



Impact / SQL

Version 7.0

System Configuration Worksheet

Your Company Name: _____

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Instructions and General Information

This worksheet lists many of the settings that you may choose to enable or not, to best configure Impact/SQL for your business. Most have a short description to help clarify the function of the setting. These settings will initially be configured by USA Digital Solutions, Inc. personnel, according to the selections that you make on this worksheet. If a full explanation of any setting is needed, then the appropriate Impact manual can be consulted, or alternatively, USA Digital Solutions, Inc. support personnel can be reached at (602) 866-8199 extension 2.

Please fully complete this worksheet, and then attach all the requested items, as listed near the back of the worksheet (for example, the blank check stock and company logo) to ensure that Impact will be customized to your company's specifications when it is installed at your site. Return the completed configuration worksheet, and attachments, to USA Digital Solutions, Inc., 10835 N. 25th Avenue, Suite 350, Phoenix, AZ 85029.

Contact Information for key decision makers at your firm:

Escrow : Printed Name: _____

Phone Number : _____ Email: _____

Title : Printed Name: _____

Phone Number : _____ Email: _____

Accounting: Printed Name: _____

Phone Number : _____ Email: _____

IT / System: Printed Name: _____

Phone Number : _____ Email: _____

Utilities Module

System Files Menu

Password

For all company employees, add entries to the User Info template below (**make copies of this page for each user**). Impact identifies users by their unique initials (up to three characters). If duplicate employee initials occur, then remove the middle initial from one set. Also provide the employee name, job title, email address, phone number (and extension), fax number, branch number, a unique password (up to six characters) for logon to Impact/SQL, and their NT logon user name. Do **NOT** provide their NT logon password.

Please print clearly. For additional employees, please make copies of this page.

The screenshot shows a dialog box titled "Password File" with a close button (X) in the top right corner. The dialog has two tabs: "User Info" (selected) and "Hud/Worksheet Stamp".

The "User Info" tab contains the following fields:

- User Initials: [Text box]
- NT User Name: [Text box]
- Name: [Text box]
- Password: [Text box]
- Title: [Text box]
- E-Mail Address: [Text box]
- Phone: [Text box] Ext: [Text box]
- Fax: [Text box]
- Branch Number: [Dropdown menu]
- Access Code: [Dropdown menu, currently showing "Escrow Officer"]
- Ltd Practicing No.: [Text box]
- Employee ID: [Text box]

Below the fields is a section titled "Type of user:" containing a list of checkboxes:

- Escrow Officer
- Title Officer
- Document Administrator
- Processor
- NAF Administrator
- Add/Modify Disbursements
- Print Checks

At the bottom right of the dialog are two buttons: "OK" and "Cancel".

Banks

Screen shot of the Bank Information entry screen shown below. See the Bank Account Table (on the next page) to enter Account information.

Bank Information

Bank Number: 05

Bank Active: Yes No

Name: _____

Address 1: _____

Address 2: _____

City, State and Zip: _____

Account Number: _____

Last Statement Date: _____

Last Statement Balance: 0.00

Max Length of Other Wire Reference: 255

Cutoff Time: _____

Date Closed: _____

Cancel OK

USA Digital Solutions, Inc. **HIGHLY** recommends opening a new escrow trust bank account for use with the Impact system, rather than continuing with an existing account, if you are converting from another system. Up to 99 different banks may be set up in Impact. Impact will assign a unique bank number (from 01 to 99) for each bank account that is set up. Each branch can have up to five bank accounts active at one time.

For each line below, place a check mark in the first box to indicate that “Yes” the option should be enabled when USA Digital Solutions, Inc. installs the Impact software. Place a check mark in the second box to indicate that “No” the option should not be enabled.

Yes / No

01. Will the checking and depositing account be the same account?

(Normally, yes.)

02. Overhead fee accrual account escrow number _____

(Enter an escrow number if a fee slip (not a check) will be used for title and escrow fees, and you want the fees transferred to a temporary holding escrow. There will be a unique escrow number for every bank that will have these fees deposited.)

Yes / No

03. Max length of “other wire reference” _____

(Each wire reference memo can have a maximum of 255 character positions (including spaces) available. This other wire reference memo field is used to add a memo for Accounting when requesting a wire out.)

04. Wire cutoff time _____

(Wires for the bank will stop being initiated at what time during each day?)

In the table below, enter the name, address, routing numbers for checks and deposits (these numbers are not always the same), and account numbers for each bank. Please print clearly.

If there are more than five (5) bank accounts to identify, make a copy of this page for the additional entries.

Bank name and address	Routing # for Check/Deposit and bank account #	
	Check Routing #	DS Routing #
	Account#:	
	Account#:	
	Account#:	
	Account#:	
	Account#:	

Branch

Branch Information Tab

Branch File

Branch Information | Bank Information | Savings Information | Title Departments

Branch Type: Branch Active: Yes No

Branch Number:

Name:

Address (1):

Address (2):

City: State: Zip:

Phone Number: Fax Number:

Manager's Initials: Lars E.O. Henry

County:

Last EOM Date: ...

Use Alternate Company Name

Default Underwriter:

IRS reporting entity:

Email Address:

This is where branch information is detailed and where banks (and, optionally, Title branches) are assigned to branches.

The original Title office is always assigned the branch number “099”. The branch number “998” is reserved for a “Training Branch”. The Escrow Accounting Department is always assigned the branch number “999”.

Fill in the Manager’s Initials field only if **all** escrows opened in the office should be assigned to the manager.

Add entries to the template below. Please print clearly. If your company has more than one branch, **make a copy of this page for each additional branch.**

Branch File		
Branch Information	Bank Information	Savings Information
Branch Type:	Escrow	Branch Active: <input checked="" type="radio"/> Yes <input type="radio"/> No
Branch Number:		
Name:		
Address (1):		
Address (2):		
City:		State: <input type="text"/> Zip: <input type="text"/>
Phone Number:		Fax Number: <input type="text"/>
Manager's Initials:	<input type="text"/> Unknown	
County:	<input type="text"/>	
Last EDM Date:	<input type="text"/> ...	
<input type="checkbox"/> Use Alternate Company Name		
Default Underwriter:	0 - None	
IRS reporting entity:	[999999999] - USA ESCROW COMPANY	
Email Address:	<input type="text"/>	
<input type="button" value="Cancel"/>		<input type="button" value="OK"/>

If there is to be more than one Title branch, complete a page for each, with branch #099 being the main Title Dept. Indicate "Title" as the **Branch Type** for the Title Branches.

Bank Information Tab

Branch File

Branch Information | **Bank Information** | Savings Information | Title Departments

Banks assigned to (001) Main Office

Number	Name	Account Number
02	1st California Bank	526423332

Modify Add Delete

Information for Bank (02) 1st California Bank[526423332]

Default bank for this branch
 Inactive Bank Account

EDM Balance:
 MTD Receipts:
 MTD NSF's:
 MTD Disbursements:
 MTD Voids:
 Current Balance:

Checks Receipts Deposits Wire Out

Check Numbers Assigned By

Branch
 Bank
 Check Control

Cancel OK

This tab relates to the bank account(s) used by the branch(es) and the numbering sequences to be used for checks, receipts, deposits and wires out for each branch/bank account combination. There are three options for governing how numbers are assigned to these items: by **Branch**, by **Bank** or by a **Check Control** branch. The **Bank** option is common, and recommended in most instances.

The **Branch** option can be appropriate if you have separate accounts for each branch, but the **Bank** option will serve in that instance as well. Should your company be using pre-numbered checks, out of a dot-matrix printer (not recommended), you may still want to use the **Branch** option.

The **Bank** option is the most common setting, in the SQL environment, with laser printers, using MICR toner, generating checks on blank check stock. Whether you have separate accounts for each branch or not, using this setting will govern the administration of check numbers across all offices that are using each account. The next available number will be utilized, regardless of branch number, as items are issued.

IRS Reporting Entities

In the table below, enter your company information as it will appear on the 1099-S forms.

IRS Reporting Entity Information	
Company Information as it appears on the 1099-s form:	
Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/> ▼
Zip:	<input type="text"/>
Phone:	<input type="text"/>
TIN:	<input type="text"/>
Contact Name:	<input type="text"/>
Contact Phone:	<input type="text"/> Ext. <input type="text"/>
Contact Email:	<input type="text"/>

In the table below, enter information for the entity that will send the Form 1099-S data to the IRS. If this entity is your company, then only enter the TCC number. If your company needs to obtain a TCC number, download Form 4419 (Application for Filing Information Returns Magnetically/Electronically) from the www.irs.gov website, and then submit the completed form to the IRS. If DSI is to submit your 1099-S data, leave blank.

Transmitter Information for reporting to the IRS:	
TCC Number:	<input type="text"/>
Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/> ▼
Zip:	<input type="text"/>
TIN:	<input type="text"/>
Contact:	<input type="text"/>
Phone:	<input type="text"/> Ext. <input type="text"/>

Set Next Invoice Number

The starting invoice number to be used by the system needs to be established, and optionally a starting pre-bill number. A pre-bill presents estimated charges for work to be performed.

In the table below, enter the starting invoice number, and, if appropriate, the starting pre-bill number. There is **NOT** a “by **Branch**” option for invoice numbering.

