

Wire Tracker Application (WTA)

User Manual

June 25, 2021



**UNIVERSITY of MARYLAND
BALTIMORE**

Office of the Controller
Financial Services – Disbursements

Getting Started

During the course of business with UMB a supplier (aka vendor) may request a payment via wire transfer. A wire transfer is defined as an electronic payment to a bank located in a foreign country. Electronic payments to banks in the United States are referred to as ACH payments. The Wire Tracker Application (WTA) is used for wire transfers only. This manual describes how to enter wires into WTA and to view data. WTA users who do not enter invoices into Quantum should have a general knowledge of how suppliers and invoices are entered and processed in Quantum. Tutorials are available in the MyUMB portal under Quantum System Tutorials.

All payments via wire transfer must be recorded in WTA.

Overview of Wire Transfer Process

All payments made by UMB are authorized and processed by the State Treasurer's Office. Due to the nature and risk associated with foreign wires, additional review and approval are in place to reduce the risk of loss. These types of payments must be manually entered into two systems: R*STARS (the State system) and UMB Quantum Financials. UMB Disbursements in the Office of the Controller (OOTC-D) enters all wire payments into R*STARS and also enters Purchase Order (PO) invoices into Quantum. However, individual UMB operational units enter non-purchase order (NONPO) invoices into Quantum.

WTA is designed to track the status of a wire transfer request and to quickly remedy issues identified by the State, OOTC-D, or the supplier.

Using WTA

I. Roles and Access

Viewer – A Viewer can view wire transfers, but cannot submit wire transfers.

Requestor – A Requestor can submit wire transfers and view wire transfers.

II. Request Access

- A. Click <https://cf.umaryland.edu/wta/> to open WTA.

Commented [LC1]: This probably won't work. Will have to define the navigation to the application. Ask Chris how we can copy and paste a link into this document.

B. Select "Submit a New Access Request Form":

WTA

Wire Transfer Application(WTA)

Submit a New Wire Transfer Request

Must have requestor role to initiate wire transfer request.
Can only initiate for departments approved for.

[View Wire Transfer Requests](#)

View wire transfer requests

[View Wire Transfer Status Legend](#)

Your Access Level: No application on file

Submit a New Access Request Form

Use this form to request access(Viewer/Requestor) to the WTA system.
Requestor role can view and initiate wire transfer requests.
Viewer can only view requests and cannot initiate wire transfer requests.
Both roles can only view/request departments approved for.

Commented [LC2]: Screenshot will be replaced. Need to remove language related to department security.

C. Employee information is pre-filled. Select the desired role and then click "Submit Access Request."

Role Requested *

Requestor - Can request and view wire transfers

Viewer - Can only view wire transfers

[Submit Access Request](#)

D. A confirmation message will appear on the screen:

WTA

WTA Access Request Form

Access Request ID: 102

Your Wire Transfer Application(WTA) Access Request was received successfully. Your request will be reviewed by Disbursement. You will receive a followup email whether your request was Approved or Declined. Please refer to your Access Request ID if you have any questions regarding this request.

E. A system-generated notification will be sent after the request has been reviewed.
Example of the approval email:



Request ID: 102

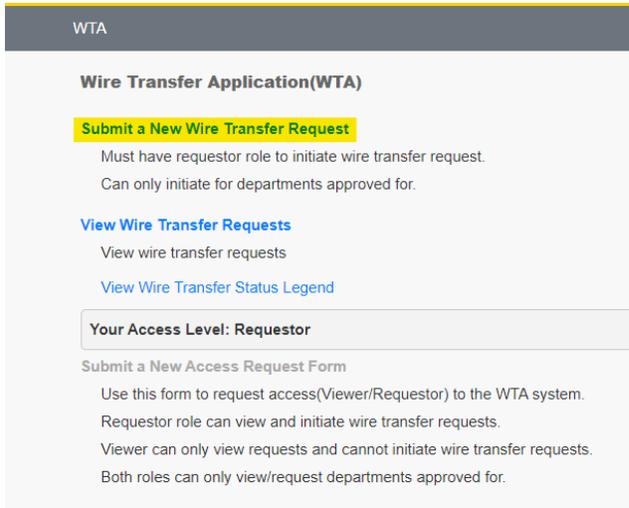
Your request was **Approved**.

