

ProForm Reports List

This document outlines the ProForm Default Reports available within SoftPro Select. Reports are listed in the order they are seen in the Report Tree within Select. Each report will be identified as falling into one of five categories which should assist the user in selecting the appropriate report to run.

Management Reports – Provide managers insight into critical operational areas

Order Count/Status – Different views into current and historic orders

Title Production Reports – Information on completed and outstanding Commitments and Policies

Workflow Reports – Insight into tasks and workflow stages for individuals and the organization

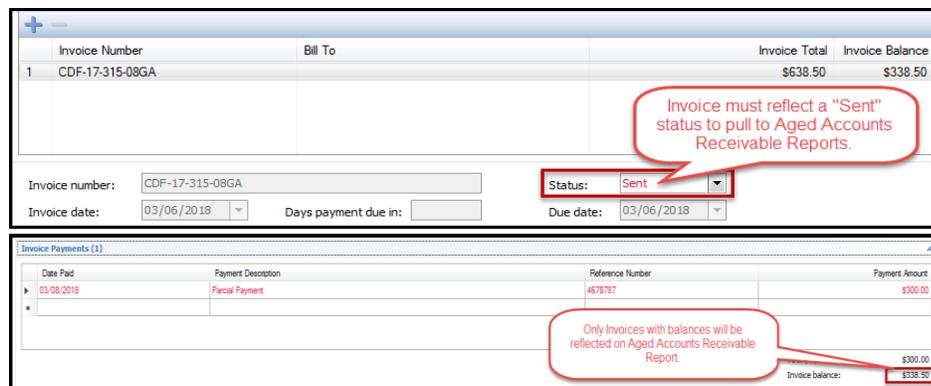
Miscellaneous Reports - Provide insight to consistency of your orders and data.

Default Folder

- **Aged Accounts Receivable** – ([Management](#))

This report shows all Orders with outstanding Invoice balances.

Parameters	Office filter, Billed To filter, and Order Status filter
Column Headings	Order Number, Due Date, Invoice Date, Invoice Amount, Balance Due, Billed To
Grouping/Sorting	Invoices are returned based on alpha-numeric Order Number values and Due Dates. Totals are provided for the sum of 30, 60, 90, and 90+ day invoices.
Criteria / Additional Notes	To return data to this report, create an invoice with a balance in one or more orders. Invoice must reflect a Status of Sent. Invoices drop from this report when payments are entered that translate to a zero balance.
Supplemental Report	Available



The screenshot displays the ProForm software interface. At the top, there is a table with columns for Invoice Number, Bill To, Invoice Total, and Invoice Balance. The first row shows Invoice Number 1, CDF-17-315-08GA, with an Invoice Total of \$638.50 and an Invoice Balance of \$338.50. Below this table, there are input fields for Invoice number (CDF-17-315-08GA), Invoice date (03/06/2018), Days payment due in, and Due date (03/06/2018). A dropdown menu for Status is set to 'Sent'. A red callout box points to this dropdown with the text: "Invoice must reflect a 'Sent' status to pull to Aged Accounts Receivable Reports." Below the invoice information, there is a section for Invoice Payments (1) with columns for Date Paid, Payment Description, Reference Number, and Payment Amount. The first row shows a payment on 03/08/2018 for a Partial Payment of \$300.00. A red callout box points to the Invoice balance field at the bottom right, which shows \$338.50, with the text: "Only Invoices with balances will be reflected on Aged Accounts Receivable Report."

A separate Instructional handout is available containing step by step guide to running reports.

A separate handout is also available for Supplemental Reports. Supplemental Reports are reports that may contain additional columns or data not found in the Default Reports.

Aged Accounts Receivable					
Office: All Billed To: All Order Status: All					
Order Number	Due Date	Invoice Date	Invoice Amount	Balance Due	Billed To
08-02-00025	02/10/06	12/27/05	160,226.43	160,226.43	Mr. Darcy
completed orders	02/23/07	01/09/07	74,855.39	74,855.39	Bookworm, Esq.
08-02-1099	03/23/07	02/06/07	6,283.29	6,283.29	Big Bank Savings and Loans
08-02-0007	01/12/08	11/28/07	91,716.24	91,716.24	Edward Lewis
Friends	03/07/08	01/22/08	718,145.49	718,145.49	Chandler Bing and Monica Gellar-Bing
New CSI	03/27/08	02/11/08	93,765.16	93,765.16	Warrick Brown
BUGS	04/07/08	02/22/08	74,581.42	74,581.42	Daffy M. Duck
Total balance due:				1,219,573.42	
Totals as of 02/12/08			0 - 30 days:	811,910.65	
			31-60 days:	0.00	
			61-90 days:	91,716.24	
			Over 90 days:	241,365.11	

- **Orders By Contact** – ([Order Count/Status](#))

Shows all Orders containing one or more selected contacts (i.e. Lender, Agent, etc.).

Parameters	Office, Contact Type (Lender, Agent, etc. – this is required), Contact company name, Main contact person, Order date, Settlement date, Order type, Product type, Show rush orders only, and Marketing source only.
Column Headings	Order Number, Escrow Officer, Title Officer, Order Date, Settlement Date, Buyer Name, Loan Amount
Grouping/Sorting	Orders are grouped by the Contact Type (name). Subtotal counts are provided for each Contact with a Grand Total count.
Criteria / Additional Notes	The Title of this report also changes to be consistent with the Contact Type (e.g. "Orders by Lender").
Supplemental Report	Available

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Orders By Lender						
Office: All						
Lender: Barney Thompson Savings and Loans, Big Bank Savings and Loans, Bingley & Bingley Savings and Loans, Ecklie Savings & Loans, Tribbiani Loans, Tweety Bird Loans						
Main Contact Person: All						
Settlement Date: All						
Order Date: All						
Order Number	Escrow Officer	Title Officer	Order Date	Settlement Date	Buyer Name	Loan Amount
BARNEY THOMPSON SAVINGS AND LOANS						
08-02-0007	Terry Moore	Johnny Smith	11/23/07	12/08/07	Ward	255,000.00
						\$255,000.00
BIG BANK SAVINGS AND LOANS						
08-02-1099		Johnny Smith	02/09/07	02/18/07	Sampsonite/Monroe	55,000.00
						\$55,000.00
BINGLEY & BINGLEY SAVINGS AND LOANS						
08-02-00025	Johnny Smith	Terry Moore	12/23/05	01/07/06	Bennet	760,000.00
						\$760,000.00

- **Orders By Employee** – ([Order Count/Status](#))
Shows all Orders containing one or more selected Employee.

Parameters	Office, Employee Type (Status Screen Values for “Received By”, “Title Officer/Examiner”, “Escrow Officer/Closer”, or “Pre-Closer/Escrow Assistant” – Employee Type is required), Employee (name), Order Date, Order Type, Product Type, Rush Orders.
Column Headings	Order Number, Order Date, Order Type, Received By, Pre-Closer/Escrow, Escrow Officer, Title Officer, Settlement Date, Loan Amount, Buyer Name
Grouping/Sorting	Orders are grouped by Employee with subtotals per user and a grand total for all Orders returned.

Status

Order Status

Date/time order reserved: (None) Reserved by: []

Date/time order received: 08/04/2017 08:04 AM Received by: **Mary Nall**

Order status: In process

Date/time order completed: (None) Completed by: []

Order lock status: Unlocked

Comments: []

Title Status

Title officer: [] Title officer/Examiner: **Terry T. Title**

Date/time title opened: [] Opened by: **Nathen Knew**

Title status: In process

Date/time title completed: (None) Completed by: []

Comments: []

Escrow Status

Escrow office: A Softpro Title Escrow officer/Closer: **Connie E Closer**

Date/time escrow opened: 01/31/2017 06:53 AM Pre-closer/Escrow assistant: **Alice S. Assitant**

Opened by: **Mary Nall**

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Orders by Received By										
Office: All										
Received by: Mary Nall										
Order Date: All										
Settlement Date: All										
Order Number	Order Date	Order Type	Product Type	Received By	Pre-closer/ Escrow Asst	Escrow Officer	Title Officer	Sett Date	Loan Amount	Buyer Name
RECEIVED BY: MARY NALL										
04-2017-0004-CC	04/27/17			Mary Nall					0.00	
CD Training	01/31/17	Title & Escrow	Single Family	Mary Nall		Connie E Clos	Connie E Clos	02/22/17	180,000.00	Road
CD Training 2.7.17	02/02/17	Title & Escrow		Mary Nall		Connie E Clos	Connie E Clos	02/23/17	180,000.00	Cakes
CDF-17-021-MN	02/17/17	Title & Escrow		Mary Nall		Connie E Clos	Connie E Clos		180,000.00	Mouse
CDF-17-021-MN	02/17/17	Title & Escrow		Mary Nall		Connie E Clos	Connie E Clos		20,000.00	Mouse
CDF-17-023-MN	02/21/17	Title & Escrow	Single Family	Mary Nall		Connie E Clos	Connie E Clos	03/15/17	180,000.00	Jones
CDF-17-024-MN	02/21/17	Title & Escrow	Single Family	Mary Nall		Connie E Clos	Connie E Clos	03/22/17	170,000.00	Mason

- **Orders By Location – (Order Count/Status)**

Shows all Orders relative to property location (State, County, City and Subdivision).

