

Adding Revenue Sharing Income/Expense Entries

Follow these steps to enter the Revenue Share Expense/Income entries with an in-family Company.

When creating the Order,

1. Follow the Open Order process for your operation
2. Enter (or verify) Contacts

Revenue Contacts - Your Operation

Contact	Title Issuer	Divert Fees to
A-Settlement Agent (your Branch)	No	T (except on out-of-state orders)
T-Title Company (your Branch)	Yes - In CO & UT No – Out of CO & UT	Blank

Revenue Contacts - Split Related

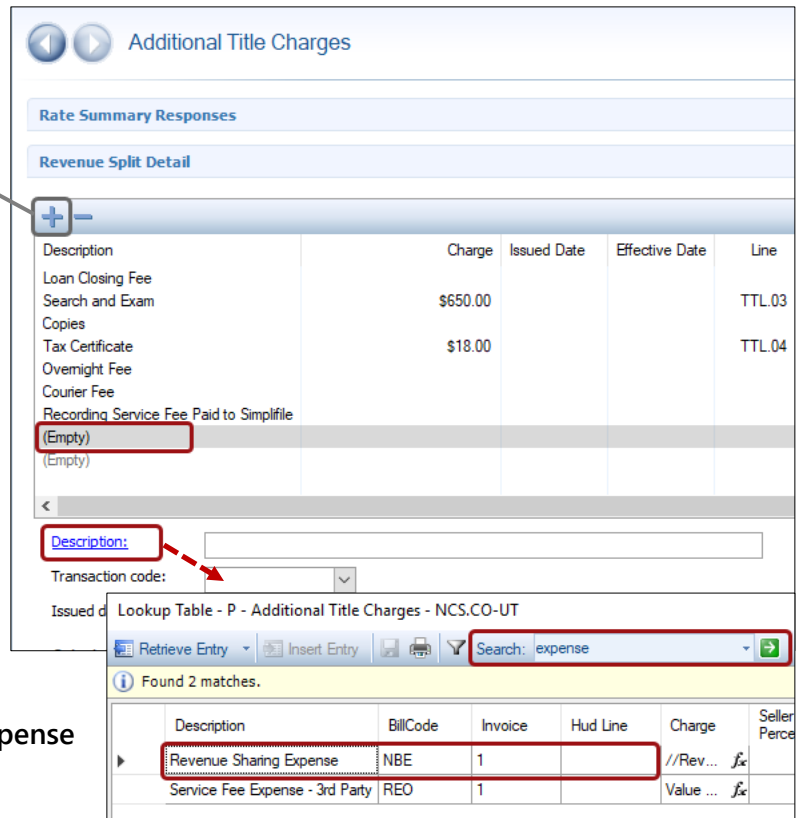
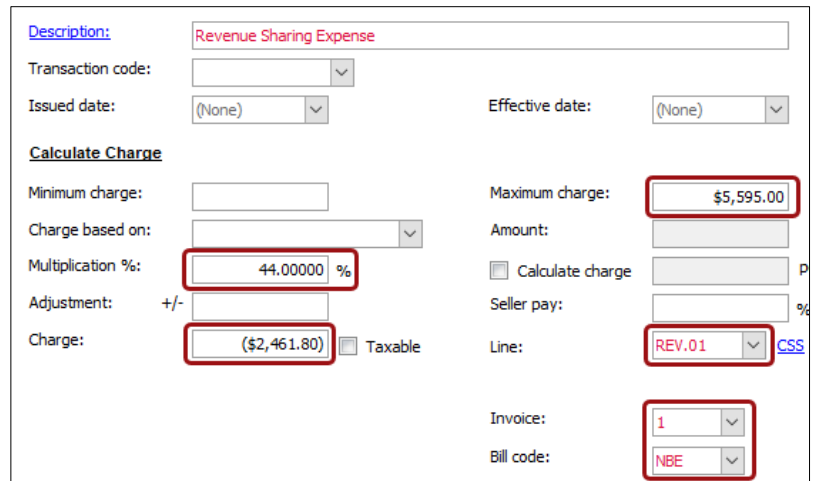
Property Location	Contact	Role
CO or UT	T2 -Title Company	Source of business – split recipient
	E -Escrow Company (mirrors T2 -Title Company)	Outside Closing Agent (title only)
Outside of CO & UT	T2 -Title Company	Title issuer
	T3 -Title Company (add)	Source of business – split recipient

