

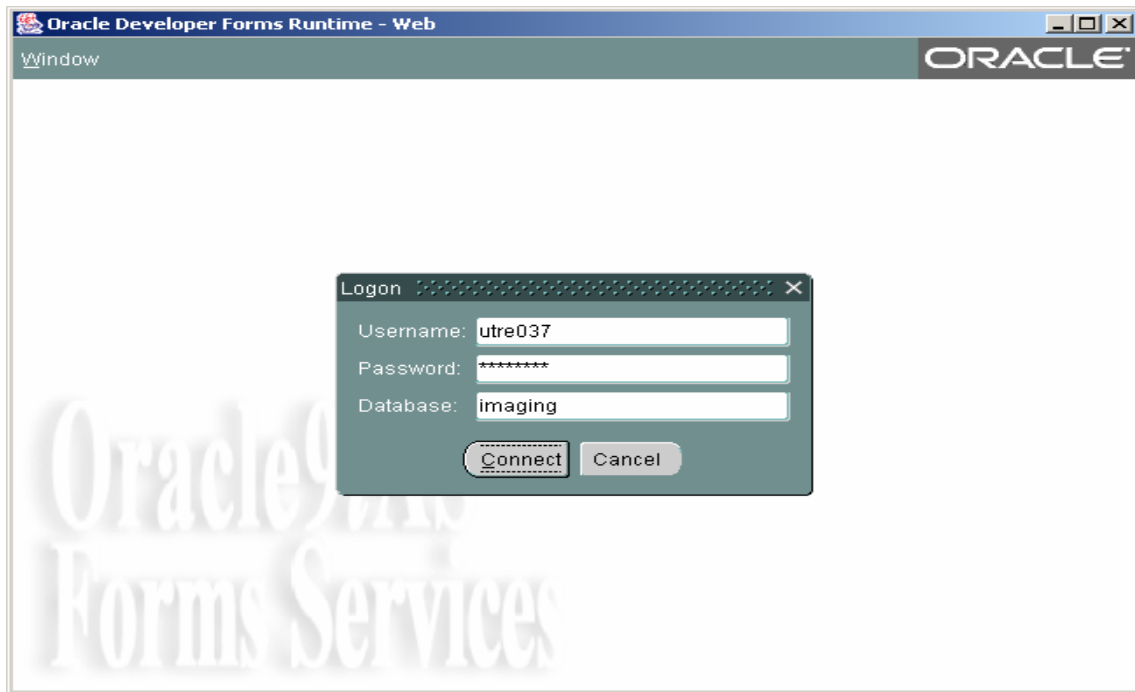


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Procedures for Agency Check Entering System (ACES)

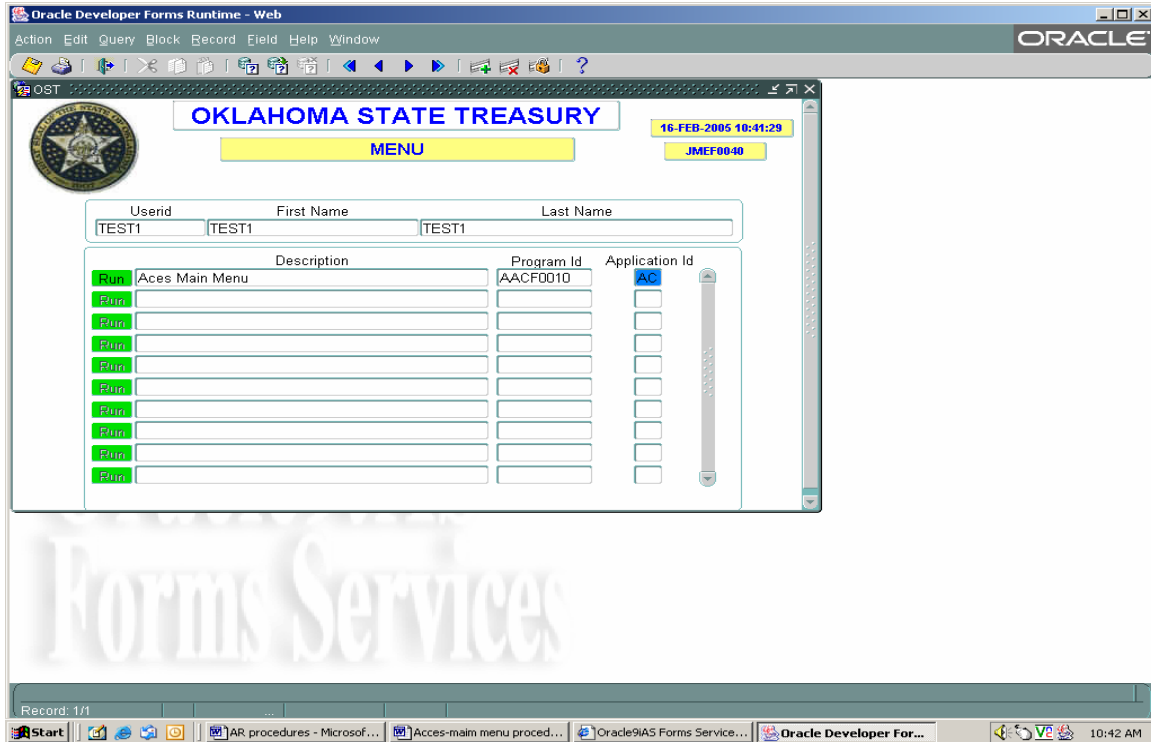
- 1. System Requirements:**
 - a. The web site and application will be accessible via the internet using Microsoft browser 5.0 and higher.
- 2. Signing on the web site:**
 - a. The web address for ACES Online is

