Ken Miller
Oklahoma State Treasurer
2300 North Lincoln Blvd, Room 217
Oklahoma City, OK 73105
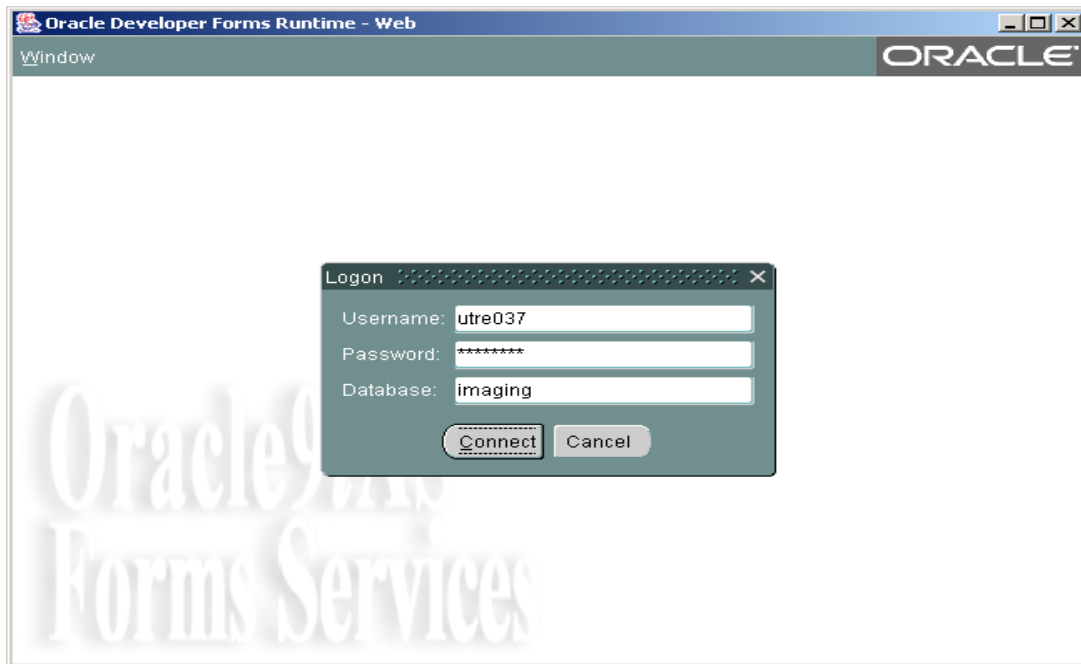
Procedures to View Agency Statements

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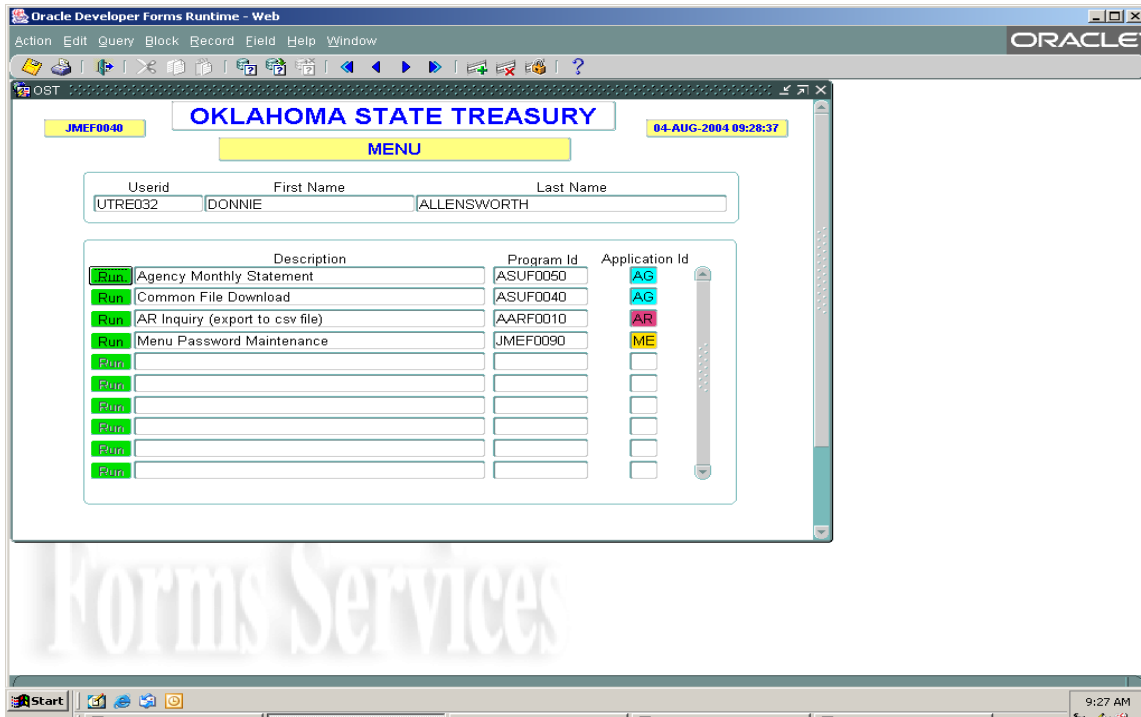
2. **Signing on the web site:**
   a. The web address for the Agency Statements is

