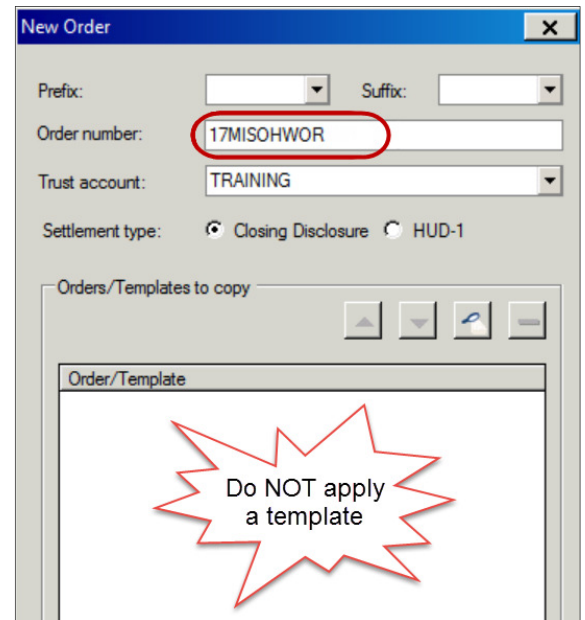


Reporting Miscellaneous Income Not Related to a Closing

Each Brand should have an order to report miscellaneous revenue. You can add as many invoices to the order as needed to report revenue to CRRAR throughout the year. Follow these steps to create the order, add invoices and report revenue.

Creating the Order

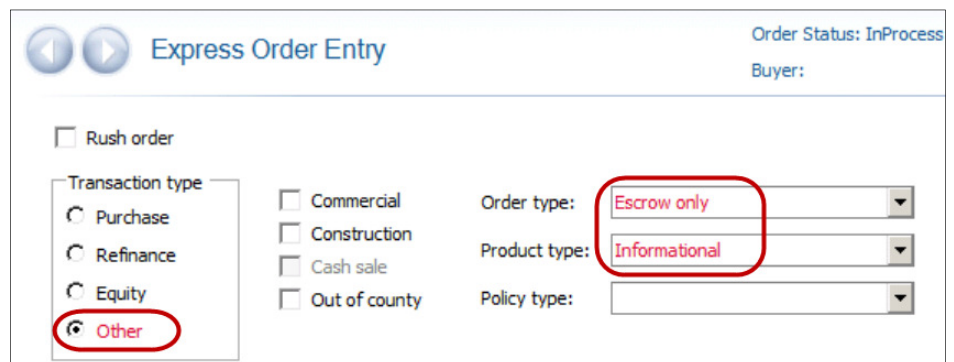
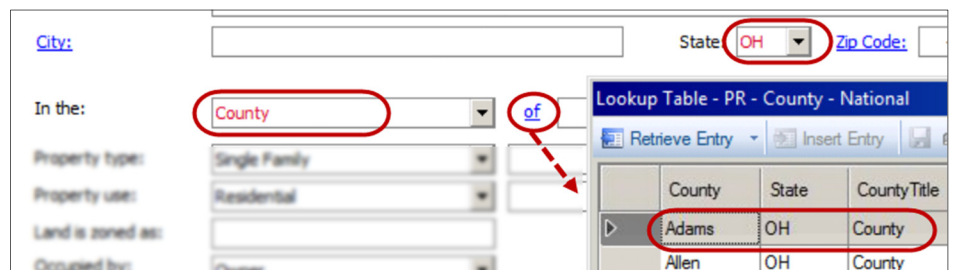
1. Open a new order
2. In the **Order number** field, highlight the system-generated order number
3. Enter the revenue order number as
[YY]MIS[your state][first 3 letters of branch name] (e.g.,
17MISOHWOR)
4. If applicable, delete the **Default** template; do not apply a template for this type of order
5. Click the **OK** button to generate the order



Entering Order Information

From the **Express Order Entry** screen,

6. Select,
 - a) **Transaction type = Other**
 - b) **Order type = Escrow only**
 - c) **Product type = Informational**
7. Enter Property information
 - a) From the,
 - i. **State** drop-down, select the state
 - ii. **Municipality** drop-down (In the drop-down below the **City** field), select **County**

County	State	CountyTitle
Adams	OH	County
Allen	OH	County

Reporting Miscellaneous Income Not Related to a Closing

- b) Click the **of** link to select the applicable **County** from the **Lookup Table**; this is required to populate the **County GLC** code
- c) From the **Property type** drop-down, select **Vacant Land**



