

Mortgage+Care

HOW TO DOC

Preventing Over Disbursement of a Payment

How can I prevent over disbursing a payment?

Immediately after printing your Investor and Broker checks, print the **Borrower Outstanding Balance** report.

This report gives you the balances of the borrower's accounts.

If there is an Account(s) with a negative balance(s), print a **Borrower Ledger Card** report for every account that has a negative balance. Using this method, you can see a line-by-line description of how the payment(s) was disbursed and why the account is overdrawn.

