

## Capture a Check Offline

To capture a check in offline mode:

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



### Application Tip

If there is internet connectivity and the terminal's **Local Verification Database (LVD)** is out of date, a message appears asking, "The Check Verification Database is out of date, would you like to update the database now?"

If **Yes** is clicked, the **Download LVD** task initiates and the latest copy of the LVD downloads to the terminal. After the download is complete, click **Close**.

If **No** is clicked, a message appears asking whether to use the existing database. If **Yes** is clicked, the out of date LVD is used. If **No** is clicked, a **Check Capture Supervisor** must enter his online credentials and authorize the use of the out of date LVD.

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

Under **Select Open Batch**, *if applicable*

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



### Application Tip

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



### Application Tip

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



#### Application Tip

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



#### Application Tip

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

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

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

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

Under **Processing Method**,

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



#### Application Tip

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

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

Under **Item Type**,

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



### Application Tip

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

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

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

Under **Scan Controls**,

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



### Application Tip

Scanner types include:

- **EC7000i:** This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks at a time).
- **Panini MyVision X:** This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks at a time).
- **Panini Vision X:** This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks at a time).
- **Panini I: Deal:** This scanner will automatically scan both sides of a check and can scan in single and batch mode (one or more checks in a batch).



### Application Tip

The maximum number of check items that can be scanned per batch is 3,000.



### Application Tip

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

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



### Application Tip

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

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

- Click < to view the front of the check

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

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

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



#### Application Tip

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



#### Application Tip

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

If your Agency requires additional fields, contact your Deployment Specialist at 703-377-5586 or [fiscalservice.otcdeployment@citi.com](mailto:fiscalservice.otcdeployment@citi.com).



#### Application Tip

Be sure to type in the data rather than copying and pasting from another source. Data that has been copied and pasted may result in an error.



### Application Tip

Consider the following about Batch Mode:

- If you use an **EC7000i** to scan checks in Batch mode, a *READY FOR BATCH SCAN, Waiting for check* dialog box appears. Insert the checks one at a time. The dialog box shows the item count after each scan. When you finish scanning, click **Stop**.
- If you use a **Panini I: Deal, Panini MyVision X, or Panini Vision X** to scan checks in Batch mode, a *READY FOR BATCH SCAN, Waiting for check* dialog box appears. Insert the checks in the hopper. The dialog box shows the item count after each scan. When the hopper is empty or when you finish scanning, click **Stop**.

Under **Agency Accounting Code**, *if applicable*

- Click the **Agency Accounting Code** radio button and select a single accounting code from the drop-down list

or

- Click the **Multiple** radio button. The *Account Classification* dialog box appears.
  - Select an **Accounting Code**, enter the **Amount**, and click **Add** for each subtotal of the deposit
  - Click **Save**



### Application Tip

Consider the following information about Agency Accounting Codes:

- By default, the **Agency Accounting Code** drop-down field displays a blank value. An accounting code can be selected for a check transaction before or after scanning a check.
- The **Agency Accounting Codes** drop-down list displays the full **Agency Accounting Code** value (up to 50 alphanumeric characters) and some portion of the **Description** (up to 15 alphanumeric characters).
- **Accounting Codes** are displayed in the drop-down field if they are mapped or inherited from the higher level OTC Endpoint. Additionally, accounting codes that are designated as **Treasury Account Symbols (TASs)** by the Agency are displayed if they are and have been validated by **Shared Account Module (SAM)**.
- If no accounting codes are available for selection and the Agency is a GWA Reporter, an operator cannot scan a check. If no accounting codes are available for selection, and the Agency is not a GWA Reporter, an operator can still scan a check.
- If an OTC Endpoint is associated with an ALC that is designated as a GWA Reporter, all check transactions must be classified with an accounting code. If an ALC is not a GWA Reporter, classifying it with an accounting code is optional.
- The same accounting code is displayed after it is selected for the first time. The selected accounting code is “sticky” (remains the same) between transactions, between batches within the same check scanning session and prior to the next user login.
- The single **Agency Accounting Code** and **Multiple** accounting codes option is available if checks are scanned against an OTC Endpoint designated for Item Level Classification. If an ALC is designated for Summary Level Classification the **Agency Accounting Code** and **Multiple** accounting codes options are disabled.
- If multiple accounting codes are used, 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.

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



### Application Tip

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

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



### Application Tip

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

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