

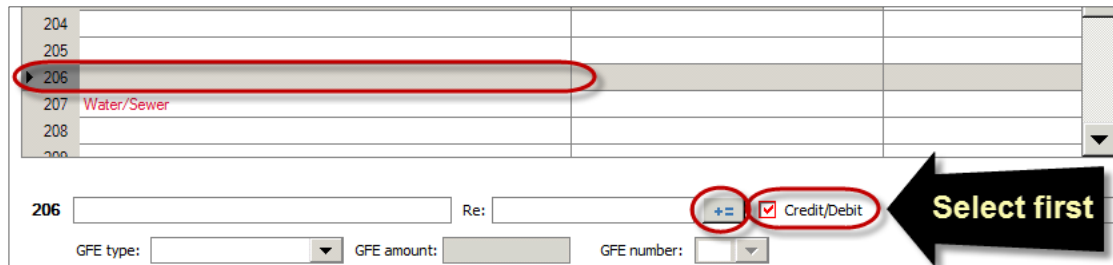



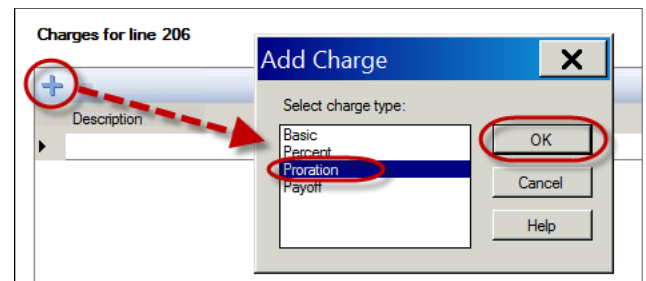
Prorating Using a Previous Billing Cycle Statement on a HUD-1 Order

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. Highlight an available line in the 100 or 200 section (the line must have an **Additional Charges**  icon and a **Credit/Debit** check box)
2. Select the **Credit/Debit** check box **before doing anything else**
3. Click the **Additional Charges**  icon

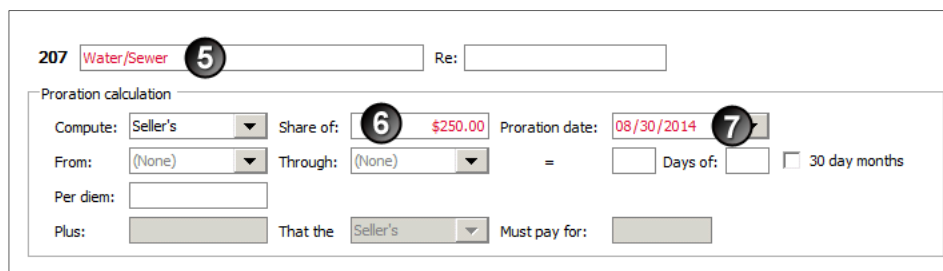


4. Add a proration line
 - a) Click the **Add Charge**  icon
 - b) In the **Add Charge** window, select **Proration**; click **OK**



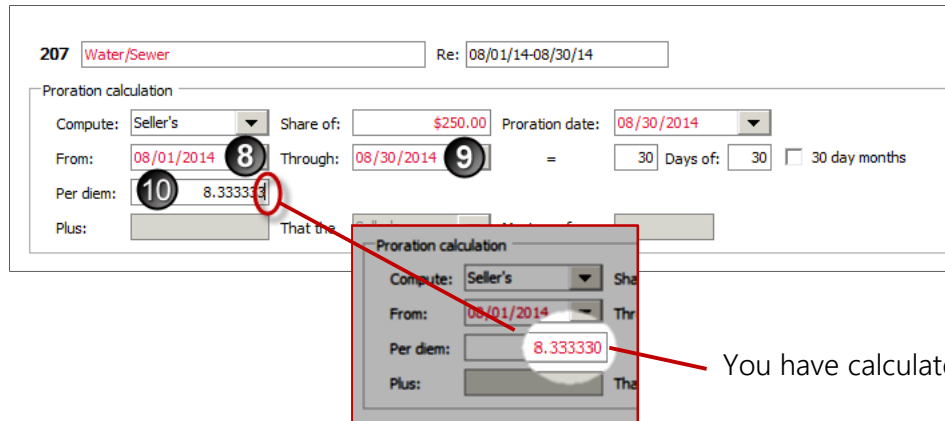
Use SoftPro Select to Calculate the Per Diem

5. Enter the **Description**
6. In the **Share of** field, enter the total billing amount
7. In the **Proration date** field, enter the end date of the previous billing cycle (provided on bill)



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8. In the **From** field, enter the start date of the previous billing cycle
9. In the **Through** field, enter the end date of the previous billing cycle (same as **Proration date**)
10. In the **Per diem** field, delete the last digit past the decimal; press the **Tab** key to overwrite to red text



207 Water/Sewer Re: 08/01/14-08/30/14

Proration calculation

Compute: Seller's Share of: \$250.00 Proration date: 08/30/2014

From: 08/01/2014 Through: 08/30/2014 = 30 Days of: 30 ☐ 30 day months

Per diem: 8.333330

Plus: That the

Proration calculation

Compute: Seller's Share of: \$250.00 Proration date: 08/30/2014

From: 08/01/2014 Through: 08/30/2014 = 30 Days of: 30 ☐ 30 day months

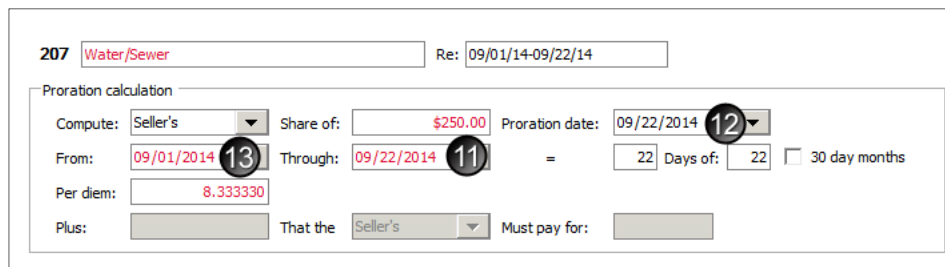
Per diem: 8.333330

Plus: That the

You have calculated the per diem.

Apply Per Diem to Correct Proration Date Range

11. In the **Through** field, change to the day of closing
12. In the **Proration date** field, press the **F2** key to clear the field and pull in the default proration date
13. In the **From** field, change to day after bill good thru date



207 Water/Sewer Re: 09/01/14-09/22/14

Proration calculation

Compute: Seller's Share of: \$250.00 Proration date: 09/22/2014

From: 09/01/2014 Through: 09/22/2014 = 22 Days of: 22 ☐ 30 day months

Per diem: 8.333330

Plus: That the Seller's Must pay for:

The amount debited from the Seller/credited to the Buyer (\$183.33) is from the start of the billing cycle (09/01) to the day of closing (09/22).

Hud Front Additional Charge		
Charges for line 206		
Description	Re	Borrower
Water/Sewer	09/01/14-09/22/14	\$183.33