



AIM+ Disbursement Functions

Quick Reference Guide

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Overview

This purpose of this Reference Guide is to show you quick steps for working with Disbursements in AIM+.

Group Items

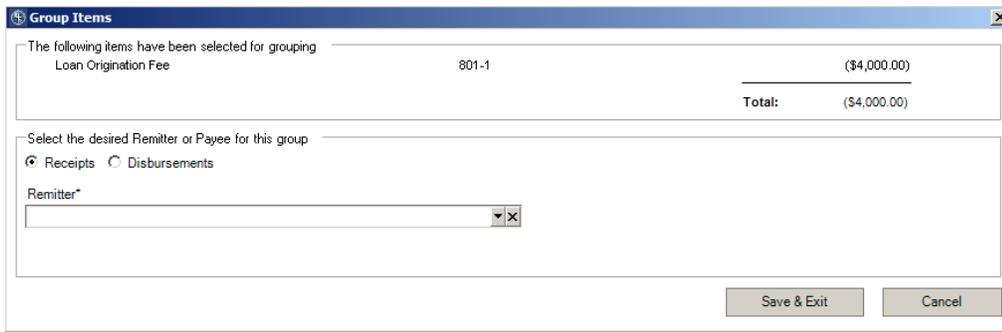
You can group together one or more items on the disbursement worksheet regardless of the payee or remitter name. If the net amount of the items grouped together is a credit, the group will be included in the Receipt section of the disbursement worksheet. If the net amount of the items grouped together is a debit, the group will be included in the Disbursement section of the disbursement worksheet. When you group items, the CD/HUD is not affected.

Steps

1. On the disbursement worksheet, select one or more receipt or disbursement items that you want to group with another receipt or disbursement group.

Tip: Press the **Ctrl** key to select multiple items. If an item is selected and you select another item without pressing the **Ctrl** key, the first item is no longer selected.

2. Click the **Group Item(s)** button .



The following items have been selected for grouping		
Loan Origination Fee	801-1	(\$4,000.00)
Total:		(\$4,000.00)

Select the desired Remitter or Payee for this group

Receipts Disbursements

Remitter*

Save & Exit Cancel

3. If you want to group the selected items with a receipt group, select **Receipts**; otherwise, select **Disbursements**.
4. From the **Remitter** or **Payee** list, select the remitter or payee you want to group the selected items with.
5. When finished, click **Save & Exit**.

Ungroup Items

You can ungroup any item from a group regardless if it was grouped:

- Automatically when the disbursement worksheet was created
- Through the Group Item(s) option on the disbursement toolbar.

Note: When you ungroup an item, the CD/HUD is not affected.

Steps

1. On the disbursement worksheet, select the item you want to ungroup or separate out of the receipt or disbursement group.

Tip: Press the **Ctrl** key to select multiple items. If an item is selected and you select another item without pressing the **Ctrl** key, the first item is no longer selected.

2. Click the **Ungroup Item(s)** button .

The following items have been selected to Ungroup

Loan Origination Fee	801-1	(\$4,000.00)
Total:		(\$4,000.00)

Select the desired Remitter or Payee for this group

Remitter*

ABC Bank

Save & Exit Cancel

3. If necessary, change the **Remitter** or **Payee** name.
4. When finished, click **Save & Exit**.

Split an Item

You can split a single disbursement item on the disbursement worksheet. You can split an item many times, but at least \$1.00 of the original disbursement must remain.

You can split an item by a fixed amount or a percentage. If you split an item and then further split one of the splits by a percentage, the percentage applies to the original disbursement amount before any splits were applied. After a split is disbursed, you can continue splitting multiple items from the original transaction.

You cannot edit information in the CD/HUD line detail screen for a CD/HUD line that has been split. When you split an item on the disbursement worksheet, the CD/HUD is not affected.

Steps

1. On the disbursement worksheet, select the receipt or disbursement item you want to split.
2. Click the **Split Item** button .

