



Quick Guide

Setting Up an Organizational Hierarchy

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- **Modify Deposit Processing Options**
- **Create a User-Defined Field**

Setting Up an Organizational Hierarchy

Step 1: Add a Lower-Level OTC Endpoint to the Highest-Level Organization and Add Additional Endpoints if Needed

To add a lower-level OTC Endpoint to the highest-level Organization:

1.1 From the **Administration** tab, select **Manage Organizations > Organization Hierarchy** and click **Modify**.



1.2 From the *Step 1 of 3: Select an OTC Endpoint* page, select the endpoint for which you wish to create a new endpoint below.

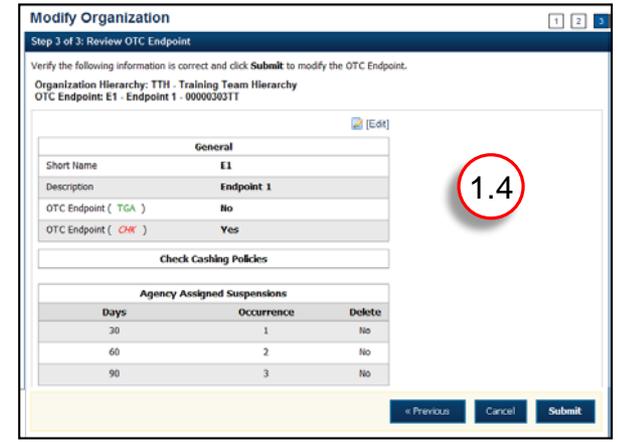
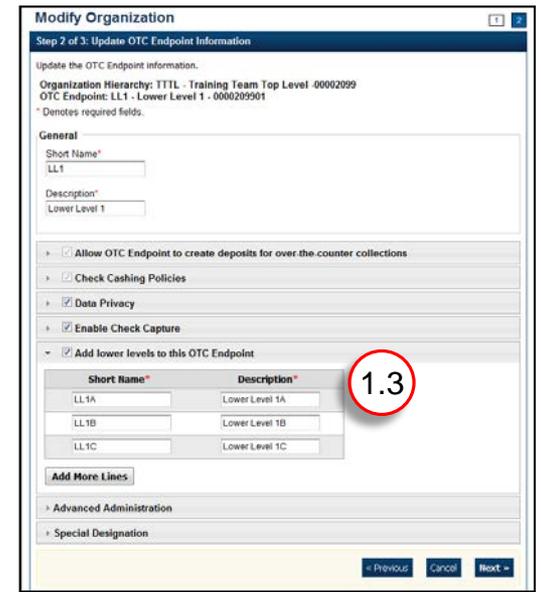
The first time you add an endpoint, you will need to select your organization's **OTC Endpoint**. Subsequent times you may make another selection based on which endpoint you wish to add a subordinate endpoint to.

1.3 From the *Step 2 of 3: Update OTC Endpoint Information* page, check the **Add lower levels to this OTC Endpoint** checkbox. Enter a **Short Name** and **Description** for the new Endpoint and click **Next**

Short names can be up to 10 alphanumeric characters, not including the ampersand (&), backslash (\), apostrophe (') and at sign (@) and must be unique within an organizational hierarchy.

Note: You can also add to lower-level OTC Endpoints.

1.4 From the *Step 3 of 3: Review OTC Endpoint* page, review and verify the OTC Endpoint details and click **Submit**.



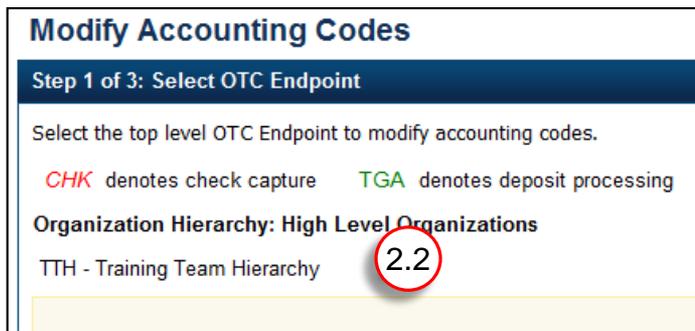
Step 2: Add Accounting Codes

To add Accounting Codes:

2.1 From the **Administration** tab, select **Manage Organizations > Accounting Codes** and click **Modify**.



2.2 The *Step 1 of 3: Select OTC Endpoint* page appears. Select the OTC Endpoint for which you want to add the accounting codes.

