

UNIVERSITY OF DELAWARE **EXCHANGE**

Voucher Workflow for Wire Payments

Updated 2/5/2024

UD Exchange Voucher Workflow for Wire Payments

Most UD payments are made through PeopleSoft.

- The act of vouchering an invoice creates a document (Voucher) that results in a payment when UD's daily pay cycle is run.

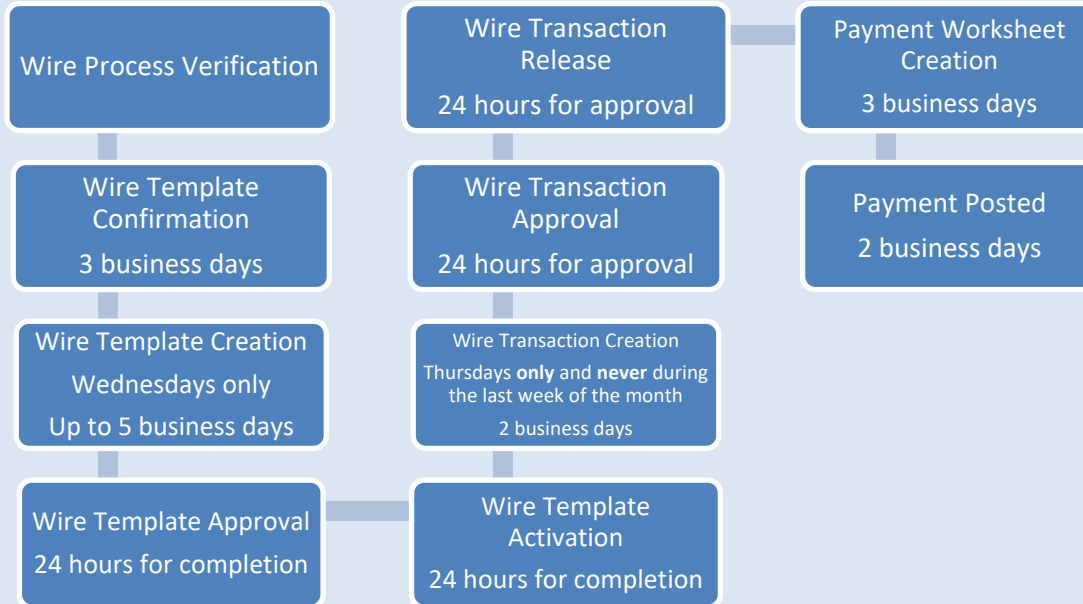
Manual wires are an exception to this process because they are set up outside of PeopleSoft and are scheduled to pay directly from the JPMorgan system.

- For manual wires, the supplier's payment is sent *before* the voucher is marked as paid.

This guide illustrates the determination for manual wires as well as the UDX Voucher Workflow and timeline so UDX users know what to expect regarding wire payments.



Manual Wire Process Steps and Timelines



When is a Wire Payment a Manual Wire?

Some wires can be processed through the PeopleSoft system but others must be paid manually via the JPMorgan system.

A wire must be paid manually when at least one of the following three criteria applies:

- Payment must be made in foreign currency
- Banking instructions for the payment include an intermediary bank
- Payment is to a bank in a country that does not use an International Banking Account Number (IBAN)*, or for which IBAN is not set up in PeopleSoft.

*A list of countries using IBAN can be found at <https://www.iban.com/structure>



How do I know if my Supplier is paid by Manual Wire?

To determine if a supplier is paid by manual wire, look for two things in the **Supplier Record** in UDX.:

1. In the **About** section, look for:

- The Legal Structure = a Non-US Based Entity or Foreign Individual
and
- The Country of Origin is not Canada (Canadian payees may receive checks)

2. In the **Accounts Payable** section, determine if the Payment Method = **Check**


If all of the above criteria have been met, then your supplier will trigger the manual wire workflow.


See the following slides for illustrations.