Description	Starting number
Starting invoice number	
Starting pre-bill number (optional)	

Setup Options

There are seven tabs of setup options. The **General** tab and **Email** tab are used for configuration settings that impact all users. The **Escrow 1**, **Escrow 2**, **Title**, and **Accounting** tabs contain configuration options for each of these modules; and, the **Word Options** tab allow you to customize the Microsoft Word integration.

General Tab

Setup Options

General | Escrow 1 | Escrow 2 | Title | Accounting | Word | Email

File Numbers Assigned by Each Branch
 Enable Tracking
 Shut Down Word on Exiting
 Enable Alphanumeric File Numbers
 Enable Incoming Wire Processing
 Prompt for Email on Wire In
 Enable Outgoing Wire Processing
 Prompt for Email on Wire Outs
 Enable Holds on Wire Outs
 Enable Manual Wire Outs in Accounting
 Enable Dual Authorizations for Wire Outs
 Enable MFS Wire Integration
 Enable Automatic ID Numbers in NAF

Central NAF File
 Allow Automatic Escrow Numbers
 Allow Manual Escrow Numbers
 Allow Automatic Direct Order Numbers
 Allow Manual Direct Order Numbers
 Enable Documents by State
 Enable Multiple Title Departments
 Print Deposit Slips on the Check Printer
 Enable Washington State Requirements
 Retain Check Stub Information
 Enable Sub-Escrow
 Enable Warning Message When Accessing a Closed File

Enable File History Log
 Enable USPS in NAF
 Do not print the Title Instructions Email Instead
 Send Email to Title Officer
 Send Email to Title Department
 Prompt For Automated Title Search
 HUD/Worksheet Stamp
 Allow Invoice Date to be Changed
 Restrict Invoice Modification to Pre-bills only
 Print Full Legal on Title Instructions

Default Underwriter: 0 - None

Configure Interfaces

Use Central Archive
 Server Name and Path: _____
 User Name: _____
 Password: _____
 Temporary Drive Letter: _____

Cancel OK

For each line below, place a check mark in the first box to indicate that “Yes” the option should be enabled when USA Digital Solutions, Inc. installs the Impact software. Place a check mark in the second box to indicate that “No” the option should not be enabled.

Yes / No

05. File Numbers Assigned by Each Branch

(Enable this option if each branch will have their own set of escrow numbers. If the entire company is using numbers from one central pool, then do not enable this option.)

Yes / No

06. Enable Tracking

(Tracking allows the user to track when items have been ordered and received for an escrow, and allows for comments to be entered.)

07. Shut Down Word on Exiting

(USA Digital Solutions, Inc. recommends **NOT** enabling this option. If enabled, Word will be opened when a document is edited and then closed upon exiting the document. As several documents tend to be edited in sequence, Word will be loaded and unloaded repeatedly, thereby slowing down the user's productivity. Also, if you have other, non-Impact documents open in Word, edits to those might be lost upon closing.)

08. Enable Alphanumeric File Numbers

(If this option is NOT enabled, then Impact will allow only numeric file numbers.)

09. Enable Incoming Wire Processing

(This option is designed to allow for central wire processing. Accounting must confirm all incoming wires with this option turned on, and Escrow will not receive funds until confirmed by Accounting.)

Prompt for Email on Wire In

(If incoming wire processing is enabled and Accounting receives an incoming wire, then enabling this option will cause Impact to ask if it should send an email notification to the escrow officer and the person who entered the wire indicating that the funds are now available, allowing additional parties to be added to the email.)

10. Enable Outgoing Wire Processing

(This option is designed to allow for central wire processing. If this option is enabled, when Escrow initiates wire outs, Accounting will receive a request within Impact for every wire out that Escrow initiates, and will then execute the wire out with the bank. Upon confirmation of the wire out, Accounting will finalize the transaction in Impact. This option requires that a valid ABA number is entered when initiating wire outs.)

A. Prompt for Email on Wire Outs

(If outgoing wire processing is enabled, then enabling this option will cause Impact to ask if it should send an email notification to Escrow, upon confirmation that the wire went out, which can include the federal ID number of the wire out allowing additional parties to be added to the email.)

B. Enable Holds on Wire Outs

(If outgoing wire processing is enabled, then enabling this option will enable the **Hold Until Date** entry field on the **Wire Outs** screen, which allows Escrow to place a hold on a wire out. As soon as the hold is released by Escrow, the wire out will be able to be processed by Accounting.)

C. Enable Manual Wire Outs in Accounting

(If outgoing wire processing is enabled, then enabling this option will allow Accounting to manually initiate a wire out, without a request from Escrow.)

11. Enable Dual Authorizations for Wire Outs

(If this option is enabled, then the wire out form will appear on an approval screen for "seconding" by an authorized Escrow approver before the wire goes to Accounting.)

Yes / No

12. Enable MFS Wire Integration

(Your company must subscribe to the Mercury Funding Service in order to use this option.)

13. Enable Automatic ID Numbers in NAF

(If this option is enabled, then the Name and Address File (NAF) can automatically issue a unique ID number for each entry in it. This can be useful when integrating data from the NAF with other, non-Impact systems such as a general ledger package.)

14. Central NAF File

(If this option is **NOT** enabled, then each branch will have its own distinct Name and Address File.)

15. Allow Automatic Escrow Numbers

16. Allow Manual Escrow Numbers

17. Allow Automatic Direct Order Numbers

18. Allow Manual Direct Order Numbers

19. Enable Documents by State

(Only enable this option if the Impact database is shared for use in multiple states.)

20. Enable Multiple Title Departments

(Only enable this option if the Impact database will have multiple Title Departments.)

21. Print Deposit Slips on the Check Printer

(If this option is enabled, then the deposit slips will print with MICR toner on check stock, and can be processed by the bank's systems.)

22. Enable Washington State Requirements

23. Retain Check Stub Information

(If this option is enabled, then in the future, the entire data on the check stub can be viewed and used in reports. If this option is **NOT** enabled, then only the payee, date issued, and dollar amount data is retained.)

24. Enable Sub-Escrow

(If this option is enabled, then Impact enables the sub-escrow set of screens and the users with a sub-escrow access level.)

25. Enable Warning Message When Accessing a Closed File

(If this option is enabled, if a user tries to access a closed file, a pop-up notification will be received that a closed file is accessed.)

Yes / No

26. Enable File History Log

(If this option is enabled, then certain events that occur within Impact/SQL when you access a file are tracked and written to a history log. From Escrow or Title, you can select the File > View Escrow History menu to display the History Log screen. Tracked events may only pertain to certain modules of Impact/SQL.)

27. Enable USPS in NAF

(This option is not available at this time)

28. Do not print the Title Instructions Email instead

(If this option is enabled, then routing to one or more persons or department (with email distribution lists) instead of being printed, is available. An email account will need to be configured for use by the Batch Processor session. An email address for the recipient(s) is entered on the Branch setup screen for the Title Branch(es) and/or in Password, for the TO's.)

A. Send Email to Title Officer

B. Send Email to Title Department

29. Prompt For Automated Title Search

(This option is only available if DSI Messaging is installed, with title providers.)

30. HUD/Worksheet Stamp

(This option enables the ability to add an image/stamp, to an Escrow user's Password setup, that will appear on the HUD or Settlement Statement. The image files should be a small (<64K) bitmap (BMP) file. See the Password section in the Utilities manual for image assignment details.)

31. Allow Invoice Date to be Changed

(When un-selected, the system will be set to only allow the current system date to be used on new invoices and no invoice dates will be permitted to be edited.)

32. Restrict Invoice Modification to Pre-bills only

33. Print Full Legal on Title Instructions

(This option, combined with properly configured Title Instruction report templates, can be used to control whether the full legal description is presented on the Title Instructions. This trigger is combined with a process change that moved the preparation of the full legal for use in the Title Instructions from the Batch Processor's routine to the time of ordering of title work.)

Default Underwriter _____

(If your company has multiple underwriters, then optionally, you may choose one to be the default underwriter. This option can be overridden in the branch setup screen for each branch.)

Ignore the **Use Central Archive** section on the **General** tab of the **Setup Options** screen.

Escrow Tab 1

For each line below, place a check mark in the first box to indicate that “Yes” the option should be enabled when USA Digital Solutions, Inc. installs the Impact software. Place a check mark in the second box to indicate that “No” the option should not be enabled.

Yes / No

34. Worksheet Entry Only

(If this option is **NOT** enabled, then enable the next line item below, HUD and worksheet entry.)

35. HUD and Worksheet Entry.

(If this option is enabled, then which style should be the default style of entry? Check only one.)

- A. HUD; or,
 B. Worksheet

Yes / No

 36. Close Escrow File on Issue of Fees

(If this option is enabled, then Impact will set the status of the escrow file to closed, when the check or transfer slip for the title and escrow fees is issued. The creation date of the revenue check or transfer slip will be used to populate the date closed field, and the recorded date field.)

 37. Allow Escrow to Close Files Manually

(If this option is enabled, then it will be possible for an Escrow user to enter the escrow file closed date, or to override the closed date entered as a result of the fee check being issued if the option above “Close escrow file on issue of fees” is enabled.)

