NON-PO VOUCHER

Online Wire Payment Process
Procurement System
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WIRE PAYMENTS
2011
NON-PO VOUCHER

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People Pay Form will direct how to route the paperwork and in which system the payment will be made.

- Payroll System – current form
- Procurement System – NEW PROCESS

Information and Technology Services (ITS) launched the new online process for requesting Wire Transfer and Foreign Draft Payments on August 1, 2011
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A step-by-step procedure is available in MY LINC
http://maislinc.umich.edu/maislinc/lang-en/management/LMS_ActDetails.asp?UserMode=0&ActivityId=32676
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First document in **MY LINC** is a Step-by-Step Procedure

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**Specify a Bank Draft or Wire Transfer Payment for a Non-PO or PO Voucher**

This procedure describes how and when to complete the M-Pathways Vendor Payment Form. Use this online form if the vendor requests to be paid by:

- Domestic (i.e., within the US) wire transfer
- International wire transfer
- International bank draft

Accounts Payable and the Treasurer’s Office require the unit to complete the M-Pathways Vendor Payment Form to provide the banking and beneficiary information for wire transfers or bank drafts. This online form is accessed through the voucher’s Payment tab.

<table>
<thead>
<tr>
<th>Wire Transfer</th>
<th>Bank Draft</th>
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<tbody>
<tr>
<td>A <strong>wire transfer</strong> is a method of transferring funds between the University of Michigan's financial institution and a vendor's financial institution. The Treasurer's Office only uses this payment method when the vendor requests it on their invoice.</td>
<td>A <strong>bank draft</strong> is a draft or check drawn by a bank against funds present in an account (therefore, the funds are guaranteed to be available). At U-M, a bank draft is issued from and guaranteed by the Treasurer's Office, and is for international payments only.</td>
</tr>
</tbody>
</table>

For general information on U-M wire transfers or bank drafts, refer to the [Treasurer's Office Web site](#).
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Create Non-PO Voucher - Go to Payments Tab
- Draft/Wire Needed – Yellow Button

Navigation
Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

The procedure and illustrations below shows the steps for an international wire transfer. Variations in data entry for domestic wire transfers or international bank draft payments are described after the main procedure.

Payments Page

Enter the Invoice Information for the Non-PO voucher or access the PO voucher, click Save, then:

1. Click the Payments tab.
2. Click Draft/Wire Needed to record that this payment method is specified on the invoice.
3. Click Vendor Payment Form.

Note: This button doesn’t appear until you complete step 1.
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Inside the Vendor Payment Form – Transfer Information
- Transfer Amount
- Currency Code
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Inside the Vendor Payment Form – Banking Information

Domestic

You will need the following information
- Bank Country – USA
- Bank Name, City, Address Line 1
- Routing Number – **Do not** enter any special character for example hyphens or spaces
- Name on Account
- Account Number
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Online Wire Payment Process
Procurement System

- Inside the Vendor Payment Form – Banking Information
- **International**

  You will need the following information
  - Bank Country
  - Bank Name, City, Address Line 1
  - Swift Number – 8 or 11 characters/numbers
  - Name on Account
  - Account Number – **Do not** enter any special character for example hyphens or spaces
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- Inside the Vendor Payment Form – Bottom of Form
- Save, Back to Voucher
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Procurement System

ADDITIONAL RESOURCES

Available in MY LINC

Procurement Solutions Team – 734-764-8212

ITS Service Center – 734-764-4357

Treasurer’s Web Site – http://www.finance.umich.edu/
NON-PO VOUCHER

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Procurement System

Questions?