

WIRE TRANSFER PROCEDURES

Wire Transfers can now be done in two ways, Payment Request (PREQ) or Disbursement Voucher (DV) in the Kualifinancial System (KFS). Please review APM **A8.808** for Wire Transfers. You can download the UH Wire Transfer Form from the APM or the Kualifinancial website under Forms.

KFS Site: <http://www.hawaii.edu/kualifinancial/?page=forms&showSubMenu=forms>

IMPORTANT NOTES TO FOLLOW:

- A. Hard copy of Wire Transfer form, PO, and original invoice must be sent to University of Hawaii, Disbursing Office ATTN: Alan Kimura, 2445 Campus Road, Honolulu, HI 96822
- B. The Vendor Name in KFS must match the Name on the Bank Account in the wire transfer. If the name does not match, the wire cannot be done.
- C. Overall, wire transfers are done for businesses. Wire transfers for Individuals will be reviewed on a case by case basis by Disbursing for approval or disapproval.
- D. Wire transfers in USD/foreign currency can **ONLY** be done between **7:00 AM – 10:30 AM HST**.
- E. Whenever a wire transfer is completed by the Disbursing Office, a scanned copy of the wire documentation will be emailed via attachment to the FA requesting the wire. The documentation will include the **International Wire Trace Number**. The same documentation will also be attached to the DV or PREQ in the Notes and Attachments tab.
- F. If the vendor does not receive the wired funds, give the vendor the International Wire Trace Number. The vendor will give the number to their bank to trace where the wire is located.
- G. The department can also request a wire trace for a fee from the US side. Coordinate with UH Treasury (BURSAR) office.
- H. Contact Alan Kimura, UH Disbursing Office (808) 956-6621, email alankimu@hawaii.edu, or Carolyn Kanemaru (808) 956-7850, email ckanema@hawaii.edu if you have any questions concerning wire transfers.

PAYMENT REQUEST (PREQ) WIRE TRANSFER

1. To request a **Payment Request (PREQ) Wire Transfer**, email Disbursing via UHDISB3@hawaii.edu the following completed documentation:
 - UH Wire Transfer Form
 - Copy of Purchase Order
 - Copy of Invoice w/aging stamp filled in
 - If invoice does not contain wire information, provide vendor's correspondence listing wire transfer informational data.
 - If the wire transfer is in foreign currency, provide current foreign currency to US Dollar conversion amount.

2. Disbursing will create PREQ, add WIRE TRANSFER to the PREQ Description field, and select Payment Method, W–Wire Transfer, and enter the following Wire Transfer information:

- Payment Method: W-Wire Transfer
- Bank Name:
- Bank ABA Routing #: (if US Bank)
- Bank City:
- Bank State: (if US Bank)
- Bank Country:
- Bank Account #:
- Bank Acct in the Name of:
- Waive Wire Transfer fee: (N/A)
- Additional Wire Information: (leave blank)
- Addenda: (leave blank – Disbursing will fill in with wire transfer number & date)
- DV Amount Stated In: (US Dollars or foreign currency)
- Currency Type: (US Dollars or foreign currency name)

Payment Method	
<div style="text-align: right;">▼ hide</div>	
Payment Method	
<small>The fields below are required when selecting wire transfer as form of payment. If you have selected the payment method of wire transfer, please be aware that there will be a wire transfer fee charged to the department: 0 for domestic wires and 0 for foreign wires.</small>	
* Payment Method:	W - Wire Transfer ▼
Recurring Profile No.:	<input type="text"/>
Waive wire transfer fee?:	No
* Bank Name:	AMERICA SAVINGS BANK
Additional Wire Information:	<input type="text"/>
Bank ABA Routing #: *required for US bank	123456789
Addenda:	<input type="text"/>
* Bank City:	HONOLULU
* DV Amount Stated in:	U.S. Dollars ▼
Bank State: *required for US bank	HI
* Currency Type:	DOLLARS
* Bank Country:	UNITED STATES ▼
* Bank Account #:	1234567
* Bank Acct in the Name of:	JOE AMERICA
<small>FYI: Foreign wires may take 10-15 business days to reach their destination.</small>	

