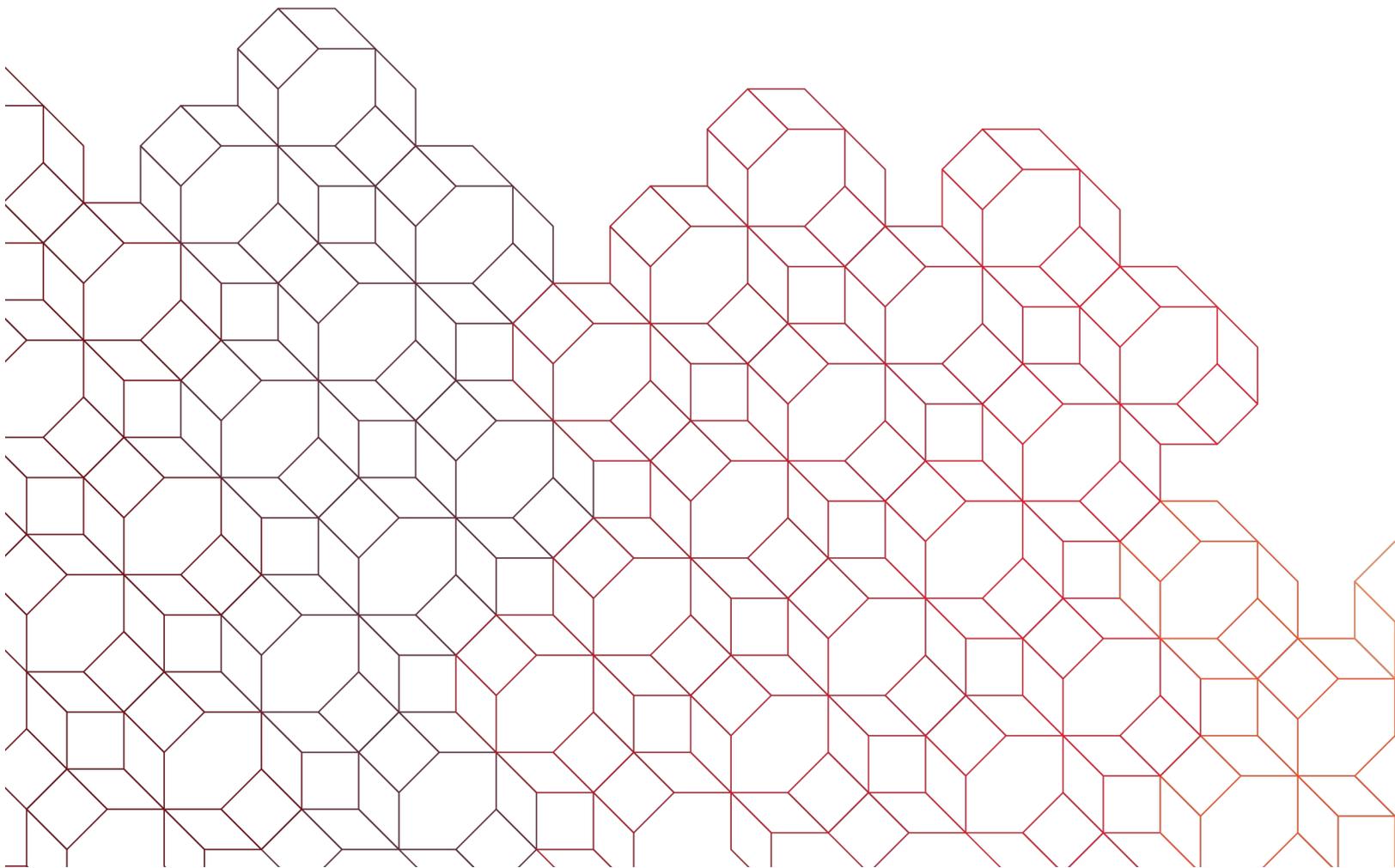# Exchange

Wire Payments

This Quick Reference Guide will assist you with instruction to perform wire payments within the application. Wire payments includes instructions on how to send a wire and use the copy as payment feature. Use the table of contents below to navigate to different topics within this guide.

