



# **Butterfield Online**

Templates

VERSION 1.0 | 01 AUGUST 2020

# Butterfield Online Templates

## Creating Wire Beneficiary Template in Butterfield Online

The first step to creating a wire template is to create a Beneficiary (The person who will be receiving the funds).

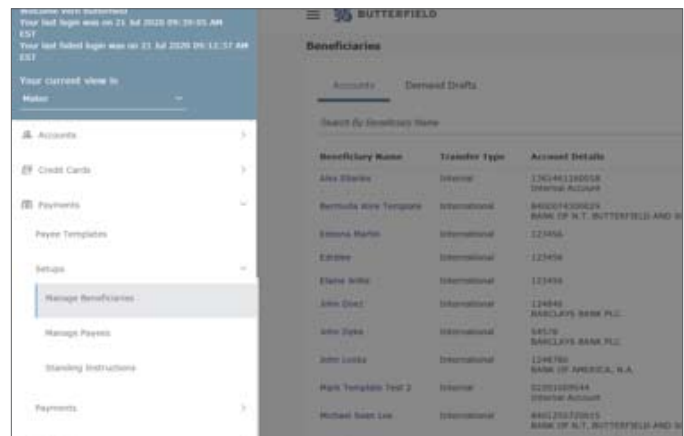
### Beneficiary

There are two ways of creating a beneficiary in OBDX. A beneficiary requires only the beneficiary name, address and bank details (search by Swift or National Clearing Code) to populate.

#### 1. Manage Beneficiaries

Access the menu options list. Click “Payments” then click on “Setups/Manage Beneficiaries”.

This option can also be accessed by entering the name of the transaction using the Search icon (🔍) in the top right-hand corner of the screen.



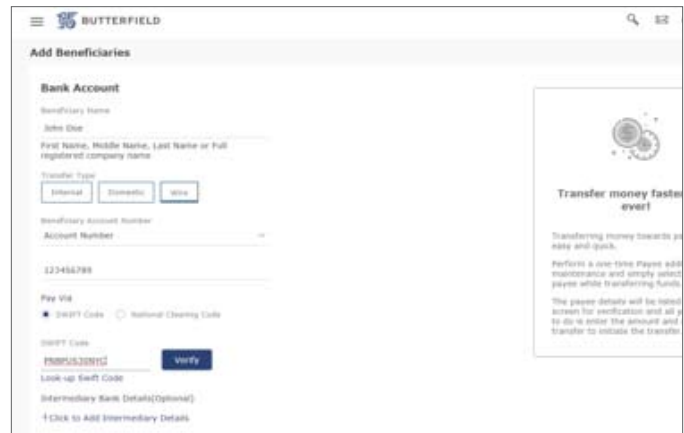
Enter the Beneficiary Name.

Select Transfer Type as “Wire”.

Select Beneficiary Account as “IBAN” or “Account Number” and enter details in provided field.

Select the radio box “Swift Code” or “NCC Code”.

Enter Swift Code in the provided field and then click on Verify.

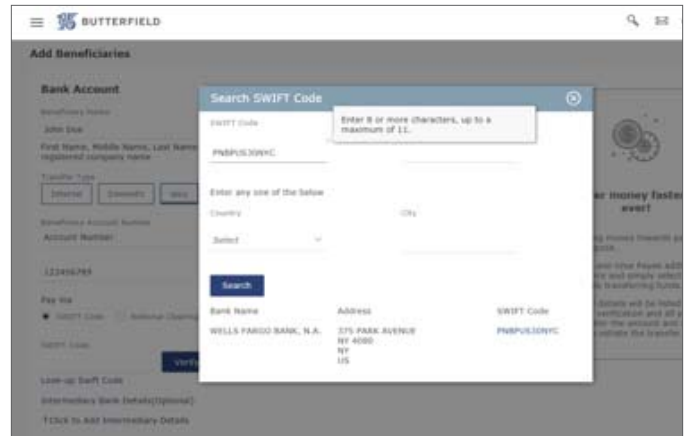


Search for Swift Code by clicking on the button “Look up Swift Code”.

