



# Oregon State Treasury

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## Online Banking Services Operating Manual

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## Introduction

### WELCOME!

Oregon State Treasury's Online Banking Services web site provides agency and local government users' easy access to Finance Division information and services. Information and services available through this site include:

- Bank Statements
- Incoming and Returned Item ACH Reports
- Investment Accounting Reports
- Redeemed Check Listings
- Link to STAN Online
- Easy access to Cash Management Manual policies and forms

This secure web site was designed by Treasury to provide authorized users the convenience of viewing, saving, and printing Treasury Finance Division information from their own desktops, whenever they choose.

Statements and reports will be available online for three years and can be accessed 24 hours a day, 7 days a week. Statements and reports are updated daily by 4 pm for access to same day information.

This manual is provided as a tool to guide the user through the online services web site. The first section of the manual covers what you need to get started and how to logon to the Home Page. The remaining sections of the manual provide detailed instructions about how to select bank statements, redeemed check listings, investment accounting reports, and ACH reports. User Registration procedures are provided in Appendix A.

### Contact Information

If you experience any problems or have any questions about any of the functions in this application, please contact Oregon State Treasury:

**By E-mail:** [ost.banking@ost.state.or.us](mailto:ost.banking@ost.state.or.us); or

**By Phone:** Katie Roth 503-378-2895 or Brady Coy 503-378-2457

# Getting Started

## Software, Registration, and Information Management Requirements

*FIRST THINGS FIRST!* In order for users to gain access to Treasury's online banking services web site, agencies must first ensure they meet the following software, registration, and information management requirements.

***This information should be reviewed by management and information services staff.***

### Software Requirements

To reliably access, view, and print online statements and reports, your agency will need to meet the following browser and Adobe Reader recommendations.

**Browser Recommendation:** Oregon State Treasury recommends the use of Microsoft® Internet Explorer® version 5.01, or higher, with all service packs applied for accessing the online banking statements. The use of other browsers may produce inconsistent results.

**To download Internet Explorer:**

- Contact your agency Information Systems Department for information about your agency's requirements for downloading Microsoft® Internet Explorer®.

**Adobe Reader Recommendation:** Statements are in PDF format. You will need Adobe Acrobat Reader to view, print, and save statements. Treasury recommends version 6.0 or higher.

**To download Adobe Acrobat Reader:**

- Contact your agency Information Systems Department for information about your agency's requirements for downloading Adobe Reader.

### Registration Requirements

Treasury's Online Banking Services application requires Password Administrators, assigned by your agency, to authorize the set up of each user. Procedures for user registration and more information about Password Administrators are contained in Appendix A.

## Information Management Recommendations

### Treasury's Data Security Policy

Effective January 1, 2004, the Oregon State Treasury mandated data security requirements for wire, ACH, and debit/credit card transactions within [Cash Management Policy 02 18 13.PQ](#). This policy requires agencies and other organizations that process, transmit or store these transactions to protect their electronic and hard-copy data from unauthorized access and/or disclosure at all times. Users and their supervisors are required to review this policy.

This application allows users to save and print information. Treasury recommends that your agency develop internal policies and procedures regarding saving, printing, and disposal of statement and report information to prevent unintentional or unauthorized disclosure.

Treasury recommends that access to online statements, redeemed check listings, investment accounting and ACH reports be restricted to staff who require this information to complete their assigned job duties.

As staff members are personally responsible for the use of their user ID and password, this information should not be shared with others, and **browsers should not be set up to automatically access this system through stored user ID and password information.**

**If you receive a question similar to the one in the following AutoComplete box via your browser, do the following:**

1. Click on the box next to: "Don't offer to remember any more passwords"
2. Click on "No"



While logged in to the Online Banking Services web site, staff should not leave their computer unattended without logging out or invoking a password protected screen saver to prevent access by unauthorized individuals.

# Frequently Asked Questions

## Frequently Asked Questions

1. **Question:** Why is a user not able to access the logon page of Treasury's Online Banking Services Web Site?

**Answer:** There could be a number of reasons such as: a) agency's firewall configuration has changed; b) user did not type the URL address correctly; c) user has a new desktop that is not configured to access Treasury's site; d) Internet is down. Following are some troubleshooting tips to try to help a user gain access to the logon page.

- a. If at least one user in an agency can access the Online Banking Services logon page without any problems, but there are others in your agency having problems getting to the logon page, then the issue is most likely not specific to Treasury's web site and application. The first suggestion is to have the user try to access the application on another user's machine (a user who has already successfully accessed the system) using their own user ID and password. If there is still a problem, please contact Treasury. If the user can access the application from another user's machine, please work with your Information Services staff to help resolve the issue. There may be a problem(s) with the user's PC, a change in the agency's firewall configuration, or the version or installation of the browser and/or Adobe Reader.
- b. Please make sure the user is typing the URL correctly. <https://www.ostbanking.oregon.gov> Remember to type the "s" after the http. This is a secure site and the "s" is required.

2. **Question:** Why would a user retrieve a blank page instead of their statements in Adobe Reader after selecting their statement criteria and clicking on the Submit button?

**Answer:** The user may need to clean out temporary Internet files in their browser. After accessing Microsoft Internet Explorer, go to the tool bar and click on **Tools**. Next click on **Internet Options** and then click on **Delete Files** under **Temporary Internet files**. See Figure 1 below. It may take a few minutes to delete your temporary files. If you have any questions about deleting temporary files, please contact your Information Services staff.

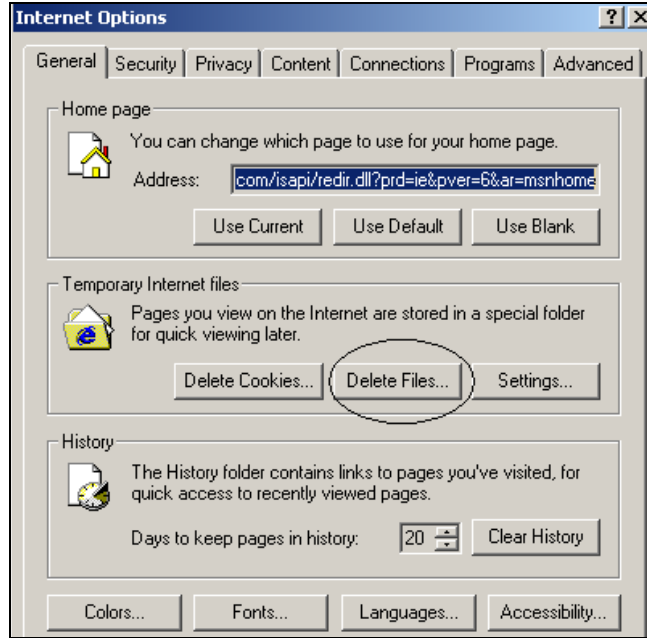


Figure 1 – FAQ's

**3. Question:** How do I use Adobe Reader to view, search, save and print my Treasury banking statements?

**Answer:** Adobe's online help has excellent information and may be accessed while viewing Treasury statements. To access online help choose your statement selection criteria on the **Statement Prepare Screen** and click on the **Submit** button. Your statements will appear in PDF format. Next, click on the binocular icon in the tool bar located right above the statements. After clicking on the binoculars, go to the bottom right hand corner of your screen, and click on "Complete Adobe Reader 6.0 Help".

