


## Paying From Revenue via Invoice

Follow these steps to process vendor fees to be paid directly from revenue using an invoice. This process can be used on residential or commercial transactions and OAC issues the check to the vendor.

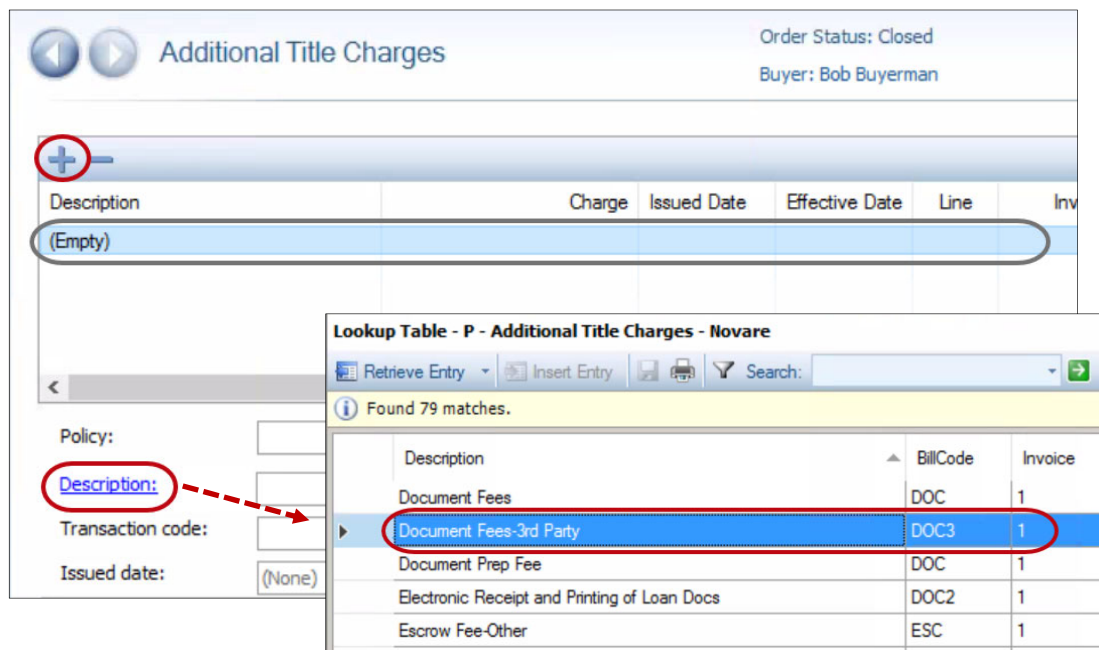
### Scenario:

- › Revenue has been recognized via ledger transfer
- › Third party vendor fees to be paid from the (posted) escrow fee
- › OAC issues the check to the vendor with the exception of notary payments

NOTE: If paying notary fee(s) from settlement charges, skip to *Notary Fee Payment Processing*, page 3.

1. Navigate to the **Additional Title Charges** screen
2. Click the **Add Additional Title Charge**  icon to add an **(Empty)** line
3. Click the **Description** link
4. Double-click the applicable description

Additional Title Charge Description	Bill Code	When to use
Document Fees 3 <sup>rd</sup> Party	DOC3	Document fees paid to vendor
Outside Closing Expense	OCE	Closing fee paid to attorney
Outside Title Search & Exam	OTS	Attorney opinion letter
Cancellation Fee	CAN	Cancellation fee



Order Status: Closed  
Buyer: Bob Buyer

Description	Charge	Issued Date	Effective Date	Line	Inv
(Empty)					

Policy:   
**Description:**   
 Transaction code:   
 Issued date:  (None)

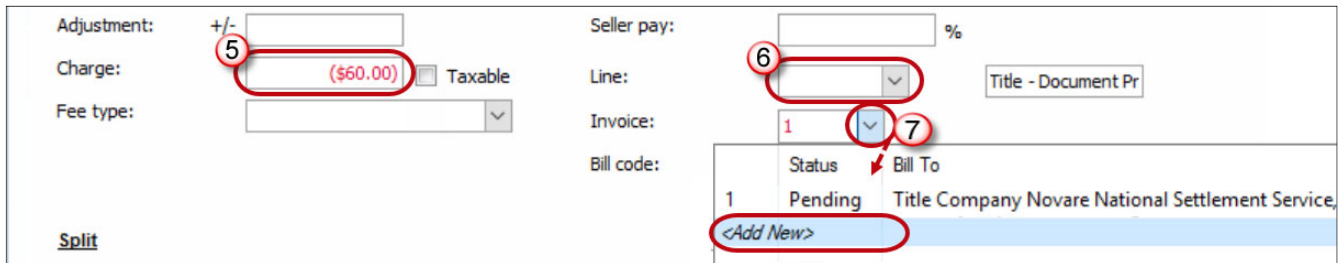
Lookup Table - P - Additional Title Charges - Novare

Retrieve Entry | Insert Entry | Search:

Found 79 matches.

