



In this job aid, you will learn how to set up your organizational hierarchy. Specifically, you will learn how to:

- Step 1. Add a lower level OTC Endpoint to highest level organization
- Step 2. Add additional OTC Endpoints
- Step 3. Add accounting codes
- Step 4. Map Accounting Codes
- Step 5. Set Deposit Processing Options

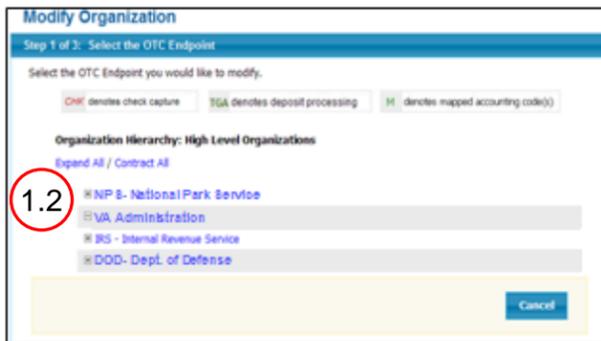
1 Add Lower Level OTC Endpoint to Highest Level Organization

To add a lower level **OTC Endpoint** to the **Highest Level Organization**, complete the following steps:

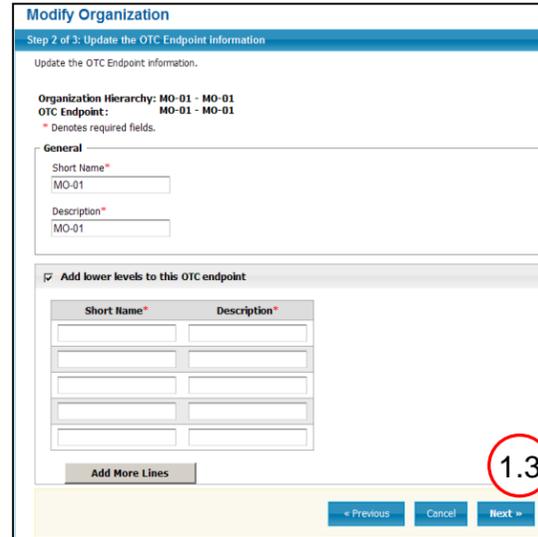
1.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Modify**.



1.2 The *Step 1 of 3: Select an OTC Endpoint* page appears. Select your organization's **OTC Endpoint** that appears in the list.



1.3 The *Step 2 of 3: Update OTC Endpoint Information* page appears. Check the **Add lower levels to this OTC Endpoint**, to add lower level to the highest level organization (you can also add to lower level OTC Endpoints). Enter the lower level OTC Endpoints' **Short Name** and **Description**, then click **Next**.



1.4 The *Step 3 of 3: Review OTC Endpoint* page appears. Review and verify the OTC Endpoint details and click **Submit**.



2 Add Additional OTC Endpoints

To add additional **OTC Endpoints** to an existing **OTC Endpoint**, complete the following steps (refer to graphics from Step 1):

- 2.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Modify** (see 1.1 above).
- 2.2 The *Step 1 of 3: Select an OTC Endpoint* page appears. Select your **OTC Endpoint** that appears in the list (see 1.2 above).
- 2.3 The *Step 2 of 3: Update OTC Endpoint Information* page appears. Check the **Add lower levels to this OTC Endpoint**, to add lower level to the existing endpoint. **Short Name** and **Description** text boxes appear. When you have finished, click **Next** (see 1.3 above).
- 2.4. The *Step 3 of 3: Review OTC Endpoint* page appears. Review and verify the OTC Endpoint details and click **Submit** (see 1.4 above).



Application Tip

Short name(s) are user-defined text describing an organization. You can choose to enter up to 10 alphanumeric characters. Short names must be unique within an organization hierarchy (e.g. Short name: IRS; Description: Internal Revenue Service).



Application Tip

Do not include the following special characters in the **Short Name** field: **&** (ampersand), **** (back slash), **'** (apostrophe), or **@** (at sign). OTCnet will accept these special characters; however, entering these special characters will cause processing problems. Special character limitations apply to all levels in the hierarchy.

Note: Below is a general **Application Tip** that applies to all tasks if modified. The **Edit** feature is located on the **Review** pages for the tasks you perform.



Application Tip

For all tasks, click **Edit** if you need to make additional changes after reviewing the information.

