



OTCnetSM
Deposits Made Simple

Chapter 4: Capturing and Managing Checks Online

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Capturing and Managing Checks Online Participant User Guide* includes:

- Check Capture Operator
- Check Capture Lead Operator
- Check Capture Supervisor

Overview

Welcome to *Capturing and Managing Checks Online*. In this chapter, you will learn:

- The purpose of capturing and managing checks online
- How to capture a check online
- How to manage failed image quality
- How to resolve a duplicate check
- How to void a check
- How to override a Master Verification Record (MVD) Record
- How to perform batch control and batch balancing
- How to view and print a batch list / item
- How to activate/deactivate a batch
- How to close a batch
- How to approve a batch
- How to print a receipt

Topics

This chapter is organized by the following topics:

1. Purpose of Capturing and Managing Checks Online
2. Capture a Check Online
3. Manage Failed Image Quality
4. Resolve a Duplicate Check
5. Void a Check
6. Override a Master Verification Record (MVD) record
7. Perform Batch Control and Batch Balancing
8. View and Print a Batch List / Item
9. Activate/ Deactivate a Batch
10. Close and Batch
11. Approve a Batch
12. Print a receipt

Topic 1. Purpose of Capturing and Managing Checks Online

The Check Processing functionality is primarily used to capture images of a check along with transaction data. There are two components under this tab within OTCnet. They include the **Scan Check** and **Batch Management** functionality. Once the images and data are collected under **Scan Check**, a user may access **Batch Management** to perform certain tasks prior to forwarding the batch for settlement.

During check scanning, you may opt to use the **Batch Control** functionality which allows you to balance your batch. If this option is configured to be optional or mandatory for your agency, the *Batch Control* page appears during the processing of the check.

If you are assigned the role of **Check Capture Operator (CCO)** or **Check Capture Lead Operator (CCLO)**, you are the only authorized users who can capture a check.

As a **CCO**, you can scan checks into a Batch, change Processing Method (Customer Present/ Customer Not Present), change an Accounting Code, change Item Type (Personal / Non-Personal checks), close a batch, and view a batch list.

As a **CCLO**, you can do the above, as well as balance batch and enter batch control values (total check count and total amount). However, a CCLO cannot accept duplicates, make MICR codeline corrections or accept checks with poor quality without approval without Check Capture Supervisor (CCS) approval (see Table 1 below for details).

Table 1. Check Capture/Processing and Batch Permission Matrix

Task	Check Capture Operator (CCO)	Check Capture Lead Operator (CCLO)	Check Capture Supervisor (CCS)
Scan checks into a batch	•	•	
Change Processing Method (Customer Present / Customer Not Present/ Back Office/)	•	•	
Change Accounting Codes	•	•	•
Change Item Type (Personal/ Non-Personal checks)	•	•	
Make MICR codeline corrections			•
Accept checks with poor image quality			•
View a batch list	•	•	•
Balance batch amount (total check count and total amount)		•	•
Enter batch control values during batch closing		•	•
Close a batch	•	•	•
Approve a batch	• ¹	• ¹	•
Upload a batch	• ²	• ²	•
Acknowledge a batch	• ²	• ²	•
Edit a batch		•	•
Activate/ Deactivate a batch			•
Void a check			•

Topic 2. Capture a Check Online

Introduction to Capturing a Check

As a **Check Capture Operator** or **Check Capture Lead Operator**, you can capture a check in two modes, single or batch. Once a **Check Capture Administrator** sets up your **Terminal Configuration** settings, you will be able to scan a check in **Single** or **Batch** check mode. There are many other settings that your **Check Capture Administrator** may have also instituted for your location. Many of which will be visible as you begin the check scanning process, as we will review in this Topic for *Capture a Check Online*.

Logical Processing Order for Scanning a Check

When creating a batch it is important that the proper steps be taken to ensure that the batch reaches our system. Below is an outline of the logistic steps involved in creating a batch:

Batch Control – This function may or may not appear, based on the computer's configuration settings. If used, key in total dollar amount of checks and the total number of checks to be scanned. This function can be setup in the configuration as disabled, optional, or mandatory by the **Check Capture Administrator**. If this option is disabled, the Batch control screen does not appear. If optional, the Batch control screen can be skipped.

If mandatory at Batch Create or Batch Close only, the user must enter the Batch Control values. However, if a user selects to set Batch Control value at both Batch Create and Batch Close, then it can only be deferred at the beginning of the batch. Batch control is required prior to closing a batch in this case.

Scan the check (or checks if processing in batch mode).

Key in amount, configurable field data, and select accounting code information for each check, if accounting codes are set up.

Cancel transactions while performing data entry, used only if necessary, i.e., image of the check is not legible.

Print the receipt – Just after the item information is keyed into the data entry screen, press 'Enter', then click the **Receipt** button to print a receipt of the item or items.

Void items – Used to delete invalid items only if necessary, prior to closing a batch if a **Check Capture Supervisor** is available to authorize the void. Once data entry has been performed and the **Enter** key is pressed on a user's keyboard, the item can no longer be cancelled and must be voided.

Print the Batch list – A printout of the batch listing must be done prior to closing a batch.

Pre-balance – Use the batch list that was just printed to reconcile all activity for this batch of work. If reconciling with cash drawers, count and reconcile to ensure activity is accurate.

Batch Balancing – This screen only appears if the totals that are keyed into the Batch Control screen do not match with what was actually keyed into the data entry screen, or if the number of checks scanned does not match the number keyed into the Batch Control screen.

Close – Closes the batch from further checks and prepared the batch for processing.

Approve - Indicates that the batch is ready for the settlement process. Once the batch is approved, it is then sent to **Debit Gateway** to initiate the settlement process. The batch status then becomes **Forwarded**.

An Agency may have multiple **OTC Endpoints** to process checks for. Each **OTC Endpoint** is unique and batches can include items for multiple **OTC Endpoints**, however during the configuration set up, one **OTC Endpoint** is chosen to be the default. The default **OTC Endpoint** appears each time the **Check Capture Operator** or **Check Capture Lead Operator** begins the scanning process. However, they may select an alternate **OTC Endpoint** before scanning begins.

Types of Acceptable and Unacceptable Checks

Checks that CAN be processed through OTCnet's Check Processing Functionality

All of the items listed below can be processed through OTCnet's Check Processing Functionality.

These following check items should be processed as **Non-personal**:

- US Treasury Checks
- Traveler's Checks
- Money Orders (including Postal Money Orders)
- Third-party Checks (even if drawn on a personal account)
- State and Local Government Checks
- Credit card Checks
- 'Do not ACH' Checks
- Official Checks
- Business Checks
- Cashier's Checks
- Other US Government Checks
- Payroll Checks

Note: If a customer chooses to 'opt out' and does not want their checks to be processed via ACH, that customer's personal check should be processed as a non-personal item. This will allow the check to clear their financial institution as a Check 21 item.

The following item(s) should be processed as **Personal** check Items:

- Personal/Consumer Checks

List of Items that CANNOT be Processed through OTCnet's Check Processing Functionality

The following ineligible item(s) cannot be processed using OTCnet's Check Processing functionality and may need to be processed through the **Deposit Processing** tab within OTCnet instead:

- Foreign items drawn on non-US Financial Institutions
- Check payable in non-US currency

Note: Apply any necessary stamps in a location that does not interfere with the dollar amount, financial institution information, or the signature. Since these items are not deposited at your bank, there is no need to stamp "For Deposit Only" on the back of the check. FRB-Cleveland becomes the bank of first deposit for all OTCnet's Check Processing items scanned and forwarded for settlement.

Processing Modes

Single vs. Batch Processing Mode

Agencies can choose to process their checks in one of two processing modes. The **Single** check mode allows checks to be processed one at a time, and **Batch** processing mode allows for batches of checks to be scanned prior to data entry. The **Batch** mode processing only works with the EC7000i scanners and the Panini scanners.

When scanning in **Batch Processing Mode**, ensure that the entire check image is visible on the screen and the dollar amount must be legible (a check may successfully scan even though the item was folded going into the device). If the image is not legible, click **Cancel** under **Scanner Controls** and re-scan the check.

A best practice approach while scanning in Batch mode is to scan a smaller quantity of items. For example, instead of scanning 150 items, scan 75. Then perform the data input. Scan the second group of 75 and perform the data input. Using the keyboard after the 75 items are scanned may eliminate the system inactivity logout during batch processing. Because the keyboard and mouse are typically not touched during the scanning process, the system interprets this as inactivity and an auto logout takes place. To avoid this situation, move the mouse every so often to simulate system activity during the scanning process. The default setting is 15 minutes so the operator should move the mouse every 10 minutes or so to keep the system active.

Note: The maximum number of items that should be included in one batch is 6,000 items, and the maximum dollar amount per batch is \$9,999,999,999.99. The max number of items is also limited by the TIFF file.

All processing method types can exist within a batch, although usually Back Office processing types would be processed independently of other types. Not all agencies utilize all modes.

Furthermore, a site may choose not to use all modes every day, due to fluctuation in check volume.

Processing Methods

Operators are able to choose the **Processing Method** to which they would like to scan checks. This option indicates the mode of operation. They include **Customer Present**, **Customer Not Present**, or **Back Office**.

The **Customer Present** method is used when the person is present, i.e., standing in front the operator with their check. The **Customer Not Present** method is used when the writer of the check is not present, i.e. when checks are received through the mail or unmanned dropbox.

The **Back Office** processing method allows Agencies to convert payments received at the point-of-sale locations to ACH entries in a controlled, back-office environment.

The default is to allow all Processing Methods and Item Types but restrictions can be setup to allow only the **Back Office** processing method or **Non-personal** items only. Operators need to make certain that they are selecting the proper choices for each item to avoid returned payments from the check writer's financial institution.

Before scanning, checks should be pre-sorted by **Customer present**, **Customer Not Present**, and **Back Office** prior to scanning. All processing method types can exist within a batch, although usually back offices processing types would be processed independently of other types. Not all agencies utilize all methods. Furthermore, your site may choose not to use all methods every day, due to fluctuation in check volume scanning a check.

Item Types

Before or after the check is scanned in Single mode, the user must choose the Item Type. For Batch mode scanning, a user cannot manually select **Personal** or **Non Personal**, the system will use the default (previously established in the configurations). During the scanning process, if the system detects an Item Type other than the established default, it will prompt the user for confirmation.

The choices are **Personal** or **Non Personal**. This indicates the type of item to be processed. When the operator clicks **Personal**, the Agency Form data entry screen displays, *Check: Personal*.

If the operator clicks **Non Personal**, the Agency Form data entry screen displays, *Check: Non Personal*. OTCnet can process both personal and non personal checks within a batch. The operator needs to make certain that they are selecting the proper choices for each item. Presort all items into two groups (Personal and Non Personal) prior to scanning to avoid the pop-up message indicating that it detected a different item type for the check. While most business checks are typically larger in size, business checks can look the same as personal checks.

Using OTCnet's **Terminal Configuration** functionality, authorized users can limit the Item Type to Non Personal only. When **Non Personal Only** is chosen under **Terminal Configuration**, the Item Type **Personal** is no longer available for the operator to choose from the drop-down

options. This can be set up for Agencies who never process personal checks. For more information, please reach to your **Check Capture Administrator** or the Configuring Check Capture Participant User Guide.

Accounting Codes

By default, the Agency Accounting Code drop-down field displays a blank value.

The same accounting code is displayed after it is selected for the first time. The selected accounting code is “sticky” (remains the same) between transactions, between batches within the same check scanning session, and between next user login.

Accounting Codes are available for selection in the drop-down field if they are mapped or inherited from the higher level OTC Endpoint. Additionally, accounting codes that have been designated as Treasury Account Symbols (TAS) by the Agency are displayed in the drop-down field if they have been validated by Shared Accounting Module (SAM).

The Agency Accounting Codes drop-down list displays the full Agency Accounting Code value (up to 50 alphanumeric characters) and some portion of the Description (up to 15 alphanumeric characters).

If an OTC Endpoint is associated with an ALC that is designated as a Government-Wide Accounting (GWA) Reporter, all check transactions must be classified with an accounting code. If no accounting codes are available for selection, and the Agency is a GWA Reporter, an operator cannot scan a check.

If an ALC is not a GWA Reporter, classifying it with an accounting code is optional. If no accounting codes are available for selection, an operator can still scan a check without the accounting code until it becomes mandatory reporting requirement for Government Wide Accounting in 2014.

Check Scanner Types and Check Placement

You Agency may scan checks using one of four scanner types (see Table 2 below). Some scanners are designed to scan only in Batch mode, whereas others may only scan in Single mode. The EC7000i and Panini, however, can scan checks in both modes.

Table 2. Scanner Types

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

EC5000i Scanner

Place the check in the left slot, with the MICR line of the check aligned on the bottom. The front of the check should face right (as shown in Figure 1 below).

Figure 1. EC5000i



EC6000i and EC7000i Scanner

Place the check in the scanner with the MICR line of the check aligned with the right side of the scanner (shown in Figure 2 below). Gently push the check forward to allow the scanner to grasp the check. Guide the left side of the check with your finger to prevent the document from being skewed. The scanner automatically pulls the check through to begin the scan.

Figure 2. EC6000i and EC7000i



Note: With the EC7000i scanner, both the front and the back of the check are scanned automatically. For additional scanning information or troubleshooting using an EC6000i / EC7000i scanners, reference Troubleshooting or RDM Participant User Guides. For more detailed information regarding the scanner, such as scanner ports, scanning checks, cleaning the scanner, etc., refer to the RDM scanner chapter(s)

Panini Scanner

A user needs to ensure that the check or checks are already in the hopper of the scanner, front of the checks facing (as shown in Figure 3 below). The first green light on the scanner begins to flash (if applicable).

Once the hopper is empty, the *Hopper Empty* message appears; the user can add more checks to the hopper then click **Yes** to continue adding items to the batch. Or click **No** if there are no more checks to scan. When **No** is clicked, the system switches to the data entry phase and the first check that was scanned appears on the screen.

Figure 3. Panini Scanner



Note: Use caution when clicking the **Stop** button during batch mode processing. Pressing too quickly (before the scanner has a chance to catch up to the system) may cause the loss of the last transaction.

For additional information regarding scanners, keypads or franking, you can access any of the Participant User Guide Chapters below:

- *Chapter 9. Troubleshooting (for scanner/ imaging issues)*
- *Chapter 11. RDM Scanner Appendix*
- *Chapter 12. Panini Scanner Appendix*

Check Capture Acceptance

Once a user has successfully logged in to OTCnet, selected the appropriate **OTC Endpoint** to scan a batch to, chosen the correct processing method and Item Type, the next step is to scan the check.

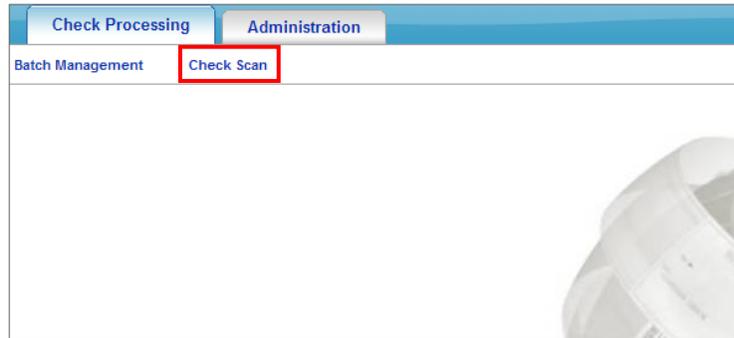
Click the **Start Scan** under **Scan Controls** options (scanner light may turn green depending on the type of scanner you have indicating that the scanner is ready to accept a check). Scan the check and click **Save** under **Scan Controls** options (see Figures 4- 11 below). The bottom of the *Agency Form* entry screen displays *Scan front of Check*.

Note: A Batch Control screen may appear, based on the Agency's configuration settings.

Steps for Scanning a Check Online

1. Click the **Check Processing** tab.
2. Click **Check Scan**.

Figure 4. Check Processing> Check Scan



The *Check Scan-Select Open Batch* page appears.

Under **Select Open Batch**,

- Click **Select** for the *OTC Endpoint* for which you want to scan a check(s)

3. Click **Next**.

Figure 5. Click Scan- Select Batch Page

Select	OTC Endpoint	ALC+2	Open Batch ID	Void Count	Approved Count	Amount
<input checked="" type="radio"/>	GT1	7777777LE1	New Batch			
<input type="radio"/>	SreeLLEnd2	999999905	New Batch			
<input type="radio"/>	Region2FRB	0000010712	05e48530-0e8d-452f-9851-27c3848d6e07	0	0	0.00
<input type="radio"/>	LFuncTest1	4567890111	New Batch			
<input type="radio"/>	Test2	1234567899	New Batch			
<input type="radio"/>	GT8	0000879 XXX	945621fa-30f4-49ab-947d-bd553c1ba138	5	8	96685.67
<input type="radio"/>	999999902	999999902	a9568c29-2da4-41ea-b69e-aaefa1e019d9	2	1	100.00
<input type="radio"/>	999999901	999999901	New Batch			
<input type="radio"/>	Test3	3432123456	New Batch			
<input type="radio"/>	LL1	0000001040	New Batch			
<input type="radio"/>	SSLL1	999999995T2	New Batch			
<input type="radio"/>	9876543210	9876543210	New Batch			
<input type="radio"/>	L3FRB STLs	0000107125	New Batch			
<input type="radio"/>	888888802	888888802	New Batch			
<input type="radio"/>	888888803	888888803	New Batch			

The *Check Scan* page appears.

Figure 6: Agency Form Data Entry Fields

The screenshot displays the 'Check Scan' application interface. The main area is titled 'Agency Form Data' and contains the following fields:

- User: otcqef51
- Processing Method: Customer Present
- Item Personal
- Type: [Dropdown]
- Amount: 0.00
- Social Security Number: [Text Field]
- Sales Date (DDMMYYYY): [Text Field]
- IRN: [Text Field]

On the left, there is a 'U.S. Treasury FMS Logo' and a 'Scanned Check Image' area with a large grey placeholder and a toolbar of icons. Below the image area is an 'Agency Accounting Code' dropdown menu.

On the right side, there are several control panels:

- Processing Mode:** SINGLE CHECK MODE
- Batch:** Total Item Count: 28, Key Item Count: [Text Field]
- OTC Endpoint:** Short name: OTS, Description: OFFICE OF THIRFT SUPERVISION
- ALC + 2:** 2074000101
- Processing Method:** [Dropdown menu showing 'Customer Present']
- Item Type:** [Dropdown menu showing 'Personal']
- Scan Controls:** Start Scan, Cancel, Receipt, Clear Form, Save, Scanner Config

At the bottom of the form, there is a 'Return Home' button and a footer with links: Rules of Behavior | Privacy Statement | Accessibility Statement | Contact | Text Version | About. The footer also includes the Department of the Treasury Financial Management Service logo.

Under **ALC+2** (Agency Location Code +2),

- Verify the **OTC Endpoint**. If you need to change the OTC Endpoint, click **Previous** and return to Step 2

Under **Processing Method**,

- Select the **Customer Present**, **Customer Not Present**, or **Back Office**

Processing Method indicates how the check data is entered. There are three Processing Methods:

- *Customer Present*-Customer has presented a check in person i.e. standing in front the operator with their check.
- *Customer Not Present*-Customer has dropped off the check and is not available i.e. has submitted the check via mail or unmanned dropbox.
- *Back Office*-Customer presented a check in person and the check is being scanned in a controlled back-office environment

Under **Item Type**,

- Select **Personal** or **Non-personal**

Item Type indicates whether the check presented is a personal or non-personal check. This determines whether the check is handled through Check 21 (non-personal) or FedACH (personal).

Item Types are defined as follows:

- *Personal* - Name on the check is an individual’s name, not acting as an organization
- *Non- Personal* - Name on the check is an organization, or the check is a money order, traveler’s check, or third-party check

Figure 7. FedACH and Check 21 Item Types

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

Under Scan Controls

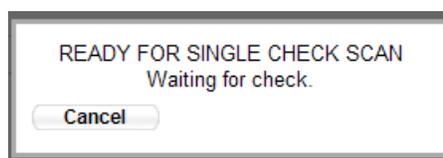
- Click **Start Scan**, when ready to scan a check

Figure 8. Start Scan

The screenshot displays a web-based interface for starting a scan. It features several sections with labels and input fields:

- Processing Mode:** A dropdown menu set to "SINGLE CHECK MODE".
- Batch:** Fields for "Total Item Count: 28" and "Key Item Count:".
- OTC Endpoint:** Fields for "Short name: OTS" and "Description: OFFICE OF THIRFT SUPERVISION".
- ALC + 2:** A field containing "2074000101".
- Processing Method:** A dropdown menu set to "Customer Present".
- Item Type:** A dropdown menu set to "Personal".
- Scan Controls:** A vertical stack of buttons: "Start Scan", "Cancel", "Receipt", "Clear Form", "Save", and "Scanner Config".

If you use an **EC7000i** to scan checks in Batch method, a *READY FOR BATCH SCAN Waiting for check* dialog box appears. Insert the check, the dialog box shows the item count after each scan (see Figure 8 below). The back of the check is displayed momentarily then the image of the next check that was scanned appears.

Figure 9. Waiting for Check Image

If you use a **Panini MyVision X** to scan checks in Batch method, a *READY FOR BATCH SCAN Waiting for check* dialog box appears, after clicking **Start Scan**. Insert the checks in the hopper. The dialog box shows the item count after each scan. When the hopper is empty or when you finish scanning, click **Stop**.

Table 3. Scan Controls Menu

Cancel	Cancels the transaction. No data will be saved
Receipt	Access a receipt for review or printing. This only available once the initial check is scanned
Clear Form	Clears the data entered
Save	Saves the transaction
Scanner Config	Provides scanner, print and processing method configuration information

Under **Scanned Check Image**, *optional*

- Click < to view the front of the check
- Click > to view the back of the check
- Click - to reduce the image of the check
- Click + to increase the image of the check
- Click **Left Rotate** to turn the image to the left
- Click **Right Rotate** to turn the image to the right

You can manipulate the image of the checks you capture, but using the options under **Scanned Check Image**.

Figure 10. Scanner Check Image (Sample Images)

	View the front of the check
	View the back of the check
	Reduce the image of the check
	Increase the image of the check
	Left rotate to turn the image to the left
	Right rotate to turn the image to the right

Under **Agency Form Data**, enter the check data in the field(s) provided and click **Save**. After saving the data, a message appears stating the transaction was successfully saved along with the Individual Record Number (IRN) and check amount.

- Enter the **Amount**, *required*

Note: Only numbers need input. For example, entering in 1290 would equal \$12.90, and 56321 would be equal to \$563.21. The maximum dollar amount that can be keyed into the data entry screen is 99,999,999.99. The minimum amount is .01.

The **Agency Form Data** form is customizable and can include fields beyond the **Amount** field (e.g. Social Security Number). If your agency has additional fields, they display under the **Amount** field. Your Agency may deem the field(s) either mandatory or optional for you to complete an entry. If your Agency requires additional fields, contact your Deployment Specialist at 703-377-5586 or fms.otcdeployment@citi.com.

Note: Since the configuration field requirements are established by each Agency, minimum/maximum requirements may exist for certain fields. If the operator does not satisfy those minimum/maximum field requirements, an error message is displayed in the middle of the screen and corrections must be made to the field before the transaction is accepted.

