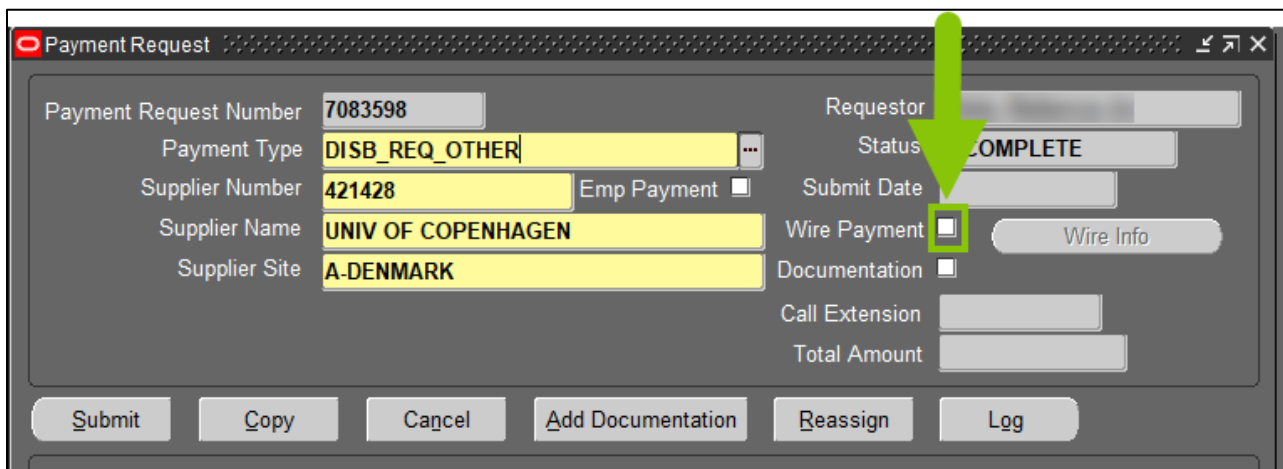


Wire Payment Information is entered on the Electronic Payment Request (Non-Payroll) form section of an Oracle Payment Request. This form can be accessed anytime during the process of creating a Payment Request, but it is recommended that the form be accessed after entering the Header information and generating a Payment Request Number. For more information about entering a Payment Request, visit the [Financial Affairs Training website](#).

Step 1

Click the box next to Wire Payment.



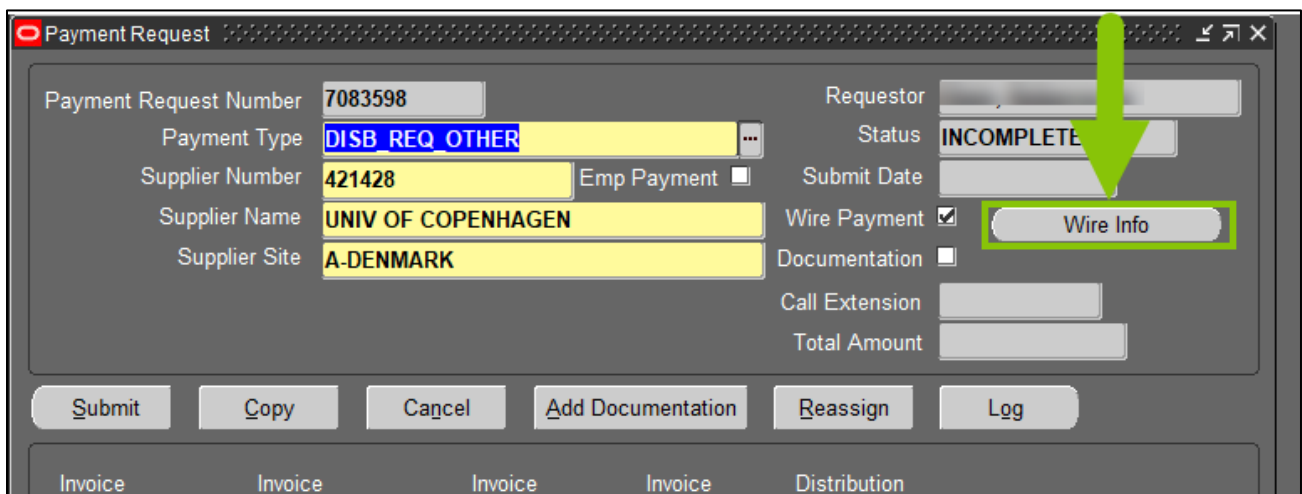
The screenshot shows the Oracle Payment Request form. The 'Wire Payment' checkbox is checked, and a green arrow points to it. The 'Status' is 'COMPLETE'. The 'Wire Info' button is visible next to the checkbox.