 38. Allow Overdrafts with Password

(If this option is enabled, then it will be possible for an Escrow user to cause an overdraft when disbursing from an escrow file. If enabled, choose either the dynamic or static password option, below. Check only one.)

- A. If overdrafts are allowed using a dynamic password, then a dynamic password will be generated by the Accounting module; or,
- B. If overdrafts are allowed with a static password, enter the static password here:
- _____

 39. Require File Balance = 0 Prior to Disbursement

(If this option is enabled, then Escrow may only disburse if the disbursements will cause the escrow file balance to be \$0.00)

 40. Fee Options

(The fee for the title and escrow services provided can be issued to the company as either a check, or a transfer slip. Choose either the check, or transfer slip, below. If using a transfer slip, then enter the initial starting number of the transfer slip which must be different from all check # sequencing. Check only one.)

- A. Check
- B. Transfer Slip. Starting number: _____

 41. Allow Escrow to View/Print Income

(If this option is enabled, then it will be possible for an Escrow user to view and print the income amounts that they generated.)

 42. Default Print HUD to Without Certification

(If this option is enabled, then the HUD will **NOT** print with a signature page with the “True and accurate ...” verbiage, unless the user manually selects a different option when printing.)

 43. Print Sub Agents on Listing/Selling Comm. Checks

(If this option is enabled, then the check stub line(s) on the check issued to the listing or selling broker will show the amount paid to the sub agent(s), if any amount is paid.)

 44. Require 1099-S Prior to Disbursement

(If this option is enabled, then the IRS Form 1099-S information (if a reportable transaction) must be filled out prior to any disbursing from the escrow file.)

Yes / No

45. Remind to do 1099-S After Disbursement

(If this option is enabled, then a pop up reminder is displayed after the revenue check is issued.)

46. Enable Marketing Reps #3 and #4

(If this option is enabled, then Impact can track up to four (4) marketing representatives who are assigned to help establish an escrow file, as opposed to the default of two.)

47. Allow Escrow to do Receipt Corrections per DOC Regs

(If this option is enabled, then it will be possible for an Escrow user to correct a receipt, as prescribed by the California Department of Corporations (DOC) regulations.)

48. Allow Escrow to do Receipt Transfers

(If this option is enabled, then it will be possible for an Escrow user to transfer money from one escrow to another escrow, as long as they are both using the same bank account and are in the same branch.)

49. Allow Escrow to do Outgoing Wires

(If this option is enabled, then an Escrow user can enter outgoing wire information. The ABA number is **NOT** validated by Impact. Only available if Outgoing Wire Processing is **NOT** enabled.)

50. Allow Escrow to **VOID** Outgoing Wires

51. Allow Wire Outs to Overdraft with Password

(If this option is enabled, then it will be possible for an Escrow user to cause an overdraft when disbursing from an escrow file. If enabled, choose either the dynamic or static password, below. Check only one.)

A. If overdrafts are allowed using a dynamic password, then a dynamic password will be generated by the Accounting module; or,

B. If overdrafts are allowed with a static password, enter the static password here:

52. Payoffs Default NAF to Payoff Lenders

(If this option is enabled, then on the **Payoffs** screens, searching the Name and Address File (NAF) will default to search only for names within the **Payoff Lenders** category, versus names in **All** categories. The Escrow user may manually select any available search category.)

53. Use HUD1109-1110B for Rate Calc Title Charges

(If Washington State requirements are enabled, then this option may be used.)

54. Enable Title Fee Breakdown

(Enabling this option may be useful if the company is splitting fees with another title company.)

Yes / No

55. Enable Escrow Prelim Distribution

(If this option is enabled, then it will be possible for an Escrow user to enter the number of **Pres**, **CCRS**, and **Docs**, and be able to select how to send them and to whom, as a notation to Escrow.)

A. Create Distribution Letter for Escrow

(When the prelim is typed, Impact can prepare cover letters. These can only be printed by Title.)

56. Print Company Name in HUD Box H

57. On Refi's Copy the Seller Name to Buyer Name

(This is useful where the Escrow user is accustomed to entering the parties names on the **Sellers** screen on Refinance transactions.)

58. Allow Escrow to Delete Receipts

(USA Digital Solutions, Inc. recommends **NOT** enabling this option.)

59. Allow Escrow to Void Checks

60. Allow Escrow to Reverse Voids

61. Restrict Voiding of Checks to Escrow Manager

62. Restrict Voiding of Checks to Current Day Only

(USA Digital Solutions, Inc. recommends enabling this option.)

63. Allow Escrow to Void Fee Slip

64. Allow Escrow to Reverse a Voided Fee Slip

65. Restrict Voiding of Fee Slips to Current Day

(USA Digital Solutions, Inc. recommends enabling this option.)

66. Restrict Voiding of Fee Slips to Escrow Mgr

67. Allow Escrow to do Manual Checks

(The company must have some pre-printed bank checks available, for use during a power failure, for example. Usually only Accounting users can enter information into Impact on manual checks.)

68. Allow Floaters w/Check Write to do Manual Checks

(If this option is enabled, then it will be possible for an Escrow user with a **Floater with Check Write** access level to have the ability to make a **Manual Check Entry**. The company must have some pre-printed bank checks available.)

69. Allow Escrow to Enter Invoices

Yes / No

 70. Enable Custom Reports

(If this option is enabled, then **Custom Reports** will be listed on the **Reports** menu in the Escrow Module. While most custom reports (written in Crystal Reports®) are made available through the MIS module, the company may wish for some to be made available to Escrow users. These custom reports will generally only contain data for the user's branch, or for the specific escrow officer running the report.)

 71. Enable Impact Express

(If this option is enabled, then the **Impact Express** function provides for the quick entry of a number of new escrow files, over a range of consecutive numbers, with a minimal amount of information being requested initially.)

 72. Require Reason on Overdrafts

(If this option is enabled, then in addition to requiring a password in an overdraft situation, a reason for the overdraft can be required. This option forces a reason to be entered.)

 73. Allow Escrow to Post Date Checks up to 5 Days 74. Allow Escrow to Enter Reason Funds Held on Open Files

(If this option is enabled, and funds remain in the escrow file after the fee check or fee slip is generated, the user will be prompted to enter a reason for holding the funds. This prompt is standard on the **Disbursement** screen, but when this option is enabled, the user can later override their reason for holding the funds.)

 75. Calculate Commissions Based on % of Commission Base

(If this option is enabled, then the commission to the broker(s) will be entered as the percent of the amount that the commission is based upon, for example, if broker A gets 2% and broker B gets 4% of a \$100,000 commission base (the two commissions total 6%), then the user would enter **3** and **3** into the appropriate fields. If this option is **NOT** enabled, then the user will need to calculate the percent of the total percent, that each broker should receive; for the example above, the user would need to manually calculate what percent of the 6% total is the 3%, and what percent of the 6% total is the 3%, and then enter **50** and **50** into the appropriate fields.)

 76. Allow Escrow to do Deposit Slips

(Enable this option if branches are going to be responsible for their own deposit slips. If this option is enabled, then you may also enable any, or all, of options A through E below.)

 A. Allow Manual Deposit Slips

(Permitting manual deposit slips is an option that is used when a company is switching from not using Impact-generated deposit slips to using them. Deposits that are outstanding would be entered manually, so they will appear in the next reconciliation.)

 B. Allow Void Deposit Slips

(The ability to void a deposit slip provides more of an audit trail than does deleting. Voiding is a more traceable option.)

 C. Restrict Access by Branch

(Restricting access by branch refers to the Escrow user only being able to see receipts from their branch in the deposit slip preparation screen. This is **HIGHLY** recommended, so deposits do not get mixed up across branches. Accounting users will still see all receipts on the deposit slip preparation screen.)

 D. Allow Backdating of Deposit Slip

Yes / No

 77. Default HUD Size to

(The HUD information can be formatted to fit onto either legal or letter size paper. The user will have the option to override the default paper size when printing. Choose either the legal, or letter size, below. Legal is the norm.)

A. Legal (8 ½ x 14) – all standard lines + used extra lines will print.

B. Letter (8 ½ x 11) – most blank lines will be suppressed.

 78. On HUD Form Show POC Paid By

(If this option is enabled, then any item flagged with POC will display as “Buyer” or “Seller” on the HUD, depending on who paid, for example, (**Buyer \$900.00 POC**). If this option is NOT enabled, then, for example, (**\$900.00 POC**) will be displayed instead.)

 79. Enable Bill to Screen

(If this option is enabled, then under the **Initial Questions** menu, in Escrow, a menu item **Bill to Customer** will appear for the party to be billed for escrow and title fees. While there is not an Accounts Receivable module within Impact, data on invoices that have been generated can be exported to external A/R systems, for follow-up tracking.)

 80. Require Receipt on Additional Deposits

(If this option is enabled, then on the **Additional Buyer/Borrower Deposits** screen, in the worksheet style of entry, the **Enter Receipt** check box will be displayed and allows the entries to be accepted only if a receipt is created for the deposit. The user can manually uncheck the check box in order to enter items into Impact without creating a receipt.)

 81. Allow :E

(If this option is enabled, then on the **1100 Title Charges** screen, **:E**, as payee, is available to be used to separate escrow originated charges from title originated charges. The **:E** and **:T** entries will be combined on the fee check or fee slip.)

