AIM+ Setting Up Investment Accounts

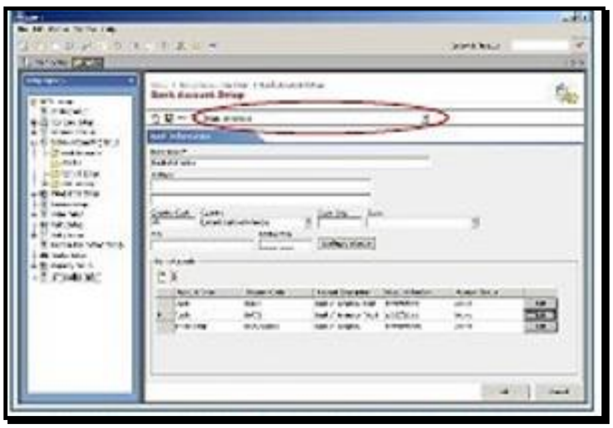
This document walks you through how to Set Up Investment Accounts with AIM+.

Setting up Investment Accounts

Complete these steps to Setup investment Accounts.

Steps

1. From the *Module* Menu, click **Setup**.
2. Under Setup Options, double-click **Escrow Accounting** setup, then double-click **Bank Accounts**. The Bank Account Setup screen displays.
3. Select the bank where the investment account was setup.
4. Click the Create **new bank account** button.
5. On the Bank Account Setup screen, complete the applicable fields:



Account Type—Select the Investment option.

File Number—If you want the investment account to be dedicated to one file, select the check box and enter the file number. When you enter the file number, the Escrow Unit ID defaults and the investor section displays.

Investment Type—Select the type of investment.

Amount Description—Type a description for this account.

Account Number—Type the bank account number.

6. In the **Investor** section, complete the applicable fields:

Party Name—Select the name of the person or company whose funds are invested. The address for the party defaults from the file, if entered. This name and address print on the 1099 cover letter.

7. When finished, click the **OK** button. The next sequential Investment Bank Account Code is assigned.

AIM+ Setting Up Investment Accounts

Posting Investment Entries

Complete these steps to access the Posting Investment Entries.

Steps

1. From the *Module* menu, select **Escrow Accounting**, then select **Batch Posting** and the Investments. The Batch Posting Investments screen displays.
2. If multiple investment accounts were set up for this file, select the appropriate investment account.

Printing 1099 Cover Letters

Complete these steps to print 1099 Cover Letters. You can print 1099 cover letters for each investment account that was set up using its file number.

Steps

From the *Module* menu, click **Reports**. The Welcome to AIM+ Report screen displays.

Under *Reports* navigation panel, click **Accounting Reports**. The Escrow Accounting Reports screen displays.

From the *Accounting Reports* column, select the **1099 Interest Cover Letter**.

From the *Report Criteria* tab, select the date range for the cover letters.

Select the bank name from the list for the investment account.

Type the information you want to print at the top of each letter. Or leave these fields blank to print the name, address and phone number of the escrow unit.

When you click **Print**, one letter prints for each investment account.