

# Using AFW File Search Features

## Overview

This Document guides you through how to use AFW File Search features.

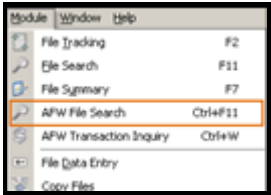
## AFW File Search

The **AFW File Search** feature gives you the ability to search for an AIM for Windows® (AFW) file within AIM+. Additionally, you have the ability to view certain file information from AFW; import the order information; and import multi-line element data from their files.

To perform an AFW File Search, follow the steps below.

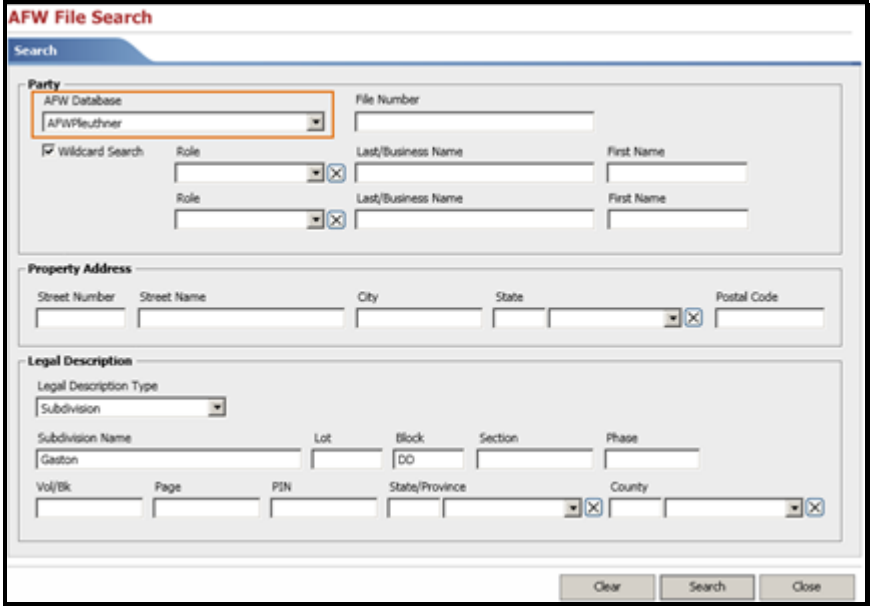
### Steps

1. From the AIM+ menu bar, select **Module** and then select **AFW File Search** or press **Ctrl + F11**.



2. From the **AFW File Search** screen, confirm the correct **AFW Database** is selected, enter specific search criteria in the provided fields, and then click **Search**

**Note:** If searching by **PIN**, be sure to select the applicable **Legal Description Type** from the selection list.



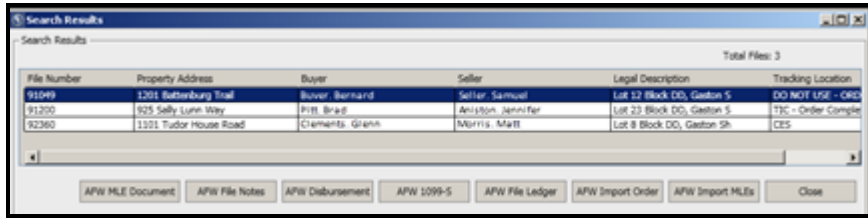
The screenshot shows the 'AFW File Search' window with the following fields:

- Party:** AFW Database (dropdown, highlighted), File Number, Wildcard Search (checkbox), Role (dropdown), Last/Business Name, First Name.
- Property Address:** Street Number, Street Name, City, State (dropdown), Postal Code.
- Legal Description:** Legal Description Type (dropdown, set to Subdivision), Subdivision Name (Gaston), Lot, Block (DO), Section, Phase, Vol/Bk, Page, PIN, State/Province (dropdown), County.

Buttons at the bottom: Clear, Search, Close.

## Using AFW File Search Features

- From the **AFW Search Results** screen, select the desired AFW file and then click the respective button to view or import the file information.



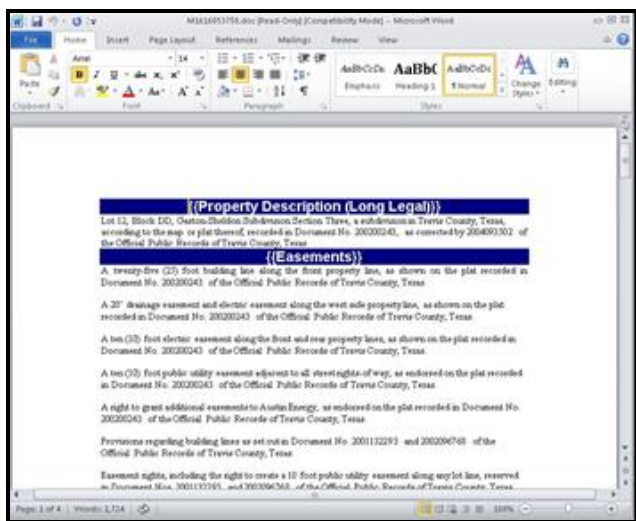
File Number	Property Address	Buyer	Seller	Legal Description	Tracking Location
91049	1201 Battering Trail	Buyer: Bernhard	Seller: Samuel	Lot 12 Block DD, Gaston 5	DO NOT USE - CRD
91200	925 Sally Luhn Way	Pitt, Brad	Amington, Jenni Far	Lot 22 Block DD, Gaston 5	TTC - Order Complete
92360	1101 Tudor House Road	Clements, Glenn	Morris, Matt	Lot 8 Block DD, Gaston 5H	CRD

- Click **AFW MLE Document** to view a document that contains all the AFW multi-line element data for the file.
- Click **AFW File Notes** to view the File Notes entered in AFW.
- Click **AFW Disbursement** to view the AFW Closing information.
- Click **AFW 1099-S** to view if a 1099 was transmitted to the IRS.
- Click **AFW File Ledger** to view the File Ledger.
- Click **AFW Import Order** to import the AFW order data into a new AIM+ File.
- Click **AFW Import MLEs** to import the AFW multi-line element data into an AIM+ File.