Parameters	Office filter, Type of Location (State, County, City, Subdivision – required), Order Date filter, Settlement Date filter, Order Type filter, Product Type filter, and Rush Orders filter
Column Headings	Order Number, Escrow Officer, Title Officer, Order Date, Settlement Date, Buyer Name, Loan Amount, Property Address
Grouping/Sorting	Orders are grouped by location type (see above) with subtotals per location and a grand total for all Orders returned.

Property

Properties (2)

Property Address	City/State/Zip	Lot(s)	Subdivision	Brief Legal
1 1515 15th Street	Plano, TX 75074		Dallas Cowboys Ranch ...	Beginnin...
2 1513 15th Street	Plano, TX 75074			

Property address: 1515 15th Street

City: Plano City and State State: TX Zip Code: 75074 Foreign

In the: County of Collin County GLC: 085

In the: City of Plano City GLC: 5390

Subdivision/Tract: Dallas Cowboys Ranch Estates

HOA: HOA HOA Management Co.:

District: District code:

School district: Plano I.S.D.

Subdivision

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Orders By State							
<div style="border: 1px solid red; padding: 5px;"> Office: All State: TX County: Collin City: Plano Subdivision: Dallas Cowboys Ranch Estates Settlement Date: All Order Date: All </div>							
Order Number	Escrow Officer	Title Officer	Order Date	Settlement Date	Buyer Name	Loan Amount	Property Address
TEXAS							
COM-18-058-04TX	Connie E Clos	Terry T. Title	04/02/18	05/18/18	Jones/Jones	3,000,000.00	1515 15th Street, Plano, TX 75074
					TEXAS order count: 1		
					Total order count: 1		

- **Orders By Marketing Rep – ([Order Count/Status](#))**
Shows all Orders for a specific Marketing Rep.

Parameters	Office filter, Marketing Rep filter, Order Date filter, Settlement Date filter, Order Type filter, Product Type filter, and Rush Order filter
Column Headings	Order Number, Escrow Officer, Title Officer, Order Date, Settlement Date, Buyer Name, Loan Amount
Grouping/Sorting	Orders are grouped by Marketing Rep with subtotals per Rep and a Grand Total for all Orders returned.
Supplemental Report	Available

Listing Agent/Broker

Lookup code: SOTH1555

Name: Atlanta Fine Homes Sotheby's International Realty

Short name: Atlanta Fine Homes Sotheby's International Realty

Payee name: Atlanta Fine Homes Sotheby's International Realty

Address: 1555 Peachtree St NE

City/State/Zip: Atlanta GA 30309- Foreign

Marketing rep.: **Sammy Sales**

Marketing rep. 2: [Dropdown]

Marketing rep. 3: [Dropdown]

Reference #: [Text]

Include on revenue reports

Marketing source

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Orders By Marketing Representative						
Office: All						
Marketing Representative: Sammy Sales						
Settlement Date: All						
Order Date: All						
Order Number	Escrow Officer	Title Officer	Order Date	Settlement Date	Buyer Name	Loan Amount
SAMMY SALES						
CDF-17-398-10GA-CDF	Connie E Clos	Connie E Clos	10/24/17	11/24/17	Bryant	130,000.00
HUD-18-007-01GA	Connie E Clos	Terry T. Tittle	01/05/18	01/11/18	Minor	480,000.00
HUD-18-017-01GA	Elsie Escrow	Terry T. Tittle	01/30/18	02/14/18	Bush	480,000.00
HUD-18-036-02GA	Mary Nall	Mary Nall	04/21/17	03/16/18	Bush	480,000.00
SAMMY SALES order count: 4						
Total order count: 4						

- **Orders Received – ([Order Count/Status](#))**

This is a basic Order Count Report.

Parameters	Office filter, Order Status filter (In Process, Hold, Completed, Canceled, Duplicate, Closed), Order Date filter, Settlement Date filter, Sorting option (Order Date or Settlement Date).
Column Headings	Order Number, Order Date, Settlement Date, Buyer Name, Seller Name, Property Street, Property City, Sales Price
Grouping/Sorting	There is a Grand Total of all Orders returned (Order Count). Orders are sorted based on the Sorting Option parameter.
Criteria / Additional Notes	New Orders are, by default, set to “In Process” with an Order Received date/time of when they were created.

◀ ▶ Status

Order Status

Date/time order reserved: (None) Reserved by:

Date/time order received: 08/04/2017 08:04 AM Received by: Mary Nall

Order status: In process

Date/time order completed: (None) Completed by:

Order lock status: Unlocked

Comments:

Title Status

A separate Instructional handout is available containing step by step guide to running reports.

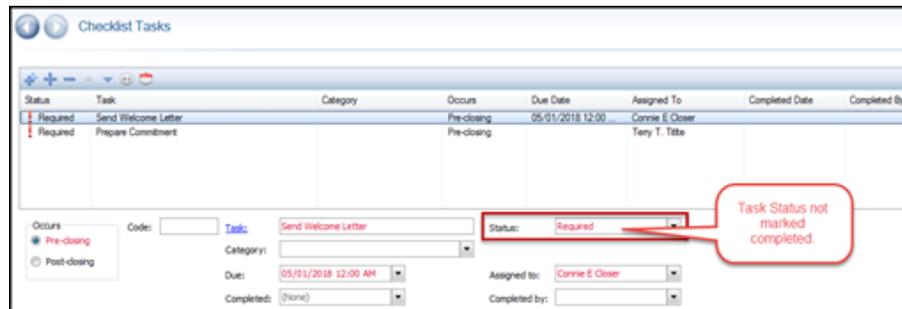
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Orders Received							
Office: All							
Settlement Date: All							
Order Date: 1/1/2018 through 2/28/2018							
Order status: In process							
Format/Sort Option: Sort by order date							
Order Number	Order Date	Settlement Date	Buyer Name	Seller Name	Property Street	Property City	Sales Price
COM-18-006-01GA	01/05/18	07/12/18	Minor/Bright	The Estate of Edwin Hut	1234 Big Sky Road	Atlanta	0.00
COM-18-008-01GA	01/05/18	07/12/18	Minor	The Estate of Edwin Hut	1234 Big Sky Road	Atlanta	4,000,000.00
COM-18-018-01GA	01/05/18	07/12/18	Minor	The Estate of Edwin Hut	1234 Big Sky Road	Atlanta	4,000,000.00
COM-18-020-01GA	01/05/18	07/12/18	Minor	The Estate of Edwin Hut	1234 Big Sky Road	Atlanta	4,000,000.00
COM-18-037-02GA	01/05/18	07/12/18	Minor/Bright	The Estate of Edwin Hut	1234 Big Sky Road	Atlanta	0.00
HUD-18-007-01GA	01/05/18	01/11/18	Minor	Andromeda Investors	1234 Open Sky Road	Atlanta	500,000.00
CDF-18-013-01	01/12/18	01/31/18	Minor	Andromeda Investors	360 Demo	Atlanta	500,000.00
CDF-18-014-01	01/12/18	01/31/18	Minor	Andromeda Investors	360 Demo	Atlanta	500,000.00
CDF-18-021-01	01/30/18					Atlanta	0.00
HUD-18-015-01GA	01/30/18		Bush	Valentine Properties, LLC	8888 Sweetheart Lane	Atlanta	500,000.00
HUD-18-017-01GA	01/30/18	02/14/18	Bush	Valentine Properties, LLC	8888 Sweetheart Lane	Atlanta	500,000.00
CDF-18-027-02GA	02/05/18		Super Seller, LLC		5555 Sample Street	Atlanta	100,000.00
CDF-18-028-02GA	02/05/18	02/06/18	Buyer	Super Sellers LLC	1234 Main Street	Atlanta	500,000.00
CDF-18-029-02	02/15/18					Atlanta	0.00
Total order count: 14							

Open Order Tasks

- **Open Order Tasks – (Workflow)**
Shows all Order Tasks that have not been completed (checklist) or received (requested).