**Note:** These instructions are for Adobe version 6. Steps to access online help may vary with other versions.

**4. Question:** Would a different version of Adobe Reader make any difference in the clarity of statements?

**Answer:** The Adobe Reader version should make little difference in clarity of statements. The statements may always be "fuzzy" unless the Reader is zoomed or magnified.

**5. Question:** Why does a user get different results after clicking on the "Back" arrow when they're finished viewing statements in Adobe Reader? Sometimes they return to the **Logon** screen and other times to the **Statement Prepare Screen**.

**Answer:** To ensure a return to the **Statement Prepare Screen**, click on a date (even if it is already highlighted) in either the **From or To Calendar**. This will register the page in the browser and it will be recognized as the previous page when clicking on the “Back” button.

6. **Question:** Will performance remain fast when all agencies are accessing their statements online?

**Answer:** The user shouldn't see a drastic response time change since all statements have been pre-processed and indexed.

7. **Question:** After clicking on the logoff button and returning to the home page, a user can click on the **Back** arrow on the Home Page Windows tool bar to take them back to the **Statement Prepare Screen**. Is the user still logged into the application?

**Answer:** When a user logs off, the token or cookie is reset on the user's PC so that the active session with Treasury's Web server is terminated. Even though the use of the **Back** arrow allows a user to return to the **Statement Prepare Screen**, they will not be able to do anything until they logon again.

# **Logging on to Online Banking Services**

## **Password and User ID Requirements**

## Password and User ID Requirements

### Passwords

#### Password Requirements

- Passwords are required to be 8 to 16 characters in length.
- Passwords are required to be alphanumeric. You must include at least one alpha and one numeric character in your password.
- Passwords are case sensitive. Remember to take off the cap lock when changing your password if you do not want it to be all caps.

#### Password Aging

- Maximum password age is 90 days. A user will be prompted on the **Home Page** to change their password within 7 days of the 90<sup>th</sup> day. The message will appear just above the bottom tool bar on the screen.

**Please note: If a user does not change your password prior to the 90-day expiration period, the application will automatically display the *Change Password Screen* notifying them that the password has expired. A user will be required to type in their old password and replace it with a new one.**

#### Logon Attempts

- The software allows three attempts to logon to the application. If a user is unsuccessful three times, they are automatically disabled. To be re-enabled, a user must request a reset of their password through their agency's Password Administrator. See procedures in Appendix A for resetting passwords.

#### Session Time Out

- The software has a system default that terminates a session after 30 minutes of inactivity. If a user is logged on to the web site, but has not done anything for 30 minutes, the logon screen will display and prompt the user to logon again. See Figure 2 below for the message a user will receive if they have timed out.
- In order to properly log off and terminate an active session with Treasury's web site, a user must click on the **Log Off** button on any of the screens. If they click on the "X" in the upper right hand corner of the screen to exit the application, they will not terminate their session with the web site. The session will remain active for 30 minutes.

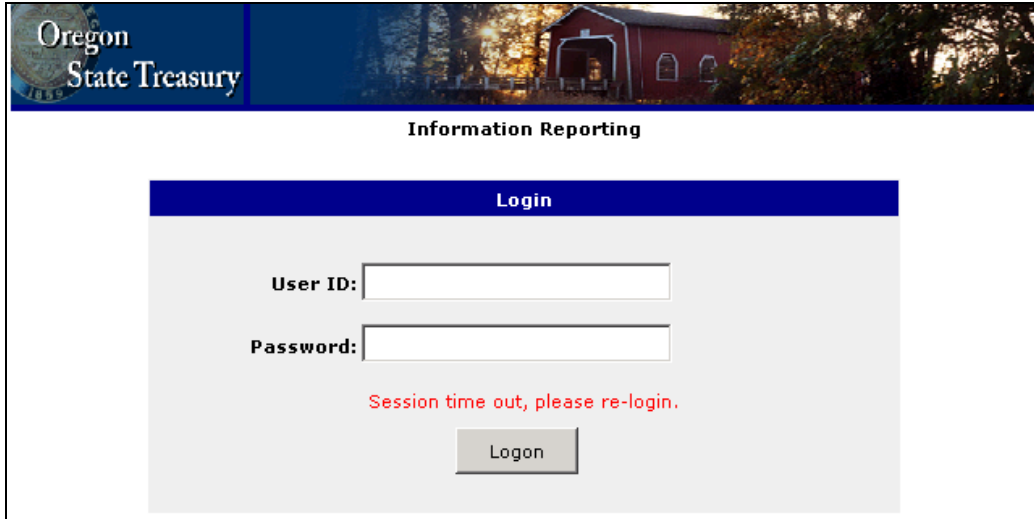


Figure 2: Session Time Out – Logon Screen

## User ID

### User ID Requirements

- User ID's are required to be 6 to 8 characters in length.
- If the user has a State assigned RACF ID number, please consider using this as a User ID.
- User ID's are NOT case sensitive.
- User ID's are NOT required to be alphanumeric.

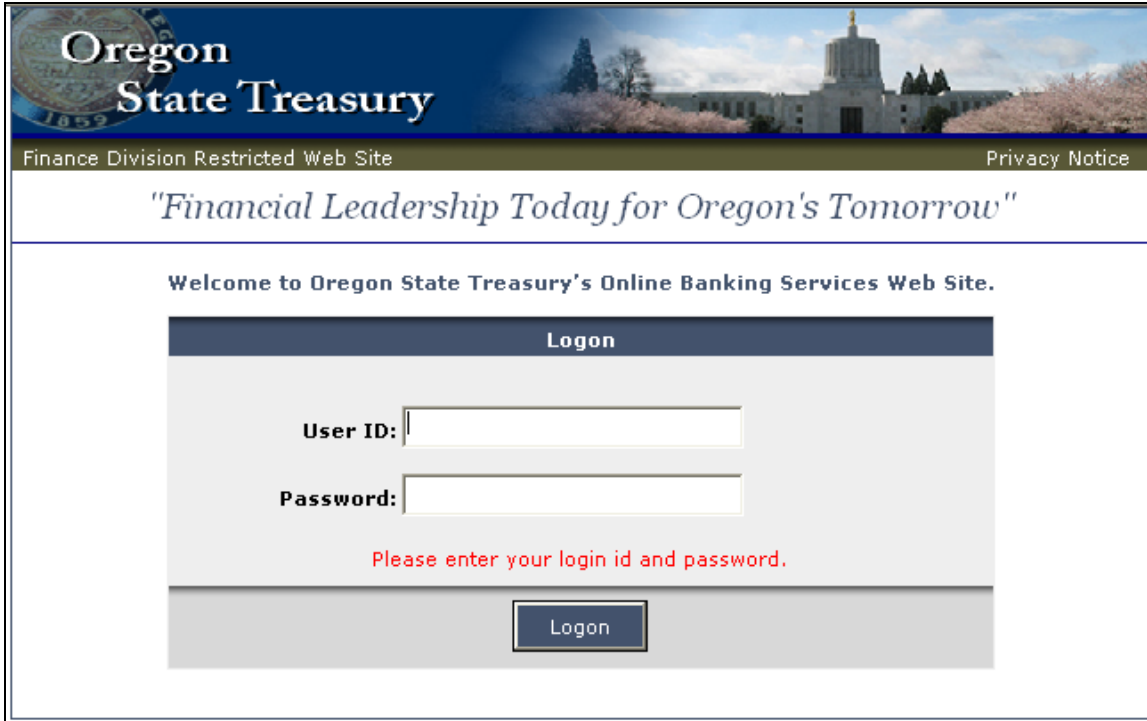
## Logging on to Online Banking Services

Once a user has been assigned a User ID and password (see Appendix A for registration information), they will be able to access Treasury's Online Banking Services Home page.

