

# ACH RETURNS REPORT

## J463-30-1, J463-30-2

### **REPORT PURPOSE**

These reports from the Oregon State Treasury (see the Statewide Payroll Reference Manual, OSPA System Related Documentation, Interfaces, Oregon State Treasury) list rejected ACH transactions. The designated financial institution has not deposited the funds or the transaction has not successfully pre-noted due to invalid routing/transit/account numbers or the status of the account.

### **REPORT FREQUENCY**

Payroll System Support (PSS) receives a daily report from the Oregon State Treasury. PSS faxes the report to any agency that has an employee on it.

### **MANAGEMENT CONTROLS**

X	Legal compliance	X	Reliability of information
	Separation of duties	X	Access and accountability (physical security)
	Audit compliance and resolution	X	Reasonable assurances and safeguards (waste, loss, and misappropriation)

### **RESPONSIBILITIES**

Agency Payroll will receive the report whenever it includes a payment from that agency. Possible actions include:

- If the report includes CORRECTED DATA, change the routing/transit and/or account number on the P070 Payroll Deductions screen within six banking days or prior to making the next payment, whichever is later.
- If the report indicates that the account has been closed, delete the deduction on the P070 screen
- Notify the employee or vendor that the financial institution has rejected the payment. Obtain correct information if not included on the report.
- If the CREDIT AMOUNT >.00, research the circumstances and decide whether to request a manual check, allow the payment to process with the next payroll run, or use another solution

### **REPORT INFORMATION DETAILS**

J463-30-1 lists returns for a given agency; J463-30-2 lists returns for all state agencies. PSS distributes J463-30-1 and retains J463-30-2.

The reports include:

- Agency number and name
- NAME: Employee or vendor name
- EID: Employee ID, OR#####
- TR CD: Transaction code:
  - 21 and 22 = checking
  - 31 and 32 = savings
- R&T #: Routing and transit number
- ACCOUNT #: Account number
- ERR CDE: Error code, see Report Message Codes section below
- ERROR MESSAGE: see Report Message Codes section below
- CORRECTED DATA (if available)
- CREDIT AMOUNT: amount of transaction, .00 = a pre-note.

## ***REPORT MESSAGE CODES***

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A subject search on the internet will give web sites that list NACHA ACH correction and return codes. For OSPA, frequently seen codes include:

<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
C01	INCORRECT DFI ACCOUNT NUMBER	Corrected account number included
R02	ACCOUNT CLOSED	
R03	NO ACCOUNT/UNABLE TO LOCATE	
R04	INVALID ACCOUNT NUMBER	

## ***SECURE STORAGE AND DESTRUCTION***

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The report contains confidential account information, which is Information Asset Classification Level 4 (see DAS EISPD Statewide Policy 107-004-050 Information Asset Classification, Other Information section below). It requires secure distribution, storage, and destruction.

## ***DATAMART ASSOCIATIONS***

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This information is not available through the OSPA Datamart. Ask PSS for a duplicate report if needed.

## **OTHER INFORMATION**

References / resources include:

- Statewide Payroll Reference Manual, OSPA System Related Documents, Interfaces, Oregon State Treasury, <http://www.oregon.gov/DAS/EGS/FBS/OSPS/docs/pubs/interface/interost.pdf>
- DAS EISPD Statewide Policy 107-004-050 Information Asset Classification, [http://www.oregon.gov/DAS/CIO/ESO/Pages/Policies.aspx#Policy\\_Set](http://www.oregon.gov/DAS/CIO/ESO/Pages/Policies.aspx#Policy_Set)

## **REVISION HISTORY**

<b>Date</b>	<b>Rev. No.</b>	<b>Modifications</b>
10/06/06	1.0	Original
03/07/07	1.1	Treasury file changed, SSN replaced with EID
12/04/07	1.2	WR# 3138, report production and formatting changed
09/04/08	1.3	Add R15 message
05/05/09	1.4	Add links for NACHA return and correction codes
05/17/12	1.5	Periodic review, clarify agency responsibility
11/05/12	1.6	DAS re-org; web re-or; WR#3820, screen title changes; timing for entering NOC on P070