Parameters	Office filter, Order Date filter, Settlement Date filter, Task Due Date filter, Pre or Post Closing filter, Overdue Task filter, Checklist or Requested filter, Task Assigned To filter, Task Name selection option, and Rush Order filter.
Column Headings	Order Number, Order Task, Request Due Date, Due Date, Title Officer, Escrow Officer, Order Date, Settlement Date, Buyer
Grouping/Sorting	Grouped by the Assigned To person and then the Task Status



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Order Tasks								
Office: All Order Status: Canceled and Duplicate excluded Order Date: 1/1/2018 through 5/3/2018 Settlement Date: 1/1/2018 through 5/3/2018 Order Task Due Date: All Task Type: All Assigned To: Alice S. Assitant, Terry T. Titlle Order Task: Prepare Commitment, Send Welcome Letter								
Order Number	Order Task	Request Due Date	Due Date	Title Officer	Escrow Officer	Order Date	Settlement Date	Buyer
ALICE S. ASSITANT								
REQUIRED								
CDF-18-013-01	Send Welcome Letter			Connie E Close	Connie E Close	01/12/18	01/31/18	Minor
CDF-18-014-01	Send Welcome Letter			Connie E Close	Connie E Close	01/12/18	01/31/18	Minor
CDF-18-054-03GA	Send Welcome Letter			Connie E Close	Connie E Close	03/22/18	03/29/18	Buyer
CDF-18-055-03GA	Send Welcome Letter			Connie E Close	Connie E Close	03/22/18	03/29/18	Buyer
CDF-18-057-03TX	Send Welcome Letter			Connie E Close	Connie E Close	03/27/18	04/20/18	Clark
CDF360 TestGA	Send Welcome Letter			Connie E Close	Connie E Close	03/01/18	03/23/18	Byer
CDFsaeller side only test	Send Welcome Letter			Connie E Close	Connie E Close	03/09/18	03/23/18	Buyer

- **Open Order Tasks By Escrow Officer – (Workflow)**
Shows all Order Tasks that have not been completed (checklist) or received (requested). Grouped by Escrow Officer and then the Task Status.
- **Open Order Tasks By Title Officer Examiner – (Workflow)**
Shows all Order Tasks that have not been completed (checklist) or received (requested). Grouped by Title Officer Examiner and then the Task Status.

Completed Order Tasks

- **Completed Order Tasks – (Workflow)**
Shows all Order Tasks that have completed (checklist) or received (requested).

Parameters	Office filter, Order Date filter, Settlement Date filter, Task Due Date filter, Pre or Post Closing filter, Overdue Task filter, Checklist or Requested filter, Task Assigned To filter, Task Name selection option, and Rush Order filter.
Column Headings	Order Number, Order Task, Request Due Date, Due Date, Title Officer, Escrow Officer, Order Date, Settlement Date, Buyer
Grouping/Sorting	Grouped by the Assigned To person and then the Task Status
Supplemental Report	Available

Status	Task	Category	Occurs	Due Date	Assigned To	Completed Date	Completed By
Completed	Send Welcome Letter		Pre-closing		Alice S. Assitant	11/28/2017 11:16 ...	Mary Nell
Required	Prepare Commitment		Pre-closing		Terry T. Titlle		
Required	Prepare Deed		Pre-closing		Connie E Closer		

Occurs: Pre-closing Post-closing
 Code: Task: Status:
 Category:
 Due: Assigned to:
 Completed: Completed by:

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Completed Order Tasks								
Office: All Order Status: Canceled and Duplicate excluded Order Date: 1/1/2018 through 5/3/2018 Settlement Date: 1/1/2018 through 5/3/2018 Order Task Due Date: All Order Task Completed Date: All Task Type: All Completed By: Alice S. Assitant Order Task: All								
Order Number	Order Task	Due Date	Completed Date	Title Officer	Escrow Officer	Order Date	Settlement Date	Buyer
ALICE S. ASSITANT								
CDF-18-028-02GA	Send Welcome Letter		02/05/18	Terry T. Titte	Connie E Clos	02/05/18	02/06/18	Buyer
! CDF-18-039-03GA	Send Welcome Letter		03/05/18	Connie E Clos	Connie E Clos	03/05/18	03/07/18	Buyer
! CDF-18-070-04GA	Send Welcome Letter	04/17/18	04/16/18	Terry T. Titte	Connie E Clos	04/16/18	04/18/18	Buyer
! CDF-18-078-05	Send Welcome Letter	05/01/18	04/16/18	Terry T. Titte	Connie E Clos	04/16/18	04/18/18	Buyer
CDF-18-013-01	Send Welcome Letter		05/03/18	Connie E Clos	Connie E Clos	01/12/18	01/31/18	Minor
CDF-18-014-01	Send Welcome Letter		05/03/18	Connie E Clos	Connie E Clos	01/12/18	01/31/18	Minor
CDF-18-057-03TX	Send Welcome Letter		05/03/18	Connie E Clos	Connie E Clos	03/27/18	04/20/18	Clark
CDF-18-069-04TX	Send Welcome Letter		05/03/18	Mary Nail	Mary Nail	04/17/18	04/30/18	Reif
CDF360 TestGA	Send Welcome Letter		05/03/18	Connie E Clos	Connie E Clos	03/01/18	03/23/18	Byer
CDFseller side only test	Send Welcome Letter		05/03/18	Connie E Clos	Connie E Clos	03/09/18	03/23/18	Buyer
HUD-18-007-01GA	Send Welcome Letter		05/03/18	Terry T. Titte	Connie E Clos	01/05/18	01/11/18	Minor
HUD-18-017-01GA	Send Welcome Letter		05/03/18	Terry T. Titte	Elsie Escrow	01/30/18	02/14/18	Bush

- **Completed Order Tasks By Escrow Officer Closer – ([Workflow](#))**
Shows all Order Tasks that have been completed (checklist) or received (requested).
Grouped by Escrow Officer and then the Task Status
- **Completed Order Tasks By title Officer Examiner – ([Workflow](#))**
Shows all Order Tasks that have been completed (checklist) or received (requested).
Grouped by Title Officer Examiner and then the Task Status.

My Reports

- **My Completed Order Tasks – ([Workflow](#))**
Shows all Order Tasks that have been completed (checklist) or received (requested) that are assigned to the current user (person running the report).

Parameters	Office filter, Order Date filter, Settlement Date filter, Task Due Date filter, Pre or Post Closing filter, Overdue Task filter, Checklist or Requested filter, Task Assigned To filter, Task Name selection option, and Rush Order filter.
Column Headings	Order Number, Order Task, Request Due Date, Due Date, Title Officer, Escrow Officer, Order Date, Settlement Date, Buyer
Grouping/Sorting	Grouped by the Task Status

- **My Completed Steps – ([Workflow](#))**
Shows workflow steps that have been Completed or Closed by the current user (user logged in). When an Order is submitted to a Workflow, it is necessary to assign which Workflow Step the Order is assigned to. Each step is associated with a role (more than one step can be associated with the same role). Any user that is a member of that role can then open an Order from that Workflow and assign the Order to themselves. When the Order is submitted to the next step, that step is considered completed. This will trigger that Order to show as a completed step for that person.

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Parameters	Step Completed Date filter, Workflow Process name (All Workflow or a specific Workflow) filter, Workflow Steps (within a particular Workflow if selected) filter
Column Headings	Order Number, Buyer, Workflow Process, Workflow Step, Order Date, Settlement Date, Step Assigned to Workflow (Date/Time), Step Assigned to User (Date/Time), Step Completed (Date/Time).
Grouping/Sorting	Steps returned are sorted by Order Date.

- **My Open Order Tasks** – ([Workflow](#))

Shows all Order Tasks that have not been completed (checklist) or received (requested) and that are assigned to the current user (person logged in).

Parameters	Office filter, Order Date filter, Settlement Date filter, Task Due Date filter, Pre or Post Closing filter, Overdue Task filter, Checklist or Requested filter, Task Assigned To filter, Task Name selection option, and Rush Order filter.
Column Headings	Order Number, Order Task, Request Due Date, Due Date, Title Officer, Escrow Officer, Order Date, Settlement Date, Buyer
Grouping/Sorting	Grouped by the Task Status

- **My Queue** – ([Workflow](#))

Shows Workflow Steps that are In Process and assigned to the current user and required or Requested Orders Tasks that are assigned to the current user.

