



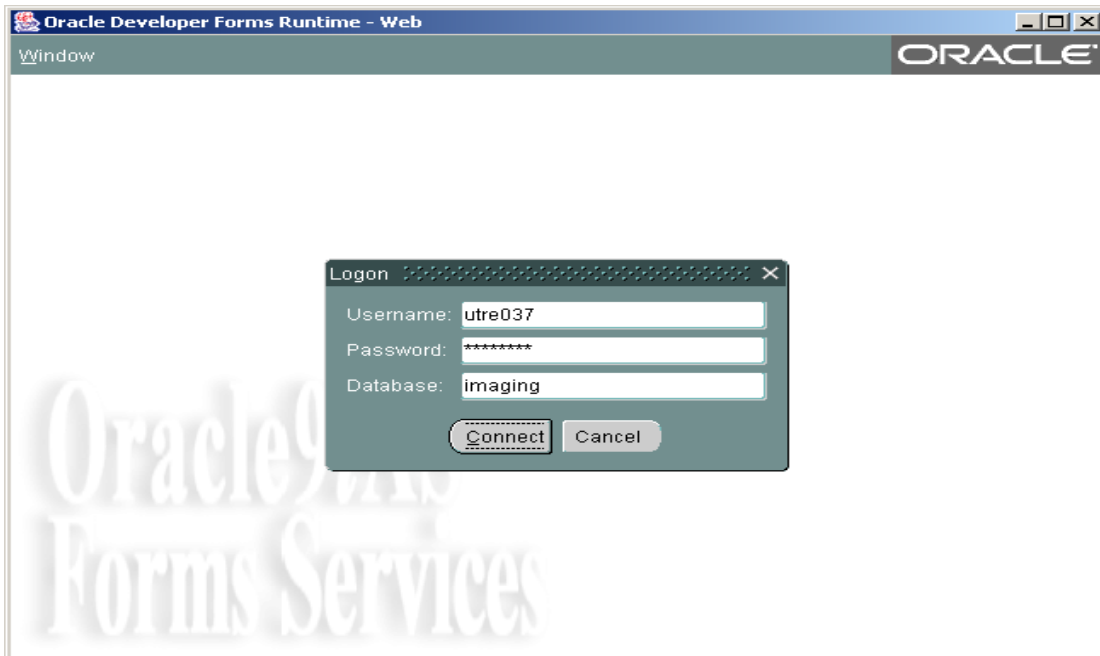
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**Procedures to Retrieve Agency Check Register**

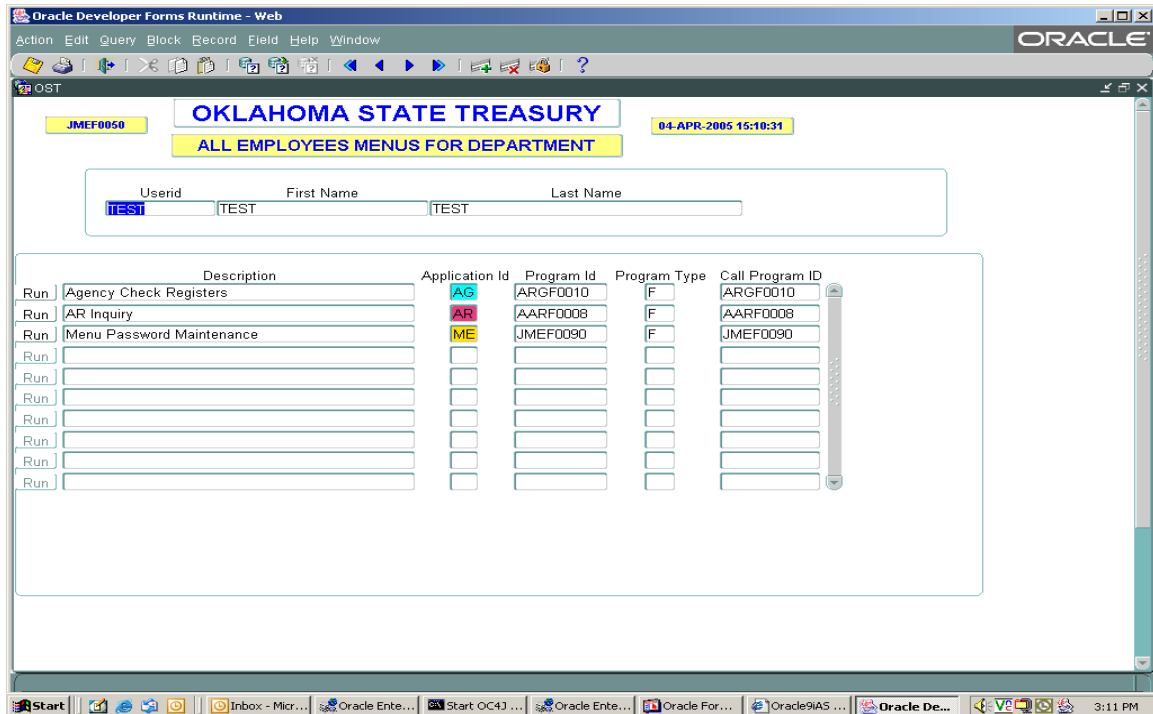
1. **System Requirements:**
  - a. The web site and application will be accessible via the internet using Microsoft i.e. browser 5.0 and higher.
2. **Signing on the web site:**
  - a. The web address for the Agency Check Register is

