

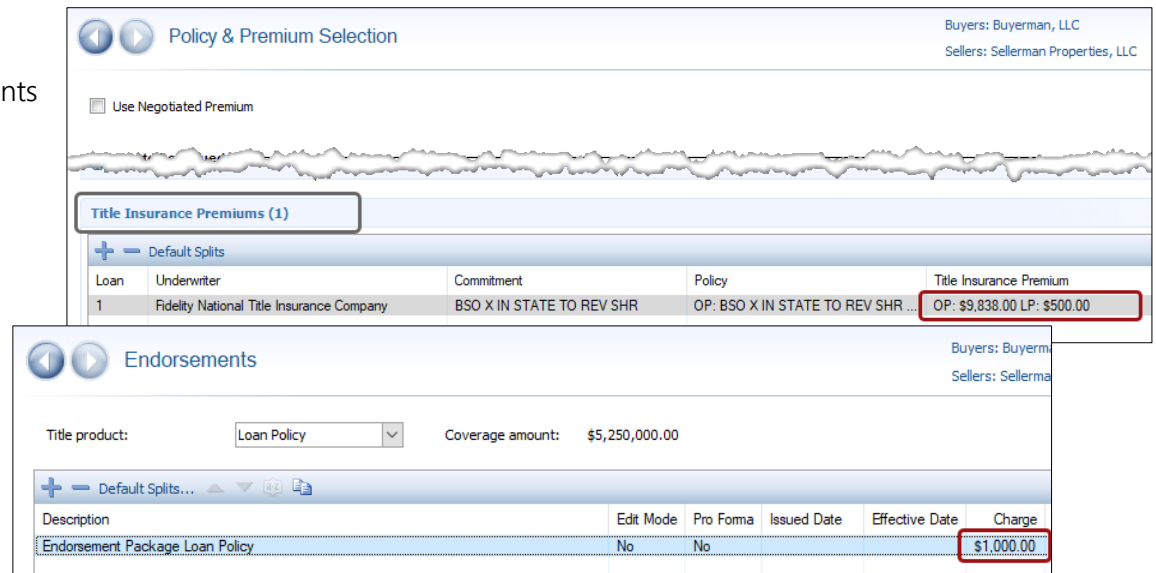
Adding Entries on In State Title & Escrow Orders

This job aid provides the steps to enter revenue share entries when NCS FNT CA is issuing the policy (in-state properties) on Title & Escrow orders.

IMPORTANT: To calculate the revenue share entries properly, the premiums for policies and endorsements must be entered **prior** to adding the revenue share entries.

Verify Policy Premiums and Endorsements

1. Verify the premiums are entered for the,
 - a) Policies
 - b) Endorsements



Policy & Premium Selection

Buyers: Buyerma, LLC
Sellers: Sellerma Properties, LLC

☐ Use Negotiated Premium

Title Insurance Premiums (1)

Loan	Underwriter	Commitment	Policy	Title Insurance Premium
1	Fidelity National Title Insurance Company	BSO X IN STATE TO REV SHR	OP: BSO X IN STATE TO REV SHR ...	OP: \$9,838.00 LP: \$500.00

Endorsements

Buyers: Buyerma
Sellers: Sellerma

Title product: Loan Policy Coverage amount: \$5,250,000.00

Default Splits...

Description	Edit Mode	Pro Forma	Issued Date	Effective Date	Charge
Endorsement Package Loan Policy	No	No			\$1,000.00

If premiums are shown, continue on to the section applicable to your transaction. If premiums are not shown, refer to the **Open Order – Checklist for Opening Orders** job aid for steps to enter premiums before proceeding.

- › [Revenue Share Two-way Split \(In Family\) & Third Party \(Out of Family\)](#)
- › [Revenue Share Split with Direct Operation \(In Family\)](#)
- › [Revenue Share Split with Third Party \(Out of Family\)](#)

Adding Entries on In State Title & Escrow Orders

Revenue Share Two-way Split (In Family) & Third Party (Out of Family)

Complete all steps outlined below in the **Revenue Share Split with Direct Operation (In Family)** and the **Revenue Share Split with Third Party (Out of Family)**.

