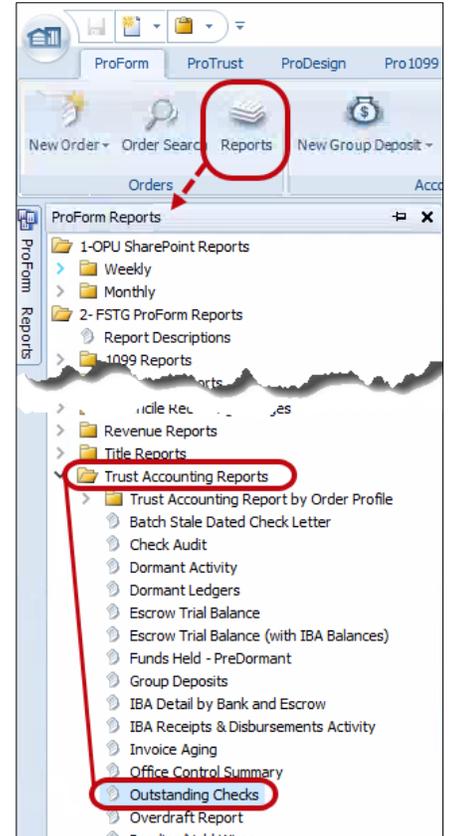


## Running the Outstanding Checks Report

Run the **Outstanding Checks** report to keep track of any outstanding checks that may exist for your orders.

1. From the **ProForm** tab, click the **Reports** button
2. Double-click the **Trust Accounting Reports** folder to expand (or single-click the arrow in front of the folder)
3. Double-click the **Outstanding Checks** report



From the **Outstanding Checks** window,

4. Set your report parameters
5. Click the **OK** button to generate the report

In our example, we want to view a list of outstanding checks,

- » as of the current date
- » that are outstanding 60 days
- » including pending checks on closed order
- » including held checks

The screenshot shows the 'Outstanding Checks' configuration window. The following fields are highlighted with red boxes:

- Outstanding as of date:\* 12/31/2025
- Days outstanding (enter 0 for all):\* 60
- Include pending checks on closed orders:
- Include held checks:

Other visible fields include: Outstanding type: Older; Lienable items: ; Group by: Trust Account Code; Page break per group: ; Show group totals only: ; Sort by: Reference/Check Number; Show days outstanding summary:

# Running the Outstanding Checks Report

- » excluding ledgers with zero current balance
- » only our outstanding checks

Check memo contains:

Exclude ledgers with zero current balance:

Format for Excel export:

Escrow officer/closer:

- FAFT
- FAHO
- FALL
- Elena Thompson
- Eliana Allen
- Elvira Rosa
- Emily Escrow
- Emily Martinka
- Emily Ogletree
- Emma Clark
- Ena Lopez
- Erica Rios

Title officer/examiner:

- NOT ENTERED
- Pradeepa krishnappa
- A Chandu Priya
- A Shadaksharan
- Abhishek D R
- Abhishek N
- Abithra Tamilselvan
- Acreage
- Adam Escoto

Disburser:

- Pradeepa krishnappa
- A Arthi
- A Chandu Priya

\* Required

Once you click the **OK** button the report is generated and shows the corresponding list of outstanding checks.

Start Page Outstanding Checks x

This report was generated on 12/31/2025 at 8:49:12 AM.

### Outstanding Checks

*By Trust Account Code*

Outstanding As Of Date: 12/31/2025  
 Sort by: Reference/Check Number

Include Pending Checks on Closed Orders: Yes  
 Include Held Checks: Yes  
 Lienable Items Only: No  
 Show Group Totals Only: No  
 Number of Days Outstanding: Greater than or equal to 60 days

Exclude Ledgers with Zero Current Balance: Yes  
 Escrow Officer/Closer: Emily Escrow

Trust Account Code	Ledger ID	Ledger Locked	Order Type	Escrow Officer/ Closer	Sett. Date	Trust Date	Ref/Check Number	Amount	Payee Code - Name	Check Memo	Days Outstanding	Cleared Date
<b>TRUST ACCOUNT: TRAINING / TRAINING (ACCT 1234567890)</b>												
<b>Reconciled as of:</b>												
<b>Held</b>												
TRAINING	X6000612200180	No	TE	Emily Escrow		Order Closed: 06/17/22		30,000.00	O4-Taylor Small	Funds held		
TRAINING	X900023231029	No	TE	Emily Escrow		Order Closed: 11/08/23		1,000.00	LB-Annie Agent	Commissions		
TRAINING	X900023231029	No	TE	Emily Escrow		Order Closed: 11/08/23		15,000.00	GC-Contractors are us	Amount held in escrow		
								<b>Held: 3: Total:</b>	<b>\$46,000.00</b>			
<b>Pending</b>												
TRAINING	X6000612200106	No	TE	Emily Escrow		Order Closed: 06/14/22		600.00	O7-Handy Sam	Repairs		
TRAINING	X6000612200180	No	TE	Emily Escrow		Order Closed: 06/17/22		20,000.00	AT3-Camille Gomez	Lender Attorney Fee - \$		
TRAINING	X6000612200180	No	TE	Emily Escrow		Order Closed: 06/17/22		80.00	O6-Secretary of State	UCC 1 filing		
TRAINING	ML Session 1 PM	No	TE	Emily Escrow		Order Closed: 11/03/23		9,000.00	LB-Luke Lister	Commissions		