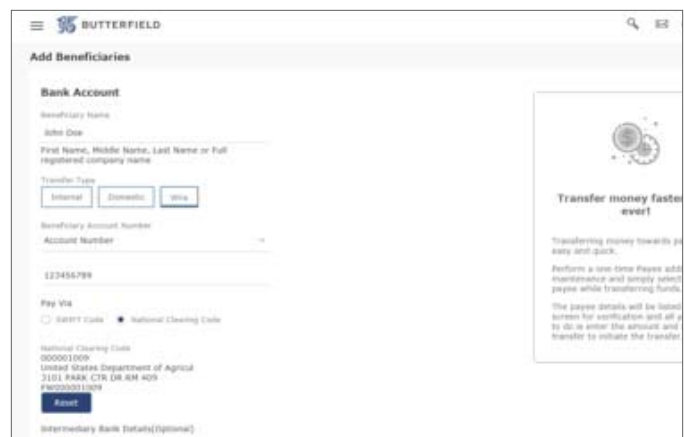
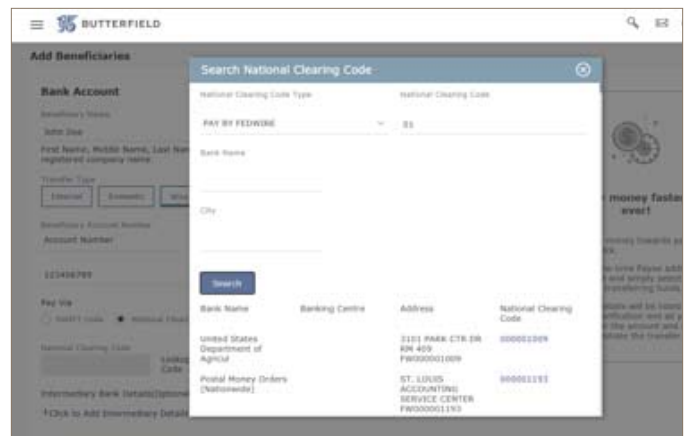
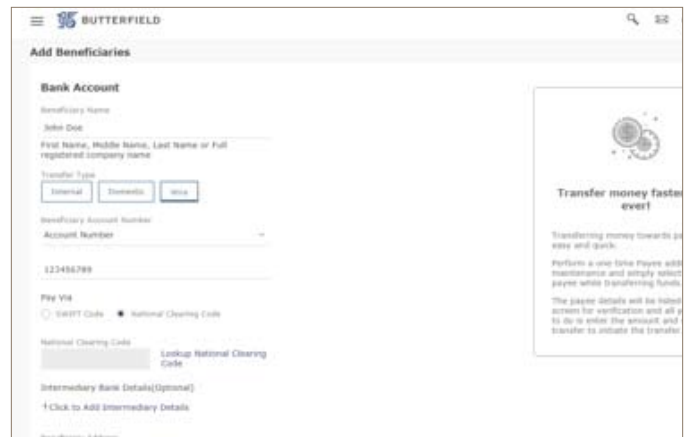




Look up Swift Code



Search for the NCC Code by selecting the radio box next to National Clearing Code and clicking on the button "Look up Clearing Code".



Populate the beneficiary address details.

Populate a nickname for the beneficiary.

Select whether the beneficiary is public or private. Public beneficiaries will be seen by all associated users and private beneficiaries will only be seen by the user that created the beneficiary.

The screenshot shows the 'Add Beneficiary' form in the Butterfield online banking interface. The form includes fields for: Address (Line 1) with the value '1234 John Drive' and a 30-character limit; City with the value 'London' and a 30-character limit; State (Optional) with a 30-character limit; Country (Optional) with a dropdown menu showing 'United Kingdom'; Nickname with a 30-character limit; and Account Type with radio buttons for 'Private' and 'Public'. At the bottom, there are 'Submit' and 'Cancel' buttons.

Click "Submit".

Click "Confirm".

