfer Tax		T2	Fidelity National Titl...	<input type="checkbox"/>	\$2,000.00	
c 03	Recording Fees		T2	Fidelity National Titl...	<input type="checkbox"/>	\$350.00	
04					<input type="checkbox"/>		

If a portion of the **Recording Fee** is retained by NACS as a **Recording Service Fee**,

1. Click the **Line number** link
2. Click the **Payees** tab
3. On the next available line,
 - a. **Code = T-Contact**
 - b. Amount = amount retained; the payment to the Local is automatically adjusted
 - c. **Bill Code = RES**
 - d. Click the **Close** button

TN							\$12,350.00	\$0.00
	Description	Re	To	Name	C/D	Buyer Debit	Buyer Credit	
01	FFSR		T2	Fidelity National Titl...	<input type="checkbox"/>	\$10,000.00		
02	Transfer Tax		T2	Fidelity National Titl...	<input type="checkbox"/>	\$2,000.00		
03	Recording Fees							
04								

TN							
Charges for Line 03							
	Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
1	Recording Fees		T2	\$350.00			

Properties	Details	Payors	Payees							
T2	Fidelity National Title Insurance Company			71.43	\$250.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
T	Fidelity National Title Insurance Company			28.57	\$100.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RES	

Disbursing the Multi-Prop Master Order

1. Navigate to the **Order Transactions** screen
2. Update the **Receipts > Code** to the Contact providing the funding (i.e., **E-Escrow Company** or **O-Referring Agent**, etc.)
3. Verify the **Disbursements**
 - a. **Amounts**
 - b. **Code**

Order Transactions					Buyers:
					Sellers:
Receipts:					
Code	Name	Amount	Details		
B		\$115,500.00	From Buyer		
Σ Total: \$115,500.00					
Disbursements:					
Code	Name	Amount	Held	Details	
T3	Fidelity National Title	\$15,350.00	<input type="checkbox"/>	Group...	
T5	Fidelity National Title Insurance Company	\$30,350.00	<input type="checkbox"/>	Group...	
O	Fidelity National Title Insurance Company	\$25,600.00	<input type="checkbox"/>	Group...	
T4	Fidelity National Title Insurance Company	\$20,350.00	<input type="checkbox"/>	Group...	
T2	Fidelity National Title Insurance Company	\$12,250.00	<input type="checkbox"/>	Group...	
T	Fidelity National Title Insurance Company	\$1,600.00	<input type="checkbox"/>	Group...	
O2	Simplifile, LC	\$2,000.00	<input type="checkbox"/>	S1.05	
O3	We Refer Business	\$8,000.00	<input type="checkbox"/>	S1.03	

HINT: Click the **Group** link to view the detail of an entry if needed.

From the **Register**, once the incoming funds have posted,

4. Click **Print and Post > Print/Post Pending Disbursements**
5. Verify the **Payment Type**
 - a. Outgoing Wire to the Locals
 - b. Outgoing Wire to Referring Agent
 - c. Simplifile – follow your operation’s procedure for Simplifile funds, if applicable
 - d. Ledger Transfer to T-Contact for ancillary fees
 - e. Ledger Transfer to O-Contact – **DO NOT POST**; this is to be processed by Accounting when finalizing payment to the sub-orders

The screenshot shows a software interface with a table of transactions and a 'Disbursement Selection' dialog box. In the transaction table, the entry with Ref. Number 1999004836, Trans. Date 02/24/2026, Amount \$115,500.00, and Code B is highlighted. Below it, several transactions are listed with their respective amounts and codes. A red arrow points from the text 'Do NOT Post' to the transaction with Code O and Amount \$25,600.00. The 'Disbursement Selection' dialog box shows a list of items with checkboxes, including 'Simplifile, LC', 'We Refer Business', and several 'Fidelity National Title Insurance Company' entries. The 'Ledger Transfer(-)' entries are also visible in the dialog.

Ref. Number	Trans. Date	Amount	Code	Payee/Payor
1999004836	02/24/2026	\$115,500.00	B	Temp
		\$2,000.00	O2	Simplifile, LC
		\$8,000.00	O3	We Refer Business
		\$15,350.00	T3	Fidelity National Title
		\$20,350.00	T4	Fidelity National Title Insurance Company
		\$30,350.00	T5	Fidelity National Title Insurance Company
		\$12,250.00	T2	Fidelity National Title Insurance Company
		\$25,600.00	O	Fidelity National Title Insurance Company
		\$1,600.00		Fidelity National Title Insurance Company

Transaction Type	Amount
Check	\$2,000.00
Outgoing Wire	\$8,000.00
Outgoing Wire	\$15,350.00
Outgoing Wire	\$20,350.00
Outgoing Wire	\$30,350.00
Outgoing Wire	\$12,250.00
Ledger Transfer(-)	\$25,600.00
Ledger Transfer(-)	\$1,600.00

Adding Entries on Multi-Prop Transactions

Preparing/Sending the Sub-Order Invoice and Recognizing Revenue

> Escrow Only (Local) Sub-Orders

1. Navigate to the **Additional Title Charges & Revenue Sharing** screen
2. In the grid, select the applicable **Revenue Share Income** or **Service Fee Received-Agent** placeholder entry
3. In the **Charge** field, enter the total amount of NACS revenue share income
4. In the grid, select the **Service Fee Expense – 3rd** entry
5. In the **Charge** field, enter the amount shared to the Referring Agent (if any) as a **negative** number

