

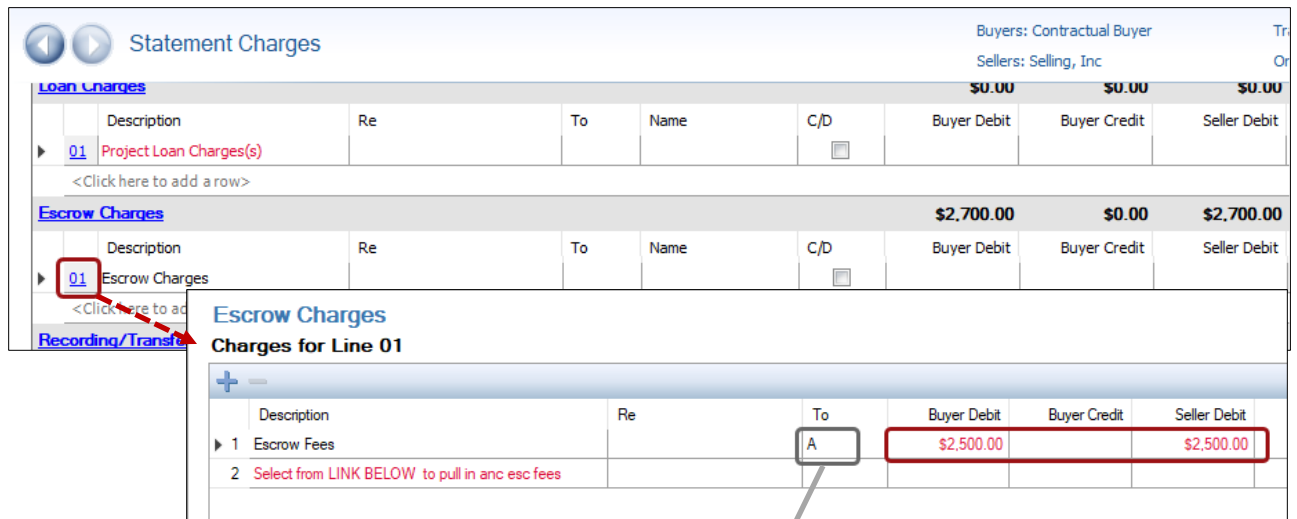
Disbursing the Multi-Site Master Order and Sub-Orders

Follow these steps to prep and disburse the multi-site master order and sub-orders.

Prepping the Multi-Site Master Order

IMPORTANT: Revenue screens are not used for the multi-site Master Order; all revenue charges are entered directly on the **Statement Charges** line.

1. Navigate to the **Statement Charges** screen
2. Enter project charge totals; charges can be copied from the project spreadsheet
3. Enter ancillary **Escrow Charges** (i.e., Document Preparation, Exchange Processing, etc.)
 - a. In the **Escrow Charges** section, click the **01** line number link
 - b. Using the **Escrow Fees** placeholder, enter the amount in the applicable **Buyer Debit/Seller Debit** field



Statement Charges

Buyers: Contractual Buyer
Sellers: Selling, Inc

						\$0.00	\$0.00	\$0.00
Description	Re	To	Name	C/D		Buyer Debit	Buyer Credit	Seller Debit
01 Project Loan Charges(s)								
<Click here to add a row>								
Escrow Charges						\$2,700.00	\$0.00	\$2,700.00
01 Escrow Charges								
<Click here to add a row>								

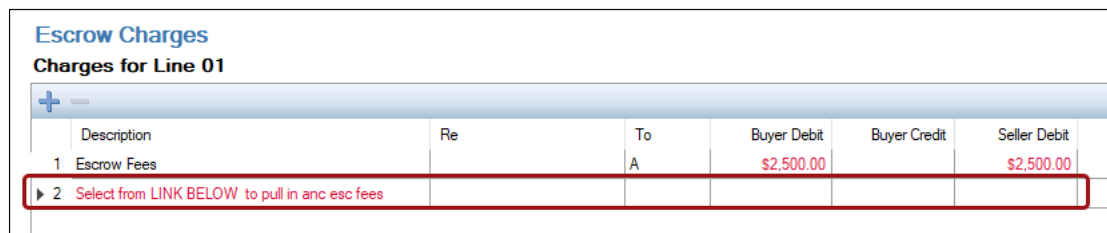
Escrow Charges

Charges for Line 01

Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit
1 Escrow Fees		A	\$2,500.00		\$2,500.00
2 Select from LINK BELOW to pull in anc esc fees					

NOTE: When entering the fees here, the **To**-code automatically populates for you.

