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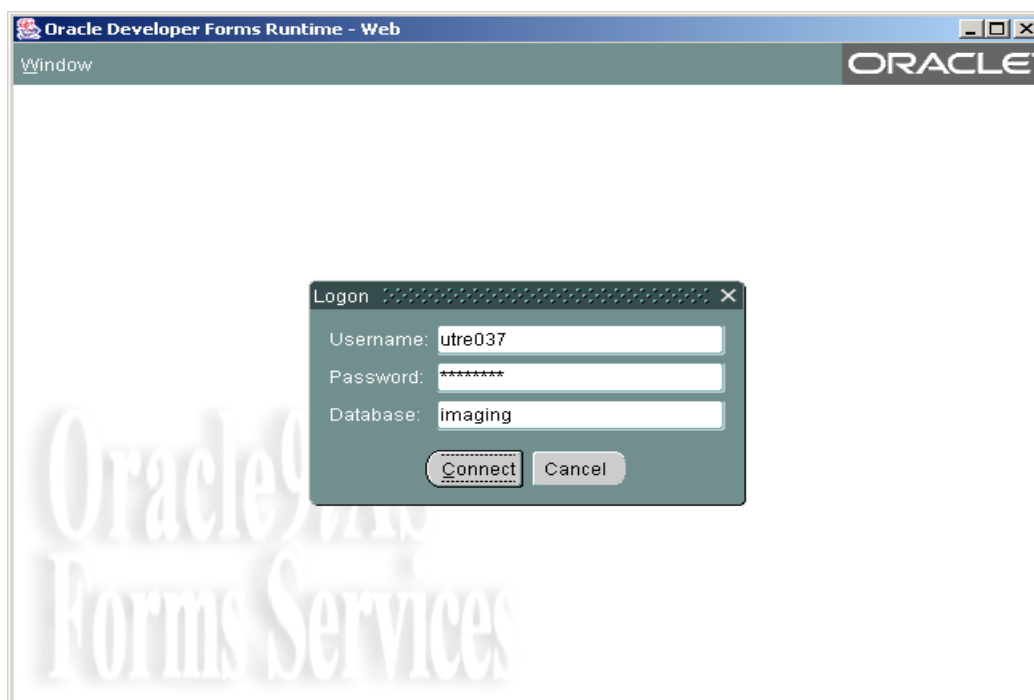
Procedures to View AR Inquiry

1. **System Requirements:**
    a. The web site and application will be accessible via the internet using Microsoft browser 5.0 and higher.
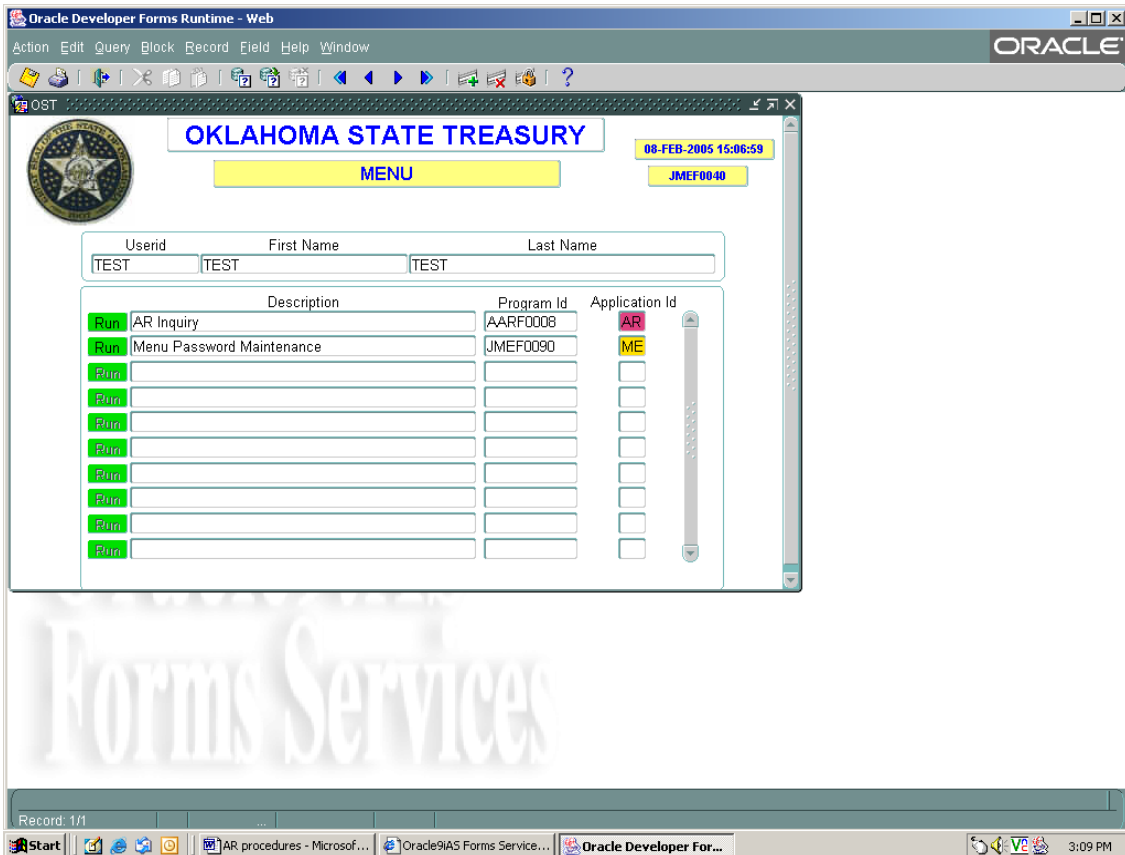
2. **Signing on the web site:**
    a. The web address for AR Inquiry Online is

    https://oas1.ost.state.ok.us/forms/frmservlet

    b. Enter your ID, password and the name "Imaging" in the Database field then click on the indicator connect.