From the Supplier Record in UDX, navigate to **About** and select **General** to view the Country of Origin and Legal Structure

Institut nat'l de recherche pour l'Agriculture, l'Alimentation et l'Environnement



Supplier Number 0000042070
Registration Status Approved
Registration Type Full Supplier Registration 

About <

Supplier 360

Summary

General

System Settings

General

Company Information

| | |
|---|---|
| Supplier Name | Institut nat'l de recherche pour l'Agriculture, l'Alimentation et l'Environnement |
| Doing Business As (DBA) | |
| Other Names | |
| Country of Origin | France |
| Aliases | |
| Supplier Number | 0000042070 |
| Withholding Status | 0000042070/WH=N |
| JAGGAER Indirect Supplier ID | 1005687695 |
| Stakeholder | |
| Is this Supplier instance an Organizational Node? | No |
| Contract Party Types | Supplier |
| Active for Shopping | ✓ |
| Legal Structure | Non-US Based Entity |
| Tax Identification Number | |
| VAT Registration Number | |



Institut nat'l de recherche pour l'Agriculture, l'Alimentation et l'Environnement



Supplier Number 0000042070
Registration Status Approved
Registration Type Full Supplier Registrat
ion

[View Supplier Registration](#)

- About >
- Contacts and Locations >
- Diversity >
- Workflow and Review >
- Legal and Compliance >
- Accounts Payable <
- Payment Methods**
- Payment Custom Fields

Payment Methods

Supplier Actions ▼ | ?

| Accounts Payable |
|-----------------------|
| Check Payment (Check) |

While still in the Supplier Record, navigate to **Accounts Payable** and select **Payment Methods** to see the Payment Method is Check Payment



Manual Wires in UD Exchange - Workflow

If your supplier meets the criteria for manual wire payment, a voucher will trigger the manual wire workflow.

The manual wire workflow step comes after all voucher approvals are met, including equipment tagging and Accounts Payable review for withholding.

The Accounts Payable team will then determine whether the payment method override option on the voucher should be set to wire to pay as a JPMorgan manual wire.

See the following slides for illustrations.



Wire Process Verification

Payment Information

Requested Payment Override

Accounting Date 6/2/2023

Payment Method **Wire**
Override Foreign Wire

Payment Message JPMorgan Wire 9,694.43 CAD

Payment Hold Reason *no value*

Separate Payment ✗

Payment Handling Code *no value*

Withholding Override *no value*

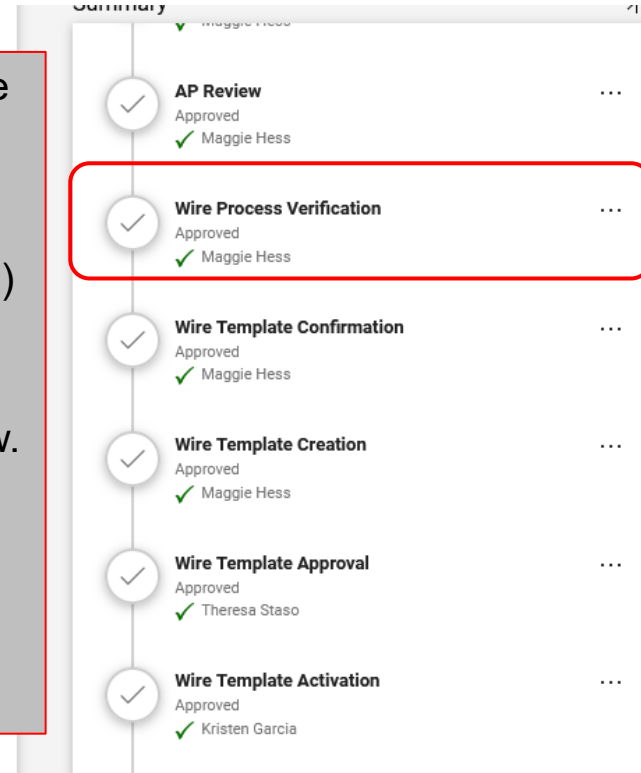
Withholding Code Override *no value*

Wire Template ✗

At this workflow step, Accounts Payable will review supplier data and invoice information to determine whether the supplier should be paid via PeopleSoft (automated) wire or JPMorgan (manual) wire.

