

Creating a Remittance Transaction (Live Rate)

Primarily for transferring funds in foreign currencies or overseas wire.

Step 1
Click **Payment** > **Remittance** from the left navigation panel.

Step 5
Click to search for 'Swift Code'.

Step 7
Populate the fields:

- Amount: Select the relevant currency and enter the remittance amount (min. 1)
- Exchange rate (if required): For 'Contracted Rate', the 'FX Deal Reference' field is compulsory.

Step 9
Select the value date.

Step 2
Click at 'Source Account' to select the debit account.

Step 3
Select 'New Entry'.

Step 4
Enter the Beneficiary's account information.

Step 6
Populate the code, click 'Search' and select the relevant 'Swift Code'.

Step 8
For email notification (if required), select the 'Send' button and provide the email address of the recipient (max. 100 characters).
Separate multiple email addresses with ;

Step 10
Click 'Confirm'.

Step 11
Once the confirmation page is displayed, select 'Submit' then 'OK'.

Step 12
A confirmation status will appear upon successful submission.

NEXT STEP

Notify your **Authoriser(s)** to approve the transaction. (Refer to guide on 'Transaction Authorisation').