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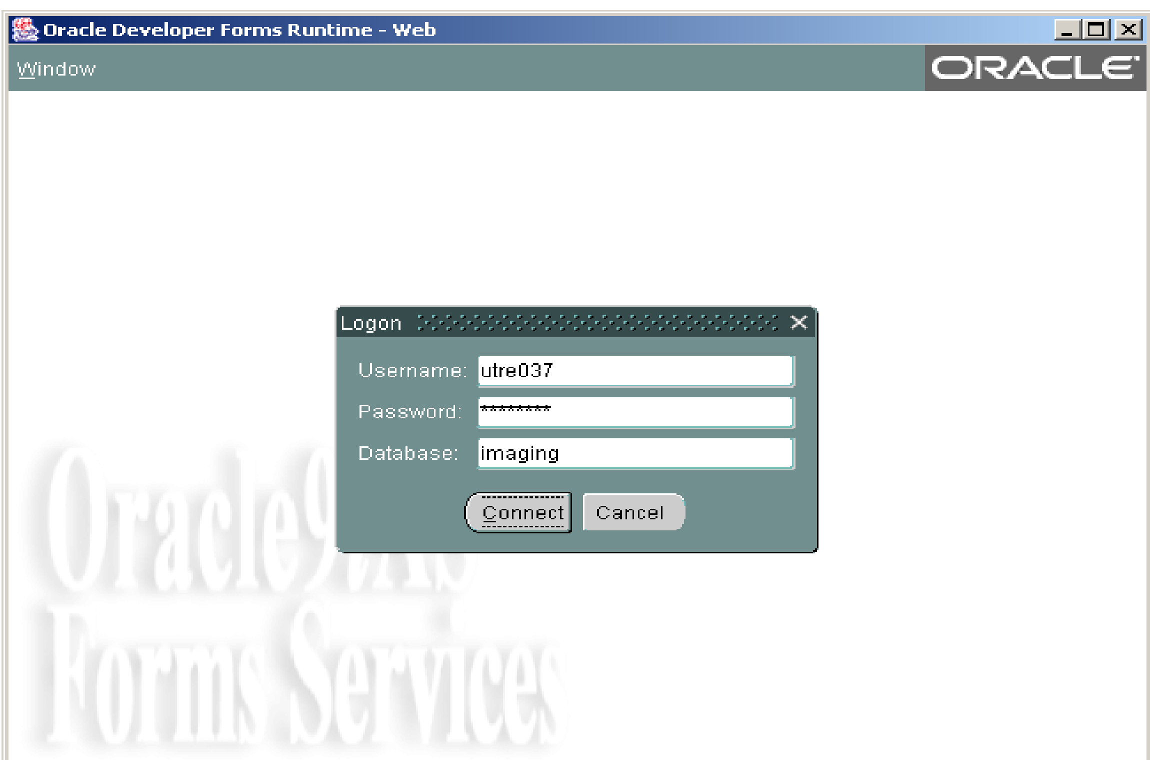
Procedures for EFT Participant Enrollment & Maintenance

1. **System Requirements :**
   - **a.** The web site and application will be accessible via the internet using Microsoft i.e. browser 5.0 and higher.

