OTCnet℠

Deposits Made Simple

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

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

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

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

Overview

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

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

Topics

This chapter is organized by the following topics:

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

Topic 1. Introduction to OTCnet

Overview

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

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

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

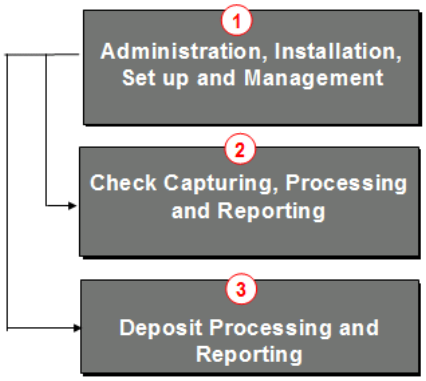
OTCnet financial services will:

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

OTCnet Elements

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

Figure 1. OTCnet Elements



The three elements of OTCnet are defined as follows:

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

OTCnet Process Flow: Check Capture, Check Processing and Reporting

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

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

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

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

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

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

What is ACH?

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

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

What is Check 21?

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

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

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

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

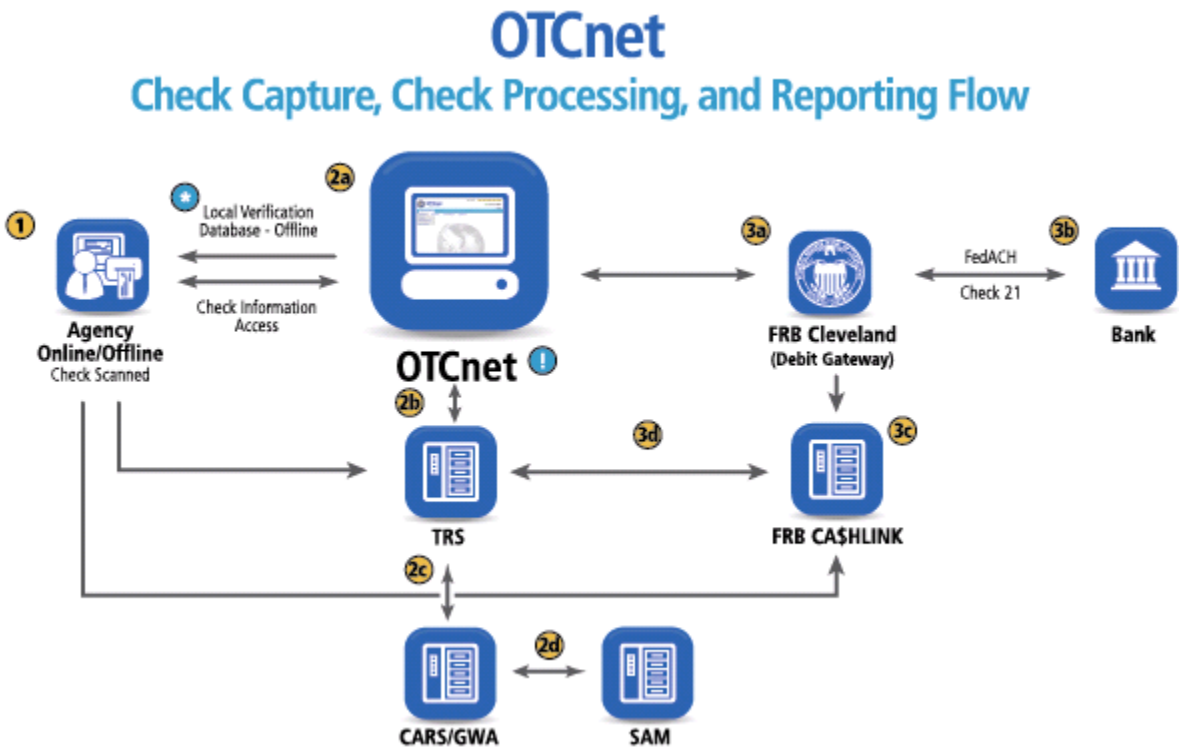
Overall, this legislation has modernized the nation's check payments system. Check 21 is designed to foster innovation in the payments system and to enhance its efficiency by reducing some of the legal impediments to check truncation. ALL payment instruments are eligible for processing under OTCnet,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

Table 1: FedACH and Check 21

FedACH	Check 21
• 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	• Business Checks • Money Orders • Treasury Checks • Credit Card Checks • Traveler's Checks • Cashier's Checks • Official Checks • Third-party Checks • Payroll Checks • Checks drawn on state or local government • Personal Check (No Notice) • Personal Check (Opt Out)

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

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



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

OTCnet Process Flow: Deposit Processing and Reporting

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

FI Commercial Process Flow

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

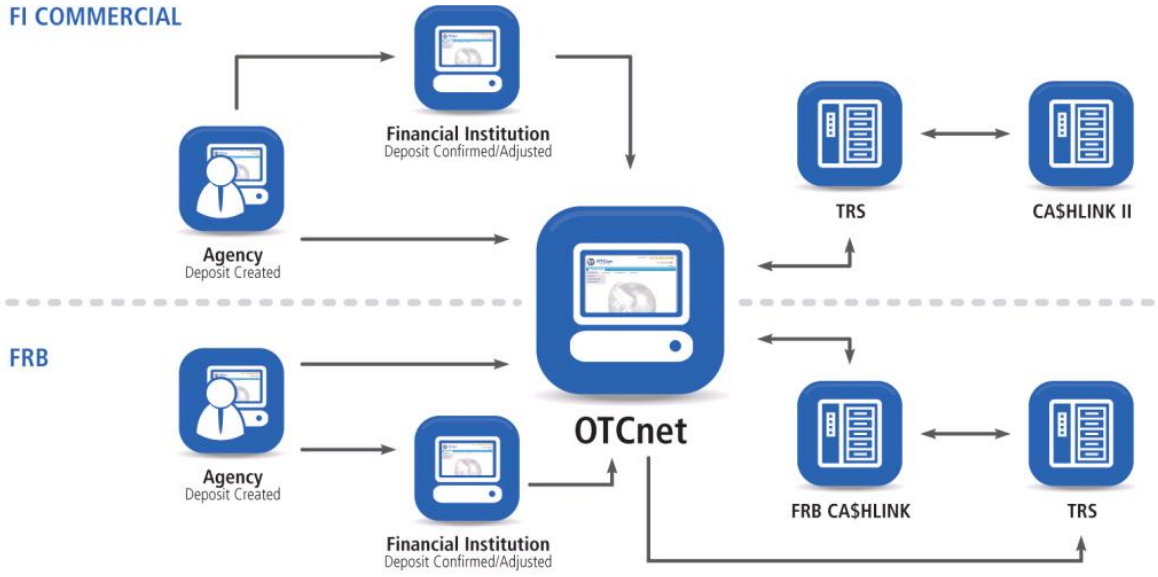
OTCnet sends deposit voucher information to Transaction Reporting System (TRS) for reconciliation and makes it available to CA$HLINK II. CA$HLINK II obtains the reconciled deposit data from TRS and makes it accessible in OTCnet for agency retrieval.

FRB Process Flow

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

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

Figure 3. Deposit Processing and Reporting Process Flow



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

OTCnet End Users

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

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

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

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

Figure 4. User Roles

Administration	Check Capture/ Check Processing and Reporting	Deposit Processing and Reporting
Agency ▪ Check Capture Supervisor ▪ Check Capture Administrator ▪ Accounting Specialist/ Local Accounting Specialist	**Agency** ▪ Check Capture Operator ▪ Check Capture Lead Operator ▪ Check Capture Supervisor ▪ *Batch Approver ▪ *Batch Uploader ▪ Master Verification Database (MVD) Editor ▪ Master Verification Database (MVD) Viewer	**Agency** ▪ Deposit Preparer ▪ Deposit Approver ▪ Viewer
Financial Institution/ Federal Reserve ▪ Primary/ Local Security Administrator		**Financial Institution/ Federal Reserve** ▪ Deposit Confirmer ▪ Viewer

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

OTCnet User Roles Guide for Agencies and Financial Institutions

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

Table 2: OTCnet Agency and Financial Institution User Roles Guide

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

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

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

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

OTCnet Agency Deposit Reporting User Roles Combinations

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

Table 3: OTCnet Agency Deposit Processing User Roles

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

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

OTCnet Agency Check Capture User Roles

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

Table 4: OTCnet Agency Check Capture User Roles

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

OTCnet Financial Institution User Roles

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

Table 5: OTCnet Financial Institution User Roles

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

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

Table 6: Deposit Processing and Reporting Roles

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

Create Deposit/ Adjustment										•	
Create Return Item Adjustment										•	
Modify Organization Hierarchy			•	•							
Delete Organization Hierarchy			•	•							
View Organization Hierarchy			•	•							
Search Organization Hierarchy			•	•							
Modify Accounting Codes			•								
Import Accounting Codes			•								
View Accounting Codes			•	•							
Modify Endpoint Mappings			•	•							
Modify Custom Labels			•								
View Custom Labels			•	•							
Modify Processing Options			•	•							
View Processing Options			•	•							
Modify User Defined Fields			•								
View user Defined Fields			•	•							
View Financial Institutions										•	•
View Business Reports			•	•	•	•	•			•	•
View Security Reports	•	•						•	•		
View Administrative Reports					•	•	•			•	•
Read/View Audit Log	•	•									

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

Table 7: Check Capture Roles

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

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

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

Table 8: Check Processing and Reporting

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

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

Topic 2. Overview of OTCnet Participant User Guide Content

Introduction

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

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

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

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

Administration Participant User Guide

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

Table 9. Administration Chapters

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

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

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

Deposit Processing and Reporting Participant User Guide

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

Table 10. Deposit Processing Chapters

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

Check Capture, Check Processing and Reporting Participant User Guide

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

Table 11. Check Capture and Check Processing Chapters

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

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

Summary

In this chapter, you learned about:

- The Introduction to OTCnet
- The Overview of OTCnet Participant User Guide Content

In the next module, you will learn how to access and navigate OTCnet.

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OTCnet℠

Deposits Made Simple

Chapter 2: Accessing and Navigating OTCnet

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

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

- All OTCnet Users

Overview

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

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

Topics

This chapter is organized by the following topics:

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

Topic 1. Logging In to OTCnet Online/Offline

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

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

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

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

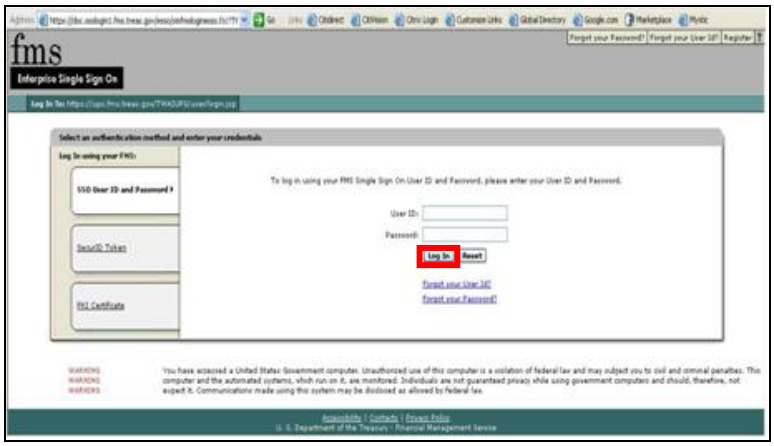
How to Log In for the First Time in OTCnet Online

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

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

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

Figure 1. FMS Single Sign On Page

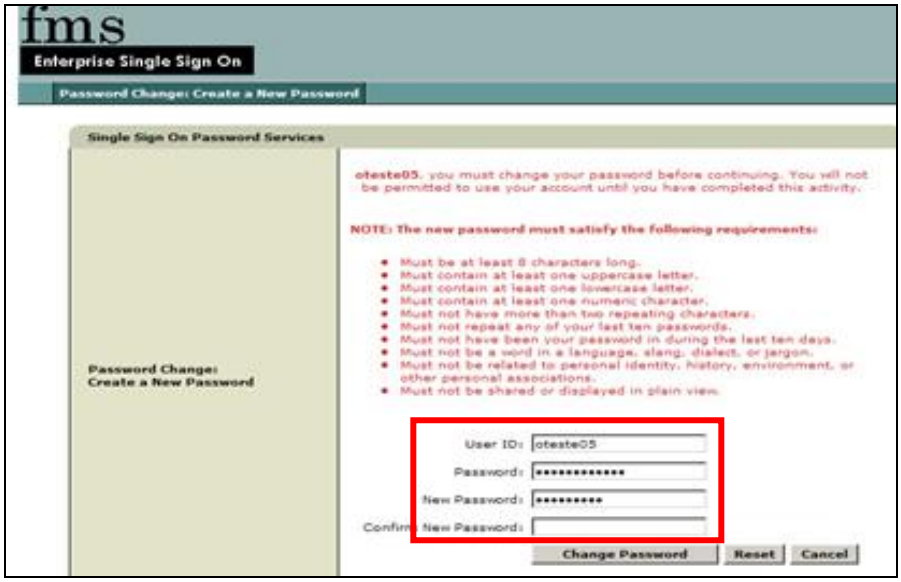


2. The *Password Change: Create New Password* page appears. Enter your temporary **Password**, **New Password**, and **Confirm New Password**. See Figure 2 below.

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

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

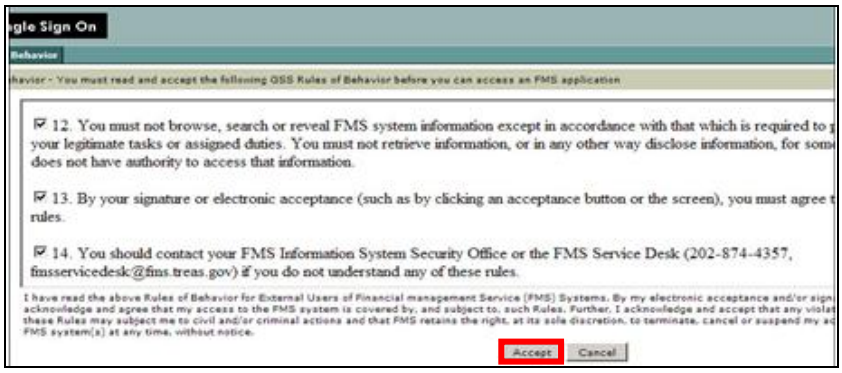
Figure 2. Password Change Page



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

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

Figure 3. GSS Rules of Behavior Page



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

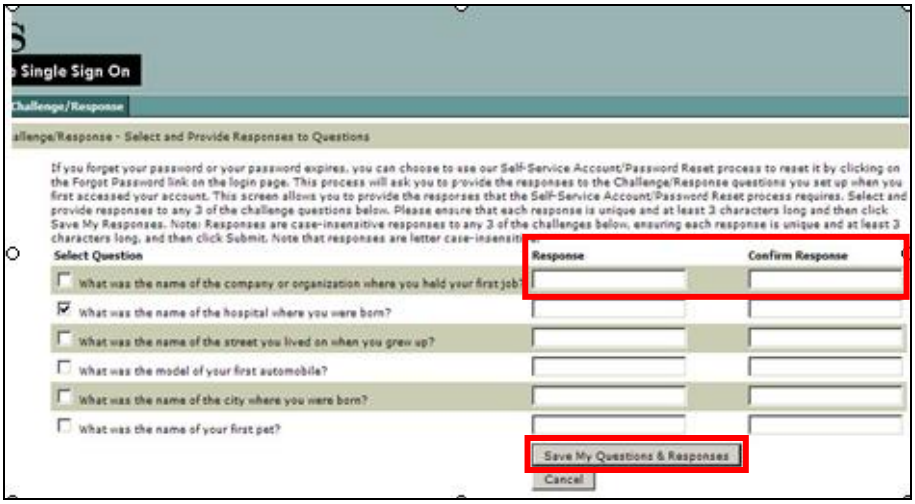
   You will not be able to proceed to OTCnet until the Rules of Behavior are accepted; the Challenge questions and Share Secret are set.

Figure 4. Need to Change Your Password Challenge Response Page

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

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

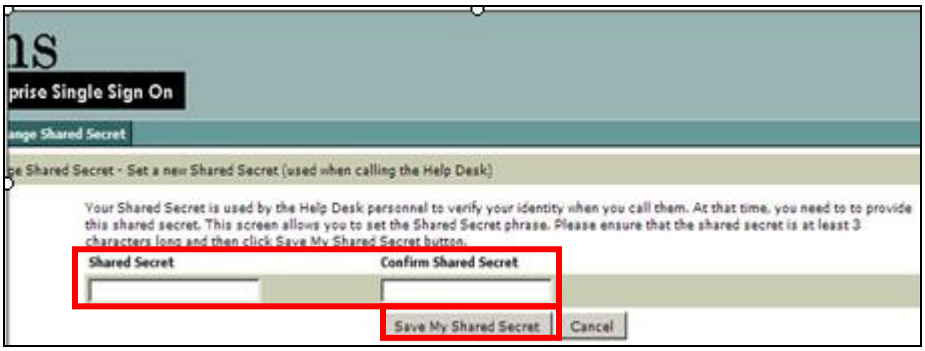
Figure 5. Select and Provide Responses to Questions Page



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

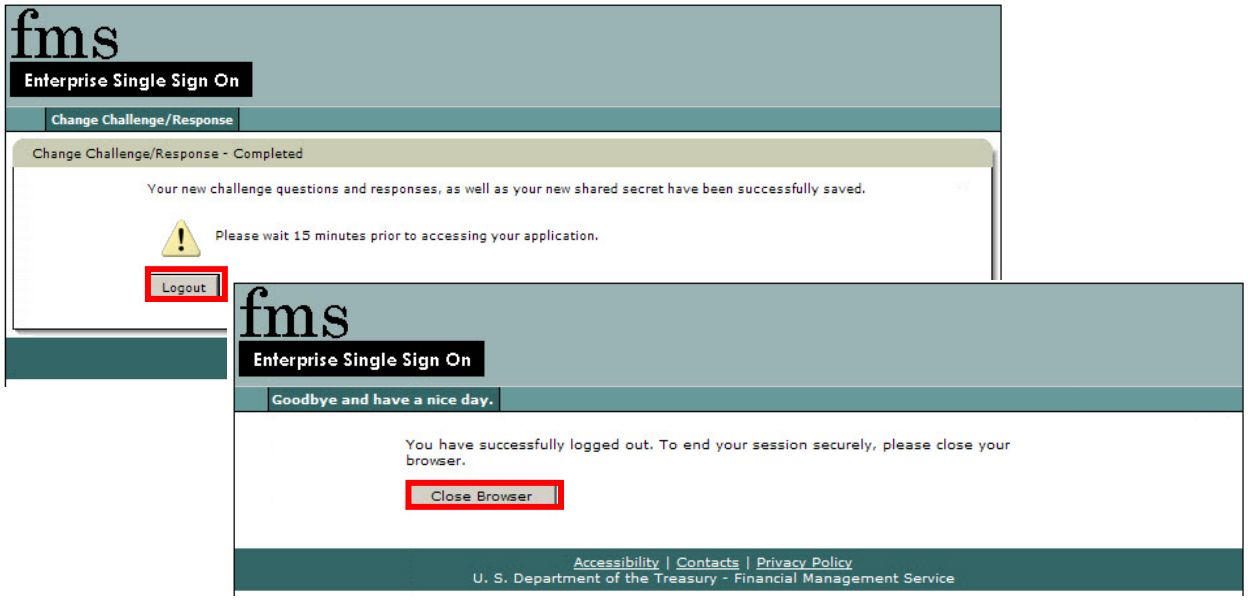
   You will not be able to proceed to OTCnet until the Challenge questions and Share Secret are set. Click **Save My Shared Secret** as shown in Figure 6.

Figure 6. Challenge Shared Secret Page



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

Figure 7. Logout and Close Browser



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

Log In to OTCnet Online the First Time

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

1. Access https://otcnet.fms.treas.gov.

2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. The *Password Change: Create New Password* page appears.

3. Enter your temporary **Password**, **New Password**, and **Confirm New Password**.

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

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

5. Click **Continue**. The *GSS Rules of Behavior* page appears.

6. Read and accept the GSS Rules of Behavior by clicking all the check boxes.

7. Click **Accept** or **Cancel**. The *Need to Change your Password Challenge Response* page appears.

   Application Tip

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

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

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

> **Application Tip**
>
> Each response must be at least three characters long and are case sensitive.

10. Click **Save My Questions and Responses**. A *Change Shared Secret* page appears.

11. Enter a **Shared Secret** phrase and **Confirm Shared Secret** phrase.

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

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

13. Click **Logout**.

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

14. Click **Close Browser**.

Log In to OTCnet Online

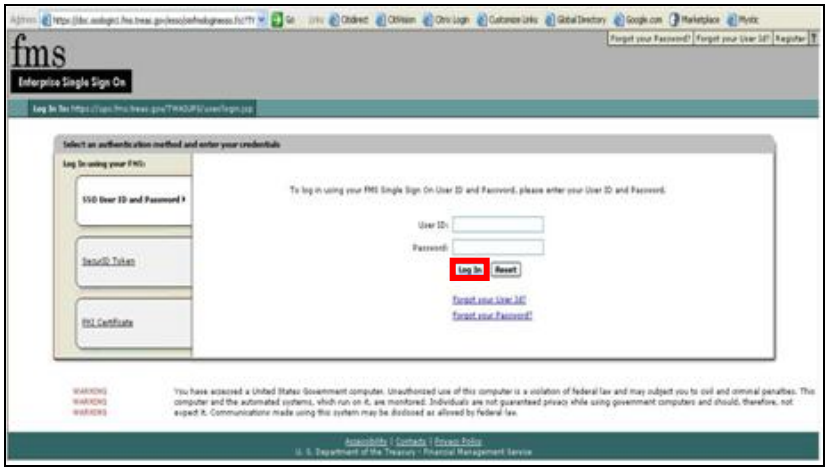
Once you have changed your password, responded to the challenge questions, and established a shared secret, you can log in to OTCnet to access functionality for one or more of the following:

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

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

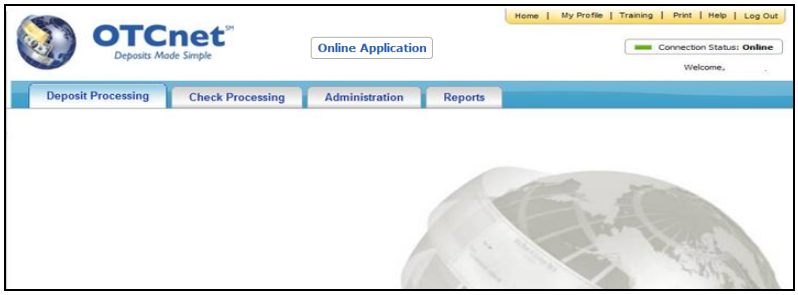
1. Access https://otcnet.fms.treas.gov and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** as shown in Figure 8.

Figure 8. FMS Single Sign On Page



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

Figure 9. OTCnet Home Page



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

Figure 10. OTCnet Home Page

Log In to OTCnet Online

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

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

How to Log In to OTCnet Offline for the First Time

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

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

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

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

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

Figure 11: OTCnet Offline Icon

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

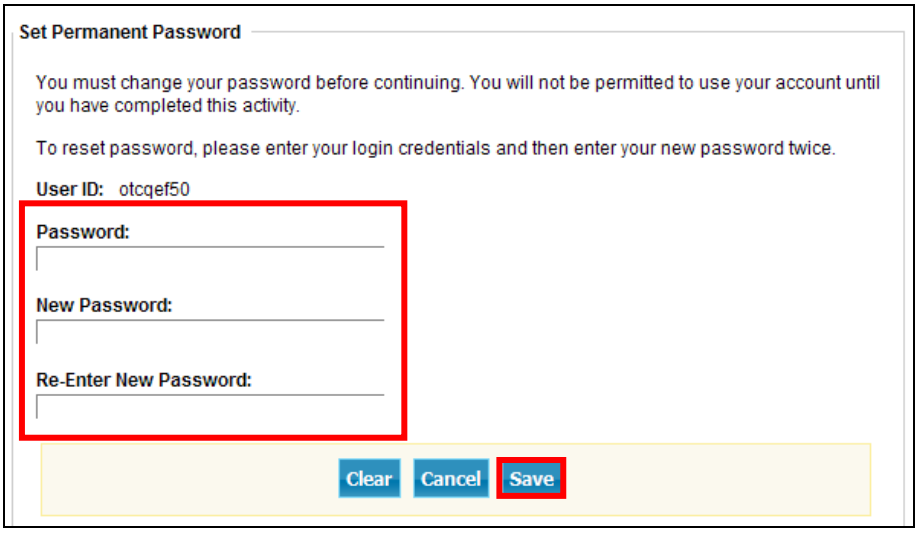
   If you are a **CCA** and this is the first time logging into OTCnet Offline or need to download user profiles, click the **Retrieve Admin Profile** link.

Figure 12: OTCnet Offline User Login Page

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

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

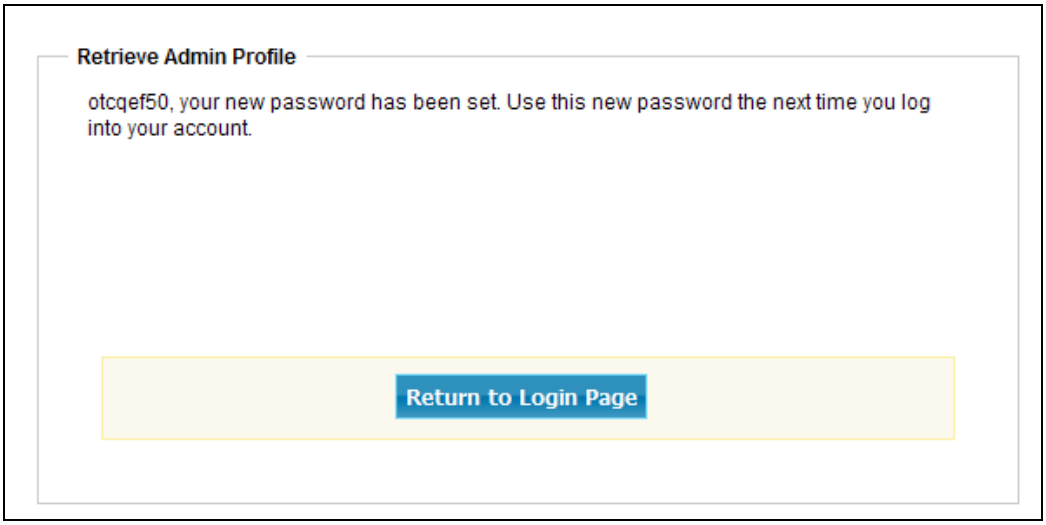
Figure 13: Set Permanent Password



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

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

Figure 14: Password Reset Confirmation



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

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

Log In to OTCnet Offline for the First Time

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

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

   Or

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

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

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

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

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

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

Application Tip

Password Criteria

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

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

Application Tip

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

Application Tip

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

Application Tip

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

How to Log In to OTCnet Offline

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

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

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

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

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

Figure 15: OTCnet Offline Icon

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

Figure 16: OTCnet Offline User Login Page

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

Log In to OTCnet Offline

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

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

   Or

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

Application Tip

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

Application Tip

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

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

Application Tip

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

Application Tip

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

Topic 2. Accessing a User ID and Resetting Passwords

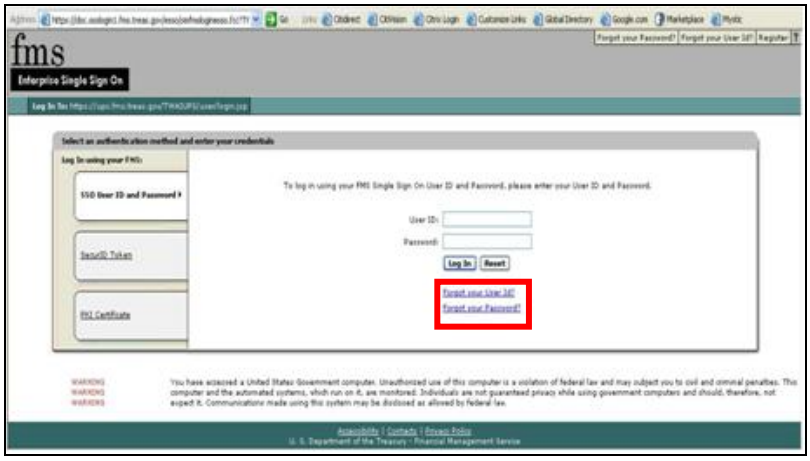
If you forget your Single Sign On User ID for OTCnet Online, you can have your User ID emailed to you. If you forget your online password, you can have a temporary password emailed to you. Once you sign in with your temporary password, you will need to reset it.

Access a User ID

To access a user ID, complete the following steps:

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

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



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

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

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

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

Figure 19. Forgot User ID (Enter Email Address)

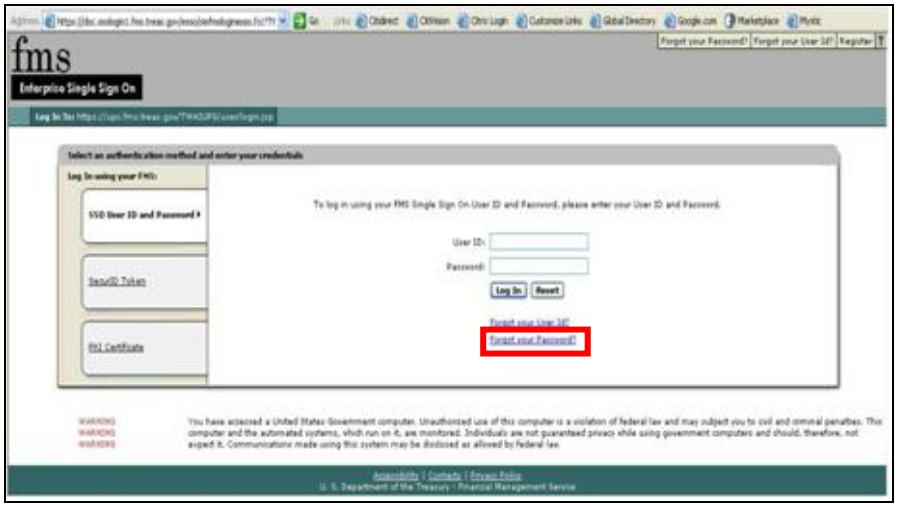
Click **Cancel** to return to the Single Sign On page. No data will be saved

Resetting Passwords

To reset a password, complete the following steps:

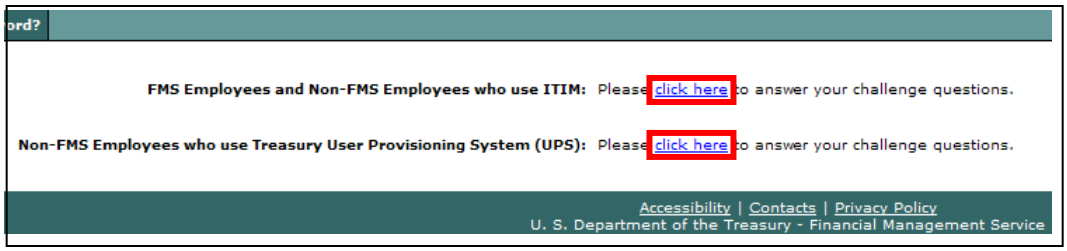
1. From the Single Sign On page, click on the **Forgot your Password?** link as shown in Figure 20 below.

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



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

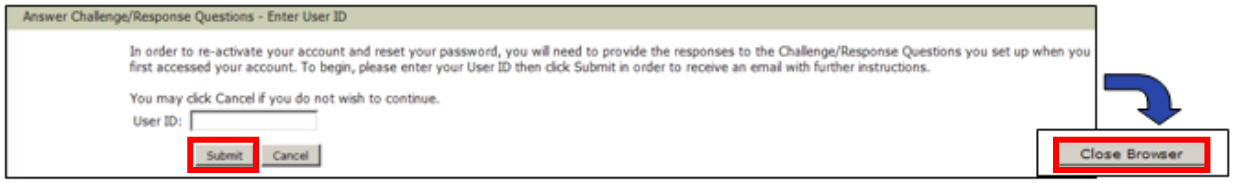
Figure 21. Forgot Your Password Page



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

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

Figure 22. Self-Service Account/ Password Page



Reset Password

To reset your password, complete the following steps:

1. From the FMS Single Sign On page, click the **Forgot your Password?** link. The *Forgot your Password* page appears.

2. Click the **Check Here** link for FMS Employees and Non-FMS Employees who use ITIM. The *Self-Service Account/Password Reset* page appears.

3. Enter your **User ID** and click **Submit**. You will receive an email to your official email address with further instructions to complete the Self-Service Account/Password Reset process.

4. Click **Close Browser**.

Application Tip

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

Topic 3. Navigating the OTCnet Online/Offline Home Page

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

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

OTCnet Online Main Menu

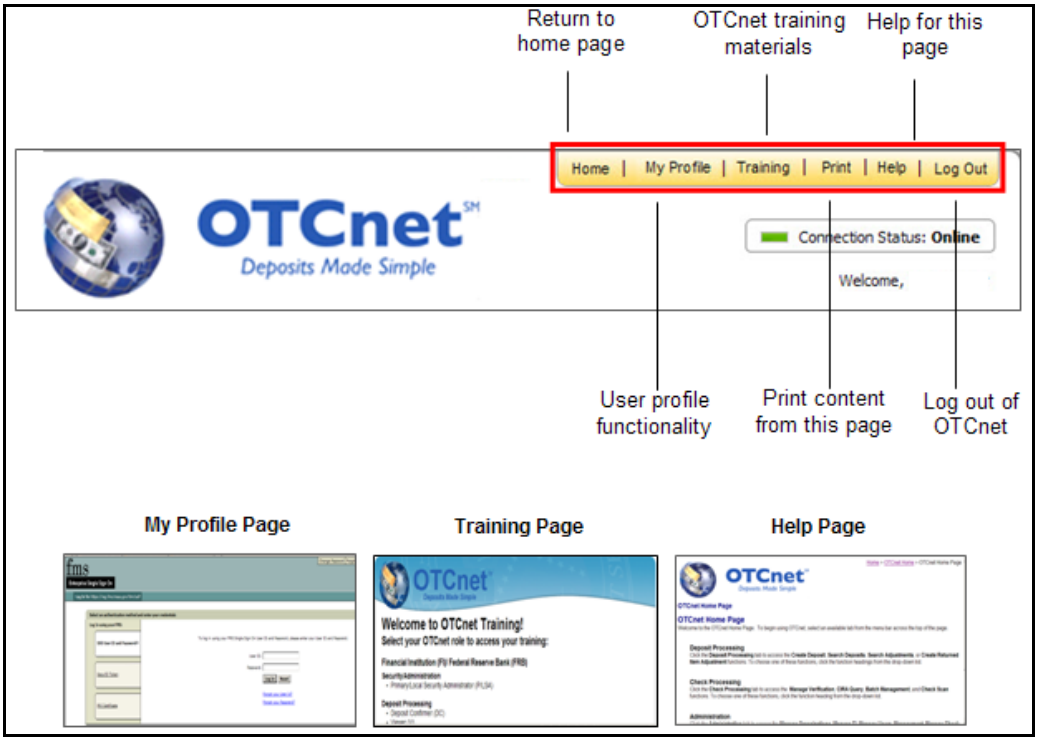
To access the OTCnet Main Menu, log in with your User ID and Password by accessing https://otcnet.fms.treas.gov. Table 1 below provides a list of the Main Menu options are available to you and accessible on the upper right corner of the OTCnet application (highlighted in yellow).

Table 1. Main Menu Link Descriptions

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

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

Figure 23. OTCnet Main Menu Page



OTCnet Online Deposit Processing Tab Functionality

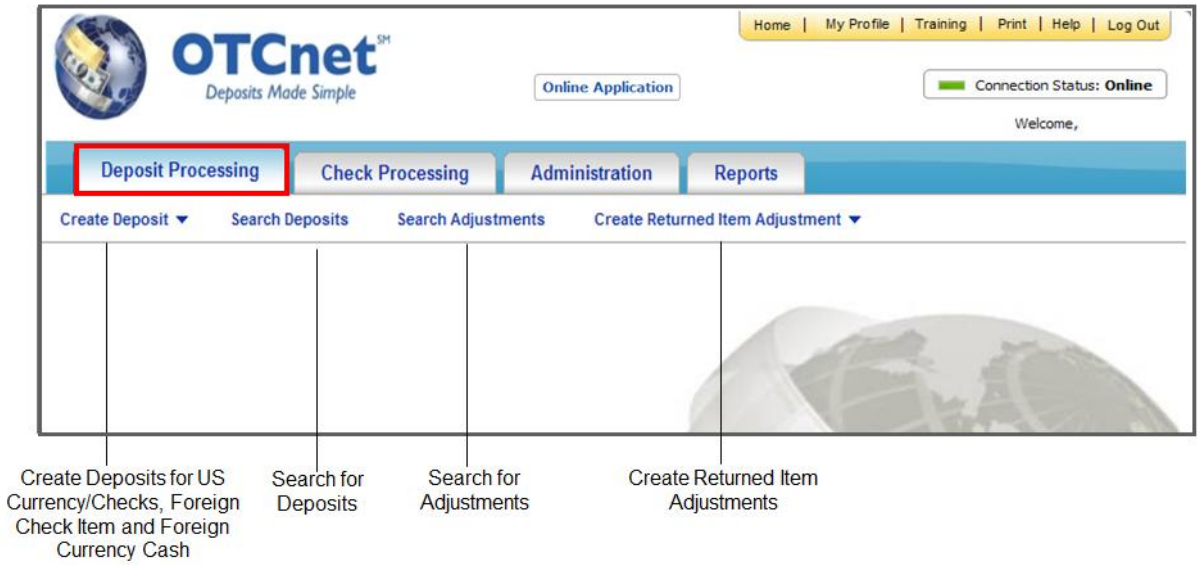
To access the OTCnet Deposit Processing functionality, log in with your user id and password. Table 2 below provides a list of the Deposit Processing functions that are available to you.

Table 2. Deposit Processing Tab Descriptions

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

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

Figure 24. Deposit Processing Tab



OTCnet Online Check Processing Tab Functionality

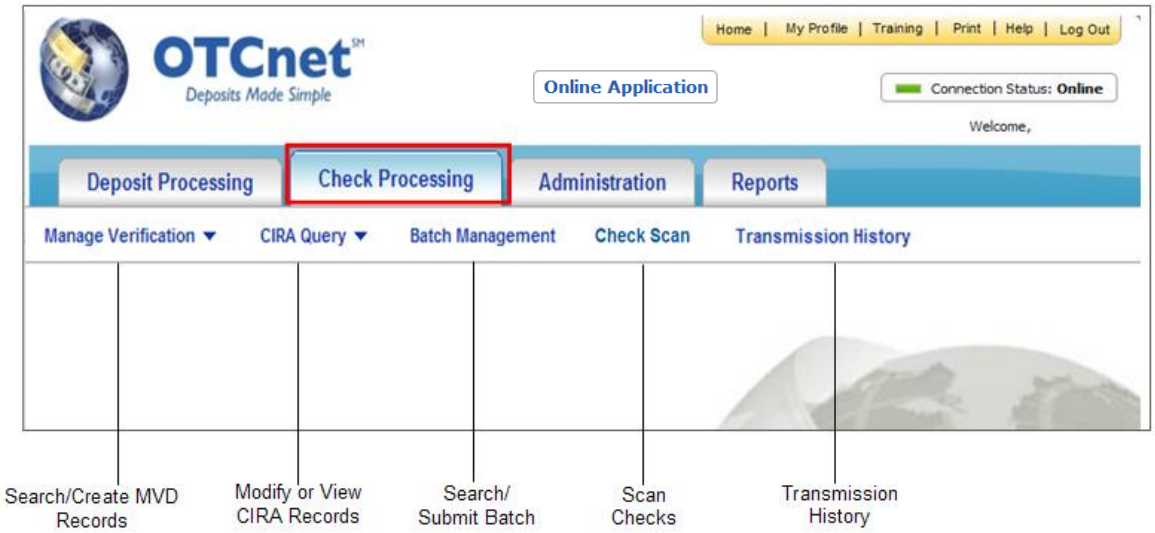
To access the OTCnet Check Processing functionality, log in with your user id and password. Table 3 below provides a list of the Check Processing functions that are available to you.

Table 3. Check Processing Tab Descriptions

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

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

Figure 25. Check Processing Tab



OTCnet Online Administration Tab Functionality

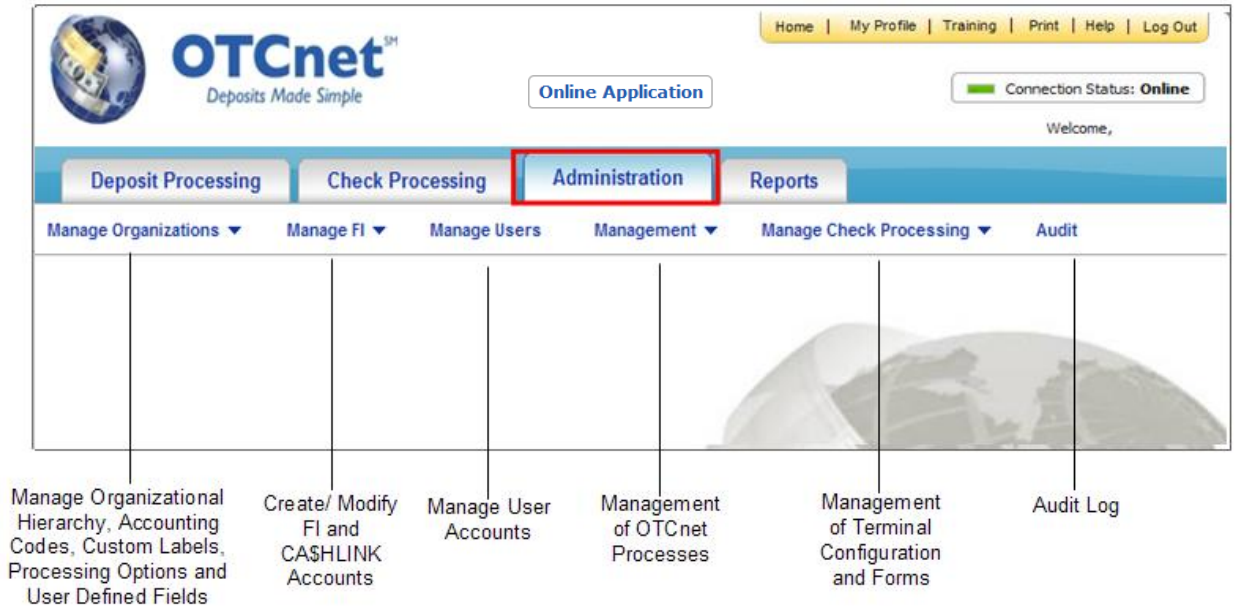
To access the OTCnet Administration functionality, log in with your user id and password. Table 4 below provides a list of the Administration functions that are available to you.

Table 4. Administration Tab Descriptions

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

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

Figure 26. Administration Tab



OTCnet Online Reports Tab Functionality

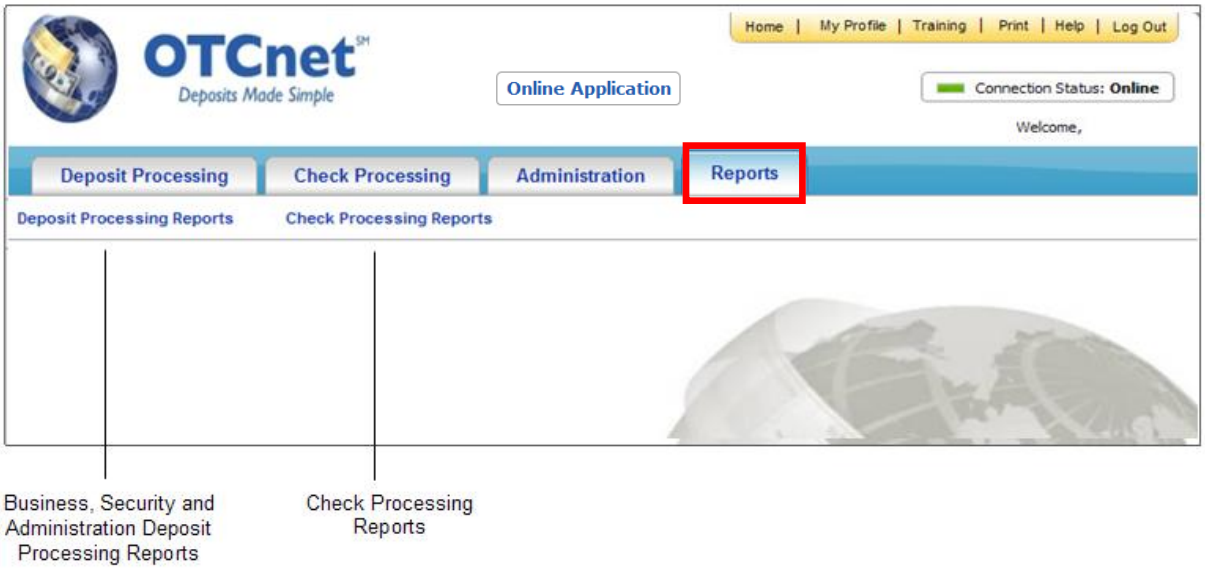
To access the OTCnet Reports functionality, log in with your user id and password. Table 5 below provides a list of the Reports functions that are available to you. Depending on your user role, you will only see reports that you have access to view and download.

Table 5. Reports Tab Descriptions

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

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

Figure 27. Reports Tab



OTCnet Offline Administration Tab Functionality

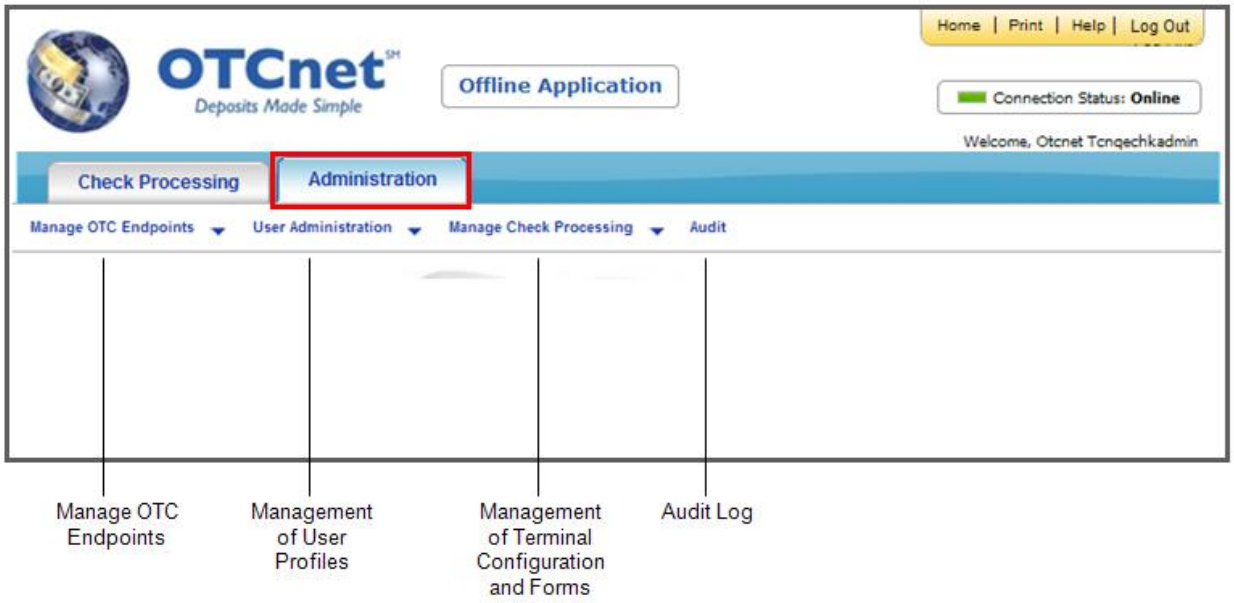
To access the OTCnet Offline Administration functionality, log in with your user id and password. Table 6 below provides a list of the Administration functions that are available to you.

Table 6. OTCnet Offline Administration Descriptions

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

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

Figure 28: OTCnet Offline Administration



OTCnet Offline Check Processing Functionality

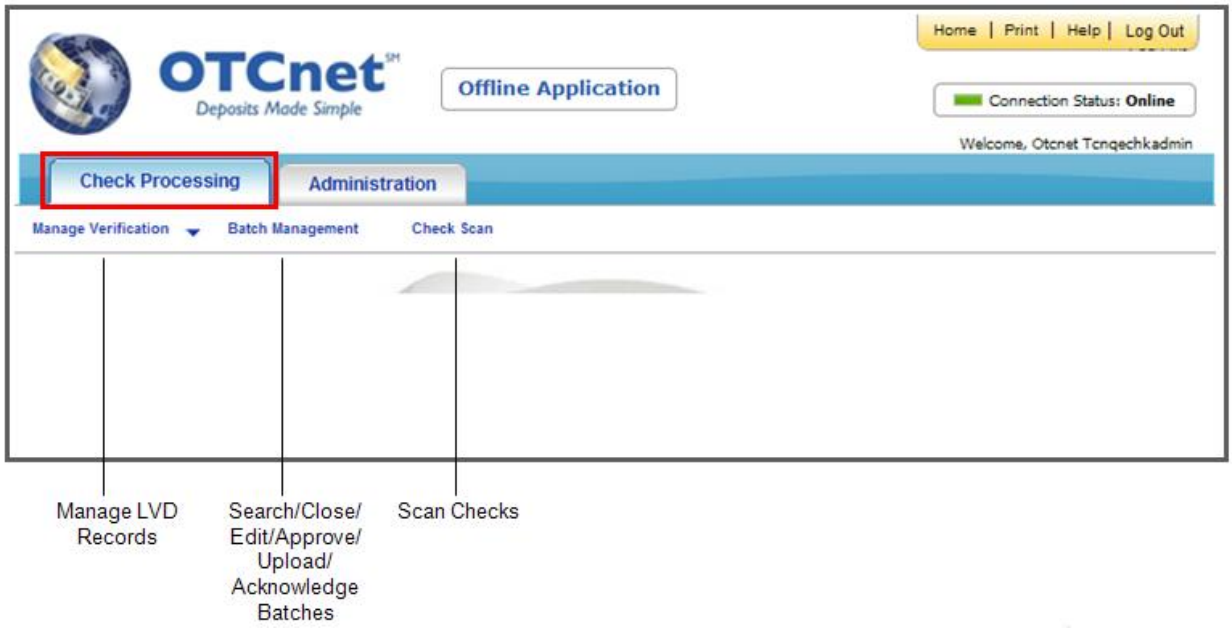
To access the OTCnet Offline Check Processing functionality, log in with your user id and password. Table 7 below provides a list of the Check Processing functions that are available to you.

Table 7: OTCnet Offline Administration Descriptions

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

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

Figure 29: OTCnet Offline Check Processing Descriptions



Summary

In this chapter, you learned:

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

In the next chapter, you will learn how to capture and manage checks if applicable; otherwise proceed to chapters 5-13.

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OTCnet℠

Deposits Made Simple

Chapter 3: Creating and Modifying Deposits

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Creating and Modifying Deposits Participant User Guide* includes:

- Deposit Preparer
- Deposit Preparer and Approver

Overview

Welcome to *Creating and Modifying Deposits*. In this chapter, you will learn:

- The purpose of creating and modifying a deposit
- How to create a deposit for US Currency
- How to create a deposit for Foreign Currency Cash
- How to create a deposit for Foreign Check Items
- How to save a deposit as a draft
- How to submit a deposit for approval
- How to submit a deposit for confirmation
- How to modify a deposit

Topics

This chapter is organized by the following topics:

1. Purpose of Creating and Modifying a Deposit
2. Creating a Deposit and Confirming or Submitting for Approval
3. Modifying a Deposit

Topic 1. Purpose of Creating and Modifying a Deposit

The purpose of creating a deposit is to help you find the information needed quickly and easily to successfully complete deposits for your organization. The ability to modify those deposits ensure accurate deposits are made.

You may be assigned the **Deposit Preparer** role, the **Deposit Approver** role or both the **Deposit Preparer** and **Deposit Approver** roles.

As a **Deposit Preparer**, you can create deposits, save them as draft or save for approval, modify draft deposits and search for and view deposits.

As a **Deposit Approver**, you can submit (to your financial institution) or reject deposits saved for approval and to search for and view deposits.

As a **Deposit Preparer** *and* **Deposit Approver**, you have the ability to create deposits, submit deposits, modify draft deposits and search for and view deposits.

If your organization's **Accounting Specialist** has enforced separation of duties, you are not allowed to submit a deposit that you have created. A separation of duties means that a user does not have the ability to create and submit a deposit in OTCnet. This is enforced to ensure checks and balances.

Depending on your deposit status, role, and if there is an enforced separation of duties, you have certain deposit-processing options available to you (see Table 1 below).

Table 1: Deposit Processing Options Based on User Roles and Deposit Status

	Option(s) Available Based on Role(s) and Processing Option When Current Deposit Status = "Draft"			
	***Without* Separation of Duties Enforced**		***With* Separation of Duties Enforced**	
Option	Deposit Preparer	Deposit Preparer/ Deposit Approver *(user assigned both roles)*	Deposit Preparer	Deposit Prepare/ Deposit Approver *(user assigned both roles)*
Delete	●	●	●	●
Save As Draft	●	●	●	●
Save For Approval	●	●	●	●
Submit	○	●	○	○[1] ●[2]
Edit (Modify)	●	●	●	●

	Option(s) Available Based on Role(s) and Processing Option When Current Deposit Status = Awaiting Approval "AWAP"					
	***Without* Separation of Duties Enforced**			***With* Separation of Duties Enforced**		
Option	Deposit Preparer	Deposit Approver	Deposit Preparer/ Deposit Approver *(user assigned both roles)*	Deposit Preparer	Deposit Approver	Deposit Preparer/ Deposit Approver *(user assigned both roles)*
Submit	○	●	●	○	●	○[1] ●[2]

Legend: ● indicates yes; ○ indicates no; [1]assuming that this user created a deposit; [2]assuming that a deposit has been created by another user.

Topic 2. Creating a Deposit and Confirming or Submitting for Approval

As a **Deposit Preparer** or **Deposit Preparer and Approver** you can create deposits and modify deposits for:

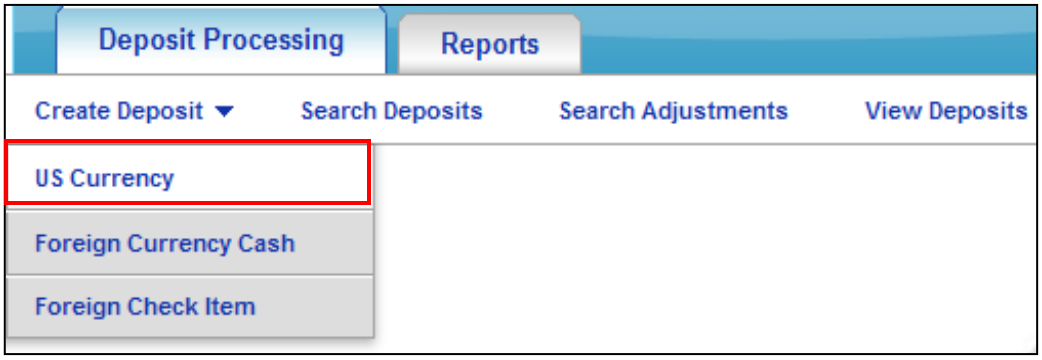
- US Currency
- Foreign Currency Cash
- Foreign Check Item

Create a Deposit for US Currency

Use the **US Currency** function to create a deposit for US cash, coins, checks, and money orders.

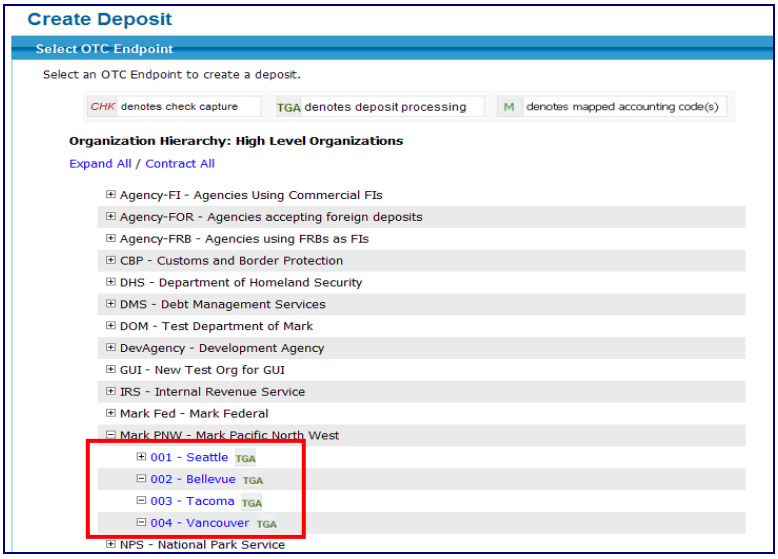
1. Click the **Deposit Processing** tab.
2. From the **Create Deposit** menu, click **US Currency** for type of deposit.

Figure 1: Click US Currency Deposit Type



3. The *Select OTC Endpoint* page appears. Select an OTC Endpoint to create a deposit

Figure 2: Click an OTC Endpoint



4. The *Step 1 of 3: Define Deposit Preparation Information* page appears. Enter **Deposit Information, Financial Institution Information,** and **Agency Information**.

   Under **Deposit Information**,

   - Enter the **Deposit Total**
   - Select the **Voucher Date**
   - Select the **Fiscal Year**, *optional*

   Under **Financial Institution Information**,
   - Select a **Financial Institution**

   Under **Agency Information**, *optional*
   - Enter comments in **Agency Use (Block 6)**
   - Enter the dates the receipts are processed in **From:** and **To:**
   - Enter the name of the **Alternate Agency Contact**
   - Enter the **User Defined Field (UDF)** details

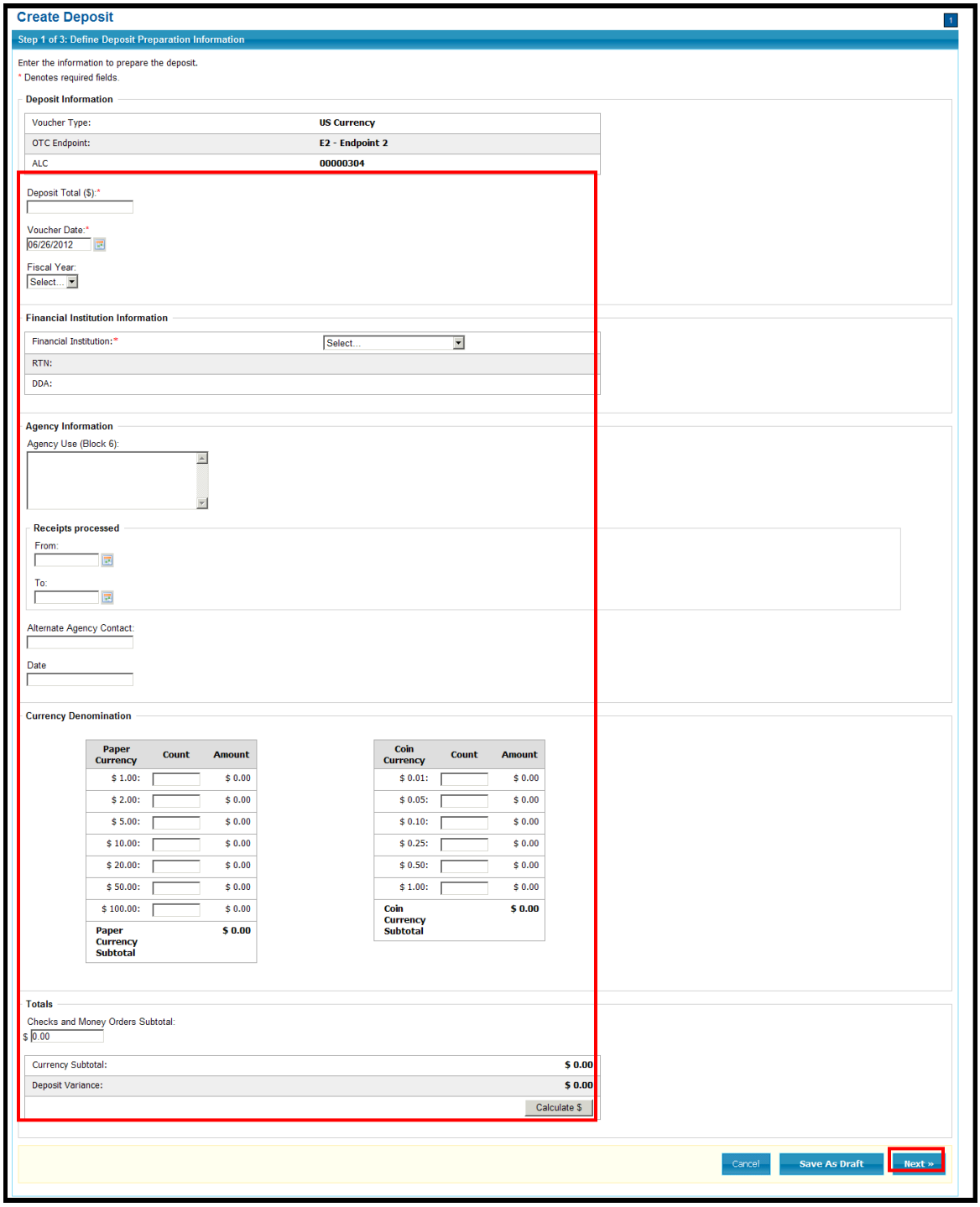
   Under **Currency Denomination**, *if applicable*
   - Enter the **Paper Currency Count**
   - Enter the **Coin Currency Count**

   Under **Totals**, *if applicable*
   - Enter the **Checks and Money Orders Subtotal**
   - Enter the **Currency Subtotal**
   - Enter the **Coin Currency Subtotal**
   - Click **Calculate $** to determine the Deposit Variance.

Note: The Deposit Variance must equal $0.00 before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries

5. Click **Next**

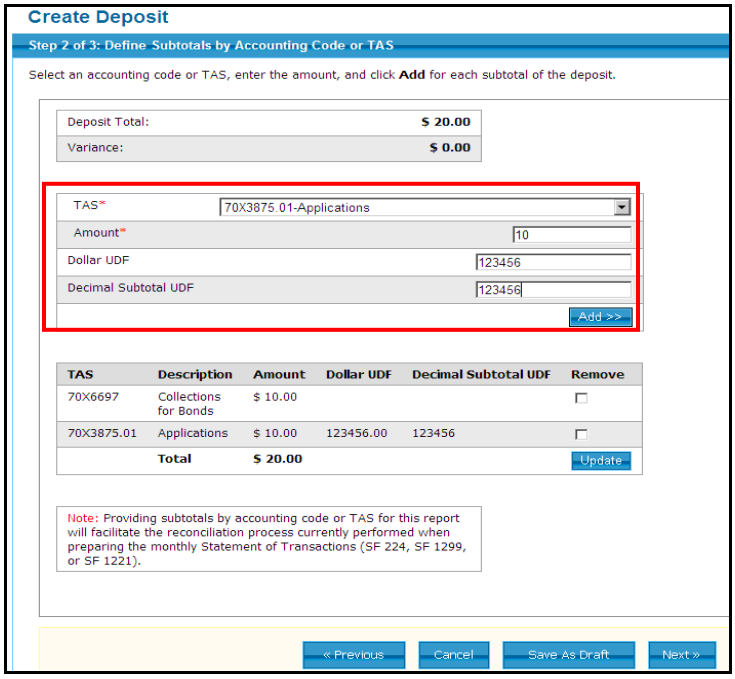
Figure 3 Enter Deposit Information



The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears.

6. Select an **Accounting Code** or **Treasury Account Symbol** (**TAS)**, enter the **Amount**, and click **Add** for each subtotal of the deposit.

Figure 4: Accounting Detail for US Currency



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

At least one accounting code entry is required, but additional lines are optional

Accounting codes are displayed for selection if:

- They *are not* identified as **Treasury Account Symbols** (**TAS)**
- They *are* identified as **Treasury Account Symbols** (**TAS)** and designated by **SAM** as **Valid**

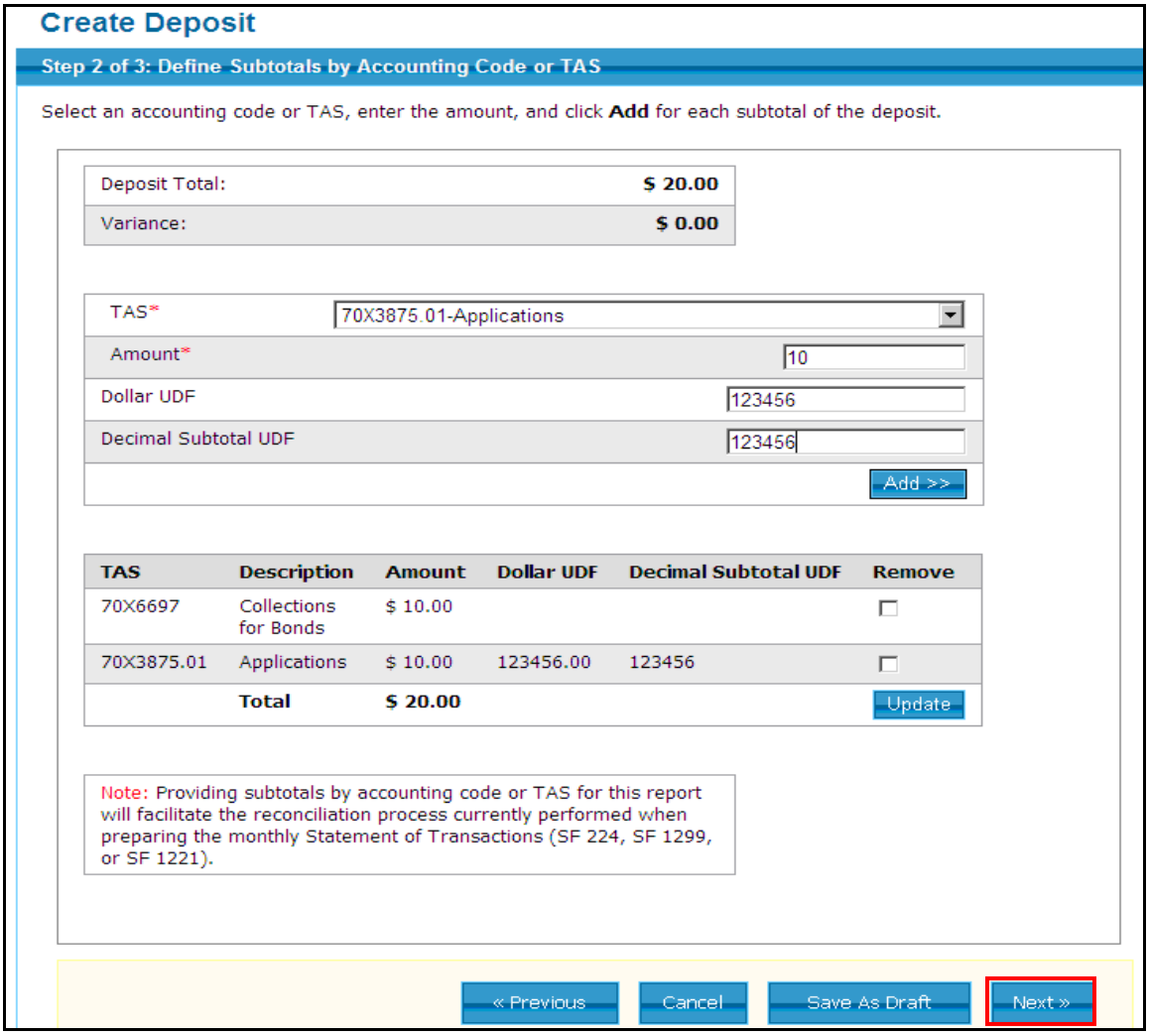
Accounting codes do not display for selection if they are identified as **TAS** and are in the process of being validated, or have been designated **Invalid** by **SAM**.

If no accounting codes display, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

7. Click **Next**

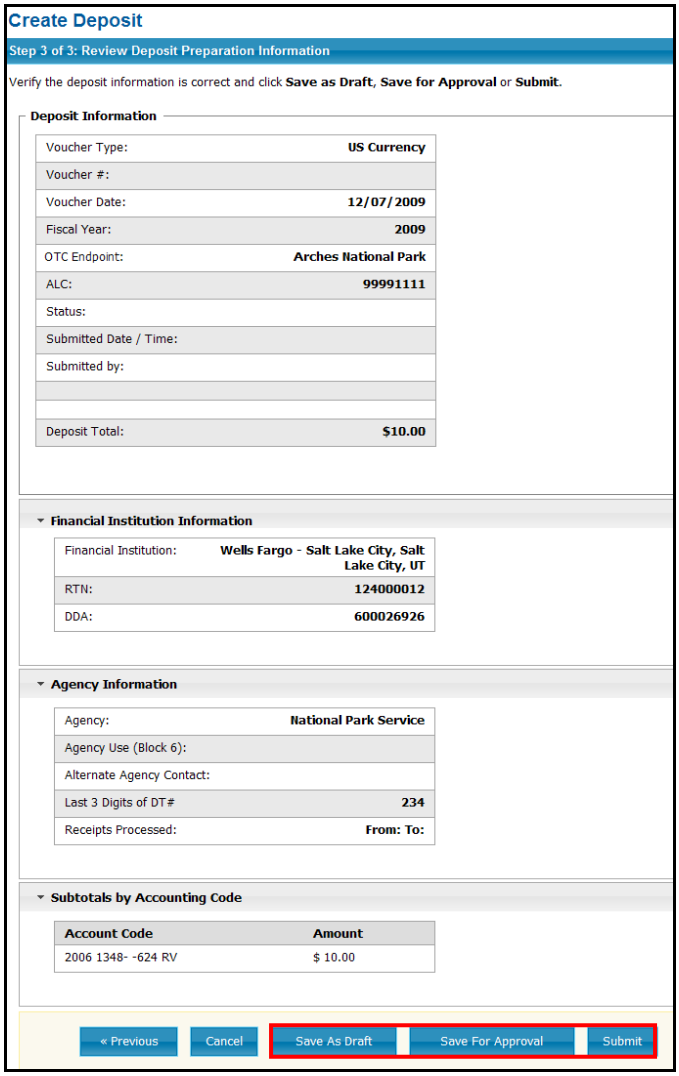
Figure 5 Define Subtotals by Accounting Code of TAS



The Step 3 of 3: Review Deposit Preparation Information page appears.

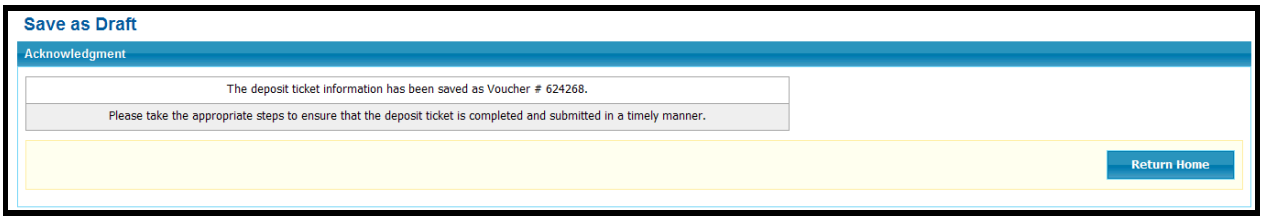
8. Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval,** or **Submit**.

Figure 6: Review and Confirm Deposit Preparation Information for US Currency



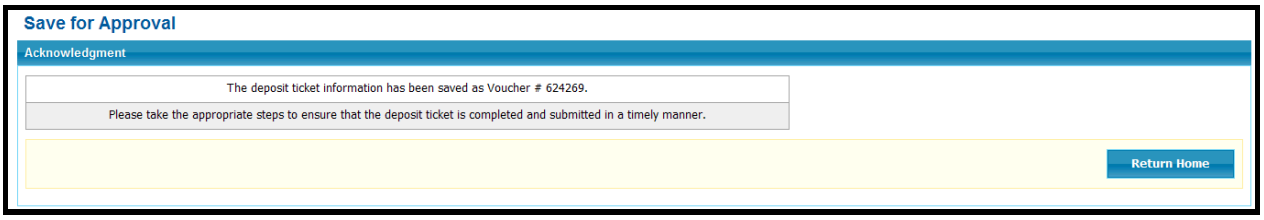
If you clicked **Save as Draft**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.

Figure 7. Save as Draft Acknowledgement



If you clicked **Save for Approval**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.

Figure 8. Save For Approval Acknowledgement



Note: Depending on your role, deposit status, and if there is an enforced separation of duties, you will have certain processing options available.
For more details about deposit processing options, refer to *Chapter 3: Create and Modify Deposits* of the *OTCnet Participant User Guide*.

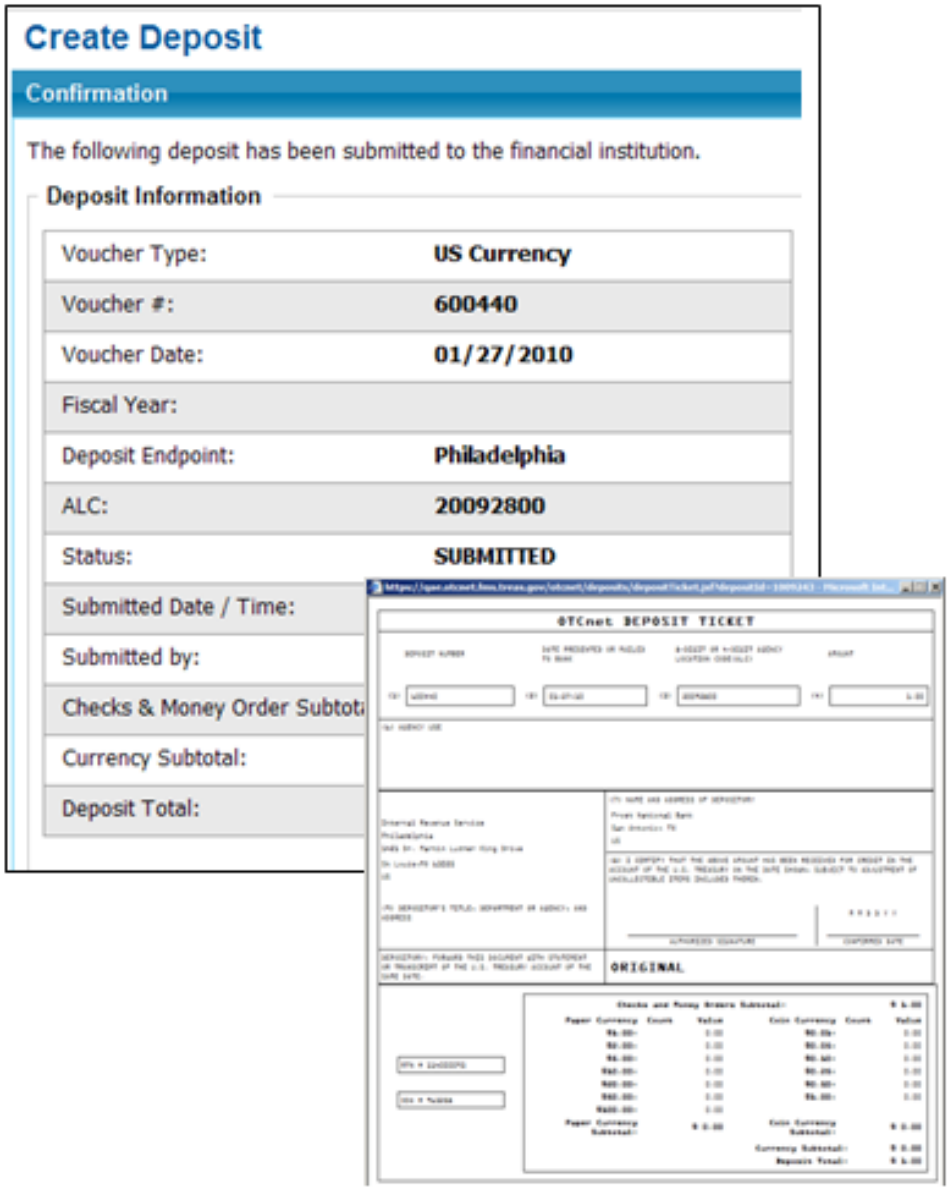
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Edit** to modify the deposit draft. (Visible if a user has Deposit Preparer privileges.)
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

Click **Update** to remove any accounting code subtotal date from the accounting code subtotal summary table.

If you clicked **Submit**, a Confirmation page appears showing the Deposit Information detail. Your OTCnet Deposit Ticket also generates at that time.

Figure 9: Submit Confirmation Page and Deposit Ticket



Create a Deposit for US Currency

To create a deposit for **US Currency**, complete the following steps:

1. Click the **Deposit Processing** tab.
2. From the **Create Deposit** menu, click **US Currency** for type of deposit. The *Select OTC Endpoint* page appears.
3. Select an OTC Endpoint to create a deposit. The *Step 1 of 3: Define Deposit Preparation Information* page appears.
4. Enter the necessary information to prepare the deposit.

   Under **Deposit Information**,
   - Enter the **Deposit Total**
   - Select the **Voucher Date**
   - Select the **Fiscal Year**, *optional*

   Under **Financial Institution Information**,
   - Select a **Financial Institution**

   Under **Agency Information**, *optional*
   - Enter comments in **Agency Use (Block 6)**
   - Enter the dates the receipts are processed in **From:** and **To:**
   - Enter the name of the **Alternate Agency Contact**
   - Enter the **User Defined Field (UDF)** details

   Under **Currency Denomination**, *if applicable*
   - Enter the **Paper Currency Count**
   - Enter the **Coin Currency Count**

   Under **Totals**, *if applicable*
   - Enter the **Checks and Money Orders Subtotal**
   - Enter the **Currency Subtotal**
   - Enter the **Coin Currency Subtotal**
   - Click **Calculate $** to determine the Deposit Variance.

   Application Tip

   The Deposit Variance must equal $0.00 before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

5. Click **Next**. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears.

6. Select an **Accounting Code** or **Treasury Account Symbol** (**TAS)**, enter the **Amount**, and click **Add** for each subtotal of the deposit.

Application Tip

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

Application Tip

At least one accounting code entry is required, but additional lines are optional.

Application Tip

Accounting codes are displayed if:

- They *are not* identified as **Treasury Account Symbols** (**TAS)**
- They *are* identified as **Treasury Account Symbols** (**TAS)** and designated by **SAM** as **Valid**

Accounting codes do not display if they are identified as **TAS** and are in the process of being validated by **SAM** or are designated as **Invalid** by **SAM**.

Application Tip

If no accounting codes display, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

Application Tip

The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

7. Click **Next**. The *Step 3 of 3: Review Deposit Preparation Information* page appears.

8. Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval,** or **Submit**.

   If you clicked **Save as Draft**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.

   If you clicked **Save for Approval**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.

   If you clicked **Submit**, a *Confirmation* page appears showing the deposit information detail. Your OTCnet deposit ticket will also generate at that time.

Application Tip

Depending on your role, deposit status, and if there is an enforced separation of duties, you will have certain processing options available.
For more details about deposit processing options, refer to *Chapter 3: Create and Modify Deposits* of the *OTCnet Participant User Guide*.

Application Tip

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

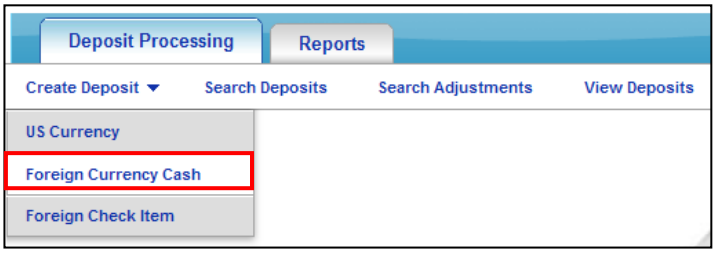
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Edit** to modify the deposit draft. (Visible if a user has Deposit Preparer privileges.)
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Update** to remove any accounting code subtotal date from the accounting code subtotal summary table.

Create a Deposit for Foreign Currency Cash

Use the **Foreign Currency Cash** function to create a deposit for foreign cash only.

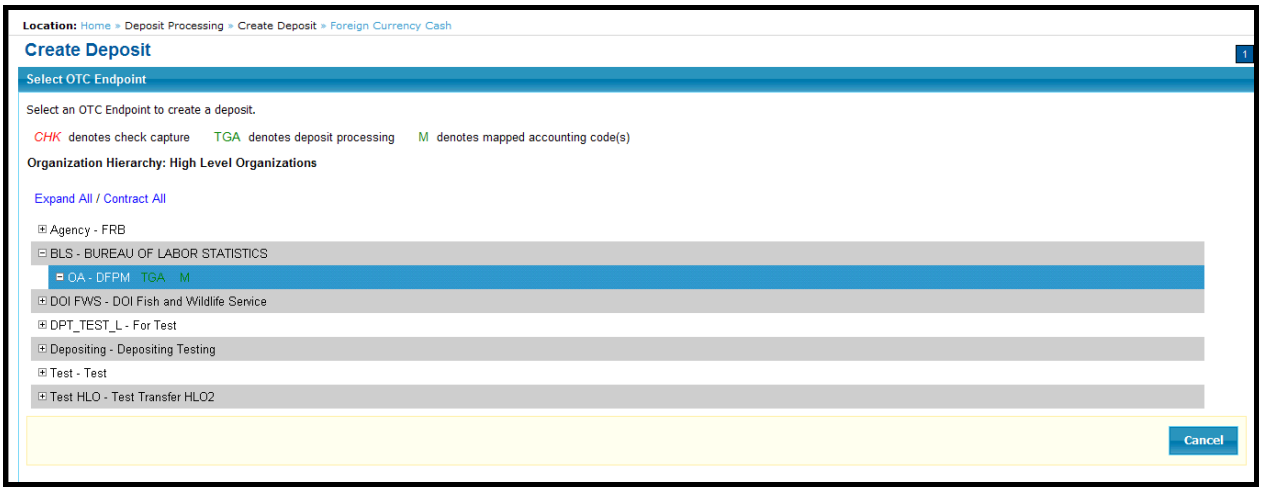
1. Click the **Deposit Processing** tab.
2. From the **Create Deposit** tab, click **Foreign Currency Cash** as your deposit type.

Figure 10: Click Foreign Currency Cash Deposit Type



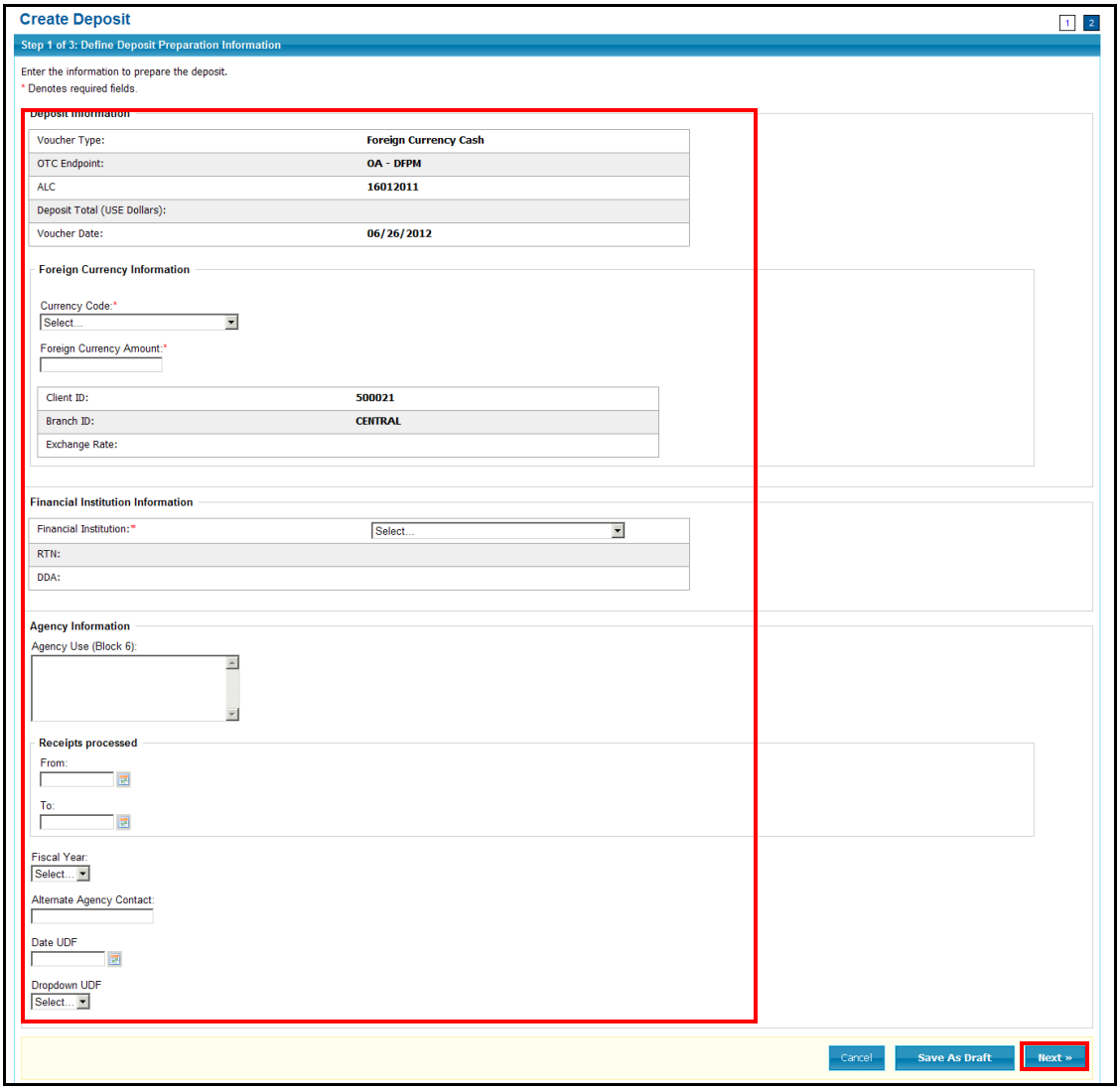
3. The Select OTC Endpoint page appears. Select the OTC Endpoint to which a **Foreign Currency Cash** deposit is to be made

Figure 11: Select OTC Endpoint



4. The Step 1 of 3: Define Deposit Preparation Information page appears. Enter the information to prepare the deposit and click **Next**.

Figure 12. Define Deposit Preparation Information



Under **Foreign Currency Information**,

- Select the **Currency Code**
- Enter the **Foreign Currency Amount**

Under **Financial Institution Information**,

- Select a **Financial Institution**

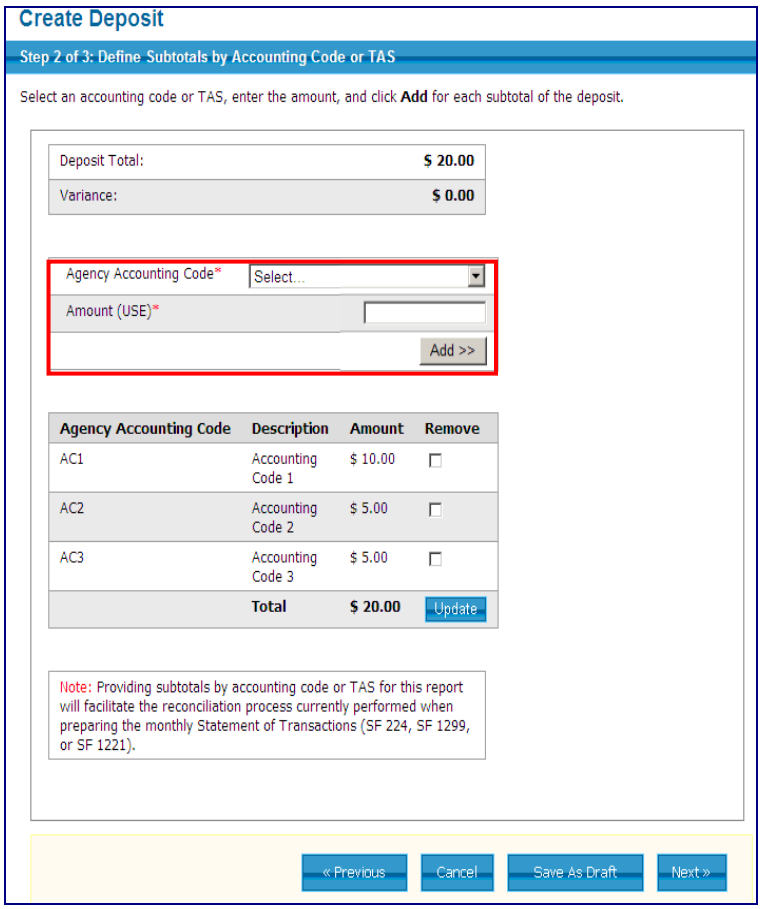
Under **Agency Information**, *optional*

- Enter comments in **Agency Use (Block 6)**
- Enter the **From:** and **To:** dates the receipts are processed for
- Select the **Fiscal Year**
- Enter the name the **Alternate Agency Contact**

Enter the **User Defined Field** details

5. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Select an **Accounting Code** or **Treasury Account Symbol** (**TAS)**, enter the **Amount**, and click **Add** for each subtotal of the deposit.

Figure 13: Accounting Detail for Foreign Currency Cash



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

At least one accounting code entry is required, but additional entries are optional.

Accounting codes are displayed for selection if:

- They *are not* identified as **Treasury Account Symbols** (**TAS)**
- They *are* identified as **Treasury Account Symbols** (**TAS)** and designated by **SAM** as **Valid**

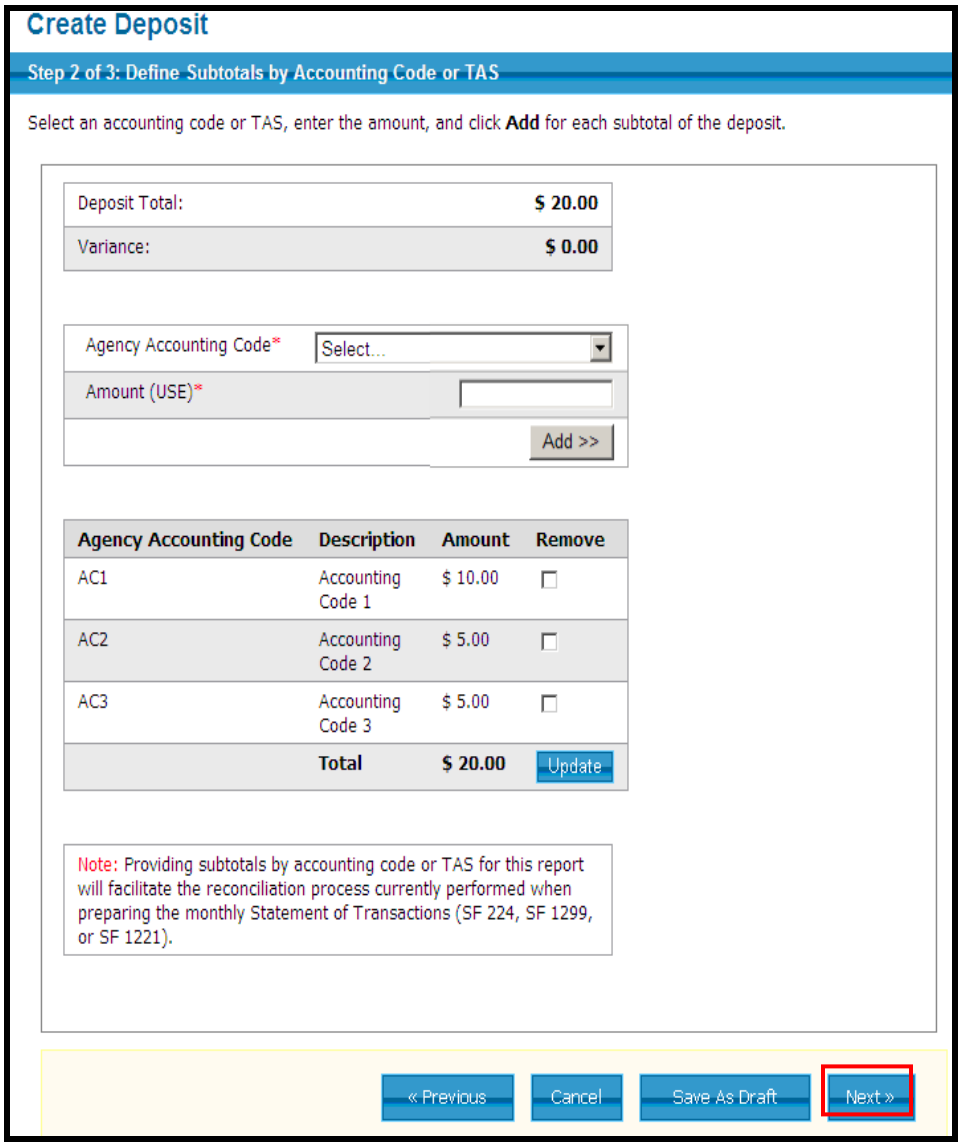
Accounting codes do not display for selection if they are identified as **TAS** and are in the process of being validated, or have been designated **Invalid** by **SAM**.

If no accounting codes display, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

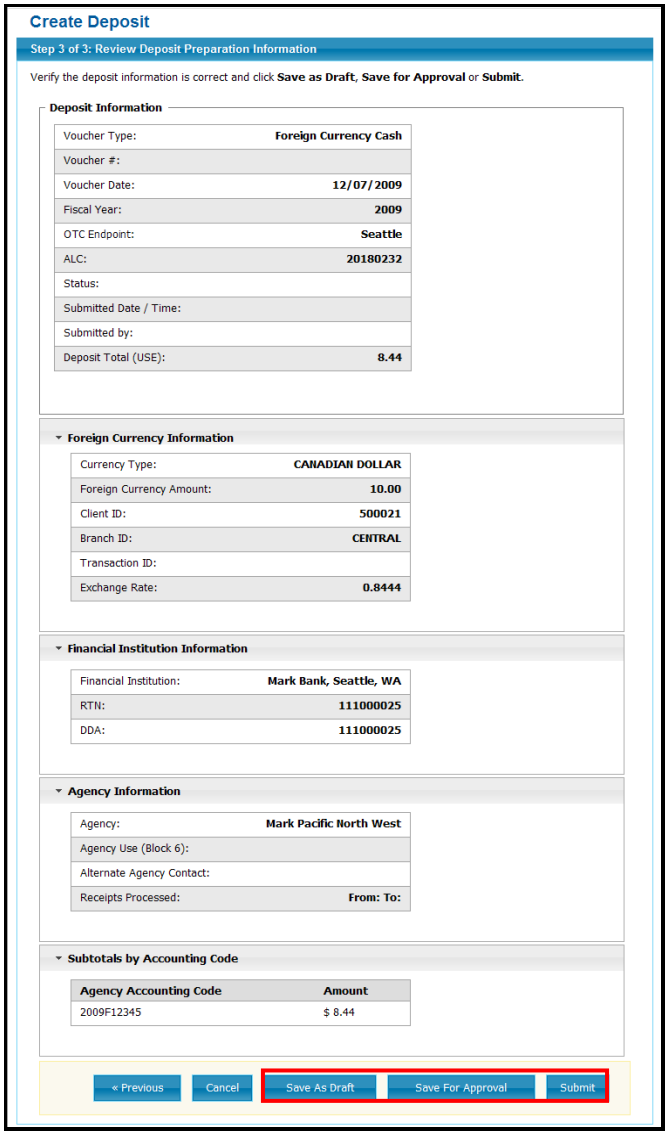
6. Click **Next.**

Figure 14. Define Subtotals by Accounting Code or TAS



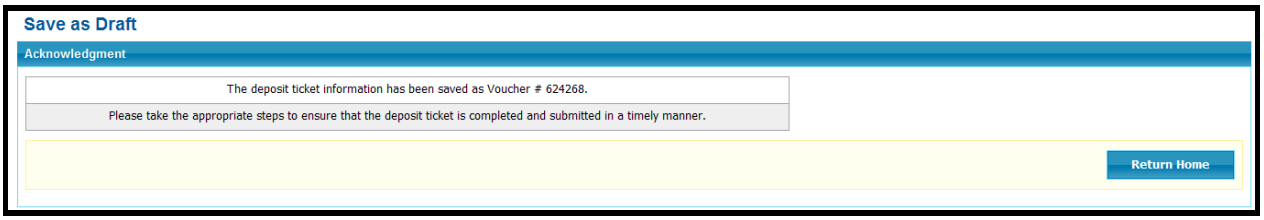
7. The Step 3 of 3: Review Deposit Preparation Information page appears. Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval,** or **Submit**.

Figure 15: Review and Confirm Deposit Preparation Information for Foreign Currency Cash



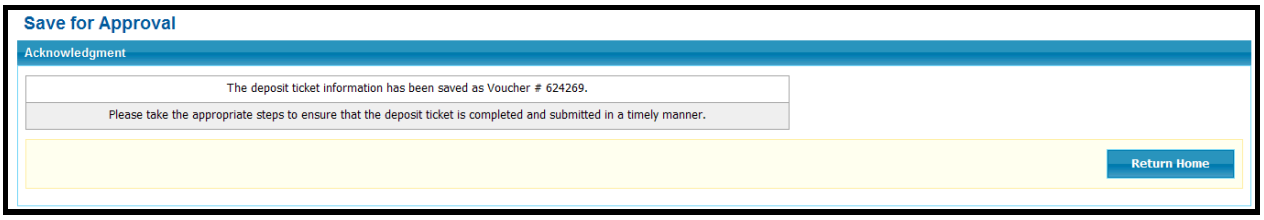
If you clicked **Save as Draft**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.

Figure 16. Save as Draft Acknowledgement - Foreign Currency Cash



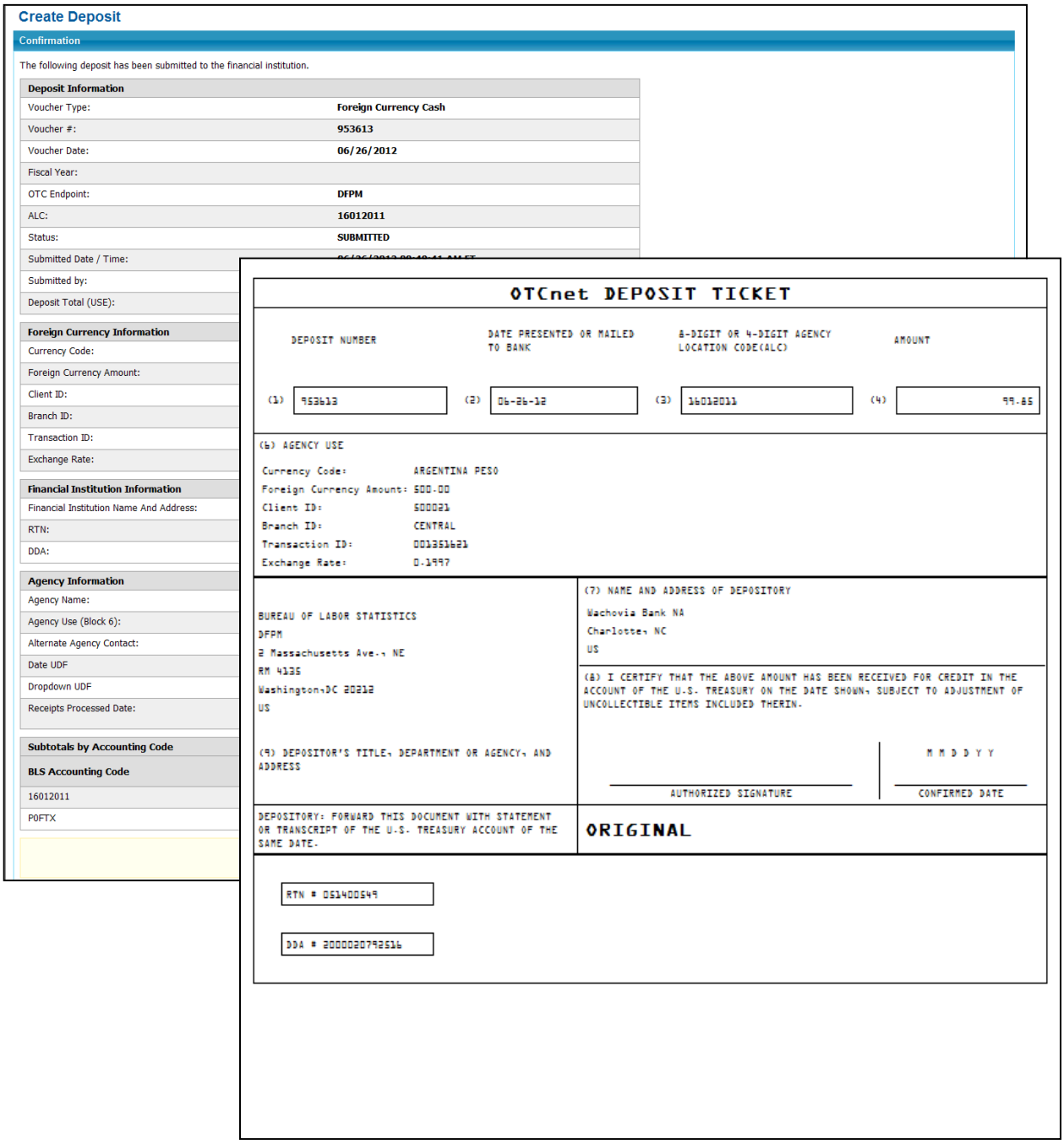
If you clicked **Save for Approval**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.

Figure 17. Save for Approval - Foreign Currency Cash



If you clicked **Submit**, a *Confirmation* page appears showing the deposit information detail. Your OTCnet deposit ticket will also generate at that time.

Figure 18. Confirmation - Foreign Currency Cash



Create Deposit

Confirmation

The following deposit has been submitted to the financial institution.

Deposit Information	
Voucher Type:	Foreign Currency Cash
Voucher #:	953613
Voucher Date:	06/26/2012
Fiscal Year:	
OTC Endpoint:	DFPM
ALC:	16012011
Status:	SUBMITTED
Submitted Date / Time:	
Submitted by:	
Deposit Total (USE):	

Foreign Currency Information
Currency Code:
Foreign Currency Amount:
Client ID:
Branch ID:
Transaction ID:
Exchange Rate:

Financial Institution Information
Financial Institution Name And Address:
RTN:
DDA:

Agency Information
Agency Name:
Agency Use (Block 6):
Alternate Agency Contact:
Date UDF
Dropdown UDF
Receipts Processed Date:

Subtotals by Accounting Code
BLS Accounting Code
16012011
POFTX

OTCnet DEPOSIT TICKET

DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE(ALC)	AMOUNT
(1) 953613	(2) 06-26-12	(3) 16012011	(4) 99.85

(6) AGENCY USE

Currency Code: ARGENTINA PESO
Foreign Currency Amount: 500.00
Client ID: 500021
Branch ID: CENTRAL
Transaction ID: 001351621
Exchange Rate: 0.1997

BUREAU OF LABOR STATISTICS
DFPM
2 Massachusetts Ave., NE
RM 4135
Washington,DC 20212
US

(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY, AND ADDRESS

(7) NAME AND ADDRESS OF DEPOSITORY
Wachovia Bank NA
Charlotte, NC
US

(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN RECEIVED FOR CREDIT IN THE ACCOUNT OF THE U.S. TREASURY ON THE DATE SHOWN, SUBJECT TO ADJUSTMENT OF UNCOLLECTIBLE ITEMS INCLUDED THERIN.

AUTHORIZED SIGNATURE

M M D D Y Y
CONFIRMED DATE

DEPOSITORY: FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE.

ORIGINAL

RTN # 051400549

DDA # 200002079251 6

Create a Deposit for Foreign Currency Cash

To create a deposit for **Foreign Currency Cash**, complete the following steps:

1. Click the **Deposit Processing** tab.

2. From the **Create Deposit** menu, click **Foreign Currency Cash** for type of deposit. The *Select OTC Endpoint* page appears.

3. Select an OTC Endpoint to create a deposit. The *Step 1 of 3: Define Deposit Preparation Information* page appears.

4. Enter the information to prepare the deposit and click **Next**.

   Under **Foreign Currency Information**,
   - Select the **Currency Code**
   - Enter the **Foreign Currency Amount**

   Under **Financial Institution Information**,
   - Select a **Financial Institution**

   Under **Agency Information**, *optional*
   - Enter comments in **Agency Use (Block 6)**
   - Enter the **From:** and **To:** dates the receipts are processed for
   - Select the **Fiscal Year**
   - Enter the name the **Alternate Agency Contact**
   - Enter the **User Defined Field** details

5. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Select an **Accounting Code** or **Treasury Account Symbol** (**TAS)**, enter the **Amount**, and click **Add** for each subtotal of the deposit.

Application Tip

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

Application Tip

At least one accounting code entry is required, but additional entries are optional.

Application Tip

Accounting codes are displayed if:

- They *are not* identified as **Treasury Account Symbols** (**TAS)**
- They *are* identified as **Treasury Account Symbols** (**TAS)** and designated by **SAM** as **Valid**

Accounting codes do not display if they are identified as **TAS** and are in the process of being validated by **SAM** or are designated as **Invalid** by **SAM**.

Application Tip

If no accounting codes display, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

Application Tip

The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

6. Click **Next**. The *Step 3 of 3: Review Deposit Preparation Information* page appears.
7. Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval,** or **Submit**.

If you clicked **Save as Draft**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.

If you clicked **Save for Approval**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.

If you clicked **Submit**, a *Confirmation* page appears showing the deposit information detail. Your OTCnet deposit ticket will also generate at that time.

Application Tip

Depending on your role, deposit status, and if there is an enforced separation of duties, you will have certain processing options available.
For more details about deposit processing options, refer to *Chapter 3: Create and Modify Deposits* of the *OTCnet Participant User Guide*.

Application Tip

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

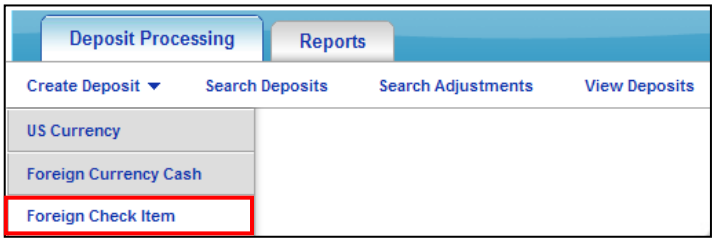
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Update** to remove any accounting code subtotal date from the accounting code subtotal summary table.

Create a Deposit for Foreign Check Item

Use the **Foreign Check Item** function to create a deposit for creating a deposit ticket for foreign checks only.

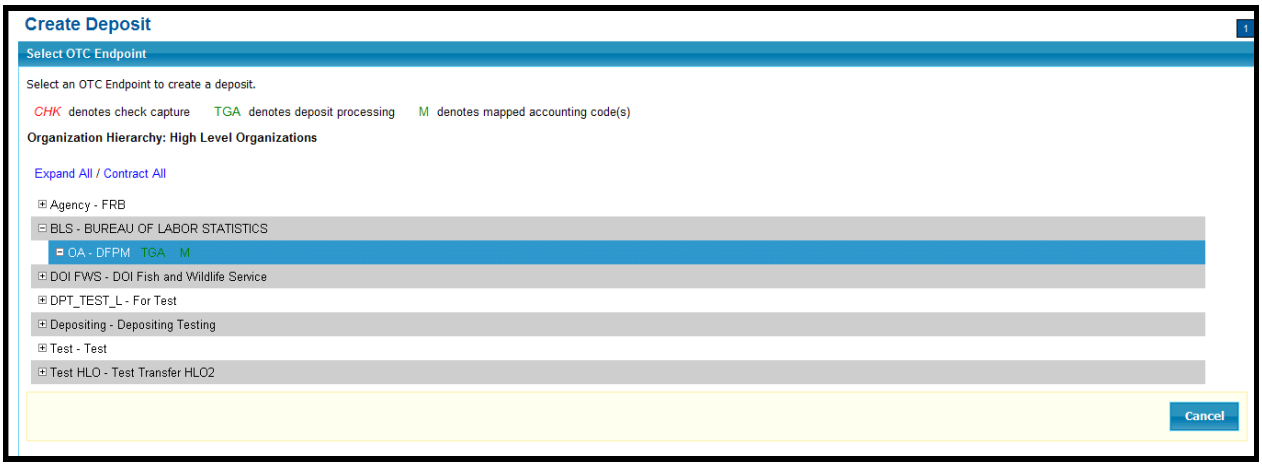
1. Click the **Deposit Processing** tab.
2. From the **Create Deposit** tab, click **Foreign Check Item** as your deposit type.

Figure 19: Click Foreign Check Item Deposit Type



3. The *Select OTC Endpoint* page appears. Select the OTC Endpoint to which a Foreign Check Item deposit is to be made.

Figure 20. Select OTC Endpoint



4. The *Step 1 of 3: Define Deposit Preparation Information* page appears. Enter the information to prepare the deposit and click **Next**.