- c. Entering a new fee
 - i. Highlight the next line in the grid



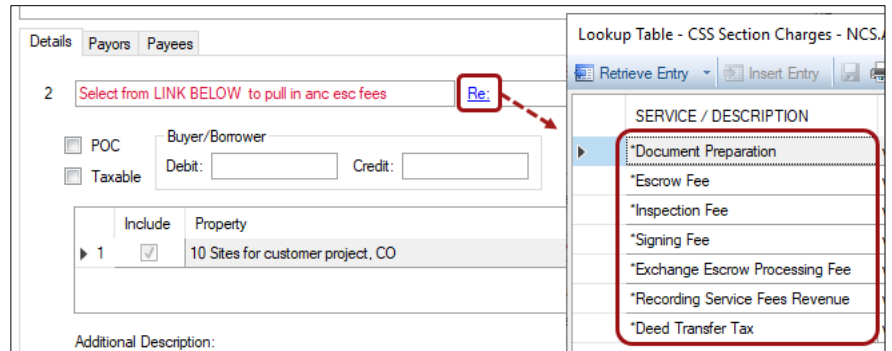
Escrow Charges

Charges for Line 01

Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit
1 Escrow Fees		A	\$2,500.00		\$2,500.00
2 Select from LINK BELOW to pull in anc esc fees					

Disbursing the Multi-Site Master Order and Sub-Orders


- ii. Below the grid, click the **Re** link to open the **Lookup Table**
- iii. Double-click the applicable entry

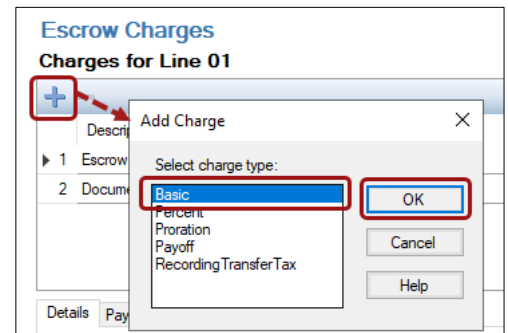


- iv. Enter the amount in the applicable **Buyer Debit/Seller Debit** field

Escrow Charges						
Charges for Line 01						
Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
1 Escrow Fees		A	\$2,500.00		\$2,500.00	
2 Document Preparation		A	\$200.00		\$200.00	

- d. Adding a new entry in the grid

- i. Click the **Add Charge**  icon to add a new blank line in the grid
- ii. Repeat **steps 3c (ii-iv)** until all charges have been entered



4. Click the **Close** button when all fees have been entered
5. Enter the,

- a. **Recording/Transfer Tax**

Recording/Transfer Tax						\$0.00	\$0.00	\$60,750.00
	Description	Re	To	Name	C/D	Buyer Debit	Buyer Credit	Seller Debit
01	Deed/State Transfer Tax		T	Fidelity National Titl...	<input type="checkbox"/>			\$58,000.00
02	Recording Fees/ Recording Servic...		T	Fidelity National Titl...	<input type="checkbox"/>			\$2,750.00
03	Mortgage Tax		T	Fidelity National Titl...	<input type="checkbox"/>			
04	Leasehold Tax		T	Fidelity National Titl...	<input type="checkbox"/>			
05	Intangibles Tax		T	Fidelity National Titl...	<input type="checkbox"/>			
06					<input type="checkbox"/>			

