Super Users/Power Users should run these reports for their Operation on an ongoing basis.

1. Run the **Order Exceptions** report – this report shows orders with critical information missing.

   Order Reports > **Order Exceptions** (in some Operations, this report may be in a different folder)

   〉 Break this down by Escrow Officer

   〉 Distribute to appropriate Escrow Officers for them to correct their orders

2. Run the **Orders Not Submitted/Received** report – this report shows orders not submitted to Title.

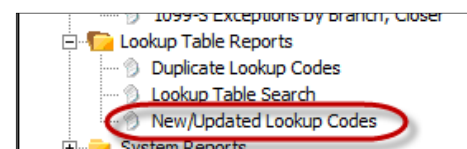   **Order Reports** > **Orders Not Submitted/Received**

   〉 Distribute to appropriate Escrow Officers for them to correct their orders
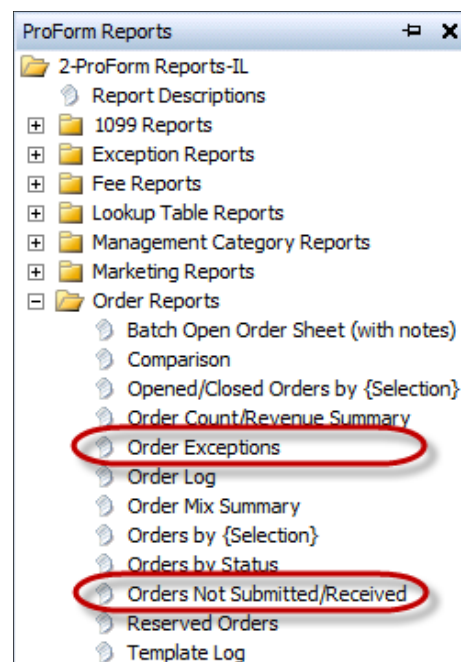
3. If you add/edit Contacts, run the **New/Updated Lookup Codes** report – this report shows all Contacts users wish to add or edit.

   Lookup Table Reports > **New/Updated Lookup Codes**

   〉 Add/edit Contact lookup tables as appropriate

4. After Escrow Officers have started closing files, run the **1099-S Exceptions by Branch, Closer** report – this report shows all disbursed orders with missing 1099 information.

   1099 Reports > **1099-S Exceptions by Branch, Closer**

   〉 Each order needs:

   a) The Seller(s) SSN/TIN

   b) The Seller(s) Forwarding address(es)

   c) The **1099 Seller Proceeds & 1099-S** screen completed

   〉 Distribute to appropriate Escrow Officers for them to correct their orders