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What's New in Impact/SQL ver 10.6?

USA Digital Solutions, Inc. has made some enhancements and bug fixes to Impact/SQL with version 10.6. The enhancements and bug fixes are detailed in this document, and will be incorporated into updates of the module manuals, as applicable.

Escrow

Additional functionality has been added to the Lender Summary, on CDF files, to make the reviewing and flagging of Withheld and Add to Due from Lender items easier. An
 Edit icon has been added to the right of the Items Withheld from Loan label, on the Summary section of the initial CDF screen. Clicking on the
 Edit icon will bring up the Lender Summary Review screen, as shown below.

Josing Disclosure Form Entry [00001152] - Closing Disclosure Form						[
Saus & Ent. a	Natar Dichurra - Doui	· ·		ē.								
Jere oc bin Options Print Docs The	Bank of America	123456789	ien jop Di			/arnings						
E Bank of America ▲ Commissions E Payoffs Banower Seller	Attn To: Lany Benefit Of: Buye Reference Number: Home Number: Work Number: (602)	L. Ender r	Cel Number: Fax Number:			Lenc	ler Sun	nmary Review	WTH	Add	Amount	× 1
Title Charges	Email:						A 1	0.35% of Loan Amount (Points)	2		1 471 00	
CDF Header Loan Terms EI-Projected Payments	Current Address: 1 Bot Phoe	A Lane nix, AZ 85029					A.2	Loan Application Fee to Mortgage Brokers Unlimited, L	•		250.00	
Estimated Taxes and Insurance	LoanInfo						A.3	Loan Origination Fee			1,471.00	
- Loan Costs - A. Origination Charges	Loan Amount: \$420.300.00 Loan Number: 123456789				B.1	Appraisal Management Fee to Appraisal's R Us			305.00			
B. Did Not Shop For C. Did Shop For	Type of Financing: N - New Loan Type of Loan: Conv. Unins.						C.1	Other Rollup 2 to Bob Robert			200.00	
- Other Costs - E. Taxes and Other Government Fees	Summary		_				C.1	Other Rollup 1 to Bob			100.00	
F. Prepaids G. Initial Escrow Pmt				Items Withheld from Loan	/		C.2	Title - ALTA Loan Policy (6-17-06) to USA Digital Soluti			150.00	
H. Other J. Total Closing Costs	Loan Amount:	420.300.00	Desc	ription	Amount		C.3	Title - Closing Fee to USA Digital Solutions, Incv10.6			100.00	
Calculating Cash to Close	(Less) Withheld Amount:	2,651.53	0.35% of Loan Amount (Poin	ts)	1,471.00		E.1	Recording Fee For Release to USA Digital Solutions. I	Г		18.00	
- K. Due From Borrower	Due From Lender	417,648.47	Prepaid Interest	mum	495.00 735.53		F1	Recording Fee For Motogage to USA Digital Solutions	Г		15.00	
- M. Due to Seller			Loan Application Fee		250.00		E 1	Recording Fee For Deed to USA Digital Solutions Inc.			57.00	
- Loan Disclosures			Lender Credits		-300.00		E 1	Hemonyarda logurance Promium (2 ms) to Pack of A			495.00	
Security Interest Loan Calculations and Other Disclosures							F.1	Homeowner's insurance Premium (3 mo.) to bank of A			435.00	
Contact Information Additional Contacts *						1	F.3	Prepaid Interest (\$52.54 per day from 11/1/14 to 11/1	V		/30.03	
е <u>т</u> э							H.1	Real Estate Commission to Selling Specialists, Inc.			15,913.50	-
The grid will p	he grid will present all non-zero items that can											

Due From Lender

417 348 47

The grid will present all non-zero items that can be withheld from the loan, or added to the Due from Lender amount, sorted by section and line number.

Cancel OK

The 'rules' for items in sections A, B, C, E, F, G, & H are:

- For roll-up lines, only the non-zero 'children' are included, not the roll-up line.
- System generated lines, non-zero, will reflect information from their source data.
- For Paid by Other items, if deducted from the current lender and not reflected on the CDF, then the item description and amount are shown, with no line numbers and no WTD or ADD checkboxes. These items will be shown at the end of the list for information purposes only.