3. Refer to the steps in the section corresponding to,
 - › [Title Only Transactions](#) (can choose an alternate option)
 - › [Title and Escrow Transactions – CO & UT Properties](#)
 - › [Title and Escrow Transactions – Out of State Properties](#)

Adding Revenue Sharing Income/Expense Entries

Title Only Transactions

1. Navigate to the **Additional Title Charges** screen
2. Select the next available **(Empty)** line in the grid; use the **Add Additional Title Charge** icon if needed
3. Click the **Description** link (below the grid) to open the **Lookup Table**
4. In the **Search** field, enter *expense*
5. Double-click the applicable entry,
 - › In Family: **Revenue Sharing Expense**
 - › Out of Family (Agents): **Service Fee Expense – 3rd Party**
6. Verify the,
 - a) **Maximum Charge** = premium total (policy + endorsements)
 - b) **Multiplication %**
 - › In Family = corresponding percentage based on the Commercial Guidelines Memo
 - › Out of Family = **30%**; the percentage can be overwritten based on the negotiated percentage
 - c) **Charge** = automatically calculates the total; can be overwritten with the negative value for the share given to the Agent receiving the split
 - d) **Line** = **REV.01**
 - e) **Invoice** = **1**
 - f) **Bill code**
 - › In Family = **NBE**
 - › Out of Family = **REO**

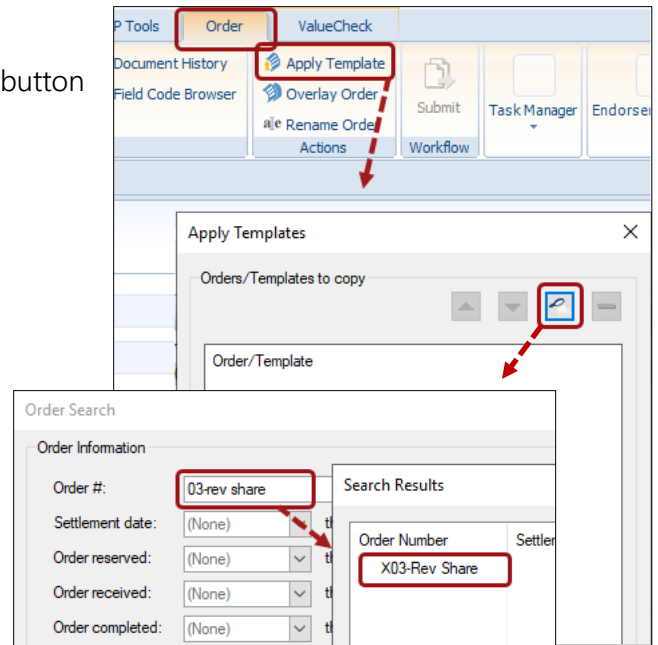



Adding Revenue Sharing Income/Expense Entries

Title and Escrow Transaction – CO & UT Properties

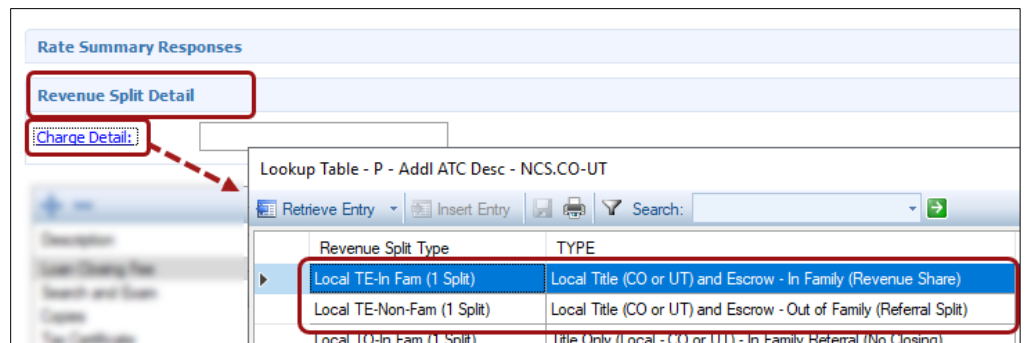
1. Navigate to the **Additional Title Charges** screen
2. Apply the **Rev Share** template
 - a) From the **Order** ribbon, click the **Apply Template** button
 - b) Search for the **03-Rev Share** template
 - c) Double-click to apply
 - d) Click **OK** when prompted

IMPORTANT: Do **not** apply template more than once.



