

# International Wire Payment Creation

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## International Wire Payment Creation

1. Select the 'Payments' option under the 'Commercial Functions' menu.
2. Select the 'International Wire' payment type within the 'New Payment' drop down menu.

The screenshot displays the 'Payments' section of a software interface. On the left is a dark blue navigation menu with the following items: Accounts Summary, Transfer/Deposit, Transactions, Statements/Notices, Pay Bills, Commercial Functions (expanded), Users, User Roles, Company Policy, Wire Activity, Payments (highlighted), Recipients, Subsidiaries, and ACH Pass-Thru. The main area is titled 'Payments' and contains a search bar, a 'Filter by Type' dropdown, a 'New Template' button, and a 'New Payment' dropdown menu. The 'New Payment' menu is open, showing options: ACH Batch, ACH Collection, ACH Payment, ACH Receipt, Domestic Wire, International Wire (highlighted with a red box), Payment From File, and Payroll. Below the menu, there are six 'Available Templates' cards: 'Collection Test' (ACH Collection), 'Test Batch' (ACH Batch), 'Test Payroll' (Payroll), 'Test Single Payment' (ACH Payment), and 'Test Wire' (Domestic Wire). The 'Test Wire' card includes the text 'LAST PAYMENT \$0.01 Sent on: 8/2/2016'. A red arrow points from the 'Payments' menu item to the 'Collection Test' template card.

3. If the recipient is one already setup, click each of the fields and designate the corresponding information.
4. If the international recipient does not yet already exist, click on the 'New Recipient' button.

## Payments - International Wire

**Set Up Wires** | Review & Submit

Pay None	1	<input checked="" type="checkbox"/> Use same for all	09/26/2016	Notify All	<b>New Recipient</b>
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Recurrence: [Set schedule](#)

This transaction is valid and can be drafted.

<b>Recipient/Account *</b> International Recipient SWIFT/BIC ROYCCAT2.123456789	<b>Amount</b> \$0.01	<b>Currency *</b> USD	<b>Subsidiary *</b> Q2 Strategic Advis...	<b>From Account *</b> Business Value Checki... 42865 <b>\$51.22</b>
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<b>Pay</b> <input checked="" type="checkbox"/>	<b>Message to Beneficiary</b> <input type="text"/>	<b>Notify</b> <input type="checkbox"/>	<b>Process Date</b> 09/26/2016
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**Add**  more wire(s)

- To create multiple international wires at one time, click 'Add' at the bottom of the screen including how many additional wires need to be created.
- Click 'Next' once all international wires have been setup.

### Payments - International Wire

**Set Up Wires**
Review & Submit

**Payments**      **Process Date**

Pay None    1       Use same for all      09/26/2016       Notify All      **New Recipient**

Recurrence: Set schedule

This transaction is valid and can be drafted.

<b>Recipient/Account *</b>	<b>Amount</b>	<b>Currency *</b>	<b>Subsidiary *</b>	<b>From Account *</b>
International Recipient SWIFT/BIC: ROYCCAT2 123456789	\$0.01	USD	Q2 Strategic Advis...	Business Value Checki... 42865 \$51.22
<b>Pay</b>	<b>Message to Beneficiary</b>		<b>Notify</b>	<b>Process Date</b>
<input checked="" type="checkbox"/>	<input type="text"/>		<input type="checkbox"/>	09/26/2016 <input type="text" value="31"/>

Add  more wire(s)

Cancel **Next**

- Review the information on the screen for accuracy and click on 'Draft' or 'Approve' depending upon user entitlement.

### Payments - International Wire

**Set Up Wires**
Review & Submit

Number of Payments: 1	Total Amount: \$0.01	Send Payment(s) As: Subsidiaries	From Account(s): 1 Accounts
1 (USD)			

Recipient/Account	Amount	Currency	Subsidiary	From Account	Notify	Process Date
International Recipient 1 SWIFT/BIC: ROYCCAT2 123456789	\$0.01	USD	Q2 Strategic Advisory Services	Business Value Checking 42865	No	09/26/2016

Cancel
Previous
**Draft**
**Approve**

## International Recipient Creation

1. Enter the required fields designated with an asterisk (\*).
2. Click 'Next' at the bottom of the page once all necessary information has been entered.

**NOTE:** Enter the recipient's e-mail address and click the check box next to 'Send email notifications' for an automated e-mail to be sent to the recipient at the time the international wire is being processed.

### Add Sample International Wire Recipient

Recipient Detail

Account - New

<b>Display Name *</b> Sample International Wire Recipient		
<b>ACH Name</b> <input type="text"/>	<b>Wire Name</b> Sample International Wire Recipient	
<b>Email Address</b> example@example.com		
<input type="checkbox"/> Send email notifications		
<b>Country</b> United States ▼		
<b>Address 1 *</b> <input type="text"/>		
<b>Address 2</b> <input type="text"/>		
<b>City *</b> <input type="text"/>	<b>State *</b> Select State ▼	<b>ZIP *</b> <input type="text"/>

\* - Indicates required field

Cancel

Next

3. Designate the International Account Type – IBAN or SWIFT/BIC
4. Enter the required Beneficiary/Receiving Bank information
5. Enter the Intermediary Bank information (if needed)
6. Click 'Add another account' to associate an additional account to the recipient
7. Click 'Use Without Save' to create a one-time recipient
8. Click 'Create Recipient' to save this recipient for future use.

Add Sample International Wire Recipient

**Recipient Detail**      Account - New

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**Payment Types Allowed** Remove this account

ACH Only   ACH and Wire   **Wire Only**

Account Detail	Beneficiary Bank	Intermediary Bank
<b>Account</b> <input type="text" value="123465789"/>	<b>Name *</b> <input type="text" value="Royal Bank of Canada"/>	<b>Name</b> <input type="text"/>
<b>Financial Institution (FI)</b> <input type="text" value="Search by name or routing number..."/>	<b>Country</b> <input type="text" value="Canada"/>	<b>Country</b> <input type="text" value="United States"/>
	<b>International Account Type</b> IBAN <b>SWIFT/BIC</b>	<b>Wire Routing Number</b> <input type="text"/>
	<b>SWIFT/BIC *</b> <input type="text" value="ROYCCAT2"/>	<b>Address 1</b> <input type="text"/>
	<b>Address 1 *</b> <input type="text" value="180 Wellington Street West"/>	<b>Address 2</b> <input type="text"/>
	<b>Address 2 *</b> <input type="text" value="Toronto"/>	<b>City</b> <input type="text"/>
	<b>Address 3</b> <input type="text"/>	<b>State</b> <input type="text" value="Select State"/>
		<b>Postal Code</b> <input type="text"/>

\* - Indicates required field