

Follow these steps to prepare the post-closing invoice in your SoftPro Select order.

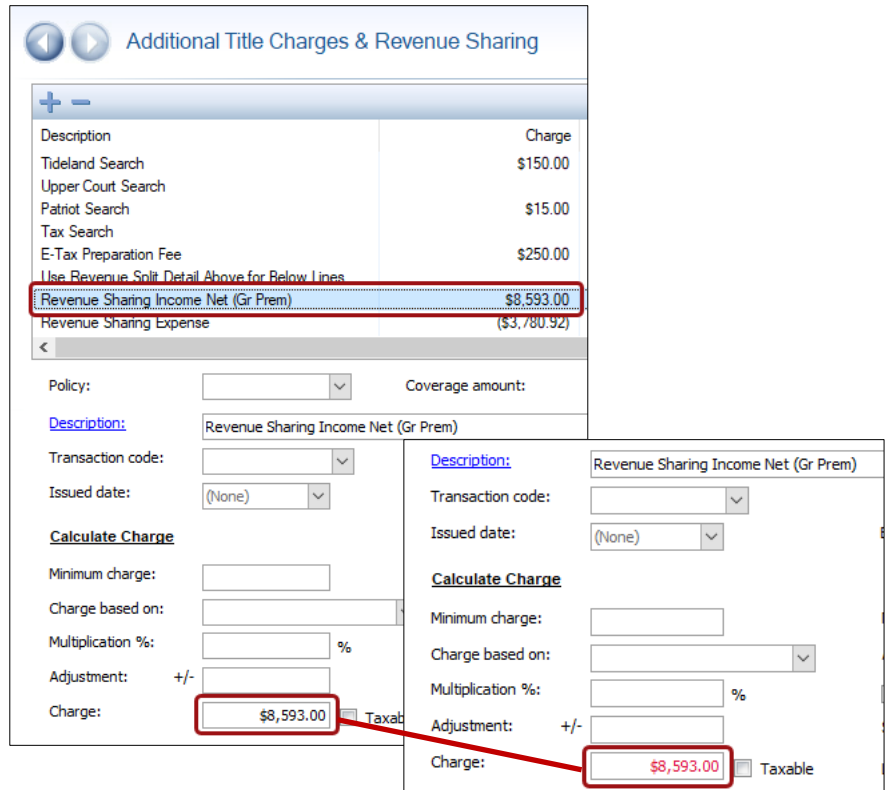
1. Navigate to the **Additional Title Charges & Revenue Sharing** screen

If your order has Revenue Sharing Income/Expense charges, continue to next steps; otherwise skip to step 4..

2. Select the **Revenue Sharing Income Net (GR Prem)** entry in the grid

3. In the **Charge** field, re-enter the amount so it appears in red text

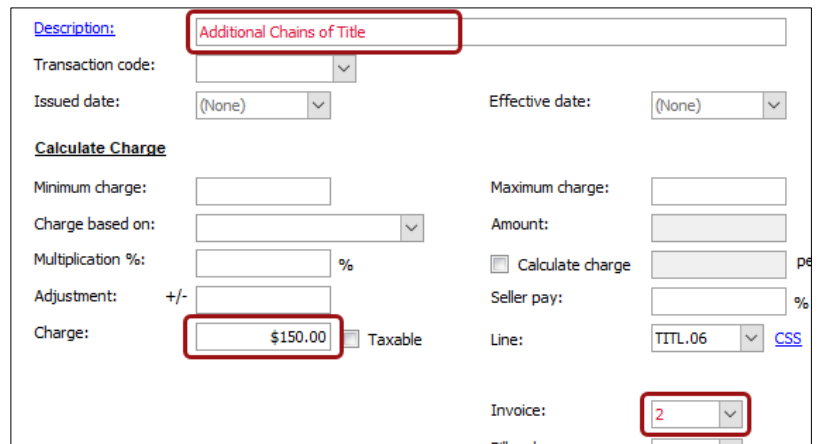
This breaks the link and will not include the revenue sharing charge with your post-closing items.



4. Enter post-closing fees on the appropriate screen (i.e., **Additional Title Charges, Endorsements, Policy & Premiums Selection**)

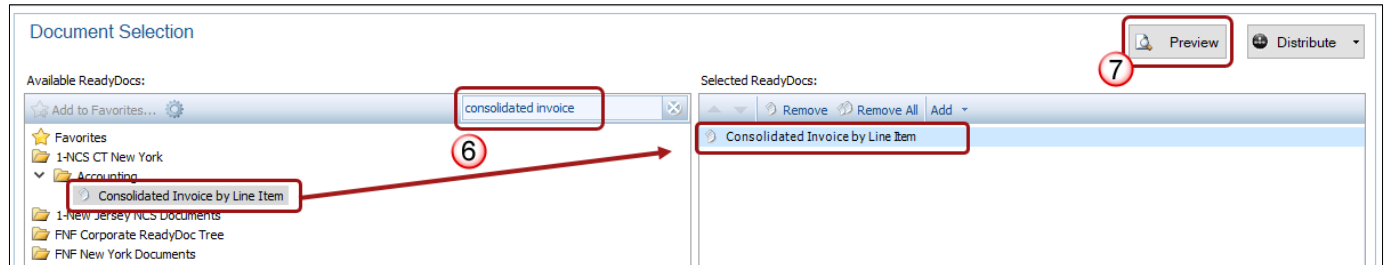
For each post-closing item added,

- a) Enter/verify the **Charge**
- b) Select **Invoice 2**



Once all post-closing charges have been entered,

5. From the **Order** ribbon, click the **Documents** button
6. Search for, and select the **Consolidated Invoice by Line Item**
7. Click the **Preview** button



8. When prompted, verify the **Invoice lines to include**; uncheck as needed
9. Click **OK**
10. **Print / Publish** to Smartview

