



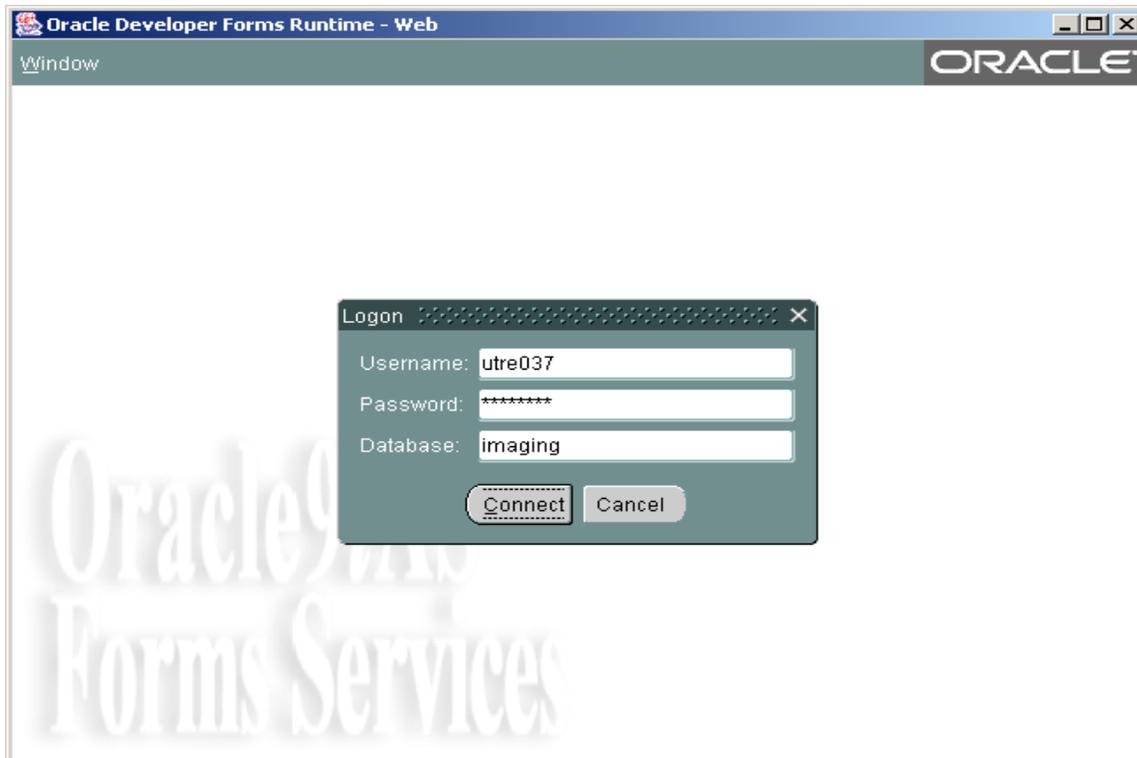
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## Procedures for EFT Participant Enrollment & Maintenance

