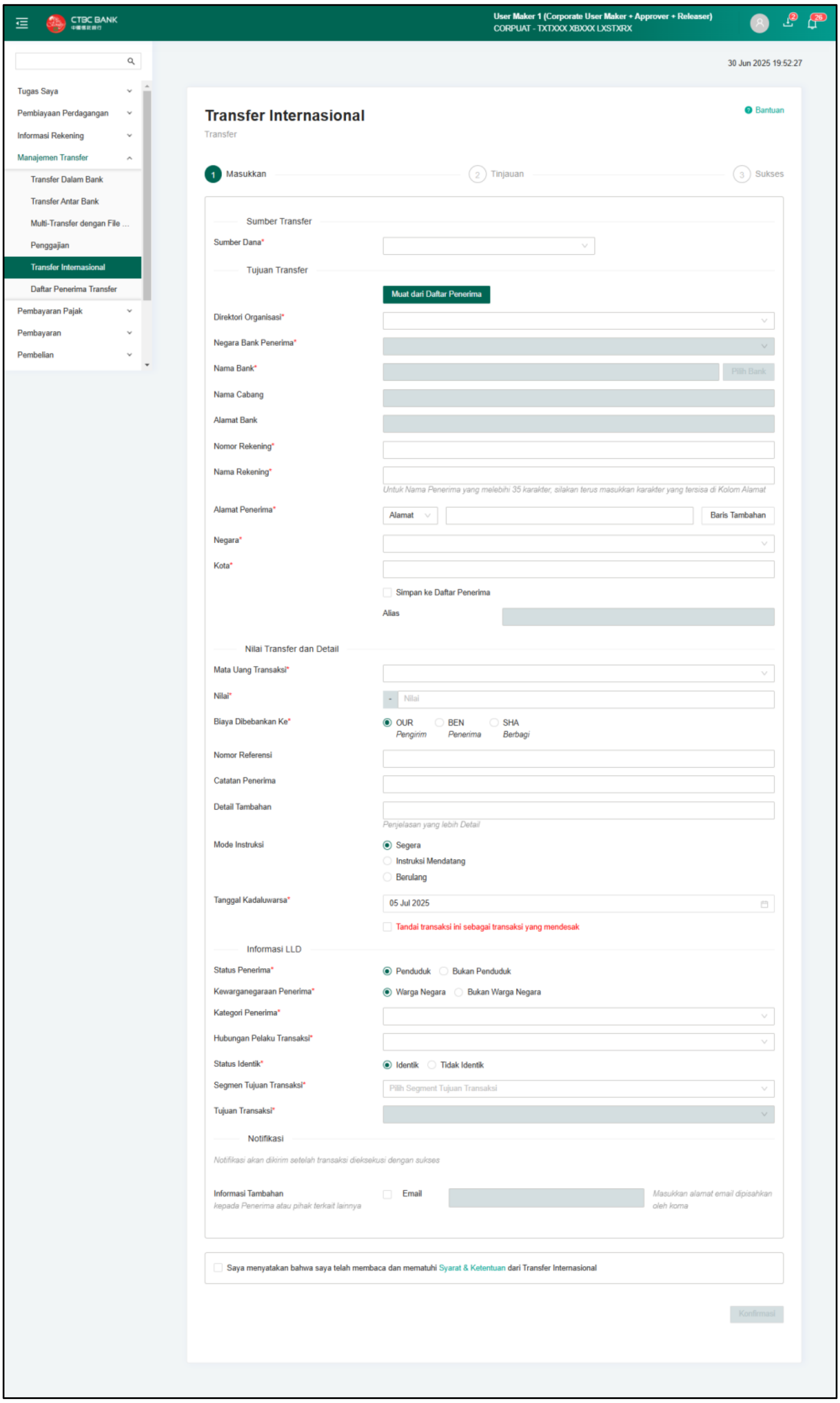
1. International Transfer

This menu allows officers to transfer funds to international bank accounts from a list of recipients or from a new entry. It also allows officers to define the instruction mode, allowing officers to set when the transaction will be processed. There are three instruction modes: Immediate Transfer, Date-Specific Transfer, and Recurring Transfer. The allowed currency matrix for international transfers is Local Currency, Same Currency, or Different Currency.

