

EFT Payment Review for RARA

May 2024

EFT Policy

<https://www.rochester.edu/adminfinance/treasury/pdf/ETfpolicy.pdf>

- Treasury & Accounts Payable collaborate on EFT payments

EFT Training

<https://www.rochester.edu/adminfinance/urprocurement/how-to-purchase/p2p-training/>

- Held quarterly and announced in the monthly [UR Financials Newsletter](#) and during P2P Monthly User Meetings
- For users new to roles, anyone that has questions about EFT payments, or anyone wanting a refresher
- Attendees are also encouraged to provide feedback on enhancements to the guide and/or EFT Questionnaire

EFT Reference Guide

<https://rochester.app.box.com/s/oas28c91bnr99qokfj0q5zu2hzwkcugx>

Coming Soon: “Paying for” guides – Business Expenses, Travel, Research Participants

Callback and Fraud Prevention Resources from JP Morgan

[How to Develop a Strong Callback Process \(jpmorgan.com\)](#)

[When Callbacks Go Wrong \(jpmorgan.com\)](#)

[Three Cybersecurity Trends to Watch Out For in 2023 | J.P. Morgan \(jpmorgan.com\)](#)

[Top Cybersecurity trends to watch in 2024 \(jpmorgan.com\)](#)

Background

- Many years ago the banks were more lenient
- Now banks routinely question our EFT payments
 - Some inquiries are randomized
 - Other inquiries are triggered because of certain criteria. Commonly we're changing the bank account for a payment when we previously used a different bank account for the same payee. Another could be the dollar amount looks suspicious (high) for us to pay that payee.
- The bank contacts Treasury. On a recorded line, they question who verified the payee's banking details, when, and who did they speak to. If Treasury is not confident with the EFT questionnaire information presented, they will not guess or assume when on the recorded line, they will ask for re-verification.
 - Re-verifying at the time payment is being held is complex because we generally are unable to contact the person in the department who did the original verification in the allotted time given by the bank before they cancel the payment and make us start over.
 - Therefore, in an attempt to reduce delays to payments to your suppliers, we try to cover all the bases on the EFT Questionnaire.

Frequently Asked Questions

Previously we could just submit a paper form with the banking info, it's so much more work now. Why?

- Submitting paper forms is not as beneficial as submitting the same information in a streamlined (consistent), transparent (you know who it is waiting on) process. Importantly, banks expect us to do more work to verify banking info before processing payments than they did years ago (when the paper forms were the standard).

The EFT Policy says we can't use Zoom/Skype/Teams, that we have to make a phone call. Why?

- Not only can a fraudster change their display name on a Zoom/Skype/Teams call, but AI could be used to fake the video you believe you are seeing. The banks still only expect us to rely on using a phone number we knew prior to getting the banking info. By the banks' standards, no other form of communication is reliable.

I make ongoing payments to the supplier, do I have to call them for every invoice I submit?

- No, you do not have to call them for each invoice. However, as the payment requestor it is your responsibility to notify AP or Treasury if the payment instructions change and to re-verify any changes.

I had POs but because of the EFT complications I ran into I paid the supplier with my PCard. Is that ok?

- Absolutely. If the purchase is acceptable according to PCard policy then it is highly recommended to use your PCard. UR's PCard program is a valuable tool for quickly and efficiently managing resources by concentrating low-dollar, low-risk purchases in a less paper-intensive process. Refer to the [Buying and Paying Guide](#) for more information on which purchases are preferred on a PCard.

Workday Foreign-EFT Payment Questionnaire Guide for Requisition and Supplier Invoice Request Initiators

January 2023

Table of Contents	Page
Overview of EFT Transactions	2
Departmental Responsibilities	
<i>Supplier Invoice Requests</i>	3
<i>Purchase Order Invoices</i>	6
Send Back from Treasury	9
Accounts Payable Responsibilities	11
Example of a completed Questionnaire	13

Overview of EFT Transactions

Supplier Invoice Request (SIR) functionality in **Workday** has replaced the paper F4 Payment Request form. Departmental users initiate SIRs that undergo a financial approval process within the department and are also subject to review by the Accounts Payable department. Accounts Payable then submits the SIR, which creates an **Invoice**.