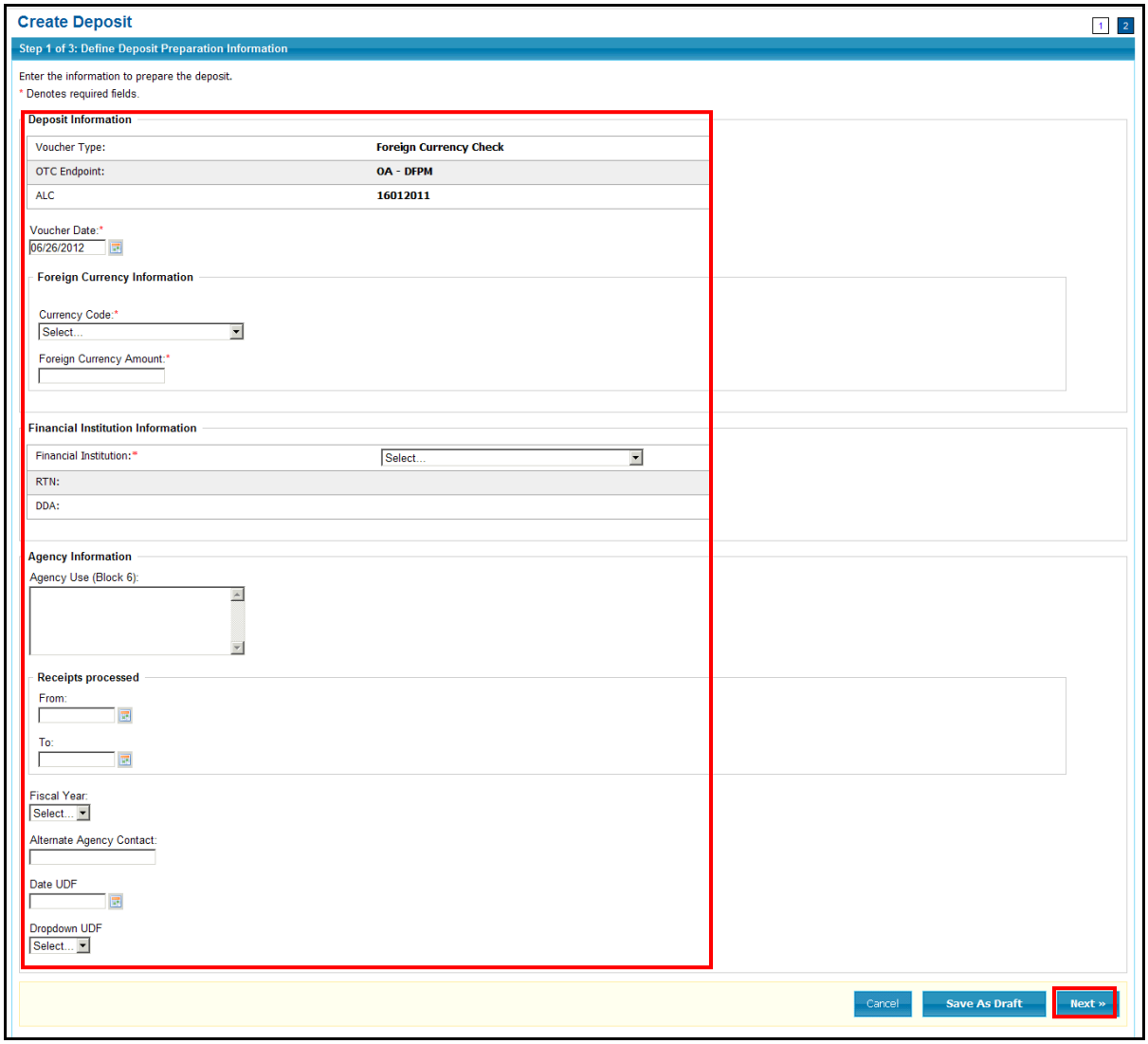
   Under **Deposit Information**,
   - Enter the **Voucher Date**
   - Select the **Currency Code**
   - Enter the **Foreign Currency Amount**

   Under **Financial Institution Information**,
   - Select a **Financial Institution**

   Under **Agency Information**, *optional*
   - Enter comments in **Agency Use (Block 6)**
   - Enter the date the **From:** and **To:** dates the receipts were processed
   - Enter the **Fiscal Year**

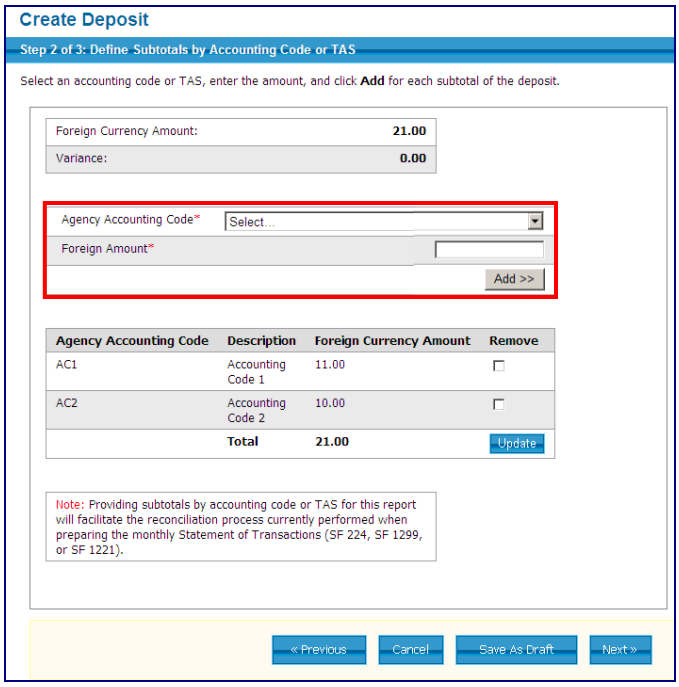
   Enter the name the **Alternate Agency Contact**

Figure 21: Complete Deposit Preparation Fields for Foreign Check Item



5. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Select an **Accounting Code** or **Treasury Account Symbol (TAS)**, enter the **Amount**, and click **Add** for each subtotal of the deposit.

Figure 22: Accounting Detail for Foreign Check Item



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

At least one accounting code entry is required, but additional entries are optional.

Accounting codes are displayed for selection if:

- They *are not* identified as **Treasury Account Symbols** (**TAS)**
- They *are* identified as **Treasury Account Symbols** (**TAS)** and designated by **SAM** as **Valid**

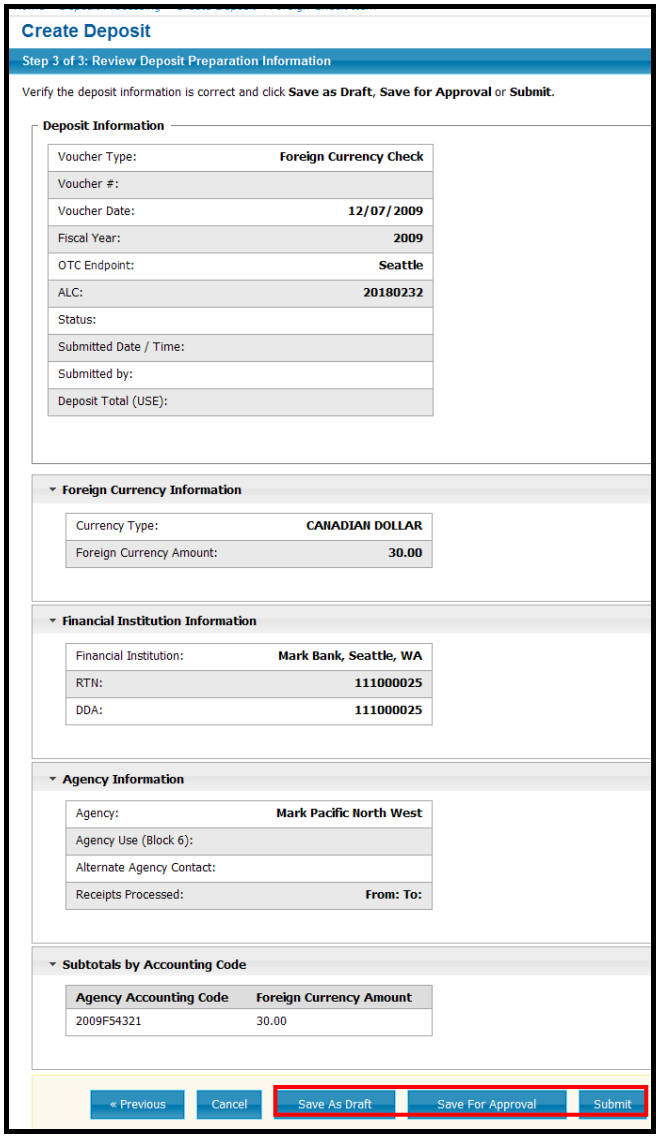
Accounting codes do not display for selection if they are identified as **TAS** and are in the process of being validated, or have been designated **Invalid** by **SAM**.

If no accounting codes display, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

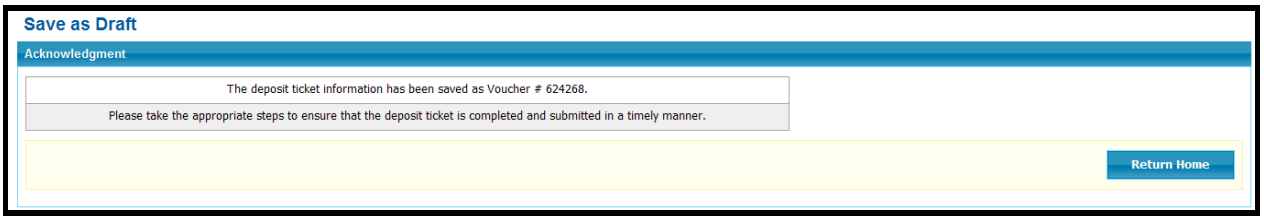
6. The Step 3 of 3: Review Deposit Preparation Information page appears. Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval,** or **Submit**.

Figure 23: Review and Confirm Deposit Preparation Information for Foreign Check Item



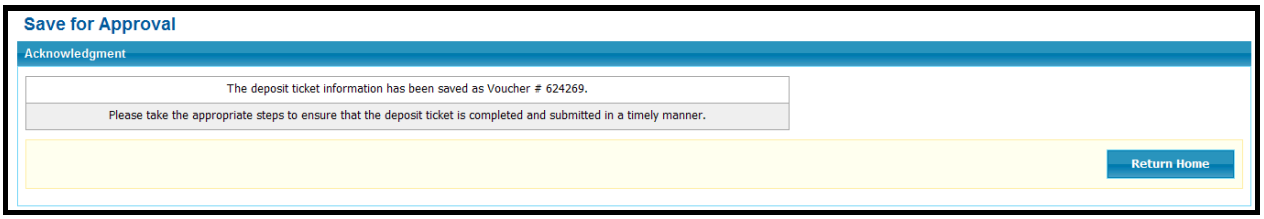
If you clicked **Save as Draft**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.

Figure 24. Save as Draft Acknowledgement - Foreign Check Item



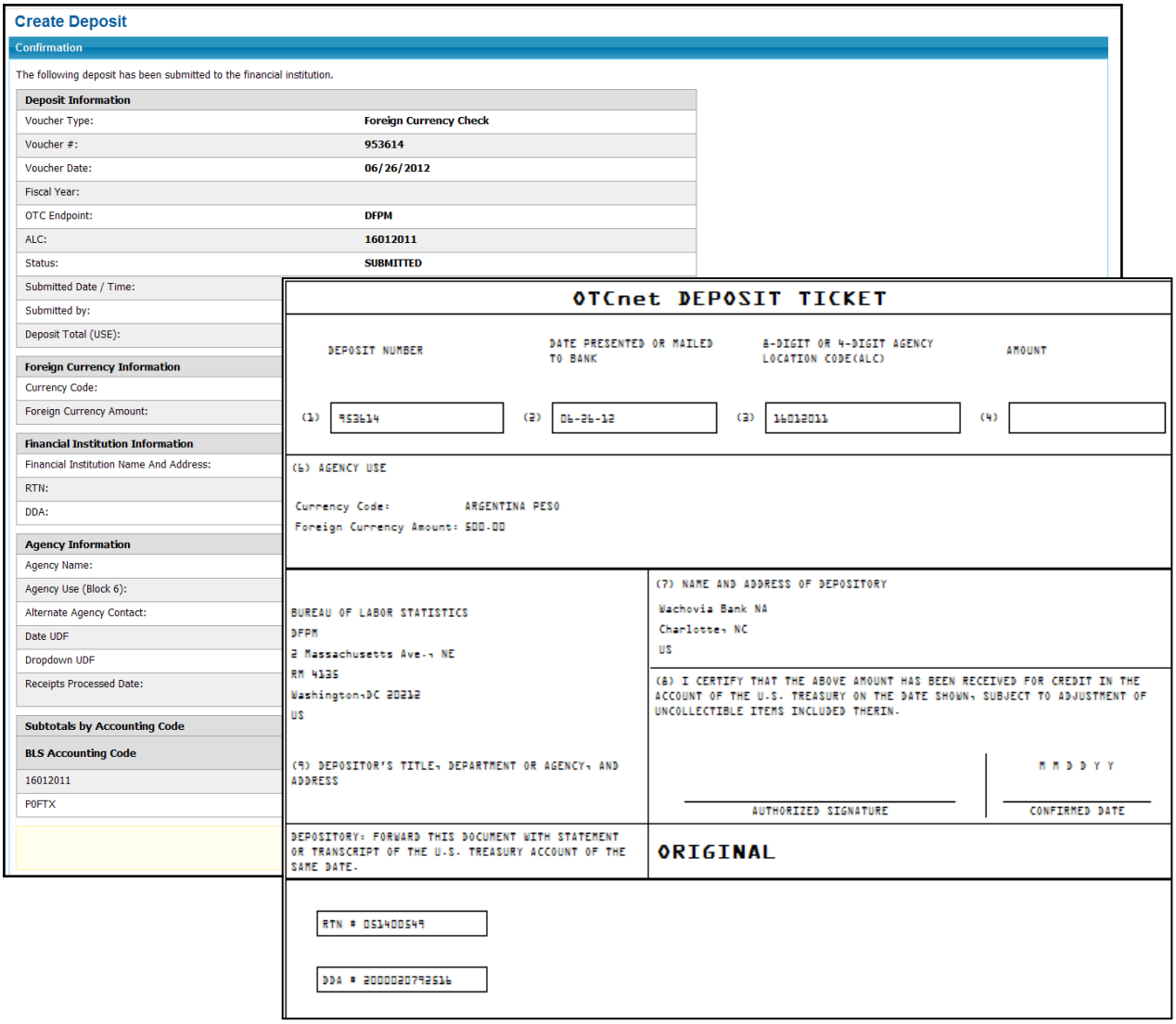
If you clicked **Save for Approval**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.

Figure 25. Save for Approval - Foreign Check Item



If you clicked **Submit**, a *Confirmation* page appears showing the deposit information detail. Your OTCnet deposit ticket will also generate at that time.

Figure 26. Confirmation - Foreign Check Item



Create Deposit

Confirmation

The following deposit has been submitted to the financial institution.

Deposit Information	
Voucher Type:	**Foreign Currency Check**
Voucher #:	**953614**
Voucher Date:	**06/26/2012**
Fiscal Year:	
OTC Endpoint:	**DFPM**
ALC:	**16012011**
Status:	**SUBMITTED**
Submitted Date / Time:	
Submitted by:	
Deposit Total (USE):	
Foreign Currency Information	
Currency Code:	
Foreign Currency Amount:	
Financial Institution Information	
Financial Institution Name And Address:	
RTN:	
DDA:	
Agency Information	
Agency Name:	
Agency Use (Block 6):	
Alternate Agency Contact:	
Date UDF	
Dropdown UDF	
Receipts Processed Date:	
Subtotals by Accounting Code	
BLS Accounting Code	
16012011	
P0FTX	

OTCnet DEPOSIT TICKET

DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE(ALC)	AMOUNT
(1) 953614	(2) 06-26-12	(3) 16012011	(4)

(5) AGENCY USE

Currency Code: ARGENTINA PESO
Foreign Currency Amount: 500.00

BUREAU OF LABOR STATISTICS
DFPM
2 Massachusetts Ave., NE
RM 4135
Washington,DC 20212
US

(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY, AND ADDRESS

(7) NAME AND ADDRESS OF DEPOSITORY
Wachovia Bank NA
Charlotte, NC
US

(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN RECEIVED FOR CREDIT IN THE ACCOUNT OF THE U.S. TREASURY ON THE DATE SHOWN, SUBJECT TO ADJUSTMENT OF UNCOLLECTIBLE ITEMS INCLUDED THERIN.

AUTHORIZED SIGNATURE

M M D D Y Y
CONFIRMED DATE

DEPOSITORY: FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE.

ORIGINAL

RTN # 051400549

DDA # 2000020792516

Create a Deposit for Foreign Check Item

To create a deposit for a **Foreign Check Item**, complete the following steps:

1. Click the **Deposit Processing** tab.

2. From the **Create Deposit** menu, click **Foreign Check Item** for type of deposit. The *Select OTC Endpoin*t page appears.

3. Select an OTC Endpoint to create a deposit. The *Step 1 of 3: Define Deposit Preparation Information* page appears.

4. Enter the information to prepare the deposit and click **Next**.

   Under **Deposit Information**,
   - Enter the **Voucher Date**
   - Select the **Currency Code**
   - Enter the **Foreign Currency Amount**

   Under **Financial Institution Information**,
   - Select a **Financial Institution**

   Under **Agency Information**, *optional*
   - Enter comments in **Agency Use (Block 6)**
   - Enter the date the **From:** and **To:** dates the receipts were processed
   - Enter the **Fiscal Year**
   - Enter the name the **Alternate Agency Contact**

5. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Select an **Accounting Code** or **Treasury Account Symbol (TAS)**, enter the **Amount**, and click **Add** for each subtotal of the deposit.

Application Tip

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

Application Tip

At least one accounting code entry is required, but additional entries are optional.

Application Tip

Accounting codes are displayed if:

- They *are not* identified as **Treasury Account Symbols** (**TAS)**
- They *are* identified as **Treasury Account Symbols** (**TAS)** and designated by **SAM** as **Valid**

Accounting codes do not display if they are identified as **TAS** and are in the process of being validated by **SAM** or are designated as **Invalid** by **SAM**.

Application Tip

If no accounting codes display, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

Application Tip

The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

6. Click **Next**. The *Step 3 of 3: Review Deposit Preparation Information* page appears.

7. Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval,** or **Submit**.

   If you clicked **Save as Draft**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.

   If you clicked **Save for Approval**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.

If you clicked **Submit**, a *Confirmation* page appears showing the deposit information detail. Your OTCnet deposit ticket will also generate at that time.

Application Tip

Depending on your role, deposit status, and if there is an enforced separation of duties, you will have certain processing options available.
For more details about deposit processing options, refer to *Chapter 3: Create and Modify Deposits* of the *OTCnet Participant User Guide*.

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.
- Click **Update** to remove any accounting code subtotal date from the accounting code subtotal summary table.

Topic 3. How to Modify a Deposit

As referenced in the *Create a Deposit* section of this User Guide, a Deposit Preparer or Deposit Preparer and Approver can create deposits and modify deposits for:

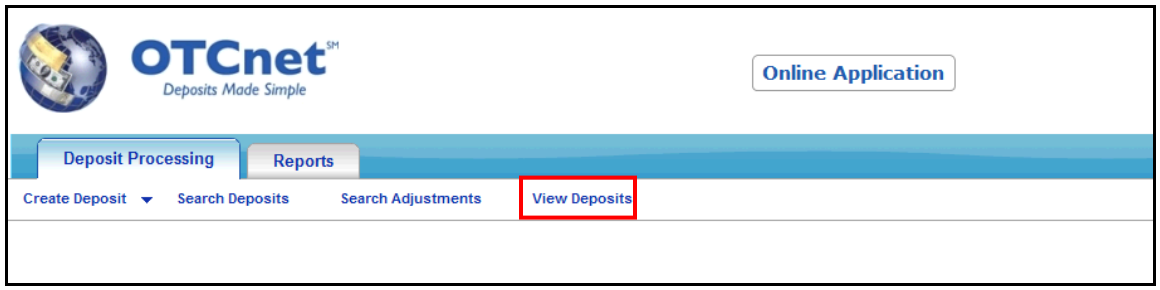
- US Currency
- Foreign Currency Cash
- Foreign Check Item

The modify deposits function allows you to modify the deposit preparation information required to properly account for, track and direct the deposit transaction. You may update deposit preparation information when it has a status of **Save As Draft**. If you would like to make the deposit from a different endpoint, then delete the existing deposit and create a new deposit.

To retrieve a deposit for modification, follow these steps:

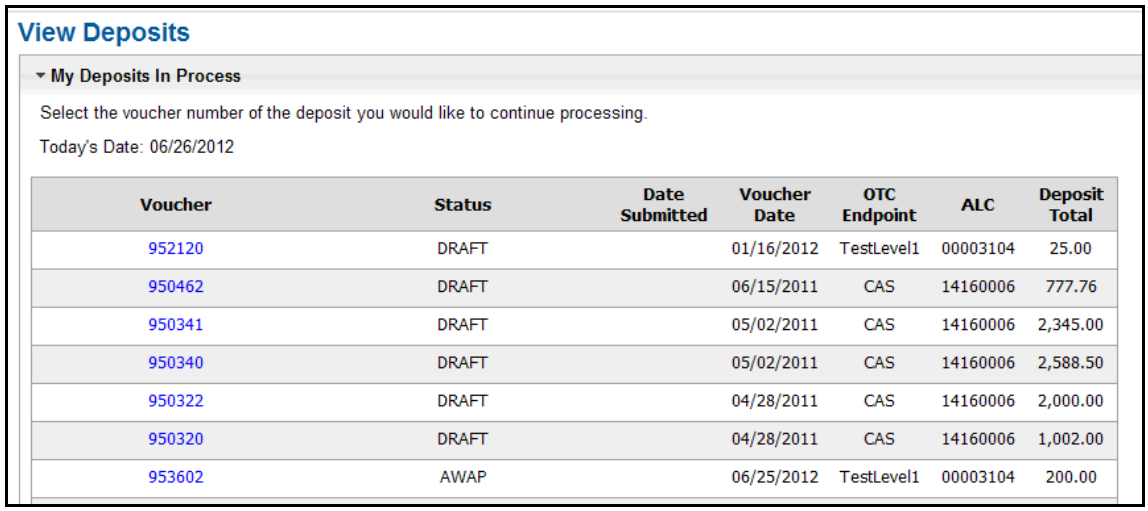
1. Click the **Deposit Processing** tab.
2. Click **View deposits.**

Figure 27. View Deposits



3. The *View Deposits* page appears. From the list, click the **Voucher** number of the deposit you would like to view additional details.

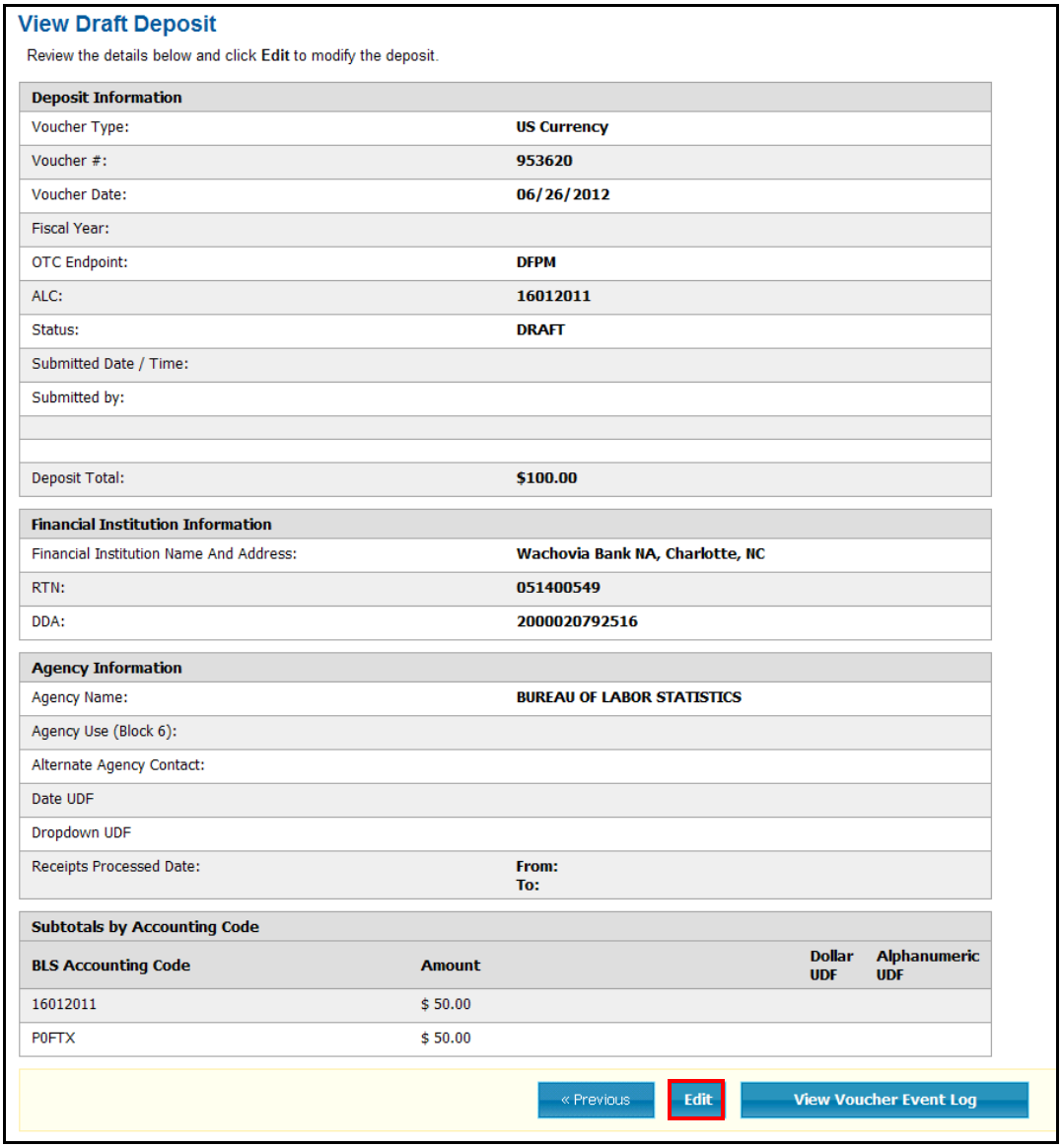
Figure 28. View Deposits - Select Voucher Number



Voucher	Status	Date Submitted	Voucher Date	OTC Endpoint	ALC	Deposit Total
952120	DRAFT		01/16/2012	TestLevel1	00003104	25.00
950462	DRAFT		06/15/2011	CAS	14160006	777.76
950341	DRAFT		05/02/2011	CAS	14160006	2,345.00
950340	DRAFT		05/02/2011	CAS	14160006	2,588.50
950322	DRAFT		04/28/2011	CAS	14160006	2,000.00
950320	DRAFT		04/28/2011	CAS	14160006	1,002.00
953602	AWAP		06/25/2012	TestLevel1	00003104	200.00

4. The View Submitted Deposit page appears. Click **Edit**.

Figure 29. Edit Draft Deposit



View Draft Deposit

Review the details below and click **Edit** to modify the deposit.

Deposit Information	
Voucher Type:	**US Currency**
Voucher #:	**953620**
Voucher Date:	**06/26/2012**
Fiscal Year:	
OTC Endpoint:	**DFPM**
ALC:	**16012011**
Status:	**DRAFT**
Submitted Date / Time:	
Submitted by:	
Deposit Total:	**$100.00**

Financial Institution Information	
Financial Institution Name And Address:	**Wachovia Bank NA, Charlotte, NC**
RTN:	**051400549**
DDA:	**2000020792516**

Agency Information	
Agency Name:	**BUREAU OF LABOR STATISTICS**
Agency Use (Block 6):	
Alternate Agency Contact:	
Date UDF	
Dropdown UDF	
Receipts Processed Date:	**From:** **To:**

Subtotals by Accounting Code

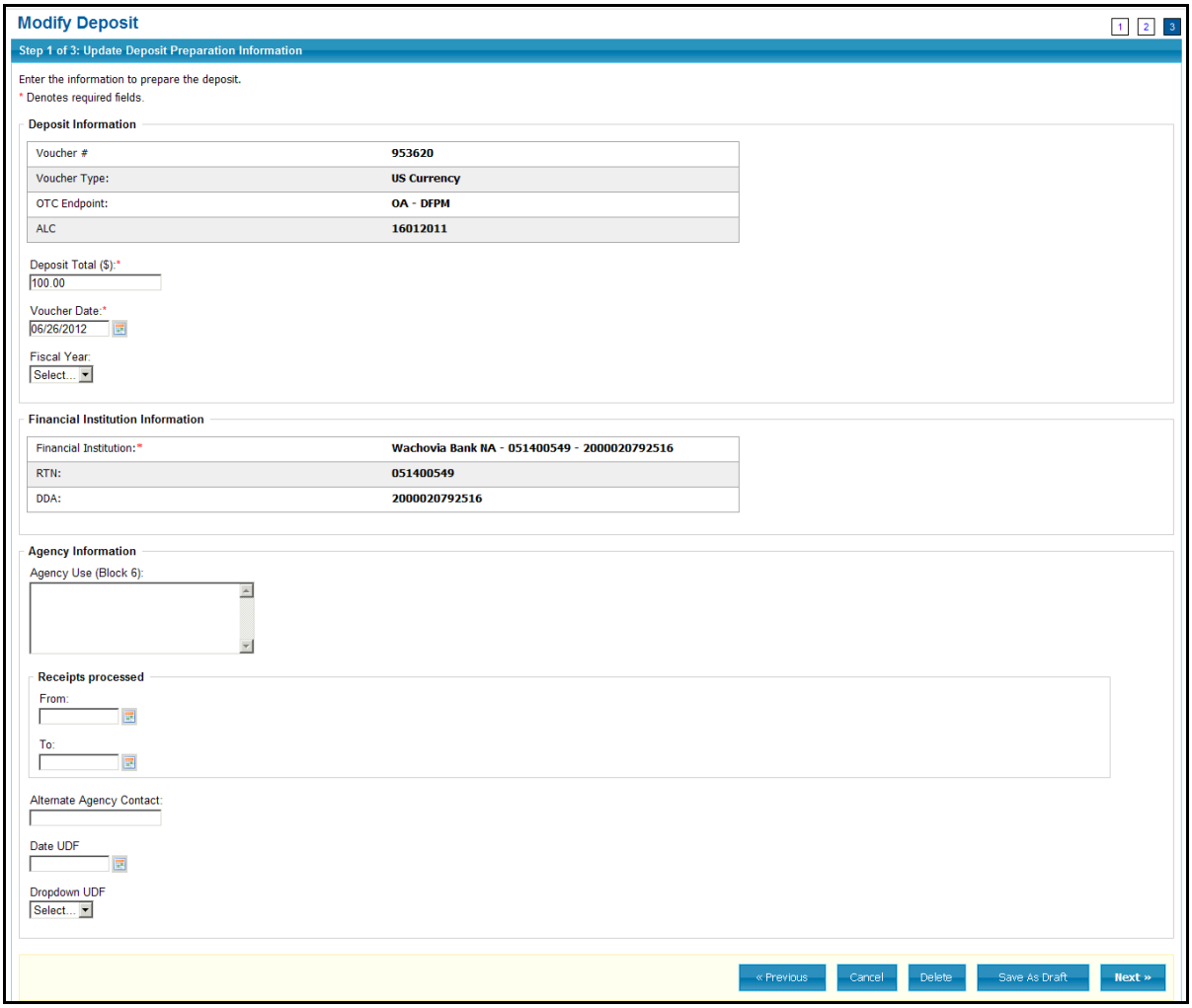
BLS Accounting Code	Amount	Dollar UDF	Alphanumeric UDF
16012011	$ 50.00		
P0FTX	$ 50.00		

« Previous | Edit | View Voucher Event Log

5. The *Step 1 of 3:* The *Update Deposit Preparation Information* page appears. Update the deposit preparation information and click **Next**.

   To update deposit information for **US Currency,** do the following:

Figure 30 Modify Deposit Preparation Information for US Currency



Under **Deposit Information**,

- Enter the **Deposit Total**
- Select the **Voucher Date**
- Select the **Fiscal Year**, *optional*

Under **Agency Information**, *optional*

- Enter comments in **Agency Use (Block 6)**
- Enter the date the **From:** and **To:** dates the receipts were processed
- Enter the name the **Alternate Agency Contact**
- Enter the **User Defined Field** details

Under **Currency Denomination**, *if applicable*

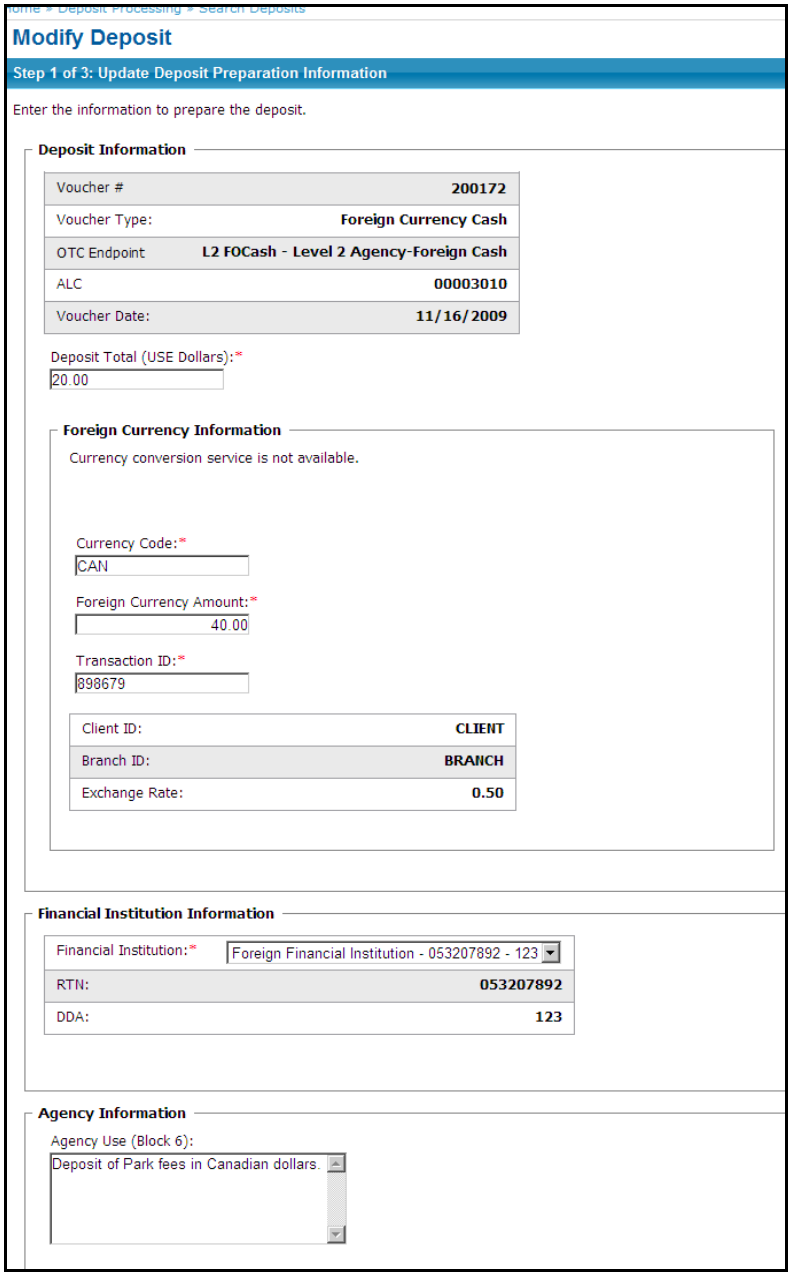
- Enter the **Paper Currency Count**
- Enter the **Coin Currency Count**

Under **Totals**, *if applicable*

- Enter the **Checks and Money Orders Subtotal**
- Click **Calculate $** to determine the Deposit Variance. The Deposit Variance must equal $0.00 before proceeding to the next step. If it does not, you must go back and re-check your subtotal entries.

To update deposit information for **Foreign Currency Cash,** do the following:

Figure 31. Update Deposit Preparation Information



Under **Foreign Currency Information**,

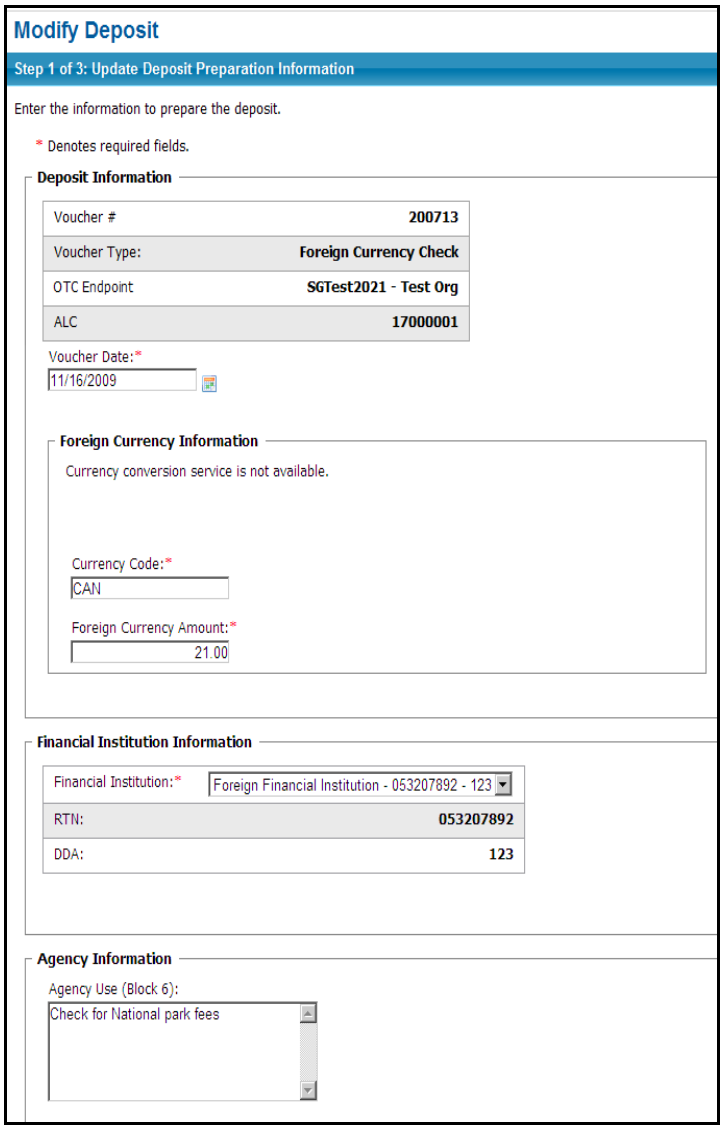
- Select the **Currency Code**
- Enter the **Foreign Currency Amount**

Under **Agency Information**, *optional*

- Enter comments in **Agency Use (Block 6)**
- Enter the date the **From:** and **To:** dates the receipts were processed
- Enter the name the **Alternate Agency Contact**
- Enter the **User Defined Field** details

To update deposit information for **Foreign Check Items,** do the following:

Figure 32. Update Deposit Preparation Information



Under **Deposit Information**,

- Enter the **Voucher Date**

Under **Foreign Currency Information**,

- Select the **Currency Code**
- Enter the **Foreign Currency Amount**

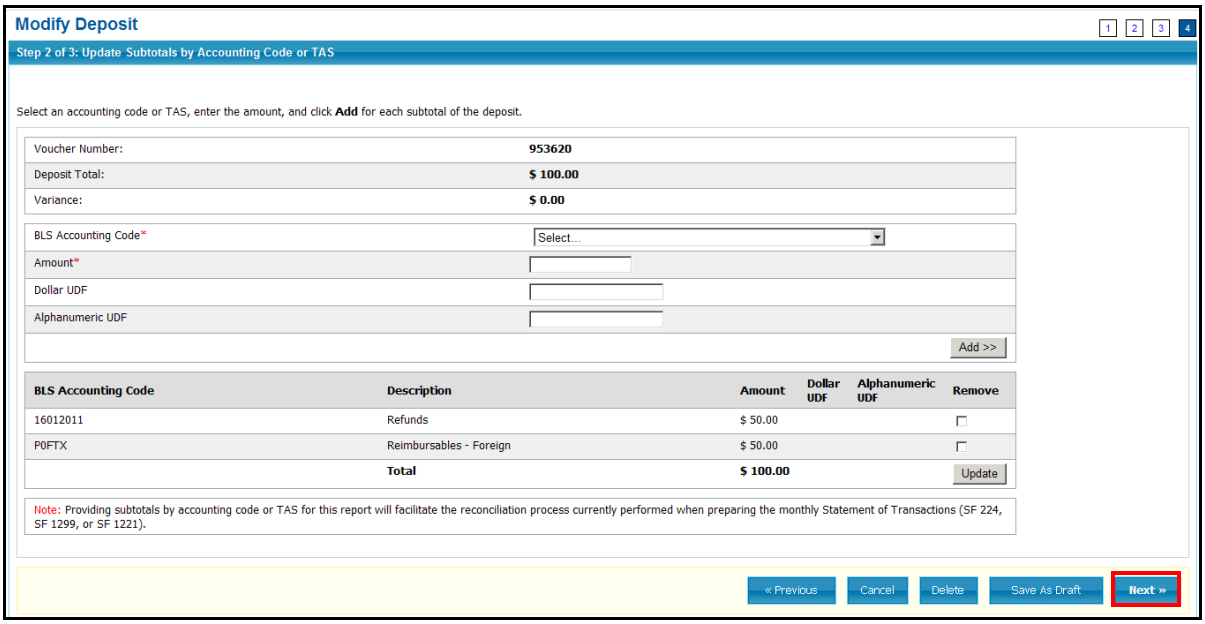
Under **Agency Information**, *optional*

- Enter comments in **Agency Use (Block 6)**
- Enter the date the **From:** and **To:** dates the receipts were processed
- Enter the name the **Alternate Agency Contact**
- Enter the User Defined Field details

6. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Update the subtotals by Accounting Code or Treasury Account Symbol (TAS) and click **Add**.

7. Click **Next**.

Figure 33. Update Subtotals by Accounting Code or TAS



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

At least one accounting code entry is required, but additional entries are optional.

Accounting codes are displayed for selection if:

- They *are not* identified as **Treasury Account Symbols** (**TAS)**
- They *are* identified as **Treasury Account Symbols** (**TAS)** and designated by **SAM** as **Valid**

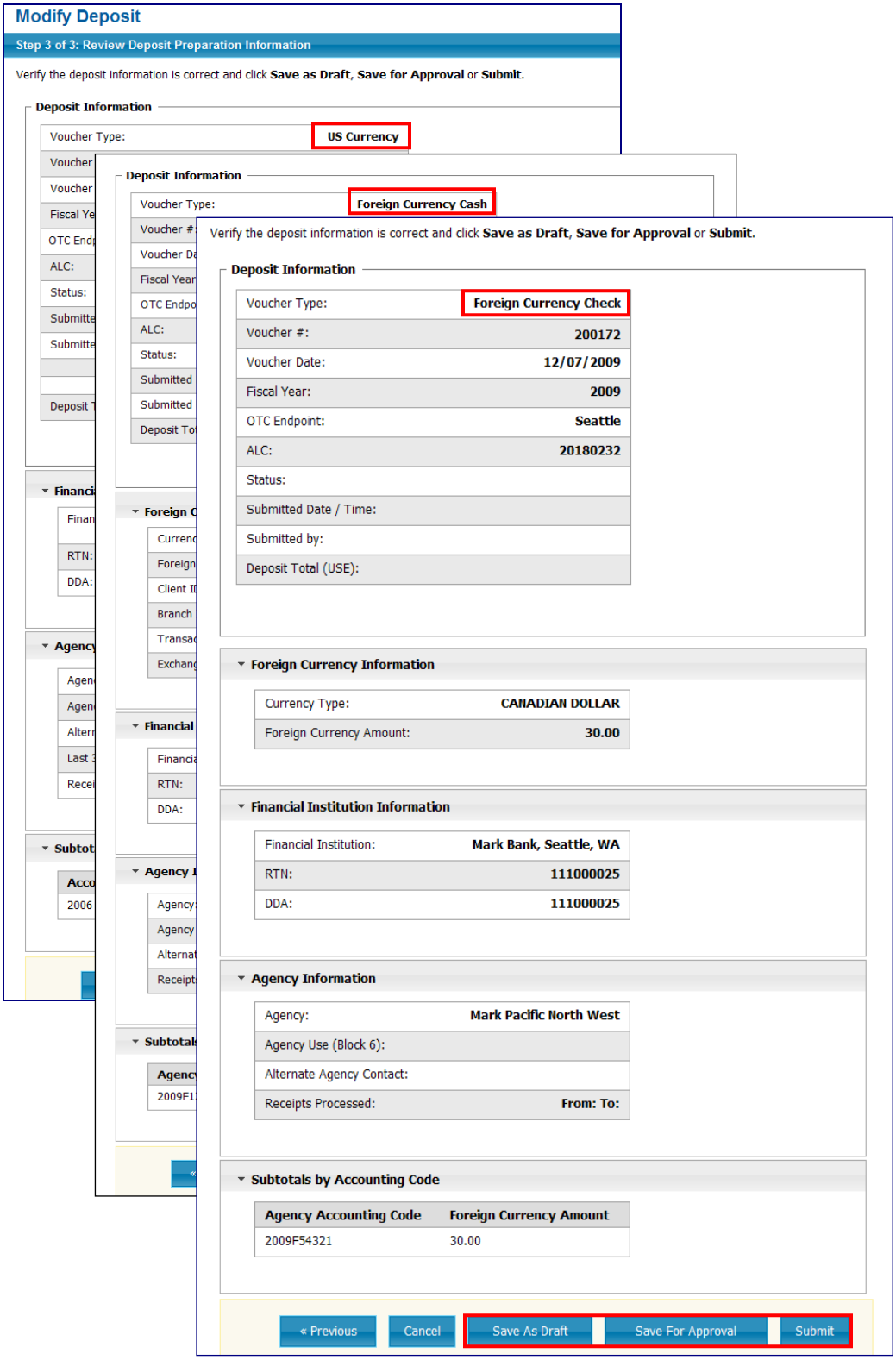
Accounting codes do not display for selection if they are identified as **TAS** and are in the process of being validated, or have been designated **Invalid** by **SAM**.

The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

To remove an accounting code or amount, click the appropriate check box in the **Remove** column and then click **Update**.

8. The *Step 3 of 3: Review Deposit Preparation Information* page appears. Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval,** or **Submit**.

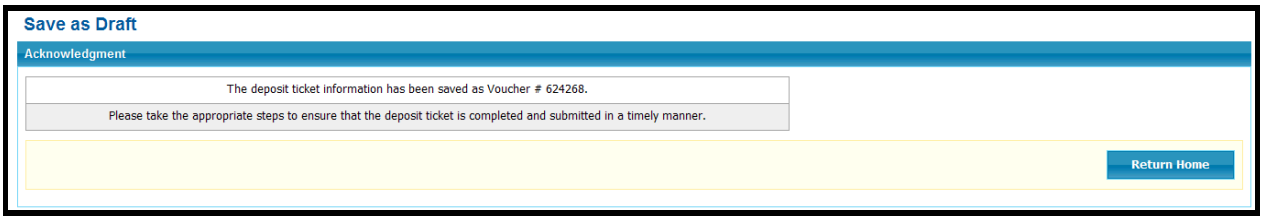
Figure 34: Review and Confirm Deposit Preparation Information for US Currency/Foreign Currency Cash/Foreign Currency Check



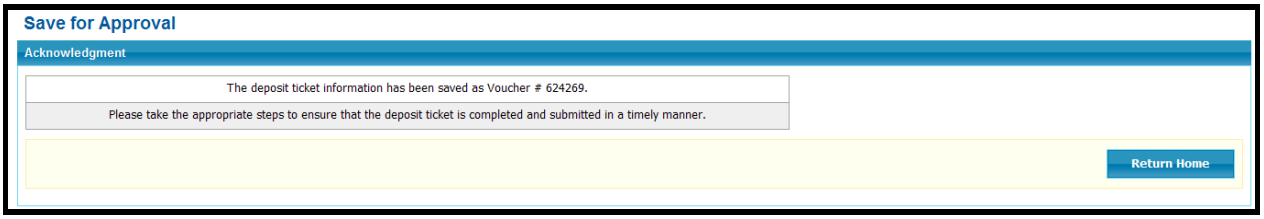
If **Delete** is clicked, an *Acknowledgment* page appears stating the Voucher Number has been deleted.

If you clicked **Save as Draft**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.

Figure 35: Save as Draft Acknowledgement Page

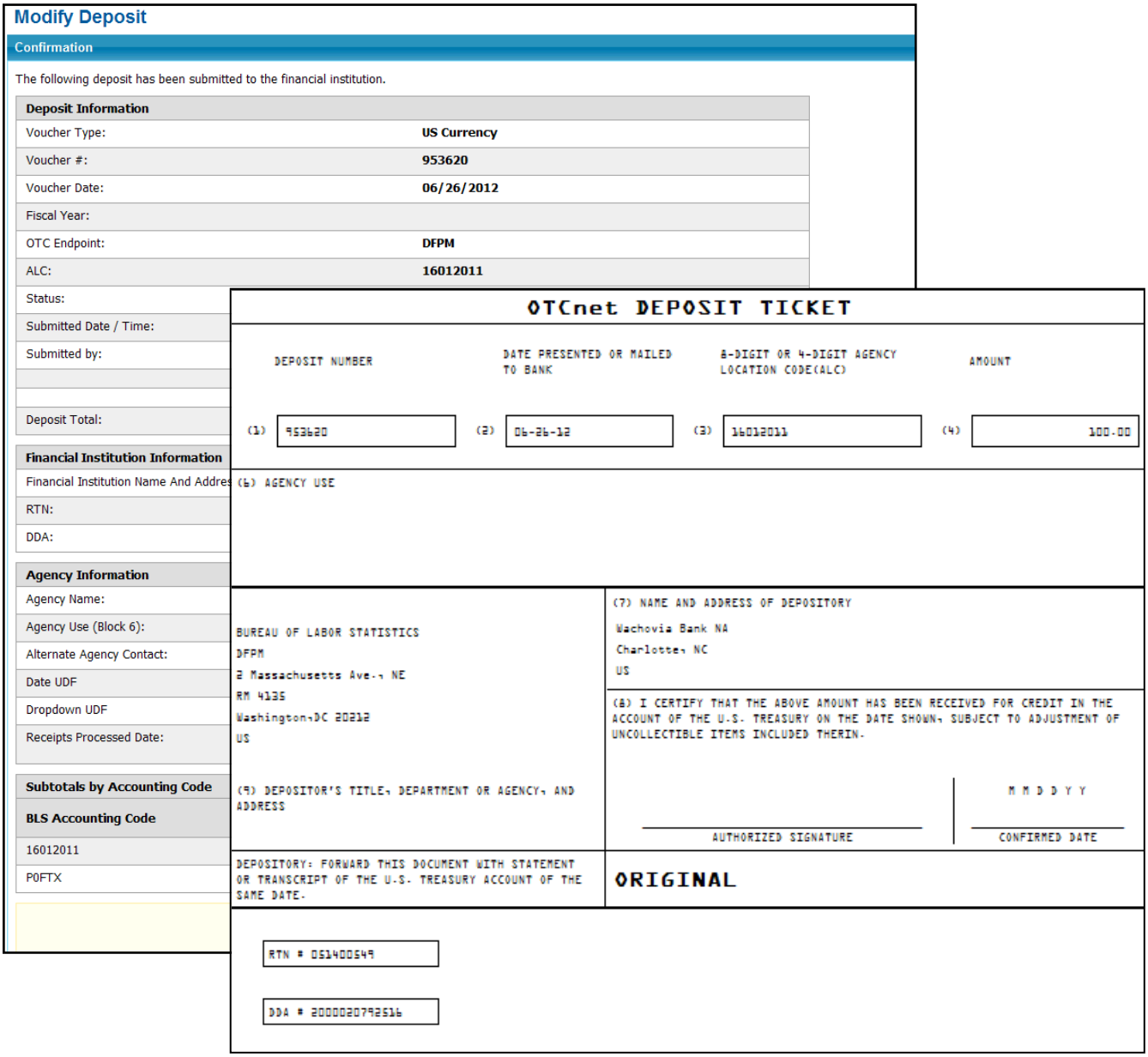


If you clicked **Save for Approval**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.



If you clicked **Submit**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit has been saved with **Submit** status.

Figure 36. Modify Deposit Confirmation



Modify Deposit

Confirmation

The following deposit has been submitted to the financial institution.

Deposit Information	
Voucher Type:	**US Currency**
Voucher #:	**953620**
Voucher Date:	**06/26/2012**
Fiscal Year:	
OTC Endpoint:	**DFPM**
ALC:	**16012011**
Status:	
Submitted Date / Time:	
Submitted by:	
Deposit Total:	

Financial Institution Information
Financial Institution Name And Addres
RTN:
DDA:

Agency Information
Agency Name:
Agency Use (Block 6):
Alternate Agency Contact:
Date UDF
Dropdown UDF
Receipts Processed Date:

Subtotals by Accounting Code
BLS Accounting Code
16012011
POFTX

OTCnet DEPOSIT TICKET

DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE(ALC)	AMOUNT
(1) 953620	(2) 06-26-12	(3) 16012011	(4) 100.00

(6) AGENCY USE

BUREAU OF LABOR STATISTICS
DFPM
2 Massachusetts Ave., NE
RM 4135
Washington,DC 20212
US

(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY, AND ADDRESS

(7) NAME AND ADDRESS OF DEPOSITORY
Wachovia Bank NA
Charlotte, NC
US

(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN RECEIVED FOR CREDIT IN THE ACCOUNT OF THE U.S. TREASURY ON THE DATE SHOWN, SUBJECT TO ADJUSTMENT OF UNCOLLECTIBLE ITEMS INCLUDED THERIN.

AUTHORIZED SIGNATURE

M M D D Y Y
CONFIRMED DATE

DEPOSITORY: FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE.

ORIGINAL

RTN # 051400549

DDA # 200002079251b

Modify a Deposit

To modify a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.

2. Click **View Deposits**. The *View Deposits* page appears.

> **Application Tip**
>
> You can also select **Search Deposits** to locate deposits. Refer to the steps for *Search for a Deposit* for more details. Once the deposit is located, proceed to Step 3.

3. From the list, click the **Voucher** number of the deposit you would like to view additional details. The View Submitted Deposit page appears.

4. Click **Edit**. The *Step 1 of 3:* The *Update Deposit Preparation Information* page appears.

5. Update the deposit preparation information and click **Next**.

   To update deposit information for **US Currency,** do the following:

   Under **Deposit Information**,
   - Enter the **Deposit Total**
   - Select the **Voucher Date**
   - Select the **Fiscal Year**, *optional*

   Under **Agency Information**, *optional*
   - Enter comments in Agency Use (Block 6)
   - Enter the date the From: and To: dates the receipts were processed
   - Enter the name the Alternate Agency Contact
   - Enter the User Defined Field details

   Under **Currency Denomination**, *if applicable*
   - Enter the Paper Currency Count
   - Enter the Coin Currency Count

Under **Totals**, *if applicable*

- Enter the **Checks and Money Orders Subtotal**
- Click **Calculate $** to determine the Deposit Variance. The Deposit Variance must equal $0.00 before proceeding to the next step. If it does not, you must go back and re-check your subtotal entries.

To update deposit information for **Foreign Currency Cash,** do the following:

Under **Foreign Currency Information**,

- Select the **Currency Code**
- Enter the **Foreign Currency Amount**

Under **Agency Information**, *optional*

- Enter comments in Agency Use (Block 6)
- Enter the date the From: and To: dates the receipts were processed
- Enter the name the Alternate Agency Contact
- Enter the User Defined Field details

To update deposit information for **Foreign Check Items,** do the following:

Under **Deposit Information**,

- Enter the **Voucher Date**

Under **Foreign Currency Information**,

- Select the **Currency Code**
- Enter the **Foreign Currency Amount**

Under **Agency Information**, *optional*

- Enter comments in Agency Use (Block 6)
- Enter the date the From: and To: dates the receipts were processed
- Enter the name the Alternate Agency Contact
- Enter the User Defined Field details

6. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Update the subtotals by Accounting Code or Treasury Account Symbol (TAS) and click **Add**.

Application Tip

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

Application Tip

At least one accounting code entry is required, but additional entries are optional.

Summary

In this chapter, you learned:

- The purpose of creating and modifying a deposit
- How to create a deposit for US Currency
- How to create a deposit for Foreign Currency Cash
- How to create a deposit for Foreign Check Item
- How to save a deposit as a draft
- How to submit a deposit for approval
- How to submit a deposit for confirmation
- How to modify a deposit

In the next module, you will learn how to search for deposits.

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OTCnet℠

Deposits Made Simple

Chapter 4: Searching for Deposits

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Searching for Deposits Participant User Guide* includes:

- Deposit Preparer
- Deposit Approver
- Deposit Confirmer
- Viewer

Overview

Welcome to *Searching for Deposits.* In this chapter, you will learn:

- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file

Topics

This chapter is organized by the following topics:

1. Searching for Deposits
2. Downloading Deposit Information

Topic 1. Searching for Deposits

As a **Deposit Preparer**, **Deposit Approver**, **Deposit Preparer and Approver**, **Deposit Confirmer**, or **Viewer,** you can search for a deposit voucher as well as download and save the searched deposit voucher(s) as a XML or CSV file.

To search for a deposit, select the **Search Deposits** function. The **Search Deposits** function enables you to search for a deposit voucher using one or more criteria. If you do not specify any criteria, the search results will include all deposits in the system that you have access to view. You can run additional searches; the Search Results table that appears will be cleared and re-populated with the results of the new search. See Table 1 below for search criteria fields.

Table 1: Search Criteria Fields

Search Criteria Groupings	Search Criteria Fields
Search Conditions	• Organization • OTC Endpoint • ALC • Prepared by • Voucher Number • Deposit Status • Agency Block 6 • Deposit Type
Voucher Date	• From and To Date
Deposit Date	• From and To Date
Deposit Total	• From and To Total
Financial Institution Information	• Routing Transit Number • Demand Deposit Account • CA$HLINK II Account Number • FRB Account Key • FRB Cost Center Work Unit

Under the **Search Deposits** function, if you run a search without specifying any criteria, the search results include all deposits in the system that you have access to view (see Table 2 below).

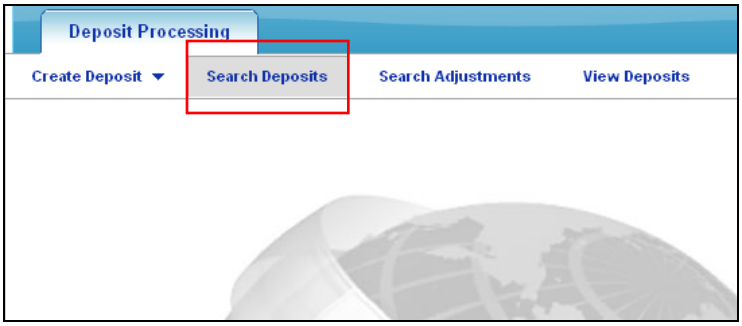
Table 2: Search Results Deposit Statuses

Draft	A deposit that is saved for modification at a later date by a Deposit Preparer
Awaiting Approval	A deposit that is waiting for deposit confirmation by a Deposit Approver
Submitted	A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer
Confirmed	A deposit that has been reviewed and then confirmed by a Financial Institution or FRB
Rejected	A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit

Search and Locate Deposits Using One or More Criteria

1. Click the **Deposit Processing** tab and click **Search Deposits** to enter the search criteria for your deposit (see Figure 1 below).

Figure 1: Search Deposits

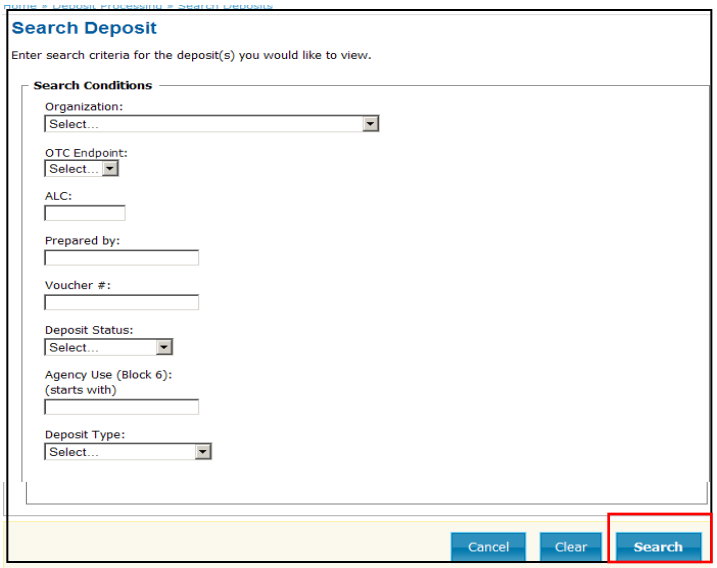


2. Enter the optional search criteria for the deposit you would like to view, and click **Search.**

   Search Conditions fields (see Figure 2) include selecting the,

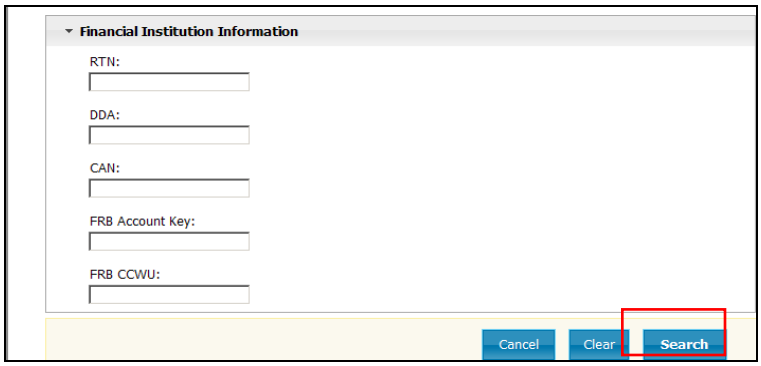
   - Select an **Organization** from the drop-down list
   - Select an **OTC Endpoint** from the drop-down list
   - Select **Deposit Status from** the drop-down list
   - Enter an **ALC (Agency Location Code)** in the field provided
   - Enter the **Prepared by** name in the field provided
   - Enter a **Voucher #** in the field provided
   - Enter **Agency Use (Block 6) details** in the field provided
   - Select **Deposit Status** from the drop-down list

Figure 2: Search Conditions



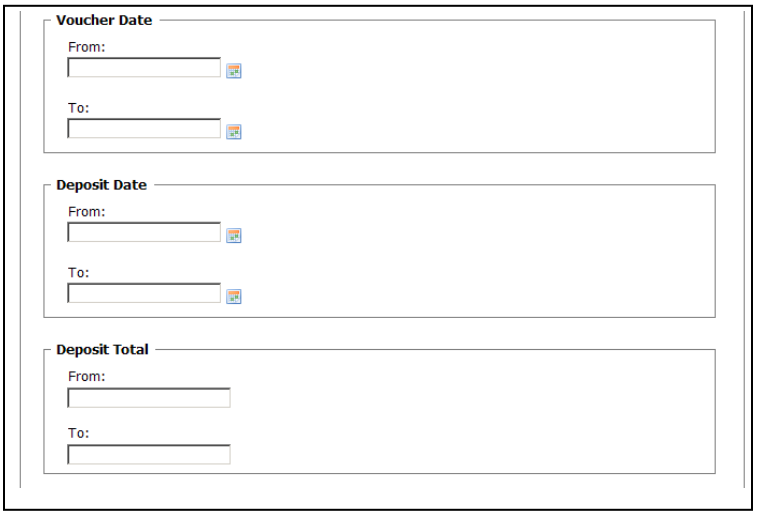
You may also search by entering **Financial Institution Information** which includes the **RTN (Routing Transit Number), DDA (Demand Deposit Account), CAN (CA$HLINK Account Number), FRB Account Key** and **FRB CCWU (Cost Center Work Unit).** See Figure 3 below for details.

Figure 3: Financial Institution Information



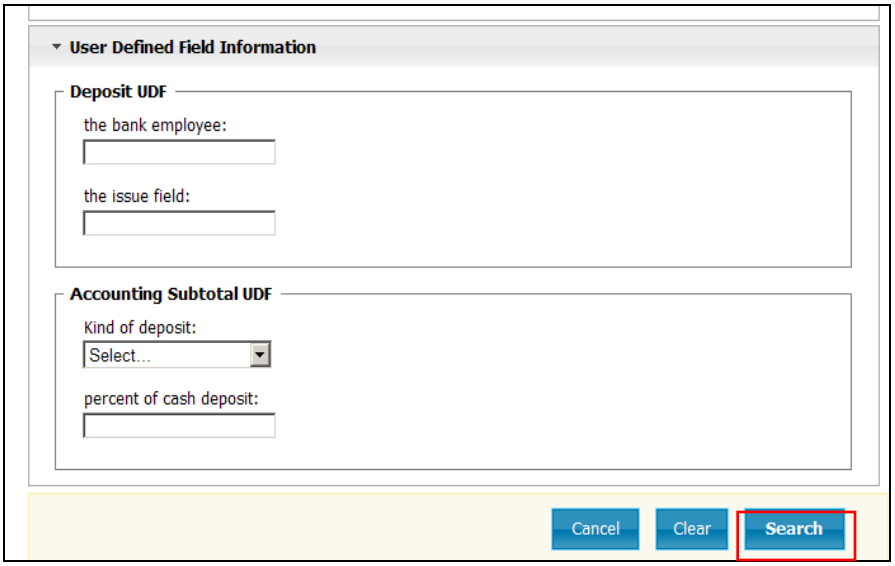
You can search by selecting a **Voucher Date** or **Deposit Date** range. You may also choose to search by a **Deposit Total** range (see Figure 4).

Figure 4: Voucher Date, Deposit Date and Deposit Total



Additional criteria search options for deposits include **User Defined Field Information**, if designated by your agency (see Figure 5 below).

Figure 5: User Defined Field Information



3. The *Search Results* table appears (see Figure 6 below). Click the **Voucher Number** of the deposit details you would like to view.

Figure 6: Search Results Table

Voucher	Status	Date Submitted	Date Confirmed	Endpoint	ALC	Adj.	Deposit Total
600362	DRAFT			PHI	20092800		$200.00
600304	DRAFT			L2 FOCash	18000005		$64.83
600302	DRAFT			PHI	20092800		$1.00
600203	DRAFT			L2 FOCash	18000005		$950.00
600202	DRAFT			L2 FOCash	18000005		$4,500.00
600201	DRAFT			L2 FOCheck	00003020		$

To download the information you retrieved when searching for deposits, refer to *Topic 2. Downloading Deposit Information* in this chapter.

Business Tip

See Chapter 10 of the Deposit Processing User Participant Guide, **Viewing Deposits,** for additional ways you can search for deposit information.

Search for a Deposit

To search for a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.

2. Click **Search Deposit**. The *Search Deposit* page appears.

3. Enter the search criteria for the deposit you would like to view, and click **Search**.

   Under **Search Conditions**, *optional*
   - Select the **Organization**
   - Select the **OTC Endpoint**
   - Enter the **ALC (Agency Location Code)**
   - Enter **Prepared by** details
   - Enter the **Voucher #**
   - Select the **Deposit Status**
   - Enter **Agency Use (Block 6)** details
   - Select the **Deposit Type**
   - Enter the **From** and **To** Voucher Date
   - Enter the **From** and **To** Deposit Date
   - Enter the **From** and **To** Deposit Total

   Under **Financial Institution Information**, *optional*
   - Enter the **RTN (Routing Transit Number)**
   - Enter the **DDA (Demand Deposit Account)**
   - Enter the **CAN (CA$HLINK II Account Number)**
   - Enter the **FRB Account Key (Federal Reserve Bank Account Key)**
   - Enter the **FRB CCWU (Federal Reserve Bank Cost Center Work Unit)**

   Under **User Defined Field Information**, *if applicable, optional*
   - Enter the **Deposit UDF (User Defined Fields)**
   - Enter the **Accounting Subtotal UDF** details

Application Tip

User Defined Fields (UDFs) will only display to users who have access to an organization that has previously defined UDFs. UDFs will appear at the bottom of the page. Up to three UDFs can be displayed for **Deposit** and two for **Accounting Subtotal.**

4. The *Search Results* table appears. Click the **Voucher Number** of the deposit whose details you would like to view.

Application Tip

Click **Download** to save the search deposit results as an XML or CSV file. To view detailed steps for downloading a search deposit, refer to *Download Search Results for a Deposit* printable job aid.

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 **Clear** to clear all data fields and reset to the default selections.
- Click **Edit** to modify the deposit draft. (Visible if a user has **Deposit Preparer** privileges.)
- Click **Previous** to return to the previous page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher events.

Topic 2. Downloading Deposit Information

After you have searched for your deposit, you can download the retrieved information. To download the results of a deposit, first use the **Search Deposits** function.

1. Click the **Deposit Processing tab** and click **Search Deposits** to enter the search criteria for your deposit (refer to Figure 1).

2. Enter the optional search criteria for the deposit you would like to view, and click **Search.**

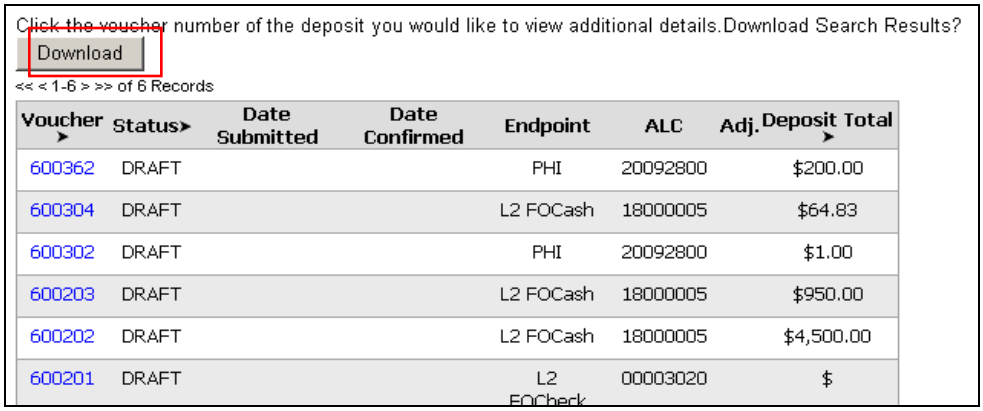
   To search criteria under **Search Conditions,** refer to Figure 2.

   To enter search criteria under **Financial Institution Information** details**,** refer to Figure 3.

   To enter **User Defined Field Information** details, refer to Figure 5.

3. The *Search Results* table appears. Click the **Download** button (see Figure 7 below).

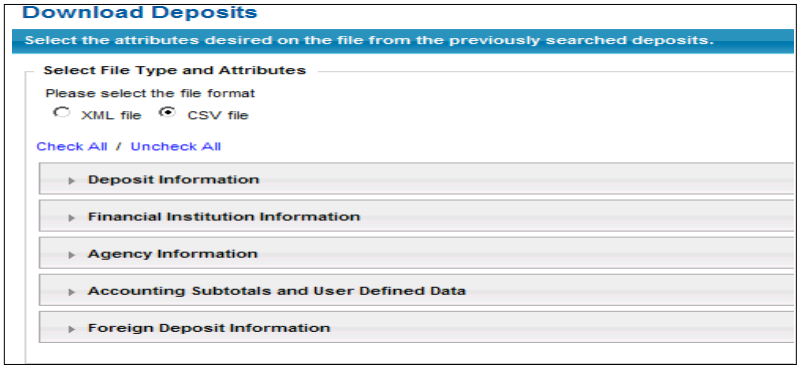
Figure 7: Download Button



Voucher	Status	Date Submitted	Date Confirmed	Endpoint	ALC	Adj.	Deposit Total
600362	DRAFT			PHI	20092800		$200.00
600304	DRAFT			L2 FOCash	18000005		$64.83
600302	DRAFT			PHI	20092800		$1.00
600203	DRAFT			L2 FOCash	18000005		$950.00
600202	DRAFT			L2 FOCash	18000005		$4,500.00
600201	DRAFT			L2 FOCheck	00003020		$

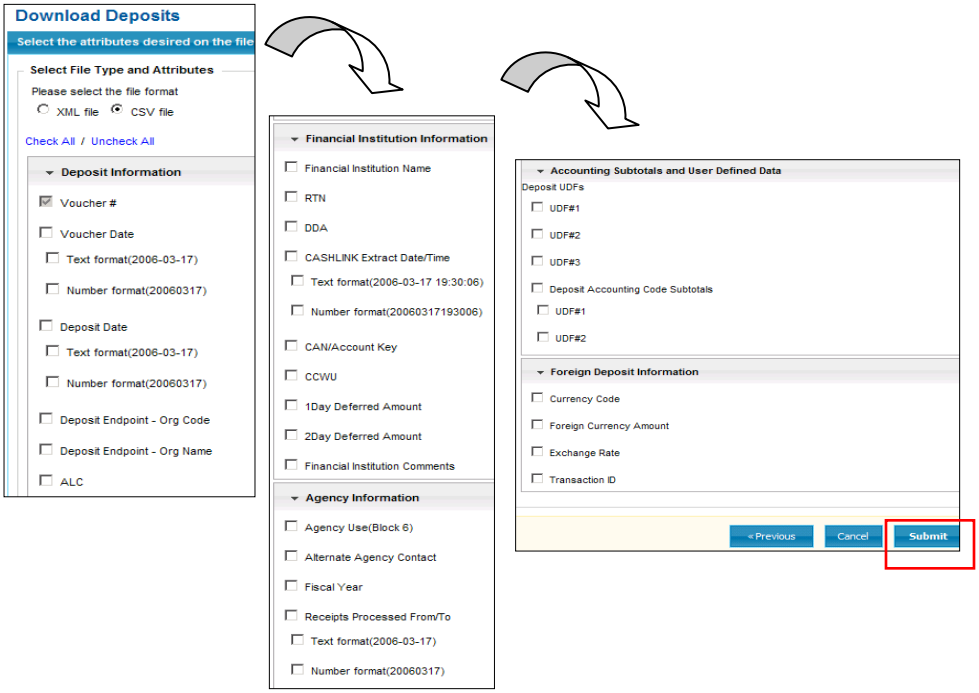
4. Select the **XML file** or **CSV file** as the file format (see Figure 8 below).

Figure 8: File Format



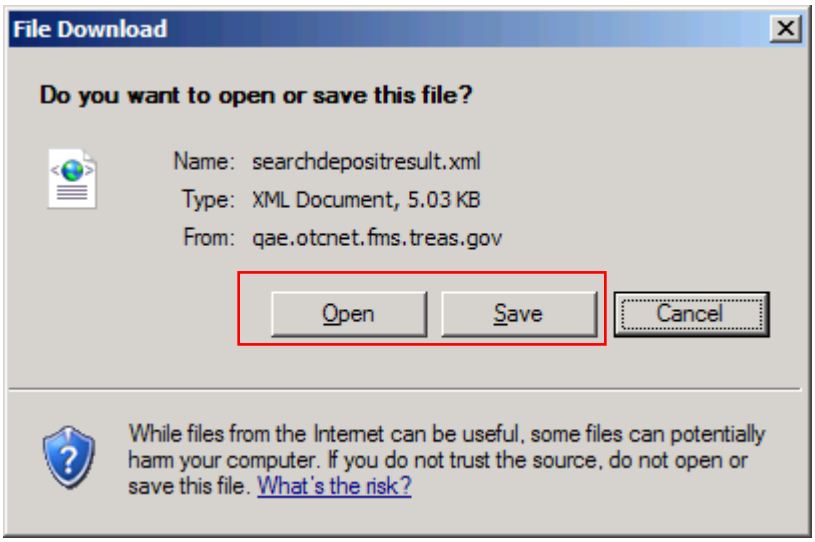
Check the desired attributes that you want to download for **Deposit Information, Financial Institution Information, Agency Information, Accounting Subtotals and User Defined Data** and **Foreign Deposit Information** (see Figure 9 below), then click **Submit.**

Figure 9: Attributes for Download



4. The *File Download dialog* box appears. Click **Open** or **Save** (see Figure 10 below).

Figure 10: File Download



Application Tip

If you click **Open**, the content of the file appears. If you click **Save,** choose the location where you want to save the file.

Download Search Results for a Deposit

To download the search results of a deposit, complete the following steps:

1. Refer to the steps for *Search for a Deposit*.
2. When the *Search Results* table appears, click **Download**. The *Download Deposits* page appears.
3. Select **XML file** or **CSV file** as the file format.
4. Check the desired attributes that you want to download for
   - **Deposit Information**
   - **Financial Institution Information**
   - **Agency Information**
   - **Accounting Subtotals and User Defined Data**
   - **Foreign Deposit Information**
5. Click **Submit**. The *File Download* dialog box appears.
6. Click **Open** or **Save**.

Application Tip

If you click **Open**, the content of the file displays. If you click **Save**, choose the location where you want to save the file.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Download** to download the search results.
- Click **Previous** to return to the previous page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Search** to display the deposits that match the search criteria.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher events.

Summary

In this chapter, you learned:

- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file.

In the next module, if applicable, you will learn how to approve deposits.

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Deposits Made Simple

Chapter 5: Approving Deposits or Returning Deposits to Draft

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Approving Deposits or Returning Deposits to Draft Participant User Guide* includes:

- Deposit Approver
- Deposit Preparer and Deposit Approver

Overview

Welcome to *Approving Deposits or Returning Deposits to Draft*. In this chapter, you will learn:

- The purpose of approving a deposit or returning a deposit to draft
- How to approve deposits
- How to return a deposit to draft

Topics

This chapter is organized by the following topics:

1. Purpose of Approving Deposits or Returning a Deposit to Draft
2. Approving Deposits
3. Returning Deposits to Draft

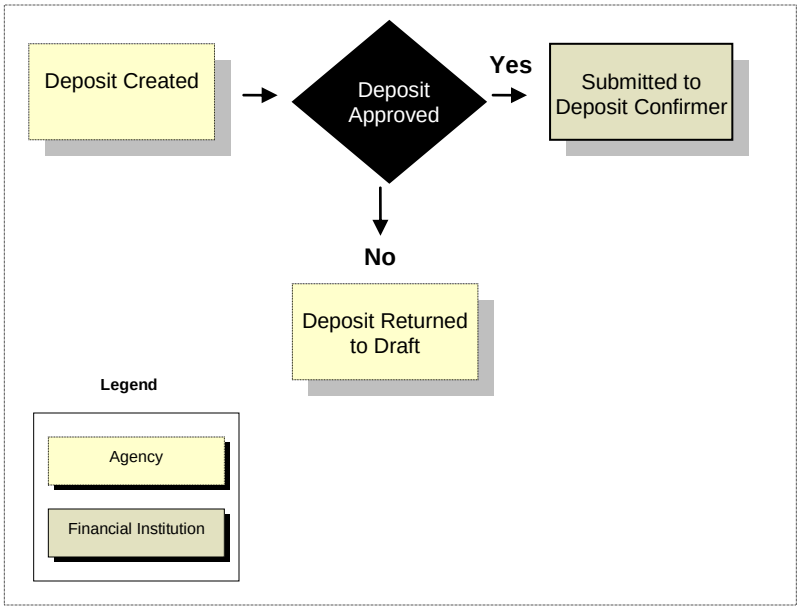
Topic 1. Purpose of Approving Deposits or Returning a Deposit to Draft

An organization may find it necessary to enforce a separation of duties, where a designated user is responsible for approving deposits already prepared. When a deposit is approved, it is sent to your Financial Institution for confirmation. You cannot modify a deposit after it is approved (submitted) and awaiting confirmation from your Financial Institution.

You may be assigned the **Deposit Approver** or both the **Deposit Preparer** and **Deposit Approver** roles. As a **Deposit Approver**, you have the ability to approve (submit) or return a deposit to draft status. Only deposits that are saved with an **Awaiting Approval (AWAP)** status can be approved (submitted) or returned to draft status

When a deposit is returned to **Draft** status, a **Deposit Preparer** can modify and resubmit the deposit. The deposit is returned to a Draft status if information is found to be inaccurate (e.g., incorrect currency denominations, incorrect total deposit, etc.). See Figure 1 for the process flow of approving deposits or returning a deposit to draft status.

Figure 1: Approving Deposits or Returning a Deposit to Draft



Topic 2. Approving Deposits

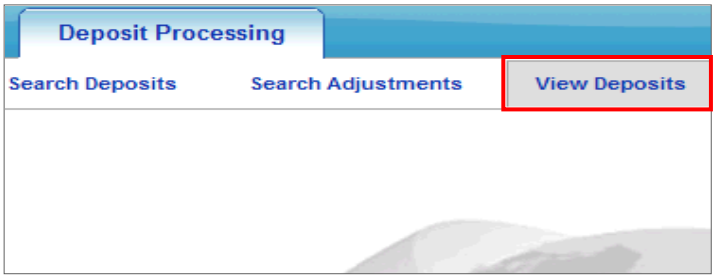
As a **Deposit Preparer** and **Deposit Approver without an enforced separation of duties,** you have the ability to approve (submit) a deposit.

As a **Deposit Preparer** and **Deposit Approver with an enforced separation of duties,** you have the ability to approve (submit) a deposit if the deposit has been created by another user.

To approve (submit) a deposit, the deposit must be saved with **AWAP** status. To locate deposits with **AWAP** status, use the **View Deposits** function. After locating the deposit, you can approve (submit) the deposit for confirmation by your financial Institution.

1. From the **Deposit Processing** tab, click **View Deposits** (see Figure 2 below). The *View Deposits* page appears.

Figure 2: Click View Deposits



Application Tip

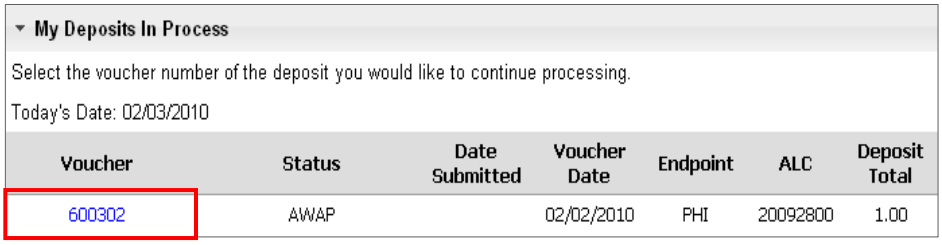
You can also select **Search Deposits** to locate deposits. Refer *Chapter 4. Searching Deposits*, for details

2. Under **My Deposits in Process**, click the **Voucher Number** of the deposit whose details you want to (see Figure 3).

   There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Process** page.

If you have the **Viewer** role, **My Deposits in Process** does not appear.

Figure 3: Select Voucher Number



My Deposits In Process

Select the voucher number of the deposit you would like to continue processing.

Today's Date: 02/03/2010

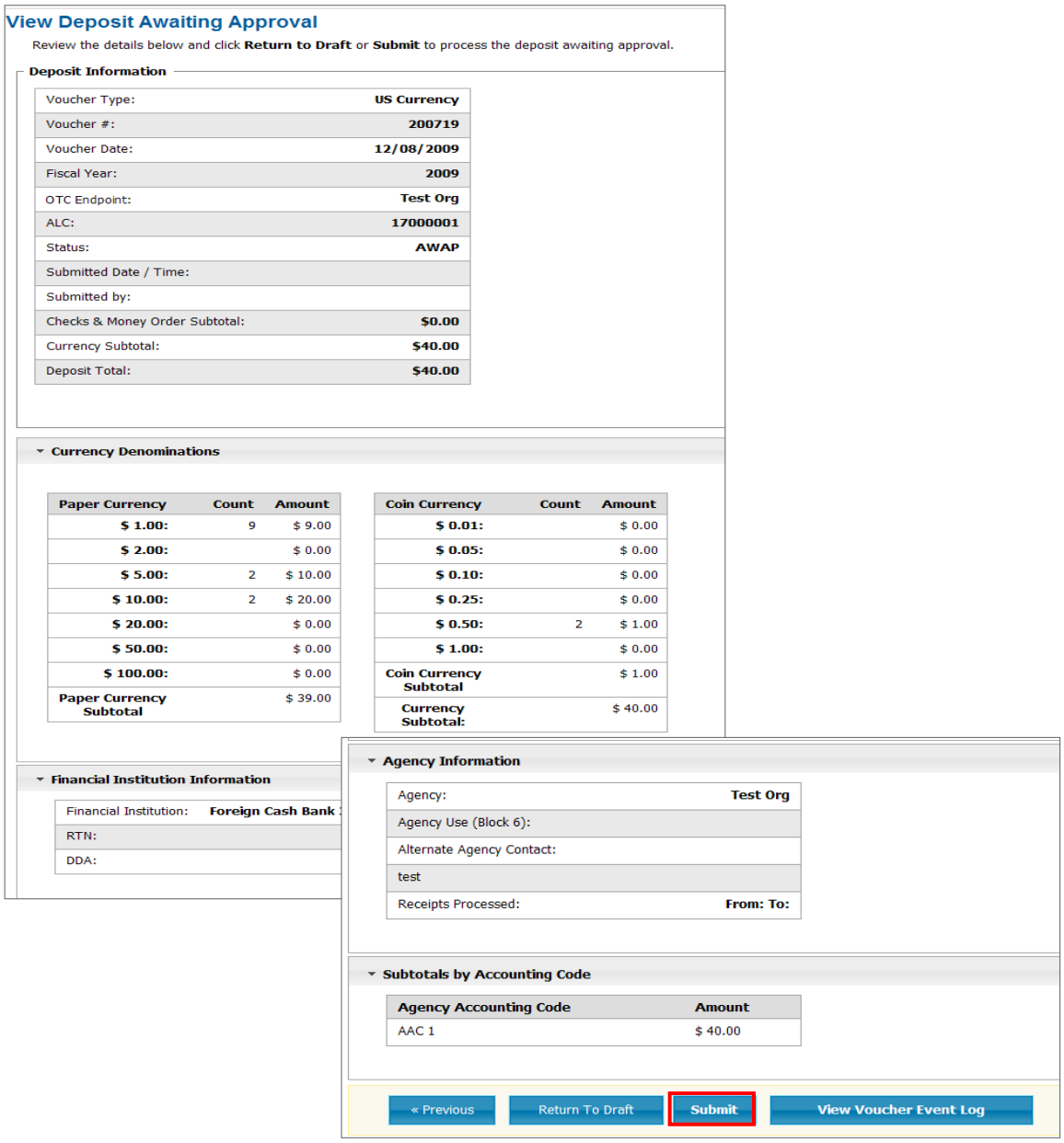
Voucher	Status	Date Submitted	Voucher Date	Endpoint	ALC	Deposit Total
600302	AWAP		02/02/2010	PHI	20092800	1.00

3. Review the details and click **Submit** to process the deposit **awaiting approval** (see Figure 4).

   If you click **Submit**, the deposit is submitted to your Financial Institution. After you click **Submit,** the OTCnet Deposit Ticket appears, followed by the *Print* dialog box which prompts you to print your deposit ticket.

   The *Confirmation* page appears confirming that the deposit has been submitted to your Financial Institution. You will need to ensure the deposit ticket is printed and included with the items sent to the Financial Institution for deposit.

Figure 4: Submit Deposit



View Deposit Awaiting Approval

Review the details below and click **Return to Draft** or **Submit** to process the deposit awaiting approval.

Deposit Information

Voucher Type:	**US Currency**
Voucher #:	**200719**
Voucher Date:	**12/08/2009**
Fiscal Year:	**2009**
OTC Endpoint:	**Test Org**
ALC:	**17000001**
Status:	**AWAP**
Submitted Date / Time:	
Submitted by:	
Checks & Money Order Subtotal:	**$0.00**
Currency Subtotal:	**$40.00**
Deposit Total:	**$40.00**

Currency Denominations

Paper Currency	Count	Amount
$ 1.00:	9	$ 9.00
$ 2.00:		$ 0.00
$ 5.00:	2	$ 10.00
$ 10.00:	2	$ 20.00
$ 20.00:		$ 0.00
$ 50.00:		$ 0.00
$ 100.00:		$ 0.00
Paper Currency Subtotal		$ 39.00

Coin Currency	Count	Amount
$ 0.01:		$ 0.00
$ 0.05:		$ 0.00
$ 0.10:		$ 0.00
$ 0.25:		$ 0.00
$ 0.50:	2	$ 1.00
$ 1.00:		$ 0.00
Coin Currency Subtotal		$ 1.00
Currency Subtotal:		$ 40.00

Financial Institution Information

Financial Institution:	**Foreign Cash Bank**
RTN:	
DDA:	

Agency Information

Agency:	**Test Org**
Agency Use (Block 6):	
Alternate Agency Contact:	
test	
Receipts Processed:	**From: To:**

Subtotals by Accounting Code

Agency Accounting Code	Amount
AAC 1	$ 40.00

« Previous | Return To Draft | Submit | View Voucher Event Log

Application Tip

You cannot modify a deposit after it is submitted. Only a **Deposit Confirmer** from an FI can modify deposits by creating adjustments.

Topic 3. Returning Deposits to Draft

As a **Deposit Preparer** and **Deposit Approver without an enforced separation of duties,** you have the ability to return a deposit to **Draft** status.

As a **Deposit Preparer** and **Deposit Approver with an enforced separation of duties,** you have the ability to return a deposit to **Draft** status, if another user created the deposit. You can return a deposit to **Draft** status when inaccuracies appear on the deposit ticket.

As a **Deposit Preparer**, you can modify and resubmit deposits returned to **Draft** status. To return a deposit to draft, the deposit must first have **AWAP** status. To locate deposits with **AWAP** status, use the **View Deposits** function. After you locate the deposit, you can return it to **Draft** status.

1. From the **Deposit Processing** tab, click **View Deposits** (refer to Figure 2). The *View Deposits* page appears.

Application Tip

You can also select **Search Deposits** to locate deposits. Refer to the steps for *Search for a Deposit* for more details. Once the deposit is located, proceed to step 4.

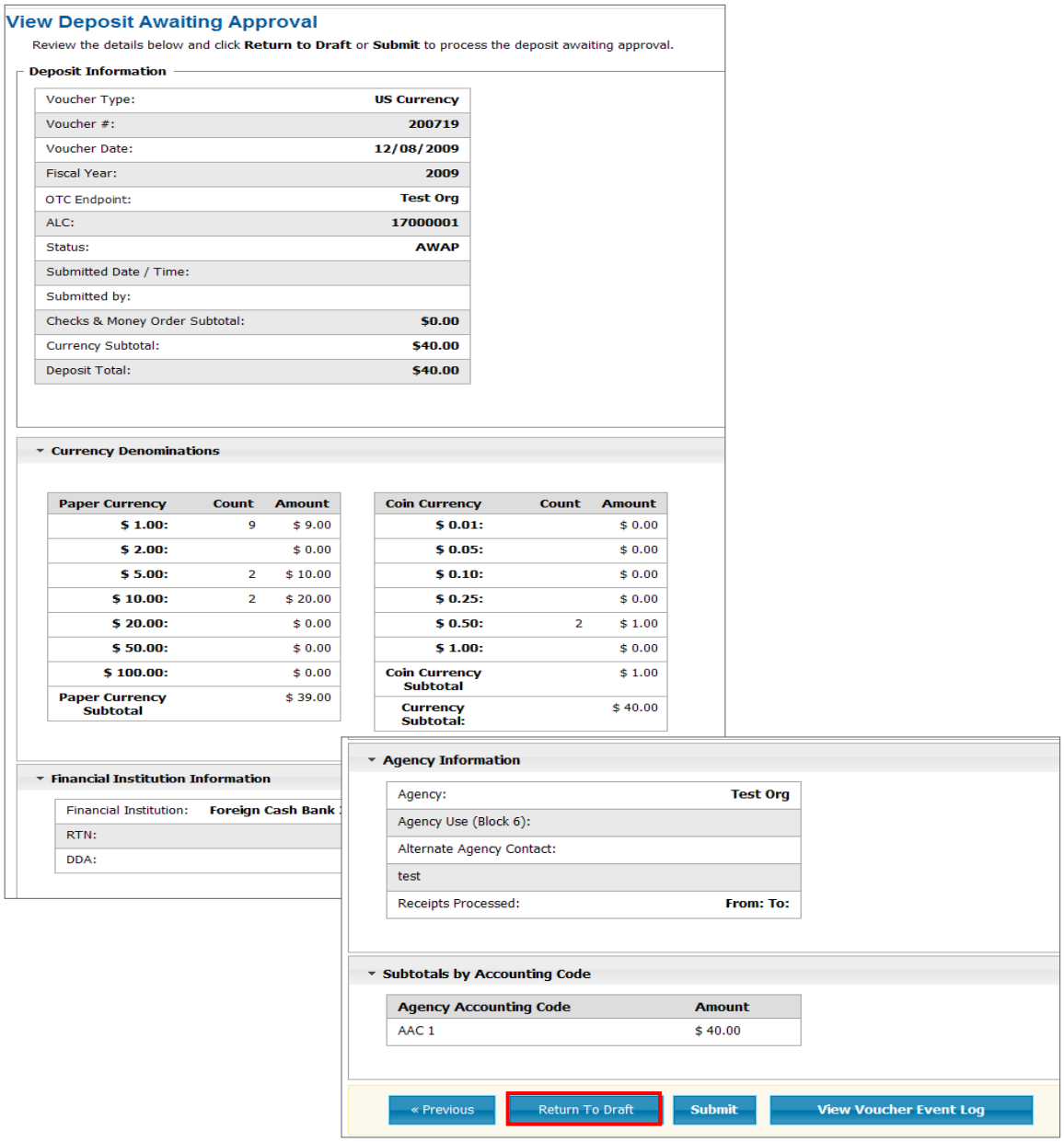
2. Under **My Deposits in Process**, select the **Voucher Number** of the deposit whose details you want to process (refer to Figure 3).

   There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Process** page. If you have the **Viewer** role, **My Deposits in Process** does not appear.

3. Review the details and click **Return to Draft** or **Submit** to process the deposit awaiting approval (refer to Figure 4).

   If you click **Return to Draft** (as shown in Figure 5 below), the deposit voucher returns to **Draft** status and a Deposit Preparer is able to modify the deposit.

Figure 5: Return Deposit to Draft Status



View Deposit Awaiting Approval

Review the details below and click **Return to Draft** or **Submit** to process the deposit awaiting approval.

Deposit Information

Voucher Type:	US Currency
Voucher #:	200719
Voucher Date:	12/08/2009
Fiscal Year:	2009
OTC Endpoint:	Test Org
ALC:	17000001
Status:	AWAP
Submitted Date / Time:	
Submitted by:	
Checks & Money Order Subtotal:	$0.00
Currency Subtotal:	$40.00
Deposit Total:	$40.00

Currency Denominations

Paper Currency	Count	Amount
$ 1.00:	9	$ 9.00
$ 2.00:		$ 0.00
$ 5.00:	2	$ 10.00
$ 10.00:	2	$ 20.00
$ 20.00:		$ 0.00
$ 50.00:		$ 0.00
$ 100.00:		$ 0.00
Paper Currency Subtotal		$ 39.00

Coin Currency	Count	Amount
$ 0.01:		$ 0.00
$ 0.05:		$ 0.00
$ 0.10:		$ 0.00
$ 0.25:		$ 0.00
$ 0.50:	2	$ 1.00
$ 1.00:		$ 0.00
Coin Currency Subtotal		$ 1.00
Currency Subtotal:		$ 40.00

Financial Institution Information

Financial Institution:	Foreign Cash Bank
RTN:	
DDA:	

Agency Information

Agency:	Test Org
Agency Use (Block 6):	
Alternate Agency Contact:	
test	
Receipts Processed:	From: To:

Subtotals by Accounting Code

Agency Accounting Code	Amount
AAC 1	$ 40.00

« Previous | Return To Draft | Submit | View Voucher Event Log

Approve Deposits or Return a Deposit to Draft

To approve a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.

2. Click **View Deposits**. The *View Deposits* page appears.

> **Application Tip**
>
> You can also select **Search Deposits** to locate deposits. Refer to the steps for *Search for a Deposit* for more details. Once the deposit is located, proceed to Step 4.

3. Under **My Deposits in Process**, click the **Voucher Number** of the deposit whose details you want to process.

> **Application Tip**
>
> There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Process** page. If you only have the **Viewer** role, the **My Deposits in Process** does not appear.

4. Review the details and click **Return to Draft** or **Submit** to process the deposit awaiting approval.

   If you click **Return to Draft**, the deposit voucher returns to **Draft** status and a Deposit Preparer is able to modify the deposit.

   If you click **Submit**, the deposit is submitted to your Financial Institution. After you click **Submit,** the OTCnet Deposit Ticket displays, followed by the Print dialog box that prompts you to print your deposit ticket. The *Confirmation* page appears confirming that the deposit has been submitted to your Financial Institution. You need to ensure the deposit ticket is printed and included with the items sent to the bank for deposit.

> **Application Tip**
>
> You cannot modify a deposit after it is submitted. Only a Deposit Confirmer from an FI can modify deposits by creating adjustments.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Adjust** to adjust a deposit.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit.
- Click **Next** to advance to the next page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit (Visible if a user has **Deposit Confirmer** privileges.)
- Click **View Voucher Event Log** to view the history of the deposit voucher.

Summary

In this chapter, you learned:

- The purpose of approving a deposit or returning a deposit to draft
- How to approve deposits
- How to return a deposit to draft

In the next module, you will learn how to confirm, reject and create credit/ debit adjustments.

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Deposits Made Simple

Chapter 6: Confirming, Rejecting or Adjusting Deposits

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Confirming, Rejecting or Adjusting Deposits Participant User Guide* includes:

- Deposit Confirmer

Overview

Welcome to *Confirming, Rejecting or Adjusting Deposits*. In this chapter, you will learn:

- The purpose of confirming or rejecting a deposit
- The criteria for confirming a deposit
- How to confirm a deposit
- How to reject a deposit
- How to create a credit/ debt adjustment

Topics

This chapter is organized by the following topics:

1. Purpose of Confirming, Rejecting or Adjusting a Deposit
2. Confirming a Deposit
3. Rejecting a Deposit
4. Creating a Debit/ Credit Adjustment

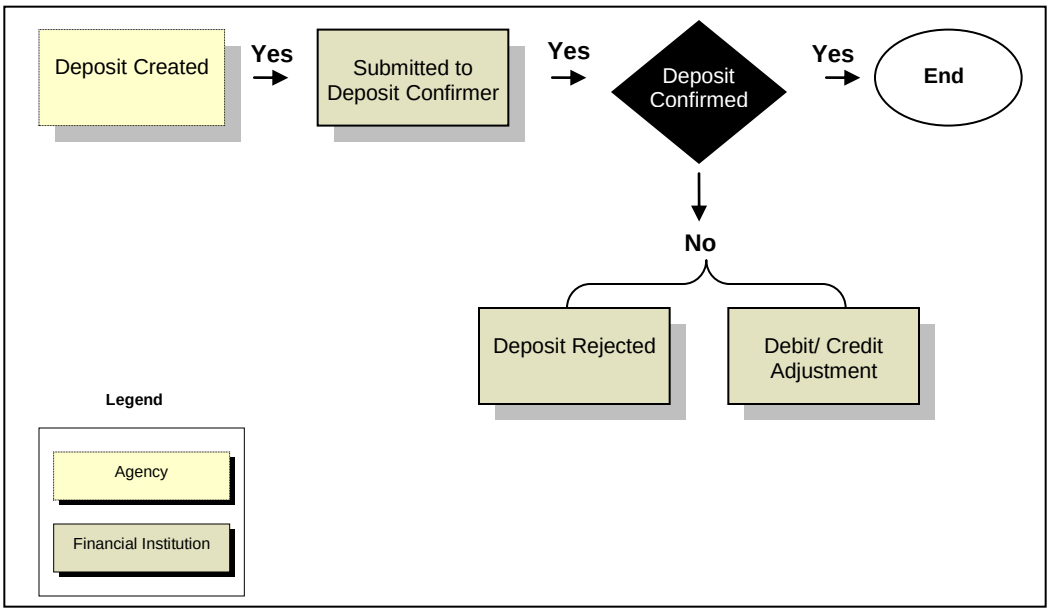
Topic 1. Purpose of Confirming, Rejecting or Adjusting a Deposit

After a **Deposit Approver** submits a deposit for confirmation, the **Deposit Confirmer** at the Financial Institution will confirm, adjust or reject the deposit. Only deposits that are saved with a **Submitted** status by the agency's **Deposit Approver** can be confirmed, rejected or adjusted. See Figure 1 for the process flow of confirming, rejecting or adjusting a deposit.

If you confirm a deposit as a **Deposit Confirmer,** the deposit status will be **Confirmed**. If you reject a deposit, the deposit status will be **Rejected**.

A **Deposit Confirmer** at a Financial Institution may reject deposits if there are duplicate voucher submissions, items missing, funds not received, etc. After a deposit is adjusted, it is searchable using the **Search Adjustments** or **Search Deposits** function.

Figure 1: Confirming, Rejecting or Adjusting Deposits Process Flow



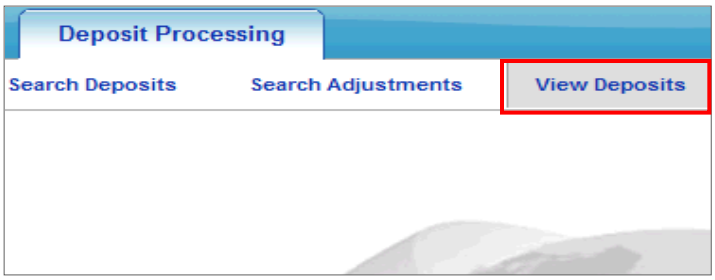
Topic 2. Confirming Deposits

Confirming a Single Deposit

In order for you to confirm a deposit, the deposit must have a **Submitted** status. To locate deposits with a **Submitted** status, use the **View Deposits** or **Search Deposits** function. After locating the deposit, you can confirm the deposit preparation information. After a deposit has been confirmed, it is saved with a **Confirmed** status.

1. From the **Deposit Processing** tab, click **View Deposits** (see Figure 2 below). The *View Deposits* page appears.

Figure 2: Click View Deposits



Business Tip

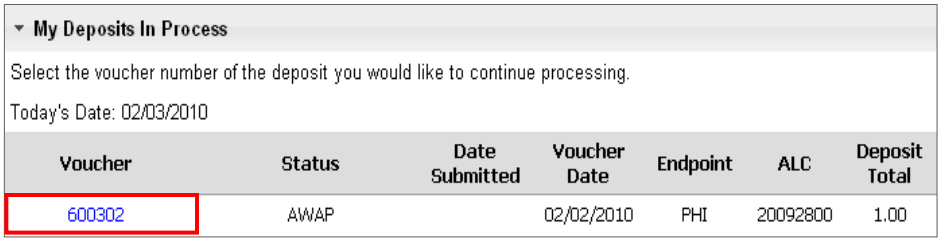
You can also select **Search Deposits** to locate deposits. Refer *Chapter 4. Searching Deposit*s, for details.

2. Under **My Deposits in Process**, click the **Voucher Number** of the deposit you want to process by checking the boxes under the **Confirm** column (see Figure 3).

   There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page will display deposits on the **My Deposits in Progress** page.

If you only have a **Viewer** role, the **My Deposits in Progress** will not display.

Figure 3: Select Voucher Number



My Deposits In Process

Select the voucher number of the deposit you would like to continue processing.

Today's Date: 02/03/2010

Voucher	Status	Date Submitted	Voucher Date	Endpoint	ALC	Deposit Total
600302	AWAP		02/02/2010	PHI	20092800	1.00

3. Click **Confirm**. The Step *1 of 2: Define Information for Deposit Confirmation* page appears. Enter the deposit information and click **Next** (see Figure 4).

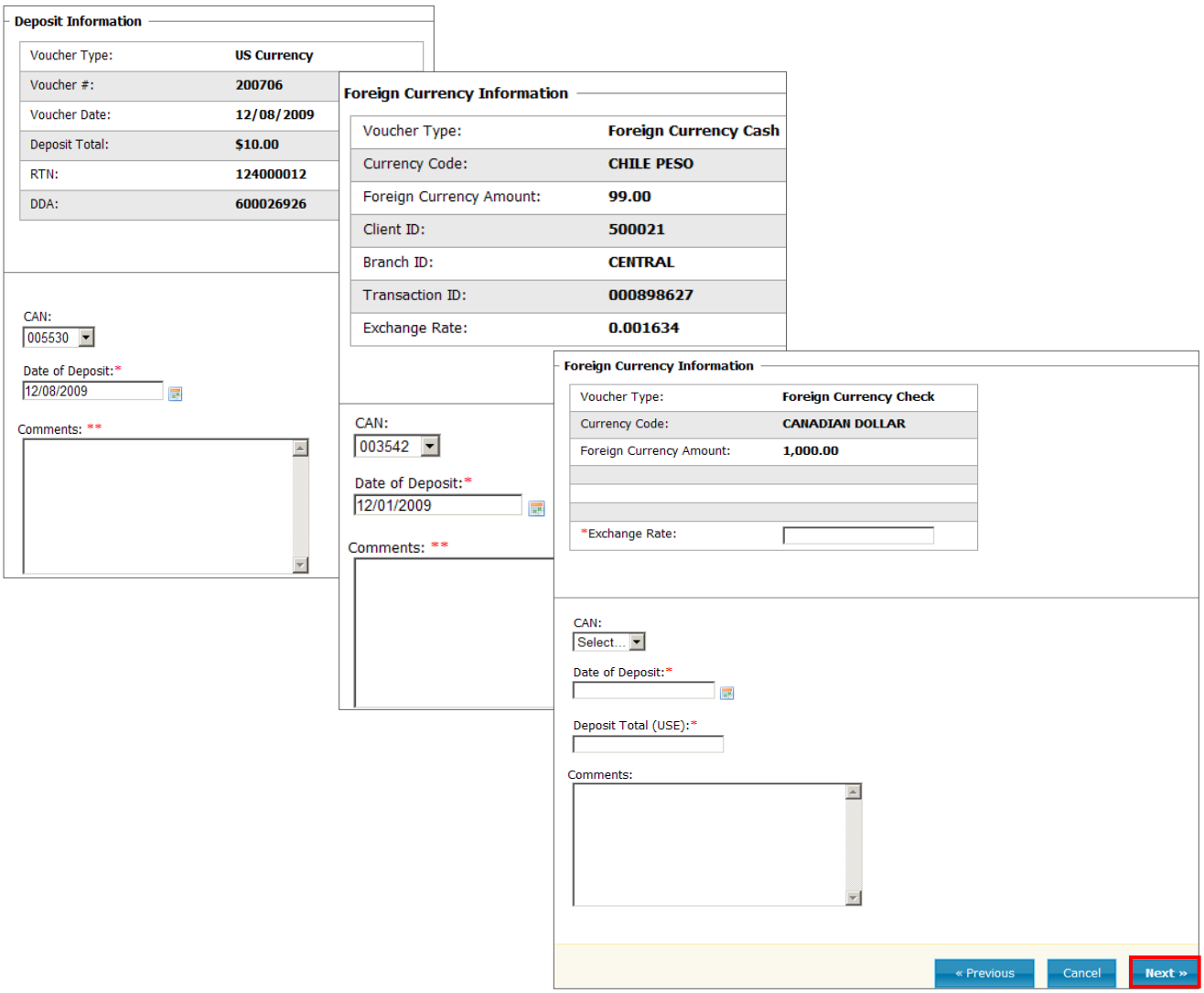
   For **US Currency Deposits** (both cash and check), select the **CAN/ACCT Key (CA$HLINK II Account Number/ Account Key)** from the drop-down list. Enter the **Date of Deposit** and **Comments**, if applicable and/ or required. Enter **CCWU (Cost Center Work Unit Number)** in the field provided. If applicable, enter the **1 Day Deferred** and **2 Day Deferred**.

> **Important Note**
>
> The **CCWU, 1 Day Deferred** and **2 Day Deferred** fields are for FRB deposits only.

For **Foreign Currency Cash**, select the select the **CAN/ACCT Key (CA$HLINK II Account Number/ Account Key)** from the drop-down list. Enter the **Date of Deposit** and **Comments**, if applicable and/ or required.

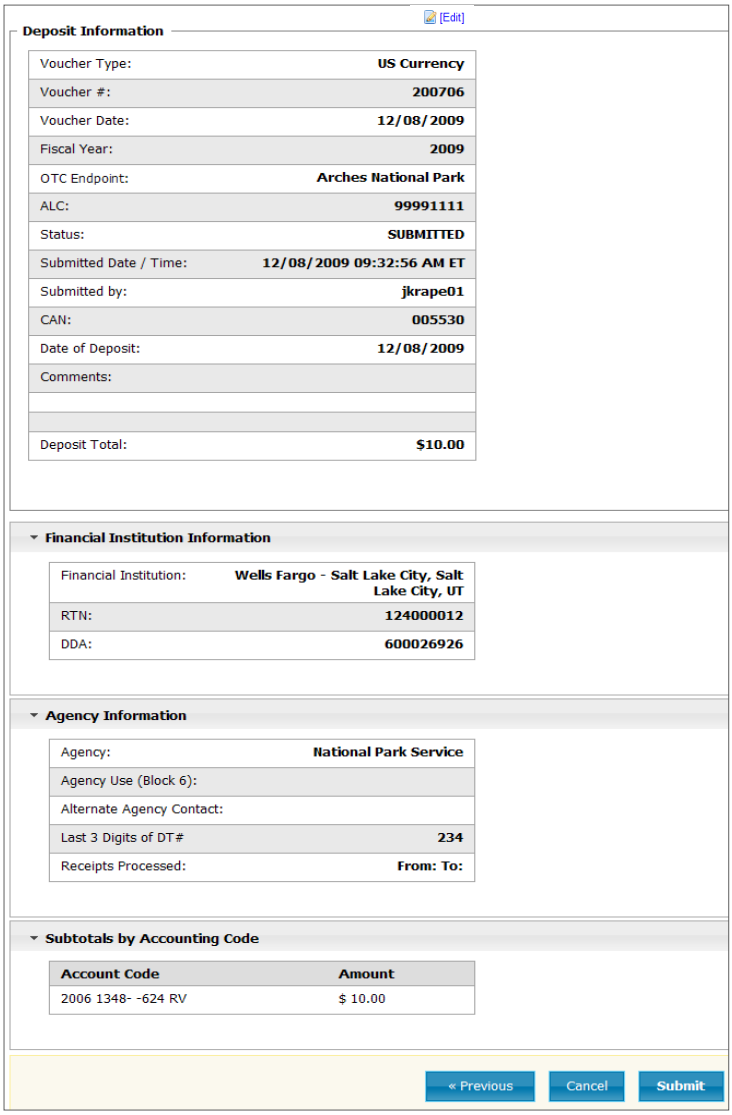
For **Foreign Check Items**, enter the Exchange Rate under Foreign Currency Information; select the select the **CAN/ACCT Key(CA$HLINK II Account Number/ Account Key)** from the drop-down list. Enter the **Date of Deposit**, the **Deposit Total (USE)** and **Comments,** if applicable and/ or required.

Figure 4: Enter Deposit Information



4. The *Step 2 of 2: Review Information for Deposit Confirmation* page appears. Verify the information is correct and click **Submit** (see Figure 5 below). If you need to make changes to your deposit information prior to submitting, click **Edit** and return to Step 3. When you **Submit** your deposit, a *Confirmation* page appears stating that the deposit has been confirmed.

Figure 5. Review Information for Deposit



[Edit]

Deposit Information

Voucher Type:	**US Currency**
Voucher #:	**200706**
Voucher Date:	**12/08/2009**
Fiscal Year:	**2009**
OTC Endpoint:	**Arches National Park**
ALC:	**99991111**
Status:	**SUBMITTED**
Submitted Date / Time:	**12/08/2009 09:32:56 AM ET**
Submitted by:	**jkrape01**
CAN:	**005530**
Date of Deposit:	**12/08/2009**
Comments:	
Deposit Total:	**$10.00**

Financial Institution Information

Financial Institution:	**Wells Fargo - Salt Lake City, Salt Lake City, UT**
RTN:	**124000012**
DDA:	**600026926**

Agency Information

Agency:	**National Park Service**
Agency Use (Block 6):	
Alternate Agency Contact:	
Last 3 Digits of DT#	**234**
Receipts Processed:	**From: To:**

Subtotals by Accounting Code

Account Code	Amount
2006 1348- -624 RV	$ 10.00

« Previous Cancel **Submit**

Confirm a Single Deposit

To confirm a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposits* page appears.

> **Application Tip**
>
> You can also click **Search Deposits** to locate deposits. Refer to *Chapter 4. Searching Deposits,* for details.

3. Under **My Deposits in Process**, click the **Voucher Number** of the deposit whose details you want to process. The *View Submitted Deposit* page appears.

> **Application Tip**
>
> There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you only have the **Viewer** role, the **My Deposits in Progress** does not appear.

4. Click **Confirm**. The *Step 1 of 2: Define Information for Deposit Confirmation* page appears.
5. Enter the deposit information and click **Next**.

   For **US Currency Deposits** (both cash and check),
   - Select the **CAN/ACCT Key (CA$HLINK II Account Number/Account Key)**
   - Enter the **Date of Deposit**
   - Enter **Comments**, *if applicable and/or required*
   - Enter the **CCWU (Cost Center Work Unit Number)**
   - Enter the **1 Day Deferred**
   - Enter the **2 Day Deferred**

Application Tip

The **CCWU**, **1 Day Deferred**, and **2 Day Deferred** are for FRB deposits only.

For **Foreign Currency Cash**,

- Select the **CAN/ACCT Key (CA$HLINK II Account Number/Account Key)**
- Enter the **Date of Deposit**
- Enter **Comments**, if applicable and/or required

For **Foreign Check Items**,

- Enter the **Exchange Rate** under **Foreign Currency Information**
- Select the **CAN/ACCT Key (CA$HLINK II Account Number/Account Key)**
- Select the **Date of Deposit**
- Enter the **Deposit Total (USE) (US Dollar Equivalent)**
- Enter **Comments**, if applicable and/or required

Application Tip

The **Date of Deposit** should not be less than the FRB CA$HLINK process date. If the **Date of Deposit** is different from the **Voucher Date**, enter an explanation for the difference in the **Comments** box.

6. The *Step 2 of 2: Review Information for Deposit Confirmation* page appears. Verify the information is correct and click **Submit**. Click **Edit** if you need to modify the data entered and return to Step 5.

7. A *Confirmation* page appears stating that the deposit has been confirmed.

Application Tip

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

- Click **Adjust** to adjust a deposit.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit.
- Click **Edit** to return to the previous page.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit.

