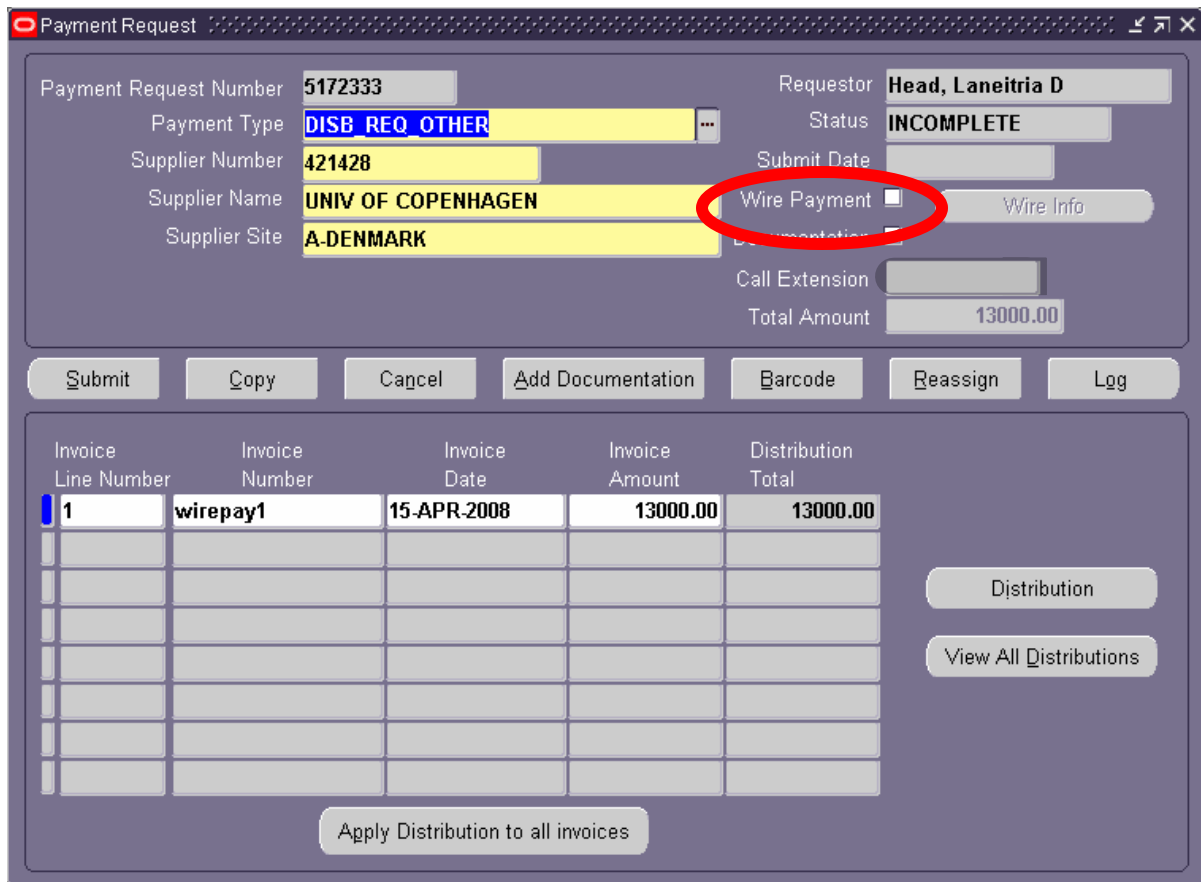


## Creating Payment Requests Example: Entering Wire Payment Information

This example illustrates entering wire payment information. The Electronic Payment Request (Non-Payroll) form can be accessed anytime during the process of creating a payment request. It is however, recommended that the form be accessed after receiving a payment request number. For more information about entering a payment request, please see the ["Entering Payment Requests"](#) document.

**UAB FN Document Entry/Approval** → Payment Request  
**UAB Requisition Input** → Payment Request

1. After a payment request number has been assigned, click in the **WIRE PAYMENT** field.



The screenshot shows a web application window titled "Payment Request". The form contains the following fields and values:

Payment Request Number	5172333	Requestor	Head, Laneitria D
Payment Type	DISB REQ_OTHER	Status	INCOMPLETE
Supplier Number	421428	Submit Date	
Supplier Name	UNIV OF COPENHAGEN	Wire Payment	<input type="checkbox"/>
Supplier Site	A-DENMARK	Wire Info	
		Call Extension	
		Total Amount	13000.00

Below the form are several buttons: Submit, Copy, Cancel, Add Documentation, Barcode, Reassign, and Log.