Recapture an image of a check if it inserted upside down; appears skewed; or the image is illegible. Click **Cancel** and reinsert the check in the scanner. Then click **Start Scan** and re-enter the necessary data.

Upon scanning the check and using enter on your keyboard to finalize, you will notice that the **IRN, Bank Number, Check Number, Account Number, Date & Time fields** automatically populates located in the frame of the **Agency Form Data**). For details regarding your scanner configurations, click on **Scanner Config**, under Scan Controls.

Under **Agency Accounting Code**,

- Select an **Accounting Code**

By default, the Agency Accounting Code drop-down field displays a blank value. The same accounting code is displayed after it is selected for the first time. The selected accounting code is “sticky” (remains the same) between transactions, between batches within the same check scanning session and between next user login.

Accounting Codes are available for selection in the drop-down field if they are mapped or inherited from the higher level OTC Endpoint. Additionally, accounting codes that have been designated as Treasury Account Symbols (TAS) by the Agency are displayed in the drop-down field if they have been validated by Shared Accounting Module (SAM).

The Agency Accounting Codes drop-down list displays the full Agency Accounting Code value (up to 50 alphanumeric characters) and some portion of the Description (up to 15 alphanumeric characters).

If an OTC Endpoint is associated with an ALC that is designated as a Government-Wide Accounting (GWA) Reporter, all check transactions must be classified with an accounting code. If no accounting codes are available for selection, and the Agency is a GWA Reporter, an operator cannot scan a check.

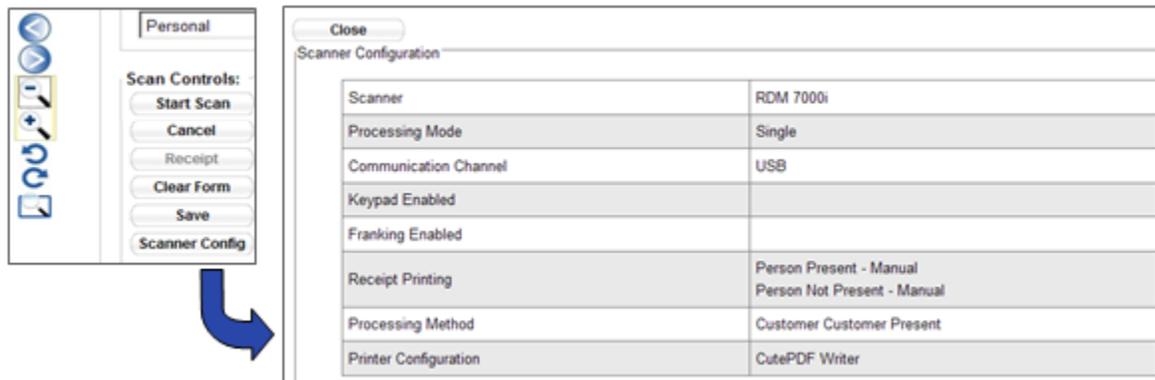
If an OTC Endpoint is associated with an ALC that is designated as a Government-Wide Accounting (GWA) Reporter, all check transactions must be classified with an accounting code. If an ALC is not a GWA Reporter, classifying it with an accounting code is optional.

4. Click **Save** to save the image of the check and the data you entered

Figure 11. Save Check

Upon scanning the check and using enter on your keyboard to finalize, you will notice that the **IRN, Bank Number, Check Number, Account Number, Date & Time** fields automatically populates located in the frame of the **Agency Form Data**.

Figure 12. Scanner Config Menu Option



5. A message appears stating the transaction was successfully saved along with the Individual Record Number (IRN) and check amount

Figure 13. Transaction Saved Successfully

Transaction saved successfully. IRN: 181103770202500000290.



Capture a Check

To capture a check in online mode, complete the following steps:

1. Click the **Check Processing** tab.
2. Click **Check Scan**. The *Check Scan-Select Open Batch* page appears.

Under **Select Open Batch**,

- Click **Select** for the *OTC Endpoint* for which you want to scan a check(s)



Application Tip

If a batch is in use and another user attempts to access the same batch, a Batch Lock message appears stating the batch is in use and he/she cannot access the batch.



Application Tip

During the scanning process, if an operator only has access to scan against a single OTC Endpoint, then the system will not prompt the user to select an OTC Endpoint.



Application Tip

If an operator has an OTC Endpoint with an **Open** batch then the batch details (Void Count, Approved Count, and Amount) are displayed.



Application Tip

If an Agency is associated with an OTC Endpoint that is designated as a Government-Wide Accounting (GWA) Reporter and no accounting codes are available for selection, an error message appears and the operator *cannot* scan a check. If an Agency is associated with an OTC Endpoint is not a GWA Reporter, the operator can scan checks and selecting an accounting code is optional.

3. Click **Next**. The *Check Scan* page appears.

Under **ALC+2** (Agency Location Code +2),

- Verify the **OTC Endpoint**. If you need to change the OTC Endpoint, click **Previous** and return to Step 2

Under **Processing Method**,

- Select the **Customer Present**, **Customer Not Present**, or **Back Office**

Under **Item Type**,

- Select the **Personal** or **Non-personal**



Application Tip

Processing Method indicates how the check data is entered. You can process checks one of three ways:

- **Customer Not Present method:** indicates that a Customer has submitted the check via mail (unmanned dropbox) and is not available.
- **Customer Present method:** indicates that a Customer has presented a check in person.
- **Back Office method:** indicates that a Customer presented a check in person and the check is being scanned in a controlled back-office environment.



Application Tip

The **Item Type** indicates whether the check presented is a personal or non-personal check. This determines whether the check is handled through Check 21 (non-personal) or FedACH (personal).

- **Personal method:** indicates that the name on check is an individual's name, not acting as an organization
- **Non-personal method:** indicates that the name on check is an organization, or the check is a money order, traveler's check, or third-party check
- Examples of FedACH and Check 21 Item Types are listed below.

FedACH	Check 21
<ul style="list-style-type: none"> • Direct Deposit of payroll, Social Security and other government benefits, and tax refunds • Direct Payment of consumer bills such as mortgages, loans, utility bills and insurance premiums • Business-to-business payments • E checks • E commerce payments • Federal, state and local tax payments 	<ul style="list-style-type: none"> • Business Checks • Money Orders • Treasury Checks • Credit Card Checks • Traveler's Checks • Cashier's Checks • Official Checks • Third-party Checks • Payroll Checks • Checks drawn on state or local government

Under **Scan Controls**,

- Click **Start Scan**, when ready to scan a check
- Insert the check in the scanner

**Application Tip**

Scanner types include:

- **EC7000i**: This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks at a time).
- **EC6000i**: This scanner will prompt you to scan the back side of a check and scans only in single mode.
- **EC5000i**: This scanner will prompt you to scan both sides of a check and can scan only in single mode.
- **Panini MyVision X**: This scanner will automatically scan both sides of a check and can scans only in batch mode (one or more checks at a time).

**Application Tip**

Additional buttons under **Scan Controls** that help you perform other tasks:

- Click **Cancel** to cancel the transaction. No data will be saved.
- Click **Receipt** to access a receipt for review or printing. This is only available once the initial check is scanned.
- Click **Clear Form** to clear the data entered.
- Click **Save** to save the transaction.

**Application Tip**

Recapture an image of a check if it inserted upside down; appears skewed; or the image is illegible. Click **Cancel** and reinsert the check in the scanner. Then click **Start Scan** and re-enter the necessary data.

Under **Scanned Check Image**, *optional*

- Click < to view the front of the check
- Click > to view the back of the check
- Click - to reduce the image of the check
- Click + to increase the image of the check
- Click **Left Rotate** to turn the image to the left
- Click **Right Rotate** to turn the image to the right

Under **Agency Form Data**, enter the check data in the field(s) provided

- Enter the **Amount**, *required*



Application Tip

OTCnet accepts two different **Amount** entry formats. If the deposit amount is for thirty-five dollars and fifteen cents, enter 35.15. If no decimal point is entered, OTCnet will add a decimal and two zeroes at the end and save it as 3515.00 (three thousand five hundred and fifteen dollars).



Application Tip

The **Agency Form Data** form is customizable and can include fields beyond the **Amount** field (e.g. Driver's License Number). If your Agency has additional fields, they are displayed under the **Amount** field. Your Agency may deem the field(s) either mandatory or optional for you to complete an entry.

If your Agency requires additional fields, contact your Deployment Specialist at 703-377-5586 or fms.otcdeployment@citi.com.



Application Tip

If you use an **EC7000i** to scan checks in Batch mode, a *READY FOR BATCH SCAN Waiting for check* dialog box appears. Insert the checks one at a time. The dialog box shows the item count after each scan. When you finish scanning, click **Stop**.



Application Tip

If you use a **Panini MyVision X** to scan checks in Batch mode, a *READY FOR BATCH SCAN Waiting for check* dialog box appears. Insert the checks in the hopper. The dialog box shows the item count after each scan. When the hopper is empty or when you finish scanning, click **Stop**.

Under **Agency Accounting Code**,

- Select an **Accounting Code**



Application Tip

By default, the **Agency Accounting Code** drop-down field displays a blank value.



Application Tip

The same accounting code is displayed after it is selected for the first time. The selected accounting code is “sticky” (remains the same) between transactions, between batches within the same check scanning session, and between next user login.



Application Tip

Accounting Codes are displayed in the drop-down field if they are mapped or inherited from the higher level OTC Endpoint. Additionally, accounting codes that are designated as **Treasury Account Symbols (TASs)** by the Agency are displayed if they are and have been validated by **Shared Account Module (SAM)**.



Application Tip

If no accounting codes are available for selection and the Agency is a GWA Reporter, an operator cannot scan a check. If no accounting codes are available for selection, and the Agency is not a GWA Reporter, an operator can still scan a check.



Application Tip

The **Agency Accounting Codes** drop-down list displays the full **Agency Accounting Code** value (up to 50 alphanumeric characters) and some portion of the **Description** (up to 15 alphanumeric characters).



Application Tip

If an OTC Endpoint is associated with an ALC that is designated as a GWA Reporter, all check transactions must be classified with an accounting code. If an ALC is not a GWA Reporter, classifying it with an accounting code is optional.

4. Click **Save** to save the image of the check and the data you entered.



Application Tip

Upon scanning the check and using enter on your keyboard to finalize, you will notice that the **IRN, Bank Number, Check Number, Account Number, Date & Time** fields automatically populates located in the frame of the **Agency Form Data**.

5. A message appears stating the transaction was successfully saved along with the Individual Record Number (IRN) and check amount.



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.

Topic 3. Manage Poor Check Image Quality

There are instances when the image of a scanned check is not captured successfully. OTCnet Image quality tests are performed on each check, as soon as the check is captured and the image is available. If a check passes the image quality tests, the item processing continues. If the check fails the image quality tests, an *Image Quality Failed* message is displayed.

It is vitally important that the check be fully visible and legible. The image that is on the screen is the image that is submitted to the payor bank for collection. It is also stored in the archives for future retrieval purposes once the check is returned to the customer or destroyed. If we are unable to collect on the Agency's behalf with the image that has been submitted, the debit reverts back to the Agency and collection becomes the Agency's responsibility.

If an *Image Quality Failed* message is displayed during the check scanning process and the check image is skewed, illegible, or upside down, an operator may consider the following options:

- **Rescan** the check (recommended to perform as many times as necessary)
- **Cancel** the check and opt to use the Deposit Processing functionality within OTCnet to deposit the check
- **Accept** the check (requires a **Check Capture Supervisor** to Log in to OTCnet to authorize)

A **Check Capture Supervisor** can choose to override a poor image in hopes that it will process anyway. The following examples are of a poor image scan (see Figure 12 below), and an image of good quality (see Figure 13 below). Agencies should be aware that overriding a poor image may result in a returned item, depending upon the paying financial institution.

Figure 14. Poor Image Quality

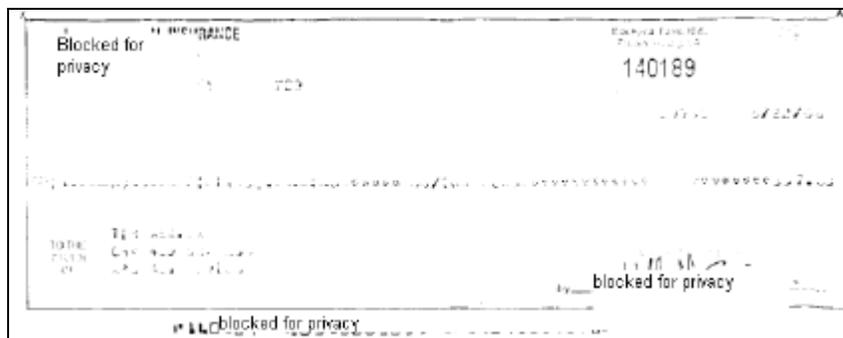
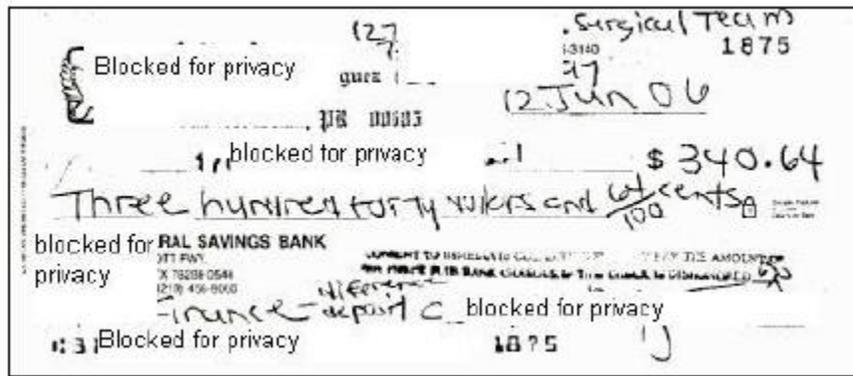


Figure 15. Good Image Quality



Managing a Check with Poor Image Quality

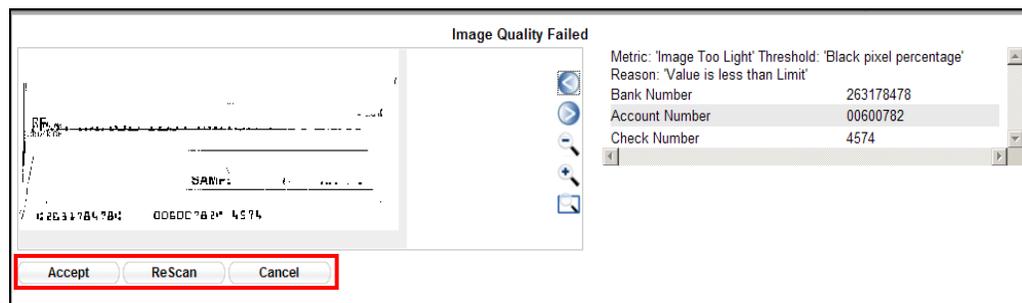
1. From the *Check Scan – Perform Check Scan* page, the *Image Quality Failed* message appears. The following message appears to the right of the screen:

Metric '*Image Too Light*' Threshold: "*Black pixel percentage*" and Reason: "*Value is less than Limit*"

A user has the option to click on one of the following:

- **Rescan** to rescan the check
Or
- **Cancel** to completely cancel the transaction
Or
- **Accept** to accept the image of the check (requires **Check Capture Supervisor** to log in)

Figure 16. Image Quality Failed Message



- If you choose to click **Accept** to accept the image of the scanned check, the *Login ID and Password* dialog box appears. Enter the **Login ID** and **Password** and click **Login**.

If a **Check Capture Lead Operator** or **Check Capture Operator** scanned the check, OTCnet will prompt the operator for authorization. Only a **Check Capture Supervisor** can accept a check with poor image quality.

Figure 17. Login Dialog Box

- Check scanning tasks can resume after a **Check Capture Supervisor** logs-in to authorize the acceptance of the poor image quality check. A **Check Capture Operator** or **Check Capture Lead Operator** may enter the check item details into the form fields at this point.

Figure 18. Check Scan- Perform Check Scan Page

Manage a Check with Poor Image Quality

To manage a check with poor image quality, complete the following steps:

1. From the *Check Scan – Perform Check Scan* page, the *Image Quality Failed* message appears. Click:
 - **Rescan** to rescan the check



Application Tip

Click **Rescan** if the check image is skewed, illegible, or upside down.

Or

- **Cancel** to completely cancel the transaction
- Or
- **Accept** to accept the image of the check (requires **Check Capture Supervisor** to log in). The *Login ID and Password* dialog box appears. Enter the **Login ID** and **Password** and click **Login**.



Application Tip

If a **Check Capture Lead Operator** or **Check Capture Operator** scanned the check, OTCnet will prompt the operator for authorization. Only a **Check Capture Supervisor** can approve a check with poor image quality. The **Check Capture Supervisor** must key in his/her Login ID and Password before approving the check.

2. Resume check scanning tasks and enter the check item details into the form fields.
3. Click **Save** to save the image of the check and the data you entered.



Application Tip

Upon scanning the check and using enter on your keyboard to finalize, you will notice that the **IRN, Bank Number, Check Number, Account Number, Date & Time fields** automatically populates located in the frame of the **Agency Form Data**



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.

Topic 4. Resolve a Duplicate Check

If a duplicate check is detected, a *Duplicate Check Detected* prompt appears requesting that the user resolve the issue. OTCnet determines and detects duplicate checks based on a match of the MICR and the check amount.

If a check is scanned twice and the information entered is for the *same amount*, OTCnet displays an error message containing both scanned images and requests confirmation. If the check is scanned twice and information entered for a *different amount*, OTCnet does not catch the error and will allow the duplicate entry. However, the financial institution will later reject one of the duplicate checks.

To help prevent duplicate processing of checks, checks may be hand stamped with *Electronically Presented* after the transaction is complete and the check has been scanned. The EC6000i and EC7000i scanners can also be setup to automatically stamp the front of the check with the words, *Electronically Presented*, once the transaction is complete. This will require the purchase of a *Franker*.

If the MICR line was misread by the scanner leading the system to believe that the check is a duplicate, it can be edited. To determine if the MICR line was misread, compare the two images in the window. The top image depicts the current check, and the bottom image depicts the most recently scanned check that is being deemed a duplicate by the system. Also, compare the MICR line on the bottom check with the source document. If it has been determined to be a misread of the MICR line that needs to be corrected, a **Check Capture Supervisor** can click the **Edit MICR** button at the bottom of the window (for details, refer to the Edit MICR topic of the Correcting Scanned Checks Participant User Guide).

If a *Duplicate Check Detected* prompt is displayed during the check scanning process, an operator may consider the following options:

- **Rescan** the check (recommended to perform as many times as necessary)
- **Edit MICR** to correct the MICR line
- **Accept** the check (requires a **Check Capture Supervisor** to log in to OTCnet to authorize)
- **Cancel** the check

A **Check Capture Supervisor** is the only authorized user who can accept a duplicate check. Therefore, before a **Check Capture Lead Operator** or **Check Capture Operator** can accept a duplicate check, a **Check Capture Supervisor** must log in to authorize it.

Resolving a Duplicate Check

1. From the Check Scan – Perform Check Scan page, the Duplicate Check Detected message appears. A user has the option to click on one of the following.

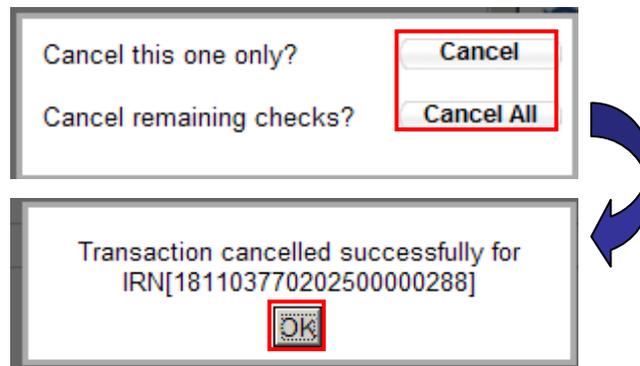
- **Accept** to accept the image of the check
Or
- **Edit MICR** to correct the MICR line
Or
- **Rescan** to rescan the check
Or
- **Cancel** to completely cancel the transaction

Figure 19. Duplicate Check Detected

Duplicate Check Detected											
<p>Current Check</p> <p>Scanned Check Image</p> <p>TEST IMAGE-TEST IMAGE-TEST IMAGE</p> <p>DATE 10-23-10</p> <p>AMOUNT Duplicate Test Check \$.50</p> <p>Payable To Party Fifty Cents Only</p> <p>Check Standardization SAMPLE - NOT NEGOTIABLE</p> <p>⑆044000424⑆ 00001127⑆ 1694</p>	<table border="1"> <tr> <td>Batch ID</td> <td>EC45B39A-ECF2-497C-902E-C2B60074EA2F</td> </tr> <tr> <td>Bank Number</td> <td>041000124</td> </tr> <tr> <td>Account Number</td> <td>00001127</td> </tr> <tr> <td>Check Number</td> <td>1694</td> </tr> <tr> <td>Check Amount</td> <td>\$.50</td> </tr> </table>	Batch ID	EC45B39A-ECF2-497C-902E-C2B60074EA2F	Bank Number	041000124	Account Number	00001127	Check Number	1694	Check Amount	\$.50
Batch ID	EC45B39A-ECF2-497C-902E-C2B60074EA2F										
Bank Number	041000124										
Account Number	00001127										
Check Number	1694										
Check Amount	\$.50										
<p>Duplicate Check</p> <p>Scanned Check Image</p> <p>TEST IMAGE-TEST IMAGE-TEST IMAGE</p> <p>DATE 10-23-10</p> <p>AMOUNT Duplicate Test Check \$.50</p> <p>Payable To Party Fifty Cents Only</p> <p>Check Standardization SAMPLE - NOT NEGOTIABLE</p> <p>⑆044000424⑆ 00001127⑆ 1694</p>	<table border="1"> <tr> <td>Batch ID</td> <td>EC45B39A-ECF2-497C-902E-C2B60074EA2F</td> </tr> <tr> <td>Batch Control Total</td> <td>\$0.50</td> </tr> <tr> <td>Batch Control Count</td> <td>1</td> </tr> <tr> <td>Batch Create Date</td> <td>2010-10-26 16:03:51</td> </tr> <tr> <td>Check Capture Date</td> <td>2010-10-26 16:04:40</td> </tr> </table>	Batch ID	EC45B39A-ECF2-497C-902E-C2B60074EA2F	Batch Control Total	\$0.50	Batch Control Count	1	Batch Create Date	2010-10-26 16:03:51	Check Capture Date	2010-10-26 16:04:40
Batch ID	EC45B39A-ECF2-497C-902E-C2B60074EA2F										
Batch Control Total	\$0.50										
Batch Control Count	1										
Batch Create Date	2010-10-26 16:03:51										
Check Capture Date	2010-10-26 16:04:40										
<p>Accept Edit MICR ReScan Cancel</p>											

- Click **Cancel** to cancel the duplicate (advised). Click **Cancel** or **Cancel All** at the dialog box. A *Transaction cancelled successfully* dialog box appears. Click **Ok**.

Figure 20. Cancel a Check Dialog Box



Note: If you want to edit the **MICR** codeline, click **Edit MICR**, a **Check Capture Supervisor** must authorize a MICR line code correction (for details, refer to *Edit a MICR* line topic in Correcting Scanned Checks of the Participant User Guide).