Line Number: 603 Amount: \$500,700.00 Amount Remaining: \$500,700.00

Payee: Sam Seller and Sally Seller and Andy Taylor and Helen Taylor

Description: Cash to seller

Percentage (%) * Amount * Payee

0.0000000000 \$0.00 [Dropdown]

Description *

New Delete Update Split

Percentage (%)	Amount	Payee	Description
0.00 %	\$0.00	No Payee	

0 % \$0.00

Save & Exit Cancel

3. Type the percentage you are splitting out in the **Percentage** field or leave the **Percentage** field blank and type the amount in the **Amount** field.
4. In the **Payee** field, type or select the payee name.
5. Click **Update Split**.
6. To enter additional splits from the original amount, repeat steps 3-5.
7. When finished, click **Save & Exit**.

Unsplit an Item

You can group back together, or unsplit, items that were split. To unsplit, items, select the original item, and then click the

Unsplit Item button .

Change Payee/Remitter Name

You can change the remitter name of any receipt group or the payee name of any disbursement group.

Steps

1. On the disbursement worksheet, double-click the remitter or payee name that you want to change.



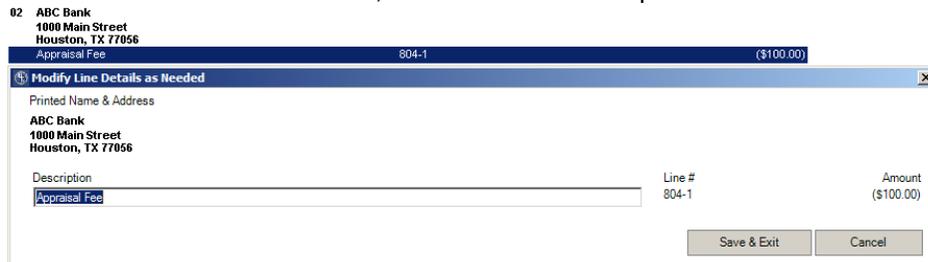
2. Type the payee name and address in the **Printed Name & Address** field.
3. When finished, click **Save & Exit**.

Change an Item Description

You can change the description of any receipt or disbursement item.

Steps

1. On the disbursement worksheet, double-click the receipt or disbursement item description you want to change.



2. Type the new item description in the **Description** field.
3. When finished, click **Save & Exit**.

Note: This only affects the description as it appears on the disbursement sheet. To update the description that prints on the check, see steps below under Enter Voucher Remarks.

Enter Voucher Remarks

To provide additional information to the payee, you can add additional remarks on the check stub or voucher portion of a check.

Steps

1. On the disbursement worksheet, double-click the payee name for the disbursement item for which you want to add voucher remarks.
2. Type the voucher remarks in the **Remarks** field.

01 Bob Buyer
City/Town Taxes 106-1 \$

Edit Printed Name & Address As Needed

Printed Name and Address* Parties on the file:

Bob Buyer

Remarks

(106-1) City/Town Taxes -\$600.00

Reset Remarks Save & Exit Cancel

3. When finished, click **Save & Exit**.

Write an Incoming Wire

You can write an incoming wire for an amount that is greater than that on the disbursement worksheet.

Steps

1. On the disbursement worksheet, select the receipt group you are writing the wire for.
2. Click the **Write Incoming Wire** button .
3. The total dollar amount of the receipt group displays in the **Amount** field. If the funds you are writing the wire for is a greater amount, type the amount in this field.

Note: If the wire amount was changed to an amount greater than that on the disbursement worksheet, AIM+ creates a new disbursement item for the difference. If the wire amount is less than that on the disbursement worksheet, AIM+ creates an additional receipt item for the difference.

4. When finished, click **Save & Exit**.

AIM+ assigns the next wire number, posts the wire to Escrow Accounting, and prints the default number of copies of the incoming wire record.

Write an Outgoing Wire

You cannot change the amount of an outgoing wire on the disbursement worksheet.

Steps

1. On the disbursement worksheet, select the disbursement group you are writing the wire for.
2. Click the **Write Outgoing Wire** button .

Note: A message displays if this wire overdrafts the file.

AIM+ assigns the next wire number, posts the wire to Escrow Accounting, and prints the default number of copies of the outgoing wire record.

