Ken Miller
Oklahoma State Treasurer
2300 North Lincoln Blvd, Room 217
Oklahoma City, OK 73105

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.
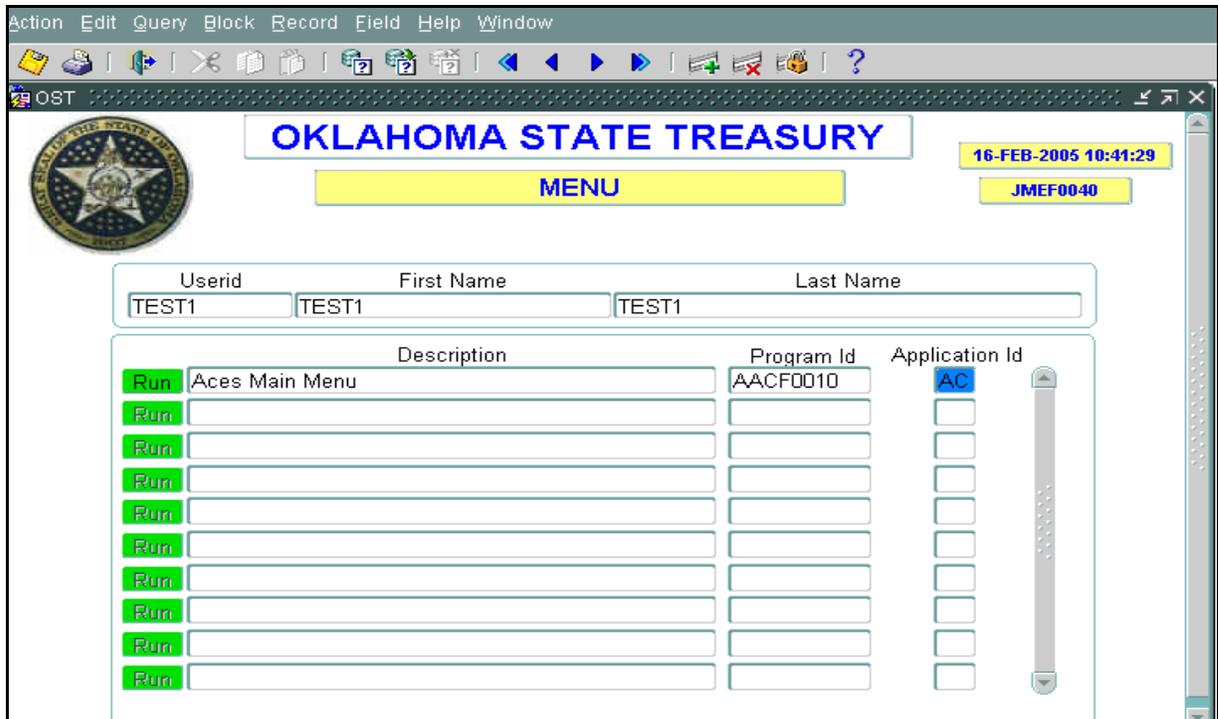
Signing on to the website:

    a. The web address for ACES Online is

        https://oas1.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 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 ACES Main Menu. The following screen will display:**
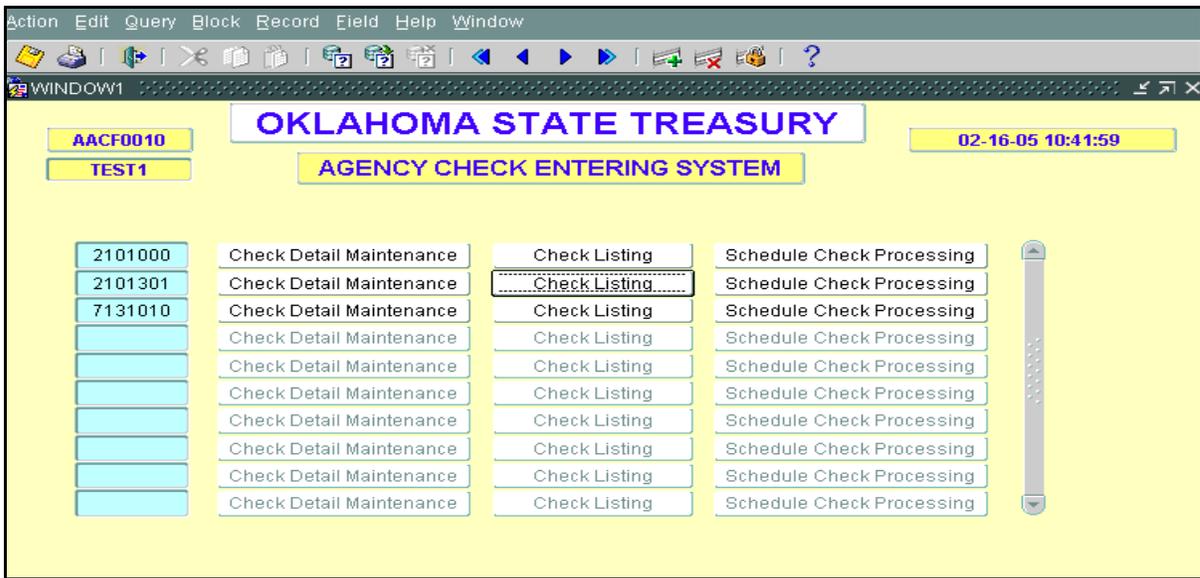
a. Select the "Check Detail Maintenance" button by the desired account number.
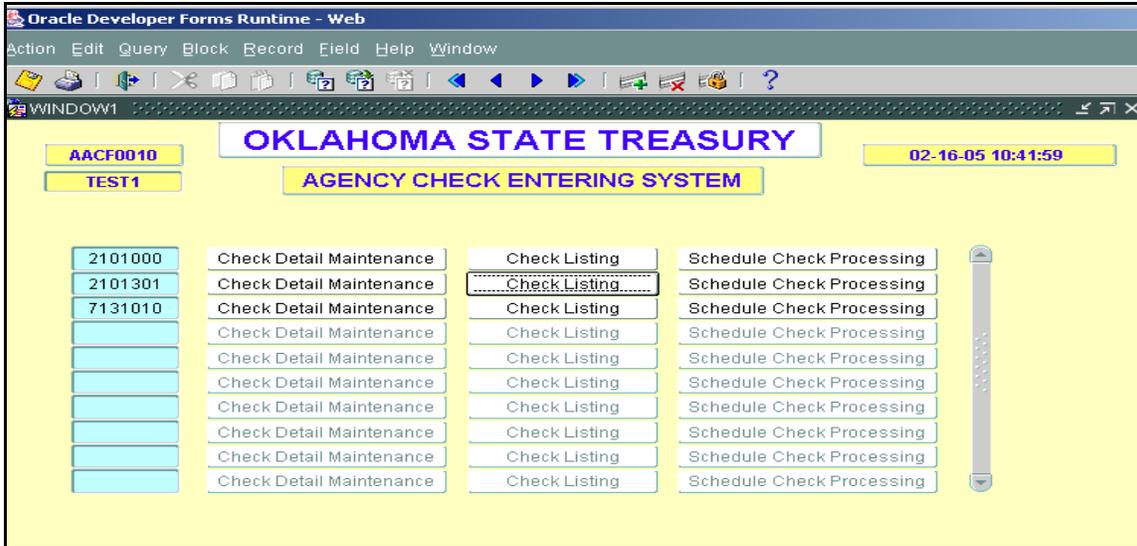
5. The following screen will display:
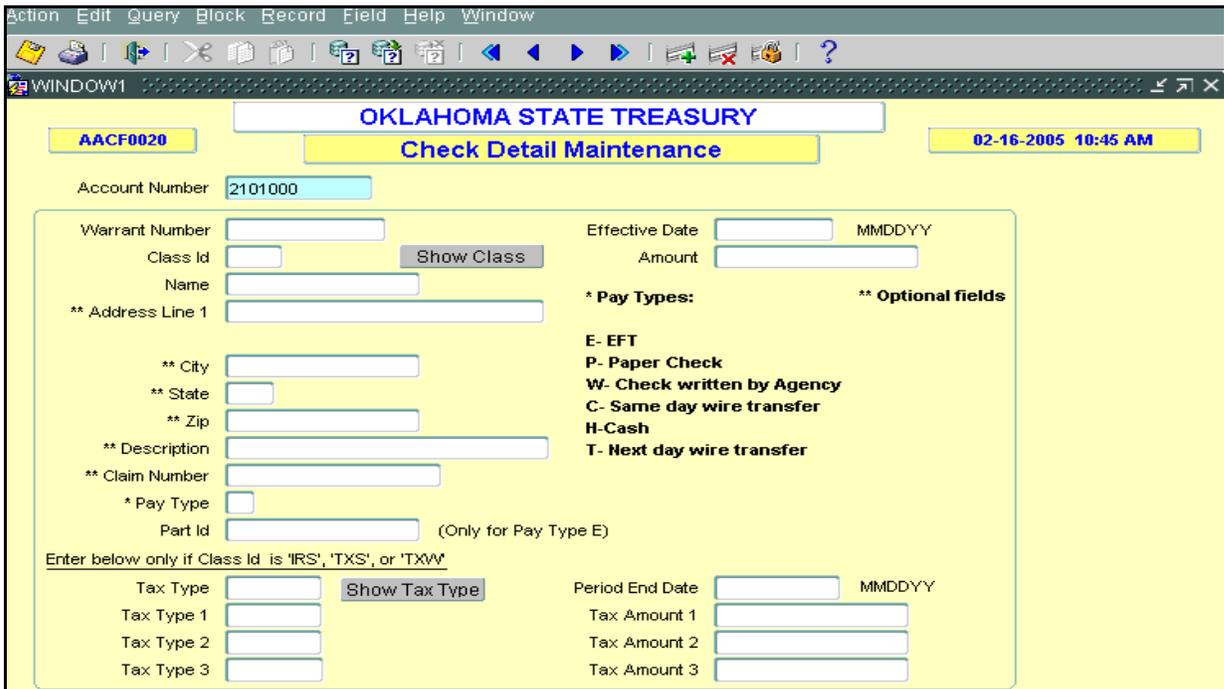
b. The Check Detail Maintenance screen is used to initiate the following actions.
- P- OST Print.
- E- EFT disbursements.
- W- Issue records for paper checks printed by the agency.
- C- Same day wire transfers.