Confirming Multiple Deposits Simultaneously

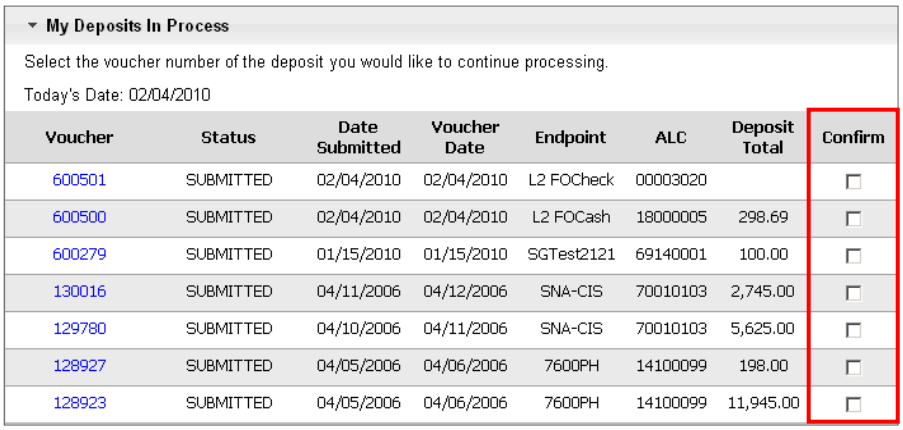
To confirm multiple deposit simultaneously, the deposits have a **Submitted** status. To locate deposits with a **Submitted** status use the **View Deposits** function. After locating the deposit, you can confirm the deposit preparation information. After you confirm the deposits it is saved with a **Confirmed** status.

1. From the **Deposit Processing** tab, click **View Deposits** (refer to Figure 2). The *View Deposits* page appears.

2. Under **My Deposits in Process**, select the **Voucher Numbers** of the deposit you want to **Confirm** by checking the boxes under the **Confirm** column (see to Figure 6 below).

   There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you only have a **Viewer** role, the **My Deposits in Progress** does not appear.

Figure 6: Select Voucher Numbers



My Deposits In Process

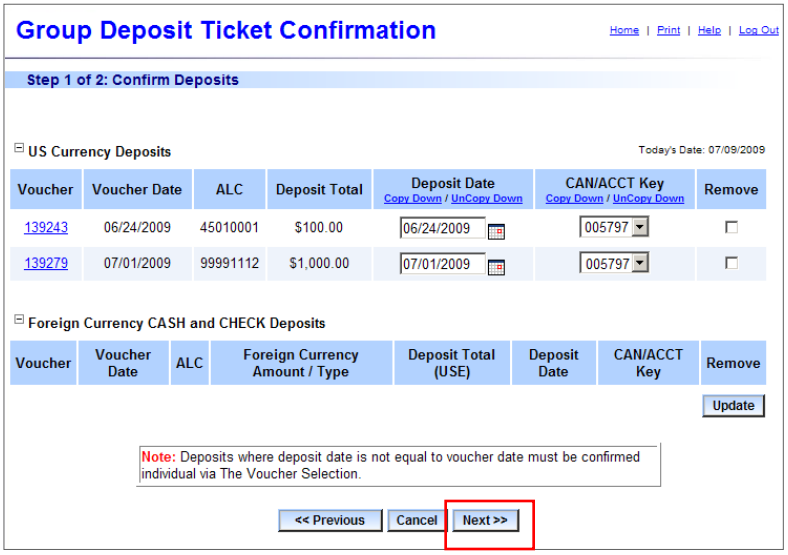
Select the voucher number of the deposit you would like to continue processing.

Today's Date: 02/04/2010

Voucher	Status	Date Submitted	Voucher Date	Endpoint	ALC	Deposit Total	Confirm
600501	SUBMITTED	02/04/2010	02/04/2010	L2 FOCheck	00003020		☐
600500	SUBMITTED	02/04/2010	02/04/2010	L2 FOCash	18000005	298.69	☐
600279	SUBMITTED	01/15/2010	01/15/2010	SGTest2121	69140001	100.00	☐
130016	SUBMITTED	04/11/2006	04/12/2006	SNA-CIS	70010103	2,745.00	☐
129780	SUBMITTED	04/10/2006	04/11/2006	SNA-CIS	70010103	5,625.00	☐
128927	SUBMITTED	04/05/2006	04/06/2006	7600PH	14100099	198.00	☐
128923	SUBMITTED	04/05/2006	04/06/2006	7600PH	14100099	11,945.00	☐

3. Click **Next**. The Step *1 of 2: Confirm Deposits page appears.* Enter the deposit information and click **Next** (see Figure 7 below).

Figure 7. Enter Deposit Information for Multiple Deposits



For **US Currency Deposits** (cash and check), select the **Date of Deposit** (should be equal to the **Voucher Date**) and select the **CAN/ACCT Key (CA$HLINK II Account Number/ Account Key)** from the drop-down list.

For **Foreign Currency Cash,** enter **Date of Deposit**, select the **CAN/ACCT Key (CA$HLINK II Account Number/ Account Key)** from the drop-down list and enter the **Exchange Rate**.

Under **Foreign Currency Information**, for **Foreign Check Items**, select the **Deposit Total (USE), Date of Deposit** (should be equal to the **Voucher Date**) and select the **CAN/ACCT Key (CA$HLINK II Account Number/ Account Key)** from the drop-down list.

Application Tip

To use the same date used for all deposits listed, click the **Copy Down** hyperlink in the **Date of Deposit** column.

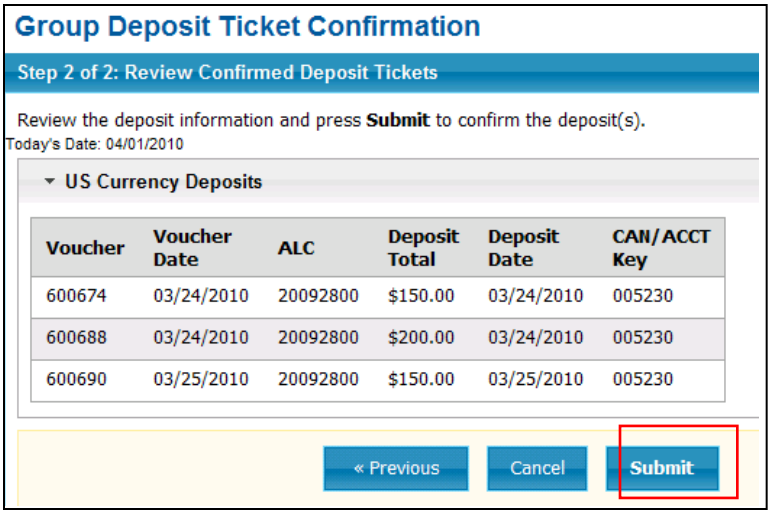
To use the same **CAN** or **Account Key** used for all deposits listed, click the **Copy Down** hyperlink in the **CAN/ Acct Key** column.

Application Tip

To remove a voucher from the group being confirmed, select the **Voucher Numbers** you want to **Remove** by checking the boxes under the **Remove** column and click **Update**.

4. The *Step 2 of 2: Review Information for Deposit Confirmation* page appears. Verify the information is correct and click **Submit** (see Figure 8 below). A *Confirmation* page appears confirming that the deposits have been confirmed.

Figure 8. Review Information for Deposit



Voucher	Voucher Date	ALC	Deposit Total	Deposit Date	CAN/ACCT Key
600674	03/24/2010	20092800	$150.00	03/24/2010	005230
600688	03/24/2010	20092800	$200.00	03/24/2010	005230
600690	03/25/2010	20092800	$150.00	03/25/2010	005230

Confirm Multiple Deposits Simultaneously

To confirm multiple deposits simultaneously, complete the following steps:

1. Click the **Deposit Processing** tab.

2. Click **View Deposits**. The *View Deposits* page appears.

3. Under **My Deposits in Process**, select the **Voucher Numbers** you want to **Confirm** by checking the boxes under the **Confirm** column.

> **Application Tip**
> There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you only have the **Viewer** role, the **My Deposits in Progress** does not appear.

4. Click **Next**. The *Step 1 of 2: Confirm Deposits* page appears.

5. Enter the deposit information and click **Next**.

   For **US Currency Deposits** (checks and cash),
   - Select the **Date of Deposit**
   - Select the **CAN/ACCT Key (CA$HLINK II Account Number/Account Key)**
   - Enter the **CCWU (Cost Center Work Unit Number)**
   - Enter the **1 Day Deferred**
   - Enter the **2 Day Deferred**

   For **Foreign Currency Cash**,
   - Select the **Date of Deposit**
   - Select the **CAN/ACCT Key (CA$HLINK II Account Number/Account Key)**
   - Enter the **Exchange Rate**

   For **Foreign Check Items**,
   Under **Foreign Currency Information**,
   - Enter the **Deposit Total (USE) (US Dollar Equivalent)**
   - Select the **Date of Deposit**
   - Select the **CAN/ACCT Key (CA$HLINK II Account Number/Account Key)**

> **Application Tip**
> The **Date of Deposit** must equal the **Voucher Date**.

Application Tip

To use the same date used for all deposits listed, click the **Copy Down** hyperlink in the **Date of Deposit** column.

Application Tip

To use the same **CAN** or **Account Key** used for all deposits listed, click the **Copy Down** hyperlink in the **CAN/ Acct Key** column.

Application Tip

To remove vouchers from the group being confirmed, select the **Voucher Numbers** you want to remove by checking the boxes under the **Remove** column and click **Update**.

6. Click **Next**. The *Step 2 of 2: Review Information for Deposit Confirmation* page appears.
7. Verify the information is correct and click **Submit**.
8. A *Confirmation* page appears stating that the deposits have been confirmed.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Adjust** to adjust a deposit.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit.
- Click **Edit** to return to the previous page.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit.
- Click **Update** to remove the selected voucher(s) that are being confirmed.

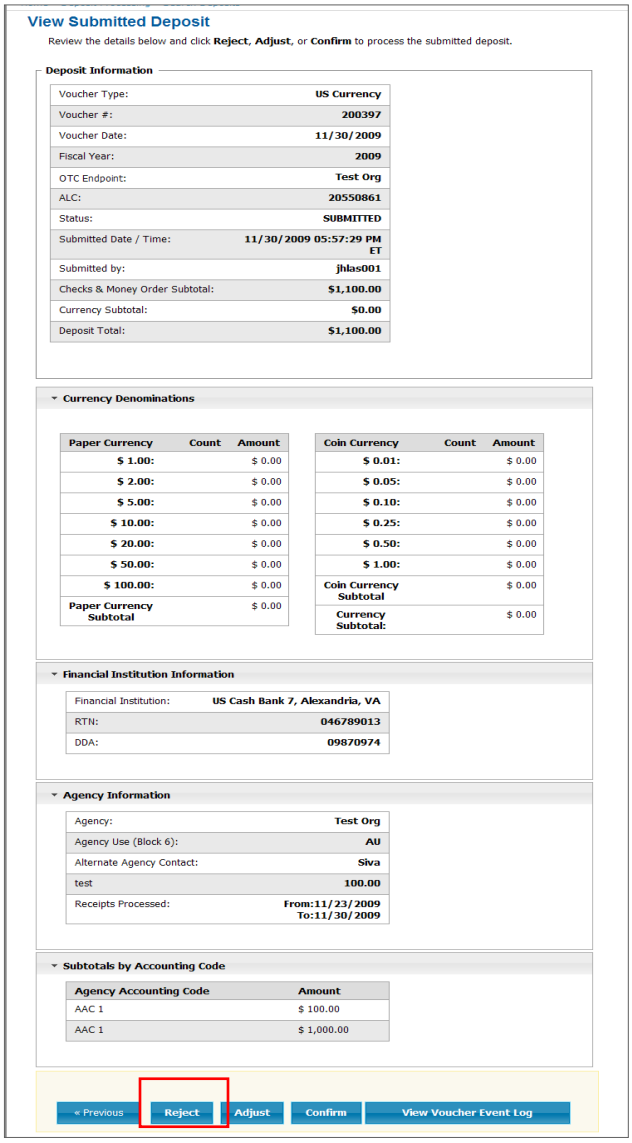
Topic 3. Rejecting a Deposit

For you to reject a deposit, the deposit must have a **Submitted** status. To locate deposits with **Submitted** status, use the **View Deposits** or **Search Deposits** function. After you locate the deposit, you can reject the deposit preparation information. After a deposit has been rejected, it is saved with **Rejected** status.

1. From the **Deposit Processing** tab, click **View Deposits** (refer to Figure 2). The *View Deposits* page appears.

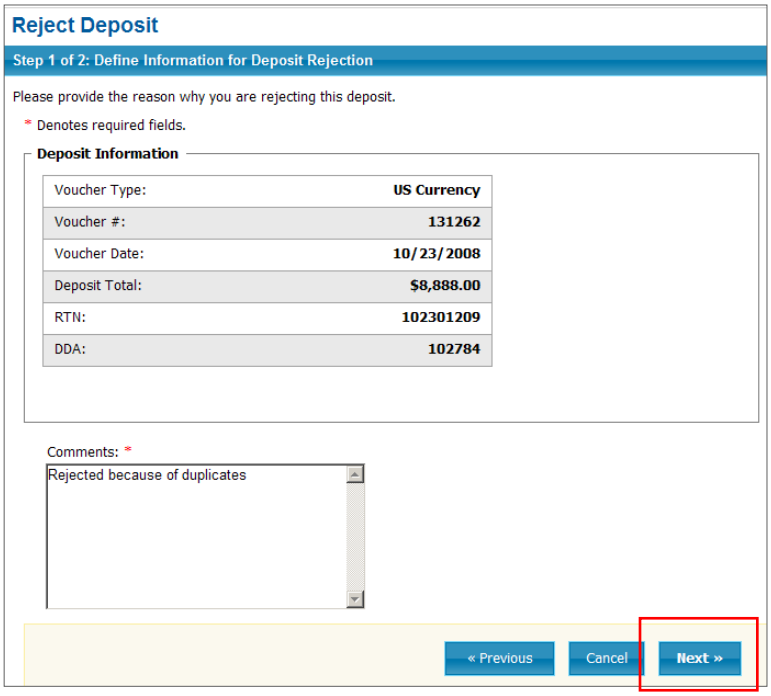
2. Under **My Deposits in Process**, select the **Voucher Number** of the deposit you want to continue processing (refer to Figure 3). The *Submitted Deposit* page appears **click Reject** (see Figure 9 below).

Figure 9. Reject Deposit



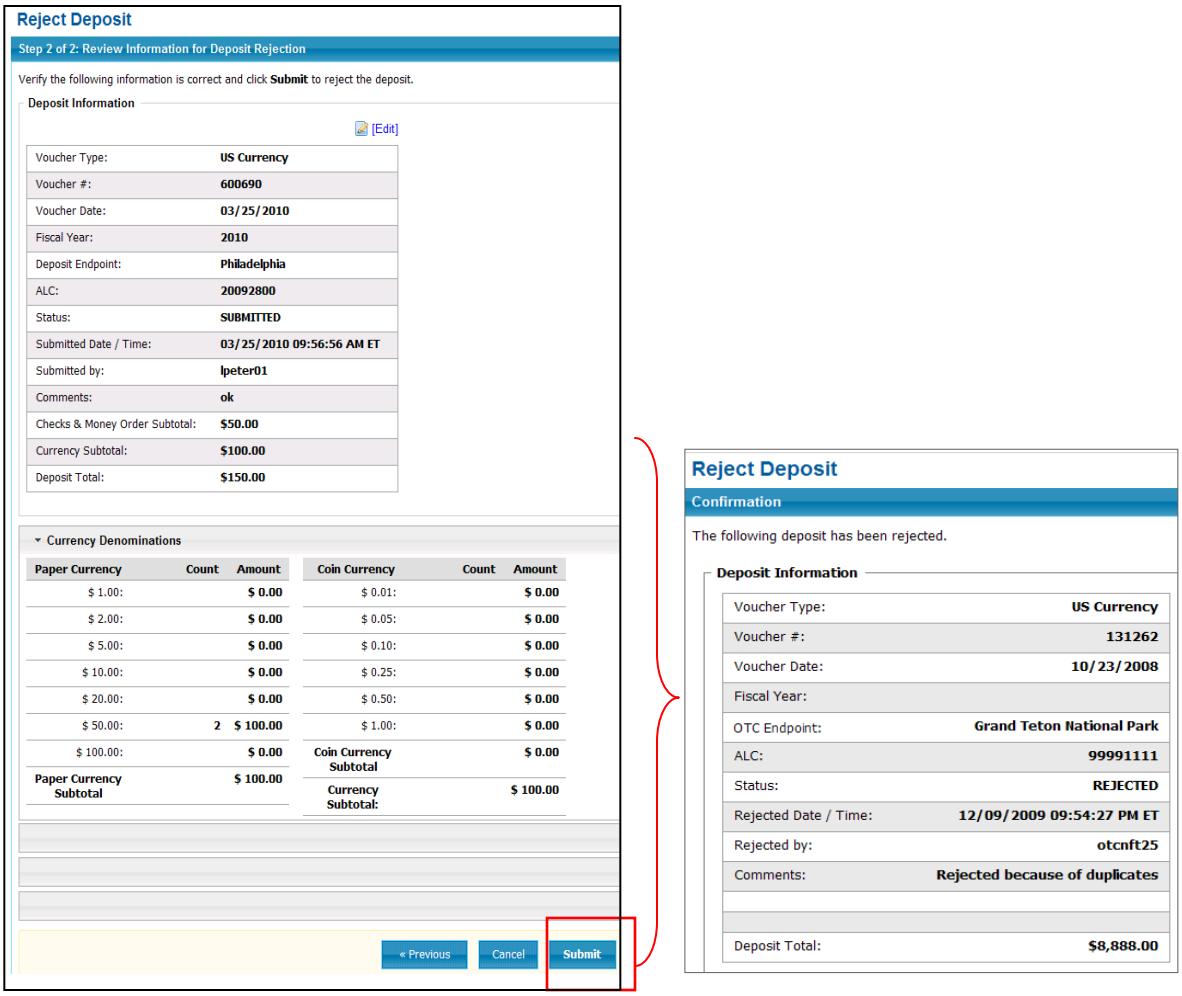
3. The *Step 1 of 2: Define Information for Deposit Rejection* page appears. Enter a reason in the **Comments** textbox for why you are rejecting the deposit. Click **Next** (see Figure 10 below).

Figure 10. Enter Rejection Comments



4. The *Step 2 of 2: Review Information for Deposit Rejection* page appears. If the information is correct, click **Submit**.. If you want to change the comments click **Edit** and then return to Step 3. A *Confirmation* page appears stating that the deposit has been rejected (see Figure 11 below).

Figure 11. Review Rejection Information



Reject a Deposit

To reject a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposits* page appears.

> **Application Tip**
> You can also select **Search Deposits** to locate deposits and click the **Voucher Number** of the deposit you would like to continue processing. Refer to the steps for *Search for a Deposit* for more details and proceed to Step 4.

3. Click the **Voucher Number** of the deposit you would like to continue processing. The *View Submitted Deposit* page appears.
4. Click **Reject**. The *Step 1 of 2: Define Information for Deposit Rejection* appears.
5. Enter **Comments** for the reason why you are rejecting the deposit.
6. Click **Next**. The *Step 2 of 2: Review Information for Deposit Rejection* page appears.
7. If the information is correct, click **Submit**. Click **Edit** to modify the comment and return to Step 5. A *Confirmation* page appears stating that the deposit has been rejected.

> **Application Tip**
> Additional buttons on the page help you perform other tasks:
> - Click **Adjust** to adjust a deposit.
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Confirm** to confirm a deposit.
> - Click **View Voucher Event Log** to view the history of the deposit voucher.
> - Click **Previous** to return to the previous page.
> - Click **Return Home** to return to the OTCnet Home Page.

Topic 4. Create a Credit or Debit Adjustment

As a **Deposit Confirmer**, you have the ability to create a credit or debit adjustment for a deposit. Only **US Currency** and **Foreign Currency Cash** deposits with **Submitted** or **Confirmed** status can be credited or debited.

To locate a deposit with a **Submitted** or **Confirmed** status, use the **View Deposits** or **Search Deposits** function. After the deposit is located, the deposit preparation information can be adjusted. After the adjustment has been applied, the deposit status is saved with **Confirmed** status and an asterisk will appear in the **Adj.** (Adjustment) column of the **Deposit Transactions** table. After a deposit is adjusted, it can be searched using the **Search Adjustments** or **Search Deposits** function.

Note: Your Financial Institution may have internal business processes related to creating an adjustment for a credit or debit. Part of those practices may include contacting the agency if there is a discrepancy, prior to performing the adjustment.

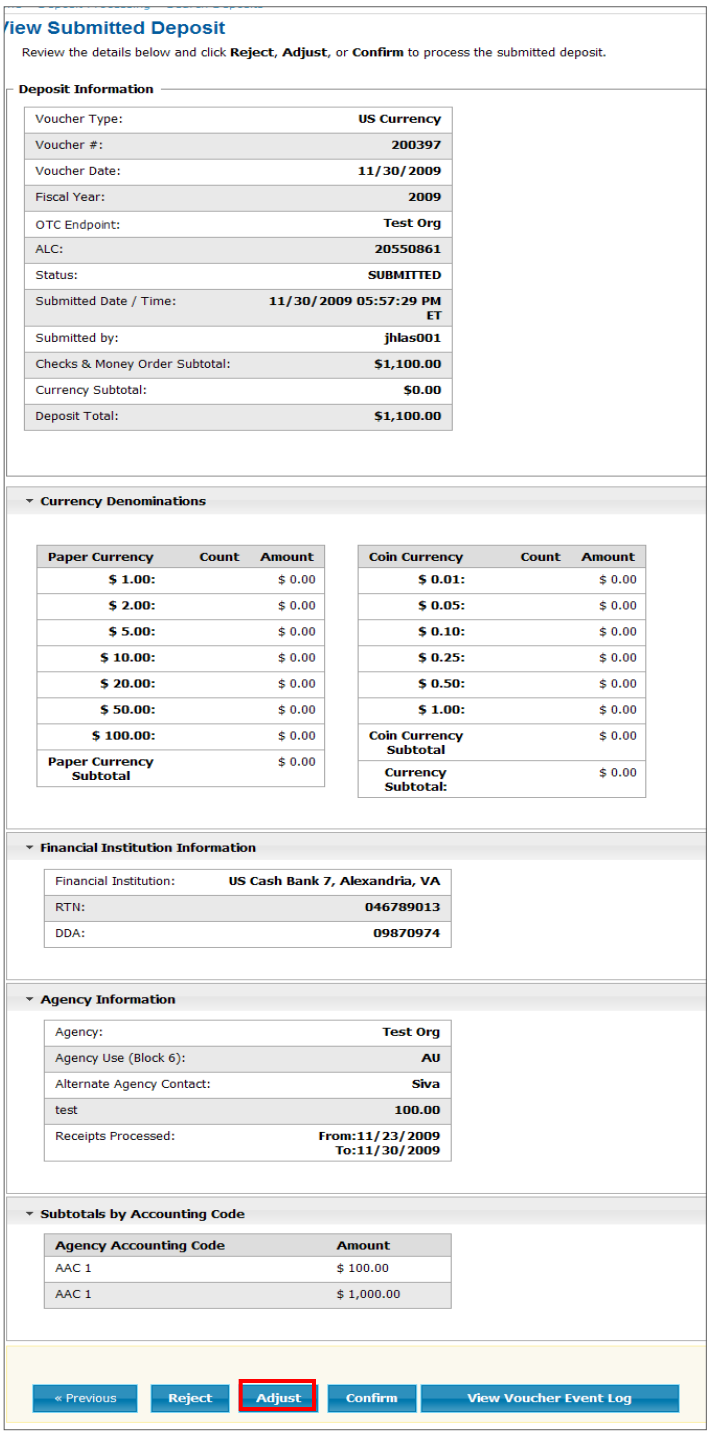
A credit adjustment is applied when the voucher deposit total indicated exceeds the actual deposit voucher amount

A debit adjustment is applied when the voucher deposit total indicated is less than the actual deposit voucher amount.

1. From the **Deposit Processing** tab, click **View Deposits** (refer to Figure 2). The *View Deposits* page appears.

2. Under **My Deposits in Process**, click the **Voucher Number** of the deposit whose details you want to process. The *View Submitted Deposit* page appears (see Figure 12 below). Click **Adjust.**

Figure 12. Adjust Deposit



View Submitted Deposit

Review the details below and click **Reject**, **Adjust**, or **Confirm** to process the submitted deposit.

Deposit Information

Voucher Type:	**US Currency**
Voucher #:	**200397**
Voucher Date:	**11/30/2009**
Fiscal Year:	**2009**
OTC Endpoint:	**Test Org**
ALC:	**20550861**
Status:	**SUBMITTED**
Submitted Date / Time:	**11/30/2009 05:57:29 PM ET**
Submitted by:	**jhlas001**
Checks & Money Order Subtotal:	**$1,100.00**
Currency Subtotal:	**$0.00**
Deposit Total:	**$1,100.00**

Currency Denominations

Paper Currency	Count	Amount
$ 1.00:		$ 0.00
$ 2.00:		$ 0.00
$ 5.00:		$ 0.00
$ 10.00:		$ 0.00
$ 20.00:		$ 0.00
$ 50.00:		$ 0.00
$ 100.00:		$ 0.00
Paper Currency Subtotal		$ 0.00

Coin Currency	Count	Amount
$ 0.01:		$ 0.00
$ 0.05:		$ 0.00
$ 0.10:		$ 0.00
$ 0.25:		$ 0.00
$ 0.50:		$ 0.00
$ 1.00:		$ 0.00
Coin Currency Subtotal		$ 0.00
Currency Subtotal:		$ 0.00

Financial Institution Information

Financial Institution:	**US Cash Bank 7, Alexandria, VA**
RTN:	**046789013**
DDA:	**09870974**

Agency Information

Agency:	**Test Org**
Agency Use (Block 6):	**AU**
Alternate Agency Contact:	**Siva**
test	**100.00**
Receipts Processed:	**From:11/23/2009 To:11/30/2009**

Subtotals by Accounting Code

Agency Accounting Code	Amount
AAC 1	$ 100.00
AAC 1	$ 1,000.00

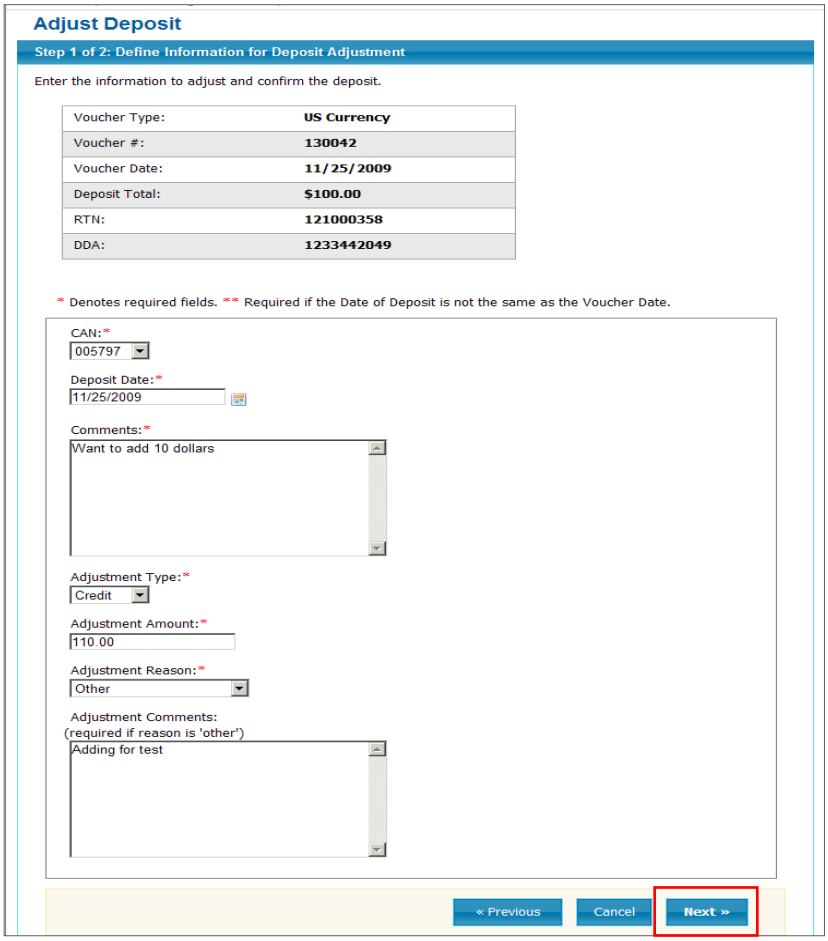
« Previous | Reject | Adjust | Confirm | View Voucher Event Log

3. The Step *1 of 2: Define Information for Deposit Adjustment* page appears. Enter the information to adjust and click **Next** (see Figure 13 below).

   Note: You can only create adjustments for **US Currency** and **Foreign Currency Cash** deposits with **Submitted** or **Confirmed** status.

   - Select the **CAN/ACCT Key (CA$HLINK II Account Number/ Account Key)** from the drop-down list
   - Enter the **Date of Deposit** and **Comments** in the fields provided
   - Select the **Debit** or **Credit for Adjustment Type,** from the drop-down list
   - Enter the **Adjustment Amount** in the provided field
   - Select the **Adjustment Reason (Adjustment Comments** are required if the reason is **Other**)

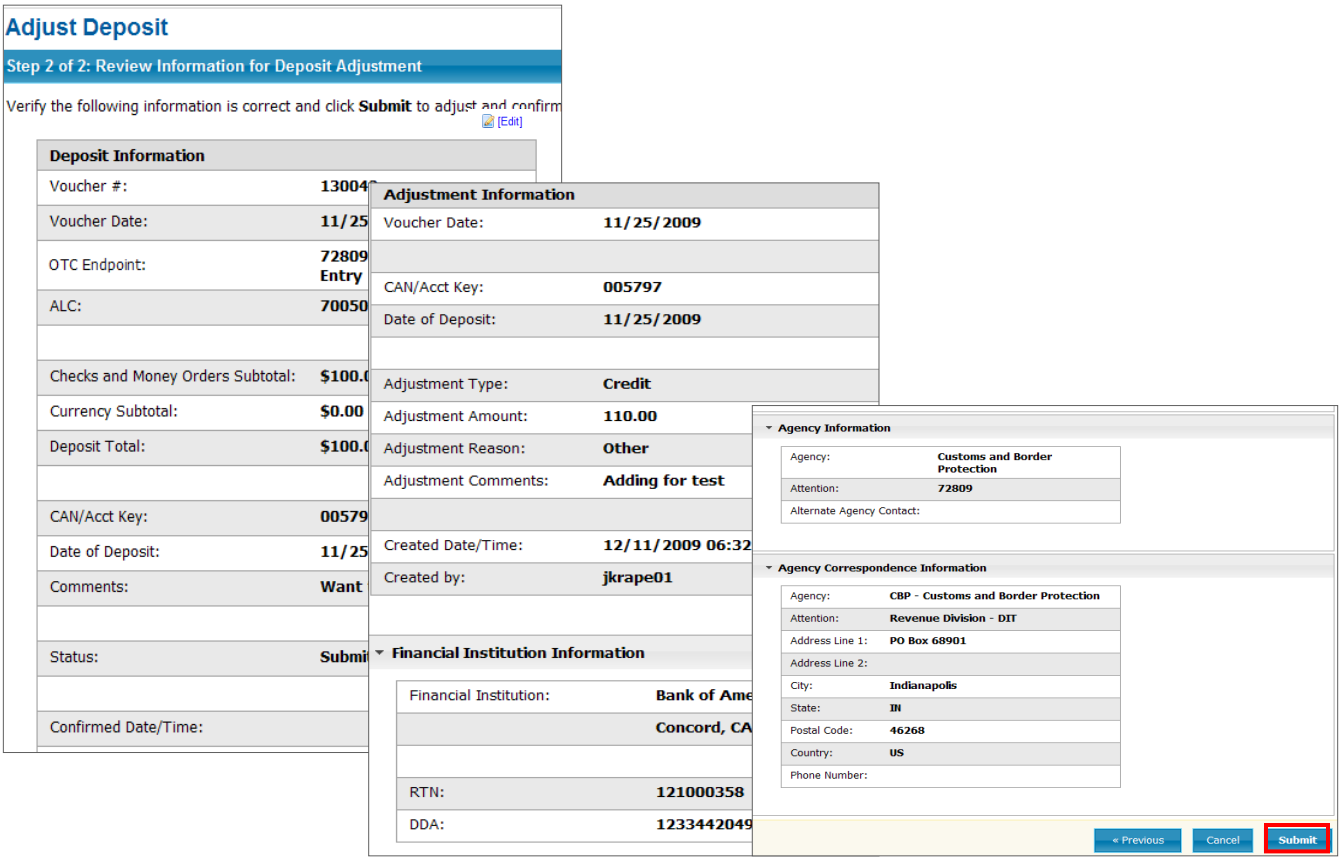
Figure 13. Enter Adjustment Information



4. The *Step 2 of 2: Review Information for Deposit Adjustment* page appears. Verify the information is correct and click **Submit**. If you need to modify the information entered about the adjustment prior to submitting, click **Edit** and return to Step 3. When you

Submit your deposit as shown in Figure 14, a *Confirmation* page appears confirming that the deposit has been adjusted.

Figure 14. Review Deposit Adjustment Information



Create a Credit/ Debit Adjustment

To create a credit/debit adjustment, complete the following steps:

1. Click the **Deposit Processing** tab.

2. Click **View Deposits**. The *View Deposits* page appears.

> **Application Tip**
>
> You can also click **Search Deposits** to locate deposits. Refer to the steps for *Search for a Deposit* for more details and proceed to Step 4.

3. Under **My Deposits in Process**, click the **Voucher Number** of the deposit whose details you want to process. The *View Submitted Deposit* page appears.

> **Application Tip**
>
> There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you only have the **Viewer** role, the **My Deposits in Progress** does not appear.

4. Click **Adjust**. The *Step 1 of 2: Define Information for Deposit Adjustment page* appears.

> **Application Tip**
>
> You can only create adjustments for **US Currency** and **Foreign Currency Cash** deposits with **Submitted** or **Confirmed** status.

5. Enter the information to adjust and click **Next**.

   - Select the **CAN/ACCT Key (CA$HLINK II Account Number/Account Key)**
   - Enter the **Date of Deposit**
   - Enter **Comments**, if applicable and/or required
   - Enter the **CCWU (Cost Center Work Unit Number)**
   - Enter the **1 Day Deferred**
   - Enter the **2 Day Deferred**
   - Select **Debit** or **Credit** for **Adjustment Type**
   - Enter the **Adjustment Amount**
   - Select the **Adjustment Reason**
   - Enter **Adjustment Comments**

Application Tip

The CCWU, 1 Day Deferred Amount, and **2 Day Deferred Amount** are for FRB deposits only.

Application Tip

Adjustment Comments are required if the reason is **Other**.

6. The *Step 2 of 2: Review Information for Deposit Adjustment* page appears. Verify the information is correct and click **Submit**. Click **Edit**, if you need to modify the information entered about the adjustment and return to Step 5.

7. A *Confirmation* page appears stating that the deposit has been adjusted.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit.
- Click **View Voucher Event Log** to view the history of the deposit voucher
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit.

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OTCnet℠

Deposits Made Simple

Chapter 7: Managing Adjustments

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Creating Adjustments* Participant User Guide includes:

- Deposit Confirmer

Overview

Welcome to *Creating Adjustments*. In this chapter, you will learn:

- The reasons for creating a returned item adjustment
- How to create a returned item adjustment for US Currency and Foreign Check Items

Topics

This chapter is organized by the following topics:

1. Reasons for Creating a Returned Item Adjustment
2. Creating a Returned Item Adjustment

Topic 1. Reasons for Creating a Returned Item Adjustment

As a **Deposit Confirmer**, you have the ability to create a returned item adjustment for US Currency Check Items and Foreign Check Items.

If an item is received that must be returned to the agency, a return item adjustment must be created. Only deposits with a **Submitted** status can be returned. Some reasons for adjustments include:

- Checks returned for insufficient funds
- Closed account
- Stop payment
- Uncollected funds

Topic 2. Creating a Returned Item Adjustment

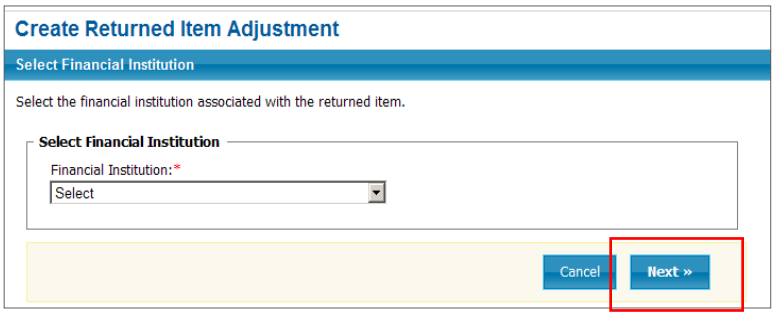
Create a Returned Item Adjustment for US Currency

1. From the **Deposit Processing** tab, select **Create Returned Item Adjustment** from the menu and then click **US Currency** as your deposit type (see Figure 1 below). The *Create Returned Item Adjustment* page appears.

Figure 1. Select US Currency

2. Select the **Financial Institution** associated with the returned item, from the drop-down list. Click **Next** (see Figure 2 below).

Figure 2. Select Financial Institution

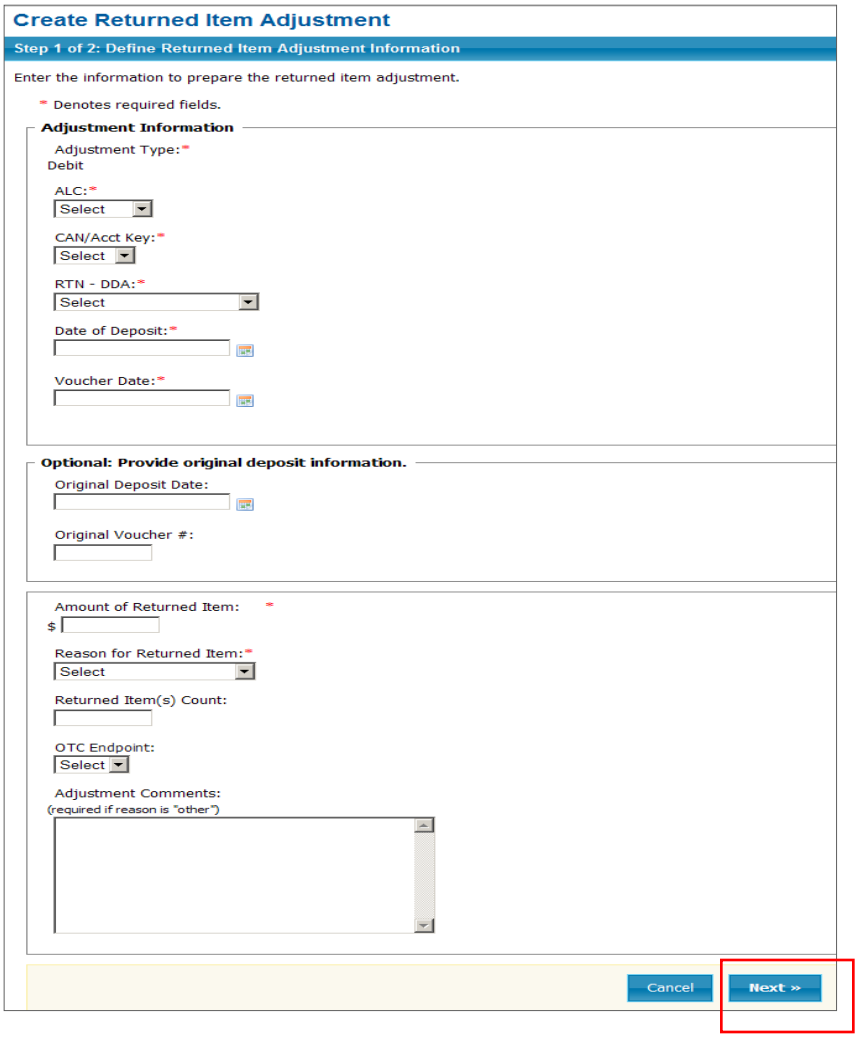


3. The *Step 1 of 2: Define Returned Item Adjustment Information* page appears. Enter the information to prepare the returned item adjustment and click **Next** (see Figure 3 below). Under **Adjustment Information**,

   - Select the **ALC (Agency Location Code)**, **CAN/Acct Key (CA$HLINK II Account Number/Account Key)** and **RTN-DDA (Routing Transit Number-Demand Deposit Account)** from their drop-down lists
   - Enter the **Date of Deposit** and **Voucher Date** in the fields provided
   - Enter the **Amount of Returned Item** and select **a Reason for Returned Item**
   - Enter the **Returned Item(s) Count** in the field provided

- Select an **OTC Endpoint** from the drop-down list
- Enter **Adjustment Comments** (required if the reason for the returned item is **Other**)

Figure 3. Enter US Currency Returned Item Adjustment Information

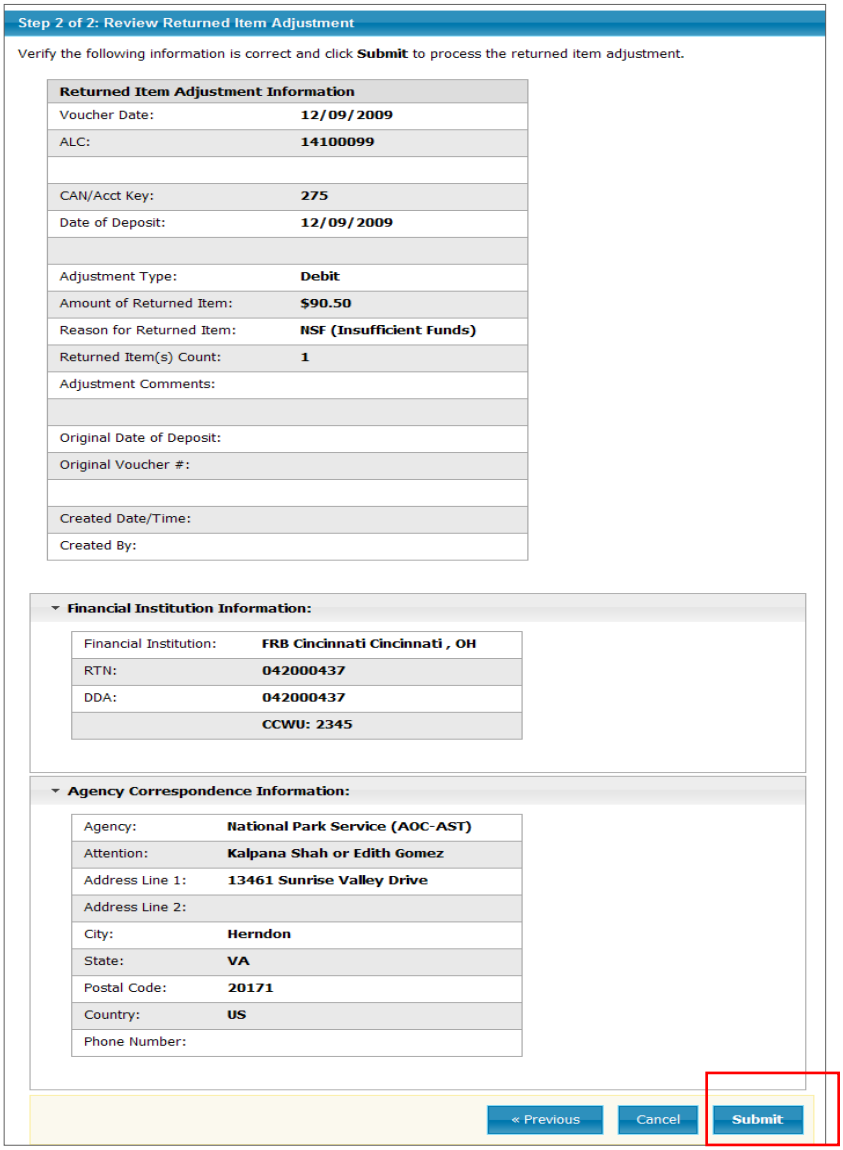


Application Tip

Under **Optional: Provide original deposit information**. You can select the **Original Deposit Date** and enter the **Original Voucher #.**

4. The *Step 2 of 2: Review Item Adjustment* appears. Verify the information is correct and click **Submit** (see Figure 4 below). If you need to modify the information entered about the adjustment prior to submitting, click **Edit** and return to Step 3. When you click **Submit**, a *Confirmation* page appears confirming that the returned item adjustment has been created.

Figure 4: Submit Returned Item Adjustment



Step 2 of 2: Review Returned Item Adjustment

Verify the following information is correct and click **Submit** to process the returned item adjustment.

Returned Item Adjustment Information	
Voucher Date:	12/09/2009
ALC:	14100099
CAN/Acct Key:	275
Date of Deposit:	12/09/2009
Adjustment Type:	Debit
Amount of Returned Item:	$90.50
Reason for Returned Item:	NSF (Insufficient Funds)
Returned Item(s) Count:	1
Adjustment Comments:	
Original Date of Deposit:	
Original Voucher #:	
Created Date/Time:	
Created By:	

Financial Institution Information:

Financial Institution:	FRB Cincinnati Cincinnati , OH
RTN:	042000437
DDA:	042000437
	CCWU: 2345

Agency Correspondence Information:

Agency:	National Park Service (AOC-AST)
Attention:	Kalpana Shah or Edith Gomez
Address Line 1:	13461 Sunrise Valley Drive
Address Line 2:	
City:	Herndon
State:	VA
Postal Code:	20171
Country:	US
Phone Number:	

« Previous Cancel Submit

Create a Returned Item Adjustment for US Currency

To create a returned item adjustment for US Currency, complete the following steps:

1. Click the **Deposit Processing** tab.

2. From the **Create Returned Item Adjustment** menu, click **US Currency**. The *Create Returned Item Adjustment* page appears.

3. Select the **Financial Institution** associated with the returned item.

4. Click **Next**. The *Step 1 of 2: Define Returned Item Adjustment Information* page appears.

5. Enter the information to prepare the returned item adjustment and click **Next**.

   Under **Adjustment Information**,
   - Select the **ALC (Agency Location Code)**
   - Select the **CAN/Acct Key (CA$HLINK II Account Number/Account Key)**
   - Select the **RTN – DDA (Route Transit Number – Demand Deposit Account)**
   - Enter the **Date of Deposit**
   - Enter the **Voucher Date**
   - Enter the **Amount of Returned Item**
   - Select a **Reason for Returned Item**
   - Enter the **Returned Item(s) Count**
   - Select an **OTC Endpoint**
   - Enter **Adjustment Comments**

   Application Tip
   The **CCWU** is for FRB deposits only.

   Application Tip
   Adjustment Comments are required if the reason for the returned item is **Other.**

   Under **Optional: Provide original deposit information,** *optional*
   - Select the **Original Deposit Date**
   - Enter the **Original Voucher #**

6. The *Step 2 of 2: Review Item Adjustment* appears. Verify the information is correct and click **Submit**. Click **Edit**, if a change needs to be made to the information and return to Step 5.

7. A *Confirmation* page appears stating that the returned item adjustment has been created.

Application Tip

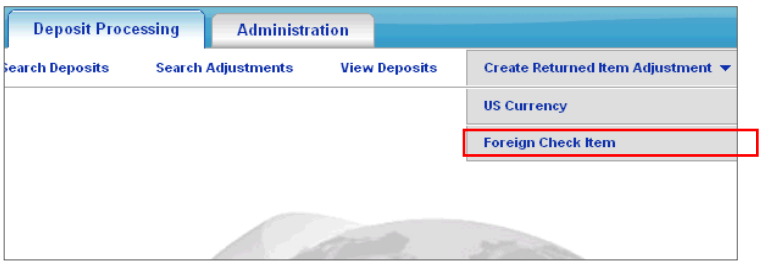
Additional buttons on the page help you perform other tasks:

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

Create a Returned Item Adjustment for Foreign Check Item

1. From the **Deposit Processing** tab, select **Create Returned Item Adjustment** from the menu and then click **Foreign Check Item** (see Figure 5 below). The *Create Returned Item Adjustment* page appears.

Figure 5: Select Foreign Check Item

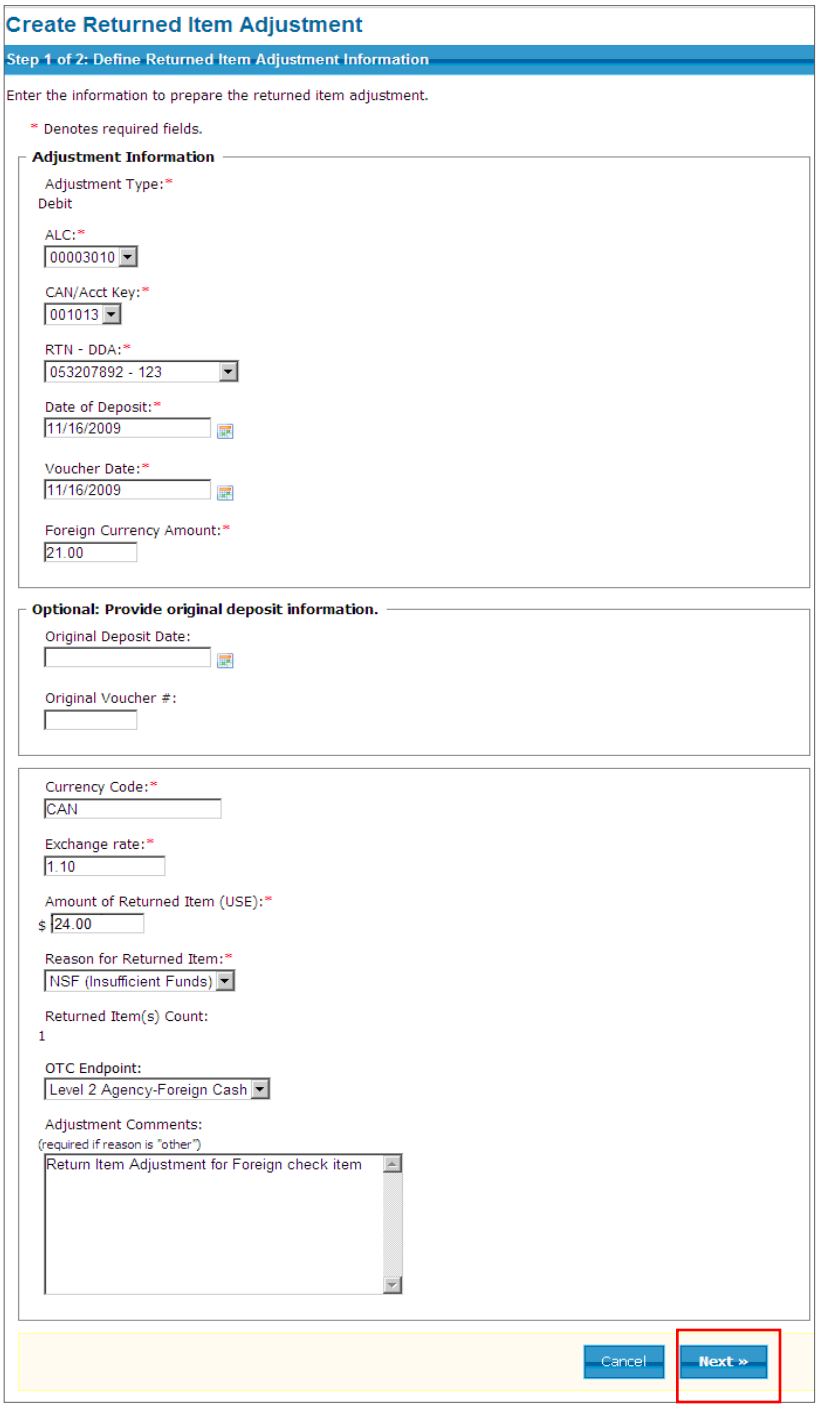


2. Select the **Financial Institution** associated with the returned item from the drop-down list. Click **Next** (refer to Figure 2).

3. The *Step 1 of 2: Define Returned Item Adjustment Information* page appears. Enter the information to prepare the returned item adjustment and click **Next** (see Figure 6). Under **Adjustment Information**,

   - Select the **ALC (Agency Location Code)**, **CAN/Acct Key (CA$HLINK II Account Number/Account Key)** and **RTN-DDA (Routing Transit Number-Demand Deposit Account)** from their drop-down lists
   - Enter the **Date of Deposit, Voucher Date**, **Foreign Currency Amount**, **Currency Code**, **Exchange Rate** and **Amount of Returned Item (USE)** in the fields provided
   - Select a **Reason for Returned Item** from the drop-down list and **OTC Endpoint**
   - Enter **Adjustment Comments** (required if the reason for the returned item is **Other**)

Figure 6. Enter Foreign Check Item Returned Item Adjustment Information



Application Tip

Under **Optional: Provide original deposit information**. You can select the **Original Deposit Date** and enter the **Original Voucher #**.

4. The *Step 2 of 2: Review Item Adjustment* appears. Verify the information is correct and click **Submit** (refer to Figure 4). If you need to modify the information entered about the returned item adjustment prior to submitting, click **Edit** and return to Step 3. When you click **Submit** , a *Confirmation* page appears confirming that the returned item adjustment has been created.

Create a Returned Item Adjustment for Foreign Check Item

To create a returned item adjustment for Foreign Check Items, complete the following steps:

1. Click the **Deposit Processing** tab.

2. From the **Create Returned Item Adjustment** menu, click **Foreign Check Item**. The *Create Returned Item Adjustment* page appears.

3. Select the **Financial Institution** associated with the returned item.

4. Click **Next**. The *Step 1 of 2: Define Returned Item Adjustment Information* page appears.

5. Enter the information to prepare the returned item adjustment and click **Next**.

   Under **Adjustment Information**,
   - Select the **ALC (Agency Location Code)**
   - Select the **CAN/Acct Key (CA$HLINK II Account Number/Account Key)**
   - Select the **RTN – DDA (Route Transit Number – Demand Deposit Account)**
   - Enter the **Date of Deposit**
   - Enter the **Voucher Date**
   - Enter the **Foreign Currency Amount**
   - Enter the **Currency Code**
   - Enter the **Exchange Rate**
   - Enter the **Amount of Returned Item (USE) (US Dollar Equivalent)**
   - Select a **Reason for Returned Item**
   - Select an **OTC Endpoint**
   - Enter **Adjustment Comments**

   Under **Optional: Provide original deposit information, *optional***
   - Select the **Original Deposit Date**
   - Enter the **Original Voucher #**

   Application Tip
   Adjustment Comments are required if the reason for the returned item is **Other**.

6. The *Step 2 of 2: Review Item Adjustment* appears. Verify the information is correct and click **Submit**. Click **Edit**, if you need to make changes to the information entered and return to Step 5.

7. A *Confirmation* page appears stating that the returned item adjustment has been created.

Application Tip

Additional buttons on the page help you perform other tasks:

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

Summary

In this chapter, you learned:

- The reasons for creating a returned item adjustment
- How to create a returned item adjustment for US Currency and Foreign Check Items

In the next module, you will learn how to search adjustments.

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Chapter 8: Searching Adjustments

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Audience, Overview and Topics

Audience

The intended audience for the *Searching Adjustments Participant User Guide* includes:

- Deposit Preparer
- Deposit Approver
- Deposit Confirmer
- Viewer

Overview

Welcome to *Searching Adjustments.* In this chapter, you will learn:

- The purpose of searching adjustments
- How to search and locate adjustments using one or more search criteria
- How to download adjustment voucher(s) as an XML or CSV file

Topics

This chapter is organized by the following topics:

1. Purpose of Searching Adjustments
2. Searching Adjustments Using Select Criteria
3. Downloading Adjustments

Topic 1. Purpose of Searching Adjustments

As a **Deposit Preparer**, **Deposit Approver**, **Deposit Preparer/Approver**, **Deposit Confirmer**, or **Viewer,** you can search for and view adjustments as well as download and save the searched adjustment voucher(s) as an XML or CSV file. You may review adjustments to understand why a deposit is adjusted and what corrections were made.

To search for an adjustment to a **US Currency** or **Foreign Check Items** deposit, click the **Search Adjustments** function. The **Search Adjustments** function enables you to search for a deposit voucher using one or more criteria. If you do not specify any criteria, the search results include all deposits in the system that you have access to view. If you run additional searches, the Search Results table repopulates with the results of the new search. See Table 1 below for search criteria fields.

Table 1: Search Criteria Fields

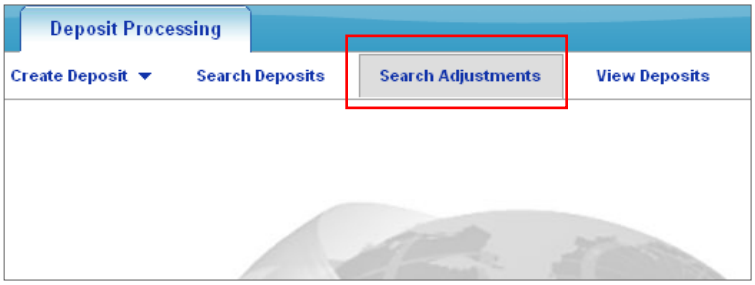
Search Criteria Groupings	Search Criteria Fields
Search Conditions	• Organization • OTC Endpoint • ALC • Adjustment Category • Voucher Number • Adjustment Type • Prepared By • Adjustment Reason
Voucher Date	• Date Range
Adjustment Amount	• Total Range
Deposit Date	• Date Range
Original Deposit Date	• Date Range
Financial Institution Information	• Routing Number • Demand Deposit Account • CA$HLINK II Account Number • FRB Account Key • FRB Cost Center Work Unit

Topic 2. Searching Adjustments Using Select Criteria

Under the **Search Adjustments** function, if you run a search without specifying any criteria, the search results include all deposits in the system that you have access to view.

1. Click the **Deposit Processing** tab and click **Search Adjustments** to enter the search criteria (see Figure 1 below).

Figure 1: Search Adjustments

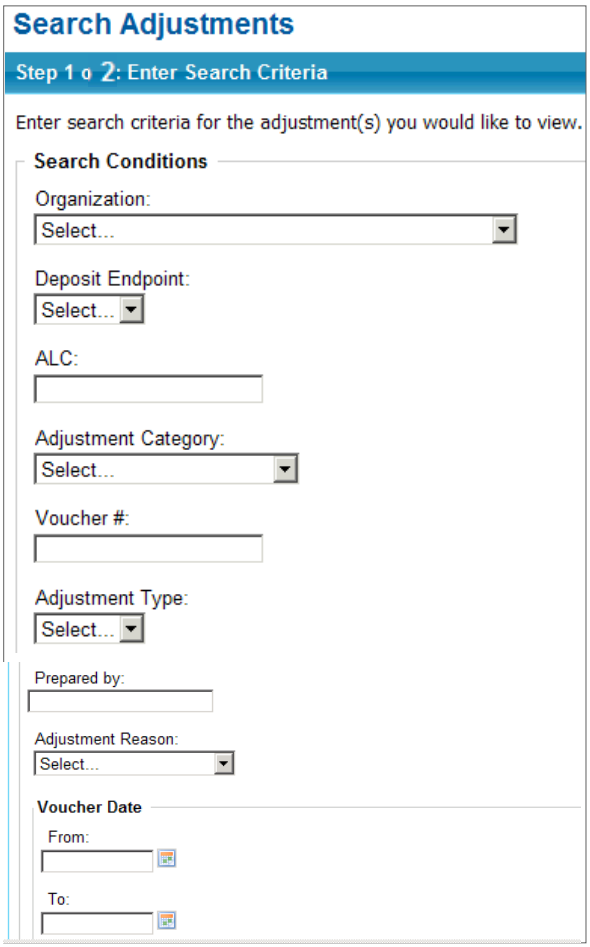


2. The *Search Adjustments* page appears. Enter the optional search criteria for the adjustment you would like to view, and click **Search.**

   Search Conditions fields (see Figure 2 below) include selecting any or all of the following:

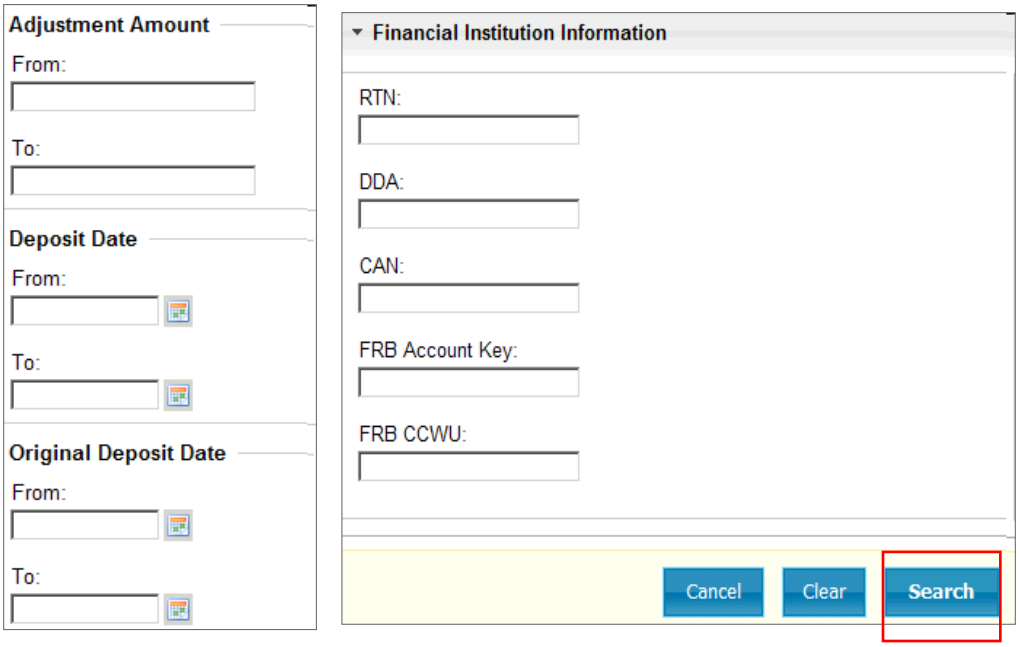
   - Select an **Organization** from the drop-down list
   - Select an **OTC Endpoint** from the drop-down list
   - Enter an **ALC (Agency Location Code)** in the field provided
   - Select an **Adjustment Category** from the drop-down list
   - Enter a **Voucher #** in the field provided
   - Select an **Adjustment Type** from the drop-down list
   - Enter the **Prepared by** name in the field provided
   - Select an **Adjustment Reason** from the drop-down list

Figure 2: Search Conditions



You may also search by entering **Adjustment Amount** range, **Deposit Date, Original Deposit Date** and **Financial Institution Information**, which includes the **RTN (Routing Transit Number), DDA (Demand Deposit Account), CAN (CA$HLINK Account Number) FRB Account Key** and **FRB CCWU (Cost Center Work Unit).** See Figure 3 below for additional search criteria.

Figure 3: Additional Search Criteria



3. The *Search Results* table appears (see Figure 4 below). Click the **Voucher Number** of the adjustment whose details you would like to view.

Figure 4: Search Results Table

Download Search Results? Download

Voucher #▸	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount▸
600441	01/27/2010	02/02/2010	ExtraItem	20092800		C	$14.00
600440	01/27/2010	02/04/2010	ExtraItem	20092800		C	$10.00
131206	07/24/2007	07/25/2007	InvlFrnAmt	00003020		C	$35.00
131204	07/24/2007	07/24/2007	XtraFrnCur	00003010		C	$30.00
006423	07/24/2007	07/24/2007	NSF	00003010	R	D	$550.00

Application Tip

Click **Download** to save the adjustment results as an XML or CSV file.

Search and View an Adjustment

To search for and view an adjustment, complete the following steps:

1. Click the **Deposit Processing** tab.

2. Click **Search Adjustments**. The *Search Adjustments* page appears.

3. Enter the search criteria and click **Search**.

   Under **Search Conditions**, *optional*
   - Select an **Organization**
   - Select an **OTC Endpoint**
   - Enter an **ALC (Agency Location Code)**
   - Select an **Adjustment Category**
   - Enter a **Voucher #**
   - Select an **Adjustment Type**
   - Enter the **Prepared by** name
   - Select an **Adjustment Reason**
   - Enter the **From:** and **To:** Voucher Dates
   - Enter the **From:** and **To:** Adjustment Amount
   - Enter the **From:** and **To:** Deposit Date
   - Enter the **From:** and **To:** Original Deposit Date

4. The *Search Results* table appears. Click the **Voucher Number** of the adjustment whose details you would like to view.

Application Tip

Click **Download** to save the adjustment results as an XML or CSV file. To view detailed steps for downloading a search deposit, refer to the *Download Search Results for a Deposit* printable job aid.

Application Tip

Additional buttons on the page help you perform other tasks:
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Download** to download the search results.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher.

Topic 3. Downloading Adjustments

To download your search results, first use the **Search Adjustments** function. After you have searched for your adjusted deposit, you can download the retrieved information.

1. Click the **Deposit Processing tab** and click **Search Deposits** to enter the search criteria for your adjusted deposit (refer to Figure 1).

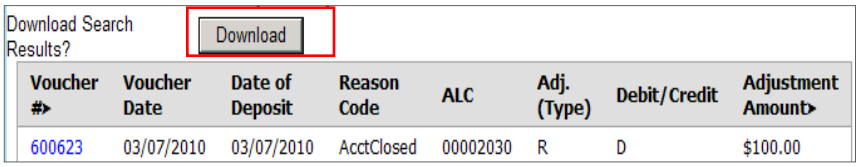
2. Enter the optional search criteria for the adjusted deposit you would like to view, and click **Search.** All references to figures can be found under Topic 2 of the previous section.

   To search criteria under **Search Conditions,** refer to Figure 2.

   To enter additional search criteria**,** refer to Figure 3.

3. The *Search Results* table appears. Click the **Download** button (see Figure 5 below). The *Download Adjustments* page appears.

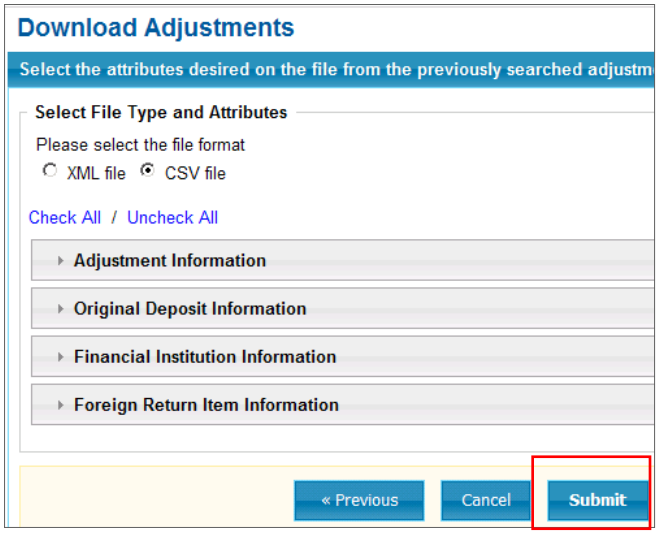
Figure 5: Download Button



Voucher #▸	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount▸
600623	03/07/2010	03/07/2010	AcctClosed	00002030	R	D	$100.00

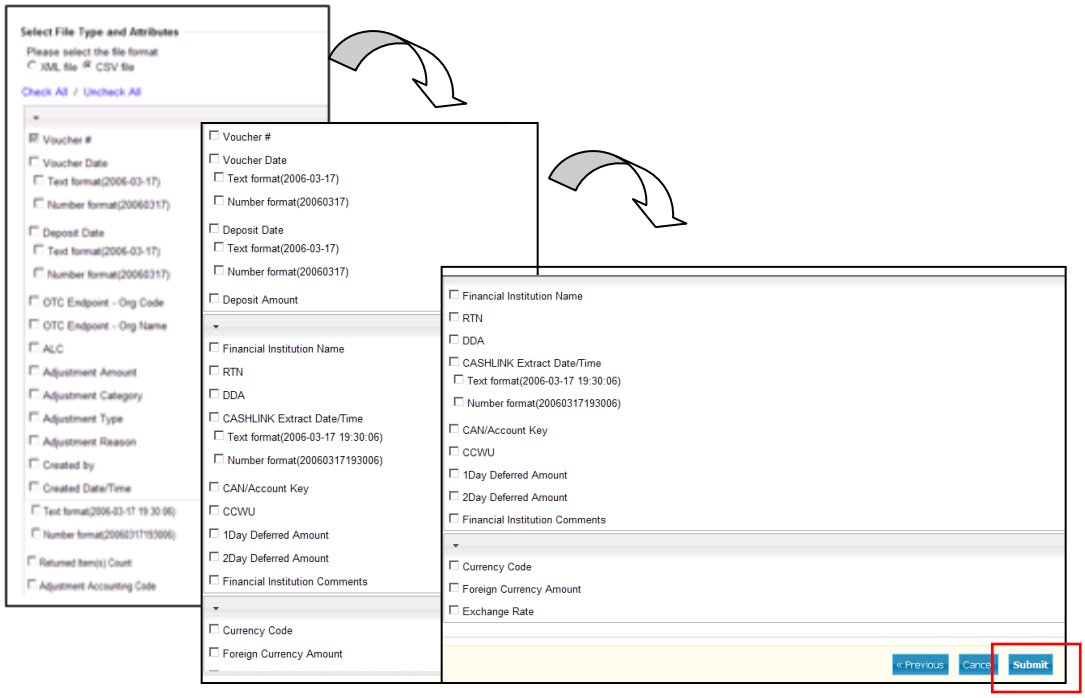
4. Select the **XML file** or **CSV file** as the file format (see Figure 6 below).

Figure 6: File Format



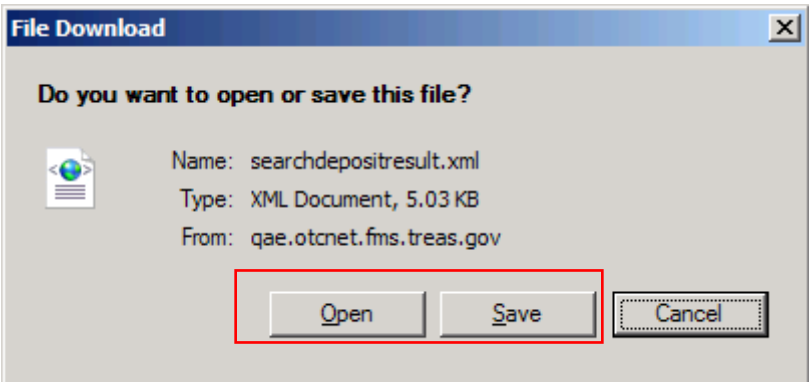
Check the desired attributes that you want to download for **Adjustment Information, Original Deposit Information, Financial Institution Information,** and **Foreign Return Item Information** (see Figure 7 below), then click **Submit.**

Figure 7: Attributes for Download



5. The *File Download* dialog box appears. Click **Open** or **Save** (see Figure 8 below). If you click Open, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Figure 8: File Download



Application Tip

If you click **Open**, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Download Search Results

To download the search results of a deposit, complete the following steps:

1. Refer to the steps for *Search for a Deposit*.
2. When the *Search Results* table appears, click **Download**. The *Download Deposits* page appears.
3. Select **XML file** or **CSV file** as the file format.
4. Check the desired attributes that you want to download for
   - **Deposit Information**
   - **Financial Institution Information**
   - **Agency Information**
   - **Accounting Subtotals and User Defined Data**
   - **Foreign Deposit Information**
5. Click **Submit**. The *File Download* dialog box appears.
6. Click **Open** or **Save**.

Application Tip

If you click **Open**, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Search** to display the deposits that match the search criteria.
- Click **View Voucher Event Log** to view the history of the deposit voucher.

Summary

In this chapter, you learned:

- The purpose of searching adjustments
- How to search for and locate adjustments using one or more search criteria
- How to download adjustment voucher(s) as an XML or CSV file

In the next module, you will learn how to view reports.

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Chapter 9: Viewing Reports

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Audience, Overview and Topics

Audience

The intended audience for the *Viewing Reports Participant User Guide* includes:

- All Deposit Processing Users (viewing various reports will depend on your level of access)

Overview

Welcome to *Viewing Reports.* In this chapter, you will learn:

- The purpose of viewing reports
- The various types of reports you can access by role
- The types of Business, Security and Administration reports
- The detail each report provides and how to view and download those reports

Topics

This chapter is organized by the following topics:

1. Viewing Reports
2. Reports by Access Type
3. Types of Business, Security and Administration Reports
4. Viewing Report Detail

Topic 1. Viewing Reports

As a user or viewer of the Deposit Processing functionality, you may access one or more of the **Business Reports**, **Security Reports,** and/ or **Administration Reports**. You may need to view or download report for adjustment activity, user information, voucher status, or for any another reason. Each report provides you with information specific to the select type of data requested, associated with a deposit. Table 1 below outlines the purpose of each report type.

Table 1. Types of Reports and Purpose

Report	Purpose of Report
Business	Provides specific reporting detail for deposit and adjustment activity by type, status and processing options for Agencies and Financial Institutions
Security	Provides specific reporting detail for access groups and users for Agencies and Financial Institutions
Administration	Provides specific reporting detail for interfaces with CA$HLINK, FRB CA$HLINK and TRS, as well as detailed information about completed and in progress vouchers

Topic 2. Reports by Access Type

Depending on your user role, you have permission to view certain reports. There are three types of reports that can be accessed. They include **Business Reports, Security Reports,** and **Administration Reports**. See Table 2 below for details.

Table 2. Reports by Access Type

	Federal Program Agency							Financial Institution/FRB as FI					
Business Reports	Preparer	Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Adjustment Activity (FI)								●		●			
Adjustment Activity (FRB)									●		●		
Adjustments by OTC Endpoint	●	●			●								
Daily Voucher Report			●	●									
Deposit Activity (FI)								●		●			
Deposit Activity (FRB)									●		●		
Deposits By Accounting Code	●	●			●								
Deposits By Agency Endpoint	●	●			●								
Deposit History By Status (FPA)	●	●			●								
Non-Reporting Agency Endpoint	●	●	●	●	●								
Processing Options by Agency Endpoint			●	●									
Security Reports	Preparer	Approver	Accounting Specialist	Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Access Groups by User						●	●					●	●
**Primary Access Groups without a PLSA													
Users by Access Group (FI)												●	●
Users by Access Group (FPA)						●	●						
Users by Role (FI)												●	●
Users by Role (FPA)						●	●						
User Information						●	●					●	●
Admin. Reports/ Misc.	Preparer	Approver	Accounting Specialist	Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
*Activity Report													
View CA$HLINK II File Status								●		●			
View FRB CA$HLINK File Status									●		●		
View TRS File Status								●	●	●	●		
View Vouchers Complete	●	●			●			●	●	●	●		
View Voucher Event Log	●	●			●			●	●	●	●		
View Voucher Event Detail	●	●			●			●	●	●	●		
View Vouchers In Progress	●	●			●			●	●	●	●		
View Voucher Event Log	●	●			●			●	●	●	●		
View Voucher Event Detail	●	●			●			●	●	●	●		
**Change Current State													
Acknowledge Error Resolution								●	●				

**Indicates reports accessible at the FMS Viewer level*

***Indicates report detail accessible only at the HLAS user level*

Topic 3. Types of Business, Security, and Administration Reports

Business Reports

If you are a **Deposit Preparer**, **Deposit Approver**, **Accounting Specialist**, **Local Accounting Specialist**, **Federal Program Agency (FPA) Viewer**, **Financial Institution (FI) Confirmer**, **Federal Reserve Bank (FRB) Confirmer**, **FI Viewer,** or **FRB Viewer**, you may access one or more of the reports listed in Table 3. To obtain specific details for which reports each role may view or download, please refer to Table 2 above.

Table 3. Business Reports and Purpose

Business Report	Purpose of Business Report
Adjustment Activity (FI)	Allows you to view adjustments made by your Financial Institution (FI).
Adjustment Activity (FRB)	Allows you view adjustments made by your Federal Reserve Bank (FRB).
Adjustments by OTC Endpoints	Allows you to view adjustments made by your Agency Location Code (ALC).
Daily Voucher Report	Allows you to view the daily voucher extract
Deposit Activity (FI)	Allows you to view deposits submitted to your FI.
Deposit Activity (FRB)	Allows you to view deposits submitted to your FRB.
Deposits by Accounting Code	Allows you to view deposits by accounting code.
Deposits by OTC Endpoint	Allows you to view deposits by OTC Endpoint.
Deposit History by Status	Allows you to view deposits by status
Non-Reporting OTC Endpoints	Allows you to view OTC Endpoints that have not reported a deposit.
Processing Options by OTC Endpoints	Allows you to view processing options defined for endpoints within the organization.

Security Reports

If you are a **Agency Primary Security Administrator (PLSA)**, **Agency Local Security Administrator (LSA), FI/FRB PLSA** or **FI/FRB LSA**, you may access one or more of the reports listed in Table 4. To obtain specific details for which reports each role may view or download, refer to Table 2 above.

Table 4. Security Reports and Purpose

Security Report	Purpose of Security Report
Access Groups by Users	Allows you to view access groups assigned to a user.
Users by Access Group (FI)	Allows you to view users by Financial Institution.
Users by Access Group (FPA)	Allows you to view users by OTC Endpoint.
User Information	Allows that you to view a user's contact information.
Users by Role (FI)	Allows you to view users by role for your Financial Institution.
Users by Role (FPA)	Allows you to view users by role for your OTC Endpoint.

Administration Reports

If you are a **Deposit Preparer**, **Deposit Approver**, **FPA Viewer**, **FI Confirmer**, **FRB Confirmer**, **FI Viewer,** or **FRB Viewer**, you may access one or more of the reports listed in Table 5. To obtain specific details for which reports each role may view or download, refer to Table 2.

Table 5. Administration Reports and Purpose

Administration Report	Purpose of Administration Report
***Activity Report**	Allows a user to view the total number of organizations created in a month and/or year as well as total number of deposits by status and adjustment activity by month and/or year.
View CA$HLINK II File Status	Allows you to view status of deposit report files that have been processed by CA$HLINK II or are ready for CA$HLINK II to process.
View FRB CA$HLINK File Status	Allows you to view the status of deposit files that have been sent to FRB CA$HLINK.
View TRS File Status	The status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.

** Indicates report that only an FMS Viewer user role may access*

Administration Report *Cont'd*	**Purpose of Administration Report *Cont'd***
View Vouchers Completed	Allows you to view the status of deposit and adjustment vouchers that have completed processed through the FI System To System Interface in the past 36 hours.
View Vouchers in Progress	Allows you to view the status of deposit and adjustment vouchers in progress.

Topic 4. Viewing Report Detail

Business Reports

This section will provide you with detail of how to view and download **Business Reports**. There are 11 **Business Reports** you may choose to view. To print **Business Reports** after downloading, right-click using a mouse, and click the **Print** option.

Adjustment Activity (FI)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Adjustment Activity (FI)**. See Figure 1 below.

Figure 1. Select Adjustment Activity (FI) from Reports Menu

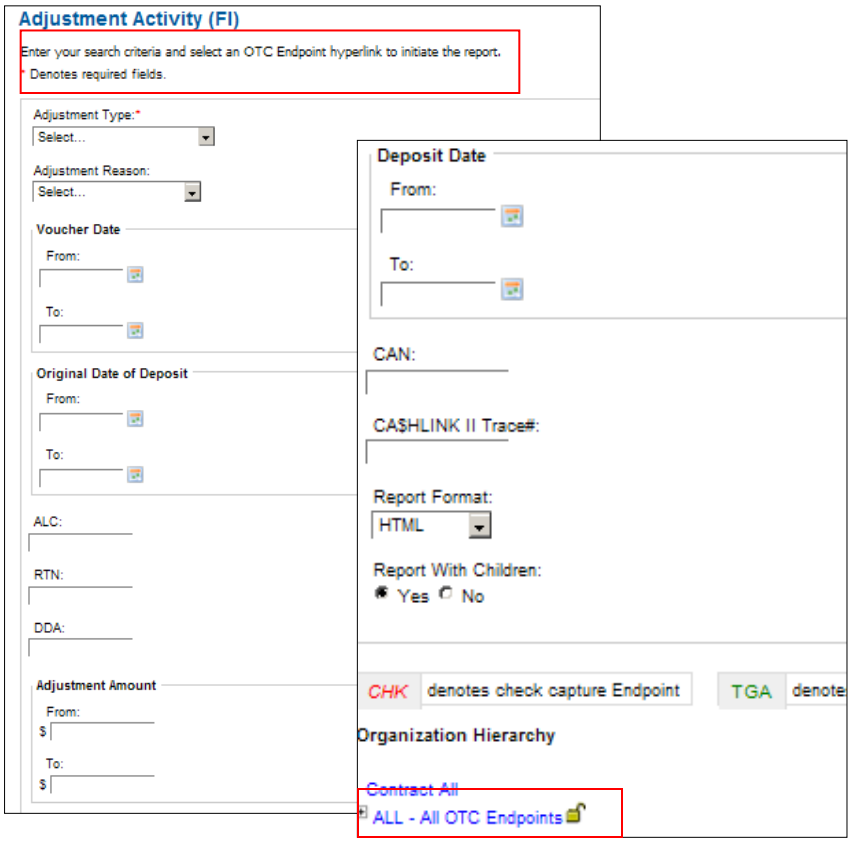
2. The *Adjustment Activity (FI)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 2 below for search criteria.

Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**, **Original Date,** and **Deposit Date**.

- Select the **Adjustment Type**, *required*
- Select the **Adjustment Reason**
- Enter the **From:** and **To:** Voucher Date range
- Enter the **From:** and **To:** Original Date of Deposit range
- Enter the **ALC** (Agency Location Code)
- Enter the **RTN** (Routing Transit Number)
- Enter the **DDA** (Demand Deposit Account)
- Enter the **From:** and **To:** Adjustment Amount range
- Enter the **From:** and **To:** Deposit Date range
- Enter the **CAN** (CA$HLINK II Account Number)
- Enter the **CA$HLINK II Trace #**
- Select the **Report Format**

For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 2. Adjustments Activity (FI) Page



3. Click an **OTC Endpoint** to initiate the report (see Figure 2 above). The report appears in a new window as shown in Figure 3.

Figure 3. Adjustments Activity (FI) Report Output

Adjustment Activity (FI)

Generated: 07/14/2010 2:08:48 PM ET
Selected Adjustment Type: ALL
Selected Adjustment Reason: ALL
Selected Organization Endpoint: All
Selected Deposit Date Range: 04/14/2009 - 07/14/2010

Voucher #	Adjustment Type	Voucher Date	ALC	Deposit Date	Create Date	CAN	CL II Trace #	Original Deposit #	Voucher Amount
RTN: 011111111 **DDA #:** 45684565									
008941	Debit	08/20/2009	00004603	08/20/2009	08/20/2009	001042		139602	($20.00)
RTN: 021345786 **DDA #:** 23423411									
009198	Returned Item	11/05/2009	97200012	11/05/2009	11/05/2009	005751			($2.00)
009216	Returned Item	11/06/2009	97200012	11/06/2009	11/06/2009	005751			($1.00)
009236	Returned Item	11/11/2009	97200012	11/11/2009	11/16/2009	005751			($200.00)
009237	Returned Item	11/10/2009	97200012	11/10/2009	11/16/2009	005751			($200.00)

View Business Reports: Adjustment Activity (FI)

To view adjustment activity (FI) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Adjustment Activity (FI)**. The *Adjustment Activity (FI)* page appears.
4. Enter the search criteria you would like to view.
   - Select the **Adjustment Type**, *required*
   - Select the **Adjustment Reason**
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Original Date of Deposit range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **DDA** (Demand Deposit Account)
   - Enter the **From:** and **To:** Adjustment Amount range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **CAN** (CA$HLINK II Account Number)
   - Enter the **CA$HLINK II Trace #**
   - Select the **Report Format**

Application Tip

The date range for **Voucher Date**, **Original Date**, and **Deposit Date** cannot exceed 15 months.

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

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 **Clear** to clear all data fields and reset to the default selections.

Adjustment Activity (FRB)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Adjustment Activity (FRB).** See Figure 4 below.

Figure 4. Select Adjustment Activity (FRB) from Reports Menu

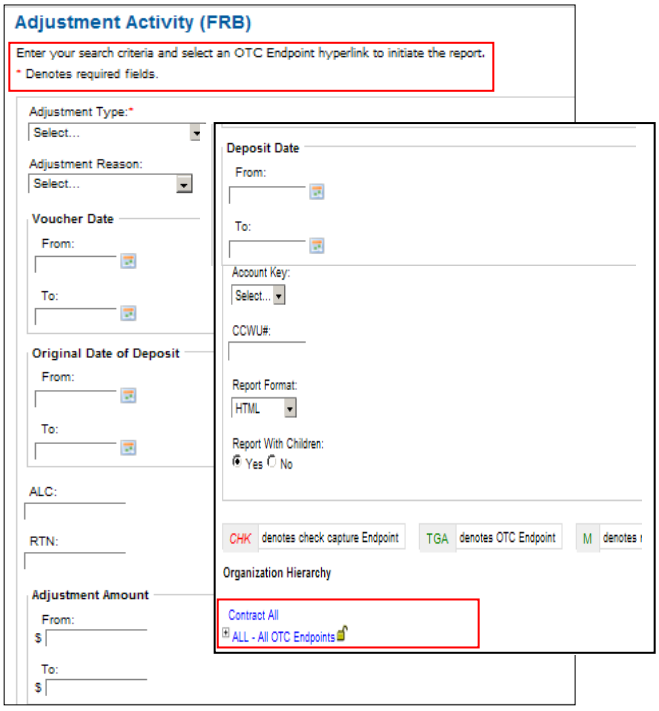
2. The *Adjustment Activity (FRB)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 5 below for search criteria.

   Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**, **Original Date,** and **Deposit Date**.

   - Select the **Adjustment Type**, *required*
   - Select the **Adjustment Reason**
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Original Date of Deposit range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **From:** and **To:** Adjustment Amount range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **Account Key**
   - Enter the **CCWU** (Cost Center Work Unit)
   - Select the **Report Format**

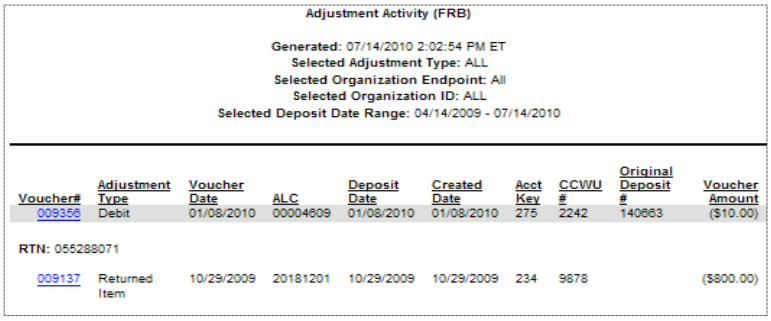
For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 5. Adjustments Activity (FRB) Page



3. Click an **OTC Endpoint** to initiate the report (refer to Figure 5 above). The report appears in a new window as shown in Figure 6.

Figure 6. Adjustments Activity (FRB) Report Output



Adjustment Activity (FRB)

Generated: 07/14/2010 2:02:54 PM ET
Selected Adjustment Type: ALL
Selected Organization Endpoint: All
Selected Organization ID: ALL
Selected Deposit Date Range: 04/14/2009 - 07/14/2010

Voucher#	Adjustment Type	Voucher Date	ALC	Deposit Date	Created Date	Acct Key	CCWU #	Original Deposit #	Voucher Amount
009356	Debit	01/08/2010	00004609	01/08/2010	01/08/2010	275	2242	140663	($10.00)
RTN: 055288071									
009137	Returned Item	10/29/2009	20181201	10/29/2009	10/29/2009	234	9878		($800.00)

View Business Reports: Adjustment Activity (FRB)

To view adjustment activity (FRB) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Adjustment Activity (FRB)**. The *Adjustment Activity (FRB)* page appears.
4. Enter the search criteria you would like to view.
   - Select the **Adjustment Type**, *required*
   - Select the **Adjustment Reason**
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Original Date of Deposit range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **From:** and **To:** Adjustment Amount range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **Account Key**
   - Enter the **CCWU** (Cost Center Work Unit)
   - Select the **Report Format**

Application Tip

The date range for **Voucher Date**, **Original Date**, and **Deposit Date** cannot exceed 15 months.

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

Application Tip

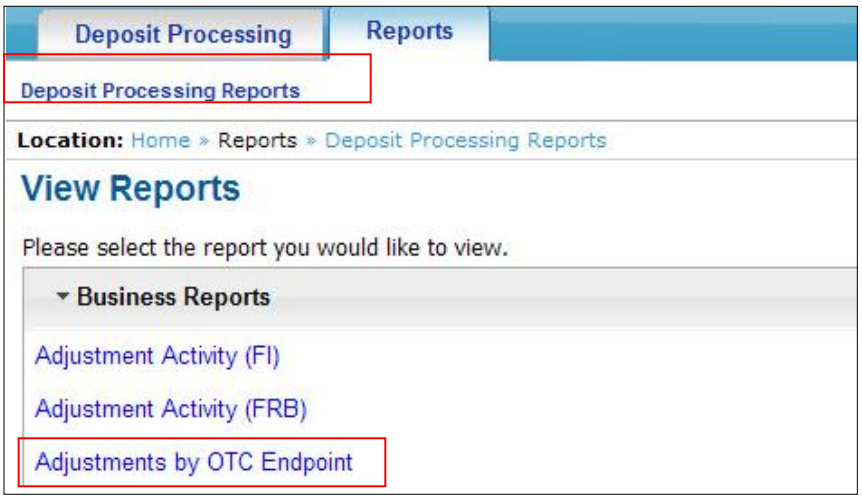
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

Adjustments by OTC Endpoint

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Adjustments by OTC Endpoint.** See Figure 7 below.

Figure 7. Select Adjustments by OTC Endpoint from Reports Menu



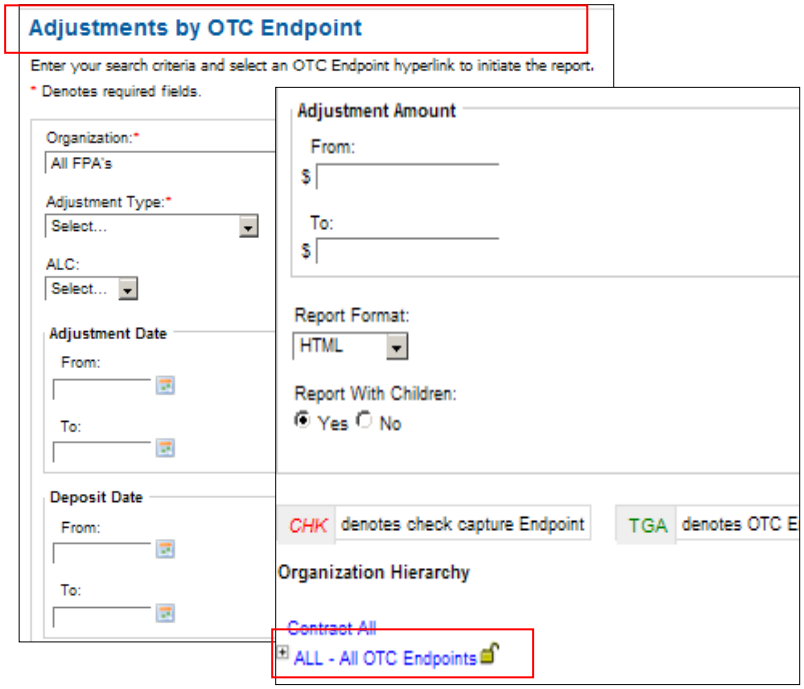
2. The *Adjustments by OTC Endpoint* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 8 below for search criteria.

   Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**.

   - Select the **Organization**, *required*
   - Select the **Adjustment Type**
   - Enter the **ALC** (Agency Location Code)
   - Enter the **From:** and **To:** Adjustment Date range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **From:** and **To:** Adjustment Amount range
   - Select the **Report Format**

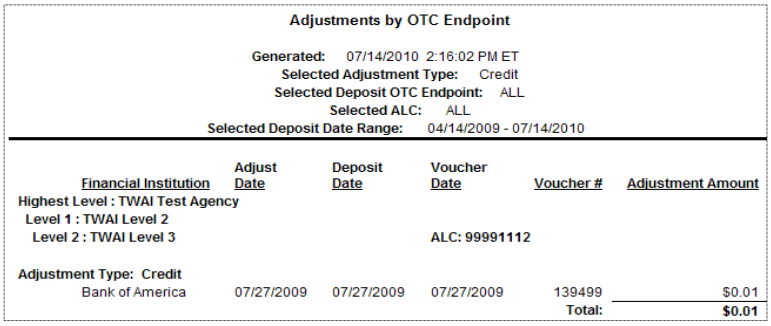
For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 8. Adjustments by OTC Endpoint Page



3. Click an **OTC Endpoint** to initiate the report (refer to Figure 8 above). The report appears in a new window as shown in Figure 9.

Figure 9. Adjustments by OTC Endpoint Report Output



Adjustments by OTC Endpoint

Generated: 07/14/2010 2:16:02 PM ET
Selected Adjustment Type: Credit
Selected Deposit OTC Endpoint: ALL
Selected ALC: ALL
Selected Deposit Date Range: 04/14/2009 - 07/14/2010

Financial Institution	Adjust Date	Deposit Date	Voucher Date	Voucher #	Adjustment Amount
Highest Level : TWAI Test Agency					
Level 1 : TWAI Level 2					
Level 2 : TWAI Level 3			**ALC: 99991112**		
Adjustment Type: Credit					
Bank of America	07/27/2009	07/27/2009	07/27/2009	139499	$0.01
				Total:	**$0.01**

View Business Reports: Adjustments by OTC Endpoint

To view adjustments by OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Adjustments by OTC Endpoint**. The *Adjustments by OTC Endpoint* page appears.

4. Enter the search criteria you would like to view.

   - Select the **Organization**, *required*
   - Select the **Adjustment Type**, *required*
   - Select the **ALC** (Agency Location Code)
   - Enter the **From:** and **To:** Adjustment Date range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **From:** and **To:** Adjustment Amount range
   - Select the **Report Format**

Application Tip

The date range for **Voucher Date** cannot exceed 15 months.

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

Application Tip

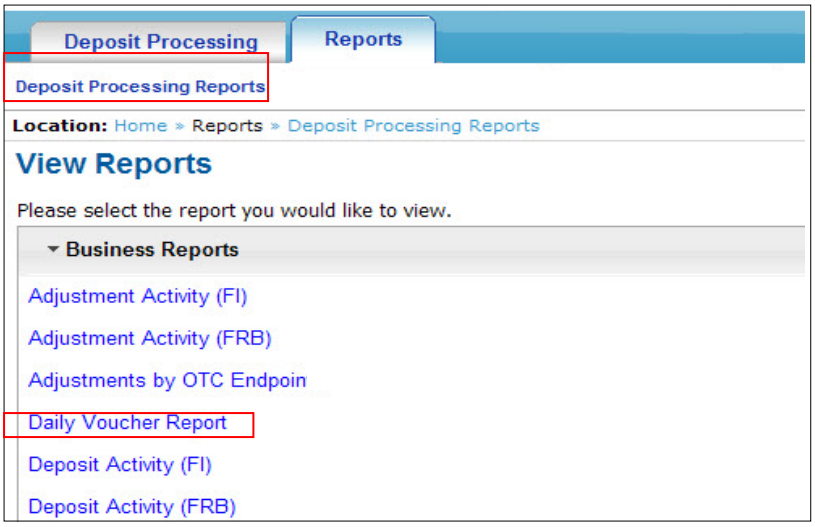
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

Daily Voucher Report

1. Click the **Reports** tab and click **Deposit Processing Report**. The *View Reports* page appears. Under **Business Reports**, click **Daily Voucher Report.** See Figure 10 below.

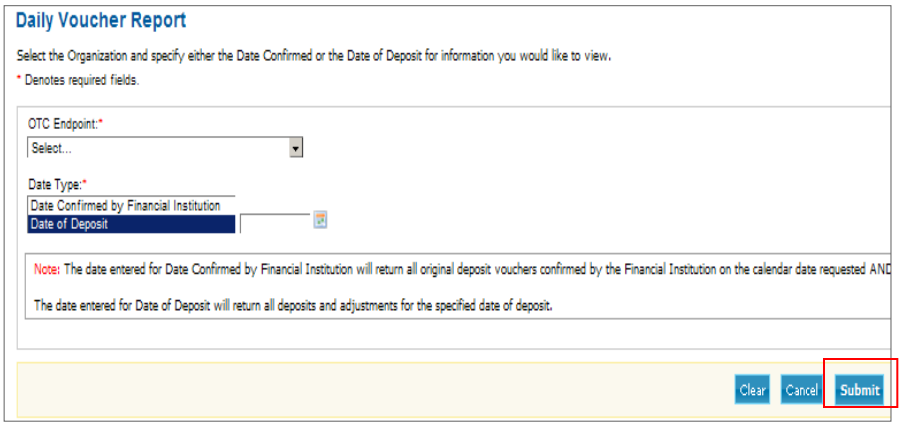
Figure 10. Select Daily Voucher Report from Reports Menu



2. The *Daily Voucher Report* page appears. Enter the search criteria you would like to view. See Figure 11 below for search criteria.

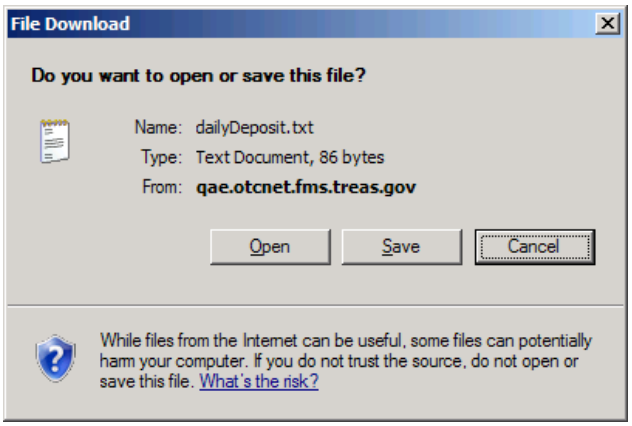
   - Select the **OTC Endpoint**, *required*
   - Select the **Date Confirmed by Financial Institution** or **Date of Deposit**, *required*
   - Enter the date range for the date the deposit was confirmed by FI or Date of Deposit

Figure 11. Daily Voucher Report Page



3. Click **Submit**. The *File Download* dialog box appears (see Figure 12 below). Click **Open**, **Save** or **Cancel**.

Figure 12. File Download Dialog Box



View Business Reports: Daily Voucher Report

To view a daily voucher report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Daily Voucher Report**. The *Daily Voucher Report* page appears.
4. Enter the search criteria you would like to view.
   - Select the **OTC Endpoint**, *required*
   - Select the **Date Confirmed by Financial Institution** or **Date of Deposit**, *required*
   - Enter the date range for the date the deposit was confirmed by FI or Date of Deposit
5. Click **Submit**. The *File Download* dialog box appears.
6. Click **Open**, **Save**, or **Cancel**.

Application Tip

If you click **Open**, the content of the file displays. If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, the content does not display.

Application Tip

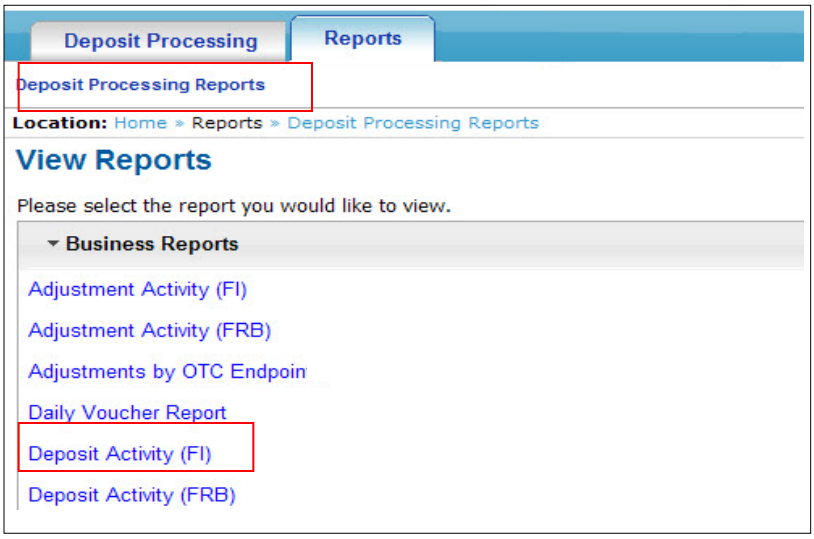
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

Deposit Activity (FI)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposit Activity (FI)**. See Figure 13 below.

Figure 13. Select Deposit Activity (FI) from Reports Menu

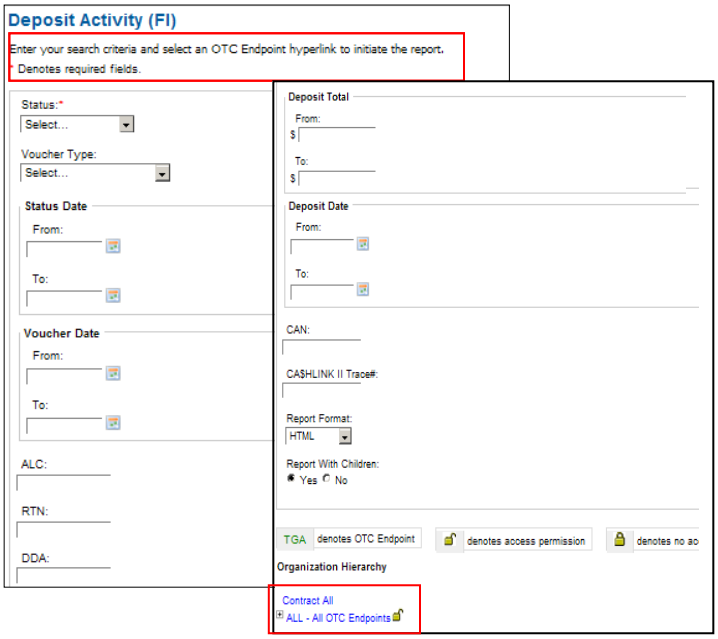


2. The *Deposit Activity (FI)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 14 below for search criteria.

   - Select the **Status**, *required*
   - Select the **Voucher Type**
   - Enter the **From:** and **To:** Status Date range
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **DDA** (Demand Deposit Account)
   - Enter the **From:** and **To:** Deposit Total range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **CAN** (CA$HLINK II Account Number)
   - Enter the **CA$HLINK II Trace #**
   - Select the **Report Format**

For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 14. Deposit Activity (FI) Page



3. Click an **OTC Endpoint** to initiate the report (refer to Figure 14 above). The report appears in a new window as shown in Figure 15.

Figure 15. Deposit Activity (FI) Report Output

Deposit Activity (FI)

Generated: 07/14/2010 2:47:44PM ET
Selected Voucher Type: FrnCheck
Selected Voucher Date Range: 04/14/2009 - 07/14/2010
Selected Organization Endpoint: ALL

Status	Voucher Type	Voucher #	Voucher Date	ALC	Deposit Date	Status Date	CAN	CL II Trace #	Voucher Amount
RTN: 011900445 **DDA #:** 88888888									
Submitted	Foreign Check	140243	11/10/2009	45010001		11/10/2009			

View Business Reports: Deposit Activity (FI)

To view a deposit activity (FI) report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Deposit Activity (FI)**. The *Deposit Activity (FI)* page appears.

4. Enter the search criteria you would like to view.

   - Select the **Status**, *required*
   - Select the **Voucher Type**
   - Enter the **From:** and **To:** Status Date range
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **DDA** (Demand Deposit Account)
   - Enter the **From:** and **To:** Deposit Total range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **CAN** (CA$HLINK II Account Number)
   - Enter the **CA$HLINK II Trace #**
   - Select the **Report Format**

> **Application Tip**
>
> You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

> **Application Tip**
>
> Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes an OTC Endpoint; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

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 **Clear** to clear all data fields and reset to the default selections.

Deposit Activity (FRB)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposit Activity (FRB)**. See Figure 16 below.

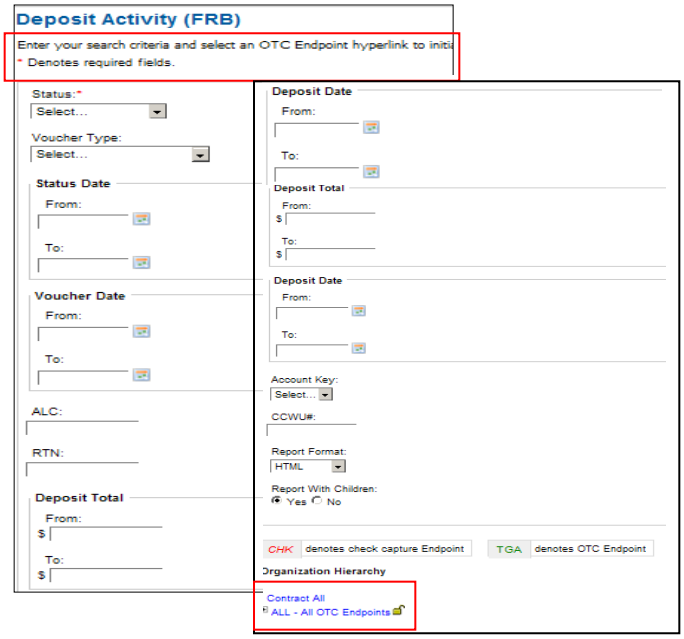
Figure 16. Select Deposit Activity (FRB) from Reports Menu

2. The *Deposit Activity (FRB)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 17 below for search criteria.

   - Select the **Status**, *required*
   - Select the **Voucher Type**
   - Enter the **From:** and **To:** Status Date range
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **From:** and **To:** Deposit Total range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **Account Key**
   - Enter the **CCWU** (Cost Center Work Unit)
   - Select the **Report Format**

For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 17. Deposit Activity (FRB) Page



3. Click an **OTC Endpoint** to initiate the report (refer to Figure 17 above). The report appears in a new window as shown in Figure 18.

Figure 18. Deposit Activity (FRB) Report Output

Deposit Activity (FRB)

Generated: 07/14/2010 2:54:21PM ET
Selected Status: All
Selected Voucher Date Range: 04/14/2009 - 07/14/2010

Status	Voucher Type	Voucher #	Voucher Date	ALC	Deposit Date	Status Date	Acct Key	Cost Center Work Unit #	Voucher Amount
RTN:	011000015								
Submitted	USCurrency	139929	11/02/2009	00000303		11/02/2009			$111.00
Confirmed	USCurrency	140265	11/11/2009	00000303	11/11/2009	11/11/2009	275	1234	$100.00
Confirmed	USCurrency	140363	11/23/2009	00000303	11/23/2009	11/23/2009	275	1234	$100.00
Submitted	USCurrency	140423	12/02/2009	00000303		12/02/2009			$10.00
Submitted	USCurrency	140744	01/14/2010	00000303		01/14/2010			$40.00

View Business Reports: Deposit Activity (FRB)

To view a deposit activity (FRB) report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Deposit Activity (FRB)**. The *Deposit Activity (FRB)* page appears.

4. Enter the search criteria you would like to view.

   - Select the **Status**, *required*
   - Select the **Voucher Type**
   - Enter the **From:** and **To:** Status Date range
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **From:** and **To:** Deposit Total range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **Account Key**
   - Enter the **CCWU** (Cost Center Work Unit)
   - Select the **Report Format**

   Application Tip

   You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

   Application Tip

   Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

Application Tip

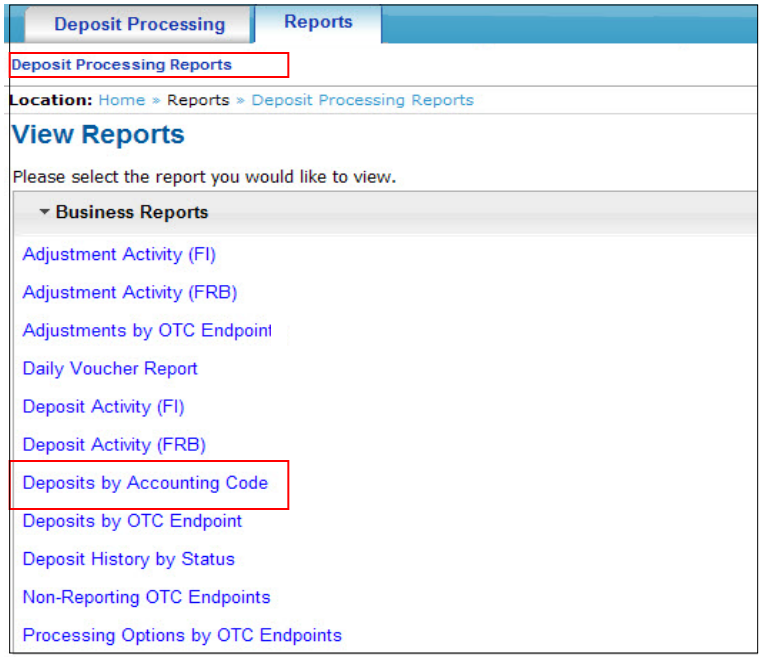
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

Deposits by Accounting Code

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposits by Accounting Code**. See Figure 19 below.

Figure 19. Select Deposits by Accounting Code from Reports Menu



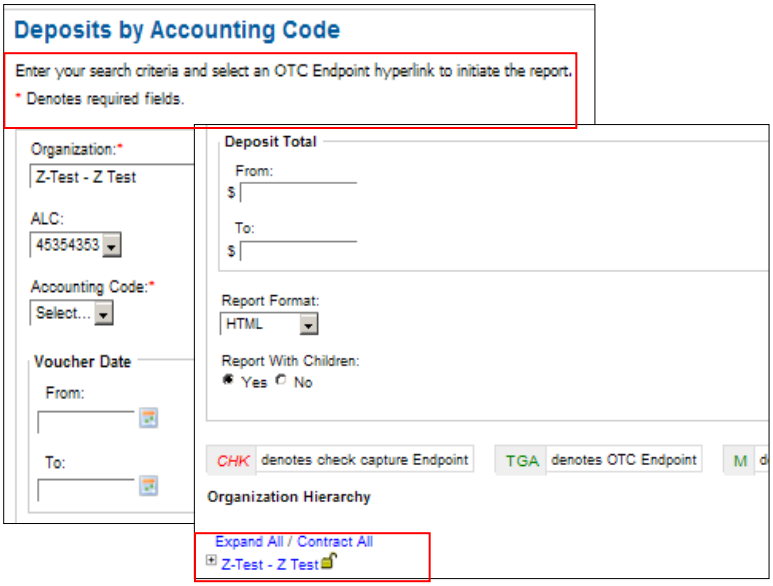
2. The *Deposits by Accounting Code* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 20 below for search criteria.

   Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**.

   - Select the **Organization,** *required*
   - Select the **ALC** (Agency Location Code)
   - Select the **Accounting Code**, *required*
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Deposit Total range
   - Select the **Report Format**

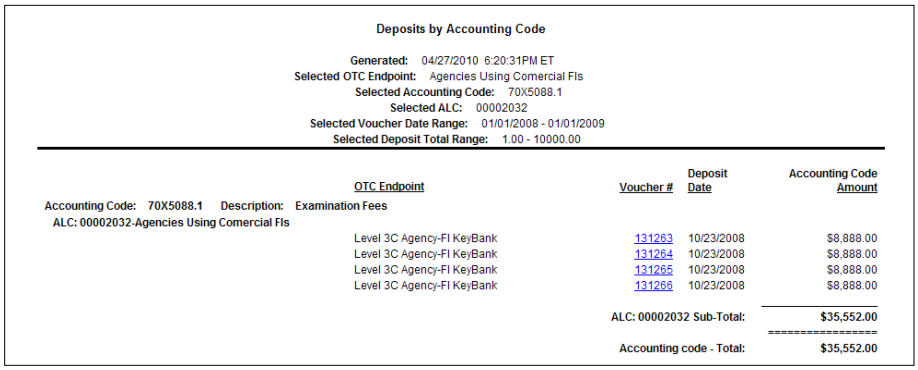
For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 20. Deposits by Accounting Code Page



3. Click an **OTC Endpoint** to initiate the report (refer to Figure 20 above). The report appears in a new window as shown in Figure 21.

