

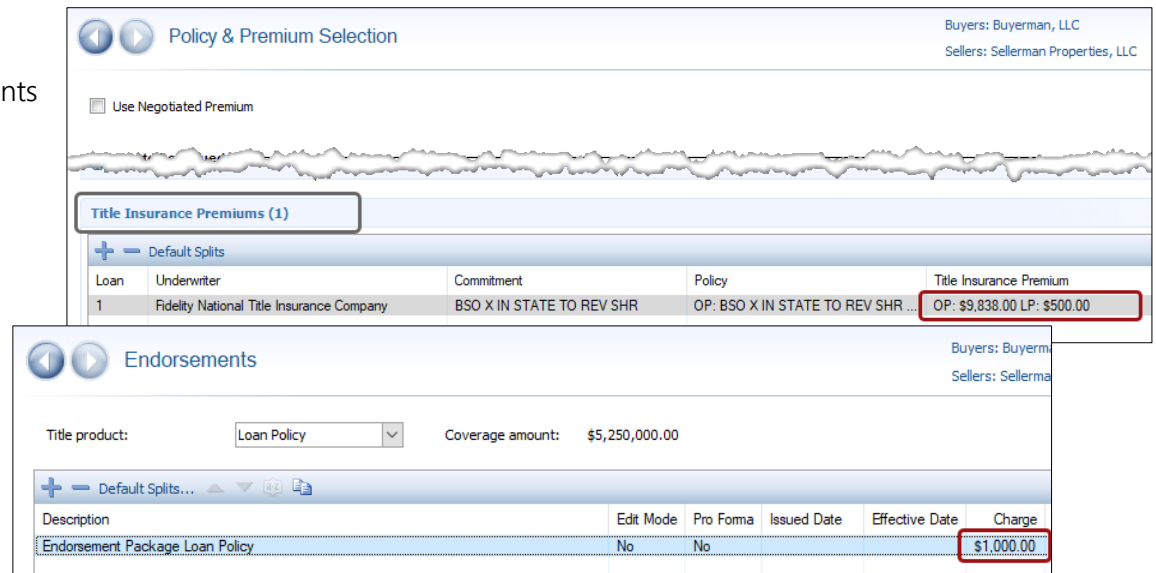
Adding Entries on In State Title Only Orders

This job aid provides the steps to enter revenue share entries when NCS FNT CA is issuing the policy (in-state properties) on Title only 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 Direct Operation \(In Family\) & 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 Only Orders

Revenue Share Two-way Split Direct Operation (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)**.

NOTE: If the payment to the **Share with Outside Agent (Lexington/Kensington) Contact (O-Other (Customer))** is to be sent **prior** to issuing the invoice to the **Direct Operation (In-Family) Contact (T2)**,

Refer to [step 12](#) in the **Revenue Share Split with Third Party (Out of Family)** section.

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

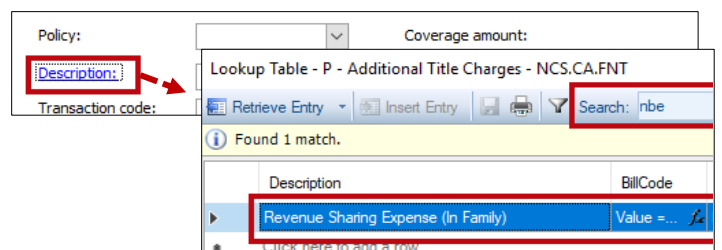


Additional Title Charges & Revenue Sharing		
Rate Summary Responses		
Revenue/Commissions		
NCS Premium 1:		Closing t
NCS Premium 2:		Closing t
Total Premium:	\$9,118.00	CRRAR

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



Policy:
Coverage amount:

Description:
Transaction code:

Lookup Table - P - Additional Title Charges - NCS.CA.FNT
Retrieve Entry
Insert Entry
Search: nbe