In situations where the SIR process cannot be used and the F4 EFT form is required, departments must attach a completed Foreign-EFT Payment Questionnaire to their F4 EFT form. This will ensure that all the necessary bank information is provided to Treasury Specialist for the EFT payment to be processed.

Accounts Payable also enters **Invoices** against **Workday Purchase Orders**, and the Supplier for some of these Invoices may be set up to be paid via EFT if the Remit-To Address is foreign.

Invoices created from SIRs or POs for which the **Supplier Payment Type** is **EFT** (electronic funds transfer) or **Foreign Draft** require completion of the **Foreign-EFT Payment Questionnaire**. These invoices route to **Treasury Specialist** for payment processing. The Questionnaire is necessary because it collects account information that is required by our banks. Our banks require this information to both meet banking regulatory requirements and to better ensure prevention of payment fraud which is beneficial to departments who are incurring the expense. All fields marked "Required" must be filled out. If required information is missing, the EFT Questionnaire will be sent back. ***It is important to note that the EFT Questionnaire must be filled out by the department, not the Supplier.***

Supplier Invoices will route to the Treasury Specialist when the following conditions are met:

- *Default Payment Type for the Supplier selected is EFT or Foreign Draft.*

The screenshot shows the Workday interface for a supplier profile. At the top, there is a blue header for 'VPixx Technologies Inc Supplier' with an 'Actions' button. Below this, there are two rows of information: 'Supplier ID' (SPR034728) and 'Approval Status' (Approved). A navigation bar contains four tabs: 'Overview', 'Contracts and Purchase Orders', 'Invoices and Payments', and 'Supplier Details'. The 'Supplier Details' tab is active, and within it, the 'Payment Details' sub-tab is selected. The 'Payment Details' section shows three items: 'Default Payment Terms' (Immediate), 'Accepted Payment Types' (EFT), and 'Default Payment Type' (EFT). The 'Default Payment Type' row is highlighted with a red rectangular border.

Supplier ID	SPR034728	Add
Approval Status	Approved	

Overview	Contracts and Purchase Orders	Invoices and Payments	Supplier Details
----------	-------------------------------	-----------------------	------------------

Summary	Contact Information	Supplier Contacts	Payment Details
---------	---------------------	-------------------	-----------------

Default Payment Terms	Immediate
Accepted Payment Types	EFT
Default Payment Type	EFT

- *Acceptable Use Questionnaire response indicates foreign currency or EFT request*

Select all the statements below that are true of the Supplier's Default Payment Type. (Required)

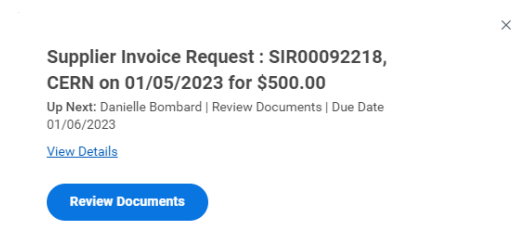
- The Supplier's Default Payment Type was looked up and that is how this payment should be made. The Default Payment Type is not Foreign Draft or EFT.
- The Default Payment Type is Foreign Draft or EFT. You will be prompted to complete the Foreign and EFT Payment Questionnaire.
- The payment must be made in foreign currency. You will be prompted to complete the Foreign and EFT Payment Questionnaire.
- The payment must be made to a foreign bank. You will be prompted to complete the Foreign and EFT Payment Questionnaire.
- The payment requires a currency conversion from or to US dollars. You will be prompted to complete the Foreign and EFT Payment Questionnaire.

