OTCnet SM

DEPOSITS MADE SIMPLE

BUREAU OF THE FISCAL SERVICE

Chapter 4: Managing Your Agency's Hierarchy, Accounting Codes and Processing Options

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Managing Your Agency's Hierarchy Participant User Guide* varies by system. Please note the intended audience by system you are capturing or processing on:

Deposit Processing

- Accounting Specialist
- Local Accounting Specialist (refer to Chapter 1 for permission details)
- Viewer (View their organization's hierarchy endpoint only)

Check Capture and Check Processing

- Check Capture Administrator
- Check Capture Supervisor (refer to Chapter 1 for permission details)
- Check Capture Lead Operator

Overview

Welcome to *Managing Your Agency's Hierarchy*. In this chapter, you will learn:

- The purpose of organizational hierarchy
- How to add lower level endpoints to the highest level of an organization hierarchy
- How to add additional lower level endpoints/ add financial institution relationship to a hierarchy that was previously defined
- How to make changes to OTC Endpoints
- How to delete or neutralize OTC Endpoints
- How to view OTC Endpoints
- How to modify accounting codes
- How to modify endpoint mappings
- How to modify processing options
- How to view processing options

Topics

This chapter is organized by the following topics:

1. Purpose of the Organizational Hierarchy
2. Creating an Organizational Hierarchy
3. Managing the Organizational Hierarchy
4. Managing Accounting Codes
5. Managing Processing Options

Topic 1. Purpose of the Organizational Hierarchy

As your Agency's **Accounting Specialist (AS), Local Accounting Specialist (LAS)**, and **Check Capture Administrator (CCA),** you are responsible for identifying the organizational structure for your Agency's deposits and check capture settings. This organizational structure is called a hierarchy. Creating this hierarchy accomplishes three things:

- An organization's hierarchy describes the relationships and reporting structures between **OTC Endpoints** within your organization that create or submit deposits in OTCnet
- Defines the content of the reports that individuals may run based on their **OTC Endpoints** within the hierarchy
- The creation of the hierarchy enables staff to create deposits and pull reports on all appropriate **OTC Endpoints** in the organization

You will work with your management to determine the desired hierarchy, and then use the OTCnet tools provided to define that hierarchy in OTCnet.

The organizational hierarchy you create contains specific **OTC Endpoints** from which **Deposit Preparers** may create deposits and **Check Capture Operators** may scan checks. These locations are called **OTC Endpoints**. You are responsible for indicating which locations in the hierarchy are **OTC Endpoints**, and how deposits at **OTC Endpoints** should be handled. A **Deposit Processing** endpoint will be indicated with a **(TGA)** next to the endpoint, and a **Check Capture** endpoint is indicated with a **(CHK)** next it.

Topic 2. Creating an Organizational Hierarchy

Once your High Level Agency Support (HLAS) has entered your organization into OTCnet, you are responsible for entering your organizational hierarchy. As part of your setup process, the HLAS creates the highest level of your hierarchy for you; you add to that hierarchy according to your organization's needs. The highest level of your organization cannot be a depositing endpoint.

You may create as many lower levels in your hierarchy as you need, with as many **OTC Endpoints** in each level as you need.

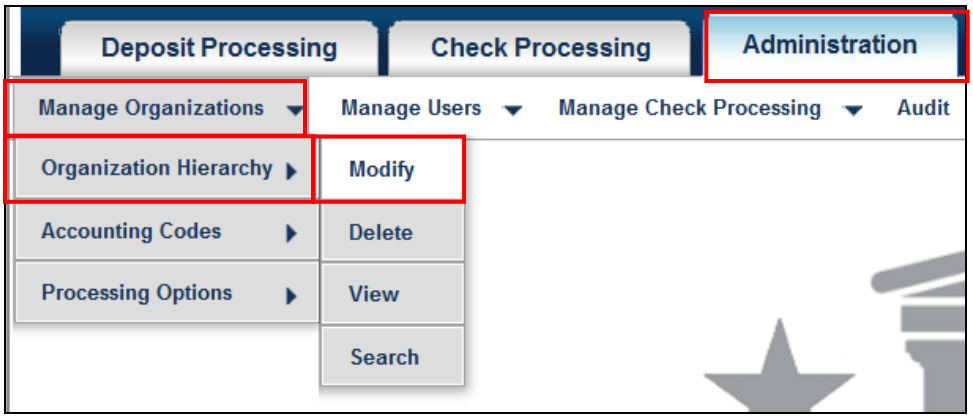
You may edit your hierarchy as desired by updating the information for each **OTC Endpoint** you create. You may delete an **OTC Endpoint** from which no deposit or check transaction has been made, but may not delete an **OTC Endpoint** once a deposit or check transaction has been made from that **OTC Endpoint**. **OTC Endpoints** may not be deleted after a deposit or check transaction has been made because historical information about that deposit or check transaction would also be deleted, creating inaccurate reporting. However, you may neutralize an OTC Endpoint, if deposits or check transactions have been created. For more information on deleting or neutralizing OTC Endpoints, refer to *Delete or Neutralize an OTC Endpoint*.

Your organization's hierarchy is accessible by selecting the **Administration** tab and then the **Manage Organization** menu option.

Add an OTC Endpoint

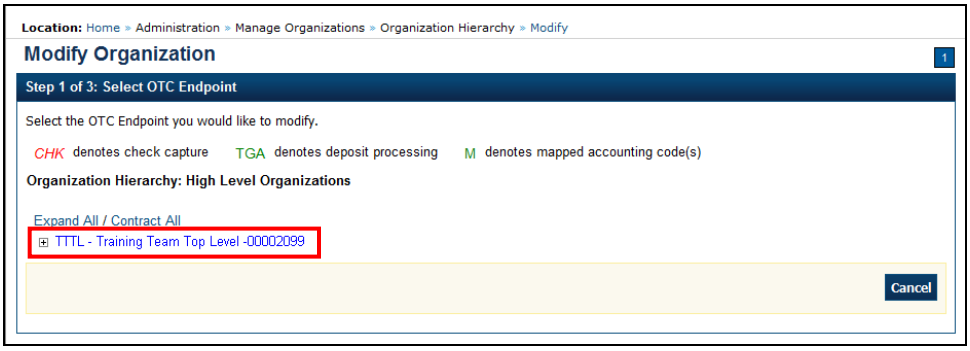
1. Click the Administration tab. Click Manage Organization and select Organization Hierarchy and click Modify.

Figure 1. Select Manage Organizations>Organization Hierarchy>Modify



2. *The Step 1 of 3: Select an OTCnet Endpoint* page appears. Select your organization's **OTC Endpoint** as it appears in the list.

Figure 2. Step 1 of 3: Select the OTC Endpoint



3. The Step *2 of 3: Update OTC Endpoint Information* page appears.

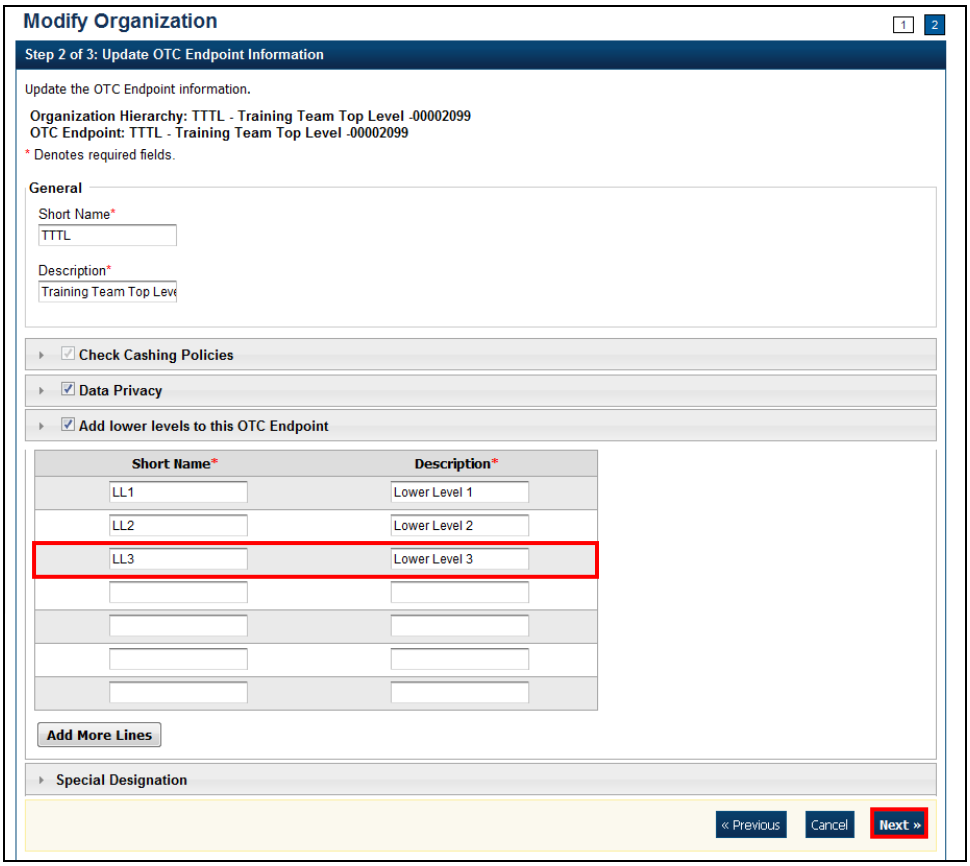
   As shown in Figure 3 below, check the **Add lower levels to this OTC Endpoint** check box. In the table that appears you can add new **OTC Endpoints** that fall in the level under the current **OTC Endpoint**.

   Enter the Lower Level OTC Endpoint(s)'s **Short Name(s)** and **Description(s)** and then click **Next**. The **Short Name** and **Description** field provide an abbreviation and a full description, respectively, of the **OTC Endpoint** you are adding.

   Short name(s) are user-defined text describing an organization. Short names must be unique within an organization hierarchy (e.g. Short name: IRS; Description: Internal Revenue Service).

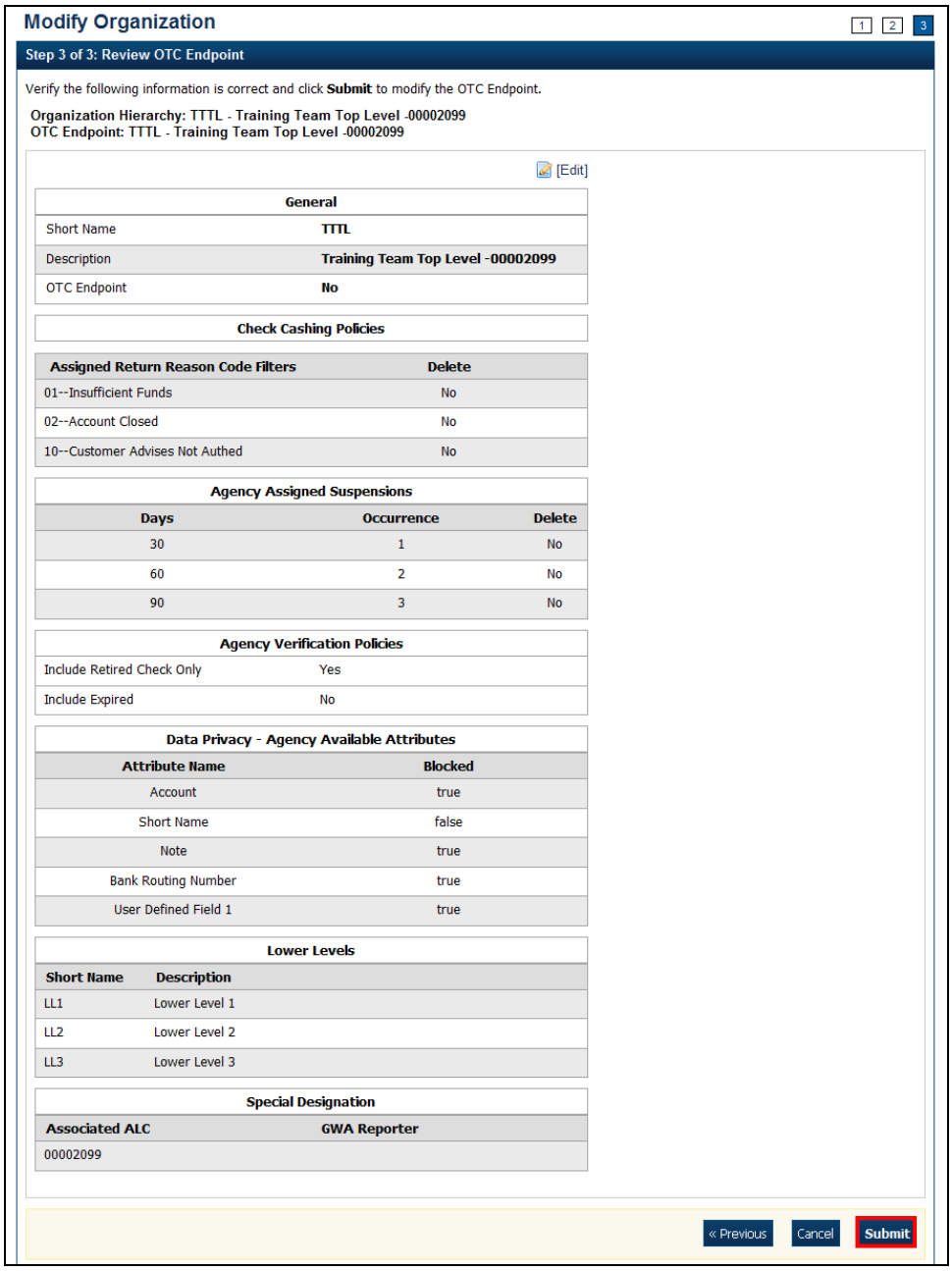
   Do not include the following special characters in the **Short Name** field: **&** (ampersand), **** (*back slash*), **'** (*apostrophe*), or @ (*at sign*). OTCnet will accept these special characters; however, entering these special characters will cause processing problems. Special character limitations apply to all levels in the hierarchy.

Figure 3. Step 2 of 3: Update OTC Endpoint Information



4. The *Step 3 of 3: Review OTC Endpoint(s)* page appears. Review and verify the OTC Endpoint details and click **Submit.**

Figure 4. Step 3 of 3: Review OTC Endpoint



Modify Organization 1 2 3

Step 3 of 3: Review OTC Endpoint

Verify the following information is correct and click **Submit** to modify the OTC Endpoint.

Organization Hierarchy: TTTL - Training Team Top Level -00002099
OTC Endpoint: TTTL - Training Team Top Level -00002099

[Edit]

General	
Short Name	**TTTL**
Description	**Training Team Top Level -00002099**
OTC Endpoint	**No**

Check Cashing Policies

Assigned Return Reason Code Filters	Delete
01--Insufficient Funds	No
02--Account Closed	No
10--Customer Advises Not Authed	No

Agency Assigned Suspensions

Days	Occurrence	Delete
30	1	No
60	2	No
90	3	No

Agency Verification Policies

Include Retired Check Only	Yes
Include Expired	No

Data Privacy - Agency Available Attributes

Attribute Name	Blocked
Account	true
Short Name	false
Note	true
Bank Routing Number	true
User Defined Field 1	true

Lower Levels

Short Name	Description
LL1	Lower Level 1
LL2	Lower Level 2
LL3	Lower Level 3

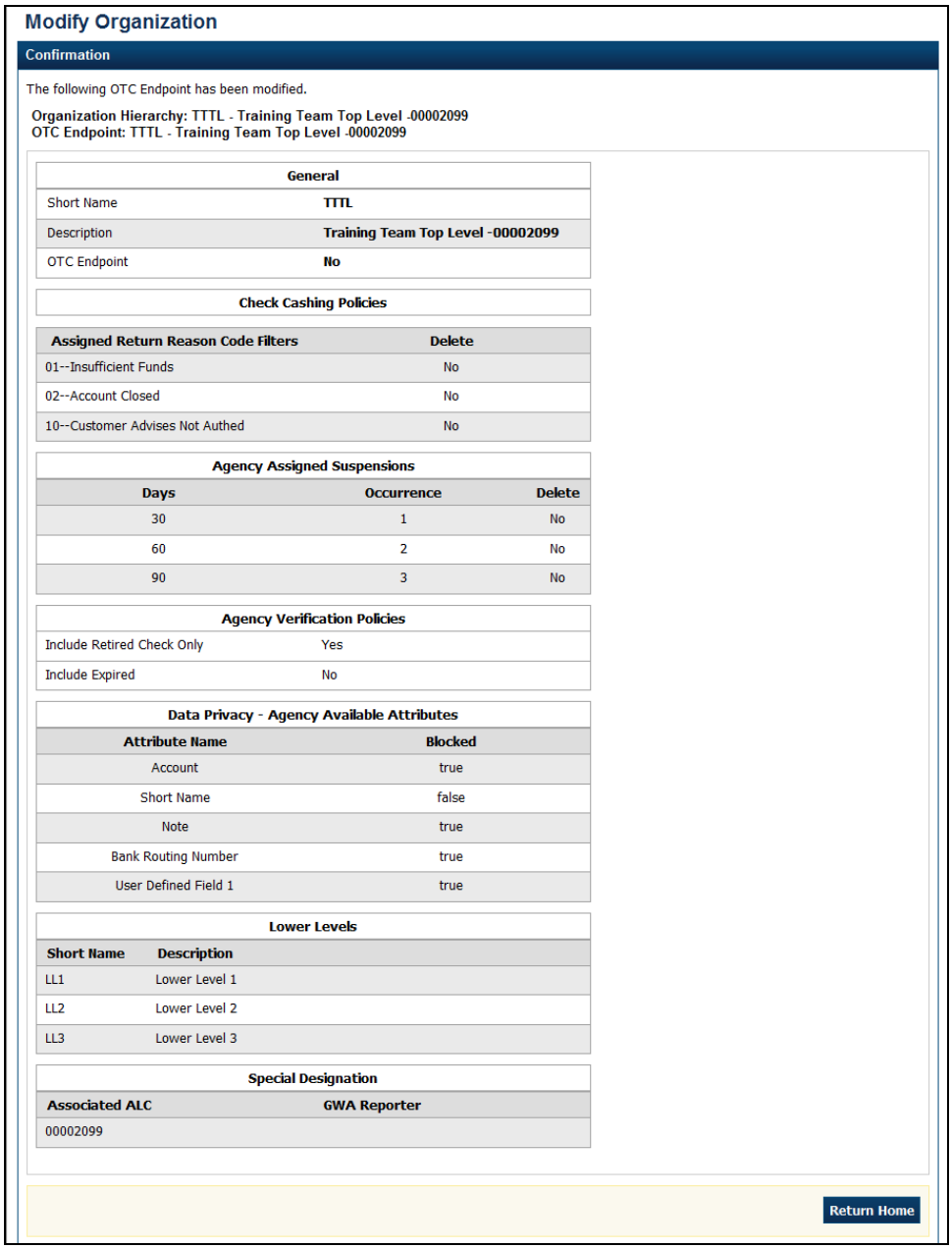
Special Designation

Associated ALC	GWA Reporter
00002099	

« Previous Cancel **Submit**

5. A *Confirmation* page appears showing the **OTC Endpoint** has been modified (added lower level OTC Endpoint).

Figure 5. Modify Organization Confirmation



Modify Organization

Confirmation

The following OTC Endpoint has been modified.

Organization Hierarchy: TTTL - Training Team Top Level -00002099
OTC Endpoint: TTTL - Training Team Top Level -00002099

General	
Short Name	**TTTL**
Description	**Training Team Top Level -00002099**
OTC Endpoint	**No**

Check Cashing Policies

Assigned Return Reason Code Filters	Delete
01--Insufficient Funds	No
02--Account Closed	No
10--Customer Advises Not Authed	No

Agency Assigned Suspensions

Days	Occurrence	Delete
30	1	No
60	2	No
90	3	No

Agency Verification Policies

Include Retired Check Only	Yes
Include Expired	No

Data Privacy - Agency Available Attributes

Attribute Name	Blocked
Account	true
Short Name	false
Note	true
Bank Routing Number	true
User Defined Field 1	true

Lower Levels

Short Name	Description
LL1	Lower Level 1
LL2	Lower Level 2
LL3	Lower Level 3

Special Designation

Associated ALC	GWA Reporter
00002099	

Return Home

Add an OTC Endpoint from the Highest Level of an Organizational Hierarchy

To add an OTC Endpoint from the highest level of an organization hierarchy, complete the following steps:

1. Click the **Administration** tab.

2. From the **Manage Organization** menu, select **Organization Hierarchy** and click **Modify**. The *Step 1 of 3: Select an OTC Endpoint* page appears.

3. Select your OTC Endpoint that appears in the list. The *Step 2 of 3: Update OTC Endpoint Information* page appears.

4. Check the **Add lower levels to this OTC Endpoint**

5. Enter the Lower Level OTC Endpoint's **Short Name(s)** and **Description(s)** and click **Next**.

Application Tip

Short name(s) are user-defined text describing an organization. Short names must be unique within an organization hierarchy (e.g. Short name: IRS; Description: Internal Revenue Service).

Application Tip

Do not include the following special characters in the **Short Name** field: **&** (ampersand), **** (*back slash*), **'** (*apostrophe*), or @ (*at sign*). OTCnet will accept these special characters; however, entering these special characters will cause processing problems. Special character limitations apply to all levels in the hierarchy.

6. In the *Step 3 of 3: Review OTC Endpoint(s)* page, review and verify the OTC Endpoint details and click **Submit**. A confirmation page appears showing the OTC Endpoint has been modified (added lower level OTC Endpoint).

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Add More Lines** to insert additional rows to the table, to input additional Agency accounting codes.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

Topic 3. Managing the Organizational Hierarchy

Once you have performed initial setup of your organizational hierarchy, you can add to it and adjust it to suit your needs by performing the following tasks:

- Add a lower level to existing an OTC Endpoint
- Modify OTC Endpoint Information
- Delete an OTC Endpoint
- View an OTC Endpoint

Note: Before a user can be provisioned to a deposit processing OTC Endpoint **(TGA)** in ITIM, ensure the **Allow OTC Endpoint to create deposits for over-the-counter collections** check box is checked.

Before a user can be provisioned to a check capture OTC Endpoint **(CHK)** in ITIM, ensure the **Enable Check Capture** check box is checked.

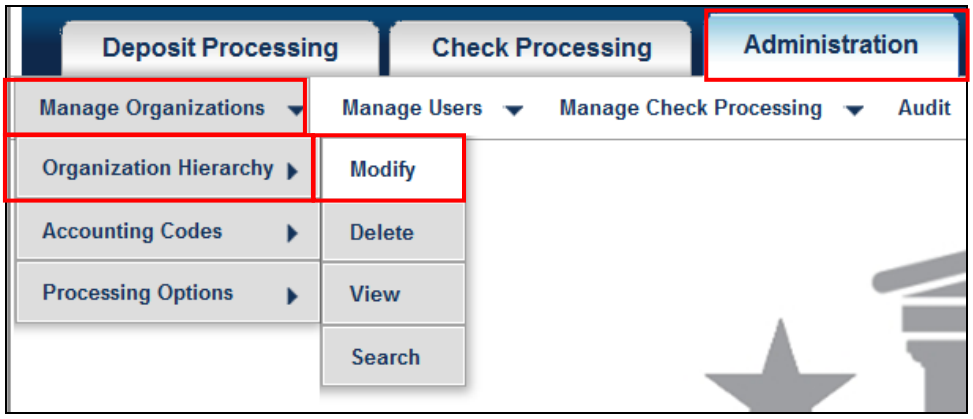
If the **Allow OTC Endpoint to create deposits for over-the-counter collections** check box and/or the **Enable Check Capture** check box is not checked when modifying OTC Endpoint Information, you will not be able to provision the user to the appropriate OTCnet Endpoint. Refer to the Chapter 4: *Managing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

Add a Lower Level to an Existing OTC Endpoint

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

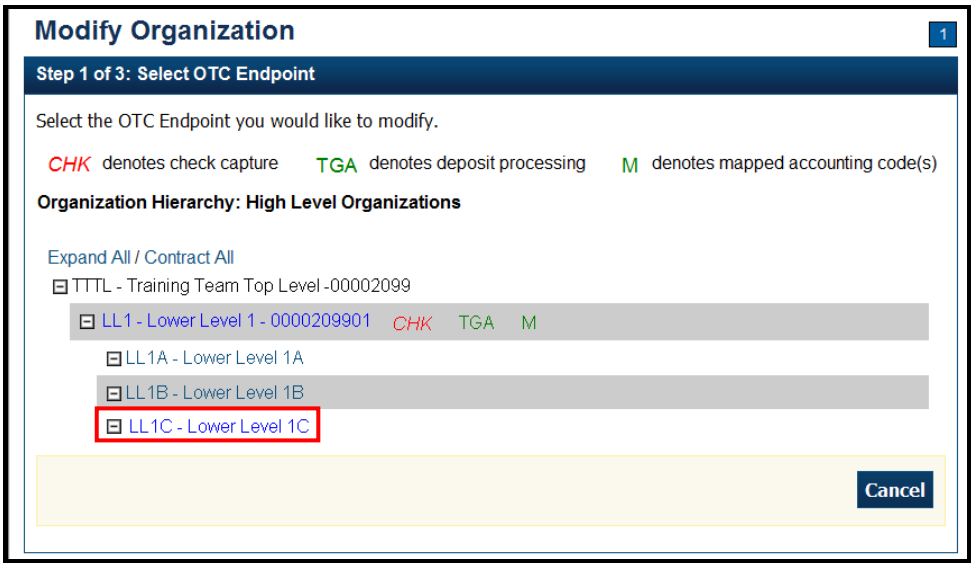
1. Click the **Administration** tab. From the **Manage Organization** menu, select **Organization Hierarchy** and click **Modify.**

Figure 6. Select Manage Organizations>Organization Hierarchy>Modify



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

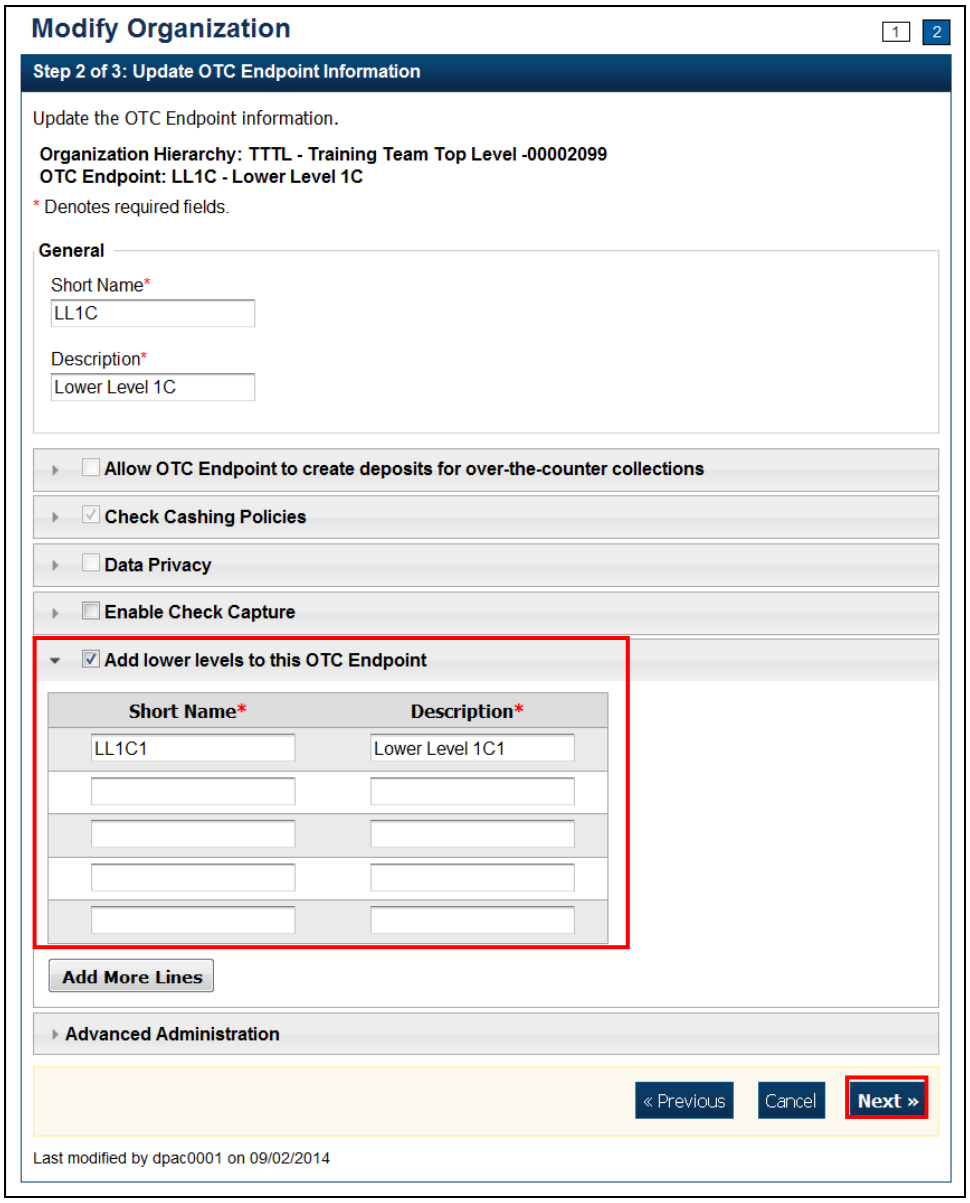
Figure 7. Step 1 of 3: Select OTC Endpoint



