



OTCnetSM
Deposits Made Simple

OTCnet Release Notes

Version 1.2
June, 2011



CONTENTS

Overview	3
Hardware/Software.....	3
Offline Client Application	3
Look and Feel	3
Administration	3
Manage and Download OTC Endpoints.....	3
User Administration	4
User Roles.....	4
Manage Check Processing.....	5
Audit Log	5
Check Processing	5
Check Capture	5
Batch Management	5
Manage Verification.....	5
Training.....	5
System Modifications.....	6



Overview

The OTCnet Offline application enables federal agencies to perform Check Capture activities using a locally installed application. OTCnet Offline requires limited internet connectivity to perform Check Processing and can be used by agencies with overseas locations or where there is intermittent network connectivity. The Offline application offers the following:

- **Internet access:** The OTCnet Offline application performs check scanning without Internet access. Internet access is only required for initial OTCnet offline setup, user provisioning, batch upload, and batch acknowledge functionality
- **Login process:** Check Capture users will no longer need to log into different Point of Sale (POS) modules as in Paper Check Conversion Over the Counter (PCC OTC) POS Software: System Administration Tool (SAT), Point of Sale and Batch Manager one at a time. Only one icon will be on the client desktop for the OTCnet Offline application and a single username and password can access the OTCnet Offline application
- **Uniform look and feel:** The OTCnet Offline application Check Capture process has a similar look and feel to that of the OTCnet Online application
- **Web Based Training (WBT):** WBT is the primary training tool that provides access to user guides, simulations, printable job aids and glossary, reducing the need to schedule Instructor-Led-Training (ILT) before processing on the system
- **Security:** Improved security in transfer of data through the use of client certificates and XML Gateway

Hardware/Software

OTCnet Offline supports Windows XP, Windows Vista and Windows 7 operating systems. For a full list of OTCnet Hardware and Software requirements and needs, please visit the OTCnet website at: http://www.fms.treas.gov/otcnet/sys_req.html.

The OTCnet Offline installation file can be downloaded from the OTCnet Online application. For assistance installing the OTCnet Offline Check Capture software, please reference the *Install OTCnet Offline Check Capture Software* printable job aid at <http://www.fms.treas.gov/otcnet/training>.

Offline Client Application

Look and Feel

OTCnet Offline provides users with several new functionalities for Check Capturing. Users will download and install the OTCnet Offline software from the OTCnet Online application. Users can access the application from Internet Explorer for display and navigation. Upon entering the OTCnet Offline application, users will see a series of Tabs, Modules, and Menu Options based on their permissions. The Tabs provide access to the OTCnet Offline functionality. The user profiles and OTC Endpoints will be downloaded from the OTCnet Online application. Edits to the user profiles or OTC Endpoints can be made in OTCnet Online application. For the majority of actions in the application, a user will see a Review page, and then a Confirmation Page (once the action has been completed). The Review page will feature an "Edit" hyperlink to allow a user to return and modify the action.

Administration

Administration allows users to download OTC endpoints and user profiles from the Online OTCnet server, manage Check Processing settings, and access the Audit Log of all actions taken place locally.

Manage and Download OTC Endpoints

Your agency's OTC Endpoints will be managed and configured in the OTCnet Online application. Once your agency's organization hierarchy is configured in the OTCnet Online application, your organization can login to the OTCnet Offline



application to select and download a local copy of your agency's Check Capture OTC Endpoints. The Download OTC Endpoint process automatically downloads the latest data entry forms, organization endpoint information, and Check Capture settings.

User Administration

When logging into OTCnet Offline for the first time, a user must retrieve a Check Capture Administrator user profile associated with his or her organizational hierarchy in the OTCnet Online application. Once the profile is retrieved, the user can login to the OTCnet Offline application. Before additional user profiles can be downloaded, the Check Capture Administrator must select and download his or her agency's Check Capture OTC Endpoints. After the Check Capture OTC Endpoints are downloaded, the administrator can download the remaining check processing user profiles. The administrator can now maintain passwords and modify user status for the downloaded user profiles. It is important to note that user profile provisioning is managed online via the ITIM application. User profiles cannot be created nor have their permissions modified in the OTCnet Offline application.

