Follow these steps when it is necessary to recognize partial revenue (i.e. from Search fees) prior to the close of escrow on orders where payment is to be received via wire at closing and are receipted through the Register.
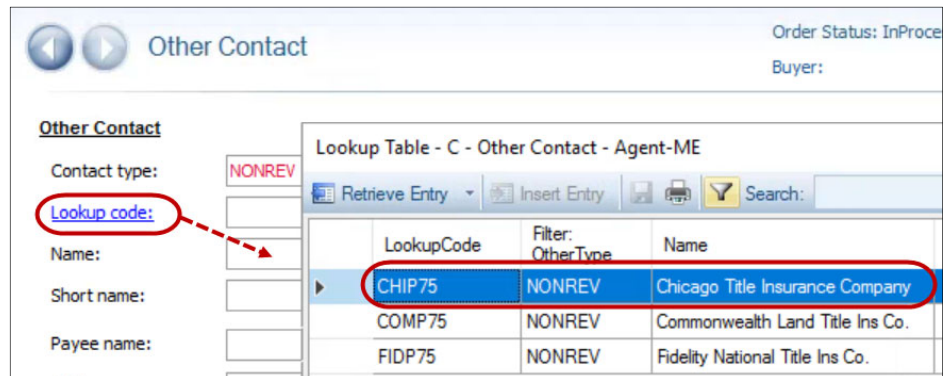
Skip to **Step 5** if the order is an approved attorney order where the Invoice is used to post revenue and funds are received via check, which is then sent to OAC.

1. Navigate to the **Order Contacts** screen

2. Double-click the **Other (NONREV)** Contact

3. Click the **Lookup code** link

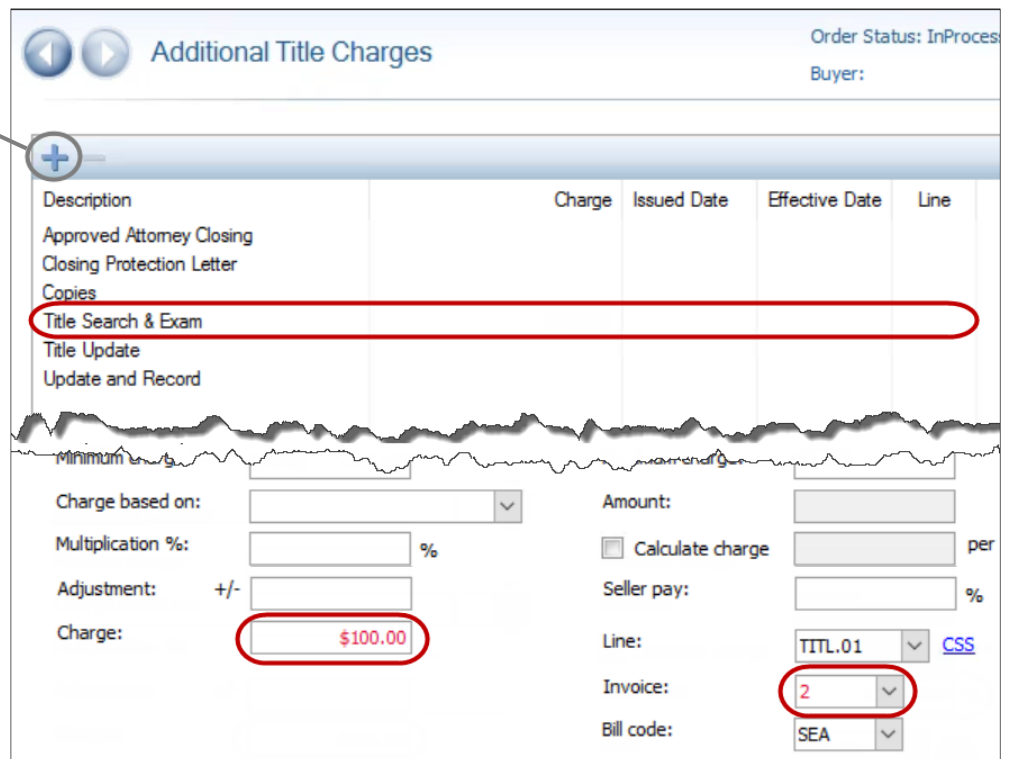4. Double-click the entry corresponding to the brand for your order

5. Navigate to the **Additional Title Charges** screen

6. Highlight the applicable placeholder in the grid; use the **Add Additional Title Charge** ➕ icon if a placeholder does not exist

