

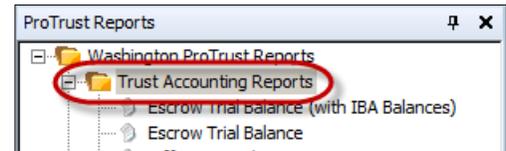
Generating Reports – Accounting

Follow these steps to run the reports required for daily banking. These reports are used to verify the Daily Trust Accounting Checklist submitted by each branch.

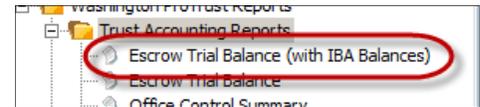
1. From the ProTrust ribbon, click the **Reports** icon



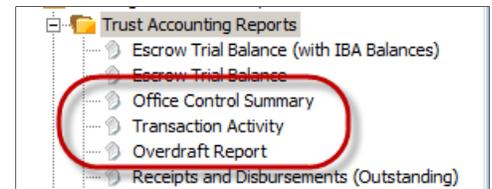
2. Navigate to the **Trust Accounting Reports** folder for your state



3. Double-click each report to run it
 - a) **Escrow Trial Balance (with IBA Balances)**



- b) **Office Control Summary**
- c) **Overdraft Report**



- d) **Transaction Activity** (leave the **Activity report** drop-down blank to view all types of activity)