Figure 21. Deposits by Accounting Code Report Output



Deposits by Accounting Code

Generated: 04/27/2010 6:20:31PM ET
Selected OTC Endpoint: Agencies Using Comercial FIs
Selected Accounting Code: 70X5088.1
Selected ALC: 00002032
Selected Voucher Date Range: 01/01/2008 - 01/01/2009
Selected Deposit Total Range: 1.00 - 10000.00

OTC Endpoint	Voucher #	Deposit Date	Accounting Code Amount
Accounting Code: 70X5088.1 Description: Examination Fees			
ALC: 00002032-Agencies Using Comercial FIs			
Level 3C Agency-FI KeyBank	131263	10/23/2008	$8,888.00
Level 3C Agency-FI KeyBank	131264	10/23/2008	$8,888.00
Level 3C Agency-FI KeyBank	131265	10/23/2008	$8,888.00
Level 3C Agency-FI KeyBank	131266	10/23/2008	$8,888.00
		ALC: 00002032 Sub-Total:	**$35,552.00**
		Accounting code - Total:	**$35,552.00**

View Business Reports: Deposits by Accounting Code

To view a deposit by accounting code report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Deposits by Accounting Code**. The *Deposits by Accounting Code* page appears.

4. Enter the search criteria you would like to view.

   - Select the **Organization**, *required*
   - Select the **ALC** (Agency Location Code)
   - Select the **Account Code**, *required*
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Deposit Total range
   - Select the **Report Format**

> **Application Tip**
>
> The date range for **Voucher Date** cannot exceed 15 months.

> **Application Tip**
>
> You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

> **Application Tip**
>
> Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

Application Tip

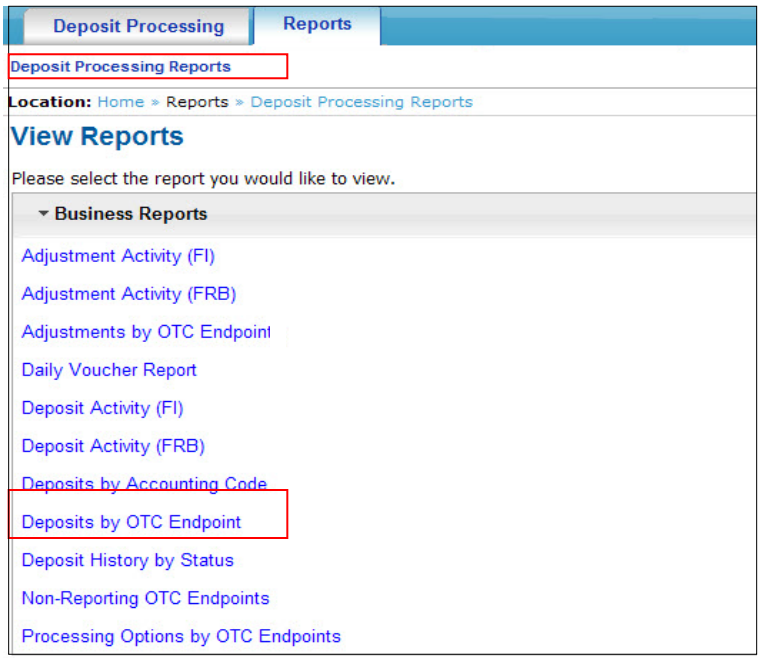
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

Deposits by OTC Endpoint

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposits by OTC Endpoint**. See Figure 22 below.

Figure 22. Select Deposits by OTC Endpoint from Reports Menu



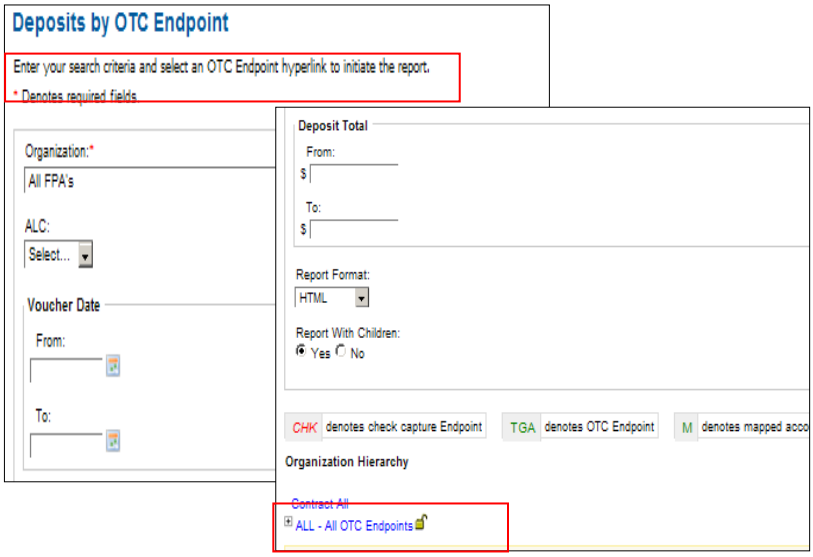
2. The *Deposits by OTC Endpoint* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 23 below for search criteria.

   Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**.

   - Select the **Organization,** *required*
   - Select the **ALC** (Agency Location Code)
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Deposit Total range
   - Select the **Report Format**

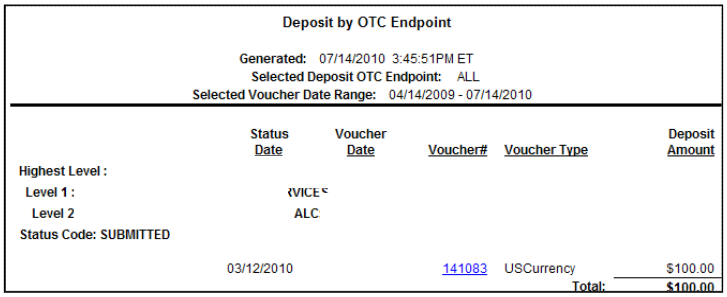
For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 23. Deposits by OTC Endpoint Page



3. Click an **OTC Endpoint** to initiate the report (refer to Figure 23 above). The report appears in a new window as shown in Figure 24.

Figure 24. Deposits by OTC Endpoint Report Output



Deposit by OTC Endpoint

Generated: 07/14/2010 3:45:51PM ET
Selected Deposit OTC Endpoint: ALL
Selected Voucher Date Range: 04/14/2009 - 07/14/2010

	Status Date	Voucher Date	Voucher#	Voucher Type	Deposit Amount
Highest Level :					
Level 1 :		RVICES			
Level 2		ALC			
Status Code: SUBMITTED					
	03/12/2010		141083	USCurrency	$100.00
				Total:	**$100.00**

View Business Reports: Deposits by OTC Endpoint

To view a deposit by OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Deposits by OTC Endpoint**. The *Deposits by OTC Endpoint* page appears.

4. Enter the search criteria you would like to view.

   - Select the **Organization**, *required*
   - Select the **ALC** (Agency Location Code)
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Deposit Total range
   - Select the **Report Format**

Application Tip

The date range for **Voucher Date** cannot exceed 15 months.

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

Application Tip

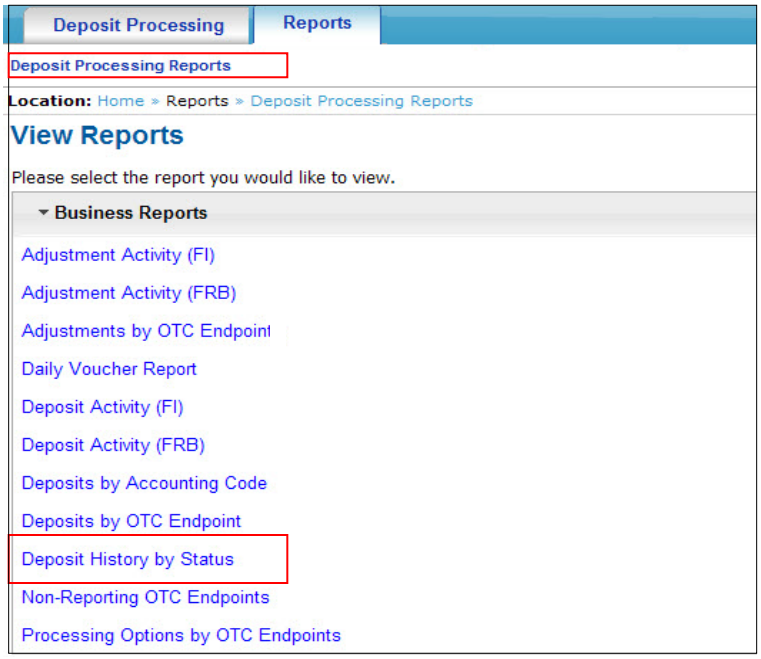
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

Deposit History by Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposit History by Status**. See Figure 25 below.

Figure 25. Select Deposit History by Status from Reports Menu

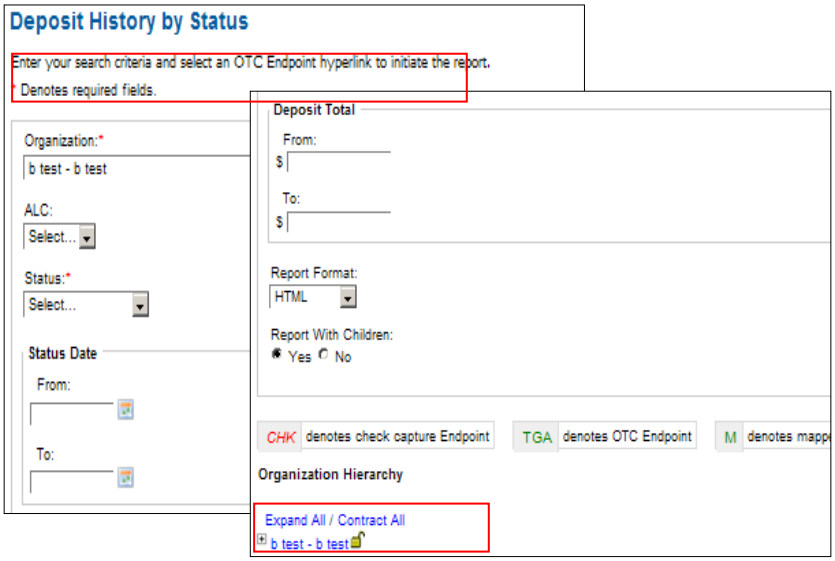


3. The *Deposit History by Status* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 26 below for search criteria.

   - Select the **Organization,** *required*
   - Select the **ALC** (Agency Location Code)
   - Select the **Status**, *required*
   - Enter the **From:** and **To:** Status Date range
   - Enter the **From:** and **To:** Deposit Total range
   - Select the **Report Format**

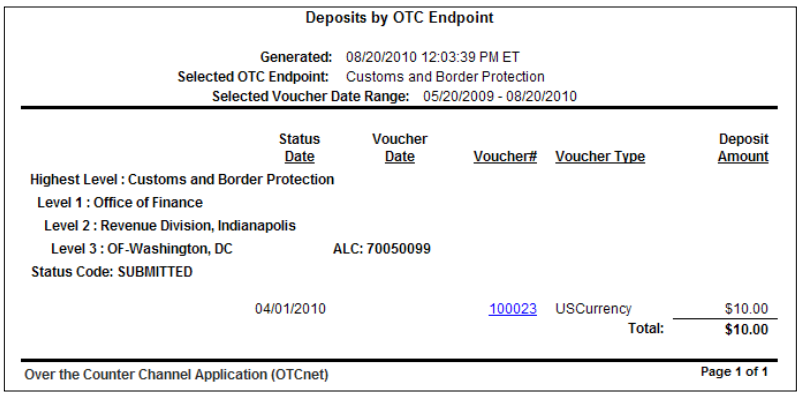
For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 26. Deposit History by Status Page



3. Click an **OTC Endpoint** to initiate the report (refer to Figure 26 above). The report appears in a new window as shown in Figure 27.

Figure 27. Deposits by OTC Endpoint Report Output



Deposits by OTC Endpoint

Generated: 08/20/2010 12:03:39 PM ET
Selected OTC Endpoint: Customs and Border Protection
Selected Voucher Date Range: 05/20/2009 - 08/20/2010

	Status Date	Voucher Date	Voucher#	Voucher Type	Deposit Amount
Highest Level : Customs and Border Protection					
Level 1 : Office of Finance					
Level 2 : Revenue Division, Indianapolis					
Level 3 : OF-Washington, DC		**ALC: 70050099**			
Status Code: SUBMITTED					
	04/01/2010		100023	USCurrency	$10.00
				Total:	**$10.00**

Over the Counter Channel Application (OTCnet) **Page 1 of 1**

View Business Reports: Deposit History by Status

To view a deposit history by status report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Deposit History by Status**. The *Deposit History by Status* page appears.

4. Enter the search criteria you would like to view.

   - Select the **Organization**, *required*
   - Select the **ALC** (Agency Location Code)
   - Select the **Status**, *required*
   - Enter the **From:** and **To:** Status Date range
   - Enter the **From:** and **To:** Deposit Total range
   - Select the **Report Format**

> **Application Tip**
>
> You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

> **Application Tip**
>
> Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

> **Application Tip**
>
> **TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

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 **Clear** to clear all data fields and reset to the default selections.

Non-Reporting OTC Endpoints

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Non-Reporting OTC Endpoints**. See Figure 28 below.

Figure 28. Non-Reporting OTC Endpoints from Reports Menu

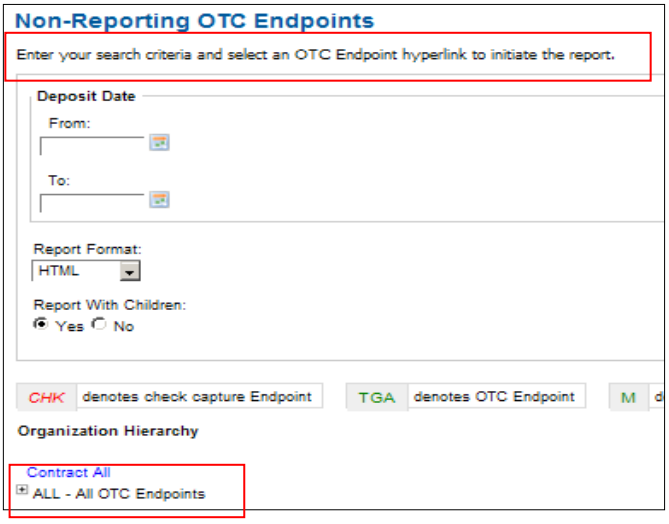
2. The *Non-Reporting OTC Endpoints* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 29 below for search criteria.

   Under search criteria, you cannot exceed 15 months for the date range for **Deposit Date**.

   - Enter the **From:** and **To:** Deposit Date range
   - Select the **Report Format**

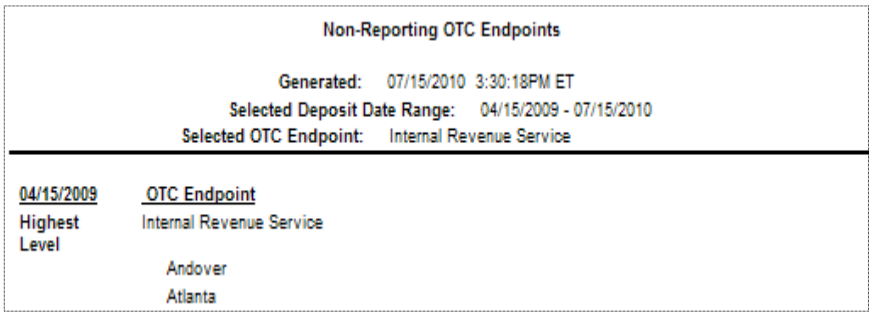
For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 29. Non-Reporting OTC Endpoints Page



3. Click an **OTC Endpoint** to initiate the report (refer to Figure 29 above). The report appears in a new window as shown in Figure 30.

Figure 30. Non-Reporting OTC Endpoints Report Output



View Business Reports: Non-Reporting OTC Endpoints

To view a non-reporting OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Non-Reporting OTC Endpoints**. The *Non-Reporting OTC Endpoints* page appears.
4. Enter the search criteria you would like to view.
   - Enter the **From:** and **To:** Deposit Date range
   - Select a **Report Format**

Application Tip

The date range for **Deposit Date** cannot exceed 15 months.

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

Application Tip

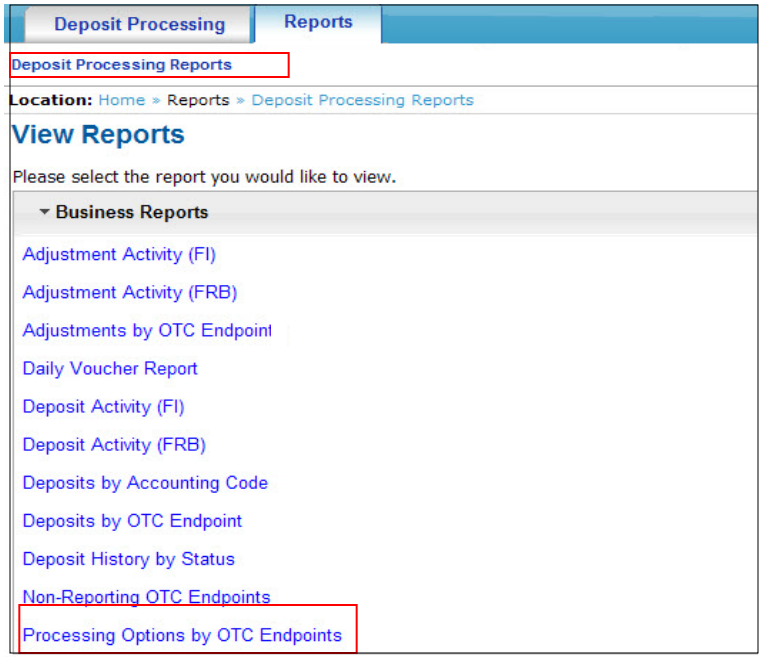
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

Processing Options by OTC Endpoints

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Processing Options by OTC Endpoints**. See Figure 31 below.

Figure 31. Processing Options by OTC Endpoints from Reports Menu

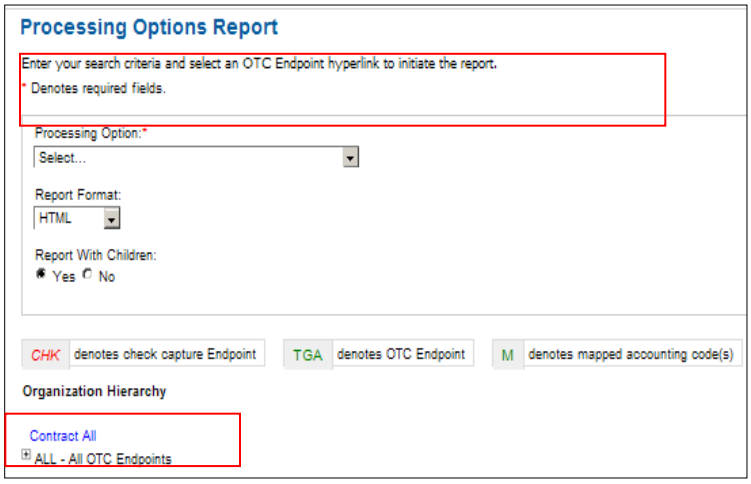


2. The *Processing Options by OTC Endpoints* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 32 below for search criteria.

   - Enter the **Processing Option**, *required*
   - Select the **Report Format**

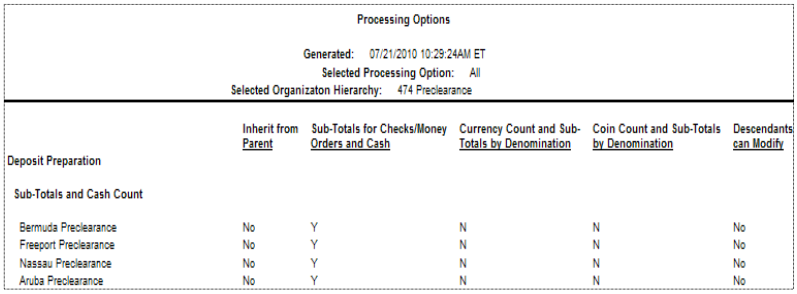
For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 32. Processing Options by OTC Endpoints Page



3. Click an **OTC Endpoint** to initiate the report (refer to Figure 32 above). The report appears in a new window as shown in Figure 33.

Figure 33. Processing Options by OTC Endpoints Report Output



Processing Options

Generated: 07/21/2010 10:29:24AM ET
Selected Processing Option: All
Selected Organizaton Hierarchy: 474 Preclearance

Deposit Preparation	Inherit from Parent	Sub-Totals for Checks/Money Orders and Cash	Currency Count and Sub-Totals by Denomination	Coin Count and Sub-Totals by Denomination	Descendants can Modify
Sub-Totals and Cash Count					
Bermuda Preclearance	No	Y	N	N	No
Freeport Preclearance	No	Y	N	N	No
Nassau Preclearance	No	Y	N	N	No
Aruba Preclearance	No	Y	N	N	No

View Business Reports: Processing Options by OTC Endpoints

To view processing options by OTC Endpoints report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Processing Options by OTC Endpoints**. The *Processing Options by OTC Endpoint* page appears.
4. Enter the search criteria you would like to view.
   - Enter the **Processing Option**, *required*
   - Select a **Report Format**
5. Select **Yes** or **No** for **Report With Children**.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

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 **Clear** to clear all data fields and reset to the default selections.

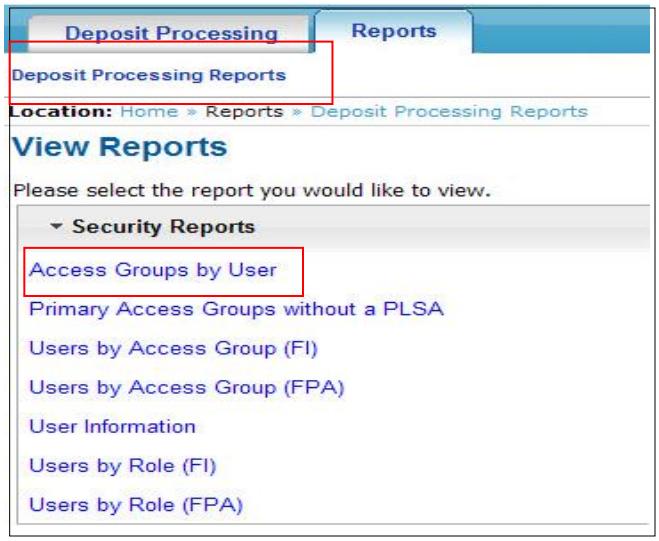
Security Reports

This section will provide you with detail of how to view and download **Security Reports**. There are six **Security Reports** you may choose to view. This does not include the **Primary Access Groups without a PLSA**. This report is viewable by a FMS Security user. To print **Security Reports** after downloading, right-click using a mouse and select the **Print** option.

Access Groups by User

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **Access Groups by User**. See Figure 34 below.

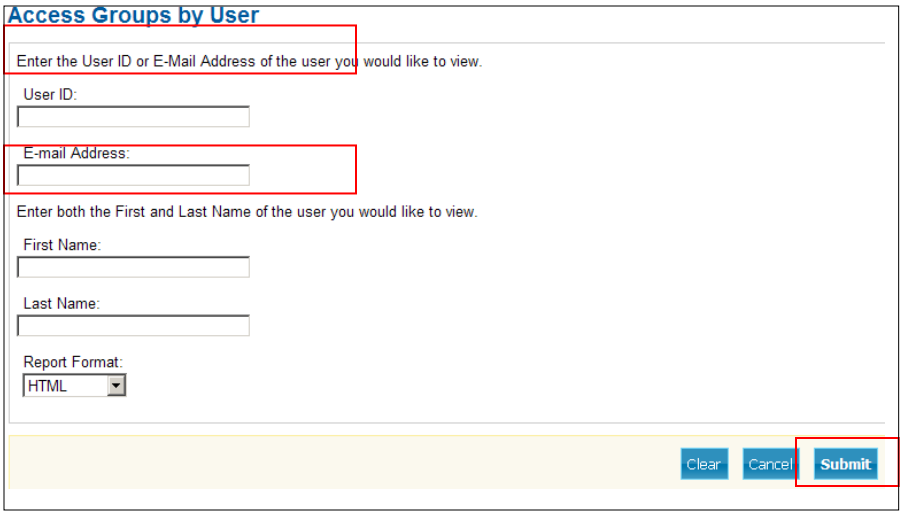
Figure 34. Select Access Groups by User from Reports Menu



2. The *Access Groups by User* page appears (see Figure 35 below for search criteria).

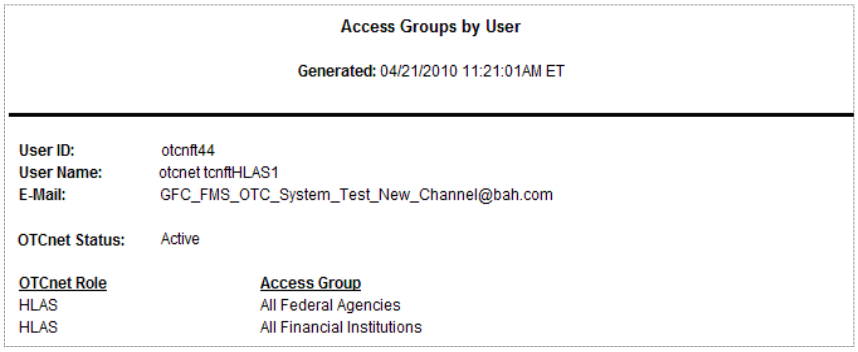
   Enter the **User ID** or **E-mail Address** of the user you would like to view. Or, enter both the **First Name** and **Last Name** of the user you would like to view.

Figure 35. Access Groups by User Page



3. Select **Report Format** and Click **Submit** (refer to Figure 35 above). The report appears in a new window as shown in Figure 36.

Figure 36. Access Groups by User Report Output



View Security Reports: Access Groups by User

To view a access groups by user report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **Access Groups by User**. The *Access Groups by User* page appears.
4. Enter the **User ID** or **E-mail Address** of the user you would like to view.

   OR

   Enter both the **First Name** and **Last Name** of the user you would like to view.

5. Select a **Report Format**.

> **Application Tip**
>
> You can view reports in HTML, PDF, Excel, or PowerPoint format.

6. Select **Submit** to initiate the report. The report appears in a new window.

> **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 **Clear** to clear all data fields and reset to the default selections.

Users by Access Group (FI)

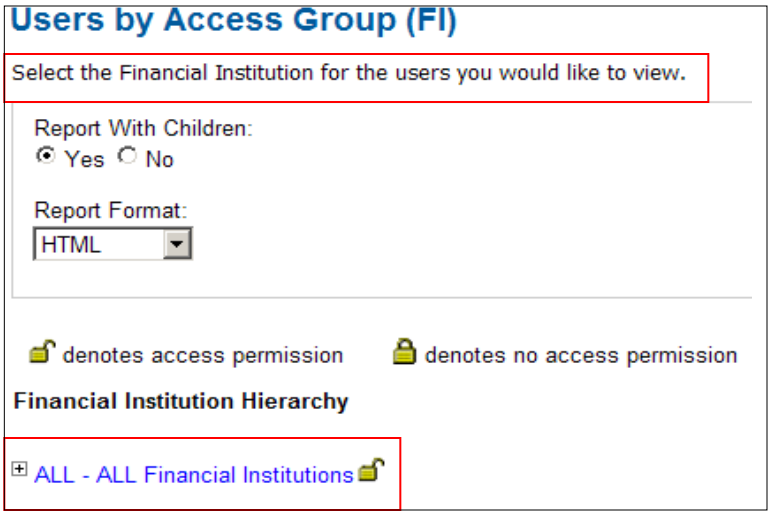
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **Users by Access Group (FI)**. See Figure 37 below.

Figure 37. Users by Access Group (FI) from Reports Menu

2. The *Users by Access Group (FI)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 38 below for search criteria.

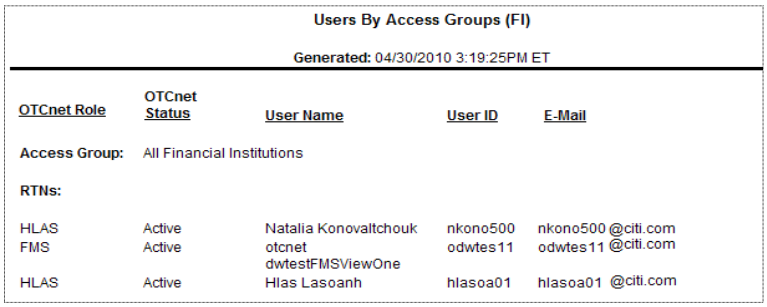
   For **Report with Children,** the **Yes** option generates a report that contains data for the selected FIs as well as all of the lower level FIs. If **No** is selected, the report will only contain data for the selected FI.

Figure 38. Users by Access Group (FI) Page



3. Select **Report Format** and **Financial Institution** for the users you would like to view (refer to Figure 38 above). The report appears in a new window as shown in Figure 39 below.

Figure 39. Users by Access Group (FI) Report Output



Users By Access Groups (FI)

Generated: 04/30/2010 3:19:25PM ET

OTCnet Role	OTCnet Status	User Name	User ID	E-Mail
Access Group:	All Financial Institutions			
RTNs:				
HLAS	Active	Natalia Konovaltchouk	nkono500	nkono500 @citi.com
FMS	Active	otcnet dwtestFMSViewOne	odwtes11	odwtes11 @citi.com
HLAS	Active	Hlas Lasoanh	hlasoa01	hlasoa01 @citi.com

View Security Reports: Users by Access Group (FI)

To view users by access group (FI) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **Users by Access Group (FI)**. The *Users by Access Group (FI)* page appears.
4. Select **Yes** or **No** for a Report with Children.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected FIs as well as all of the lower level FIs.
Select the **No** option to generate a report that contains data only for the selected FI.

5. Select a **Report Format**.

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Select the Financial Institution to initiate the report. The report appears in a new window.

Application Tip

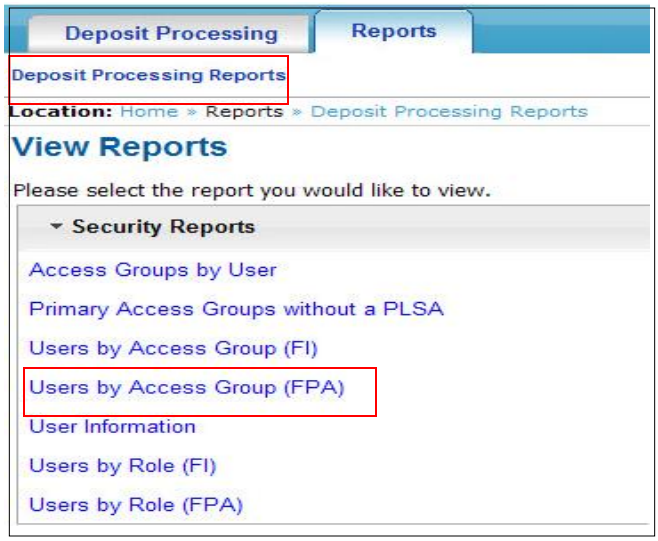
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

Users by Access Group (FPA)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **Users by Access Group (FPA)**. See Figure 40 below.

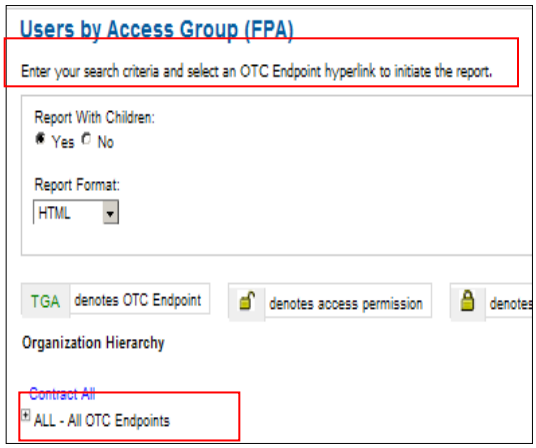
Figure 40. Users by Access Group (FPA) from Reports Menu



2. The *Users by Access Group (FPA)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 41 below for search criteria.

   For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 41. Users by Access Group (FPA) Page



3. Select **Report Format** and **OTC Endpoint** to initiate the report (refer to Figure 41 above). The report appears in a new window as shown in Figure 42.

Figure 42. Users by Access Group (FPA) Report Output

Users By Access Groups (FPA)

Generated: 04/30/2010 03:03:34PM ET

OTCnet Role	OTCnet Status	User Name	User ID	E-Mail
Access Group:	DHS			
Short Name:	DHS			
FPA-LSA	Active	Lsa Sadhsone	lsadhs01	lsadhs01@dhs.gov
FPA-LSA	Active	Lsa Sadhstwo	lsadhs02	lsadhs02@dhs.gov

View Security Reports: Users by Access Group (FPA)

To view a users by access group (FPA) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **Users by Access Group (FPA)**. The *Users by Access Group (FPA)* page appears.
4. Select **Yes** or **No** for a Report with Children.

> **Application Tip**
>
> Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

5. Select a **Report Format**.

> **Application Tip**
>
> You can view reports in HTML, PDF, Excel, or PowerPoint format.

> **Application Tip**
>
> **TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Select the OTC Endpoint to initiate the report. The report appears in a new window.

> **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 **Clear** to clear all data fields and reset to the default selections.

User Information

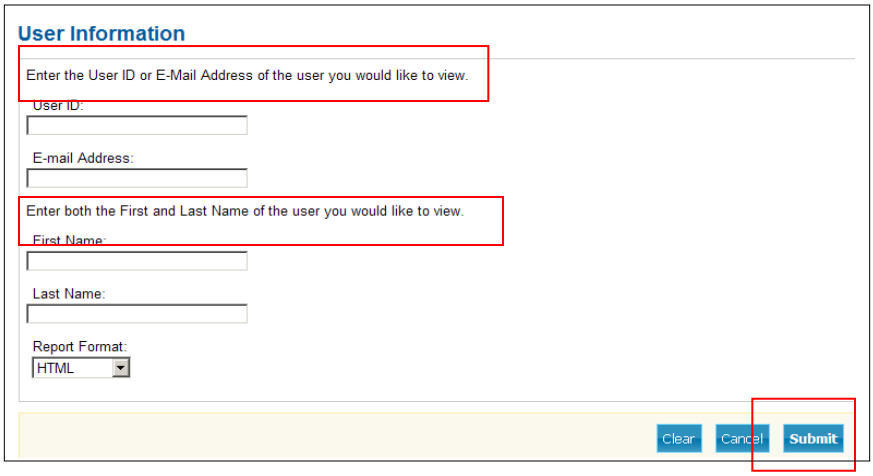
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **User Information**. See Figure 43 below.

Figure 43. Select User Information from Reports Menu

2. The *User Information* page appears (see Figure 44 below for search criteria).

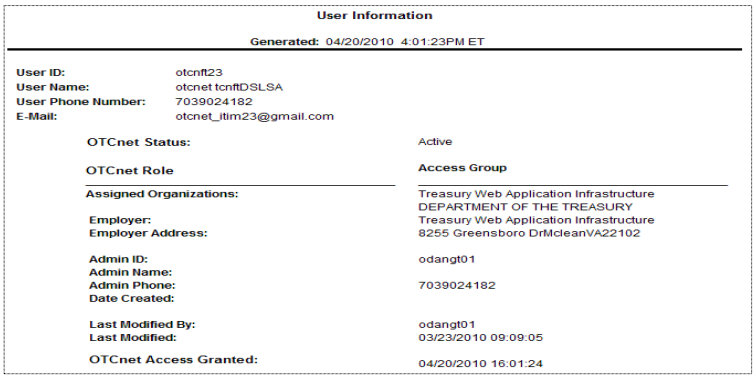
   Enter the **User ID** or **E-mail Address** of the user you would like to view or enter both the **First Name** and **Last Name** of the user you would like to view.

Figure 44. User Information Page



3. Select **Report Format** and Click **Submit** (refer to Figure 44 above). The report appears in a new window as shown in Figure 45 below.

Figure 45. User Information Report Output



User Information

Generated: 04/20/2010 4:01:23PM ET

User ID: otcnft23
User Name: otcnet tcnftDSLSA
User Phone Number: 7039024182
E-Mail: otcnet_itim23@gmail.com

OTCnet Status: Active

OTCnet Role	**Access Group**
Assigned Organizations:	Treasury Web Application Infrastructure DEPARTMENT OF THE TREASURY
Employer:	Treasury Web Application Infrastructure
Employer Address:	8255 Greensboro DrMcleanVA22102
Admin ID:	odangt01
Admin Name:	
Admin Phone:	7039024182
Date Created:	
Last Modified By:	odangt01
Last Modified:	03/23/2010 09:09:05
OTCnet Access Granted:	04/20/2010 16:01:24

View Security Reports: User Information

To view a user information report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **User Information**. The *User Information* page appears.
4. Enter the **User ID** or **E-mail Address** of the user you would like to view

   OR

   Enter both the **First Name** and **Last Name** of the user you would like to view.
5. Click **Report Format**.

> **Application Tip**
>
> You can view reports in HTML, PDF, Excel, or PowerPoint format.

6. Click **Submit** to initiate the report. The report appears in a new window.

> **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 **Clear** to clear all data fields and reset to the default selections.

Users by Role (FI)

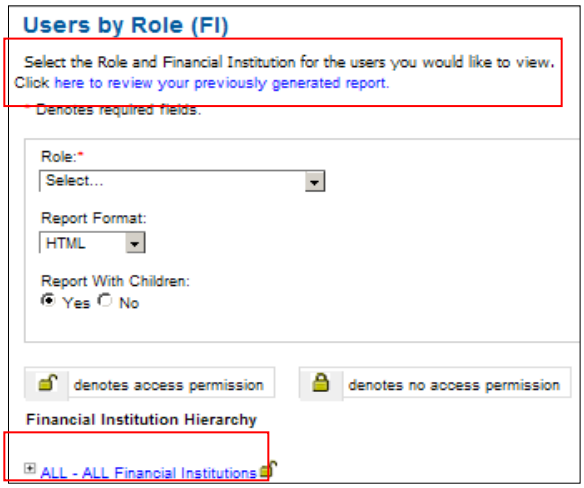
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **Users by Role (FI)**. See Figure 46 below.

Figure 46. Users by Role (FI) from Reports Menu

2. The *Users by Role (FI)* page appears. Enter the search criteria you would like to view selecting a user **Role**, **Report Format** and **Yes** or **No** for **Report with Children**. See Figure 47 below for search criteria.

   For **Report with Children,** the **Yes** option generates a report that contains data for the selected FIs as well as all of the lower level FIs. If **No** is selected, the report will only contain data for the selected FI.

Figure 47. Users by Role (FI) Page



3. Select the Financial Institution to initiate the report (refer to Figure 47 above). The report appears in a new window as shown in Figure 48.

Figure 48. Users by Role (FI) Report Output

Users by Role (FI)

Generated: 07/30/2010 4:39:03 PM ET
Selected Role: All
Selected Access Groups: FRB Boston

OTCnet Status	User Name	User ID	Email	Phone Number	OTCnet Access Granted
Role:	Federal Reserve Bank Deposit Confirmer				
Access Group:	FRB Boston				
Active	Performance XIV	pxiv0001	noemail@definitelynoemail.net	4678219435	07/30/2010
Active	Cody Tester XIII	cteste04	definitelynotarealemailaddress@definitelynot.com	1234567890	07/30/2010

View Security Reports: Users by Role (FI)

To view users by role (FI) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **User by Role (FI)**. The *Users by Role (FI)* page appears.
4. Select a user **Role**.
5. Select a **Report Format**.
6. Select **Yes** or **No** for a Report with Children.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected FIs as well as all of the lower level FIs.
Select the **No** option to generate a report that contains data only for the selected FI.

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

7. Select the Financial Institution to initiate the report. The report appears in a new window.

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 **Clear** to clear all data fields and reset to the default selections.

Users by Role (FPA)

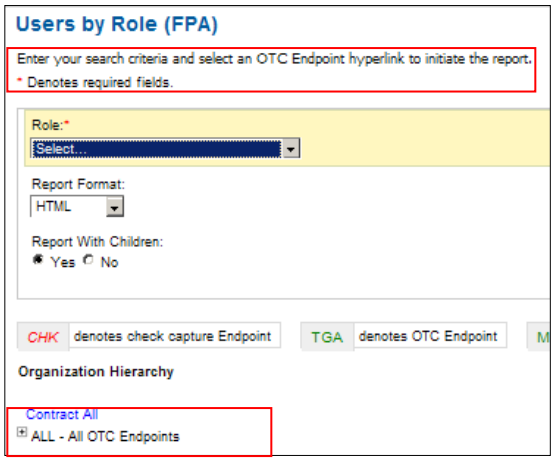
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **Users by Role (FPA)**. See Figure 49 below.

Figure 49. Users by Role (FPA) from Reports Menu

2. The *Users by Role (FPA)* page appears. Enter the search criteria you would like to view selecting a user **Role, Report Format** and **Yes** or **No** for **Report with Children**. See Figure 50 below for search criteria.

   For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 50. Users by Role (FPA) Page



3. Select the **OTC Endpoint** to initiate the report (refer to Figure 50 above). The report appears in a new window as shown in Figure 51.

Figure 51. Users by Role (FPA) Report Output

Users by Role (FPA)

Generated: 03/02/2009 08:23:45 PM EST

Selected Role: All

Selected Access Group: NPS

Role: Federal Program Agency Local Security Administrator

Access Group: NPS

Description: National Park Service

OTCnet Status	User Name	User ID	Email	Phone Number	OTCnet Access Granted
Active	Agency npls	anpls500	anpls500@aol.com	3141234567	03/02/2009

View Security Reports: Users by Role (FPA)

To view users by role (FPA) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **User by Role (FPA)**. The *Users by Role (FPA)* page appears.
4. Select a user **Role**.
5. Select **Yes** or **No** for a Report with Children.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

6. Select a **Report Format**.

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

7. Select the OTC Endpoint to initiate the report. The report appears in a new window.

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 **Clear** to clear all data fields and reset to the default selections.

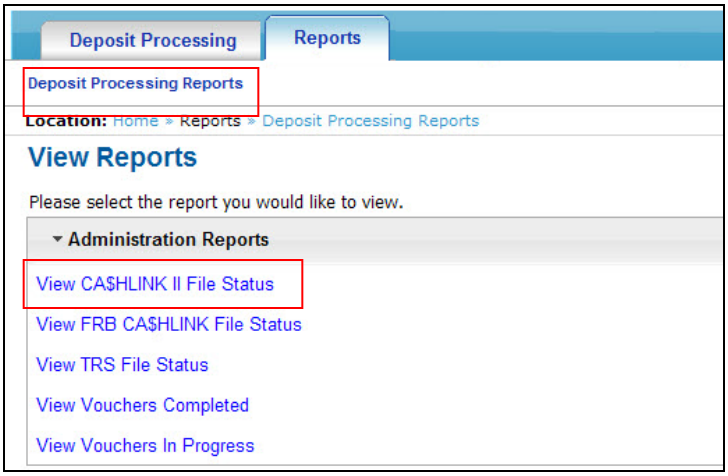
Administration Reports

This section will provide you with detail of how to view and download **Administration Reports**. There are five **Administration Reports** you may choose to view. To print **Administration Reports** after downloading, right-click using a mouse and select the **Print** option.

View CA$HLINK II File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View CA$HLINK II File Status**. See Figure 52 below.

Figure 52. View CA$HLINK II File Status from Reports



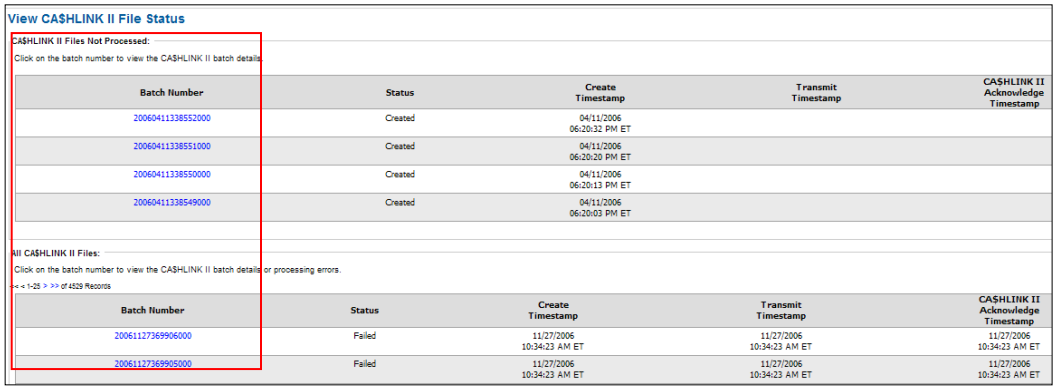
2. The *View CA$HLINK II File Status* page appears. See Figure 53 below.

   Under the **CA$HLINK II Files Not Processed** section, click the **Batch Number** of the CA$HLINK II batch details you would like to view or click the **Batch Number** of the **All CA$HLINK II Files** batch details or processing errors you would like to view.

Application Tip

There are two sections on the *View CA$HLINK II File Status* page. The **CA$HLINK II Files Not Processed** section displays report files that have not been successfully processed by CA$HLINK II. The **All CA$HLINK II Files** section displays all deposit report files regardless of transmission status or success.

Figure 53. View CA$HLINK II File Status Page



View CA$HLINK II File Status

CA$HLINK II Files Not Processed:

Click on the batch number to view the CA$HLINK II batch details.

Batch Number	Status	Create Timestamp	Transmit Timestamp	CA$HLINK II Acknowledge Timestamp
20060411338552000	Created	04/11/2006 06:20:32 PM ET		
20060411338551000	Created	04/11/2006 06:20:20 PM ET		
20060411338550000	Created	04/11/2006 06:20:13 PM ET		
20060411338549000	Created	04/11/2006 06:20:03 PM ET		

All CA$HLINK II Files:

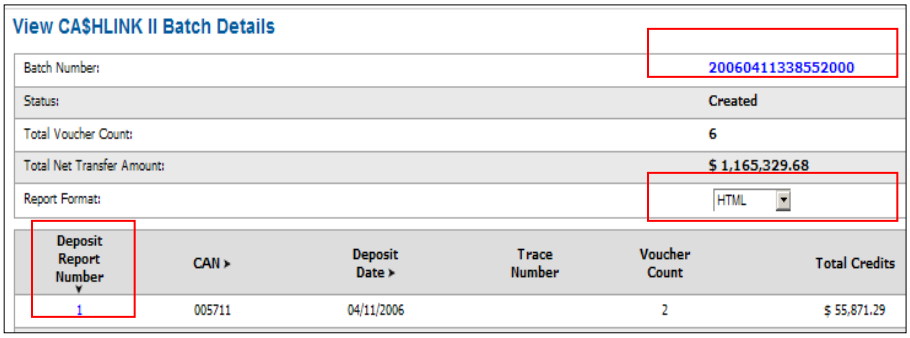
Click on the batch number to view the CA$HLINK II batch details or processing errors.

<< < 1-25 > >> of 4529 Records

Batch Number	Status	Create Timestamp	Transmit Timestamp	CA$HLINK II Acknowledge Timestamp
20061127369906000	Failed	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET
20061127369905000	Failed	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET

3. The *View CA$HLINK II Batch Details* page appears or the *View CA$HLINK II Processing Errors* page appears. Select a **Report Format**. See Figure 54 below.

Figure 54. View CA$HLINK Batch Details Page



View CA$HLINK II Batch Details

Batch Number:	20060411338552000
Status:	Created
Total Voucher Count:	6
Total Net Transfer Amount:	$ 1,165,329.68
Report Format:	HTML

Deposit Report Number	CAN	Deposit Date	Trace Number	Voucher Count	Total Credits
1	005711	04/11/2006		2	$ 55,871.29

4. Click the **Batch Number** hyperlink or a **Deposit Report Number** hyperlink (refer to Figure 54 above). The *CA$HLINK II Voucher Details* report appears in a new window as shown in Figure 55.

The **Batch Number** hyperlink displays the CA$HLINK II Voucher Details report as well as all deposit vouchers and deposit report vouchers associated with the Batch Number. The **Deposit Report Number** hyperlink displays the CA$HLINK II Voucher Details report and all deposit report vouchers associated with the Deposit Report Number.

Figure 55. CA$HLINK II File Status Report Output

CA$HLINK II Voucher Details

Generated: 07/30/2010 5:00:25 PM ET
Batch Number: 20060411338552000
Batch Create Timestamp: 04/11/2006 6:20:32 PM ET
CA$HLINK II Acknowledge Timestamp:
Batch Status: CREATED

Financial Institution Name: Blue Water Federal Credit Union
Deposit Report: 1
CAN: 005711
Deposit Date: 04/11/2006
Trace #:

Voucher #	Voucher Type	Voucher Date	Short Name	ALC	DDA	RTN	Amount	Confirmed By	Confirmed Date
129862	Deposit	04/11/2006	33802	70050338	4559	272483947	$53,872.09	tmill501	04/11/2006
129909	Deposit	04/11/2006	33802	70050338	4559	272483947	$1,999.20	tmill501	04/11/2006

View Administration Reports: CA$HLINK II File Status

To view a CA$HLINK II file status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View CA$HLINK II File Status**. The *View CA$HLINK II File Status* page appears.
4. Under the **CA$HLINK II Files(s) Not Processed** section, click the **Batch Number** of the CA$HLINK II batch details you would like to view.

   Or

   Click the **Batch Number** of the All CA$HLINK II File(s) batch details or processing errors you would like to view.

   Application Tip

   There are two sections on the *View CA$HLINK II File Status* page. The **CA$HLINK II Files Not Processed** section displays report files that have not been successfully processed by CA$HLINK II. The **All CA$HLINK II Files** section displays all deposit report files regardless of transmission status or success.

5. The *View CA$HLINK II Batch Details* page appears. Select a **Report Format**.

   Or

   The *View CA$HLINK II Processing Errors* page appears. Select a **Report Format**.

   Application Tip

   You can view reports in HTML, PDF, Excel, or PowerPoint format.

6. Click the **Batch Number** hyperlink. The *CA$HLINK II Voucher Details* report appears in a new window.

   Or

   Click a **Deposit Report Number**. The *CA$HLINK II Voucher Details* report appears in a new window.

Application Tip

Click the **Batch Number** hyperlink to display the CA$HLINK II Voucher Details report as well as all deposit vouchers and deposit report vouchers associated with the Batch Number. Click a **Deposit Report Number** to display the CA$HLINK II Voucher Details report and all deposit report vouchers associated with the Deposit Report Number.

Application Tip

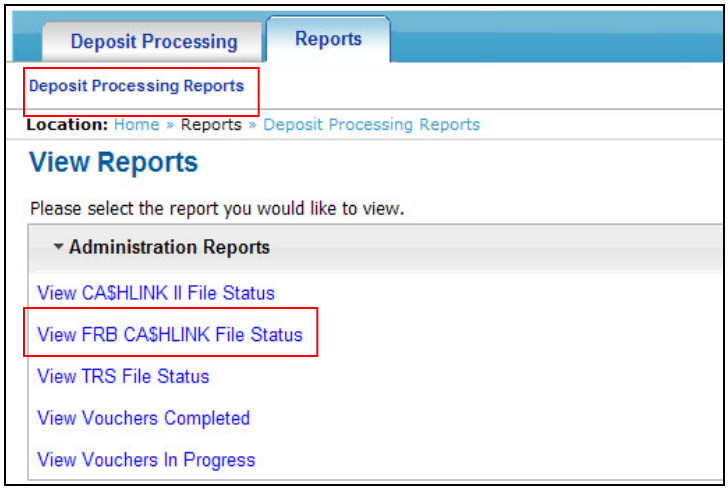
Additional buttons on the page that help you perform other tasks:

- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Previous** to return to the previous page.

View FRB CA$HLINK File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View FRB CA$HLINK File Status**. See Figure 56 below.

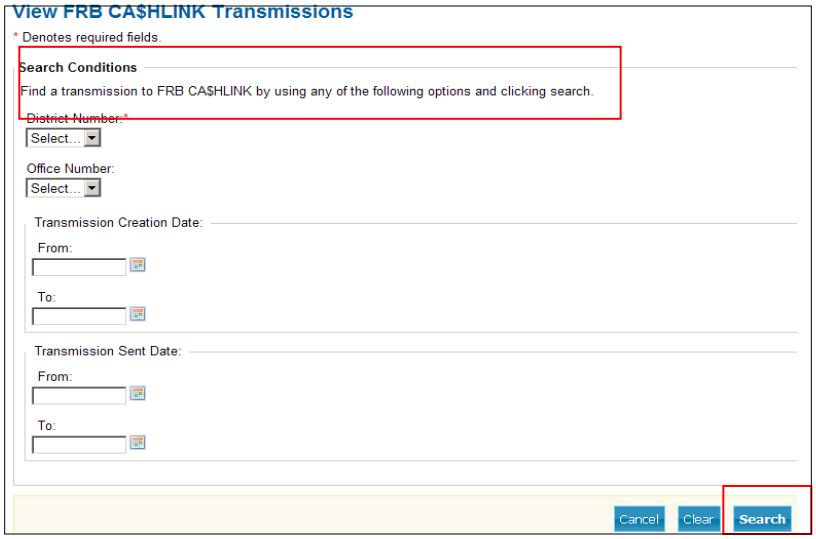
Figure 56. View FRB CA$HLINK File Status from Reports



2. The *View FRB CA$HLINK Transmissions* page appears. Enter the search criteria and click **Search**. See Figure 57 below.

- Select a **District Number**, *required.*
- Select an **Office Number**
- Enter the **From:** and **To:** Transmission Creation Date
- Enter the **From:** and **To:** Transmission Sent Date

Figure 57. View FRB CA$HLINK Transmissions Page



3. The search results table appears in Figure 58. Click a **Transmission ID**.

Figure 58. FRB CA$HLINK Search Results Page

Search Results

Following are the results of your search. Select the Transmission ID to see the transmission details.

<< < 1-10 > >> of 52 Records

District #	Transmission ID	Created Timestamp	Transmission Timestamp	Acknowledged Timestamp	Net Transfer Amount
01	141	03/09/2006 03:30:00 PM ET	03/09/2006 03:30:01 PM ET	03/09/2006 04:42:03 PM ET	$ 5,546.40
01	201	03/16/2006 03:30:00 PM ET	03/16/2006 03:30:01 PM ET	03/16/2006 03:32:07 PM ET	$ 5,443.38

4. The *View FRB CA$HLINK Transmission Details* page appears. Select a **Report Format**. See Figure 59 below.

Figure 59. View FRB CA$HLINK Transmission Details Page

View FRB CA$HLINK Transmission Details

Select an office number within the transmission to see the details of the transmission.

District:	01
Transmission ID:	141

Report Format: HTML

Office #	Voucher Count	Credit Amount
1	1	$ 5,546.40

5. Click an **Office #** (refer to Figure 59 above). The *FRB CA$HLINK Daily Activity* report appears in a new window as shown in figure 60.

Figure 60. FRB CA$HLINK Daily Activity Report Output

FRB CA$HLINK Daily Activity

Generated: 07/20/2010 10:20:14 AM EDT

Voucher Number	Voucher Type	Voucher Date	Deposit Date	Short Name	ALC	CCWU #	Acct Key	Amount	Confirmed By	Confirmed Date

District: 01
Office: 1
Transmission ID#: 10001
Transmission Timestamp: 12/08/2008 12:57:30 PM EST
Acknowledgement Timestamp: 12/08/2008 12:58:01 PM EST
Financial Institution: FRB Boston

View Administration Reports: FRB CA$HLINK File Status

To view a FRB CA$HLINK file status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View FRB CA$HLINK Transmissions**. The *View FRB CA$HLINK Transmissions* page appears.
4. Enter the search criteria and click **Search**.
   - Select a **District Number**, *required*
   - Select an **Office Number**
   - Enter the **From:** and **To:** Transmission Creation Date
   - Enter the **From:** and **To:** Transmission Sent Date
5. The search results table appears. Click a **Transmission ID**.
6. The *View FRB CA$HLINK Transmission Details page appears.* Select a **Report Format**.

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

7. Click an **Office #**. The FRB *CA$HLINK Daily Activity* report appears in a new window.

Application Tip

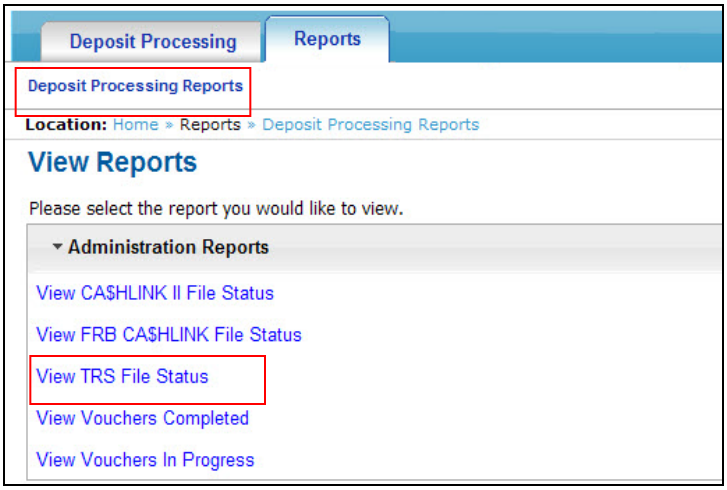
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the OTCnet Home Page.

View TRS File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View TRS File Status**. See Figure 61 below.

Figure 61. View TRS File Status from Reports



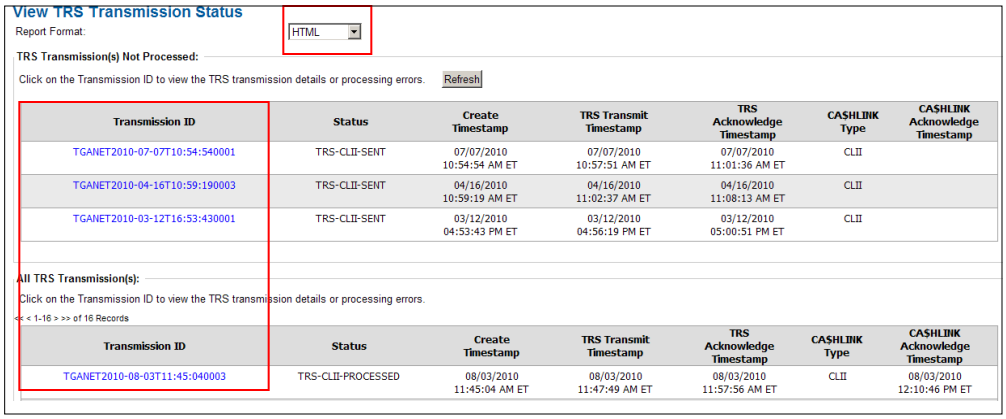
2. The *View TRS File Status* page appears. Select a **Report Format**. See Figure 62 below.

   Under the **TRS Transmission(s) Not Processed** section, click a **Transmission ID** of the TRS transmission details you would like to view. Or, under the **All TRS Transmission(s)** section, click a **Transmission ID** of the TRS transmission details or processing errors you would like to view (shown in Figure 62).

Application Tip

There are two sections on the *View TRS Transmission Status* page. The **TRS Transmission(s) Not Processed** section displays report files that have not been successfully processed by TRS. The **All TRS Transmission(s)** section displays all deposit report files regardless of transmission status or success.

Figure 62. View TRS File Status Page



View TRS Transmission Status

Report Format: HTML

TRS Transmission(s) Not Processed:

Click on the Transmission ID to view the TRS transmission details or processing errors. Refresh

Transmission ID	Status	Create Timestamp	TRS Transmit Timestamp	TRS Acknowledge Timestamp	CA$HLINK Type	CA$HLINK Acknowledge Timestamp
TGANET2010-07-07T10:54:540001	TRS-CLII-SENT	07/07/2010 10:54:54 AM ET	07/07/2010 10:57:51 AM ET	07/07/2010 11:01:36 AM ET	CLII	
TGANET2010-04-16T10:59:190003	TRS-CLII-SENT	04/16/2010 10:59:19 AM ET	04/16/2010 11:02:37 AM ET	04/16/2010 11:08:13 AM ET	CLII	
TGANET2010-03-12T16:53:430001	TRS-CLII-SENT	03/12/2010 04:53:43 PM ET	03/12/2010 04:56:19 PM ET	03/12/2010 05:00:51 PM ET	CLII	

All TRS Transmission(s):

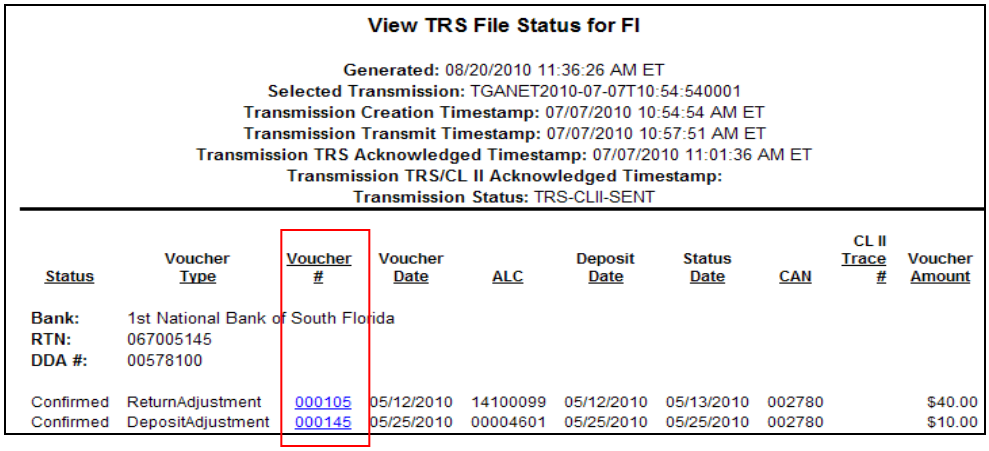
Click on the Transmission ID to view the TRS transmission details or processing errors.

<< < 1-16 > >> of 16 Records

Transmission ID	Status	Create Timestamp	TRS Transmit Timestamp	TRS Acknowledge Timestamp	CA$HLINK Type	CA$HLINK Acknowledge Timestamp
TGANET2010-08-03T11:45:040003	TRS-CLII-PROCESSED	08/03/2010 11:45:04 AM ET	08/03/2010 11:47:49 AM ET	08/03/2010 11:57:56 AM ET	CLII	08/03/2010 12:10:46 PM ET

3. Click the **Voucher #** hyperlink (Figure 63). The *Deposit or Adjustment Voucher Detail* report appears as shown in Figure 64.

Figure 63. View TRS File Status for FI Results Page



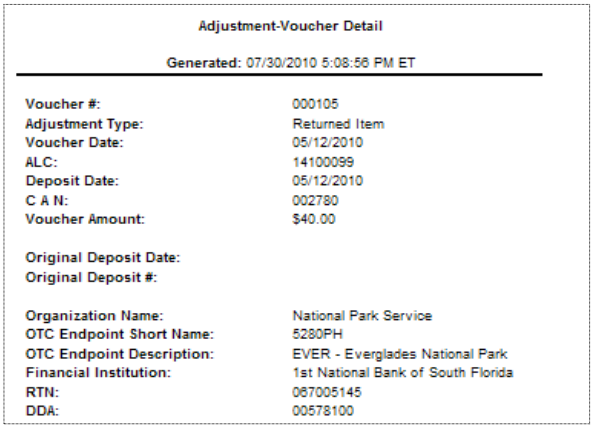
View TRS File Status for FI

Generated: 08/20/2010 11:36:26 AM ET
Selected Transmission: TGANET2010-07-07T10:54:540001
Transmission Creation Timestamp: 07/07/2010 10:54:54 AM ET
Transmission Transmit Timestamp: 07/07/2010 10:57:51 AM ET
Transmission TRS Acknowledged Timestamp: 07/07/2010 11:01:36 AM ET
Transmission TRS/CL II Acknowledged Timestamp:
Transmission Status: TRS-CLII-SENT

Bank: 1st National Bank of South Florida
RTN: 067005145
DDA #: 00578100

Status	Voucher Type	Voucher #	Voucher Date	ALC	Deposit Date	Status Date	CAN	CL II Trace #	Voucher Amount
Confirmed	ReturnAdjustment	000105	05/12/2010	14100099	05/12/2010	05/13/2010	002780		$40.00
Confirmed	DepositAdjustment	000145	05/25/2010	00004601	05/25/2010	05/25/2010	002780		$10.00

Figure 64. TRS Deposit or Adjustment Voucher Detail Report Output



Adjustment-Voucher Detail

Generated: 07/30/2010 5:08:56 PM ET

Voucher #:	000105
Adjustment Type:	Returned Item
Voucher Date:	05/12/2010
ALC:	14100099
Deposit Date:	05/12/2010
C A N:	002780
Voucher Amount:	$40.00
Original Deposit Date:	
Original Deposit #:	
Organization Name:	National Park Service
OTC Endpoint Short Name:	5280PH
OTC Endpoint Description:	EVER - Everglades National Park
Financial Institution:	1st National Bank of South Florida
RTN:	067005145
DDA:	00578100

View Administration Reports: TRS File Status

To view a TRS file status report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

   Under **Administration Reports**, click **View TRS File Status**. The *View TRS Transmission Status* page appears.

3. Select a **Report Format**.

> **Application Tip**
>
> You can view reports in HTML, PDF, Excel, or PowerPoint format.

4. Under the **TRS Transmission(s) Not Processed** section, click a **Transmission ID** of the TRS transmission details you would like to view.

   Or

   Under the **All TRS Transmission(s)** section, click a **Transmission ID** of the TRS transmission details or processing errors you would like to view.

> **Application Tip**
>
> If a **Transmission ID** with FRB CL CA$HLINK Type is selected, the *TRS Transmission Status (FRB)* report appears in a new window. If a **Transmission ID** with CLII CA$HLINK Type is selected, the *TRS Transmission Status (FI)* report appears in a new window.

> **Application Tip**
>
> There are two sections on the *View TRS Transmission Status* page. The **TRS Transmission(s) Not Processed** section displays report files that have not been successfully processed by TRS. The **All TRS Transmission(s)** section displays all deposit report files regardless of transmission status or success.

5. Click the **Voucher #** hyperlink. The *Deposit or Adjustment Voucher Detail* report appears.

Application Tip

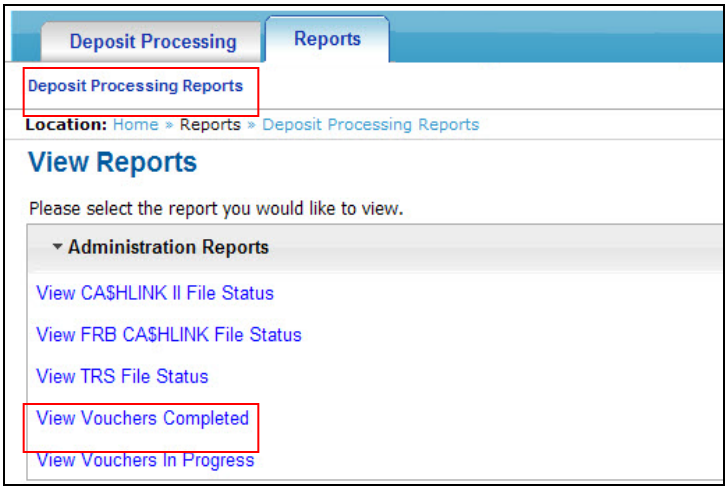
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

View Vouchers Completed

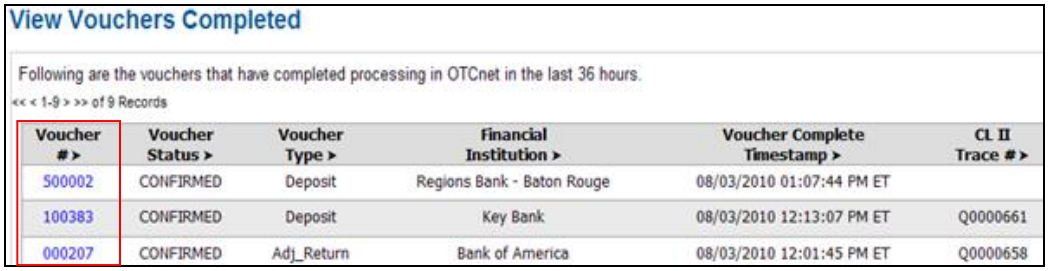
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers Completed**. See Figure 65 below.

Figure 65. View Vouchers Completed from Reports



2. The *View Vouchers Completed* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 66).

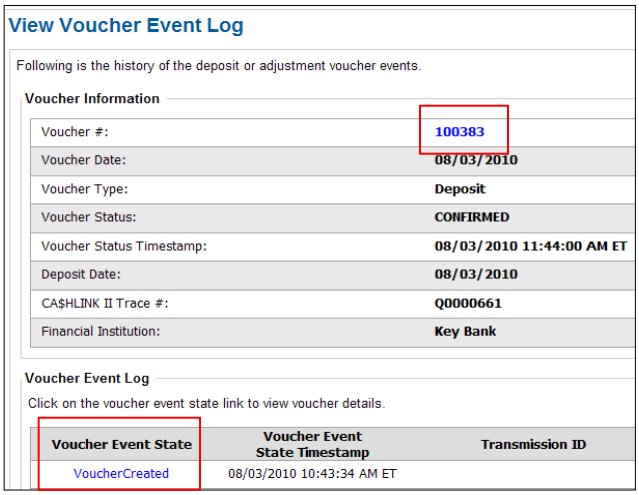
Figure 66. View Vouchers Completed Page



Voucher #	Voucher Status	Voucher Type	Financial Institution	Voucher Complete Timestamp	CL II Trace #
500002	CONFIRMED	Deposit	Regions Bank - Baton Rouge	08/03/2010 01:07:44 PM ET	
100383	CONFIRMED	Deposit	Key Bank	08/03/2010 12:13:07 PM ET	Q0000661
000207	CONFIRMED	Adj_Return	Bank of America	08/03/2010 12:01:45 PM ET	Q0000658

3. The *View Voucher Event Log* page appears (see Figure 67 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (Figure 68)

Figure 67. View Voucher Event Log Page



View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

Voucher Information

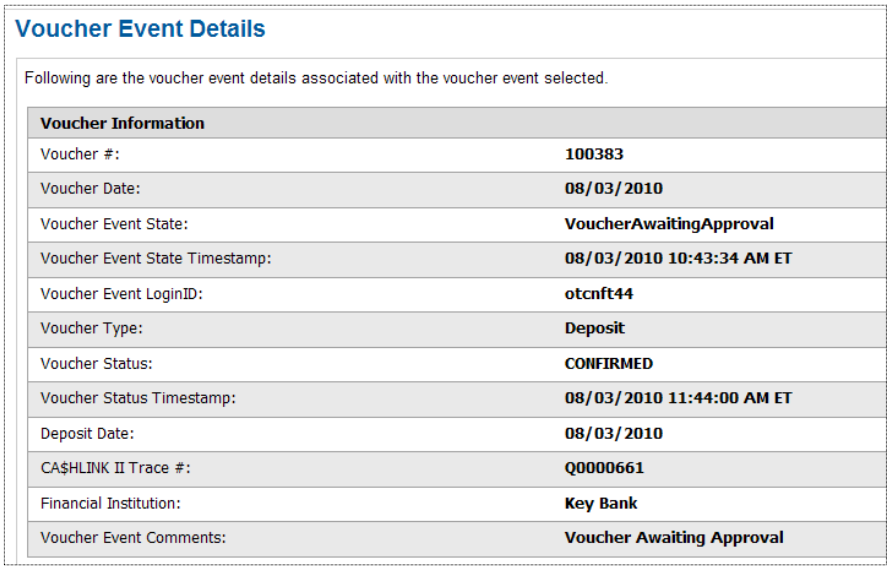
Voucher #:	100383
Voucher Date:	08/03/2010
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/03/2010 11:44:00 AM ET
Deposit Date:	08/03/2010
CA$HLINK II Trace #:	Q0000661
Financial Institution:	Key Bank

Voucher Event Log

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID
VoucherCreated	08/03/2010 10:43:34 AM ET	

Figure 68. Voucher Event Details Report Output



Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	100383
Voucher Date:	08/03/2010
Voucher Event State:	VoucherAwaitingApproval
Voucher Event State Timestamp:	08/03/2010 10:43:34 AM ET
Voucher Event LoginID:	otcnft44
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/03/2010 11:44:00 AM ET
Deposit Date:	08/03/2010
CA$HLINK II Trace #:	Q0000661
Financial Institution:	Key Bank
Voucher Event Comments:	Voucher Awaiting Approval

View Administration Reports: Vouchers Completed

To view a vouchers completed report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers Completed**. The *View Vouchers Completed* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.

Application Tip

The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI System to System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details page* appears.

   Or

   Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.

Application Tip

The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA$HLINK, and the Transaction Reporting System (TRS) interface.

Application Tip

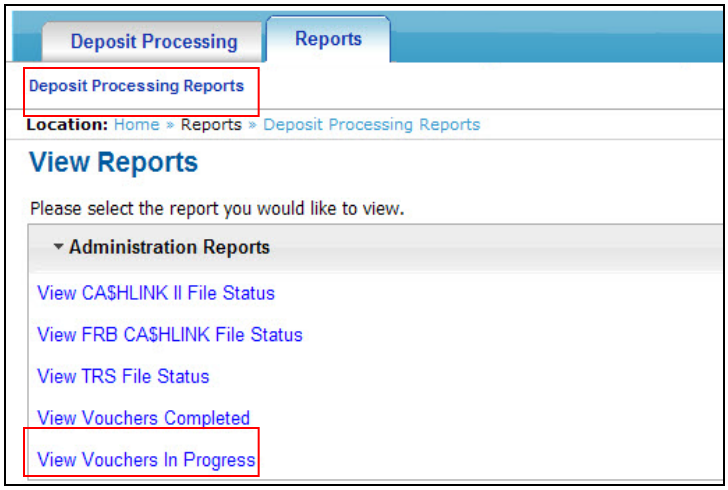
Additional buttons on the pages that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

View Vouchers in Progress

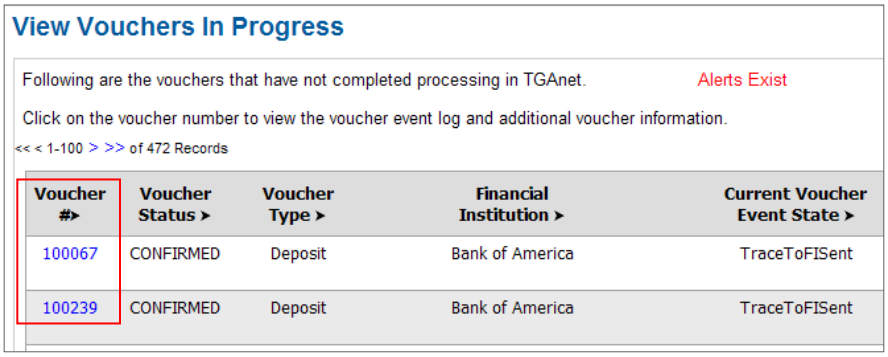
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers in Progress**. See Figure 69 below.

Figure 69. View Vouchers in Progress from Reports



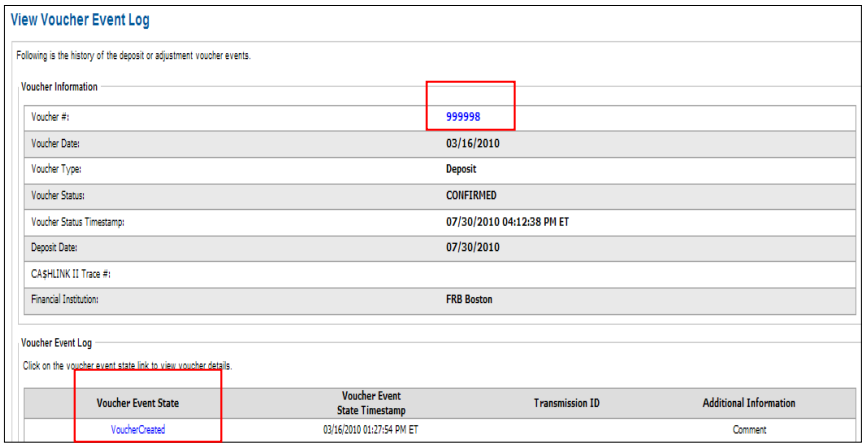
2. The *View Vouchers in Progress* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 70).

Figure 70. View Vouchers In Progress Page



3. The *View Voucher Event Log* page appears (see Figure 71 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (Figure 72)

Figure 71. In Progress View Voucher Event Log Page



View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

Voucher Information

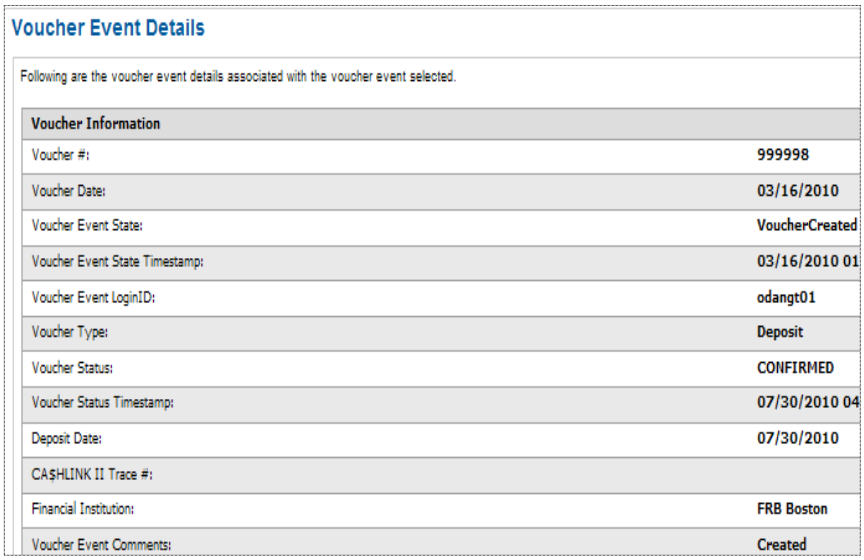
Voucher #:	999998
Voucher Date:	03/16/2010
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	07/30/2010 04:12:38 PM ET
Deposit Date:	07/30/2010
CA$HLINK II Trace #:	
Financial Institution:	FRB Boston

Voucher Event Log

Click on the voucher event state link to view voucher details

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
VoucherCreated	03/16/2010 01:27:54 PM ET		Comment

Figure 72. In Progress Voucher Event Details Report Output



Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	999998
Voucher Date:	03/16/2010
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	03/16/2010 01
Voucher Event LoginID:	odangt01
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	07/30/2010 04
Deposit Date:	07/30/2010
CA$HLINK II Trace #:	
Financial Institution:	FRB Boston
Voucher Event Comments:	Created

View Administration Reports: Vouchers in Progress

To view a vouchers in progress report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers In Progress**. The *View Vouchers in Progress* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.

Application Tip

The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI System To System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details page* appears.

   Or

   Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.

Application Tip

The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA$HLINK, and the Transaction Reporting System (TRS) interface.

Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

Summary

In this chapter, you learned:

- The purpose of viewing reports
- The various types of reports you can access by role
- The types of Business, Security and Administration reports
- The detail each report provides and how to view and download those reports

In the next module, you will learn how to view deposits.

Notes

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Viewing Reports ..... 1, i, 1, 2

OTCnet℠

Deposits Made Simple

Chapter 10: Viewing Deposits

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Viewing Deposits* Participant User Guide includes:

- Deposit Preparer
- Deposit Approver
- Deposit Confirmer
- Viewer

Overview

Welcome to *Viewing Deposits.* In this chapter, you will learn:

- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view a rejected deposit details

Topics

This chapter is organized by the following topics:

1. Viewing Deposits

Topic 1. Viewing Deposits

As a **Deposit Preparer**, **Deposit Approver**, **Deposit Confirmer**, or **Viewer,** you can view deposit vouchers. You may view deposits to locate those in process or see deposit transactions belonging to others in the organization.

Depending on your user role, you have permission to view certain deposits. The deposit Status types available for viewing are included in Table 1.

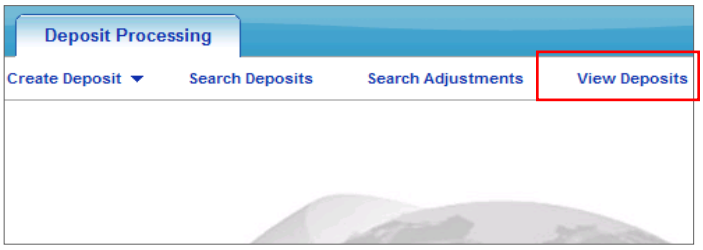
Table 1: Deposit Statuses

Draft	A deposit that is saved for modification at a later date by a Deposit Preparer
Awaiting Approval	A deposit that is waiting for deposit confirmation by a Deposit Approver
Submitted	A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer
Confirmed	A deposit that has been reviewed and then confirmed by a Financial Institution or FRB
Rejected	A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit

View a Deposit

1. Click the **Deposit Processing** tab and click **View Deposits** (see Figure 1).

Figure 1: Select View Deposits



2. The *View Deposits* page appears. Click the **Voucher Number** of the deposit whose details you would like to view (see Figure 2 below)**.** If applicable, you may select a status with **Draft**, **Awaiting Approval, Submitted, Confirmed, or Rejected.**

Figure 2. View Deposits Page

Deposit Transactions

Following are deposit transactions for your organization, in reverse chronological order.

Select the voucher number of the deposit you would like to view additional details.

< 1-10 > >> of 14 Records

Voucher	Status	Date Submitted	Date Confirmed	Endpoint	ALC	Adj.	Deposit Total
600620	DRAFT			PHI	20092800		100.00
600600	DRAFT			PHI	20092800		2.00
600602	DRAFT			PHI	20092800		1,500.00
600622	AWAP			PHI	20092800		100.00
600621	SUBMITTED	03/07/2010		PHI	20092800		100.00
600304	SUBMITTED	02/03/2010		L2 FOCash	18000005		39.79
600501	REJECTED	02/04/2010		L2 FOCheck	00003020		
600460	REJECTED	02/02/2010		PHI	20092800		150.00

You may also want to view a deposit with an **Adj. (Type)**. See Figure 3 below to click on the **Voucher Number** for **the Adj. (Type)** you want to view.

Figure 3. View Voucher with Adj. (Type)

Voucher #▸	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount▸
600623	03/07/2010	03/07/2010	AcctClosed	00002030	R	D	$100.00
600520	02/04/2010	02/04/2010	NSF	14100099	R	D	$1.00
600441	01/27/2010	02/02/2010	ExtraItem	20092800		C	$14.00
600440	01/27/2010	02/04/2010	ExtraItem	20092800		C	$10.00
600410	01/22/2010	01/22/2010	EncodeErr	36001200		D	$500.00
600408	01/22/2010	01/22/2010	EncodeErr	20180009		C	$500.00
600404	01/22/2010	01/22/2010	MissingItm	00002031		D	$500.00
600402	01/22/2010	01/22/2010	ExtraItem	00002031		C	$500.00
600382	01/21/2010	01/21/2010	MissingItm	00002031		D	$500.00
600276	01/15/2010	01/15/2010	MissingItm	70050474		D	$500.00

Application Tip

There are two sections on the View Deposits page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you have the Viewer role, the **My Deposits in Progress** will not appear

Application Tip

If your Financial Institution makes an adjustment to a deposit it appears in the Adj. (Adjustment) column of the **Deposit Transactions** section of the table. To view additional details, click the appropriate **Voucher Number**. The *View Confirmed Deposit* page appears. Under **Adjustment Information**, click the **Voucher Number** to view the deposit adjustment details.

View a Deposit

To view a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposit* page appears.

> **Application Tip**
> There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you have the **Viewer** role, the **My Deposits in Progress** does not appear..

3. Click the **Voucher Number** of the deposit whose details you would like to view.

> **Application Tip**
> If your Financial Institution makes an adjustment to a deposit it appears in the **Adj.** (Adjustment) column of the **Deposit Transactions** section of the table. To view additional details, click the appropriate **Voucher Number**. The *View Confirmed Deposit* page appears. Under **Adjustment Information,** click the **Voucher Number** to view the deposit adjustment details.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit (Visible if a user has Deposit Confirmer privileges)
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Delete** to eliminate the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Voucher Event State** to view voucher details.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Save as Draft** to save the information without submitting the deposit (Visible if a user has Deposit Preparer privileges.)
- Click **Submit** to complete the process and display the Confirmation page. (Visible if a user has Deposit Approver privileges.)
- Click **Update CAN/ACCT Key** to update the account number assigned to a deposit. (Visible if a user has Deposit Confirmer privileges.)
- Click **Add Adjustment** to adjust a deposit. (Not visible for Foreign Check Items.)

Summary

In this chapter, you learned:

- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view a rejected deposit details

This completes the series of 10 Chapters for *Deposit Processing and Reporting Participant User Guide*. You can continue to use these guides as reference or extract the *How To Steps* at the end of each *Topic* for quick application.

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OTCnet℠

Deposits Made Simple

Agency Viewer

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the Agency *Viewer Participant User Guide* includes:

- Agency Viewer

Overview

Welcome to the *Agency Viewer Participant User Guide.* In this guide, you will learn:

- The introduction to OTCnet
- The overview of the OTCnet Participant User Guide content
- How to log on to OTCnet
- How to access your User ID and reset your Password
- How to navigate the OTCnet home page
- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view a rejected deposit details
- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file
- The purpose of searching adjustments
- How to search and locate adjustments using one or more search criteria
- How to download adjustment voucher(s) as an XML or CSV file
- The purpose of viewing reports
- The various types of reports you can access by role
- The types of Business and Administration reports
- The detail each report provides and how to view and download those reports

Topics

This guide is organized by the following topics:

- Topic 1. Introduction to OTCnet
- Topic 2. Overview of OTCnet Participant User Guide Content
- Topic 3. Logging on to OTCnet
- Topic 4. Accessing a User ID and Resetting Passwords
- Topic 5. Navigating the OTCnet Home Page
- Topic 6. Viewing Deposits
- Topic 7. Searching Deposits
- Topic 8. Searching Adjustments
- Topic 9. Viewing Reports
- Topic 10. Reports by Access Type
- Topic 11. Types of Business and Administration Reports
- Topic 12. Viewing Report Detail

Topic 1. Introduction to OTCnet

Overview

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

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

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

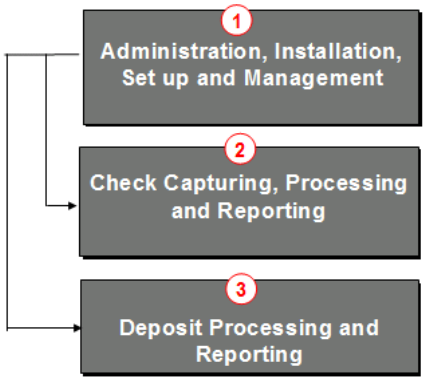
OTCnet financial services will:

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

OTCnet Elements

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

Figure 1. OTCnet Elements



The three elements of OTCnet are defined as follows,

1. **Administration:** allows for those with administrative permissions to install, setup users, and manage OTCnet
2. **Deposit Processing:** permits Federal agencies the ability to create and submit deposits for confirmation. This platform also allows for Financial Institutions to confirm those deposits and create adjustments electronically. Deposits can be created for US currency, foreign cash and foreign check items
3. **Check Capturing, Check Processing:** converts personal and business checks into electronic fund transfers. Transactions can be consumer, consumer accounts receivable, and business transactions. This is not an element of OTCnet you will use.

OTCnet Process Flow: Deposit Processing and Reporting

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

FI Commercial Process Flow

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

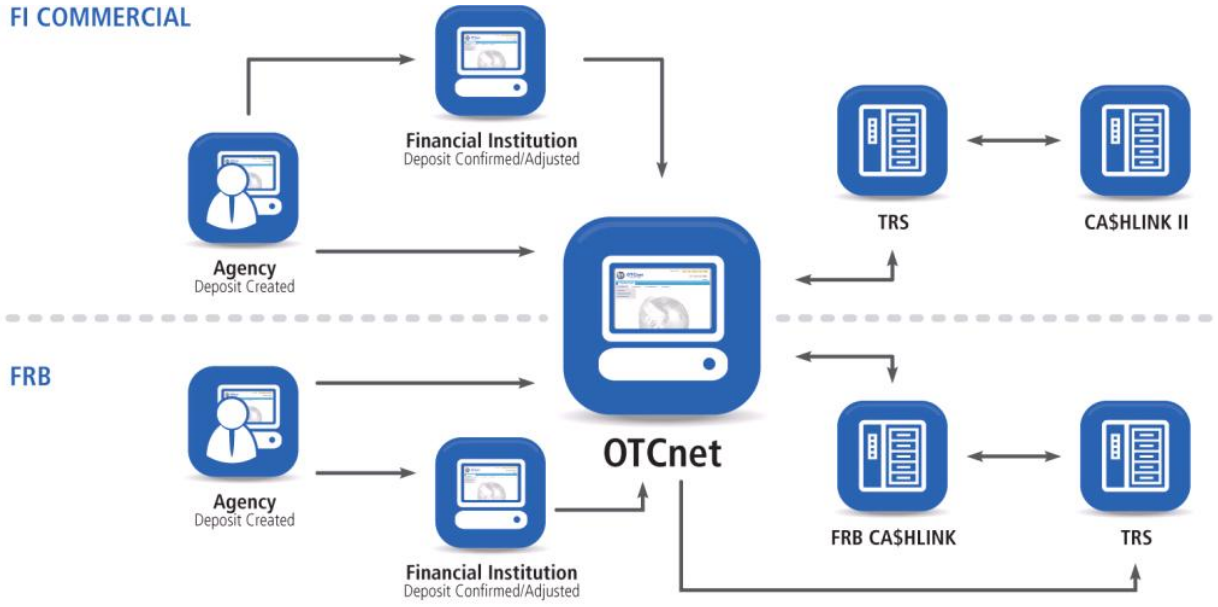
OTCnet sends deposit voucher information to Transaction Reporting System (TRS) for reconciliation and makes it available to CA$HLINK II. CA$HLINK II obtains the reconciled deposit data from TRS and makes it accessible in OTCnet for agency retrieval.

FRB Process Flow

As shown in Figure 2 below, the Deposit Preparer electronically fills out the SF215 (deposit ticket) using OTCnet and prints out the deposit ticket. The bank deposit ticket, SF215 (deposit ticket), cash, and checks (US and foreign) are taken to your Financial Institution (FI). At the FI, the Deposit Confirmer confirms the deposit, rejects the deposit, or creates an adjustment to the deposit using OTCnet.

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

Figure 2. Deposit Processing and Reporting Process Flow



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

OTCnet End Users

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

Under Administration, six users with varying degrees of permission can perform administrative duties which include tasks such as user management and system installation activities. They

include a Check Capture Administrator, Check Capture Supervisor, Primary Local Security Administrator, Local Security Administrator, Accounting Specialist and Local Accounting Specialist.

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

Those who carry Deposit Processing and Reporting roles, can create deposits, approve, confirm (reject or adjust), and/or view information. There are a total of five users who can perform these functions. See Figure 3 for details.

Figure 3. User Roles

Administration	Check Capture/ Check Processing and Reporting	Deposit Processing and Reporting
Agency ▪ Check Capture Supervisor ▪ Check Capture Administrator	**Agency** ▪ Check Capture Operator ▪ Check Capture Lead Operator ▪ Check Capture Supervisor ▪ *Batch Approver ▪ *Batch Uploader ▪ Master Verification Database (MVD) Editor ▪ Master Verification Database (MVD) Viewer	**Agency** ▪ Deposit Preparer ▪ Deposit Approver ▪ Viewer
Financial Institution/ Federal Reserve ▪ Primary/ Local Security Administrator ▪ Accounting Specialist/ Local Accounting Specialist		**Financial Institution/ Federal Reserve** ▪ Deposit Confirmer ▪ Viewer

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

The next page details the OTCnet Deposit Processing and Reporting roles with their associated permissions. Figure 4 provides a breakdown of permissions at the Federal Program Agency level as well as the Financial Institution / Federal Reserve Bank Financial Institution level. They include Primary Local Security Administrator, Local Security Administrator, Accounting Specialist, Local Accounting Specialist, Deposit Preparer, Deposit Approver, Viewer and Deposit Confirmer.

Figure 4. Deposit Processing and Reporting Roles

	Federal Program Agency							Financial Institution/ FRB FI			
Role >	PLSA	LSA	AccSpec	Acc Spec Local	Preparer	Approver	Viewer	PLSA	LSA	Confirmer	Viewer
Add/Update/Delete a User	●	●						●	●		
Reset Password	●	●						●	●		
Manage Own Account	●	●	●	●	●	●	●	●	●	●	●
OTCnet Logon and Homepage	●	●	●	●	●	●	●	●	●	●	●
Create/Modify Deposit					●						
Submit Deposit						●					
Confirm/Reject Deposit										●	
View Deposit / Adjustment Detail					●	●	●			●	●
Search Deposit / Adjustment					●	●	●			●	●
Create Deposit Adjustment										●	
Create Return Item Adjustment										●	
Modify Organization Hierarchy			●	●							
Delete Organization Hierarchy			●	●							
View Organization Hierarchy			●	●							
Search Organization Hierarchy			●	●							
Modify Accounting Codes			●								
Import Accounting Codes			●								
View Accounting Codes			●	●							
Modify Endpoint Mappings			●	●							
Modify Custom Labels			●								
View Custom Labels			●	●							
Modify Processing Options			●	●							
View Processing Options			●	●							
Modify User Defined Fields (UDF)			●								
View User Defined Fields (UDF)			●	●							
View Financial Institution										●	●
View Business Reports			●	●	●	●	●			●	●
View Security Reports	●	●						●	●		
View Administrative Reports					●	●	●			●	●
Read/View Audit Log	●	●									

Topic 2. Overview of OTCnet Participant User Guide Content

Introduction

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

The Participant User Guide can be used independent of or in conjunction with the OTCnet Web-based Training (WBT) or Instructor-led Training (ILT). The Participant User Guides are accessible through the OTCnet web site, OTCnet application help link site or through the Library button located within the WBT.

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

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

In addition to the above mentioned guides that you may access, this OTCnet Participant User Guide was created to support *Agency Viewer* specific instruction. Below, you will be introduced to the related Deposit Processing OTCnet functionality.

Administration Participant User Guide

Eight Chapters make up the Administration Participant User Guide. These include Check Capture, Check Processing and Deposit Processing Administrative functionality. Table 1 describes the related concepts covered in each Chapter:

Table 1. Administration Chapters

Chapter	Description
1. Introduction to OTCnet and Overview of OTCnet Participant User Guide Content	In this Chapter, you will learn about the background of OTCnet, the element and process flows that make up OTCnet as well as overview of the Participant User Guides.
2. Accessing and Navigating OTCnet	In this Chapter, you will learn how to log on, establish security settings and how to use the OTCnet Main Page.
3. Managing User Accounts	In this Chapter, you will learn how to create a user account, update a user account, and assign user privileges
4. Managing Your Agency's Hierarchy	In this Chapter, you will learn how to create a hierarchy, designate an OTC Endpoint, establish a Financial Institution relationship, and designate a check capture location.
5. Configuring Deposit Processing Settings	In this Chapter, you will learn how to create, import and map accounting codes; establish processing options and custom field labels; and modifying a user defined field.
6. Viewing Financial Institutions	In this Chapter, you will learn how to view Financial Institution details.
7. Configuring Check Processing Settings	In this Chapter, you will learn how to set up, modify and view a terminal configuration, view an audit log and download firmware.
8. Installing Scanner and Offline Functions	In this Chapter, you will learn how to a properly install offline check capturing software; manage offline check capturing; set up scanners; and configure check capture settings in offline mode.

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

Deposit Processing and Reporting Participant User Guide

10 Chapters make up the Deposit Processing and Reporting Participant User Guide. Table 2 describes the related concepts covered in each Chapter:

Table 2. Deposit Processing Chapters

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

Topic 3. Logging On to OTCnet

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

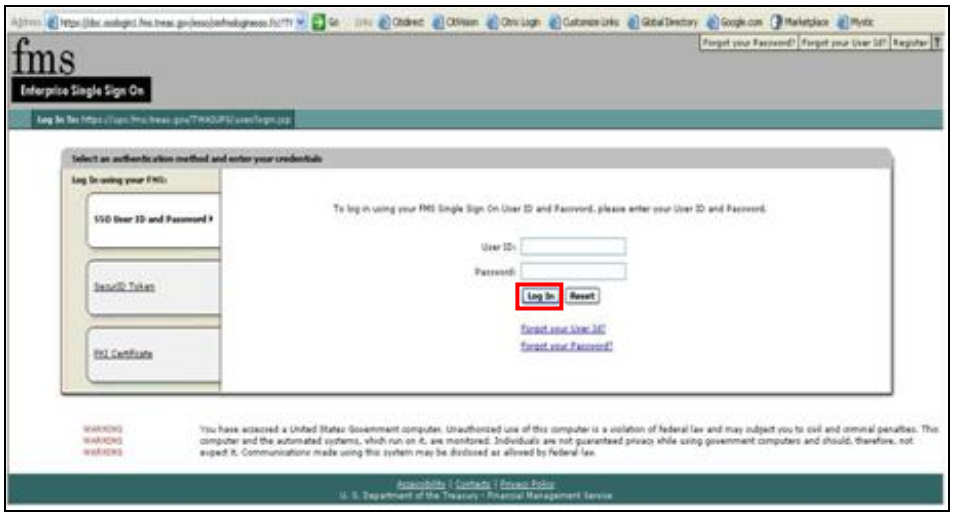
The first time you log into Single Sign On, you will be required to change your password, accept the Rules of Behavior, provide challenge and response questions used for secondary authentication, and enter a shared secret that is used when calling the FMS Help Desk.
You must first accept the Rules of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

How to Log On for the First Time

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

1. Access https://otcnet.fms.treas.gov. and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** as shown in Figure 5 below.

Figure 5. FMS Single Sign On Page

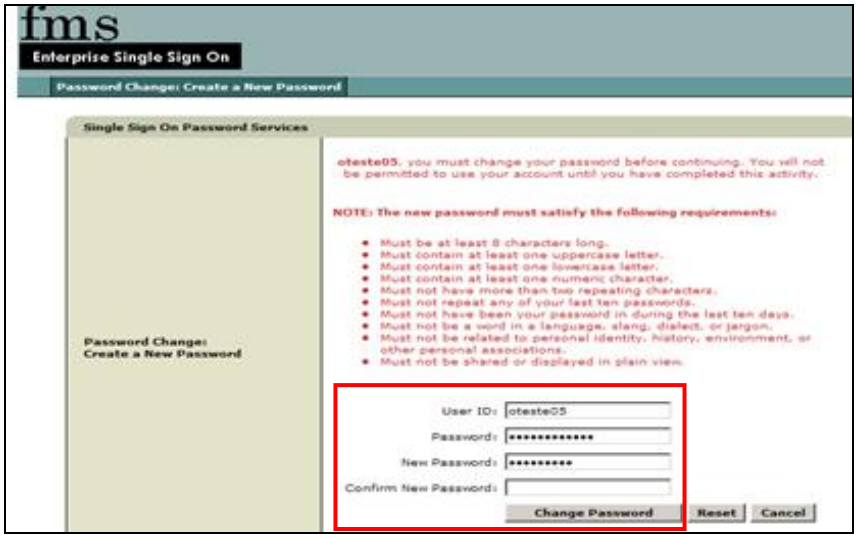


2. The *Password Change: Create New Password* page appears. Enter your temporary **Password**, **New Password**, and **Confirm New Password**. See Figure 6 below.

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

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

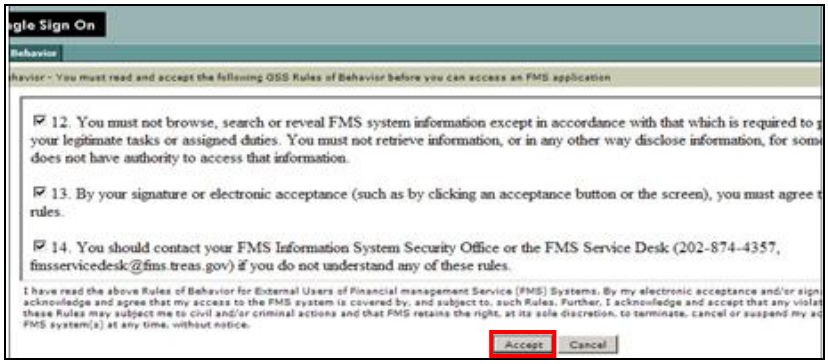
Figure 6. Password Change Page



3. The *GSS Rules of Behavior* page appears. Read and accept the GSS Rules of Behavior by clicking all the check boxes. Click **Accept** or **Cancel** as shown in Figure 7.

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

Figure 7. GSS Rules of Behavior Page



4. The *Need to Change your Password Challenge Response* page appears. Click **Continue**. See Figure 8 below.

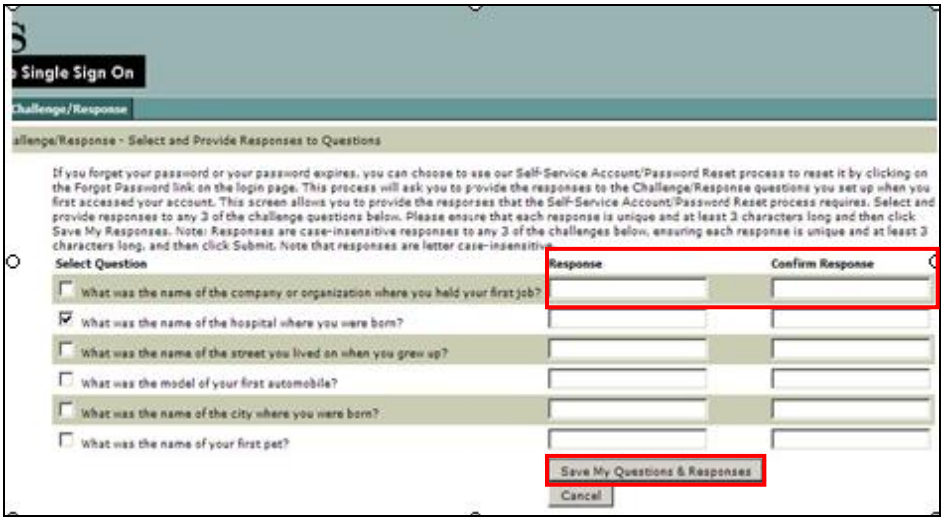
   You will not be able to proceed to OTCnet until the Rules of Behavior are accepted; the Challenge questions and Share Secret are set.

Figure 8. Need to Change Your Password Challenge Response Page

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

Provide you responses in the **Response** and **Confirm Response** fields. Each response must be at least three characters long and are case sensitive. Click **Save My Questions and Responses**. See Figure 9 below.

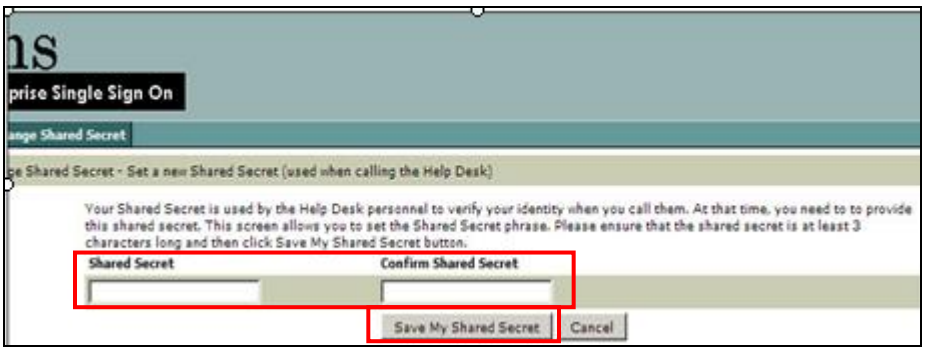
Figure 9. Select and Provide Responses to Questions Page



6. A *Change Shared Secret* page appears. Enter a **Shared Secret** phrase and **Confirm Shared Secret** phrase (see Figure 10 below). The shared secret phrase must be at least three characters.

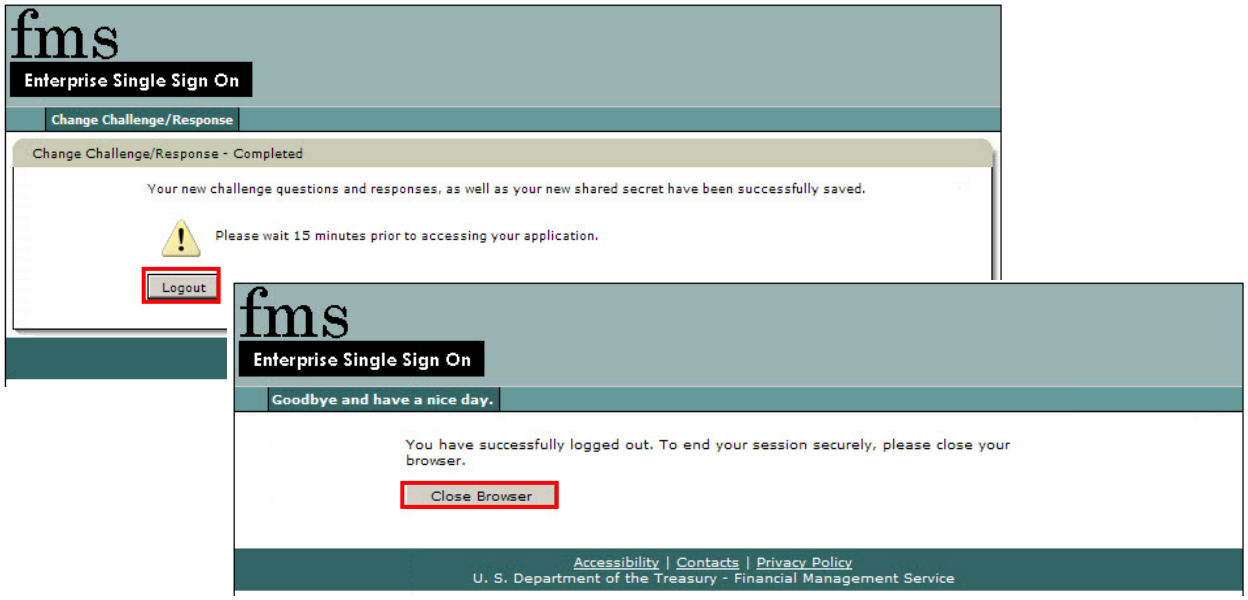
   You will not be able to proceed to OTCnet until the Challenge questions and Share Secret are set. Click **Save My Shared Secret** as shown in Figure 10.

Figure 10. Challenge Shared Secret Page



7. A confirmation page appears showing the challenge questions and responses and your new shared secret were successfully saved. Click **Logout**, then **Close Browser** as shown in Figure 11 below.

Figure 11. Logout and Close Browser



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

Steps for Logging On to OTCnet the First Time

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

1. Access https://otcnet.fms.treas.gov.

2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. The *Password Change: Create New Password* page appears.

3. Enter your temporary **Password**, **New Password**, and **Confirm New Password**.

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

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

5. Click **Continue**. The *GSS Rules of Behavior* page appears.

6. Read and accept the GSS Rules of Behavior by clicking all the check boxes.

7. Click **Accept** or **Cancel**. The *Need to Change your Password Challenge Response* page appears.

   Application Tip

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

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

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

Application Tip

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

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

Application Tip

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

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

Application Tip

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

14. Click **Close Browser**.

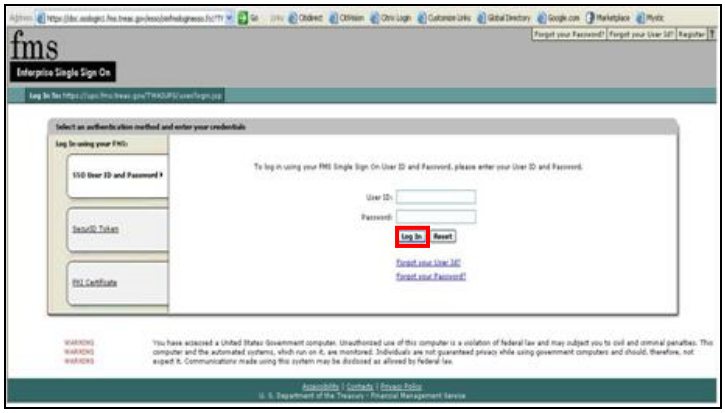
Log On to OTCnet

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

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

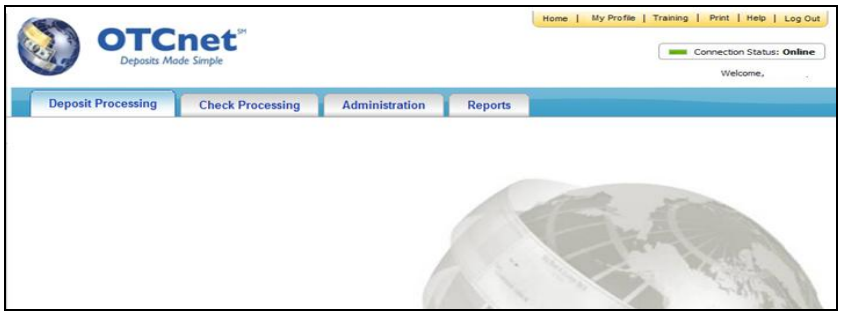
1. Access https://otcnet.fms.treas.gov. and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** as shown in Figure 12 below.

Figure 12. FMS Single Sign On Page



2. The *OTCnet Home Page* appears. See Figure 13 below.

Figure 13. OTCnet Home Page



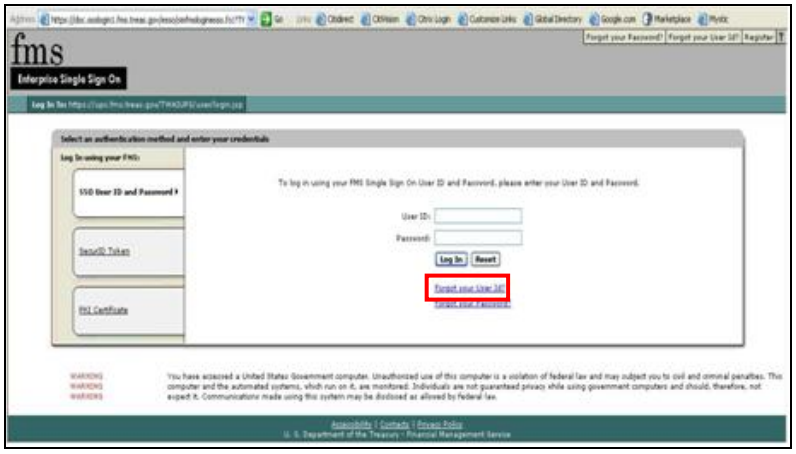
Topic 4. Accessing a User ID and Resetting Passwords

If you forget your User ID, you can have your User ID emailed to you. If you forget your password, you can have a temporary password emailed to you. Once you sign in with your temporary password, you will need to reset it.

Access a User ID

1. From the Single Sign On page, click on the **Forgot your User ID?** link shown in Figure 14 below.

Figure 14. Single Sign On Page (Forgot Your User ID? Link)



2. The *Treasury Self Service* page appears. Enter the words you seen in the image in the text box and click **Next** (see Figure 15).

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

Figure 15. Treasury Self Service Page (Enter Image of Text)

3. Enter your email address and click **Next** (shown in Figure 16 below). A confirmation page appears showing your request for your User ID has been completed.