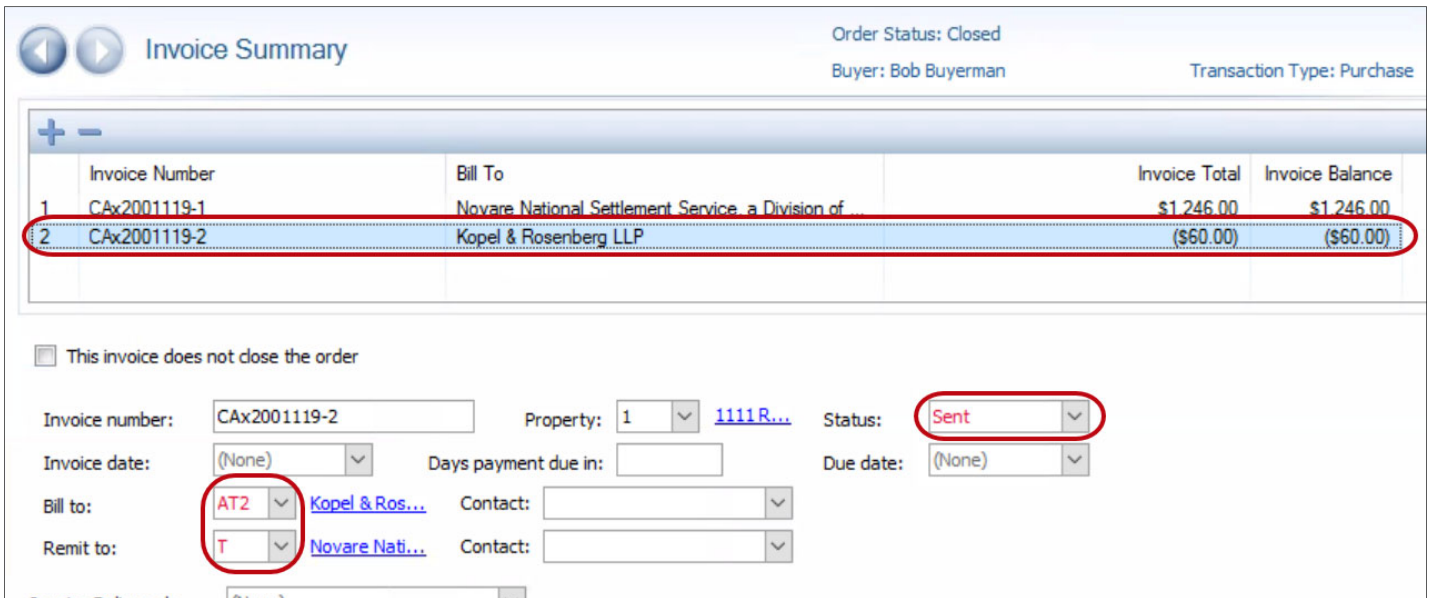
Description	BillCode	Invoice
Document Fees	DOC	1
Document Fees-3rd Party	DOC3	1
Document Prep Fee	DOC	1
Electronic Receipt and Printing of Loan Docs	DOC2	1
Escrow Fee-Other	ESC	1

- In the **Charge** field, enter the fee as a **negative** number
- From the **Line** drop-down, select **(None)**
- From the **Invoice** drop-down, select **<Add New>** to assign an invoice other than Invoice 1



Annotation 5: Charge field with value (\$60.00).  
 Annotation 6: Line drop-down menu.  
 Annotation 7: Invoice drop-down menu with <Add New> selected.

- Repeat **Steps 2-6** for each additional fee or vendor as needed
- Navigate to the **Invoice Summary** screen
- Highlight the corresponding vendor invoice in the grid
- Verify the,
  - Bill To** = applicable vendor
  - Remit To** = T-Contact
- From the **Status** drop-down, select **Sent**



Order Status: Closed  
 Buyer: Bob Buyerman  
 Transaction Type: Purchase

	Invoice Number	Bill To	Invoice Total	Invoice Balance
1	CAx2001119-1	Novare National Settlement Service, a Division of ...	\$1,246.00	\$1,246.00
2	CAx2001119-2	Kopel & Rosenberg LLP	(\$60.00)	(\$60.00)

☐ This invoice does not close the order

Invoice number: CAx2001119-2 Property: 1 1111R... Status: **Sent**  
 Invoice date: (None) Days payment due in: Due date: (None)  
 Bill to: **AT2** Kopel & Ros... Contact:   
 Remit to: **T** Novare Nati... Contact:

- In the **Invoice message** field, enter the vendor's invoice number




Invoice message:  
 Enter vendor's invoice number here.