## AFW MLE Document

When you click **AFW MLE Document**, a Word document containing all the AFW multi-line elements will display in a Read Only file. This means modifications to the document are not supported. However, you can Save or Print the Document, or copy and paste the data from this document into your AIM+ file.

**Note:** Prior to copying information from this document and pasting it into AIM+, change all text to Arial 10 font.



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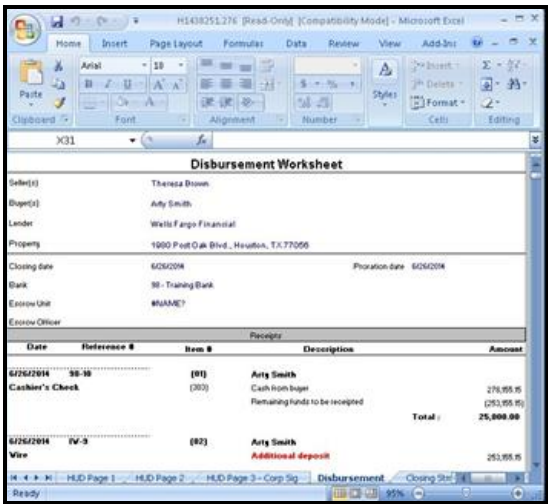
## AFW File Notes

When you click **AFW File Notes**, the File Notes will display for the selected AFW file. You have the option to Print the File Notes or you can copy and paste the content. However, you cannot add to or edit the File Notes from this window.



## AFW Disbursement

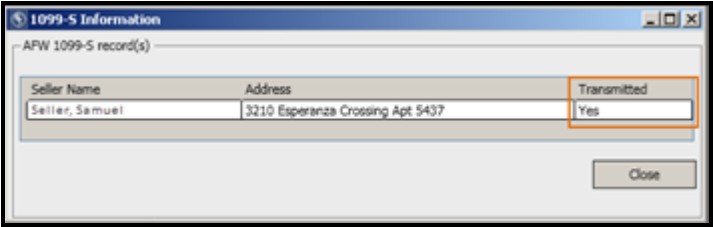
When you click **AFW Disbursement**, the AFW Closing information will display in a protected Excel spreadsheet. This means the document is view only and modifications to the spreadsheet are not supported. From the Excel spreadsheet, you will be able to view the HUD, the Disbursement Worksheet, and the Closing Statements that were generated for the file by selecting the corresponding tab. You can also Save or Print the spreadsheet.



# Using AFW File Search Features

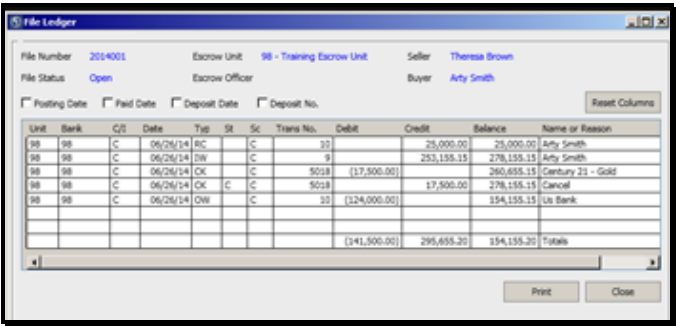
## AFW 1099-S

When you click **AFW 1099-S**, the 1099-S Information screen will display allowing you to see if a 1099 was transmitted for the file. If no information displays on the 1099-S Information screen, no 1099 was transmitted for the file.



## AFW File Ledger

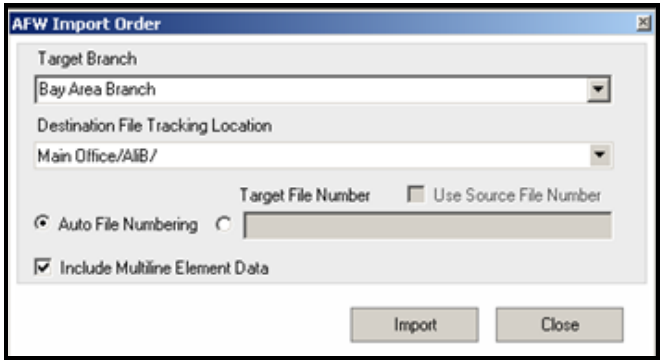
When you click **AFW File Ledger**, the File Ledger screen will display allowing you to view and print the AFW File Ledger. If desired, use the check boxes to view specific items such as Posting Date, Paid Date, Deposit Date and/or Deposit Number. Click **Reset Columns** to remove all optional columns.



## AFW Import Order

When you click **AFW Import Order**, you will have to option to import limited order data and, if desired, multi-line element data from an AFW file to create a new AIM+ file.

**Note:** For more information on the **AFW Import Order** option, please refer to the **AFW File Search - Import AFW Order Data** Quick Reference Card.



# Using AFW File Search Features

## AFW Import MLEs

When you click **AFW Import MLEs**, you will have to option to import the AFW multi-line element data into an existing AIM+ file.

**Note:** For more information on the **AFW Import MLEs** option, please refer to the **AFW File Search – Import AFW Multi- Line Elements** Quick Reference Card

