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OREGON STATE TREASURY

Inside the Vault

Cash Management News

DECEMBER 2013

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TESTING SOFTWARE UPGRADES

Upgrades to technology are never ending. Agencies are continually upgrading software as vendors make new versions available. It is important to remember, if your agency accesses Treasury systems through our Online Portal or pushes files to our FTP server, it is essential that you test connectivity before moving upgrades to production. Your upgrades may or may not cause issues with your connectivity to Treasury systems, but it is important to ensure access to information at all times. For example, at this time we believe if an agency upgrades their browser to Internet Explorer 11, they would not be able to access our online portal

to obtain Treasury Statements or initiate STAN Online transfers. If you have any questions about this, please feel free to contact tms@ost.state.or.us.

INTEREST RATES

The average annualized yield for November was: **0.54 percent**

The rate for November was as follows:

November 1st - 30th
0.54 percent

UPCOMING BANK HOLIDAYS

On Wednesday, December 25th, 2013, Oregon State Treasury, Fed wire service, and Oregon banks will be closed. Customer statements and files will not be produced for this day, due to the closure. In addition, ACH files sent to Treasury after the deadline on Tuesday, December 24th, 2013, will be sent to the bank on Thursday, December 26th, 2013 **and must have an effective date of December 27th or later.**

On Wednesday, January 1st, 2014, Oregon State Treasury, Fed wire service, and Oregon banks will be closed. Customer statements and files will not be produced for this day, due to the closure. In addition, ACH files sent to Treasury after the deadline on Tuesday, December 31st, 2013, will be sent to the bank on Thursday, January 2nd, 2014 **and must have an effective date January 3rd or later.**

BANK HOLIDAYS

Christmas Day
December 25th
and
New Year's Day
January 1st

(Oregon State Treasury
and Banks closed)

CASH MANAGEMENT FORUM

Monday, January 13, 2014

1:30 p.m. – 4:00 p.m.

Employment Auditorium

As reported in last month's Inside the Vault newsletter, the Payment Card Industry Security Standards Council (PCI SSC) recently published Version 3.0 of PCI Data Security Standard (PCI DSS) and Payment Application Data Security Standard (PA-DSS). The new standards will become effective from a "best practices" perspective on January 1, 2014. Full compliance with the new standards will be required by January 1, 2015.

Coalfire Systems Inc. will be on hand to provide training about the impacts of Version 3.0. In addition, we will have a panel of experts available to facilitate a group discussion focusing on state specific topics regarding PCI DSS, as well as to answer any questions you might have on the topic. In addition to experts from Coalfire and U.S. Bank, we hope to include representatives from an agency or two on the panel, as well.

Who should attend?

- Managers responsible for overseeing the financial controls relevant to PCI DSS within your organization
- Staff who will be completing the PCI DSS Self-Assessment Questionnaires
- Others that might have a role in PCI DSS compliance and awareness.

We are not requiring registration at this time, but due to limited space, please take care to limit the representatives from your agency. We look forward to seeing you there.

DEADLINE REMINDER



The 2013 annual reporting deadline for both ACH and PCI DSS assessments is December 31st. Information regarding this year's process for each assessment was sent to agency Points-of-Contact (POC) on September 30th via e-mail. If you are the POC for your agency and didn't receive an e-mail, please let us know by contacting us at tms@ost.state.or.us with your agency name and your POC information. We will ensure that the process information is forwarded accordingly. If you have other questions about the process please contact us via tms@ost.state.or.us or as instructed in your POC e-mail.

CMIRP CORNER

The Cash Management Improvement & Renewal Program (CMIRP) is a continuous improvement program focused on the renewal, replacement, and refinement of processes and technology supporting Treasury cash management services.

Development of the ACH Renewal Business Case continues with focus on problem statement confirmation and initial enterprise analysis. We are utilizing the current-state process maps that were initiated in early 2012, with 16 service areas and over 100 processes for Agency and Local Government customers. This mapping has focused on ACH and Local Government Investment Pool (LGIP) processes and is the foundation of our current-state enterprise analysis. The mapping and analysis shows how the requirements of the Cash Management Program are being met today in terms of costs, benefits, and risks.

Our current-state analysis will also include your input and concerns with regard to the current processes, as well as incorporating your needs for future business activities. In January, a survey will formally kick off our stakeholder engagement activities. Currently, we are seeking volunteers to participate on a stakeholder group that will not only provide information and ideas specific to ACH processes, but also help ensure that we are engaging all stakeholders in meaningful ways. If you are interested in participating on this group, please contact the CMIRP team at cmirp@ost.state.or.us. We look forward to hearing from you!

STAFF CHANGE & RECRUITMENT ANNOUNCEMENT

We are very pleased to announce that Kim Buckout has accepted a promotional opportunity within Treasury. She is now our new Banking Operations Team Coordinator. This position was newly created during our budget process this past legislative session in an effort to better coordinate critical daily operational support needs and expand subject matter expertise involvement in our Cash Management Improvement and Renewal Program (CMIRP). Kim will continue to be involved in U.S. Bank account reconciliation and merchant card maintenance and support until we fill her previous position.

As a result of Kim Buckout's promotion, Treasury is now recruiting for an Accountant 3 (Senior Bank Analyst). A detailed job announcement for this position can be found by clicking [here](#). The recruitment closes December 24th.

REMINDER—SIGNATURE AUTHORIZATION FORMS

Treasury Policy 02.18.10 requires that a new signature authorization form be submitted for **every** Treasury Account (formerly Suspense Account) annually each January. Treasury will send out letters later this month to all agency Finance Directors reminding them of this requirement. The Signature Authorization Form (Form C-2) can also be found on our website by clicking [here](#). Failure to submit updated signature authorization forms by January 31, 2014, could result in revocation of Treasury account disbursement authority.



TMS TIDBITS

The TMS team continues its outreach meetings with agencies. In fact, by the end of December 2013, the team will have met with 21 agencies through our revised approach to agency engagements. The TMS team continues to gather information regarding agencies needs in the near term, as well agencies' strategic directions for the long term.

During these visits, agencies have also discovered that TMS can play a role in making connections between them. With little effort TMS can often provide background information or specific agency contacts for more efficient interactions between agencies. As agencies' inquire about new cash management services, such as Lockbox or Onsite Electronic Deposit (OED), TMS has also been able to explain how other agencies are utilizing these services in a similar operating environment. In some cases, TMS has helped establish connections between agencies so that those considering a new implementation can see a live demonstration on how they are using the specific banking product.

If you have any questions about agency engagements or need any assistance with your cash management needs, contact tms@ost.state.or.us

CONTACT INFORMATION

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