



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.

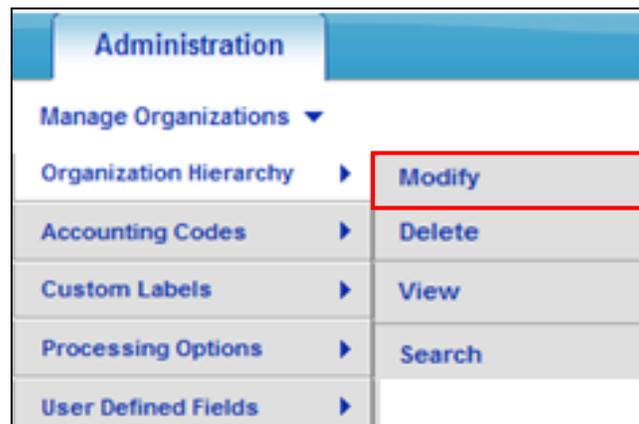
You may edit your hierarchy as desired by updating the information for each **OTC Endpoint** you create. You may delete an **OTC Endpoint** from which no deposit has been made, but may not delete an **OTC Endpoint** once a deposit has been made from that **OTC Endpoint**. **OTC Endpoints** may not be 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.

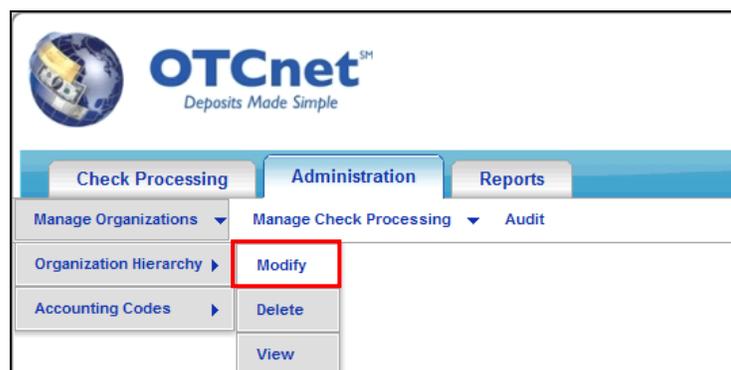
If the **Allow OTC Endpoint to create deposits for over-the-counter collections** check box and/or the **Enable Check Capture** check box is not checked when modifying OTC Endpoint Information, you will not be able to provision the user to the appropriate OTCnet Endpoint. Refer to the Chapter 4: *Managing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

Add a Lower Level to an Existing OTC Endpoint

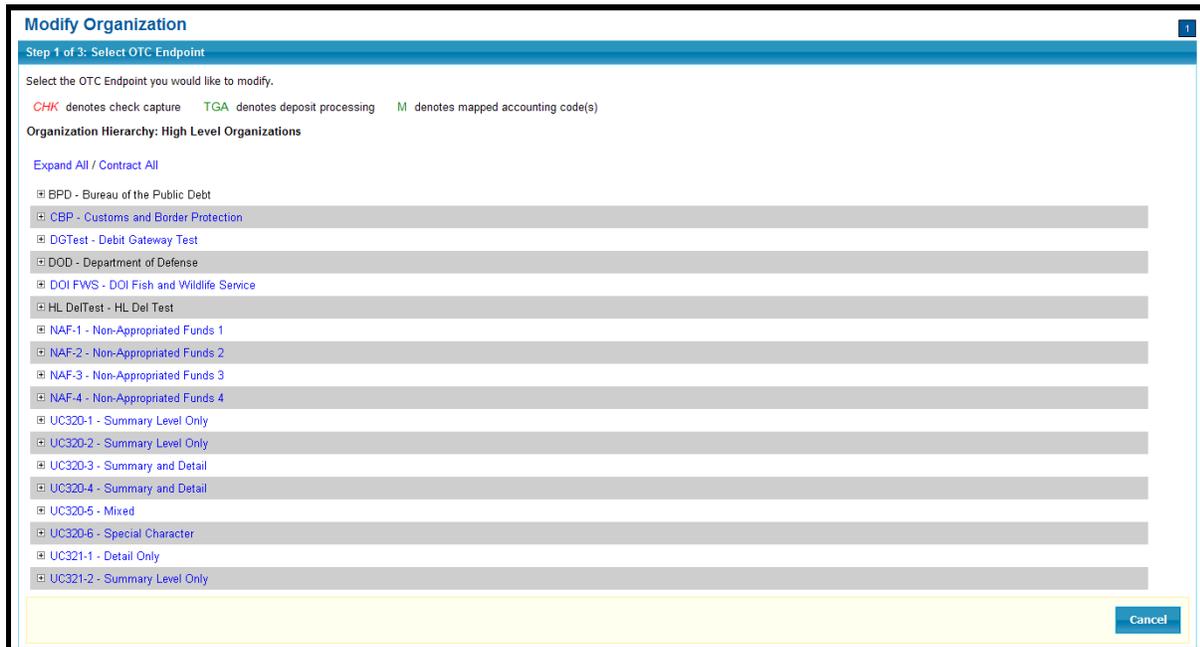
You can add as many levels to your Agency hierarchy as your organization needs, each with as many **OTC Endpoints** as needed.