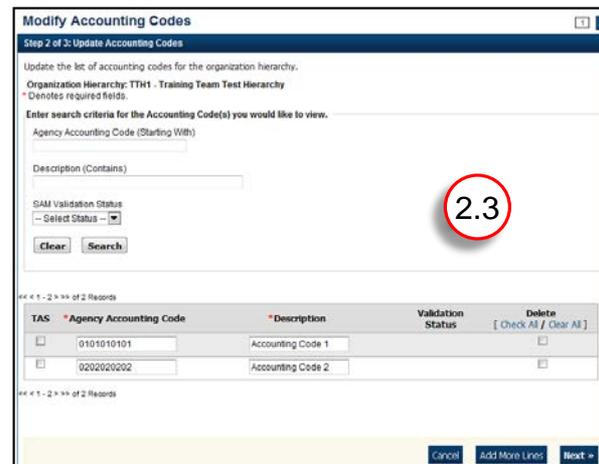


2.3 The *Step 2 of 3: Update Accounting Codes* page appears.

To enter the new accounting codes:

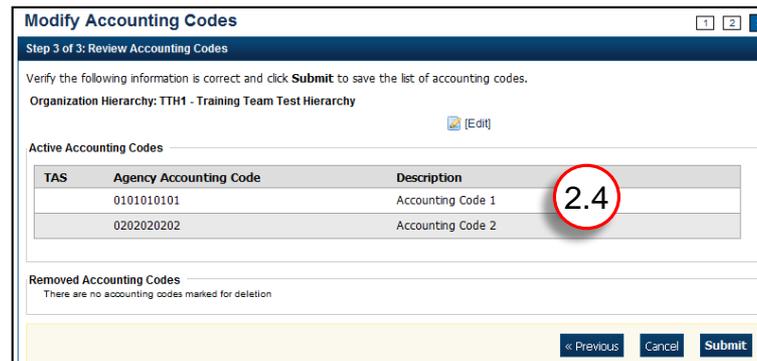
- Navigate to the first blank row. If all of the rows are populated scroll down to the bottom and click **Add More Lines**

- Enter the details in both **Accounting Code** and **Description** text boxes
- Click the **TAS** checkbox to indicate the accounting code is a Treasury Account Symbol (if applicable)
- Click **Next** when you have completed entering the new accounting code(s).



Application Tip
To input additional agency accounting codes, click **Add More Lines** to insert additional rows to the table.

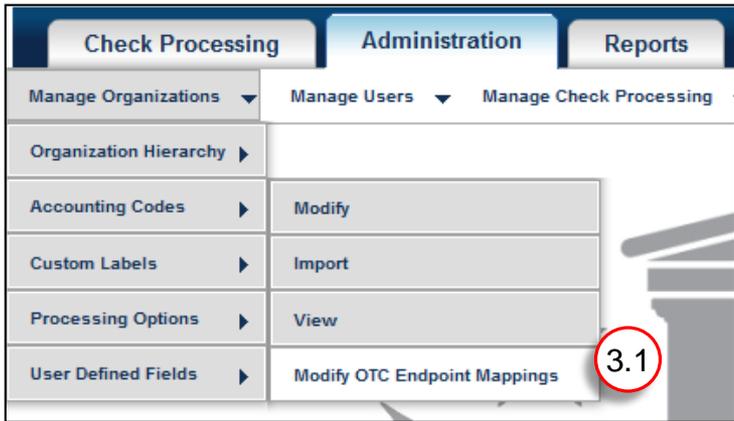
2.4 The *Step 3 of 3: Review Accounting Codes* page appears. Verify the information is correct and click **Submit**.



