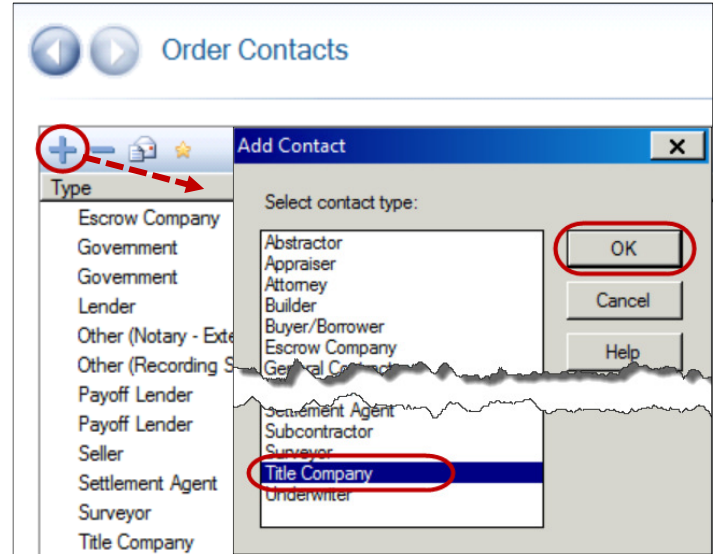


Adding Revenue Sharing Entries on Escrow-Only Orders

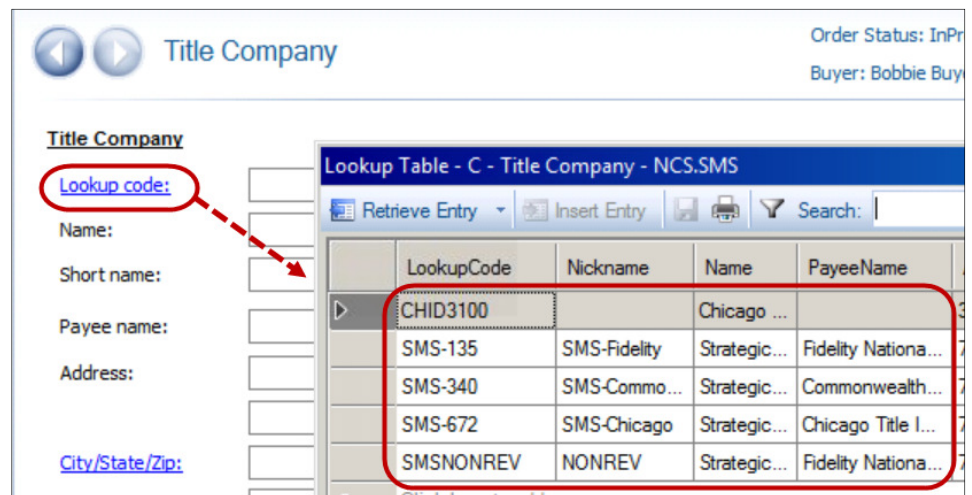
Follow these steps to keep a portion of revenue on title premiums in an Escrow-only order.

1. Navigate to the **Order Contacts** screen
2. Add the Title Company providing the title product as a new **Title Company** Contact (i.e., T2)

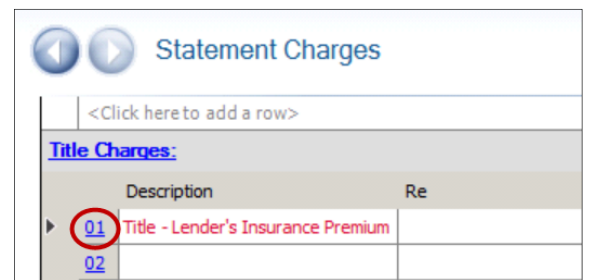
- a) Click the **Add Contacts**  icon
- b) From the **Add Contact** window, select **Title Company**
- c) Click **OK**



- d) From the **Title Company** **Contact** screen, click the **Lookup code** link
- e) Double-click the applicable Title Company

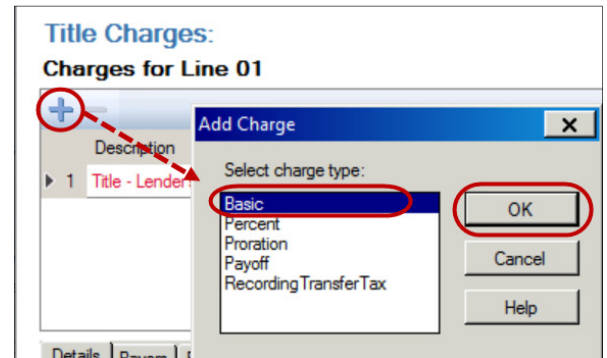


3. Navigate to the **Statement Charges** screen
4. Locate the **Lender's Title Insurance Premium** entry
5. Click the **Line** number link

