



OTCnetSM

DEPOSITS MADE SIMPLE

BUREAU OF THE FISCAL SERVICE

Chapter 1: Introduction to OTCnet

OTCnet Participant User Guide

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Audience, Overview, and Topics

Audience

The intended audience for the Introduction to OTCnet includes:

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

Overview

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

- The introduction to OTCnet

Topics

The topics of this chapter are:

- OTCnet Background and Organization
- OTCnet User Roles

Topic 1. Introduction to OTCnet

Overview

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

OTCD oversees the systems, networks and program infrastructure which enable world-class OTCnet financial services including the collection of checks, cash, coins and credit, debit and gift card transactions at agency POS locations around the globe. The OTCD is responsible for implementing a coordinated government-wide strategy for the collection of over the counter transaction and deposit activities (cash, card, check, foreign checks/currency, seized currency), and the transition from paper checks to electronic mechanisms.

OTCnet is a secure web-based system that enables federal agencies to integrate check conversion, deposit reporting, and card processing, so that all check, cash, coin, and card deposits to the TGA are handled by one web-based application.

OTCnet offers agencies superior customer service and high-quality e-commerce solutions for collections and reporting needs.

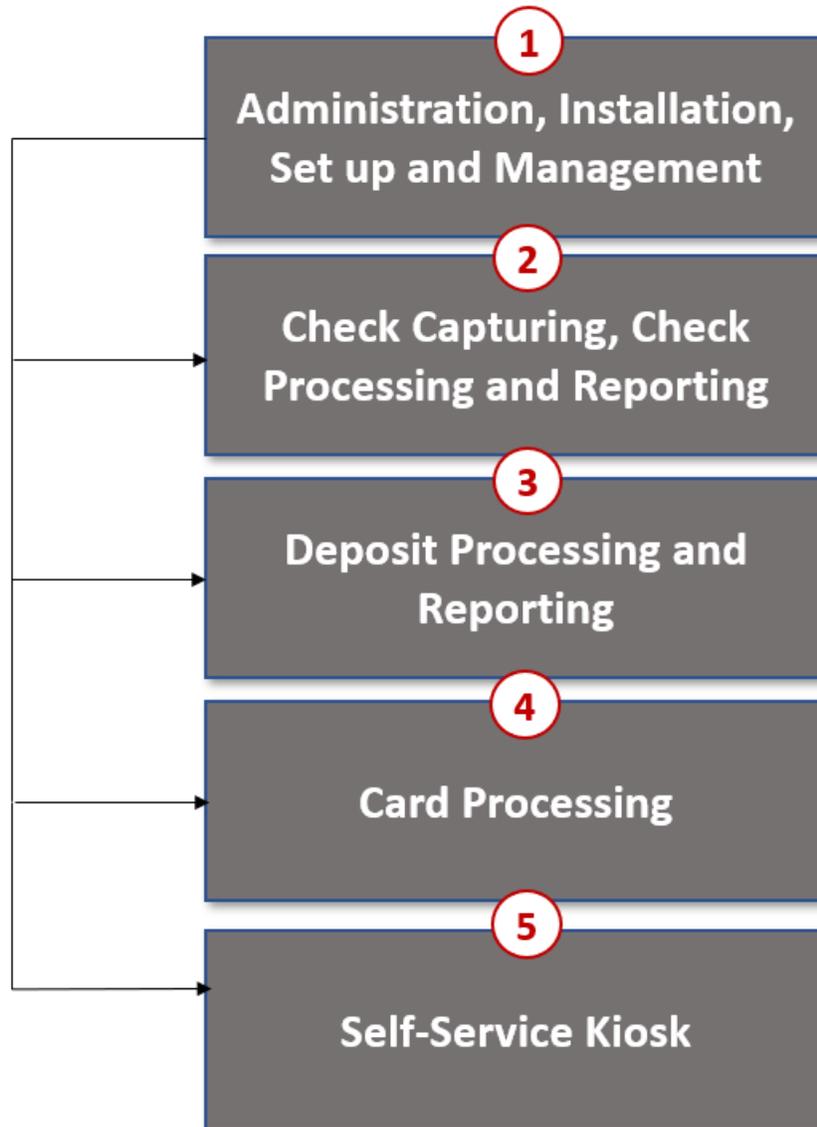
OTCnet Financial Services includes the following.

- Electronically process US checks presented for cashing, payment or deposit
- Process US currency, foreign currency cash and foreign check item deposits
- Accepts credit, debit and gift cards (Visa, MasterCard, American Express and Discover)
- Supports the self-service kiosk
- Automate the collection and settlement process
- Provide online reporting and research capability for reconciliation and inquiries
- Improve deposit history record keeping

OTCnet Elements

OTCnet is comprised of five elements: 1) Administration, 2) Check Capture, Check Processing and Reporting, 3) Deposit Processing and Reporting, 4) Card Processing, and 5) Self-Service Kiosk: Web Service. Administration functions support Check Capture, Check Processing and Reporting, Deposit Processing and Reporting, Card Processing, and Self-service Kiosk (see **Error! Reference source not found.** below).

Figure 1. OTCnet Elements



The functions of the five elements of are:

- **Administration:** allows for those with administrative permissions to install, setup users, and manage OTCnet

- **Deposit Processing:** permits Federal agencies the ability to create and submit deposits for confirmation. This platform also allows for Financial Institutions (FIs) to confirm those deposits and create adjustments electronically. Deposits can be created for US currency, foreign cash and foreign check items
- **Check Capturing, Check Processing:** converts personal and business checks into electronic fund transfers. Transactions can be consumer, consumer accounts receivable, and business transactions.
- **Card Processing:** allows agencies to provide their customers an option to make their payments via credit/debit cards and gift cards.
- **Self-service Kiosk:** Third party vendor standalone kiosk supported by OTCnet.

OTCnet Process Flow: Check Capture, Check Processing and Reporting

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

In OTCnet, your Agency scans a check and the check scanner captures an image of the front and back of each check. In OTCnet Online, the image is available immediately; in OTCnet Offline, the image is stored locally. You can also access Collections Information Repository (CIR) to retrieve deposit information.

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

OTCnet sends summary as well as detailed information to CIR for those agencies that are not processing tax transactions.

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

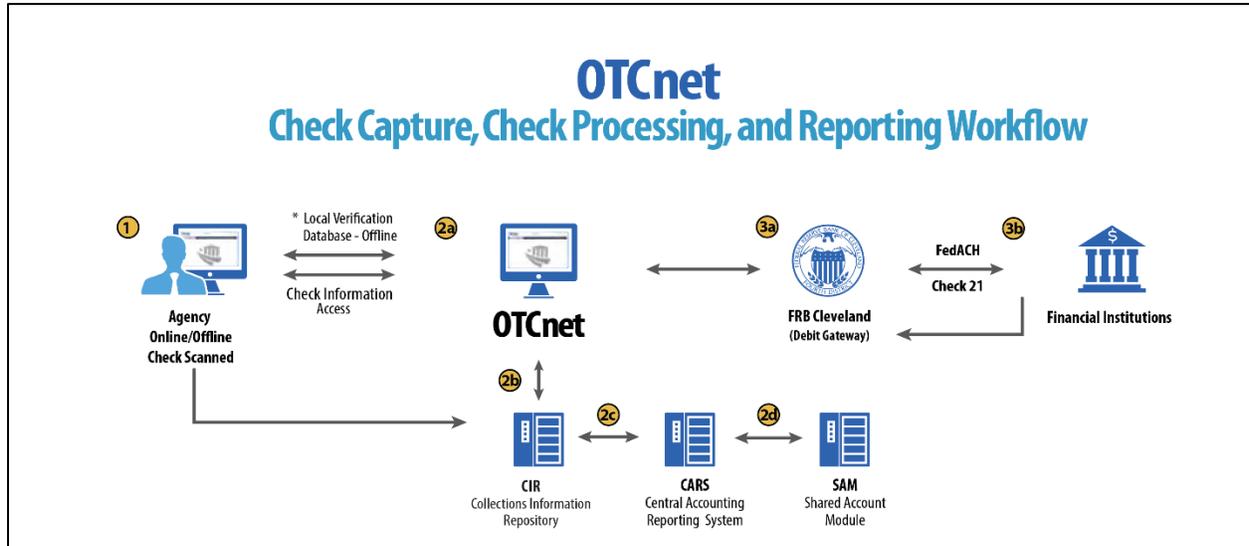
OTCnet sends the captured check data to Debit Gateway at the Federal Reserve Bank Cleveland (FRB-C). FRB-C/Debit Gateway sends the data and settles to the appropriate Financial Institutions (FIs) either through FedACH (personal check) or Check 21 (non-personal check) where the check was written.

The FI where the check was written shows the account was debited (see complete Check Capture and Check Processing and Reporting Process flow in **Error! Reference source not found.** below).

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

used to determine the check writer's status and implement your Agency's bad check policy if applicable.

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



What is ACH?

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

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

What is Check 21?

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

To meet legal requirements, a substitute check must:

- Contain an image of the front and back of the original check.
- Bear a legend that states, "This is a legal copy of your check. You can use it the same way you would use the original check."
- Display a MICR line containing all information appearing on the MICR line of the original check.
- Conform in paper stock, dimension, and otherwise, with generally applicable industry standards for substitute checks.
- Be suitable for automated processing in the same manner as the original check.

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

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

For more information on Check 21, visit: <http://www.frb services.org/Retail/Check21.html>

Table 1 below identifies acceptable forms of FedACH and Check 21 payment types.

Table 1. FedACH and Check 21 Payment Types

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

OTCnet Process Flow: Deposit Reporting

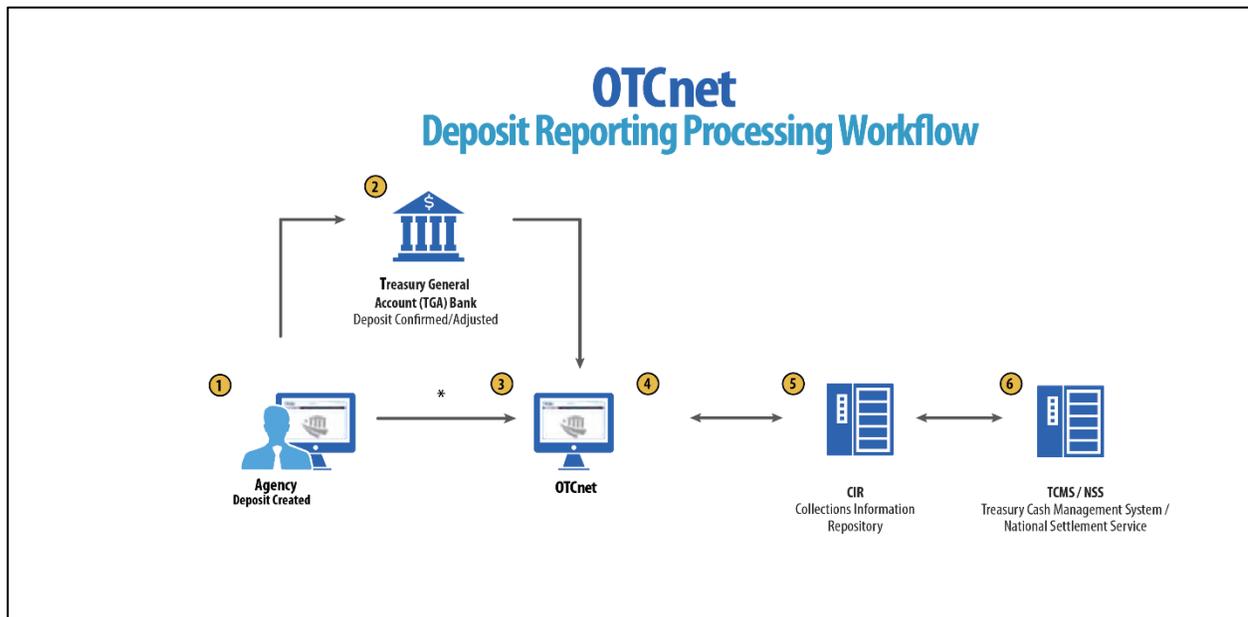
Deposit Processing electronically collects and automates US and Foreign funds which facilitates the classification of Treasury collections on a daily basis.

As shown in **Error! Reference source not found.** below, the Deposit Preparer, or Agency, electronically reports the deposit to Treasury using OTCnet and prints out the OTCnet deposit ticket. The bank deposit ticket, OTCnet deposit ticket, cash, and checks (US and foreign) are taken to your Treasury General Account (TGA) Bank. At the TGA Bank, the Deposit Confirmer confirms the deposit, rejects the deposit or creates an adjustment to the deposit using OTCnet.

OTCnet sends commercial deposit voucher information to CIR. CIR receives commercial deposit information from OTCnet for reconciliation and transmits to Treasury Cash Management System (TCMS) for cash concentration purposes. TCMS receives the commercial deposit data from CIR and initiates the cash concentration activity.

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

Figure 3: Deposit Processing Workflow



OTCnet Process Flow: Card Processing

Card processing is a web-based functionality that provides agency customers with an option to make payments with a credit, debit, or gift card. Card transactions are sent directly to WorldPay.

As shown in **Error! Reference source not found.** below, The Agency initiates the Card Processing payment. Currently, OTCnet does not store any card transaction details. The Agency can access Collections Information Repository (CIR) to retrieve deposit and card payment information.

Note: Agencies are responsible for reconciling all transaction data. For card transactions, data reconciliation can be conducted using the source system, merchant card processor, and the Department of Treasury's reporting repository. Card transactions processed via OTCnet can be viewed within the OTCnet application, Worldpay from FIS iQ portal, and CIR. CIR provides the summary and detailed transaction data for settled transactions. When reconciling, CIR has Card Reports that provide the user with all reporting information associated with the selected card transaction(s). These transactions auto pull from the Card Acquiring Service (CAS) and Pay.gov.

The customer pays with a credit/debit card or gift card at an agency terminal station. The customer authorizes the amount to be charged to their account. The Verifone/OTCnet terminal sends the transaction data to Worldpay for authorization.

Worldpay processes the payment in four steps:

Step 1 - Authorization (Real Time)

Worldpay sends the transaction data to the card issuer through the card networks (e.g., Visa, Discover, Amex and Mastercard). The card issuer determines whether funding is available and returns authorization through the card networks to Worldpay.

Step 2 - Clearing

Funds in the daily transaction batch are cleared from Worldpay to Comerica Bank. The processing cut off for credit card payments is 4:30 AM and 2:00 AM for debit card payments.

Step 3 - Settlement

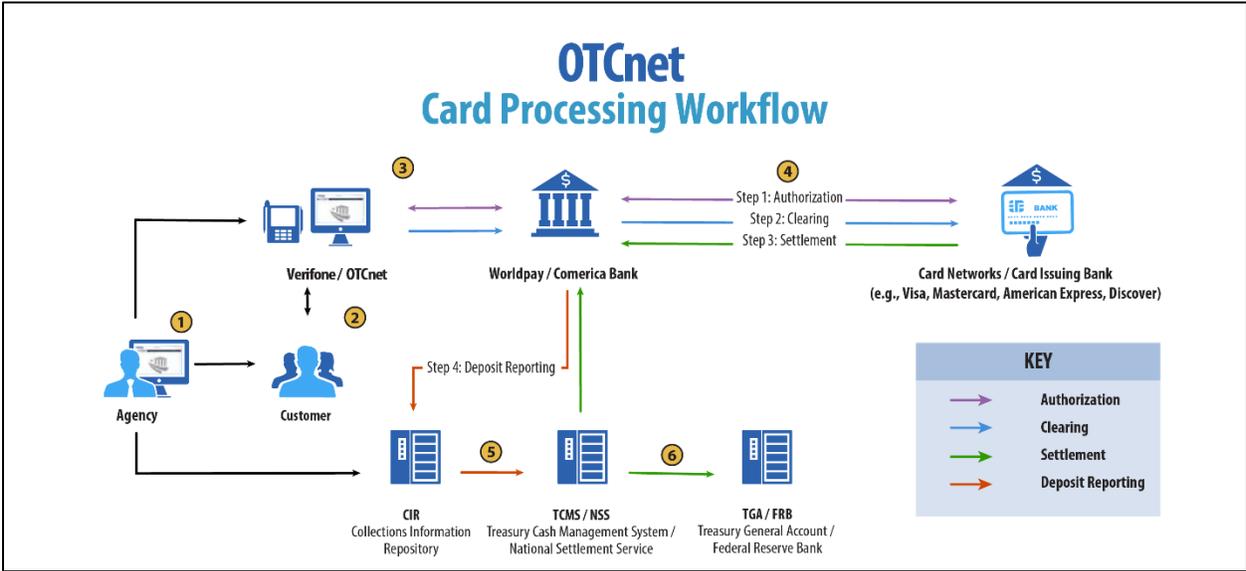
The card issuer sends the settlement money back to Worldpay via the card networks once the payments have been authorized and cleared. The timing varies by credit/debit network for when the settlement money is sent back to Worldpay.

Step 4 - Deposit Reporting

If the payment is approved, Worldpay sends deposit voucher transaction data to CIR via the Worldpay flat file the following morning between 4:00 AM - 6:00 AM.

CIR sends the voucher information to Treasury Cash Management System (TCMS). TCMS uses National Settlement Service (NSS) to draw funds. NSS transfers funds to the TGA Bank NY/FRB and reconciles them with Worldpay/Comerica Bank.

Figure 4. Card Processing Workflow



OTCnet Process Flow: Self-Service Kiosk: Check Payment

Self-Service Kiosk: Check Processing is a web-based functionality that provides agency customers with an option to make payments with a check at kiosk.

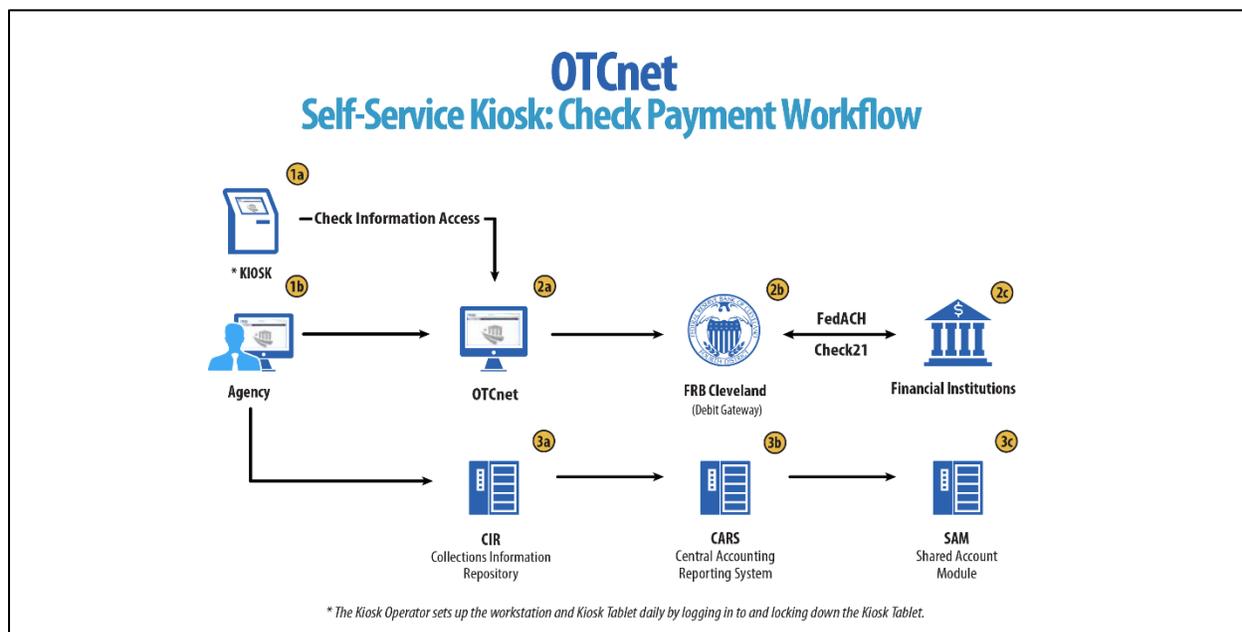
As shown in **Error! Reference source not found.** below, the kiosk captures the image of the front and back of each check. Kiosk: Image stored on the kiosk server. The images will be uploaded to the OTCnet server on a scheduled basis. The Agency accesses OTCnet for Check Processing reports. The agency can also access Collections Information Repository (CIR) to retrieve deposit information.

The captured image of the check is stored for seven years in OTCnet. An agency can search for check images as well as the check capture and transaction date throughout the CIRA (Check Image and Research Archive) Query feature within OTCnet. OTCnet sends the captured check data to Debit Gateway at the Federal Reserve Bank Cleveland (FRB-C). FRB-C/Debit Gateway sends the data and settles to the appropriate Financial Institutions (FIs) either through FedACH (personal check) or Check 21 (non-personal check) where the check was written. The FI where the check was written shows the account was debited.

OTCnet sends summary as well as detailed information to CIR for those agencies. CIR sends accounting entries with Treasury Account Symbol/Business Event Type Code (TAS/BETC) or Classification Keys (C-Keys) to Central Accounting Reporting System (CARS). CARS invokes Shared Account Module (SAM) to either validate, translate, or default the TAS/BETC based on the accounting information received on the transaction.

Note: The Kiosk Operator sets up the workstation and Kiosk Tablet daily by logging in to and locking down the Kiosk Tablet.

Figure 5. Self-Service Kiosk: Check Payment



OTCnet Process Flow: Self-Service Kiosk: Deposit Processing

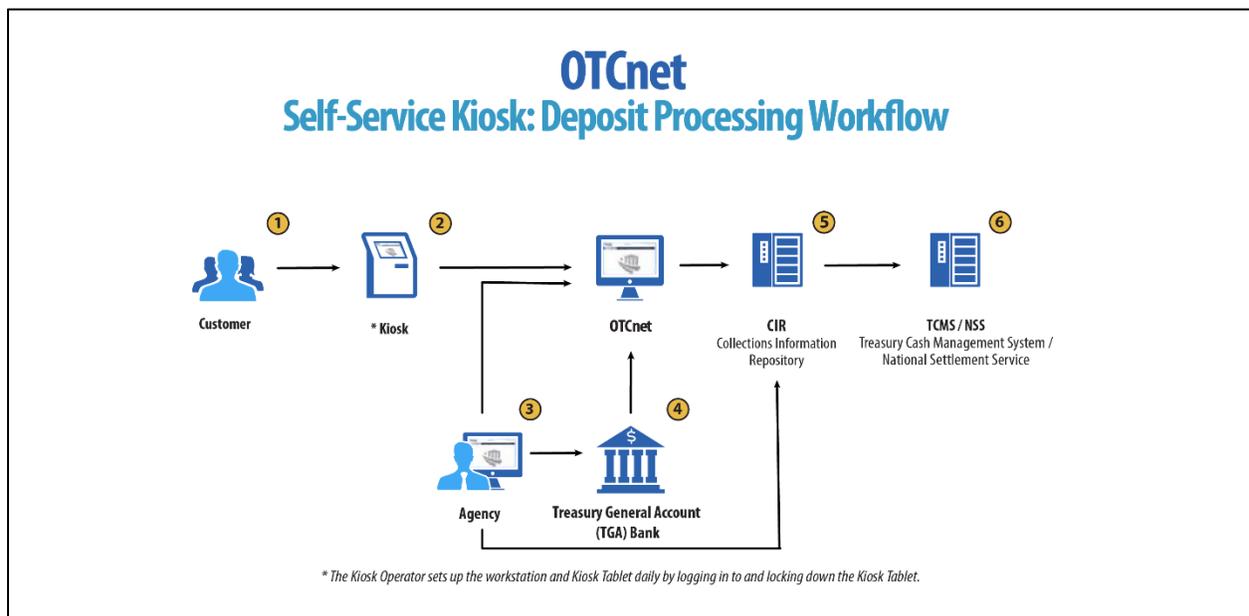
Self-Service Kiosk: Deposit Processing is a web-based functionality that provides agency customers with an option to make US cash payments at a kiosk.

As shown in **Error! Reference source not found.** below, The customer (kiosk user) makes US cash payments using the kiosk. The kiosk sends the deposit information to OTCnet with draft status. OTCnet creates deposit voucher for kiosk's cash payment transactions with accounting code information. The Agency logs in to OTCnet to classify, approve and submit the voucher to the agency's Financial Institution (FI) and can view the Deposit Process report. The cash goes to the bank.

The Agency can also access Collections Information Repository (CIR) to retrieve deposit information. The FI verifies and confirms the deposit in OTCnet. OTCnet sends vouchers information to Collections Information Repository (CIR). CIR sends the voucher information to Treasury Cash Management System (TCMS). TCMS uses National Settlement Service (NSS) to draw funds.

Note: The Kiosk Operator sets up the workstation and Kiosk Tablet daily by logging in to and locking down the Kiosk Tablet.

Figure 6. Self-Service Kiosk: Deposit Processing Workflow



OTCnet Process Flow: Self-Service Kiosk: Card Processing

Self-Service Kiosk: Card Processing is a web-based functionality that provides agency customers with an option to make payments with a credit, debit, or Visa/Mastercard gift card at an agency terminal station. Card transactions are sent directly to WorldPay.

As shown in **Error! Reference source not found.** below, pays with a credit/debit card or Visa/Mastercard gift card at the kiosk. Customer authorizes the amount to be charged to their account. The kiosk sends transaction data to Worldpay for authorization.

Worldpay processes the payment in four steps:

Step 1 - Authorization (Real Time)

Worldpay sends the transaction data over to the card issuer through the card networks (Visa, Discover, Amex and Mastercard). The card issuer determines if funding is available or not and returns authorization back through the card networks to Worldpay.

Step 2 - Clearing

Funds in the daily transaction batch are cleared from Worldpay to Comerica Bank. Processing cut off for credit card payments is 4:30 AM and 2:00 AM for debit card payments.

Step 3 - Settlement

The card issuer sends the settlement money back to Worldpay via the card networks once the payments have been authorized and cleared. The timing varies by credit/debit network for when the settlement money is sent back to Worldpay.

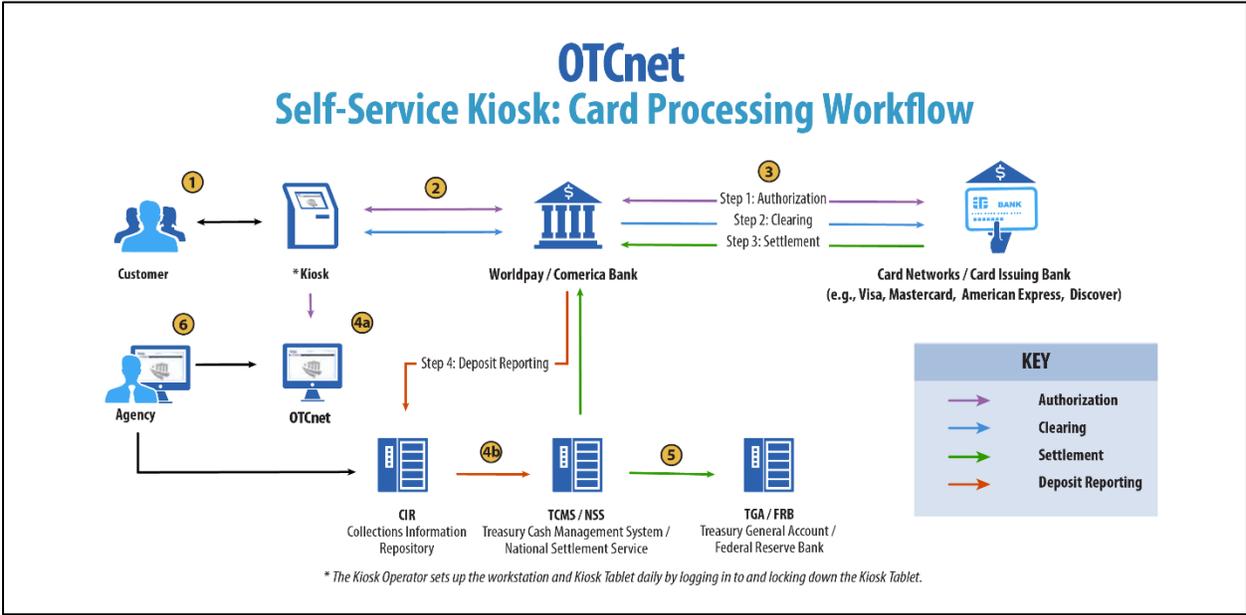
Step 4 - Deposit Reporting

If the payment is approved, Worldpay sends deposit voucher transaction data to CIR via the Worldpay flat file the following morning between 4:00 AM - 6:00 AM.

CIR sends the voucher information to Treasury Cash Management System (TCMS). TCMS uses National Settlement Service (NSS) to draw funds. The kiosk sends the card transaction data to OTCnet via the card webservice. NSS transfers funds to the TGA Bank NY/FRB and reconcile with Worldpay/Comerica Bank. The Agency accesses OTCnet for Card Processing report. The Agency can also access Collections Information Repository (CIR) to retrieve deposit information.

Note: The Kiosk Operator sets up the workstation and Kiosk Tablet daily by logging in to and locking down the Kiosk Tablet.

Figure 7. Self-Service Kiosk: Card Processing Workflow



OTCnet End Users

There are three functional areas of the OTCnet application: 1) Administration, 2) Check Capture, Processing and Reporting and 3) Deposit Processing and Reporting. The user role you will hold is based on the types of tasks you will perform.

Administration user roles, with varying degrees of permission, can perform administrative duties such as user management and system installation. Check Capture/Check Processing and Reporting user roles can perform functions to capture checks, process checks, access reports and edit or view the Master Verification Database (MVD). Deposit Processing and Reporting user roles can create deposits, approve, confirm (reject or adjust), and/or view information. (see Table 2 below).

Table 2. End User Roles

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

*Batch Approver and Batch Uploader are sub-roles assigned to users with existing roles.

Topic 2. OTCnet User Roles

Individuals can be granted user access based on their job roles. Agency and financial institution/federal reserve bank (FI/FRB) user roles are listed in Table 3 below with corresponding descriptions of job roles, the user roles that may assign the access, and if the user can access Check Capture, Deposit Processing, or Card Processing functions.

Table 3. OTCnet Agency and FI/FRB User Roles

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
Accounting Specialist	The agency user in this role is an expert on the organizational structure, reporting needs and accounting rules for their agency. This role will establish and maintain the organizational foundation, accounting data and accounting relationships at the highest level of the agency in OTCnet. This role can also establish, maintain, and view processing options that one or more lower level endpoints will use in OTCnet.	Agency PLSA Agency LSA		•	
Agency Local Security Administrator (LSA)	The agency user in this role will maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. LSAs can also view security reports.	Agency PLSA	•	•	
Agency Primary Local Security Administrator (PLSA)	The agency user in this role has the same capabilities as an LSA with the additional capability of creating and modifying LSAs for their organization. There can only be one PLSA per agency.	OTCnet Customer Support Team	•	•	

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
Agency Manager	The agency user in this role can 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. The agency user can view if an endpoint is designated for summary-level classification, and the agency comments associated to an endpoint.	Agency PLSA Agency LSA	•		
Batch Approver	<p>The user assigned this role will have the ability to approve a batch either prior to batch upload (from Offline) or when a batch is uploaded/submitted to OTCnet but not yet approved. This permission is granted especially when, in offline mode, a user has configured the terminal to upload a batch upon Batch Close. An example of this permission applies to a Check Capture Operator: though a terminal may be configured to upload upon close, an Operator is able to close a batch but does not inherently have Upload permissions, therefore the user's permissions will override the terminal configuration, and the batch will not be automatically uploaded. Providing this permission along with Batch Uploader allows for the Check Capture Operator to auto-upload the batch upon close. This role should be granted in limited cases at sites where there is a need for the Operator to perform this function without a Supervisor present.</p> <p>Note: This role only applies to the Offline version of OTCnet.</p>	Agency PLSA Agency LSA	•		

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
Batch Uploader	<p>The user assigned this role will have the ability to upload a batch from Offline OTCnet to the online database; this user has no other permissions, and therefore should typically be granted to a Check Capture Operator and Lead Operator. This permission is granted especially when, in offline mode, a user has configured the terminal to upload a batch upon Batch Close. An example of this permission applies to a Check Capture Operator: though a terminal may be configured to upload upon close, an Operator is able to close a batch but does not inherently have Upload permissions, therefore the user's permissions will override the terminal configuration, and the batch will not be automatically uploaded. Providing this permission along with Batch Approver allows for the Check Capture Operator to auto-upload the batch upon close. This role should be granted in limited cases at sites where there is a need for the Operator to perform this function without a Supervisor present.</p> <p>Note: This role only applies to the Offline version of OTCnet.</p>	Agency PLSA Agency LSA	•		
Card Administrator	<p>The agency user in this role has the capability to manage endpoints for card processing. The user can view and modify terminal configuration. The user can also modify, delete, view, and search organization hierarchy. Lastly, this user has the capability to download releases and read/view audit card modules.</p>	Agency PLSA Agency LSA			•

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
Card Operator	This user views organizational hierarchy and searches within the organization. This user can process credit card payments, query card transactions, and view terminal configuration. Finally, this user can read/view the audit log and has partial access to the user's own activities.	Agency PLSA Agency LSA			•

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
Check Capture Administrator	<p>The agency user in this role has the capability to define and modify the check capture sites as well as manage accounting codes and modify endpoint mappings. For example, this user is able to setup the location policy and location group. Additionally, this user is able to view, modify, and import accounting codes and modify endpoint mappings. This user can also configure the Check Capture functions and perform upgrades of the application as well as has the permission to download user profiles for the site. 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. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint. This user has the permission to download software or firmware to the terminal using the Download Check Capture application permission. Lastly, this user is authorized to download the OTCnet Local Bridge (OLB) application, install the OLB certificate, install the OLB application, create the OLB profile, and start and stop the OLB application.</p>	Agency PLSA Agency LSA	•	Check Capture Administrator	

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
Check Capture Administrator	<p>The agency user in this role has the capability to define and modify the check capture sites as well as manage accounting codes and modify endpoint mappings. For example, this user is able to setup the location policy and location group. Additionally, this user is able to view, modify, and import accounting codes and modify endpoint mappings. This user can also configure the Check Capture functions and perform upgrades of the application as well as has the permission to download user profiles for the site. 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. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint. This user has the permission to download software or firmware to the terminal using the Download Check Capture application permission. Lastly, this user is authorized to download the OTCnet Local Bridge (OLB) application, install the OLB certificate, install the OLB application, create the OLB profile, and start and stop the OLB application.</p>	Agency PLSA Agency LSA	•		

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
Check Capture Lead Operator	<p>The agency user in this role will have the ability 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, edit a batch, balance check amounts, and enter batch control values during batch closing. This user is authorized to install the OTCnet Local Bridge (OLB) certificate, install the OLB application, create the OLB profile, and start and stop the OLB application. Additionally, this user is authorized to accept checks with poor quality, make MICR line corrections, and accept duplicates. This user is not authorized, however, to use out-of-date LVD. This role can establish, maintain, and view processing options for an endpoint pertaining to summary level classification and agency comments.</p>	<p>Agency PLSA Agency LSA</p>	<ul style="list-style-type: none"> • 		

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
Check Capture Operator	The agency user that has the authorization to in 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 if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint. This user is authorized to install the OTCnet Local Bridge (OLB) certificate, install the OLB application, create the OLB profile, and start and stop the OLB application. Additionally, the user can enter/apply the Accounting Code at the time of scanning checks is established. However, the user does not have authorization to accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, or accept checks with poor quality.	Agency PLSA Agency LSA	•		

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
Check Capture Supervisor	The agency user in this role is the most powerful user on the Check Capture site. The user can perform almost all the functions in Check Capture including view and classify checks at the item level or a batch at the summary level, accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, accept checks with poor quality, as well as view, modify, and import accounting codes, and modify endpoint mappings. However, this user does not have any permissions associated with scanning checks. To ensure "checks and balances," scanning checks is reserved for a Check Capture Operator or Lead Operator only. This role can also establish, maintain, and view processing options that one or more lower level endpoints will use in OTCnet. This user is authorized to install the OTCnet Local Bridge (OLB) certificate, install the OLB application, create the OLB profile, and start and stop the OLB application.	Agency PLSA Agency LSA	•		
CIRA Viewer	The agency user in this role can only view organization endpoints and CIRA records. This is the check processing role with the lowest level of access. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.	Agency PLSA Agency LSA	•		
Deposit Approver	The agency user in this role will approve the deposit report and submit the information to the TGA financial institution.	Agency PLSA Agency LSA		•	
Deposit Preparer	The agency user in this role prepares the deposit ticket and supporting information for transmission to the TGA financial institution.	Agency PLSA Agency LSA		•	

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
FPA Viewer	The agency user in this role will only be able to search / view deposit and adjustments and produce reports from it.	Agency PLSA Agency LSA		•	
Local Accounting Specialist	The agency user in this role is an expert on the organizational structure, reporting needs and accounting rules for its depositing and lower level endpoints. This role will establish, maintain and view the organizational structure, accounting code mappings to individual endpoints, and the processing options that one or more lower level endpoints will use in OTCnet.	Agency PLSA Agency LSA		•	
MVD Editor	The agency user in this role can create, update and read verification records. This role can also download CSV formatted reports, view other general reports such as the 215 Deposit Ticket, 5515 Debit Voucher reports and the ACR Activity report. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated with an endpoint.	Agency PLSA Agency LSA	•		
MVD Viewer	The agency user in this role can read CIRA records in addition to read verification records and read block records containing only AB permissions. This role also has the permission to download CSV formatted reports, view other general reports such as the 215 Deposit Ticket, 5515 Debit Voucher reports and the ACR Activity report. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.	Agency PLSA Agency LSA	•		
View Report	The agency user in this role will have access to agency reports with the exception of the CIRA CSV report.	Agency PLSA Agency LSA	•	•	

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

Agency User Role Combinations

The two tables below show Agency Deposit Processing, Check Capture and Card Processing user roles that can be combined and assigned to an individual user. “•” indicates that the role in the column heading can be combined with the role to the far left of it.

Table 4. Combinable Agency Deposit Processing User Roles

Agency User Roles	Agency PLSA	Agency LSA	Accounting Specialist	Local Accounting Specialist	Deposit Preparer	Deposit Approver	FPA Viewer
Agency PLSA							•
Agency LSA							•
Accounting Specialist				•	•	•	•
Local Accounting Specialist			•		•	•	•
Deposit Preparer			•	•		•	•
Deposit Approver			•	•	•		•
FPA Viewer	•	•	•	•	•	•	
CIRA Viewer			•	•	•	•	
View Report			•	•	•	•	
MVD Editor			•	•	•	•	
MVD Viewer	•	•	•	•	•	•	
Card Administrator			•	•	•	•	
Card Operator			•	•	•	•	
Check Capture Operator			•	•	•	•	
Check Capture Lead Operator			•	•	•	•	
Check Capture Administrator		•	•	•	•	•	
Check Capture Supervisor			•	•	•	•	

Table 5. Combinable Agency Check Capture User Roles

Deposit Reporting, Check Capture and Card Processing User Roles	Agency Manager	CIRA Viewer	View Report	MVD Editor	MVD Viewer	Check Capture Operator	Check Capture Lead Operator	Check Capture Admin.	Check Capture Supvr.	Batch Approver	Batch Uploader
Agency PLSA					.						
Agency LSA					.			.			
Accounting Specialist			
Local Accounting Specialist			
Deposit Preparer			
Deposit Approver			
Agency Manager				.				.	.		
CIRA Viewer				
View Report			
MVD Editor		
MVD Viewer			
Card Administrator							
Card Operator						.	.		.		
Check Capture Operator	
Check Capture Lead Operator	
Check Capture Administrator		
Check Capture Supervisor			
Batch Approver						.	.				
Batch Uploader						.	.				

Financial Institution (FI) User Role Combinations

Table 6 below shows financial institution user roles that can be combined and assigned to an individual user. “•” indicates that the role in the column heading can be combined with the role to the far left of it.

Table 6. Combinable Financial Institution User Roles

Financial Institution (FI) User Roles	FI PLSA	FI LSA	FI Confirmer	FI Viewer
FI PLSA				•
FI LSA				•
FI Confirmer				•
FI Viewer	•	•	•	

System Tasks by Agency and Financial Institution (FI) Roles

The two tables below show the system tasks that can be performed by Agency and Financial Institution/Federal Reserve Bank (FI/FRB) user roles. “•” indicates that the user role shown in the column heading can perform the task listed to the far left of it.

