

Wire Transfer in “AP – Enter Bills” Portal

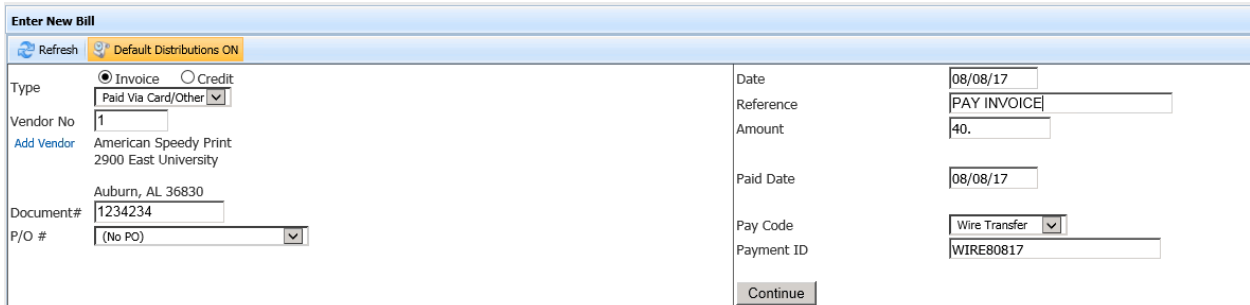
You can now enter a wire transfer prepaid in the AP Enter Bills portal.

For type choose “Paid Via Card/Other”. The Pay Code option will list Wire Transfer Pay codes in addition to the Third Party Pay codes:



The screenshot shows a form with a label "Pay Code" and a dropdown menu. The dropdown menu is open, showing three options: "MasterCard", "Visa Credit Card", and "Wire Transfer". The "MasterCard" option is currently selected. Below the dropdown menu is a "Continue" button.

If a Wire Transfer pay code is chosen the user is then prompted to enter in the wire transfer ID:



The screenshot shows the "Enter New Bill" form. The form is divided into two main sections. The left section contains fields for "Type" (with radio buttons for "Invoice" and "Credit", and a dropdown for "Paid Via Card/Other"), "Vendor No" (with a text input field containing "1" and a link to "Add Vendor"), "Document#" (with a text input field containing "1234234"), and "P/O #" (with a dropdown menu showing "(No PO)"). The right section contains fields for "Date" (with a text input field containing "08/08/17"), "Reference" (with a text input field containing "PAY INVOICE"), "Amount" (with a text input field containing "40."), "Paid Date" (with a text input field containing "08/08/17"), "Pay Code" (with a dropdown menu showing "Wire Transfer"), and "Payment ID" (with a text input field containing "WIRE80817"). A "Continue" button is located at the bottom right of the form.