


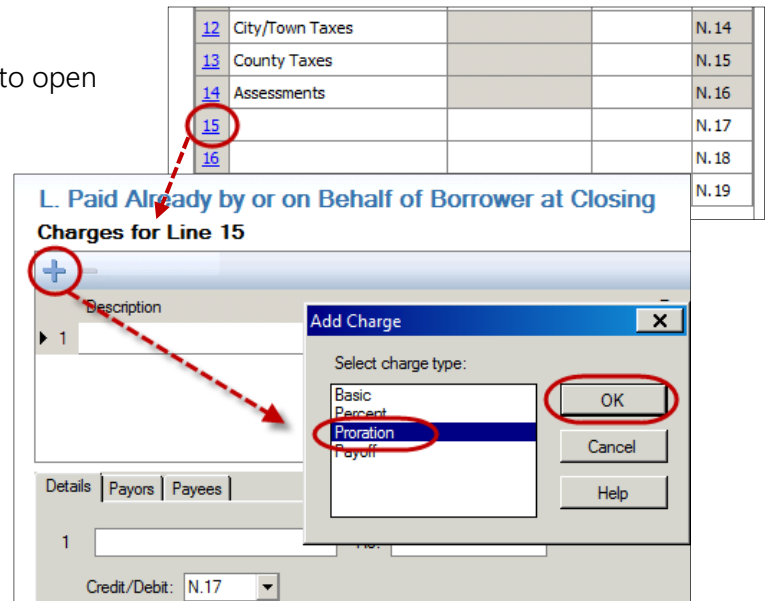
Prorating Using a Previous Billing Cycle Statement on a CDF Order


When the bill has not come due at the time of closing, you must prorate using a previous billing cycle statement to get the credit/debit amount. Follow these steps, **in this exact order**, to use SoftPro Select to calculate the per diem, and then apply that per diem to the correct date range.

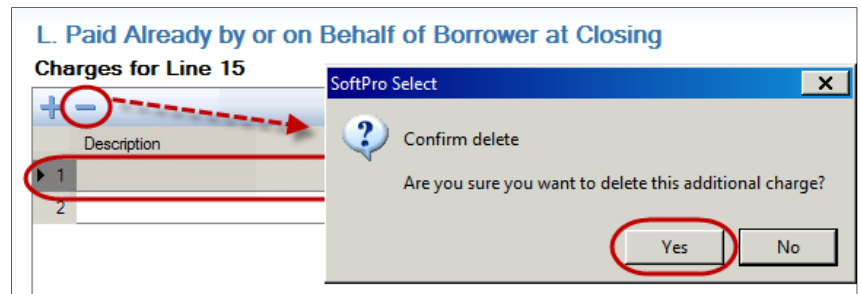
1. Navigate to **CDF Page 3** screen, section **K** or **L**
2. On an available line, click the **Line** number link to open the **Charges for Line** window

3. Add a proration line

- a) Click the **Add Charge**  icon
- b) In the **Add Charge** window, select **Proration**; click **OK**



4. Highlight Line 1 and click the **Delete Charge**  icon to remove the non-proration line
5. Click **Yes** to confirm deletion



Use SoftPro Select to Calculate the Per Diem

6. On the proration line you added, enter the **Description**
7. In the **Share of** field, enter the total billing amount
8. In the **Proration date** field, enter the end date of the previous billing cycle (provided on bill)
9. In the **From** field, enter the start date of the previous billing cycle
10. In the **Through** field, enter the end date of the previous billing cycle
11. In the **Per diem** field, delete the last digit past the decimal; press the **Tab** key to overwrite to red text

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L. Paid Already by or on Behalf of Borrower at Closing
Charges for Line 15

Description	Re	To	Borrower
1 Water/Sewer	08/01/15-08/31/15		\$241.94

Proration Calculation | Details | Payors | Payees

Compute: Seller's Share of: \$250.00 Proration date: 08/31/2015

From: 08/01/2015 To: 09/01/2015 = 30 Days of: 31 ☐ 30 day months

Per diem: 8.064516

Plus: That the

Proration Calculation | Details | Payors | Payees

Compute: Seller's Share of: Proration date:

From: 12/01/2014 To:

Per diem: 8.064510

Plus: That the

You have calculated the per diem.

Apply Per Diem to Correct Proration Date Range

- In the **To** field, change to the end of the period
- In the **Proration date** field, press the **F2** key to clear the field and pull in the default proration date
- In the **From** field, change to day after bill good thru date

Proration Calculation | Details | Payors | Payees

Compute: Seller's Share of: \$250.00 Proration date: 10/15/2015

From: 10/01/2015 To: 10/31/2015 = 14 Days of: 30 ☐ 30 day months

Per diem: 8.064510

Plus: That the Seller's Must pay for:

The amount debited from the Seller/credited to the Buyer (\$112.90) is from the start of the billing cycle (10/01) to the day of closing (10/15).

13	County Taxes			N. 15	14	City/Town Taxes				
14	Assessments			N. 16	15	County Taxes				
15	Water/Sewer	10/01/15-10/15/15	\$112.90	N. 17	16	Assessments				
16				N. 18	17	Water/Sewer	10/01/15-10/15/15	\$112.90		
17				N. 19	18					