**TIPS ON COMPLETING A WIRE/DRAFT TO FOREIGN COUNTRIES FORM**

**Section A & B - CURRENCY**
Specify the currency and amount owed to the payee. The “What Currency Should be paid in?” field should be the same currency as the vendor’s invoice.

**Example** – UK book distributor sends an invoice to York for GBP £1,000. In Section A, input GBP as the currency and 1,000 as the amount. In Section B, input GBP. In this case the obligation and payment occur in the same currency.

**Section C - PAYEE**
Ensure you complete all fields in this section, including payee’s e-mail and telephone number. Payee name must match exactly with the attached documentation. If the funds are being sent via wire, the payee name must be the full and exact name of the registered bank account holder.

**Section D – BANKING INFORMATION**
If the funds are being sent via wire, provide all pertinent banking details in section D. Recipient or beneficiary should request from their bank the information required in order for a wire from Canada to be deposited into their account. If a draft is requested, this information can be omitted.

**Section E – REASON FOR PAYMENT**
Specify the reason for payment, providing as many details as possible. This is where you would enter information requested by beneficiary to identify the payment when they receive it. NOTE: General Accounting may request additional information as some countries require additional information when wiring funds.

**Section E – CHARTFIELD(S) TO BE CHARGED**
The Account, Fund and Cost Centre fields are mandatory. Activity, Time and Location are optional. Refer to the Preparing Journal Entries at York University manual for further help understanding the University Chart of Accounts structure.

- **Account Code**: 6 Digit number describing the nature of the purchase.
- **Fund Code**: 3 Digit number describing the accounting group the expense is being charged.
- **Cost Centre**: 6 Digit number that identifies an area of responsibility whether it is a department, unit, organization, project, grant, course or program.
- **Activity Code**: Optional 6 digit number used to track courses, seminars, projects, scholarships or to identify specific transactions with a cost centre or an account.
- **Time Code**: Optional 5 digit number used to describe when an activity is held or expense was incurred.
- **Location Code**: Optional 5 digit number describes where an activity is held, or expenses are incurred. (ie. Internal to the university (or its satellites), or an external location).

**Section E – AMOUNT**
Enter the same amount as in Section A in the “Amount” field.

**Section E – REBATE RATE %**
Specify the rebate rate for each chartfield line. Accounts Payable requires the rebate % to calculate the sales tax self-assessment, if required. You can find the rebate % on your e-Reports for the cost centre.

**Section F & I – INTERNAL USE FOR FINANCE ONLY**

**Section G & H – PREPARED BY AND APPROVED BY**
Identify the preparer and signing authority. Note that the approver must be a recognized signing officer (against the cost centre) in the Finance PeopleSoft system. Paperwork must be in place before an individual can sign-off on cost centre transactions.
TIPS ON COMPLETING A CHEQUE REQUISITION FORM

**PAY TO**
Enter the vendor’s name. Note: The name must be exactly the same as the one that appears on the invoice.

**VENDOR ADDRESS**
Enter the vendor’s address (where the payment should be mailed). Note: The address must be exactly the same as the one that appears on the invoice.

**REASON FOR PAYMENT**
Describe the type of good or service that was purchased as well as references to supporting documentation (such as invoice number). Provide as many details as possible. For goods/services purchased for resale to third parties, identify the third party in this section.

**PROCUREMENT CHECKBOX**
Indicate the reason why this payment is not being made against a Purchase Order. Note: Payments not made for goods or services acquired through a Purchase Order can only be for the reasons noted in this section. If “other” is selected additional documentation is required explaining the circumstances. Refer to the SOP – Cheque Requisition for checklist definitions.

**PREPARED BY AND APPROVED BY**
Identify the preparer and signing authority. Note that the approver must be a recognized signing officer (against the cost centre) in the Finance PeopleSoft system. A Cheque Requisition must be prepared and approved by separate individuals.

**CURRENCY**
Indicate if the vendor is billing in Canadian or US dollars. Note: The currency must agree to the denomination shown on the vendor’s invoice.

**CHARTFIELD(S) TO BE CHARGED**
This section is used to codify how the charges should appear in York University’s general ledger. If there is insufficient rows to document the charge(s), attach additional Cheque Requisition forms, notating each page “Page # of #”. Refer to the Preparing Journal Entries at York University manual for further help understanding the University Chart of Accounts structure.

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