TABLE OF CONTENTS

Send a Domestic Wire Payment

← Create a New Payment

Enter Details —————— Verify

* Payee Name

* Payee Account

* Payment Method

* From Account

* Payment Method

Filter

Standard Payment (ACH)

Wire Transfer - Domestic

Wire Transfer - International

After selecting "Add a Payment" from the "Payments" tab, you are directed to a new screen to create a "New Payment".

- Select the "Payee Name" from the drop-down list of beneficiary contacts in the Address Book. If there is only one account associated with the payee, the next two fields will auto complete.
- Select the "Payee Account" from the drop-down list of accounts created for the beneficiary contact.
- From "Payment Method", select the "Wire Transfer - Domestic" option provided.
- Select the "From Account" to withdraw funds for the wire.

* Payment Date

07/08/2024

Payment must be approved by
07/08/2024 17:25 CDT

* Payment Amount

USD

Comments (this will NOT be included in the payment - for internal use only)

Payment Detail Line 1

Payment Detail Line 2

Payment Detail Line 3

Payment Detail Line 4

Additional fields will appear once the first four are completed.
- Select the "Payment Date" the wire is to be sent. A message displays beneath with a reminder that the wire must be approved before the cut off for that day.
- Key in the "Payment Amount" for the wire.
- Comments are available, but they do not follow the wire.
- Additional "Payment Detail" fields are available and travel with the wire. Input optional information here, such as invoice number or for further credit information.

- "Make Recurring" check box, select to have this wire automatically initiate on a scheduled basis and define the schedule. Recurring payments require approval before final release for each initiated occurrence. Refer to the Recurring Payments Quick Reference Guide to learn more.
- Click "Verify" after all information has been supplied.

Recurrence Information

☐ Make Recurring

500.00 USD on 8 Jul 2024

Verify   Save for Later   Cancel

Send a Domestic Wire Payment cont'd.

Create a New Payment

Enter Details — Verify

Payee Name
testing

Payee Account
12334 - 011000015 - FEDERAL RESERVE BANK OF BOSTON

Payment Method
Wire Transfer - Domestic

From Account
0130000022 / DEMO Operating Account

Payment Date
07/08/2024

Payment Amount
500.00 USD

- A "Verify Payment Details" window displays to verify the wire information. If everything is correct, click "Submit".
- If changes are needed, click "Edit".

500.00 USD on 8 Jul 2024

[Submit] [Edit] [Cancel]

Max display of info: 93 days ⓘ

⊕ Add A Payment   ⊕ Add a Collection   ⊕ Add a New Tax Payment   🖨 ▯ ↻ 07/08/2024 03:57 PM

✓ **Payment Submitted**
ID: 2077
To: testing 12334
From: DEMO Operating Account 0130000022
Amount: 500.00 USD
Value Date: 07/08/2024
Payment Type: Wire Transfer - Domestic   ⌄ Details ⊗

Filter [Select fields ▾]   [Two Week Look Back ▾] 🗗 Filters

☐ All	Confirmation Number	Actions	Payee	Amount	Credit Currency	Payment Date	Status	Payment Type	Reject Reason	⚙
☐		View ▾	testing	500.00	USD	07/08/2024	Entered	Wire Transfer - Domestic		

Viewing 1-1 of 1 records   Display [50 ▾] per page Page [1 ▾] of 1

You are then directed back to the Payments List View.
- All Wire Payments initiated in the system require secondary approval before they are released to the bank. They will appear in the Payments list view as **"Incomplete Approval"** or **"Entered"** until approved.
- You may continue to modify the wire until it is approved.
- If the payment is **entered** successfully, you will see the "Payment Submitted" green bar message and the wire is in the list view in an "Entered" status.

Reminder: You may need to adjust your list view settings or filters to display in your preferred format.

