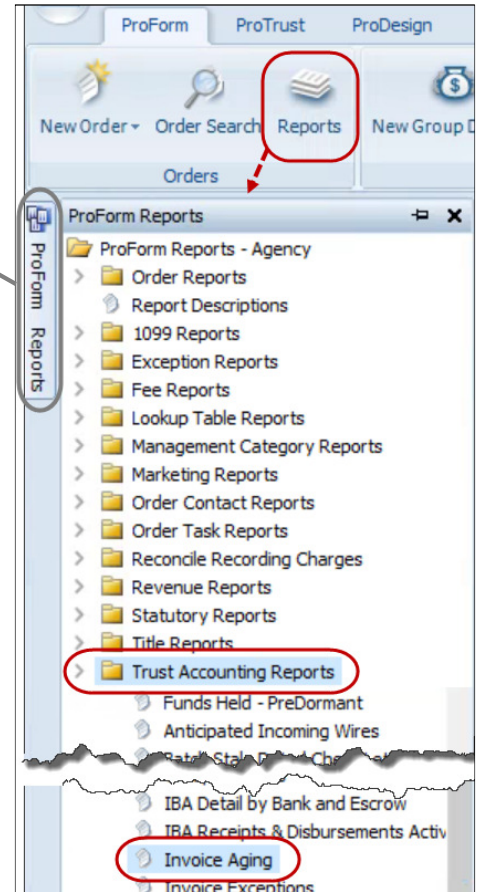


Generating the Invoice Aging Report

Follow these steps to create the Invoice Aging report.

1. From the **ProForm** ribbon, click the **Reports** button

The **ProForm Reports** tab displays on the left and opens the Reports Tree.



2. Click the **Trust Accounting Reports** folder to expand
3. Double-click the **Invoice Aging** report

4. From the **Invoice Aging** filter window, select **only** the following report parameters

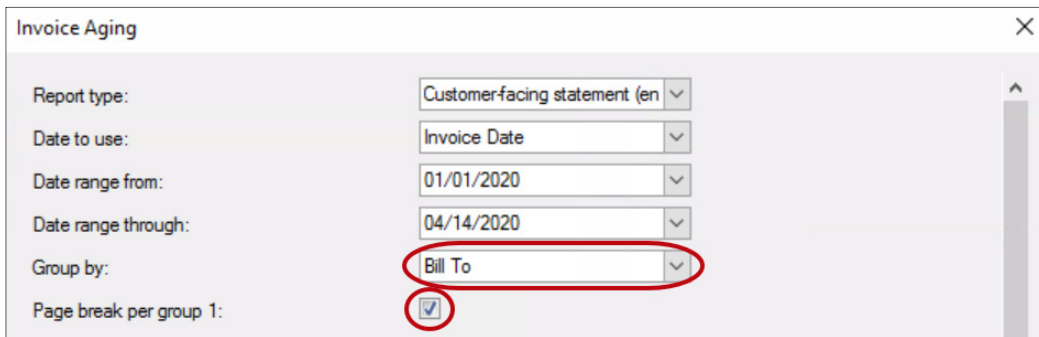
- a) **Report type** = Customer-facing statement (enter dates)
- b) **Date range from** = select your starting date

IMPORTANT: If this is the first time running the report, enter **11/06/2017** (our go live date). Going forward, running the report more frequently allows you to enter a more current start date.

- c) **Date range through** = select ending date 30 days prior (or enter **30** in the **Days aging over** field)

Generating the Invoice Aging Report

- d) **Group by** = select **Bill To**
- e) **Page break per group 1** = must be checked



Invoice Aging

Report type: Customer-facing statement (en)