When returned to the Select order,

3. Click the **Revenue Split Detail** more/less bar
4. Click the **Charge Detail** link
5. Double-click the applicable **Local T&E** entry
 - » In Family: **Local TE-In Fam (1 Split)**
 - » Out of Family: **Local TE-Non-Fam (1 Split)**
6. Verify the entries in the grid below the **\$\$\$REVENUE SPLIT\$\$\$** section placeholder



Description	Charge
Copies	
Tax Certificate	\$36.00
Overnight Fee	
Courier Fee	
Recording Service Fee Paid to Simplifile	
(Empty)	
(Empty)	
\$\$\$ REVENUE SPLITS - Local Title and Escrow - In Family (Referral Share) \$\$\$	
Revenue Sharing Income	\$6,703.02
Revenue Sharing Expense	(\$6,703.02)

7. Highlight the first added Revenue Split entry in the grid

Adding Revenue Sharing Income/Expense Entries

8. Using the below table, verify the field entries based on the **Revenue Split** entries added in **step 7 (Revenue Sharing vs. Service Fee)**

\$\$\$ REVENUE SPLITS - Local Title and Escrow - In Family (Referral Share) \$\$\$

Revenue Sharing Income	\$6,703.02
Revenue Sharing Expense	(\$6,703.02)

Description: Revenue Sharing Income

Transaction code:

Issued date: (None) Effective date: (None)

Calculate Charge

Minimum charge: Maximum charge: \$12,413.00

Charge based on: Amount:

Multiplication %: 54.00000 % ☐ Calculate charge

Adjustment: +/- Seller pay:

Charge: \$6,703.02 ☐ Taxable Line:

Invoice: Bill code: NBI

Field Name	In Family		Out of Family	
	Our Title (CO or UT) and Escrow – In Family (Revenue Share)		Our Title (CO or UT) and Escrow – Out of Family (Revenue Split)	
Description	Revenue Sharing Income	Revenue Sharing Expense	Service Fee Income – 3 rd Party	Service Fee Expense – 3 rd Party
Multiplication	Based on the Commercial Guideline Memo		Based on the Commercial Guideline Memo (update as negotiated)	
Charge	Calculated based on %	Negative of Income Share	Calculated based on % or enter negotiated flat amount	Negative of Income Share
Bill code	NBE	NBI	REF	REO
To-Code	T2 (Statement Charges screen)	T	T2 (Statement Charges screen)	T

9. Navigate to the **Statement Charges** screen > **Revenue Sharing / Hidden Splits** section
10. Click the **Line number** link
11. Verify the entries based on the above table

Revenue Share Income / Expense

Description	Re	To	Name	C/D
01 Revenue Sharing / Hidden Splits				

Revenue Share Income / Expense
Charges for Line 01

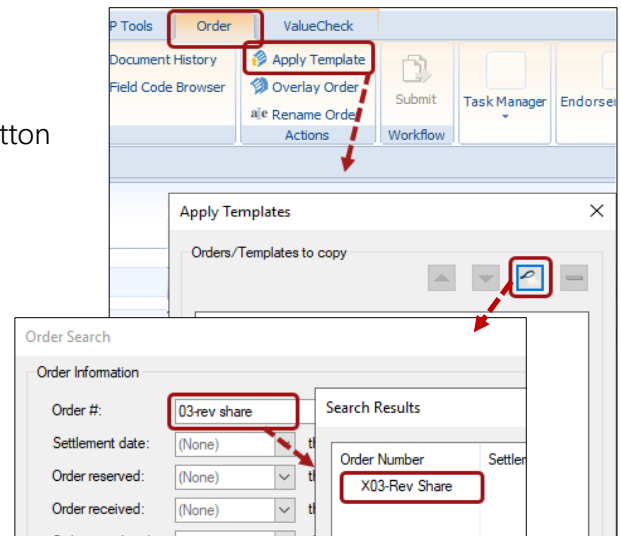
Description	Re	To	Buyer Debit
1 Revenue Splits Below			
2			
3 Revenue Sharing Income		T2	\$6,703.02
4 Revenue Sharing Expense		T	(\$6,703.02)
5 For configuration purposes only. DO NOT re-purpose			

Adding Revenue Sharing Income/Expense Entries

Title and Escrow Transaction – Out of State Properties

1. Navigate to the **Additional Title Charges** screen
2. Apply the **Rev Share** template
 - a) From the **Order** ribbon, click the **Apply Template** button
 - b) Search for the **03-Rev Share** template
 - c) Double-click to apply
 - d) Click **OK** when prompted

IMPORTANT: Do **not** apply template more than once.