Table 7. Deposit Processing and Reporting Roles

Deposit Processing & Reporting Task	Agency PLSA	Agency LSA	Agency Acc Spec	Agency Local Acc Spec	Agency Dep. Prep.	Agency Dep. Appr.	FI/FRB Viewer	FI/FRB PLSA	FI/FRB LSA	FI/FRB Dep. Confirmer	FI/FRB Viewer
Add/Update/Delete a User	•	•						•	•		
Reset Password	•	•						•	•		
Manage Own Account	•	•	•	•	•	•	•	•	•	•	•
OTCnet Logon and Homepage	•	•	•	•	•	•	•	•	•	•	•
Create/Modify Deposit					•						
Submit Deposit						•					
Confirm/Reject Deposit										•	
View Deposit/Adjustment Detail					•	•	•			•	•

Deposit Processing & Reporting Task	Agency PLSA	Agency LSA	Agency Acc Spec	Agency Local Acc Spec	Agency Dep. Prep.	Agency Dep. Appr.	FI/FRB Viewer	FI/FRB PLSA	FI/FRB LSA	FI/FRB Dep. Confirmer	FI/FRB Viewer
Search Deposit/ Adjustment					•	•	•			•	•
Create Deposit/ Adjustment										•	
Create Return Item Adjustment										•	
Modify Organization Hierarchy			•	•							
Delete Organization Hierarchy			•	•							
View Organization Hierarchy			•	•							
Search Organization Hierarchy			•	•							
Modify Accounting Codes*			•								
Import Accounting Codes*			•								
View Accounting Codes*			•	•							
Modify Endpoint Mappings*			•	•							
Modify Custom Labels			•								
View Custom Labels			•	•							
Modify Processing Options			•	•							

Deposit Processing & Reporting Task	Agency PLSA	Agency LSA	Agency Acc Spec	Agency Local Acc Spec	Agency Dep. Prep.	Agency Dep. Appr.	FI/FRB Viewer	FI/FRB PLSA	FI/FRB LSA	FI/FRB Dep. Confirmer	FI/FRB Viewer
View Processing Options			.	.							
Modify User Defined Fields			.								
View user Defined Fields			.	.							
View Financial Institutions										.	.
View Business Reports		
View Security Reports		
View Administrative Reports				
Read/View Audit Log	.	.									
View Reporters Flag			.	.							

This next table specifies OTCnet Check Capture roles and corresponding permissions at the Agency level.

Table 8. Check Capture Roles

Check Capture Task	Check Capture Operator	Check Capture Lead Operator	Check Capture Admin.	Check Capture Supervisor	Batch Approver*	Batch Uploader*	Online/Offline
Authorize Duplicates		.		.			Online/Offline
Authorize MICR Correction		.		.			Online/Offline
Authorize Poor Image Quality		.					Online/Offline

Check Capture Task	Check Capture Operator	Check Capture Lead Operator	Check Capture Admin.	Check Capture Supervisor	Batch Approver*	Batch Uploader*	Online/Offline
Balance Check Amounts		•		•			Online/Offline
Change Batch Control Values	•	•		•			Online/Offline
Change Batch Status				•			Online/Offline
Close Batch	•	•		•			Online/Offline
Edit Batch		•		•			Online/Offline
Change Mode	•	•					Online/Offline
Configure Check Capture System (settings)			•	•			Online/Offline
View Check Capture System Configuration	•	•	•	•			Online/Offline
Configure Batch Manager	•	•	•	•			Online/Offline
Override Verification				•			Online/Offline
Process Transactions (Scan Checks)	•	•					Online/Offline
Approve/Submit Batch				•	•		Online/Offline
View Batch List	•	•	•	•			Online/Offline
Void Item During Balancing				•	•		Online/Offline
Void Transaction				•	•		Online/Offline

Check Capture Task	Check Capture Operator	Check Capture Lead Operator	Check Capture Admin.	Check Capture Supervisor	Batch Approver*	Batch Uploader*	Online/Offline
Check Capture System Maintenance (Upgrade Scanner Firmware)			•	•			Online/Offline
Check Capture System Maintenance (Upgrade Application from Online)			•	•			Offline
Check Capture System Maintenance (Upgrade Form from Online)			•	•			Offline
Upload Batch				•		•	Offline
Acknowledge Batch				•		•	Offline
Recover From Secondary Storage				•			Offline
Reset LVD			•	•			Offline
Update LVD		•		•			Offline
Authorize Old Verification				•			Offline
Create and Download Local Bridge Credential File	•	•	•	•			Online
Create and Download Initialization File			•				Offline

Check Capture Task	Check Capture Operator	Check Capture Lead Operator	Check Capture Admin.	Check Capture Supervisor	Batch Approver*	Batch Uploader*	Online/Offline
Startup of OTCnet Local Bridge (OLB) Application	•	•	•	•			
Startup of OTCnet Offline Application Server	•	•	•	•	•	•	Offline
Upgrade Offline OTCnet Version	•	•		•			Offline
Modify Classify Batch	•	•		•			Online/Offline
View Classify Batch	•	•	•	•			Online/Offline
Modify Classify Item	•	•		•			Online/Offline
View Classify Item	•	•	•	•			Online/Offline
Download Check Capture Application			•	•			Offline
View Activity Log	•	•					Offline
Read/View Audit Check Capture Module (Partial – Access User's Own Activities Only)			•				Offline
Manage Users			•				Offline
Download User Profiles			•				Offline

Check Capture Task	Check Capture Operator	Check Capture Lead Operator	Check Capture Admin.	Check Capture Supervisor	Batch Approver*	Batch Uploader*	Online/Offline
Update User Profiles			.				Offline
Download OTC Endpoints			.				Offline
Update OTC Endpoints (Offline)			.	.			Offline

*Batch Approver and Batch Uploader are sub-roles assigned to users with existing roles.

Table 9 below shows the OTCnet Agency Check Processing user roles and their associated permissions.

Table 9. Check Processing

Check Processing Task	Agency Manager	Check Capture Operator	Check Capture Lead Operator	Check Capture Admin.	Check Capture Supervisor	CIRA Viewer*	View Reports*	MVD Editor	MVD Viewer	Batch Approver*
Manage Own Account	
OTCnet Logon and Homepage	
Modify Organization Hierarchy			.	.	.					
Delete Organization Hierarchy				.	.					
View organization Hierarchy	
Search Organization	
Create/Modify Verification Records								.		
View Verification Records								.	.	
Read Block Record								.	.	

Check Processing Task	Agency Manager	Check Capture Operator	Check Capture Lead Operator	Check Capture Admin.	Check Capture Supervisor	CIRA Viewer*	View Reports*	MVD Editor	MVD Viewer	Batch Approver*
Containing Only an ABA										
Create/Modify Check Capture Site				.						
Download Release**				.						
View CIRA	
Read/View Audit Admin (Partial)				.						
Read/View Audit Check Capture (All)				.						
Read/View Audit Check Capture Module (Partial)					.					
Read/View Audit Check Capture Module (Partial – User’s Own Activity)		.	.							
Read/View Audit Check Processing (All)								.		
Read CIRA Check Image Report	
Read CIRA CSV Report	
Download CIRA CSV Historical Report	
Read Deposit	

Check Processing Task	Agency Manager	Check Capture Operator	Check Capture Lead Operator	Check Capture Admin.	Check Capture Supervisor	CIRA Viewer*	View Reports*	MVD Editor	MVD Viewer	Batch Approver*
Ticket Report										
Read Debit Voucher Report	
Modify Accounting Codes				.	.					
Import Accounting Codes				.	.					
View Accounting Codes				.	.		.			
Modify Endpoint Mappings				.	.					
Modify Summary level Classification Flag			.		.					
View Summary Level Classification Flag	
Edit Agency Comments			.		.					
View Agency Comments	
Modify Processing Options			.		.					
View Processing Options			.		.					
ACR Activity Report	

*CIRA Viewer, View Reports, and Batch Approver are sub-roles assigned to users with existing roles.

**Download Release – includes downloading firmware, OTCnet Offline software, the OTCnet Local Bridge (OLB) application, and Security Updates.

Table 10. Card Processing

Card Processing Task	Card Operator	Card Administrator	Card Uploader*
Manage Own Account	•	•	
OTCnet Logon and Homepage	•	•	
Modify Organization Hierarchy		•	
Delete Organization Hierarchy		•	
View Organization Hierarchy	•	•	
Search Organization	•	•	
Process Card Payments	•		
Print Receipts	•		
Card Transaction Query	•		
Modify User Defined Fields (UDF)		•	
View User Defined Fields (UDF)		•	
Manage Card Process – Modify Terminal Configuration		•	
Manage Card Process – View Terminal Configuration	•	•	
Download OTCnet Local Bridge		•	
Create OTCnet Local Bridge OLB Credentials	•	•	
Import OTCnet Local Bridge OLB Credentials	•	•	
Read/View Audit Admin – (Partial)		•	
Read/View Audit Card Module – (All)		•	
Read/View Audit Card Module – (Partial – Access User's Own Activities Only)	•		
Card Web Service			•

*The Card Uploader is a self-service kiosk-server system role that is authorized to transmit card data from an external kiosk system to OTCnet. This role requests acknowledgement of the data transmitted; the system account with this role has no other permissions.

Glossary

A

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, which 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 Historical Report – A deposit processing report that allows you to view historical deposit adjustment and returned item adjustment transaction data.

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 roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so), or upload approved batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked – A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

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 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.

Card Acquiring Service (CAS) – (formerly Plastic Card Network) A Bureau of the Fiscal Service federal program that provides federal agencies with payment card (credit, debit, electronic benefit transfer (EBT) and store-value (gift cards) cards) acceptance capabilities.

Card Administrator – An agency user that has the authorization to manage endpoints for card processing, set up and view terminal configuration and read and view audit log information.

Card Invoice ID – The unique Invoice ID for a processed card transaction. The default on terminals is set to 10 characters, a max of 40 characters can be configured for MX terminals. It can be used to track transactions in OTCnet.

Card Operator – An agency user that has the authorization to start card processing, query, void, and refund any card transaction, as well as reboot and check terminal connection status.

Card Processing: A functionality available in OTCnet that allows agencies to provide customers with an option to make payments with a credit, debit or Visa/Mastercard gift card. The card transactions are directly sent to WorldPay. WorldPay sends all approved OTCnet transactions via a Card Acquiring Service (CAS) flat file to Collections Information Repository (CIR) for deposit reporting.

(80mm) Card Receipt Printer – A printer that can be selected by a Card Operator or Kiosk Operator; the 80mm printer provides the ability to print standard-sized card receipts on 3.125in (80mm) paper.

Card Uploader: A full vendor kiosk server system role that is authorized to transmit card data from an external kiosk system to OTCnet. This role requests acknowledgement of the data transmitted; the system account with this role has no other permissions.

Cashier ID – The ID of the user that created the transaction.

Central Accounting Reporting System (CARS) – 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.

Central Image and Research Archive (CIRA) Query – An online query function that allows users to search for all check transactions (includes mobile check transactions) processed in the OTCnet application that have been settled less than 18 months ago.

Chain Code aka Chain Number: An alphanumeric designator (e.g. 0F123B) assigned by acquirer to reflect a unique channel of processing. The chain code is assigned at lower level endpoints and an agency may have multiple chain codes.

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 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 the data into other applications within an agency. The report has been enhanced to provide users the option to solely retrieve mobile check transactions.

CIRA CSV Report – A check processing business report that allows users to search for all transactions in the system (including mobile check transactions) and allows users to export the results to a comma separated value report (CSV) file.

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.

Client ID/GCI Number – An ID used by the deposit end point when requesting a currency conversion for foreign check to the US dollar Equivalent (USE) with the foreign currency exchange gateway for foreign check items or currency conversion service for foreign currency cash.

Client Order ID – A unique ID assigned by OTCnet to maintain uniqueness while requesting/accepting a foreign currency conversion quote for foreign checks the foreign currency exchange gateway.

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.

Credentials – Evidence of authority, status, rights, or entitlement to privileges. Credentials are typically in written form (e.g., OLB credentials such as a login or password).

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 presentation 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 United States Department of 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 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.

Deposit Historical Report – A deposit processing report that allows you to view historical deposit transaction data.

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.

Division Number: A three-digit (e.g. 001) value assigned at lower level endpoints under the chain code to designate unique lines of accounting.

E

Exchange Rate – The decimal value used to convert foreign currency to the US dollar Equivalent (USE).

F

Failed – The item was unable to be processed and/or settled by United States Department of Treasury/Bureau of the Fiscal Service (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 United States Department of 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 contain 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.

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 sent 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 Security Identity Manager (ISIM) – Refers to Fiscal Service’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.

Internet Protocol (IP) address – A unique number or address that computing devices, (e.g., computers, laptops, tablets, etc.) connected to a computer network, use to identify themselves and communicate with other devices in an IP-based network (e.g., the Internet).

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 if the check is handled through Check 21 (non-personal) or FedACH (personal).

K

Kiosk Lockdown Software – Lockdown software is intended to restrict access to sensitive Windows functions and to prevent public users from tampering with the system. Lockdown software ensures that the Kiosk Tablet is used as intended and it prevents malicious, unauthorized and inadvertent system changes (e.g., software installations and virus infections). The lockdown software only needs to be implemented once, as part of the initial workstation configuration. Locking down the tablet ensures that users cannot access any outside information or applications from the OTC Kiosk Tablet (e.g., checking email or accessing other websites).

Kiosk Operator User Role – A user with the following permissions for the OTC Kiosk Tablet: logging into the OTCnet Kiosk application, deposit processing, scanning checks, processing card payments and printing receipts.

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.

Manual Card Entry – An option available in OTCnet for card processing, it allows agency users to manually enter a card number on behalf of the card holder so a card payment can be processed. It is only to be used as a contingency if all other payment methods fail.

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.

Merchant Identification Number (MID) – A unique designator (e.g. 44450XXXXXXXXXX) assigned by the acquirer to reflect the card processing location and may contain up to 13 characters. An ALC can be associated with multiple Merchant IDs; however, each Merchant ID must be unique for each lower level endpoint.

Mobile Check Capture – A functionality in OTCnet; it allows the processing of mobile check transactions from the FedRevCollect mobile application (Mobile Server).

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 United States Department of Treasury General Account.

OTC Endpoint Credit-Debit-Card (CDC) – The endpoint (location) setup in OTCnet for use in card processing.

OTC Endpoint Check (CHK) – The endpoint (location) setup in OTCnet for use in check capture.

OTC Endpoint Treasury General Account (TGA) – The endpoint (location) setup in OTCnet for use in 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 Generated Eight-Character Pairing Pin – A pairing pin is a unique eight-character OTCnet-generated number used to pair OTCnet and the card terminal. The number is entered the card terminal.

OTC Kiosk Tablet – A lightweight collections mobile tablet terminal that features OTCnet Check Processing and Card Processing with receipt printing functionalities. It allows agency customers to make check (personal only) and card payments (credit, debit and gift) independent of an agency representative.

OTCnet Local Bridge (OLB) Application – Refers to an application installed on a workstation, used to facilitate communication between the browser and the operating system/workstation.

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, Deposit Processing, and Card 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 United States Department of 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 United States Department of 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 United States Department of Treasury Account Symbol (TAS) and Business Event Type Code (BETC) combinations to assist CARS 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.

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.

Submit – An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted – A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend – Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID – The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status – Represents the status of the verification records. There are four possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History – Defines the time range that a Deposit Confirmer can 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 can view all the deposits that he or she has confirmed for the past 45 days.

Transaction Reporting System (TRS) – A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Treasury Account Symbol (TAS) – The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) – A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) – The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury – The executive department and the United States Department of 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 CIR File Status Report – An administration report allows you to view the status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.

View CIR Transmission Status for Check Processing – A check processing administration report that allows you to view the status of CIR files that have been processed by CIR or are ready for CIR processing.

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.

W

WorldPay: (formerly Vantiv) A credit card, debit card and gift card merchant processor who is responsible for the creation of card acquiring service (CAS) accounts including chain codes and merchant IDs.



Chapter 2: Accessing and Navigating OTCnet

OTCnet Participant User Guide

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Audience, Overview, and Topics

Audience

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

- All OTCnet Users

Overview

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

- How to start and stop the OTCnet Local Bridge (OLB) application
- How to log in to OTCnet Online/Offline
- How to access your User ID and reset your Password
- How to navigate the OTCnet Online/Offline home page

Topics

The topics of this chapter are:

- Logging in to OTCnet Online/Offline
- Accessing a User ID and Resetting Passwords
- Navigating the OTCnet Online/Offline Home Page

Topic 1. Starting and Stopping the OTCnet Local Bridge (OLB) Application

The OTCnet Local Bridge (OLB) application is required for terminal detection and performing check capture, check processing and card processing tasks. The OLB application is also required if you are using the Deployable Disbursing System (DDS) Interface (DoD only). If you are a **Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, Check Capture Operator, Card Operator** or **Card Administrator**, the OLB application must be started on the workstation in order to perform terminal configuration, check capture, check processing, and card processing tasks.

Note: For newer versions of the OLB (1.3.0 and higher) the OLB certificate is included in the OLB installer file. You do not have to separately install the OLB certificate. For OLB versions 1.2.0 and below, however, for the OLB application to function properly with OTCnet, users are required to separately install the OLB Certificate on the terminal. Review the system requirements document (<https://www.fiscal.treasury.gov/files/otcnet/OTCnet-SysReq.pdf>) for additional information.

Before starting the OLB application, ensure the following steps have been completed in this order:

- The **Check Capture Administrator** and **Card Administrator** downloaded the OLB application
- The OLB certificate is installed on the terminal (for OLB versions 1.2.0 and below)
- The OLB application is installed on the terminal
- Each user has created their OLB profile, ensuring that the OLB credential file was not renamed (the file name remained the same as it was generated)
- Each user has imported their OLB credentials to the terminal
- For step-by-step instructions, refer to the *Download the OTCnet Local Bridge (OLB) Application, Install the OTCnet Local Bridge (OLB) Certificate, Install the OTCnet Local Bridge (OLB) Application, Create the OTCnet Local Bridge (OLB) Profile, and Import OTCnet Local Bridge (OLB) Credentials* printable job aids.

There is no “timeout” with the OLB application (i.e., a suspension or break in OTCnet activity). Therefore, the OLB application will stay connected unless one of the following occurs:

- The user logs out of the workstation (Windows session)
- The terminal is restarted or rebooted
- The user stops the OLB application on the terminal

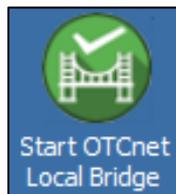
If a user logs in to perform one of these operations and the OLB application has not been started, the user will receive the following message: *Terminal detection failed. Please ensure that the OLB application is running.*

How to Start and Stop the OTCnet Local Bridge (OLB) Application

To start the OTCnet Local Bridge (OLB) application, complete the following steps:

1. Double-click the **Start OTCnet Local Bridge** icon located on the terminal's desktop (see Figure 8).

Figure 8. Start OTCnet Local Bridge Icon



Or

Click **Start>Programs>Start OTCnet Local Bridge**.

If the icon does not reside in either location, contact your **Card Administrator** or **Check Capture Administrator**. They can help complete the steps required to install the OLB application on the card terminal and install the OLB Application and the OLB certificate (for OLB versions 1.2.0 and below) for the check capture terminal, create your OLB profile, and import your OLB credentials.

If the OLB application has already been started on the terminal, you will receive an *OTCnet Local Bridge Application is already running* message.

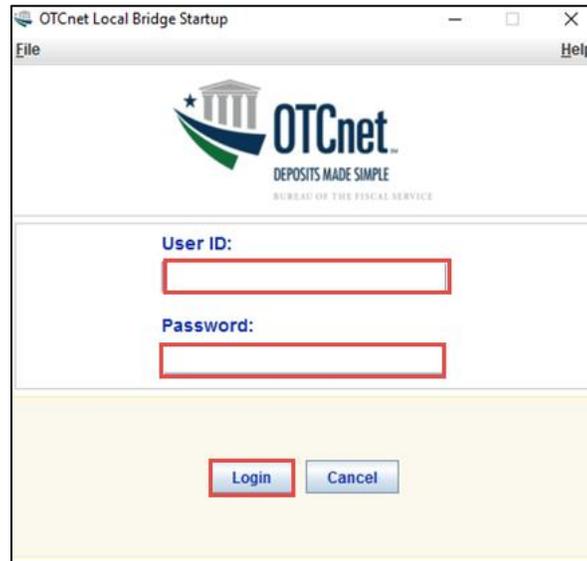
2. The *OTCnet Local Bridge Startup* page appears (see Figure 9). Enter your **User ID** and **Password** in the appropriate text boxes.

Password Criteria:

- Must be at least 12 characters long
- Must contain at least one uppercase letter
- Must contain at least one lowercase letter
- Must contain at least one numeric character
- Must not have more than two repeating characters
- Must not repeat any of your last ten passwords
- Must not have been your password during the last ten days
- Must not be a word in a language, slang, dialect, or jargon
- Must not be related to personal identity, history, environment, or other personal associations
- Must not be shared or displayed in plain view

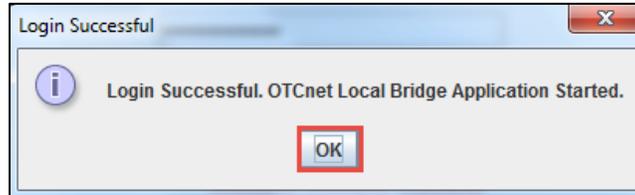
3. Click **Log In** (see Figure 9).

Figure 9. OTCnet Local Bridge Startup



4. A *Login Successful. OTCnet Local Bridge Application Started* message appears (see Figure 10). Click **OK**.

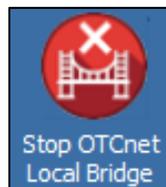
Figure 10. Login Successful. OTCnet Local Bridge Application Started.



Once you have successfully started the OLB application, you can proceed to log in to OTCnet Online. For details on logging in to OTCnet Online, refer to the *Log In to OTCnet Online for the First Time* and *Log In to OTCnet Online* printable job aids.

To stop the OLB application, double-click the **Stop OTCnet Local Bridge** icon located on the terminal's desktop (see Figure 11).

Figure 11. Stop OTCnet Local Bridge Icon

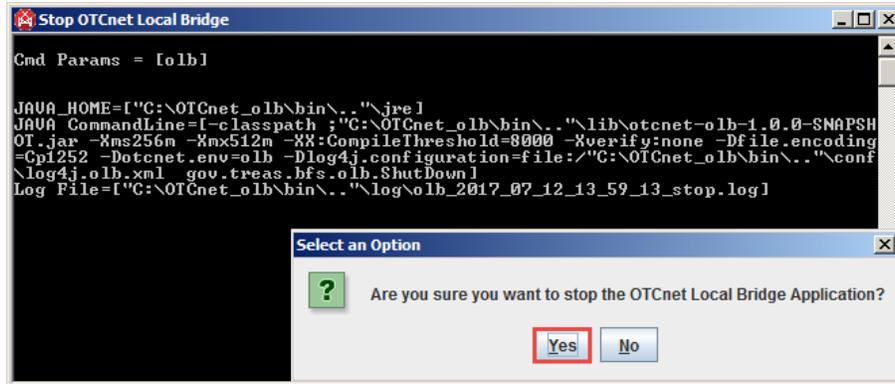


Or

Click **Start>Programs>Stop OTCnet Local Bridge**.

A *Stop OTCnet Local Bridge* window and an *Are you sure you want to stop the OTCnet Local Bridge Application?* message appear (see Figure 12). Click **Yes**.

Figure 12. Stop OTCnet Local Bridge



If you click **No**, the *Are you sure you want to stop the OTCnet Local Bridge Application?* message closes, and the OLB application remains running. Stopping the OLB application ensures the application is completely closed and that your OTCnet session is terminated securely.

Before you can uninstall the OLB application, you must first stop the OLB application. If the OLB application has been started on the terminal, ensure that it is stopped before uninstalling the application.



Start and Stop the OTCnet Local Bridge (OLB) Application



Application Tip

The OTCnet Local Bridge (OLB) application is required for OTCnet Online users performing terminal configuration, check capture, check processing operations and card processing. If you are a **Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, Check Capture Operator, Card Operator** or **Card Administrator**, the OLB application must be started on the terminal to perform these operations.

Before starting the OLB application, ensure the following steps have been completed in this order:

- The **Check Capture Administrator** and **Card Administrator** downloaded the OLB application
- The OLB certificate is installed on the terminal (for OLB versions 1.2.0 and below)
- The OLB application is installed on the terminal
- Each user has created their OLB profile, ensuring that the OLB credential file was **not** renamed (the file name remained the same as it was generated)
- Each user has imported their OLB credentials to the terminal

For step-by-step instructions, refer to the *Download the OTCnet Local Bridge (OLB) Application, Install the OTCnet Local Bridge (OLB) Certificate, Install the OTCnet Local Bridge (OLB) Application, Create the OTCnet Local Bridge (OLB) Profile, and Import OTCnet Local Bridge (OLB) Credentials* printable job aids.

**Application Tip**

There is no “timeout” with the OLB application (i.e., a suspension or break in OTCnet activity). Therefore, the OLB application will stay connected unless one of the following occurs:

- The user logs out of the workstation (Windows session)
- The terminal is restarted or rebooted
- The user stops the OLB application on the terminal

**Application Tip**

If a user logs in to perform terminal configuration, check processing, check capture operations, or card processing, and the OLB application has not been started, the user will receive the following message: *“Terminal detection failed. Please ensure that the OLB application is running.”*

To start the OTCnet Local Bridge (OLB) application, complete the following steps:

1. Double-click the **Start OTCnet Local Bridge** icon located on the terminal’s desktop.

Or

Click **Start>Programs>Start OTCnet Local Bridge**.

**Application Tip**

If the icon does not reside in either location, contact your **Card Administrator** or **Check Capture Administrator**. They can help complete the steps required to install the OLB application on the card terminal and install the OLB Application and the OLB certificate (for OLB versions 1.2.0 and below) for the check capture terminal, create your OLB profile, and import your OLB credentials.

**Application Tip**

If the OLB application has already been started on the terminal, you will receive an *OTCnet Local Bridge Application is already running* message.

2. The *OTCnet Local Bridge Startup* page appears. Enter your **User ID** and **Password** in the appropriate text boxes.



Application Tip

Note that this password is the same password entered when you created your OLB profile. The criteria for this password include the following:

- Must be at least 12 characters long
- Must contain at least one upper case letter
- Must contain at least one lower case letter
- Must contain at least one numeric character
- Must not have more than two repeating characters
- Must not repeat any of your last ten passwords
- Must not have been your password during the last ten days
- Must not be a word in a language, slang, dialect, or jargon
- Must not be related to personal identity, history, environment, or other personal associations
- Must not be shared or displayed in plain view

3. Click **Log In**.



Application Tip

If you click **Cancel**, the *Are you sure you want to exit* message appears. Click **Yes** to cancel the OLB startup. Click **No** to return to the *OTCnet Local Bridge Startup* page.

4. A *Login Successful. OTCnet Local Bridge Application Started* message appears. Click **OK**.

Once you have successfully started the OLB application, you can proceed to log in to OTCnet Online.



Application Tip

For details on logging in to OTCnet Online, refer to the *Log In to OTCnet Online for the First Time* and *Log In to OTCnet Online* printable job aids.

**Application Tip**

To stop the OLB application, double-click the **Stop OTCnet Local Bridge** icon located on the terminal's desktop.

Or

Click **Start>Programs>Stop OTCnet Local Bridge**.

A *Stop OTCnet Local Bridge* window and an *Are you sure you want to stop the OTCnet Local Bridge Application?* message appear. Click **Yes**.

If you click **No**, the *Are you sure you want to stop the OTCnet Local Bridge Application?* message closes, and the OLB application remains running.

Stopping the OLB application ensures the application is completely closed and that your OTCnet session is terminated securely.

**Application Tip**

Before you can uninstall the OLB application, you must first stop the OLB application. If the OLB application has been started on the terminal, ensure that it is stopped before uninstalling the application.

For information on installing and uninstalling the OLB application, refer to the *Install the OTCnet Local Bridge (OLB) Application* printable job aid.

Topic 2. Logging In to OTCnet Online/Offline

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

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

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

After you obtain your temporary password, you can log in to OTCnet Offline. To log in to OTCnet Offline, double-click the **OTCnet Offline (Production or QA)** icon on your terminal's desktop or click **Start >Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)**.

If the icon does not reside in either location, contact your **Check Capture Administrator** to configure the terminal. If a terminal has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time as running more than one version at a time will cause errors.

As an added layer of security, you will need to first start and log in to the OTCnet Offline server before accessing the OTCnet Offline *application*. To start the Offline server, enter your User ID and Offline password. If this is the first time you are accessing OTCnet Offline, enter your temporary password. Once you have successfully started up the Offline server, you will be prompted to log in to the OTCnet Offline application.

If the Offline server has already been started, you will skip this step and log directly in to the OTCnet Offline application. The first time you log in to the OTCnet Offline application you will be required to change your password. After your permanent password is set you will use your permanent password to startup the Offline server and/or Offline application.

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

How to Log in to OTCnet Online for the First Time

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

The OTCnet Local Bridge (OLB) application is required for performing check processing, check capture, card processing and terminal configuration operations. If you are a **Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, Check Capture Operator, Card Operator or Card Administrator**, the OLB application must be started on the terminal in order to perform these operations. Refer to the *Start and Stop the OTCnet Local Bridge (OLB) Application* printable job aid for more details.

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

1. Access <https://otcnet.fms.treas.gov> and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** as shown in Figure 13.

Figure 13. Fiscal Service Single Sign On Page

The screenshot shows the Fiscal Service Single Sign On page. At the top right, there are links for "Forgot your Password?", "Forgot your User ID?", and "Register". The main heading is "Select an authentication method and enter your credentials". Under "Log In using your Fiscal Service ID:", there are three options: "SSO User ID and Password", "SecurID Token", and "PKI Certificate". The "SSO User ID and Password" option is selected, leading to a sub-section titled "To log in using your Fiscal Service Single Sign On User ID and Password." This section contains input fields for "User ID:" and "Password:", followed by "Log In" and "Reset" buttons. The "Log In" button is highlighted with a red box. Below the input fields are links for "Forgot your User ID?" and "Forgot your Password?". At the bottom, there is a "WARNING" section with a detailed disclaimer about U.S. Government information systems and a "NOTE" section regarding Sensitive But Unclassified (SBU) data. The footer contains links for "Accessibility | Contacts | Privacy Policy" and the text "U. S. Department of the Treasury - Bureau of the Fiscal Service".

2. *The Password Change: Create New Password* page appears. Enter your temporary **Password**, **New Password**, and **Confirm New Password** and click **Change Password** (see Figure 14).

Password Criteria:

- Must be at least 12 characters long
- Must contain at least one uppercase letter
- Must contain at least one lowercase letter
- Must contain at least one numeric character
- Must not have more than two repeating characters
- Must not repeat any of your last ten passwords
- Must not have been your password during the last ten days
- Must not be a word in a language, slang, dialect, or jargon
- Must not be related to personal identity, history, environment, or other personal associations
- Must not be shared or displayed in plain view

Figure 14. Password Change Page

BUREAU OF THE Fiscal Service **SINGLE SIGN ON**

WARNING: New passwords must be at least 12 characters long and contain 1 upper case letter, 1 special character, and 1 number

Password Change Request

jyee0001 please change your current password before continuing.

Old Password

New Password

Confirm New Password

[CHANGE PASSWORD](#) [CLEAR THIS FORM](#)

3. A confirmation page appears stating your new password has been set. Click **Continue** (see Figure 15).

Figure 15. Password Change: Password Set

BUREAU OF THE Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

SINGLE SIGN ON
U.S. DEPARTMENT OF THE TREASURY

WARNING: New passwords must be at least 12 characters long and contain 1 upper case letter, 1 special character, and 1 number

Password Change Information

jyee0001 your new password has been set.

Use this new password the next time you log into your account.

CONTINUE

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

Provide your responses in the **Response** and **Confirm Response** fields. Each response must be at least three characters long and are case sensitive. Click **Save My Questions and Responses** (see Figure 16. Select and Provide Responses to Questions Page).

Figure 16. Select and Provide Responses to Questions Page

BUREAU OF THE Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Change Challenge/Response

Change Challenge/Response - Select and Provide Responses to Questions

If you forget your password or your password expires, you can choose to use our Self-Service Account/Password Reset process to reset it by clicking on the Forgot Password link on the login page. This process will ask you to provide the responses to the Challenge/Response questions you set up when you first accessed your account. This screen allows you to provide the responses that the Self-Service Account/Password Reset process requires. Select and provide responses to any 3 of the challenge questions below. Please ensure that each response is unique and at least 3 characters long and then click Save My Responses. Note: Responses are case-insensitive responses to any 3 of the challenges below, ensuring each response is unique and at least 3 characters long, and then click Submit. Note that responses are letter case-insensitive.

Select Question	Response	Confirm Response
<input type="checkbox"/> What was the name of the hospital where you were born?		
<input checked="" type="checkbox"/> What was the name of the street you lived on when you grew up?	*****	*****
<input checked="" type="checkbox"/> What was the name of the company or organization where you held your first job?	****	****
<input type="checkbox"/> What was the name of the city where you were born?		
<input checked="" type="checkbox"/> What was the name of your first pet?	***	***
<input type="checkbox"/> What was the model of your first automobile?		

Save My Questions & Responses Cancel

- A *Change Shared Secret* page appears. Enter a **Shared Secret** phrase, a **Confirm Shared Secret** phrase, and then click **Save My Shared Secret** (see Figure 17). The shared secret phrase must be at least three characters.
 - You will not be able to proceed to OTCnet until the Challenge questions and Share Secret are set.

Figure 17. Challenge Shared Secret Page

6. The *Change Challenge/Response-Completed* page appears. Click **Logout**.
 - After your challenge questions and responses as well as your shared secret are successfully saved, wait 15 minutes prior to accessing OTCnet.
7. Click **Logout** (see Figure 18).

Figure 18. Logout Browser Page

8. Access <https://otcnet.fms.treas.gov> and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** (see in Figure 13).
 - By logging in with your PIV, SecurID, or User ID and Password, you acknowledge and agree that you have read, understand, and agreed to abide by the Rule of Behavior.

Log in to OTCnet Online For the First Time

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



Application Tip

The OTCnet Local Bridge (OLB) application is required for performing check processing, check capture, card processing and terminal configuration operations. If you are a **Check Capture Administrator**, **Check Capture Supervisor**, **Check Capture Lead Operator**, **Check Capture Operator**, **Card Operator** or **Card Administrator**, the OLB application must be started on the terminal in order to perform these operations. Refer to the *Start and Stop the OTCnet Local Bridge (OLB) Application* printable job aid for more details.

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

1. Access <https://otcnet.fms.treas.gov>.
2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. The *Password Change: Create New Password* page appears.

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

Password Criteria:

- Must be at least 12 characters long
 - Must contain at least one uppercase letter
 - Must contain at least one lowercase letter
 - Must contain at least one numeric character
 - Must not have more than two repeating characters
 - Must not repeat any of your last ten passwords
 - Must not have been your password during the last ten days
 - Must not be a word in a language, slang, dialect, or jargon
 - Must not be related to personal identity, history, environment, or other personal associations
 - Must not be shared or displayed in plain view
3. Click **Change Password**. A confirmation page appears stating your new password has been set.
 4. Click **Continue**. The *Change Challenge/Response – Select and Provide Responses to Questions* page appears.
 5. Select any three challenge questions you want to respond to by clicking the check boxes next to the questions and provide your responses in the **Response** and **Confirm Response** fields.



Application Tip

Each response must be at least three characters long, and each response is case sensitive.

6. Click **Save My Questions and Responses**. A *Change Shared Secret* page appears.
7. Enter a **Shared Secret** phrase and **Confirm Shared Secret** phrase.



Application Tip

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

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



Application Tip

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

10. Access OTCnet (<https://otcnet.treas.gov>), enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**.



Application Tip

By logging in with your PIV, SecurID, or User ID and Password, you acknowledge and agree that you have read, understand, and agreed to abide by the Rule of Behavior.

How to Log In to OTCnet Online

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

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

The OTCnet Local Bridge (OLB) application is required for performing check processing, check capture, card processing and terminal configuration operations. If you are a **Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, Check Capture Operator, Card Operator** or **Card Administrator**, the OLB application must be started on the terminal in order to perform these operations. Refer to the *Start and Stop the OTCnet Local Bridge (OLB) Application* printable job aid for more details.

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

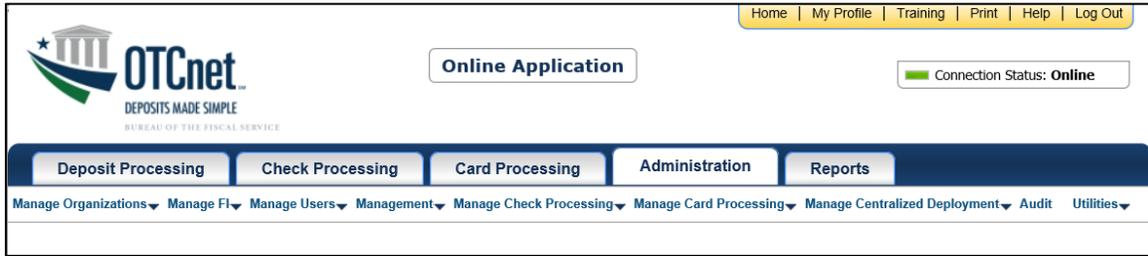
1. Access <https://otcnet.fms.treas.gov> and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** as shown in Figure 19.

Figure 19. Fiscal Service Single Sign On Page

The screenshot shows the Fiscal Service Single Sign On page. At the top, there is a header with the Bureau of the Fiscal Service logo and navigation links: "Forgot your Password?", "Forgot your User Id?", and "Register". Below the header, there is a blue bar with the text "Log In To: https://otcnet.fms.treas.gov/index.html". The main content area is titled "Select an authentication method and enter your credentials". On the left, there is a sidebar with three options: "SSO User ID and Password", "SecurID Token", and "PKI Certificate". The "SSO User ID and Password" option is selected, and it is highlighted with a blue arrow. To the right of the sidebar, there is a text box that says "To log in using your Fiscal Service Single Sign On User ID and Password." Below this text box, there are two input fields: "User ID:" and "Password:". Below the input fields, there are two buttons: "Log In" and "Reset". Below the buttons, there are two links: "Forgot your User Id?" and "Forgot your Password?". At the bottom of the form area, there is a warning message and a note. The warning message says "WARNING WARNING WARNING" and the note says "NOTE This system may contain Sensitive But Unclassified (SBU) data that requires specific data privacy handling requirements as dictated by law, mandate or government agency." At the bottom of the page, there is a footer with links for "Accessibility", "Contacts", and "Privacy Policy", and the text "U. S. Department of the Treasury - Bureau of the Fiscal Service".

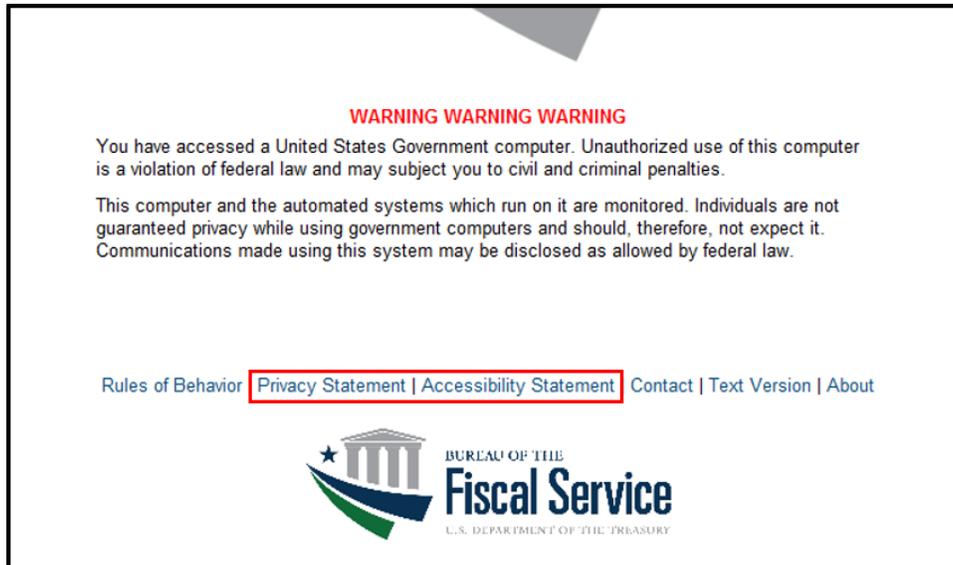
2. The *OTCnet Home Page* appears. See **Error! Reference source not found.** below.

Figure 20. OTCnet Home Page



Once you have logged in to OTCnet, you can review the Privacy Statement link at the bottom of the page, as well as the Accessibility Statement link (see Figure 21).

Figure 21. OTCnet Home Page Privacy Statement



As a **Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, Check Capture Operator, Card Operator** or **Card Administrator**, when logging into OTCnet Online and using Google Chrome, the OTCnet splash screen *does not* appear. The OTCnet splash screen *does* appear for Internet Explorer (IE) users: **Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, Check Capture Operator, Card Operator** or **Card Administrator**, when setting up OTCnet.



Log In to OTCnet Online



Application Tip

The OTCnet Local Bridge (OLB) application is required for performing check processing, check capture, card processing and terminal configuration operations. If you are a **Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, Check Capture Operator, Card Operator** or **Card Administrator**, the OLB application must be started on the terminal in order to perform these operations. Refer to the *Start and Stop the OTCnet Local Bridge (OLB) Application* printable job aid for more details.