3. The *Step 2 of 3: Update OTC Endpoint Information* page appears.

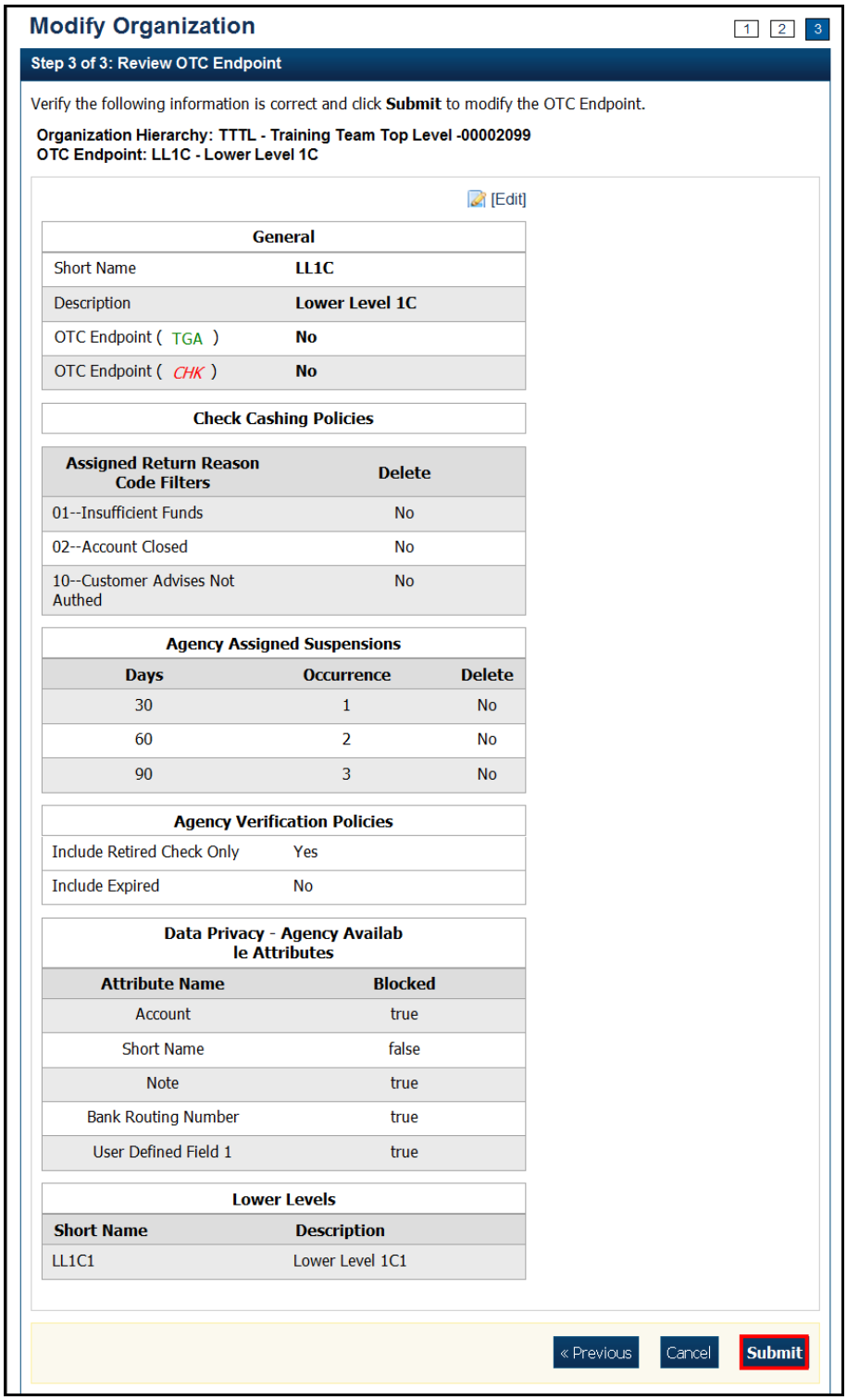
   Check the **Add lower levels to this OTC Endpoint** check box to add lower levels to the existing endpoint. **Short Name** and **Description** text boxes appear. Enter **Short Name** and **Description** fields for all the **OTC Endpoints** in the next lower level. When you have finished, click **Next**.

Figure 8: Step 2 of 3: Update OTC Endpoint Information



4. The *Step 3 of 3: Review OTC Endpoint* appears. Verify the **OTC Endpoint** details are correct and click **Submit**. A confirmation page appears showing the **OTC Endpoint** has been modified (added). Verify the OTC Endpoint details are correct and click **Submit**. A confirmation page appears showing the OTC Endpoint has been modified.

Figure 9. Step 3 of 3: Review OTC Endpoint



Modify Organization 1 2 3

Step 3 of 3: Review OTC Endpoint

Verify the following information is correct and click **Submit** to modify the OTC Endpoint.

Organization Hierarchy: TTTL - Training Team Top Level -00002099
OTC Endpoint: LL1C - Lower Level 1C

[Edit]

General	
Short Name	**LL1C**
Description	**Lower Level 1C**
OTC Endpoint (TGA)	**No**
OTC Endpoint (CHK)	**No**

Check Cashing Policies

Assigned Return Reason Code Filters	Delete
01--Insufficient Funds	No
02--Account Closed	No
10--Customer Advises Not Authed	No

Agency Assigned Suspensions

Days	Occurrence	Delete
30	1	No
60	2	No
90	3	No

Agency Verification Policies

Include Retired Check Only	Yes
Include Expired	No

Data Privacy - Agency Availab le Attributes

Attribute Name	Blocked
Account	true
Short Name	false
Note	true
Bank Routing Number	true
User Defined Field 1	true

Lower Levels

Short Name	Description
LL1C1	Lower Level 1C1

« Previous Cancel **Submit**

Add a Lower Level to an OTC Endpoint

To add a lower level to an OTC Endpoint, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organization** menu, select **Organization Hierarchy** and click **Modify**. The *Step 1 of 3: Select an OTC Endpoint* page appears.
3. Select your OTC Endpoint that appears in the list. The *Step 2 of 3: Update OTC Endpoint Information* page appears.
4. Check the **Add lower levels to this OTC Endpoint**, to add lower level to the existing endpoint. **Short Name** and **Description** text boxes appear. The *Step 3 of 3: Review OTC Endpoint* appears.
5. Verify the OTC Endpoint details are correct and click **Submit**. A confirmation page appears showing the OTC Endpoint has been modified.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Add More Lines** to insert additional rows to the table, to input additional Agency accounting codes.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

Application Tip

It is also important to note the following:

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

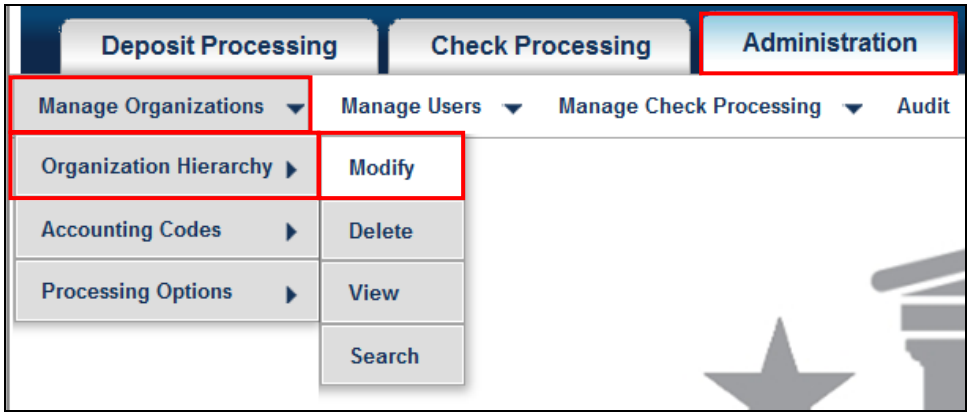
Modify OTC Endpoint Information

You can modify the **Short Name** or **Description** of an existing **OTC Endpoint,** enable the **OTC Endpoint** to create deposits or capture checks, or add a lower level to the **OTC Endpoint**.

Note: To modify endpoint information settings for an OTC Endpoint that is both **TGA** and **CHK**, the user must have both **Accounting Specialist** and **Check Capture Administrator** privileges.

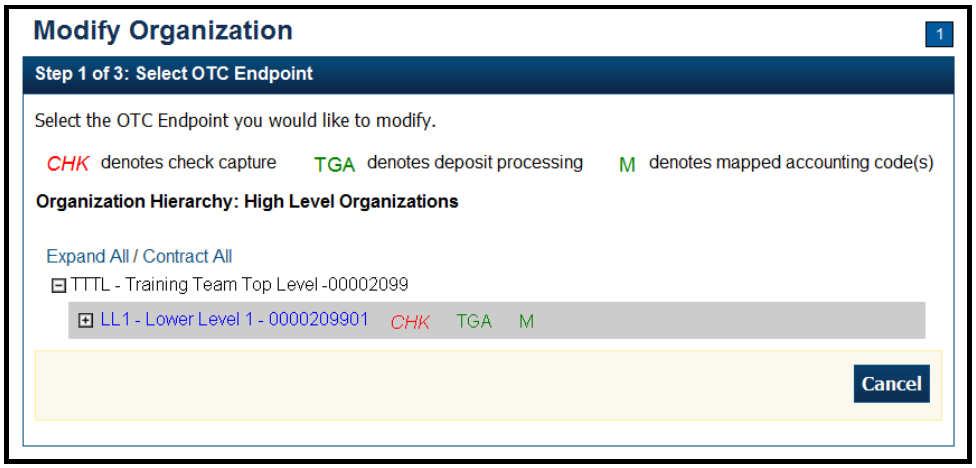
1. Click the **Administration** tab. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Modify**.

Figure 10. Select Manage Organizations>Organization Hierarchy>Modify



2. The *Step 1 of 3: Select an OTC Endpoint* page appears. Select your organization's endpoint that you want to modify that appears in the list.

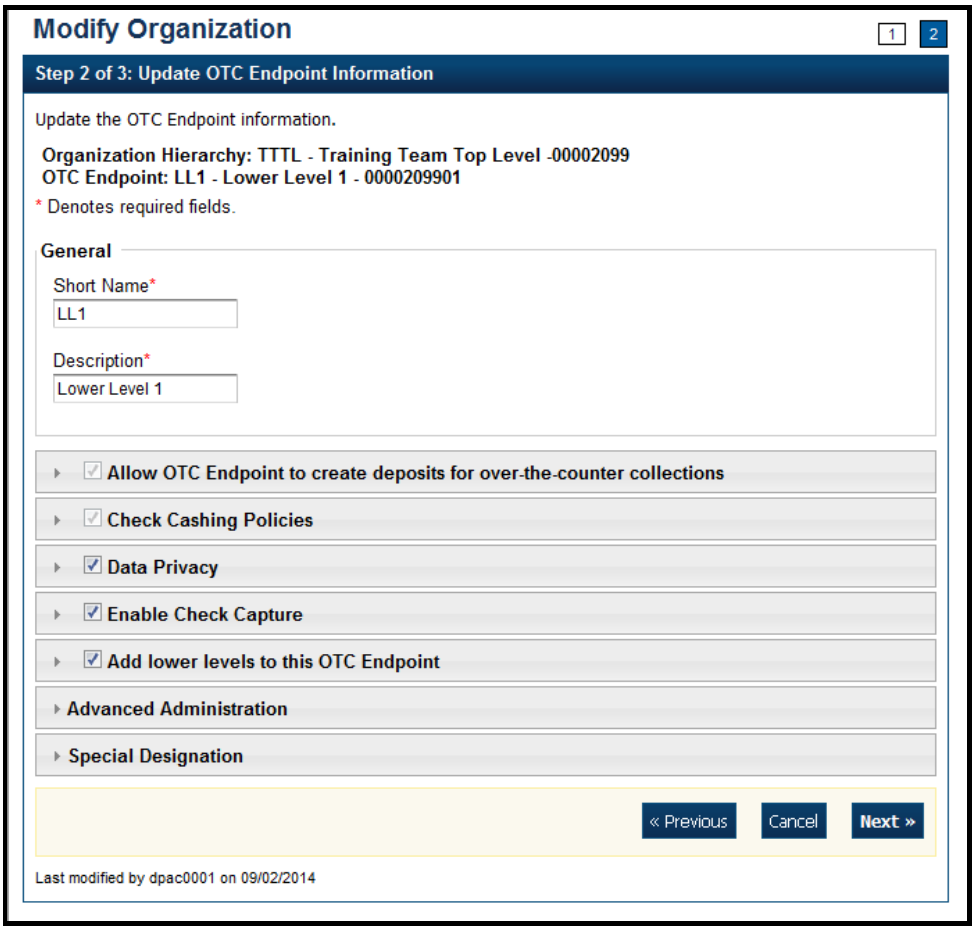
Figure 11. Select 1 of 3: Select OTC Endpoint



To modify endpoint information settings for an OTC Endpoint that is both **TGA** and **CHK**, the user must have both **Accounting Specialist** and **Check Capture Administrator** privileges.

3. Select the OTC Endpoint you want to modify from the list that appears. The *Step 2 of 3: Update OTC Endpoint Information* page appears.

Figure 12. Step 2 of 3: Update OTC Endpoint Information - Collapsed



4. Update the OTC Endpoint information:

- Update **General** by entering the **Short Name** and **Description** details.

A short name must be entered to identify the **OTC Endpoint** that is being updated. If an **OTC Endpoint** exists, the data displayed in the text is available for update.

Note: Do not include the following special characters in the **Short Name** field: **&** (ampersand), **** (*back slash*), **'** (*apostrophe*), or @ (*at sign*). OTCnet will accept these special characters; however, entering these special characters will cause processing issues. Special character limitations apply to all levels in the hierarchy.

To allow the **OTC Endpoint** to create deposits, you can:

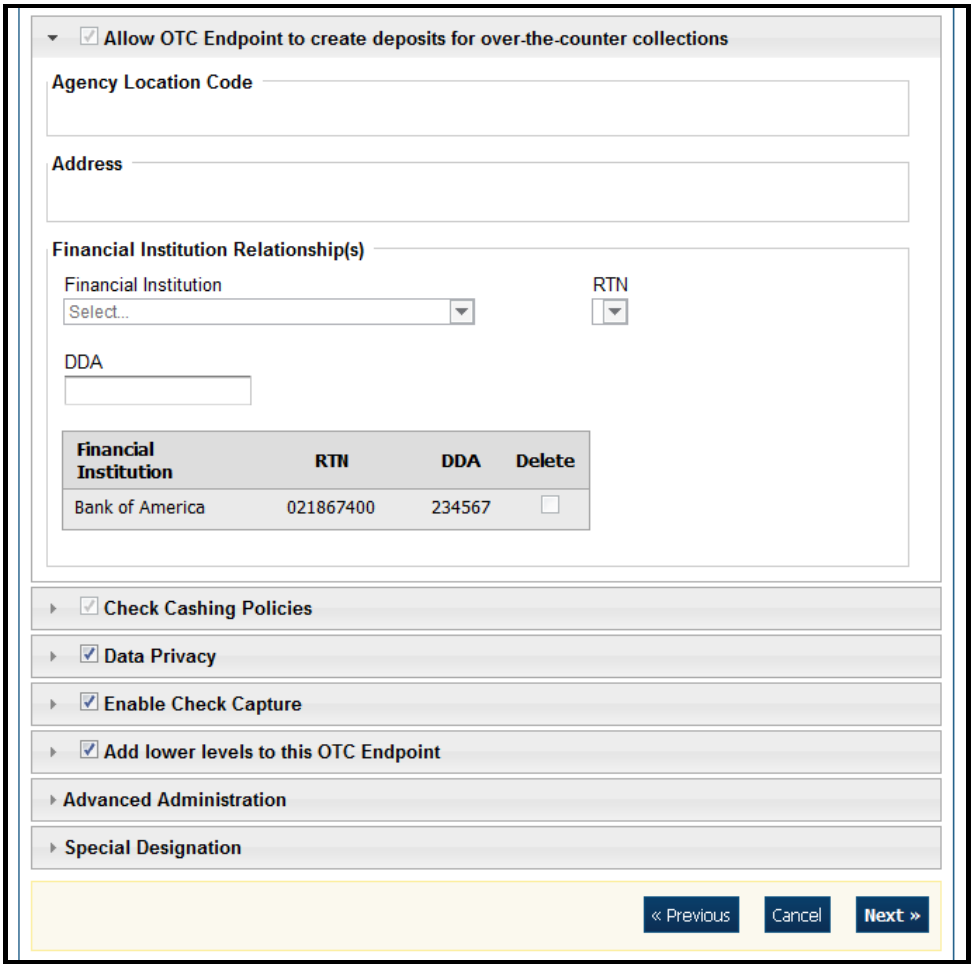
Click the **Allow OTC Endpoint to create deposits for over-the-counter collections** check box.

Note: Before a user can be provisioned to a deposit processing OTC Endpoint **(TGA)** in ITIM, ensure the **Allow OTC Endpoint to create deposits for over-the-counter collections** check box is checked.

- Update **Agency Location Code** by entering the ALC
- Update **Address** by entering the address details
- Update **Financial Institution Relationship(s)** by
  - Selecting both the **Financial Institution** and **RTN (Routing Transit Number)**
  - Entering the **DDA (Demand Deposit Account)** and **Retype DDA** and click **Add**

To delete the Financial Institution relationship, click the **Delete** checkbox(es) under the **Delete** column

Figure 13. Allow OTC Endpoint to create deposits for over-the-counter collections



To specify the check cashing policies of the **OTC Endpoint**, you can:

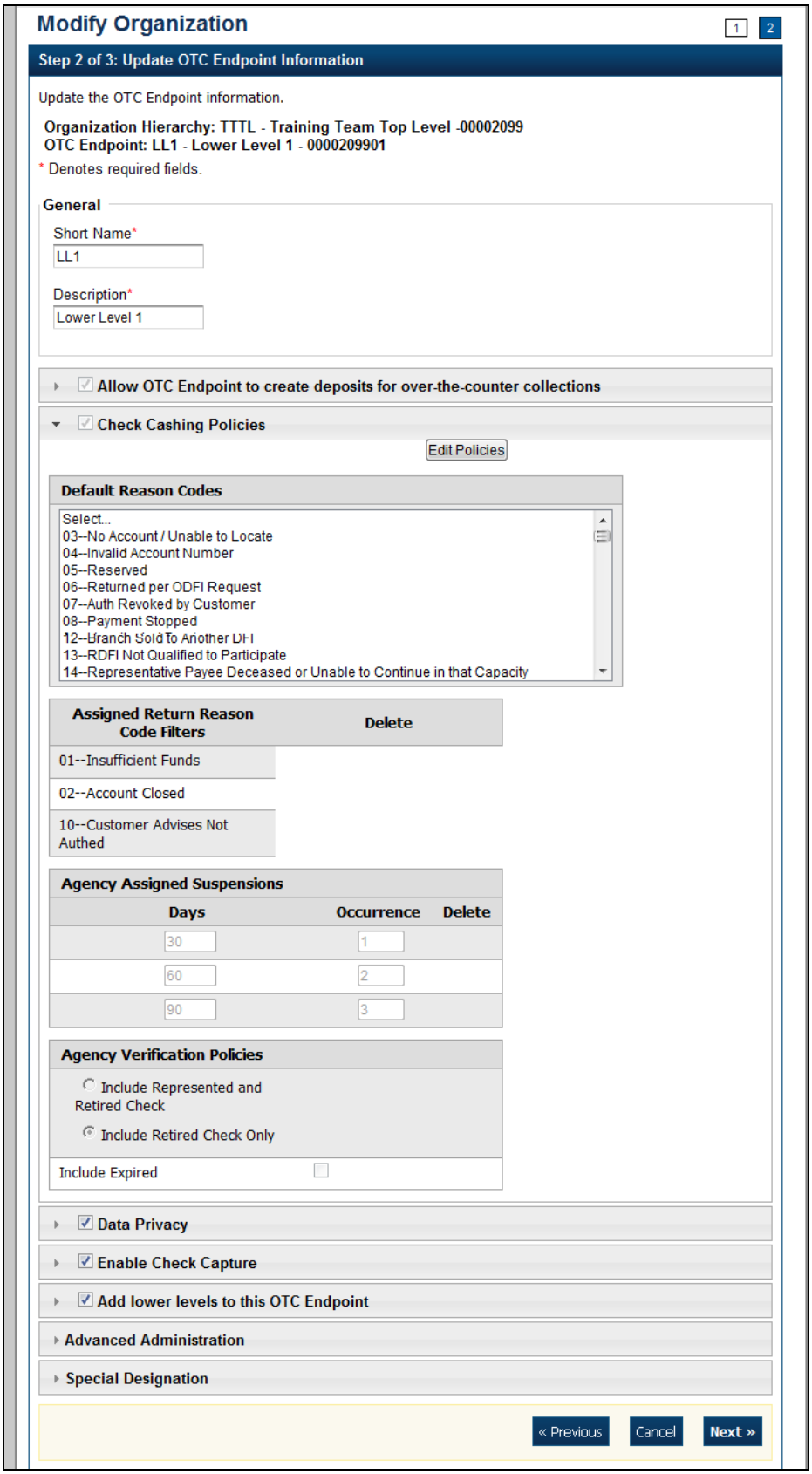
- Click the **Check Cashing Policies** check box.

If check box is checked and grayed out, it indicates that this OTC Endpoint is either inheriting the policies from the parent Organization or its own information has already been defined and the user does not have the privilege to make modifications. Only a CCA has privileges to modify the check cashing policies.

- Add **Default Reason Codes** by,
    - Selecting a default reason code and then clicking **Add**, *optional*. Repeat steps as necessary

The **Default Reason Codes** allows you to specify the return reason codes relevant to your Agency's program. These codes represent the numeric codes used in the ACH and paper return processing, which specify the reason for the return of the transaction and Check 21 codes.

Figure 14. Check Cashing Policies



Delete **Assigned Return Reason Code Filters** by

- Checking **Delete** box(es) under the **Delete** column, *optional*

Update **Agency Assigned Suspensions** by, *optional*

- Entering the number of **Days**
- Entering the **Occurrence** number
- Selecting **Agency Assigned Suspensions** you want to **Delete** by checking the boxes under the **Delete** column, *if applicable*

To update the **Agency Assigned Suspensions**, select the **Default Reason Code** it will apply, by clicking in the box provided.

The **Agency Assigned Suspensions - Days** allows you to specify the number of calendar days than an individual is unable to cash a check or pay by check and is calculated from the date the system is aware of the return file. The **Agency Assigned Suspensions - Occurrence** allows you to specify the suspension level.

Update **Agency Verification Policy** by, *optional*

- Clicking **Include Represented and Retired Check** or **Include Retired Check Only**
- Checking **Include Expired**
- Entering the number of **Expired Days**
- Checking **Agency Verification Policies—Delete**

Include Represented and Retired Check or Include Retired Check Only allows you to specify whether the verification record is generated on Represented or Retired items. **Include Retired Check Only** allows you to specify whether the verification record is generated on only Retired items.

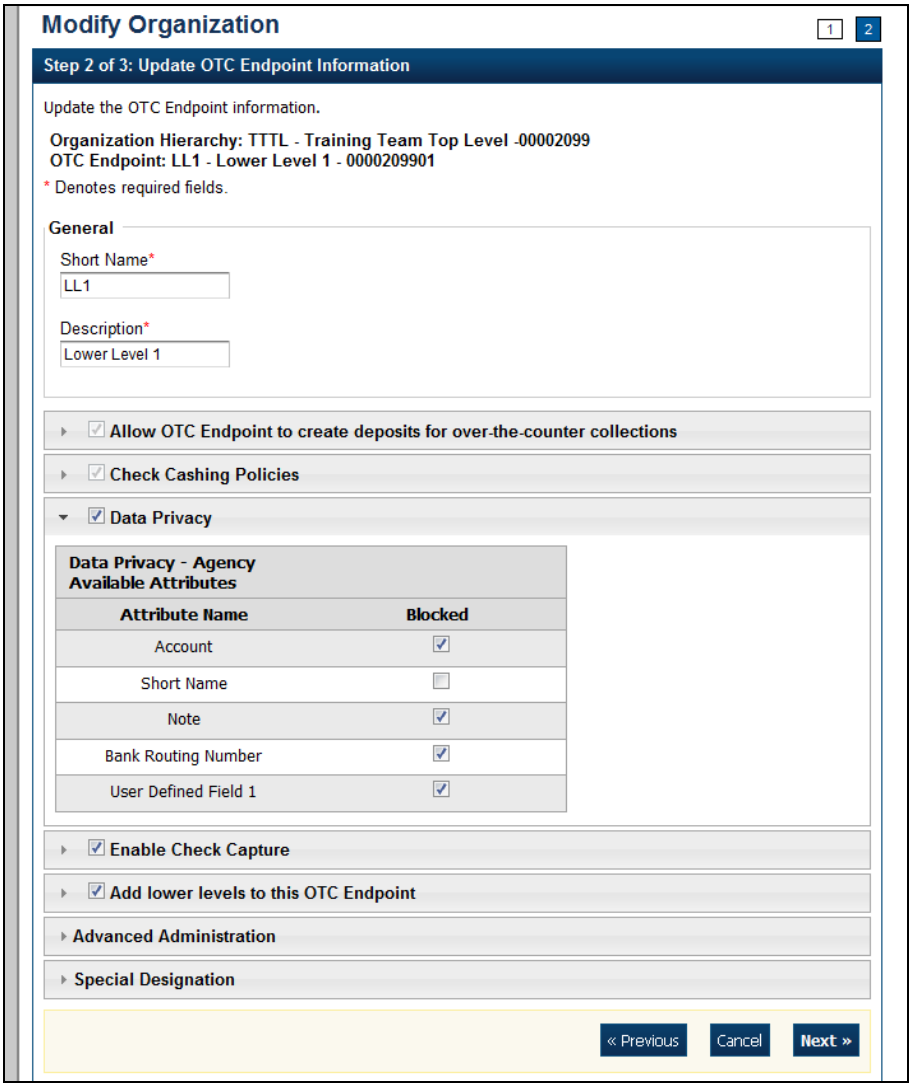
Include Expired indicates whether previous suspensions that have since expired are counted when accessing the suspension level to assign when the individual writes a check. **Agency Verification Policies—Delete** allows you to remove the check cashing policy for your OTC Endpoint. Once the check cashing policy is removed for the OTC Endpoint, the higher level organization's check cashing policy will be automatically assigned to your OTC Endpoint.

