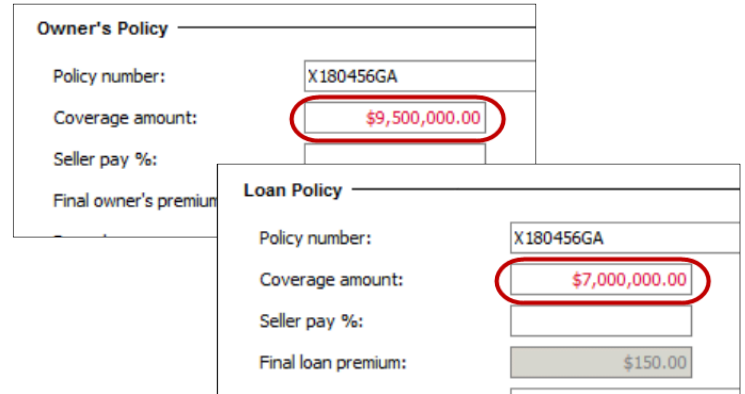


# COMMERCIAL: REVENUE SHARING – GA – NCS Atlanta

## Adding Revenue Sharing Income/Expense Entries on Escrow Only Orders

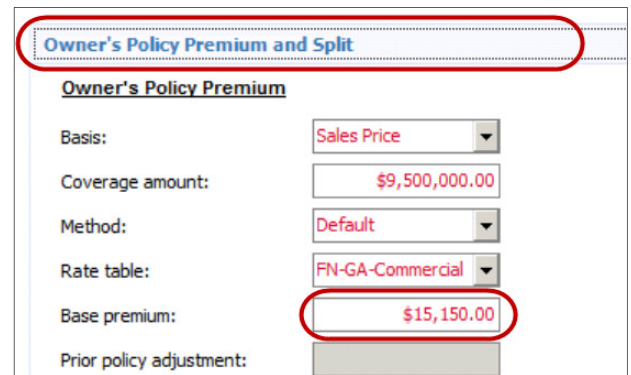
Follow these steps to disburse a portion of the Title premium revenue on Escrow only orders.

1. Navigate to the **Title Insurance Premiums** screen
2. Enter the,
  - a) **Owner's Policy > Coverage amount** = sales price
  - b) **Loan Policy > Coverage amount** = loan amount



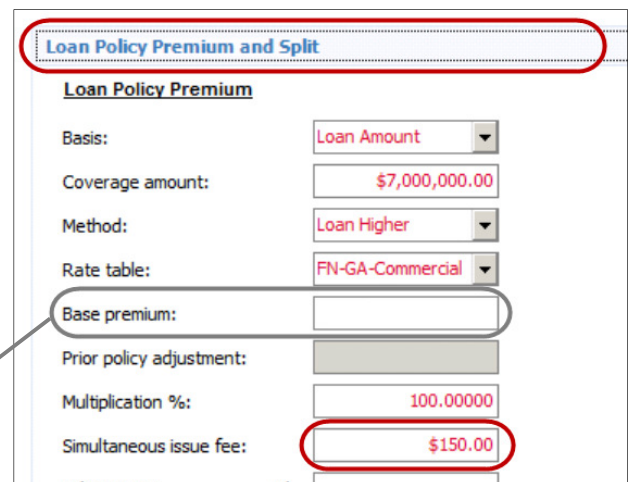
The screenshot shows two overlapping forms. The top form is titled "Owner's Policy" and contains the following fields: Policy number (X180456GA), Coverage amount (\$9,500,000.00), Seller pay %, and Final owner's premium. The bottom form is titled "Loan Policy" and contains: Policy number (X180456GA), Coverage amount (\$7,000,000.00), Seller pay %, and Final loan premium (\$150.00). Red circles highlight the Coverage amount fields in both forms.

3. Click the **Owner's Policy Premium and Split** more/less bar
4. In the **Base premium** field, enter the owner's premium amount



The screenshot shows the "Owner's Policy Premium and Split" form. It includes a section titled "Owner's Policy Premium" with the following fields: Basis (Sales Price), Coverage amount (\$9,500,000.00), Method (Default), Rate table (FN-GA-Commercial), Base premium (\$15,150.00), and Prior policy adjustment. Red circles highlight the "Owner's Policy Premium and Split" header and the Base premium field.