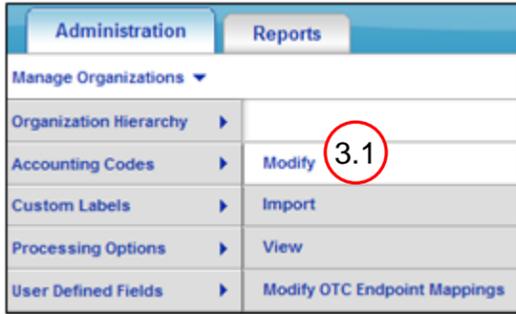


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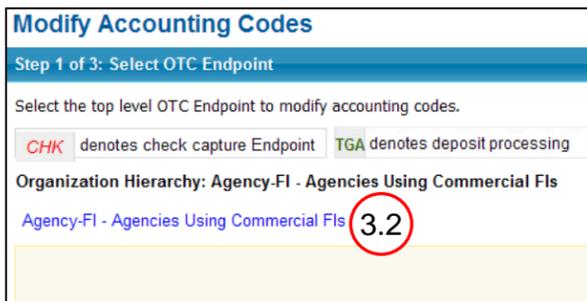
Add Accounting Codes

To add **Accounting Codes**, complete the following steps:

3.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Accounting Codes** and click **Modify**.



3.2 The *Step 1 of 3: Select OTC Endpoint* page appears. Select the OTC Endpoint for which you want to add the accounting codes.

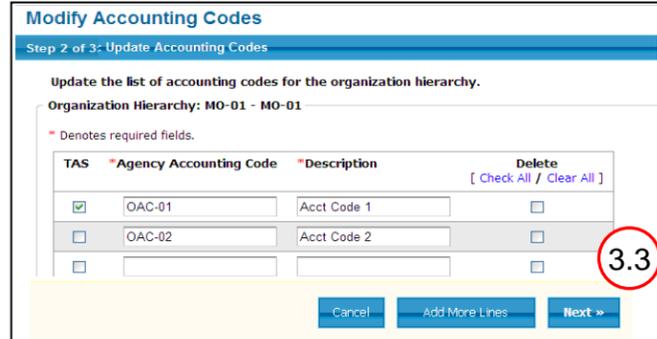


3.3 The *Step 2 of 3: Update Accounting Codes* page appears.

To enter the new accounting codes:

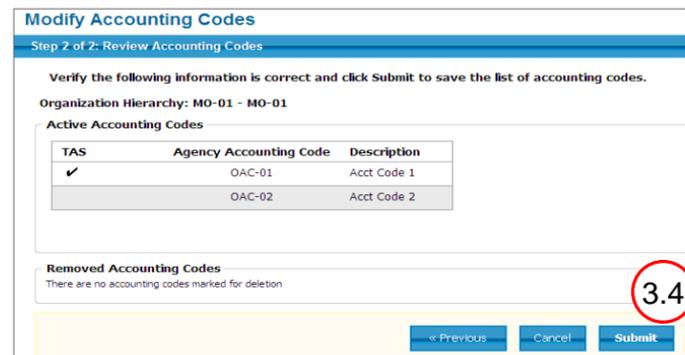
- Navigate to the first blank row. If all of the rows are populated scroll down to the bottom and click **Add More Lines**
- Enter the details in both **Accounting Code** and **Description** text boxes

- Click the **TAS** check box to indicate the accounting code is a Treasury Account Symbol (if applicable)
- Click **Next** when you have completed entering the new accounting code(s).



Application Tip
To input additional agency accounting codes, click **Add More Lines** to insert additional rows to the table.

3.4 The *Step 3 of 3: Review Accounting Codes* page appears. Verify the information is correct and click **Submit**.



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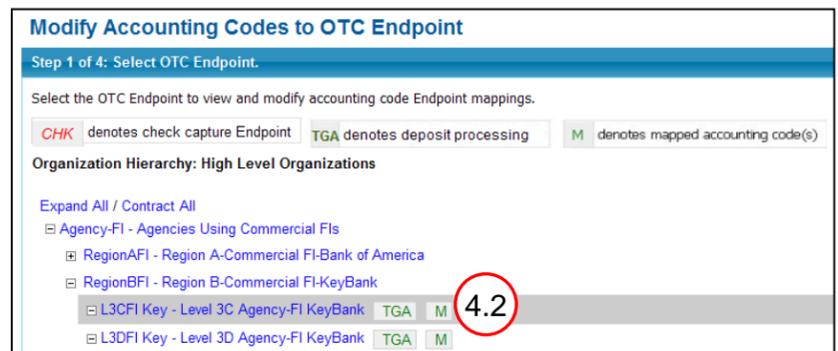
Map Accounting Codes

To map **Accounting Codes**, complete the following steps:

4.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Accounting Codes** and click **Modify OTC Endpoint Mappings**.