The 'rules' for items in section **K** are:

- System generated lines will not be included.
- Only items from lines 5-7 and 11-15 are included when the Credit to Seller is None AND Deduct From is not selected AND the Borrower amount is not zero.
- For roll-up lines, only the non-zero 'children' are included, not the roll-up line.
- Lines in the section can be Withheld from Loan OR Added to Due from Lender. If Withheld is checked, only the WTH checkbox will be shown on the grid. If Add to Due from Lender is checked, then only the ADD checkbox will be shown on the grid. If neither WTH or ADD is checked, then both checkboxes will be shown on the grid.

The 'rules' for items in section **L** are:

- System generated lines will not be included.
- Only items from lines 6-11 and 15-17 are included when the Debit to Seller is None AND Deduct From is not selected AND the Borrower amount is not zero.
- For roll-up lines, only the non-zero 'children' are included, not the roll-up line.
- Lines in the section can be Withheld from Loan OR Added to Due from Lender. If Withheld is checked, only the WTH checkbox will be shown on the grid. If Add to Due from Lender is checked, then only the ADD checkbox will be shown on the grid. If neither WTH or ADD is checked, then both checkboxes will be shown on the grid.

Section **M** lines are not included.

The 'rules' for items in section **N** are:

- System generated lines will not be included.
- Only items from lines 6-13 and 17-19 are included when the Credit to Borrower is None AND Deduct From is not selected AND the Seller amount is not zero.
- For roll-up lines, only the non-zero 'children' are included, not the roll-up line.
- Lines in the section can be Withheld from Loan OR Added to Due from Lender. If Withheld is checked, only the WTH checkbox will be shown on the grid. If Add to Due from Lender is checked, then only the ADD checkbox will be shown on the grid. If neither WTH or ADD is checked, then both checkboxes will be shown on the grid.

The 'rules' for the Payoffs and Payments section are:

- System generated lines for Payoffs will not be included.
- Other system generated lines will reflect the information from their source data.
- For roll-up lines, only the non-zero 'children' are included, not the roll-up line.
- Only lines where the Borrower amount is non-zero will be included.

The 'rules' for Payoffs are:

- Payoffs will be shown when the Payoff has Net Funding selected.
- The item(s) will not have WTH or ADD checkboxes and cannot be modified from the **Lender Summary Review** screen. They are only shown so that the screen will balance the actual Lender Summary.

The user may check or uncheck items as is appropriate on the **Lender Summary Review** screen, rather than having to go to the individual charge items to alter the selections made at original entry. Clicking on **OK** will save changes made; clicking on **Cancel** will not. (SRS 42746)

2) The ability to prepare wires in advance, without the need to place them on hold, has been added for Commercial and CDF files. This is accomplished by providing the user with the opportunity to enter wiring information to affected parties, if applicable, and by permitting specific charges to be flagged to indicate they will be paid by wire, and wiring information detailed thereon. With that advance work done, when the Disbursements are prepared, a tab of Pending Wires will be presented to the user for review and the wire(s) can be released from that screen.

There is a **Wire Information** tab on each **Party** onto which wiring information relating to the Party is entered. This information will pull to the instructions for a specific charge, should it be flagged to be paid by wire. This information will pull from the **NAF** if it has been entered there. NOTE: This added functionality enhances the usefulness of storing wiring information in the NAF for entities beyond Payoff Lenders; now, any party's wiring information can be readily utilized in advanced preparation of wires.

Information	Wire Information	Vesting	Signature
Payoff Loan Numb	er:		
Other Wire Reference	e:		
Receiving Bank Information	n		
Bank Nam	e:		
AB	A:		
Account Numb	er:		
Cus. Name/Acct Hold	er:		
Offline Bank Information -			
Bank Nam	e:		
AB	A:		
Final Credit T	io:		
Notes			

A side note: The **Other Wire Reference** field, shown near the top of the **Wire Information** tab, has also been added to the **Payoff Details** screen, in the **Wire Information** section, as **Other Reference**. It can be used to log information about the wire that is not recorded elsewhere.

Wires can be prepared in advance, on **Commercial** files, in the following sections:

Loan Charges Loan Paid in Advance Reserves Escrow Charges Title Charges Recording Fees Additional Charges Property Taxes

Commissions – if the Agent has wire information entered, then a wire is prepped.

Commercial File Note – relating to Buyer Refunds: If the Buyers have been fractionalized, and any particular buyer has wiring information entered for him/her, a wire will be prepared for that buyer's portion of the refund. If the Buyers have not been fractionalized, and the buyer in first position has wiring information entered for him/her, a wire will be prepared for the buyer refund.

