

## Recognizing Partial Revenue Prior to Closing

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.

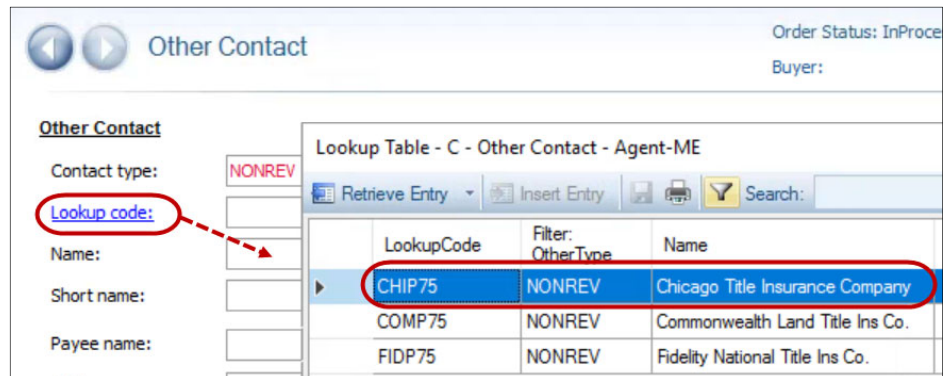
Skip to **Step 5** if the order is an approved attorney order where the Invoice is used to post revenue and funds are received via check, which is then sent to OAC.

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



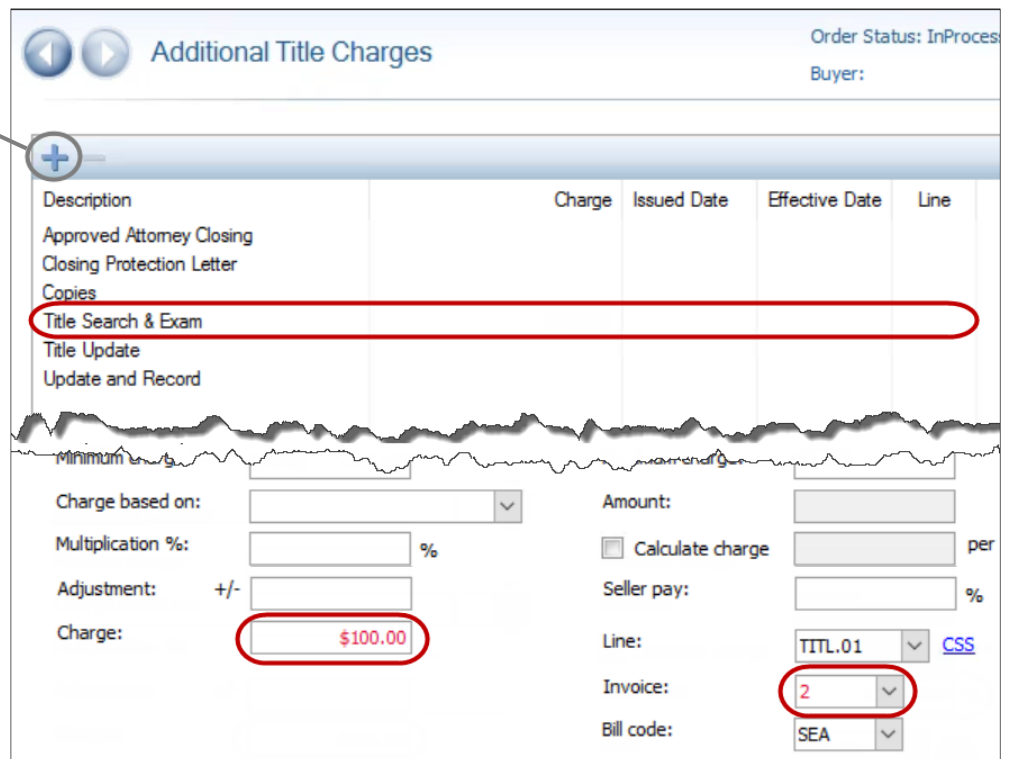
LookupCode	Filter: OtherType	Name
CHIP75	NONREV	Chicago Title Insurance Company
COMP75	NONREV	Commonwealth Land Title Ins Co.
FIDP75	NONREV	Fidelity National Title Ins Co.

