Create International Payment

Simplifying and connecting your digital services

Creating an International Payment

Selecting Payments from the left hand menu will present you with a number of payment methods depending on your own user entitlements.

In this video, we will go through how to create a manual Australia payment.

Firstly, we need to select the funding (or Debit) account from where the payment will be made by either using the drop down menu or the search function.

Complete the Payment Details fields with the mandatory information.

For clarification, the Payment Name will appear on the payment reports available in Transactive - Global.

The Payment Reference will appear as part of the narrative on the Debit account and beneficiaries statement and again on payment reports.

Should you wish to future date the payment, you can amend the date here.

Next, select the CCY that the funds will be credited in.

Under Payment Currency field, you also have the option to enter the amounts in the currency of the debit account. Note however, this is only available if the debit account currency is different to the payment currency as shown here.

Next we can add the Beneficiary Details by clicking on the Add icon which will create a record in the grid.

Using the drop down icon, depending on you access, you will have the option of selecting a beneficiary from the list or manually creating a new ad hoc beneficiary.

Under reference, you will notice this is pre-populated by using the same as Payment Reference in the details section.

Next, click on the Details icon in order to enter in the payment amount and verify the beneficiary details.

Here you can amend the Beneficiary Details if required by clicking on the Edit Beneficiary Details icon. This will display items such as Bank SWIFT Code information and Beneficiary Bank Account details.

Below this, you can enter the payment amount in the CCY specified in the first screen. This box also contains an option to change the Charges if required.

The client reference is derived again from the Payment Reference from the original screen.

If an Intermediary bank is required for the payment, you can enter the relevant details here.

A payment may require information such as billing or invoice details. These can be entered under Remittance Information, and if required, can then be emailed to the beneficiary by checking the box below.

Pre-populated email addresses are derived from the beneficiary details in the Payee List.

Hit Save to return to the creation screen.

Should you wish to create a batch of payments, this is possible by adding more records into the Beneficiary Details grid and following the same process as shown previously.

Please note however that the payments must all be in the same currency pairing. This can also be removed, as shown.

Should the payment require the need to utilise a pre-purchased contract as part of the transaction, then this can be added below under the FX Details section.

Clicking on the Rate Type menu drop down, select Contract from the list and you can then Add any FX Contracts as part of the payment.

If there is any shortfall after applying the contract, then you can elect to pay the remaining amount by using a Dynamic Rate.

For the purposes of this demonstration, we will just use the Dynamic Rate for the entire payment.

In the Bene Details grid, you will now notice that an equivalent amount is shown if you have selected an alternative payment currency. This conversion is determined by using a non-transactable daily mid-rate to estimate the transaction value for the purpose of the approval discretions and available funds checking. It is important to note the actual exchange rate will be available after approval has been made.

Once complete, hit Review & Submit and you will be presented with a Review screen to verify your payment, where you can then either go back and edit, or Submit the payment for approval.

Once submitted, a confirmation pop-up will appear with you Payments ID and also options to request a summary report, save the payment for future repeated payments as a template or view your payment.

Clicking on OK will take you to your Current Payments screen.

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