



**WISCONSIN ACCOUNTING MANUAL**  
 Department of Administration – State Controller’s Office

<b>Section</b>	<b>09</b>	<b>TREASURY</b>	<b>Effective Date</b>	<b>10/1/2015</b>
<b>Sub-section</b>	<b>09</b>	<b>Wire Transfer Payments</b>	<b>Revision Date</b>	<b>9/15/2015</b>
<b>SAM Ref</b>	<b>n/a</b>			

**BACKGROUND**

Agencies may occasionally need to make a payment via a wire transfer. Wire transfers are entered into the bank system by the SCO on behalf of the agencies.

**POLICIES**

- Wire transfer payments are an expensive payment method, and involve manual steps performed by the agency and the SCO. So, wire transfers should be used only when:
  - There is an emergency, and the agency must get the payment to the recipient as quickly as possible.
  - When there are unique statutory or administrative requirements that require that the payment is made on a date-specific, and there are significant financial consequences if it is not (i.e. loan disbursements, state debt payments).

**PROCEDURES**

The agency must utilize the current wire transfers request form. Please contact the SCO – Cash Management Operations section to receive the current form. The form must be faxed to the State Controller’s Office (264-9300) at least one business day prior to the wire transfer date. **The form must include the STAR voucher number.** The form must be complete, and signed by the agency Financial Manager.

The Scheduled Due date must be set to the date the wire transfer will be settled. The agency must enter a payment voucher using the Supplier ID “WIREUSBANK”. This Supplier ID does not create an external payment (check or ACH). Once the payment has been entered by the Agency AP Processor (or interfaced through AP\_INT\_001), the Agency AP Approver 1 will need to approve it. Once approved, the voucher will be automatically routed and will AUTOMATICALLY add an Ad-Hoc approver at the SCO, who will place the final approval on the voucher and process it.