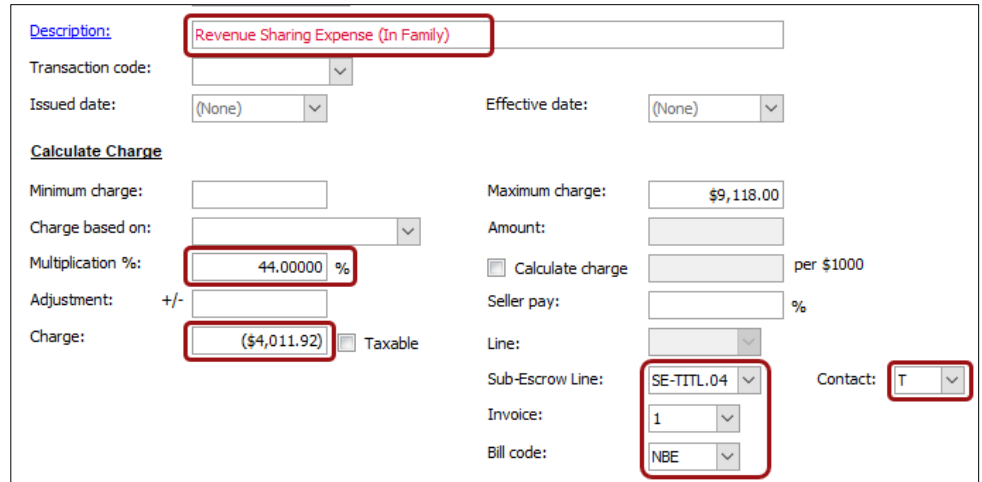
Found 1 match.

Description	BillCode
Revenue Sharing Expense (In Family)	Value = ...

Adding Entries on In State Title Only Orders

5. Verify/adjust the,

- Multiplication %**
- Charge** = populates as a negative amount
- Sub-Escrow Line** is assigned
- Invoice** = 1
- Bill code** = NBE
- Contact** = T



Description: Revenue Sharing Expense (In Family)

Transaction code: Issued date: (None) Effective date: (None)

Calculate Charge

Minimum charge: Maximum charge: \$9,118.00

Charge based on: Amount:

Multiplication %: 44,00000 % ☐ Calculate charge per \$1000

Adjustment: +/- Seller pay: %

Charge: (\$4,011.92) ☐ Taxable

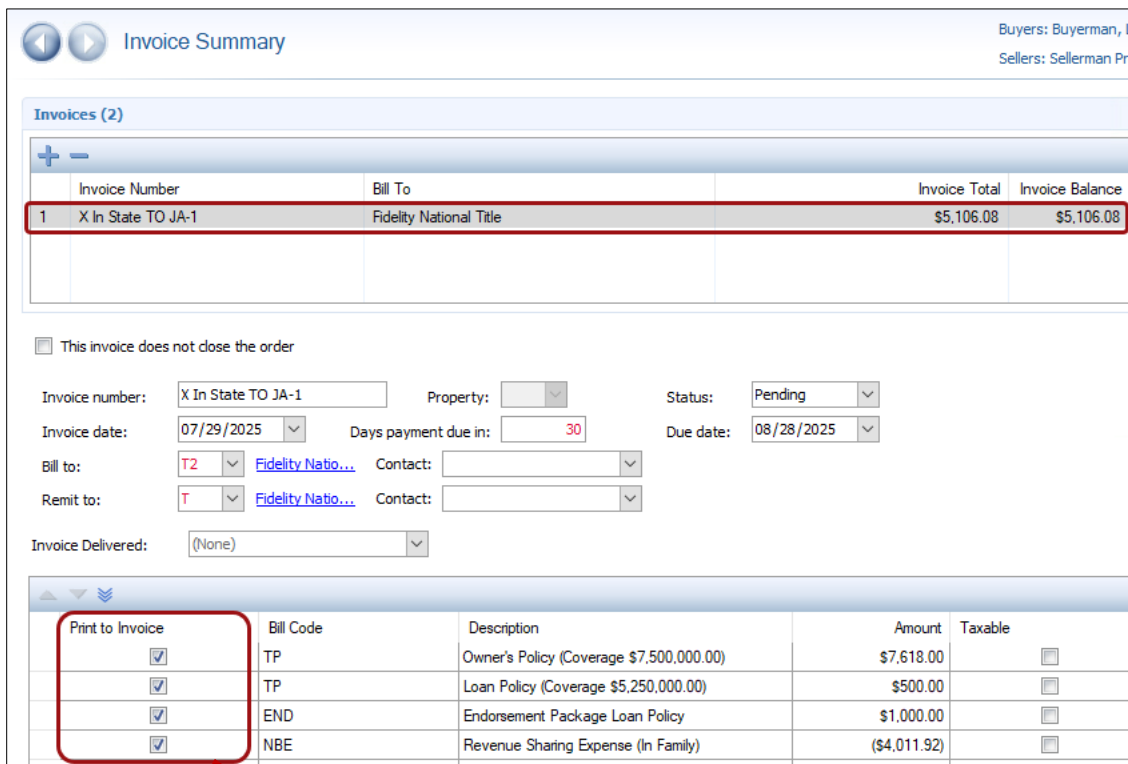
Line: Sub-Escrow Line: SE-TITL.04 Invoice: 1 Contact: T

