



OTCnetSM
Deposits Made Simple

Chapter 1: Introduction to OTCnet and Overview of Participant User Guide Content

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Introduction to OTCnet and Overview of OTCnet Participant User Guide Content* includes:

- Administration Users
- Deposit Processing and Reporting Users
- Check Capture, Check Processing and Reporting Users
- Viewers

Overview

Welcome to *Introduction to OTCnet Overview and OTCnet Course Content*. In this chapter, you will learn:

- The introduction to OTCnet
- The overview of OTCnet participant user guide content

Topics

This chapter is organized by the following topics:

1. Introduction to OTCnet
2. Overview of OTCnet Participant User Guide Content

Topic 1. Introduction to OTCnet

Overview

The Financial Management Service (FMS) Over the Counter Revenue Collection Division (OTCD) provides Over the Counter Channel Application (OTCnetSM) financial services to facilitate the prompt electronic processing and reporting of deposits and transaction activity. OTCnet financial services include retail transactions made at agency offices, face-to-face collection points, and point of sale (POS) locations throughout the US and abroad.

The OTCD oversees the systems, networks, and program infrastructure which enables us to provide world class OTCnet financial services to include the collection of checks, cash and coins transacted at agency POS locations around the globe. The OTCD is responsible for implementing a coordinated government wide strategy for the collection of over the counter transaction and deposit activity (cash, card, check, foreign checks/currency, seized currency), and the transition from paper checks to electronic mechanisms.

OTCnet financial services is a secure web-based system combining the functionality and features of two former applications, Paper Check Conversion Over the Counter (PCC OTC), which electronically processed US checks presented for cashing or payment; and Treasury General Account Deposit Network (TGAnet), which processed US currency, foreign currency cash and foreign check item deposits. OTCnet financial services offers agencies superior customer service and high quality e-commerce solutions for collections and reporting needs.

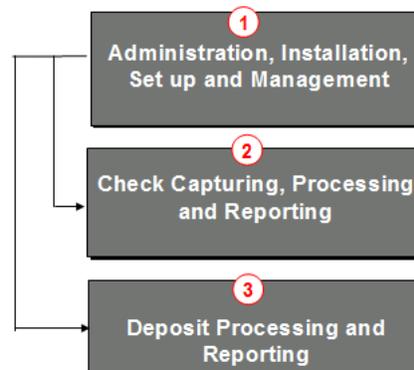
OTCnet financial services will:

- Electronically process US checks presented for cashing, payment or deposit
- Process US currency, foreign currency cash and foreign check item deposits
- Automate the collection and settlement process
- Provide online reporting and research capability for reconciliation and inquiries
- Improve deposit history record keeping

OTCnet Elements

OTCnet is comprised of three elements; (1) Administration, (2) Check Capture, Check Processing and Reporting and (3) Deposit Processing and Reporting. The Administration element is a component of the Check Capture, Check Processing and Reporting as well as Deposit Processing and Reporting, as demonstrated in Figure 1 below.

Figure 1. OTCnet Elements



The three elements of OTCnet are defined as follows:

1. **Administration** allows for those with administrative permissions to install, setup users, and manage OTCnet
2. **Deposit Processing:** permits Federal agencies the ability to create and submit deposits for confirmation. This platform also allows for Financial Institutions to confirm those deposits and create adjustments electronically. Deposits can be created for US currency, foreign cash and foreign check items
3. **Check Capturing, Check Processing:** converts personal and business checks into electronic fund transfers. Transactions can be consumer, consumer accounts receivable, and business transactions.

OTCnet Process Flow: Check Capture, Check Processing and Reporting

Check Capture and Check Processing involves converting paper checks received over the counter or through the mail into electronic debits to the check writer's account. The process is highly automated and greatly improves the collection, reconciliation, research and reporting processes associated with Federal Agency check collections.

In OTCnet, your Agency uses a scanner to capture the front and back of each check. In OTCnet Online, the image is available immediately; in OTCnet Offline, the image is stored locally. You can also access Transaction Reporting System (TRS) to retrieve deposit information.

The captured image of the check is stored for seven years in OTCnet. You can search the check images as well as the check capture and transaction data throughout the CIRA (Check Image and Research Archive) Query feature within OTCnet.

OTCnet sends deposit voucher information to TRS. TRS sends accounting entries with Treasury Account Symbol/Business Event Type Code (TAS/BETC) or Classification Keys (C-Keys) to Central Accounting Reporting System/Government Wide Accounting (CARS/GWA). CARS/GWA invokes Shared Account Module (SAM) to validate, translate or default the TAS/BETC based on the accounting information received on the transaction.

OTCnet sends captured check data to Debit Gateway at the Federal Reserve Bank Cleveland (FRB-CL), who then sends the data to the appropriate Financial Institutions (FIs) either through FedACH (personal check) or Check 21 (non-personal check) where the check was written. Table 1 below identifies acceptable forms of FedACH and Check 21 payment types.

Note: OTCnet only captures TAS strings and C-Keys in Release 1.3.

What is ACH?

The ACH Network is a nationwide batch-oriented electronic funds transfer system governed by the NACHA (National Automated Clearing House Association) operating rules which provide for the interbank clearing of electronic payments for participating depository financial institutions. The Federal Reserve and Electronic Payments Network act as ACH Operators, central clearing facilities through which financial institutions transmit or receive ACH entries. ACH payments include:

- Direct Deposit of payroll, Social Security and other government benefits, and tax refunds;
- Direct Payment of consumer bills such as mortgages, loans, utility bills and insurance premiums;
- Business-to-business payments;
- E checks;
- E commerce payments;
- Federal, state and local tax payments.

What is Check 21?

Check 21, also known as 'Check Clearing for the 21st Century' Act, was signed into law on October 28, 2003. Provisions of the law took effect on October 28, 2004. It is important to understand the effects of Check 21 on OTCnet. Check 21 provides the legal framework for the creation of substitute checks, which can be used in place of the original paper document, without an agreement in place with other financial institutions. A substitute check is a paper reproduction of the original check. To meet legal requirements, a substitute check must:

- Contain an image of the front and back of the original check.
- Bear a legend that states, "This is a legal copy of your check. You can use it the same way you would use the original check."
- Display a MICR line containing all information appearing on the MICR line of the original check.

- Conform in paper stock, dimension, and otherwise, with generally applicable industry standards for substitute checks.
- Be suitable for automated processing in the same manner as the original check.

Note: All non-personal items are processed via Check 21.

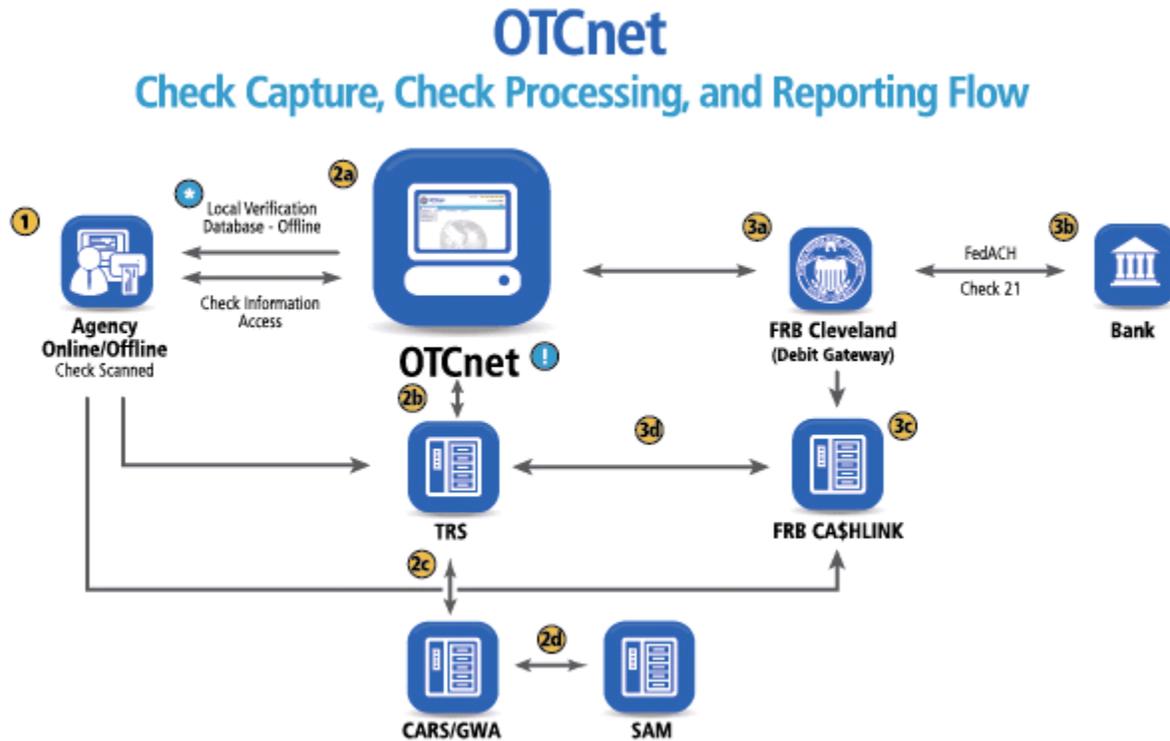
Overall, this legislation has modernized the nation’s check payments system. Check 21 is designed to foster innovation in the payments system and to enhance its efficiency by reducing some of the legal impediments to check truncation. ALL payment instruments are eligible for processing under OTCnet, including Business Checks, Money orders, Treasury checks, Credit card checks, Traveler’s checks, Cashier’s checks, Official checks, Third-party checks, Payroll checks and checks drawn on state or local government. Check 21 requires financial institutions to accept a substitute check from a presenting institute and grant it equivalent status as the original check, if the substitute check meets prescribed requirements. It also requires a reconverting bank to meet the warranties and indemnities enacted through the legislation and subsequent regulations. Check 21 requires financial institutions to provide education to individual consumers on substitute checks and consumer recredit rights. For more information on Check 21, visit: <http://www.frbervices.org/Retail/Check21.html>

Table 1: FedACH and Check 21

FedACH	Check 21
<ul style="list-style-type: none"> • Direct Deposit of payroll, Social Security and other government benefits, and tax refunds • Direct Payment of consumer bills such as mortgages, loans, utility bills and insurance premiums • Business-to-business payments • E checks • E commerce payments • Federal, state and local tax payments 	<ul style="list-style-type: none"> • Business Checks • Money Orders • Treasury Checks • Credit Card Checks • Traveler’s Checks • Cashier’s Checks • Official Checks • Third-party Checks • Payroll Checks • Checks drawn on state or local government • Personal Check (No Notice) • Personal Check (Opt Out)

FRB Cleveland sends the accounting information to FRB CA\$HLINK II and makes your reporting information available (eg. SF215 and SF5515) the next business day in OTCnet. FRB CA\$HLINK sends the deposit information to TRS (see complete Check Capture and Check Processing and Reporting Process flow in Figure 2 below).

Figure 2. Check Capture, Check Processing and Reporting Process Flow



If your Agency uses the Master Verification Database (MVD) (which provides downloads of prior negative check information and blocked items) and is working offline, the information is passed to the agency's Local Verification Database (LVD) when each batch is closed. The LVD is then used to determine the check writer's status and implement your Agency's bad check policy if applicable.

OTCnet Process Flow: Deposit Processing and Reporting

Deposit Processing electronically collects and automates US and Foreign funds which facilitates the classification of Treasury collections on a daily basis.

FI Commercial Process Flow

As shown In Figure 3 below, the Deposit Preparer electronically fills out the SF215 (deposit ticket) using OTCnet and prints out the deposit ticket. The bank deposit ticket, SF215 (deposit ticket), cash, and checks (US and foreign) are taken to your Financial Institution (FI). At the FI, the Deposit Confirmer confirms the deposit, rejects the deposit or creates an adjustment to the deposit using OTCnet.

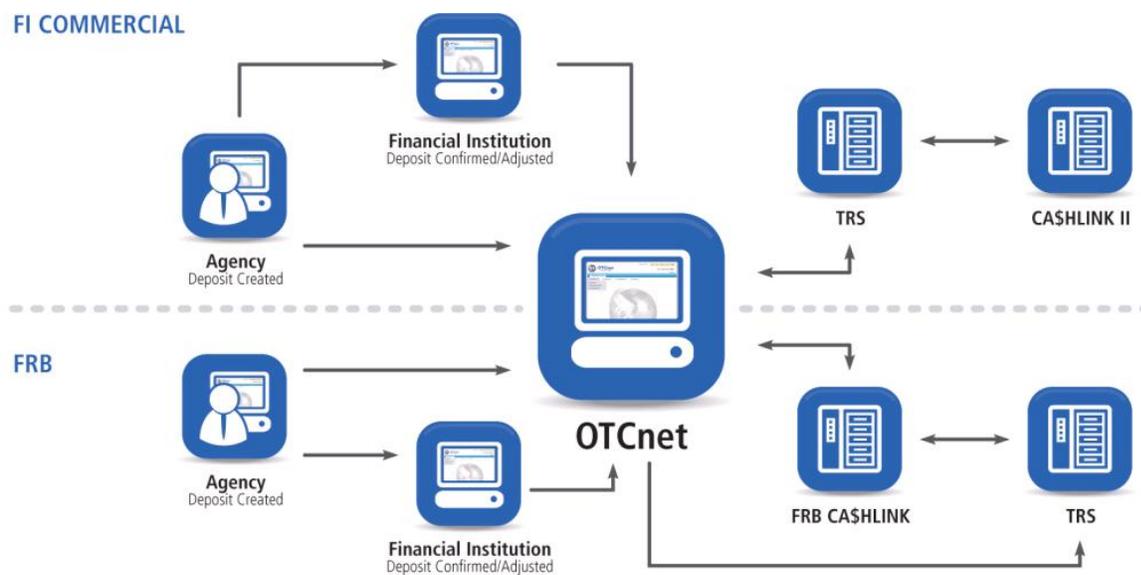
OTCnet sends deposit voucher information to Transaction Reporting System (TRS) for reconciliation and makes it available to CA\$HLINK II. CA\$HLINK II obtains the reconciled deposit data from TRS and makes it accessible in OTCnet for agency retrieval.

FRB Process Flow

As shown in Figure 3 below, the Deposit Preparer electronically fills out the SF215 (deposit ticket) using OTCnet and prints out the deposit ticket. The bank deposit ticket, SF215 (deposit ticket), cash, and checks (US and foreign) are taken to your Financial Institution (FI). At the FI, the Deposit Confirmer confirms the deposit, rejects the deposit or creates an adjustment to the deposit using OTCnet.

FRB CA\$HLINK II receives deposit information from OTCnet, facilitates settlement with the US Treasury and sends the information to TRS for reconciliation and makes it available to agencies through OTCnet, which also sends deposit voucher information to TRS.

Figure 3. Deposit Processing and Reporting Process Flow



The Deposit Preparer and Deposit Viewer can access OTCnet to view their deposit ticket information, as well as access reports, receive rejections, and view adjustments.

OTCnet End Users

In OTCnet, there are three functional areas which allow users to focus on relevant tasks. The role you will hold is based on the types of tasks you will perform. You may perform tasks that fall under the following functionality of OTCnet; (1) Administration, (2) Check Capture, Processing and Reporting and (3) Deposit Processing and Reporting.

Under Administration, six users with varying degrees of permission can perform administrative duties which include tasks such as user management and system installation activities. They include a Check Capture Administrator, Check Capture Supervisor, Primary Local Security Administrator, Local Security Administrator, Accounting Specialist and Local Accounting Specialist.

For Check Capture, Processing and Reporting access, seven roles have permission to capture checks, process checks, access reports or edit /view the MVD.

Those who carry Deposit Processing and Reporting roles, can create deposits, approve, confirm (reject or adjust), and/or view information. There are a total of five users who can perform these functions. See Figure 4 for details.

Figure 4. User Roles

Administration	Check Capture/ Check Processing and Reporting	Deposit Processing and Reporting
<p>Agency</p> <ul style="list-style-type: none"> ▪ Check Capture Supervisor ▪ Check Capture Administrator ▪ Accounting Specialist/ Local Accounting Specialist 	<p>Agency</p> <ul style="list-style-type: none"> ▪ Check Capture Operator ▪ Check Capture Lead Operator ▪ Check Capture Supervisor ▪ *Batch Approver ▪ *Batch Uploader ▪ Master Verification Database (MVD) Editor ▪ Master Verification Database (MVD) Viewer 	<p>Agency</p> <ul style="list-style-type: none"> ▪ Deposit Preparer ▪ Deposit Approver ▪ Viewer
<p>Financial Institution/ Federal Reserve</p> <ul style="list-style-type: none"> ▪ Primary/ Local Security Administrator 		<p>Financial Institution/ Federal Reserve</p> <ul style="list-style-type: none"> ▪ Deposit Confirmer ▪ Viewer

** Considered sub-roles. Assigned to users with existing roles.*

OTCnet User Roles Guide for Agencies and Financial Institutions

OTCnet was developed to allow individual users access to be granted specific roles that will enable them to perform the duties they need to carry out their job responsibilities. The following tables illustrate which Check Capture, Check Processing, and Deposit Reporting roles can be combined and assigned to individual Agency and Financial Institution (FI) users.

Table 2: OTCnet Agency and Financial Institution User Roles Guide

OTCnet Agency and Financial Institution User Roles Guide				
Role Name	Role Description	Assignable By	Applicable For	
			Check Capture	Deposit Reporting
Accounting Specialist	The agency user in this role is an expert on the organizational structure, reporting needs and accounting rules for their agency. This role will establish and maintain the organizational foundation, accounting data and accounting relationships at the highest level of the agency in OTCnet.	Agency PLSA, LSA		•
Agency Local Security Administrator (LSA)	The agency user in this role will maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. LSAs can also view security reports.	Agency PLSA	•	•
Agency Primary Local Security Administrator (PLSA)	The agency user in this role has the same capabilities as an LSA, with the additional capability of creating and modifying LSAs for their organization. There can only be one PLSA per agency.	FMS OTCnet Customer Support Team	•	•
Agency Manager	The agency user in this role can view/download CIRA CSV reports, run CIRA queries and view other general reports such as the SF215 Deposit Ticket and 5515 Debit Voucher reports.	Agency PLSA, LSA	•	
Batch Approver	The user assigned this role will have the ability to approve a batch either prior to batch upload (from Offline) or when a batch is uploaded/submitted to OTCnet but not yet approved. This permission is granted especially when, in offline mode, a user has configured the terminal to upload a batch upon Batch Close. An example of this permission applies to a Check Capture Operator: though a terminal may be configured to upload upon close, an Operator is able to close a batch but does not inherently have Upload permissions, therefore the user's permissions will override the terminal configuration, and the batch will not be automatically uploaded. Providing this permission along with Batch Uploader allows for the Check Capture Operator to auto-upload the batch upon close. This role should be granted in limited cases at sites where there is a need for the Operator to perform this function without a Supervisor present. <i>Note: This role only applies to the Offline version of OTCnet.</i>	Agency PLSA, LSA	•	

OTCnet Agency and Financial Institution User Roles Guide				
Role Name	Role Description	Assignable By	Applicable For	
			Check Capture	Deposit Reporting
Batch Uploader	<p>The user assigned this role will have the ability to upload a batch from Offline OTCnet to the online database; this user has no other permissions, and therefore should typically be granted to a Check Capture Operator and Lead Operator. This permission is granted especially when, in offline mode, a user has configured the terminal to upload a batch upon Batch Close. An example of this permission applies to a Check Capture Operator: though a terminal may be configured to upload upon close, an Operator is able to close a batch but does not inherently have Upload permissions, therefore the user's permissions will override the terminal configuration, and the batch will not be automatically uploaded. Providing this permission along with Batch Approver allows for the Check Capture Operator to auto-upload the batch upon close. This role should be granted in limited cases at sites where there is a need for the Operator to perform this function without a Supervisor present.</p> <p><i>Note: This role only applies to the Offline version of OTCnet.</i></p>	Agency PLSA,LSA	•	
Check Capture Administrator	<p>The agency user in this role has the capability to define and modify the check capture sites as well as manage accounting codes and modify endpoint mappings. For example, this user be able to setup the location policy and location group. Additionally, this user is able to view, modify, and import accounting codes and modify endpoint mappings. This user can also configure the Check Capture functions and perform upgrades of the application as well as has the permission to download user profiles for the site. Lastly, this user has the permission to download software or firmware to the terminal using the Download Check Capture application permission.</p>	Agency PLSA,LSA	•	
Check Capture Lead Operator	<p>The agency user that has the authorization to in scan checks into a batch, close a batch, balance check amounts and enter batch control values during batch closing. Additionally, the user can enter/apply the Accounting Code at the time of scanning checks is established. 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.</p>	Agency PLSA,LSA	•	

Check Capture Operator	The agency user that has the authorization to in scan checks into a batch, close a batch, balance check amounts and enter batch control values during batch closing. Additionally, the user can enter/apply the Accounting Code at the time of scanning checks is established. 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	Agency PLSA,LSA	•	
Check Capture Supervisor	The agency user in this role is the most powerful user on the Check Capture site. The user can perform almost all the functions in Check Capture including accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, accept checks with poor quality, as well as view, modify, import, and modify endpoint mappings. However, this user does not have any permissions associated with scanning checks. To ensure “checks and balances,” scanning checks is reserved for a Check Capture Operator or Lead Operator only.	Agency PLSA,LSA	•	
CIRA Viewer	The agency user in this role can only view organization endpoints and CIRA records. This is the check processing role with the lowest level of access.	Agency PLSA,LSA	•	
Deposit Approver	The agency user in this role will approve the deposit report and submit the information to the TGA financial institution.	Agency PLSA,LSA		•
Deposit Preparer	The agency user in this role prepares the deposit ticket and supporting information for transmission to the TGA financial institution.	Agency PLSA,LSA		•
FPA Viewer	The agency user in this role will only be able to search / view deposit and adjustments, and produce reports from it.	Agency PLSA,LSA		•
Local Accounting Specialist	The agency user in this role is an expert on the organizational structure, reporting needs and accounting rules for its depositing and lower level endpoints. This role will establish and maintain the organizational structure, accounting code mappings to individual endpoints and the processing options that one or more lower level endpoints will use in OTCnet.	Agency PLSA,LSA		•
MVD Editor	The agency user in this role can create, update and read verification records. This role can also download CSV formatted reports.	Agency PLSA,LSA	•	
MVD Viewer	The agency user in this role can read CIRA records in addition to read verification records and read block records containing only ABA permissions. This role also has the permission to download CSV formatted reports.	Agency PLSA,LSA	•	
View Report	The agency user in this role will have access to agency reports with the exception of the CIRA CSV report.	Agency PLSA,LSA	•	•
Deposit Confirmer	The financial institution user in this role will verify the submitted deposit ticket, reject the deposit ticket if necessary, forward the information to the Treasury, and create adjustments, as necessary.	Financial Institution PLSA,LSA		•

FI Viewer	The financial institution user in this role will only be able to search / view deposit and adjustments, view Financial Institution information and produce reports from it.	Financial Institution PLSA,LSA		•
Financial Institution Local Security Administrator (LSA)	The financial institution/federal reserve bank user in this role will maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access.	Financial Institution PLSA		•
Financial Institution Primary Local Security Administrator (PLSA)	The financial institution/federal reserve bank user in this role has the same capabilities as an LSA, with the additional capability of creating and modifying LSAs for their organization. There can only be one PLSA per financial institution.	FMS OTCnet Customer Support Team		•
FRB Confirmer	The FRB user in this role will verify the submitted deposit ticket, reject the deposit ticket if necessary, forward the information to the Treasury, and create adjustments as necessary.	Financial Institution PLSA, LSA		•
FRB Viewer	The FRB user in this role will only be able to search / view deposit and adjustments, view FRB information and produce reports from it.	Financial Institution PLSA,LSA		•

OTCnet Agency Deposit Reporting User Roles Combinations

OTCnet was developed to allow individual users to be granted specific roles that will enable them to perform the duties they need to carry out their job responsibilities. The following tables illustrate which Deposit Reporting and Check Capture roles can be combined and assigned to an individual Agency user. Start by viewing the user roles columns at the top. All cells that contain a “•” in the column denote that the corresponding user role in the row on the left can be assigned to this user role.

Table 3: OTCnet Agency Deposit Processing User Roles

OTCnet Agency Deposit Reporting User Roles							
Deposit Reporting and Check Capture User Roles	Agency PLSA	Agency LSA	Accounting Specialist	Local Accounting Specialist	Deposit Preparer	Deposit Approver	FPA Viewer
Agency PLSA	•						•
Agency LSA		•					•
Accounting Specialist			•	•	•	•	•
Local Accounting Specialist			•	•	•	•	•
Deposit Preparer			•	•	•	•	•
Deposit Approver			•	•	•	•	•
FPA Viewer	•	•	•	•	•	•	•
Agency Manager							
CIRA Viewer			•	•	•	•	
View Report			•	•	•	•	
MVD Editor			•	•	•	•	
MVD Viewer	•	•	•	•	•	•	

OTCnet Agency Deposit Reporting User Roles							
Deposit Reporting and Check Capture User Roles	Agency PLSA	Agency LSA	Accounting Specialist	Local Accounting Specialist	Deposit Preparer	Deposit Approver	FPA Viewer
Check Capture Operator			•	•	•	•	
Check Capture Lead Operator			•	•	•	•	
Check Capture Administrator		•	•	•	•	•	
Check Capture Supervisor			•	•	•	•	

OTCnet Agency Check Capture User Roles

OTCnet was developed to allow individual users to be granted specific roles that will enable them to perform the duties they need to carry out their job responsibilities. The following tables illustrate which Deposit Reporting and Check Capture roles can be combined and assigned to an individual Agency user. Start by viewing the user roles columns at the top. All cells that contain a “•” in the column denote that the corresponding user role in the row on the left can be assigned to this user role.

Table 4: OTCnet Agency Check Capture User Roles

OTCnet Agency Check Capture User Roles											
Deposit Reporting and Check Capture User Roles	Agency Manager	CIRA Viewer	View Report	MVD Editor	MVD Viewer	Check Capture Operator	Check Capture Lead Operator	Check Capture Administrator	Check Capture Supervisor	Batch Approver	Batch Uploader
Agency PLSA					•						
Agency LSA					•			•			
Accounting Specialist		•	•	•	•	•	•	•	•		
Local Accounting Specialist		•	•	•	•	•	•	•	•		
Deposit Preparer		•	•	•	•	•	•	•	•		
Deposit Approver		•	•	•	•	•	•	•	•		
Agency Manager	•			•				•	•		
CIRA Viewer		•	•	•	•	•	•	•	•		
View Report		•	•	•	•	•	•	•	•		
MVD Editor	•	•	•	•	•	•	•	•	•		
MVD Viewer		•	•	•	•	•	•	•	•		
Check Capture Operator		•	•	•	•	•				•	•
Check Capture Lead Operator		•	•	•	•		•	•	•	•	•
Check Capture Administrator	•	•	•	•	•		•	•	•		
Check Capture Supervisor	•	•	•	•	•		•	•	•		
Batch Approver						•	•				
Batch Uploader						•	•				

OTCnet Financial Institution User Roles

OTCnet was developed to allow individual users to be granted specific roles that will enable them to perform the duties they need to carry out their job responsibilities. The table below illustrates which Financial Institution roles can be combined and assigned to an individual Financial Institution user. Start by viewing the user roles columns at the top. All cells that contain a “•” in the column denote that the corresponding user role in the row on the left can be assigned to this user role.

Table 5: OTCnet Financial Institution User Roles

OTCnet Financial Institution User Roles				
Financial Institution Roles	FI PLSA	FI LSA	FI Confirmer	FI Viewer
FI PLSA	•			•
FI LSA		•		•
FI Confirmer			•	•
FI Viewer	•	•	•	•

Table 6 provides a breakdown of permissions at the Federal Program Agency level as well as the Financial Institution / Federal Reserve Bank Financial Institution level. They include Primary Local Security Administrator, Local Security Administrator, Accounting Specialist, Local Accounting Specialist, Deposit Preparer, Deposit Approver, Viewer and Deposit Confirmer.

Table 6: Deposit Processing and Reporting Roles

	Federal Program Agency							Financial Institution/ FRB FI			
	PLSA	LSA	Acc Spec	Acc Spec Local	Preparer	Approver	Viewer	PLSA	LSA	Confirmer	Viewer
Add/Update/Delete a User	•	•						•	•		
Reset Password	•	•						•	•		
Manage Own Account	•	•	•	•	•	•	•	•	•	•	•
OTCnet Logon and Homepage	•	•	•	•	•	•	•	•	•	•	•
Create/Modify Deposit					•						
Submit Deposit						•					
Confirm/Reject Deposit										•	
View Deposit/Adjustment Detail					•	•	•			•	•
Search Deposit/Adjustment					•	•	•			•	•

Table 7 specifies OTCnet Check Capture roles and permissions at the Agency level. They include the Check Capture Operator, Check Capture Lead Operator, Check Capture Administrator and Check Capture Supervisor roles.

Table 7: Check Capture Roles

	Federal Program Agency						
	Check Capture Operator	Check Capture Lead Operator	Check Capture Administrator	Check Capture Supervisor	* Batch Approver	* Batch Uploader	Online/Offline
Authorize Duplicates				•			Online/Offline
Authorize MICR Correction				•			Online/Offline
Authorize Poor Image Quality							Online/Offline
Balance Check Amounts		•		•			Online/Offline
Change Batch Control Values	•	•		•			Online/Offline
Change Batch Status				•			Online/Offline
Close Batch	•	•		•			Online/Offline
Edit Batch		•		•			Online/Offline
Change Mode	•	•					Online/Offline
Configure Check Capture System (settings)			•	•			Online/Offline
View Check Capture System Configuration	•	•	•	•			Online/Offline
Configure Batch Manager	•	•	•	•			Online/Offline
Override Verification				•			Online/Offline
Process Transactions (Scan Checks)	•	•					Online/Offline
Approve/Submit Batch				•	•		Online/Offline
View Batch List	•	•	•	•			Online/Offline
Void Item During Balancing				•	•		Online/Offline
Void Transaction				•	•		Online/Offline
Check Capture System Maintenance (Upgrade Scanner Firmware)			•	•			Online/Offline
Check Capture System Maintenance (Upgrade Application from Online)			•	•			Offline
Check Capture System Maintenance (Upgrade Form from Online)			•	•			Offline
Upload Batch				•		•	Offline
Acknowledge Batch				•		•	Offline

Recover From Secondary Storage				•			Offline
Reset LVD			•	•			Offline
Update LVD		•		•			Offline
Authorize Old Verification				•			Offline
Download Check Capture Application			•				Offline
View Activity Log			•	•			Offline
Read/View Audit Check Capture Module (Partial – Access User's Own Activities Only)	•	•					Offline
Manage Users			•				Offline
Download User Profiles			•				Offline
Update User Profiles			•				Offline
Download OTC Endpoints			•				Offline
Update OTC Endpoints (Offline)			•	•			Offline
* Considered sub-roles. Assigned to users with existing roles.							

The final table below shows the OTCnet Check Processing and Reporting user roles and their associated permissions. Table 8 provides a breakdown of permissions at the Agency level. They include the Check Capture Operator, Check Capture Lead Operator, Check Capture Administrator, Check Capture Supervisor, MVD Editor and MVD Viewer roles.

Table 8: Check Processing and Reporting

	Federal Program Agency									
	Agency Manager	Check capture Operator	Check Capture Lead Operator	Check Capture Administrator	Check Capture Supervisor	* CIRA Viewer	* View Reports	MVD Editor	MVD Viewer	* Batch Approver
Manage Own Account	•	•	•	•	•	•		•	•	
OTCnet Logon and Homepage	•	•	•	•	•	•		•	•	
Modify Organization Hierarchy				•						
Delete Organization Hierarchy				•						
View organization Hierarchy	•	•	•	•	•	•		•	•	
Search Organization	•	•	•	•	•	•		•	•	
Modify Accounting Codes				•	•					

Import Accounting Codes				•	•					
View Accounting Codes				•	•					
Modify Endpoint Mappings				•	•					
Create/Modify Verification Records								•		
View Verification Records								•	•	
Read Block Record Containing Only an ABA								•	•	
Create/Modify Check Capture Site				•						
Download Firmware /OTCnet Application				•						
View CIRA	•					•		•	•	
Read/View Audit Admin (Partial)				•						
Read/View Audit Check Capture				•						
Read/View Audit Check Capture Module (Partial)					•					
Read/View Audit Check Capture Module (Partial – User’s Own Activity)		•	•							
Read CIRA CSV Report	•			•				•	•	
Read Deposit Ticket Report	•			•			•	•	•	
Read Debit Voucher Report	•			•			•	•	•	
Read General Agency Reports (Agency CIRA Report, LVD Contents Report, Organization Hierarchy Report, FMS Statistical Report)	•			•			•	•	•	
* Considered sub-roles. Assigned to users with existing roles										

Topic 2. Overview of OTCnet Participant User Guide Content

Introduction

This OTCnet Participant User Guide is intended to provide you with the skills you need to use OTCnet, a system by which users can capture and process checks, and/or process deposits. Users with appropriate permissions can install, setup, and manage OTCnet.

The Participant User Guide can be used independent of, or in conjunction with, the OTCnet Web-based Training (WBT) or Instructor-led Training (ILT). In addition to the User Guides, you may choose to use the Job Aids which provide you with a “quick tips” reference for creating agency hierarchy, establishing depositing endpoints, processing options etc, for Deposit Processing as well as a reference for configuring Check Processing settings. Both the Participant User Guides and Job Aids are accessible through the OTCnet web site, OTCnet Application Help link site, or through the Library button located within the WBT.

The Participant User Guides offer a series of 31 function related Chapters with individual topics for Administration, Deposit Processing and Check Capture and Processing. Each OTCnet Participant User Guide topic includes a textual description of the task addressed, with screenshots as necessary, and a section providing step-by-step instructions for completing the task.

Each chapter contains additional space designated for note-taking. Although separated by segment, the User Guides may be printed individually, or as one complete manual. You are not required to complete all 31 Chapters, but it is highly encouraged that you access the Chapters that pertain to your user role.

Administration Participant User Guide

Eight Chapters make up the Administration Participant User Guide. These include Check Capture, Check Processing and Deposit Processing Administrative functionality. Table 9 describes the related concepts covered in each Chapter:

Table 9. Administration Chapters

Chapter	Description
1. Introduction to OTCnet and Overview of OTCnet Participant User Guide Content	In this chapter, you will learn about the background of OTCnet, the element and process flows that make up OTCnet as well as overview of the Participant User Guides.
2. Accessing and Navigating OTCnet	In this chapter, you will learn how to log on, establish security settings and how to use the OTCnet Main Page.

Chapter Cont'd	Description Cont'd
3. Managing User Accounts	In this chapter, you will learn how to create a user account, update a user account, and assign user privileges
4. Managing Your Agency's Hierarchy and Configuring Accounting Codes and Endpoint Mappings	In this chapter, you will learn how to create a hierarchy, designate an OTC Endpoint, establish a Financial Institution relationship, designate a check capture location, create, import and view accounting codes, and map accounting codes to OTC Endpoints.
5. Configuring Deposit Processing Settings	In this chapter, you will learn how to; establish processing options and custom field labels; and modifying a user defined field.
6. Viewing Financial Institutions	In this chapter, you will learn how to view Financial Institution details.
7. Configuring Check Processing Settings	In this chapter, you will learn how to set up, modify and view a terminal configuration, view an audit log and download firmware.
8. Installing Scanner and Offline Functions	In this chapter, you will learn how to a properly install offline check capturing software; manage offline check capturing; set up scanners; and configure check capture settings in offline mode.

In addition to the Participant User Guides, the OTCnet Job Aids walk an Administrator through the steps to setting up an organizational hierarchy and Check Capture and Processing Administrative settings. These may be used in conjunction with the eight Administration Chapters reviewed above.

Deposit Processing and Reporting Participant User Guide

10 Chapters make up the Deposit Processing and Reporting Participant User Guide. Table 10 describes the related concepts covered in each Chapter:

Table 10. Deposit Processing Chapters

Chapter	Description
1. Introduction to OTCnet and Overview of OTCnet Participant User Guide Content	In this chapter, you will learn about the background of OTCnet, the element and process flows that make up OTCnet as well as overview of the Participant User Guides.
2. Accessing and Navigating OTCnet	In this chapter, you will learn how to log on, establish security settings and how to use the OTCnet Main Page.
3. Creating and Modifying Deposits	In this chapter, you will learn how to create and modify deposits.
4. Searching for Deposits	In this chapter, you will learn how to search for and download deposits.
5. Approving Deposits or Returning Deposits to Draft	In this chapter, you will learn how to approve deposits or return deposits to draft.
6. Confirming, Rejecting or Adjusting Deposits	In this chapter, you will learn how to confirm deposits, adjust deposits, or apply a credit/ debit adjustment for US Currency and Foreign Check Items.
7. Managing Adjustments	In this chapter, you will learn how to create a returned item adjustment for US Currency and Foreign Check Items.
8. Searching Adjustments	In this chapter, you will learn how to search and download adjustments.
9. Viewing Reports	In this chapter, you will learn how to view and pull administrative and business reports.
10. Viewing Deposits	In this chapter, you will learn how to view deposit drafts, deposits awaiting approval, confirmed deposits, deposit adjustments, rejected deposit details, submitted deposits and how to download vouchers.

Check Capture, Check Processing and Reporting Participant User Guide

13 Chapters make up the Check Capture, Check Processing and Reporting Participant User Guide. Table 11 describes the related concepts covered in each Chapter:

Table 11. Check Capture and Check Processing Chapters

Chapter	Description
1. Introduction to OTCnet and Overview of OTCnet Participant User Guide Content	In this chapter, you will learn about the background of OTCnet, the element and process flows that make up OTCnet as well as overview of the Participant User Guides.
2. Installation Requirements	In this chapter, you will learn how to prepare your system to use OTCnet and how to use OTCnet's check capture components.
3. Accessing and Navigating OTCnet	In this chapter, you will learn how to log on, establish security settings and how to use the OTCnet Main Page.
4. Capturing and Managing Checks Online	In this chapter, you will learn how to capture/recapture a check online; choose an appropriate check processing method and type; correct a MICR line; resolve a duplicate check; void a check; view a check batch list; perform batch control/batch balancing; close a batch; transmit a batch; activate/deactivate a batch; manually close/upload/acknowledge a batch; edit a captured check; and print a receipt.
5. Correcting Scanned Checks	In this chapter, you will learn how to edit a check item and how to correct a Magnetic Ink Character Recognition (MICR) codeline.
6. Managing Verification Records (MVD/LVD)	In this chapter, you will learn how to create, edit and search for a Master Verification Database (MVD) record.
7. Capturing and Managing Checks Offline	In this chapter, you will learn how to log on to offline; software components; capture/recapture a check offline; choose an appropriate check processing method and type; correct a MICR line, resolve a duplicate check; void a check; manage batch list; perform batch control/ batch balancing; close a batch; transmit a batch; activate/ deactivate a batch; manually close/upload/acknowledge a batch; edit a captured check; and print a receipt.

8. Reporting on Scanned Checks	In this chapter, you will access and run reports, query checks, and view a search result.
9. Troubleshooting	In this chapter, you will learn how to acquire and regain user access and passwords, as well as resolve problems transmitting and closing a batch. Additionally, you will understand who to contact for access and scanner issues. This Chapter will help you to decipher OTCnet error messages and how to refill the 'Electronically Processed' hand stamp if applicable.
10. Appendix	<p>In this chapter, you will understand administrative detail for cost, paperwork, policy, training and customer service, as well as password requirements and security guidance.</p> <p>This chapter also describes how to resolve check issues, return equipment procedure and offers information about using CIRA and the MVD.</p>
11. RDM Scanner Appendix	In this chapter, you will learn how to properly scan a check using the RDM scanner, maintain your scanner and contact the scanner support help desk.
12. Panini Scanner Appendix	In this chapter, you will learn how to properly scan a check using the Panini scanner, maintain your scanner and contact the scanner support help desk.
13. Queue Interface	In this chapter, you will learn how the queue interfacing functionality is used (if applicable to your Agency).

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OTCnetSM
Deposits Made Simple

Chapter 2: Accessing and Navigating OTCnet

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Accessing and Navigating OTCnet Participant User Guide* includes:

- All OTCnet Users

Overview

Welcome to *Accessing and Navigating OTCnet*. In this chapter, you will learn:

- How to log in to OTCnet Online/Offline
- How to access your User ID and reset your Password
- How to navigate the OTCnet Online/Offline home page

Topics

This chapter is organized by the following topics:

1. Logging in to OTCnet Online/Offline
2. Accessing a User ID and Resetting Passwords
3. Navigating the OTCnet Online/Offline Home Page

Topic 1. Logging In to OTCnet Online/Offline

To access OTCnet Online you must have your FMS Single Sign On User ID and Password. To obtain your user ID, contact your **Primary Local Security Administrator (PLSA)** or your **Local Security Administrator (LSA)**. After your User ID is created, you will receive an email with a temporary password.

The first time you log in to OTCnet Online Single Sign On, you will be required to change your password, accept the Rules of Behavior, provide challenge and response questions used for secondary authentication, and enter a shared secret that is used when calling the FMS Help Desk. Before accessing OTCnet Online, you must first accept the Rules of Behavior, answer the challenge questions and shared secret.

To log in to OTCnet Offline, you must have your User ID and temporary password. Your User ID is the same User ID you use to log in to OTCnet Online; however, your initial temporary password is different from your permanent password used to access OTCnet Online. To obtain your temporary password, contact your **Check Capture Administrator (CCA)**.

The first time you log in to OTCnet Offline, you will be required to change your password. To log in to OTCnet Offline, double-click the **OTCnet Offline (Production or QA)** icon on your terminal's desktop or click **Start >Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)**. If the icon does not reside in either location, contact your **CCA** to configure the terminal. If a terminal has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time as running more than one version at a time will cause errors.

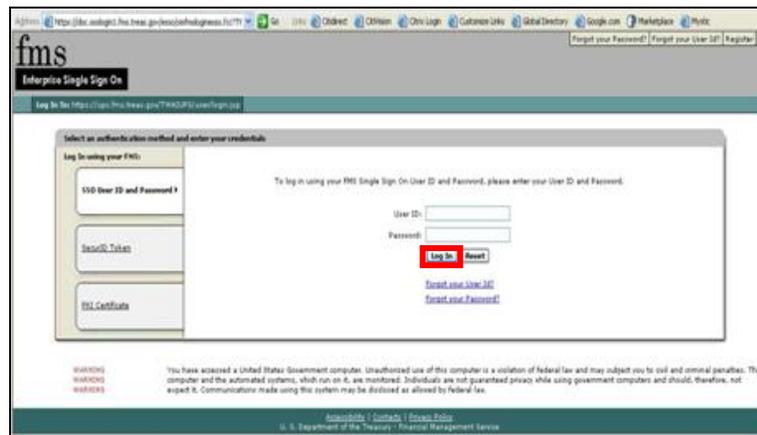
How to Log In for the First Time in OTCnet Online

Once you have received your User ID and generic password, you will want to access the OTCnet application to create a permanent password.

To log in for the first time in OTCnet Online, complete the following steps:

1. Access <https://otcnet.fms.treas.gov>. and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** as shown in Figure 1.

Figure 1. FMS Single Sign On Page



The screenshot displays the FMS Single Sign On page. At the top left, the 'fms' logo is visible. Below it, the text 'Enterprise Single Sign On' is displayed. A navigation bar contains links for 'Log In', 'Forgot your Password?', 'Forgot your User ID?', and 'Register'. The main content area is titled 'Select an authentication method and enter your credentials'. On the left, there are three authentication options: 'Log In using your FMS', 'SSO User ID and Password', 'SecurID Token', and 'Pki Certificate'. The 'SSO User ID and Password' option is selected. The central text reads: 'To log in using your FMS Single Sign On User ID and Password, please enter your User ID and Password.' Below this, there are input fields for 'User ID:' and 'Password:'. A red box highlights the 'Log In' button. Below the password field, there are links for 'Forgot your User ID?' and 'Forgot your Password?'. At the bottom, there is a warning message: 'WARNING: You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.' The footer contains the text: 'Responsibility | Authority | Service Policy U. S. Department of the Treasury | Financial Management Service'.

2. The *Password Change: Create New Password* page appears. Enter your temporary **Password**, **New Password**, and **Confirm New Password**. See Figure 2 below.

Password Criteria

- a. Must be at least 8 characters long
- b. Must contain at least one upper case letter
- c. Must contain at least one lower case letter
- d. Must contain at least one numeric character
- e. Must not repeat any of your last ten passwords.
- f. Must not have been your password during the last ten days
- g. Must not be a word in a language, slang, dialect, or jargon
- h. Must not be related to personal identity, history, environment, or other personal associations
- i. Must not be shared or displayed in plain view.

Click **Change Password**. A confirmation page appears stating your new password has been set. Click **Continue**.

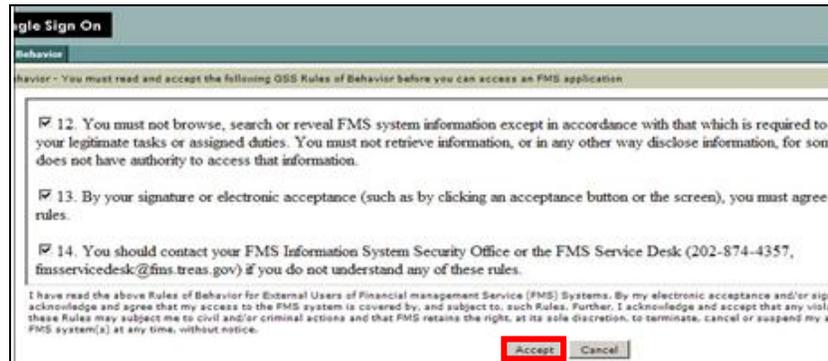
Figure 2. Password Change Page

The screenshot shows the 'fms Enterprise Single Sign On' interface. The main heading is 'Password Change: Create a New Password'. A message states: 'oteste05, you must change your password before continuing. You will not be permitted to use your account until you have completed this activity.' Below this is a 'NOTE: The new password must satisfy the following requirements:' followed by a bulleted list of criteria. The form fields are: 'User ID: [oteste05]', 'Password: [*****]', 'New Password: [*****]', and 'Confirm New Password: []'. A red box highlights these four fields. At the bottom are buttons for 'Change Password', 'Reset', and 'Cancel'.

- The *GSS Rules of Behavior* page appears. Read and accept the GSS Rules of Behavior by clicking all 14 of the check boxes. Click **Accept** or **Cancel** as shown in Figure 3.

If **Cancel** is clicked, you will be logged out of OTCnet. If you attempt to login to OTCnet again, the *GSS Rules of Behavior* page appears.

Figure 3. GSS Rules of Behavior Page



- The *Need to Change your Password Challenge Response* page appears. Click **Continue**. See Figure 4 below.

You will not be able to proceed to OTCnet until the Rules of Behavior are accepted; the Challenge questions and Share Secret are set.

Figure 4. Need to Change Your Password Challenge Response Page



- The *Change Challenge/Response – Select and Provide Responses to Questions* page appears. Select any three challenge questions you want to response to by clicking the check boxes next to the questions.

Provide your responses in the **Response** and **Confirm Response** fields. Each response must be at least three characters long and are case sensitive. Click **Save My Questions and Responses**. See Figure 5 below.

Figure 5. Select and Provide Responses to Questions Page

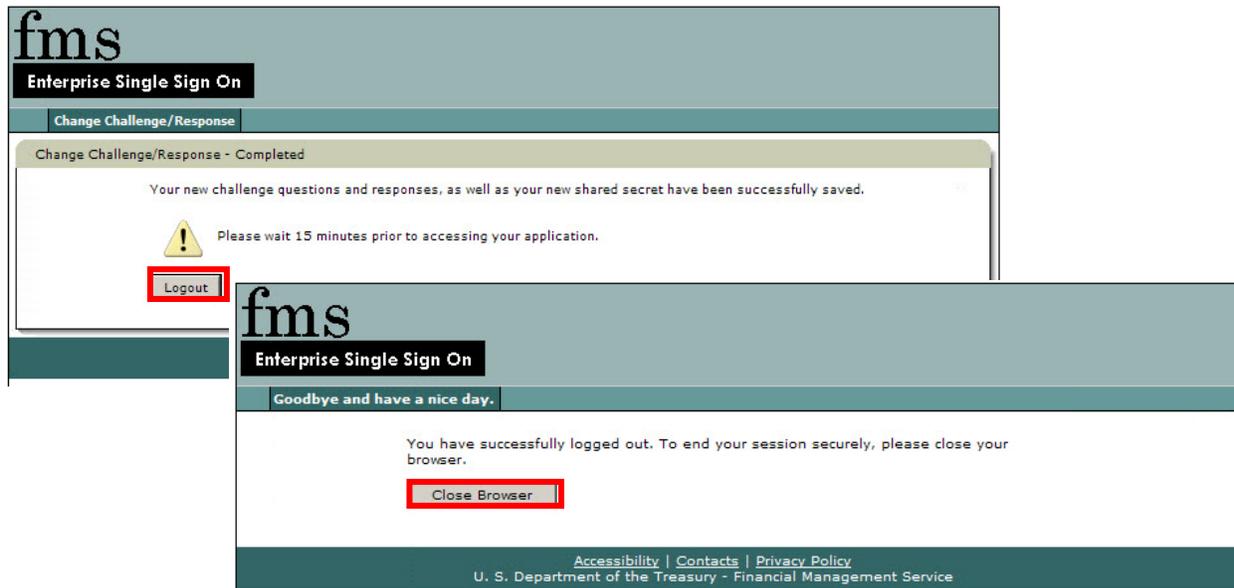
- A *Change Shared Secret* page appears. Enter a **Shared Secret** phrase and **Confirm Shared Secret** phrase (see Figure 6). The shared secret phrase must be at least three characters.

You will not be able to proceed to OTCnet until the Challenge questions and Share Secret are set. Click **Save My Shared Secret** as shown in Figure 6.

Figure 6. Challenge Shared Secret Page

7. A confirmation page appears showing the challenge questions and responses and your new shared secret were successfully saved. Click **Logout**, then **Close Browser** as shown in Figure 7.

Figure 7. Logout and Close Browser



After your challenge questions and responses as well as your shared secret are successfully saved, wait 15 minutes prior to accessing OTCnet.



Log In to OTCnet Online the First Time

To log in to FMS Single Sign On (OTCnet Online) for the first time, complete the following steps:

1. Access <https://otcnet.fms.treas.gov>.
2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. The *Password Change: Create New Password* page appears.
3. Enter your temporary **Password**, **New Password**, and **Confirm New Password**.

Password Criteria

- a. Must be at least 8 characters long
 - b. Must contain at least one upper case letter
 - c. Must contain at least one lower case letter
 - d. Must contain at least one numeric character
 - e. Must not repeat any of your last ten passwords
 - f. Must not have been your password during the last ten days
 - g. Must not be a word in a language, slang, dialect, or jargon
 - h. Must not be related to personal identity, history, environment, or other personal associations
 - i. Must not be shared or displayed in plain view
4. Click **Change Password**. A confirmation page appears stating your new password has been set.
 5. Click **Continue**. The *GSS Rules of Behavior* page appears.
 6. Read and accept the GSS Rules of Behavior by clicking all the check boxes.
 7. Click **Accept** or **Cancel**. The *Need to Change your Password Challenge Response* page appears.



Application Tip

If **Cancel** is clicked, you will be logged out of OTCnet. If you attempt to log in to OTCnet again, the *GSS Rules of Behavior* page will appear. You will not be able to proceed to OTCnet until the Rules of Behavior are accepted, and the Challenge questions and Share Secret are set.

8. Click **Continue**. The *Change Challenge/Response – Select and Provide Responses to Questions* page appears.

9. Select any three challenge questions you want to respond to by clicking the check boxes next to the questions, and provide your responses in the **Response** and **Confirm Response** fields.

**Application Tip**

Each response must be at least three characters long and are case sensitive.

10. Click **Save My Questions and Responses**. A *Change Shared Secret* page appears.
11. Enter a **Shared Secret** phrase and **Confirm Shared Secret** phrase.

**Application Tip**

The shared secret phrase must be at least three characters. You will not be able to proceed to OTCnet until the Challenge questions and Share Secret are set.

12. Click **Save My Shared Secret**. A confirmation page appears showing the challenge questions and responses and your new shared secret were successfully saved.
13. Click **Logout**.

**Application Tip**

After your challenge questions and responses as well as your shared secret are successfully saved, wait 15 minutes prior to accessing OTCnet.

14. Click **Close Browser**.

Log In to OTCnet Online

Once you have changed your password, responded to the challenge questions, and established a shared secret, you can log in to OTCnet to access functionality for one or more of the following:

- Administration
- Deposit Processing and Reporting
- Check Capture
- Check Processing
- Access User Identity (ID) and Reset Password

To log in to OTCnet Online, complete the following steps:

1. Access <https://otcnet.fms.treas.gov> and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** as shown in Figure 8.

Figure 8. FMS Single Sign On Page

2. The *OTCnet Home Page* appears. See Figure 9 below.

Figure 9. OTCnet Home Page

Once you have logged in to OTCnet, you can review the Privacy Statement link at the bottom of the page, as well as the Accessibility Statement link (see Figure 10 below for location).

