

## Adding Entries on Out-of-State Title Only 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 Only 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) **Sub-Escrow Line** is assigned
  - c) **Contact = T2**
  - d) **Invoice = 2**
  - e) **Bill code** = blank

| Description                           | Charge            | Issued Date | Effective Date | Line              | Invoice  |
|---------------------------------------|-------------------|-------------|----------------|-------------------|----------|
| Sub Escrow Fee                        |                   |             |                |                   | 1        |
| Overnight/Messenger Fees              |                   |             |                |                   | 1        |
| Inspection Fees                       |                   |             |                |                   | 1        |
| Affordable Housing Recording Fee (CA) |                   |             |                |                   | 1        |
| <b>Owner's Policy Premium</b>         | <b>\$7,500.00</b> |             |                | <b>SE-TITL.01</b> | <b>2</b> |
| Loan Policy Premium                   |                   |             |                |                   |          |
| Endorsements                          |                   |             |                |                   |          |
| Exam and Review Fee                   |                   |             |                |                   |          |

Policy:  Coverage amount:

Description:

Transaction code:

Issued date:  Effective date:

**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:

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 |
| <b>Loan Policy Premium</b> |            |
| Endorsements               |            |

|                        |            |
|------------------------|------------|
| Owner's Policy Premium | \$7,500.00 |
| Loan Policy Premium    | \$2,500.00 |
| <b>Endorsements</b>    |            |

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:        | <input type="text"/>                |
| NCS Premium 2:        | <input type="text"/>                |
| <b>Total Premium:</b> | <b>\$11,000.00</b>                  |
| Gross Revenue:        | <input type="text"/>                |
| Closing Date:         | <input type="text" value="(None)"/> |
| Closing Date 2:       | <input type="text" value="(None)"/> |
| CRRAR Revenue:        | <input type="text"/>                |
| Work Share Fee:       | <input type="text"/>                |

## Adding Entries on Out-of-State Title Only Orders

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

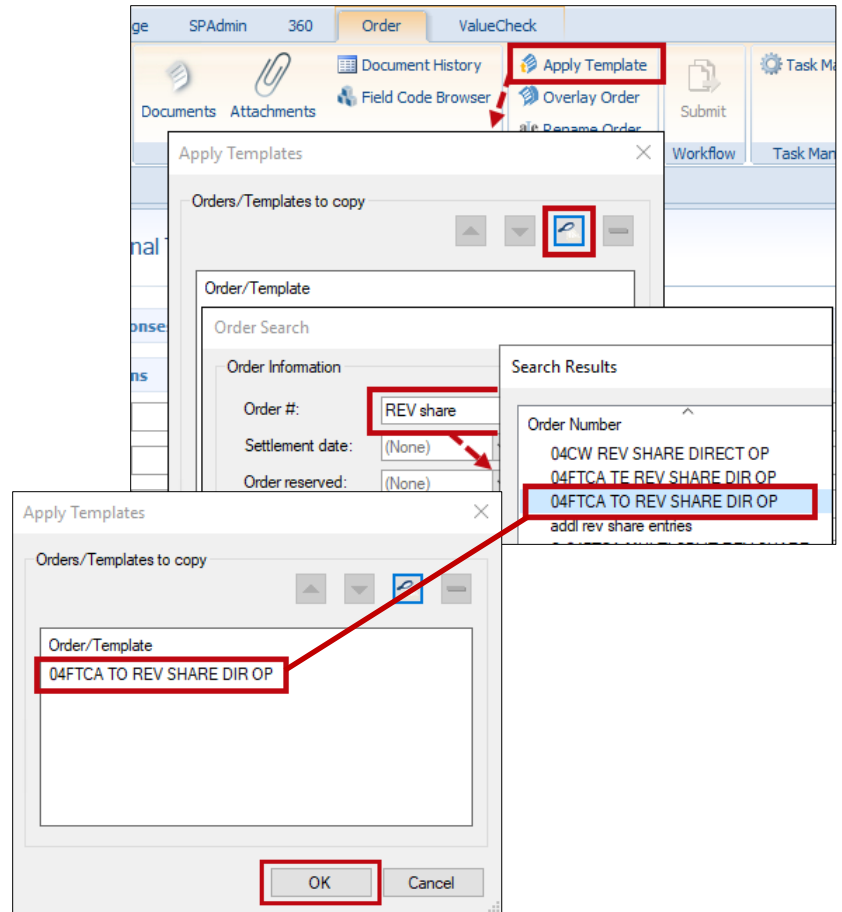
- > [Revenue Share Split with Direct Operation \(In Family\) – Except NM/TX](#)
- > [Revenue Share Two-way Split \(In Family\) & Third Party \(Out of Family\) – Except NM/TX](#)

