West Virginia State Treasurer's Office

Cash Management Division

Quick Reference Guide

For

Cash Management Division Quick Reference Guide

Training manuals are available on the wvOASIS website, www.wvoasis.gov. Please utilize these resources to assist you with document entry in wvOASIS.

Making Deposits

1. A printed coversheet is required when taking deposits to the State Treasurer's Office (STO) Checks Processing area and can be printed within wvOASIS. See Exhibit A for instructions on printing a Cash Receipt (CR) coversheet. Exhibit B includes a sample coversheet.
2. Cash Receipts (CR) in wvOASIS will be considered Final after being approved by the Treasurer's Office. Cash Receipt documents do not require an approval from the Auditor's Office (AO). Cash balances will be impacted once the Cash Receipt document is Final.
3. Deposit ticket numbers are to be entered in the sequence field of the Cash Receipt document.
4. Deposits without a deposit ticket, such as ACH and wire, also require a Sequence Number. You may not use "0000" as the Sequence Number in wvOASIS. Please enter the date as the Sequence Number using the following format: MMDDYY.
5. One deposit ticket can be used to combine MasterCard, Visa, and Discover transactions per day on a Cash Receipt. The deposit date and card type will be used for the Sequence Number. For MasterCard, Visa, and Discover deposits please use card type "0". The sequence number should be formatted as: MMDDYY0. American Express deposits may not be entered on this same Cash Receipt document. See #6 for American Express instructions.
6. A separate Cash Receipt will need to be entered for American Express (Amex) credit card transactions per day. The deposit sequence number will be a combination of the deposit date and card type. Please use card type "1" for Amex Cash Receipts. The sequence number should be formatted as: MMDDYY1.
7. Duplicate deposit ticket warning info: Cash Receipts in wvOASIS will populate deposit and reconciliation tables during a nightly cycle. For this reason, the system will generate "informational messages" for Cash Receipts. These messages will appear if a CR appears to have a duplicate Sequence Number or if a deposit ticket number has already been used. Given that the deposit date is used as the Sequence Number for several Deposit Locations, users may see these messages frequently. These are only informational messages and will **not** prevent the Cash Receipt from being approved and posting to cash balances. Users will have the capability of using duplicate ticket numbers.
8. If a Cash Receipt in the Final stage is determined to be incorrect, the agency should enter a fund transfer, additional Cash Receipt, or negative Cash Receipt to correct the document. If you need assistance with a Cash Receipt that cannot be modified using any of these options, please contact the STO Cash Accounting Division at cashaccounting@wvsto.com.
9. Once an agency user has Validated and Submitted a Cash Receipt it has to be approved by an Agency Manager before it is work flowed to the STO. Certain Deposit Locations are exempt from Agency Manager approval. Those locations are 00577, 00578, 00579.

ACH Receipts

1. When notified of an ACH receipt, enter a Cash Receipt document in wvOASIS, email the Document ID number to ACHReceipts@wvsto.com.
2. Enter the notification date as the 'Bank Deposit Date' on the Cash Receipt document.

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ACH Origination

1. Payment request files sent to the EFT group of the WVSTO by email or FTP (file transfer protocol) site, not interfaced to wvOASIS, will continue to be done. Please email the EFTGroup@wvsto.com with the required wvOASIS document ID number.
2. Reversal forms can be found on the STO's website, www.wvsto.com, as well as www.wvsao.gov. Forms and wvOASIS document entries must be received by noon each day for same day processing.
3. Pull-off forms must be faxed, 304-340-1509, or emailed, eftgroup@wvsto.com, to the STO by noon each day for same day processing.

Wire Receipts

1. When notified of a wire receipt, enter a Cash Receipt document in wvOASIS, using the deposit location and sequence number provided in the notification, and email the document number to participantaccountinggroup@wvsto.com.
2. Notify Participant Accounting, by email, of expected incoming wires.

Wire Disbursement

1. The disbursement format **MUST** be set to "WIRE" when entering a WIRE document. The disbursement format is found on the Vendor Line.
2. A Non-Repetitive wire form is still necessary for wires without a recur number. Contact Participant Accounting for a copy of the form.
3. Notify Participant Accounting, by email, of pending outgoing wires. Notification should be made no later than 10:30 a.m. the day the wire is to be sent.