To specify the data privacy of the **OTC Endpoint**, you can:

- Click the **Data Privacy** check box.
- Update **Data Privacy** by,
- Selecting the **Data Privacy – Agency Available Attributes** you want to block or unblock by checking the boxes under the **Blocked** column.

Data Privacy defines the extent that users from other locations are able to view verification records from other locations. By default, account, user defined field 1, bank routing number, and note are checked as **Blocked**. If check box is checked, it indicates that the OTC Endpoint information has been defined. For maximum data privacy, all fields would be marked as blocked, except for Short Name. However, there may be situations where it is acceptable for outside users to view certain fields of verification records.

Figure 15. Data Privacy Available Attributes



To enable the **OTC Endpoint** to capture checks, you can:

- Click the **Enable Check Capture** check box
- Update **Enable Check Capture** by,
- Entering the (Agency Location Code) **ALC+2**

  The ALC+2 is required for initial setup. Once the ALC+2 is entered it cannot be updated.

Update **OTC Verification Group** by,

- Entering the **Short Name (Starting With)** and clicking **Search**
- Clicking **Yes** or **No** for **Queue Interface**
- Selecting the **OTC Endpoint** you want to add by checking the box under the **Assign** column and then clicking **Add Agency Group**

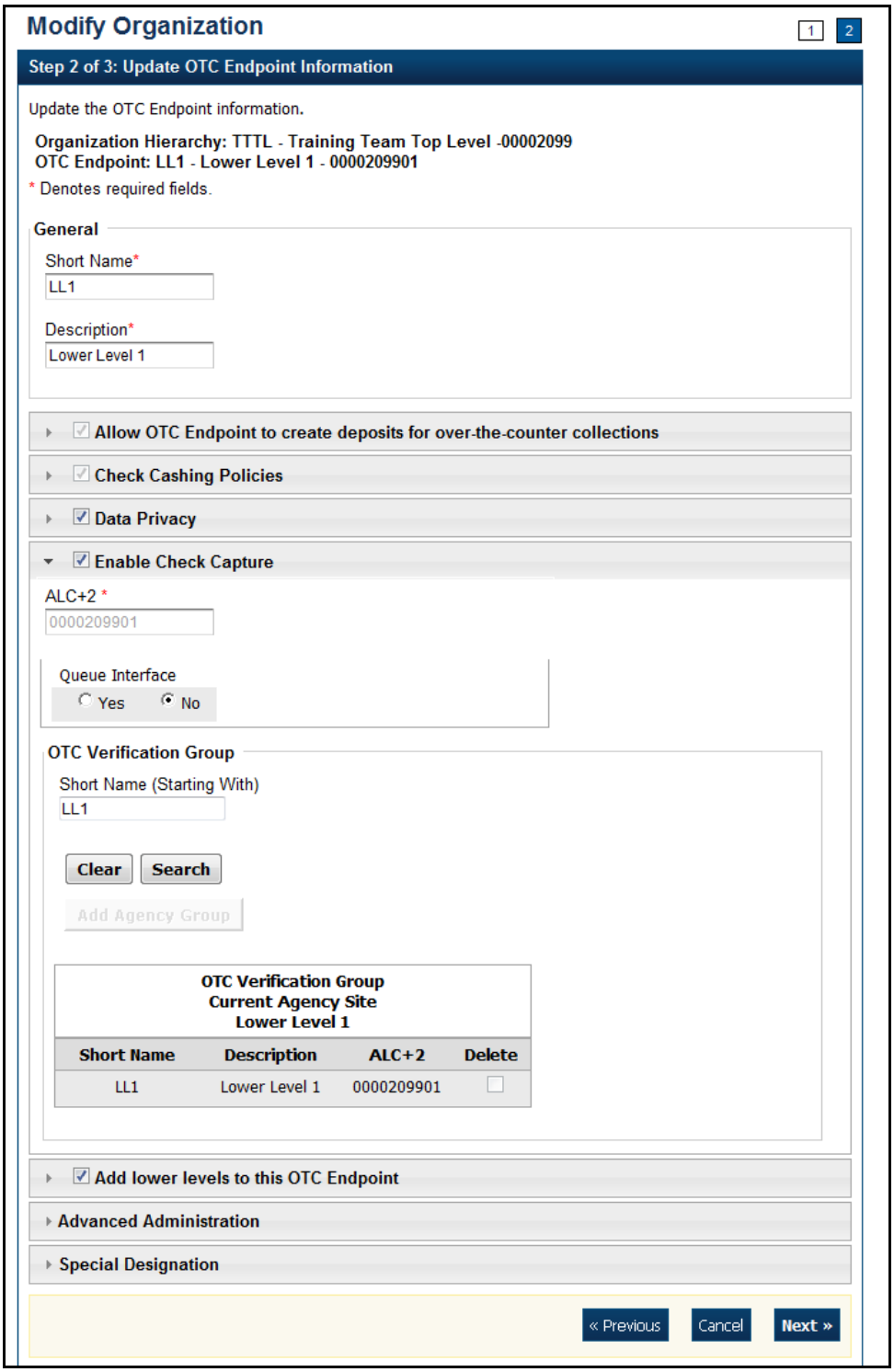
By default, the OTC Endpoint **Short Name** displays. You can add additional OTC Endpoints to the OTC Verification Group by clicking the **Clear** button to clear the Short Name and then entering a **Short Name** and clicking **Search**.

Designating an OTC Verification Group allows for verification data to be shared among non-related OTC Endpoints. For example, Lower Level1 and Lower Level 2 are siblings under the High-level organization, Training Team Top Level). Since there is no parent-child relationship between these two OTC Endpoints, users from one OTC Endpoint are isolated from the other's Verification data. By adding both unrelated locations to an OTC Verification Group, they are able to share information.

The Queue Interface is used by military agencies that utilize the Deployable Disbursing System (DDS) database bridge.

- Under **OTC Verification Group, Current Agency Site**,
  - Select the **OTC Endpoint** you want to delete by checking the box under the **Delete** column.

Figure 16. Enable Check Capture



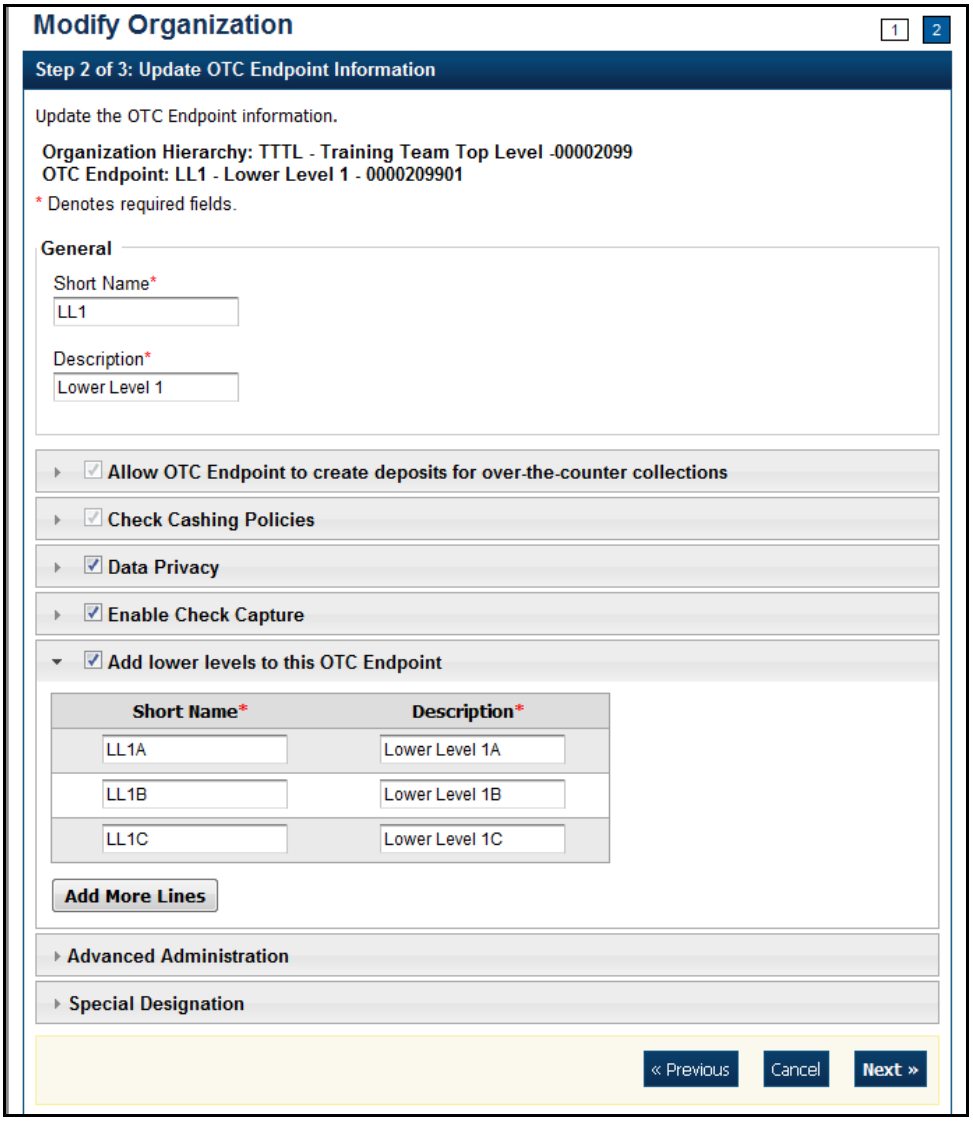
To add lower level endpoints, you can:

- Click the **Add lower levels to this OTC Endpoint** check box.
- Update **Add lower levels to this OTC Endpoint** by,
  - Entering the **Short Name** and **Description**.
  - Click **Add More Lines** to add additional lower levels to this **OTC Endpoint**

A short name must be entered to identify the OTC Endpoint that is being updated. If an **OTC Endpoint** exists, the data displayed in the text is available for update.

Check the **Add lower levels to this OTC Endpoint**, to add lower level to the existing endpoint.

Figure 17. Add Lower Level to this OTC Endpoint



To specify the advanced administration, you can:

- Click **Advanced Administration**.
- Specify **Advanced Administration** by,
  - Clicking **Yes** or **No** for **Debit Gateway**

You can only specify the **Advanced Administration** information if the OTC Endpoint is allowed to capture checks.

Yes indicates that Debit Gateway setup is completed and the OTC Endpoint is now ready for performing check capture activities. **No** indicates that Debit Gateway setup is not completed and the OTC Endpoint is not ready for performing check capture activities.

- Viewing **Report Only Summary Level Data to CIR** check box

The **Report Only Summary Level Data to CIR Information** is read-only and only an HLAS can specify the information.

A checked box indicates that detailed level data will not be transmitted to Collections Information Repository (CIR) and only summary data will be reported to CIR for all the check transactions that are processed under this OTC Endpoint (CHK) or ALC+2. This is mainly for the OTC Endpoints that will be used to process tax data. An unchecked box indicates that detailed level data will be transmitted to CIR.

- View or specify **Summary Level Classification**

The **Summary Level Classification** is read-only and only an HLAS, Check Capture Supervisor, and Check Lead Operator can specify the information.

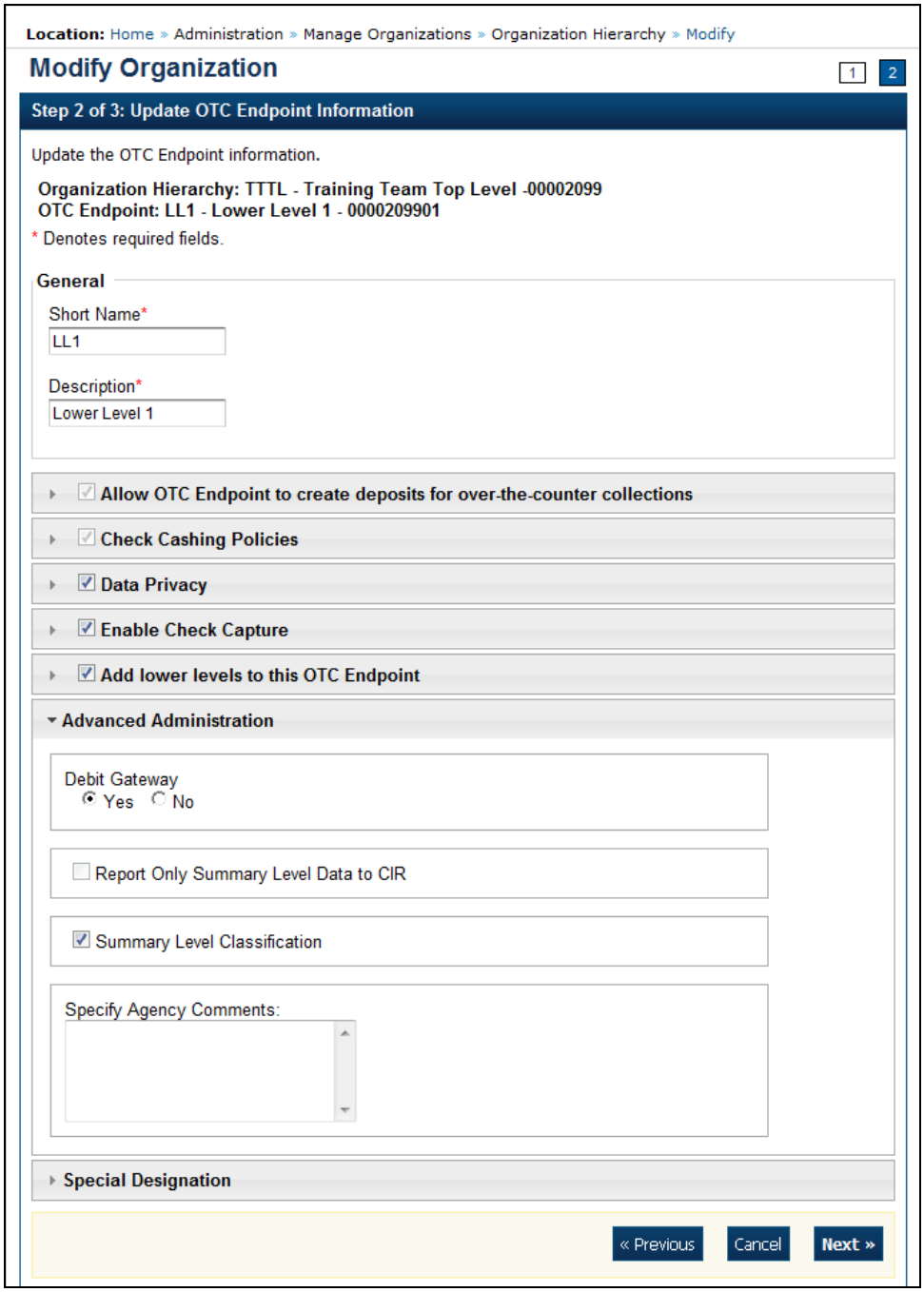
A checked box indicates that the Check Capture Operators cannot classify individual checks. Instead the classification of the batch will occur after all the checks have been scanned. An unchecked box indicates the Check Capture Operator will have to classify checks at the item level.

- View or specify **Agency Comments**

An HLAS, CCS or CCLO can add, edit, or remove Agency comments.

The **Specify Agency Comments** field allows agencies to add, edit, or remove Agency Comments which are sent to CIR as part of the check transmission.

Figure 18. Advanced Administration



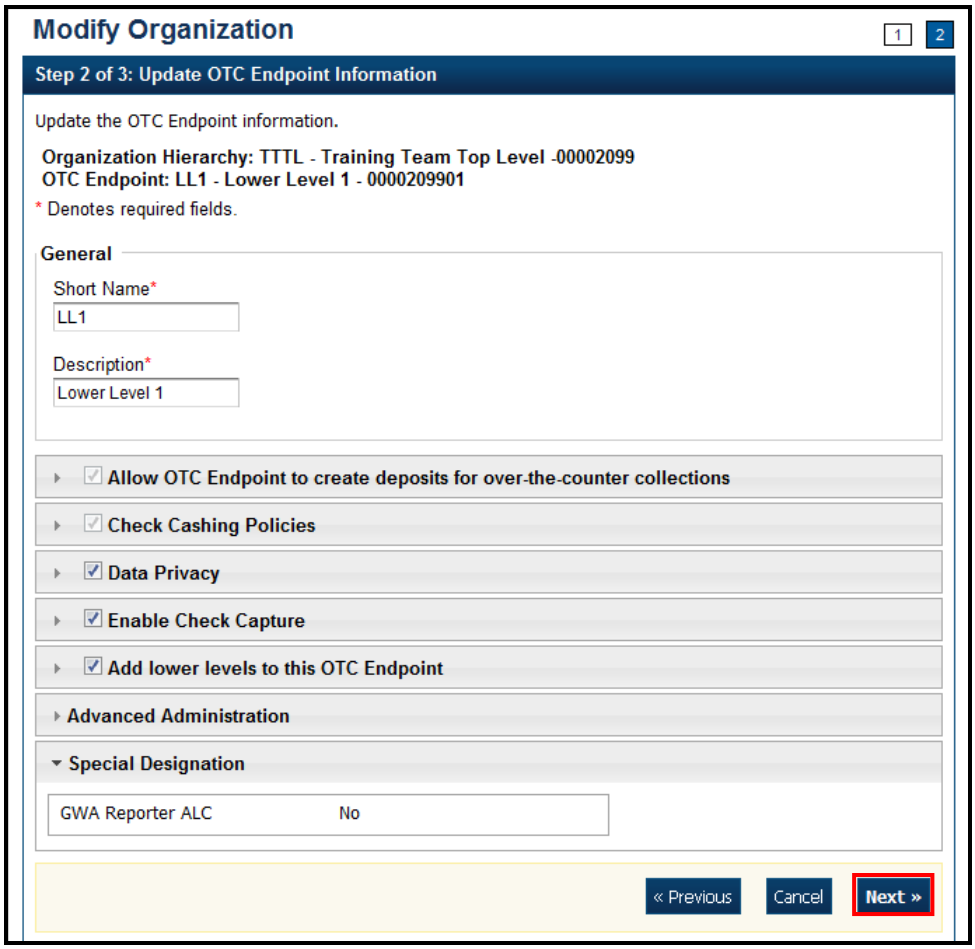
If **Special Designation** is selected, a user is able to view which ALCs are CARS/GWA Reporters.

The CARS/GWA Reporter special designation information is read-only and displays for **TGA** and **CHK** endpoints. Only an HLAS can specify the **Special Designation** information.

Yes indicates that the OTC Endpoint *is* associated with an ALC that has been designated as a CARS/GWA Reporter. **No** indicates that the OTC Endpoint *is not* associated with an ALC that has been designated as a CARS/GWA Reporter. If an ALC is identified as a CARS/GWA Reporter, entering the Accounting Code information is mandatory. This will apply to all ALC+2 within the hierarchy of the ALC.

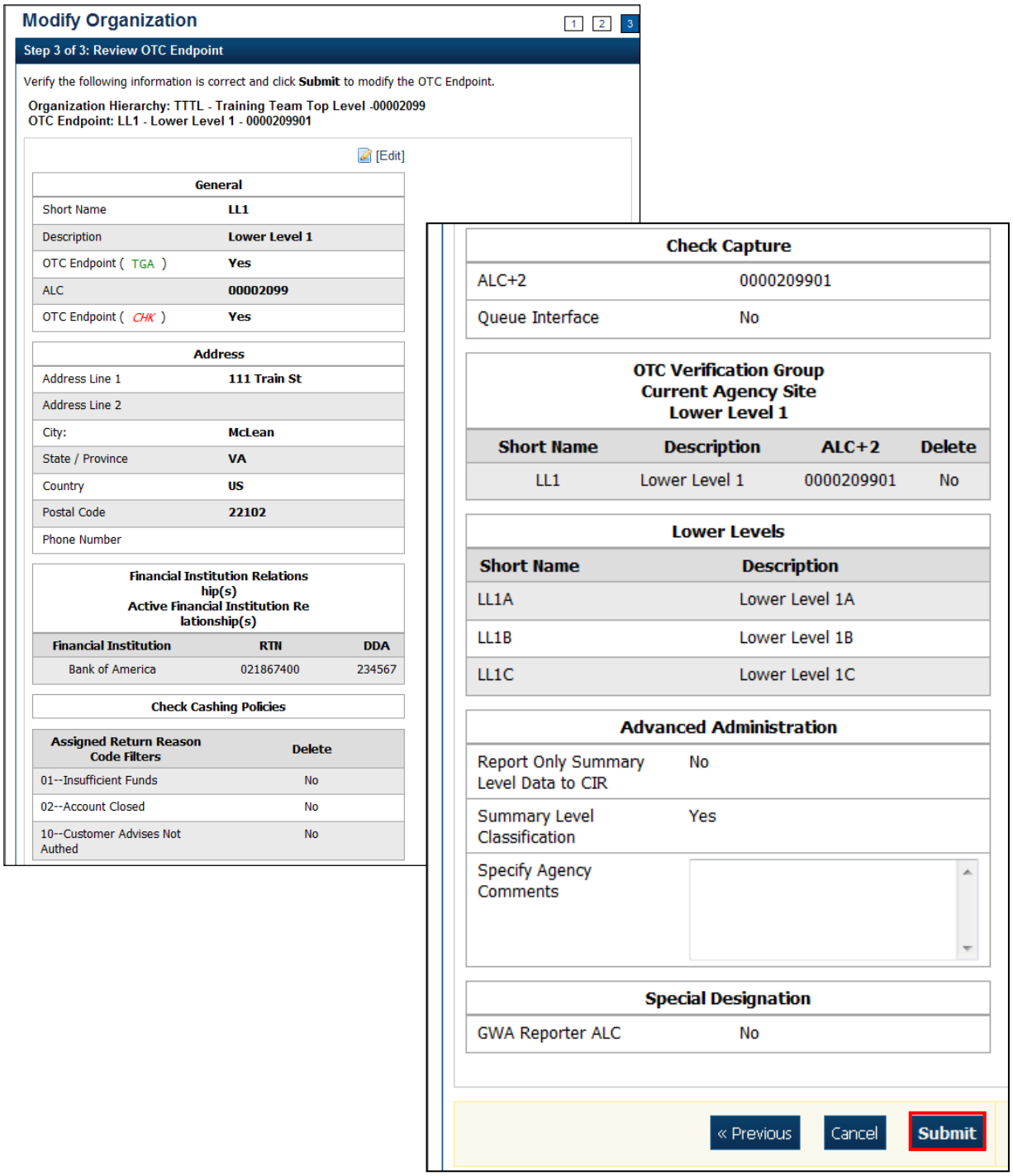
5. Click **Next** after completing the OTC Endpoint Information page.

Figure 19. Special Designation



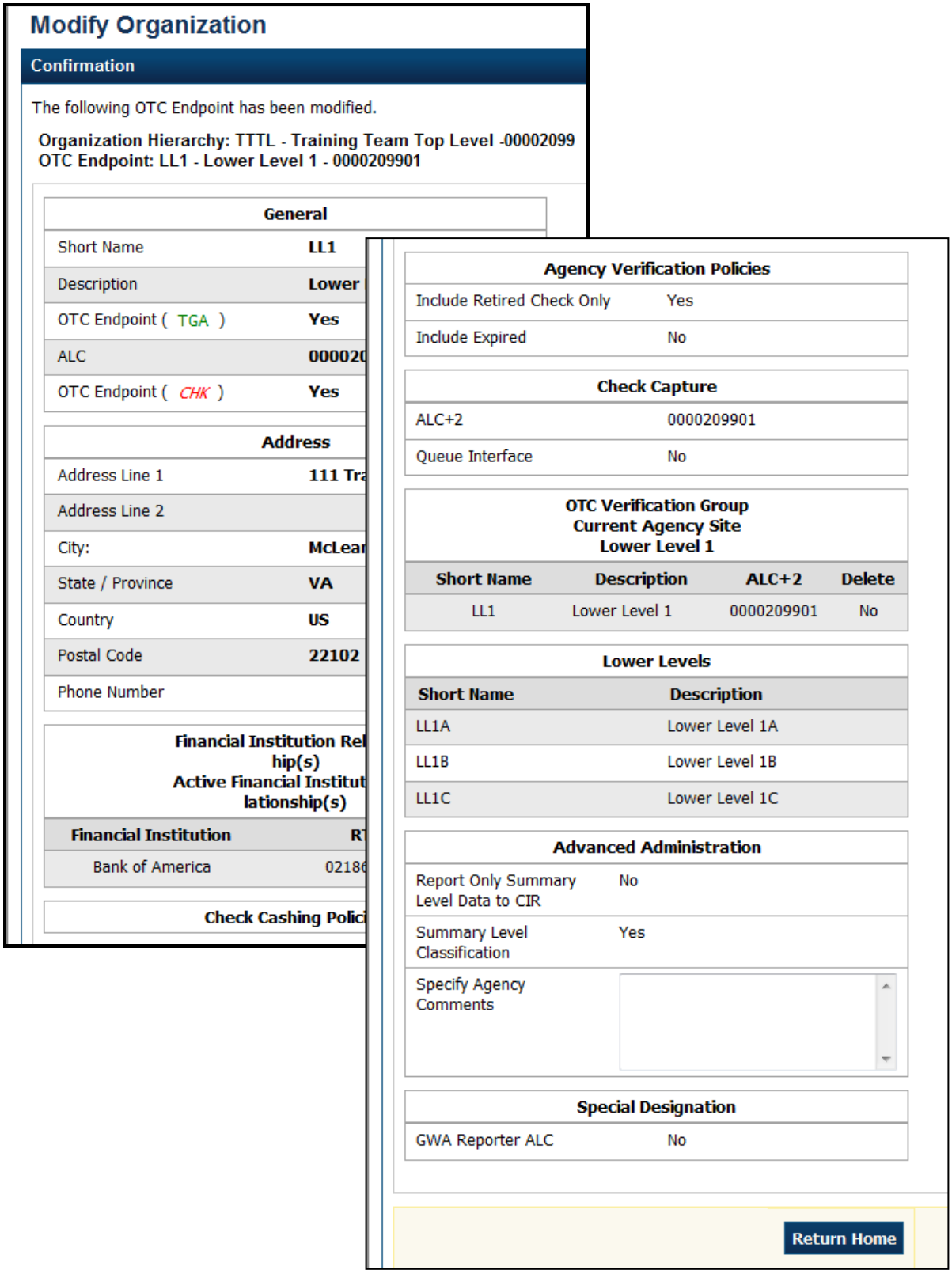
6. The *Step 3 of 3: Review OTC Endpoint* page appears. Verify the **OTC Endpoint** details are correct and click **Submit**.

Figure 20. Step 3 of 3: Review OTC Endpoint



5. A *Confirmation* page appears showing the **OTC Endpoint** has been modified.

Figure 22. Modify Organization Confirmation



Modify OTC Endpoint Information

To modify OTC Endpoint information, complete the following steps:

1. Click the **Administration** tab.

2. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Modify**. The *Step 1 of 3: Select an OTC Endpoint* page appears.

> **Application Tip**
> To modify endpoint information settings for an OTC Endpoint that is both **TGA** and **CHK**, the user must have both Accounting Specialist and Check Capture Administrator privileges.

3. Select your OTC Endpoint that appears in the list. The *Step 2 of 3: Update OTC Endpoint Information* page appears.

4. Update the OTC Endpoint Information.

   To update the general details of an OTC Endpoint, you can:
   Update **General** by,
   - Entering the updated OTC Endpoint's **Short Name** and **Description** details.

> **Application Tip**
> A short name must be entered to identify the OTC Endpoint that is being updated. If an OTC Endpoint exists, the data displayed in the text is available for update.

> **Application Tip**
> Do not include the following special characters in the **Short Name** field: **&** (ampersand), **** (*back slash*), **'** (*apostrophe*), or @ (*at sign*). OTCnet will accept these special characters; however, entering these special characters will cause processing issues. Special character limitations apply to all levels in the hierarchy.

