

"Now that our office has been using iTracs for the past few months, I do not know how we lived without it! The Morning Report is such a time saver, not only by providing instant alerts to potential trust account problems, but making it possible to easily correct these transactions along the way so that when the Reconciliation Report is generated the account is in perfect order. Additionally, the support from the iTracs team is outstanding—always available to answer questions and provide training in navigating the website. I recommend iTracs to every law firm!"

*Barbara Beeson
Legal Assistant to Richard I. Shope*

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TIPS & TRICKS

December 2015

Available Funds

The **Morning Report** provides users a report of **Available Funds** daily. Available Funds are "available" to be disbursed. Transactions that are not considered "Available Funds" are not calculated into the file balance on the morning report. Transactions that are not yet considered are outstanding credits, pending credits or unmatched credit bank transactions. The morning report lists three different types of file balances.

Types of File Balances

- **Negative File:** A posted credit has not yet cleared the bank, insufficient funds were received, or file has been over-disbursed
- **Undisbursed File:** File contains a deposit or credit but no posted disbursements
- **Remaining Funds:** File reflects the balance after funds have been disbursed

Also...

Also reflected in the morning report under **Available Funds** will be a duration column indicating:

- How many days a file has reflected the specific type of file balance
- Last activity on the file
- Any posted "comments" regarding the file balance

To Add Comments

- Click on the file number hyperlink to open the Ledger Audit Report
- Enter your comment and click "Save"
- All saved comments will appear on reports where the file reflects a balance

For more resources visit www.invtitle.com/itracs.