

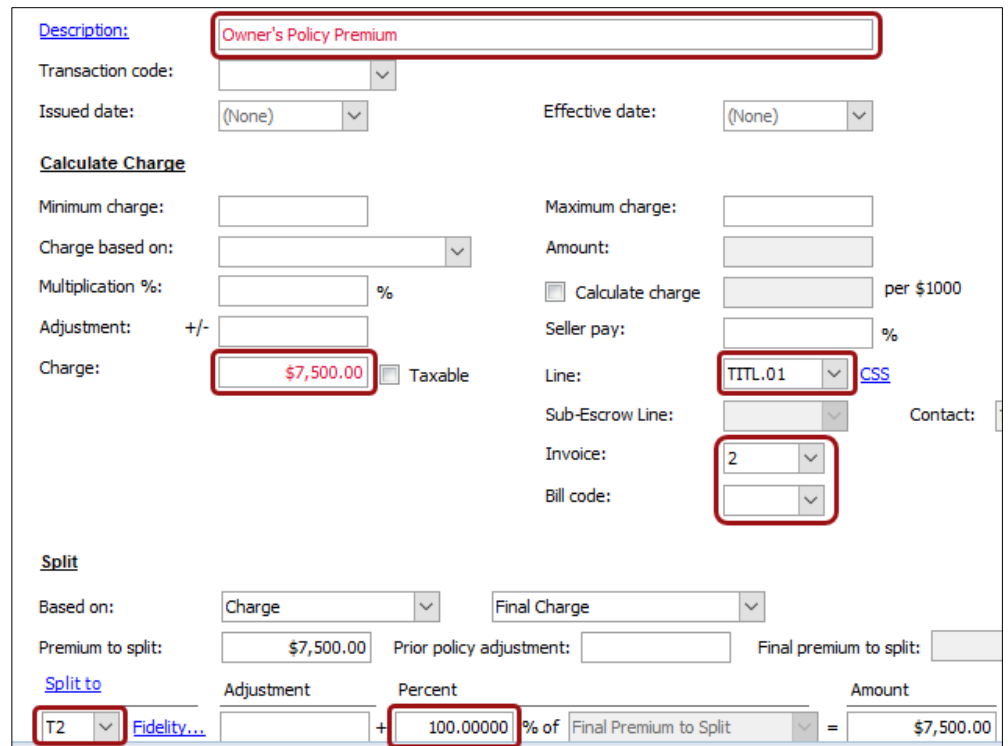
Adding Entries on Out-of-State Title & Escrow Orders

This job aid provides the steps to enter revenue share entries when NCS FNT CA is **not** issuing the policy (out-of-state properties) on Title & Escrow orders.

IMPORTANT: All policy premium and endorsement fees are entered on the Additional Title Charges & Revenue Sharing screen.

Prior to adding revenue share entries,

1. Navigate to the **Additional Title Charges & Revenue Sharing** screen
2. Select the **Owner's Policy Premium** placeholder in the grid
3. Enter/verify the,
 - a) **Charge**
 - b) **Line** is assigned
 - c) **Invoice** = 2
 - d) **Bill code** = blank
 - e) **Split to** = T2
 - f) **Percent** = 100%



Description: Owner's Policy Premium

Transaction code:

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

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:

Split

Based on: Charge Final Charge

Premium to split: \$7,500.00 Prior policy adjustment: Final premium to split:

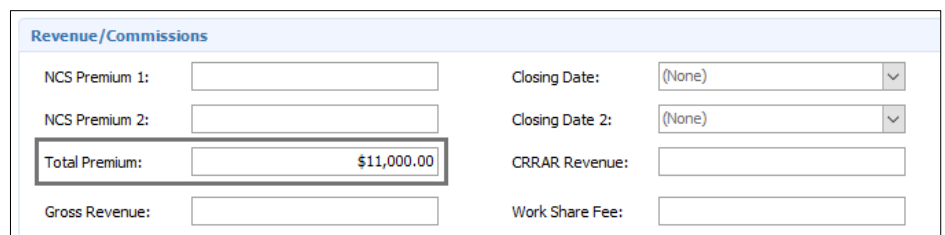
Split to

Split to	Adjustment	Percent	Amount
T2	Fidelity...	100.00000	% of Final Premium to Split = \$7,500.00

4. Select the **Loan Policy Premium** placeholder in the grid
5. Repeat **step 3**
6. Select the **Endorsements** placeholder in the grid
7. Repeat **step 3**

Owner's Policy Premium	\$7,500.00
Loan Policy Premium	\$2,500.00
Endorsements	

The **Total Premium** field (above the grid) populates with the premiums + endorsements total which is used in calculating the Revenue Share entries.