3. Fiscal Administrator (FA) will review PREQ and will not be allowed to change the Payment Method. If the FA does not want a wire transfer done, he/she can submit a Request for Cancel of the PREQ. In the Notes and Attachments tab, give an explanation for the request for cancel and what to do with the payment invoice. Disbursing will then cancel the PREQ and reinitiate a new PREQ based on the FA’s instructions.
4. A wire transfer PREQ will route to Tax Manager (Disbursing) for final approval, not Pre-Disbursement Processing (PDP) for check cutting.
5. Tax Manager will use information from PREQ to transmit Wire Transfer via Bank of Hawaii Business Connections. (Due to the time delay of wiring money to foreign countries, some foreign currency wire transfers may not always be processed the same day the exchange rate was posted. The rates will often be different when the wire is executed.)

DISBURSEMENT VOUCHER (DV) WIRE TRANSFER

The wire transfer process for Disbursement Voucher (DV) is very similar to the PREQ wire transfer procedures. The primary difference is the department can create the wire transfer request instead of the Disbursing Office. The process of attaching all the required documentation to the Notes and Attachment section does not change as well as the level of approval required. When preparing DV wire transfer requests, please follow this process:

- List in the Description field: **FO/FA Code, Wire Transfer, Vendor Name**
For example, **024 WIRE TRANSFER IMPRIEMERIE OFFICIELLE**
- List in the Explanation field that you want a wire transfer and in what currency.

To request a **Disbursement Voucher (DV) Wire Transfer**, complete the Disbursement Voucher screen until you reach the Wire Transfer tab.

1. **Wire Transfer tab.** Fill in the required information.

- Bank Name:
- Bank ABA Routing #: (if US Bank)
- Bank City:
- Bank State: (if US Bank)
- Bank Country:
- Bank Account Number:
- Bank Acct in the Name of:
- Waive Wire Transfer Fee:
- Additional Wire Information: (Input SWIFT Code for international wires)
- Addenda: (Leave blank – use by Disbursing for the BOH Wire # & Date)
- DV Amount Stated in: (See statement)
- Currency Type: (List Foreign currency type or USD)

Wire Transfer			
Recurring Profile No.:		Waive wire transfer fee?:	No
* Bank Name:	OFFICE POSTES ET TELEC	Additional Wire Information:	SWIFT CODE: OFTPPFT1
Bank ABA Routing #:		Addenda:	W206165 DTD 04/02/2013
* Bank City:	PAPEETE TAHITI	* DV Amount Stated in:	DV amount is stated in U.S. dollars; convert to foreign currency
Bank State:		* Currency Type:	EUR
* Bank Country:	FRENCH POLYNESIA		
* Bank Account #:	9113909S068		
* Bank Acct in the Name of:	IMPRIMERIE OFFICIELLE	FYI: Foreign wires may take 10-15 business days to reach their destination.	

2. Upon completion, ensure you also scan and attach all of the wire transfer documentation to the Notes and Attachment tab. If the invoice is not aged stamp, input the Date of Invoice Received, and Goods and Services Received Date in the Notes and Attachments tab.

3. If wire amount is greater than \$25,000, UH OPRPM approval must be given before the wire is initiated.

Searching for Wire Transfers in KFS:

PREQ Wire Transfer Search suggestions:

- A. Search by Main Menu>Payment Requests>Payment Request Status>Awaiting Tax Approval, Workflow Data. We see all PREQs requiring Tax Manager approval, including NRAs.
- B. Reduce Roles to limit number of Action List items.

DV Wire Transfer Search Suggestion:

- A. Search by Document Lookup, Ledger Document Type: DVWF (Disbursement Voucher WT/FD), Sort by Route Status by Enroute.
- B. DV Document Description to include Wire Transfer to facilitate WT searches.