

Adding Entries on NM/TX 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 NM/TX 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
Owner's Policy Premium	\$7,500.00			SE-TITL.01	2
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
Loan Policy Premium	
Endorsements	

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.

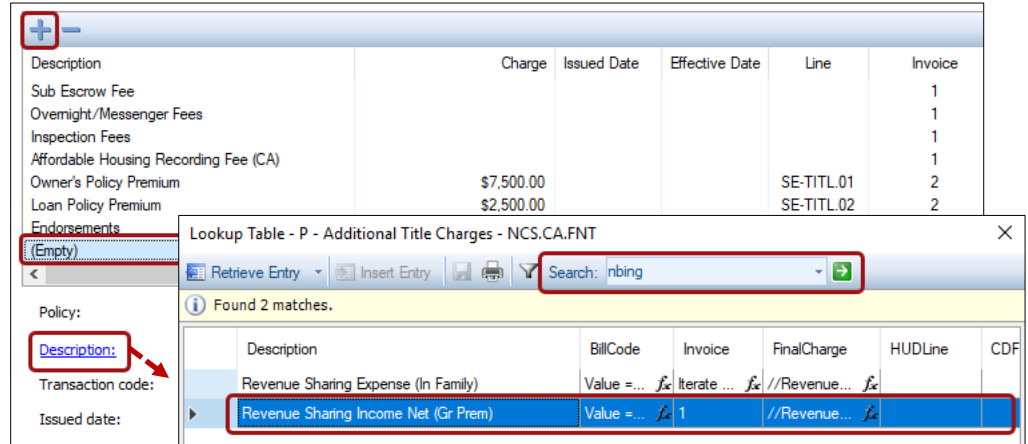
Revenue/Commissions	
NCS Premium 1:	<input type="text"/>
NCS Premium 2:	<input type="text"/>
Total Premium:	\$11,000.00
Gross Revenue:	<input type="text"/>
Closing Date:	<input type="text" value="(None)"/>
Closing Date 2:	<input type="text" value="(None)"/>
CRRAR Revenue:	<input type="text"/>
Work Share Fee:	<input type="text"/>

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

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

1. Click the **Add Additional Title Charges**  icon to add an **(Empty)** entry
2. Click the **Description** link
3. In the **Search** field, enter **NBING**; press **Enter** key
4. Double-click the **Revenue Sharing Income Net (GR Prem)** entry to pull into your order



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

Endorsements
(Empty)

Policy:
Description:
Transaction code:
Issued date:

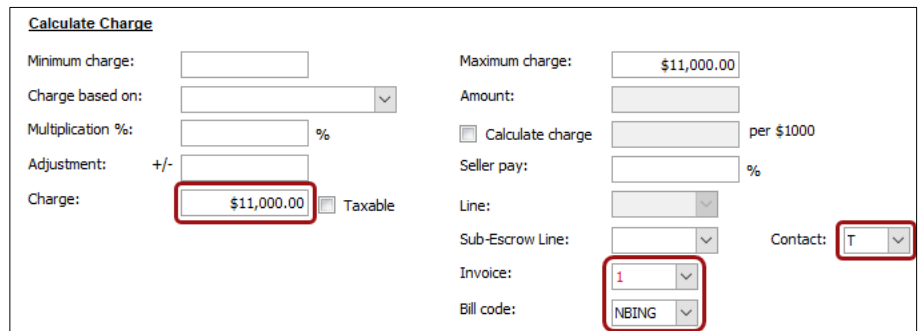
Lookup Table - P - Additional Title Charges - NCS.CA.FNT

Retrieve Entry Insert Entry Search: nbing

Found 2 matches.

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

5. Verify/select the,
 - a) **Charge** amount
 - b) **Sub-Escrow Line = None**
 - c) **Contact = T**
 - d) **Invoice = 1**
 - e) **Bill code = NBING**



Calculate Charge

Minimum charge: Maximum charge: \$11,000.00

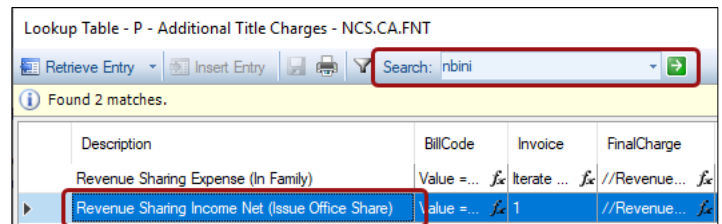
Charge based on: Amount:

Multiplication %: Calculate charge per \$1000

Adjustment: +/- Seller pay: %

Charge: \$11,000.00 Taxable Line: Sub-Escrow Line: Invoice: 1 Bill code: NBING Contact: T

6. Repeat **steps 1-2**
7. In the **Search** field, enter **NBINI**; press **Enter** key
8. Double-click the **Revenue Sharing Income Net (Issue Office Share)** entry



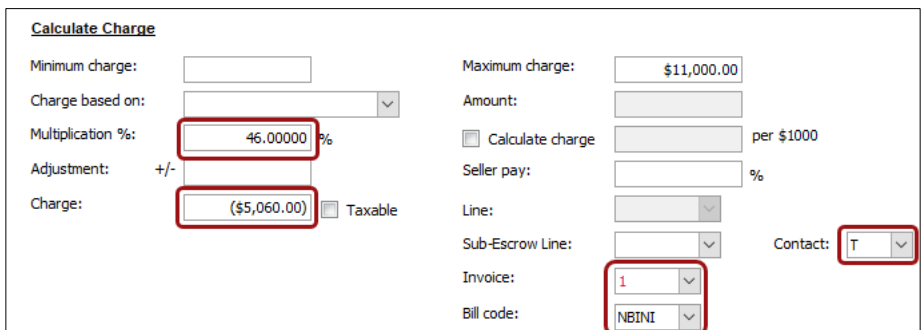
Lookup Table - P - Additional Title Charges - NCS.CA.FNT

Retrieve Entry Insert Entry Search: nbini

Found 2 matches.

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

9. Verify/select the,
 - a) **Charge** amount is a negative number
 - b) **Sub-Escrow Line = None**
 - c) **Multiplication %**
 - d) **Contact = T**
 - e) **Invoice = 1**
 - f) **Bill code = NBINI**



Calculate Charge

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: Sub-Escrow Line: Invoice: 1 Bill code: NBINI Contact: T

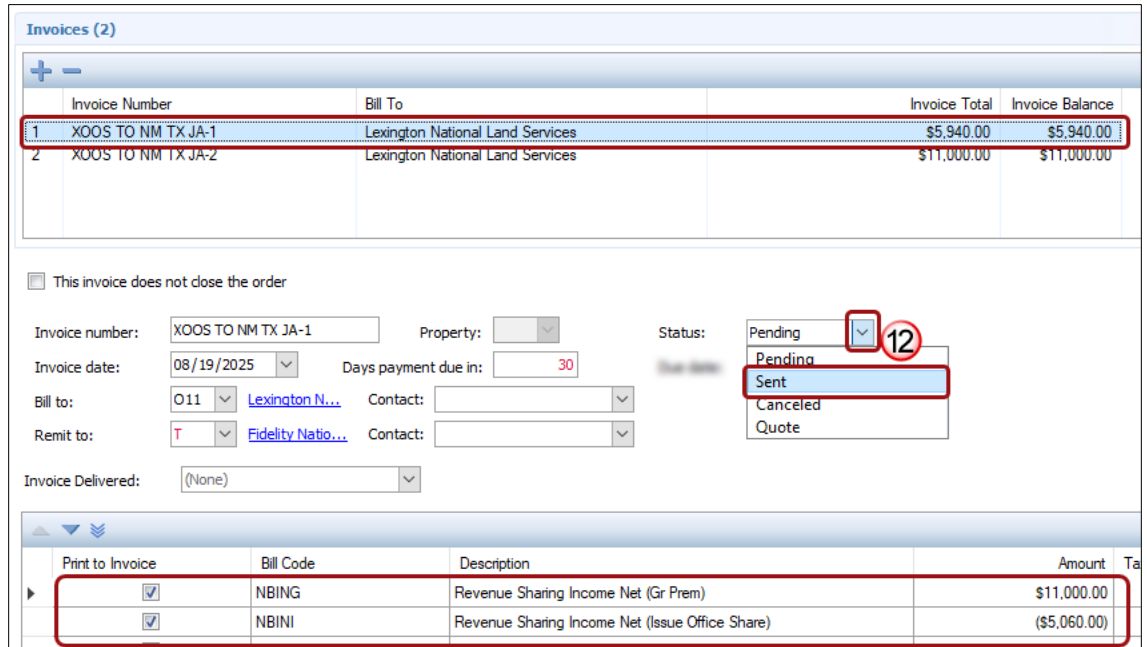
Adding Entries on NM/TX Out-of-State Title Only Orders