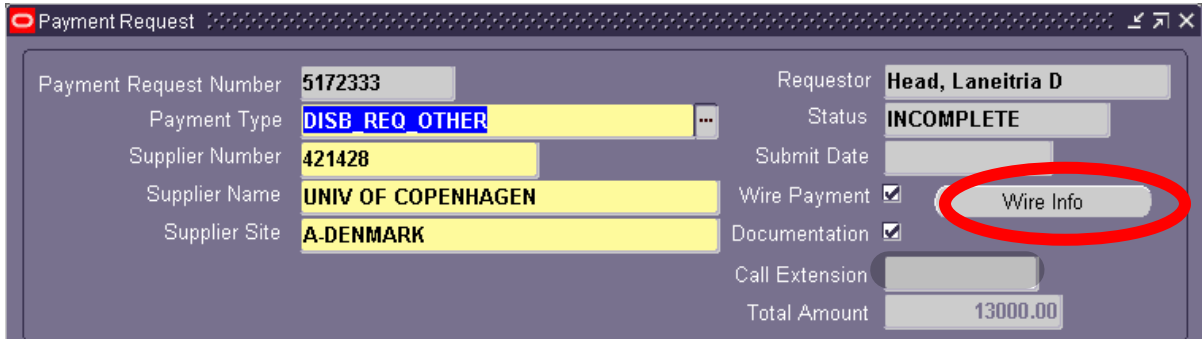
The bottom section of the form is a table with the following data:

Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1	wirepay1	15-APR-2008	13000.00	13000.00

Buttons for "Distribution" and "View All Distributions" are located to the right of the table. An "Apply Distribution to all invoices" button is at the bottom.

## Creating Payment Requests Example: Entering Wire Payment Information

2. After the **WIRE PAYMENT** field has been selected, the **WIRE INFO** button will become active, as shown. Click on the **WIRE INFO** button.