### 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 TO 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 TO 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 Only Orders

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

- » **Multiplication %** (if applicable) – percentage is dependent on the Gross Premium + Endorsements
- » **Charge**
- » **Sub-Escrow Line**
- » **Invoice**
- » **Bill code**
- » **Contact**

If the Revenue Share entry is:

The entries should be:

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

|  |                                  |
|--|----------------------------------|
| <b>Description:</b> Revenue Sharing Income Net (Gr Prem) |                                  |
| Transaction code:  |                                  |
| Issued date:   | (None)                           |
| Effective date:  | (None)                           |
| <b>Calculate Charge</b>                                  |                                  |
| Minimum charge:  |                                  |
| Maximum charge:  | \$11,000.00                      |
| Charge based on:   |                                  |
| Multiplication %:  |                                  |
| Amount:  |                                  |
| Adjustment: +/-  |                                  |
| Charge:  | \$11,000.00                      |
|  | <input type="checkbox"/> Taxable |
| Line:  |                                  |
| Sub-Escrow Line:   | SE-TITL.05                       |
| Invoice:   | 1                                |
| Bill code:   | NBING                            |
| Contact:   | T                                |

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

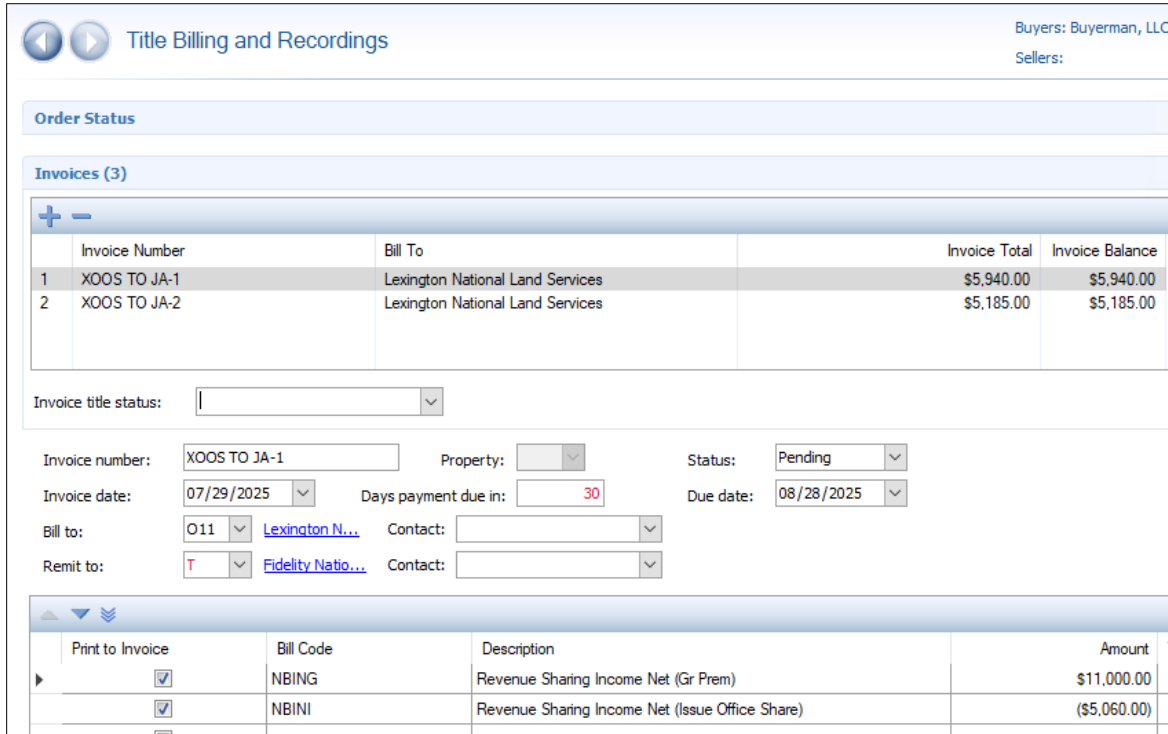
|   |                                  |
|---|----------------------------------|
| <b>Description:</b> Revenue Sharing Income Net (Issue Office Share) |                                  |
| Transaction code:   |                                  |
| Issued date:  | (None)                           |
| Effective date:   | (None)                           |
| <b>Calculate Charge</b>   |                                  |
| Minimum charge:   |                                  |
| Maximum charge:   | \$11,000.00                      |
| Charge based on:  |                                  |
| Multiplication %:   | 46.00000 %                       |
| Amount:   |                                  |
| Adjustment: +/-   |                                  |
| Charge:   | (\$5,060.00)                     |
|   | <input type="checkbox"/> Taxable |
| Line:   |                                  |
| Sub-Escrow Line:  | SE-TITL.06                       |
| Invoice:  | 1                                |
| Bill code:  | NBINI                            |
| Contact:  | T                                |