Commercial File Note – relating to Seller Proceeds: If the Sellers have been fractionalized, and any particular seller has wiring information entered for him/her, a wire will be prepared for that seller's portion of the proceeds. If the Sellers have not been fractionalized, and the seller in first position has wiring information entered for him/her, a wire will be prepared for the seller proceeds.

Wires can be prepared in advance, on **CDF** files, in the following sections:

Section A Section B Section C Section E Section F Section G Section H Section K, lines 5-7, 11-15 Section N, lines 6-7, 9-13, 17-19 Section P (Payoffs and Payments)

Commissions – if the Agent has wire information entered, then a wire is prepped.

CDF File Note – relating to Buyer Refunds: If the buyer in first position has wiring information entered for him/her, a wire will be prepared for the buyer refund.

CDF File Note – relating to Seller Proceeds: If the seller in first position has wiring information entered for him/her, a wire will be prepared for the seller proceeds.

The **Payee Information** section has been modified, in the aforementioned Commercial and CDF sections, to include an **Issue Wire** checkbox which, when checked, indicates the intent to pay the charge by wire.

Payee Infor	mation 🖁 🕅 🍐
Name:	
Address #1:	Foreign Address
Address #2:	
City:	State: Zip Code:
Separate Wire:	Ssue Wire

When the Issue Wire checkbox is checked, the ellipse button (...) next to the Issue Wire label will be activated. When the ellipse button is clicked on, the same **Wire Information** screen shown earlier (in relation to Party entry) will be presented. If the payee information was pulled from the **NAF**, and wiring information had been entered in the NAF for the payee, some of the data on the Wire Information screen will be auto-populated. The screen should be completed by the user.

When the time comes to disburse the **Commercial** or **CDF** file, and there are items that have been set up to issue wires, the user will see a **Pending Wires** tab, marked with a red diamond indicating entries on the tab, between the Pending Items and Receipts tabs, as shown below.

Disburser	ments							23
📚 Print	t •							
Escrow File #: 00001152				Branch: 001 - USA Dig	gital Solutions, Inc.	Main Office @25th Ave.		
Escrow Officer: SL1 - Sherri Lamb-001-EO				Bank: 03 - Comerica	Bank [123456789	0]		
Pending Items Pending Wires		Receipts	Checks	Wire Out	s 🔰 🔶 Rece	vables		
Payee Name			Bank Name		Amount			
BANK OF AMERICA		ARIZONA CE	ARIZONA CENTRAL CREDIT UNION		150,201.37	-		
HAPPY SELERZ			REPUBLICB	ANKAZ, NA		333,017.13	-	

On the right side of the Pending Wires grid, there are green thumbs up 4 and red thumbs down icons, next to each pending wire. These icons are used to complete or reject the pending wires.

When the green thumbs up cicon is clicked, on a pending wire, the Wire Outs for Escrow Number ######## form is presented, pre-populated with the information previously entered for the wire out. The user will review the information presented and add or correct any information as needed. When the **OK** button is clicked, the wire will be removed from the Pending Wires screen and will appear on the **Wire Outs** tab, and the disbursement totals will be recalculated. If Wire Out Processing is turned on, the wire out will be routed through that process. If Dual Authorization of wires is turned on, the wire out will be routed through that process, then to Wire Out Processing. If the user clicks on the Cancel button, the user is returned to the Pending Wires screen with no other action being taken.

When the red thumbs down ^[2] icon is clicked, on a pending wire, the user will be prompted to confirm that they wish to change the wire to check. If **Yes** is clicked, the item will be removed from the Pending Wires tab and will be placed on

Change Wire			
?	Do you wish to change the W	/ire to a Check?	
	Yes	No	

the **Pending Items** tab. If **No** is clicked, the user will be returned to the Pending Wires tab with no other action being taken.

If the user switches the item to a check, and it then appears on the Pending Items tab, it can be wired from there. If wiring from Pending Items is started on a switched item, then cancelled before completion, the item will return to the Pending Wires tab.. (SRS 43844; SRS 44869 re Payoff change noted above)

3) CDF files', Section F, line 3 – Prepaid Interest, Per Diem field has not been presenting the ten thousandths decimal (4 places) when they are entered, and stored for use, in the Calculator. It has only been presenting the decimal out to the hundredths (2 places). This has been changed and the Per Diem field will now present all four decimal places. This change also is reflected in main Section F screen, and on the CDF and Settlement Statement. (SRS 44010 & 45377)

