

**WV STATE TREASURER'S OFFICE
BLACKOUT PERIOD INSTRUCTIONS FOR DEPOSITS / WIRE
DEPOSITS / STOP PAYMENT REQUESTS / FORGERY**

- All cash and checks received August 25 - August 31 must continue to be deposited at the bank within 1 business day after receipt.
- Cash receipt documents (CR) will not be able to be entered in wvOASIS between August 25 – August 31.
- Spending units/agencies should keep a spreadsheet with all deposit detail to be used to key in their CR documents once wvOASIS is available. At a minimum, please keep deposit date, deposit location, ticket number, amount, and description. However, spending units/agencies should use their own discretion and keep any additional information that will be useful for historical purposes and account funding.
- After wvOASIS is available for document entry, spending units/agencies will have until September 8, to enter associated document(s) into the system.

Treasurer's Office Checks Processing Deposits

- Spending units/agencies who currently deposit their cash and checks at the State Treasurer's Office (STO) Checks Processing area (EB-54), will continue to be able to drop off their deposits as they currently do. Deposits will even be accepted during the blackout period between August 25 - August 31. However, during the blackout period in place of the Cash Receipt coversheet, the STO will accept the Deposit Posting Form along with the deposit. A copy of this form can be found on our website under <https://wvtreasury.com/Banking-Services/WVOASIS>
- Once wvOASIS is available, the WV State Treasurer's Office will enter these deposits as CRI documents on behalf of the agency.
- Agencies can run business intelligent report WV-FIN-CASH-021 – Cash Receipts or WV-FIN-AR-010 Cash Receipts Journal to determine the CRI documents entered on their behalf. The documents will begin with a 5. Or login to Financial Production, enter CRI at the Jump To area and search by dept code there.

ACH Receipts

- Between August 25 - August 31, the Treasurer's office will continue to notify agencies of any ACH receipt. Once wvOASIS is available, spending units/agencies will enter their CR documents by September 8 and then send the CR document number to: ACHReceipts@wvsto.com.

ACH Debits

- If an agency has an ACH debit file that needs processed between August 25 - August 31, they should send that to the STO for processing as they currently do.

Wires

- Between August 25 - August 31, the Treasurer's office will continue to notify agencies of any wire receipt. Once wvOASIS is available, agencies should enter their CR documents by September 8 and then send the CR document number to: ParticipantAccountingGroup@wvsto.com.

Stop Payment Requests/Forgery Submissions

- AD Cancellations and/or DC Cancellations (stop payment requests) will not be able to be entered into wvOASIS during the black-out period. Spending units/agencies should keep applicable information for these requests to enter into wvOASIS when it is back up.
- Re-issuance or Re-deposits will not be able to be entered into wvOASIS during the black-out period. The agency will be responsible for entering these documents when the system is back up.
- For **EMERGENCY ONLY** stop payment requests, an email can be sent to the stoppaymentgroup@wvsto.com. The stop payment will be placed at the bank only. The spending unit/agency will be responsible for entering any document needed when the wvOASIS is back up.
- Forgery submissions will be processed as usual as long as the check in question is within the previous six months and is able to be researched using other methods. If not, the request will be handled when wvOASIS is back up.