Revenue/Commissions

NCS Premium 1: Closing Date: (None)

NCS Premium 2: Closing Date 2: (None)

Total Premium: CRRAR Revenue:

Gross Revenue: Work Share Fee:

Adding Entries on Out-of-State Title & Escrow Orders

Follow the steps in the applicable section to add the Revenue Share entries.

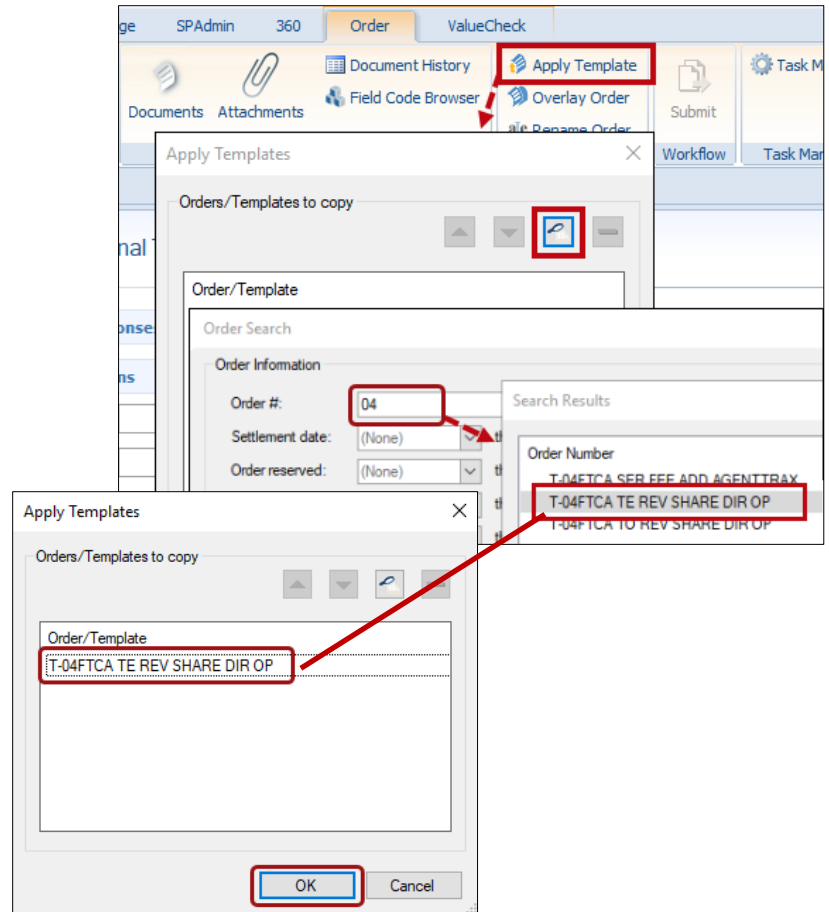
- > [Revenue Share Split with Direct Operation \(In Family\) – Except NM/TX](#)
- > [Revenue Share Two-way Split \(In Family\) & Third Party \(Out of Family\) – Except NM/TX](#)

Revenue Share Split with Direct Operation (In Family) – Except NM/TX

1. Add **Revenue Sharing** entries
 - a) From the **Order** ribbon, click the **Actions > Apply Template** button
 - b) In the **Order #** field, enter **rev share** or **04** to narrow results
 - c) Double-click the **04FTCA TE REV SHARE DIR OP** template
 - d) Click **OK** to close the **Template Search** window
 - e) Click **OK** to apply the template
 - f) Click **OK** to confirm the template is applied

IMPORANT REMINDER: Apply only **ONE** **04FTCA REV SHARE DIR OP** template per file.

If more than one Rev Share template is applied, reach out to the SoftPro Helpdesk (via ServiceNow) for assistance.



2. Navigate to the **Additional Title Charges & Revenue Sharing** screen

The three **Revenue Sharing** entries have now been added to the grid.