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

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



Application Tip

As a **Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, Check Capture Operator, Card Operator** or **Card Administrator**, when logging into OTCnet Online and using Google Chrome, the OTCnet splash screen *does not* appear. The OTCnet splash screen *does* appear for Internet Explorer (IE) users: **Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, Check Capture Operator, Card Operator** or **Card Administrator**, when setting up OTCnet.

How to Start the OTCnet Offline Server

As an added layer of security, the **Check Capture Administrator**, **Check Capture Supervisor**, **Check Capture Lead Operator**, and **Check Capture Operator** must first start and log in to the OTCnet Offline *server* before accessing the OTCnet Offline *application*. If the OTCnet Offline *server* has already been started, you will skip this step and log directly in to the OTCnet Offline *application*. You can identify the Offline Server log in page, as it is smaller in size and the Retrieve Admin Profile link does not appear on the page.

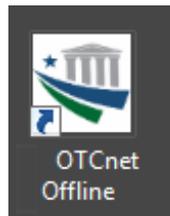
To log start the OTCnet Offline server, complete the following steps:

1. Double-click the **OTCnet Offline (Production or QA)** icon located on your terminal's desktop or click **Start >Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)** (see Figure 22).

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

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

Figure 22. OTCnet Offline Icon



2. The *OTCnet Offline Server Startup* page appears. Enter your **User ID** and **Password** in the appropriate text boxes and click **Log In** (see **Error! Reference source not found.**).

Figure 23. OTCnet Offline Server Startup

A screenshot of the "OTCnet Offline Server Startup" window. The window title bar reads "OTCnet Offline Server Startup" and includes standard window controls (minimize, maximize, close) and a "Help" button. The main content area features the OTCnet logo (a stylized building with columns and a star) and the text "OTCnet DEPOSITS MADE SIMPLE BUREAU OF THE FISCAL SERVICE". Below the logo, there are two text input fields: "User ID:" and "Offline Password:". At the bottom of the input area, there are two buttons: "Login" and "Cancel". A yellow horizontal bar is positioned below the buttons, and at the very bottom of the window, the text "WARNING WARNING WARNING" is displayed in red.

Start the OTCnet Offline Server

To start the OTCnet Offline server, the **Check Capture Administrator**, **Check Capture Supervisor**, **Check Capture Lead Operator**, and **Check Capture Operator** must complete the following steps:

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

Or

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



Application Tip

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



Application Tip

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

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



Application Tip

The *Offline Server Startup* prompt appears as a standalone prompt, outside of the browser.



Application Tip

If you are a **Check Capture Administrator** and this is your first time starting the OTCnet Offline server and logging in to OTCnet, enter the temporary password you created when you created your **Check Capture Administrator** Offline Logon Profile.



Application Tip

If you are not a **Check Capture Administrator** and this is your first time starting the OTCnet Offline *server* and logging in to OTCnet, enter your temporary password.



Application Tip

If the Offline server was previously started, you will skip this step and log in to the OTCnet Offline application. Refer to the *Log In to OTCnet Offline for the First Time* and *Log In to OTCnet Offline* printable job aids for more details. If the Offline server was not been previously started, you will need to enter your credentials to start up the Offline server.



Application Tip

After your credentials are successfully authenticated, the *Offline Check Capture* application log in page is displayed.



Application Tip

If you have forgotten your Offline password or you are not authorized to start the OTCnet Offline application, contact your **Check Capture Administrator** to reset/create your offline password.

How to Log In to OTCnet Offline for the First Time

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

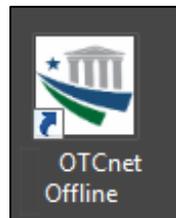
If you are a **Check Capture Supervisor**, **Check Capture Lead Operator**, or **Check Capture Operator** and are logging in to OTCnet Offline for the first time, complete the following steps:

1. Double-click the **OTCnet Offline (Production or QA)** icon located on your terminal's desktop or click **Start >Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)** (see Figure 24).

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

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

Figure 24. OTCnet Offline Icon



2. Enter your **User ID** and temporary **Password** in the appropriate text boxes and click **Log In** (see Figure 25).

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

Figure 25. OTCnet Offline User Login Page

The screenshot shows the OTCnet Offline user login page. At the top left is the OTCnet logo with the tagline "DEPOSITS MADE SIMPLE" and "BUREAU OF THE FISCAL SERVICE" below it. The main content area has a "User Login" section with two text input fields: "User ID:" and "Password:". A red rectangular box highlights these two input fields. To the right of the "Password:" field is a blue link labeled "Retrieve Admin Profile". At the bottom of the form is a yellow horizontal bar containing two buttons: a blue "Login" button and a blue "Clear" button. The "Login" button is also highlighted with a red rectangular box.

3. The *Set Permanent Password* page appears. Enter your temporary **Password**, **New Password**, and **Re-Enter New Password** and click **Save** (see Figure 26).

Password Criteria:

- a. Must be at least 12 characters long
- b. Must contain at least one uppercase letter
- c. Must contain at least one lowercase letter
- d. Must contain at least one numeric character
- e. Must not have more than two repeating characters
- f. Must not repeat any of your last ten passwords
- g. Must not have been your password during the last ten days
- h. Must not be a word in a language, slang, dialect, or jargon
- i. Must not be related to personal identity, history, environment, or other personal associations
- j. Must not be shared or displayed in plain view

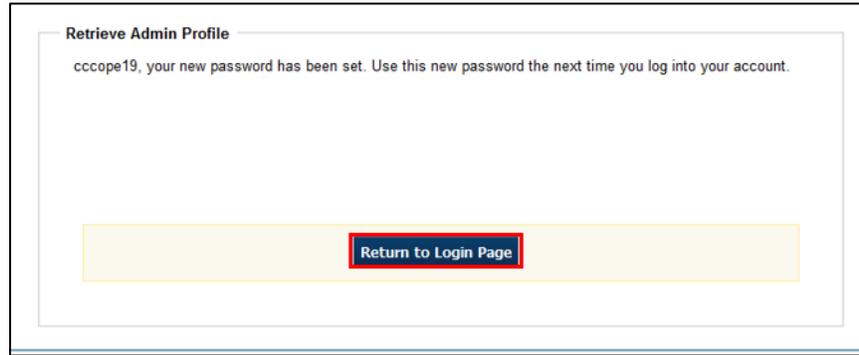
Figure 26. Set Permanent Password

The screenshot shows the 'Set Permanent Password' page. At the top left is the OTCnet logo with the tagline 'DEPOSITS MADE SIMPLE' and 'BUREAU OF THE FISCAL SERVICE'. Below the logo, the page title is 'Set Permanent Password'. The main content area contains the following text: 'You must change your password before continuing. You will not be permitted to use your account until you have completed this activity.' and 'To reset password, please enter your login credentials and then enter your new password twice.' Below this is a 'User ID:' label with the value 'cccpe19'. There are three input fields: 'Password:', 'New Password:', and 'Re-Enter New Password:'. A red rectangular box highlights these three input fields. At the bottom right of the form area are three buttons: 'Clear', 'Cancel', and 'Save'. The 'Save' button is highlighted with a red rectangular box.

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

After the profile is successfully downloaded and the password is reset, you will be prompted to log in to the system with your new password. Click **Return to Login Page** to login to the OTCnet Offline (see Figure 27).

Figure 27. Password Reset Confirmation



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

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

Log in to OTCnet Offline for the First Time

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

If you are a **Check Capture Supervisor**, **Check Capture Lead Operator**, or **Check Capture Operator** and are logging in to OTCnet Offline for the first time:

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

Or

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



Application Tip

If you cannot locate the icon in either of these locations, contact your **Check Capture Administrator**.



Application Tip

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

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



Application Tip

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

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



Application Tip

Password Criteria:

- Must be at least 12 characters long
- Must contain at least one uppercase letter
- Must contain at least one lowercase letter
- Must contain at least one numeric character
- Must not have more than two repeating characters
- Must not repeat any of your last ten passwords
- Must not have been your password during the last ten days
- Must not be a word in a language, slang, dialect, or jargon
- Must not be related to personal identity, history, environment, or other personal associations
- Must not be shared or displayed in plain view

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



Application Tip

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



Application Tip

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

How to Log in to OTCnet Offline

If you are a **Check Capture Administrator**, **Check Capture Supervisor**, **Check Capture Lead Operator**, or **Check Capture Operator** and you have reset your temporary password, you can log in to OTCnet Offline. You can click the **Return to Login Page** to be returned to the Login Page. If you choose not to immediately access OTCnet Offline after resetting your temporary password, you can double-click the OTCnet Offline icon or access your Start Menu under Programs.

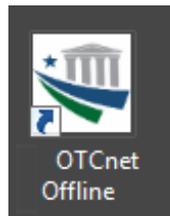
To log in to OTCnet Offline, complete the following steps:

1. Double-click the **OTCnet Offline (Production or QA)** icon located on your terminal's desktop or click **Start >Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)** (see Figure 28).

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

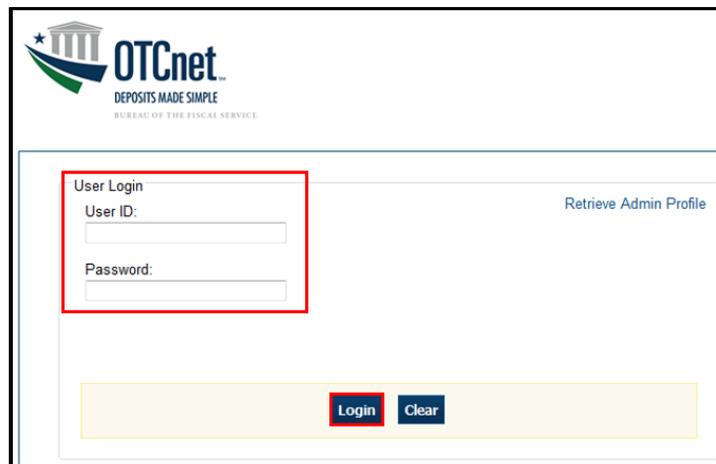
If a terminal has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time as running more than one version at a time will cause errors.

Figure 28. OTCnet Offline Icon



2. Enter your **User ID** and **Password** in the appropriate text boxes and click **Log In** (see Figure 29). The *OTCnet Home Page* appears.

Figure 29. OTCnet Offline User Login Page

The screenshot shows the OTCnet Offline user login page. At the top left is the OTCnet logo with the tagline "DEPOSITS MADE SIMPLE" and "BUREAU OF THE FISCAL SERVICE". Below the logo is a "User Login" section. It contains two text input fields: "User ID:" and "Password:". A red rectangular box highlights these two input fields. To the right of the "User ID:" field is a blue link that says "Retrieve Admin Profile". At the bottom of the login section, there are two buttons: a red "Login" button and a blue "Clear" button. The entire login section is enclosed in a light yellow rectangular box.

To stop the OTCnet Offline application, access the **Start Menu**, select **Programs>OTCnet Offline** and click **Stop OTCnet Offline**.

Stopping the OTCnet Offline application ensures the application is completely closed and that your OTCnet session is terminated securely.

Log in to OTCnet Offline

If you are a **Check Capture Administrator**, **Check Capture Supervisor**, **Check Capture Lead Operator**, or **Check Capture Operator** and you have reset your temporary password, you can log in to OTCnet Offline.

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

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

Or

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



Application Tip

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



Application Tip

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



Application Tip

If the Offline server was not been previously started, you will need to enter your User ID and password to start up the Offline server. Refer to the *Start up the OTCnet Offline Server* printable job aids for more details.

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

**Application Tip**

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

**Application Tip**

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

Topic 3. Accessing a User ID and Resetting Passwords

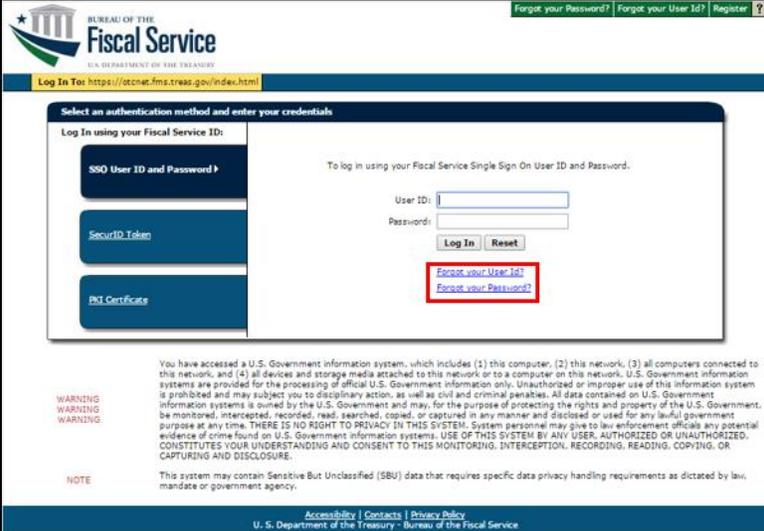
To obtain your user ID or reset your password, contact your **PLSA** or **LSA**. You can also have your User ID, or a temporary password emailed to you. Once you sign in with your temporary password, you will need to reset it.

Access a User ID

To access a user ID, complete the following steps:

1. From the Single Sign On page, click on the **Forgot your User ID?** link shown in Figure 30 below.

Figure 30. Single Sign On Page (Forgot Your User ID? Link)



The screenshot shows the 'BUREAU OF THE Fiscal Service' login page. At the top right, there are links for 'Forgot your Password?', 'Forgot your User ID?', and 'Register'. Below the header, there is a 'Log In To: https://otcnet.fms.treas.gov/index.html' link. The main content area is titled 'Select an authentication method and enter your credentials'. On the left, there are three buttons: 'SSO User ID and Password', 'SecurID Token', and 'PKI Certificate'. On the right, there is a login form with 'User ID:' and 'Password:' fields, and 'Log In' and 'Reset' buttons. A red box highlights the 'Forgot your User ID?' and 'Forgot your Password?' links below the password field. At the bottom, there is a 'WARNING' section and a 'NOTE' section.

2. The *Treasury Self Service* page appears. Enter the words you see in the image in the text box and click **Next** (see Figure 31).

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

Figure 31. Treasury Self Service Page (Enter Text of Image)

LOGOUT SWITCH APPLICATION HELP

Treasury User Provisioning

Treasury Self Service

99903473

In the space below, enter the text that you see in the image above.

Next>> Cancel

3. Enter your email address and click **Next** (see Figure 32). A confirmation page appears showing your request for your User ID has been completed.

Figure 32. Forgot User ID (Enter Email Address)

LOGOUT SWITCH APPLICATION HELP

Treasury User Provisioning

Forgot User ID

Please Enter the Email Address *

* indicates a required field

Next>> Cancel

4. Click **Finish**.

Access User ID

To obtain your user ID or reset your password, contact your **PLSA** or **LSA**. You can also have your User ID, or a temporary password emailed to you. Once you sign in with your temporary password, you will need to reset it.

To access your user ID, complete the following steps:

1. From the Fiscal Service Single Sign On page, click **Forgot your User ID?** *The Self-Service Account/Password Reset* page appears.
2. Enter the characters that you see in the image in the text box and click **Next**. The *Treasury Enterprise ID* page appears.
3. Enter your email address and click **Next**. A confirmation page appears showing your request for your User ID has been completed.
4. Click **Finish**.

Resetting Passwords

To reset a password, complete the following steps:

1. From the Single Sign On page, click on the **Forgot your Password?** link as shown in Figure 33 below.

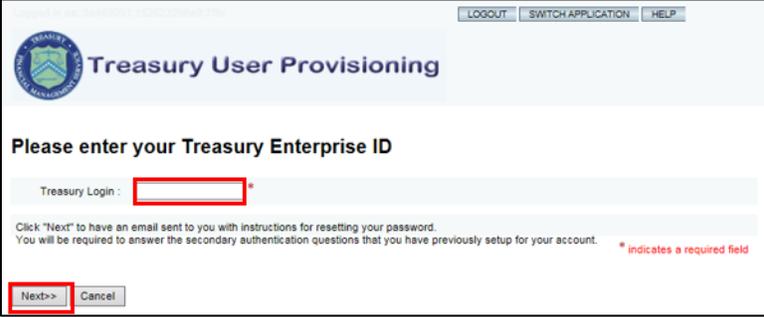
Figure 33. Single Sign On Page (Forgot Your Password? Link)

2. The *Treasury Self Service* page appears. Enter the characters that you see in the image in the text box and click **Next** (see Figure 34).

Figure 34. Forgot Your Password Page

3. The *Treasury Enterprise ID* page appears. Enter your **Treasury Login (User ID)** and click **Next** (see Figure 35).

Figure 35. Enter Treasury Enterprise ID (User ID)



The screenshot shows the 'Treasury User Provisioning' page. At the top right, there are links for 'LOGOUT', 'SWITCH APPLICATION', and 'HELP'. The main heading is 'Treasury User Provisioning'. Below this, the instruction reads 'Please enter your Treasury Enterprise ID'. There is a text input field labeled 'Treasury Login' with a red asterisk indicating it is a required field. Below the input field, there is a note: 'Click "Next" to have an email sent to you with instructions for resetting your password. You will be required to answer the secondary authentication questions that you have previously setup for your account.' At the bottom left, there are two buttons: 'Next->' and 'Cancel', with 'Next->' highlighted by a red box.

4. A confirmation page appears. Click **Finish** (see Figure 36).

You will receive an email to your official email address with further instructions to complete the Self-Service Account/Password Reset process.

Figure 36. Password Request Confirmation

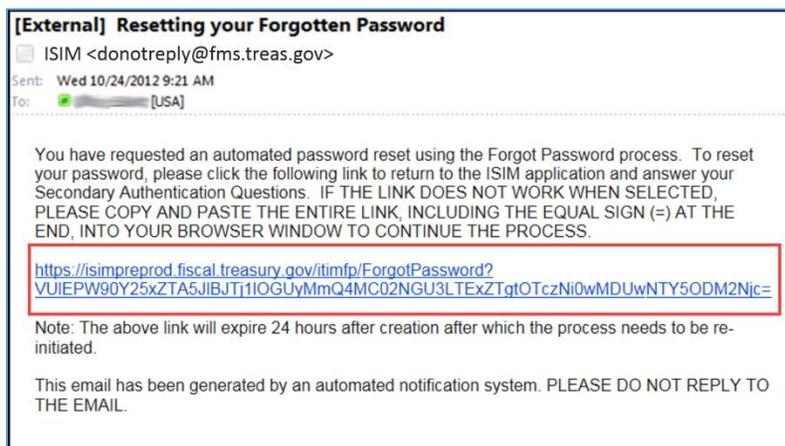


The screenshot shows the 'Treasury User Provisioning' page with the heading 'Confirmation'. Below the heading, there is a paragraph of text: 'Your request to reset your password has been initiated. If your account exists in the system, an email with further instructions will be sent to your email address on record. Please check your email and follow the instructions to automatically reset your password. If you do not receive an email in 30 minutes, or if you need assistance resetting your password, please contact your Manager/Administrator, Application CBAF, or the Fiscal IT Service Desk at (304) 460-7777.' At the bottom left, there is a button labeled 'Finish' highlighted by a red box.

5. Check your email. After you received the email link to reset your password, copy and paste the entire link (including the equal sign "=") in the web browser (see Figure 37).

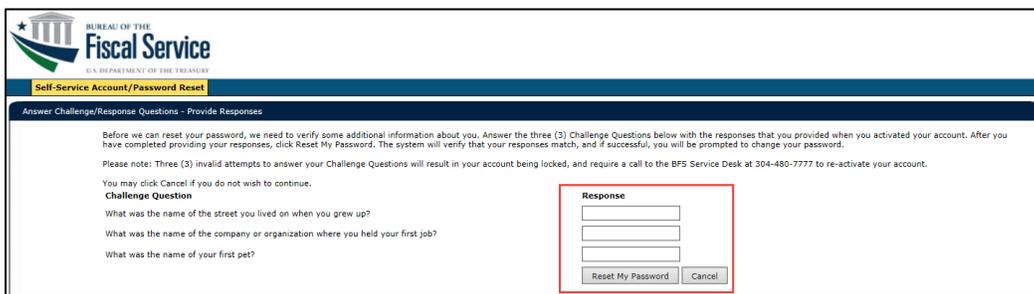
Each reset password web link is unique. The link shown below is for example purposes only.

Figure 37. Resetting Your Forgotten Password Email



- The *Answer Challenge/Responses Questions Provide Responses* page appears. Enter your answers for the challenge questions and click **Reset My Password** (see Figure 38).

Figure 38. Answer Challenge/Response Questions - Provide Responses



- The *Answer Challenge/Response Questions – Change Password* page appears. Enter your **New Password** and **Confirm New Password** and click **Change My Password** (see Figure 39).

-

Figure 39. Answer Challenge/Response Questions - Change Password

BUREAU OF THE Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Self-Service Account/Password Reset

Answer Challenge/Response Questions - Change Password

Your responses were successfully validated.

Please create a new password with the following requirements and click Change My Password:

- Must be at least 12 characters long.
- Must contain at least one uppercase letter.
- Must contain at least one lowercase letter.
- Must contain at least one numeric character.
- Must contain at least one special character from this set: !@#\$%^&*()_+~
- Must not repeat any of your last ten (10) passwords.
- Must not have been your password during the last ten (10) days.
- Must not be a word in a language, slang, dialect, or jargon.
- Must not be related to personal identity, history, environment, or other personal associations.
- Must not be shared or displayed in plain view.

You may click Cancel if you do not wish to continue.

New Password

Confirm New Password

8. The *Challenge/Response Questions – Completed* page appears. Click **Close Browser** (see Figure 40).

Figure 40. Answer Challenge/Response Questions - Completed

BUREAU OF THE Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Self-Service Account/Password Reset

Answer Challenge/Response Questions - Completed

A request has been submitted to reset your password.

Click Close Browser to end the Self-Service Account/Password process.



Reset Password

To obtain your user ID or reset your password, contact your **PLSA** or **LSA**. You can also have your User ID, or a temporary password emailed to you. Once you sign in with your temporary password, you will need to reset it.

To reset your password, complete the following steps:

1. From the Fiscal Service Single Sign On page, click **Forgot your Password?** The *Self-Service Account/Password Reset* page appears.
2. Enter the characters that you see in the image in the text box and click **Next**. The *Treasury Enterprise ID* page appears.
3. Enter your **Treasury Login (User ID)** and click **Next**. A confirmation page appears.
4. Click **Finish**.



Application Tip

You will receive an email (Resetting your Forgotten Password) to your official email address with further instructions to complete the Self-Service Account/Password Reset process.

5. Check your email. After you received the email link to reset your password, copy and paste the entire link (including the equal sign "=") in the web browser. The *Answer Challenge/Responses Questions Provide Responses* page appears.



Application Tip

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



Application Tip

The email is generated by an automated notification system. The link expires 24 hours after creation after which the process needs to be reinitiated.

6. Enter your answers for the challenge questions and click **Reset My Password**. The *Answer Challenge/Response Questions – Change Password* page appears.



Application Tip

Three invalid attempts to answer your challenge questions will result in your account being locked. If your account is locked, call the Customer Support at 866-945-7920 or DSN 510-428-6824, Options 1, 2, 4 to reactivate your account.

7. Enter your **New Password** and **Confirm New Password** and click **Change My Password**. The *Challenge/Response Questions – Completed* page appears.
8. Click **Close Browser**.

Topic 4. Navigating the OTCnet Online/Offline Home Page

The OTCnet Online home page allows **Check Capture Supervisors, Check Capture Lead Operators, Check Capture Operators** and **Card Operators** to process deposits, capture checks, process checks, process card transactions, view reports, and perform administrative and security functions. Additionally, a user can access information for training, help and to update a profile. The OTCnet Online home page is accessible for users to either view or perform any of the functionality above.

The OTCnet Offline home page allows **Check Capture Supervisors, Check Capture Lead Operators** and **Check Capture Operators** to capture checks along with transaction data, perform administrative functions and access information for help. The OTCnet Offline home page is accessible by users to either view or perform any of the functionality above.

OTCnet Online Main Menu

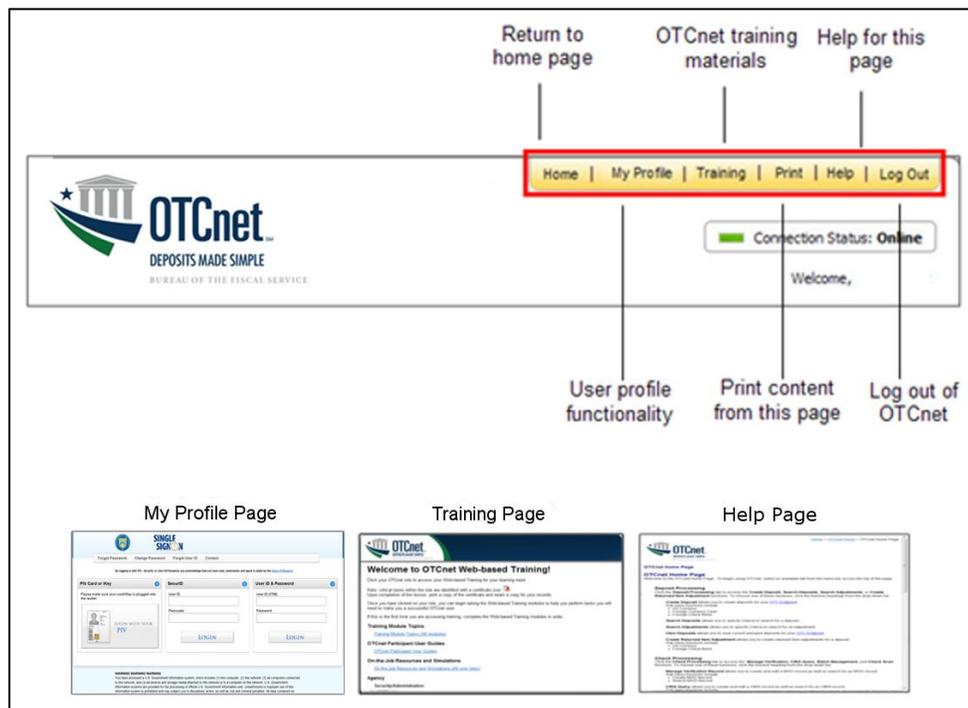
To access the OTCnet Main Menu, log in with your User ID and Password by accessing <https://otcnet.fms.treas.gov>. Table 11 below provides a list of the Main Menu options available to you and accessible on the upper right corner of the OTCnet application (highlighted in yellow).

Table 11. Main Menu Link Descriptions

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

The Main Menu is shown in Figure 41. The links are accessible on the upper right side of the OTCnet home page.

Figure 41. OTCnet Main Menu Page



OTCnet Online Deposit Processing Tab Functionality

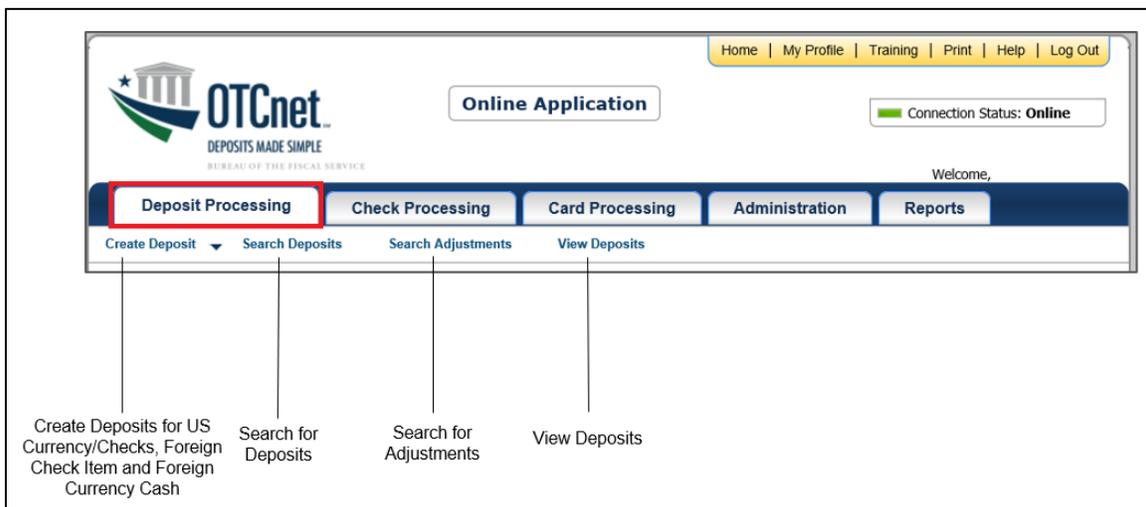
To access the OTCnet Deposit Processing functionality, log in with your user ID and password. Table 12 below provides a list of the Deposit Processing functions that are available to you.

Table 12. Deposit Processing Tab Descriptions

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

The Deposit Processing tab is shown in Figure 42. Depending on your user role, you may not see all functionality shown in the image.

Figure 42. Deposit Processing Tab



OTCnet Online Check Processing Tab Functionality

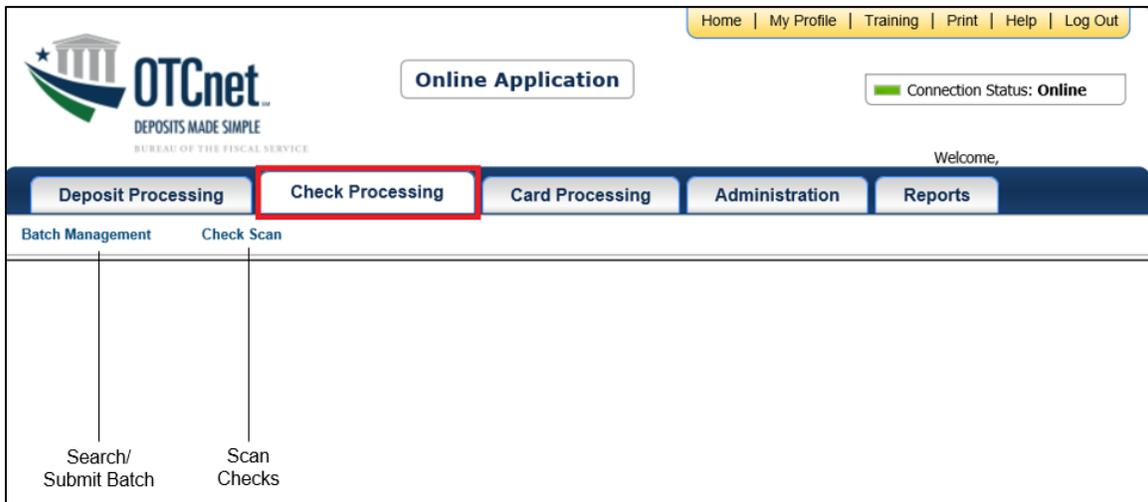
To access the OTCnet Check Processing functionality, log in with your user id and password. Table 13 provides a list of the Check Processing functions that are available to you.

Table 13. Check Processing Tab Descriptions

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

The Check Processing tab is shown in Figure 43. Depending on your user role, you may not see all functionality shown in the image.

Figure 43. Check Processing Tab



OTCnet Online Card Processing Tab Functionality

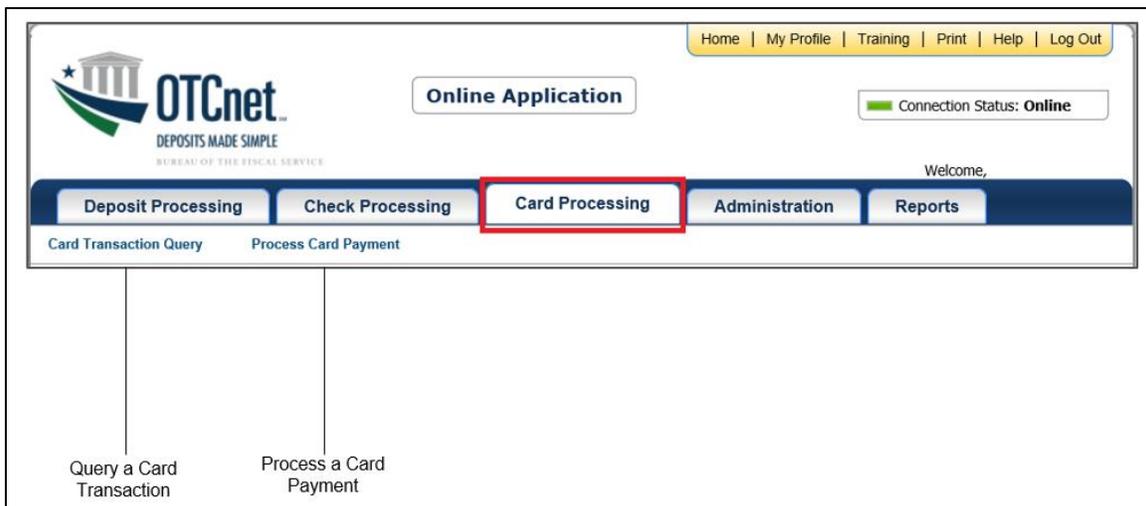
To access the OTCnet card processing functionality, log in with your user id and password. Table 14 provides a list of the card processing functions that are available to you.

Table 14. Card Processing Tab Descriptions

Function	Description
Card Transaction Query	Allows a user to query a card transaction.
Process Card Payment	Allows a user to process a card payment.

The Card Processing tab is shown in Figure 44. Depending on your user role, you may not see all functionality shown in the image.

Figure 44. Card Processing Tab



OTCnet Online Administration Tab Functionality

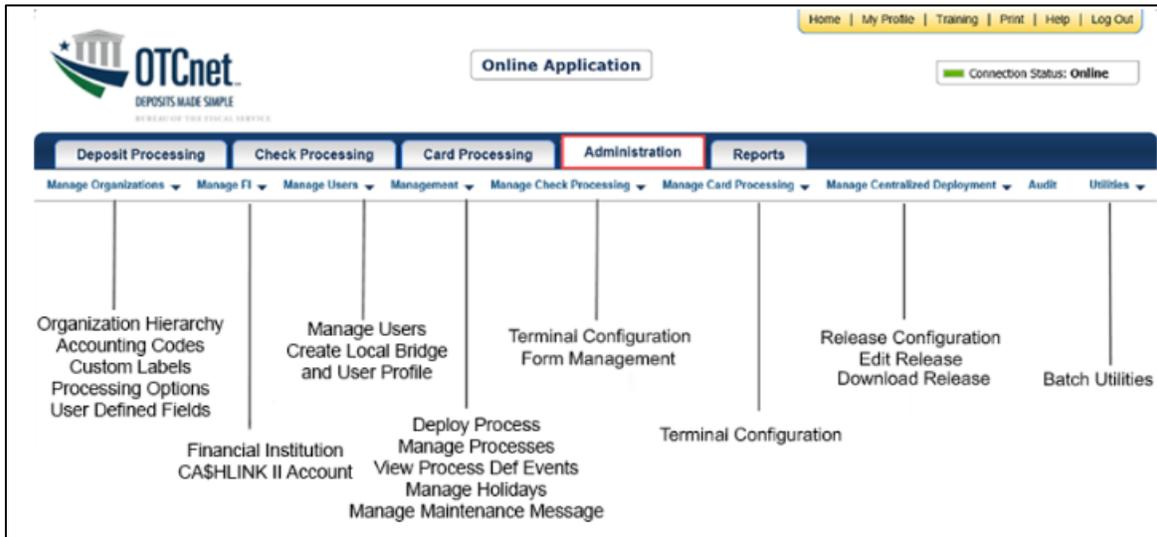
To access the OTCnet Administration functionality, log in with your user id and password. Table 15 below provides a list of the Administration functions that are available to you.

Table 15. Administration Tab Descriptions

Function	Description
Manage Organizations	Allows a user to manage Organization Hierarchy, Accounting Codes, Custom Labels, Processing Options, and User Defined Fields.
Manage FI	Allows a user to create and/or modify a Financial Institution, transfer FI RTN Numbers, transfer CA\$HLINK accounts, and maintain FRB CA\$HLINK accounts.
Manage Users	Allows a user to manage OTCnet user accounts and profiles.
Management	Allows a user to manage OTCnet processes.
Manage Check Processing	Allows a user to manage terminal configuration and forms.
Manage Card Processing	Allows a user to manage terminal configuration.
Manage Centralized Deployment	Allows users access to the following: Release Configuration, Edit Release and Download Release.
Audit	Allows a user to review the audit log history.
Utilities	Allows a user to review batch utilities, including Batch Recreate and Batch Repair.

The Administration tab is shown in **Error! Reference source not found.** Depending on your user role, you may not see all functionality shown in the image.

Figure 45. Administration Tab



OTCnet Online Reports Tab Functionality

To access the OTCnet Reports functionality, log in with your user id and password. Table 16 below provides a list of the Reports functions that are available to you. Depending on your user role, you will only see reports that you have access to view and download.

Table 16. Reports Tab Descriptions

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

The Reports tab is shown in **Error! Reference source not found..** Depending on your user role, you may not see all functionality shown in the image.

Figure 46. Manage Reports



OTCnet Offline Administration Tab Functionality

To access the OTCnet Offline Administration functionality, log in with your user id and password. Table 17 below provides a list of the Administration functions that are available to you.

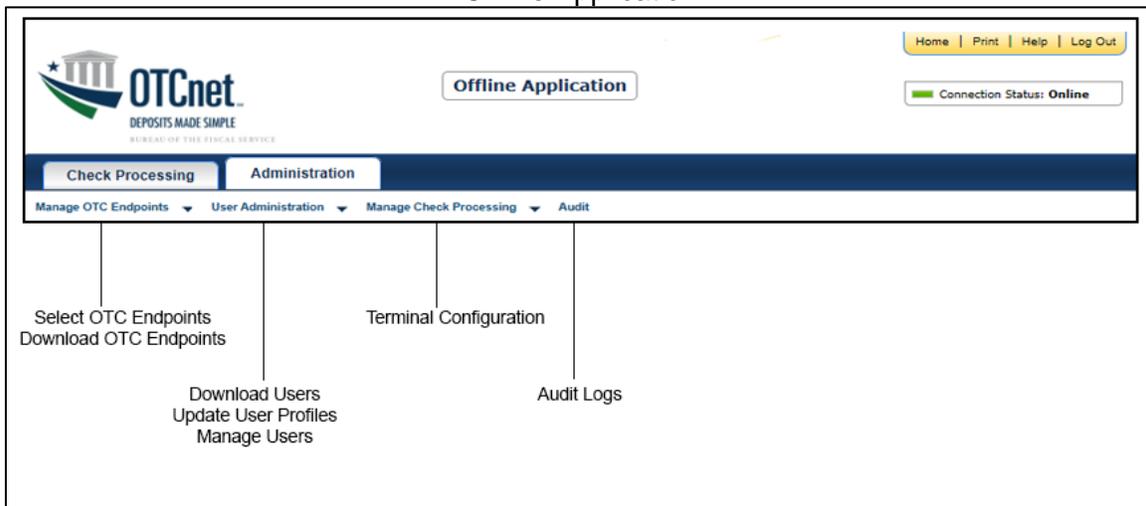
Table 17. OTCnet Offline Administration Descriptions

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

The Administration tab is shown in Figure 47. Depending on your user role, you may not see all functionality shown in the image.

Figure 47. OTCnet Offline Administration

Offline Application



OTCnet Offline Check Processing Functionality

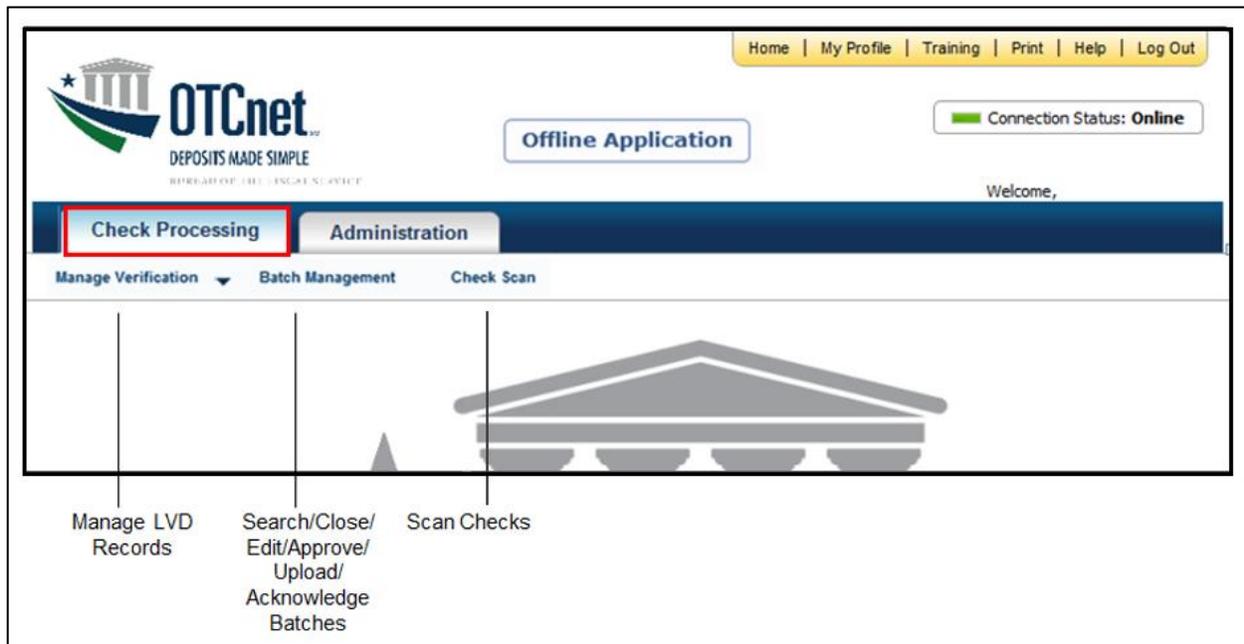
To access the OTCnet Offline Check Processing functionality, log in with your user id and password. Table 18 below provides a list of the Check Processing functions that are available to you.