Revenue Share Split with Direct Operation (In Family)

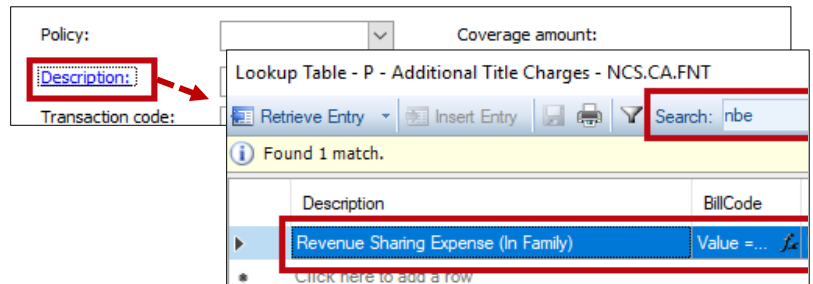
1. Navigate to the **Additional Title Charge & Revenue Sharing** screen
2. Click the **Revenue/Commissions** more/less bar
3. Verify the **Total Premium** is populated



4. Enter the **Revenue Share** entry
 - a) Click the **Add Additional Title Charges**  icon to add an **(Empty)** entry

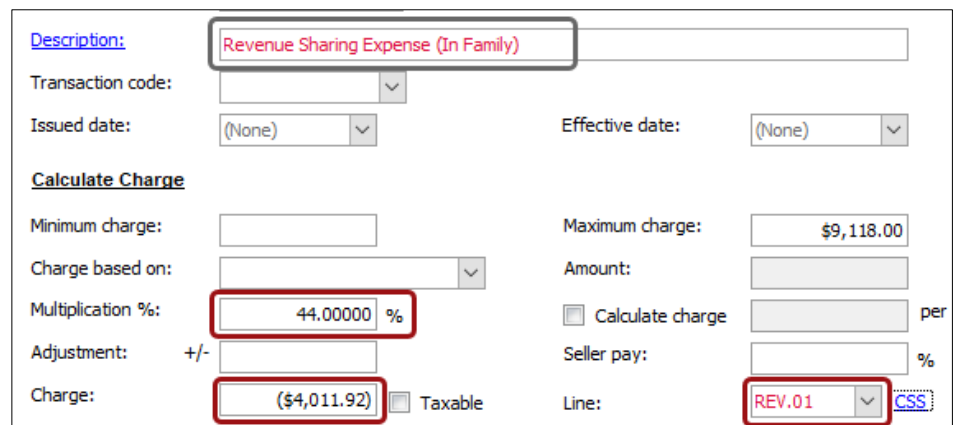
With the newly added entry selected in the grid,

- b) Click the **Description** link
- c) In the **Search** field, enter **NBE**; press **Enter** key
- d) Double-click the corresponding entry to pull into your order



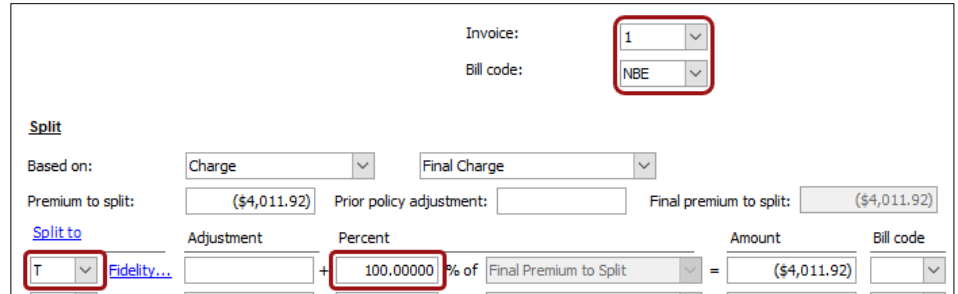
5. Verify/adjust the,

- a) **Multiplication %**
- b) **Charge** = populates as a negative amount
- c) **Line** = **REV.01**




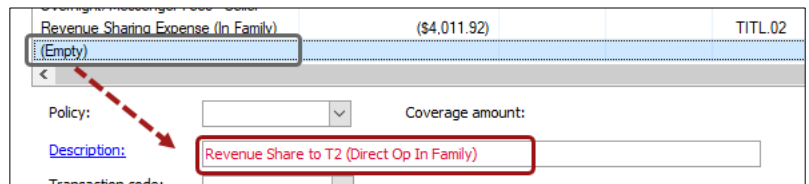
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- d) **Invoice** = 1
- e) **Bill code** = NBE
- f) **Split to** = T
- g) **Percent** = 100%