1.1 Send

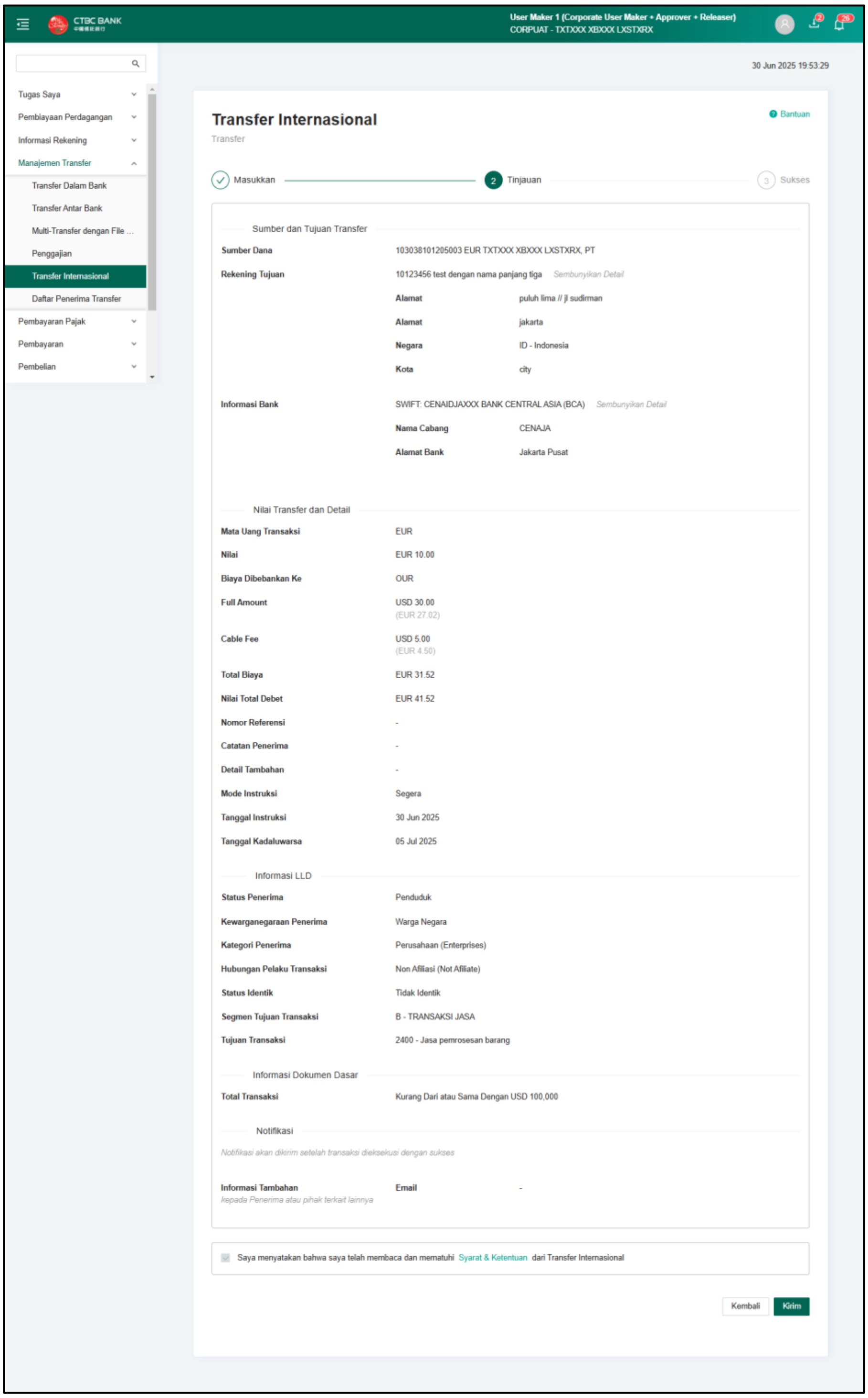
Here are the steps to create an International **Transfer transaction** in the **Transfer Management** menu:

1. From the **Prime Cash** main menu, click **Transfer Management**, then click **International Transfer**. The **International Transfer** page will be displayed.