If it is determined to be an automated wire, AP approves to complete workflow.

If manual wire (JPMorgan) is determined, the AP approver changes the Payment Method Override to Wire and approves, sending the voucher through wire workflow.



Wire TEMPLATE Workflow Steps

The Wire Template workflow steps evaluate whether a template already exists to make a payment to this supplier at this bank account and matches the information on the invoice.

- New suppliers always go through these workflow steps on the first voucher.
- If a banking change has taken place since the last payment, the first voucher after the banking change will also go through these workflow steps.

If a new wire template needs to be created, **three separate people** must approve at the template workflow steps. For activation, each new template requires a:

- Creator
- Approver
- Third Separate Approver



Step 1: Wire Template Confirmation

Payment Information

Requested Payment Override

| | |
|---------------------------|----------------------------|
| Accounting Date | 6/2/2023 |
| Payment Method Override | Wire Foreign Wire |
| Payment Message | JPMorgan Wire 9,694.43 CAD |
| Payment Hold Reason | no value |
| Separate Payment | ✗ |
| Payment Handling Code | no value |
| Withholding Override | no value |
| Withholding Code Override | no value |

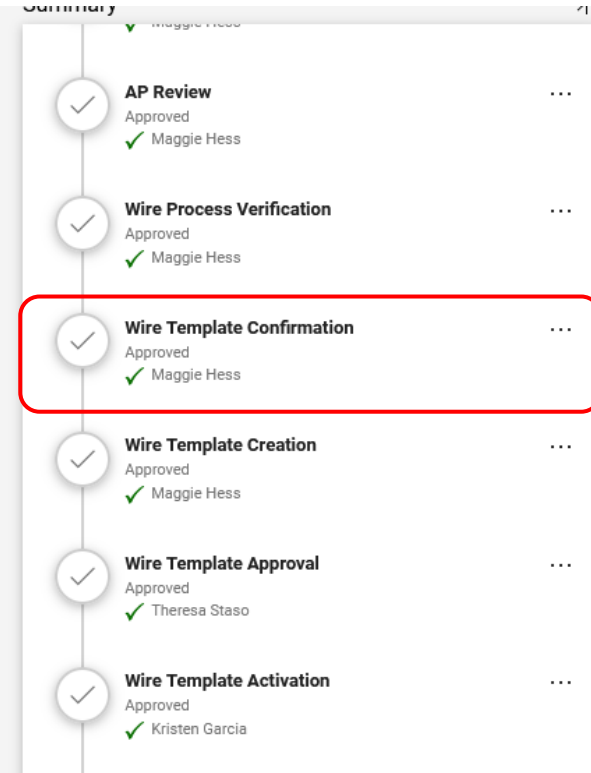
Wire Template ✗

At this workflow step, Accounts Payable will review the invoice and Supplier Data Collection (SDC) form and determine if a wire template exists.

If there is an existing template, the approver will check the Wire Template box on the voucher form and the voucher will skip Wire Template workflow.

If a template does not exist (as pictured), Accounts Payable will approve this step and the template workflow will continue.

Please allow three business days for completion of this step.