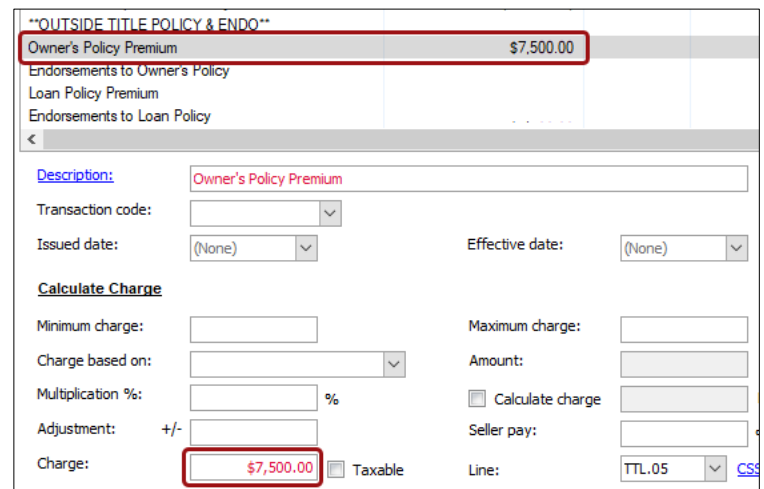


When returned to the Select order,

3. Locate the ****OUTSIDE TITLE POLICY & ENDO**** entry in the grid
4. Enter charges for the Policy Premiums and Endorsements using the placeholders


NOTE: These are automatically payable to the **T2-Contact** and included in the revenue sharing calculation.

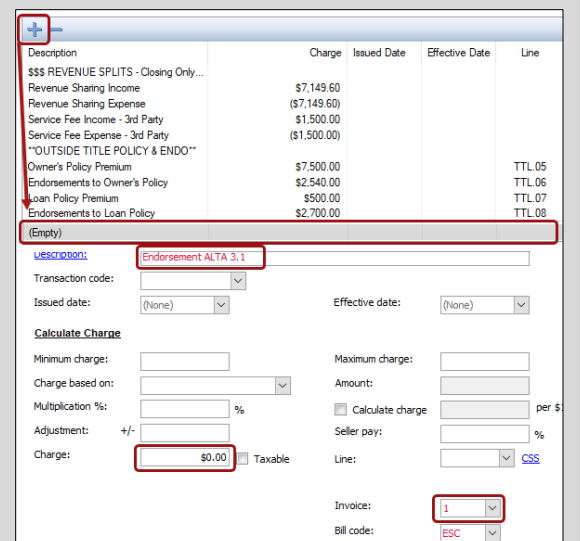
- a) Highlight the entry in the grid
- b) In the **Charges** field, enter the corresponding amount
- c) Repeat **steps a-b** for each entry in the grid



Description	Charge	Issued Date	Effective Date	Line
Owner's Policy Premium	\$7,500.00			TTL.05
Endorsements to Owner's Policy				TTL.06
Loan Policy Premium				TTL.07
Endorsements to Loan Policy				TTL.08