Departmental Responsibilities

Supplier Invoice Requests

Upon submission of the **Acceptable Use Questionnaire**, Workday evaluates if the Foreign-EFT Payment Questionnaire step should be triggered. If the Supplier Payment Type is EFT or Foreign Draft OR if the Acceptable Use questionnaire Payment Type question indicates it should be, then the **SIR Initiator** is prompted to complete the **Foreign-EFT Payment Questionnaire**.

- Click on **Review Documents**



- Note the **Help Text** at the top of the Review Documents screen.

Review Documents Review Documents for Supplier Invoice Request : SIR00092222, CERN on 02/06/2023 for \$500.00

3 day(s) ago - Due 02/07/2023


A Supplier Invoice that is associated with a Supplier with a Payment Type of EFT has been processed.

This questionnaire is required for all Suppliers where the Supplier Payment Type is Foreign Draft or EFT.

Please read important information about Electronic Fund Transfers (EFTs):

- Departmental FAO will bear financial responsibility for any inaccurate information provided related to the transaction.
- For payments that must be paid immediately to avoid serious consequences (significant late fines/late fees) or for critical/ strategic event payments; must be marked for Payment Handling Rush.
- Treasury and Accounts Payable have authority to utilize other acceptable payment types so it is best if authorization is obtained in advance for use of this payment type.
- Supplier Name on SIR or PO Supplier Invoice must be the same as the Bank Account Beneficiary Name.
- EFT Payments are preferred when the Remit-To-Address is foreign, to avoid mail delays.
- In order to complete your request, all of the questions marked Required, must be completed, otherwise the EFT Questionnaire will be sent back for revisions.
- Label the file using the Supplier Name + currency + amount (Example: Norgen \$225.00) and attach below.

Documents

Document  Foreign-EFT Payment Questionnaire


Drop file here

A Supplier Invoice that is associated with a Supplier with a Payment Type of EFT has been processed. This questionnaire is required for all Suppliers where the Supplier Payment Type is Foreign Draft or EFT. Please read important information about Electronic Fund Transfers (EFTs):

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- **For payments that must be paid immediately to avoid serious consequences (significant late fines/late fees) or for critical/ strategic event payments; must be marked for Payment Handling Rush.**
- **Treasury and Accounts Payable have authority to utilize other acceptable payment types so it is best if authorization is obtained in advance for use of this payment type.**
- **Supplier Name on SIR or PO Supplier Invoice must be the same as the Bank Account Beneficiary Name.**
- **EFT Payments are preferred when the Remit-To-Address is foreign, to avoid mail delays.**
- **In order to complete your request, all of the questions marked Required, must be completed, otherwise the EFT Questionnaire will be sent back for revisions.**
- **Label the file using the Supplier Name + currency + amount (Example: Norgen \$225.00) and attach below.**

- Click on the **Document** labeled “**Foreign-EFT Payment Questionnaire**” in order to open the file and/or save it in order to fill it out.

Documents

Document  Foreign-EFT Questionnaire

- If you forget to complete the questionnaire, go to your **Workday Inbox** and the **Review Documents** task will be available for you to complete:

Inbox

Review Documents Review Documents for Supplier Invoice Request : SIR00092217, CERN on 01/05/2023 for \$500.00

Actions Archive

Viewing: All Sort By: Newest

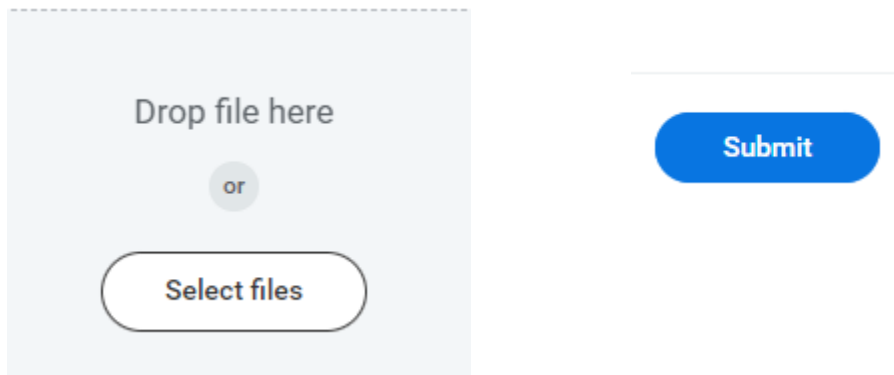
Supplier Invoice Request : SIR00092217, CERN on 01/05/2023 for \$500.00
1 hour(s) ago - Due 01/06/2023