Table 18. OTCnet Offline Administration Descriptions

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

The Administration tab is shown in Figure 48. Depending on your user role, you may not see all functionality shown in the image.

Figure 48. OTCnet Offline Check Processing Descriptions



Glossary

A

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, which 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 Historical Report – A deposit processing report that allows you to view historical deposit adjustment and returned item adjustment transaction data.

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 roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so) or upload approved batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked – A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

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 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.

Card Acquiring Service (CAS) – (formerly Plastic Card Network) A Bureau of the Fiscal Service federal program that provides federal agencies with payment card (credit, debit, electronic benefit transfer (EBT) and store-value (gift cards) cards) acceptance capabilities.

Card Administrator – An agency user that has the authorization to manage endpoints for card processing, set up and view terminal configuration and read and view audit log information.

Card Invoice ID – The unique Invoice ID for a processed card transaction. The default on terminals is set to 10 characters, a max of 40 characters can be configured for MX terminals. It can be used to track transactions in OTCnet.

Card Operator – An agency user that has the authorization to start card processing, query, void, and refund any card transaction, as well as reboot and check terminal connection status.

Card Processing: A functionality available in OTCnet that allows agencies to provide customers with an option to make payments with a credit, debit or Visa/Mastercard gift card. The card transactions are directly sent to WorldPay. WorldPay sends all approved OTCnet transactions via a Card Acquiring Service (CAS) flat file to Collections Information Repository (CIR) for deposit reporting.

(80mm) Card Receipt Printer – A printer that can be selected by a Card Operator or Kiosk Operator; the 80mm printer provides the ability to print standard-sized card receipts on 3.125in (80mm) paper.

Card Uploader: A full vendor kiosk server system role that is authorized to transmit card data from an external kiosk system to OTCnet. This role requests acknowledgement of the data transmitted; the system account with this role has no other permissions.

Cashier ID – The ID of the user that created the transaction.

Central Accounting Reporting System (CARS) – 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.

Central Image and Research Archive (CIRA) Query – An online query function that allows users to search for all check transactions (includes mobile check transactions) processed in the OTCnet application that have been settled less than 18 months ago.

Chain Code aka Chain Number: An alphanumeric designator (e.g. 0F123B) assigned by acquirer to reflect a unique channel of processing. The chain code is assigned at lower level endpoints and an agency may have multiple chain codes.

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 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 the data into other applications within an agency. The report has been enhanced to provide users the option to solely retrieve mobile check transactions.

CIRA CSV Report – A check processing business report that allows users to search for all transactions in the system (including mobile check transactions) and allows users to export the results to a comma separated value report (CSV) file.

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.

Client ID/GCI Number – An ID used by the deposit end point when requesting a currency conversion for foreign check to the US dollar Equivalent (USE) with the foreign currency exchange gateway for foreign check items or currency conversion service for foreign currency cash.

Client Order ID – A unique ID assigned by OTCnet to maintain uniqueness while requesting/accepting a foreign currency conversion quote for foreign checks the foreign currency exchange gateway.

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.

Credentials – Evidence of authority, status, rights, or entitlement to privileges. Credentials are typically in written form (e.g., OLB credentials such as a login or password).

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 presentation 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.

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 United States Department of 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 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.

Deposit Historical Report – A deposit processing report that allows you to view historical deposit transaction data.

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.

Division Number: A three-digit (e.g. 001) value assigned at lower level endpoints under the chain code to designate unique lines of accounting.

E

Exchange Rate – The decimal value used to convert foreign currency to the US dollar Equivalent (USE).

F

Failed – The item was unable to be processed and/or settled by United States Department of Treasury/Bureau of the Fiscal Service (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 United States Department of 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 contain 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.

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 sent 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 Security Identity Manager (ISIM) – Refers to Fiscal Service’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.

Internet Protocol (IP) address – A unique number or address that computing devices, (e.g., computers, laptops, tablets, etc.) connected to a computer network, use to identify themselves and communicate with other devices in an IP-based network (e.g., the Internet).

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).

K

Kiosk Operator User Role – A user with limited permissions for the OTC Kiosk tablet. Permissions include logging into the OTCnet Kiosk application, scanning checks, processing card payments and printing receipts.

Kiosk Lockdown Software – A process used to lock down the Windows Surface Pro workstation for use with the OTCnet Kiosk Tablet application. This involves removing the options, “Lock”, “Sign out”, “Change a password” and “Task Manager” when CTRL-ALT-Delete is pressed. This process only needs to be implemented once, as part of the initial workstation configuration. Locking down the tablet ensures that users cannot access any outside information or applications from the OTC Kiosk Tablet (e.g., checking email or accessing any other websites).

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.

Manual Card Entry – An option available in OTCnet for card processing, it allows agency users to manually enter a card number on behalf of the card holder so a card payment can be processed. It is only to be used as a contingency if all other payment methods fail.

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.

Merchant Identification Number (MID): A unique designator (e.g. 44450XXXXXXXXX) assigned by the acquirer to reflect the card processing location and may contain up to 13 characters. An ALC can be associated with multiple Merchant IDs; however, each Merchant ID must be unique for each lower level endpoint.

Mobile Check Capture – A functionality in OTCnet; it allows the processing of mobile check transactions from the FedRevCollect mobile application (Mobile Server).

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 United States Department of Treasury General Account.

OTC Endpoint Credit-Debit-Card (CDC) – The endpoint (location) setup in OTCnet for use in card processing.

OTC Endpoint Check (CHK) – The endpoint (location) setup in OTCnet for use in check capture.

OTC Endpoint Treasury General Account (TGA) – The endpoint (location) setup in OTCnet for use in deposit reporting.

OTC Endpoint Mapping – The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTC Kiosk Tablet – A lightweight collections mobile tablet terminal that features OTCnet Check Processing and Card Processing with receipt printing functionalities. It allows agency customers to make check (personal only) and card payments (credit, debit and gift) independent of an agency representative.

OTCnet Generated Eight-Character Pairing Pin – A pairing pin is a unique eight-character OTCnet-generated number used to pair OTCnet and the card terminal. The number is entered the card terminal.

OTCnet Local Bridge (OLB) Application – Refers to an application installed on a workstation, used to facilitate communication between the browser and the operating system/workstation.

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, Deposit Processing, and Card 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 United States Department of 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 United States Department of 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 United States Department of Treasury Account Symbol (TAS) and Business Event

Type Code (BETC) combinations to assist CARS 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.

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.

Submit – An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted – A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend – Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID – The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status – Represents the status of the verification records. There are four possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History – Defines the time range that a Deposit Confirmer can 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 can view all the deposits that he or she has confirmed for the past 45 days.

Transaction Reporting System (TRS) – A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Treasury Account Symbol (TAS) – The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) – A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) – The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury – The executive department and the United States Department of 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 CIR File Status Report – An administration report allows you to view the status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.

View CIR Transmission Status for Check Processing – A check processing administration report that allows you to view the status of CIR files that have been processed by CIR or are ready for CIR processing.

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.

W

WorldPay: (formerly Vantiv) A credit card, debit card and gift card merchant processor who is responsible for the creation of card acquiring service (CAS) accounts including chain codes and merchant IDs.



Chapter 3: Creating and Modifying Deposits

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

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

- Deposit Preparer
- Deposit Preparer and Approver

Overview

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

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

Topics

This chapter is organized by the following topics:

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

Topic 1. Purpose of Creating and Modifying a Deposit

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

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

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

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

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

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

Depending on your deposit status, role, and if there is an enforced separation of duties, you have certain deposit-processing options available to you (see Table 19).

Table 19. Deposit Processing Options Based on User Roles and Processing Option When Current Deposit Status is Draft

Option	Deposit Preparer Without Separation of Duties Enforced	Deposit Preparer/ Deposit Approver (user assigned both roles) Without Separation of Duties Enforced	Deposit Preparer With Separation of Duties Enforced	Deposit Preparer/ Deposit Approver (user assigned both roles) With Separation of Duties Enforced
Delete	Y	Y	Y	Y
Save As Draft	Y	Y	Y	Y
Save For Approval	Y	Y	Y	Y
Submit	N	Y	N	N ¹ /Y ²
Edit (Modify)	Y	Y	Y	Y

Legend: Y indicates yes; N indicates no; ¹ assuming that this user created a deposit; ² assuming that a deposit has been created by another user.

Table 20. Deposit Processing Options Based on User Roles and Processing Option When Current Deposit Status is AWAP

Option	Deposit Preparer Without Separation of Duties Enforced	Deposit Approver Without Separation of Duties Enforced	Deposit Preparer/ Deposit Approver (user assigned both roles) Without Separation of Duties Enforced	Deposit Preparer With Separation of Duties Enforced	Deposit Approver With Separation of Duties Enforced	Deposit Preparer/ Deposit Approver (user assigned both roles) With Separation of Duties Enforced
Submit	N	Y	Y	N	Y	N ¹ /Y ²

Legend: Y indicates yes; N indicates no; ¹ assuming that this user created a deposit; ² assuming that a deposit has been created by another user.

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

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

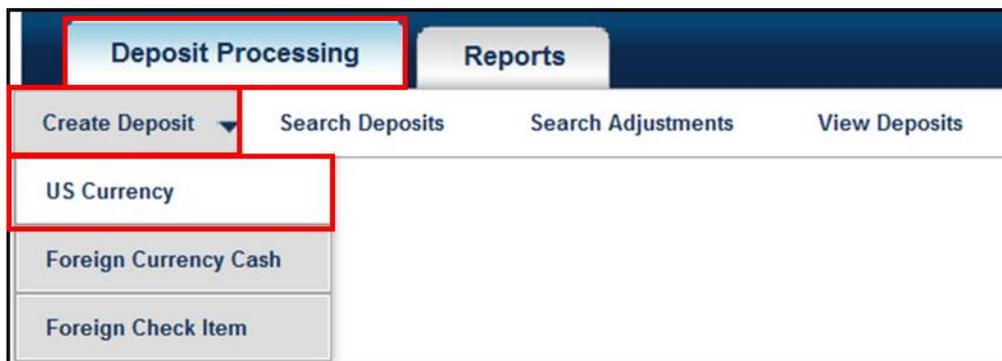
- US Currency
- Foreign Currency Cash
- Foreign Check Item

Create a Deposit for US Currency

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

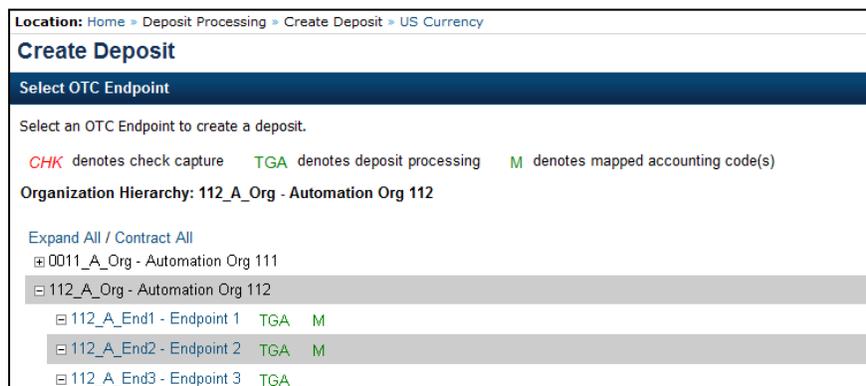
1. From the **Deposit Processing** tab, select **Create Deposit** and click on **US Currency**.

Figure 49. Select US Currency Deposit Type



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

Figure 50. Select an OTC Endpoint



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

Note: For data security, a message displays discouraging users from entering Personally Identifiable Information (PII) in User Defined Fields (UDFs).

Under **Deposit Information**,

- Enter the **Deposit Total**
- Select the **Voucher Date**

Note: When creating an OTCnet deposit ticket or deposit voucher, enter the **Voucher Date** for when the *deposit is created*, not the date you expect it to arrive to the Financial Institution. **Do not post-date the voucher date, even if you are going to mail or send the deposit by courier.** If the deposit arrives before the date entered on the voucher, your Financial Institution will not be able to confirm your deposit in a timely fashion.

- Select the **Fiscal Year**, *optional*

Under **Financial Institution Information**,

- Select a Financial Institution

Under **Agency Information**, *optional*

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

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

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

Under **Totals**, if *applicable*

- Enter the **Checks and Money Orders Subtotal**
- Enter the **Currency Subtotal**
- Enter the **Coin Currency Subtotal**
- Click **Calculate \$** to determine the Deposit Variance.

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

4. Click **Next**.

Figure 51. Step 1 of 3: Define Deposit Preparation Information for US Currency

Create Deposit
1 2

Step 1 of 3: Define Deposit Preparation Information

Please do not enter Personally Identifiable Information (PII), or any piece of information which can potentially be used to uniquely identify, contact, or locate a single person, such as Social Security Numbers, Passport Numbers, Driver's License Numbers, etc., when creating deposits.

Enter the information to prepare the deposit.
* Denotes required fields.

Deposit Information

Voucher Type:	US Currency
OTC Endpoint:	Office
ALC:	15100270

Deposit Total (\$):*

Voucher Date:*

Fiscal Year:

Financial Institution Information

Financial Institution:*

RTN:

DDA:

Agency Information

Agency Use (Block 6):

Receipts Processed

From:

To:

Alternate Agency Contact:

Currency Denomination

Paper Currency			Coin Currency		
	Count	Amount		Count	Amount
\$ 1.00:	<input type="text"/>	\$ 0.00	\$ 0.01:	<input type="text"/>	\$ 0.00
\$ 2.00:	<input type="text"/>	\$ 0.00	\$ 0.05:	<input type="text"/>	\$ 0.00
\$ 5.00:	<input type="text"/>	\$ 0.00	\$ 0.10:	<input type="text"/>	\$ 0.00
\$ 10.00:	<input type="text"/>	\$ 0.00	\$ 0.25:	<input type="text"/>	\$ 0.00
\$ 20.00:	<input type="text"/>	\$ 0.00	\$ 0.50:	<input type="text"/>	\$ 0.00
\$ 50.00:	<input type="text"/>	\$ 0.00	\$ 1.00:	<input type="text"/>	\$ 0.00
\$ 100.00:	<input type="text"/>	\$ 0.00	Coin Currency Subtotal		\$ 0.00
Paper Currency Subtotal		\$ 0.00			

Totals

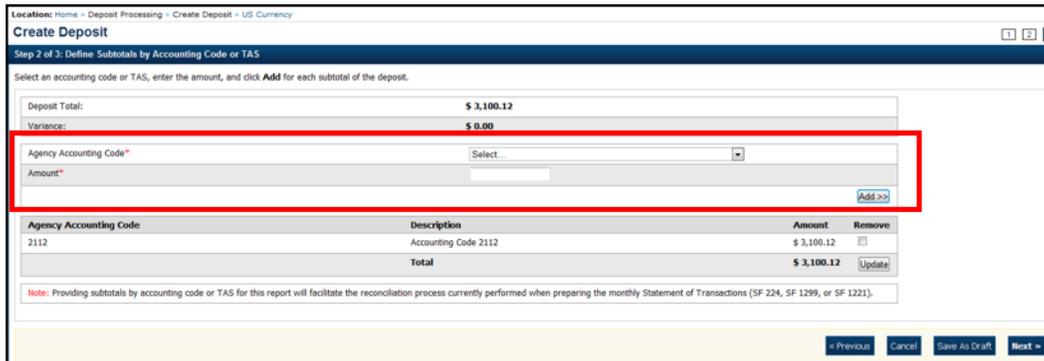
Checks and Money Orders Subtotal: \$

Currency Subtotal: **\$ 0.00**

Deposit Variance: **\$ 0.00**

- The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Select an **Accounting Code** or **Treasury Account Symbol (TAS)**, enter the **Amount**, and click **Add** for each subtotal of the deposit (at least one accounting code entry is required). The combined accounting code subtotals must be equal to the deposit total before proceeding to the next step. If it does not, re-validate the subtotal entries.

Figure 52. Step 2 of 3: Define Subtotals by Accounting Code or TAS for US Currency



Note: If the Agency Accounting Code label has been customized at the organization level, the custom label will be displayed instead of the default label of “**Agency Accounting Code.**”

Accounting codes will be listed in the drop-down menu:

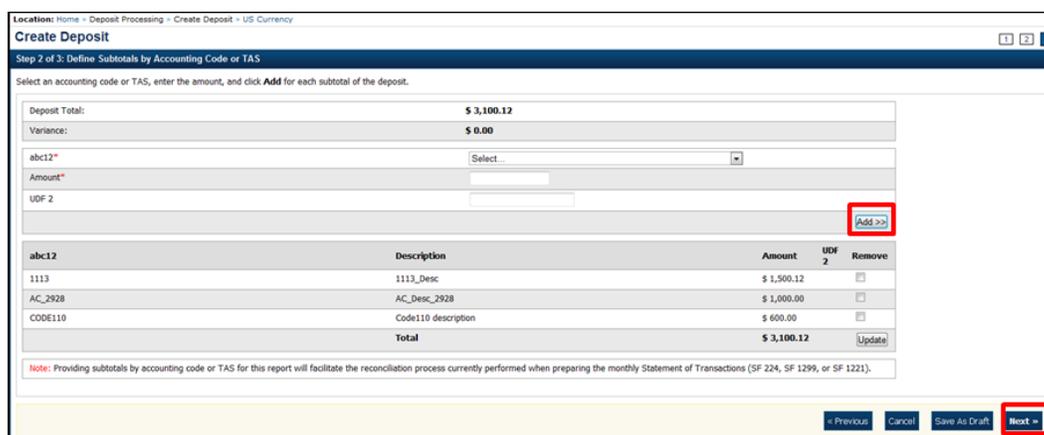
- If they are not identified as **TAS** or
- If they are identified as **TAS** and designated by **SAM** as **Valid**

Accounting codes will not be listed in the drop-down menu if they are identified as **TAS** and are in the process of being validated by **SAM**.

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

- Click **Next**.

Figure 53. Step 2 of 3: Define Subtotals by Accounting Code of TAS



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

Figure 54. Step 3 of 3: Review Deposit Preparation Information for US Currency

Step 3 of 3: Review Deposit Preparation Information

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

Deposit Information	
Voucher Type:	US Currency
Voucher #:	
Voucher Date:	05/11/2020
Fiscal Year:	2020
OTC Endpoint:	
ALC:	00004637
Status:	
Submitted Date / Time:	
Submitted by:	
Checks & Money Order Subtotal:	\$0.00
Currency Subtotal:	\$3100.12
Deposit Total:	\$3100.12

Currency Denominations		
Paper Currency	Count	Amount
\$ 1.00:		\$ 0.00
\$ 2.00:		\$ 0.00
\$ 5.00:		\$ 0.00
\$ 10.00:		\$ 0.00
\$ 20.00:		\$ 0.00
\$ 50.00:		\$ 0.00
\$ 100.00:	31	\$ 0.00
Paper Currency Subtotal		\$3100.00
Coin Currency Subtotal		\$ 0.00
Currency Subtotal:		\$3100.00

Financial Institution Information	
Financial Institution Name And Address:	112_A_Org_Bank_1_FI, McLean, VA
RTN:	125465999
DDA:	1112

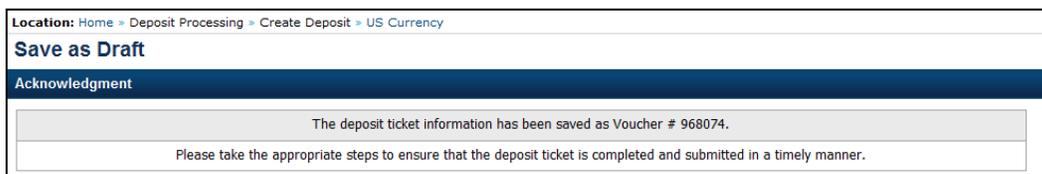
Agency Information	
Agency Name:	Automation Org 112
Agency Use (Block 6):	
Alternate Agency Contact:	
CD #	
Receipts Processed Date:	From: To:

Subtotals by Accounting Code	
Agency Accounting Code	Amount
2112	\$3100.12

< Previous
Cancel
Save As Draft
Save For Approval
Submit

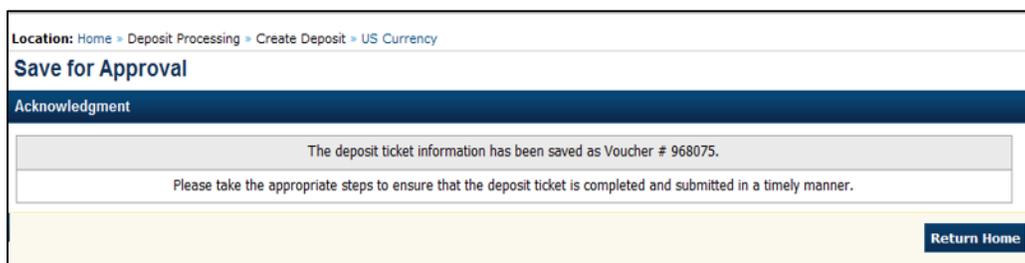
If you clicked **Save as Draft**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.

Figure 55. Save as Draft Acknowledgement



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

Figure 56. Save For Approval Acknowledgement



Note: Depending on your role, deposit status, and if there is an enforced separation of duties, you will have certain processing options available.

For more details about deposit processing options, refer to the *Create and Modify Deposits* section of the *OTCnet Participant User Guide*.

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

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

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

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

Figure 57. Submit Confirmation Page and Deposit Ticket

Create Deposit																																																																																																			
Confirmation																																																																																																			
The following deposit has been submitted to the financial institution.																																																																																																			
Deposit Information																																																																																																			
Voucher Type:	US Currency																																																																																																		
Voucher #:	968076																																																																																																		
Voucher Date:	06/24/2014																																																																																																		
Fiscal Year:																																																																																																			
OTC Endpoint:	Endpoint 1																																																																																																		
ALC:	00004637																																																																																																		
Status:	SUBMITTED																																																																																																		
Submitted Date / Time:	06/24/2014 04:42:26 PM ET																																																																																																		
Submitted by:	otcqef22																																																																																																		
Checks & Money Order Subtotal:	\$0.00																																																																																																		
Currency Subtotal:	\$3,100.12																																																																																																		
Deposit Total:	\$3,100.12																																																																																																		
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Financial Institution Information																																																																																																			
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RTN:																																																																																																			
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2112																																																																																																			
OTCnet DEPOSIT TICKET																																																																																																			
DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT																																																																																																
(1) 968076	(2) 06-25-14	(3) 00004637	(4) 3,100.12																																																																																																
(6) AGENCY USE																																																																																																			
Automation Org 112 Endpoint 1 123 mclean-VA 22102 US		(7) NAME AND ADDRESS OF DEPOSITORY 112_A_Org_Bank_1_FI Mclean, VA US																																																																																																	
(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY, AND ADDRESS		(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN RECEIVED FOR CREDIT IN THE ACCOUNT OF THE U.S. TREASURY ON THE DATE SHOWN, SUBJECT TO ADJUSTMENT OF UNCOLLECTIBLE ITEMS INCLUDED THEREIN.																																																																																																	
		M M D D Y Y																																																																																																	
		AUTHORIZED SIGNATURE	CONFIRMED DATE																																																																																																
DEPOSITORY: FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE.		ORIGINAL																																																																																																	
RTN # 125465999 DDA # 1112		<table border="1"> <thead> <tr> <th colspan="4">Checks and Money Orders</th> <th colspan="2">Subtotal:</th> <th colspan="2">* 0.00</th> </tr> <tr> <th>Paper Currency</th> <th>Count</th> <th>Value</th> <th>Coin Currency</th> <th>Count</th> <th>Value</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>*1.00:</td> <td></td> <td>0.00</td> <td>*0.01:</td> <td>2</td> <td>0.02</td> <td colspan="2"></td> </tr> <tr> <td>*2.00:</td> <td></td> <td>0.00</td> <td>*0.05:</td> <td></td> <td>0.00</td> <td colspan="2"></td> </tr> <tr> <td>*5.00:</td> <td></td> <td>0.00</td> <td>*0.10:</td> <td>1</td> <td>0.10</td> <td colspan="2"></td> </tr> <tr> <td>*10.00:</td> <td></td> <td>0.00</td> <td>*0.25:</td> <td></td> <td>0.00</td> <td colspan="2"></td> </tr> <tr> <td>*20.00:</td> <td>155</td> <td>3,100.00</td> <td>*0.50:</td> <td></td> <td>0.00</td> <td colspan="2"></td> </tr> <tr> <td>*50.00:</td> <td></td> <td>0.00</td> <td>*1.00:</td> <td></td> <td>0.00</td> <td colspan="2"></td> </tr> <tr> <td>*100.00:</td> <td></td> <td>0.00</td> <td colspan="2"></td> <td colspan="2"></td> <td></td> </tr> <tr> <td colspan="3">Paper Currency Subtotal:</td> <td colspan="2">* 3,100.00</td> <td colspan="2">Coin Currency Subtotal:</td> <td>* 0.12</td> </tr> <tr> <td colspan="6"></td> <td>Currency Subtotal:</td> <td>* 3,100.12</td> </tr> <tr> <td colspan="6"></td> <td>Deposit Total:</td> <td>* 3,100.12</td> </tr> </tbody> </table>		Checks and Money Orders				Subtotal:		* 0.00		Paper Currency	Count	Value	Coin Currency	Count	Value			*1.00:		0.00	*0.01:	2	0.02			*2.00:		0.00	*0.05:		0.00			*5.00:		0.00	*0.10:	1	0.10			*10.00:		0.00	*0.25:		0.00			*20.00:	155	3,100.00	*0.50:		0.00			*50.00:		0.00	*1.00:		0.00			*100.00:		0.00						Paper Currency Subtotal:			* 3,100.00		Coin Currency Subtotal:		* 0.12							Currency Subtotal:	* 3,100.12							Deposit Total:	* 3,100.12
Checks and Money Orders				Subtotal:		* 0.00																																																																																													
Paper Currency	Count	Value	Coin Currency	Count	Value																																																																																														
*1.00:		0.00	*0.01:	2	0.02																																																																																														
*2.00:		0.00	*0.05:		0.00																																																																																														
*5.00:		0.00	*0.10:	1	0.10																																																																																														
*10.00:		0.00	*0.25:		0.00																																																																																														
*20.00:	155	3,100.00	*0.50:		0.00																																																																																														
*50.00:		0.00	*1.00:		0.00																																																																																														
*100.00:		0.00																																																																																																	
Paper Currency Subtotal:			* 3,100.00		Coin Currency Subtotal:		* 0.12																																																																																												
						Currency Subtotal:	* 3,100.12																																																																																												
						Deposit Total:	* 3,100.12																																																																																												

Create a Deposit for US Currency

To create a deposit for **US Currency**:

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



Application Tip

For data security, a message displays discouraging users from entering Personally Identifiable Information (PII) in User Defined Fields (UDFs).

Under **Deposit Information**:

- Enter the **Deposit Total**
- Select the **Voucher Date**



Application Tip

When creating an OTCnet deposit ticket or deposit voucher, enter the **Voucher Date** for when the *deposit is created*, not the date you expect it to arrive to the Financial Institution. **Do not post-date the voucher date, even if you are going to mail or send the deposit by courier.** If the deposit arrives before the date entered on the voucher, your Financial Institution will not be able to confirm your deposit in a timely fashion.

- Select the **Fiscal Year**, *optional*

Under **Financial Institution Information**,

- Select a **Financial Institution**

Under **Agency Information**, *optional*

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

**Application Tip**

When completing the **Alternate Agency Contact** field, include the following:

- Name
- Email address
- Phone Number

The entry cannot exceed 400 characters.

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

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

Under **Totals**, *if applicable*

- Enter the **Checks and Money Orders Subtotal**
- Enter the **Currency Subtotal**
- Enter the **Coin Currency Subtotal**
- Click **Calculate \$** to determine the Deposit Variance.

**Application Tip**

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

4. Click **Next**. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears.
5. Select an **Agency Accounting Code**, enter the **Amount**, and click **Add** for each subtotal of the deposit.

**Application Tip**

If the **Agency Accounting Code** label has been customized at the organization level, the custom label will be displayed instead of the default label of **Agency Accounting Code**.

**Application Tip**

At least one accounting code entry is required. Additional lines are optional.



Application Tip

Accounting codes will be listed in the drop-down menu:

- If they *are not* identified as TAS or
- If they *are* identified as TAS and designated by SAM as “Valid”

Accounting codes will not be listed in the drop-down menu if they are identified as TAS and are in the process of being validated by SAM.

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



Application Tip

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

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

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

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

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



Application Tip

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



Application Tip

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

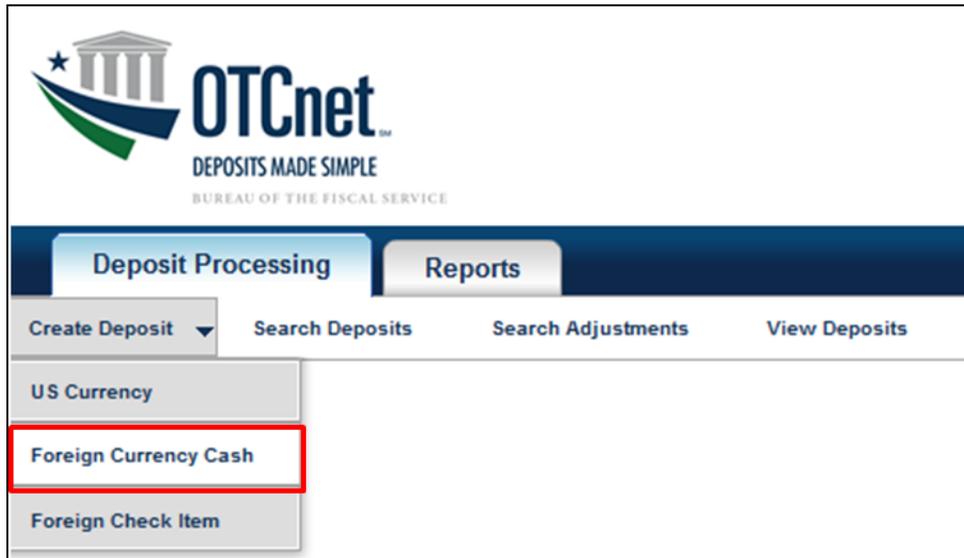
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Edit** to modify the deposit draft. (Visible if a user has Deposit Preparer privileges.)
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Update**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

Create a Deposit for Foreign Currency Cash

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

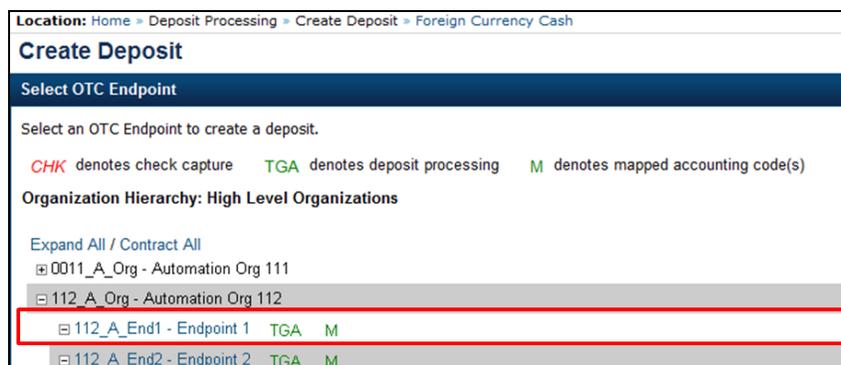
1. From the **Deposit Processing** tab, select **Create Deposit** and click on **Foreign Currency Cash** (see Figure 58).

Figure 58. Select Foreign Currency Cash Deposit Type



2. The *Select OTC Endpoint* page appears (see Figure 59). Select the OTC Endpoint to which a **Foreign Currency Cash** deposit is to be made.

Figure 59. Select OTC Endpoint



3. The *Step 1 of 3: Define Deposit Preparation Information* page displays (see Figure 12). Enter the deposit preparation information.

Note: For data security, a message displays discouraging users from entering Personally Identifiable Information (PII) in User Defined Fields (UDFs).

4. If the currency conversion service is not available, "*Currency Conversion not available*" will be displayed on the page. If you receive the message indicating the service is not

available, you may continue preparing your deposit by completing the steps in section A below and clicking **Next**. If you do not receive the message indicating the service is unavailable (see Figure 12) follow the steps in section B and click **Next**.

A. Currency conversion service is not available:

Enter the **Deposit Total (USE Dollars)** in US Equivalent dollars, **Currency Code**, **Foreign Currency Amount** and **Transaction ID**.

Under **Agency Information**: enter comments in **Agency Use (Block 6)**, enter the **From** and **To** dates of the receipts processed, select the **Fiscal Year**, enter the **Alternate Agency Contact**, and, if applicable, enter the **User Defined Field** details, *optional*.

B. Currency conversion service is available:

Select the **Currency Code**, enter the **Foreign Currency Amount** and select a **Financial Institution**.

(Optional) Under **Agency Information**: enter comments in **Agency Use (Block 6)**, enter the **From** and **To** dates of the receipts processed, select the **Fiscal Year**, enter the **Alternate Agency Contact**, and, if applicable, enter the **User Defined Field** details.

Figure 60. Step 1 of 3: Define Deposit Preparation, for Foreign Currency Cash with Currency Conversion

1 2

Create Deposit

Step 1 of 3: Define Deposit Preparation Information

Please do not enter Personally Identifiable Information (PII), or any piece of information which can potentially be used to uniquely identify, contact, or locate a single person, such as Social Security Numbers, Passport Numbers, Driver's License Numbers, etc., when creating deposits.

Enter the information to prepare the deposit.
* Denotes required fields.

Deposit Information

Voucher Type:	Foreign Currency Cash
OTC Endpoint:	Generic Cost Accounting System
ALC	12121212
Deposit Total (USE Dollars):	
Voucher Date:	05/11/2020

Foreign Currency Information

Currency Code: BRAZILIAN REAL ▼

Foreign Currency Amount:

Client ID:	100100
Branch ID:	CENTRAL
Exchange Rate:	

Financial Institution Information

Financial Institution:	Select... ▼
RTN:	
DDA:	

Agency Information

Agency Use (Block 6):

Receipts Processed

From:

To:

Fiscal Year: Select... ▼

Alternate Agency Contact:

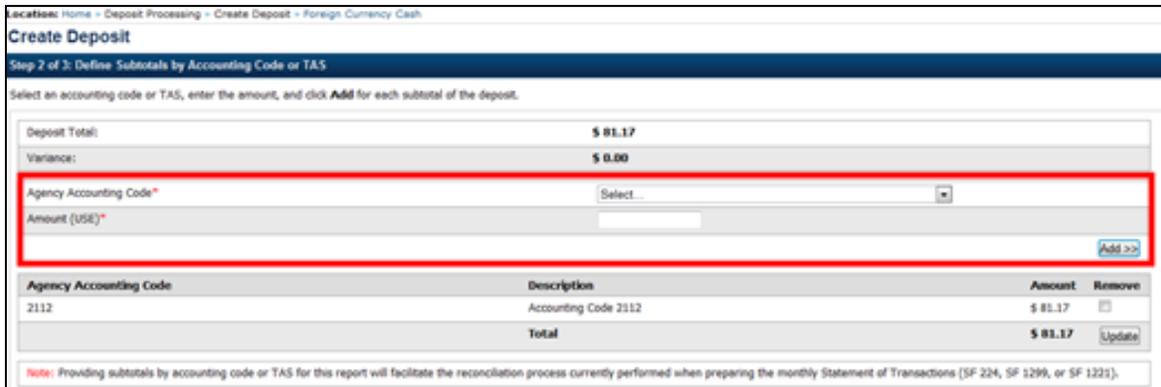
Cancel
Save As Draft
Next >>

Last modified by otcnqe22 on 06/30/2020

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

Add for each subtotal of the deposit (at least one accounting code entry is required). The combined accounting code subtotals must be equal to the deposit total before proceeding to the next step. If it does not, re-validate the subtotal entries.

Figure 61. Step 2 of 3: Define Subtotals by Accounting Code or TAS



Location: Home > Deposit Processing > Create Deposit > Foreign Currency Cash

Create Deposit

Step 2 of 3: Define Subtotals by Accounting Code or TAS

Select an accounting code or TAS, enter the amount, and click **Add** for each subtotal of the deposit.

Deposit Total: \$ 81.17
 Variance: \$ 0.00

Agency Accounting Code* Select...
 Amount (USD)*

Add >>

Agency Accounting Code	Description	Amount	Remove
2112	Accounting Code 2112	\$ 81.17	<input type="checkbox"/>
Total		\$ 81.17	Update

Note: Providing subtotals by accounting code or TAS for this report will facilitate the reconciliation process currently performed when preparing the monthly Statement of Transactions (SF 224, SF 1299, or SF 1221).

Note: If the **Agency Accounting Code** label has been customized at the organization level, the custom label will be displayed instead of the default label of “**Agency Accounting Code.**”

Accounting codes will be listed in the drop-down menu:

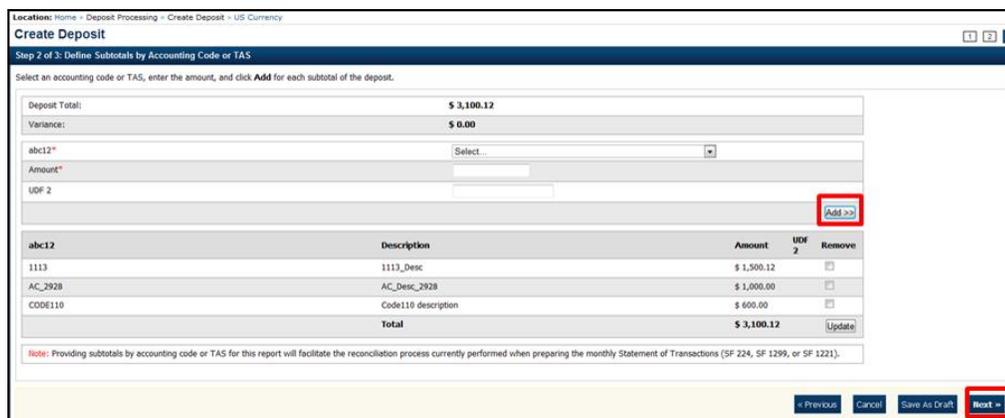
- If they *are not* identified as TAS or
- If they *are* identified as TAS and designated by SAM as “Valid”

Accounting codes will not be listed in the drop-down menu if they are identified as TAS and are in the process of being validated by SAM.

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

6. Click **Next**.

Figure 62. Step 2 of 3: Define Subtotals by Accounting Code or TAS



Location: Home > Deposit Processing > Create Deposit > US Currency

Create Deposit

Step 2 of 3: Define Subtotals by Accounting Code or TAS

Select an accounting code or TAS, enter the amount, and click **Add** for each subtotal of the deposit.

Deposit Total: \$ 3,100.12
 Variance: \$ 0.00

abc12* Select...
 Amount*
 UDF 2

Add >>

abc12	Description	Amount	UDF 2	Remove
1113	1113_Desc	\$ 1,500.12		<input type="checkbox"/>
AC_2928	AC_Desc_2928	\$ 1,000.00		<input type="checkbox"/>
CODE110	Code110 description	\$ 600.00		<input type="checkbox"/>
Total		\$ 3,100.12		Update

Note: Providing subtotals by accounting code or TAS for this report will facilitate the reconciliation process currently performed when preparing the monthly Statement of Transactions (SF 224, SF 1299, or SF 1221).