NOTE: If you need to detail out each Endorsement,

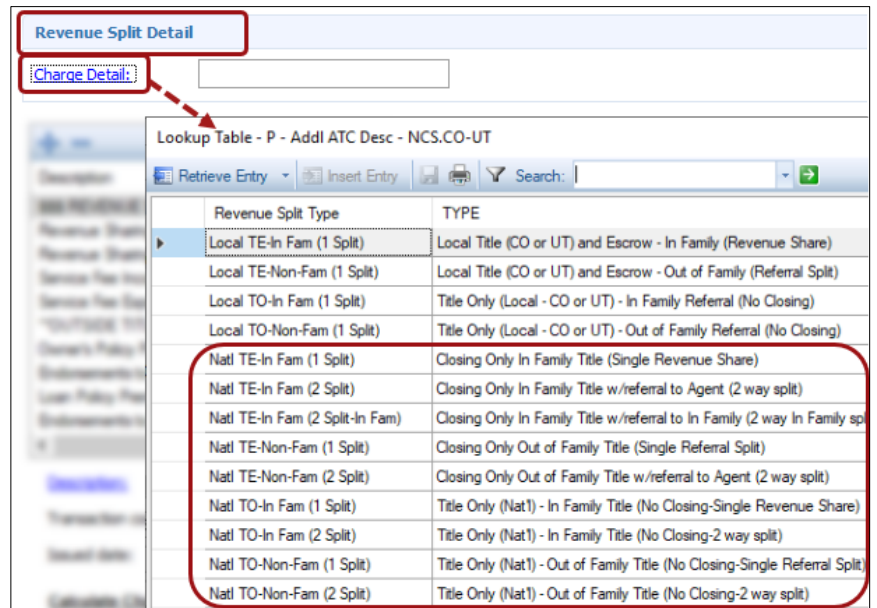
1. Enter a new line in the grid: click the **Add Additional Charge**  icon
2. Enter **NA** in the **Description** field, press the **Tab** key
3. Change the **Description** to include the full word, **Endorsement**, (i.e., **Endorsement ALTA 3.1**)
4. In the **Charge** field, enter the amount as needed
5. Enter an **Invoice** number to send to an invoice



Description	Charge	Issued Date	Effective Date	Line
\$\$\$ REVENUE SPLITS - Closing Only...				
Revenue Sharing Income	\$7,149.60			
Revenue Sharing Expense	(\$7,149.60)			
Service Fee Income - 3rd Party	\$1,500.00			
Service Fee Expense - 3rd Party	(\$1,500.00)			
OUTSIDE TITLE POLICY & ENDO				
Owner's Policy Premium	\$7,500.00			TTL.05
Endorsements to Owner's Policy	\$2,540.00			TTL.06
Loan Policy Premium	\$500.00			TTL.07
Endorsements to Loan Policy	\$2,700.00			TTL.08
(Empty)				
Endorsement ALTA 3.1	\$0.00			1

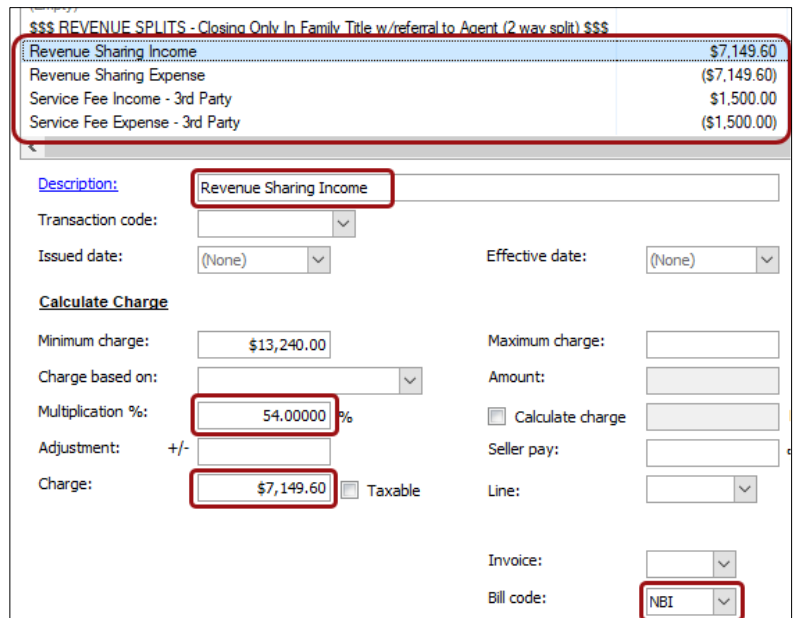
Adding Revenue Sharing Income/Expense Entries

5. Click the **Revenue Split Detail** more/less bar
6. Click the **Charge Detail** link
7. Double-click the applicable **Natl** entry; refer to the guide in **step 8** for additional detail if needed