5. Click the **Loan Policy Premium and Split** more/less bar
6. In the **Simultaneous issue fee** field, enter the simultaneous premium amount



The screenshot shows the "Loan Policy Premium and Split" form. It includes a section titled "Loan Policy Premium" with the following fields: Basis (Loan Amount), Coverage amount (\$7,000,000.00), Method (Loan Higher), Rate table (FN-GA-Commercial), Base premium, Prior policy adjustment, Multiplication % (100.00000), and Simultaneous issue fee (\$150.00). Red circles highlight the "Loan Policy Premium and Split" header and the Simultaneous issue fee field.

NOTE: If a Refinance transaction, enter the loan premium amount in the **Loan Policy Premium > Base premium** field.

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

# COMMERCIAL: REVENUE SHARING – GA – NCS Atlanta

## Adding Revenue Sharing Income/Expense Entries on Escrow Only Orders

8. Highlight the **Revenue Sharing Income** entry in the grid

Additional Title Charges

Order Status: InProcess  
Buyer: Sunny Day, LLC and Sunny ... Transaction Type: Purchase

Description	Charge	Issued Date	Effective Date	Line	Invoice	Bill Code	Seller %
Search and Exam Fees	\$1,500.00				1	SEA	
Copies	\$150.00				1	CPY	
Tax Reports	\$25.00				1	SEA	
Title Updates	\$600.00				1	SEA	
Out of Pocket Expense	\$250.00				1	SVF	
Escrow Fee	\$1,500.00				1	ESC	
Search OAC					2	SEA	
Courier Fees	\$300.00				1	COLI	
<b>Revenue Sharing Income</b>					1	<b>NBI</b>	
Revenue Sharing Expense					1	NBE	

9. In the **Charge** field (below the grid), press the **F2** key; this clears the **\$0.00** and pulls in the total policy/endorsement amount

**Calculate Charge**

Minimum charge:  Maximum charge:

Charge based on:  Amount:

Multiplication %:  % ☐ Calculate charge

Adjustment: +/-  Seller pay:

Charge:  Taxable: ☐

Multiplication %:  %

Adjustment: +/-

Charge:  Taxable: ☐

10. In the **Multiplication %** field, enter the revenue share percent

The **Charge** field recalculates to show the percentage of the total revenue amount

11. Verify the,

- Line = REV.01
- Bill code = NBI

**Calculate Charge**

Minimum charge:  Maximum charge:

Charge based on:  Amount:

Multiplication %:  % ☐ Calculate charge

Adjustment: +/-  Seller pay:

Charge:  Taxable: ☐

Line:

Invoice:

Bill code:

12. Highlight the **Revenue Sharing Expense** entry in the grid

13. In the **Charge** field, press the **F2** key; this clears the **\$0.00** and pulls in the total policy/endorsement amount as a **negative** number

**Description:** Revenue Sharing Expense

Transaction code:

Issued date:

**Calculate Charge**

Minimum charge:

Charge based on:

Multiplication %:  %

Adjustment: +/-

Charge:  Taxable: ☐

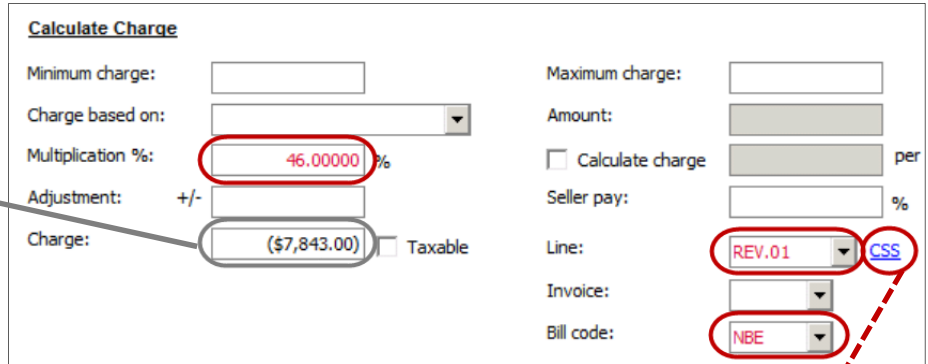
# COMMERCIAL: REVENUE SHARING – GA – NCS Atlanta

