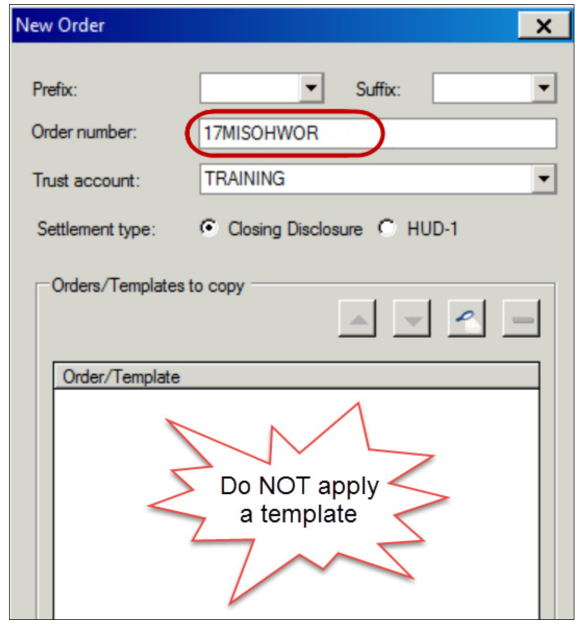
Each Brand should have an order to report miscellaneous revenue. You can add as many invoices to the order as needed to report revenue to CRRAR throughout the year. Follow these steps to create the order, add invoices and report revenue.

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**

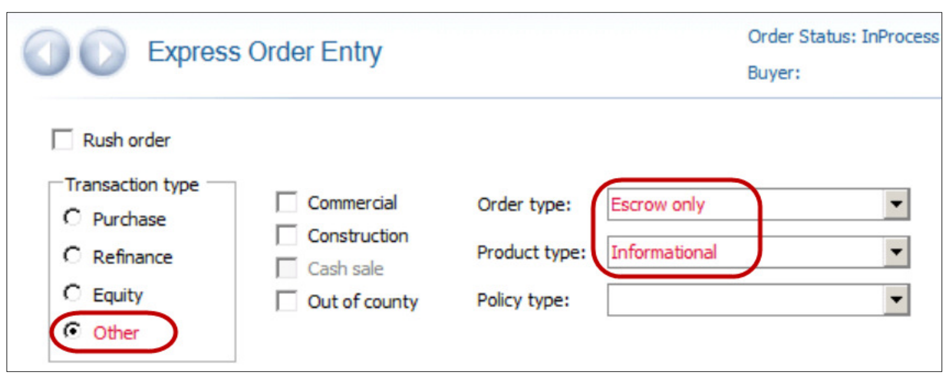
   b) **Order type = Escrow only**

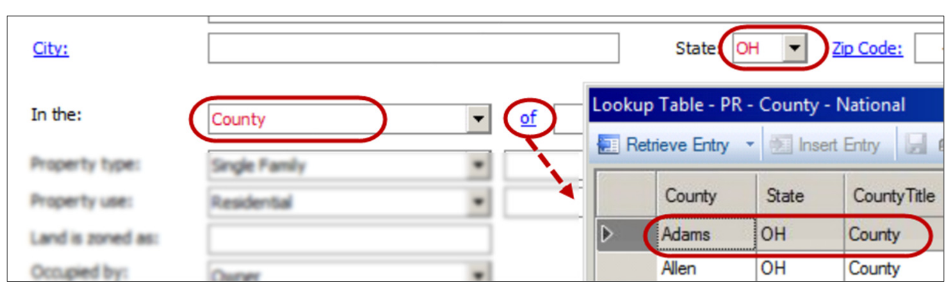
   c) **Product type = Informational**
7. Enter Property information

   a) From the,

      i. **State** drop-down, select the state

      ii. Municipality drop-down (**In the** drop-down below the **City** field), select **County**

