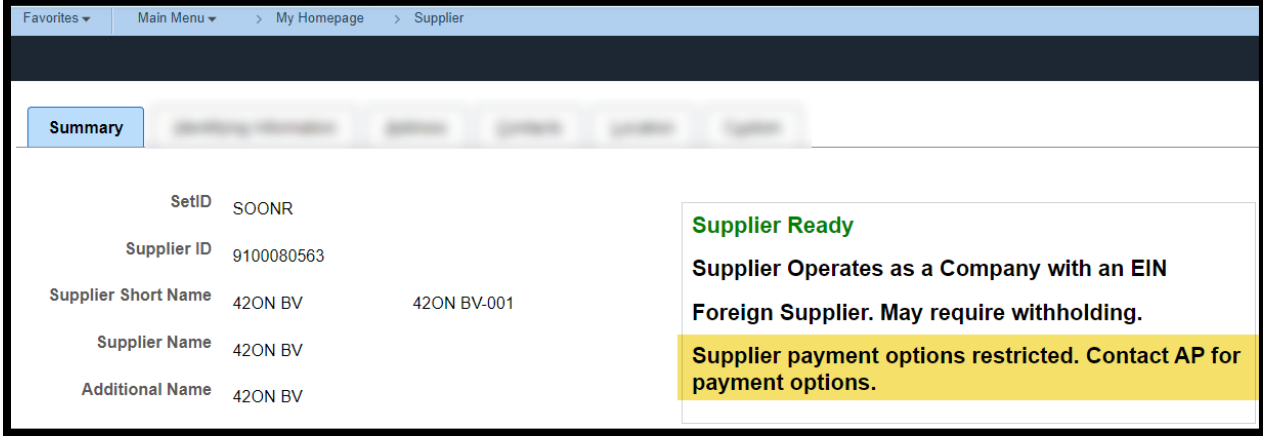




Step	Action
1	Facilitating payments to foreign suppliers is a complicated process. The University is required by the IRS to establish the tax status of foreign entities with which it conducts business. Different types of expenses have different taxation requirements. Each payment made to a foreign supplier must be reviewed by the Tax office for status determination.
2	Unless otherwise specified, all payments to foreign suppliers will be made via paper checks issued in US dollars. Payment by wire transfer will only be processed if specified by the supplier that a check in US dollars cannot be cashed. Departments should always check to see if there is a payment restriction for a supplier on the Supplier Summary page.
	
3	Payments made to suppliers in foreign currency require advanced coordination with Convera (formerly Western Union) to facilitate wire transfers . This process results in additional surcharges for the paying department.
4	Currently, wire transfers to a bank outside of the US in foreign currency are \$15. Wires to a bank outside of the US in USD currency are \$45. In special situations, domestic wires can be processed to a US supplier. Wires to a bank in the US in USD currency are \$45. Note that Convera rates are subject to change.
5	Whenever possible, it is recommended to use a domestic supplier to simplify the payment and taxation process.
6	When reviewing an expense from a foreign supplier, first determine if the transaction is related to a Purchase Order. If it is, a receipt must be entered in PeopleSoft to initiate payment.
7	<p>To pay a foreign supplier off a Purchase Order, determine if the payment must be processed in a foreign currency or in US dollars.</p> <p>Hint: If asked, a supplier will normally re-invoice in US dollars if the original invoice was issued in foreign currency. Having an invoice in USD will 'lock in' the conversion rate with the supplier at the time the invoice is issued. That means the invoice can be entered as-is, without waiting for a currency conversion and a locked-in rate, which can take a business day to confirm with Convera. It also allows departments to enter a set price in USD on the requisition without requesting a change order for each invoice to be paid.</p>



8	<p>If the payment must be processed in a foreign currency, email AccountsPayable@ouhsc.edu a copy of the invoice before entering in a receipt. Please confirm that the supplier:</p> <ul style="list-style-type: none"> a. Will not invoice in US dollars. b. Will not accept a check in US dollars. <p>AP will coordinate with Convera to confirm the currency conversion and establish a wire confirmation. The wire confirmation will lock in the currency conversion rate for up to a week.</p>
9	<p>AP will also need the banking information from the supplier to submit to Convera. Banking details are normally listed on the supplier's invoice however, the following information must be obtained:</p> <ul style="list-style-type: none"> a. Bank name, address and country b. International bank account number (BAN) c. Sort code or BSB (identifies the bank branch) d. Payee account name as listed on the account e. Payee permanent address f. Swift code (international bank identifier) g. Reference information (i.e., PO number, invoice number, etc.) h. Supplier email address
10	<p>Once the confirmation is obtained from Convera, that will be emailed back to the department to begin receipt entry. If the payment is to be processed in US dollars, receipt entry can begin without prior coordination with Accounts Payable.</p>
11	<p>To perform receiving, login to PeopleSoft Financials and click on the eProcurement tile on the Home Screen and select Manage Requisitions from the left side menu or use the NavBar and select Navigator > eProcurement > Manage Requisitions.</p>
12	<p>Locate the requisition by typing in the Requisition Number, updating the Date From and Date To fields or by changing the Request State to PO(s) Dispatched. By default, the date range will be within the last week and the Request State will be All but Complete. Click Search. The available requisitions will be displayed.</p>
13	<p>Locate the requisition that needs to be received on. From the drop-down menu, select Receive and click the Go button.</p>
14	<p>On the next screen, click Add to be taken to the Purchase Order associated with the requisition.</p>
15	<p>The next screen will display the PO and all the PO lines. Click on the box to the left of the PO ID field for all the lines to be received and click OK. To select all lines on the PO, click the Select All hyperlink and then click OK. Ensure that you have selected the wire transfer line as well as any goods/service line(s) to be paid.</p> <p>Hint: All PO's to be made by wire transfer must have a separate line on the PO for the wire transfer fee, GL code 920550. If the line does not exist on the PO, the department will need to coordinate with Purchasing on a change order before receiving can be completed. The wire fee line amount should be inclusive of all payments for the fiscal year.</p>
16	<p>Enter in the quantity or price of the goods/services and the appropriate wire amount on the wire fee line.</p>



