

Title: Deposit Posting Report – Credit Cards

Purpose: To provide guidance to state agencies for generating daily Deposit Posting Reports for credit card transactions.

System: The website and application will be accessible via the internet using Microsoft Browser 5.0 or higher. The Jinitiator must be installed in order to open the Imaging Database.

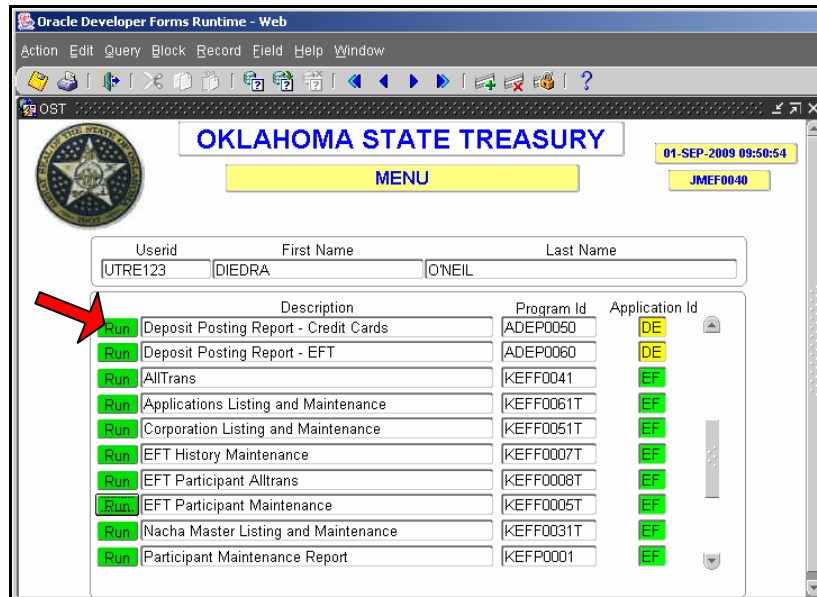
Procedure:

1. Access the [OST Online User Access Services](#) system through Internet Explorer.
2. The Logon screen will appear. Enter the following information in the appropriate fields, and then click [**Connect**].

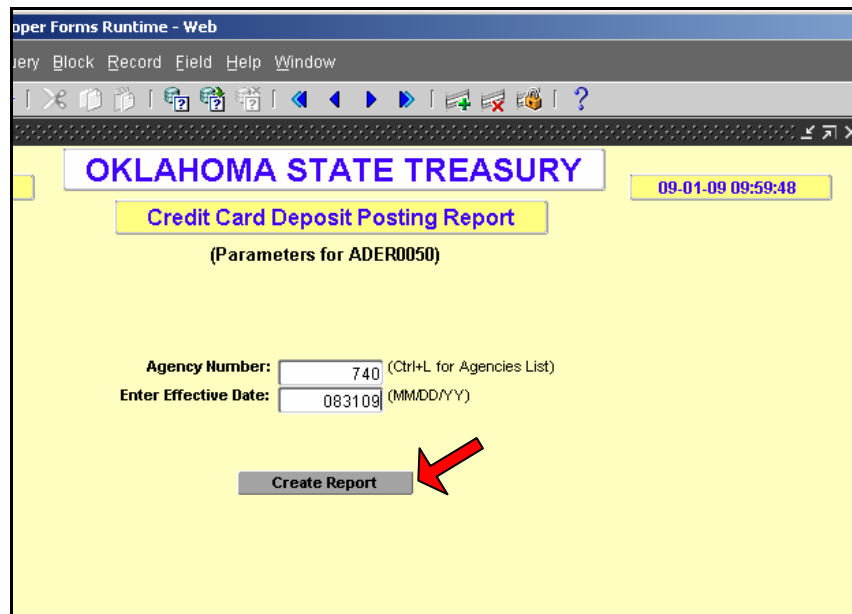
<i>Field</i>	<i>Required Response</i>
Username	Enter the alpha numeric username assigned to you by OST.
Password	Input your personal password. If you forget this password, it may be reset by calling the OSF Helpdesk.
Database	Enter 'imaging' in the database field.



- The Menu screen will appear upon log in. Click **[Run]** next to **Deposit Posting Reports - Credit Cards**.



- The Credit Card Deposit Posting Report screen will appear. Enter the date of the report you wish to generate in MM/DD/YY format in the **Enter Effective Date** field and click **[Create Report]**.



- The Credit Card Deposit Posting Report will popup in a new window. Popup blockers will prevent the new window from appearing. If deposits did not occur for your agency on the date selected the Report Total will reflect \$0.00 in the amount column.
- The report can be saved or printed. To view another date close the report window and repeat step 4.