Figure 10. OTCnet Home Page





Log In to OTCnet Online

To log in to FMS Single Sign On (OTCnet Online), complete the following steps:

1. Access <https://otcnet.fms.treas.gov>.
2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. The *OTCnet Home Page* appears.

How to Log In to OTCnet Offline for the First Time

Once you have received your User ID and temporary password from your **CCA**, you will want to access the OTCnet Offline application to create a permanent password.

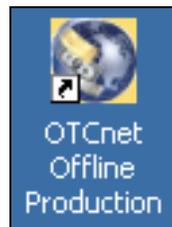
To log in to OTCnet Offline for the first time, complete the following steps.

1. Double-click the **OTCnet Offline (Production or QA)** icon located on your terminal's desktop or click **Start >Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)** (see Figure 11 below).

If the icon does not reside in either location, contact your **CCA** to configure the terminal.

If a terminal has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time as running more than one version at a time will cause errors.

Figure 11: OTCnet Offline Icon



2. Enter your **User ID** and temporary **Password** in the appropriate text boxes, and click **Log In** (see Figure 12 below).

If you are a **CCA** and this is the first time logging into OTCnet Offline or need to download user profiles, click the **Retrieve Admin Profile** link.

Figure 12: OTCnet Offline User Login Page

The screenshot shows the OTCnet Offline user login page. At the top left is the OTCnet logo, which includes a globe icon and the text "OTCnet Deposits Made Simple". Below the logo is a "User Login" section. This section contains two text input fields: "User ID:" and "Password:". A red rectangular box highlights these two input fields. To the right of the "User ID:" field is a blue link labeled "Retrieve Admin Profile". At the bottom of the login section, there are two buttons: a red "Login" button and a blue "Clear" button.

3. The *Set Permanent Password* page appears. Enter your temporary **Password**, **New Password**, and **Re-Enter New Password** and click **Save** (see Figure 13 below).

Password Criteria

- a. Must be at least 8 characters long
- b. Must contain at least one upper case letter
- c. Must contain at least one lower case letter
- d. Must contain at least one numeric character
- e. Must not repeat any of your last ten passwords.
- f. Must not have been your password during the last ten days
- g. Must not be a word in a language, slang, dialect, or jargon
- h. Must not be related to personal identity, history, environment, or other personal associations
- i. Must not be shared or displayed in plain view.

Figure 13: Set Permanent Password

Set Permanent Password

You must change your password before continuing. You will not be permitted to use your account until you have completed this activity.

To reset password, please enter your login credentials and then enter your new password twice.

User ID: otcqef50

Password:

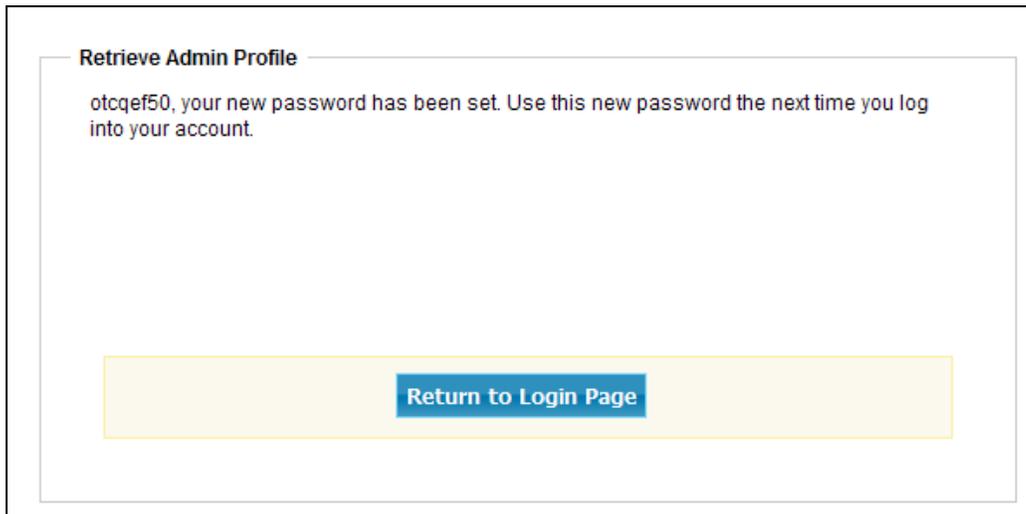
New Password:

Re-Enter New Password:

4. A *Confirmation* page appears stating your new password has been set.

After the profile is successfully downloaded and password was reset, you will be prompted to log in to the system with your new password. Click **Return to Login Page** to login to the OTCnet Offline.

Figure 14: Password Reset Confirmation



To stop the OTCnet Offline application, click **Start Menu>Programs> OTCnet Offline (Production or QA)>Stop OTCnet Offline (Production or QA)**. Stopping the OTCnet Offline application ensures the application is completely closed and that your OTCnet session is terminated securely. It is recommended that after stopping OTCnet Offline, wait at least one to two minutes before restarting.

If more than one version of the **OTCnet Offline** application resides on a terminal, be sure to stop the correct version of the OTCnet Offline application (**Stop OTCnet Offline Production or QA**).



Log In to OTCnet Offline for the First Time

To log in OTCnet Offline for the first time, complete the following steps:

1. Double-click the **OTCnet Offline (Production or QA)** icon located on your terminal's desktop.

Or

Click **Start>Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)**.



Application Tip

If the icon does not reside in either location, contact your **Check Capture Administrator (CCA)** to configure the terminal.



Application Tip

If a terminal has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time as running more than one version at a time will cause errors.

2. Enter your **User ID** and temporary **Password** in the appropriate text boxes, and click **Log In**. The *Set Permanent Password* page appears.



Application Tip

If you are a **Check Capture Administrator** and this is the first time logging into OTCnet Offline or need to download user profiles, click the **Retrieve Admin Profile** link.

3. Enter your temporary **Password**, **New Password**, and **Re-Enter New Password**.



Application Tip

Password Criteria

- Must be at least 8 characters long
- Must contain at least one upper case letter
- Must contain at least one lower case letter
- Must contain at least one numeric character
- Must not have more than two repeating characters.
- Must not repeat any of your last ten passwords.
- Must not have been your password during the last ten days
- Must not be a word in a language, slang, dialect, or jargon
- Must not be related to personal identity, history, environment, or other personal associations
- Must not be shared or displayed in plain view.

4. Click **Save**. A confirmation page appears stating your new password has been set.



Application Tip

After the profile is successfully downloaded and password was reset, you will be prompted to log in to the system with your new password.



Application Tip

To stop the OTCnet Offline application, click **Start Menu>Programs> OTCnet Offline (Production or QA)>Stop OTCnet Offline (Production or QA)**. Stopping the OTCnet Offline application ensures the application is completely closed and that your OTCnet session is terminated securely. It is recommended that after stopping OTCnet Offline, wait at least one to two minutes before restarting.



Application Tip

If more than one version of the **OTCnet Offline** application resides on a terminal, be sure to stop the correct version of the OTCnet Offline application (**Stop OTCnet Offline Production or QA**).

How to Log In to OTCnet Offline

After you have reset your temporary password, you can log in to OTCnet Offline. You can click the **Return to Login Page** to be returned to the Login Page. If you choose not to immediately access OTCnet Offline after resetting your temporary password, you can double-click the OTCnet Offline icon or access your Start Menu under Programs.

To log in to OTCnet Offline, complete the following steps:

1. Double-click the **OTCnet Offline (Production or QA)** icon located on your terminal's desktop or click **Start >Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)** (see Figure 15 below).

If the icon does not reside in either location, contact your **CCA** to configure the terminal.

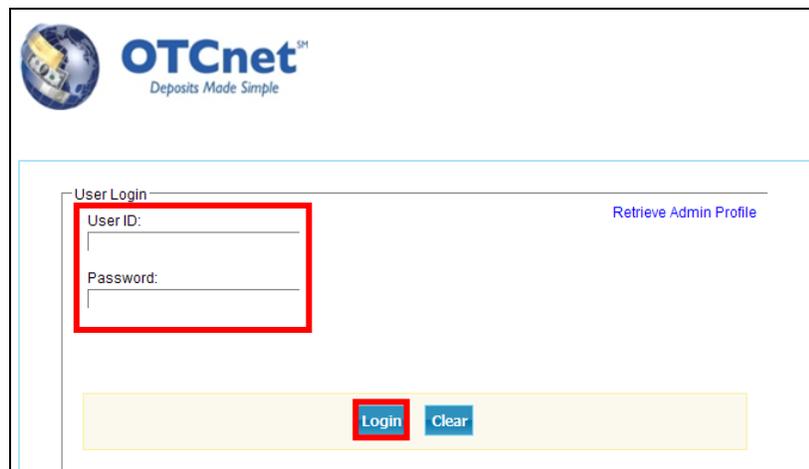
If a terminal has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time as running more than one version at a time will cause errors.

Figure 15: OTCnet Offline Icon



2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** (see Figure 16 below). The *OTCnet Home Page* appears.

Figure 16: OTCnet Offline User Login Page



The screenshot shows the OTCnet Offline User Login Page. At the top left is the OTCnet logo with the tagline "Deposits Made Simple". Below the logo is a "User Login" section. This section contains two input fields: "User ID:" and "Password:". A red rectangular box highlights both input fields. To the right of the "User ID:" field is a blue link labeled "Retrieve Admin Profile". At the bottom of the login section, there are two buttons: a blue "Login" button and a blue "Clear" button. A red rectangular box highlights the "Login" button.

To stop the OTCnet Offline application, access the **Start Menu**, select **Programs>OTCnet Offline** and click **Stop OTCnet Offline**. Stopping the OTCnet Offline application ensures the application is completely closed and that your OTCnet session is terminated securely.



Log In to OTCnet Offline

To log in to OTCnet Offline, complete the following steps:

1. Double-click the **OTCnet Offline (Production or QA)** icon located on your terminal's desktop.

Or

Click **Start>Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)**.



Application Tip

If the icon does not reside in either location, contact your **Check Capture Administrator (CCA)** to configure the terminal.



Application Tip

If a terminal has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time as running more than one version at a time will cause errors.

2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. The *OTCnet Home Page* appears.



Application Tip

To stop the OTCnet Offline application, click **Start>Programs>OTCnet Offline (Production or QA)>Stop OTCnet Offline (Production or QA)**. Stopping the OTCnet Offline application ensures the application is completely closed and that your OTCnet session is terminated securely. It is recommended that after stopping OTCnet Offline, wait at least one to two minutes before restarting.



Application Tip

If more than one version of the **OTCnet Offline** application resides on a terminal, be sure to stop the correct version of the OTCnet Offline application (**Stop OTCnet Offline Production or QA**).

Topic 2. Accessing a User ID and Resetting Passwords

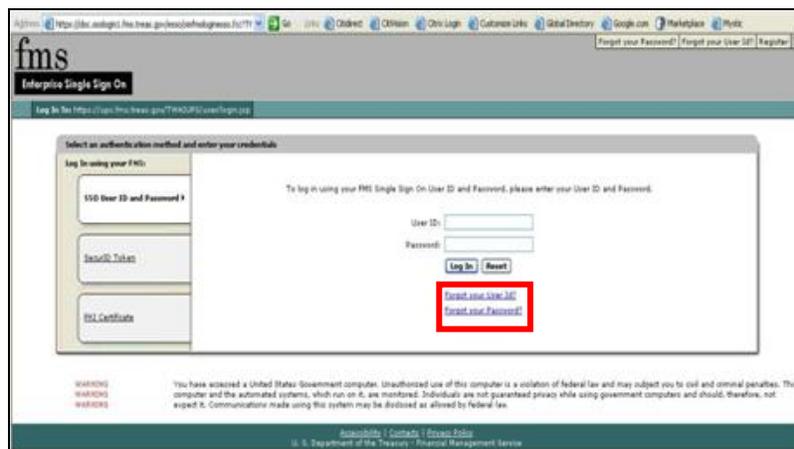
If you forget your Single Sign On User ID for OTCnet Online, you can have your User ID emailed to you. If you forget your online password, you can have a temporary password emailed to you. Once you sign in with your temporary password, you will need to reset it.

Access a User ID

To access a user ID, complete the following steps:

1. From the Single Sign On page, click on the **Forgot your User ID?** link shown in Figure 17 below.

Figure 17. Single Sign On Page (Forgot Your User ID? Link)



2. The *Treasury Self Service* page appears. Enter the words you see in the image in the text box and click **Next** (see Figure 18).

If you want to receive a new image of the text, click on **New Image**. To hear the set of words and enter them in the text box, click **Audio Test**. You can click on **Help** to receive detailed instructions.

Figure 18. Treasury Self Service Page (Enter Image of Text)



The screenshot shows the 'Treasury User Provisioning' interface. At the top left is a circular logo with the text 'TREASURY FINANCIAL MANAGEMENT SERVICE'. The main heading is 'Treasury User Provisioning'. Below this is the sub-heading 'Treasury Self Service'. The CAPTCHA image displays the words 'uStron' and '(Autumn)'. Below the image is a text input field. Underneath the input field are three buttons: 'New Image', 'Audio Test', and 'Help'. At the bottom of the form are two buttons: 'Next>>' and 'Cancel'.

3. Enter your email address and click **Next** (shown in Figure 19 below). A confirmation page appears showing your request for your User ID has been completed.

Figure 19. Forgot User ID (Enter Email Address)



The screenshot shows the 'Treasury User Provisioning' interface for the 'Forgot User ID' section. At the top left is the same circular logo as in Figure 18. The main heading is 'Treasury User Provisioning'. Below this is the sub-heading 'Forgot User ID'. The text 'Please Enter the Email Address' is followed by a text input field with a red asterisk on the right. At the bottom of the form are two buttons: 'Next>>' and 'Cancel'.

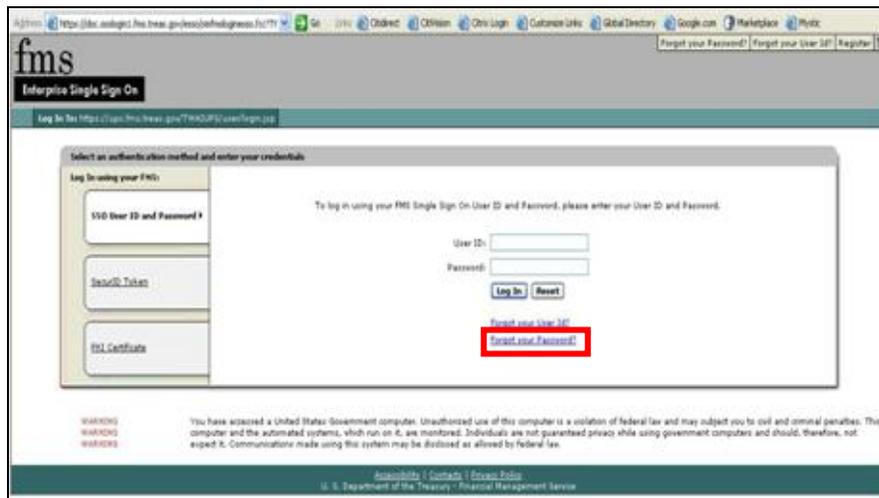
Click **Cancel** to return to the Single Sign On page. No data will be saved

Resetting Passwords

To reset a password, complete the following steps:

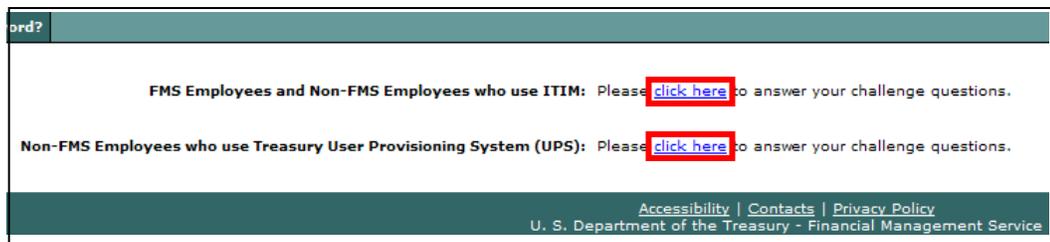
1. From the Single Sign On page, click on the **Forgot your Password?** link as shown in Figure 20 below.

Figure 20. Single Sign On Page (Forgot Your Password? Link)



2. The *Forgot your Password* page appears. Click the **Click Here** link for FMS Employees and Non-FMS Employees who use ITIM (see Figure 21 below).

Figure 21. Forgot Your Password Page



3. The *Self-Service Account/Password Reset* page appears. Enter your **User ID** and click **Submit** (see Figure 22 below).

You will receive an email to your official email address with further instructions to complete the *Self-Service Account/Password Reset* process. Click **Close Browser** as shown in Figure 22.

Figure 22. Self-Service Account/ Password Page

Answer Challenge/Response Questions - Enter User ID

In order to re-activate your account and reset your password, you will need to provide the responses to the Challenge/Response Questions you set up when you first accessed your account. To begin, please enter your User ID then click Submit in order to receive an email with further instructions.

You may click Cancel if you do not wish to continue.

User ID:



Reset Password

To reset your password, complete the following steps:

1. From the FMS Single Sign On page, click the **Forgot your Password?** link. The *Forgot your Password* page appears.
2. Click the **Check Here** link for FMS Employees and Non-FMS Employees who use ITIM. The *Self-Service Account/Password Reset* page appears.
3. Enter your **User ID** and click **Submit**. You will receive an email to your official email address with further instructions to complete the Self-Service Account/Password Reset process.
4. Click **Close Browser**.



Application Tip

Check your **Junk E-mail** folder if you do not receive an email with your password. It is recommended that you add itim@fms.treas.gov to your **Safe Senders** or **Safe Recipients** list.

Topic 3. Navigating the OTCnet Online/Offline Home Page

The OTCnet Online home page allows a user to process deposits, capture checks, process checks, view reports, and perform administrative and security functions. Additionally, a user can access information for training, help and update their profiles. The OTCnet Online home page is accessible by users who can either view or perform any of the functionality above.

The OTCnet Offline home page allows a user to capture checks along with transaction data, perform administrative functions and access information for help. The OTCnet Offline home page is accessible by users who can either view or perform any of the functionality above.

OTCnet Online Main Menu

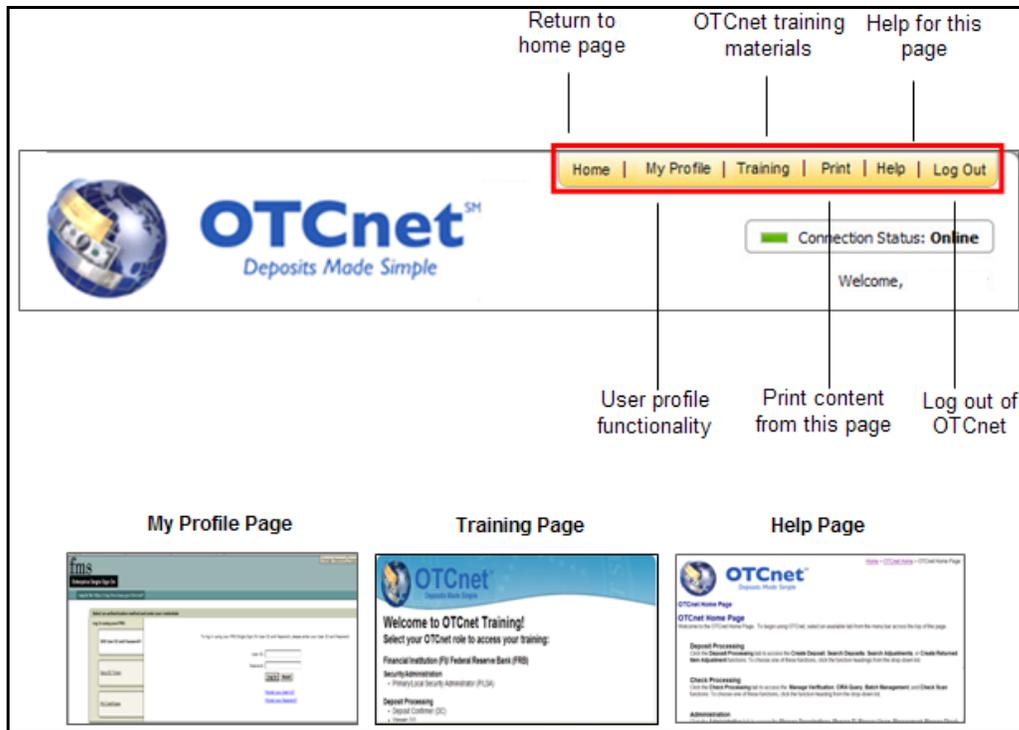
To access the OTCnet Main Menu, log in with your User ID and Password by accessing <https://otcnet.fms.treas.gov>. Table 1 below provides a list of the Main Menu options are available to you and accessible on the upper right corner of the OTCnet application (highlighted in yellow).

Table 1. Main Menu Link Descriptions

Link	Description
Home	Allows a user to return to the OTCnet home page.
My Profile	Allows a user to retrieve his or her User ID or reset a Password.
Training	Allows a user to access the WBT training and other corresponding training materials.
Print	Allows a user to print the page.
Help	Allows a user to access help for the page they are on.
Log Out	Allows a user to log out of OTCnet.

For an image of the Main Menu, see Figure 23 below. The links are accessible on the upper right side of the OTCnet home page.

Figure 23. OTCnet Main Menu Page



OTCnet Online Deposit Processing Tab Functionality

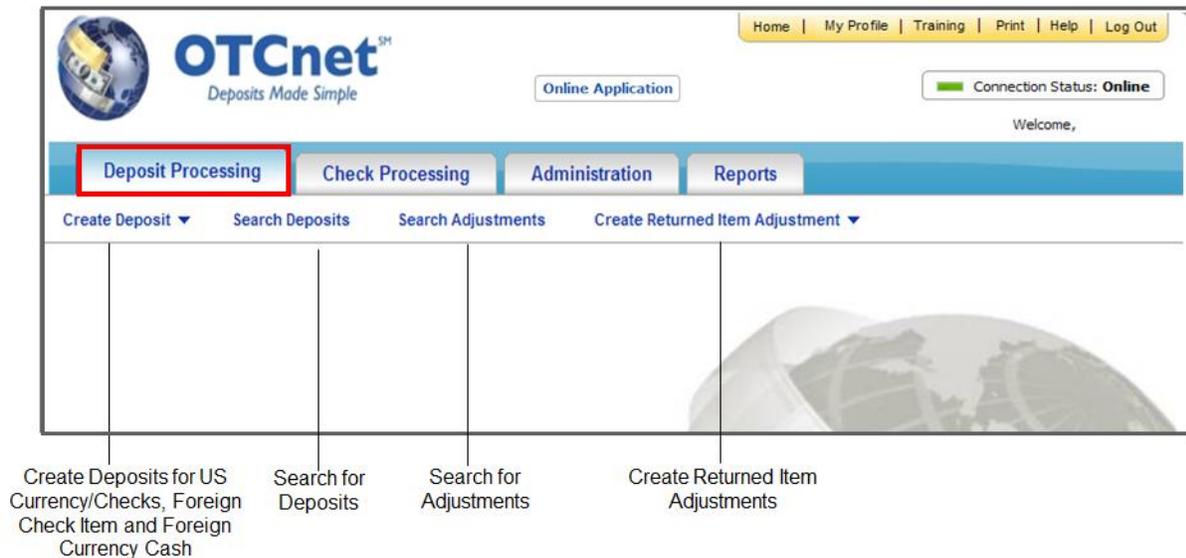
To access the OTCnet Deposit Processing functionality, log in with your user id and password. Table 2 below provides a list of the Deposit Processing functions that are available to you.

Table 2. Deposit Processing Tab Descriptions

Function	Description
Create Deposit	Allows a user to create deposits for US Currency, Foreign Check Items, and/or Foreign Currency Cash.
Search Deposits	Allows a user to search for deposits.
Search Adjustments	Allows a user to search for adjustments.
Create Returned Item Adjustment	Allows a user to create a returned item adjustment.

For an image of the Deposit Processing tab, see Figure 24 below. Depending on your user role, you may not see all functionality shown in the image.

Figure 24. Deposit Processing Tab



OTCnet Online Check Processing Tab Functionality

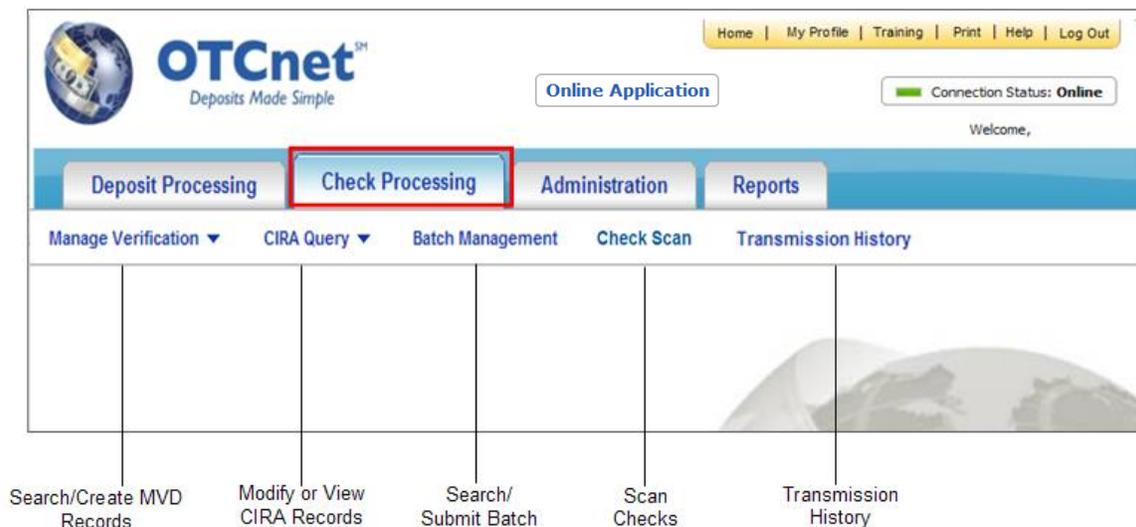
To access the OTCnet Check Processing functionality, log in with your user id and password. Table 3 below provides a list of the Check Processing functions that are available to you.

Table 3. Check Processing Tab Descriptions

Function	Description
Manage Verification	Allows a user to search and/or create an MVD record.
CIRA Query	Allows a user to view and/or modify a CIRA record.
Batch Management	Allows a user to search, view, close, approve and submit a batch. A user may edit and void an item within a batch with the proper permission.
Check Scan	Allows a user to scan checks.
Transmission History	Allows a user to view transmission history for batches that are uploaded from the offline check capture application.

For an image of the Check Processing tab, see Figure 25 below. Depending on you user role, you may not see all functionality shown in the image.

Figure 25. Check Processing Tab



OTCnet Online Administration Tab Functionality

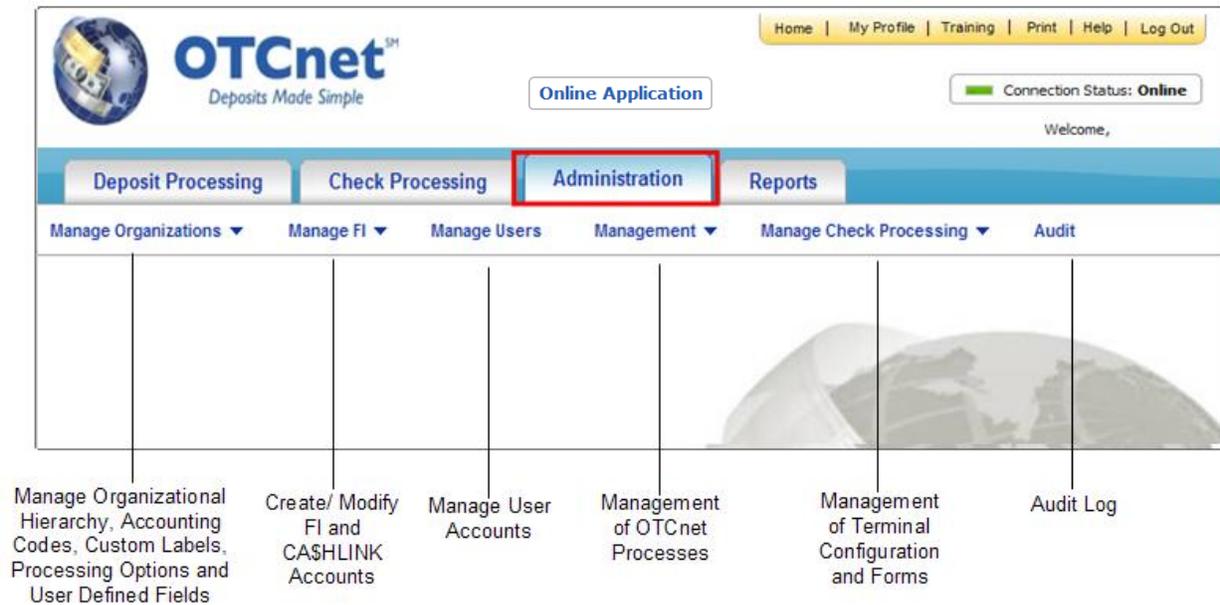
To access the OTCnet Administration functionality, log in with your user id and password. Table 4 below provides a list of the Administration functions that are available to you.

Table 4. Administration Tab Descriptions

Function	Description
Manage Organizations	Allows a user to manage Organization Hierarchy, Accounting Codes, Custom Labels, Processing Options, and User Defined Fields.
Manage FI	Allows a user to create and/or modify a Financial Institution, transfer FI RTN Numbers, transfer CA\$HLINK accounts, and maintain FRB CA\$HLINK accounts.
Manage Users	Allows a user to manage OTCnet user accounts.
Management	Allows a user to manage OTCnet processes.
Manage Check Processing	Allows a user to manage terminal configuration and forms.
Audit	Allows a user to review the audit log history.

For an image of the Administration tab, see Figure 26 below. Depending on your user role, you may not see all functionality shown in the image.

Figure 26. Administration Tab



OTCnet Online Reports Tab Functionality

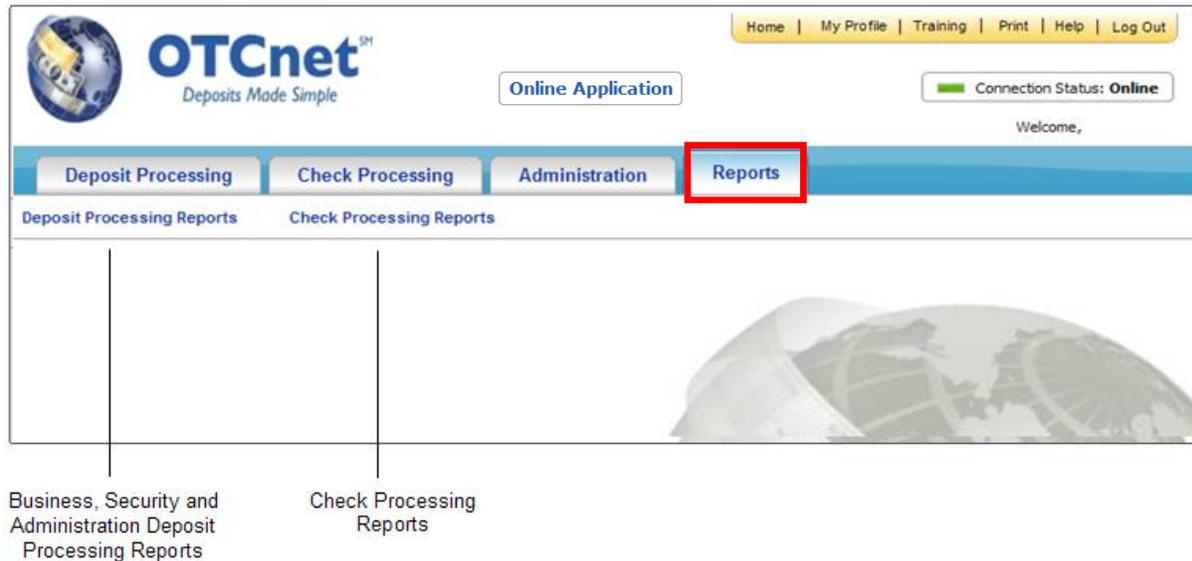
To access the OTCnet Reports functionality, log in with your user id and password. Table 5 below provides a list of the Reports functions that are available to you. Depending on your user role, you will only see reports that you have access to view and download.

Table 5. Reports Tab Descriptions

Function	Description
Deposit Processing Reports	Allows a user to view and download Business, Security and Administration reports.
Check Processing Reports	Allows a user to access Check Processing reports.

For an image of the Reports tab, see Figure 27 below. Depending on your user role, you may not see all functionality shown in the image.

Figure 27. Reports Tab



OTCnet Offline Administration Tab Functionality

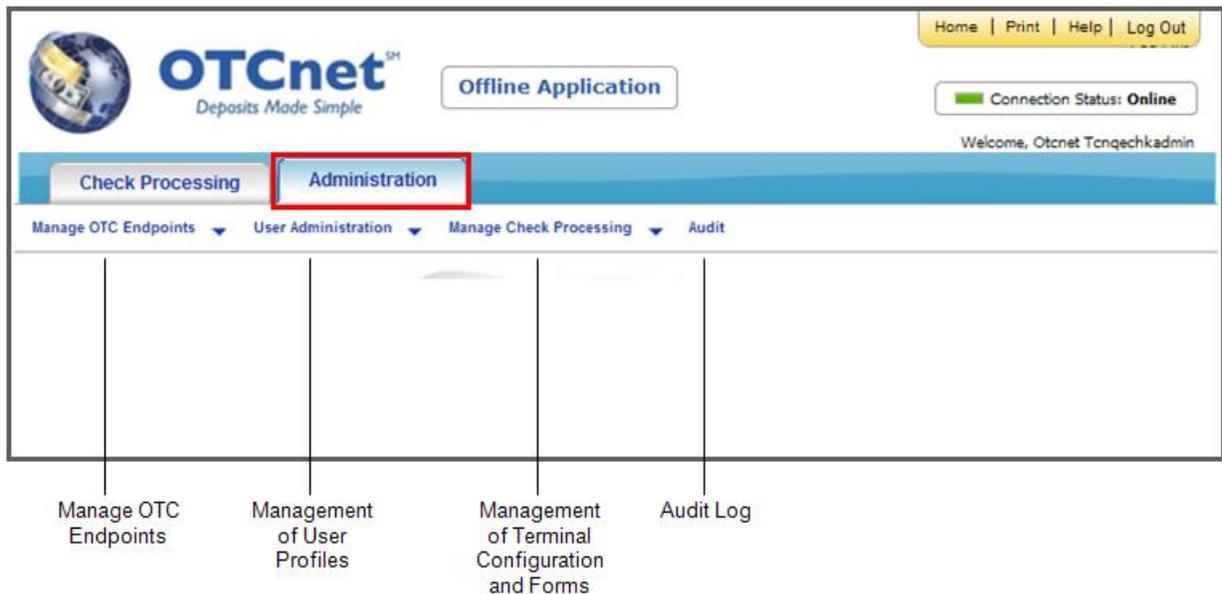
To access the OTCnet Offline Administration functionality, log in with your user id and password. Table 6 below provides a list of the Administration functions that are available to you.

Table 6. OTCnet Offline Administration Descriptions

Function	Description
Manage OTC Endpoints	Allows a user to select and download OTC Endpoints.
User Administration	Allows a user to download, update, and manage user profiles.
Manage Check Processing	Allows a user to manage terminal configuration and forms.
Audit	Allows a user to review the audit log history.

For an image of the Administration tab, see Figure 28 below. Depending on your user role, you may not see all functionality shown in the image.

Figure 28: OTCnet Offline Administration



OTCnet Offline Check Processing Functionality

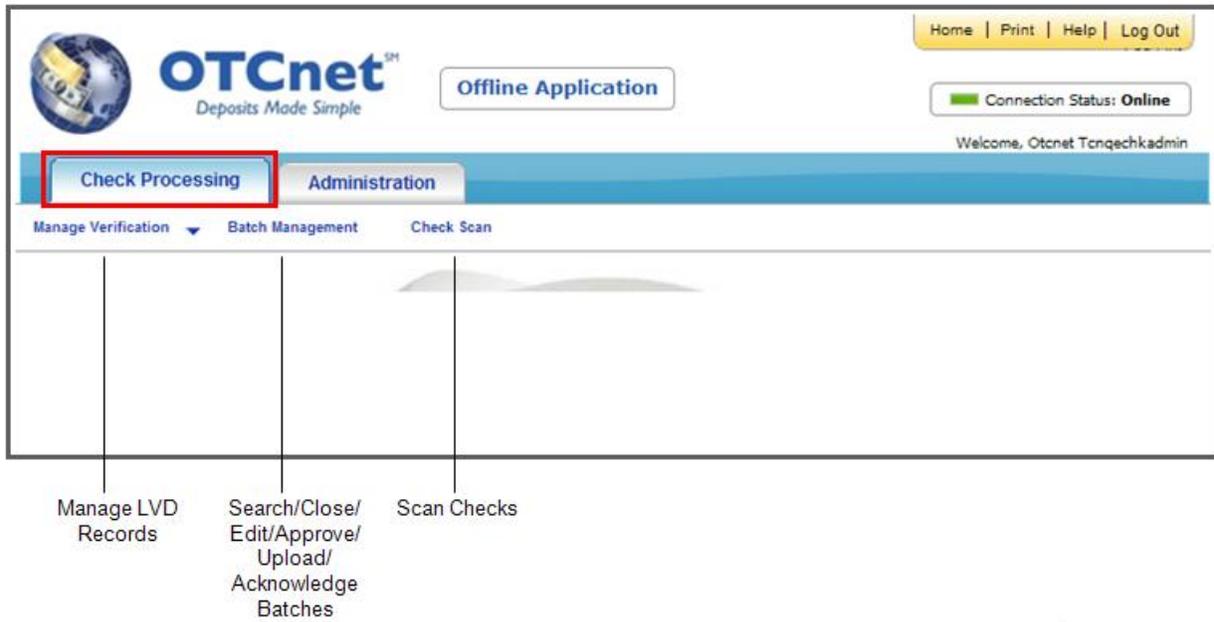
To access the OTCnet Offline Check Processing functionality, log in with your user id and password. Table 7 below provides a list of the Check Processing functions that are available to you.

Table 7: OTCnet Offline Administration Descriptions

Function	Description
Manage Verification	Allows a user to select and download OTC Endpoints.
Batch Management	Allows a user to search, view, close, approve, upload and acknowledge a batch. A user may edit and void an item within a batch with the proper permission.
Check Scan	Allows a user to scan checks.

For an image of the Administration tab, see Figure 29 below. Depending on your user role, you may not see all functionality shown in the image.

Figure 29: OTCnet Offline Check Processing Descriptions



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OTCnetSM
Deposits Made Simple

Chapter 3: Managing User Accounts

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Managing User Accounts Participant User Guide* includes:

- Primary Local Security Administrator
- Local Security Administrator

Overview

Welcome to *Managing User Accounts*. In this chapter, you will learn:

- The purpose of managing user accounts
- How to identify users who can manage other user accounts
- How to create a User Identity (ID)
- How to create, assign and edit an OTCnet account for a user
- How to manage a user password
- How to manage personal information
- How to approve/reject an OTCnet user request
- How to modify a user status

Topics

This chapter is organized by the following topics:

1. Purpose of Managing User Accounts
2. Creating a User Identity (ID)
3. Creating, Assigning and Editing an OTCnet Account
4. Managing a User Password
5. Managing Personal Information
6. Approving or Rejecting an OTCnet User Request
7. Modifying User Status

Topic 1. Purpose of Managing User Accounts

As the **Primary Local Security Administrator (PLSA)** or **Local Security Administrator (LSA)** for your organization, you are able to manage which users can access OTCnet. Before a user can access OTCnet, you will need to access **IBM Tivoli Identity Manager (ITIM)** by logging in to <http://reg.fms.treas.gov/itimext>.

Managing a users' account involves (in order):

- Creating a User Identity (ID)
- Creating, assigning and updating an OTCnet account for a user
- Managing the user's password

The three steps referenced above are necessary to ensure that a user can access OTCnet. Creating a new user identity is only necessary if a user does not already have an FMS Single Sign On User identity. A temporary password is automatically sent to the user's email address after the user identity is created.

Managing a user's password is only required for resetting a user's password (typically reset by the **Primary/Local Security Specialist (P/LSA)** if a user forgets his/ her password).

Topic 2. Creating a User Identity (ID)

Creating the User ID is the **first** step in managing a user's access to OTCnet, if a user does not already have an existing FMS Single Sign On (SSO) account. After you create the User ID, create and assign an OTCnet account to the User Identity, and then manage the user's password so he/she can access OTCnet (in this order).

Creating a user identity does not require approval from another **PLSA** or **LSA**. Upon successful creation of a user's identity, the user receives an email notification containing information about his/her new User Identity.

To create a User Identity, you will enter the user's personal information such as name, agency name, and the application name (OTCnet) the user will be using.

Create a User Identity

1. Log in to <https://reg.fms.treas.gov/itimext> (see Figure 1 below).

Figure 1. Log in to ITIM

The screenshot shows the FMS Enterprise Single Sign On login interface. The page header includes the 'fms' logo and 'Enterprise Single Sign On'. A navigation bar indicates the current URL: 'Log In To: https://reg.fms.treas.gov/itimext'. The main content area is titled 'Select an authentication method and enter your credentials'. On the left, there are three options: 'Log In using your FMS:', 'SSO User ID and Password', 'SecurID Token', and 'PKI Certificate'. The 'SSO User ID and Password' option is selected. On the right, there is a text prompt: 'To log in using your FMS Single Sign On User ID and Password, please enter your User ID and Password.' Below this prompt are two input fields: 'User ID:' and 'Password:'. These fields are highlighted with a red box. Below the input fields are 'Log In' and 'Reset' buttons. At the bottom, there are two links: 'Forgot your User Id?' and 'Forgot your Password?'.



Application Tip

The **Generation Identifier/Suffix** and **Organizational Roles** details are not applicable. The **Organizational Roles** details populates after the user’s identity is successfully created.

4. Click the **Corporate** tab. From **Identity Organization**, click **Search**, as shown in Figure 4 below.

Figure 4: Corporate Tab (Identity Organization)

New External Identity	
<div style="display: flex; justify-content: space-between;"> External Corporate Contact </div>	
Identity Organization *	<input type="text" value="Treasury Web Application Infrastructure"/> <div style="float: right;"> Search Clear </div>
Primary Location	<input type="text"/> <div style="float: right;"> Search Clear </div>
Sponsoring Application *	<input type="text"/> <div style="float: right;"> Search Clear </div>
Status	Active ▼

5. The *Search: Identity Organization* dialog box appears (see Figure 5 below). Enter the organization name in the blank text box and click **Search**. If you do not know the full name of the organization, you can enter a partial name search.

Figure 5: Search: Identity Organization Dialog Box

Search:			
Where	fmsorgname	Contains ▼	treas
			Search

- From the resulting list, click the organization’s name you want to add. Then, scroll to the bottom of the dialog box, and click **Add** and **Done**, as shown in Figure 6 below.

Figure 6. Search: Identity Organization Dialog Box (bottom)

Search:

Where fmsorgname Contains

	Name
<input type="radio"/>	AMERICAN SAMOA DEPARTMENT OF TREASURY
<input type="radio"/>	CALIFORNIA STATE TREASURER S OFFICE
<input type="radio"/>	TREASURE COAST REGIONAL PLANNING
<input type="radio"/>	TREASURE ISLAND DEVELOPMENT AUTHORITY
<input checked="" type="radio"/>	Treasury Web Application Infrastructure
<input type="radio"/>	VIRGINIA TREASURER ARLINGTON COUNTY
<input type="radio"/>	WEST VIRGINIA STATE TREASURERS OFFICE

- Click **Search** for **Sponsoring Application** as shown in Figure 7 below. The **Primary Location** search functionality is optional to identify the users’ primary base location. The steps mirror those of **Sponsoring Application**.

Figure 7. Corporate Tab (Sponsoring Application)

New External Identity

External Corporate **Contact**

Identity Organization *	<input type="text" value="Treasury Web Application Infrastructure"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>
Primary Location	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>
Sponsoring Application *	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>
Status	Active	<input type="button" value="v"/>

8. The *Search: Sponsoring Application* dialog box appears (see Figure 8). Select **OTCnet (SSO)** from the list, scroll to the bottom of the dialog box, and click **Add** and **Done**.

Figure 8. Search: Sponsoring Application Dialog Box

Search: Sponsoring Application

	Name
<input checked="" type="radio"/>	OTCnet (SSO)
<input type="radio"/>	PACER
<input type="radio"/>	PAM
<input type="radio"/>	PM Security
<input type="radio"/>	SPS
<input type="radio"/>	STAR
<input type="radio"/>	Security Administration
<input type="radio"/>	Service Desk
<input type="radio"/>	TCIS
<input type="radio"/>	TCMM
<input type="radio"/>	TCS
<input type="radio"/>	TOP
<input type="radio"/>	TRACS
<input type="radio"/>	USS
<input type="radio"/>	Unicenter
<input type="radio"/>	Web Admin LDAP
<input type="radio"/>	Windows 2003

9. Click the **Contact** tab and enter the appropriate contact details as shown in Figure 9 below.
- Enter the **Email Address**, *required*
 - Enter **Mobile Phone**
 - Enter a **Telephone Number**, *required*
 - Enter a **Pager number**
 - Enter a **Fax Number**
 - Enter a **Room Number**, *if applicable*
 - Enter a **Street address**, *required*
 - Enter a **Office Street Address 2**, *if applicable*
 - Enter the **City**, *required*
 - Enter the **State**, *required*
 - Enter a **Postal Code**, *required*
 - Enter an **Office Country**, *required*

The **Telephone Number** field may not include special characters including, but not limited to hyphens, periods, spaces, and parenthesis.

Click the **Schedule for Now** or **Schedule for Later** radio button. You can choose to schedule the User Identity to be created at a later time by clicking the **Schedule for Later** button and entering the preferred scheduled date and time.

Click **Submit**, as shown in Figure 9 below. The *Request Management- Your Pending Requests* page appears.

Figure 9. Contact Tab

New External Identity

External Corporate **Contact**

Email Address * toby@yahoo.com

Mobile Phone Number

Telephone Number * 2022021212

Pager

Fax Number

Room Number

Street * 123 W 51st St

Office Street Address 2

City * Washington

State * District of Columbia

Postal Code * 22020

Office Country * UNITED STATES

Schedule for Now

Schedule for Later 1/10/2011 Time: 00:00

Submit Cancel



Application Tip

To verify creation of a new identify, select **Request Management**, and click the **View Pending Requests** or **View Completed Requests**.



Create a User Identity

To create a user identity, complete the following steps:

1. Log in to <https://reg.fms.treas.gov/itimext>. The *Request Management-Your To-Do List* page appears.
2. From the main menu bar, select **Organization** and click **New External User Identity**. The *New External Identity* page appears.
3. Under the **External** tab, enter the personal information details.
 - Enter the user's **Legal Prefix**
 - Enter the user's **Full Name**, *required*
 - Enter the user's **First Name**, *required*
 - Enter the user's **Legal Middle Name**
 - Enter the user's **Last Name**, *required*



Application Tip

The **Generation Identifier/Suffix** and **Organizational Roles** details are not applicable. The **Organizational Roles** details populates after the user's identity is successfully created.

4. Click the **Corporate** tab.
5. From **Identity Organization**, click **Search**. The *Search: Identity Organization* dialog box appears.
6. Enter the organization's name in the text box and click **Search**.



Application Tip

If you do not know the full name of the organization, you can enter a partial name search.

7. From the resulting list, click on the organization's name you want to add.
8. Scroll to the bottom of the dialog box, and click **Add** and **Done**.
9. From **Sponsoring Application**, click **Search**. The *Search: Sponsoring Application* dialog box appears.
10. Select **OTCnet (SSO)** from the list.

11. Scroll to the bottom of the dialog box, and click **Add** and **Done**.

12. Click the **Contact** tab.

13. Enter the appropriate contact details.

- Enter the **Email Address**, *required*
- Enter **Mobile Phone**
- Enter a **Telephone Number**, *required*
- Enter a **Pager number**
- Enter a **Fax Number**
- Enter a **Room Number**, *if applicable*
- Enter a **Street address**, *required*
- Enter a **Office Street Address 2**, *if applicable*
- Enter the **City**, *required*
- Enter the **State**, *required*
- Enter a **Postal Code**, *required*
- Enter an **Office Country**, *required*

14. Click the **Schedule for Now** or **Schedule for Later** radio button.



Application Tip

If the **Schedule for Later** radio button is selected, enter the **Date** and **Time** the identity should be created.

15. Click **Submit**. The *Request Management – Your Pending Requests* page appears.



Application Tip

To verify creation of a new identify, select **Request Management**, and click the **View Pending Requests** or **View Completed Requests**.

Topic 3. Creating, Assigning and Editing an OTCnet Account

You can create and assign an OTCnet account to a user only **after** the user's identity (User ID) is created (see Topic 2 of this chapter for step-by-step instructions). When creating an OTCnet account, you can assign more than one role to a user. For example, you can assign a user both the **Deposit Preparer** and **Deposit Approver** roles. You can edit a user's account only after the OTCnet account is assigned to the user.

After a **PLSA** or **LSA** creates and assigns an OTCnet account to a user, **IBM Tivoli Identity Manager (ITIM)** looks for other approvers within the same OTC Endpoint or hierarchy and notifies them of the pending request. Approvers are other **PLSAs** and **LSAs** that exist in the same OTC Endpoint or hierarchy as the requestor.

Create and Edit an OTCnet Account

1. From the main menu bar, select **Search** and click **Person**. The *Search Person* page appears (as shown in Figure 10 below).
 - From the **Select** drop-down menu, select **External** (set to default)
 - From the **Where** drop-down menu, select a criteria type

By default, the Where drop-down menu is set to Full Name. You can choose any option as needed.

- Enter the search criteria in the blank text box on the right and click **Search** (see Figure 10 below).

Figure 10: Search Person Page (Criteria)- Accounts

Request Management	Organization	Search
		Person
Search Person		
Select	External	
Where	Full Name	Contains
		Thomas
Search		

- The *Search Person* page appears with the results of your search criteria.

Click the **Select** hyperlink of the name of the user for which you would like to create assign an OTCnet account (see Figure 11 below).

Figure 11: Search Person Page (Selection)- Accounts

	Name	E-Mail	Status	Organization
Select	Toby Thomas	toby@yahoo.com	Active	
Select	Toby Thomas	toby@gmail.com	Active	

- A *Manage User* page appears. Click **Manage Accounts** (see Figure 12 below).

Figure 12. Manage User Page- Accounts

Request Management	Organization	Search
<i>Manage User: Toby Thomas</i>		
<ul style="list-style-type: none"> • Manage Personal Info • Manage Accounts • Manage Passwords 		

- The *Manage Accounts* page appears. To create a new OTCnet account for a user, click **New** (see Figure 13 below). The *Create Account for:* page appears.

Figure 13. Manage Accounts Page

Request Management	Organization	Search	
<i>Manage Accounts: Toby Thomas</i>			
Select	User ID	Service	Status
<input type="checkbox"/>	tthoma03	Single Sign On (FSLDAP)	Active
<input type="button" value="New"/>	<input type="button" value="Restore"/>	<input type="button" value="De-Provision"/>	<input type="button" value="Cancel"/>

Or

To modify an existing OTCnet account for a user, click the **User ID** hyperlink for the OTCnet account and proceed to Step 6 below.

5. Select **OTCnet** for the account type and then click **Submit** as shown in Figure 14 below. Selecting **OTCnet** indicates that the user can log on to OTCnet.

Proceed to Step 8 you are only modifying the user’s role group.

Figure 14. Create Account for Page



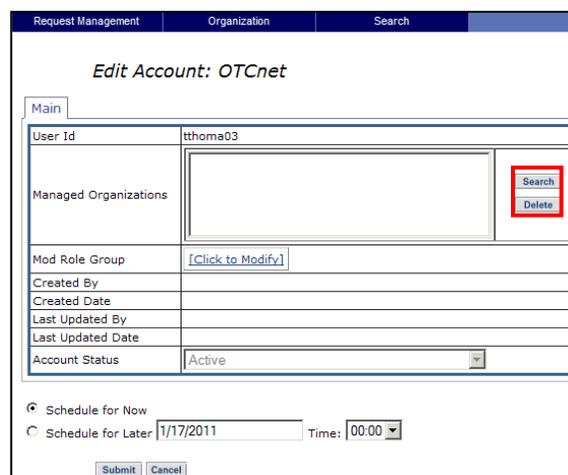
6. The *Edit Account: OTCnet* page appears. From **Managed Organizations**, click **Search** as shown in Figure 15 below.

Note:

Managed Organizations is only used by **PLSAs** for creating LSA users. When creating any other user, this field should be left blank. **LSAs** should never use this field when creating users.

The name in the **Managed Organizations** field is typically the same as the Identity Organization name. The **Identity Organization** was originally used when you created a user identity.