Step 2: Wire Template Creation

Payment Information

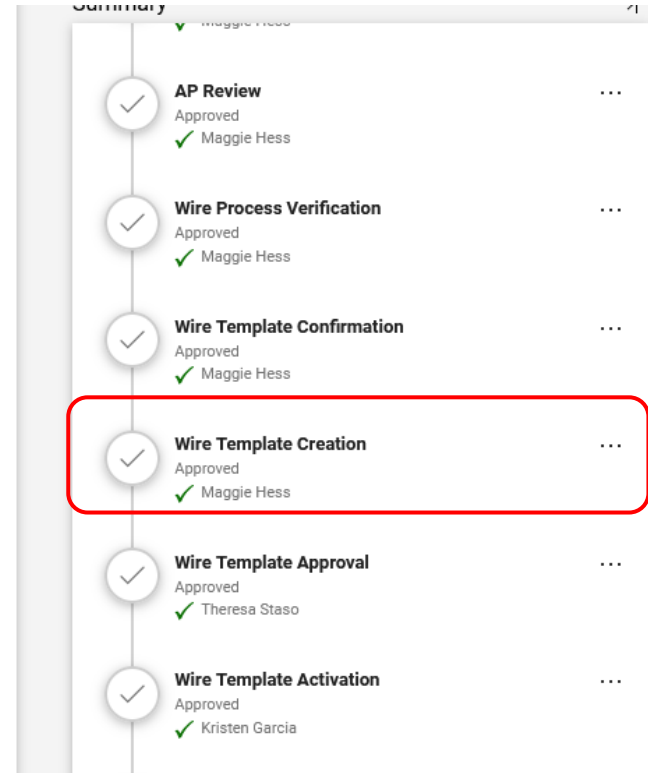
Requested Payment Override

| | |
|---------------------------|----------------------------|
| Accounting Date | 6/2/2023 |
| Payment Method Override | Wire Foreign Wire |
| Payment Message | JPMorgan Wire 9,694.43 CAD |
| Payment Hold Reason | no value |
| Separate Payment | ✗ |
| Payment Handling Code | no value |
| Withholding Override | no value |
| Withholding Code Override | no value |
| Wire Template | ✗ |

At this workflow step, Accounts Payable will create a template in JPMorgan with payment information that matches the invoice and SDC.

Once that is done, Accounts Payable will approve and workflow will continue.

*Because this step is **only reviewed on Wednesdays**, please allow up to five business days for completion of this step.*



Step 3: Wire Template Approval

Payment Information

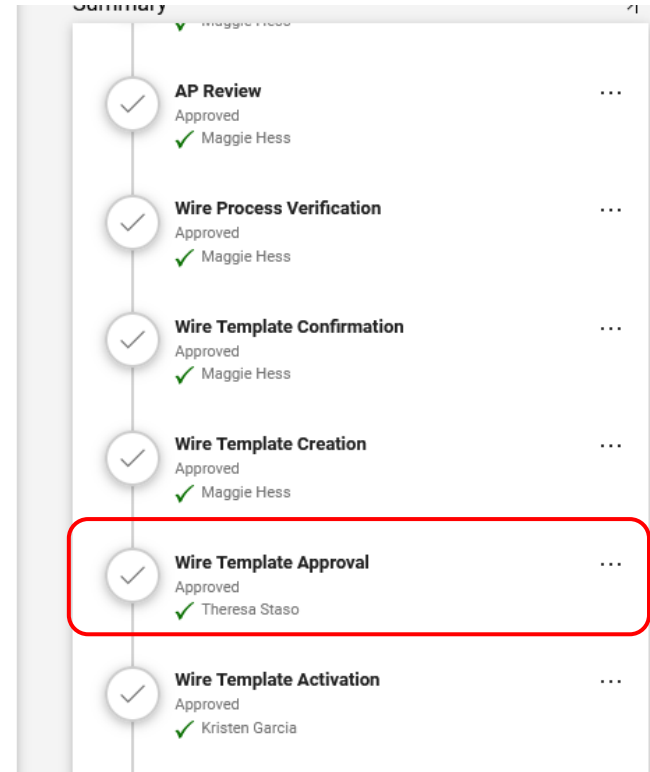
Requested Payment Override

| | |
|------------------------------|----------------------------|
| Accounting Date | 6/2/2023 |
| Payment Method Override | Wire Foreign Wire |
| Payment Message | JPMorgan Wire 9,694.43 CAD |
| Payment Hold Reason | no value |
| Separate Payment | ✗ |
| Payment Handling Code | no value |
| Withholding Override | no value |
| Withholding Code Override | no value |
| Wire Template | ✗ |

At this workflow step, an approver from Accounts Payable or Treasury will review all information and approve the wire template in the JPMorgan system and at the workflow step in UDX.

This approver cannot be the same approver who created the Wire Template Creation step.

Please allow 24 hours for completion of this step.