Payment Request Number	7083598	Requestor	[Redacted]
Payment Type	DISB_REQ_OTHER	Status	COMPLETE
Supplier Number	421428	Emp Payment	<input type="checkbox"/>
Supplier Name	UNIV OF COPENHAGEN	Submit Date	[Redacted]
Supplier Site	A-DENMARK	Wire Payment	<input checked="" type="checkbox"/>
		Documentation	<input type="checkbox"/>
		Call Extension	[Redacted]
		Total Amount	[Redacted]

Buttons: Submit, Copy, Cancel, Add Documentation, Reassign, Log

Step 2

Click the Wire Info button.



The screenshot shows the Oracle Payment Request form. The 'Wire Payment' checkbox is checked, and the 'Wire Info' button is highlighted with a green box and a green arrow. The 'Status' is 'INCOMPLETE'. The 'Wire Info' button is visible next to the checkbox.

Payment Request Number	7083598	Requestor	[Redacted]
Payment Type	DISB_REQ_OTHER	Status	INCOMPLETE
Supplier Number	421428	Emp Payment	<input type="checkbox"/>
Supplier Name	UNIV OF COPENHAGEN	Submit Date	[Redacted]
Supplier Site	A-DENMARK	Wire Payment	<input checked="" type="checkbox"/>
		Documentation	<input type="checkbox"/>
		Call Extension	[Redacted]
		Total Amount	[Redacted]

Buttons: Submit, Copy, Cancel, Add Documentation, Reassign, Log

Invoice Invoice Invoice Invoice Distribution

Step 3

The Electronic Payment Request (Non-Payroll) form will appear.

- In Payment Req Info, the system has recorded the Payment Request Number, Status and Supplier information.
- In Addt'l Wire Info, enter details from the wire instructions provided by the supplier.
 - Yellow fields are required.
 - White fields are optional.

File Edit View Folder Tools Actions Window Help ORACLE

Electronic Payment Request (Non-Payroll)

Payment Req Info

Payment Req Num Status

Supplier Name

Supplier Number

Addt'l Wire Info

Payment Type

Currency Type

Amount

Foreign Currency Amt

Foreign Currency Type

Swift Code

Sort Code

IBAN Num

ABA Routing Num

Bank Name

Bank Address

Beneficiary Name

Beneficiary Address

Bank Act Num

Info To Transmit

Record: 1/1 ... List of Valu... <OSC>

Step 4

In Addt'l Wire Info, open the Payment Type dropdown menu:

- Click in the Payment Type field.
- Click the three-dot LOV.

The screenshot shows a software window titled "Electronic Payment Request (Non-Payroll)". The "Payment Req Info" section contains the following data:

Payment Req Num	7083598	Status	INCOMPLETE
Supplier Name	UNIV OF COPENHAGEN		
Supplier Number	421428		

The "Addt'l Wire Info" section has the following fields:

Payment Type	[Yellow Highlighted]	[Three-dot LOV]
Currency Type	[Yellow Highlighted]	
Amount		
Foreign Currency Amt		

A green arrow points to the three-dot LOV icon in the Payment Type field.

Step 5

Choose a Payment Type (required):

- If the payment will be issued in foreign currency, select Foreign Currency Draft.
- Otherwise, select Electronic Transfer for US Dollars.
- Click OK.

The screenshot shows the "Addt'l Wire Info" form with a "Select Payment Type" dialog box open. The dialog box contains the following information:

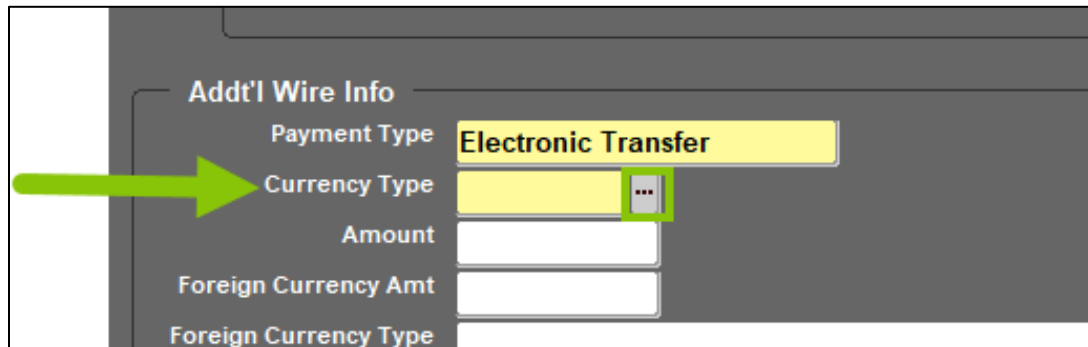
Find %	
Payment Type	Electronic Transfer
	Foreign Currency Draft

The "OK" button is highlighted with a green arrow.