4.2 *Step 1 of 4: Select OTC Endpoint* page appears. Select the **OTC Endpoint** for which accounting code endpoint mapping you would like to assign.





4

Map Accounting Codes Cont'd

4.3 The Step 2 of 4: View Assigned Accounting Codes page appears. Click **Assign Mappings**.

TAS	Description
703220	Waiver Request (Mod)
70X3875.01	Applications
70X5088.1	Examination Fees
70X6697	Collections for Bonds

4.4 The Step 2 of 4 Continued: Search and Assign Accounting Codes page appears. Enter the search criteria for **Accounting Code (Starting With)** and/or **Description (Contains)** and click **Search**.

4.5 The Step 2 of 4 Continued: Check the **Assign** box(es) for the accounting code that you want to assign and click **Next**.

TAS	Description	Assign
703220	Waiver Request (Mod)	<input type="checkbox"/>

Application Tip
All accounting codes that meet your search criteria and are not assigned to your OTC Endpoint display on the page. If you do not enter search criteria, all the accounting codes defined for the highest level organization appear.

4.6 The Step 3 of 4: Assign Accounting Codes page appears. Review and verify the accounting code(s) you would like to assign and click **Next**.

TAS	Description	Remove
703220	Waiver Request (Mod)	<input type="checkbox"/>

Application Tip
Check the **Remove** box(es) and click the **Update** button to delete the OTC Endpoint mapping for an accounting code.

4.7 The Step 4 of 4: Review Accounting Codes to Endpoint page appears. Confirm the information is correct and click **Submit** to assign the accounting code(s) to the **OTC Endpoint**.

TAS	Description
703220	Waiver Request (Mod)

Once you have submitted the request to assign accounting code(s), you will have the option to click on **Manage Additional** which will allow you to assign or remove additional accounting codes.

TAS	Description
70X6697	Collections for Bonds
70X5088.1	Examination Fees
70X3875.01	Applications
703220	Waiver Request (Mod)



5a Set Deposit Processing Options (Custom Labels)

To define a **Custom Label**, complete the following steps:

5a.1 Click the **Administration** tab. From the **Manage Organizations** menu, select **Custom Labels** and click **Modify**.

The screenshot shows the 'Administration' tab selected. Under the 'Manage Organizations' dropdown, the 'Custom Labels' option is highlighted. The 'Modify' button next to it is circled in red with the label '5a.1'.

5a.2 The *Select OTC Endpoint* page appears. Select the highest level **OTC Endpoint** for which you want to modify custom labels.

The screenshot shows the 'View Custom Labels' page. It prompts the user to 'Select the top level OTC Endpoint to modify custom labels.' A list of organization hierarchies is displayed, with 'AF - Financial' circled in red and labeled '5a.2'. A 'Cancel' button is at the bottom right.

5a.3 The *Step 1 of 2: Update Custom Labels* page appears. Update the custom label(s) for the organization hierarchy and click **Next**.

Update the labels by:

- Entering a title for your **Organization Hierarchy Labels**
- Entering an agency accounting code title for the **Accounting Code Definition Label**

The screenshot shows the 'Modify Custom Labels' page, Step 1 of 2. It prompts the user to 'Update the custom labels for the organization hierarchy.' There are input fields for 'Organization Hierarchy Labels' (Highest Level, Level 2, Level 1, Level 3, Level 2) and 'Accounting Code Definition Label' (Agency Accounting Code, Account Number - Changed). The 'Next >' button is circled in red with the label '5a.3'.

5a.4 The *Step 2 of 2: Review Custom Labels* page appears. Verify the information is correct and click **Submit**.

The screenshot shows the 'Modify Custom Labels' page, Step 2 of 2. It prompts the user to 'Verify the following information is correct and click Submit to modify the custom labels for the organization hierarchy.' A table shows the updated labels: Highest Level: Changed High level, Level 2: Changed Level 2, Level 3: Changed Level 3. The 'Accounting Code Definition Label' is 'Agency Accounting Code' and 'Account Number - Modified'. The 'Submit' button is circled in red with the label '5a.4'.

5b Set Deposit Processing Options (Modify Processing Options)

5b.1 From the **Manage Organizations** menu, select **Processing Options** and click **Modify**

The screenshot shows the 'Administration' tab selected. Under the 'Manage Organizations' dropdown, the 'Processing Options' option is highlighted. The 'Modify' button next to it is circled in red with the label '5b.1'.