<https://oas1.ost.state.ok.us/forms/frmservlet>



- a.
    - b. Enter your ID, password and the name “Imaging” in the Database field then click on the indicator connect.

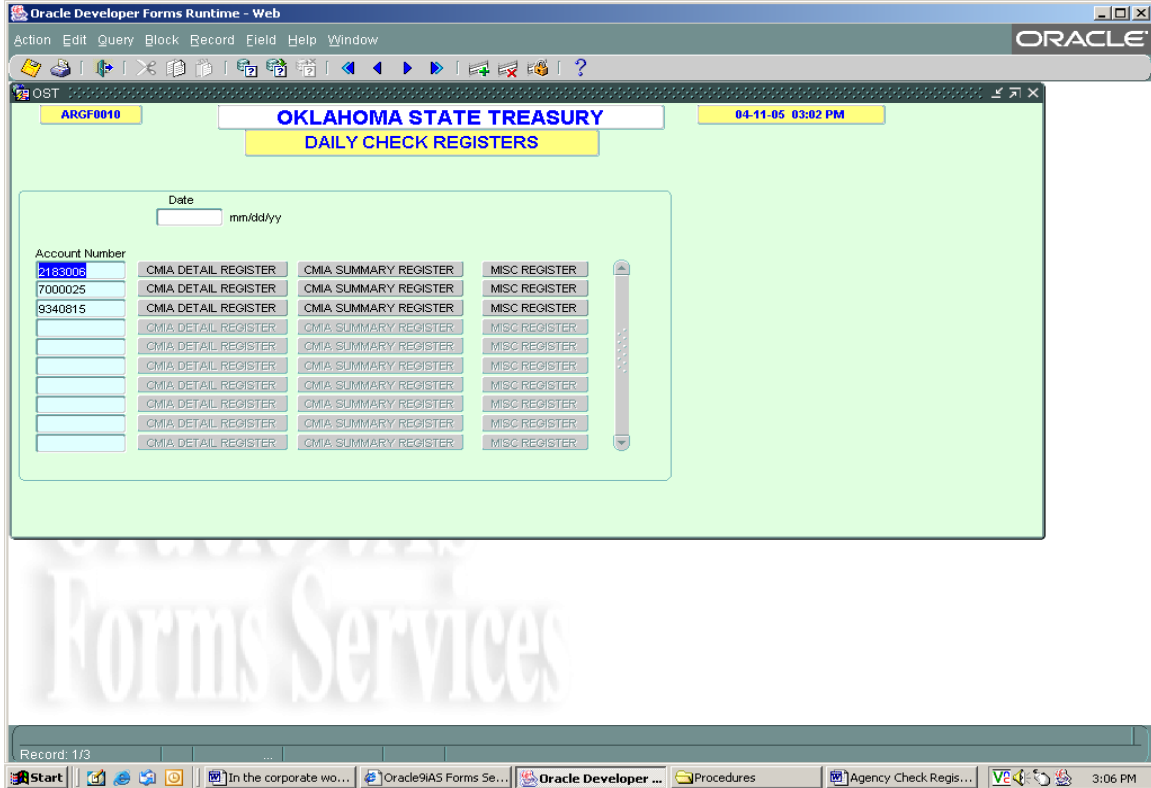
### 3. After sign on is complete, the following screen will display:



#### 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 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 Agency Check Register. The following screen will Display:**



- Enter the Month, Day and Year. For example; January 4, 2005 enter 010405.
- Select the “CMIA or MISC Register” button by the selected account highlighted. Report Information will appear in Acrobat Adobe PDF format.
- Select the “CMIA Summary Register” button for totals only.
- Select the “Yellow Diskette” button for saving options or press the “Printer” button for a paper copy.
- Exit the program by selecting the “Green” door.
- This will bring the agency back to the main menu options.



## **Contact Information**

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