

**DEPARTMENT OF THE ARMY
US ARMY CORPS OF ENGINEERS
FINANCE CENTER
5722 INTEGRITY DRIVE
MILLINGTON TENNESSEE 38054-5005**

CEFC-FD
SOP No. UFC-07

1 June 2004
Revised: 1 April 2006

**STANDING OPERATING PROCEDURE
WIRE TRANSFER OF FUNDS**

1. **PURPOSE.** This Standing Operating Procedure (SOP) provides procedures to follow in order to deposit funds into an advance account or a cost sharing account through use of Wire Transfer.

2. **APPLICABILITY.** This SOP applies the USACE Finance Center (UFC) and activities supported by the UFC.

3. **REFERENCE.** SOP No. UFC-03, Collection/Deposit Procedures.

4. **PROCEDURES.** When a customer wishes to use wire transfer procedures to transfer funds to the Corps, the enclosed wire transfer procedures must be followed to ensure accurate and timely credit for funds transferred.

a. The customer must notify the supporting F&A Officer in advance of a transfer providing the date of the transfer, amount and the applicable Project Cooperation Agreement (PCA) number or advance account number the funds are intended for. The sponsor must wire the funds through the Federal Reserve Bank of New York using a Type 1000, Structured Third Party Funds Transfer Message to transfer the funds to the UFC. The data needed by the customer's sponsor bank is provided as enclosure 1.

b. When notification from the customer is received by the F&A Officer, a Collection Receiving Office Voucher (ROV) must be created in CEFMS. All wire transfer collection vouchers must be submitted to the UFC Disbursing Division using the UFC-DISB-6 Form (enclosure 2). The supported F&A Officer must ensure that all information on the form is provided and forwarded to the UFC arriving in advance of the transfer. There should only be one wire transfer for each ROV.

5. **Ca\$hLink II Agency Access System.** Ca\$hLink II is an on-line U.S. Treasury system that allows the UFC to access and confirm our deposit information the next working day after the wire transfer is posted. The UFC monitors the Ca\$hLink II system daily. Upon verification of the wire transfer in Ca\$hLink II, the UFC will certify the ROV and confirm the deposit. Funds will be available immediately after the deposit confirmation.

The UFC will not require any additional documentation from the supported activity or the customer provided all required documentation identified above is provided. **If a wire transfer is received via Ca\$hLink II that cannot be identified, it will be rejected back to the sender.**

Before rejecting a wire transfer, the UFC will research and try to determine the proper supported activity and CEFMS account to update. For those wire transfers rejected by the UFC, the financial institution (bank) that initiated the transfer will notify the customer (sender) of the rejected transaction.

6. **CHANGES.** Refer all discrepancies, comments or questions regarding this SOP to the Chief, Disbursing Division, Directorate of Finance (CEFC-FD) 901-874-8648.

FOR THE DIRECTOR:



SHIRLEY L. AUTRY
Deputy Director, Finance

Encls

TYPE 1000, STRUCTURED THIRD PARTY FUNDS TRANSFER MESSAGE
(Information Provided by Customer when Making Transfer)

KEY FIELDS - 1000 FUNDS TRANSFER

FIELD NAME	LENGTH	VALUE
Receiver-dfi#	9	021030004 (Standard)
Type-subtype-code	4	1000
Sender-dfi #	9	Sender ABA-number (Bank Routing No.)
Sender-ref-#	16	Filled by sender (Use PCA No.)
Amount	18	Use dollar sign, commas, and decimal point
Sender-dfi-info	80	Filled by sender
Receiver-dfi-info	80	TREAS NYC/CTR/BNF=/AC-00008736

NOTE: THE RECEIVER-DFI-INFO FIELD IS OF CRITICAL IMPORTANCE. IT MUST APPEAR IN THE PRECISE MANNER SHOWN TO ALLOW FOR THE AUTOMATED PROCESSING AND CLASSIFICATION OF THE FUNDS TRANSFER MESSAGE.

Free-text-line-1	80	Filled in by sender
Free-text-line-1	80	Filled in by sender
Free-text-line-1	80	Filled in by sender

WIRE TRANSFER ONLY

RECEIVING VOUCHER ROUTING SLIP

Date Receiving Voucher Entered Into CEFMS: _____

Authorized Collector's Name: _____

District: _____

PCA#, Advance Account Number, Local Cost Share Number: _____

Sponsor Name: _____

CEFMS Receiving Voucher Number: _____

Date of Transfer: _____

Amount of Transfer: _____

If you have any questions please contact the Disbursing Division at (901) 874-8432.