

Impact University Courses

Course Overviews

Escrow Training

LEVEL I

This 4 hour session will take the escrow personnel through opening an order, receipting in funds and creating opening and payoff letters.

Suggested attendees include:

Escrow Assistants
Receptionists

LEVEL II

This 8 hour session is designed to provide escrow personnel with the tools to use the Impact/SQL Escrow Module. The class takes the student through all aspects of processing an escrow transaction within Impact/SQL. From opening an order to drawing the file; from balancing and creating documents to disbursing and closing; this training session deals with every task in detail.

Suggested attendees include:

Escrow Operations Managers
Escrow Officers
Escrow Assistants
Receptionists

Title Training

This 4 hour session is designed to provide title operations personnel with the tools in the Impact/SQL Title Module to generate title documents. The class takes the student through all aspects of processing a request for title transaction within Impact/SQL. They will be trained on the full process, from receiving orders transmitted by escrow to generating Preliminary Title Reports/Commitments and Policies of Title Insurance and in creating invoices. This session guides the students through every task associated with day to day title operations.

Suggested attendees include:

Title Operations Managers
Title Officers
Title Production Staff
Title Typists

Prelim/Commitment and Policy Typist Training

This 2 hour session is designed to introduce the typist to Prelim/Commitment and Policy generation only. The class guides the student through all aspects of creating Prelims/Commitments, Policies and Endorsements; how to navigate efficiently through their creation and how to handle missing data and incorrectly entered data.

Suggested attendees include:

Prelim/Commitment typist
Policy typist

Accounting Training

This 4 hour session is designed to introduce accounting personnel to the functionality of the Impact/SQL Accounting Module. The class guides the student through all tasks related with properly maintaining and administering the trust accounting functions. Students are presented with real-world accounting matters such as transferring funds, adjusting/correcting accounting matters and reconciling the Bank and Book (Trial Balance) of your accounts.

Suggested attendees include:

Accounting Managers
Accounting Clerks

Utilities Training

This 4 hour session is designed to introduce System Administrators to the Impact/SQL Utilities Module. Through this class, administrators become familiar with the Utilities Module that controls the client-specific settings of the Impact/SQL Title and Escrow Software Suite. Students that participate in this level of training are usually members of the Information Technology department for their companies.

Suggested attendees include:

IT Department Heads
System Administrators
System Support Staff
Help Desk Staff

Document Maintenance Training

This 4 hour session is designed to introduce document maintenance personnel to the process of creating and maintaining MS Word-based master documents for the Impact/SQL Escrow and Title modules. Participants learn how to pull information entered into the Impact/SQL system into documents. Participants involved in this course should have a good working knowledge of MS Word.

Suggested attendees include:

Document Administrators

For any additional information - Contact our Sales and Training Group:

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