   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 display:

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.
- Inquiry – Allows user to access a new search.
- Enter Inquiry – Displays information requested by inquiry.
- Exit Inquiry – Completes previous inquiry.
- 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 Agency Statement. The following screen will display:


a. Enter the Month and Year. For example; January 4, 2005 enter 0105.

b. Select the "Agency Statement" button by the selected account highlighted. Report Information will appear in Acrobat Adobe PDF format.

c. To download the Agency Text File, select the "Agency Text File" button.

d. To exit select the "Green Door" button.

5. Optional - Select the "Green Run" button by the Common File Download after sign on is complete to receive information in Excel format.

The following screen display:
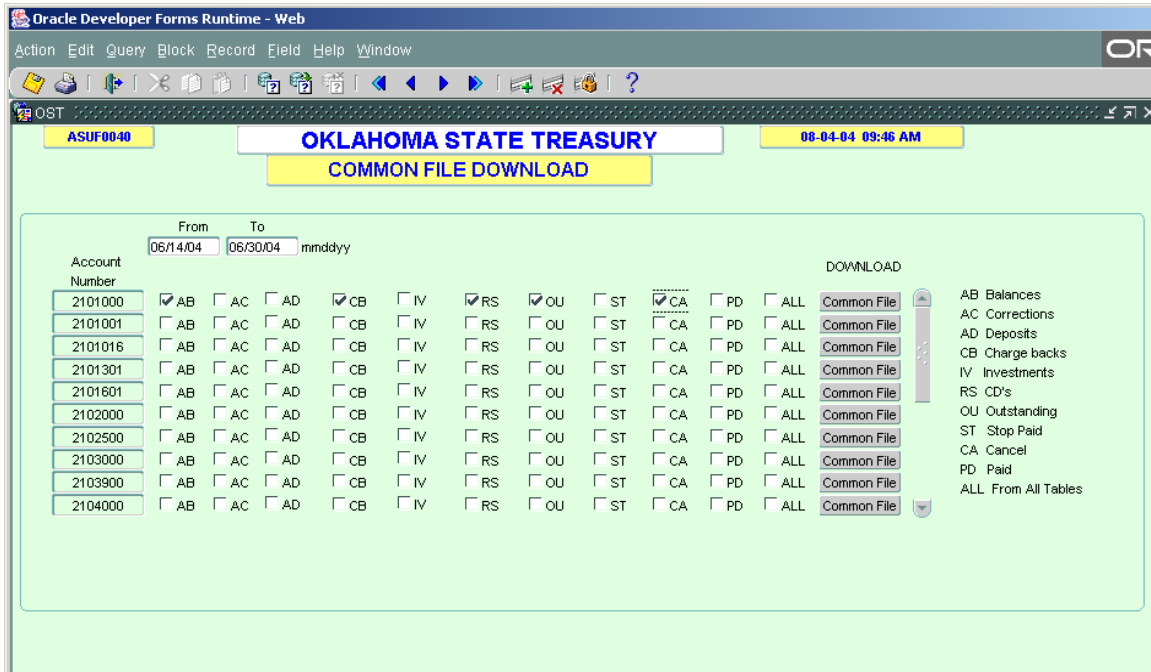
a. Enter the date range for the files and check on the appropriate box to download various statements as shown below.

b. Select the "Common File" button to start downloading the information selected.

