



# SOFTPRO SELECT



**SOFTPRO SELECT IS FULLY CUSTOMIZABLE AND CONFIGURABLE FOR YOUR SPECIFIC NEEDS.**

Whether your office does residential, commercial or both types of closings, SoftPro Select can provide you maximum flexibility and efficiency you've never seen before!

## SoftPro Select Services

### **CLOSING, TITLE AND ESCROW PRODUCTION**

Fully automated program for every phase of the closing, title and escrow process.

### **AUTOMATION**

Automate processes that are repetitive and time consuming.

### **ACCOUNTING**

Manage and reconcile one or multiple trust accounts.

### **1099-S SUBMISSION**

Make 1099 submission more efficient.

### **DOCUMENT SCANNING AND ATTACHMENTS**

Unclutter your filing cabinets by digitizing your documents.

### **CUSTOM DOCUMENTS AND REPORTS**

Create your own custom documents and reports.

### **REPORTING**

Stay engaged with robust reporting.

### **INTEGRATED PARTNERS**

Order closing, title and escrow services directly from your SoftPro software.





## CLOSING, TITLE AND ESCROW PRODUCTION

### FULLY AUTOMATED PROGRAM FOR EVERY PHASE OF THE CLOSING, TITLE AND ESCROW PROCESS.

Manage the entire process from order entry through final title policy and all post closing activities and take advantage of the most robust library of closing, title and escrow documents in the industry. In addition, you can automate certain tasks that would normally be done manually and create automated processes for greater quality, consistency and productivity.

- One time data entry to complete title commitment, Title Policy, HUD-1, CSS or CD
- Create unlimited templates to prepopulate your orders with commonly used data like contacts, lender fees and subdivision information
- Flexible receipting and disbursing
- Out-of-the-box State and Federal Closing, Title and Escrow document packages
- Auto-calculation of transfer taxes, recording fees and title insurance premiums
- Look up tables providing quick and easy access to repetitive information
- One click access to online knowledge base
- Automation
- Commercial features and settlement statements
- Robust task management and reporting
- Multiple loans, CD's, CSS's and HUD-1's in a single order
- Multiple CD, CSS, and HUD-1 lines
- Multiple properties within one order
- Customizable screens
- Construction disbursing
- Ability to reconcile multiple accounts simultaneously
- Document, order, and transaction history log
- Sub-escrow funding
- Easily manage all contacts in an order
- Manage branches separately with collective reporting
- Multiple Invoices
- Multiple earnest money deposits
- Multiple Parcel & Map ID's
- Rent schedules
- Centralized administration of permissions and configuration
- Customizable drop-down lists for specific reporting
- Customizable workflow
- Ability to hyperlink to supporting documents
- Electronic document annotation
- Ability to watermark documents
- Print, email and save document revisions simultaneously
- Active Directory integration
- Ability to associate buyers/sellers to a specific property and provide individual statements
- Auto-locking of order data
- Escrow instructions
- Ability to create ALTA Buyer/Seller Statements
- Automate manual processes

#### Add ons:

- Secure transaction communication portal - ClosingsLIVE
- Web order Entry
- Calendar
- Task notification tool
- Dashboard



## ACCOUNTING

### MANAGE AND RECONCILE ONE OR MULTIPLE TRUST ACCOUNTS.

Automatically compile data from orders and maintain all transactions including deposits and checks that are active, voided, pending, or held. You can also quickly search for specific ledgers or transactions, as well as print checks and a variety of reports to assist in reconciliation and auditing procedures. You can manage and track the disbursement of construction draws as well as track interest credits associated with Interest Bearing Accounts (IBA).

