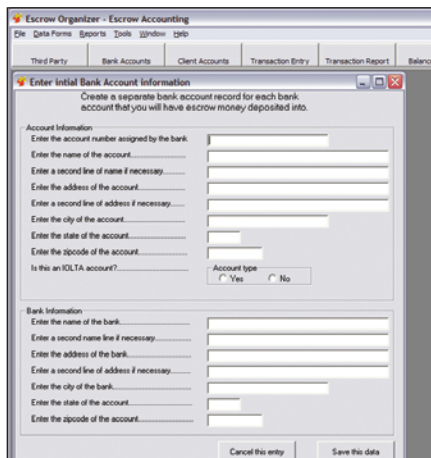


Real Estate: Escrow Organizer

Escrow Organizer is an escrow management software program that is ideal for attorneys who need to monitor and disburse funds for clients. The program allows you to track both funds collected and funds disbursed, so you always have a handle on account activity.

Escrow Organizer provides users with a series of wizards to assist with the setup. Found under the "Tools" menu option, wizards are available for



The program's Escrow Accounting screen allows you to enter account information under the "Bank Accounts" tab.

creating new users, creating bank accounts, creating new client accounts, creating new vendors or payees, and for check writing options. Other features included in the program are advanced system audit features to track all system use by user name, and the addition of user-defined fields that can be used in system reports.

The main "Escrow Accounting" screen is uncluttered, with a drop-down menu at the top and a series of tabs below. These tabs include "Third Party," "Bank Accounts," "Client Accounts," "Transaction Entry," "Transaction Report," "Balance Report," "Print Checks" and "Settlement Statement."

When setting up a client account under the "Client Account" tab, select which bank account it should appear in, then enter the appropriate client information. This is important because all deposits or disbursements will be made using this bank account. If you need to move your accounts to a different bank, Escrow Organizer allows you to transfer

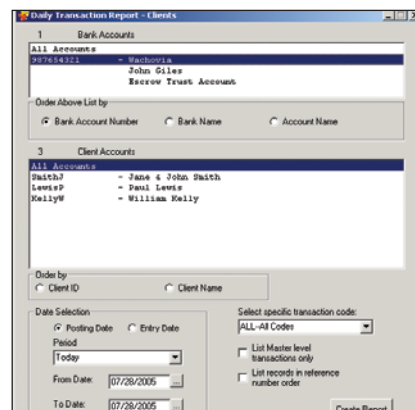
the activity in your current accounts to the new bank account. You also have the option to delete the old bank, but doing so deletes transactions relating to that account, so I don't recommend it.

Escrow Organizer allows you to have an unlimited number of client accounts for each bank account that is in use. Along with easily monitoring client funds, the program lets you choose from three different transaction types — check, deposit or adjustment. This ensures all transactions are accounted for by type so you will know exactly what is going in and coming out of each of your client's accounts. The current account balance also is displayed on the transaction entry screen.

When processing a check in Escrow Organizer, choose the payee or payer from a drop-down list or enter a new payee or payer if necessary. An area is provided below to enter check information. Once the appropriate client is chosen from your list, click on "Post" to save information and update balances. Similar steps are used when entering deposits. There is a separate module under the "Tools" menu that allows you to void or cancel transactions.

Escrow Organizer allows you to enter an unlimited number of clients for each bank account in your system. Several reports, such as the Daily Transaction Report, give you a detailed look at all activity for a selected period of time. The Balance Report provides you with a look at the current balances of each client account. You also can view all inactive accounts that contain monetary balances. All reports can be sent directly to your printer, viewed onscreen or sent to a text file.

If your clients want a detailed statement, a settlement statement is available, which provides payer and payee information, transaction details (disbursement or deposit), all transaction dates and current account balances. A check reconciliation feature is available to assist with month-end bank reconciliations. Clicking on "Management Statistics" under the "Tools" menu gives you a summarized view of all firm bank accounts and their current combined balance.



Escrow Organizer's Daily Transaction Report lists account summary information for clients and more.

Escrow Organizer has managed to simplify a process that traditionally requires a great deal of time and paperwork. Keeping client escrow accounts current and processing disbursements on a timely basis has become easy with this simple, yet powerful program. [loc](#)

Reviewed by Mary Girsch-Bock, a Dallas-based technical author of numerous business and technology features and software reviews.

Closing Argument

Pros: It's simple to use, quick to set up and can organize client escrow fund activity quickly with minimal data entry.

Cons: I found it had limited integration capability.

Verdict: For law firms that handle escrow funds for clients, Escrow Organizer can get you up and running in hours. Ideal for both small- to mid-sized firms.

Escrow Organizer

Insys Development Corp.
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Price: \$350 for single user system.
Windows 98/2000/XP.