Figure 15. Manage Organizations Search



- The *Search: Managed Organizations* dialog box appears. Enter the organization name in the blank text box and click **Search**. Enter the name of the organization you want to add. If you do not know the full name of the organization, you can enter a partial name search.

Click **Add** and then click **Done** to return to the *Edit Account: OTCnet* page (see Figure 16 below).

Figure 16. Search: Managed Organizations Page

Search: Managed Organizations

Where fmsorgname Contains

	Name
<input checked="" type="checkbox"/>	FA_Office of Hearings and Appeals

Proceed to Step 8 if you are modifying the user's role group. If not, proceed to Step 11.

- From **Mod Role Group**, click the **Click to Modify** hyperlink (see Figure 17 below).

Figure 17. Edit Account: OTCnet (Mod Role Group)

Request Management Organization Search

Edit Account: OTCnet

Main

User Id tthoma03

Organization *

Managed Organizations

Mod Role Group

Created By

Created Date

Last Updated By

Last Updated Date

Account Status Active

Schedule for Now

Schedule for Later 9/13/2010 Time: 00:00

Note: If the **Allow OTC Endpoint to create deposits for over-the-counter collections** check box and/or the **Enable Check Capture** check box is not checked when modifying OTC Endpoint Information, you will not be able to provision the user to the appropriate OTCnet Endpoint. Refer to the Chapter 4: *Managing Your Organization Hierarchy* user guide for more details about managing your organization's hierarchy.

- The *OTCnet Module Role Access Group* dialog box appears. Select a **Role** from the **Choose a Role** drop-down (see Figure 18 below).

Figure 18. OTCnet Module Role Access Group Page

- Select an access group from the **Level 1** drop-down. The **Level 2** drop-down appears, *if applicable*. Select an access group from the **Level 2** drop-down, *if applicable* and so on (as shown in Figure 19 below).

Repeat this step as necessary for each successive level until you select the desired access group, then click **Submit** to return to the *Edit Account: OTCnet* page

Note: Wait for the Level 2 drop-down to appear. Since ITIM is a web application there may be a slight delay. It is not required to select an access group from the next level if you want to provision a user at a higher level access (level 2, 3 ,etc is not required).

Figure 19. Access Group Level Selection

11. Click **the Schedule for Now** or **Schedule for Later** radio button, click Submit (see Figure 20 below).

If the Schedule for Later radio button is selected, enter the **Date** and **Time** when the OTCnet account should be created.

Figure 20. Schedule Now or Schedule Later

12. The *Request Management – Your Pending Requests* page appears (see Figure 21).

Figure 21. Request Management- Your Pending Requests page

Select	View Details	Request ID	Time Submitted	Process Type	Requestee	Subject	Status
<input type="checkbox"/>	Details	912095546595506640	Sep 13, 2010 03:53 PM EDT	Create Account	Toby Thomas	tthoma03	In Process

Abort Reset



Application Tip

To finalize a user's access to OTCnet, an approver (**PLSA** or **LSA**) within the same OTC Endpoint or hierarchy must approve the request.



Application Tip

To verify account was successfully provisioned, select **Request Management** and click The **View Pending Requests** or **View Completed Requests**. A request will only be listed as completed if an approver has already approved the request.



Create and Edit an OTCnet Account for a User

To create and edit an OTCnet account for a user, complete the following steps:

1. From the main menu bar, select **Search** and click **Person**. The *Search Person* page appears.
2. From the **Select** drop-down menu, select **External**.



Application Tip

By default, the **Select** drop-down menu is set to **External**.

3. From the **Where** drop-down menu, select a criteria type.



Application Tip

By default, the **Where** drop-down menu is set to **Full Name**. You can choose any option as needed.

4. Enter the search criteria in the blank text box on the right and click **Search**. The *Search Person* page appears with the results of your search criteria.



Application Tip

By default, the drop-down menu after *Where* is set to **Contains**. You can choose any option as needed.

5. Click the **Select** hyperlink of the name of the user for which you would like to create and assign an OTCnet account. A *Manage User* page appears.
6. Click **Manage Accounts**. The *Manage Accounts* page appears.
7. To create a new OTCnet account for a user, click **New**. The *Create Account for:* page appears.

Or

To modify an existing OTCnet account for a user, click the **User ID** hyperlink for the OTCnet account and proceed to Step 9.

8. Select **OTCnet** for the account type and then click **Submit**. The *Edit Account: OTCnet* page appears.

**Application Tip**

Selecting **OTCnet** indicates that the user can log on to OTCnet.

**Application Tip**

Proceed to Step 13 if you are only modifying the user's role group.

- From **Managed Organization**, click **Search**. The *Search: Managed Organization* dialog box appears.

**Application Tip**

Managed Organizations is only used by **PLSAs** for creating **LSA** users. When creating any other user, this field should be left blank. **LSAs** should never use this field when creating users.

The name in the **Managed Organizations** field is typically the same as the Identity Organization name. The **Identity Organization** was originally used when you created the user's identity.

- Enter the organization name in the blank text box and click **Search**.

**Application Tip**

If you do not know the full name of the organization, you can enter a partial name search.

- Click the name of the organization you want to add.
- Click **Add** and then click **Done** to return to the *Edit Account: OTCnet* page.

**Application Tip**

Proceed to Step 13 if you are modifying the user's role group. If not, proceed to Step 18.

- From **Mod Role Group**, click the **Click to Modify** hyperlink. The *OTCnet Module Role Access Group* dialog box appears.



Application Tip

If the **Allow OTC Endpoint to create deposits for over-the-counter collections** check box and/or the **Enable Check Capture** check box is not checked when modifying OTC Endpoint Information, you will not be able to provision the user to the appropriate OTCnet Endpoint. Refer to the Chapter 4: *Managing Your Organization Hierarchy* user guide for more details about managing your organization's hierarchy.

- Select a **Role** from the **Choose a Role** drop-down.
- Select an access group from the **Level 1** drop-down. The **Level 2** drop-down appears, *if applicable*.



Application Tip

Wait for the **Level 2** drop-down to appear. Since ITIM is a web application there may be a slight delay.

- Select an access group from the **Level 3** drop-down. The **Level 4** drop-down appears, *if applicable*.



Application Tip

Repeat Step 15 as necessary for each successive level until you select the desired access group.

- Click **Submit** to return to the *Edit Account: OTCnet* page.
- Click the **Schedule for Now** or **Schedule for Later** radio button.



Application Tip

If the **Schedule for Later** radio button is selected, enter the **Date** and **Time** when the OTCnet account should be created.

- Click **Submit**. The *Request Management – Your Pending Requests* page appears.

**Application Tip**

To add additional user roles, repeat Steps 13 through 19.

**Application Tip**

To finalize a user's access to OTCnet, an approver (**PLSA** or **LSA**) within the same OTC Endpoint or hierarchy must approve the request.

**Application Tip**

To verify account was successfully provisioned, select **Request Management** and click **View Pending Requests** or **View Completed Requests**. A request will only be listed as completed if an approver has already approved the request.

Topic 4. Managing a User Password

As a **PLSA** or **LSA**, you will need to access **IBM Tivoli Identity Manager (ITIM)** to manage a user's password. You can only manage a user's password **after** the following occurs (*refer to Topics 2 and 3 of this User Guide for step-by-step instructions for the below tasks*):

1. The User's identity is created.
2. An OTCnet account is created and assigned to the user's identity (User ID).
3. An approver (another **PLSA** or **LSA** user within the same OTC Endpoint or hierarchy) approves the OTCnet account creation request.

After an OTCnet account is created and assigned to a user (and the request is approved), you will have the ability to manage the user's password. You can reset a user's password using the Manage Passwords function. Resetting a user's password does not require approval from another **PLSA** or **LSA**. Once the password reset has been successfully completed, an email notification is sent to the user with a temporary password.

Manage a User Password

1. From the main menu bar, select **Search** and click **Person**. The *Search Person* page appears (see Figure 22 below).
 - From the **Select** drop-down menu, select **External** (set to default)
 - From the **Where** drop-down menu, select a criteria type
 - Enter the search criteria in the blank text box on the right
 - Click **Search**

By default, the drop-down menu after *Where* is set to **Contains**. You can choose any option as needed.

Figure 22: Search Person Page (Criteria)- Password

Request Management	Organization	Search
		Person
Search Person		
Select	External	
Where	Full Name	Contains
		Thomas
Search		

- The *Search Person* page appears with the results of your search criteria. Click the **Select** hyperlink of the name of the user for whom you would like to manage the password (see Figure 23 below).

Figure 23: Search Person Page (Selection)

	Name	E-Mail	Status	Organization
Select	Toby Thomas	toby@yahoo.com	Active	
Select	Toby Thomas	toby@gmail.com	Active	

- The *Manage User* page appears. Click **Manage Passwords** (see Figure 24 below).

Figure 24. Manage User Page

Request Management	Organization	Search
<i>Manage User: Toby Thomas</i>		
<ul style="list-style-type: none"> • Manage Personal Info • Manage Accounts • Manage Passwords 		

- Click the **Select** check boxes for the **Single Sign On (FSLDAP)** and **OTCnet** services (see Figure 25 below) and click **Submit**.

Figure 25. Reset Password Page

Request Management	Organization	Search
<i>Personal Info - Reset Passwords</i>		
Select	Service	Login Status
<input type="checkbox"/>	Single Sign On (FSLDAP)	tthoma03 Active
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

- The Request submitted message appears (see Figure 26 below).

Figure 26. Request Submitted Page

• Request submitted.		
Select	Service	
<input type="checkbox"/>	Single Sign On (FSLDAP)	tthoma03

Manage a User Password

To manage a password for a user, complete the following steps:

1. From the main menu bar, select **Search** and click **Person**. The *Search Person* page appears.
2. From the **Select** drop-down menu, select **External**.



Application Tip

By default, the **Select** drop-down menu is set to **External**.

3. From the **Where** drop-down menu, select a criteria type.



Application Tip

By default, the **Where** drop-down menu is set to **Full Name**. You can choose any option as needed.

4. Enter the search criteria in the blank text box on the right and click **Search**. The *Search Person* page appears with the results of your search criteria.



Application Tip

By default, the drop-down menu after *Where* is to **Contains**. You can choose any option as needed.

5. Click the **Select** hyperlink of the name of the user you for which you would like to the password. A *Manage User* page appears.
6. Click **Manage Passwords**.
7. Click the **Select** check boxes for the **Single Sign On (FSLDAP)** and **OTCnet** services.
8. Click **Submit**. A Request submitted message appears.



Application Tip

After the request to reset the password is submitted, the user receives an email with a temporary password and link to access OTCnet.

Topic 5. Managing Personal Information

As a **PLSA** or **LSA**, you will need to access **ITIM** to manage a user's personal information (e.g. external, corporate, and contact information). You can only manage a user's personal information *after* the user identity (User ID) is created (*refer to Topic 2 of this User Guide for step-by-step instructions*).

Manage a User's Personal Information

- From the main menu bar, select **Search** and click **Person**. The *Search Person* page appears (see Figure 27 below).
 - From the **Select** drop-down menu, select **External** (set to default)
 - From the **Where** drop-down menu, select a criteria type
 - Enter the search criteria in the blank text box on the right
 - Click **Search**

By default, the drop-down menu after Where is set to **Contains**. You can choose any option as needed.

Figure 27: Search Person Page (Criteria)- Personal Info

The screenshot shows the 'Search Person' page with the following elements highlighted in red boxes:

- The 'Search' menu item in the top navigation bar.
- The 'Person' sub-menu item.
- The 'Select' dropdown menu set to 'External'.
- The 'Where' dropdown menu set to 'Full Name'.
- The 'Contains' dropdown menu.
- The search criteria text box containing 'Thomas'.
- The 'Search' button.

- The *Search Person* page appears with the results of your search criteria. Click the **Select** hyperlink of the name of the user for whom you would like to manage the password (see Figure 28 below).

Figure 28: Search Person Page (Selection) – Personal Info

	Name	E-Mail	Status	Organization
Select	Toby Thomas	toby@yahoo.com	Active	
Select	Toby Thomas	toby@gmail.com	Active	

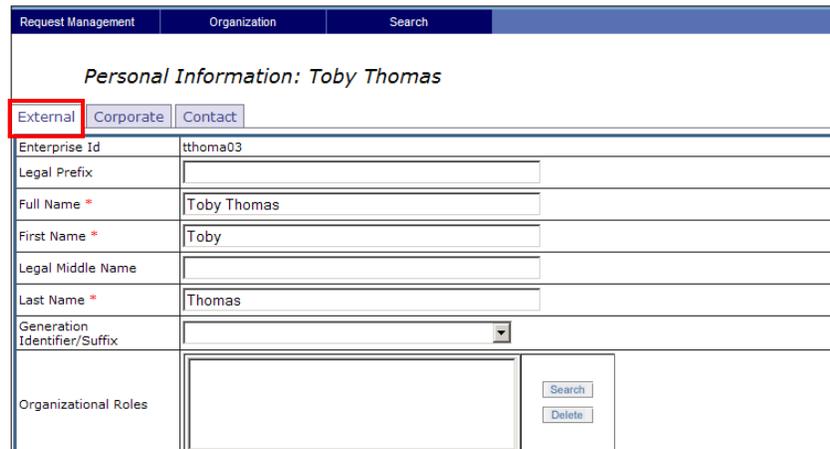
- The *Manage User* page appears. Click **Manage Personal Info** (see Figure 29 below).

Figure 29. Manage User Page- Personal Info



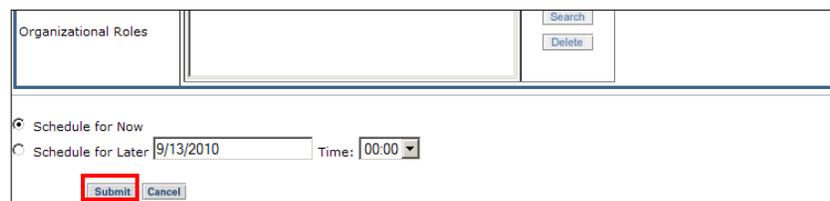
- From the **Personal Information** page (see Figure 30 below),
 - Click on the **External** tab and update the appropriate fields.
 - Click on the **Corporate** tab and update the appropriate fields.
 - Click on the **Contact** tab and update the appropriate fields.

Figure 30. Personal Information Page (Top)



- Click **Submit**, as shown in Figure 31.

Figure 31. Personal Information Page (Bottom)



Manage Personal Information

To edit a user's personal information, complete the following steps:

1. From the main menu bar, select **Search** and click **Person**. The *Search Person* page appears.
2. From the **Select** drop-down menu, select **External**.



Application Tip

By default, the **Select** drop-down menu is set to **External**.

3. From the **Where** drop-down menu, select a criteria type.



Application Tip

By default, the **Where** drop-down menu is set to **Full Name**. You can choose any option as needed.

4. Enter the search criteria in the blank text box on the right and click **Search**. The *Search Person* page appears.



Application Tip

By default, the drop-down menu after *Where* is to **Contains**. You can choose any option as needed.

5. Click the **Select** hyperlink of the name of the user you would like to manage. A *Manage User* page appears.
6. Click **Manage Personal Info**. The *Personal Information* page appears.
7. From the **Personal Information** page,
 - Click on the **External** tab and update the appropriate fields.
 - Click on the **Corporate** tab and update the appropriate fields.
 - Click on the **Contact** tab and update the appropriate fields.
8. Click **Submit**.



Application Tip

Additional button on the page that help you perform other tasks:

- Click **Cancel** to return to the ITIM Home Page. No data will be saved.

Topic 6. Approving or Rejecting an OTCnet User Request

As a **PLSA** or **LSA**, you are able to approve or reject an OTCnet account creation or modification request. You will need to access **ITIM** to approve or reject a request. You can only approve or reject a request *after another PLSA or LSA* within the same OTC Endpoint or hierarchy generates the request by creating or modifying an OTCnet account for a user.

After you approve the request, the user for which the OTCnet account applies, receives an email notification containing information about the changes to their OTCnet account. If you reject the request, the **PLSA** or **LSA** who created the request receives an **ITIM** notification of the rejection.

Approve/ Reject an OTCnet User Request

1. Log in to <https://reg.fms.treas.gov/itimext>. *Request Management-Your To-Do List* page appears (see Figure 32 below). Click **Account Approval**.

Figure 32. Request Management- Your To Do List Page

Request Management	Organization	Search			
<i>Request Management - Your To-Do List</i>					
Locked	Activity	Time Due	Requestee	Subject	
	Account Approval	Sep 01, 2010 03:30 PM EDT	Brad Shaw	bshaw001	

2. The *Approve/Reject the Request* page appears (see Figure 33 below). Click **Approve**, **Reject** or **Cancel**. Click **View Request Data** to view details of the request. Click **Back** to return to the *Approve/Reject the Request* page.

Figure 33. Approve/ Reject the Request Page

Request Management	Organization	Search			
<i>Approve / Reject the Request</i>					
Description	Access request for Brad Shaw's account bshaw001 on OTCnet (External) requires your approval.				
Request ID	3079013681185678596				
Requestor	Otcnet TonqeHLAsthree				
Requestee	Brad Shaw				
Subject	bshaw001				
Time Submitted	Aug 25, 2010 03:30 PM EDT				
Time Due	Sep 01, 2010 03:30 PM EDT				
	View Request Data				
Explanation					
Approve Reject Cancel					



Approve or Reject an OTCnet Account

To approve or reject an OTCnet account creation or modification request, complete the following steps:

1. Log in to <https://reg.fms.treas.gov/itimext>. The *Request Management-Your To-Do List* page appears.
2. Click **Account Approval**. The *Approve/Reject the Request* page appears.
3. Click **Approve**, **Reject** or **Cancel**.



Application Tip

Click **Approve** to approve the user account request. Click **Reject** to reject the user account request. Click **Cancel** to return to the ITIM Home Page. No data will be saved.



Application Tip

Click **View Request Data** to view details of the request. Click **Back** to return to the *Approve/Reject the Request* page.

Topic 7. Modify User Status

After a **PLSA** or **LSA** creates and assigns an OTCnet account to a user, **ITIM** looks for other approvers within the same **OTC Endpoint** or hierarchy and notifies them of the pending request (approvers are other **PLSAs** and **LSAs**).

As the **PLSA** or **LSA** for your organization, you are the only users who can modify another user's OTCnet status. You can:

- Suspend (deactivate) a user's OTCnet account
- Restore (activate) a user's OTCnet account
- De-Provision (delete) a user's OTCnet account

Modify User Status

1. From the main menu bar, select **Search** and click **Person**. The *Search Person* page appears (as shown in Figure 34 below).
 - From the **Select** drop-down menu, select **External** (set to default)
 - From the **Where** drop-down menu, select a criteria type
 - Enter the search criteria in the blank text box on the right
 - Click **Search**

By default, the drop-down menu after "Where" is set to **Contains**. You can choose any option as needed.

Figure 34: Search Person Page (Criteria)- Modify Status

The screenshot shows the 'Search Person' page with the following elements highlighted by red boxes:

- The 'Search' button in the top navigation bar.
- The 'Person' link in the top navigation bar.
- The 'Select' dropdown menu set to 'External'.
- The 'Where' dropdown menu set to 'Full Name'.
- The 'Contains' dropdown menu.
- The text input field containing 'Thomas'.
- The 'Search' button at the bottom of the form.

- The *Search Person* page appears with the results of your search criteria. Click the **Select** hyperlink of the name of the user to suspend, restore or de-provision an OTCnet account (see Figure 35 below).

Figure 35: Search Person Page (Selection)- Modify Status

	Name	E-Mail	Status	Organization
Select	Toby Thomas	toby@yahoo.com	Active	
Select	Toby Thomas	toby@gmail.com	Active	

- A *Manage User* page appears. Click **Manage Accounts** (see Figure 36 below).

Figure 36. Manage User Page- Modify Status

Request Management
Organization
Search

Manage User: Toby Thomas

- [Manage Personal Info](#)
- [Manage Accounts](#)
- [Manage Passwords](#)

- The *Manage Accounts* page appears (see Figure 37 below). Select the **Service (OTCnet)** you want to suspend, restore or de-provision by checking the check box under the **Select** column, then:

- Click **Suspend**
or
- Click **Restore**
or
- Click **De-Provision**

Figure 37. Manage Accounts Page- Modify Status (Top)

Request Management
Organization
Search

Manage Accounts: Toby Thomas

Select	User ID	Service	Status
<input type="checkbox"/>	tthoma03	Single Sign On (FSLDAP)	Active
<input checked="" type="checkbox"/>	tthoma03	OTCnet	Active

New
Suspend
Restore
De-Provision
Cancel

- The *Manage Accounts* page appears (see Figure 38 below). Click **Submit**.

Figure 38. Manage Accounts Page- Modify Status (Bottom)

Request Management Organization Search

Manage Accounts: Toby Thomas

Schedule for Now
 Schedule for Later Time:

Confirm suspend of the following accounts:

User ID	Service	Status
idwtes01	OTCnet	Active

To finalize the modification of a user’s OTCnet account, an approver (PLSA or LSA) within the same **OTC Endpoint** or hierarchy must approve the request. This will require a PLSA / LSA to log into ITIM to approve the account.

After logging into ITIM, click **Account Approval** under **Activity** (see Figure 39 below).

Figure 39. Request Management- Your-To-Do List (Account Approval)

Request Management Organization Search

Request Management - Your To-Do List

Locked	Activity	Time Due	Requestee	Subject
	Account Approval	Sep 01, 2010 03:30 PM EDT	Brad Shaw	bshaw001

The *Approve/ Reject the Request* page appears. Click **Approve** (see Figure 40 below)

Figure 40. Approve/ Reject the Request Page

Request Management Organization Search

Approve / Reject the Request

Description	Access request for Brad Shaw's account bshaw001 on OTCnet (External) requires your approval.
Request ID	3079013681185678596
Requestor	Otcnet TcnqeHLASThree
Requestee	Brad Shaw
Subject	bshaw001
Time Submitted	Aug 25, 2010 03:30 PM EDT
Time Due	Sep 01, 2010 03:30 PM EDT
	View Request Data
Explanation	<div style="border: 1px solid gray; height: 40px;"></div>

- The *Request Management – Your Pending Requests* page appears (see Figure 41 below)

Figure 41. Your Pending Requests Page

Request Management		Organization	Search				
<i>Request Management - Your Pending Requests</i>							
Select	View Details	Request ID	Time Submitted	Process Type	Requestee	Subject	Status
<input type="checkbox"/>	Details	7613900040730785793	Oct 26, 2010 01:50 PM EDT	Change User Data	Brad Shaw		Not Started
<input type="button" value="Abort"/>		<input type="button" value="Reset"/>					



Modify User Status

To modify a user's status, complete the following steps:

1. From the main menu bar, select **Search** and click **Person**. The *Search Person* page appears.
2. From the **Select** drop-down menu, select **External**.



Application Tip

By default, the **Select** drop-down menu is set to **External**.

3. From the **Where** drop-down menu, select a criteria type.



Application Tip

By default, the **Where** drop-down menu is set to **Full Name**. You can choose any option as needed.

4. Enter the search criteria in the blank text box on the right and click **Search**. The *Search Person* page appears with the results of your search criteria.



Application Tip

By default, the drop-down menu after *Where* is to **Contains**. You can choose any option as needed.

5. Click the **Select** hyperlink of the account for whom you would like to suspend, restore, or de-provision an OTCnet account. A *Manage User* page appears.
6. Click **Manage Accounts**. The *Manage Accounts* page appears.
7. Select the **Service (OTCnet)** you want to suspend, restore or de-provision by checking the check box under the **Select** column, then:

Click **Suspend**. The *Manage Accounts* page appears.

Or

Click **Restore**. The *Manage Accounts* page appears.

Or

Click **De-Provision**. The *Manage Accounts* page appears.

8. Click **Submit**. The *Request Management – Your Pending Requests* page appears.

**Application Tip**

To verify account was successfully modified, select **Request Management** and click The **View Pending Requests** or **View Completed Requests**.

**Application Tip**

To finalize the modification of a user's OTCnet account, an approver (PLSA or LSA) within the same OTC Endpoint or hierarchy must approve the request.

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OTCnetSM
Deposits Made Simple

Chapter 4: Managing Your Agency's Hierarchy and Configuring Accounting Codes and Endpoint Mappings

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Managing Your Agency's Hierarchy Participant User Guide* varies by system. Please note the intended audience by system you are capturing or processing on:

Deposit Processing

- Accounting Specialist
- Local Accounting Specialist (refer to Chapter 1 for permission details)
- Viewer (View their organization's hierarchy endpoint only)

Check Capture and Check Processing

- Check Capture Administrator
- Check Capture Supervisor (refer to Chapter 1 for permission details)

Overview

Welcome to *Managing Your Agency's Hierarchy*. In this chapter, you will learn:

- The purpose of organizational hierarchy
- How to add lower level endpoints to the highest level of an organization hierarchy
- How to add additional lower level endpoints/ add financial institution relationship to a hierarchy that was previously defined
- How to make changes to OTC Endpoints
- How to delete OTC Endpoints
- How to view OTC Endpoints
- How to modify accounting codes
- How to modify endpoint mappings

Topics

This chapter is organized by the following topics:

1. Purpose of the Organizational Hierarchy
2. Creating an Organizational Hierarchy
3. Managing the Organizational Hierarchy
4. Modifying Accounting Codes

Topic 1. Purpose of the Organizational Hierarchy

As your Agency's **Accounting Specialist (AS)**, **Local Accounting Specialist (LAS)**, and **Check Capture Administrator (CCA)**, you are responsible for identifying the organizational structure for your Agency's deposits and check capture settings. This organizational structure is called a hierarchy. Creating this hierarchy accomplishes three things:

- An organization's hierarchy describes the relationships and reporting structures between **OTC Endpoints** within your organization that create or submit deposits in OTCnet
- Defines the content of the reports that individuals may run based on their **OTC Endpoints** within the hierarchy
- The creation of the hierarchy enables staff to create deposits and pull reports on all appropriate **OTC Endpoints** in the organization

You will work with your management to determine the desired hierarchy, and then use the OTCnet tools provided to define that hierarchy in OTCnet.

The organizational hierarchy you create contains specific **OTC Endpoints** from which **Deposit Preparers** may create deposits and **Check Capture Operators** may scan checks. These locations are called **OTC Endpoints**. You are responsible for indicating which locations in the hierarchy are **OTC Endpoints**, and how deposits at **OTC Endpoints** should be handled. A **Deposit Processing** endpoint will be indicated with a **(TGA)** next to the endpoint, and a **Check Capture** endpoint is indicated with a **(CHK)** next it.

Topic 2. Creating an Organizational Hierarchy

Once your High Level Agency Support (HLAS) has entered your organization into OTCnet, you are responsible for entering your organizational hierarchy. As part of your setup process, the HLAS creates the highest level of your hierarchy for you; you add to that hierarchy according to your organization's needs. The highest level of your organization cannot be a depositing endpoint.

You may create as many lower levels in your hierarchy as you need, with as many **OTC Endpoints** in each level as you need.

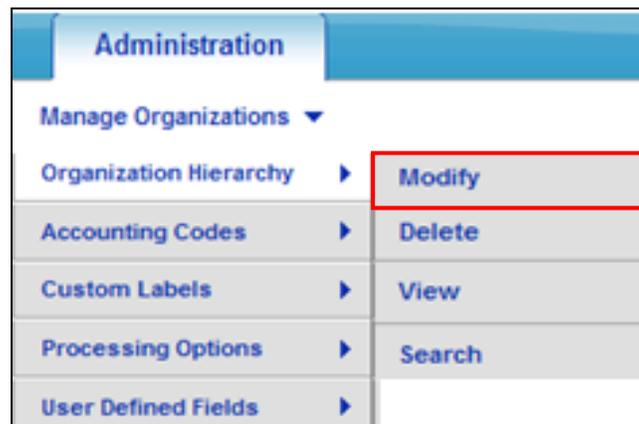
You may edit your hierarchy as desired by updating the information for each **OTC Endpoint** you create. You may delete an **OTC Endpoint** from which no deposit has been made, but may not delete an **OTC Endpoint** once a deposit has been made from that **OTC Endpoint**. **OTC Endpoints** may not be deleted after a deposit has been made because historical information about that deposit would also be deleted, creating inaccurate reporting.

Your organization's hierarchy is accessible by selecting the **Administration** tab and then the **Manage Organization** menu option.

Add an OTC Endpoint

1. Click the **Administration** tab. Click **Manage Organization** and select **Organization Hierarchy** and click **Modify**.

Figure 1. Select Organization Hierarchy>Modify



2. The Step 1 of 3: Select an OTCnet Endpoint page appears. Select your organization's **OTC Endpoint** as it appears in the list.

Figure 2: Select the OTC Endpoint page

Modify Organization

Step 1 of 3: Select the OTC Endpoint

Select the OTC Endpoint you would like to modify.

CHK denotes check capture **TGA** denotes deposit processing **M** denotes mapped accounting code(s)

Organization Hierarchy: High Level Organizations

Expand All / Contract All

- AD ORG - New Testing Org
- AcspLocal - Accounting Specialist Local
- IRS - Internal Revenue Service
- JSBA - My checkout Agency test

Cancel

3. The Step 2 of 3: *Update OTC Endpoint Information* page appears.

As shown in Figure 3 below, check the **Add lower levels to this OTC Endpoint** check box. In the table that appears you can add new **OTC Endpoints** that fall in the level under the current **OTC Endpoint**.

Enter the Lower Level OTC Endpoint(s)'s **Short Name(s)** and **Description(s)** and then click **Next**. The **Short Name** and **Description** field provide an abbreviation and a full description, respectively, of the **OTC Endpoint** you are adding.

Short name(s) are user-defined text describing an organization. Short names must be unique within an organization hierarchy (e.g. Short name: IRS; Description: Internal Revenue Service).

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.

Figure 3: Update the OTC Endpoint Information page

Modify Organization

Step 2 of 3: Update the OTC Endpoint information

Update the OTC Endpoint information.

Organization Hierarchy: MO-01 - MO-01
 OTC Endpoint: MO-01 - MO-01

* Denotes required fields.

General

Short Name*
 MO-01

Description*
 MO-01

Add lower levels to this OTC endpoint

Short Name*	Description*

Add More Lines

< Previous Cancel **Next >**

- The *Step 3 of 3: Review OTC Endpoint(s)* page appears. Review and verify the OTC Endpoint details and click **Submit**. A confirmation page appears showing the **OTC Endpoint** has been modified (added lower level OTC Endpoint).

Figure 4: Review OTC Endpoint page

Modify Organization

Step 3 of 3: Review OTC Endpoint

Verify the following information is correct and click **Submit** to modify the OTC Endpoint.

Organization Hierarchy: MO-01 - MO-01
OTC Endpoint: MO-01 - MO-01

General	
Short Name	MO-01
Description	MO-01
OTC Endpoint	No

Lower Levels	
Short Name	Description
MO-01-a	MO-01-a

« Previous
Cancel
Submit

Add an OTC Endpoint from the Highest Level of an Organizational Hierarchy

To add an OTC Endpoint from the highest level of an organization hierarchy, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organization** menu, select **Organization Hierarchy** and click **Modify**. The *Step 1 of 3: Select an OTC Endpoint* page appears.
3. Select your OTC Endpoint that appears in the list. The *Step 2 of 3: Update OTC Endpoint Information* page appears.
4. Check the **Add lower levels to this OTC Endpoint**
5. Enter the Lower Level OTC Endpoint's **Short Name(s)** and **Description(s)** and click **Next**.



Application Tip

Short name(s) are user-defined text describing an organization. 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.

6. In the *Step 3 of 3: Review OTC Endpoint(s)* page, review and verify the OTC Endpoint details and click **Submit**. A confirmation page appears showing the OTC Endpoint has been modified (added lower level OTC Endpoint).



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Add More Lines** to insert additional rows to the table, to input additional Agency accounting codes.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

Topic 3. Managing the Organizational Hierarchy

Once you have performed initial setup of your organizational hierarchy, you can add to it and adjust it to suit your needs by performing the following tasks:

- Add a lower level to existing an OTC Endpoint
- Modify OTC Endpoint Information
- Delete an OTC Endpoint
- View an OTC Endpoint

Note: Before a user can be provisioned to a deposit processing OTC Endpoint (**TGA**) in ITIM, ensure the **Allow OTC Endpoint to create deposits for over-the-counter collections** check box is checked.

Before a user can be provisioned to a check capture OTC Endpoint (**CHK**) in ITIM, ensure the **Enable Check Capture** check box is checked.

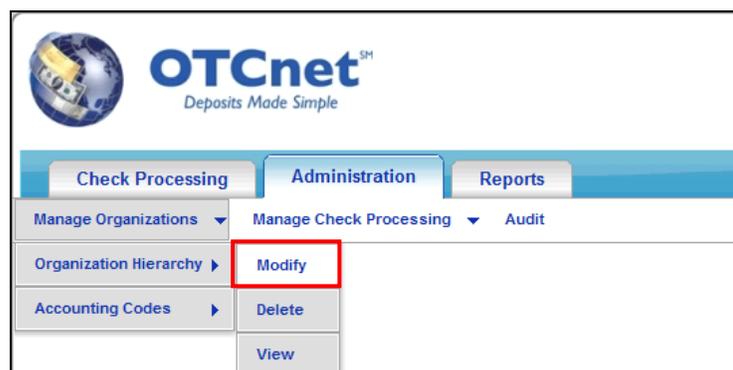
If the **Allow OTC Endpoint to create deposits for over-the-counter collections** check box and/or the **Enable Check Capture** check box is not checked when modifying OTC Endpoint Information, you will not be able to provision the user to the appropriate OTCnet Endpoint. Refer to the Chapter 4: *Managing Your Organization Hierarchy* user guide for more details about managing your organization's hierarchy.

Add a Lower Level to an Existing OTC Endpoint

You can add as many levels to your Agency hierarchy as your organization needs, each with as many **OTC Endpoints** as needed.

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

Figure 5. Modify Organization Hierarchy



- The *Step 1 of 3: Select an OTC Endpoint* page appears. Select your **OTC Endpoint** that appears in the list.

Modify Organization

Step 1 of 3: Select OTC Endpoint

Select the OTC Endpoint you would like to modify.

CHK denotes check capture **TGA** denotes deposit processing **M** denotes mapped accounting code(s)

Organization Hierarchy: High Level Organizations

[Expand All / Contract All](#)

- BPD - Bureau of the Public Debt
- CBP - Customs and Border Protection
- DGTest - Debit Gateway Test
- DOD - Department of Defense
- DOI FWS - DOI Fish and Wildlife Service
- HL DelTest - HL Del Test
- NAF-1 - Non-Appropriated Funds 1
- NAF-2 - Non-Appropriated Funds 2
- NAF-3 - Non-Appropriated Funds 3
- NAF-4 - Non-Appropriated Funds 4
- UC320-1 - Summary Level Only
- UC320-2 - Summary Level Only
- UC320-3 - Summary and Detail
- UC320-4 - Summary and Detail
- UC320-5 - Mixed
- UC320-6 - Special Character
- UC321-1 - Detail Only
- UC321-2 - Summary Level Only

[Cancel](#)

- The *Step 2 of 3: Update OTC Endpoint Information* page appears.

Check the **Add lower levels to this OTC Endpoint** check box to add lower levels to the existing endpoint. **Short Name** and **Description** text boxes appear. Enter **Short Name** and **Description** fields for all the **OTC Endpoints** in the next lower level. When you have finished, click **Next**.

Figure 6: Update the OTC Endpoint Information page

Modify Organization

Step 2 of 3: Update the OTC Endpoint Information

Update the OTC Endpoint information.

Organization Hierarchy: MO-01 - MO-01
OTC Endpoint: MO-01 - MO-01

* Denotes required fields.

General

Short Name*

Description*

Add lower levels to this OTC endpoint

Short Name*	Description*
<input type="text"/>	<input type="text"/>

[Add More Lines](#)

[« Previous](#) [Cancel](#) [Next »](#)

4. The *Step 3 of 3: Review OTC Endpoint* appears. Verify the **OTC Endpoint** details are correct and click **Submit**. A confirmation page appears showing the **OTC Endpoint** has been modified (added). Verify the OTC Endpoint details are correct and click **Submit**. A confirmation page appears showing the OTC Endpoint has been modified.

Figure 7: Review OTC Endpoint page

Modify Organization

Step 3 of 3: Review OTC Endpoint

Verify the following information is correct and click **Submit** to modify the OTC Endpoint.

Organization Hierarchy: MO-01 - MO-01
OTC Endpoint: MO-01 - MO-01

General	
Short Name	MO-01
Description	MO-01
OTC Endpoint	No

Lower Levels	
Short Name	Description
MO-01-a	MO-01-a

« Previous
Cancel
Submit

Add a Lower Level to an OTC Endpoint

To add a lower level to an OTC Endpoint, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organization** menu, select **Organization Hierarchy** and click **Modify**. The *Step 1 of 3: Select an OTC Endpoint* page appears.
3. Select your OTC Endpoint that appears in the list. The *Step 2 of 3: Update OTC Endpoint Information* page appears.
4. Check the **Add lower levels to this OTC Endpoint**, to add lower level to the existing endpoint. **Short Name** and **Description** text boxes appear. The *Step 3 of 3: Review OTC Endpoint* appears.
5. Verify the OTC Endpoint details are correct and click **Submit**. A confirmation page appears showing the OTC Endpoint has been modified.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Add More Lines** to insert additional rows to the table, to input additional Agency accounting codes.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

It is also important to not the following:



Application Tip

Before a user can be provisioned to a deposit processing OTC Endpoint (**TGA**) in ITIM, ensure the **Allow OTC Endpoint to create deposits for over-the-counter collections** check box is checked.



Application Tip

Before a user can be provisioned to a check capture OTC Endpoint (**CHK**) in ITIM, ensure the **Enable Check Capture** check box is checked.

**Application Tip**

If the **Allow OTC Endpoint to create deposits for over-the-counter collections** check box and/or the **Enable Check Capture** check box is not checked when modifying OTC Endpoint Information, you will not be able to provision the user to the appropriate OTCnet Endpoint. Refer to the Chapter 4: *Managing Your Organization Hierarchy* user guide for more details about managing your organization's hierarchy.

Modify OTC Endpoint Information

You can modify the **Short Name** or **Description** of an existing **OTC Endpoint**, enable the **OTC Endpoint** to create deposits or capture checks, or add a lower level to the **OTC Endpoint**.

Note: To modify endpoint information settings for an OTC Endpoint that is both **TGA** and **CHK**, the user must have both **Accounting Specialist** and **Check Capture Administrator** privileges.

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Modify**. The *Step 1 of 3: Select an OTC Endpoint* page appears. Select your organization's endpoint that you want to modify that appears in the list.

Figure 8. Modify Organization Hierarchy

Modify Organization

Step 1 of 3: Select OTC Endpoint

Select the OTC Endpoint you would like to modify.

CHK denotes check capture **TGA** denotes deposit processing **M** denotes mapped accounting code(s)

Organization Hierarchy: High Level Organizations

[Expand All / Contract All](#)

- BPD - Bureau of the Public Debt
- CBP - Customs and Border Protection
- DGTest - Debit Gateway Test
- DOD - Department of Defense
- DOI FWS - DOI Fish and Wildlife Service
- HL DelTest - HL Del Test
- NAF-1 - Non-Appropriated Funds 1
- NAF-2 - Non-Appropriated Funds 2
- NAF-3 - Non-Appropriated Funds 3
- NAF-4 - Non-Appropriated Funds 4
- UC320-1 - Summary Level Only
- UC320-2 - Summary Level Only
- UC320-3 - Summary and Detail
- UC320-4 - Summary and Detail
- UC320-5 - Mixed
- UC320-6 - Special Character
- UC321-1 - Detail Only
- UC321-2 - Summary Level Only

[Cancel](#)

To modify endpoint information settings for an OTC Endpoint that is both **TGA** and **CHK**, the user must have both **Accounting Specialist** and **Check Capture Administrator** privileges.

3. Select the OTC Endpoint you want to modify from the list that appears. The *Step 2 of 3: Update OTC Endpoint Information* page appears.

Figure 9. Update OTC Endpoint Information

Modify Organization

Step 2 of 3: Update OTC Endpoint Information

Update the OTC Endpoint information.

Organization Hierarchy: BPD - Bureau of the Public Debt
 OTC Endpoint: OTS - OFFICE OF THIRFT SUPERVISION - 2074000101

* Denotes required fields.

General

Short Name*

Description*

Allow OTC Endpoint to create deposits for over-the-counter collections

Check Cashing Policies

Data Privacy

Enable Check Capture

Add lower levels to this OTC Endpoint

Advanced Administration

Special Designation

« Previous Cancel Next »

4. Update the OTC Endpoint information:

- Update **General** by entering the **Short Name** and **Description** details.

A short name must be entered to identify the **OTC Endpoint** that is being updated. If an **OTC Endpoint** exists, the data displayed in the text is available for update.

Note: 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 issues. Special character limitations apply to all levels in the hierarchy.

To allow the **OTC Endpoint** to create deposits, you can:

Click the **Allow OTC Endpoint to create deposits for over-the-counter collections** check box.

Note: Before a user can be provisioned to a deposit processing OTC Endpoint (**TGA**) in ITIM, ensure the **Allow OTC Endpoint to create deposits for over-the-counter collections** check box is checked.

- Update **Agency Location Code** by entering the ALC
- Update **Address** by entering the address details
- Update **Financial Institution Relationship(s)** by
 - Selecting both the **Financial Institution** and **RTN (Routing Transit Number)**
 - Entering the **DDA (Demand Deposit Account)** and **Retype DDA** and click **Add**

To delete the Financial Institution relationship, click the **Delete** checkbox(es) under the **Delete** column

Figure 10: Allow endpoint to create deposits for over-the-counter collections

Modify Organization 1 2

Step 2 of 3: Update OTC Endpoint Information

Update the OTC Endpoint information.
 Organization Hierarchy: BPD - Bureau of the Public Debt
 OTC Endpoint: OTS - OFFICE OF THIRFT SUPERVISION - 2074000101
 * Denotes required fields.

General

Short Name*

Description*

Allow OTC Endpoint to create deposits for over-the-counter collections

Agency Location Code

Address

Financial Institution Relationship(s)

Financial Institution RTN

DDA

Financial Institution	RTN	DDA	Delete
Citibank NA	021000089	40636943	<input type="checkbox"/>
United Bank	051900395	002536060	<input type="checkbox"/>

Check Cashing Policies

Data Privacy

Enable Check Capture

Add lower levels to this OTC Endpoint

Advanced Administration

Special Designation

To specify the check cashing policies of the **OTC Endpoint**, you can:

- Click the **Check Cashing Policies** check box.

If check box is checked and grayed out, it indicates that this OTC Endpoint is either inheriting the policies from the parent Organization or its own information has already been defined and the user does not have the privilege to make modifications. Only a CCA has privileges to modify the check cashing policies.

- Add **Default Reason Codes** by,
 - Selecting a default reason code and then clicking **Add**, *optional*. Repeat steps as necessary

The **Default Reason Codes** allows you to specify the return reason codes relevant to your Agency’s program. These codes represent the numeric codes used in the ACH and paper return processing, which specify the reason for the return of the transaction and Check 21 codes.

Figure 11. Check Cashing Policies

Modify Organization 1 2

Step 2 of 3: Update OTC Endpoint Information

Update the OTC Endpoint information.

Organization Hierarchy: BPD - Bureau of the Public Debt
 OTC Endpoint: OTS - OFFICE OF THIRFT SUPERVISION - 2074000101

* Denotes required fields.

General

Short Name*

Description*

Allow OTC Endpoint to create deposits for over-the-counter collections

Check Cashing Policies Edit Policies

Default Reason Codes

Select...
 01-Insufficient Funds
 02-Account Closed
 03-No Account / Unable to Locate
 04-Invalid Account Number
 05-Reserved
 06-Returned per ODFI Request
 07-Auth Revoked by Customer
 08-Payment Stopped
 09-Uncollected Funds

Agency Assigned Suspensions

Days	Occurrence	Delete
<input type="text" value="30"/>	<input type="text" value="1"/>	<input type="checkbox"/>
<input type="text" value="30"/>	<input type="text" value="2"/>	<input type="checkbox"/>
<input type="text" value="30"/>	<input type="text" value="3"/>	<input type="checkbox"/>

Agency Verification Policies

Include Represented and Retired Check
 Include Retired Check Only

Include Expired

Data Privacy

Enable Check Capture

Add lower levels to this OTC Endpoint

Advanced Administration

Special Designation

Delete **Assigned Return Reason Code Filters** by

- Checking **Delete** box(es) under the **Delete** column, *optional*

Update **Agency Assigned Suspensions** by, *optional*

- Entering the number of **Days**
- Entering the **Occurrence** number
- Selecting **Agency Assigned Suspensions** you want to **Delete** by checking the boxes under the **Delete** column, *if applicable*

To update the **Agency Assigned Suspensions**, select the **Default Reason Code** it will apply, by clicking in the box provided.

The **Agency Assigned Suspensions - Days** allows you to specify the number of calendar days than an individual is unable to cash a check or pay by check and is calculated from the date the system is aware of the return file. The **Agency Assigned Suspensions - Occurrence** allows you to specify the suspension level.

Update **Agency Verification Policy** by, *optional*

- Clicking **Include Represented and Retired Check** or **Include Retired Check Only**
- Checking **Include Expired**
- Entering the number of **Expired Days**
- Checking **Agency Verification Policies—Delete**

Include Represented and Retired Check or **Include Retired Check Only** allows you to specify whether the verification record is generated on Represented or Retired items. **Include Retired Check Only** allows you to specify whether the verification record is generated on only Retired items.

Include Expired indicates whether previous suspensions that have since expired are counted when accessing the suspension level to assign when the individual writes a check. **Agency Verification Policies—Delete** allows you to remove the check cashing policy for your OTC Endpoint. Once the check cashing policy is removed for the OTC Endpoint, the higher level organization's check cashing policy will be automatically assigned to your OTC Endpoint.

To specify the data privacy of the **OTC Endpoint**, you can:

- Click the **Data Privacy** check box.
- Update **Data Privacy** by,
- Selecting the **Data Privacy – Agency Available Attributes** you want to block or unblock by checking the boxes under the **Blocked** column.

By default, account, user defined field 1, bank routing number, and note are checked as **Blocked**.

If check box is checked, it indicates that the OTC Endpoint information has been defined.

Figure 12. Data Privacy Available Attributes

Modify Organization 1 2

Step 2 of 3: Update OTC Endpoint Information

Update the OTC Endpoint information.

Organization Hierarchy: BPD - Bureau of the Public Debt
 OTC Endpoint: OTS - OFFICE OF THIRFT SUPERVISION - 2074000101
 * Denotes required fields.

General

Short Name*
 OTS

Description*
 OFFICE OF THIRFT SUP

Allow OTC Endpoint to create deposits for over-the-counter collections

Check Cashing Policies

Data Privacy

Data Privacy - Agency Available Attributes	
Attribute Name	Blocked
Account	<input checked="" type="checkbox"/>
Short Name	<input type="checkbox"/>
Note	<input checked="" type="checkbox"/>
Bank Routing Number	<input checked="" type="checkbox"/>
User Defined Field 1	<input checked="" type="checkbox"/>

Enable Check Capture

Add lower levels to this OTC Endpoint

Advanced Administration

Special Designation

To enable the **OTC Endpoint** to capture checks, you can:

- Click the **Enable Check Capture** check box.
- Update **Enable Check Capture** by,
- Entering the (Agency Location Code) **ALC+2**.
The ALC+2 is required for initial setup. Once the ALC+2 is entered it cannot be updated.
- Update **OTC Verification Group** by,
- Entering the **Short Name (Starting With)** and clicking **Search**
- Clicking **Yes** or **No** for **Queue Interface**
- Selecting the **OTC Endpoint** you want to add by checking the box under the **Assign** column and then clicking **Add Agency Group**

By default, the OTC Endpoint **Short Name** displays. You can add additional OTC Endpoints to the OTC Verification Group by clicking the **Clear** button to clear the Short Name and then entering a **Short Name** and clicking **Search**.

- Under **OTC Verification Group, Current Agency Site**,
 - Select the **OTC Endpoint** you want to delete by checking the box under the **Delete** column.

Figure 13. Enable Check Capture

Modify Organization 1 2

Step 2 of 3: Update OTC Endpoint Information

Update the OTC Endpoint information.

Organization Hierarchy: BPD - Bureau of the Public Debt
 OTC Endpoint: OTS - OFFICE OF THIRFT SUPERVISION - 2074000101
 * Denotes required fields.

General

Short Name*

Description*

Allow OTC Endpoint to create deposits for over-the-counter collections

Check Cashing Policies

Data Privacy

Enable Check Capture

ALC+2*

Queue Interface
 Yes No

OTC Verification Group

Short Name (Starting With)

OTC Verification Group Current Agency Site OFFICE OF THIRFT SUPERVISION			
Short Name	Description	ALC+2	Delete
OTS	OFFICE OF THIRFT SUPERVISION	2074000101	<input type="checkbox"/>

Add lower levels to this OTC Endpoint

To add lower level endpoints, you can:

- Click the **Add lower levels to this OTC Endpoint** check box.
- Update **Add lower levels to this OTC Endpoint** by,
 - Entering the **Short Name** and **Description**.
 - Click **Add More Lines** to add additional lower levels to this **OTC Endpoint**

A short name must be entered to identify the OTC Endpoint that is being updated. If an **OTC Endpoint** exists, the data displayed in the text is available for update.

Check the **Add lower levels to this OTC Endpoint**, to add lower level to the existing endpoint.

Figure 14. Add Lower Level to Endpoint

Modify Organization 1 2

Step 2 of 3: Update OTC Endpoint Information

Update the OTC Endpoint information.

Organization Hierarchy: BPD - Bureau of the Public Debt
 OTC Endpoint: OTS - OFFICE OF THIRFT SUPERVISION - 2074000101

* Denotes required fields.

General

Short Name*

Description*

Allow OTC Endpoint to create deposits for over-the-counter collections

Check Cashing Policies

Data Privacy

Enable Check Capture

Add lower levels to this OTC Endpoint

Short Name*	Description*
<input type="text" value="OTCDDS2"/>	<input type="text" value="DDS Testing 2"/>
<input type="text" value="OTCDDS3"/>	<input type="text" value="DDS Testing 3"/>
<input type="text" value="OTS-ADD"/>	<input type="text" value="Adding Endpoint"/>
<input type="text" value="OTS1"/>	<input type="text" value="OTS1"/>
<input type="text" value="OTS11"/>	<input type="text" value="OTS11"/>
<input type="text" value="OTS12"/>	<input type="text" value="OTS12"/>
<input type="text" value="OTS2"/>	<input type="text" value="OTS2"/>
<input type="text" value="OTS8"/>	<input type="text" value="OTS8 - Sticky Test"/>
<input type="text" value="OTSD"/>	<input type="text" value="OTS Deposit"/>
<input type="text" value="OTSDDS"/>	<input type="text" value="DDS Testing"/>
<input type="text" value="OTSJF"/>	<input type="text" value="OTS JF"/>
<input type="text" value="OTSTrain"/>	<input type="text" value="Training Team"/>

Advanced Administration

Special Designation

To specify the advanced administration, you can:

- Click **Advanced Administration**.
- Specify Advanced Administration by,
- Clicking **Yes** or **No** for **Debit Gateway**
- Clicking **Report Only Summary Level Date to TRS**

You can only specify the **Advanced Administration** information if the OTC Endpoint is allowed to capture checks.

The **Report Only Summary Level Date to TRS** flag dictates whether the detailed level data will be transmitted to Transaction Reporting System (TRS). If the flag is checked, only summary data will be reported to TRS for all the check transactions that are processed under this OTC Endpoint (CHK) or ALC+2. This is mainly for the OTC Endpoints that will be used to process tax data.

Figure 15. Advanced Administration

Modify Organization 1 2

Step 2 of 3: Update OTC Endpoint Information

Update the OTC Endpoint information.

Organization Hierarchy: BPD - Bureau of the Public Debt
 OTC Endpoint: OTS - OFFICE OF THIRFT SUPERVISION - 2074000101

* Denotes required fields.

General

Short Name*

Description*

Allow OTC Endpoint to create deposits for over-the-counter collections
 Check Cashing Policies
 Data Privacy
 Enable Check Capture
 Add lower levels to this OTC Endpoint

Advanced Administration

Debit Gateway
 Yes No

Report Only Summary Level Data to TRS

Special Designation

If **Special Designation** is selected, a user is able to view which ALCs are GWA Reporters.

The GWA Reporter special designation information is read-only and displays for **TGA** and **CHK** endpoints. Only an HLAS can specify the **Special Designation** information.

Yes indicates that the OTC Endpoint *is* associated with an ALC that has been designated as a GWA Reporter. **No** indicates that the OTC Endpoint *is not* associated with an ALC that has been designated as a GWA Reporter. If an ALC is identified as a GWA Reporter, entering the Accounting Code information is mandatory. This will apply to all ALC+2 within the hierarchy of the ALC.