To logon to the Home Page, enter the following Web site address via your agency's Internet browser:

<https://www.ostbanking.oregon.gov>.

A logon page will display as shown in Figure 3 on the following page.



**Figure 3: Online Banking Services Logon Page**

### **Logon to Home Page**

Perform the following steps on the Logon screen to display the Online Banking Services Home Page.

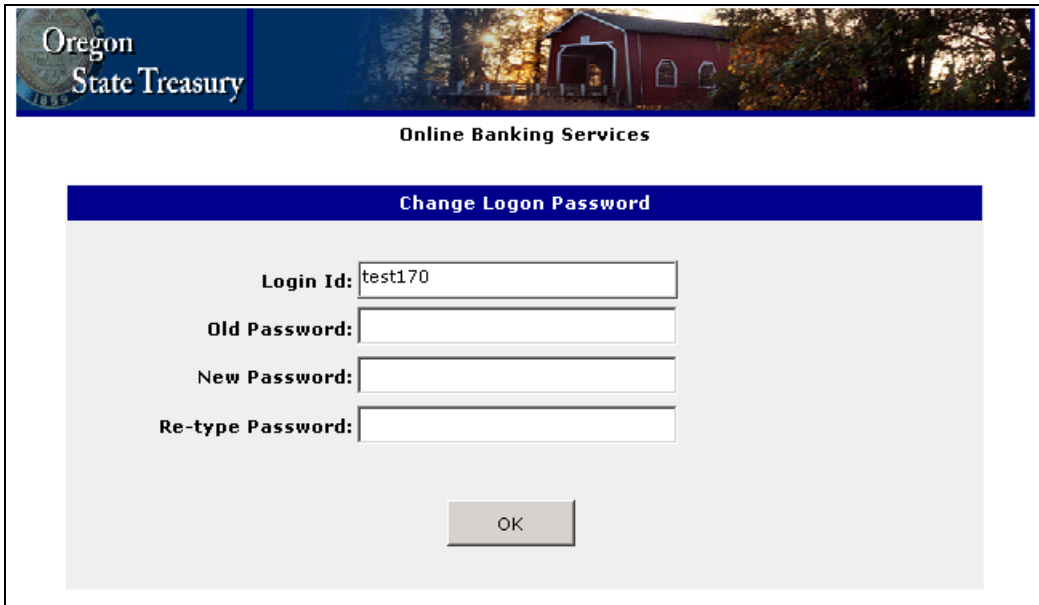
1. Enter your **User ID**.
  - The **User ID** is 6 to 8 characters, alphanumeric.
2. Enter your **Password**.
  - The **Password** field is case sensitive. It is 8 to 16 characters, and is required to be alphanumeric. If this is the first time you are logging in, copy and paste the one-time use password in this field.
3. Click on the **Logon** button.

**Results:** The **Online Banking Services Home Page** screen displays. See Figure 5. **Exception:** if you are a new user or your password has been reset, the Change Password Screen will display. See pg 15 for more information.

**Please remember:** When logging on for the first time do not set your browser up to automatically access the Home Page through stored user ID and password information. See the AutoComplete box on page 6 for more details.

## **Change Password Screen for New Users and Password Resets**

When a new user completes the registration process or a user's password has been reset, Treasury will provide the user with a one-time use password. The system will automatically display the **Change Password Screen** (Figure 4 below) when a user logs on to the application with their user ID and new one-time use password.



The screenshot shows the 'Change Logon Password' screen. At the top left is the Oregon State Treasury logo. Below it is a banner image of a red barn. The text 'Online Banking Services' is centered below the banner. The main form area has a blue header 'Change Logon Password'. It contains four input fields: 'Login Id:' with the value 'test170', 'Old Password:', 'New Password:', and 'Re-type Password:'. An 'OK' button is centered at the bottom of the form.

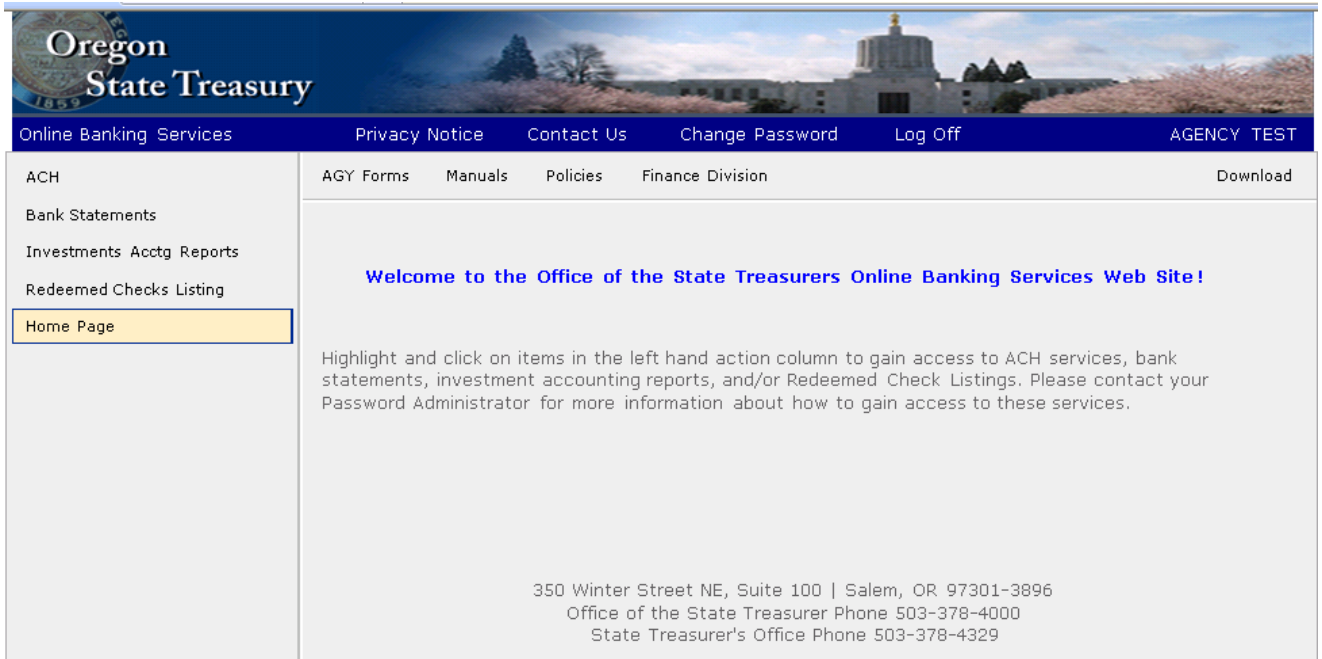
**Figure 4: Change Logon Password Screen**

### **Perform the following steps to change a password.**

1. The login ID will automatically default to the **Login ID** field.
2. Enter your current password in the **Old Password** field. If this is the first time you are accessing the application or your password has been reset, copy and paste the unique password provided by Treasury.
3. Enter your new password in the **New Password** field. Reminder: password is required to be at least 8 characters, it is case sensitive, and it must be alpha-numeric.
4. Enter your new password again in the **Re-type Password** field. The two passwords must be identical.
5. Click on the **OK** Button after completing steps 1 through 4.

