

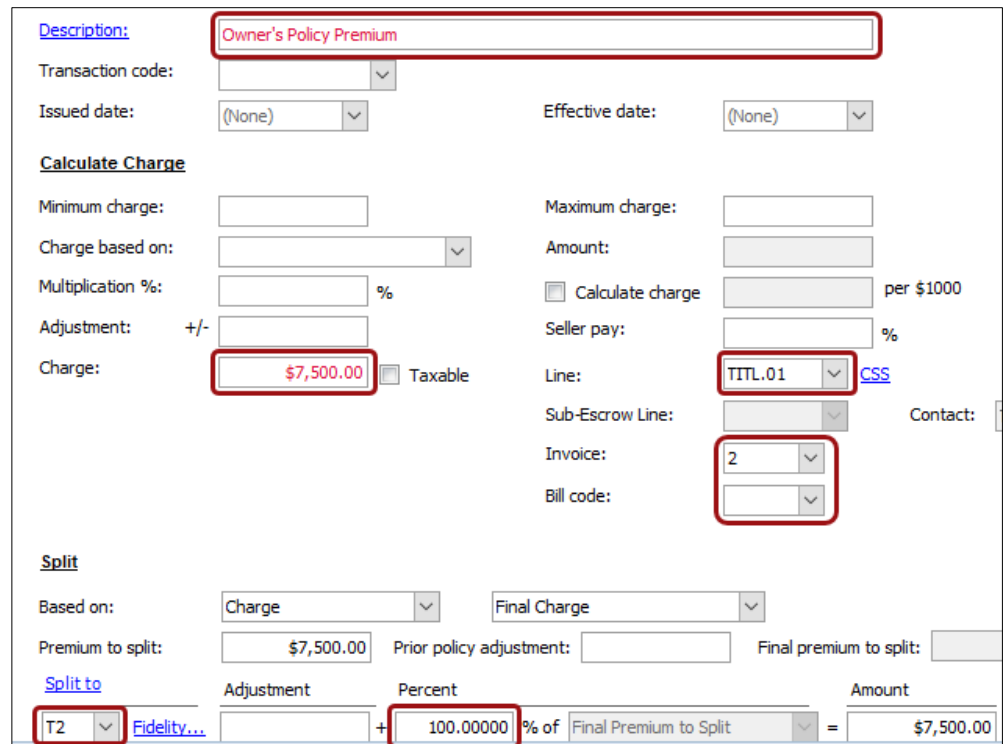
Adding Entries on NM/TX Out-of-State Title & Escrow Orders

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 NM/TX 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:

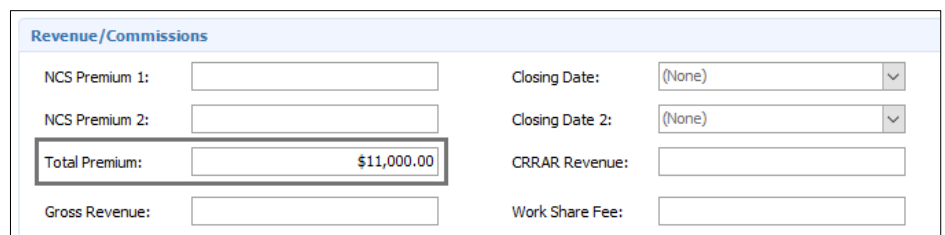
Split to

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:

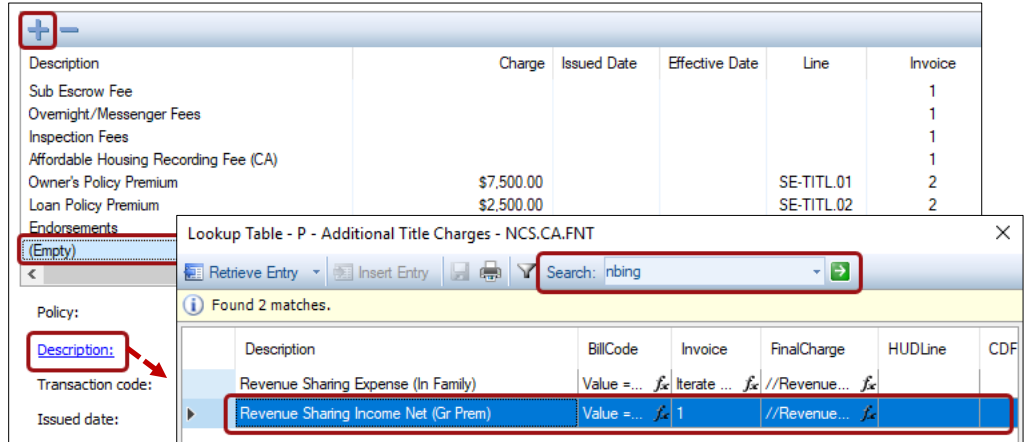
Gross Revenue: Work Share Fee:

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NOTE: New Mexico and Texas get full premium and endorsement amounts due; **no** Revenue Share Expense deductions. Only push Invoice for the expected Revenue Share amount.

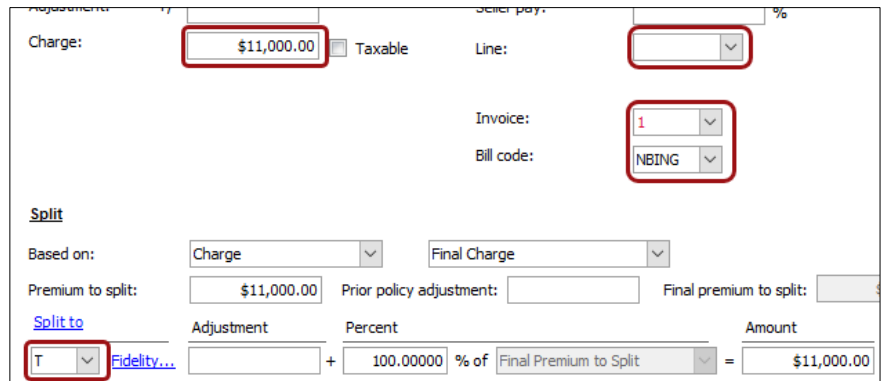
Add Revenue Share Entries

- Click the **Add Additional Title Charges**  icon to add an **(Empty)** entry
- Click the **Description** link
- In the **Search** field, enter **NBING**; press **Enter** key
- Double-click the **Revenue Sharing Income Net (GR Prem)** entry to pull into your order
- Verify/select the,
 - Charge** amount
 - Line** = None
 - Invoice** = 1
 - Bill code** = NBING
 - Split to** = T
- Repeat **steps 1-2**
- In the **Search** field, enter **NBINI**; press **Enter** key
- Double-click the **Revenue Sharing Income Net (Issue Office Share)** entry
- Verify/select the,
 - Charge** amount is a negative number
 - Multiplication %**
 - Line** = None



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
Owner's Policy Premium	\$7,500.00			SE-TITL.01	2
Loan Policy Premium	\$2,500.00			SE-TITL.02	2

Description	BillCode	Invoice	FinalCharge	HUDLine	CDF
Revenue Sharing Expense (In Family)	Value = ...	Iterate ...	//Revenue...		
Revenue Sharing Income Net (Gr Prem)	Value = ...	1	//Revenue...		



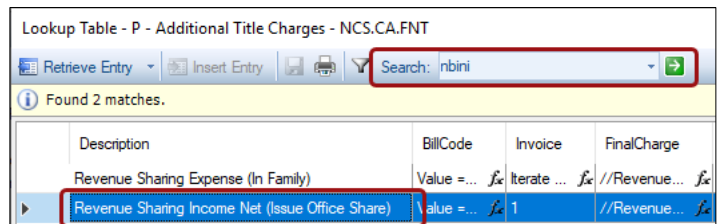
Charge: \$11,000.00 Taxable Line: 1 Invoice: 1 Bill code: NBING