Figure 16. Special Designation

The screenshot shows a web application window titled "Modify Organization" with a sub-header "Step 2 of 3: Update OTC Endpoint Information". The main content area contains the following elements:

- Instruction: "Update the OTC Endpoint information."
- Organization Hierarchy: "BPD - Bureau of the Public Debt"
- OTC Endpoint: "OTS - OFFICE OF THIRFT SUPERVISION - 2074000101"
- Note: "* Denotes required fields."
- General** section:
 - Short Name*: Input field containing "OTS"
 - Description*: Input field containing "OFFICE OF THIRFT SUP"
- Checkboxes (all checked):
 - Allow OTC Endpoint to create deposits for over-the-counter collections
 - Check Cashing Policies
 - Data Privacy
 - Enable Check Capture
 - Add lower levels to this OTC Endpoint
- Advanced Administration** section:
 - Special Designation** (expanded):
 - GWA Reporter ALC: Input field containing "No"

At the bottom right, there are three buttons: "Previous", "Cancel", and "Next".

5. Click **Next** after completing the OTC Endpoint Information page.

Figure 17. Update OTC Endpoint Information

Modify Organization 1 2

Step 2 of 3: Update OTC Endpoint Information

Update the OTC Endpoint information.

Organization Hierarchy: BPD - Bureau of the Public Debt
 OTC Endpoint: OTS - OFFICE OF THIRFT SUPERVISION - 2074000101
 * Denotes required fields.

General

Short Name*
 OTS

Description*
 OFFICE OF THIRFT SUPÉ

Allow OTC Endpoint to create deposits for over-the-counter collections

Check Cashing Policies

Data Privacy

Enable Check Capture

Add lower levels to this OTC Endpoint

Advanced Administration

Special Designation

- The *Step 3 of 3: Review OTC Endpoint* page appears. Verify the **OTC Endpoint** details are correct and click **Submit**.

Figure 18. Review OTC Endpoint

Modify Organization
1 2 3

Step 3 of 3: Review OTC Endpoint

Verify the following information is correct and click **Submit** to modify the OTC Endpoint.

Organization Hierarchy: BPD - Bureau of the Public Debt
 OTC Endpoint: OTS - OFFICE OF THIRFT SUPERVISION - 2074000101

[Edit]

General	
Short Name	OTS
Description	OFFICE OF THIRFT SUPERVISION
OTC Endpoint (TGA)	Yes
ALC	20740001
OTC Endpoint (CHK)	Yes

Address	
Address Line 1	200 THIRD STREET, PO BOX 1328
Address Line 2	AVERY 3-C
City:	PARKERSBURG
State / Province	WV
Country	US
Postal Code	26106
Phone Number	304-480-8300

Financial Institution Relationship(s) Active Financial Institution Relationship(s)		
Financial Institution	RTI	DDA
Citibank NA	021000089	40636943
United Bank	051900395	002536060

Check Cashing Policies

Agency Assigned Suspensions			
Days	Occurrence	Delete	
30	1	No	
60	2	No	
90	3	No	

Agency Verification Policies

Include Retired Check Only	Yes
Include Expired	No

Check Capture

ALC+2	2074000101
Queue Interface	No

OTC Verification Group Current Agency Site OFFICE OF THIRFT SUPERVISION			
Short Name	Description	ALC+2	Delete
OTS	OFFICE OF THIRFT SUPERVISION	2074000101	No

Lower Levels

Short Name	Description
OTCDD52	DDS Testing 2
OTCDD53	DDS Testing 3
OTS-ADD	Adding Endpoint
OTS1	OTS1
OTS11	OTS11
OTS12	OTS12
OTS2	OTS2
OTS8	OTS8 - Sticky Test
OTSD	OTS Deposit
OTSDDS	DDS Testing
OTSJF	OTS JF
OTSTrain	Training Team

Advanced Administration

Report Only Summary Level Data to TRS	No
---------------------------------------	----

Special Designation

GWA Reporter ALC	No
------------------	----

< Previous
Cancel
Submit

5. A Confirmation page appears showing the **OTC Endpoint** has been modified.

Figure 19. Modify Organization Confirmation Page

Modify Organization

Confirmation

The following OTC Endpoint has been modified.

Organization Hierarchy: BPD - Bureau of the Public Debt
 OTC Endpoint: OTS - OFFICE OF THIRFT SUPERVISION - 2074000101

General	
Short Name	OTS
Description	OFFICE OF THIRFT SUPERVISION
OTC Endpoint (TGA)	Yes
ALC	20740001
OTC Endpoint (CHK)	Yes

Address	
Address Line 1	200 THIRD STREET, PO BOX 1328
Address Line 2	AVERY 3-C
City:	PARKERSBURG
State / Province	WV
Country	US
Postal Code	26106
Phone Number	304-480-8300

Financial Institution Relationship(s) Active Financial Institution Relationship(s)			
Financial Institution	RTN	DDA	
Citibank NA	021000089	40636943	
United Bank	051900395	002536060	

Check Cashing Policies

Agency Verification Policies

Include Retired Check Only	Yes
Include Expired	No

Check Capture

ALC+2	2074000101
Queue Interface	No

**OTC Verification Group
Current Agency Site
OFFICE OF THIRFT SUPERVISION**

Short Name	Description	ALC + 2	Delete
OTS	OFFICE OF THIRFT SUPERVISION	2074000101	No

Lower Levels

Short Name	Description
OTCDDS2	DDS Testing 2
OTCDDS3	DDS Testing 3
OTS-ADD	Adding Endpoint
OTS1	OTS1
OTS11	OTS11
OTS12	OTS12
OTS2	OTS2
OTS8	OTS8 - Sticky Test
OTSD	OTS Deposit
OTSDDS	DDS Testing
OTSJF	OTS JF
OTSTrain	Training Team

Advanced Administration

Report Only Summary Level Data to TRS	No
---------------------------------------	----

Special Designation

GWA Reporter ALC	No
------------------	----

[Return Home](#)



Modify OTC Endpoint Information

To modify OTC Endpoint information, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Modify**. The *Step 1 of 3: Select an OTC Endpoint* page appears.



Application Tip

To modify endpoint information settings for an OTC Endpoint that is both **TGA** and **CHK**, the user must have both **Accounting Specialist** and **Check Capture Administrator** privileges.

3. Select your OTC Endpoint that appears in the list. The *Step 2 of 3: Update OTC Endpoint Information* page appears.
4. Update the OTC Endpoint Information.

To update the general details of an OTC Endpoint, you can:

Update **General** by,

- Entering the updated OTC Endpoint's **Short Name** and **Description** details.



Application Tip

A short name must be entered to identify the OTC Endpoint that is being updated. If an OTC Endpoint exists, the data displayed in the text is available for update.



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 issues. Special character limitations apply to all levels in the hierarchy.

To allow the OTC Endpoint to create deposits, you can:

- Click the **Allow OTC Endpoint to create deposits for over-the-counter collections** check box.



Application Tip

Before a user can be provisioned to a deposit processing OTC Endpoint (**TGA**) in ITIM, ensure the **Allow OTC Endpoint to create deposits for over-the-counter collections** check box is checked.

- Update **Agency Location Code** by
 - Entering the **ALC**
- Update **Address** by
 - Entering the address details
- Update **Financial Institution Relationship(s)** by
 - Selecting both the **Financial Institution** and the associated **RTN (Routing Transit Number)**
 - Entering the **DDA (Demand Deposit Account)** and **Retype DDA** and click **Add**.



Application Tip

To delete the Financial Institution relationship, click the **Delete** checkbox(es) under the **Delete** column.

To specify the check cashing policies of the OTC Endpoint, you can:

- Click the **Check Cashing Policies** check box.



Application Tip

If check box is checked and grayed out, it indicates that this OTC Endpoint is either inheriting the policies from the parent Organization or its own information has already been defined and the user does not have the privilege to make modifications. Only a CCA has privileges to modify the check cashing policies.

- Add **Default Reason Codes** by,
 - Selecting a default reason code and then clicking **Add**, *optional*. Repeat steps as necessary
- Delete **Assigned Return Reason Code Filters** by
 - Checking **Delete** box(es) under the **Delete** column, *optional*



Application Tip

The **Default Reason Codes** allows you to specify the return reason codes relevant to your agency's program. These codes represent the numeric codes used in the ACH and paper return processing, which specify the reason for the return of the transaction and Check 21 codes.

- Update **Agency Assigned Suspensions** by, *optional*
 - Entering the number of **Days**
 - Entering the **Occurrence** number
 - Selecting **Agency Assigned Suspensions** you want to **Delete** by checking the boxes under the **Delete** column, *if applicable*



Application Tip

To update the **Agency Assigned Suspensions**, select the **Default Reason Code** it will apply, by clicking in the box provided.



Application Tip

The **Agency Assigned Suspensions - Days** allows you to specify the number of calendar days that an individual is unable to cash a check or pay by check and is calculated from the date the system is aware of the return file. The **Agency Assigned Suspensions - Occurrence** allows you to specify the suspension level.

- Update **Agency Verification Policy** by, *optional*
 - Clicking **Include Represented and Retired Check** or **Include Retired Check Only**
 - Checking **Include Expired**
 - Entering the number of **Expired Days**
 - Checking **Agency Verification Policies—Delete**



Application Tip

Include Represented and Retired Check or **Include Retired Check Only** allows you to specify whether the verification record is generated on Represented or Retired items. **Include Retired Check Only** allows you to specify whether the verification record is generated on only Retired items.



Application Tip

Include Expired indicates whether previous suspensions that have since expired are counted when accessing the suspension level to assign when the individual writes a check. **Agency Verification Policies—Delete** allows you to remove the check cashing policy for an your OTC Endpoint. Once the check cashing policy is removed for the OTC Endpoint, the higher level organization's check cashing policy will be automatically assigned to your OTC Endpoint.

To specify the data privacy of the OTC Endpoint, you can:

- Click the **Data Privacy** check box.
- Update **Data Privacy** by,
 - Selecting the **Data Privacy – Agency Available Attributes** you want to block or unblock by checking the boxes under the **Blocked** column.



Application Tip

By default, account, user defined field 1, bank routing number, and note are checked as **Blocked**.

To enable the OTC Endpoint to capture checks, you can:

- Click the **Enable Check Capture** check box.



Application Tip

Before a user can be provisioned to a check capture OTC Endpoint (**CHK**) in ITIM, ensure the **Enable Check Capture** check box is checked.



Application Tip

If check box is checked, it indicates that the OTC Endpoint information has been defined.

- Update **Enable Check Capture** by,
 - Entering the (Agency Location Code) **ALC+2**.



Application Tip

The ALC+2 is required for initial setup. Once the ALC+2 is entered it cannot be updated.

- Update **OTC Verification Group** by,
 - Entering the **Short Name (Starting With)** and clicking **Search**



Application Tip

By default, the OTC Endpoint **Short Name** displays. You can add additional OTC Endpoints to the OTC Verification Group by clicking the **Clear** button to clear the Short Name and then entering a **Short Name**, clicking **Search** and then clicking **Add Agency Group**.

- Clicking **Yes** or **No** for **Queue Interface**
- Selecting the **OTC Endpoint** you want to add by checking the box under the **Assign** column and then clicking **Add Agency Group**

- Under **OTC Verification Group, Current Agency Site**,
 - Select the **OTC Endpoint** you want to delete by checking the box under the **Delete** column.

To add lower level endpoints, you can:

- Click the **Add lower levels to this OTC Endpoint** check box.
- Update **Add lower levels to this OTC Endpoint** by,
 - Entering the **Short Name** and **Description**.
 - Click **Add More Lines** to add additional lower levels to this OTC Endpoint



Application Tip

A short name must be entered to identify the OTC Endpoint that is being updated. If an OTC Endpoint exists, the data displayed in the text is available for update.

To specify the advanced administration, you can:

- Click **Advanced Administration**.
- Specify Advanced Administration by,
 - Clicking **Yes** or **No** for **Debit Gateway**
 - Clicking **Report Only Summary Level Data to TRS**



Application Tip

You can only specify the **Advanced Administration** information if the OTC Endpoint is allowed to capture checks.



Application Tip

The **Report Only Summary Level Data to TRS** flag dictates whether the detailed level data will be transmitted to Transaction Reporting System (TRS). If the flag is checked, only summary data will be reported to TRS for all the check transactions that are processed under this OTC Endpoint (CHK) or ALC+2. This is mainly for the OTC Endpoints that will be used to process tax data.

To view the special designation, you can:

- Click **Special Designation**

**Application Tip**

The GWA Reporter special designation information is read-only and displays for **TGA** and **CHK** endpoints.

**Application Tip**

Yes indicates that the OTC Endpoint *is* associated with an ALC that has been designated as a GWA Reporter. **No** indicates that the OTC Endpoint *is not* associated with an ALC that has been designated as a GWA Reporter.

**Application Tip**

Only an HLAS can specify the **Special Designation** information.

5. Click **Next**. The *Step 3 of 3: Review OTC Endpoint* page appears.
6. Verify the information is correct and click **Submit**. Click **Edit**, if you need to modify the information entered and return to Step 4.
7. A *Confirmation* page appears showing the OTC Endpoint has been modified.

**Application Tip**

Additional buttons on the page that help you perform other tasks:

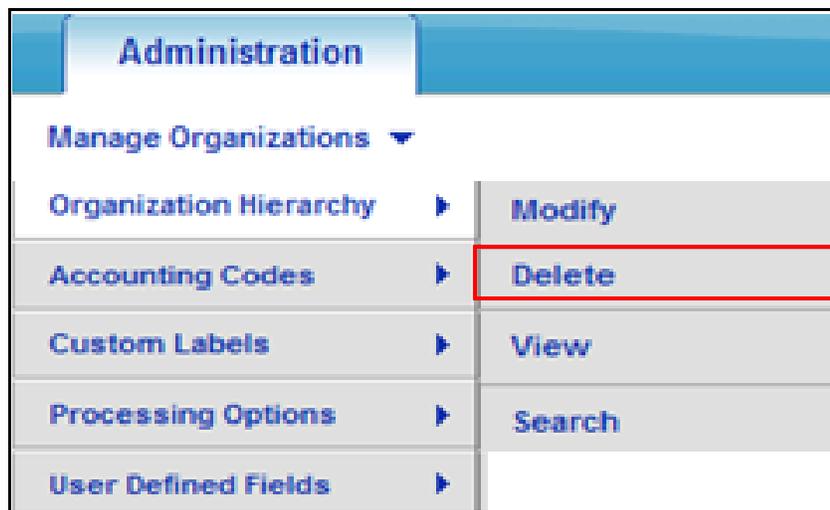
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

Delete an OTC Endpoint

You can delete an **OTC Endpoint** as long as no deposits have been made to that endpoint. You cannot delete an **OTC Endpoint** with deposits because deleting the **OTC Endpoint** deletes all information associated with that **OTC Endpoint**. This would delete deposit information that impacts the reports you run in OTCnet.

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

Figure 20. Organization Hierarchy>Delete



- The *Step 1 of 2: Select the OTC Endpoint(s)* page appears. Select the **OTC Endpoint(s)** you would like to **Delete** and click **Next**.

Figure 21: Select the OTC Endpoint(s)

Delete Organization

Step 1 of 2: Select OTC Endpoint(s)

Select the OTC Endpoint(s) you would like to delete.

CHK denotes check capture
 TGA denotes deposit processing
 M denotes mapped accounting code(s)

Organization Hierarchy

Expand All / Contract All Neutralize Delete

Organization Hierarchy	Neutralize	Delete
[-] BPD - Bureau of the Public Debt		
BPD - Bureau of the Public Debt		
[-] ARC - ADMINISTRATIVE RESOURCE CENTER		
[-] NFA - No Form Assigned - 8273643227 CHK		
[-] OTS - OFFICE OF THIRFT SUPERVISION - 2074000101 CHK TGA M		
[-] OTCDDS2 - DDS Testing 2 - 1401000701 CHK	<input type="checkbox"/>	<input type="checkbox"/>
[-] OTCDDS3 - DDS Testing 3 - 0000470202 CHK	<input type="checkbox"/>	<input type="checkbox"/>
[-] OTS-ADD - Adding Endpoint	<input type="checkbox"/>	<input type="checkbox"/>
[-] OTS1 - OTS1 - 1402000201 CHK	<input type="checkbox"/>	<input type="checkbox"/>
[-] OTS11 - OTS11 - 2074000132 CHK	<input type="checkbox"/>	<input type="checkbox"/>
[-] OTS12 - OTS12	<input type="checkbox"/>	<input type="checkbox"/>
[-] OTS2 - OTS2 - 1401999908 CHK M	<input type="checkbox"/>	<input type="checkbox"/>
[-] OTS8 - OTS8 - Sticky Test - 1402000203 CHK	<input type="checkbox"/>	<input type="checkbox"/>
[-] OTSD - OTS Deposit TGA	<input type="checkbox"/>	<input type="checkbox"/>
[-] OTSDDS - DDS Testing - 1401000601 CHK	<input type="checkbox"/>	<input type="checkbox"/>
[-] OTSJF - OTS JF - 0000810401 CHK	<input type="checkbox"/>	<input type="checkbox"/>
[-] OTSTrain - Training Team - 1314000111 CHK	<input type="checkbox"/>	<input type="checkbox"/>
[-] CBP - Customs and Border Protection		
[-] DGTTest - Debit Gateway Test		
[-] DOD - Department of Defense		
DOD - Department of Defense		
[-] DOI FWS - DOI Fish and Wildlife Service		
[-] HL DelTest - HL Del Test		
HL DelTest - HL Del Test		
[-] NAF-1 - Non-Appropriated Funds 1		
[-] NAF-2 - Non-Appropriated Funds 2		
[-] NAF-3 - Non-Appropriated Funds 3		
[-] NAF-4 - Non-Appropriated Funds 4		
[-] UC320-1 - Summary Level Only		
[-] UC320-2 - Summary Level Only		
[-] UC320-3 - Summary and Detail		
[-] UC320-4 - Summary and Detail		
[-] UC320-5 - Mixed		
[-] UC320-6 - Special Character		
[-] UC321-1 - Detail Only		
[-] UC321-2 - Summary Level Only		

Cancel
Next >

3. The *Step 2 of 2: Review OTC Endpoint(s)* page appears. Verify the correct endpoint is marked for deletion and click **Submit**. A confirmation page appears confirming the **OTC Endpoint** has been deleted.

Figure 22: Review OTC Endpoint(s) page

Delete Organization

Step 2 of 2: Review OTC Endpoint(s)

Verify the following information is correct and click Submit to delete the OTC Endpoint(s).

Organization Hierarchy

High Level Organizations

OTC Endpoints Marked for Deletion	
Short Name	Description
Test 1	Test 1 org

Navigation buttons: << Previous, Cancel, **Submit**



Delete an OTC Endpoint

To delete an OTC Endpoint, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Delete**. The *Step 1 of 2: Select the OTC Endpoint(s)* page appears.
3. Select the OTC Endpoints you would like to **Delete** and click **Next**. The *Step 2 of 2: Review OTC Endpoint(s)* page appears.
4. Verify the correct endpoint is marked for deletion and click **Submit**. A confirmation page appears confirming the OTC Endpoint has been deleted.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Edit** to return to the previous page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.



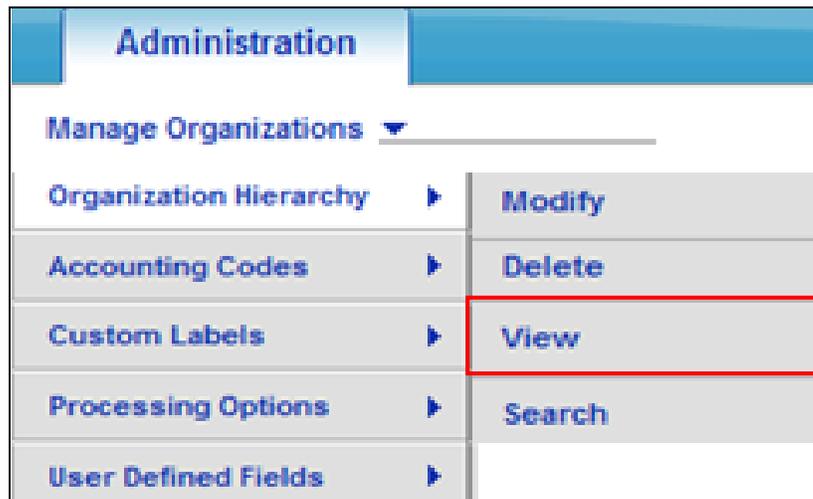
Application Tip

OTC Endpoints from which deposits have been created can be neutralized. Once neutralized, deposits cannot be created from that OTC Endpoint; however, the information from previously created deposits can be accessed in OTCnet reporting.

View OTC Endpoint

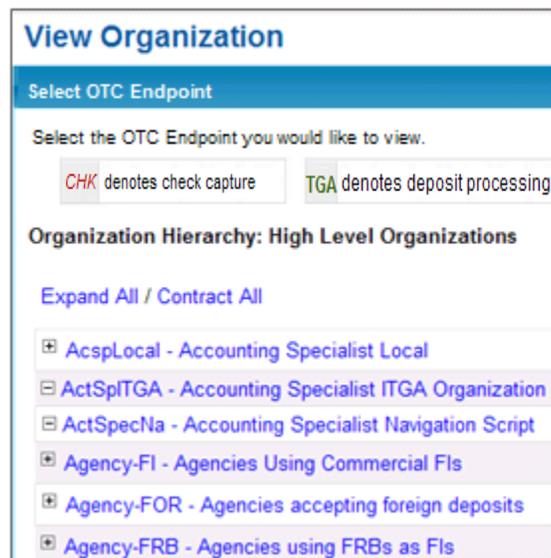
1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **View**.

Figure 23. Select Organization Hierarchy>View



3. The *View Organization* page appears. Select the **OTC Endpoint** you would like to view.

Figure 24. Select the OTC Endpoint from View Page



- The *View OTC Endpoint* page appears. View **OTC Endpoint** Information.

Figure 25. View OTC Endpoint Page

View Organization

View OTC Endpoint

The following is the current information for the OTC Endpoint.

**Organization Hierarchy: Test Org - Test Organization
Endpoint Test Org 2 - Test Organization 2**

General	
Short Name	Test Org 2
Description	Test Organization 2
Deposit Endpoint	No



Viewing an OTC Endpoint

To view an OTC Endpoint, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **View**. The *View Organization* page appears.
3. Select the OTC Endpoint you would like to view. The *View OTC Endpoint* page appears.



Application Tip

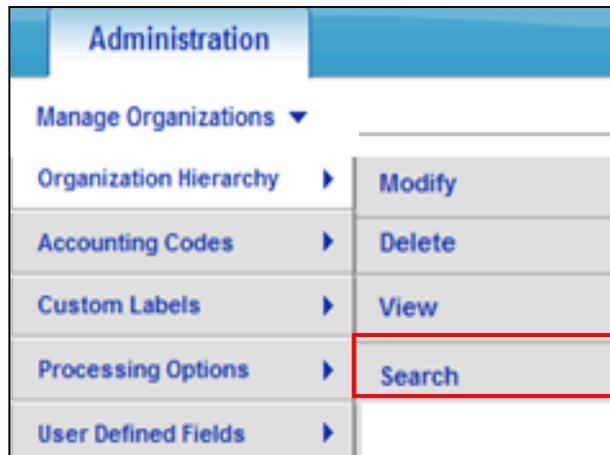
Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

Search OTC Endpoint

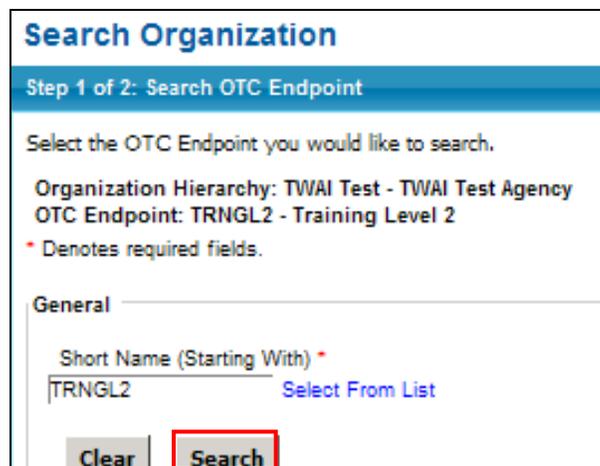
1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Search**.

Figure 26. Select Organization Hierarchy>Search



5. The *Search Organization* page appears. Select the **OTC Endpoint** you would like to search. Click **Search**.

Figure 27. Select the OTC Endpoint from Search Page

A screenshot of a web application page titled "Search Organization". Below the title is a blue header bar with the text "Step 1 of 2: Search OTC Endpoint". The main content area contains the instruction "Select the OTC Endpoint you would like to search." followed by the current search criteria: "Organization Hierarchy: TWAI Test - TWAI Test Agency" and "OTC Endpoint: TRNGL2 - Training Level 2". A note below states "* Denotes required fields." There is a section titled "General" with a form field for "Short Name (Starting With) *". The field contains the text "TRNGL2" and a "Select From List" link. At the bottom of the form are two buttons: "Clear" and "Search". The "Search" button is highlighted with a red rectangular border.

- The *View the OTC Endpoint* (for Search Organization) page appears. Search **OTC Endpoint** Information.

Figure 28. View OTC Endpoint Page

Search Organization		
Step 2 of 2: View OTC Endpoint		
The following is the current information for the OTC Endpoint.		
Organization Hierarchy: 0000789502 - Test Agency 5 - 0000789502		
OTC Endpoint: 0000789502 - Test Agency 5 - 0000789502		
General		
Short Name	0000789502	
Description	Test Agency 5	
OTC Endpoint (TGA)	No	
OTC Endpoint (CHK)	Yes	
Check Cashing Policies		
Assigned Return Reason Code Filters	Delete	
01--Insufficient Funds	No	
02--Account Closed	No	
08--Payment Stopped	No	
09--Uncollected Funds	No	
13--RDFI Not Qualified to Participate	No	
201--Insufficient Funds	No	
202--Uncollected Funds	No	
203--Account Closed	No	
38--Stop Payment on Source Document	No	
A--Not Sufficient Funds	No	
B--Uncollected Funds Hold	No	
D--Closed Account	No	
Agency Assigned Suspensions		
Days	Occurrence	Delete
40	1	No
50	2	No
60	3	No
Agency Verification Policies		



Searching an OTC Endpoint

To search an OTC Endpoint, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Search**. The *View Organization* page appears.
3. Select the OTC Endpoint you would like to view. The *View OTC Endpoint* page appears.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

Topic 4. Modifying Accounting Codes

OTCnet provides enhanced check capture and deposit reporting functionalities to support the Central Accounting Reporting System (CARS), formally known as the Government Wide Accounting Modernization Program (GWAMP). The CARS objectives are to capture classification information at the earliest possible time, streamline central accounting and reporting, eliminate burdensome reconciliation, and provide timely Fund Balance with Treasury (FBWT) information to Agencies.

OTCnet captures classification information for transactions (over-the-counter deposits) processed through the Deposit Reporting function and the Check Capture function to support the CARS requirement that all transactions capture standard classification information.

For OTCnet, standard classification information will be accepted in the form of a Treasury Account Symbol (TAS) String or a Classification Key (C-Key), which is an internal Agency Accounting Code that can be translated into a valid TAS.

OTCnet sends this C-Key information to CARS through the Transaction Reporting System (TRS). CARS then communicates with the Shared Accounting Module (SAM) application to translate the C-Key into a valid TAS/BETC through the Cash Flow and Default Profiles that have been setup in SAM. Initially, classification of check transactions for non-CARS Reporting Agencies is optional.

To learn more about CARS, please visit <http://fms.treas.gov/CARS/index.html>.

Modify Accounting Codes

To enter a new accounting code(s), complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Accounting Codes>Modify**.

Figure 29. Manage Organizations>Accounting Codes>Modify



3. The *Step 1 of 3 Select Organization Endpoint* page appears. Select the organization endpoint for which you want to modify accounting codes.

Figure 30. Step 1 of 3: Select OTC Endpoint

Modify Accounting Codes 1

Step 1 of 3: Select OTC Endpoint

Select the top level OTC Endpoint to modify accounting codes.

CHK denotes check capture **TGA** denotes deposit processing **M** denotes mapped accounting code(s)

Organization Hierarchy: High Level Organizations

TTH - Training Team Hierarchy

4. The *Step 2 of 3: Update Accounting Codes* page appears. Under the **New Accounting Codes to be Added** table, enter the accounting code details.
 - Enter the **Agency Accounting Code** details
 - Enter the accounting code **Description** details
 - Click the **TAS** check box to indicate the accounting code is a Treasury Account Symbol, *if applicable*

If an Agency Accounting Code label is customized, it is displayed as the label above the imported codes, according to the custom label that was defined for the highest level organization. This applies to OTC Endpoints that use the deposit processing and/or check processing functionalities. The default accounting code label is **Agency Accounting Code**.

5. Click **Next**.

To input additional rows and accounting codes to the table, click **Add More Lines**.

Figure 31. Update Accounting Codes

Modify Accounting Codes 1 2

Step 2 of 3: Update Accounting Codes

Update the list of accounting codes for the organization hierarchy.

Organization Hierarchy: UC320-2 - Summary Level Only
 * Denotes required fields.

Enter search criteria for the Accounting Code(s) you would like to view.

Agency Accounting Code (Starting With)

Description (Contains)

SAM Validation Status

<< 1 - 4 >> of 4 Records

TAS	*Agency Accounting Code	*Description	Validation Status	Delete [Check All / Clear All]
<input checked="" type="checkbox"/>	<input type="text" value="15X0128"/>	<input type="text" value="Agency Accounting Cod"/>	VALID	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="text" value="15X0129"/>	<input type="text" value="Agency Accounting Cod"/>	VALID	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text" value="AAA001"/>	<input type="text" value="Code AAA-1 (non-TAS)"/>		<input type="checkbox"/>
<input type="checkbox"/>	<input type="text" value="AAA002"/>	<input type="text" value="Code AAA-2 (non-TAS)"/>		<input type="checkbox"/>

<< 1 - 4 >> of 4 Records

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

Figure 32. Review Accounting Codes

Modify Accounting Codes 1 2 3

Step 3 of 3: Review Accounting Codes

Verify the following information is correct and click **Submit** to save the list of accounting codes.

Organization Hierarchy: UC320-2 - Summary Level Only [Edit]

Active Accounting Codes

TAS	Agency Accounting Code	Description
✓	15X0128	Agency Accounting Code (Valid TAS)
✓	15X0129	Agency Accounting Code (Valid TAS)
	AAA001	Code AAA-1 (non-TAS)
	AAA002	Code AAA-2 (non-TAS)

Removed Accounting Codes
There are no accounting codes marked for deletion

- A *Confirmation* page appears showing the accounting codes have been saved.

Figure 33. Confirmation

Modify Accounting Codes

Confirmation

The following accounting codes have been saved for the organization.

Organization Hierarchy: UC320-2 - Summary Level Only

Active Accounting Codes

TAS	Agency Accounting Code	Description
✓	15X0128	Agency Accounting Code (Valid TAS)
✓	15X0129	Agency Accounting Code (Valid TAS)
	AAA001	Code AAA-1 (non-TAS)
	AAA002	Code AAA-2 (non-TAS)

Removed Accounting Codes

There are no accounting codes marked for deletion

Return Home



Modify an Accounting Code

To import accounting codes, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Accounting Codes>Import**. The *Step 1 of 4: Select OTC Endpoint* page appears.
3. Select the top level organization endpoint for which you want to import accounting codes. The *Step 2 of 4: Import From File* page appears.
4. Select the type of accounting code to import into the system and browse to its location and click **Import**. The *Step 3 of 4: Select Accounting Codes* page appears.
5. Update the list of accounting codes that will be imported into the system and click **Next**.



Application Tip

If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

You can update the details by

- Clicking the **TAS** check box to indicate that the accounting code is a Treasury Account Symbol (TAS), *if applicable*
 - Entering the details in both the **Agency Accounting Code** and **Description** text boxes
 - Checking the **Skip Selected** box to skip saving any of the imported accounting codes
6. The *Step 4 of 4: Review* page appears. Verify the information is correct and click **Submit**.
 7. A *Confirmation* page appears showing that the accounting codes have been imported. Simultaneously, accounting codes flagged as TAS will need to be transmitted to the Shared Accounting Module (SAM) to confirm that they are valid TAS strings



Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Return Home** to return to the OTCnet Home Page.

Import Accounting Codes

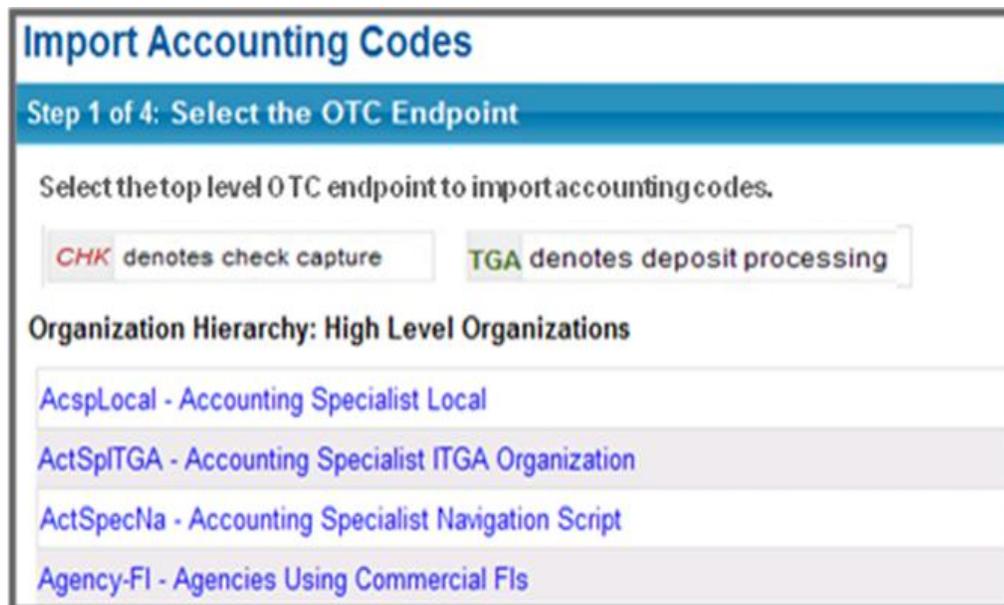
1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Accounting Codes>Import**.

Figure 34. Import Accounting Code



3. The *Step 1 of 4: Select OTC Endpoint* page appears. Select the top level organization endpoint for which you want to import accounting codes.

Figure 35. Step 1 Of 4: Select OTC Endpoint



4. The *Step 2 of 4: Import From File* page appears. Select the type of accounting code to import into the system and browse to its location and click **Import**.

Figure 36. Step 2 of 4: Import From File

Import Accounting Codes

Step 2 of 4: Import From File

Organization Hierarchy: test1 - test1

Select File

Select the type of accounting code you would like to import into the system and browse to its location. Once you have chosen the file type and file location, click Import to save the information.

File Type
CSV file

File Name
 Browse...

Cancel Import

- The *Step 3 of 4: Select Accounting Codes* page appears. Update the list of accounting codes that will be imported into the system and click **Next**.

If an Agency Accounting Code label is customized, it is displayed as the label above the imported codes, according to the custom label that was defined for the highest level organization. This applies to OTC Endpoints that use the deposit processing and/or check processing functionalities. The default accounting code label is **Agency Accounting Code**.

Figure 37. Step 3 of 4: Select Accounting Code

Import Accounting Codes 1 2 3

Step 3 of 4: Select Accounting Codes

Organization Hierarchy: CBP - Customs and Border Protection

* Denotes required fields.

Take a look at the list of accounting codes that will be imported to the system and make any necessary updates. To remove accounting codes before submitting them, mark them for removal and click Update to see the new list.

TAS	*Accounting Code-Test	*Description	Skip Selected
<input checked="" type="checkbox"/>	AAC1	Accounting Code 1	<input type="checkbox"/>

Check All / Clear All

Cancel Next >

Last modified by peggybrown on 11/13/2006

You can update the details by

- Clicking the **TAS** check box to indicate that the accounting code is a Treasury Account Symbol (TAS), *if applicable*
- Entering the details in both the **Agency Accounting Code** and **Description** text boxes.
- Checking the **Skip Selected** box to skip saving any of the imported accounting codes.

- The *Step 4 of 4: Review* page appears. Verify the information is correct and click **Submit**.

Figure 38. Step 4 of 4: Review

Import Accounting Codes [1] [2] [3] [4]

Step 4 of 4: Review

Verify the following information is correct and click **Submit** to save the list of accounting codes. [Edit]

Organization Hierarchy: CBP - Customs and Border Protection

TAS	Accounting Code-Test	Description
✓	AAC1	Accounting Code 1

<< Previous Cancel **Submit**

- A *Confirmation* page appears showing that the accounting codes have been imported.

Note: Once accounting codes have been imported successfully, the *Confirmation* page appears. Simultaneously, the accounting codes flagged as TAS will need to be transmitted to the Shared Accounting Module (SAM) to confirm that they are valid TAS strings.

Figure 39. Import Accounting Code Confirmation

Import Accounting Codes

Confirmation

The following accounting codes have been imported for the organization.

Organization Hierarchy: CBP - Customs and Border Protection

Active Accounting Codes

TAS	Accounting Code-Test	Description
✓	AAC1	Accounting Code 1

Return Home



Import an Accounting Code

To import accounting codes, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Accounting Codes>Import**. The *Step 1 of 4: Select OTC Endpoint* page appears.
3. Select the top level organization endpoint for which you want to import accounting codes. The *Step 2 of 4: Import From File* page appears.
4. Select the type of accounting code to import into the system and browse to its location and click **Import**. The *Step 3 of 4: Select Accounting Codes* page appears.
5. Update the list of accounting codes that will be imported into the system and click **Next**.



Application Tip

If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

You can update the details by

- Clicking the **TAS** check box to indicate that the accounting code is a Treasury Account Symbol (TAS), *if applicable*
 - Entering the details in both the **Agency Accounting Code** and **Description** text boxes
 - Checking the **Skip Selected** box to skip saving any of the imported accounting codes
6. The *Step 4 of 4: Review* page appears. Verify the information is correct and click **Submit**.
 7. A *Confirmation* page appears showing that the accounting codes have been imported. Simultaneously, accounting codes flagged as TAS will need to be transmitted to the Shared Accounting Module (SAM) to confirm that they are valid TAS strings.



Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Return Home** to return to the OTCnet Home Page.

View Accounting Codes

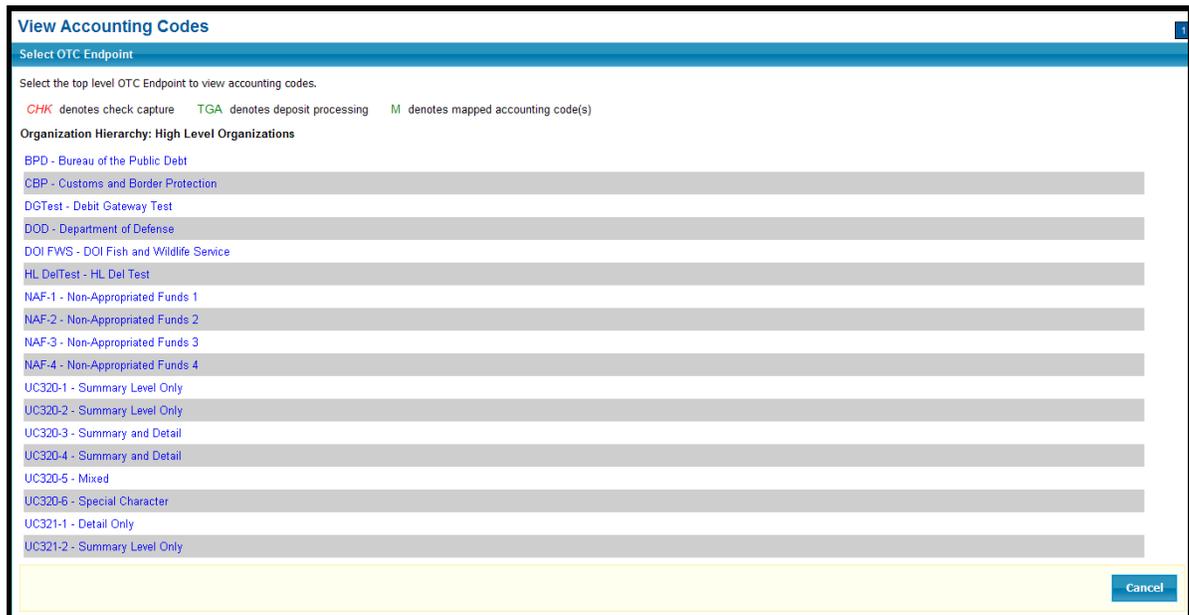
1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Accounting Codes>View**.

Figure 40. View Accounting Code



3. The *View Accounting Codes* page appears. Select the highest level organization endpoint’s accounting codes you would like to view.

Figure 41. Select Organization Endpoint



4. The *View Organization Endpoint* page appears.

Figure 42. View Accounting Codes

View Accounting Codes			
View Accounting Codes			
The following accounting codes are available for the organization hierarchy.			
Organization Hierarchy: BPD - Bureau of the Public Debt			
Active Accounting Codes			
TAS	Agency Accounting Code	Description	Validation Status
✓	1106/073100	IAF310ASE0607 - IAF3108SE0607	VALID
✓	1107/083100	IAF310ASE0708 - IAF3108SE0708	VALID
✓	1108/093100	IAF310ASE0809 - IAF3108SE0809	VALID
	1109/103100	IAF310ASE0910 - IAF3108SE0910	
	111/23100	IAF310ASE1112 - IAF3108SE1112	
	1110/113100	IAF310ASE1011 - IAF3108SE1011	
✓	11X3100	IAF310ASEXXXX - IAF3108SEXXXX - IAF310HSEXXXX - IAF310SREXXXX	VALID



View an Accounting Code

To view an accounting code, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Accounting Codes>View**. The *View Accounting Codes* page appears.
3. Select the highest level organization endpoint's accounting codes you would like to view. The *View Organization Endpoint* page appears.



Application Tip

If an Agency Accounting Code label is customized, it is displayed as the label above the imported codes, according to the custom label that was defined for the highest level organization. This applies to OTC Endpoints that use the deposit processing and/or check processing functionalities. The default accounting code label is **Agency Accounting Code**.



Application Tip

Only active accounting codes available for deposit processing and check processing (if applicable) appear.



Application Tip

Under the **Active Accounting Code** table, both **Treasury Account Symbols (TAS)** and accounting codes not identified as **TAS** display.



Application Tip

If an accounting code is a **TAS**, a check mark displays under the **TAS** column and the SAM validation status (**Valid**, **Invalid** or **In Process**) displays under the **Validation Status** column.



Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Return Home** to return to the OTCnet Home Page.

Modify Endpoint Mappings

An endpoint mapping is the assignment of accounting codes to an agency's OTC Endpoint, to which a deposit amount can be allocated.

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

Figure 43. Modify OTC Endpoint Mappings



3. The *Step 1 of 4: Select OTC Endpoint* page appears. Select the OTC Endpoint for the accounting code endpoint mapping you would like to assign or remove.

Figure 44. Step 1 of 4: Select OTC Endpoint



The *Step 2 of 4: View Assigned Accounting Codes* page appears. Click **Assign Mappings** to assign an accounting code to an OTCnet Endpoint. The *Step 2 of 4 Continued: Search and Assign Accounting Codes* page appears.

or

Click **Remove Mappings** to remove an accounting code from an OTCnet Endpoint. The *Step 3 of 4: Remove Accounting Codes* page appears.

Figure 45. View Assigned Accounting Codes

The screenshot shows a web interface titled "Modify Accounting Codes to Endpoint". Below the title is a blue bar with the text "Step 2 of 4: View Assigned Accounting Codes." Below this is a white box with a blue border containing the text "Review the list below and select the Assign Mappings to add accounting code mappings." Underneath is a section for "Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs" with the endpoint "L3AFI BOA - Level 3A Agency-FI Bank of America". A note states: "Note: Endpoints inherit accounting codes assigned to a higher level if not specifically assigned." To the right of the note is a pagination control: "<< < 1-3 > >> of 3 Records". Below this is a table with two columns: "TAS" and "Description".

TAS ▾	Description ▶
70X3875.01	Applications
70X5088.1	Examination Fees
70X6697	Collections for Bonds

At the bottom of the interface are four buttons: "« Previous", "Cancel", "Assign Mappings", and "Remove Mappings".

4. Assign or remove an accounting code to or from an OTCnet Endpoint.

To **Assign Mappings** to an OTCnet Endpoint,

- Enter the **Accounting Code (Starting With)** search criteria, *optional*
- Enter the **Description (Contains)** search criteria, *optional*
- Click **Search**, *optional*
- Check the **Assign** box(es) for the accounting codes that you want to assign
- Click **Next** (Proceed to *Step 3 of 4: Assign Accounting Codes*)

If an Agency has identified accounting codes as a **TAS**, only **TAS** identified as **Valid** by **SAM** will be available for mapping to an OTC Endpoint.

Figure 46. Step 2 of 4: Continue Search and Assign Accounting Codes

Assign Accounting Codes to Endpoint
Step 2 of 4 Continued: Search and Assign Accounting Codes.

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs
Endpoint L3AFI BOA - Level 3A Agency-FI Bank of America

Enter your search criteria and click Search to search for accounting codes to assign

Accounting Code (Starting With)

Description (Contains) Max 50 alpha-numeric characters

Search Results

TASv	Description>	Assign Check All / Clear All
CODE11	Code11 description	<input checked="" type="checkbox"/>
CODE110	Code110 description	<input checked="" type="checkbox"/>
CODE111	Code111 description	<input type="checkbox"/>
CODE112	Code112 description	<input type="checkbox"/>
CODE113	Code113 description	<input type="checkbox"/>
CODE114	Code114 description	<input type="checkbox"/>
CODE12	Code12 description	<input type="checkbox"/>
CODE13	Code13 description	<input type="checkbox"/>
CODE14	Code14 description	<input type="checkbox"/>
MORETEST	Another test	<input type="checkbox"/>
MYTEST	mytest	<input type="checkbox"/>
TEST123	Test 123	<input type="checkbox"/>

Note: 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.

If an Agency has identified accounting codes as a **TAS**, only **TAS** identified as **Valid** by **SAM** will be available for mapping to an OTC Endpoint.

or

To **Remove Mappings** from an OTCnet Endpoint,

- Check the **Remove** box(es) for the accounting codes that you want to remove
- Click **Next** (Proceed to *Step 4 of 4: Review Accounting Codes from Endpoint*)

Figure 47. Step 3 of 4: Assign Accounting Codes

Remove Accounting Codes from OTC Endpoint

Step 3 of 4: Remove Accounting Codes

Review the list below and select the accounting codes you would like to remove.

Organization Hierarchy: BPD - Bureau of the Public Debt

OTC Endpoint:OTS - OFFICE OF THIRFT SUPERVISION - 2074000101

Agency Accounting Code	Description	Remove [Check All / Clear All]
201099	TREASURY GENERAL RECEIPTS ACCOUNT - 1099GR	<input type="checkbox"/>
20X4108	OTS4108REXXXX	<input type="checkbox"/>
20X6050.76	OTS6050DFXXXX	<input type="checkbox"/>
20X6275.76	OTS6275DFXXXX	<input type="checkbox"/>
20X6500.76	OTS6500DFXXXX	<input type="checkbox"/>
20X6501.76	OTS6501DFXXXX	<input type="checkbox"/>

Navigation: << Previous | Cancel | Next >>

- 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**.

Figure 48. Step 3 of 4: Assign Accounting Codes

Assign Accounting Codes to Endpoint

Step 3 of 4: Assign Accounting Codes

Review the list below and verify the accounting codes you would like to assign.

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs
 EndpointL3AFI BOA - Level 3A Agency-FI Bank of America
 Note: Endpoints inherit accounting codes assigned to a higher level if not specifically assigned.

Currently Assigned Accounting Codes

TAS	Description
70X3875.01	Applications
70X5088.1	Examination Fees
70X6697	Collections for Bonds

Accounting Codes Marked for assignment

TAS	Description	Remove
703220	Waiver Request	<input type="checkbox"/>
CODE10	Code10 description	<input type="checkbox"/>
CODE11	Code11 description	<input type="checkbox"/>
CODE110	Code110 description	<input type="checkbox"/>

Update

< Previous Cancel **Next >**

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

A mapped accounting code is not eligible for removal if a batch is associated with a transaction within an active batch that is **Open**, **Closed**, or **Approved** or a deposit that is in **Draft** or **Awaiting Approval (AWAP)** status. An error message will be displayed to a user if this scenario occurs.

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.

or

Confirm the information is correct and click **Submit** to remove the accounting code(s) from the OTC Endpoint.

Figure 49. Step 4 of 4: Review Accounting Codes to Endpoint

Remove Accounting Codes from OTC Endpoint 1 2 3 4

Step 4 of 4: Review AccountingCodes.

Verify the following information is correct and click **Submit** to remove the accounting codes from the OTC Endpoint.

Organization Hierarchy: BPD - Bureau of the Public Debt

OTC Endpoint:OTS - OFFICE OF THIRFT SUPERVISION - 2074000101 [\[Edit\]](#)

Accounting Codes Marked for Removal	
Agency Accounting Code	Description
20X6501.76	OTS6501DFXXXX

[« Previous](#)
[Cancel](#)
[Submit](#)

6. A *Confirmation* page appears showing that the accounting codes have been assigned to or removed from the OTC Endpoint.

Figure 50. Remove Accounting Code Confirmation

Remove Accounting Codes from OTC Endpoint

Confirmation

The following accounting codes have been removed from the OTC Endpoint.

Organization Hierarchy: BPD - Bureau of the Public Debt

OTC Endpoint:OTS - OFFICE OF THIRFT SUPERVISION - 2074000101

Agency Accounting Code	Description
20X6501.76	OTS6501DFXXXX

[Return Home](#)
[Manage Additional](#)



Map Accounting Codes to OTC Endpoints

To assign or remove an endpoint mapping, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Accounting Codes** and click **Modify OTC Endpoint Mappings**. The *Step 1 of 4: Select OTC Endpoint* page appears.
3. Select the OTC Endpoint for the accounting code endpoint mapping you would like to assign or remove. The *Step 2 of 4: View Assigned Accounting Codes* page appears.



Application Tip

If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

4. Click **Assign Mappings** to assign an accounting code to an OTCnet Endpoint. The *Step 2 of 4 Continued: Search and Assign Accounting Codes* page appears.
or
Click **Remove Mappings** to remove an accounting code from an OTCnet Endpoint. The *Step 3 of 4: Remove Accounting Codes* page appears.
5. Assign or remove an accounting code to or from an OTCnet Endpoint.
To **Assign Mappings** to an OTCnet Endpoint,
 - Enter the **Accounting Code (Starting With)** search criteria, *optional*
 - Enter the **Description (Contains)** search criteria, *optional*
 - Click **Search**, *optional*



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.



Application Tip

If an Agency has identified accounting codes as a **Treasury Account Symbol (TAS)**, only **TAS** identified as **Valid** by **Shared Accounting Module (SAM)** will be available for mapping to an OTC Endpoint.

- Check the **Assign** box(es) for the accounting codes that you want to assign
- Click **Next** (Proceed to *Step 3 of 4: Assign Accounting Codes*)

or

To **Remove Mappings** from an OTCnet Endpoint,

- Check the **Remove** box(es) for the accounting codes that you want to remove
- Click **Next** (Proceed to *Step 4 of 4: Review Accounting Codes from Endpoint*)

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**. (Proceed to *Step 4 of 4: Review Accounting Codes to Endpoint*)



Application Tip

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



Application Tip

A mapped accounting code is not eligible for removal if a batch is associated with a transaction within an active batch that is **Open**, **Closed**, or **Approved** or a deposit that is in **Draft** or **Awaiting Approval (AWAP)** status. An error message will be displayed to a user if this scenario occurs.

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.

or

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

8. A *Confirmation* page appears showing that the accounting codes have been assigned to or removed from the OTC Endpoint.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Return Home** to return to the OTCnet Home Page.
- Click **Manage Additional** to manage another accounting code.

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OTCnetSM
Deposits Made Simple

Chapter 5: Configuring Deposit Processing Settings

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Configuring Deposit Processing Settings* Participant User Guide includes:

- Accounting Specialist
- Local Accounting Specialist (see Chapter 1 for specific permissions)

Overview

Welcome to *Configuring Deposit Processing Settings*. In this chapter, you will learn:

- How to create, edit and delete custom labels
- How to set your options for processing deposits
- How to create, edit and delete user defined fields specific to your agency

Topics

This chapter is organized by the following topics:

1. Maintaining Accounting Codes
2. Managing Custom Labels
3. Managing Processing Options
4. Creating and Editing User Defined Fields

Topic 1. Managing Custom Labels

After you manage your organization hierarchy and enter the appropriate accounting codes, you can customize the labels of the fields in the deposit preparation page that your organization's **Deposit Preparers** and **Deposit Approvers** see when they are preparing and submitting deposits or in reports. These are called custom labels. A custom label allows you to define a level in the organization hierarchy, the internal control number, or agency accounting code. Performing this customization is optional.

For example, if your agency refers to *Accounting Codes* as *Financial Numbers* you can have the custom label changed to *Financial Number*. As an **Accounting Specialist**, you can define, update or view a custom label.