Continue to Step 5 below if you want to **Accept** the duplicate check, requiring a **Check Capture Supervisor** to log in (at the Login prompt).

- Enter **Check Capture Supervisor** Login ID and Password and click **Login**.

Figure 21. Accept Duplicate Prompt

Login ID:
OTCnet87

Password:

After the duplicate check is accepted, the **Check Capture Operator** or **Check Capture Lead Operator** can print a receipt if they choose and continue scanning.

Figure 22. Check Scanning Proceeds (print receipt as necessary)

Transaction saved successfully. IRN: 18110377020250000339. Amount: \$.50. Please click receipt button to continue.

Agency Form Data	Processing Mode SINGLE CHECK MODE
User: otcqee20	Batch
Processing Method: Customer Present	Total Item Count: 2
Item Type: Personal	Key Item Count: 1/1
Amount: 50	OTC Endpoint:
Social Security Number: 123456789	Short name: DO 101st
	Description: Disbursing Office
	ALC + 2: 0000500601
	Processing Method:
	Customer Present
	Item Type:
	Personal
	Scan Controls:
	Start Scan
	Cancel
	Receipt
	Clear Form
	Save

Scanned Check Image

TEST IMAGE

IRN: 18110377020250000339
Bank Number: 041000124
Check Number: 1694
Account Number: 00001127
Date & Time: 10 - 26 - 2010 16:06:54.



Resolve a Duplicate Check

To resolve a duplicate check, complete the following steps:

1. Click **Cancel** to cancel the duplicate check. A dialog box appears.



Application Tip

Click **Accept** to continue processing the check. A **Check Capture Supervisor** or **Check Capture Lead Operator** must log in to authorize the duplicate check.

1. Log in to accept the duplicate at *Login ID* prompt.
2. Click **Login**.

2. Click **Cancel** or **Cancel All**. A *Transaction cancelled successfully* dialog box appears.



Application Tip

Click **Edit MICR** to correct the MICR line. A **Check Capture Supervisor** must authorize a MICR line code correction (for details, refer to the Edit a MICR topic of the Correcting Scanned Checks Participant User Guide).

Click **ReScan** to clear the image from the screen and rescan the check.



Application Tip

Click **Cancel** to cancel the one duplicate check. Click **Cancel All** to cancel all pending checks in the batch.

3. Click **OK**. The *Check Scan – Perform Check Scan* page appears.



Application Tip

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

- Click **Previous** to return to the previous page.
- Click **Return to Home** to return to the OTCnet Home page.

Topic 5. Void a Check

As a Check **Capture Supervisor**, you are the only authorized user who can void an erroneously scanned check. Before you can void a check, you must first search for the batch in which the check resides. You can search for batches by **OTC Endpoint**, **Created On Date**, **Batch ID**, **Cashier ID**, and/or **Batch Status**. You can only void checks in batches for OTC Endpoints that you have permission to access and only for items with an open or closed batch status.

Payments should only be entered for the amount of the item being processed. If a data-entry error is made in one of the user-defined fields, or amount entered for the check differs from the written amount of the check, two options are available:

1. Void the check and rescan with the corrected information during the check capture process (requires **Check Capture Supervisor** to sign in to approve).
2. If a **Check Capture Supervisor** is not available to approve the void while the operator has scanning in progress, the check will need to be voided via the **Batch Management** menu option. A **Check Capture Supervisor** will need to sign on to **Batch Management** and change the incorrectly typed amount with the correct amount or update the user-defined field.

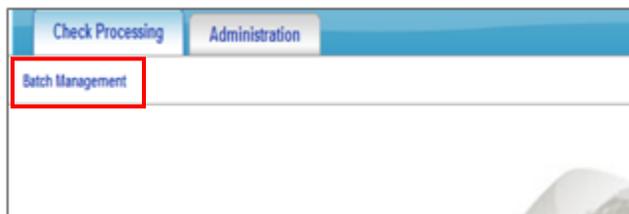
NOTE:

- The minimum limit for reporting items that need to be adjusted by Treasury/FMS is \$25.00. If the adjustment is \$25.00 or more, the check is only corrected to the written dollar amount on the face of the check
- Voided items are not archived in the **Central Image Retrieval Archive (CIRA)** for long-term storage.
- Do not scan the item a second time to process a second item for the amount difference. Doing so would create processing errors at Treasury/FMS as well as at the check writer's financial institution.
- If a file containing the wrong amount has already been transmitted or if you ever encounter a processing issue and need assistance, please contact the Treasury OTC Support Center.

Voiding a Check

1. Click the **Check Processing** tab. Click **Batch Management**.

Figure 23. Check Processing > Batch Management (Voiding)



2. The *Search Batch* page appears. Select or enter the batch search conditions you would like view.

Note: If you run a search **with** the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days then only the most recent 1,000 batches appear.

If you run a search **without** specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column

Under **Created On Date**, *optional*

- Enter the **Created On Date** by entering the **From** and **To** date range

Note: The **Created On Date** range cannot exceed 30 days. Additionally, if more than a 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, *optional*

Note: If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified

- Enter the **Cashier ID**

Under **Batch Status**, *optional*

- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column, then click **Search**.

Figure 24. Search Batch Page

Search Batch

Search Batch

Batch Search Conditions

<< < 1 - 3 >> of 3 Records

Select Check All / Clear All	ALC + 2	Description
<input type="checkbox"/>	9999210801	Development Level 3
<input type="checkbox"/>	9999999903	Lower Level 3
<input type="checkbox"/>	9999999904	Lower Level 4

Created On Date

From Date:

To Date:

Batch ID:

Cashier ID:

Select Check All / Clear All	Status	Description
<input type="checkbox"/>	OPEN	Open - accepting new checks
<input type="checkbox"/>	CLOSED	Closed - no new checks
<input type="checkbox"/>	APPROVED	Approved - ready for settlement process
<input type="checkbox"/>	FORWARDED	Forwarded - sent for settlement

- The *View Batches* page appears. Click the **Batch ID** hyperlink.

Figure 25. View Batches Page (Voiding)

Summary of Batches						
View Batches						
<<First <Prev 1 2 3 4 5 Next> Last>> 1 out of 49 pages 1 to 15 out of 723 records 15						
<input type="checkbox"/>	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Item Count
<input type="checkbox"/>	528C62F3-A83B-4BA7-BAF3-86D8D8926A31	otcnft66	9999999902	9999999902	9/23/2010 1:10:15 PM	1
<input type="checkbox"/>	DEF20185-E8D6-444A-A74F-7A6D3006BA1E	otcnft67	DevL3	9999210801	9/22/2010 6:24:53 PM	2
<input type="checkbox"/>	37A6A143-0B25-4ADC-AA68-AB23BE534B1F	otcnft66	9999999902	9999999902	9/22/2010 3:58:01 PM	10
<input type="checkbox"/>	FFA222DE-1292-43C9-9B39-7F625B169B06	otcnft66	9999999901	9999999901	9/22/2010 2:52:40 PM	3
<input type="checkbox"/>	F82CC475-E0B7-4D92-BE8E-E315D805E953	otcnft67	9999999901	9999999901	9/22/2010 2:41:14 PM	2
<input type="checkbox"/>	AE446431-7077-4746-A992-38FC6D6EEA42	otcnft66	9999999901	9999999901	9/22/2010 2:26:36 PM	3
<input type="checkbox"/>	968BBCC0-DDDE-428C-A83A-4F3F16B22832	otcnft67	9999999901	9999999901	9/22/2010 1:12:54 PM	1
<input type="checkbox"/>	F3E7F136-255B-46FE-92F8-2CD9819E8BB4	otcnft67	9999999901	9999999901	9/22/2010 12:44:25 PM	1
<input type="checkbox"/>	1CA78CC8-1686-453E-B4C6-4604AC5724F0	otcnft67	9999999901	9999999901	9/22/2010 12:14:50 PM	1
<input type="checkbox"/>	34718878-4F6A-40C5-BE12-D4F33765A6E6	otcnft67	GT8	0000879701	9/22/2010 11:59:35 AM	3
<input type="checkbox"/>	E9A35786-5A29-48C9-9697-3FC0A00F07E2	otcnft67	9999999901	9999999901	9/22/2010 11:30:46 AM	1
<input type="checkbox"/>	2428F00A-DA4D-4F3B-A669-A45BB8A427C0	otcnft67	DevL3	9999210801	9/21/2010 5:33:54 PM	16
<input type="checkbox"/>	861A18C7-60F4-4290-ABC1-E01E7EC1CAFA	otcnft66	9999999901	9999999901	9/21/2010 4:12:25 PM	3
<input type="checkbox"/>	2FFCC2A2-6142-44EB-880F-2481854187F2	otcnft66	SreeLLEnd2	9999999905	9/21/2010 4:02:54 PM	2
<input type="checkbox"/>	E598A3BD-3095-4107-AC40-451067904E21	otcnft66	9999999901	9999999901	9/21/2010 3:28:54 PM	2

Previous Cancel Activate/Deactivate Close Batch Approve

- The *View Checks* page appears. Click the **Item ID** of the scanned check you would like to void.

If a batch is in use and another user attempts to access the same batch, a Batch Lock message appears stating the batch is in use and he/she cannot access the batch.

Note: If you intend to void the entire batch, you can click on **Void All**, located under **Batch Commands** on the right of the *View Checks* Page.

Figure 26. View Checks Page (Voiding)

Batch and Check Details

View Checks

Batch Summary

OTC Endpoint	OTS
Description	OFFICE OF THIRFT SUPERVISION
ALC + 2	2074000101
Batch ID	CEA652E0-85C1-4539-BF37-1568D83BFDB
Creator	otcqef51
Created On	7/3/2012 2:35:22 PM
Total Item Count	3
Total Amount	210.00
Approved Item Count	3
Approved Amount	210.00
Voided Item Count	0
Voided Amount	0.00
Status	OPEN
Active	✓

Batch Navigation

Batch Control

Batch Control Count	0
Batch Control Amount	0.00
Count Variance	-3
Amount Variance	-210.00

Batch Commands

Print Batch List

<<First<Prev 1 Next>Last>> | 1 out of 1 pages | 1 to 3 out of 3 records | 10

Item ID	OTC Endpoint	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account No.	Bank No.	Check No.	Amount	Status	SECCode	Terminal ID
3	OTS	2074000101	Customer Present	Personal	170606770240300000134	otcqef51	7/3/2012 2:38:08 PM	45796554	044000024	0005	100.00	Overriden	Personal POP	009
2	OTS	2074000101	Customer Present	Personal	170606770240300000133	otcqef51	7/3/2012 2:37:12 PM	45796538	044000011	0694	10.00	Approved	Personal POP	009
1	OTS	2074000101	Customer Present	Personal	170606770240300000132	otcqef51	7/3/2012 2:35:44 PM	45796901	304083448	0682	100.00	Approved	Personal POP	009

Check Image

Check Information

Show Item Receipt Print Item

5. An image and details of the check appear in a window below. Click **Void** to the right of the check image to void the check.

Figure 27. Check Image/ Details

1 2 3
Batch and Check Details

View Checks

Batch Summary

OTC Endpoint	OTS
Description	OFFICE OF THIRFT SUPERVISION
ALC + 2	2074000101
Batch ID	CEA652E0-85C1-4539-BF37-1568D83BBFDB
Creator	otcqef51
Created On	7/3/2012 2:35:22 PM
Total Item Count	3
Total Amount	210.00
Approved Item Count	3
Approved Amount	210.00
Voided Item Count	0
Voided Amount	0.00
Status	CLOSED
Active	✓

Batch Navigation

←
→

Batch Control

Batch Control Count	3
Batch Control Amount	210.00
Count Variance	0
Amount Variance	0.00

Batch Commands

Void All
Print Batch List

<<First<Prev 1 Next>Last>> | 1 out of 1 pages | 1 to 3 out of 3 records | 10

Item ID	OTC Endpoint	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account No.	Bank No.	Check No.	Amount	Status	SECCode	Terminal ID
3	OTS	2074000101	Customer Present	Personal	170606770240300000134	otcqef51	7/3/2012 2:38:08 PM	45796554	044000024	0005	100.00	Overriden	Personal POP	009
2	OTS	2074000101	Customer Present	Personal	170606770240300000133	otcqef51	7/3/2012 2:37:12 PM	45796538	044000011	0694	10.00	Approved	Personal POP	009
1	OTS	2074000101	Customer Present	Personal	170606770240300000132	otcqef51	7/3/2012 2:35:44 PM	45796901	304083448	0682	100.00	Approved	Personal POP	009

Check Image

TEST IMAGE-TEST IMAGE-TEST IMAGE

Check Information

Name	Value
Amount	100.00
IRN	170606770240300000134
SSN	123456789

Show Item
Void
Receipt
Print Item

- Click **Confirm** at the prompt asking if you want to void the check.

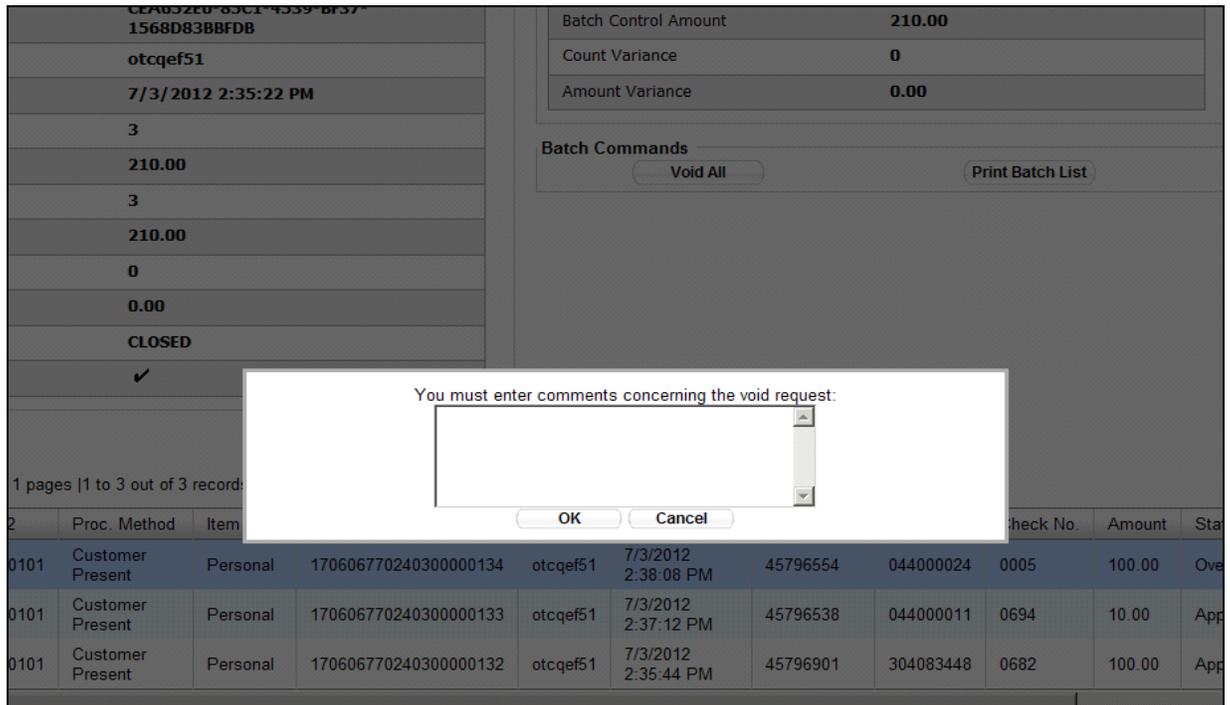
Figure 28. Void Confirmation Dialog Box

The screenshot displays a web application interface. At the top, there is a 'Batch Commands' section with buttons for 'Void All' and 'Print Batch List'. Below this is a summary table with rows for '210.00', '3', '210.00', '0', '0.00', 'CLOSED', and a checkmark. A modal dialog box is centered on the screen, asking 'Do you want to void check 170606770240300000134 with amount \$100.00?' with 'Cancel' and 'Confirm' buttons. Below the dialog, a table shows '1 to 3 out of 3 records' with a dropdown menu set to '10'. The table has columns for 'roc. Method', 'Item Type', 'IRN', 'Cashier', 'Captured Date', 'Account No.', 'Bank No.', and 'Check No.'. The table contains three rows of check data.

roc. Method	Item Type	IRN	Cashier	Captured Date	Account No.	Bank No.	Check No.
ustomer resent	Personal	170606770240300000134	otcqef51	7/3/2012 2:38:08 PM	45796554	044000024	0005
ustomer resent	Personal	170606770240300000133	otcqef51	7/3/2012 2:37:12 PM	45796538	044000011	0694
ustomer resent	Personal	170606770240300000132	otcqef51	7/3/2012 2:35:44 PM	45796901	304083448	0682

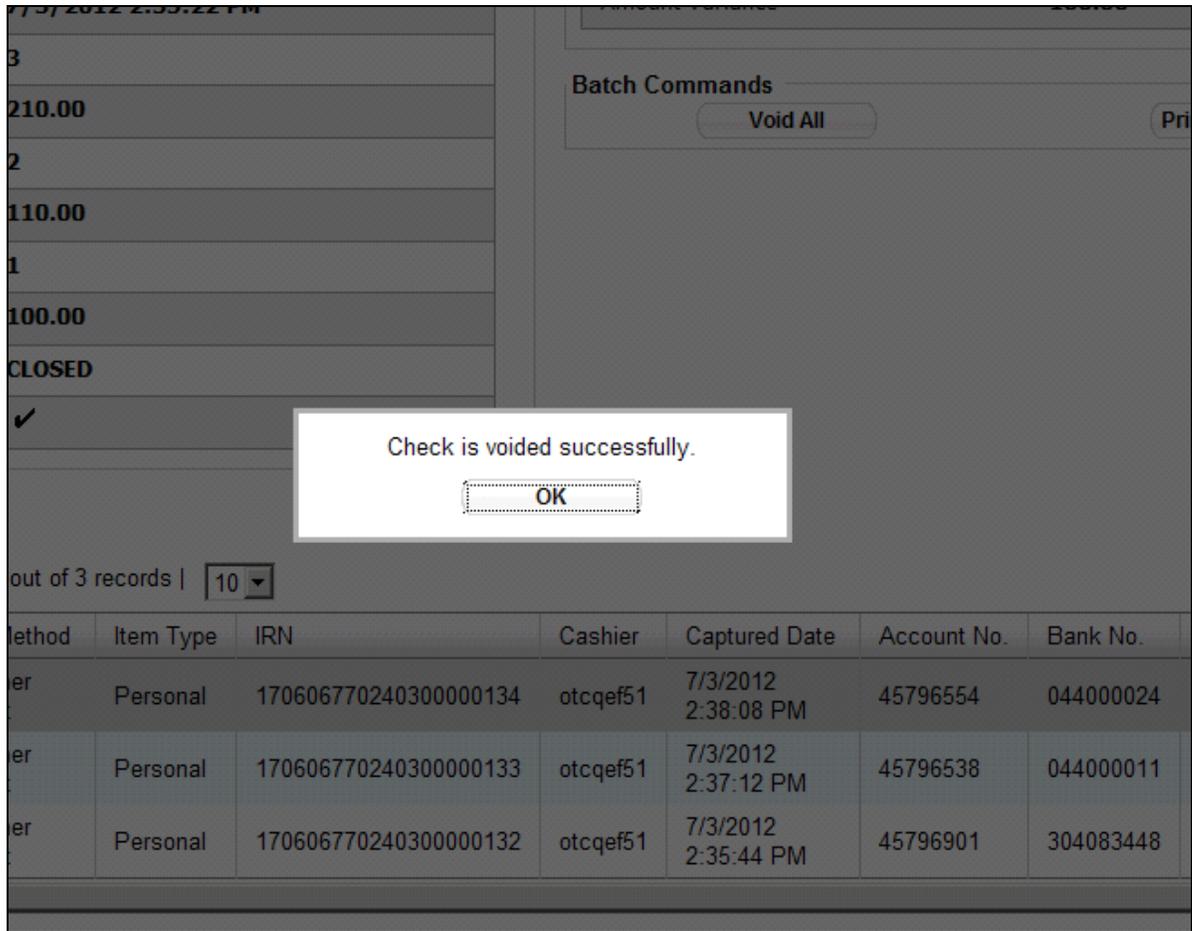
7. Enter comments concerning the void request at the prompt and click **OK**.

Figure 29. Enter Comment Dialog Box



- 8. Click **OK** at the final prompt stating that the check is voided successfully.

Figure 30. Check Void Dialog Box





Void a Check

To void a scanned check, complete the following steps:

1. Click the **Check Processing** tab.
2. Click **Batch Management**. The *Search Batch* page appears.
3. Select or enter the batch search conditions you would like view.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column

Under **Created On Date**, *optional*

- Enter the **From** and **To** date range



Application Tip

The **From** and **To Created On Date** must be entered in MM/DD/YYYY format.



Application Tip

The **Created On Date** range cannot exceed 30 days. Additionally, if more than a 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.



Application Tip

If you run a search **with** the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days then only the most recent 1,000 batches appear.



Application Tip

If you run a search **without** specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, *optional*



Application Tip

If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

- Enter the **Cashier ID**, *optional*

Under **Batch Status**, *optional*

- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column
4. Click **Search**. The *View Batch* page appears.
 5. Click the **Batch ID** hyperlink. The *View Checks* page appears.
 6. Click the **Item ID** of the scanned check you would like to void. An image and details of the check appear in a window below.
 7. Click **Void** to the right of the check image to void the check.
 8. Click **Confirm** at the prompt asking if you want to void the check.
 9. Enter comments concerning the void request at the prompt and click **OK**.
 10. Click **OK** at the final prompt stating that the check is voided successfully.



Application Tip

Additional buttons on the pages that help 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 **Void All** to void all items in the batch.
- Click **Print Batch List** to print the batch list.
- Click **<** to go to the first batch.
- Click **>** to go to the next batch.
- Click **<<Image** to return to the previous check.
- Click **>>Image** to view the next check.
- Click **Zoom-** to reduce the image size.
- Click **Zoom+** to enlarge the image size.
- Click **Rotate Left** to turn the image to the left.
- Click **Rotate Right** to turn the image to the right.
- Click **Show Item** to view the check item details.
- Click **Void** to void a single check item.
- Click **Receipt** to print a receipt.
- Click **Print Item** to print a batch list report.

Topic 6. Override a Master Verification Database (MVD) Record

If an Agency selects to use the **Master Verification Database (MVD)** feature, the Agency can receive three types of check verification notifications if a check is identified as blocked, suspended, or denied. The check verification notifications are **Blocked**, **Suspended**, or **D-Denied**.

The **Check Capture Supervisor** is the only authorized user who can override (if the transaction can be overridden) a blocked, suspended, or denied notification. When an override of a blocked check is performed, the override is a temporary, one-time event. The check remains blocked in the MVD database unless an authorized person (Master Verification Database Editor [MVDE] or CCS) clears the item out of the MVD database.

For the MVD override notification to appear the check item must meet established criteria for blocked, suspended, or denied.

Blocked Check Notification

A blocked, suspended, or denied message appears after the **Check Capture Lead Operator** or **Check Capture Operator** scans the check, enters the details, and saves the transaction.