**3. After sign on is complete, the following screen will appear.**

Icon descriptions from left to right

- Yellow Diskette - Save changes.
- Printer - Print Screen.
- Exit Door - Return to previous Oracle screen or log off of the main menu.
- Scissors - Cuts data from a selected field.
- Copy Pages - Copies data from a selected field
- Paste Pages - Paste data into a designated field.
- Double Blue Left Arrows - Allows user to move between fields.
- Single Blue Left Arrow - Allows user to return to pervious fields.
- Up and down arrows also moves user from one field to another.
- Single Blue Right Arrow - Allows user to move forward. Up and down arrows also move user from one field to another field.
- Double Blue Right Arrows - Allows user to move between fields.
- Green Plus - Allows user to insert a new record.
- Red X - Allows user to delete the current record.
- Lock - Prevents record from being updated by another user.

4. Select the "Green Run" button by AR Inquiry.

The following screen will display:

5. Select Account number field and click on the desired account number.

The following screen will appear:

6. Key in account and warrant number then select one of the following: the "Query both button", Query by column values in the "Outstanding Items" or "Paid and Cancelled Items" data block.

   a. To query in the Outstanding Items data block or the Paid data block do the following:
   1. Set the focus for the query, in the data block the agency would like to query by selecting one of the white boxes in the data block.
   2. Select the query both button.
   3. Select the column the agency would like to enter a value, amount format should be entered as follows:
      - 193.10
      - 1,000.00
      - 1000.00
      - >1,000.00
      - <1000.
   4. Date format should be entered as mm/dd/yy:
      - 120303
      - >120303
      - <120303
   5. Description format should be entered as follows:
      - CABLE% (will show all descriptions that start with CABLE)
   6. Select the execute query button.
   7. Valid Warrant Types are:
      - CS - cancel by statute
      - DB - cd's and chargebacks
      - EF - paid eft
      - HC - hard cancel
      - LI - paid check
      - US - paid onus transfers
      - WT - wire transfer
   8. Export button: functions 1,2,3,4,5 have to be completed before downloading into an excel spreadsheet

7. The following screen will Display:
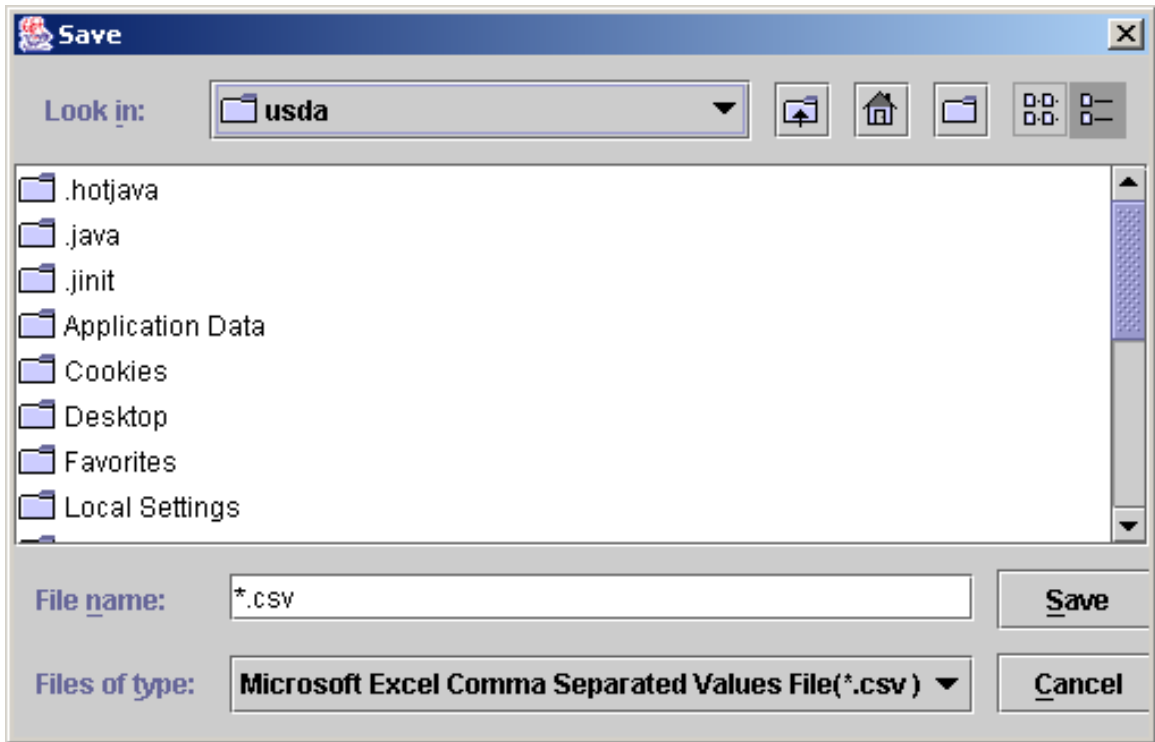
a. This screen gives the agency the option to choose the location in which to save the file.

b. CSV file is common delimited file which opens in Excel. Click on save. The file will automatically save and an Excel spread sheet with elected information will appear. It is recommended that the spreadsheet to be save to a local drive C:/. The Excel spread sheet will automatically display on the screen while saving it to the specified location. If saved to another drive, the spread sheet will save to that location and the user will need to open the file from that location.