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

Figure 5. Modify Organization Hierarchy



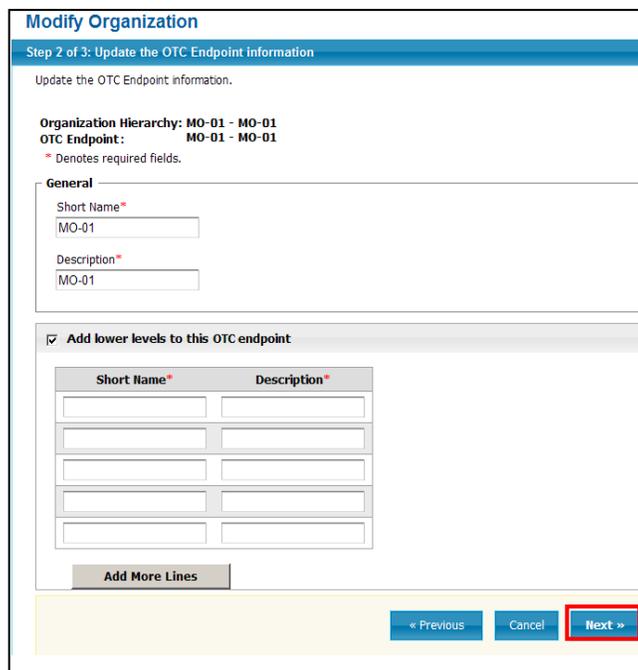
- The *Step 1 of 3: Select an OTC Endpoint* page appears. Select your **OTC Endpoint** that appears in the list.



- 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



- 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
- DGTTest - 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*
 OTS

Description*
 OFFICE OF THIRFT SUPE

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

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 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* (Text field): OTS
 - Description* (Text field): 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
 - Special Designation**
 - GWA Reporter ALC (Text field): No

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

- 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

1 2 3
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: 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
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
------------------	----

< 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:

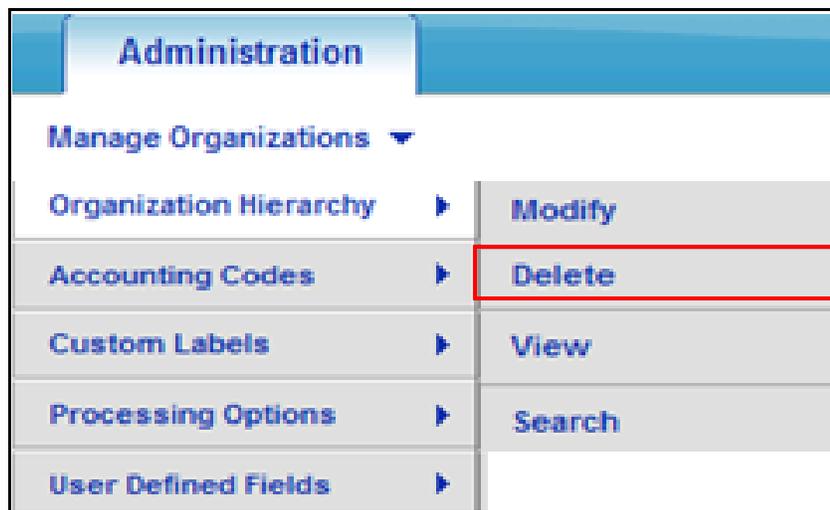
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

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		
[-] 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.