- Save** the order

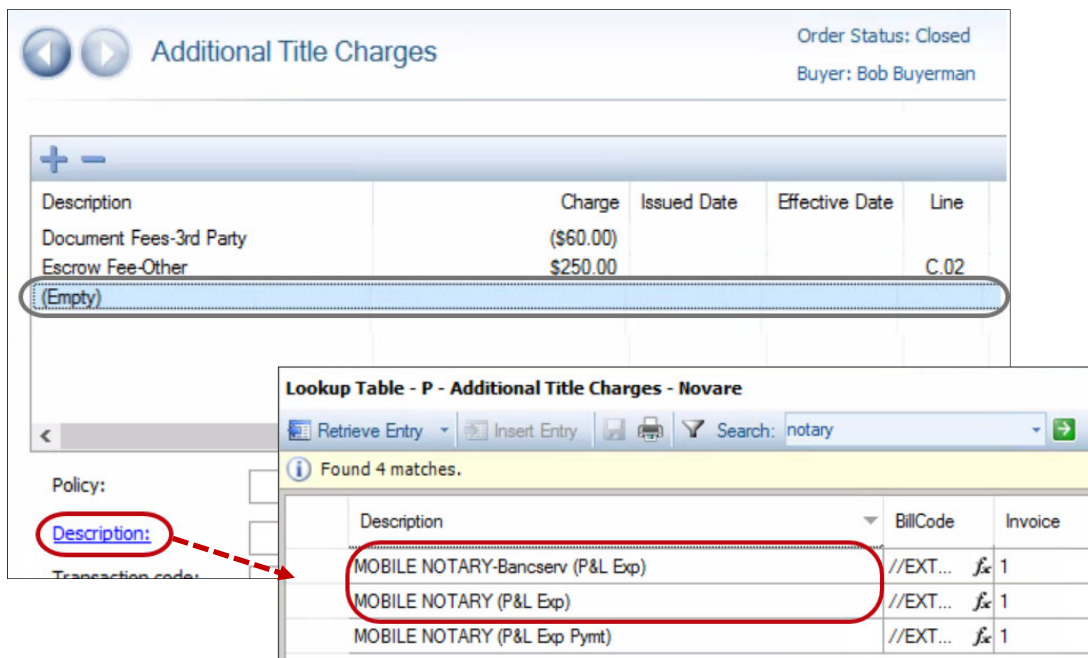
### Notary Fee Payment Processing

Notary fees are paid from the escrow account not the operating account via invoice.

1. Navigate to the **Additional Title Charges** screen
2. Make note of the line assigned to the **Escrow Fee** entry
3. Click the **Add Additional Title Charge**  icon to add an **(Empty)** line
4. Click the **Description** link
5. Double-click the applicable description

Additional Title Charge Description	Bill Code	When to use
Mobile Notary (P&L Exp)	NOTe	Notary fee paid from Settlement (negative amount)
Mobile Notary-Bancserv (P&L Exp)	NOTeBS	Notary paid to Bancserv (negative amount)
Mobile Notary (P&L Exp Pymt)	NOTi	Notary Fee paid to vendor (positive amount)

- › If using Bancserv – select **Mobile Notary BANCserv (P&L Exp)**
- › If not using Bancserv – select **Mobile Notary (P&L Exp)**



Additional Title Charges

Order Status: Closed  
Buyer: Bob Buyer

Description	Charge	Issued Date	Effective Date	Line
Document Fees-3rd Party	(\$60.00)			
Escrow Fee-Other	\$250.00			C.02
(Empty)				

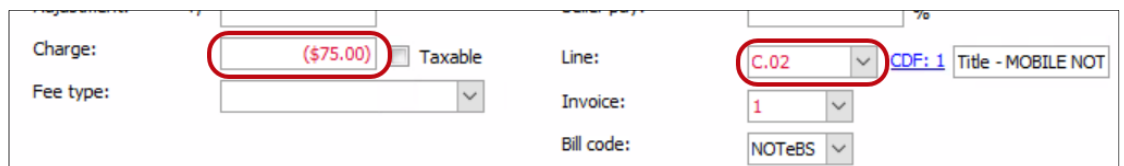
Lookup Table - P - Additional Title Charges - Novare

Retrieve Entry | Insert Entry | Search: notary

Found 4 matches.