Description	Charge	Issued Date	Effective Date	Line	Invoice	Bill Code
Overnight/Messenger Fees					1	POS
Inspection Fees					1	INS
Affordable Housing Recording Fee (CA)					1	RED
Owner's Policy Premium	\$7,500.00			SE-TITL.01	2	
Loan Policy Premium	\$2,500.00			SE-TITL.02	2	
Endorsements	\$1,000.00			SE-TITL.03	2	
Exam and Review Fee	\$125.00			SE-TITL.04	2	
Revenue Sharing Income Net (Gr Prem)	\$11,000.00			SE-TITL.05	1	NBING
Revenue Sharing Income Net (Issue Office Share)	(\$5,060.00)			SE-TITL.06	1	NBINI
Revenue Sharing Expense (In Family)	(\$5,940.00)			SE-TITL.07	2	NBE

Adding Entries on Out-of-State Title & Escrow Orders

3. For each **Revenue Sharing** entry in the grid verify the,

- » **Multiplication %** (if applicable) – % is dependent on the Gross Premium + Ends
- » **Charge**
- » **Line** = **blank** (templates assigns **REV.01**)
- » **Invoice** (#1 for NBING/NBINI; #2 for NBE)
- » **Split to** (T- for NBING/NBINI; T2- for NBE)
- » **Percent** = 100

If the Revenue Share entry is:

› **Revenue Sharing Income Net (Gr Prem)**

The entries should be:

Description: Revenue Sharing Income Net (Gr Prem)	
Transaction code:	
Issued date:	(None)
Effective date:	(None)
Calculate Charge	
Minimum charge:	
Maximum charge:	\$11,000.00
Charge based on:	
Amount:	
Multiplication %:	
Calculate charge:	<input type="checkbox"/> per \$1000
Adjustment:	+/-
Seller pay:	
Charge:	\$11,000.00 <input type="checkbox"/> Taxable
Line:	
Sub-Escrow Line:	
Invoice:	1
Bill code:	NBING
Contact:	
Split	
Based on:	Charge
Final Charge:	
Premium to split:	\$11,000.00
Prior policy adjustment:	
Final premium to split:	
Split to	
Adjustment	Percent
T	100.00000
Fidelity...	% of Final Premium to Split
	= \$11,000.00

› **Revenue Sharing income Net (Issue Office Share)**

Description: Revenue Sharing Income Net (Issue Office Share)	
Transaction code:	
Issued date:	(None)
Effective date:	(None)
Calculate Charge	
Minimum charge:	
Maximum charge:	\$11,000.00
Charge based on:	
Amount:	
Multiplication %:	46.00000
Calculate charge:	<input type="checkbox"/> per \$1000
Adjustment:	+/-
Seller pay:	
Charge:	(\$5,060.00) <input type="checkbox"/> Taxable
Line:	
Sub-Escrow Line:	
Invoice:	1
Bill code:	NBINI
Contact:	
Split	
Based on:	Charge
Final Charge:	
Premium to split:	(\$5,060.00)
Prior policy adjustment:	
Final premium to split:	
Split to	
Adjustment	Percent
T	100.00000
Fidelity...	% of Final Premium to Split
	= (\$5,060.00)

Adding Entries on Out-of-State Title & Escrow Orders

> Revenue Sharing Expense (In Family)

Description: Revenue Sharing Expense (In Family)

Transaction code:

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

Calculate Charge

Minimum charge: Maximum charge: \$11,000.00

Charge based on: Amount:

Multiplication %: 54.00000 % ☐ Calculate charge per \$1000

Adjustment: +/- Seller pay: %

Charge: (\$5,940.00) ☐ Taxable Line:

Sub-Escrow Line: Invoice: 2

Bill code: NBE

Split

Based on: Charge Final Charge

Premium to split: (\$5,940.00) Prior policy adjustment: Final premium to split:

Split to

Split to	Adjustment	Percent	Amount
T2 Fidelity...		100.00000 % of Final Premium to Split	(\$5,940.00)

4. Navigate to the **Title Billing and Recordings** screen
5. Verify charges on **Invoice 1** = fees due to FNT CA NCS
6. Verify charges on **Invoice 2** = fees due to Direct Operation or Agency

Title Billing and Recordings Buyers: Buyerman, LLC Sellers: Sellerman Proper

Order Status

Invoices (3)

	Invoice Number	Bill To	Invoice Total	Invoice Balance
1	XOOS TE JA-1		\$5,940.00	\$5,940.00
2	XOOS TE JA-2		\$5,060.00	\$5,060.00

Invoice title status:

Invoice number: XOOS TE JA-1 Property: Status: Pending

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

Bill to: Contact:


Remit to: T Fidelity Natio... Contact:

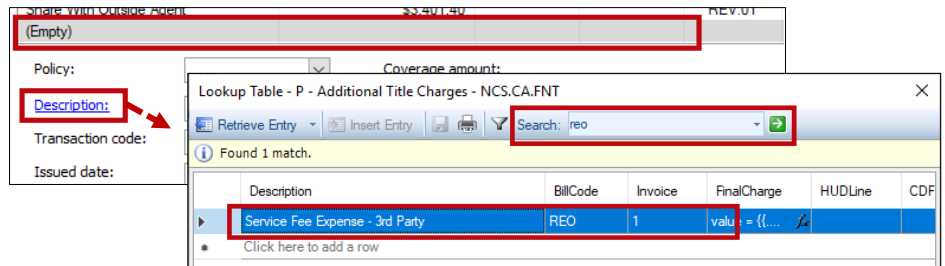
	Print to Invoice	Bill Code	Description	Amount
	<input checked="" type="checkbox"/>	LTI	Concurrent Loan Services Fee	\$0.00
	<input checked="" type="checkbox"/>	RES	Recording Service Fees	\$0.00
	<input checked="" type="checkbox"/>	NBING	Revenue Sharing Income Net (Gr Prem)	\$11,000.00
	<input checked="" type="checkbox"/>	NBINI	Revenue Sharing Income Net (Issue Office Share)	(\$5,060.00)

Adding Entries on Out-of-State Title & Escrow Orders

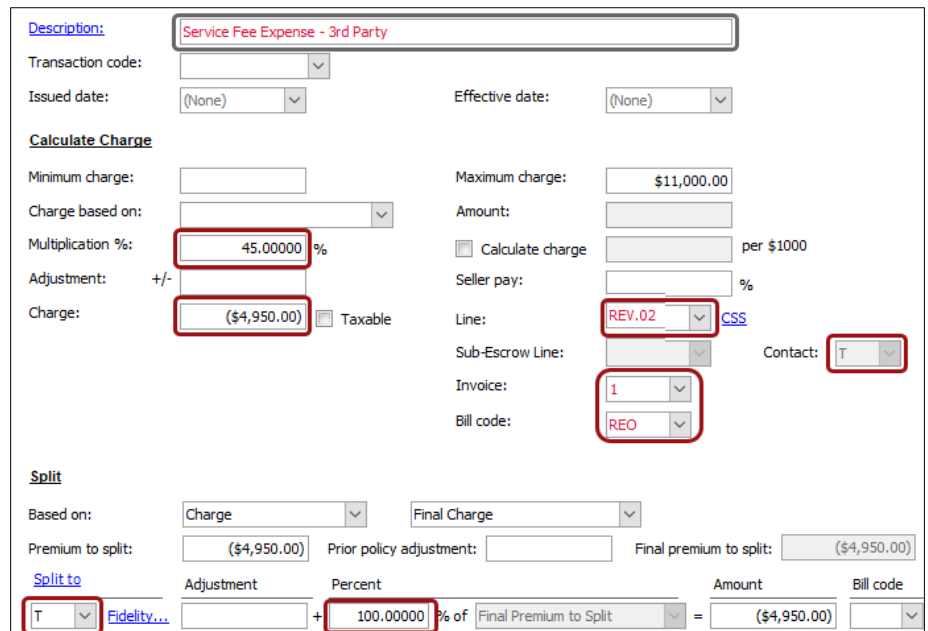
Revenue Share Two-way Split (In Family) with Third Party (Out of Family) – Except NM/TX

- Complete [steps 1-6](#) above in the **Revenue Share with Direct Operation (In Family) – Except NM/TX** section
- Add the **Service Fee Expense – 3rd Party** entry

- Click the **Add Additional Title Charge**  icon to add an **(Empty)** entry
- Click the **Description** link
- In the **Search** field, enter **REO**; press **Enter** key
- Double-click the **Service Fee Expense – 3rd Party** entry



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



- 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

Adding Entries on Out-of-State Title & Escrow Orders

- d) Double-click to pull into your order
5. Verify the,
 - a) **Multiplication %**
 - b) **Line** = same as selected in **step 3c**
 - c) **Invoice** = **3** for verification only, Escrow disburses through settlement
 - d) **Bill code** = blank
 - e) **Split to** = **O-Other (Customer)**
 - f) **Percent** = **100**

Description: Share With Outside Agent

Transaction code: [None]

Issued date: [None]

Effective date: [None]

Calculate Charge

Minimum charge: [None]

Maximum charge: \$11,000.00

Charge based on: [None]

Multiplication %: 45.00000 %

Amount: [None]

Adjustment: +/- [None]

☐ Calculate charge [None] per \$1000

Charge: \$4,950.00 ☐ Taxable

Seller pay: [None] %

Line: REV.02 [CSS](#)

Sub-Escrow Line: [None]

Invoice: 3

Bill code: [None]

Split

Based on: Charge Final Charge

Premium to split: \$4,950.00 Prior policy adjustment: [None] Final premium to split: [None]

Split to

Split to	Adjustment	Percent	Amount
O10 Lexingt...	[None]	100.00000 % of Final Premium to Split	\$4,950.00

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.