**Results:** The **Online Banking Services Home Page** displays. See Figure 5, page 16 for example of the **Home Page**.

## Online Banking Services Home Page



**Figure 5: Online Banking Services Home Page**

The **Online Banking Services Home Page** provides users access to the following information and web sites:

- Treasury's Online Banking Services
  - ACH Reports
    - Incoming and Returned Item ACH Reports
  - Bank Statements
  - Investment Accounting Reports
  - Redeemed Check Listings
  - STAN Online
- Treasury's Finance Division forms, manuals, and policies
- Treasury's Public Web Site
- Download Options – Adobe and Microsoft

## Home Page Tool Bar Options

### Left Hand Column Action Bar

This column lists all of the banking services a user has been registered to access. Because access to services is restricted to staff who require this information to complete their assigned job duties, the number of services listed in this column could be different from one user to the next. Available services include:

- ACH Reports
- Bank Statements
- Investment Accounting Reports
- Redeemed Check Listings
- STAN Online

A user may click on any one of these options at any time to access the services with the exception of the link to STAN Online. STAN Online is only available between 7:00AM and 5:00PM each business day.

### Top Horizontal Tool Bar

There are four links on the top tool bar ~ Privacy Notice, Contact Us, Change Password and Log Off.

#### Privacy Notice

Click here to access Treasury's Privacy Notice regarding this site.

#### Contact Us

Click here to send an e-mail to our central mailbox, [ost.banking@ost.state.or.us](mailto:ost.banking@ost.state.or.us). You may need to ask your IS staff for help configuring this properly.

#### Change Password

A user may change their password at any time by clicking here to go to the Change Password Screen.

#### Log Off

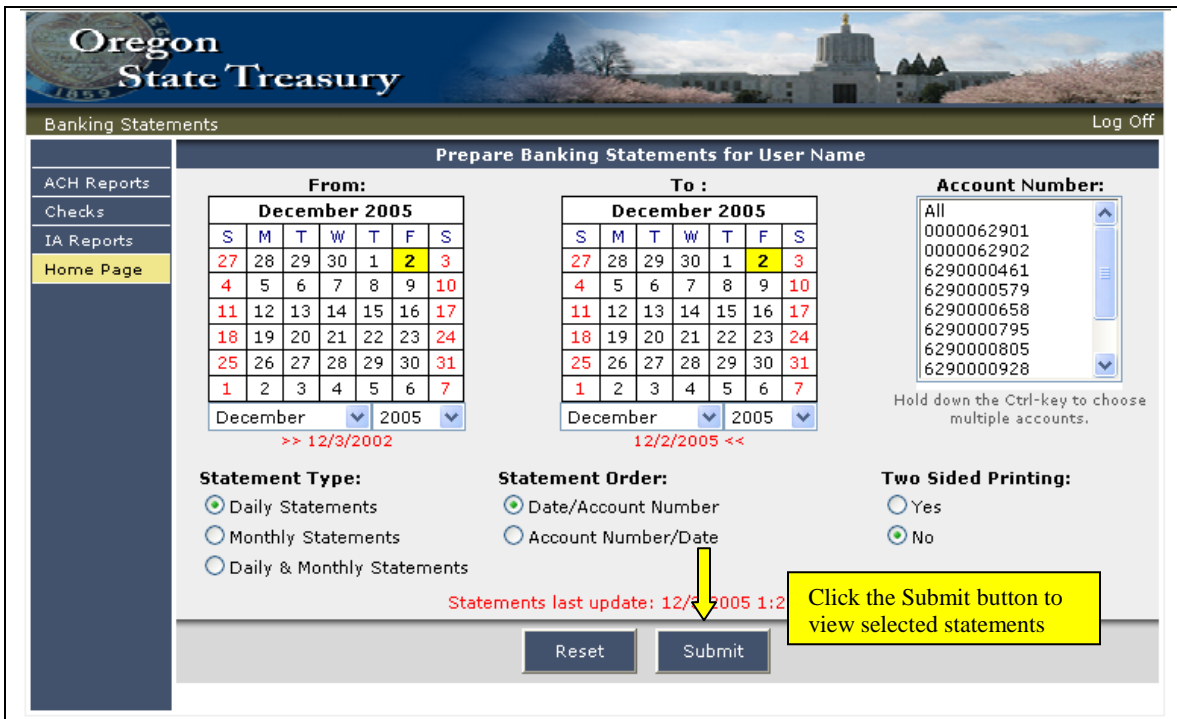
Click on it to terminate your session.

Just below the four links above are four drop-down menus ~ AGY Forms, Manuals, Finance Division and Downloads. In addition to making it easier to access Finance Division forms, manuals, and policies, users are now able to go directly to specific Finance Division information on Treasury's public web site. Just click on "Finance Division" to check it out.

Please note that forms are formatted in Microsoft Word; manuals and policies are formatted in PDF.

# **Bank Statements and Redeemed Check Listings**

**Bank Statements and Redeemed Check Listings**



**Figure 6: Statement Prepare Screen**

The **Statement Prepare or Redeemed Check Listing Screens** display by clicking on either one of them in the left hand column action bar on the Home Page. The screens allow a user to customize their statement or redeemed check listing selection by modifying the following criteria:

**Selection Criteria:**

- **Statement Dates: *From/To Calendars*** display in the upper left hand portion of the prepare screen. The calendars allow users to select one statement date or a range of dates.
- **Account Numbers:** A drop down box of account numbers displays in the upper right hand portion on the prepare screen. The list of accounts will differ for each user depending on user setup, i.e., not all users will have access to all agency accounts.
- **Statement Type:** Option to select daily and/or monthly statements.
- **Statement Order:** Option to sort multiple statements by Date/Acct # or Acct#/Date.
- **Two-sided Printing:** Option to choose two-sided printing.

After all selections are made, the user will click on the **Submit** button at the bottom of the prepare screen to view statements. See **Figure 6** above.

## **Step-by-Step Instructions for Customizing Your Statement & Redeemed Check Listing Selections**

Beginning on page 21, step-by-step instructions are provided to help you make selections on the ***Prepare Statement and Redeemed Check Listing Screens***. The instructions are in order by:

- Statement Dates
- Account Numbers
- Statement Type
- Statement Order
- Two-Sided Printing

### **Points to keep in mind when selecting statements**

- Daily statements and redeemed listings are only produced for accounts when there is daily activity.
- Daily Redeemed Listings are only produced for Suspense Accounts that have check writing authority. Please note: if an agency issues a large volume of checks from a suspense account, they are provided a file of redeemed check information rather than having access to a redeemed check listing.
- Even if an account has not had any activity during the month, a monthly statement will be produced and available online.
- *Monthly* statements for *individual agency* General Fund accounts are not produced. A monthly General Fund statement is only produced for the main General Fund account, which is reconciled by Department of Administrative Services, State Controller's Division.