The **Foreign-EFT Payment Questionnaire** questions are as follows:

- Please select one of the following payment types (EFT to US Bank, EFT to Foreign Bank, Check in Foreign Currency) - **Required**
 - Enter EFT to US Bank, EFT to Foreign Bank, or Check in Foreign Currency
- If Supplier has an account in a US domiciled bank, why is 2 day ACH not acceptable - **Required**
 - If the supplier does not have a bank in the US, enter No US bank
 - Otherwise explain why a 2-day ACH (automated clearing house payment) is not acceptable
- Beneficiary Name (Account Holder) - **Required**
- Beneficiary Email Address – **Recommended**
- Beneficiary Address as registered with their Bank (Street, City, State, Country) - **Required**
- Beneficiary Mailing Address - **Required**
- Beneficiary Bank Account Number or IBAN (*IBAN preferred if applicable*) - **Required**
- Re-enter Beneficiary Bank Account Number or IBAN (*IBAN preferred if applicable*)- **Required**
- Beneficiary Bank Account SWIFT, BIC or ABA number - **Required**
 - *Canada requires Transit Code and Institution Number.*
- Re-enter Beneficiary Bank Account SWIFT, BIC or ABA number - **Required**
 - *Canada requires Transit Code and Institution Number.*
- Bank Name - **Required**
- Bank Address - **Required**
- Payment Amount and Currency - **Required**
 - *Treasury will handle currency conversion*
 - Example if paying 200 USD in USD: Enter "200USD"
 - Example if paying 200USD but need to pay in EURO: Enter "200USD converted to EURO"
 - Example if paying 200EURO in EURO: Enter "200EURO"
- Payment Due Date (MM/DD/YYYY) - **Required**
- Provide transaction detail / business purpose / Invoice Number - **Required**
 - If paying an Invoice to a Supplier, *Invoice Number must be provided*
- *Requester must verify banking instructions by phone with 2 different people within the company. When validating, Requestors must call the supplier or payee at the phone numbers known to the Requestors prior to receipt of the payment instructions. Other forms of contact like Email or Zoom are not acceptable. If the information required below is not provided in full, then EFT*

payment type cannot be utilized. If an individual is being paid, 1 verbal verification is acceptable. (see Foreign and EFT Payment Policy)

- Provide contact from which banking information was obtained - **Required**
 - ✓ Call #1 (Date, Time, Name of Contact, Phone Number)
 - ✓ Call #2 (Date, Time, Name of Contact, Phone Number)
- The Foreign-EFT Questionnaire is the only source of information Treasury Specialist uses to make the payment.
- The Foreign-EFT Payment Questionnaire will ask you for the **amount to pay**. Please ensure this questionnaire response is accurate since it will be used regardless of what the PO or Invoice says to pay.
- Once you've filled out the **Foreign-EFT Payment Questionnaire**, save it to your desktop, ensuring you label it using the standards noted in the Help Text (*Supplier Name + Currency + Amount*).
- **Upload** the completed Foreign-EFT Payment Questionnaire and click **Submit**.



- *After submitting the Foreign-EFT Payment Questionnaire, store a copy on your drive/desktop in case any details need to be revised.*
- The **Invoice** then routes to a **Treasury Specialist** for payment processing.