User Roles

OTCnet Offline renames the existing PCC OTC Administrator, Supervisor, and Cashier user roles and provides new permissions. PCC OTC Administrators are Check Capture Administrators, Cashiers are Check Capture Operators, and Supervisors are Check Capture Supervisors in OTCnet Offline. The Check Capture Supervisor now holds many of the permissions of PCC OTC's Point of Contact (POC) role.

Check Capture Administrator - An agency user that has the authorization to define and modify the check capture sites; to configure Check Capture functions and perform upgrades of the application; to download user profiles; as well as download software or firmware to the terminal using the Download Check Capture application permission.

Check Capture Supervisor - An agency user that has the authorization to perform all the functions on the Check Capture. The user has authorization to accept duplicates (not recommended), make MICR corrections, authorize the use of out-of-date LVD, and accept checks with poor quality.

Check Capture Operator - An agency user that has the authorization to perform only very minimal Check Capture activities. This user has authorization to scan checks into a batch and close a batch. This user does not have authorization to accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, or accept checks with poor quality.

OTCnet Offline has three additional roles to allow for the flexibility of using the OTCnet Offline, especially in locations where resources are few, and multiple functions must be handled by a single resource. New user roles, supporting increased separation of duty, include Check Capture Lead Operator, Batch Uploader, and Batch Approver. These roles are assignable to users in the ITIM application.

Check Capture Lead Operator - An agency user that has the authorization to scan checks into a batch, close a batch, balance check amounts and enter batch control values during batch closing. However, the user does not have authorization to accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, or accept checks with poor quality.

Batch Approver - An agency user that has the authorization to approve a batch either prior to batch upload from OTCnet Offline or when a batch is uploaded/submitted to OTCnet Online but not yet approved. The Batch Approver permission must be applied to either a Check Capture Lead Operator or Check Capture Operator roles and allows



the operators to approve batches that they have created. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Batch Uploader - An agency user that has the authorization to upload a batch from OTCnet Offline to the online database. The Batch Uploader permission must be applied to either a Check Capture Lead Operator or Check Capture Operator roles and allows the operators to auto-upload the batch upon close (if the terminal is configured to do so), or upload approved batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Manage Check Processing

The Manage Check Processing module combines SAT and POS Configuration functionality from the legacy PCC OTC system into one screen of OTCnet titled Terminal Configuration. Terminal Configuration allows a user to specify all of the configuration settings for a workstation. For OTCnet Offline, Terminal IDs cannot be changed after it is established. As in PCC OTC, users must select a Secondary Storage location. However, the location path cannot include space characters. New to OTCnet Offline, users can indicate whether supervisor approval of a batch is required in order to upload batches. If the option is checked, batches at the user's terminal must be in Approved state before they can be uploaded to OTCnet Online. If the option is unchecked, batches in Closed state can be uploaded to the OTCnet Online application.

Audit Log

The Audit Log serves as a consolidation of the Audit Log in the Electronic Verification and Imaging System (ELVIS) that captures Check Processing related entries and the Activity Log in SAT that captures entries associated with POS, Batch Manager, and SAT. Audit log entries captured by the OTCnet Offline application are uploaded to OTCnet Online and made available in Online to Support Personnel, administrators and supervisors with appropriate access.

Check Processing

The Check Processing component of OTCnet Offline is used to capture check items for upload to OTCnet Online where they are processed and electronically deposited. The key features of check processing function are:

Check Capture

This component of OTCnet Offline is used for the scanning and processing of checks without an Internet connection.

Batch Management

In OTCnet Offline, users can select multiple batches to either close, approve, upload or acknowledge at the same time. OTCnet Offline users have the ability to void all check items in a batch. An OTCnet Offline user with appropriate permissions can upload batches to OTCnet Online. During Batch Upload, the audit log information will upload to the OTCnet Online server. Batches that have been uploaded to OTCnet Online and processed successfully can be acknowledged in the OTCnet Offline application.

Manage Verification

Users have the ability to Download LVD records and Reset LVD in OTCnet Offline application.