   To allow the OTC Endpoint to create deposits, you can:
   - Click the **Allow OTC Endpoint to create deposits for over-the-counter collections** check box.

Application Tip

Before a user can be provisioned to a deposit processing OTC Endpoint **(TGA)** in ITIM, ensure the **Allow OTC Endpoint to create deposits for over-the-counter collections** check box is checked.

- Update **Agency Location Code** by
  - Entering the **ALC**
- Update **Address** by
  - Entering the address details
- Update **Financial Institution Relationship(s)** by
  - Selecting both the **Financial Institution** and the associated **RTN (Routing Transit Number)**
  - Entering the **DDA (Demand Deposit Account)** and **Retype DDA** and click **Add**.

Application Tip

To delete the Financial Institution relationship, click the **Delete** checkbox(es) under the **Delete** column.

To specify the check cashing policies of the OTC Endpoint, you can:

- Click the **Check Cashing Policies** check box.

Application Tip

If check box is checked and grayed out, it indicates that this OTC Endpoint is either inheriting the policies from the parent Organization or its own information has already been defined and the user does not have the privilege to make modifications. Only a CCA has privileges to modify the check cashing policies.

- Add **Default Reason Codes** by,
  - Selecting a default reason code and then clicking **Add**, *optional*. Repeat steps as necessary
- Delete **Assigned Return Reason Code Filters** by
  - Checking **Delete** box(es) under the **Delete** column, *optional*

Application Tip

The **Default Reason Codes** allows you to specify the return reason codes relevant to your agency's program. These codes represent the numeric codes used in the ACH and paper return processing, which specify the reason for the return of the transaction and Check 21 codes.

- Update **Agency Assigned Suspensions** by, *optional*
  - Entering the number of **Days**
  - Entering the **Occurrence** number
  - Selecting **Agency Assigned Suspensions** you want to **Delete** by checking the boxes under the **Delete** column, *if applicable*

Application Tip

To update the **Agency Assigned Suspensions**, select the **Default Reason Code** it will apply, by clicking in the box provided.

Application Tip

The **Agency Assigned Suspensions - Days** allows you to specify the number of calendar days than an individual is unable to cash a check or pay by check and is calculated from the date the system is aware of the return file. The **Agency Assigned Suspensions - Occurrence** allows you to specify the suspension level.

- Update **Agency Verification Policy** by, *optional*
  - Clicking **Include Represented and Retired Check** or **Include Retired Check Only**
  - Checking **Include Expired**
  - Entering the number of **Expired Days**
  - Checking **Agency Verification Policies—Delete**

Application Tip

Include Represented and Retired Check or Include Retired Check Only allows you to specify whether the verification record is generated on Represented or Retired items. **Include Retired Check Only** allows you to specify whether the verification record is generated on only Retired items.

Application Tip

Include Expired indicates whether previous suspensions that have since expired are counted when accessing the suspension level to assign when the individual writes a check. **Agency Verification Policies—Delete** allows you to remove the check cashing policy for an your OTC Endpoint. Once the check cashing policy is removed for the OTC Endpoint, the higher level organization's check cashing policy will be automatically assigned to your OTC Endpoint.

To specify the data privacy of the OTC Endpoint, you can:

- Click the **Data Privacy** check box.
- Update **Data Privacy** by,
  - Selecting the **Data Privacy – Agency Available Attributes** you want to block or unblock by checking the boxes under the **Blocked** column.

Application Tip

By default, account, user defined field 1, bank routing number, and note are checked as **Blocked**.

To enable the OTC Endpoint to capture checks, you can:

- Click the **Enable Check Capture** check box.

Application Tip

Before a user can be provisioned to a check capture OTC Endpoint **(CHK)** in ITIM, ensure the **Enable Check Capture** check box is checked.

Application Tip

If check box is checked, it indicates that the OTC Endpoint information has been defined.

- Update **Enable Check Capture** by,
  - Entering the (Agency Location Code) **ALC+2**.

Application Tip

The ALC+2 is required for initial setup. Once the ALC+2 is entered it cannot be updated.

- Update **OTC Verification Group** by,
  - Entering the **Short Name (Starting With)** and clicking **Search**

Application Tip

By default, the OTC Endpoint **Short Name** displays. You can add additional OTC Endpoints to the OTC Verification Group by clicking the **Clear** button to clear the Short Name and then entering a **Short Name**, clicking **Search** and then clicking **Add Agency Group**.

Application Tip

Designating an OTC Verification Group allows for verification data to be shared among non-related OTC Endpoints. For example, Lower Level1 and Lower Level 2 are siblings under the High-level organization, Training Team Top Level. Since there is no parent-child relationship between these two OTC Endpoints, users from one OTC Endpoint are isolated from the other's Verification data. By adding both unrelated locations to an OTC Verification Group, they are able to share information.

- Clicking **Yes** or **No** for **Queue Interface**

Application Tip

The Queue Interface is used by miltary agencies that utilize the Deployable Disbursing System (DDS) database bridge.

- Selecting the **OTC Endpoint** you want to add by checking the box under the **Assign** column and then clicking **Add Agency Group**

- Under **OTC Verification Group, Current Agency Site**,
  - Select the **OTC Endpoint** you want to delete by checking the box under the **Delete** column.

To add lower level endpoints, you can:

- Click the **Add lower levels to this OTC Endpoint** check box.
- Update **Add lower levels to this OTC Endpoint** by,
  - Entering the **Short Name** and **Description**.
  - Click **Add More Lines** to add additional lower levels to this OTC Endpoint

Application Tip

A short name must be entered to identify the OTC Endpoint that is being updated. If an OTC Endpoint exists, the data displayed in the text is available for update.

To specify the advanced administration, you can:

- Click **Advanced Administration**.
- Specify **Advanced Administration** by,
  - Clicking **Yes** or **No** for **Debit Gateway**

Application Tip

You can only specify the **Advanced Administration** information if the OTC Endpoint is allowed to capture checks.

Application Tip

Yes indicates that Debit Gateway setup is completed and the OTC Endpoint is now ready for performing check capture activities. **No** indicates that Debit Gateway setup is not completed and the OTC Endpoint is not ready for performing check capture activities.

  - Viewing **Report Only Summary Level Data to CIR**

Application Tip

The **Report Only Summary Level Data to CIR Information** is read-only and only an HLAS can specify the information.

Application Tip

A checked box indicates that detailed level data will not be transmitted to Collections Information Repository (CIR) and only summary data will be reported to CIR for all the check transactions that are processed under this OTC Endpoint (CHK) or ALC+2. This is mainly for the OTC Endpoints that will be used to process tax data. An unchecked box indicates that detailed level data will be transmitted to CIR.

  - Viewing **Summary Level Classification**

Application Tip

The **Summary Level Classification** is read-only and only a High Level Agency Support (HLAS), Check Capture Supervisor, and Check Lead Operator can specify the information.

Application Tip

A checked box indicates that Check Capture Lead Operators and Check Capture Operators cannot classify individual checks. Instead the classification of the batch will occur after all the checks have been scanned. An unchecked box indicates the Check Capture Operator will have to classify checks at the item level.

- Viewing or specifying **Agency Comments**

Application Tip

A Check Capture Lead Operator, Check Capture Supervisor, and HLAS can add, edit, or remove Agency comments **Agency Comments**. A Check Capture Administrator, Check Capture Operator, Agency Manager, and CIRA Viewer can view **Agency Comments**.

Application Tip

The **Specify Agency Comments** field allows agencies to add, edit, or remove Agency comments which are sent to CIR as part of the check transmission.

To view the special designation, you can:

- Click **Special Designation**

Application Tip

The CARS/GWA Reporter special designation information is read-only and displays for **TGA** and **CHK** endpoints. Only an HLAS can specify the **Special Designation** information.

Application Tip

Yes indicates that the OTC Endpoint *is* associated with an ALC that has been designated as a CARS/GWA Reporter. **No** indicates that the OTC Endpoint *is not* associated with an ALC that has been designated as a CARS/GWA Reporter.

5. Click **Next**. The *Step 3 of 3: Review OTC Endpoint* page appears.

6. Verify the information is correct and click **Submit**. Click **Edit**, if you need to modify the information entered and return to Step 4.

7. A *Confirmation* page appears showing the OTC Endpoint has been modified.

Application Tip

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

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

Delete or Neutralize an OTC Endpoint

You can delete an **OTC Endpoint** as long as no deposits or check transactions have been made to that endpoint. You cannot delete an **OTC Endpoint** with deposits or check transactions because deleting the **OTC Endpoint** deletes all information associated with that **OTC Endpoint**. This would delete deposit information that impacts the reports you run in OTCnet.

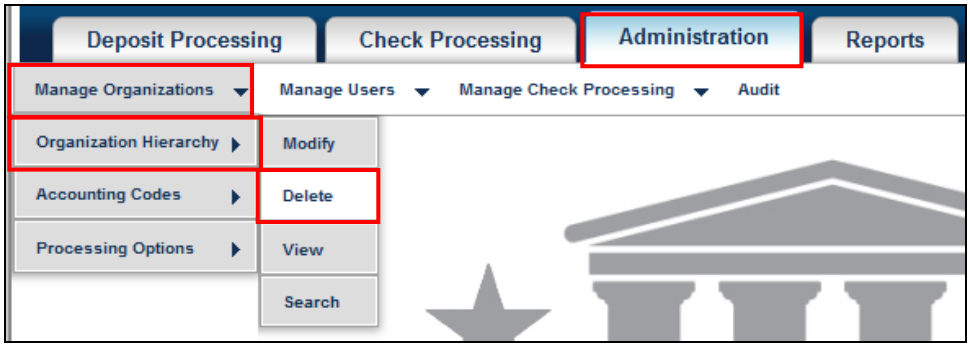
You can neutralize an OTC Endpoint if deposits or check transactions have been created. Once the OTC Endpoint is neutralized, deposits or check transactions cannot be created from that OTC Endpoint; however, the information from previously created deposits or check transactions can be accessed in OTCnet reporting.

Additionally, to delete or neutralize an OTC Endpoint, all ITIM user accounts must be removed from the OTCnet Endpoint (Deposit Processing and Check Processing) and the Agency Form Data must be removed. To remove a user from an OTCnet Endpoint, refer to the *Administration: Chapter 3. Managing User Accounts, Topic 3. Creating, Assigning, and Editing an OTCnet Account* user guide. To remove the Agency Form Data, contact Customer Support at: fms.otcchannel@citi.com.

To delete or neutralize an OTC Endpoint, complete the following steps:

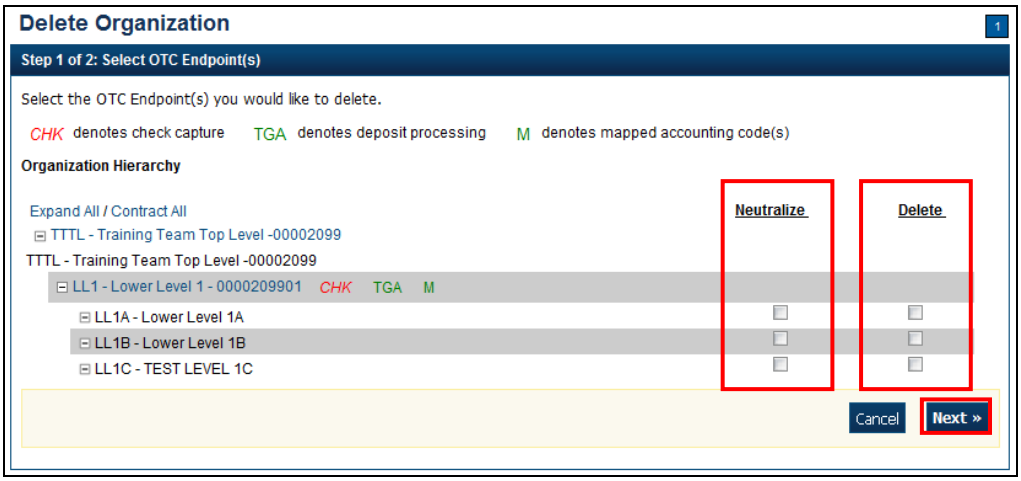
1. Click the **Administration** tab. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Delete.**

Figure 23. Select Manage Organizations>Organization Hierarchy>Delete



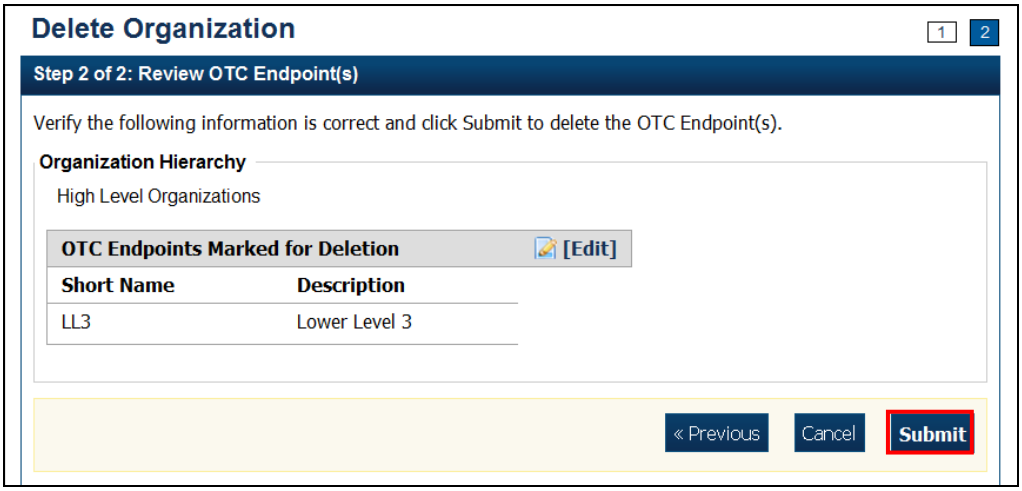
2. The *Step 1 of 2: Select the OTC Endpoint(s)* page appears. Select the **OTC Endpoint(s)** you would like to **Delete** or **Neutralize** and click **Next**.

Figure 24. Step 1 of 2: Select the OTC Endpoint(s)



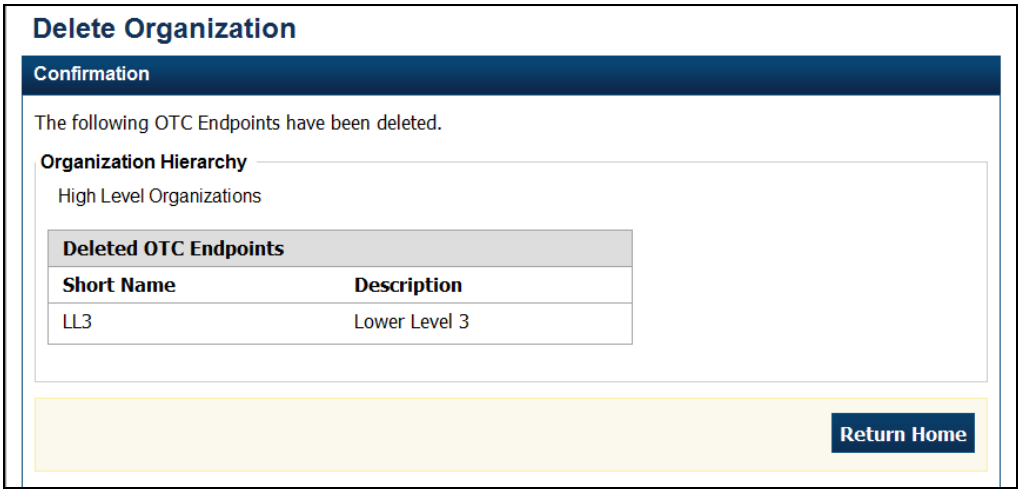
3. The *Step 2 of 2: Review OTC Endpoint(s)* page appears. Verify the correct endpoint is marked for deletion/neutralization and click **Submit.**

Figure 25. Step 2 of 2: Review OTC Endpoint(s)



4. A *Confirmation* page appears confirming the **OTC Endpoint** has been deleted or neutralized.

Figure 26. Delete Organization Confirmation



Delete or Neutralize an OTC Endpoint

To delete or neutralize an OTC Endpoint, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Delete**. The *Step 1 of 2: Select the OTC Endpoint(s)* page appears.
3. Select the OTC Endpoints you would like to **Delete** and click **Next**.

Application Tip

Consider the following information about deleting an OTC Endpoint:

- An OTC Endpoint can be deleted only if no deposits or check transactions have been made to that endpoint. You cannot delete an OTC Endpoint with deposits or check transactions because deleting the OTC Endpoint deletes all information associated with that OTC Endpoint. This would delete deposit and check transaction information that impacts the reports you run in OTCnet.
- Before you can delete an OTC Endpoint,
  - All ITIM user accounts must be removed from the OTCnet Deposit Processing Endpoint and OTCnet Check Processing Endpoint.
  - The Agency Form Data must be removed. To remove the Agency Form Data, contact the Customer Support at fms.otcchannel@citi.com.

Or

Select the OTC Endpoints you would like to **Neutralize** and click **Next**

Application Tip

Consider the following information about neutralizing an OTC Endpoint:

- An OTC Endpoint can be neutralized if deposits or check transactions have been created. Once neutralized, deposits or check transactions cannot be created from that OTC Endpoint; however, the information from previously created deposits or check transactions can be accessed in OTCnet reporting.
- Before you can neutralize an OTC Endpoint
  - All ITIM user accounts must be removed from the OTCnet Deposit Processing Endpoint and OTCnet Check Processing Endpoint.
  - The Agency Form Data must be removed. To remove the Agency Form Data, contact Customer Support at fms.otcchannel@citi.com.

4. The *Step 2 of 2: Review OTC Endpoint(s)* page appears. Verify the correct endpoint is marked for deletion or neutralization and click **Submit**.

5. A Confirmation page appears confirming the OTC Endpoint has been deleted.

Application Tip

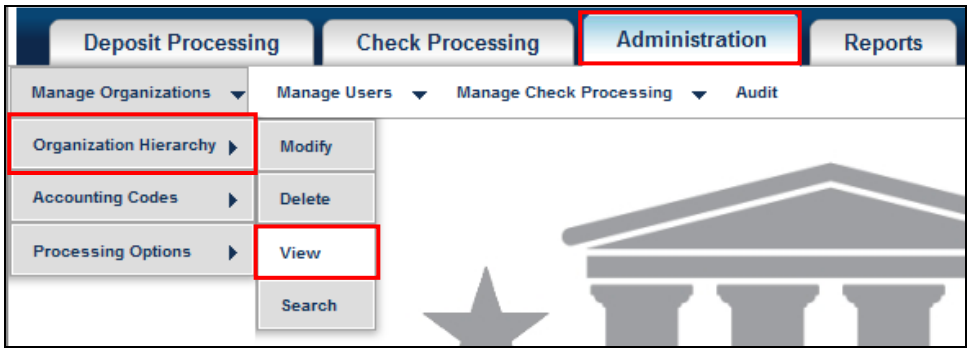
Additional button on the page helps you perform other tasks:

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

View OTC Endpoint

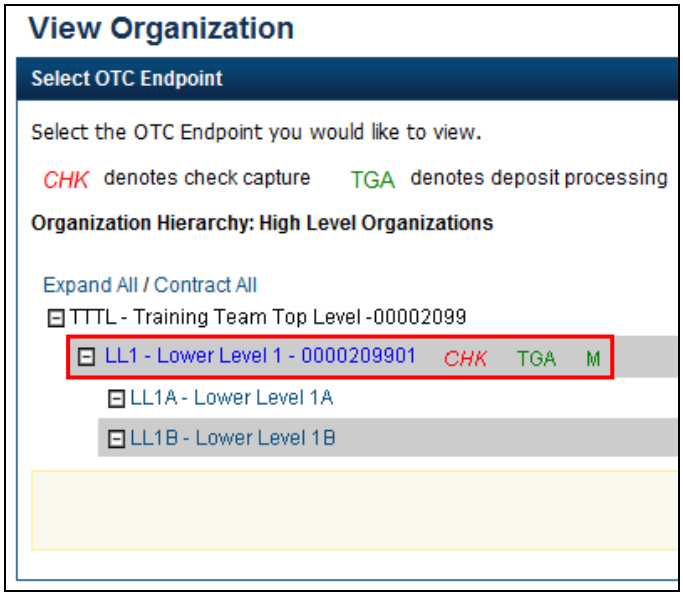
1. Click the **Administration** tab. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **View.**

Figure 27. Select Manage Organizations> Organization Hierarchy>View



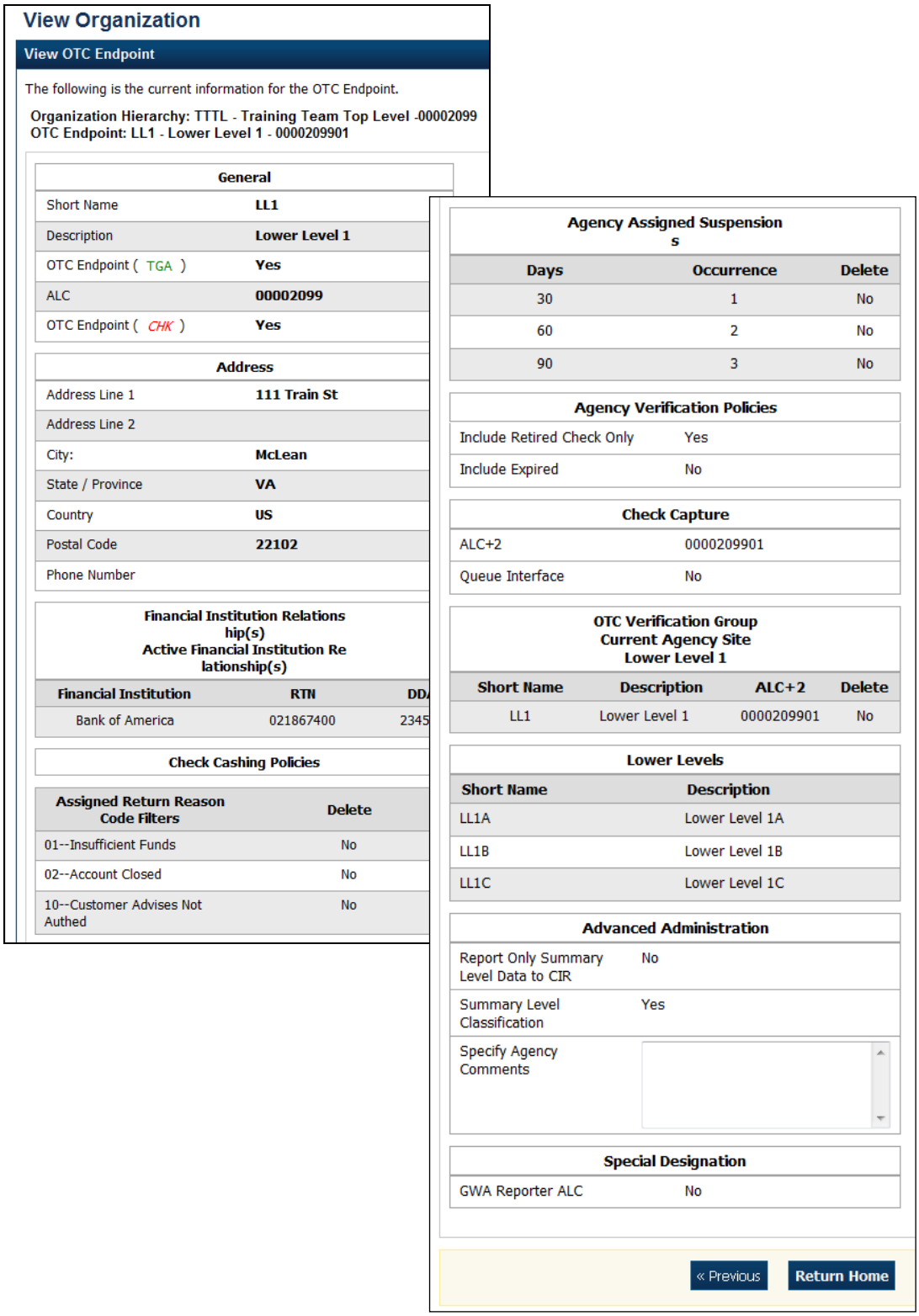
2. The *View Organization* page appears. Select the **OTC Endpoint** you would like to view.

Figure 28. Select the OTC Endpoint



3. The *View OTC Endpoint* page appears. View **OTC Endpoint** Information.

Figure 29. View OTC Endpoint



View Organization

View OTC Endpoint

The following is the current information for the OTC Endpoint.

Organization Hierarchy: TTTL - Training Team Top Level -00002099
OTC Endpoint: LL1 - Lower Level 1 - 0000209901

General	
Short Name	LL1
Description	Lower Level 1
OTC Endpoint (TGA)	Yes
ALC	00002099
OTC Endpoint (CHK)	Yes

Address	
Address Line 1	111 Train St
Address Line 2	
City:	McLean
State / Province	VA
Country	US
Postal Code	22102
Phone Number	

Financial Institution Relationship(s)
Active Financial Institution Relationship(s)

Financial Institution	RTN	DDA
Bank of America	021867400	2345

Check Cashing Policies

Assigned Return Reason Code Filters	Delete
01--Insufficient Funds	No
02--Account Closed	No
10--Customer Advises Not Authed	No

Agency Assigned Suspensions

Days	Occurrence	Delete
30	1	No
60	2	No
90	3	No

Agency Verification Policies	
Include Retired Check Only	Yes
Include Expired	No

Check Capture	
ALC+2	0000209901
Queue Interface	No

OTC Verification Group
Current Agency Site
Lower Level 1

Short Name	Description	ALC+2	Delete
LL1	Lower Level 1	0000209901	No

Lower Levels

Short Name	Description
LL1A	Lower Level 1A
LL1B	Lower Level 1B
LL1C	Lower Level 1C

Advanced Administration	
Report Only Summary Level Data to CIR	No
Summary Level Classification	Yes
Specify Agency Comments	

Special Designation	
GWA Reporter ALC	No

« Previous Return Home

View an OTC Endpoint

To view an OTC Endpoint, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **View**. The *View Organization* page appears.
3. Select the OTC Endpoint you would like to view. The *View OTC Endpoint* page appears.

Application Tip

Additional button on the page helps you perform other tasks:

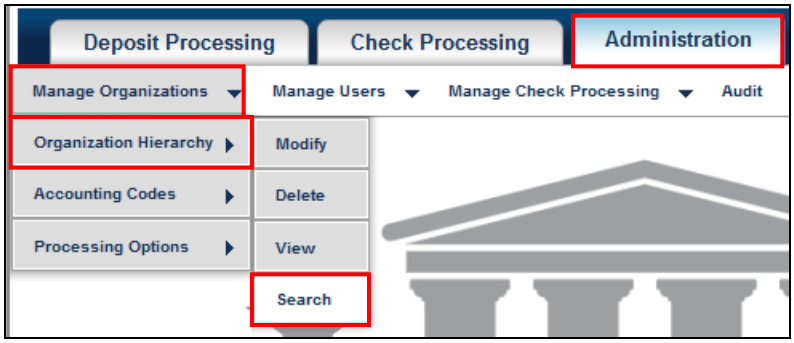
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

Search OTC Endpoint

1. Click the **Administration** tab.

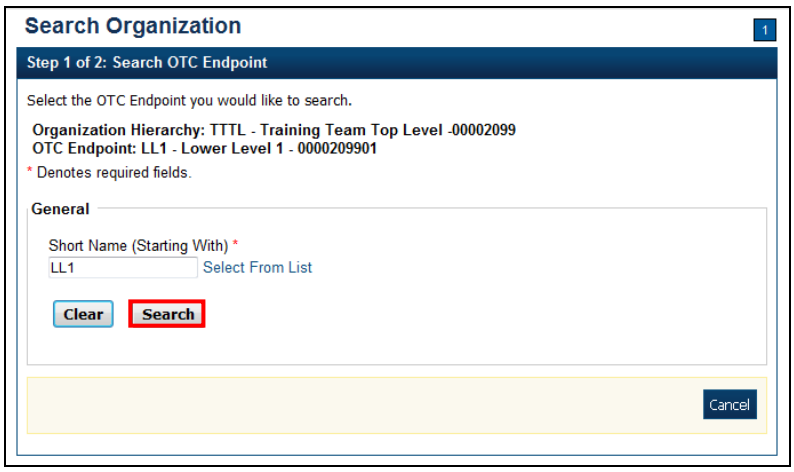
2. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Search**.