Next >

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

Figure 63. Step 3 of 3: Review Deposit Preparation Information for Foreign Currency Cash

Location: Home » Deposit Processing » Create Deposit » Foreign Currency Cash

Create Deposit

Step 3 of 3: Review Deposit Preparation Information

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

Deposit Information		[Edit]
Voucher Type:	Foreign Currency Cash	
Voucher #:		
Voucher Date:	06/25/2014	
Fiscal Year:		
OTC Endpoint:	Endpoint 1	
ALC:	00004637	
Status:		
Submitted Date / Time:		
Submitted by:		
Deposit Total (USE):	81.17	

Foreign Currency Information		[Edit]
Currency Code:	CANADIAN DOLLAR	
Foreign Currency Amount:	100.00	
Client ID:	500021	
Branch ID:	CENTRAL	
Transaction ID:		
Exchange Rate:	0.8117	

Financial Institution Information		[Edit]
Financial Institution Name And Address:	112_A_Org_Bank_1_FI, Mclean, VA	
RTN:	125465999	
DDA:	1112	

Agency Information		[Edit]
Agency Name:	Automation Org 112	
Agency Use (Block 6):		
Alternate Agency Contact:		
Receipts Processed Date:	From: To:	

Subtotals by Accounting Code		[Edit]
Agency Accounting Code	Amount	
2112	\$ 81.17	

[<< Previous](#)
[Cancel](#)
[Save As Draft](#)
[Save For Approval](#)
[Submit](#)

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

Figure 64. Save as Draft Acknowledgement - Foreign Currency Cash

Location: Home > Deposit Processing > Create Deposit > Foreign Check Item
Save as Draft
Acknowledgment
The deposit ticket information has been saved as Voucher # 968082.
Please take the appropriate steps to ensure that the deposit ticket is completed and submitted in a timely manner.

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

Figure 65. Save for Approval - Foreign Currency Cash

Location: Home > Deposit Processing > Create Deposit > US Currency
Save as Draft
Acknowledgment
The deposit ticket information has been saved as Voucher # 968074.
Please take the appropriate steps to ensure that the deposit ticket is completed and submitted in a timely manner.

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

The Deposit Ticket, together with Foreign Currency Cash, should be mailed or sent immediately to Bank of America:

- For **foreign currency cash under \$5,000 USD** value mail to:
Bank of America GBN-LA
Mail Code: CA9-924-01-11
2706 Media Center Drive
Los Angeles, CA 90065-1733
- For **foreign currency cash over \$5,000 USD** value:
Call Bank of America's banknote trading desk number (800-387-1012) for an armored courier pick up.
- For **foreign checks**:
 - All foreign exchange check deposits for Clearing should be sent to the following mailing address:

Bank of America
Attn: Foreign Transit Items
GA 4-004-02-02
6000 Feldwood Rd
College Park, GA 30349

Foreign exchange check deposits for Clearing:

- Checks drawn on foreign banks and made payable in foreign currency, and where the name of the Country of Deposit is listed in the dropdown within OTCnet will be processed in OTCnet as foreign check items.

- Checks drawn on foreign banks and made payable in US Dollars will be processed in OTCnet as foreign check items and users should select 'Other' for the Country of Deposit.
- These items will be treated as cash letter items. Cash letter items are immediately cleared and granted provisional credit within two business days, following the day the financial agent receives the check. A separate deposit must be created for each type of foreign currency.
 - All foreign exchange check deposits for Collections** should be sent to the following address:

Bank of America
Attn: Foreign Collections
Mail Code: TX1-160-06-18
1950 N Stemmons Fwy Ste. 6001
Dallas, TX 75207

Foreign exchange check deposits for Collections:

- Checks drawn on foreign banks and made payable in foreign currency, and where the name of the Country of Deposit is not listed in the dropdown within OTCnet, will be treated as collection items. Users should select 'Other' for items where the Country of Deposit is not listed. Collection items are forwarded to the foreign banks where the checks are drawn on for clearance, prior to credit being granted. This collection process takes approximately six to eight weeks to complete.

Figure 66. Confirmation - Foreign Currency Cash

Location: Home » Deposit Processing » Create Deposit » Foreign Currency Cash	
Create Deposit	
Confirmation	
The following deposit has been submitted to the financial institution.	
Deposit Information	
Voucher Type:	Foreign Currency Cash
Voucher #:	968081
Voucher Date:	06/25/2014
Fiscal Year:	
OTC Endpoint:	Endpoint 1
ALC:	00004637
Status:	
Submitted Date / Time:	
Submitted by:	
Deposit Total (USE):	
Foreign Currency Information	
Currency Code:	
Foreign Currency Amount:	
Client ID:	
Financial Institution Information	
Financial Institution Name And Address:	
RTN:	
DDA:	
Agency Information	
Agency Name:	
Agency Use (Block 6):	
Alternate Agency Contact:	
Receipts Processed Date:	
Subtotals by Accounting Code	
Agency Accounting Code	
2112	

OTCnet DEPOSIT TICKET		
DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)
(1) 968081	(2) 06-25-14	(3) 00004637
(6) AGENCY USE		
Currency Code:	CANADIAN DOLLAR	
Foreign Currency Amount:	100.00	
Client ID:	500021	
Branch ID:	CENTRAL	
Transaction ID:	001733245	
Exchange Rate:	0.8117	
(7) NAME AND ADDRESS OF		
Automation Org 112		112_A_Org_Bank_1_FI
Endpoint 1		Mclean, VA
123		US
mclean,VA 22102		
US		(8) I CERTIFY THAT THE A
(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY, AND ADDRESS		HAS BEEN RECEIVED FOR CR
		ACCOUNT OF THE U.S. TREA
		DATE SHOWN, SUBJECT TO A
		UNCOLLECTIBLE ITEMS INCL
		AUTHORIZED SIGNATURE C
DEPOSITORY: FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S.		ORIGINAL

Create a Deposit for Foreign Currency Cash

To create a deposit for **Foreign Currency Cash**:

1. From the Deposit **Processing** tab, select **Create Deposit** and click **Foreign Currency Cash**.
2. From the *Select OTC Endpoint* page, select an OTC Endpoint.
3. The *Step 1 of 3: Define Deposit Preparation Information* page displays. Enter the deposit preparation information.



Application Tip

For data security, a message displays discouraging users from entering Personally Identifiable Information (PII) in User Defined Fields (UDFs).

If the currency conversion service is not available, “*Currency conversion service is not available*” will be displayed on the page. If you receive this message you may continue preparing your deposit by completing the steps in section A below and clicking **Next**. If you do not receive the message indicating the service is unavailable follow the steps in section B.

A. **Currency conversion service is not available:**

- Enter the **Deposit Total (USE Dollars)** in US Equivalent dollars, **Currency Code**, **Foreign Currency Amount** and **Transaction ID**.
- (Optional) Under **Agency Information**: enter comments in **Agency Use (Block 6)**, enter the **From** and **To** dates of the receipts processed, select the **Fiscal Year**, enter the **Alternate Agency Contact**, and, if applicable, enter the **User Defined Field** details.
- Click **Next**.

B. **Currency conversion service is available:**

- Select the **Currency Code**, enter the **Foreign Currency Amount** and select a **Financial Institution**.
- (Optional) Under **Agency Information**: enter comments in **Agency Use (Block 6)**, enter the **From** and **To** dates of the receipts processed, select the **Fiscal Year**, enter the **Alternate Agency Contact**, and, if applicable, enter the **User Defined Field** details.
- Click **Next**.

**Application Tip**

When completing the **Alternate Agency Contact** field, include the following:

- Name
- Email address
- Phone Number

The entry cannot exceed 400 characters.

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

**Application Tip**

If the **Agency Accounting Code** label has been customized at the organization level, the custom label will be displayed, instead of the default label of “**Agency Accounting Code.**”

**Application Tip**

At least one accounting code entry is required. Additional entries are optional.

**Application Tip**

Accounting codes will be listed in the drop-down menu:

- If they *are not* identified as TAS or
- If they *are* identified as TAS and designated by SAM as **Valid**

Accounting codes will not be listed in the drop-down menu if they are identified as TAS and are in the process of being validated by SAM.

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

**Application Tip**

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

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

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

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

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

The Deposit Ticket, together with Foreign Currency Cash, should be mailed or sent immediately to Bank of America:

- For **foreign currency cash under \$5,000 USD value** mail to:
Bank of America GBN-LA
Mail Code: CA9-924-01-11
2706 Media Center Drive
Los Angeles, CA 90065-1733
- For **foreign currency cash over \$5,000 USD value**:
Call Bank of America's banknote trading desk number (800-387-1012) for an armored courier pick up.
- For **foreign checks**:
 - All foreign exchange check deposits for Clearing should be sent to the following mailing address:

Bank of America
Attn: Foreign Transit Items
GA 4-004-02-02
6000 Feldwood Rd
College Park, GA 30349

Foreign exchange check deposits for Clearing:

- Checks drawn on foreign banks and made payable in foreign currency, and where the name of the Country of Deposit is listed in the dropdown within OTCnet will be processed in OTCnet as foreign check items.
- Checks drawn on foreign banks and made payable in US Dollars will be processed in OTCnet as foreign check items and users should select 'Other' for the Country of Deposit.
- These items will be treated as cash letter items. Cash letter items are immediately cleared and granted provisional credit within two business days, following the day the financial agent receives the check. A separate deposit must be created for each type of foreign currency.
 - All foreign exchange check deposits for Collections** should be sent to the following address:

Bank of America
Attn: Foreign Collections
Mail Code: TX1-160-06-18
1950 N Stemmons Fwy Ste. 6001
Dallas, TX 75207

Foreign exchange check deposits for Collections:

- Checks drawn on foreign banks and made payable in foreign currency, and where the name of the Country of Deposit is not listed in the dropdown within OTCnet, will be treated as collection items. Users should select 'Other' for items where the Country of Deposit is not listed. Collection items are forwarded to the foreign banks where the checks are drawn on for clearance, prior to credit being granted. This collection process takes approximately six to eight weeks to complete.



Application Tip

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



Application Tip

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

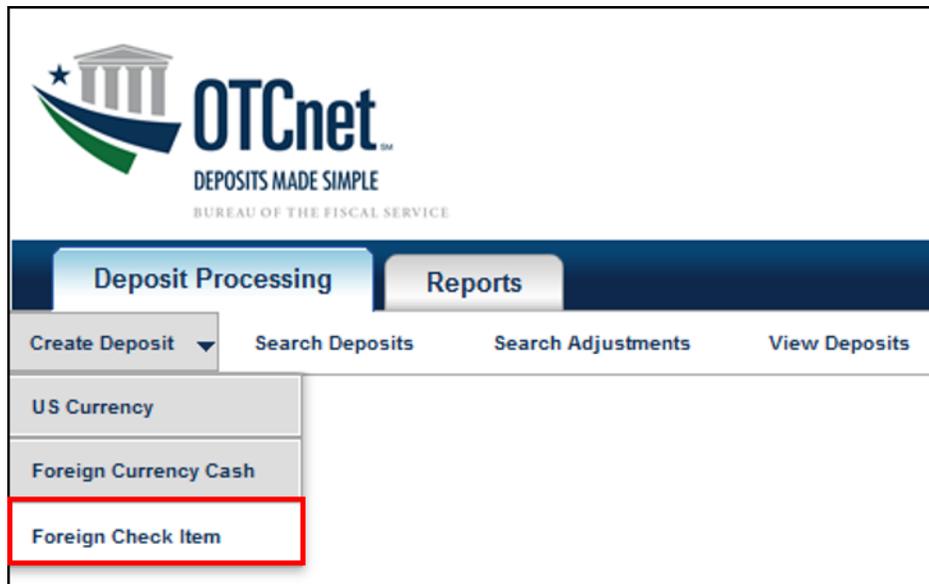
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Update** to remove any accounting code subtotal date from the accounting code subtotal summary table.

Create a Deposit for a Foreign Check Item

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

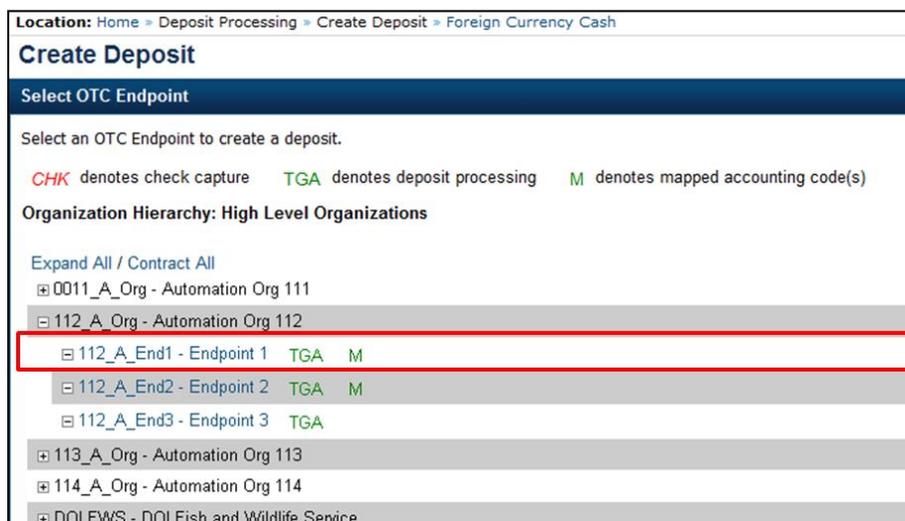
1. From the **Deposit Processing** tab, select **Create Deposit** and click on **Foreign Check Item** (see Figure 67).

Figure 67. Select Foreign Check Item Deposit Type



2. The *Select OTC Endpoint* page appears (see Figure 68). Select the OTC Endpoint to which a Foreign Check Item deposit is to be made.

Figure 68. Select OTC Endpoint



3. The *Step 1 of 3: Define Deposit Preparation Information* page appears (see **Error! Reference source not found.**). Enter the information to prepare the deposit and click **Next**.

Note: For data security, a message displays discouraging users from entering Personally Identifiable Information (PII) in User Defined Fields (UDFs).

Under **Deposit Information:**

- Select the **Country of Deposit**

If the name of the country is not listed, select **Other**. Once the **Country of Deposit** is selected the currency code for the selected country is displayed automatically in the **Currency Code** field. If **Other** is selected, the currency code will display as “OTHER”.

- For a check drawn on a Singaporean bank and stamped “Non-transferable,” you must set the **Country of Deposit** to “Other”.
- For a check drawn on an Italian bank that is greater than \$1,000.00, ensure the face of the check bears the wording “Non Transferable” and that it has been endorsed by the payee.

- Enter the **Foreign Currency Amount**

Under **Financial Institution Information:**

- Select a **Financial Institution**

Under **Agency Information**, *optional*:

- Enter comments in **Agency Use (Block 6)**
- Enter or select the receipt processing date range (**From** and **To**)
- Select the **Fiscal Year** from the drop-down menu
- Enter the name, email address, and phone number of the **Alternate Agency Contact**

Figure 69. Step 1 of 3: Define Deposit Preparation Information for a Foreign Check Item

Create Deposit
1 2

Step 1 of 3: Define Deposit Preparation Information

Please do not enter Personally Identifiable Information (PII), or any piece of information which can potentially be used to uniquely identify, contact, or locate a single person, such as Social Security Numbers, Passport Numbers, Driver's License Numbers, etc., when creating deposits.

Enter the information to prepare the deposit.
* Denotes required fields.

Deposit Information

Voucher Type:	Foreign Currency Check
OTC Endpoint:	101010 - Generic
ALC:	1112222
Deposit Total (USE Dollars):	
Voucher Date:	05/11/2020

Foreign Currency Information

Country of Deposit:*
 ▼

Currency Code:*

Foreign Currency Amount:*

Quote ID:

Client Order ID:

Exchange Rate:

Financial Institution Information

Financial Institution:* ▼

RTN:

DDA:

Agency Information

Agency Use (Block 6):

Receipts Processed

From:

To:

Fiscal Year:
 ▼

Alternate Agency Contact:

Last modified by otcnqe22 on 06/30/2020

4. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Select an **Agency Accounting Code**, enter the Amount, and click **Add** for each subtotal of the deposit (at least one accounting code entry is required). The combined accounting code subtotals must be equal to the deposit total before proceeding to the next step. If it does not, re-validate the subtotal entries.

If a country name was selected for **Country of Deposit** in Step 1, amounts will be displayed in US Equivalent (USE) dollar values (see Figure 70).

If **Country of Deposit** selected in Step 1 was set to **Other**, amounts will be displayed in foreign currency values (see Figure 71).

Figure 70. Step 2 of 3: Define Subtotals by Accounting Code or TAS for Foreign Check Item in which Country of Deposit was Set to a Country Name

Create Deposit 1 2 3

Step 2 of 3: Define Subtotals by Accounting Code or TAS

Select an accounting code or TAS, enter the amount, and click **Add** for each subtotal of the deposit.

Deposit Total (USE Dollars):	\$ 111.49
Variance:	\$ 0.00

Agency Accounting Code* ▼

Amount (USE)*

[Add >>](#)

Agency Accounting Code	Description	Amount	Remove
BBB005	Testing Recovery	\$ 100.00	<input type="checkbox"/>
TEST-CODE10	Code10 description	\$ 11.49	<input type="checkbox"/>
Total		\$ 111.49	Update

Note: Providing subtotals by accounting code or TAS for this report will facilitate the reconciliation process currently performed when preparing the monthly Statement of Transactions (SF 224, SF 1299, or SF 1221).

[< Previous](#)
[Cancel](#)
[Save As Draft](#)
[Next >>](#)

Figure 71. Step 2 of 3: Define Subtotals by Accounting Code or TAS for Foreign Check Item if Country of Deposit was Set to “Other”

Location: Home » Deposit Processing » Create Deposit » Foreign Check Item

Create Deposit 1 2 3

Step 2 of 3: Define Subtotals by Accounting Code or TAS

Select an accounting code or TAS, enter the amount, and click **Add** for each subtotal of the deposit.

Foreign Currency Amount: **150.00**

Variance: **0.00**

Agency Accounting Code*

Foreign Amount*

Agency Accounting Code	Description	Foreign Currency Amount	Remove
15061060	S&E, Bureau of Prisons	100.00	<input type="checkbox"/>
153220	BOP Miscellaneous Receipts	50.00	<input type="checkbox"/>
Total		150.00	<input type="button" value="Update"/>

Note: Providing subtotals by accounting code or TAS for this report will facilitate the reconciliation process currently performed when preparing the monthly Statement of Transactions (SF 224, SF 1299, or SF 1221).

Note: If the **Agency Accounting Code** label has been customized at the organization level, the custom label will be displayed instead of the default label of **Agency Accounting Code**.

Accounting codes will be listed in the drop-down menu:

- If they are *not* identified as TAS or
- If they are identified as TAS and designated by SAM as **Valid**

Accounting codes will not be listed in the drop-down menu if they are identified as TAS and are in the process of being validated by SAM.

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

5. The *Step 3 of 3: Review Deposit Preparation Information* page appears (see Figure 72). Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval**, or **Submit**.

Figure 72. Step 3 of 3: Review Deposit Preparation Information for a Foreign Check Item

Deposit Processing
Reports

Create Deposit
Search Deposits Search Adjustments View Deposits

Location: Home > Deposit Processing > Create Deposit > Foreign Check Item

Create Deposit

Step 3 of 3: Review Deposit Preparation Information

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

Deposit Information	
Voucher Type:	Foreign Currency Check
Voucher #:	
Voucher Date:	11/19/2014
Fiscal Year:	2014
OTC Endpoint:	Cost Accounting Section
ALC:	14160006
Status:	
Submitted Date / Time:	
Submitted by:	
Deposit Total (USE):	111.49

Foreign Currency Information	
Currency Code:	EURO
Foreign Currency Amount:	100.00
Quote ID:	1:sm-1:18993
Client Order ID:	
Exchange Rate:	1.1149

Financial Institution Information	
Financial Institution Name And Address:	Wells Fargo - Salt Lake City, Salt Lake City, UT
RTN:	121000248
DDA:	0600028880

Agency Information	
Agency Name:	DOI Fish and Wildlife Service
Agency Use (Block 6):	
Alternate Agency Contact:	
Receipts Processed Date:	From: To:

Subtotals by Accounting Code	
Agency Accounting Code	Amount
BBB005	\$ 100.00
TEST-CODE10	\$ 11.49

< Previous
Cancel
Save As Draft
Save For Approval
Submit

If you click **Save as Draft**, an *Acknowledgement* page appears (see Figure 73) showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.

Figure 73. Save as Draft Acknowledgement - Foreign Check Item

Location: Home > Deposit Processing > Create Deposit > US Currency

Save as Draft

Acknowledgment

The deposit ticket information has been saved as Voucher # 968078.

Please take the appropriate steps to ensure that the deposit ticket is completed and submitted in a timely manner.

Return Home

If you click **Save for Approval**, an *Acknowledgement* page appears (see Figure 74) showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.

Figure 74. Save for Approval - Foreign Check Item

Location: Home > Deposit Processing > Search Deposits

Save for Approval

Acknowledgment

The deposit ticket information has been saved as Voucher # 968078.

Please take the appropriate steps to ensure that the deposit ticket is completed and submitted in a timely manner.

[Return Home](#)

If you click **Submit**, a *Confirmation* page appears (see Figure 75) showing the deposit information and the OTCnet deposit ticket will also be generated at that time. For foreign check item deposits in which a country name was selected for **Country of Deposit**, see deposit ticket example Figure 76. For foreign check item deposits in which **Country of Deposit** was set to **“Other”** see the deposit ticket example in Figure 77.

The Deposit Ticket, together with Foreign Currency Cash, should be mailed or sent immediately to Bank of America:

- For **foreign currency cash under \$5,000 USD value** mail to:
Bank of America GBN-LA
Mail Code: CA9-924-01-11
2706 Media Center Drive
Los Angeles, CA 90065-1733
- For **foreign currency cash over \$5,000 USD value**:
Call Bank of America's banknote trading desk number (800-387-1012) for an armored courier pick up.
- For **foreign checks**:
 - All foreign exchange check deposits for Clearing should be sent to the following mailing address:

Bank of America
Attn: Foreign Transit Items
GA 4-004-02-02
6000 Feldwood Rd
College Park, GA 30349

Foreign exchange check deposits for Clearing:

- Checks drawn on foreign banks and made payable in foreign currency, and where the name of the Country of Deposit is listed in the dropdown within OTCnet will be processed in OTCnet as foreign check items.
- Checks drawn on foreign banks and made payable in US Dollars will be processed in OTCnet as foreign check items and users should select 'Other' for the Country of Deposit.

- These items will be treated as cash letter items. Cash letter items are immediately cleared and granted provisional credit within two business days, following the day the financial agent receives the check. A separate deposit must be created for each type of foreign currency.
 - All foreign exchange check deposits for Collections** should be sent to the following address:

Bank of America
Attn: Foreign Collections
Mail Code: TX1-160-06-18
1950 N Stemmons Fwy Ste. 6001
Dallas, TX 75207

Foreign exchange check deposits for Collections:

- Checks drawn on foreign banks and made payable in foreign currency, and where the name of the Country of Deposit is is not listed in the dropdown within OTCnet, will be treated as collection items. Users should select 'Other' for items where the Country of Deposit is not listed. Collection items are forwarded to the foreign banks where the checks are drawn on for clearance, prior to credit being granted. This collection process takes approximately six to eight weeks to complete.

Figure 75. Confirmation - Foreign Check Item

Deposit Processing		Administration		Reports	
Search Deposits	Search Adjustments	View Deposits	Create Returned Item Adjustment ▼		
Location: Home > Deposit Processing > View Deposits					
<h3>Confirm Deposit</h3>					
Confirmation					
The following deposit has been confirmed.					
Deposit Information					
Voucher Type:	Foreign Currency Check				
Voucher #:	632443				
Voucher Date:	01/09/2015				
Fiscal Year:					
OTC Endpoint:	Headquarters ALC				
ALC:	15180001				
Status:	CONFIRMED				
Confirmed Date / Time:	01/09/2015 01:45:08 PM ET				
Confirmed by:	otcnqe26				
CAN:	001036				
Date of Deposit:	01/09/2015				
Comments:	Foreign Currency Deposit				
Deposit Total (USE):	\$68.00				
Foreign Currency Information					
Currency Code:	FRENCH FRANIC				
Foreign Currency Amount:	400.00				
Quote ID:	te-1-1-209481002-2:sm-1:3975				
Client Order ID:	500801127				
Execution ID:	te-3-21-150999807				
Exchange Rate:	0.1700				
Financial Institution Information					
Financial Institution Name And Address:	Bank of America, Concord, CA				
RTN:	111000012				
DDA:	3752216107				
Agency Information					
Agency Name:	Department of Justice				
Agency Use (Block 6):					
Alternate Agency Contact:					
Receipts Processed Date:	From: To:				
Subtotals by Accounting Code					
Agency Accounting Code	Amount				
153220	\$ 45.00				
15X0311	\$ 23.00				

Figure 76. Deposit Ticket - Foreign Check Item in which Country of Deposit was Set to a Country Name

OTCnet DEPOSIT TICKET			
DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT
(1) 632441	(2) 01-09-15	(3) 15180001	(4) 3.88
(b) AGENCY USE Currency Code: COSTARICA COLON Foreign Currency Amount: 2,400.00 Quote ID: te-1-1-209481002-2:sm-1:3975 Client Order ID: 500801127 Execution ID: te-3-21-150999807 Exchange Rate: 0.001616			
(7) NAME AND ADDRESS OF DEPOSITORY Department of Justice Headquarters ALC 2604 Jefferson Davis Highway CS-3, 11th FL, Finance Alexandria, VA 22301 US		Bank of America Concord, CA US	
(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY, AND ADDRESS		(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN RECEIVED FOR CREDIT IN THE ACCOUNT OF THE U.S. TREASURY ON THE DATE SHOWN, SUBJECT TO ADJUSTMENT OF UNCOLLECTIBLE ITEMS INCLUDED THEREIN.	
		AUTHORIZED SIGNATURE	M M D D Y Y CONFIRMED DATE
DEPOSITORY: FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE.		ORIGINAL	
RTN # 111000012			
DDA # 3752216107			

Figure 77. Deposit Ticket - Foreign Check Item in which Country of Deposit was Set to "Other"

OTCnet DEPOSIT TICKET			
DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT
(1) 632441	(2) 01-09-15	(3) 15180001	(4)
(b) AGENCY USE Currency Code: OTHER Foreign Currency Amount: 2,400.00 Quote ID: Client Order ID: Execution ID: Exchange Rate:			
(7) NAME AND ADDRESS OF DEPOSITORY Department of Justice Headquarters ALC 2604 Jefferson Davis Highway CS-3, 11th FL, Finance Alexandria, VA 22301 US		Bank of America Concord, CA US	
(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY, AND ADDRESS		(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN RECEIVED FOR CREDIT IN THE ACCOUNT OF THE U.S. TREASURY ON THE DATE SHOWN, SUBJECT TO ADJUSTMENT OF UNCOLLECTIBLE ITEMS INCLUDED THEREIN.	
		AUTHORIZED SIGNATURE	M M D D Y Y CONFIRMED DATE
DEPOSITORY: FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE.		ORIGINAL	
RTN # 111000012			
DDA # 3752216107			

Create a Deposit for a Foreign Check Item

To create a deposit for a Foreign Check Item:

1. From the **Deposit Processing** tab, select **Create Deposit** and click on **Foreign Check Item**.
2. The *Select OTC Endpoint* page appears. Select an OTC Endpoint to create a deposit.
3. The *Step 1 of 3: Define Deposit Preparation* Information page appears. Enter the information to prepare the deposit and click **Next**.



Application Tip

For data security, a message displays discouraging users from entering Personally Identifiable Information (PII) in User Defined Fields (UDFs).

Under **Deposit Information**:

- Select the **Country of Deposit**

If the name of the country of deposit is not listed, select “**Other**”. Once the **Country of Deposit** is selected the currency code for the selected country is displayed automatically in the **Currency Code** field.

- For a check drawn on a Singaporean bank and stamped “Non-transferable,” you must set the Country of Deposit to “Other”.
- For a check drawn on an Italian bank that is greater than \$1,000.00, ensure the face of the check bears the wording “Non Transferable” and that it has been endorsed by the payee.
- Enter the **Foreign Currency Amount**

Under **Financial Institution Information**:

- Select a **Financial Institution**

(Optional) Under **Agency Information**:

- Enter comments in **Agency Use (Block 6)**
- Enter or select the **From:** and **To:** dates the receipts were processed
- Select the **Fiscal Year** from the drop-down menu
- Enter the name of the **Alternate Agency Contact**

**Application Tip**

When completing the **Alternate Agency Contact** field, include the following:

- Name
- Email address
- Phone Number

The entry cannot exceed 400 characters.

4. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Select an Accounting Code or **Treasury Account Symbol (TAS)**, enter the **Amount**, and click **Add** for each subtotal of the deposit (at least one accounting code entry is required).

**Application Tip**

If the Agency Accounting Code label has been customized at the organization level, the custom label will be displayed instead of the default label of **Agency Accounting Code**.

**Application Tip**

Accounting codes will be listed in the **Agency Accounting Code** drop-down menu:

- If they are not identified as TAS or
- If they are identified as TAS and designated by SAM as **Valid**

Accounting codes will not be listed in the drop-down menu if they are identified as TAS and are in the process of being validated by SAM.

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

**Application Tip**

If the **Country of Deposit** selected in Step 1 was set to **Other**, amounts will be displayed in foreign currency values. Otherwise, if a country name was selected, amounts will be displayed in US Equivalent (USE) dollar values.

**Application Tip**

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

5. Click **Next**.
6. The *Step 3 of 3: Review Deposit Preparation Information* page appears. Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval**, or **Submit**.
 - If you click **Save as Draft**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.
 - If you click **Save for Approval**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.
 - If you click **Submit** a *Confirmation* page appears showing the deposit information detail. Your OTCnet deposit ticket will also generate at that time.
 - The **Deposit Ticket**, together with Foreign Currency Cash, should be mailed or sent immediately to Bank of America:
 - For **foreign currency cash under \$5,000 USD** value mail to:
Bank of America GBN-LA
Mail Code: CA9-924-01-11
2706 Media Center Drive
Los Angeles, CA 90065-1733
 - For **foreign currency cash over \$5,000 USD** value:
Call Bank of America's banknote trading desk number (800-387-1012) for an armored courier pick up.
 - For **foreign checks**:
 - All foreign exchange check deposits for Clearing should be sent to the following mailing address:

Bank of America
Attn: Foreign Transit Items
GA 4-004-02-02
6000 Feldwood Rd
College Park, GA 30349

Foreign exchange check deposits for Clearing:

- Checks drawn on foreign banks and made payable in foreign currency, and where the name of the Country of Deposit is listed in the dropdown within OTCnet will be processed in OTCnet as foreign check items.
- Checks drawn on foreign banks and made payable in US Dollars will be processed in OTCnet as foreign check items and users should select 'Other' for the Country of Deposit.
- These items will be treated as cash letter items. Cash letter items are immediately cleared and granted provisional credit within two business days, following the day the financial agent receives the check. A separate deposit must be created for each type of foreign currency.
 - All foreign exchange check deposits for Collections** should be sent to the following address:

Bank of America
Attn: Foreign Collections
Mail Code: TX1-160-06-18
1950 N Stemmons Fwy Ste. 6001
Dallas, TX 75207

Foreign exchange check deposits for Collections:

- Checks drawn on foreign banks and made payable in foreign currency, and where the name of the Country of Deposit is not listed in the dropdown within OTCnet, will be treated as collection items. Users should select 'Other' for items where the Country of Deposit is not listed. Collection items are forwarded to the foreign banks where the checks are drawn on for clearance, prior to credit being granted. This collection process takes approximately six to eight weeks to complete.



Application Tip

The processing options available to each user depends on their system role, the status of the deposit and the system settings that enforce the separation of duties.



Application Tip

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

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

Topic 3. How to Modify a Deposit

A Deposit Preparer or Deposit Preparer and Approver can create deposits and modify deposits for:

- US Currency
- Foreign Currency Cash
- Foreign Check Item

The modify deposits function allows you to modify the deposit preparation information required to properly account for, track and direct the deposit transaction. Deposit preparation information can be modified if a deposit's status is **Save As Draft**. Changing the endpoint of a deposit requires that the deposit be deleted and a new one be created.

To retrieve a deposit for modification:

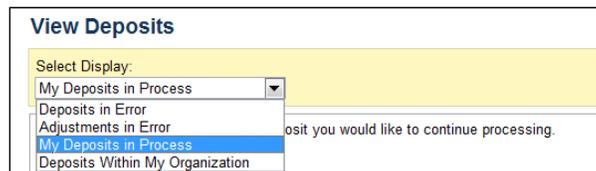
1. Click the **Deposit Processing** tab, click **View Deposits** (See Figure 78).

Figure 78. View Deposits



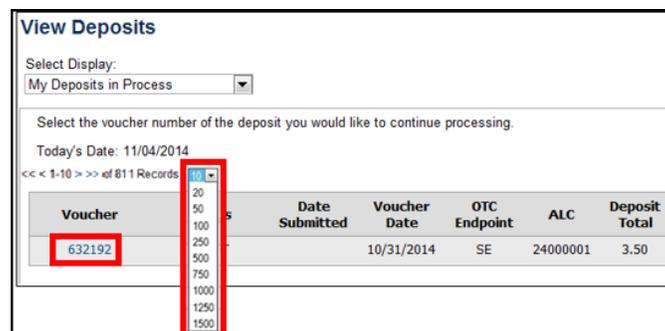
2. From the **Select Display** drop-down menu, select **My Deposits in Process** (see Figure).

Figure 79. View Deposits



3. Click the **Voucher** number of the deposit you would like to view. By default, up to 10 records are displayed per page. To change the number of records displayed per page, select from the drop-down menu options next to the record count (see Figure 80).

Figure 80. View Deposits - Select Voucher Number



- The *View Draft Deposit* page appears. Click **Edit** (Figure 81).

Figure 81. Edit Draft Deposit

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

Deposit Information	
Voucher Type:	US Currency
Voucher #:	632192
Voucher Date:	10/31/2014
Fiscal Year:	
OTC Endpoint:	Salaries and Expenses and Shared Services
ALC:	24000001
Status:	DRAFT
Submitted Date / Time:	
Submitted by:	
Checks & Money Order Subtotal:	\$3.50
Currency Subtotal:	\$0.00
Deposit Total:	\$3.50

> Currency Denominations

Financial Institution Information	
Financial Institution Name And Address:	PNIC N.A., Washington, DC
RTN:	031000053
DDA:	5300445258

Agency Information	
Agency Name:	Office of Personnel Management
Agency Use (Block 6):	
Alternate Agency Contact:	
Receipts Processed Date:	From: To:

Financial Institution Name And Address:	PNIC N.A., Washington, DC
RTN:	031000053
DDA:	5300445258

Agency Information	
Agency Name:	Office of Personnel Management
Agency Use (Block 6):	
Alternate Agency Contact:	
Receipts Processed Date:	From: To:

Subtotals by Accounting Code	
Agency Accounting Code	Amount
1010/5200	\$ 3.50

< Previous
Edit
View Voucher Event Log

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

For **US Currency** (see Figure 82).

Under **Deposit Information**:

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

Under **Agency Information**, *optional*:

- Enter comments in **Agency Use (Block 6)**
- Enter **From:** and **To:** for the start and end dates of the receipts processed
- Enter the name, email address, and phone number of the **Alternate Agency Contact**
- Enter the **User Defined Field** details

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

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

Under **Totals**, *if applicable*:

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

Figure 82. Step 1 of 3: Update Deposit Preparation Information for US Currency

Deposit Processing
Reports

[Create Deposit](#) | [Search Deposits](#) | [Search Adjustments](#) | [View Deposits](#)

Location: Home >> Deposit Processing >> View Deposits

Modify Deposit 1 2 3

Step 1 of 3: Update Deposit Preparation Information

Enter the information to prepare the deposit.
* Denotes required fields.

Deposit Information

Voucher #	746316
Voucher Type:	US Currency
OTC Endpoint:	SE - Salaries and Expenses and Shared Services
ALC	15100270

Deposit Total (\$) :*

Voucher Date :*

Fiscal Year:

Financial Institution Information

Financial Institution: *	PNC N.A. - 03100053 - 5300445258
RTN:	041202582
DDA:	962626523

Agency Information

Agency Use (Block 6):

Receipts Processed

From:

To:

Alternate Agency Contact:

Currency Denomination

Paper Currency			Coin Currency		
	Count	Amount		Count	Amount
\$ 1.00:	<input type="text"/>	\$ 0.00	\$ 0.01:	<input type="text"/>	\$ 0.00
\$ 2.00:	<input type="text"/>	\$ 0.00	\$ 0.05:	<input type="text"/>	\$ 0.00
\$ 5.00:	<input type="text"/>	\$ 0.00	\$ 0.10:	<input type="text"/>	\$ 0.00
\$ 10.00:	<input type="text"/>	\$ 0.00	\$ 0.25:	<input type="text"/>	\$ 0.00
\$ 20.00:	<input type="text"/>	\$ 0.00	\$ 0.50:	<input type="text"/>	\$ 0.00
\$ 50.00:	<input type="text"/>	\$ 0.00	\$ 1.00:	<input type="text"/>	\$ 0.00
\$ 100.00:	<input type="text"/>	\$ 0.00	Coin Currency Subtotal		\$ 0.00
Paper Currency Subtotal		\$ 0.00			

Totals

Checks and Money Orders Subtotal: \$

Currency Subtotal: **\$ 0.00**

Deposit Variance: **\$ 124.53**

For **Foreign Currency Cash** (see Figure 83):

Under **Foreign Currency Information**:

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

Under **Agency Information**, *optional*:

- Enter comments in **Agency Use (Block 6)**
- Enter **From:** and **To:** for the start and end dates of the receipts processed
- Enter the name, email address, and phone number of the **Alternate Agency Contact**
- Enter the **User Defined Field** details

Figure 83. Step 1 of 3: Update Deposit Preparation Information for Foreign Currency Cash

Deposit Processing
Reports

Create Deposit Search Deposits Search Adjustments View Deposits

Location: Home >> Deposit Processing >> View Deposits

Modify Deposit 1 2 3

Step 1 of 3: Update Deposit Preparation Information

Enter the information to prepare the deposit.
 * Denotes required fields.

Deposit Information

Voucher #	174676
Voucher Type:	Foreign Currency Cash
OTC Endpoint:	112_A_End1 - Endpoint 1
ALC	70050379
Deposit Total (USE Dollars):	70.13
Voucher Date:	01/23/2018

Foreign Currency Information

Currency Code:

Foreign Currency Amount:

Client ID:	500021
Branch ID:	CENTRAL
Exchange Rate:	0.7013

Financial Institution Information

Financial Institution:	112_A_Org_Bank_1_FI - 125465999 - 1112
RTN:	121000358
DDA:	8355443147

Agency Information

Agency Use (Block 6):

Receipts Processed

From:

To:

Fiscal Year:

Alternate Agency Contact:

<< Previous Cancel Delete Save As Draft Next >>

For **Foreign Check Items** (see Figure 84):

Under **Foreign Currency Information**:

- Select the Country of Deposit

If the name of the country is not listed, select **Other**. Once the **Country of Deposit** is selected the currency code for the selected country is displayed automatically in the **Currency Code** field. If **Other** is selected, the currency code will display as **"OTHER"**.

- For a check drawn on a Singaporean bank and stamped "Non-transferable," you must set the Country of Deposit to **"Other"**.
- For a check drawn on an Italian bank that is greater than \$1,000.00, ensure the face of the check bears the wording "Non Transferable" and that it has been endorsed by the payee.
- Enter the **Foreign Currency Amount**

Under **Agency Information**, *optional*:

- Enter comments in **Agency Use (Block 6)**
- Enter **From:** and **To:** for the start and end dates of the receipts processed
- Enter the name, email address, and phone of the **Alternate Agency Contact**
- Enter the **User Defined Field** details

Figure 84. Step 1 of 3: Update Deposit Preparation Information for Foreign Check Items

Deposit Processing
Reports

Create Deposit
Search Deposits
Search Adjustments
View Deposits

Location: Home>>Deposit Processing>>View Deposits

Modify Deposit

1 2 3

Step 1 of 3: Update Deposit Preparation Information

Enter the information to prepare the deposit.
 * Denotes required fields.

Deposit Information

Voucher #	174873
Voucher Type:	Foreign Currency Check
OTC Endpoint:	CAS - Cost Accounting Section - 14160006R9
ALC	00004678
Deposit Total (USE Dollars):	122.32
Voucher Date:	01/23/2018

Foreign Currency Information

Country of Deposit:*

Currency Code:*

Foreign Currency Amount:*

Quote ID:	1:sm-1:9970
Client Order ID:	
Exchange Rate:	1.2232

Financial Institution Information

Financial Institution:*	Bank of America
RTN:	111000012
DDA:	5693382816

Agency Information

Agency Use (Block 6):

Receipts Processed

From:

To:

Fiscal Year:

Alternate Agency Contact:

<< Previous
Cancel
Delete
Save As Draft
Next >>

- The *Step 2 of 3: Update Subtotals by Accounting Code or TAS* page appears. Update the subtotals by Accounting Code or Treasury Account Symbol (TAS) and click **Add** (at least one accounting code entry is required, see Figure 37). The combined accounting code subtotals must be equal to the deposit total before proceeding to the next step. If it does not, re-validate the subtotal entries.