 82. Show Commission in Initial Questions

(If this option is enabled, then the **Commissions** menu option will also be available on the **Initial Questions** menu. If this option is NOT enabled, then the **Commissions** menu option will be only available from the **HUD Style Entry** and **Worksheet Style Entry** menus.)

 83. Update Legal After Acceptance

(If this option is enabled, then Escrow can then update a legal description after it has been accepted by Title. Care should be taken in permitting this option.)

 84. Allow Escrow to Print Trial Balances

(One consideration to be evaluated in turning on this option is the ready availability of listings of aged files with balances; these files are at higher risk for fraudulent activity. Escrow users will only be permitted to generate Trial Balance reports for their specific branch.)

 85. Suppress ‘Printed by’ Line on HUD

(If this option is enabled, then the ‘Printed by’ verbiage on the bottom of the HUD and Settlement Statement is disabled)

Yes / No

 86. Enable Misc Escrow Data

(If this option is enabled, then the company can identify data fields they wish to collect on each file. A data entry screen, which can be utilized in Escrow, can then be defined in the Utilities module. The Misc. Data Entry screen is then available through the Initial Questions menu. Reports can also be printed from this data.)

Escrow Tab 2

Setup Options

General Escrow 1 **Escrow 2** Title Accounting Word Email

- Back Out Closed and Recording Dates Upon Void of Revenue Check or Fee Slip
- Do Not Allow Withhold Amount to Exceed Lending Amount
- Show Pending Receipts/Receivables on Disbursement Entry
 - Show Mtg Broker Receivables and Disbursements
- Allow Editing of Receivable Items
- Prompt User for Full Address When Printing Checks
- Display Initials on HUD-C Report.
- Allow Escrow to do Savings Transfers
- Do Not Allow Fee Transfers on Invoiced Files
- Allow Escrow to View Conversation Logs from Title
- Allow Title to View Conversation Logs from Escrow
- Show Approved by on Preliminary & Final Disbursement Reports

Cancel OK

Yes / No

 87. Back Out Closed and Recording Dates Upon Void of Revenue Check or Fee Slip

(This option will remove the Closed and Recording Dates on a file when the fee check/slip is voided. Normally, the **Close Escrow File on Issuance of Fees** option is turned on (Escrow 1 tab) and the dates entered as a result of that option are the ones being removed when the void is done. This may impact MIS and other reporting (based on Closed Date) if voids are done on prior month items.)

Yes / No

88. Do Not Allow Withhold Amount to Exceed Lending Amount

(With this option selected, the user will be warned that an item being flagged withhold from lender's funds (WTH) pushes the total being withheld over the available funds, and they will not be permitted to flag the item WTH.)

89. Show Pending Receipts/Receivables on Disbursement Entry

(For states that do table funding, this option will show the escrow user the amounts that should be receipted into the file to cover the disbursements currently set up.)

Show MTG Broker Receivable and Disbursements

(This option is only available if the **Show Pending Receipts/Receivables on Disbursement Entry** is checked. The system will calculate the Mortgage broker's check by deducting any items marked as POCB. If the Mortgage broker's check is insufficient to cover the POCB items, then a receivables item is shown for the difference.)

90. Allow Editing of Receivable Items

(The ability to add, modify and delete receivables is controlled by this option.)

91. Prompt User for Full Address When Printing Checks

(This option will trigger a prompt for a full address on any check about to be printed that is missing that information.)

92. Display Initials on HUD-C Report

(The addition of "initial lines" on the bottom of each page of the HUD-C report is controlled by this option. Some companies want each page of the HUD-C initialed by parties to the transaction.)

93. Allow Escrow to do Savings Transfers

(The ability to transfer funds to/from Savings accounts in one step (as opposed to the SAV and STF receipt pairs historically entered) has been introduced with version 7.0, and this option extends that ability to Escrow users. The transfer function is on the Receipts menu in Escrow (**Transfer Savings**), if this option is enabled.)

94. Do Not Allow Fee Transfers on Invoiced Files

(This option will result in the user being warned that an invoice exists for a file if a fee check/slip is being printed. The user may still print the fee check/slip – the option is slightly mis-named.)

95. Allow Escrow to View Conversation Logs from Title

96. Allow Title to View Conversation Logs from Escrow

(These two options relate to a conversation log now available to Title on Escrow files, in addition to that which has been historically available to Escrow. With these options, the two conversation logs can be shared in one or both directions.)

97. Show Approved by on Preliminary & Final Disbursement Reports

(When selected, this option will cause an "Approved by:" signature line to appear on the Preliminary and Final Disbursement reports.)

Title Tab

Setup Options

General Escrow 1 Escrow 2 **Title** Accounting Word Email

Allow Title to Update ALL Escrow Information
 Allow Title to Update PARTIAL Escrow Information
 Allow Title to Update HUD1100 Title Charges
 Enable Endorsement Tracking
 Default Invoice to:
 Regular Invoice
 Pre-Bill
 Enable Title File Numbering
 Assign Title File Number at:
 When File is Opened
 When File is Ordered
 Manually

Allow Title to Delete Invoices
 Default Approval Date to Date Typed
 On Release of Prelim Send Email
 Prompt for Email on Release
 Email ED on Release of Prelim
 Email Processor on Release of Prelim
 Allow Title to Access Escrow Tracking
 Auto Assign Policy Numbers
 Enabled Release of Prelim after Edit
 Enable Misc DD Data

Cancel OK

For each line below, place a check mark in the first box to indicate that “Yes” the option should be enabled when USA Digital Solutions, Inc. installs the Impact software. Place a check mark in the second box to indicate that “No” the option should not be enabled.

Yes / No

98. Allow Title to Update All Escrow Information

(If this option is enabled, then Title will be able to enter data on the **Initial Questions** screens. Title does not have access to the **Disburse** menu.)

99. Allow Title to Update Partial Escrow Information

(If this option is enabled, then Title will be able to enter data for the buyer names, seller names, property addresses, and tax parcel numbers on the **Initial Questions** screens. Title does not have access to the **Disburse** menu.)

100. Allow Title to Update HUD 1100 Title Charges

Yes / No

101. Enable Endorsement Tracking

(If this option is enabled, then Title will be able to create endorsements with the policy and include them on the underwriter's remittance.)

102. Default Invoice to

(If the company usually issues "estimated cost" invoices on each order, then the **Pre-bill** option should be selected. Otherwise, the **Regular Invoice** option should be selected. Up to 30 entry lines can be on an invoice (or pre-bill), each line having a field available for a standardized product code, description, liability amount, and the default dollar amount charged. Choose either the regular invoice or pre-bill below to be the default.)

A. Regular Invoice

B. Pre-bill

103. Enable Title File Numbering

(If this option is enabled, then a separate file number for the title file will be generated by Impact. This title file number is different from the one which is used for the escrow file. If you enable this option, then the title file number should be assigned by Impact when what occurs? Choose one option, below.)

A. When File is Opened

B. When File is Ordered

C. Manually

104. Allow Title to Delete Invoices

(USA Digital Solutions, Inc. recommends **NOT** enabling this option.)

105. Default Approval Date to Date Typed

(If this option is enabled, then Impact will use the current date to pre-fill the **Approval Date** field, as the policy is being typed. The approval date is the date used to determine when a policy will appear on the Underwriter Remittance report.)

106. On Release of Prelim Send Email

(Enabling this option will provide for an email to be sent when the prelim is released by Title.)

Prompt for Email on Release

(The notice of the release of the prelim can be emailed to multiple parties instead of just the processor and /or escrow officer if this option is enabled. Once enabled, the user will be prompted as to whether others should be notified and if the response is positive, the email screen will be presented for more addresses to be added by the user.)

Email EO on Release of Prelim

Email Processor on Release of Prelim

(The email addresses for EO and Processor are pulled from the **Password** file, so the data there must be kept up-to-date.)

Yes / No

107. Allow Title to Access Escrow Tracking

(If this option is enabled, then Title will be able to input recording information or notes on an escrow file.)

108. Auto Assign Policy Numbers

(Enable this setting if the policy number (jacket number) is to be the same as the file number.)

109. Enabled Release of Prelim After Edit

(If this option is enabled, then the prelim typist, upon exiting the editing of a prelim, will be presented a dialogue box asking if the prelim should be released to escrow. Alternatively, if this option is not enabled, then the prelim must be released to escrow by making a menu selection.)

110. Enabled Misc DO Data

(If this option is enabled, then the company can create a custom data entry screen which can be utilized in Title to identify data fields they wish to collect on each direct order file. The screen is available from the **EDIT > OPENING INFO** menu for a direct order file. To utilize the Misc. Data Entry menu item for an escrow file, the system must be configured to 'Allow Title to Update ALL Escrow Information'. Reports can also be printed from this data.)