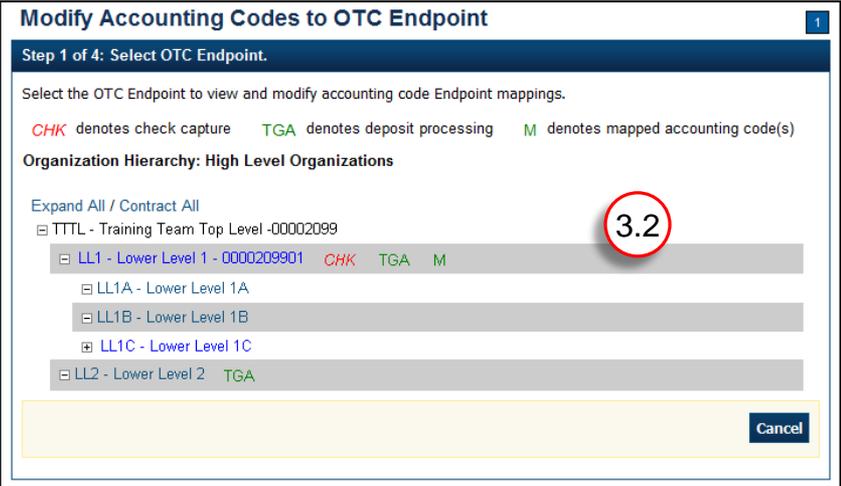
Step 3: Map Accounting Codes

To map Accounting Codes:

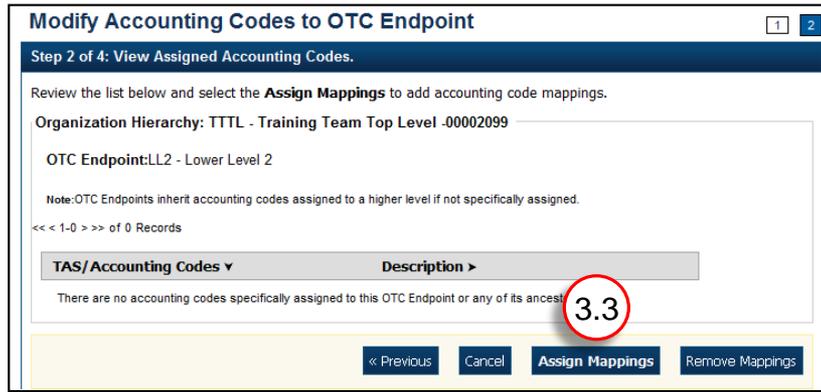
3.1 From the Administration tab, select Manage Organizations > Accounting Codes and click Modify OTC Endpoint Mappings.



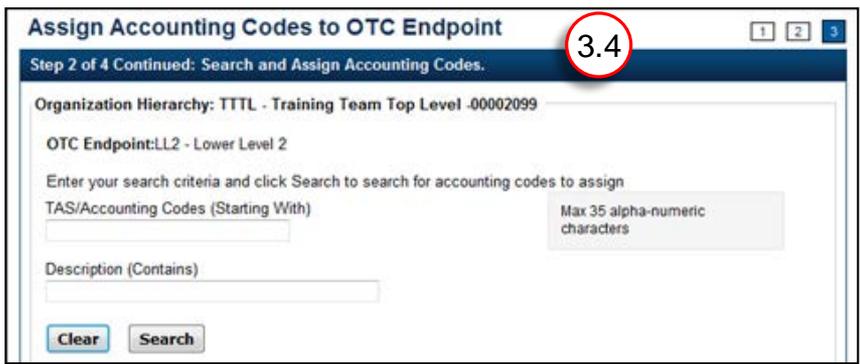
3.2 From the Step 1 of 4: Select OTC Endpoint page, select the OTC Endpoint for which accounting code endpoint mapping you wish to assign.



3.3 From the Step 2 of 4: View Assigned Accounting Codes page, click Assign Mappings.



3.4 From the Step 2 of 4 Continued: Search and Assign Accounting Codes page, enter the search criteria for Accounting Code (Starting With) and/or Description (Contains) and click Search.



Step 3: Map Accounting Codes *(continued)*

3.5 From the *Step 2 of 4 Continued* page, check the **Assign** checkbox(es) for the accounting code(s) you wish to assign and click **Next**.