5b.2 The *Step 1 of 3: Select OTC Endpoint* page appears. Select the OTC Endpoint for which you want to modify a processing option.

The screenshot shows the 'Modify Processing Options' page, Step 1 of 3. It prompts the user to 'Select the OTC Endpoint to modify processing options.' A list of organization hierarchies is displayed, with 'Agency-FI - Agencies Using Commercial FIs' circled in red and labeled '5b.2'. A 'Cancel' button is at the bottom right.



5b Set Deposit Processing Options (Modify Processing Options Cont'd)

5b.3 The *Step 2 of 3: Define Processing Options* page appears. Modify the processing option(s).

To modify **Accounting Classifications for Adjustments**, you can update **Default Accounting Codes** by:

- Selecting either **Use parent's values** or **Use my values**
- Entering the search criteria for the accounting code you would like to view and click **Search** (magnifying glass) or Clicking **Search** (magnifying glass) to view accounting codes
- Selecting the accounting code to apply a credit and/or debit adjustment type and click **Apply to Debit** and/or **Apply to Credit**
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update **Default Accounting Code Usage** by:

- Selecting either **Always Use the Default for Deposit Adjustments** or **Default based upon Deposit Subtotals for Deposit Adjustments**
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Select	Account Code	TAS
<input type="checkbox"/>	00090200	
<input checked="" type="checkbox"/>	00X0302	✓
<input type="checkbox"/>	TAS3	
<input type="checkbox"/>	TAS5	
<input type="checkbox"/>	TEST - 1234	
<input type="checkbox"/>	TEST-AAC1	
<input type="checkbox"/>	TEST-AAC10	
<input type="checkbox"/>	TEST-AAC2	
<input type="checkbox"/>	TEST-AAC3	
<input type="checkbox"/>	TEST-AAC4	

To modify **Correspondence**, you can update **Returned Items** by:

- Selecting **Use parent's values** or **Use my values**
- Entering the corresponding address information that you would like to be displayed to a financial institution when return item adjustment is created
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update **Deposit Adjustment** by:

- Selecting **Use parent's values** or **Use my values**
- Entering the corresponding address information that you would like to be displayed to a financial institution when a deposit adjustment is created
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

To modify **Deposit Preparation**, you can update **ITGA Deposit Creation** by:

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** to allow endpoint to create foreign deposits
If the endpoint accepts foreign deposits, enter the **Default foreign currency when creating deposits** details
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy



5b Set Deposit Processing Options (Modify Processing Options Cont'd)

Update **Subtotals and Cash Count** by:

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** for each of the following options
 - Include Sub-totals for Checks/Money Orders and Cash
 - Include Currency count and sub-totals by denomination
 - Include Coin count and sub-totals by denomination
 - Allow changes by an organization lower in hierarchy

Subtotals and Cash Count

Update subtotals and currency/coin counts for deposits
 Use parent's values Use my values

Include sub-totals for Checks/Money Orders and Cash
 Yes No

Include Currency count and sub-totals by denomination
 Yes No

Include coin count and sub-totals by denomination
 Yes No

Allow changes by organization lower in hierarchy
 Yes No

Update **Accounting Code Subtotals** by:

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** radio for each of the following options
 - Allow negative accounting code subtotals
 - Allow changes by an organization lower in hierarchy

Accounting Code Subtotals

Negative Accounting Code Subtotals
 Use parent's values Use my values

Allow negative Accounting Code Subtotals
 Yes No

Allow changes by organization lower in hierarchy
 Yes No

Update **Separation of Duties** by:

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** radio for each of the following options.
 - Deposits must be prepared and approved by different employees (*unless permission is granted otherwise*)
 - Allow changes by an organization lower in hierarchy

Separation of Duties

Update policy requiring separation of duties for deposit preparation and approval
 Use parent's values Use my values

Deposits must be prepared and approved by different employees
 Yes No

Allow changes by organization lower in hierarchy
 Yes No

Modify **Transaction History** by:

- Selecting **Use parent's values** or **Use my values**
- Entering the **Number of days displayed** in the text box (if applicable)
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

5b.4 Cont'd Click **Next**

Transaction History

Update the number of days displayed
 Use parent's values Use my values

Number of days displayed*

Allow changes by organization lower in hierarchy
 Yes No

5b.4

Cont'd

5a.5 The Step 3 of 3: Review the following processing options page appears. Verify the information is correct and click **Submit**.