Figure 16. Forgot User ID (Enter Email Address)

Application Tip

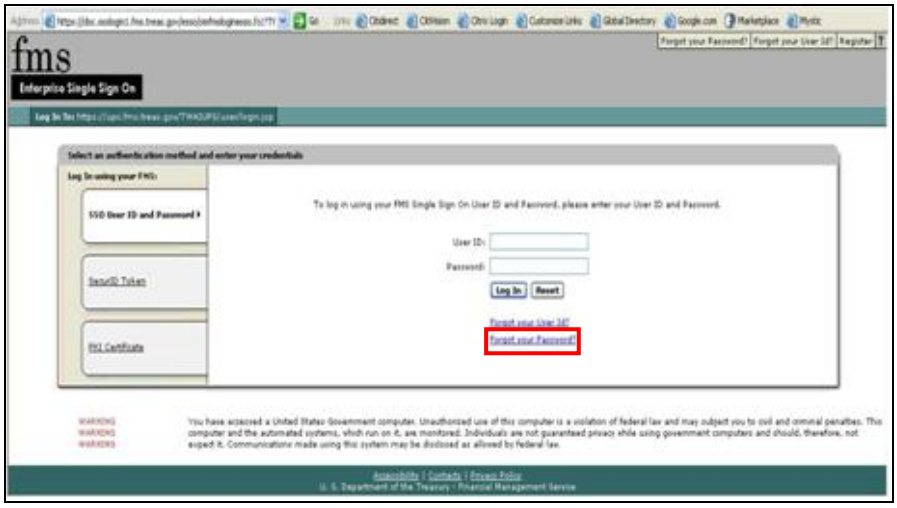
Additional button on the page that helps you perform other tasks:

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

Resetting Passwords

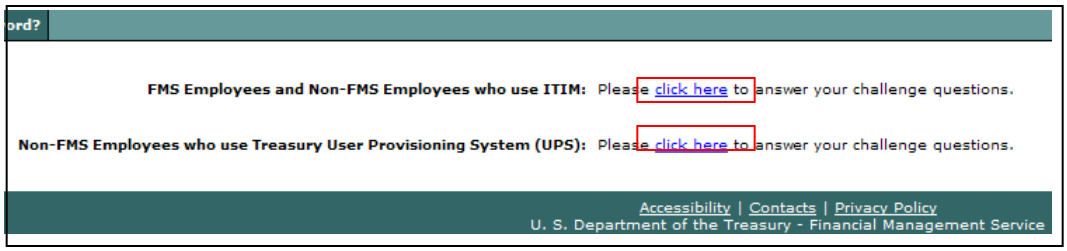
1. From the Single Sign On page, click on the **Forgot your Password?** link as shown in Figure 17 below.

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



2. The *Forgot your Password* page appears. Click the **Click Here** link for FMS Employees and Non-FMS Employees who use ITIM (see Figure 18 below).

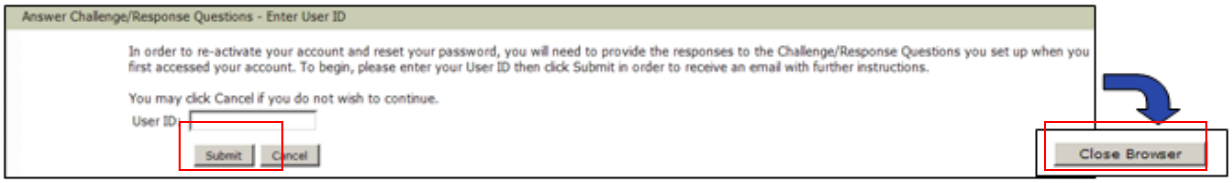
Figure 18. Forgot Your Password Page



3. The *Self-Service Account/Password Reset* page appears. Enter your **User ID** and click **Submit** (see Figure 19 below).

   You will receive an email to your official email address with further instructions to complete the Self-Service Account/Password Reset process. Click **Close Browser** as shown in Figure 19.

Figure 19. Self-Service Account/ Password Page



Topic 5. Navigating the OTCnet Home Page

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

OTCnet Main Menu

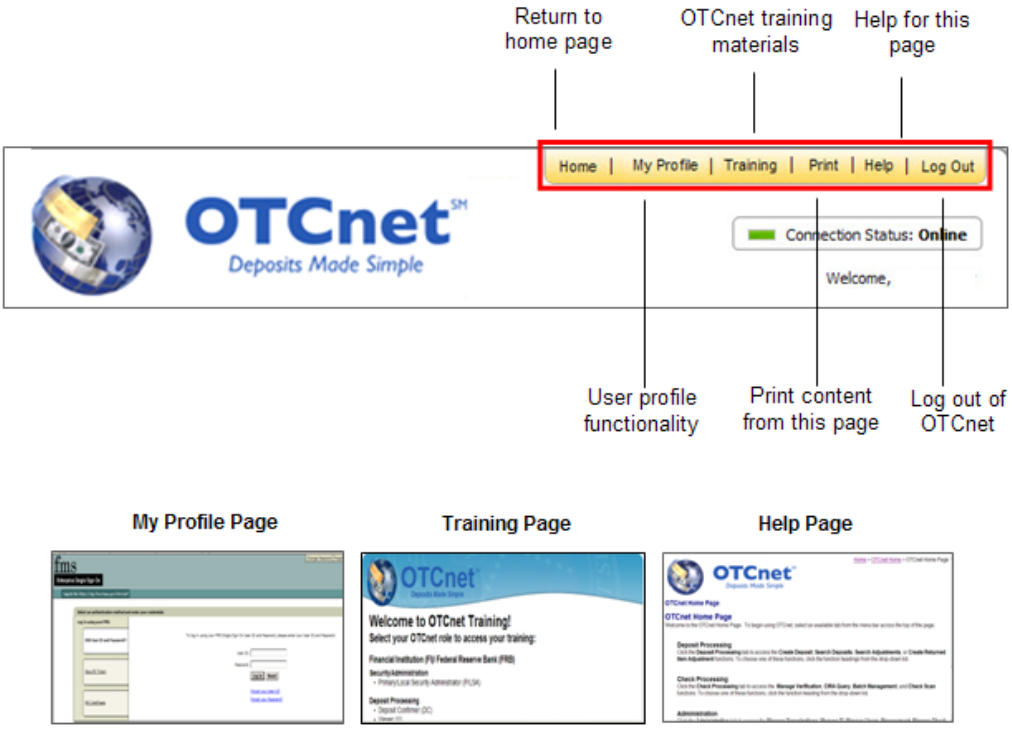
To access the OTCnet Main Menu, log in with your User ID and Password by accessing https://otcnet.fms.treas.gov. Table 3 below provides a list of the Main Menu options are available to you and accessible on the upper right corner of the OTCnet application (highlighted in yellow).

Table 3. Main Menu Link Descriptions

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

For an image of the Main Menu, see Figure 20 below. The links are accessible on the upper right side of the OTCnet home page.

Figure 20. OTCnet Main Menu Page



Deposit Processing Tab Functionality

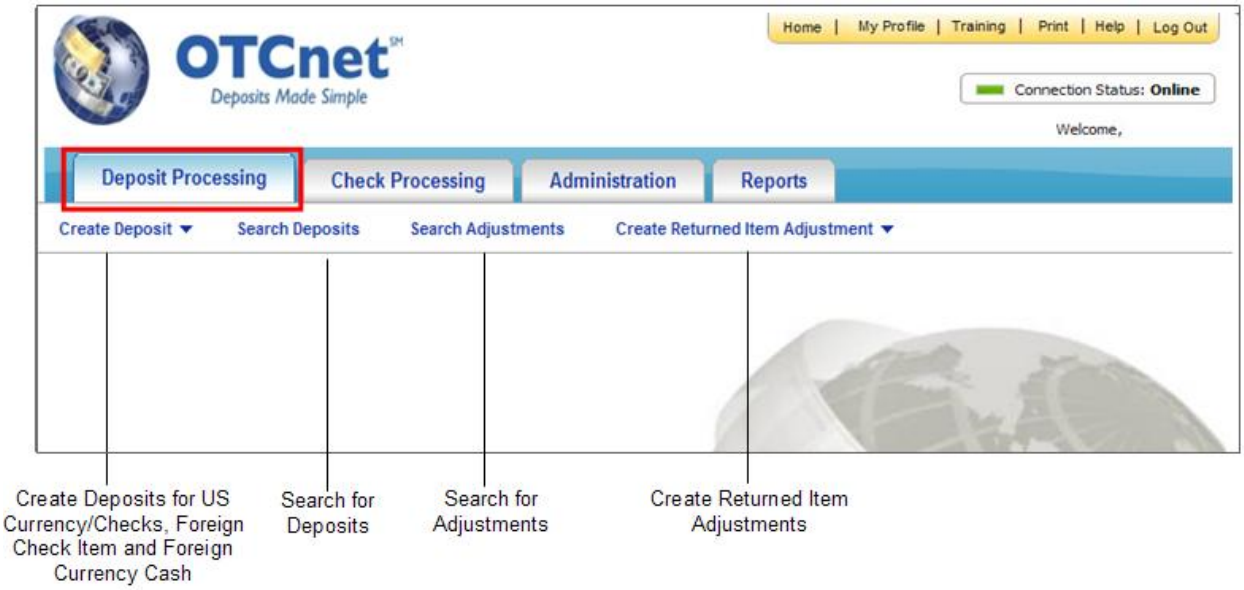
To access the OTCnet Deposit Processing functionality, log in with your user id and password. Table 4 below provides a list of the Deposit Processing functions that are available to you.

Table 4. Deposit Processing Tab Descriptions

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

For an image of the Deposit Processing tab, see Figure 21 below. Depending on your user role, you may not see all functionality shown in the image.

Figure 21. Deposit Processing Tab



Check Processing Tab Functionality

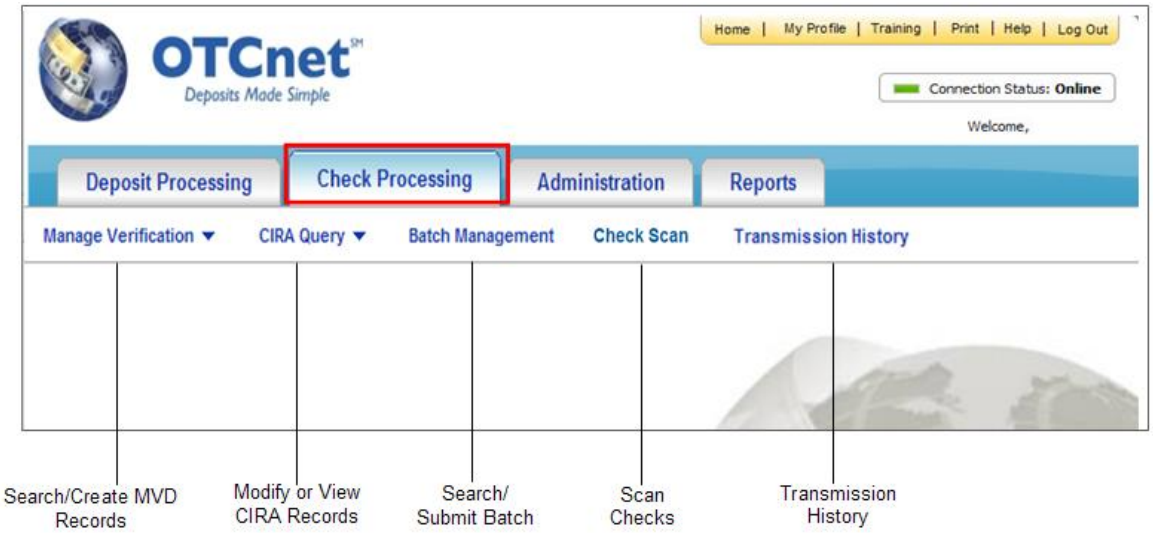
Table 5 below provides a list of the Check Processing functions that exist within OTCnet.

Table 5. Check Processing Tab Descriptions

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

For an image of the Check Processing tab, see Figure 22 below. You may not have access to this functionality at this time.

Figure 22. Check Processing Tab



Administration Tab Functionality

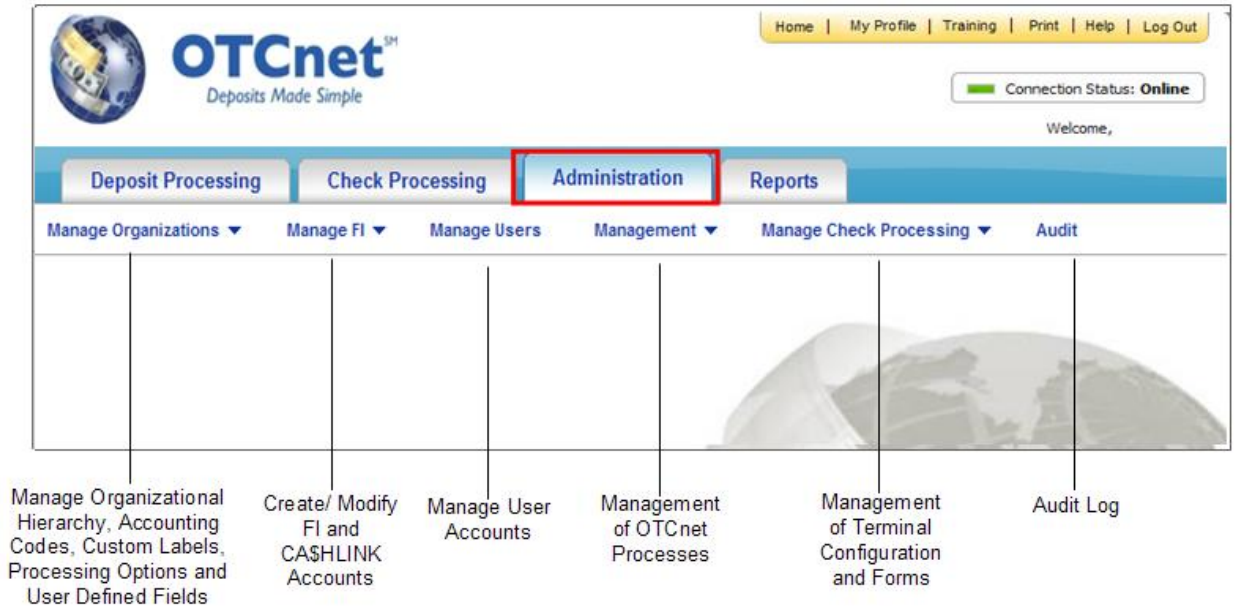
To access the OTCnet Administration functionality, log in with your user id and password. Table 6 below provides a list of the Administration functions that are available.

Table 6. Administration Tab Descriptions

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

For an image of the Administration tab, see Figure 23 below. You may not have access to this functionality at this time.

Figure 23. Administration Tab



Reports Tab Functionality

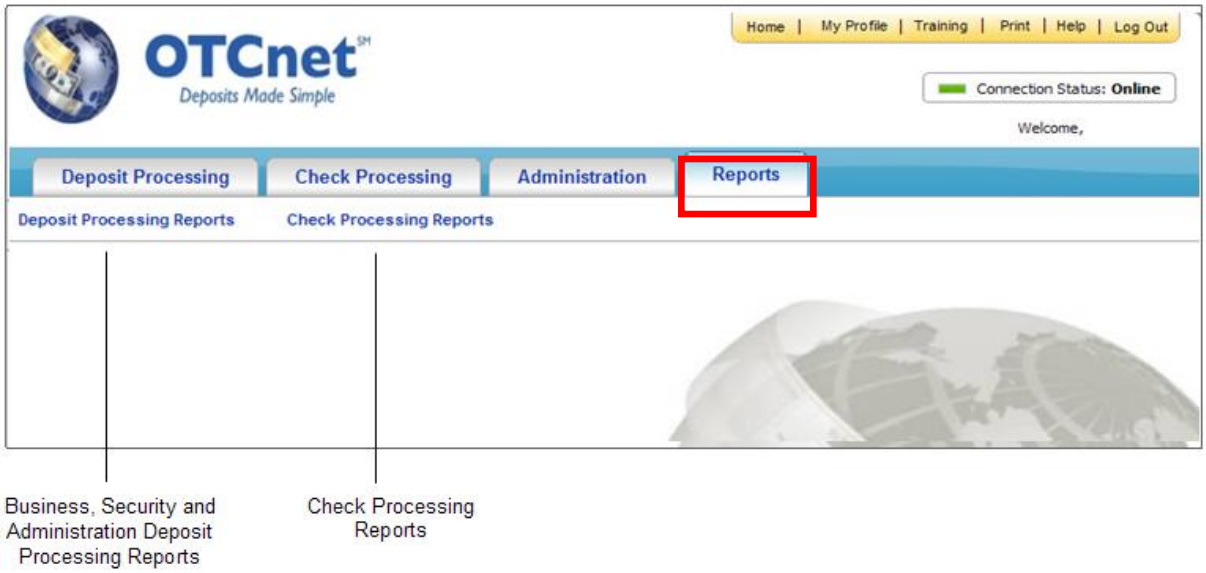
To access the OTCnet Reports functionality, log in with your user id and password. Table 7 below provides a list of the Reports functions that are available to you. Depending on your user role, you will only see reports that you have access to view and download.

Table 7. Reports Tab Descriptions

Function	Description
Deposit Processing Reports	Allows a user to view and download Business, Security and Administration reports.
Check Processing Reports	Allows a user to access Check Processing reports. You may not have access to this functionality at this time.

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

Figure 24. Reports Tab



Topic 6. Viewing Deposits

As an **Agency Viewer,** you can view deposit vouchers. You may view deposits to locate those in process or see deposit transactions belonging to others in the organization.

You will you have permission to only view certain deposits. The deposit Status types available for viewing are included in Table 8 below.

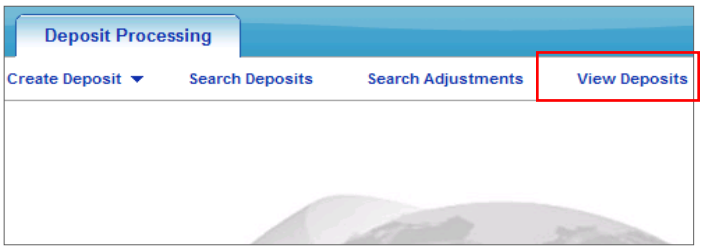
Table 8: Deposit Statuses

Draft	A deposit that is saved for modification at a later date by a Deposit Preparer
Awaiting Approval	A deposit that is waiting for deposit confirmation by a Deposit Approver
Submitted	A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer
Confirmed	A deposit that has been reviewed and then confirmed by a Financial Institution or FRB
Rejected	A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit

View a Deposit

1. Click the **Deposit Processing** tab and click **View Deposits** (see Figure 25 below).

Figure 25: Select View Deposits



2. The *View Deposits* page appears. Click the **Voucher Number** of the deposit whose details you would like to view (see Figure 26 below)**.** If applicable, you may select a status with **Draft**, **Awaiting Approval, Submitted, Confirmed, or Rejected.**

Figure 26. View Deposits Page

Deposit Transactions

Following are deposit transactions for your organization, in reverse chronological order.

Select the voucher number of the deposit you would like to view additional details.

< 1-10 > >> of 14 Records

Voucher	Status	Date Submitted	Date Confirmed	Endpoint	ALC	Adj.	Deposit Total
600620	DRAFT			PHI	20092800		100.00
600600	DRAFT			PHI	20092800		2.00
600602	DRAFT			PHI	20092800		1,500.00
600622	AWAP			PHI	20092800		100.00
600621	SUBMITTED	03/07/2010		PHI	20092800		100.00
600304	SUBMITTED	02/03/2010		L2 FOCash	18000005		39.79
600501	REJECTED	02/04/2010		L2 FOCheck	00003020		
600460	REJECTED	02/02/2010		PHI	20092800		150.00

You may also want to view a deposit with an **Adj. (Type)**. See Figure 27 below to click on the **Voucher Number** for **the Adj. (Type)** you want to view.

Figure 27. View Voucher with Adj. (Type)

Voucher #▸	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount▸
600623	03/07/2010	03/07/2010	AcctClosed	00002030	R	D	$100.00
600520	02/04/2010	02/04/2010	NSF	14100099	R	D	$1.00
600441	01/27/2010	02/02/2010	ExtraItem	20092800		C	$14.00
600440	01/27/2010	02/04/2010	ExtraItem	20092800		C	$10.00
600410	01/22/2010	01/22/2010	EncodeErr	36001200		D	$500.00
600408	01/22/2010	01/22/2010	EncodeErr	20180009		C	$500.00
600404	01/22/2010	01/22/2010	MissingItm	00002031		D	$500.00
600402	01/22/2010	01/22/2010	ExtraItem	00002031		C	$500.00
600382	01/21/2010	01/21/2010	MissingItm	00002031		D	$500.00
600276	01/15/2010	01/15/2010	MissingItm	70050474		D	$500.00

Application Tip

There are two sections on the View Deposits page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you have the Viewer role, the **My Deposits in Progress** will not appear

Application Tip

If your Financial Institution makes an adjustment to a deposit it appears in the Adj. (Adjustment) column of the **Deposit Transactions** section of the table. To view additional details, click the appropriate **Voucher Number**. The *View Confirmed Deposit* page appears. Under **Adjustment Information**, click the **Voucher Number** to view the deposit adjustment details.

View a Deposit

To view a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposit* page appears.

> **Application Tip**
>
> There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you have the **Viewer** role, the **My Deposits in Progress** does not appear.

3. Click the **Voucher Number** of the deposit whose details you would like to view.

> **Application Tip**
>
> If your Financial Institution makes an adjustment to a deposit it appears in the **Adj.** (Adjustment) column of the **Deposit Transactions** section of the table. To view additional details, click the appropriate **Voucher Number**. The *View Confirmed Deposit* page appears. Under **Adjustment Information,** click the **Voucher Number** to view the deposit adjustment details.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit (Visible if a user has Deposit Confirmer privileges)
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Delete** to eliminate the deposit. (Visible if a user has Deposit
- Preparer privileges.)
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Voucher Event State** to view voucher details.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Save as Draft** to save the information without submitting the deposit (Visible if a user has Deposit Preparer privileges.)
- Click **Submit** to complete the process and display the Confirmation page. (Visible if a user has Deposit Approver privileges.)
- Click **Update CAN/ACCT Key** to update the account number assigned to a deposit. (Visible if a user has Deposit Confirmer privileges.)
- Click **Add Adjustment** to adjust a deposit. (Not visible for Foreign
- Check Items.)

Topic 7. Searching Deposits

As a **Agency Viewer,** you can search for a deposit voucher as well as download and save the searched deposit voucher(s) as a XML or CSV file.

To search for a deposit, select the **Search Deposits** function. The **Search Deposits** function enables you to search for a deposit voucher using one or more criteria. If you do not specify any criteria, the search results will include all deposits in the system that you have access to view. You can run additional searches; the Search Results table that appears will be cleared and re-populated with the results of the new search. See Table 9 below for search criteria fields.

Table 9: Search Criteria Fields

Search Criteria Groupings	Search Criteria Fields
Search Conditions	• Organization • OTC Endpoint • ALC • Prepared by • Voucher Number • Deposit Status • Agency Block 6 • Deposit Type
Voucher Date	• From and To Date
Deposit Date	• From and To Date
Deposit Total	• From and To Total
Financial Institution Information	• Routing Transit Number • Demand Deposit Account • CA$HLINK II Account Number • FRB Account Key • FRB Cost Center Work Unit

Under the **Search Deposits** function, if you run a search without specifying any criteria, the search results include all deposits in the system that you have access to view (see Table 10 below).

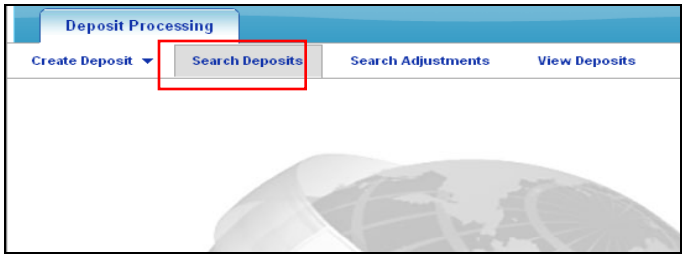
Table 10: Search Results Deposit Statuses

Draft	A deposit that is saved for modification at a later date by a Deposit Preparer
Awaiting Approval	A deposit that is waiting for deposit confirmation by a Deposit Approver
Submitted	A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer
Confirmed	A deposit that has been reviewed and then confirmed by a Financial Institution or FRB
Rejected	A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit

Search and Locate Deposits Using One or More Criteria

1. Click the **Deposit Processing** tab and select **Search Deposits** to enter the search criteria for your deposit (see Figure 28 below).

Figure 28: Search Deposits

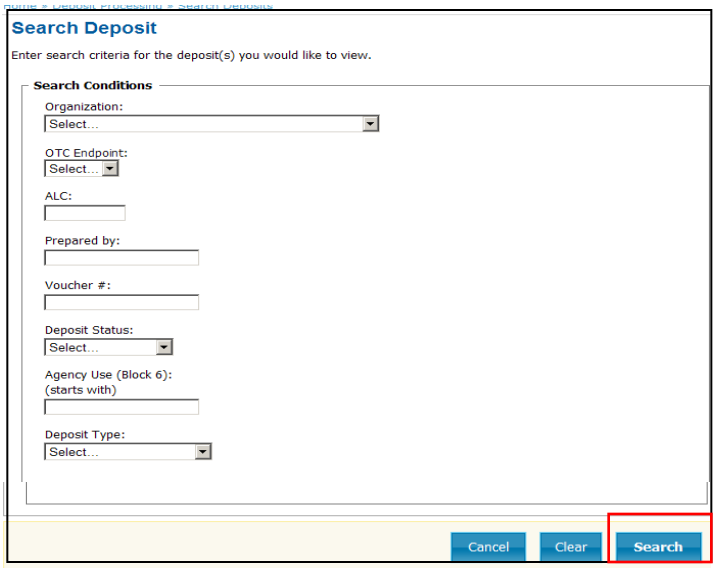


2. Enter the optional search criteria for the deposit you would like to view, and click **Search.**

   Search Conditions fields (see Figure 29) include selecting the,

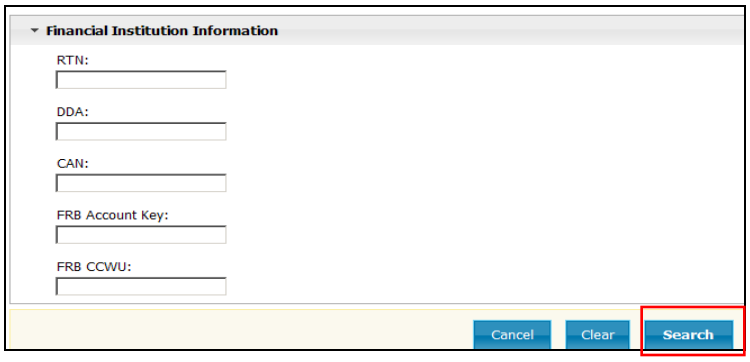
   - Select an **Organization** from the drop-down list
   - Select an **OTC Endpoint** from the drop-down list
   - Select **Deposit Status from** the drop-down list
   - Enter an **ALC (Agency Location Code)** in the field provided
   - Enter the **Prepared by** name in the field provided
   - Enter a **Voucher #** in the field provided
   - Enter **Agency Use (Block 6) details** in the field provided
   - Select **Deposit Status** from the drop-down list

Figure 29: Search Conditions



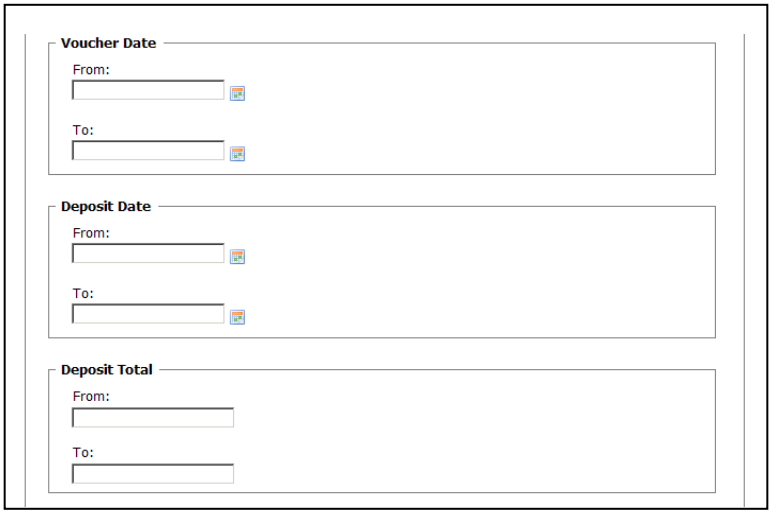
You may also search by entering **Financial Institution Information** which includes the **RTN (Routing Transit Number), DDA (Demand Deposit Account), CAN (CA$HLINK Account Number), FRB Account Key** and **FRB CCWU (Cost Center Work Unit).** See Figure 30 below.

Figure 30: Financial Institution Information



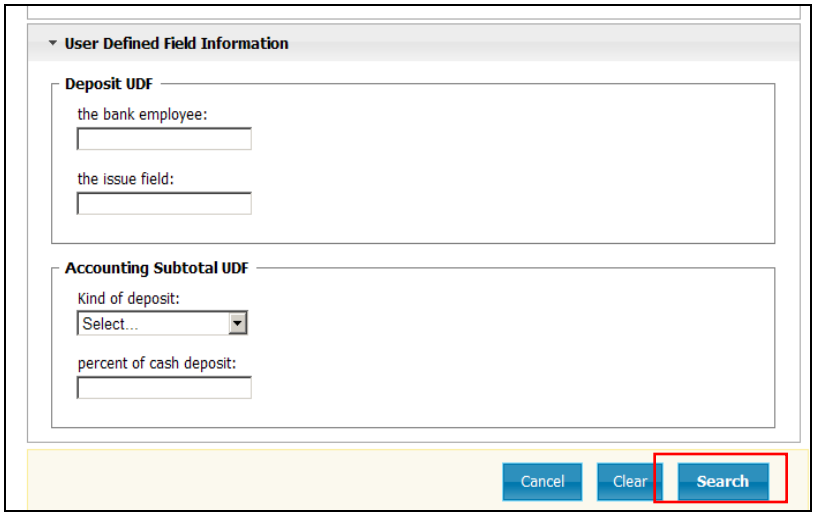
You can search by selecting a **Voucher Date** or **Deposit Date** range. You may also choose to search by a **Deposit Total** range (see Figure 31 below).

Figure 31: Voucher Date, Deposit Date and Deposit Total



Additional criteria search options for deposits include **User Defined Field Information**, if designated by your agency (see Figure 32 below).

Figure 32: User Defined Field Information



3. The *Search Results* table appears (see Figure 33 below). Click the **Voucher Number** of the deposit details you would like to view.

Figure 33: Search Results Table

Voucher	Status	Date Submitted	Date Confirmed	Endpoint	ALC	Adj.	Deposit Total
600362	DRAFT			PHI	20092800		$200.00
600304	DRAFT			L2 FOCash	18000005		$64.83
600302	DRAFT			PHI	20092800		$1.00
600203	DRAFT			L2 FOCash	18000005		$950.00
600202	DRAFT			L2 FOCash	18000005		$4,500.00
600201	DRAFT			L2 FOCheck	00003020		$

To download the information you retrieved when searching for deposits, refer to page 40, *Downloading Deposit Information* in this Topic.

Business Tip

See Chapter 10 of the Deposit Processing User Participant Guide, **Viewing Deposits,** for additional ways you can search for deposit information.

Search for a Deposit

To search for a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.

2. Select **Search Deposit**. The *Search Deposit* page appears.

3. Enter the search criteria for the deposit you would like to view, and click **Search**.

   Under **Search Conditions**, *optional*
   - Select the **Organization**
   - Select the **OTC Endpoint**
   - Enter the **ALC (Agency Location Code)**
   - Enter **Prepared by** details
   - Enter the **Voucher #**
   - Select the **Deposit Status**
   - Enter **Agency Use (Block 6)** details
   - Select the **Deposit Type**
   - Enter the **From** and **To** Voucher Date
   - Enter the **From** and **To** Deposit Date
   - Enter the **From** and **To** Deposit Total

   Under **Financial Institution Information**, *optional*
   - Enter the **RTN (Routing Transit Number)**
   - Enter the **DDA (Demand Deposit Account)**
   - Enter the **CAN (CA$HLINK II Account Number)**
   - Enter the **FRB Account Key (Federal Reserve Bank Account Key)**
   - Enter the **FRB CCWU (Federal Reserve Bank Cost Center Work Unit)**

   Under **User Defined Field Information**, *if applicable, optional*
   - Enter the **Deposit UDF (User Defined Fields)**
   - Enter the **Accounting Subtotal UDF** details

Application Tip

User Defined Fields (UDFs) will only display to users who have access to an organization that has previously defined UDFs. UDFs will appear at the bottom of the page. Up to three UDFs can be displayed for **Deposit** and two for **Accounting Subtotal.**

4. The *Search Results* table appears. Click the **Voucher Number** of the deposit whose details you would like to view.

Application Tip

Click **Download** to save the search deposit results as an XML or CSV file. To view detailed steps for downloading a search deposit, refer to *Download Search Results for a Deposit* printable job aid.

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 **Clear** to clear all data fields and reset to the default selections.
- Click **Edit** to modify the deposit draft. (Visible if a user has **Deposit**
- **Preparer** privileges.)
- Click **Previous** to return to the previous page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher events.

Downloading Deposit Information

After you have searched for your deposit, you can download the retrieved information.
To download the results of a deposit, first use the **Search Deposits** function.

1. Click the **Deposit Processing tab** and select **Search Deposits** to enter the search criteria for your deposit (refer to Figure 28).

2. Enter the optional search criteria for the deposit you would like to view, and click **Search.**

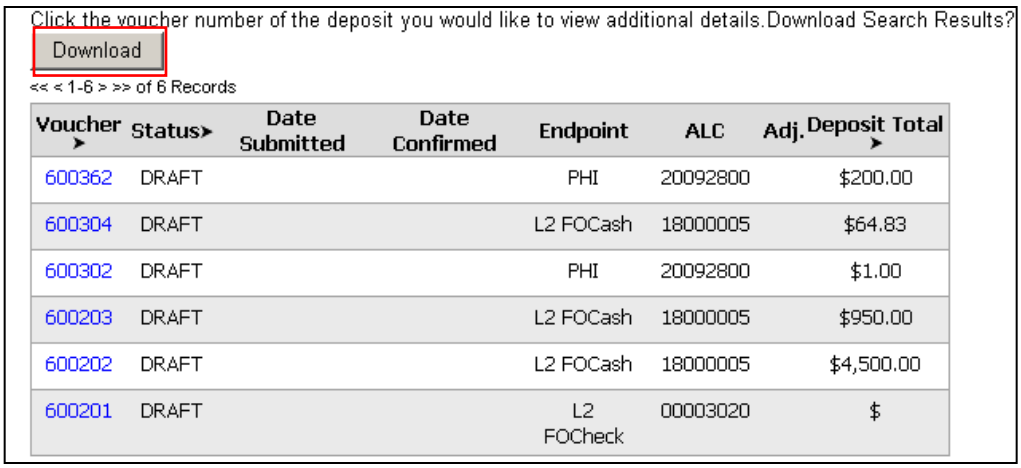
   To search criteria under **Search Conditions,** refer to Figure 29.

   To enter search criteria under **Financial Institution Information** details**,** refer to Figure 30.

   To enter **User Defined Field Information** details, refer to Figure 32.

3. The *Search Results* table appears. Click the **Download** button (see Figure 34 below).

Figure 34: Download Button


Click the voucher number of the deposit you would like to view additional details.Download Search Results?

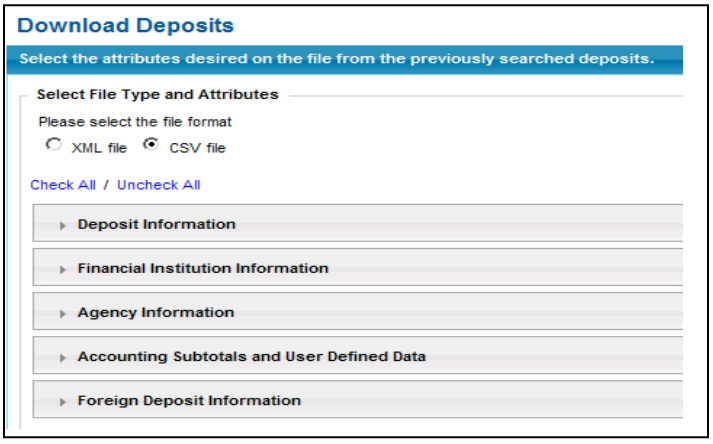
Download

<< < 1-6 > >> of 6 Records

Voucher	Status	Date Submitted	Date Confirmed	Endpoint	ALC	Adj.	Deposit Total
600362	DRAFT			PHI	20092800		$200.00
600304	DRAFT			L2 FOCash	18000005		$64.83
600302	DRAFT			PHI	20092800		$1.00
600203	DRAFT			L2 FOCash	18000005		$950.00
600202	DRAFT			L2 FOCash	18000005		$4,500.00
600201	DRAFT			L2 FOCheck	00003020		$

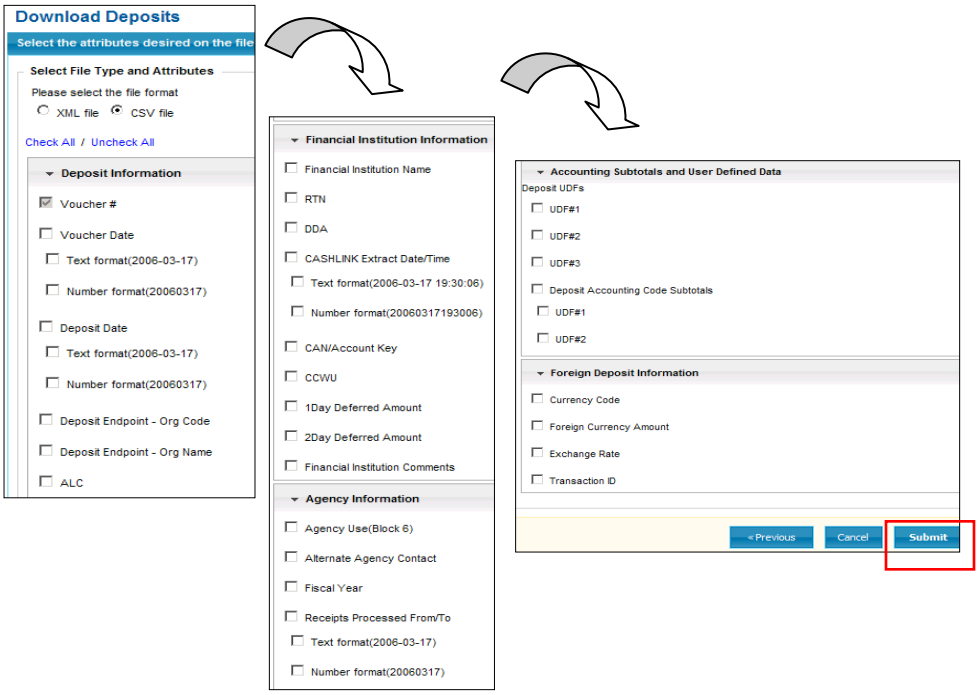
4. Select the **XML file** or **CSV file** as the file format (see Figure 35 below).

Figure 35: File Format



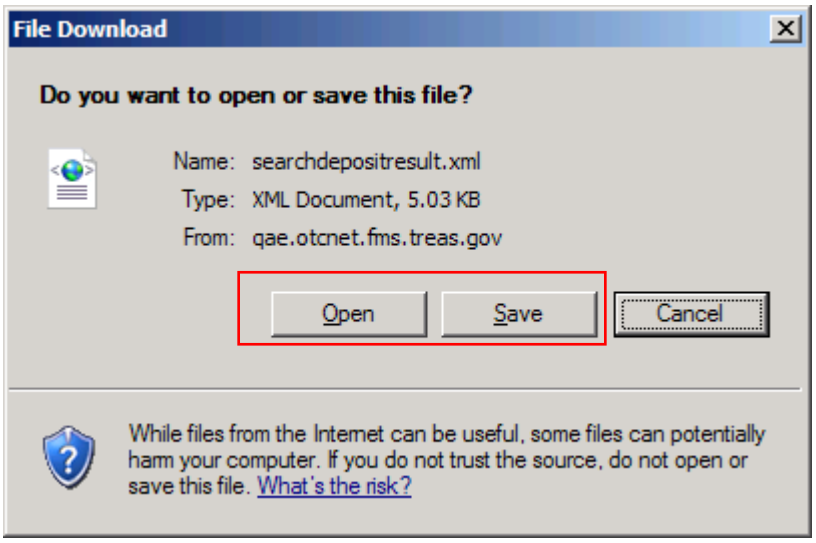
Check the desired attributes that you want to download for **Deposit Information, Financial Institution Information, Agency Information, Accounting Subtotals and User Defined Data** and **Foreign Deposit Information** (see Figure 36 below), then click **Submit.**

Figure 36: Attributes for Download



5. The *File Download dialog* box appears. Click **Open** or **Save** (see Figure 37 below).

Figure 37: File Download



Application Tip

If you click **Open**, the content of the file appears. If you click **Save,** choose the location where you want to save the file.

Download Search Results for a Deposit

To download the search results of a deposit, complete the following steps:

1. Refer to the steps for *Search for a Deposit*.
2. When the *Search Results* table appears, click **Download**. The *Download Deposits* page appears.
3. Select **XML file** or **CSV file** as the file format.
4. Check the desired attributes that you want to download for
   - **Deposit Information**
   - **Financial Institution Information**
   - **Agency Information**
   - **Accounting Subtotals and User Defined Data**
   - **Foreign Deposit Information**
5. Click **Submit**. The *File Download* dialog box appears.
6. Click **Open** or **Save**.

Application Tip

If you click **Open**, the content of the file displays. If you click **Save**, choose the location where you want to save the file.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Download** to download the search results.
- Click **Previous** to return to the previous page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Search** to display the deposits that match the search criteria.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher events.

Topic 8. Searching Adjustments

As a **Agency Viewer**, you can search for and view adjustments as well as download and save the searched adjustment voucher(s) as an XML or CSV file. You may review adjustments to understand why a deposit is adjusted and what corrections were made.

To search for an adjustment to a **US Currency** or **Foreign Check Items** deposit, click the **Search Adjustments** function. The **Search Adjustments** function enables you to search for a deposit voucher using one or more criteria. If you do not specify any criteria, the search results include all deposits in the system that you have access to view. If you run additional searches, the Search Results table repopulates with the results of the new search. See Table 11 below for search criteria fields.

Table 11: Search Criteria Fields

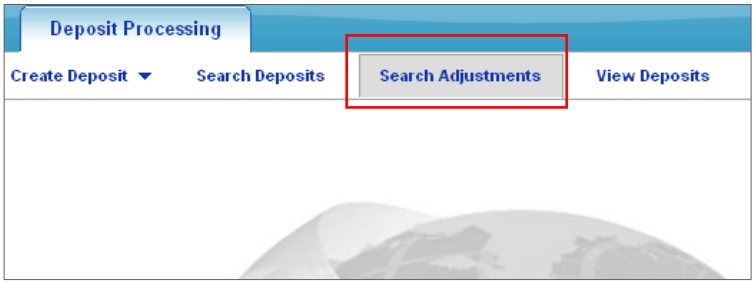
Search Criteria Groupings	Search Criteria Fields
Search Conditions	• Organization • OTC Endpoint • ALC • Adjustment Category • Voucher Number • Adjustment Type • Prepared By • Adjustment Reason
Voucher Date	• Date Range
Adjustment Amount	• Total Range
Deposit Date	• Date Range
Original Deposit Date	• Date Range
Financial Institution Information	• Routing Number • Demand Deposit Account • CA$HLINK II Account Number • FRB Account Key • FRB Cost Center Work Unit

Searching Adjustments Using Select Criteria

Under the **Search Adjustments** function, if you run a search without specifying any criteria, the search results include all deposits in the system that you have access to view.

1. Click the **Deposit Processing** tab and click **Search Adjustments** to enter the search criteria (see Figure 38 below).

Figure 38: Search Adjustments

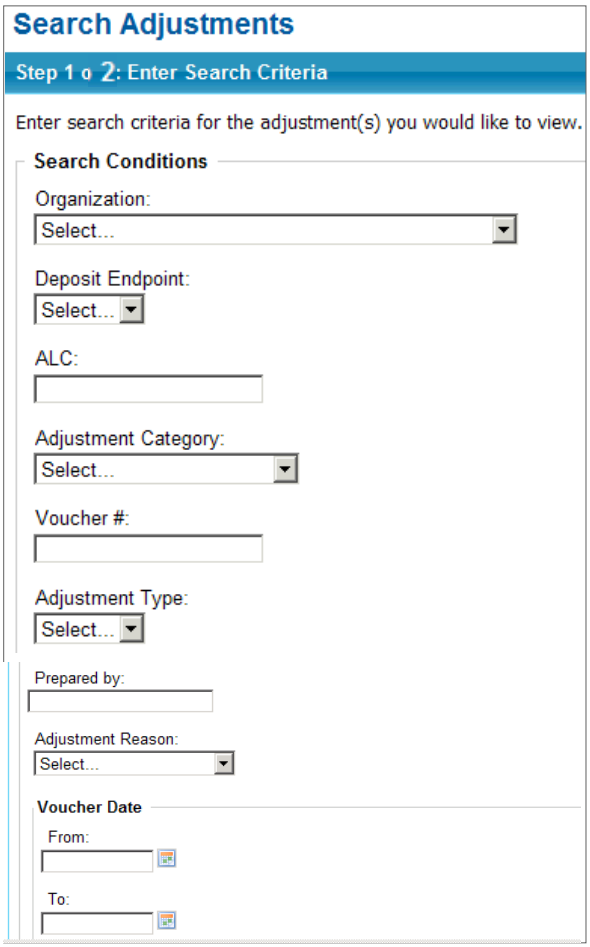


2. The *Search Adjustments* page appears. Enter the optional search criteria for the adjustment you would like to view, and click **Search.**

   Search Conditions fields (see Figure 39 below) include selecting any or all of the following:

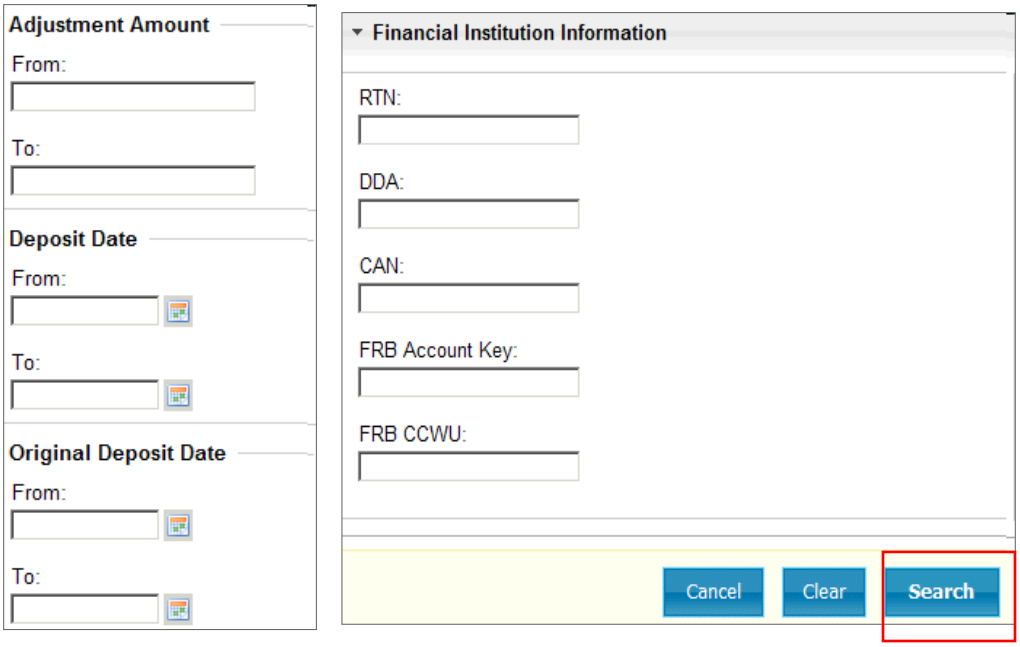
   - Select an **Organization** from the drop-down list
   - Select an **OTC Endpoint** from the drop-down list
   - Enter an **ALC (Agency Location Code)** in the field provided
   - Select an **Adjustment Category** from the drop-down list
   - Enter a **Voucher #** in the field provided
   - Select an **Adjustment Type** from the drop-down list
   - Enter the **Prepared by** name in the field provided
   - Select an **Adjustment Reason** from the drop-down list

Figure 39: Search Conditions



You may also search by entering **Adjustment Amount** range, **Deposit Date, Original Deposit Date** and **Financial Institution Information**, which includes the **RTN (Routing Transit Number), DDA (Demand Deposit Account), CAN (CA$HLINK Account Number) FRB Account Key** and **FRB CCWU (Cost Center Work Unit).** See Figure 40 below.

Figure 40: Additional Search Criteria



3. The *Search Results* table appears (see Figure 41 below). Click the **Voucher Number** of the adjustment whose details you would like to view.

Figure 41: Search Results Table

Download Search Results? Download

Voucher #▸	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount▸
600441	01/27/2010	02/02/2010	ExtraItem	20092800		C	$14.00
600440	01/27/2010	02/04/2010	ExtraItem	20092800		C	$10.00
131206	07/24/2007	07/25/2007	InvlFrnAmt	00003020		C	$35.00
131204	07/24/2007	07/24/2007	XtraFrnCur	00003010		C	$30.00
006423	07/24/2007	07/24/2007	NSF	00003010	R	D	$550.00

Application Tip

Click **Download** to save the adjustment results as an XML or CSV file.

Search and View an Adjustment

To search for and view an adjustment, complete the following steps:

1. Click the **Deposit Processing** tab.

2. Click **Search Adjustments**. The *Search Adjustments* page appears.

3. Enter the search criteria and click **Search**.

   Under **Search Conditions**, *optional*
   - Select an **Organization**
   - Select an **OTC Endpoint**
   - Enter an **ALC (Agency Location Code)**
   - Select an **Adjustment Category**
   - Enter a **Voucher #**
   - Select an **Adjustment Type**
   - Enter the **Prepared by** name
   - Select an **Adjustment Reason**
   - Enter the **From:** and **To:** Voucher Dates
   - Enter the **From:** and **To:** Adjustment Amount
   - Enter the **From:** and **To:** Deposit Date
   - Enter the **From:** and **To:** Original Deposit Date

4. The *Search Results* table appears. Click the **Voucher Number** of the adjustment whose details you would like to view.

Application Tip

Click **Download** to save the adjustment results as an XML or CSV file. To view detailed steps for downloading a search deposit, refer to the *Download Search Results for a Deposit* printable job aid.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Download** to download the search results.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher.

Downloading Adjustments

To download your search results, first use the **Search Adjustments** function. After you have searched for your adjusted deposit, you can download the retrieved information.

1. Click the **Deposit Processing tab** and click **Search Deposits** to enter the search criteria for your adjusted deposit (refer to Figure 38).

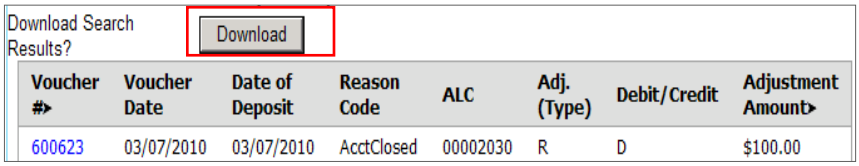
2. Enter the optional search criteria for the adjusted deposit you would like to view, and click **Search.** All references to figures can be found under Topic 6 of the previous section.

   To search criteria under **Search Conditions,** refer to Figure 39.

   To enter additional search criteria**,** refer to Figure 40.

3. The *Search Results* table appears. Click the **Download** button (see Figure 42 below). The *Download Adjustments* page appears.

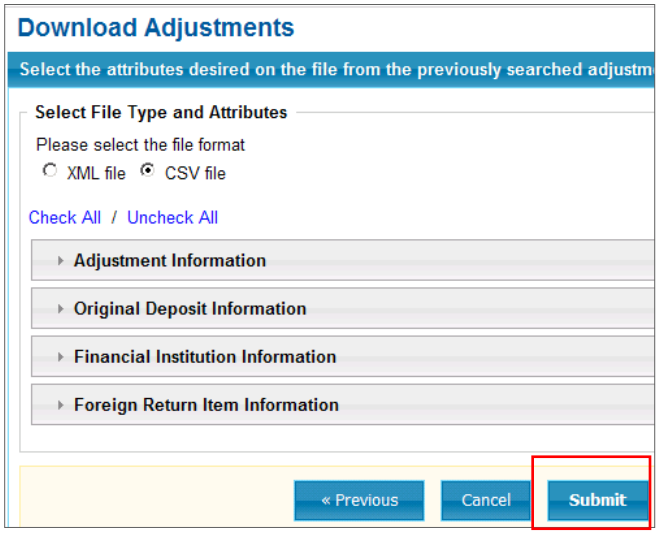
Figure 42: Download Button



Voucher #▸	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount▸
600623	03/07/2010	03/07/2010	AcctClosed	00002030	R	D	$100.00

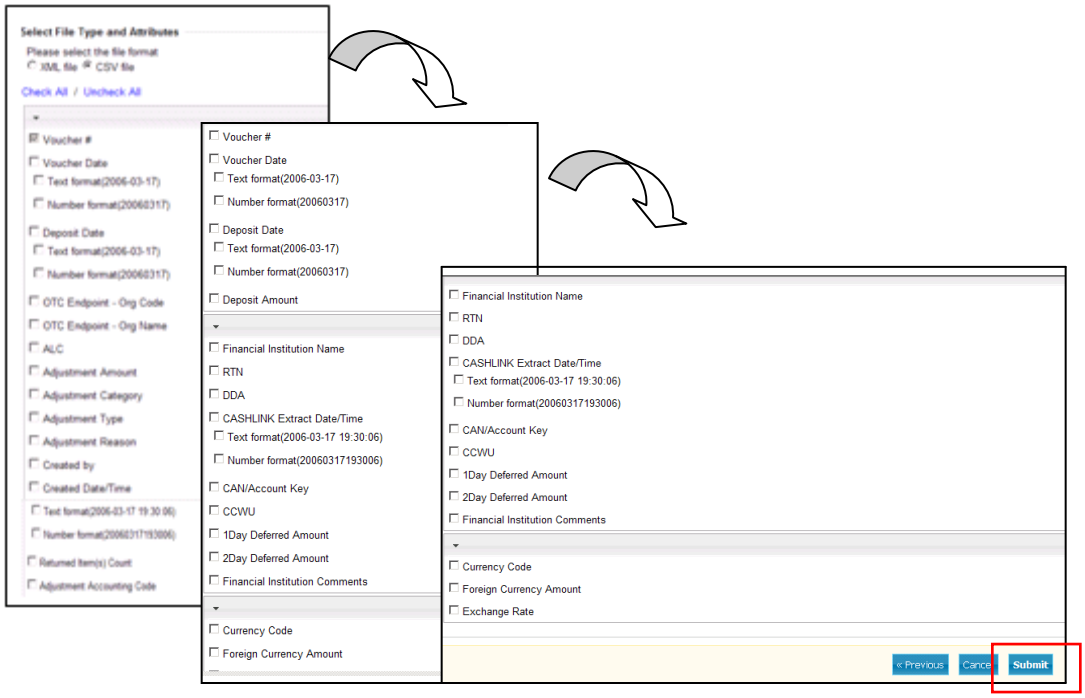
4. Select the **XML file** or **CSV file** as the file format (see Figure 43 below).

Figure 43: File Format



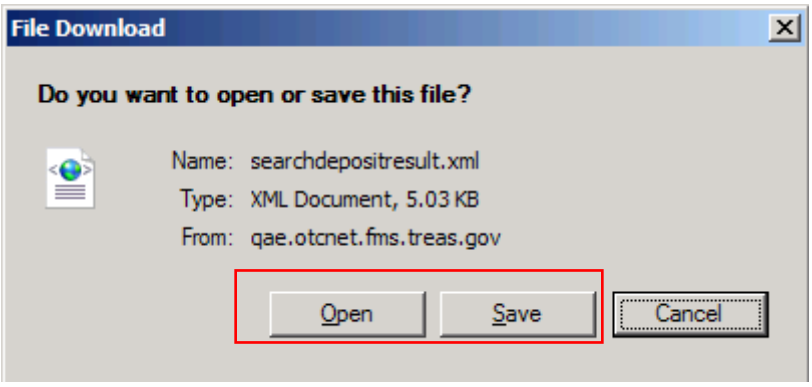
Check the desired attributes that you want to download for **Adjustment Information, Original Deposit Information, Financial Institution Information,** and **Foreign Return Item Information** (see Figure 44 below), then click **Submit.**

Figure 44: Attributes for Download



5. The *File Download* dialog box appears. Click **Open** or **Save** (see Figure 45 below). If you click Open, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Figure 45: File Download



Application Tip

If you click **Open**, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Download Search Results

To download the search results of a deposit, complete the following steps:

1. Refer to the steps for *Search for a Deposit*.
2. When the *Search Results* table appears, click **Download**. The *Download Deposits* page appears.
3. Select **XML file** or **CSV file** as the file format.
4. Check the desired attributes that you want to download for
   - **Deposit Information**
   - **Financial Institution Information**
   - **Agency Information**
   - **Accounting Subtotals and User Defined Data**
   - **Foreign Deposit Information**
5. Click **Submit**. The *File Download* dialog box appears.
6. Click **Open** or **Save**.

Application Tip

If you click **Open**, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Search** to display the deposits that match the search criteria.
- Click **View Voucher Event Log** to view the history of the deposit voucher.

Topic 9. Viewing Reports

As a user or viewer of the Deposit Processing functionality, you may access one or more of the **Business Reports** and **Administration Reports**. Each report provides you with information specific to the select type of data requested, associated with a deposit. Table 12 below outlines the purpose of each report type.

Table 12. Types of Reports and Purpose

Report	Purpose of Report
Business	Provides specific reporting detail for deposit and adjustment activity by type, status and processing options for Agencies and Financial Institutions
Administration	Provides specific reporting detail for interfaces with CA$HLINK, FRB CA$HLINK and TRS, as well as detailed information about completed and in progress vouchers

Topic 10. Reports by Access Type

You have permission to view only certain reports. There are three types of reports that may be accessible to an OTCnet user. They include **Business Reports, Security Reports** and **Administration Reports**. See Table 13 below for details.

Table 13. Reports by Access Type

	Federal Program Agency							Financial Institution/FRB as FI					
Business Reports	Preparer	Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Adjustment Activity (FI)								●		●			
Adjustment Activity (FRB)									●		●		
Adjustments by OTC Endpoint	●	●			●								
Daily Voucher Report			●	●									
Deposit Activity (FI)								●		●			
Deposit Activity (FRB)									●		●		
Deposits By Accounting Code	●	●			●								
Deposits By Agency Endpoint	●	●			●								
Deposit History By Status (FPA)	●	●			●								
Non-Reporting Agency Endpoint	●	●	●	●	●								
Processing Options by Agency Endpoint			●	●									
Security Reports	Preparer	Approver	Accounting Specialist	Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Access Groups by User						●	●					●	●
**Primary Access Groups without a PLSA													
Users by Access Group (FI)												●	●
Users by Access Group (FPA)						●	●						
Users by Role (FI)												●	●
Users by Role (FPA)						●	●						
User Information						●	●					●	●
Admin. Reports/ Misc.	Preparer	Approver	Accounting Specialist	Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
*Activity Report													
View CA$HLINK II File Status								●		●			
View FRB CA$HLINK File Status									●		●		
View TRS File Status								●	●	●	●		
View Vouchers Complete	●	●			●			●	●	●	●		
View Voucher Event Log	●	●			●			●	●	●	●		
View Voucher Event Detail	●	●			●			●	●	●	●		
View Vouchers In Progress	●	●			●			●	●	●	●		
View Voucher Event Log	●	●			●			●	●	●	●		
View Voucher Event Detail	●	●			●			●	●	●	●		
**Change Current State													
Acknowledge Error Resolution								●	●				

**Indicates reports accessible at the FMS Viewer level*

***Indicates report detail accessible only at the HLAS user level*

Topic 11. Types of Business and Administration Reports

Business Reports

As a **Agency Viewer,** you may access one or more of the reports listed in Table 14 below. To obtain specific details for which reports each role may view or download, please refer to Table 13 above.

Table 14. Business Reports and Purpose

Business Report	Purpose of Business Report
Adjustment Activity (FI)	Allows you to view adjustments made by your Financial Institution (FI).
Adjustment Activity (FRB)	Allows you view adjustments made by your Federal Reserve Bank (FRB).
Adjustments by OTC Endpoints	Allows you to adjustments made by your Agency Location Code (ALC).
Daily Voucher Report	Allows you to view the daily voucher extract
Deposit Activity (FI)	Allows you to view deposits submitted to your FI.
Deposit Activity (FRB)	Allows you to view deposits submitted to your FRB.
Deposits by Accounting Code	Allows you to view deposits by accounting code.
Deposits by OTC Endpoint	Allows you to view deposits by OTC Endpoint.
Deposit History by Status	Allows you to view deposits by status
Non-Reporting OTC Endpoints	Allows you to view OTC Endpoints that have not reported a deposit.
Processing Options by OTC Endpoints	Allows you to view processing options defined for endpoints within the organization.

Administration Reports

As a **Agency Viewer**, you may access one or more of the reports listed in Table 15 below. To obtain specific details for which reports each role may view or download, refer to Table 13.

Table 15. Administration Reports and Purpose

Administration Report	Purpose of Administration Report
***Activity Report**	Allows a user to view the total number of organizations created in a month and/or year as well as total number of deposits by status and adjustment activity by month and/or year.
View CA$HLINK II File Status	Allows you to view status of deposit report files that have been processed by CA$HLINK II or are ready for CA$HLINK II to process.
View FRB CA$HLINK File Status	Allows you to view the status of deposit files that have been sent to FRB CA$HLINK.
View TRS File Status	The status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.
View Vouchers Completed	Allows you to view the status of deposit and adjustment vouchers that have completed processed through the FI System To System Interface in the past 36 hours.
View Vouchers in Progress	Allows you to view the status of deposit and adjustment vouchers in progress.

** Indicates report that only an FMS Viewer user role may access*

Topic 12. Viewing Report Detail

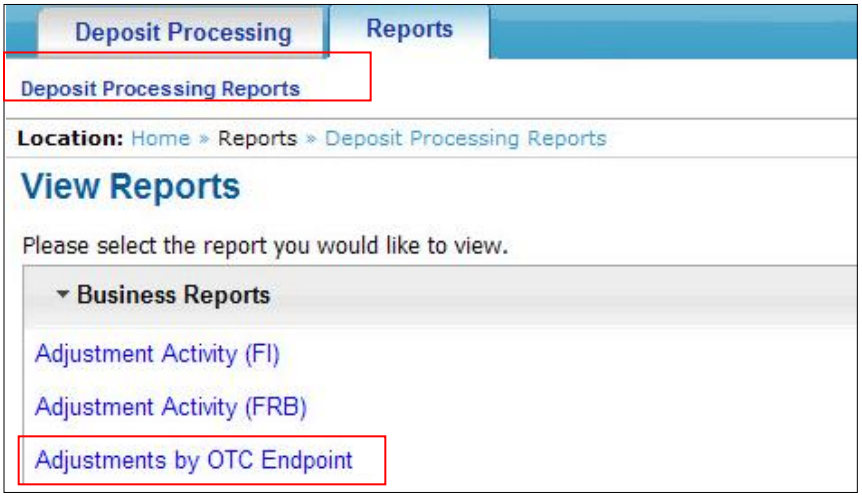
Business Reports

This section will provide you with detail of how to view and download **Business Reports**. There are five **Business Reports** you may choose to view. To print **Business Reports** after downloading, right-click using a mouse, and click the **Print** option.

Adjustments by OTC Endpoint

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Adjustments by OTC Endpoint.** See Figure 46 below.

Figure 46. Select Adjustments by OTC Endpoint from Reports Menu



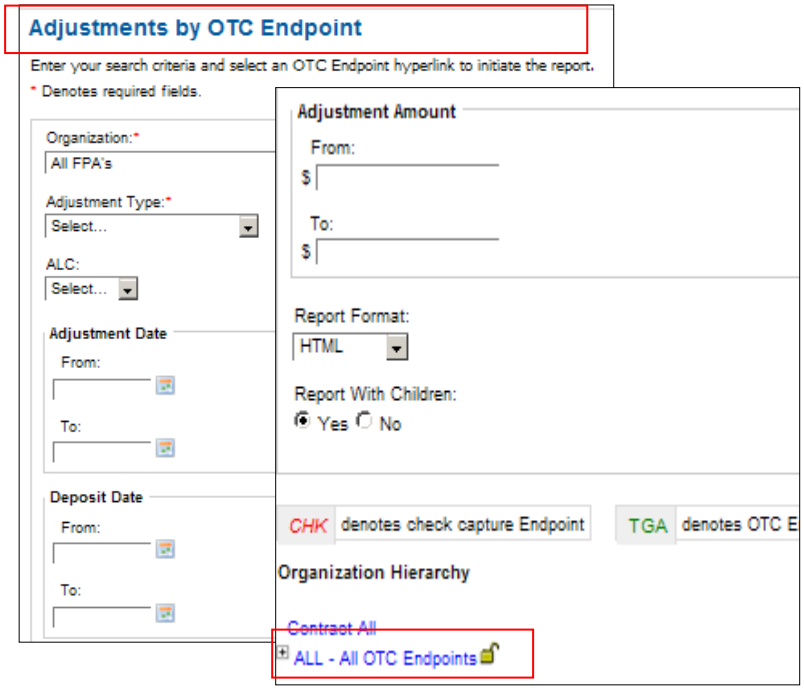
2. The *Adjustments by OTC Endpoint* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 47 below for search criteria.

   Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**.

   - Select the **Organization**, *required*
   - Select the **Adjustment Type**
   - Enter the **ALC** (Agency Location Code)
   - Enter the **From:** and **To:** Adjustment Date range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **From:** and **To:** Adjustment Amount range
   - Select the **Report Format**

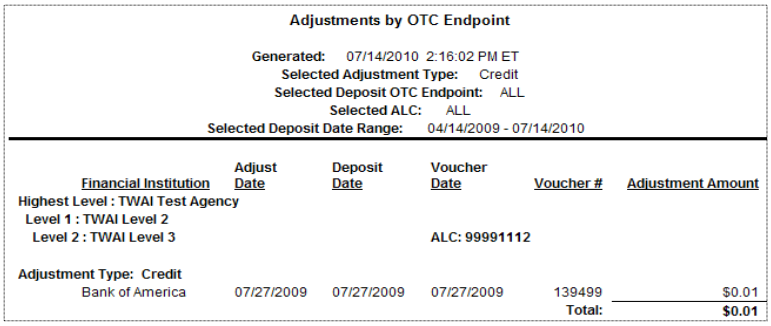
For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 47. Adjustments by OTC Endpoint Page



3. Click an **OTC Endpoint** to initiate the report (refer to Figure 47 above). The report appears in a new window as shown in Figure 48 below.

Figure 48. Adjustments by OTC Endpoint Report Output



Adjustments by OTC Endpoint

Generated: 07/14/2010 2:16:02 PM ET
Selected Adjustment Type: Credit
Selected Deposit OTC Endpoint: ALL
Selected ALC: ALL
Selected Deposit Date Range: 04/14/2009 - 07/14/2010

Financial Institution	Adjust Date	Deposit Date	Voucher Date	Voucher #	Adjustment Amount
Highest Level : TWAI Test Agency					
Level 1 : TWAI Level 2					
Level 2 : TWAI Level 3			**ALC: 99991112**		
Adjustment Type: Credit					
Bank of America	07/27/2009	07/27/2009	07/27/2009	139499	$0.01
				Total:	**$0.01**

View Business Reports: Adjustments by OTC Endpoint

To view adjustments by OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Adjustments by OTC Endpoint**. The *Adjustments by OTC Endpoint* page appears.
4. Enter the search criteria you would like to view.
   - Select the **Organization**, *required*
   - Select the **Adjustment Type**, *required*
   - Select the **ALC** (Agency Location Code)
   - Enter the **From:** and **To:** Adjustment Date range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **From:** and **To:** Adjustment Amount range
   - Select the **Report Format**

Application Tip

The date range for **Voucher Date** cannot exceed 15 months.

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

Application Tip

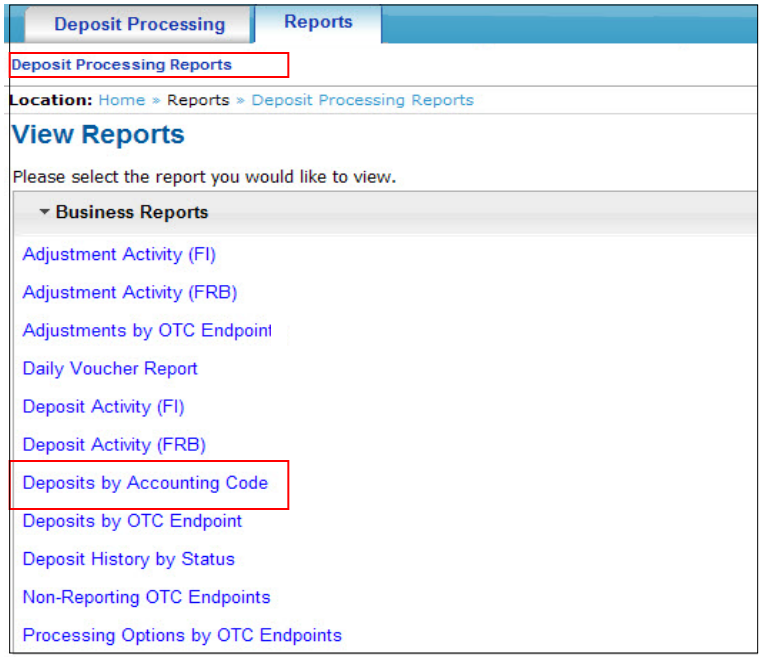
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

Deposits by Accounting Code

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposits by Accounting Code**. See Figure 49 below.

Figure 49. Select Deposits by Accounting Code from Reports Menu



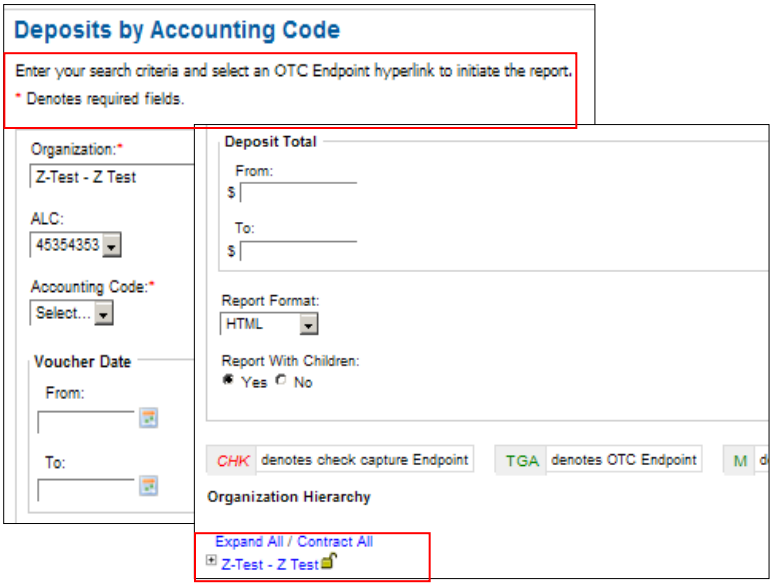
2. The *Deposits by Accounting Code* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 50 below for search criteria.

   Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**.

   - Select the **Organization,** *required*
   - Select the **ALC** (Agency Location Code)
   - Select the **Accounting Code**, *required*
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Deposit Total range
   - Select the **Report Format**

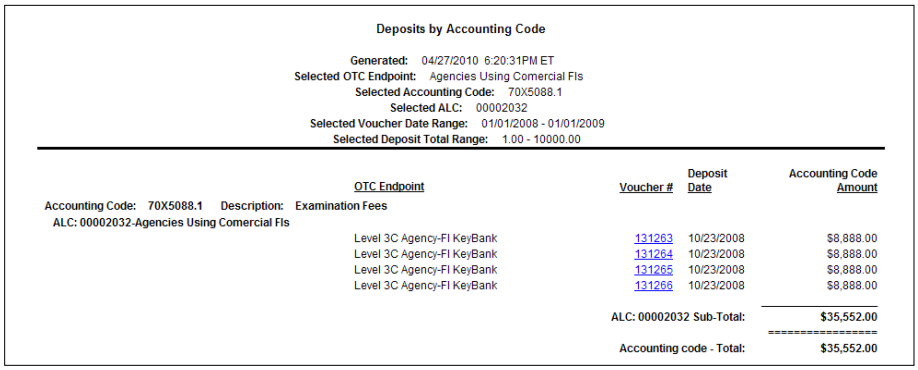
For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 50. Deposits by Accounting Code Page



3. Click an **OTC Endpoint** to initiate the report (refer to Figure 20 above). The report appears in a new window as shown in Figure 51 below.

Figure 51. Deposits by Accounting Code Report Output



Deposits by Accounting Code

Generated: 04/27/2010 6:20:31PM ET
Selected OTC Endpoint: Agencies Using Comercial FIs
Selected Accounting Code: 70X5088.1
Selected ALC: 00002032
Selected Voucher Date Range: 01/01/2008 - 01/01/2009
Selected Deposit Total Range: 1.00 - 10000.00

Accounting Code: 70X5088.1 **Description:** Examination Fees
ALC: 00002032-Agencies Using Comercial FIs

OTC Endpoint	Voucher #	Deposit Date	Accounting Code Amount
Level 3C Agency-FI KeyBank	131263	10/23/2008	$8,888.00
Level 3C Agency-FI KeyBank	131264	10/23/2008	$8,888.00
Level 3C Agency-FI KeyBank	131265	10/23/2008	$8,888.00
Level 3C Agency-FI KeyBank	131266	10/23/2008	$8,888.00
		ALC: 00002032 Sub-Total:	**$35,552.00**
		Accounting code - Total:	**$35,552.00**

View Business Reports: Deposits by Accounting Code

To view a deposit by accounting code report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Deposits by Accounting Code**. The *Deposits by Accounting Code* page appears.

4. Enter the search criteria you would like to view.

   - Select the **Organization**, *required*
   - Select the **ALC** (Agency Location Code)
   - Select the **Account Code**, *required*
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Deposit Total range
   - Select the **Report Format**

Application Tip

The date range for **Voucher Date** cannot exceed 15 months.

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

Application Tip

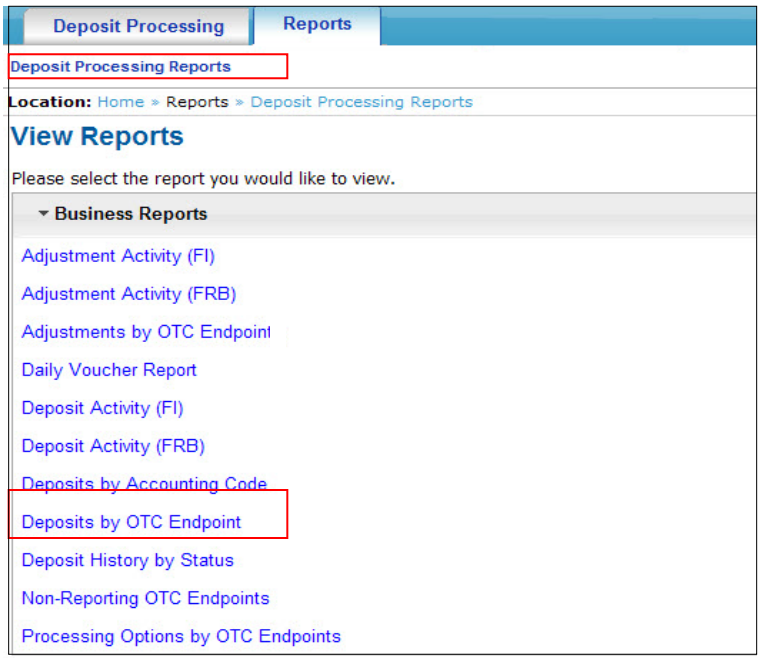
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

Deposits by OTC Endpoint

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposits by OTC Endpoint**. See Figure 52 below.

Figure 52. Select Deposits by OTC Endpoint from Reports Menu



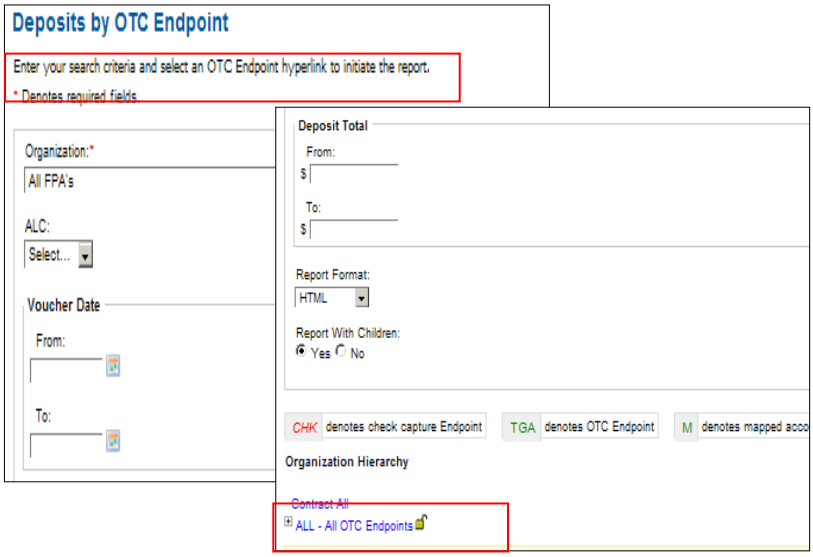
2. The *Deposits by OTC Endpoint* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 53 below for search criteria.

   Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**.

   - Select the **Organization,** *required*
   - Select the **ALC** (Agency Location Code)
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Deposit Total range
   - Select the **Report Format**

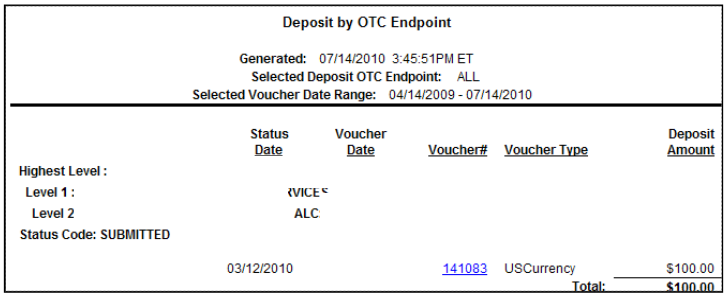
For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 53. Deposits by OTC Endpoint Page



3. Click an **OTC Endpoint** to initiate the report (refer to Figure 53 above). The report appears in a new window as shown in Figure 54.

Figure 54. Deposits by OTC Endpoint Report Output



Deposit by OTC Endpoint

Generated: 07/14/2010 3:45:51PM ET
Selected Deposit OTC Endpoint: ALL
Selected Voucher Date Range: 04/14/2009 - 07/14/2010

	Status Date	Voucher Date	Voucher#	Voucher Type	Deposit Amount
Highest Level :					
Level 1 :		RVICES			
Level 2		ALC			
Status Code: SUBMITTED					
	03/12/2010		141083	USCurrency	$100.00
				Total:	**$100.00**

View Business Reports: Deposits by OTC Endpoint

To view a deposit by OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Deposits by OTC Endpoint**. The *Deposits by OTC Endpoint* page appears.

4. Enter the search criteria you would like to view.

   - Select the **Organization**, *required*
   - Select the **ALC** (Agency Location Code)
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Deposit Total range
   - Select the **Report Format**

Application Tip

The date range for **Voucher Date** cannot exceed 15 months.

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

Application Tip

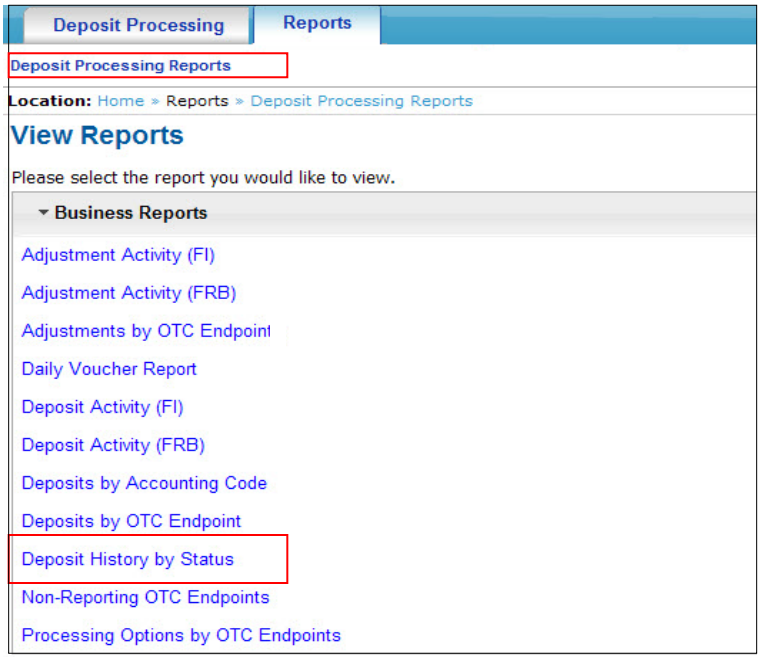
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

Deposit History by Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposit History by Status**. See Figure 55 below.

Figure 55. Select Deposit History by Status from Reports Menu

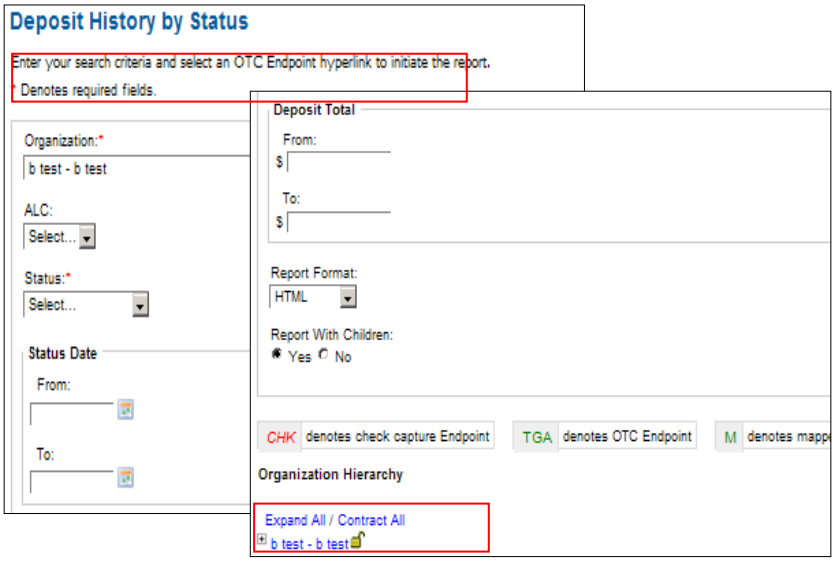


3. The *Deposit History by Status* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 56 below for search criteria.

   - Select the **Organization,** *required*
   - Select the **ALC** (Agency Location Code)
   - Select the **Status**, *required*
   - Enter the **From:** and **To:** Status Date range
   - Enter the **From:** and **To:** Deposit Total range
   - Select the **Report Format**

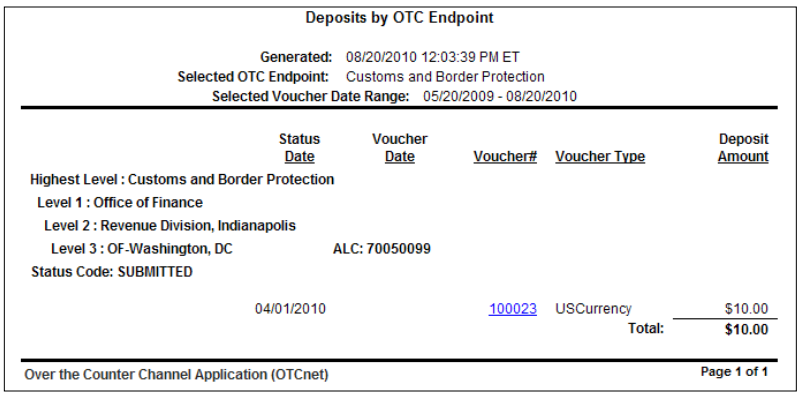
For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 56. Deposit History by Status Page



3. Click an **OTC Endpoint** to initiate the report (refer to Figure 26 above). The report appears in a new window as shown in Figure 57.

Figure 57. Deposits by OTC Endpoint Report Output



Deposits by OTC Endpoint

Generated: 08/20/2010 12:03:39 PM ET
Selected OTC Endpoint: Customs and Border Protection
Selected Voucher Date Range: 05/20/2009 - 08/20/2010

	Status Date	Voucher Date	Voucher#	Voucher Type	Deposit Amount
Highest Level : Customs and Border Protection					
Level 1 : Office of Finance					
Level 2 : Revenue Division, Indianapolis					
Level 3 : OF-Washington, DC		**ALC: 70050099**			
Status Code: SUBMITTED					
	04/01/2010		100023	USCurrency	$10.00
				Total:	**$10.00**

Over the Counter Channel Application (OTCnet) **Page 1 of 1**

View Business Reports: Deposit History by Status

To view a deposit history by status report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Deposit History by Status**. The *Deposit History by Status* page appears.

4. Enter the search criteria you would like to view.

   - Select the **Organization**, *required*
   - Select the **ALC** (Agency Location Code)
   - Select the **Status**, *required*
   - Enter the **From:** and **To:** Status Date range
   - Enter the **From:** and **To:** Deposit Total range
   - Select the **Report Format**

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

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 **Clear** to clear all data fields and reset to the default selections.

Non-Reporting OTC Endpoints

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Non-Reporting OTC Endpoints**. See Figure 58 below.

Figure 58. Non-Reporting OTC Endpoints from Reports Menu

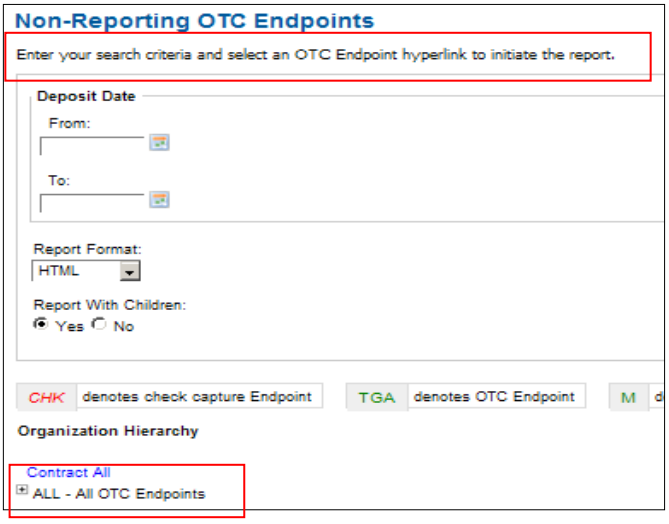
2. The *Non-Reporting OTC Endpoints* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 59 below for search criteria.

   Under search criteria, you cannot exceed 15 months for the date range for **Deposit Date**.

   - Enter the **From:** and **To:** Deposit Date range
   - Select the **Report Format**

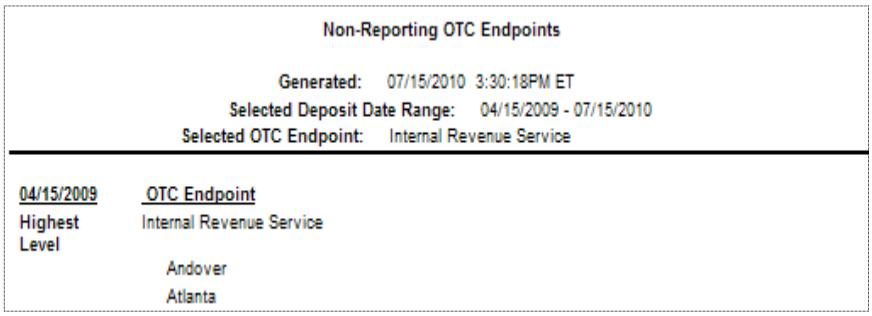
For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 59. Non-Reporting OTC Endpoints Page



3. Click an **OTC Endpoint** to initiate the report (refer to Figure 29 above). The report appears in a new window as shown in Figure 60.

Figure 60. Non-Reporting OTC Endpoints Report Output



View Business Reports: Non-Reporting OTC Endpoints

To view a non-reporting OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Non-Reporting OTC Endpoints**. The *Non-Reporting OTC Endpoints* page appears.
4. Enter the search criteria you would like to view.
   - Enter the **From:** and **To:** Deposit Date range
   - Select a **Report Format**

Application Tip

The date range for **Deposit Date** cannot exceed 15 months.

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

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 **Clear** to clear all data fields and reset to the default selections.

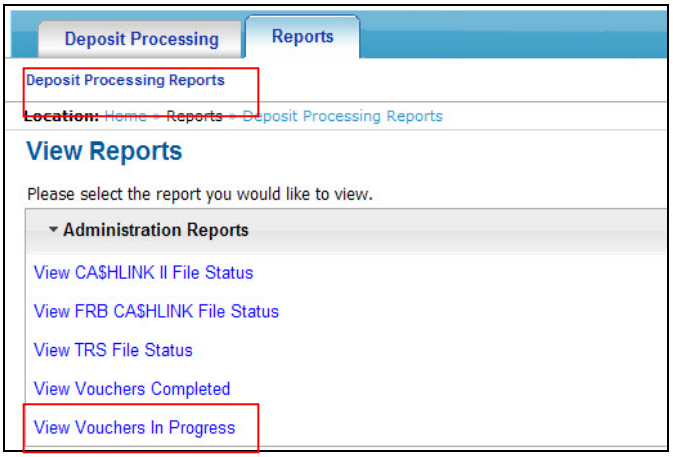
Administration Reports

This section will provide you with detail of how to view and download **Administration Reports**. There are six **Administration Reports** you may choose to view. To print **Administration Reports** after downloading, right-click using a mouse and select the **Print** option.

View Vouchers Completed

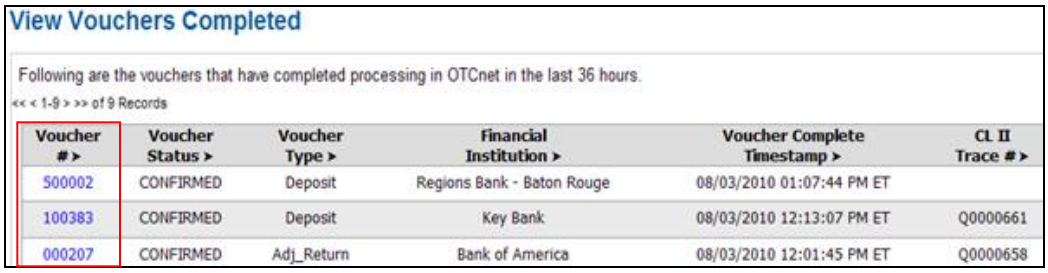
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers Completed**. See Figure 61 below.

Figure 61. View Vouchers Completed from Reports



2. The *View Vouchers Completed* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 62).

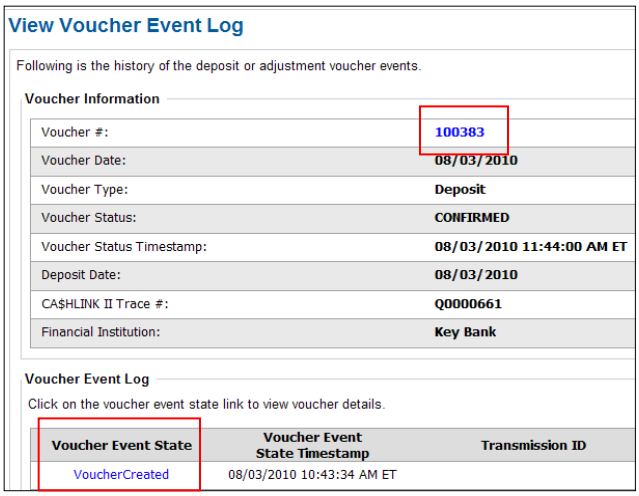
Figure 62. View Vouchers Completed Page



Voucher #	Voucher Status	Voucher Type	Financial Institution	Voucher Complete Timestamp	CL II Trace #
500002	CONFIRMED	Deposit	Regions Bank - Baton Rouge	08/03/2010 01:07:44 PM ET	
100383	CONFIRMED	Deposit	Key Bank	08/03/2010 12:13:07 PM ET	Q0000661
000207	CONFIRMED	Adj_Return	Bank of America	08/03/2010 12:01:45 PM ET	Q0000658

3. The *View Voucher Event Log* page appears (see Figure 63 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (Figure 64)

Figure 63. View Voucher Event Log Page



View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

Voucher Information

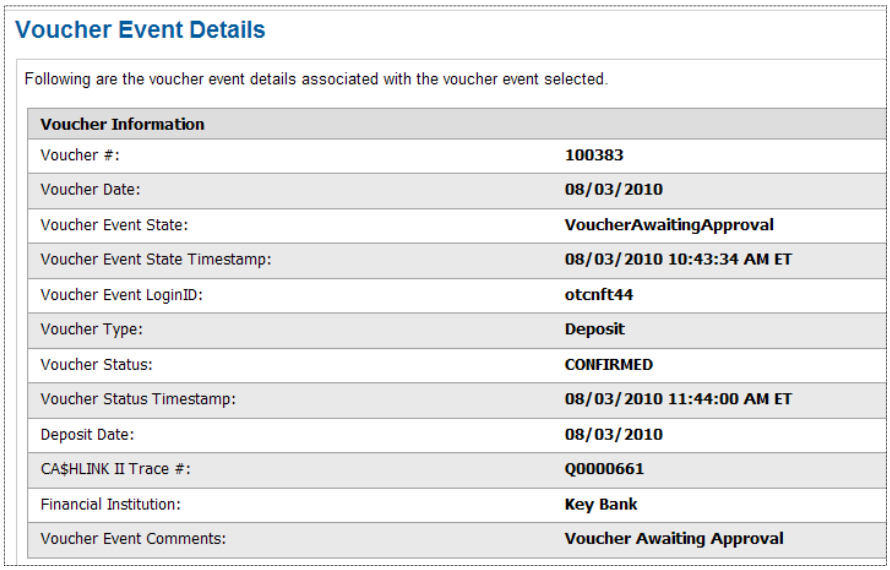
Voucher #:	100383
Voucher Date:	08/03/2010
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/03/2010 11:44:00 AM ET
Deposit Date:	08/03/2010
CA$HLINK II Trace #:	Q0000661
Financial Institution:	Key Bank

Voucher Event Log

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID
VoucherCreated	08/03/2010 10:43:34 AM ET	

Figure 64. Voucher Event Details Report Output



Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	100383
Voucher Date:	08/03/2010
Voucher Event State:	VoucherAwaitingApproval
Voucher Event State Timestamp:	08/03/2010 10:43:34 AM ET
Voucher Event LoginID:	otcnft44
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/03/2010 11:44:00 AM ET
Deposit Date:	08/03/2010
CA$HLINK II Trace #:	Q0000661
Financial Institution:	Key Bank
Voucher Event Comments:	Voucher Awaiting Approval

View Administration Reports: Vouchers Completed

To view a vouchers completed report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers Completed**. The *View Vouchers Completed* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.

Application Tip

The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI System to System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details page* appears.

   Or

   Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.

Application Tip

The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA$HLINK, and the Transaction Reporting System (TRS) interface.

Application Tip

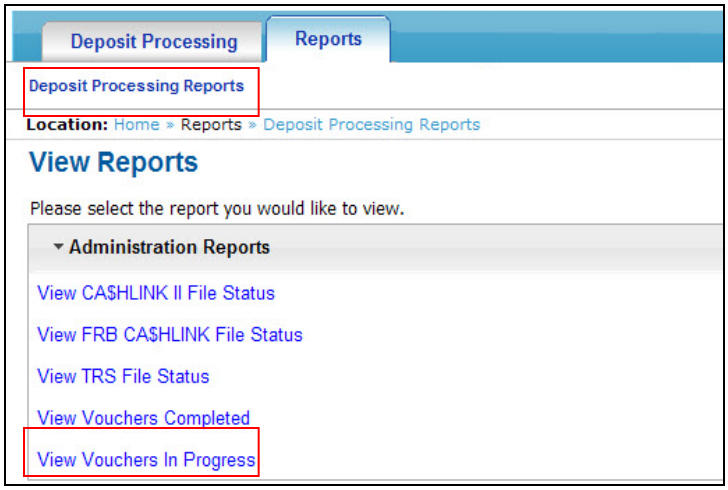
Additional buttons on the pages that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

View Vouchers in Progress

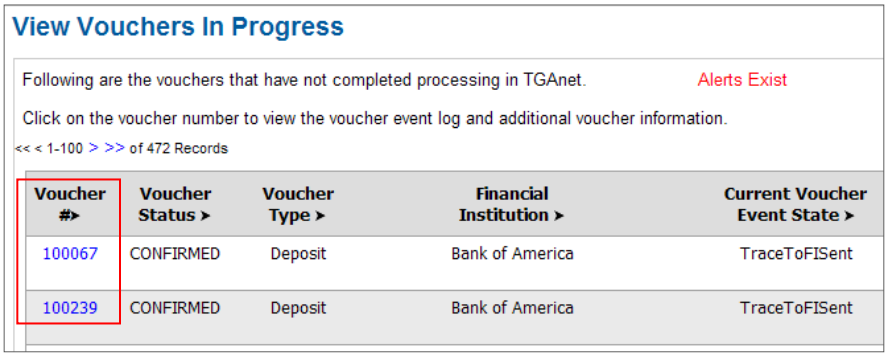
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers in Progress**. See Figure 65 below.

Figure 65. View Vouchers in Progress from Reports



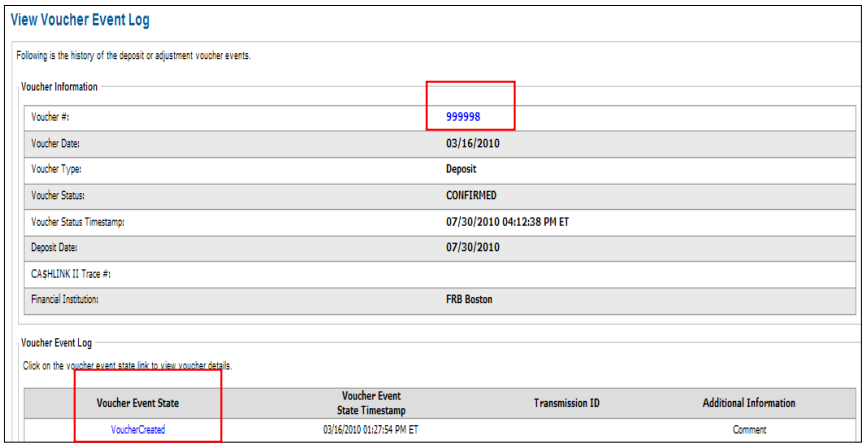
2. The *View Vouchers in Progress* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 76).

Figure 66. View Vouchers In Progress Page



3. The *View Voucher Event Log* page appears (see Figure 67 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (see Figure 68).

Figure 67. In Progress View Voucher Event Log Page



View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

Voucher Information

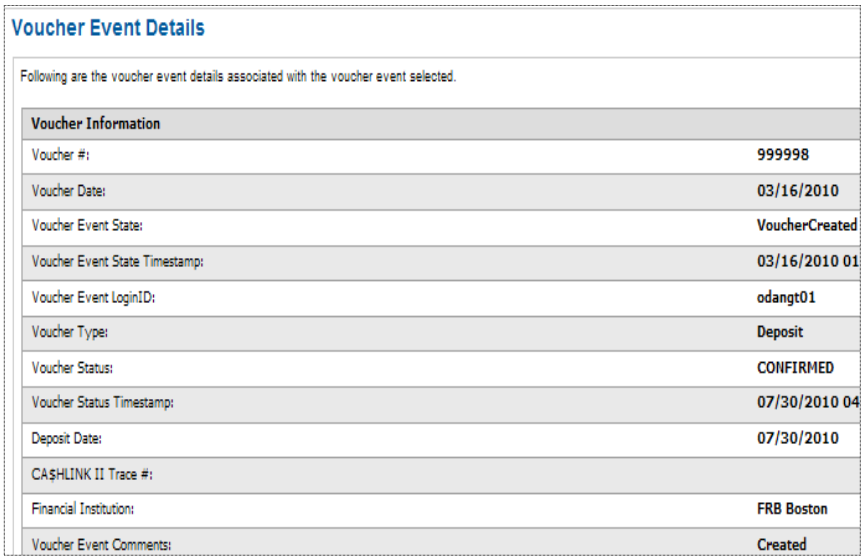
Voucher #:	999998
Voucher Date:	03/16/2010
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	07/30/2010 04:12:38 PM ET
Deposit Date:	07/30/2010
CA$HLINK II Trace #:	
Financial Institution:	FRB Boston

Voucher Event Log

Click on the voucher event state link to view voucher details

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
VoucherCreated	03/16/2010 01:27:54 PM ET		Comment

Figure 68. In Progress Voucher Event Details Report Output



Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	999998
Voucher Date:	03/16/2010
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	03/16/2010 01
Voucher Event LoginID:	odangt01
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	07/30/2010 04
Deposit Date:	07/30/2010
CA$HLINK II Trace #:	
Financial Institution:	FRB Boston
Voucher Event Comments:	Created

View Administration Reports: Vouchers in Progress

To view a voucher in progress report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers In Progress**. The *View Vouchers in Progress* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.

Application Tip

The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI System To System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details page* appears.

   Or

   Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.

Application Tip

The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA$HLINK, and the Transaction Reporting System (TRS) interface.

Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

Summary

In this Guide, you learned:

- The Introduction to OTCnet
- The Overview of OTCnet Participant User Guide Content
- How to log on to OTCnet
- How to access your User Id and reset your Password
- How to navigate the OTCnet home page
- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view a rejected deposit details
- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file.
- The purpose of searching adjustments
- How to search and locate adjustments using one or more search criteria
- How to download adjustment voucher(s) as an XML or CSV file
- The purpose of viewing reports
- The various types of reports you can access by role
- The types of Business, Security and Administration reports
- The detail each report provides and how to view and download those reports

This completes the series of topics for *the Agency Viewer Participant User Guide*. You can continue to use this guide as reference or extract the *How To Steps* at the end of each *Topic* for quick application.

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OTCnet℠

Deposits Made Simple

Federal Reserve Bank (FRB) Viewer

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Federal Reserve Bank (FRB) Viewer Participant User Guide* includes:

- Federal Reserve Bank Viewer

Overview

Welcome to the *Federal Reserve Bank (FRB) Viewer Participant User Guide.* In this guide, you will learn:

- The introduction to OTCnet
- The overview of the OTCnet Participant User Guide content
- How to log on to OTCnet
- How to access your User ID and reset your Password
- How to navigate the OTCnet home page
- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view a rejected deposit details
- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file
- The purpose of searching adjustments
- How to search and locate adjustments using one or more search criteria
- How to download adjustment voucher(s) as an XML or CSV file
- The purpose of viewing reports
- The various types of reports you can access by role

- The types of Business and Administration reports
- The detail each report provides and how to view and download those reports
- How to view a Financial Institution

Topics

This guide is organized by the following topics:

- Topic 1. Introduction to OTCnet
- Topic 2. Overview of OTCnet Participant User Guide Content
- Topic 3. Logging on to OTCnet
- Topic 4. Accessing a User ID and Resetting Passwords
- Topic 5. Navigating the OTCnet Home Page
- Topic 6. Viewing Deposits
- Topic 7. Searching Deposits
- Topic 8. Searching Adjustments
- Topic 9. Viewing Reports
- Topic 10. Reports by Access Type
- Topic 11. Types of Business and Administration Reports
- Topic 12. Viewing Report Detail
- Topic 13. Viewing Financial Institutions

Topic 1. Introduction to OTCnet

Overview

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

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

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

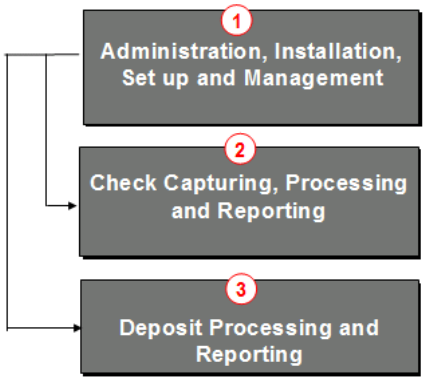
OTCnet financial services will:

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

OTCnet Elements

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

Figure 1. OTCnet Elements



The three elements of OTCnet are defined as follows,

1. **Administration:** allows for those with administrative permissions to install, setup users, and manage OTCnet
2. **Deposit Processing:** permits Federal agencies the ability to create and submit deposits for confirmation. This platform also allows for Financial Institutions to confirm those deposits and create adjustments electronically. Deposits can be created for US currency, foreign cash and foreign check items
3. **Check Capturing, Check Processing:** converts personal and business checks into electronic fund transfers. Transactions can be consumer, consumer accounts receivable, and business transactions. This is not an element of OTCnet you will use.

OTCnet Process Flow: Deposit Processing and Reporting

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

FI Commercial Process Flow

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

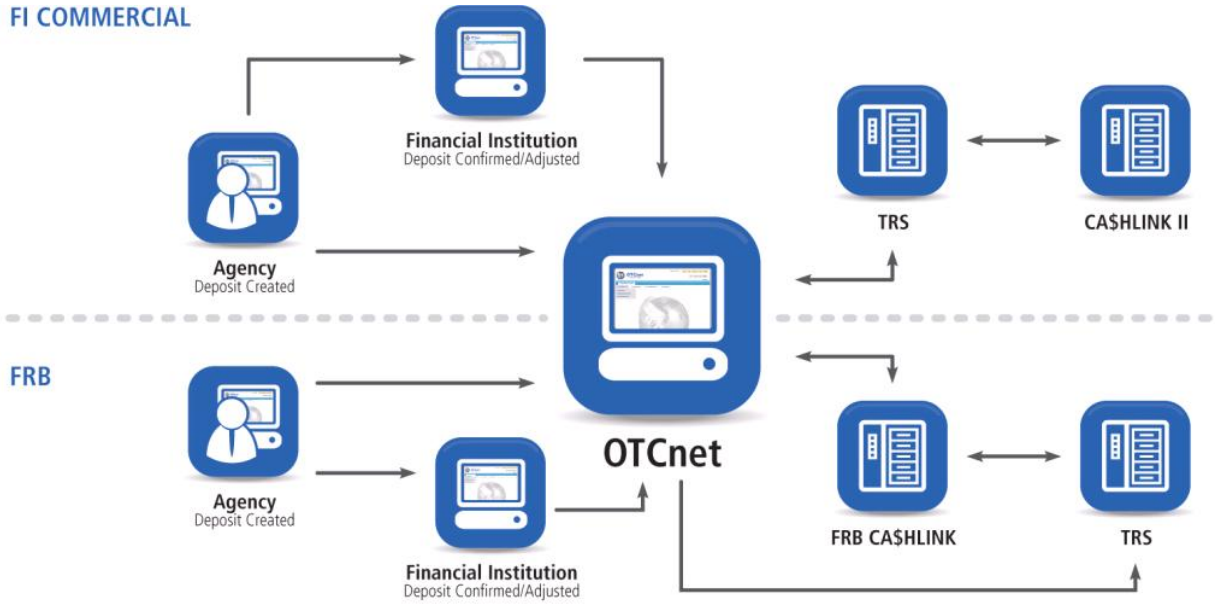
OTCnet sends deposit voucher information to Transaction Reporting System (TRS) for reconciliation and makes it available to CA$HLINK II. CA$HLINK II obtains the reconciled deposit data from TRS and makes it accessible in OTCnet for agency retrieval.

FRB Process Flow

As shown in Figure 2 below, the Deposit Preparer electronically fills out the SF215 (deposit ticket) using OTCnet and prints out the deposit ticket. The bank deposit ticket, SF215 (deposit ticket), cash, and checks (US and foreign) are taken to your Financial Institution (FI). At the FI, the Deposit Confirmer confirms the deposit, rejects the deposit or creates an adjustment to the deposit using OTCnet.

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

Figure 2. Deposit Processing and Reporting Process Flow



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

OTCnet End Users

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

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

Administrator, Local Security Administrator, Accounting Specialist and Local Accounting Specialist.

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

Those who carry Deposit Processing and Reporting roles, can create deposits, approve, confirm (reject or adjust), and/or view information. There are a total of five users who can perform these functions. See Figure 3 for details.

Figure 3. User Roles

Administration	Check Capture/ Check Processing and Reporting	Deposit Processing and Reporting
Agency ▪ Check Capture Supervisor ▪ Check Capture Administrator	**Agency** ▪ Check Capture Operator ▪ Check Capture Lead Operator ▪ Check Capture Supervisor ▪ *Batch Approver ▪ *Batch Uploader ▪ Master Verification Database (MVD) Editor ▪ Master Verification Database (MVD) Viewer	**Agency** ▪ Deposit Preparer ▪ Deposit Approver ▪ Viewer
Financial Institution/ Federal Reserve ▪ Primary/ Local Security Administrator ▪ Accounting Specialist/ Local Accounting Specialist		**Financial Institution/ Federal Reserve** ▪ Deposit Confirmer ▪ Viewer

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

The next page details the OTCnet Deposit Processing and Reporting roles with their associated permissions. Figure 4 provides a breakdown of permissions at the Federal Program Agency level as well as the Financial Institution / Federal Reserve Bank Financial Institution level. They include Primary Local Security Administrator, Local Security Administrator, Accounting Specialist, Local Accounting Specialist, Deposit Preparer, Deposit Approver, Viewer and Deposit Confirmer.

Figure 4. Deposit Processing and Reporting Roles

	Federal Program Agency							Financial Institution/ FRB FI			
Role >	PLSA	LSA	AccSpec	Acc Spec Local	Preparer	Approver	Viewer	PLSA	LSA	Confirmer	Viewer
Add/Update/Delete a User	●	●						●	●		
Reset Password	●	●						●	●		
Manage Own Account	●	●	●	●	●	●	●	●	●	●	●
OTCnet Logon and Homepage	●	●	●	●	●	●	●	●	●	●	●
Create/Modify Deposit					●						
Submit Deposit						●					
Confirm/Reject Deposit										●	
View Deposit / Adjustment Detail					●	●	●			●	●
Search Deposit / Adjustment					●	●	●			●	●
Create Deposit Adjustment										●	
Create Return Item Adjustment										●	
Modify Organization Hierarchy			●	●							
Delete Organization Hierarchy			●	●							
View Organization Hierarchy			●	●							
Search Organization Hierarchy			●	●							
Modify Accounting Codes			●								
Import Accounting Codes			●								
View Accounting Codes			●	●							
Modify Endpoint Mappings			●	●							
Modify Custom Labels			●								
View Custom Labels			●	●							
Modify Processing Options			●	●							
View Processing Options			●	●							
Modify User Defined Fields (UDF)			●								
View User Defined Fields (UDF)			●	●							
View Financial Institution										●	●
View Business Reports			●	●	●	●	●			●	●
View Security Reports	●	●						●	●		
View Administrative Reports					●	●	●			●	●
Read/View Audit Log	●	●									

Topic 2. Overview of OTCnet Participant User Guide Content

Introduction

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

The Participant User Guide can be used independent of or in conjunction with the OTCnet Web-based Training (WBT) or Instructor-led Training (ILT). The Participant User Guides are accessible through the OTCnet web site, OTCnet application help link site or through the Library button located within the WBT.