Step 4: Wire Template Activation

Payment Information

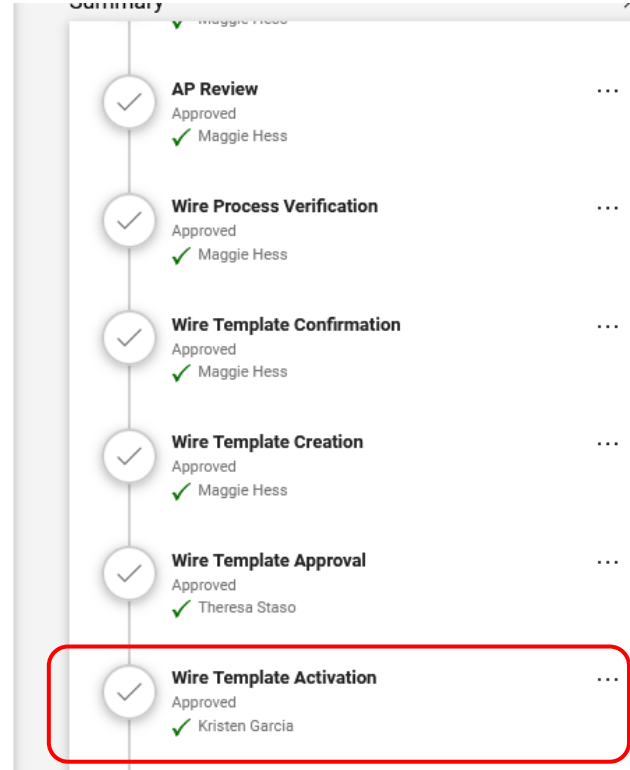
Requested Payment Override

| | |
|---------------------------|----------------------------|
| Accounting Date | 6/2/2023 |
| Payment Method Override | Wire Foreign Wire |
| Payment Message | JPMorgan Wire 9,694.43 CAD |
| Payment Hold Reason | no value |
| Separate Payment | ✗ |
| Payment Handling Code | no value |
| Withholding Override | no value |
| Withholding Code Override | no value |
| Wire Template | ✗ |

At this workflow step, an approver from Accounts Payable or Treasury will review all information and activate the wire template in the JPMorgan system and approve at the workflow step.

This approver cannot have completed either of the previous two steps (Wire Template Creation or Wire Template Approval). Wire Template Activation must be approved by a third individual.

Please allow 24 hours for completion of this step.



Wire TRANSACTION Workflow Steps

The Wire Transaction workflow steps track the actual payment to the supplier.

Every voucher, whether it has an existing template or needs a new template, will go through these workflow steps.

As with the template, three separate individuals must approve at the transaction workflow steps.

Manual wires are **only processed on Thursdays**, and **not** during the last several days of the month to ensure a clean cash reconciliation.



Step 5: Wire Transaction Creation

Payment Information

Requested Payment Override

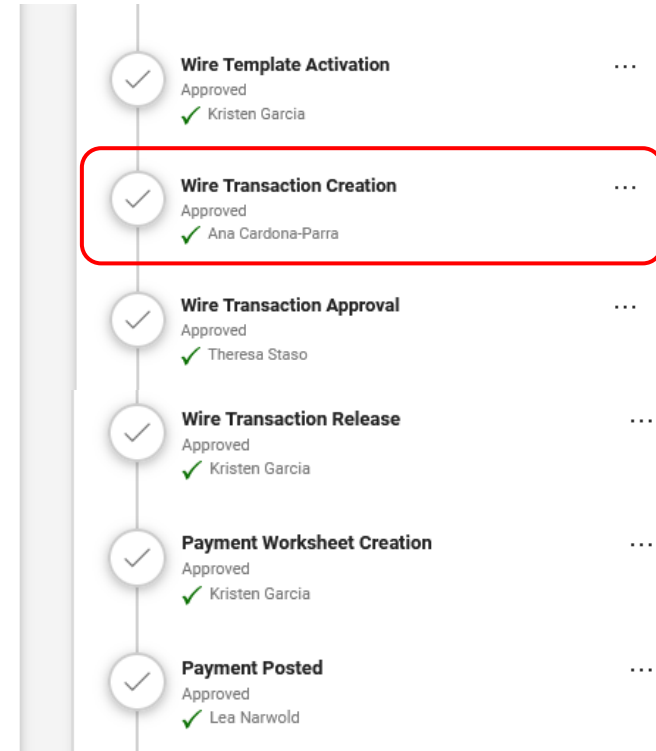
| | |
|---------------------------|----------------------------|
| Accounting Date | 6/2/2023 |
| Payment Method Override | Wire Foreign Wire |
| Payment Message | JPMorgan Wire 9,694.43 CAD |
| Payment Hold Reason | no value |
| Separate Payment | ✗ |
| Payment Handling Code | no value |
| Withholding Override | no value |
| Withholding Code Override | no value |
| Wire Template | ✗ |