Revenue Split Type	TYPE
Local TE-In Fam (1 Split)	Local Title (CO or UT) and Escrow - In Family (Revenue Share)
Local TE-Non-Fam (1 Split)	Local Title (CO or UT) and Escrow - Out of Family (Referral Split)
Local TO-In Fam (1 Split)	Title Only (Local - CO or UT) - In Family Referral (No Closing)
Local TO-Non-Fam (1 Split)	Title Only (Local - CO or UT) - Out of Family Referral (No Closing)
Natl TE-In Fam (1 Split)	Closing Only In Family Title (Single Revenue Share)
Natl TE-In Fam (2 Split)	Closing Only In Family Title w/referral to Agent (2 way split)
Natl TE-In Fam (2 Split-In Fam)	Closing Only In Family Title w/referral to In Family (2 way In Family split)
Natl TE-Non-Fam (1 Split)	Closing Only Out of Family Title (Single Referral Split)
Natl TE-Non-Fam (2 Split)	Closing Only Out of Family Title w/referral to Agent (2 way split)
Natl TO-In Fam (1 Split)	Title Only (Natl) - In Family Title (No Closing-Single Revenue Share)
Natl TO-In Fam (2 Split)	Title Only (Natl) - In Family Title (No Closing-2 way split)
Natl TO-Non-Fam (1 Split)	Title Only (Natl) - Out of Family Title (No Closing-Single Referral Split)
Natl TO-Non-Fam (2 Split)	Title Only (Natl) - Out of Family Title (No Closing-2 way split)

8. Using the below table, verify the field entries based on the **Revenue Split** entries added in **step 7**



\$\$\$ REVENUE SPLITS - Closing Only In Family Title w/referral to Agent (2 way split) \$\$\$	
Revenue Sharing Income	\$7,149.60
Revenue Sharing Expense	(\$7,149.60)
Service Fee Income - 3rd Party	\$1,500.00
Service Fee Expense - 3rd Party	(\$1,500.00)

Description: Revenue Sharing Income

Transaction code: [Dropdown]

Issued date: (None) [Dropdown] **Effective date:** (None) [Dropdown]

Calculate Charge

Minimum charge: \$13,240.00 **Maximum charge:** [Field]

Charge based on: [Dropdown] **Amount:** [Field]

Multiplication %: 54.00000 % ☐ Calculate charge

Adjustment: +/- [Field] **Seller pay:** [Field]

Charge: \$7,149.60 ☐ Taxable **Line:** [Dropdown]

Invoice: [Dropdown] **Bill code:** NBI [Dropdown]

Adding Revenue Sharing Income/Expense Entries

Description \ Field Name	In Family – 1 Split			
	Closing Only - In Family Title (Single Revenue Share) Title Only (Nat'l) – In Family (No Closing-Single Revenue Share)			
	Multiplication	Charge	Bill Code	To-Code
Revenue Sharing Income	Based on the Commercial Guideline Memo	Calculated based on %	NBE	A
Revenue Sharing Expense		Negative of Income Share	NBI	T2

Description \ Field Name	In Family – 2 Split (Agent)			
	Closing Only - In Family Title w/referral to outside agent (2-way split) Title Only (Nat'l) – In Family w/referral to outside agent (No Closing-2 way split)			
	Multiplication	Charge	Bill Code	To-Code
Revenue Sharing Income	Based on the Commercial Guideline Memo	Calculated based on %	NBE	A
Revenue Sharing Expense		Negative of Income Share	NBI	T2
Service Fee Income – 3 rd Party	Based on the Commercial Guideline Memo (update as negotiated)	Calculated based on % or enter negotiated flat amount	REF	T3
Service Fee Expense – 3 rd Party		Negative of Income Share	REO	A

Description \ Field Name	In Family – 2 Split (In Family)			
	Closing Only - In Family Title w/referral to outside agent (2-way In Family split)			
	Multiplication	Charge	Bill Code	To-Code
Revenue Sharing Income	Based on the Commercial Guideline Memo	Calculated based on %	NBE	A
Revenue Sharing Expense		Negative of Income Share	NBI	T2
Revenue Sharing Income	Defaults 15% (update as negotiated)	Calculated based on % or enter negotiated flat amount	NBE	T3
Revenue Sharing Expense		Negative of Income Share	NBI	A

Adding Revenue Sharing Income/Expense Entries

Description \ Field Name	Out of Family – 1 Split			
	Closing Only – Out of Family Title (Single Referral Split) Title Only (Nat'l) – Out of Family (No Closing-Single Referral Split)			
	Multiplication	Charge	Bill Code	To-Code
Service Fee Income – 3 rd Party	Based on the Commercial Guideline Memo (update as negotiated)	Calculated based on % or enter negotiated flat amount	REF	T2
Single Fee Expense – 3 rd Party		Negative of Income Share	REO	T