Maintain Receipts

Receiving

Business Unit NORMN Receipt Status Fully Received ✘

Receipt ID 0000031364 Edit Header Comments/Attachments Activities

Header Details Document Status

PO Voucher - Special Processing

*Priority Processing | Normal Processing

Rush Justification Handling

254 characters remaining

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual

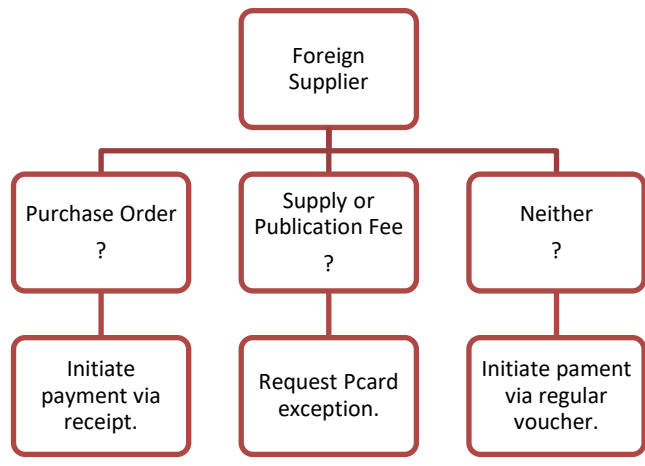
Receipt Lines Person

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	PO Number
1		Subaward remaining balance	1.0000	4494.84000	1.0000	Received	921800	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0000003966
2		Wire fees - Univ of Sheffield	1.0000	45.00000	1.0000	Received	920550	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0000003966

Interface Receipt Run Close Short Interface Asset Information

Save Return to Search Notify Refresh

- 17 In the **Header Comments/Attachments**, attach both the **invoice** to be paid and the Convera **confirmation**. Select **Special Handling** from the **Priority Processing** drop-down and indicate that the payment needs to be made via **wire transfer**.
- 18 If no confirmation is needed due to payment in US dollars, just attach the **invoice** and select **Special Handling** from the **Priority Processing** drop-down and indicate that the payment needs to be made via **wire transfer**.
- 19 Click **Save**. Accounts Payable will obtain Tax approval, enter and approve a PO voucher for the expense, and complete the **wire transfer** process through Convera.
- 20 If the expense is not related to a Purchase Order, determine if it is a supply or a publication fee. Either of these expenses may be paid on a Pcard, with an approved Pcard exception. Please email a copy of the invoice to **Pcard@ou.edu** for review.



- 21 If the expense does not fall into the two previous categories, a regular voucher will be entered in PeopleSoft to initiate payment.
- 22 If the invoice is in US dollars, enter the voucher as normal but add an additional distribution line for the wire fee.
- 23 On the **OU Voucher Info** page, select **Special Handling** from the **Priority Processing** drop-down and indicate that the payment needs to be made via **wire transfer**.
- 24 AP will obtain Tax approval and make any adjustments to the voucher, as needed, before completing the **wire transfer** process with Convera.



If the payment must be processed in a foreign currency, email AccountsPayable@ouhsc.edu a copy of the invoice **before** entering in a receipt. Please confirm that the supplier:

- c. Will not invoice in US dollars.
- d. Will not accept a check in US dollars.

AP will coordinate with Convera to confirm the currency conversion and establish a wire **confirmation**. The wire **confirmation** will lock in the currency conversion rate for up to a week.

22 Once the rate is locked in, AP will attach the Convera confirmation to the voucher, add an additional distribution line for the **wire transfer** fee, and update the payment amount, if necessary, to account for the conversion. The voucher will be sent back through the workflow process to obtain approval for the revised voucher.

The screenshot shows the 'Invoice Lines' interface. At the top, there are input fields for 'Line 1', 'Copy Down', 'SpeedChart', 'Ship To' (EH_0303), 'Description', and 'Packing Slip'. Below these is a 'Distribution Lines' table with the following data:

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Org	Function	Entity	Source	Purpose	PC Bus Unit	Project
<input type="checkbox"/>	1	200.38		NORMN	600100	MISCA							
<input type="checkbox"/>	2	15.00		NORMN	920550	MISCA							

23 Once the regular voucher is fully approved, AP will complete the **wire transfer** process with Convera.