## Statement Dates

When accessing the **Statement Prepare or Redeemed Check Screens**, the **From** and **To Calendars** will default to the most current statement and check dates available for display. For example, in **Figure 7** below, the most current statement date available is December 2, 2005.

**Note:** Directly below each calendar is a date shown in red. The date in red under the **From Calendar** indicates the oldest statement date available on the application. The date in red under the **To Calendar** indicates the most recent statement date available.

From:							To :						
December 2005							December 2005						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
27	28	29	30	1	2	3	27	28	29	30	1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30	31	25	26	27	28	29	30	31
1	2	3	4	5	6	7	1	2	3	4	5	6	7
December    ▾    2005    ▾							December    ▾    2005    ▾						
>> 12/3/2002							12/2/2005 <<						

**Figure 7: From and To Calendars – Statement Prepare Screen**

### Selecting Statement Dates

You may select just one date or a range of dates. When selecting only one date, you must click on the same date in both the **From** and **To Calendars** as shown in **Figure 7** above. In the example shown in **Figure 7** the user will only be able to access daily statements or checks for December 2, 2005.

Month and Year drop down boxes at the bottom of each calendar allow you to easily select and go to a previous month.

If there are not any statements or check listings available for the date or range of dates selected, the following message will appear at the bottom of the **Statement Prepare or Redeemed Checks Screen** above the **Reset** button:

***No transactions found from mm/dd/yy to mm/dd/yy for the account numbers selected.***

See **Figure 8**, page 22, for an example of the no transactions found message.

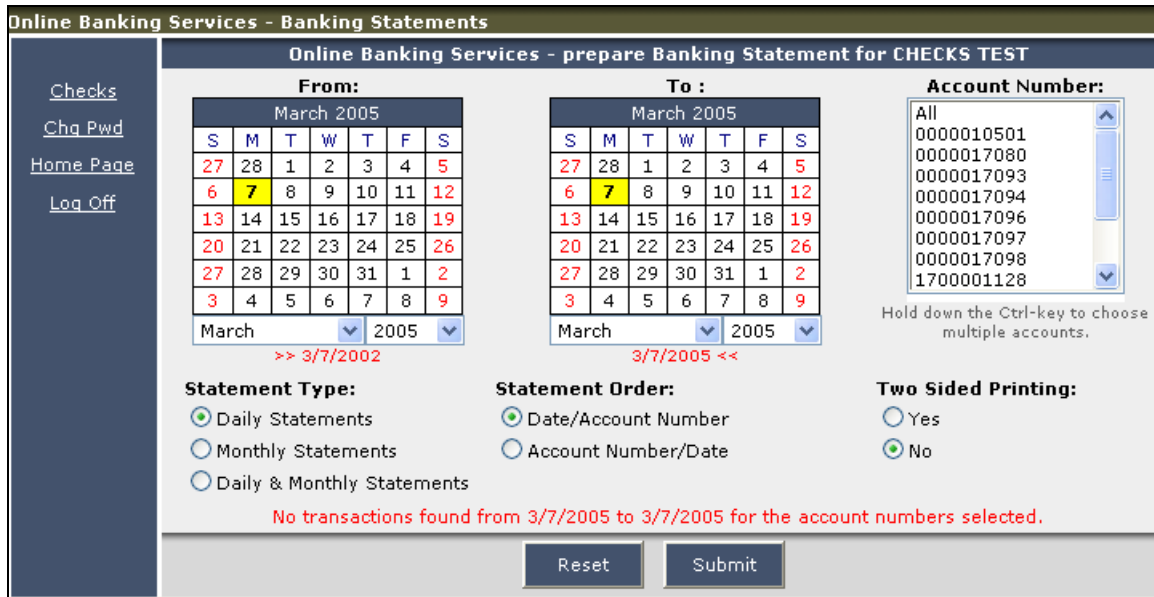


Figure 8: No Transactions Found Message – Statement Prepare Screen

### To Change Statement Dates:

1. Click on the month and year arrows at the bottom of the **From** and **To Calendars** to select the appropriate month and year.
2. Move cursor to the **From Calendar** and click on desired statement date.  
**Helpful Hint:** Click on statement date after the “hand” displays in the date box.
3. Move cursor to the **To** calendar and click on desired statement date.
4. Click on **Reset** button if you want to reset the calendar dates back to the original default dates.

**Note:** The **Reset** button will only reset the defaults for day, month, and year on the **From** and **To Calendars**. It currently will *not* reset any of the other selection criteria on the screen such as Statement Type and Statement Order.

## Last Calendar Day of a Month Falls on a Weekend

If the last day of the month falls on a weekend, you will not be able to display the final daily and/or monthly statement for the month if you only select the last *calendar* day of the month on your **From** and **To Calendars**. The last *business* day of the month must be included in your selection criteria.

To display the final daily and/or monthly statement in a month when the last *calendar* day of a month falls on a weekend, do **one** of the following:

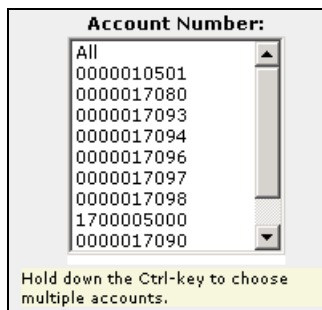
- Select the last *business* day of the month in the **From** and **To Calendars**
- Select a range of dates in the **From** and **To Calendars** that includes the last *business* and *calendar* day of the month.

**Note:** You must choose the appropriate **Statement Type** (see page 24) to select daily and/or monthly statements.

## Account Number

The **Account Number** box is a drop down list of all of the accounts that a user can access. The list of statements and redeemed check listing that a user can access is determined during the registration process.

Account numbers are listed in numeric order by Statement Group ID # (most agencies have only one ID# -- See Appendix A for more information) with active statements listed first followed by inactive, dormant or closed statements.



**Figure 9: Account Number List from Statement Prepare Screen**

**To Select Accounts, do *one* of the following:**

- Select **All** by clicking on it. This will select all of the statements in the drop down list that a user has been provided access to; or
- Select one account number by clicking on it; or
- Select multiple account numbers by holding down the Ctrl key on your keyboard while clicking on the accounts you want to access.

**Helpful Hint:** if you are not sure which accounts may have had activity on a particular date, select **All**. This will allow you to view all of the statements (you have been assigned) that had activity on the date or dates you selected on the **From** and **To Calendars**. Remember to choose **Statement Type** to select daily and/or monthly statements.

## Statement Type

The **Statement Type** allows a user to choose between accessing daily, monthly, or both daily and monthly statements and redeemed check listings.



The screenshot shows a box titled "Statement Type:" with three radio button options: "Daily Statements" (which is selected), "Monthly Statements", and "Daily & Monthly Statements".

**Figure 10: Statement Type Selections from Statement Prepare & Redeemed Check Screen**

**To Select Statement or Redeemed Check Listing Type, do one of the following:**

- Select Daily Statements
- Select Monthly Statements
- Select Daily & Monthly Statements

**Reminder:** As noted above on page 20, Treasury does not produce monthly statements for agency general fund accounts. A monthly General Fund statement is only produced for the main General Fund account that is reconciled by the Department of Administrative Services, State Controller's Division.