Step 6

Open the Currency Type dropdown menu:

- Click in the Currency Type field.
- Click the three-dot LOV.

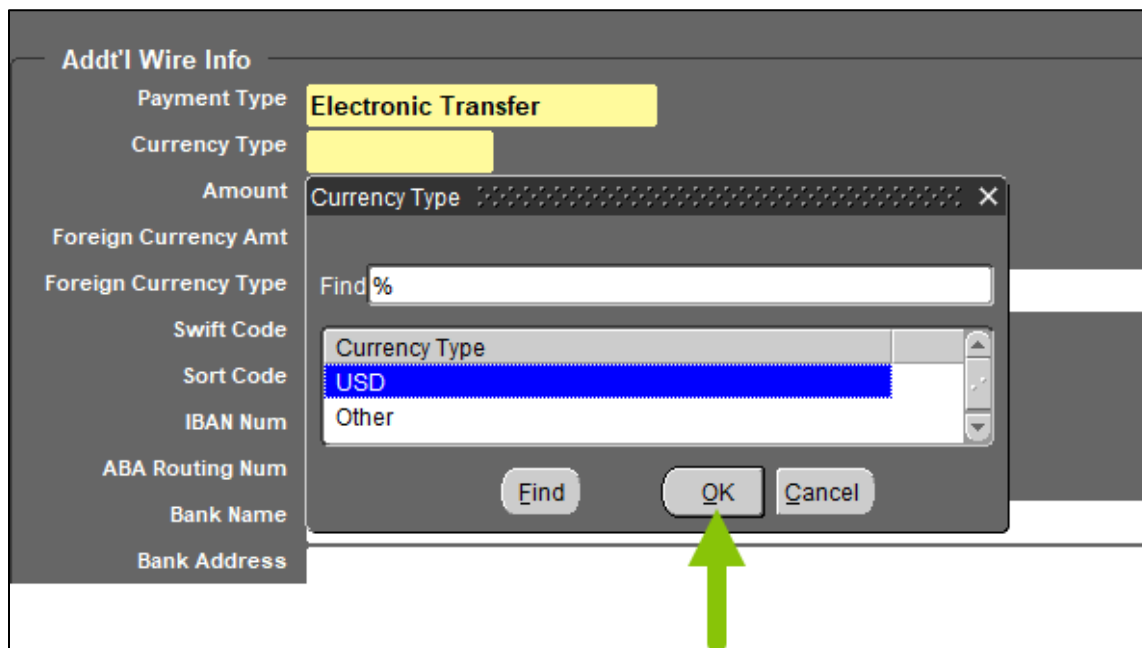


The screenshot shows a form titled "Add'l Wire Info" with the following fields: Payment Type (Electronic Transfer), Currency Type (dropdown menu open), Amount, Foreign Currency Amt, and Foreign Currency Type. A green arrow points to the three-dot LOV icon in the Currency Type dropdown menu.

Step 7

Choose a Currency Type (required):

- If the payment will be issued in foreign currency, select Other.
- Otherwise, select USD (US Dollars).
- Click OK.



The screenshot shows the "Add'l Wire Info" form with a "Currency Type" dialog box open. The dialog box has a search field labeled "Find %", a list of options (USD, Other), and buttons for "Find", "OK", and "Cancel". A green arrow points to the "OK" button.

Step 8

The remaining fields in the Addt'l Wire Info section are optional. Enter all information that you received from the supplier.

- Amount: Enter the amount of the payment to be wired in US Dollars (USD).
- Foreign Currency Amt and Foreign Currency Type: If Currency Type is Other, specify the currency amount and type.
- Swift Code: Enter the swift code if applicable (only for international payments).
- Sort Code: Enter the sort code if applicable (only for payments to Great Britain).
- IBAN Num: Enter the International Bank Account Number (IBAN) if applicable (for international payments).
- ABA Routing Num: Enter the American Bankers Association (ABA) routing number if applicable (for American payments).
- Bank Name and Bank Address: Enter the name and address of the bank.
- Beneficiary Name and Beneficiary Address: Enter the receiver's name and address.
- Bank Act Num: Enter the bank account number. Do not enter any spaces or hyphens in this field.
- Info To Transmit: Enter any reference information to be transmitted with the payment, such as invoice number or message to the beneficiary.
- Info Internal Use: Leave blank—for internal use only by Central Administration.