Figure 30. Select Manage Organizations>Organization Hierarchy>Search



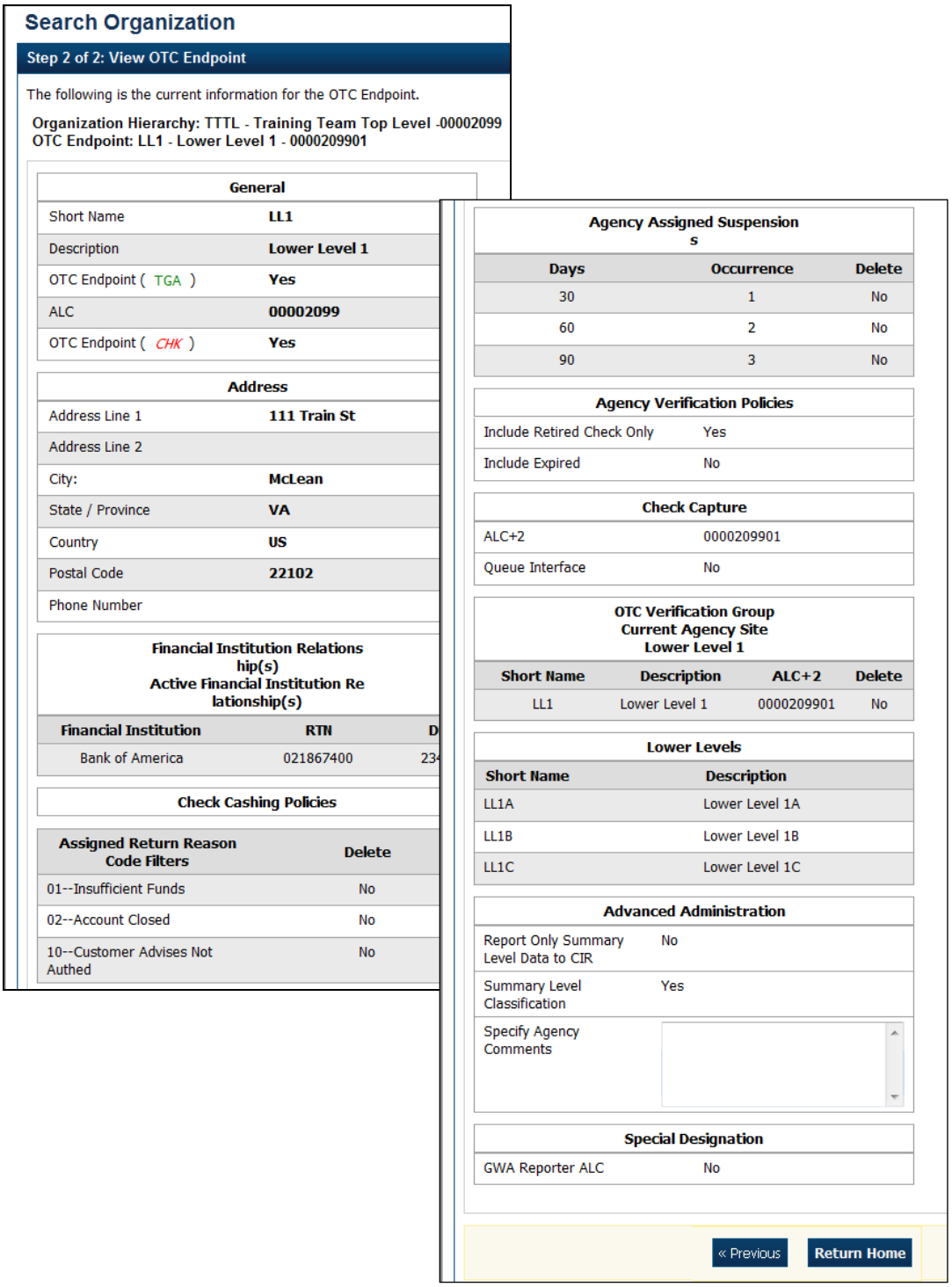
4. The *Search Organization* page appears. Select the **OTC Endpoint** you would like to search. Click **Search**.

Figure 31. Step 1 of 2: Search OTC Endpoint



5. The *View the OTC Endpoint* (for Search Organization) page appears. Search **OTC Endpoint** Information.

Figure 32. Step 2 of 2: View OTC Endpoint



Search for an OTC Endpoint

To search for an OTC Endpoint, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Search**. The *View Organization* page appears.
3. Select the OTC Endpoint you would like to view. The *View OTC Endpoint* page appears.

Application Tip

Additional buttons on the page help you perform other tasks:

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

Topic 4. Managing Accounting Codes

OTCnet provides enhanced check capture and deposit reporting functionalities to support the Central Accounting Reporting System (CARS), formally known as the Government Wide Accounting Modernization Program (GWAMP). The CARS objectives are to capture classification information at the earliest possible time, streamline central accounting and reporting, eliminate burdensome reconciliation, and provide timely Fund Balance with Treasury (FBWT) information to Agencies.

OTCnet captures classification information for transactions (over-the-counter deposits) processed through the Deposit Reporting function and the Check Capture function to support the CARS requirement that all transactions capture standard classification information. For OTCnet, standard classification information will be accepted in the form of a Treasury Account Symbol (TAS) String or a Classification Key (C-Key), which is an internal Agency Accounting Code that can be translated into a valid TAS.

OTCnet sends this C-Key information to CARS through the Collections Information Repository (CIR). CARS then communicates with the Shared Accounting Module (SAM) application to translate the C-Key into a valid TAS/BETC through the Cash Flow and Default Profiles that have been setup in SAM. Initially, classification of check transactions for non-CARS Reporting Agencies is optional.

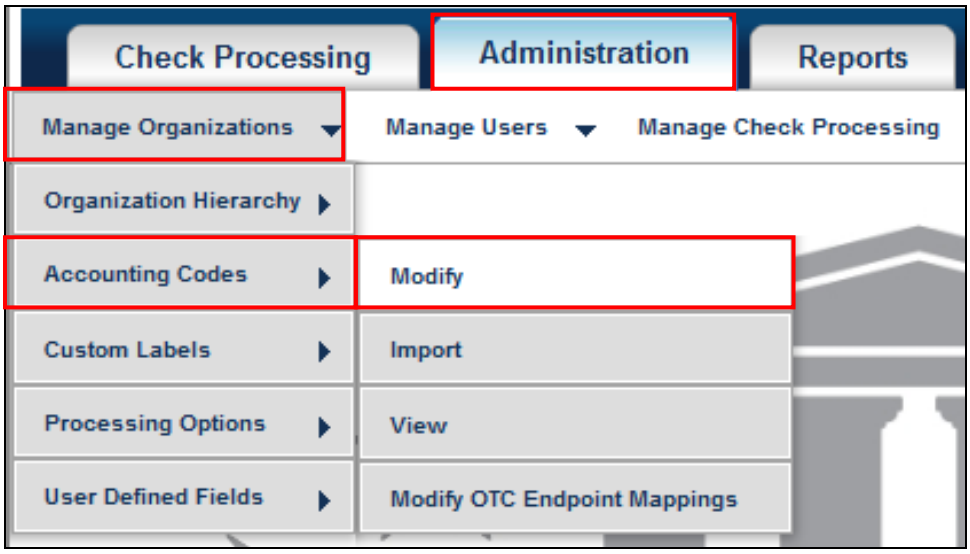
To learn more about CARS, please visit http://fms.treas.gov/CARS/index.html.

Modify Accounting Codes

To enter a new accounting code(s), complete the following steps:

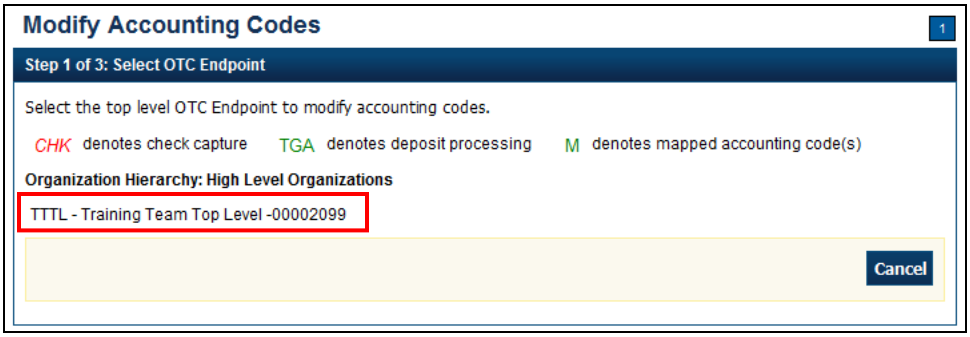
1. Click the **Administration** tab. From the **Manage Organizations** menu, select **Accounting Codes**>**Modify**.

Figure 33. Select Manage Organizations>Accounting Codes>Modify



2. The *Step 1 of 3 Select Organization Endpoint* page appears. Select the organization endpoint for which you want to modify accounting codes.

Figure 34. Step 1 of 3: Select OTC Endpoint

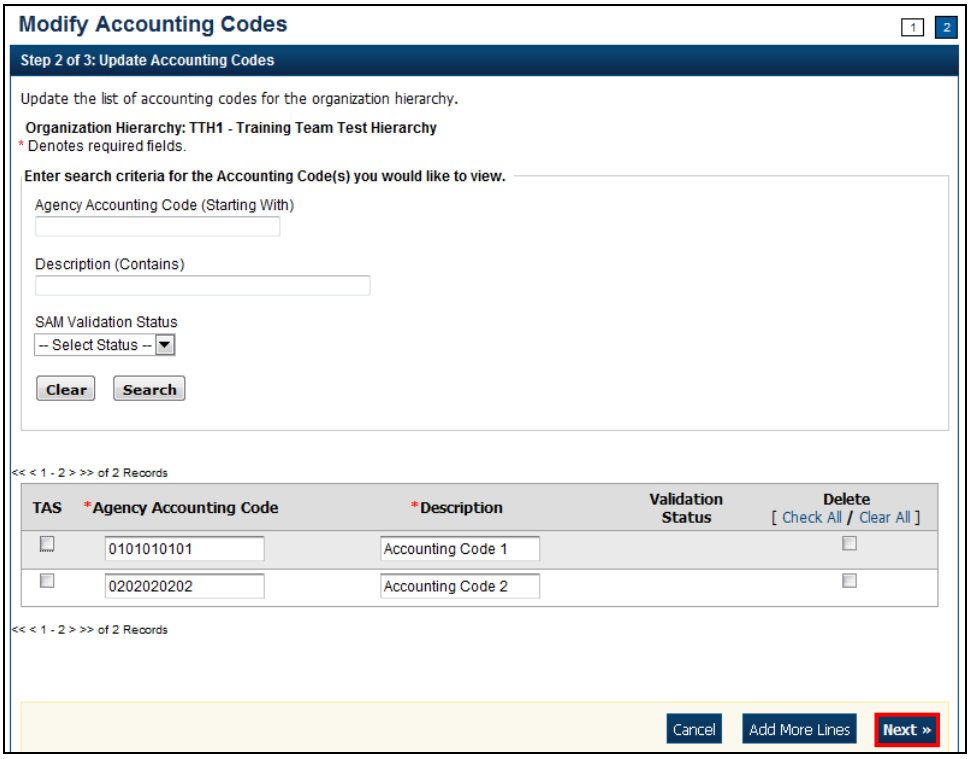


3. The *Step 2 of 3: Update Accounting Codes* page appears. Under the **New Accounting Codes to be Added** table, enter the accounting code details and click **Next**.
   - Enter the **Agency Accounting Code** details
   - Enter the accounting code **Description** details
   - Click the **TAS** check box to indicate the accounting code is a Treasury Account Symbol, *if applicable*

   To input additional rows and accounting codes to the table, click **Add More Lines**.

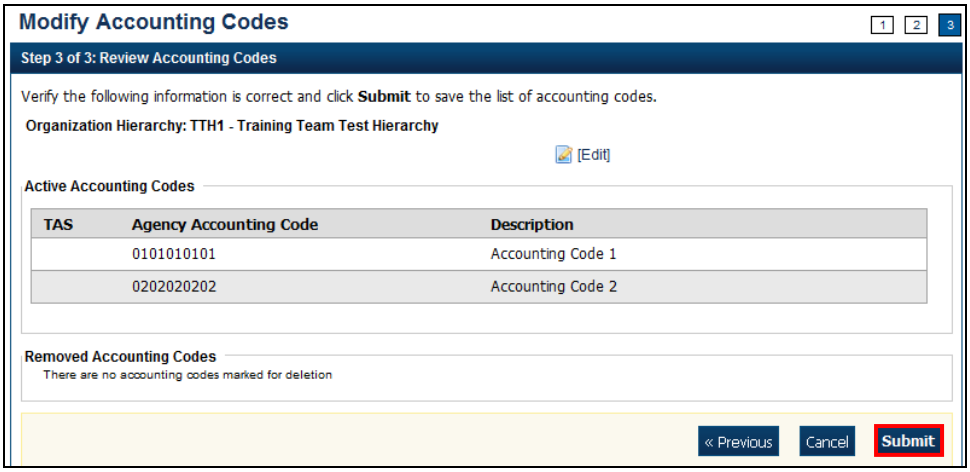
   If an Agency Accounting Code label is customized, it is displayed as the label above the imported codes, according to the custom label that was defined for the highest level organization. This applies to OTC Endpoints that use the deposit processing and/or check processing functionalities. The default accounting code label is **Agency Accounting Code**.

Figure 35. Step 2 of 3: Update Accounting Codes



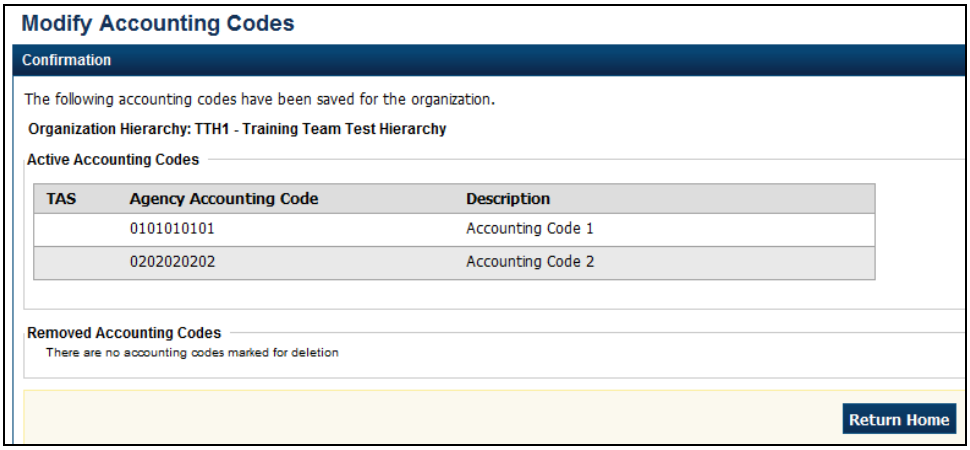
4. The *Step 3 of 3: Review Accounting Codes* page appears. Verify the information is correct and click **Submit**.

Figure 36. Step 3 of 3: Review Accounting Codes



5. A *Confirmation* page appears showing the accounting codes have been saved.

Figure 37. Modify Accounting Codes Confirmation



Modify an Accounting Code

To import accounting codes, complete the following steps:

1. Click the **Administration** tab.

2. From the **Manage Organizations** menu, select **Accounting Codes**>**Import**. The *Step 1 of 4: Select OTC Endpoint* page appears.

3. Select the top level organization endpoint for which you want to import accounting codes. The *Step 2 of 4: Import From File* page appears.

4. Select the type of accounting code to import into the system and browse to its location and click **Import**. The *Step 3 of 4: Select Accounting Codes* page appears.

5. Update the list of accounting codes that will be imported into the system and click **Next**.

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

You can update the details by
- Clicking the **TAS** check box to indicate that the accounting code is a Treasury Account Symbol (TAS), *if applicable*
- Entering the details in both the **Agency Accounting Code** and **Description** text boxes
- Checking the **Skip Selected** box to skip saving any of the imported accounting codes

6. The *Step 4 of 4: Review* page appears. Verify the information is correct and click **Submit**.

7. A *Confirmation* page appears showing that the accounting codes have been imported. Simultaneously, accounting codes flagged as TAS will need to be transmitted to the Shared Accounting Module (SAM) to confirm that they are valid TAS strings

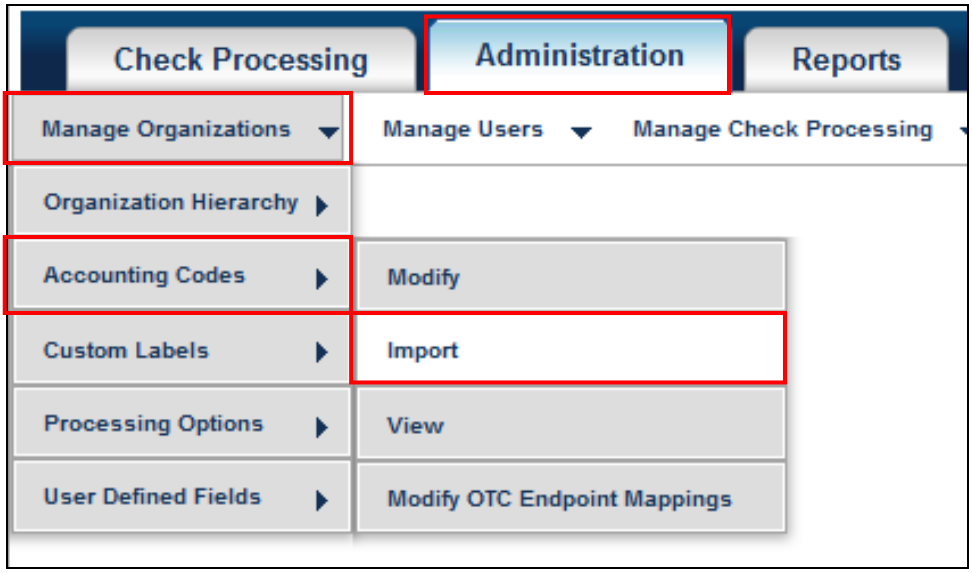
> **Application Tip**
>
> Additional button on the page that helps you perform other tasks:
> - Click **Return Home** to return to the OTCnet Home Page.

Import Accounting Codes

1. Click the **Administration** tab.

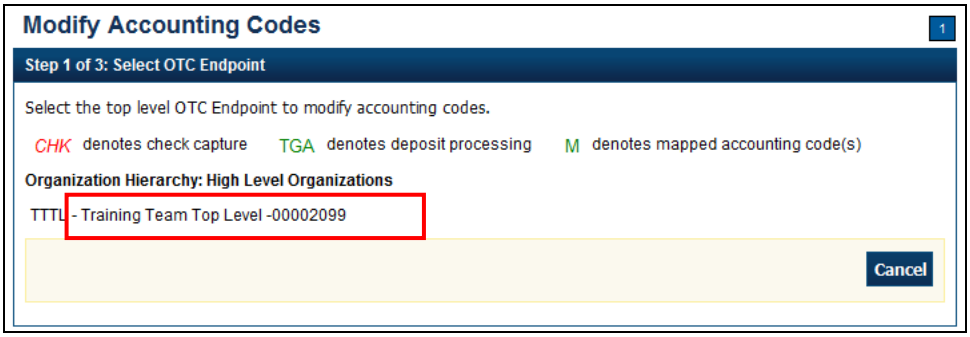
2. From the **Manage Organizations** menu, select **Accounting Codes**>**Import**.

Figure 38. Select Manage Organizations>Accounting Codes>Import



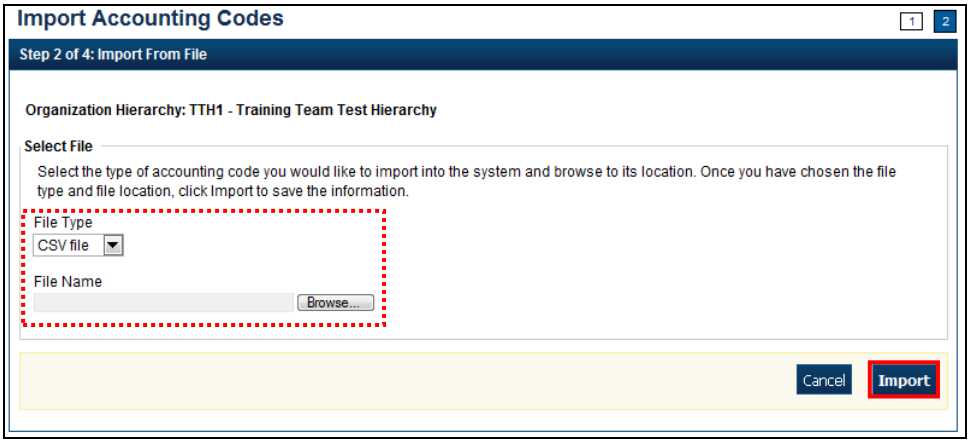
3. The *Step 1 of 4: Select OTC Endpoint* page appears. Select the top level organization endpoint for which you want to import accounting codes.

Figure 39. Step 1 of 4: Select OTC Endpoint



4. The *Step 2 of 4: Import from File* page appears. Select the type of accounting code to import into the system and browse to its location and click **Import**.

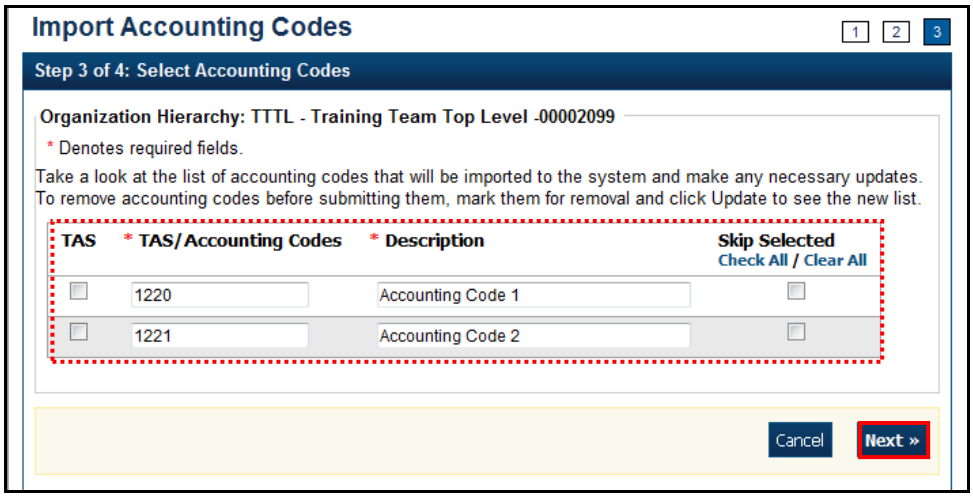
Figure 40. Step 2 of 4: Import from File



5. The *Step 3 of 4: Select Accounting Codes* page appears. Update the list of accounting codes that will be imported into the system and click **Next**.

   If an Agency Accounting Code label is customized, it is displayed as the label above the imported codes, according to the custom label that was defined for the highest level organization. This applies to OTC Endpoints that use the deposit processing and/or check processing functionalities. The default accounting code label is **Agency Accounting Code**.

Figure 41. Step 3 of 4: Select Accounting Codes

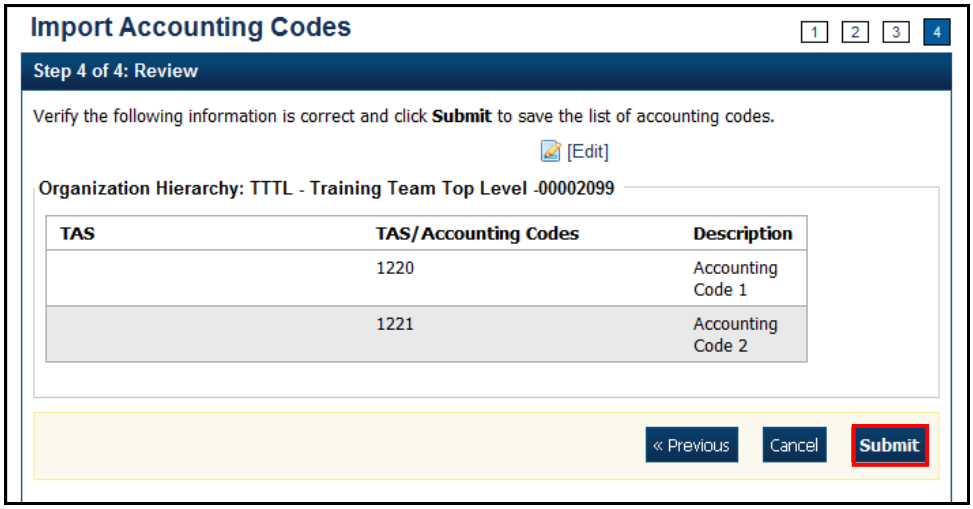


You can update the details by

- Clicking the **TAS** check box to indicate that the accounting code is a Treasury Account Symbol (TAS), *if applicable*
- Entering the details in both the **Agency Accounting Code** and **Description** text boxes
- Checking the **Skip Selected** box to skip saving any of the imported accounting codes

6. The *Step 4 of 4: Review* page appears. Verify the information is correct and click **Submit**.

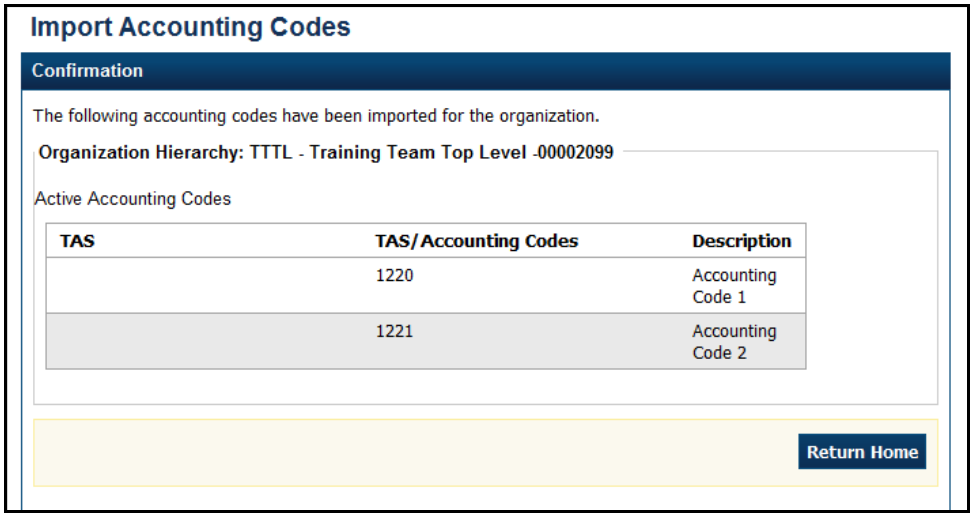
Figure 42. Step 4 of 4: Review



7. A *Confirmation* page appears showing that the accounting codes have been imported.

   Note: Once accounting codes have been imported successfully, the *Confirmation* page appears. Simultaneously, the accounting codes flagged as TAS will need to be transmitted to the Shared Accounting Module (SAM) to confirm that they are valid TAS strings.