7. In the **Charge** field, enter the amount

8. From the **Invoice** drop-down, select **2**
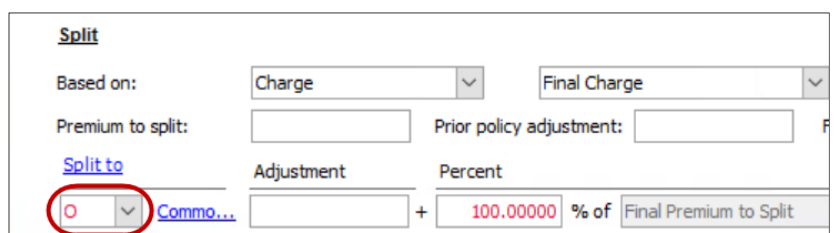
9. From the **Split to** drop-down, select the **Other (NONREV)** Contact setup in **Step 4**
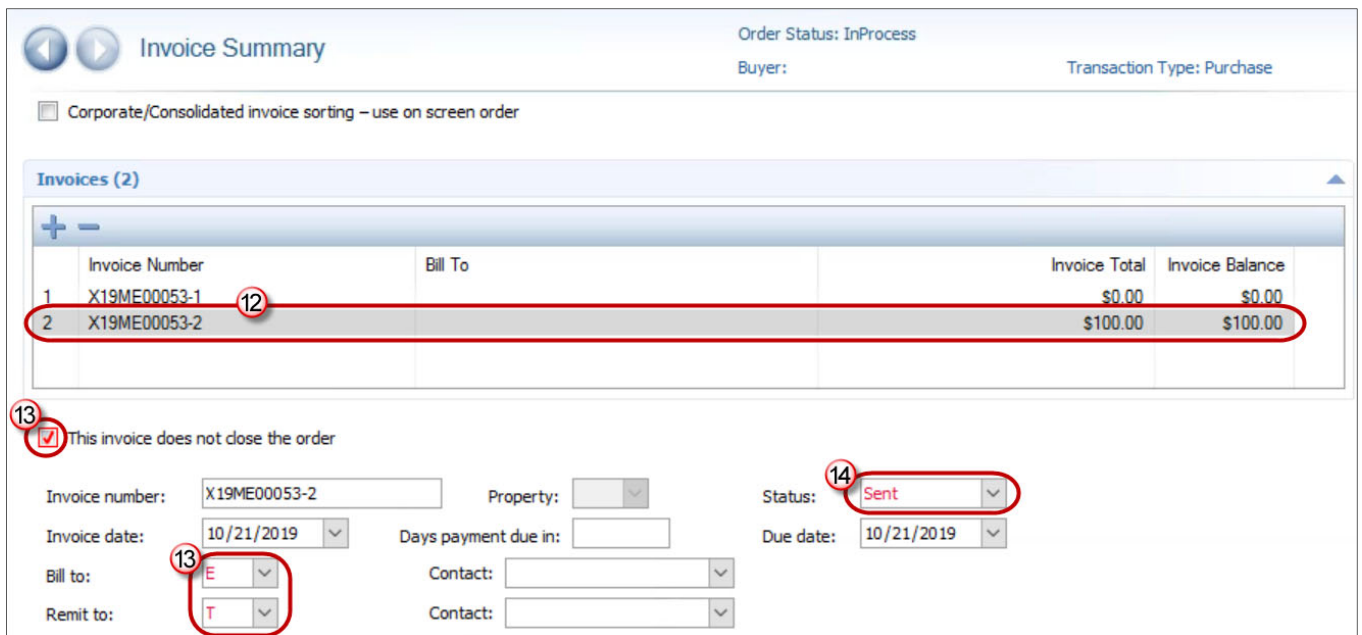
10. Navigate to the **Invoice Summary** screen

11. Highlight **Invoice 2** in the grid

12. Verify the,

   a) check box for **This invoice does not close the order** is checked
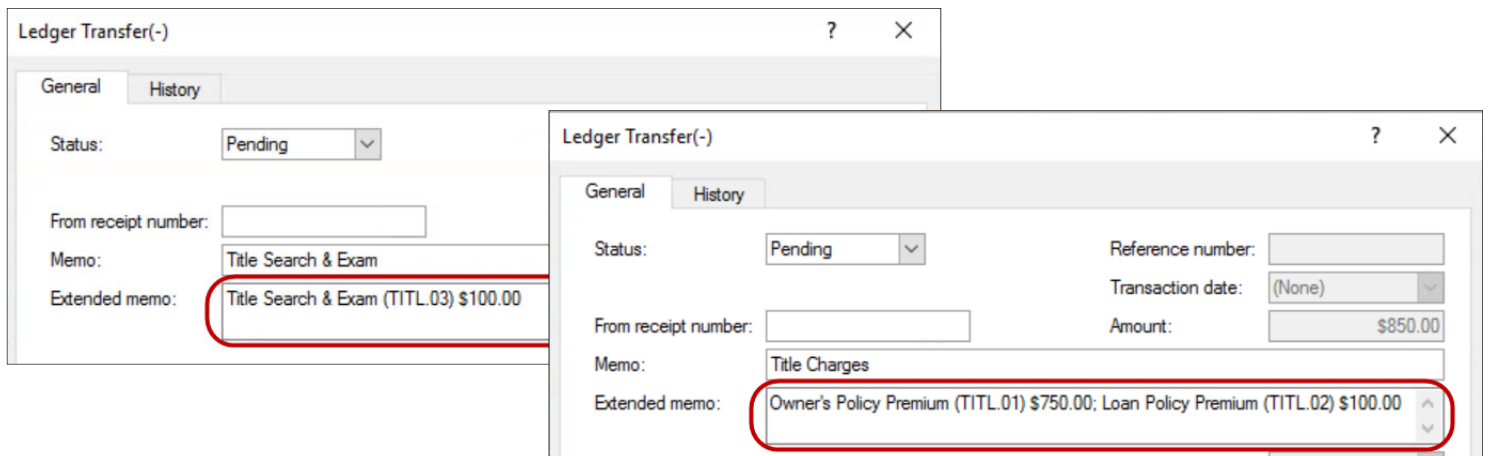
   b) **Bill to** = E

   c) **Remit to** = T

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

14. **Save** the order; this pushes the revenue to CRRAR

Nothing further needs to be done when the order closes. The **Register** shows two **Ledger Transfers**: one containing the above fee and the other includes all other revenue.