A blocked message displays if the item matches all data as it was input on the blocked record:

- Routing Transit/ Account Number Data: If the blocked record is input with only the routing transit number and account number, then that record is only flagged if the data matches
- Configurable Field Data: If the blocked record was input with only configurable field 1 data (e.g. Social Security Number or Driver's License Number), then only configurable field 1 must match for the record
- Combination Data: If the blocked record input was for both pieces of information, then it must match all combinations, i.e., routing transit and account along with configurable field 1

Suspended or D-Denied Check Notification

The suspend or deny message displays if the item scanned matches the MVD information. This is either the match of the combination of both the routing number and account number, or a match against the configurable field 1.

Each **OTC Endpoint** that uses the MVD sets their policies to use certain return codes with a defined number of days within the suspension period. During that pre-determined period, if the check writer attempts to cash a check, a suspended notification appears on the OTCnet screen. A typical check cashing policy may mandate that the check writer is suspended for 30 days upon their first offense, 60 days upon their second offense and 90 days upon their third offense. During the suspension period, they cannot cash a check at that **OTC Endpoint**. A denied item occurs when the check writer has exceeded all suspension periods. A typical suspension policy may specify that the check writer is suspended as referenced in the paragraph above.

Overriding a MVD Record

1. Click **Override** to override the blocked, suspended, or denied check.

When an override of a blocked check is performed in check capture, the override is a temporary, one-time event. The check remains blocked in the MVD database unless an authorized person clears the item out of the MVD database.

Figure 31. Override Check Denial Box

Check Verification	
SUSPENDED	
- Current Item	
SSN	
Bank Number	031100XXX
Account Number	12348XXX
- Problem Item	
IRN	
Until Date	12/01/2010 00:00:00 AM
MVD Date	04/16/2010 04:59:36 PM
Amount	0
Reason	
Comments	Liang test
OTC Endpoint	DevL3
Description	Development Level 3
ALC + 2	9999210XXX
<input type="button" value="Print"/> <input style="border: 2px solid red;" type="button" value="Override"/> <input type="button" value="Cancel"/>	



Application Tip

Click **Cancel** to close the Check Verification window. If **Cancel** is clicked, return the check to the customer.

 **Application Tip**

Click **Print** to print the Verification report.



Verification Report

Date: 06/25/2010 3:57:07 PM
Printed By: |TestID

Verification Status : BLOCKED

Current Item

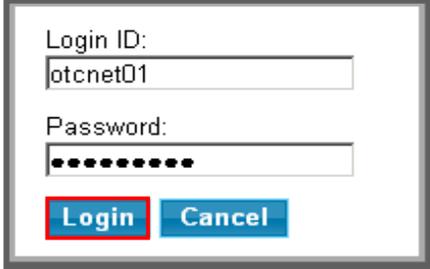
SSN	
Bank Number	031100 --
Account Number	12348 ****

Problem Item

IRN	
Until Date	12/01/2010 00:00:00 AM
MVD Date	04/16/2010 04:59:36 PM

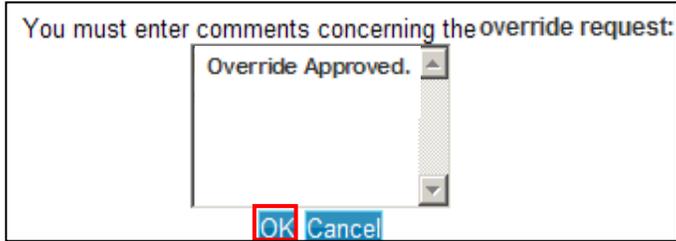
- An Override Check Denial dialog box appears. Enter the **Login ID** and **Password** and click **Login**. A **Comment** dialog box appears.

Figure 32. Override Login Dialog Box



- Enter a reason why the check was approved for processing and click **OK**. A notification appears stating the override was successful.

Figure 33. Enter Comments Box



Override a MVD Record

To override a MVD Record, complete the following steps:

1. Click **Override** to override the blocked, suspended, or denied check. An Override Check Denial dialog box appears.



Application Tip

When an override of a blocked check is performed in check capture, the override is a temporary, one-time event. The check remains blocked in the MVD database unless an authorized person clears the item out of the MVD database.



Application Tip

Click **Print** to print the Verification report.

Verification Report	
	Date: 06/25/2010 3:57:07 PM
	Printed By: jtestID
Verification Status :	BLOCKED
<u>Current Item</u>	
SSN	
Bank Number	031100209
Account Number	12348302
<u>Problem Item</u>	
IRN	
Until Date	12/01/2010 00:00:00 AM
MVD Date	04/16/2010 04:59:36 PM



Application Tip

Click **Cancel** to close the Check Verification window. If **Cancel** is clicked, return the check to the customer.

2. Enter the **Login ID** and **Password** and click **Login**. A **Comment** dialog box appears.

**Application Tip**

A **Check Capture Supervisor** must authorize the overriding of the blocked, suspended, or denied check.

3. Enter a reason why the check was approved for processing and click **OK**. A notification appears stating the override was successful.

Topic 7. Perform Batch Control and Batch Balancing

A **Check Capture Administrator** can configure the terminal for **Batch Control** as *optional* or *mandatory* on batch create, batch close, or both are an optional feature that your Agency can use as a batch balancing tool.

Batch Control can be used to perform balancing on the number of checks that have been scanned, and ensure their respective dollar amounts have been accurately keyed. The **Batch Control** options can be set up for each **OTC Endpoint** which an Agency processes. If it is used, the feature applies to both processing modes, i.e., Single and Batch.

The batch control screen displays the **OTC Endpoint** Information such as the **OTC Endpoint** short name, Description, and ALC+2 for the **OTC Endpoint**. Configuration settings for batch control are established in the **Terminal Configuration**.

If **Batch Control** is set at the Batch Create either optional or mandatory, then the **Batch control** screen will appear before scanning a batch of check and when a new batch is created. Depending on the terminal configuration settings, the batch control fields can appear at the beginning of a batch (prior to scanning the check), just prior to closing a batch, or both.

If **Batch Control** is set to *optional*, the **Defer** button appears on the page. If set to *mandatory* for either *Batch Create* or *Batch Close*, the **Defer** button does *not* appear on the page and the user cannot start scanning a batch or close the unbalanced batch. If set to mandatory for both Batch Create and Batch Close, then the Defer button will appear during Batch Create, but a user must enter the batch control value during the Batch Close action.

Set to Appear on Batch Create

If the batch control is set to appear on batch create, OTCnet prompts the **Check Capture Lead Operator** or **Check Capture Operator** to enter the batch control total amount and count *before* scanning a check. If the batch control is set to *optional* on batch create, the operators can choose to click the **Next** button to bypass this step.

Set to Appear on Batch Close

If the batch control is set to appear on batch close, OTCnet prompts the **Check Capture Operator**, **Check Capture Lead Operator** or **Check Capture Supervisor** to enter the batch control total amount and count. Batch control balancing only occurs when closing an open batch. If the batch control is set to *optional* on batch close, the operators, and **Check Capture Supervisor** can choose to click to **Defer** to skip this step.

Batch Control Options

On Batch Create (Optional/ Mandatory)

1. From the *Check Scan* page,

Under **Set Up New Batch**,
 - Enter the **Batch Control Count**
 - Enter the **Batch Control Amount**
2. Click **Next**.

Figure 34. Batch Control Page (Batch Create)

The screenshot shows the 'Check Scan' page with a 'Batch Control' section. It includes a table for OTC Endpoint Information and a 'Set Up New Batch' section with input fields for Total Count and Total Amount. The 'Next' button is highlighted with a red border.

OTC Endpoint Information	
OTC Endpoint	9999999901
Description	test89
ALC + 2	9999999901

Set Up New Batch

Total Count:*

Total Amount:*

Buttons: Cancel, << Previous, Defer, **Next >>**

If **Batch Control** is set to mandatory, the **Check Capture Lead Operator** or **Check Capture Operator** must enter the **Batch Control** count and amount. The Batch Control count and amount cannot be zero.

If **Batch Control** is set to optional, the **Check Capture Lead Operator** or **Check Capture Operator** can click the **Defer** button.

- The *Check Scan-Perform Check Scan* page appears. Perform check scanning as needed.

Figure 35. Perform Check Scan Page (after Batch Control)

Check Scan
1

Check Scan - Perform Check Scan

Agency Form Data



User: otcqef51

Processing Method: Customer Not Present

Item Personal

Type:

Amount:

Social Security Number:

Sales Date (DDMMYYYY):

IRN:

Processing Mode

SINGLE CHECK MODE

Batch

Total Item Count: 32

Key Item Count:

OTC Endpoint:

Short name: OTS

Description: OFFICE OF THIRFT SUPERVISION

ALC + 2: 2074000101

Processing Method:

Item Type:

Scan Controls:

Scanned Check Image

Agency Accounting Code

Agency Accounting Code:

Description:

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On Batch Close (Optional/ Mandatory)

1. From the *Batch Control* page,
Under **Batch Detail**,
 - Enter the **Batch Control Count**
 - Enter the **Batch Control Amount**
2. Click **Next**.

Figure 36. Batch Control Page (Batch Close)

The screenshot shows a web application window titled "Batch Control". The main content area is titled "Batch Control Setup" and contains a table with the following data:

Batch Detail	
OTC Endpoint	OTS
Description	OFFICE OF THIRFT SUPERVISION
ALC + 2	2074000101
Batch ID	3C45CB00-8986-4158-9293-98BA464BAEDF
Creator	otcqe50
Created On	07/03/2012 04:19:36 PM ET
Total Item Count	1
Total Amount	100.00
Approved Item Count	1
Approved Amount	100.00
Voided Item Count	0
Voided Amount	0.00
Batch Control Count:	<input type="text" value="1"/>
Batch Control Amount:	<input type="text" value="100.00"/>

At the bottom right of the form, there are three buttons: "Cancel", "Skip", and "Next >>".

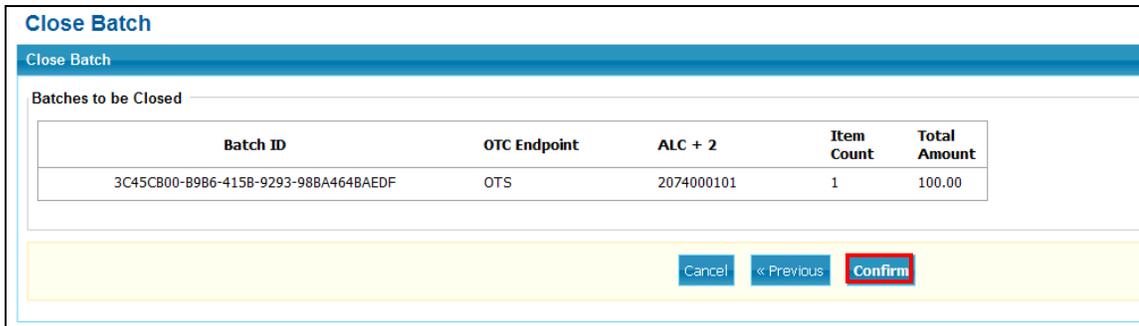
If **Batch Control** is set to optional, the **Check Capture Lead Operator**, **Check Capture Operator**, or **Check Capture Supervisor** can choose to click to **Next** button without entering the **Batch Control** count and amount.

If the amount of a check item was incorrectly entered, click **Cancel** to return to the OTCnet Home Page. No data is saved. Refer to refer to *Chapter 5. Correcting Scanned Checks* of the OTCnet Participant User Guides.

If you are a **Check Capture Lead Operator** or **Check Capture Operator** and discover that the amount of the check item was incorrectly entered, contact your **Check Capture Supervisor**, and edit the check using the *Show Item* window.

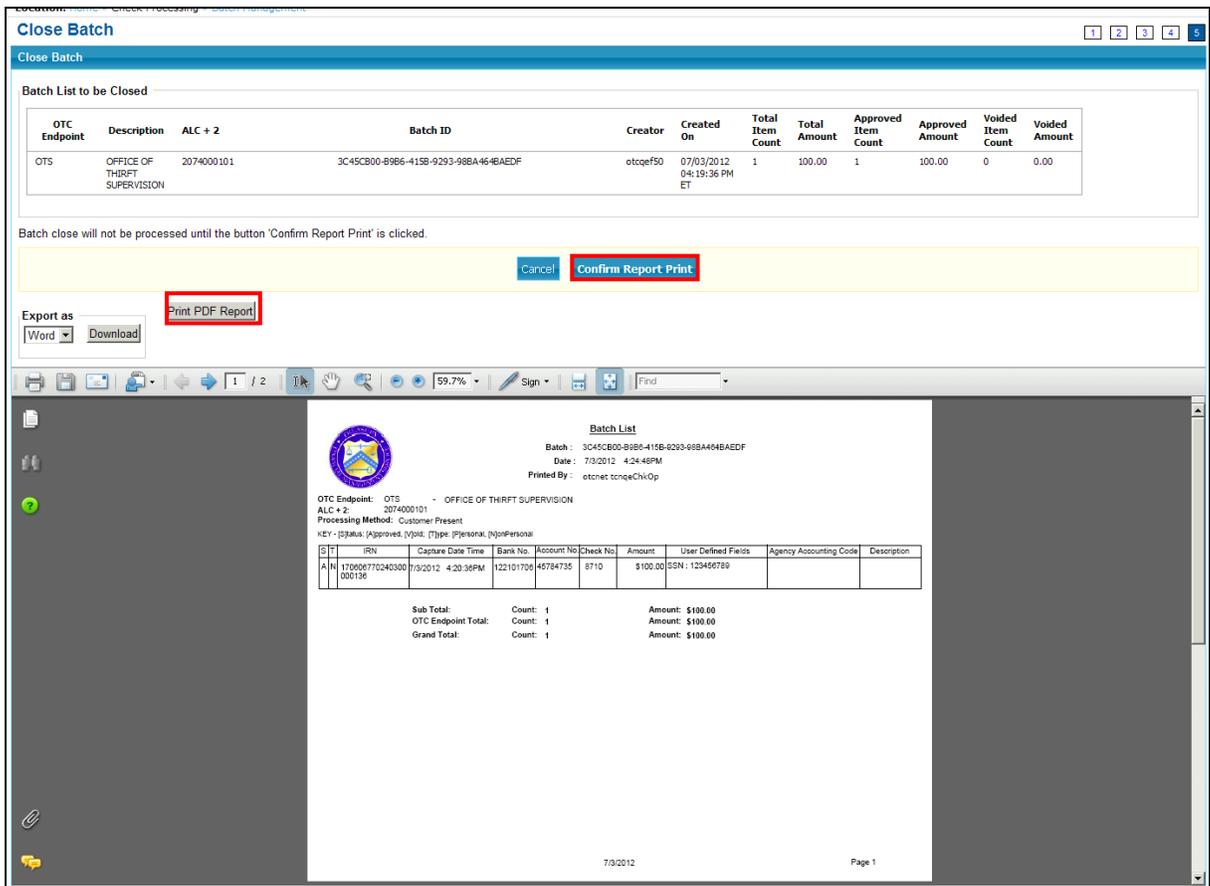
- The *Close Batch* page appears. Verify the batch(es) to close and click **Confirm**. In OTCnet, a user can close one or multiple batches at a time.

Figure 37. Close Batch Page (Batch Close)



- Click **Print PDF Report** to print the batch list report. Click **Confirm Report Print** when you have printed the report.

Figure 38. Print Batch List Report (Batch Close)



Perform Batch Control (Optional or Mandatory)

To perform batch control on batch create, complete the following steps:

1. From the *Check Scan* page,

Under **Set Up New Batch**,

- Enter the **Batch Control Count**
- Enter the **Batch Control Amount**



Application Tip

If Batch Control is set to mandatory, the **Check Capture Lead Operator** or **Check Capture Operator** must enter the batch control count and amount. The batch control count and amount cannot be zero.



Application Tip

If Batch Control is set to optional, the **Check Capture Lead Operator** or **Check Capture Operator** can click the **Defer** button.

2. Click **Next**. Perform **Check Scan**. The *Check Scan-Perform Check Scan* page appears.
 3. Scan check(s) as needed.
-
-

To perform batch control on batch close, complete the following steps:

1. From the *Batch Control* page,
 - Under **Batch Detail**,
 - Enter the **Batch Control Count**
 - Enter the **Batch Control Amount**
2. Click **Next**. The *Close Batch* page appears.

**Application Tip**

If Batch Control is set to optional, the **Check Capture Lead Operator**, **Check Capture Operator**, or **Check Capture Supervisor** can choose to click to **Next** button without entering the batch control count and batch control amount.

**Application Tip**

If the amount of a check item was incorrectly entered, click **Cancel** to return to the OTCnet Home Page. No data is saved. Refer to *Chapter 5. Correcting Scanned Checks* of the *OTCnet Participant User Guide*. If you are a **Check Capture Lead Operator** or **Check Capture Operator** and discover that the amount of the check item was incorrectly entered, contact your **Check Capture Supervisor**, and edit the check using the Show Item window.

3. Continue batch close process and print batch list report.

Batch Balancing

If the totals that are keyed into the **Batch Control** screen do not match what was keyed into the data entry screen, a **Batch Balancing** screen appears on batch close (see Figure 37 below). This screen only appears if there is a discrepancy between the totals. To reconcile the discrepancy, the operator must discover where the problem exists.

The **Batch Control** (balancing) screen displays the **Batch Detail**. Open fields include the Batch Control Count and Batch Control Amount. If these fields do not match those which you see to the right of the Approved Item Count and Approved Amount, then an error will display; *Failed to balance Batch (batch number), please check batch control* (see Figure 37 below).

If batch control is set to *Mandatory* and the batch is not balanced at this point (Batch Control Count and Batch Control Amount), a user may not proceed with closing a batch. However, if **Batch Control** is set to *Optional*, a user may click **Next** below, to continue closing the batch.

Figure 39. Batch Balancing Screen (Failed to Balance)

Batch Control

Batch Control

! Failed to balance Batch 5925F88A-0F45-4A43-9BE3-9E3651865C94, please check batch control.

Batch Control Setup

Batch Detail	
OTC Endpoint	DevL2
Description	Development Level 2
ALC + 2	9999978900
Batch ID	5925F88A-0F45-4A43-9BE3-9E3651865C94
Creator	otcnft66
Created On	10/18/2010 03:30:19 PM ET
Total Item Count	4
Total Amount	1260.92
Approved Item Count	4
Approved Amount	1260.92
Voided Item Count	0
Voided Amount	0.00
Batch Control Count:	<input style="width: 50px;" type="text" value="3"/>
Batch Control Amount:	<input style="width: 50px;" type="text" value="1206.92"/>

Cancel
Skip
Next »

Below, are some important **Batch Detail** descriptions that you should know:

- **Total Item Count:** The number of checks that have been scanned in OTCnet.
- **Batch Control Count:** The number of checks keyed into the **Batch Control** screen by the operator.
- **Total Amount:** The total dollar amount of the items as keyed into the Agency form data fields when scanning checks.
- **Batch Control Total:** The total dollar amount of the checks keyed into the Batch Control screen by the operator.

It must be determined if there is an erroneously scanned item, or if the batch should contain both of the items. The operator needs to go back to the source documents for an answer. If it is determined that the batch should contain both items, the operator would change the number in the **Batch Control Count** field and/or the dollar amount in the **Batch Control Total**.

If it has been determined that the batch does include an erroneously scanned item, follow these steps:

1. Click on the erroneous amount.
2. Click **Void** button.
3. Enter comments concerning the void request and click **Ok**.
4. Click **OK** to confirm the void request. The *Confirmation* message appears.

Note: A **Check Capture Supervisor** will need to log in at the prompt, if the **Void** option is clicked.

Topic 8. View and Print a Batch List/ Item Detail Report

As a **Check Capture Supervisor**, **Check Capture Lead Operator**, and **Check Capture Operator**, you can view and print a **Batch List** report and an **Item Detail** report. An operator can print a **Batch List** for any deposits with any deposit status (i.e. Open, Closes, Approved, Forward). A **Batch List** consists of all transactions that have been processed. A user can view batch lists based on the search criteria applied.

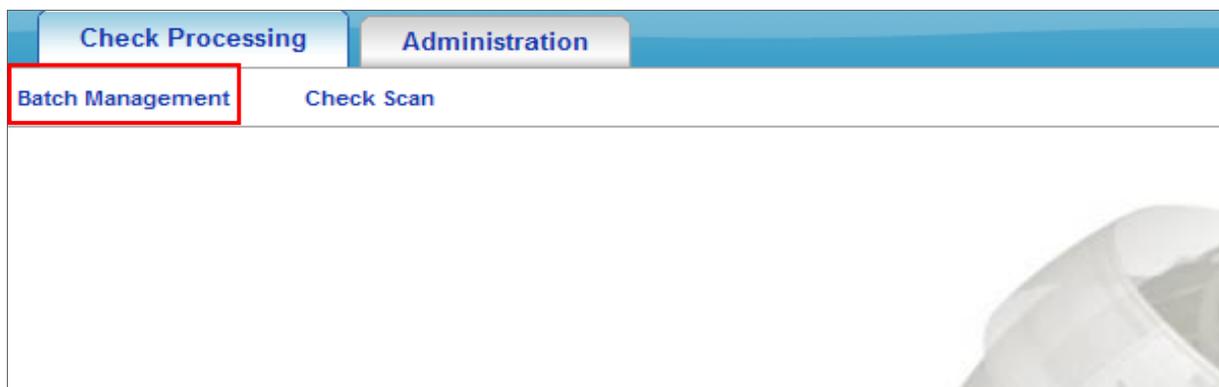
The printing of a **Batch List** is part of the batch close procedure. During batch close, the system prompts to make certain that the user acknowledges the printout of the **Batch List**. The **Print PDF Report** button defaults to print in PDF format; however, a user may also opt to download and save the report in an alternate format such as Word, HTML, Excel, etc.

From the *Close Batch* page, a user can perform several actions on the same screen (such as Activate/Deactivate, Close and Approve Batches), based on their permissions.

Batch List Report

1. Click the **Check Processing** tab and click **Batch Management**.

Figure 40. Check Processing>Batch Management (View Batch)



- The *Search Batch* page appears. Select or enter the batch search conditions you would like view, and then click **Search**.

Figure 41. Search Batch Page (View Batch)

Search Batch

Search Batch

Batch Search Conditions

<< < 1 - 3 > >> of 3 Records

Select	ALC + 2	Description
<input type="checkbox"/>	9999210801	Development Level 3
<input type="checkbox"/>	9999999903	Lower Level 3
<input type="checkbox"/>	9999999904	Lower Level 4

Created On Date

From Date:

To Date:

Batch ID:

Cashier ID:

Select	Status	Description
<input type="checkbox"/>	OPEN	Open - accepting new checks
<input type="checkbox"/>	CLOSED	Closed - no new checks
<input type="checkbox"/>	APPROVED	Approved - ready for settlement process
<input type="checkbox"/>	FORWARDED	Forwarded - sent for settlement

Note:

1) If you run a search **with** the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days then only the most recent 1,000 batches appear.

2) If you run a search **without** specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

3) If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column

Under **Created On Date**, *optional*

- Enter the **Created On Date** by entering the **From** and **To** date range

Note: The **Created On Date** range cannot exceed 30 days. Additionally, if more than 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, *optional*

Note: If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

- Enter the **Cashier ID**

Under **Batch Status**, *optional*

- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column, then click **Search**

- The *View Batches* page appears. Click the **Batch ID** hyperlink.
If a batch is in use and another user attempts to access the same batch, a Batch Lock message appears stating the batch is in use and he/she cannot access the batch.