TAS/Accounting Codes	Description	Assign [Check All / Clear All]
1212	Accounting Code 1	<input checked="" type="checkbox"/>
1213	Accounting Code 2	<input checked="" type="checkbox"/>
1214	Accounting Code 3	<input type="checkbox"/>
1220	Accounting Code 1	<input type="checkbox"/>
1221	Accounting Code 2	<input type="checkbox"/>

Navigation: << Previous | Cancel | Next >>

Application Tip
All accounting codes that meet your search criteria and are not assigned to your OTC Endpoint display on the page. If you do not enter search criteria, all the accounting codes defined for the highest level organization appear.

3.6 From the *Step 3 of 4: Assign Accounting Codes* page, review and verify the accounting code(s) you wish to assign and click **Next**.

TAS/Accounting Codes	Description	Remove [Check All / Clear All]
1212	Accounting Code 1	<input checked="" type="checkbox"/>
1213	Accounting Code 2	<input type="checkbox"/>

Navigation: << Previous | Cancel | Next >>

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

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

Step 4 of 4: Review Accounting Codes to OTC Endpoint

Verify the following information is correct and click **Submit** to assign the accounting code to the OTC Endpoint.

Organization Hierarchy: TTTL - Training Team Top Level -00002099

OTC Endpoint: LL2 - Lower Level 2

Note: OTC Endpoints inherit accounting codes assigned to a higher level if not specifically assigned.

Accounting Codes Marked for assignment

TAS/Accounting Codes	Description
1212	Accounting Code 1
1213	Accounting Code 2

There are no accounting codes specifically assigned to this OTC Endpoint or any of its ancestors.

Navigation: << Previous | Cancel | **Submit**

Once you have submitted the request to assign accounting code(s), you will have the option to click on **Manage Additional** which will allow you to assign or remove additional accounting codes.

Assign Accounting Codes to OTC Endpoint

Confirmation

The following accounting codes have been assigned to the OTC Endpoint.

Organization Hierarchy: TTTL - Training Team Top Level -00002099

OTC Endpoint: LL2 - Lower Level 2

Assigned Accounting Codes	
TAS/Accounting Codes	Description
1212	Accounting Code 1
1213	Accounting Code 2

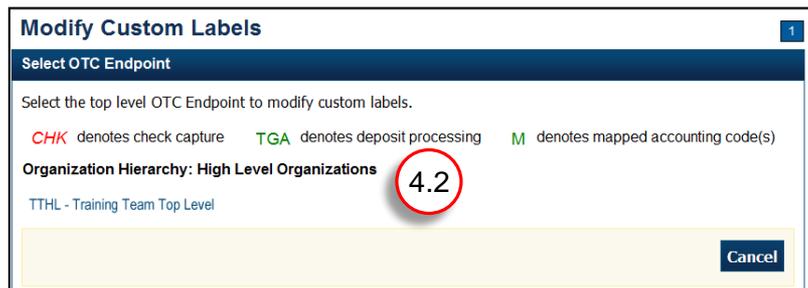
Navigation: **Return Home** | **Manage Additional**

Step 4: Define a Custom Label

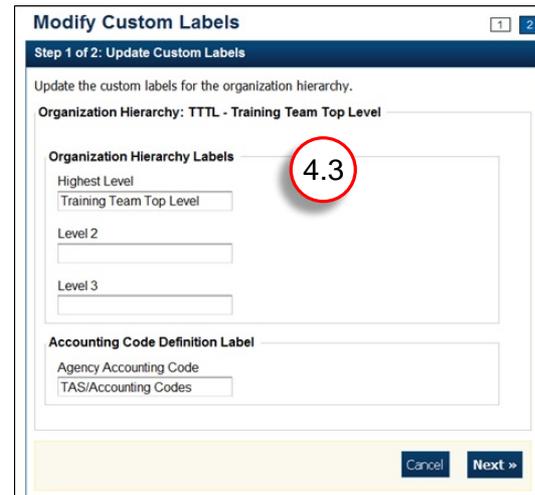
4.1 From the **Administration** tab, select **Manage Organizations > Custom Labels** and click **Modify**.