F. Prepaids				8
	Information		Notes	
Туре:	Prepaid Interest	~		
Description:	Prepaid Interest			
Start Date:	11/01/2014 End Date: 11/15/20	14	Per Diem: 52.5375	

- 4) For CDF files, the printing of Settlement Statements with multiple lenders, when the Selection is "Both", a statement for each lender is now generated for the Buyer/Borrower, and a single statement, with all lenders, is generated for the Seller. When the Selection is "Combined", a combined statement for each lender is generated. (SRS 44140)
- 5) The Interest **Prorate By** field, on Buyer and Seller **Payoffs**, on **CDF** files, was defaulting to **Manual**; the default has been changed to **Per Diem**. (SRS 44166)
- 6) On CDF files, when the Same as Payee checkbox, in the Payee Information section of a charge screen, is unchecked, and then the payee was selected using the hinoculars/search icon, the system was re-checking the Same as Payee checkbox and replacing the Display Name with the name selected. This has been corrected and now the Same as Payee checkbox, if unchecked prior to the payee being selected, will remain unchecked after the selection and the Display Name will not be modified (if previously entered). (SRS 44167)
- 7) When generating an Excel statement on a CDF file, having selected the option to show actual premiums, the statement was not reflecting the actual premiums, but, rather, the CDF

amounts. This has been corrected and the actual premiums will now present, if requested, on the Excel statement. (SRS 44922)

- 8) On CDF files, when the title premiums were generated to a payee other than the Company (issuing a check rather than a fee slip), the check stub was reflecting the CDF amounts for the premiums rather than the actual premiums (a fee slip presented the actual premiums). It was requested, by the field, to have the stub details present the actual premiums, and this change has been made. (SRS 44937)
- 9) In a system configured for Receivables, a CDF file which had additional deposits entered on it was then converted to a Commercial file and the deposit amounts were doubled in the Receivables tab in Disbursements. This has been corrected and the additional deposits will present correctly, without the extra total deposits line doubling the deposits. (SRS 44638)
- 10) Files created by **copying from a master file** which had **had title work ordered** were **inheriting the Ordered By** name (seen on File Status screen). This has been corrected and the Ordered By field will be blank on files copied from a master that had a value in that field. (SRS 43942)
- 11) The **IRS 1099-S Reporting** entry/edit screen, on **Commercial** files, now has an ellipse (...) button that provides for the selection of the **Property** for the 1099-S being prepared/edited. (SRS 35819)

Property Information Sales Price: Buyer's Part of Real Estate Tax:	57.101.756.00			
Address: City, State and Zip: County:	10835 N. 25TH. AVE. PHOENIX, AZ 85029 MARICOPA	Property Address Selector		×
			Property Address	
		10835 N. 25th. Ave. Phoer	ix, AZ 85029	
		10838 N. 25th. Ave. Phoer	ix, AZ 85029	
		10837 N. 25th. Ave. Phoer	nix, AZ 85029	

12) On the **IRS 1099-S Reporting** entry/edit screen, the user can now change the **Tax ID Type** (SSN/ITIN or EIN) without the related data being lost. While this data comes from the Seller's Party screen, a change made on the 1099-S will not be reflected on the Seller's Party screen. The change only relates to the non-erasure of the tax identification number if the Tax ID Type is switched. (SRS 43443)

13) A change has been made to **Commercial** file **Title Charges** data entry to ease the entry of policy and endorsement **Descriptions**. Rather than having to type in a description free-hand, the policy and endorsement menus for the underwriter on the file are available to the user for selection of a description. The user may still type in a description free-hand if need be.

The selection of a title charge Type of Lenders Policy or **Owners Policy**, for underwriters that are configured for policy preparation in the database, will expose the policy menu, for the selected underwriter, when the user clicks on the 💏 Search icon to the right of the Description field. Selection of the title charge Type of Endorsements will underwriter's expose the endorsement menu for the Description field.

				1
	Information		Not <u>e</u> s	
Type:	Lenders Policy	•		_
Description:	ALTA Loan Policy (6-17-06)			
Lookup Polie	cy Forms			-x
Select Polic	cy Form:			
Filter:			2	
	De	escription		
ALTA Owne	er's Policy (6-17-06)			0.0
ALTA Loan	Policy (6-17-06)			
ALTA Expa	nded Coverage Residential Loan Po	olicy (1-1-08)		
ALTA Home	eowner's Policy (1-1-08)			
ALTA Resid	dential Limited Coverage Junior Loar	n Policy (10-19-96)		
ALTA Resid	dential Title Insurance Policy (6-1-87	D		
ALTA Short	Form Expanded Coverage Residen	ntial Loan Policy (1-1-08))	-

If the underwriter on the file does not have policy and endorsement menus established for policy production in the database (such as the "Outside Title" 'underwriter'), the user will be presented with a listing that can be maintained by the business (via the Utilities module). The list box presented will be blank until the business adds items to the listing.

