

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](#).

Click the box next to **Wire Payment**.

The screenshot shows the Oracle Payment Request form. The 'Wire Payment' checkbox is checked and highlighted with a green arrow. The form fields include: Payment Request Number (7083598), Payment Type (DISB_REQ_OTHER), Supplier Number (421428), Supplier Name (UNIV OF COPENHAGEN), and Supplier Site (A-DENMARK). The Status is 'COMPLETE'. Below the form is a table for invoice distribution with columns for Invoice Line Number, Invoice Number, Invoice Date, Invoice Amount, and Distribution Total. Buttons for 'Submit', 'Copy', 'Cancel', 'Add Documentation', 'Reassign', 'Log', 'Distribution', 'View All Distributions', and 'Apply Distribution to all invoices' are visible.

Click the **Wire Info** button.

The screenshot shows the Oracle Payment Request form. The 'Wire Info' button is highlighted with a green arrow. The form fields are the same as in the previous screenshot, but the Status is now 'INCOMPLETE'. The 'Wire Payment' checkbox is still checked. The 'Wire Info' button is located to the right of the 'Wire Payment' checkbox. The rest of the form, including the invoice distribution table and buttons, remains the same.

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 **Add'l Wire Info**, enter details from the wire instructions provided by the supplier.
 - Yellow fields are required.
 - White fields are optional.

The screenshot shows the 'Electronic Payment Request (Non-Payroll)' form. The 'Payment Req Info' section contains the following data:

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

The 'Add'l Wire Info' section contains several fields, some highlighted in yellow to indicate they are required:

- Payment Type (Yellow field with a three-dot menu icon)
- Currency Type (Yellow field)
- Amount (White field)
- Foreign Currency Amt (White field)
- Foreign Currency Type (White field)
- Swift Code (White field)
- Sort Code (White field)
- IBAN Num (White field)
- ABA Routing Num (White field)
- Bank Name (White field)
- Bank Address (White field)
- Beneficiary Name (White field)
- Beneficiary Address (White field)
- Bank Act Num (White field)
- Info To Transmit (White field)

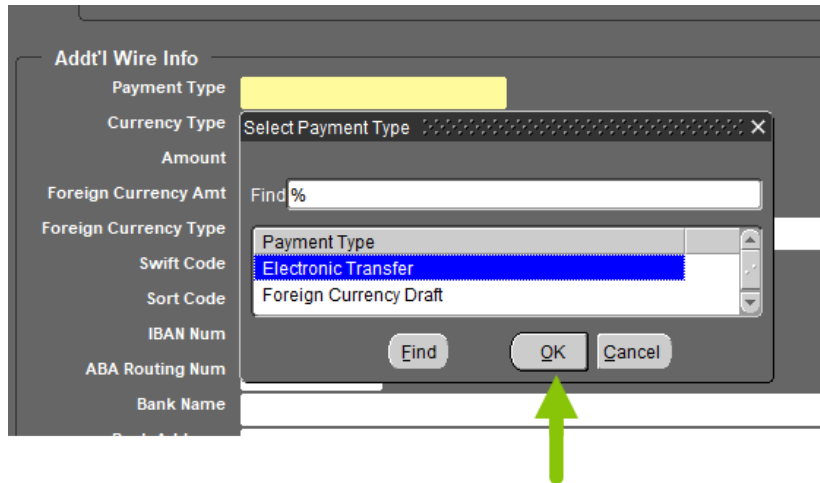
In **Add'l Wire Info**, open the **Payment Type** dropdown menu:

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

This screenshot is similar to the one above but highlights the 'Payment Type' field in the 'Add'l Wire Info' section. A green arrow points to the three-dot menu icon (LOV) on the right side of the yellow 'Payment Type' field.

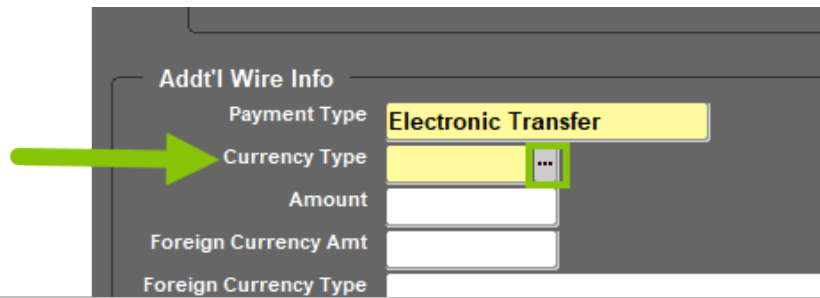
Choose a **Payment Type** (required):