### › Revenue Sharing Expense (In Family)

|   |                                  |
|---|----------------------------------|
| <b>Description:</b> Revenue Sharing Expense (In Family) |                                  |
| Transaction code:                                       |                                  |
| Issued date:  | (None)                           |
| Effective date:   | (None)                           |
| <b>Calculate Charge</b>                                 |                                  |
| Minimum charge:   |                                  |
| Maximum charge:   | \$11,000.00                      |
| Charge based on:  |                                  |
| Multiplication %:                                       | 54.00000 %                       |
| Amount:   |                                  |
| Adjustment: +/-   |                                  |
| Charge:   | (\$5,940.00)                     |
|   | <input type="checkbox"/> Taxable |
| Line:   |                                  |
| Sub-Escrow Line:  | SE-TITL.07                       |
| Invoice:  | 2                                |
| Bill code:  | NBE                              |
| Contact:  | T2                               |

## Adding Entries on Out-of-State Title Only Orders

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



**Title Billing and Recordings** Buyers: Buyer, LLC  
Sellers:

**Order Status**

**Invoices (3)**

|   | Invoice Number | Bill To                          | Invoice Total | Invoice Balance |
|---|----------------|----------------------------------|---------------|-----------------|
| 1 | XOOS TO JA-1   | Lexington National Land Services | \$5,940.00    | \$5,940.00      |
| 2 | XOOS TO JA-2   | Lexington National Land Services | \$5,185.00    | \$5,185.00      |

Invoice title status:

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

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


Bill to: O11 Lexington N... Contact:

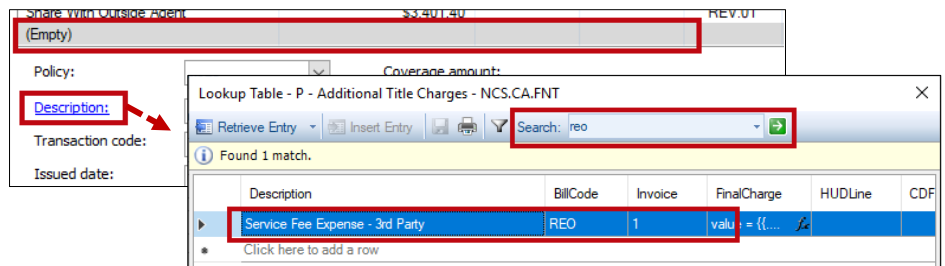
Remit to: T Fidelity Natio... Contact:

|  | Print to Invoice                    | Bill Code | Description                                     | Amount       |
|--|-------------------------------------|-----------|---|--------------|
|  | <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) |

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

1. Complete [steps 1-5](#) above in the **Revenue Share with Direct Operation (In Family) – Except NM/TX** section
2. Add the **Service Fee Expense – 3<sup>rd</sup> Party** entry

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



Share with Outside Agent: \$5,940.00 REV.01

(Empty)

Policy:

Coverage amount:

**Description:**

Transaction code:

Issued date:

Lookup Table - P - Additional Title Charges - NCS.CA.FNT

Retrieve Entry Insert Entry Search: reo

Found 1 match.

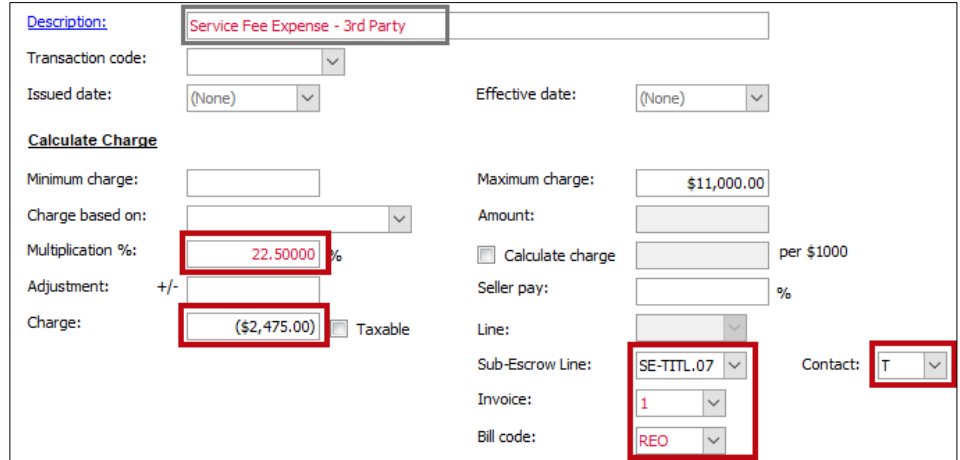
| Description                     | BillCode | Invoice | FinalCharge    | HUDLine | CDF |
|---------------------------------|----------|---------|----------------|---------|-----|
| Service Fee Expense - 3rd Party | REO      | 1       | value * {{ ... |         |     |