Bill code: NBE

6. Navigate to the **Title Billing and Recordings** screen

7. Verify charges on **Invoice 1** include,

- » Premiums
- » Endorsements
- » Any other title charges
- » **Revenue Sharing Expense (In Family)** entry is shown as a deduction



Invoice Summary Buyers: Buyerman, L Sellers: Sellerman Pr

Invoices (2)

Invoice Number	Bill To	Invoice Total	Invoice Balance
1 X In State TO JA-1	Fidelity National Title	\$5,106.08	\$5,106.08

☐ This invoice does not close the order

Invoice number: X In State TO JA-1 Property: Status: Pending

Invoice date: 07/29/2025 Days payment due in: 30 Due date: 08/28/2025

Bill to: T2 Fidelity Natio... Contact:

Remit to: T Fidelity Natio... Contact:

Invoice Delivered: (None)

Print to Invoice	Bill Code	Description	Amount	Taxable
<input checked="" type="checkbox"/>	TP	Owner's Policy (Coverage \$7,500,000.00)	\$7,618.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	TP	Loan Policy (Coverage \$5,250,000.00)	\$500.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	END	Endorsement Package Loan Policy	\$1,000.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	NBE	Revenue Sharing Expense (In Family)	(\$4,011.92)	<input type="checkbox"/>

8. Prior to issuing the invoice, uncheck the **Print to Invoice** check box for any fees/revenue share entries not to be reflected in the **Invoice Total**

Adding Entries on In State Title Only Orders

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**)

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

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

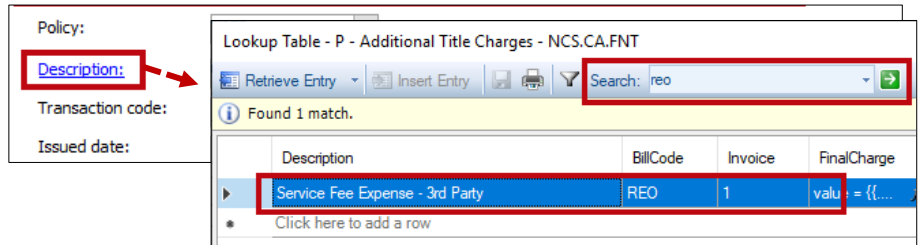


6. Add the **Service Fee Expense – 3rd Party** entry

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

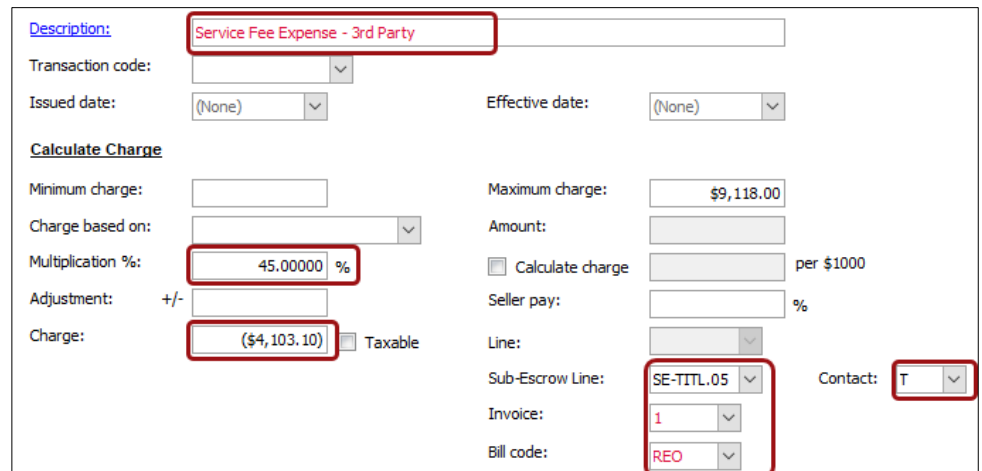
With the newly added entry selected in the grid,

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



7. Verify/adjust the,

- a) **Multiplication %**
- b) **Charge** = populates as a negative amount
- c) **Sub-Escrow Line** is assigned
- d) **Invoice** = 1
- e) **Bill code** = REO
- f) **Contact** = T



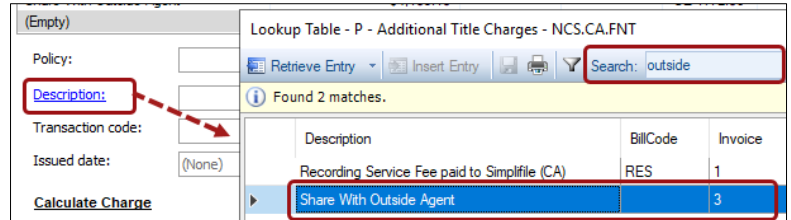
Adding Entries on In State Title Only Orders