Figure 42. View Batches Page (View Batch)

Summary of Batches					
View Batches					
<<First <Prev 1 2 3 4 5 Next> Last>> 1 out of 49 pages 1 to 15 out of 730 records 15					
<input type="checkbox"/>	Batch ID	Creator	OTC Endpoint	ALC+2	Created On
<input type="checkbox"/>	6969835A-8DCC-4F50-8E8B-7416BF6EC882	otcnft66	8888888802	8888888802	9/24/2010 1:40:04 PM
<input type="checkbox"/>	FCF8A46C-8FAD-4A3F-B2A6-486595526EA0	otcnft67	DevL3	9999210801	9/24/2010 1:23:38 PM
<input type="checkbox"/>	17BFCC9C-EE6C-457A-99CF-76122C77CDEA	otcnft67	DevL3	9999210801	9/24/2010 12:41:35 PM
<input type="checkbox"/>	7BC7E4C4-04F6-4B4E-82C5-D8A5205518F4	otcnft66	DevL3	9999210801	9/24/2010 10:57:01 AM
<input type="checkbox"/>	b739ef45-f7c3-421e-9065-228d362fe76b	otcnft13	DevL3	9999210801	9/23/2010 5:11:05 PM
<input type="checkbox"/>	83278BF2-93CF-4EA4-AC75-64F1EBBC8DCD	otcnft67	9999999901	9999999901	9/23/2010 4:29:37 PM
<input type="checkbox"/>	2721307E-E26A-4788-AF5D-6F5B0EAE9A47	otcnft66	9999999901	9999999901	9/23/2010 3:47:51 PM
<input type="checkbox"/>	528C62F3-A83B-4BA7-BAF3-86DBD8926A31	otcnft66	9999999902	9999999902	9/23/2010 1:10:15 PM
<input type="checkbox"/>	DEF20185-E8D6-444A-A74F-7A6D3006BA1E	otcnft67	DevL3	9999210801	9/22/2010 6:24:53 PM
<input type="checkbox"/>	37A6A143-0B25-4ADC-AA68-AB23BE534B1F	otcnft66	9999999902	9999999902	9/22/2010 3:58:01 PM
<input type="checkbox"/>	FFA222DE-1292-43C9-9B39-7F625B169B06	otcnft66	9999999901	9999999901	9/22/2010 2:52:40 PM
<input type="checkbox"/>	F82CC475-E0B7-4D92-BE8E-E315D805E953	otcnft67	9999999901	9999999901	9/22/2010 2:41:14 PM
<input type="checkbox"/>	AE446431-7077-4746-A992-38FC6D6EEA42	otcnft66	9999999901	9999999901	9/22/2010 2:26:36 PM
<input type="checkbox"/>	968BBC00-DDDE-428C-A83A-4F3F16B22832	otcnft67	9999999901	9999999901	9/22/2010 1:12:54 PM
<input type="checkbox"/>	F3E7F136-255B-46FE-92F8-2CD9819E8BB4	otcnft67	9999999901	9999999901	9/22/2010 12:44:25 PM

- The *Batch and Check Details* page appears. Click **Print Batch List**.

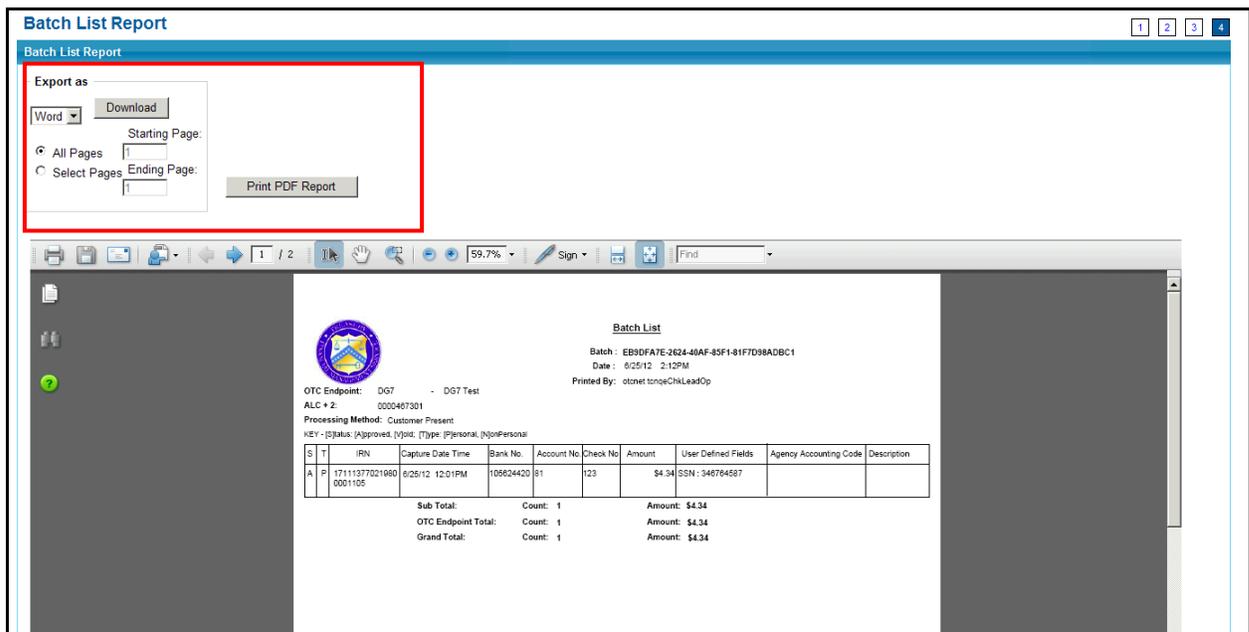
Figure 43. View Checks Page (View Batch)

Batch and Check Details																							
View Checks																							
Batch Summary <table border="1"> <tr><td>OTC Endpoint</td><td>DevL3</td></tr> <tr><td>Description</td><td>Development Level 3</td></tr> <tr><td>ALC + 2</td><td>9999210801</td></tr> <tr><td>Batch ID</td><td>FCF8A46C-8FAD-4A3F-B2A6-486595526EA0</td></tr> <tr><td>Creator</td><td>otcnft67</td></tr> <tr><td>Created On</td><td>9/24/2010 5:23:38 PM</td></tr> <tr><td>Total Item Count</td><td>1</td></tr> <tr><td>Total Amount</td><td>25.00</td></tr> <tr><td>Approved Item Count</td><td>1</td></tr> <tr><td>Approved Amount</td><td>25.00</td></tr> <tr><td>Voided Item Count</td><td>0</td></tr> </table>		OTC Endpoint	DevL3	Description	Development Level 3	ALC + 2	9999210801	Batch ID	FCF8A46C-8FAD-4A3F-B2A6-486595526EA0	Creator	otcnft67	Created On	9/24/2010 5:23:38 PM	Total Item Count	1	Total Amount	25.00	Approved Item Count	1	Approved Amount	25.00	Voided Item Count	0
OTC Endpoint	DevL3																						
Description	Development Level 3																						
ALC + 2	9999210801																						
Batch ID	FCF8A46C-8FAD-4A3F-B2A6-486595526EA0																						
Creator	otcnft67																						
Created On	9/24/2010 5:23:38 PM																						
Total Item Count	1																						
Total Amount	25.00																						
Approved Item Count	1																						
Approved Amount	25.00																						
Voided Item Count	0																						
Batch Navigation <div style="text-align: center;"> </div>																							
Batch Control <table border="1"> <tr><td>Batch Control Count</td><td>1</td></tr> <tr><td>Batch Control Amount</td><td>25.00</td></tr> <tr><td>Count Variance</td><td>0</td></tr> <tr><td>Amount Variance</td><td>0.00</td></tr> <tr><td colspan="2" style="text-align: right;"><input type="button" value="Balance"/></td></tr> </table>		Batch Control Count	1	Batch Control Amount	25.00	Count Variance	0	Amount Variance	0.00	<input type="button" value="Balance"/>													
Batch Control Count	1																						
Batch Control Amount	25.00																						
Count Variance	0																						
Amount Variance	0.00																						
<input type="button" value="Balance"/>																							
Batch Commands <div style="display: flex; justify-content: space-between;"> <input type="button" value="Void All"/> <input type="button" value="Print Batch List"/> </div>																							

6. The *Batch List Report* page appears.
Under **Export as**,

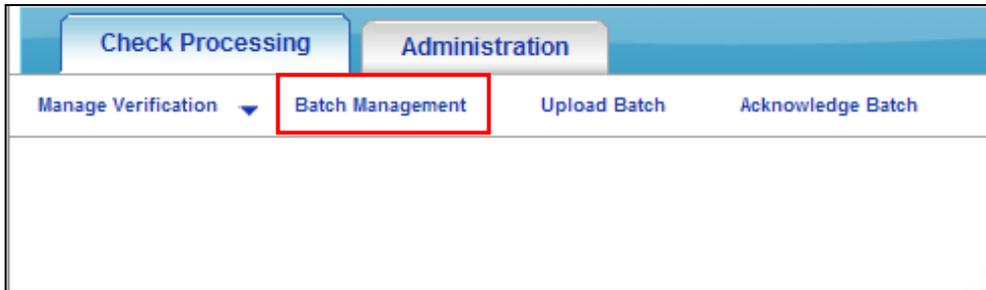
- Select **Word, Excel, RTF, or PDF**
- Select **All Pages** or **Select Pages Ending Page** radio button.
- Enter a **Starting Page** and **Ending Page**
- Click **Download**
- Or
- Click **Print PDF Report**.

Figure 44. Batch List Report Page



Item Detail Report

1. Click the **Check Processing** tab and click **Batch Management**.



2. The *Search Batch* page appears. Select or enter the batch search conditions you would like view, then click **Search**.

Search Batch

Search Batch

Batch Search Conditions

<< < 1 - 3 > >> of 3 Records

Select	ALC + 2	Description
<input type="checkbox"/>	9999210801	Development Level 3
<input type="checkbox"/>	9999999903	Lower Level 3
<input type="checkbox"/>	9999999904	Lower Level 4

[Select Check All / Clear All](#)

Created On Date

From Date:

To Date:

Batch ID:

Cashier ID:

Select	Status	Description
<input type="checkbox"/>	OPEN	Open - accepting new checks
<input type="checkbox"/>	CLOSED	Closed - no new checks
<input type="checkbox"/>	APPROVED	Approved - ready for settlement process
<input type="checkbox"/>	FORWARDED	Forwarded - sent for settlement

Note:

If you run a search **with** the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days then only the most recent 1,000 batches appear.

If you run a search **without** specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column

Under **Created On Date**, *optional*

- Enter the **Created On Date** by entering the **From** and **To** date range

Note: The **Created On Date** range cannot exceed 30 days. Additionally, if more than a 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, *optional*

Note: If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

- Enter the **Cashier ID**

Under **Batch Status**, *optional*

- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column, then click **Search**

3. The *View Batches* page appears. Click the **Batch ID** hyperlink.

Figure 45. Summary of Batches

Select	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item C	Total Amount	Status	Active Flag
<input type="checkbox"/>	3DC97E1E-0C1C-4719-91A1-B0A201DAF283	otcnet51	OTS	2074000101	8/31/2011 4:44:59 PM	39	10296.99	OPEN	<input checked="" type="checkbox"/>

- The *Batch and Item Details* page appears. Click the **Item ID** of each scanned check, then click **Print Item** for the specific check item you want to print. If a batch is in use and another user attempts to access the same batch, a Batch Lock message appears stating the batch is in use and he/she cannot access the batch.

Figure 46. View Checks Page/ Item ID Select

Batch and Check Details 1 2 3

View Checks

Batch Summary

OTC Endpoint	OTS
Description	OFFICE OF THIRFT SUPERVISION
ALC + 2	2074000101
Batch ID	3DC97E1E-0C1C-4719-91A1-80A201DAF283
Creator	otcqef51
Created On	8/31/2011 4:44:59 PM
Total Item Count	39
Total Amount	10296.99
Approved Item Count	39
Approved Amount	10296.99
Voided Item Count	0
Voided Amount	0.00
Status	OPEN
Active	✓

Batch Navigation

← →

Batch Control

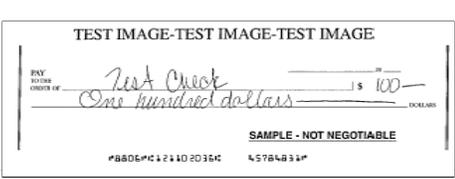
Batch Control Count	14
Batch Control Amount	1.43
Count Variance	-25
Amount Variance	-10295.56
<input type="button" value="Balance"/>	

Batch Commands

<<First <Prev 1 2 3 4 Next> Last>> | 1 out of 4 pages | 1 to 10 out of 39 records | 10

Item ID	OTC Endpoint	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account No.	Bank No.	Check No.	Amount	Status	SECCode	Terr
174324656	OTS	2074000101	Customer Present	Personal	18110377020250000531	otcqef51	6/28/2012 3:51:05 PM	45784831	121102036	8806	100.00	Approved	Personal POP	952
174324655	OTS	2074000101	Customer Present	Personal	18110377020250000530	otcqef51	6/28/2012 3:43:21 PM	45796598	121000358	0646	100.00	Overriden	Personal POP	952
174324638	OTS	2074000101	Customer Present	Personal	18110377020250000527	otcqef51	6/28/2012 2:44:32 PM	45796606	121000358	0622	100.00	Overriden	Personal POP	952
174324634	OTS	2074000101	Customer Present	Personal	18110377020250000526	otcqef51	6/28/2012 2:34:04 PM	22222882	324079555	2627	100.00	Approved	Personal POP	952
174324590	OTS	2074000101	Customer Present	Personal	18110377020250000524	otcqef51	6/27/2012 4:12:22 PM	22222882	324079555	2627	100.00	Overriden	Personal POP	952
174324557	OTS	2074000101	Customer Present	Personal	18110377020250000523	otcqef51	6/26/2012 6:42:11 PM	77778103	111916724	1615	100.00	Approved	Personal POP	952
174324556	OTS	2074000101	Customer Present	Personal	18110377020250000522	otcqef51	6/26/2012 6:39:25 PM	77777943	102100400	1609	100.00	Approved	Personal POP	952
174324409	OTS	2074000101	Customer Not Present	Personal	18110377020250000521	otcqef51	6/25/2012 3:48:13 PM	22223081	074912603	2623	50.00	Approved	Personal ARC	952
174324408	OTS	2074000101	Customer Not Present	Personal	18110377020250000520	otcqef51	6/25/2012 3:47:24 PM	22223081	074912603	2623	50.00	Approved	Personal ARC	952
174324407	OTS	2074000101	Customer Not Present	Personal	18110377020250000519	otcqef51	6/25/2012 3:44:49 PM	22222568	111993695	2619	100.00	Approved	Personal ARC	952

Check Image

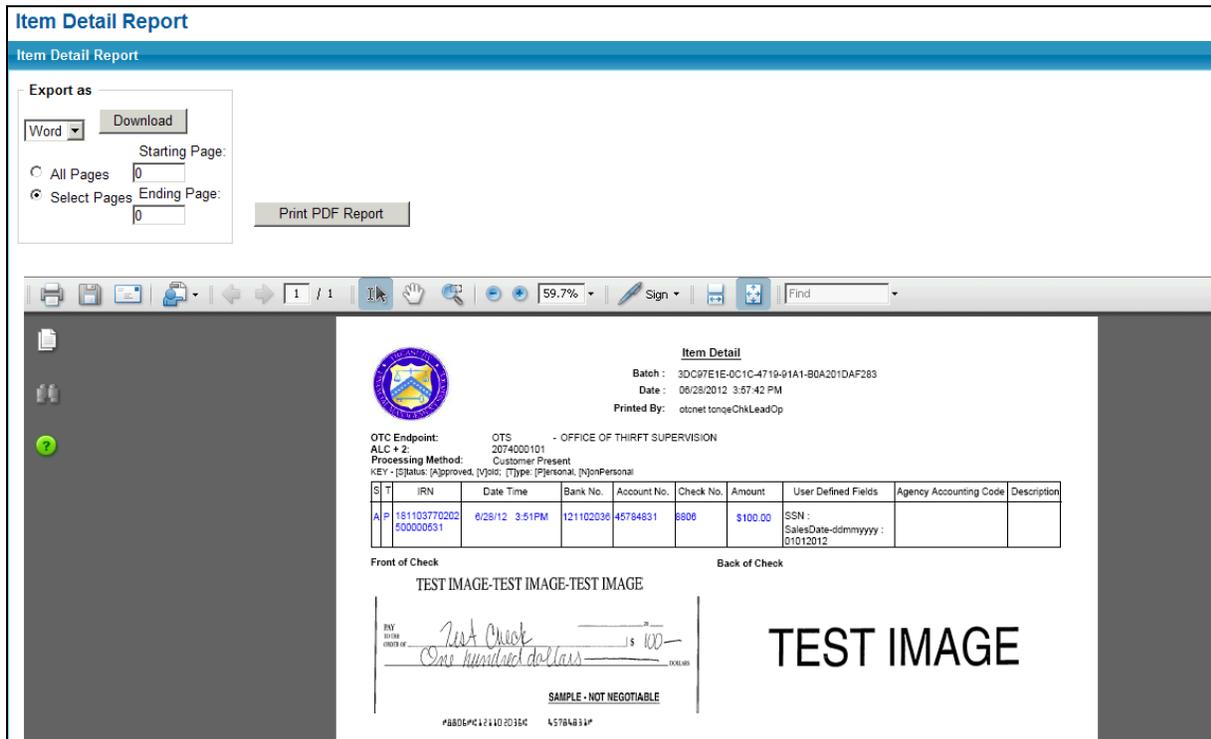


Check Information

Name	Value
Amount	100.00
IRN	18110377020250000531
SalesDate-ddmmyyyy	01012012

5. The *Item Detail Report* appears.

Figure 47. Item Detail report



Under **Export as**,

- Select **Word, Excel, RTF, or PDF**
- Select **All Pages** or **Select Pages Ending Page** radio button
- Enter a **Starting Page** and **Ending Page**
- Click **Download**
- Or
- Click **Print PDF Report**



View and Print a Batch List Report

To view and print a Batch List report, complete the following steps:

1. Click the **Check Processing** tab.
2. Click **Batch Management**. The *Search Batch* page appears.
3. Select or enter the batch search conditions you would like view.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column

Under **Created On Date**, *optional*

- Enter the **From** and **To** date range



Application Tip

The **From** and **To Created On Date** must be entered in MM/DD/YYYY format.



Application Tip

The **Created On Date** range cannot exceed 30 days. Additionally, if more than a 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.



Application Tip

If you run a search **with** the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days then only the most recent 1,000 batches appear.



Application Tip

If you run a search **without** specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, *optional*

Under **Batch Status**, *optional*

- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column

4. Click **Search**. The *View Batches* page appears.

5. Click the **Batch ID** hyperlink. The *Batch and Check Details* page appears.



Application Tip

If a batch is in use and another user attempts to access the same batch, a Batch Lock message appears stating the batch is in use and he/she cannot access the batch.

6. Click **Print Batch List**. The *Batch List Report* page appears.

7. Under **Export as**,

- Select **Word**, **Excel**, **RTF**, or **PDF**.
- Select **All Pages** or **Select Pages Ending Page** radio button.
- Enter a **Starting Page** and **Ending Page**
- Click **Download**
Or
- Click **Print PDF Report**.



View and Print an Item Detail Report

To view and print an Item Detail report, complete the following steps:

1. Click the **Check Processing** tab.
2. Click **Batch Management**. The *Search Batch* page appears.
3. Select or enter the batch search conditions you would like view.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column

Under **Created On Date**, *optional*

- Enter the **From** and **To** date range



Application Tip

The **From** and **To Created On Date** must be entered in MM/DD/YYYY format.



Application Tip

The **Created On Date** range cannot exceed 30 days. Additionally, if more than a 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.



Application Tip

If you run a search **with** the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days then only the most recent 1,000 batches appear.



Application Tip

If you run a search **without** specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, *optional*



Application Tip

If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

- Enter the **Cashier ID**, *optional*

Under **Batch Status**, *optional*

- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column
4. Click **Search**. The *View Batches* page appears.
 5. Click the **Batch ID** hyperlink. The *Batch and Item Details* page appears.
 6. Click the **Item ID** of each scanned check. An image of the check and details of the check appear in the window below.
 7. Click **Print Item**. The *Item Detail Report* appears.
 8. Under **Export as**,
 - Select **Word**, **Excel**, **RTF**, or **PDF**
 - Select **All Pages** or **Select Pages Ending Page** radio button.
 - Enter a **Starting Page** and **Ending Page**.
 - Click **Download**

Or

 - Click **Print PDF Report**.



Application Tip

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

- Click **Previous** to return to the previous page.
- Click **Cancel** to cancel the transaction. No data will be saved.

Topic 9. Activate/Deactivate a Batch

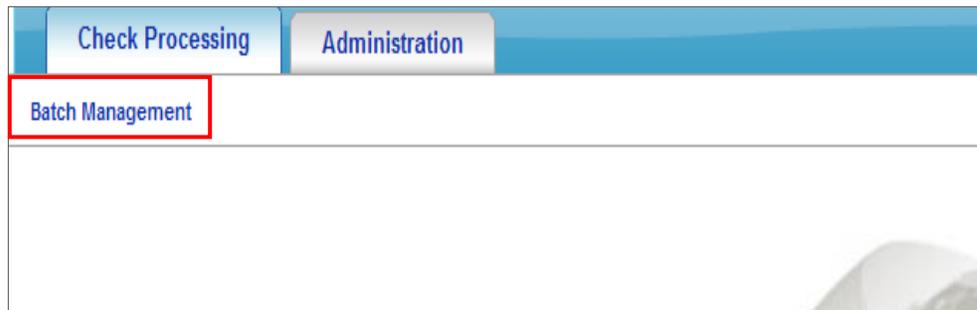
A **Check Capture Supervisor** can deactivate a batch if there is a problem with an item within the batch and further research is needed. Deactivating a batch prevents it from being closed or approved for settlement. A deactivated batch must be activated before it can be closed or approved for settlement.

The deactivated batch is retained for as long as the configuration settings allow. Only batches that are in an open or closed state can be deactivated or activated. A batch currently in use cannot be deactivated.

Activating/ Deactivating

1. Click the **Check Processing** tab and click **Batch Management**.

Figure 48. Check Processing>Batch Management (Activate/Deactivate)



2. The *Search Batch* page appears. Select or enter the batch search conditions you would like view and click **Search**. Only batches with an **Open** or **Closed** status can be activated/deactivated.

Note:

If you run a search **with** the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days then only the most recent 1,000 batches appear.

If you run a search **without** specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column

Under **Created On Date**, *optional*

- Enter the **Created On Date** by entering the **From** and **To** date range

Note: The **Created On Date** range cannot exceed 30 days. If more than a 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, *optional*

Note: If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless other search criteria specified.