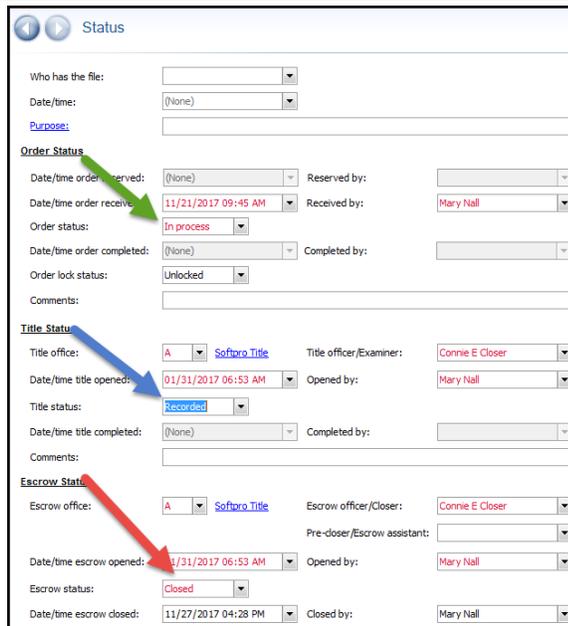
Parameters	Rush Orders filter
Column Headings	Order Number, Buyer, Workflow Process, Workflow Step, Order Task, Order Date, Settlement Date

Orders by Status

All “Order by Status” Reports pull for the Status Screen in Select. Orders by Status Reports will return all Orders without any Parameter filters being applied. The design of Select allows Title and Escrow status to be tracked within an Order independent of overall Order Status.

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- **Orders By Escrow Status – (Order Count/Status)**
Shows orders based on Escrow Status.

Parameters	Office filter, Escrow Officer/Closer filter, Escrow Status filter, Order Date filter, Settlement Date filter, Escrow Date filter, Product Type filter, Rush Orders filter
Column Headings	Order Number, Escrow Officer, Title Officer, Order Date, Settlement Date, Escrow Closed Date, Buyer Name, Escrow Status Comment
Grouping/Sorting	Grouped by Escrow Status with subtotals per status and a grand total of all Orders
Criteria / Additional Notes	An Escrow Status of “closed” can be tied to an SP Admin configuration to automatically be entered when all funds are disbursed and the file balance is zero. As a result, this report is often used as the basis for a “Closed” Order count.

- **Orders By Order Status – (Order Count/Status)**
While closing is often relative to funding, Opened and Canceled Order counts are often relative to the entire Order. As such, this report is often used to obtain Opened (the Order Received Date is automatically populated when the Order is created) and Canceled Order counts.

Parameters	Office filter, Order Status filter, Order Date filter, Settlement Date filter, Order Type filter, Product Type filter, Rush Orders filter
Column Headings	Order Number, Escrow Officer, Title Officer, Order Date, Settlement Date, Buyer Name, Order Status Comment
Grouping/Sorting	Grouped by Order Status with subtotals per status and a grand total of all Orders
Criteria / Additional Notes	The design of Select allows Title and Escrow status to be tracked within an Order independent of overall Order Status. While closing is often relative to funding,

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	Opened and Canceled Order counts are often relative to the entire Order. As such, this report is often used to obtain Opened (the Order Received Date is automatically populated when the Order is created) and Canceled Order counts.
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- **Orders By Title Status** - ([Order Count/Status](#))

Shows orders based on Title Status. This report is often used in conjunction with the Policy and Commitment Reports (see below)

Parameters	Office filter, Title Status filter, Order Date filter, Settlement Date filter, Product Type filter, Rush Orders filter
Column Headings	Order Number, Escrow Officer, Title Officer, Order Date, Settlement Date, Buyer Name, Title Status Comment
Grouping/Sorting	Grouped by Title Status with subtotals per status and a grand total of all Orders returned
Criteria / Additional Notes	To the extent that Title Status needs tracked independently, this report can be used along with the Policy and Commitment reports (see below).

Workflow

* Note: For additional information on Workflow see "Workflow Order Manager" Handout and "Setting up Workflow" Handouts.

- **Completed Steps** – ([Workflow](#))

Shows Workflow Steps that have been Completed or Closed.

Parameters	Employee Type filter (Title of the Employee in SP Admin), Employee filter (Name of the Employee in SP Admin), Step Completed Date filter, Workflow Process name (All Workflow or a specific Workflow) filter, Workflow Steps (within a particular Workflow if selected) filter
Column Headings	Order Number, Buyer, Workflow Process, Workflow Step, Order Date, Settlement Date, Step Assigned to Workflow (Date/Time), Step Assigned to User (Date/Time), Step Completed (Date/Time).
Grouping/Sorting	Grouped by Employee with Steps returned sorted by Order Date.
Criteria / Additional Notes	This report is very similar to the My Completed Steps report. It can be used to return completed work for multiple including other Employees.

A separate Instructional handout is available containing step by step guide to running reports.

A separate handout is also available for Supplemental Reports. Supplemental Reports are reports that may contain additional columns or data not found in the Default Reports.

Completed Steps									
Office: All Step Completed Date: All Workflow Process: All Workflow Step: All									
Order Number	Buyer	Workflow Process	Workflow Step	Order Date	Settlement Date	Step Assigned To Workflow	Step Assigned To User	Step Completed	
JOHNNY T. SMITH									
BUGS	Bunny/Turtle	Default	Prep Closing Docs	02/07/08	02/01/08	02/11/08 9:38AM	02/11/08 9:38AM	02/13/08 11:55AM	
BUGS	Bunny/Turtle	Default	Search	02/07/08	02/01/08	02/13/08 12:02PM	02/13/08 12:02PM	02/13/08 12:10PM	
BUGS	Bunny/Turtle	Default	Exam	02/07/08	02/01/08	02/13/08 12:11PM	02/13/08 12:11PM	02/13/08 12:11PM	
08-02-1099	Sampsonite/Monrr	Default	Closing	02/09/07	02/18/07	02/13/08 12:13PM	02/13/08 12:13PM	02/13/08 12:13PM	
08-02-1099	Sampsonite/Monrr	Default	Prep Closing Docs	02/09/07	02/18/07	02/13/08 12:14PM	02/13/08 12:14PM	02/13/08 12:14PM	
08-02-1099	Sampsonite/Monrr	Default	Prep Commitment	02/09/07	02/18/07	02/13/08 12:14PM	02/13/08 12:14PM	02/13/08 12:14PM	
TMOORE									
BUGS	Bunny/Turtle	Default	Closing	02/07/08	02/01/08	02/13/08 12:10PM	02/13/08 12:10PM	02/13/08 12:10PM	
BUGS	Bunny/Turtle	Default	Post-Closing	02/07/08	02/01/08	02/13/08 12:11PM	02/13/08 12:11PM	02/13/08 12:11PM	
BUGS	Bunny/Turtle	Default	Prep Closing Docs	02/07/08	02/01/08	02/13/08 12:11PM	02/13/08 12:11PM	02/13/08 12:12PM	
BUGS	Bunny/Turtle	Default	Prep Commitment	02/07/08	02/01/08	02/13/08 12:12PM	02/13/08 12:12PM	02/13/08 12:12PM	
08-02-1099	Sampsonite/Monrr	Default	Prep Commitment	02/09/07	02/18/07	02/13/08 11:51AM	02/13/08 11:51AM	02/13/08 12:13PM	
08-02-1099	Sampsonite/Monrr	Default	Closing	02/09/07	02/18/07	02/13/08 12:13PM	02/13/08 12:13PM	02/13/08 12:13PM	
08-02-1099	Sampsonite/Monrr	Default	Exam	02/09/07	02/18/07	02/13/08 12:14PM	02/13/08 12:14PM	02/13/08 12:14PM	
08-02-1099	Sampsonite/Monrr	Default	Post-Closing	02/09/07	02/18/07	02/13/08 12:14PM	02/13/08 12:14PM	02/13/08 12:14PM	
Friends	Gellar & Green-Ge	Default	Closing	02/07/08	01/21/08	02/13/08 12:22PM	02/13/08 12:22PM	02/13/08 12:22PM	
BUGS	Bunny/Turtle	Default	Search	02/07/08	02/01/08	02/13/08 12:22PM	02/13/08 12:22PM	02/13/08 12:22PM	
New CSI	Willows	Default	Closing	03/13/07	04/17/07	02/13/08 12:23PM	02/13/08 12:23PM	02/13/08 12:23PM	
New CSI	Willows	Default	Exam	03/13/07	04/17/07	02/13/08 12:24PM	02/13/08 12:24PM	02/13/08 12:24PM	
New CSI	Willows	Default	Post-Closing	03/13/07	04/17/07	02/13/08 12:24PM	02/13/08 12:24PM	02/13/08 12:24PM	
New CSI	Willows	Default	Prep Closing Docs	03/13/07	04/17/07	02/13/08 12:24PM	02/13/08 12:24PM	02/13/08 12:25PM	
New CSI	Willows	Default	Prep Commitment	03/13/07	04/17/07	02/13/08 12:25PM	02/13/08 12:25PM	02/13/08 12:25PM	

- **Current Queue – ([Workflow](#))**

Shows Workflow Steps that are In Process or Order Tasks that are Required or Requested.