## Adding Revenue Sharing Income/Expense Entries on Escrow Only Orders

14. In the **Multiplication %** field, enter the same revenue share percent entered in **Step 10**

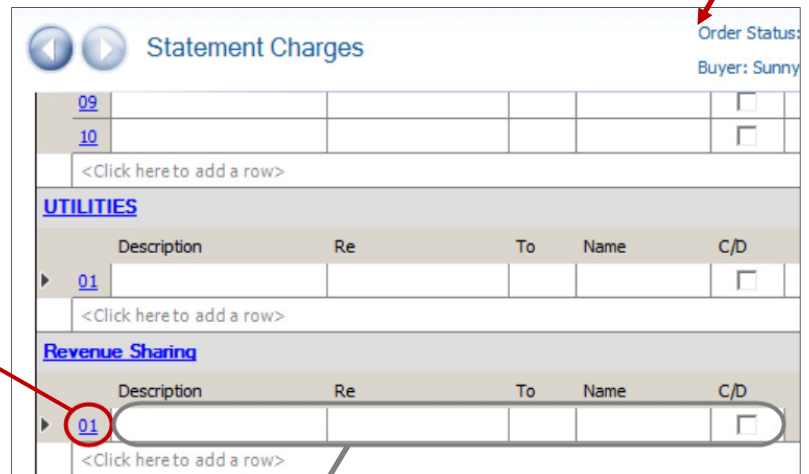
The **Charge** field recalculates to show the percentage of the total revenue amount

15. Verify the,
- Line** = REV.01
  - Bill code** = NBE



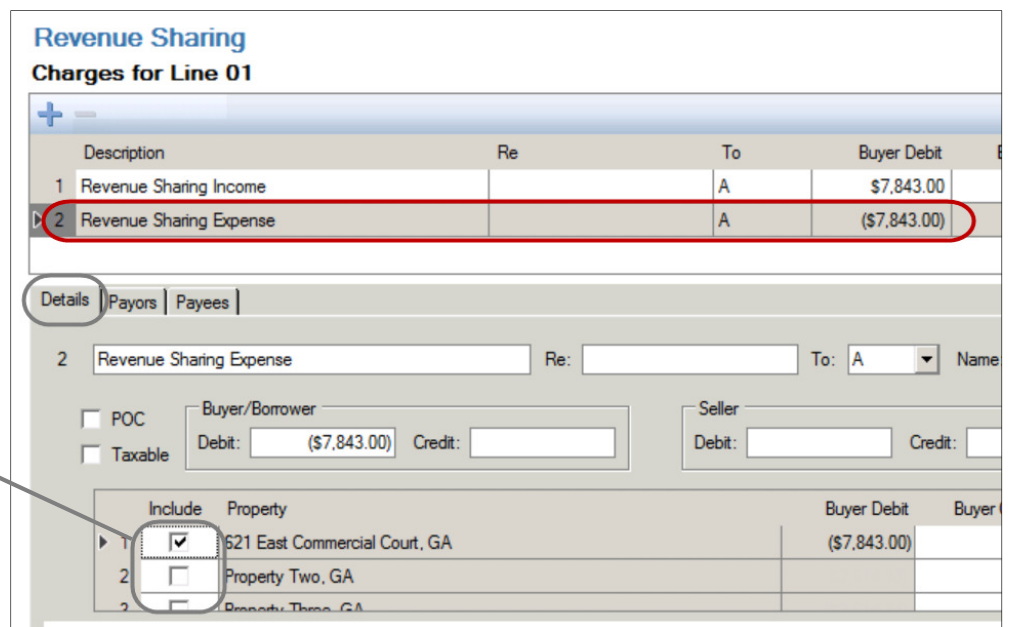
16. Click the **CSS** link to navigate to the corresponding line on the **Statement Charges** screen

17. Click the **Line** number link



NOTE: Since the Revenue Share information does not show on the Statement, these fields remain blank

18. Highlight the **Revenue Sharing Expense** entry in the grid



NOTE: If the order has multiple properties, CRRAR validation rules require the **Revenue Share Income/Expense** entries be associated with only **one** property.

19. Click the **Payors** tab
20. From the **Code** drop-down, select the **T2-Contact**; if multiple Buyers, select **T2** for each

**Revenue Sharing**  
**Charges for Line 01**

Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
1 Revenue Sharing Income		A	\$7,843.00			
2 Revenue Sharing Expense		A	(\$7,843.00)			

Details **Payors** Payees

Code	Name	Amount	POC	Disburse POC	For	Process As	Bill Code
T2	Chicago - Dallas TX	\$3,921.50	<input type="checkbox"/>	<input type="checkbox"/>	B	Reduce Funds	NBE
T2	Chicago - Dallas TX	\$3,921.50	<input type="checkbox"/>	<input type="checkbox"/>	B2	Reduce Funds	NBE

The **Process As** and **Bill Code** fields are automatically updated to show **Reduce Funds** and **NBE**, respectively.

21. Click the **Close** button