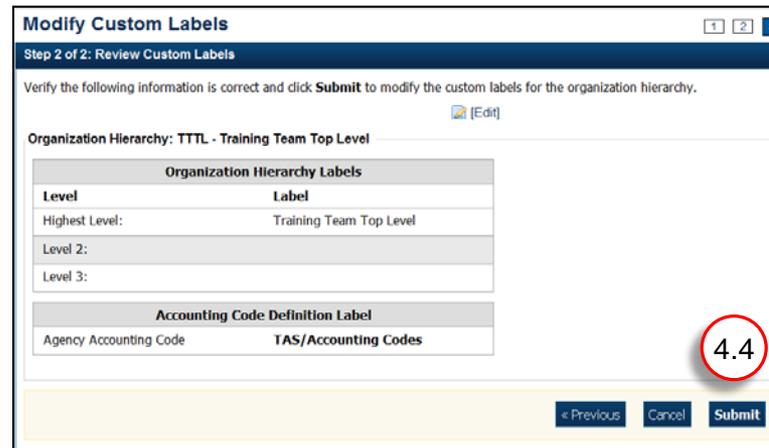
4.2 The *Select OTC Endpoint* page appears. Select the highest level **OTC Endpoint** for which you want to modify custom labels.



4.3 From the *Step 1 of 2: Update Custom Labels* page, enter labels for your **Organization Hierarchy Labels**, enter an agency accounting code label for the **Accounting Code Definition Label** and click **Next**.



4.4 From the *Step 2 of 2: Review Custom Labels* page, verify the information and click **Submit**.

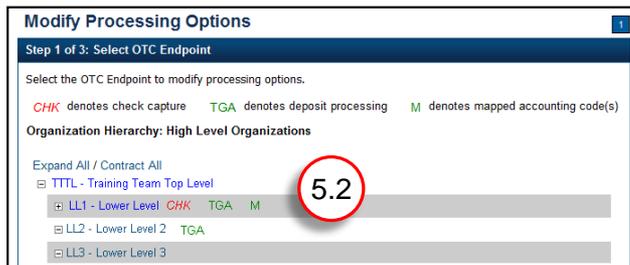


Step 5: Modify Processing Options

5.1 From the **Manage Organizations** menu, select **Processing Options** and click **Modify**.



5.2 From the *Step 1 of 3: Select OTC Endpoint* page, select the OTC Endpoint you wish to modify.



The *Step 2 of 3: Define Processing Options* page displays. This page contains four expandable/collapsible sections:

- 1) Accounting Classifications for Adjustments, Corrections, and Returned Items;
- 2) Correspondence;
- 3) Deposit Preparation; and
- 4) Transaction History.

For instructions on modifying these sections respectively, follow steps 5.3 thru 5.6 and then complete the modifications by following step 5.7.

5.3 Modify Accounting Classifications for Adjustments, Corrections, and Returned Items

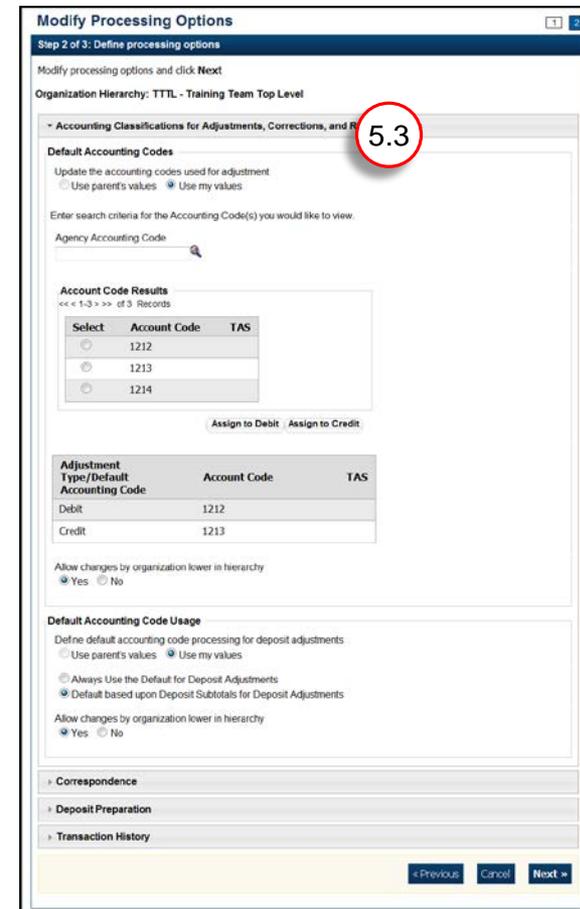
By default the first section of the **Modify Processing Options** page (**Accounting Classifications for Adjustments, Corrections, and Returned Items**) is expanded.