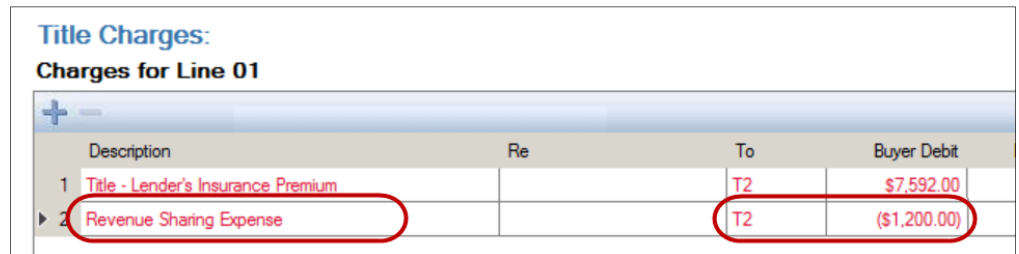


Adding Revenue Sharing Entries on Escrow-Only Orders

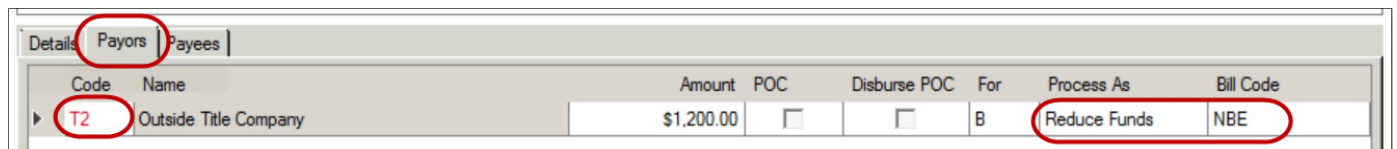
6. Click the **Add Charge**  icon
7. Select **Basic** from the **Add Charge** window; click **OK**



8. With the new blank line highlighted, in the **Description** field, enter *Revenue Sharing Expense*
9. From the **To** code drop-down, select the **T2-Contact**
10. Enter the revenue amount as a **negative** number
11. Click the **Payors** tab; verify the
 - a) **Code** field displays the **T2-Contact**
 - b) **Process as** field displays **Reduce Funds**
 - c) **Bill Code** displays **NBE**, if not, select from the drop-down



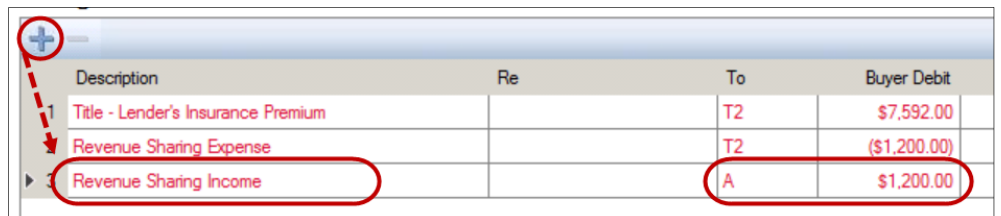
Description	Re	To	Buyer Debit
1 Title - Lender's Insurance Premium		T2	\$7,592.00
2 Revenue Sharing Expense		T2	(\$1,200.00)



Code	Name	Amount	POC	Disburse POC	For	Process As	Bill Code
T2	Outside Title Company	\$1,200.00	☐	☐	B	Reduce Funds	NBE

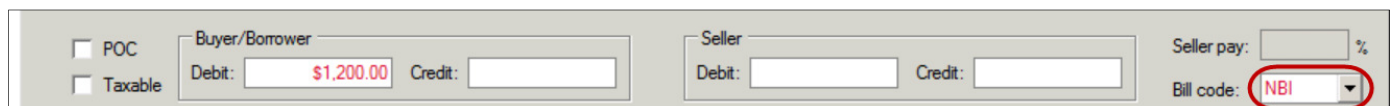
12. Add a blank line (repeat **Steps 6-7** above)

13. With the new blank line highlighted, in the **Description** field, enter *Revenue Sharing Income*



Description	Re	To	Buyer Debit
1 Title - Lender's Insurance Premium		T2	\$7,592.00
2 Revenue Sharing Expense		T2	(\$1,200.00)
3 Revenue Sharing Income		A	\$1,200.00

14. From the **To** code drop-down, select the **A-Contact**
15. Enter the revenue amount
16. From the **Bill Code** drop-down (below the grid), select **NBI**



☐ POC ☐ Taxable	Buyer/Borrower Debit: \$1,200.00 Credit:	Seller Debit: Credit:	Seller pay: % Bill code: NBI
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Adding Revenue Sharing Entries on Escrow-Only Orders

17. Press the **Esc** key
18. In the **Description** field, enter/overwrite with *Title – Lender's Title Insurance*.
19. Verify the **To** code = **T2**-Contact; if not select from the drop-down

Title Charges:						\$7,592.00
	Description	Re	To	Name	C/D	Buyer Debit
01	Title - Lender's Title Insurance		T2	Outside Title C...	☐	\$7,592.00
02					☐	