Disbursing the Multi-Site Master Order and Sub-Orders

b. Title Premium/ Endo/ Charges

Title Premium/ Endos/ Charges						\$0.00	\$0.00	\$637,750.00
	Description	Re	To	Name	C/D	Buyer Debit	Buyer Credit	Seller Debit
01	Owner's Premiums		T	Fidelity National Titl...	<input type="checkbox"/>			\$375,000.00
02	Owner's Endorsements		T	Fidelity National Titl...	<input type="checkbox"/>			\$50,000.00
03	Loan Premiums		T	Fidelity National Titl...	<input type="checkbox"/>			\$125,000.00
04	Loan Endorsements		T	Fidelity National Titl...	<input type="checkbox"/>			\$75,000.00
05	Search and Exam/Work Fees		T	Fidelity National Titl...	<input type="checkbox"/>			\$12,750.00

NOTE: The **Statement Charges** line displays the **T-Contact** as the **To-code**. The **Payees** tab behind the line for each entry, shows the **O-File to File Transfer to CSE file** Contact. Related revenue share for these charges is done in the Sub-Order.

Recording/Transfer Tax

Charges for Line 01

Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
1 Deed/State Transfer Tax		T				

Fees

Details

Payors

Payees

Code	Name
0	File to File Transfer to CSE file

Title Premium/ Endos/ Charges

Charges for Line 01

Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
1 Owner's Premiums		T				

Details

Payors

Payees

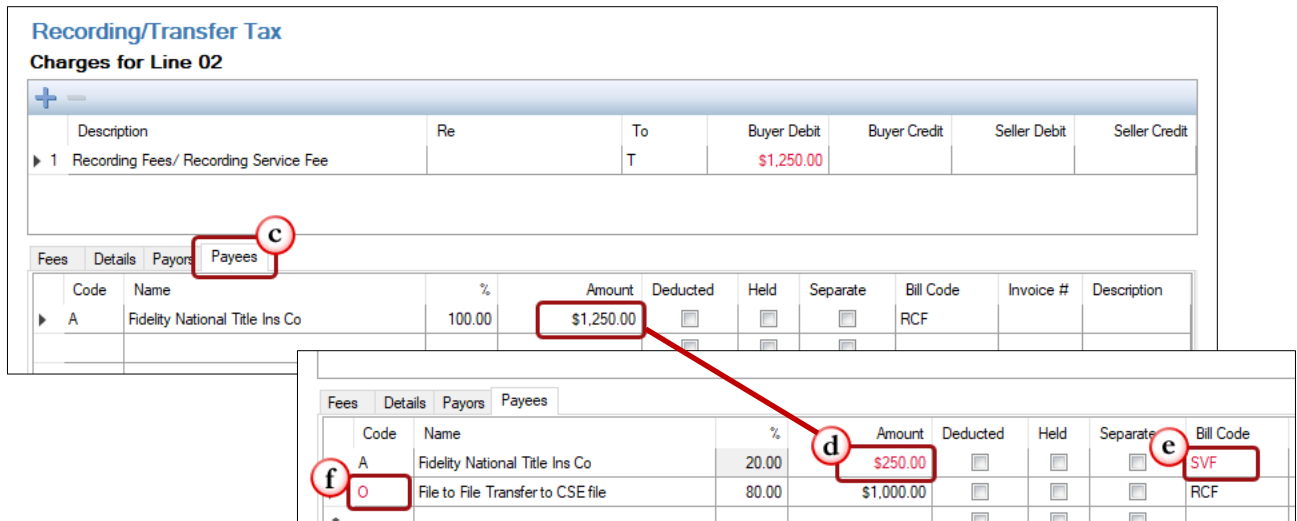
Code	Name	%	Amount	Deducted	Held	Separate	Bill Code	Invoice #	Description
0	File to File Transfer to CSE file	100.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TP		