Accounting Tab

Setup Options

General Escrow 1 Escrow 2 Title **Accounting** Word Email

Include the Following Reports in the Analysis

- Daily Receipts Journal by Bank
- Daily Disbursements Journal by Bank
- Auto-Clear Voids During Reconciliation
- Require Income Codes on Fee Checks and Transfers
- Allow Positive Pay
- Allow Reverse Positive Pay
- Allow Accounting to do Deposit Slips
- Allow Accounting to do Receipt Corrections per DOC Regs
- Allow Accounting to do Receipt Transfers
- Enable Overhead Fee Account
- Enable Email to ED on Receipt of NSF
- Mark Zero Dollar Items as Cleared in Bank Recon
- Create Auto Adjustments for Check Issued/Paid Differences
- Include Undeposited Total Receipts in Bank Recon
- Only Clear Deposit Slips by Ticket Number in Bank Recon
- Prompt User to Print Reports Before Posting Recon
- Allow Transfer of a Negative Balance
- Allow Accounting to do Savings Transfers

Cancel OK

For each line below, place a check mark in the first box to indicate that “Yes” the option should be enabled when USA Digital Solutions, Inc. installs the Impact software. Place a check mark in the second box to indicate that “No” the option should not be enabled.

Yes / No

111. Include the Following Reports in the Analysis

(These two reports can be added to the output generated when the posting process is started. These are useful reports to have on hand to assist in researching posting issues that might arise. While the output generated contains the posting detail, these reports are formatted differently and make the data more readable. One or both options below can be enabled. USA Digital Solutions, Inc. recommends enabling both options.)

- A. Daily Receipts Journal by Bank
- B. Daily Disbursements Journal by Bank

Yes / No

112. Auto-Clear Voided Checks During Reconciliation

(If this option is enabled, then checks that have been voided, as of a date up through the date of the reconciliation, will automatically be flagged as cleared, and will not appear in the reconciliation when it is opened. If the option is not turned on, the items will appear in the reconciliation and will have to be cleared by hand. USA Digital Solutions, Inc. recommends enabling this option.)

113. Require Income Codes on Fee Checks and Transfers

(If this option is enabled, then every item on a escrow fee revenue check or a transfer fee slip must be coded with an income code. The revenue check or fee slip will not be able to be printed (disbursed) until all items are coded. This is a recommended option, as it ensures that all revenue data makes it into the Income Analysis database, and that it is full and complete.)

114. Allow Positive Pay

(If this option is enabled, and your bank offers this service, then a file of checks issued by your company can be generated for transmission to the bank for matching against items presented for payment. Contact your company's bank for information on their Positive Pay file layout, so that USA Digital Solutions, Inc. can create the required bank filter program if one does not already exist. Filters already exist for most large banks, and for many others.)

115. Allow Reverse Positive Pay

(Some banks will not accept a Positive Pay upload, but will generate a file of items presented for payment that the company can then, through Impact, match against checks issued. The company can then notify the bank of items to be rejected.)

116. Allow Accounting to do Deposit Slips

(If this option is enabled, then it will be possible for an Accounting user to have access to the **Deposit Slips** screen.)

117. Allow Accounting to do Receipt Corrections per DOC Regs

(If this option is enabled, then it will be possible for an Accounting user to correct a receipt, as prescribed by the California Department of Corporations (DOC) regulations.)

118. Allow Accounting to do Receipt Transfers

(If this option is enabled, then it will be easier to transfer funds between escrow files that share the same bank. Rather than entering two receipts, the user can simply identify the two file numbers and the amount to be moved, and Impact will generate the receipts.)

119. Enable Overhead Fee Account

(This option is only applicable if your company will use transfer slips to provide for the collection of company fees (escrow, title and miscellaneous). If the overhead fee account option is enabled, then company fees will be transferred to an "overhead fee account" (another escrow file), should the company desire to see the funds retained on the Trial Balance until physically moved to the operating account. If multiple bank accounts are used within one or more branches, then the Income Analysis reports should be modified to "break" by Bank before Branch, for accurate reporting and fee extraction.)

Yes / No

 120. Enable Email to EO on Receipt of NSF

(If this option is enabled, then when an Accounting user enters a receipt for an NSF item, an email will be sent to the escrow officer whose user initials are linked to the file, letting that person know that the item deposited was returned by the bank.)

 121. Mark Zero Dollar Items as Cleared in Bank Recon

(If this option is enabled, then when a reconciliation is performed, the zero (0.00) dollar amount items, through the date of the reconciliation, will be automatically marked as cleared.)

 122. Create Auto Adjustments for Check Issued/Paid Differences

(If this option is enabled, when using the **RECON > Outside Service** menu in Accounting to build the reconciliation file an adjustment is automatically created in the reconciliation for any difference between the amount on the check issued, and the amount that was actually paid at the bank.)

 123. Include Undeposited Total Receipts in Bank Recon

(If this option is enabled, then an undeposited receipts' adjustment will present, in the reconciliation, on the **BOOK** tab, automatically, in the Summary section at the bottom.)

 124. Only Clear Deposit Slips by Ticket Number in Bank Recon

(This option will require a match on both ticket number and dollar amount, when Outside Services are utilized in preparing a reconciliation file, before a deposit slip will be marked cleared. Some bank downloads of cleared items now contain the deposit slip number, and this option utilizes that feature. This aids in making sure that common-dollar deposits are properly cleared – rather than just the first deposit for the dollar amount that matches the download item.)

 125. Prompt User to Print Reports Before Posting Recon

(The reports that can be printed out of the Reconciliation function (Summary, Cleared and Uncleared) cannot be re-printed after a reconciliation is posted. This option, to prompt the user to print the reports before posting of the reconciliation, is designed to ensure that the reports are printed. This is helpful when there is turnover in the Accounting area and the habit of printing before posting is not ingrained in the personnel doing reconciliations.)

 126. Allow Transfer of a Negative Balance

(File transfers, between branches and/or banks, will not be permitted for negative balance files, if this option is not enabled.)

 127. Allow Accounting to do Savings Transfers

(The ability to transfer funds to/from Savings accounts in one step (as opposed to the SAV and STF receipt pairs historically entered) has been introduced with version 7.0, and this option extends that ability to Accounting users. The transfer function is on the Receipts menu in Accounting (**Transfer Savings**), if this option is enabled.)

Word Tab

Setup Options

General Escrow 1 Escrow 2 Title Accounting **Word** Email

On All Exhibits Clear Headers
 Paragraph Format Legal Descriptions
 On All Exhibits Clear Footers
 Only Update Fields in the Main Story, First Header and First Footer
 Leave Prelim Open as XXX.DOC When Doing Policies
 Only Remove Fill-ins From the Main Story, not from Headers and Footers
 Special Policy Clause Processing (12 Bpoints Before, Old Style Clauses)
 Force Legal Description Boldness to be 100% like the doc's Legal Descr Table
 Bookmark Styles Before Starting Prelims (for W95 Prelims)
 Enable DDE in Legal Descriptions
 Add Fill-In After Exceptions Bookmark

- Add "=Clause=" Hot Stop
- Add Blank Hot Stop

 Append Entries During CopyBase Operations
 Do Not Rebookmark Styles During CopyBase Operations
 Use Alternate Search Routine for Saving Docs
 Allow Email of 3 or more Docs at Once

Use MTS Client Services
 Do not Use Prelim Exceptions Style in Policies
 Allow Multiple Documents to Print at Once
 Copy FeeType Wording from Prelim to Policies
 Do Not use Tool Tips
 Run Hide Brackets Twice when Saving

Type of PDF Printer:

Location of Distiller 'In Folder':

Cancel OK

This is the primary configuration screen for the Microsoft Word® functionality integrated into Impact. Word is used for all documents generated out of Impact. For each line below, place a check mark in the first box to indicate that “Yes” the option should be enabled when USA Digital Solutions, Inc. installs the Impact software. Place a check mark in the second box to indicate that “No” the option should not be enabled.

Yes / No

128. On All Exhibits Clear Headers

(If this option is enabled, then the exhibit page(s) generated for a file will not use the headers from the previous pages of the document. USA Digital Solutions, Inc. recommends enabling this option.)

129. Paragraph Format Legal Descriptions

(If this option is enabled, then wherever the full legal description is displayed in a user document, whether in Escrow or in Title, its paragraph formatting, i.e. indentation and tab stops, will be retained. If this option is NOT enabled, legal descriptions will acquire the formatting of whatever user documents they are linked into, effectively losing any applied paragraph formatting. This setting only affects the legal description as displayed in user documents.)

Yes / No

 130. On All Exhibits Clear Footers

(If this option is enabled, then the exhibit page(s) generated, will not use the footers from the previous pages of the current document. USA Digital Solutions, Inc. recommends enabling this option.)

 131. Only Update Fields in the Main Story, First Header and First Footer

(If this option is enabled, then only the fields in the body of the document, and in the headers and footers of the first section will be updated during initial processing of documents; fields in headers and footers of subsequent sections are skipped. This will minimize initial processing time when editing multi-section documents, such as prelims and policies, but the master document administrator will need to use cross-reference fields in the place of DDE fields in headers and footers past the first section.)

 132. Leave Prelim Open as XXX.DOC When Doing Policies

(If this option is enabled, then while creating policies, the prelim document will be temporarily copied to XXX.DOC and opened in Word. This makes it easier for a user to copy text from the prelim to the policies.)

 133. Only Remove Fill-ins From Main Story, Not From Headers and Footers

(If this option is enabled, then the processing time is minimized when printing, because Impact print jobs remove fill-in brackets before printing. This option should **NOT** be enabled unless in an unusual circumstance where document headers or footers contain fill-in brackets.)