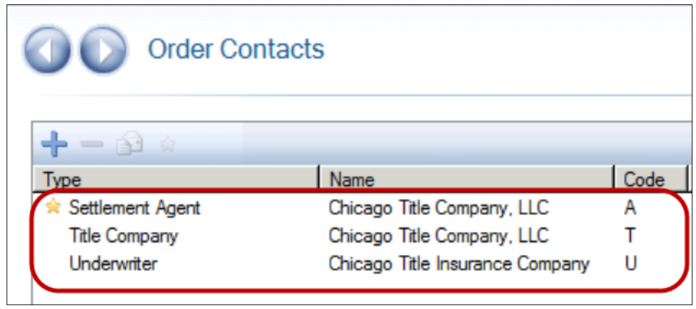




b) Click the **of** link to select the applicable **County** from the **Lookup Table**; this is required to populate the **County GLC** code

c) From the **Property type** drop-down, select **Vacant Land**

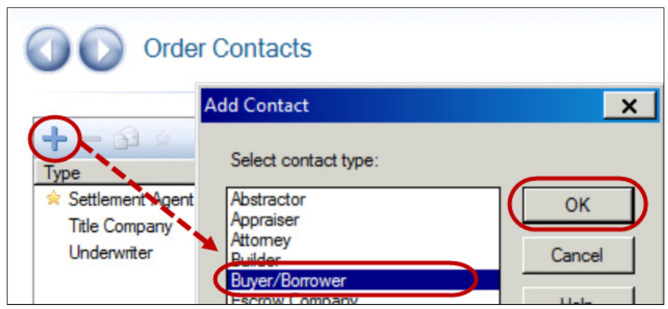
8. Navigate to the **Order Contacts** screen
9. Add the Revenue Contacts using the **Add Contacts** icon
    a) **A**-Settlement Agent; check the **Marketing Source** check box
    b) **T**-Title Company
    c) **U**-Underwriter



Adding Invoices

From the **Order Contacts** screen,

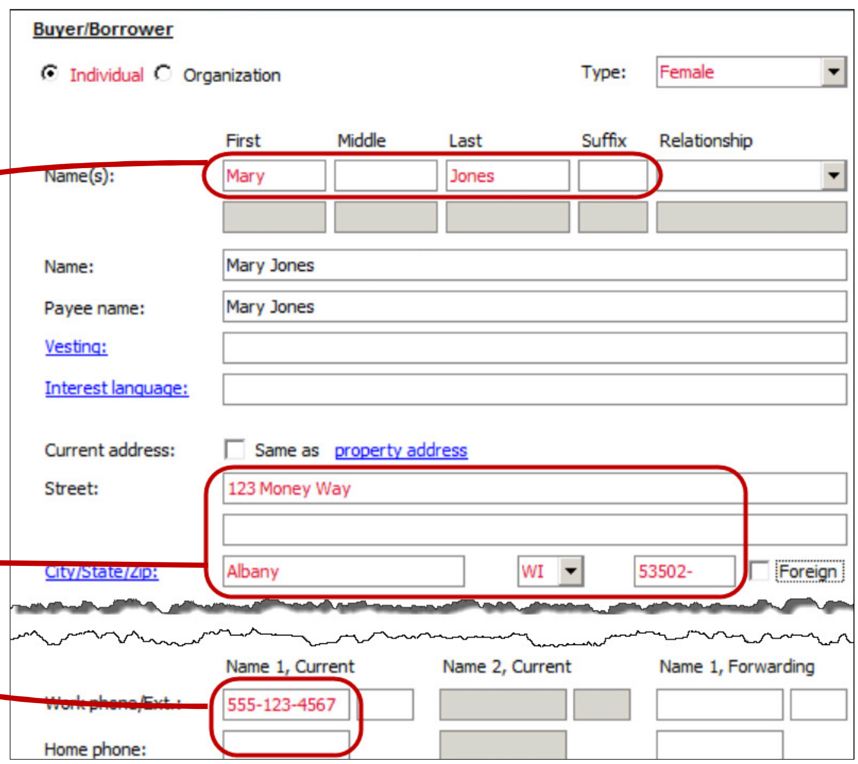
1. Click the **Add Contacts** icon
2. Select **Buyer/Borrower**; click **OK**