Modify Processing Options

Step 3 of 3: Review the following processing options
organization(s) will be affected by these processing option modifications

Verify the following information is correct and click Submit to store the processing options.
 Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs

Accounting Classifications for Adjustments

Default Accounting Codes

Adjustment Type	Account Code	TAS
Debit	CODE110	
Credit	70X6697	✓

Inherit Option from Parent: No
 Can Descendant Org Modify: Yes

Default Accounting Code Usage

Default based upon Deposit Subtotals for Deposit Adjustments	Yes
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Correspondence

Returned Items

Agency Name	Agency FI
Attention	
Address Line 1	789 Street
Address Line 2	
City	Kansas City
State/Province	MO
Country	US
Postal Code	63214
Contact Phone Number	123-456-7890
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Deposit Adjustments

Agency Name	Agency FI
Attention	
Address Line 1	789 Street
Address Line 2	
City	Kansas City
State/Province	MO
Country	US
Postal Code	63214
Contact Phone Number	123-456-7890
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Deposit Preparation

ITGA Deposit Creation

Allow endpoint to create foreign deposits	No
Default foreign currency when creating deposits	
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Subtotals and Cash Count

Include sub-totals for Checks/Money Orders and Cash	Yes
Include Currency count and sub-totals by denomination	Yes
Include coin count and sub-totals by denomination	Yes
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Accounting Code Subtotals

Allow negative numbers on accounting sub-total amounts	Yes
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Separation of Duties

Deposits must be prepared and approved by different employees	No
Inherit Option from Parent	No
Can Descendant Org Modify	No

Transaction History

Transaction History

Number of days displayed in Transaction History	45
Inherit Option from Parent	No
Can Descendant Org Modify	No

5b.5



5c Set Deposit Processing Options (Create a User-Defined Field)

To create a **User-Defined Field**, complete the following steps:

5c.1 Click the **Administration** tab. From the **Manage Organization** menu, select **User-Defined Fields** and click **Modify**.

The screenshot shows the 'Administration' tab selected. Under 'Manage Organizations', 'User Defined Fields' is highlighted. The 'Modify' button next to it is circled in red and labeled '5c.1'.

5c.2 The **Select OTC Endpoint** screen appears. Select the highest level organization for which you want to modify user defined fields (UDFs).

The screenshot shows the 'Select OTC Endpoint' screen. A list of organizations is displayed under 'Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs'. 'Agency-FI - Agencies Using Commercial FIs' is circled in red and labeled '5c.2'.

5c.3 The **Step 1 of 3: Select User Defined Field to Maintain** page appears. Click the **Create UDF**.

The screenshot shows the 'Step 1 of 3: Select User Defined Field to Maintain' page. It contains a table with columns: Activity, Label, Description, Display Order, Data Type, and Delete. The 'Create UDF' button at the bottom is circled in red and labeled '5c.3'.

Activity	Label	Description	Display Order	Data Type	Delete
Create Deposit	ada	dawd wedqwr	2	Drop Down List of Alphanumeric Values	<input type="checkbox"/>
Create Deposit Subtotal	new label	new description	1	Drop Down List of Alphanumeric Values	<input type="checkbox"/>
Create Deposit Subtotal	my Deposit Subtotal Label	my Deposit Subtotal Description	2	Drop Down List of Alphanumeric Values	<input type="checkbox"/>

5c.4 The **Step 2 of 3: Modify the User Defined Field** page appears. Add the user defined field, and click **Done**.

You can add a user defined field by:

- Selecting the **Activity** type for the user defined field
- Entering the **Label** and **Description**
- Selecting a **Data Type**. If the **Drop Down List of Alphanumeric Values** **Data Type** is selected, proceed to **List Values** and task 5c.5

- If another **Data Type** is selected, continue entering in information for the fields below and then proceed to step 5c.6.

- **Maximum Input Length** (Maximum length is 255)
- **Minimum Input Length**
- **Display Order Number**

- Selecting **Mandatory** or **Optional** for Activity User Entry

- Click **List Values** and follow 5c.5 (if applicable, if not click **Done**)

The screenshot shows the 'Modify User Defined Fields' page. The 'List Values' button at the bottom right is circled in red and labeled '5c.4'.

5c.5 A **Step 2 of 3 (Continued): Define Permitted Values** page appears. Enter details for both the **Value** and **Description**, and click **Done**.

The screenshot shows the 'Define Permitted Values' page. It contains a table with columns: Value and Description. The 'Done' button at the bottom right is circled in red and labeled '5c.5'.