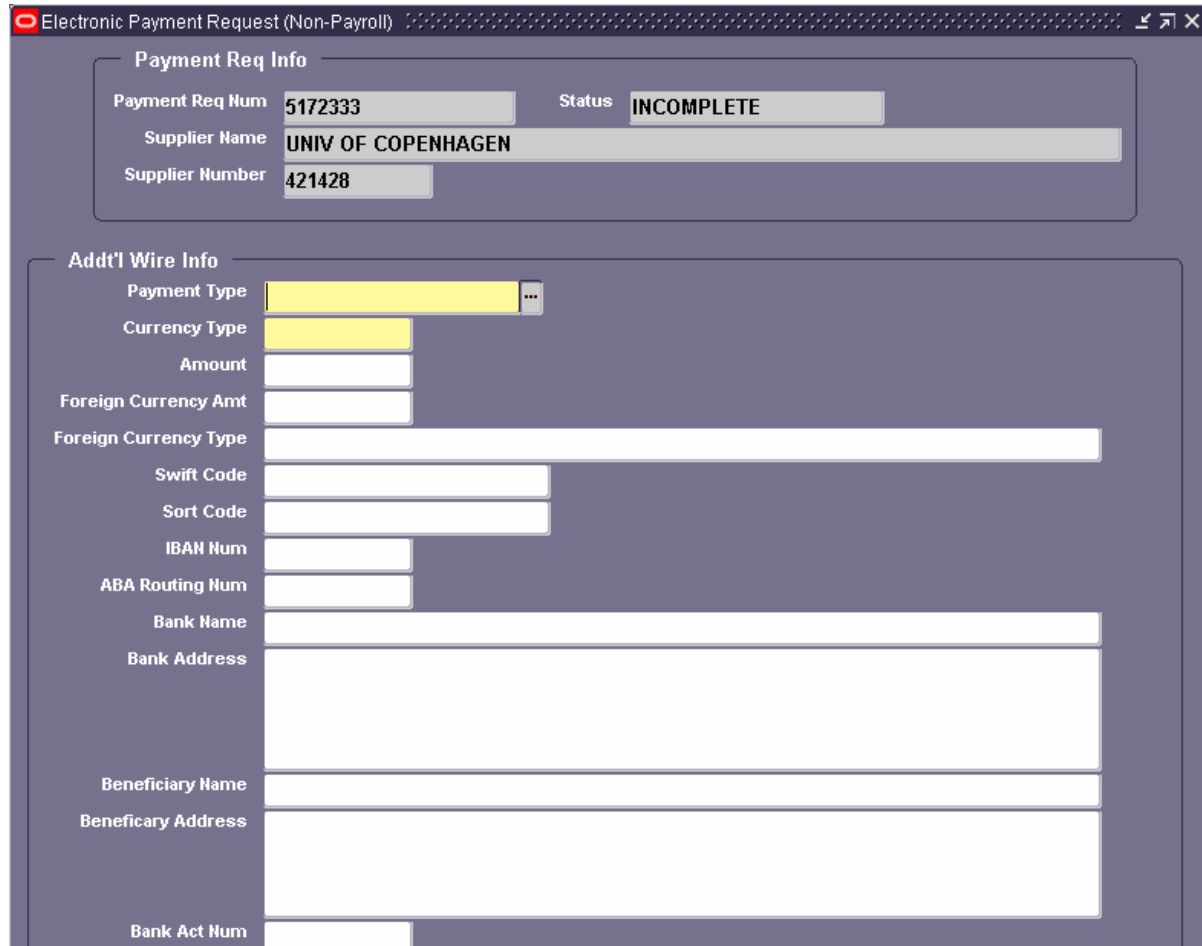


The screenshot shows a 'Payment Request' form with the following fields and values:

Payment Request Number	5172333	Requestor	Head, Laneitria D
Payment Type	DISB REQ OTHER	Status	INCOMPLETE
Supplier Number	421428	Submit Date	
Supplier Name	UNIV OF COPENHAGEN	Wire Payment	<input checked="" type="checkbox"/>
Supplier Site	A-DENMARK	Documentation	<input checked="" type="checkbox"/>
		Call Extension	
		Total Amount	13000.00

The 'Wire Info' button is circled in red.

3. After selecting the **WIRE INFO** button, the **ELECTRONIC PAYMENT REQUEST (NON-PAYROLL)** form will appear as shown. The system has recorded the payment request number, status and supplier information at the top of the form.



The screenshot shows the 'Electronic Payment Request (Non-Payroll)' form with the following sections and fields:

**Payment Req Info**

Payment Req Num	5172333	Status	INCOMPLETE
Supplier Name	UNIV OF COPENHAGEN		
Supplier Number	421428		

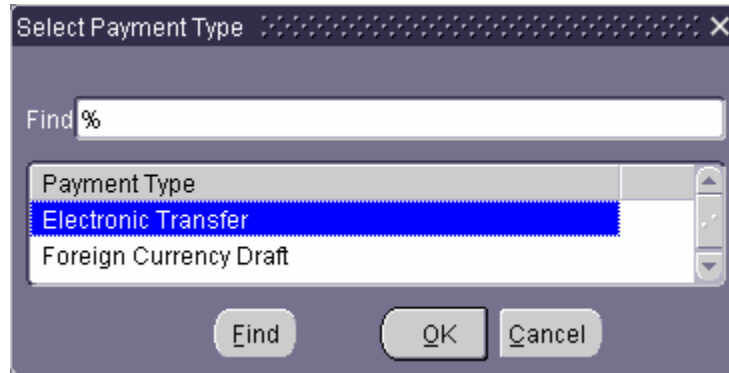
**Add'l Wire Info**

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	

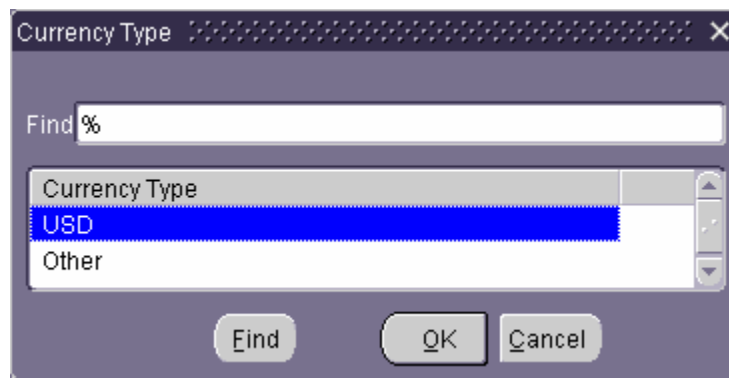
## Creating Payment Requests

### Example: Entering Wire Payment Information

- Click on the **PAYMENT TYPE LOV**. Choose either **Electronic Transfer** or **Foreign Currency Draft** if the desired payment is to be a check issued in foreign currency.