The following screen will display:
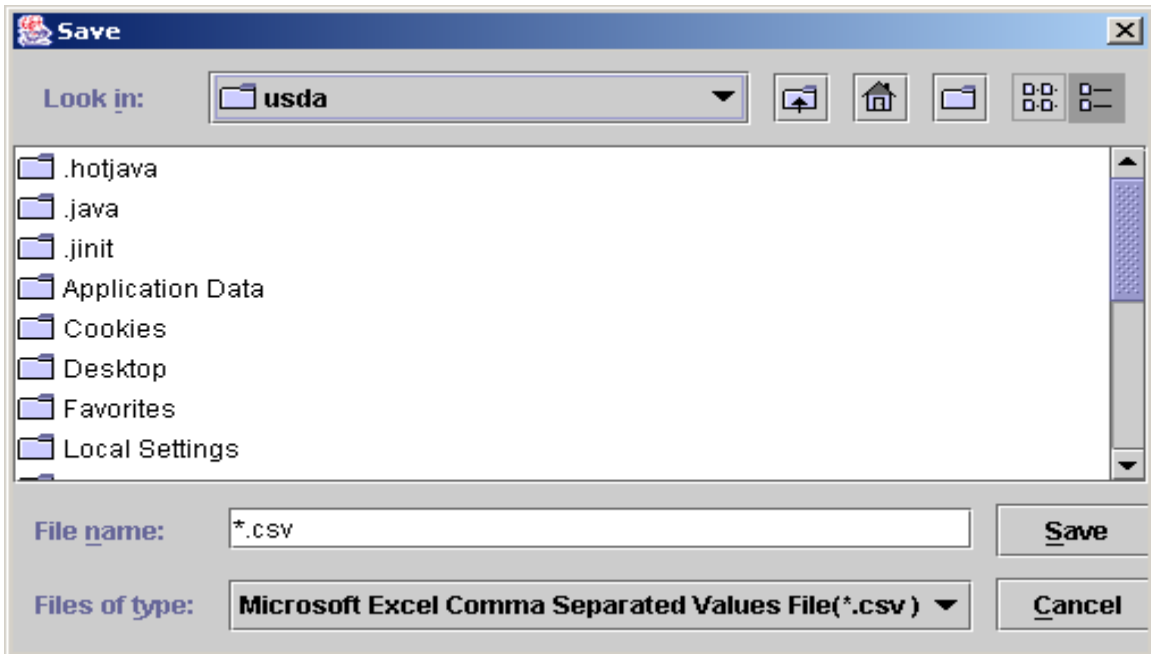
c. This screen allows the agency to select the location to save the file.
d. Enter an appropriate file name along with the extension as shown, For example; test CSV.
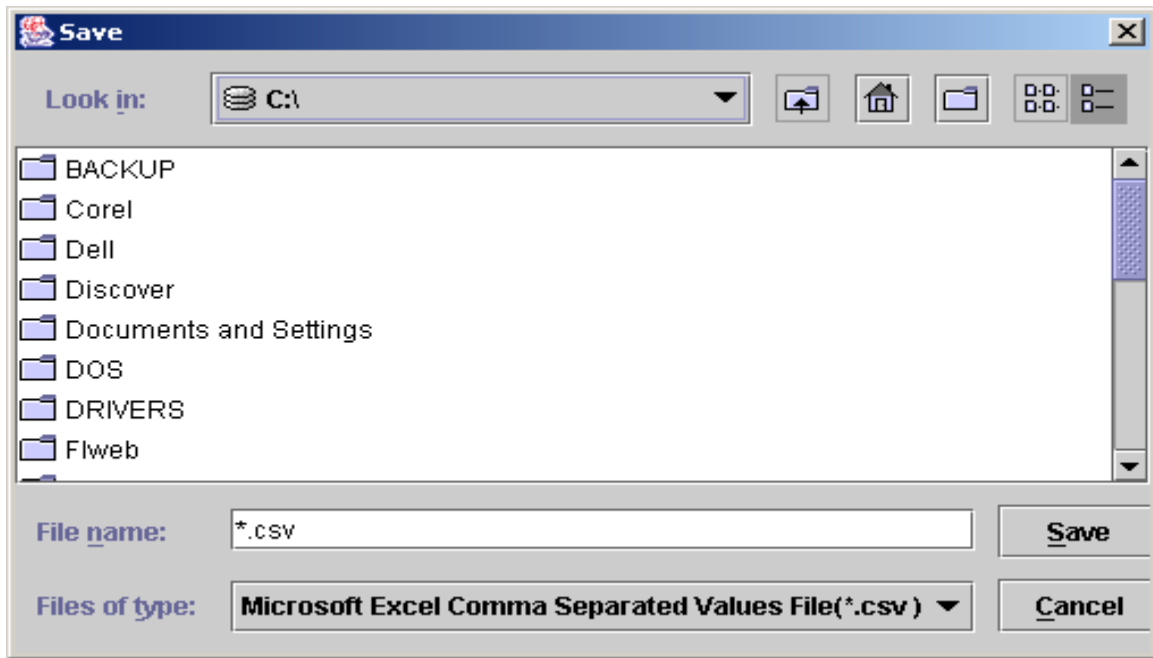
e. CSV file is common delimited file which opens in Excel. Click on save. The file will automatically save and an Excel spread sheet with elected information will appear. It is recommended that the spreadsheet to be save to a local drive C:/. The Excel spread sheet will automatically display on the screen 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.

Contact Information

Donnie Allensworth Agency Representative/ Trainer:

Phone (405) 522-4256   Fax: (405) 521-6909

E-Mail Address: Donnie.Allensworth@treasurer.ok.gov

Pam Mitschelen, Accounting Information:

Phone (405) 522-4220   Fax: (405) 521-4176

E-Mail Address: Pam.Mitschelen@treasurer..ok.gov

Help Desk Information Services:

Phone: (405) 522-4245   Fax: (405) 522-1838

E-Mail Address: helpdesk@treasurer.ok.gov