Delete	Value	Description
<input type="checkbox"/>	1	ChangedA
<input type="checkbox"/>	2	b
<input type="checkbox"/>	3	c
<input type="checkbox"/>	4	d
<input type="checkbox"/>	5	e
<input type="checkbox"/>		

5c.6 The **Step 3 of 3: Review** page appears. Verify the User Defined Field information is correct, and click **Submit**.

The User Defined Fields cannot be modified if it is associated with deposits that are in **Draft** or **Awaiting Approval** status.

The screenshot shows the 'Review' page. It displays a summary of the User Defined Field information. The 'Submit' button at the bottom right is circled in red and labeled '5c.6'.



In this job aid, you will learn how to configure a check capture terminal. Specifically, you will learn how to access terminal configuration, configure system, application and devices application, as well as establish a default OTC Endpoint.

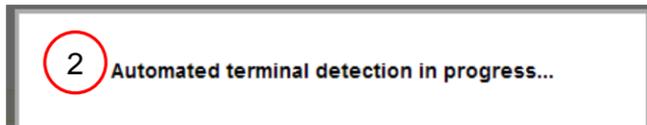
Terminal Configuration - Online (Check Capture Terminal Settings)

To configure a check capture terminal, complete the following steps:

1. Click the **Administration** tab. From the **Manage Check Processing** menu, select **Terminal Configuration** and click **Modify**.



2. The *Step 1 of 4: Gathering Terminal Information* page appears with *Automated terminal detection in progress...* message.
Note: No action is required in this Step.



Application Tip
When the *Automated terminal detection in progress...* message appears, the system reads the desktop settings and displays the appropriate information on the next page.

3. The *Step 2 of 4: Update the Terminal Configuration* page appears. Enter the system configuration.

3.1 Under **System Configuration**, Set **Task Execution** by:

- Clicking **Start up** and/or **Close Batch** for Firmware Upgrade

Application Tip
Firmware Upgrade is an upgrade to the software that identifies the scanner to the computer, as they are available from OTCnet. This task can be configured to perform automatically at either application startup or batch close.

Set **MVD/LVD Usage** by, *optional*:

- Checking or unchecking **Personal Check** and/or **Non Personal** For Customer Present
- Checking or unchecking **Personal Check** and/or **Non Personal** for Customer Not Present

Application Tip
By default all four checkboxes (Personal and/or Non Personal checks and Customer Present and/or Customer Not Present) for (Local Verification Database) LVD Usage are checked and they are optional. If all of them not checked, then LVD verification feature is disabled.

Set **Receipt Printing** by, *optional*

- Checking **Person Present**
- Click the **Manual** or **Automatic** radio button (Check **with preview**)
- Checking **Person Not Present**
- Click the **Manual** or **Automatic** radio button (Check **with preview**)
- Select **Printer Name**, using drop-down menu

Application Tip
Leaving both the **Person Present** and **Person Not Present** fields unchecked results in the disabling of this option. Click the appropriate box(es) if receipts are desired. Choosing **Manual** requires that the operator take additional steps to print the receipt. Choosing **Automatic** results in a receipt printout each time a transaction has been entered. Choosing **With Preview** option allows the operator to see the receipt on the screen prior to the generation of the printout. When the **Person Present** and/or **Person Not Present** fields are clicked, the default setting is **Manual**.

Terminal Configuration
Step 2 of 4: Update the Terminal Configuration

3

3.1

System Configuration

Task Execution

Task Selection	Execute On	Execute On
Firmware Upgrade	<input type="checkbox"/> Start Up	<input checked="" type="checkbox"/> Close Batch

LVD Usage

	Personal Check	Non Personal
Customer Present	<input type="checkbox"/>	<input type="checkbox"/>
Customer Not Present	<input type="checkbox"/>	<input type="checkbox"/>

Receipt Printing

Person Present

Manual
 Automatic with preview

Person Not Present

Manual
 Automatic with preview

Printer Name:

3.2 Under **Application Configuration**,

- Enter the **Terminal ID**

Application Tip
The **Terminal ID** field is available for data entry during initial setup. After the **Terminal ID** is assigned it is protected and cannot be changed.

Application Tip
The **Host Name** field is automatically generated based on your computer's registry and cannot be changed.

- Select **Single** or **Batch** for Processing mode

Application Tip
The **Single** processing mode only allows the user to scan one check at a time. The **Batch** processing mode allows groups of checks to be scanned all at once, prior to the data entry for the items. The **Batch** mode is only available for EC7000i or Panini scanners.