The screenshot shows the 'Add Beneficiaries Confirmation' page. It features a green success message: 'Beneficiary added successfully.' Below this, it displays the beneficiary details: Reference Number (21074E30A65D), Status (Completed), Transfer Type (Wire), Beneficiary Name (JOHN DOE), Beneficiary Account Number (123456789), Bank Details (PFBUS33NYC, WELLS FARGO BANK, N.A., NY, US), and Beneficiary Address (1234 John Drive, London, United Kingdom). At the bottom, there are three navigation options: 'Go To Dashboard', 'More Payment Options', and 'Pay Now'.

## 2. Beneficiary creation with One Time Payment

One-Time Payment functionality allows the beneficiary details to be saved once a transfer is completed.

The screenshot shows the 'One-Time Wire Payment - Initiate' page. On the left, there is a navigation menu with options like 'Accounts', 'Credit Cards', 'Payments', 'Repeat Transactions', 'Setup', and 'Payments'. The 'One-Time Payment' option is highlighted. The main content area shows the 'Initiate' form with fields for: Transfer Type (Wire), Beneficiary Account Number (123456789), Beneficiary Name (JOHN DOE), Pay Via (Wire), and a 'Verify' button. Below the form, there are links for 'Look up Swift Code' and 'Intermediary Bank Details (Optional)'. At the bottom, there are three navigation options: 'Go To Dashboard', 'More Payment Options', and 'Add as Beneficiary?'

Fields will be pre-populated with beneficiary details entered for payment when the option "Add Beneficiary" is selected.

The screenshot shows the 'One-Time Wire Payment - Review' page. It displays a summary of the payment details: Beneficiary Name (JOHN DOE), Amount (USD 100.00), Beneficiary Account Number (123456789), Transfer Type (Wire), Bank Details (PFBUS33NYC, WELLS FARGO BANK, N.A., NY, US), Beneficiary Address (5700 Harry Drive, Miami, Florida, United States), Transfer From (0120104009800), and Select when to transfer (22 Jul 2020). It also shows Payment Details (Wire), Sender to Receiver Information (Wire), Exchange Rate (1), Charges (USD 25.00), Total From Amount (USD 125.00), and a 'Verify' button. At the bottom, there are three navigation options: 'Go To Dashboard', 'More Payment Options', and 'Add as Beneficiary?'

Click on "Verify" for Swift Code.

Transfer Type:

Beneficiary Account Number: 123456789

Pay Via:  SWIFT Code  National Clearing Code

SWIFT Code: FNSPUS33WYC

Link-up Swift Code:

Intermediary Bank Details (Optional):

SWIFT Code:

Link-up Swift Code:

Beneficiary Bank Account # with Intermediary:

Click "Submit" and then "Confirm".

Address Line 1: 6789 Harry Drive (18 Characters Left)

City: Miami (23 Characters Left)

State (Optional): Florida (28 Characters Left)

Country (Optional): Andrews

Zip/Postal Code: 33101 (27 Characters Left)

Access Type:

**Add Beneficiaries**

**Confirmation**

Beneficiary added successfully.

Reference Number: 21078UPECK73

Status: Completed

Transfer Type: Wire

Beneficiary Account Number: 123456789

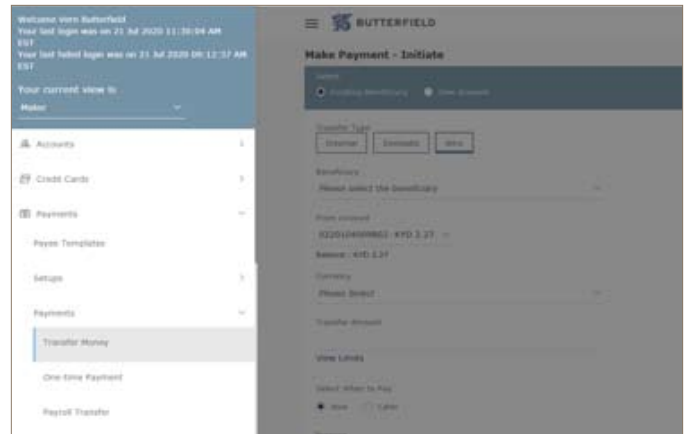
Beneficiary Name: Bank Details: FNSPUS33WYC, WELLS FARGO BANK, N.A., NY, US