## Statement Order

The **Statement Order** allows a user to choose how statements and redeemed check listings will be sorted when multiple accounts are selected from the Account Number list. This sort will be available in Adobe Acrobat Reader after the user has selected their statement or redeemed listing and hit the **Submit** button.



**Statement Order:**

Date/Account Number

Account Number/Date

**Figure 11: Statement Order Selections from Statement Prepare or Redeemed Checks Screen**

**To Select Statement Order, Do one of the following:**

- Select **Date/Account Number** to list statements by date then by account number. This is the default when accessing the **Statement Prepare or Redeemed Check Listing Screens**.
- Select **Account Number/Date** to list statements or redeemed listings by account number then by date.

## Statement Prepare & Redeemed Checks Screen - Two-Sided Printing

**Two-Sided Printing** gives the user the option of printing two-sided statements. The default will always be set to No.



**Two Sided Printing:**

Yes

No

**Figure 12: Two-Sided Printing Selections from Statement Prepare Screen**

**To Select Two-Sided Printing:**

- Check with your agency to determine if you have a printer that prints two-sided copies and that your desktop is set up to print on the two-sided printer.
- If you have a printer that will make two-sided copies, select **Yes**.

## Tool Bar Options on Statement Prepare/Redeemed Checks Screens

### Left Hand Column Action Bar

All Banking Services users are authorized to access will be listed in the left hand column action bar of the screen. The user may click on any one of these options at any time to access the services with the exception of the link to STAN Online. STAN Online is only available between 7:00AM and 5:00PM each business day.

- ACH Reports
- Bank Statements
- Investment Accounting Reports
- Redeemed Check Listings
- STAN Online
- Home Page

### Bottom Tool Bar

There are two buttons on the bottom tool bar. The Reset Button is used for resetting the selection criteria on the screen, and the Submit Button for submitting your statement selections.

- **Reset Button**  
Click on the **Reset** button at the bottom of the screen if you want to reset your selected calendar dates back to the original default month, day, and year. The **Reset** button will only reset the default for the month, day, and year on the **From** and **To Calendar**. It currently will not reset any of the other selection criteria on the screen such as Statement Type or Order.
- **Submit Button**  
After all selections have been made on the Statement Selection or Redeemed Checks Listing Screen, click on the **Submit** button at the bottom of the screen to access your statements or listings.

### Logging Off

The Log Off button is located in the upper right hand portion of the screen. Click on it when you are finished viewing statements to terminate your session.

# ACH Reports

### **Restricted Information**

ACH reports have restricted/confidential information included on them. Access to these reports should be provided on a business need to know basis only.

### **Treasury's Data Security Policy**

Effective January 1, 2004, the Oregon State Treasury mandated data security requirements for wire, ACH, and debit/credit card transactions within [Cash Management Policy 02 18 13.PO](#). This policy requires agencies and other organizations that process, transmit or store these transactions to protect their electronic and hard-copy data from unauthorized access and/or disclosure at all times. Users and their supervisors are required to review this policy.

### **ACH Reports**

- **Incoming ACH** – These reports provide detailed information about ACH payments sent to your agency from entities external to the State of Oregon, e.g. the federal government and vendors.
- **Returned Items** – These reports provide details about ACH transactions that your agency originated, and which have been returned because they could not be processed. Examples of types of transactions originated by your agency include vendor payments, student loans, unemployment benefits, retirement, child support and welfare payments. Reasons for returns include non-sufficient funds (NSF) and closed accounts.

Each user authorized to access ACH reports will receive an e-mail notification when an Incoming and/or Returned Item ACH report is available. The notification will indicate the type(s) of report available and the associated Satellite ID #. A Satellite ID # is a sequentially assigned number used by Treasury to segregate ACH transactions by how they are originated: a) Incoming (Originated by sources external to the state); b) Site-to-Site (Originated via agency in-house systems); and c) STAN Online (Originated using Treasury's online ACH application). Some agencies will only have incoming, while others will have all three.

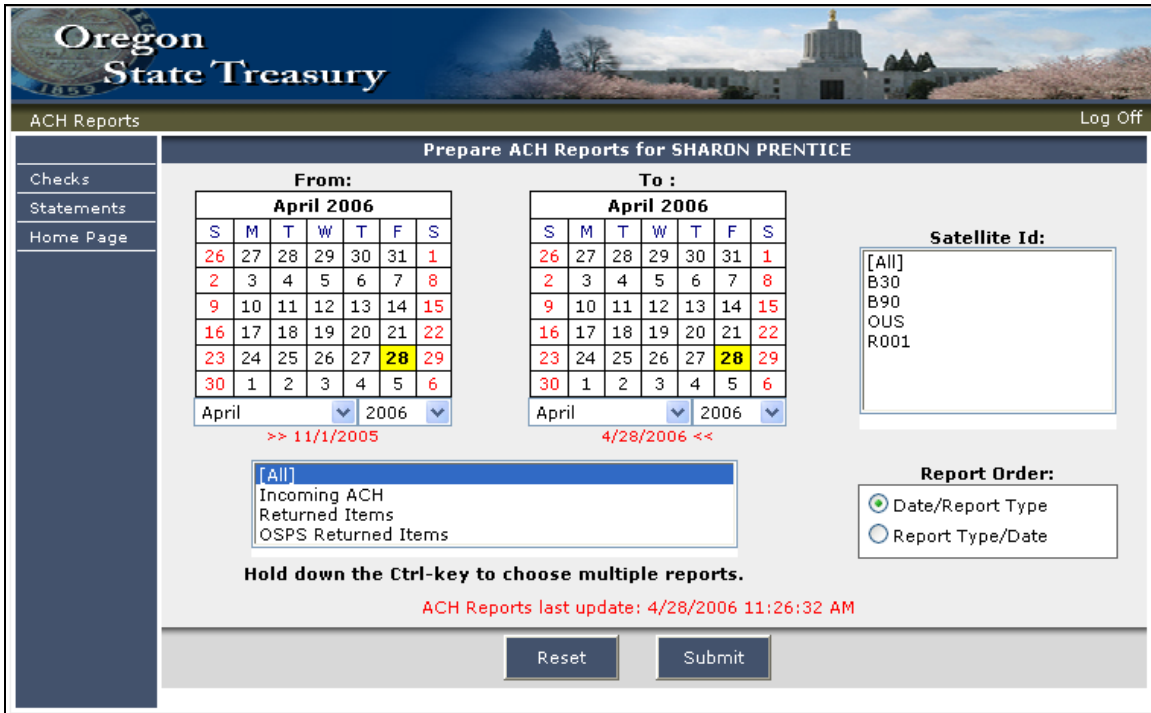


Figure 13: Prepare ACH Reports Screen

The **Prepare ACH Reports Screen** displays by clicking on *ACH Reports* in the left hand column action bar. The screens allow a user to customize their ACH Reports selection by modifying the following criteria:

**Selection Criteria:**

- **Statement Dates: *From/To Calendars*** display in the upper left hand portion of the prepare screen. The calendars allow users to select one statement date or a range of dates.
- **Satellite ID Numbers:** A drop down box of Satellite ID numbers displays in the upper right hand portion on the prepare screen. The list of ID #'s will differ for each user depending on user setup, i.e., not all users will have access to all ACH information.
- **Report Type:** Option to select daily and/or monthly statements.
- **Report Order:** Option to sort multiple statements by Date/Acct # or Acct#/Date.

