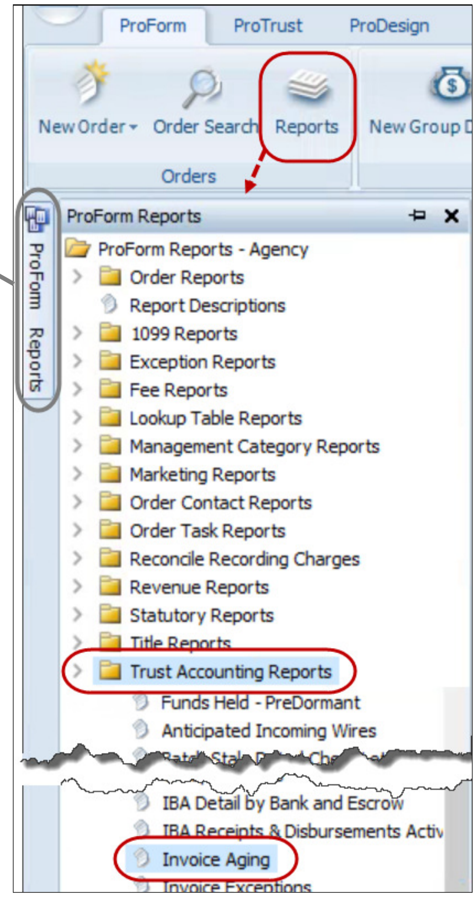
Generating the Invoice Aging Report

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.

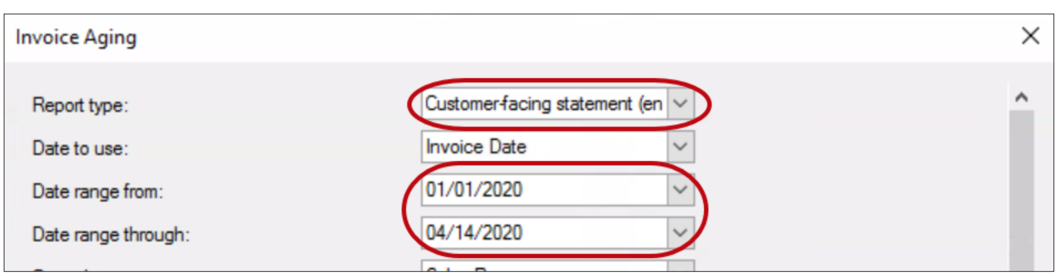


2. Click the **Trust Accounting Reports** folder to expand
3. Double-click the **Invoice Aging** report

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

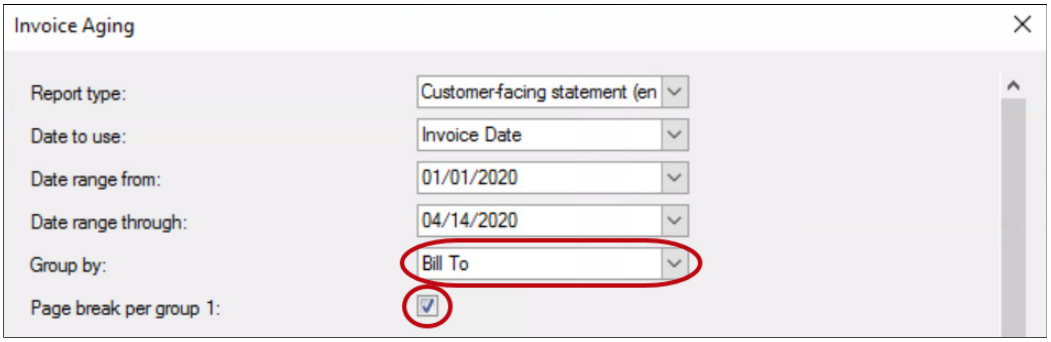
   > IMPORTANT: If this is the first time running the report, enter ***11/06/2017*** (our go live date). Going forward, running the report more frequently allows you to enter a more current start date.

