

SoftPro's ProNews

Third Quarter 2006

A Publication for Users of SoftPro

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SoftPro Releases New Imaging Technology

SoftPro, maker of the nation's leading title and closing software, has introduced an all new scanning and imaging program, SPIImage. Designed for use in combination with its flagship product, ProForm, users will now be able to scan and attach documents of all types to their ProForm files and instantly retrieve those documents as needed.

"SPIImage can help our customers create a truly "paperless" environment," says Joyce Weiland, Chief Operating Officer of SoftPro. "By eliminating the time employees currently spend searching for files and the cost to warehouse thousands of documents, SPIImage can significantly boost productivity while lowering expenses."

For each set of documents scanned by SPIImage, a bar-coded cover page is created and scanned to link the document set to the corresponding ProForm file. Within the ProForm file, users can access an index of all the document sets for that file. With the click of a button, users can search archived files for all types of documents including Microsoft Word files, email, PDF's and more.

Users can instantly retrieve documents ranging from commitments, endorsements and deeds to HUD forms, owner policies, Truth in Lending documents and others. ProForm's flexible search capabilities (search by almost any field including customer name, buyer, seller, closer, policy number and settlement date) make locating a file and its associated SPIImage documents quick and easy.

A truly scalable network solution, SPIImage provides scanner set-up options ranging from having one scanner serve an entire office to a scanner placed by every desk. Available now in ProForm Enterprise Edition Version 4.0, SPIImage will soon be available in ProForm Standard Edition Version 11.0.

For more information, please contact your SoftPro Sales Representative at 800-848-0143.

Save The Date...

8TH ANNUAL
SOFTPRO USER GROUP CONFERENCE

MAY 2 - 4, 2007

BONAVENTURE RESORT & CONFERENCE CENTER

FORT LAUDERDALE, FLORIDA

Look for details in the next issue of ProNews

New IRS Requirement for Electronic 1099-S Reporting

While it may seem a little early to be thinking about filing 1099-S returns, getting prepared now will save time and hassle during the heat of the reporting season. Effective January 1, 2007, the Internal Revenue Service will require that all electronic 1099-S returns be filed via their Filing Information Returns Electronically (FIRE) system. This new requirement means that the IRS will no longer accept the submission of 1099-S returns on diskette.

SoftPro's 1099-S electronic reporting program, Pro1099, integrates with the IRS FIRE system. To file your 1099-S returns electronically via the FIRE system, you must first create a FIRE account. To create an account, go to the IRS FIRE system website at <https://fire.irs.gov>. This can be done at anytime prior to filing.

SoftPro will release its 2006 update to Pro1099 in November. The update will incorporate any changes in the regulations that the IRS has introduced. Customers who subscribe to SoftPro's Annual Maintenance Service will automatically receive notification when the update is available for download from the SoftPro website at <http://www.goget1099.com>. The update only needs to be installed on the computer that will be used to prepare the submission file.

For questions about the FIRE system, you can call the IRS at 1-866-455-7438 x3. More information about IRS 1099 reporting requirements can also be found on their website at <http://www.irs.gov>.

Tips for Maintaining Your 1099-S Data Throughout the Year

In addition to creating an IRS FIRE system account, now is also a good time to start preparing for creating the submission file to be sent to the IRS. Here are some tips to ensure that this year's submission goes as smoothly as possible.

1. Enter as much Seller information in the ProForm file as possible. This information will be brought over from ProForm into Pro1099 upon exporting to Pro1099. Ensuring that this information is correct and complete at closing will save a great deal of time at the end of the year when preparing the file to send to the IRS.
2. Export the completed file at time of closing. Pro1099 will alert you if there is any missing or insufficient data that is needed by the IRS. It is much easier to attain that information at time of closing than it is several months later.
3. Periodically run the Exceptions report from Pro1099 throughout the year to detect if any records are incomplete.

Backup To Prevent Data Loss

If you have ever had a network problem or other disaster in your office, chances are you have a process to make sure all of your data is backed up and recoverable should anything else happen. Regardless of whether or not you have had problems in the past, if you do not currently backup your SoftPro data or are not certain if you are getting good backups of your data, read on!