Training

Training is available for the OTCnet Offline application. Web-based Training (WBT), Instructor-led Training (ILT), and Online Help are available to agencies.

The WBT includes:

- Information pages provide valuable business context, background and process information



- Resource Center pages provide interactive exercises and step-by-step instructions to perform system tasks, including:
 - Printable Job Aids (PJAs) that provide step-by-step instructions for performing specific tasks
 - Show Me simulations that demonstrate specific system tasks a user performs in OTCnet
 - Let Me Try simulations that enable a user to practice specific system tasks in a safe training environment
- Library provides links to external locations as well as a set of downloadable reference materials
 - User guides (UGs) that provide step-by-step instructions that includes a textual description of tasks, with screenshots and ends with a wrap-up How To box providing step-by-step instructions for completing the task as appropriate
 - Job Aids (JAs) that provide a designated user with a "quick tips" reference for Deposit Processing and Check Processing tasks such as creating agency hierarchy, establishing depositing endpoints, processing options, etc.
- Glossary provides a defined list of OTCnet terms and their definitions and is accessible from anywhere in the WBT

The ILT includes paper based reference materials:

- User guides (UGs) that provide step-by-step instructions that includes a textual description of tasks, with screenshots and ends with a wrap-up How To box providing step-by-step instructions for completing the task as appropriate
- Job Aids (JAs) that provide a designated user with a "quick tips" reference for Deposit Processing and Check Processing tasks such as creating agency hierarchy, establishing depositing endpoints, processing options, etc.

The Online Help includes context-sensitive help that provides step-by-step instructions for the task that can be performed in the OTCnet screen when the user clicks the "Help" link

To learn more about the new functionalities OTCnet Offline, please refer to the user guides at <https://qa-train.otcnet.fms.treas.gov/training/index.htm>.

System Modifications

OTCnet Release 1.2 contains the following defect fixes from OTCnet Online:

- Users will no longer receive a message indicating an incorrect user name or password was entered when logging into OTCnet after being returned to the home page due to a period of inactivity
- Users no longer receive a message indicating the scanner software did not install properly for Windows 7 machines
- An error message no longer displays when check item information is edited on the Show Item page using Check Capture Lead Operator role
- In Batch Management, voiding all check items in a batch sets the Amount Variance for the batch to zero
- Audit log pages are 508 Compliant
- In Batch Management, the application no longer hangs when providing comments during performing voided check items action by a user with Check Capture Supervisor role
- The CIRA CSV parameter page now validates date fields fall between 1900 and 2100. Labels for the User Defined Field search parameters are more intuitive
- During Terminal Configuration, USB functionality can be enabled for RDM EC6000 series scanners
- Audit Log records are returned when querying on agency PLSA user activity
- Check Capture Supervisors no longer receive "Authorization Failed" during login to accept duplicate check items
- Check Capture Operator, Check Capture Lead Operator, Check Capture Administrator, Check Capture Supervisor and Batch Approver roles now can access to the Transmission History
- Correct search results are returned when users search by Status for the Deposit History by Status report
- Correct search results are returned when users search by Amount for the Deposits by Accounting Code report



- The CIRA CSV report now displays the full IRN numbers for check items
- Windows 7 terminals no longer hang when scanning checks using RDM EC7000i scanners
- In Batch Management, an error message no longer displays when the batch amount is modified using Check Capture Lead Operator role
- The Check Capture Supervisor role can search by Check Capture module in the Audit Log
- The Check Capture Administrator role can now download OTCnet releases from Centralized Deployment
- CIRA Query Modify, Manage Process, and Audit Log pages no longer intermittently hang
- The OTC Endpoint and OTC Endpoint ID fields were removed from the CIRA Details section of CIRA Query
- OTCnet Role and Access Group information is displayed in the User Information report search results
- Using Internet Explorer 8 (IE8) with 800x600 resolution, all graphics and/or fields are displayed on pages correctly
- An error message displays when the user searches an invalid OTC Endpoint on the CIRA Query – Modify page
- A checkbox on the LVD Contents report allows users to search by deleted LVD records.
- CIRA Query searches using the Amount field do not accept values larger than 99999999, with or without a decimal point