Send an International Wire Payment

FX rates are updated in Exchange three times a day: 6 am, 11 am and 3 pm. If an FX wire has been entered but not approved before the next time the rates are loaded, the wire will need to be modified and then approved. When the new rates are loaded, the previous rate expires.

After selecting "Add a Payment" from the "Payments" tab, you are directed to a new screen to create a "New Payment".

← Create a New Payment

Enter Details   Verify

* Payee Name

* Payee Account

* Payment Method

* From Account

- Select the "Payee Name" from the drop-down list of beneficiary contacts in the Address Book. If there is only one account associated with the payee, the next two fields will auto complete.
- Select the "Payee Account" from the drop-down list of accounts created for the beneficiary contact.
- Once the Payee Account is selected, the "Payment Method" automatically populates "Wire Transfer - International".
- Select the "From Account" to withdraw funds for the wire.

Additional fields will appear once the first four are completed.
- The "Payment Date" will populate based on the currency of the country for the Bank Code (SWIFT address). **Note:** When sending in foreign currency (FX), the wire must be approved a day (CAD, PHP, RUB and TRY currencies) or two days for all other currencies before the Payment date, notice the message and "Transaction Date" (date to send).

* Payment Date

07/11/2024

Payment must be approved by 07/09/2024 16:00 CDT

* Transaction Date ⓘ

07/09/2024

International Currency Payment Information

Rate Type

◉ Exchange Rate   ○ Contract ID

* Payment Amount   Debit Amount   Exchange Rate

10,000.00 EUR   = 11,147.69 USD   1.114769

- Key in the "Payment Amount" for the wire. If foreign currency is used, the "Debit Amount" field will display the US equivalent and provide the Exchange Rate used. If the beneficiary is paid in USD, these fields are not displayed.
- If you contacted BOK Financial's Trade Desk for an exchange rate, select "Contract ID" radio button. Input the "Contract ID" provided by the Trade Desk and the "Exchange Rate" quoted to you. The "Debit Amount" is calculated and provided.

Rate Type

○ Exchange Rate   ◉ Contract ID

* Payment Amount   * Contract ID   Exchange Rate

10,000.00 EUR

Send an International Wire Payment cont'd.

Comments (this will NOT be included in the payment - for internal use only)

Payment Detail Line 1

Payment Detail Line 2

Payment Detail Line 3

Payment Detail Line 4

Recurrence Information

☐ Make Recurring

10,000.00 MXN on 11 Jul 2024

[Verify] [Save for Later] [Cancel]

- Comments are available, but they do not follow the wire.
- Additional "Payment Detail" fields are available and travel with the wire. Input optional information here, such as invoice number or for further credit information.
- "Make Recurring" check box, select to have this wire automatically initiate on a scheduled basis and further define the schedule. Recurring payments require approval before final release for each initiated occurrence. Refer to the Recurring Payments Quick Reference Guide to learn more.
- Click "Verify" after all information has been supplied.

- A "Verify Payment Details" window displays to verify the wire information. If everything is correct, click "Submit".
- If changes are needed, click "Edit".

← Create a New Payment

○ Enter Details ● Verify

Payee Name
intl test

Payee Account
1234 - 021080193 - ECB ACCT BANQUE DE FRANCE

Payment Method
Wire Transfer - International

From Account
0130000022 / DEMO Operating Account

Payment Date
07/11/2024

Transaction Date ⓘ
07/09/2024

International Currency Payment Information

Rate Type
⦿ Exchange Rate   ○ Contract ID

Payment Amount	Debit Amount	Exchange Rate
10,000.00 MXN	573.90 USD	0.05738961

10,000.00 MXN on 11 Jul 2024

[Submit] [Edit] [Cancel]

Send an International Wire Payment cont'd.