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

9. Add the Revenue Contacts using the **Add Contacts**




- a) **A**-Settlement Agent; check the **Marketing Source** check box
- b) **T**-Title Company
- c) **U**-Underwriter



Type	Name	Code
★ Settlement Agent	Chicago Title Company, LLC	A
Title Company	Chicago Title Company, LLC	T
Underwriter	Chicago Title Insurance Company	U

Adding Invoices

From the **Order Contacts** screen,

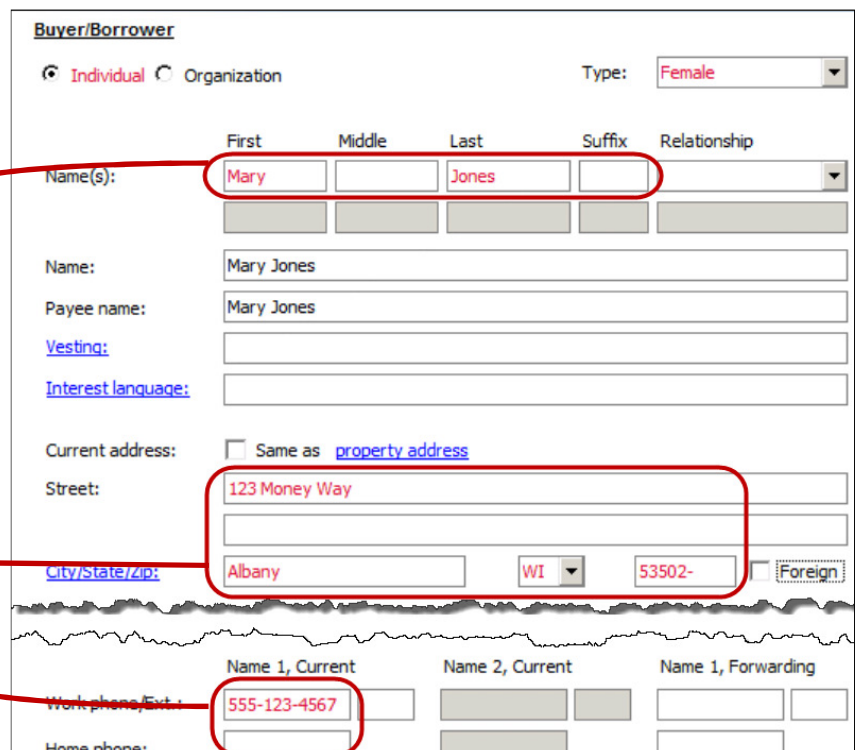
1. Click the **Add Contacts**  icon
2. Select **Buyer/Borrower**; click **OK**



3. Enter the information for the Party presenting you with payment

You **must** add,

- a) **Name(s)**
- b) **Current address**
- c) **Phone number**



Buyer/Borrower

☒ Individual ☐ Organization Type: **Female**

Name(s): **Mary Jones**

Name: **Mary Jones**

Payee name: **Mary Jones**

Vesting:

Interest language:

Current address: ☐ Same as [property address](#)

Street: **123 Money Way**

City/State/zip: **Albany WI 53502**

Foreign: ☐

Name 1, Current: **555-123-4567**

Name 2, Current:

Name 1, Forwarding:

Work phone/Ext.: **555-123-4567**

Home phone:

Reporting Miscellaneous Income Not Related to a Closing

4. Navigate to the **Invoice** screen

5. Add an **Invoice**

a) Click the **Add**

Invoice  icon

b) Select **Bill to**; this is the **Buyer/Borrower** Contact as noted in **Step 1**