In addition, a listing can be established (via the Utilities module) of descriptions that will be presented if the title charge **Type** of **Other Policy Charges** is selected. See the discussion in the Utilities section of this document for an explanation of the listing maintenance process. (SRS 44299 – Escrow portion)

- 14) A bug relating to the **ALTA Settlement Statement** and **payoff interest due** not presenting on the **first mortgage payoff**, while presenting for the second mortgage payoff, has been corrected and now the payoff principal balance, daily interest, and total interest are presented properly for both payoffs. (SRS 44595)
- 15) There was an issue with **customized settlement statements** for **Commercial** files, which were presenting **fractionalized rent schedule** data the **total amount data was not available** for presentation. This has been corrected and such customized statements can now present the total amount on the statement and rent schedule attachment. (SRS 44939)

- 16) A deleted payoff on a non-GFE HUD file was showing a description on the printed non-GFE HUD line 104 of "Payoff to Deleted" and could not be removed from the user's interface. This has been corrected and now the payoff will reflect Deleted on the screen, but nothing will generate on the printed non-GFE HUD. (SRS 45072)
- 17) The **Sales Price** field, on the first screen of initial questions (Dates & Transaction Info), and on **property screens (Commercial)** are now **disabled if** the **transaction type** on the file is flagged as a **Refinance** type. This was initially requested for Commercial files as a "zero" entered in the field on the Dates & Transaction Info screen resulted in no amount in the **Total Consideration** section of the settlement statement. The effort was expanded to **all file types**. If there are sales price figures on a file and the transaction type is switched to a Refinance-flagged transaction type, the sales price figures will be eliminated and the field will be disabled. (SRS 45099)
- 18) The Final Disbursement Report was not reflecting a file's branch's Alternate Company Name, if so configured; rather, it was showing the database Company Name. This has been corrected, and the Final Disbursement Report will now reflect the alternate company name of the branch of the file, if so configured. (SRS 45195)
- 19) There has been an issue with CDF files and the Simultaneous Issue calculations when the Seller paid 100% of the Lender's Policy premium. The result was a mis-calculation of the Seller Credit to Borrower, and when a settlement statement was called for with "show actual premiums", there was a "Debit/Credit Column Error". This has been corrected and the simultaneous issue calculations will work properly when the Seller is paying 100% of the Lender's Policy premium. (SRS 45395)
- 20) In a **Commercial** file, when a **credit** was entered in the **Title Charges** section **without a debit** on the same details screen, the credit was not being considered when creating the **fee slip**. This has been corrected and a non-offset credit will be properly taken into consideration when creating the fee slip. Correct behavior has been verified for other file types as well, for non-offset credits in the Title Fees section. (SRS 45413)
- 21) When a **Commercial** file, with **fractionalized sellers** already entered, had its **Transaction Type** switched to one flagged as a **Refinance** type, from one that was not, an unhandled exception error was being received when the user viewed the **Settlement Items' Charges by Seller**. This has been rectified and no error will be received in this situation. No data changes are made with the Transaction Type switch with the fix. (SRS 45602)
- 22) A Commercial file with buyer or seller credits entered on a charge, was not having the credit reflected on an invoice when the "Import Charges from Escrow" function was utilized. This has been corrected and the credit will be presented on the invoice after the import from escrow. (SRS 45603)

Escrow & Title

- A pair of configuration additions (discussed in the Utilities section of this document) have been made which enable the specification of which document logo is to be used at the branch-of-thefile level. The logo to be used is identified in the ESCDDE(601) (for Escrow docs) and TTLDDE(385) (for Title docs) DDE fields. If no document logo file is specified for a branch, the standard DocLogo.doc (Escrow) and DocLogoT.doc (Title) files will be utilized in the DDE fields. (SRS 43884)
- 2) The Setup Option that provides for the presentation of Documents by State has, in the past, utilized the state of the branch of the file to limit the document menu to documents applicable to that state; that has been changed. The system will now, when set up for Documents by State, will now use the state of the property (or all states affiliated with multiple properties in a Commercial file) to drive the selection of documents to be presented for use.