Parameters	Office filter, Employee Type (Title in SP Admin) filter, Employee Name (Name in SP Admin) filter, Rush Orders filter
Column Headings	Order Number, Buyer, Workflow Process, Workflow Step, Order Task, Order Date, Settlement Date
Grouping/Sorting	Steps/Tasks are grouped by the Employee assigned to the Step/Task
Criteria / Additional Notes	This report is similar to the My Queue report providing the ability to see other and multiple Employee Queues.

A separate Instructional handout is available containing step by step guide to running reports.

A separate handout is also available for Supplemental Reports. Supplemental Reports are reports that may contain additional columns or data not found in the Default Reports.

Current Queue						
Office: All Employee Type: All Employee: All						
Order Number	Buyer	Workflow Process	Workflow Step	Order Task	Order Date	Settlement Date
GWENBERG						
2008020001	Flash			Flood Insurance Policy	02/07/08	01/31/08
2008020001	Flash			Ship to Lender	02/07/08	01/31/08
2008020001	Flash			Loan Package	02/07/08	01/31/08
2008020001	Flash			Title Exam	02/07/08	01/31/08
2008020002	Ricardo & Ball			Flood Insurance Policy	02/08/08	03/21/08
2008020002	Ricardo & Ball			Prepare Loan Package	02/08/08	03/21/08
2008020002	Ricardo & Ball			Loan Package	02/08/08	03/21/08
2008020002	Ricardo & Ball			Payoff 1st Mortgage	02/08/08	03/21/08
2008020002	Ricardo & Ball			Title Exam	02/08/08	03/21/08
2008020003	Seinfeld			Loan Package	02/08/08	02/27/08
2008020003	Seinfeld			Payoff 1st Mortgage	02/08/08	02/27/08
2008020003	Seinfeld			Title Exam	02/08/08	02/27/08
2008020005	Schwarzenegger & Schriver			Flood Insurance Policy	02/11/08	02/28/08
2008020005	Schwarzenegger & Schriver			Prepare Loan Package	02/11/08	02/28/08
2008020005	Schwarzenegger & Schriver			Loan Package	02/11/08	02/28/08
2008020005	Schwarzenegger & Schriver			Payoff 1st Mortgage	02/11/08	02/28/08
2008020005	Schwarzenegger & Schriver			Title Exam	02/11/08	02/28/08
2008020006	Barone			Flood Insurance Policy	02/11/08	02/28/08
2008020006	Barone			Prepare Loan Package	02/11/08	02/28/08
2008020006	Barone			Loan Package	02/11/08	02/28/08
2008020006	Barone			Payoff 1st Mortgage	02/11/08	02/28/08
2008020006	Barone			Title Exam	02/11/08	02/28/08
HHILL						
2008020001	Flash			Real Estate Contract	02/07/08	01/31/08
2008020001	Flash			Payoff 1st Mortgage	02/07/08	01/31/08
2008020001	Flash			Prepare Final Policies	02/07/08	01/31/08
2008020001	Flash			Cancel Prior Mtg/DT	02/07/08	01/31/08
2008020001	Flash			Mail Payoffs	02/07/08	01/31/08

- **Workflow Productivity** – ([Workflow](#))
Shows all Workflow History for all Orders.

Parameters	Office filter, Order Status filter, Date Step Assigned to Workflow filter, Date Step Assigned to User filter, Step Completed Date filter, Workflow Process filter, Workflow Step (based on Workflow Process) filter, Employee Type filter, Employee (Name) filter, Rush Orders filter
Column Headings	Order Number, Workflow Process, Workflow Step, Step Assigned to Workflow (Date/Time), Step Assigned to User (Date/Time), Step Status Date (Date/Time), Reason Not Completed (see Notes), Step Days/Hours
Grouping/Sorting	Grouped first by Orders Status and then by Assigned to User
Criteria / Additional Notes	This report is a very powerful tool in assessing productivity. It is often used, in conjunction with Workflow to assess “Turn Time” (e.g. Title Turn Time). The Reason Not Completed column will have a “Reassigned” or “Repositioned” value consistent with these actions being performed in the Workflow Manager.

A separate Instructional handout is available containing step by step guide to running reports.

A separate handout is also available for Supplemental Reports. Supplemental Reports are reports that may contain additional columns or data not found in the Default Reports.

Workflow Productivity							
Office: All Status: All Date Assigned to Workflow: All Date Assigned to User: All Step Completed Date: All Workflow Process: All Workflow Step: All							
Order Number	Workflow Process	Workflow Step	Step Assigned To Workflow	Step Assigned To User	Step Status Date	Reason Not Completed	Step Days/Hours
UNASSIGNED							
08-02-0007 New CSI 08-02-1099 08-02-00025							
CLOSED							
JOHNNY T. SMITH							
BUGS							
	Default	Post-Closing	02/11/08 9:37AM	02/11/08 9:37AM	02/11/08 9:38AM	Repositioned	0.01 hrs
IN PROCESS							
JOHNNY T. SMITH							
BUGS							
	Default	Prep Closing Docs	02/11/08 9:38AM	02/11/08 9:38AM	02/11/08 9:38AM	Not Applicable	0.00 hrs
	Default	Prep Closing Docs	02/11/08 9:39AM	02/11/08 9:39AM	02/11/08 9:39AM	Not Applicable	0.00 hrs
RBAWDEN							
Friends							
	Default	Exam	02/11/08 9:40AM	02/11/08 9:40AM	02/11/08 9:40AM	Not Applicable	0.00 hrs

- **Work in Progress – (Workflow)**

Workflow Steps that are both In Process and assigned to a user.

Parameters	Office filter, Employee Type filter (Title in SP Admin), Employee filter (Name in SP Admin), Rush Order filter
Column Headings	Order Number, Buyer, Workflow Process, Workflow Step, Order Date, Settlement Date, Step Assigned to Workflow (Date/Time), Step Assigned to User (Date/Time)
Grouping/Sorting	Steps are grouped by the assigned to user name.
Criteria / Additional Notes	If an Order is Completed or Canceled (Order Status), all uncompleted Workflow Steps are marked canceled and will not display even if the Order is changed to "In Process" unless the Step(s) is reassigned also.

Work in Progress							
Office: All							
Order Number	Buyer	Workflow Process	Workflow Step	Order Date	Settlement Date	Step Assigned To Workflow	Step Assigned To User
HHILL							
2008020003	Seinfeld	Default	Prep Closing Docs	02/08/08	02/27/08	02/11/0810:43AM	02/11/0810:43AM
2008020006	Barone	Default	Prep Commitment	02/11/08	02/28/08	02/11/0810:37AM	02/11/0810:37AM
JBGOOD							
2008020001	Flash	Default	Exam	02/07/08	01/31/08	02/11/0810:43AM	02/11/0810:43AM
2008020002	Ricardo & Ball	Default	Closing	02/08/08	03/21/08	02/11/0812:53PM	02/11/0812:53PM
2008020004	Merz	Default	Prep Commitment	02/11/08	02/27/08	02/11/0810:43AM	02/11/0810:43AM
2008020005	Schwarzenegger & Schriver	Default	Prep Closing Docs	02/11/08	02/28/08	02/11/0810:41AM	02/11/0810:41AM

Production

A separate Instructional handout is available containing step by step guide to running reports.

A separate handout is also available for Supplemental Reports. Supplemental Reports are reports that may contain additional columns or data not found in the Default Reports.

- **Completed Commitments – (Title Production)**

Shows all Orders with one or more commitments that have been completed.

Parameters	Office filter, Issued Date filter, Effective Date filter, Commitment Date filter, Rush Orders filter
Column Headings	Order Number, Commitment Number, Title Officer, Order Date, Settlement Date, Issued Date, Effective Date, Completed Date, Buyer
Grouping/Sorting	A total count of all commitments is returned.