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

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

In addition to the above mentioned guides that you may access, this OTCnet Participant User Guide was created to support *FRB Viewer* specific instruction. Below, you will be introduced to the related Deposit Processing OTCnet functionality.

Administration Participant User Guide

Eight Chapters make up the Administration Participant User Guide. These include Check Capture, Check Processing and Deposit Processing Administrative functionality. Table 1 describes the related concepts covered in each Chapter:

Table 1. Administration Chapters

Chapter	Description
1. Introduction to OTCnet and Overview of OTCnet Participant User Guide Content	In this Chapter, you will learn about the background of OTCnet, the element and process flows that make up OTCnet as well as overview of the Participant User Guides.
2. Accessing and Navigating OTCnet	In this Chapter, you will learn how to log on, establish security settings and how to use the OTCnet Main Page.
3. Managing User Accounts	In this Chapter, you will learn how to create a user account, update a user account, and assign user privileges
4. Managing Your Agency's Hierarchy	In this Chapter, you will learn how to create a hierarchy, designate an OTC Endpoint, establish a Financial Institution relationship, and designate a check capture location.
5. Configuring Deposit Processing Settings	In this Chapter, you will learn how to create, import and map accounting codes; establish processing options and custom field labels; and modifying a user defined field.
6. Viewing Financial Institutions	In this Chapter, you will learn how to view Financial Institution details.
7. Configuring Check Processing Settings	In this Chapter, you will learn how to set up, modify and view a terminal configuration, view an audit log and download firmware.
8. Installing Scanner and Offline Functions	In this Chapter, you will learn how to a properly install offline check capturing software; manage offline check capturing; set up scanners; and configure check capture settings in offline mode.

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

Deposit Processing and Reporting Participant User Guide

10 Chapters make up the Deposit Processing and Reporting Participant User Guide. Table 2 describes the related concepts covered in each Chapter:

Table 2. Deposit Processing Chapters

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

Topic 3. Logging On to OTCnet

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

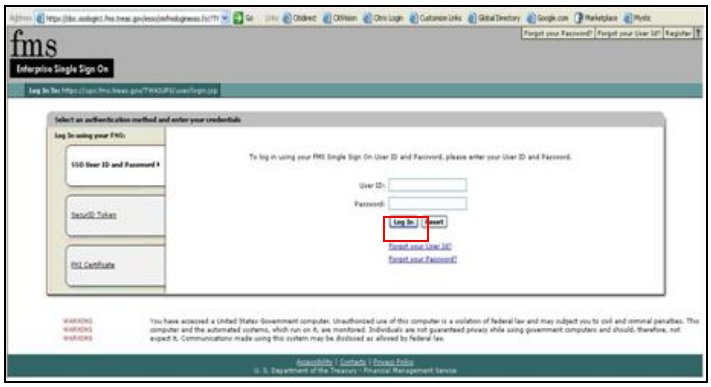
The first time you log into Single Sign On, you will be required to change your password, accept the Rules of Behavior, provide challenge and response questions used for secondary authentication, and enter a shared secret that is used when calling the FMS Help Desk.
You must first accept the Rules of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

How to Log On for the First Time

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

1. Access https://otcnet.fms.treas.gov. and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** as shown in Figure 5 below.

Figure 5. FMS Single Sign On Page

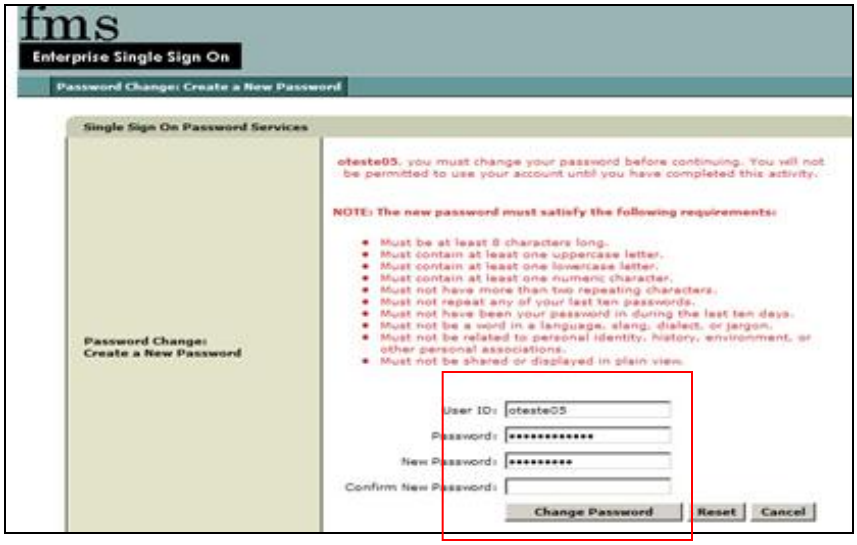


2. The *Password Change: Create New Password* page appears. Enter your temporary **Password**, **New Password**, and **Confirm New Password**. See Figure 6 below.

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

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

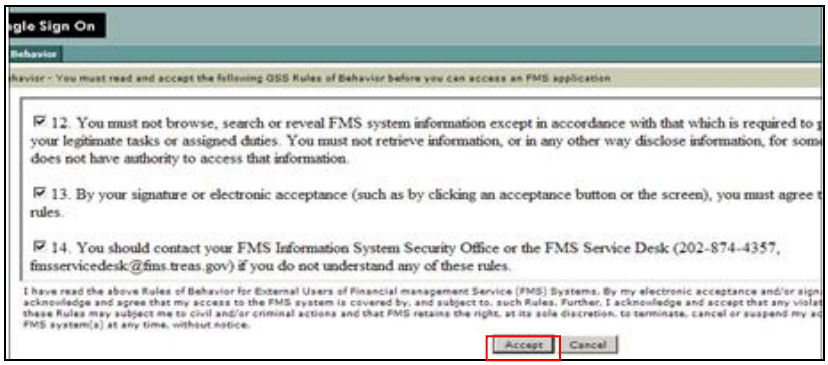
Figure 6. Password Change Page



3. The *GSS Rules of Behavior* page appears. Read and accept the GSS Rules of Behavior by clicking all the check boxes. Click **Accept** or **Cancel** as shown in Figure 7.

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

Figure 7. GSS Rules of Behavior Page



4. The *Need to Change your Password Challenge Response* page appears. Click **Continue**. See Figure 8 below.

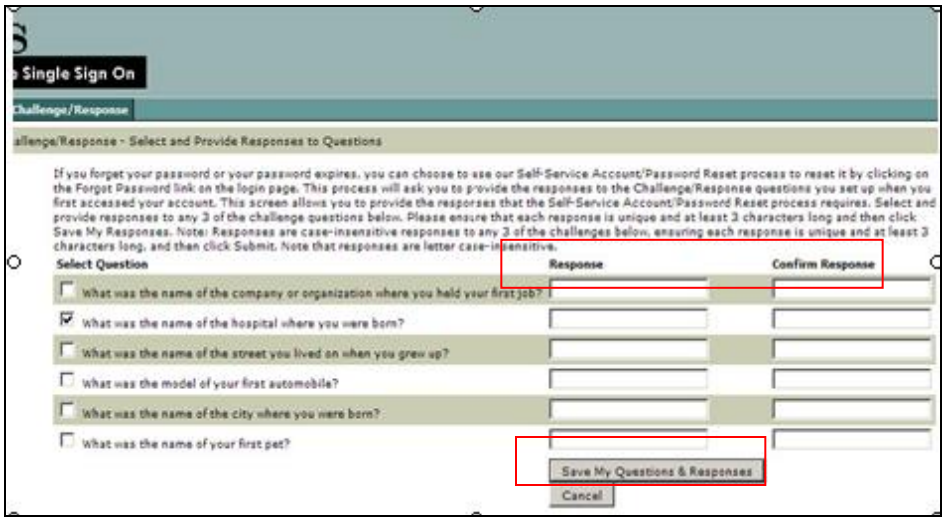
   You will not be able to proceed to OTCnet until the Rules of Behavior are accepted; the Challenge questions and Share Secret are set.

Figure 8. Need to Change Your Password Challenge Response Page

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

Provide you responses in the **Response** and **Confirm Response** fields. Each response must be at least three characters long and are case sensitive. Click **Save My Questions and Responses**. See Figure 9 below.

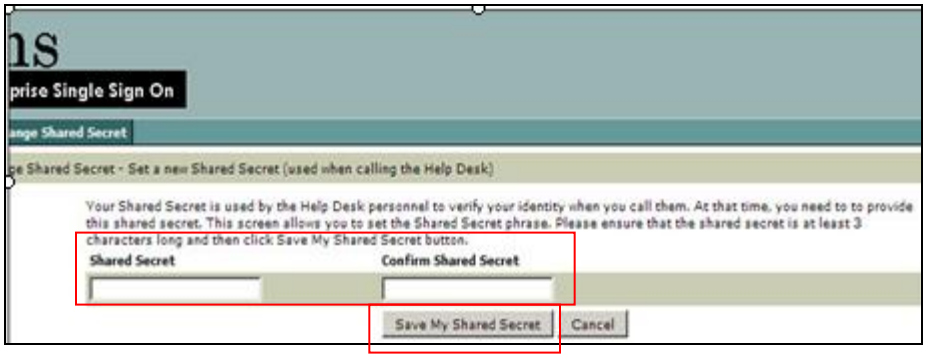
Figure 9. Select and Provide Responses to Questions Page



6. A *Change Shared Secret* page appears. Enter a **Shared Secret** phrase and **Confirm Shared Secret** phrase (see Figure 10 below). The shared secret phrase must be at least three characters.

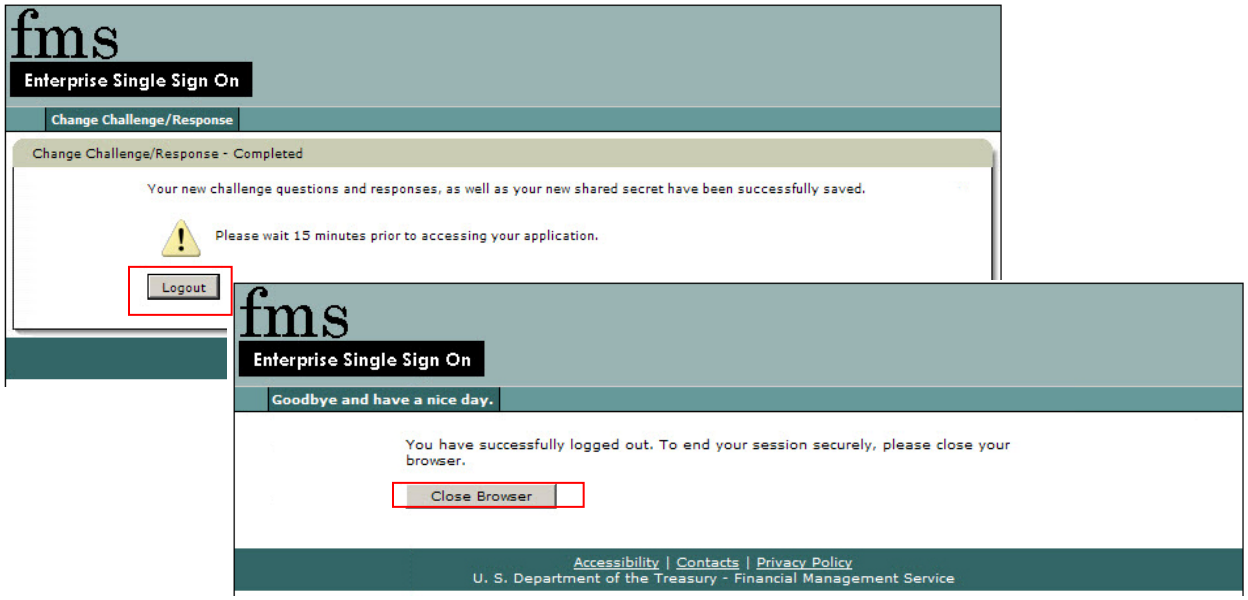
   You will not be able to proceed to OTCnet until the Challenge questions and Share Secret are set. Click **Save My Shared Secret** as shown in Figure 10.

Figure 10. Challenge Shared Secret Page



7. A confirmation page appears showing the challenge questions and responses and your new shared secret were successfully saved. Click **Logout**, then **Close Browser** as shown in Figure 11 below.

Figure 11. Logout and Close Browser



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

Steps for Logging On to OTCnet the First Time

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

1. Access https://otcnet.fms.treas.gov.

2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. The *Password Change: Create New Password* page appears.

3. Enter your temporary **Password**, **New Password**, and **Confirm New Password**.

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

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

5. Click **Continue**. The *GSS Rules of Behavior* page appears.

6. Read and accept the GSS Rules of Behavior by clicking all the check boxes.

7. Click **Accept** or **Cancel**. The *Need to Change your Password Challenge Response* page appears.

   Application Tip

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

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

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

Application Tip

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

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

Application Tip

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

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

Application Tip

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

14. Click **Close Browser**.

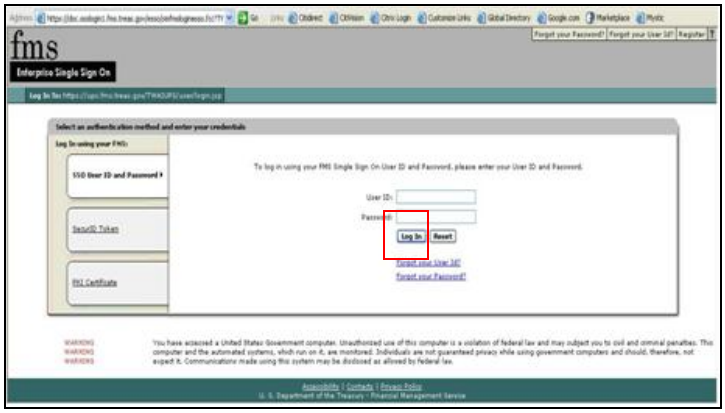
Log On to OTCnet

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

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

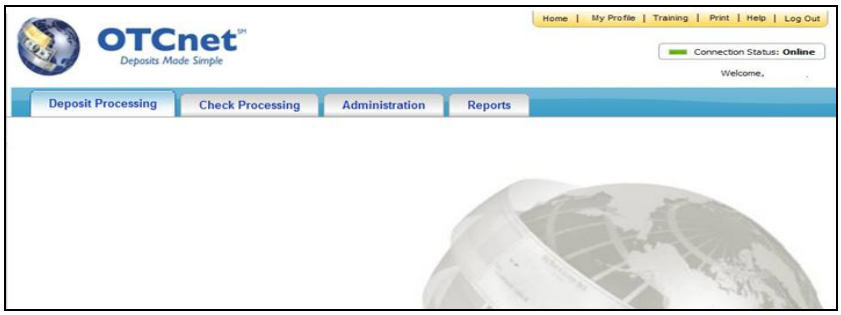
1. Access https://otcnet.fms.treas.gov. and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** as shown in Figure 12 below.

Figure 12. FMS Single Sign On Page



2. The *OTCnet Home Page* appears. See Figure 13 below.

Figure 13. OTCnet Home Page



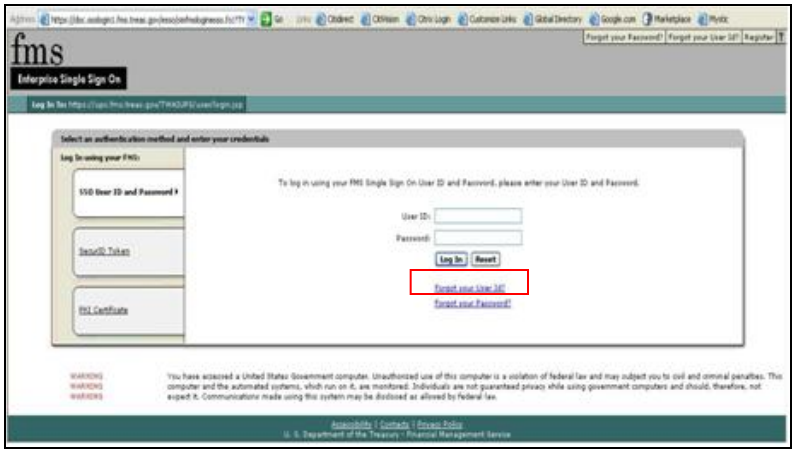
Topic 4. Accessing a User ID and Resetting Passwords

If you forget your User ID, you can have your User ID emailed to you. If you forget your password, you can have a temporary password emailed to you. Once you sign in with your temporary password, you will need to reset it.

Access a User ID

1. From the Single Sign On page, click on the **Forgot your User ID?** link shown in Figure 14 below.

Figure 14. Single Sign On Page (Forgot Your User ID? Link)



2. The *Treasury Self Service* page appears. Enter the words you seen in the image in the text box and click **Next** (see Figure 15).

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

Figure 15. Treasury Self Service Page (Enter Image of Text)

3. Enter your email address and click **Next** (shown in Figure 16 below). A confirmation page appears showing your request for your User ID has been completed.

Figure 16. Forgot User ID (Enter Email Address)

Application Tip

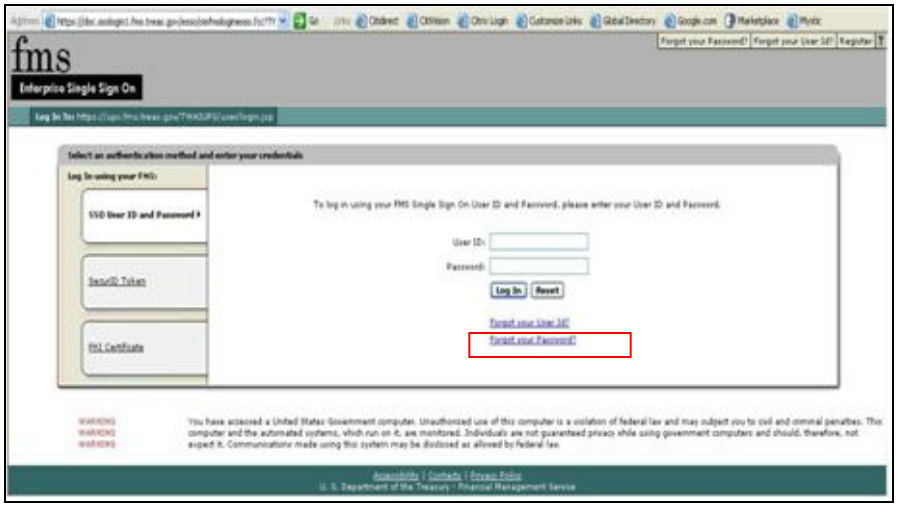
Additional button on the page that helps you perform other tasks:

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

Resetting Passwords

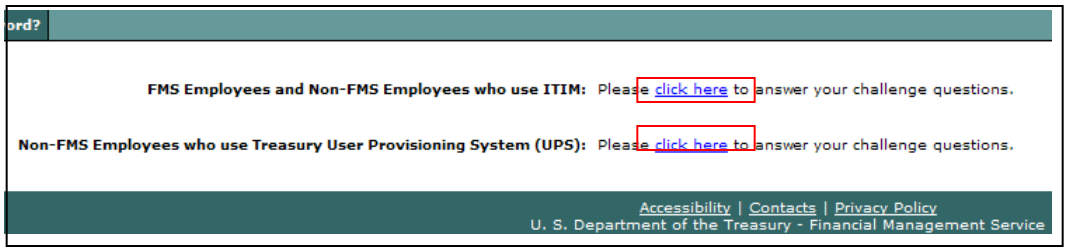
1. From the Single Sign On page, click on the **Forgot your Password?** link as shown in Figure 17 below.

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



2. The *Forgot your Password* page appears. Click the **Click Here** link for FMS Employees and Non-FMS Employees who use ITIM (see Figure 18 below).

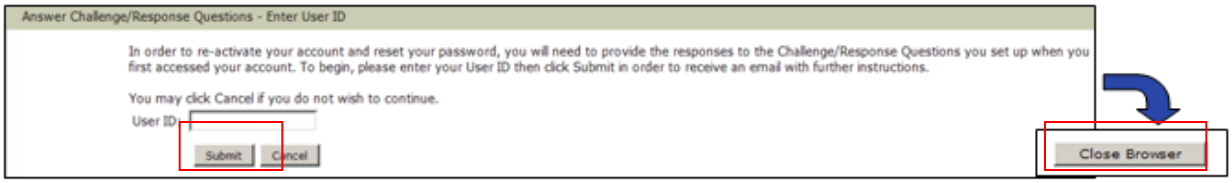
Figure 18. Forgot Your Password Page



3. The *Self-Service Account/Password Reset* page appears. Enter your **User ID** and click **Submit** (see Figure 19 below).

   You will receive an email to your official email address with further instructions to complete the Self-Service Account/Password Reset process. Click **Close Browser** as shown in Figure 19.

Figure 19. Self-Service Account/ Password Page



Topic 5. Navigating the OTCnet Home Page

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

OTCnet Main Menu

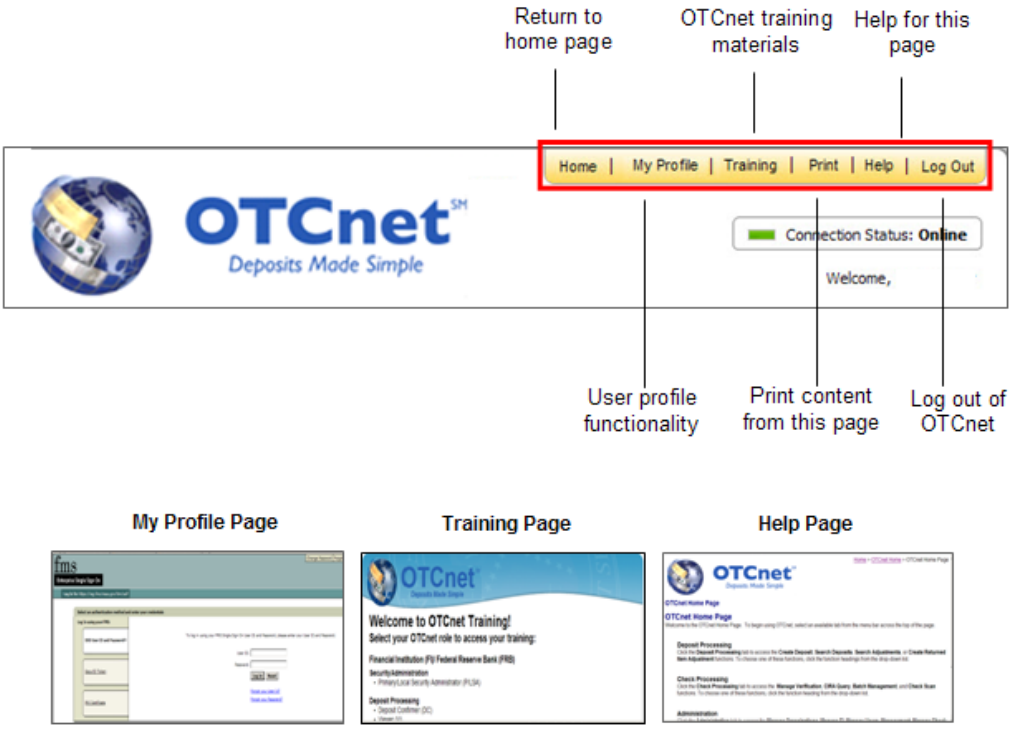
To access the OTCnet Main Menu, log in with your User ID and Password by accessing https://otcnet.fms.treas.gov. Table 3 below provides a list of the Main Menu options are available to you and accessible on the upper right corner of the OTCnet application (highlighted in yellow).

Table 3. Main Menu Link Descriptions

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

For an image of the Main Menu, see Figure 20 below. The links are accessible on the upper right side of the OTCnet home page.

Figure 20. OTCnet Main Menu Page



Deposit Processing Tab Functionality

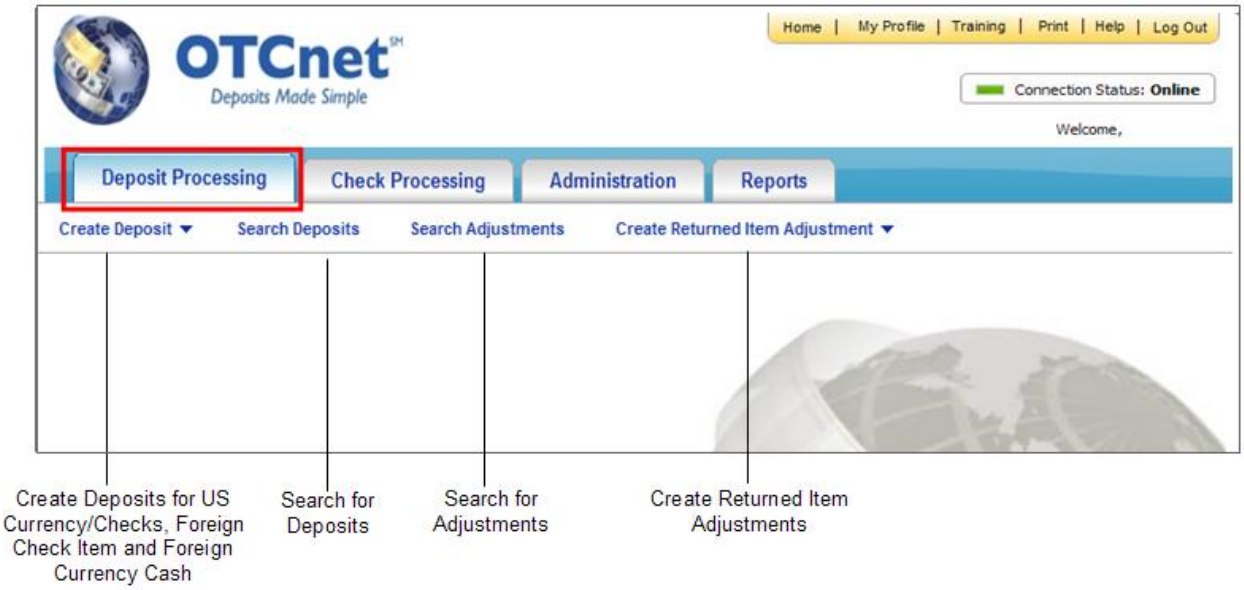
To access the OTCnet Deposit Processing functionality, log in with your user id and password. Table 4 below provides a list of the Deposit Processing functions that are available to you.

Table 4. Deposit Processing Tab Descriptions

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

For an image of the Deposit Processing tab, see Figure 21 below. Depending on your user role, you may not see all functionality shown in the image.

Figure 21. Deposit Processing Tab



Check Processing Tab Functionality

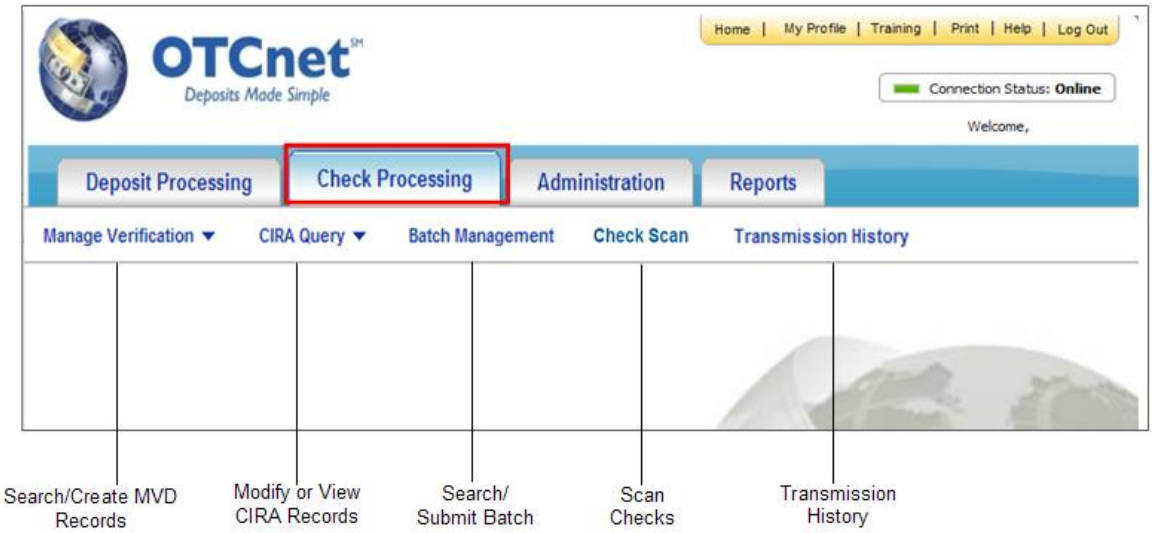
Table 5 below provides a list of the Check Processing functions that exist within OTCnet.

Table 5. Check Processing Tab Descriptions

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

For an image of the Check Processing tab, see Figure 22 below. You may not have access to this functionality at this time.

Figure 22. Check Processing Tab



Administration Tab Functionality

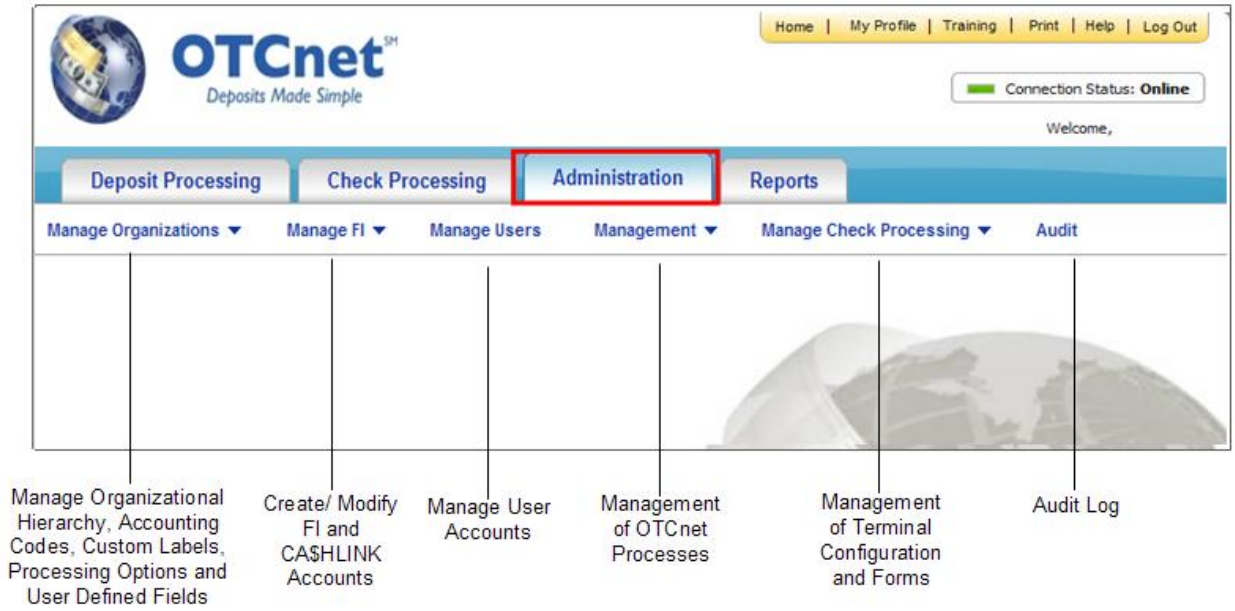
To access the OTCnet Administration functionality, log in with your user id and password. Table 6 below provides a list of the Administration functions that are available.

Table 6. Administration Tab Descriptions

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

For an image of the Administration tab, see Figure 23 below. Depending on you user role, you may not see all functionality shown in the image.

Figure 23. Administration Tab



Reports Tab Functionality

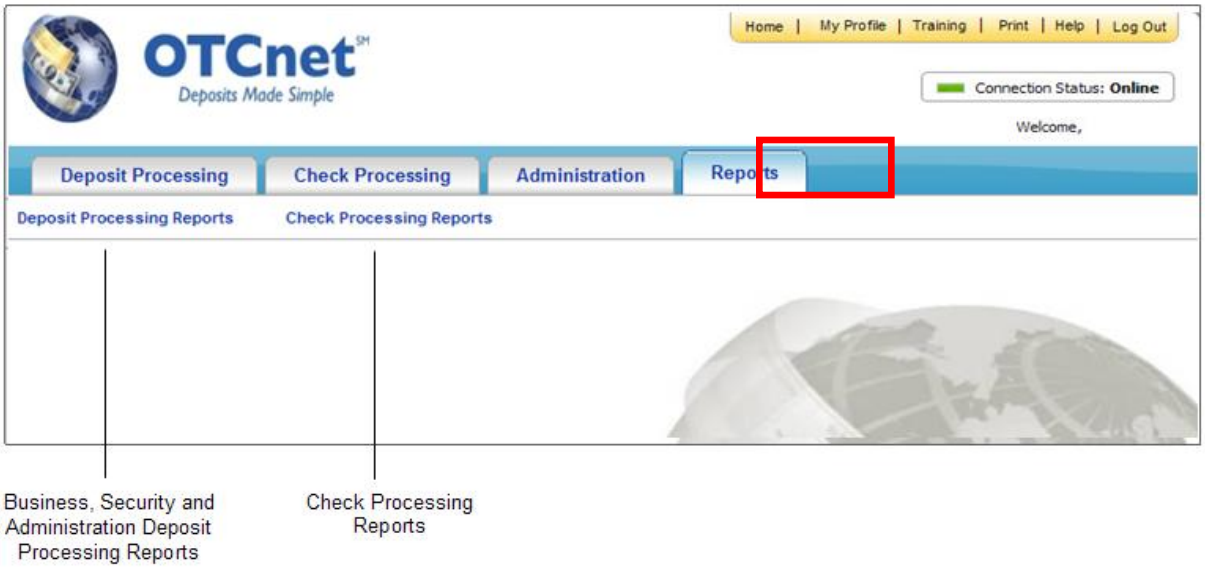
To access the OTCnet Reports functionality, log in with your user id and password. Table 7 below provides a list of the Reports functions that are available to you. Depending on your user role, you will only see reports that you have access to view and download.

Table 7. Reports Tab Descriptions

Function	Description
Deposit Processing Reports	Allows a user to view and download Business, Security and Administration reports.
Check Processing Reports	Allows a user to access Check Processing reports. You may not have access to this functionality at this time.

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

Figure 24. Reports Tab



Topic 6. Viewing Deposits

As a **FRB Viewer,** you can view deposit vouchers. You may view deposits to locate those in process or see deposit transactions belonging to others in the organization.

You will you have permission to only view certain deposits. The deposit Status types available for viewing are included in Table 8 below.

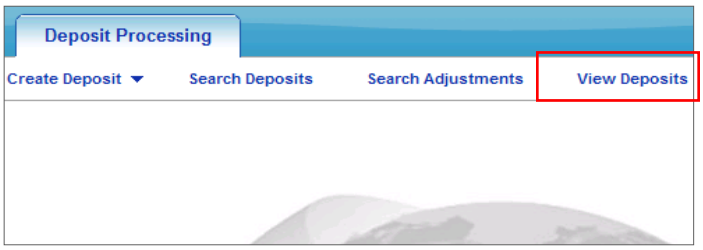
Table 8: Deposit Statuses

Draft	A deposit that is saved for modification at a later date by a Deposit Preparer
Awaiting Approval	A deposit that is waiting for deposit confirmation by a Deposit Approver
Submitted	A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer
Confirmed	A deposit that has been reviewed and then confirmed by a Financial Institution or FRB
Rejected	A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit

View a Deposit

1. Click the **Deposit Processing** tab and click **View Deposits** (see Figure 25 below).

Figure 25: Select View Deposits



2. The *View Deposits* page appears. Click the **Voucher Number** of the deposit whose details you would like to view (see Figure 26 below)**.** If applicable, you may select a status with **Draft**, **Awaiting Approval, Submitted, Confirmed, or Rejected.**

Figure 26. View Deposits Page

Deposit Transactions

Following are deposit transactions for your organization, in reverse chronological order.

Select the voucher number of the deposit you would like to view additional details.

< 1-10 > >> of 14 Records

Voucher	Status	Date Submitted	Date Confirmed	Endpoint	ALC	Adj.	Deposit Total
600620	DRAFT			PHI	20092800		100.00
600600	DRAFT			PHI	20092800		2.00
600602	DRAFT			PHI	20092800		1,500.00
600622	AWAP			PHI	20092800		100.00
600621	SUBMITTED	03/07/2010		PHI	20092800		100.00
600304	SUBMITTED	02/03/2010		L2 FOCash	18000005		39.79
600501	REJECTED	02/04/2010		L2 FOCheck	00003020		
600460	REJECTED	02/02/2010		PHI	20092800		150.00

You may also want to view a deposit with an **Adj. (Type)**. See Figure 27 below to click on the **Voucher Number** for **the Adj. (Type)** you want to view.

Figure 27. View Voucher with Adj. (Type)

Voucher #▸	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount▸
600623	03/07/2010	03/07/2010	AcctClosed	00002030	R	D	$100.00
600520	02/04/2010	02/04/2010	NSF	14100099	R	D	$1.00
600441	01/27/2010	02/02/2010	ExtraItem	20092800		C	$14.00
600440	01/27/2010	02/04/2010	ExtraItem	20092800		C	$10.00
600410	01/22/2010	01/22/2010	EncodeErr	36001200		D	$500.00
600408	01/22/2010	01/22/2010	EncodeErr	20180009		C	$500.00
600404	01/22/2010	01/22/2010	MissingItm	00002031		D	$500.00
600402	01/22/2010	01/22/2010	ExtraItem	00002031		C	$500.00
600382	01/21/2010	01/21/2010	MissingItm	00002031		D	$500.00
600276	01/15/2010	01/15/2010	MissingItm	70050474		D	$500.00

Application Tip

There are two sections on the View Deposits page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you have the Viewer role, the **My Deposits in Progress** will not appear

Application Tip

If your Financial Institution makes an adjustment to a deposit it appears in the Adj. (Adjustment) column of the **Deposit Transactions** section of the table. To view additional details, click the appropriate **Voucher Number**. The *View Confirmed Deposit* page appears. Under **Adjustment Information**, click the **Voucher Number** to view the deposit adjustment details.

View a Deposit

To view a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposit* page appears.

> **Application Tip**
>
> There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you have the **Viewer** role, the **My Deposits in Progress** does not appear.

3. Click the **Voucher Number** of the deposit whose details you would like to view.

> **Application Tip**
>
> If your Financial Institution makes an adjustment to a deposit it appears in the **Adj.** (Adjustment) column of the **Deposit Transactions** section of the table. To view additional details, click the appropriate **Voucher Number**. The *View Confirmed Deposit* page appears. Under **Adjustment Information,** click the **Voucher Number** to view the deposit adjustment details.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit (Visible if a user has Deposit Confirmer privileges)
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Delete** to eliminate the deposit. (Visible if a user has Deposit
- Preparer privileges.)
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Voucher Event State** to view voucher details.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Save as Draft** to save the information without submitting the deposit (Visible if a user has Deposit Preparer privileges.)
- Click **Submit** to complete the process and display the Confirmation page. (Visible if a user has Deposit Approver privileges.)
- Click **Update CAN/ACCT Key** to update the account number assigned to a deposit. (Visible if a user has Deposit Confirmer privileges.)
- Click **Add Adjustment** to adjust a deposit. (Not visible for Foreign
- Check Items.)

Topic 7. Searching Deposits

As a **FRB Viewer,** you can search for a deposit voucher as well as download and save the searched deposit voucher(s) as a XML or CSV file.

To search for a deposit, select the **Search Deposits** function. The **Search Deposits** function enables you to search for a deposit voucher using one or more criteria. If you do not specify any criteria, the search results will include all deposits in the system that you have access to view. You can run additional searches; the Search Results table that appears will be cleared and re-populated with the results of the new search. See Table 9 below for search criteria fields.

Table 9: Search Criteria Fields

Search Criteria Groupings	Search Criteria Fields
Search Conditions	• Organization • OTC Endpoint • ALC • Prepared by • Voucher Number • Deposit Status • Agency Block 6 • Deposit Type
Voucher Date	• From and To Date
Deposit Date	• From and To Date
Deposit Total	• From and To Total
Financial Institution Information	• Routing Transit Number • Demand Deposit Account • CA$HLINK II Account Number • FRB Account Key • FRB Cost Center Work Unit

Under the **Search Deposits** function, if you run a search without specifying any criteria, the search results include all deposits in the system that you have access to view (see Table 10 below).

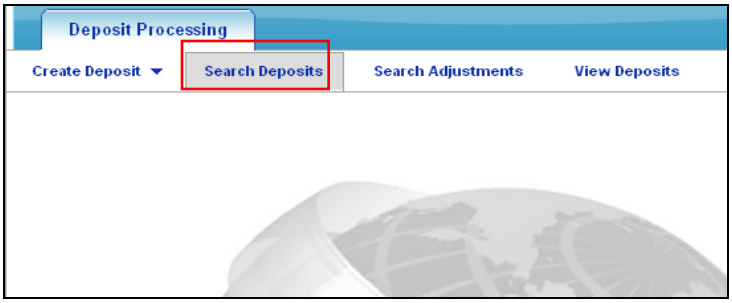
Table 10: Search Results Deposit Statuses

Draft	A deposit that is saved for modification at a later date by a Deposit Preparer
Awaiting Approval	A deposit that is waiting for deposit confirmation by a Deposit Approver
Submitted	A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer
Confirmed	A deposit that has been reviewed and then confirmed by a Financial Institution or FRB
Rejected	A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit

Search and Locate Deposits Using One or More Criteria

1. Click the **Deposit Processing** tab and select **Search Deposits** to enter the search criteria for your deposit (see Figure 28 below).

Figure 28: Search Deposits

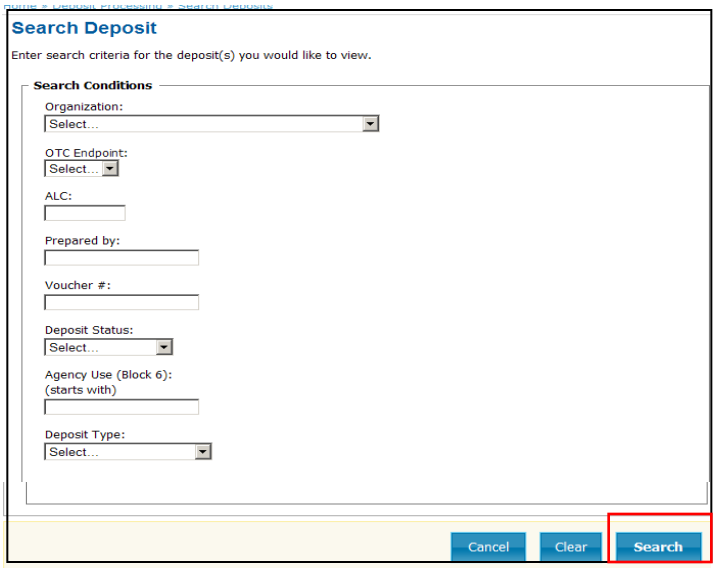


2. Enter the optional search criteria for the deposit you would like to view, and click **Search.**

   Search Conditions fields (see Figure 29) include selecting the,

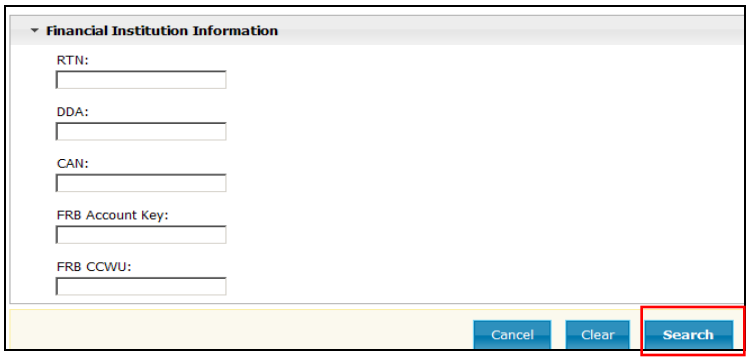
   - Select an **Organization** from the drop-down list
   - Select an **OTC Endpoint** from the drop-down list
   - Select **Deposit Status from** the drop-down list
   - Enter an **ALC (Agency Location Code)** in the field provided
   - Enter the **Prepared by** name in the field provided
   - Enter a **Voucher #** in the field provided
   - Enter **Agency Use (Block 6) details** in the field provided
   - Select **Deposit Status** from the drop-down list

Figure 29: Search Conditions



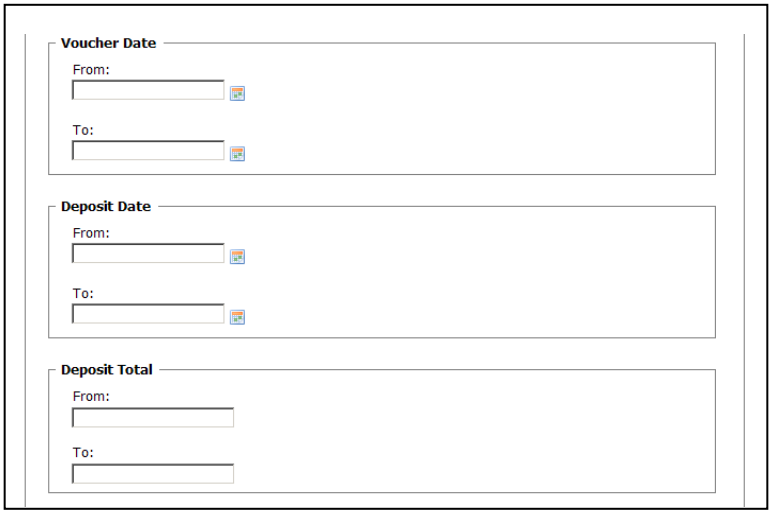
You may also search by entering **Financial Institution Information** which includes the **RTN (Routing Transit Number), DDA (Demand Deposit Account), CAN (CA$HLINK Account Number), FRB Account Key** and **FRB CCWU (Cost Center Work Unit).** See Figure 30 below.

Figure 30: Financial Institution Information



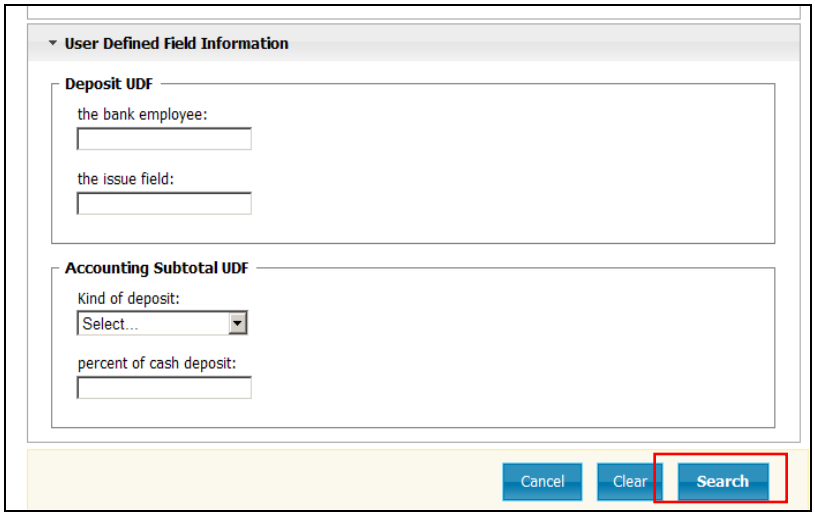
You can search by selecting a **Voucher Date** or **Deposit Date** range. You may also choose to search by a **Deposit Total** range (see Figure 31 below).

Figure 31: Voucher Date, Deposit Date and Deposit Total



Additional criteria search options for deposits include **User Defined Field Information**, if designated by your agency (see Figure 32 below).

Figure 32: User Defined Field Information



3. The *Search Results* table appears (see Figure 33 below). Click the **Voucher Number** of the deposit details you would like to view.

Figure 33: Search Results Table

Voucher	Status	Date Submitted	Date Confirmed	Endpoint	ALC	Adj.	Deposit Total
600362	DRAFT			PHI	20092800		$200.00
600304	DRAFT			L2 FOCash	18000005		$64.83
600302	DRAFT			PHI	20092800		$1.00
600203	DRAFT			L2 FOCash	18000005		$950.00
600202	DRAFT			L2 FOCash	18000005		$4,500.00
600201	DRAFT			L2 FOCheck	00003020		$

To download the information you retrieved when searching for deposits, refer to page 40, *Downloading Deposit Information* in this Topic.

Business Tip

See Chapter 10 of the Deposit Processing User Participant Guide, **Viewing Deposits,** for additional ways you can search for deposit information.

Search for a Deposit

To search for a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.

2. Select **Search Deposit**. The *Search Deposit* page appears.

3. Enter the search criteria for the deposit you would like to view, and click **Search**.

   Under **Search Conditions**, *optional*
   - Select the **Organization**
   - Select the **OTC Endpoint**
   - Enter the **ALC (Agency Location Code)**
   - Enter **Prepared by** details
   - Enter the **Voucher #**
   - Select the **Deposit Status**
   - Enter **Agency Use (Block 6)** details
   - Select the **Deposit Type**
   - Enter the **From** and **To** Voucher Date
   - Enter the **From** and **To** Deposit Date
   - Enter the **From** and **To** Deposit Total

   Under **Financial Institution Information**, *optional*
   - Enter the **RTN (Routing Transit Number)**
   - Enter the **DDA (Demand Deposit Account)**
   - Enter the **CAN (CA$HLINK II Account Number)**
   - Enter the **FRB Account Key (Federal Reserve Bank Account Key)**
   - Enter the **FRB CCWU (Federal Reserve Bank Cost Center Work Unit)**

   Under **User Defined Field Information**, *if applicable, optional*
   - Enter the **Deposit UDF (User Defined Fields)**
   - Enter the **Accounting Subtotal UDF** details

Application Tip

User Defined Fields (UDFs) will only display to users who have access to an organization that has previously defined UDFs. UDFs will appear at the bottom of the page. Up to three UDFs can be displayed for **Deposit** and two for **Accounting Subtotal.**

4. The *Search Results* table appears. Click the **Voucher Number** of the deposit whose details you would like to view.

Application Tip

Click **Download** to save the search deposit results as an XML or CSV file. To view detailed steps for downloading a search deposit, refer to *Download Search Results for a Deposit* printable job aid.

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 **Clear** to clear all data fields and reset to the default selections.
- Click **Edit** to modify the deposit draft. (Visible if a user has **Deposit**
- **Preparer** privileges.)
- Click **Previous** to return to the previous page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher events.

Downloading Deposit Information

After you have searched for your deposit, you can download the retrieved information.
To download the results of a deposit, first use the **Search Deposits** function.

1. Click the **Deposit Processing tab** and select **Search Deposits** to enter the search criteria for your deposit (refer to Figure 28).

2. Enter the optional search criteria for the deposit you would like to view, and click **Search.**

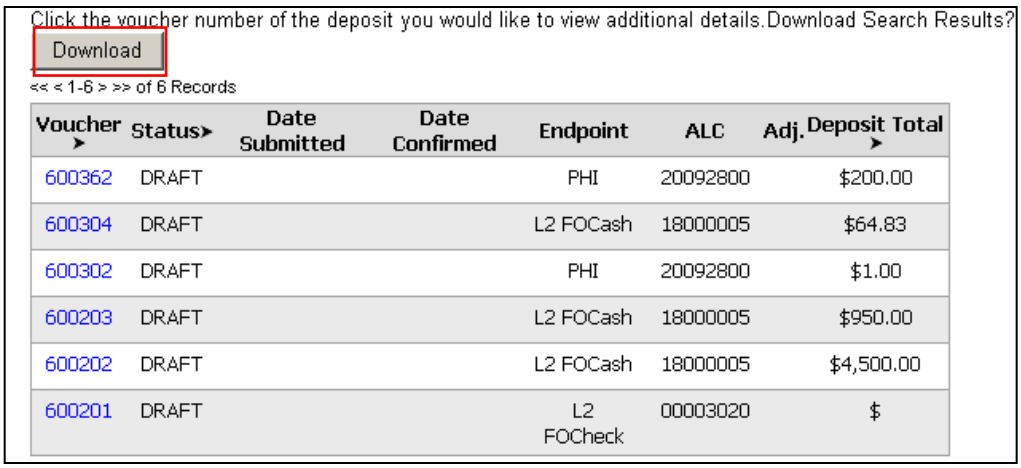
   To search criteria under **Search Conditions,** refer to Figure 29.

   To enter search criteria under **Financial Institution Information** details**,** refer to Figure 30.

   To enter **User Defined Field Information** details, refer to Figure 32.

3. The *Search Results* table appears. Click the **Download** button (see Figure 34 below).

Figure 34: Download Button


Click the voucher number of the deposit you would like to view additional details.Download Search Results?

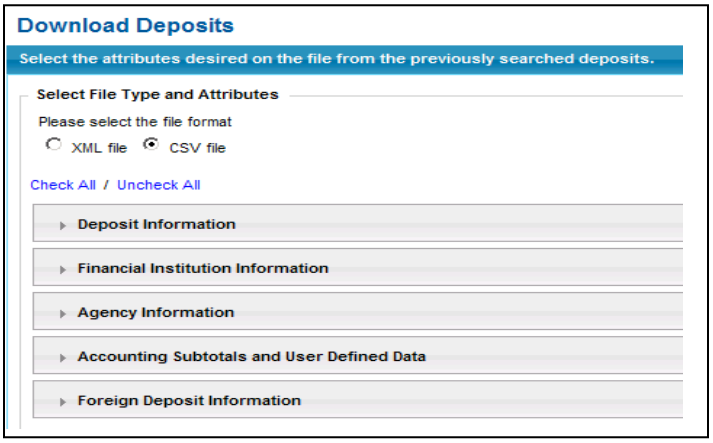
Download

<< < 1-6 > >> of 6 Records

Voucher	Status	Date Submitted	Date Confirmed	Endpoint	ALC	Adj.	Deposit Total
600362	DRAFT			PHI	20092800		$200.00
600304	DRAFT			L2 FOCash	18000005		$64.83
600302	DRAFT			PHI	20092800		$1.00
600203	DRAFT			L2 FOCash	18000005		$950.00
600202	DRAFT			L2 FOCash	18000005		$4,500.00
600201	DRAFT			L2 FOCheck	00003020		$

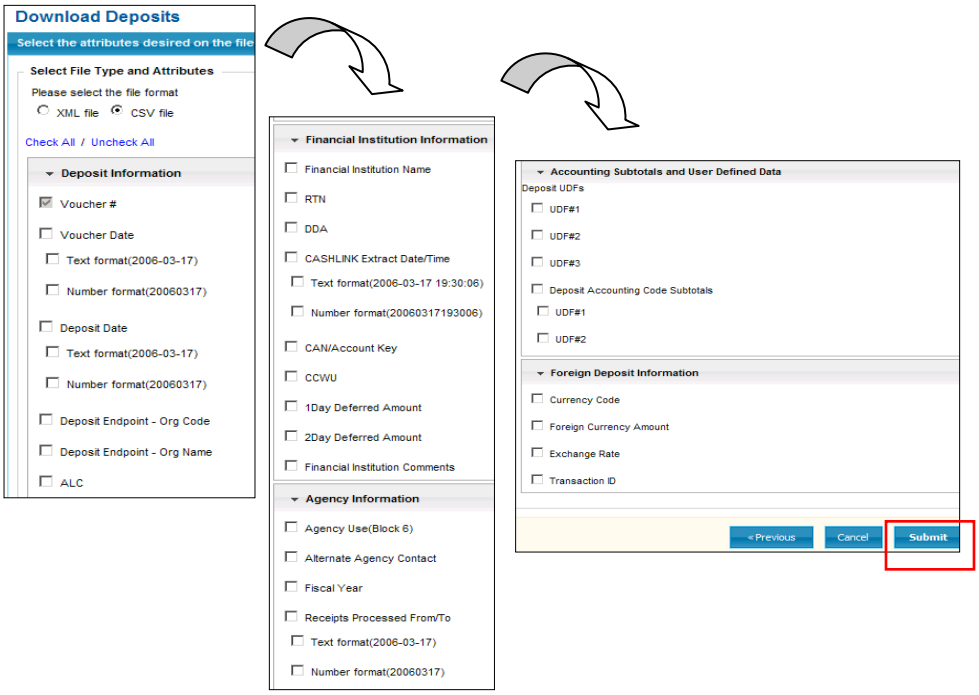
4. Select the **XML file** or **CSV file** as the file format (see Figure 35 below).

Figure 35: File Format



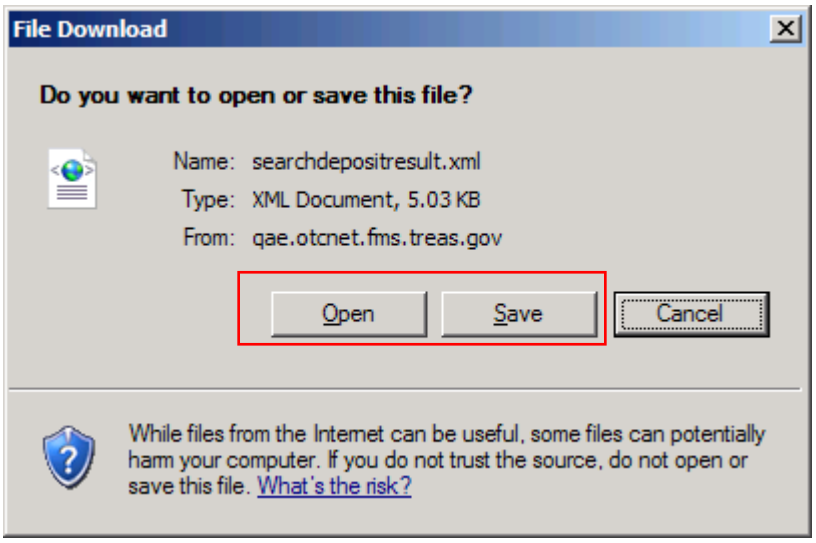
Check the desired attributes that you want to download for **Deposit Information, Financial Institution Information, Agency Information, Accounting Subtotals and User Defined Data** and **Foreign Deposit Information** (see Figure 36 below), then click **Submit.**

Figure 36: Attributes for Download



5. The *File Download dialog* box appears. Click **Open** or **Save** (see Figure 37).

Figure 37: File Download



Application Tip

If you click **Open**, the content of the file appears. If you click **Save,** choose the location where you want to save the file.

Download Search Results for a Deposit

To download the search results of a deposit, complete the following steps:

1. Refer to the steps for *Search for a Deposit*.
2. When the *Search Results* table appears, click **Download**. The *Download Deposits* page appears.
3. Select **XML file** or **CSV file** as the file format.
4. Check the desired attributes that you want to download for
   - **Deposit Information**
   - **Financial Institution Information**
   - **Agency Information**
   - **Accounting Subtotals and User Defined Data**
   - **Foreign Deposit Information**
5. Click **Submit**. The *File Download* dialog box appears.
6. Click **Open** or **Save**.

Application Tip

If you click **Open**, the content of the file displays. If you click **Save**, choose the location where you want to save the file.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Download** to download the search results.
- Click **Previous** to return to the previous page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Search** to display the deposits that match the search criteria.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher events.

Topic 8. Searching Adjustments

As a **FRB Viewer**, you can search for and view adjustments as well as download and save the searched adjustment voucher(s) as an XML or CSV file. You may review adjustments to understand why a deposit is adjusted and what corrections were made.

To search for an adjustment to a **US Currency** or **Foreign Check Items** deposit, click the **Search Adjustments** function. The **Search Adjustments** function enables you to search for a deposit voucher using one or more criteria. If you do not specify any criteria, the search results include all deposits in the system that you have access to view. If you run additional searches, the Search Results table repopulates with the results of the new search. See Table 11 below for search criteria fields.

Table 11: Search Criteria Fields

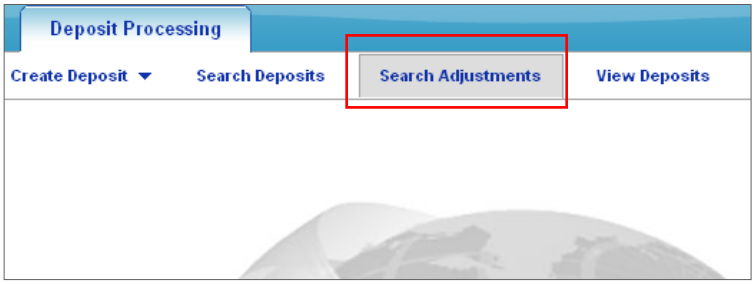
Search Criteria Groupings	Search Criteria Fields
Search Conditions	• Organization • OTC Endpoint • ALC • Adjustment Category • Voucher Number • Adjustment Type • Prepared By • Adjustment Reason
Voucher Date	• Date Range
Adjustment Amount	• Total Range
Deposit Date	• Date Range
Original Deposit Date	• Date Range
Financial Institution Information	• Routing Number • Demand Deposit Account • CA$HLINK II Account Number • FRB Account Key • FRB Cost Center Work Unit

Searching Adjustments Using Select Criteria

Under the **Search Adjustments** function, if you run a search without specifying any criteria, the search results include all deposits in the system that you have access to view.

1. Click the **Deposit Processing** tab and click **Search Adjustments** to enter the search criteria (see Figure 38 below).

Figure 38: Search Adjustments

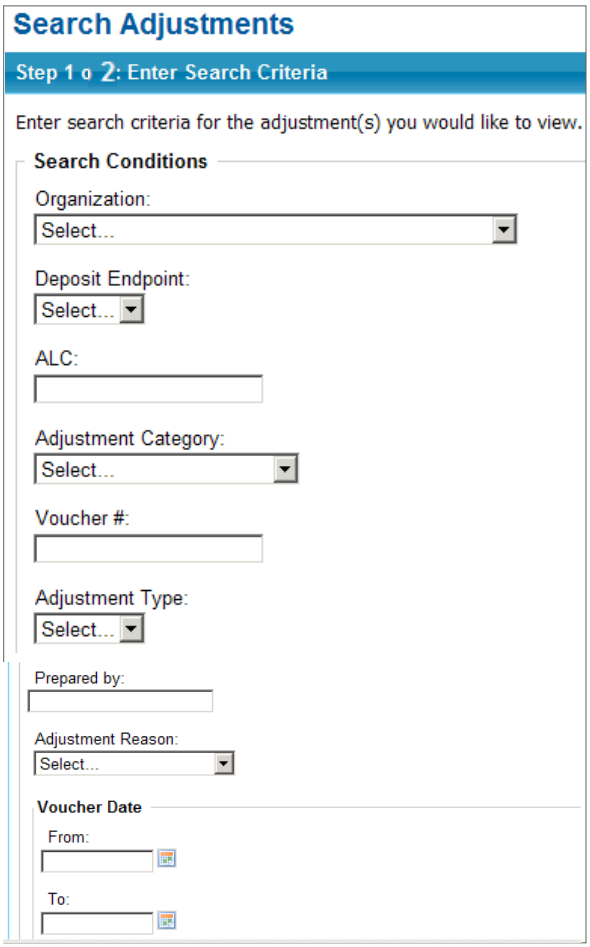


2. The *Search Adjustments* page appears. Enter the optional search criteria for the adjustment you would like to view, and click **Search.**

   Search Conditions fields (see Figure 39 below) include selecting any or all of the following:

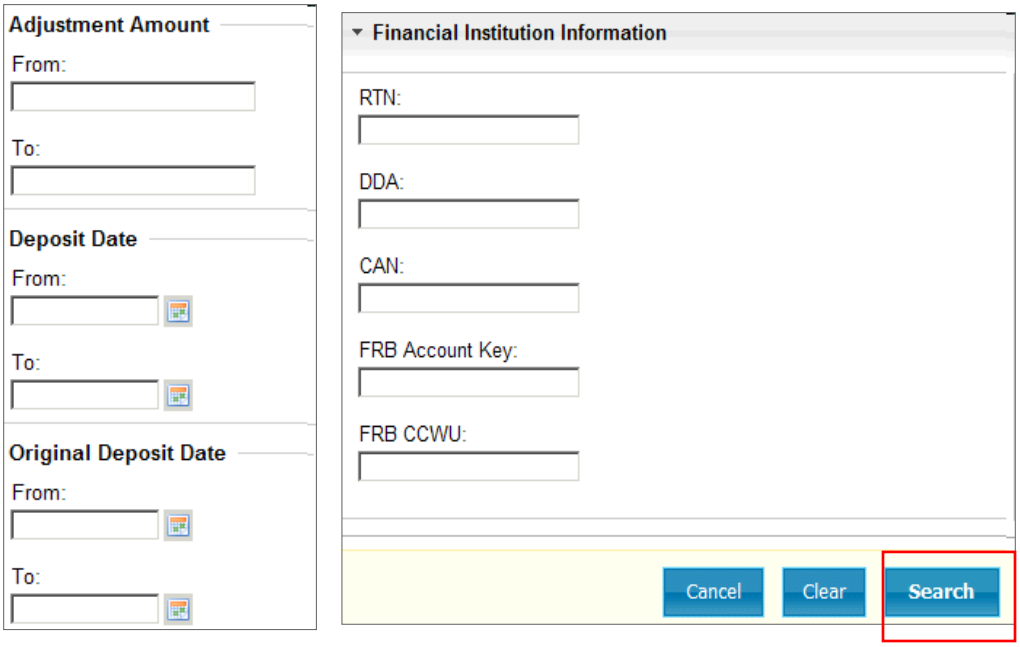
   - Select an **Organization** from the drop-down list
   - Select an **OTC Endpoint** from the drop-down list
   - Enter an **ALC (Agency Location Code)** in the field provided
   - Select an **Adjustment Category** from the drop-down list
   - Enter a **Voucher #** in the field provided
   - Select an **Adjustment Type** from the drop-down list
   - Enter the **Prepared by** name in the field provided
   - Select an **Adjustment Reason** from the drop-down list

Figure 39: Search Conditions



You may also search by entering **Adjustment Amount** range, **Deposit Date, Original Deposit Date** and **Financial Institution Information**, which includes the **RTN (Routing Transit Number), DDA (Demand Deposit Account), CAN (CA$HLINK Account Number) FRB Account Key** and **FRB CCWU (Cost Center Work Unit).** See Figure 40 below.

Figure 40: Additional Search Criteria



3. The *Search Results* table appears (see Figure 41 below). Click the **Voucher Number** of the adjustment whose details you would like to view.

Figure 41: Search Results Table

Download Search Results? Download

Voucher #▸	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount▸
600441	01/27/2010	02/02/2010	ExtraItem	20092800		C	$14.00
600440	01/27/2010	02/04/2010	ExtraItem	20092800		C	$10.00
131206	07/24/2007	07/25/2007	InvlFrnAmt	00003020		C	$35.00
131204	07/24/2007	07/24/2007	XtraFrnCur	00003010		C	$30.00
006423	07/24/2007	07/24/2007	NSF	00003010	R	D	$550.00

Application Tip

Click **Download** to save the adjustment results as an XML or CSV file.

Search and View an Adjustment

To search for and view an adjustment, complete the following steps:

1. Click the **Deposit Processing** tab.

2. Click **Search Adjustments**. The *Search Adjustments* page appears.

3. Enter the search criteria and click **Search**.

   Under **Search Conditions**, *optional*
   - Select an **Organization**
   - Select an **OTC Endpoint**
   - Enter an **ALC (Agency Location Code)**
   - Select an **Adjustment Category**
   - Enter a **Voucher #**
   - Select an **Adjustment Type**
   - Enter the **Prepared by** name
   - Select an **Adjustment Reason**
   - Enter the **From:** and **To:** Voucher Dates
   - Enter the **From:** and **To:** Adjustment Amount
   - Enter the **From:** and **To:** Deposit Date
   - Enter the **From:** and **To:** Original Deposit Date

4. The *Search Results* table appears. Click the **Voucher Number** of the adjustment whose details you would like to view.

Application Tip

Click **Download** to save the adjustment results as an XML or CSV file. To view detailed steps for downloading a search deposit, refer to the *Download Search Results for a Deposit* printable job aid.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Download** to download the search results.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher.

Downloading Adjustments

To download your search results, first use the **Search Adjustments** function. After you have searched for your adjusted deposit, you can download the retrieved information.

1. Click the **Deposit Processing tab** and click **Search Deposits** to enter the search criteria for your adjusted deposit (refer to Figure 38).

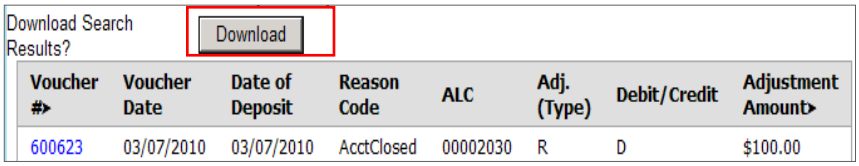
2. Enter the optional search criteria for the adjusted deposit you would like to view, and click **Search.** All references to figures can be found under Topic 6 of the previous section.

   To search criteria under **Search Conditions,** refer to Figure 39.

   To enter additional search criteria**,** refer to Figure 40.

3. The *Search Results* table appears. Click the **Download** button (see Figure 42 below). The *Download Adjustments* page appears.

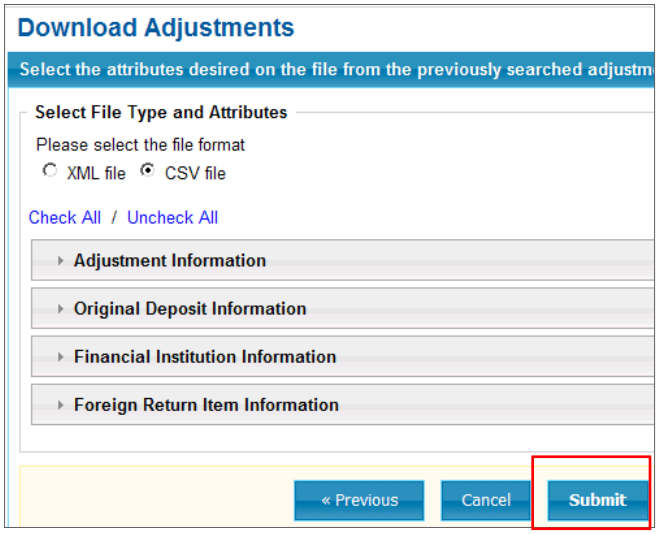
Figure 42: Download Button



Voucher #▸	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount▸
600623	03/07/2010	03/07/2010	AcctClosed	00002030	R	D	$100.00

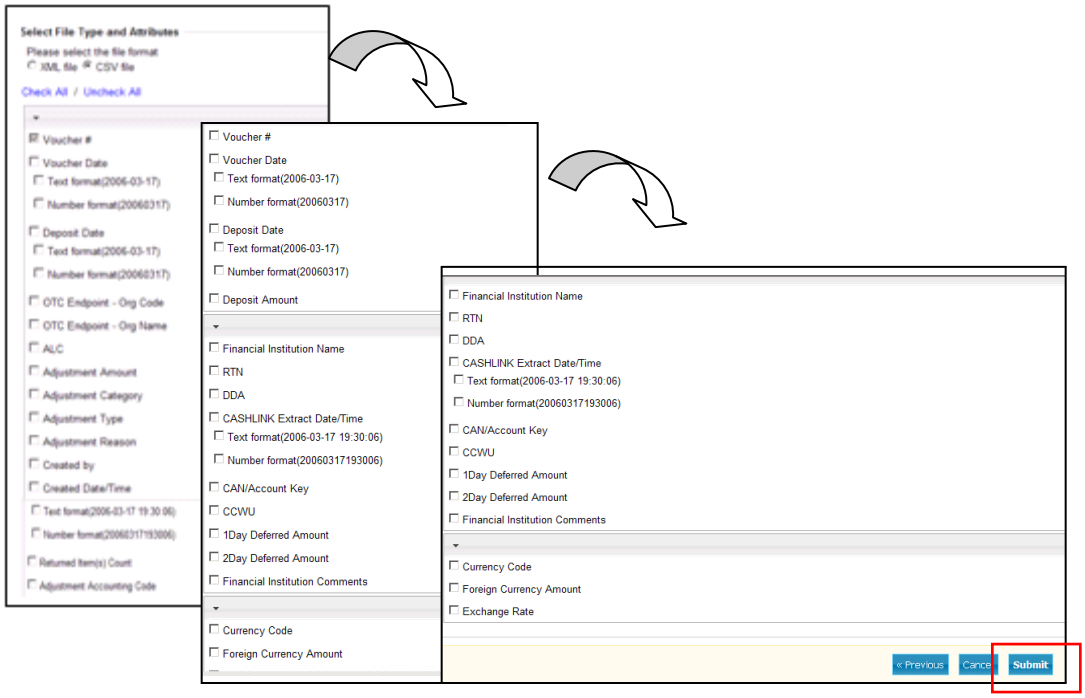
4. Select the **XML file** or **CSV file** as the file format (see Figure 43 below).

Figure 43: File Format



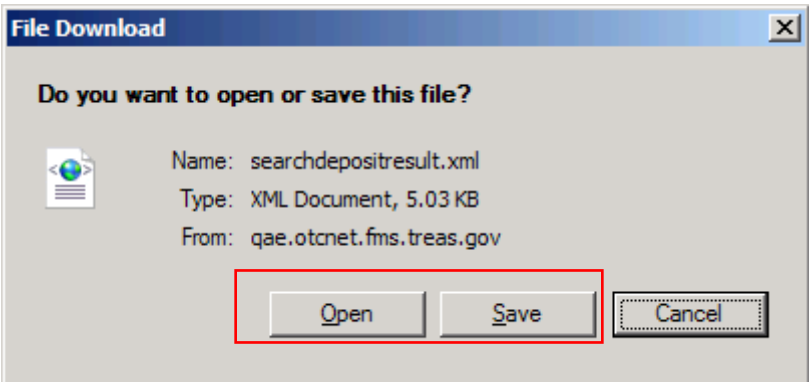
Check the desired attributes that you want to download for **Adjustment Information, Original Deposit Information, Financial Institution Information,** and **Foreign Return Item Information** (see Figure 44 below), then click **Submit.**

Figure 44: Attributes for Download



5. The *File Download* dialog box appears. Click **Open** or **Save** (see Figure 45 below). If you click Open, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Figure 45: File Download



Application Tip

If you click **Open**, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Download Search Results

To download the search results of a deposit, complete the following steps:

1. Refer to the steps for *Search for a Deposit*.
2. When the *Search Results* table appears, click **Download**. The *Download Deposits* page appears.
3. Select **XML file** or **CSV file** as the file format.
4. Check the desired attributes that you want to download for
   - **Deposit Information**
   - **Financial Institution Information**
   - **Agency Information**
   - **Accounting Subtotals and User Defined Data**
   - **Foreign Deposit Information**
5. Click **Submit**. The *File Download* dialog box appears.
6. Click **Open** or **Save**.

Application Tip

If you click **Open**, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Search** to display the deposits that match the search criteria.
- Click **View Voucher Event Log** to view the history of the deposit voucher.

Topic 9. Viewing Reports

As a user or viewer of the Deposit Processing functionality, you may access one or more of the **Business Reports** and **Administration Reports**. Each report provides you with information specific to the select type of data requested, associated with a deposit. Table 12 below outlines the purpose of each report type.

Table 12. Types of Reports and Purpose

Report	Purpose of Report
Business	Provides specific reporting detail for deposit and adjustment activity by type, status and processing options for Agencies and Financial Institutions
Administration	Provides specific reporting detail for interfaces with CA$HLINK, FRB CA$HLINK and TRS, as well as detailed information about completed and in progress vouchers

Topic 10. Reports by Access Type

You have permission to view only certain reports. There are three types of reports that may be accessible to an OTCnet user. They include **Business Reports, Security Reports** and **Administration Reports**. See Table 13 below for details.

Table 13. Reports by Access Type

	Federal Program Agency							Financial Institution/FRB as FI					
Business Reports	Preparer	Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Adjustment Activity (FI)								●		●			
Adjustment Activity (FRB)									●		●		
Adjustments by OTC Endpoint	●	●			●								
Daily Voucher Report			●	●									
Deposit Activity (FI)								●		●			
Deposit Activity (FRB)									●		●		
Deposits By Accounting Code	●	●			●								
Deposits By Agency Endpoint	●	●			●								
Deposit History By Status (FPA)	●	●			●								
Non-Reporting Agency Endpoint	●	●	●	●	●								
Processing Options by Agency Endpoint			●	●									
Security Reports	Preparer	Approver	Accounting Specialist	Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Access Groups by User						●	●					●	●
**Primary Access Groups without a PLSA													
Users by Access Group (FI)												●	●
Users by Access Group (FPA)						●	●						
Users by Role (FI)												●	●
Users by Role (FPA)						●	●						
User Information						●	●					●	●
Admin. Reports/ Misc.	Preparer	Approver	Accounting Specialist	Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
*Activity Report													
View CA$HLINK II File Status								●		●			
View FRB CA$HLINK File Status									●		●		
View TRS File Status								●	●	●	●		
View Vouchers Complete	●	●			●			●	●	●	●		
View Voucher Event Log	●	●			●			●	●	●	●		
View Voucher Event Detail	●	●			●			●	●	●	●		
View Vouchers In Progress	●	●			●			●	●	●	●		
View Voucher Event Log	●	●			●			●	●	●	●		
View Voucher Event Detail	●	●			●			●	●	●	●		
**Change Current State													
Acknowledge Error Resolution								●	●				

**Indicates reports accessible at the FMS Viewer level*

***Indicates report detail accessible only at the HLAS user level*

Topic 11. Types of Business and Administration Reports

Business Reports

As a **FRB Viewer,** you may access one or more of the reports listed in Table 14 below. To obtain specific details for which reports each role may view or download, please refer to Table 13 above.

Table 14. Business Reports and Purpose

Business Report	Purpose of Business Report
Adjustment Activity (FI)	Allows you to view adjustments made by your Financial Institution (FI).
Adjustment Activity (FRB)	Allows you view adjustments made by your Federal Reserve Bank (FRB).
Adjustments by OTC Endpoints	Allows you to adjustments made by your Agency Location Code (ALC).
Daily Voucher Report	Allows you to view the daily voucher extract
Deposit Activity (FI)	Allows you to view deposits submitted to your FI.
Deposit Activity (FRB)	Allows you to view deposits submitted to your FRB.
Deposits by Accounting Code	Allows you to view deposits by accounting code.
Deposits by OTC Endpoint	Allows you to view deposits by OTC Endpoint.
Deposit History by Status	Allows you to view deposits by status
Non-Reporting OTC Endpoints	Allows you to view OTC Endpoints that have not reported a deposit.
Processing Options by OTC Endpoints	Allows you to view processing options defined for endpoints within the organization.

Administration Reports

As a **FRB Viewer**, you may access one or more of the reports listed in Table 15 below. To obtain specific details for which reports each role may view or download, refer to Table 13.

Table 15. Administration Reports and Purpose

Administration Report	Purpose of Administration Report
***Activity Report**	Allows a user to view the total number of organizations created in a month and/or year as well as total number of deposits by status and adjustment activity by month and/or year.
View CA$HLINK II File Status	Allows you to view status of deposit report files that have been processed by CA$HLINK II or are ready for CA$HLINK II to process.
View FRB CA$HLINK File Status	Allows you to view the status of deposit files that have been sent to FRB CA$HLINK.
View TRS File Status	The status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.
View Vouchers Completed	Allows you to view the status of deposit and adjustment vouchers that have completed processed through the FI System To System Interface in the past 36 hours.
View Vouchers in Progress	Allows you to view the status of deposit and adjustment vouchers in progress.

** Indicates report that only an FMS Viewer user role may access*

Topic 12. Viewing Report Detail

Business Reports

This section will provide you with detail of how to view and download **Business Reports**. There are up to two **Business Reports** you may choose to view. To print **Business Reports** after downloading, right-click using a mouse, and click the **Print** option.

Adjustment Activity (FRB)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Adjustment Activity (FRB).** See Figure 46 below.

Figure 46. Select Adjustment Activity (FRB) from Reports Menu

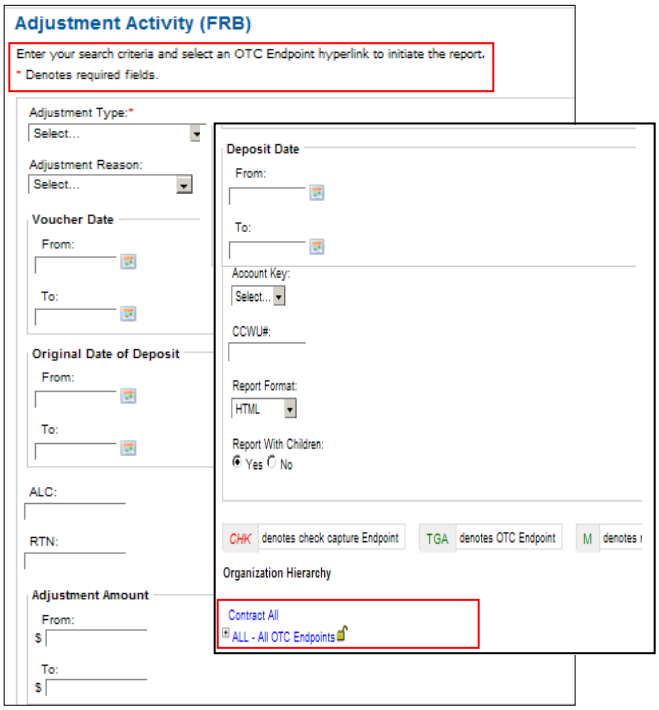
2. The *Adjustment Activity (FRB)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 47 for search criteria.

Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**, **Original Date,** and **Deposit Date**.

- Select the **Adjustment Type**, *required*
- Select the **Adjustment Reason**
- Enter the **From:** and **To:** Voucher Date range
- Enter the **From:** and **To:** Original Date of Deposit range
- Enter the **ALC** (Agency Location Code)
- Enter the **RTN** (Routing Transit Number)
- Enter the **From:** and **To:** Adjustment Amount range
- Enter the **From:** and **To:** Deposit Date range
- Enter the **Account Key**
- Enter the **CCWU** (Cost Center Work Unit)
- Select the **Report Format**

For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 47. Adjustments Activity (FRB) Page



3. Click an **OTC Endpoint** to initiate the report (refer to Figure 47). The report appears in a new window as shown in Figure 48.

Figure 48. Adjustments Activity (FRB) Report Output

Adjustment Activity (FRB)

Generated: 07/14/2010 2:02:54 PM ET
Selected Adjustment Type: ALL
Selected Organization Endpoint: All
Selected Organization ID: ALL
Selected Deposit Date Range: 04/14/2009 - 07/14/2010

Voucher#	Adjustment Type	Voucher Date	ALC	Deposit Date	Created Date	Acct Key	CCWU #	Original Deposit #	Voucher Amount
009356	Debit	01/08/2010	00004609	01/08/2010	01/08/2010	275	2242	140663	($10.00)
RTN: 055288071									
009137	Returned Item	10/29/2009	20181201	10/29/2009	10/29/2009	234	9878		($800.00)

View Business Reports: Adjustment Activity (FRB)

To view adjustment activity (FRB) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Adjustment Activity (FRB)**. The *Adjustment Activity (FRB)* page appears.
4. Enter the search criteria you would like to view.
   - Select the **Adjustment Type**, *required*
   - Select the **Adjustment Reason**
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Original Date of Deposit range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **From:** and **To:** Adjustment Amount range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **Account Key**
   - Enter the **CCWU** (Cost Center Work Unit)
   - Select the **Report Format**

Application Tip

The date range for **Voucher Date**, **Original Date**, and **Deposit Date** cannot exceed 15 months.

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

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 **Clear** to clear all data fields and reset to the default selections.

Deposit Activity (FRB)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposit Activity (FRB)**. See Figure 49 below.

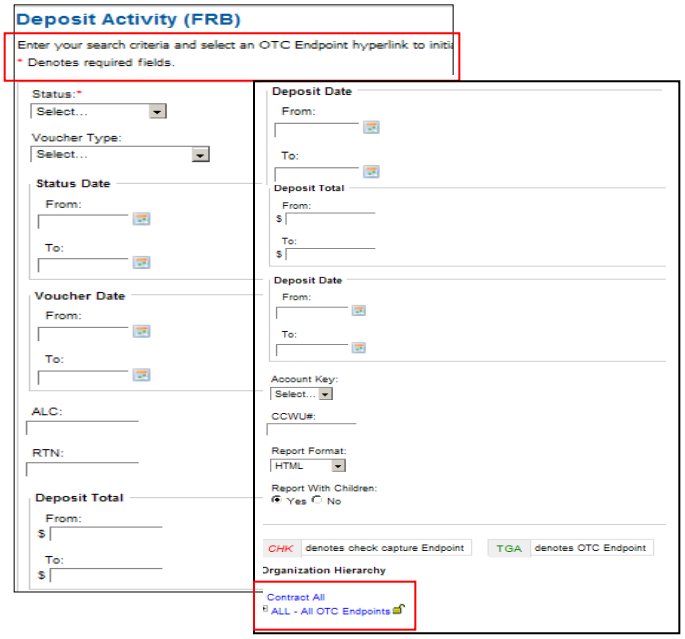
Figure 49. Select Deposit Activity (FRB) from Reports Menu

2. The *Deposit Activity (FRB)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 50 for search criteria.

   - Select the **Status**, *required*
   - Select the **Voucher Type**
   - Enter the **From:** and **To:** Status Date range
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **From:** and **To:** Deposit Total range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **Account Key**
   - Enter the **CCWU** (Cost Center Work Unit)
   - Select the **Report Format**

For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 50. Deposit Activity (FRB) Page



3. Click an **OTC Endpoint** to initiate the report (refer to Figure 50 above). The report appears in a new window as shown in Figure 51.

Figure 51. Deposit Activity (FRB) Report Output

Deposit Activity (FRB)

Generated: 07/14/2010 2:54:21PM ET
Selected Status: All
Selected Voucher Date Range: 04/14/2009 - 07/14/2010

Status	Voucher Type	Voucher #	Voucher Date	ALC	Deposit Date	Status Date	Acct Key	Cost Center Work Unit #	Voucher Amount
RTN:	011000015								
Submitted	USCurrency	139929	11/02/2009	00000303		11/02/2009			$111.00
Confirmed	USCurrency	140265	11/11/2009	00000303	11/11/2009	11/11/2009	275	1234	$100.00
Confirmed	USCurrency	140363	11/23/2009	00000303	11/23/2009	11/23/2009	275	1234	$100.00
Submitted	USCurrency	140423	12/02/2009	00000303		12/02/2009			$10.00
Submitted	USCurrency	140744	01/14/2010	00000303		01/14/2010			$40.00

View Business Reports: Deposit Activity (FRB)

To view a deposit activity (FRB) report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Deposit Activity (FRB)**. The *Deposit Activity (FRB)* page appears.

4. Enter the search criteria you would like to view.

   - Select the **Status**, *required*
   - Select the **Voucher Type**
   - Enter the **From:** and **To:** Status Date range
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **From:** and **To:** Deposit Total range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **Account Key**
   - Enter the **CCWU** (Cost Center Work Unit)
   - Select the **Report Format**

   Application Tip

   You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

   Application Tip

   Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

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 **Clear** to clear all data fields and reset to the default selections.

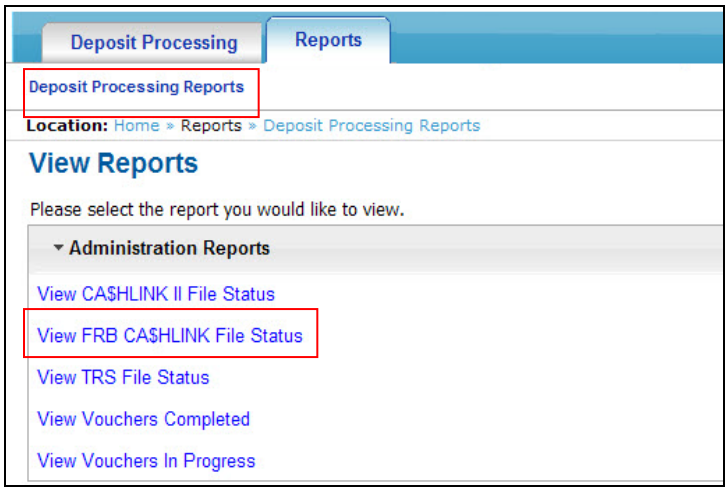
Administration Reports

This section will provide you with detail of how to view and download **Administration Reports**. There are up to four **Administration Reports** you may choose to view. To print **Administration Reports** after downloading, right-click using a mouse and select the **Print** option.

View FRB CA$HLINK File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View FRB CA$HLINK File Status**. See Figure 52 below.

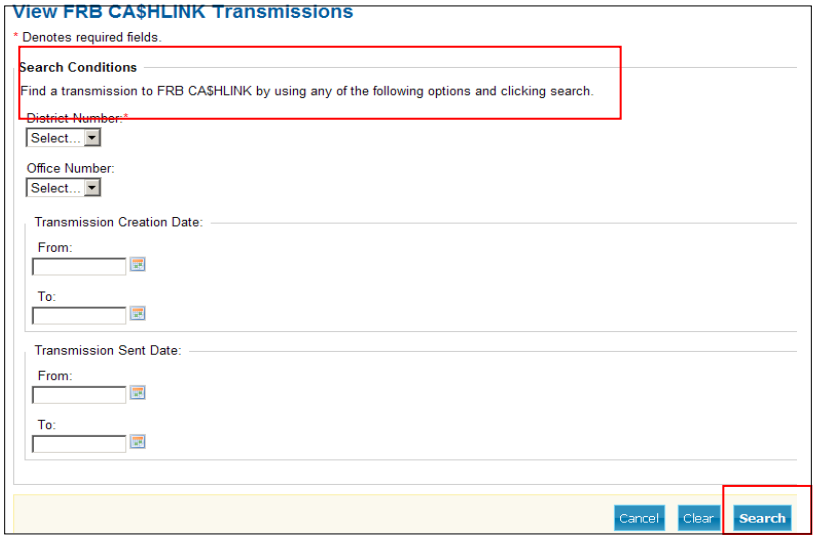
Figure 52. View FRB CA$HLINK File Status from Reports



2. The *View FRB CA$HLINK Transmissions* page appears. Enter the search criteria and click **Search**. See Figure 53.

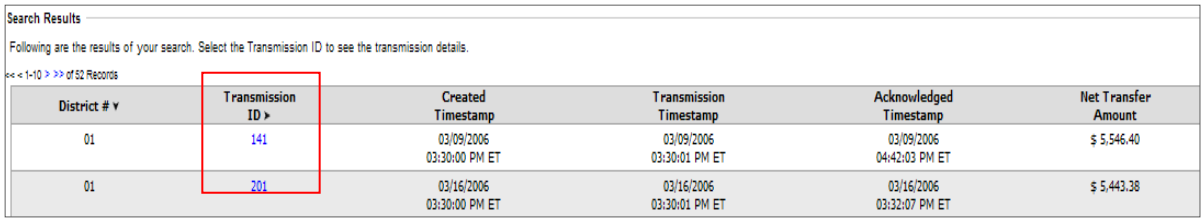
   - Select a **District Number**, *required.*
   - Select an **Office Number**
   - Enter the **From:** and **To:** Transmission Creation Date
   - Enter the **From:** and **To:** Transmission Sent Date

Figure 53. View FRB CA$HLINK Transmissions Page



3. The search results table appears in Figure 54. Click a **Transmission ID**.

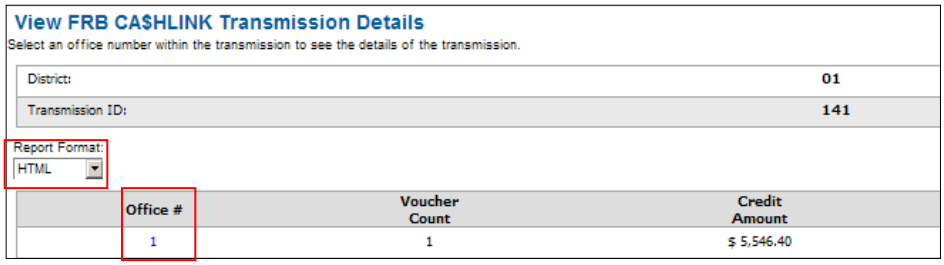
Figure 54. FRB CA$HLINK Search Results Page



District #	Transmission ID	Created Timestamp	Transmission Timestamp	Acknowledged Timestamp	Net Transfer Amount
01	141	03/09/2006 03:30:00 PM ET	03/09/2006 03:30:01 PM ET	03/09/2006 04:42:03 PM ET	$ 5,546.40
01	201	03/16/2006 03:30:00 PM ET	03/16/2006 03:30:01 PM ET	03/16/2006 03:32:07 PM ET	$ 5,443.38

4. The *View FRB CA$HLINK Transmission Details* page appears. Select a **Report Format**. See Figure 55 below.

Figure 55. View FRB CA$HLINK Transmission Details Page



Office #	Voucher Count	Credit Amount
1	1	$ 5,546.40

5. Click an **Office #** (refer to Figure 55). The *FRB CA$HLINK Daily Activity* report appears in a new window as shown in figure 56.

Figure 56. FRB CA$HLINK Daily Activity Report Output

FRB CA$HLINK Daily Activity

Generated: 07/20/2010 10:20:14 AM EDT

Voucher Number	Voucher Type	Voucher Date	Deposit Date	Short Name	ALC	CCWU #	Acct Key	Amount	Confirmed By	Confirmed Date
District:		01								
Office:		1								
Transmission ID#:		10001								
Transmission Timestamp:		12/08/2008 12:57:30 PM EST								
Acknowledgement Timestamp:		12/08/2008 12:58:01 PM EST								
Financial Institution:		FRB Boston								

View Administration Reports: FRB CA$HLINK File Status

To view a FRB CA$HLINK file status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View FRB CA$HLINK Transmissions**. The *View FRB CA$HLINK Transmissions* page appears.
4. Enter the search criteria and click **Search**.
   - Select a **District Number**, *required*
   - Select an **Office Number**
   - Enter the **From:** and **To:** Transmission Creation Date
   - Enter the **From:** and **To:** Transmission Sent Date
5. The search results table appears. Click a **Transmission ID**.
6. The *View FRB CA$HLINK Transmission Details page appears.* Select a **Report Format**.

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

7. Click an **Office #**. The FRB *CA$HLINK Daily Activity* report appears in a new window.

Application Tip

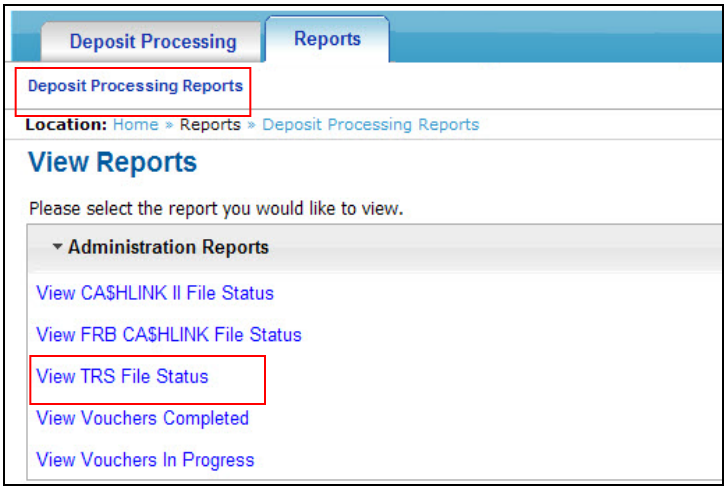
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the OTCnet Home Page.

View TRS File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View TRS File Status**. See Figure 57 below.

Figure 57. View TRS File Status from Reports



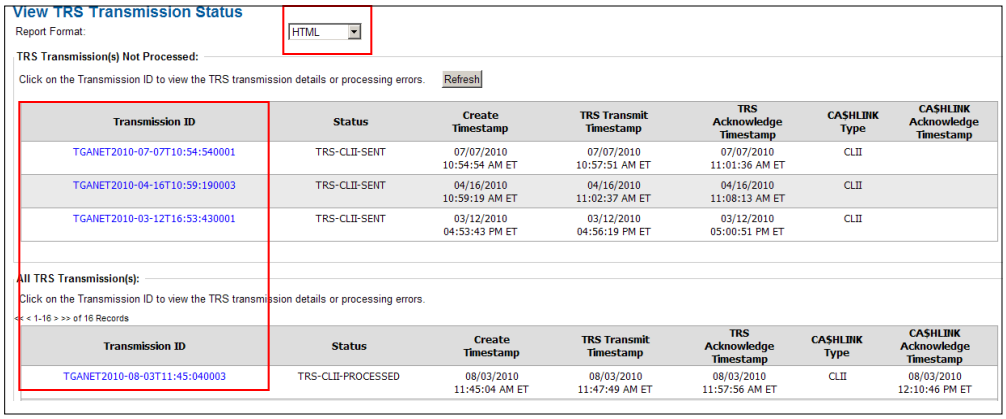
2. The *View TRS File Status* page appears. Select a **Report Format**. See Figure 58.

   Under the **TRS Transmission(s) Not Processed** section, click a **Transmission ID** of the TRS transmission details you would like to view. Or, under the **All TRS Transmission(s)** section, click a **Transmission ID** of the TRS transmission details or processing errors you would like to view (shown in Figure 58).

Application Tip

There are two sections on the *View TRS Transmission Status* page. The **TRS Transmission(s) Not Processed** section displays report files that have not been successfully processed by TRS. The **All TRS Transmission(s)** section displays all deposit report files regardless of transmission status or success.

Figure 58. View TRS File Status Page



View TRS Transmission Status

Report Format: HTML

TRS Transmission(s) Not Processed:

Click on the Transmission ID to view the TRS transmission details or processing errors. Refresh

Transmission ID	Status	Create Timestamp	TRS Transmit Timestamp	TRS Acknowledge Timestamp	CA$HLINK Type	CA$HLINK Acknowledge Timestamp
TGANET2010-07-07T10:54:540001	TRS-CLII-SENT	07/07/2010 10:54:54 AM ET	07/07/2010 10:57:51 AM ET	07/07/2010 11:01:36 AM ET	CLII	
TGANET2010-04-16T10:59:190003	TRS-CLII-SENT	04/16/2010 10:59:19 AM ET	04/16/2010 11:02:37 AM ET	04/16/2010 11:08:13 AM ET	CLII	
TGANET2010-03-12T16:53:430001	TRS-CLII-SENT	03/12/2010 04:53:43 PM ET	03/12/2010 04:56:19 PM ET	03/12/2010 05:00:51 PM ET	CLII	

All TRS Transmission(s):

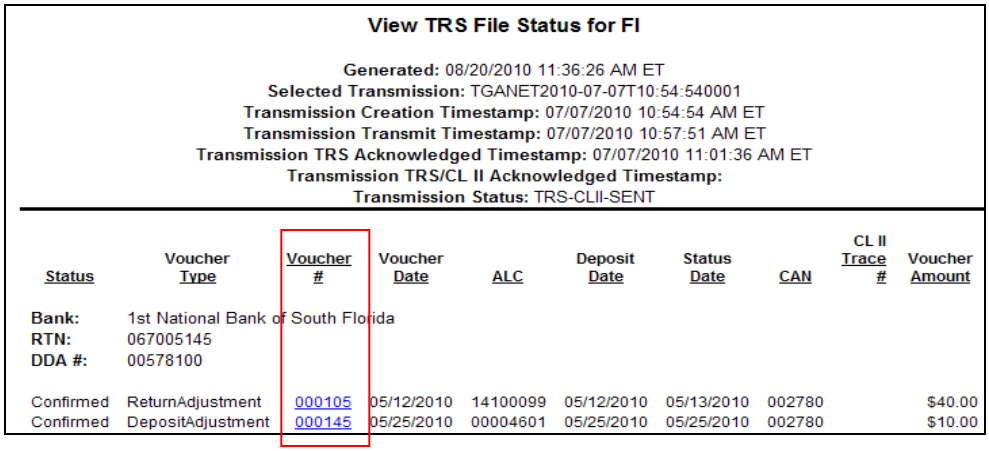
Click on the Transmission ID to view the TRS transmission details or processing errors.

<< < 1-16 > >> of 16 Records

Transmission ID	Status	Create Timestamp	TRS Transmit Timestamp	TRS Acknowledge Timestamp	CA$HLINK Type	CA$HLINK Acknowledge Timestamp
TGANET2010-08-03T11:45:040003	TRS-CLII-PROCESSED	08/03/2010 11:45:04 AM ET	08/03/2010 11:47:49 AM ET	08/03/2010 11:57:56 AM ET	CLII	08/03/2010 12:10:46 PM ET

3. Click the **Voucher #** hyperlink (Figure 59 below). The *Deposit or Adjustment Voucher Detail* report appears as shown in Figure 60.

Figure 59. View TRS File Status for FI Results Page



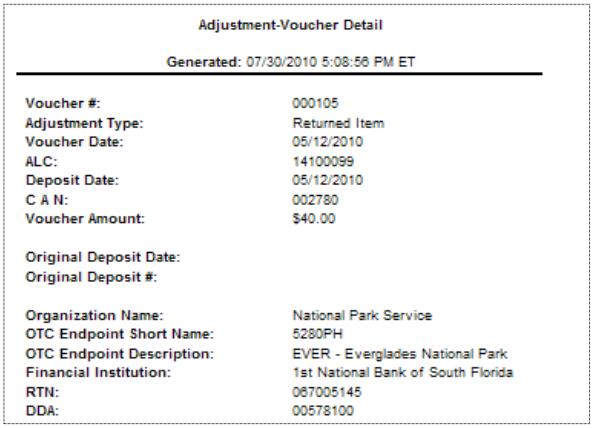
View TRS File Status for FI

Generated: 08/20/2010 11:36:26 AM ET
Selected Transmission: TGANET2010-07-07T10:54:540001
Transmission Creation Timestamp: 07/07/2010 10:54:54 AM ET
Transmission Transmit Timestamp: 07/07/2010 10:57:51 AM ET
Transmission TRS Acknowledged Timestamp: 07/07/2010 11:01:36 AM ET
Transmission TRS/CL II Acknowledged Timestamp:
Transmission Status: TRS-CLII-SENT

Bank: 1st National Bank of South Florida
RTN: 067005145
DDA #: 00578100

Status	Voucher Type	Voucher #	Voucher Date	ALC	Deposit Date	Status Date	CAN	CL II Trace #	Voucher Amount
Confirmed	ReturnAdjustment	000105	05/12/2010	14100099	05/12/2010	05/13/2010	002780		$40.00
Confirmed	DepositAdjustment	000145	05/25/2010	00004601	05/25/2010	05/25/2010	002780		$10.00

Figure 60. TRS Deposit or Adjustment Voucher Detail Report Output



Adjustment-Voucher Detail

Generated: 07/30/2010 5:08:56 PM ET

Voucher #:	000105
Adjustment Type:	Returned Item
Voucher Date:	05/12/2010
ALC:	14100099
Deposit Date:	05/12/2010
C A N:	002780
Voucher Amount:	$40.00
Original Deposit Date:	
Original Deposit #:	
Organization Name:	National Park Service
OTC Endpoint Short Name:	5280PH
OTC Endpoint Description:	EVER - Everglades National Park
Financial Institution:	1st National Bank of South Florida
RTN:	067005145
DDA:	00578100

View Administration Reports: TRS File Status

To view a TRS file status report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

   Under **Administration Reports**, click **View TRS File Status**. The *View TRS Transmission Status* page appears.

3. Select a **Report Format**.

> **Application Tip**
>
> You can view reports in HTML, PDF, Excel, or PowerPoint format.

4. Under the **TRS Transmission(s) Not Processed** section, click a **Transmission ID** of the TRS transmission details you would like to view.

   Or

   Under the **All TRS Transmission(s)** section, click a **Transmission ID** of the TRS transmission details or processing errors you would like to view.

> **Application Tip**
>
> If a **Transmission ID** with FRB CL CA$HLINK Type is selected, the *TRS Transmission Status (FRB)* report appears in a new window. If a **Transmission ID** with CLII CA$HLINK Type is selected, the *TRS Transmission Status (FI)* report appears in a new window.

> **Application Tip**
>
> There are two sections on the *View TRS Transmission Status* page. The **TRS Transmission(s) Not Processed** section displays report files that have not been successfully processed by TRS. The **All TRS Transmission(s)** section displays all deposit report files regardless of transmission status or success.

5. Click the **Voucher #** hyperlink. The *Deposit or Adjustment Voucher Detail* report appears.

Application Tip

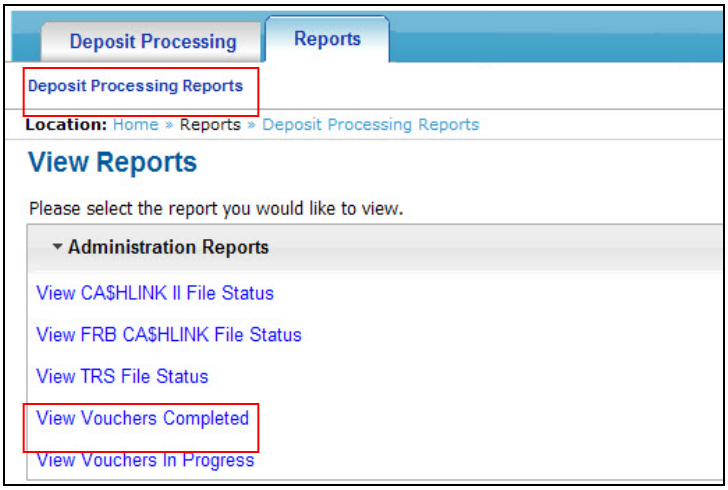
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

View Vouchers Completed

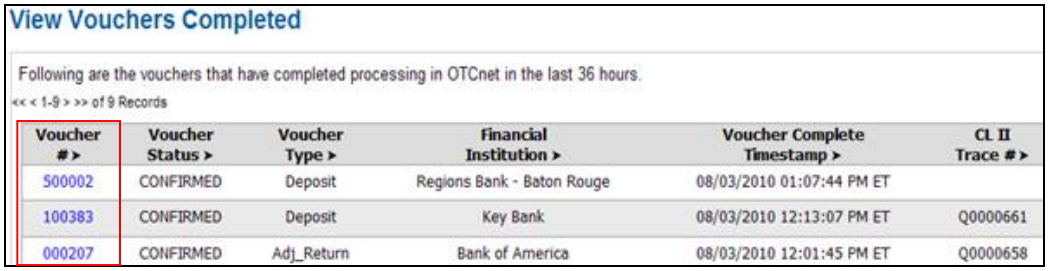
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers Completed**. See Figure 61 below.

Figure 61. View Vouchers Completed from Reports



2. The *View Vouchers Completed* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 62).

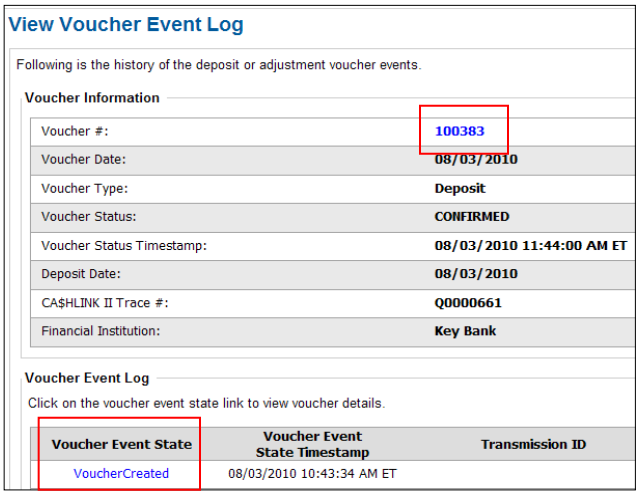
Figure 62. View Vouchers Completed Page



Voucher #	Voucher Status	Voucher Type	Financial Institution	Voucher Complete Timestamp	CL II Trace #
500002	CONFIRMED	Deposit	Regions Bank - Baton Rouge	08/03/2010 01:07:44 PM ET	
100383	CONFIRMED	Deposit	Key Bank	08/03/2010 12:13:07 PM ET	Q0000661
000207	CONFIRMED	Adj_Return	Bank of America	08/03/2010 12:01:45 PM ET	Q0000658

3. The *View Voucher Event Log* page appears (see Figure 63 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (see Figure 64).

Figure 63. View Voucher Event Log Page



View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

Voucher Information

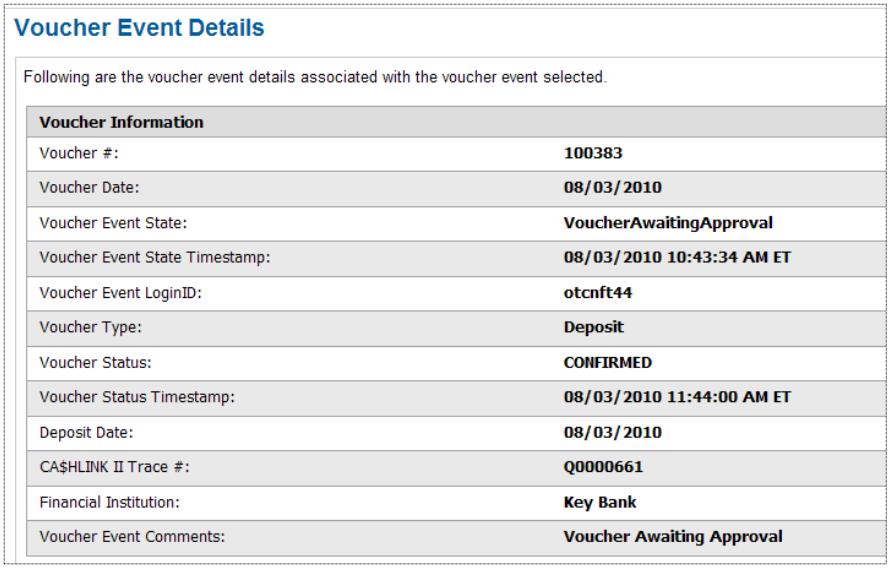
Voucher #:	100383
Voucher Date:	08/03/2010
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/03/2010 11:44:00 AM ET
Deposit Date:	08/03/2010
CA$HLINK II Trace #:	Q0000661
Financial Institution:	Key Bank

Voucher Event Log

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID
VoucherCreated	08/03/2010 10:43:34 AM ET	

Figure 64. Voucher Event Details Report Output



Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	100383
Voucher Date:	08/03/2010
Voucher Event State:	VoucherAwaitingApproval
Voucher Event State Timestamp:	08/03/2010 10:43:34 AM ET
Voucher Event LoginID:	otcnft44
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/03/2010 11:44:00 AM ET
Deposit Date:	08/03/2010
CA$HLINK II Trace #:	Q0000661
Financial Institution:	Key Bank
Voucher Event Comments:	Voucher Awaiting Approval

View Administration Reports: Vouchers Completed

To view a vouchers completed report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers Completed**. The *View Vouchers Completed* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.

> **Application Tip**
>
> The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI System to System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details page* appears.

   Or

   Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.

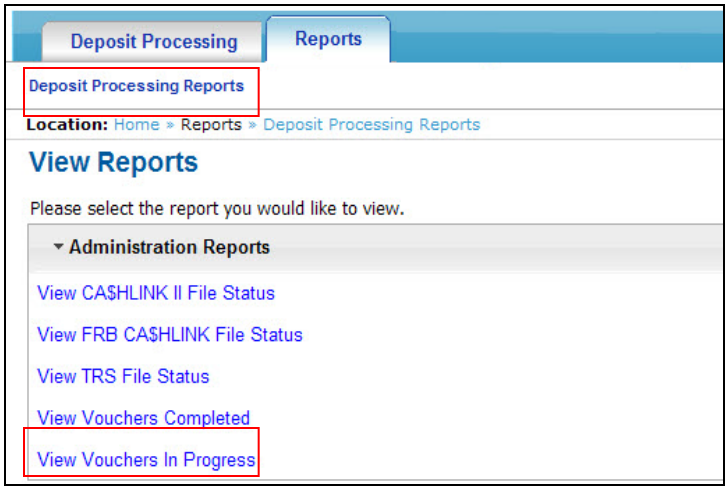
> **Application Tip**
>
> The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA$HLINK, and the Transaction Reporting System (TRS) interface.

> **Application Tip**
>
> Additional buttons on the pages that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.
> - Click **Previous** to return to the previous page.
> - Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
> - Click **Return Home** to return to the previous page.

