

Office of State Uniform Payroll

Procedure Title: Same Day Wire Procedures for LaGov ERP Agencies	Revision Date:
	Issue Date: 06/25/2019
Unit: Wage and Tax Administration Unit	Page Number: 1 of 2
Contact: _DOA-OSUP-WTA@la.gov	

The Office of State Uniform Payroll (OSUP) is the accounts payable Central Control Agency for vendor payment processing for the LaGov ERP system. Agencies should follow this procedure when requesting a wire transfer. Note that a wire transfer is the only electronic payment method for international banks.

Requests for a wire transfer must be received by OSUP by NOON for the vendor payment to be processed on the same day. The State Treasurer's Office (STO) requires twenty-four (24) hour notice for amounts over \$1,000,000.

To request a wire transfer, submit an email request to the following email groups:

- OSUP Benefits and Financial Administration Unit (_DOA-OSUP-BFA@LA.GOV)
- OSUP Wage and Tax Administration Unit (_DOA-OSUP-WTA@LA.GOV)
- LaGov ERP Financial (_DOA-OTS-LAGOV-OSUPNOTIFY@LA.GOV)

The subject of the email should read "Wire Transfer Needed".

Requests must include the following information. Any payment information that is missing or does not match the vendor details in the LaGov ERP system may delay the approval process.

- LaGov Document Number
- LaGov Vendor (Payee) Name
- LaGov Vendor (Payee) Account Number
- LaGov Vendor (Payee) Address
- Bank Name
- For Domestic wires
 - Bank Routing Number
 - Bank Account Number
- For International Wires
 - International Bank Account Number (IBAN) or
 - Swift ID and Bank Account Number

Note: The IBAN is used by most European countries, the Middle East, and the Caribbean.

- Bank Address
- Payment Amount
- Reference Details (optional)
- AFS org unit (First four digits of LaGov cost center)
- AFS Cash

Office of State Uniform Payroll

Procedure Title: Same Day Wire Procedures for LaGov ERP Agencies	Revision Date:
	Issue Date: 06/25/2019
Unit: Wage and Tax Administration Unit	Page Number: 2 of 2
Contact: _DOA-OSUP-WTA@la.gov	

OSUP will contact the requestor by telephone to confirm the request. This is recommended by JP Morgan Chase Bank.

OSUP will coordinate the following:

- Obtain approval for the wire transfer from STO. **Approval is required from both the STO Investment and Fiscal Divisions before proceeding.**
- Notify Office of Statewide Reporting and Accounting Policy (OSRAP) of the wire request.
- Advise the LaGov ERP Financial Group upon STO approval to clear the invoice document.

OSUP will follow internal procedures to process the wire transfer via JP Morgan Access.

Notification will be forwarded to the requestor once the wire status changes to “Completed” in JP Morgan Access.

Note: If a wire is returned less bank fees, OSUP will request the fees deducted to be paid by the agency.