<https://oas2.ost.state.ok.us/forms/frmservlet>



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

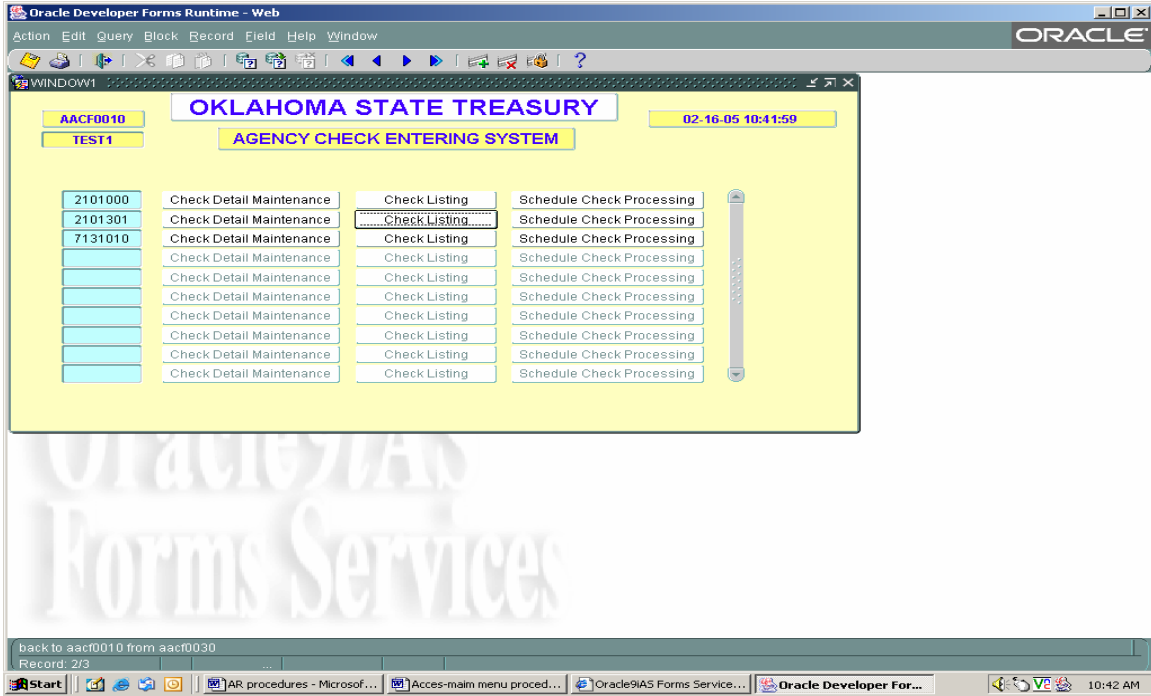
3. After sign on is complete, the following screen will display:



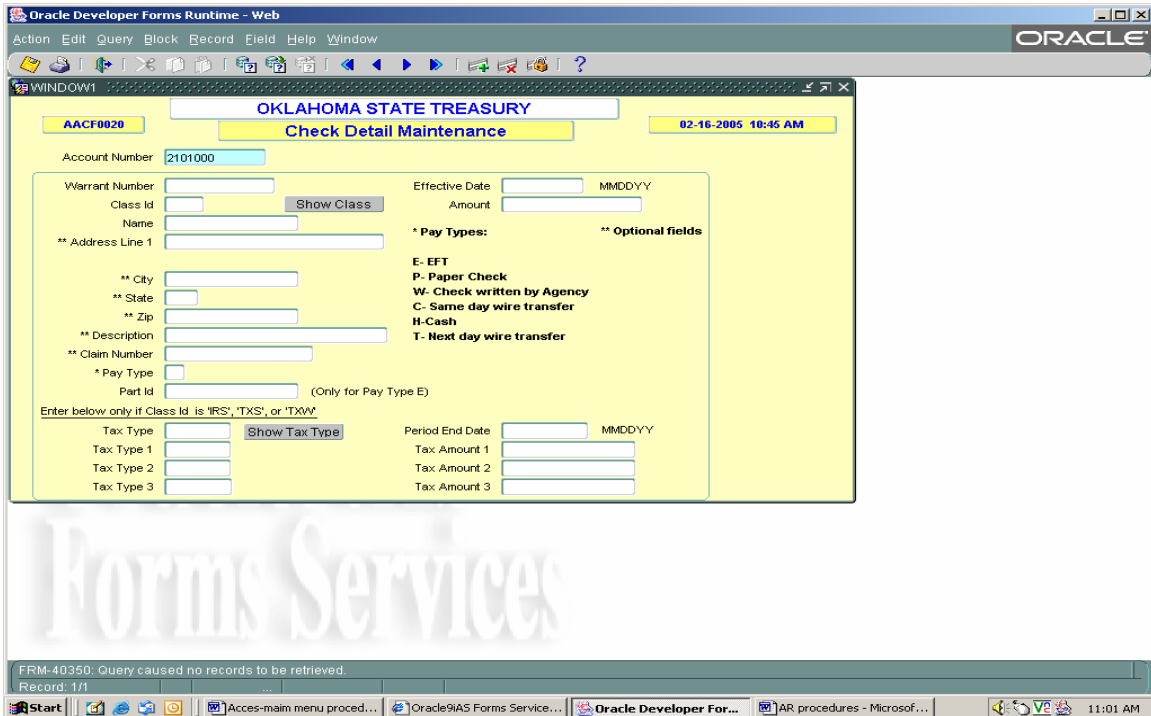
Icon descriptions from left to right

- 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 previous 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 ACES Main Menu. The following screen will display:

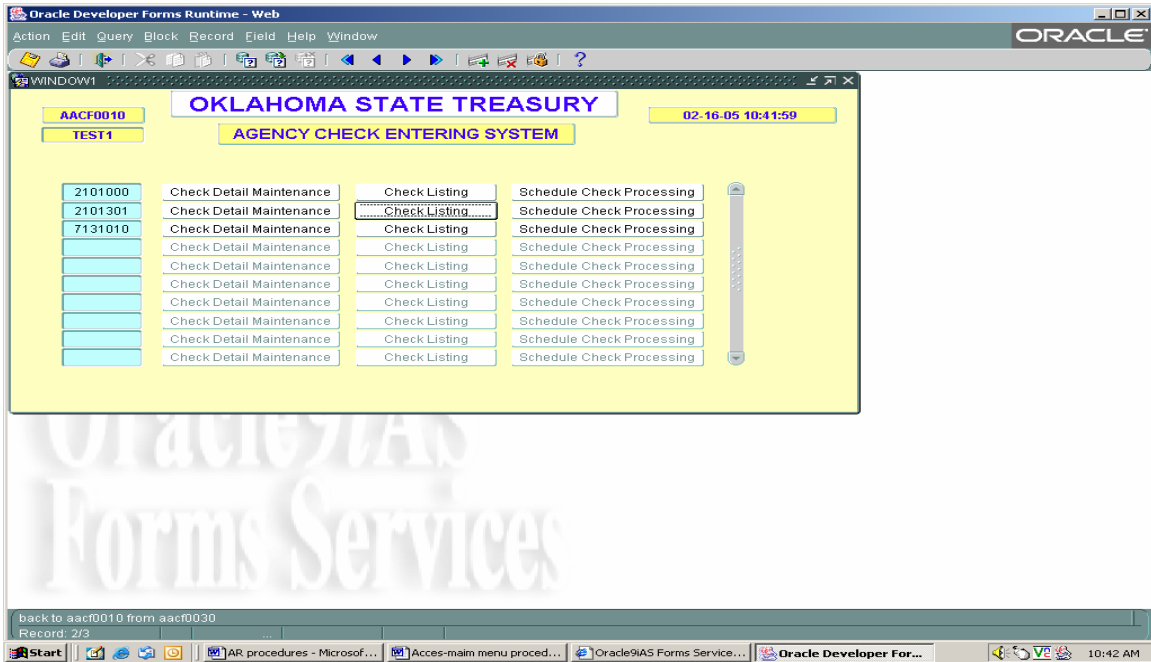


5. The following screen will display:



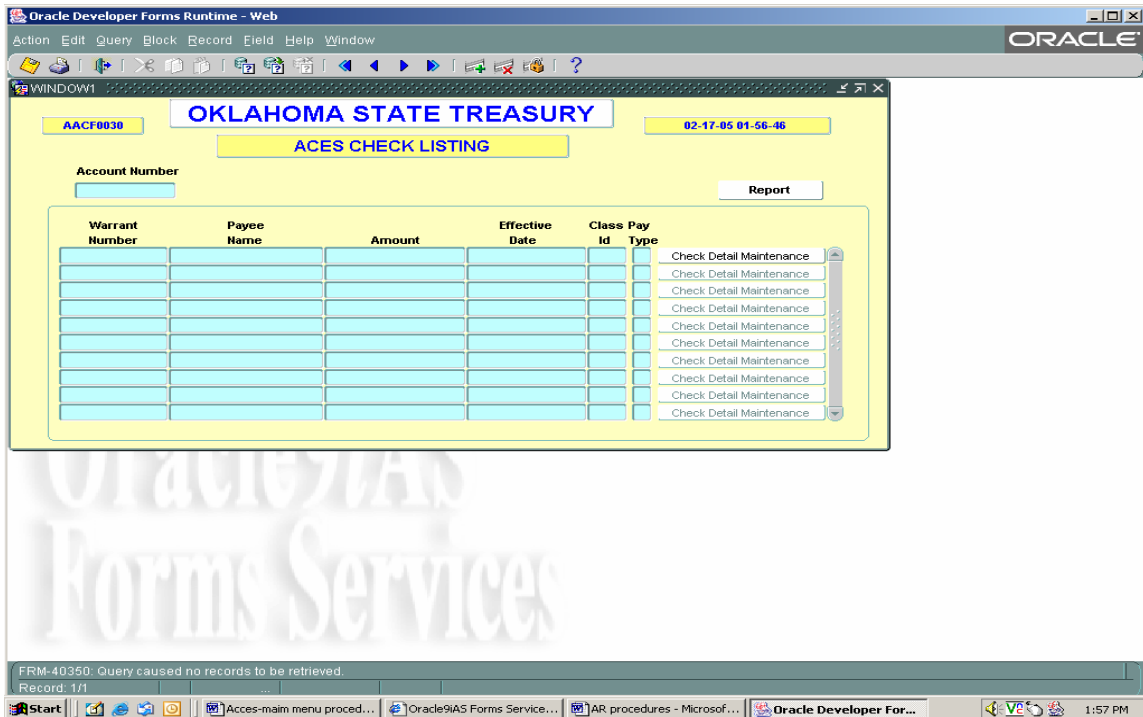
- a. Select the “Check Detail Maintenance” button by the desired account number.
- b. The Check Detail Maintenance screen is used to initiate the following actions.
 - P- OST Print.
 - E- EFT disbursements.
 - W- Issue records for paper checks printed by the agency.
 - C- Same day wire transfers.
 - T- Next day wire transfers.
- c. Select paper warrant, EFT, check written by agency, same day wire transfer, or next day wire transfer, then enter a pay type and complete the desired data to process the transaction.
 1. Warrant number - Number on voucher or internal number assigned by agency
No more than nine numerical characters.
 2. Class ID - Descriptive three digit alpha numeric field defined by each agency.
 3. Name field - Payee.
 4. Address Lines - Address of the payee. (optional field)
 5. Description: Used for second address line. (optional field)
 6. Claim number - Assigned by agency. (optional field)
 7. Pay type- Determines what options are available:
 - Electronic Funds Transfer.
 - Paper check.
 - Check written by agency.
 - Same day wire transfer.
 - Next day wire transfer.
 8. Participant Id - Individual identification number (used only for pay type E)
 9. Effective date - Date the transaction is to be settled.
 10. Amount - Transaction amount.
 11. Tax type - Determines type of taxes.
 12. Tax type 1, 2 and 3 - Used to separate different tax types with one single transaction.
 13. Period end date - End of the month or period of reporting.
 14. Tax amount 1, 2, and 3 - Amount of taxes or tax transaction being entered.
This amount should match the amount field at the top of the screen.
- d. Select the “Yellow Diskette” button to save the data.
- e. To add another transaction press the Green + sign and a blank screen will display. Press the Shift and F6 keys together, this will allow a duplicate of the previous record and then Tab to the field desired to be changed, once completed press the “Yellow Diskette” button to save.
- f. Select the “Green” door to exit.

