SoftPro SELECT

Order Type	Order Contacts	Title Premiums	Endorsements	Revenue Sharing	Register	Documents
T/E orders (Local Orders)	**A** = your local office; **A2** = your local office for advanced recording repayment **T** = your local title office **T2** = 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 - use [+] to add **Endorsements** - answer **Custom Fields** prompts - 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)	**A** = your local office; **A2** = your local office for advanced recording repayment **T** = your office **T2** = NCS company Non-Revenue **T3** = Non-Revenue; only used when **T**-Contact needs to pay themselves with a check **U** = your 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 - use [+] to add **Endorsements** - answer **Custom Fields** prompts - verify **Charge** - CSS **Payee** = **T**	**Additional Title Charges** screen: **Revenue Share Expense** - **Charge** = **negative** amount - CSS **Payee** = **T** - CSS **Payor** = **T** - **Process As** = Reduce Funds	**Order Transactions** screen: - change **Receipt** for BA to **T2** (or party sending funds) **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)	**A** = your local office; **A2** = your local office for advanced recording repayment **T** = NCS outside Title company; Non-revenue **T2** =blank **U** = your Underwriter	**Additional Title Charges** screen or direct line to enter premiums: - use [+] to add a line - click **Description** link - select **Title Premium (Export)** - **Charge*** = amount from **T**-Contact - CSS **Payee** = **T**	**Additional Title Charges** screen or direct line to enter endorsements: - use [+] to add a line - click **Description** link - select **Endorsement (Export)** - **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** - post check/wire to T- NCS outside title company - 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

* Do **not** manually enter charges; select entry from **Lookup Table** and overwrite amount in **Charge** field.