The Document Menu, when configured for Documents by State, will present an additional "filter" control at the top of the screen, labeled **State**. This filter can be used to limit the documents presented to just those for a specific state (the available states in the list will be driven by the states of the properties on the file). When the State filter is blank, a **General** folder will present, with all documents that are not state-specific; and, a folder will present for each state represented by the properties on the file. To limit the menu to just the state-specific documents for one state, select that state from the State dropdown.



An additional change has been made to the background form numbering for document masters that eliminates the prior 999 document limit per menu; the limit is now over two billion documents per menu. (SRS 43845)

3) A field for the SWIFT code has been added to the Bank setup screen and is available to be used on Crystal Reports-produced or MS Word-produced wiring instruction documents. Its use will provide the SWIFT number based on the bank assigned to the file. The Crystal Reports and MS Word master templates used for wiring instructions will need to be edited on a site-by-site basis to utilize the SWIFT code. The SWIFT codes will need to be added to the banks by Accounting Manager or Utilities access users. (SRS 44724) 4) A new **document DDE** field called "**Property Addresses – All**" has been added that will present all of the addresses on a file in one action. (SRS 45096)

Order Desk

1) When entering an order through Order Desk, with the file type being Residential and the Entry Type being HUD, the Source of Business and Bill To Customer entries were not being saved when they were assigned to Lender 1 or Lender 2. This has been corrected and lenders assigned as the Source of Business &/or Bill To Customer will have their data saved properly. (SRS 44679)

Accounting

 The New Bank and Modify Bank screens (Misc > Set Up Banks) have been modified to include a field for the SWIFT Code. See discussion above, in Escrow & Title, for more information. (SRS 44724).

Title

 In situations where the prelim/commitment master was configured to present title charges, and a CDF file had only an Owner's Policy detailed (no Loan Policy), when the title user attempted to create the prelim/commitment they received an error. This matter has been resolved and the user can now prepare the document without error in this type of situation (Owner's only). (SRS 44474)

UTILITIES

- A pair of configuration additions have been made which enable the specification of the document logo to be used at the branch-of-the-file level. The logo to be used is identified in the ESCDDE(601) (for Escrow docs) and TTLDDE(385) (for Title docs) DDE fields. To populate the DDE fields, the following settings must be addressed in the Utilities module.
 - a. On System Files > XREF > Path 2 enter the Document Logo Name Path (often this will be "I:\Logos\".

Document Logo Name Path:	I:\Logos\		
	Can	cel	ОК

b. On the Modify Branch screen, for each branch that is to have a logo other than the standard logo, enter the Document Logo Name in the field of the same name. Nothing should be entered if the standard DocLogo.doc or DocLogoT.doc file is to be utilized. Note: the logo for title docs is driven by the title branch selected for the file. The file must have already been placed in the logo path location specified in step (a.) above, or the filename entry will not be saved upon clicking the OK button.

Document Logo Name:	BR001Logo.doc		
		Cancel	ОК

(SRS 43884)

 The New Bank and Modify Bank screens (System Files > Banks) have been modified to include a field for the SWIFT Code. See discussion above, in Escrow & Title, for more information. (SRS 44724). 3) In support of the Commercial file Title Charges Descriptions entry-assist change (discussed above in the Escrow section), a new table maintenance function has been added, in the Utilities module, under User Tables; it is called Custom Lookups. There are four tables that can have entries loaded under this menu selection: Owner Policy Descriptions, Lender Policy Descriptions, Other Policy Descriptions, and Endorsement Descriptions. The maintenance screens for each are identical.

The typical A New Record, Print, A Move Up, and Move Down icons are across the top of the opening Table Maintenance screen.

Custom Lookups - Owner Policy Table Maintenance	X
Description	
Cancel O	К

Clicking on the A New Record icon will bring up the **Custom Lookups** enter/edit screen, like that shown here. The desired text should be entered and **OK** clicked. The user will be returned to the **Table Maintenance** screen and the addition/edit will be seen there. Click **OK** on the **Table Maintenance** screen to save all changes.

Custom Lookups - Owne	r Policy 💌
Description:	
	<u>C</u> ancel <u>O</u> K

Again, there are four tables that can be

developed: **Owner Policy Descriptions, Lender Policy Descriptions, Other Policy Descriptions**, and **Endorsement Descriptions**. (SRS 44299 – Utilities portion)