To get a complete backup of your SoftPro data, there are two key pieces of information you need to make sure you copy:

- **The SoftPro folder on your File Server** (this directory will contain all of your data files and any application setup data SoftPro has configured for your office such as any custom documents or reports unless you have specifically saved data in some other location on your server.)

- **Your database data** - Of all of your SoftPro data, chances are the two most important types of data are your closing files (.PFD files) and your ProTrust data. While your PFD data is on your file server, ALL of your ProTrust data is stored within your ProTrust database. If you are not using the Enterprise version of SoftPro or a Microsoft SQL Server version of SoftPro, your database files will be backed up along with your file server SoftPro directory.

If you are using the **MSDE Enterprise version of SoftPro**, there are 3 methods you can choose to backup your database data:

Method #1: Copying Your Database Files

Step 1: Stop your SQL Server Service on the machine that is your server (note: this step is critical to backing up your database files. If you have another process setup to copy these files but that does not include Step #1, you are probably not getting backed up copies of your database files.)

Step 2: Make a backup copy of the C:\Program Files\Microsoft SQL Server\MSSQL\$SoftPro\Data folder.

Method #2: Use a 3rd party backup program that contains a SQL Server plug-in to backup your SoftPro databases. The specific databases you will need to backup are:

- Pro1099
- ProForm
- ProForm Lookups
- ProIndx
- ProTrust
- SoftPro

Method #3: Use the OSQL tool installed with MSDE. This is a command prompt tool that allows you to interact with MSDE databases via a command prompt. Unless you are proficient with Microsoft Transact-SQL (T-SQL), method #3 is not advised.

If you are using a **full Microsoft SQL Server version of SoftPro (Standard or Enterprise editions)**, your initial setup of SoftPro SQL should have included a discussion on database maintenance including methods for making database backups. With a full Microsoft SQL Server version of SoftPro, there are many additional factors to consider in your backup plans. You can consult Microsoft SQL Server Books Online (this should

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Support Q & A

Q. How do I have 1200 section formulas calculate based on a number other than the Loan Amount?

A. In a standard 1200 section formula set-up by SoftPro, the basis for the mortgage calculations on lines 1202 and 1203 are defaulted to pull from the “Loan Amount” entered in the *Loan, Funding & Pro Trust* screen under the General Tab. If you have a need for the calculation to be based on another figure there are other *Basis Code* options that can be selected within the 1200 Section Formula screen.

For example: If you are creating a file with a “Purchase Money/Seller Financing” deal you will not have a loan amount entered in the *Loan, Funding & Pro Trust* screen. After pulling the rates into your file you will need to go to the *1200 Gov't Recording & Transfer Charges* screen. At the top of the screen there will be a button to enter the *1200 Section Formula* screen. Under the “Basis” column you will find different code options to choose from. To calculate the mortgage transfer tax on the Purchase money/seller financing amount you can select “P”.

You can review the Basis Code options by activating the Basis field and clicking on the down arrow and then pressing your F1 key. This will open a Help screen for this one field. Below you will find a list of the Basis Code options that can be used.

Basis Codes

- S Sales price
- N Sales price minus any amount entered on Line 203 owed by the buyer/borrower
- L Loan amount
- H 125% of the loan amount
- M Loan amount minus any amount entered on Line 203 owed by the buyer/borrower
- J If a purchase, the basis is the loan amount minus the total amount of payoffs entered on Lines 504 and 505. If a refinance or equity loan, the basis is the loan amount minus the total amount entered on Lines 104 and 105 due from the buyer/borrower.
- P Purchase money/seller financing amount
- F Loan amount plus any amount entered on Line 203 owed by the buyer/borrower plus the purchase money/seller financing amount
- Q Loan amount plus the purchase money/seller financing amount
- E Sales price minus the loan amount
- 1 Construction/equity line first draw amount
- R Either the City Real Property Tax Value: or County Real Property Tax Value: (whichever is the higher amount).
- X Loan amount minus the sales price
- G Either the City Real Property Tax Value: County Real Property Tax Value, or Sales Price: (whichever is the highest amount).

Enterprise Version Upgrade Needed for Underwriter Documents

As a service to its customers, SoftPro develops and maintains literally hundreds of underwriter documents that can be downloaded free of charge. This vast library of title insurance documents includes commitments, policies, endorsements and numerous other documents required by title insurance underwriters throughout the United States.

