
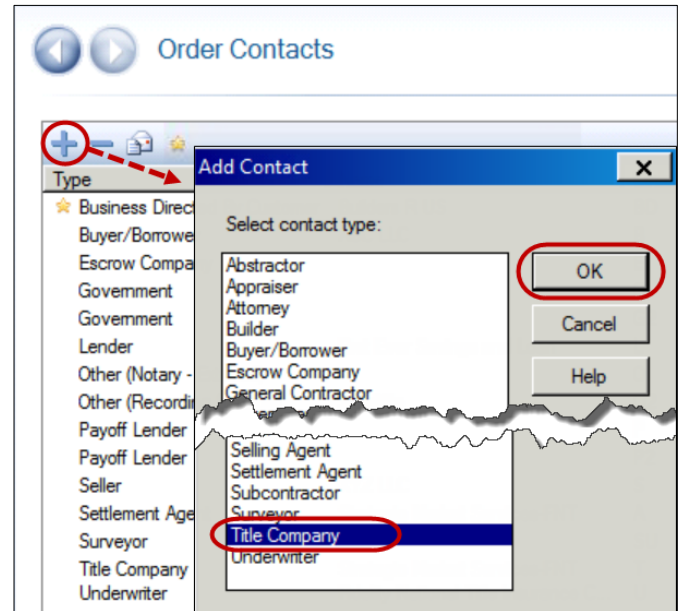


Adding Revenue Sharing Income/Expense Entries

Follow these steps to enter the Revenue Share Expense/Income entries on transactions where revenue is posted using an Invoice. Refer to the job aid, *Revenue Sharing – Adding Revenue Sharing Entries in Escrow-Only Orders* when revenue is posted using a Ledger Transfer via the Register.


Once your order is created,

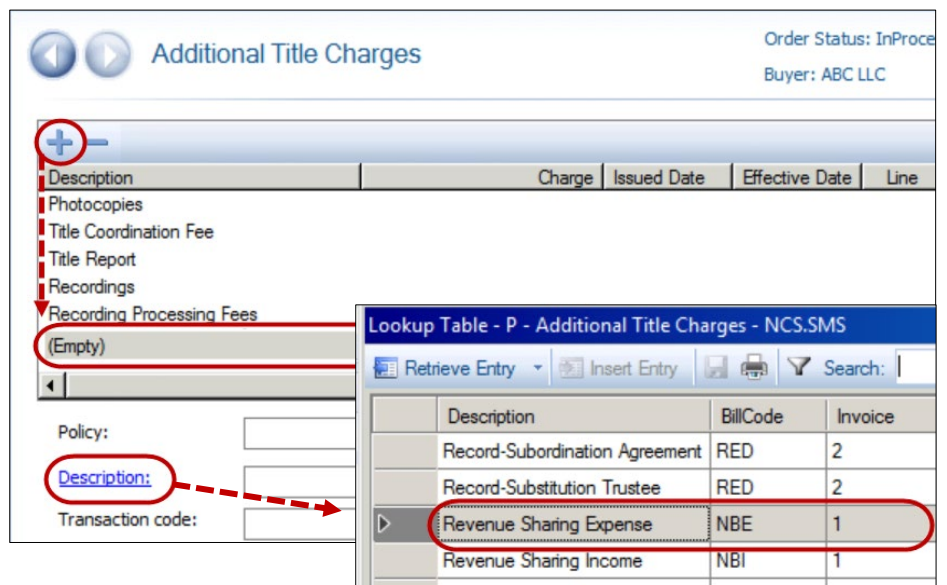
1. Navigate to the **Contacts** screen
2. Add the Title Company providing the title product as a new T-Contact (i.e., T2)
 - a) Click the **Add Contact**  icon
 - b) Select **Title Company**; click **OK**
 - c) Click the **Lookup code** link to select the applicable Title Company



3. To enter your charges, refer to the steps in the section corresponding for,
 - › In-Family revenue sharing/referral fees | [Page 1](#)
 - › Out-of-Family revenue sharing/referral fees | [Page 3](#)

In-Family Revenue Sharing

1. Navigate to the **Additional Title Charges** screen
2. Click the **Add Additional Title Charges**  icon
3. With the new **(Empty)** line highlighted, click the **Description** link (below the grid)
4. Double-click the **Revenue Sharing Expense** entry to select



Adding Revenue Sharing Income/Expense Entries

5. Enter or verify,

- Charge** = the revenue reduction amount as a **negative** number
- Line** = **blank**
- Invoice** = 1
- Bill Code** = NBE

Multiplication %:	<input type="text"/>	%	<input type="checkbox"/> Calculate charge	<input type="text"/>
Adjustment:	+/-	<input type="text"/>	Seller pay:	<input type="text"/>
Charge:	<input type="text" value="(\$1,200.00)"/>	<input type="checkbox"/> Taxable	Line:	<input type="text"/>
			Invoice:	<input type="text" value="1"/>
			Bill code:	<input type="text" value="NBE"/>

