



Consolidated Disbursements in AIM+

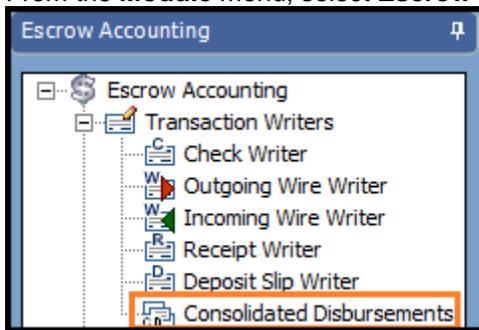
Use **Consolidated Disbursements** to select multiple **Fee Transfers** by payee on the same bank account for consolidation. When you combine Fee Transfers into one consolidated disbursement, the Fee Transfer is tagged with the Consolidated Disbursement number and date on the File Ledger. You can then wire the consolidated disbursement from the appropriate bank account.

At the time of bank reconciliation, the consolidated disbursement transaction will be reconciled in AIM+ against the outgoing wire that appears on the bank statement. If you prefer to send a check to the fee transfer payee for the consolidated disbursement total, you will need to wire the money to your operating funds account and write the check out of that account.

Posting a Consolidated Disbursement

Steps

1. From the **Module** menu, select **Escrow Accounting—Transaction Writers—Consolidated Disbursements**.



2. On the **Consolidated Disbursement Information** tab, enter the information that is common to all the fee transfers you want to include in the disbursement:

Payee Name— select the fee transfer payee name you want to consolidate.

*Bank Account Code/Name**— type the code in the Bank Account Code field or select the name from the list.

Through Date—If you want to search for all fee transfers, regardless of the date, leave this field blank.

3. Click **Search**.



Consolidated Disbursements in AIM+

- In the **CD Date** field, type or select the disbursement date.
- Using the **Fee Transfer Search Results** panel, select the check box next to the fee transfer or fee transfers you want to consolidate. Or, select the **Select All** check box to consolidate all the fee transfers at once.
Note: If you select a fee transfer in error, clear the check box to remove the fee transfer from the consolidation process.
- When all transactions are selected, click the **Post** or **Print** button. If you click the Print button, the fee transfers are posted, and the Consolidated Disbursement Report displays for you to view and print.

Escrow Accounting : Consolidated Disbursements

Consolidated Disbursements

Consolidated Disbursement Information

Stewart Accounting Payee Name: Stewart Title Guaranty Company

Bank Account Code: HC NEW Bank Account Name: HC NEW BANK Through Date: 9/16/2019

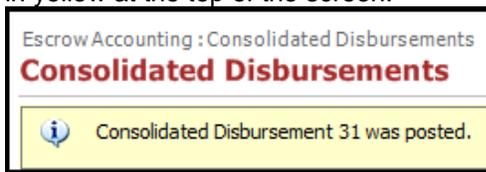
Select All CD Date: 9/16/2019

| File | Acct Code | FT No. | Posting Date | Debit | Credit | Payee |
|-------------------------------------|------------|-----------|--------------|----------|--------|--------------------------------|
| <input checked="" type="checkbox"/> | 2019010008 | HC NEW 45 | 01/20/2019 | \$528.80 | \$0.00 | Stewart Title Guaranty Company |
| <input checked="" type="checkbox"/> | 2019030019 | HC NEW 52 | 03/16/2019 | \$528.80 | \$0.00 | Stewart Title Guaranty Company |
| <input checked="" type="checkbox"/> | 2019040034 | HC NEW 53 | 04/08/2019 | \$533.80 | \$0.00 | Stewart Title Guaranty Company |
| <input checked="" type="checkbox"/> | 2019040040 | HC NEW 54 | 04/22/2019 | \$528.80 | \$0.00 | Stewart Title Guaranty Company |
| <input checked="" type="checkbox"/> | 2019050041 | HC NEW 55 | 05/11/2019 | \$449.48 | \$0.00 | Stewart Title Guaranty Company |
| <input checked="" type="checkbox"/> | 2019080057 | HC NEW 56 | 08/24/2019 | \$358.33 | \$0.00 | Stewart Title Guaranty Company |

Total Selected: \$2,928.01

Copies: 0

- Upon posting, you will receive a confirmation notification with the Consolidated Disbursement transaction number in yellow at the top of the screen.





Consolidated Disbursements in AIM+

- This CD number will appear in the **Deposit/CD No.** column of the file ledger, on the line of the fee transfer transaction.

| File Ledger Detail | | | | | | | | | | | | |
|---|-----------|-----|-----------------------------|--------------|--------------------------------------|-----------------|--------------------|-----------------------------------|----|----|------------|------------|
| File Number 2019080057 | | | Escrow Unit Code 18 | | Escrow Unit Heather's Escrow Unit | | | Escrow Officer Escrow A. Queen | | | | |
| File Status Closed | | | Bank Account Code HC NEW | | Bank Account HC NEW BANK | | | Project Description | | | | |
| Seller Sam Seller | | | | | | | Buyer Bob Buyer | | | | | |
| <input checked="" type="checkbox"/> Select All <input checked="" type="checkbox"/> Posting Date <input checked="" type="checkbox"/> Paid Date <input checked="" type="checkbox"/> Deposit/CD Date <input checked="" type="checkbox"/> Deposit/CD No. <input checked="" type="checkbox"/> Username/Timestamp Bank Account <input type="button" value="All"/> | | | | | | | | | | | | |
| Unit Code | Acct Code | C/I | Trans. Date | Posting Date | Paid Date | Deposit/CD Date | Deposit/CD No. | Type | St | Sc | Trans. No. | Debit |
| 18 | HC NEW | C | 08/24/2019 | 08/24/2019 | | | | RC | | DM | 41 | |
| 18 | HC NEW | C | 08/24/2019 | 08/24/2019 | | | | WV | | DM | 633 | |
| 18 | HC NEW | C | 08/24/2019 | 08/24/2019 | | | | WV | | DM | 634 | |
| 18 | HC NEW | C | 08/24/2019 | 08/24/2019 | | | | CK | | DM | 5075 | \$66.00 |
| 18 | HC NEW | C | 08/24/2019 | 08/24/2019 | | | | CK | | DM | 5076 | \$9,000.00 |
| 18 | HC NEW | C | 08/24/2019 | 08/24/2019 | | | | CK | | DM | 5077 | \$1,749.47 |
| 18 | HC NEW | C | 08/24/2019 | 08/24/2019 | | | | CK | | DM | 5078 | \$50.00 |
| 18 | HC NEW | C | 08/24/2019 | 08/24/2019 | | | | OWV | | DM | 635 | \$9,000.00 |
| 18 | HC NEW | C | 08/24/2019 | 08/24/2019 | | 09/16/2019 | 31 | FT | | DM | 56 | \$358.33 |