
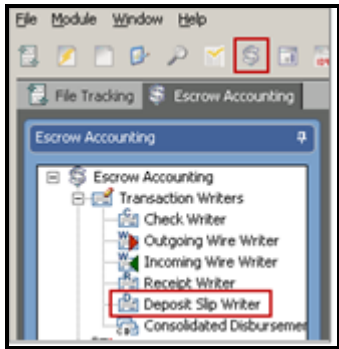


Using the AIM+ Deposit Slip Writer

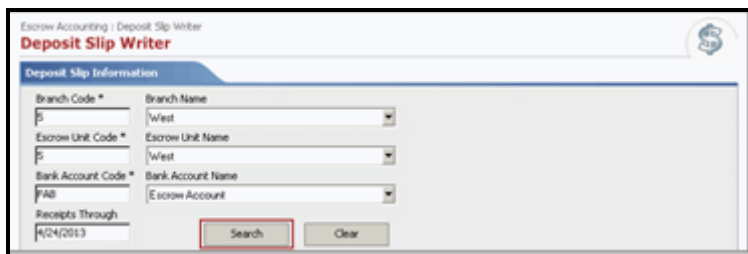
This document walks you through how to use the AIM+ Deposit Slip Writer. Use this feature to account for all funds received in AIM+ that will be included in your daily bank deposits for reconciliation purposes.

Steps

1. Click the **Escrow Accounting**  icon from the AIM+ toolbar and then select the **Deposit Slip Writer** from the *Escrow Accounting* menu.



2. Select your **Branch Name**, **Escrow Unit Name**, and **Bank Account Name** and then click **Search** to list the receipts that have not yet been deposited.



Escrow Accounting | Deposit Slip Writer

Deposit Slip Writer

Deposit Slip Information

Branch Code * [5] Branch Name [West]

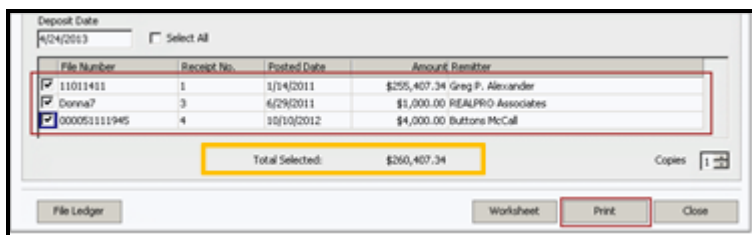
Escrow Unit Code * [5] Escrow Unit Name [West]

Bank Account Code * [FAB] Bank Account Name [Escrow Account]

Receipts Through [4/24/2013]

[Search] [Clear]

3. Select the receipts that are to be deposited as one deposit. Verify that it matches the total you are depositing in your bank.



Deposit Date [4/24/2013] Select All

File Number	Receipt No.	Posted Date	Amount	Remitter
<input checked="" type="checkbox"/> 11011481	1	1/14/2011	\$255,407.34	Greg P. Alexander
<input checked="" type="checkbox"/> Donna?	3	6/29/2011	\$1,000.00	REALPRO Associates
<input checked="" type="checkbox"/> 00005111945	4	10/10/2012	\$4,000.00	Buttore McCall

Total Selected: \$260,407.34

[File Ledger] [Worksheet] [Print] [Close]

4. Click **Print** to post the deposit and print the specified number of deposit slips.

Note: If you select to print 0 copies, the Print button turns into a **Post** button.

5. Follow your company's procedures and process for taking the deposit to the bank.