Figure 43. Import Accounting Codes Confirmation



Import an Accounting Code

To import accounting codes, complete the following steps:

Application Tip

You can download Treasury Account Symbols (TAS), for import from the Shared Account Module (SAM) site at: https://www.sam.fms.treas.gov/sampublic/tasbetc.htm.

1. Click the **Administration** tab.

2. From the **Manage Organizations** menu, select **Accounting Codes**>**Import**. The *Step 1 of 4: Select OTC Endpoint* page appears.

3. Select the top level organization endpoint for which you want to import accounting codes. The *Step 2 of 4: Import from File* page appears.

4. Select the type of accounting code to import into the system and browse to its location and click **Import**. The *Step 3 of 4: Select Accounting Codes* page appears.

5. Update the list of accounting codes that will be imported into the system and click **Next**.

Application Tip

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

You can update the details by
- Clicking the **TAS** check box to indicate that the accounting code is a Treasury Account Symbol (TAS), *if applicable*
- Entering the details in both the **Agency Accounting Code** and **Description** text boxes
- Checking the **Skip Selected** box to skip saving any of the imported accounting codes

6. The *Step 4 of 4: Review* page appears. Verify the information is correct and click **Submit**.

7. A *Confirmation* page appears showing that the accounting codes have been imported. Simultaneously, accounting codes flagged as TAS will need to be transmitted to the Shared Accounting Module (SAM) to confirm that they are valid TAS strings.

Application Tip

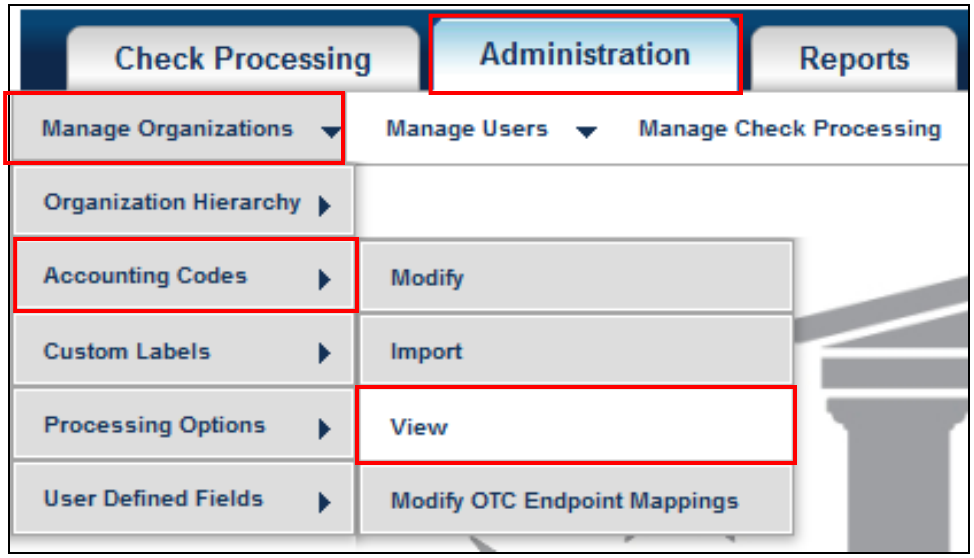
Additional button on the page that helps you perform other tasks:

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

View Accounting Codes

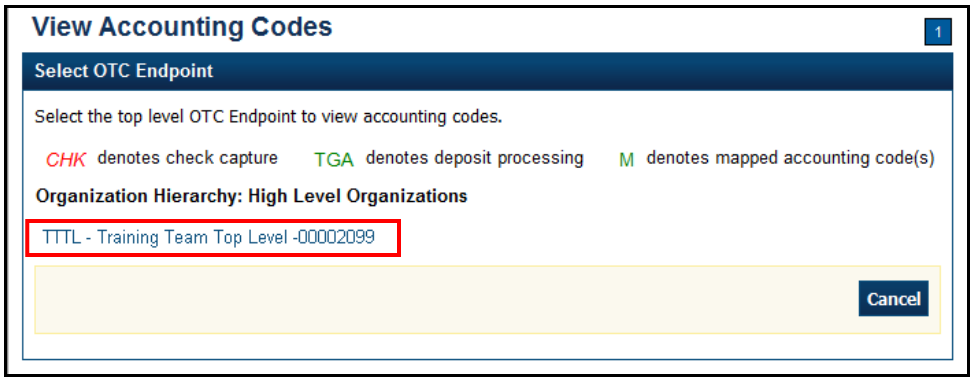
1. Click the **Administration** tab. From the **Manage Organizations** menu, select **Accounting Codes**>**View**.

Figure 44. Select Manage Organizations>Accounting Codes>View



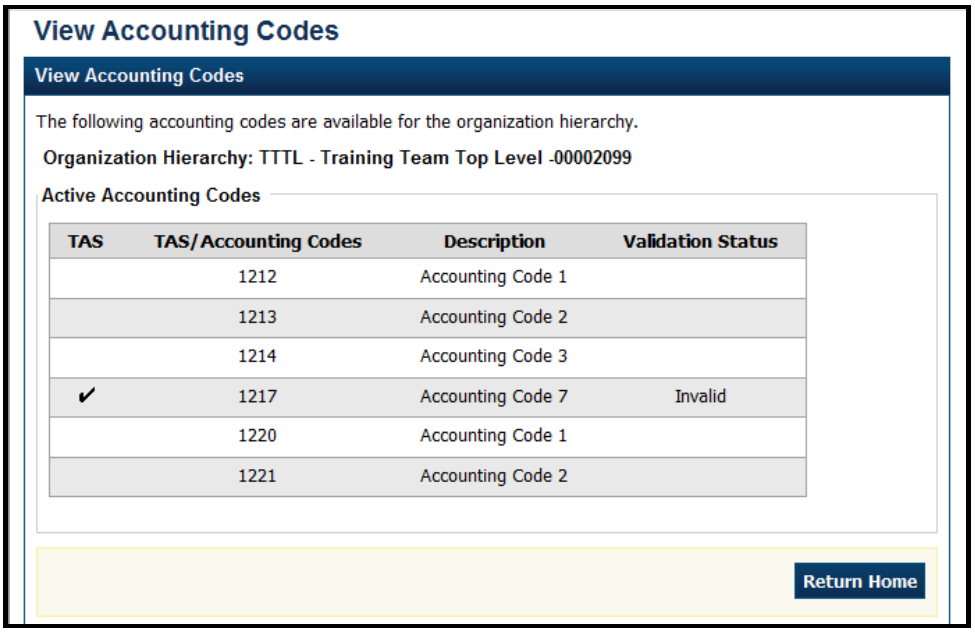
2. The *View Accounting Codes* page appears. Select the highest level organization endpoint's accounting codes you would like to view.

Figure 45. Select Organization Endpoint



3. The *View Accounting Codes* page appears.

Figure 46. . View Accounting Codes



View Accounting Codes

View Accounting Codes

The following accounting codes are available for the organization hierarchy.

Organization Hierarchy: TTTL - Training Team Top Level -00002099

Active Accounting Codes

TAS	TAS/Accounting Codes	Description	Validation Status
	1212	Accounting Code 1	
	1213	Accounting Code 2	
	1214	Accounting Code 3	
✔	1217	Accounting Code 7	Invalid
	1220	Accounting Code 1	
	1221	Accounting Code 2	

Return Home

View an Accounting Code

To view an accounting code, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Accounting Codes**>**View**. The *View Accounting Codes* page appears.
3. Select the highest level organization endpoint's accounting codes you would like to view. The *View Accounting Codes* page appears.

Application Tip

If an Agency Accounting Code label is customized, it is displayed as the label above the imported codes, according to the custom label that was defined for the highest level organization. This applies to OTC Endpoints that use the deposit processing and/or check processing functionalities. The default accounting code label is **Agency Accounting Code**.

Application Tip

Only active accounting codes available for deposit processing and check processing (if applicable) appear.

Application Tip

Under the **Active Accounting Code** table, both **Treasury Account Symbols (TAS)** and accounting codes not identified as **TAS** display.

Application Tip

If an accounting code is a **TAS**, a check mark displays under the **TAS** column and the SAM validation status (**Valid**, **Invalid** or **In Process**) displays under the **Validation Status** column.

Application Tip

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

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

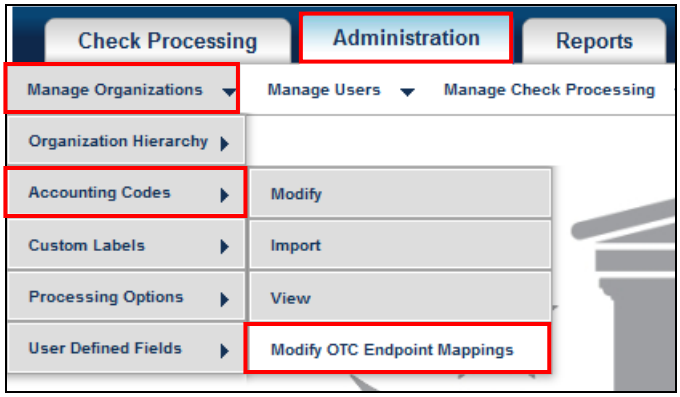
Modify Endpoint Mappings

An endpoint mapping is the assignment of accounting codes to an agency's OTC Endpoint, to which a deposit amount can be allocated.

1. Click the **Administration** tab.

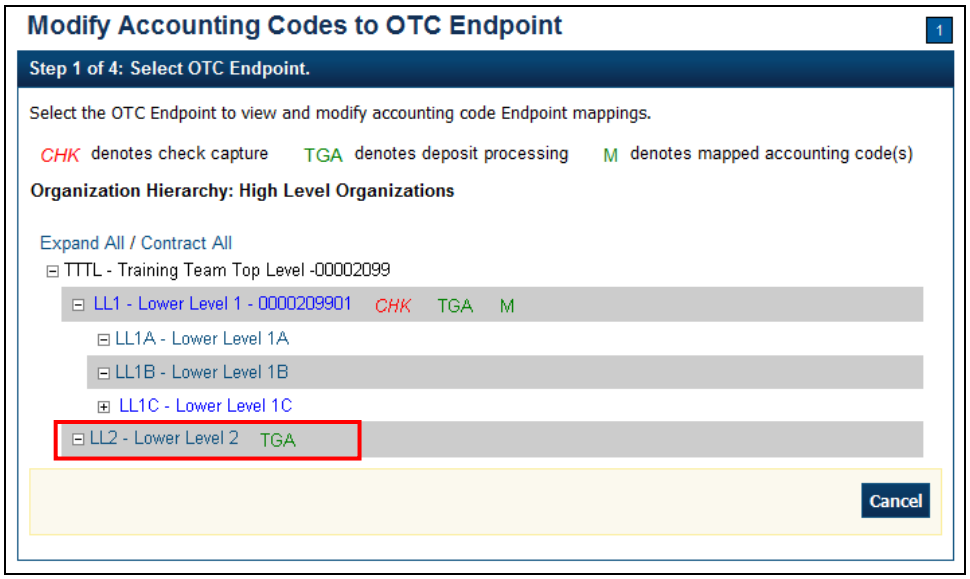
2. From the **Manage Organizations** menu, select **Accounting Codes** and click **Modify OTC Endpoint Mappings**.

Figure 47. Manage Organizations>Accounting Codes> Modify OTC Endpoint Mappings



3. The *Step 1 of 4: Select OTC Endpoint* page appears. Select the OTC Endpoint for the accounting code endpoint mapping you would like to assign or remove.

Figure 48. Step 1 of 4: Select OTC Endpoint

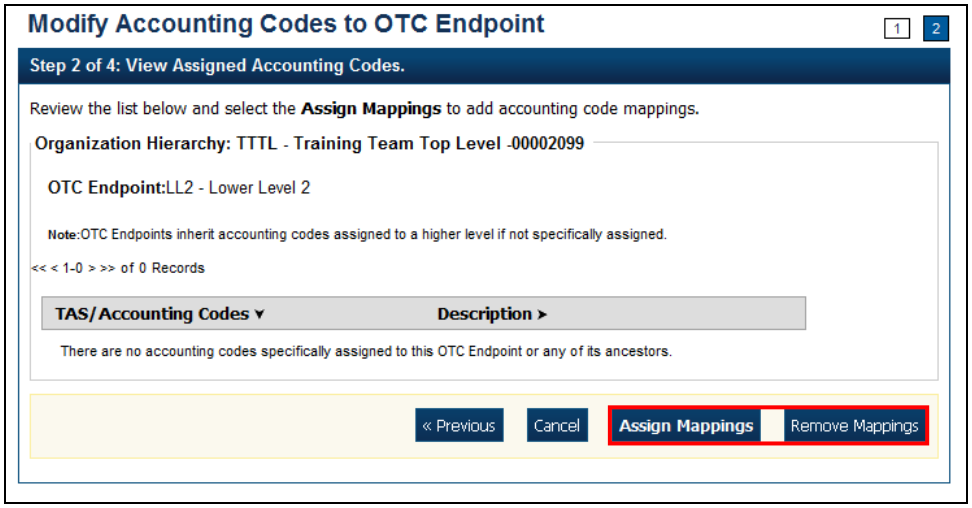


The *Step 2 of 4: View Assigned Accounting Codes* page appears. Click **Assign Mappings** to assign an accounting code to an OTCnet Endpoint. The *Step 2 of 4 Continued: Search and Assign Accounting Codes* page appears.

or

Click **Remove Mappings** to remove an accounting code from an OTCnet Endpoint. The *Step 3 of 4: Remove Accounting Codes* page appears.

Figure 49. View Assigned Accounting Codes



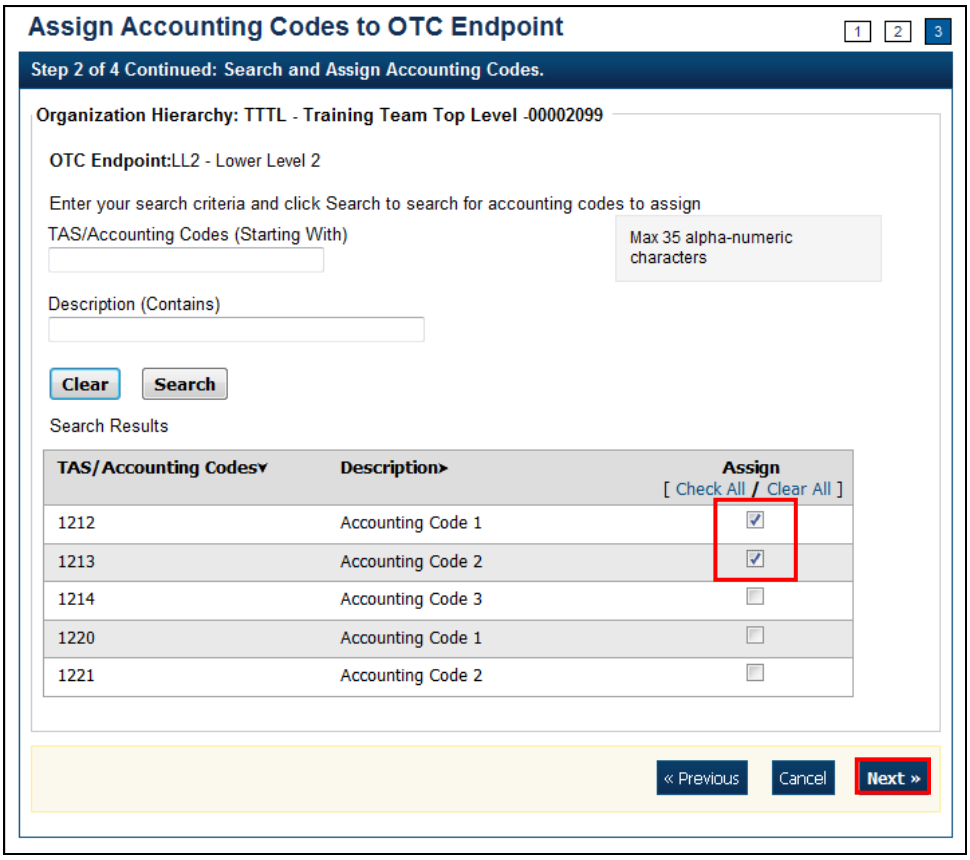
4. Assign or remove an accounting code to or from an OTCnet Endpoint.

To **Assign Mappings** to an OTCnet Endpoint,

- Enter the **Accounting Code (Starting With)** search criteria, *optional*
- Enter the **Description (Contains)** search criteria, *optional*
- Click **Search**, *optional*
- Check the **Assign** box(es) for the accounting codes that you want to assign
- Click **Next** (Proceed to *Step 3 of 4: Assign Accounting Codes*)

If an Agency has identified accounting codes as a **TAS**, only **TAS** identified as **Valid** by **SAM** will be available for mapping to an OTC Endpoint.

Figure 50. Step 2 of 4 Continued: Search and Assign Accounting Codes



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

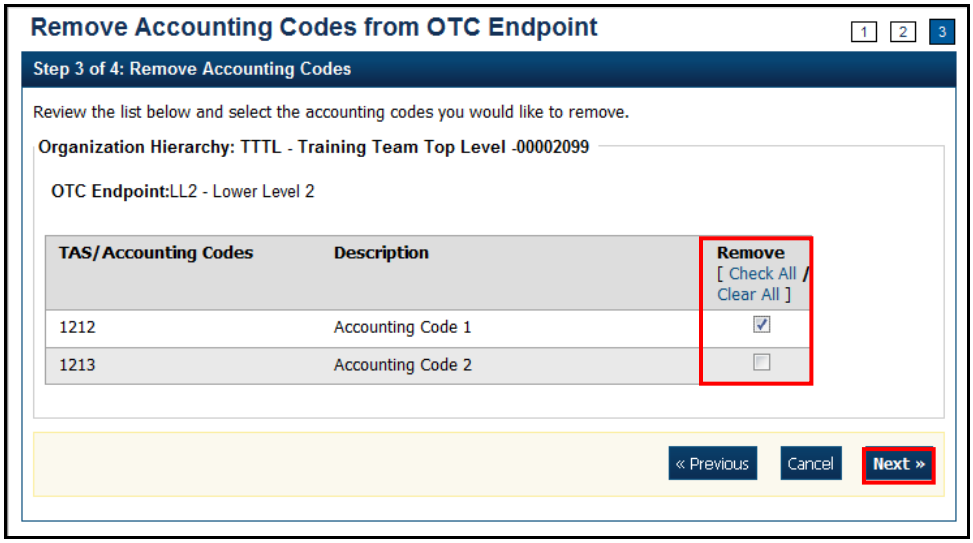
If an Agency has identified accounting codes as a **TAS**, only TAS identified as **Valid** by **SAM** will be available for mapping to an OTC Endpoint.

or

To **Remove Mappings** from an OTCnet Endpoint,

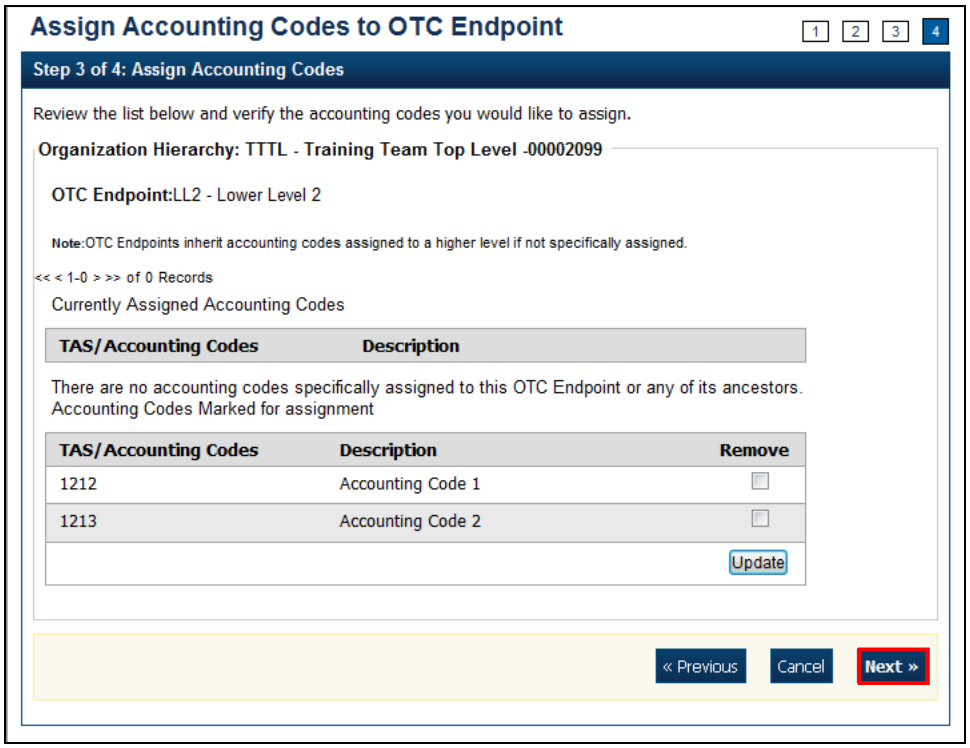
- Check the **Remove** box(es) for the accounting codes that you want to remove
- Click **Next** (Proceed to *Step 4 of 4: Review Accounting Codes from Endpoint*)

Figure 51. Step 3 of 4: Assign Accounting Codes



5. The *Step 3 of 4: Assign Accounting Codes page appears.* Review and verify the accounting code(s) you would like to assign and click **Next**.

Figure 52. Step 3 of 4: Assign Accounting Codes

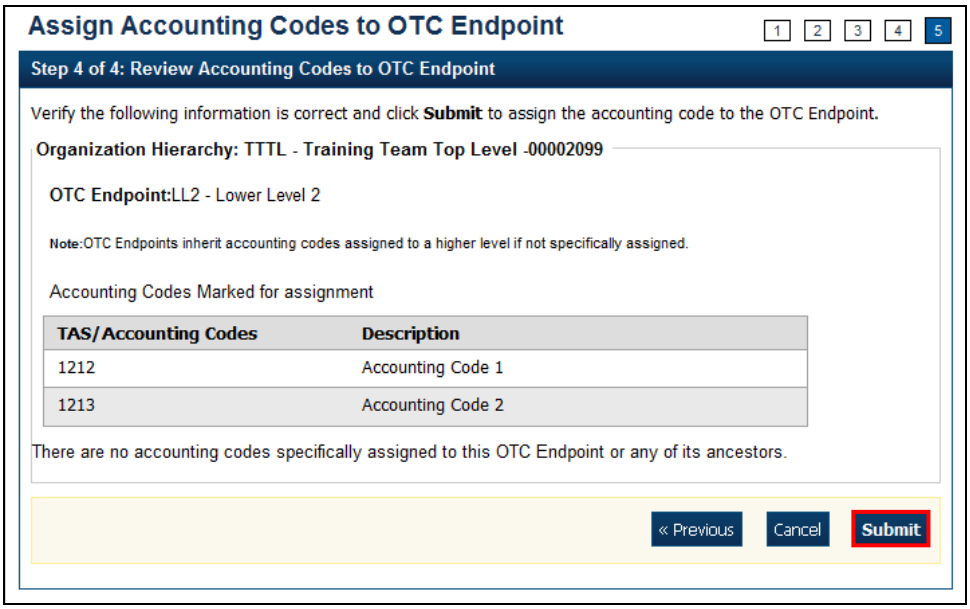


Note: Check the **Remove** box(es) and click the **Update** button to delete the OTC Endpoint mapping for an accounting code.

A mapped accounting code is not eligible for removal if a batch is associated with a transaction within an active batch that is **Open**, **Closed**, or **Approved** or a deposit that is in **Draft** or **Awaiting Approval (AWAP)** status. An error message will be displayed to a user if this scenario occurs.

6. 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.

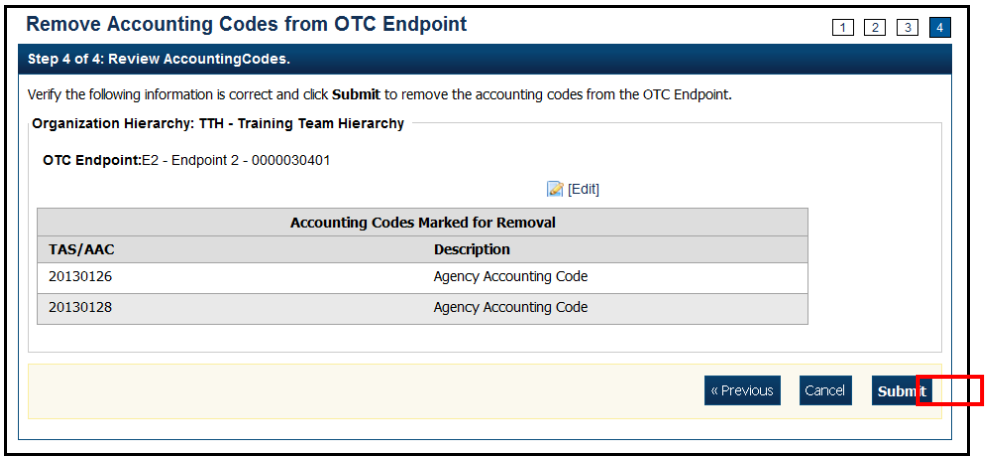
Figure 53. Step 4 of 4: Review Accounting Codes to OTC Endpoint – Accounting Code Marked for Assignment



or

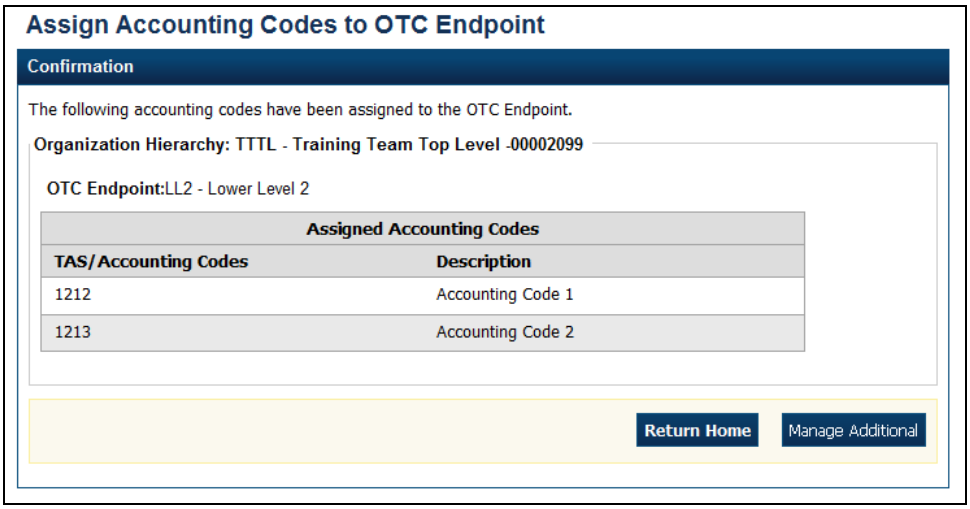
Confirm the information is correct and click **Submit** to remove the accounting code(s) from the OTC Endpoint.

Figure 54. Step 4 of 4: Review Accounting Codes to Endpoint



6. A *Confirmation* page appears showing that the accounting codes have been assigned to or removed from the OTC Endpoint.

Figure 55. Assigned Accounting Code Confirmation



Map Accounting Codes to OTC Endpoints

To assign or remove an endpoint mapping, complete the following steps:

1. Click the **Administration** tab.

2. From the **Manage Organizations** menu, select **Accounting Codes** and click **Modify OTC Endpoint Mappings**. The *Step 1 of 4: Select OTC Endpoint* page appears.

3. Select the OTC Endpoint for the accounting code endpoint mapping you would like to assign or remove. The *Step 2 of 4: View Assigned Accounting Codes* page appears.

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

4. Click **Assign Mappings** to assign an accounting code to an OTCnet Endpoint. The *Step 2 of 4 Continued: Search and Assign Accounting Codes* page appears.
   or
   Click **Remove Mappings** to remove an accounting code from an OTCnet Endpoint. The *Step 3 of 4: Remove Accounting Codes* page appears.

