[Bank Wires]

Use this instructional guide—in addition to instructions related to encumbered or unencumbered vouchers—to process a bank wire transaction.

- Log into the system via the myUFL portal, using your GatorLink user id and password (http://my.ufl.edu)
- Enter a regular voucher into PeopleSoft, either unencumbered or encumbered, to record the proper payment to the correct vendor
- Go to Regular Entry by navigating through the menu:
  - Accounts Payable
  - Vouchers
  - Entry
  - Regular Entry
- Follow the appropriate instruction guide to complete the voucher
- Complete the bank wire form (available at http://fa.ufl.edu/forms/) with the required information for the bank wire and fax to University Treasury Management at (352) 846-3576 or email to investments@admin.ufl.edu

Notes:
- If a vendor is needed, contact addvendor@ufl.edu to have a vendor added to PeopleSoft
- Ensure the terms for the payment are set to “Net 40” on the AP Voucher
- There are charges associated with performing a bank wire
  - $7.00 for domestic wires
  - $20.00 for foreign wires
- These fees will be charged to the Department by Treasury Management
- Treasury Management will process an unencumbered E2R (Expense to Revenue) transaction in PeopleSoft to assess the fees to the department