- Click on the **CURRENCY TYPE LOV**. Choose either **USD** (US Dollars) or **Other** for foreign currency.



- Enter the amount of the payment that is to be wired in US Dollars (USD) in the **AMOUNT** field.
- If **Other** was selected in the **CURRENCY TYPE** field, specify the foreign currency amount and type in the **FOREIGN CURRENCY AMT** and **FOREIGN CURRENCY TYPE** fields.
- Enter the swift code if applicable (for international payments) in the **SWIFT CODE** field.
- Enter the sort code if applicable (only for payments to Great Britain) in the **SORT CODE** field.
- Enter the IBAN (International Bank Account Number) if applicable (for international payments) in the **IBAN NUM** field.
- Enter the ABA (American Bankers Association) routing number if applicable (for American payments) in the **ABA ROUTING NUM** field. **Note: this number must be 9 digits long.**
- Enter the name of the bank in the **BANK NAME** field.

## Creating Payment Requests Example: Entering Wire Payment Information

13. Enter the bank's address in the **BANK ADDRESS** field.
14. Enter the receiver's name in the **BENEFICIARY NAME** field.
15. Enter the receiver's address in the **BENEFICIARY ADDRESS** field.
16. Enter the bank account number in the **BANK ACT NUM** field. **Be sure not to enter any spaces or hyphens in this field.**
17. If there is any reference information that is desired to be transmitted with the payment, please enter it into the **INFO TO TRANSMIT** field.
18. The **INFO INTERNAL USE** field is for internal use only by Central Administration. Leave this field blank.
19. The completed form may look similar to the example below.

The screenshot shows a web browser window titled "Electronic Payment Request (Non-Payroll)". The form is divided into two main sections:

- Payment Req Info:**
  - Payment Req Num: 5172333
  - Status: INCOMPLETE
  - Supplier Name: UNIV OF COPENHAGEN
  - Supplier Number: 421428
- Add'l Wire Info:**
  - Payment Type: Electronic Transfer
  - Currency Type: USD
  - Amount: 13000.00
  - Foreign Currency Amt: (empty)
  - Foreign Currency Type: (empty)
  - Swift Code: DZHJKIII
  - Sort Code: (empty)
  - IBAN Num: DK 12 4567 8911
  - ABA Routing Num: (empty)
  - Bank Name: Sample Bank
  - Bank Address: Sample Kanal 2-12  
1092 Copenhagen K
  - Beneficiary Name: Univ of Copenhagen
  - Beneficiary Address: (empty)
  - Bank Act Num: 5111822933756

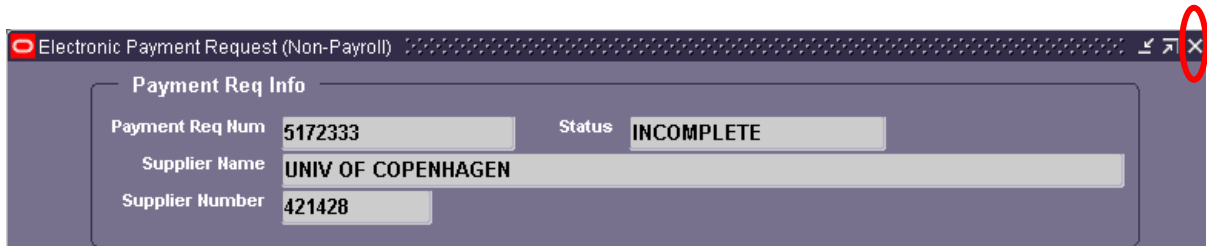
## Creating Payment Requests

### Example: Entering Wire Payment Information

20. After all of the required information has been entered, save all of the updates by clicking on the **SAVE** button (gold diskette) on the toolbar.



21. Close the Electronic Payment Request (Non-Payroll) form by clicking on the 'x' located in the top right-hand corner of the form.



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