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



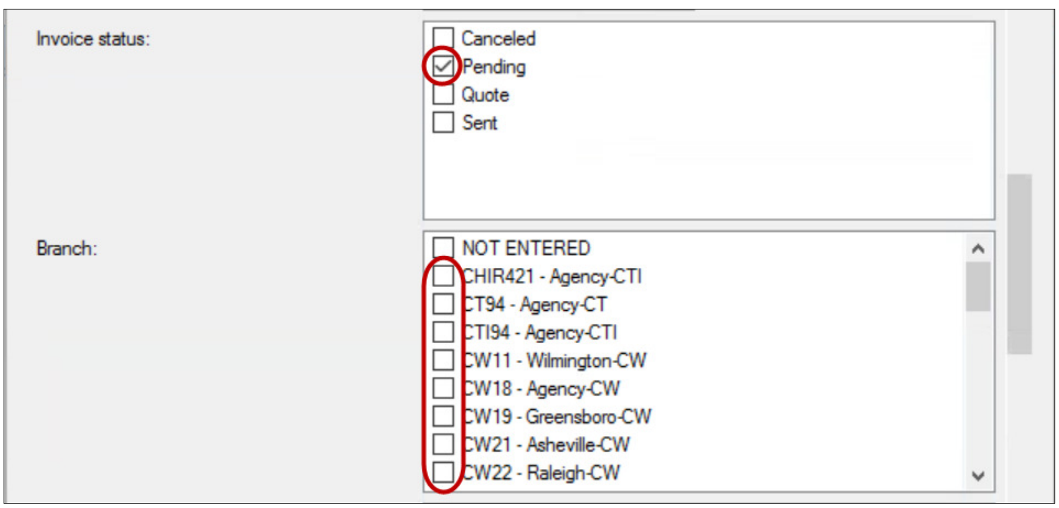
d) **Group by** = select **Bill To**

e) **Page break per group 1** = must be checked



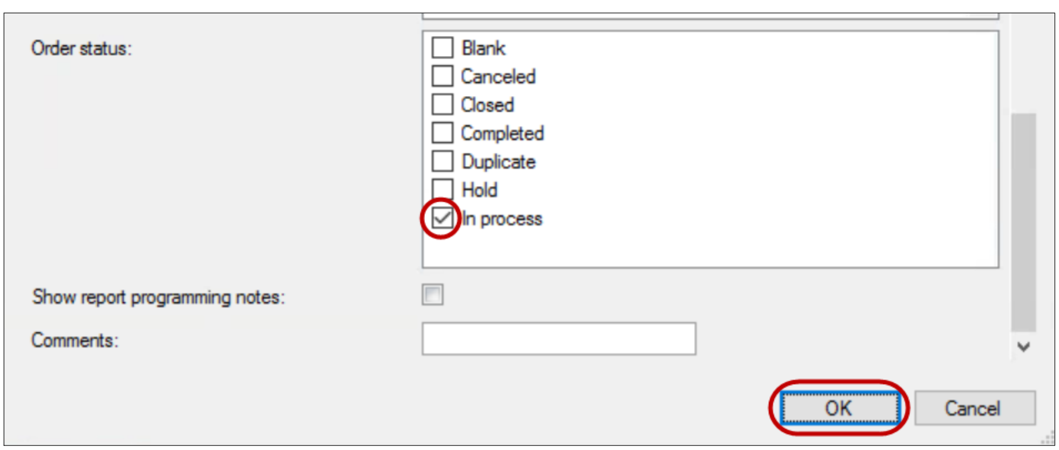
f) **Invoice status** = check the **Pending** check box

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



h) **Order status** = check the **In Process** check box

i) Click the **OK** button to generate the 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

Statement

04/15/20

Bill To:

NOT ENTERED

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	[illegible]	Purchase / Resale	[illegible]	Commercial	17,295.00	0.00
03/06/20	05/05/20	[illegible]	Purchase / Resale	[illegible]	Commercial	3,659.12	0.00
04/10/20	06/09/20	[illegible]	Refinance	[illegible]	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.