Description	BillCode	Invoice
MOBILE NOTARY-Bancserv (P&L Exp)	//EXT...	1
MOBILE NOTARY (P&L Exp)	//EXT...	1
MOBILE NOTARY (P&L Exp Pymt)	//EXT...	1

6. In the **Charge** field, enter the amount as a **negative** number
7. From the **Line** drop-down, select the line assigned to the **Escrow Fee** entry



Charge: (\$75.00) Taxable

Fee type:

Line: C.02 CDF: 1 Title - MOBILE NOT

Invoice: 1

Bill code: NOTeBS

8. Click the **Add Additional Title Charge**  icon to add an (Empty) line

9. Click the **Description** link

10. Double-click the **Mobile Notary (P&L Exp Pymt)** entry

11. In the **Charge** field, enter the amount; this is the same amount entered in **step 6** but as a positive number

12. From the **Line** drop-down, select the line assigned to the **Escrow Fee** entry

13. From the **Split to** drop-down, select the **O-Contact** setup for the Mobile Notary

14. In the **Percent** field, enter **100**

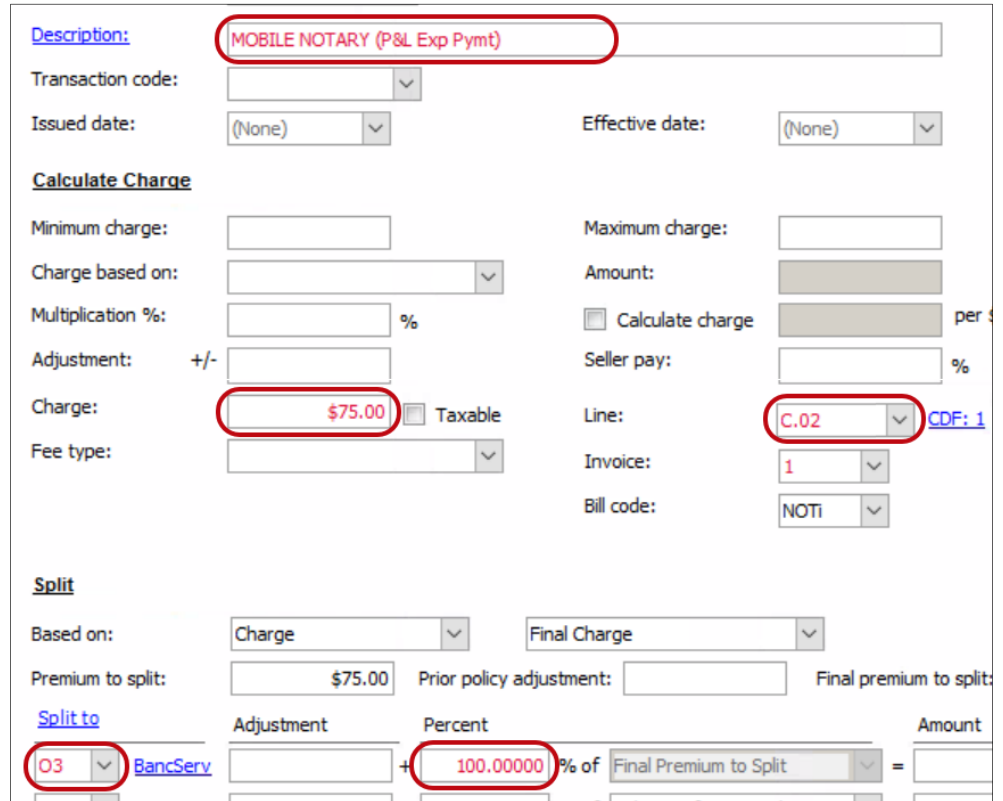
15. Navigate to the corresponding entry on the **CDF Pg2-Sections A-J** screen

16. In the **Description** field, overwrite with **Title – Escrow Fee**

17. From the **To-code** drop-down, select the **A-Contact**

18. Disburse as normal

19. **Save** the order



**Description:** MOBILE NOTARY (P&L Exp Pymt)

Transaction code:

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

**Calculate Charge**

Minimum charge:  Maximum charge:

Charge based on:  Amount:

Multiplication %:  % ☐ Calculate charge  per s

Adjustment: +/-  Seller pay:  %

Charge: \$75.00 ☐ Taxable Line: C.02 CDF: 1

Fee type:  Invoice: 1 Bill code: NOTI

**Split**

Based on: Charge Final Charge

Premium to split: \$75.00 Prior policy adjustment:  Final premium to split:

**Split to** Adjustment Percent Amount

03 BancServ  + 100.00000 % of Final Premium to Split =

ding  
ions

Order Status: Closed  
Buyer: Bob Buyerman

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<Click here to add a row>

C. Services Borrower Did Shop For

\$1,178.00

	Description	Re	To	Name	Borrower-Paid At Closing	Borrower-Paid Before Closing
01	Title - Lender's Title Insura...		A	Novare Nation...	\$928.00	
02	See Additional C.02 Items				\$175.00	
03						

01	Title - Lender's Title Insura...	A	Novare Nation...	\$928.00	
02	Title - Escrow Fee	A	Novare Nation...	\$175.00	
03					