- Comprehensive trust account reporting; general, daily, monthly and 3-way reconciliation reports
- Balance by ledger as well as running account balance
- Check printing
- Interest bearing account functionality
- Construction draw disbursements
- Disburse transferred funds
- Comprehensive revenue reporting and disbursing
- Ability to store outgoing wire information for all parties involved in the transaction
- Escheatment reporting
- Permission-based

#### Add ons:

- Clearing of bank transactions
- Positive Pay
- SoftPro Daily or Monthly Reconciliation Services



## 1099-S SUBMISSION

### MAKE 1099 SUBMISSION MORE EFFICIENT.

Automate the preparation of 1099-S records for submission to the IRS and eliminate the need for pre-printed carbon 1099-S forms. You can store all your 1099-S data throughout the year and enter the 1099-S data directly into the program. The data is automatically sent directly from your closing, title and escrow production module. The system automatically notifies you of any discrepancies in the file while you are working on the closing.

- 1099-S record management (search, report, view)
- Exception reporting for missing or erroneous information as well as for active submissions
- Data import/export to 1099-S management module with no need to rekey 1099-S data
- Warnings in your order to fix 1099 errors
- Auto-export of 1099 data
- Electronic submission to IRS FIRE site



**You can view a list of system requirements for using SoftPro Select by visiting <https://www.softprocorp.com/softpro-system-requirements-select/> or by scanning the QR code to the right.**



## DOCUMENT SCANNING AND ATTACHMENTS

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### UNCLUTTER YOUR FILING CABINETS BY DIGITIZING YOUR DOCUMENTS.

Easily attach documents of any type with SoftPro's drag and drop functionality. In addition, our SPImage scanning module provides you with a barcode functionality, allowing your scanned images to be attached directly to your ProForm orders. Also, our annotation feature allows you to quickly and easily mark up your PDF documents.



- Built-in document repository accessible from order to store images and documents
- Drag and drop documents, images, emails, etc.
- Specify permissions for secure documents/folders
- Barcode scanning to push documents from Scanner to document repository in file
- Annotate and markup documents
- Archive documents after a specified period of time
- Organize documents in folders
- Automatically complete tasks upon document creation

## CUSTOM DOCUMENTS AND REPORTS

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### CREATE YOUR OWN CUSTOM DOCUMENTS.

You have the ability to create your own custom HTML or Microsoft Word documents, called ReadyDocs. These custom documents can be imported into your SoftPro software and added to your own document trees. With the optional ProDesign module, you can easily facilitate the testing and coding efforts of these documents by developing and testing with the click of your mouse from within the software.



Additionally, SoftPro offers custom report and document services if you do not desire to create documents yourself! With our custom reports and documents services, you never have to leave your SoftPro software in order to produce a document for your transaction or re-key data. Simply send us a sample of your Word document or Excel report file with a brief description of your document or report needs and we'll handle the rest.

- Create custom documents yourself or use our services to help you create custom documents
- Multiple custom document formats
- Unlimited custom fields for document use

## REPORTING

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### STAY ENGAGED WITH ROBUST REPORTING.

Run reports on any data by taking advantage of 100+ canned reports or create your own.



- Crystal reports custom and out of the box
- Ability to generate reports on all data fields
- Power BI Dashboard to see real-time data without having to run reports
- Export reports to Excel
- Ability to automate running reports
- Create ad-hoc reports





**“SoftPro is an amazing company. They provide state of the art software for the business community that is up-to-date. The SoftPro Support group is always responsive, courteous and patient. You could do no better than using SoftPro!”**

Robert Miller  
The Miller-Hogue Law Firm, P.C.

## INTEGRATED PARTNERS

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### ORDER CLOSING, TITLE AND ESCROW SERVICES DIRECTLY FROM YOUR SOFTPRO SOFTWARE.

When you order products and services through SoftPro’s integrated vendor portal SoftPro 360, the information needed to place your orders automatically transfers from your SoftPro files — eliminating the need for paper order forms, dual entry, faxes, emails and reducing the potential for error.

- Order closing, title and escrow services directly from your software: e-recording, lien release, shipping, notary, underwriters, and more

See our full list of integrated partners at [www.softprocorp.com/360](http://www.softprocorp.com/360)





**Ready to streamline your closing,  
title and escrow process?**

Contact us at 800.848.0143

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