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



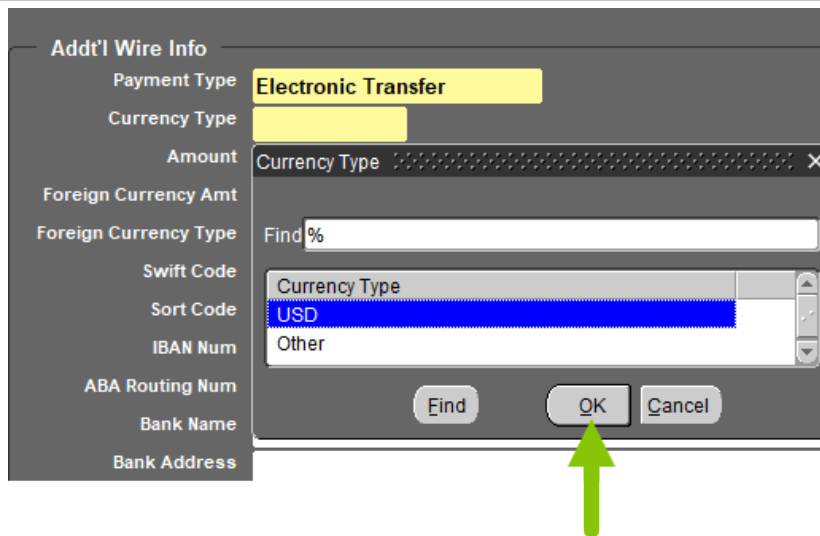
Open the **Currency Type** dropdown menu:

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



Choose a **Currency Type** (required):

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



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

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

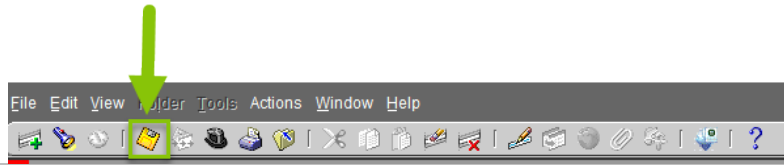
Info To Transmit

Info Internal Use

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

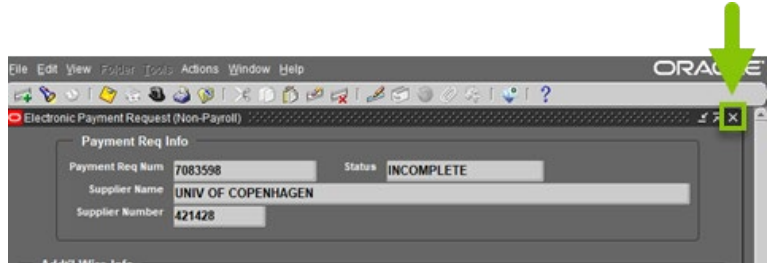
Save the Electronic Payment Request (Non-Payroll) form.

- Click the gold **Save** icon in the Oracle toolbar.



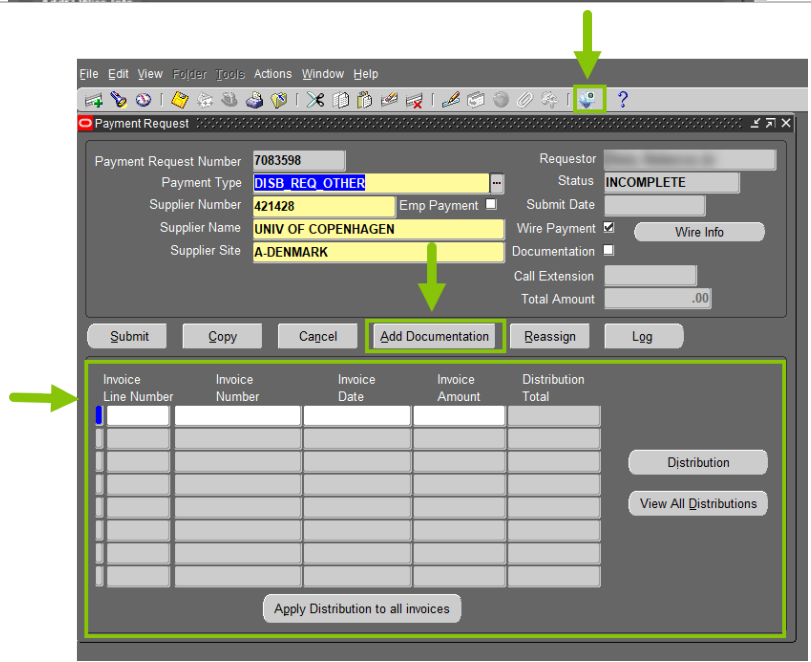
Close the Electronic Payment Request (Non-Payroll) form.

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



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.*



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

Submit the Payment Request.

- Click the **Submit** button.