Figure 85. Step 2 of 3: Update Subtotals by Accounting Code or TAS

Select an accounting code or TAS, enter the amount, and click **Add** for each subtotal of the deposit.

Voucher Number: 632474
 Deposit Total (USE Dollar): \$ 23.00
 Variance: \$ 0.00

Agency Accounting Code*
 Amount (USE)*
 UDF Subtotal

Agency Accounting Code	Description	Amount	UDF Subtotal	Remove
4321-4321	Test2	\$ 23.00		<input type="checkbox"/>
Total		\$ 23.00		<input type="button" value="Update"/>

Note: Providing subtotals by accounting code or TAS for this report will facilitate the reconciliation process currently performed when preparing the monthly Statement of Transactions (SF 224, SF 1299, or SF 1221).

Buttons: < Previous, Cancel, Delete, Save As Draft, **Next >**

Last modified by otone17 on 01/15/2015

Note: If the **Agency Accounting Code** label has been customized at the organization level, the custom label will be displayed instead of the default label of “**Agency Accounting Code.**”

Accounting codes will be listed in the drop-down menu:

- If they *are not* identified as TAS or
- If they *are* identified as TAS and designated by SAM as “Valid”

Accounting codes will not be listed in the drop-down menu if they are identified as TAS and are in the process of being validated by SAM or they have been designated Invalid by SAM.

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

If the **Country of Deposit** selected in Step 1 was set to “Other,” amounts will be displayed in foreign currency values. Otherwise, if a country name was selected, amounts will be displayed in US Equivalent (USE) dollar values.

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

- Click **Next**.

7. The *Step 3 of 3: Review Deposit Preparation Information* page appears. Verify the deposit information is correct (see Figure 86).

8. Figure Click **Save as Draft**, **Save for Approval**, or **Submit**.

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

If you click **Save as Draft** or **Save for Approval** (see Figure 87), an *Acknowledgment* page appears showing the Voucher Number.

if you click **Submit**, a *Confirmation* page appears (see Figure 88).

Figure 86. Step 3 of 3: Review Deposit Preparation Information for US Currency/ Foreign Currency Check/ Foreign Currency Cash

The screenshot displays three overlapping windows of the 'Modify Deposit' application, all at 'Step 3 of 3: Review Deposit Preparation Information'. Each window prompts the user to 'Verify the deposit information is correct and click Save as Draft, Save for Approval or Submit.'

- Top Window (US Currency):** Shows fields for Voucher Type (US Currency), Voucher #, Voucher Date, Fiscal Year, OTC Endpoint, ALC, Status, Submitted Date / Time, Submitted by, Checks & Money Order Subtotal, Currency Subtotal, Deposit Total, Currency Denominations, Financial Institution Information (Name, Address, RTN, DDA), Agency Information (Name, Use, Contact, UDF 1, Receipts Processed Date), Subtotals by Accounting Code (TAS/Accounting Codes: 1212), and navigation buttons (Previous, Cancel).
- Middle Window (Foreign Currency Check):** Shows fields for Voucher Type (Foreign Currency Check), Voucher #, Voucher Date, Fiscal Year, OTC Endpoint, ALC, Status, Submitted Date / Time, Submitted by, Deposit Total (USE), Foreign Currency Information (Currency Code, Amount, Quote ID, Client Order ID, Execution ID, Exchange Rate), Financial Institution Information (Name, Address, RTN, DDA), Agency Information (Name, Use, Contact, UDF 1, Receipts Processed Date), Subtotals by Accounting Code (Agency Accounting Code: 888005, TEST-CODE 10: 00090100), and a footer note 'last modified by stoeqe19 on 11/19/2014'.
- Bottom Window (Foreign Currency Cash):** Shows fields for Voucher Type (Foreign Currency Cash), Voucher # (968493), Voucher Date (10/08/2014), Fiscal Year, OTC Endpoint (Lower Level 1), ALC (00002099), Status (DRAFT), Submitted Date / Time, Submitted by, Deposit Total (USE) (4.64), Foreign Currency Information (Currency Code: AUSTRALIAN DOLLAR, Amount: 6.00, Client ID: 500021, Branch ID: CENTRAL, Transaction ID, Exchange Rate: 0.7737), Financial Institution Information (Name: Bank of America, Concord, CA, RTN: 021867400, DDA: 234567), Agency Information (Name: Training Team Top Level -00002099), Agency Use (Block 6), Alternate Agency Contact, UDF 1, Receipts Processed Date (From: To:), Subtotals by Accounting Code (TAS/Accounting Codes: 1212, Amount: \$ 4.64), and navigation buttons (Previous, Cancel, Delete, Save As Draft, Save For Approval, Submit).

Figure 87. Save as Draft and Save for Approval Acknowledgements

The figure displays two screenshots of acknowledgment messages from a web application. Both messages are identical in content and layout.

Top Screenshot: Save as Draft
Location: Home » Deposit Processing » Create Deposit » US Currency
Save as Draft
Acknowledgment
The deposit ticket information has been saved as Voucher # 968078.
Please take the appropriate steps to ensure that the deposit ticket is completed and submitted in a timely manner.
Return Home

Bottom Screenshot: Save for Approval
Location: Home » Deposit Processing » Search Deposits
Save for Approval
Acknowledgment
The deposit ticket information has been saved as Voucher # 968078.
Please take the appropriate steps to ensure that the deposit ticket is completed and submitted in a timely manner.
Return Home

Figure 88. Modify Deposit Confirmation

Confirm Deposit	
Confirmation	
The following deposit has been confirmed.	
Deposit Information	
Voucher Type:	Foreign Currency Check
Voucher #:	632443
Voucher Date:	01/09/2015
Fiscal Year:	
OTC Endpoint:	Headquarters ALC
ALC:	15180001
Status:	CONFIRMED
Confirmed Date / Time:	01/09/2015 01:45:08 PM ET
Confirmed by:	otcnqe26
CAN:	001036
Date of Deposit:	01/09/2015
Comments:	Foreign Currency Deposit
Deposit Total (USE):	\$68.00
Foreign Currency Information	
Currency Code:	FRENCH FRANC
Foreign Currency Amount:	400.00
Quote ID:	te-1-1-209481002-2:sm-1:3975
Client Order ID:	500801127
Execution ID:	te-3-21-150999807
Exchange Rate:	0.1700
Financial Institution Information	
Financial Institution Name And Address:	Bank of America, Concord, CA
RTN:	111000012
DDA:	3752216107
Agency Information	
Agency Name:	Department of Justice
Agency Use (Block 6):	
Alternate Agency Contact:	
Receipts Processed Date:	From: To:
Subtotals by Accounting Code	
Agency Accounting Code	Amount
153220	\$ 45.00
15X0311	\$ 23.00

[Return Home](#)

For Foreign Currency Check Items, **Deposit Total** and Subtotals by Accounting Code amounts will be displayed as US Equivalent (USE) dollars if the **Country of Deposit** was not set to "Other" (i.e. the name of a country was selected during deposit creation). Otherwise, if "Other" was selected, for a Foreign Currency Check Item, **Deposit Total** and **Subtotals by Accounting Code** amounts will be displayed with foreign currency values.

Modify a Deposit

To modify a deposit:

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

**Application Tip**

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

3. From the **Select Display** drop-down menu, select **My Deposits in Process**.
4. Click the **Voucher** number of the deposit you would like to view from the list displayed.

**Application Tip**

To change the number of records displayed per page, select from the drop-down menu options next to the record count.

5. The View Submitted Deposit page appears. Click **Edit**. The *Step 1 of 3: The Update Deposit Preparation Information* page appears.
6. Update the deposit preparation information for the deposit's type of currency according to the instructions provided below and click **Next**.

For US Currency	For Foreign Currency Cash	For Foreign Check Items
<p>Deposit Information:</p> <ul style="list-style-type: none"> • Enter the Deposit Total • Select the Voucher Date • Select the Fiscal Year, <i>optional</i> <p>Agency Information, (optional):</p> <ul style="list-style-type: none"> • Enter comments in Agency Use (Block 6) • Enter the date the From: and To: dates the receipts were processed • Enter the name, email address, and phone number of the Alternate Agency Contact • Enter the User Defined Field details <p>Currency Denomination, (if applicable):</p> <ul style="list-style-type: none"> • Enter the Paper Currency Count • Enter the Coin Currency Count <p>Totals, (if applicable):</p> <ul style="list-style-type: none"> • Enter the Checks and Money Orders Subtotal • Click Calculate \$ to determine the Deposit Variance. The Deposit Variance must equal \$0.00 before proceeding to the next step. If it does not, you must go back and re-check your subtotal entries. 	<p>Foreign Currency Information:</p> <ul style="list-style-type: none"> • Select the Currency Code • Enter the Foreign Currency Amount <p>Agency Information, (optional):</p> <ul style="list-style-type: none"> • Enter comments in Agency Use (Block 6) • Enter the date the From: and To: dates the receipts were processed • Enter the name, email address, and phone number of the Alternate Agency Contact • Enter the User Defined Field details 	<p>Foreign Currency Information:</p> <ul style="list-style-type: none"> • Select the Country of Deposit • Enter the Foreign Currency Amount <p>Agency Information, (optional):</p> <ul style="list-style-type: none"> • Enter comments in Agency Use (Block 6) • Enter the date the From: and To: dates the receipts were processed • Enter the name, email address, and phone number of the Alternate Agency Contact • Enter the User Defined Field details

7. The *Step 2 of 3: Update Subtotals by Accounting Code or TAS* page appears. Update the subtotals by Accounting Code or Treasury Account Symbol (TAS) and click **Add**. The combined accounting code subtotals must be equal to the deposit total before proceeding to the next step. If it does not, re-validate the subtotal entries.



Application Tip

If the Agency Accounting Code label has been customized at the organization level, the custom label will be displayed instead of the default label of **Agency Accounting Code**.



Application Tip

Accounting codes will be listed in the **Agency Accounting Code** drop-down menu:

- If they *are not* identified as TAS or
- If they *are* identified as TAS and designated by SAM as “Valid”

Accounting codes will not be listed in the drop-down menu if they are identified as TAS and are in the process of being validated by SAM.

If no accounting codes are listed, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance



Application Tip

If the **Country of Deposit** selected in Step 1 was **Other**, amounts will be displayed as foreign currency values. Otherwise, if a country name was selected, amounts will be displayed as US Equivalent (USE) dollar values.

8. The *Step 3 of 3: Review Deposit Preparation Information* page appears. Verify the deposit information.
9. Click **Save as Draft**, **Save for Approval** or **Submit**

Glossary

A

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, which 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 Historical Report – A deposit processing report that allows you to view historical deposit adjustment and returned item adjustment transaction data.

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 roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so) or upload approved batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked – A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

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 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.

Card Acquiring Service (CAS) – (formerly Plastic Card Network) A Bureau of the Fiscal Service federal program that provides federal agencies with payment card (credit, debit, electronic benefit transfer (EBT) and store-value (gift cards) cards) acceptance capabilities.

Card Administrator – An agency user that has the authorization to manage endpoints for card processing, set up and view terminal configuration and read and view audit log information.

Card Invoice ID – The unique Invoice ID for a processed card transaction. The default on terminals is set to 10 characters, a max of 40 characters can be configured for MX terminals. It can be used to track transactions in OTCnet.

Card Operator – An agency user that has the authorization to start card processing, query, void, and refund any card transaction, as well as reboot and check terminal connection status.

Card Processing – A functionality available in OTCnet that allows agencies to provide customers with an option to make payments with a credit, debit or Visa/Mastercard gift card. The card transactions are directly sent to WorldPay. WorldPay sends all approved OTCnet transactions via a Card Acquiring Service (CAS) flat file to Collections Information Repository (CIR) for deposit reporting.

(80mm) Card Receipt Printer – A printer that can be selected by a Card Operator or Kiosk Operator; the 80mm printer provides the ability to print standard-sized card receipts on 3.125in (80mm) paper.

Card Uploader: A full vendor kiosk server system role that is authorized to transmit card data from an external kiosk system to OTCnet. This role requests acknowledgement of the data transmitted; the system account with this role has no other permissions.

Cashier ID – The ID of the user that created the transaction.

Central Accounting Reporting System (CARS) – 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.

Central Image and Research Archive (CIRA) Query – An online query function that allows users to search for all check transactions (includes mobile check transactions) processed in the OTCnet application that have been settled less than 18 months ago.

Chain Code aka Chain Number: An alphanumeric designator (e.g. 0F123B) assigned by acquirer to reflect a unique channel of processing. The chain code is assigned at lower level endpoints and an agency may have multiple chain codes.

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 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 the data into other applications within an agency. The report has been enhanced to provide users the option to solely retrieve mobile check transactions.

CIRA CSV Report – A check processing business report that allows users to search for all transactions in the system (including mobile check transactions) and allows users to export the results to a comma separated value report (CSV) file.

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.

Client ID/GCI Number – An ID used by the deposit end point when requesting a currency conversion for foreign check to the US dollar Equivalent (USE) with the foreign currency exchange gateway for foreign check items or currency conversion service for foreign currency cash.

Client Order ID – A unique ID assigned by OTCnet to maintain uniqueness while requesting/accepting a foreign currency conversion quote for foreign checks the foreign currency exchange gateway.

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.

Credentials – Evidence of authority, status, rights, or entitlement to privileges. Credentials are typically in written form (e.g., OLB credentials such as a login or password).

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 presentation 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.

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 United States Department of 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 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.

Deposit Historical Report – A deposit processing report that allows you to view historical deposit transaction data.

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.

Division Number: A three-digit (e.g. 001) value assigned at lower level endpoints under the chain code to designate unique lines of accounting.

E

Exchange Rate – The decimal value used to convert foreign currency to the US dollar Equivalent (USE).

F

Failed – The item was unable to be processed and/or settled by United States Department of Treasury/Bureau of the Fiscal Service (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 United States Department of 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 contain 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.

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 sent 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 Security Identity Manager (ISIM) – Refers to Fiscal Service’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.

Internet Protocol (IP) address – A unique number or address that computing devices, (e.g., computers, laptops, tablets, etc.) connected to a computer network, use to identify themselves and communicate with other devices in an IP-based network (e.g., the Internet).

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).

K

Kiosk Lockdown Software – Lockdown software is intended to restrict access to sensitive Windows functions and to prevent public users from tampering with the system. Lockdown software ensures that the Kiosk Tablet is used as intended and it prevents malicious, unauthorized and inadvertent system changes (e.g., software installations and virus infections). The lockdown software only needs to be implemented once, as part of the initial workstation configuration. Locking down the tablet ensures that users cannot access any outside information or applications from the OTC Kiosk Tablet (e.g., checking email or accessing other websites).

Kiosk Operator User Role – A user with the following permissions for the OTC Kiosk Tablet: logging into the OTCnet Kiosk application, deposit processing, scanning checks, processing card payments and printing receipts.

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.

Manual Card Entry – An option available in OTCnet for card processing, it allows agency users to manually enter a card number on behalf of the card holder so a card payment can be processed. It is only to be used as a contingency if all other payment methods fail.

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.

Merchant Identification Number (MID) – A unique designator (e.g. 44450XXXXXXXXXX) assigned by the acquirer to reflect the card processing location and may contain up to 13 characters. An ALC can be associated with multiple Merchant IDs; however, each Merchant ID must be unique for each lower level endpoint.

Mobile Check Capture – A functionality in OTCnet; it allows the processing of mobile check transactions from the FedRevCollect mobile application (Mobile Server).

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 United States Department of Treasury General Account.

OTC Endpoint Credit-Debit-Card (CDC) – The endpoint (location) setup in OTCnet for use in card processing.

OTC Endpoint Check (CHK) – The endpoint (location) setup in OTCnet for use in check capture.

OTC Endpoint Treasury General Account (TGA) – The endpoint (location) setup in OTCnet for use in deposit reporting.

OTC Endpoint Mapping – The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTC Kiosk Tablet – A lightweight collections mobile tablet terminal that features OTCnet Check Processing and Card Processing with receipt printing functionalities. It allows agency customers to make check (personal only) and card payments (credit, debit and gift) independent of an agency representative.

OTCnet Generated Eight-Character Pairing Pin – A pairing pin is a unique eight-character OTCnet-generated number used to pair OTCnet and the card terminal. The number is entered the card terminal.

OTCnet Local Bridge (OLB) Application – Refers to an application installed on a workstation, used to facilitate communication between the browser and the operating system/workstation.

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, Deposit Processing, and Card 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 United States Department of 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 United States Department of 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 United States Department of Treasury Account Symbol (TAS) and Business Event

Type Code (BETC) combinations to assist CARS 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.

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.

Submit – An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted – A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend – Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID – The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status – Represents the status of the verification records. There are four possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History – Defines the time range that a Deposit Confirmer can 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 can view all the deposits that he or she has confirmed for the past 45 days.

Transaction Reporting System (TRS) – A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Treasury Account Symbol (TAS) – The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) – A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) – The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury – The executive department and the United States Department of 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 CIR File Status Report – An administration report allows you to view the status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.

View CIR Transmission Status for Check Processing – A check processing administration report that allows you to view the status of CIR files that have been processed by CIR or are ready for CIR processing.

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.

W

WorldPay: (formerly Vantiv) A credit card, debit card and gift card merchant processor who is responsible for the creation of card acquiring service (CAS) accounts including chain codes and merchant IDs.



Chapter 4: Searching for Deposits

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

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

- Deposit Preparer
- Deposit Approver
- Deposit Confirmer
- Viewer

Overview

In this chapter, you will learn:

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

Topics

This chapter is organized by the following topics:

- Searching for Deposits
- Downloading Deposit Information

Topic 1. Searching for Deposits

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

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

Table 21. Search Criteria Fields

Search Criteria Groupings	Search Criteria Fields
Search Conditions	<ul style="list-style-type: none"> • Organization • OTC Endpoint • ALC • Prepared by • Voucher Number • Deposit Status • Agency Block 6 • Deposit Type
Voucher Date	<ul style="list-style-type: none"> • From and To Date
Deposit Date	<ul style="list-style-type: none"> • From and To Date
Deposit Total	<ul style="list-style-type: none"> • From and To Total
Financial Institution Information	<ul style="list-style-type: none"> • Routing Transit Number • Demand Deposit Account • CA\$HLINK II Account Number • FRB Account Key • FRB Cost Center Work Unit

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

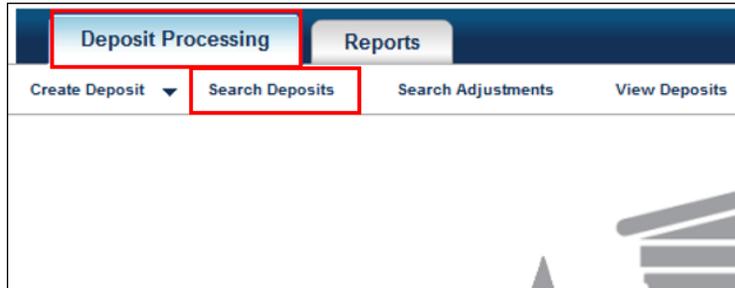
Table 22. Search Results Deposit Statuses

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

Search and Locate Deposits Using One or More Criteria

1. Click the **Deposit Processing** tab and click **Search Deposits** to enter the search criteria for your deposit (see **Error! Reference source not found.**).

Figure 89. Search Deposits

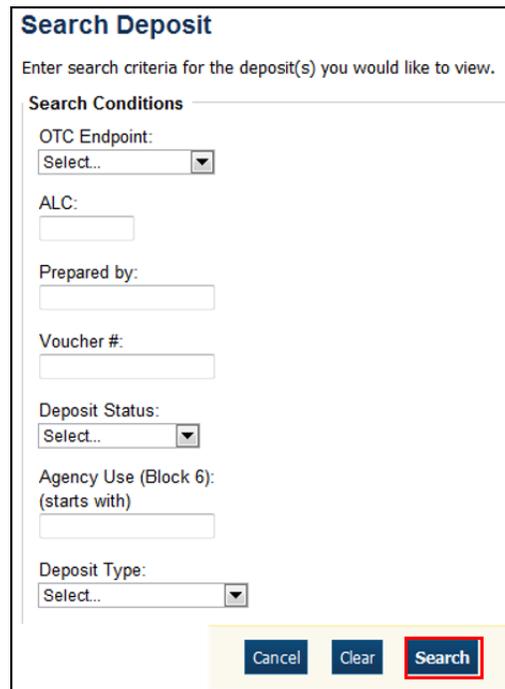


2. Enter the optional search criteria for the deposit you would like to view and click **Search**.

Search Conditions (see Figure 2) include:

- **OTC Endpoint**
- **ALC (Agency Location Code)**
- **Prepared by name**
- **Voucher #**
- **Deposit Status**
- **Agency Use (Block 6) (starts with)**
- **Deposit Type**

Figure 90. Search Conditions

A screenshot of a 'Search Deposit' form. The title is 'Search Deposit'. Below the title is the instruction: 'Enter search criteria for the deposit(s) you would like to view.' The form is titled 'Search Conditions' and contains several input fields: 'OTC Endpoint:' with a dropdown menu showing 'Select..'; 'ALC:' with a text input field; 'Prepared by:' with a text input field; 'Voucher #:' with a text input field; 'Deposit Status:' with a dropdown menu showing 'Select..'; 'Agency Use (Block 6): (starts with)' with a text input field; and 'Deposit Type:' with a dropdown menu showing 'Select..'. At the bottom right of the form, there are three buttons: 'Cancel', 'Clear', and 'Search'. The 'Search' button is highlighted with a red box.

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

Figure 91. Financial Institution Information

The screenshot shows a web form titled "Financial Institution Information". It contains five input fields, each with a label above it: "RTN:", "DDA:", "CAN:", "FRB Account Key:", and "FRB CCWU:". Below the input fields is a yellow bar containing three buttons: "Cancel", "Clear", and "Search". The "Search" button is highlighted with a red border.

You can search by selecting or entering **Voucher Date**, **Deposit Date**, or **Deposit Total** ranges (see **Error! Reference source not found.**). If you enter a **Voucher From Date** that is more than five years from the current date the system will provide a message asking you to change the **Voucher From Date** to be five years or less from the current date. An informational message will be displayed if you run a search without using a voucher date range older than five years notifying you that archived data can be viewed from the Historical Reports menu (Home>Reports>Historical Reports).

Figure 92. Voucher Date, Deposit Date and Deposit Total Search Criteria Fields

The screenshot shows three distinct search criteria sections. Each section has a title and two input fields: "From:" and "To:". The "From:" and "To:" labels are positioned above their respective input fields. Small calendar icons are located to the right of each input field. The sections are: "Voucher Date", "Deposit Date", and "Deposit Total".

Additional criteria search options for deposits include **User Defined Field Information**, if designated by your agency (see **Error! Reference source not found.**).

Figure 93. User Defined Field Information

3. The *Search Results* table appears (see **Error! Reference source not found.**). Click the **Voucher Number** of the deposit details you would like to view.

Figure 94. Search Results Table

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

Deposit totals will not be displayed for unconfirmed foreign check items for which “Other” was selected as the country of deposit during deposit creation.

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



Search for a Deposit

To search for a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Click **Search Deposit**. The *Search Deposit* page appears.
3. Enter the search criteria for the deposit you would like to view and click **Search**.

Under Search Conditions, *optional*

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



Application Tip

Voucher From date must be 5 years or less from the current date. Vouchers more than five years old can be viewed from the Historical Reports menu.

Under **Financial Institution Information**, *optional*

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

Under **User Defined Field Information**, *if applicable, optional*

- Enter the **Deposit UDF (User Defined Fields)**
- Enter the **Accounting Subtotal UDF** details



Application Tip

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

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



Application Tip

Deposit totals will not be displayed for unconfirmed foreign check items for which **Other** was selected as the country of deposit during deposit creation.



Application Tip

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



Application Tip

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

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

Topic 2. Downloading Deposit Information

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

1. Click the **Deposit Processing** tab and click **Search Deposits** to enter the search criteria for your deposit (refer to Figure 1).
2. Enter the optional search criteria for the deposit you would like to view and click **Search**.

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

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

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

3. The *Search Results* table appears. **Deposit Total** will be blank if the deposit is a Foreign Check Item deposit for which **Other** was selected as the country of deposit and that has not been confirmed. Click the **Download** button (see Figure 7 below).

Figure 95. Download Button

Voucher	Status	Date Submitted	Date Confirmed	OTC Endpoint	ALC	Adj.	Deposit Total
968121	SUBMITTED	07/30/2014		LL1	00002099		\$100.00
968120	SUBMITTED	07/30/2014		LL1	00002099		\$82.93
968119	SUBMITTED	07/30/2014		LL1	00002099		\$100.00

4. Select the **XML file** or **CSV file** for format of the file to be downloaded (see **Error! Reference source not found.**).

Figure 96. File Format

The screenshot shows a web form titled "Download Deposits". At the top, a dark blue header contains the text "Select the attributes desired on the file from the previously searched deposits." Below this, a section titled "Select File Type and Attributes" contains the instruction "Please select the file format" and two radio buttons: "XML file" (unselected) and "CSV file" (selected). Below the radio buttons are links for "Check All" and "Uncheck All". A list of five expandable attribute categories follows: "Deposit Information", "Financial Institution Information", "Agency Information", "Accounting Subtotals and User Defined Data", and "Foreign Deposit Information". At the bottom of the form, there are three buttons: "Previous" (with a left arrow), "Cancel", and "Submit" (highlighted with a red border).

5. Check the desired attributes that you want to download for **Deposit Information**, **Financial Institution Information**, **Agency Information**, **Accounting Subtotals and User Defined Data**, and **Foreign Deposit Information** (see **Error! Reference source not found.**), then click **Submit**.

Figure 97. Download Attributes Selection

Download Deposits

Select the attributes desired on the file from the previously searched deposits.

Select File Type and Attributes

Please select the file format

XML file CSV file

[Check All](#) / [Uncheck All](#)

▼ Deposit Information

Voucher #

Voucher Date

Text format(2006-03-17)

Number format(20060317)

Deposit Date

Text format(2006-03-17)

Number format(20060317)

OTC Endpoint - Org Code

OTC Endpoint - Org Name

ALC

Deposit Total

Checks and Money Orders Subtotal

Currency Subtotal

Coin Subtotal

Currency Denominations and Amounts

Coin Denominations and Amounts

Voucher Type

Status

Created By

Created Date/Time

Text format(2006-03-17 19:30:06)

Number format(20060317)

Submitted by

Submitted Date/Time

Text format(2006-03-17 19:30:06)

Number format(20060317)

Confirmed by

Confirmed Date/Time

Text format(2006-03-17 19:30:06)

Number format(20060317)

Rejected by

Rejected Date/Time

Text format(2006-03-17 19:30:06)

Number format(20060317)

▼ Financial Institution Information

Financial Institution Name

RTN

DDA

CASHLINK Extract Date/Time

Text format(2006-03-17 19:30:06)

Number format(20060317193006)

CAN/Account Key

CCWU

1Day Deferred Amount

2Day Deferred Amount

Financial Institution Comments

▼ Agency Information

Agency Use(Block 6)

Alternate Agency Contact

Fiscal Year

Receipts Processed From/To

Text format(2006-03-17)

Number format(20060317)

▼ Accounting Subtotals and User Defined Data

Deposit UDFs

UDF#1

UDF#2

UDF#3

Deposit Accounting Code Subtotals

UDF#1

UDF#2

▼ Foreign Deposit Information

Currency Code

Foreign Currency Amount

Exchange Rate

Transaction ID

Execution ID

[◀ Previous](#) [Cancel](#) [Submit](#)

6. The File Download dialog box appears. Click **Open** or **Save** (see **Error! Reference source not found.**).

Figure 98. File Download



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

Download Search Results for a Deposit

To download the search results for a deposit:

1. Refer to and perform the steps for *Search for a Deposit*.
2. The *Search Results* table appears.



Application Tip

The *Search Results* table will not display **Deposit Total** values for unconfirmed Foreign Check Item deposits associated with a Country of Deposit selection of **Other**.

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



Application Tip

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



Application Tip

Additional buttons on the page help you perform other tasks:

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

Glossary

A

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, which 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 Historical Report – A deposit processing report that allows you to view historical deposit adjustment and returned item adjustment transaction data.

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 roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so) or upload approved batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked – A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

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 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.

Card Acquiring Service (CAS) – (formerly Plastic Card Network) A Bureau of the Fiscal Service federal program that provides federal agencies with payment card (credit, debit, electronic benefit transfer (EBT) and store-value (gift cards) cards) acceptance capabilities.

Card Administrator – An agency user that has the authorization to manage endpoints for card processing, set up and view terminal configuration and read and view audit log information.

Card Invoice ID – The unique Invoice ID for a processed card transaction. The default on terminals is set to 10 characters, a max of 40 characters can be configured for MX terminals. It can be used to track transactions in OTCnet.

Card Operator – An agency user that has the authorization to start card processing, query, void, and refund any card transaction, as well as reboot and check terminal connection status.

Card Processing – A functionality available in OTCnet that allows agencies to provide customers with an option to make payments with a credit, debit or Visa/Mastercard gift card. The card transactions are directly sent to WorldPay. WorldPay sends all approved OTCnet transactions via a Card Acquiring Service (CAS) flat file to Collections Information Repository (CIR) for deposit reporting.

(80mm) Card Receipt Printer – A printer that can be selected by a Card Operator or Kiosk Operator; the 80mm printer provides the ability to print standard-sized card receipts on 3.125in (80mm) paper.

Card Uploader: A full vendor kiosk server system role that is authorized to transmit card data from an external kiosk system to OTCnet. This role requests acknowledgement of the data transmitted; the system account with this role has no other permissions.

Cashier ID – The ID of the user that created the transaction.

Central Accounting Reporting System (CARS) – 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.

Central Image and Research Archive (CIRA) Query – An online query function that allows users to search for all check transactions (includes mobile check transactions) processed in the OTCnet application that have been settled less than 18 months ago.

Chain Code aka Chain Number: An alphanumeric designator (e.g. 0F123B) assigned by acquirer to reflect a unique channel of processing. The chain code is assigned at lower level endpoints and an agency may have multiple chain codes.

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 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 the data into other applications within an agency. The report has been enhanced to provide users the option to solely retrieve mobile check transactions.

CIRA CSV Report – A check processing business report that allows users to search for all transactions in the system (including mobile check transactions) and allows users to export the results to a comma separated value report (CSV) file.

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.

Client ID/GCI Number – An ID used by the deposit end point when requesting a currency conversion for foreign check to the US dollar Equivalent (USE) with the foreign currency exchange gateway for foreign check items or currency conversion service for foreign currency cash.

Client Order ID – A unique ID assigned by OTCnet to maintain uniqueness while requesting/accepting a foreign currency conversion quote for foreign checks the foreign currency exchange gateway.

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.

Credentials – Evidence of authority, status, rights, or entitlement to privileges. Credentials are typically in written form (e.g., OLB credentials such as a login or password).

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 presentation 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 United States Department of 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 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.

Deposit Historical Report – A deposit processing report that allows you to view historical deposit transaction data.

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.

Division Number: A three-digit (e.g. 001) value assigned at lower level endpoints under the chain code to designate unique lines of accounting.

E

Exchange Rate – The decimal value used to convert foreign currency to the US dollar Equivalent (USE).

F

Failed – The item was unable to be processed and/or settled by United States Department of Treasury/Bureau of the Fiscal Service (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 United States Department of 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 contain 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.

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 sent 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 Security Identity Manager (ISIM) – Refers to Fiscal Service’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.

Internet Protocol (IP) address – A unique number or address that computing devices, (e.g., computers, laptops, tablets, etc.) connected to a computer network, use to identify themselves and communicate with other devices in an IP-based network (e.g., the Internet).

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).

K

Kiosk Operator User Role – A user with limited permissions for the OTC Kiosk tablet. Permissions include logging into the OTCnet Kiosk application, deposit processing, scanning checks, processing card payments and printing receipts.

Kiosk Lockdown Software – A process used to lock down the Windows Surface Pro workstation for use with the OTCnet Kiosk Tablet application. This involves removing the options, “Lock”, “Sign out”, “Change a password” and “Task Manager” when CTRL-ALT-Delete is pressed. This process only needs to be implemented once, as part of the initial workstation configuration. Locking down the tablet ensures that users cannot access any outside information or applications from the OTC Kiosk Tablet (e.g., checking email or accessing any other websites).

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.

Manual Card Entry – An option available in OTCnet for card processing, it allows agency users to manually enter a card number on behalf of the card holder so a card payment can be processed. It is only to be used as a contingency if all other payment methods fail.

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.

Merchant Identification Number (MID): A unique designator (e.g. 44450XXXXXXXXXX) assigned by the acquirer to reflect the card processing location and may contain up to 13 characters. An ALC can be associated with multiple Merchant IDs; however, each Merchant ID must be unique for each lower level endpoint.

Mobile Check Capture – A functionality in OTCnet; it allows the processing of mobile check transactions from the FedRevCollect mobile application (Mobile Server).

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 United States Department of Treasury General Account.

OTC Endpoint Credit-Debit-Card (CDC) – The endpoint (location) setup in OTCnet for use in card processing.

OTC Endpoint Check (CHK) – The endpoint (location) setup in OTCnet for use in check capture.

OTC Endpoint Treasury General Account (TGA) – The endpoint (location) setup in OTCnet for use in deposit reporting.

OTC Endpoint Mapping – The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTC Kiosk Tablet – A lightweight collections mobile tablet terminal that features OTCnet Check Processing and Card Processing with receipt printing functionalities. It allows agency customers to make check (personal only) and card payments (credit, debit and gift) independent of an agency representative.

OTCnet Generated Eight-Character Pairing Pin – A pairing pin is a unique eight-character OTCnet-generated number used to pair OTCnet and the card terminal. The number is entered the card terminal.

OTCnet Local Bridge (OLB) Application – Refers to an application installed on a workstation, used to facilitate communication between the browser and the operating system/workstation.

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, Deposit Processing, and Card 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 United States Department of 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 United States Department of 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 United States Department of Treasury Account Symbol (TAS) and Business Event Type Code (BETC) combinations to assist CARS 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.

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.

Submit – An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted – A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend – Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID – The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status – Represents the status of the verification records. There are four possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History – Defines the time range that a Deposit Confirmer can 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 can view all the deposits that he or she has confirmed for the past 45 days.

Transaction Reporting System (TRS) – A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Treasury Account Symbol (TAS) – The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) – A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) – The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury – The executive department and the United States Department of 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 CIR File Status Report – An administration report allows you to view the status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.

View CIR Transmission Status for Check Processing – A check processing administration report that allows you to view the status of CIR files that have been processed by CIR or are ready for CIR processing.

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.

W

WorldPay: (formerly Vantiv) A credit card, debit card and gift card merchant processor who is responsible for the creation of card acquiring service (CAS) accounts including chain codes and merchant IDs.



Chapter 5: Approving Deposits or Returning Deposits to Draft

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

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

- Deposit Approver
- Deposit Preparer and Deposit Approver

Overview

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

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

Topics

This chapter is organized by the following topics:

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

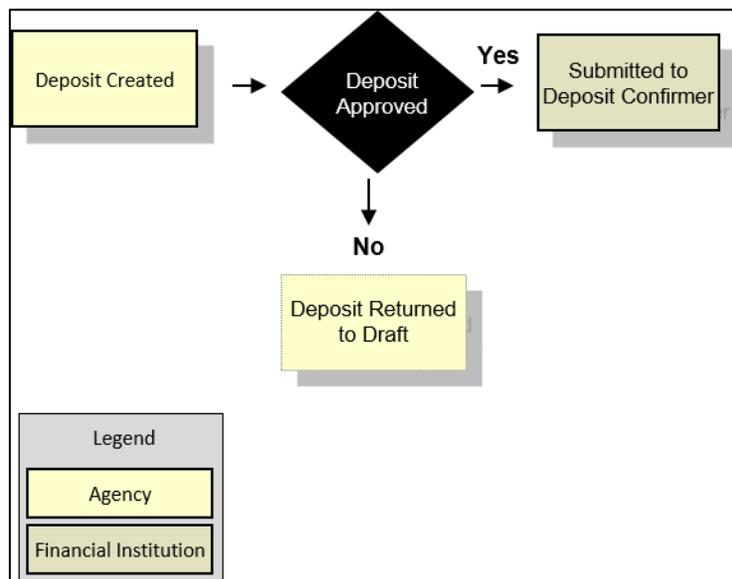
Topic 1. Purpose of Approving Deposits or Returning a Deposit to Draft

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

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

When a deposit is returned to **Draft** status, a **Deposit Preparer** can modify and resubmit the deposit. The deposit is returned to a Draft status if information is found to be inaccurate (e.g., incorrect currency denominations, incorrect total deposit, etc.). See Figure 99 for the process flow of approving deposits or returning a deposit to draft status.

Figure 99: Approving Deposits or Returning a Deposit to Draft



Topic 2. Approving Deposits

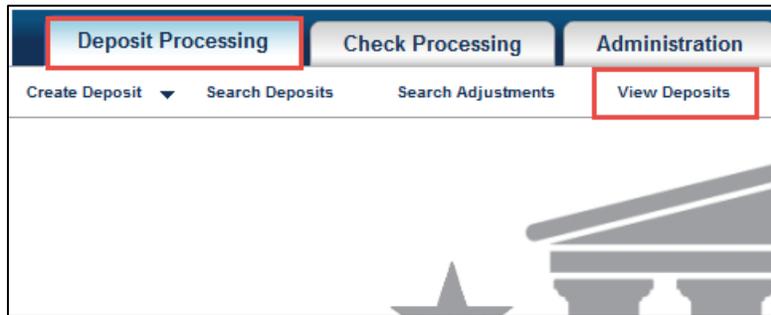
As a **Deposit Preparer** and **Deposit Approver without an enforced separation of duties**, you have the ability to approve (submit) a deposit.

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

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

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

Figure 100. Click View Deposits

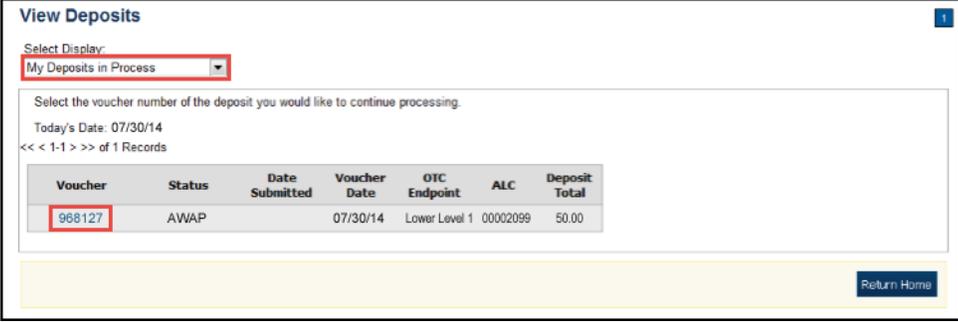


You can also select **Search Deposits** to locate deposits. Refer *Chapter 4. Searching Deposits*, for details.

2. The View Deposits page appears. From the **Select Display** drop-down menu, select **My Deposits in Process**
3. Click the **Voucher Number** of the deposit whose details you want to (see Figure 101).

Depending on your user role, the **My Deposits in Process** page displays your current deposits that you have access to. If you have the **Viewer** role, **My Deposits in Process** does not display deposits.

Figure 101. Select Voucher Number



The screenshot shows a web interface titled "View Deposits". At the top, there is a "Select Display:" dropdown menu with "My Deposits in Process" selected. Below this, a text box contains the instruction "Select the voucher number of the deposit you would like to continue processing." and "Today's Date: 07/30/14". A pagination bar shows "<< < 1-1 > >> of 1 Records". A table with the following columns is displayed: Voucher, Status, Date Submitted, Voucher Date, OTC Endpoint, ALC, and Deposit Total. The first row contains the values: 968127, AWAP, 07/30/14, Lower Level 1, 00002099, and 50.00. The "968127" in the Voucher column is highlighted with a red box. At the bottom right of the page, there is a "Return Home" button.

Voucher	Status	Date Submitted	Voucher Date	OTC Endpoint	ALC	Deposit Total
968127	AWAP	07/30/14	Lower Level 1	00002099	50.00	

4. Review the details and click **Submit** to process the deposit awaiting approval (see Figure 102).

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

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

Figure 102. Submit Deposit

View Deposit Awaiting Approval

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

Deposit Information	
Voucher Type:	US Currency
Voucher #:	968127
Voucher Date:	07/30/2014
Fiscal Year:	2014
OTC Endpoint:	Lower Level 1
ALC:	00002099
Status:	AWAP
Submitted Date / Time:	
Submitted by:	
Checks & Money Order Subtotal:	\$0.00
Currency Subtotal:	\$50.00
Deposit Total:	\$50.00

› Currency Denominations

Financial Institution Information	
Financial Institution Name And Address:	Bank of America, Concord, CA
RTN:	021867400
DDA:	234567

Financial Institution Information	
Financial Institution Name And Address:	Bank of America, Concord, CA
RTN:	021867400
DDA:	234567

Agency Information	
Agency Name:	Training Team Top Level -00002099
Agency Use (Block 6):	To be approved
Alternate Agency Contact:	
Receipts Processed Date:	From: To:

Subtotals by Accounting Code	
Agency Accounting Code	Amount
1212	\$ 50.00

[◀ Previous](#)
[Return To Draft](#)
[Submit](#)
[View Voucher Event Log](#)

Topic 3. Returning Deposits to Draft

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

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

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

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

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

2. The View Deposits page appears. From the Select Display drop-down menu, select **My Deposits in Process**.
3. Click the **Voucher Number** of the deposit whose details you want to process (refer to Figure 3).