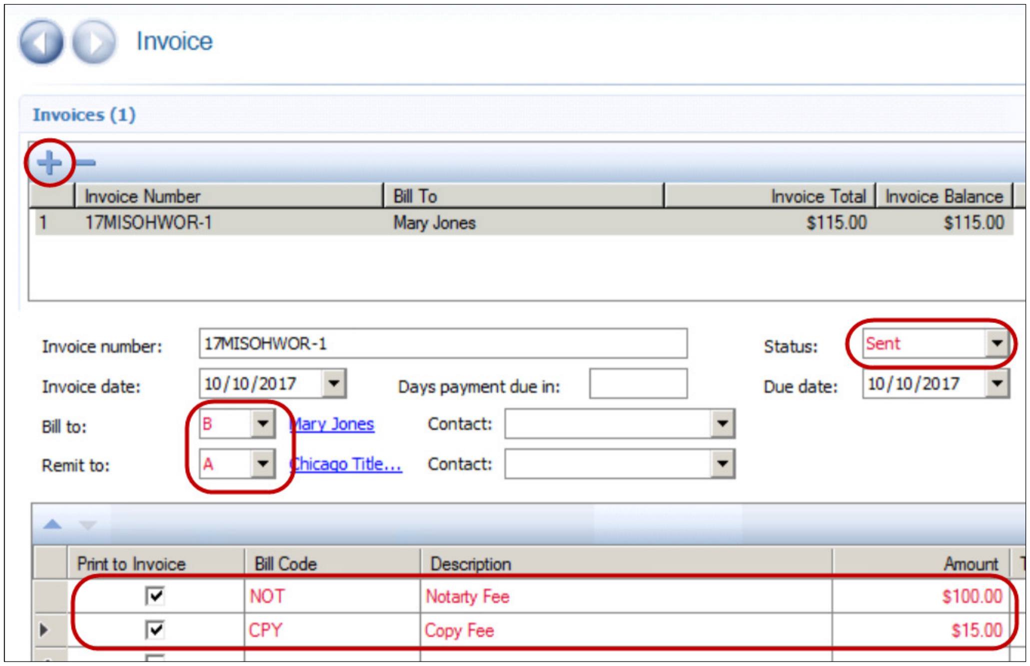
3. Enter the information for the Party presenting you with payment

You **must** add,

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



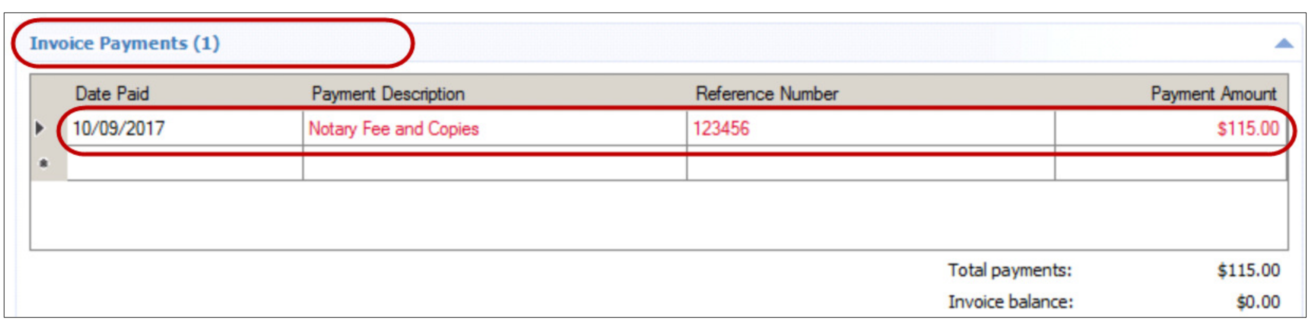
4. Navigate to the **Invoice** screen
5. Add an **Invoice**
   a) Click the **Add Invoice** icon
   b) Select **Bill to**; this is the **Buyer/Borrower** Contact as noted in **Step 1**
   c) Select **Remit to** = **A**-Contact
   d) Set **Status = Sent**



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

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**



9. **Save** the order; this transmits the information to CRRAR
10. Receipt the payment in CRRAR and deposit the check in the Operating Account

Printing an Invoice

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