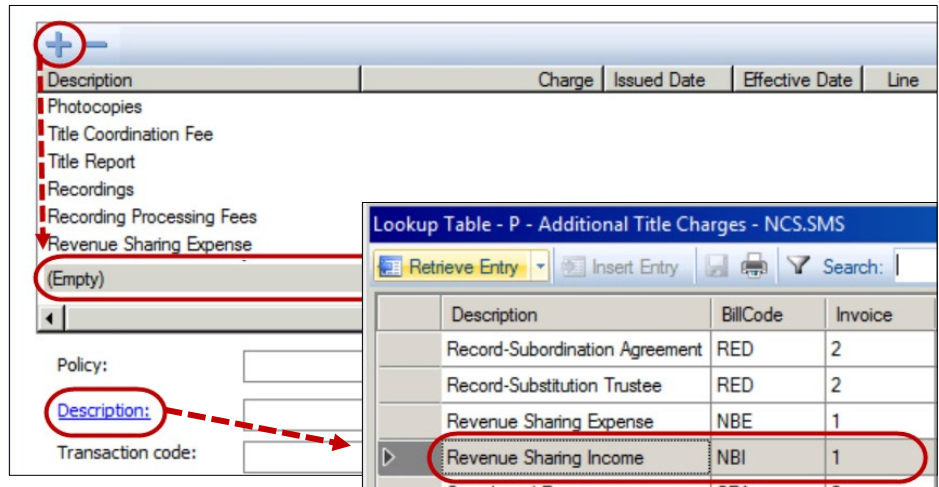
If this a Title-only transaction you're done! The revenue share will now be included when you are ready to post revenue. Otherwise, continue on to the next step.

6. Click the **Add Additional Title**

Charges  icon

7. With the new **(Empty)** line highlighted, click the **Description** link (below the grid)

8. Double-click the **Revenue Sharing Income** entry to select



Description	Charge	Issued Date	Effective Date	Line
Photocopies				
Title Coordination Fee				
Title Report				
Recordings				
Recording Processing Fees				
Revenue Sharing Expense				
(Empty)				

Description	BillCode	Invoice
Record-Subordination Agreement	RED	2
Record-Substitution Trustee	RED	2
Revenue Sharing Expense	NBE	1
Revenue Sharing Income	NBI	1

9. Enter or verify,

- Charge** = the revenue reduction amount
- Line** = **blank**
- Invoice** = 1
- Bill Code** = NBI

Multiplication %:	<input type="text"/>	%	<input type="checkbox"/> Calculate charge	<input type="text"/>
Adjustment:	+/-	<input type="text"/>	Seller pay:	<input type="text"/>
Charge:	<input type="text" value="\$1,200.00"/>	<input type="checkbox"/> Taxable	Line:	<input type="text"/>
			Invoice:	<input type="text" value="1"/>
			Bill code:	<input type="text" value="NBI"/>

Your revenue share will now be included when you're ready to post revenue.

Adding Revenue Sharing Income/Expense Entries

Out-of-Family Referral Fees

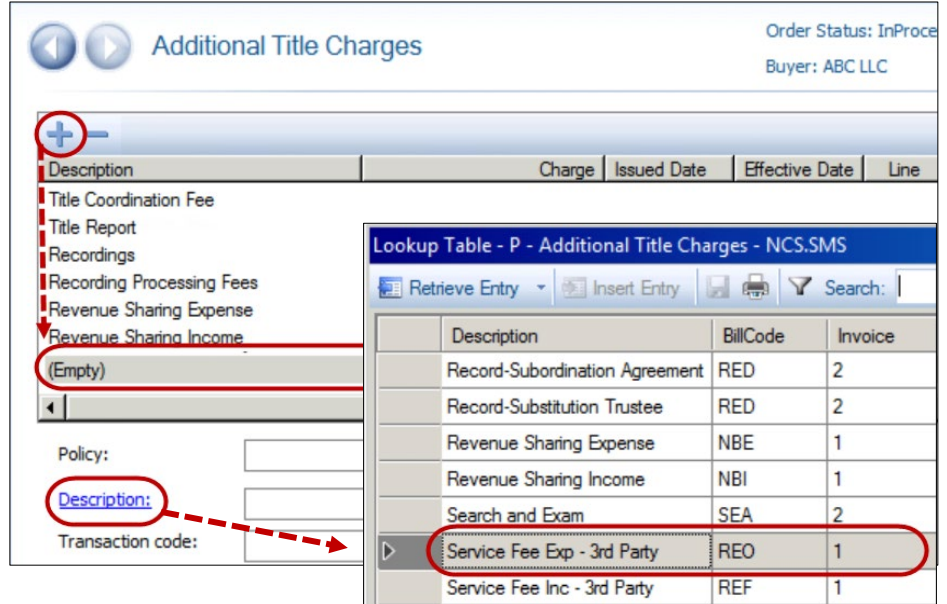
1. Navigate to the **Additional Title Charges** screen