- 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 <u>No more than nine numerical characters.</u>
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.

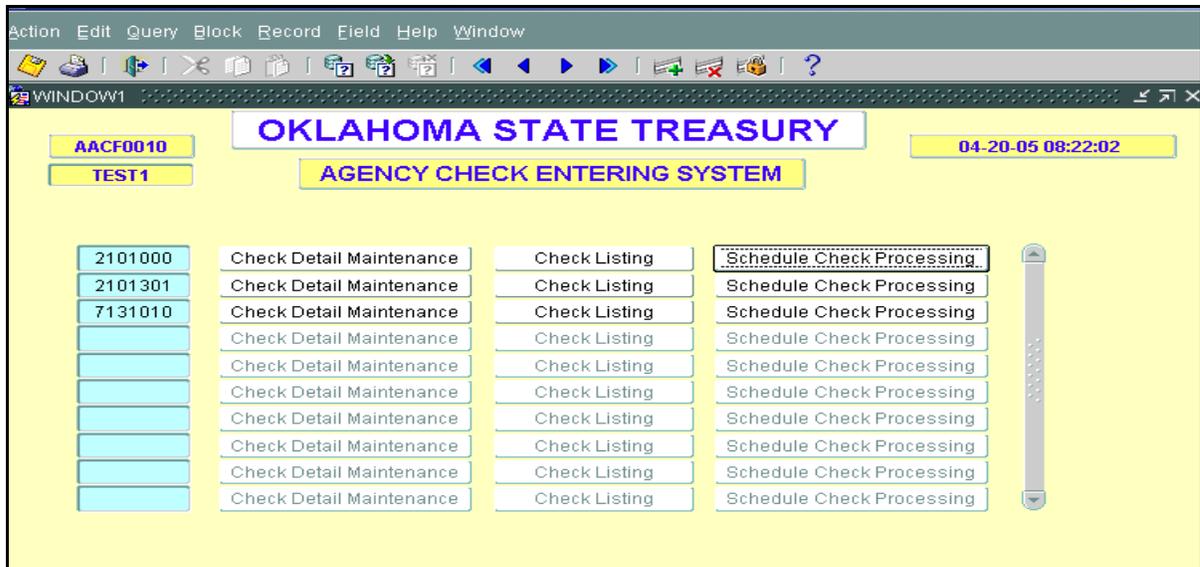**6. The following screen will display:**

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

7. **The following screen will display:**
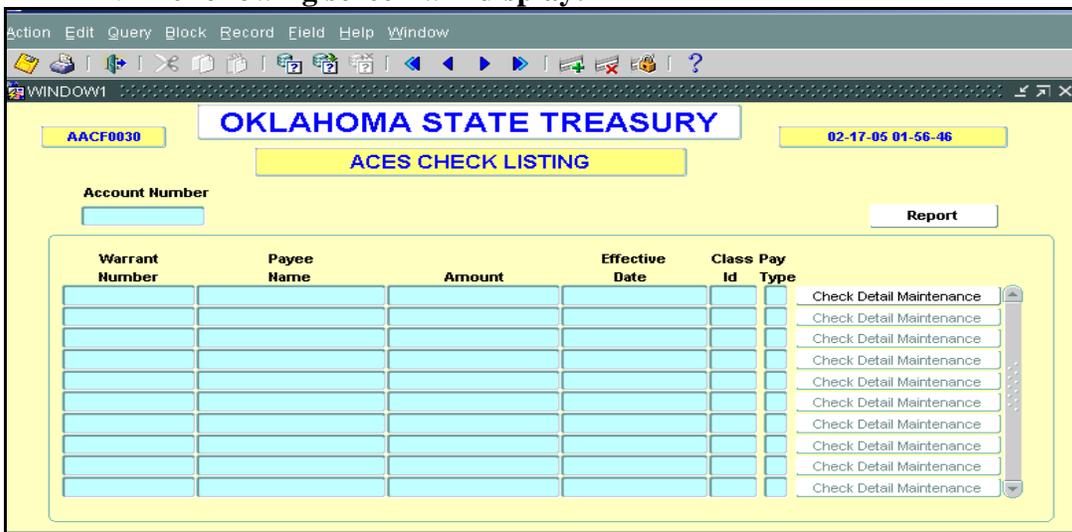
a. This "ACES Check Listing" screen will display information being processed.
b. Select the "Green" door to exit.

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.