6. The following screen will display:



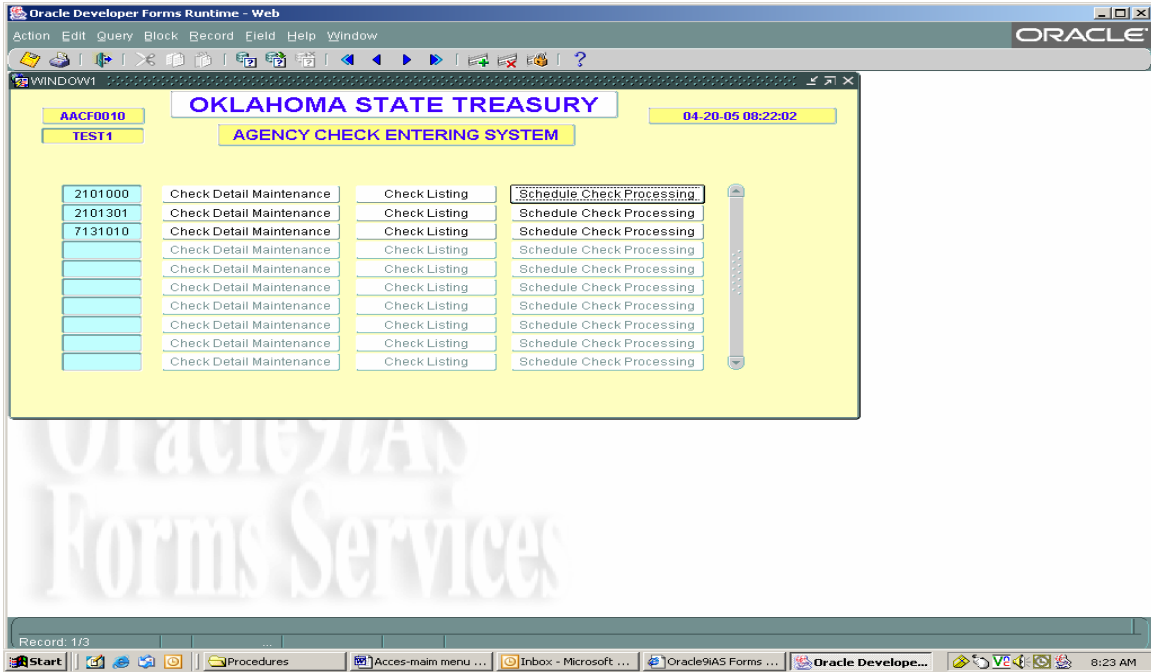
- a. Select the button, "Check listing" by the desired account number.

7. The following screen will display:



- a. This “ACES Check Listing” screen will display information being processed.
- b. Select the “Green” door to exit.

8. The following screen will display:



- a. To schedule a transaction to be processed, select the “Schedule check processing” button.
- b. Once the schedule check processing button is selected, there is no reviewing of any information until the button is selected again to unschedule the transaction.
- c. To exit this screen, select the “Green Door” button. This will display a message “Exit This Form”. Select yes; in order for the transaction to be complete. This will bring the user back to the main menu.



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