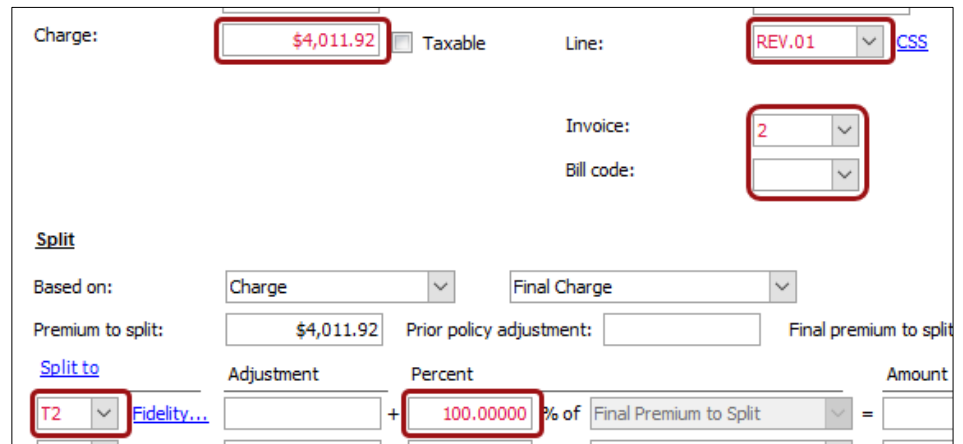
6. Add Revenue Share to **T2** (Direct Op In Family) entry

- a) Click the **Add Additional Title Charge**  icon to add an **(Empty)** entry
- b) In the **Description** field, manually enter **Revenue Share to T2 (Direct Op In Family)**



7. Enter/select the,

- a) **Charge** = enter **Revenue Share Expense** amount (above) as a positive amount
- b) **Line** = **REV.01**
- c) **Invoice** = **2** for verification only, Escrow disburses through settlement
- d) **Bill code** = blank
- e) **Split to** = **T2**
- f) **Percent** = **100%**



NOTE: If the order has multiple properties, CRRAR validation rules require the Revenue Share entries be associated with only **ONE** property. Escrow users can refer to [Associating Revenue Share with One Property](#) for the steps to complete.


Revenue Share Split with Third Party (Out of Family)

1. Navigate to the **Order Contacts** screen
2. Verify the **Other (Customer)** Contact (i.e., **Lexington National Land Services**)
3. Navigate to the **Additional Title Charges & Revenue Sharing** screen

Other (Third Party Depository)		00
Other (Marketing Rep)	- Marketing Rep	09
★ Other (Customer)	Lexington National Land Services	010
Payoff Lender		P

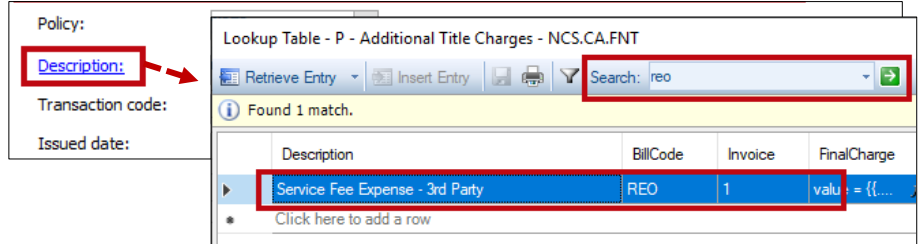
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4. Add the **Service Fee Expense – 3rd Party** entry

- Click the **Add Additional Title Charge**  icon to add an **(Empty)** entry

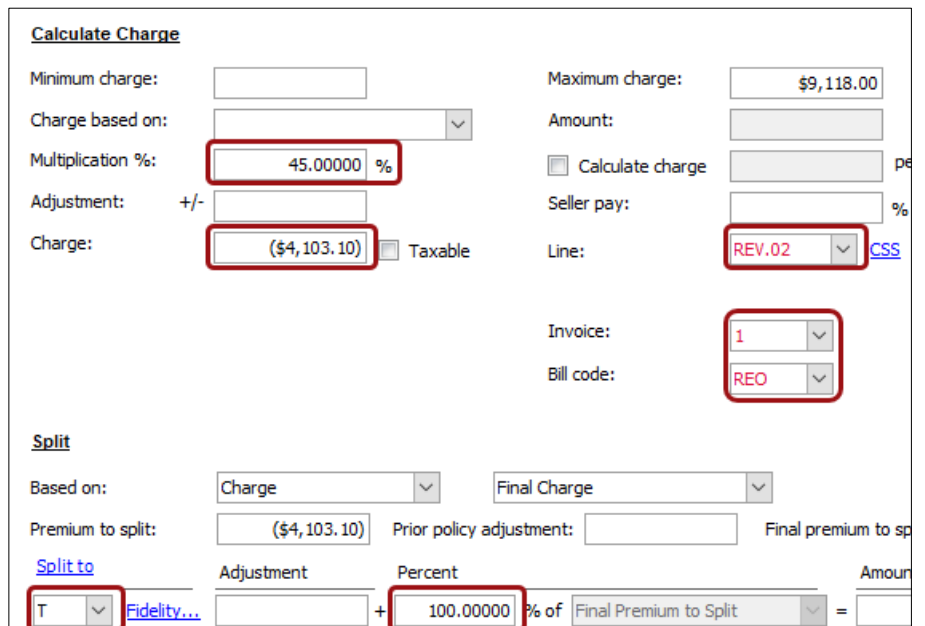
With the newly added entry selected in the grid,