View Vouchers in Progress

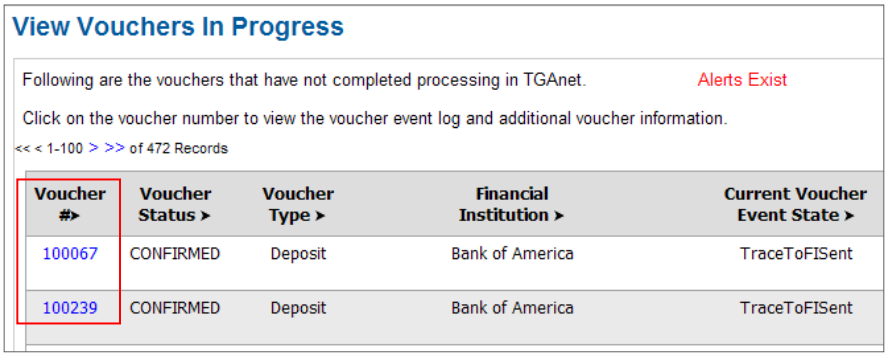
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers in Progress**. See Figure 65 below.

Figure 65. View Vouchers in Progress from Reports



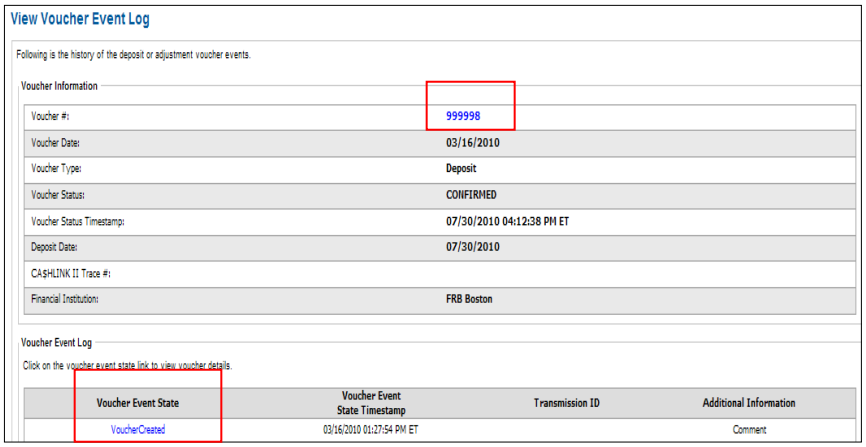
2. The *View Vouchers in Progress* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 66).

Figure 66. View Vouchers In Progress Page



3. The *View Voucher Event Log* page appears (see Figure 67 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (Figure 68).

Figure 67. In Progress View Voucher Event Log Page



View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

Voucher Information

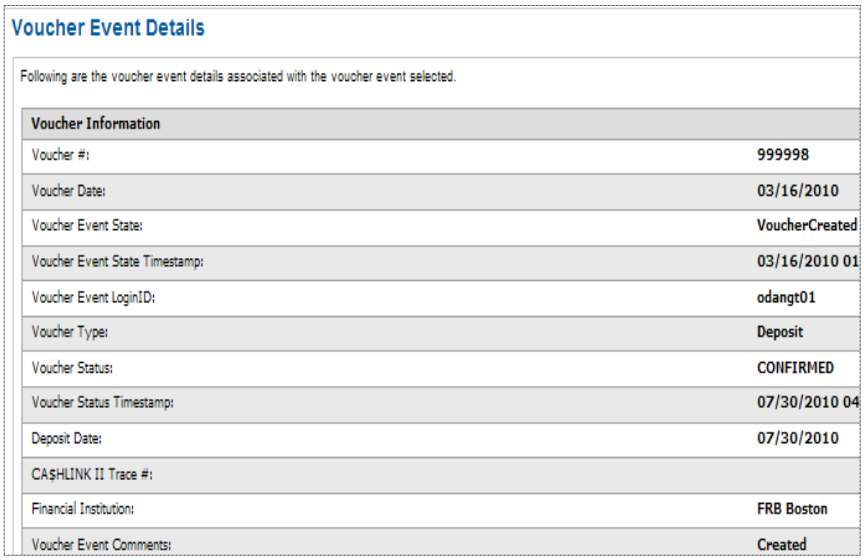
Voucher #:	999998
Voucher Date:	03/16/2010
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	07/30/2010 04:12:38 PM ET
Deposit Date:	07/30/2010
CA$HLINK II Trace #:	
Financial Institution:	FRB Boston

Voucher Event Log

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
VoucherCreated	03/16/2010 01:27:54 PM ET		Comment

Figure 68. In Progress Voucher Event Details Report Output



Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	999998
Voucher Date:	03/16/2010
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	03/16/2010 01
Voucher Event LoginID:	odangt01
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	07/30/2010 04
Deposit Date:	07/30/2010
CA$HLINK II Trace #:	
Financial Institution:	FRB Boston
Voucher Event Comments:	Created

View Administration Reports: Vouchers in Progress

To view a voucher in progress report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers In Progress**. The *View Vouchers in Progress* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.

Application Tip

The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI System To System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details page* appears.

   Or

   Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.

Application Tip

The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA$HLINK, and the Transaction Reporting System (TRS) interface.

Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

View Business Reports: Adjustment Activity (FI)

To view adjustment activity (FI) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Adjustment Activity (FI)**. The *Adjustment Activity (FI)* page appears.
4. Enter the search criteria you would like to view.
    - Select the **Adjustment Type**, *required*
    - Select the **Adjustment Reason**
    - Enter the **From:** and **To:** Voucher Date range
    - Enter the **From:** and **To:** Original Date of Deposit range
    - Enter the **ALC** (Agency Location Code)
    - Enter the **RTN** (Routing Transit Number)
    - Enter the **DDA** (Demand Deposit Account)
    - Enter the **From:** and **To:** Adjustment Amount range
    - Enter the **From:** and **To:** Deposit Date range
    - Enter the **CAN** (CA$HLINK II Account Number)
    - Enter the **CA$HLINK II Trace #**
    - Select the **Report Format**

Application Tip

The date range for **Voucher Date**, **Original Date**, and **Deposit Date** cannot exceed 15 months.

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

Application Tip

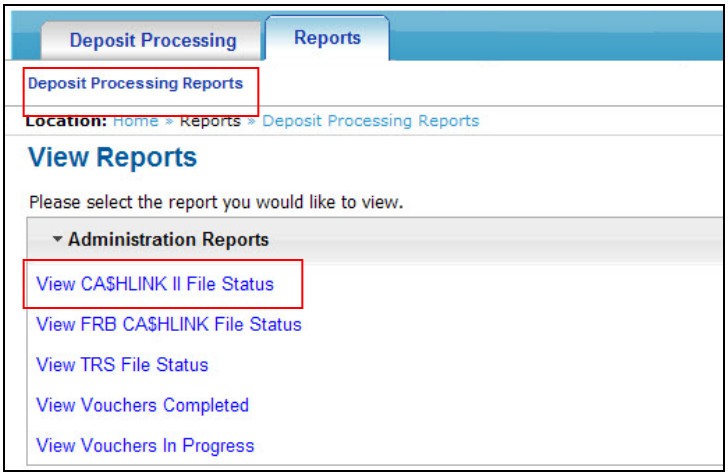
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

View CA$HLINK II File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View CA$HLINK II File Status**. See Figure 69 below.

Figure 69. View CA$HLINK II File Status from Reports



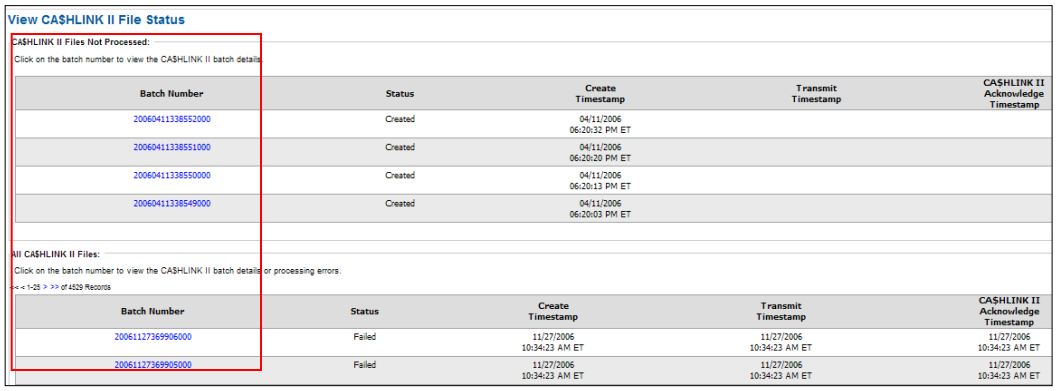
2. The *View CA$HLINK II File Status* page appears. See Figure 70.

   Under the **CA$HLINK II Files Not Processed** section, click the **Batch Number** of the CA$HLINK II batch details you would like to view or click the **Batch Number** of the **All CA$HLINK II Files** batch details or processing errors you would like to view.

Application Tip

There are two sections on the *View CA$HLINK II File Status* page. The **CA$HLINK II Files Not Processed** section displays report files that have not been successfully processed by CA$HLINK II. The **All CA$HLINK II Files** section displays all deposit report files regardless of transmission status or success.

Figure 70. View CA$HLINK II File Status Page



View CA$HLINK II File Status

CA$HLINK II Files Not Processed:

Click on the batch number to view the CA$HLINK II batch details.

Batch Number	Status	Create Timestamp	Transmit Timestamp	CA$HLINK II Acknowledge Timestamp
20060411338552000	Created	04/11/2006 06:20:32 PM ET		
20060411338551000	Created	04/11/2006 06:20:20 PM ET		
20060411338550000	Created	04/11/2006 06:20:13 PM ET		
20060411338549000	Created	04/11/2006 06:20:03 PM ET		

All CA$HLINK II Files:

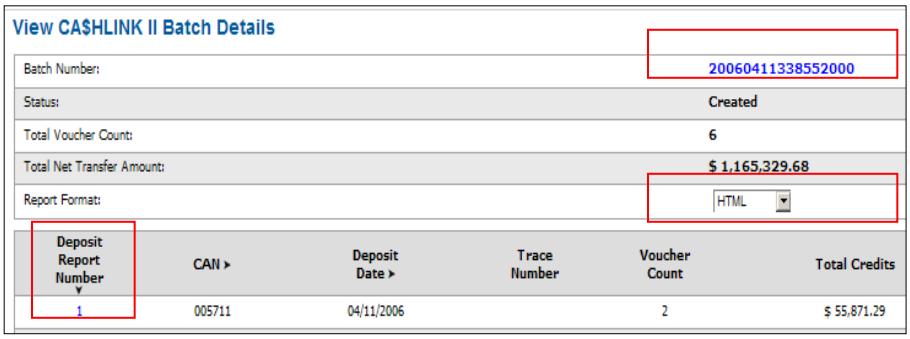
Click on the batch number to view the CA$HLINK II batch details or processing errors.

<< < 1-25 > >> of 4529 Records

Batch Number	Status	Create Timestamp	Transmit Timestamp	CA$HLINK II Acknowledge Timestamp
20061127369906000	Failed	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET
20061127369905000	Failed	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET

3. The *View CA$HLINK II Batch Details* page appears or the *View CA$HLINK II Processing Errors* page appears. Select a **Report Format**. See Figure 71 below.

Figure 71. View CA$HLINK Batch Details Page



View CA$HLINK II Batch Details

Batch Number:	20060411338552000
Status:	Created
Total Voucher Count:	6
Total Net Transfer Amount:	$ 1,165,329.68
Report Format:	HTML

Deposit Report Number	CAN	Deposit Date	Trace Number	Voucher Count	Total Credits
1	005711	04/11/2006		2	$ 55,871.29

4. Click the **Batch Number** hyperlink or a **Deposit Report Number** hyperlink (refer to Figure 71 above). The *CA$HLINK II Voucher Details* report appears in a new window as shown in Figure 72.

The **Batch Number** hyperlink displays the CA$HLINK II Voucher Details report as well as all deposit vouchers and deposit report vouchers associated with the Batch Number. The **Deposit Report Number** hyperlink displays the CA$HLINK II Voucher Details report and all deposit report vouchers associated with the Deposit Report Number.

Figure 72. CA$HLINK II File Status Report Output

CA$HLINK II Voucher Details

Generated: 07/30/2010 5:00:25 PM ET
Batch Number: 20060411338552000
Batch Create Timestamp: 04/11/2006 6:20:32 PM ET
CA$HLINK II Acknowledge Timestamp:
Batch Status: CREATED

Financial Institution Name: Blue Water Federal Credit Union
Deposit Report: 1
CAN: 005711
Deposit Date: 04/11/2006
Trace #:

Voucher #	Voucher Type	Voucher Date	Short Name	ALC	DDA	RTN	Amount	Confirmed By	Confirmed Date
129862	Deposit	04/11/2006	33802	70050338	4559	272483947	$53,872.09	tmill501	04/11/2006
129909	Deposit	04/11/2006	33802	70050338	4559	272483947	$1,999.20	tmill501	04/11/2006

View Administration Reports: CA$HLINK II File Status

To view a CA$HLINK II file status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View CA$HLINK II File Status**. The *View CA$HLINK II File Status* page appears.
4. Under the **CA$HLINK II Files(s) Not Processed** section, click the **Batch Number** of the CA$HLINK II batch details you would like to view.

   Or

   Click the **Batch Number** of the All CA$HLINK II File(s) batch details or processing errors you would like to view.

   Application Tip

   There are two sections on the *View CA$HLINK II File Status* page. The **CA$HLINK II Files Not Processed** section displays report files that have not been successfully processed by CA$HLINK II. The **All CA$HLINK II Files** section displays all deposit report files regardless of transmission status or success.

5. The *View CA$HLINK II Batch Details* page appears. Select a **Report Format**.

   Or

   The *View CA$HLINK II Processing Errors* page appears. Select a **Report Format**.

   Application Tip

   You can view reports in HTML, PDF, Excel, or PowerPoint format.

6. Click the **Batch Number** hyperlink. The *CA$HLINK II Voucher Details* report appears in a new window.

   Or

   Click a **Deposit Report Number**. The *CA$HLINK II Voucher Details* report appears in a new window.

Application Tip

Click the **Batch Number** hyperlink to display the CA$HLINK II Voucher Details report as well as all deposit vouchers and deposit report vouchers associated with the Batch Number. Click a **Deposit Report Number** to display the CA$HLINK II Voucher Details report and all deposit report vouchers associated with the Deposit Report Number.

Application Tip

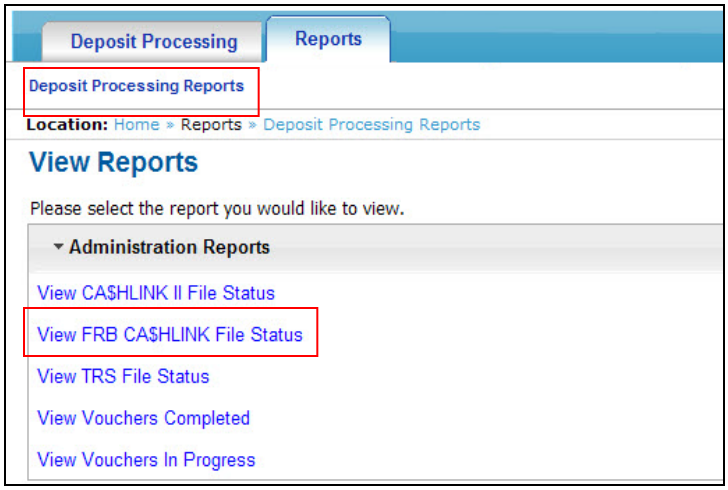
Additional buttons on the page that help you perform other tasks:

- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Previous** to return to the previous page.

View FRB CA$HLINK File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View FRB CA$HLINK File Status**. See Figure 73 below.

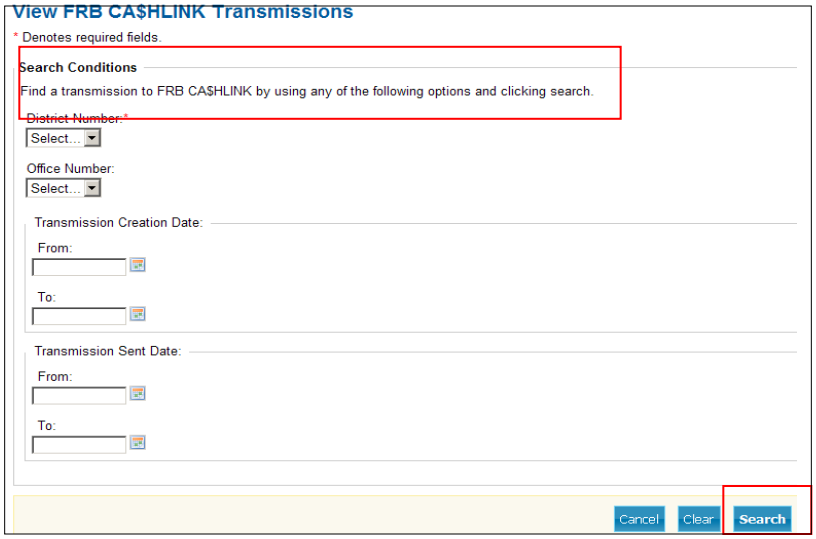
Figure 73. View FRB CA$HLINK File Status from Reports



2. The *View FRB CA$HLINK Transmissions* page appears. Enter the search criteria and click **Search**. See Figure 74 below.

- Select a **District Number**, *required.*
- Select an **Office Number**
- Enter the **From:** and **To:** Transmission Creation Date
- Enter the **From:** and **To:** Transmission Sent Date

Figure 74. View FRB CA$HLINK Transmissions Page



3. The search results table appears in Figure 75 below. Click a **Transmission ID**.

Figure 75. FRB CA$HLINK Search Results Page

Search Results

Following are the results of your search. Select the Transmission ID to see the transmission details.

<< < 1-10 > >> of 52 Records

District #	Transmission ID	Created Timestamp	Transmission Timestamp	Acknowledged Timestamp	Net Transfer Amount
01	141	03/09/2006 03:30:00 PM ET	03/09/2006 03:30:01 PM ET	03/09/2006 04:42:03 PM ET	$ 5,546.40
01	201	03/16/2006 03:30:00 PM ET	03/16/2006 03:30:01 PM ET	03/16/2006 03:32:07 PM ET	$ 5,443.38

4. The *View FRB CA$HLINK Transmission Details* page appears. Select a **Report Format**. See Figure 76 below.

Figure 76. View FRB CA$HLINK Transmission Details Page

View FRB CA$HLINK Transmission Details

Select an office number within the transmission to see the details of the transmission.

District: 01

Transmission ID: 141

Report Format: HTML

Office #	Voucher Count	Credit Amount
1	1	$ 5,546.40

5. Click an **Office #** (refer to Figure 76 above). The *FRB CA$HLINK Daily Activity* report appears in a new window as shown in figure 77 below.

Figure 77. FRB CA$HLINK Daily Activity Report Output

FRB CA$HLINK Daily Activity

Generated: 07/20/2010 10:20:14 AM EDT

Voucher Number	Voucher Type	Voucher Date	Deposit Date	Short Name	ALC	CCWU #	Acct Key	Amount	Confirmed By	Confirmed Date

District: 01

Office: 1

Transmission ID#: 10001

Transmission Timestamp: 12/08/2008 12:57:30 PM EST

Acknowledgement Timestamp: 12/08/2008 12:58:01 PM EST

Financial Institution: FRB Boston

View Administration Reports: FRB CA$HLINK File Status

To view a FRB CA$HLINK file status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View FRB CA$HLINK Transmissions**. The *View FRB CA$HLINK Transmissions* page appears.
4. Enter the search criteria and click **Search**.
   - Select a **District Number**, *required*
   - Select an **Office Number**
   - Enter the **From:** and **To:** Transmission Creation Date
   - Enter the **From:** and **To:** Transmission Sent Date
5. The search results table appears. Click a **Transmission ID**.
6. The *View FRB CA$HLINK Transmission Details page appears.* Select a **Report Format**.

> **Application Tip**
>
> You can view reports in HTML, PDF, Excel, or PowerPoint format.

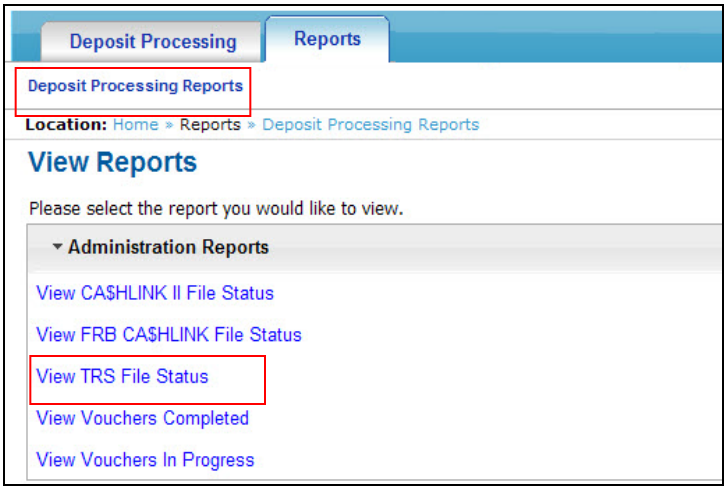
7. Click an **Office #**. The FRB *CA$HLINK Daily Activity* report appears in a new window.

> **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 **Clear** to clear all data fields and reset to the default selections.
> - Click **Previous** to return to the previous page.
> - Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
> - Click **Return Home** to return to the OTCnet Home Page.

View TRS File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View TRS File Status**. See Figure 78 below.

Figure 78. View TRS File Status from Reports



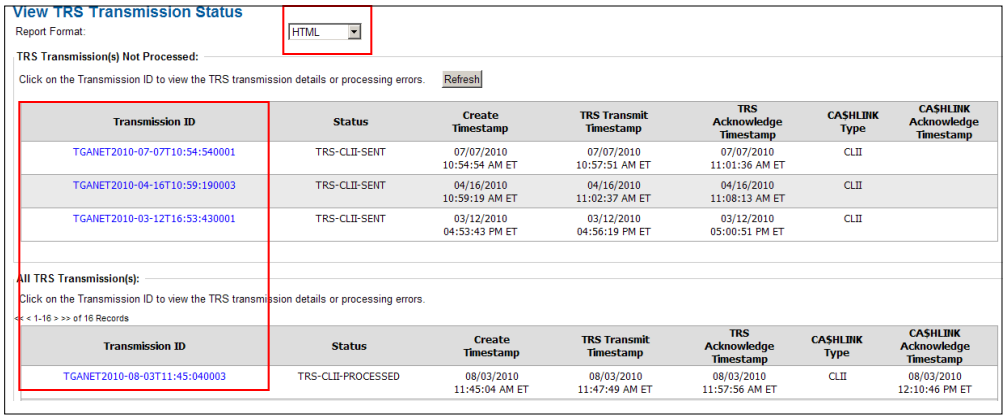
2. The *View TRS File Status* page appears. Select a **Report Format**. See Figure 79.

   Under the **TRS Transmission(s) Not Processed** section, click a **Transmission ID** of the TRS transmission details you would like to view. Or, under the **All TRS Transmission(s)** section, click a **Transmission ID** of the TRS transmission details or processing errors you would like to view (shown in Figure 79).

Application Tip

There are two sections on the *View TRS Transmission Status* page. The **TRS Transmission(s) Not Processed** section displays report files that have not been successfully processed by TRS. The **All TRS Transmission(s)** section displays all deposit report files regardless of transmission status or success.

Figure 79. View TRS File Status Page



View TRS Transmission Status

Report Format: HTML

TRS Transmission(s) Not Processed:

Click on the Transmission ID to view the TRS transmission details or processing errors. Refresh

Transmission ID	Status	Create Timestamp	TRS Transmit Timestamp	TRS Acknowledge Timestamp	CA$HLINK Type	CA$HLINK Acknowledge Timestamp
TGANET2010-07-07T10:54:540001	TRS-CLII-SENT	07/07/2010 10:54:54 AM ET	07/07/2010 10:57:51 AM ET	07/07/2010 11:01:36 AM ET	CLII	
TGANET2010-04-16T10:59:190003	TRS-CLII-SENT	04/16/2010 10:59:19 AM ET	04/16/2010 11:02:37 AM ET	04/16/2010 11:08:13 AM ET	CLII	
TGANET2010-03-12T16:53:430001	TRS-CLII-SENT	03/12/2010 04:53:43 PM ET	03/12/2010 04:56:19 PM ET	03/12/2010 05:00:51 PM ET	CLII	

All TRS Transmission(s):

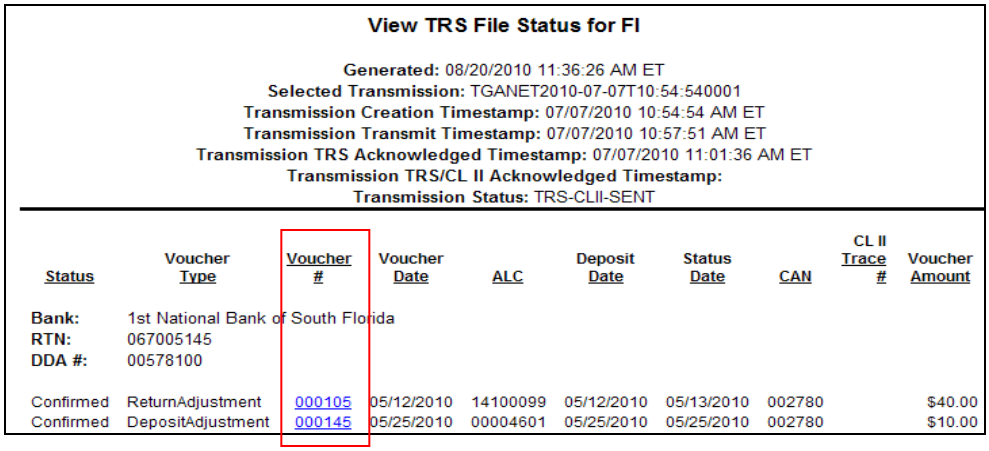
Click on the Transmission ID to view the TRS transmission details or processing errors.

<< < 1-16 > >> of 16 Records

Transmission ID	Status	Create Timestamp	TRS Transmit Timestamp	TRS Acknowledge Timestamp	CA$HLINK Type	CA$HLINK Acknowledge Timestamp
TGANET2010-08-03T11:45:040003	TRS-CLII-PROCESSED	08/03/2010 11:45:04 AM ET	08/03/2010 11:47:49 AM ET	08/03/2010 11:57:56 AM ET	CLII	08/03/2010 12:10:46 PM ET

3. Click the **Voucher #** hyperlink (see Figure 80 below). The *Deposit or Adjustment Voucher Detail* report appears as shown in Figure 81.

Figure 80. View TRS File Status for FI Results Page



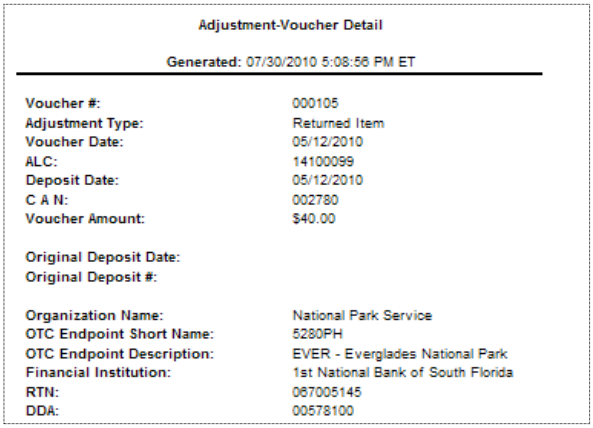
View TRS File Status for FI

Generated: 08/20/2010 11:36:26 AM ET
Selected Transmission: TGANET2010-07-07T10:54:540001
Transmission Creation Timestamp: 07/07/2010 10:54:54 AM ET
Transmission Transmit Timestamp: 07/07/2010 10:57:51 AM ET
Transmission TRS Acknowledged Timestamp: 07/07/2010 11:01:36 AM ET
Transmission TRS/CL II Acknowledged Timestamp:
Transmission Status: TRS-CLII-SENT

Bank: 1st National Bank of South Florida
RTN: 067005145
DDA #: 00578100

Status	Voucher Type	Voucher #	Voucher Date	ALC	Deposit Date	Status Date	CAN	CL II Trace #	Voucher Amount
Confirmed	ReturnAdjustment	000105	05/12/2010	14100099	05/12/2010	05/13/2010	002780		$40.00
Confirmed	DepositAdjustment	000145	05/25/2010	00004601	05/25/2010	05/25/2010	002780		$10.00

Figure 81. TRS Deposit or Adjustment Voucher Detail Report Output



Adjustment-Voucher Detail

Generated: 07/30/2010 5:08:56 PM ET

Voucher #:	000105
Adjustment Type:	Returned Item
Voucher Date:	05/12/2010
ALC:	14100099
Deposit Date:	05/12/2010
C A N:	002780
Voucher Amount:	$40.00
Original Deposit Date:	
Original Deposit #:	
Organization Name:	National Park Service
OTC Endpoint Short Name:	5280PH
OTC Endpoint Description:	EVER - Everglades National Park
Financial Institution:	1st National Bank of South Florida
RTN:	067005145
DDA:	00578100

View Administration Reports: TRS File Status

To view a TRS file status report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

   Under **Administration Reports**, click **View TRS File Status**. The *View TRS Transmission Status* page appears.

3. Select a **Report Format**.

> **Application Tip**
>
> You can view reports in HTML, PDF, Excel, or PowerPoint format.

4. Under the **TRS Transmission(s) Not Processed** section, click a **Transmission ID** of the TRS transmission details you would like to view.

   Or

   Under the **All TRS Transmission(s)** section, click a **Transmission ID** of the TRS transmission details or processing errors you would like to view.

> **Application Tip**
>
> If a **Transmission ID** with FRB CL CA$HLINK Type is selected, the *TRS Transmission Status (FRB)* report appears in a new window. If a **Transmission ID** with CLII CA$HLINK Type is selected, the *TRS Transmission Status (FI)* report appears in a new window.

> **Application Tip**
>
> There are two sections on the *View TRS Transmission Status* page. The **TRS Transmission(s) Not Processed** section displays report files that have not been successfully processed by TRS. The **All TRS Transmission(s)** section displays all deposit report files regardless of transmission status or success.

5. Click the **Voucher #** hyperlink. The *Deposit or Adjustment Voucher Detail* report appears.

Application Tip

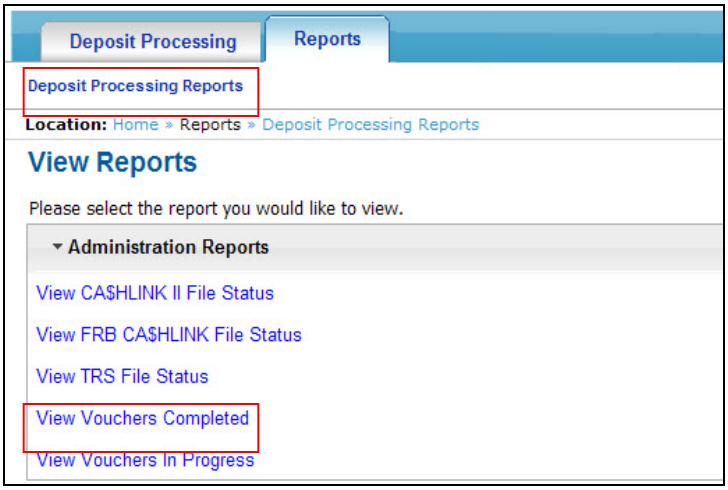
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

View Vouchers Completed

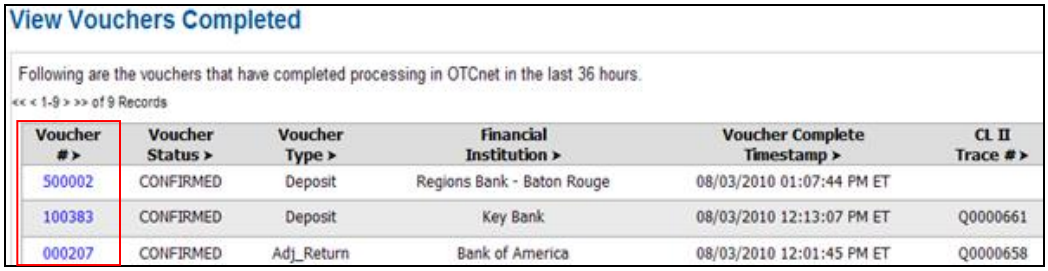
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers Completed**. See Figure 82 below.

Figure 82. View Vouchers Completed from Reports



2. The *View Vouchers Completed* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (see Figure 83 below).

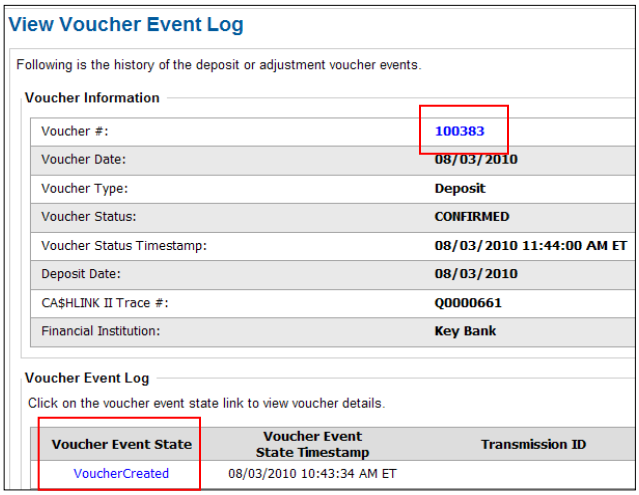
Figure 83. View Vouchers Completed Page



Voucher #	Voucher Status	Voucher Type	Financial Institution	Voucher Complete Timestamp	CL II Trace #
500002	CONFIRMED	Deposit	Regions Bank - Baton Rouge	08/03/2010 01:07:44 PM ET	
100383	CONFIRMED	Deposit	Key Bank	08/03/2010 12:13:07 PM ET	Q0000661
000207	CONFIRMED	Adj_Return	Bank of America	08/03/2010 12:01:45 PM ET	Q0000658

3. The *View Voucher Event Log* page appears (see Figure 83 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (as shown in Figure 85).

Figure 84. View Voucher Event Log Page



View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

Voucher Information

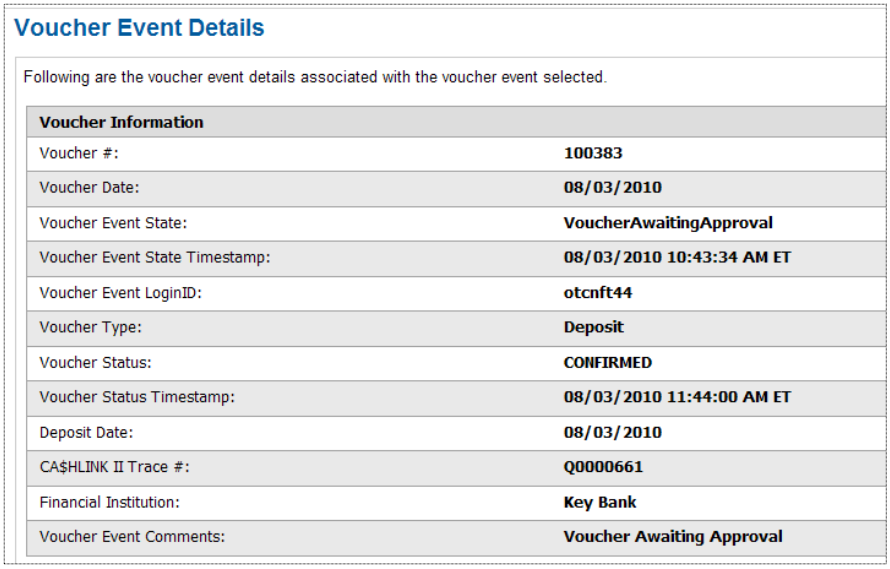
Voucher #:	100383
Voucher Date:	08/03/2010
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/03/2010 11:44:00 AM ET
Deposit Date:	08/03/2010
CA$HLINK II Trace #:	Q0000661
Financial Institution:	Key Bank

Voucher Event Log

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID
VoucherCreated	08/03/2010 10:43:34 AM ET	

Figure 85. Voucher Event Details Report Output



Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	100383
Voucher Date:	08/03/2010
Voucher Event State:	VoucherAwaitingApproval
Voucher Event State Timestamp:	08/03/2010 10:43:34 AM ET
Voucher Event LoginID:	otcnft44
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/03/2010 11:44:00 AM ET
Deposit Date:	08/03/2010
CA$HLINK II Trace #:	Q0000661
Financial Institution:	Key Bank
Voucher Event Comments:	Voucher Awaiting Approval

View Administration Reports: Vouchers Completed

To view a vouchers completed report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers Completed**. The *View Vouchers Completed* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.

> **Application Tip**
>
> The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI System to System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details page* appears.

   Or

   Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.

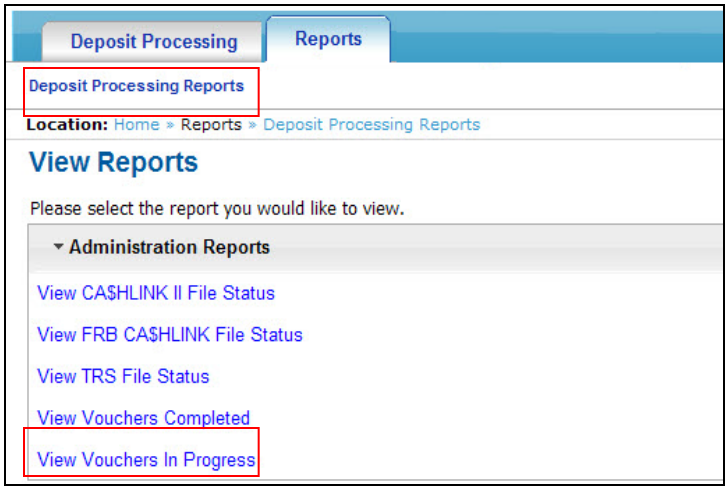
> **Application Tip**
>
> The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA$HLINK, and the Transaction Reporting System (TRS) interface.

> **Application Tip**
>
> Additional buttons on the pages that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.
> - Click **Previous** to return to the previous page.
> - Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
> - Click **Return Home** to return to the previous page.

View Vouchers in Progress

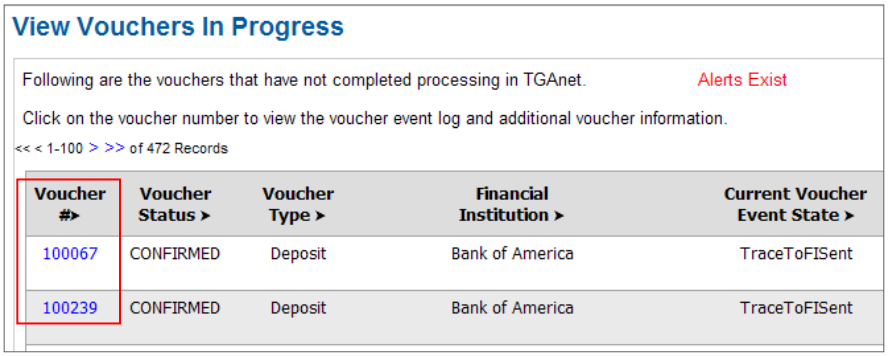
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers in Progress**. See Figure 86 below.

Figure 86. View Vouchers in Progress from Reports



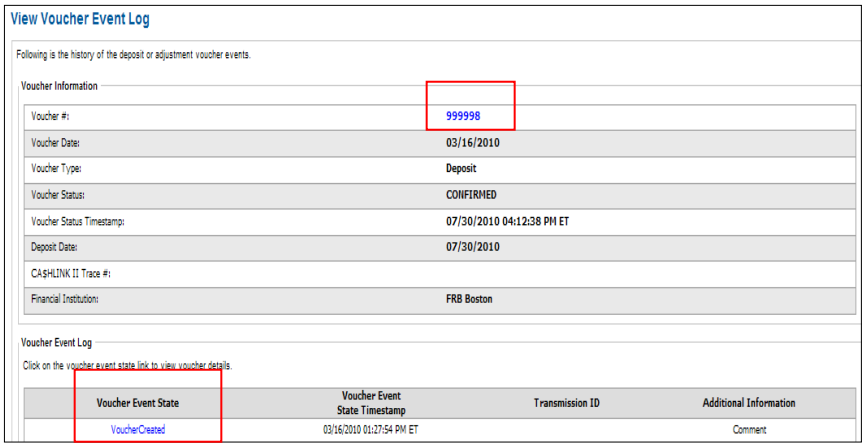
2. The *View Vouchers in Progress* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 87).

Figure 87. View Vouchers In Progress Page



3. The *View Voucher Event Log* page appears (see Figure 88 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (see Figure 89).

Figure 88. In Progress View Voucher Event Log Page



View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

Voucher Information

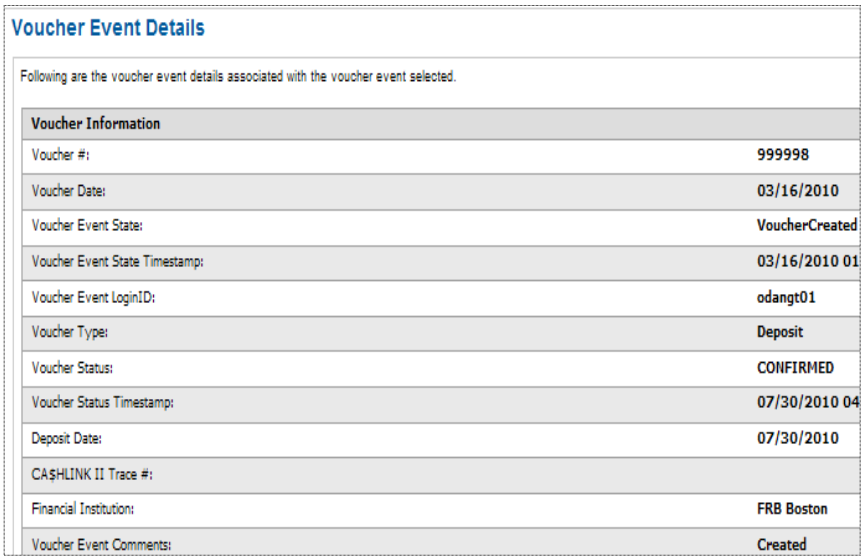
Voucher #:	999998
Voucher Date:	03/16/2010
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	07/30/2010 04:12:38 PM ET
Deposit Date:	07/30/2010
CA$HLINK II Trace #:	
Financial Institution:	FRB Boston

Voucher Event Log

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
VoucherCreated	03/16/2010 01:27:54 PM ET		Comment

Figure 89. In Progress Voucher Event Details Report Output



Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	999998
Voucher Date:	03/16/2010
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	03/16/2010 01
Voucher Event LoginID:	odangt01
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	07/30/2010 04
Deposit Date:	07/30/2010
CA$HLINK II Trace #:	
Financial Institution:	FRB Boston
Voucher Event Comments:	Created

View Administration Reports: Vouchers in Progress

To view a vouchers in progress report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers In Progress**. The *View Vouchers in Progress* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.

Application Tip

The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI System To System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details page* appears.

   Or

   Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.

Application Tip

The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA$HLINK, and the Transaction Reporting System (TRS) interface.

Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

Topic 13. Viewing Financial Institutions

As a **FRB Viewer**, you can locate and view Financial Institution details for which you have access to. You can only view a Financial Institution that has an **Active** status.

Viewing a Financial Institution allows you to see related details such as:

- Institution Information
- Routing Transit Numbers (RTN) and Status
- CAN/Acct Key Relationships

View a Financial Institution

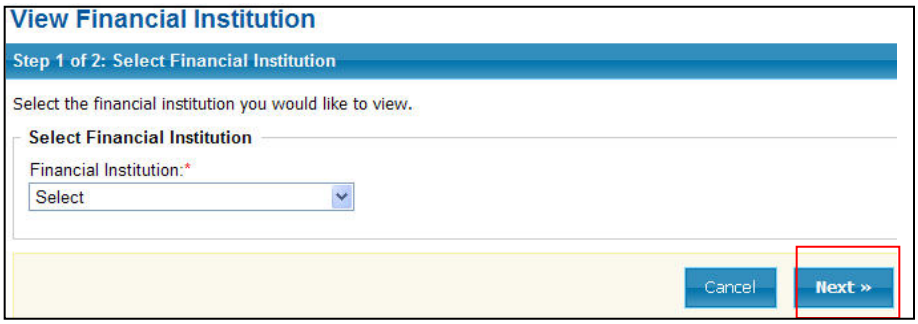
1. Click the **Administration** tab, select **Manage FI**, select **Financial Institution,** and click **View** (see Figure 90 below).

Figure 90: Select Administration>Manage FI>Financial Institution>View

3. The *Step 1 of 2: Select Financial Institution* page appears.

   Under *Select Financial Institution*, select the Financial Institution for which you would like to view details. Click **Next** as shown in Figure 91 below.

Figure 91. Select Financial Institution Page

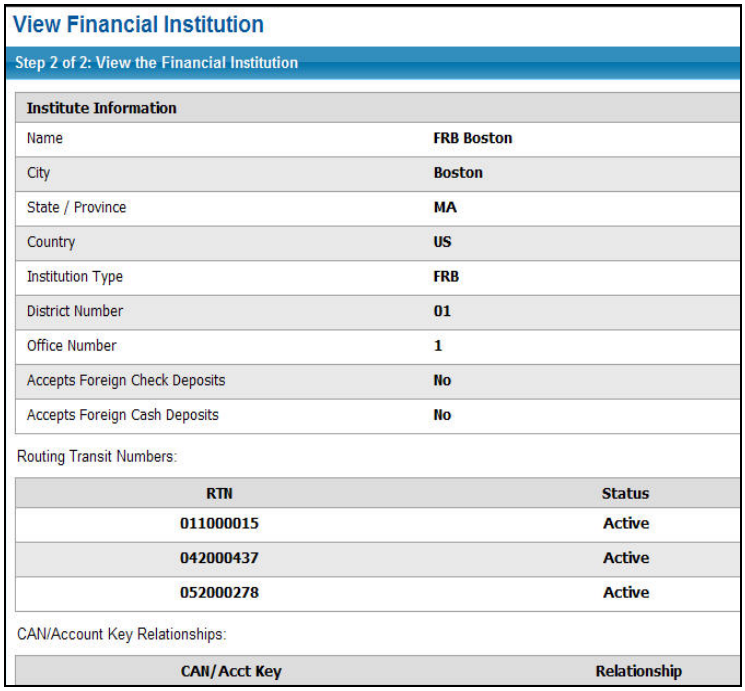


Application Tip

Only **ACTIVE** Financial Institutions display for the selection.

4. The *Step 2 of 2: View the Financial Institution* page appears. View details for Financial Institutions as show in Figures 92 and 93.

Figure 92. View FRB Detail



View Financial Institution

Step 2 of 2: View the Financial Institution

Institute Information	
Name	FRB Boston
City	Boston
State / Province	MA
Country	US
Institution Type	FRB
District Number	01
Office Number	1
Accepts Foreign Check Deposits	No
Accepts Foreign Cash Deposits	No

Routing Transit Numbers:

RTN	Status
011000015	Active
042000437	Active
052000278	Active

CAN/Account Key Relationships:

CAN/Acct Key	Relationship

Figure 93. View Financial Institution Detail

View Financial Institution

Step 2 of 2: View the Financial Institution

Institute Information	
Name	**Bank of America**
City	**Concord**
State / Province	**CA**
Country	**US**
Institution Type	**Commercial**
Accepts Foreign Check Deposits	**No**
Accepts Foreign Cash Deposits	**No**
System To System Interface Participant	**Yes**
Short Name	**BOA**
Processes Foreign Check Deposits	**No**
Processes Foreign Cash Deposits	**No**

Routing Transit Numbers:

RTN	Status
011900445	Active
011900571	Active
021300019	Active
111000012	Active
121000358	Active

CAN/Account Key Relationships:

CAN/Acct Key	Relationship
001035	Inactive
005797	Active
005977	Active
005989	Active
006074	Active
006077	Active

View a Financial Institution

To view a Financial Institution, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage FI** menu, select **Financial Institution**, and click **View**. The *Step 1 of 2: Select Financial Institution* page appears.
3. Under *Select Financial Institution*, select the Financial Institution for which you would like to view details.

Application Tip

Only **Active** Financial Institutions display for the selection.

4. Click **Next**. The *Step 2 of 2: View the Financial Institution* page appears.

Application Tip

FI Confirmers, **FRB Confirmers**, **FI Viewers**, and **FRB Viewers** can view Institution Information, Routing Transit Numbers (RTN) and Status, and CAN/Acct Key Relationships.

Application Tip

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

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

Summary

In this Guide, you learned:

- The Introduction to OTCnet
- The Overview of OTCnet Participant User Guide Content
- How to log on to OTCnet
- How to access your User Id and reset your Password
- How to navigate the OTCnet home page
- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view a rejected deposit details
- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file.
- The purpose of searching adjustments
- How to search and locate adjustments using one or more search criteria
- How to download adjustment voucher(s) as an XML or CSV file
- The purpose of viewing reports
- The various types of reports you can access by role
- The types of Business, Security and Administration reports
- The detail each report provides and how to view and download those reports
- How to view a Financial Institution

This completes the series of topics for *the FRB Viewer Participant User Guide*. You can continue to use this guide as reference or extract the *How To Steps* at the end of each *Topic* for quick application.

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OTCnet℠

Deposits Made Simple

Financial Institution (FI) Viewer

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Financial Institution (FI) Viewer Participant User Guide* includes:

- Financial Institution Viewer

Overview

Welcome to the *Financial Institution Viewer Participant User Guide.* In this guide, you will learn:

- The introduction to OTCnet
- The overview of the OTCnet Participant User Guide content
- How to log on to OTCnet
- How to access your User ID and reset your Password
- How to navigate the OTCnet home page
- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view a rejected deposit details
- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file
- The purpose of searching adjustments
- How to search and locate adjustments using one or more search criteria
- How to download adjustment voucher(s) as an XML or CSV file
- The purpose of viewing reports
- The various types of reports you can access by role
- The types of Business and Administration reports

- The detail each report provides and how to view and download those reports
- How to view a Financial Institution

Topics

This guide is organized by the following topics:

- Topic 1. Introduction to OTCnet
- Topic 2. Overview of OTCnet Participant User Guide Content
- Topic 3. Logging on to OTCnet
- Topic 4. Accessing a User ID and Resetting Passwords
- Topic 5. Navigating the OTCnet Home Page
- Topic 6. Viewing Deposits
- Topic 7. Searching Deposits
- Topic 8. Searching Adjustments
- Topic 9. Viewing Reports
- Topic 10. Reports by Access Type
- Topic 11. Types of Business and Administration Reports
- Topic 12. Viewing Report Detail
- Topic 13. Viewing Financial Institutions

Topic 1. Introduction to OTCnet

Overview

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

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

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

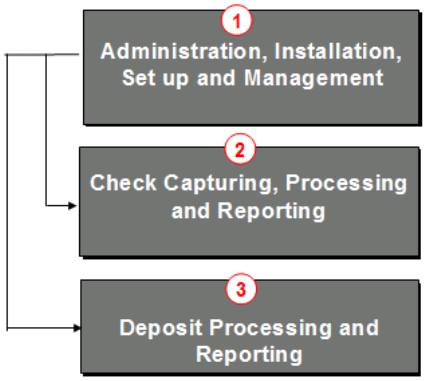
OTCnet financial services will:

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

OTCnet Elements

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

Figure 1. OTCnet Elements



The three elements of OTCnet are defined as follows,

1. **Administration:** allows for those with administrative permissions to install, setup users, and manage OTCnet
2. **Deposit Processing:** permits Federal agencies the ability to create and submit deposits for confirmation. This platform also allows for Financial Institutions to confirm those deposits and create adjustments electronically. Deposits can be created for US currency, foreign cash and foreign check items
3. **Check Capturing, Check Processing:** converts personal and business checks into electronic fund transfers. Transactions can be consumer, consumer accounts receivable, and business transactions. This is not an element of OTCnet you will use.

OTCnet Process Flow: Deposit Processing and Reporting

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

FI Commercial Process Flow

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

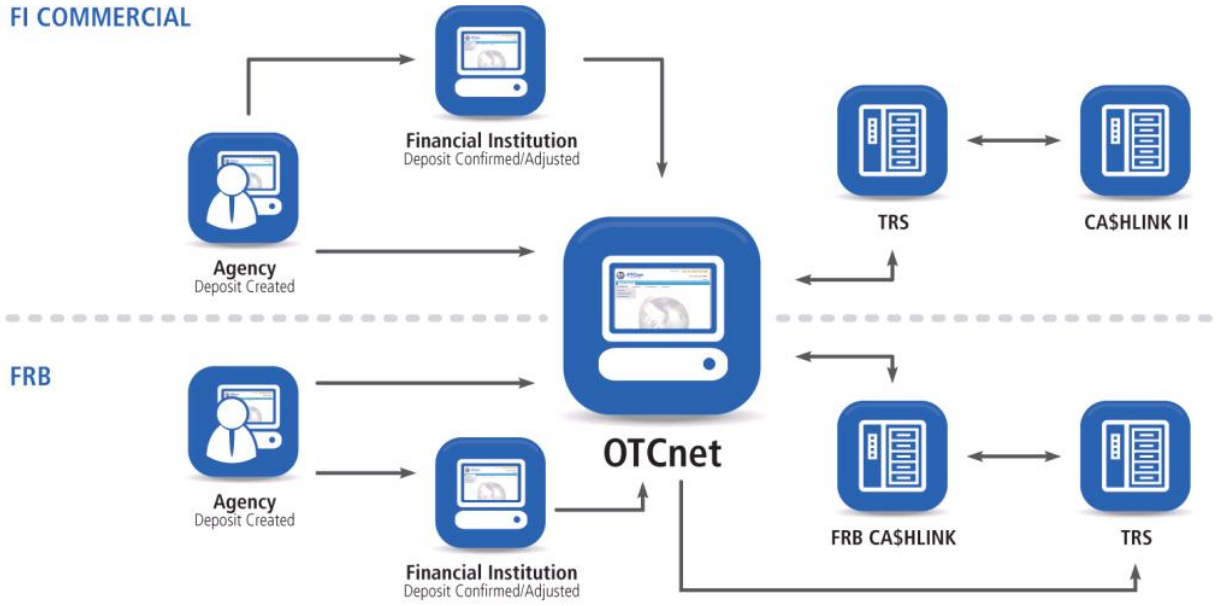
OTCnet sends deposit voucher information to Transaction Reporting System (TRS) for reconciliation and makes it available to CA$HLINK II. CA$HLINK II obtains the reconciled deposit data from TRS and makes it accessible in OTCnet for agency retrieval.

FRB Process Flow

As shown in Figure 2 below, the Deposit Preparer electronically fills out the SF215 (deposit ticket) using OTCnet and prints out the deposit ticket. The bank deposit ticket, SF215 (deposit ticket), cash, and checks (US and foreign) are taken to your Financial Institution (FI). At the FI, the Deposit Confirmer confirms the deposit, rejects the deposit or creates an adjustment to the deposit using OTCnet.

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

Figure 2. Deposit Processing and Reporting Process Flow



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

OTCnet End Users

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

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

Administrator, Local Security Administrator, Accounting Specialist and Local Accounting Specialist.

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

Those who carry Deposit Processing and Reporting roles, can create deposits, approve, confirm (reject or adjust), and/or view information. There are a total of five users who can perform these functions. See Figure 3 for details.

Figure 3. User Roles

Administration	Check Capture/ Check Processing and Reporting	Deposit Processing and Reporting
Agency ▪ Check Capture Supervisor ▪ Check Capture Administrator	**Agency** ▪ Check Capture Operator ▪ Check Capture Lead Operator ▪ Check Capture Supervisor ▪ *Batch Approver ▪ *Batch Uploader ▪ Master Verification Database (MVD) Editor ▪ Master Verification Database (MVD) Viewer	**Agency** ▪ Deposit Preparer ▪ Deposit Approver ▪ Viewer
Financial Institution/ Federal Reserve ▪ Primary/ Local Security Administrator ▪ Accounting Specialist/ Local Accounting Specialist		**Financial Institution/ Federal Reserve** ▪ Deposit Confirmer ▪ Viewer

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

The next page details the OTCnet Deposit Processing and Reporting roles with their associated permissions. Figure 4 provides a breakdown of permissions at the Federal Program Agency level as well as the Financial Institution / Federal Reserve Bank Financial Institution level. They include Primary Local Security Administrator, Local Security Administrator, Accounting Specialist, Local Accounting Specialist, Deposit Preparer, Deposit Approver, Viewer and Deposit Confirmer.

Figure 4. Deposit Processing and Reporting Roles

	Federal Program Agency							Financial Institution/ FRB FI			
Role >	PLSA	LSA	AccSpec	Acc Spec Local	Preparer	Approver	Viewer	PLSA	LSA	Confirmer	Viewer
Add/Update/Delete a User	●	●						●	●		
Reset Password	●	●						●	●		
Manage Own Account	●	●	●	●	●	●	●	●	●	●	●
OTCnet Logon and Homepage	●	●	●	●	●	●	●	●	●	●	●
Create/Modify Deposit					●						
Submit Deposit						●					
Confirm/Reject Deposit										●	
View Deposit / Adjustment Detail					●	●	●			●	●
Search Deposit / Adjustment					●	●	●			●	●
Create Deposit Adjustment										●	
Create Return Item Adjustment										●	
Modify Organization Hierarchy			●	●							
Delete Organization Hierarchy			●	●							
View Organization Hierarchy			●	●							
Search Organization Hierarchy			●	●							
Modify Accounting Codes			●								
Import Accounting Codes			●								
View Accounting Codes			●	●							
Modify Endpoint Mappings			●	●							
Modify Custom Labels			●								
View Custom Labels			●	●							
Modify Processing Options			●	●							
View Processing Options			●	●							
Modify User Defined Fields (UDF)			●								
View User Defined Fields (UDF)			●	●							
View Financial Institution										●	●
View Business Reports			●	●	●	●	●			●	●
View Security Reports	●	●						●	●		
View Administrative Reports					●	●	●			●	●
Read/View Audit Log	●	●									

Topic 2. Overview of OTCnet Participant User Guide Content

Introduction

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

The Participant User Guide can be used independent of or in conjunction with the OTCnet Web-based Training (WBT) or Instructor-led Training (ILT). The Participant User Guides are accessible through the OTCnet web site, OTCnet application help link site or through the Library button located within the WBT.

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

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

In addition to the above mentioned guides that you may access, this OTCnet Participant User Guide was created to support *Financial Institution Viewer* specific instruction. Below, you will be introduced to the related Deposit Processing OTCnet functionality.

Administration Participant User Guide

Eight Chapters make up the Administration Participant User Guide. These include Check Capture, Check Processing and Deposit Processing Administrative functionality. Table 1 describes the related concepts covered in each Chapter:

Table 1. Administration Chapters

Chapter	Description
1. Introduction to OTCnet and Overview of OTCnet Participant User Guide Content	In this Chapter, you will learn about the background of OTCnet, the element and process flows that make up OTCnet as well as overview of the Participant User Guides.
2. Accessing and Navigating OTCnet	In this Chapter, you will learn how to log on, establish security settings and how to use the OTCnet Main Page.
3. Managing User Accounts	In this Chapter, you will learn how to create a user account, update a user account, and assign user privileges
4. Managing Your Agency's Hierarchy	In this Chapter, you will learn how to create a hierarchy, designate an OTC Endpoint, establish a Financial Institution relationship, and designate a check capture location.
5. Configuring Deposit Processing Settings	In this Chapter, you will learn how to create, import and map accounting codes; establish processing options and custom field labels; and modifying a user defined field.
6. Viewing Financial Institutions	In this Chapter, you will learn how to view Financial Institution details.
7. Configuring Check Processing Settings	In this Chapter, you will learn how to set up, modify and view a terminal configuration, view an audit log and download firmware.
8. Installing Scanner and Offline Functions	In this Chapter, you will learn how to a properly install offline check capturing software; manage offline check capturing; set up scanners; and configure check capture settings in offline mode.

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

Deposit Processing and Reporting Participant User Guide

10 Chapters make up the Deposit Processing and Reporting Participant User Guide. Table 2 describes the related concepts covered in each Chapter:

Table 2. Deposit Processing Chapters

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

Topic 3. Logging On to OTCnet

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

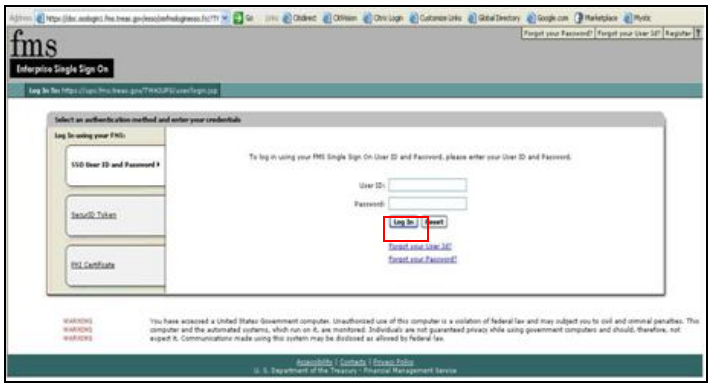
The first time you log into Single Sign On, you will be required to change your password, accept the Rules of Behavior, provide challenge and response questions used for secondary authentication, and enter a shared secret that is used when calling the FMS Help Desk.
You must first accept the Rules of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

How to Log On for the First Time

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

1. Access https://otcnet.fms.treas.gov. and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** as shown in Figure 5 below.

Figure 5. FMS Single Sign On Page

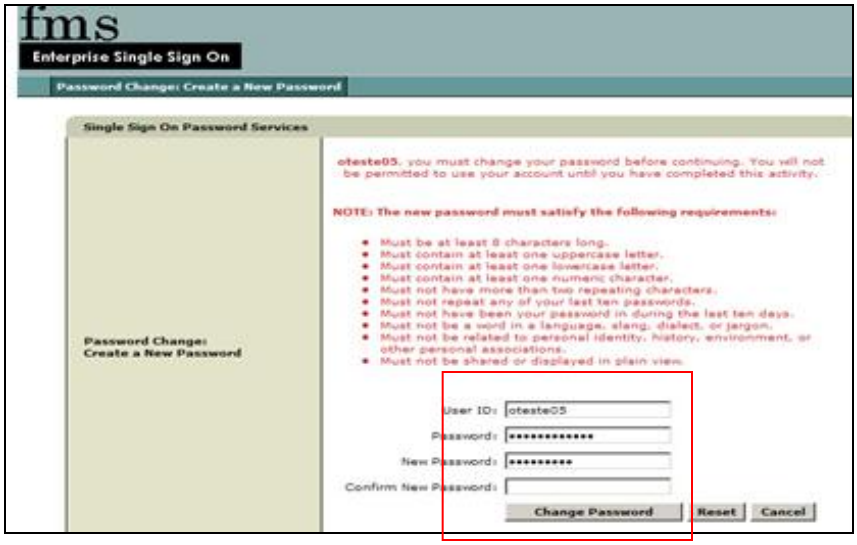


2. The *Password Change: Create New Password* page appears. Enter your temporary **Password**, **New Password**, and **Confirm New Password**. See Figure 6 below.

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

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

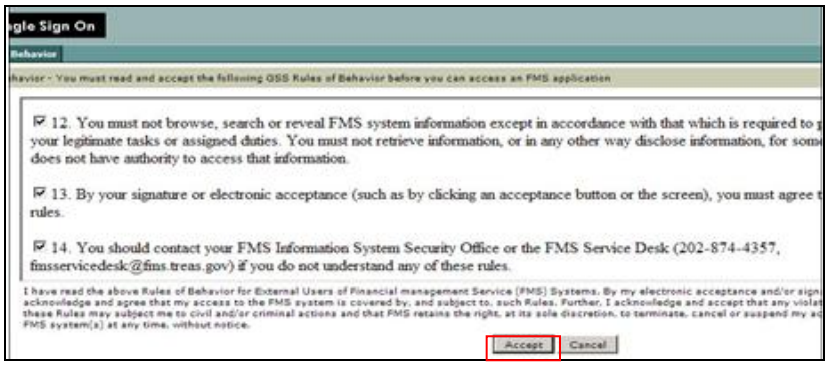
Figure 6. Password Change Page



3. The *GSS Rules of Behavior* page appears. Read and accept the GSS Rules of Behavior by clicking all the check boxes. Click **Accept** or **Cancel** as shown in Figure 7.

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

Figure 7. GSS Rules of Behavior Page



4. The *Need to Change your Password Challenge Response* page appears. Click **Continue**. See Figure 8 below.

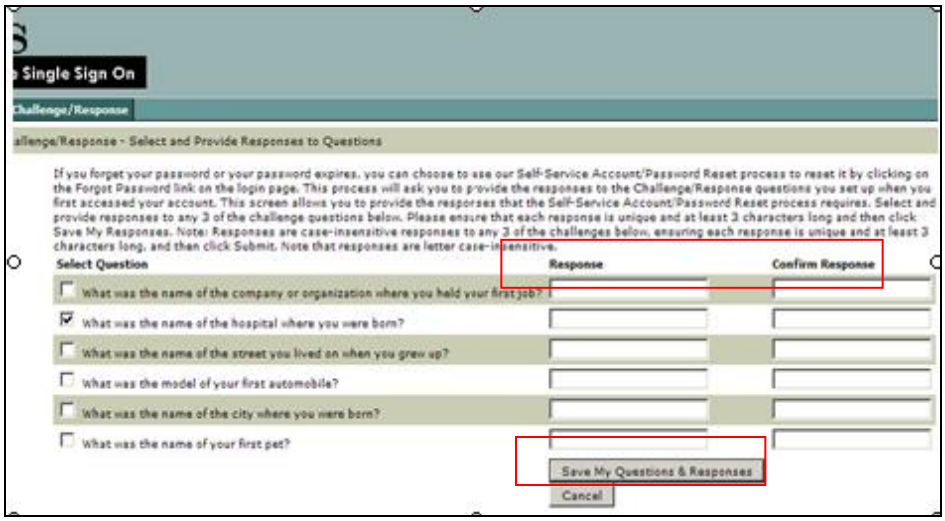
   You will not be able to proceed to OTCnet until the Rules of Behavior are accepted; the Challenge questions and Share Secret are set.

Figure 8. Need to Change Your Password Challenge Response Page

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

Provide you responses in the **Response** and **Confirm Response** fields. Each response must be at least three characters long and are case sensitive. Click **Save My Questions and Responses**. See Figure 9 below.

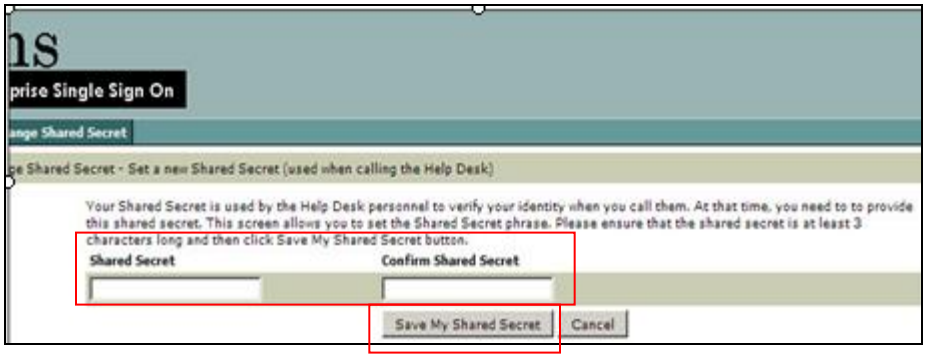
Figure 9. Select and Provide Responses to Questions Page



6. A *Change Shared Secret* page appears. Enter a **Shared Secret** phrase and **Confirm Shared Secret** phrase (see Figure 10 below). The shared secret phrase must be at least three characters.

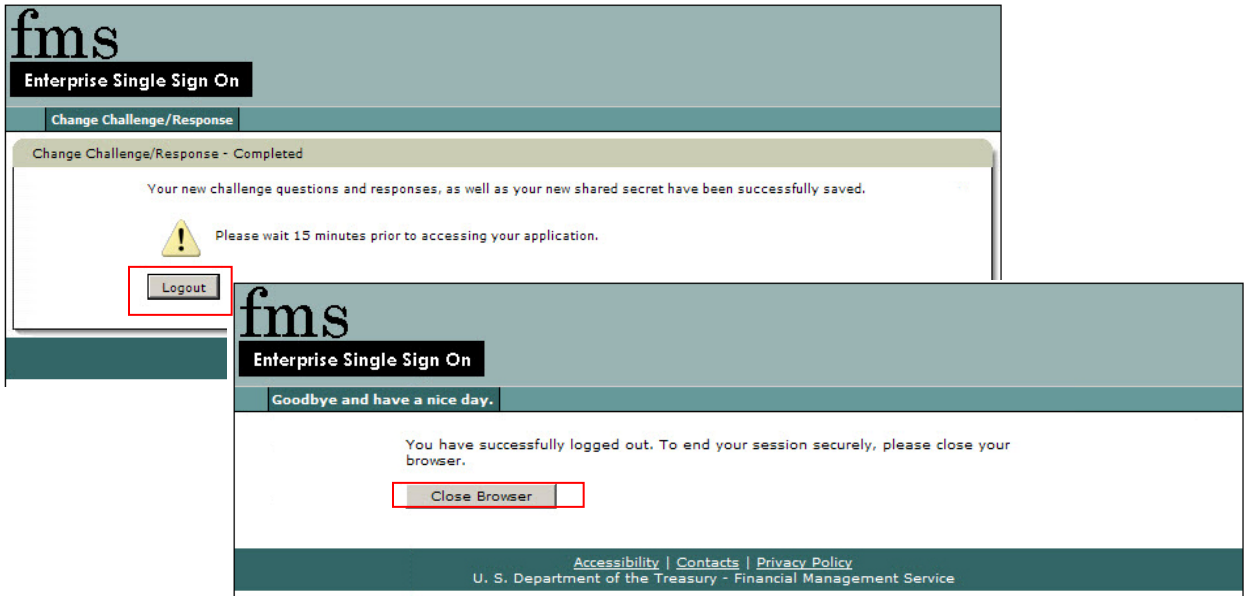
   You will not be able to proceed to OTCnet until the Challenge questions and Share Secret are set. Click **Save My Shared Secret** as shown in Figure 10.

Figure 10. Challenge Shared Secret Page



7. A confirmation page appears showing the challenge questions and responses and your new shared secret were successfully saved. Click **Logout**, then **Close Browser** as shown in Figure 11 below.

Figure 11. Logout and Close Browser



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

Steps for Logging On to OTCnet the First Time

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

1. Access https://otcnet.fms.treas.gov.

2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. The *Password Change: Create New Password* page appears.

3. Enter your temporary **Password**, **New Password**, and **Confirm New Password**.

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

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

5. Click **Continue**. The *GSS Rules of Behavior* page appears.

6. Read and accept the GSS Rules of Behavior by clicking all the check boxes.

7. Click **Accept** or **Cancel**. The *Need to Change your Password Challenge Response* page appears.

   Application Tip

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

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

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

Application Tip

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

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

Application Tip

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

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

Application Tip

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

14. Click **Close Browser**.

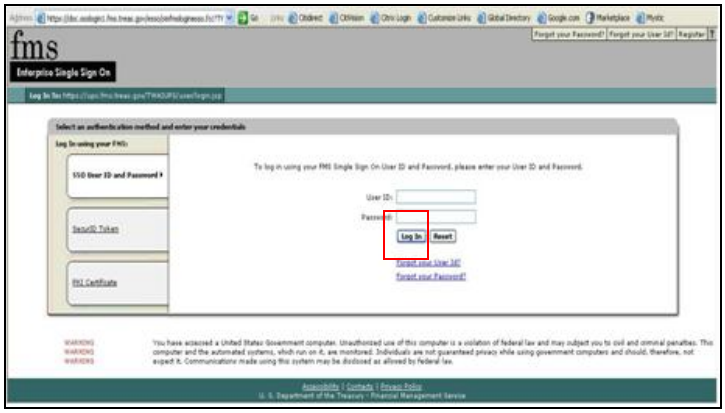
Log On to OTCnet

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

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

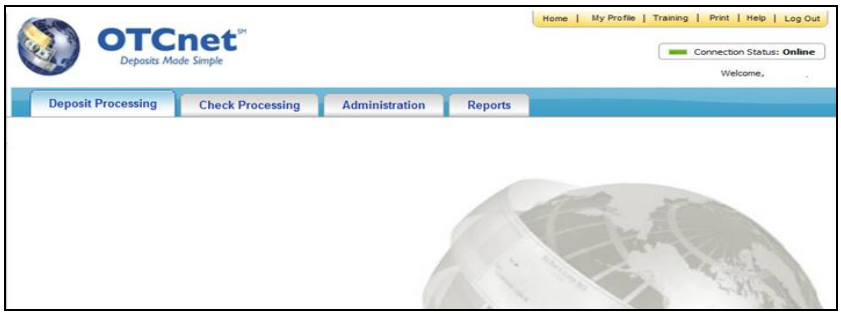
1. Access https://otcnet.fms.treas.gov. and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** as shown in Figure 12 below.

Figure 12. FMS Single Sign On Page



2. The *OTCnet Home Page* appears. See Figure 13 below.

Figure 13. OTCnet Home Page



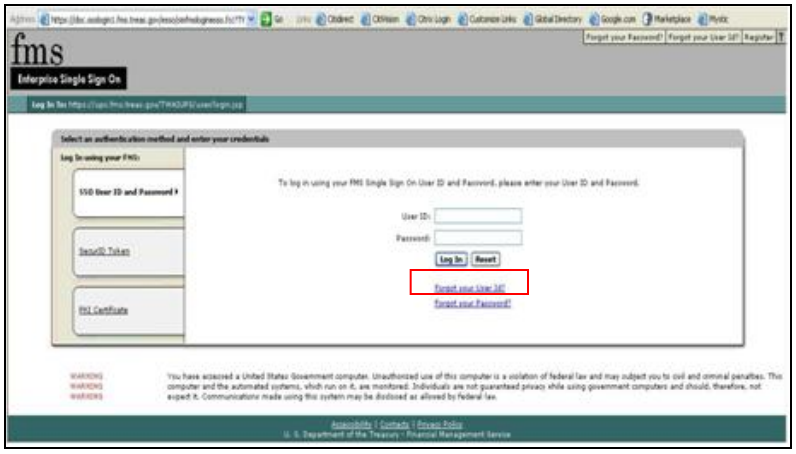
Topic 4. Accessing a User ID and Resetting Passwords

If you forget your User ID, you can have your User ID emailed to you. If you forget your password, you can have a temporary password emailed to you. Once you sign in with your temporary password, you will need to reset it.

Access a User ID

1. From the Single Sign On page, click on the **Forgot your User ID?** link shown in Figure 14 below.

Figure 14. Single Sign On Page (Forgot Your User ID? Link)



2. The *Treasury Self Service* page appears. Enter the words you seen in the image in the text box and click **Next** (see Figure 15).

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

Figure 15. Treasury Self Service Page (Enter Image of Text)

3. Enter your email address and click **Next** (shown in Figure 16 below). A confirmation page appears showing your request for your User ID has been completed.

Figure 16. Forgot User ID (Enter Email Address)

Application Tip

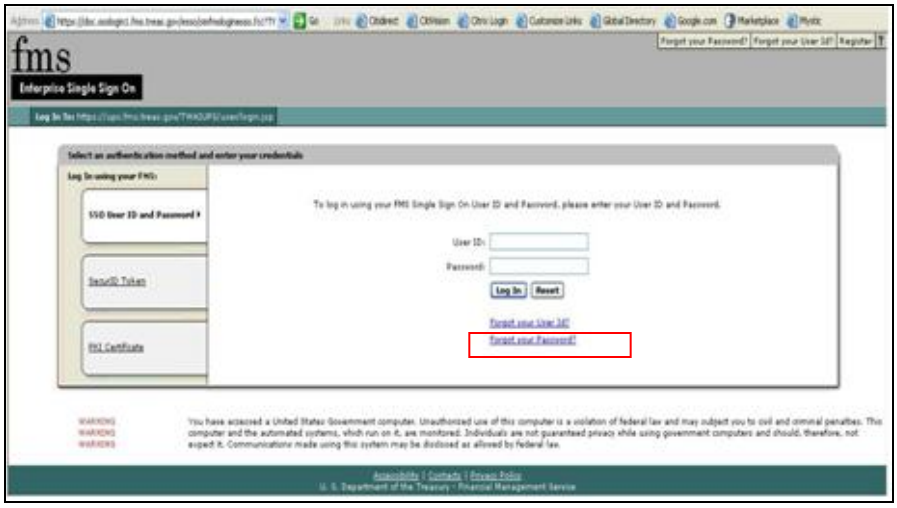
Additional button on the page that helps you perform other tasks:

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

Resetting Passwords

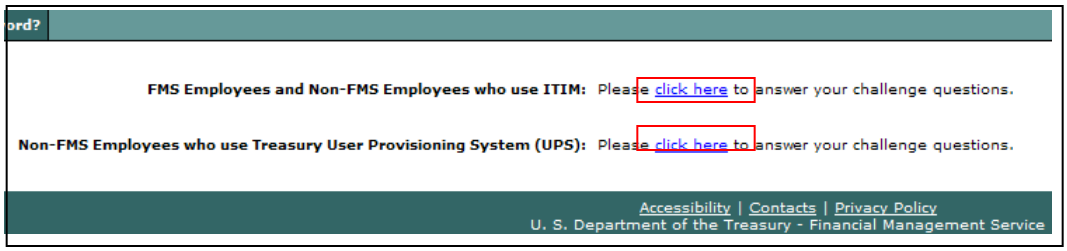
1. From the Single Sign On page, click on the **Forgot your Password?** link as shown in Figure 17 below.

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



2. The *Forgot your Password* page appears. Click the **Click Here** link for FMS Employees and Non-FMS Employees who use ITIM (see Figure 18 below).

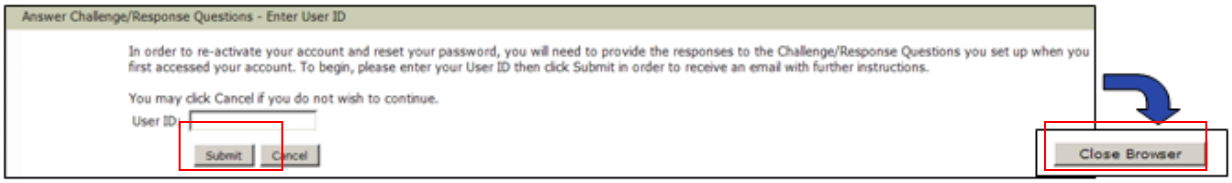
Figure 18. Forgot Your Password Page



3. The *Self-Service Account/Password Reset* page appears. Enter your **User ID** and click **Submit** (see Figure 19 below).

   You will receive an email to your official email address with further instructions to complete the Self-Service Account/Password Reset process. Click **Close Browser** as shown in Figure 19.

Figure 19. Self-Service Account/ Password Page



Topic 5. Navigating the OTCnet Home Page

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

OTCnet Main Menu

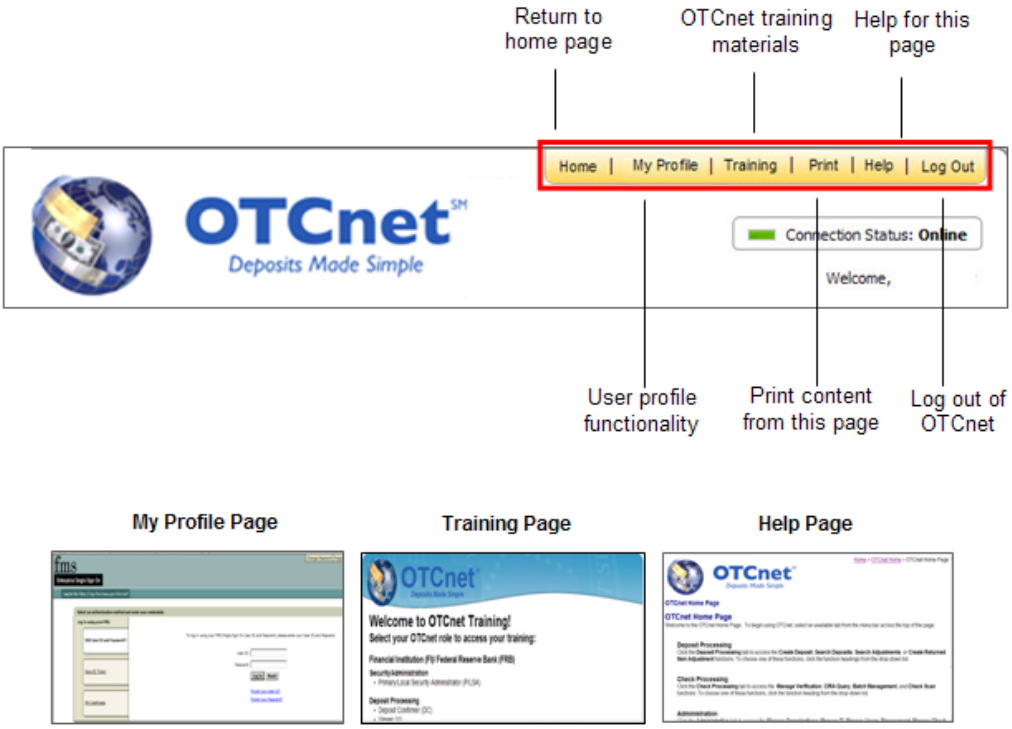
To access the OTCnet Main Menu, log in with your User ID and Password by accessing https://otcnet.fms.treas.gov. Table 3 below provides a list of the Main Menu options are available to you and accessible on the upper right corner of the OTCnet application (highlighted in yellow).

Table 3. Main Menu Link Descriptions

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

For an image of the Main Menu, see Figure 20 below. The links are accessible on the upper right side of the OTCnet home page.

Figure 20. OTCnet Main Menu Page



Deposit Processing Tab Functionality

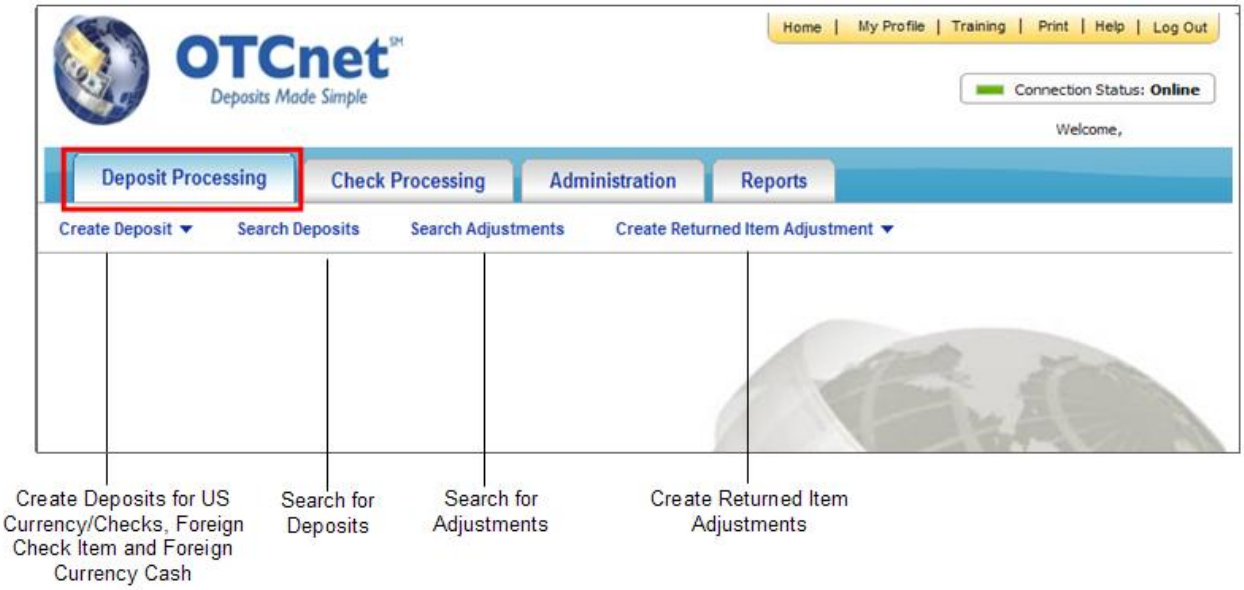
To access the OTCnet Deposit Processing functionality, log in with your user id and password. Table 4 below provides a list of the Deposit Processing functions that are available to you.

Table 4. Deposit Processing Tab Descriptions

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

For an image of the Deposit Processing tab, see Figure 21 below. Depending on your user role, you may not see all functionality shown in the image.

Figure 21. Deposit Processing Tab



Check Processing Tab Functionality

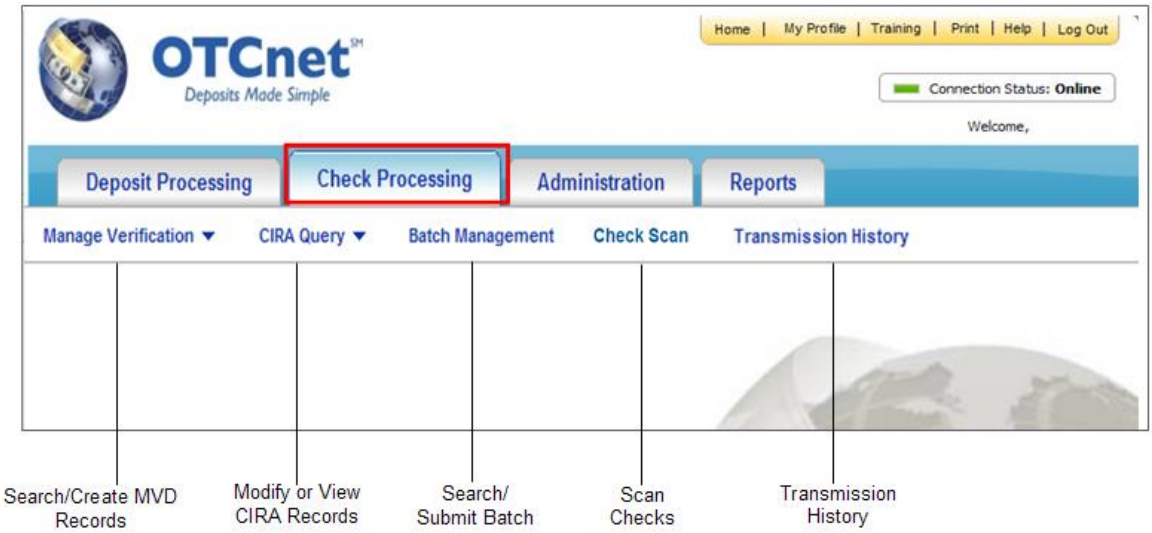
Table 5 below provides a list of the Check Processing functions that exist within OTCnet.

Table 5. Check Processing Tab Descriptions

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

For an image of the Check Processing tab, see Figure 22 below. You may not have access to this functionality at this time.

Figure 22. Check Processing Tab



Administration Tab Functionality

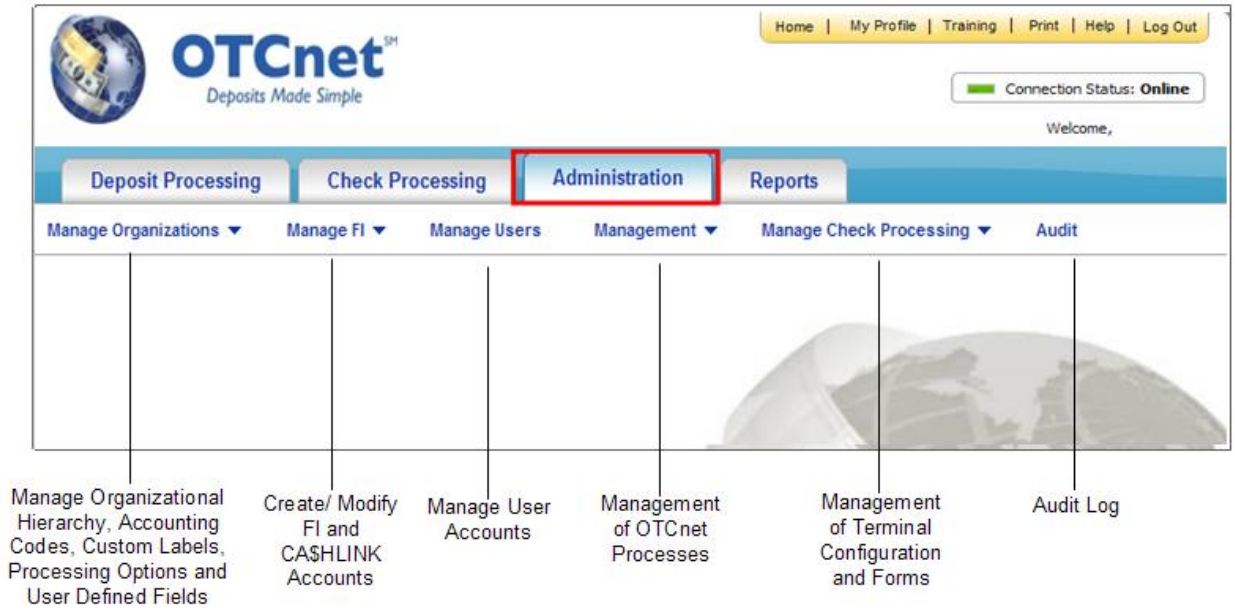
To access the OTCnet Administration functionality, log in with your user id and password. Table 6 below provides a list of the Administration functions that are available.

Table 6. Administration Tab Descriptions

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

For an image of the Administration tab, see Figure 23 below. Depending on you user role, you may not see all functionality shown in the image.

Figure 23. Administration Tab



Reports Tab Functionality

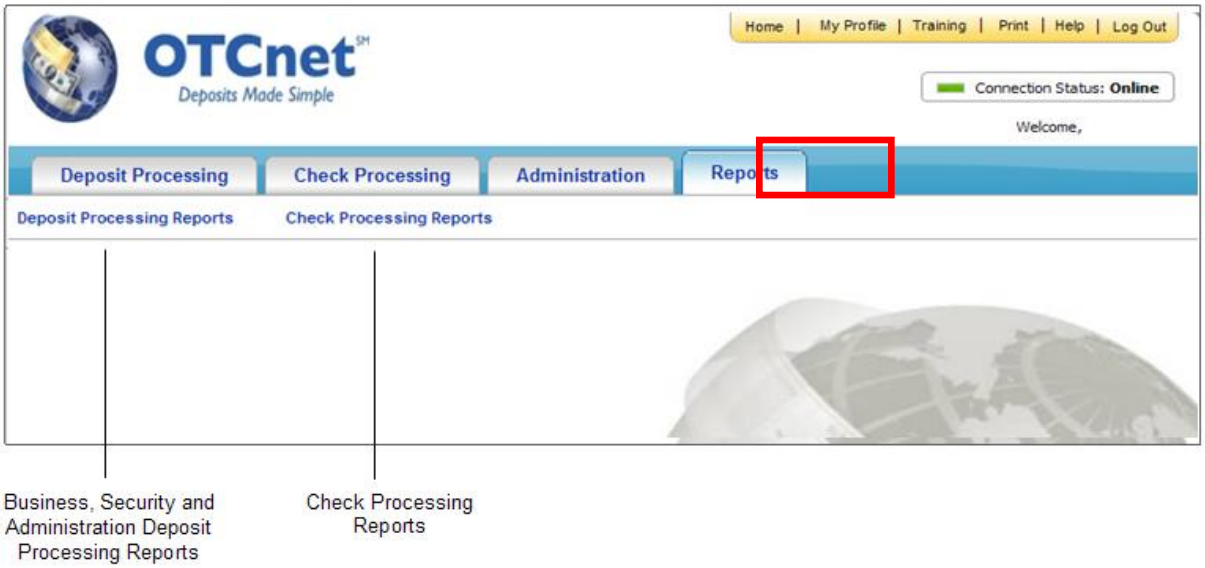
To access the OTCnet Reports functionality, log in with your user id and password. Table 7 below provides a list of the Reports functions that are available to you. Depending on your user role, you will only see reports that you have access to view and download.

Table 7. Reports Tab Descriptions

Function	Description
Deposit Processing Reports	Allows a user to view and download Business, Security and Administration reports.
Check Processing Reports	Allows a user to access Check Processing reports. You may not have access to this functionality at this time.

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

Figure 24. Reports Tab



Topic 6. Viewing Deposits

As a **Financial Institution Viewer,** you can view deposit vouchers. You may view deposits to locate those in process or see deposit transactions belonging to others in the organization.

You will you have permission to only view certain deposits. The deposit Status types available for viewing are included in Table 8 below.

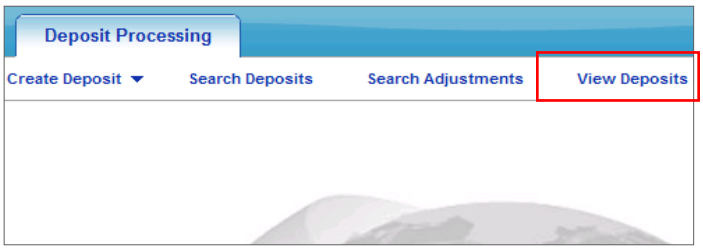
Table 8: Deposit Statuses

Draft	A deposit that is saved for modification at a later date by a Deposit Preparer
Awaiting Approval	A deposit that is waiting for deposit confirmation by a Deposit Approver
Submitted	A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer
Confirmed	A deposit that has been reviewed and then confirmed by a Financial Institution or FRB
Rejected	A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit

View a Deposit

1. Click the **Deposit Processing** tab and click **View Deposits** (see Figure 25 below).

Figure 25: Select View Deposits



2. The *View Deposits* page appears. Click the **Voucher Number** of the deposit whose details you would like to view (see Figure 26 below)**.** If applicable, you may select a status with **Draft**, **Awaiting Approval, Submitted, Confirmed, or Rejected.**

Figure 26. View Deposits Page

Deposit Transactions

Following are deposit transactions for your organization, in reverse chronological order.

Select the voucher number of the deposit you would like to view additional details.

< 1-10 > >> of 14 Records

Voucher	Status	Date Submitted	Date Confirmed	Endpoint	ALC	Adj.	Deposit Total
600620	DRAFT			PHI	20092800		100.00
600600	DRAFT			PHI	20092800		2.00
600602	DRAFT			PHI	20092800		1,500.00
600622	AWAP			PHI	20092800		100.00
600621	SUBMITTED	03/07/2010		PHI	20092800		100.00
600304	SUBMITTED	02/03/2010		L2 FOCash	18000005		39.79
600501	REJECTED	02/04/2010		L2 FOCheck	00003020		
600460	REJECTED	02/02/2010		PHI	20092800		150.00

You may also want to view a deposit with an **Adj. (Type)**. See Figure 27 below to click on the **Voucher Number** for **the Adj. (Type)** you want to view.

Figure 27. View Voucher with Adj. (Type)

Voucher #▸	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount▸
600623	03/07/2010	03/07/2010	AcctClosed	00002030	R	D	$100.00
600520	02/04/2010	02/04/2010	NSF	14100099	R	D	$1.00
600441	01/27/2010	02/02/2010	ExtraItem	20092800		C	$14.00
600440	01/27/2010	02/04/2010	ExtraItem	20092800		C	$10.00
600410	01/22/2010	01/22/2010	EncodeErr	36001200		D	$500.00
600408	01/22/2010	01/22/2010	EncodeErr	20180009		C	$500.00
600404	01/22/2010	01/22/2010	MissingItm	00002031		D	$500.00
600402	01/22/2010	01/22/2010	ExtraItem	00002031		C	$500.00
600382	01/21/2010	01/21/2010	MissingItm	00002031		D	$500.00
600276	01/15/2010	01/15/2010	MissingItm	70050474		D	$500.00

Application Tip

There are two sections on the View Deposits page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you have the Viewer role, the **My Deposits in Progress** will not appear

Application Tip

If your Financial Institution makes an adjustment to a deposit it appears in the Adj. (Adjustment) column of the **Deposit Transactions** section of the table. To view additional details, click the appropriate **Voucher Number**. The *View Confirmed Deposit* page appears. Under **Adjustment Information**, click the **Voucher Number** to view the deposit adjustment details.

View a Deposit

To view a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposit* page appears.

> **Application Tip**
>
> There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you have the **Viewer** role, the **My Deposits in Progress** does not appear.

3. Click the **Voucher Number** of the deposit whose details you would like to view.

> **Application Tip**
>
> If your Financial Institution makes an adjustment to a deposit it appears in the **Adj.** (Adjustment) column of the **Deposit Transactions** section of the table. To view additional details, click the appropriate **Voucher Number**. The *View Confirmed Deposit* page appears. Under **Adjustment Information,** click the **Voucher Number** to view the deposit adjustment details.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit (Visible if a user has Deposit Confirmer privileges)
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Delete** to eliminate the deposit. (Visible if a user has Deposit
- Preparer privileges.)
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Voucher Event State** to view voucher details.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Save as Draft** to save the information without submitting the deposit (Visible if a user has Deposit Preparer privileges.)
- Click **Submit** to complete the process and display the Confirmation page. (Visible if a user has Deposit Approver privileges.)
- Click **Update CAN/ACCT Key** to update the account number assigned to a deposit. (Visible if a user has Deposit Confirmer privileges.)
- Click **Add Adjustment** to adjust a deposit. (Not visible for Foreign
- Check Items.)

Topic 7. Searching Deposits

As a **Financial Institution Viewer,** you can search for a deposit voucher as well as download and save the searched deposit voucher(s) as a XML or CSV file.

To search for a deposit, select the **Search Deposits** function. The **Search Deposits** function enables you to search for a deposit voucher using one or more criteria. If you do not specify any criteria, the search results will include all deposits in the system that you have access to view. You can run additional searches; the Search Results table that appears will be cleared and re-populated with the results of the new search. See Table 9 below for search criteria fields.

Table 9: Search Criteria Fields

Search Criteria Groupings	Search Criteria Fields
Search Conditions	• Organization • OTC Endpoint • ALC • Prepared by • Voucher Number • Deposit Status • Agency Block 6 • Deposit Type
Voucher Date	• From and To Date
Deposit Date	• From and To Date
Deposit Total	• From and To Total
Financial Institution Information	• Routing Transit Number • Demand Deposit Account • CA$HLINK II Account Number • FRB Account Key • FRB Cost Center Work Unit

Under the **Search Deposits** function, if you run a search without specifying any criteria, the search results include all deposits in the system that you have access to view (see Table 10 below).

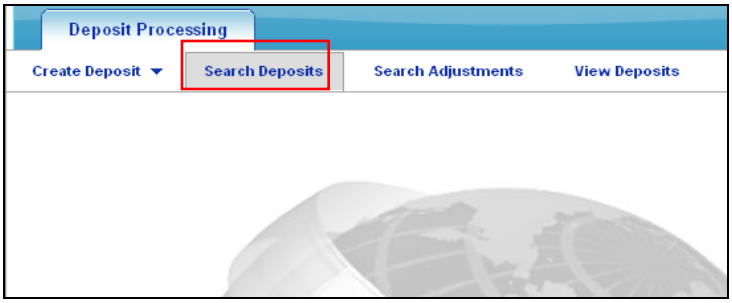
Table 10: Search Results Deposit Statuses

Draft	A deposit that is saved for modification at a later date by a Deposit Preparer
Awaiting Approval	A deposit that is waiting for deposit confirmation by a Deposit Approver
Submitted	A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer
Confirmed	A deposit that has been reviewed and then confirmed by a Financial Institution or FRB
Rejected	A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit

Search and Locate Deposits Using One or More Criteria

1. Click the **Deposit Processing** tab and select **Search Deposits** to enter the search criteria for your deposit (see Figure 28 below).

Figure 28: Search Deposits

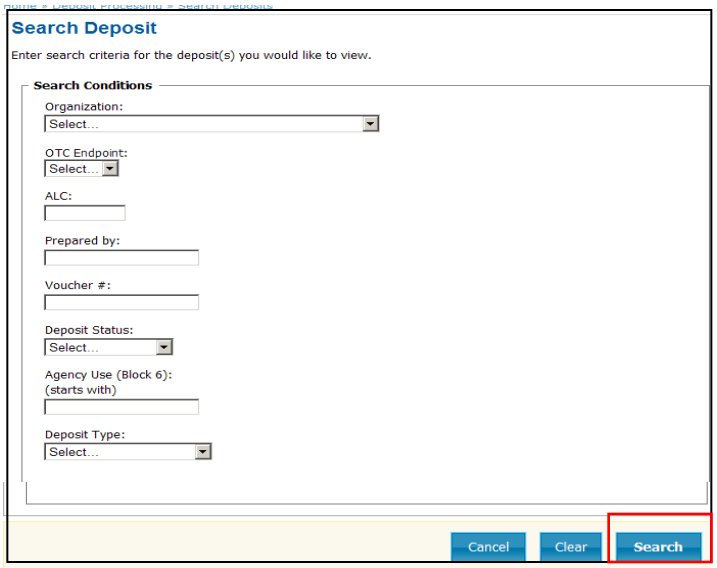


2. Enter the optional search criteria for the deposit you would like to view, and click **Search.**

   Search Conditions fields (see Figure 29) include selecting the,

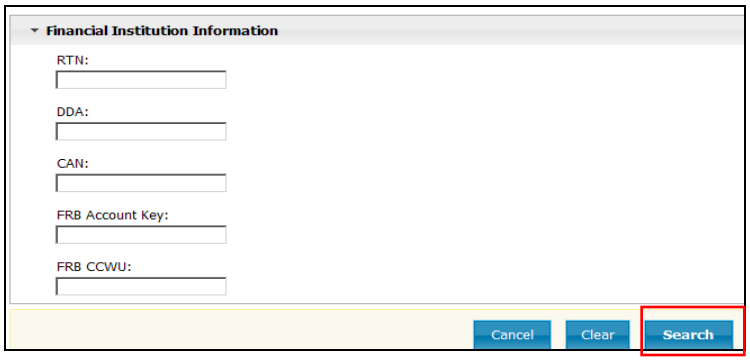
   - Select an **Organization** from the drop-down list
   - Select an **OTC Endpoint** from the drop-down list
   - Select **Deposit Status from** the drop-down list
   - Enter an **ALC (Agency Location Code)** in the field provided
   - Enter the **Prepared by** name in the field provided
   - Enter a **Voucher #** in the field provided
   - Enter **Agency Use (Block 6) details** in the field provided
   - Select **Deposit Status** from the drop-down list

Figure 29: Search Conditions



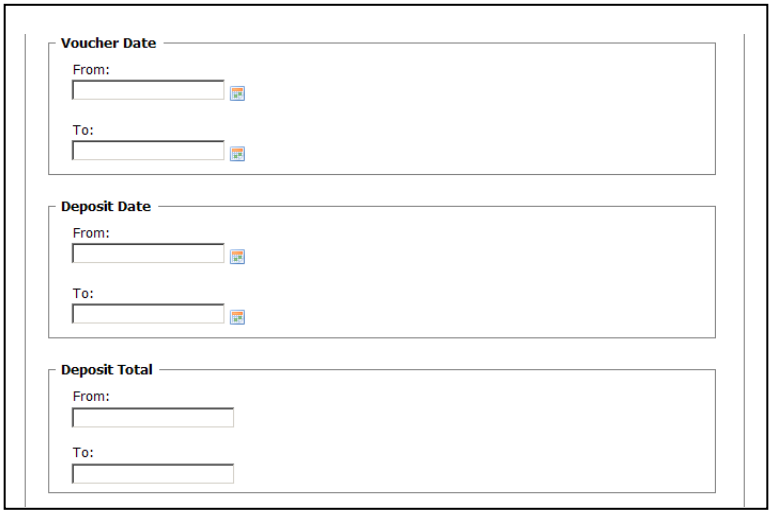
You may also search by entering **Financial Institution Information** which includes the **RTN (Routing Transit Number), DDA (Demand Deposit Account), CAN (CA$HLINK Account Number), FRB Account Key** and **FRB CCWU (Cost Center Work Unit).** See Figure 30 below.

Figure 30: Financial Institution Information



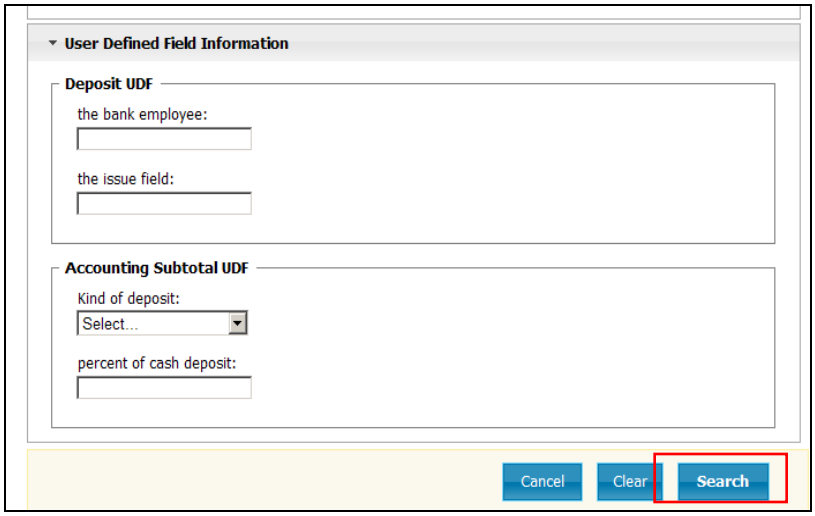
You can search by selecting a **Voucher Date** or **Deposit Date** range. You may also choose to search by a **Deposit Total** range (see Figure 31 below).

Figure 31: Voucher Date, Deposit Date and Deposit Total



Additional criteria search options for deposits include **User Defined Field Information**, if designated by your agency (see Figure 32 below).

Figure 32: User Defined Field Information



3. The *Search Results* table appears (see Figure 33 below). Click the **Voucher Number** of the deposit details you would like to view.

Figure 33: Search Results Table

Voucher	Status	Date Submitted	Date Confirmed	Endpoint	ALC	Adj.	Deposit Total
600362	DRAFT			PHI	20092800		$200.00
600304	DRAFT			L2 FOCash	18000005		$64.83
600302	DRAFT			PHI	20092800		$1.00
600203	DRAFT			L2 FOCash	18000005		$950.00
600202	DRAFT			L2 FOCash	18000005		$4,500.00
600201	DRAFT			L2 FOCheck	00003020		$

To download the information you retrieved when searching for deposits, refer to page 40, *Downloading Deposit Information* in this Topic.

Business Tip

See Chapter 10 of the Deposit Processing User Participant Guide, **Viewing Deposits,** for additional ways you can search for deposit information.

Search for a Deposit

To search for a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.

2. Select **Search Deposit**. The *Search Deposit* page appears.

3. Enter the search criteria for the deposit you would like to view, and click **Search**.

   Under **Search Conditions**, *optional*
   - Select the **Organization**
   - Select the **OTC Endpoint**
   - Enter the **ALC (Agency Location Code)**
   - Enter **Prepared by** details
   - Enter the **Voucher #**
   - Select the **Deposit Status**
   - Enter **Agency Use (Block 6)** details
   - Select the **Deposit Type**
   - Enter the **From** and **To** Voucher Date
   - Enter the **From** and **To** Deposit Date
   - Enter the **From** and **To** Deposit Total

   Under **Financial Institution Information**, *optional*
   - Enter the **RTN (Routing Transit Number)**
   - Enter the **DDA (Demand Deposit Account)**
   - Enter the **CAN (CA$HLINK II Account Number)**
   - Enter the **FRB Account Key (Federal Reserve Bank Account Key)**
   - Enter the **FRB CCWU (Federal Reserve Bank Cost Center Work Unit)**

   Under **User Defined Field Information**, *if applicable, optional*
   - Enter the **Deposit UDF (User Defined Fields)**
   - Enter the **Accounting Subtotal UDF** details

Application Tip

User Defined Fields (UDFs) will only display to users who have access to an organization that has previously defined UDFs. UDFs will appear at the bottom of the page. Up to three UDFs can be displayed for **Deposit** and two for **Accounting Subtotal.**

4. The *Search Results* table appears. Click the **Voucher Number** of the deposit whose details you would like to view.

Application Tip

Click **Download** to save the search deposit results as an XML or CSV file. To view detailed steps for downloading a search deposit, refer to *Download Search Results for a Deposit* printable job aid.

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 **Clear** to clear all data fields and reset to the default selections.
- Click **Edit** to modify the deposit draft. (Visible if a user has **Deposit**
- **Preparer** privileges.)
- Click **Previous** to return to the previous page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher events.

Downloading Deposit Information

After you have searched for your deposit, you can download the retrieved information. To download the results of a deposit, first use the **Search Deposits** function.

1. Click the **Deposit Processing tab** and select **Search Deposits** to enter the search criteria for your deposit (refer to Figure 28).

2. Enter the optional search criteria for the deposit you would like to view, and click **Search.**

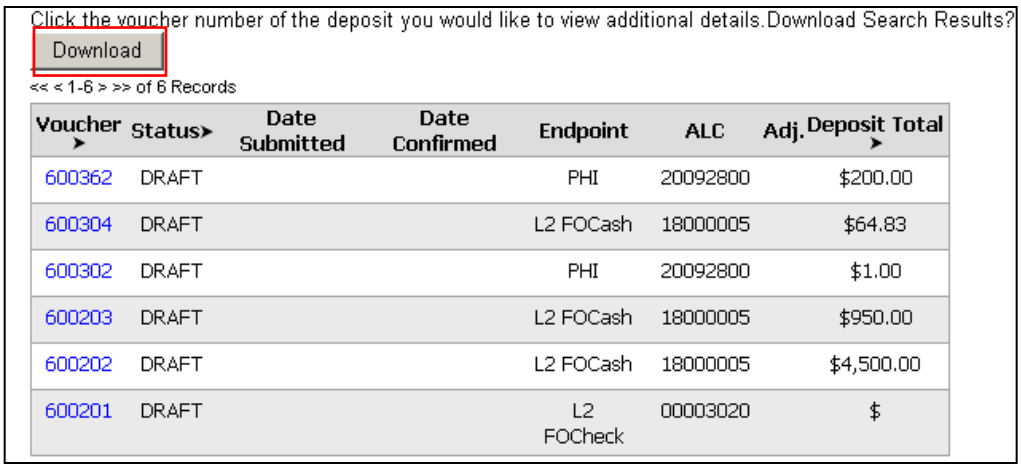
   To search criteria under **Search Conditions,** refer to Figure 29.

   To enter search criteria under **Financial Institution Information** details**,** refer to Figure 30.

   To enter **User Defined Field Information** details, refer to Figure 32.

3. The *Search Results* table appears. Click the **Download** button (see Figure 34 below).

Figure 34: Download Button


Click the voucher number of the deposit you would like to view additional details.Download Search Results?