 134. Special Policy Clause Processing (12 B points Before, Old Style Clauses)

(This will only effect Policy documents. If this option is enabled, when clauses are inserted into the document, Impact/SQL will make sure there is one blank line before the clause. The First paragraph of the clause will be reformatted to include a 12 point line before the paragraph begins. This guarantees there will be a blank line before each clause inserted into the document. When this option is not enabled, there will be no blank lines inserted between clauses.)

 135. Force Legal Description Boldness to be 100% like the doc's Legal Descr Table

(If this option is enabled, then when the legal description is linked to in the current document, the existing **bold** font style of any text (or normal font style of any text) in the legal description will **NOT** be retained, and therefore will be set to match that of the legal description table of the current document. If this option is NOT enabled, then the legal description will retain it's (boldness) text formatting inside of the current document. USA Digital Solutions, Inc. recommends enabling this option.)

 136. Bookmark Styles Before Starting Prelims (for W95 Prelims)

(This will only effect Prelims. If this option is enabled, Impact/SQL will search through the Prelim and place bookmarks around any text formatting with the following character "styles"

- Exceptions
- Requirements
- Restrictions
- Ins A, B, C, D
- Fee Type
- Vested

If this option is not enabled, no bookmarks will be automatically inserted.)

Yes / No

 137. Enable DDE in Legal Descriptions

(If this option is enabled, then DDE fields may be used in legal descriptions, and the **Insert Field** button is available from the Impact toolbar when editing legal descriptions.)

 138. Add Fill-In After Exceptions Bookmark

(In the Prelim/Commitment master documents, the Exceptions bookmark contains the Fill-In field [=clause=]. This Fill-In opens the Insert Clause dialog box and makes it easy for the Impact/SQL user to add Exceptions to the document. When they have finished selecting clauses, the Fill-In field is automatically removed and the clauses are inserted within the Exceptions bookmark. When the policy is created, all text within the Exceptions bookmark is copied from the Prelim into the Exceptions area in the policy.)

 Add “=Clause=” Hot Stop

(If the **Add “=Clause=” Hot Stop** sub-option is selected, Impact/SQL will insert the [=clause=] Fill-In instead of the normal [°°°°°] Fill-In.)

 Add Blank Hot Stop

(If the **Add Blank Hot Stop** sub-option is selected, Impact/SQL will automatically add a regular Fill-In field, [°°°°°], to the end of the Exceptions bookmark. This allows the Impact/SQL user to easily locate the position where additional clauses could be entered directly into the policy.)

 139. Append Entries During Copy Base Operations

(This option will prevent the overwriting of any existing text within the Exceptions or Requirements bookmarks in the Prelim master document when it is combined with the text from a Subdivision Master. The Exceptions and/or Requirements text in the Subdivision Master will be appended to the end of the existing text in the bookmark.)

 140. Do Not Rebookmark Styles During Copy Base Operations

(It is recommended that this option be enabled. The option prevents Impact/SQL from rebookmarking all areas of the Prelim document based on applied character styles. Under normal operations, when the Prelim is used as a base document for the Copy Base operation, the default bookmarks, such as Requirements and Exceptions, are removed from the original file and redefined based on the current character style. In other words, all text that has the Exceptions characters style will be within the Exceptions bookmark. Allowing the DOT to bookmark text automatically in this manner has resulted in too many errors. This is because the Impact/SQL user will copy text from one location in a document to another not realizing they are also copying the character style. If the Exception character style exists in several separate locations in the document, the DOT will automatically include all the instances within one Exceptions bookmark. This caused unexpected results. With this option enabled, the existing bookmarks in a Prelim will be left alone if the document becomes the base document for a Copy Base operation.)

 141. Use Alternate Search Routine for Saving Docs

(This option is for client sites running Word 2002 or higher. The behavior of Word, when saving prior to printing of a document, changed with Word 2002, so this option was developed to accommodate the change. The DOTs use a ReplaceAll VBA routine to hide the square brackets associated with Fill-In fields when the document is printed. If there is more than one document open when this routine is run, Word tends to lose track of which document is the active document. If this option is enabled, the VBA will use the RemoveUsingAlternateReplaceAllMethod subroutine, alleviating the problem.)

Yes / No

142. Allow Email of 3 or more Docs at Once

(Some client sites have reported a problem when emailing more than 2 documents at a time. If this proves to be the case, this option modifies the attachment routine to get around the environmental problem. In most environments, there is not an issue with emailing 3 or more documents at once.)

143. Use MTS Client Services

(This option relates to a discontinued service and can be ignored.)

144. Do not Use Prelim Exceptions Style in Policies

(This option prevents the Exceptions character style in a policy document from being automatically changed to match what the current settings are for the Exceptions style in the Prelim. For example, if the Prelim Exceptions character style is defined as Arial 10 and the Policy Exceptions character style is defined as Tahoma 12, the enabling of this option will make sure the Exceptions in the Policy are Tahoma 12.)

145. Allow Multiple Document to Print at Once

(Under certain circumstances, a setting of Yes for Background Printing in Word (Options -> Print tab) may contribute to automation errors when printing from a list of documents. This option allows the Impact/SQL user to keep Background Printing set to Yes.)

146. Copy Fee Type Wording from Prelim to Policies

(This option prevents the VBA from deleting all text inside the 'FeeType' bookmark except for the words Fee Simple when it is copied from the Prelim to the Policy. This option should be enabled.)

147. Do not Use Tool Tips

(Some Citrix environments have, historically, had a problem with Word reverting to the background and documents printing with the brackets still in place ("[]"). It was determined that if Tool Tips were disabled, the issue went away. This option should only be turned on if such behavior is being experienced.)

148. Run Hide Brackets Twice when Saving

(This option was introduced to counter a condition in some environments that result in the square brackets ("[]") for Fill-In fields being printed on the document. Under normal operations, they should have been marked as hidden text. This switch will cause the routine to run a second time before documents are printed. This option should only be enabled if the brackets are appearing.)

149. Type of PDF Printer

(There are three PDF "printers" that Impact/SQL can work with to prepare email attachments in PDF form (as opposed to the MS Word default): Acrobat Distiller, Adobe PDF and Win2PDF. The product available to the users should be identified (if any) in this box, via the selection of the appropriate product from the dropdown list. This setting is used in conjunction with the settings on the **Email** tab to replace the 'EmlPrefs.dat' file's function in versions of Impact/SQL below 7.0.)

Type of PDF Printer _____

Location of Distiller 'In Folder' _____

(If Acrobat Distiller is selected in the Type of PDF Printer box, the location of the Distiller 'In Folder' should be identified in this field.)

Email Tab

Setup Options

General Escrow 1 Escrow 2 Title Accounting Word **Email**

Add the Following Text to All Emails Sent Through Impact

Confidentiality Notice: The information contained in this electronic e-mail and any accompanying attachment(s) is intended only for the use of the intended recipient and is non-public in nature and may be confidential and/or privileged. If any reader of this communication is not the intended recipient, unauthorized use, disclosure, dissemination or copying is strictly prohibited, and may be unlawful. If you have received this communication in error, please immediately notify the sender by return e-mail, and delete the original message and all copies from your system and promptly destroy any copies made of this electronic message. Thank you.

Display E-mail Password on Screen

Prefer PDF if it can be Created

Require the Attachment to be PDF

Allow User Control of Email Preferences

Default Email Password (or blank):

Cancel OK

This setup option tab is introduced with Impact/SQL version 7.0, to replace the 'EmlPrefs.dat' file's function in earlier versions of Impact. These options manage aspects of the emailing of documents from within Impact/SQL. For each line below, place a check mark in the first box to indicate that "Yes" the option should be enabled when USA Digital Solutions, Inc. installs the Impact software. Place a check mark in the second box to indicate that "No" the option should not be enabled.

Yes / No

150. Add the following Text to All Emails Sent Through Impact

(This option provides for the addition of a Privacy Notice, or other message, to all email sent out of Impact/SQL. The message to be added should be entered into the space provided.)

Attach text to be included. _____

151. Display Email Password on Screen

(When email attachments are prepared in MS Word format, rather than PDF, they are most often password protected, so the recipient cannot change the document without the password. This option will present the password to the user, so that they can know it and provide it to the recipient if they wish the recipient to be able to modify the document being emailed. If this is done, understand that the default password will become common knowledge in short order.)

Yes / No

 152. Prefer PDF if it can be Created

(This option will default the option of what form an email attachment should take to PDF, but will make available the option to the user to select MS Word format alternatively at the time of the preparation of the email attachment. A PDF “printer” (one of the three currently supported – see above) must be installed to utilize this option.)