- Click the **Description** link
- In the **Search** field, enter **REO**; press **Enter** key
- Double-click the **Service Fee Expense – 3rd Party** entry



5. Verify/adjust the,

- Multiplication %**
- Charge** = populates as a negative amount
- Line** = **REV.01** or **REV.02**
- Invoice** = **1**
- Bill code** = **REO**
- Split to** = **T**
- Percent** = **100%**

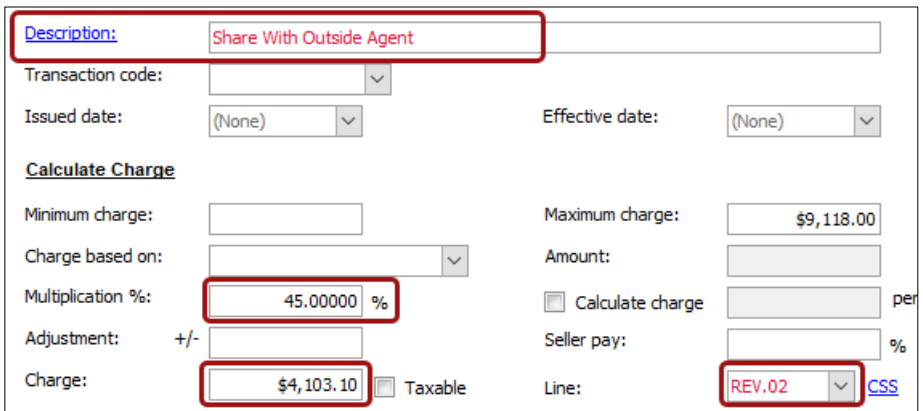


6. Add **Share with Outside Agent** (Lexington/Kensington) entry

- Click the **Add Additional Title Charge**  icon

With the newly added entry selected in the grid,

- Click the **Description** link
- Locate the **Share with Outside Agent** entry
- Double-click to pull into your order

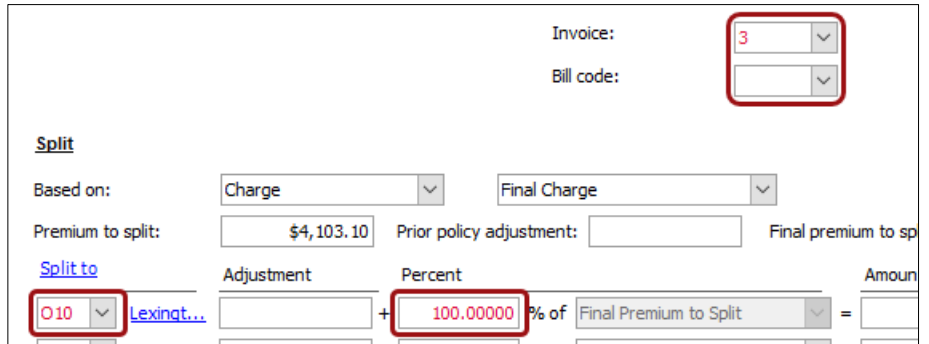


7. Verify/adjust the,

- Multiplication %**
- Charge** = the populates as a positive amount
- Line** = select same line selected in **step 5c**

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- d) **Invoice** = 3 for verification only, Escrow disburses through settlement
- e) **Bill code** = blank
- f) **Split to** = **O-Other (Customer)** Contact for Lexington/Kensington
- g) **Percent** = 100%



NOTE: If the order has multiple properties, CRRAR validation rules require the Revenue Share entries be associated with only **ONE** property. Escrow users can refer to [Associating Revenue Share with One Property](#) for the steps to complete.

- 8. Navigate to the **Title Billing and Recordings** screen
- 9. Verify charges on,
 - a) **Invoice 1** includes,
 - Premiums
 - Endorsements
 - Any other title charges
 - **Revenue Sharing Expense (In Family)** and **Service Fee Expense – 3rd Party** entries are shown as a deduction
 - b) **Invoice 2** = amount owed to **T2 In Family** Contact
 - c) **Invoice 3** = amount owed to **O (Customer)** Contact

REMINDER: These are for verification only; Escrow disburses through settlement.