After all selections are made, the user will click on the **Submit** button at the bottom of the prepare screen to view statements. See **Figure 13** above.

## ACH Report Dates

When accessing the **Prepare ACH Reports Screen**, the **From** and **To Calendars** will default to today's date.

Directly below each calendar is a date shown in red. The date in red under the **From Calendar** indicates the oldest report date available on the application. The date in red under the **To Calendar** indicates the most recent report date available.

From:							To :						
April 2006							April 2006						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
26	27	28	29	30	31	1	26	27	28	29	30	31	1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	1	2	3	4	5	6	30	1	2	3	4	5	6
April <input type="button" value="v"/> 2006 <input type="button" value="v"/>							April <input type="button" value="v"/> 2006 <input type="button" value="v"/>						
>> 11/1/2005							4/28/2006 <<						

Figure 14: From and To Calendars – ACH Report Prepare Screen

### Selecting ACH Reports

You may select just one date or a range of dates. When selecting only one date, you must click on the same date in both the **From** and **To Calendars** as shown in **Figure 14** above. In the example shown in **Figure 14** the user will only be able to access ACH reports for April 28, 2006.

Month and Year drop down boxes at the bottom of each calendar allow you to easily select and go to a previous month or advance to a future month.

If there are not any reports available for the date or range of dates selected, the following message will appear at the bottom of the **Prepare ACH Reports Screen** above the **Reset** button:

***No transactions found from mm/dd/yy to mm/dd/yy for the account numbers selected.***

### To Change Report Dates:

1. Click on the month and year arrows at the bottom of the **From** and **To Calendars** to select the appropriate month and year.
2. Move cursor to the **From Calendar** and click on desired statement date.  
**Helpful Hint:** Click on statement date after the “hand” displays in the date box.
3. Move cursor to the **To** calendar and click on desired statement date.
4. Click on **Reset** button if you want to reset the calendar dates back to the original default dates.

**Note:** The **Reset** button will only reset the defaults for day, month, and year on the **From** and **To Calendars**. It will *not* reset any of the other selection criteria on the screen such as Report Type and Report Order.

### Last Calendar Day of a Month Falls on a Weekend

If the last day of the month falls on a weekend, you will not be able to display the final daily report for the month if you only select the last *calendar* day of the month on your **From** and **To Calendars**. The last *business* day of the month must be included in your selection criteria.

To display the final report in a month when the last *calendar* day of a month falls on a weekend, do **one** of the following:

- Select the last *business* day of the month in the **From** and **To Calendars**
- Select a range of dates in the **From** and **To Calendars** that includes the last *business* and *calendar* day of the month.

## Satellite ID Number

The **Satellite ID Number** box is a drop down list of all of the Satellite numbers that the user may access. The type and group of ACH Reports to which a user has access is determined during the registration process. Please see Registration and Deregistration Procedures in Appendix A for more information.

Satellite ID numbers are listed in numeric/alpha order.

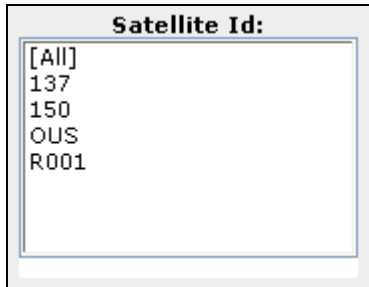


Figure 15: Satellite ID List from Prepare ACH Report Screen

To Select a Satellite ID, do **one** of the following:

- Select **All** by clicking on it. This will select all of the reports in the drop down list that the user has been provided access to; or
- Select one number by clicking on it; or
- Select multiple numbers by holding down the Ctrl key on your keyboard while clicking on the numbers you want to access.

**Helpful Hint:** if you are not sure which ID's may have had activity on a particular date, select **All**. This will allow you to view all of the reports (you have been assigned) that had activity on the date or dates you selected on the **From** and **To Calendars**.

## Report Type

The **Report Type** allows the user to choose between accessing Incoming ACH, Returned Items or OSPS Returned Items. If a user is authorized to access Returned Items only, they will not be able to view the other types of reports.

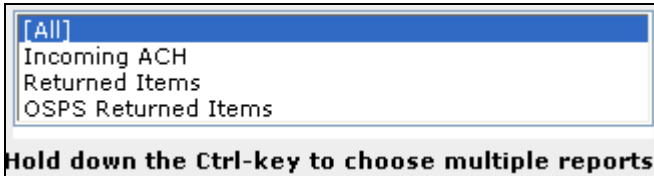


Figure 16: Report Type Selections from Prepare ACH Report Screen

To Select an ACH Report Type, do one of the following:

- Select Incoming ACH
- Select Returned Items
- Select All

## Report Order

The **Report Order** allows a user to choose how ACH reports will be sorted when multiples are selected. This sort will be available in Adobe Acrobat Reader after the user has selected their ACH reports and hit the **Submit** button.



Figure 17: Report Order Selections from ACH Report Screen

To Select Report Order, Do one of the following:

- Select **Date/Report Type** to list reports by date then by type. This is the default when accessing the **Prepare ACH Report Screen**.
- Select **Report Type/Date** to list ACH reports by type then by date.

## Tool Bar Options on Prepare ACH Reports Screen

### Left Hand Column Action Bar

All Banking Services users are authorized to access will be listed in the left hand column action bar of the screen. The user may click on any one of these options at any time to access the services with the exception of the link to STAN Online. STAN Online is only available between 7:00AM and 5:00PM each business day.

- Bank Statements
- Investment Accounting Reports
- Redeemed Check Listings
- STAN Online
- Home Page

### Bottom Tool Bar

There are two buttons on the bottom tool bar. The Reset Button is used for resetting the selection criteria on the screen, and the Submit Button for submitting your statement selections.

- **Reset Button**  
Click on the **Reset** button at the bottom of the screen if you want to reset your selected calendar dates back to the original default month, day, and year. The **Reset** button will only reset the default for the month, day, and year on the **From** and **To Calendar**. It currently will not reset any of the other selection criteria on the screen such as Report Type and Order.
- **Submit Button**  
After all selections have been made on the Prepare ACH Reports Screen, click on the **Submit** button at the bottom of the screen to access your statements or listings.

### Logging Off

The Log Off button is located in the upper right hand portion of the screen. Click on it when you are finished viewing statements to terminate your session.

# **Appendix A**

## **Registration Procedures**

## **Registration/Deregistration Procedures for Accessing Online Banking Services**

Treasury has implemented an electronic registration process for user access to online banking services. Each agency is asked to provide Treasury with the name, phone number, and e-mail address of at least two people who will serve as Password Administrators for the registration process. These are individuals who have the authority to approve the set up of users for accessing Treasury's Online Banking Services Web Site. If an agency has a security officer, Treasury recommends that the security officer be one of the authorized persons to approve the set up of users.

Agency users and their supervisors are responsible for determining which services the user is authorized to access. The agency's Password Administrator will then be asked to complete the registration form and e-mail it to Treasury. Because the registration process for online banking services is electronic, Treasury has implemented a call back process to the agency Password Administrator who authorized and e-mailed the request. The purpose of the call back is to mitigate the risk of receiving and processing fraudulent requests for access to Treasury information and/or systems. In addition to initial user set up, Password Administrators will be responsible for e-mailing registration forms to Treasury for the following reasons:

- Resetting user passwords;
- Changing User ID's;
- Adding or deleting user access to online services.