Disbursing the Master Order

1. Update all project charge totals to match spreadsheet and master order
2. Verify funds received
3. If NCS is retaining split of **Recording Charges** and/or **Search and Exam/Work Fee** continue on; otherwise skip to **step 4**
 - a. Navigate to the **Statement Charges** screen
 - b. Click the **Line number** link of the corresponding entry
 - c. Click the **Payees** tab
 - d. In the **Amount** field, enter the amount to NCS; this automatically creates a second entry for the balance

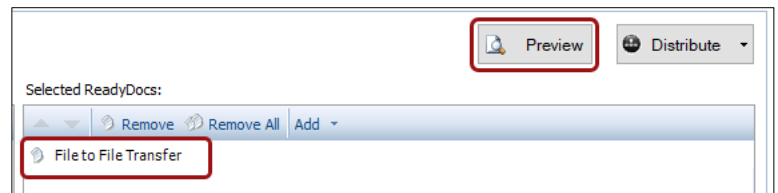
Disbursing the Multi-Site Master Order and Sub-Orders

- e. Verify the **Bill Code** on the line for the **A-Contact**, shows **SVF**; update if needed
- f. From the **Code** drop-down of the new entry, select the **O-Contact**



- g. Click the **Close** button
 - h. Repeat **steps (b-g)** if needed
4. Transfer **Recording/Transfer Tax** and **Title Premium/ Endo/ Charges** to CSE Portfolio Disbursements Order using the **O-File to File Transfer to CSE file** Contact

- a. Click the **Documents** button
- b. Search for and select the **File-to-File Transfer Form**
- c. Click the **Preview** button



- d. Answer prompts, clicking **OK** after each entry
 - i. **Payor Code (Transfer From) = Other**
 - ii. **Payor Code (Transfer From) = O (File to File Transfer to CSE file)**
 - iii. **Transfer to Escrow No.** = CSE Portfolio Master Order (number provided by CSE Dept)
 - iv. **Payor Code (Transfer To) = Other**
 - v. **Payor Code (Transfer To) = E (Escrow Company)**
 - vi. **Amount to be Transferred** = Total Recording/Transfer Tax and Title Premium/Endorsements/Charges payable to the **O-File to File Transfer to CSE file** Contact
 - vii. **Reason for Transfer = Multi-site revenue transfer from Master Order to CSE Portfolio Master Order**
 - viii. **Select who is signing the letter** = select from drop-down

Disbursing the Multi-Site Master Order and Sub-Orders

File to File Transfer
Order SRC JA Update Master Portfolio

Document 1 of 1 ← → Distribute

Fidelity National Title
Insurance Company
NATIONAL COMMERCIAL SERVICES | PHOENIX

FILE TO FILE TRANSFER

FOR USE IN TRANSFERRING FUNDS BETWEEN FILES WITHIN YOUR OWN OPERATION ONLY

Transfer From
Escrow Account: xTraining
Escrow No.: SRC JA Update Master Portfolio
Bank: Wells Fargo Bank, N.A.
Payor Code: O

Transfer To
Escrow Account: xTraining
Escrow No.: CSE Portfolio Master Orde
Bank: Wells Fargo Bank, N.A.
Payor Code: E
Amount: \$3,000.00

Reason for Transfer
Multi-site revenue transfer from Master Order to CSE Portfolio Master Order.

5. **Print/Publish** Form to Smartview
6. Send executed Form to Accounting
7. Navigate to the **Order Contacts** screen
8. Verify/enter the Contacts for the vendor contacts to receive payment
9. Enter third-party vendor disbursements
 - a. Navigate to the **Statement Charges** screen

In the applicable section,

- b. Click the **Line number** link
- c. Add a new line in the grid
- d. Enter the,
 - i. **Description**
 - ii. **To** = select the corresponding vendor contact
 - iii. **Amount** = enter in the applicable column
- e. Repeat **steps (c-d)** for each charge
- f. Click the **Close** button when all charges are entered

Additional Charges							\$0.00
	Description	Re	To	Name	C/D	Buyer Debit	
01	Third Party Vendors						
02	Zoning						
03							

