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Procedures to Enter EFT Participant Maintenance

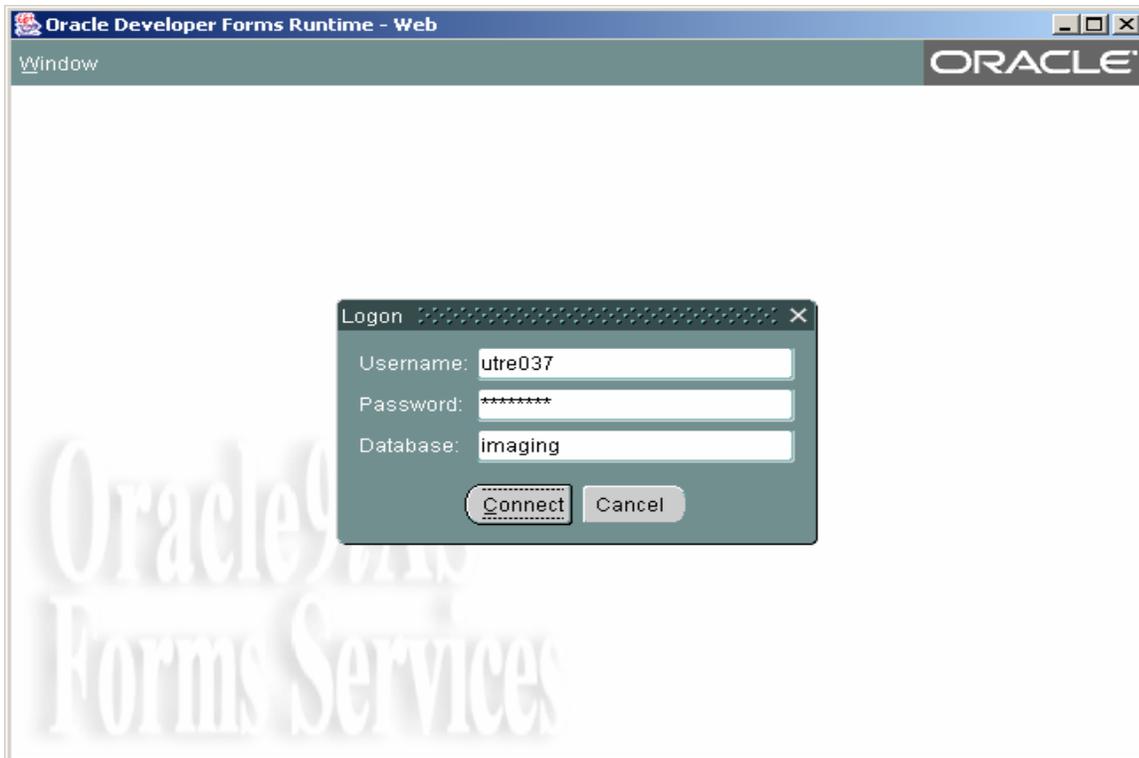
1. System Requirements:

- 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:

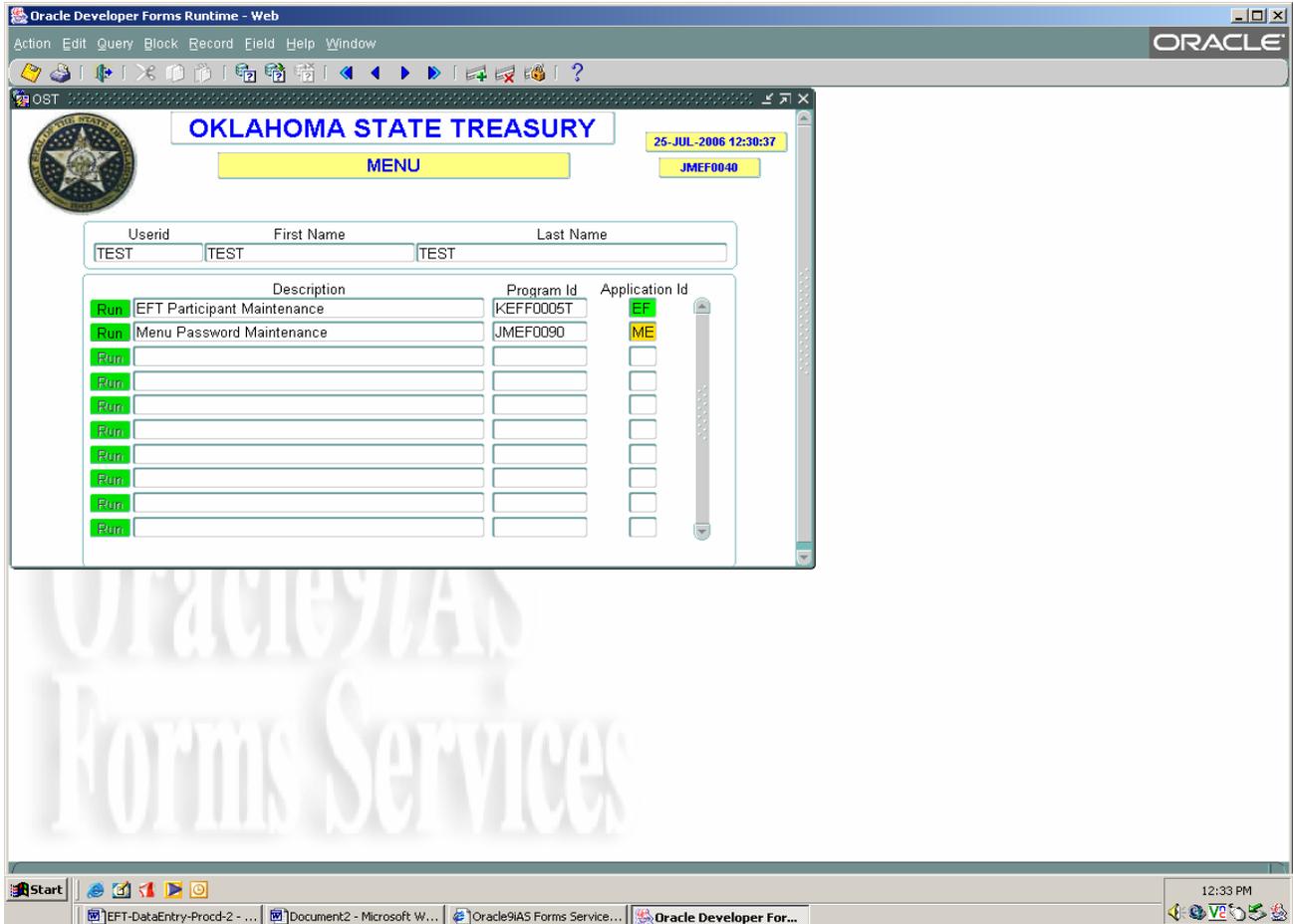
- a. The web address for the EFT Participant Maintenance is:

<https://oas2.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 display:

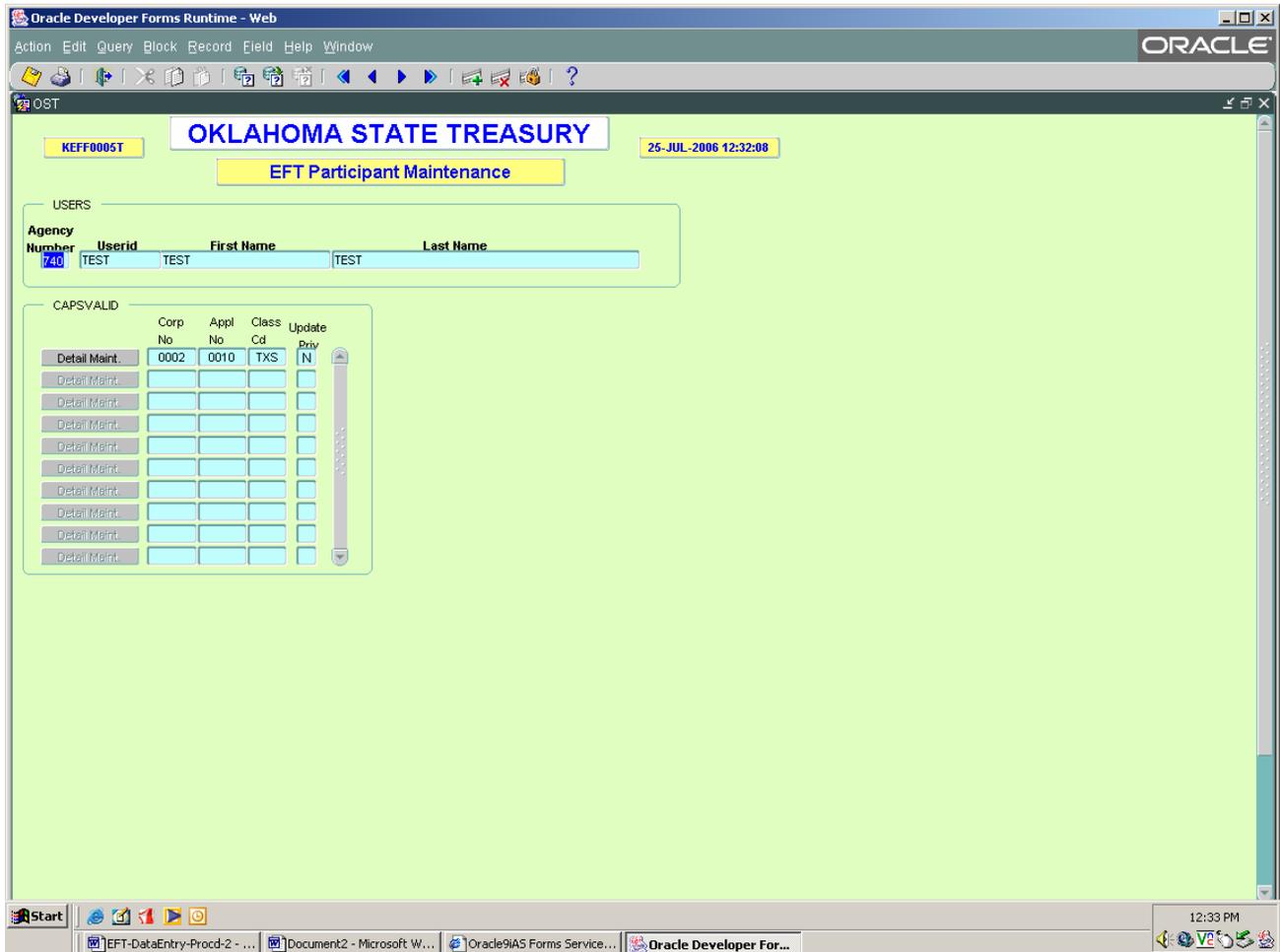


Icons descriptions from left to right:

- Yellow Diskette – Saves changes.
- Printer – Prints screen.
- Exit Door – Returns 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 move user from one field to another.