At this workflow step, an approver from Accounts Payable will create the wire transaction in the JPMorgan system with payment information that matches the invoice and SDC.

Once that is done, they will approve and workflow will continue.

This step is performed on Thursdays only, and never during the last week of the month.

Please allow two business days for completion of this step.



Step 6: Wire Transaction Approval

Payment Information

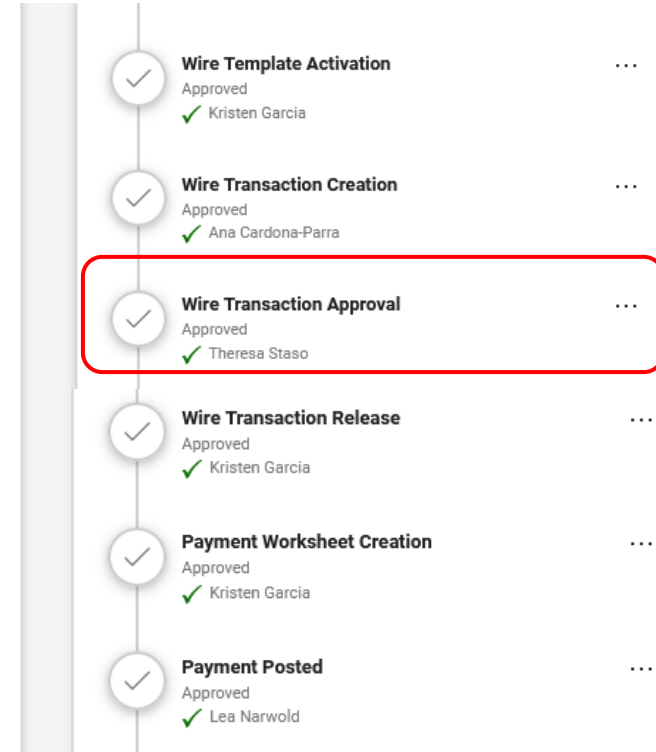
Requested Payment Override

| | |
|---------------------------|----------------------------|
| Accounting Date | 6/2/2023 |
| Payment Method Override | Wire Foreign Wire |
| Payment Message | JPMorgan Wire 9,694.43 CAD |
| Payment Hold Reason | no value |
| Separate Payment | ✗ |
| Payment Handling Code | no value |
| Withholding Override | no value |
| Withholding Code Override | no value |
| Wire Template | ✗ |

At this workflow step, an approver from Accounts Payable or Treasury will review all information and approve the wire transaction in the JPMorgan system and at the workflow step.

This approver cannot be the same approver who created the Wire Transaction Creation step.

Please allow 24 hours for completion of this step.