To modify **Default Accounting Codes**:

- Select **Use parent's values** or **Use my values**
- Enter the search criteria for the accounting code you would like to view and click the magnifying glass icon
- Select the accounting code to apply a credit and/or debit adjustment type and click **Apply to Debit** and/or **Apply to Credit**
- Select **Yes** or **No** to allow changes to be made by an organization that is lower in the hierarchy

To modify **Default Accounting Code Usage**:

- Select either **Always Use the Default for Deposit Adjustments** or **Default based upon Deposit Subtotals for Deposit Adjustments**
- Select **Yes** or **No** to allow changes by an organization lower in hierarchy



Step 5: Modify Processing Options *(continued)*

5.4 Modify Correspondence

To modify correspondence information, expand the **Correspondence** section of the **Modify Processing Options** page by clicking the triangle that appears before “Correspondence”.

In the **Returned Items** section and the **Deposit Adjustments** section:

- Select **Use parent’s values** or **Use my values**
- Enter the correspondence address and phone number to be displayed to a financial institution
- Select **Yes** or **No** to allow changes to be made by an organization lower in the hierarchy

Correspondence

Returned Items

Update the correspondence address for return item
 Use parent's values Use my values

Organization Name*
 Train

Attention
 Address
 111 Tra
 Address
 City*
 McLear
 State/Pr
 Virginia
 Postal C
 22102
 Country
 United S
 Contact
 Allow ch
 Yes

Deposit Adjustments

Correspondence address for deposit adjustment
 Use parent's values Use my values

Organization Name*
 Attention
 Address Line 1*
 Address Line 2
 City*
 State/Province*
 -
 Postal Code*
 Country*
 United States of America US
 Contact Phone Number
 Allow changes by organization lower in hierarchy
 Yes No

5.5 Modify Deposit Preparation

To modify **Deposit Preparation** information for ITGA deposit creation, expand the **Deposit Preparation** section of the **Modify Processing Options** page by clicking the triangle that appears before “Deposit Preparation”.

In the **Deposit Preparation** section:

- Select **Use parent’s values** or **Use my values**
 - Select **Yes** or **No** to allow endpoint to create foreign deposits
- If the endpoint accepts foreign deposits, enter the **Default foreign currency when creating deposits** details
- Select **Yes** or **No** to allow changes to be made by an organization lower in the hierarchy

In the **Subtotals and Cash Count** section:

- Select **Use parent’s values** or **Use my values**
- Select **Yes** or **No** for each of the following options:
 - Include Sub-totals for Checks/Money Orders and Cash
 - Include Currency count and sub-totals by denomination
 - Include Coin count and sub-totals by denomination
 - Allow changes by an organization lower in hierarchy

In the **Accounting Code Subtotals** section:

- Select **Use parent’s values** or **Use my values**
- Select **Yes** or **No** for each of the following options
 - Allow negative accounting code subtotals
 - Allow changes by an organization lower in hierarchy

In the **Separation of Duties** section:

- Select **Use parent’s values** or **Use my values**
- Select **Yes** or **No** for each of the following options:
 - Deposits must be prepared and approved by different employees *(unless permission is granted otherwise)*
 - Allow changes by an organization lower in hierarchy

Step 5: Modify Deposit Processing Options *(continued)*

5.6 Modify Transaction History

To modify **Transaction History**:

- Expand the **Deposit Preparation** section of the **Modify Processing Options** page by clicking the triangle that appears before “Transaction History”
- In the Transaction History section:
 - Select **Use parent’s values** or **Use my values**
 - Enter the **Number of days displayed** in the text box (if applicable)
 - Select **Yes** or **No** to allow changes to be made by an organization lower in the hierarchy

5.7 Review and Submit Processing Options

- After modifying the options you wished to modify from the **Modify Processing Options** page, click **Next**.
- From the *Step 3 of 3: Review the following processing options* page, verify the information is correct and click **Submit**.