2. Click the **Add Additional Title**

Charges  icon

3. With the new **(Empty)** line highlighted, click the **Description** link (below the grid)

Double-click the **Service Fee Exp – 3rd Party** entry to select



Description	Charge	Issued Date	Effective Date	Line
Title Coordination Fee				
Title Report				
Recordings				
Recording Processing Fees				
Revenue Sharing Expense				
Revenue Sharing Income				
(Empty)				

Lookup Table - P - Additional Title Charges - NCS.SMS			
Description	BillCode	Invoice	
Record-Subordination Agreement	RED	2	
Record-Substitution Trustee	RED	2	
Revenue Sharing Expense	NBE	1	
Revenue Sharing Income	NBI	1	
Search and Exam	SEA	2	
Service Fee Exp - 3rd Party	REO	1	
Service Fee Inc - 3rd Party	REF	1	

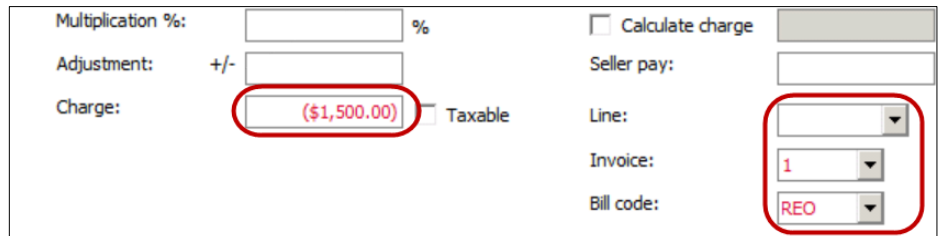
4. Enter or verify,

a) **Charge** = the revenue reduction amount as a **negative** number

b) **Line** = **blank**

c) **Invoice** = 1 (or other invoice not yet posted)


d) **Bill Code** = REO

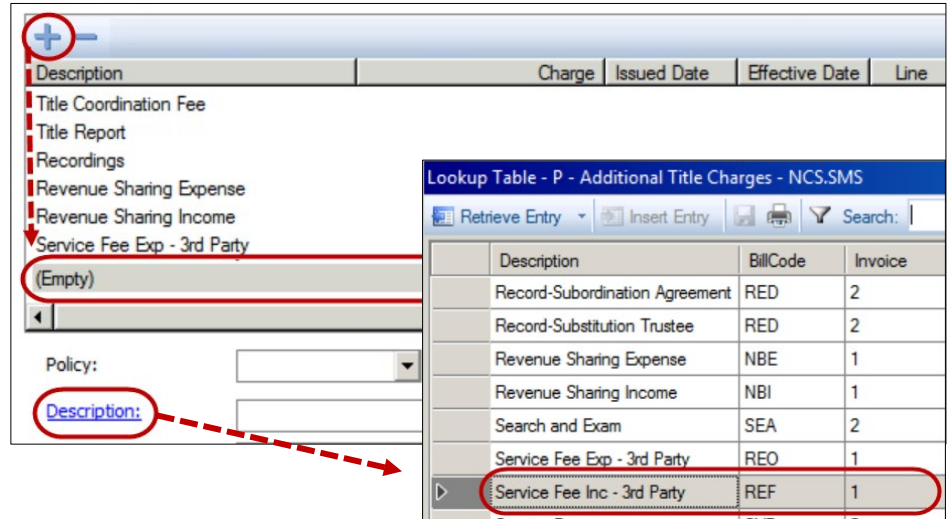


Multiplication %:		%	<input type="checkbox"/> Calculate charge
Adjustment:	+/-		Seller pay:
Charge:		(\$1,500.00)	<input type="checkbox"/> Taxable
			Line:
			Invoice:
			Bill code:

If this a Title-only transaction you're done! The revenue share will now be included when you are ready to post revenue. Otherwise, continue on to the next step.

Adding Revenue Sharing Income/Expense Entries

5. Click the **Add Additional Title Charges**  icon
6. With the new **(Empty)** line highlighted, click the **Description** link (below the grid)
7. Double-click the **Service Fee Inc – 3rd Party** entry to select



Description	Charge	Issued Date	Effective Date	Line
Title Coordination Fee				
Title Report				
Recordings				
Revenue Sharing Expense				
Revenue Sharing Income				
Service Fee Exp - 3rd Party				
(Empty)				

Policy:

Description:

Lookup Table - P - Additional Title Charges - NCS.SMS

Retrieve Entry Insert Entry Search:

Description	BillCode	Invoice
Record-Subordination Agreement	RED	2
Record-Substitution Trustee	RED	2
Revenue Sharing Expense	NBE	1
Revenue Sharing Income	NBI	1
Search and Exam	SEA	2
Service Fee Exp - 3rd Party	REO	1
Service Fee Inc - 3rd Party	REF	1

8. Enter or verify,
 - a) **Charge** = the revenue reduction amount
 - b) **Line** = **blank**
 - c) **Invoice** = 1 (or other invoice not yet posted)
 - d) **Bill Code** = REF

Multiplication %: % ☐ Calculate charge

Adjustment: +/- Seller pay:

Charge: ☐ Taxable

Line:

Invoice:

Bill code:

Your revenue share will now be included when you're ready to post revenue.