Step: 7 Wire Transaction Release

Payment Information

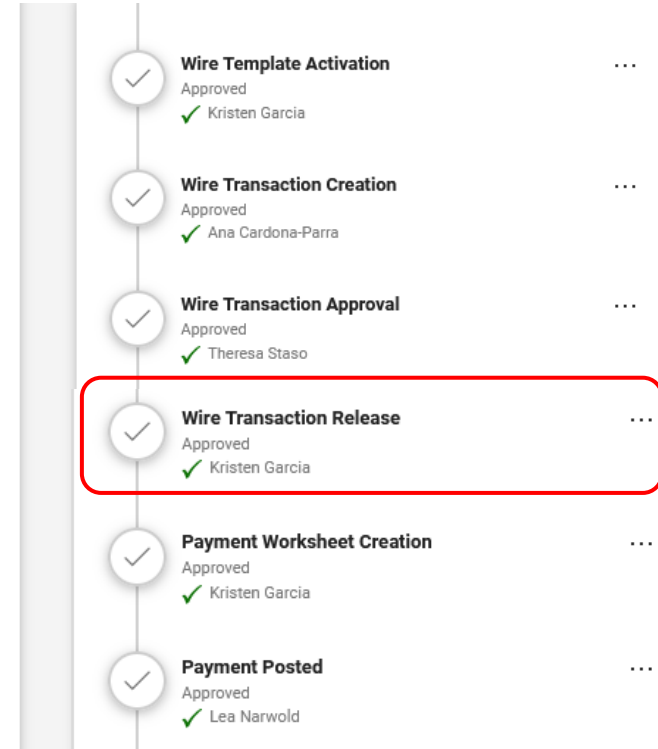
Requested Payment Override

| | |
|---------------------------|----------------------------|
| Accounting Date | 6/2/2023 |
| Payment Method | Wire |
| Override | Foreign Wire |
| Payment Message | JPMorgan Wire 9,694.43 CAD |
| Payment Hold Reason | no value |
| Separate Payment | ✗ |
| Payment Handling Code | no value |
| Withholding Override | no value |
| Withholding Code Override | no value |
| Wire Template | ✗ |

At this workflow step, an approver from Accounts Payable will review all information and release the wire transaction in the JPMorgan system and approve at the workflow step.

This approver cannot have completed either of the previous two steps (Wire Transaction Creation or Wire Transaction Approval). Wire Transaction Release must be approved by a third individual.

Please allow 24 hours for completion of this step.



Wire FINALIZATION Workflow Steps

Payment is sent to the supplier/beneficiary at the time the Wire Transaction Release step is approved. However, wires may be held in approval status at JPMorgan if they are future dated.

The remaining workflow steps serve only to finalize the accounting related to the payment which was made.

At the Payment Worksheet Creation step, Treasury validates that the wire payment left UD's bank account and has not been immediately returned.

Treasury creates Payment Worksheets in PeopleSoft so Accounts Payable can apply/post the voucher.

At the Payment Posted step, Accounts Payable edits the voucher for the final amount (if applicable when paid in a foreign currency) and approves, allowing the voucher to move into PeopleSoft for recording and posting to the general ledger.



Step 8: Payment Worksheet Creation

Payment Information

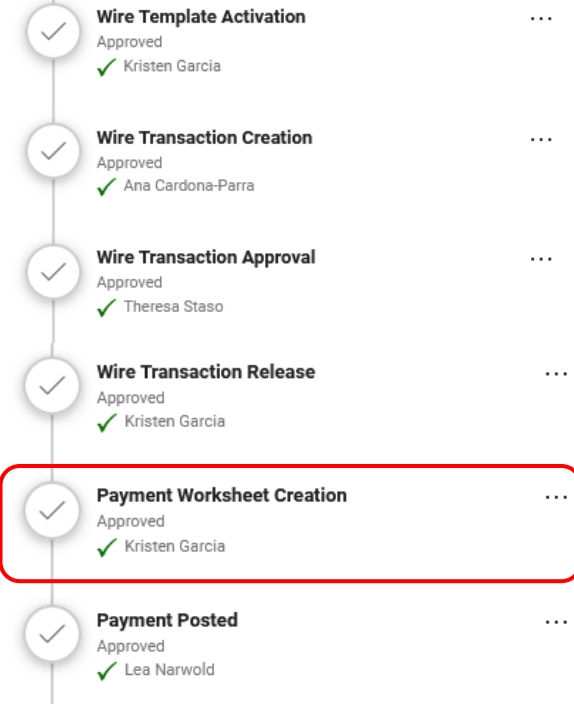
Requested Payment Override

| | |
|---------------------------|----------------------------|
| Accounting Date | 6/2/2023 |
| Payment Method | Wire |
| Override | Foreign Wire |
| Payment Message | JPMorgan Wire 9,694.43 CAD |
| Payment Hold Reason | no value |
| Separate Payment | ✗ |
| Payment Handling Code | no value |
| Withholding Override | no value |
| Withholding Code Override | no value |
| Wire Template | ✗ |

At this workflow step, an approver from Treasury confirms that the wire payment has been made and not returned. They then create a payment worksheet in PeopleSoft, and approve the workflow step in UDX to notify Accounts Payable.