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)

When ready to push revenue to CRRAR,

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



Invoice Number	Bill To	Invoice Total	Invoice Balance
1 XOOS TO NM TX JA-1	Lexington National Land Services	\$5,940.00	\$5,940.00
2 XOOS TO NM TX JA-2	Lexington National Land Services	\$11,000.00	\$11,000.00

☐ This invoice does not close the order

Invoice number: XOOS TO NM TX JA-1 Property: Status: **Sent** (12)

Invoice date: 08/19/2025 Days payment due in: 30

Bill to: O11 Lexington N... Contact:

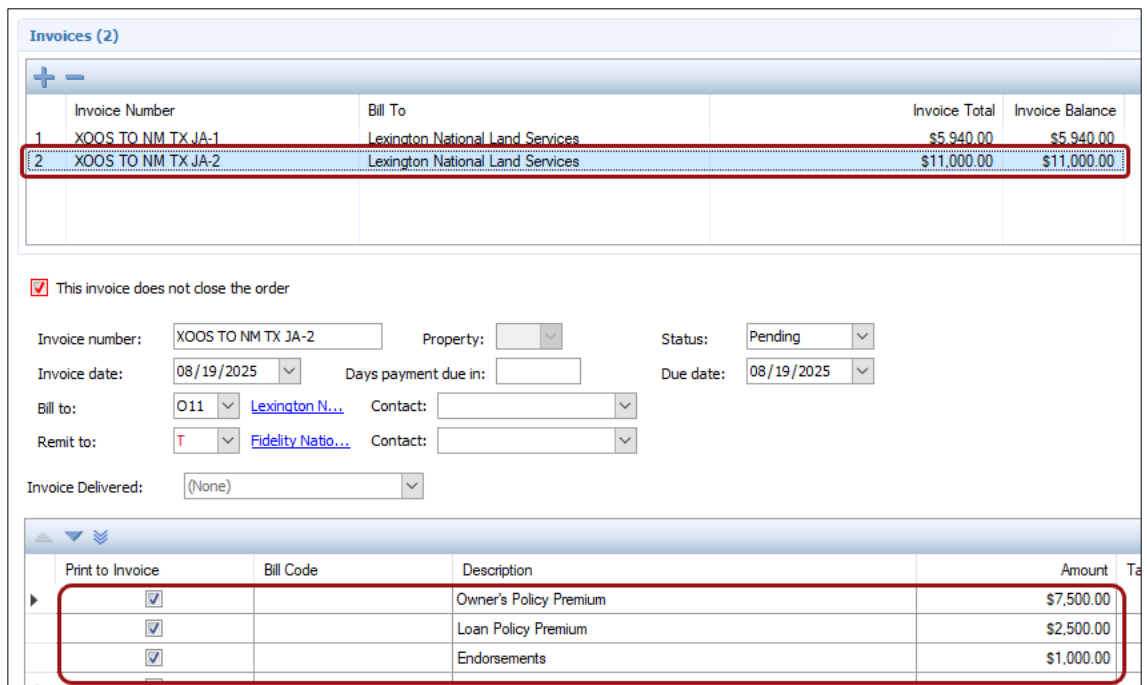
Remit to: T Fidelity Natio... Contact:

Invoice Delivered: (None)

Print to Invoice	Bill Code	Description	Amount	Ta
<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)	

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



Invoice Number	Bill To	Invoice Total	Invoice Balance
1 XOOS TO NM TX JA-1	Lexington National Land Services	\$5,940.00	\$5,940.00
2 XOOS TO NM TX JA-2	Lexington National Land Services	\$11,000.00	\$11,000.00

☒ This invoice does not close the order

Invoice number: XOOS TO NM TX JA-2 Property: Status: Pending

Invoice date: 08/19/2025 Days payment due in: Due date: 08/19/2025

Bill to: O11 Lexington N... Contact:

Remit to: T Fidelity Natio... Contact:

Invoice Delivered: (None)

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