Completed Commitments								
Office: All								
Issued Date: 1/1/2018 through 5/3/2018								
Effective Date: 1/1/2018 through 5/3/2018								
Commitment Completed Date: 1/1/2018 through 5/3/2018								
Order Number	Commitment Number	Title Officer	Order Date	Settlement Date	Issued Date	Effective Date	Compl. Date	Buyer Name
CDF-18-028-02GA	CDF-18-028-02GA	Terry T. Tittle	02/05/18	02/06/18	02/06/18	02/01/18	02/06/18	Buyer
CDF-18-039-03GA	CDF-18-039-03GA	Connie E Ck	03/05/18	03/07/18	03/05/18	03/21/18	03/06/18	Buyer
CDF-18-044-03GA	CDF-18-044-03GA	Connie E Ck	03/05/18	03/07/18	03/05/18	03/21/18	03/06/18	Buyer
CDF-18-045-03GA	CDF-18-045-03GA	Connie E Ck	03/05/18	03/07/18	03/05/18	03/21/18	03/06/18	Buyer
CDF-18-054-03GA	CDF-18-054-03GA	Connie E Ck	03/22/18	03/29/18	03/22/18	03/15/18	03/22/18	Buyer
CDF-18-057-03TX	CDF-18-057-03TX	Connie E Ck	03/27/18	04/20/18	03/26/18	03/20/18	03/27/18	Clark
CDF-18-063-04GA	CDF-18-063-04GA	Terry T. Tittle	04/16/18	05/14/18	04/16/18	03/21/18	04/17/18	Seller
CDF-18-070-04GA	CDF-18-070-04GA	Terry T. Tittle	04/16/18	04/18/18	04/16/18	03/21/18	04/17/18	Buyer
CDF-18-078-05	CDF-18-078-05	Terry T. Tittle	04/16/18	04/18/18	04/16/18	03/21/18	04/17/18	Buyer
HUD-18-060-04GA			04/06/18	05/14/18	04/16/18	04/02/18	04/16/18	Bush
HUD-18-071-04GA			04/06/18	05/14/18	04/16/18	04/02/18	04/16/18	Bush
Total commitment count: 11								

- **Completed Policies – (Title Production)**

Shows all Orders with a policy that has been both issued and completed.

Parameters	Office filter, Issued Date filter, Effective Date filter, Policy Completed Date filter, Rush Order filter
Column Headings	Order Number, Policy Number, Title Officer, Order Date, Settlement Date, Issued Date, Effective Date, Completed Date, Buyer
Grouping/Sorting:	A total count of all policies is returned.

A separate Instructional handout is available containing step by step guide to running reports.

A separate handout is also available for Supplemental Reports. Supplemental Reports are reports that may contain additional columns or data not found in the Default Reports.

Policy - Schedule A

Policy: Coverage amount: \$480,000

Policy number:

Issued date/time:

Effective date/time:

Date/Time completed:

Completed by:

Lock status:

Completed Policies

Office: All
 Issued Date: 1/1/2018 through all dates
 Effective Date: 1/1/2018 through all dates
 Policy Completed Date: 1/1/2018 through all dates

Order Number	Policy Number	Title Officer	Order Date	Settlement Date	Issued Date	Effective Date	Compl. Date	Buyer Name
CDF-18-039-03GA	5011413-0150211e	Connie E Clc	03/05/18	03/07/18	03/06/18	03/06/18	03/06/18	Buyer
CDF-18-039-03GA	5020913-0012215e	Connie E Clc	03/05/18	03/07/18	03/06/18	03/06/18	03/06/18	Buyer
CDF-18-044-03GA	5011413-0150211e	Connie E Clc	03/05/18	03/07/18	03/06/18	03/06/18	03/06/18	Buyer
CDF-18-044-03GA	5020913-0012215e	Connie E Clc	03/05/18	03/07/18	03/06/18	03/06/18	03/06/18	Buyer
CDF-18-045-03GA	5011413-0150211e	Connie E Clc	03/05/18	03/07/18	03/06/18	03/06/18	03/06/18	Buyer
CDF-18-045-03GA	5020913-0012215e	Connie E Clc	03/05/18	03/07/18	03/06/18	03/06/18	03/06/18	Buyer
CDF-18-054-03GA	5011313-0047953e	Connie E Clc	03/22/18	03/29/18	03/29/18	03/22/18	03/29/18	Buyer
CDF-18-054-03GA	5011413-0150218e	Connie E Clc	03/22/18	03/29/18	03/29/18	03/15/18	03/29/18	Buyer
CDF-18-070-04GA	5011313-0047960e	Terry T. Tittle	04/16/18	04/18/18	04/24/18	04/24/18	04/24/18	Buyer
CDF-18-070-04GA	5011413-0150221e	Terry T. Tittle	04/16/18	04/18/18	04/24/18	04/24/18	04/24/18	Buyer
CDF-18-063-04GA	5011313-0047960e	Terry T. Tittle	04/16/18	05/14/18	04/24/18	04/24/18	04/24/18	Seller
CDF-18-063-04GA	5011413-0150221e	Terry T. Tittle	04/16/18	05/14/18	04/24/18	04/24/18	04/24/18	Seller

Total policy count: 12

Policy Sch A has both Issue and Completed Date.

Outstanding Commitments – (Title Production)

Shows all commitments from all Orders unless that Order has a completed commitment with no other commitments that are not completed.

Parameters	Office filter, Issued Date filter, Effective Date filter, Rush Orders filter
Column Headings	Order Number, Commitment Number, Title Officer, Order Date, Settlement Date, Effective Date, Buyer
Grouping/Sorting	A total of all commitments are returned.
Criteria / Additional Notes	A default outstanding commitment is created with each new Order.

A separate Instructional handout is available containing step by step guide to running reports.

A separate handout is also available for Supplemental Reports. Supplemental Reports are reports that may contain additional columns or data not found in the Default Reports.

Commitment - Schedule A

Commitments/Prelims (1)

Commitment/Prelim Number	Loan(s)
1 CDF-18-080-05GA	Loan 1 - Mary* Bank

Commitment/Prelim number: CDF-18-080-05GA

Underwriter: U First American Title

Revision:

Issued date/time: 05/03/2018 12:00 AM

Effective date/time: 04/25/2018 12:00 AM

Date/time completed: (None) Date missing in Date/time completed field.

Completed by:

Lock status: Unlocked

Policies to be Issued

Outstanding Commitments

Office: All
Issued Date: All
Effective Date: 1/1/2018 through all dates

Order Number	Commitment Number	Title Officer	Order Date	Settlement Date	Effective Date	Buyer Name
CDF-18-028-02GA	CDF-18-028-02GA	Terry T. Tittle	02/05/18	02/06/18	02/01/18	Buyer
CDF-18-080-05GA	CDF-18-080-05GA	Connie E Clos	05/03/18		04/25/18	Clark
CDF-18-082-05	CDF-18-082-05	Connie E Clos	05/03/18		05/03/18	Panther

Total commitment count: 3

- **Outstanding Policies – (Title Production)**

Shows all policies from all Orders unless that Order has a completed policy with no other policies that are not completed.

Parameters	Office filter, Issued Date filter, Effective Date filter, Rush Orders filter
Column Headings	Order Number, Policy Number, Title Officer, Order Date, Settlement Date, Effective Date, Buyer
Grouping/Sorting	A total of all policies are returned.
Criteria / Additional Notes	A default outstanding policy is created with each new Order.

Policy - Schedule A

Policy: Owner's Policy Coverage amount: \$500,000.00

Policy number: 5011413-0150211e

Issued date/time: 03/06/2018 12:00 AM

Effective date/time: 03/06/2018 12:00 AM

Date/Time completed: (None) No Date/Time Completed Date

Completed by:

Lock status: Unlocked

A separate Instructional handout is available containing step by step guide to running reports.

A separate handout is also available for Supplemental Reports. Supplemental Reports are reports that may contain additional columns or data not found in the Default Reports.

Outstanding Policies						
Office: All						
Issued Date: 1/1/2018 through 5/3/2018						
Effective Date: 1/1/2018 through 5/3/2018						
Order Number	Policy Number	Title Officer	Order Date	Settlement Date	Effective Date	Buyer Name
! CDF-18-039-03GA	5011413-0150211e	Connie E Clc	03/05/18	03/07/18	03/06/18	Buyer
Total policy count: 1						

Fees\Revenue

Revenue can be assessed in SoftPro from two fundamental perspectives, Order/HUD or CDF or CSS based revenue and Ledger based revenue. To the extent the HUD or CDF or CSS and the Ledger match, these values will be 100% consistent. ProForm based Revenue reports are designed to reflect HUD or CDF or CSS based transactions. It is possible to “unlink” the Order from the HUD or CDF or CSS for specific transactions. This can be done by making fundamental changes (e.g. payee name, amount, bill code) to a transaction AFTER it has been posted without voiding the transaction and re-posting it. Also, transactions can be added directly to the Ledger in SoftPro without coming from the HUD or CDF or CSS.

- **Fees by Bill Code – ([Management](#))**

This report returns revenue transactions.

For any transaction to be considered Revenue in ProForm, the funds must be disbursed to an Order Contact that is flagged as a “Revenue Contact”. Common practice is to include this value in the lookup entries of each contact as they are added to the system (to automate this contact being considered a revenue contact when the contact is selected into the Order).