Split

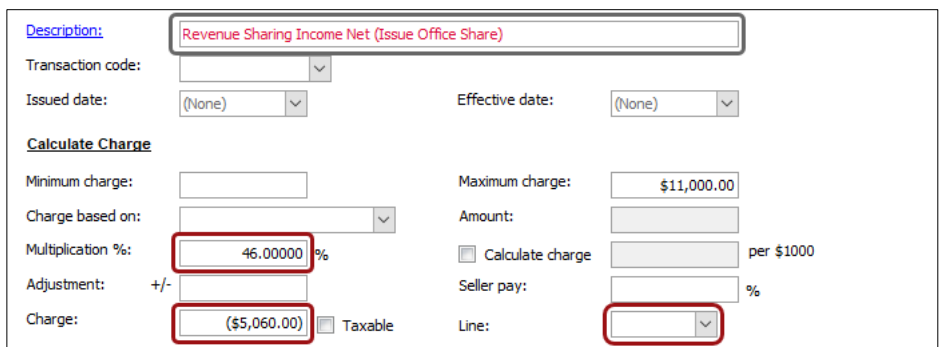
Based on: Charge Final Charge

Premium to split: \$11,000.00 Prior policy adjustment: Final premium to split:

Split to: T Fidelity... 100.00000 % of Final Premium to Split = \$11,000.00



Description	BillCode	Invoice	FinalCharge
Revenue Sharing Expense (In Family)	Value = ...	Iterate ...	//Revenue...
Revenue Sharing Income Net (Issue Office Share)	Value = ...	1	//Revenue...



Calculate Charge

Description: Revenue Sharing Income Net (Issue Office Share)

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

Minimum charge: Maximum charge: \$11,000.00

Charge based on: Amount:

Multiplication %: 46.00000 % Calculate charge: per \$1000

Adjustment: +/- Seller pay: %

Charge: (\$5,060.00) Taxable Line: 1

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- d) Invoice = 1
- e) Bill code = NBINI
- f) Split to = T

Invoice: 1
 Bill code: NBINI

Split

Based on: Charge Final Charge
 Premium to split: (\$5,060.00) Prior policy adjustment: Final premium to split: (\$5,060.00)

Split to

T Fidelity... Adjustment: + 100.00000 % of Final Premium to Split = (\$5,060.00) Bill code:

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

11. Verify charges on **Invoice 1** = fees due to FNT CA NCS (revenue share, premiums and title charges, if any)

Invoices (3)

Invoice Number	Bill To	Invoice Total	Invoice Balance
1 XOOS TE NM TX JA-1		\$8,940.00	\$8,940.00
2 XOOS TE NM TX JA-2		\$11,000.00	\$11,000.00

Invoice title status:

Invoice number: XOOS TE NM TX JA-1 Property: Status: Pending 12
 Invoice date: 08/19/2025 Days payment due in: Due date: Pending
 Bill to: Contact: Sent
 Remit to: T Fidelity Natio... Contact: Canceled
Quote

Print to Invoice	Bill Code	Description	Amount	Taxable
<input checked="" type="checkbox"/>	ESC	Escrow Settlement Fee	\$3,000.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	NBING	Revenue Sharing Income Net (Gr Prem)	\$11,000.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	NBINI	Revenue Sharing Income Net (Issue Office Share)	(\$5,060.00)	<input type="checkbox"/>

When ready to push revenue to CRRAR,

12. From the **Status** drop-down, select **Sent**

NOTE: If the Local operation sends a wire back to the title trust account, request Sub-Escrow or OAC set the Invoice **Status** back to **Pending** so Sub-Escrow can push the Fee Ledger.

13. Verify charges on **Invoice 2** = Local – Direct Operation In Family premiums, endorsements and other title charges, if any; **no revenue share deduction** should be shown

Invoices (3)

Invoice Number	Bill To	Invoice Total	Invoice Balance
1 XOOS TE NM TX JA-1		\$8,940.00	\$8,940.00
2 XOOS TE NM TX JA-2		\$11,000.00	\$11,000.00

Invoice title status:

Invoice number: XOOS TE NM TX JA-2 Property: Status: Pending
 Invoice date: 08/19/2025 Days payment due in: Due date: 08/19/2025
 Bill to: Contact:
 Remit to: T Fidelity Natio... Contact:

Print to Invoice	Bill Code	Description	Amount	Taxable
<input checked="" type="checkbox"/>		Owner's Policy Premium	\$7,500.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Loan Policy Premium	\$2,500.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Endorsements	\$1,000.00	<input type="checkbox"/>