

## INSTRUCTIONS FOR VERSION 697 OF THE RESPA ESCROW PROGRAM

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### **TIPS**

- \* Enter data only where there is **GREEN** shading.
- \* Press "**Esc**" to access the **MAIN MENU**.
- \* To bring up the **MAIN MENU** after exiting the macro, ("Exit MACRO") hit **CTRL** and **M** together.

You will need Lotus 4 or higher to run this program. Once in Lotus, open the file and follow these instructions.

1. When the file is opened, the **MAIN MENU** will pop up. Six choices appear: **BASIC DATA, AGGREGATE ANALYSIS, SINGLE-ITEM ANALYSIS, PRINT, SAVE,** and **Exit MACRO**. As you arrow down to each one of them, a brief description of each function appears at the top of the **MAIN MENU**. When you hit either **SINGLE-ITEM ANALYSIS, PRINT** or **SAVE**, a submenu will pop up. These features will be explained further on in the instructions. Follow the instructions below.
2. Hit "Enter" on "**BASIC DATA**".
3. Next to "Beginning Month of First Payment" enter the month and year of the first mortgage payment. For example, May-96.
4. Under "Accounts Escrowed" enter the names of the items for which the bank is escrowing. For example, item 1 could be Real Estate Taxes, item 2, Homeowner's Insurance, etc. Don't worry if the bank escrows for less than 6 items; the program will not miscalculate.
5. Under "Annual Disbursement" enter the amount for each item that must be paid each year. You may be able to find this on the Initial Escrow Statement.
6. Under "# of Months Cushion" enter the number of months' cushion for each item. For example, if the bank requires a 2 month cushion for Real Estate Taxes and a 1 month cushion for Homeowner's Insurance, type "2" beside Real Estate Taxes and "1" beside Homeowner's Insurance.
7. Press "Esc". You should now be back at the **MAIN MENU**.
8. Arrow down to "**AGGREGATE ANALYSIS**". Press "Enter".

Instructions for Version 697 of the RESPA Escrow Analysis Program - (Continued)

9. Under the “Annual Disbursements” column, enter the yearly amount to be paid for each item. These amounts should be the same as for Step 5 above. For example, if Real Estate Taxes are paid in November, enter the amount paid beside “Nov-96”. Do this for every item. If 2 or more items are paid in the same month, add them together and enter the total beside the applicable month. Lotus can add the amounts for you so you do not have to use your calculator. To add, press SHIFT and the = sign key for a plus sign.
10. Press “Esc”. You should now be back at the MAIN MENU.
11. Arrow down to “SINGLE ITEM ANALYSIS”. Press “Enter”. You should now see the Single-Item Analysis Menu where all escrow items are listed. Select the first item, for example, “Real Estate Taxes”.
12. Under the “Annual Disbursements” column, enter the month or months the item was disbursed. For example, enter an amount beside Nov-96 if Real Estate Taxes were paid in this month.
13. Arrow over to the “ACTUAL DEP ON HUD-1” column. Enter the amount that the bank listed under Reserves, Section L of the HUD-1 for this particular item. For example, look on the HUD-1 to see how much in Real Estate Taxes the bank listed, and enter that amount under “ACTUAL DEP ON HUD-1”.
14. Press “Esc” when done. You should now be back at the MAIN MENU.
15. Repeat steps 11 through 14 for additional items.
16. Press “Esc” when done. You should now be back at the **MAIN MENU**.
17. Arrow to “**AGGREGATE ANALYSIS**”. Press “Enter”
18. Look at the “**AGGREGATE ADJUSTMENT**” amount towards the bottom of the screen. This is the amount that should be reflected under Reserves, 1000 Series, Section L of the HUD-1. This amount should always be a negative or zero number. Parentheses around a number indicate it is negative.
19. To **PRINT** or **SAVE**, press “Esc” and select these from the MAIN MENU. You can also press “**Exit MACRO**” on the **MAIN MENU** and then use the regular save and print functions in Lotus. To access these functions in Lotus, choose “**Exit MACRO**” from the **MAIN MENU**. Then point the mouse clicker on File, then select “Save” or “Print”.
20. To Close the File, press “Esc” or **CTRL-M** to access the **MAIN MENU**. Arrow down to “**Exit MACRO**” and press “Enter”. Then exit from Lotus by clicking on “File”, then “Exit”.