

WIRE TRANSFER PROCEDURES

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

https://www.fmo.hawaii.edu/payment_reimb/docs/wire_transfer_form.pdf

IMPORTANT NOTES TO FOLLOW:

- A. 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.
- B. 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.
- C. Wire transfers can **ONLY** be done between **7:00 AM – 10:30 AM HST**.
- D. Whenever a wire transfer is completed by the Disbursing Office, a copy of the wire transfer confirmation will be attached to the DV or PREQ in the Notes and Attachments tab, and the FA will be notified via ad hoc FYI. The documentation will include the **International Wire Trace Number**, referred to on the document as “2nd Confirmation.”
- E. 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.
- F. The department can also request a wire trace for a fee from the US side. Coordinate with UH Treasury (BURSAR) office.
- G. Contact Donnie Feng at donnie@hawaii.edu or Pattareya Becker at pattreey@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 Invoice w/aging stamp filled in
 - If invoice does not contain wire information, provide vendor’s correspondence listing wire transfer informational data.

Special instructions for wire transfers in foreign currency:

- If the wire transfer is in foreign currency, provide current foreign currency to US Dollar conversion amount. (Note that this amount is only for reference purposes, actual amount will be different because currency exchange rates fluctuate every day, and financial institutions also quote a more expensive amount to customers than what’s shown on Oanda for their fees/profit.)
- For the reasons stated above, please encumber around 10% more than the conversion amount obtained from Oanda to allow for changes in the exchange rate.

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 #: (Input IBAN if available, otherwise input account number)
- 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. Disbursing 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 creates 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: (Input IBAN if available, otherwise input 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 TELECOM	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 does not have an aging 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 OPM approval must be given before the wire is initiated.