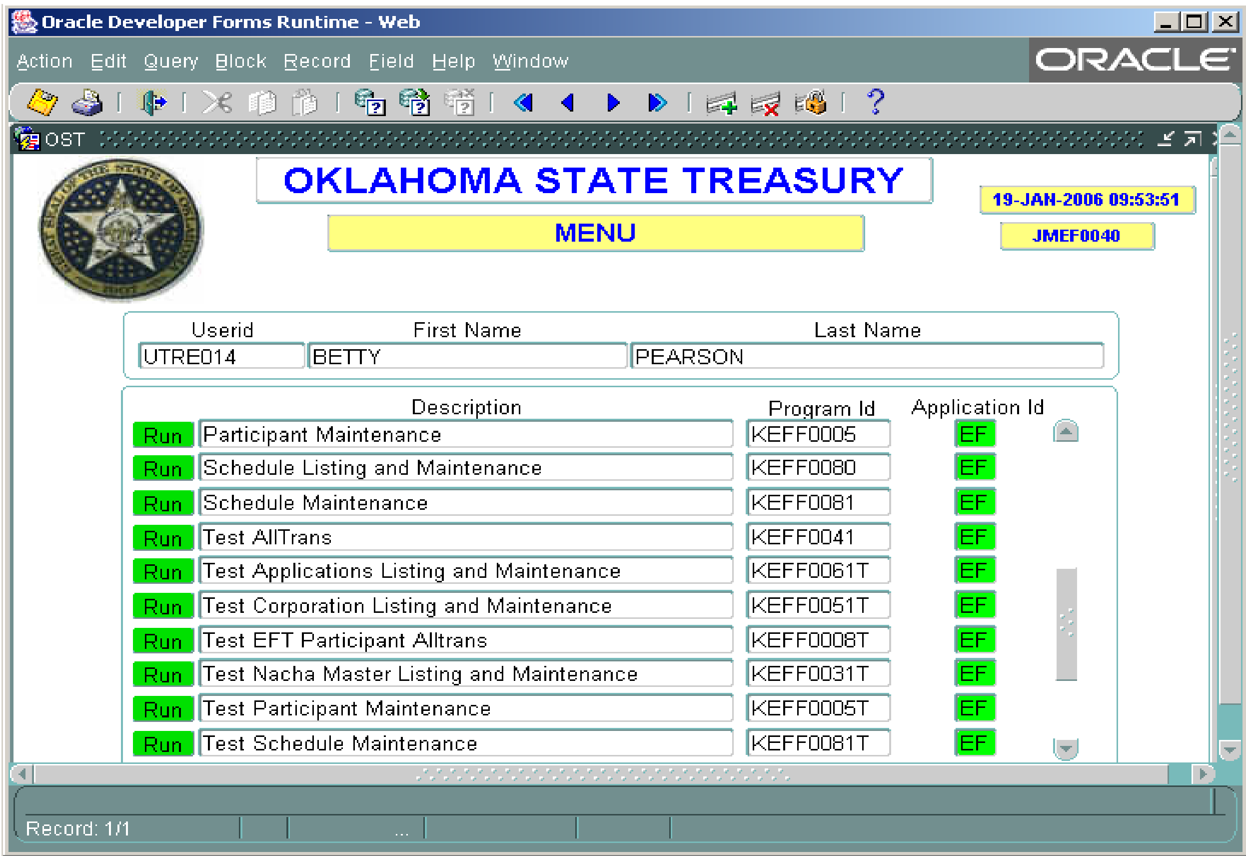
2. **Signing on the web site:**
   - **a.** The web address for the Agency Check Register System is

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:

