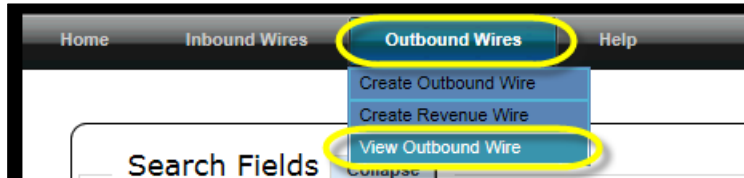


Escrow

Pre-Approving an Outbound Wire

Follow these steps to pre-approve an outbound wire request.

1. From the WMA menu, click **Outbound Wires** > **View Outbound Wire**



2. Search for and locate the appropriate outbound wire (filtering **Status** for only NEW wires is helpful)
3. Click the **Search** button

The screenshot shows the 'Search Fields' section of the application. The 'Status' dropdown is expanded, and the 'NEW' option is selected and highlighted with a yellow circle. Other search fields include OAC, Company, Account, Office, and Status. There are also input fields for 'Min. Amount', 'Max. Amount', 'Last Status Mod. Start Date', and 'Last Status Mod. End Date'. A 'Search' button is located at the bottom right.

4. Click the **Details** button

Outbound Wires Matching Filter Criteria								
	Company	Account	Office	Contact	Last Status Mod	Status	File Number	Amount
Details	WMA Train SPS Cameron Co mpany	WF5491-****5491	WMA001-WMA Training Escro w Branch	Brown, Regin	01/28/2015 02:18 PM	NEW	2015010093	\$126.00
Details	WMA Train SPS Cameron Co mpany	BOA4442-****444 2	WMA001-WMA Training Escro w Branch	Mason, Kristin	01/30/2015 12:55 PM	NEW	1122334455	\$12,345.67

5. Review the wire details following your Operation's procedures

The screenshot shows the 'View Outbound Wire' details page. It includes a 'Wire Information' section with the following details:

- Date Entered: 1/26/2015 12:00:00 AM
- Company: WMA Train SPS Cameron Company
- Office: WMA001-WMA Training Escrow Branch
- Wire From Account: WF5491-*****5491
- Contact: Brown, Regina
- Wire Initiator: Brown, Regina
- Wire Confirmer:
- Source System: SPS.Cam.Train
- Date Submitted: 1/1/1900 12:00:00 AM
- Property Address: 654 Wells Fargo Way, Denver, CO, 80246
- Status: NEW
- File Number: 2015010093
- Amount: \$126.00
- Wire Approver:
- Rejected By:

There are also checkboxes for 'Display Full Account Numbers' and 'Display Print Friendly Page on Update', and buttons for 'Printer Friendly' and 'Go Back To Search'.

6. If applicable, scroll down to enter any **INTERNAL** notes to the OAC Confirmer and click the **Add Comment** button (this comment is added to the **Additional Wire Information** area with your name and a date/time stamp)

7. If you are confident the wire should be approved, click the **Submit and Return** button (**Approve** is the default **Action to take**)
8. Based on your Operation's procedures...
- Click the **Submit and Stay on Page** button to print or smartPRINT this detail for your order
 - Click the **Submit and Return** button to return to the list

If your session has been idle for 15 minutes or more, you are prompted to authenticate with your logon credentials.

A printable Outbound Wire window appears showing the APPROVED status.

Wire Information	
Date Entered: 5/9/2014 4:46:09 AM	Date Submitted: 5/14/2014 7:47:01 AM
Company: WMA UAT SPS Company	Property Address:
Office: W01-Wires Processing Office	Status: APPROVED
Contact: Brown, Regina	File Number: UA1-00003
Wire From Account: BOA6543-*****6543	Amount: \$2523.25
Fed Number:	Sequence Number:

9. Click the **Go Back To Search** button



Note: if you reject the outbound wire request, provide a reason