

AIM+ Order Entry at a Glance

Properties and Parties

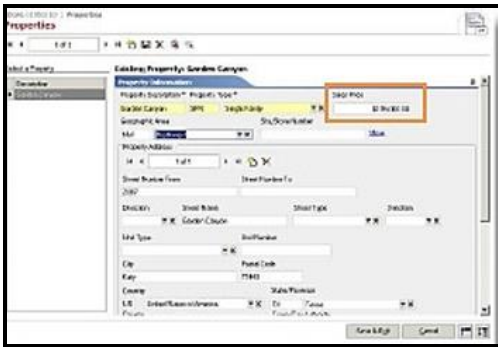
Within Order Entry, the order of groups was rearranged. The **Properties** and **Parties** Sections were rearranged since the property information is often entered first.

The **Sales price** and **Legal Description** sections are now entered on the properties screen. These were previously entered under Data Entry Groups.



Sales Price

Enter the **Sales Price** on the Property Information Tab. Enter the Sales price amount for the property in the **Sales Price** field for that property.



Multiple Sales Price Amounts

The multiple **Sales Price** Button was added to the Properties toolbar. When you have a transaction that includes a sales price amount associated with multiple properties, click the **Multiple Sales Price** button.

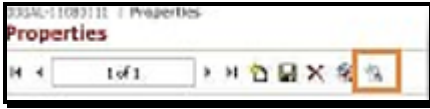
The Sales Price Screen displays. You can then enter multiple sales prices and associate properties.



AIM+ Order Entry at a Glance Brief Legal

The Legal Description was renamed to Brief Legal. When you save the property information on an order, the Brief Description automatically generates. The auto-generated Brief Legal description flows to Documents and Closing.

The Brief Legal button was added to the Properties toolbar.



Updating Brief Legal Description

When the Legal Description is automatically generated, the Brief Legal is in sync with the information entered on the properties screen. If you change any information on the Properties Screen, the brief legal description updates automatically. The **Brief Legal** button displays with a green check mark when the brief legal description is in sync with the Properties Screen.

Editing Brief Legal Description

Once you make edits, such as formatting changes, editing text, or deleting lines, directly to the **Brief Legal** Description, it is no longer in sync with the properties screen. Automatic updates to the **Brief Legal** description no longer occur when changes are made to the Properties screen. The **Brief Legal** button displays with a red x to indicate that it is out of sync with the Properties Screen.

Loan Amount

When you add a party with the role of lender, enter the Loan Amount on the Party Information tab along with other associated loan information.

