

## Campus Organizations Accounting- International Wire Transfer Requests

Funds transferred internationally from your Campus Organization account are sent via a wire transfer. The *COA Wire Transfer* is a request the Campus Organization Office has created in Workday to request these types of transactions. Before you begin, please have the following information ready:

- The amount to send in the recipient's currency
- A screenshot/printout of the exchange rate between the recipient's currency and USD from [OANDA](#). This will be added as an attachment to the request.
- The Name and Address of the recipient's bank
- Swift Code or IBAN
- FRCA Code
- The Name on the Account
- The Address of the account holder

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### Initiating the Request

The treasurer will log into Workday, and access *Create Request* through either the Requests application icon on the homepage, or by typing "create request" in the search bar. Select *COA Wire Transfer* in the list of requests, or type "wire transfer" in the *Request Type* box before selecting "OK".

A screenshot of the 'Request Type' dropdown menu in Workday. The text 'Request Type \*' is on the left. The dropdown box contains 'x COA Wire Transfer' and a three-line menu icon on the right.

**Completing the Request:** Please fill in the request prompts as described below

**Describe the Request:** Please add a short description of what should be wired and why.

**Organization Name:** Write in your own full organization name (no abbreviations please!)

**Organization Program Worktag:** Write in your organization Program Worktag (in format PGXXXXXX)

**Purpose of Wire Transfer:** Describe the reason your organization's funds need to be transferred

**Requested Amount to Transfer:** Enter the amount that needs to be paid.

**Type of Wire Transfer:** Select "International Payment"

- When selecting "International Payment," write in the following information about the recipient's bank:
  - Name and address of Bank
  - Account Number
  - Swift code or IBAN
  - FRCA Code
  - Name on Account
  - Address of account holder
  - Type of currency to send
  - Approximate total in USD
  - The name of the beneficiary who will receive the funds

**Campus Org Advisor to Approve the Request:** Detail what type of event this is, such as a club meeting, an event your club is hosting, etc. Write in the name of your organization advisor who should approve this Workday request. If your organization has multiple advisors you only need to write in one name, as only one advisor needs to approve the request.

### Attachments

An international wire will require an attachment. Please visit [oanda.com](http://oanda.com) and create a currency conversion between the currency of the recipient and USD (if different). Please attach a screenshot of the currency conversion to the request.

For example, if you needed to send 300 Euros as payment, please enter “Euros” and “300” in the “Currency I Want” fields, and set “Currency I Have” to USD.

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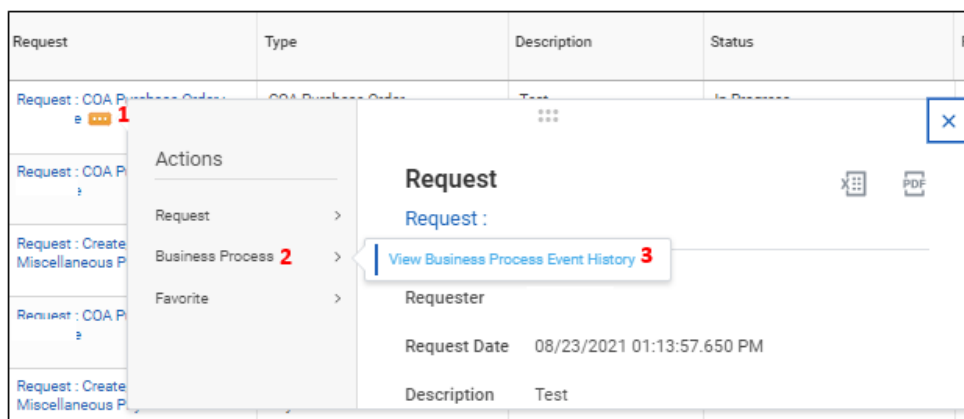
### Approval Routing and Processing

Once submitted, the request routes through several approvals before the request is sent to be entered, processed, and the funds are sent.

1. The treasurer will fill out and submit the request in Workday
2. The COA Student Accountants will review the request for accuracy and completeness, as well as verify the status of your organization and that the Treasurer has completed the current school year’s Treasurer Training in Canvas, and that the organization account has sufficient funds to process the request.
3. The request will be sent to the organization advisor to review and approve the request
4. The COA manager will review and approve the request. At that time the request will close, and the treasurer will receive Workday notification that the request is approved.
5. The transaction will be sent for data entry so it can be reviewed and completed. Please allow five business days for processing.

At any time, the treasurer may check on the status of the request, and view who has approved the request, and who has yet to approve the request. To see requests, use *My Requests* in the *Requests* application, or search *My Requests* in the search bar.

A list of every request you’ve made will populate. If you want to find more information about an in-progress request, first select the more actions orange button from within the first column (1). Then go to “Business Process” from the menu that appears (2). Then select the link “View Business Process Event History” (3).



You’ll then find what information you entered on the form (under Details), and who has approved or has yet to approve the request (under Process).