c) Select **Remit to** = **A-Contact**

d) Set **Status** = **Sent**

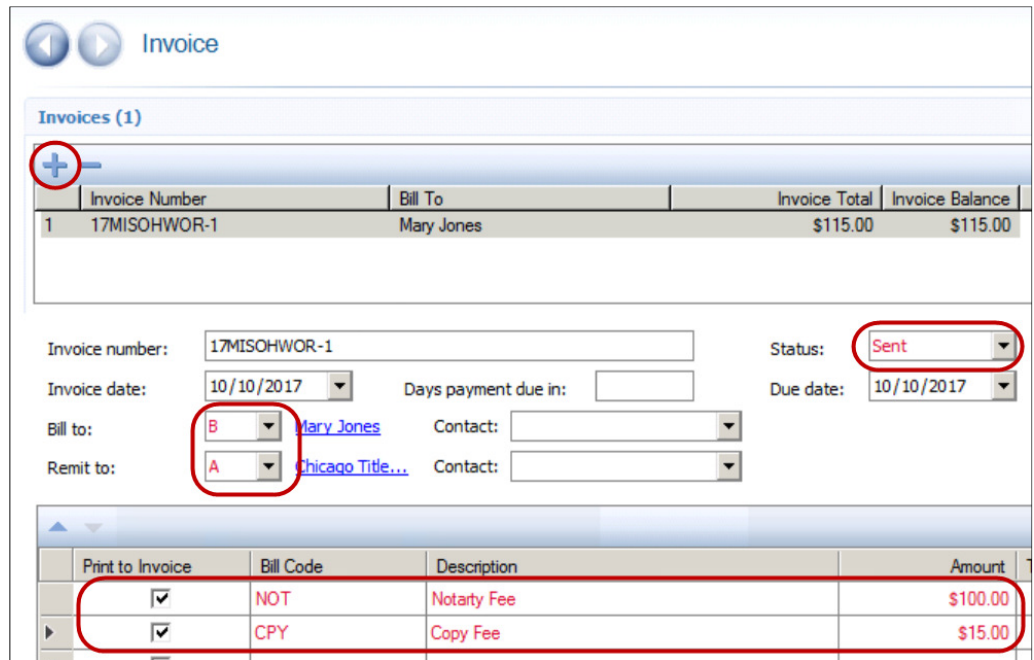
6. Enter invoice charges; select from the drop-down or enter,

a) **Bill Code**

b) **Description**

c) **Amount**

d) Verify the **Print to Invoice** check box is checked for each item entered



Invoice Number	Bill To	Invoice Total	Invoice Balance
1 17MISOHWOR-1	Mary Jones	\$115.00	\$115.00

Invoice number: 17MISOHWOR-1 Status: **Sent**

Invoice date: 10/10/2017 Days payment due in: Due date: 10/10/2017

Bill to: **B** Mary Jones Contact: Contact:

Remit to: **A** Chicago Title... Contact: Contact:

Print to Invoice	Bill Code	Description	Amount
<input checked="" type="checkbox"/>	NOT	Notary Fee	\$100.00
<input checked="" type="checkbox"/>	CPY	Copy Fee	\$15.00

Record the payment information,

7. Click the **Invoice Payments** more/less bar

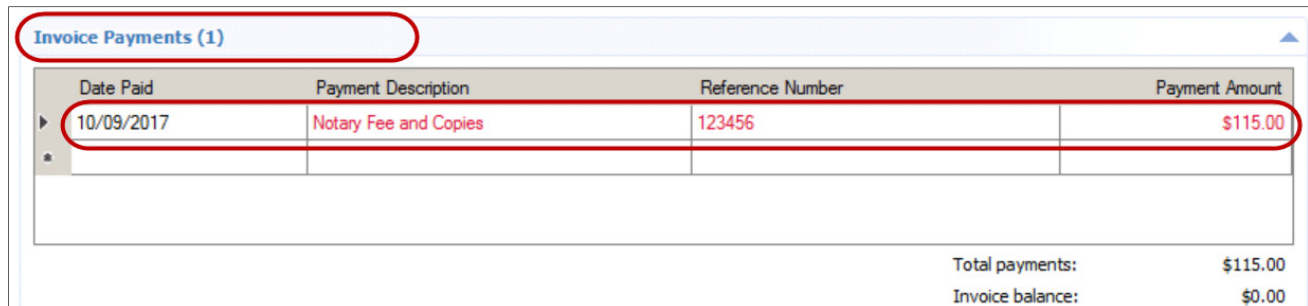
8. Enter (or select) the,

a) **Date Paid**

b) **Payment Description**

c) **Reference Number**

d) **Payment Amount**



Date Paid	Payment Description	Reference Number	Payment Amount
10/09/2017	Notary Fee and Copies	123456	\$115.00

Total payments: \$115.00

Invoice balance: \$0.00

9. **Save** the order; this transmits the information to CRRAR

10. Receipt the payment in CRRAR and deposit the check in the Operating Account

Reporting Miscellaneous Income Not Related to a Closing

Printing an Invoice

1. From the **Order** ribbon, click the **Documents** button
2. **Preview** the **Corporate Invoice**
3. Distribute as normal