Max display of info: 93 days ⓘ

⊕ Add A Payment ⊕ Add a Collection ⊕ Add a New Tax Payment   🖶 ▯ ↻ 07/09/2024 03:59 PM

⊘ Payment Submitted   ⌄ Details ⊗
   ID: 2104
   To: intl test 1234
   From: DEMO Operating Account 0130000022
   Amount: 10,000.00 MXN
   Value Date: 07/11/2024
   Payment Type: Wire Transfer - International

Filter [Select fields ▾]   [Set As Default] [My Payments ▾] 🔖 Filters

☐ All	Confirmation Number	Actions	Payee	Amount	Credit Currency	Payment Date	Status	Payment Type	Reject Reason ⚙
☐		View ▾	Wire Intl Europe	10,000.00	EUR	07/11/2024	Entered	Wire Transfer - International	
☐		View ▾	intl test	10,000.00	MXN	07/11/2024	Entered	Wire Transfer - International	
☐		View ▾	testing	500.00	USD	07/08/2024	Approval Window Passed	Wire Transfer - Domestic	Approval Window Pa

You are then directed back to the Payments List View.

- All Wire Payments initiated in the system require secondary approval before they are released to the bank. They will appear in the Payments list view as **"Incomplete Approval"** or **"Entered"** until approved.
- You may continue to modify the wire until it is approved.
- If the payment is **entered** successfully, you will see the "Payment Submitted" green bar message and the wire is in the list view in an "Entered" status.

Reminder: You may need to adjust your list view settings or filters to display in your preferred format.

Wire Copy as Payment

Based upon permissions, you can copy an approved wire from the payments list. When you copy a wire, you can also edit the debit account, the Payment Date and Payment Amount as needed, then submit to send.

Payments Payment Templates

Max display of info: 93 days ⓘ

⊕ Add A Payment   ⊕ Add a Collection   ⊕ Add a New Tax Payment

🖨 ⬀ ↻ 07/10/2024 07:57 AM

Filter Select fields ▾

Set As Default   All Payments ▾   🛇 Filters

☐ All	Actions	Payee	Amount	Payment Date	Status	Payment Type	Entry Method	Reject Reason	Approval
☐	View ▾	intl test	10,000.00	07/11/2024	Approval Window Passed	Wire Transfer - International	One-Time Payment	Approval Window Passed	
☐	View ▾	Wire Intl Europe	10,000.00	07/11/2024	Approval Window Passed	Wire Transfer - International	One-Time Payment	Approval Window Passed	
☐	View ▾	testing	500.00	07/08/2024	Approval Window Passed	Wire Transfer - Domestic	One-Time Payment	Approval Window Passed	
☐	View ▾ 12345AdvancedFX	7.80	07/10/2024	Released	Wire Transfer - International	One-Time Payment		

Copy as Payment
Make Recurring Payment

Viewing 1-4 of 4 records

Display 50 ▾ per page ‹ Page 1 ▾ of 1 ›

(Approve) (Unapprove) (Reject) (Delete)

Copy As Payment

← Copy As Payment

● Enter Details   ○ Verify

Payment Information

* Payee Name
12345AdvancedFX ▾

* Payee Account
8095758632 - 122105498 - BOKF NA ▾

* Payment Method
Wire Transfer - International ▾

* From Account
0130000021 / DEMO General Account ✕ ▾

* Payment Date
07/12/2024 📅
Payment must be approved by 07/10/2024 16:00 CDT

* Transaction Date ⓘ
07/10/2024

International Currency Payment Information

Rate Type
● Exchange Rate   ○ Contract ID

* Payment Amount   Debit Amount   Exchange Rate
7.80 EUR = 8.70 USD   1.114769

Comments

7.80 EUR on 12 Jul 2024
(Verify) (Save for Later) (Cancel)

- From an approved or released wire, from the "Actions" menu, select "Copy as Payment".
- Once the wire is displayed, make necessary changes for fields that can be edited (fields that are gray cannot have changes made) and click "Verify".
- The process will follow the same final steps as sending a wire from "Add a Payment".

NOTE: Copy as Payment does not alter the approved payment, it only uses the information within it to create a new payment.