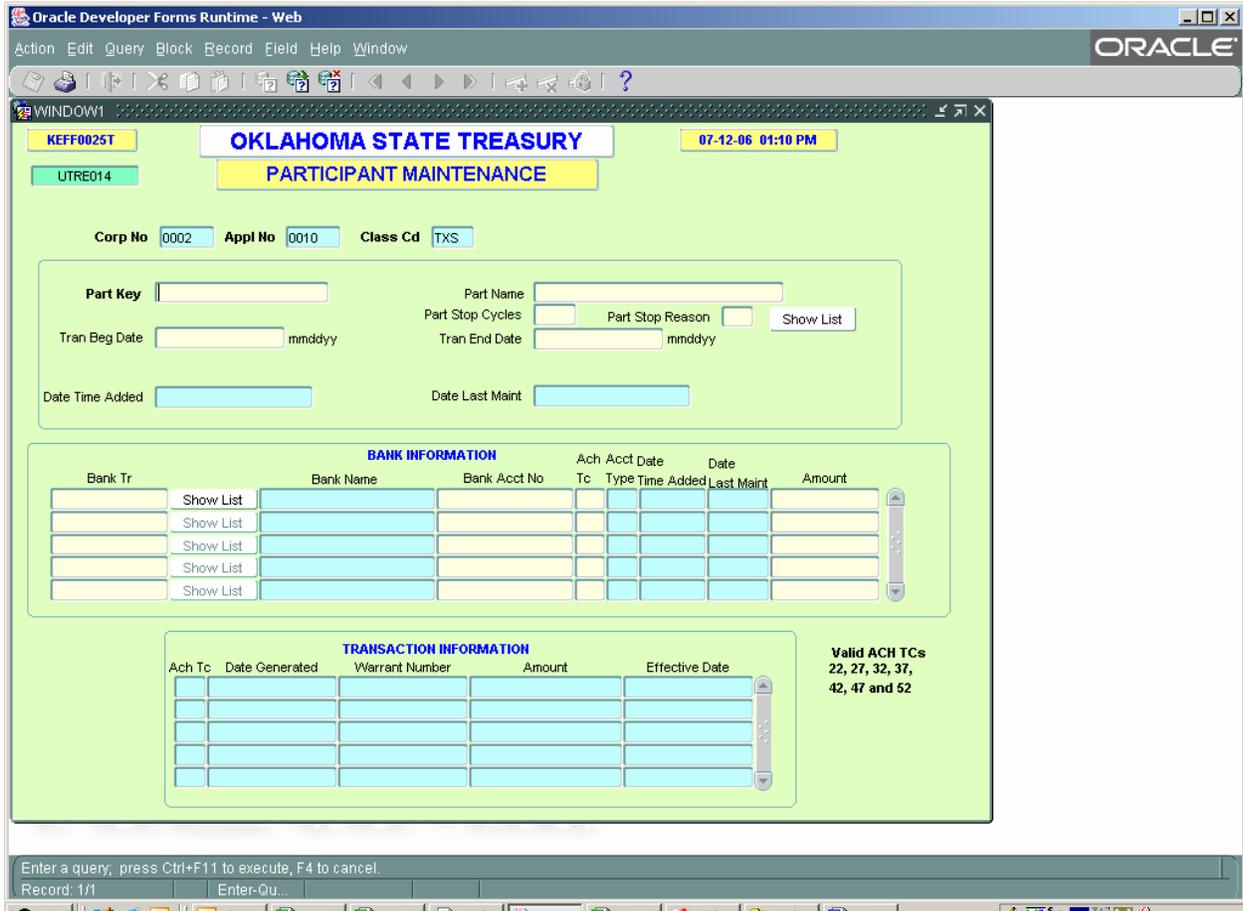
- Single Blue Right Arrow - Allows user to move forward. Up and down arrows also move user from one field to another field.
- Double Blue Right Arrows – Allows user to move between fields.
- Green Plus – Allows user to insert a new record.
- Red X – Allows user to delete the current record.
- Lock – Prevents record from being updated by another user.

4. Select the “Green Run” button beside Participant Maintenance. The following screen will display:



a. Select the “Detail Maintenance” button by the desired Corp. No., Appl. No., and Class Cd.

5. The following screen will display:



6. Add, Modify or Delete Participant records:

I. To “ADD” a New Participant Record:

1. Choose or select 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
5. Part Stop Reason - If Stop Cycle 99, Reason code required, if changing reason code to 0 delete stop reason.
6. Tab to Tran Beg. Date.
7. Tran Beg Date - MMDDYY [Required Field]
8. Tran End Date - MMDDYY [Optional Field]
9. Press Tab.
10. Bank Tr - Cursor will skip to next field when 9 digit Transit Routing is keyed. [Required Field].

11. If Bank Tr is invalid, the message line will alert agency: "Please enter the valid Transit/Routing number."
 12. Bank Acct. No. [Required Field]
 13. Press tab.
 14. Ach Tc - Determines type of EFT type. [Required Field]
 - Most Common Used Transaction Codes (Tc)
 - 22 - Checking Credit
 - 27 - Checking Debit
 - 32 - Savings Credit
 - 37 - Savings Debit
 - Less Common Used Transaction Codes (Tc)
 - 42 - General Ledger Account Credit
 - 47 - General Ledger Account Debit
 - 52 - Automated Loan Account Deposit (Credit Only)
 15. Press tab to the Amount Field. [optional field]
 16. Amount - Transaction amount used for constant debits amounts only (i.e. \$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. Select the first Green Inquiry button - Allows user to inquire on specific record.
 - a. Enter the follow 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 agency 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 "DELETE" a Participant Record:

1. 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 by agency 2 years after their expiration.



Contact Information

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