3.2

Application Configuration

Terminal ID: BAH1

Host Name: BAH544404Samamr

Processing: Single
 Batch

Cashflow: Settle Best Method Back Office Processing Only
 Truncate All Items

Batch Control: Optional
 Mandatory

Batch Control Prompts: Prompt on Batch Create
 Prompt on Batch Close



Terminal Configuration - Online *Cont'd* (Check Capture Terminal Settings)

3.2 Under Application Configuration (*Cont'd*),

- Select **Single** or **Batch** for Processing mode

Application Tip

The **Single** processing mode only allows the user to scan one check at a time. The **Batch** processing mode allows groups of checks to be scanned all at once, prior to the data entry for the items. The **Batch** mode is only available for EC7000i or Panini scanners.

- Select **Settle Best Method** or **Truncate All Items** for Cashflow - Check **Back office Processing Only**

Application Tip

The **Settle Best Method** is the default selection and when selected exclusively on the configuration screen, all processing methods (Customer Present, Customer Not Present, and Back Office) are allowed for either personal or non personal items on the Entry Screen. The **Back Office** Processing method should be used by agencies that receive payments in person, and then scan the checks at a later time in a controlled, back office environment. **Truncate All Items** represents only non-personal items are allowed (for all processing methods) on the Entry Screen.

Application Tip

If the **Batch Control** is set to **Optional**, OTCnet prompts the user to use the batch control. If the **Batch Control** is set to **Mandatory**, OTCnet prompts for batch control totals.

- Select **Optional** or **Mandatory** for Batch Control
- Click **Prompt on batch Create** and/or **Prompt on batch Close** for Batch control Prompts

Application Configuration 3.2 *Cont'd*

Terminal ID	BAH1	
Host Name	BAH544404Samamr	
Processing	<input checked="" type="radio"/> Single	<input type="radio"/> Batch
Cashflow	<input checked="" type="radio"/> Settle Best Method	<input type="checkbox"/> Back Office Processing Only
	<input type="radio"/> Truncate All Items	
Batch Control	<input checked="" type="radio"/> Optional	<input type="radio"/> Mandatory
Batch Control Prompts	<input type="checkbox"/> Prompt on Batch Create	<input checked="" type="checkbox"/> Prompt on Batch Close

3.3 Under Devices Application,

- Select the **Scanner** model, *required*

Scanner Types

EC7000i	This scanner will automatically scan both sides of a check and can scan in single or batch method (two or more checks in a batch)
EC6000i	This scanner will prompt you to scan the back side of a check and scans only in single method
EC5000i	This scanner will prompt you to scan both sides of a check and can scan only in single method
Panini MyVision X	This scanner will automatically scan both sides of a check and can scan in single or batch method (two or more checks in a batch)

- Select **USB Port** or **Serial Port**, *required* - Select the Serial Port type
- Check **Franking Enabled**, *optional*

Application Tip

The **Franking Enabled** option is only available for EC6000i and EC7000i scanners. This option allows the scanner to automatically stamp checks with the words *Electronically Presented* upon completion of the each check scan.

- Check **Keypad Enabled**, *optional*

Application Tip

The **Keypad Enabled** option is available when electing to use the optional Yes/No keypad. Enabling the keypad allows the check writer to confirm the transaction dollar amount via the keypad.

- Check **Pass Through Channel** or **Serial Port** for **Keypad Communication Channel**, *if applicable, required*

Application Tip

If **Keypad Enabled** option is enabled, then **Pass Through Channel** or **Serial Port** is available for selection.

3.4 Click Next.

Devices Configuration 3.3

Scanner	RDM EC7000i	
Communication Channel	<input checked="" type="radio"/> USB Port	<input type="radio"/> Serial Port
		COM4
Franking Enabled	<input type="checkbox"/>	
Keypad Enabled	<input type="checkbox"/>	
Keypad Communication Channel	<input checked="" type="radio"/> Pass Through Channel	<input type="radio"/> Serial Port
		COM4

3.4 Cancel Next >>

4. The Step 3 of 4: Update the Configured OTC Endpoints page appears.

4.1 Under Available OTC Endpoints,

- Select the **OTC Endpoint(s)** you want to **Add** by checking the box(es) under the **Add** column, and click **Add**

Application Tip

The OTC Endpoints are permission based and are only visible to users with the appropriate permissions.