Write a Receipt

When you write a receipt from the disbursement worksheet, the Escrow Accounting module is automatically updated. You can write a receipt for an amount that is greater than that on the disbursement worksheet, and AIM+ creates a new disbursement item for the difference. Likewise, you can write a receipt for an amount that is less than that on the disbursement worksheet, and AIM+ creates a new receipt item for the difference.

Steps

1. On the disbursement worksheet, select any part of the receipt group you are writing the receipt for.
2. Click the **Write Receipt** button .
3. Today's date defaults in the Date field. If your security permissions allow you to backdate receipts, you can change this date.
4. The total dollar amount of the receipt group displays in the Amount field. If the funds you are receipting is greater than or less than this amount, type the amount in this field.
5. Enter the check information (optional).
 - **Type of Funds** – Select the type of funds from the list.
 - **Incoming Funds Check No.** – If the type of funds being receipted is a check, type the check number.
 - **Incoming Funds Bank Name** – If the type of funds is a check, type the name of the bank on which the check is written.
6. When finished, click **Save & Exit**.

AIM+ assigns the next receipt number, posts the receipt to Escrow Accounting, and prints the default number of copies of the receipt.

Reprint a Receipt or Incoming Wire

You can reprint a receipt or incoming wire that was previously written from the disbursement sheet.

Steps

1. On the disbursement worksheet, highlight the receipt or incoming wire item you wish to reprint.
2. Click the **Reprint Receipt** button .

Write a Check

You cannot change the amount of a check written from the disbursement worksheet.

Steps

1. On the disbursement worksheet, select the disbursement group you are writing the check for.
2. Click the **Write Check** button .

Note: A message displays if this check overdrafts the file.

AIM+ assigns the next check number, posts the check to Escrow Accounting, and prints the check.

Write Multiple Checks Simultaneously

You can print multiple checks simultaneously.

Steps

1. On the disbursement worksheet, hold down the **Control** key and select multiple parties or lines.
2. Click the **Write Check** button .

Write All Undisbursed Checks

You can print ALL undisbursed checks on the disbursement worksheet at one time. To write all undisbursed checks, click the **Write Undisbursed Checks** button .

Record a Manual Transaction

You can record a manual transaction on the disbursement worksheet without updating the File Ledger. You cannot record a manual transaction for an item or group that is placed on hold, received, or disbursed.

Steps

1. On the disbursement worksheet, select the receptor disbursement group for which you want to record a manual transaction.
2. Click the **Record a Manual Transaction** button .
3. On either the Record a Manual Receipt or Record a Manual Disbursement screen, complete the following fields:
 - **Date*** – Defaults to the current date. If this is incorrect, change it. Any date is accepted.
 - **Transaction Type*** – If you are recording a manual receipt, select either the receipt (RC) or incoming wire (IW) option. If you are recording a manual disbursement, select either the check (CK) or outgoing wire (OW) option.
 - **Transaction Number*** – Type the transaction number (up to 10 digits) of the item you are recording.
4. If you are recording a manual receipt, the **Amount** field displays with the total amount. If this amount is incorrect, change it. If you receipt in an amount that is either less than or greater than the expected amount, an additional receipt or disbursement item is created.
5. When finished, click **Save & Exit** to update the disbursement worksheet. The **Manual** status and date display next to the item.

Note: The File Ledger is not updated.

Processing Fee Transfers

You can process fee transfers.

Steps

1. On the disbursement worksheet, select the disbursement item you want to transfer.
2. Click the **Create Fee Transfer** button .

The Fee Transfer (**FT**) status, date, and fee transfer number display next to the item on the disbursement worksheet and are added to the file ledger.

Note: The payee must be setup as a Fee Transfer party in Party Setup and that party must be added to the file in Parties.

Depending on your permissions, you can consolidate Fee Transfers from multiple files into one disbursement using Consolidated Documents within Escrow Accounting. You can then wire the consolidated disbursement from the appropriate bank account.

Cancel a Transaction

You can cancel receipted or disbursed transactions directly from the disbursement worksheet without accessing Escrow Accounting. When the transaction is canceled on the disbursement worksheet or in Escrow Accounting, a duplicate of the original group displays in the applicable section of the disbursement worksheet.