[View Access Request Status](#)

Thank You

III. Request a Wire Transfer

- A. Click <https://cf.umaryland.edu/wta/> to open WTA.
- B. Select "Submit a New Wire Transfer Request":



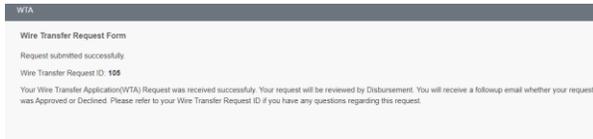
- C. Employee information is pre-filled.
- D. Enter the requested information.
 - 1. Supplier Name as shown on the invoice.
 - 2. Invoice Number as shown on the invoice.
 - 3. Amount in US dollars.
- E. Upload the required documentation as **one .PDF file in the following order:**
 - 1. X-9 Form
 - 2. Invoice
 - 3. Supporting DocumentationNote: An Excel file may also be uploaded if desired.
- F. Enter any comments or special instructions.
- G. Click Submit Request. A confirmation screen showing the Wire Transfer Request ID number will appear:

Commented [LC3]: Should this be marked required in WTA?

Commented [LC4]: US dollars all the time?

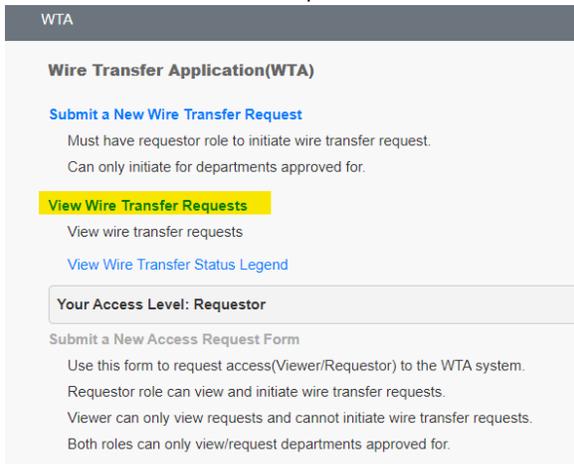
Commented [LC5]: Please check – I made this up.

Commented [LC6]: Anything to add here?



IV. View Wire Transfer Status

- A. Click <https://cf.umaryland.edu/wta/> to open WTA.
- B. Select "View Wire Transfer Requests":



- C. The next screen displays a listing of wire transfers and can be sorted, searched, and downloaded (?).



Commented [LC7]: Need to add the additional columns and sorting ability similar to Disbursements' view. Remove the word "My"?

D. Click in the Comments column to see details:

WTA Wire Transfer Request Form

Wire Transfer Request ID: 105

Request Status:	Received
Name:	Cynthia Lyons
Email:	clyons@umaryland.edu
Phone:	410 706 4439
Supplier Name:	IPATA
Amount:	\$50000.00
Uploaded Documents:	TBE Manual FINAL.pdf - 07/13/2021 Book1.xlsx - 07/13/2021
Requestor Comments:	Please process this request ASAP
History/Comments:	Show/Hide History

Wire Transfer Request Approval Status

Status: Received

Status Legend:

- Approved - Waiting for MD State approval
- Completed - Request is completed, approved by MD State
- Declined - Request is declined, see comments in comments section
- Hold/Waiting For Updated PDF From Requestor - Sent email to requestor to upload an updated PDF, waiting for upload from requestor
- Pending - Reviewing Required Documents
- Received - Request is received and pending review
- State Rejected - Rejected by State

Use the Show/Hide History function to display actions and comments.

E. Click WTA to return to the home screen at any time:

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WTA

WTA Wire Transfer Request Form

Wire Transfer Request ID: 105

F. [Questions? Contact](#)

Commented [LC8]: Need the new email address.