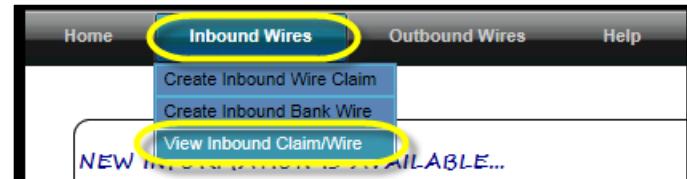




Escrow

Viewing/Filtering Inbound Wires

The **View Inbound Claim/Wire** screen is available from the **Inbound Wires** menu.



The search filters and criteria fields are at the top, while the results appear in a grid at the bottom.

Search Fields

OAC/Company/Account – for users who have access to multiple OACs, companies, and/or accounts, default checked to select all accounts; check/uncheck the appropriate options

Collapse – hides the search fields

Min Amount/ Max Amount – auto-formats numbers to currency
Do not enter 0.00

Search Fields

NOTE **Search criteria will return both Wire Claim and Bank Wire data that falls within the given range.

OAC:

Company:

Account:

Start Date:

End Date:

Use Oldest Unmatched Wire ☐

Min. Amount:

Max. Amount:

Start Date – defaults to last week

End Date – defaults to today

Searches the date the claim was **created** or the date the wire was **received**

Calendar icon available

Cannot search a future date

Use Oldest Unmatched Wire

– you must restrict your search to Unclaimed Bank Wires only; the oldest date displays above the grid

Search – activates search

Reset Filter – reverts the **Search Fields** and the **Search Display Options** back to their defaults

Search Display

In the grid, you are viewing SoftPro Select claim data (on the left), bank wire data (on the right), or a combination of both based on the check boxes you select.

Collapse – hides the display fields

Show Additional Wire Data – reveals bank data for unmatched or matched wires (not claims)

Show Unmatched Wires and/or Show Unmatched Claims – reveals wire or claim data

Show Matched – reveals data side-by-side in the grid

Hidden Wires View Options – reveals wires hidden by Accounting

Search Display Options **Collapse**

Hidden Wires View Options **Show Hidden** ☐ Show Additional Wire Data ☐ Show Unmatched Wires ☒ Show Unmatched Claims ☒ Show Matched ☒

Page results as of 03/07/2014 12:15 PM

Inbound Wires Matching Filter Criteria										
Wire Claims						Bank Wires				
	Date Entered	File Number	Amount	Account	Payor Name	Address	Wire Received	File Number	Amount	Account
Details							05/01/2014 12:27 PM	TestGreg	\$1.00	WF025-*****7025
Details	03/20/2014 04:08 AM	file55	\$6.00	USB326-*****6326			03/20/2014 04:12 AM	file55	\$6.00	USB326-*****6326
Details	03/20/2014 05:24 AM	2014030413	\$15.00	WF4567-*****4567						
Details	04/15/2014 02:30 PM	12344321	\$15.00	USB5005-*****5005			04/15/2014 04:11 PM	12341234	\$15.00	USB5005-*****5005
Details	05/06/2014 02:56 PM	111	\$111.00	WF025-*****7025	test	test	05/06/2014 02:57 PM		\$111.00	WF025-*****7025
Details	05/01/2014 1	123	\$123.00	WF025-*****7						

NOTE: to view ONLY wires or ONLY claims in the grid, select the appropriate check box and clear the **Show Matched** check box.

Options **Collapse**

Hide Hidden ☐ Show Additional Wire Data ☐ **Show Unmatched Wires** ☒ Show Unmatched Claims ☐ **Show Matched** ☐

Grid displays ONLY wires

Inbound Wires Matching Filter Criteria

Unmatched Bank Wires

Wire Received	File Number	Amount	Account
05/01/2014 12:27 PM	TestGreg	\$1.00	WF025-*****7025

Options **Collapse**

Hide Hidden ☐ Show Additional Wire Data ☐ Show Unmatched Wires ☐ **Show Unmatched Claims** ☒ **Show Matched** ☐

Grid displays ONLY claims

Inbound Wires Matching Filter Criteria

Unmatched Wire Claims

File Number	Amount	Account	Payor Name
2014030413	\$15.00	WF4567-*****4567	