Terminal Configuration

Step 3 of 4: Update the Configured OTC Endpoints

Available OTC Endpoints 3.2 << Page 1 >> of 1 Pages

ALC+2	OTC Endpoint	Form Version	Description	Add
0000107125	L3FRB STLs	1015	Level 3 Agency-FRB St. Louis	<input type="checkbox"/>
8888888802	8888888802	1010	Pseudo ALC+2-8888888802	<input type="checkbox"/>
8888888803	8888888803	1010	Pseudo ALC+2-8888888803	<input type="checkbox"/>
0000010712	Region2FRB	1003	Region 2-FRB	<input type="checkbox"/>
9999999905	SreeLLEnd2	1010	SreeLLEnd2	<input type="checkbox"/>

Add >>



Terminal Configuration - Online *Cont'd* (Check Capture Terminal Settings)

4.2 Under **Configure OTC Endpoint**,

- Select a **Default OTC Endpoint**, *required*

Application Tip

Selecting a **Default OTC Endpoint** determines which OTC Endpoint to use when performing Scan Checks actions.

Application Tip

At least one **Default OTC Endpoint** is required per terminal.

4.3 Under **Configure OTC Endpoint**,

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description	Remove [Check All / Uncheck All]
<input checked="" type="radio"/> 4.2	432123456	Test3	1000	Test3	<input type="checkbox"/>
<input type="radio"/>	999999902	999999902	1007	TEST Location	<input type="checkbox"/>
<input type="radio"/>	0000879701	GT8	1010	GT8	<input type="checkbox"/>
<input type="radio"/>	0000001040	LL1	2000	LL1	<input type="checkbox"/>
<input type="radio"/>	9876543210	9876543210	1010	9876543210	<input type="checkbox"/>
<input type="radio"/>	999999901	999999901	1010	test89	<input type="checkbox"/>
<input type="radio"/>	9999999ST2	SSLL1	1007	SSLL1	<input type="checkbox"/>
<input checked="" type="radio"/>	7777777LE1	GT1	1020	GT1	<input type="checkbox"/>
<input type="radio"/>	1234567899	Test2	1002	Test2	<input type="checkbox"/>
<input type="radio"/>	4567890111	LFuncTest1	1002	LfunctionTestLowerLevel	<input type="checkbox"/>

4.3

Previous Cancel Next

5. The **Step 4 of 4: Review the Terminal Configuration** page appears.

5.1. Verify the Terminal Configuration is correct. Click **Edit** if you need to modify the information entered.

5.2 Click **Submit**.

Application Tip

A **Confirmation** page appears stating that the Terminal Configuration record has been updated.

Terminal Configuration 5

Step 4 of 4: Review the Terminal Configuration

Please review the Terminal Configuration record and click submit to save the changes

OTC Endpoint Configuration 5.1 [\[Edit\]](#)

Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
	3432123456	Test3	1000	Test3
	999999902	999999902	1007	TEST Location
	0000879701	GT8	1010	GT8
	0000001040	LL1	2000	LL1
	9876543210	9876543210	1010	9876543210
	999999901	999999901	1010	test89
	9999999ST2	SSLL1	1007	SSLL1
<input checked="" type="checkbox"/>	7777777LE1	GT1	1020	GT1
	1234567899	Test2	1002	Test2
	4567890111	LFuncTest1	1002	LfunctionTestLowerLevel

Added OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
	0000107125	L3FRB STLs	1015	Level 3 Agency-FRB St. Louis
	888888802	888888802	1010	Pseudo ALC+2-888888802
	888888803	888888803	1010	Pseudo ALC+2-888888803
	000010712	Region2FRB	1003	Region 2-FRB
	999999905	SreelLEnd2	1010	SreelLEnd2

Removed OTC Endpoints

There are no OTC Endpoints Removed

System Configuration [\[Edit\]](#)

Task Execution

Task Selection	Execute On Start Up	Execute On Close Batch
Firmware Upgrade		<input checked="" type="checkbox"/>

LVD Usage

	Personal Check	Non Personal
Customer Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer Not Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Receipt Printing

Person Present	Manual
Person Not Present	Manual
Printer Name	CutePDF Writer

Application Configuration [\[Edit\]](#)

Terminal ID	BAH1
Host Name	BAH544404Samamr
Processing	Single
Cashflow	Settle Best Method
Batch Control	Optional
Batch Control Prompts	Prompts on Batch Close

Devices Configuration [\[Edit\]](#)

Scanner	RDM EC7000i
Communication Channel	USB Port
Franking Enabled	
Keypad Enabled	
Keypad Communication Channel	

5.2

Previous Cancel Submit

NOTE: This job aid is not intended to replace **Chapter 4 (Managing Your Agency's Hierarchy)**, **Chapter 5 (Configuring Deposit Processing Settings)** or **Chapter 7 (Configuring Check Capture Settings)** of the OTCnet Administration Participant User Guide.