Define a Custom Label

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

Figure 1. Select Custom Labels>Modify



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

Figure 2: Select OTC Endpoint page

View Custom Labels

Select OTC Endpoint

Select the top level OTC Endpoint to modify custom labels.

CHK denotes check capture **TGA** denotes deposit processing **M** denotes mapped accounting code(s)

Organization Hierarchy: High Level Organizations

- AF - Financial
- AcspLocal - Accounting Specialist Local
- ActSpITGA - Accounting Specialist ITGA Organization
- ActSpecNa - Accounting Specialist Navigation Script
- Agency-FI - Agencies Using Commercial FIs
- Agency-FOR - Agencies accepting foreign deposits
- Agency-FRB - Agencies using FRBs as FIs
- CBP - Customs and Border Protection
- Citi - Citi Org
- DHS - Department of Homeland Security
- DMS - Debt Management Services
- DevAgency - Development Agency
- Durga-NSA - Durga Yalamanchi
- FCC - The desc of FCC
- HL1 - MyOrgHL1
- HLO Short - HLO Desc -1234567890123456789012345678901234567890123456789012
- IRS - Internal Revenue Service
- JSB - Description ...

Cancel

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**

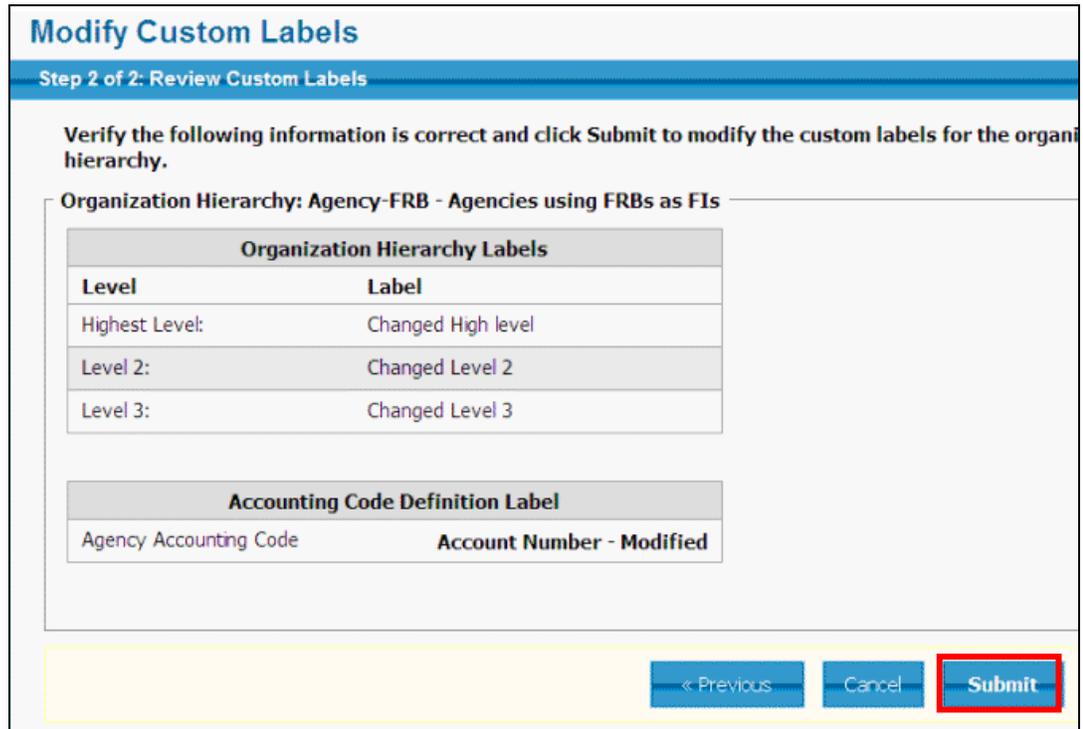
Figure 3: Update Custom Labels page

The screenshot displays the 'Modify Custom Labels' interface. At the top, it says 'Step 1 of 2: Update Custom Labels'. Below this, there is a heading 'Update the custom labels for the organization hierarchy.' and a sub-heading 'Organization Hierarchy: Agency-FRB - Agencies using FRBs as FIs'. The main content area is divided into two sections: 'Organization Hierarchy Labels' and 'Accounting Code Definition Label'. The 'Organization Hierarchy Labels' section contains three rows of text input fields: 'Highest Level' (with 'Highest Level' entered), 'Level 2' (with 'Level 1' entered), and 'Level 3' (with 'Level 2' entered). The 'Accounting Code Definition Label' section contains one row of text input fields: 'Agency Accounting Code' (with 'Account Number - Changed' entered). At the bottom right of the form, there are two buttons: 'Cancel' and 'Next >', with the 'Next >' button highlighted by a red box.

Note: You can define a new Organization Hierarchy Label or update the existing label(s). You can also modify the label of the accounting code definition.

4. The *Step 2 of 2: Review Custom Labels* page appears. Verify the information is correct and click **Submit**. A confirmation page appears showing that the custom labels have been modified for the organization hierarchy.

Figure 4: Review Custom Labels page



Modify Custom Labels

Step 2 of 2: Review Custom Labels

Verify the following information is correct and click Submit to modify the custom labels for the organization hierarchy.

Organization Hierarchy: Agency-FRB - Agencies using FRBs as FIs

Organization Hierarchy Labels	
Level	Label
Highest Level:	Changed High level
Level 2:	Changed Level 2
Level 3:	Changed Level 3

Accounting Code Definition Label	
Agency Accounting Code	Account Number - Modified

< Previous Cancel **Submit**

Note: From the Confirmation page, click **Edit** if you need to make additional changes after reviewing the information and return to Step 3.



Define a Custom Label

To modify a custom label, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Custom Labels** and click **Modify**. The *Select OTC Endpoint* page appears.
3. Select the highest level OTC Endpoint for which you want to modify custom labels. The *Step 1 of 2: Update Custom Labels* page appears.
4. Update the custom label(s) for the organization hierarchy and click **Next**. The *Step 2 of 2: Review Custom Labels* page appears.

Update the labels by,

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



Application Tip

You can define a new Organization Hierarchy Label or update the existing label(s). You can also modify the label of the accounting code definition.

5. Verify the information is correct and click **Submit**. A confirmation page appears showing that the custom labels have been modified for the organization hierarchy.



Application Tip

Click **Edit** if you need to make additional changes after reviewing the information and return to Step 4.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Edit** to return to the previous page.
- Click **Previous** to return to the previous page.
- Click **Submit** to complete the process and display the Confirmation page.
- Click **Return Home** to return to the OTCnet Home Page.



Modify a Custom Label

To modify a custom field label,

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Custom Labels>Modify**. The *Select OTC Endpoint* page appears.
3. Select the organization endpoint for which you want to modify custom labels. The *Step 1 of 2: Update Custom Labels* appears.
4. Update the custom labels for the organization hierarchy and click **Next**. The *Step 2 of 2: Review Custom Labels* page appears.



Application Tip

If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

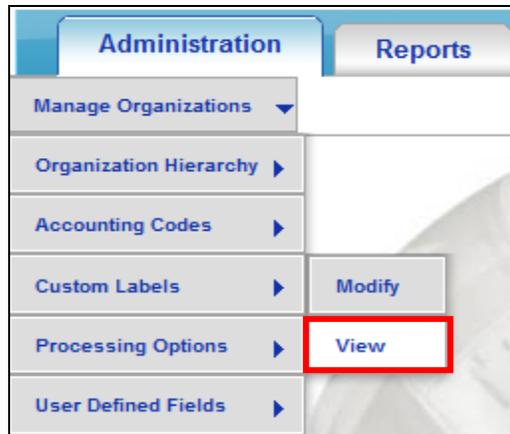
5. Verify the information is correct and click **Submit**.
6. A *Confirmation* page appears showing that the custom labels have been modified for the organization hierarchy.

View a Custom Label

You use the **View** function to review the custom labels that are in effect for your organization’s deposit preparation fields.

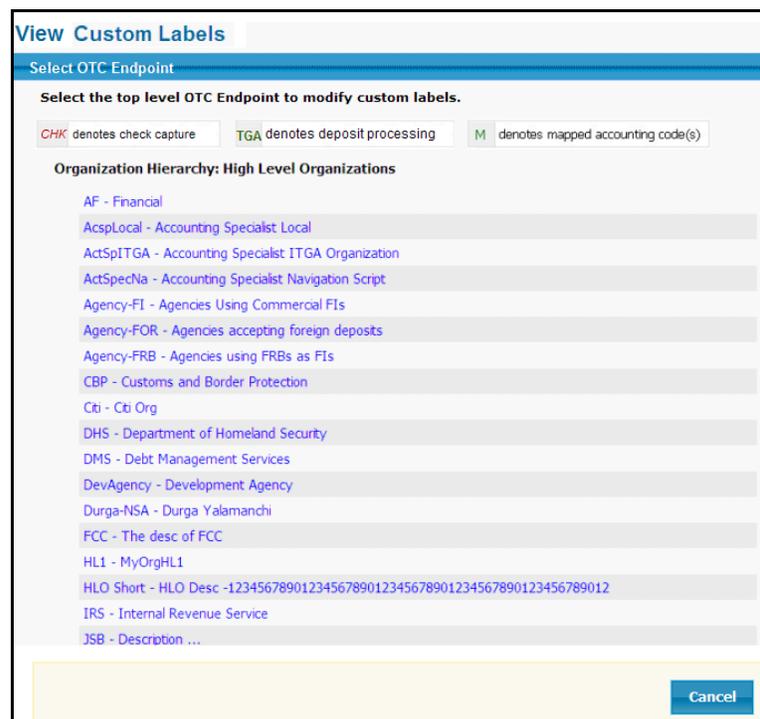
1. Click the **Administration** tab. From the **Manage Organizations** menu, select **Custom Labels** and click **View**.

Figure 5. Select Custom Labels>View



2. The *Select OTC Endpoint* page appears. Select the highest level organization for which you would like to view the custom labels.

Figure 6: Select OTC Endpoint page



3. The *View Custom Labels* page appears showing which custom labels are in effect for the organization hierarchy.

Figure 7: View Custom Labels page

The screenshot displays the 'View Custom Labels' page. At the top, there is a blue header with the text 'View Custom Labels'. Below this, a message states: 'The following custom labels are in effect for the organization hierarchy.' This is followed by a section titled 'Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs'. Inside this section, there are two tables. The first table, 'Organization Hierarchy Labels', has two columns: 'Level' and 'Label'. The second table, 'Accounting Code Definition Label', has two columns: 'Agency Accounting Code' and 'TAS'. A 'Return Home' button is located at the bottom right of the page.

Organization Hierarchy Labels	
Level	Label
Highest Level	Highest Level
Level 2:	Level 1
Level 3:	Level 2

Accounting Code Definition Label	
Agency Accounting Code	TAS

[Return Home](#)



View a Custom Label

To view a custom label, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Custom Labels** and click **View**. The *Select OTC Endpoint* page appears.
3. Select the highest level organization for which you would like to view the custom labels. The *View Custom Labels* page appears showing which custom labels are in effect for the organization hierarchy.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Return Home** to return to the OTCnet Home Page.

Topic 2. Managing Processing Options

As part of managing your organization hierarchy, you need to define your deposit processing options. **Processing options** are parameters for the deposit and adjustments process. You must first define processing options at the highest level of the organization before defining lower level options. For lower-level organizations, if you do not define these options, then the lower-level organizations will take on the options set for the next higher level organization that does have the options set.

If you do not define processing options, your organization cannot create deposits. You can define processing options at any level within your organization. You can also view the processing options by **OTC Endpoint** report to manage processing options in your organization.

As an **Accounting Specialist**, you can modify the following processing options for your organization's hierarchy:

- **Accounting Classifications for Adjustments:** Identifies the default accounting codes to which you want adjusted amounts credited and debited
- **Correspondence:** Provides the financial institution with address information for any correspondence including returned item information
- **Deposit Preparation:** Sets default settings for deposit preparation to save time for Deposit Preparers
- **Transaction History:** Sets default settings for historical data about transactions

Modify Processing Options

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Processing Options** and click **Modify**.

Figure 8. Select Processing Options>Modify

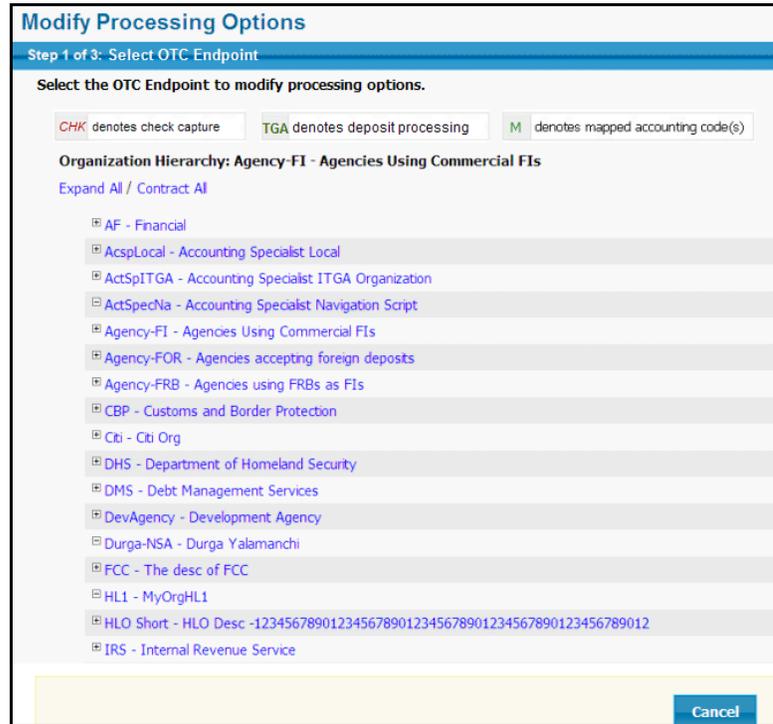


The *Step 1 of 3: Select OTC Endpoint* page appears.

Note: Processing options must first be defined for the highest level organization before any lower level organization's processing options can be defined. If the processing options are not defined for the highest level organization, all lower level organization links will be disabled.

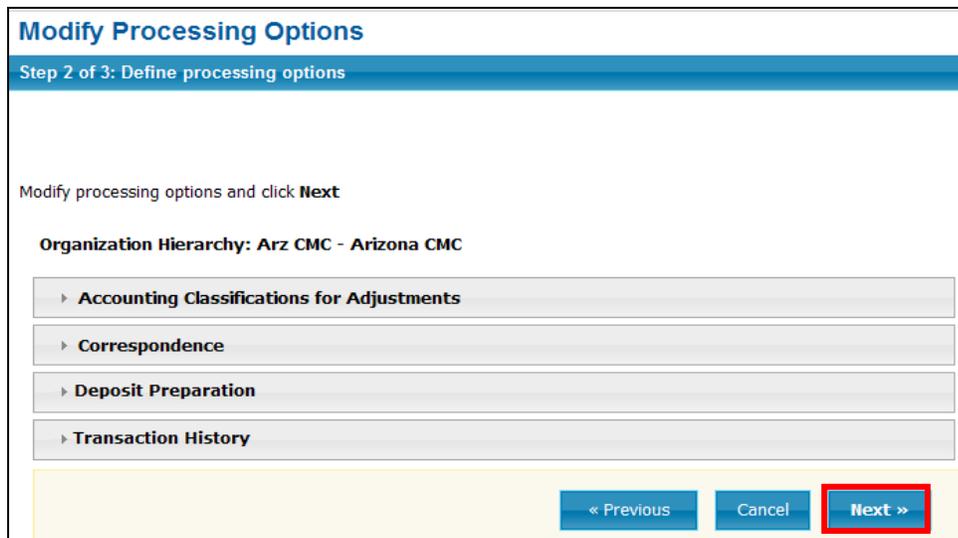
3. Select the OTC Endpoint for which you want to modify a processing option.

Figure 9: Step 1 of 3: Select OTC Endpoint



4. The Step 2 of 3: Define Processing Options page appears. Modify the processing option(s) and click **Next**.

Figure 10: Step 2 of 3: Define Processing Options page



Note: To narrow an accounting code search, enter a partial or full accounting code.

All accounting codes that meet your search criteria and are not applied as a debit or credit adjustment to your OTC Endpoint are displayed on the page. If you do not enter search criteria, all the accounting codes defined for the highest level organization appear.

By default, the first ten accounting codes display, first by ascending special character order, then by numerical order and then by ascending alphabetical order by accounting code.

If organization has more than ten accounting codes, click the pagination menu above the section containing the existing accounting codes to view additional pages of results. The system will only allow a user to view and apply active accounting codes not designated as TAS or those designated as TAS and have been validated by SAM.

An accounting code can be assigned to both a debit adjustment and credit adjustment.

After an accounting code is assigned to debit or credit adjustment it appears in the Adjustment Type table.

To modify **Accounting Classifications for Adjustments**, you can:

Update **Default Accounting Codes** by,

- Selecting either Use parent's values or Use my values
- If selecting to "Use My Values," entering the **Agency Accounting Code** and clicking the **Search button**
- Selecting the **Accounting Code** for the adjustment types you want to modify and clicking **Assign to Debit** or **Assign to Credit**.
- Selecting Yes or No to allow changes by an organization lower in hierarchy

Note: Click **Apply to Debit** to assign an accounting code to all debt adjustments.
Click **Apply to Credit** to assigning an accounting code to all credit adjustments.

Update **Default Accounting Code Usage** by,

- Selecting either **Use parent's values** or **Use my values**.
- 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.

Figure 11: Step 2 of 3: Define Processing Options page with Accounting Classifications for Adjustments expanded

Modify Processing Options 1 2

Step 2 of 3: Define processing options

Modify processing options and click **Next**

Organization Hierarchy: DOI FWS - DOI Fish and Wildlife Service

Accounting Classifications for Adjustments

Default Accounting Codes
Update the accounting codes used for adjustment
 Use parent's values Use my values

Enter search criteria for the Accounting Code(s) you would like to view.
Agency Accounting Code

Account Code Results
<< 1-10 >> of 25 Records

Select	Account Code	TAS
<input type="radio"/>	00090100	✓
<input type="radio"/>	00X0102	✓
<input type="radio"/>	TAS3	
<input type="radio"/>	TAS5	
<input type="radio"/>	TEST - 1234	
<input type="radio"/>	TEST-AAC1	
<input type="radio"/>	TEST-AAC10	
<input type="radio"/>	TEST-AAC2	
<input type="radio"/>	TEST-AAC3	
<input type="radio"/>	TEST-AAC4	

Adjustment Type	Account Code	TAS
*Debit	CASD	✓
*Credit	CASD	✓

Allow changes by organization lower in hierarchy
 Yes No

Default Accounting Code Usage
Define default accounting code processing for deposit adjustments
 Use parent's values Use my values

Always Use the Default for Deposit Adjustments
 Default based upon Deposit Subtotals for Deposit Adjustments

Allow changes by organization lower in hierarchy
 Yes No

▶ Correspondence

▶ Deposit Preparation

▶ Transaction History

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

Figure 12: Define Processing Options page with Correspondence expanded

Modify Processing Options

Step 2 of 3: Define processing options

Modify processing options and click **Next**

Organization Hierarchy: DOI FWS - DOI Fish and Wildlife Service

Accounting Classifications for Adjustments

Correspondence

Returned Items

Update the correspondence address for return item

Use parent's values Use my values

Organization Name*

Cost Accounting Section

Attention

Chief, CAS

Address Line 1*

7333 w Jefferson Ave

Address Line 2

Suite 300

City*

Lakewood

State/Province*

Colorado CO

Postal Code*

80235

Country*

United States of America US

Contact Phone Number

303-984-6800

Allow changes by organization lower in hierarchy

Yes No

Deposit Adjustments

Correspondence address for deposit adjustment

Use parent's values Use my values

Organization Name*

Cost Accounting Section

Attention

Chief, CAS

Address Line 1*

7333 w Jefferson Ave

Address Line 2

Suite 300

City*

Lakewood

State/Province*

Colorado CO

Postal Code*

80235

Country*

United States of America US

Contact Phone Number

303-984-6800

Allow changes by organization lower in hierarchy

Yes No

Deposit Preparation

Transaction History

< Previous Cancel Next >

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

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

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

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
 - Allow changes by an organization lower in hierarchy

Figure 13: Update Deposit Processing Options page with Deposit Preparation (ITGA Deposit Preparation) expanded

Modify Processing Options
1 2

Step 2 of 3: Define processing options

Modify processing options and click **Next**

Organization Hierarchy: DOI FWS - DOI Fish and Wildlife Service

> Accounting Classifications for Adjustments

> Correspondence

▾ Deposit Preparation

ITGA Deposit Creation

This Processing Option cannot be modified because this organization has a deposit in DRAFT or AWAP status.

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

Subtotals and Cash Count

This Processing Option cannot be modified because this organization has a deposit in DRAFT or AWAP status.

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

Accounting Code Subtotals

This Processing Option cannot be modified because this organization has a deposit in DRAFT or AWAP status.

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

Separation of Duties

This Processing Option cannot be modified because this organization has a deposit in DRAFT or AWAP status.

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

> Transaction History

« Previous
Cancel
Next »

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 and click **Next**.

Figure 14: Update Deposit Processing Options page with Transaction History expanded

The screenshot shows a web application window titled "Modify Processing Options" with a sub-header "Step 2 of 3: Define processing options". The main content area contains the following elements:

- Instruction: "Modify processing options and click **Next**".
- Organization Hierarchy: "DOI FWS - DOI Fish and Wildlife Service".
- Expandable sections: "Accounting Classifications for Adjustments", "Correspondence", "Deposit Preparation", and "Transaction History".
- The "Transaction History" section is expanded and contains:
 - Section header: "Transaction History".
 - Text: "Update the number of days displayed".
 - Radio buttons: "Use parent's values" (selected) and "Use my values".
 - Text: "Number of days displayed*".
 - Text input field: "30".
 - Text: "Allow changes by organization lower in hierarchy".
 - Radio buttons: "Yes" (selected) and "No".
- Navigation buttons at the bottom right: "Previous", "Cancel", and "Next".

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

Figure 15: Step 3 of 3: Review the Following Processing Options page with Accounting Classifications for Adjustments expanded

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

Figure 16: Review the Following Processing Options page with Correspondence expanded

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

Figure 17: Review the Following Processing Options page with Deposit Preparation expanded

<input type="checkbox"/> 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

Verify the information is correct and click **Submit**. A confirmation page appears showing which processing options were applied to the organization.

Figure 18: Review the Following Processing Options page with Transaction History expanded

Separation of Duties	
Deposits must be prepared and approved by different employees	No
Inherit Option from Parent	No
Can Descendant Org Modify	No
<input type="checkbox"/> Transaction History	
Transaction History	
Number of days displayed in Transaction History	45
Inherit Option from Parent	No
Can Descendant Org Modify	No
<input type="button" value="Previous"/> <input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

6. A *Confirmation* page appears showing which processing options were applied to the organization.

Figure 19. Modify Processing Options - Confirmation

Modify Processing Options

Confirmation

The following processing options now apply to this organization

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs

▼ Accounting Classifications for Adjustments

Default Accounting Codes

Adjustment Type	Account Code	TAS
Debit	1213	
Credit	1212	

Inherit Option from Parent Yes

Can Descendant Org Modify Yes

Modify a Processing Option

To modify a processing option, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Processing Options>Modify**. The *Step 1 of 3: Select Organization Endpoint* page appears.



Application Tip

Processing options must first be defined for the highest level organization before any lower level organization's processing options can be defined. If the processing options are not defined for the highest level organization, all lower level organization links will be disabled.

3. Select the OTC Endpoint for which you want to modify a processing option. The *Step 2 of 3: Define Processing Options* page appears.
4. Modify the processing option(s) and click **Next**.

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)



Application Tip

To narrow an accounting code search, enter a partial or full accounting code.

Or

- Clicking **Search** (magnifying glass) to view accounting codes



Application Tip

All accounting codes that meet your search criteria and are not applied as a debit or credit adjustment to your OTC Endpoint are displayed on the page. If you do not enter search criteria, all the accounting codes defined for the highest level organization appear.

**Application Tip**

By default, the first ten accounting codes display, first by ascending special character order, then by numerical order and then by ascending alphabetical order by accounting code.

**Application Tip**

If organization has more than ten accounting codes, click the pagination menu above the section containing the existing accounting codes to view additional pages of results. The system will only allow a user to view and apply active accounting codes not designated as TAS or those designated as TAS and have been validated by SAM.

- Selecting the accounting code to apply a credit and/or debit adjustment type and click **Apply to Debit** and/or **Apply to Credit**

**Application Tip**

An accounting code can be assigned to both a debit adjustment and credit adjustment.

**Application Tip**

After an accounting code is assigned to debit or credit adjustment it appears in the Adjustment Type table.

- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update **Default Accounting Code Usage** by

- Selecting either **Use parent's values** or **Use my values**
- 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

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

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

Update **Accounting Code Subtotals** by

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

Update **Separation of Duties** by

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** for each of the following options
 - Deposits must be prepared and approved by different employees
 - Allow changes by an organization lower in hierarchy

To modify **Transaction History**, you can 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

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

6. A *Confirmation* page appears showing which processing options were applied to the organization.

**Application Tip**

If additional changes are required after reviewing the information, click **Edit** and return to step 4.

**Application Tip**

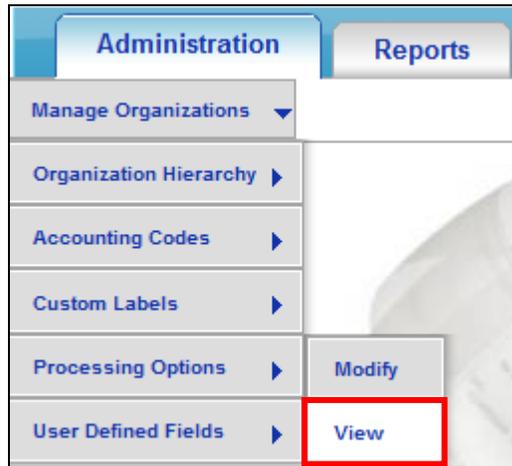
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Edit** to return to the previous page.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Submit** to complete the process and display the Confirmation page.
- Click **Return Home** to return to the OTCnet Home Page.

View Processing Options

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Processing Options** and click **View**

Figure 20. Select Processing Options>View



3. The *Select OTC Endpoint* page appears. Select the highest level organization or any lower level OTC Endpoint for which you would like to view the processing options.

Figure 21. Select OTC Endpoint for Processing Options



4. A *View Processing Options* page appears showing which custom labels are in effect for the organization hierarchy.

Figure 22. View Processing Options

The screenshot displays a complex web form with several overlapping panels. The visible sections include:

- Accounting Classifications for Adjustments:** A table with columns 'Adjustment Type', 'Account Code', and 'TAS'.

Adjustment Type	Account Code	TAS
Debit	CODE110	
Credit	70X6697	✓
- Default Accounting Codes:** A table with columns 'Adjustment Type', 'Account Code', and 'TAS' (partially visible).
- Default Accounting Code Usage:** A table with columns 'Adjustment Type', 'Account Code', and 'TAS' (partially visible).
- Correspondence:** A section containing a 'Returned Items' table.

Agency Name	Agency FI
Attention	
Address Line 1	789 Street
Address Line 2	
City	Kansas City
State/Province	MO
Country	
Postal Code	
Contact Phone Number	
- Deposit Preparation:** A section with 'ITGA Deposit Creation' options.

Allow endpoint to create foreign deposits	No
Default foreign currency when creating deposits	
Inherit Option from Parent	No
Can Descendant Org Modify	
- Separation of Duties:** A section with options.

Deposits must be prepared and approved by different employees	No
Inherit Option from Parent	No
Can Descendant Org Modify	No
- Transaction History:** A section with options.

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



View a Processing Option

To view a processing option, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Processing Options>View**. The *Select Organization Endpoint* page appears.
3. Select the highest level organization or any lower level OTC Endpoint for which you would like to view the processing options. A *View Processing Options* page appears showing which custom labels are in effect for the organization hierarchy.



Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Return Home** to return to the OTCnet Home Page.

Topic 3. Creating and Editing User Defined Fields

You have the ability to provide user defined fields (UDFs) for **Deposit Preparers** to enter deposit activity and accounting activity information during the deposit preparation process. A UDF is a field for the deposit preparer to complete that describes a deposit activity or deposit accounting activity (e.g. driver's license number) specific to your organization. As an **Accounting Specialist** you can create, modify, and delete a UDF for your organization hierarchy.

If your organization elects to use UDFs, you should communicate this to each of your OTC Endpoints and identify what information should be included.

You can perform several tasks in working with UDFs:

- Create a user defined field
- Modify a user defined field
- Delete a user defined field
- View a user defined field

Create a User Defined Field

You can create up to five user defined fields for your organization: up to three for **Create Deposit** UDF, and up to two for the **Create Deposit Subtotals** UDF. To create a user defined field:

1. Click the **Administration** tab. From the **Manage Organizations** select, **User Defined Fields** and click **Modify**.

Figure 23. Select User Defined Fields>Modify



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

Figure 24: Select OTC Endpoint page

Modify User Defined Fields
 Select OTC Endpoint

Select the top level OTC Endpoint to modify processing options.

CHK denotes check capture TGA denotes deposit processing M denotes mapped accounting code(s)

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs
 Expand All / Contract All

- AF - Financial
 - AcspLocal - Accounting Specialist Local
 - ActSpITGA - Accounting Specialist ITGA Organization
 - ActSpecNa - Accounting Specialist Navigation Script
 - Agency-FI - Agencies Using Commercial FIs
 - Agency-FOR - Agencies accepting foreign deposits
 - Agency-FRB - Agencies using FRBs as FIs
 - CBP - Customs and Border Protection
 - Cti - Cti Org
 - DHS - Department of Homeland Security
 - DMS - Debt Management Services
 - DevAgency - Development Agency
 - Durga-NSA - Durga Yalamanchi
 - FCC - The desc of FCC
 - HL1 - MyOrgHL1
 - HLO Short - HLO Desc -12345678901234567890123456789012345678901234567890123456789012
 - IRS - Internal Revenue Service

[Cancel](#)

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

Figure 25: Select 1 of 3:Select User Defined Field to Maintain page

Modify User Defined Fields
 Step 1 of 3: Select User Defined Field to Maintain

Organization Hierarchy: Rajesh-HLO - Rajesh-High Level Org

Click on the activity label to edit the User Defined Field.
 Click on the 'Create UDF' button to create a new User Defined Field.
 Click the related checkbox to delete a User Defined Field.

Activity	Label	Description	Display Order	Data Type	Delete [Delete All / Undelete All]
Create Deposit	ada	dawd wedqvw	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"/>

[Cancel](#) [Create UDF](#) [Next >>](#)

- 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 step 5
 - If another **Data Type** is selected, continue entering in information for the fields below and then proceed to step 6
- Entering the
 - **Maximum Input Length** (Maximum length is 255)
 - **Minimum Input Length**
 - **Display Order Number**
- Selecting **Mandatory** or **Optional** for Activity User Entry.

Figure 26: Select 2 of 3: Modify User Defined Field page

Note: A User Defined Field cannot be modified if it is associated with a deposit that is in **Draft** or **Awaiting Approval** status.

- Click **List Values** (refer to Figure 29). A *Step 2 of 3 (Continued): Define Permitted Values* page appears. Enter details for both the **Value** and **Description**, and click **Done**.

Figure 27: Step 2 of 3 (Continued): Define Permitted Values

Modify User Defined Fields
Step 2 of 3(Continued)- Define Permitted Values

Add and/or make changes to the list of permitted values. Selection Display Order is the order in which values are displayed on the appropriate page drop-down where the UDF id used.

Organization Hierarchy: Rajesh-HLO - Rajesh-High Level Org

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"/>		

* Denotes required fields.

Buttons: Cancel, Add More Lines, Done

- The Step 3 of 3: *Review* page appears. Verify the User Defined Field information is correct, and click **Submit**. A confirmation page appears showing that the UDF data has been saved to the database.

Figure 28: Step 3 of 3: Review User Defined Fields page

Modify User Defined Fields
Step 3 of 3: Review

Verify the User Defined Field information is correct and click Submit.

Active User Defined Fields

- UDA # 1 ada

Activity Type	Create Deposit
Label	ada
Description	dawd wedqw
Data Type	Drop Down List of Alphanumeric Values
Display Order Number	1
Activity User Entry	Optional
Minimum Input Length	
Maximum Input Length	
- Permitted Values(5)
- UDA # 2 new label

Marked for Deletion

- UDA # 1 my Deposit Subtotal Label

Buttons: Previous, Cancel, Submit

Click **Edit** if you need to make additional changes before submitting the information and return to Step 4.

Create a User Defined Field

To create a user defined field (UDF), complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **User Defined Fields** and click **Modify**. The *Select OTC Endpoint* screen appears.
3. Select the highest level organization for which you want to modify user defined fields (UDFs). The *Step 1 of 3: Select User Defined Field to Maintain* page appears.
4. Click the **Create UDF**. The *Step 2 of 3: Modify the User Defined Field* page appears.
5. 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 step 6.
 - If another **Data Type** is selected, continue entering in information for the fields below and then proceed to step 7.
- Entering the
 - **Maximum Input Length** (Maximum length is 255)
 - **Minimum Input Length**
 - **Display Order Number**
- Selecting **Mandatory** or **Optional** for Activity User Entry



Application Tip

A User Defined Field cannot be modified if it is associated with a deposit that is in **Draft** or **Awaiting Approval** status.

6. A **Permitted Values** button appears. Click **List Values**. A *Step 2 of 3 (Continued): Define Permitted Values* page appears. Enter details for both the **Value** and **Description**, and click **Done**.
7. The *Step 3 of 3: Review* page appears. Verify the User Defined Field information is correct, and click **Submit**. A confirmation page appears showing that the UDF data has been saved to the database.

**Application Tip**

Click **Edit** if you need to make additional changes before submitting the information and return to Step 5.

**Application Tip**

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Edit** to return to the previous page.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

Modify a User Defined Field

You can modify a user defined field as needed to accommodate your organization's changing needs. Note that you cannot modify a user defined field that is associated with a deposit that is still in **Draft** or **Awaiting Approval (AWAP)** status. **Draft** or **AWAP** deposits must be submitted to the Financial Institution before you can modify any user defined fields associated with them.

1. Click the **Administration** tab. From the **Manage Organizations** select, **User Defined Fields** and click **Modify**.
2. The *Select OTC Endpoint* screen appears. Select the highest level organization for which you want to modify user defined fields (UDFs).
3. The *Step 1 of 3: Select User Defined Field to Maintain* page appears. Click the user defined field **Label** hyperlink.

Figure 29. Step 1 of 3: Select User Defined Field to Maintain

Modify User Defined Fields
Step 1 of 3: Select User Defined Field to Maintain

Organization Hierarchy: Rajesh-HLO - Rajesh-High Level Org
Click on the activity label to edit the User Defined Field.
Click on the 'Create UDF' button to create a new User Defined Field.
Click the related checkbox to delete a User Defined Field.

Activity	Label	Description	Display Order	Data Type	Delete [Delete All / Undelete All]
Create Deposit	ada	dawd wedqw	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"/>

Cancel Create UDF Next >>

4. The *Step 2 of 3: Modify the User Defined Field* page appears. Make the changes to the user defined field and click **Done**.

Note: A User Defined Field cannot be modified if it is associated with a deposit that is in Draft or Awaiting Approval status.

5. The *Step 3 of 3: Review* page appears. Verify the user defined field information is correct, and click **Submit**. A confirmation page appears showing that the UDF data has been saved to the database.

Note: Click **Edit** if you need to make additional changes before submitting the information and return to Step 4.

Modify a User Defined Field

To modify an existing user defined field, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **User Defined Fields** and click **Modify**. The *Select OTC Endpoint* screen appears.
3. Select the highest level organization for which you want to modify user defined field. The *Step 1 of 3: Select User Defined Field to Maintain* page appears.
4. Click the user defined field **Label** hyperlink. The *Step 2 of 3: Modify User Defined Field* page appears.
5. Make the changes to the user defined field and click **Done**. The *Step 1 of 3: Select User Defined Field to Maintain* page appears.



Application Tip

A User Defined Field cannot be modified if it is associated with a deposit I that is in **Draft** or **Awaiting Approval** status.

6. Click **Next**. The *Step 3 of 3: Review* page appears.
7. Verify the correct user defined field information is correct and click **Submit**. A confirmation page appears showing that the user defined field data has been save to the database.



Application Tip

Click **Edit** if you need to make additional changes before submitting the data and return to Step 4.



Application Tip

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Create UDF** to create a new user defined field.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Edit** to return to the previous page.
- Click **Submit** to complete the process and display the Confirmation page.
- Click **Return Home** to return to the OTCnet Home Page.

Delete a User Defined Field

If you find that you do not use a particular user defined field, you can delete it to save labor for your **Deposit Preparers**.

1. Click the **Administration** tab. From the **Manage Organizations** select, **User Defined Fields** and click **Modify**.
2. The *Select OTC Endpoint* screen appears. Select the highest level organization for which you want to delete the user defined field.
3. The *Step 1 of 3: Select User Defined Field to Maintain* page appears. Click the **Delete** checkbox next to the appropriate field (note that to delete all the user defined fields, you can click **Delete All**) and click **Next**.

Figure 30: Select 1 of 3: Select User Defined Field to Maintain page

Modify User Defined Fields
Step 1 of 3: Select User Defined Field to Maintain

Organization Hierarchy: Rajesh-HLO - Rajesh-High Level Org
Click on the activity label to edit the User Defined Field.
Click on the 'Create UDF' button to create a new User Defined Field.
Click the related checkbox to delete a User Defined Field.

Activity	Label	Description	Display Order	Data Type	Delete [Delete All / Undelete All]
Create Deposit	ada	dawd wedqw	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"/>

Buttons: Cancel, Create UDF, Next >

Note: A User Defined Field cannot be modified if it is associated with a deposit I that is in Draft or Awaiting Approval status.

4. The *Step 3 of 3: Review* page appears. Verify the correct information is marked for deletion and click **Submit**. A confirmation page appears showing that the user defined field data has been saved to the database.

Note: Click **Edit** if you need to make additional changes before submitting the information and return to Step 3.



Delete a User Defined Field

To delete a user defined field, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** select, **User Defined Fields** and click **Modify**. The *Select OTC Endpoint* screen appears.
3. Select the highest level organization for which you want to delete the user defined field. The *Step 1 of 3: Select User Defined Field to Maintain* page appears.
4. Click the **Delete** checkbox next the appropriate field and click **Next**. The *Step 3 of 3: Review* page appears.



Application Tip

A User Defined Field cannot be modified if it is associated with a deposit I that is in **Draft** or **Awaiting Approval** status.

5. Verify the correct information is marked for deletion and click **Submit**. A confirmation page appears showing that the user defined field data has been saved to the database.



Application Tip

Click **Edit** if you need to make additional changes before submitting the data and return to Step 4.



Application Tip

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Create UDF** to create a new user defined field.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Edit** to return to the previous page.
- Click **Submit** to complete the process and display the Confirmation page.
- Click **Return Home** to return to the OTCnet Home Page.

View a User Defined Field

As an **Accounting Specialist**, **Local Accounting Specialist** and **Viewer**, you can view the user defined fields that exist for your organization.

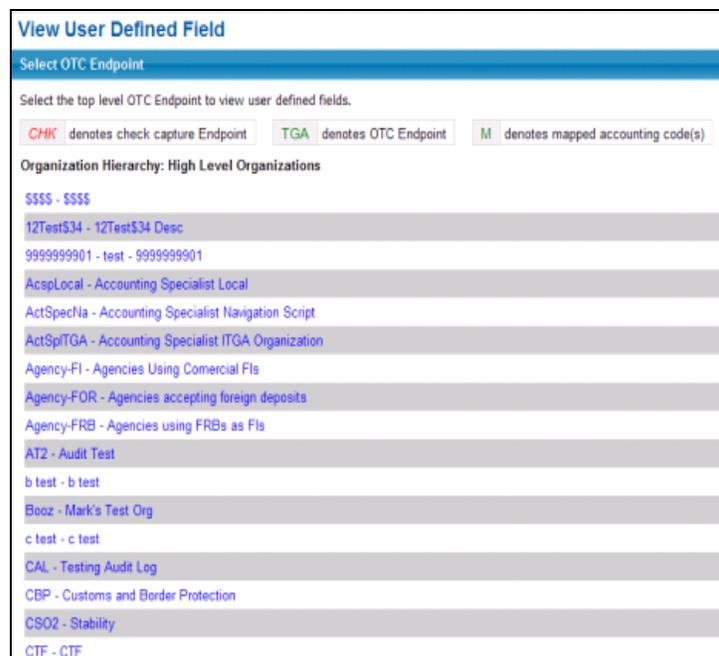
1. Click the **Administration** tab. From the **Manage Organizations** menu, select **User Defined Fields** and click **View**.

Figure 31. Select User Defined Fields>View



2. The *Select OTC Endpoint* screen appears. Select the highest level organization for which you would like to view user defined field.

Figure 32: Select OTC Endpoint page



- The *View User Defined Field* page appears. Click on any of the user defined fields to view its characteristics (e.g. activity type, label, description, etc.). The characteristics appear.

Figure 33: View User Defined Field page

View User Defined Field

Click on a User Defined Field to view its characteristics.

Active User Defined Fields

▣ UDF # 1 ada

Activity Type	Create Deposit
Label	ada
Description	dawd wedqw
Data Type	Drop Down List of Alphanumeric Values
Display Order Number	2
Activity User Entry	Optional
Minimum Input Length	
Maximum Input Length	

▣ Permitted Values(5)

Value	Description
1	a
2	b
3	c
4	d
5	e

▣ UDF # 2 new label
 ▣ UDF # 3 my Deposit Subtotal Label

[Return Home](#)



View a User Defined Field

To view detailed information about a user defined field, follow these steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **User Defined Fields** and click **View**.
The *Select OTC Endpoint* screen appears.
3. Select the highest level organization for which you would like to view user defined field.
A *View User Defined Field* page appears.
4. Click on any of the user defined fields to view its characteristics (e.g. activity type, label, description, etc.). The characteristics appear.

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OTCnetSM
Deposits Made Simple

Chapter 6: Viewing Financial Institutions

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Viewing Financial Institutions Participant User Guide* includes:

- FI Confirmer
- FRB Confirmer
- FI Viewer
- FRB Viewer

Overview

Welcome to *Viewing Financial Institutions*. In this chapter, you will learn:

- How to view a Financial Instruction

Topics

This chapter is organized by the following topics:

1. Viewing Financial Institutions

Topic 1. Viewing Financial Institutions

If you are assigned the role of **FI Confirmer**, **FRB Confirmer**, **FI Viewer**, or **FRB Viewer** you can locate and view Financial Institution details for which you have access to. You can only view a Financial Institution that has an **Active** status.

Viewing a Financial Institution allows you to see related details such as:

- Institution Information
- Routing Transit Numbers (RTN) and Status
- CAN/Acct Key Relationships

View a Financial Institution

1. Click the **Administration** tab, select **Manage FI**, select **Financial Institution**, and click **View** (see Figure 1 below).

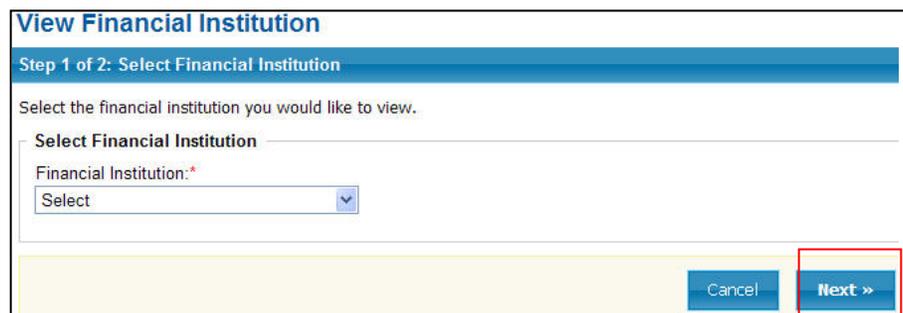
Figure 1: Select Administration>Manage FI>Financial Institution>View



2. The *Step 1 of 2: Select Financial Institution* page appears.

Under *Select Financial Institution*, select the Financial Institution for which you would like to view details. Click **Next** as shown in Figure 2.

Figure 2. Select Financial Institution Page

A screenshot of a web form titled 'View Financial Institution'. The page is labeled 'Step 1 of 2: Select Financial Institution'. Below the title, there is a text prompt: 'Select the financial institution you would like to view.' Underneath this is a section titled 'Select Financial Institution' which contains a dropdown menu labeled 'Financial Institution:*' with the text 'Select' and a downward arrow. At the bottom right of the form, there are two buttons: 'Cancel' and 'Next >>'. A red rectangular box highlights the 'Next >>' button.



Application Tip

Only **ACTIVE** Financial Institutions display for the selection.

- The *Step 2 of 2: View the Financial Institution* page appears. View details for Financial Institutions as show in Figures 3 and 4.

Figure 3. View FRB Detail

View Financial Institution	
Step 2 of 2: View the Financial Institution	
Institute Information	
Name	FRB Boston
City	Boston
State / Province	MA
Country	US
Institution Type	FRB
District Number	01
Office Number	1
Accepts Foreign Check Deposits	No
Accepts Foreign Cash Deposits	No
Routing Transit Numbers:	
RTN	Status
011000015	Active
042000437	Active
052000278	Active
CAN/Account Key Relationships:	
CAN/Acct Key	Relationship

Figure 4. View Financial Institution Detail

View Financial Institution

Step 2 of 2: View the Financial Institution

Institute Information	
Name	Bank of America
City	Concord
State / Province	CA
Country	US
Institution Type	Commercial
Accepts Foreign Check Deposits	No
Accepts Foreign Cash Deposits	No
System To System Interface Participant	Yes
Short Name	BOA
Processes Foreign Check Deposits	No
Processes Foreign Cash Deposits	No

Routing Transit Numbers:

RTN	Status
011900445	Active
011900571	Active
021300019	Active
111000012	Active
121000358	Active

CAN/Account Key Relationships:

CAN/Acct Key	Relationship
001035	Inactive
005797	Active
005977	Active
005989	Active
006074	Active
006077	Active



View a Financial Institution

To view a Financial Institution, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage FI** menu, select **Financial Institution**, and click **View**. The *Step 1 of 2: Select Financial Institution* page appears.
3. Under *Select Financial Institution*, select the Financial Institution for which you would like to view details.



Application Tip

Only **Active** Financial Institutions display for the selection.

4. Click **Next**. The *Step 2 of 2: View the Financial Institution* page appears.



Application Tip

FI Confirmers, FRB Confirmers, FI Viewers, and FRB Viewers can view Institution Information, Routing Transit Numbers (RTN) and Status, and CAN/Acct Key Relationships.



Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Return Home** to return to the OTCnet Home Page.

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OTCnetSM
Deposits Made Simple

Chapter 7: Configuring Check Processing Settings

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Configuring Check Processing Settings Participant User Guide* includes:

View / Modify Configuration Functions

- Check Capture Administrator
- Check Capture Supervisor

View Configuration Only

- Check Capture Lead Operator
- Check Capture Operator

Overview

Welcome to *Configuring Check Processing Settings*. In this chapter, you will learn:

- The purpose of configuring check capture settings
- How to set up or modify a terminal configuration
- How to view a terminal configuration
- How to view an audit log
- How to download firmware

Topics

This chapter is organized by the following topics:

1. Purpose of Configuring Check Processing Settings
2. Set up or Modify a Terminal Configuration
3. View a Terminal Configuration
4. View an Audit Log
5. Download Firmware

Topic 1. Purpose of Configuring Check Processing Settings Online

Only **Check Capture Administrators (CCA)** and **Check Capture Supervisors (CCS)** are authorized to configure the check processing settings for your Agency's terminal. Depending on your user role, you can see all or only specific check capture activities transacted within your Agency. Additionally, as a CCA, you have the ability to manually download or upgrade application software to be used on a terminal.

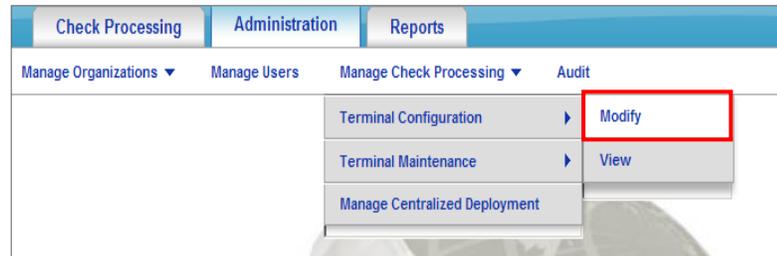
If you are to meet your location's check capturing needs, each OTCnet terminal must have configuration settings individually applied. You can add or update the following:

- **System Configuration:** Used to ensure firmware upgrades, LVD usage (offline users), and receipt printing
- **Application Configuration:** Used to define a Terminal ID, processing mode, specify a cashflow method, as well as to specify batch control and batch control prompts
- **Devices Configuration:** Used to specify the scanner type and communication channel, enable franking, as well as enable keypad and specify a keypad communication channel
- **Available OTC Endpoints:** Used to add available **OTC Endpoints** for data entry
- **Configured OTC Endpoints:** Used to set a default **OTC Endpoint**, review already configured OTC Endpoints or remove unused **OTC Endpoints** from the terminal

Topic 2. Set Up or Modify a Terminal Configuration

1. Click the **Administration** tab.
2. From the **Manage Check Processing** menu, select **Terminal Configuration** and click **Modify** (see Figure 1 below).

Figure 1. Administration >Manage Check Processing> Terminal Configuration>Modify



3. The *Step 1 of 4: Gathering Terminal Information* page appears with *Automated terminal detection in progress...* message, then the *Step 2 of 4: Update the Terminal Configuration* page appears (see Figure 2 below). Enter the system configuration

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

Under **System Configuration** (see Figure 2 below),

Set **Task Execution** by,

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

Note: Firmware Upgrades are operating system (e.g. Vista, Windows 7, etc.) and scanner (e.g. EC 7000i or Panini MyVision X, etc.) specific.

Set **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

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**

Note: 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 selected, the default setting is **Manual**.

Figure 2: System Configuration

Terminal Configuration
Step 2 of 4: Update the Terminal Configuration

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

Under **Application Configuration** (see Figure 3 below),

- Enter the **Terminal ID**
- Select **Single** or **Batch** for Processing mode
- Select **Settle Best Method** or **Truncate All Items** for Cashflow
 - Check **Back office Processing Only**
 - Select **Optional** or **Mandatory** for Batch Control
 - Click **Prompt on batch Create** and/or **Prompt on batch Close** for Batch Control Prompts

Note: 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.

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

The **Single** processing mode is designed to allow 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.

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.

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.

Figure 3. Application Configuration

Application Configuration	
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

Under **Devices Configuration**,

- Select the **Scanner** model, (*required*) (see Table 1 below)
- Select **USB Port** or **Serial Port**, (*required*)
 - Select the Serial Port type
- Check **Franking Enabled**, (*optional*)
- Check **Keypad Enabled**, (*optional*)
- Check **Pass Through Channel** or **Serial Port** for **Keypad Communication Channel**

When you complete the **Devices Configuration**, click **Next** (see Figure 4 below).

Note: 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.

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

Figure 4. Devices Configuration

Table 1. 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)

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

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**.

Under **Configure OTC Endpoint**,

- Select a **Default OTC Endpoint**, *required*
- Select the OTC Endpoint(s) you want to **Delete** by checking the box(es) under the **Remove** column, and click **Remove**, *if applicable*.

When you complete configuring the OTC Endpoints, click **Next** (see Figure 5 below).

Figure 5. Default OTC Endpoint

Terminal Configuration

Step 3 of 4: Update the Configured OTC Endpoints

Available OTC Endpoints

<< Page 1 >> of 1 Pages

ALC+2	OTC Endpoint	Form Version	Description	Add [Check All / Uncheck All]
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 >>

Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description	Remove [Check All / Uncheck All]
<input type="radio"/>	3432123456	Test3	1000	Test3	<input type="checkbox"/>
<input type="radio"/>	9999999902	9999999902	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"/>	9999999901	9999999901	1010	test89	<input type="checkbox"/>
<input type="radio"/>	99999999ST2	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"/>

Remove

Selecting a **Default OTC Endpoint** determines which **OTC Endpoint** to use when performing Check Scan actions. At least one **Default OTC Endpoint** is required per terminal. While a default is chosen, it does not prevent you from scanning against another configured **OTC Endpoint**.

5. The *Step 4 of 4: Review the Terminal Configuration* page appears. Verify the Terminal Configuration is correct and click **Submit**. Click **Edit** if you need to modify the information entered (see Figure 6 below).