Stop payments and Forgeries

1. Please refer to the Accounts Payable training manual for instructions regarding Stop Payment requests, Undeliverable checks, and Forgery submissions.

E-Gov

1. Agencies that utilize the e-Government system will continue to do so in the same manner.

Investment Processing

1. The deadline for Investment Request and Withdrawal documents to be approved to the STO is still 10:00 a.m.
2. Pools are represented as balance sheet accounts (BSA) on the investment documents:
   a. WV Money Market   108A
   b. WV Government Money Market   108B
   c. WV Short Term Bond   108C
   d. Participant Directed   108D
   e. Investment Management Board   108J

3. Investment account numbers are entered as a Sub-Balance Sheet account (SBSA.)
4. Contact Participant Accounting to request a new investment account. The required form will be supplied at the time of the request.
5. Investment account statements are available on iPAS. Contact Participating Accounting to request access to iPAS.

Exhibit A- Print Cash Receipt coversheet
(Required for Vault Deposits Only)

1. After creating the Cash Receipt (CR) document (doesn't have to be approved), click the print button shown below.

2. Change the Print Output Type to "PDF". The Print Job should be "Cash Receipt (PDF Format) and the Print Resource should be "NEW_CR_FORM_PDF".
3. Check the box next to View Forms.
4. Click Print.

5. The message at the top of the document should now say "Document print job was successfully submitted".
6. Close the document or click Home.
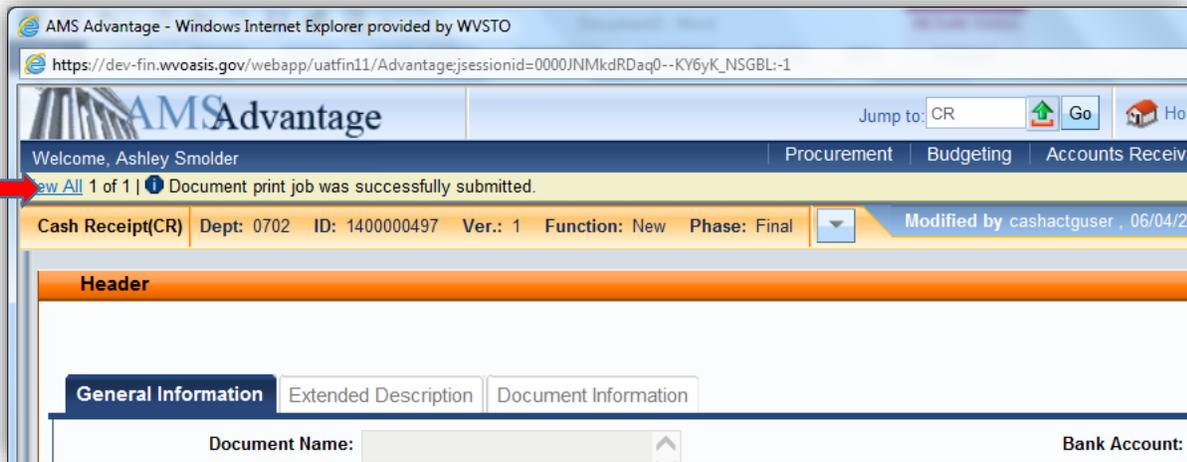
7. On the Secondary Navigation panel, click Message Center, then Forms. If there are several documents listed, then you may need to do a search (Browse) to find it. A document search can be done using Doc Code, Doc Dept, Document ID, or Description, as shown below. Click on the "View PDF" hyperlink to view the form (coversheet). An example of the coversheet is displayed in Exhibit B.

Exhibit B
Cash Receipt Coversheet Example
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State Of West Virginia
wvOASIS
Deposit Cover Sheet

Document ID: CR 0702 1400000497

DOCUMENT STATUS

Deposit Location Name: STATE TAX DEPARTMENT
Created On: 2014-06-04
Document Department: 0702
Created By: asmolder

Revenue Amount: 1483180.15
Refund Amount: 0.00

Deposit Location	Deposit Ticket Number	Bank Account Code	Deposit Amount
00505	00505060414	0005	1483180.15

Bank Deposit Total: 1483180.15

Cash Receipt Coversheet Sample
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Reference Document		Fund	Fiscal Year	Dept	Appr Unit	Object	Sub	Revenue	Sub Revenue	Amount
—	—	0470	2014	0702				5503	0000	1483180.15

wvOASIS Deposit Total : 1483180.15