Description	This report returns revenue transactions.
Parameters	Office filter, Fees Disbursed Date Range filter, Option to base (define) revenue relative to 3 different criteria (see below), Include Sent Invoices filter, Escrow Officer filter, Bill Codes filter, Grouping option (see below), Show Order Details option
Revenue Definitions	For any transaction to be considered Revenue in ProForm, the funds must be disbursed to an Order Contact that is flagged as a “Revenue Contact”. Common practice is to include this value in the lookup entries of each contact as they are added to the system (to automate this contact being considered a revenue contact when the contact is selected into the Order).
	Ledger Transfer to a Revenue Ledger – Ledgers in ProTrust can be classified as “Revenue Ledgers”. This option returns revenue transactions ONLY if the fees have been transferred to a Ledger that is marked as a revenue ledger. A revenue ledger can be assigned to each Order so that these transfers are done automatically, easing this process. To the extent revenue is considered in this manner, ProForm revenue can be verified by matching the Fees by Bill Code report to the Ledger report for each “Revenue Ledger”.

A separate Instructional handout is available containing step by step guide to running reports.

A separate handout is also available for Supplemental Reports. Supplemental Reports are reports that may contain additional columns or data not found in the Default Reports.

	Ledger Transfer (no Revenue Ledger designation) – This option returns revenue transactions for all transferred transactions regardless of whether or not the Ledger is a “Revenue Ledger”. To the extent revenue is considered in this manner, ProForm revenue can be verified on an Order by Order basis by matching the Fees by Bill Code report to the Single Ledger Balance report of the Ledger in ProTrust. A broader assessment can be made using the Receipts and Disbursement ProTrust reports.
	Any Disbursement – This option returns revenue transactions for any transaction that is posted regardless of the transaction type. To the extent revenue is considered in this manner, ProForm revenue can be verified on an Order by Order basis by matching the Fees by Bill Code report to the Single Ledger Balance report of the Ledger in ProTrust. A broader assessment can be made using the Receipts and Disbursement ProTrust reports.
Column Headings	Office, Escrow Officer/Closer, Bill Code Category, Bill Code, Order Number, Reference Number, posted Date, transaction Description, Amount, Order Total, Bill Code Total
Grouping/Sorting	<ul style="list-style-type: none"> • Grouping Option 1 – Office, Bill Code • Grouping Option 2 – Office, Bill Code Category, Bill Code • Grouping Option 3 – Escrow Officer, Bill Code • Grouping Option 4 – Escrow Officer, Bill Code Category, Bill Code • Grouping Option 5 – Escrow Officer, Order Number • Grouping Option 6 – Office, Escrow Officer, Bill Code • Grouping Option 7 - Office, Escrow Officer, Bill Code Category, Bill Code • Grouping Option 8 – Bill Code • Grouping Option 9 – Bill Code Category, Bill Code
Criteria / Additional Notes	Order and Reference Numbers are only returned with Order Details. Subtotals are provided for the sum of fees per Order, the sum of fees per Order per Bill Code Category, and the sum of fees per Bill Code for each Order. Grand Totals are provided for Bill Code Category, Escrow Officer/Closer, Office, and a grand total of all Bill Codes.
	A definition of how revenue will be calculated should be considered and defined prior to using any new system. For SoftPro Select, options for this range from using only ProTrust reports, to using this report in ProForm, to having customized revenue reporting.
Supplemental Report	Available

A separate Instructional handout is available containing step by step guide to running reports.

A separate handout is also available for Supplemental Reports. Supplemental Reports are reports that may contain additional columns or data not found in the Default Reports.

Settlement Agent

Settlement Agent

Lookup code: SOFT1234

Name: Softpro Title

Short name: Softpro Title

Payee name: Softpro Title

Address: 1234 Pecan Drive

Marketing rep. 1: [Dropdown]

Marketing rep. 2: [Dropdown]

Marketing rep. 3: [Dropdown]

Include on revenue reports

Marketing source

Revenue Contact must be reflected and marked to show on reports

Fees By Bill Code
Grouped by Office, Escrow Officer, Bill Code Category, Bill Code

Office: All
Date Range: 04/01/2018 through 04/30/2018
Fees Determined by: Any Disbursement
Escrow Officer/Closer: All
Bill Codes: All

Order Number	Reference Number	Date	Description	Amount	Order Total	Bill Code Total
OFFICE: SOFT1234						
ESCROW OFFICER/CLOSER: CONNIE E CLOSER						
BILL CODE CATEGORY: NOT ENTERED						
BILL CODE: NOT ENTERED						500.00
HUD-18-007-01GA	0	04/20/18	Abstract or title search	500.00	500.00	
BILL CODE CATEGORY: NOT ENTERED total:						500.00
BILL CODE CATEGORY: Closing/Escrow Fees						
CLO Closing Fees						
CDF-18-070-04GA	5062	04/18/18	Title - Settlement Fee	500.00	250.00	
	5062	04/18/18	Title - Settlement Fee	(500.00)		
	5065	04/18/18	Title - Settlement Fee	250.00		
HUD-18-007-01GA	0	04/20/18	Settlement Fee	1,500.00	1,500.00	
BILL CODE CATEGORY: Closing/Escrow Fees total:						1,750.00
BILL CODE CATEGORY: Other Fees						
WOR Work Charges						
CDF-18-070-04GA	5062	04/18/18	Title - Work Fee	60.00	60.00	
	5062	04/18/18	Title - Work Fee	(60.00)		
	5065	04/18/18	Title - Work Fee	60.00		
BILL CODE CATEGORY: Other Fees total:						60.00
BILL CODE CATEGORY: Tax and Recording Fees						
REC Recording Fees						
CDF-18-070-04GA	5062	04/18/18	Title - e-Recording	13.50	13.50	
	5062	04/18/18	Title - e-Recording	(13.50)		
	5065	04/18/18	Title - e-Recording	13.50		
BILL CODE CATEGORY: Tax and Recording Fees total:						13.50

- **Fees Not Disbursed – (Management)**

Shows transactions within Orders that are not marked with an Order Status of Canceled or Duplicate where the transaction is payable to an Order Contact that is marked as a revenue contact and that transaction is not posted. Used along with the Fees by Bill Codes and Fee Exceptions report, the Fees Not Disbursed can be a powerful tool to manage revenue

Parameters	Office filter, Date option (Disbursement Date, Settlement Date, Order Date) with Date Range filter, filter option to only include Orders where the loan funding has been received, option to include fees from pending invoices, option to page break results per office, Escrow Officer/Closer filter,
Column Headings	Order Number, Order Type, Transaction Type, Product Type, Date (Disbursement/Settlement/Order), Order Status, Loan Funding Date, Payee, Transaction Amount
Grouping/Sorting	Grouped by Office first, Escrow Officer/Closer second with count subtotals for Office and Escrow Officer/Closer and a sum subtotal for Transaction Amount per Office and Escrow Officer/Closer and a grand total of counts and amounts for each

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A separate handout is also available for Supplemental Reports. Supplemental Reports are reports that may contain additional columns or data not found in the Default Reports.

Criteria / Additional Notes	Used along with the Fees by Bill Codes and Fee Exceptions report, the Fees Not Disbursed can be a powerful tool to manage revenue.
Supplemental Report	Available

Fees Not Disbursed								
Grouped By Office, Escrow Officer/Closer								
Office: All								
Escrow Officer/Closer: All								
Disbursement Date Range: 01/01/2018 through 05/14/2018								
Order Number	Order Type	Transaction Type	Product Type	Disbursement Date	Order Status	Loan Funding Date	Payee	Transaction Amount
OFFICE: NOT ENTERED								
ESCROW OFFICER/CLOSER: NOT ENTERED								
REC-18-001-01L		Purchase		01/18/18	In process		Softpro Title	\$165.00
REC-18-065-04L		Purchase		04/30/18	In process		Softpro Title	\$165.00
REC-18-034-02L		Purchase		03/09/18	In process		Softpro Title	\$165.00
REC-18-030-02L		Purchase		02/28/18	In process		Softpro Title	\$165.00
REC-18-032-02L		Purchase		03/09/18	In process		Softpro Title	\$165.00
REC-18-022-02L		Purchase		02/15/18	In process		Softpro Title	\$165.00
ESCROW OFFICER/CLOSER: NOT ENTERED : total orders with exceptions: 6								\$990.00
OFFICE: NOT ENTERED: total orders with exceptions: 6 \$990.00								
OFFICE: SOFT1234								
ESCROW OFFICER/CLOSER: CONNIE E CLOSER								
REC-18-002-01P	Title & Escrow	Purchase		01/18/18	In process		Softpro Title	\$2,752.00
CDP-18-078-05	Title & Escrow	Purchase		04/18/18	Completed		Softpro Title	\$2,167.50
CDP-18-063-04GA	Title & Escrow	Purchase		05/14/18	In process		Softpro Title	\$2,623.50
REC-18-035-02P	Title & Escrow	Purchase		04/30/18	In process		Softpro Title	\$2,752.00
CDP-18-044-03GA	Title & Escrow	Purchase		03/07/18	In process	03/07/18	Softpro Title	\$100.00
REC-18-031-02P	Title & Escrow	Purchase		02/28/18	In process		Softpro Title	\$2,752.00
ESCROW OFFICER/CLOSER: CONNIE E CLOSER : total orders with exceptions: 6								\$13,147.00
OFFICE: SOFT1234: total orders with exceptions: 6 \$13,147.00								
REPORT total orders with exceptions: 12 \$14,137.00								

Policy Register/Liability

- **Policy Register / Liability (Legal size) – (Management)**
Shows policies, endorsements, and additional title charges per Order along with the Total Charges, Underwriter Portion, and Agent Portion for each Order.
- **Policy Register / Liability (Letter size) – (Management)**
Shows policies, endorsements, and additional title charges per Order along with the Total Charges, Underwriter Portion, and Agent Portion for each Order.