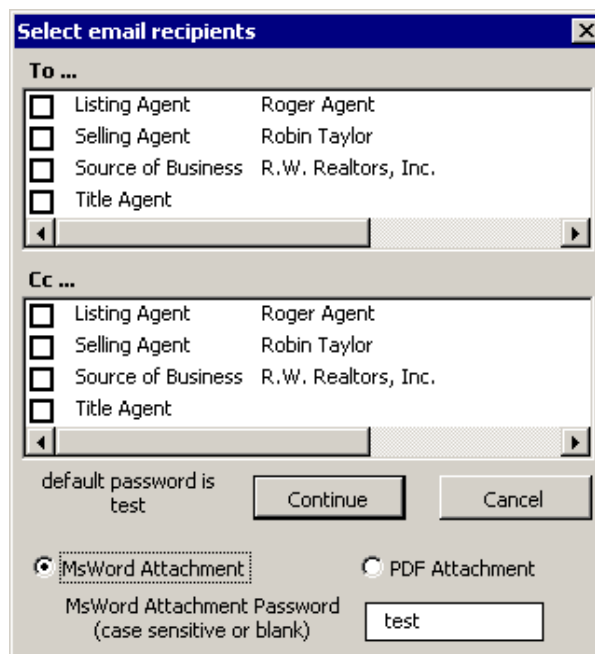
 153. Require the Attachment to be PDF

(Enabling this option will force all email attachments to be in PDF form, protecting them from being edited. A PDF “printer” (one of the three currently supported – see above) must be installed to utilize this option.)

 154. Allow User Control of Email Preferences

(This option permits the user to see and change the email password (if they are sending an MS Word formatted attachment), and permits the user to select the format to be used (MS Word or PDF), if the **Prefer PDF if it can be Created** option (above) is also selected.)

The screen shot to the right displays the screen the user will see if this option is enabled and the site also has PDF capability.

 155. Default Email Password (or blank)

(If the site is going to email attachments in MS Word format, the default password to be used to protect the attachments is entered into this field.)

Default Email Password (or blank) _____

User Tables Menu

Marketing Reps

The marketing representatives listing is utilized in a list box in the **Initial Questions** data entry area of the Escrow module.

For each marketing representative that you would like Impact to present, enter a unique two digit numeric code, the name of the person, and their email address.

Code	Marketing Representative Name	Email Address
00	None (reserved for internal use)	None (reserved for internal use)
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Hold Title as

These clauses are used in Escrow to fill the **Hold Title Code** vesting clause fields associated with each buyer and seller name on the **Sellers' Names** and **Buyers' Names** screens. The Escrow user also has the ability to manually enter a custom vesting clause of up to 255 characters.

Each clause is assigned a unique two digit numeric code. A blank entry with the code "00" is required in the table.

In the table below, **modify, delete, keep the existing, or add** more unique two digit numeric codes and vesting clauses. Those shown are just examples (except for 00-None).

Code	Vesting Clause
00	None (reserved for internal use)
01	Husband as his Sole and Separate Property
02	Wife as her Sole and Separate Property
03	An Arizona Corporation
04	An Arizona General Partnership
05	An Arizona Limited Partnership
06	An Unmarried Man
07	An Unmarried Woman
08	Husband and Wife as Community Property
09	Husband and Wife as Joint Tenants With Right of Survivorship
10	
11	
12	
13	
14	
15	
16	
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18	
19	
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Transaction Type

Transaction types are used for determining if the transaction is an IRS reportable transaction with regard to the 1099-S process, and for Management Information System (MIS) reports. They can also direct specific tracking item lists for different types of files. Two points to keep in mind when establishing the transaction types are: what kind of management reporting will be expected, and to what extent does the company want customized workflow tracking structures established for different types of escrows.

There is also a flag associated with each transaction type that identifies whether the type is exclusively refinance related. If this flag is set (“Yes”, in Refinance column below), then the setup option to push data entered on the **Sellers’ Names** to the **Buyers’ Names** screens for refinance transactions will be effective.

If the transaction type never is reportable on a 1099-S, enter “No” in the Reportable to IRS column.

Each type of transaction is assigned a unique two character code.

In the table below, **modify, delete, keep the existing, or add** more unique two character codes, descriptions of the transaction types, and place a “Yes” or a “No” in the Reportable to IRS and Refinance columns, as appropriate. Those shown are just examples.

Code	Transaction Type	Reportable to IRS	Refinance
RP	Residential Purchase	Yes	No
RR	Residential Refinance	No	Yes
CI	Commercial & Industrial	Yes	No
CR	Commercial Refinance	No	Yes
SS	Short Sale Estimate	Yes	No
RT	Residential TSG	No	No
CT	Commercial TSG	No	No
OT	Other	Yes	No
CS	Closed Short Sale	Yes	No
RO	REO Sale	Yes	No

Title Rates Descriptions

Each Title Rate Description (TRD) is assigned a unique two digit numeric code.

The TRDs are stylized with the description of the owner's policy first (if any) and then the lender's policy(ies) up to 3, if any. For some style examples, see the table below.

There is also a **Types** field for each description, which is used to categorize the policy(ies) identified in the descriptions as "standard" (**S**) or "extended" (**E**). There are four positions in the **Types** field. The first of the four positions refers to the owner's policy type only, so if there is no owner's policy being issued that position will be blank. The second position is for the first lender's policy and the third for a second lender's policy and the fourth for a third lender's policy. These codes are used by the rate calculator.

In the table below, **modify, delete, keep the existing, or add** more unique two digit numeric codes, policy names, and types codes to the table below. Those shown are just examples.

Code	Policy Name	Types
01	STD Lender's Policy	_S__
02	STD Owner's Policy	S___
03	ALTA EXT. Owners, ALTA EXT. Lenders	EE__
04	ALTA STD. Owners, ALTA EXT. Lenders, ALTA STD. Lenders	SES_
05	ALTA Residential Owners, ALTA EXT. Lenders	SE__
06		
07		
08		
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		

Property Descriptions > Property Types

Each property type has a unique two digit code.

The property types entered are used in Management Information System (MIS) reports, to segment the company's business by property type.

In the table below, **modify, delete, keep the existing, or add** more unique two digit numeric codes and property type descriptions. Those shown are just examples.

Code	Property Type Description
01	1-4 Family Residential
02	Multi-Family Residential
03	Commercial
04	Undeveloped Land
05	Property Type Unknown
06	
07	
08	
09	
10	
11	
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21	
22	

Receipt Types

Receipts are assigned a type code to facilitate several processing functions, from deposit slips to reconciliations.

A **Sign** type is assigned to each receipt type to help reduce data entry errors. Each receipt type is configured to accept a positive value only (+), a negative value only (-), or either a positive or negative value (+ -).

Allow Escrow identifies whether the code will be made available to Escrow users, or whether the code will be limited to Accounting users.

A receipt type is assigned to be **Depositible** if it will be assigned to items which are physically deposited at the bank, either singly or in aggregate, along with a deposit slip prepared within Impact.

The **Applies To** field has two options: RCT – Receipts, and WIN – Wire In. This setting identifies which particular functionality the receipt code is involved with. This setting is used to effectively sort receipts by a broader category on reporting.

Automatic Ticklers

Automatic ticklers are pre-determined reminders that can be established, for any one, or all transaction types. See the **Transaction Types** section above for a listing of the available transaction types you have established. Only use automatic ticklers if you want the same ticklers to appear on every escrow. Escrow users may manually add, delete, or modify an unlimited number of ticklers for any escrow file.

The **Date to Base on** field entry can be either the **Opened** or the **Closed** date.

The **Number of Days from/to base** should be entered as a positive number to reflect the number of days after the opened date, or a negative number to reflect the number of days before the estimated closing date, that the tickled item will be noted as being due.

The **Private** checkbox is used to limit viewing of the tickler item to the company's employees only. The item will not be displayed to any external Impact Online users.

The **Description** is the actual tickler message that the user will see.

The **Based On Presence of** field can restrict the tickler to only appear based on the presence of a value in one of five fields (Lender #1 Name, Lender #2 Name, Lender #3 Name, Buyer Payoff #1 or Seller Payoff #1). If left blank, there is no restriction.

In the table below, **modify, delete, keep the existing, or add** more entries.

Transaction Type	Date to Base on	Number of Days from/to base	Private	Description	Based on Presence of
All	Opened	+2	Y	Check to see if prelim is ready	---
All	Closed	-3		Check for all demands	---

Income Account Numbers

Each Income Account Number is a unique code of up to five numeric digits.

Escrow users, when coding the fee check or fee slip detail lines, use the Income Account Numbers (Codes) entered in this table. **[It is most typical to have the codes match up with the account numbers used in the company's general ledger system for the various revenue items being tracked (Title Premiums, Escrow Fees, Delivery Fees, etc.)].**

The coded entries, once posted, are passed to the Income Analysis file and are then available for Accounting and Management Information System (MIS) reports.

The **Liability Source** ties the **Code** to the dollar amount that the fee check or fee slip is based on, for example, the fee may be based on the Sales Price. The **Liab. Source** can be None, or one of the following: Sales Price, Lender #1 Loan Amount, Lender #2 Loan Amount, or Lender #3 Loan Amount.

In the table below, **modify, delete, keep the existing, or add** more unique codes, income descriptions, and liability sources. The code must be numeric, can be up to five digits long, and can have leading zeros. Those shown are just samples – yours should tie to your G/L Income codes.

