

STANDING OPERATING PROCEDURE
ON-LINE PAYMENTS AND COLLECTIONS (OPAC)

1. **PURPOSE.** This Standing Operating Procedure (SOP) provides operating financial instructions for USACE Finance Center (UFC) OPAC procedures.
2. **APPLICABILITY.** The provisions of this SOP apply to the UFC and activities supported by the UFC. This SOP will be amended as necessary to incorporate UFC or U.S. Treasury changes to OPAC. This SOP has been provided to the Transatlantic Programs Center (TAC) and Pacific Ocean Division (POD) for information purposes.
3. **DEFINITIONS:**
 - a. On-Line Payments and Collections (OPAC) – A standardized interagency billing and collection procedure. OPAC has been defined as **ELECTRONIC FUNDS TRANSFER (EFT)** between government agencies.
 - b. Agency Location Code (ALC) – An eight digit code assigned to agencies registered with Treasury. For Department of Defense agencies it is the Disbursing Station Symbol preceded by four zeroes. The UFC, and all supported districts, has two ALC codes, 00008735 (Military) and 00008736 (Civil).
 - c. Trading Partnership Agreement (TPA) – A written agreement between two ALCs to disburse and collect funds via OPAC.
 - d. Command Indicator Code (CIC) – A code used to identify a billing for specific purposes. The CIC code for OPAC is 99OPC.
4. **SCOPE.** This SOP applies to USACE civil funding only; Agency Location Code (ALC) 00008736, Department 96 and does not include military funding. ALC 00008735, Department 21 is not included in this operating procedure.

5. **PROCEDURES:**

- a. **TRADING PARTNERSHIP AGREEMENTS:** The UFC will negotiate and finalize all TPAs for supported activities. The UFC will strictly control the entry of OPAC agreements at U.S. Treasury Level. The UFC will provide a list of ALC names and numbers where TPAs exist to all supported agencies via the UFC Web Site. The UFC Web Site is www.fc.usace.army.mil. The approved TPA listing will be listed under external publications. UFC will not be able to access agency ALCs through OPAC without an agreement, if supported activity is doing business with an agency not on the list please refer them to Terry Williams or Lucius Othman to have an agreement established. The government order or customer order can be accepted before the agreement is signed, however the UFC will need notification immediately to ensure the agreement is in place in a timely manner. Once a TPA is signed with an agency all supported districts can operate from the same agreement. TPA listing will be updated as new agreements are signed and maintained on the UFC Web Site, www.fc.usace.army.mil. The following CEFMS actions will have to be taken when accepting a government order or customer order for OPAC:

(1) The Corps of Engineers Financial Management System (CEFMS) Government Order Acceptance (Screen, 2.34.14) has been modified to include a Trading Partnership Agreement Indicator. When government orders are accepted and billings will be processed through OPAC the indicator should be marked with a “Y”. This can be done before the billing agency has signed an agreement with UFC, however UFC requires immediate notification that an agreement is needed. UFC will follow-up with the

agency in question to ensure that the TPA is in place. Once this indicator is marked on a government order obligation the Miscellaneous Disbursement Program will automatically disburse in OPAC format.

(2) The UFC has established a CIC code to be used on Customer Orders that will identify a customer order bill as OPAC. The CIC code is **99OPC**. All customer orders accepted where the issue to agency can accept OPAC should have this CIC code on the order at acceptance. This will enable UFC to identify billings as OPAC. When negotiating customer orders with agencies all activities should encourage billing/collection through OPAC. If the issue to agency can accept OPAC, but is not on the current list of TPAs, accept the order as OPAC and forward the customer name and ALC to Pete Brown to have the TPA established.

b. OPAC collections can be entered into CEFMS citing a payment method = OPAC. Supported Activities that enter ROVs for OPAC must cite the appropriate payment method. If the collection is for OPAC and the wrong payment method is selected the collection will have to be reversed and re-entered properly before it will be certified by the UFC.

c. All government order obligations and customer orders between CORPS activities, **except EPA and FEMA funded orders** will now be processed through OPAC. All activities should begin accepting government orders and customer orders between Corps Districts as OPAC. This will eliminate issuing treasury checks between Corps Districts. The UFC will handle these disbursements/collections between supported activities in house. The UFC will enter into OPAC TPA with TAC and POD to eliminate issuance of treasury checks to those non-supported districts.

d. Modifications to existing government orders and customer orders will be handled as follows:

(1) All Customer Orders, where source funding is not EPA or FEMA and a **TPA exists** should be modified to add 99OPC as the CIC code. This will identify the billing as OPAC to UFC personnel.

(2) Government Order obligations where source of funds is not EPA or FEMA can be modified for OPAC by doing a zero dollar value amendment to the government order purchase request. The government order amendment should be accepted with the Trading Partnership Exists Indicator = 'Y'. All new Government Order obligations where the source of funds is not EPA or FEMA should be accepted as OPAC.

e. The UFC Points of Contact for OPAC and OPAC TPAs are as follows:

TPAs:

Terry Williams 901-874-8649

OPAC:

Lucius Othman 901-874-8648

6. **EFFECTIVE DATE.** This SOP will become effective 1 November 1999.

FOR THE DIRECTOR:



JAMES R. GREENE
Deputy Director, Administration