A copy of each request is stored at Treasury.

Beginning on page 38 are instructions for the registration process. The agency password administrator will e-mail a completed registration form for each user to Treasury's mailbox. The form is available on the web site. It is recommended that the form be saved as a template for use each time a request is made.

**Please remember that access to online banking services should be restricted to users who require this information to complete their regularly assigned job duties.**

### **Bank Statements and Redeemed Check Listings**

Each user will have access to statements and check listings for accounts included in the bank statement group(s) to which they are assigned. A bank statement group has an ID# that is determined in Treasury's banking system. The banking system automatically assigns a unique ID# number each time a new customer profile (agency name, address, contact info, etc) is established. Agency account numbers are then set up within each profile. Most agencies have only one customer profile, thus only one ID #; however, others have multiple numbers. A member of OST's Banking Team (see contact information on page 3) can provide you with the ID #'s required in Section 5 of the Registration form. Again, keep in mind that each user will only be able to view statements and redeemed check listings that are included in the group(s) identified in section 5 of the form.

### **ACH Reports**

ACH reports have restricted/confidential information included on them. A user must work with their supervisor to determine which ACH reports they have authority to access. Please see section about ACH Reports for more information.

### **Investment Accounting Reports**

#### **STAN Online**

This is only a link from the online services web site to Treasury's online ACH application.

**Note:** All users must follow the registration procedures outlined on the following two pages. Treasury will only accept registration requests from agency Password Administrators.

## Registration/Deregistration Procedures

### New User Registration

*These steps will be followed for users who are new to the online services web site.*

1. Agency password administrator will **complete sections 1 through 5** on form C-26, State Agency User Registration/Deregistration Request. In section 1, please put an "X" in the box next to number 1, *New User Registration*, and complete the remaining sections 2 through 5.
2. Password administrator will e-mail form to Treasury's central mailbox, [ost.banking@ost.state.or.us](mailto:ost.banking@ost.state.or.us).

**Note: In the subject line of the e-mail request, please type "Form C-26". Also, please provide the full name of the user. Treasury uses the name to search the state query for user's phone number and e-mail address information, which is stored in our password administration software.**

3. Treasury will call the password administrator to validate the request. Because the registration process is electronic, Treasury has implemented this call back process to mitigate the risk of processing fraudulent requests for access to Treasury information and/or systems.
4. Treasury will e-mail user with a unique, one-time use password after step 2 is completed. The user will be forced to change the one-time use password when they access the system. **Please notify the user that an e-mail will be sent from [ost.banking@ost.state.or.us](mailto:ost.banking@ost.state.or.us) and the subject line will read "New Account". It is recommended that the user copy (Ctrl C) the password and paste (Ctrl V) it into the Logon and Change Password Screens where applicable.**

### Reset User Password

*These steps will be followed when a user has forgotten their password and needs to have a new one established.*

1. Agency password administrator will **complete sections 1 through 3** on form C-26, State Agency User Registration/Deregistration Request. In Section 1, you will need to put an "X" in the box next to either number 2 or 3.
  - If a user needs to have their STAN Online password reset, put an "X" in the box next to number 3. **Please remind the user that when they have their STAN Online password reset, it will also be automatically reset for access to the online services web site.**

- If a user wants to change their password for access to the online services web site, put an “X” in the box next to number 2. This selection will only reset the password for the online services web site: it will not reset the STAN Online password. The user can reset STAN Online themselves if they want to.
2. Password Administrator will e-mail form to Treasury’s central mailbox, [ost.banking@ost.state.or.us](mailto:ost.banking@ost.state.or.us).  
**Note: In the subject line of the e-mail request, please type “Form C-26”.**
  3. Treasury will call the password administrator to validate the request.
  4. Treasury will e-mail user with a unique, one-time use password. The user will be forced to change the one-time use password when they access the system. **Please notify the user that the e-mail will be sent from [ost.banking@ost.state.or.us](mailto:ost.banking@ost.state.or.us) and the subject line will read “Update Account”. It is recommended that the user copy (Ctrl C) the password and paste (Ctrl V) it into the Logon and Change Password Screens where applicable.**

## Deregistration Process

*These steps will be followed when a user no longer needs access to the online services web site and/or STAN Online, e.g., they’ve resigned or moved to another position that does not require access to online banking services and ACH origination.*

1. Agency password administrator will **complete sections 1 through 3** on form C-26, State Agency User Registration/Deregistration Request. In Section 1, you will need to put an “X” in the box next to number 4, *Deregistration*.
2. Password administrator will e-mail it to Treasury’s central mailbox, [ost.banking@ost.state.or.us](mailto:ost.banking@ost.state.or.us).  
**Note: In the subject line of the e-mail request, please type “Form C-26”.**
3. Treasury will call the password administrator to validate the request and to notify them when the user’s account will be inactivated.

## Change Access to Online Services

*These steps will be followed when a user needs to be added or removed from an online banking service(s).*

Remember that if a user is authorized to access online statements they will automatically have access to redeemed check listings and vice versa. Investment Accounting reports, ACH reports, and linking to STAN Online require separate authorization.

1. Agency password administrator will complete sections 1 through 5 of form C-26, State Agency User Registration/Deregistration Request. In Section 1, you will need to put an "X" in the box next to number 5, *Change Access to Online Services*.
2. Password administrator will e-mail form to Treasury's central mailbox, [ost.banking@ost.state.or.us](mailto:ost.banking@ost.state.or.us).

**Note:** In the subject line of the e-mail request, please type "Form C-26".

3. Treasury will call the password administrator to validate the request and to notify them when the user's access will change.

## Change User ID

*These steps will be followed when a user has requested a change to their User ID.*

1. Agency password administrator will complete sections 1 through 3 of form C-26, User Registration/Deregistration Request. In Section 1, you will need to put an "X" in the box next to number 6, *Change User ID*.
2. Password administrator will e-mail form to Treasury's central mailbox, [ost.banking@ost.state.or.us](mailto:ost.banking@ost.state.or.us).

**Note:** In the subject line of the e-mail request, please type "Form C-26".

3. Treasury will call the password administrator to validate the request and to notify them when the user's ID will change.

## Change User Statement Group

*These steps will be followed when a user needs a change to their statement group access.*

1. Agency password administrator will complete sections 1 through 3 and 5 of form C-26, State Agency User Registration/Deregistration Request. In Section 1, you will need to put an "X" in the box next to number 7, *Change User Statement Group*.
2. Password administrator will e-mail form to Treasury's central mailbox, [ost.banking@ost.state.or.us](mailto:ost.banking@ost.state.or.us).

**Note: In the subject line of the e-mail request, please type “Form C-26”.**

3. In section 5, please list all of the Statement Group ID #'s that the user needs to access, i.e., even if only one number is being removed or added, please include all of the numbers the user needs access to in section 5. If you are not sure of the Statement Group ID #, please contact Lisa Goonan or Coren Hale (see page 3 for contact information.)
4. Treasury will call the password administrator to validate the request and to notify them when the user's statement group access will change.