Purchase Order Invoices

- *Requisition:* Department will submit as usual, so a PO is generated
- *Invoice:* AP will enter the Invoice for the full amount of the Invoice
- *Receipts:* Requester should take care to ensure they enter receipts for only the amount they desire to pay if not expecting/desiring to pay the PO in full
- *Questionnaire:* When presented with the Foreign-EFT Payment Questionnaire, the Requester should ensure they clearly indicate the amount that should be paid as seen on the invoice, including stating the currency that the payment should be made in.
 - **Treasury Specialist uses Foreign-EFT Payment Questionnaire as the only source of information to process the payment.**
 - The Foreign-EFT Payment Questionnaire will ask you for the amount to pay. Please ensure this questionnaire response is accurate since it will be used regardless of what the PO or Invoice says to pay.

When your **PO Invoices** are associated with a **Supplier** with the **Payment Type** of **EFT** or **Foreign Draft**, you will be prompted to complete the **Foreign-EFT Payment Questionnaire**.

A **Review Documents** task will route to your **Workday inbox** after the Invoice is matched. Keep in mind that you may be involved in resolving a match exception for the invoice and once that is resolved, the Review Documents task will appear in your Inbox.

- Note the **Help Text** at the top of the **Review Documents** screen.

Review Documents Review Documents for Supplier Invoice Request : SIR00092222, CERN on 02/06/2023 for \$500.00

3 day(s) ago - Due 02/07/2023

A Supplier Invoice that is associated with a Supplier with a Payment Type of EFT has been processed.

This questionnaire is required for all Suppliers where the Supplier Payment Type is Foreign Draft or EFT.

Please read important information about Electronic Fund Transfers (EFTs):

- Departmental FAO will bear financial responsibility for any inaccurate information provided related to the transaction.
- For payments that must be paid immediately to avoid serious consequences (significant late fines/late fees) or for critical/ strategic event payments; must be marked for Payment Handling Rush.
- Treasury and Accounts Payable have authority to utilize other acceptable payment types so it is best if authorization is obtained in advance for use of this payment type.
- Supplier Name on SIR or PO Supplier Invoice must be the same as the Bank Account Beneficiary Name.
- EFT Payments are preferred when the Remit-To-Address is foreign, to avoid mail delays.
- In order to complete your request, all of the questions marked Required, must be completed, otherwise the EFT Questionnaire will be sent back for revisions.
- Label the file using the Supplier Name + currency + amount (Example: Norgen \$225.00) and attach below.

Documents

Document Foreign-EFT Payment Questionnaire

Drop file here

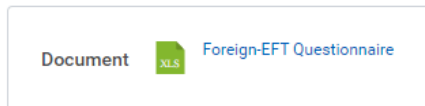
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- **Departmental FAO will bear financial responsibility for any inaccurate information provided related to the transaction.**
- **For payments that must be paid immediately to avoid serious consequences (significant late fines/late fees) or for critical/ strategic event payments; must be marked for Payment Handling Rush.**
- **Treasury and Accounts Payable have authority to utilize other acceptable payment types so it is best if authorization is obtained in advance for use of this payment type.**
- **Supplier Name on SIR or PO Supplier Invoice must be the same as the Bank Account Beneficiary Name.**
- **EFT Payments are preferred when the Remit-To-Address is foreign, to avoid mail delays.**

- In order to complete your request, all of the questions marked **Required**, must be completed, otherwise the EFT Questionnaire will be sent back for revisions.
- Label the file using the Supplier Name + currency + amount (Example: Norgen \$225.00) and attach below.

- Click on the **Document** labeled “**Foreign-EFT Payment Questionnaire**” in order to open the file and/or save it in order to fill it out.

Documents



The **Foreign-EFT Payment Questionnaire** questions are as follows:

- Please select one of the following payment types (EFT to US Bank, EFT to Foreign Bank, Check in Foreign Currency) - **Required**
 - Enter EFT to US Bank, EFT to Foreign Bank, or Check in Foreign Currency
- If Supplier has an account in a US domiciled bank, why is 2 day ACH not acceptable - **Required**
 - If the supplier does not have a bank in the US, enter No US bank
 - Otherwise explain why a 2-day ACH (automated clearing house payment) is not acceptable
- Beneficiary Name (Account Holder) - **Required**
- Beneficiary Email Address – **Recommended**
- Beneficiary Address as registered with Bank (Street, City, State, Country) - **Required**
- Beneficiary Mailing Address - **Required**
- Beneficiary Bank Account Number or IBAN (*IBAN preferred applicable*) – **Required**
- Re-enter Beneficiary Bank Account Number or IBAN (*IBAN preferred if applicable*)- **Required**
- Beneficiary Bank Account SWIFT, BIC or ABA number - **Required**
 - *Canada requires Transit Code and Institution Number.*
- Re-enter Beneficiary Bank Account SWIFT, BIC or ABA number - **Required**
 - *Canada requires Transit Code and Institution Number.*
- Bank Name - **Required**
- Bank Address - **Required**
- Payment Amount and Currency - **Required**
 - *Treasury will handle currency conversion.*
 - Example if paying 200 USD in USD: Enter "200USD"
 - Example if paying 200USD but need to pay in EURO: Enter "200USD converted to EURO"
 - Example if paying 200EURO in EURO: Enter "200EURO"
- Payment Due Date (MM/DD/YYYY) - **Required**
- Provide transaction detail / business purpose / Invoice Number - **Required**
 - If paying an Invoice to a Supplier, Invoice Number must be provided
- *Requester must verify banking instructions by phone with 2 different people within the company. When validating, Requestors must call the supplier or payee at the phone numbers known to the Requestors prior to receipt of the payment instructions. Other forms of contact like Email or Zoom are not acceptable. If the information required below is not provided in full, then EFT payment type cannot be utilized. If an individual is being paid, 1 verbal verification is acceptable. (see Foreign and EFT Payment Policy)*

- Provide contact from which banking information was obtained - **Required**
 - ✓ Call #1 (Date, Time, Name of Contact, Phone Number)
 - ✓ Call #2 (Date, Time, Name of Contact, Phone Number)
- Once you've filled out the **Foreign-EFT Payment Questionnaire**, save it to your desktop, ensuring you label it using the standards noted in the Help Text (*Supplier Name + Currency + Amount*).
- **Upload** the completed Foreign-EFT Payment Questionnaire and click **Submit**.

- *Ensure you keep the Questionnaire somewhere in your desktop in case you are asked to revise any of the details you provided.*
- The **Invoice** then routes to the **Treasury Specialist** for payment processing.
- ***Important Reminder: The department who provides EFT bank details is responsible for ensuring they are accurate, and have been verbally verified as needed (see last question on the EFT Questionnaire). If an EFT Payment is returned, and we show that the Treasury Specialist entered the same details that the department provided, the department is responsible for any and all return fees associated with EFTs returned due to incorrect and/or missing details.***


Send Backs from Treasury Specialist


For both SIR and PO Invoices, if Treasury Specialist has any questions or discovers errant information in the Questionnaire, they will do an **Invoice Send Back**.

If the Invoice is related to a SIR you submitted, Accounts Payable will send you an **email** to indicate the **Send Back Reason**, which will let you know what needs to be fixed. You should **edit** the Questionnaire you previously attached and saved to your desktop. Ensure you **review** the revisions to avoid another send back.

- **Reply** to the email Accounts Payable sent you, and **attach** the **revised Foreign-EFT Payment Questionnaire**.
- **AP** will attach your revised Foreign-EFT Payment Questionnaire to the **Invoice** and **resubmit** to Treasury Specialist via their Workday Inbox.

Attachments

 [Clarix Clinical - Inv 100ab - 9450USD - 20190516 - Questionnaire.xlsx](#)
 Uploaded by [Tena Heath](#)
 Comment (empty)

 [Clarix Info obtained by AP 190521.msg](#)
 Uploaded by [Tena Heath](#)
 Comment (empty)

- **SIR Initiators** also have visibility to **Send Back Reasons**. In order to view these details, look up the SIR that has been sent back, and under **Additional Information**, click on **Supplier Invoice**.