- Enter the **Cashier ID**

Under **Batch Status**, *optional*

- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column, then click **Search**

Figure 49. Search Batch Page (Activate/Deactivate)

Search Batch

Batch Search Conditions

<< < 1 - 3 > >> of 3 Records

Select	ALC + 2	Description
<input type="checkbox"/>	9999210801	Development Level 3
<input type="checkbox"/>	9999999903	Lower Level 3
<input type="checkbox"/>	9999999904	Lower Level 4

Created On Date

From Date:

To Date:

Batch ID:

Cashier ID:

Select	Status	Description
<input type="checkbox"/>	OPEN	Open - accepting new checks
<input type="checkbox"/>	CLOSED	Closed - no new checks
<input type="checkbox"/>	APPROVED	Approved - ready for settlement process
<input type="checkbox"/>	FORWARDED	Forwarded - sent for settlement

- The *View Batches* page appears. Check the checkbox (es) of the **Batch ID(s)** you want to activate or deactivate and click **Activate/Deactivate**.

If a batch is in use and another user attempts to access the same batch, a Batch Lock message appears stating the batch is in use and he/she cannot access the batch.

If a batch is activated or deactivated, a check appears under the **Active Flag** column. If a batch is deactivated, the **Active Flag** column is blank.

Figure 50. View Batches Page (Activate/Deactivate)

Summary of Batches

View Batches

<<First <Prev 1 2 3 4 5 Next>> Last>> | 1 out of 14 pages | 1 to 5 out of 69 records | 5

<input type="checkbox"/>	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Item Count	Total Amount	Status	Active Flag
<input type="checkbox"/>	65dd3910-9552-4bd9-a3e6-951448a91a7f	otcnft67	DevL3	9999210801	9/13/2010 2:05:48 PM	3	123.85	OPEN	✓
<input type="checkbox"/>	b8730a95-d245-408a-b2df-98e6daafe273	otcnft66	DevL3	9999210801	9/3/2010 3:50:39 PM	10	28565.72	OPEN	✓
<input type="checkbox"/>	ca3e8219-d407-4392-a095-5c6ab4c46811	otcnft67	Dev L2	9999978900	9/2/2010 3:52:40 PM	6	1477.56	OPEN	✓
<input type="checkbox"/>	a9568c29-2da4-41ea-b69e-aaefa1e019d9	otcnft67	9999999902	9999999902	8/26/2010 3:23:57 PM	1	100.00	OPEN	✓
<input type="checkbox"/>	1d7e52db-ba3d-44dd-8128-a1a8a5759df1	otcnft13	DevL3	9999210801	8/23/2010 12:18:23 PM	0	0.00	OPEN	✓

Previous Cancel Activate/Deactivate Close Batch Approve

Figure 51. Activate/ Deactivate Batch Page

Activate/Deactivate Batch

Activate/Deactivate Batch

Batches to be Deactivated

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount	Active Status
65dd3910-9552-4bd9-a3e6-951448a91a7f	DevL3	9999210801	3	123.85	Active

<< Previous Confirm

4. A message appears stating the batch(es) have been deactivated/activated and the value under **Active Status** updates to Active/Inactive.

Figure 52. Batch Activate/ Activate Confirmation

Activate/Deactivate Batch

Activate/Deactivate Batch

Batches that have been Deactivated

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount	Active Status
65dd3910-9552-4bd9-a3e6-951448a91a7f	DevL3	9999210801	3	123.85	Inactive

Return to Batch Summary
Return Home



Activate/Deactivate a Batch

To activate/deactivate, complete the following steps:

1. Click the **Check Processing** tab.
2. Click **Batch Management**. The *Search Batch* page appears.
3. Select or enter the batch search conditions you would like view.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column

Under **Created On Date**, *optional*

- Enter the **From** and **To** date range



Application Tip

The **From** and **To Created On Date** must be entered in MM/DD/YYYY format.



Application Tip

The **Created On Date** range cannot exceed 30 days. Additionally, if more than a 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.



Application Tip

If you run a search **with** the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days then only the most recent 1,000 batches appear.



Application Tip

If you run a search **without** specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, *optional*



Application Tip

If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

- Enter the **Cashier ID**, *optional*

Under **Batch Status**, *optional*

- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column
4. Click **Search**. The *Summary of Batches* page appears.
 5. Check the checkbox of the **Batch ID** you want to activate or deactivate and click **Activate/Deactivate**. The *Activate/Deactivate Batch* page appears.



Application Tip

If a batch is activated or deactivated a check appears under the **Active Flag** column. If a batch is deactivated, the **Active Flag** column is blank.

6. Click **Confirm**. A message appears stating the batch(es) have been activated/deactivated and the value under **Active Status** updates to Active/Inactive.



Application Tip

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

- Click **Return to Batch Summary** to return to the batch summary page.
- Click **Return Home** to return to the OTCnet homepage.

Topic 10. Close a Batch

If you are assigned the role of **Check Capture Supervisor** or **Check Capture Lead Operator**, you are the only authorized users who can close a batch or multiple batches. You can only close batches for **OTC Endpoints** you have permission to access.

Before you can close a batch or multiple batches, you must first search for the batch. You can search for batches by **OTC Endpoint**, **Created On Date**, **Batch ID**, **Cashier ID**, and/or **Batch Status**.

There are four batch status types, see Table 4 for details below.

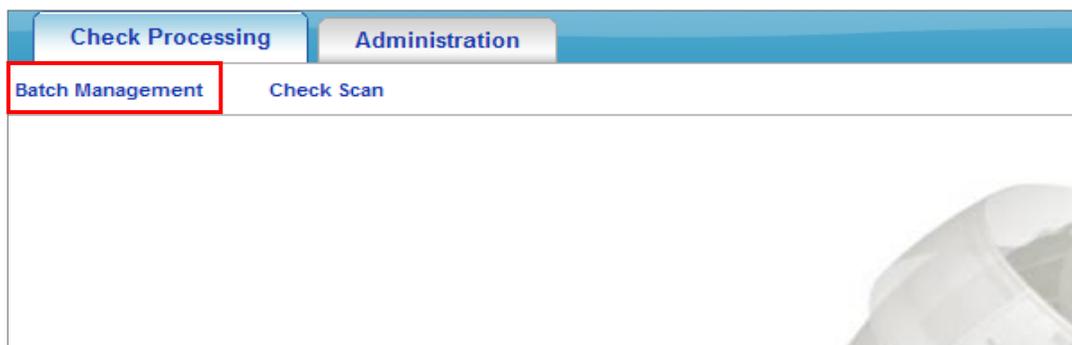
Table 4. Batch Status Types

Open	Indicates the batch is open and accepting new checks
Closed	Indicates the batch is closed and no new checks are accepted
Approved	Indicates the batch is ready for settlement
Forwarded	Indicates the batch has been sent to Debit Gateway to initiate the settlement process

Closing a Single Batch

1. Click the **Check Processing** tab and click **Batch Management**.

Figure 53. Check Processing > Batch Management
(Closing Single Batch)



2. The *Search Batch* page appears. Select or enter the batch search conditions you would like view and click **Search**.

Note:

- 1) If you run a search **with** the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days then only the most recent 1,000 batches appear.
- 2) If you run a search **without** specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.
- 3) If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column

Under **Created On Date**, *optional*

- Enter the **Created On Date** by entering the **From** and **To** date range

Note: The **Created On Date** range cannot exceed 30 days. Additionally, if more than a 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, *optional*

Note: If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless other search criteria specified.

- Enter the **Cashier ID**

Under **Batch Status**, *optional*

- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column, then click **Search**

Figure 54. Search Batch Page (Closing Single Batch)

Search Batch

Search Batch

Batch Search Conditions

<< < 1 - 3 >> of 3 Records

Select Check All / Clear All	ALC + 2	Description
<input type="checkbox"/>	9999210801	Development Level 3
<input type="checkbox"/>	9999999903	Lower Level 3
<input type="checkbox"/>	9999999904	Lower Level 4

Created On Date

From Date:

To Date:

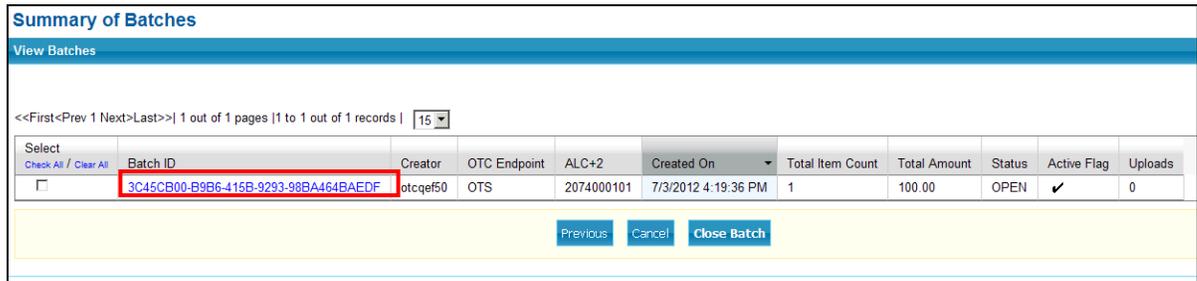
Batch ID:

Cashier ID:

Select Check All / Clear All	Status	Description
<input type="checkbox"/>	OPEN	Open - accepting new checks
<input type="checkbox"/>	CLOSED	Closed - no new checks
<input type="checkbox"/>	APPROVED	Approved - ready for settlement process
<input type="checkbox"/>	FORWARDED	Forwarded - sent for settlement

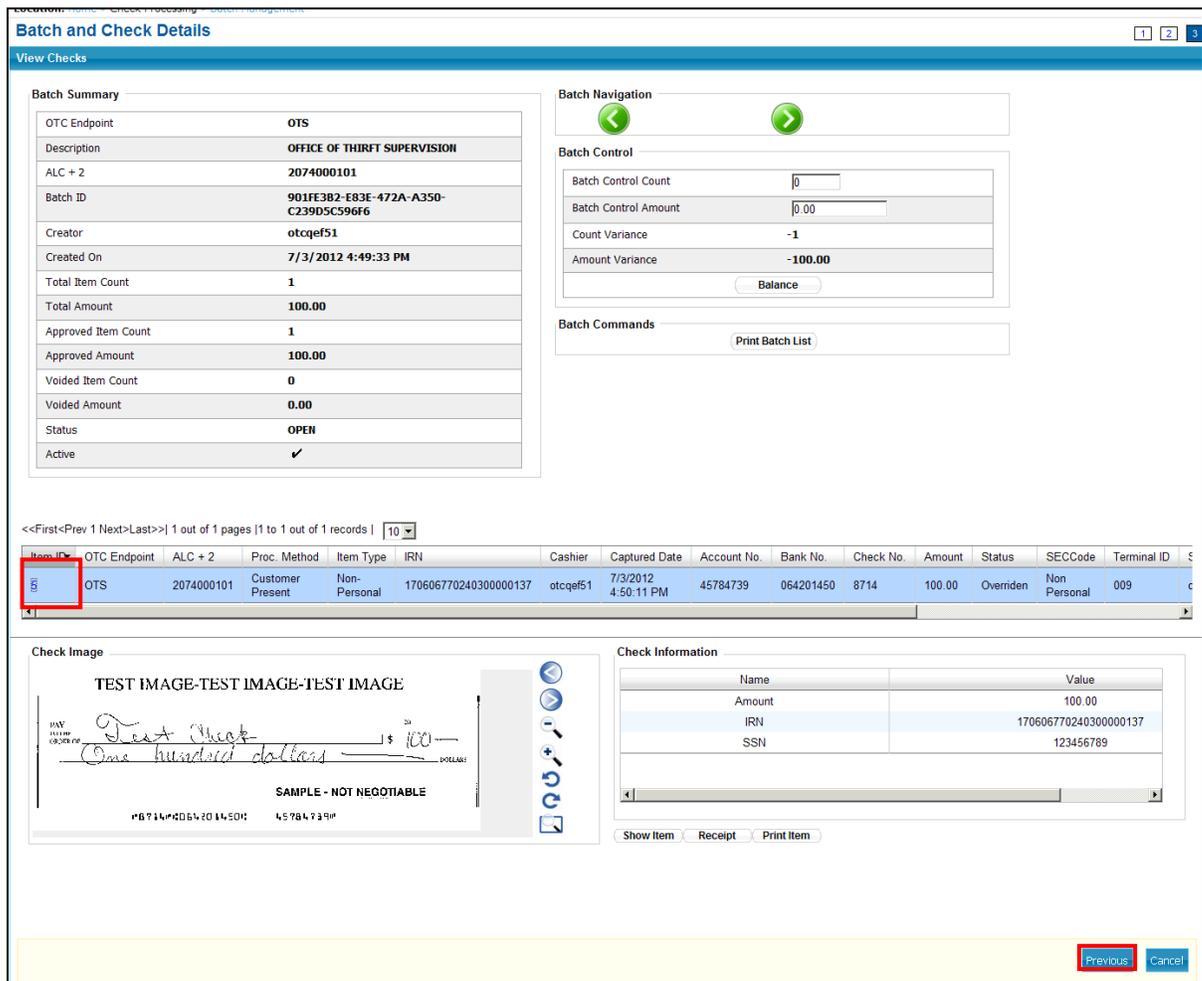
- The *View Batches* page appears. Click the **Batch ID** hyperlink.

Figure 55. View Batches Page (Closing Single Batch)



The *View Checks* page appears. Click the **Item ID** of each scanned check. An image of the check and details of the check appear in the window below. Verify the details are correct and click **Previous** to return to the *View Batches* page.

Figure 56. View Checks Page (Closing Single Batch)



8. Select the batch you want to close by checking the box to the left of the **Batch ID**.
9. Click **Close Batch**. The *Close Batch* page appears.

Figure 57. Select to Close Batch

Summary of Batches

View Batches

<<First<Prev 1 Next>Last>> | 1 out of 1 pages | 1 to 2 out of 2 records | 15

Select	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item Count	Total Amount	Status	Active Flag	Uploads
<input checked="" type="checkbox"/>	901FE3B2-E83E-472A-A350-C239D5C596F6	otcqe51	OTS	2074000101	7/3/2012 4:49:33 PM	1	100.00	OPEN	✓	0
<input type="checkbox"/>	CEA652E0-85C1-4539-BF37-1568D83BBFDB	otcqe51	OTS	2074000101	7/3/2012 2:35:22 PM	3	210.00	CLOSED	✓	0

Previous
Cancel
Close Batch

10. Verify that you want to close the batch and click **Confirm**. The *Batch Control* page appears with the batch details.

Figure 58. Confirm Close Batch

Close Batch

Close Batch

Batches to be Closed

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount
901FE3B2-E83E-472A-A350-C239D5C596F6	OTS	2074000101	1	100.00

Cancel
« Previous
Confirm

11. Enter the **Batch Control Count** and **Batch Control Amount**, if your terminal is configured for this action on batch close.
12. Click **Next**. The *Close Batch* page appears.

Figure 59. Batch Control

The screenshot shows a web application window titled "Batch Control" with a blue header bar. Below the header, there is a "Batch Control Setup" section containing a table of batch details. At the bottom of the window, there are three buttons: "Cancel", "Skip", and "Next >".

Batch Detail	
OTC Endpoint	OTS
Description	OFFICE OF THIRFT SUPERVISION
ALC + 2	2074000101
Batch ID	901FE3B2-E83E-472A-A350-C239D5C596F6
Creator	otcqe51
Created On	07/03/2012 04:49:33 PM ET
Total Item Count	1
Total Amount	100.00
Approved Item Count	1
Approved Amount	100.00
Voided Item Count	0
Voided Amount	0.00
Batch Control Count:	<input type="text" value="1"/>
Batch Control Amount:	<input type="text" value="100.00"/>

13. Click the **Print PDF Report** and click **Confirm Report Print** to close the batch.

Figure 60. Print PDF Report/Confirm Report Print

The screenshot shows the 'Close Batch' window with a table titled 'Batch List to be Closed'. The table contains one row of data:

OTC Endpoint	Description	ALC + 2	Batch ID	Creator	Created On	Total Item Count	Total Amount	Approved Item Count	Approved Amount	Voided Item Count	Voided Amount
OTS	OFFICE OF THIRFT SUPERVISION	2074000101	901FE382-E83E-472A-A350-C239D5C596F6	otcoqf51	07/03/2012 04:49:33 PM ET	1	100.00	1	100.00	0	0.00

Below the table, there is a yellow bar with two buttons: 'Cancel' and 'Confirm Report Print'. To the left, there is an 'Export as' section with a dropdown menu set to 'Word' and a 'Download' button. A 'Print PDF Report' button is also visible.

14. A *Close Batch* page appears verifying the batch has been closed.

15. Click **Return to Batch Summary**. The *View Batches* page appears

Figure 61. Close Batch Confirmation

The screenshot shows the 'Close Batch Confirmation' window. It features a table titled 'Batches that have been Closed' with the following data:

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount	Status
901FE382-E83E-472A-A350-C239D5C596F6	OTS	2074000101	1	100.00	CLOSED

At the bottom of the window, there is a yellow bar with two buttons: 'Return to Batch Summary' and 'Return Home'.

Closing Multiple Batches

1. Click the **Check Processing** tab and click **Batch Management**.
2. The *Search Batch* page appears. Select or enter the batch search conditions you would like view and click **Search**.

Note:

If you run a search **with** the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days then only the most recent 1,000 batches appear.

If you run a search **without** specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column

Under **Created On Date**, *optional*

- Enter the **Created On Date** by entering the **From** and **To** date range

Note: The **Created On Date** range cannot exceed 30 days. If more than a 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, *optional*

Note: If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless other search criteria specified.

- Enter the **Cashier ID**

Under **Batch Status**, *optional*

- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column, then click **Search**

3. The *View Batches* page appears. Click the **Batch ID** hyperlink for each batch you would like to review.

- The *View Checks* page appears. Click the **Item ID** of each scanned check. An image of the check and details of the check appear in the window below. Verify the details are correct and click **Previous** to return to the *View Batches* page.

Note (if applicable only): If you are using the balancing feature for your **OTC Endpoint** and it has been established as mandatory, you can balance your batch here. Perform adjustments as needed and click **Balance**.

Once you have balanced the batch, the Batch Control Information dialog box appears. You are offered two options after balancing the batch:

Option A. If you click **Close Batch** you are taken directly to the *Close Batch* Page).

Option B. If you click **OK** (you return to the *View Checks* page. From the *View Checks* page, click **Previous** to return to the **View Batches** page.

Note: You can also click **Print Batch List**, under **Batch Controls** from the *View Checks* page.

- Click **Confirm** the *View Batches* page appears. Select the batches you want to close by checking the box to the left of the **Batch ID** for each batch and click **Close Batch**.

Figure 62. View Batches Page (Closing Multiple Batches)

Summary of Batches									
View Batches									
<<First <Prev 1 Next> Last>> 1 out of 1 pages 1 to 4 out of 4 records 15 ▾									
<input type="checkbox"/>	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Item Count	Total Amount	Status	Active Flag
<input checked="" type="checkbox"/>	2BD5F63C-579D-46BA-BD7F-5D27D8028808	otcnqe89	DO 101st	0000500601	10/5/2010 10:58:26 AM	1	43.54	OPEN	✓
<input checked="" type="checkbox"/>	d73b1846-e15f-40dd-92de-a943a236b000	otcnqe89	DO Indpls	0000557001	9/22/2010 11:22:28 AM	11	1092.42	OPEN	✓
<input type="checkbox"/>	11bcc626-9327-4f35-a9b7-5d2b0a1986ae	otcnqe89	OGD	2009290001	9/9/2010 10:50:03 AM	60	10717528.00	OPEN	✓
<input type="checkbox"/>	88037490-cca8-403e-b54c-fbc61101c09	otcnqe89	099	7005009902	9/8/2010 4:58:03 PM	20	68558.00	OPEN	✓
<input type="button" value="Previous"/> <input type="button" value="Cancel"/> <input type="button" value="Close Batch"/>									

- The *Close Batch* page appears. Verify that you want to close the batch and click **Confirm**.

Figure 63. Close Batch Confirmation (Closing Multiple Batches)

Close Batch				
Close Batch				
Batches to be Closed				
Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount
2BD5F63C-579D-46BA-BD7F-5D27D8028808	DO 101st	0000500601	1	43.54
d73b1846-e15f-40dd-92de-a943a236b000	DO Indpls	0000557001	11	1092.42
<input type="button" value="Previous"/> <input type="button" value="Confirm"/>				

Note: If the Batch Control settings were established as mandatory or optional, the *Batch Control* page will appear for each batch, before closing a batch.

- Click **Next** after balancing to proceed to closing the batches.

Click **Skip** to return to the *Close Batch* page, before returning to the *View Batches* page. If **Skip** is clicked the **Status** remains **Open** and the batch is not closed.

Figure 64. Batch Control Setup (Closing Multiple Batches)

Batch Detail	
OTC Endpoint	DO 101st
Description	Disbursing Office
ALC + 2	0000500601
Batch ID	2BD5F63C-579D-468A-BD7F-5D27D8028808
Creator	otcnqe89
Created On	10/05/2010 10:58:26 AM ET
Total Item Count	1
Total Amount	43.54
Approved Item Count	1
Approved Amount	43.54
Voided Item Count	0
Voided Amount	0.00
Batch Control Count:	<input type="text" value="0"/>
Batch Control Amount:	0.00

Note: If **Batch Control** is set to mandatory on batch close and you click **Next** from the *Batch Control* page before balancing, the message below appears. The same is true for closing single batches.

Figure 65. Failed to Balance Batch

Failed to balance Batch 2BD5F63C-579D-468A-BD7F-5D27D8028808, please check batch control.

Batch Detail	
OTC Endpoint	DO 101st
Description	Disbursing Office

- The *Close Batch* page appears with the batch details. Click **Print PDF Report** and click **Confirm Report Print** to close the batch. A batch close is not processed until the **Confirm Report Print** is clicked.

Figure 66. Confirm Report Print (Closing Multiple)

Close Batch

Close Batch

Batch List to be Closed

OTC Endpoint	Description	ALC + 2	Batch ID	Creator	Created On	Total Item Count	Total Amount	Approved Item Count	Approved Amount	Voided Item Count	Voided Amount
DO 101st	Disbursing Office	0000500601	2B05F63C-579D-468A-BD7F-5D27D8028808	otonqe89	10/05/2010 10:58:26 AM ET	1	43.54	1	43.54	0	0.00
DO Indpls	Disbursing Office	0000557001	d73b1846-e15f-40dd-92de-a943a236b000	otonqe89	09/22/2010 11:22:28 AM ET	11	1092.42	11	1092.42	0	0.00

Batch close will not be processed until the button 'Confirm Report Print' is clicked.

Export as

9. A *Close Batch* page appears verifying the batch has been closed. Click **Return to the Batch Summary** page.

Figure 67. Close Batch Confirmation (Closing Multiple)

Close Batch

Close Batch

Batches that have been Closed

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount
2B05F63C-579D-468A-BD7F-5D27D8028808	DO 101st	0000500601	1	43.54
d73b1846-e15f-40dd-92de-a943a236b000	DO Indpls	0000557001	11	1092.42



Close Multiple Batches

To close multiple batches, complete the following steps:

1. Click the **Check Processing** tab.
2. Click **Batch Management**. The *Search Batch* page appears.
3. Select or enter the batch search conditions you would like view.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column

Under **Created On Date**, *optional*

- Enter the **From** and **To** date range



Application Tip

The **From** and **To Created On Date** must be entered in MM/DD/YYYY format.



Application Tip

The **Created On Date** range cannot exceed 30 days. Additionally, if more than a 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.