Invoice Summary

Buyers: Buyerman, LLC

Sellers: Sellerman Properties, LLC

Invoices (3)

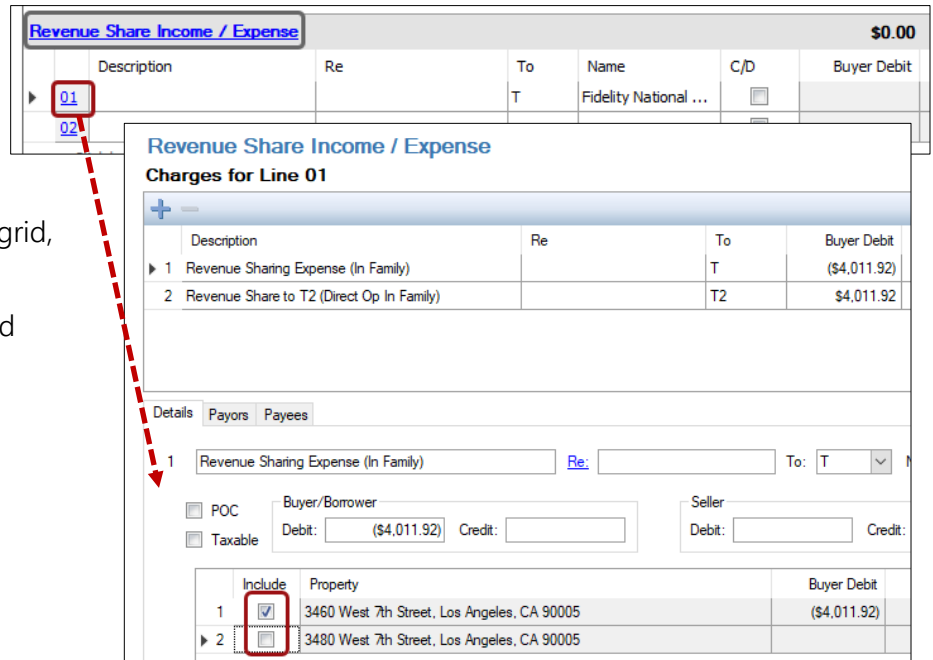
	Invoice Number	Bill To	Invoice Total
1	X IN STATE TE JA-1		\$5,014.90
2	X IN STATE TE JA-2		\$0.00
3	X IN STATE TE JA-3		\$4,103.10

Adding Entries on In State Title & Escrow Orders

CRRAR: Associating Revenue Share with One Property

If the order has multiple properties, CRRAR validation rules require the Revenue Share entries be associated with only **ONE** property.

1. Navigate to the **Statement Charges** screen
2. Locate the **REV.01** line
3. Click the **Line number** link
4. On the **Details** tab, in the property grid, uncheck all properties except one
5. Repeat **step 4** for each line in the grid
6. Click the **Close** button
7. Repeat **steps 3-6** for **REV.02** line



The screenshot shows the 'Revenue Share Income / Expense' screen. The top section displays a summary table with columns: Description, Re, To, Name, C/D, and Buyer Debit. The total amount is \$0.00. Below this, a detailed view for 'Line 01' is shown. The 'Details' tab is active, displaying a table with columns: Description, Re, To, and Buyer Debit. The table contains two entries: 'Revenue Sharing Expense (In Family)' and 'Revenue Share to T2 (Direct Op In Family)'. The 'Revenue Share to T2' entry is selected, and its details are shown below. The 'Details' section includes fields for 'POC', 'Taxable', 'Buyer/Borrower', and 'Seller'. The 'Buyer/Borrower' section shows a debit of (\$4,011.92) and a credit of \$4,011.92. The 'Property' grid at the bottom shows two properties: '3460 West 7th Street, Los Angeles, CA 90005' and '3480 West 7th Street, Los Angeles, CA 90005'. The first property is selected (checked), and the second property is unselected (unchecked). A red dashed arrow points from the '01' line number in the top table to the 'Details' section for Line 01.

Description	Re	To	Buyer Debit
1 Revenue Sharing Expense (In Family)		T	(\$4,011.92)
2 Revenue Share to T2 (Direct Op In Family)		T2	\$4,011.92

Include	Property	Buyer Debit
<input checked="" type="checkbox"/>	3460 West 7th Street, Los Angeles, CA 90005	(\$4,011.92)
<input type="checkbox"/>	3480 West 7th Street, Los Angeles, CA 90005	