Additional Information

Ship-To Address  [44 Celebration Dr Suite 3100 Roche](#)

Payment Terms Net 30

Due Date 04/11/2019

Supplier Invoice [Supplier Invoice: SPI02092149](#)

- From the **View Supplier Invoice** screen, click on **Process History** and scroll down until you see a **Treasury Specialist step** labeled “Sent Back” with Send Back Reason.

Invoice Lines Attachments Questionnaire Responses **Process History**

Send Back	01/05/2023 02:09:34 PM	01/06/2023	Kristina Mano (Treasury Specialist)	1	Send Back Reason from Kristina Mano: IBAN is required but has been left blank
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- Note that if multiple Send Backs have been performed, the one that has the most recently **Completed On date** will be the appropriate one to check in order to have the most recent Send Back Reason and to ensure you’re correcting the appropriate details.

If the Invoice is related to a PO, once **Treasury Specialist** performs a **Send Back**, the **Invoice** will route to the **AP staff** who processed the Invoice.

- They will click **Submit** from their Workday Inbox, which will initiate a **Send Back** to the **Requester**
- The **Requester** will be notified of this via their **Workday Inbox**, as the **Supplier Invoice’s Review Documents step** will be re-triggered.
- From their **Workday Inbox**, the Requestor should click on the **Related Actions** next to **Review Documents**, then on **Supplier Invoice**.

Review Documents Review Documents for Supplier Invoice: SPI03846218, MRI Uth Study on 01/05/2023 for \$6,567.48

14 minutes

Event

Review Documents for Supplier Invoice: SPI03846218, MRI Uth Study on 01/05/2023 for \$6,567.48

Subject: Supplier Invoice: SPI03846218, MRI Uth Study on 01/05/2023 for \$6,567.48

- On the next screen, called **View Event**, click on **Process** and scroll down until you see a **Treasury Specialist step** labeled “Sent Back” with Send Back Reason.

My Actions **Process**

Sent Back	01/05/2023 02:09:34 PM	01/06/2023	Kristina Mano (Treasury Specialist)	1	Send Back Reason from Kristina Mano: IBAN is required but has been left blank
-----------	------------------------	------------	-------------------------------------	---	---

- Revise** the Questionnaire you previously attached and saved to your desktop. Ensure you **review** the revisions to avoid another send back.
- In order to upload your revised Foreign-EFT Questionnaire, click on your **Workday Inbox**, click on the **Invoice** that was sent back, **upload** the **revised Foreign-EFT Payment Questionnaire** and click **Submit**.

Drop file here

or

Select files

Norgen \$225.00.xlsx

Successfully Uploaded!

Comment

Submit

Accounts Payable Responsibilities

Before submitting the SIR and generating an Invoice that will route to a Treasury Specialist, **AP** should ensure the **Payment Type** on the **Supplier Invoice** accurately reflects the **Foreign-EFT Payment Questionnaire** selections:

Please select one of the following payment types: (Required)

EFT to US Bank

EFT to Foreign Bank

Check in Foreign Currency

- **Payment Type on Supplier Invoice** should be **EFT** for **EFT to Foreign Bank**
- **Payment Type on Supplier Invoice** should be **EFT** for **EFT to US Bank** *if it has been determined that 2-Day ACH is not possible due to urgency of payment*
- **Payment Type on Supplier Invoice** should be **Foreign Draft** for **Check in Foreign Currency**
 - Note that at this time Treasury is not issuing any Foreign Draft payments, so departments should opt in for EFT Payment if the payment needs to be made in Foreign Currency.
- If SIR Initiator requests an **EFT to US Bank**, but it is determined that **2-Day ACH is acceptable**, AP should send the SIR back and ask the SIR Initiator to change the **Acceptable Use Questionnaire's Default Payment Type question** to the first one shown below, since not doing so will route the Invoice to be paid via EFT instead of ACH.
 - AP should email a copy of the EFT Questionnaire which contains bank details to a **Supplier Specialist**, asking them to start the confirmation and setup process for ACH.
 - Once the SIR Initiator revises the Acceptable Use Questionnaire's Default Payment Type question and submits the SIR Questionnaire again, AP should *not* approve that SIR and create the Invoice until they can see that the Supplier has been *changed* to **ACH Payment Type** and *fully approved*.