Application Tip

If you run a search *with* the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days then only the most recent 1,000 batches appear.



Application Tip

If you run a search *without* specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, *optional*



Application Tip

If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

- Enter the **Cashier ID**, *optional*

Under **Batch Status**, *optional*

- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column
4. Click **Search**. The *View Batches* page appears.
 5. Click the **Batch ID** hyperlink. The *View Checks* page appears.
 6. Click the **Item ID** of each scanned check. An image of the check and details of the check appear in the window below.
 7. Click **Previous** to return to the *View Batches* page.



Application Tip

Repeat steps 5–7 as needed.

8. Select the batches you want to close by checking the boxes to the left of the **Batch IDs**.
9. Click **Close Batch**. The *Close Batch* appears.
10. Verify that you want to close the batches and click **Confirm**. The *Batch Control* page appears.
11. Enter the **Batch Control Count** and **Batch Control Amount**, if applicable.
12. Click **Next**. The *Close Batch* page appears.
13. Click the **Print** icon and click **Confirm Report Print**.

**Application Tip**

A batch close is not processed until the **Confirm Report Print** is clicked.

**Application Tip**

One report generates for all the batches that selected and closed.

14. A *Close Batch* page appears verifying the batch(es) has been closed.
15. Click **Return to Batch Summary**. The *View Batches* page appears.
16. Click **Cancel** to return to the OTCnet Homepage.

**Application Tip**

After a batch is closed the Status changes from **OPEN** to **CLOSED**. If **Skip** is clicked the **Status** remains **Open** and the batch is not closed.

Topic 11. Approve a Batch

As a **Check Capture Supervisor**, you are the only authorized user who can approve a batch or multiple batches. You can only approve batches for **OTC Endpoints** that you have permission to access. Approving a batch (es) indicates that the batch and check details are correct and that the batch (es) is/are ready for settlement.

Before you can approve a batch or multiple batches, you must first search for the batch. You can search for batches by **OTC Endpoint**, **Created On Date**, **Batch ID**, **Cashier ID**, and/or **Batch Status**.

Additionally, a batch is only eligible for approval when the batch is has a **Closed** status. After a batch is **Approved** and sent to **Debit Gateway** to initiate the settlement process, the status becomes **Forwarded**. For a description of each of the four batch status types, refer to Table 4 in the previous section of this Chapter.

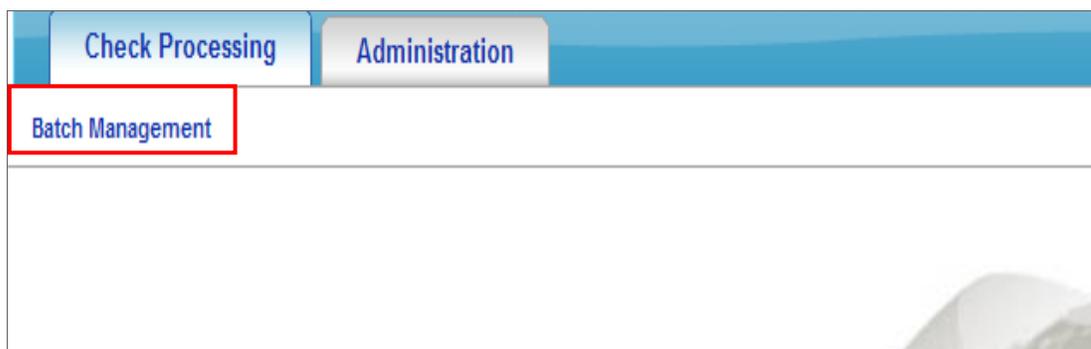
Transactions processed before 9:30 p.m. EST are reflected on the next day's deposit SF215. Batches should be approved and forwarded for settlement on the same business day on which the activity occurred in order to reflect on the SF215.

We recommend reviewing **Batch Management** to check the status of created batches. If batch statuses within **Batch Management** show them to be successfully forwarded, then the funds are included on the next day's SF215 report.

Approving a Single Batch

1. Click the **Check Processing** tab and click **Batch Management**.

Figure 68. Check Processing>Batch Management
(Approving Single)



2. The *Search Batch* page appears. Select or enter the batch search conditions you would like view and click **Search**.

Note:

If you run a search **with** the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days then only the most recent 1,000 batches appear.

If you run a search **without** specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column

Under **Created On Date**, *optional*

- Enter the **Created On Date** by entering the **From** and **To** date range

Note: The **Created On Date** range cannot exceed 30 days. Additionally, if more than a 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, *optional*

Note: If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless other search criteria specified.

- Enter the **Cashier ID**

Under **Batch Status**, *optional*

- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column, then click **Search**

Figure 69. Search Batch Page (Approve Single)

Search Batch

Search Batch

Batch Search Conditions

<< < 1 - 3 >> of 3 Records

Select	Check All / Clear All	ALC + 2	Description
<input type="checkbox"/>		9999210801	Development Level 3
<input type="checkbox"/>		9999999903	Lower Level 3
<input type="checkbox"/>		9999999904	Lower Level 4

Created On Date

From Date:

To Date:

Batch ID:

Cashier ID:

Select	Status	Description
<input type="checkbox"/>	OPEN	Open - accepting new checks
<input type="checkbox"/>	CLOSED	Closed - no new checks
<input type="checkbox"/>	APPROVED	Approved - ready for settlement process
<input type="checkbox"/>	FORWARDED	Forwarded - sent for settlement

3. The *View Batches* page appears. Click the **Batch ID** hyperlink.

Figure 70. View Batches Page (Approve Single)

Summary of Batches

View Batches

<<First<Prev 1 Next>Last>> | 1 out of 1 pages | 1 to 3 out of 3 records | 15

Select	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item Count	Total Amount	Status	Active Flag	Uploads
<input type="checkbox"/>	901FE3B2-E83E-472A-A350-C239D5C596F6	otcqe51	OTS	2074000101	7/3/2012 4:49:33 PM	1	100.00	CLOSED	✓	0
<input type="checkbox"/>	3C45CB00-B9B6-415B-9293-98BA464BAEDF	otcqe50	OTS	2074000101	7/3/2012 4:19:36 PM	1	100.00	OPEN	✓	0
<input type="checkbox"/>	CEA652E0-85C1-4539-BF37-1568D83BFFDB	otcqe51	OTS	2074000101	7/3/2012 2:35:22 PM	3	210.00	CLOSED	✓	0

Note: If a Check Capture Supervisor (CCS) closes a batch, it is automatically moved into Approved status. If a batch is closed by a Check Capture Operator (CCO) or a Check Capture Lead Operator (CCLO) without approver permission; however, an approve button is available.

- The *View Checks* page appears. Click the **Item ID** of each scanned check. An image of the check and details of the check appear in the window below. Verify the details are correct and click **Previous** to return to the *View Batches* page.

If a batch is in use and another user attempts to access the same batch, a Batch Lock message appears stating the batch is in use and he/she cannot access the batch.

Figure 71. View Checks Page (Approve Single)

Batch and Check Details 1 2 3

View Checks

Batch Summary

OTC Endpoint	OTS
Description	OFFICE OF THIRFT SUPERVISION
ALC + 2	2074000101
Batch ID	901FE3B2-E83E-472A-A350-C239D5C596F6
Creator	otcqe51
Created On	7/3/2012 4:49:33 PM
Total Item Count	1
Total Amount	100.00
Approved Item Count	1
Approved Amount	100.00
Voided Item Count	0
Voided Amount	0.00
Status	CLOSED
Active	✓

Batch Navigation

←
→

Batch Control

Batch Control Count	1
Batch Control Amount	100.00
Count Variance	0
Amount Variance	0.00

Batch Commands

<<First<Prev 1 Next>Last>>| 1 out of 1 pages | 1 to 1 out of 1 records | 10

Item ID	OTC Endpoint	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account No.	Bank No.	Check No.	Amount	Status	SECCode	Terminal ID
1	OTS	2074000101	Customer Present	Non-Personal	170606770240300000137	otcqe51	7/3/2012 4:50:11 PM	45784739	064201450	8714	100.00	Overriden	Non Personal	009

Check Image

Check Information

Name	Value
Amount	100.00
IRN	170606770240300000137
SSN	123456789

5. Select the batch you want to approve by checking the box to the left of the **Batch ID** and click **Approve**.

Figure 72. View Batches (Approve Single)

Summary of Batches

View Batches

<<First <Prev 1 2 3 4 5 Next> Last>> | 1 out of 8 pages | 1 to 15 out of 109 records | 15 ▾

<input type="checkbox"/>	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Item Count	Total Amount	Status	Active Flag
<input checked="" type="checkbox"/>	BC28C8A2-2C55-4084-9DBE-1C2A26288F51	otcnqe89	DSSN 3801	0000380101	10/12/2010 12:13:53 PM	1	50.00	CLOSEC	✓
<input type="checkbox"/>	7EAB684D-CED8-4AC7-9CD3-184AF32E0FF9	otcqe20	DSSN 6460	0000646001	10/6/2010 10:55:12 AM	4	131.44	CLOSEC	✓
<input type="checkbox"/>	40C7A94D-C3D1-4E0C-B115-DCFD282653D1	otcnqe89	DSSN 5570	0000557002	10/5/2010 11:59:45 AM	1	76.98	CLOSEC	✓
<input type="checkbox"/>	2BD5F63C-579D-46BA-BD7F-5D27D8028808	otcnqe89	DO 101st	0000500601	10/5/2010 10:58:26 AM	1	43.54	CLOSEC	✓
<input type="checkbox"/>	d73b1846-e15f-40dd-92de-a943a236b000	otcnqe89	DO Indpls	0000557001	9/22/2010 11:22:28 AM	11	1092.42	CLOSEC	✓
<input type="checkbox"/>	33802cd7-9dc3-4925-96c2-7133246bcb33	otcnqe89	DevL3A	9999999001	9/21/2010 3:37:41 PM	0	0.00	CLOSEC	✓
<input type="checkbox"/>	1bd95fb0-f114-40d1-ac0e-6a3c0f60334e	otcnqe89	8300000102	8300000102	9/21/2010 11:47:40 AM	0	0.00	CLOSEC	✓
<input type="checkbox"/>	0600754f-7f1c-40e9-960e-446e68a44f1f	otcnqe89	OGD	2009290001	9/1/2010 1:38:52 PM	11	2938.00	CLOSEC	✓
<input type="checkbox"/>	f8e7432b-7420-4102-a463-eb92fa25b54	otcnqe89	0000789502	0000789502	9/1/2010 11:53:40 AM	0	0.00	CLOSEC	✓
<input type="checkbox"/>	23fab2d8-fb44-408e-9542-276e75f6b268	otcqe20	DSSN 6460	0000646001	8/18/2010 10:12:18 AM	2	700.00	CLOSEC	✓
<input type="checkbox"/>	d412523a-d9b9-4acd-a36e-9f74132a8ee	otcqe20	FO Brunssu	0000549902	8/10/2010 5:25:29 PM	1	745.00	CLOSEC	✓
<input type="checkbox"/>	c5301aa5-b393-4921-9f5a-498da1a47f12	otcnqa88	DO Indpls	0000557001	8/4/2010 4:33:51 PM	2	3.05	CLOSEC	✓
<input type="checkbox"/>	75fba89d-43af-4d11-a0c1-b4c1d11260c9	otcnqe89	DO 101st	0000500601	7/7/2010 8:18:50 AM	0	0.00	CLOSEC	✓
<input type="checkbox"/>	97711641-4df4-486e-9b94-baf9e06586da	otcnqe89	DO 101st	0000500601	7/1/2010 11:57:09 PM	0	0.00	CLOSEC	✓
<input type="checkbox"/>	18343-05102010105856-00001-gk	batchloader	LLNY	8300000101	5/10/2010 10:58:56 AM	90	4312.02	CLOSEC	

Previous Cancel Activate/Deactivate Close Batch Approve

6. The *Approve Batch* page appears. Verify that you want to approve the batch and click **Confirm**.

Figure 73. Confirm Batches to Approve (Approve Single)

Approve Batch

Approve Batch

Batches to be Approved

Number of Batches to be Approved: 1

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount
BC28C8A2-2C55-4084-9DBE-1C2A26288F51	DSSN 3801	0000380101	1	50.00

<< Previous Confirm

7. The *Approve Batch* page appears with the batch details. Click the **Print PDF Report** and click **Confirm Report Print to Approve**. A batch approve is not processed until the **Confirm Report Print to Approve** is clicked.

Figure 74. Confirm Report Print To Approve (Approve Single)

Approve Batch

Batch Report

OTC Endpoint	Description	ALC + 2	Batch ID	Creator	Created On	Total Item Count	Total Amount	Approved Item Count	Approved Amount	Voided Item Count	Voided Amount
TestPII499	TestPII4991 form package	1111111115	F6380117-E561-45F3-A0D1-19749E740E73	otcgef50	06/21/2012 11:54:38 AM ET	2	94.61	2	94.61	0	0.00

Cancel **Confirm Report Print To Approve**

Export as: Word Download Print PDF Report

Batch List

Batch : F6380117-E561-45F3-A0D1-19749E740E73
 Date : 6/25/12 2:23PM
 Printed By: otcnet.torncnkSupervisor

OTC Endpoint: TestPII499 - TestPII4991 form package
 ALC + 2: 1111111115
 Processing Method: Customer Present
 KEY - ISBMA: [Approved], [Void], [Type: [Person], [NonPerson]

S	T	IRN	Capture Date Time	Bank No	Account No	Check No	Amount	User Defined Fields	Agency Accounting Code	Description	
A	P	1340334200016 464988	6/26/12 11:00AM	044000011	0000281	0655	\$69.36	Taxpayer/Identification Number : 222222 EmployeeID : 123589 SocialSecurityNumber : 123123123 MilitaryD : 1222222 DriversLicense : 65888 ElectronicDatawarehouse : 666666 AccountNumber : 558 FirstName : Anish LastName : Sebastian			
A	P	13403340560016 464988	6/21/12 11:54AM	243374221	00000688	0940	\$25.25	SSN : 222222222			
Sub Total:							Count: 2	Amount: \$94.61			
OTC Endpoint Total:							Count: 2	Amount: \$94.61			
Grand Total:							Count: 2	Amount: \$94.61			

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- An *Approve Batch* page appears verifying the batch has been approved. Click **Return to Batch Summary** to return to *View Batches* page. After a batch is approved the Status changes from **Closed** to **Approved**.

Figure 75. Approve Batch Page (Approve Single)

The screenshot shows the 'Approve Batch' page. At the top, there is a blue header with the text 'Approve Batch'. Below the header, there is a section titled 'Batches that have been Approved' with a sub-label 'Number of Batches Approved: 1'. A table displays the following data:

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount
BC28C8A2-2C55-4084-9D8E-1C2A26288F51	DSSN 3801	0000380101	1	50.00

At the bottom right of the page, there are two buttons: 'Return to Batch Summary' (highlighted with a red box) and 'Return Home'.

Approving Multiple Batches

- Click the **Check Processing** tab and click **Batch Management**.
- The *Search Batch* page appears. Select or enter the batch search conditions you would like view and click **Search**.

Note:

1) If you run a search **with** the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days then only the most recent 1,000 batches appear.

2) If you run a search **without** specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

3) If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column

Under **Created On Date**, *optional*

- Enter the **Created On Date** by entering the **From** and **To** date range

Note: The **Created On Date** range cannot exceed 30 days. Additionally, if more than a 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, optional

Note: If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless other search criteria specified.

- Enter the **Cashier ID**

Under **Batch Status**, optional

- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column, then click **Search**

- The *View Batches* page appears. Click the **Batch ID** hyperlinks for each batch you want to Approve. If a batch is in use and another user attempts to access the same batch, a Batch Lock message appears stating the batch is in use and he/she cannot access the batch.

Figure 76. View Batches Page (Approve Multiple)

Summary of Batches									
View Batches									
<<First <Prev 1 2 3 4 5 Next> Last>> 1 out of 8 pages 1 to 15 out of 109 records 15									
<input type="checkbox"/>	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Item Count	Total Amount	Status	Active Fl
<input type="checkbox"/>	BC28C8A2-2C55-4084-9DBE-1C2A26288F51	otcnqe89	DSSN 3801	0000380101	10/12/2010 12:13:53 PM	1	50.00	CLOSEC	✓
<input type="checkbox"/>	7EAB684D-CED8-4AC7-9CD3-184AF32E0FF9	otcnqe20	DSSN 6460	0000646001	10/6/2010 10:55:12 AM	4	131.44	CLOSEC	✓
<input type="checkbox"/>	40C7A94D-03D1-4E0C-B115-DCFD282653D1	otcnqe89	DSSN 5570	0000557002	10/5/2010 11:59:45 AM	1	76.98	CLOSEC	✓
<input type="checkbox"/>	2B05F63C-579D-46BA-BD7F-5D27D8028808	otcnqe89	DO 101st	0000500601	10/5/2010 10:58:26 AM	1	43.54	CLOSEC	✓
<input type="checkbox"/>	d73b1846-e15f-40dd-92de-a943a236b000	otcnqe89	DO Indpls	0000557001	9/22/2010 11:22:28 AM	11	1092.42	CLOSEC	✓
<input type="checkbox"/>	33802cd7-9dc3-4925-96c2-7133246cb333	otcnqe89	DevL3A	9999999001	9/21/2010 3:37:41 PM	0	0.00	CLOSEC	✓
<input type="checkbox"/>	1bd95fb0-f114-40d1-ac0e-6a3c0f60334e	otcnqe89	8300000102	8300000102	9/21/2010 11:47:40 AM	0	0.00	CLOSEC	✓
<input type="checkbox"/>	0600754f-7f1c-40e9-960e-446e68a44f11	otcnqe89	OGD	2009290001	9/1/2010 1:38:52 PM	11	2938.00	CLOSEC	✓
<input type="checkbox"/>	f8e7432b-7420-4102-a463-eb92fea25b54	otcnqe89	0000789502	0000789502	9/1/2010 11:53:40 AM	0	0.00	CLOSEC	✓
<input type="checkbox"/>	23fab2d8-fb44-408e-9542-276e75fb2688	otcnqe20	DSSN 6460	0000646001	8/18/2010 10:12:18 AM	2	700.00	CLOSEC	✓
<input type="checkbox"/>	d412523a-db9b-4acd-a36e-9f74132a8ee	otcnqe20	FO Brunssu	0000549902	8/10/2010 5:25:29 PM	1	745.00	CLOSEC	✓
<input type="checkbox"/>	c5301aa5-b393-4921-9f5a-498da1a47f12	otcnqe88	DO Indpls	0000557001	8/4/2010 4:33:51 PM	2	3.05	CLOSEC	✓
<input type="checkbox"/>	75ba89d-43af-4d11-a0c1-b4c1d11260c9	otcnqe89	DO 101st	0000500601	7/7/2010 8:18:50 AM	0	0.00	CLOSEC	✓
<input type="checkbox"/>	97711641-4df4-486e-9b94-baf9e06586da	otcnqe89	DO 101st	0000500601	7/1/2010 11:57:09 PM	0	0.00	CLOSEC	✓
<input type="checkbox"/>	18343-05102010105856-00001-gk	batchloader	LLNY	8300000101	5/10/2010 10:58:56 AM	90	4312.02	CLOSEC	✓



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 **Activate/Deactivate** to activate or deactivate a batch.
- Click **Close Batches** to close a batch.
- Click **<<First** to go to the first page. (Only appears if there are several pages retrieved for the search results.)
- Click **Next>** to go to the next page. (Only appears if there are several pages retrieved for the search results.)
- Click **Last>>** to return to the last page. (Only appears if there are several pages retrieved for the search results.)
- Click **<<Image** to return to the previous check.

- Click **>>Image** to view the next check.
- Click **Zoom-** to reduce the image size.
- Click **Zoom+** to enlarge the image size.
- Click **Rotate Left** to turn the image to the left.
- Click **Rotate Right** to turn the image to the right.
- Click **Show Item** to view and update the check item details.
- Click **Receipt** to print a receipt.
- Click **Print Item** to print an Item Detail report.

4. The *View Checks* page appears. Click the **Item ID** of each scanned check. An image of the check and details of the check appear in the window below. Verify the details are correct and click **Previous** to return to the *View Batches* page.

Repeat this step for each batch you intend to approve.

5. Select the batches you want to approve by checking the box to the left of the **Batch ID** and click **Approve**.

Figure 77. View Batches (Approve Multiple)

Summary of Batches									
View Batches									
<<First <Prev 1 2 3 4 5 Next> Last>> 1 out of 8 pages 1 to 15 out of 109 records 15									
<input type="checkbox"/>	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Item Count	Total Amount	Status	Active Flag
<input type="checkbox"/>	BC28C8A2-2C55-4084-9DBE-1C2A26288F51	otcnqe89	DSSN 3801	0000380101	10/12/2010 12:13:53 PM	1	50.00	CLOSED	✓
<input type="checkbox"/>	7EAB684D-CED8-4AC7-9CD3-184AF32E0FF9	otcnqe20	DSSN 6460	0000646001	10/6/2010 10:55:12 AM	4	131.44	CLOSED	✓
<input checked="" type="checkbox"/>	40C7A94D-C3D1-4E0C-B115-DCFD282653D1	otcnqe89	DSSN 5570	0000557002	10/5/2010 11:59:45 AM	1	76.98	CLOSED	✓
<input type="checkbox"/>	2BD5F63C-579D-46BA-BD7F-5D27D8028808	otcnqe89	DO 101st	0000500601	10/5/2010 10:58:26 AM	1	43.54	CLOSED	✓
<input type="checkbox"/>	d73b1846-e15f-40dd-92de-a943a236b000	otcnqe89	DO Indpls	0000557001	9/22/2010 11:22:28 AM	11	1092.42	CLOSED	✓
<input type="checkbox"/>	33802cd7-9dc3-4925-96c2-7133246cb333	otcnqe89	DevL3A	9999999001	9/21/2010 3:37:41 PM	0	0.00	CLOSED	✓
<input type="checkbox"/>	1bd95b0-f114-40d1-ac0e-6a3c0f60334e	otcnqe89	8300000102	8300000102	9/21/2010 11:47:40 AM	0	0.00	CLOSED	✓
<input type="checkbox"/>	0600754f-771c-40e9-960e-f46e68a44f1f	otcnqe89	OGD	2009290001	9/1/2010 1:38:52 PM	11	2938.00	CLOSED	✓
<input type="checkbox"/>	f8e7432b-7420-4102-a463-eb92ea25b554	otcnqe89	0000789502	0000789502	9/1/2010 11:53:40 AM	0	0.00	CLOSED	✓
<input type="checkbox"/>	23fab2d8-fb44-400e-9542-276e75f6b268	otcnqe20	DSSN 6460	0000646001	8/18/2010 10:12:18 AM	2	700.00	CLOSED	✓
<input type="checkbox"/>	d412523a-db9b-4acd-a36e-9874132a8ee	otcnqe20	FO Brunssu	0000549902	8/10/2010 5:25:29 PM	1	745.00	CLOSED	✓
<input type="checkbox"/>	c5301aa5-b393-4921-9f5a-498da1a47f12	otcnqa88	DO Indpls	0000557001	8/4/2010 4:33:51 PM	2	3.05	CLOSED	✓
<input type="checkbox"/>	75fba89d-43af-4d11-a0c1-b4c1d11260c9	otcnqe89	DO 101st	0000500601	7/7/2010 8:18:50 AM	0	0.00	CLOSED	✓
<input type="checkbox"/>	97711641-4df4-486e-9b94-baf9e06586da	otcnqe89	DO 101st	0000500601	7/1/2010 11:57:09 PM	0	0.00	CLOSED	✓
<input type="checkbox"/>	18343-05102010105856-00001-gk	batchloader	LLNY	8300000101	5/10/2010 10:58:56 AM	90	4312.02	CLOSED	✓

- The *Approve Batch* page appears. Verify that you want to approve the batches and click **Confirm**.