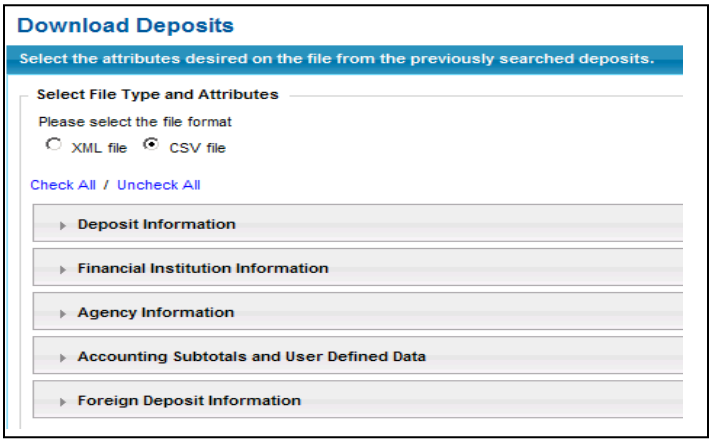
Download

<< < 1-6 > >> of 6 Records

Voucher	Status	Date Submitted	Date Confirmed	Endpoint	ALC	Adj.	Deposit Total
600362	DRAFT			PHI	20092800		$200.00
600304	DRAFT			L2 FOCash	18000005		$64.83
600302	DRAFT			PHI	20092800		$1.00
600203	DRAFT			L2 FOCash	18000005		$950.00
600202	DRAFT			L2 FOCash	18000005		$4,500.00
600201	DRAFT			L2 FOCheck	00003020		$

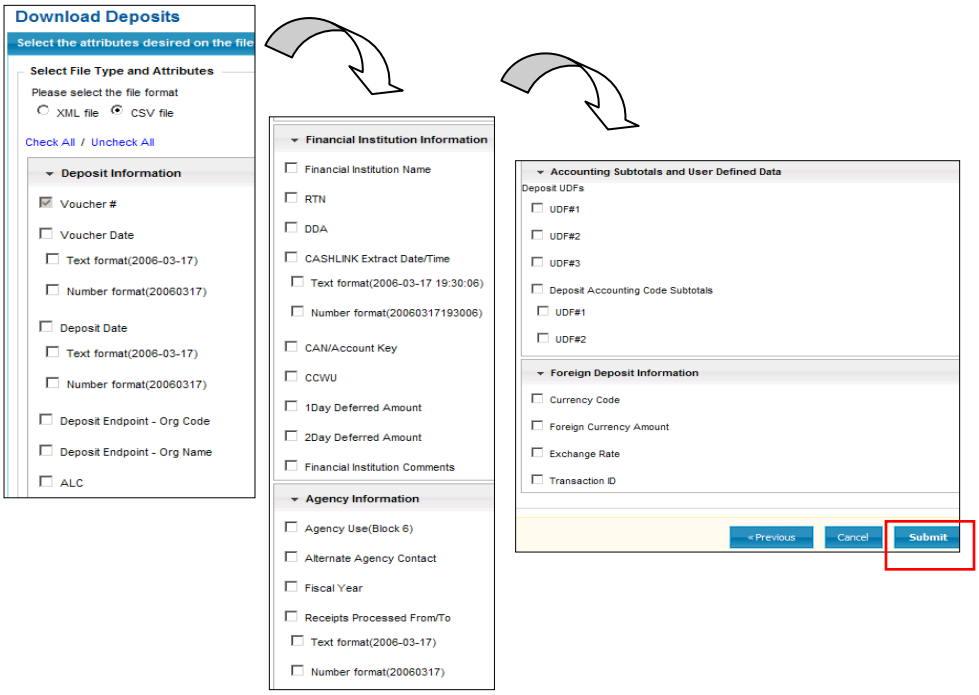
4. Select the **XML file** or **CSV file** as the file format (see Figure 35 below).

Figure 35: File Format



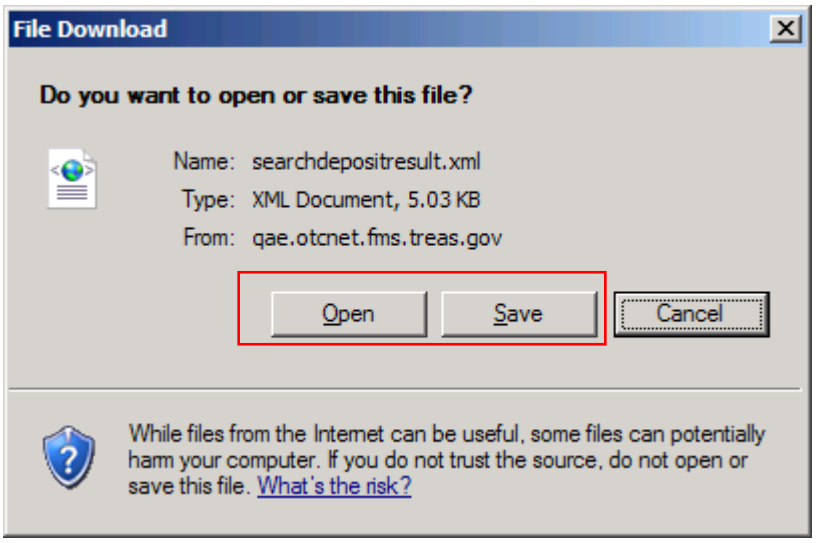
Check the desired attributes that you want to download for **Deposit Information, Financial Institution Information, Agency Information, Accounting Subtotals and User Defined Data** and **Foreign Deposit Information** (see Figure 36 below), then click **Submit.**

Figure 36: Attributes for Download



5. The *File Download dialog* box appears. Click **Open** or **Save** (see Figure 37 below).

Figure 37: File Download



Application Tip

If you click **Open**, the content of the file appears. If you click **Save,** choose the location where you want to save the file.

Download Search Results for a Deposit

To download the search results of a deposit, complete the following steps:

1. Refer to the steps for *Search for a Deposit*.
2. When the *Search Results* table appears, click **Download**. The *Download Deposits* page appears.
3. Select **XML file** or **CSV file** as the file format.
4. Check the desired attributes that you want to download for
   - **Deposit Information**
   - **Financial Institution Information**
   - **Agency Information**
   - **Accounting Subtotals and User Defined Data**
   - **Foreign Deposit Information**
5. Click **Submit**. The *File Download* dialog box appears.
6. Click **Open** or **Save**.

Application Tip

If you click **Open**, the content of the file displays. If you click **Save**, choose the location where you want to save the file.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Download** to download the search results.
- Click **Previous** to return to the previous page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Search** to display the deposits that match the search criteria.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher events.

Topic 8. Searching Adjustments

As a **Financial Institution Viewer**, you can search for and view adjustments as well as download and save the searched adjustment voucher(s) as an XML or CSV file. You may review adjustments to understand why a deposit is adjusted and what corrections were made.

To search for an adjustment to a **US Currency** or **Foreign Check Items** deposit, click the **Search Adjustments** function. The **Search Adjustments** function enables you to search for a deposit voucher using one or more criteria. If you do not specify any criteria, the search results include all deposits in the system that you have access to view. If you run additional searches, the Search Results table repopulates with the results of the new search. See Table 11 below for search criteria fields.

Table 11: Search Criteria Fields

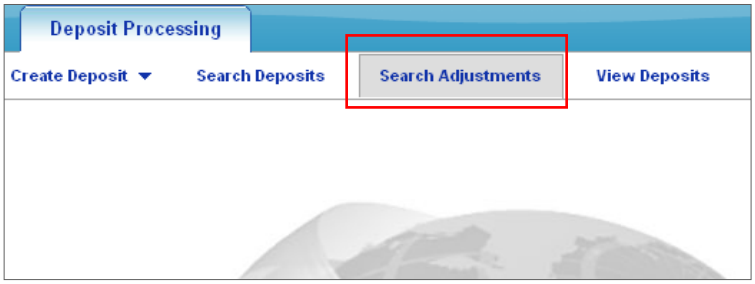
Search Criteria Groupings	Search Criteria Fields
Search Conditions	• Organization • OTC Endpoint • ALC • Adjustment Category • Voucher Number • Adjustment Type • Prepared By • Adjustment Reason
Voucher Date	• Date Range
Adjustment Amount	• Total Range
Deposit Date	• Date Range
Original Deposit Date	• Date Range
Financial Institution Information	• Routing Number • Demand Deposit Account • CA$HLINK II Account Number • FRB Account Key • FRB Cost Center Work Unit

Searching Adjustments Using Select Criteria

Under the **Search Adjustments** function, if you run a search without specifying any criteria, the search results include all deposits in the system that you have access to view.

1. Click the **Deposit Processing** tab and click **Search Adjustments** to enter the search criteria (see Figure 38 below).

Figure 38: Search Adjustments

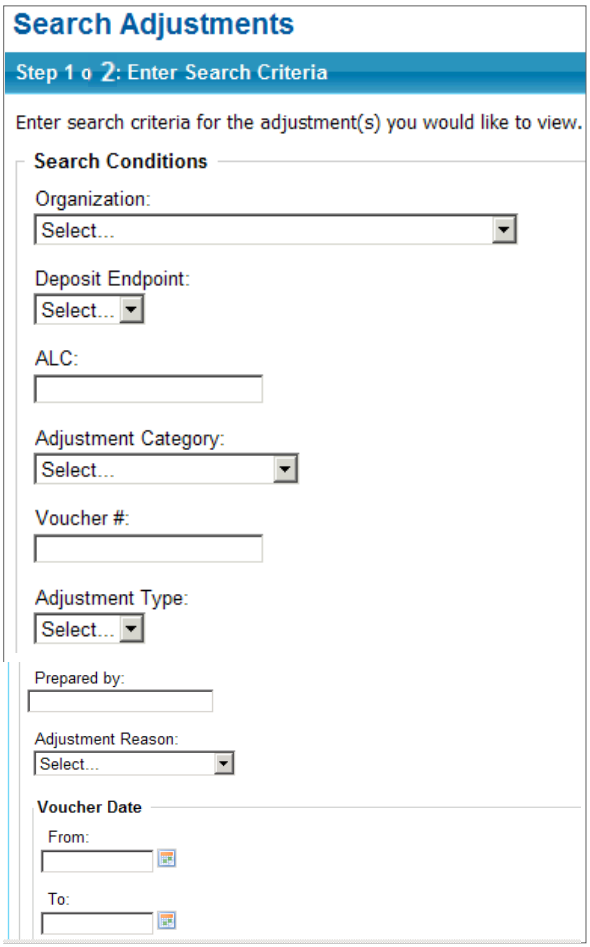


2. The *Search Adjustments* page appears. Enter the optional search criteria for the adjustment you would like to view, and click **Search.**

   Search Conditions fields (see Figure 39 below) include selecting any or all of the following:

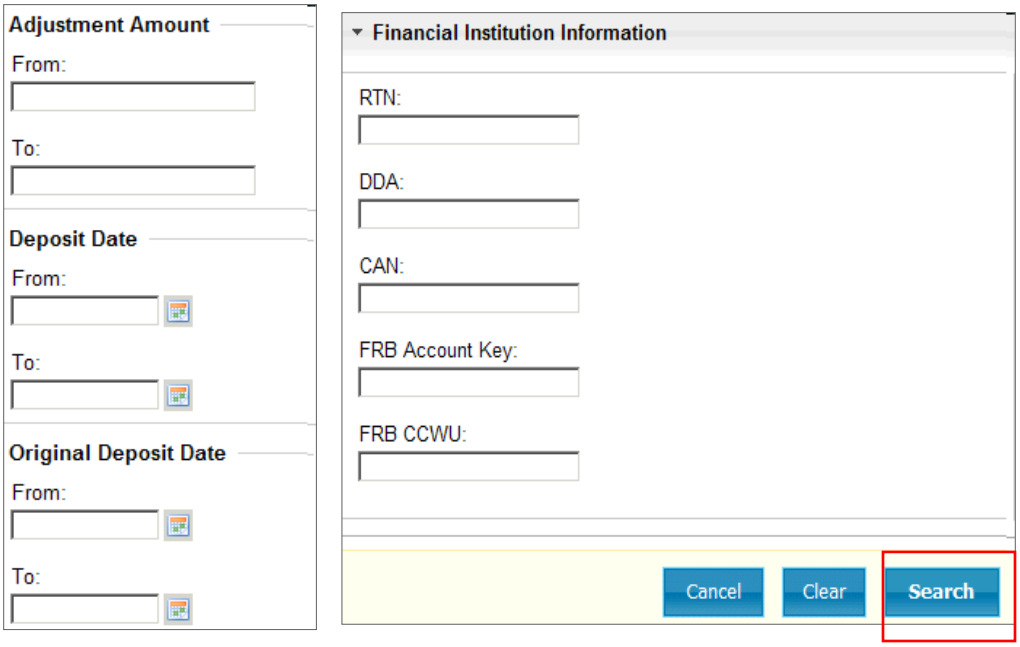
   - Select an **Organization** from the drop-down list
   - Select an **OTC Endpoint** from the drop-down list
   - Enter an **ALC (Agency Location Code)** in the field provided
   - Select an **Adjustment Category** from the drop-down list
   - Enter a **Voucher #** in the field provided
   - Select an **Adjustment Type** from the drop-down list
   - Enter the **Prepared by** name in the field provided
   - Select an **Adjustment Reason** from the drop-down list

Figure 39: Search Conditions



You may also search by entering **Adjustment Amount** range, **Deposit Date, Original Deposit Date** and **Financial Institution Information**, which includes the **RTN (Routing Transit Number), DDA (Demand Deposit Account), CAN (CA$HLINK Account Number) FRB Account Key** and **FRB CCWU (Cost Center Work Unit).** See Figure 40 below.

Figure 40: Additional Search Criteria



3. The *Search Results* table appears (see Figure 41 below). Click the **Voucher Number** of the adjustment whose details you would like to view.

Figure 41: Search Results Table

Download Search Results? Download

Voucher #▸	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount▸
600441	01/27/2010	02/02/2010	ExtraItem	20092800		C	$14.00
600440	01/27/2010	02/04/2010	ExtraItem	20092800		C	$10.00
131206	07/24/2007	07/25/2007	InvlFrnAmt	00003020		C	$35.00
131204	07/24/2007	07/24/2007	XtraFrnCur	00003010		C	$30.00
006423	07/24/2007	07/24/2007	NSF	00003010	R	D	$550.00

Application Tip

Click **Download** to save the adjustment results as an XML or CSV file.

Search and View an Adjustment

To search for and view an adjustment, complete the following steps:

1. Click the **Deposit Processing** tab.

2. Click **Search Adjustments**. The *Search Adjustments* page appears.

3. Enter the search criteria and click **Search**.

   Under **Search Conditions**, *optional*
   - Select an **Organization**
   - Select an **OTC Endpoint**
   - Enter an **ALC (Agency Location Code)**
   - Select an **Adjustment Category**
   - Enter a **Voucher #**
   - Select an **Adjustment Type**
   - Enter the **Prepared by** name
   - Select an **Adjustment Reason**
   - Enter the **From:** and **To:** Voucher Dates
   - Enter the **From:** and **To:** Adjustment Amount
   - Enter the **From:** and **To:** Deposit Date
   - Enter the **From:** and **To:** Original Deposit Date

4. The *Search Results* table appears. Click the **Voucher Number** of the adjustment whose details you would like to view.

Application Tip

Click **Download** to save the adjustment results as an XML or CSV file. To view detailed steps for downloading a search deposit, refer to the *Download Search Results for a Deposit* printable job aid.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Download** to download the search results.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher.

Downloading Adjustments

To download your search results, first use the **Search Adjustments** function. After you have searched for your adjusted deposit, you can download the retrieved information.

1. Click the **Deposit Processing tab** and click **Search Deposits** to enter the search criteria for your adjusted deposit (refer to Figure 38).

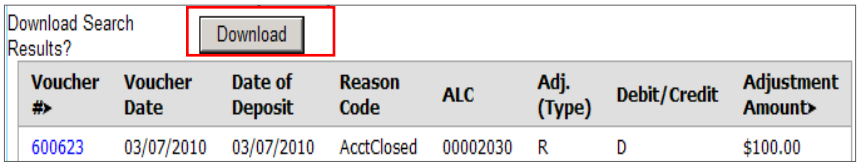
2. Enter the optional search criteria for the adjusted deposit you would like to view, and click **Search.** All references to figures can be found under Topic 6 of the previous section.

   To search criteria under **Search Conditions,** refer to Figure 39.

   To enter additional search criteria**,** refer to Figure 40.

3. The *Search Results* table appears. Click the **Download** button (see Figure 42 below). The *Download Adjustments* page appears.

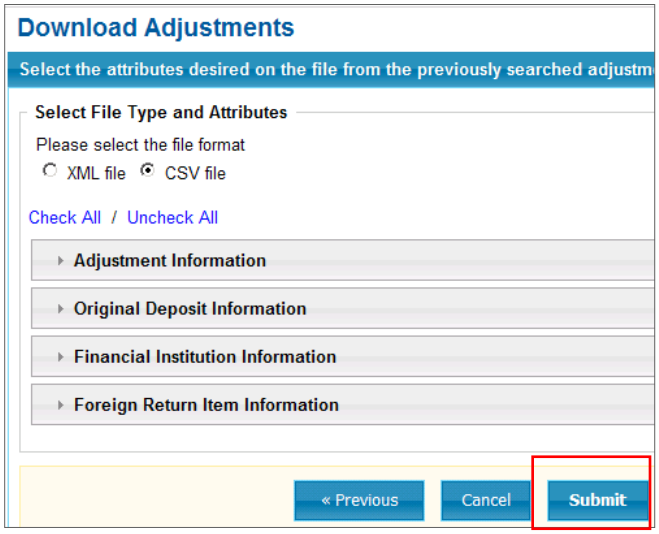
Figure 42: Download Button



Voucher #▸	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount▸
600623	03/07/2010	03/07/2010	AcctClosed	00002030	R	D	$100.00

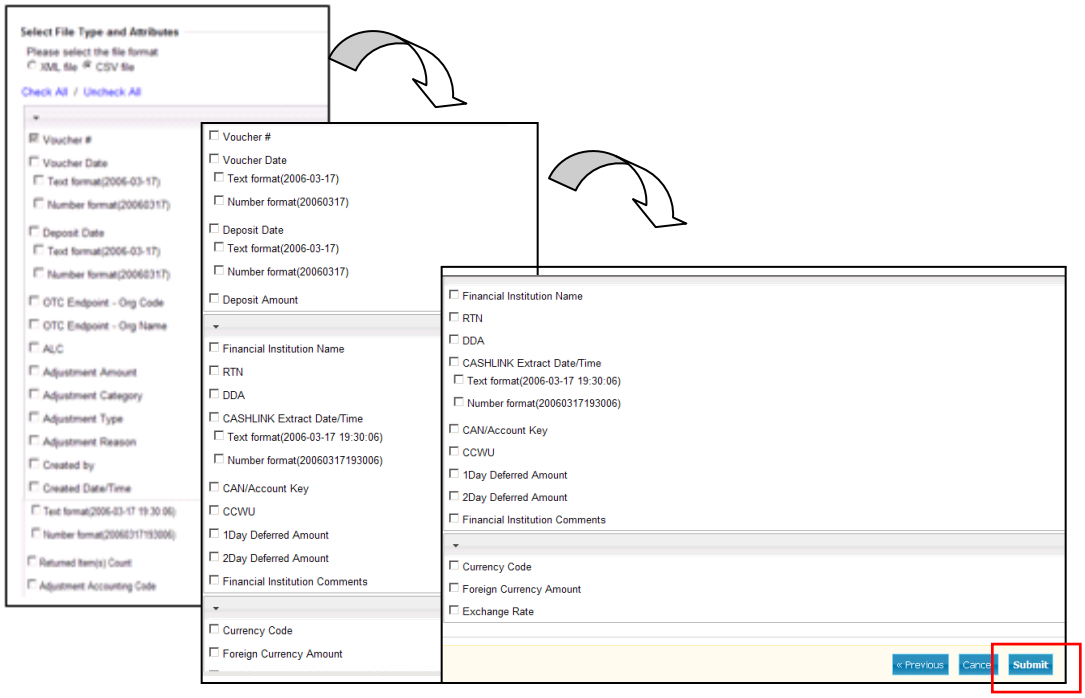
4. Select the **XML file** or **CSV file** as the file format (see Figure 43 below).

Figure 43: File Format



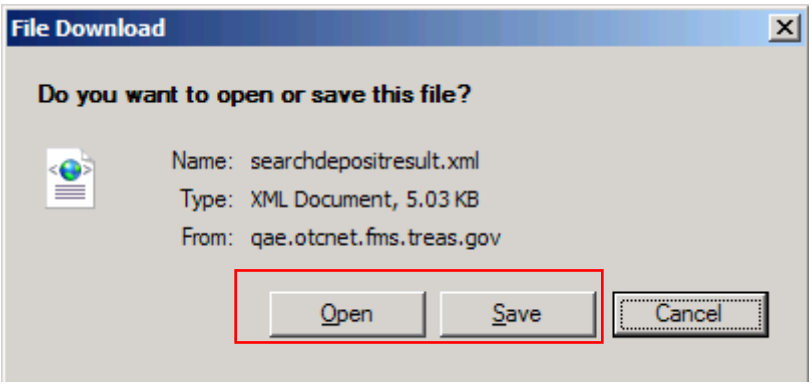
Check the desired attributes that you want to download for **Adjustment Information, Original Deposit Information, Financial Institution Information,** and **Foreign Return Item Information** (see Figure 44 below), then click **Submit.**

Figure 44: Attributes for Download



5. The *File Download* dialog box appears. Click **Open** or **Save** (see Figure 45 below). If you click Open, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Figure 45: File Download



Application Tip

If you click **Open**, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Download Search Results

To download the search results of a deposit, complete the following steps:

1. Refer to the steps for *Search for a Deposit*.
2. When the *Search Results* table appears, click **Download**. The *Download Deposits* page appears.
3. Select **XML file** or **CSV file** as the file format.
4. Check the desired attributes that you want to download for
   - **Deposit Information**
   - **Financial Institution Information**
   - **Agency Information**
   - **Accounting Subtotals and User Defined Data**
   - **Foreign Deposit Information**
5. Click **Submit**. The *File Download* dialog box appears.
6. Click **Open** or **Save**.

Application Tip

If you click **Open**, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Search** to display the deposits that match the search criteria.
- Click **View Voucher Event Log** to view the history of the deposit voucher.

Topic 9. Viewing Reports

As a user or viewer of the Deposit Processing functionality, you may access one or more of the **Business Reports** and **Administration Reports**. Each report provides you with information specific to the select type of data requested, associated with a deposit. Table 12 below outlines the purpose of each report type.

Table 12. Types of Reports and Purpose

Report	Purpose of Report
Business	Provides specific reporting detail for deposit and adjustment activity by type, status and processing options for Agencies and Financial Institutions
Administration	Provides specific reporting detail for interfaces with CA$HLINK, FRB CA$HLINK and TRS, as well as detailed information about completed and in progress vouchers

Topic 10. Reports by Access Type

You have permission to view only certain reports. There are three types of reports that may be accessible to an OTCnet user. They include **Business Reports, Security Reports** and **Administration Reports**. See Table 13 below for details.

Table 13. Reports by Access Type

	Federal Program Agency							Financial Institution/FRB as FI					
Business Reports	Preparer	Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Adjustment Activity (FI)								●		●			
Adjustment Activity (FRB)									●		●		
Adjustments by OTC Endpoint	●	●			●								
Daily Voucher Report			●	●									
Deposit Activity (FI)								●		●			
Deposit Activity (FRB)									●		●		
Deposits By Accounting Code	●	●			●								
Deposits By Agency Endpoint	●	●			●								
Deposit History By Status (FPA)	●	●			●								
Non-Reporting Agency Endpoint	●	●	●	●	●								
Processing Options by Agency Endpoint			●	●									
Security Reports	Preparer	Approver	Accounting Specialist	Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Access Groups by User						●	●					●	●
**Primary Access Groups without a PLSA													
Users by Access Group (FI)												●	●
Users by Access Group (FPA)						●	●						
Users by Role (FI)												●	●
Users by Role (FPA)						●	●						
User Information						●	●					●	●
Admin. Reports/ Misc.	Preparer	Approver	Accounting Specialist	Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
*Activity Report													
View CA$HLINK II File Status								●		●			
View FRB CA$HLINK File Status									●		●		
View TRS File Status								●	●	●	●		
View Vouchers Complete	●	●			●			●	●	●	●		
View Voucher Event Log	●	●			●			●	●	●	●		
View Voucher Event Detail	●	●			●			●	●	●	●		
View Vouchers In Progress	●	●			●			●	●	●	●		
View Voucher Event Log	●	●			●			●	●	●	●		
View Voucher Event Detail	●	●			●			●	●	●	●		
**Change Current State													
Acknowledge Error Resolution								●	●				

**Indicates reports accessible at the FMS Viewer level*

***Indicates report detail accessible only at the HLAS user level*

Topic 11. Types of Business and Administration Reports

Business Reports

As a **Financial Institution Viewer,** you may access one or more of the reports listed in Table 14 below. To obtain specific details for which reports each role may view or download, please refer to Table 13 above.

Table 14. Business Reports and Purpose

Business Report	Purpose of Business Report
Adjustment Activity (FI)	Allows you to view adjustments made by your Financial Institution (FI).
Adjustment Activity (FRB)	Allows you view adjustments made by your Federal Reserve Bank (FRB).
Adjustments by OTC Endpoints	Allows you to adjustments made by your Agency Location Code (ALC).
Daily Voucher Report	Allows you to view the daily voucher extract
Deposit Activity (FI)	Allows you to view deposits submitted to your FI.
Deposit Activity (FRB)	Allows you to view deposits submitted to your FRB.
Deposits by Accounting Code	Allows you to view deposits by accounting code.
Deposits by OTC Endpoint	Allows you to view deposits by OTC Endpoint.
Deposit History by Status	Allows you to view deposits by status
Non-Reporting OTC Endpoints	Allows you to view OTC Endpoints that have not reported a deposit.
Processing Options by OTC Endpoints	Allows you to view processing options defined for endpoints within the organization.

Administration Reports

As a **Financial Institution Viewer**, you may access one or more of the reports listed in Table 15 below. To obtain specific details for which reports each role may view or download, refer to Table 13.

Table 15. Administration Reports and Purpose

Administration Report	Purpose of Administration Report
***Activity Report**	Allows a user to view the total number of organizations created in a month and/or year as well as total number of deposits by status and adjustment activity by month and/or year.
View CA$HLINK II File Status	Allows you to view status of deposit report files that have been processed by CA$HLINK II or are ready for CA$HLINK II to process.
View FRB CA$HLINK File Status	Allows you to view the status of deposit files that have been sent to FRB CA$HLINK.
View TRS File Status	The status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.
View Vouchers Completed	Allows you to view the status of deposit and adjustment vouchers that have completed processed through the FI System To System Interface in the past 36 hours.
View Vouchers in Progress	Allows you to view the status of deposit and adjustment vouchers in progress.

** Indicates report that only an FMS Viewer user role may access*

Topic 12. Viewing Report Detail

Business Reports

This section will provide you with detail of how to view and download **Business Reports**. There are up to two **Business Reports** you may choose to view. To print **Business Reports** after downloading, right-click using a mouse, and click the **Print** option.

Adjustment Activity (FI)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Adjustment Activity (FI)**. See Figure 46 below.

Figure 46. Select Adjustment Activity (FI) from Reports Menu

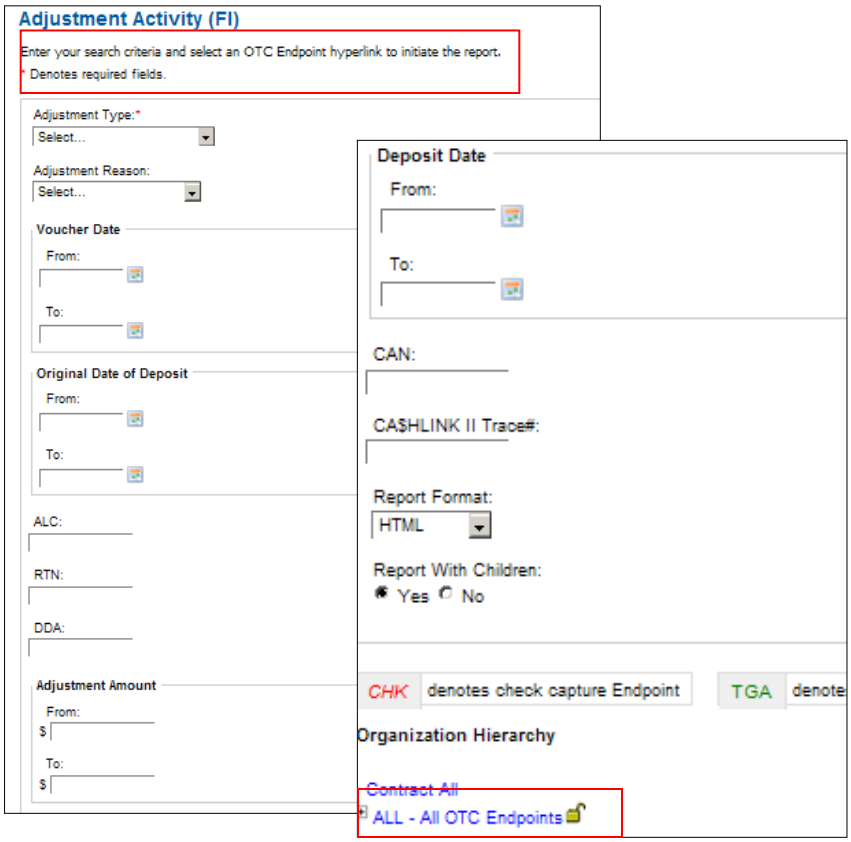
2. The *Adjustment Activity (FI)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 47 for search criteria.

Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**, **Original Date,** and **Deposit Date**.

- Select the **Adjustment Type**, *required*
- Select the **Adjustment Reason**
- Enter the **From:** and **To:** Voucher Date range
- Enter the **From:** and **To:** Original Date of Deposit range
- Enter the **ALC** (Agency Location Code)
- Enter the **RTN** (Routing Transit Number)
- Enter the **DDA** (Demand Deposit Account)
- Enter the **From:** and **To:** Adjustment Amount range
- Enter the **From:** and **To:** Deposit Date range
- Enter the **CAN** (CA$HLINK II Account Number)
- Enter the **CA$HLINK II Trace #**
- Select the **Report Format**

For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 47. Adjustments Activity (FI) Page



3. Click an **OTC Endpoint** to initiate the report (see Figure 47 above). The report appears in a new window as shown in Figure 48 below.

Figure 48. Adjustments Activity (FI) Report Output

Adjustment Activity (FI)

Generated: 07/14/2010 2:08:48 PM ET
Selected Adjustment Type: ALL
Selected Adjustment Reason: ALL
Selected Organization Endpoint: All
Selected Deposit Date Range: 04/14/2009 - 07/14/2010

Voucher #	Adjustment Type	Voucher Date	ALC	Deposit Date	Create Date	CAN	CL II Trace #	Original Deposit #	Voucher Amount
RTN: 011111111 **DDA #:** 45684565									
008941	Debit	08/20/2009	00004603	08/20/2009	08/20/2009	001042		139602	($20.00)
RTN: 021345786 **DDA #:** 23423411									
009198	Returned Item	11/05/2009	97200012	11/05/2009	11/05/2009	005751			($2.00)
009216	Returned Item	11/06/2009	97200012	11/06/2009	11/06/2009	005751			($1.00)
009236	Returned Item	11/11/2009	97200012	11/11/2009	11/16/2009	005751			($200.00)
009237	Returned Item	11/10/2009	97200012	11/10/2009	11/16/2009	005751			($200.00)

View Business Reports: Adjustment Activity (FI)

To view adjustment activity (FI) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Adjustment Activity (FI)**. The *Adjustment Activity (FI)* page appears.
4. Enter the search criteria you would like to view.
   - Select the **Adjustment Type**, *required*
   - Select the **Adjustment Reason**
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Original Date of Deposit range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **DDA** (Demand Deposit Account)
   - Enter the **From:** and **To:** Adjustment Amount range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **CAN** (CA$HLINK II Account Number)
   - Enter the **CA$HLINK II Trace #**
   - Select the **Report Format**

Application Tip

The date range for **Voucher Date**, **Original Date**, and **Deposit Date** cannot exceed 15 months.

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

Application Tip

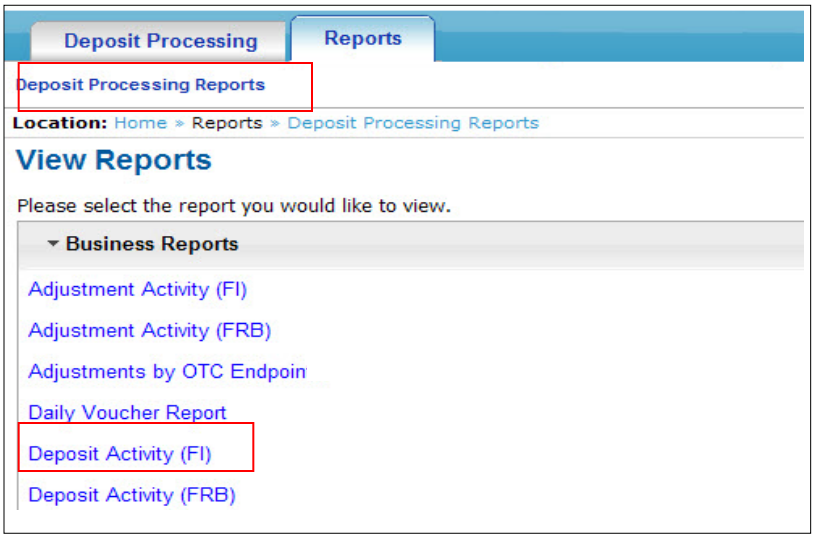
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

Deposit Activity (FI)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposit Activity (FI)**. See Figure 49 below.

Figure 49. Select Deposit Activity (FI) from Reports Menu

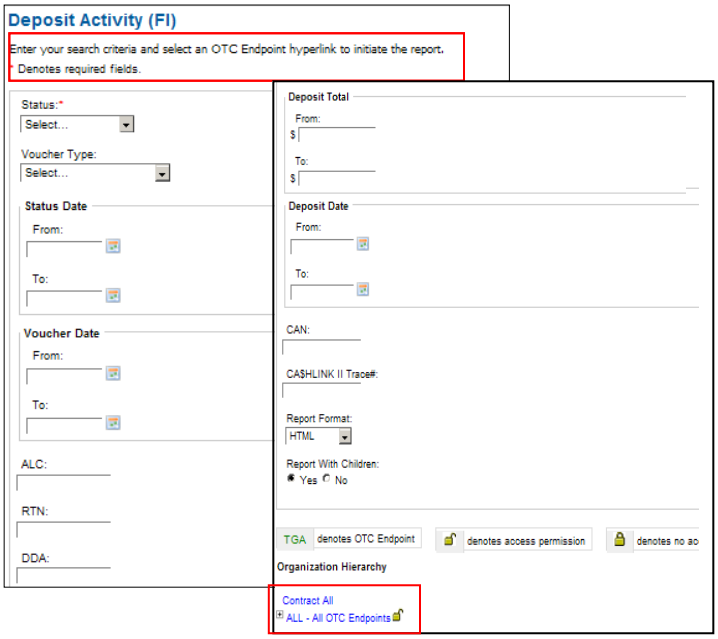


2. The *Deposit Activity (FI)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 50 for search criteria.

   - Select the **Status**, *required*
   - Select the **Voucher Type**
   - Enter the **From:** and **To:** Status Date range
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **DDA** (Demand Deposit Account)
   - Enter the **From:** and **To:** Deposit Total range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **CAN** (CA$HLINK II Account Number)
   - Enter the **CA$HLINK II Trace #**
   - Select the **Report Format**

For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 50. Deposit Activity (FI) Page



3. Click an **OTC Endpoint** to initiate the report (refer to Figure 50 above). The report appears in a new window as shown in Figure 51 below.

Figure 51. Deposit Activity (FI) Report Output

Deposit Activity (FI)

Generated: 07/14/2010 2:47:44PM ET
Selected Voucher Type: FrnCheck
Selected Voucher Date Range: 04/14/2009 - 07/14/2010
Selected Organization Endpoint: ALL

Status	Voucher Type	Voucher #	Voucher Date	ALC	Deposit Date	Status Date	CAN	CL II Trace #	Voucher Amount
RTN: 011900445 **DDA #:** 88888888									
Submitted	Foreign Check	140243	11/10/2009	45010001		11/10/2009			

View Business Reports: Deposit Activity (FI)

To view a deposit activity (FI) report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Deposit Activity (FI)**. The *Deposit Activity (FI)* page appears.

4. Enter the search criteria you would like to view.

   - Select the **Status**, *required*
   - Select the **Voucher Type**
   - Enter the **From:** and **To:** Status Date range
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **DDA** (Demand Deposit Account)
   - Enter the **From:** and **To:** Deposit Total range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **CAN** (CA$HLINK II Account Number)
   - Enter the **CA$HLINK II Trace #**
   - Select the **Report Format**

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes an OTC Endpoint; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

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 **Clear** to clear all data fields and reset to the default selections.

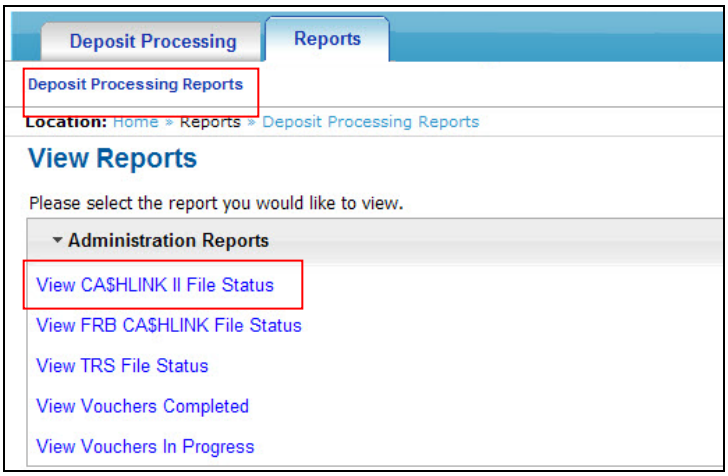
Administration Reports

This section will provide you with detail of how to view and download **Administration Reports**. There are up to four **Administration Reports** you may choose to view. To print **Administration Reports** after downloading, right-click using a mouse and select the **Print** option.

View CA$HLINK II File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View CA$HLINK II File Status**. See Figure 52 below.

Figure 52. View CA$HLINK II File Status from Reports



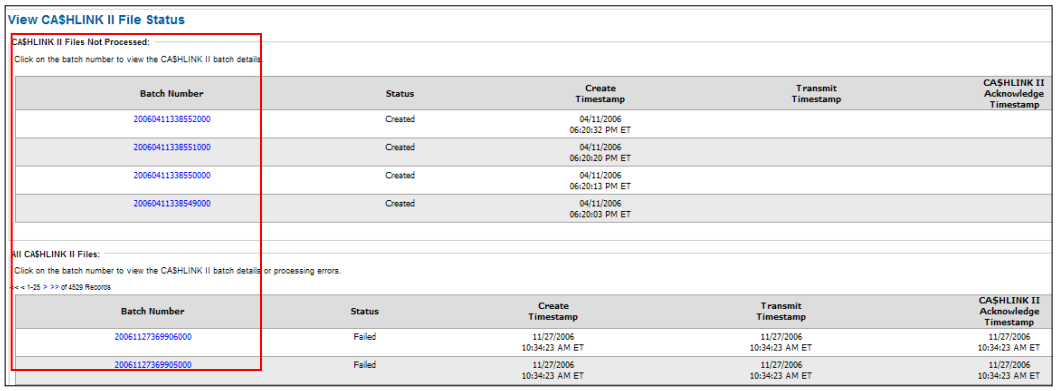
2. The *View CA$HLINK II File Status* page appears. See Figure 53.

   Under the **CA$HLINK II Files Not Processed** section, click the **Batch Number** of the CA$HLINK II batch details you would like to view or click the **Batch Number** of the **All CA$HLINK II Files** batch details or processing errors you would like to view.

Application Tip

There are two sections on the *View CA$HLINK II File Status* page. The **CA$HLINK II Files Not Processed** section displays report files that have not been successfully processed by CA$HLINK II. The **All CA$HLINK II Files** section displays all deposit report files regardless of transmission status or success.

Figure 53. View CA$HLINK II File Status Page



View CA$HLINK II File Status

CA$HLINK II Files Not Processed:

Click on the batch number to view the CA$HLINK II batch details.

Batch Number	Status	Create Timestamp	Transmit Timestamp	CA$HLINK II Acknowledge Timestamp
20060411338552000	Created	04/11/2006 06:20:32 PM ET		
20060411338551000	Created	04/11/2006 06:20:20 PM ET		
20060411338550000	Created	04/11/2006 06:20:13 PM ET		
20060411338549000	Created	04/11/2006 06:20:03 PM ET		

All CA$HLINK II Files:

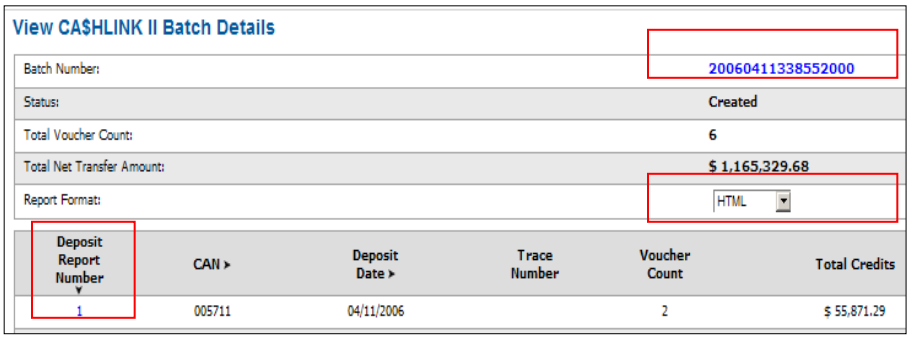
Click on the batch number to view the CA$HLINK II batch details or processing errors.

<< < 1-25 > >> of 4529 Records

Batch Number	Status	Create Timestamp	Transmit Timestamp	CA$HLINK II Acknowledge Timestamp
20061127369906000	Failed	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET
20061127369905000	Failed	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET

3. The *View CA$HLINK II Batch Details* page appears or the *View CA$HLINK II Processing Errors* page appears. Select a **Report Format**. See Figure 54 below.

Figure 54. View CA$HLINK Batch Details Page



View CA$HLINK II Batch Details

Batch Number:	20060411338552000
Status:	Created
Total Voucher Count:	6
Total Net Transfer Amount:	$ 1,165,329.68
Report Format:	HTML

Deposit Report Number	CAN	Deposit Date	Trace Number	Voucher Count	Total Credits
1	005711	04/11/2006		2	$ 55,871.29

4. Click the **Batch Number** hyperlink or a **Deposit Report Number** hyperlink (refer to Figure 54 above). The *CA$HLINK II Voucher Details* report appears in a new window as shown in Figure 55.

The **Batch Number** hyperlink displays the CA$HLINK II Voucher Details report as well as all deposit vouchers and deposit report vouchers associated with the Batch Number. The **Deposit Report Number** hyperlink displays the CA$HLINK II Voucher Details report and all deposit report vouchers associated with the Deposit Report Number.

Figure 55. CA$HLINK II File Status Report Output

CA$HLINK II Voucher Details

Generated: 07/30/2010 5:00:25 PM ET
Batch Number: 20060411338552000
Batch Create Timestamp: 04/11/2006 6:20:32 PM ET
CA$HLINK II Acknowledge Timestamp:
Batch Status: CREATED

Financial Institution Name: Blue Water Federal Credit Union
Deposit Report: 1
CAN: 005711
Deposit Date: 04/11/2006
Trace #:

Voucher #	Voucher Type	Voucher Date	Short Name	ALC	DDA	RTN	Amount	Confirmed By	Confirmed Date
129862	Deposit	04/11/2006	33802	70050338	4559	272483947	$53,872.09	tmill501	04/11/2006
129909	Deposit	04/11/2006	33802	70050338	4559	272483947	$1,999.20	tmill501	04/11/2006

View Administration Reports: CA$HLINK II File Status

To view a CA$HLINK II file status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View CA$HLINK II File Status**. The *View CA$HLINK II File Status* page appears.
4. Under the **CA$HLINK II Files(s) Not Processed** section, click the **Batch Number** of the CA$HLINK II batch details you would like to view.

   Or

   Click the **Batch Number** of the All CA$HLINK II File(s) batch details or processing errors you would like to view.

   Application Tip

   There are two sections on the *View CA$HLINK II File Status* page. The **CA$HLINK II Files Not Processed** section displays report files that have not been successfully processed by CA$HLINK II. The **All CA$HLINK II Files** section displays all deposit report files regardless of transmission status or success.

5. The *View CA$HLINK II Batch Details* page appears. Select a **Report Format**.

   Or

   The *View CA$HLINK II Processing Errors* page appears. Select a **Report Format**.

   Application Tip

   You can view reports in HTML, PDF, Excel, or PowerPoint format.

6. Click the **Batch Number** hyperlink. The *CA$HLINK II Voucher Details* report appears in a new window.

   Or

   Click a **Deposit Report Number**. The *CA$HLINK II Voucher Details* report appears in a new window.

Application Tip

Click the **Batch Number** hyperlink to display the CA$HLINK II Voucher Details report as well as all deposit vouchers and deposit report vouchers associated with the Batch Number. Click a **Deposit Report Number** to display the CA$HLINK II Voucher Details report and all deposit report vouchers associated with the Deposit Report Number.

Application Tip

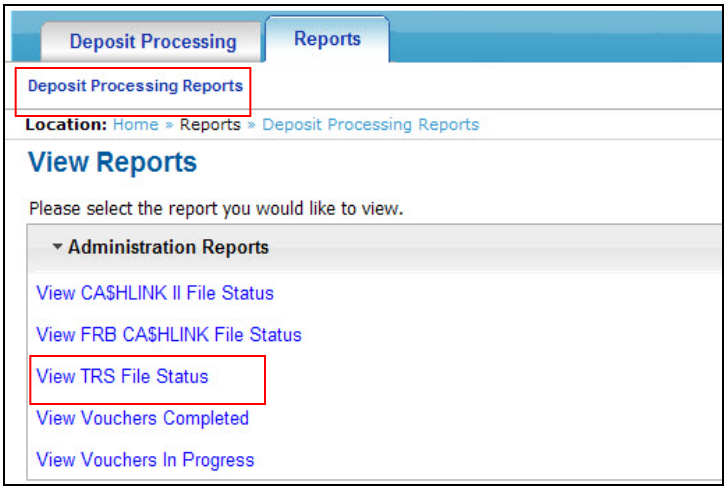
Additional buttons on the page that help you perform other tasks:

- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Previous** to return to the previous page.

View TRS File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View TRS File Status**. See Figure 56 below.

Figure 56. View TRS File Status from Reports



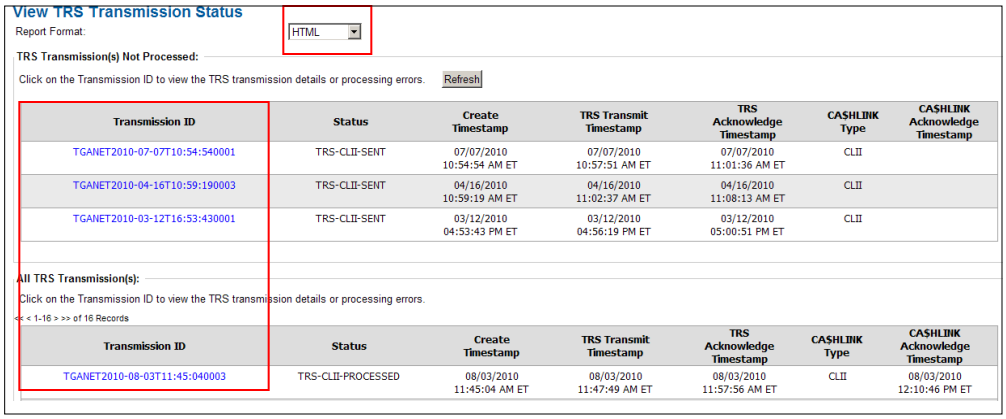
2. The *View TRS File Status* page appears. Select a **Report Format**. See Figure 57.

   Under the **TRS Transmission(s) Not Processed** section, click a **Transmission ID** of the TRS transmission details you would like to view. Or, under the **All TRS Transmission(s)** section, click a **Transmission ID** of the TRS transmission details or processing errors you would like to view (shown in Figure 57).

Application Tip

There are two sections on the *View TRS Transmission Status* page. The **TRS Transmission(s) Not Processed** section displays report files that have not been successfully processed by TRS. The **All TRS Transmission(s)** section displays all deposit report files regardless of transmission status or success.

Figure 57. View TRS File Status Page



View TRS Transmission Status

Report Format: HTML

TRS Transmission(s) Not Processed:

Click on the Transmission ID to view the TRS transmission details or processing errors. Refresh

Transmission ID	Status	Create Timestamp	TRS Transmit Timestamp	TRS Acknowledge Timestamp	CA$HLINK Type	CA$HLINK Acknowledge Timestamp
TGANET2010-07-07T10:54:540001	TRS-CLII-SENT	07/07/2010 10:54:54 AM ET	07/07/2010 10:57:51 AM ET	07/07/2010 11:01:36 AM ET	CLII	
TGANET2010-04-16T10:59:190003	TRS-CLII-SENT	04/16/2010 10:59:19 AM ET	04/16/2010 11:02:37 AM ET	04/16/2010 11:08:13 AM ET	CLII	
TGANET2010-03-12T16:53:430001	TRS-CLII-SENT	03/12/2010 04:53:43 PM ET	03/12/2010 04:56:19 PM ET	03/12/2010 05:00:51 PM ET	CLII	

All TRS Transmission(s):

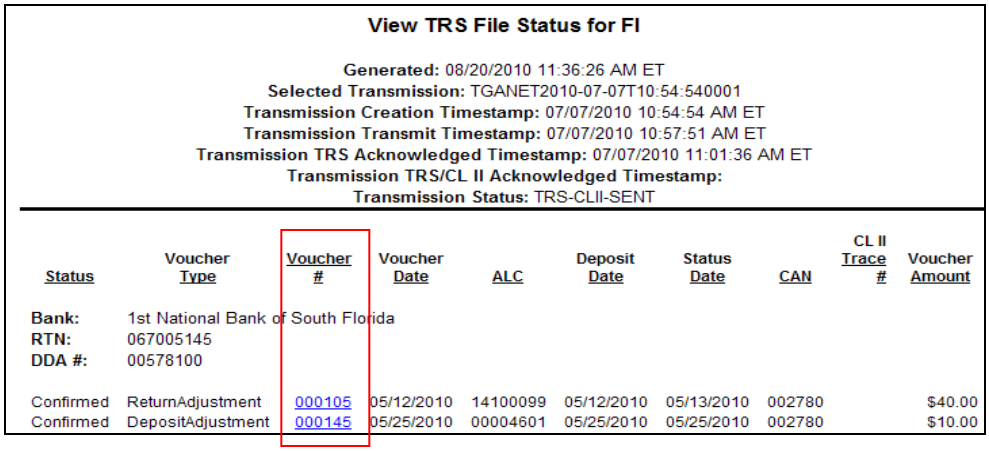
Click on the Transmission ID to view the TRS transmission details or processing errors.

<< < 1-16 > >> of 16 Records

Transmission ID	Status	Create Timestamp	TRS Transmit Timestamp	TRS Acknowledge Timestamp	CA$HLINK Type	CA$HLINK Acknowledge Timestamp
TGANET2010-08-03T11:45:040003	TRS-CLII-PROCESSED	08/03/2010 11:45:04 AM ET	08/03/2010 11:47:49 AM ET	08/03/2010 11:57:56 AM ET	CLII	08/03/2010 12:10:46 PM ET

3. Click the **Voucher #** hyperlink (Figure 58 below). The *Deposit or Adjustment Voucher Detail* report appears as shown in Figure 59.

Figure 58. View TRS File Status for FI Results Page



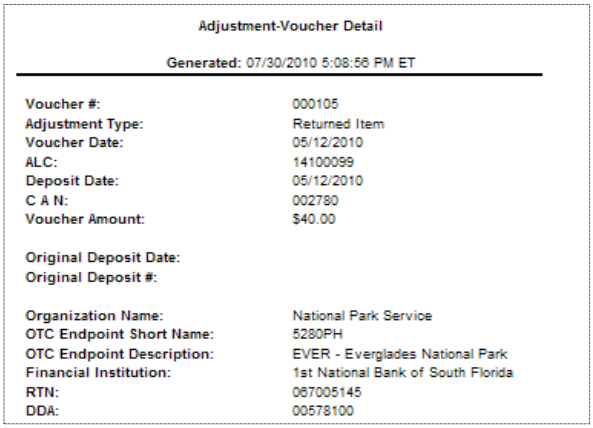
View TRS File Status for FI

Generated: 08/20/2010 11:36:26 AM ET
Selected Transmission: TGANET2010-07-07T10:54:540001
Transmission Creation Timestamp: 07/07/2010 10:54:54 AM ET
Transmission Transmit Timestamp: 07/07/2010 10:57:51 AM ET
Transmission TRS Acknowledged Timestamp: 07/07/2010 11:01:36 AM ET
Transmission TRS/CL II Acknowledged Timestamp:
Transmission Status: TRS-CLII-SENT

Bank: 1st National Bank of South Florida
RTN: 067005145
DDA #: 00578100

Status	Voucher Type	Voucher #	Voucher Date	ALC	Deposit Date	Status Date	CAN	CL II Trace #	Voucher Amount
Confirmed	ReturnAdjustment	000105	05/12/2010	14100099	05/12/2010	05/13/2010	002780		$40.00
Confirmed	DepositAdjustment	000145	05/25/2010	00004601	05/25/2010	05/25/2010	002780		$10.00

Figure 59. TRS Deposit or Adjustment Voucher Detail Report Output



Adjustment-Voucher Detail

Generated: 07/30/2010 5:08:56 PM ET

Voucher #:	000105
Adjustment Type:	Returned Item
Voucher Date:	05/12/2010
ALC:	14100099
Deposit Date:	05/12/2010
C A N:	002780
Voucher Amount:	$40.00
Original Deposit Date:	
Original Deposit #:	
Organization Name:	National Park Service
OTC Endpoint Short Name:	5280PH
OTC Endpoint Description:	EVER - Everglades National Park
Financial Institution:	1st National Bank of South Florida
RTN:	067005145
DDA:	00578100

View Administration Reports: TRS File Status

To view a TRS file status report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

   Under **Administration Reports**, click **View TRS File Status**. The *View TRS Transmission Status* page appears.

3. Select a **Report Format**.

> **Application Tip**
>
> You can view reports in HTML, PDF, Excel, or PowerPoint format.

4. Under the **TRS Transmission(s) Not Processed** section, click a **Transmission ID** of the TRS transmission details you would like to view.

   Or

   Under the **All TRS Transmission(s)** section, click a **Transmission ID** of the TRS transmission details or processing errors you would like to view.

> **Application Tip**
>
> If a **Transmission ID** with FRB CL CA$HLINK Type is selected, the *TRS Transmission Status (FRB)* report appears in a new window. If a **Transmission ID** with CLII CA$HLINK Type is selected, the *TRS Transmission Status (FI)* report appears in a new window.

> **Application Tip**
>
> There are two sections on the *View TRS Transmission Status* page. The **TRS Transmission(s) Not Processed** section displays report files that have not been successfully processed by TRS. The **All TRS Transmission(s)** section displays all deposit report files regardless of transmission status or success.

5. Click the **Voucher #** hyperlink. The *Deposit or Adjustment Voucher Detail* report appears.

Application Tip

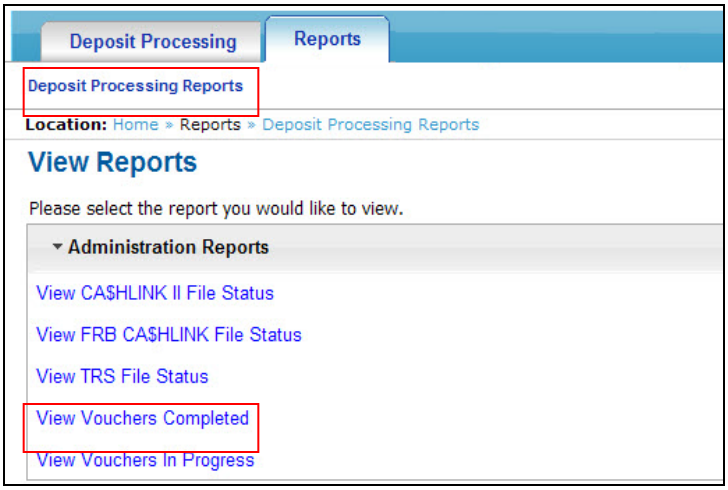
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

View Vouchers Completed

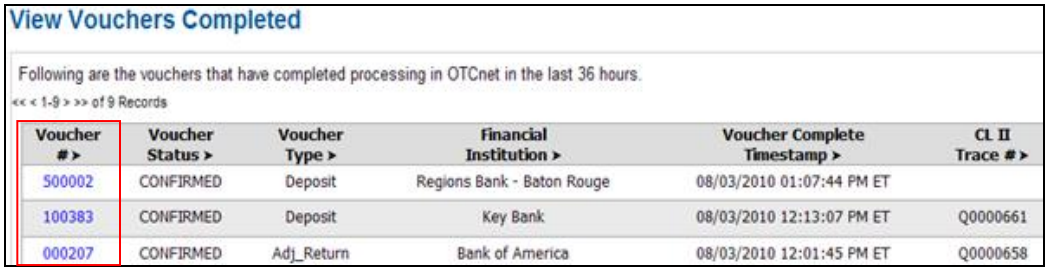
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers Completed**. See Figure 60 below.

Figure 60. View Vouchers Completed from Reports



2. The *View Vouchers Completed* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 61).

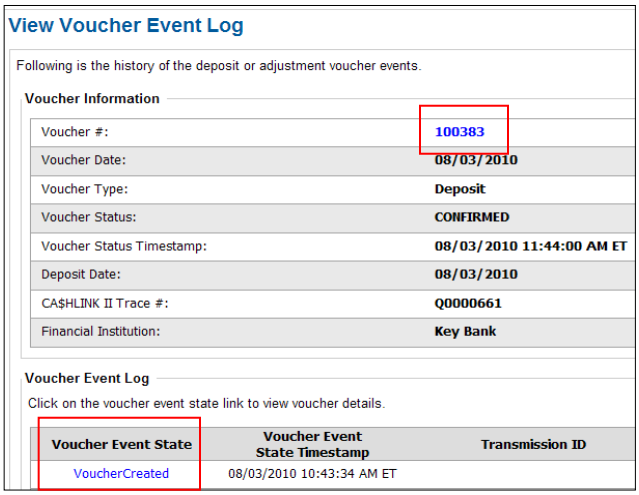
Figure 61. View Vouchers Completed Page



Voucher #	Voucher Status	Voucher Type	Financial Institution	Voucher Complete Timestamp	CL II Trace #
500002	CONFIRMED	Deposit	Regions Bank - Baton Rouge	08/03/2010 01:07:44 PM ET	
100383	CONFIRMED	Deposit	Key Bank	08/03/2010 12:13:07 PM ET	Q0000661
000207	CONFIRMED	Adj_Return	Bank of America	08/03/2010 12:01:45 PM ET	Q0000658

3. The *View Voucher Event Log* page appears (see Figure 62 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (Figure 63).

Figure 62. View Voucher Event Log Page



View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

Voucher Information

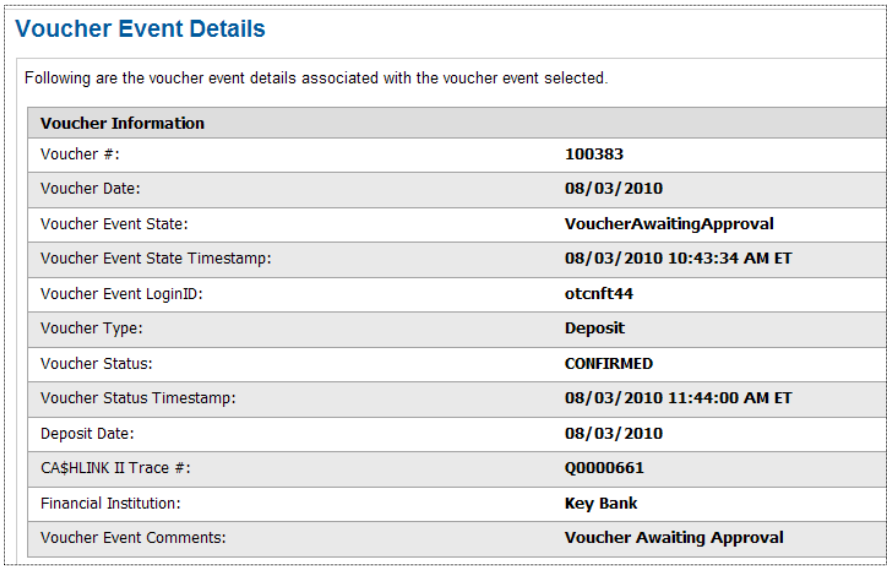
Voucher #:	100383
Voucher Date:	08/03/2010
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/03/2010 11:44:00 AM ET
Deposit Date:	08/03/2010
CA$HLINK II Trace #:	Q0000661
Financial Institution:	Key Bank

Voucher Event Log

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID
VoucherCreated	08/03/2010 10:43:34 AM ET	

Figure 63. Voucher Event Details Report Output



Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	100383
Voucher Date:	08/03/2010
Voucher Event State:	VoucherAwaitingApproval
Voucher Event State Timestamp:	08/03/2010 10:43:34 AM ET
Voucher Event LoginID:	otcnft44
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/03/2010 11:44:00 AM ET
Deposit Date:	08/03/2010
CA$HLINK II Trace #:	Q0000661
Financial Institution:	Key Bank
Voucher Event Comments:	Voucher Awaiting Approval

View Administration Reports: Vouchers Completed

To view a vouchers completed report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers Completed**. The *View Vouchers Completed* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.

> **Application Tip**
>
> The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI System to System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details page* appears.

   Or

   Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.

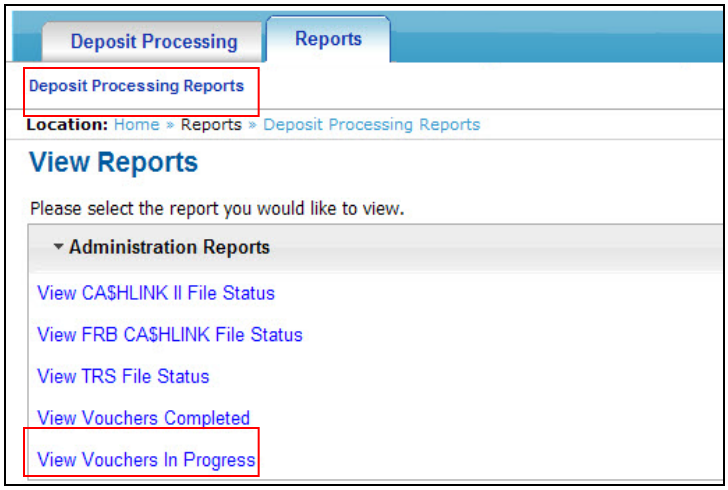
> **Application Tip**
>
> The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA$HLINK, and the Transaction Reporting System (TRS) interface.

> **Application Tip**
>
> Additional buttons on the pages that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.
> - Click **Previous** to return to the previous page.
> - Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
> - Click **Return Home** to return to the previous page.

View Vouchers in Progress

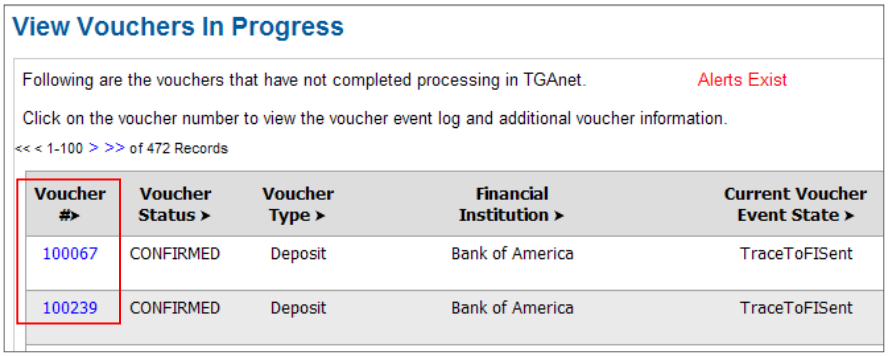
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers in Progress**. See Figure 64 below.

Figure 64. View Vouchers in Progress from Reports



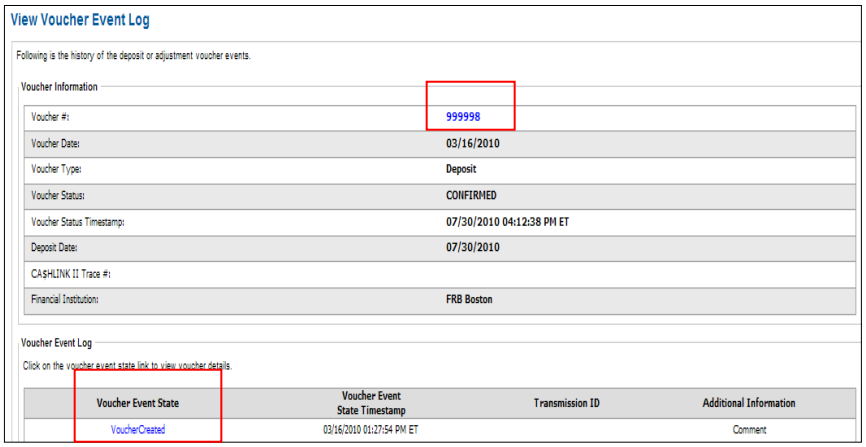
2. The *View Vouchers in Progress* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 65).

Figure 65. View Vouchers In Progress Page



3. The *View Voucher Event Log* page appears (see Figure 66 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (Figure 67).

Figure 66. In Progress View Voucher Event Log Page



View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

Voucher Information

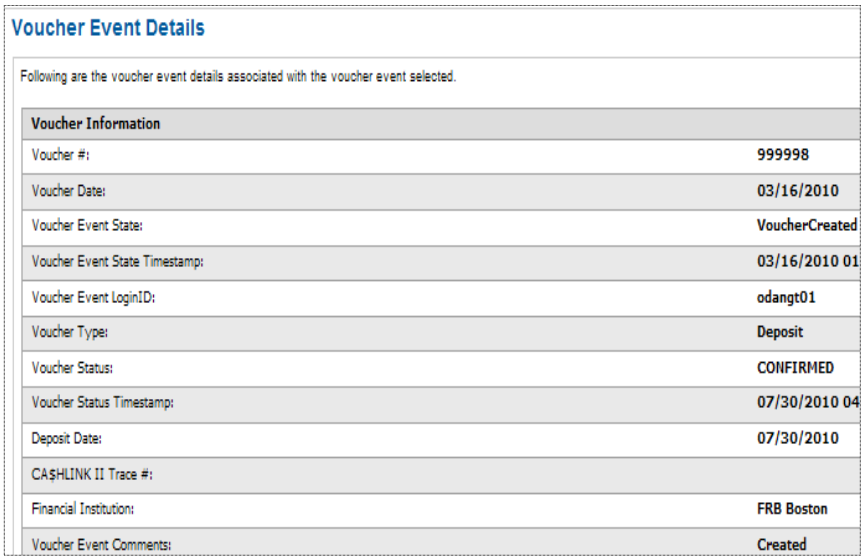
Voucher #:	999998
Voucher Date:	03/16/2010
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	07/30/2010 04:12:38 PM ET
Deposit Date:	07/30/2010
CA$HLINK II Trace #:	
Financial Institution:	FRB Boston

Voucher Event Log

Click on the voucher event state link to view voucher details

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
VoucherCreated	03/16/2010 01:27:54 PM ET		Comment

Figure 67. In Progress Voucher Event Details Report Output



Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	999998
Voucher Date:	03/16/2010
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	03/16/2010 01
Voucher Event LoginID:	odangt01
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	07/30/2010 04
Deposit Date:	07/30/2010
CA$HLINK II Trace #:	
Financial Institution:	FRB Boston
Voucher Event Comments:	Created

View Administration Reports: Vouchers in Progress

To view a voucher in progress report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers In Progress**. The *View Vouchers in Progress* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.

Application Tip

The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI System To System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details page* appears.

   Or

   Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.

Application Tip

The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA$HLINK, and the Transaction Reporting System (TRS) interface.

Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

View Business Reports: Adjustment Activity (FI)

To view adjustment activity (FI) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Adjustment Activity (FI)**. The *Adjustment Activity (FI)* page appears.
4. Enter the search criteria you would like to view.
   - Select the **Adjustment Type**, *required*
   - Select the **Adjustment Reason**
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Original Date of Deposit range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **DDA** (Demand Deposit Account)
   - Enter the **From:** and **To:** Adjustment Amount range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **CAN** (CA$HLINK II Account Number)
   - Enter the **CA$HLINK II Trace #**
   - Select the **Report Format**

Application Tip

The date range for **Voucher Date**, **Original Date**, and **Deposit Date** cannot exceed 15 months.

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

Application Tip

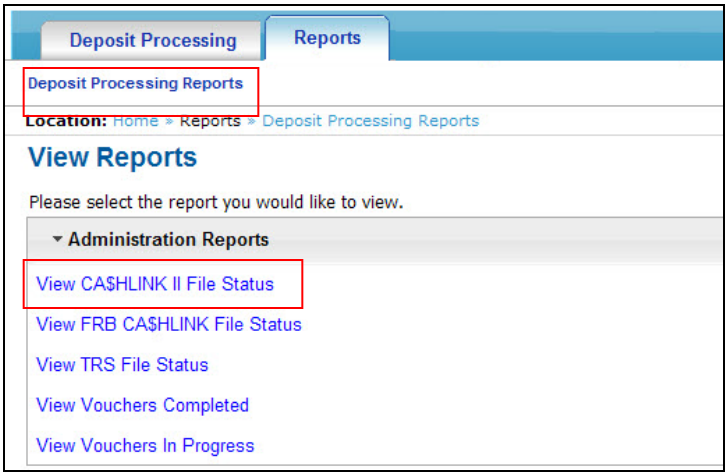
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

View CA$HLINK II File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View CA$HLINK II File Status**. See Figure 68 below.

Figure 68. View CA$HLINK II File Status from Reports



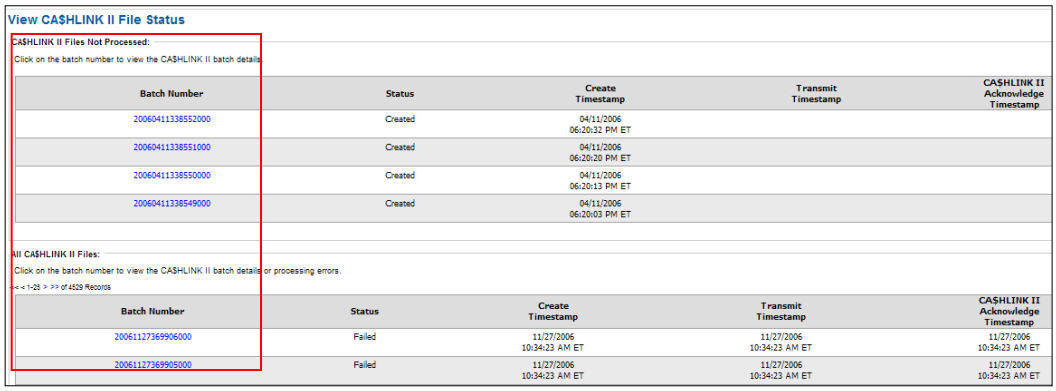
2. The *View CA$HLINK II File Status* page appears. See Figure 69 below.

   Under the **CA$HLINK II Files Not Processed** section, click the **Batch Number** of the CA$HLINK II batch details you would like to view or click the **Batch Number** of the **All CA$HLINK II Files** batch details or processing errors you would like to view.

Application Tip

There are two sections on the *View CA$HLINK II File Status* page. The **CA$HLINK II Files Not Processed** section displays report files that have not been successfully processed by CA$HLINK II. The **All CA$HLINK II Files** section displays all deposit report files regardless of transmission status or success.

Figure 69. View CA$HLINK II File Status Page



View CA$HLINK II File Status

CA$HLINK II Files Not Processed:

Click on the batch number to view the CA$HLINK II batch details.

Batch Number	Status	Create Timestamp	Transmit Timestamp	CA$HLINK II Acknowledge Timestamp
20060411338552000	Created	04/11/2006 06:20:32 PM ET		
20060411338551000	Created	04/11/2006 06:20:20 PM ET		
20060411338550000	Created	04/11/2006 06:20:13 PM ET		
20060411338549000	Created	04/11/2006 06:20:03 PM ET		

All CA$HLINK II Files:

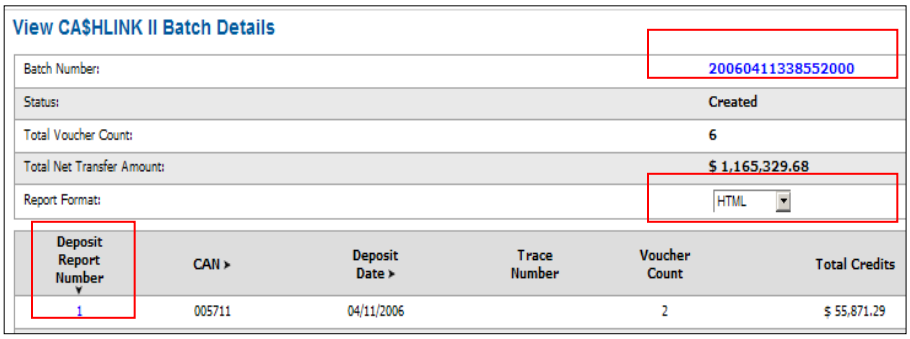
Click on the batch number to view the CA$HLINK II batch details or processing errors.

<< < 1-25 > >> of 4529 Records

Batch Number	Status	Create Timestamp	Transmit Timestamp	CA$HLINK II Acknowledge Timestamp
20061127369906000	Failed	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET
20061127369905000	Failed	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET

3. The *View CA$HLINK II Batch Details* page appears or the *View CA$HLINK II Processing Errors* page appears. Select a **Report Format**. See Figure 70 below.

Figure 70. View CA$HLINK Batch Details Page



View CA$HLINK II Batch Details

Batch Number:	20060411338552000
Status:	Created
Total Voucher Count:	6
Total Net Transfer Amount:	$ 1,165,329.68
Report Format:	HTML

Deposit Report Number	CAN	Deposit Date	Trace Number	Voucher Count	Total Credits
1	005711	04/11/2006		2	$ 55,871.29

4. Click the **Batch Number** hyperlink or a **Deposit Report Number** hyperlink (refer to Figure 70 above). The *CA$HLINK II Voucher Details* report appears in a new window as shown in Figure 71.

The **Batch Number** hyperlink displays the CA$HLINK II Voucher Details report as well as all deposit vouchers and deposit report vouchers associated with the Batch Number. The **Deposit Report Number** hyperlink displays the CA$HLINK II Voucher Details report and all deposit report vouchers associated with the Deposit Report Number.

Figure 71. CA$HLINK II File Status Report Output

CA$HLINK II Voucher Details

Generated: 07/30/2010 5:00:25 PM ET
Batch Number: 20060411338552000
Batch Create Timestamp: 04/11/2006 6:20:32 PM ET
CA$HLINK II Acknowledge Timestamp:
Batch Status: CREATED

Financial Institution Name: Blue Water Federal Credit Union
Deposit Report: 1
CAN: 005711
Deposit Date: 04/11/2006
Trace #:

Voucher #	Voucher Type	Voucher Date	Short Name	ALC	DDA	RTN	Amount	Confirmed By	Confirmed Date
129862	Deposit	04/11/2006	33802	70050338	4559	272483947	$53,872.09	tmill501	04/11/2006
129909	Deposit	04/11/2006	33802	70050338	4559	272483947	$1,999.20	tmill501	04/11/2006

View Administration Reports: CA$HLINK II File Status

To view a CA$HLINK II file status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View CA$HLINK II File Status**. The *View CA$HLINK II File Status* page appears.
4. Under the **CA$HLINK II Files(s) Not Processed** section, click the **Batch Number** of the CA$HLINK II batch details you would like to view.

   Or

   Click the **Batch Number** of the All CA$HLINK II File(s) batch details or processing errors you would like to view.

   Application Tip

   There are two sections on the *View CA$HLINK II File Status* page. The **CA$HLINK II Files Not Processed** section displays report files that have not been successfully processed by CA$HLINK II. The **All CA$HLINK II Files** section displays all deposit report files regardless of transmission status or success.

5. The *View CA$HLINK II Batch Details* page appears. Select a **Report Format**.

   Or

   The *View CA$HLINK II Processing Errors* page appears. Select a **Report Format**.

   Application Tip

   You can view reports in HTML, PDF, Excel, or PowerPoint format.

6. Click the **Batch Number** hyperlink. The *CA$HLINK II Voucher Details* report appears in a new window.

   Or

   Click a **Deposit Report Number**. The *CA$HLINK II Voucher Details* report appears in a new window.

Application Tip

Click the **Batch Number** hyperlink to display the CA$HLINK II Voucher Details report as well as all deposit vouchers and deposit report vouchers associated with the Batch Number. Click a **Deposit Report Number** to display the CA$HLINK II Voucher Details report and all deposit report vouchers associated with the Deposit Report Number.

Application Tip

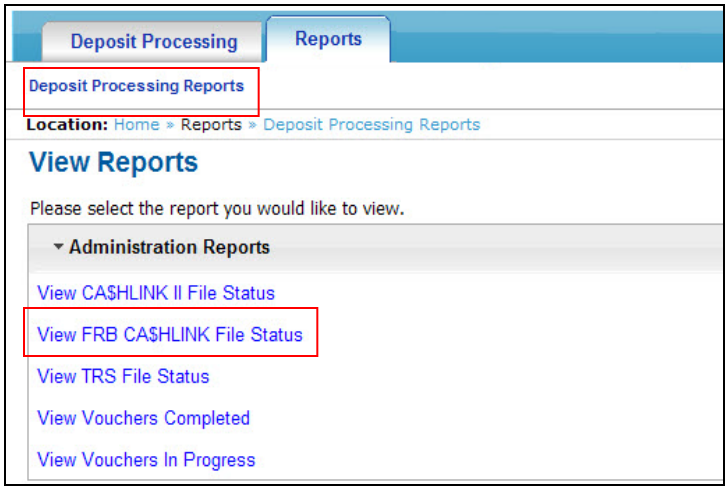
Additional buttons on the page that help you perform other tasks:

- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Previous** to return to the previous page.

View FRB CA$HLINK File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View FRB CA$HLINK File Status**. See Figure 72 below.

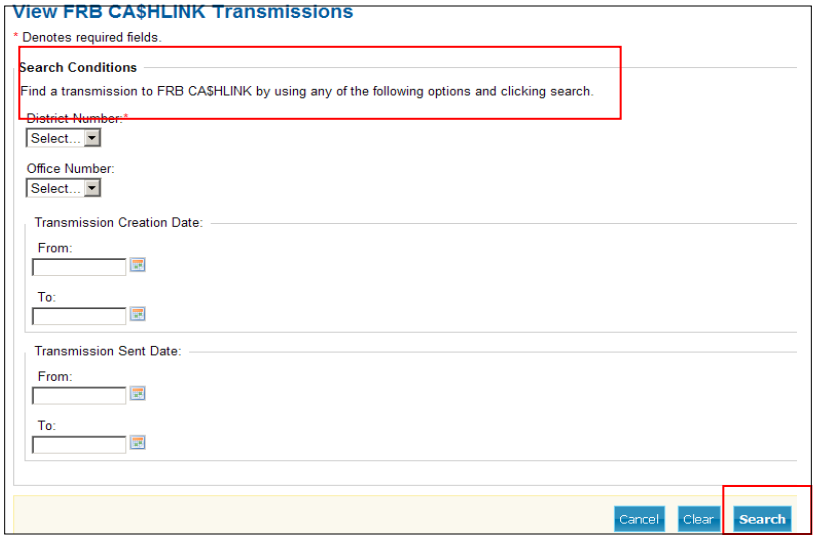
Figure 72. View FRB CA$HLINK File Status from Reports



2. The *View FRB CA$HLINK Transmissions* page appears. Enter the search criteria and click **Search**. See Figure 73 below.

- Select a **District Number**, *required.*
- Select an **Office Number**
- Enter the **From:** and **To:** Transmission Creation Date
- Enter the **From:** and **To:** Transmission Sent Date

Figure 73. View FRB CA$HLINK Transmissions Page



3. The search results table appears in Figure 74 below. Click a **Transmission ID**.

Figure 74. FRB CA$HLINK Search Results Page

Search Results

Following are the results of your search. Select the Transmission ID to see the transmission details.

<< < 1-10 > >> of 52 Records

District #	Transmission ID	Created Timestamp	Transmission Timestamp	Acknowledged Timestamp	Net Transfer Amount
01	141	03/09/2006 03:30:00 PM ET	03/09/2006 03:30:01 PM ET	03/09/2006 04:42:03 PM ET	$ 5,546.40
01	201	03/16/2006 03:30:00 PM ET	03/16/2006 03:30:01 PM ET	03/16/2006 03:32:07 PM ET	$ 5,443.38

4. The *View FRB CA$HLINK Transmission Details* page appears. Select a **Report Format**. See Figure 75 below.

Figure 75. View FRB CA$HLINK Transmission Details Page

View FRB CA$HLINK Transmission Details

Select an office number within the transmission to see the details of the transmission.

District:	01
Transmission ID:	141

Report Format: HTML

Office #	Voucher Count	Credit Amount
1	1	$ 5,546.40

5. Click an **Office #** (refer to Figure 75 above). The *FRB CA$HLINK Daily Activity* report appears in a new window as shown in figure 76 below.

Figure 76. FRB CA$HLINK Daily Activity Report Output

FRB CA$HLINK Daily Activity

Generated: 07/20/2010 10:20:14 AM EDT

Voucher Number	Voucher Type	Voucher Date	Deposit Date	Short Name	ALC	CCWU #	Acct Key	Amount	Confirmed By	Confirmed Date

District: 01
Office: 1
Transmission ID#: 10001
Transmission Timestamp: 12/08/2008 12:57:30 PM EST
Acknowledgement Timestamp: 12/08/2008 12:58:01 PM EST
Financial Institution: FRB Boston

View Administration Reports: FRB CA$HLINK File Status

To view a FRB CA$HLINK file status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View FRB CA$HLINK Transmissions**. The *View FRB CA$HLINK Transmissions* page appears.
4. Enter the search criteria and click **Search**.
   - Select a **District Number**, *required*
   - Select an **Office Number**
   - Enter the **From:** and **To:** Transmission Creation Date
   - Enter the **From:** and **To:** Transmission Sent Date
5. The search results table appears. Click a **Transmission ID**.
6. The *View FRB CA$HLINK Transmission Details page appears.* Select a **Report Format**.

> **Application Tip**
>
> You can view reports in HTML, PDF, Excel, or PowerPoint format.

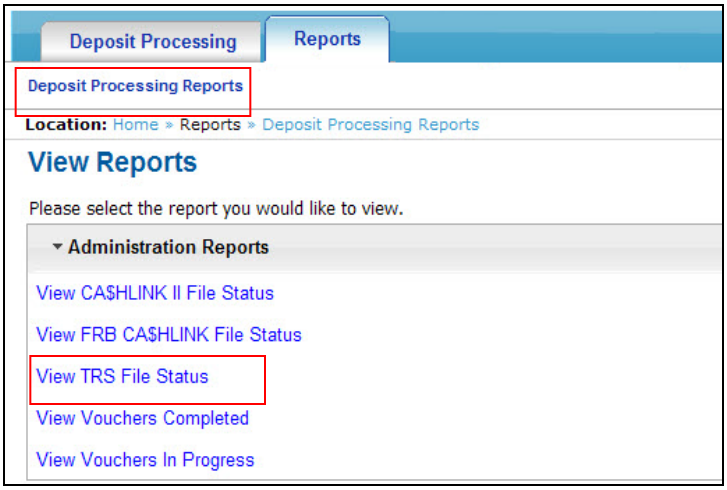
7. Click an **Office #**. The FRB *CA$HLINK Daily Activity* report appears in a new window.

> **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 **Clear** to clear all data fields and reset to the default selections.
> - Click **Previous** to return to the previous page.
> - Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
> - Click **Return Home** to return to the OTCnet Home Page.

View TRS File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View TRS File Status**. See Figure 77 below.

Figure 77. View TRS File Status from Reports



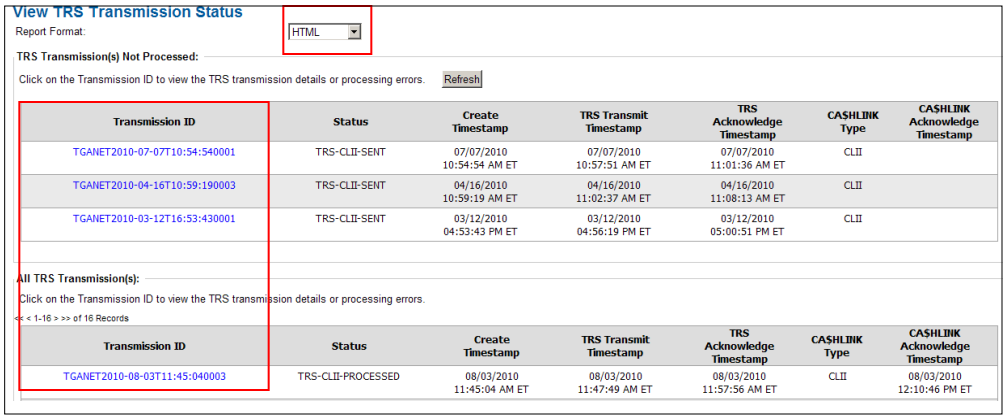
2. The *View TRS File Status* page appears. Select a **Report Format**. See Figure 78.

   Under the **TRS Transmission(s) Not Processed** section, click a **Transmission ID** of the TRS transmission details you would like to view. Or, under the **All TRS Transmission(s)** section, click a **Transmission ID** of the TRS transmission details or processing errors you would like to view (shown in Figure 79).

Application Tip

There are two sections on the *View TRS Transmission Status* page. The **TRS Transmission(s) Not Processed** section displays report files that have not been successfully processed by TRS. The **All TRS Transmission(s)** section displays all deposit report files regardless of transmission status or success.

Figure 78. View TRS File Status Page



View TRS Transmission Status

Report Format: HTML

TRS Transmission(s) Not Processed:

Click on the Transmission ID to view the TRS transmission details or processing errors. Refresh

Transmission ID	Status	Create Timestamp	TRS Transmit Timestamp	TRS Acknowledge Timestamp	CA$HLINK Type	CA$HLINK Acknowledge Timestamp
TGANET2010-07-07T10:54:540001	TRS-CLII-SENT	07/07/2010 10:54:54 AM ET	07/07/2010 10:57:51 AM ET	07/07/2010 11:01:36 AM ET	CLII	
TGANET2010-04-16T10:59:190003	TRS-CLII-SENT	04/16/2010 10:59:19 AM ET	04/16/2010 11:02:37 AM ET	04/16/2010 11:08:13 AM ET	CLII	
TGANET2010-03-12T16:53:430001	TRS-CLII-SENT	03/12/2010 04:53:43 PM ET	03/12/2010 04:56:19 PM ET	03/12/2010 05:00:51 PM ET	CLII	

All TRS Transmission(s):

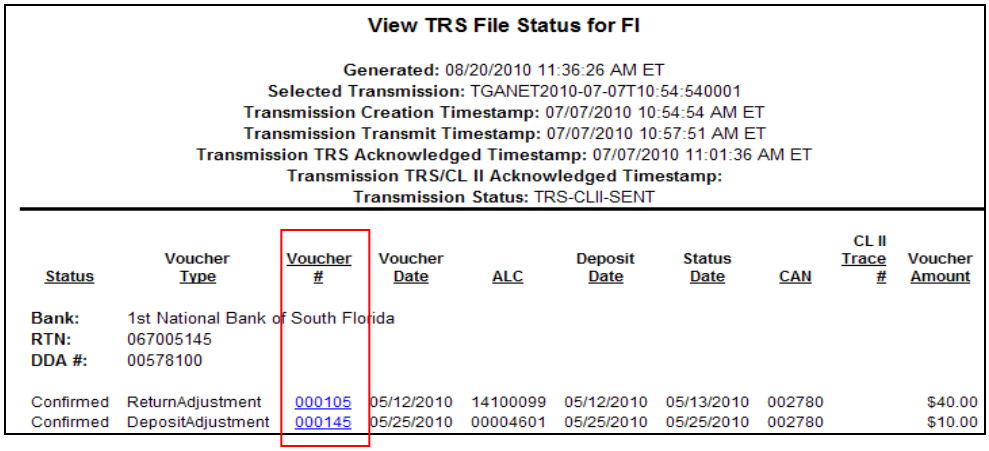
Click on the Transmission ID to view the TRS transmission details or processing errors.

<< < 1-16 > >> of 16 Records

Transmission ID	Status	Create Timestamp	TRS Transmit Timestamp	TRS Acknowledge Timestamp	CA$HLINK Type	CA$HLINK Acknowledge Timestamp
TGANET2010-08-03T11:45:040003	TRS-CLII-PROCESSED	08/03/2010 11:45:04 AM ET	08/03/2010 11:47:49 AM ET	08/03/2010 11:57:56 AM ET	CLII	08/03/2010 12:10:46 PM ET

3. Click the **Voucher #** hyperlink (see Figure 79). The *Deposit or Adjustment Voucher Detail* report appears as shown in Figure 80.

Figure 79. View TRS File Status for FI Results Page



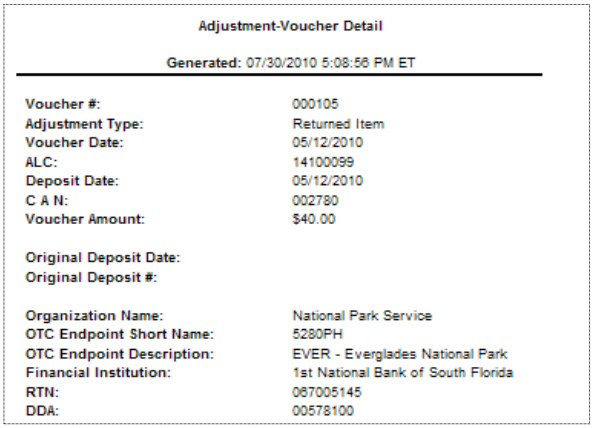
View TRS File Status for FI

Generated: 08/20/2010 11:36:26 AM ET
Selected Transmission: TGANET2010-07-07T10:54:540001
Transmission Creation Timestamp: 07/07/2010 10:54:54 AM ET
Transmission Transmit Timestamp: 07/07/2010 10:57:51 AM ET
Transmission TRS Acknowledged Timestamp: 07/07/2010 11:01:36 AM ET
Transmission TRS/CL II Acknowledged Timestamp:
Transmission Status: TRS-CLII-SENT

Bank: 1st National Bank of South Florida
RTN: 067005145
DDA #: 00578100

Status	Voucher Type	Voucher #	Voucher Date	ALC	Deposit Date	Status Date	CAN	CL II Trace #	Voucher Amount
Confirmed	ReturnAdjustment	000105	05/12/2010	14100099	05/12/2010	05/13/2010	002780		$40.00
Confirmed	DepositAdjustment	000145	05/25/2010	00004601	05/25/2010	05/25/2010	002780		$10.00

Figure 80. TRS Deposit or Adjustment Voucher Detail Report Output



Adjustment-Voucher Detail

Generated: 07/30/2010 5:08:56 PM ET

Voucher #:	000105
Adjustment Type:	Returned Item
Voucher Date:	05/12/2010
ALC:	14100099
Deposit Date:	05/12/2010
C A N:	002780
Voucher Amount:	$40.00
Original Deposit Date:	
Original Deposit #:	
Organization Name:	National Park Service
OTC Endpoint Short Name:	5280PH
OTC Endpoint Description:	EVER - Everglades National Park
Financial Institution:	1st National Bank of South Florida
RTN:	067005145
DDA:	00578100

View Administration Reports: TRS File Status

To view a TRS file status report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

   Under **Administration Reports**, click **View TRS File Status**. The *View TRS Transmission Status* page appears.

3. Select a **Report Format**.

> **Application Tip**
>
> You can view reports in HTML, PDF, Excel, or PowerPoint format.

4. Under the **TRS Transmission(s) Not Processed** section, click a **Transmission ID** of the TRS transmission details you would like to view.

   Or

   Under the **All TRS Transmission(s)** section, click a **Transmission ID** of the TRS transmission details or processing errors you would like to view.

> **Application Tip**
>
> If a **Transmission ID** with FRB CL CA$HLINK Type is selected, the *TRS Transmission Status (FRB)* report appears in a new window. If a **Transmission ID** with CLII CA$HLINK Type is selected, the *TRS Transmission Status (FI)* report appears in a new window.

> **Application Tip**
>
> There are two sections on the *View TRS Transmission Status* page. The **TRS Transmission(s) Not Processed** section displays report files that have not been successfully processed by TRS. The **All TRS Transmission(s)** section displays all deposit report files regardless of transmission status or success.

5. Click the **Voucher #** hyperlink. The *Deposit or Adjustment Voucher Detail* report appears.

Application Tip

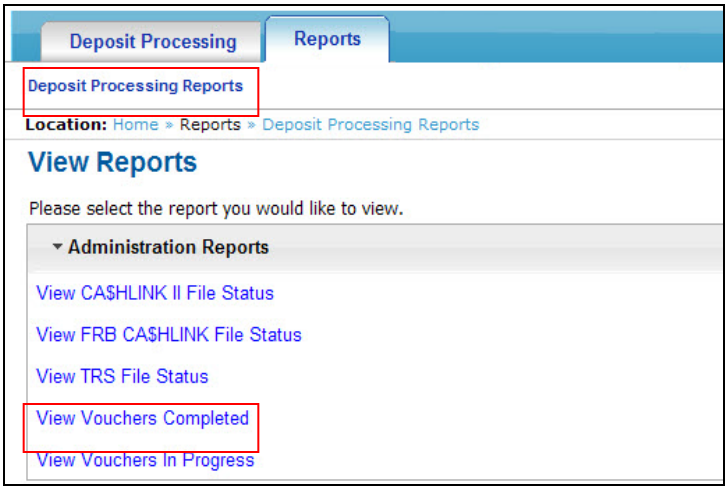
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

View Vouchers Completed

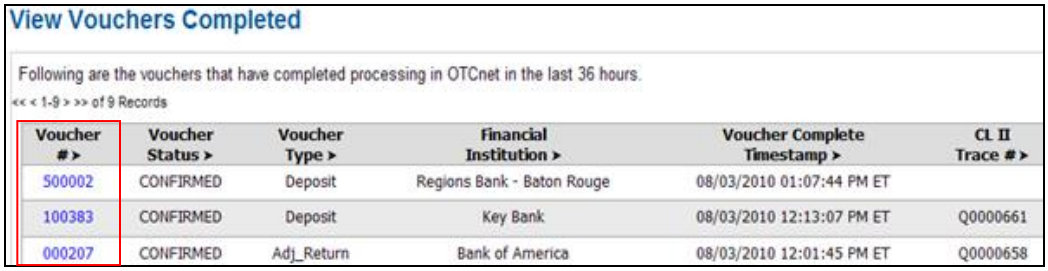
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers Completed**. See Figure 81 below.

Figure 81. View Vouchers Completed from Reports



2. The *View Vouchers Completed* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (see Figure 82 below).

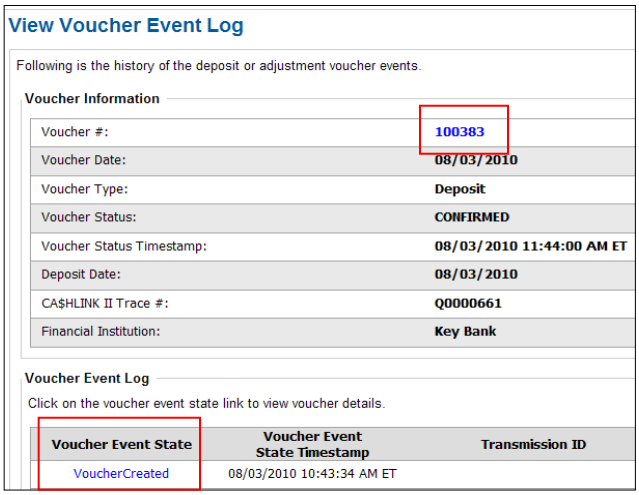
Figure 82. View Vouchers Completed Page



Voucher #	Voucher Status	Voucher Type	Financial Institution	Voucher Complete Timestamp	CL II Trace #
500002	CONFIRMED	Deposit	Regions Bank - Baton Rouge	08/03/2010 01:07:44 PM ET	
100383	CONFIRMED	Deposit	Key Bank	08/03/2010 12:13:07 PM ET	Q0000661
000207	CONFIRMED	Adj_Return	Bank of America	08/03/2010 12:01:45 PM ET	Q0000658

3. The *View Voucher Event Log* page appears (see Figure 83 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (as shown in Figure 84).

Figure 83. View Voucher Event Log Page



View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

Voucher Information

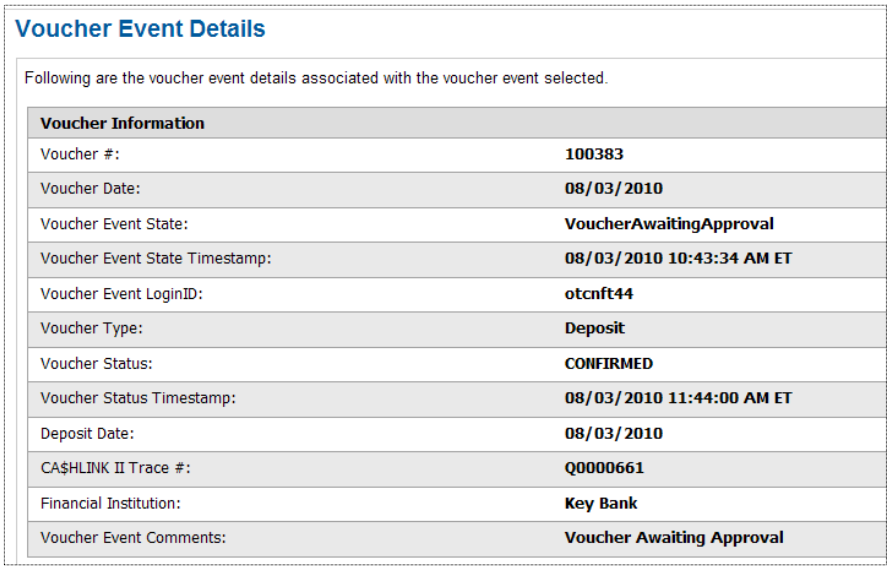
Voucher #:	100383
Voucher Date:	08/03/2010
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/03/2010 11:44:00 AM ET
Deposit Date:	08/03/2010
CA$HLINK II Trace #:	Q0000661
Financial Institution:	Key Bank

Voucher Event Log

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID
VoucherCreated	08/03/2010 10:43:34 AM ET	

Figure 84. Voucher Event Details Report Output



Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	100383
Voucher Date:	08/03/2010
Voucher Event State:	VoucherAwaitingApproval
Voucher Event State Timestamp:	08/03/2010 10:43:34 AM ET
Voucher Event LoginID:	otcnft44
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/03/2010 11:44:00 AM ET
Deposit Date:	08/03/2010
CA$HLINK II Trace #:	Q0000661
Financial Institution:	Key Bank
Voucher Event Comments:	Voucher Awaiting Approval

View Administration Reports: Vouchers Completed

To view a vouchers completed report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers Completed**. The *View Vouchers Completed* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.

> **Application Tip**
>
> The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI System to System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details page* appears.

   Or

   Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.

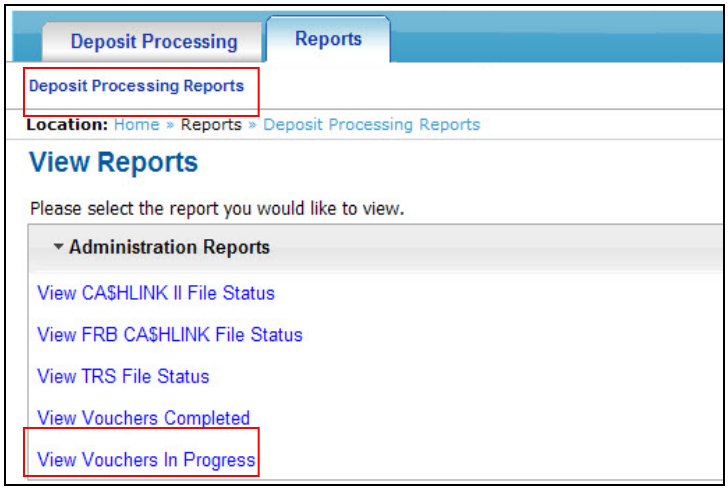
> **Application Tip**
>
> The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA$HLINK, and the Transaction Reporting System (TRS) interface.

> **Application Tip**
>
> Additional buttons on the pages that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.
> - Click **Previous** to return to the previous page.
> - Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
> - Click **Return Home** to return to the previous page.

View Vouchers in Progress

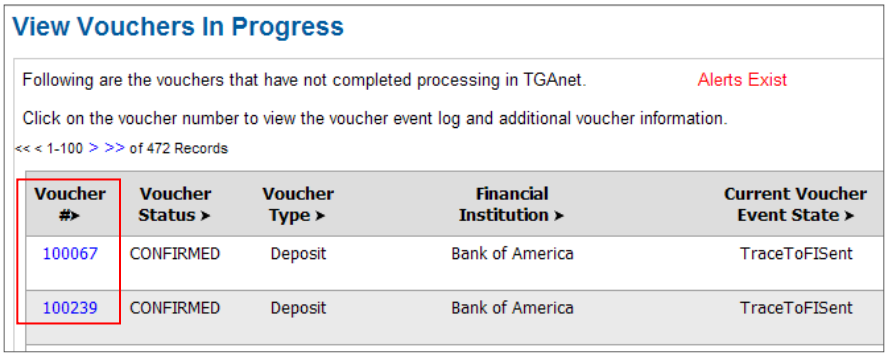
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers in Progress**. See Figure 85 below.

Figure 85. View Vouchers in Progress from Reports



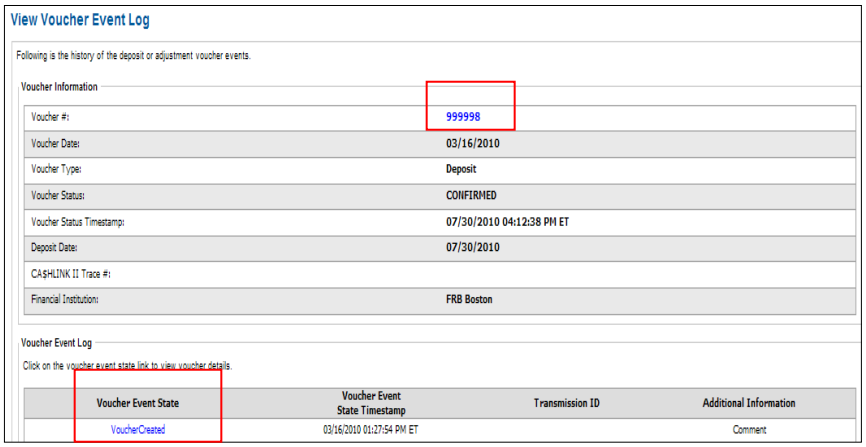
2. The *View Vouchers in Progress* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 86).

Figure 86. View Vouchers In Progress Page



3. The *View Voucher Event Log* page appears (see Figure 87 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (see Figure 88).

Figure 87. In Progress View Voucher Event Log Page



View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

Voucher Information

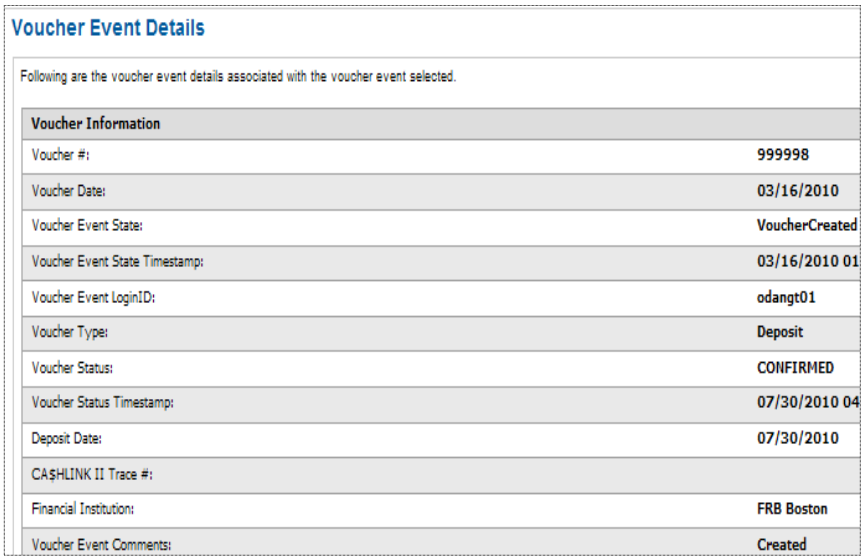
Voucher #:	999998
Voucher Date:	03/16/2010
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	07/30/2010 04:12:38 PM ET
Deposit Date:	07/30/2010
CA$HLINK II Trace #:	
Financial Institution:	FRB Boston

Voucher Event Log

Click on the voucher event state link to view voucher details

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
VoucherCreated	03/16/2010 01:27:54 PM ET		Comment

Figure 88. In Progress Voucher Event Details Report Output



Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	999998
Voucher Date:	03/16/2010
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	03/16/2010 01
Voucher Event LoginID:	odangt01
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	07/30/2010 04
Deposit Date:	07/30/2010
CA$HLINK II Trace #:	
Financial Institution:	FRB Boston
Voucher Event Comments:	Created

View Administration Reports: Vouchers in Progress

To view a vouchers in progress report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers In Progress**. The *View Vouchers in Progress* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.

Application Tip

The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI System To System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details page* appears.

   Or

   Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.

Application Tip

The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA$HLINK, and the Transaction Reporting System (TRS) interface.

Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

Topic 13. Viewing Financial Institutions

As a **Financial Institution Viewer**, you can locate and view Financial Institution details for which you have access to. You can only view a Financial Institution that has an **Active** status.

Viewing a Financial Institution allows you to see related details such as:

- Institution Information
- Routing Transit Numbers (RTN) and Status
- CAN/Acct Key Relationships

View a Financial Institution

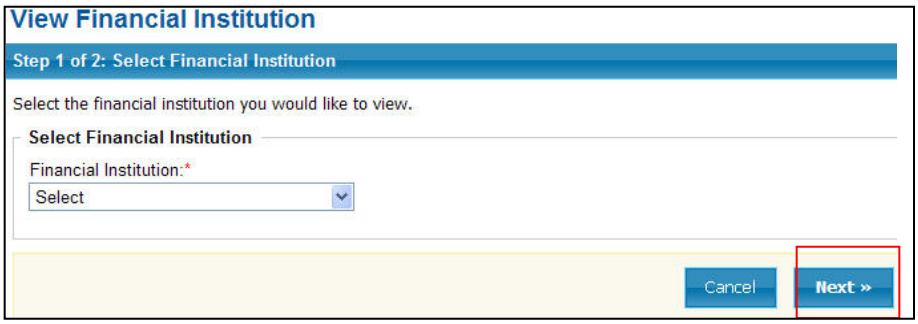
1. Click the **Administration** tab, select **Manage FI**, select **Financial Institution,** and click **View** (see Figure 89 below).

Figure 89: Select Administration>Manage FI>Financial Institution>View

3. The *Step 1 of 2: Select Financial Institution* page appears.

   Under *Select Financial Institution*, select the Financial Institution for which you would like to view details. Click **Next** as shown in Figure 90 below.

Figure 90. Select Financial Institution Page

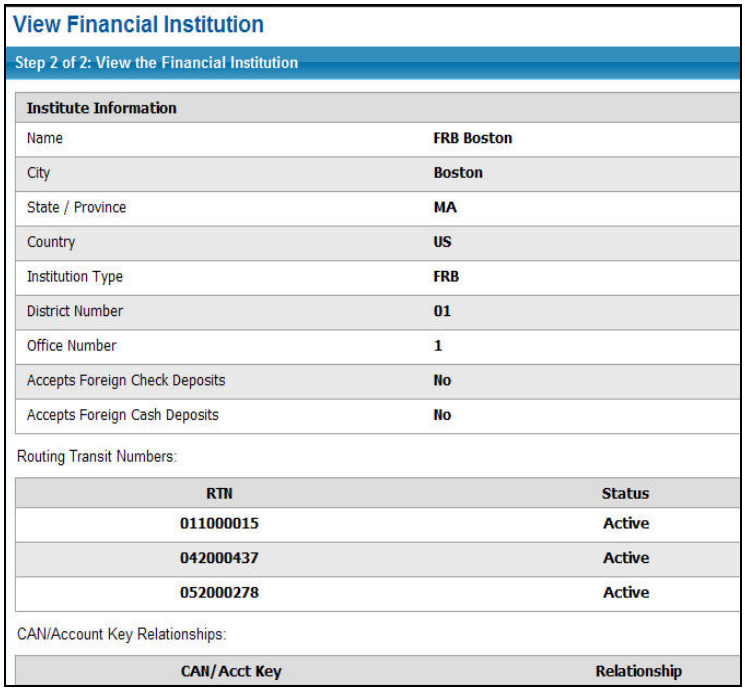


Application Tip

Only **ACTIVE** Financial Institutions display for the selection.

4. The *Step 2 of 2: View the Financial Institution* page appears. View details for Financial Institutions as show in Figures 91 and 92.

Figure 91. View FRB Detail



View Financial Institution

Step 2 of 2: View the Financial Institution

Institute Information	
Name	FRB Boston
City	Boston
State / Province	MA
Country	US
Institution Type	FRB
District Number	01
Office Number	1
Accepts Foreign Check Deposits	No
Accepts Foreign Cash Deposits	No

Routing Transit Numbers:

RTN	Status
011000015	Active
042000437	Active
052000278	Active

CAN/Account Key Relationships:

CAN/Acct Key	Relationship

Figure 92. View Financial Institution Detail

View Financial Institution

Step 2 of 2: View the Financial Institution

Institute Information	
Name	**Bank of America**
City	**Concord**
State / Province	**CA**
Country	**US**
Institution Type	**Commercial**
Accepts Foreign Check Deposits	**No**
Accepts Foreign Cash Deposits	**No**
System To System Interface Participant	**Yes**
Short Name	**BOA**
Processes Foreign Check Deposits	**No**
Processes Foreign Cash Deposits	**No**

Routing Transit Numbers:

RTN	Status
011900445	Active
011900571	Active
021300019	Active
111000012	Active
121000358	Active

CAN/Account Key Relationships:

CAN/Acct Key	Relationship
001035	Inactive
005797	Active
005977	Active
005989	Active
006074	Active
006077	Active

View a Financial Institution

To view a Financial Institution, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage FI** menu, select **Financial Institution**, and click **View**. The *Step 1 of 2: Select Financial Institution* page appears.
3. Under *Select Financial Institution*, select the Financial Institution for which you would like to view details.

Application Tip

Only **Active** Financial Institutions display for the selection.

4. Click **Next**. The *Step 2 of 2: View the Financial Institution* page appears.

Application Tip

FI Confirmers, **FRB Confirmers**, **FI Viewers**, and **FRB Viewers** can view Institution Information, Routing Transit Numbers (RTN) and Status, and CAN/Acct Key Relationships.

Application Tip

Additional buttons on the page that help you perform other tasks:
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Return Home** to return to the OTCnet Home Page.

Summary

In this Guide, you learned:

- The Introduction to OTCnet
- The Overview of OTCnet Participant User Guide Content
- How to log on to OTCnet
- How to access your User Id and reset your Password
- How to navigate the OTCnet home page
- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view a rejected deposit details
- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file.
- The purpose of searching adjustments
- How to search and locate adjustments using one or more search criteria
- How to download adjustment voucher(s) as an XML or CSV file
- The purpose of viewing reports
- The various types of reports you can access by role
- The types of Business, Security and Administration reports
- The detail each report provides and how to view and download those reports
- How to view a Financial Institution

This completes the series of topics for *the Financial Institution Viewer Participant User Guide*. You can continue to use this guide as reference or extract the *How To Steps* at the end of each *Topic* for quick application.

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 role~~s~~ 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 item 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 4 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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