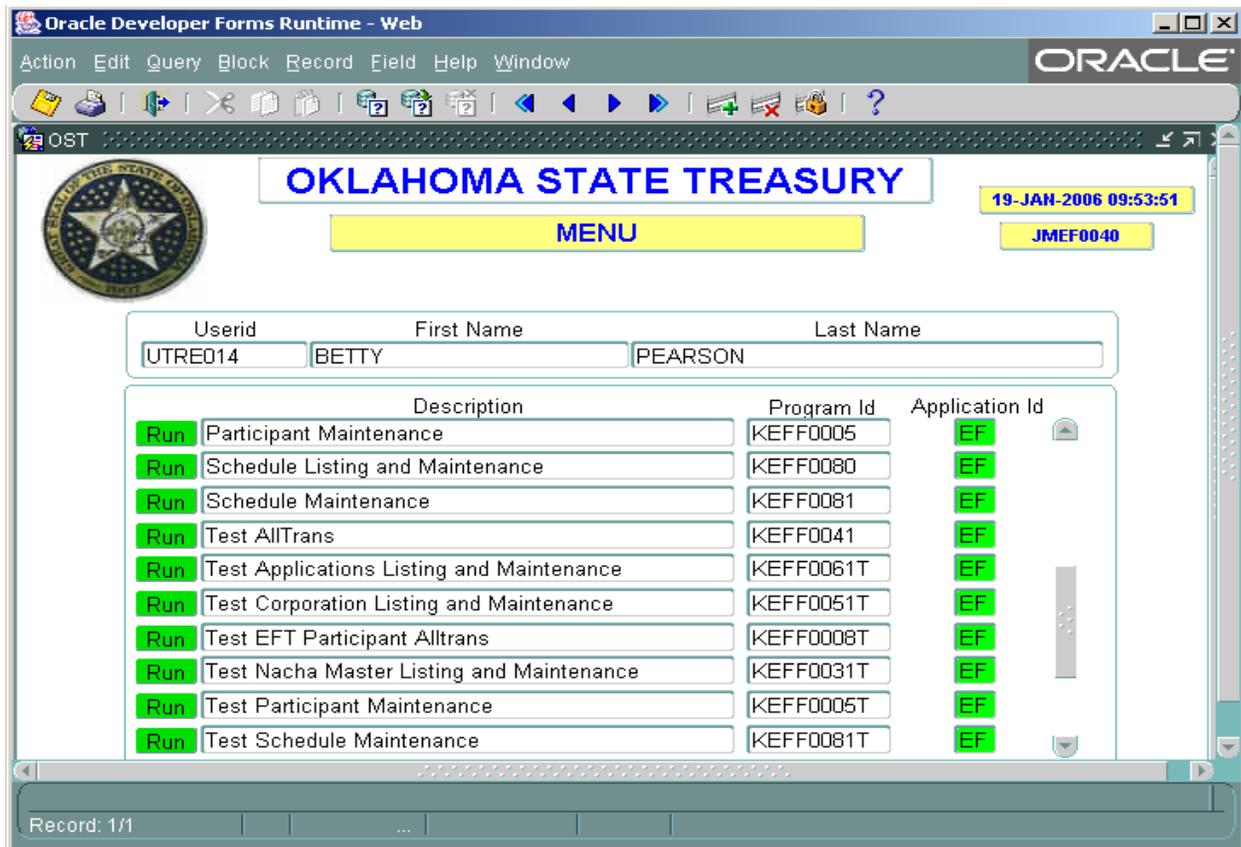
1. **System Requirements :**
  - a. The web site and application will be accessible via the internet using Microsoft i.e. browser 5.0 and higher.
2. **Signing on the web site:**
  - a. The web address for the Agency Check Register System is

<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:



**Icons descriptions from left to right:**

1. Yellow Diskette – Saves changes.
2. Printer – Prints screen.
3. Exit Door – Returns to previous Oracle screen or log off of the main menu.
4. Scissors – Cuts data from a selected field.
5. Copy Pages – Copies data from a selected field.
6. Paste Pages – Paste data into a designated field.
7. Dataset Inquire - Allows user to access a new search.
8. Dataset Enter Inquire - Displays information requested by inquire.
9. Dataset Exit Inquire - Completes previous inquiry.
10. Double Blue Left Arrows - Allows user to move between fields.
11. Single Blue Left Arrow – Allows user to return to previous fields. Up and down

arrows also move user from one field to another.

12. Single Blue Right Arrow - Allows user to move forward. Up and down arrows also move user from one field to another field.

13. Double Blue Right Arrows – Allows user to move between fields.

14. Green Plus – Allows user to insert a new record.

15. Red X – Allows user to delete the current record.

16. Lock – Prevents record from being updated by another user.

4. Select the “Green Run” button beside Participant Maintenance. The following screen will display:

Oracle Developer Forms Runtime - Web

Action Edit Query Block Record Field Help Window

ORACLE

OST

KEFF0005T

OKLAHOMA STATE TREASURY

12-JUL-2006 13:06:03

EFT Participant Maintenance

USERS

Agency Number Userid First Name Last Name

740 UTRE014 BETTY PEARSON

CAPSVLID

	Corp No	Appl No	Class Cd	Update Priv
Detail Maint.	0002	0010	TXS	Y
Detail Maint.	0002	0041	TXS	Y
Detail Maint.	0002	0100	TXS	Y
Detail Maint.	0002	0108	TXS	Y
Detail Maint.	0002	0120	TXS	Y
Detail Maint.	0002	0131	TXS	Y
Detail Maint.	0002	0150	TXS	Y
Detail Maint.	0002	0165	TXS	Y
Detail Maint.	0002	0185	IFA	Y
Detail Maint.	0002	0185	MVP	Y

Start Inbo... 2006... BTCH... Orad... Oracl... EFTM... Adob... Appli... EFT-... 1:10 PM

- a. Select the EFT Corp No, Appl No, Class Cd by clicking the gray “Detail Maintenance” button.