5. Assign or remove an accounting code to or from an OTCnet Endpoint.
   To **Assign Mappings** to an OTCnet Endpoint,
   - Enter the **Accounting Code (Starting With)** search criteria, *optional*
   - Enter the **Description (Contains)** search criteria, *optional*
   - Click **Search**, *optional*

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

> **Application Tip**
>
> If an Agency has identified accounting codes as a **Treasury Account Symbol (TAS)**, only **TAS** identified as **Valid** by **Shared Accounting Module (SAM)** will be available for mapping to an OTC Endpoint.

- Check the **Assign** box(es) for the accounting codes that you want to assign
- Click **Next** (Proceed to *Step 3 of 4: Assign Accounting Codes*)

or

To **Remove Mappings** from an OTCnet Endpoint,

- Check the **Remove** box(es) for the accounting codes that you want to remove
- Click **Next** (Proceed to *Step 4 of 4: Review Accounting Codes from Endpoint*)

6. The *Step 3 of 4: Assign Accounting Codes page appears.* Review and verify the accounting code(s) you would like to assign and click **Next**. (Proceed to *Step 4 of 4: Review Accounting Codes to Endpoint*)

Application Tip

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

Application Tip

A mapped accounting code is not eligible for removal if a batch is associated with a transaction within an active batch that is **Open**, **Closed**, or **Approved** or a deposit that is in **Draft** or **Awaiting Approval (AWAP)** status. An error message will be displayed to a user if this scenario occurs.

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

   or

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

8. A *Confirmation* page appears showing that the accounting codes have been assigned to or removed from the OTC Endpoint.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Return Home** to return to the OTCnet Home Page.
- Click **Manage Additional** to manage another accounting code.

Topic 5. Managing Processing Options

As part of managing your organization hierarchy, you need to define your deposit processing options. **Processing options** are parameters for the deposit and adjustments process. You must first define processing options at the highest level of the organization before defining lower level options. For lower-level organizations, if you do not define these options, then the lower-level organizations will take on the options set for the next higher level organization that does have the options set.

If you do not define processing options, your organization cannot create deposits or classify a batch at the summary level. You can define processing options at any level within your organization. You can also view the processing options by **OTC Endpoint** report to manage processing options in your organization.

As an **Accounting Specialist**, you can modify the following processing options for your organization's hierarchy:

- ***Accounting Classifications for Adjustments*, Corrections, and Returned Items**: Identifies the default accounting codes to which you want adjusted amounts credited and debited. This also applies to credit and debit voucher ALC Account Switch Corrections, returned items, and batches that are classified at the summary level which contain a failed item

  Accounting Specialists, Check Capture Supervisors and Check Capture Lead Operators can only apply Accounting classifications for adjustments. Check Capture Supervisors and Check Capture Lead Operators can only apply accounting classifications for corrections and returned items.

- ***Correspondence***: Provides the financial institution with address information for any correspondence including returned item information

- ***Deposit Preparation***: Sets default settings for deposit preparation to save time for Deposit Preparers

- ***Transaction History***: Sets default settings for historical data about transactions

Modify Processing Options

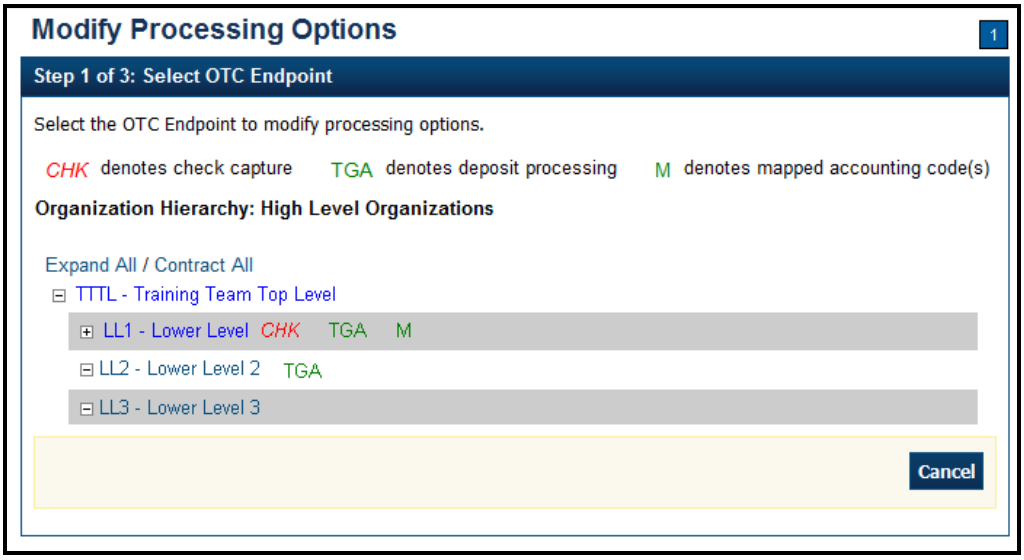
1. Click the **Administration** tab. From the **Manage Organizations** menu, select **Processing Options** and click **Modify**. The *Step 1 of 3: Select OTC Endpoint* page appears.

   Note: Processing options must first be defined for the highest level organization before any lower level organization's processing options can be defined. If the processing options are not defined for the highest level organization, all lower level organization links will be disabled.

Figure 56. Select Processing Options>Modify

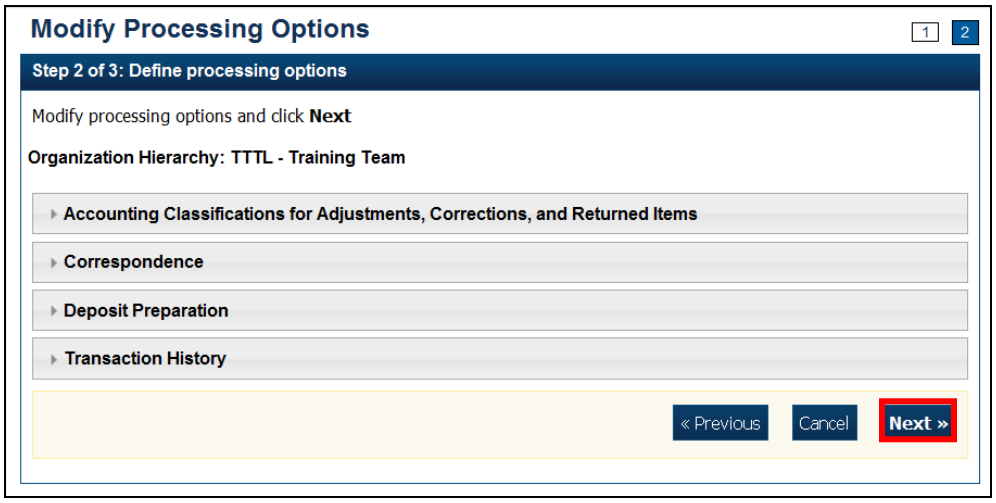
2. Select the OTC Endpoint for which you want to modify a processing option.

Figure 57. Step 1 of 3: Select OTC Endpoint



3. The *Step 2 of 3: Define Processing Options* page appears. Modify the processing option(s) and click **Next**.

Figure 58. Step 2 of 3: Define Processing Options



Note: To narrow an accounting code search, enter a partial or full accounting code.

All accounting codes that meet your search criteria and are not applied as a debit or credit adjustment to your OTC Endpoint are displayed on the page. If you do not enter search criteria, all the accounting codes defined for the highest level organization appear.

By default, the first ten accounting codes display, first by ascending special character order, then by numerical order and then by ascending alphabetical order by accounting code.

If organization has more than ten accounting codes, click the pagination menu above the section containing the existing accounting codes to view additional pages of results. The system will only allow a user to view and apply active accounting codes not designated as TAS or those designated as TAS and have been validated by SAM.

An accounting code can be assigned to both a debit adjustment and credit adjustment.

After an accounting code is assigned to debit or credit adjustment it appears in the Adjustment Type/Default Accounting Code table.

To modify **Accounting Classifications for Adjustments, Corrections, and Returned Items**, you can:

Update **Default Accounting Codes** by,

- Selecting either **Use parent's values** or **Use my values**

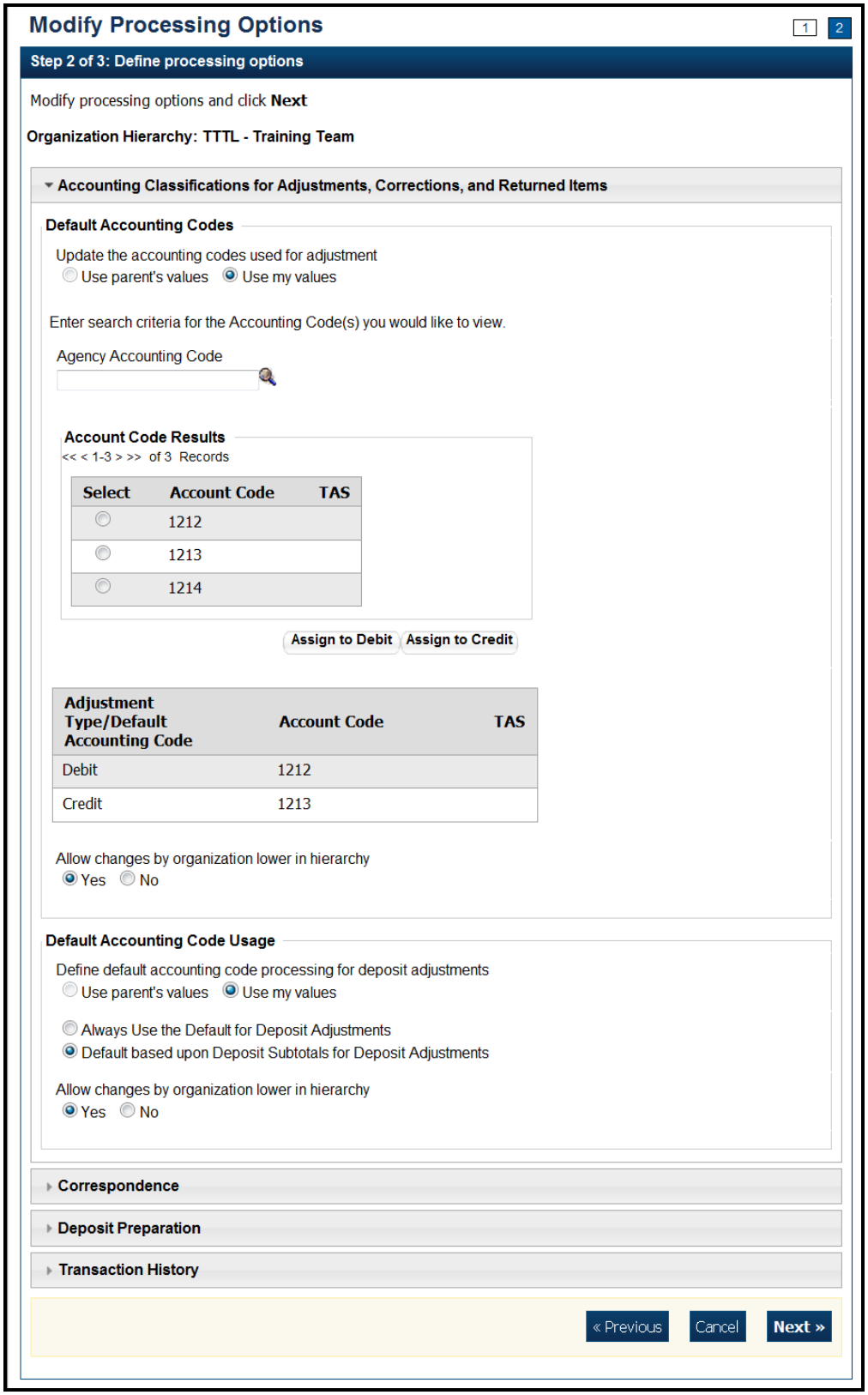
- If selecting to **Use My Values**, entering the **Agency Accounting Code** and clicking the **Search** button (magnifying glass)
- Selecting the **Accounting Code** for the adjustment types you want to modify and clicking **Assign to Debit** or **Assign to Credit**.
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Note: Click **Apply to Debit** to assign an accounting code to all debt adjustments. Click **Apply to Credit** to assigning an accounting code to all credit adjustments.

Update **Default Accounting Code Usage** by,

- Selecting either **Use parent's values** or **Use my values**.
- Selecting either **Always Use the Default for Deposit Adjustments** or **Default based upon Deposit Subtotals for Deposit Adjustments**
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy.

Figure 59. Step 2 of 3: Define Processing Options page with Accounting Classifications for Adjustments, Corrections, and Returned Items expanded



To modify **Correspondence**, you can:

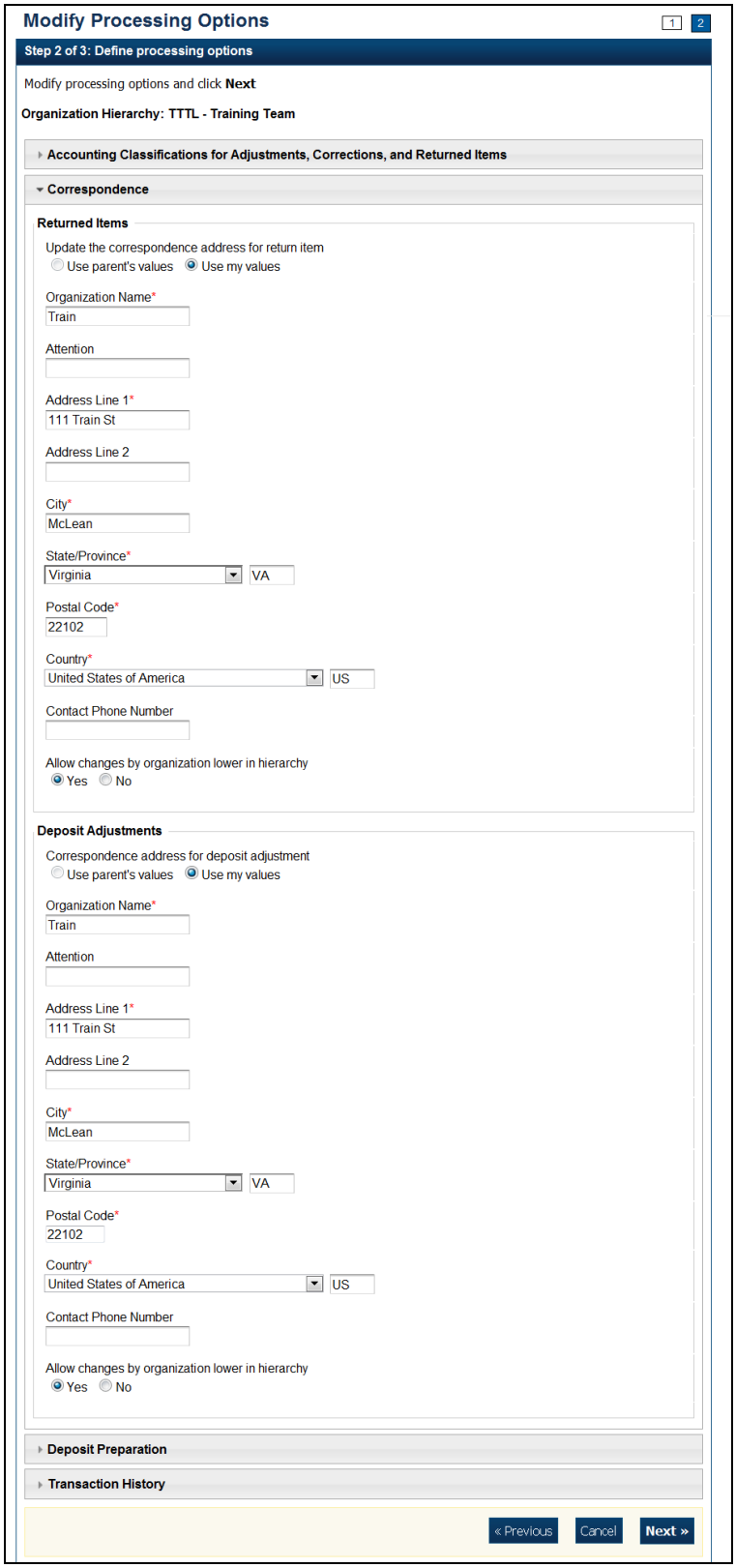
Update **Returned Items** by,

- Selecting **Use parent's values** or **Use my values**
- Entering the corresponding address information that you would like to be displayed to a financial institution when return item adjustment is created
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update **Deposit Adjustment** by,

- Selecting **Use parent's values** or **Use my values**
- Entering the corresponding address information that you would like to be displayed to a financial institution when a deposit adjustment is created
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Figure 60. Define Processing Options page with Correspondence expanded



To modify **Deposit Preparation**, you can:

Update **ITGA Deposit Creation** by,

- Selecting **Use parent's values** or **Use my values**
- Selecting **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
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update **Subtotals and Cash Count** by,

- Selecting **Use parent's values** or **Use my values**
- Selecting **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

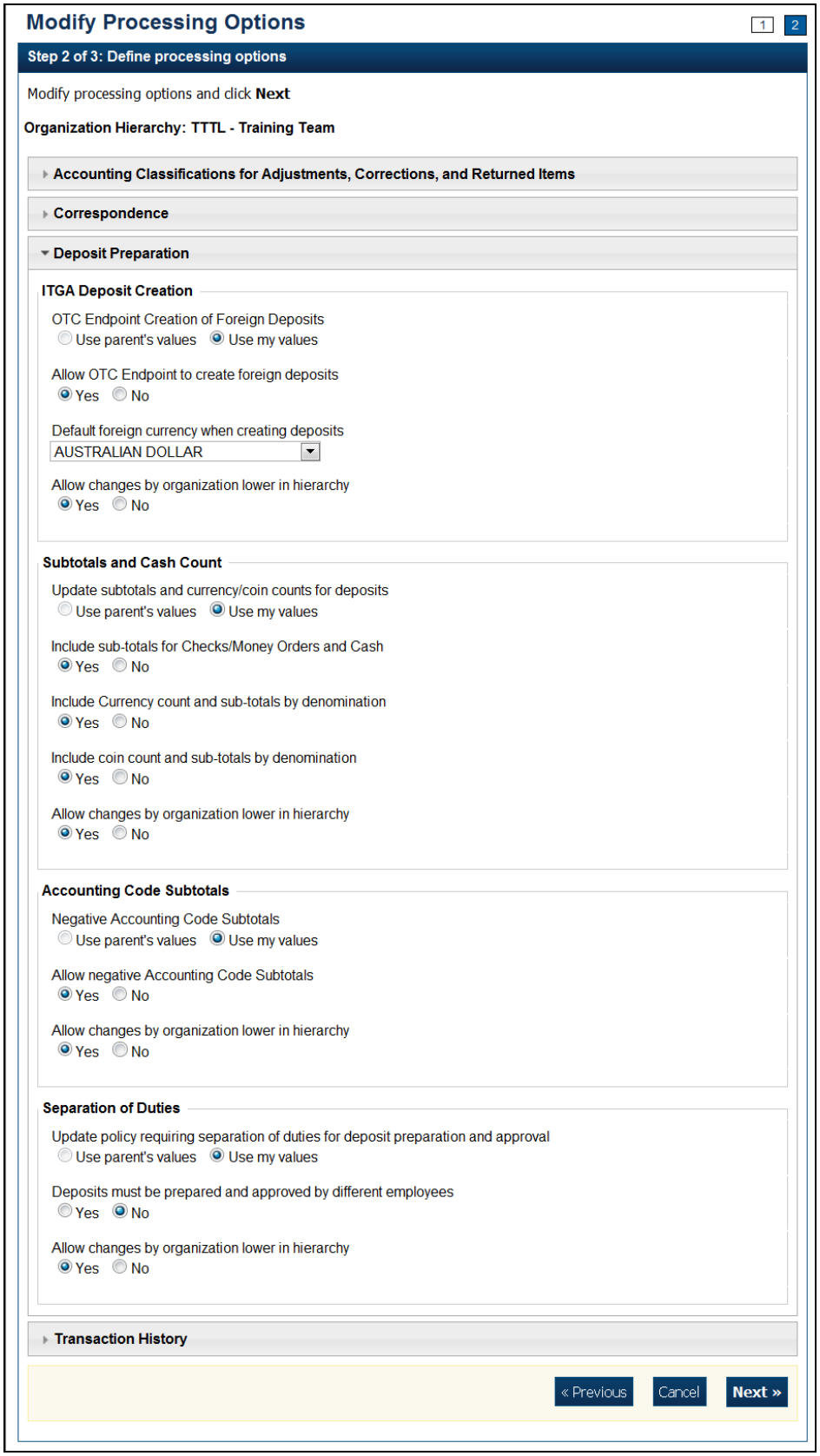
Update **Accounting Code Subtotals** by,

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

Update **Separation of Duties** by,

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** radio for each of the following options
  - Deposits must be prepared and approved by different employees
  - Allow changes by an organization lower in hierarchy

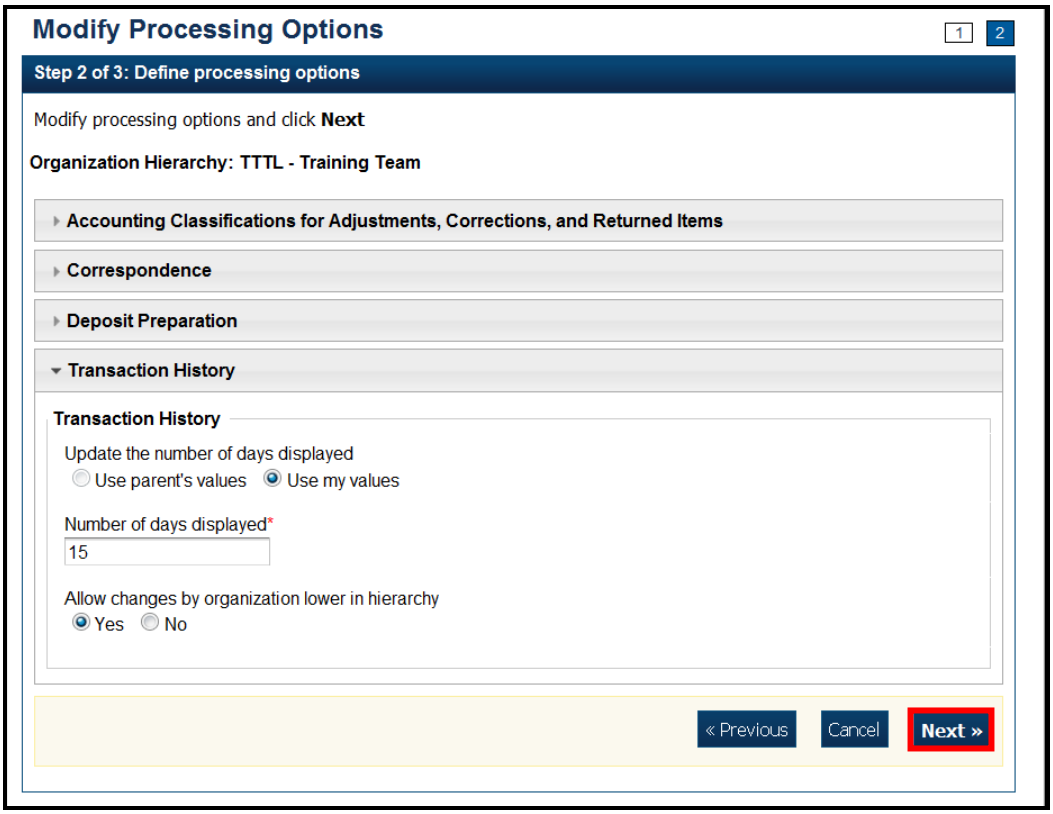
Figure 61. Update Deposit Processing Options with Deposit Preparation expanded



Modify **Transaction History** by,

- Selecting **Use parent's values** or **Use my values**
- Entering the **Number of days displayed** in the text box (if applicable)
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy and click **Next.**

Figure 62. Deposit Procession Options with Transaction History expanded



5. The *Step 3 of 3: Review the following processing options* page appears. Verify the information is correct and click **Submit**.