<Click

Additional Charges						
Charges for Line 01						
	Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit
1	Third Party Vendors					
2						

Disbursing the Multi-Site Master Order and Sub-Orders

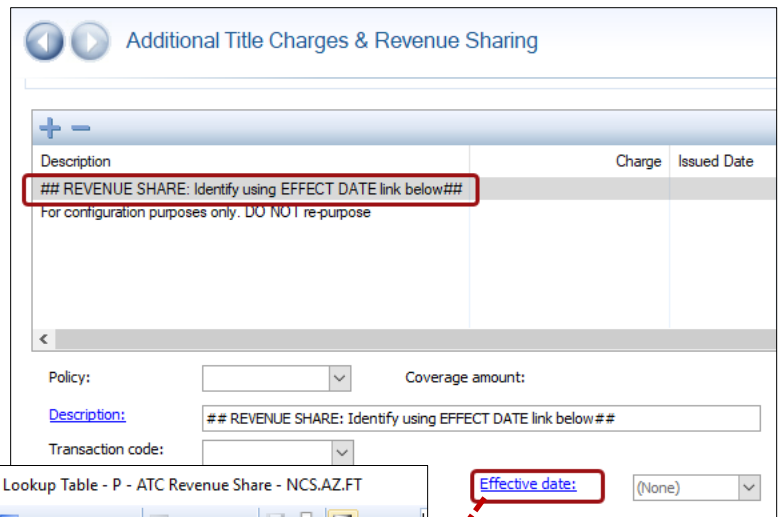
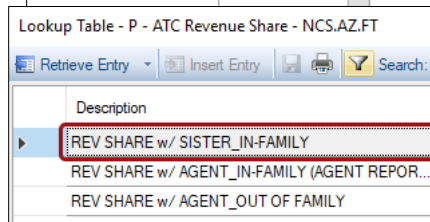
NOTE: Working below the first line, the total charge automatically recalculates the total originally entered with remaining available funds.

Disbursing Revenue Share in the Sub-Orders

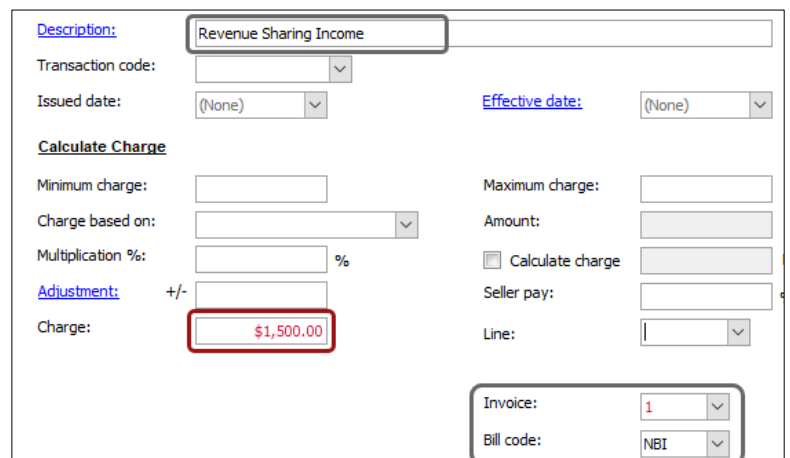
From the Sub-Order

1. Navigate to the **Additional Title Charges & Revenue Sharing** screen
2. Select the **###REVENUE SHARE: Identify using EFFECT DATE link below###** entry in the grid
3. Click the **Effective date** link (below the grid)
4. Double-click the applicable entry from the **Lookup Table**

This updates the grid to display the selection from the **Lookup Table** and the corresponding **Revenue Share** (or **Service Fee**) entry.