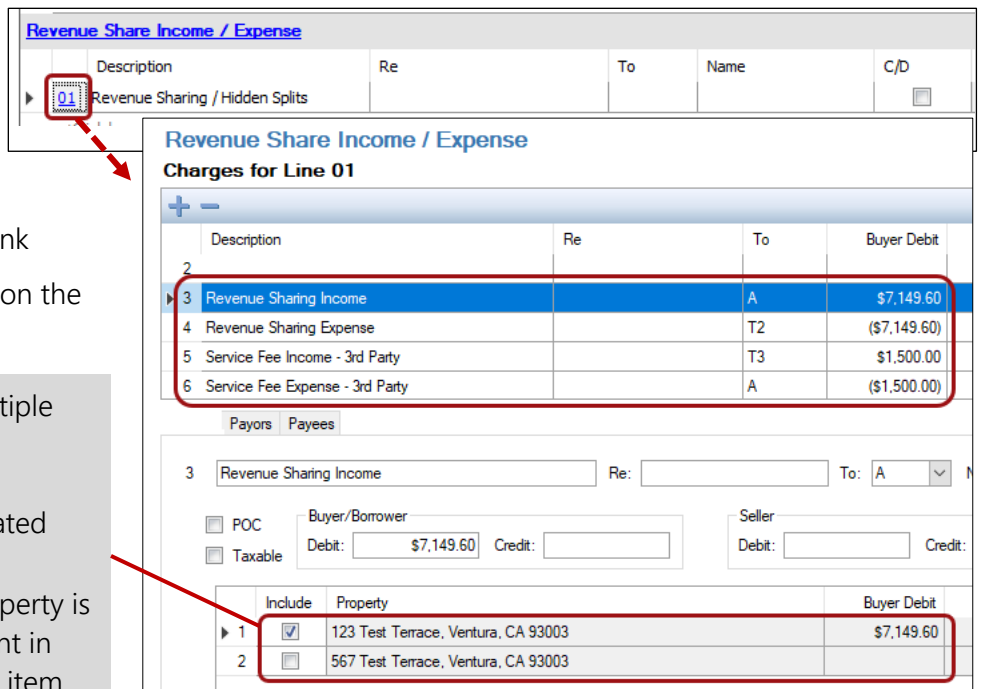
Description \ Field Name	Out of Family – 2 Split			
	Closing Only - In Family Title w/referral to outside agent (2-way split) Title Only (Nat'l) – In Family w/referral to outside agent (No Closing-2 way split)			
	Multiplication	Charge	Bill Code	To-Code
Service Fee Income – 3 rd Party	Based on the Commercial Guideline Memo	Calculated based on %	REF	A
Single Fee Expense – 3 rd Party		Negative of Income Share	REO	T2
Service Fee Income – 3 rd Party	Based on the Commercial Guideline Memo (update as negotiated)	Calculated based on % or enter negotiated flat amount	REF	T3
Service Fee Expense – 3 rd Party		Negative of Income Share	REO	A

- Navigate to the **Statement Charges** screen > **Revenue Sharing / Hidden Splits** section

- Click the **Line number** link

- Verify the entries based on the above table

IMPORTANT: If the order has multiple properties, CRRAR validation rules require the Revenue Share Income/Expense entries be associated with only **one** property. Verify the **Include** check box for the first property is checked and enter the total amount in the **Buyer Debit** field for each line item.



Revenue Share Income / Expense

Description	Re	To	Name	C/D
01 Revenue Sharing / Hidden Splits				

Charges for Line 01

Description	Re	To	Buyer Debit
3 Revenue Sharing Income		A	\$7,149.60
4 Revenue Sharing Expense		T2	(\$7,149.60)
5 Service Fee Income - 3rd Party		T3	\$1,500.00
6 Service Fee Expense - 3rd Party		A	(\$1,500.00)

Payees

3 Revenue Sharing Income Re: To: A

☐ POC Buyer/Borrower Debit: \$7,149.60 Credit:

☐ Taxable Seller Debit: Credit:

Include

Property	Buyer Debit
1 <input checked="" type="checkbox"/> 123 Test Terrace, Ventura, CA 93003	\$7,149.60
2 <input type="checkbox"/> 567 Test Terrace, Ventura, CA 93003	