Parameters	Underwriter filter, Underwriter Code filter, Policy Date option (Issued Date, Effective Date, or Order Created Date), Date range filter, Include Endorsements filter, Include
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- Web: www.softprocorp.com

	Additional Title Charges filter, Endorsements only filter, option to show endorsements/title charges as totals only, option to show charge type/transaction code summary (graph at the end of the report)
Column Headings	Underwriter, Agent Number, Order Number, Insured/Description, Amount of Insurance (Coverage Amount), Policy Number, Property Use, Transaction Code, Issued Date, Total Charges, Underwriter Portion, Agent Portion
Grouping/Sorting	Grouping are by Underwriter first, Agent Number second, Order Number third, and Insured/Description fourth. A subtotal count of items per order along with total of Total Charges, Underwriter Portion charges, and Agent Portion charges are provided per Order with a grand total sum of Total Charges, Underwriter Portion charges, and Agent Portion charges is returned.
Criteria / Additional Notes	<ol style="list-style-type: none"> 1. This report is very widely used by close to 100% of SoftPro customers. 2. For Endorsements to be included in this report, the endorsements must be associated with a Loan Policy or Owner's Policy
Supplemental Report	Available

Policy Register / Liability											
By Issued Date											
Underwriter Code:AF											
Underwriter Name:AF											
Issued Date:1/1/2018 through 5/14/2018											
Format Options: Selection by issued date; endorsement details included; additional title charge details included											
Underwriter	Agent Number	Order Number	Insured / Description	Amount of Insurance	Policy Number	Property Use	Transaction Code	Issued Date	Total Charges	Underwriter Portion	Agent Portion
FIDELITY NATIONAL FINANCIAL											
76876878											
CDF-18-039-03GA											
Robert A Buyer and Betty B. Buyer, husb	500,000.00	5011413-0150211e	Residential 1-4					03/06/18	1,675.00	335.00	1,340.00
Order: CDF-18-039-03GA Total:									\$1,675.00	\$335.00	\$1,340.00
CDF-18-044-03GA											
Robert A Buyer and Betty B. Buyer, husb	500,000.00	5011413-0150211e	Residential 1-4					03/06/18	1,675.00	335.00	1,340.00
Bank of America, ISAOA/ATIMA,	480,000.00	5020913-0012215e	Residential 1-4					03/06/18	150.00	30.00	120.00
Order: CDF-18-044-03GA Total:									\$1,825.00	\$365.00	\$1,460.00
CDF-18-045-03GA											
Robert A Buyer and Betty B. Buyer, husb	500,000.00	5011413-0150211e	Residential 1-4					03/06/18	1,675.00	335.00	1,340.00
Bank of America, ISAOA/ATIMA,	480,000.00	5020913-0012215e	Residential 1-4					03/06/18	150.00	30.00	120.00
Order: CDF-18-045-03GA Total:									\$1,825.00	\$365.00	\$1,460.00

Policy Register / Liability											
Underwriter	Agent Number	Order Number	Insured / Description	Amount of Insurance	Policy Number	Property Use	Transaction Code	Issued Date	Total Charges	Underwriter Portion	Agent Portion
FIDELITY NATIONAL FINANCIAL (continued)											
CDF-18-070-04GA (continued)											
Bank of America, ISAOA/ATIMA,	480,000.00	5011313-0047960e	Residential 1-4					04/24/18	150.00	30.00	120.00
Order: CDF-18-070-04GA Total:									\$1,825.00	\$365.00	\$1,460.00
Underwriter: FIDELITY NATIONAL FINANCIAL Total:									\$10,800.00	\$2,160.00	\$8,640.00

Lookup Tables

- **New/Updated Lookup Codes – (Miscellaneous)**

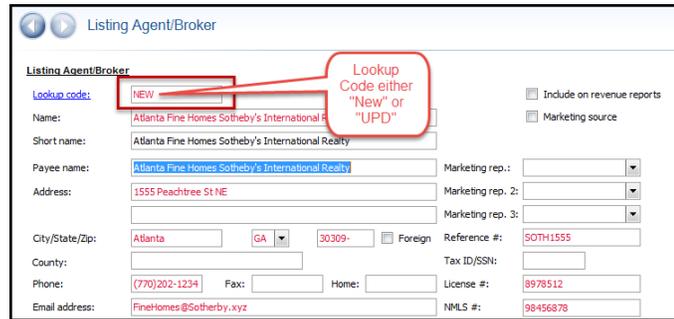
This report is used to manage lookup entries used when only a limited number of users have permission to add to or update the Lookup Tables.

Parameters	Option to filter on NEW and UPDATED codes or only one or the other, Sorting option for Order Number or Contact Name
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A separate Instructional handout is available containing step by step guide to running reports.

A separate handout is also available for Supplemental Reports. Supplemental Reports are reports that may contain additional columns or data not found in the Default Reports.

Column Headings	Contact Name, Contact Address, Order Number, Closer
Grouping/Sorting	Grouping is per Contact Name
Criteria / Additional Notes	This report returns a listing for any Contact within any Order that has a Lookup Code of "UPD" or "NEW".



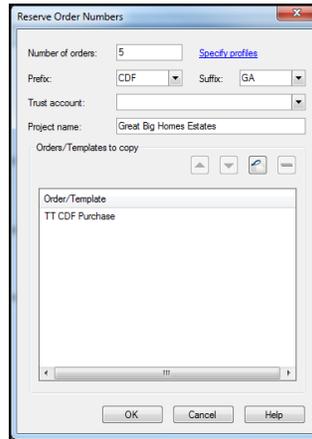
Reserved Order Numbers

- **Reserved Order Numbers – (Miscellaneous)**
Shows all Order Numbers that have been Reserved.

Parameters	Project Name filter, Reserved Date filter, Profile Name filter, Reserved By Username filter
Column Headings	Profile Name, Reserved Order Number, Date Reserved, Reserved By
Grouping/Sorting	Reserved Orders are grouped by profile with subtotals per profile and a grand total of all Reserved Orders returned.
Criteria / Additional Notes	The Reserved Order Report can be automatically run and printed when creating Reserved Orders and then run again at any time to identify how many of those orders remain reserved.

A separate Instructional handout is available containing step by step guide to running reports.

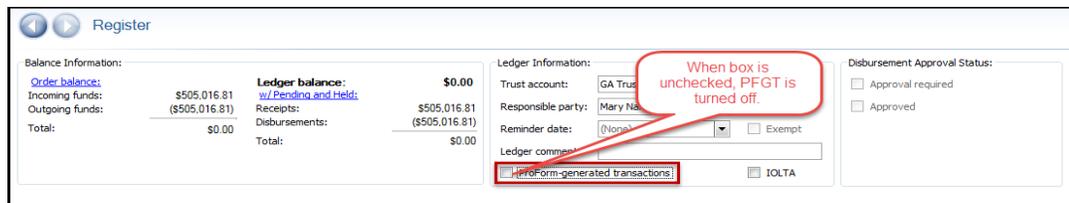
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Security

- **ProForm Generated Transactions Turn Off – ([Miscellaneous](#))**
Shows a list of all Orders that have the ProForm Generated Transactions option turned off.

Parameters	None
Column Headings	Order Number, Buyer, Property, Responsible Party
	Grouping/Sorting: None
Criteria / Additional Notes	Ensuring the HUD and Ledger are consistent requires ProForm Generated Transactions to be turned on. Turning this off should be done only by exception and, even then, only temporarily. Orders on this report should be carefully reviewed to assess if this setting should remain.



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