Depending on your user role, the **My Deposits in Process** page will display your current deposits.

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

If you click **Return to Draft** (as shown in Figure 103 below), the deposit voucher returns to **Draft** status and a Deposit Preparer is able to modify the deposit.

Figure 103. Return Deposit to Draft Status

View Deposit Awaiting Approval

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

Deposit Information	
Voucher Type:	US Currency
Voucher #:	968127
Voucher Date:	07/30/2014
Fiscal Year:	2014
OTC Endpoint:	Lower Level 1
ALC:	00002099
Status:	AWAP
Submitted Date / Time:	
Submitted by:	
Checks & Money Order Subtotal:	\$0.00
Currency Subtotal:	\$50.00
Deposit Total:	\$50.00

▼ Currency Denominations

Paper Currency	Count	Amount	Coin Currency	Count	Amount
\$ 1.00:		\$ 0.00	\$ 0.01:		\$ 0.00
\$ 2.00:		\$ 0.00	\$ 0.05:		\$ 0.00
\$ 5.00:		\$ 0.00	\$ 0.10:		\$ 0.00
\$ 10.00:		\$ 0.00	\$ 0.25:		\$ 0.00
\$ 20.00:		\$ 0.00	\$ 0.50:		\$ 0.00
\$ 50.00:	1	\$ 50.00	\$ 1.00:		\$ 0.00
\$ 100.00:		\$ 0.00	Coin Currency Subtotal		\$ 0.00
Paper Currency Subtotal		\$ 50.00	Currency Subtotal:		\$ 50.00

Financial Institution Information	
Financial Institution Name And Address:	Bank of America, Concord, CA
RTN:	021867400
DDA:	234567

Agency Information	
Agency Name:	Training Team Top Level -00002099
Agency Use (Block 6):	To be approved
Alternate Agency Contact:	
Receipts Processed Date:	From: To:

Subtotals by Accounting Code	
TAS/Accounting Codes	Amount
1212	\$ 50.00

◀ Previous
Return To Draft
Submit
View Voucher Event Log



Approve Deposits or Return a Deposit to Draft

To approve a deposit, complete the following steps:

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



Application Tip

You can also select **Search Deposits** to locate deposits. Refer to the steps for *Search for a Deposit* for more details. Once the deposit is located, proceed to Step 5.

3. From the **Select Display** drop-down menu, select **My Deposits in Process**.
4. Click the **Voucher Number** of the deposit whose details you want to process.



Application Tip

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

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

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

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



Application Tip

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



Application Tip

Additional buttons on the page help you perform other tasks:

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

Glossary

A

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, which 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 Historical Report – A deposit processing report that allows you to view historical deposit adjustment and returned item adjustment transaction data.

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 roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so) or upload approved batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked – A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

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 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.

Card Acquiring Service (CAS) – (formerly Plastic Card Network) A Bureau of the Fiscal Service federal program that provides federal agencies with payment card (credit, debit, electronic benefit transfer (EBT) and store-value (gift cards) cards) acceptance capabilities.

Card Administrator – An agency user that has the authorization to manage endpoints for card processing, set up and view terminal configuration and read and view audit log information.

Card Invoice ID – The unique Invoice ID for a processed card transaction. The default on terminals is set to 10 characters, a max of 40 characters can be configured for MX terminals. It can be used to track transactions in OTCnet.

Card Operator – An agency user that has the authorization to start card processing, query, void, and refund any card transaction, as well as reboot and check terminal connection status.

Card Processing – A functionality available in OTCnet that allows agencies to provide customers with an option to make payments with a credit, debit or Visa/Mastercard gift card. The card transactions are directly sent to WorldPay. WorldPay sends all approved OTCnet transactions via a Card Acquiring Service (CAS) flat file to Collections Information Repository (CIR) for deposit reporting.

(80mm) Card Receipt Printer – A printer that can be selected by a Card Operator or Kiosk Operator; the 80mm printer provides the ability to print standard-sized card receipts on 3.125in (80mm) paper.

Card Uploader: A full vendor kiosk server system role that is authorized to transmit card data from an external kiosk system to OTCnet. This role requests acknowledgement of the data transmitted; the system account with this role has no other permissions.

Cashier ID – The ID of the user that created the transaction.

Central Accounting Reporting System (CARS) – 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.

Central Image and Research Archive (CIRA) Query – An online query function that allows users to search for all check transactions (includes mobile check transactions) processed in the OTCnet application that have been settled less than 18 months ago.

Chain Code aka Chain Number: An alphanumeric designator (e.g. 0F123B) assigned by acquirer to reflect a unique channel of processing. The chain code is assigned at lower level endpoints and an agency may have multiple chain codes.

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 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 the data into other applications within an agency. The report has been enhanced to provide users the option to solely retrieve mobile check transactions.

CIRA CSV Report – A check processing business report that allows users to search for all transactions in the system (including mobile check transactions) and allows users to export the results to a comma separated value report (CSV) file.

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.

Client ID/GCI Number – An ID used by the deposit end point when requesting a currency conversion for foreign check to the US dollar Equivalent (USE) with the foreign currency exchange gateway for foreign check items or currency conversion service for foreign currency cash.

Client Order ID – A unique ID assigned by OTCnet to maintain uniqueness while requesting/accepting a foreign currency conversion quote for foreign checks the foreign currency exchange gateway.

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.

Credentials – Evidence of authority, status, rights, or entitlement to privileges. Credentials are typically in written form (e.g., OLB credentials such as a login or password).

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 presentation 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 United States Department of 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 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.

Deposit Historical Report – A deposit processing report that allows you to view historical deposit transaction data.

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.

Division Number: A three-digit (e.g. 001) value assigned at lower level endpoints under the chain code to designate unique lines of accounting.

E

Exchange Rate – The decimal value used to convert foreign currency to the US dollar Equivalent (USE).

F

Failed – The item was unable to be processed and/or settled by United States Department of Treasury/Bureau of the Fiscal Service (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 United States Department of 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 contain 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.

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 sent 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 Security Identity Manager (ISIM) – Refers to Fiscal Service’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.

Internet Protocol (IP) address – A unique number or address that computing devices, (e.g., computers, laptops, tablets, etc.) connected to a computer network, use to identify themselves and communicate with other devices in an IP-based network (e.g., the Internet).

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).

K

Kiosk Operator User Role – A user with limited permissions for the OTC Kiosk tablet. Permissions include logging into the OTCnet Kiosk application, deposit processing, scanning checks, processing card payments and printing receipts.

Kiosk Lockdown Software – A process used to lock down the Windows Surface Pro workstation for use with the OTCnet Kiosk Tablet application. This involves removing the options, “Lock”, “Sign out”, “Change a password” and “Task Manager” when CTRL-ALT-Delete is pressed. This process only needs to be implemented once, as part of the initial workstation configuration. Locking down the tablet ensures that users cannot access any outside information or applications from the OTC Kiosk Tablet (e.g., checking email or accessing any other websites).

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.

Manual Card Entry – An option available in OTCnet for card processing, it allows agency users to manually enter a card number on behalf of the card holder so a card payment can be processed. It is only to be used as a contingency if all other payment methods fail.

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.

Merchant Identification Number (MID): A unique designator (e.g. 44450XXXXXXXXXX) assigned by the acquirer to reflect the card processing location and may contain up to 13 characters. An ALC can be associated with multiple Merchant IDs; however, each Merchant ID must be unique for each lower level endpoint.

Mobile Check Capture – A functionality in OTCnet; it allows the processing of mobile check transactions from the FedRevCollect mobile application (Mobile Server).

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 United States Department of Treasury General Account.

OTC Endpoint Credit-Debit-Card (CDC) – The endpoint (location) setup in OTCnet for use in card processing.

OTC Endpoint Check (CHK) – The endpoint (location) setup in OTCnet for use in check capture.

OTC Endpoint Treasury General Account (TGA) – The endpoint (location) setup in OTCnet for use in deposit reporting.

OTC Endpoint Mapping – The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTC Kiosk Tablet – A lightweight collections mobile tablet terminal that features OTCnet Check Processing and Card Processing with receipt printing functionalities. It allows agency customers to make check (personal only) and card payments (credit, debit and gift) independent of an agency representative.

OTCnet Generated Eight-Character Pairing Pin – A pairing pin is a unique eight-character OTCnet-generated number used to pair OTCnet and the card terminal. The number is entered the card terminal.

OTCnet Local Bridge (OLB) Application – Refers to an application installed on a workstation, used to facilitate communication between the browser and the operating system/workstation.

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, Deposit Processing, and Card 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 United States Department of 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 United States Department of 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 United States Department of Treasury Account Symbol (TAS) and Business Event Type Code (BETC) combinations to assist CARS 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.

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.

Submit – An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted – A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend – Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID – The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status – Represents the status of the verification records. There are four possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History – Defines the time range that a Deposit Confirmer can 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 can view all the deposits that he or she has confirmed for the past 45 days.

Transaction Reporting System (TRS) – A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Treasury Account Symbol (TAS) – The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) – A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) – The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury – The executive department and the United States Department of 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 CIR File Status Report – An administration report allows you to view the status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.

View CIR Transmission Status for Check Processing – A check processing administration report that allows you to view the status of CIR files that have been processed by CIR or are ready for CIR processing.

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.

W

WorldPay: (formerly Vantiv) A credit card, debit card and gift card merchant processor who is responsible for the creation of card acquiring service (CAS) accounts including chain codes and merchant IDs.



OTCnetSM

DEPOSITS MADE SIMPLE

BUREAU OF THE FISCAL SERVICE

Chapter 6: Confirming, Rejecting and Adjusting Deposits

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the Confirming, Rejecting or Adjusting Deposits chapter is:

- Deposit Confirmer

Overview

In this chapter, you will learn:

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

Topics

This chapter is organized by the following topics:

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

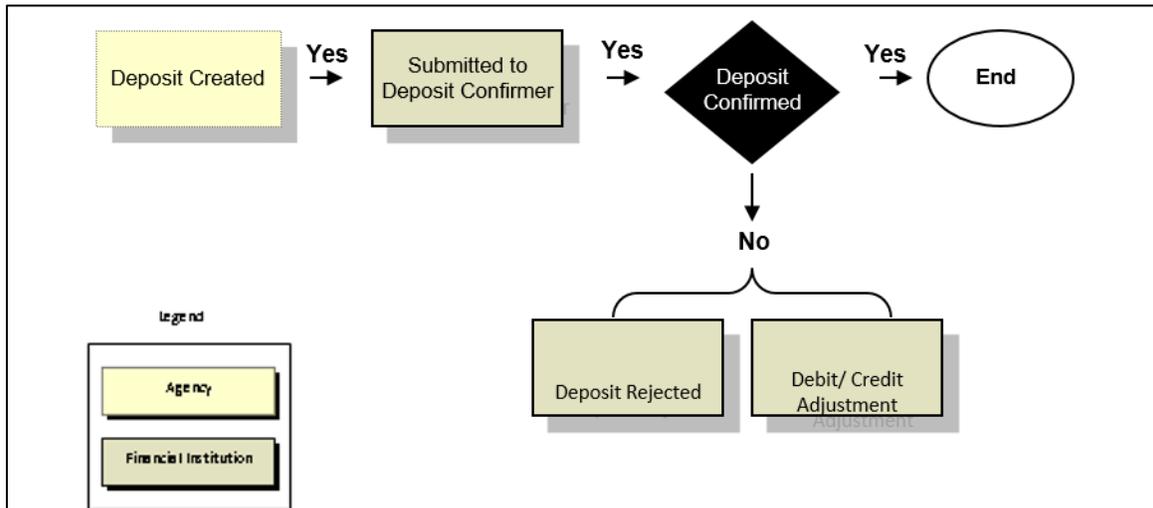
Topic 1. Purpose of Confirming, Rejecting or Adjusting a Deposit

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

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

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

Figure 104. Confirming, Rejecting or Adjusting Deposits Process Flow



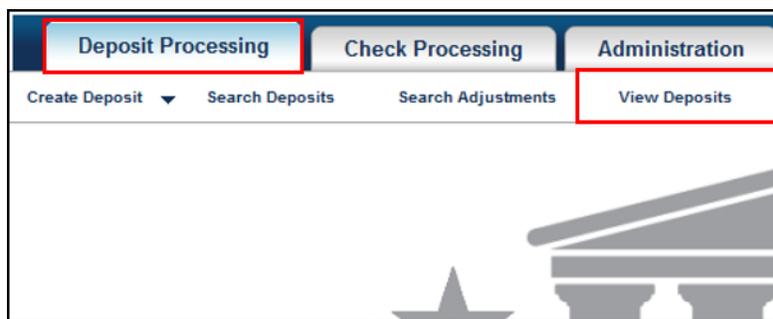
Topic 2. Confirming Deposits

Confirming a Single Deposit

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

1. Click the **Deposit Processing** tab and then click **View Deposits** (see Figure 105).

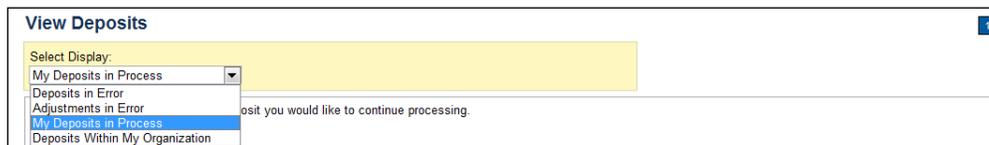
Figure 105. Click View Deposits



You can also select **Search Deposits** to locate deposits. For details on searching for deposits, refer to the *Searching Deposits* section of the user guide.

2. The *View Deposits* page displays. From the **Select Display** drop-down menu, select **My Deposits in Process** (see Figure 106).

Figure 106. View Deposits



3. Click the **Voucher Number** of the deposit you want to process by checking the boxes under the **Confirm** column (see Figure 107).

Depending on your user role, the **My Deposits in Process** page will display your current deposits. If you only have a **Viewer** role, the **My Deposits in Process** will not display any deposits.

Figure 107. View Deposits

View Deposits

Select Display:
My Deposits in Process

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

Today's Date: 11/04/2014
<< < 1-10 > >> of 13 Records

Voucher	Status	Date Submitted	Voucher Date	OTC Endpoint	ALC	Deposit Total	Confirm
623077	SUBMITTED	05/21/2012	05/21/2012	37922	70050379	12,500.00	<input type="checkbox"/>
620949	SUBMITTED	03/09/2012	03/09/2012	37922	70050379	50.25	<input type="checkbox"/>
620928	SUBMITTED	03/09/2012	03/09/2012	37922	70050379	450.25	<input type="checkbox"/>
620482	SUBMITTED	02/16/2012	02/16/2012	37928	70050379	800.00	<input type="checkbox"/>
620481	SUBMITTED	02/16/2012	02/16/2012	37926	70050379	800.00	<input type="checkbox"/>
620480	SUBMITTED	02/16/2012	02/16/2012	37925	70050379	800.00	<input type="checkbox"/>
620478	SUBMITTED	02/16/2012	02/16/2012	37923	70050379	800.00	<input type="checkbox"/>
620477	SUBMITTED	02/16/2012	02/16/2012	37922	70050379	700.00	<input type="checkbox"/>
620288	SUBMITTED	02/13/2012	02/13/2012	37928	70050379	100.00	<input type="checkbox"/>
247929	SUBMITTED	08/04/2011	08/04/2011	37928	70050379	3,175.00	<input type="checkbox"/>

Next >

Return Home

4. Click **Confirm**. The *Step 1 of 2: Define Information for Deposit Confirmation* page displays. Enter the deposit information and click **Next** (see Figure 108).

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

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

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

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

When confirming a deposit ticket, please make sure to confirm the deposit on the date received. Due to transit times, FS is aware that deposits may not be confirmed on the **Voucher Date** entered by the Agency. BFS can adjust the value of funds, if needed, to account for these discrepancies.

Figure 108. Step 1 of 2: Define Information for Deposit Confirmation

Confirm Deposit

Step 1 of 2: Define Information for Deposit Confirmation

Enter the information to confirm the deposit.
 * Denotes required fields.
 ** Required if the Date of Deposit is not the same as the Voucher Date.

Deposit Information

Voucher Type:	US Currency
Voucher #:	
Voucher Date:	
Deposit Total:	
RTN:	
DDA:	

CAN:*
 Select... ▼

Date of Deposit:*

Comments: **

Confirm Deposit

Step 1 of 2: Define Information for Deposit Confirmation

Enter the information to confirm the deposit.
 * Denotes required fields.
 ** Required if the Date of Deposit is not the same as the Voucher Date.

Deposit Information

Voucher Type:	Foreign Currency Cash
Voucher #:	968120
Voucher Date:	07/30/2014
Deposit Total (USE):	82.93
RTN:	
DDA:	

CAN:*
 Select... ▼

Date of Deposit:*

Comments: **

Confirm Deposit

Step 1 of 2: Define Information for Deposit Confirmation

Enter the information to confirm the deposit.
 * Denotes required fields.
 ** Required if the Date of Deposit is not the same as the Voucher Date.

Deposit Information

Voucher Type:	Foreign Currency Check
Voucher #:	632443
Voucher Date:	01/09/2015
Deposit Total (USE):	68.00
RTN:	111000012
DDA:	3752216107

Foreign Currency Information

Voucher Type:	Foreign Currency Check
Currency Code:	FRENCH FRANC
Foreign Currency Amount:	400.00
Quote ID:	te-1-1-209481002-2:sm-1:3975
Client Order ID:	500801127
Execution ID:	te-3-21-150999807
Exchange Rate:	0.1700

CAN:*
 001036 ▼

Date of Deposit:*
 01/09/2015

Comments: **
 Foreign Currency Deposit

- The *Step 2 of 2: Review Information for Deposit Confirmation* page displays. Verify the information is correct and click Submit (see Figure 109). If you need to make changes to your deposit information prior to submitting, click Edit and return to Step 3. When you submit your deposit, a confirmation page displays stating that the deposit has been confirmed.

Figure 109. Step 2 of 2: Review Information for Deposit Confirmation

Deposit Processing Administration Reports

Search Deposits Search Adjustments View Deposits Create Returned Item Adjustment

Location: Home » Deposit Processing » View Deposits

Confirm Deposit 1 2 3 4

Step 2 of 2: Review Information for Deposit Confirmation.

Verify that the following information is correct and click **Submit** to confirm the deposit.

Deposit Information	
Voucher Type:	Foreign Currency Check
Voucher #:	632443
Voucher Date:	01/09/2015
Fiscal Year:	
OTC Endpoint:	Headquarters ALC
ALC:	15180001
Status:	SUBMITTED
Submitted Date / Time:	01/09/2015 10:42:28 AM ET
Submitted by:	otcnqe15
CAN:	001036
Date of Deposit:	01/09/2015
Comments:	Foreign Currency Deposit
Deposit Total (USE):	68.00

Foreign Currency Information	
Currency Code:	FRENCH FRANIC
Foreign Currency Amount:	400.00
Quote ID:	te-1-1-209481002-2:sm-1:3975
Client Order ID:	500801127
Execution ID:	te-3-21-150999807
Exchange Rate:	0.1700

Financial Institution Information	
Financial Institution Name And Address:	Bank of America, Concord, CA
RTN:	111000012
DDA:	3752216107

Agency Information	
Agency Name:	Department of Justice
Agency Use (Block 6):	
Alternate Agency Contact:	
Receipts Processed Date:	From: To:

Subtotals by Accounting Code	
Agency Accounting Code	Amount
153220	\$ 45.00
15X0311	\$ 23.00

« Previous Cancel **Submit**



Confirm a Single Deposit



Application Tip

Only deposits that are saved with a **Submitted** status by the agency's **Deposit Approver** can be confirmed, rejected, or adjusted. As a best practice, Fiscal Service recommends that the **Deposit Confirmer** confirms, adjusts, or rejects deposits as part of their daily activities. In addition, it is recommended that all deposits (except those issued from foreign checks) are confirmed no later than 30 days from the Voucher Date.

To confirm a deposit:

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



Application Tip

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

3. From the **Select Display** drop-down menu, select **My Deposits in Process**.
4. Click the **Voucher Number** of the deposit whose details you want to process. The *View Submitted Deposit* page displays.



Application Tip

Depending on your user role, the **My Deposits in Process** page displays your current deposits. If you only have the **Viewer** role, the **My Deposits in Process** will not display any deposits.

5. Click **Confirm**. The *Step 1 of 2: Define Information for Deposit Confirmation* page displays.

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

For **US Currency Deposits** (both cash and check),

- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**
- Enter the **Date of Deposit**



Application Tip

When confirming a deposit ticket, please make sure to confirm the deposit on the date received. Due to transit times, FS is aware that deposits may not be confirmed on the **Voucher Date** entered by the Agency. FS can adjust the value of funds, if needed, to account for these discrepancies.

- Enter **Comments**, *if applicable and/or required*
- Enter the **CCWU (Cost Center Work Unit Number)**
- Enter the **1 Day Deferred**
- Enter the **2 Day Deferred**



Application Tip

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

For **Foreign Currency Cash**,

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

For **Foreign Check Items**,

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



Application Tip

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



Application Tip

When confirming a deposit ticket, please make sure to confirm the deposit on the date received. Due to transit times, FS is aware that deposits may not be confirmed on the **Voucher Date** entered by the Agency. FS can adjust the value of funds, if needed, to account for these discrepancies.

7. The *Step 2 of 2: Review Information for Deposit Confirmation* page displays. Verify the information is correct and click **Submit**. Click **Edit** if you need to modify the data entered and return to Step 5.
8. A *Confirmation* page displays stating that the deposit has been confirmed.



Application Tip

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

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

Confirming Multiple Deposits Simultaneously

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

1. From the **Deposit Processing** tab, click **View Deposits** (refer to Figure 110). The *View Deposits* page displays.
2. From the **Select Display** drop-down menu, select **My Deposits in Process**.
3. Select the vouchers you want to confirm by checking the corresponding checkboxes in the **Confirm** column (see Figure 110).

Depending on your user role, the **My Deposits in Process** page displays your deposits. If you only have a **Viewer** role, the **My Deposits in Process** will not display any deposits.

Figure 110. View Deposits

View Deposits 1

Select Display:
My Deposits in Process ▼

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

Today's Date: 11/04/2014
 << < 1-10 >> >> of 13 Records

Voucher	Status	Date Submitted	Voucher Date	OTC Endpoint	ALC	Deposit Total	Confirm
633362	SUBMITTED	03/09/2015	03/09/2015	WAS 10CHAR	70050379	34.00	<input checked="" type="checkbox"/>
633420	SUBMITTED	04/29/2015	04/29/2015	1212 RMRTe	70050727		<input checked="" type="checkbox"/>
633413	SUBMITTED	04/21/2015	04/21/2015	1212 RMRTe	80004904	467.75	<input checked="" type="checkbox"/>
969117	SUBMITTED	04/29/2015	04/29/2015	1212 RMRTe	14100099	3,074.11	<input type="checkbox"/>
969122	SUBMITTED	04/28/2015	04/28/2015	1212 RMRTe	14100099	340.06	<input type="checkbox"/>
969100	SUBMITTED	04/27/2015	04/27/2015	1212 RMRTe	14100099	464.99	<input type="checkbox"/>
969088	SUBMITTED	04/27/2015	04/27/2015	1212 RMRTe	14100099	3,015.99	<input type="checkbox"/>
969086	SUBMITTED	04/27/2015	04/27/2015	1212 RMRTe	14100099	1,719.08	<input type="checkbox"/>
969082	SUBMITTED	04/27/2015	04/27/2015	1212 RMRTe	14100099	3,783.51	<input type="checkbox"/>
969077	SUBMITTED	04/24/2015	04/24/2015	1212 RMRTe	14100099	22,656.12	<input type="checkbox"/>

Next »

Return Home

- Click **Next**. The *Step 1 of 2: Confirm Deposits* page displays. Enter the deposit information and click **Next** (see Figure 111).

Figure 111. Step 1 of 2: Confirm Deposits for Multiple Deposits

Today's Date: 04/29/2015

US Currency Deposits

Voucher	Voucher Date	ALC	Deposit Total	Deposit Date Copy Down / UnCopy Down	CAN/ACCT Key Copy Down / UnCopy Down	Remove
633362	03/09/2015	70050379	\$34.00	<input type="text"/>	Select	<input type="checkbox"/>

Foreign Currency CASH and CHECK Deposits

Voucher	Voucher Date	ALC	Foreign Currency Amount / Type	Deposit Total (USE)	Deposit Date Copy Down / UnCopy Down	CAN/ACCT Key Copy Down / UnCopy Down	Remove
633413	04/21/2015	80004904	500.00 - EUR	\$467.75	<input type="text"/>	Select	<input type="checkbox"/>
633420	04/29/2015	70050727	1,000.00 - OTHER	\$ <input type="text"/>	<input type="text"/>	Select	<input type="checkbox"/>
			Exchange Rate	<input type="text"/>			

Note: * Deposits where deposit date is not equal to voucher date must be confirmed individual via The Voucher Selection.

◀ Previous Cancel **Next** ▶

For **US Currency Deposits** (cash and check):

- Select the **Deposit Date** (should be the same as the **Voucher Date**)
- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/ Account Key)**.

For **Foreign Currency Cash and Check Deposits**:

- Select the **Deposit Date**
- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/ Account Key)**.
- If "Other" was selected for **Country of Deposit** during deposit creation, you will also need to enter **Deposit Total (USE)** and **Exchange Rate**.

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

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

To remove a voucher from the group being confirmed, click the corresponding box in the **Remove** column and click **Update**.

Note: When confirming a US Currency or Foreign Currency Cash deposit ticket, please make sure to confirm the deposit on the date received. Due to transit times, BFS is aware that deposits may not be confirmed on the **Voucher Date** entered by the Agency. BFS can adjust the value of funds, if needed, to account for these discrepancies.

- The *Step 2 of 2: Review Information for Deposit Confirmation* page displays. Verify the information is correct and click **Submit** (see Figure 112). A *Confirmation* page displays confirming that the deposits have been confirmed.

Figure 112. Step 2 of 2: Review Confirmed Deposit Tickets

Location: Home > Deposit Processing > View Deposits

Group Deposit Ticket Confirmation

Step 2 of 2: Review Confirmed Deposit Tickets

Review the deposit information and press **Submit** to confirm the deposit(s).
 Today's Date: 01/09/2015

▼ US Currency Deposits

Voucher	Voucher Date	ALC	Deposit Total	Deposit Date	CAN/ACCT Key
632450	01/09/2015	15180001	\$101.00	01/09/2015	005373

▼ Foreign Currency CASH and CHECK Deposits

Voucher	Voucher Date	ALC	Foreign Currency Amount / Type	Deposit Total (USE)	Deposit Date	CAN/ACCT Key
632451	01/09/2015	15180001	100.00 - EUR	\$111.49	01/09/2015	005381
632452	01/09/2015	15180001	45.00 - OTHER	\$225.00	01/09/2015	005381

< Previous Cancel **Submit**



Confirm Multiple Deposits Simultaneously



Application Tip

Only deposits that are saved with a **Submitted** status by the agency's **Deposit Approver** can be confirmed, rejected, or adjusted. As a best practice, Fiscal Service recommends that the **Deposit Confirmer** confirms, adjusts, or rejects deposits as part of their daily activities. In addition, it is recommended that all deposits (except those issued from foreign checks) are confirmed no later than 30 days from the Voucher Date.

To confirm multiple deposits simultaneously:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposits* page displays.
3. From the **Select Display** drop-down menu, select **My Deposits in Process**.
4. Select the **Voucher Numbers** you want to **Confirm** by checking the boxes under the **Confirm** column.



Application Tip

Depending on your user role, the **My Deposits in Process** page displays your current deposits. If you only have the **Viewer** role, the **My Deposits in Process** will not display any deposits.

5. Click **Next**. The *Step 1 of 2: Confirm Deposits* page displays.
6. Enter the deposit information and click **Next**.

For **US Currency Deposits** (checks and cash):

- Select the **Date of Deposit**
- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**
- Enter the **CCWU (Cost Center Work Unit Number)**
- Enter the **1 Day Deferred**
- Enter the **2 Day Deferred**

For **Foreign Currency Cash and Check Deposits**:

- Select the **Date of Deposit**
- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**
- If **Other** was selected for Country of Deposit during deposit creation, you will also need to enter **Deposit Total (USE)** and **Exchange Rate**.

**Application Tip**

When confirming a deposit ticket, please make sure to confirm the deposit on the date received. Due to transit times, FS is aware that deposits may not be confirmed on the **Voucher Date** entered by the Agency. FS can adjust the value of funds, if needed, to account for these discrepancies.

**Application Tip**

The **Date of Deposit** must equal the **Voucher Date**.

**Application Tip**

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

**Application Tip**

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

**Application Tip**

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

7. Click **Next**. The *Step 2 of 2: Review Information for Deposit Confirmation* page displays.
8. Verify the information is correct and click **Submit**.

9. A *Confirmation* page displays stating that the deposits have been confirmed.



Application Tip

Additional buttons on the page help you perform other tasks:

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

Topic 3. Rejecting a Deposit

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

1. From the **Deposit Processing** tab, click **View Deposits**. The *View Deposits* page displays (see Figure 106).
2. From the **Select Display** drop-down menu, select **My Deposits in Process (Default)** (see Figure 106).
3. Select the **Voucher Number** of the deposit you want to continue processing (see Figure 106). The *View Submitted Deposit* page displays; click **Reject** (see Figure 113).

Figure 113. Reject Deposit

Deposit Processing		Administration	Reports
Search Deposits	Search Adjustments	View Deposits	Create Returned Item Adjustment
Location: Home > Deposit Processing > View Deposits			
View Submitted Deposit			
Review the details below and click Reject or Confirm to process the submitted deposit.			
Deposit Information			
Voucher Type:	Foreign Currency Check		
Voucher #:	632443		
Voucher Date:	01/09/2015		
Fiscal Year:			
OTC Endpoint:	Headquarters ALC		
ALC:	15180001		
Status:	SUBMITTED		
Submitted Date / Time:	01/09/2015 10:43:06 AM ET		
Submitted by:	otcqe15		
Deposit Total (USE):	68.00		
Foreign Currency Information			
Currency Code:	FRENCH FRANC		
Foreign Currency Amount:	400.00		
Quote ID:	te-1-1-209481002-2:sm-1:3975		
Client Order ID:	500801127		
Execution ID:	te-3-21-150999807		
Exchange Rate:	0.1700		
Financial Institution Information			
Financial Institution Name And Address:	Bank of America, Concord, CA		
RTH:	111000012		
DDA:	3752216107		
Agency Information			
Agency Name:	Department of Justice		
Agency Use (Block 6):			
Alternate Agency Contact:			
Receipts Processed Date:	From:	To:	
Subtotals by Accounting Code			
Agency Accounting Code	Amount		
153220	\$ 68.00		
« Previous Reject Confirm View Voucher Event Log Print Deposit Ticket			

4. The *Step 1 of 2: Define Information for Deposit Rejection* page displays. **Deposit Total** will not be displayed for a foreign check deposit with “Other” selected for the country of deposit.

Enter a reason in the **Comments** textbox for why you are rejecting the deposit. Click **Next** (see Figure 114).

Figure 114. Enter Rejection Comments

Reject Deposit [1] [2] [3]

Step 1 of 2: Define Information for Deposit Rejection

Please provide the reason why you are rejecting this deposit.
* Denotes required fields.

Deposit Information

Voucher Type:	Foreign Currency Cash
Voucher #:	953528
Voucher Date:	06/15/2012
Deposit Total (USE):	898.70
RTN:	041000014
DDA:	041000014

Comments: *

« Previous Cancel **Next »**

- The *Step 2 of 2: Review Information for Deposit Rejection* page displays. **Deposit Total** will not be displayed for a foreign check deposit with “Other” selected for the country of deposit.

If the information is correct, click **Submit**. If you want to change the comments, click **Edit** and then return to Step 3. A *Confirmation* page displays stating that the deposit has been rejected (see Figure 115).

Figure 115. Step 2 of 2: Review Information for Deposit Rejection and Confirmation

Reject Deposit	
Step 2 of 2: Review Information for Deposit Rejection	
Verify the following information is correct and click Submit to reject the deposit.	
Deposit Information [Edit]	
Voucher Type:	Foreign Currency Cash
Voucher #:	953528
Voucher Date:	06/15/2012
Fiscal Year:	
OTC Endpoint:	Three Depositing
ALC:	00001003
Status:	SUBMITTED
Submitted Date / Time:	06/15/2012 04:29:45 PM ET
Submitted by:	oautod01
Comments:	test
Deposit Total (USE):	898.70
Foreign Currency Information	
Currency Code:	CANADIAN DOLLAR
Foreign Currency Amount:	1,000.00
Client ID:	500021
Branch ID:	CENTRAL
Transaction ID:	001348535
Exchange Rate:	0.8987
Financial Institution Information	
Financial Institution Name And Address:	FRB Cleveland, Cleveland, OH
RTN:	041000014
DDA:	041000014
Agency Information	
Agency Name:	Depositing Testing
Agency Use (Block 6):	
Alternate Agency Contact:	
Receipts Processed Date:	From: To:
Subtotals by Accounting Code	
Agency Accounting Code	Amount
1111	\$ 898.70
Previous Cancel Submit	

Reject Deposit	
Confirmation	
The following deposit has been rejected.	
Deposit Information	
Voucher Type:	Foreign Currency Check
Voucher #:	968121
Voucher Date:	07/30/2014
Fiscal Year:	2014
OTC Endpoint:	Lower Level 1
ALC:	00002099
Status:	REJECTED
Rejected Date / Time:	08/08/2014 10:31:34 AM ET
Rejected by:	dconf005
Comments:	Demo
Deposit Total (USE):	
Foreign Currency Information	
Currency Code:	AUSTRALIAN DOLLAR

Reject a Deposit



Application Tip

Only deposits that are saved with a **Submitted** status by the agency's **Deposit Approver** can be confirmed, rejected, or adjusted. As a best practice, Fiscal Service recommends that the **Deposit Confirmer** confirms, adjusts, or rejects deposits as part of their daily activities. In addition, it is recommended that all deposits (except those issued from foreign checks) are confirmed no later than 30 days from the Voucher Date.

To reject a deposit:

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



Application Tip

You can also select **Search Deposits** to locate deposits and click the **Voucher Number** of the deposit you would like to continue processing. Refer to the steps for *Search for a Deposit* for more details and proceed to Step 5.

3. From the **Select Display** drop-down menu, select **My Deposits in Process**.
4. Click the **Voucher Number** of the deposit you would like to continue processing. The *View Submitted Deposit* page displays.
5. Click **Reject**. The *Step 1 of 2: Define Information for Deposit Rejection* displays.



Application Tip

Deposit Total will not be displayed on the *Define Information for Deposit Rejection* page for a foreign check deposit with "Other" selected for the country of deposit.

6. Enter **Comments** for the reason why you are rejecting the deposit.

7. Click **Next**. The *Step 2 of 2: Review Information for Deposit Rejection* page displays.



Application Tip

Deposit Total will not be displayed on the *Review Information for Deposit Rejection* page for a foreign check deposit with “Other” selected for the country of deposit.

8. If the information is correct, click **Submit**. Click **Edit** to modify the comment and return to Step 5.
9. A *Confirmation* page displays stating that the deposit has been rejected.



Application Tip

Additional buttons on the page help you perform other tasks:

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

Topic 4. Adjusting a Deposit

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

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

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

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

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

To create a credit or debit adjustment:

1. From the **Deposit Processing** tab, click **View Deposits** (refer to Figure 106).
2. The *View Deposits* page displays. From the **Select Display** drop-down menu, select **My Deposits in Process** (refer to Figure 106).

- Click the **Voucher Number** of the deposit whose details you want to process. The *View Submitted Deposit* page displays (see Figure 116). Click **Adjust**.

Figure 116. Adjust Deposit

View Submitted Deposit

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

Deposit Information	
Voucher Type:	Foreign Currency Cash
Voucher #:	968120
Voucher Date:	07/30/2014
Fiscal Year:	2014
OTC Endpoint:	Lower Level 1
ALC:	00002099
Status:	SUBMITTED
Submitted Date / Time:	07/30/2014 11:34:54 AM ET
Submitted by:	dpa00001
Deposit Total (USE):	82.93

Foreign Currency Information	
Currency Code:	AUSTRALIAN DOLLAR
Foreign Currency Amount:	100.00
Client ID:	500021
Branch ID:	CENTRAL
Transaction ID:	001746379
Exchange Rate:	0.8293

Agency Information	
Agency Name:	Training Team Top Level -00002099
Agency Use (Block 6):	Test
Alternate Agency Contact:	
Receipts Processed Date:	From: To:

Subtotals by Accounting Code	
TAS/Accounting Codes	Amount
1212	\$ 82.93

« Previous
Reject
Adjust
Confirm
View Voucher Event Log

4. The *Step 1 of 2: Define Information for Deposit Adjustment* page displays. Enter the information to adjust and click **Next** (see **Error! Reference source not found.**).

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

- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/ Account Key)**
- Enter the **Date of Deposit**
- Enter **Comments**
- Select the **Debit** or **Credit for Adjustment Type**
- Enter the **Adjustment Amount**
- Select the **Adjustment Reason** (**Adjustment Comments** are required if the reason is **Other**)

Figure 117. Step 1 of 2: Define Information for Deposit Adjustment

Adjust Deposit

Step 1 of 2: Define Information for Deposit Adjustment

Enter the information to adjust and confirm the deposit.

Voucher Type:	Foreign Currency Cash
Voucher #:	968120
Voucher Date:	07/30/2014
Deposit Total (USE):	\$82.93
RTN:	021867400
DDA:	234567

* Denotes required fields.
** Required if the Date of Deposit is not the same as the Voucher Date.

CAN:*
Select... ▼

Deposit Date:*

Comments:**

Adjustment Type:*
Select... ▼

Adjustment Amount:*

Adjustment Reason:*
Select... ▼

Adjustment Comments:

(required if reason is 'other')

« Previous Cancel **Next »**

- The *Step 2 of 2: Review Information for Deposit Adjustment* page displays. Verify the information is correct and click **Submit**. If you need to modify the information entered about the adjustment prior to submitting, click **Edit** and return to Step 4. When you **Submit** your deposit a *Confirmation* page displays confirming that the deposit has been adjusted.

Figure 118. Step 2 of 2: Review Information for Deposit Adjustment

Adjust Deposit	
Step 2 of 2: Review Information for Deposit Adjustment	
Verify the following information is correct and click Submit to adjust and confirm the deposit.	
Deposit Information	
Voucher #:	968120
Voucher Date:	07/30/2014
OTC Endpoint:	LL1 - Lower Level 1
ALC:	
Checks and Money Orders Subtotal:	
Currency Subtotal:	
Deposit Total:	
CAN/Acct Key:	
Date of Deposit:	
Comments:	
Status:	
Confirmed Date/Time:	
Confirmed by:	
Adjustment Information [Edit]	
Voucher Date:	07/30/2014
CAN/Acct Key:	001034
Date of Deposit:	07/30/2014
Adjustment Type:	Debit
Adjustment Amount:	5.55
Adjustment Reason:	
Adjustment Comments:	
Created Date/Time:	
Created by:	
Financial Institution Information	
Financial Institution:	
RTN:	
DDA:	
Agency Information	
Agency:	Training Team Top Level - 00002099
Attention:	Test
Alternate Agency Contact:	
Agency Correspondence Information	
Agency:	Train
Attention:	
Address Line 1:	111 Train St
Address Line 2:	
City:	McLean
State:	VA
Postal Code:	22102
Country:	US
Phone Number:	
Previous Cancel Submit	



Create a Credit/ Debit Adjustment



Application Tip

Only deposits that are saved with a **Submitted** or **Confirmed** status can be credited or debited. As a best practice, Fiscal Service recommends that the **Deposit Confirmer** confirms, adjusts, or rejects deposits as part of their daily activities. In addition, it is recommended that all deposits (except those issued from foreign checks) are confirmed no later than 30 days from the Voucher Date.

To create a credit/debit adjustment:

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



Application Tip

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

3. From the **Select Display** drop-down menu, select **My Deposits in Process**.
4. Click the **Voucher Number** of the deposit whose details you want to process. The *View Submitted Deposit* page displays.



Application Tip

Depending on your user role, the **My Deposits in Process** page displays your current deposits. If you only have the **Viewer** role, the **My Deposits in Process** will not display any deposits.

