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# Inside the Vault

## Cash Management News

JUNE 2014

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Gary Halvorson, Oregon State Archives

### BANK HOLIDAY

Independence Day  
July 4  
(Oregon State Treasury  
and  
Banks closed)

## UPCOMING BANK HOLIDAY

The Oregon State Treasury, the Federal Reserve, and Oregon banks will be closed on Friday, July 4, for Independence Day. Due to the closures, customer statements and files will not be produced for July 4. Additionally, ACH files sent to Treasury after the July 3 processing deadline will be sent to the bank on Monday, July 7, and must have an effective date of July 8 or later.

## ACH QUESTIONS & ANSWERS

In anticipation of upcoming summer vacations, below is information that agencies should find useful for staff that may provide coverage for ACH processes. Agencies should have access to the current Treasury ACH Communication Plan for the ACH notification and error resolution process. Please contact us if you do not. We also have included a few frequently asked questions related to ACH processing for your benefit. Please make this information available to the staff that will have any responsibility for ACH processing within your agency at any point in time. This information may also be a good reminder for current staff or good training for new hires into ACH-related positions.

item count and total dollar amount of the file the agency sent. Contact Treasury via e-mail at [ach.exception.notify@ost.state.or.us](mailto:ach.exception.notify@ost.state.or.us) to inquire about any discrepancies on ACH confirmations.

### What if I don't receive an ACH Confirmation?

If an ACH file was sent to your agency FTP folder and the ACH Confirmation was not received by 11:00 a.m., Treasury did NOT pick up your file. Contact Treasury at [ach.exception.notify@ost.state.or.us](mailto:ach.exception.notify@ost.state.or.us) to inquire about the missing ACH Confirmation. *(Continued on page 2)*

### What do I need to do with ACH Confirmations?

ACH Confirmations are notice to the agency that Treasury picked up the agency's ACH file. At least one person should be designated to verify that the item count and dollar amount on the ACH confirmation notice matches the

### INTEREST RATES

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

The rate for May was as follows:

May 1 - 31  
**0.54 percent**

## ACH QUESTIONS & ANSWERS

(Continued from page 1)

### What if I need to increase the dollar limit for ACH?

It is always best to anticipate future cash needs in advance. Review possible transactions prior to leaving for vacation and request limit increases in advance to avoid Treasury not being able to process transactions. If dollar limits are exceeded, Treasury will require proper authorization prior to increasing an agency's limits.

### What is the cutoff time for sending ACH files?

The daily cutoff time for sending ACH files to Treasury via FTP is 10:00 a.m. The daily cutoff time for STAN online transactions is 1:00 p.m.

*Note: Treasury will not correct errors in ACH files. It is important for agency ACH contacts to be available between 10:00 a.m. and 2:00 p.m. for error resolution.*

Limited exceptions can be made to the FTP cutoff time, though agencies must contact Treasury at [ach.exception.notify@ost.state.or.us](mailto:ach.exception.notify@ost.state.or.us) prior to 10:00 a.m. with any processing issues or requests for a late pickup.

### Who should I contact if I have issues with ACH?

All ACH issues should be reported to [ach.exception.notify@ost.state.or.us](mailto:ach.exception.notify@ost.state.or.us). Contacts made directly to individual Treasury staff will not guarantee that your needs are met in a timely manner.

## 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.*

In developing the business case for the ACH Business Systems Renewal project, Treasury is currently focused on completing the requirements and impact analyses. High-level solution requirements have been identified and validated through mapping of Treasury cash management processes and through conversations with both Treasury staff and agency customers. Each of the following alternatives will be evaluated against the requirements: **Maintain** existing processes and systems; **Develop** a custom system to renew the existing processes

and technology; **Replace** existing systems with a commercial off-the-shelf system; and **Transform** by utilizing a service vendor hybrid model.

Impact analyses will then be completed for those alternatives that meet the identified requirements. Treasury staff will thoroughly review Treasury's cash management processes to identify probable changes based on the specific alternative. Changes could include modification, elimination, or creation of business and system tasks. The changes are then analyzed to determine the impact and value to both Treasury and agency customers.

If you have questions or comments about the ACH Business Systems Renewal effort, please contact us at [cmirp@ost.state.or.us](mailto:cmirp@ost.state.or.us).



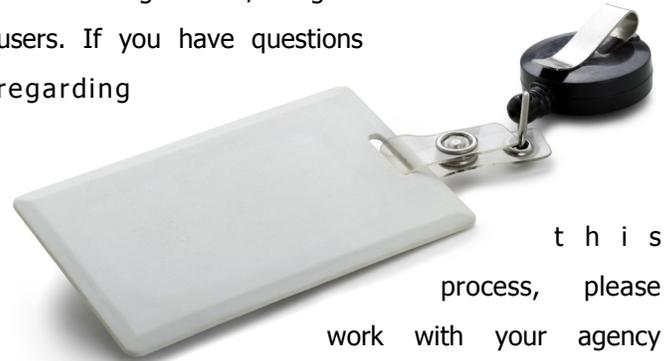
## ONLINE USER VALIDATION

It is time once again to complete Annual Online User Validation. Reports will be distributed later this month to all agencies that currently access the Online Services or STAN Online applications. The reports will be sent by e-mail to designated Password Administrators and will contain a listing of agency users set up to access Online Services. In addition, we will also provide detail user validation reports for those agencies using the STAN Online application.

Agencies are asked to review the reports and respond to Treasury regarding their accuracy. We strongly encourage agencies to review individuals who have not accessed systems within the last six months to determine whether access is still necessary. If changes are needed, users can be easily deregistered using the OST C-26 Registration/Deregistration form. As a reminder, agencies are required to submit a C-26 form whenever there is a change needed in a user's setup in Online Services or STAN Online. The form should be

submitted by a Password Administrator via e-mail to [ost.banking@ost.state.or.us](mailto:ost.banking@ost.state.or.us).

Treasury would also like to remind users that User IDs and Passwords for Treasury applications must not be shared. A process is in place for resetting passwords and for registration/deregistration of individual users. If you have questions regarding



t h i s process, please work with your agency Password Administrator. Protecting the security and integrity of our banking and cash management systems is a task that is shared by all users. Treasury thanks you for your diligence in this important effort.

## SAVE THE DATE-PREPAID CARD FORUM

Representatives from U.S. Bank's Prepaid Card Program will be conducting their annual program review with participating agencies on August 13. We will be conducting the annual review collectively with all current agencies.

This year we are also taking the opportunity to present program information and new products available for agencies that are interested in learning more about prepaid cards. The meeting will take place during the afternoon of Wednesday August 13.

Watch for more information in next month's newsletter, and share this information with others from your agency who would benefit from learning more about the U.S. Bank Prepaid Card Program.

Please e-mail [tms@ost.state.or.us](mailto:tms@ost.state.or.us) with any questions.



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**ACH File Issues**

[ach.exception.notify@ost.state.or.us](mailto:ach.exception.notify@ost.state.or.us)

**Online User  
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