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:

![Image of OLKOMA STATE TREASURY menu]

**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.
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.
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:

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

5. The following screen will display:
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]
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.