If the transaction is returned, workflow will be reverted to a previous step.

Please allow three business days for completion of this step.



Step 9: Payment Posted

Payment Information

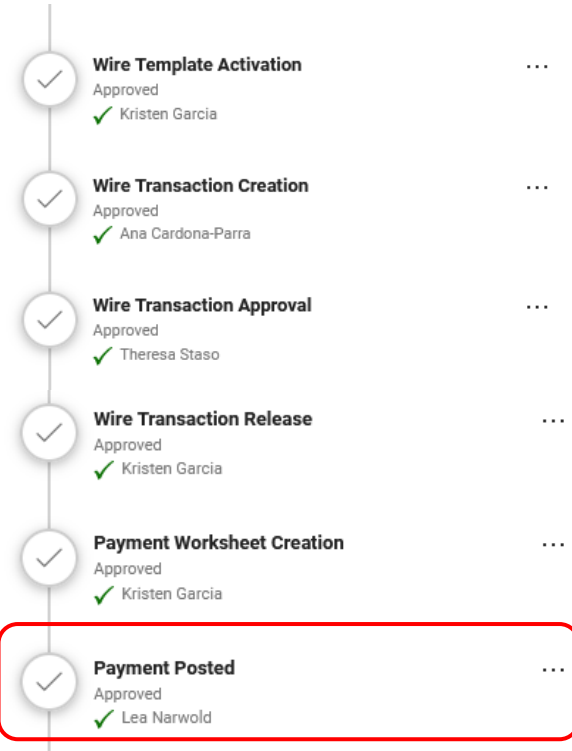
Requested Payment Override

| | |
|---------------------------|----------------------------|
| Accounting Date | 6/2/2023 |
| Payment Method Override | Wire Foreign Wire |
| Payment Message | JPMorgan Wire 9,694.43 CAD |
| Payment Hold Reason | no value |
| Separate Payment | ✗ |
| Payment Handling Code | no value |
| Withholding Override | no value |
| Withholding Code Override | no value |
| Wire Template | ✗ |

At this workflow step, an approver from Accounts Payable edits the voucher to indicate the final amount of the transaction (if made in foreign currency) and approves.

This is the final manual approval before the voucher moves into PeopleSoft.

Please allow two business days for completion of this step.



Additional Information

A daily automated process marks UD Exchange vouchers as **paid** when they have a payable PeopleSoft voucher that matches a Payment Worksheet.

The information related to the voucher payment updates in UD Exchange for Payment Status and Notes/Attachments sections, as illustrated on the next slide.

The payment process is **complete** when the voucher is **updated as paid** in PeopleSoft and in UD Exchange.



This information on the voucher in UD Exchange indicates that the transaction was successfully completed and will be posted to the general ledger.

Note: Payment Method will say “Check” for all manual wires.

Payment Status

| | |
|---------------------------|-----------------|
| Payment Method | Check |
| Payment Reference No. | 002559 |
| Payment Date | 10/2/2023 |
| Payment Cancellation Date | <i>no value</i> |
| Escheatment Date | <i>no value</i> |

Note/Attachments

| | |
|--------------------------------------|--|
| External Note | ***** Seq: 1 Payment Ref: 002559 Payment Date: 2023-10-02 Payment Message: JPMorgan Wire 9,694.43 CAD Comment: IT001191 Show less |
| Internal Note/Business Justification | <i>no value</i> |



Questions:

- procurement@udel.edu

Resources:

- [Procurement Services Website](#)

