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.

1. After a payment request number has been assigned, click in the **WIRE PAYMENT** field.
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2. After the **WIRE PAYMENT** field has been selected, the **WIRE INFO** button will become active, as shown. Click on the **WIRE INFO** button.

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.
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4. 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.

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

6. Enter the amount of the payment that is to be wired in US Dollars (USD) in the AMOUNT field.

7. 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.

8. Enter the swift code if applicable (for international payments) in the SWIFT CODE field.

9. Enter the sort code if applicable (only for payments to Great Britain) in the SORT CODE field.

10. Enter the IBAN (International Bank Account Number) if applicable (for international payments) in the IBAN NUM field.

11. 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.**

12. Enter the name of the bank in the BANK NAME field.
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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.

![Payment Request Form Example](image-url)
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.