

ACH RETURNS REPORT

J463-30-1, J463-30-2

REPORT PURPOSE

The 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

OSPS receives a daily report from the Oregon State Treasury. OSPS 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 Deductions and Deduction Adjustments screen
- 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. OSPS 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 below
- ERROR MESSAGE: see Report Message Codes below
- CORRECTED DATA (if available)
- CREDIT AMOUNT: amount of transaction, .00 = a pre-note.

REPORT MESSAGE CODES

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

Code	Message with Code	Description
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

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

DATAMART ASSOCIATIONS

This information is not available through the OSPA Datamart. Please contact OSPS to obtain a duplicate report if necessary.

OTHER INFORMATION

References / resources include:

- Statewide Payroll Reference Manual, OSPA System Related Documentation, Interfaces, Oregon State Treasury, <http://oregon.gov/DAS/SCD/OSPS/docs/pubs/interface/interost.pdf>
- DAS EISPD Statewide Policy 107-004-050 Information Asset Classification, <http://oregon.gov/DAS/OP/docs/policy/state/107-004-050.pdf>

REVISION HISTORY

Date	Rev. No.	Modifications
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