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



Description	Charge	Issued Date	Effective Date	Line
Approved Attorney Closing				
Closing Protection Letter				
Copies				
Title Search & Exam				
Title Update				
Update and Record				

Charge based on:  Amount:

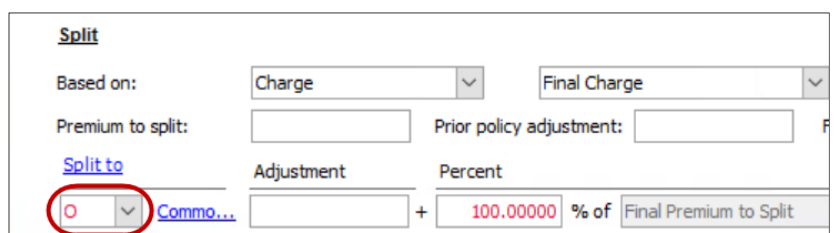
Multiplication %:  % ☐ Calculate charge  per

Adjustment: +/-  Seller pay:  %

Charge:  Line:  [CSS](#)

Invoice:  Bill code:

9. From the **Split to** drop-down, select the **Other (NONREV)** Contact setup in **Step 4**



**Split**

Based on:  Final Charge:

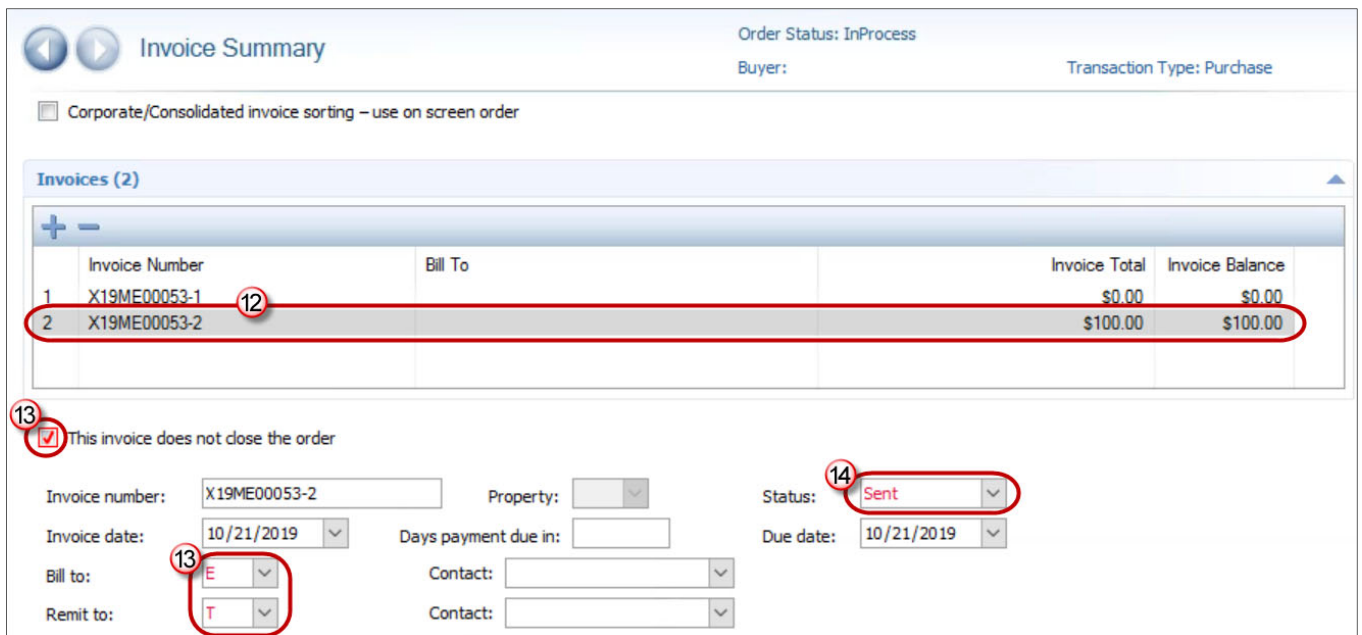
Premium to split:  Prior policy adjustment:

[Split to](#) Adjustment Percent

[Commo...](#) + 100.00000 % of Final Premium to Split

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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**



**Invoice Summary** Order Status: InProcess Buyer: Transaction Type: Purchase

☐ Corporate/Consolidated invoice sorting – use on screen order

Invoices (2)		Invoice Total	Invoice Balance
1	X19ME00053-1	\$0.00	\$0.00
2	X19ME00053-2	\$100.00	\$100.00

13 ☒ This invoice does not close the order

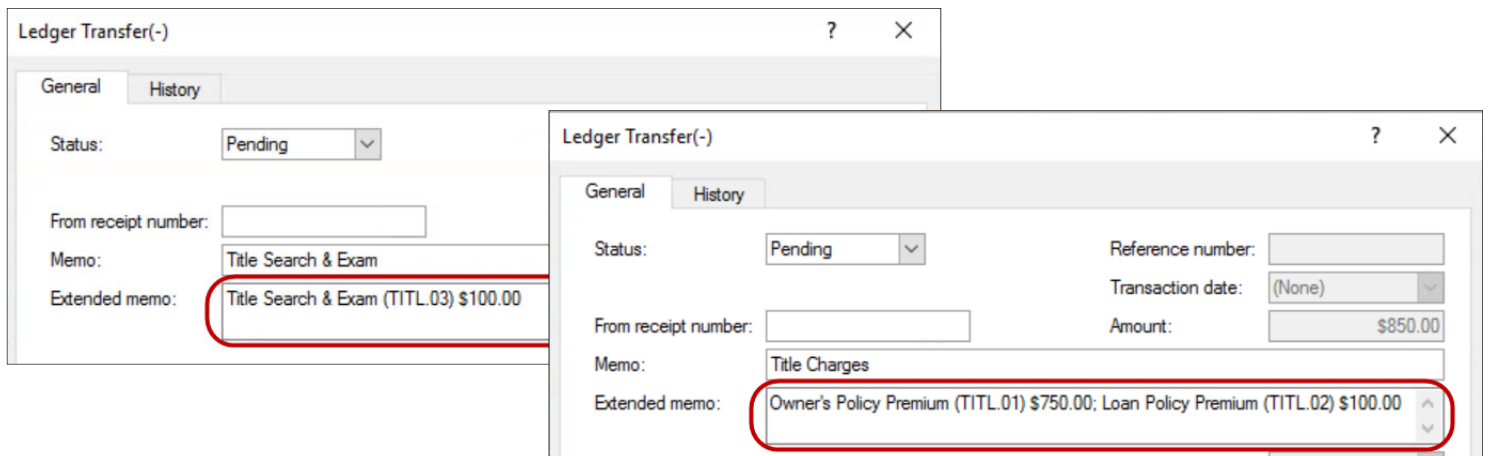
Invoice number: X19ME00053-2 Property: Status: 14 Sent

Invoice date: 10/21/2019 Days payment due in: Due date: 10/21/2019

Bill to: 13 E Contact: Remit to: T Contact:

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.



**Ledger Transfer(-)**

General History

Status: Pending

From receipt number: Memo: Title Search & Exam Extended memo: Title Search & Exam (TITL.03) \$100.00

**Ledger Transfer(-)**

General History

Status: Pending Reference number: Transaction date: (None) Amount: \$850.00

From receipt number: Memo: Title Charges Extended memo: Owner's Policy Premium (TITL.01) \$750.00; Loan Policy Premium (TITL.02) \$100.00