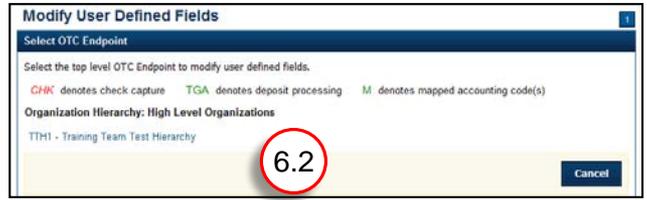
Step 6: Create a User-Defined Field

To create a **User-Defined Field**:

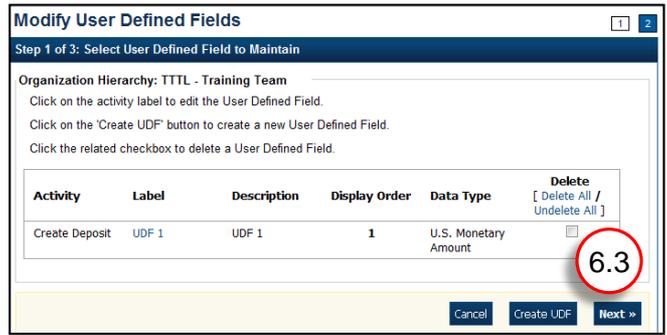
6.1 From the **Administration** tab, select **Manage Organizations > User-Defined Fields** and click **Modify**.



6.2 From the *Select OTC Endpoint* page, select the highest level organization for which you want to modify user defined fields (UDFs).

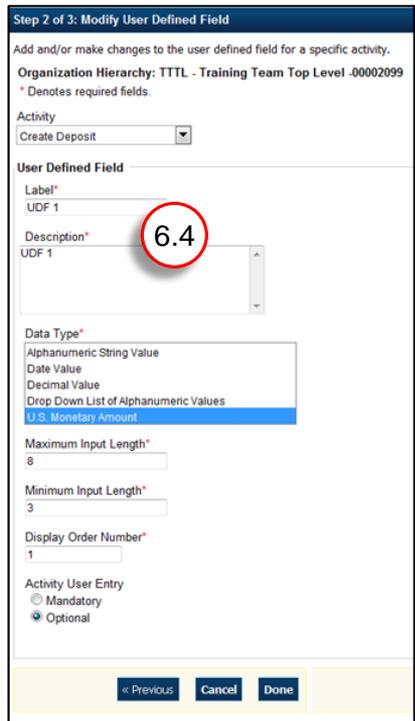


6.3 The *Step 1 of 3: Select User Defined Field to Maintain* page appears. Click **Create UDF**.



6.4 From the *Step 2 of 3: Modify the User Defined Field* page:

- Select the **Activity** type
- Enter the **Label** and **Description**
- Select a **Data Type**
 - If **'Drop Down List of Alphanumeric Values'** is selected, skip the next four selections and jump to the **List Values** selection. If another **Data Type** is selected, continue entering information for the fields below and jump to step 6.6 below.
- (If applicable) **Maximum Input Length** (maximum is 255)
- (If applicable) **Minimum Input Length**
- (If applicable) **Display Order Number**
- (If applicable) Select **Mandatory** or **Optional** for **Activity User Entry**
- (If applicable) Click **List Values**
- Click **Done**



6.5 A *Step 2 of 3 (Continued): Define Permitted Values* page appears. Enter details for both the **Value** and **Description**, and click **Done**.

6.6 The *Step 3 of 3: Review* page appears. Verify the User Defined Field information is correct, and click **Submit**.

The User Defined Fields cannot be modified if it is associated with deposits that are in **Draft** or **Awaiting Approval** status.