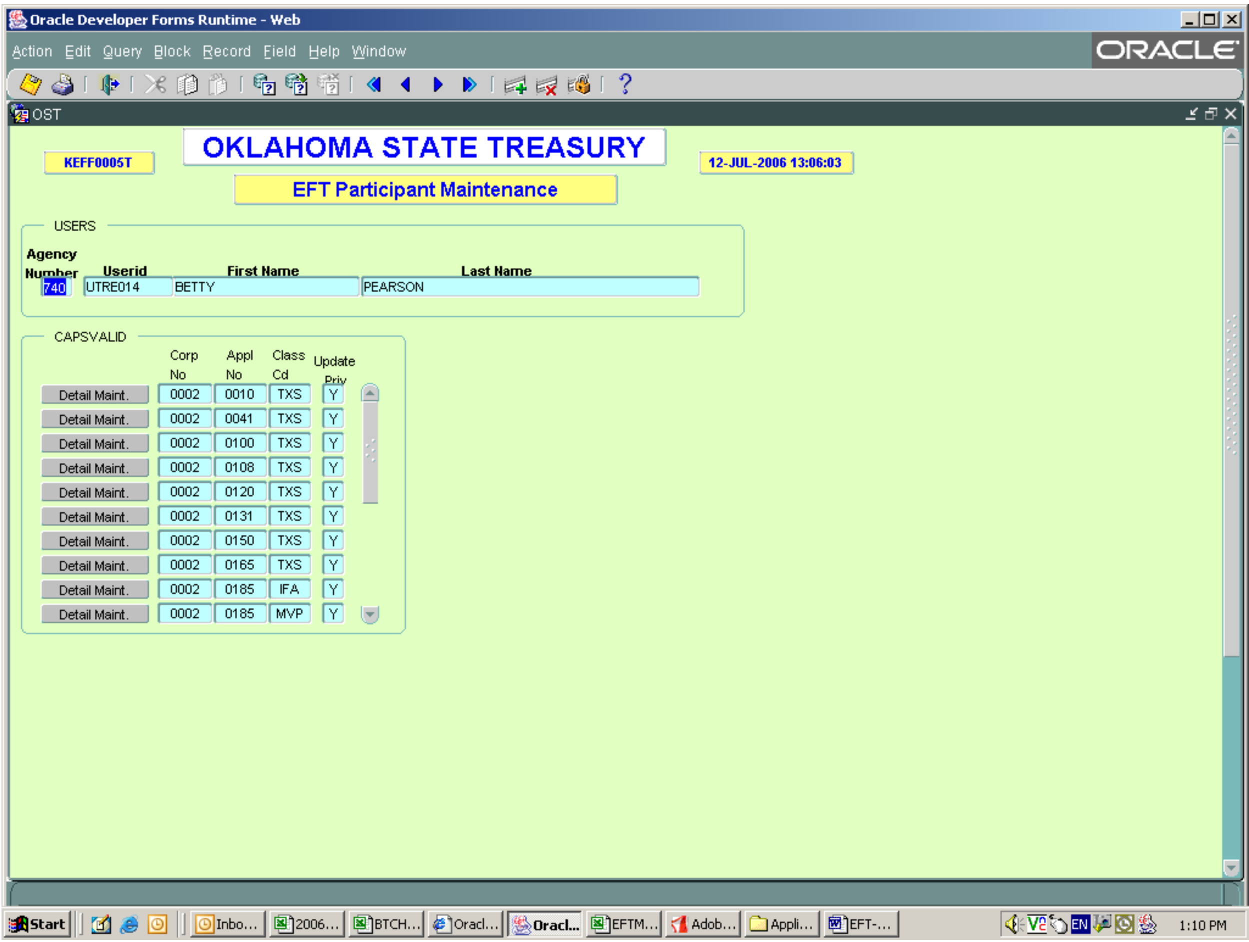


Icons descriptions from left to right:

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

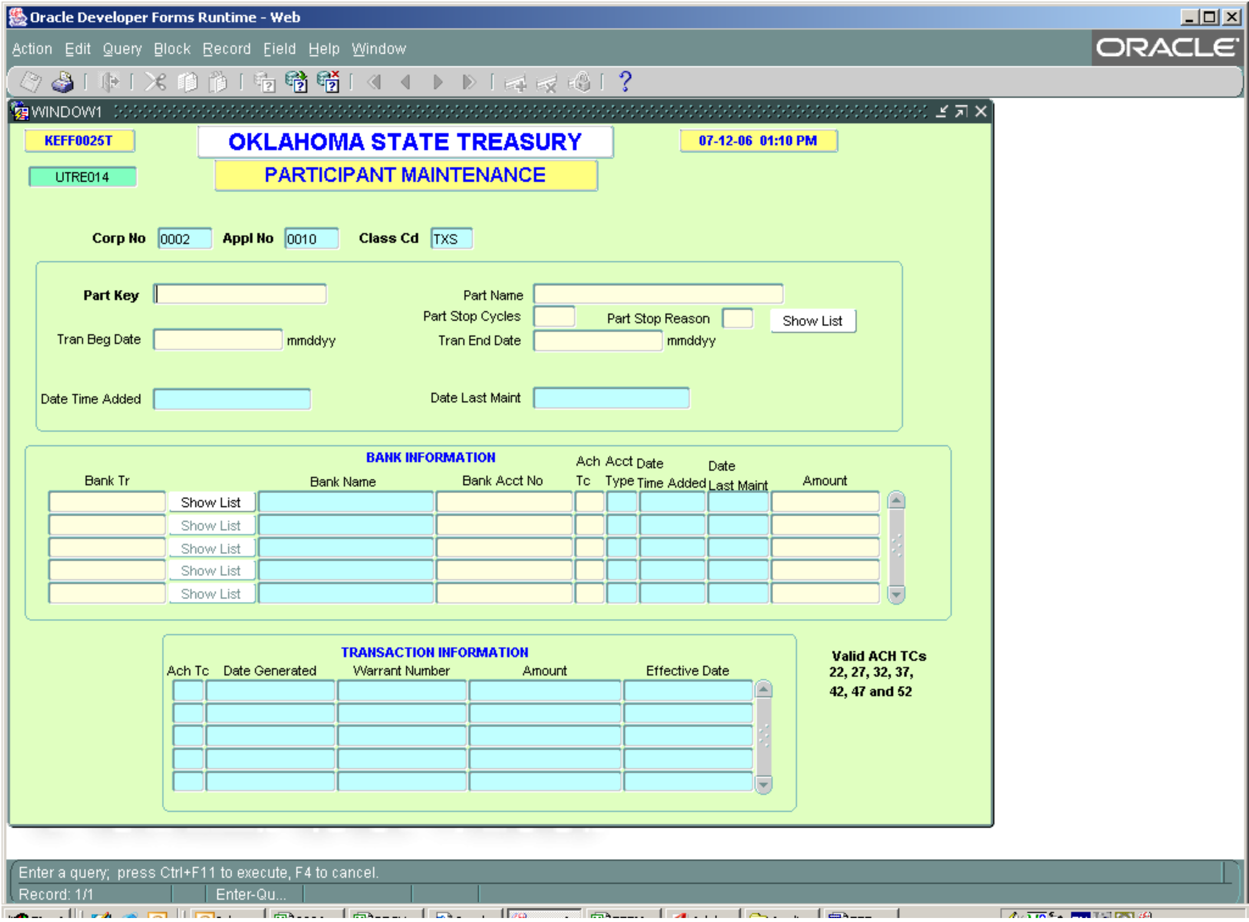
arrows also move user from one field to another.
12. Single Blue Right Arrow - Allows user to move forward. Up and down arrows also move user from one field to another field.
13. Double Blue Right Arrows – Allows user to move between fields.
14. Green Plus – Allows user to insert a new record.
15. Red 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:



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]
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 <u>debits</u> 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.