Figure 6. Review Terminal Configuration

Terminal Configuration

Step 4 of 4: Review the Terminal Configuration

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

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

Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
	3432123456	Test3	1000	Test3
	9999999902	9999999902	1007	TEST Location
	0000879701	GT8	1010	GT8
	0000001040	LL1	2000	LL1
	9876543210	9876543210	1010	9876543210
	9999999901	9999999901	1010	test89
	999999995T2	SSL1	1007	SSL1
✓	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
	8888888802	8888888802	1010	Pseudo ALC+2-8888888802
	8888888803	8888888803	1010	Pseudo ALC+2-8888888803
	0000010712	Region2FRB	1003	Region 2-FRB
	9999999905	SreeLEnd2	1010	SreeLEnd2

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		✓

LVD Usage

	Personal Check	Non Personal
Customer Present	✓	✓
Customer Not Present	✓	✓

Receipt Printing

Person Present	Manual
Person Not Present	Manual
Printer Name	CutePDF Writer

< Previous Cancel Submit

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	

Configure a Check Capture Terminal Online

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

1. Click the **Administration** tab.
2. Select **Manage Check Processing>Terminal Configuration** and click **Modify**. The *Step 1 of 4: Gathering Terminal Information* page appears with *Automated terminal detection in progress...* message.



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.

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.



Application Tip

Firmware Upgrades are operating system (e.g. Vista, Windows 7, etc) and scanner (e.g. EC 7000i or Panini MyVision X, etc) specific.

Set **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**, *optional*
 - Click the **Manual** or **Automatic** radio button
 - Check **with preview**
- Checking **Person Not Present**, *optional*
 - Click the **Manual** or **Automatic** radio button
 - Check **with preview**
- Selecting the **Printer Name**



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**.

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.

- 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.

- Select **Optional** or **Mandatory** for Batch Control



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.

- Click **Prompt on batch Create** and/or **Prompt on batch Close** for Batch Control Prompts

Under **Devices Configuration**,

- Select the **Scanner** model, *required*
- Select **USB Port** or **Serial Port**, *required*

- Select the Serial Port type



Application Tip

USB Port: Panini MyVision and VisionX scanners require USB port communication channel. RDM EC7000i and RDM EC6000i scanners support USB and Serial communication channels.

Serial Port: RDM EC5000i scanners require serial port communication channel. USB-to-serial adapters are not supported.

COM dropdown: The user selects the serial port (aka COM port) where they have connected a serial scanner.

- 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.

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

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.

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**

Multiple OTC Endpoints can be selected but only one can be set as a **Default OTC Endpoint**.

- Select the OTC Endpoint(s) you want to **Delete** by checking the box(es) under the **Remove** column, and click **Remove**, *if applicable*.

**Application Tip**

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

5. Click **Next**. The *Step 4 of 4: Review the Terminal Configuration* page appears. Verify the Terminal Configuration is correct and click **Submit**. Click **Edit** if you need to modify the information entered.
6. A *Confirmation* page appears stating that the Terminal Configuration record has been updated.



Application Tip

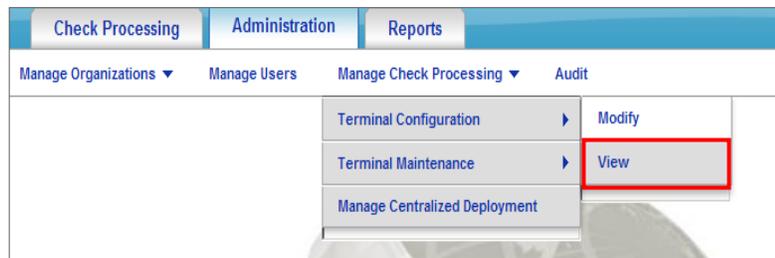
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to the OTCnet Home Page.

Topic 3. View Terminal Configuration

1. Click the **Administration** tab. From the **Manage Check Processing** menu, select **Terminal Configuration** and click **View** (see Figure 7 below).

Figure 7. Administration >Manage Check Processing> Terminal Configuration>Modify



2. The *View page appears* (see Figure 8 below). View Terminal Configuration.

Figure 8. View Terminal Configuration

Terminal Configuration

View

View the following Terminal Configuration record

OTC Endpoint Configuration
Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
	0000879701	GT8	1011	GT8
	9999999905	SreeLEnd2	1011	SreeLEnd2
	0000001040	LL1	2000	LL1
	8888888803	8888888803	1011	Pseudo ALC+2-8888888803
	9999999902	9999999902	1007	TEST Location
✓	77777777LE1	GT1	1020	GT1
	3432123456	Test3	1000	Test3
	99999999ST2	SSLL1	1007	SSLL1
	0000107125	L3FRB STLs	1015	Level 3 Agency-FRB St. Louis
	0000010712	Region2FRB	1003	Region 2-FRB
	9999999901	9999999901	1011	test89
	9876543210	9876543210	1010	9876543210
	8888888802	8888888802	1011	Pseudo ALC+2-8888888802
	4567890111	LFuncTest1	1002	LfunctionTestLowerLevel
	1234567899	Test2	1002	Test2

System Configuration

Task Execution

Task Selection	Execute On Start Up	Execute On Close Batch
Firmware Upgrade		✓

LVD Usage

	Personal Check	Non Personal
Customer Present	✓	✓
Customer Not Present	✓	✓

Receipt Printing

Person Present	Manual
Person Not Present	Manual
Printer Name	CutePDF Writer

Application Configuration

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

Devices Configuration

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

A blue arrow points from the 'View' button in the System Configuration section to the Application Configuration section.



View Terminal Configuration

To view terminal configuration, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage Check Processing>Terminal Configuration** and click **View**.
3. The *View page appears*. View Terminal Configuration.



Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Return Home** to the OTCnet Home Page.

Topic 4. Search an Audit Log

The audit log records are interactions between the user and OTCnet. They allow users to search and view audit log entries for the completed audit trail within OTCnet. The audit log is available for download to a *comma separated value* (CSV) report and opened in a spreadsheet program or available to print in a formatted audit log report.

Depending on your role, you can search and view only specific audit logs. If you are assigned the role of **Check Capture Administrator**, you can view partial administration-related activities and all check capture-related activities. If you are assigned the role of **Check Capture Supervisor**, you can view partial check capture-related activities pertaining to your actions or actions taken by **Check Capture Lead Operators** or **Check Capture Operators**.

If you are assigned the role of **Check Capture Lead Operator** or **Check Capture Operator**, you can only view your own check capture-related activities. If you are assigned the role of FMS Viewer or Security Viewer, you can view administration-related, check capture-related, check processing-related, and deposit processing-related activities.

You can search audit logs by module, user, **OTC Endpoint**, and other search criteria. If you run a search without specifying any criteria, then by default the search results include all activities in the system that you have access to view. If you run additional searches, the *Search Results* table repopulates with the results of the new search.

User Role	Audit Log Access
Check Capture Administrator (CCA)	Partial administration-related activities and all check capture-related activities.
Check Capture Operator (CCO)	Own check capture-related activities.
Check Capture Lead Operator (CCLO)	Own check capture-related activities.
Check Capture Supervisor (CCS)	Partial check capture-related activities pertaining to own actions or actions take by their CCO or CCLO.

To search an **Audit Log**, follow the steps below:

1. Click the **Administration** tab
2. Click **Audit** (see Figure 9 below).

Figure 9. Administration >Audit



The *Search Audit Logs* page appears.

3. Enter the search criteria for the activities you would like to view (see Figure 10).

Under **Search Conditions**, *optional*

- Select a **Module** type.



Application Tip

Module options include All, Administration, Check Capture, Check Processing, and Deposit Processing.



Application Tip

The **Module** drop-down options vary by user role.

- Enter a **User** (login ID)
- Select an **OTC Endpoint**
- Enter the **From** and **To** Dates and Times, *required*
- Select a **Keyword**, *required*
- Select a **Category Name**, *required*



Application Tip

The **Keyword** and **Category Name** drop-down options vary by user role.

- Enter the **Terminal ID**
- Enter the **Batch ID**
- Select an **Event Type** (see Table 2)

Note: Event types are categories of events that are recorded by the audit log.

Table 2. Event Types

Event Type	Description
All	Includes all event types in the audit log
Error	Error entries are created when the system is unable to complete an action
Informational	Information entries are general records of the activity that has happened while using OTCnet
Warning	Warning entries are created to inform the user when events of note have taken place. This includes cancelling an action, deleting information from the system and inactive users

- Select an **Operation Mode** and **click Search**.

Operation Mode options include **All**, **On Line**, or **Off Line**. If you run a search without specifying any criteria, the search results include all activities in the system that you have access to view. If you run additional searches, the Search Results table repopulates with the results of the new search.

4. Click **Search**.

Figure 10. Search Audit Log

5. The *Search Results* table appears below. Click the **Audit Log ID** hyperlink to view additional details for an individual audit log entry (see Figure 11).

Figure 11. Audit Log Output

Audit Log ID	Created On (GMT Time)	Context	User	OTC EndPoint	Terminal ID	Batch ID	Transaction Description	Module	Event Type
4395453	11/19/2010 13:23:08	Check Authorization - Batch	otcnet01	9999999902	BAH1	{E9406E94-0A32-4658-90FA-A218CD67FB15}	Batch is Approved.	Check Capture	INFO
4395452	11/19/2010 13:23:08	Check Capture - Close batch	otcnet01	9999999902	BAH1	{E9406E94-0A32-4658-90FA-A218CD67FB15}	Batch is Closed	Check Capture	INFO
4395451	11/19/2010 13:22:58	Check Capture - Balance	otcnet01	9999999902	BAH1	{E9406E94-0A32-4658-90FA-A218CD67FB15}	Successfully balanced the batch	Check Capture	INFO

Note: Click **Download** to download the search results. Click **Print Audit Log Records** to print a formatted audit log record.

6. The *View Audit Log Details* page appears (see Figure 12 below).

Figure 12. View Audit Log Details Page

View Audit Log Details		
Audit Log: Record Summary		
Name	Value	
Audit Log ID	4396552	
Created On	11/22/2010 18:00:09	
Context	Execute Process - Image Request	
User Logon Id	SYSTEM	
OTC EndPoint		
Terminal ID		
Batch ID		
Transaction Description	No image requests were available.	
Module	Administration	
Event Type	INFO	
Audit Log: Attribute Info		
Display Label	Value	
No attribute information found for this audit log record.		
Audit Log: Field Info		
Field Name	Before Value	After Value
No field information found for this audit log record.		



Search an Audit Log

To search an audit log, complete the following steps:

1. Click the **Administration** tab.
2. Click **Audit**. The *Search Audit Logs* page.
3. Enter the search criteria for the activities you would like to view.

Under **Search Conditions**, *optional*

- Select a **Module** type.



Application Tip

Module options include **All**, **Administration**, **Check Capture**, **Check Processing**, and **Deposit Processing**.



Application Tip

The **Module** drop-down options vary by user role.

- Enter a **User**
- Select an **OTC Endpoint**
- Enter the **From** and **To** date and time ranges, *required*



Application Tip

The **From** and **To Created On Date** must be entered in MM/DD/YYYY format and cannot exceed 30 days.

- Select a **Keyword**, *required*
- Select a **Category Name**, *required*



Application Tip

The **Keyword** and **Category Name** drop-down options vary by user role.

- Enter the **Terminal ID**

- Enter the **Batch ID**
- Select an **Event Type**



Application Tip

Event Types are categories of events that are recorded by the audit log.

Event Type	Description
All	Includes all event types in the audit log
Error	Error entries are created when the system is unable to complete an action.
Informational	Information entries are general records of the activity that has happened while using OTCnet.
Warning	Warning entries are created to inform the user when events of note have taken place. This includes cancelling an action, deleting information from the system and inactive users.

- Select an **Operation Mode**



Application Tip

Operation Mode options include **All**, **Online**, or **Offline**.

4. Click **Search**. The *Search Results* table appears below.



Application Tip

If you run a search without specifying any criteria, the search results include all activities in the system that you have access to view. If you run additional searches, the Search Results table repopulates with the results of the new search.



Application Tip

Click **Download** to download the search results. Click **Print Audit Log Records** to print a formatted audit log record.

5. Click the **Audit Log ID** hyperlink to view additional details for an individual audit log entry. The *View Audit Log Details* page appears.



Application Tip

Additional buttons on the pages that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Return Home** to the OTCnet Home Page.

Topic 5. Download Firmware

If you are assigned the role of **Check Capture Administrator**, you can manually download check capture application firmware. The firmware “release” allows for initial download or upgrades to the scanner software that allows a scanner to be used on a terminal. The firmware version you install also contains a series of other back-end installation files that should be used on a terminal to enable it to be used for Check Capture in OTCnet.

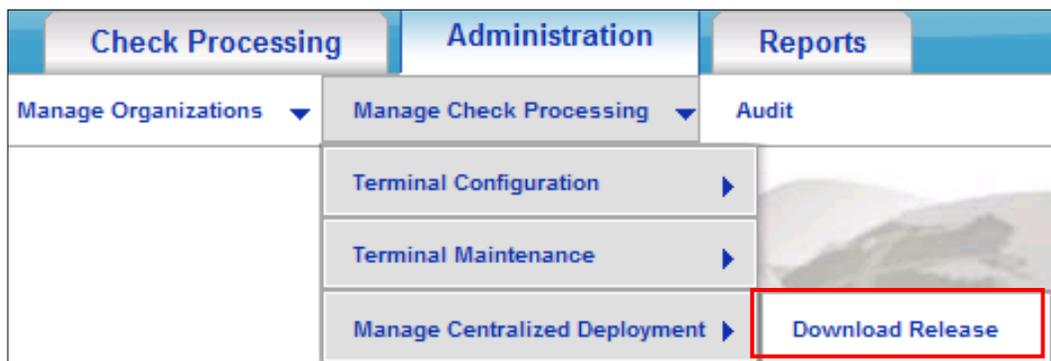
Additionally, firmware upgrades are operating system (e.g. Vista, Windows 7, etc) and scanner (e.g. EC 7000i or Panini MyVision X, etc) specific. Therefore, downloading and executing firmware upgrades helps ensure that a terminal and scanner are functioning properly.

For offline users, this topic will also allow a user to download a “client” version of the OTCnet application, to install on their terminals. Once the upgrade is downloaded to the terminal, an authorized user with terminal administrator rights must log in to the terminal and execute the upgrade. If there is more than one terminal per **OTC Endpoint**, the **Check Capture Administrator** must download and execute the firmware (release) for each terminal.

To **Download Firmware**, follow the steps below:

6. Click the **Administration** tab, select **Manage Check Processing** then **Manage Centralized Deployment** (see Figure 13 below).

Figure 13. Administration >Manage Check Processing> Manage Centralized Deployment>Download Release



- The *Agency Endpoint List* page appears. From the **Application** drop-down menu, select **Firmware** and click **Next**.

Figure 14. Agency End Point List

Agency End Point List

Please select agency sites to retrieve available applications/firmwares:

Application: **Firmware**

Select the Agencies

<< Page 1 of 2 >> Go to page: Page Size: 10 Showing 1 - 10 of 14 Records

Select [Check All / Uncheck All]	Short Name	Description	Cash Flow Id
<input type="checkbox"/>	DSSN 38	Air Force	0000380
<input type="checkbox"/>	DO 101s	Disbursing Office	0000500
<input type="checkbox"/>	DSSN 54	Belgium	0000502
<input type="checkbox"/>	FO Brun	Finance Office	0000549
<input type="checkbox"/>	DO Indpl	Disbursing Office	0000557
<input type="checkbox"/>	DSSN 55	Indianapolis Disbursing Operations	0000557
<input type="checkbox"/>	STOCKFUI	6355	0000635
<input type="checkbox"/>	DSSN 64	208th Finance Battalion	0000646
<input type="checkbox"/>	DO SAF	Disbursing Office	0000659
<input type="checkbox"/>	DSSN 85	DFAS-Cleveland Rec Br	0000852

Cancel **Next >>**

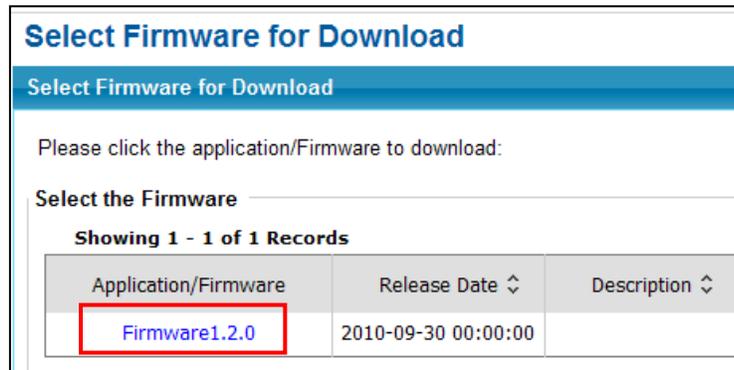
Note: By default, the **Application** drop-down menu is set to **Firmware**.

As a best practice, click the **Next** button **without** selecting individual OTC Endpoints. If a **Check Capture Administrator** chooses to proceed to the next page without selecting an OTC Endpoint, the system will display all available firmware versions for download.

Selecting the agencies (OTC Endpoints) and then proceeding to the next page will show only the firmware versions assigned to that particular OTC Endpoint. If you do not select an OTC Endpoint and proceed to the next page, the next page will display any and all releases configured for OTCnet. **Note:** Selecting an agency (OTC

- The *Select Firmware for Download* page appears. Click the **Firmware** hyperlink to download the firmware (see Figure 16 below).

Figure 155. Select Firmware for Download



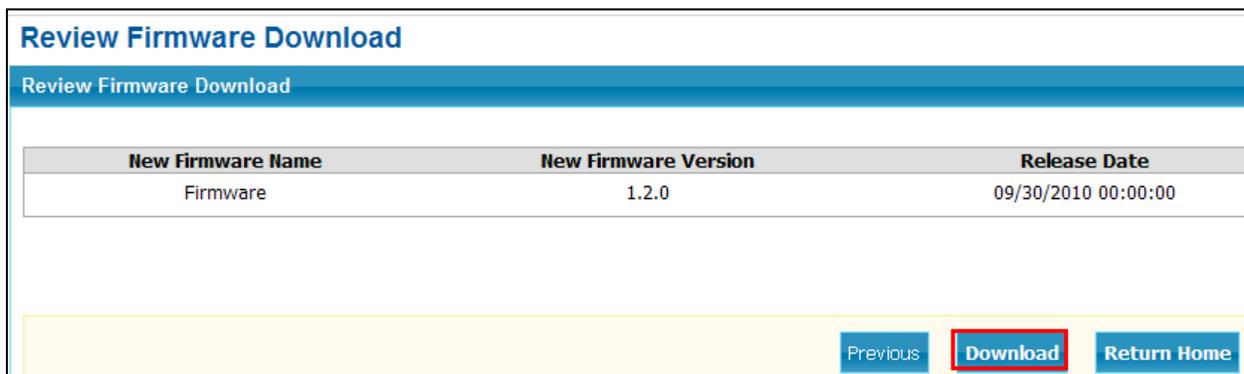
Note: If an agency (OTC Endpoint) has multiple terminals and requires more than one firmware due to varying workstation requirements download and execute the firmware for each terminal.

Because firmware upgrades are operating system (e.g. Vista, Windows 7, etc) and scanner (e.g. EC 7000i or Panini MyVision X, etc) specific, each firmware version has a corresponding detailed description of which terminal configuration(s) it supports (including operating systems and all scanners). Determine which firmware version matches the terminal settings before downloading.

- The *Review Firmware Download* page appears. Click **Download** (see Figure 17 below).

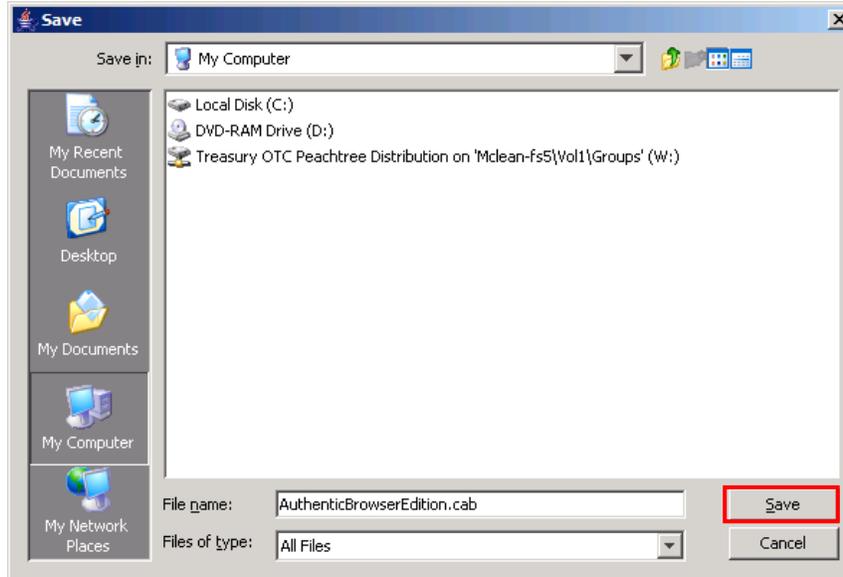
If there is more than one terminal per **OTC Endpoint**, the **Check Capture Administrator** must download and execute the firmware for each terminal.

Figure 16. Review Firmware Download



10. The *Save Program* dialog box appears. Click **Save** or **Cancel** (see Figure 18 below).

Figure 17 Save Program Dialog Box



Note: If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, you return to the OTCnet Check Capture Application Download page without saving the file.



Download Firmware

To download firmware, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage Check Processing** then **Manage Centralized Deployment**.
3. Click **Download Release**. The *Agency Endpoint List* page appears.
4. From the **Application** drop-down menu, select **Firmware**.



Application Tip

By default, the **Application** drop-down menu is set to **Firmware**.

5. Click **Next**. The *Select Firmware for Download* page appears.



Application Tip

As a best practice, click the **Next** button without selecting individual OTC Endpoints. If a **Check Capture Administrator** chooses to proceed to the next page without selecting an OTC Endpoint, the system will display all available firmware versions for download regardless of whether or not it has been assigned to that OTC Endpoint.



Application Tip

Selecting the agencies (OTC Endpoints) and then proceeding to the next page will show only the firmware versions assigned to that particular OTC Endpoint. If you do not select an OTC Endpoint and proceed to the next page, the next page will display any and all releases configured for OTCnet.
Note: Selecting an agency (OTC Endpoint) is not required or recommended.

**Application Tip**

Firmware upgrades are operating system (e.g. Vista, Windows 7, etc) and scanner (e.g. EC 7000i or Panini MyVision X, etc) specific. Each firmware version has a corresponding detailed description of which terminal configuration(s) it supports (including operating systems and all scanners). Determine which firmware version matches the terminal settings before downloading.

6. Click the **Firmware** hyperlink to download the firmware. The *Review Firmware Download* page appears.

**Application Tip**

If an agency (OTC Endpoint) has multiple terminals and requires more than one firmware due to varying workstation requirements download and execute the firmware for each terminal.

7. Click **Download**. The *Save Program* dialog box appears.
8. Click **Save** or **Cancel**.

**Application Tip**

If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, you return to the OTCnet Check Capture Application Download page without saving the file.

**Application Tip**

Additional buttons on the page that help you perform other tasks:

- Click **Previous** to return to the previous page.
- Click **Return Home** to the OTCnet Home Page.

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OTCnetSM
Deposits Made Simple

Chapter 8: Setting Up and Configuring Check Capture Offline

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for *Setting Up and Configuring Check Capture Offline* includes:

- Check Capture Administrator
- Check Capture Supervisor
- Check Capture Lead Operator
- Check Capture Operator

Overview

Welcome to *Setting Up and Configuring Check Capture Offline*. In this chapter, you will learn:

- Purpose of Setting Up and Configuring Check Capture Offline
- Download and Install OTCnet Offline Check Capture Software
- Retrieve a Check Capture Administrator Profile
- Manage OTC Endpoints
- Manage User Profiles
- Manage Offline Users
- Manage a Check Capture Terminal
- View an Audit Log
- Recover a Batch

Topics

This chapter is organized by the following topics:

- Topic 1. Purpose of Setting Up and Configuring Check Capture Offline
- Topic 2. Download and Install OTCnet Offline Check Capture Software
- Topic 3. Retrieve a Check Capture Administrator Profile
- Topic 4. Manage OTC Endpoints
- Topic 5. Manage User Profiles
- Topic 6. Manage Offline Users
- Topic 7. Manage a Check Capture Terminal
- Topic 8. View an Audit Log
- Topic 9. Recover a Batch

Topic 1. Purpose of Setting Up and Configuring Check Capture Offline

OTCnet Offline allows an OTC Endpoint to scan checks and close batches without internet connectivity. Online functions (such as upload a batch, acknowledge a batch, or manage OTC Endpoints or users), however, require the appropriate permission in addition to internet connectivity. Table 1, the Offline/Online Functions, Internet Connectivity and User Matrix illustrates the functions of each user role and whether they are performed Online or Offline.

Table 1. Offline/Online Functions, Internet Connectivity, and User Matrix

Function	OTCnet Offline	OTCnet Online	Requires Internet Connectivity	User
Download and Install* OTCnet Offline Check Capture Software		●	●	CCA
Retrieve a Check Capture Administrator Profile	●		●	CCA
Manage OTC Endpoints	●		●	CCA, CCS, CCLO
Manage User Profiles	●			CCA
Manage Offline Users	●			CCA
Manage a Check Capture Terminal	●			CCA, CCS
View an Audit Log	●			CCA, CCS, CCLO
Recover a Batch	●			CCS

CCA = Check Capture Administrator, CCS = Check Capture Supervisor, CCL/O = Check Capture Lead Operator or Check Capture Operator

* Installation does not require the user to be logged into either OTCnet Online or Offline, and it does not require internet access.

Topic 2. Download and Install OTCnet Offline Check Capture Software

If you are assigned the role of **Check Capture Administrator (CCA)**, you can manually download and install the OTCnet Offline Check Capture software by logging onto OTC Online and accessing the Administration tab, or you can request a copy of the software on CD.

Downloading and installing OTCnet Offline software allows for capturing check, managing batches, and managing users associated with a terminal in an offline environment (no internet connectivity required), as well as uploading and acknowledging batches (requires internet connectivity).

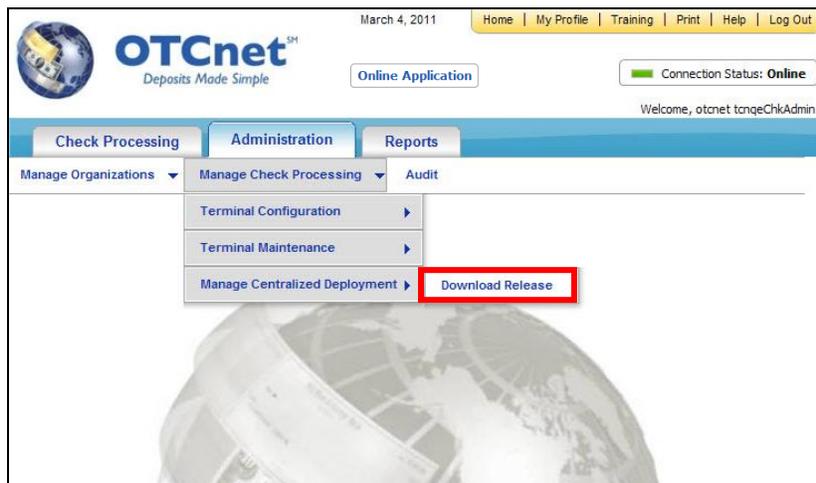
It is important to note that the Offline Check Capture software must be downloaded and installed for each terminal. Additionally, to install the software you will need Windows Administrator privileges.

Download OTCnet Offline Check Capture Software

To download OTCnet Offline Check Capture software, complete the following steps:

1. Click the **Administration** tab and then **Manage Check Processing**. Select **Manage Centralized Deployment** and then **Download Release** (see Figure 1 below).

Figure 1. Download Release



- The *Agency Endpoint List* page appears. From the Application drop-down menu, select **OTCnet** and then click **Next** (see Figure 2 below).

Figure 2. Agency Endpoint List

Agency End Point List

Please select agency sites to retrieve available applications/firmwares:

Application:

Firmware
Firmware
OTCNET

Showing 1 - 6 of 6 Records

Select [Check All / Uncheck All]	Short Name	Description	Cash Flow Id
<input type="checkbox"/>	OTSTrain	Training Team	1314000111
<input type="checkbox"/>	OTSDDS	DDS Testing	1401000601
<input type="checkbox"/>	OTS3	OTS3	1401000702
<input type="checkbox"/>	OTS2	OTS2	1401999908
<input type="checkbox"/>	OTS1	OTS1	1402000201
<input type="checkbox"/>	OTS	OFFICE OF THIRFT SUPERVISION	2074000101

Cancel Next

Note: By default, the Application drop-down menu is set to Firmware.

The OTCnet application is the OTCnet Offline check capture software.

Before a terminal can scan checks in OTCnet Offline, download and install both the Firmware and OTCnet application.

As a best practice, click the **Next** button **without** selecting individual OTC Endpoints. This will allow a user to view all releases available for download.

- The *Select Application for Download* page appears. Click the **OTCnet** Application/Firmware hyperlink to download the OTCnet Offline software (see Figure 3 below).

Figure 3. Select Application for Download

Select Application for Download

Please click the application/Firmware to download:

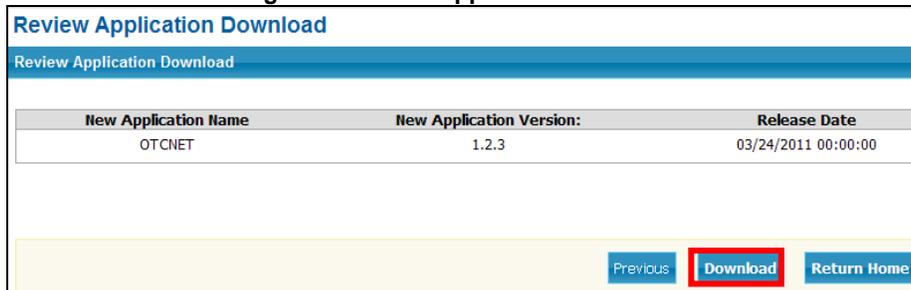
Select the Application

Showing 1 - 1 of 1 Records

Application/Firmware	Release Date	Description
OTCNET1.2.3	2011-03-24 00:00:00	

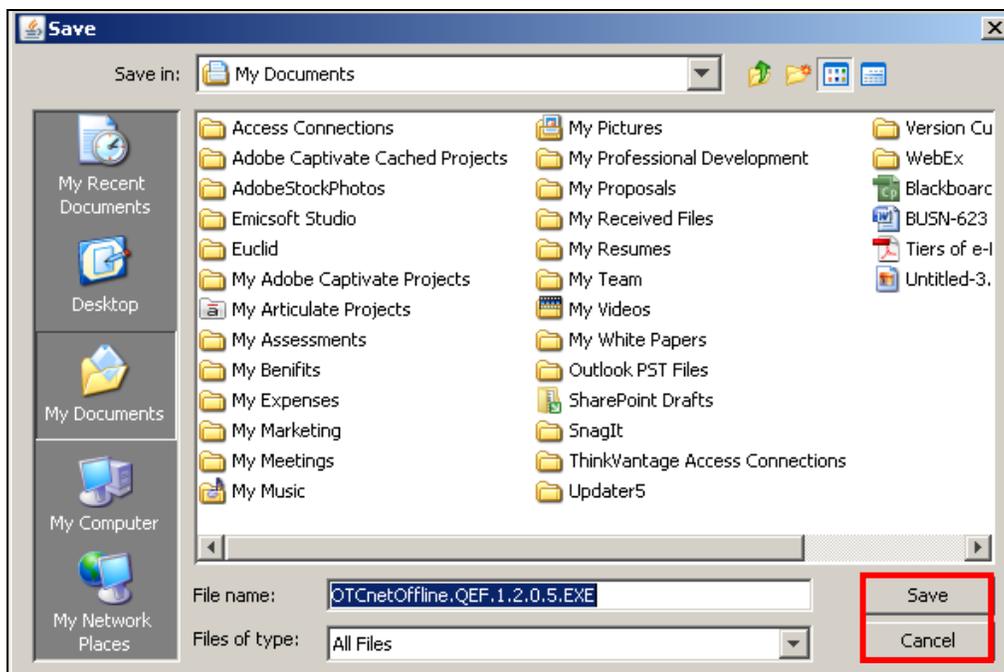
- The *Review Application for Download* page appears. Once you have verified the application name and version, click **Download** to continue (see Figure 4 below).

Figure 4. Review Application Download



- The *Save Program* dialog box appears. Click **Save** or **Cancel**. If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, you return to the *OTCnet Check Capture Application Download* page without saving the file (see Figure 5 below).

Figure 5. Save Program



Note: Once the application is successfully installed, the OTCnet Offline icon appears on your terminal's desktop and in your Start menu under Programs.

Download OTCnet Offline Check Capture Software

To download the OTCnet Offline Check Capture Software, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage Check Processing** then **Manage Centralized Deployment**.
3. Click **Download Release**. The *Agency Endpoint List* page appears.
4. From the **Application** drop-down menu, select **OTCnet**.



Application Tip

By default, the **Application** drop-down menu is set to **Firmware**.



Application Tip

The **OTCnet** application is the OTCnet Offline check capture software.



Application Tip

Before a terminal can scan checks in **OTCnet Offline**, download and install **both** the **Firmware** and **OTCnet** application.

5. Click **Next**. The *Select Application for Download* page appears.



Application Tip

As a best practice, click the **Next** button without selecting individual OTC Endpoints. If a **Check Capture Administrator** chooses to proceed to the next page without selecting an OTC Endpoint, the system will display all available firmware versions for download regardless of whether or not it has been assigned to that OTC Endpoint.



Application Tip

Selecting the agencies (OTC Endpoints) and then proceeding to the next page will show only the firmware versions assigned to that particular OTC Endpoint. If you do not select an OTC Endpoint and proceed to the next page, the next page will display any and all releases configured for OTCnet. **Note:** Selecting an agency (OTC Endpoint) is not required or recommended.

6. Click the **OTCnet** hyperlink to download the software. The *Review Application Download* page appears.
7. Click **Download**. The *Save Program* dialog box appears.
8. Click **Save** or **Cancel**. The **OTCnet Offline** icon appears on the terminal's desktop and on your Start Menu under Programs once the application is successfully installed.



Application Tip

If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, you return to the OTCnet Check Capture Application Download page without saving the file.



Application Tip

Additional buttons on the page that help you perform other tasks:
Click **Previous** to return to the previous page.
Click **Return Home** to the OTCnet Home page.

Install OTCnet Offline Check Capture Software

After the OTCnet Offline Check Capture Software is downloaded, the next step is to install the software (must be done for each terminal). The Offline software was developed to provide the same functionality offered by OTCnet Online to agencies that cannot rely on a consistent online connection.

To install the OTCnet Offline Check Capture software you will need Windows Administrator privileges on each computer. Additionally, more than one version of the OTCnet Offline (Production or QA) application can be installed on a terminal. Each version of the application must be installed separately.

To install the OTCnet Offline Check Capture software, complete the following steps:

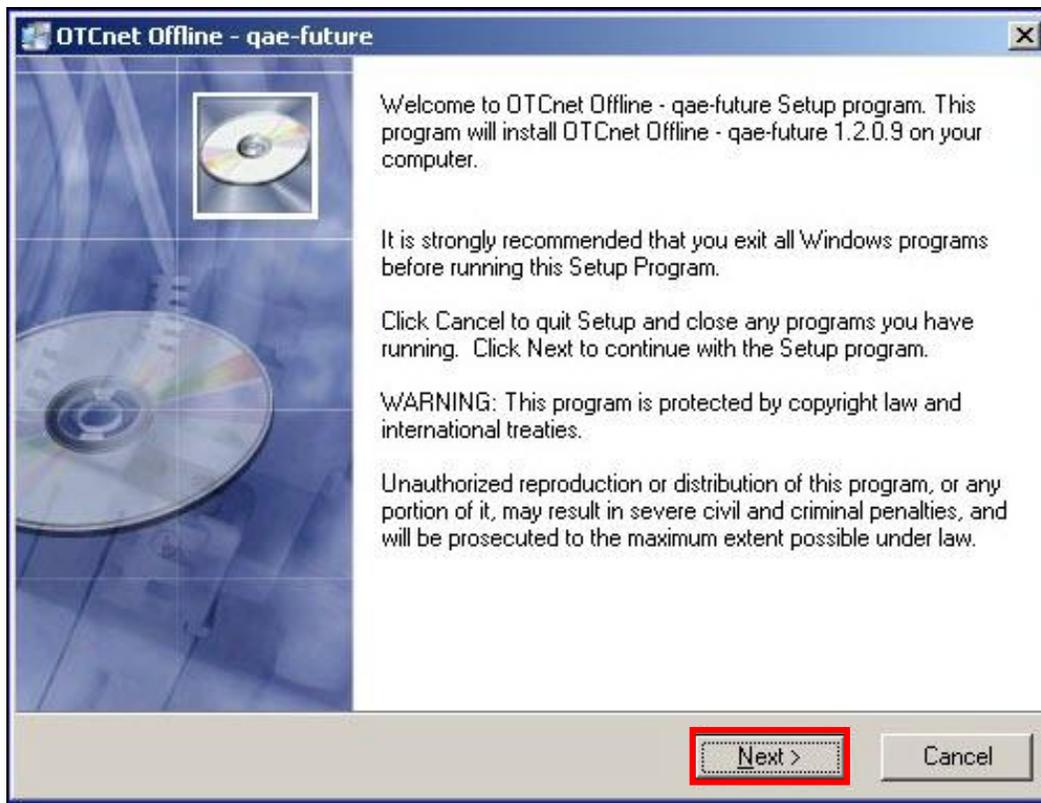
1. Locate the folder where the OTCnet software file (EXE file) resides and double-click the **OTCnet Offline.exe** icon (see Figure 6 below).

Figure 6. OTCnet Offline Icon



2. The *Welcome to the OTCnet Offline* dialog box appears. Click **Next** to continue (see Figure 7 below).

Figure 7. Welcome to OTCnet Offline Setup

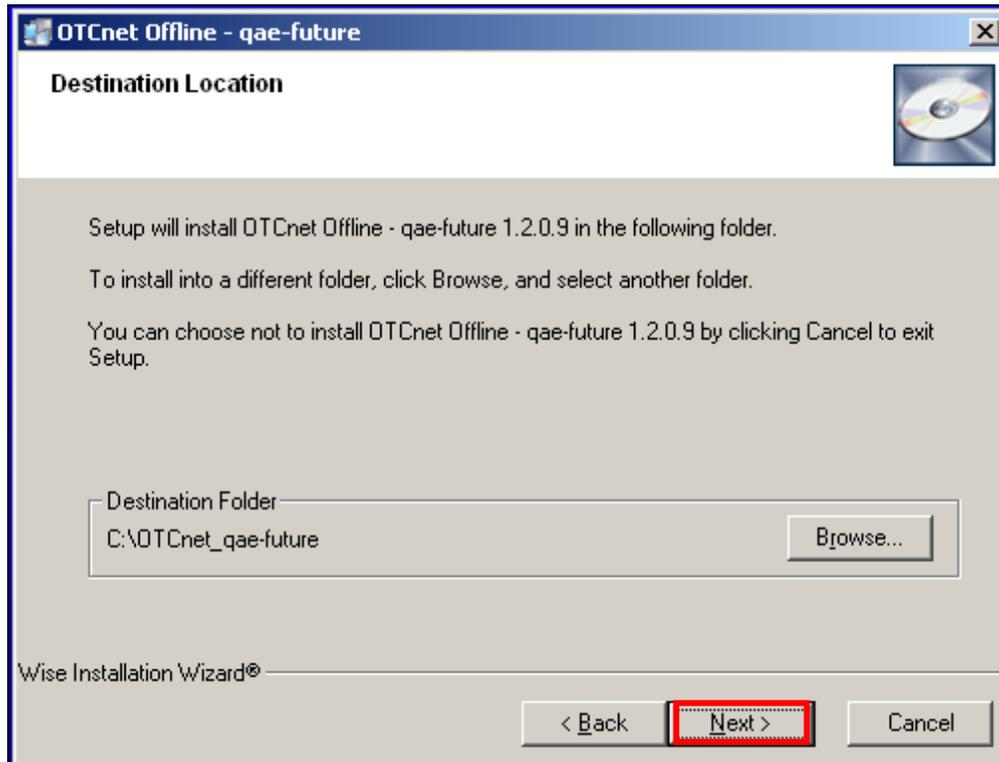


Note: Figures 7, 8, 9, and 11 illustrate OTCnet Offline qae-future Setup; however, a user will also have the option to download and set up a production version of the software.

3. The *OTCnet Offline Destination Location* dialog box appears. Click **Next** to continue (see Figure 8 below).

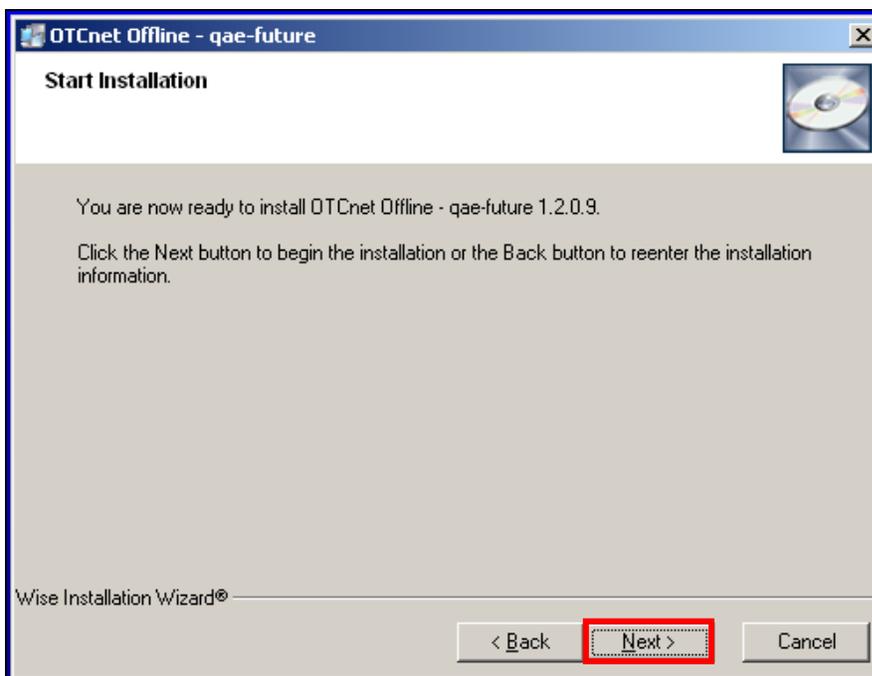
Note: If you do not want the software to install the default folder destination, click **Browse** to select a different folder.

Figure 8. OTCnet Offline Destination Location



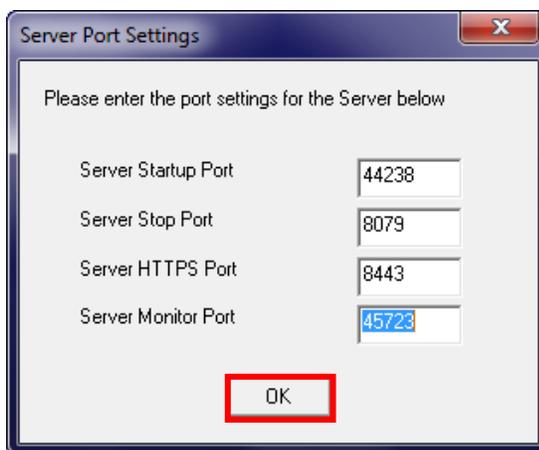
4. When the *OTCnet Offline Start Installation* dialog box appears, click **Next** to continue (see Figure 9 below).

Figure 9. OTCnet Offline Start Installation



5. The *Server Port Setting* Dialog box appears. Enter the appropriate values and click **OK** (see Figure 10 below).

Figure 10. Offline Set up- Ready to Install Application

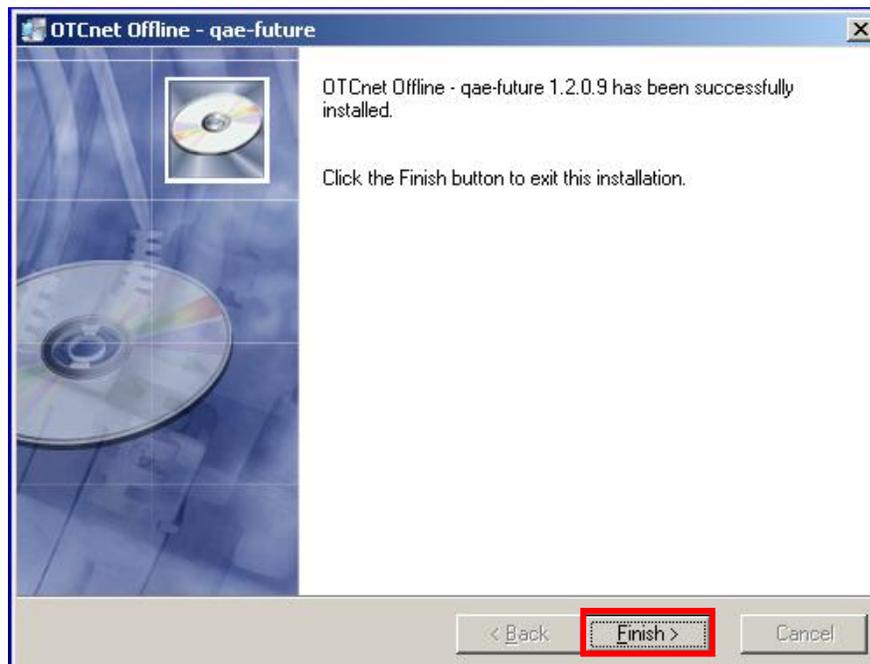


Note: The Server Port Settings are pre-populated with the default values.

6. The *OTCnet Offline Successful Installation* dialog box appears. Click **Finish** to complete the installation (see Figure 11 below).

Note: After OTCnet Offline (Production or QA) is successfully installed an OTCnet Offline (Production or QA) icon appears on the terminal's desktop and on your Start Menu under Programs.

Figure 11. OTCnet Offline Successful Installation



Install OTCnet Offline Check Capture Software

To install the OTCnet Offline Check Capture software, complete the following steps:

1. Locate the folder where the OTCnet software file (EXE file) resides and double-click the OTCnet Offline.exe icon. The *Welcome to the OTCnet Offline Installation Wizard* dialog box appears.



Application Tip

To install the OTCnet Offline Check Capture software you will need Windows Administrator privileges on each computer.



Application Tip

More than one version of the OTCnet Offline (Production or QA) application can be installed on a terminal. Each version of the application must be installed separately.

2. Click **Next**. The *Destination Location* dialog box appears.
3. Click **Next**. The *Start Installation* dialog box appears.



Application Tip

To install the software to another folder destination, click **Browse** to select a different folder. Click **Cancel** to exit the setup.

4. Click **Next**. The *Server Port Settings* dialog box appears.



Application Tip

The Server Port Settings are pre-populated with the default values.



Application Tip

If your location has specific **Server Port Settings**, enter the **Server Start Port**, **Server Stop Port details**, **Server HTTPS Port**, and **Server Monitor Port** details.

5. Click **OK**. The *Installing* dialog box appears. Wait a moment while the files install.
6. After the *OTCnet Offline has been successfully installed* message appears, click **Finish**.



Application Tip

After OTCnet Offline (Production or QA) is successfully installed an **OTCnet Offline (Production or QA)** icon appears on the terminal's desktop and on your Start Menu under Programs.

Topic 3. Retrieve a Check Capture Administrator Profile

After the OTCnet Offline Check Capture software is downloaded and installed, the next step is to retrieve (download) the **Check Capture Administrator's (CCA)** profile. To retrieve your **CCA** profile, access the OTCnet Offline icon on your terminal's desktop, and once the Internet Explorer browser opens to the OTCnet Offline Login page, click the Retrieve Admin Profile hyperlink. This step is required if this is the first time that you have accessed OTCnet Offline on that terminal.

To download your Administrator profile offline, enter in your Online User ID and Password, and specify the Proxy settings for the terminal (if required). Once your credentials are confirmed, the system will connect with the OTCnet Online server, validate your credentials, and download your Administrator Profile locally. You will then be prompted to enter in a new Permanent Password for your offline account. Once completed, you will be returned to the login page to re-login to Offline OTCnet.

Note: Your password for offline does not need to match your online account credentials.

In the event that you forget both your online and offline passwords, contact the Customer Service Team at (866) 945-7920 to reset your online password. Then log in to OTCnet Online and re-establish a permanent password. Once the password is reset in online mode, you will need to access OTCnet Offline while connected to the internet and repeat steps to retrieve your administrator profile.

Retrieve an Administrator Profile

To retrieve an administrator profile, complete the following steps:

1. Double-click the **OTCnet Offline** icon located on the terminal's desktop to begin running the application (see Figure 12 below).

Figure 12. OTCnet Offline Icon



2. Click the **Retrieve Admin Profile** hyperlink to begin the process of downloading the **Check Capture Supervisor** profile (see Figure 13 below).

Figure 13. OTCnet Offline Home Page

3. Once the *Retrieve Admin Profile* page appears, enter your **Online User ID** and **Online Password** and click **Retrieve Profile** (see Figure 14 below).

Figure 14. Retrieve Admin Profile Online Credentials

Note: If applicable, configure the proxy server settings. The **Proxy Timeout** value is the number of minutes the application waits for a connection to the server before the system times out. The maximum allowed timeout is 30 minutes

- Enter the **Proxy Password**
- Enter the **Proxy Server**
- Enter the **Proxy Port**

Note: If the **Use Firewall Agent** option is enabled, then the **Fire Agent** is available for configuration and the agent name can be entered.

- Check **Use Proxy**
- Enter the **Proxy Timeout**

7. Enter your **New Password**, **Re-enter New Password**, and click **Save** (see Figure 15 below).

Figure 15. Retrieve Admin Profile - New Password

Retrieve Admin Profile

Your profile has downloaded successfully

Please enter a permanent offline password

User ID: otcqef49

New Password:

Re-Enter New Password:

Save Cancel

Note: Password Criteria

- Must be at least 8 characters long
- Must contain at least one upper case letter
- Must contain at least one lower case letter
- Must contain at least one numeric character
- Must not have more than two repeating characters
- Must not repeat any of your last ten passwords
- Must not have been your password during the last ten days
- Must not be a word in a language, slang, dialect, or jargon
- Must not be related to personal identity, history, environment, or other personal associations
- Must not be shared or displayed in plain view

When you finish entering the passwords, click **Save**. A *Confirmation* page appears, stating your new password has been set.

Retrieve a Check Capture Administrator Profile

To retrieve a Check Capture Administrator profile, complete the following steps:

1. Double-click the **OTCnet Offline** icon located on your terminal's desktop.



Application Tip

If the **OTCnet Offline** icon does not reside on the terminal's desktop or on your Start Menu under Programs, download and install the OTCnet Offline Check Capture software. Refer to the *Download OTCnet Offline Check Capture Software* and *Install OTCnet Offline Check Capture Software* printable job aids.

2. Click the **Retrieve Admin Profile** hyperlink. The *Retrieve Admin Profile* page appears.
3. Enter your **Online User ID** and **Online Password**.
4. Under **Proxy Server Configuration**, *if applicable*
 - Check **User Firewall Agent**
 - Enter the **Firewall Agent**
 - Check **Use Proxy**
 - Enter the **Proxy Timeout**
 - Enter the **Proxy Password**
 - Enter the **Proxy Server**
 - Enter the **Proxy Port**



Application Tip

If **Proxy Server Configuration** settings are entered, they will be saved in the system and can later be viewed and modified in **Terminal Configuration**.



Application Tip

If the **Use Firewall Agent** option is enabled, then the **Firewall Agent** is available for configuration and the agent name can be entered.



Application Tip

If the **Use Proxy** option is enabled, then **Proxy Timeout**, **Proxy Password**, **Proxy Server**, and **Proxy Port** are available for configuration.



Application Tip

The **Proxy Timeout** value is the number of minutes the application waits for a connection to the server before giving up. The maximum allowed timeout is 30 minutes.

5. Click **Retrieve Profile**.
6. Enter your **New Password**, and **Re-Enter New Password**.



Application Tip

Password Criteria

- Must be at least 8 characters long
- Must contain at least one upper case letter
- Must contain at least one lower case letter
- Must contain at least one numeric character
- Must not have more than two repeating characters
- Must not repeat any of your last ten passwords
- Must not have been your password during the last ten days
- Must not be a word in a language, slang, dialect, or jargon
- Must not be related to personal identity, history, environment, or other personal associations
- Must not be shared or displayed in plain view

7. Click **Save**. A *Confirmation* page appears stating your new password has been set.



Application Tip

After the profile is successfully downloaded and permanent password was set, you will be prompted to log in to the offline application with your new password.



Application Tip

If the profile download was unsuccessful, a message appears stating that the profile download was unsuccessful and to please contact Customer Service for assistance

Topic 4. Managing OTC Endpoints

After the **Check Capture Administrator's (CCA)** profile is downloaded to the terminal, as the **CCA** you have the ability to manage OTC Endpoints. Managing OTC Endpoints allows for the user to select which OTC Endpoint(s) (CHK) and OTC Endpoint information will be downloaded to the OTCnet Offline Check Capture application.