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

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

With the newly added entry selected in the grid,

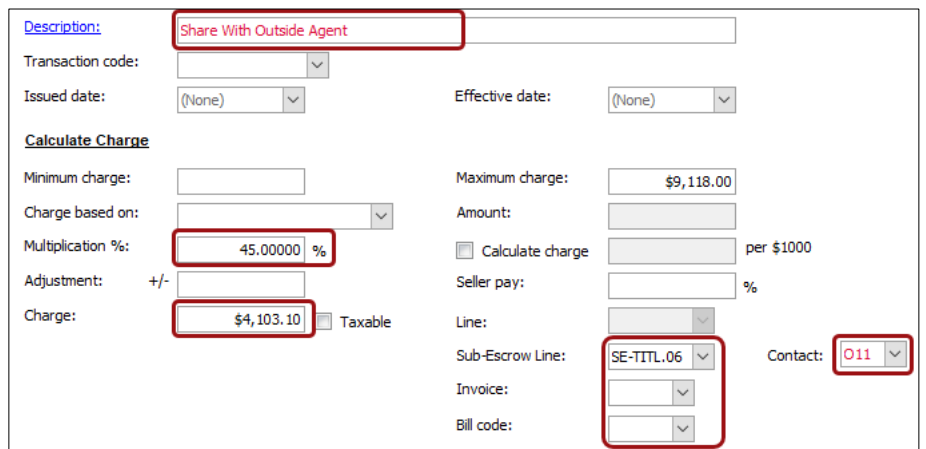
- b) Click the **Description** link
c) Locate the **Share with Outside Agent** entry
d) Double-click to pull into your order



Description	BillCode	Invoice
Recording Service Fee paid to Simplifile (CA)	RES	1
Share With Outside Agent		3

9. Verify/adjust the,

- a) **Multiplication %**
b) **Charge** = the **Service Fee Expense** populates as a positive amount
c) **Sub-Escrow Line** is assigned
d) **Invoice** = blank
e) **Bill code** = blank
f) **Contact** = **O-Other (Customer)**



Calculate Charge

Minimum charge: Maximum charge:

Charge based on: Amount:

Multiplication %: ☐ Calculate charge per \$1000

Adjustment: +/- Seller pay: %

Charge: ☐ Taxable

Line: Sub-Escrow Line: Contact:

Invoice: Bill code:

10. Navigate to the **Title Billing and Recordings** screen

11. Verify charges on **Invoice 1** include,

- » Premiums
- » Endorsements
- » Any other title charges
- » **Service Fee Expense – 3rd Party** entry is shown as a deduction

Adding Entries on In State Title Only Orders

Title Billing and Recordings Buyers: Buyerman, L
Sellers: Sellerman Pro

Order Status

Invoices (2)

Invoice Number	Bill To	Invoice Total	Invoice Balance
1 X In State TO JA-1	Fidelity National Title	\$1,002.98	\$1,002.98

Invoice title status:

Invoice number: X In State TO JA-1 Property: Status: Pending

Invoice date: 07/29/2025 Days payment due in: 30 Due date: 08/28/2025

Bill to: T2 Fidelity Natio... Contact:

Remit to: T Fidelity Natio... Contact:

Print to Invoice	Bill Code	Description	Amount
<input checked="" type="checkbox"/>	TP	Owner's Policy (Coverage \$7,500,000.00)	\$7,618.00
<input checked="" type="checkbox"/>	TP	Loan Policy (Coverage \$5,250,000.00)	\$500.00
<input checked="" type="checkbox"/>	END	Endorsement Package Loan Policy	\$1,000.00
<input checked="" type="checkbox"/>	NBE	Revenue Sharing Expense (In Family)	(\$4,011.92)
<input checked="" type="checkbox"/>	REO	Service Fee Expense - 3rd Party	(\$4,103.10)

12. Prior to issuing the invoice, uncheck the **Print to Invoice** check box for any fees/revenue share entries not to be reflected in the **Invoice Total**

REMEMBER: If the payment to the **Share with Outside Agent (Lexington/Kensington) Contact (O-Other (Customer))** is to be sent **prior** to issuing the invoice to the **Direct Operation (In-Family) Contact (T2)**,

1. Uncheck the **Print to Invoice** check box for **REO Service Fee Expense – 3rd Party** deduction