Beneficiary Address: 6789 Harry Drive, Miami, Florida, Andrews

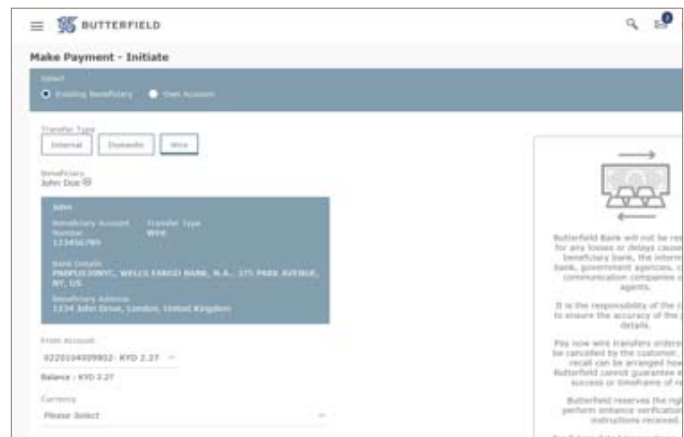
What would you like to do next?

## Template

A payee template can only be created once a payment has been initiated using a selected beneficiary with the option “Payments/Transfer Money”.



Select required beneficiary.



Populate payment fields (amount, currency, payment references).

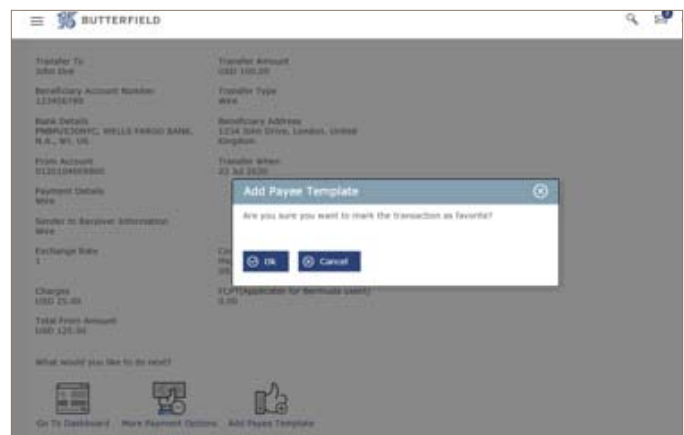
Click “Submit”.

Click “Confirm”.

At the bottom of confirmation page click on the option “Add Payee Template”.

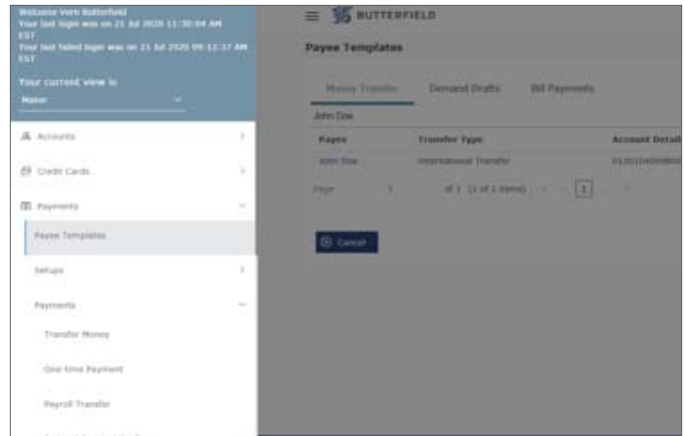


Click on the button “Ok”. Template is saved for required payments.



## View Template and Initiate Transaction with Template

A payee template can be viewed and payment executed with the template by accessing the menu option “Payments/Payee Templates”.



Click on the required template.

Review the template details and click the button “Submit” when ready to initiate transaction.

