


REQUEST FOR DOMESTIC WIRES

1. Open the Domestic Wire Request found in eForms:
 - a. Please complete all required fields on the Domestic Wire Request Form
 - i. Include information in optional fields as needed
 1. Example: Add reference detail
 2. Voucher # should be blank (DFS enters the Voucher info)
2. In eForms create your Agency Payment Voucher, APV
 - a. Payment indicator will be "A"
 - b. Check type is State
 - c. Wire Type will be **U.S. Dollars – Domestic**

Header Information	
Document Org:	05040 Division of Financial Services ▾
User Number:	<input type="text"/>
Invoice Date (Transaction Date):	08/01/2022  Invoice Date Tips (MM/DD/YYYY)
Remittance Info:	<input type="text"/>
Check Type:	State ▾
Wire Type:	U.S. Dollars - Domestic ▾
Title:	<input type="text"/>

- d. VENDOR INFORMATION
 - i. Search and select the Vendor you are wanting to send a Wire. The vendor should match the invoice.
- e. AGENCY INFORMATION
 - i. Fill out department information or select to use saved information.
- f. FUNDING INFORMATION
 - i. Enter your funding string
 - ii. Object codes for wires are the same as for any other APV.
 1. Reference the [Expense Object Code Listing](#) if you have questions.
- g. PURCH INFORMATION
 - i. Enter the purchase requisition or contract number associated with the purchase if necessary for the purchase.
- h. DESCRIPTION INFORMATION
 - i. Enter the needed invoice and cost information.
 - ii. Include a brief summary of what is being purchased.
 1. Do not include any bank information on the APV.
- i. FLAG INFORMATION
 - i. Click any applicable flags to help clarify the voucher.
- j. TRUSTEES
 - i. This will show others that have access to the voucher.
 - ii. Add other Trustees as needed.
- k. FINAL FORM
 - i. Click View Form and print/download to
 1. obtain a wet signature (or)

2. electronic signature
 - ii. Upload approved APV, Wire form, invoice/receipts and other substantiation.
 1. All documentation attached should be in PDF format.
- I. CHECK IN
- i. Click Send Electronically Button