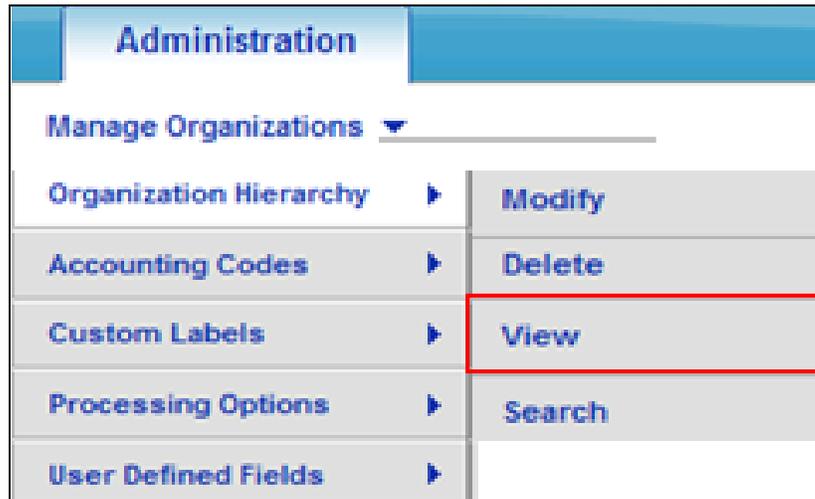
Application Tip

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

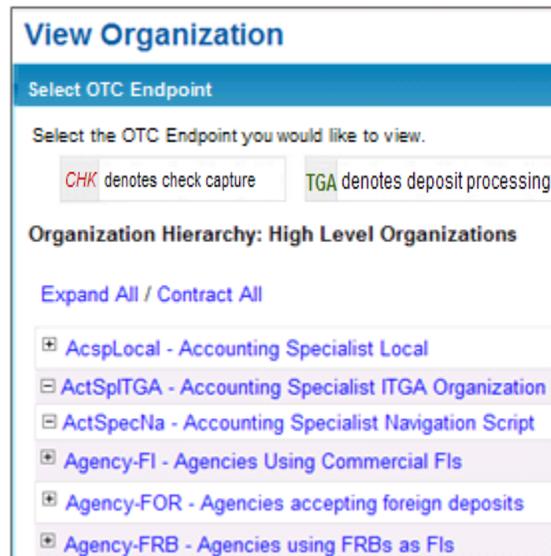
1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **View**.

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

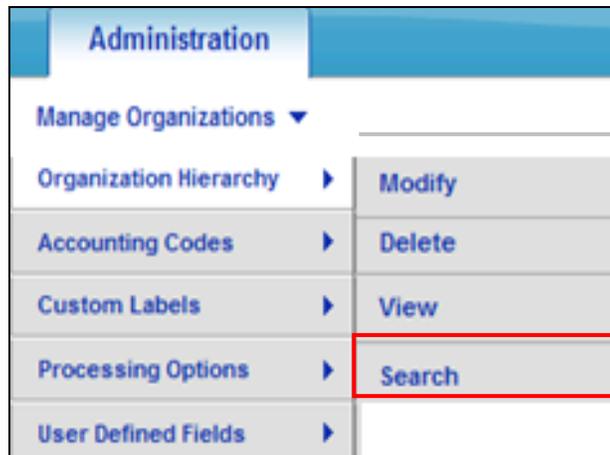
Additional buttons on the page help you perform other tasks:

- 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 with the text "Step 1 of 2: Search OTC Endpoint". The main content area contains the text "Select the OTC Endpoint you would like to search." followed by "Organization Hierarchy: TWAI Test - TWAI Test Agency" and "OTC Endpoint: TRNGL2 - Training Level 2". Below this is a note: "* Denotes required fields." There is a section titled "General" with a horizontal line above it. Inside this section, there is a text input field labeled "Short Name (Starting With) *" containing the text "TRNGL2". To the right of the input field is a link that says "Select From List". At the bottom of the form, there 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