Figure 63. Step 3 of 3: Review the Following Processing Options with Accounting Classifications for Adjustments, Corrections, and Returned Items expanded

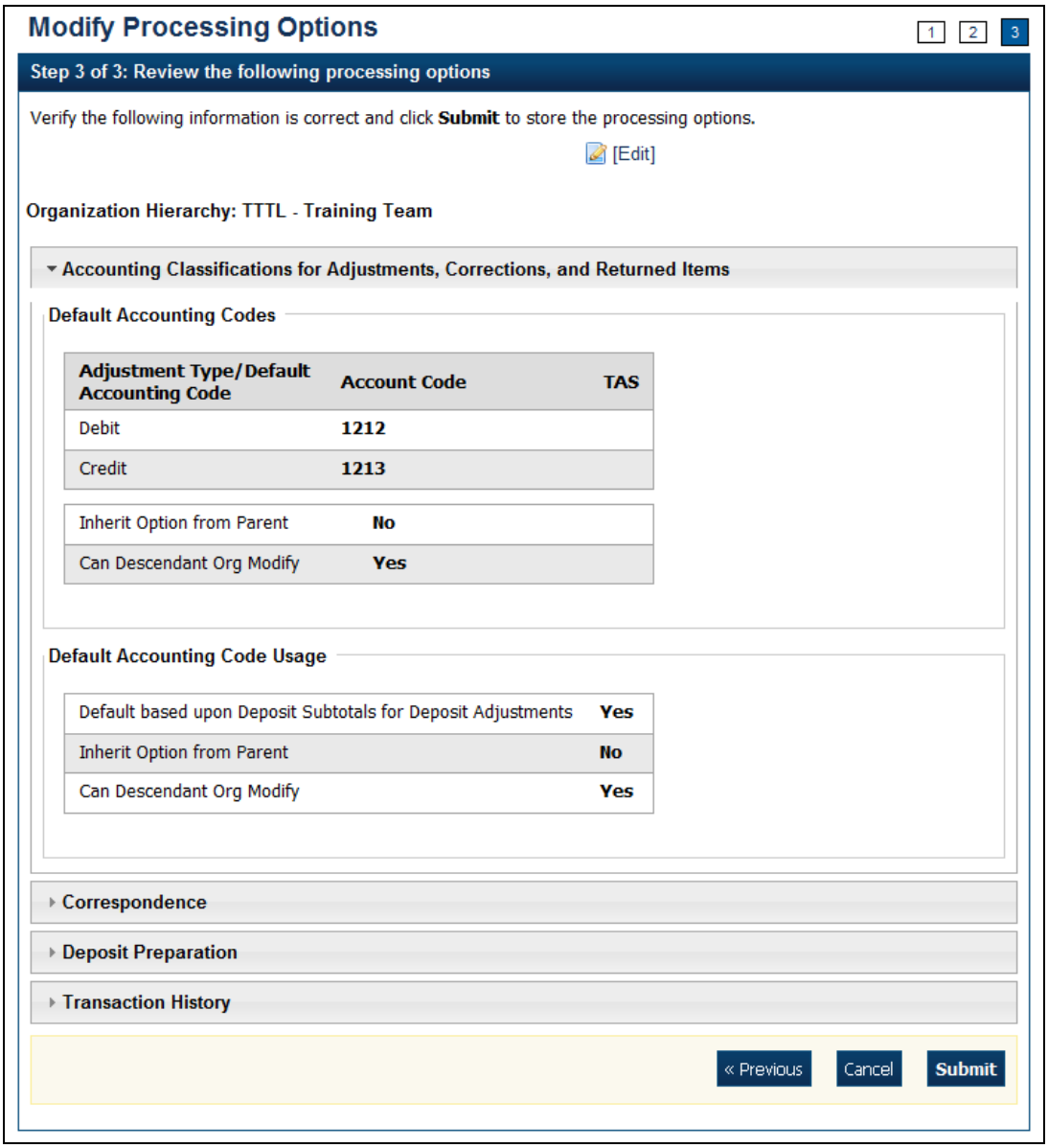
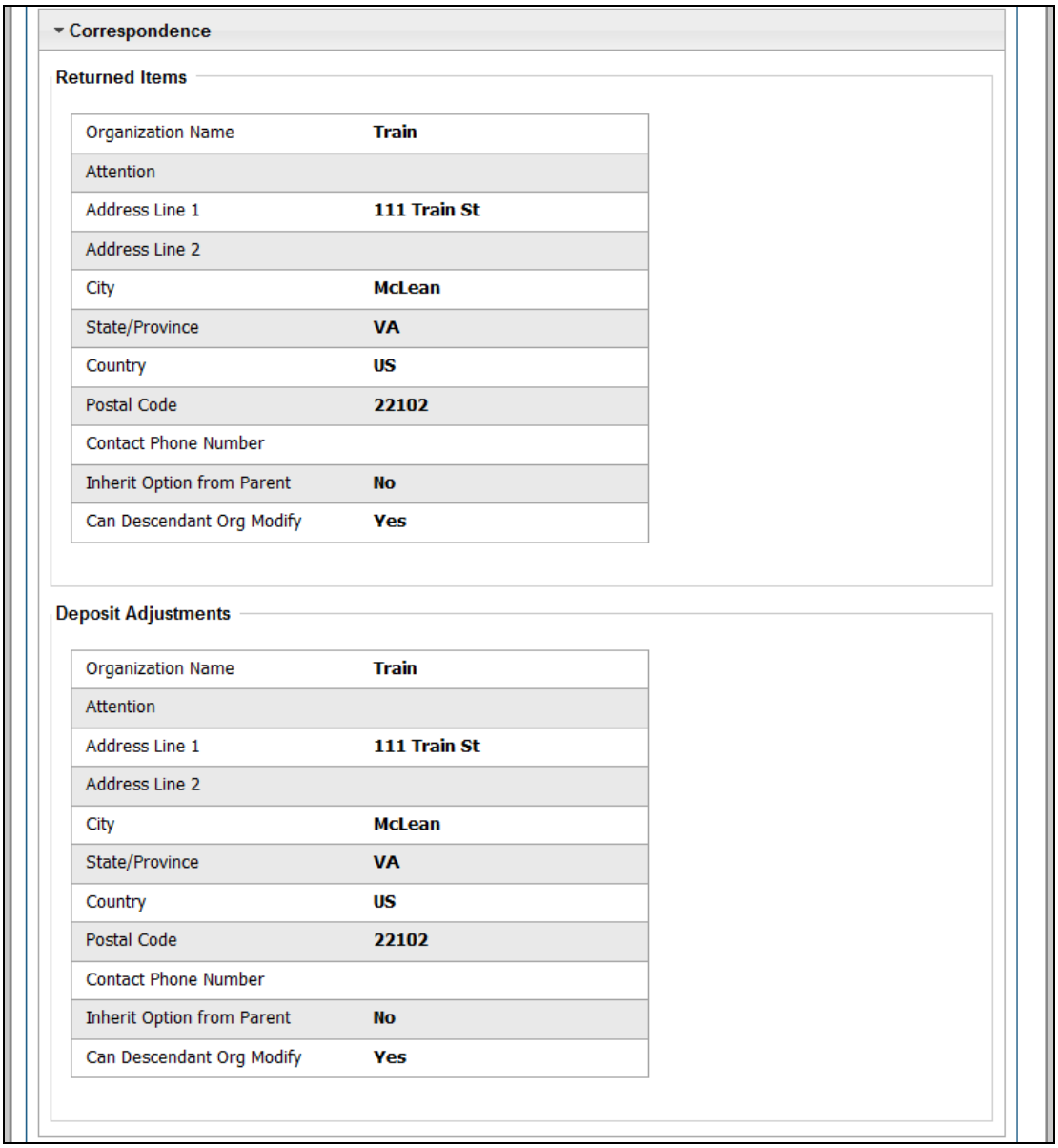


Figure 64. Review the Following Processing Options with Correspondence expanded



Correspondence

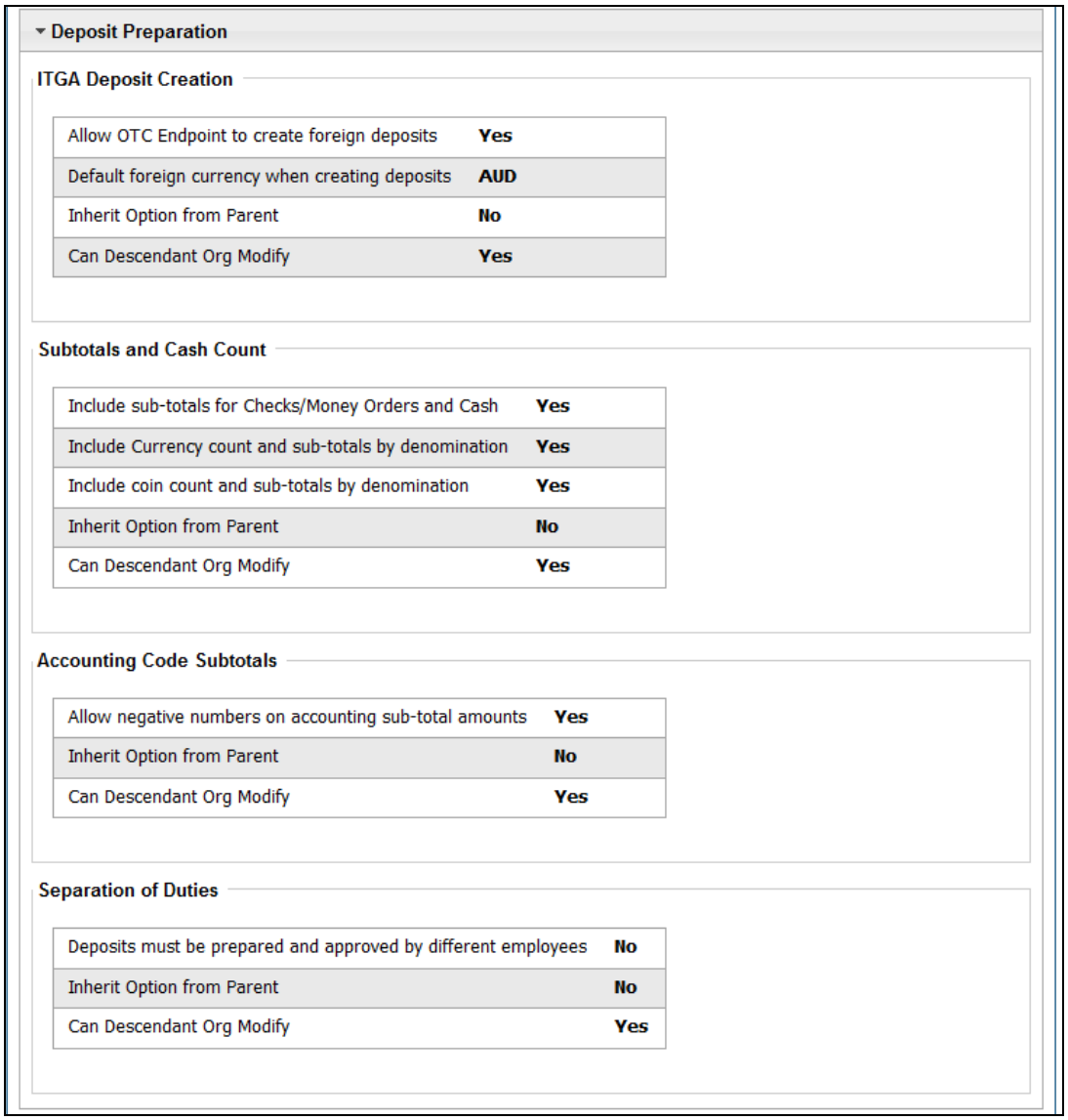
Returned Items

Organization Name	**Train**
Attention	
Address Line 1	**111 Train St**
Address Line 2	
City	**McLean**
State/Province	**VA**
Country	**US**
Postal Code	**22102**
Contact Phone Number	
Inherit Option from Parent	**No**
Can Descendant Org Modify	**Yes**

Deposit Adjustments

Organization Name	**Train**
Attention	
Address Line 1	**111 Train St**
Address Line 2	
City	**McLean**
State/Province	**VA**
Country	**US**
Postal Code	**22102**
Contact Phone Number	
Inherit Option from Parent	**No**
Can Descendant Org Modify	**Yes**

Figure 65. Review the Following Processing Options with Deposit Preparation expanded



Deposit Preparation

ITGA Deposit Creation

Allow OTC Endpoint to create foreign deposits	Yes
Default foreign currency when creating deposits	AUD
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Subtotals and Cash Count

Include sub-totals for Checks/Money Orders and Cash	Yes
Include Currency count and sub-totals by denomination	Yes
Include coin count and sub-totals by denomination	Yes
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

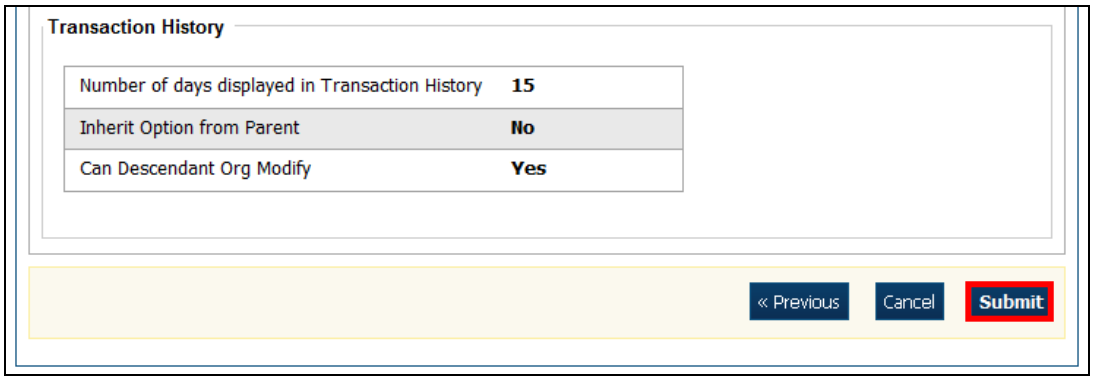
Accounting Code Subtotals

Allow negative numbers on accounting sub-total amounts	Yes
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Separation of Duties

Deposits must be prepared and approved by different employees	No
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Figure 66. Review the Following Processing Options with Transaction History expanded



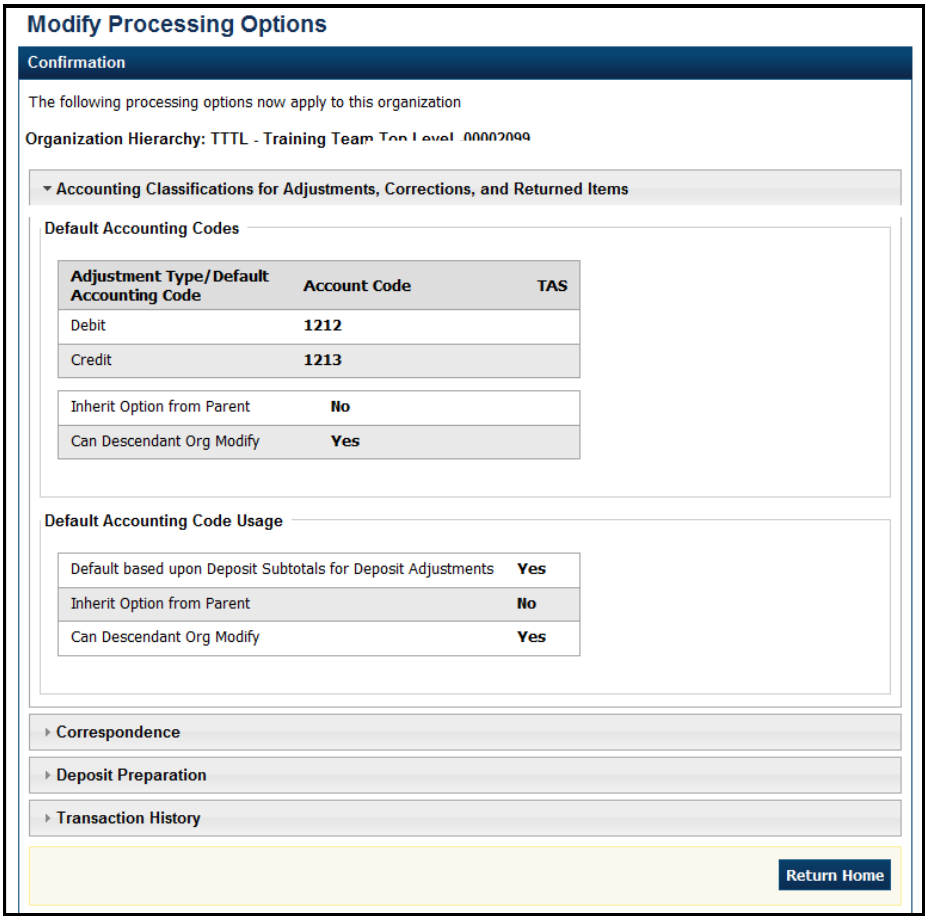
Transaction History

Number of days displayed in Transaction History	15
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

« Previous Cancel Submit

6. A *Confirmation* page appears showing which processing options were applied to the organization.

Figure 67. Modify Processing Options Confirmation



Modify a Processing Option

To modify a processing option, complete the following steps:

1. Click the **Administration** tab.

2. From the **Manage Organizations** menu, select **Processing Options**>**Modify**. The *Step 1 of 3: Select Organization Endpoint* page appears.

> **Application Tip**
> Processing options must first be defined for the highest level organization before any lower level organization's processing options can be defined. If the processing options are not defined for the highest level organization, all lower level organization links will be disabled.

3. Select the OTC Endpoint for which you want to modify a processing option. The *Step 2 of 3: Define Processing Options* page appears.

4. Modify the processing option(s) and click **Next**.

   To modify **Accounting Classifications for Adjustments, Corrections, and Returned Items**, you can:

> **Application Tip**
> Accounting classifications for adjustments apply to Accounting Specialists, Check Capture Supervisors and Check Capture Lead Operators. Accounting Classifications for corrections and returned items apply Check Capture Supervisors and Check Capture Lead Operators.

   Update **Default Accounting Codes** by
   - Selecting either **Use parent's values** or **Use my values**
   - Entering the search criteria for the accounting code you would like to view and click **Search** (magnifying glass)

> **Application Tip**
> To narrow an accounting code search, enter a partial or full accounting code.

Or

- Clicking **Search** (magnifying glass) to view accounting codes

Application Tip
All accounting codes that meet your search criteria and are not applied as a debit or credit adjustment, correction or returned item to your OTC Endpoint are displayed on the page. If you do not enter search criteria, all the accounting codes defined for the highest level organization appear.

Application Tip
By default, the first ten accounting codes display, first by ascending special character order, then by numerical order and then by ascending alphabetical order by accounting code.

Application Tip
If organization has more than ten accounting codes, click the pagination menu above the section containing the existing accounting codes to view additional pages of results. The system will only allow a user to view and apply active accounting codes not designated as TAS or those designated as TAS and have been validated by SAM.

- Selecting the accounting code to apply a credit and/or debit type and clicking **Assign to Debit** and/or **Assign to Credit**

Application Tip
An accounting code can be assigned to debit and credit adjustment, correction, and returned item types.

Application Tip
After an accounting code is assigned to debit or credit adjustment it appears in the Adjustment Type/Default Accounting Code table.

- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update **Default Accounting Code Usage** by
- Selecting either **Use parent's values** or **Use my values**
- Selecting either **Always Use the Default for Deposit Adjustments** or **Default based upon Deposit Subtotals for Deposit Adjustments**
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

To modify **Correspondence**, you can:
Update **Returned Items** by
- Selecting **Use parent's values** or **Use my values**
- Entering the corresponding address information that you would like to be displayed to a financial institution when return item adjustment is created
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update **Deposit Adjustment** by
- Selecting **Use parent's values** or **Use my values**
- Entering the corresponding address information that you would like to be displayed to a financial institution when a deposit adjustment is created
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

To modify **Deposit Preparation**, you can
Update **ITGA Deposit Creation** by
- Selecting **Use parent's values** or **Use my values**
- Selecting **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
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Update **Subtotals and Cash Count** by
- Selecting **Use parent's values** or **Use my values**
- Selecting **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

Update **Accounting Code Subtotals** by
- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** for each of the following options
  - Allow negative accounting code subtotals
  - Allow changes by an organization lower in hierarchy

Update **Separation of Duties** by
- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** for each of the following options
  - Deposits must be prepared and approved by different employees
  - Allow changes by an organization lower in hierarchy

To modify **Transaction History**, you can by

- Selecting **Use parent's values** or **Use my values**
- Entering the **Number of days displayed** in the text box, *if applicable*
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

5. The *Step 3 of 3: Review the following processing options* page appears. Verify the information is correct and click **Submit**.

6. A *Confirmation* page appears showing which processing options were applied to the organization.

Application Tip

If additional changes are required after reviewing the information, click **Edit** and return to step 4.

Application Tip

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

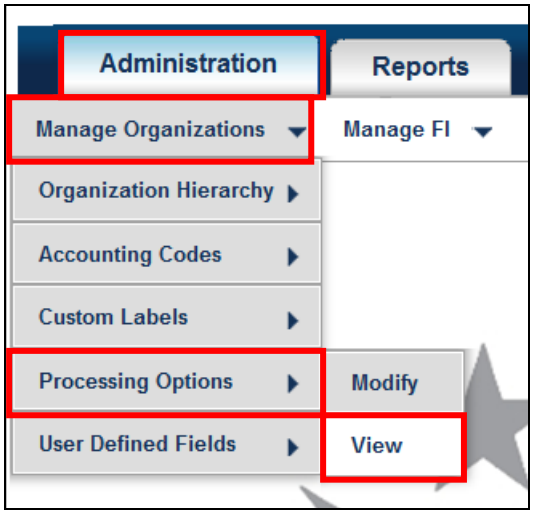
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved. Click **Edit** to return to the previous page.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Submit** to complete the process and display the Confirmation page.
- Click **Return Home** to return to the OTCnet Home Page.

View Processing Options

1. Click the **Administration** tab.

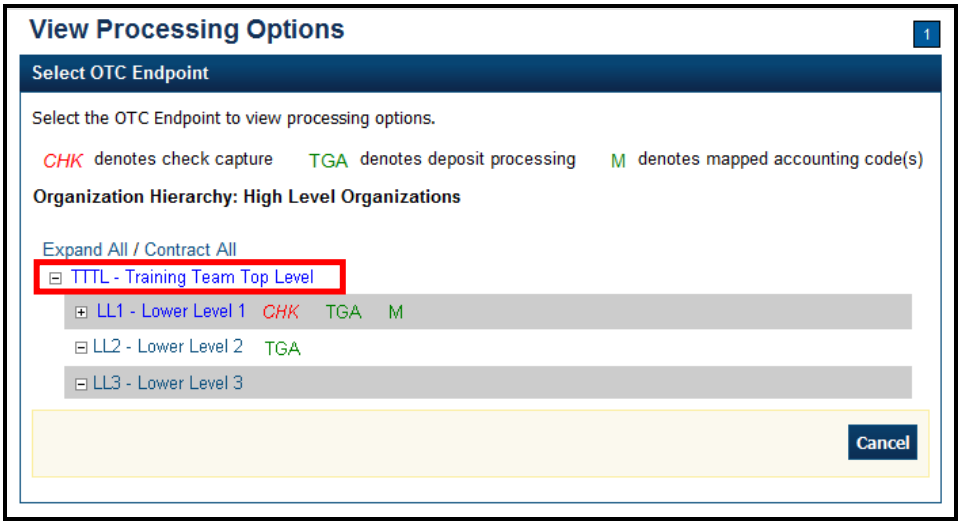
2. From the **Manage Organizations** menu, select **Processing Options** and click **View**

Figure 68. Select Processing Options>View



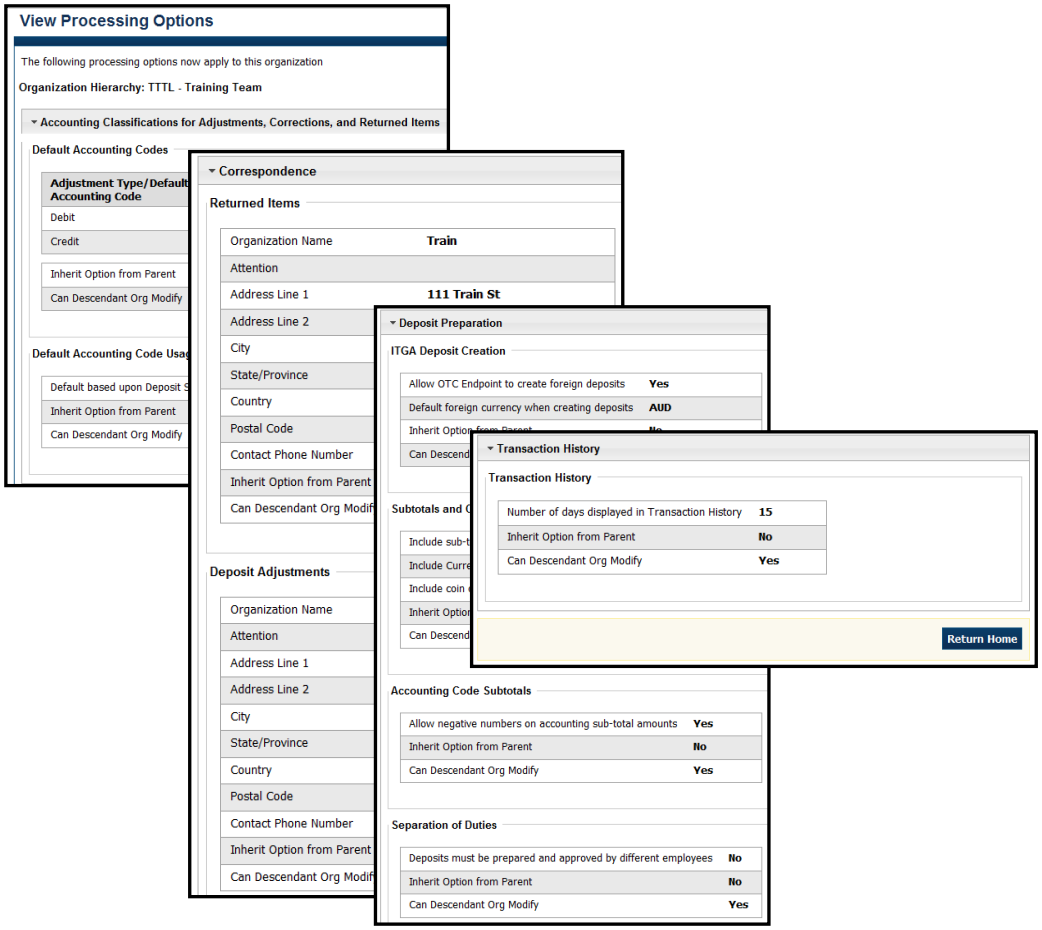
3. *The Select OTC Endpoint* page appears. Select the highest level organization or any lower level OTC Endpoint for which you would like to view the processing options.

Figure 69. Select OTC Endpoint for Processing Options



4. A *View Processing Options* page appears showing which custom labels are in effect for the organization hierarchy.

Figure 70. View Processing Options



View a Processing Option

To view a processing option, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Processing Options>View**. The *Select Organization Endpoint* page appears.
3. Select the highest level organization or any lower level OTC Endpoint for which you would like to view the processing options. A *View Processing Options* page appears showing which custom labels are in effect for the organization hierarchy.

Application Tip

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

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

Summary

In this chapter, you learned:

- The purpose of organizational hierarchy
- How to add lower level endpoints to the highest level of an organization hierarchy
- How to add additional lower level endpoints/ add financial institution relationship to a hierarchy that was previously defined
- How to make changes to OTC Endpoints
- How to delete OTC Endpoints
- How to view OTC Endpoints
- How to modify accounting codes

In the next module, you will learn how to manage processing options.

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 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. This role can also establish, maintain, and view processing options that one or more lower level endpoints will use 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 resulted in a batch being updated to Acknowledgment Error.

ACR Activity Report - A check processing business report that allows you to view detailed information about transactions that were adjusted, corrected, or reversed/rescinded. Users can generate a report that covers a maximum period of 45 calendar days.

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) - The agency location code plus a unique two digit number that is used in OTCnet to identify a cashflow at a location within an ALC. This plus two digits accommodates the fact that one ALC can represent many locations, and allows the agency to identify those locations specifically.

Agency Manager - A user that has authorization to view and download CIRA CSV reports and ACR Activity reports, run CIRA queries and view other general reports such as the SF215 Deposit Ticket and 5515 Debit Voucher reports, as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.

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.

Bureau of the Fiscal Service (FS) - (formerly 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.

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 create and download user profiles; as well as download software or firmware to the terminal using the Download Check Capture application permission. Furthermore, this user can view checks at the item level or a batch at the summary level classified with multiple accounting codes, view/download CIRA CSV reports and ACR Activity reports, run CIRA queries and view other general reports such as the SF215 Deposit Ticket and 5515 Debit Voucher reports, as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint. Lastly, this user has the ability to create the CCA offline user logon profile using OTCnet online.

Check Capture Lead Operator - An agency user that has the authorization to in scan checks into a batch, view and classify checks at the item level or batch at the summary level with multiple accounting codes, close a batch, edit a batch, balance check amounts, and enter batch control values during batch closing. Additionally, the user is authorized to accept checks with poor quality, make MICR line corrections, and accept duplicate checks. This user is not authorized; however, to use an out-of-date LVD. This role can also establish, maintain, and view processing options for an endpoint pertaining to summary level classification and agency comments.

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 view and classify checks at the item level or a batch at the summary level with multiple accounting codes, close a batch, balance check amounts and enter batch control values during batch closing. The agency user can also view is an endpoint is designated for summary level classification, and the agency comments associated to an endpoint. Additionally, the user can enter/apply the Accounting Code at the time of scanning checks is established. 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.

Check Capture Supervisor - An agency user that has the authorization to perform almost all the functions on the Check Capture including view and classify checks at the item level or a batch at the summary level with multiple accounting codes, 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. This role can also establish, maintain, and view processing options for an endpoint pertaining to summary level classification and agency comments.

Check Image Report - A check processing business report that allows you to view the front and back images of a check for an Individual Reference Number (IRN) that you request.

Check Number - The printed number of the check writer's check.

CIRA CSV Historical Report - A check processing business report that allows you to query check records that are associated with batches that have been forwarded for settlement more than 18 months ago. The exported comma separated value report (CSV) data can be used to import into other applications within an agency.

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. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.

Classification Key (C-Key) - A unique agency accounting code assigned to a transaction. Agencies establish C-Keys in SAM for collection transactions that will be used to derive the appropriate values of TAS-BETC(s).

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.

Collections Information Repository (CIR)- (formerly 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.

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/BFS. 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.

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 searchable for a duration of up to 15 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, maintain, and view 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, view other general reports such as the SF215 Deposit Ticket report,5515 Debit Voucher report, the ACR Activity report as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint..

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. This role also has the permission to download CSV formatted reports, view other general reports such as the 215 Deposit Ticket report, 5515 Debit Voucher report, the ACR Activity report, as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.

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 connectivity, 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 connectivity).

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.

Personally Identifiable Information (PII) - It is any piece of information which can potentially be used to uniquely identify, contact, or locate a single person or can be used with other sources to uniquely identify a single individual. Examples of PII include but are not limited to social security numbers, dates and places of birth, mothers' maiden names, biometric records.

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 payment date of a check item, which is when the deposit is debited from the check writer's 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 searchable for a duration of up to 45 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 searchable in for a duration of up to 45 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.

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 day that Debit Gateway receives transactions from OTCnet. .

Voucher Number - The number assigned to a deposit by OTCnet.

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