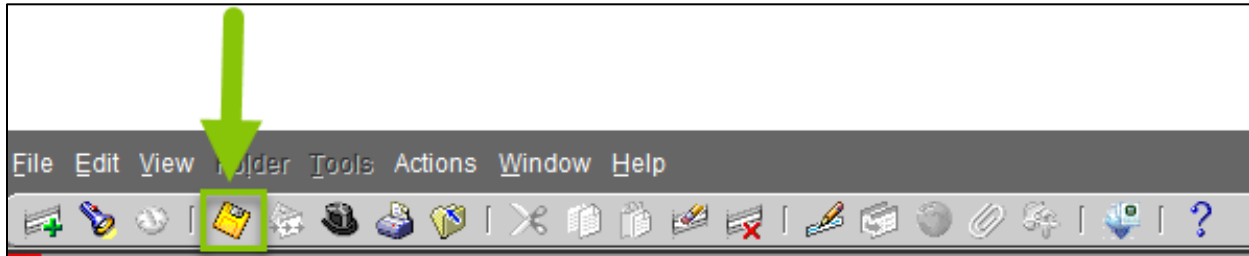
Add'l Wire Info	
Payment Type	Electronic Transfer
Currency Type	USD
Amount	
Foreign Currency Amt	
Foreign Currency Type	
Swift Code	
Sort Code	
IBAN Num	
ABA Routing Num	
Bank Name	
Bank Address	
Beneficiary Name	
Beneficiary Address	
Bank Act Num	
Info To Transmit	
Info Internal Use	

Note: If the account number begins with one or more "0," it will not display in this field.

Step 9

Save the Electronic Payment Request (Non-Payroll) form.

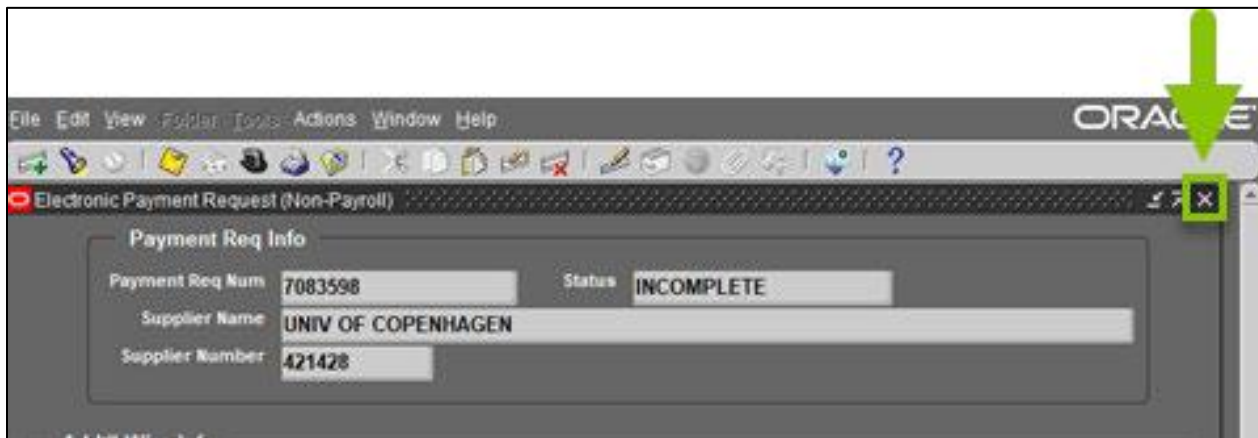
- Click the gold Save icon in the Oracle toolbar.



Step 10

Close the Electronic Payment Request (Non-Payroll) form.

- Click the X in the upper right corner of the form.



Step 11

Enter all required information on the Payment Request:

- Enter Invoice and Distribution information.
- Enter any necessary information in the Add Documentation tab.
- Attach necessary supporting documentation via OnBase.
 - Be sure to include any Wire Payment instructions and applicable information provided by the supplier.
 - **UAB Treasury will not process the payment without a copy of the banking information.**

For more information about how to enter a Payment Request, [visit the Financial Affairs Training website](#).

The screenshot shows a software window titled "Payment Request" with a menu bar (File, Edit, View, Folder Tools, Actions, Window, Help) and a toolbar. The form contains the following fields:

- Payment Request Number: 7083598
- Payment Type: DISB REQ OTHER
- Supplier Number: 421428
- Supplier Name: UNIV OF COPENHAGEN
- Supplier Site: A-DENMARK
- Requestor: [Redacted]
- Status: INCOMPLETE
- Submit Date: [Redacted]
- Wire Payment: (Wire Info button)
- Documentation:
- Call Extension: [Redacted]
- Total Amount: .00

Buttons at the bottom include: Submit, Copy, Cancel, Add Documentation (highlighted with a green box), Reassign, and Log.

Below the buttons is a table with the following columns: Invoice Line Number, Invoice Number, Invoice Date, Invoice Amount, and Distribution Total. The table is currently empty. To the right of the table are buttons for "Distribution" and "View All Distributions". At the bottom of the table area is a button labeled "Apply Distribution to all invoices".

Step 12

Submit the Payment Request.

- Click the Submit button.

This screenshot is identical to the previous one, but the "Submit" button at the bottom left is highlighted with a green box.