Date to use: Invoice Date

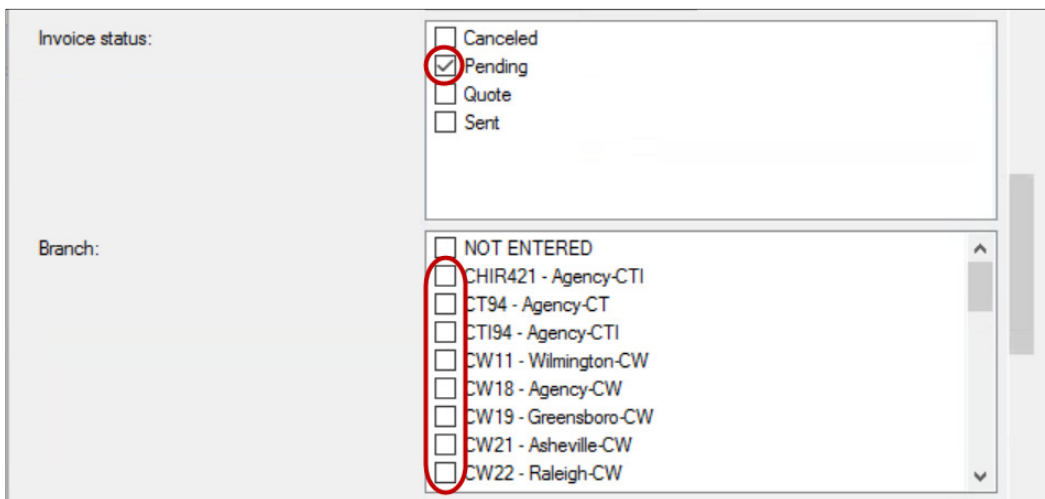
Date range from: 01/01/2020

Date range through: 04/14/2020

Group by: **Bill To**

Page break per group 1:

- f) **Invoice status** = check the **Pending** check box
- g) **Branch** = check the corresponding check box for your branch (two if a Fidelity-only office or four if Fidelity and Commonwealth)



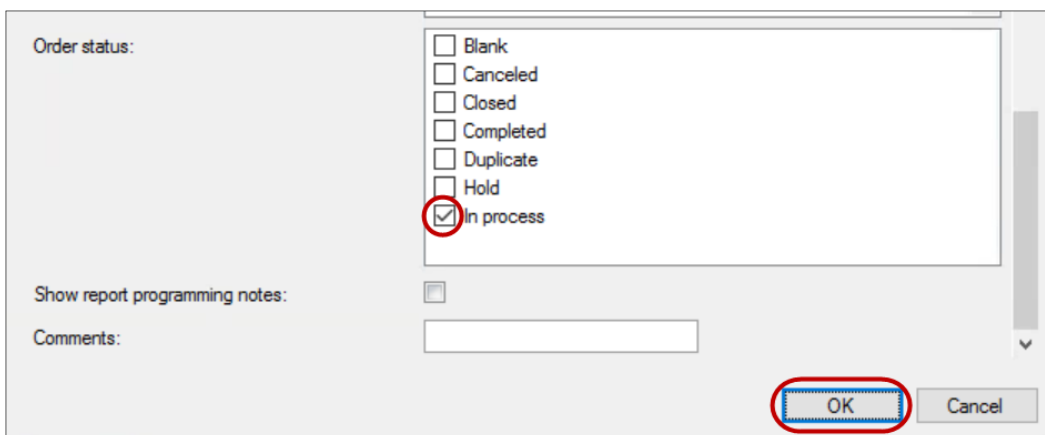
Invoice status:

- Canceled
- Pending
- Quote
- Sent

Branch:

- NOT ENTERED
- CHIR421 - Agency-CTI
- CT94 - Agency-CT
- CTI94 - Agency-CTI
- CW11 - Wilmington-CW
- CW18 - Agency-CW
- CW19 - Greensboro-CW
- CW21 - Asheville-CW
- CW22 - Raleigh-CW

- h) **Order status** = check the **In Process** check box
- i) Click the **OK** button to generate the report



Order status:

- Blank
- Canceled
- Closed
- Completed
- Duplicate
- Hold
- In process

Show report programming notes:

Comments:

OK Cancel

Generating the Invoice Aging Report

The report displays with pertinent data per the filters selected above.

Remit Payment To:
Fidelity National Title Company, LLC
 14 S. Pack Square, Suite 340
 Asheville, NC 28801
 Phone: 828-281-4500 Fax: (828)281-3559

Bill To:
NOT ENTERED

Statement

04/15/20

Invoice Date	Due Date	Order Number	Product Type	Property Address Buyer (Borrower)/Seller	Property Use	Invoice Total	Total Payment
03/06/20	05/05/20	#123456789	Purchase / Resale	1000 Creek Road, Durham, NC Urban Development Co. LLC, a Delaware limited liability company/Cherry Square Limited Partnership, a North Carolina limited partnership	Commercial	17,295.00	0.00
03/06/20	05/05/20	#123456789	Purchase / Resale	100 Stone Street, Eden, NC 28621 The Miller Group, LLC, a Texas limited liability company/Forest Enterprises, LLC, a North Carolina limited liability company	Commercial	3,659.12	0.00
04/10/20	06/09/20	#123456789	Refinance	2700 Ashley Lakes Court, Charlotte, NC 28202 Landmark English Colony, LLC, a Delaware limited liability company	Commercial	29,291.50	0.00

You may **Print** or **Export** the report by clicking the **SoftPro** icon and selecting the corresponding action from the program menu.

REMINDER: The program automatically diverts saved/exported reports and documents to your operation's **Home** drive.

