

Office of the State Treasurer (OST)  
Warrant, ACH and Wire Transfer Technical Changes  
December 14, 2012

OST has been working with OSF ISD and consultants to migrate from our COBOL based ACES and ACH applications, to a web based application, as originally announced in the September 16, 2011 DCAR newsletter. The Bottomline WebSeries application will be used to process all payment records including requests for repetitive wire transfers, remote and local printing of warrants and it will also process both debit and credit ach transactions. Training sessions will be provided for state agency personnel who are entitled to initiate or approve transactions in ACES, maintain participant banking data for electronic payments or will otherwise need to utilize the manual payment entry functionality within the new application. More specific information regarding training and implementation will be provided as soon as it becomes available. Please share this information with your operational and technical staff along with your software vendors and/or processors as applicable.

### **Updating Bank Routing Numbers**

- OST's current ACH application automatically updates bank routing numbers based on the latest table of Federal Reserve bank routing numbers. The new application will validate the submitted information against the table and will reject the transaction if the bank routing number is determined to be invalid. Agency chief financial officers and established agency ACH contacts will receive reports identifying ACH participants with outdated bank routing numbers that must be updated in the participant database used by your agency. These updates should be made now so these transactions will continue to process without interruption after migration to the new application.

### **Tax Addenda Records**

- Effective with the implementation of the new system OST will only process electronic tax payments to the IRS with properly formed addenda records as reflected on pages 4 through 5 of the 250 byte file layout. The 250 byte file layout is posted on our website at [www.ok.gov/treasurer/Banking/Bottomline\\_WebSeries\\_Technical\\_Changes](http://www.ok.gov/treasurer/Banking/Bottomline_WebSeries_Technical_Changes). If you are unable to provide the information in the specified format you will be able to enter ACH IRS payments manually using the new application. If you are currently submitting IRS payments in a file transmission but cannot continue to do so because of this change please contact Diedra O'Neil, 522-4256 to get setup with the access and entitlements to logon and manually enter these payments using the new application.
- Effective with the implementation of the new system OST will only process electronic tax payments to the Oklahoma Tax Commission (OTC) with properly formed addenda records as reflected on pages 6 through 7 of the 250 byte file layout. The 250 byte file layout is posted on our website at [www.ok.gov/treasurer/Banking/Bottomline\\_WebSeries\\_Technical\\_Changes](http://www.ok.gov/treasurer/Banking/Bottomline_WebSeries_Technical_Changes).

This addenda format should only be used for employer and royalty withholding payments. ACH payments to the OTC for all other tax types, such as sales tax, must be entered manually using the new application. If you are unable to provide the withholding information in the specified format you will also be able to enter these payments manually using the new application. If you are currently submitting OTC payments in a file transmission but cannot continue to do so because of this change please contact Diedra O'Neil, 522-4256 to get setup with the access and entitlements and training, as mentioned above, to logon and manually enter these payments using the new application.

- ACH payments to both the IRS and OTC may be submitted in properly formatted addenda records accompanying a 94 byte NACHA standard file format. Many of the fields in these formats are restricted and the corresponding data must meet NACHA and taxing authority specifications. IRS payment instructions are located at [www.eftps.gov](http://www.eftps.gov) and for assistance with OTC requirements call (405) 522-0214. Certain discretionary data fields have been reserved by OST for accounting data necessary to record and retrieve information. Agencies who would like to transmit tax payments via ACH using a NACHA standard file format will need to contact OST in advance to discuss reporting requirements.

### **NACHA Standard File Format**

- Effective with the implementation of the new system OST will be able to receive and process a 94 byte NACHA standard file format. Many of the fields in this format are restricted and the corresponding data must meet NACHA specifications. Certain discretionary data fields have been reserved by OST for accounting data necessary to record and retrieve information. Agencies who would like to transmit credit or debit ACH transactions using a NACHA standard file format will need to contact OST in advance to discuss reporting requirements and to obtain the appropriate formatting information.

### **Transaction Effective Dates**

- In the new Bottomline WebSeries application, if the effective date for any ACH transactions in a file is equal or prior to the load date, the effective date will be changed to the next business date (excluding weekends or Bank holidays). Currently ACH payroll transactions received with an effective data that is equal or prior to the load date are bumped to the second business date after the load date.

### **Header Record Requirement**

- State agencies transmitting payment (or ach debit/collection) files to ACES will need to include a header record in the transmission to our new application. A header record will be required by the application and will give OST another tool to identify a file that may have been transmitted more than once based on the file creation date and time (please note that the hours in the time field for each

header record should model a 24 hour clock, i.e. 13 for 1:00 pm). The appropriate header record file format will depend upon the transaction file format that is currently submitted by the agency.

## **ACH Participant Data and Pay Types**

- Effective with the implementation of the new system, ACH participant data will only be maintained in a single database. State agencies may continue to maintain their own participant banking data including that data in the input files they submit to OST with each record reflecting a Pay Type of “A”. OST will no longer copy this participant data to the database maintained via the new application. State agencies who want to maintain their participant data in the Bottomline WebSeries database may continue to submit their records with a Pay Type of “E” including a Participant ID which is used as the key to match the record with the appropriate participant banking data in the application database. Agencies will be able to update their participant data in the new application’s database using either manual data entry or via a batch load process.

## **Pay Type Required**

- Effective with the implementation of the new system, records submitted for ach transactions (Pay Types “A” and “E”) will be processed solely based on the Pay Type submitted. If a record is submitted with a Pay Type of “A” and there is no corresponding participant banking information in the record it will not be processed. If a record is submitted with a Pay Type of “E” and there is no Participant ID in the record or no corresponding Participant ID in the database the record will not be processed. If a record is submitted without a Pay Type, where the field is blank, the record will not be processed. **Agencies should begin now to ensure that their records include the appropriate Pay Type.**

## **Blank Check Stock**

- OST will no longer print blank check stock for agency use.

## **Country Code and Country Name**

- Certain file formats submitted to our ACES application today contain a field for a 3 character Country Code followed by a field for Country Name. If Country Code is blank the default is ‘USA’. The new application will utilize the first 2 characters beginning with the left justified position in the Country Code to look up the Country Name from the Country Code table and insert it in the Country Name field. No changes to files submitted with a Country Code of ‘USA’ or ‘ ’ will be required as the new application will retrieve/default to ‘US’ and translate that to ‘United States’. Records intending to specify a country other than the United States will need to reflect the proper 2 characters as reflected in the Country Code table which is posted on our website at [www.ok.gov/treasurer/Banking/Bottomline\\_WebSeries\\_Technical\\_Changes](http://www.ok.gov/treasurer/Banking/Bottomline_WebSeries_Technical_Changes).

## File Trailer Record Requirement

- Effective with the implementation of the new system, a single file trailer record must be submitted with each file meeting the requirements in the appropriate file layout. Data from the file trailer record will be used to verify the complete processing of all of the records in the file. The file layouts are posted on our website at [www.ok.gov/treasurer/Banking/Bottomline\\_WebSeries\\_Technical\\_Changes](http://www.ok.gov/treasurer/Banking/Bottomline_WebSeries_Technical_Changes) including the file trailer record. If your agency uses and would like to continue to include batch trailer records in your submissions you will need to change the Record Type in field 6, position 182 to a "B" to reflect they are batch trailer records. Batch trailer records will be ignored by the new application and only the file trailer record will be used for processing verification.

We will continue to provide more information to agencies through as many channels as possible. Agency personnel or vendor contacts may contact Diedra O'Neil, 522-4256, or Susan Nicewander, 522-4214, with questions or concerns.