5. The following screen will display:

Oracle Developer Forms Runtime - Web

Action Edit Query Block Record Field Help Window

ORACLE

WINDOW1

KEFF0025T OKLAHOMA STATE TREASURY 07-12-06 01:10 PM

UTRE014 PARTICIPANT MAINTENANCE

Corp No 0002 Appl No 0010 Class Cd TXS

Part Key  Part Name

Tran Beg Date  mmddyy Part Stop Cycles  Part Stop Reason  Show List

Tran End Date  mmddyy

Date Time Added  Date Last Maint

**BANK INFORMATION**

Bank Tr	Bank Name	Bank Acct No	Ach Tc	Acct Date	Type	Time Added	Date Last Maint	Amount
<input type="text"/>								
<input type="text"/>								
<input type="text"/>								
<input type="text"/>								

**TRANSACTION INFORMATION**

Ach Tc	Date Generated	Warrant Number	Amount	Effective Date
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Valid ACH TCs  
22, 27, 32, 37,  
42, 47 and 52

Enter a query; press Ctrl+F11 to execute, F4 to cancel.

Record: 1/1 Enter-Qu...

## 6. This screen is used to Add, Modify or Delete Participant records:

### I. To ADD a New Participant Record:

1. When you first display this screen the Enter Query button will be in the down position/pale green.
2. Press the Execute Query button, it will pull up your first participant
3. Press the Green Plus - Allows user to insert a new record.

#### a. Enter the following information:

1. Part Key - Number assigned by agency. [Required Field]
2. Press tab.
3. Part. Name - Separate with commas. Last name first. [Required Field]
4. Part Stop Cycles - 0 for normal processing, 99 for stop on EFT. [optional field]
5. Part Stop Reason - If Stop Cycle 99, this field is Required
6. Tab to Tran Beg. Date.
7. Tran Beg. Date - MMDDYY (slashes are auto filled) [Required Field]
8. Tran End Date - MMDDYY (slashes are auto filled) [Optional Field]
9. Tab to Bank Tr.

10. Bank Tr - Cursor will skip to next field when 9 digit Transit Routing is keyed. [Required Field]. If Bank Tr is invalid, the "message" line will alert you - Please Enter the valid Transit/Routing number.
11. Account Number. [Required Field]
12. Press tab.
13. Ach Tc - Determines type of EFT type. [Required Field]
  - Most Common Used Tc Codes (Transaction Codes) -
    - 22 - Checking Credit
    - 27 - Checking Debit
    - 32 - Savings Credit
    - 37 - Savings Debit
  - Less Common used Tc Codes (Transaction Codes) -
    - 42 - General Ledger Account Credit
    - 47 - General Ledger Account Debit
    - 52 - Automated Loan Account Deposit (Credit Only)
14. Press tab to the Amount Field.
15. Amount - Transaction amount used for debits only (ie. 100.00)

b. When your participant data is complete - Press the yellow diskette to SAVE the data entered.

c. The "message" line will display - Transaction complete: 2 records applied and saved.

## II. To MODIFY a Participant Record:

1. Choose or select the first Green Inquiry button - Allows user to inquire on specific record.

a. Enter the following information:

1. Part Key. [Required Field]
2. Press the Enter Inquiry button - Allows user to inquire on specific record.
3. Tab to the field to modify.
4. Make modification(s).

b. When your participant data is modified - Press the yellow diskette to SAVE the data entered.

c. The "message" line will display - Transaction complete: 1 record applied and saved.

## III. To STOP a Participant Record:

1. Choose or select the first Green Inquiry button - Allows user to inquire on specific record.

a. Enter the following information:

1. Part Key. [Required Field]
2. Press the Enter Inquiry button - Allows user to inquire on specific record.

3. Tab to the Part Stop Cycles – 0 for normal processing, 99 for Stop on EFT.
4. Part Stop Reason – If Stop Cycles 99, this field is required, use the drop down Show List for choices:
  - AR – Agency Request
  - PR – Participant Request
  - EX – Expired (should only be used on debits)

- b. When your participant has been updated - Press the yellow diskette to SAVE the data entered.
- c. The” message” line will display - Transaction complete: 1 record applied and saved.
- d. Participant authorizations must be kept for 2 years after the last transaction.

#### **IV. To DELETE a Participant Record:**

1. Choose or select the first Green Inquiry button - Allows user to inquire on specific record.
  - a. Enter the following information:
    1. Part Key. [Required Field]
    2. Press the Enter Inquiry button - Allows user to inquire on specific record.
    3. Delete record by pressing the Red X.
  - b. When your participant has been deleted - Press the yellow diskette to SAVE the data entered.
  - c. The” message” line will display - Transaction complete: 1 record applied and saved.
  - d. Participant authorizations must be kept for 2 years after the last transaction.