« Previous
Cancel
Submit

- 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

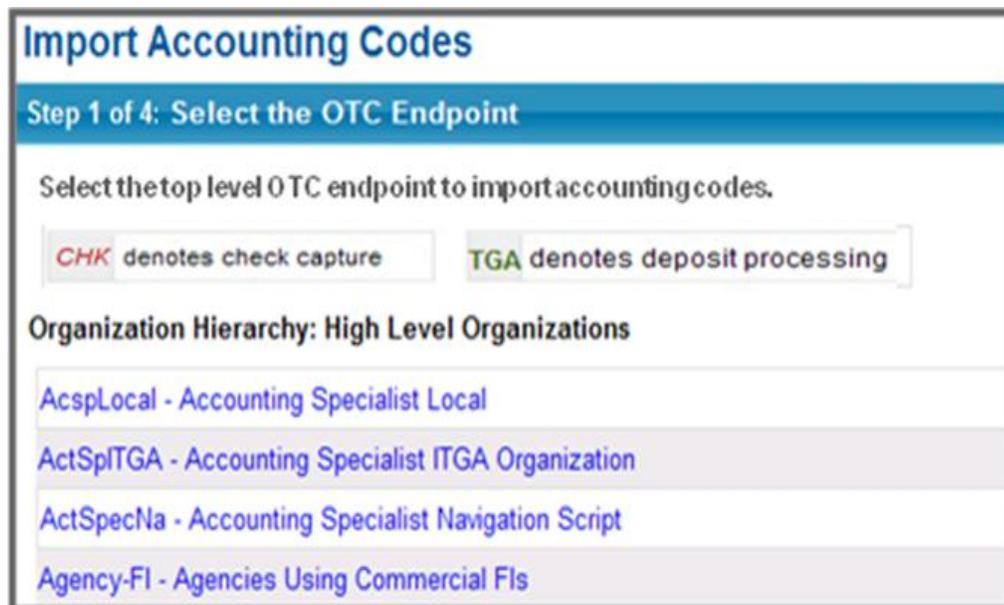
1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Accounting Codes>Import**.

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 Check All / Clear All
<input checked="" type="checkbox"/>	AAC1	Accounting Code 1	<input type="checkbox"/>

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

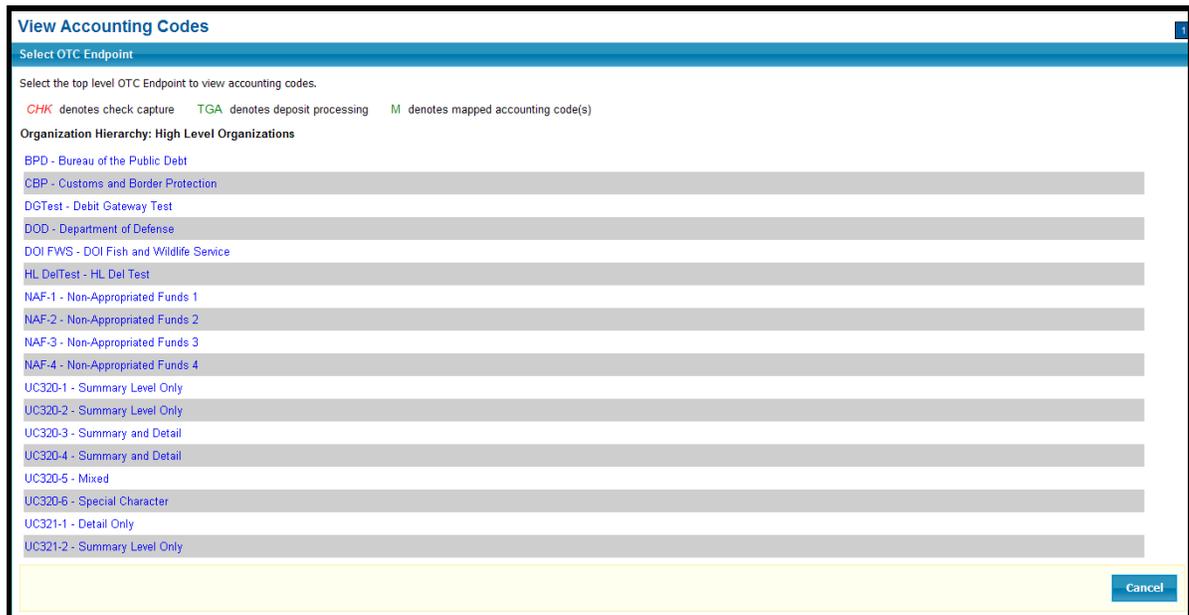
1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Accounting Codes>View**.

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 header 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

TAS	Description	Assign
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 1 2 3

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"/>

« 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	Appkations
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.

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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