Before OTC Endpoints can be managed, you must access OTCnet Offline application and enter your online User ID and password. Once connectivity is established to the Online server from OTCnet Offline the system will retrieve all OTC Endpoints (CHK) (ALC+2, Short Name, and Description) that you have access to Online. After the system has successfully retrieved all accessible OTC Endpoints (CHK), you will be redirected to the OTC Endpoint selection screen.

Once the OTC Endpoints are saved into the local offline database, perform the Download OTC Endpoints function to download the form and form data, DDS flags (Department of Defense [DoD] only), accounting code mapping (a link will be provided to review the list of accounting codes before downloading), OTC Endpoint updates, and other information necessary for performing check scanning in offline mode. Internet connectivity is required.

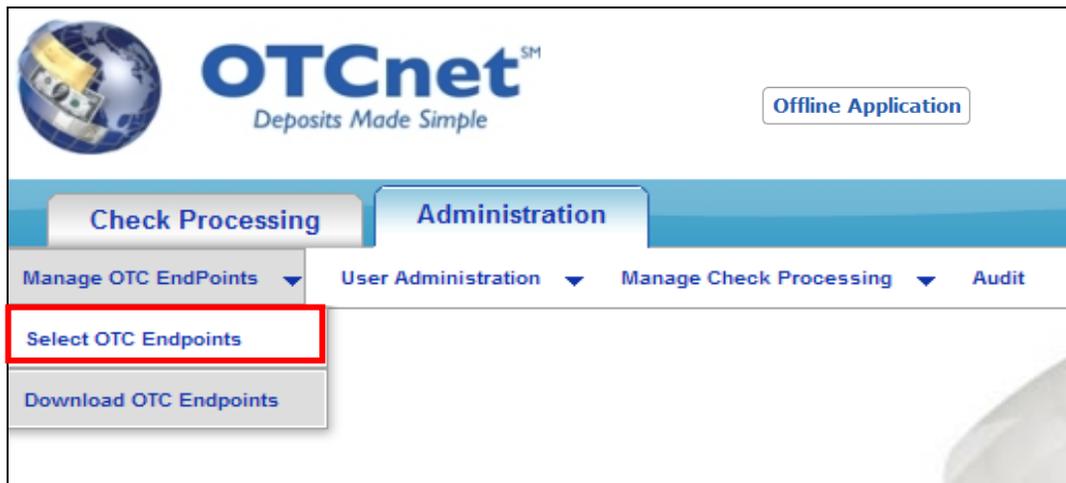
Agencies that are capturing accounting codes will have the ability to retrieve and save the accounting codes that have been setup online and mapped to that endpoint. If a CCA or CCS updates an accounting code online, Offline application will incorporate those adjustments when internet connectivity has been established.

Select OTC Endpoints

To select OTC Endpoints, complete the following steps:

1. Click the **Administration** tab, select **Manage OTC Endpoints** and then click **Select OTC Endpoints** (see Figure 16 below).

Figure 16. Select OTC Endpoints



Note: The **Select OTC Endpoints** function allows you to select which OTC Endpoint(s) will be retrieved from the hierarchy. You must first select the OTC Endpoints you want to retrieve from the hierarchy before you can download to the OTCnet Endpoints.

2. Once the *Online User ID and Online Password* dialog box appears, enter your **Online Password** and click **Login** (see Figure 17 below).

Figure 17. Online Password

This action requires online authentication. Please provide your online password below.

Online User ID:
otcqef49

Online Password:

Login Cancel

3. When the *Select OTC Endpoints Download* dialog box appears, the system retrieves the Short Name, Description, and ALC+2 for all OTC Endpoints that you have access to in OTCnet Online. Upon *Task completed successfully*, click **Close** (see Figure 18 below).

Figure 18. Agency Download

Select OTC Endpoint

Task started
Agency Download Started
Agency Download is finished Successfully
Task completed successfully |

Close

- When the *Step 1 of 2: Select OTC Endpoint(s)* page appears, select **OTC Endpoint(s)** that you want to download to the OTCnet Offline Check Capture application by checking the box(es) in the **Select** column and click **Next** (see Figure 19 below).

Figure 19. Select OTC Endpoints

Select OTC Endpoints

Step 1 of 2: Select OTC Endpoint(s)

Please select an OTC Endpoint

OTC Endpoint(s) _____

Showing 1 - 1 of 1 Records

Select [Check All / Uncheck All]	OTC Endpoint ▾	ALC+2 ▾	Description ▾
<input type="checkbox"/>	OTS8	1402000203	OTS8 - Sticky Test

Cancel **Next**

- The *Step 2 of 2: Review OTC Endpoint(s)* page appears. Verify the OTC Endpoints that will be downloaded and click **Submit** (see Figure 20 below).

Figure 20. Review OTC Endpoints

Select OTC Endpoints

Step 2 of 2: Review OTC Endpoint(s)

Please review the OTC Endpoints selected for download

OTC Endpoints(s) _____

Showing 1 - 1 of 1 Records

OTC Endpoint	ALC+2	Description
OTS8	1402000203	OTS8 - Sticky Test

Cancel << Previous **Submit**

6. A *Confirmation* page appears showing the OTC Endpoints that have been successfully saved into the local offline database (see Figure 21 below).

Figure 21. OTC Endpoint Confirmation

Select OTC Endpoints

Confirmation

The following OTC Endpoints were downloaded successfully.

OTC Endpoint(s)

Showing 1 - 1 of 1 Records

OTC Endpoint	ALC+2	Description
OTS8	1402000203	OTS8 - Sticky Test

[Return Home](#)

Select OTC Endpoints

To select OTC Endpoints, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage OTC Endpoints** and click **Select OTC Endpoints**. The *Online User ID and Online Password* dialog box appears.



Application Tip

The **Select OTC Endpoints** function allows you to select which OTC Endpoint(s) will be retrieved from the hierarchy. You must first select the OTC Endpoints you want to retrieve from the hierarchy before you can download to the OTCnet Endpoints.

3. Enter your **Online Password** and click **Login**. The *Select OTC Endpoint Downloads* dialog box appears.



Application Tip

Enter your password that you use to access OTCnet Online. If your OTCnet Online credentials (Log In and Password) are expired or do not exist an error message appears. Ensure your OTCnet Offline credentials correspond to an existing OTCnet Online account.



Application Tip

The system retrieves the Short Name, Description and ALC+2 for all OTC Endpoints that you have access to in OTCnet Online.

4. Click **Close**. The *Step 1 of 2 Select OTCnet Endpoint(s) page appears with Select OTC Endpoint* message.



Application Tip

It is highly recommended that the **Cancel** button is not clicked. Instead, wait for the **Close** button to ensure the OTC Endpoints (CHK) display on the *Select OTC Endpoints* page.



Application Tip

When the *Select OTC Endpoints Task dialog box* appears, the system downloads the OTC Endpoint information (CHK) (Short Name, ALC+2, and Description).

5. Select the OTC Endpoint(s) that you want to download to the OTCnet Offline Check Capture application by checking the check box(es) under the **Select** column.



Application Tip

Only active OTC Endpoints (CHK) to which a user has access will be listed. OTC Endpoints (TGA) will not be displayed.

6. Click **Next**. The *Step of 2 of 2 Review OTC Endpoint(s)* page appears.
7. Verify that the following OTC Endpoints should be saved to the database and click **Submit**.
8. A *Confirmation page* appears showing the OTC Endpoints have been successfully saved into the local offline database.



Application Tip

Additional button on the page that help you perform other tasks:

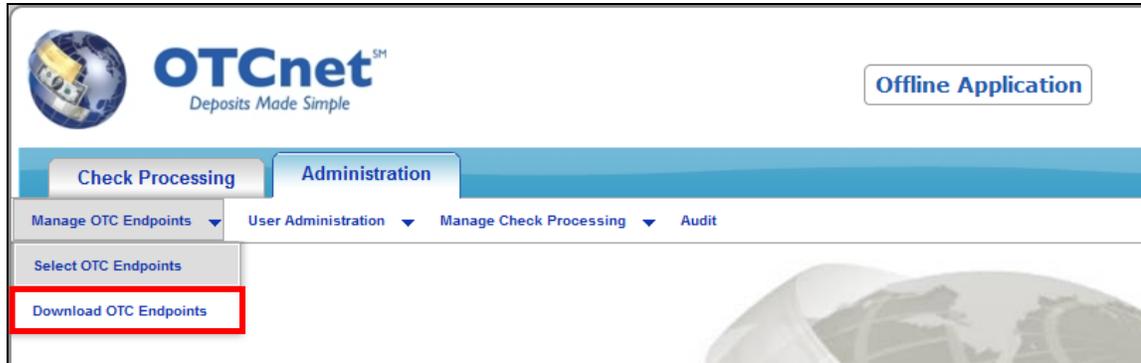
- Click **Return Home** to the OTCnet Home Page

Download OTC Endpoints

To download OTC Endpoints, complete the following steps:

1. Click the **Administration** tab
2. Select **Manage OTC Endpoints** and then click **Download OTC Endpoints** (see Figure 22 below).

Figure 22. Download OTC Endpoints

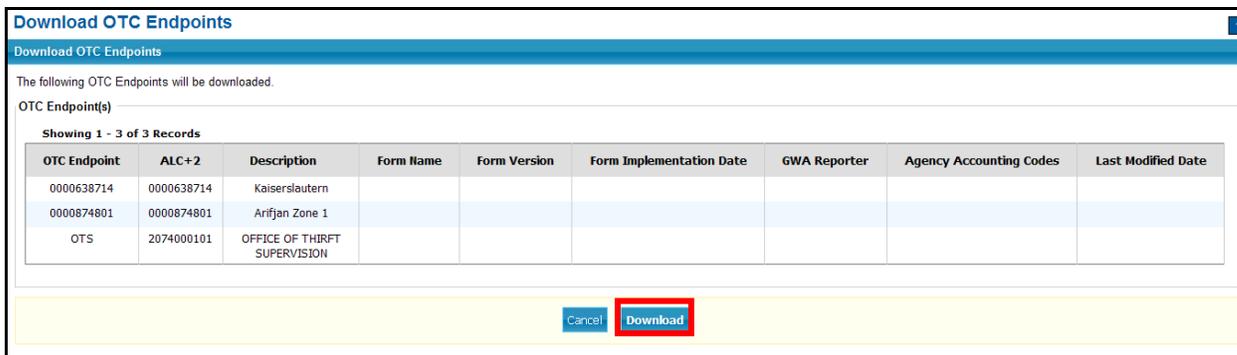


Note: The **Download OTC Endpoints** function allows you to download OTC Endpoint information such as the form and form data; **Deployable Disbursing System (DDS)** flag configurations (Department of Defense (DoD) only); GWA Reporter flag configurations; accounting codes that are mapped explicitly to the OTC Endpoints or inherited from a higher level OTC Endpoint or **highest level organization (HLO)**; and other information necessary to perform check scanning in Offline mode. Only OTC Endpoints that have been retrieved using the Select OTC Endpoints function are available for download using the Download OTC Endpoints function.

When the Task Download OTC Endpoint Started... message appears the system downloads the check capture forms and form data, DDS flag configurations, accounting code information, and organization hierarchy details for all OTC Endpoint (CHK) for all OTC Endpoints present on the local application.

- Once the *Download OTC Endpoints* page appears, click **Download** (see Figure 23 below).

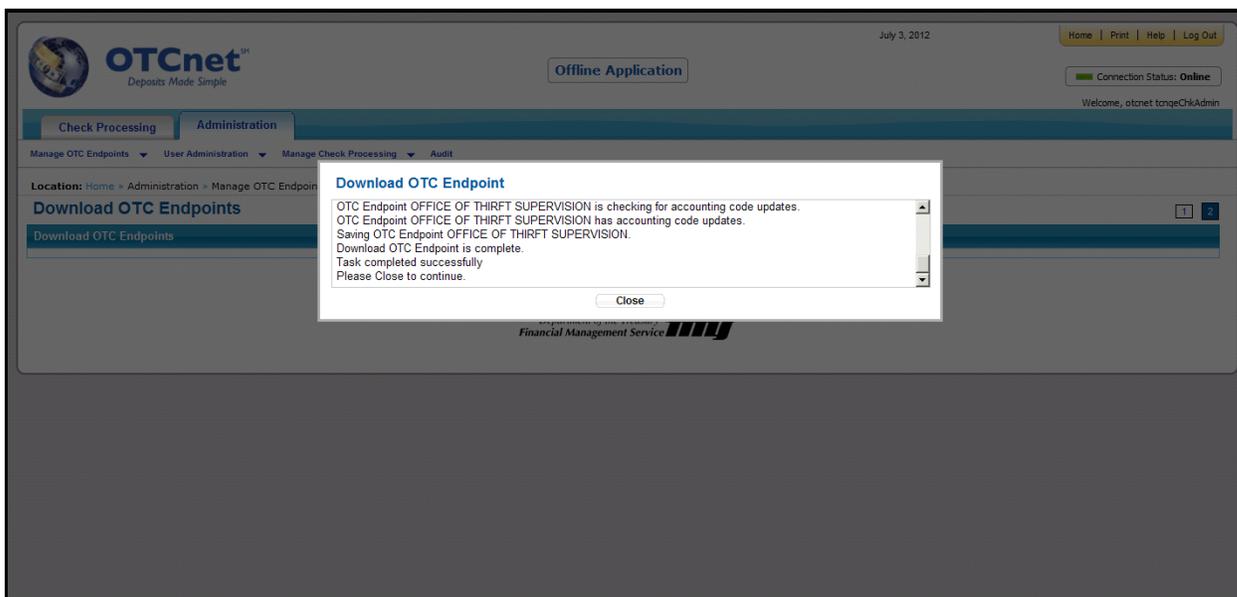
Figure 23. Download OTC Endpoints Review



Note: To view the accounting codes associated with the OTC Endpoint before downloading the OTC Endpoints, click View on the Download OTC Endpoints page. After viewing the accounting codes, click Previous to return to the Download OTC Endpoints page.

- Once the *OTC Endpoint and Form Update* task is complete, click **Close** to continue (see figure 24 below).

Figure 24. OTC Endpoint Form Update



Note: It is highly recommended that the Cancel button is not clicked instead wait for the Close button to ensure the OTC Endpoints (CHK) and forms are downloaded on the Download OTC Endpoints page.

Only active OTC Endpoints (CHK) that a user has access will be listed. OTC Endpoints (TGA) will not display. CHK denotes check capture and TGA denotes deposit processing.

5. A *Confirmation* page appears showing the OTC Endpoints have been successfully downloaded (see Figure 25 below).

Figure 25. PTC Endpoint Download Confirmation

Select OTC Endpoints

Confirmation

The following OTC Endpoints were downloaded successfully.

OTC Endpoint(s)

Showing 1 - 3 of 3 Records

OTC Endpoint	ALC+2	Description
0000638714	0000638714	Kaiserslautern
0000874801	0000874801	Arifjan Zone 1
OTS	2074000101	OFFICE OF THIRFT SUPERVISION

[Return Home](#)



Download OTC Endpoints

To download OTC Endpoints, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage OTC Endpoints** and click **Download OTC Endpoints**. The *Download OTC Endpoint* message appears.



Application Tip

The **Download OTC Endpoints** function allows you to download OTC Endpoint information such as the form and form data; Deployable Disbursing System (DDS) flag configurations (Department of Defense (DoD) only); GWA Reporter flag configurations; accounting codes that are mapped explicitly to the OTC Endpoints or inherited from a higher level OTC Endpoint or highest level organization (HLO); and other information necessary to perform check scanning in Offline mode. Only OTC Endpoints that have been retrieved using the **Select OTC Endpoints** function are available for download using the **Download OTC Endpoints** function.

3. The *Download OTC Endpoints* page appears. Click **Download**. The *OTC Endpoint and Form Update* dialog box appears.



Application Tip

When the *Task Download OTC Endpoint Started...* message appears the system downloads the check capture forms and form data, DDS flag configurations, accounting code information, and organization hierarchy details for all OTC Endpoint (CHK) for all OTC Endpoints present on the local application.



Application Tip

To view the accounting codes associated with the OTC Endpoint before downloading the OTC Endpoints, click **View** on the *Download OTC Endpoints* page. After viewing the accounting codes, click **Previous** to return to the *Download OTC Endpoints* page.

4. Click **Close**.



Application Tip

It is highly recommended that the **Cancel** button is not clicked instead wait for the **Close** button to ensure the OTC Endpoints (CHK) and forms are downloaded on the *Download OTC Endpoints* page.



Application Tip

Only active OTC Endpoints (CHK) that a user has access will be listed. OTC Endpoints (TGA) will not display. **CHK** denotes check capture and **TGA** denotes deposit processing.

5. A *Confirmation* page appears showing the OTC Endpoints have been successfully downloaded.



Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Return Home** to return the OTCnet Home Page.

Topic 5. Managing User Profiles

If you are assigned the role of **Check Capture Administrator (CCA)**, you are the only authorized user that can download and update user profiles.

Downloading user profiles allows for a user to perform the check capture function using the OTCnet Offline. The user can only perform this function within the OTC Endpoints that he/she is provisioned to in OTCnet Online (via ITIM). After the user profiles are downloaded to the appropriate OTC Endpoints a temporary passwords are displayed. Communicate the User ID and temporary password details to the appropriate users.

Updating user profiles allows for updating the account status, personal information, as well as provisioning. If an inactive user profile is downloaded, and can be activated in OTCnet Offline. Updating user profiles in OTCnet Offline does not change the user's profile in OTCnet Online.

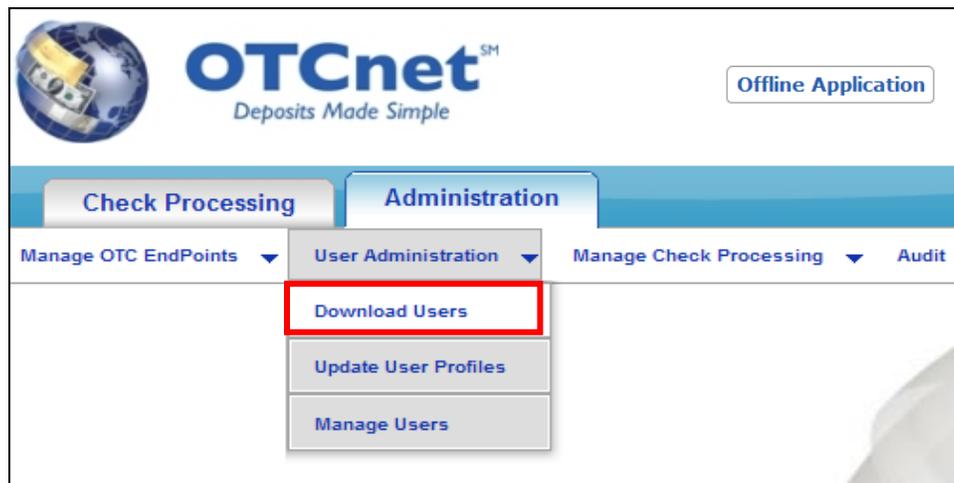
Download User Profiles

In order to manage user profiles, one must first download user profiles to the OTCnet Offline application. This ensures the most up to date information is being used.

To download user profiles, complete the following steps:

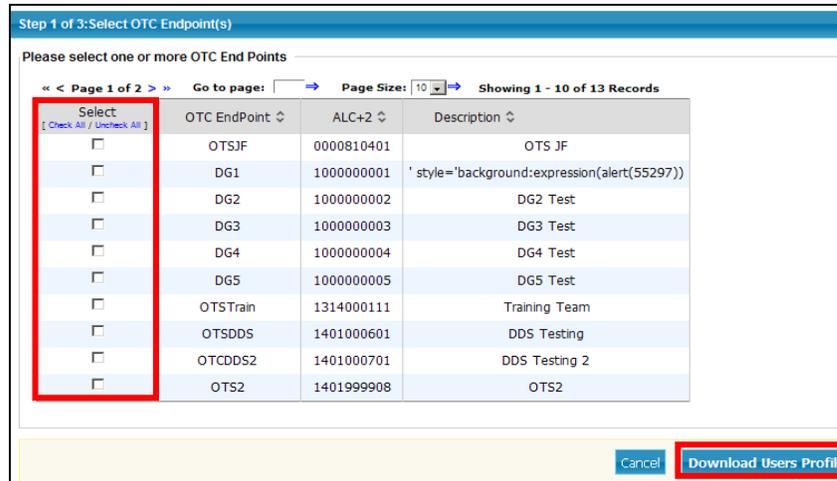
1. Click the **Administration** tab, select **User Administration**, and then click **Download User** (see Figure 26 below).

Figure 26. Download Users



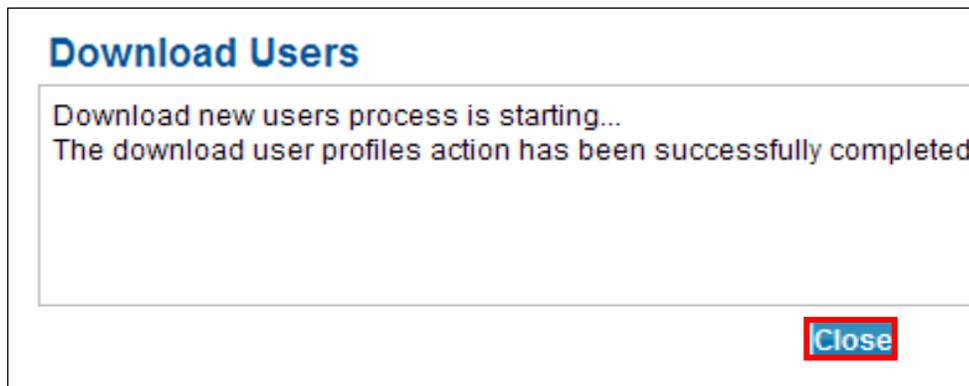
- Once the *Step 1 of 3: Selecting OTC Endpoint(s)* page appears, select the **OTC Endpoints(s)** for which you want to download the user profile(s), and then click **Download User Profile** (see Figure 27 below).

Figure 27. Step 1 of 3: Select OTC Endpoint(s)



- Once the *download user profiles action has been successfully completed* message appears in the *Download Users* dialog box, click **Close** to continue (see Figure 28 below).

Figure 28. Download Users



- After the *Step 2 of 3: Select Users* dialog box appears, select the user profile(s) that you want to download to the OTCnet Offline Check Capture application and then click **Next** (see Figure 29 below).

Figure 29. Step 2 of 3: Select Users

Download Users

Step 2 of 3: Select Users

Please select one or more users to add.

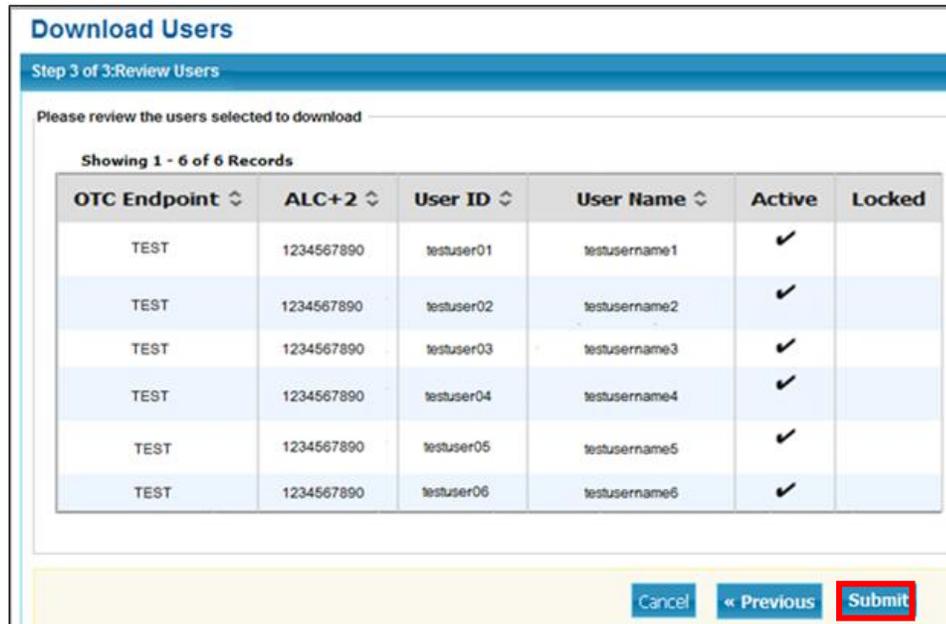
Showing 1 - 6 of 6 Records

Select <small>[Check All / Uncheck All]</small>	OTC Endpoint	ALC+2	User ID	User Name	Active	Locked
<input checked="" type="checkbox"/>	TEST	1234567890	testuser01	testusername1	✓	
<input checked="" type="checkbox"/>	TEST	1234567890	testuser02	testusername2	✓	
<input checked="" type="checkbox"/>	TEST	1234567890	testuser03	testusername3	✓	
<input checked="" type="checkbox"/>	TEST	1234567890	testuser04	testusername4	✓	
<input checked="" type="checkbox"/>	TEST	1234567890	testuser05	testusername5	✓	
<input checked="" type="checkbox"/>	TEST	1234567890	testuser06	testusername6	✓	

Cancel
<< Previous
Next >>

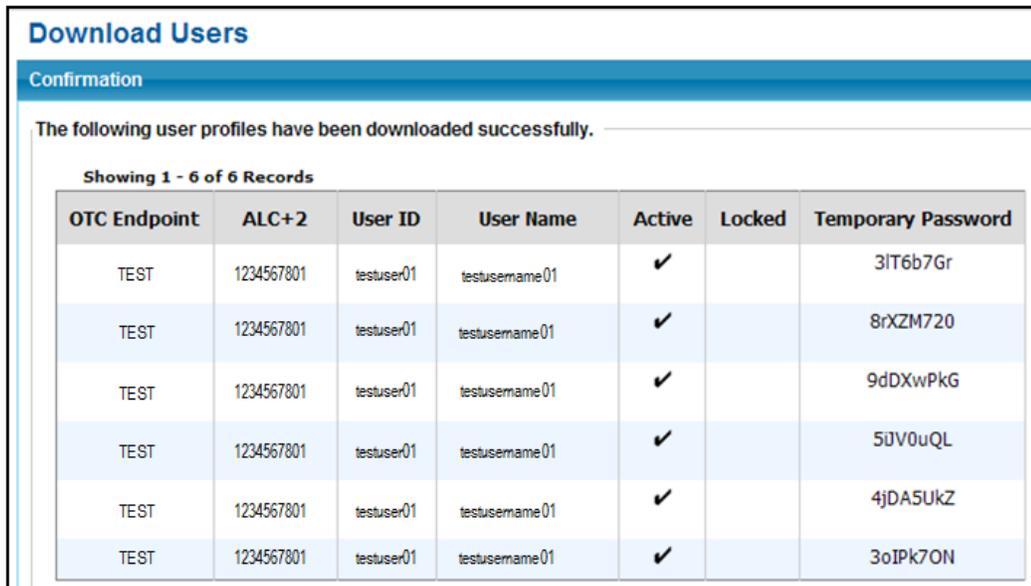
- The *Step 3 of 3: Review Users* dialog box appears. Verify the users selected to download and click **Submit** (see Figure 30 below).

Figure 30. Step 3 of 3: Review Users



- The *Download Users Confirmation* page appears, showing the user profiles for the OTC Endpoints that have successfully been downloaded to the local Offline database (see Figure 31 below).

Figure 31. Download Users Confirmation



Download User Profiles

To download user profiles, complete the following steps:

1. Click the **Administration** tab.
2. Select **User Administration** and click **Download Users**. The *Step 1 of 3: Select OTCnet Endpoint(s)* page appears.
3. Select the OTC Endpoint(s) that you want to download the user profile(s) to the OTCnet Offline Check Capture application.
4. Click **Next**. The *Download Users* dialog box appears.
5. Click **Close**. The *Step 2 of 3: Select User(s)* page appears.
6. Select the user profile(s) that you want to download to the OTCnet Offline Check Capture application.
7. Click **Next**. The *Step 3 of 3: Review Users* page appears.
8. Verify the following user profiles for the selected OTC Endpoints should be downloaded to the local offline database and click **Submit**.
9. A *Confirmation* page appears showing the user profiles for the OTC Endpoints that have been successfully downloaded to the local offline database along with the users' temporary passwords to access OTCnet Offline.



Application Tip

Communicate the User IDs and temporary passwords to the appropriate users. The user's ID is the same User ID used to access OTCnet Online. If the CCA forgets to record the temporary password, he/she may reset the user profile's password for another temporary password.



Application Tip

Additional button on the page that help you perform other tasks:

- Click **Return Home** to the OTCnet Home Page.

Topic 6. Managing Offline users

If you are assigned the role of **Check Capture Administrator (CCA)**, you are the only authorized user in OTCnet Offline that can manage Offline users. Upon downloading the user profiles to a local terminal, the user accounts must be managed locally. Once you download the OTCnet Offline software and configure each terminal, you have the ability to activate/deactivate a user, unlock a user account, reset a user’s password, and print the system users list.

Before a user can access OTCnet Offline, the **Primary/Local Security Administrator (P/LSA)** must not only create the OTC Online user identity, but this user identity must also be successfully provisioned, approved, and provided a password using the online IBM Tivoli Identity Manager (ITIM). For more details and step-by-step instructions refer to User Guide Chapter 5.5 pg. 2 Managing User Accounts.

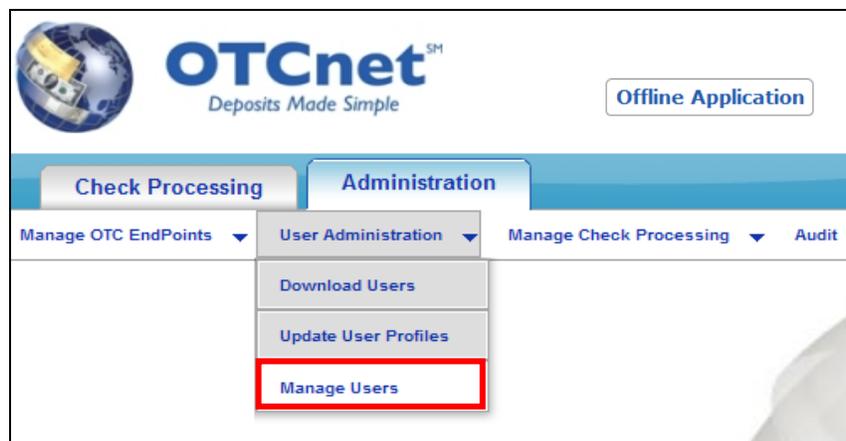
Activating/Deactivating a User

It is strongly recommended that the user’s account be deactivated if the user is not going to access OTCnet Offline for an extended period (e.g. vacation or leave). Temporarily deactivating a user’s account disables the user’s account, disallowing the capture of checks and/or managing or uploading batches. Activating a user’s account allows the user to capture checks and/or managing or uploading batches.

To activate or deactivate a user, complete the following steps:

1. Click the **Administration** tab, select **User Administration**, and then **Manage Users** (see Figure 32 below).

Figure 32. Manage Users



- Once the *Step 1 of 2: Select a User* page appears, select the radio button next to the user profile that you want to activate/deactivate and click **Activate/Deactivate** (see Figure 33 below).

Figure 33: Activate/Deactivate User Profile

Manage User
Step 1 of 2: Select a User

Select a User for action

<< Page 1 of 3 >> Go to page: Page Size: 10 Showing 1 - 10 of 24 Records

Select	OTC Endpoint	ALC+2	User ID	User Name	Active	Locked
<input type="radio"/>	TEST	1234567801	testuser01	testusername01	✓	
<input type="radio"/>	TEST	1234567801	testuser02	testusername02	✓	
<input type="radio"/>	TEST	1234567801	testuser03	testusername03	✓	
<input type="radio"/>	TEST	1234567801	testuser04	testusername04	✓	
<input type="radio"/>	TEST	1234567801	testuser05	testusername05	✓	
<input type="radio"/>	TEST	1234567801	testuser06	testusername06	✓	
<input type="radio"/>	TEST	1234567801	testuser07	testusername07	✓	
<input type="radio"/>	TEST	1234567801	testuser08	testusername08	✓	
<input type="radio"/>	TEST	1234567801	testuser09	testusername09	✓	
<input type="radio"/>	TEST	1234567801	testuser10	testusername10	✓	

Cancel **Activate/Deactivate** Unlock Account Reset Password Print User List

- When the *Step 2 of 2: Review User Profile for Activation/Deactivation* page appears, verify the following user should be Activated/Deactivated and click **Submit** (see Figure 34 below).

Figure 34. Step 2 of 2: Review User Profile for Activation/Deactivation

Activate/Deactivate User Profile
Step 2 of 2: Review User Profile for Activation/Deactivation

User profile to be deactivated

Showing 1 - 1 of 1 Records

OTC Endpoint	ALC+2	User Id	User Name	Active	Locked
DG1	1000000001	dtestu01	Dg TestUserOne	✓	

Cancel << Previous **Submit**

4. A *Confirmation page* appears showing the user profile has been activate/deactivated (see Figure 35 below).

Figure 35. Activating/Deactivating Confirmation

Review Activate/Deactivate User Profile					
Confirmation					
User profile has been Deactivated.					
Showing 1 - 1 of 1 Records					
OTC Endpoint	ALC+2	User ID	User Name	Active	Locked
TEST	1234567801	testuser01	testusername01		

Activate/Deactivate a User

To activate/deactivate a user, complete the following steps:

1. Click the **Administration** tab.
2. Select **User Administration** and click **Manage Users**. The *Step 1 of 2: Select a User* page appears.
3. Select the user profile's radio button that you want to activate/deactivate.



Application Tip

You can only activate/deactivate one user's profile at a time.

4. Click **Activate/Deactivate**. The *Step 2 of 2: Review User Profile for Activation/Deactivation* page appears.
5. Verify the following user profile should be activated/deactivated and click **Submit**. A confirmation page appears showing the user profile has been activated/deactivated.



Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Return to View User Profile List** to return to the View User Profile List for that terminal.
- Click **Return Home** to the OTCnet Home Page.

Unlocking a User Account

Unlocking a user’s account allows the user to log on to OTCnet Offline using his/her original password. For example, if a user locks his/her account after three failed log on attempts and remembers his/her password, you can unlock the user’s account without resetting the user’s password.

To unlock a user account, complete the following steps:

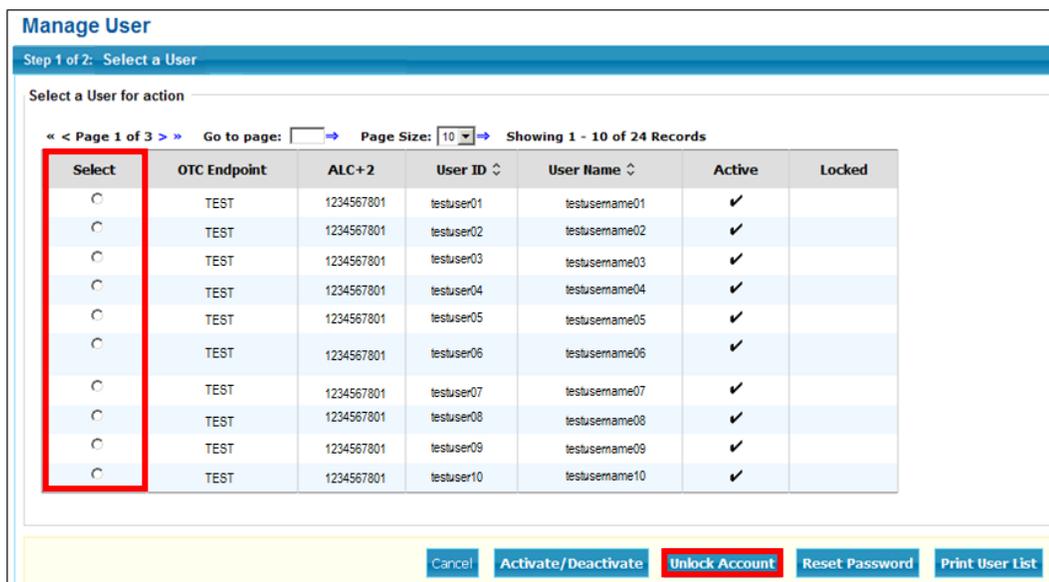
1. Click the **Administration** tab, select **User Administration**, and then click **Manage Users** (see Figure 36 below).

Figure 36. Manage Users



2. Once the *Step 1 of 2: Select User Profiles* page appears, select the **User Profiles** radio button that you want to unlock and click **Unlock Account** (see Figure 37 below).

Figure 37. Step 1 of 2: Select User Profiles



3. After the *Step 2 of 2: Review User Profile to be Unlocked* page appears, verify the following user profile should be unlocked and click **Submit** (see Figure 38 below).

Figure 38. Step 2 of 2: Review User Profile to be Unlocked

Unlock User Profile

Step 2 of 2: Review User Profile to be Unlocked

User profile to be unlocked

Showing 1 - 1 of 1 Records

OTC Endpoint	ALC+2	User Id	User Name	Active	Locked
TEST	1234567801	testuser01	testusername01	✓	✓

Cancel < Previous **Submit**

4. A *Confirmation* page appears showing the profile has been unlocked (see Figure 39 below).

Figure 39. User Profile Unlock Confirmation

Unlock User Profile

Confirmation

User profile has been Unlocked.

Showing 1 - 1 of 1 Records

OTC Endpoint	ALC+2	User ID	User Name	Active	Locked
TEST	1234567801	testuser01	testusername01	✓	

Unlock a User's Profile

To unlock a user's profile, complete the following steps:

1. Click the **Administration** tab.
2. Select **User Administration** and click **Manage Users**. The *Step 1 of 2 Select a User* page appears.
3. Select the user profile's radio button that you want to unlock.



Application Tip

You can only unlock one user's profile at a time.

4. Click **Unlock Account**. The *Step 2 of 2: Review User Profile To Be Unlocked* page appears.



Application Tip

Unlocking a user's profile will allow the user to log on to OTCnet Offline using his/her original password.

5. Verify the following user profile should be unlocked and click **Submit**. A Confirmation page appears showing that the user profile has been unlocked.



Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Return to View User Profile List** to return to the View User Profile List for that terminal.
- Click **Return Home** to the OTCnet Home Page.

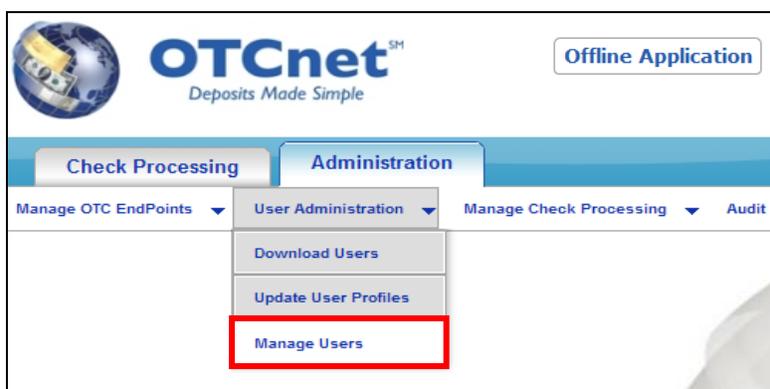
Resetting a User’s Password

Resetting a user’s password allows the user to receive a new temporary password to access OTCnet Offline. For example, if a user locks his/her account after three failed log in attempts and does not remember his/her password, or if a user forgets his/her password, you can reset the user’s password to a temporary password. After the password is reset, communicate the temporary password to the appropriate user.

To reset a user’s password, complete the following steps:

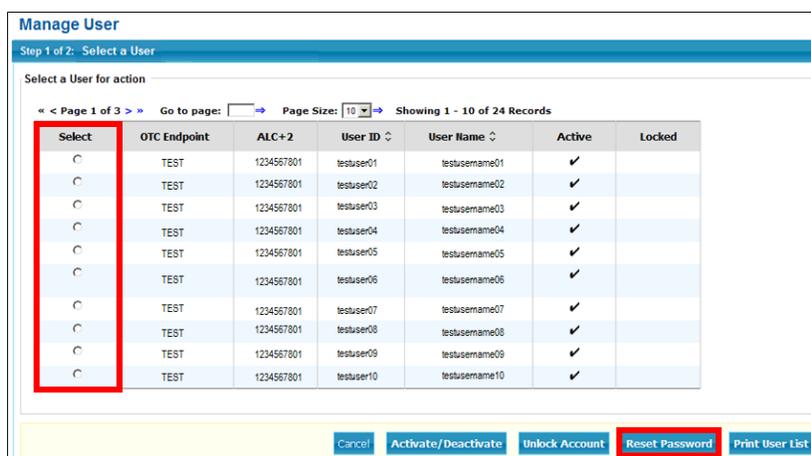
1. Click the **Administration** tab, select **User Administration**, and then click **Manage Users** (see Figure 40 below).

Figure 40. Manage Users



2. When the *Step 1 of 2: Select User Profile* page appears, select the User Profiles radio button for the user whose password should be reset and click Reset Password (see Figure 41 below).

Figure 41. Step 1 of 2: Select User Profile



- Once the *Step 2 of 2: Review User Profile for Password Reset* page appears, verify the following users profiles password should be reset and click **Submit** (see Figure 42 below).

Figure 42. Step 2 of 2: Review User Password Reset

Reset User Password

Step 2 of 2: Review User Password Reset

User profile to reset password

Showing 1 - 1 of 1 Records

OTC Endpoint	ALC+2	User Id	User Name	Active	Locked
DG1	1000000001	dtestu01	Dg TestUserOne	✓	

Cancel << Previous Submit

- A *Confirmation* page appears showing the user’s password has been reset (see Figure 43 below).

Figure 43. Reset User Password Confirmation

Reset User Password

Confirmation

User profile with new temporary password.

Showing 1 - 1 of 1 Records

OTC Endpoint	ALC+2	User ID	User Name	Active	Locked	Temporary Password
TEST	1234567801	testuser01	testusername01	✓		6aBCd7Ee

Return to User List Return Home

Reset a User's Password

To reset a user's password, complete the following steps:

1. Click the **Administration** tab.
2. Select **User Administration** and click **Manage Users**. The *Step 1 of 2 Select a User* page appears.
3. Select the user profile radio button for which you want to reset the password.



Application Tip

You can only reset one user's password at a time.

4. Click **Reset Password**. The *Step 2 of 2 Review User Profile for Password Reset* page appears.
5. Verify the following user profile's password should be reset and click **Submit**. A *Confirmation* page appears showing the user profile's temporary password.



Application Tip

Communicate the User's ID and temporary password and provide it to the appropriate user. The User's ID is the same User ID used to access OTC Online.



Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Return to View User Profile List** to return to the View User Profile List for that terminal.
- Click **Return Home** to the OTCnet Home Page.

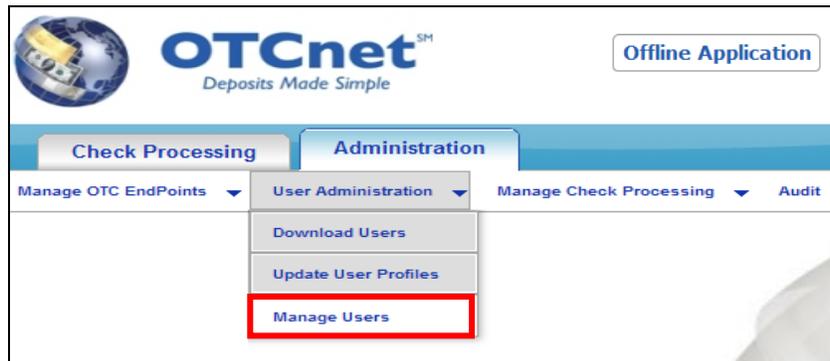
Printing a User's List

After the users' profiles are managed, you can export and print out a detailed user list in the following formats: Word, Excel, RTF, or PDF. The User List report provides details such as OTC Endpoint, ALC+2, User ID, User Name, Create Date, Last Access Time, Download Time, and Role Name.

To print a user's list, complete the following steps:

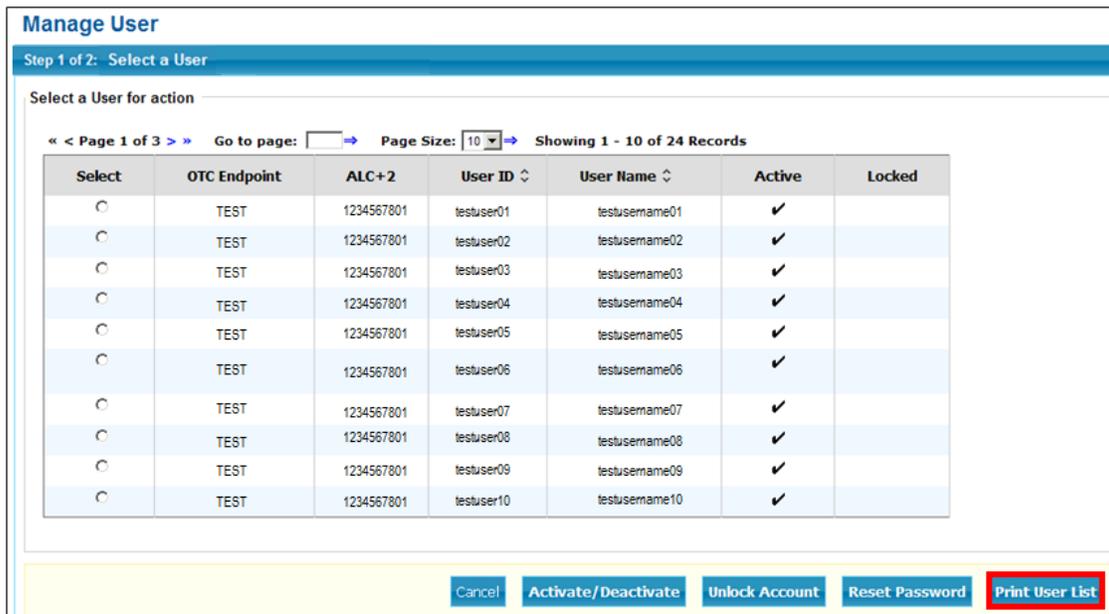
1. Click the **Administration** tab, select **User Administration**, and then click **Manage Users** (see Figure 44 below).

Figure 44. Manage Users



2. Click **Print User List** (see Figure 45 below).

Figure 45. Step 1 of 2: Select User Profile



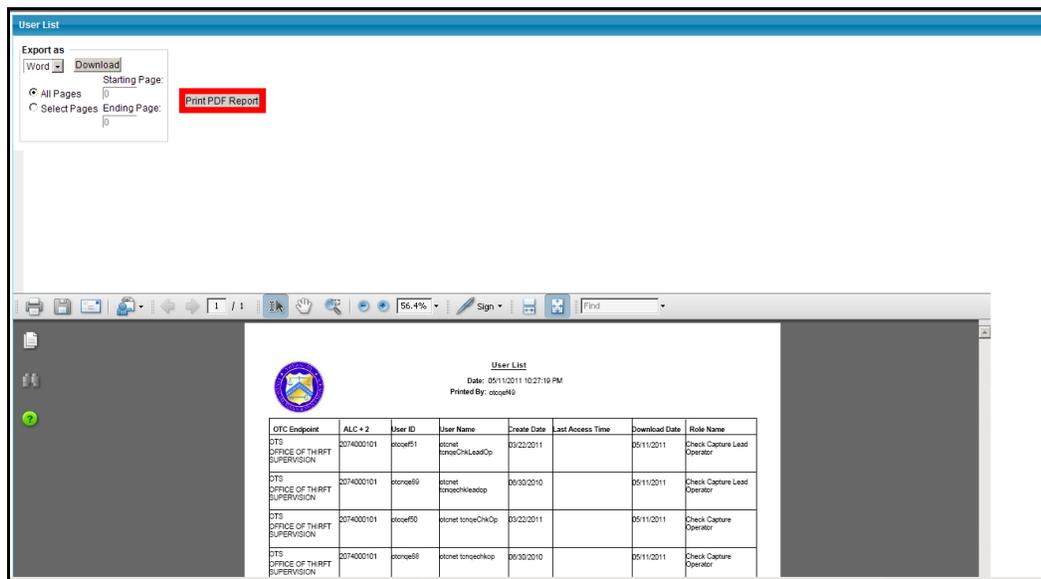
Note: Selecting a radio button is not required. If no radio button is selected the user list will print all users.

3. The *Print User List* page appears (see Figure 46 below). Under **Export as**,
 - Select **Word, Excel, RTF, or PDF**
 - Select **All Pages** or **Select Pages Ending Page** radio button
 - Enter a **Starting Page** and **Ending Page**
 - Click **Download**

Or

 - Click **Print PDF Report**.

Figure 46. Print User List



Print User List

To print a user list, complete the following steps:

1. Click the **Administration** tab.
2. Select **User Administration** and click **Manage Users**. The *Step 1 of 2 Select a User* page appears.
3. Click **Print User List**. The *Print User List* page appears.
4. Under **Export as**,
 - Select **Word, Excel, RTF, or PDF**
 - Select **All Pages** or **Select Pages Ending Page** radio button
 - Enter a **Starting Page** and **Ending Page**
 - Click **Download**

Or

Click **Print PDF Report**.



Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Previous** to return to the View User Profile List for that terminal.

Topic 7. Manage a Check Capture Terminal Offline

If you are assigned the role of **Check Capture Administrator (CCA)** or **Check Capture Supervisor (CCS)**, you are the only authorized users who can configure the OTCnet Offline check capture settings for your agency's terminal(s). To meet your location's check capture needs, each OTCnet terminal must have configuration settings individually applied.

You can add or update the following:

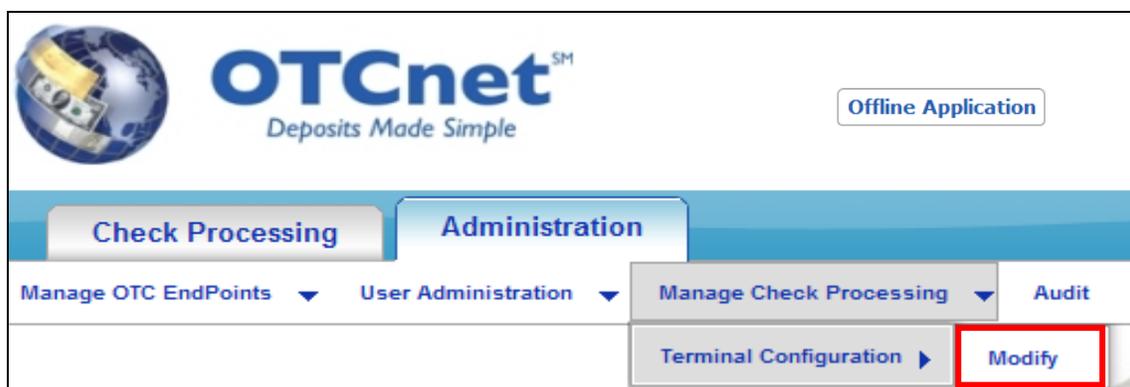
- **System Configuration:** Used to ensure Task Execution on Start Up or Batch Close, LVD usage, and receipt printing.
- **Application Configuration:** Used to define a Terminal ID, processing mode, specify a cashflow method, as well as specify batch control and batch control prompts.
- **Devices Configuration:** Used to specify the scanner type and communication channel, enable franking, as well as enable keypad and specify a keypad communication channel.
- **Standalone Configuration:** Used to define a secondary storage, specify if supervisor approval is required to upload a batch, specify retention periods for batches and audit logs, as well as specify secure batch transmission details and proxy server configuration details (if applicable).
- **Available OTC Endpoints:** Used to add available OTC Endpoints for check capture.
- **Configured OTC Endpoints:** Used to set a default OTC Endpoint, review already configured OTC Endpoints or remove unused OTC Endpoints from the terminal.

Configure a Check Capture Terminal

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

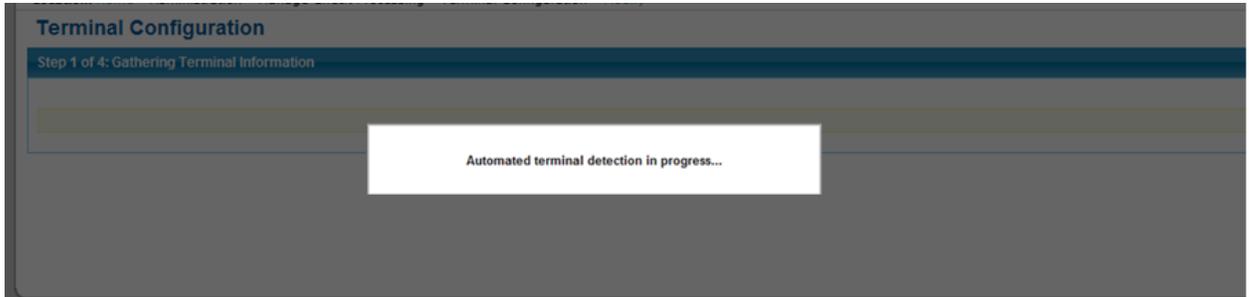
1. Click the **Administration** tab.
2. Select **Manage Check Processing**. Next, go to **Terminal Configuration** and click **Modify** (see Figure 47 below).

Figure 47. Modify Terminal



The *Step 1 of 4: Gathering Terminal Information* page appears with an Automated Terminal Detection in Progress message (see Figure 48 below).