5. Highlight the newly created **Revenue Share/Service Fee** entry in the grid
6. In the **Charge** field, enter the amount due NCS (from spreadsheet); the **Invoice** and **Bill code** are populated for you



Disbursing the Multi-Site Master Order and Sub-Orders

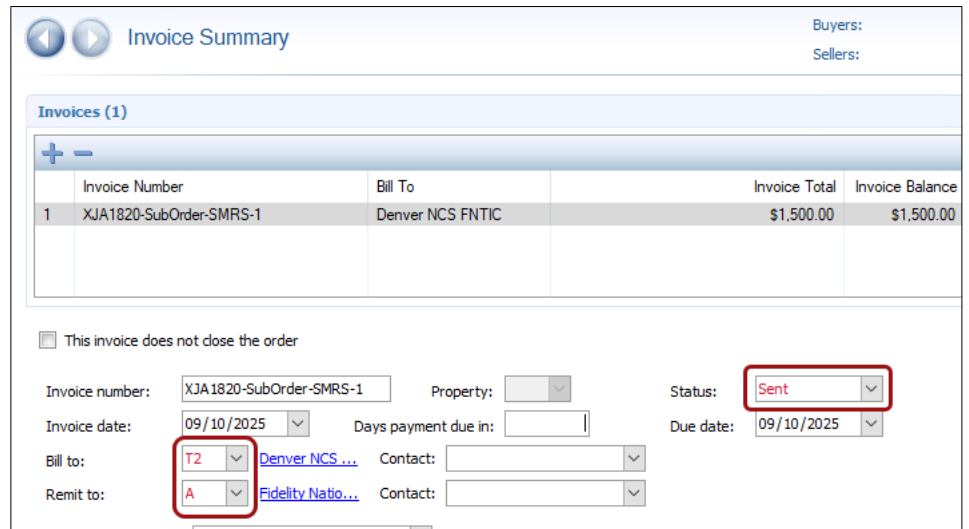
7. Navigate to the **Invoice Summary** screen

8. Verify the,

a. **Bill to = T2**

b. **Remit to = A**

9. From the **Status** drop-down, select **Sent**



The screenshot shows the 'Invoice Summary' screen. At the top, there are navigation arrows and the title 'Invoice Summary'. Below this, there are fields for 'Buyers:' and 'Sellers:'. A section titled 'Invoices (1)' contains a table with the following data:

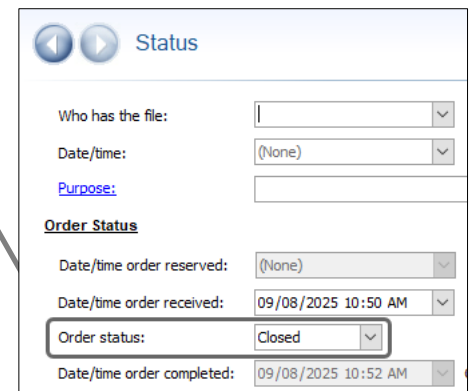
	Invoice Number	Bill To	Invoice Total	Invoice Balance
1	XJA1820-SubOrder-SMRS-1	Denver NCS FNTIC	\$1,500.00	\$1,500.00

Below the table, there is a checkbox labeled 'This invoice does not close the order'. Further down, there are several input fields and dropdown menus:

- Invoice number: XJA1820-SubOrder-SMRS-1
- Property: [dropdown]
- Status: **Sent** (highlighted with a red box)
- Invoice date: 09/10/2025
- Days payment due in: [input]
- Due date: 09/10/2025
- Bill to: **T2** (highlighted with a red box) [Denver NCS ...](#)
- Contact: [input]
- Remit to: **A** (highlighted with a red box) [Fidelity Natio...](#)
- Contact: [input]

10. Use the **Ctrl + Alt + C** keyboard shortcut to set the **Order status** to **Closed**

11. **Save** and **Exit** the order



The screenshot shows the 'Status' screen. At the top, there are navigation arrows and the title 'Status'. Below this, there are several input fields and dropdown menus:

- Who has the file: [input]
- Date/time: (None)
- Purpose: [input]
- Order Status**
- Date/time order reserved: (None)
- Date/time order received: 09/08/2025 10:50 AM
- Order status: **Closed** (highlighted with a red box)
- Date/time order completed: 09/08/2025 10:52 AM