\* Click here to add a row


## Adding Entries on Out-of-State Title Only Orders

3. Verify the,

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

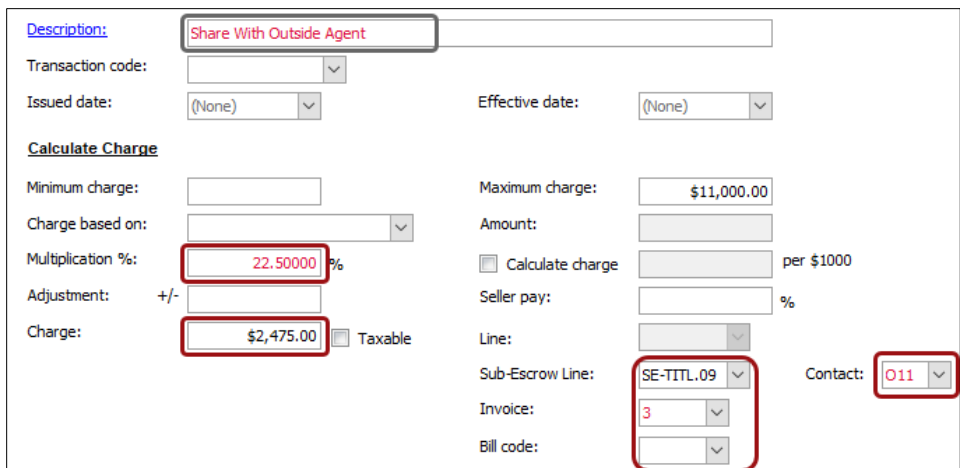


4. Add **Share with Outside Agent** (Lexington/Kensington) entry

- Click the **Add Additional Title Charge**  icon
- Click the **Description** link
- Locate the **Share with Outside Agent** entry
- Double-click to pull into your order

5. Verify the,

- Multiplication %**
- Sub-Escrow Line** is assigned
- Contact** = O-Other (Customer)
- Invoice** = 3
- Bill code** = blank



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

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

- » Gross Premiums amount (premiums + endorsements)
- » Additional Title Charges, if any
- » **Revenue Sharing Expense (In Family)** and **Service Fee Expense – 3<sup>rd</sup> Party** entries shown as a deduction

## Adding Entries on Out-of-State Title Only Orders

Title Billing and Recordings Buyers: Buyer, LLC  
Sellers:

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**Order Status**

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**Invoices (3)**

|   | Invoice Number | Bill To                          | Invoice Total | Invoice Balance |
|---|----------------|----------------------------------|---------------|-----------------|
| 1 | XOOS TO JA-1   | Lexington National Land Services | \$990.00      | \$990.00        |
| 2 | XOOS TO JA-2   | Lexington National Land Services | \$5,185.00    | \$5,185.00      |
| 3 | XOOS TO JA-3   | Lexington National Land Services | \$4,950.00    | \$4,950.00      |

Invoice title status:

Invoice number:  Property:  Status:

Invoice date:  Days payment due in:  Due date:

Bill to:  [Lexington N...](#) Contact:

Remit to:  [Fidelity Natio...](#) Contact:

|   | Print to Invoice                    | Bill Code | Description                                     | Amount       |
|---|-------------------------------------|-----------|---|--------------|
| 1 | <input checked="" type="checkbox"/> | NBING     | Revenue Sharing Income Net (Gr Prem)            | \$11,000.00  |
| 2 | <input checked="" type="checkbox"/> | NBINI     | Revenue Sharing Income Net (Issue Office Share) | (\$5,060.00) |
| 3 | <input checked="" type="checkbox"/> | REO       | Service Fee Expense - 3rd Party                 | (\$4,950.00) |

- 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**