Select all the statements below that are true of the Supplier's Default Payment Type. (Required)

The Supplier's Default Payment Type was looked up and that is how this payment should be made. The Default Payment Type is not Foreign Draft or EFT.

The Default Payment Type is Foreign Draft or EFT. You will be prompted to complete the Foreign and EFT Payment Questionnaire.

The payment must be made in foreign currency. You will be prompted to complete the Foreign and EFT Payment Questionnaire.

The payment must be made to a foreign bank. You will be prompted to complete the Foreign and EFT Payment Questionnaire.

The payment requires a currency conversion from or to US dollars. You will be prompted to complete the Foreign and EFT Payment Questionnaire.

- If necessary, AP needs to work with a **Supplier Specialist** to add the necessary **Payment Type** as Available to the Supplier record **prior** to creating an Invoice from the SIR.
- Once the Supplier has been *updated* and *fully approved*, AP should approve the SIR and create the Invoice.

Example of a completed Questionnaire

Question	Answers
Please select one of the following payment types (EFT to US Bank, EFT to Foreign Bank, Check in Foreign Currency) - Required	EFT to Foreign bank
If Supplier has an account in a US domiciled bank, why is 2 day ACH not acceptable - Required	supplier does not have a domestic bank account
Beneficiary Name (Account Holder) - Required	Canberra Health Services
Beneficiary Email Address - Recommended	AccountsReceivable.SharedServicesFinance@act.gov.au
Beneficiary Address as registered with Bank (Street, City, State, Country) - Required	GPO Box 158 CANBERRA City ACT 2601 Australia
Beneficiary Mailing Address - Required	GPO Box 158 CANBERRA City ACT 2601 Australia
Beneficiary Bank Account Number or IBAN (IBAN preferred if applicable) - Required	IBAN: AU565460590645606090
Re-enter Beneficiary Bank Account Number or IBAN (IBAN preferred if applicable)- Required	IBAN: AU565460590645606090
Beneficiary Bank Account SWIFT, BIC or ABA number - Required -Canada requires Transit Code and Institution Number.	WPACUU2SS
Re-enter Beneficiary Bank Account SWIFT, BIC or ABA number - Required -Canada requires Transit Code and Institution Number.	WPACUU2SS
Bank Name - Required	WestPac Australia
Bank Address - Required	125 Gungahlin Place, Gungahlin ACT 2912 - PO Box 158, Canberra ACT 2601
Payment Amount and Currency - Required Treasury will handle currency conversion. Example if paying 200 USD in USD: Enter "200USD" Example if paying 200USD but need to pay in EURO: Enter "200USD converted to EURO" Example if paying 200EURO in EURO: Enter "200EURO"	5500.67AUD
Payment Due Date (MM/DD/YYYY) - Required	1/30/2023
Provide transaction detail / business purpose / Invoice Number - Required -If paying an Invoice to a Supplier, Invoice Number must be provided	Invoice Number 415218721871
Requester must verify banking instructions by phone with 2 different people within the company. When validating, Requestors must call the supplier or payee at the phone numbers known to the Requestors prior to receipt of the payment instructions. Other forms of contact like Email or Zoom are not acceptable. If the information required below is not provided in full, then EFT payment type cannot be utilized. If an individual is being paid, 1 verbal verification is acceptable. (see Foreign and EFT Payment Policy) Provide contact from which banking information was obtained - Required •Call #1 (Date, Time, Name of Contact, Phone Number) •Call #2 (Date, Time, Name of Contact, Phone Number)	Call 1: 1/3/2023, 2:30PM, John Smith, 45877452145 Call 2: 1/3/2023, 5PM, Linda Lucerne, 45824442141

Disclaimer: These are made up bank details and should not be used for real payments