

<b>CASH MANAGEMENT AGENCY MANUAL</b>		NUMBER 02 18 05.PO
OFFICE OF THE STATE TREASURER	<b>POLICY</b>	EFFECTIVE December 1, 2006
CHAPTER	AUTOMATED CLEARING HOUSE (ACH)	
PART	ACH ORIGATION	
SECTION	FILE TRANSMISSION	APPROVAL

Authority      ORS 293.525, ORS 293.875

**PURPOSE OF THE POLICY**

- .101    This policy documents requirements and responsibilities for agencies transmitting ACH files to the State Treasurer. Failure to comply with these requirements may result in losses to the agency or the agency's customers, vendors, or clients.

**AGENCY RESPONSIBILITIES**

- .102    Agencies are responsible for ensuring that ACH files comply with National Automated Clearing House Association (NACHA) rules, the State Treasurer's requirements, agencies' trading partners' requirements, and other external requirements governing the agencies' ACH transmissions, i.e., federal certification requirements, etc.
- .103    Agencies are responsible for correcting and resubmitting ACH files when the Treasurer's Office detects errors.
- .104    Agencies that are not transmitting files via STAN must use the Treasurer's VPN (Virtual Private Network) to transfer files to the Treasurer's Office. This VPN will ensure a secure and encrypted file transfer via the Public Internet.
- .105    Agencies must transmit files within the timelines prescribed by the Treasurer's Office.
- .106    Agencies must ensure that ACH files are not sent multiple times. If an agency does erroneously send duplicate ACH files, the agency should contact the Treasurer's Office as soon as it is discovered. While the agency is responsible for creating reversal entries in accordance with

NACHA Operating Rules, the Treasurer's Office will provide assistance in the reversal process.

- .107 Agency assumes all liability for errors, irregularities, or loss of funds arising from agency's use of ACH.