



# The Standard Times

Standard Solutions, Inc.

Fall, 2004

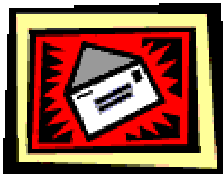
www.standardsolutions.com

## Holiday season schedule:

Standard Solutions will be closed December 24<sup>th</sup> and January 3<sup>rd</sup>. All of us at Standard Solutions wish you and yours a happy and safe holiday season.

## E-mail newsletter coming soon!

We've begun the process of converting *The Standard Times* to an e-mail format. E-mail newsletters will allow each person at your firm who uses *Standard Conveyancer*<sup>TM</sup> to receive a copy. It will allow us to be more flexible and timely with news, and to include links to further information.



If you have not already done so, please send a message to sales@standardsolutions.com listing the e-mail addresses of each person at your firm who should receive the newsletter. We recommend including all users of the program plus any management personnel involved in your conveying operations.

Of course, your e-mail addresses will only be used by Standard Solutions for business purposes and will never be shared with any other entity.

## Year-end Processing Deadline!!!

Tax season is coming – it's time to make a decision regarding your firm's 2004 1099-S filings.

Upon request, we can assist you with the set-up and processing of your *Standard Conveyancer*<sup>TM</sup> data to satisfy IRS magnetic or electronic filing requirements. This procedure allows you to send your 1099-S data to the IRS digitally without having to hand-type IRS copies.

You can read more about our Year-End Processing service at standardsolutions.com (Click *Product News*, then "Year-end Solutions for the 2004 Tax Season").

Signup deadlines for this service are fast approaching – **December 3<sup>rd</sup>** is the deadline for the discounted pricing, and **December 17<sup>th</sup>** is the final deadline. If you have already signed up, we will be contacting you in December.

## IOLTA Reconciliation Help

If you are using the *Standard Conveyancer*<sup>TM</sup> Accounting/Checkwriting module with Intuit's Quicken program, you can use Quicken to perform your three-way reconciliation required under the new Massachusetts IOLTA rules. You will find more information under *Client Resources* at standardsolutions.com.

## What do you need from us?

Remember as we move forward in this time of change that there are many additional products and services that we can offer you. Some of these include:

- Additional title insurance underwriter packages
- Upgrade to MS Word documents for WP 5.1 users
- Upgrade SC Windows version for DOS users
- An automated Accounting/Checkwriting package
- A Mail-Merge program to generate mass mailings
- Year-End Processing services for filing 1099s
- New User Training and Advanced Training
- Help guides for advanced features
- Document Customization services or training
- An interactive Closing Experience<sup>TM</sup> Web site to aid you in marketing (www.closingexperience.com)

Please call if you need something – we probably have it!

## Title Insurance Updates

### Various Rate Increases for Mass. and NH:

In *Standard Conveyancer*<sup>TM</sup>, title insurance rates are data. You can easily set new Massachusetts rates in your Title Insurers database. The more complex New Hampshire rates are handled with an internal rate table. At standardsolutions.com, you will find instructions for updating your Mass. rates, as well as a rate table download for New Hampshire. Click *Product News* for more info.

### Fidelity National Title Name Change:

Due to the short notice about the Fidelity National Title name change, updated documents for *Standard Conveyancer*<sup>TM</sup> are not yet complete. In the meantime, agents should use the Name Change Endorsement supplied by Fidelity. Please check standardsolutions.com (*Product News*) for news that the new documents are available.

## New Homestead Protection Limits



On October 26<sup>th</sup>, new Homestead Act protection limits went into effect in Massachusetts. In *Standard Conveyancer*<sup>TM</sup>, the "Homestea" document explains the benefits of recording a Declaration of Homestead. To update your program, you can either edit your original document or download a replacement that references the new limits (see *Program Updates* at standardsolutions.com).

## Frequently Asked Questions:

### ***“Are there any rules for naming closing files?”***

Do not use any periods, slashes or back-slashes in naming your files! For example, use “*St Clair, J*”, not “*St. Clair, J.*”, when naming files. Use hyphens if needed.

### ***“Can I make a copy of a closing file?”***

For a redo of a refinance, or if you have a first and second mortgage, retrieve your old file, and then in the File menu, click “Save As.” Enter a name for the copy, and the program will ask if you want to copy the title text and the payoffs from the old file.



### ***“How do I enter the date and time for my commitment?”***

Advance to the policy screen and click the “Dates, Etc.” button to enter the date and time of the title exam.

### ***“How can I enter zero for a disbursed amount?”***

The program fills in amounts for you when possible to save you time. To override this and enter \$0.00 for the “Disbursed Amount,” press Alt-A, then the “More Options” button, then uncheck “Fill in Amounts when Zero.”

### ***“How do I show an interest credit on line 901?”***

Simply turn off the auto calculation for pre-paid interest (press Alt-A or uncheck the box on line 901), then enter, on 901, the *disbursement date* as the first date and the *first of the same month* as the second date in the date range.

### ***“How do I show a credit in the payoff breakdown?”***

Your payoff calculation may need to account for a credit for money held in escrow. Simply enter escrowed money or any other credit as a *negative number* on the payoff screen and it will subtract from the total.

***There are many handy features in Standard Conveyancer™ that you may not be aware of. If you have a question about the best way to do something, just call!***

## Technically Speaking... Software upgrade considerations

Always call or check our *Technical Specifications* (click the link on our home page) before upgrading software or hardware that operates with *Standard Conveyancer™*. Be sure to back up your data first, and to call us ahead of time if you have any questions.

### **Microsoft Windows XP Home Edition:**

Because of issues with networking, and because Microsoft does not recommend it for business use, Standard Solutions does not recommend Windows XP Home Edition. If you are upgrading or adding workstations, please be sure to order Windows XP Professional.

### **Microsoft Word 2003:**

*Standard Conveyancer™* is compatible with Microsoft Office/Word 2003; however, if you are upgrading or adding Word 2003 to your network, you may need a minor program update from us. Please contact technical support **before** installing Word 2003.

### **Microsoft Windows XP Service Pack 2:**

Our testing has found no problems running *Standard Conveyancer™* after installing Windows XP Service Pack 2. (The security features in SP2 are known to interfere with some programs.) Be sure to follow Microsoft’s recommendations for installing the update.

### **Intuit Quicken 2005:**

For 2005, Intuit has changed the way Quicken imports data from programs such as *Standard Conveyancer™*. You may continue to use your current version of Quicken (1999-2004) indefinitely; however, if you were considering upgrading to Quicken 2005 or if you need to add Quicken to a *Standard Conveyancer™* workstation, please call us before proceeding.



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*Software and Internet Solutions for the Title and Settlement Industry*

**ATTN: Please circulate to all conveyancing managers, attorneys and paralegals**