

Attachment 8: Glossary of RFP Terms

All capitalized terms and abbreviations used in this RFP shall have the meanings as set forth below.

“**Approved State Depository**” means a financial institution insured by an agency of the federal government which has posed any required collaterally secured bond and which is approved by the Treasurer.

“**AR BOX**” means an electronic lockbox solution designed for companies that receive consumer payments electronically. AR BOX allows billers to consolidate multiple online bill payment processors into a single customized posting file.

“**Automated Clearing House (ACH) Offset**” means a debit or credit entry sent to the bank to cover funds from transactions related to the “Balance File.”

“**Balance File**” means a file that contains an offsetting entry that automatically credits or debits the customer’s offset account for the debit and/or credit transaction on the file.

“**Check Image File**” means an electronic file that contains check information and images of checks that have been processed through the bank.

“**Compensating Balance**” means a minimum balance that must be maintained in an account.

“**Deposit Location**” means the corresponding five (5) digit number assigned by the STO to identify an agency depositing funds into a State bank account and the financial system.

“**DLN**” means a fourteen (14) digit document locator number, which is a unique controlled number assigned to every document processed.

“**Lockbox**” means a **post-office box (PO Box) that is accessible by a bank to receive payments due to the State of West Virginia.** Customers send their payments to the PO Box and then the bank collects and processes these payments directly and deposits them to the STO DDA receipt account.

“**Paid File**” means an electronic file that contains a list of all issued checks that have cleared the bank.

“**Payment Voucher**” means **document which can be used as proof that a monetary transaction has occurred between two parties.** A payment voucher can be used for a variety of purposes, acting as a receipt, or indicating that an invoice has been approved for payment.

“**Payment Voucher System**” means any system by which a payment voucher can be processed along with a payment such as a check or money order. The system can include a lock box service, scanning services etc.

“**Reverse Positive Pay**” means the issuing bank sends a list of issued checks that have been submitted for payment. The STO compares the information from the list of checks at the

issuing bank to the list maintained in the financial system. This process enables the STO to identify any checks that need to be adjusted or returned the bank for credit.

“**Routing Number**” means a nine digit code, used by banks in the United States. It is an identification of financial institutions in the United States for money transfer, such as ACH, Fedwire, etc. The routing number can be found at the bottom of a check.

“**Secure Online Access**” means having a secure, encrypted connection for the exchange of information over the Internet.

“**State**” means the state of West Virginia.

“**STO**” means the West Virginia State Treasurer’s Office.

“**Trace Number**” means a unique ten (10) digit number assigned by the Bank for each check presented for payment that appears on the Paid file. This trace number allows the Bank to research any issues with a particular check.

“**wvOASIS**” means the State Enterprise Resource Planning (ERP) system with a comprehensive suite of integrated modules that provide end-to-end support for statewide administrative functions such as Financial Management, Procurement, Asset Management, Payroll, etc.