

PACH

ACH Stops

SCREEN PURPOSE

During each final payroll run, OSPA creates an electronic file for ACH deposits. Oregon State Treasury (OST) forwards the file to the Automated Clearing House, which transmits the deposits to employee and vendor accounts. Agencies may request an ACH stop until 09:15 AM on the second workday after the final run (see OSPS Processing Calendar). The PACH ACH Stops allows OSPS to delete or add back specific deposit transactions for the ACH file. We can make the changes between final payroll run and the time we send the ACH file to OST (see OSPS Processing Calendar).

Only OSPS staff members have access to this screen.

When OSPS has completed entering stops, a staff member will submit the file to OST through TSO.

ALSO KNOWN AS

PREREQUISITES, IF ANY

OSPA must first create the ACH deposits file.

SCREEN ACCESS KEY SEQUENCE

Log-on to OSPA with PUIS all.

On any screen in OSPA, press [PAUSE] to clear the screen. In the upper left corner, type PACH and press [ENTER].

With each final payroll run, OSPA will erase the stops entered for the prior run. After final run, the screen will be blank until someone enters a stop for that run.

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SCREEN ELEMENTS

A PACH B OREGON STATE PAYROLL - ACH STOPS H

	C AGENCY	D OR NUMBER	E RUN	F PPE	G PLN ROUTE AND	H ACCOUNT NUMBER
—	99900	OR9999999	01	20XX0131	555 323070380	9999999999
	NAME: EMPLOYEE, DEBRA L					AMT: \$ 1,742.49
—	99900	OR9999999	01	20XX0131	111 323276430	9999999999
	NAME: EMPLOYEE, VICKI J					AMT: \$ 500.00
—	99900	OR9999999	01	20XX0131	555 123000220	9999999999
	NAME: EMPLOYEE, VICKI J					AMT: \$ 3,514.21
—	99900	OR9999999	01	20XX0131	555 123000220	9999999999
	NAME: EMPLOYEE, JEANETTE R					AMT: \$ 2,595.61
—	99900	OR9999999	01	20XX0131	555 325070760	9999999999
	NAME: EMPLOYEE, SUSAN					AMT: \$ 1,353.29
—	99900	OR9999999	01	20XX0131	555 325070760	9999999999
	NAME: EMPLOYEE, MARCELL					AMT: \$ 3,836.03

I J

L BEGIN ENTRY K

M

ENTER: CONTINUE F5: ENTRY SCREEN F7: BWD F8: FWD CLEAR: EXIT

Legend

No.	Description
A	Screen designation. Screen access key sequence, required.
B	Screen title, protected
C	Agency number, #####. Required when entering a new stop.
D	Employee ID, OR#####. Required when entering a new stop.
E	Run or set number for the designated pay period, ##. Will default to the current run. If you are stopping a payment that resulted from a corrective, you may need to change the run number.
F	Pay period end day, CCYYMMDD. Will default to the current pay period end day. If you are stopping a payment that resulted from a corrective, change the pay period.
G	Deduction plan code from the P070 Deductions and Deduction Adjustments. Will default to 555 = net pay. If you wish to stop a fixed amount direct deposit, change the code to the applicable P070 PLAN CODE DESC for the XDNN deduction you want to stop.

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No.	Description
H	ABA Routing Transit number and employee account number from the P070 ACH ACCT field. Protected.
I	Employee name, protected
J	Amount of the ACH that the action will stop. Use this amount to verify that you have the correct ACH. Protected.
K	Screen message area. See Screen Message Codes below. Protected.
L	<p>Indicate action to take.</p> <p>Possible values include:</p> <ul style="list-style-type: none"> • A = add an electronic deposit you wish to stop • C = change the RUN, PPE, or PLN on an existing ACH stop • D = delete an electronic deposit from the file of stops, it will go to the clearing house as originally planned
M	<p>Functions available for the screen.</p> <p>They include:</p> <ul style="list-style-type: none"> • ENTER: CONTINUE = the application will display the next screen of stop pays. Use [ENTER] to save changes to the screen. • F5: ENTRY SCREEN = create a blank PACH screen to add new ACH stops • F7: BWD = page up through the existing ACH stops file • F8: FWD = page down through the existing ACH stops file • CLEAR: EXIT = exit the PACH and display a blank screen

NOTES

SCREEN MESSAGE CODES

Code	Message with Code	Description
	ACH DEDUCTION SEGMENT READ PROBLEM	Document action taken, print screen, and give to OSPS Application Development Analyst
	AGENCY NUMBER MUST BE NUMERIC	AGENCY is not valid or numeric, #####

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Code	Message with Code	Description
	AT END OF FILE – PRESS PF7 TO PAGE BACKWARD	The application has displayed the last of the records on the ACH stops file.
	AT START OF FILE – PRESS F8 TO PAGE FORWARD	User pressed [F7] and reached the beginning of the file or pressed [ENTER] to save the first transactions for this payroll run.
	AUTHORIZATION FAILURE	User not permitted access to the screen
	BEGIN ENTRY	PACH is blank, because either the ACH stops file does not contain any records or the operator has pressed [F5].
	CICS SYSTEM ERROR	CICS error. Document action taken. Screen print error. Forward to OSPA Application Development Analyst.
	DATA BASE NOT AVAILABLE	The database is currently closed. Document action taken. Screen print error. Forward to OSPA Application Development Analyst.
	EMPLOYEE ID NOT FOUND	The file does not have a record for the OR NUMBER entered. It must be a valid ID in OR##### format.
	FKEY INVALID – NO ACTION	Operator pressed an [F#] key other than those listed at the bottom of the screen
	INVALID FUNCTION – MUST BE A, C OR D	You have entered a value in _. It must be A, C, or D.
	LINK TO OSPSL170 FAILED	Unable to find program OSPSL170. Document action taken. Screen print error. Forward to OSPA Application Development Analyst.
	NO RECORD FOUND FOR ACH PAYMENT	There is no XDNN PLN record for the employee.
	PACH HAS BEEN DISABLED AND CANNOT BE USED	ACHMATCH program is running to delete records in the ACH Stops file from the ACH file going to OST
	PPE DATE INVALID – RE- ENTER VALUES	The PPE field does not have a valid date. It should be numeric, a pay period end date, and in CCYYMMDD format.
	PRESS F5 FOR ENTRY SCREEN	On the PACH, press [F5] to display a blank PACH to add new stops.
	RUN NUMBER MUST BE NUMERIC	RUN must be ##
	SECURITY FILE UNAVAILABLE – TRY LATER	Security file unavailable. Document action taken. Screen print error. Forward to OSPA Application Development Analyst.
	THIS ENTRY ALREADY EXISTS	The ACH transaction is already on the screen to be deleted

For a complete alphabetical listing of OSPA message codes, see Appendix E.

OSPA REASONABILITY EDITS

Agency number must be numeric.

Employee ID must exist in OSPA

Pay period end date must be:

- Numeric
- In the CCYYMMDD format
- ≤ current pay period

Run number must be numeric

All entries on the page must be correct before the entries will process

SUPPORTING DOCUMENTATION

OSPA SCREEN INTERACTIONS

Affected By

P070 Deductions and Deduction Adjustments – Agency payroll enters direct deposit information on the P070 with deduction code XDNN and a plan code. The direct deposits may be either a fixed amount or net pay. The employee may have up to eight XDNN deductions.

Directly Affects

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

Update, OSPA only

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REVISION HISTORY

Date	Rev. No.	Modification
	1.0	Original, WR# 3272