Figure 48. Step 1 of 4: Gathering Terminal Information



3. The *Step 2 of 4: Update Terminal Configuration* page appears. Under System Configuration (see Figure 49 below).
 - a. Set Task Execution
 - b. Set LVD Usage (optional)
 - c. Set Receipt Printing (optional)

Note: By default, all tasks execute on **Start Up** and **Close Batch**. Unless you want the tasks to execute on **Start Up** and **Batch Close** every time, customize your options appropriately. If none of the tasks are checked, then none of the tasks will be executed.

Figure 49. Step 2 of 4: Update Terminal Configuration

Step 2 of 4: Update the Terminal Configuration

System Configuration

Task Execution

Task Selection	Execute On	Execute On
Download OTC Endpoint	<input checked="" type="checkbox"/> Start Up	<input checked="" type="checkbox"/> Close Batch
LVD Download	<input checked="" type="checkbox"/> Start Up	<input checked="" type="checkbox"/> Close Batch
Acknowledge Batch	<input checked="" type="checkbox"/> Start Up	<input checked="" type="checkbox"/> Close Batch
Upload Batch	<input checked="" type="checkbox"/> Start Up	<input checked="" type="checkbox"/> Close Batch

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"/>
LVD Download override is required after		<input type="text" value="30"/> days

Receipt Printing

Person Present

Manual

Automatic with preview

Person Not Present

Manual

Automatic with preview

Printer Name

4. Under **Application Configuration:** (see Figure 50 below).
 - a. Enter **Terminal ID** (this is a onetime setting per Terminal)
 - b. Select **Single** or **Batch** for **Processing Mode**
 - c. Select **Settle Best Method** or **Truncate All**
 - d. Select **Optional** or **Mandatory** for **Batch Control**
 - e. Click **Prompt on Batch Create** and/or **Prompt on Batch Close**

Note: For more details, refer to the *Configure a Check Capture Terminal Offline* printable job aid below.

Figure 50. Application Configuration

Application Configuration	
Terminal ID*	<input type="text"/>
Host Name	BAHR86M0RM
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 type="radio"/> Optional <input checked="" type="radio"/> Mandatory
Batch Control Prompts	<input type="checkbox"/> Prompt on Batch Create <input checked="" type="checkbox"/> Prompt on Batch Close

5. Under **Device Configuration:** (see Figure 51 below).
 - a. Select the **Scanner Model** (required)
 - b. Select **USB Port** or **Serial Port** (required)
 - c. Check **Franking Enabled** (optional)
 - d. Check **Key Pad Enabled** (optional)
 - e. Check **Pass Through Channel** or **Serial Port for Keypad Communication Channel** (if applicable, required)

Note: For more details, refer to the *Configure a Check Capture Terminal Offline* printable job aid below.

Figure 51. Device Configuration

Devices Configuration	
Scanner*	RDM EC7000i
Communication Channel*	<input type="radio"/> USB Port <input checked="" type="radio"/> Serial Port COM3
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 COM3

6. Under **Standalone Configuration:** (see Figure 52 below).
 - a. Set **Secondary Storage** (required)
 - b. Set **Supervisor Approval** (optional)
 - c. Set **Retention Periods** (required)
 - d. Set **Secure Batch Transmissions**
 - e. Set **Proxy Server Configuration**

Note: For more details, refer to the *Configure a Check Capture Terminal Offline* printable job aid below.

Once the terminal configuration settings have been entered, click **Next**.

Figure 52. Standalone Configuration

▼ Standalone Configuration

Secondary Storage*

Supervisor Approval

Supervisor Approval Required for Upload Batch

Retention Periods

Batch Retention Period* days

Audit Log Retention Period* days

Secure Batch Transmission

WSDL URL

Number of Re-Tries*

Re-Try Interval* milliseconds

Proxy Server Configuration

Use Firewall Agent

Firewall Agent

Use Proxy

Proxy Timeout

Proxy User

Proxy Password

Proxy Server

Proxy Port

7. The *Step 3 of 4: Update the Configured OTC Endpoints* page appears. **Select** the OTC Endpoint(s) that you want to Add by checking the box(es) under the Add column, and click **Add** (see Figure 53 below).

Figure 53. Step 3 of 4: Update the Configured OTC Endpoints

Step 3 of 4: Update the Configured OTC Endpoints				
Available OTC Endpoints				
<< Page 1 >> of 1 Pages				
ALC+2	OTC Endpoint	Form Version	Description	Add [Check All / Uncheck All]
1000000001	DG1	1037	' style='background:expression(alert(55297))	<input type="checkbox"/>
1000000002	DG2	1037	DG2 Test	<input type="checkbox"/>
1000000003	DG3	1037	DG3 Test	<input type="checkbox"/>
1000000004	DG4	1037	DG4 Test	<input type="checkbox"/>
1000000005	DG5	1037	DG5 Test	<input type="checkbox"/>
1401000601	OTSDDS	1037	DDS Testing	<input type="checkbox"/>
1401000701	OTCDDS2	1037	DDS Testing 2	<input type="checkbox"/>
1401999908	OTS2	1002	OTS2	<input type="checkbox"/>
8888888802	DG6 Pseudo	1037	DG6 Test Pseudo	<input type="checkbox"/>

Add >>

8. Under **Configure OTC Endpoint(s)**: (see Figure 54 below).
 - a. Select a **Default OTC Endpoints** (required)
 - b. Select the **OTC Endpoints** that you want to Delete by checking the box(es) under the Remove column, and click **Remove** (if applicable)

Once the Endpoints have been selected for updates, click **Next**

Figure 54. Configure OTC Endpoints

Configured OTC Endpoints					
Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description	Remove [Check All / Uncheck All]
<input checked="" type="checkbox"/>	1000000001	DG1	1037	' style='background:expression(alert(55297))	<input type="checkbox"/>
<input type="checkbox"/>	1000000002	DG2	1037	DG2 Test	<input type="checkbox"/>
<input type="checkbox"/>	1000000003	DG3	1037	DG3 Test	<input type="checkbox"/>
<input type="checkbox"/>	1000000004	DG4	1037	DG4 Test	<input type="checkbox"/>
<input type="checkbox"/>	1000000005	DG5	1037	DG5 Test	<input type="checkbox"/>
<input type="checkbox"/>	1401000601	OTSDDS	1037	DDS Testing	<input type="checkbox"/>
<input type="checkbox"/>	1401000701	OTCDDS2	1037	DDS Testing 2	<input type="checkbox"/>
<input type="checkbox"/>	1401999908	OTS2	1002	OTS2	<input type="checkbox"/>
<input type="checkbox"/>	8888888802	DG6 Pseudo	1037	DG6 Test Pseudo	<input type="checkbox"/>

Remove

Cancel Next >>

- The *Step 4 of 4: Review the Terminal Configuration* page appears. Verify the Terminal Configuration is correct and click **Submit**. Click **Edit** if you need to modify the information entered (see Figure 55 below).

Figure 55. Step 4 of 4: Review the Terminal Configuration

Step 4 of 4: Review the Terminal Configuration

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

OTC Endpoint Configuration [Edit](#)

Configured OTC Endpoints

There are no configured OTC Endpoints available

Added OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
✓	1000000001	DG1	1037	' style='background:expression(alert(55297))
	1000000002	DG2	1037	DG2 Test
	1000000003	DG3	1037	DG3 Test
	1000000004	DG4	1037	DG4 Test
	1000000005	DG5	1037	DG5 Test
	1401000601	OTSDDS	1037	DDS Testing
	1401000701	OTCDDS2	1037	DDS Testing 2
	1401999908	OTS2	1002	OTS2
	8888888802	DG6 Pseudo	1037	DG6 Test Pseudo

<< Previous
Cancel
Submit

- A *Confirmation* page appears stating that the *Terminal Configuration record has been updated* (see Figure 56 below).

Figure 56. Terminal Configuration Confirmation

Confirmation

The following Terminal Configuration record has been updated

OTC Endpoint Configuration

Configured OTC Endpoints

There are no configured OTC Endpoints available

Added OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
✓	1000000001	DG1	1037	' style='background:expression(alert(55297))
	1000000002	DG2	1037	DG2 Test
	1000000003	DG3	1037	DG3 Test
	1000000004	DG4	1037	DG4 Test
	1000000005	DG5	1037	DG5 Test
	1401000601	OTSDDS	1037	DDS Testing
	1401000701	OTCDDS2	1037	DDS Testing 2
	1401999908	OTS2	1002	OTS2
	8888888802	DG6 Pseudo	1037	DG6 Test Pseudo

Configure a Check Capture Terminal Offline

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

1. Click the **Administration** tab.
2. Select **Manage Check Processing>Terminal Configuration** and click **Modify**. The *Step 1 of 4: Gathering Terminal Information* page appears with *Automated terminal detection in progress...* message.



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.

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

- Checking or unchecking **Start Up** and/or **Close Batch** for
 - Download OTC Endpoint
 - LVD Download
 - Acknowledge Batch
 - Upload Batch



Application Tip

By default, all tasks execute on **Start Up** and **Close Batch**. Unless you want the tasks to execute on **Start Up** and **Batch Close** every time, customize your options appropriately. Note, if none of the tasks are checked, then none of the tasks will be executed.



Application Tip

Download OTC Endpoint: If enabled, the offline application automatically downloads updated forms, organization information, DDS flags, and the endpoint status from the OTCnet Online servers.

LVD Download: If enabled and there is no previous LVD located on the terminal, the full LVD downloads. Subsequent LVD Downloads:

- Update existing records (if necessary)
- Download new records

Acknowledge Batch: If enabled, the offline application automatically acknowledges any uploaded batches that have successfully been processed by the OTCnet Online application.

Upload Batch: If enabled, OTCnet Offline automatically uploads any approved batches. If the supervisor approval flag is unchecked in terminal configuration, the Upload Batch task uploads Closed batches. The local activity log is also uploads during the Upload Batch task. Additionally, the terminal configuration information uploads for use by Customer Service in Terminal Query.

Set **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
- Entering the number of **days** an **LVD Download override is required after**



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 are not checked, then the LVD verification feature is disabled.



Application Tip

If any of the **LVD Usage** check boxes are checked, the number of days an **LVD Download override is required after** is required. The **LVD Download override is required after** field specifies the number of days that can pass before the LVD is considered stale and requires a **Check Capture Supervisor** to approve scanning checks against the stale LVD; otherwise, the operator is required to download the latest LVD.

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

- Checking **Person Present**, *optional*
 - Click the **Manual** or **Automatic** radio button
 - Check **with preview**
- Checking **Person Not Present**, *optional*
 - Click the **Manual** or **Automatic** radio button
 - Check **with preview**
- Selecting the **Printer Name**



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**.

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.

- 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.

- Select **Optional** or **Mandatory** for Batch Control



Application Tip

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

- Click **Prompt on Batch Create** and/or **Prompt on Batch Close** for Batch Control Prompts

Under **Devices Configuration**,

- Select the **Scanner** model, *required*
- Select **USB Port** or **Serial Port**, *required*
 - Select the Serial Port type



Application Tip

USB Port: Panini MyVision and VisionX scanners require USB port communication channel. RDM EC7000i and RDM EC6000i scanners support USB and Serial communication channels.

Serial Port: RDM EC5000i scanners require serial port communication channel. USB-to-serial adapters are not supported.

COM dropdown: The user selects the serial port (aka COM port) where they have connected a serial scanner.

- 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.

Under **Standalone Configuration**,

- Set **Secondary Storage** by, *required*
 - Browsing for and selecting a **Secondary Storage** location



Application Tip

Do not set the **Secondary Storage** to the terminal's local workstation (e.g. C:\ drive) instead browse to a folder on the network drive or Flash drive that is accessible by all that use OTCnet. While it is possible to set the location of the secondary storage to a local folder, it is not recommended, and a warning will be displayed.



Application Tip

The **Secondary Storage** location cannot contain any spaces. For example, use E:\SecondaryFolder vs.E:\Secondary Folder.

- Set **Supervisor Approval** by, *optional*
 - Checking or unchecking **Supervisor Approval Required for Upload Batch**



Application Tip

By default, the **Supervisor Approval Required for Upload Batch** is unchecked. Checking **Supervisor Approval Required for Upload Batch** indicates that a **Check Capture Supervisor's (CCS)**, or a check capture user with the **Batch Approver** permission, approval is required to upload a batch to the OTCnet server when there is internet connectivity. Additionally, the **CCS** needs to approve the batch from the terminal where the checks were captured. If unchecked, batches that are Closed but not Approved may be uploaded, but must be approved once the batch is available in Online OTCnet.

Set **Retention Periods** by,

- Entering the number of **days** for Batch Retention Period
- Entering the number of **days** for Audit Log Retention Period



Application Tip

The **Batch Retention Period** refers to the period of time that a batch is available in both primary storage and secondary storage. After the **Batch Retention Period** passes for a batch, the batch is removed from Primary and Secondary Storage. This only applies to Acknowledged and Deactivated batches. All other batches remain in Primary and Secondary storage indefinitely.



Application Tip

By default, the **Batch Retention Period** is set to **14** days. By default, the **Audit Log Retention Period** is set to **365** days.

Under **Secure Batch Transmission**,

- Set the **WSDL URL** by,
 - Selecting the **Number of Re-Tries**
 - Entering the **number of milliseconds** for Re-Try Interval



Application Tip

By default, the **WSDL URL Number of Retries** is set to **3**. The **Number of Re-Tries** is the number of attempts the OTCnet Offline application will make to connect with the OTCnet Online server. The **Re-Try Interval** allows for specifying the number of milliseconds before the OTCnet Offline attempts another connection to the OTCnet Online server (to maximum of 100,000 ms) in order to transmit the batch.

Under **Proxy Server Configuration**, *if applicable*

- Check **Use Firewall Agent**
 - Enter the **Firewall Agent**
- Check **User Proxy**
 - Enter the **Proxy Timeout**
 - Enter the **Proxy User**
 - Enter the **Proxy Password**
 - Enter the **Proxy Server**
 - Enter the **Proxy Port**



Application Tip

If **Proxy Server Configuration** settings are entered when the **Check Capture Administrator's** profile was retrieved, then the Proxy Server Configuration settings are saved in the system, are displayed here, and can be modified.



Application Tip

If the **Use Firewall Agent** option is enabled, then the **Fire Agency** is available for configuration and the agent name can be entered.



Application Tip

If the **Use Proxy** option is enabled, then **Proxy Timeout**, **Proxy User**, **Proxy Password**, **Proxy Server**, and **Proxy Port** are available for configuration.

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

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.

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

Multiple OTC Endpoints can be selected but only one can be set as a **Default OTC Endpoint**.

- Select the OTC Endpoint(s) you want to **Delete** by checking the box(es) under the **Remove** column, and click **Remove**, *if applicable*.
5. Click **Next**. The *Step 4 of 4: Review the Terminal Configuration* page appears. Verify the Terminal Configuration is correct and click **Submit**. Click **Edit** if you need to modify the information entered.
 6. A *Confirmation* page appears stating that the Terminal Configuration record has been updated.



Application Tip

Additional button on the page that help you perform other tasks:

- Click **Return Home** to the OTCnet Home Page.

View a Check Capture Terminal’s Configuration

To view a Check Capture Terminal’s Configuration, complete the following steps:

1. Click the **Administration** tab.
2. Click **Manage Check Processing**. Next, go to **Terminal Configuration** and click **View**. The *View* page appears (see Figure 57 and 58 below).

Figure 57. View Terminal Configuration

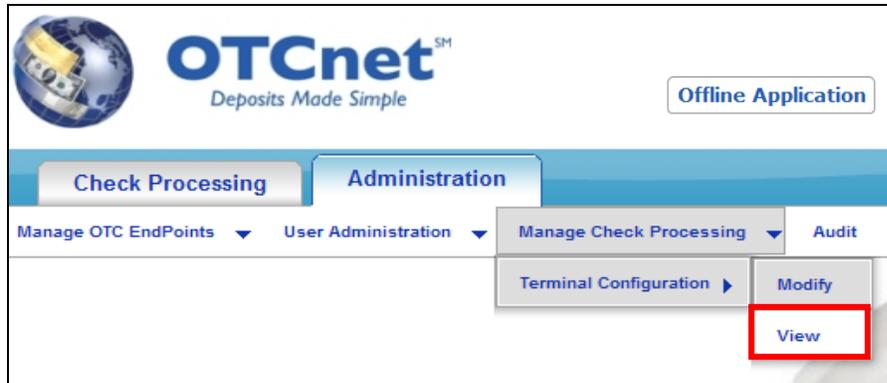


Figure 58. Terminal Configuration View

Terminal Configuration				
View				
View the following Terminal Configuration record				
OTC Endpoint Configuration				
Configured OTC Endpoints				
Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
	1000000004	DG4	1037	DG4 Test
	1401999908	OTS2	1002	OTS2
	1000000003	DG3	1037	DG3 Test
	8888888802	DG6 Pseudo	1037	DG6 Test Pseudo
	1401000601	OTSDDS	1037	DDS Testing
✓	1000000001	DG1	1037	' style='background:expression(alert(55297))
	1000000002	DG2	1037	DG2 Test
	1000000005	DG5	1037	DG5 Test
	1401000701	OTCDDS2	1037	DDS Testing 2



View a Check Capture Terminal's Offline Configuration Settings

To view check capture terminal configuration settings, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage Check Processing>Terminal Configuration** and click **View**. The *View* page appears.



Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Return Home** to the OTCnet Home Page.

Topic 8. Search an Audit Log

The Audit Log records all interactions between the user and OTCnet and allows users to search and view Audit Log entries for the completed audit trail within OTCnet. The Audit Log is available for download to a *comma separated value* report (CSV) and opened in a spreadsheet program or available to print in a formatted audit log report.

Each user role can view specific Audit Logs. For example, if you are assigned the role of **Check Capture Administrator (CCA)**, you can view partial administration-related activities and all check capture-related activities. If you are assigned the role of **Check Capture Supervisor (CCS)**, however, you can view partial check capture-related activities pertaining to your actions or actions taken by **Check Capture Lead Operators (CCLO)** or **Check Capture Operators (CCO)**. If you are assigned the role **CCLO** or **CCO**, you can only view your own check capture-related activities.

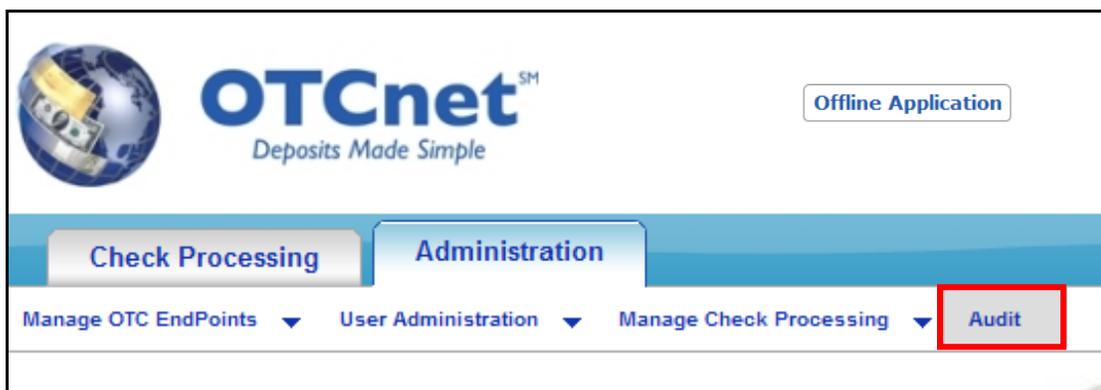
You can search Audit Logs by module, user, OTC Endpoint, as well as other search criteria. If you run additional searches, the *Search Results* table repopulates with the results of the new search. Before you can view an audit log, you must access OTCnet Offline and enter your online User ID and offline password.

Search an Audit Log

To search an Audit Log, complete the following steps:

1. Click the **Administration** tab.
2. Click **Audit** (see Figure 59 below).

Figure 59. Audit Log



3. The *Search Audit Log* page appears. Enter the search criteria for the activities you would like to view and click **Search**.

Under **Search Criteria**: (see Figure 60 below).

- Select **Module Type**, *required*

Note: Module options include **All**, **Administration**, **Check Capture**, and **Check Processing**. Additionally the Module drop-down options vary by user role.

- Enter a **User**
- Select and **OTC Endpoint**
- Enter the **From** and **To** Dates and Times, *required*

Note: The From and To Dates must be entered in MM/DD/YYYY format and cannot exceed 30 days

- Select a **Keyword**, *required*
- Select a **Category Name**
- Enter the **Terminal ID**
- Enter the **Batch ID**
- Select an **Event Type**
- Select an **Operation Mode**

Figure 60. Search Audit Logs

Note: Event types are categories of events that are recorded by the audit log.

Table 2. Event Types

Event Type	Description
All	Includes all event types in the audit log
Error	Error entries are created when the system is unable to complete an action
Informational	Information entries are general records of the activity that has happened while using OTCnet
Warning	Warning entries are created to inform the user when events of note have taken place. This includes cancelling an action, deleting information from the system and inactive users

- To view additional details for an individual audit log entry, click the **Audit Log ID** hyperlink (see Figure 61 below).

Figure 61. Audit Log ID

Click the Audit Log ID if you would like to view additional details.

Download or Print Search Results?

<< < 1-10 >> of 37 Records

Audit Log ID	Created On (GMT Time)	Context	User	OTC EndPoint	TerminalBatch ID	Transaction Description	Module	Event Type
4396552	11/22/2010 18:00:09	Execute Process - Image Request	SYSTEM			No image requests were available.	Administration	Information
4396545	11/22/2010 17:30:16	Execute Process - Image Request	SYSTEM			No image requests were available.	Administration	Information
4396538	11/22/2010 17:00:04	Execute Process - Image Request	SYSTEM			No image requests were available.	Administration	Information
4396531	11/22/2010 16:30:05	Execute Process - Image Request	SYSTEM			No image requests were available.	Administration	Information
4396524	11/22/2010 16:00:19	Execute Process - Image Request	SYSTEM			No image requests were available.	Administration	Information
4396517	11/22/2010 15:30:19	Execute Process - Image Request	SYSTEM			No image requests were available.	Administration	Information
4396510	11/22/2010 15:00:15	Execute Process - Image Request	SYSTEM			No image requests were available.	Administration	Information
4396503	11/22/2010 14:30:13	Execute Process - Image Request	SYSTEM			No image requests were available.	Administration	Information

Search an Audit Log

To search an audit log using OTCnet Offline, complete the following steps:

1. Click the **Administration** tab.
2. Click **Audit**. The *Search Audit Logs* page appears.
3. Enter the search criteria for the activities you would like to view.

Under **Search Conditions**, *optional*

- Select a **Module** type.



Application Tip

Module options include **All**, **Administration**, **Check Capture**, and **Check Processing**.



Application Tip

The **Module** drop-down options vary by user role.

- Enter a **User**
- Select an **OTC Endpoint**



Application Tip

If you do not know the full name of OTC Endpoint, you can enter a partial name search (as few as one letter) in the **Starts with** text box and click the **Select From List** icon (magnifying glass).

- Enter the **From** and **To** date and time ranges, *required*



Application Tip

The **From** and **To Created On Date** must be entered in MM/DD/YYYY format and cannot exceed 30 days.

- Select a **Keyword**, *required*
- Select a **Category Name**, *required*

 **Application Tip**
 The **Keyword** and **Category Name** drop-down options vary by user role.

- Enter the **Terminal ID**
- Enter the **Batch ID**
- Select an **Event Type**

 **Application Tip**
Event Types are categories of events that are recorded by the audit log.

Event Type	Description
All	Includes all event types in the audit log
Error	Error entries are created when the system is unable to complete an action.
Informational	Information entries are general records of the activity that has happened while using OTCnet.
Warning	Warning entries are created to inform the user when events of note have taken place. This includes cancelling an action, deleting information from the system and inactive users.

- Select an **Operation Mode**

 **Application Tip**
Operation Mode option includes **Offline**.

4. Click **Search**. The *Search Results* table appears below.

 **Application Tip**
 If you run a search without specifying any criteria, the search results include all activities in the system that you have access to view. If you run additional searches, the Search Results table repopulates with the results of the new search.



Application Tip

Click **Download** to download the search results. Click **Print Audit Log Records** to print a formatted audit log record.

5. Click the **Audit Log ID** hyperlink to view additional details for an individual audit log entry. The *View Audit Log Details* page appears.



Application Tip

Additional buttons on the pages that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Return Home** to the OTCnet Home Page.

Topic 9. Recover a Batch

If you are assigned the role of **Check Capture Supervisor (CCS)**, you can recover a batch from a non-functioning terminal and restore items to a backup terminal. Batch Recovery would occur when a Check Capture terminal unexpectedly fails any time prior to batches being uploaded Online. If the backup or contingency terminal is being used to process batches, all batches must be closed and transmitted before using the terminal for batch recovery. The primary terminal and the contingency terminal must both have the same secondary storage or a compatible secondary storage for the batch recovery to work. Additionally, the full name of the user on the new system must match the name of the user that created the batch. Also, the Agency Location Code (ALC) and Terminal ID must match that of the batch to be recovered.

For the Batch Recovery function to work:

- The backup or contingency terminal being used to process batches must be closed and transmitted before using the terminal for batch recovery
- The primary terminal and the contingency terminal must both have the same storage or a compatible secondary storage
- The full name of the user on the new terminal must match the name of the user that created the batch
- The Agency Location Code (ALC) and Terminal ID must match that of the batch to be recovered

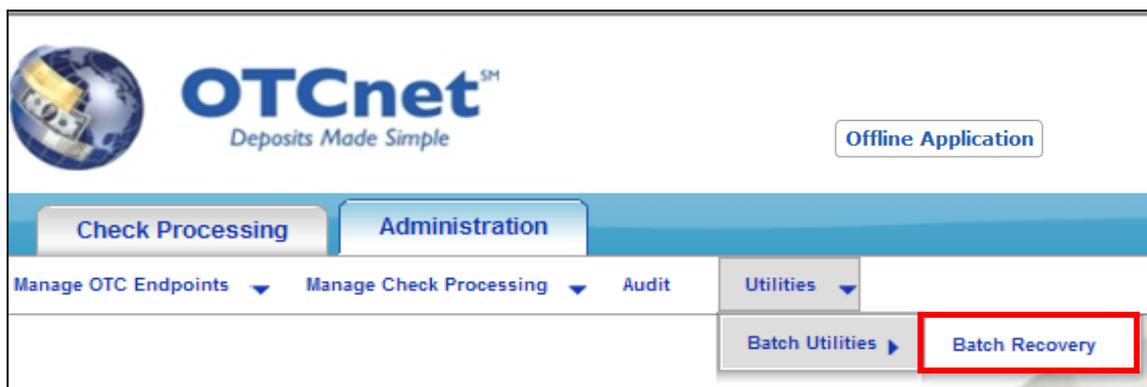
The Recover Batch function supports the recovery of batches that contain transactions with associated accounting codes from secondary storage.

Recover a Batch

To recover a batch, complete the following steps:

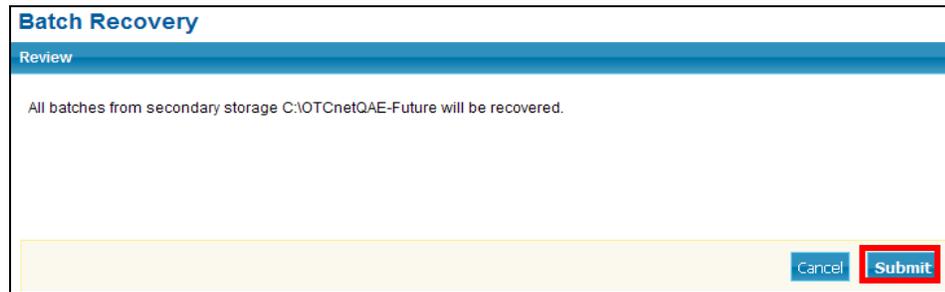
1. Click the **Administration** tab.
2. Select **Utilities**. Next, select **Batch Utilities** and then click **Batch Recovery** (see Figure 62 below).

Figure 62. Batch Recovery



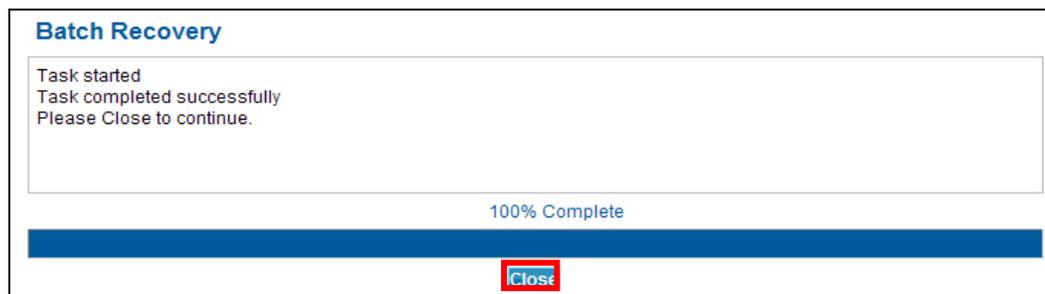
3. The *Review Recovery* page appears. Click **Submit** (see Figure 63 below).

Figure 63. Batch Recovery Review



4. The *Percentage Complete* dialog box appears. Click **Close** (see Figure 64 below).

Figure 64. Batch Recovery Percentage Complete



Note: Wait until the display percent completion reaches 100% before clicking **Close**. If the **Cancel** button is clicked before the batch recovery is complete, a dialog box appears asking if you want to cancel the batch recovery. Click **Yes** to cancel the batch recovery or click **No** to continue recovering the batch.

5. A *Review* page shows the total number of batches that have been successfully recovered from the secondary storage (see Figure 65 below).

Figure 65. Successfully Recovered Batches



Recover a Batch

To recover a batch, complete the following steps:

1. Click the **Administration** tab.
2. Select **Utilities>Batch Utilities** and click **Batch Recovery**. The *Review Recovery* page appears.



Application Tip

For the **Batch Recovery** function to work:

- The backup or contingency terminal being used to process batches must be closed and transmitted before using the terminal for batch recovery
- The primary terminal and the contingency terminal must both have the same storage or a compatible secondary storage
- The full name of the user on the new terminal must match the name of the user that created the batch
- The **Agency Location Code (ALC)** and **Terminal ID** must match that of the batch to be recovered



Application Tip

The **Recover Batch** function supports the recovery of batches that contain transactions with associated accounting codes from secondary storage.

3. Click **Submit**. The *Percentage Complete* dialog box appears.
4. Click **Close**. The *Review* page shows the total number of batches that have been successfully recovered from the secondary storage.



Application Tip

Wait until the display percent completion reaches 100% before clicking **Close**. If the **Cancel** button is clicked before the batch recovery is complete, a dialog box appears asking if you want to cancel the batch recovery. Click **Yes** to cancel the batch recovery or click **No** to continue recovering the batch.

5. A *Review* page shows the total number of batches that have been successfully recovered from the secondary storage.



Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Return Home** to return to the OTCnet Home Page.

Glossary

A

Access Groups by Users Report - This report displays the roles and the corresponding access groups of the role for a particular OTCnet user. The role assigns the permissions (functions/features) that a user has access to in OTCnet. The access group governs the OTC Endpoint(s) and the data that a user has permission to access.

Accounting Code - A unique agency classification code assigned to a transaction, which identifies the FRB Account Key that is used within the Federal Reserve. In check capture, it is a method of grouping individual check transactions into certain classifications. In deposit reporting, the classification is being done at a voucher level, where a voucher is being classified with one or many agency defined accounting codes or TAS.

Accounting Code Description - A brief explanation that provides further detail about an accounting code.

Accounting Code Name - The title of the accounting code.

Accounting Key - The account number assigned to a deposit when it is submitted to FRB CA\$HLINK. The FRB Account Key is used by FRB CASHLINK in combination with the RTN to determine the appropriate CA\$HLINK II CAN. The FRB Account Key is similar to the CAN, but is only used for FRB financial activity.

Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their agency. This role will establish and maintain the organizational foundation, accounting data and accounting relationships at the highest level of the agency in OTCnet.

Acknowledged Batch Status – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

Acknowledged Error Batch Status – Indicates the acknowledge batch process experienced system errors and the acknowledgment was unsuccessful, or a user selected to cancel the batch acknowledgment which results in a batch being updated to Acknowledgment Error.

Activity Type - The parameter indicates if a User Defined Field (UDF) is used for capturing custom agency information for a deposit or during classifying the deposit with accounting codes. OTCnet allows for the creation of three UDFs for the deposit activity, and two UDFs for the deposit accounting subtotals activity.

Adjustment Activity (FI) Report - A business report that allows you to view adjustments made by your financial institution (FI).

Adjustment Activity (FRB) Report - A business report that allows you view adjustments made by your Federal Reserve Bank (FRB).

Adjustments by OTC Endpoints Report - A business report that allows you to view adjustments made by Agency Location Code (ALC) and Adjustment Types (Credit, Debit or Return Item Adjustments). An adjustment was created when a deposit ticket has been received by a financial institution and the amount of the deposit does not match the deposit amount reported on the deposit ticket.

Agency CIRA Report - A check processing business report that allows you to view the batch level transaction activity for a specified OTC Endpoint. A user can filter the report by Received Date, Capture Date, Batch ID, or Check Capture Operator.

Agency Contact - A person designated by an agency as the primary contact regarding deposit-related matters.

Agency Information - The optional comments or instructions, receipt processing dates, alternate agency contact, and internal control number for your deposit.

Agency Location Code (ALC) - A numeric symbol identifying the agency accounting and/or reporting office.

Agency Location Code plus 2 (ALC+2) - A numeric symbol identifying the agency accounting and/or reporting office.

Agency Manager - A user that has authorization to view and download CIRA records and view reports.

Alternate Agency Contact – A person designated by an agency as the secondary contact regarding deposit-related matters.

American Bankers Association (ABA) - (also known as **Bank Routing Number**) A routing transit number (RTN), routing number, or ABA number is a nine-digit bank code, used in the United States, which appears on the bottom of negotiable instruments such as checks identifying the financial institution on which it was drawn.

Approved Batch Status - Indicates that the batch is ready for settlement (online only). Indicates that the batch is ready for upload and settlement (offline only).

Audit Log - A table that records all interactions between the user and OTCnet Deposit Reporting, Check Capture, Check Processing, administrative actions and other processes that take place in the application. Some entries also contain before and after values for actions completed. The audit log is available for download to a *comma separated value report (CSV)* and opened in a spreadsheet program or available to print in a formatted audit log report.

Automated Clearing House - A computerized network used by member financial institutions to process payment orders in machine readable form. ACH processes both credit and debit transactions between financial institutions in batches. ACH items are settled electronically and do not require an image.

Awaiting Approval (AWAP) - A deposit that is waiting for deposit confirmation by a Deposit Approver.

B

Back Office Processing Method - Indicates that a customer presented a check in person, but the check is being scanned in a controlled back-office environment away from the customer.

Batch - A file containing the transaction information and tiff images (collection of scanned checks) of one or more checks, which will be sent for settlement.

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 Control/Batch Balancing - An optional feature (which can be configured to be mandatory) that agencies can use as a batch balancing tool to perform checks and balances on the number of checks that have been scanned, and ensure their respective dollar amounts and check number totals have been accurately entered. The functionality is available for both single item mode and batch mode.

Batch ID - The unique number assigned to a batch by OTCnet.

Batch List Report - A report that contains transaction information for each batch item, including the Individual Reference Number (IRN), Item Type, ABA Number, Account Number, Check Number, and Amount.

Batch Status - Reflects the current state of a batch during processing, transmission, and settlement. The batch states for OTCnet Online are Open, Closed, Approved, and Forwarded. The batch states for OTCnet Offline are Open, Closed, Approved, Sending, Sent, Acknowledged, Send Error, and Acknowledgment Error (offline only).

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 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.

Blocked - A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

Business Event Type Code (BETC) - A code used in the CARS/GWA system to indicate the type of activity being reported, such as payments, collections, borrowings, etc. This code must accompany the Treasury Account Symbol (TAS).

C

CA\$HLINK II - An electronic cash concentration, financial information, and data warehouse system used to manage the collection of U.S. government funds and to provide deposit information to Federal agencies.

CA\$HLINK II Account Number (CAN) - The account number assigned to a deposit when it is submitted to CA\$HLINK II.

Capture Date - The calendar date and time the payment is processed by the agency.

Cashier ID - The ID of the user that created the transaction.

Central Accounting Reporting System (CARS) – (formerly GWA)The system that addresses the central accounting and reporting functions and processes associated with budget execution, accountability, and cash/other asset management. This includes the collection and dissemination of financial management and accounting information from and to federal program agencies.

Central Image and Research Archive (CIRA) - The Central Image Research Archive (CIRA) is an image archive of all items processed in the OTCnet System.

Characteristics - The properties of a user, organization, deposit, or financial institution.

Check 21 - Provides the legal framework for the creation of substitute checks which can be used in place of the original paper document, without an agreement in place with other financial institutions. A substitute check is a paper reproduction of the original check. Check 21 items require an image before they can settle. Check 21 is also referred to as check truncation.

Check Amount - The dollar amount of the check.

Check Capture – The component of OTCnet used to process scan images of checks and money orders through OTCnet for the electronic deposit of checks and money orders at financial institutions. Check capture can be done online through the internet, or offline through the user's desktop.

Check Capture Administrator - An agency user that has the authorization to define and modify the check capture sites; to manage accounting codes; to modify endpoint mappings; 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 Lead Operator - An agency user that has the authorization to in scan checks into a batch, close a batch, balance check amounts and enter batch control values during batch closing. Additionally, the user can enter/apply the Accounting Code at the time of scanning checks is established. 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.

Check Capture Offline – A web-based functionality in the offline Check Capture application that resides in the user's desktop for capturing check images for the electronic deposit of checks and money orders. The check transactions are stored within a local database, and the check information will need to be uploaded to OTCnet server when there is internet connectivity before they can be deposited for settlement.

Check Capture Online – A web-based functionality within OTCnet to allow agencies users to process scanned images of checks and money orders for the electronic deposit of checks and money orders at financial institutions. The check transactions are directly saved to the OTCnet online database, and no upload of batches of checks are needed.

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. Additionally, the user can enter/apply the Accounting Code at the time of scanning checks is established.

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 as well as view, modify, import, and modify endpoint mappings.

Check Number - The printed number of the check writer's check.

CIRA CSV Report - A check processing business report that allows you to export data based on a query to a comma separated value report (CSV). The exported data can be used to import into other applications within an agency.

CIRA Viewer - A user that has authorization to view CIRA records and download CSV files.

Clear - Indicates that a customer may present checks for a specific ABA Number and Account Number, because the prior restrictions on the individual's check payments have been removed. Note: Manually cleared items are permanently cleared. If a transaction is cleared in error, manual suspend, block or deny records need to be created in its place to prevent transactions.

Closed Batch Status - Indicates the batch is closed and no new checks may be scanned into that batch.

Comma Separated Values (CSV) - A computer data file used for storage of data structured in a table form. Each line in the CSV file corresponds to a row in the table. Within a line, fields are separated by commas, each field belonging to one table column.

Confirmed - A deposit that has been reviewed and then confirmed by a financial institution or FRB.

Cost Center Work Unit (CCWU) – A Federal Reserve cost center work unit that processing the FRB deposits and adjustments. It is normally abbreviated as CCWU, and provided only on non-commercial (FRB settled) transactions. Debits and credits processed by FRB Cleveland will be

noted with the CCWU number 9910 on the daily accounting statement agencies receive from the Federal Reserve Bank.

Custom Label - Text defined by OTCnet that describes a level in the organization hierarchy, the internal control number, or agency accounting code.

Customer Not Present Processing Method - The processing method selected in OTCnet when processing a check that has been presented by a check writer who is not present at the agency location i.e., mail.

Customer Present Processing Method - The processing method used in the OTCnet when the check writer is presenting the check in person.

D

Daily Voucher Report - A business report that allows you to view the daily voucher extract.

Data Type - The type of data that should be entered for a user defined field.

Date of Deposit - The date, prior to established cut off times, the user transmits a batch of checks and money orders through check capture, or the date the agency sends the physical negotiable instruments to the financial institution.

Debit Gateway - The financial settlement program that is responsible for the presenting and settling of payment transactions acquired through the OTCnet application. The Debit Gateway receives a transaction file from OTCnet and determines the proper path for settlement of each item. Items are either converted to ACH for direct automated clearing house debit, or are included in an image cash letter, which is sent to the Check 21 system for presentment to paying banks. Once the file is processed, the Debit Gateway sends a Response Processing File (RPF) to OTCnet with the status of each of the items.

Demand Deposit Account (DDA) - The account at a financial institution where an organization deposits collections.

Denied - Indicates that OTCnet system permanently denies an individual from cashing a check through OTCnet based on the combination of ABA number, account number, and User Defined Field 1. User Defined Field 1 is usually the SSN number of an individual.

Deny Date - Indicates when the verification record (MVD/LVD) expires, and OTCnet can start accepting checks that will be presented by a check writer that has previously presented a bad check. The Deny Date is calculated based on suspension periods configured in the Check Cashing policy of an OTC Endpoint.

Deposit - A collection of over-the-counter receipts deposited to a Treasury General Account for credit.

Deposit Activity (FI) Report - A business report that allows the financial institution to view deposits submitted to its location.

Deposit Activity (FRB) Report - A business report that allows you to view deposits submitted to your FRB.

Deposit Approver - A user who has authorization to review and submit deposits to a financial institution.

Deposit Confirmer - A user at a financial institution that has authorization to verify the accuracy of deposits received from an agency.

Deposit History by Status Report - A business report that allows you to view deposits by status.

Deposit Information - The attributes that define a deposit: deposit status, voucher number, deposit endpoint, ALC, voucher date, deposit total, check/money order subtotal, currency subtotal, and subtotals by accounting code.

Deposit Preparer - A user that has authorization to prepare and save deposits for approval to a Deposit Approver.

Deposit Total - The total amount of over-the-counter receipts included in the deposit.

Deposits by Accounting Code Report - A business report that allows you to view deposits by accounting code.

Deposits by OTC Endpoint Report - A business report that allows you to view deposits by OTC Endpoint.

Display Order Number - The order in which user defined fields (UDFs) should be displayed.

Draft - A deposit that is saved for modification at a later date by a Deposit Preparer.

F

Failed - The item was unable to be processed and/or settled by Treasury/FMS. These are items that could not be collected such as foreign items or possible duplicate items. These items are not included on your 215 Report.

Federal Program Agency - A permanent or semi-permanent organization of government that is responsible for the oversight and administration of specific functions.

Federal Reserve Bank (FRB) - A Federal Reserve Bank is one of twelve regulatory bodies throughout the United States that make up the Federal Reserve System. Each Bank is given power over commercial and savings banks in its area and is charged with making sure that those banks comply with any and all rules and regulations.

Federal Reserve Bank-Cleveland (FRB-C) - FRB-C serves as the conduit for settlement of transactions originating from the OTCnet application. FRB-C is responsible for receiving the transaction data from OTCnet via forward file, and performing check clearing/transaction settlement as the 'debit gateway'.

Federal Reserve System's Automated Clearing House (ACH) System - Enables debits and credits to be sent electronically between depository financial institutions.

Financial Institution (FI) - A bank, designated by the Treasury and a Treasury General Account (TGA) of International Treasury General Account (ITGA), which collects funds to be deposited in the Treasury General Account. These banks also include the Federal Reserve Bank (FRB).

Financial Institution Information - The name, address, routing transit number, and the demand deposit account number of a financial institution.

Financial Management Service (FMS) - The bureau of the United States Department of Treasury that provides central payment services to federal agencies, operates the federal government's collections and deposit systems, provides government wide accounting and reporting services, and manages the collection of delinquent debt owed to the government.

Firmware - A release used for initial download or upgrades to the scanner software that allows a scanner to be used on a terminal. The firmware versions also contains a series of other back-end installation files that should be installed on a terminal to enable it to be used for Check Capture in OTCnet.

Fiscal Year - A 12-month period for which an organization plans the use of its funds.

FMS Statistical Report - A check processing administration report that allows you to view statistical details for an OTC Endpoint. The report includes statistical information regarding the total transactions, overall success rate, total returns sent back to the agency, and total returns received. The report is available for 15 rolling days.

Forwarded Batch Status - Indicates the batch has been sent to Debit Gateway to initiate the settlement process.

Forwarded File - A term that is assigned to a file that contains the check transactions that is send from channel applications, such as OTCnet or ECP, to Debit Gateway for settlement purposes.

Franker - An internal stamp unit that stamps a check with "Electronically Processed" after the check is processed and scanned. Franker availability is based on the model of your scanner.

Franking - The process of stamping a check processed through Check Capture. The stamp indicates that the check was electronically processed.

H

Highest Level Organization - The primary level of the organization hierarchy.

I

IBM Tivoli Identity Manager (ITIM) - Refers to FMS's Enterprise provisioning tool for user account and identity management.

Individual Reference Number (IRN) - The auto-generated unique number used in OTCnet to identify Check Capture transactions.

Input Length Maximum - The maximum number of characters that may be entered in a user defined field.

Input Length Minimum - The minimum number of characters that may be entered in a user defined field.

Internal Control Number - A customizable field for agency use to further describe a deposit.

Item Detail Report - A report that contains the information about an individual item (check) associated with a batch. The report print-out will contain MICR information, data entered about the check, and an image of the check obtained during scanning.

Item Type - Indicates whether the check presented is a personal or business check. This determines whether the check is handled through Check 21 (non-personal) or FedACH (personal).

L

Local Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their depositing endpoint and its lower level OTC Endpoints. This role will establish and maintain the organizational structure, accounting code mappings to individual endpoints and the processing options that one or more lower level OTC Endpoints will use in OTCnet.

Local Security Administrator (LSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Local Verification Database (LVD) - A database (specific to the endpoint using OTCnet) that is downloaded from OTCnet and stored locally on the agencies network, which replicates the information found in the Master Verification Database (MVD).

Lower Level Organization - Any organization created below the highest level organization.

LVD Contents Report - A check processing business report that allows you to view the contents of a Local Verification Database (LVD) for a given OTC Endpoint.

M

Magnetic Ink Character Recognition (MICR) - Digital characters on the bottom edge of a paper check containing the issuing bank's ABA number and account number. The check number may also be included.

Master Verification Database (MVD) - It is an online database specific to the agency that maintains the agency hierarchy check cashing policy, information on bad check writers, and manually entered blocked items based on an agency's policy. Bad check information is accumulated in the MVD as agencies process checks through Check Capture. The MVD provides downloads of dishonored check information and blocked items via the Local Verification Database (LVD) on a daily basis.

MVD Editor - A user that has the authorization to view, edit, and download CIRA records, view verification records, and read blocked records containing only ABA permissions.

MVD Viewer - A user that has the authorization to view and download CIRA records, view verification records, and read blocked records containing only ABA permissions.

N

Non-Personal Item Type - Indicates that the name on check is an organization, or the check is a money order, traveler's check, or third-party check.

Non-Reporting OTC Endpoints Report - A business report that allows you to view OTC Endpoints that have not reported a deposit.

O

Open Batch Status - Indicates the batch is open and accepting new checks.

Organization - The location or level within a Federal Program agency.

Organization Hierarchy - The structure of a Federal Program agency as defined in OTCnet.

Organization Hierarchy Report - A check processing business report that allows you to view the target OTC Endpoint within the context of the current OTC Endpoint.

OTC Collections - Receipts that contain cash, checks, and/or money orders that are collected over-the-counter by organization endpoints in exchange for goods or services.

OTC Endpoint - The endpoint (location) that collects over-the-counter (OTC) receipts and deposits them to the Treasury's General Account.

OTC Endpoint (CHK) - The endpoint (location) setup in OTCnet to use check capture.

OTC Endpoint (TGA) - The endpoint (location) setup in OTCnet to use Deposit Reporting.

OTC Endpoint Mapping - The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTCnet Offline - Refers to the over the counter application that provides Check Capture functionality to end users with limited internet activity, and provides the capability to upload offline-captured batches to the Online OTCnet application for processing.

OTCnet Online - Refers to the web-based over the counter application that provides Check Capture, Check Processing and Deposit Processing functions to end users (that have constant internet activity).

Over the Counter Channel Application (OTCnet) - Refers to the over the counter application that provide Check Capture and Deposit Reporting to end users.

P

Personal Item Type - Indicates that the name on check is an individual's name, not acting as a business.

Primary Local Security Administrator (PLSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Processing Options - User-defined parameters for the deposit and adjustment processes.

Processing Options by OTC Endpoints Report - A business report that allows you to view processing options defined for endpoints within the organization.

Q

Queue Interface – Used by military agencies that utilize the Deployable Disbursing System (DDS) database bridge. It provides a single transaction input point, prevents data entry errors, and discrepancy between both systems.

R

Received - The agency has sent this transaction through OTCnet. No settlement has been performed for this transaction yet.

Received Date - The date the check was received by web-based OTCnet.

Rejected - A deposit that is returned by a financial institution or FRB to the Deposit Preparer to create a new deposit.

Represented - This transaction was returned with a reason code that allows for another collection attempt to be made (see Appendix Chapter of the Participant User Guides for Reason Codes). Depending on an agency's policy, the item is reprocessed in an attempt to collect the funds from the check writer. Items with this status are in-process of collection.

Retired - This transaction was unable to be collected. The agency receives an SF5515 Debit Voucher Report with a debit processed to Debit Gateway, the effective date and debit voucher number. The offset to the agency's debit is an ACH return or a paper return (Check 21) received

from the check writer's financial institution. This transaction cannot be processed again through OTCnet.

Return Reason Codes - Represent the numeric codes used in the ACH and paper return processing, which specify the reason for the return of the transaction and Check 21 codes.

Return Settlement Date - The effective date of settlement of the returned check item.

Returned Item - A check that was originally part of an OTCnet deposit but returned to the financial institution for non-sufficient funds, closed account, etc.

Routing Transit Number (RTN) - (also known as American Bankers Association (ABA) Number or Bank Routing Number) - The nine-digit number used to identify a financial institution.

S

Save as Draft - An option that allows a Deposit Preparer to save a deposit for modification at a later date.

Save for Approval - An option that allows a Deposit Preparer to save a deposit for a Deposit Approver to submit to a financial institution.

Send Error Batch Status – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

Sent Batch Status – Indicates the batch was uploaded online without error.

Separation of Duties - A concept used to ensure there are typically separate personnel with authority to authorize a transaction, process the transaction, and review the transaction.

Settle Best Method - The option that allows OTCnet to decide the best settlement method for personal and non-personal checks.

Settled - This transaction is complete and the funds have been credited to the agency's Treasury General Account. The effective date of the deposit and the SF215 Deposit Ticket Report deposit ticket number are provided.

Settlement Date - The date the deposit is credited to the Treasury General Account.

SF215 Deposit Ticket Report - The report presented to a financial institution by a U.S. government agency with checks and other payment instruments to make a manual deposit. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is available in OTCnet for 45 calendar days.

SF5515 Debit Voucher Report - The report used to debit the Treasury General Account (TGA) to decrease the amount of a deposit made to that account. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is available in OTCnet for 45 calendar days.

Share Accounting Module (SAM) - The application that facilitates the process of validating or deriving Treasury Account Symbol (TAS) and Business Event Type Code (BETC) combinations to assist CARS/GWA in classifying financial transactions as they occur.

Short Name/Code - The user-defined text describing an organization. Short Names/Codes must be unique within an organization hierarchy.

Submit - An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted - A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend - Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID - The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status - Represents the status of the verification records. There are four possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History - Defines the time range that a Deposit Confirmer will be able to view the historical deposit transactions for his or her financial institutions. For example, if the transaction history is set at 45 days, the Deposit Confirmer will be able to view all the deposits that he or she has confirmed for the past 45 days.

Transaction Reporting System (TRS) - A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Treasury Account Symbol (TAS) - The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) - A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) - The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury - The executive department and the Treasury of the United States federal government.

User Defined Field (UDF) - A user-defined text that describes deposit activity or deposit accounting activity.

User Information Report - A security report allows that you to view a user's contact information.

Users by Access Group (FI) Report - A security report that allows you to view users by financial institution.

Users by Access Group (FPA) Report - A security report that allows you to view users by OTC Endpoint.

Users by Role (FI) Report - A security report that allows you to view users by role for your financial institution.

Users by Role (FPA) Report - A security report that allows you to view users by role for your OTC Endpoint.

V

View CA\$HLINK II File Status Report - An administration report that allows you to view the status of deposit report files that have been processed by CA\$HLINK II or are ready for CA\$HLINK II to process.

View FRB CA\$HLINK File Status Report - An administration report allows you to view the status of deposit files that have been sent to FRB CA\$HLINK.

View TRS File Status Report - An administration report allows you to view the status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.

View Vouchers Completed Report - An administration report allows you to view the status of deposit and adjustment vouchers that have completed processing through the FI System To System Interface in the past 36 hours.

View Vouchers in Progress Report - An administration report allows you to view the status of deposit and adjustment vouchers in progress.

Viewer - A user who has authorization to view OTCnet information and produce reports from it.

Voucher Date - The financial institution business date a deposit will be presented or the calendar date the deposit will be mailed to the financial institution.

Voucher Number - The number assigned to a deposit by OTCnet.

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