COMMERCIAL: OPEN ORDER OVERVIEW – NCS CLT GREAT LAKES

Order Type	Order Contacts	Title Premiums	Endorsements	Revenue Sharing	Register	Documents
T/E orders (Local Orders)	E = blank A = your local office; Divert = T A2 = your local recording A3 = your office T = your local title office T2 = NCS Company non-revenue, if needed Other (NONREV) = blank U = your Underwriter	Policy Selection screen: - select Policy Lookup code Title Insurance Premium screen: - select Policy code to calculate premiums - CSS Payee = T	Endorsement screen 1. use + to add Endorsements 2. answer Custom Fields prompts 3. Verify Charge - CSS Payee = T	NONE NOTE: Users will share revenue among the 3 offices and need to open EO and TO orders; refer to below process and Job Aids.	Post Ledger Transfer to T-Contact	NONE
Title Only (Import Orders)	E = NCS Escrow Co Non-Revenue A = your local office; Divert = T A2 = your local recording A3 = your office T = your office T2 = NCS Escrow Co Non-Revenue (copies from E-Contact) Other (NONREV) = when T needs to pay themselves with check, if needed (non-revenue) U = customer requested Underwriter	Do **not** enter - Sales price - Loan amount Policy Selection screen: - select Policy Lookup code Title Insurance Premium screen: - select Policy code - enter Coverage amount for each policy - CSS Payee = T	Endorsement screen 1. use + to add Endorsements 2. answer Custom Fields prompts 3. verify Charge - CSS Payee = T	Additional Title Charges screen: Revenue Share Expense - Charge = **negative** amount CSS Payee = T CSS Payor = T	Order Transactions screen: - change Receipt for BA to T2 Register - post Ledger Transfer to T when T2 funds are received	Payment Transmittal Form (Agency) or (Branch) aka Split Sheet Amounts calculated from items entered on TIP and END screens
Escrow Only (Export Orders)	E = Blank A = your local office; Divert = blank A2 = your recording A3 = your local office T = NCS outside Title Co Non-revenue T2+ = use if more than one Title Company Other (NONREV) =blank U = Your Underwriter	Additional Title Charges screen or direct line to enter premiums: 1. use + to add a line 2. click Description link 3. select Title Premium (Export) 4. Charge = amount from T-Contact CSS Payee = T	Additional Title Charges screen or direct line to enter endorsements: 1. use + to add a line 2. click Description link 3. select Endorsement (Export) 4. Charge = amount from T-Contact CSS Payee = T	Additional Title Charges screen: Revenue Share Expense - Charge = **negative** amount CSS Payee = T CSS Payor = T Revenue Share Income - Charge = **positive** amount CSS Payee = A	Register 1. post Ledger Transfer to T 2. post check/wire to T- NCS outside title company 3. post Leger Transfer to A	Payment Transmittal Form (Agency) or (Branch) aka Split Sheet Prompts: - Enter Owner's TP + END amount - Enter Loan TP + END amount

Recording Charges: User discretion on how to enter fees (refer to Job Aid for the process); enter estimated amount on the Additional Title Charges screen or enter directly on the CSS Line RC.01.