Description	Charge	Issued Date
Owner's Policy Premium	\$5,000.00	
Owner's Policy Endorsements	\$500.00	
Loan Policy Premium	\$500.00	
Loan Policy Endorsements	\$500.00	
Revenue Share Income	\$2,860.00	
Service Fee Received - Agent		
Service Fee Expense - 3rd Party	(\$2,288.00)	

Policy: Coverage amount:

Description: **Revenue Share Income**

Transaction code:

Issued date: (None) Effective date:

Calculate Charge

Minimum charge: Maximum charge:

Charge based on: Amount:

Multiplication %: % Calculate charge

Adjustment: +/- Seller pay:

Charge: Taxable Line:

6. Navigate to the **Invoice Summary** screen
7. Verify the amounts on the Invoice
8. From the **Status** drop-down, select **Sent**

Invoice Summary

Buyers:
Sellers:

Invoices (1)

Invoice Number	Bill To	Invoice Total	Invoice Balance
1 Multi Master Order- TN-1	We Refer Business	\$572.00	\$572.00

This invoice does not close the order

Invoice number: Multi Master Order- TN-1 Property: Status: Pending **Sent**

Invoice date: 02/25/2026 Days payment due in:

Bill to: O2 We Refer Bu... Contact:

Remit to: F Fidelity Natio... Contact:

Invoice Delivered: (None)

Print to Invoice	Bill Code	Description	Amount
<input checked="" type="checkbox"/>	NBI	Revenue Share Income	\$2,860.00
<input checked="" type="checkbox"/>	REO	Service Fee Expense - 3rd Party	(\$2,288.00)

› Title Only (Production) Sub-Orders

If the revenue is being shared with In-Family or Referring Agent,

1. Navigate to the **Additional Title Charges & Revenue Sharing** screen
2. Add the **Revenue Share** or **Service Fee Expense – 3rd Party** entry if applicable

a. Click the **Add Additional Charges**



b. With the **(Empty)** line highlighted, click the **Description** link (below the grid)

c. Double-click the applicable entry

Description	Charge	Issued Date	Effective Date	Line
Coordination Fee				
Title Search and Exam	\$1,200.00			S1.01
Title Search and Exam Update				
Transfer Tax	\$2,500.00			S1.04
Recording Fee	\$350.00			S1.05
(Empty)				

Description	BillCode	IsTaxable
Recording Service Fee	RSR	
Service Fee Expense - 3rd Party	REO	
Service Fee Income - 3rd Party	REF	
Service Fee Received - Agent	ABI	

d. In the **Charge** field, enter the amount shared to the In-Family or Referring Agent as a **negative** number

e. From the **Invoice** drop-down, select 1

Calculate Charge

Description:

Transaction code:

Issued date: Effective date:

Minimum charge:

Maximum charge:

Charge based on:

Amount:

Multiplication %: % Calculate charge

Adjustment: +/-

Charge: Taxable

Seller pay:

Line:

Invoice:

Bill code:

3. Navigate to the **Invoice Summary** screen

4. Verify the amounts on **Invoice 1** (includes premiums, endorsements, and revenue share)
5. From the **Status** drop-down, select **Sent**
6. Repeat **steps 4-5** for **Invoice 3** (includes ancillary fees only)

NOTE: Invoice 4 is used for quote purposes; **do not change the Status.**

Invoices (4)

Invoice Number	Bill To	Invoice Total	Invoice Balance
1	Multi Master Order- FL-1 We Refer Business	\$12,749.40	\$12,749.40
2	Multi Master Order- FL-2 We Refer Business	\$0.00	\$0.00
3	Multi Master Order- FL-3 We Refer Business	\$1,200.00	\$1,200.00
4	Multi Master Order- FL-4 We Refer Business	\$2,850.00	\$2,850.00

This invoice does not close the order

Invoice number: Property: Status:
 Pending
 Pending
Sent
 Canceled
 Quote

Invoice date: Days payment due in:

Bill to: [We Refer Bu...](#) Contact:

Remit to: [Fidelity Natio...](#) Contact:

Invoice Delivered:

Print to Invoice	Bill Code	Description	Amount
<input checked="" type="checkbox"/>	TP	Owner's Policy (Coverage \$7,000,000.00)	\$19,575.00
<input checked="" type="checkbox"/>	TP	Loan Policy (Coverage \$5,000,000.00)	\$100.00
<input checked="" type="checkbox"/>	REO	Service Fee Expense - 3rd Party	(\$6,925.60)

Paying Sent Invoices from the Master Order Using the Account GCD Tool

1. Verify all Sub-Order Invoices reflect **Status = Sent**
2. Notify Accounting and include:
 - a. Master Order Number
 - b. Spreadsheet identifying Sub-Orders
 - c. Sent Invoice amounts

Close the Order

1. Use the **Ctrl + Alt + C** keyboard shortcut to set the **Order status** to **Closed**
2. **Save**/exit the order