

Contact Us:
800.326.4842

itracs@invtitle.com

[Request Assistance](#)

[Schedule Training](#)

Changes?

Let us know if anything changes with your bank account or server setup so that your iTracs service continues uninterrupted. Some changes require re-installing or changing settings in the Rynoh software. Call us in the event of any of the following:

- New bank or bank account
- Upgrade in your settlement software
- Change of settlement software platforms
- Server upgrade or outage

Simplify the process of paying your monthly iTracs invoice by registering for credit card payments. For more information, click [here](#).



Our services don't stop with the software.

We offer audit preparation services, account clean-up services, and more!

We understand our customers have different needs. iTracs offers three distinct service levels:

- **Basic**
- **Enhanced**
- **Premium**

Learn more [here](#).

Tips & Tricks | Helpful Reconciliation Tools

iTracs provides a number of powerful tools to help you manage your trust account, as you monitor it each day, and as you resolve your reconciliation exceptions each month. You can find each of these tools under *RynohRecon* within the software application.

Bank Transactions provides the ability to view and search all transactions downloaded from online banking for an individual bank account or for all bank accounts at the same time. Transactions can be filtered by "Today's Transactions," by a specific date-range, or by using customized search criteria. Since bank transactions are downloaded each business day, this feature serves as a great tool to view or search bank transactions without logging in directly to your online banking platform.

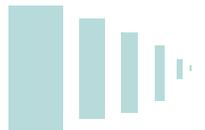
Book Transactions provides the ability to view or search all transactions from your closing software. Ideal for research purposes, it can be utilized to search for a book transaction that is not showing up on the available book transaction list, when trying to match a bank transaction. You can determine if a transaction has been entered into your closing software, if it has a pending status in the closing software or is matched to another (possibly incorrect) bank transaction. In addition, it allows you to download transactions and export to other programs with ease such as Adobe or Excel.

Reconcile Account provides the ability to run the automated reconciliation process on your accounts. All accounts are auto-reconciled once daily (every morning) when transactions are downloaded from online banking; however, you can run the automated reconciliation process on your accounts manually at any time using Reconcile Account. This feature is particularly useful after you have made book corrections corresponding to unmatched bank transactions. Since the process will automatically match your recent changes, this tool will potentially save you time and effort.

Reconciliation Wizard provides the ability to identify and troubleshoot any issues with the three-way reconciliation process. It enables you to manually match your monthly bank statement to the balances generated through retrieval of online banking transactions. By using the Reconciliation Wizard, you can identify any discrepancies between unmatched bank transactions, unbalanced funds transfers, or items manually cleared, directly in the closing software (rather than matching to corresponding bank transactions). Remember: you must run the Reconciliation Wizard at month-end to close out and finalize your reconciliation.

For more information on how to use these helpful tools, contact us at itracs@invtitle.com.

Monthly Process



Key dates for the April reconciliation process are as follows:

- Friday, **April 28**: Statement cut-off.
- Monday, **May 1**: Download your bank statement from your bank and upload it to Rynoh. Confirm your bank balance using the Reconciliation Wizard.
- Friday, **May 5**: Preview reconciliation delivered.
- Friday, **May 5**, through Tuesday, **May 9**: Work to clear exceptions on preview reconciliation.
- Wednesday, **May 10**: Final reconciliation package delivered.

Be sure to resolve any exceptions shown on the preview reconciliation prior to **May 10** so your final reconciliation is accurate and complete.

Also, ALTA Best Practices and some state bars, including North Carolina, require a member of firm management or the attorney responsible for the trust account to personally review the account reconciliation. In addition to it being a requirement, a personal review is one of the best ways to reduce the opportunity for undetected fraud on your account.

Use the iTracs [checklist](#) to facilitate the review of your account. After you have completed your review, sign the checklist in the space provided and file it with your reconciliation. Regular adherence to this practice will ensure preparedness in the event your account is selected for audit and will provide an additional opportunity to identify any potential issues with your account on a timely basis.

News

- iTracs will join Investors Title's NC Commercial Real Estate Seminars in May, which will cover current cases, cyber-fraud precautions, and more:

[Tuesday, May 9, Raleigh, NC](#) | [Thursday, May 11, Greensboro, NC](#)



- Please find access to these valuable SoftPro® tools here: [ProTrust Overview](#) & [Help Resources](#).
- **Get Your ALTA Best Practice Questions Answered:**

To help ensure the industry receives consistent guidance about the Best Practices, ALTA is publishing answers to frequently asked questions on its FAQ Portal. Check out the questions answered so far: <http://www.alta.org/best-practices/faq.cfm>.

Enjoy savings of up to **65% plus rewards**. Save money on your shipping and earn rewards for your loyalty with FedEx. As an Investors Title or National Investors customer, you're invited to enroll in the FedEx Advantage® program and enjoy **savings of up to 65%** on FedEx®.

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