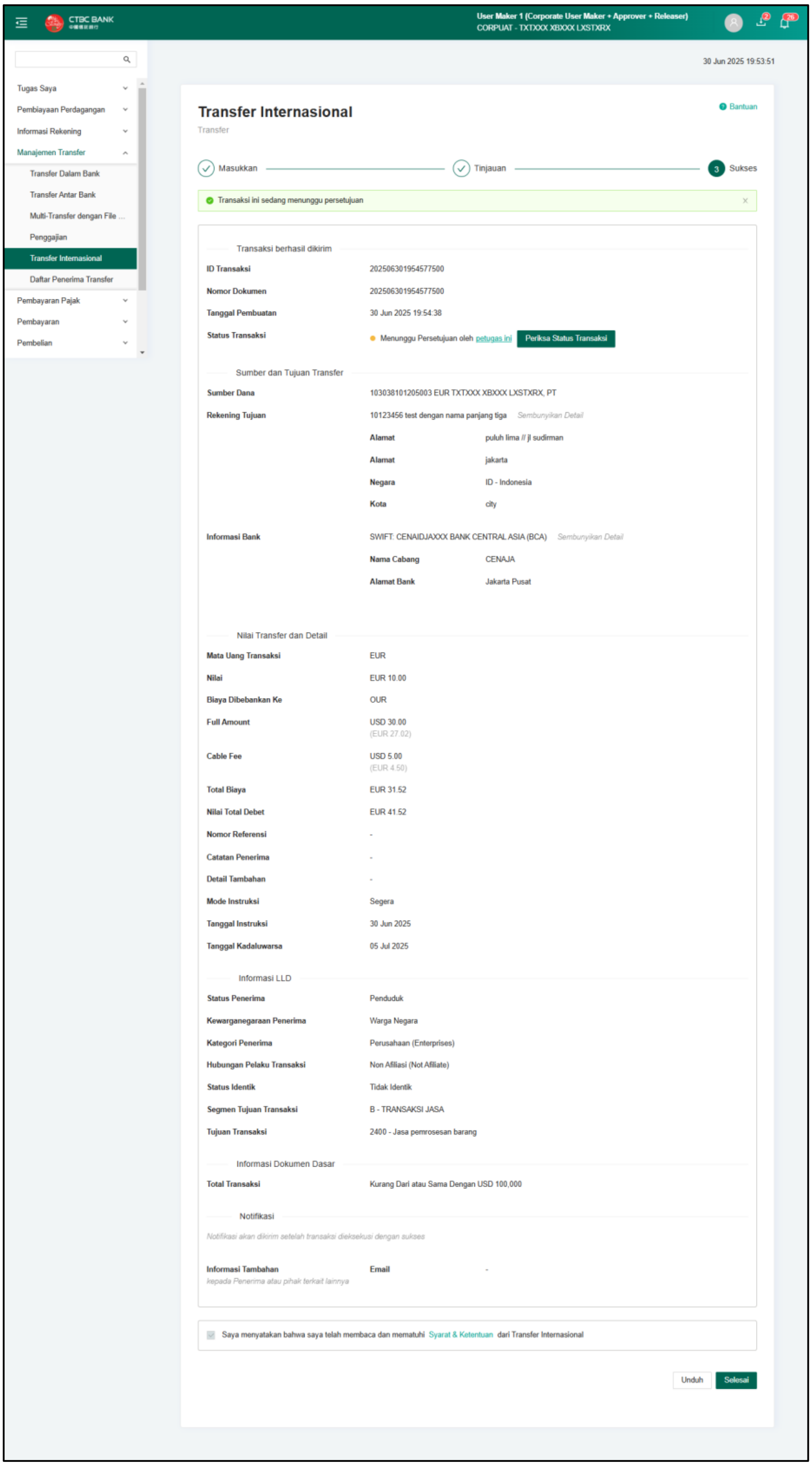


2. Select **Funding Source** (**Required**).
3. Select Organization Directory (**Required**).
4. Select Recipient Bank Country (**Required**).
5. Click the **Select Bank** button (**Required**). The **Find Recipient Bank** pop-up page will appear.

6. Select **Recipient Bank**. Several fields will be filled in.
7. Enter **Account Number** (**Required**).
8. Enter **Account Name** (**Required**).
9. Enter **Recipient Address** (**Required**).
10. Select **Country** (**Required**).
11. Enter **City** (**Required**).
12. Check or uncheck **Save to Recipient List**. If checked, enter an **Alias** (**Required**).
13. Enter **Transaction Currency** (**Required**).
14. Select Exchange Rate (**Required**).
15. Enter Amount (**Required**).
16. Select **Fees Charged To** (**Required**).
17. Enter **Reference Number** (**Optional**).
18. Enter **Recipient Notes** (**Optional**).
19. Enter **Additional Details** (**Optional**).
20. Select **Instruction Mode** (**Required**).
21. Check **Mark this Transaction as Urgent** (**Optional**).
22. Select **Recipient Status** (**Required**).
23. Select **Recipient Nationality** (**Required**).
24. Select **Recipient Category** (**Required**).
25. Select **Transaction Relationship** (**Required**).
26. Select **Identical Status** (**Required**).
27. Select **Transaction Destination Segment** (**Required**).
28. Select **Transaction Purpose** (**Required**).
29. Enter **LHBU Document Type Description** (**Optional**).
30. Select **Total Transactions This Month** (**Required**).
31. Check or uncheck **Additional Information**. If checked, enter **Email** (**Required**).
32. Check the **Terms & Conditions** (**Required**).
33. Click the **Confirm** button. The **International Shipping Confirmation** page will appear.



34. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
35. Click the **Submit** button. The **International Send Results** page will appear with the message "**This transaction is pending approval**.".



36. Click the **Download** button to download the page or click the **Done** button to return to the **Send International** page.
37. Transactions that have been submitted must be approved by the approver on the **Pending Task.**