6. Navigate to the **Title Billing and Recordings** screen
7. 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.

Title Billing and Recordings

Buyers: Buyeran, LLC

Sellers: Selleran Properties

Order Status

Invoices (3)

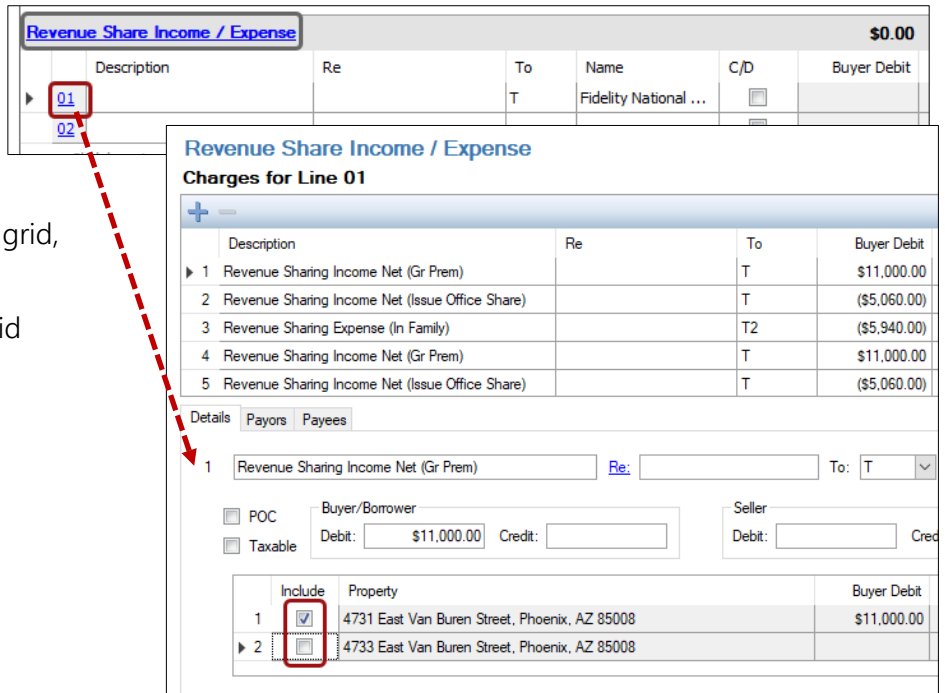
	Invoice Number	Bill To	Invoice Total	Invoice Balance
1	XOOS TE JA-1		\$990.00	\$990.00
2	XOOS TE JA-2		\$5,060.00	\$5,060.00
3	XOOS TE JA-3		\$4,950.00	\$4,950.00

Adding Entries on Out-of-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, the 'Charges for Line 01' section is expanded, showing a list of revenue sharing entries. A red dashed arrow points from the '01' line number in the summary table to the 'Details' tab of the 'Charges for Line 01' section. In the 'Details' tab, the 'Include' checkbox for the first property (4731 East Van Buren Street, Phoenix, AZ 85008) is checked, while the second property (4733 East Van Buren Street, Phoenix, AZ 85008) is unchecked.

Description	Re	To	Buyer Debit
1 Revenue Sharing Income Net (Gr Prem)		T	\$11,000.00
2 Revenue Sharing Income Net (Issue Office Share)		T	(\$5,060.00)
3 Revenue Sharing Expense (In Family)		T2	(\$5,940.00)
4 Revenue Sharing Income Net (Gr Prem)		T	\$11,000.00
5 Revenue Sharing Income Net (Issue Office Share)		T	(\$5,060.00)

Details Payors Payees

1 Revenue Sharing Income Net (Gr Prem) Re: To: T

POC Buyer/Borrower Seller
Debit: \$11,000.00 Credit: Debit: Credit:

Include	Property	Buyer Debit
<input checked="" type="checkbox"/>	4731 East Van Buren Street, Phoenix, AZ 85008	\$11,000.00
<input type="checkbox"/>	4733 East Van Buren Street, Phoenix, AZ 85008	