If you cancel a manual transaction, the File Ledger is not updated. You cannot cancel transactions that were adjusted in Escrow Accounting.

Steps

1. On the disbursement worksheet, select an item that you want to cancel.
2. Click the **Cancel Transaction** button . The Cancel Transaction screen displays.
3. In the **File Ledger Description** field, type a cancellation reason or accept the default description.
4. When finished, click **Save & Exit** to update the disbursement worksheet. The **CANCEL** status and cancel date print next to the item.

Place Item on Hold

You can place one or more disbursement items on hold. Disbursements cannot be posted for items on hold. Receipt items cannot be placed on hold. If you place an item on hold, the information on the related HUD Line can still be updated.

Steps

1. On the disbursement worksheet, select one or more disbursement items to place on hold. When selecting multiple items, consider having either the same hold reason for all items or no hold reason.
2. Click the **Hold/Unhold Item** button . The Place Item(s) on Hold screen displays.
3. If applicable, enter the reason for placing one or more items on hold. If you place a hold on more than one item at a time and enter a reason in the Hold Reason field, the reason applies to all items.
4. Click **Save & Exit**. The item is placed on hold, date, and the HOLD status display next to the item.

Release Item from Hold

You can remove the hold status from one or more disbursement items. Receipt items cannot be placed on hold.

Steps

1. On the disbursement worksheet, select one or more disbursement items to remove the hold status. All items must have the same hold reason for the hold status to be removed.

Tip: You can remove the hold status from one item by double-clicking the item and clearing the **Place Item on Hold** check box.

2. Click the **Hold/Unhold Item** button . The hold status is removed from the item or items you selected, and the date and **HOLD** status no longer display next to the item. If a hold reason was entered for one or more items, the reason remains with the item until it is removed.

Print or Preview the Disbursement Worksheet

You can print or preview the disbursement worksheet.

Print the Disbursement Worksheet

Steps

1. Click the **Print Disbursement Worksheet** button .
2. If necessary, change the printer or the number of copies you want to print.
3. Click **OK**.

Preview the Disbursement Worksheet

To preview the disbursement worksheet, click the **Preview Disbursement Worksheet** button .

Reset the Disbursement Worksheet

If necessary, you can reset the disbursement worksheet back to its original state before any items were grouped or split. You cannot reset the disbursement worksheet if a receipt, check, or wire has been posted.

When you reset the disbursement worksheet, you will lose any of the changes previously made directly on the disbursement worksheet. After resetting the disbursement worksheet, you must group and split items and make any other changes that were previously made.

Steps

1. Click the **Reset Disbursement Worksheet** button .
2. Click **Yes** to confirm that you want to recreate the disbursement worksheet.

View File Ledger

To view the File Ledger, click the **File Ledger** button . You can then print the file ledger or send it to SureClose.

Export Checks and Receipts

You can export checks and receipts data from the disbursement sheet so that it can be imported into Quicken or QuickBooks.

Steps

1. Complete all grouping and splitting and verify that all recipients and disbursement worksheets are correct.
2. Click the **Export Checks and Receipts** button  .
3. Select either **Quicken** or **QuickBooks** as the product you will be importing info.
4. Click **Export**.
5. Browse to the location where you want to save the file.
6. Click **Save**.

Additional Information

Accessing AIM+

If you access AIM+ through the *Citrix* environment, AIM+ is automatically updated to the latest version when you log in. If you are new to StewartWorkPlace or TitleWorkPlace, contact Customer Care at 1.855.330.2800 for assistance.



Tip

If you are using AIM+ in a *Citrix* environment, maximize the Citrix screen and the AIM+ screen for best viewing results.

Training

Through the AIM+ Help Contents, you can access an online library of interactive tutorials and quick reference cards by clicking the **Additional Learning Resources** link or navigate to the [AIM+ Training Center](#) page.

Technical Support

Need help? Stuck? We're here for you. Should you have any questions, please contact one of the following support teams – representatives are standing by to assist:

- **Direct Ops Users:** Please contact the **Business Support Center** at (855) 330-2800 or customer care@stewart.com.
- **Agency Users:** Please contact the **Agency Support Center** by phone at (844) 835-1200 or by email at customer care@stewart.com.