Due to the volume, SoftPro maintains and supports these documents for integration with the most recent version of ProForm Enterprise Edition. Therefore, if you are using ProForm Enterprise Edition Version 2.4.3 or earlier, you must upgrade to the current version before downloading underwriter documents from the SoftPro website. Failing to upgrade prior to downloading and installing these documents will result in document errors. If you are using ProForm Enterprise Edition Version 2.4.3 or earlier, please contact your sales representative about upgrading prior to downloading underwriter documents.

Upcoming Conventions

SoftPro attends several affiliate conventions every year. Please visit our exhibit booth and ask about the new products and software functionality we have available!

October

ALTA Annual Convention	11th - 14th
TLTA Central	18th - 19th
Virginia LTA	19th - 21st
California Escrow Assoc.	19th - 22nd

November

Pennsylvania LTA	2nd
Florida LTA	15th - 18th
Georgia State Bar Technology	30th - 2nd

December

Louisiana LTA	6th - 8th
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[continued from page 2] Backup

already be installed on your SQL Server off the Start Menu for Microsoft SQL Server) and/or consult our SQL Data Team within our Support Team (sql@softprocorp.com).

Once you have decided the best method for backing up your SoftPro data (File Server and Databases), it is critical to verify that your backups are done properly. This should involve a periodic evaluation of your backups to make sure they continue to perform as expected.

It is very important to us that our customers have good backups of SoftPro data. Please call on our Support Team for any questions or concerns you have in regard to your data backup processes. We will be more than happy to answer your questions or point you in the right direction.

Changes of Address
Has your office recently moved or are you planning an upcoming move? If so, please include SoftPro on your change of address requests. Change of address requests can be emailed to par.lyons@softprocorp.com.

Presort Standard
U.S. Postage
PAID
Permit No. 2483
Raleigh, N.C.

333 East Six Forks Road
Raleigh, NC 27609



SoftPro Training

While the SoftPro suite is user-friendly and intuitively designed, users at all skill levels can benefit greatly from formal training. SoftPro offers a variety of training options to suit your needs as well as fit your schedule.

Private Training provides the highest level of hands-on training as well as individual, one-on-one attention. SoftPro trainers will tailor your private training classes to match your specific needs. While most Private Training sessions are conducted at customer sites, sessions can also be scheduled in our offices in Raleigh. SoftPro can also provide on-site consulting to help you in any areas your firm may need, such as installation, setup, conversion, workflow analysis, etc. ½ day = \$950 + travel expenses, 1 full day = \$1200 + travel expenses.

SoftPro's Web-based Training solution is designed to deliver a variety of content-rich training sessions that can be attended from the convenience of your home or office. All that is needed is a phone, access to the internet, and 90 minutes of your time! We've structured each session around the core features and functionality of the application to give you an information-packed training session that requires a minimal amount of your busy workday. You choose only the topics that are most important to you.

Current web course offerings include:

- Introduction to ProForm
- Introduction to ProTrust
- ProForm: HUD-1 & Closing
- ProForm: Title Insurance
- ProForm: Order Tracking
- ProForm: Secured Receipting & Disbursing (Enterprise only)

Web-based classes are regularly scheduled and are \$200 each with discounts offered for multiple sessions.

Training Seminars make our classes more accessible by "taking our show on the road." Our trainers travel to major cities in different regions each month to hold these seminars. SoftPro offers two different seminars to meet the training needs of your staff -- ProForm Essentials and ProTrust & Reconciliation. In order to make it a more hands-on experience, students will be provided a laptop with a full running copy of the software. The cost for the seminar is \$249 per person for one day or \$449 per person for both days. Register at least two weeks prior to the seminar and received \$50 off the one day price and \$100 off the two day price. Upcoming dates are listed on this page as well as on our website at www.softprocorp.com/Services-Training-Seminars-About.htm.

UPCOMING SEMINARS

October

Canton, OH
Nashville, TN
Jacksonville, FL
Memphis, TN

November

Lakeland, FL
Columbia, SC
Pittsburgh, PA
Philadelphia, PA

December

Cincinnati, OH
Greenville, SC

Classes are offered every month at SoftPro's offices in Raleigh, NC.

For more information on any of our training offerings or to register for a training class, please contact our training coordinator at 800-848-0143 ext. 2345, or email us at Training@softprocorp.com.