Code	Income Description	Liability Source
4100	Escrow Fees	Sales Price
4200	Title Fees-Remittable	Lender #1 Loan Amount
4300	Recording Fees	None
4400	Delivery / Overnight Fees	None
4500	Wire Fees	None
4600	Reconveyance Tracking	None
4700	E-Doc Fees	None
4800	Non-Remittable Title Fees	None

Tracking Descriptions

Escrow

The tracking function provides a place where dates can be recorded relating to the start date and completion date of various requirements of each file. A default tracking table with the tracking descriptions of these various requirements can be established, for all files, and specific tracking items can be designated for specific transaction types. See the **Transaction Types** section above for a listing of the available transaction types. If the tracking item is to be for specific transaction types only, enter the codes for them – otherwise enter “**All**”, in the transaction types (**TT**) column provided below.

Each tracking description has fifty-three character positions (including spaces) available.

In the table below, on this page and the next page, **modify, delete, keep the existing, or add** more escrow tracking descriptions, and transaction types (**TT**). Those shown are just samples.

Escrow Tracking Description	TT	Escrow Tracking Description	TT
Copy of Contract		Borrower Signed	
Brokers Demand		Loan Documents in Escrow	
Prelim		Loan Funded	
CC&R's		Series Numbers to Lender	
Deposit			
Increase of Deposit			
SI-Owner			
SI-Buyer			
Demand - 1 st			
Demand - 2 nd			
Homeowners Assoc. Pkg.			
HOA Package to Lender			
Termite Inspection			
Termite Completion			
Roof Inspection			
Roof Completion			
Pool Inspection			
Pool Completion			
Septic Report			
Home Warranty			
Chimney Inspection			
Geological Report			
Environmental Report			
Property Inspection			
Insurance Information			
Seller Signed			
Buyer Signed			

Invoice Descriptions

Invoice Descriptions are standardized selections for users to pull from when preparing an invoice. A dollar amount can be assigned to each invoice item which can make the preparation of an invoice a quick and accurate process. During invoice preparation, the users can edit both the text description and the dollar amounts selected from the list.

Each Description is given a **Dsc Code** of three digits. The description of the invoice item will pull to the **Invoice Entry** screen when that particular code is selected from the dropdown list during invoice preparation. The **Hud Line** and **Code** fields can provide for a value to be printed on a customized invoice. The **G/L #** field, which is populated from a dropdown of the **Income Account Numbers**, can also be used on the invoice, if so customized. The **Amount**, if entered, will pull to the **Invoice Entry** screen and to the printed invoice.

In the table below, **modify, delete, keep the existing, or add** more unique Description codes, descriptions, HUD line#, Code, G/L# and amount. Those shown are just samples.

Dsc Code	Description	HUD Line	Code	G/L #	Amount
001	ALTA loan Policy	1109		4200 Policy Premium	
002	ALTA Owners Policy	1110		4200 Policy Premium	
003	Escrow Fee	1101		4100 Escrow Fees	350.00
004	Notary Fees	1106		4100 Escrow Fees	75.00
005	Express Delivery Fee	1115		4400 Delivery / Overnight Fees	100.00
006	Recording Fees	1113		4300 Recording Fees	55.00

Transfer Tax Tables

County Transfer Tax

Impact can compute transfer taxes, for those locales that have such taxes. Impact allows four “tiers” of sale prices for those counties that use a “tiered” scheme to compute transfer taxes.

	County A	County B
County Name		
First Tier FROM x dollars		
TO x dollars		
Transfer tax: Amount		
Transfer tax: Per x dollars		
Second Tier FROM x dollars		
TO x dollars		
Transfer tax: Amount		
Transfer tax: Per x dollars		
Third Tier FROM x dollars		
TO x dollars		
Transfer tax: Amount		
Transfer tax: Per x dollars		
Fourth Tier FROM x dollars		
TO x dollars		
Transfer tax: Amount		
Transfer tax: Per x dollars		
Round up or down		
Round to nearest		
Default the charges to buyer or seller		
First time home buyer exemption amount		
First time home buyer amount		
Principal residence exemption amount		

If you need to detail tax rates for additional counties, please make copies of this page.

All fields must be completed.

City Transfer Tax

Impact can compute transfer taxes, for those locales that have such taxes. Impact allows four “tiers” of sale prices for those cities that use a “tiered” scheme to compute transfer taxes.

	City A	City B
City Name		
First Tier FROM x dollars		
TO x dollars		
Transfer tax: Amount		
Transfer tax: Per x dollars		
Second Tier FROM x dollars		
TO x dollars		
Transfer tax: Amount		
Transfer tax: Per x dollars		
Third Tier FROM x dollars		
TO x dollars		
Transfer tax: Amount		
Transfer tax: Per x dollars		
Fourth Tier FROM x dollars		
TO x dollars		
Transfer tax: Amount		
Transfer tax: Per x dollars		
Round up or down		
Round to nearest		
Default the charges to buyer or seller		
First time home buyer exemption amount		
First time home buyer amount		
Principal residence exemption amount		

If you need to detail tax rates for additional cities, please make copies of this page.

All fields must be completed.

Tax Stamp Tables

County/City Tax Stamp

Impact can compute tax stamps, for those locales that have such taxes. The tax stamp calculations can be based on the sales price or mortgage.

If county or city tax stamps are not used, write NONE in the County/City Name field.

	County/City A	County/City B
County/City Name		
Deed or Mortgage calculation		
Amount charged		
Per x dollars		
Round up or down		
Round to nearest		
Default the charges to buyer or seller		
Tax stamp based on Sales Price or Mortgage		
	County/City C	County/City D
County/City Name		
Deed or Mortgage calculation		
Amount charged		
Per x dollars		
Round up or down		
Round to nearest		
Default the charges to buyer or seller		
Tax stamp based on Sales Price or Mortgage		

All fields must be completed.

State Tax Stamp

Impact can compute tax stamps, for those locales that have such taxes. The tax stamp calculations can be based on the sales price or mortgage.

If state tax stamps are not used, write NONE in the State Name field.

	State A	State B
State Name		
Deed or Mortgage calculation		
Amount charged		
Per x dollars		
Round up or down		
Round to nearest		
Default the charges to buyer or seller		
Tax stamp based on Sales Price or Mortgage		

All fields must be completed.

Recording Fees

Impact can compute the recording fees for the Deed of Trust, Mortgage and Release. They can be entered for all of the state and county combinations that the company's offices do business with. The Escrow user can edit the calculated data, if so desired.

In the table below, enter the county and state name, and information for each of the three document types and corresponding charges, in the customary manner computed: "\$x.xx for the first x pages. Additional pages at \$x.xx per page." Also, if surcharges are collected enter the amount, and who the charges should default to (buyer or seller).

	County/State A	County/State B
County/State Name		
Deed x.xx dollars		
for the first x pages		
Additional pages at x.xx per page		
Surcharges		
Default the charges to buyer or seller		
Mortgage x.xx dollars		
for the first x pages		
Additional pages at x.xx per page		
Surcharges		
Default the charges to buyer or seller		
Release x.xx dollars		
for the first x pages		
Additional pages at x.xx per page		
Surcharges		
Default the charges to buyer or seller		
	County/State C	County/State D
County/State Name		
Deed x.xx dollars		
for the first x pages		
Additional pages at x.xx per page		
Surcharges		
Default the charges to buyer or seller		
Mortgage x.xx dollars		
for the first x pages		
Additional pages at x.xx per page		
Surcharges		
Default the charges to buyer or seller		
Release x.xx dollars		
for the first x pages		
Additional pages at x.xx per page		
Surcharges		
Default the charges to buyer or seller		

All fields must be completed.

Underwriters

An unlimited number of underwriters may be set up, and Impact can generate underwriter remittance reports based on the policies issued.

In the table below, enter **the full underwriter name as it should appear on policies**, prelims and commitments, and the remittance percentage for each underwriter.

Underwriter Name	Remittance Percentage

Items Needed From Your Company

Remember to complete the entire system configuration worksheet and return it to USA Digital Solutions, Inc. Also, we will need several items from you as listed below, in order to prepare for the installation of Impact for your company. The electronic copies of documents requested should be in Microsoft Word® file format. Please contact us with any questions so we can assist you and determine a course of action.

01. A camera ready company logo, saved in .TIF, .BMP, or .JPG file format; small (<20k), black and white only.
02. Preliminary Title Report or Commitment, Policies, Endorsements, and Guarantees saved in Microsoft Word file format, for each underwriter your company will be working with (only if DSI does not have their documents).
03. Title clauses saved in Microsoft Word file format. Please call us prior to starting, so that we can discuss this in more detail. The Code book normally is geared to the primary underwriter, but, if you want something else, it must be provided to DSI.
04. Miscellaneous title documents, if any desired, saved in Microsoft Word file format.
05. Escrow clauses saved in Microsoft Word file format.
06. Escrow documents saved in Microsoft Word file format including your Escrow Instructions. Please call us prior to starting, so that we can discuss this in more detail. Only required if the default set does not have what you need.
07. Bank SPEC sheets for Commercial Checks and Deposit Slips, including Account #(s) for each bank.
08. Ten (10) sheets of your company's blank laser check stock. Impact can create the check using the logo supplied to us (see item 01 above). We recommend that the check should be printed on the bottom portion of the blank laser check stock, because the MICR font often aligns more accurately at the bottom of the sheet.

(602) 866-8199 x 2 for Support

Support@Digisolaz.com