Figure 78. Confirm Batches (Approve Multiple)

Approve Batch

Approve Batch

Batches to be Approved

Number of Batches to be Approved: 2

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount
7EAB684D-CE08-4AC7-9CD3-184AF32E0FF9	DSSN 6460	0000646001	4	131.44
40C7A94D-C3D1-4E0C-B115-DCF0282653D1	DSSN 5570	0000557002	1	76.98

« Previous
Confirm

- The *Approve Batch* page appears with the batches details. Click the **Print PDF Report** and click **Confirm Report Print to Approve**. A batch approve is not processed until the **Confirm Report Print to Approve** is clicked.

Figure 79. Confirm Report to Approve (Approve Multiple)

Approve Batch

Approve Batch

Batch Report

OTC Endpoint	Description	ALC + 2	Batch ID	Creator	Created On	Total Item Count	Total Amount	Approved Item Count	Approved Amount	Voided Item Count	Voided Amount
TestPII499	TestPII4991 form package	1111111115	F63B0117-E561-45F3-A0D1-19749E740E73	otcqe50	06/21/2012 11:54:38 AM ET	2	94.61	2	94.61	0	0.00

Cancel **Confirm Report Print to Approve**

Export as
 Word Download Print PDF Report

Batch List

Batch: F63B0117-E561-45F3-A0D1-19749E740E73
 Date: 6/25/12 2:23PM
 Printed By: otcnet tonoeCHSupervisor

OTC Endpoint: TestPII499 - TestPII4991 form package
 ALC + 2: 1111111115
 Processing Method: Customer Present
 KEY: (S)Status (A)Approved (V)Void (T)Type (P)Personal (N)NonPersonal

S	T	IRN	Capture Date Time	Bank No.	Account No	Check No	Amount	User Defined Fields	Agency Accounting Code	Description
A	P	1340238420015404888	6/25/12 11:00AM	044000011	00000281	0655	990.50	TaxpayerIdentificationNumber: 222222 EmployeeID: 123588 SocialSecurityNumber: 123123123 MilitaryID: 1222222 DriversLicense: 85555 ElectronicDataInterchangePersonalIdentifier: 588888 AccountNumber: 556 FirstName: Anish LastName: Sebastian		
A	P	134023840560015404888	6/21/12 11:54AM	24374221	00000858	0649	\$25.25	SSN: 222222222		

Sub Total: Count: 2 Amount: \$94.61
 OTC Endpoint Total: Count: 2 Amount: \$94.61
 Grand Total: Count: 2 Amount: \$94.61

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- An *Approve Batch* page appears verifying the batches has been approved. Click **Return to Batch Summary**. After a batch is approved, the Status changes from **Closed** to **Approved**.

Figure 80. Approve Batch Confirmation (Approve Multiple)

The screenshot shows a web interface titled "Approve Batch". Below the title, there is a sub-header "Approve Batch" and a section "Batches that have been Approved" with the text "Number of Batches Approved: 2". A table lists the following data:

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount
7EAB684D-CED8-4AC7-9CD3-184AF32E0FF9	DSSN 6460	0000646001	4	131.44
40C7A94D-C3D1-4E0C-B115-DCF0282653D1	DSSN 5570	0000557002	1	76.98

At the bottom of the page, there are two buttons: "Return to Batch Summary" (highlighted with a red box) and "Return Home".

Approve Single or Multiple Batch(es)

To approve a single batch, complete the following steps:

1. Click the **Check Processing** tab.
2. Click **Batch Management**. The *Search Batch* page appears.
3. Select or enter the batch search conditions you would like view.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column

Under **Created On Date**, *optional*

- Enter the **From** and **To** date range



Application Tip

The **From** and **To Created On Date** must be entered in MM/DD/YYYY format.



Application Tip

The **Created On Date** range cannot exceed 30 days. Additionally, if more than a 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.



Application Tip

If you run a search **with** the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days then only the most recent 1,000 batches appear.



Application Tip

If you run a search **without** specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, *optional*



Application Tip

If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

- Enter the **Cashier ID**, *optional*

Under **Batch Status**, *optional*

- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column
4. Click **Search**. The *View Batches* page appears.
 5. Click the **Batch ID** hyperlink. The *View Checks* page appears.



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 **Activate/Deactivate** to activate or deactivate a batch.
- Click **Close Batches** to close a batch.
- Click **<<First** to go to the first page. (Only appears if there are several pages retrieved for the search results.)
- Click **Next>** to go to the next page. (Only appears if there are several pages retrieved for the search results.)
- Click **Last>>** to return to the last page. (Only appears if there are several pages retrieved for the search results.)
- Click **<<Image** to return to the previous check.
- Click **>>Image** to view the next check.
- Click **Zoom-** to reduce the image size.
- Click **Zoom+** to enlarge the image size.
- Click **Rotate Left** to turn the image to the left.
- Click **Rotate Right** to turn the image to the right.
- Click **Show Item** to view and update the check item details.
- Click **Void** to void a single check item.
- Click **Receipt** to print a receipt.
- Click **Print Item** to print a batch list report.

6. Click the **Item ID** of each scanned check. An image of the check and details of the check appear in the window below.
7. Verify the details are correct and click **Previous** to return to the *View Batches* page.
8. Select the batch you want to approve by checking the box to the left of the **Batch ID**.

9. Click **Approve**. The *Approve Batch* page appears.
10. Verify that you want to approve the batch and click **Confirm**. The *Approve Batch* page appears with the batch details.
11. Click the **Print** icon and click **Confirm Report Print to Approve**.

**Application Tip**

A batch approve is not processed until the **Confirm Report Print to Approve** is clicked.

12. An *Approve Batch* page appears verifying the batch has been approved.
13. Click **Return to Batch Summary**.

**Application Tip**

After a batch is approved the Status changes from **Closed** to **Approved**.

To approve multiple batches, complete the following steps:

1. Click the **Check Processing** tab.
2. Click **Batch Management**. The *Search Batch* page appears.
3. Select or enter the batch search conditions you would like view.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column

Under **Created On Date**, *optional*

- Enter the **From** and **To** date range

**Application Tip**

The **From** and **To Created On Date** must be entered in MM/DD/YYYY format.

**Application Tip**

The **Created On Date** range cannot exceed 30 days. Additionally, if more than a 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

**Application Tip**

If you run a search **with** the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days then only the most recent 1,000 batches appear.

**Application Tip**

If you run a search **without** specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, *optional*

**Application Tip**

If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

- Enter the **Cashier ID**, *optional*

Under **Batch Status**, *optional*

- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column

4. Click **Search**. The *View Batches* page appears.
5. Click the **Batch ID** hyperlink. The *View Checks* page appears.
6. Click the **Item ID** of each scanned check. An image of the check and details of the check appear in the window below.



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 **Void All** to void all items in the batch.
- Click **Print Batch List** to print the batch list.
- Click **<** to go to the first batch.
- Click **>** to go to the next batch.
- Click **<<First** to go to the first page.
- Click **Next>** to go to the next page.
- Click **Last>>** to return to the last page.
- Click **<<Image** to return to the previous check.
- Click **>>Image** to view the next check.
- Click **Zoom-** to reduce the image size.
- Click **Zoom+** to enlarge the image size.
- Click **Rotate Left** to turn the image to the left.
- Click **Rotate Right** to turn the image to the right.
- Click **Show Item** to view the check item details.
- Click **Void** to void a single check item.
- Click **Receipt** to print a receipt.
- Click **Print Item** to print a batch list report.

7. Click **Previous** to return to the *View Batches* page.
8. Select the batches you want to approve by checking the box to the left of the **Batch ID**.
9. Click **Approve**. The *Approve Batch* page appears.
10. Verify that you want to approve the batches and click **Confirm**. The *Approve Batch* page appears with the batches details.
11. Click the **Print** icon and click **Confirm Report Print to Approve**.



Application Tip

A batch approve is not processed until the **Confirm Report Print to Approve** is clicked.

12. An *Approve Batch* page appears verifying the batches have been approved.
13. Click **Return to Batch Summary**.



Application Tip

After a batch is approved the Status changes from **Closed** to **Approved**.

Topic 12. Print a Receipt

Receipts are available for printing if the **Check Capture Administrator** configures the terminal beforehand in OTCnet. If your Agency requires a specific receipt layout, contact your Deployment Specialist at fms.otcdeployment@citi.com or 703-377-5586. All receipts are printed in PDF format, as well as saved or attached to a new email message.

After the terminal is configured, **Check Capture Operators**, **Check Capture Lead Operators**, and **Check Capture Supervisors** can print a receipt in single mode or batch mode through the **Check Scan** and **Batch Management** functionality, as well as via the **Show Item** to print a receipt. Receipts are available for printing in OTCnet after the operators enter and save the pertinent details and can be either handed to or mailed to the customer.

Receipt Printing from Check Scan (Single/Batch Mode)

1. Scan the check, input, and save the pertinent details.
2. Under **Scan Controls**, click **Receipt**. A *Printing...Please wait* message appears and the receipt prints to the default printer.

Note: You have *eight* seconds to click the **Receipt** button. If the **Receipt** button is not clicked within the allotted time, the button grays out. If a receipt is still needed, access the **Batch Management** function.

Figure 81. Receipt Print Image (Scan Check)

Transaction saved successfully. IRN: 181103770202500000290. Amount: \$.95. Please click receipt button to continue.

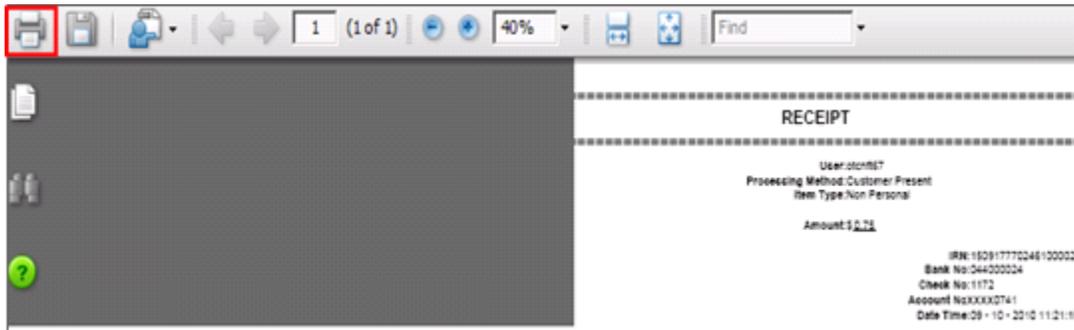
<p>Agency Form Data</p> <p style="text-align: right;">Item Type: Personal</p> <p style="text-align: right;">Amount: <input type="text" value="95"/></p> <p style="text-align: right;">Program Code: <input type="text" value="1234"/></p> <p style="text-align: right;">Reference Transaction Code: <input type="text" value="021"/></p> <p style="text-align: right;">Description: <input type="text" value="Training Check"/></p> <p style="text-align: right;">Check Date(mmddyyyy): <input type="text" value="09102010"/></p> <p style="text-align: center; font-size: small;">IRN: 181103770202500000290 Bank Number: 041200555</p>	<p>Processing Mode SINGLE CHECK MODE</p> <hr/> <p>Batch</p> <p>Total Item Count: 3 Key Item Count: 1/1</p> <hr/> <p>OTC Endpoint:</p> <p>Short name: GT8 Description: GT8</p> <hr/> <p>ALC + 2: 0000879701</p> <hr/> <p>Processing Method: <input type="text" value="Customer Present"/></p> <hr/> <p>Item Type: <input type="text" value="Personal"/></p> <hr/> <p>Scan Controls:</p> <p><input type="button" value="Start Scan"/></p> <p><input type="button" value="Cancel"/></p> <p><input style="border: 2px solid red;" type="button" value="Receipt"/></p>
--	---

Scanned Check Image

TEST IMAGE

- The receipt appears. Click **Print** to print the receipt and close the receipt.

Figure 82. Print Receipt



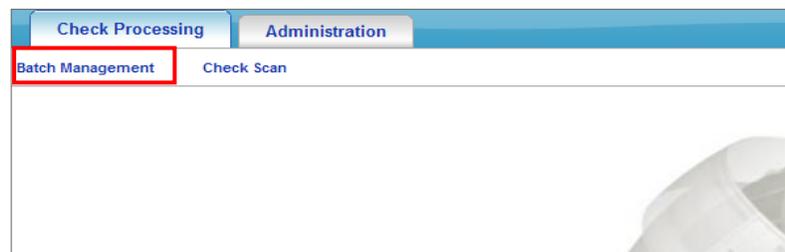
Note: If you are printing a receipt in batch mode repeat steps 1-5 until finished.

If there are more than five characters in the account number, the system will mask all but the last four. If there are five characters or less, the system will mask all but the last character.

Receipt Printing from Batch Management (Single/Batch Mode)

- Click the **Check Processing** tab and click **Batch Management**.

Figure 83. Check Processing>Batch Management (Receipt)



- Select or enter the batch search conditions you would like view and click **Search**.

Note:

1) If you run a search **with** the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days then only the most recent 1,000 batches appear.

2) If you run a search **without** specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

3) If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column

Under **Created On Date**, *optional*

- Enter the **Created On Date** by entering the **From** and **To** date range

Note: The **Created On Date** range cannot exceed 30 days. Additionally, if more than a 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, *optional*

Note: If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless other search criteria specified.

- Enter the **Cashier ID**

Under **Batch Status**, *optional*

- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column, then click **Search**

Figure 84. Search Batch (Receipt)

Search Batch

Search Batch

Batch Search Conditions

<< < 1 - 3 > >> of 3 Records

Select Check All / Clear All	ALC + 2	Description
<input type="checkbox"/>	9999210801	Development Level 3
<input type="checkbox"/>	9999999903	Lower Level 3
<input type="checkbox"/>	9999999904	Lower Level 4

Created On Date

From Date:

To Date:

Batch ID:

Cashier ID:

Select Check All / Clear All	Status	Description
<input type="checkbox"/>	OPEN	Open - accepting new checks
<input type="checkbox"/>	CLOSED	Closed - no new checks
<input type="checkbox"/>	APPROVED	Approved - ready for settlement process
<input type="checkbox"/>	FORWARDED	Forwarded - sent for settlement

3. The *View Batch* page appears. Click the **Batch ID** hyperlink. If a batch is in use and another user attempts to access the same batch, a Batch Lock message appears stating the batch is in use and he/she cannot access the batch.

Figure 85. View Batches (Receipt)

Summary of Batches					
View Batches					
<<First <Prev 1 2 3 4 5 Next> Last>> 1 out of 49 pages 1 to 15 out of 730 records 15					
<input type="checkbox"/>	Batch ID	Creator	OTC Endpoint	ALC+2	Created On
<input type="checkbox"/>	6969835A-8DCC-4F50-8E8B-7416BF6EC882	otcnft66	8888888802	8888888802	9/24/2010 1:40:04 PM
<input type="checkbox"/>	FCF8A46C-8FAD-4A3F-B2A6-486595526EA0	otcnft67	DevL3	9999210801	9/24/2010 1:23:38 PM
<input type="checkbox"/>	17BFCC9C-EE6C-457A-99CF-76122C77CDEA	otcnft67	DevL3	9999210801	9/24/2010 12:41:35 PM
<input type="checkbox"/>	7BC7E4C4-04F6-4B4E-82C5-D8A5205518F4	otcnft66	DevL3	9999210801	9/24/2010 10:57:01 AM
<input type="checkbox"/>	b739e45-f7c3-421e-9065-228d362fe76b	otcnft13	DevL3	9999210801	9/23/2010 5:11:05 PM
<input type="checkbox"/>	83278BF2-93CF-4EA4-AC75-64F1EBBC8DCD	otcnft67	9999999901	9999999901	9/23/2010 4:29:37 PM
<input type="checkbox"/>	2721307E-E26A-4788-AF5D-6F5B0EAE9A47	otcnft66	9999999901	9999999901	9/23/2010 3:47:51 PM
<input type="checkbox"/>	528C62F3-A83B-4BA7-BAF3-86DBD8926A31	otcnft66	9999999902	9999999902	9/23/2010 1:10:15 PM
<input type="checkbox"/>	DEF20185-E8D6-444A-A74F-7A6D3006BA1E	otcnft67	DevL3	9999210801	9/22/2010 6:24:53 PM
<input type="checkbox"/>	37A6A143-0B25-4ADC-AA68-AB23BE534B1F	otcnft66	9999999902	9999999902	9/22/2010 3:58:01 PM
<input type="checkbox"/>	FFA222DE-1292-43C9-9B39-7F625B169B06	otcnft66	9999999901	9999999901	9/22/2010 2:52:40 PM
<input type="checkbox"/>	F82CC475-E0B7-4D92-BE8E-E315D805E953	otcnft67	9999999901	9999999901	9/22/2010 2:41:14 PM
<input type="checkbox"/>	AE446431-7077-4746-A992-38FC6D6EEA42	otcnft66	9999999901	9999999901	9/22/2010 2:26:36 PM
<input type="checkbox"/>	968BBCC0-DDDE-428C-A83A-4F3F16B22832	otcnft67	9999999901	9999999901	9/22/2010 1:12:54 PM
<input type="checkbox"/>	F3E7F136-255B-46FE-92F8-2CD9819E8BB4	otcnft67	9999999901	9999999901	9/22/2010 12:44:25 PM

- The *View Checks* page appears. Click the **Item ID** of each scanned check and click Receipt. An image of the check and details of the check appear in the window below.

Figure 86. View Checks Page (Receipt)

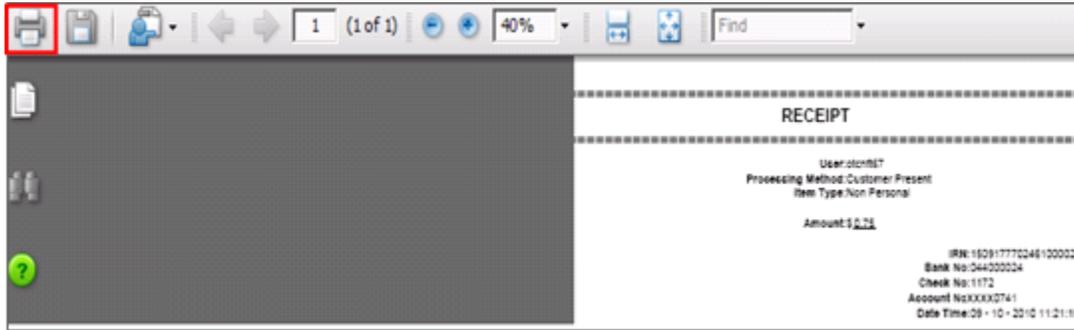
Item ID	OTC Endpoint	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account
11962	DevL3	9999210801	Customer Present	Non-Personal	150917770246100002433	otcnft67	9/10/2010 11:20:55 AM	0000074
11964	DevL3	9999210801	Customer Present	Personal	150917770246100002435	otcnft67	9/10/2010 3:19:23 PM	0000134
11965	DevL3	9999210801	Customer Present	Personal	150917770246100002436	otcnft67	9/10/2010 3:20:14 PM	3333386
11966	DevL3	9999210801	Customer Present	Personal	150917770246100002439	otcnft67	9/10/2010 3:53:19 PM	3333386

TEST IMAGE-TEST IMAGE-TEST IMAGE NON PERSONAL DATE: _____ PAY TO THE ORDER OF <u>Test</u> \$ <u>.75</u> <u>seventy-five cents</u> Check Standardization SAMPLE - NOT NEGOTIABLE ⑆044000024⑆ 0000 740⑆ 1172		<< Image Image >> Zoom + Zoom - Rotate Left Rotate Right	<table border="1"> <thead> <tr> <th>Name</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Amount</td> <td>0.75</td> </tr> <tr> <td>IRN</td> <td>1509177702461000</td> </tr> </tbody> </table>	Name	Value	Amount	0.75	IRN	1509177702461000
Name	Value								
Amount	0.75								
IRN	1509177702461000								
		Show Item Receipt Print Item							

Note: Click **Show Item** to view more details about the check.

5. The receipt appears. Click **Print** to print the receipt and close the receipt window.

Figure 87. Print Receipt



If there are more than five characters in the account number, the system will mask all but the last four. If there are five characters or less, the system will mask all but the last character.



Print a Receipt

To print a receipt from Check Scan functionality, complete the following steps:

Single Mode

1. Scan the check, input, and save the pertinent details.
2. Under **Scan Controls**, click **Receipt**. A *Printing...Please wait* message appears and the receipt prints to the default printer.



Application Tip

You have eight seconds to click the **Receipt** button. If the **Receipt** button is not clicked within the allotted time, the button grays out. If a receipt is still needed, access the Batch Management function.

3. Click **Receipt**. The receipt appears.
4. Click **Print** to print the receipt.
5. Click **Close** to close the receipt.



Application Tip

If you are printing a receipt in batch mode repeat steps 1-5 until finished.



Print a Receipt in Batch Management

To print a receipt using Batch Management, complete the following steps:

1. Click the **Check Processing** tab and click **Batch Management**.
2. Select or enter the batch search conditions you would like view.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column

Under **Created On Date**, *optional*

- Enter the **From** and **To** date range



Application Tip

The **From** and **To Created On Date** must be entered in MM/DD/YYYY format.



Application Tip

The **Created On Date** range cannot exceed 30 days. Additionally, if more than a 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.



Application Tip

If you run a search **with** the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days then only the most recent 1,000 batches appear.



Application Tip

If you run a search **without** specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, *optional*



Application Tip

If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

- Enter the **Cashier ID**, *optional*

Under **Batch Status**, *optional*

- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column

3. Click **Search**. The *View Batch* page appears.
4. Click the **Batch ID** hyperlink. The *View Checks* page appears.



Application Tip

If a batch is in use and another user attempts to access the same batch, a Batch Lock message appears stating the batch is in use and he/she cannot access the batch.

5. Click the **Item ID** of each scanned check. An image of the check and details of the check appear in the window below.
6. Click **Receipt**. The receipt appears.
7. Click **Print** to print the receipt.



Application Tip

Account numbers and User Defined Fields (UDFs) that are marked as Personally Identifiable Information (PII) are masked. If there are more than five characters, OTCnet masks all but the last four characters. If there are five characters or less, the system will mask all but the last character.

8. Click **Close** to close the receipt.



Application Tip

Click **Show Item** to view more details about the check. Under **Server Controls**, click **Receipt** to print the receipt.

Summary

In this chapter, you learned:

- The purpose of capturing and managing checks online
- How to capture a check online
- How to manage failed image quality
- How to resolve a duplicate check
- How to void a check
- How to override a Master Verification Record (MVD) Record
- How to perform batch control and batch balancing
- How to view and print a batch list / item
- How to activate/deactivate a batch
- How to close a batch
- How to approve a batch
- How to print a receipt

In the next chapter, you will learn how to correct scanned checks.

Notes

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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