

AFW Transaction Inquiry

Overview

The **AFW Transaction Inquiry** feature gives you the ability to search for escrow accounting transactions that occurred in your AIM for Windows® (AFW) database within AIM+. To perform the AFW Transaction Inquiry, follow the steps below.

Steps

1. From the AIM+ menu bar, select Module and then AFW Transaction Inquiry or press Ctrl + W.

Mod	ule Window Help	
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P	Ele Search	F11
D.	File Symmery	F7
P	AFW File Search	Cbi+F11
3	AFW Transaction Inquiry	Ctrl+W
•	File Data Entry	
¥	Copy Files	

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

AFW Transaction Inquiry		\$
A/W Transaction Inquiry		
APW Database APWPleutner		
Escrow Unit Code Escrow Unit Name 5444 Jackie AFW Import Test EU	Bark Account Code Name @ Cash C Investment	
Transaction Type Transaction Number	Amount Search Type Amount Equal To	
Trans. Date Search Type Date	Posting Date Search Type Date	
Search Type Payee/Remitter, Description		Search Clear

AFW Transaction Inquiry Results

The search results will display under the **AFW Transaction Inquiry Results** tab. If desired, use the check boxes to view specific items such as Posting Date, Paid Date, Deposit Date, Deposit Number, and/or User Name.



You can view and print the AFW File Ledger for a file displayed in the results by selecting the file and then clicking the **File Ledger** button; or by double-clicking the file.