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



Application Tip

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

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

**Application Tip**

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

**Application Tip**

Adjustment Comments are required if the reason is Other.

7. The *Step 2 of 2: Review Information for Deposit Adjustment* page displays. Verify the information is correct and click **Submit**. Click **Edit**, if you need to modify the information entered about the adjustment and return to Step 6.
8. A *Confirmation* page displays stating that the deposit has been adjusted.

**Application Tip**

Additional buttons on the page help you perform other tasks:

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

Glossary

A

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, which 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 Historical Report – A deposit processing report that allows you to view historical deposit adjustment and returned item adjustment transaction data.

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 roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so) or upload approved batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked – A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

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 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.

Card Acquiring Service (CAS) – (formerly Plastic Card Network) A Bureau of the Fiscal Service federal program that provides federal agencies with payment card (credit, debit, electronic benefit transfer (EBT) and store-value (gift cards) cards) acceptance capabilities.

Card Administrator – An agency user that has the authorization to manage endpoints for card processing, set up and view terminal configuration and read and view audit log information.

Card Invoice ID – The unique Invoice ID for a processed card transaction. The default on terminals is set to 10 characters, a max of 40 characters can be configured for MX terminals. It can be used to track transactions in OTCnet.

Card Operator – An agency user that has the authorization to start card processing, query, void, and refund any card transaction, as well as reboot and check terminal connection status.

Card Processing – A functionality available in OTCnet that allows agencies to provide customers with an option to make payments with a credit, debit or Visa/Mastercard gift card. The card transactions are directly sent to WorldPay. WorldPay sends all approved OTCnet transactions via a Card Acquiring Service (CAS) flat file to Collections Information Repository (CIR) for deposit reporting.

(80mm) Card Receipt Printer – A printer that can be selected by a Card Operator or Kiosk Operator; the 80mm printer provides the ability to print standard-sized card receipts on 3.125in (80mm) paper.

Card Uploader: A full vendor kiosk server system role that is authorized to transmit card data from an external kiosk system to OTCnet. This role requests acknowledgement of the data transmitted; the system account with this role has no other permissions.

Cashier ID – The ID of the user that created the transaction.

Central Accounting Reporting System (CARS) – 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.

Central Image and Research Archive (CIRA) Query – An online query function that allows users to search for all check transactions (includes mobile check transactions) processed in the OTCnet application that have been settled less than 18 months ago.

Chain Code aka Chain Number: An alphanumeric designator (e.g. 0F123B) assigned by acquirer to reflect a unique channel of processing. The chain code is assigned at lower level endpoints and an agency may have multiple chain codes.

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 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 the data into other applications within an agency. The report has been enhanced to provide users the option to solely retrieve mobile check transactions.

CIRA CSV Report – A check processing business report that allows users to search for all transactions in the system (including mobile check transactions) and allows users to export the results to a comma separated value report (CSV) file.

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.

Client ID/GCI Number – An ID used by the deposit end point when requesting a currency conversion for foreign check to the US dollar Equivalent (USE) with the foreign currency exchange gateway for foreign check items or currency conversion service for foreign currency cash.

Client Order ID – A unique ID assigned by OTCnet to maintain uniqueness while requesting/accepting a foreign currency conversion quote for foreign checks the foreign currency exchange gateway.

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.

Credentials – Evidence of authority, status, rights, or entitlement to privileges. Credentials are typically in written form (e.g., OLB credentials such as a login or password).

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 presentation 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 United States Department of 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 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.

Deposit Historical Report – A deposit processing report that allows you to view historical deposit transaction data.

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.

Division Number: A three-digit (e.g. 001) value assigned at lower level endpoints under the chain code to designate unique lines of accounting.

E

Exchange Rate – The decimal value used to convert foreign currency to the US dollar Equivalent (USE).

F

Failed – The item was unable to be processed and/or settled by United States Department of Treasury/Bureau of the Fiscal Service (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 United States Department of 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 contain 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.

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 sent 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 Security Identity Manager (ISIM) – Refers to Fiscal Service’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.

Internet Protocol (IP) address – A unique number or address that computing devices, (e.g., computers, laptops, tablets, etc.) connected to a computer network, use to identify themselves and communicate with other devices in an IP-based network (e.g., the Internet).

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).

K

Kiosk Operator User Role – A user with limited permissions for the OTC Kiosk tablet. Permissions include logging into the OTCnet Kiosk application, deposit processing, scanning checks, processing card payments and printing receipts.

Kiosk Lockdown Software – A process used to lock down the Windows Surface Pro workstation for use with the OTCnet Kiosk Tablet application. This involves removing the options, “Lock”, “Sign out”, “Change a password” and “Task Manager” when CTRL-ALT-Delete is pressed. This process only needs to be implemented once, as part of the initial workstation configuration. Locking down the tablet ensures that users cannot access any outside information or applications from the OTC Kiosk Tablet (e.g., checking email or accessing any other websites).

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.

Manual Card Entry – An option available in OTCnet for card processing, it allows agency users to manually enter a card number on behalf of the card holder so a card payment can be processed. It is only to be used as a contingency if all other payment methods fail.

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.

Merchant Identification Number (MID): A unique designator (e.g. 44450XXXXXXXXXX) assigned by the acquirer to reflect the card processing location and may contain up to 13 characters. An ALC can be associated with multiple Merchant IDs; however, each Merchant ID must be unique for each lower level endpoint.

Mobile Check Capture – A functionality in OTCnet; it allows the processing of mobile check transactions from the FedRevCollect mobile application (Mobile Server).

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 United States Department of Treasury General Account.

OTC Endpoint Credit-Debit-Card (CDC) – The endpoint (location) setup in OTCnet for use in card processing.

OTC Endpoint Check (CHK) – The endpoint (location) setup in OTCnet for use in check capture.

OTC Endpoint Treasury General Account (TGA) – The endpoint (location) setup in OTCnet for use in deposit reporting.

OTC Endpoint Mapping – The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTC Kiosk Tablet – A lightweight collections mobile tablet terminal that features OTCnet Check Processing and Card Processing with receipt printing functionalities. It allows agency customers to make check (personal only) and card payments (credit, debit and gift) independent of an agency representative.

OTCnet Generated Eight-Character Pairing Pin – A pairing pin is a unique eight-character OTCnet-generated number used to pair OTCnet and the card terminal. The number is entered the card terminal.

OTCnet Local Bridge (OLB) Application – Refers to an application installed on a workstation, used to facilitate communication between the browser and the operating system/workstation.

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, Deposit Processing, and Card 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 United States Department of 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 United States Department of 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 United States Department of Treasury Account Symbol (TAS) and Business Event Type Code (BETC) combinations to assist CARS 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.

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.

Submit – An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted – A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend – Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID – The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status – Represents the status of the verification records. There are four possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History – Defines the time range that a Deposit Confirmer can 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 can view all the deposits that he or she has confirmed for the past 45 days.

Transaction Reporting System (TRS) – A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Treasury Account Symbol (TAS) – The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) – A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) – The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury – The executive department and the United States Department of 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 CIR File Status Report – An administration report allows you to view the status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.

View CIR Transmission Status for Check Processing – A check processing administration report that allows you to view the status of CIR files that have been processed by CIR or are ready for CIR processing.

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.

W

WorldPay: (formerly Vantiv) A credit card, debit card and gift card merchant processor who is responsible for the creation of card acquiring service (CAS) accounts including chain codes and merchant IDs.



Chapter 7: Managing Adjustments

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

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

- Deposit Confirmer

Overview

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

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

Topics

This chapter is organized by the following topics:

- Reasons for Creating a Returned Item Adjustment
- Creating a Returned Item Adjustment

Topic 1. Reasons for Creating a Returned Item Adjustment

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

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

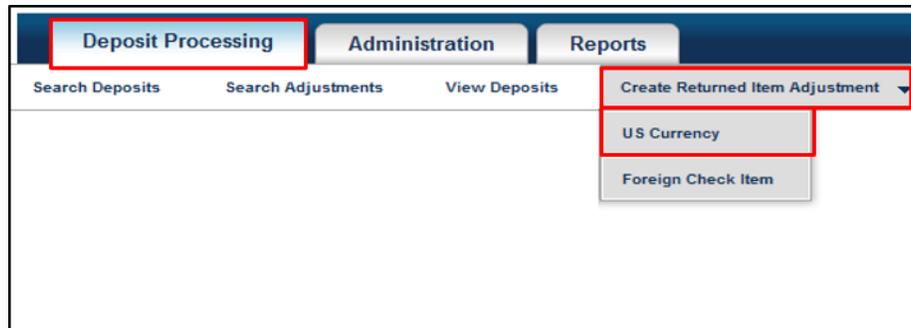
- Checks returned for insufficient funds
- Closed account
- Stop payment
- Uncollected funds

Topic 2. Creating a Returned Item Adjustment

Create a Returned Item Adjustment for US Currency

1. From the **Deposit Processing** tab, select **Create Returned Item Adjustment** from the menu and then click **US Currency** as your deposit type (see Figure 119 below).

Figure 119. Select US Currency



2. The *Step 1 of 2: Define Returned Item Adjustment Information* page (see Figure 120) displays. Enter the information to prepare the returned item adjustment:

Under **Adjustment Information**:

- Select the **ALC (Agency Location Code)**, **CAN/Acct Key (CA\$HLINK II Account Number/Account Key)** and **RTN-DDA (Routing Transit Number-Demand Deposit Account)** from their drop-down lists
- Enter the **Date of Deposit** and **Voucher Date** in the fields provided
- Enter the **Amount of Returned Item** and select a **Reason for Returned Item**
- Enter the **Returned Item(s) Count** in the field provided
- Select an **OTC Endpoint** from the drop-down list
- Enter **Adjustment Comments** (required if the reason for the returned item is **Other**)
- Under **Optional: Provide original deposit information**, select the **Original Deposit Date** and enter the **Original Voucher #**

Figure 120. Define Returned Item Adjustment

Create Returned Item Adjustment

Step 1 of 2: Define Returned Item Adjustment Information

Enter the information to prepare the returned item adjustment.
* Denotes required fields.

Adjustment Information

Adjustment Type:*
Debit

ALC: *
Select ▼

CAN/Acct Key: *
Select ▼

RTN - DDA: *
Select ▼

Date of Deposit: *

Voucher Date: *

Optional: Provide original deposit information.

Original Deposit Date:

Original Voucher #:

Amount of Returned Item: *
\$

Reason for Returned Item: *
Select ▼

Returned Item(s) Count:

OTC Endpoint:
Select ▼

Adjustment Comments:

(required if reason is "other")

3. Click **Next**.

4. The *Step 2 of 2: Review Item Adjustment* page appears (see Figure 121). Verify the information.

Figure 121. Review Returned Item Adjustment

Create Returned Item Adjustment

Step 2 of 2: Review Returned Item Adjustment

Verify the following information is correct and click **Submit** to process the returned item adjustment. [\[Edit\]](#)

Returned Item Adjustment Information	
Voucher Date:	07/30/2014
ALC:	00000310
CAN/Acct Key:	001034
Date of Deposit:	07/30/2014
Adjustment Type:	Debit
Amount of Returned Item:	\$100.00
Reason for Returned Item:	Account Closed
Returned Item(s) Count:	
OTC Endpoint:	
Adjustment Comments:	
Original Date of Deposit:	
Original Voucher #:	
Created Date/Time:	
Created By:	

» Financial Institution Information

» Agency Correspondence Information

[← Previous](#) [Cancel](#) [Submit](#)

5. Click **Submit**.

If you need to modify the information entered about the adjustment prior to submitting, click **Edit**.

6. A *Confirmation* page displays confirming that the returned item adjustment has been created.



Create a Returned Item Adjustment for US Currency

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

1. From the **Deposit Processing** tab, select **Create Returned Item Adjustment** and click **US Currency**.
2. The *Step 1 of 2: Define Returned Item Adjustment Information* page appears. Click **Next**.
3. Enter the information to prepare the returned item adjustment and click Next.

Under **Adjustment Information**,

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



Application Tip

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



Application Tip

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

Under **Optional: Provide original deposit information**, optional

- Select the **Original Deposit Date**
 - Enter the **Original Voucher #**
4. The *Step 2 of 2: Review Item Adjustment* appears. Verify the information is correct and click Submit. Click **Edit**, if a change needs to be made to the information and return to Step 5.

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



Application Tip

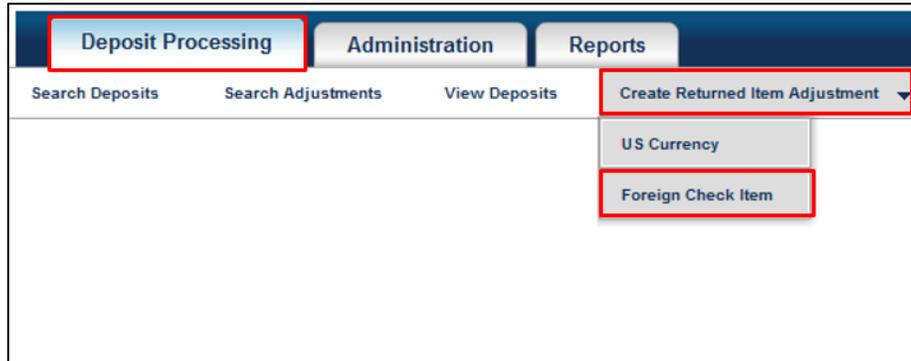
Additional buttons on the page help you perform other tasks:

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

Create a Returned Item Adjustment for Foreign Check Item

1. From the **Deposit Processing** tab, select **Create Returned Item Adjustment** and then **Foreign Check Item** (see Figure 122).

Figure 122. Select Foreign Check Item



2. The *Step 1 of 2: Define Returned Item Adjustment Information* page appears. Enter the information to prepare the returned item adjustment (see Figure 123).
 - Select the **ALC (Agency Location Code)**, **CAN/Acct Key (CA\$HLINK II Account Number/Account Key)** and **RTN-DDA (Routing Transit Number-Demand Deposit Account)** from their drop-down lists
 - Enter the **Date of Deposit**, **Voucher Date**, and **Foreign Currency Amount**
 - Select the **Original Deposit Date** and enter the **Original Voucher #**, *optional*
 - Select the **Country of Deposit**.
If the name of the country is not listed, select **Other**. The **Currency Code** and **Exchange Rate** will automatically populate based on the **Country of Deposit** selection
 - Enter the **Amount of Returned Item (USE)**
 - Select a **Reason for Returned Item** and **OTC Endpoint**
 - Enter **Adjustment Comments**, *required* if the reason for the returned item is **Other**

Figure 123. Step 1 of 2: Define Returned Item Adjustment Information

Deposit Processing Administration Reports

Search Deposits Search Adjustments View Deposits Create Returned Item Adjustment

Location: Home » Deposit Processing » Create Returned Item Adjustment » Foreign Check Item

Create Returned Item Adjustment

Step 1 of 2: Define Returned Item Adjustment Information

Enter the information to prepare the returned item adjustment.
* Denotes required fields.

Adjustment Information

Adjustment Type:*
Debit

ALC:.*
Select

CAN/Acct Key:.*
Select

RTN - DDA:.*
Select

Date of Deposit:.*

Voucher Date:.*

Foreign Currency Amount:.*

Optional: Provide original deposit information.

Original Deposit Date:

Original Voucher #:

Currency Code:.*
Select...

Exchange rate:.*

Amount of Returned Item (USE):.*
\$

Reason for Returned Item:.*
Select

Returned Item(s) Count:
1

OTC Endpoint:
Select

Adjustment Comments:

(required if reason is "other")

Cancel Next >

3. Click **Next**.
4. The *Step 2 of 2: Review Item Adjustment* appears (see Figure 124). Verify the information is correct and click **Submit**. If you need to modify the information entered about the returned item adjustment prior to submitting, click **Edit** and return to Step 3. When you click **Submit**, a *Confirmation* page appears confirming that the returned item adjustment has been created.

Figure 124. Step 2 of 2: Review Returned Item Adjustment

Create Returned Item Adjustment
1
2

Step 2 of 2: Review Returned Item Adjustment

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

[Edit]

Returned Item Adjustment Information	
Voucher Date:	10/14/2014
ALC:	00000310
CAN/Acct Key:	275
Date of Deposit:	10/14/2014
Adjustment Type:	Debit
Amount of Returned Item:	\$74.00
Reason for Returned Item:	Other
Currency Code:	AUSTRALIAN DOLLAR
Foreign Currency Amount:	75.00
Exchange rate:	0.90
Returned Item(s) Count:	1
OTC Endpoint:	
Adjustment Comments:	Wrong amount.
Original Date of Deposit:	
Original Voucher #:	
Created Date/Time:	
Created By:	

› Financial Institution Information

› Agency Correspondence Information

« Previous
Cancel
Submit



Create a Returned Item Adjustment for Foreign Check Item

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

1. From the **Deposit Processing** tab, select **Create Returned Item Adjustment** and click **Foreign Check Item**.
2. The *Step 1 of 2: Define Returned Item Adjustment Information* page appears. Enter the information to prepare the returned item adjustment and click **Next**.
 - Select the **ALC (Agency Location Code)**, **CAN/Acct Key (CA\$HLINK II Account Number/Account Key)** and **RTN-DDA (Routing Transit Number-Demand Deposit Account)** from their drop-down lists
 - Enter the **Date of Deposit**, **Voucher Date**, and **Foreign Currency Amount**
 - Select the **Original Deposit Date** and enter the **Original #**, *optional*
 - Select the **Country of Deposit**.
If the name of the country is not listed, select **Other**. The Currency Code and Exchange Rate will automatically populate based on the Country of Deposit selection
 - Enter the **Amount of Returned Item (USE)**
 - Select a **Reason for Returned Item** and **OTC Endpoint**
 - Enter **Adjustment Comments**, *required* if the reason for the returned item is "other"
3. The *Step 2 of 2: Review Item Adjustment* page appears. Verify the information is correct and click **Submit**. Click **Edit**, if you need to make changes to the information entered and return to Step 5.
4. A *Confirmation* page appears stating that the returned item adjustment has been created.



Application Tip

Additional buttons on the page help you perform other tasks:

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

Glossary

A

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, which 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 Historical Report – A deposit processing report that allows you to view historical deposit adjustment and returned item adjustment transaction data.

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 roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so) or upload approved batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked – A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

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 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.

Card Acquiring Service (CAS) – (formerly Plastic Card Network) A Bureau of the Fiscal Service federal program that provides federal agencies with payment card (credit, debit, electronic benefit transfer (EBT) and store-value (gift cards) cards) acceptance capabilities.

Card Administrator – An agency user that has the authorization to manage endpoints for card processing, set up and view terminal configuration and read and view audit log information.

Card Invoice ID – The unique Invoice ID for a processed card transaction. The default on terminals is set to 10 characters, a max of 40 characters can be configured for MX terminals. It can be used to track transactions in OTCnet.

Card Operator – An agency user that has the authorization to start card processing, query, void, and refund any card transaction, as well as reboot and check terminal connection status.

Card Processing – A functionality available in OTCnet that allows agencies to provide customers with an option to make payments with a credit, debit or Visa/Mastercard gift card. The card transactions are directly sent to WorldPay. WorldPay sends all approved OTCnet transactions via a Card Acquiring Service (CAS) flat file to Collections Information Repository (CIR) for deposit reporting.

(80mm) Card Receipt Printer – A printer that can be selected by a Card Operator or Kiosk Operator; the 80mm printer provides the ability to print standard-sized card receipts on 3.125in (80mm) paper.

Card Uploader: A full vendor kiosk server system role that is authorized to transmit card data from an external kiosk system to OTCnet. This role requests acknowledgement of the data transmitted; the system account with this role has no other permissions.

Cashier ID – The ID of the user that created the transaction.

Central Accounting Reporting System (CARS) – 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.

Central Image and Research Archive (CIRA) Query – An online query function that allows users to search for all check transactions (includes mobile check transactions) processed in the OTCnet application that have been settled less than 18 months ago.

Chain Code aka Chain Number: An alphanumeric designator (e.g. 0F123B) assigned by acquirer to reflect a unique channel of processing. The chain code is assigned at lower level endpoints and an agency may have multiple chain codes.

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 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 the data into other applications within an agency. The report has been enhanced to provide users the option to solely retrieve mobile check transactions.

CIRA CSV Report – A check processing business report that allows users to search for all transactions in the system (including mobile check transactions) and allows users to export the results to a comma separated value report (CSV) file.

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.

Client ID/GCI Number – An ID used by the deposit end point when requesting a currency conversion for foreign check to the US dollar Equivalent (USE) with the foreign currency exchange gateway for foreign check items or currency conversion service for foreign currency cash.

Client Order ID – A unique ID assigned by OTCnet to maintain uniqueness while requesting/accepting a foreign currency conversion quote for foreign checks the foreign currency exchange gateway.

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.

Credentials – Evidence of authority, status, rights, or entitlement to privileges. Credentials are typically in written form (e.g., OLB credentials such as a login or password).

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 presentation 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 United States Department of 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 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.

Deposit Historical Report – A deposit processing report that allows you to view historical deposit transaction data.

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.

Division Number: A three-digit (e.g. 001) value assigned at lower level endpoints under the chain code to designate unique lines of accounting.

E

Exchange Rate – The decimal value used to convert foreign currency to the US dollar Equivalent (USE).

F

Failed – The item was unable to be processed and/or settled by United States Department of Treasury/Bureau of the Fiscal Service (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 United States Department of 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 contain 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.

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 sent 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 Security Identity Manager (ISIM) – Refers to Fiscal Service’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.

Internet Protocol (IP) address – A unique number or address that computing devices, (e.g., computers, laptops, tablets, etc.) connected to a computer network, use to identify themselves and communicate with other devices in an IP-based network (e.g., the Internet).

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).

K

Kiosk Operator User Role – A user with limited permissions for the OTC Kiosk tablet. Permissions include logging into the OTCnet Kiosk application, deposit processing, scanning checks, processing card payments and printing receipts.

Kiosk Lockdown Software – A process used to lock down the Windows Surface Pro workstation for use with the OTCnet Kiosk Tablet application. This involves removing the options, “Lock”, “Sign out”, “Change a password” and “Task Manager” when CTRL-ALT-Delete is pressed. This process only needs to be implemented once, as part of the initial workstation configuration. Locking down the tablet ensures that users cannot access any outside information or applications from the OTC Kiosk Tablet (e.g., checking email or accessing any other websites).

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.

Manual Card Entry – An option available in OTCnet for card processing, it allows agency users to manually enter a card number on behalf of the card holder so a card payment can be processed. It is only to be used as a contingency if all other payment methods fail.

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.

Merchant Identification Number (MID): A unique designator (e.g. 44450XXXXXXXXXX) assigned by the acquirer to reflect the card processing location and may contain up to 13 characters. An ALC can be associated with multiple Merchant IDs; however, each Merchant ID must be unique for each lower level endpoint.

Mobile Check Capture – A functionality in OTCnet; it allows the processing of mobile check transactions from the FedRevCollect mobile application (Mobile Server).

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 United States Department of Treasury General Account.

OTC Endpoint Credit-Debit-Card (CDC) – The endpoint (location) setup in OTCnet for use in card processing.

OTC Endpoint Check (CHK) – The endpoint (location) setup in OTCnet for use in check capture.

OTC Endpoint Treasury General Account (TGA) – The endpoint (location) setup in OTCnet for use in deposit reporting.

OTC Endpoint Mapping – The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTC Kiosk Tablet – A lightweight collections mobile tablet terminal that features OTCnet Check Processing and Card Processing with receipt printing functionalities. It allows agency customers to make check (personal only) and card payments (credit, debit and gift) independent of an agency representative.

OTCnet Generated Eight-Character Pairing Pin – A pairing pin is a unique eight-character OTCnet-generated number used to pair OTCnet and the card terminal. The number is entered the card terminal.

OTCnet Local Bridge (OLB) Application – Refers to an application installed on a workstation, used to facilitate communication between the browser and the operating system/workstation.

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, Deposit Processing, and Card 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 United States Department of 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 United States Department of 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 United States Department of Treasury Account Symbol (TAS) and Business Event Type Code (BETC) combinations to assist CARS 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.

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.

Submit – An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted – A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend – Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID – The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status – Represents the status of the verification records. There are four possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History – Defines the time range that a Deposit Confirmer can 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 can view all the deposits that he or she has confirmed for the past 45 days.

Transaction Reporting System (TRS) – A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Treasury Account Symbol (TAS) – The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) – A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) – The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury – The executive department and the United States Department of 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 CIR File Status Report – An administration report allows you to view the status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.

View CIR Transmission Status for Check Processing – A check processing administration report that allows you to view the status of CIR files that have been processed by CIR or are ready for CIR processing.

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.

W

WorldPay: (formerly Vantiv) A credit card, debit card and gift card merchant processor who is responsible for the creation of card acquiring service (CAS) accounts including chain codes and merchant IDs.



Chapter 8: Searching Adjustments

OTCnet Participant User Guide

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Audience, Overview, and Topics

Audience

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

- Deposit Preparer
- Deposit Approver
- Deposit Confirmer
- Viewer

Overview

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

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

Topics

This chapter is organized by the following topics:

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

Topic 1. Purpose of Searching Adjustments

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

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

Table 23. Search Criteria Fields

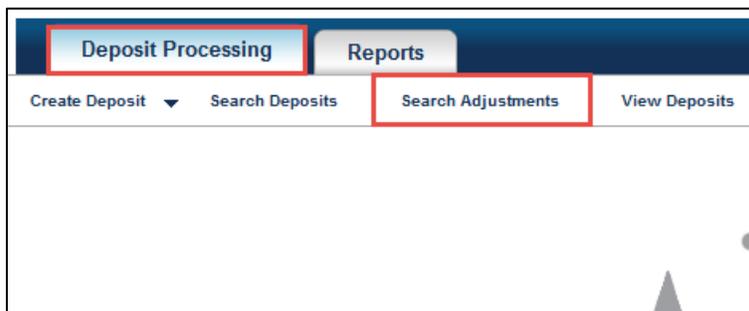
Search Criteria Groupings	Search Criteria Fields
Search Conditions	<ul style="list-style-type: none"> • Organization • OTC Endpoint • ALC • Adjustment Category • Voucher Number • Adjustment Type • Prepared By • Adjustment Reason
Voucher Date	<ul style="list-style-type: none"> • Date Range
Adjustment Amount	<ul style="list-style-type: none"> • Total Range
Deposit Date	<ul style="list-style-type: none"> • Date Range
Original Deposit Date	<ul style="list-style-type: none"> • Date Range
Financial Institution Information	<ul style="list-style-type: none"> • Routing Number • Demand Deposit Account • CA\$HLINK II Account Number • FRB Account Key • FRB Cost Center Work Unit

Topic 2. Searching Adjustments Using Select Criteria

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

1. Click the **Deposit Processing** tab and click **Search Adjustments** to enter the search criteria (see Figure 125).

Figure 125. Search Adjustments



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

Search Conditions (see Figure 126) include:

- **OTC Endpoint**
- **ALC (Agency Location Code)**
- **Adjustment Category**
- **Voucher #**
- **Adjustment Type**
- **Prepared by** name
- **Adjustment Reason**
- **Voucher Date**

If you enter a **Voucher From** date that is more than five years prior to the current date, the system will display a message asking you to change the **Voucher From** date to be five years or less prior to the current date. If you run a search without using a voucher date range older than five years, an informational message will be displayed notifying you that archived data can be viewed from the Historical Reports menu (**Home>Reports>Historical Reports**).

Figure 126. Search Conditions

Search Adjustments

Step 1 of 5: Enter Search Criteria

Enter search criteria for the adjustment(s) you would like to view.

Search Conditions

OTC Endpoint:

ALC:

Adjustment Category:

Voucher #:

Adjustment Type:

Prepared by:

Adjustment Reason:

Voucher Date

From:
 

To:
 

You may also search by entering **Adjustment Amount** range, **Deposit Date**, **Original Deposit Date** and **Financial Institution Information**, which includes the **RTN (Routing Transit Number)**, **DDA (Demand Deposit Account)**, **CAN (CA\$HLINK Account Number)**, **FRB Account Key** and **FRB CCWU (Cost Center Work Unit)** (see Figure 127).

Figure 127. Additional Search Criteria

<p>Adjustment Amount</p> <p>From: <input type="text"/></p> <p>To: <input type="text"/></p> <p>Deposit Date</p> <p>From: <input type="text"/> </p> <p>To: <input type="text"/> </p> <p>Original Deposit Date</p> <p>From: <input type="text"/> </p> <p>To: <input type="text"/> </p>	<p>Financial Institution Information</p> <p>RTN: <input type="text"/></p> <p>DDA: <input type="text"/></p> <p>CAN: <input type="text"/></p> <p>FRB Account Key: <input type="text"/></p> <p>FRB CCWU: <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="Clear"/> <input type="button" value="Search"/> </p>
--	--

- The *Search Results* table appears (see Figure 128). Values do not display in the **Adjustment Amount** column for unconfirmed foreign check item deposits that were entered with a Country of Deposit of "Other." Click the **Voucher Number** of the adjustment whose details you would like to view.

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

Figure 128. Search Results Table

Download Search Results?		<input type="button" value="Download"/>					
Voucher #>	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount>
600441	01/27/2010	02/02/2010	ExtraItem	20092800		C	\$14.00
600440	01/27/2010	02/04/2010	ExtraItem	20092800		C	\$10.00
131206	07/24/2007	07/25/2007	InvlFrnAmt	00003020		C	\$35.00
131204	07/24/2007	07/24/2007	XtraFrnCur	00003010		C	\$30.00
006423	07/24/2007	07/24/2007	NSF	00003010	R	D	\$550.00

Search and View an Adjustment

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

1. Click the **Deposit Processing** tab.
2. Click **Search Adjustments**. The *Search Adjustments* page appears.
3. Enter the search criteria and click **Search**.

Under **Search Conditions**, *optional*

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



Application Tip

Voucher From date must be five years or less prior to the current date. Vouchers more than five years old can be viewed from the Historical Reports menu.

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



Application Tip

Values do not display in the **Adjustment Amount** column for unconfirmed foreign check item deposits that were entered with a Country of Deposit of **Other**.



Application Tip

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



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Download** to download the search results.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher.

Topic 3. Downloading Adjustments

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

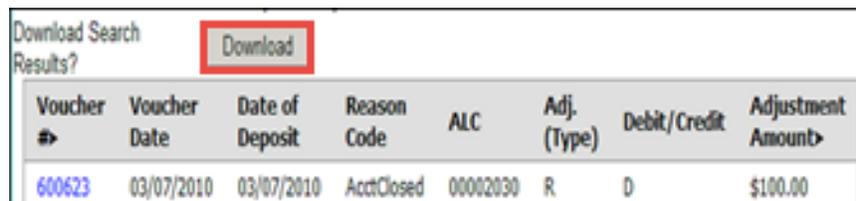
1. Click the **Deposit Processing** tab and click **Search Deposits** to enter the search criteria for your adjusted deposit (refer to Figure 125).
2. Enter the optional search criteria for the adjusted deposit you would like to view and click **Search**. All references to figures can be found under Topic 2 of the previous section.

To search criteria under **Search Conditions**, refer to Figure 126.

To enter additional search criteria, refer to Figure 127.

3. The *Search Results* table appears. Click the **Download** button (see Figure 129 below). The *Download Adjustments* page appears.

Figure 129. Download Button



The screenshot shows a web interface with a 'Download Search Results?' label and a red-bordered 'Download' button. Below is a table with the following data:

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

4. Select the **XML file** or **CSV file** as the file format (see Figure 130 below).

Figure 130. Download Adjustments: File Format

The screenshot shows a web interface titled "Download Adjustments". At the top, a dark blue banner contains the text "Select the attributes desired on the file from the previously searched adjustments." Below this is a section titled "Select File Type and Attributes". A red rectangular box highlights the text "Please select the file format" and two radio button options: "XML file" (which is unselected) and "CSV file" (which is selected). Below the radio buttons is a link that says "Check All / Uncheck All". There are four expandable sections, each with a right-pointing arrow and a title: "Adjustment Information", "Original Deposit Information", "Financial Institution Information", and "Foreign Return Item Information". At the bottom of the interface, there is a yellow bar containing three buttons: "< Previous", "Cancel", and "Submit".

5. Check the desired attributes that you want to download for **Adjustment Information**, **Original Deposit Information**, **Financial Institution Information**, and **Foreign Return Item Information** (see Figure 131 below), then click **Submit**.

Figure 131. Attributes for Download

Download Adjustments

Select the attributes desired on the file from the

Select File Type and Attributes

Please select the file format

XML file CSV file

[Check All](#) / [Uncheck All](#)

Adjustment Information

Voucher #

Voucher Date

Text format(2006-03-17)

Number format(20060317)

Deposit Date

Text format(2006-03-17)

Number format(20060317)

OTC Endpoint - Org Code

OTC Endpoint - Org Name

ALC

Adjustment Amount

Adjustment Category

Adjustment Type

Adjustment Reason

Created by

Created Date/Time

Text format(2006-03-17 19:30:06)

Number format(20060317193006)

Returned Item(s) Count

Adjustment Accounting Code

Original Deposit Information

Voucher #

Voucher Date

Text format(2006-03-17)

Number format(20060317)

Deposit Date

Text format(2006-03-17)

Number format(20060317)

Deposit Amount

Financial Institution Information

Financial Institution Name

RTN

DDA

CASHLINK Extract Date/Time

Text format(2006-03-17 19:30:06)

Number format(20060317193006)

CAN/Account Key

CCWU

1Day Deferred Amount

2Day Deferred Amount

Financial Institution Comments

Foreign Return Item Information

Currency Code

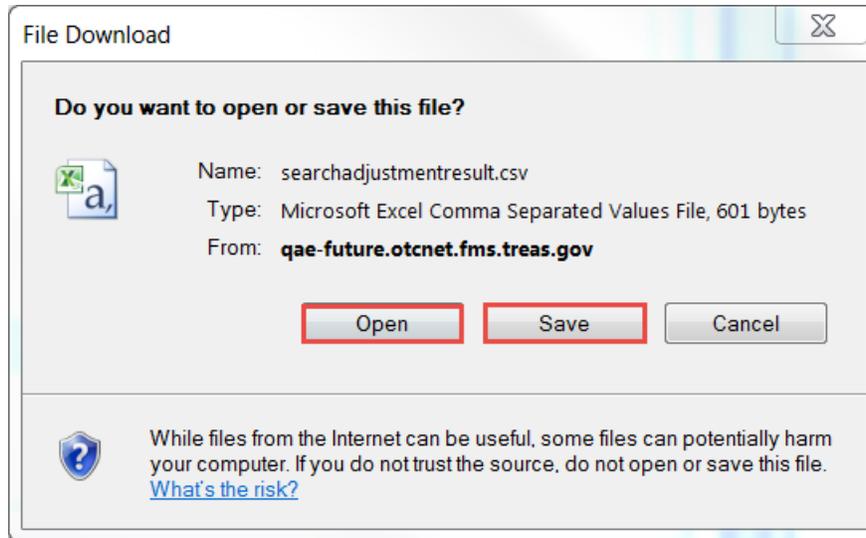
Foreign Currency Amount

Exchange Rate

« Previous
Cancel
Submit

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

Figure 132. File Download





Download Search Results

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

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



Application Tip

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



Application Tip

Additional buttons on the page help you perform other tasks:

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

Glossary

A

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, which 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 Historical Report – A deposit processing report that allows you to view historical deposit adjustment and returned item adjustment transaction data.

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 roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so) or upload approved batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked – A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

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 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.

Card Acquiring Service (CAS) – (formerly Plastic Card Network) A Bureau of the Fiscal Service federal program that provides federal agencies with payment card (credit, debit, electronic benefit transfer (EBT) and store-value (gift cards) cards) acceptance capabilities.

Card Administrator – An agency user that has the authorization to manage endpoints for card processing, set up and view terminal configuration and read and view audit log information.

Card Invoice ID – The unique Invoice ID for a processed card transaction. The default on terminals is set to 10 characters, a max of 40 characters can be configured for MX terminals. It can be used to track transactions in OTCnet.

Card Operator – An agency user that has the authorization to start card processing, query, void, and refund any card transaction, as well as reboot and check terminal connection status.

Card Processing – A functionality available in OTCnet that allows agencies to provide customers with an option to make payments with a credit, debit or Visa/Mastercard gift card. The card transactions are directly sent to WorldPay. WorldPay sends all approved OTCnet transactions via a Card Acquiring Service (CAS) flat file to Collections Information Repository (CIR) for deposit reporting.

(80mm) Card Receipt Printer – A printer that can be selected by a Card Operator or Kiosk Operator; the 80mm printer provides the ability to print standard-sized card receipts on 3.125in (80mm) paper.

Card Uploader: A full vendor kiosk server system role that is authorized to transmit card data from an external kiosk system to OTCnet. This role requests acknowledgement of the data transmitted; the system account with this role has no other permissions.

Cashier ID – The ID of the user that created the transaction.

Central Accounting Reporting System (CARS) – 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.

Central Image and Research Archive (CIRA) Query – An online query function that allows users to search for all check transactions (includes mobile check transactions) processed in the OTCnet application that have been settled less than 18 months ago.

Chain Code aka Chain Number: An alphanumeric designator (e.g. 0F123B) assigned by acquirer to reflect a unique channel of processing. The chain code is assigned at lower level endpoints and an agency may have multiple chain codes.

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 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 the data into other applications within an agency. The report has been enhanced to provide users the option to solely retrieve mobile check transactions.

CIRA CSV Report – A check processing business report that allows users to search for all transactions in the system (including mobile check transactions) and allows users to export the results to a comma separated value report (CSV) file.

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.

Client ID/GCI Number – An ID used by the deposit end point when requesting a currency conversion for foreign check to the US dollar Equivalent (USE) with the foreign currency exchange gateway for foreign check items or currency conversion service for foreign currency cash.

Client Order ID – A unique ID assigned by OTCnet to maintain uniqueness while requesting/accepting a foreign currency conversion quote for foreign checks the foreign currency exchange gateway.

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.

Credentials – Evidence of authority, status, rights, or entitlement to privileges. Credentials are typically in written form (e.g., OLB credentials such as a login or password).

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 presentation 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 United States Department of 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 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.

Deposit Historical Report – A deposit processing report that allows you to view historical deposit transaction data.

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.

Division Number: A three-digit (e.g. 001) value assigned at lower level endpoints under the chain code to designate unique lines of accounting.

E

Exchange Rate – The decimal value used to convert foreign currency to the US dollar Equivalent (USE).

F

Failed – The item was unable to be processed and/or settled by United States Department of Treasury/Bureau of the Fiscal Service (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 United States Department of 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 contain 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.

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 sent 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 Security Identity Manager (ISIM) – Refers to Fiscal Service’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.

Internet Protocol (IP) address – A unique number or address that computing devices, (e.g., computers, laptops, tablets, etc.) connected to a computer network, use to identify themselves and communicate with other devices in an IP-based network (e.g., the Internet).

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).

K

Kiosk Operator User Role – A user with limited permissions for the OTC Kiosk tablet. Permissions include logging into the OTCnet Kiosk application, deposit processing, scanning checks, processing card payments and printing receipts.

Kiosk Lockdown Software – A process used to lock down the Windows Surface Pro workstation for use with the OTCnet Kiosk Tablet application. This involves removing the options, “Lock”, “Sign out”, “Change a password” and “Task Manager” when CTRL-ALT-Delete is pressed. This process only needs to be implemented once, as part of the initial workstation configuration. Locking down the tablet ensures that users cannot access any outside information or applications from the OTC Kiosk Tablet (e.g., checking email or accessing any other websites).

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.

Manual Card Entry – An option available in OTCnet for card processing, it allows agency users to manually enter a card number on behalf of the card holder so a card payment can be processed. It is only to be used as a contingency if all other payment methods fail.

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.

Merchant Identification Number (MID): A unique designator (e.g. 44450XXXXXXXXXX) assigned by the acquirer to reflect the card processing location and may contain up to 13 characters. An ALC can be associated with multiple Merchant IDs; however, each Merchant ID must be unique for each lower level endpoint.

Mobile Check Capture – A functionality in OTCnet; it allows the processing of mobile check transactions from the FedRevCollect mobile application (Mobile Server).

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 United States Department of Treasury General Account.

OTC Endpoint Credit-Debit-Card (CDC) – The endpoint (location) setup in OTCnet for use in card processing.

OTC Endpoint Check (CHK) – The endpoint (location) setup in OTCnet for use in check capture.

OTC Endpoint Treasury General Account (TGA) – The endpoint (location) setup in OTCnet for use in deposit reporting.

OTC Endpoint Mapping – The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTC Kiosk Tablet – A lightweight collections mobile tablet terminal that features OTCnet Check Processing and Card Processing with receipt printing functionalities. It allows agency customers to make check (personal only) and card payments (credit, debit and gift) independent of an agency representative.

OTCnet Generated Eight-Character Pairing Pin – A pairing pin is a unique eight-character OTCnet-generated number used to pair OTCnet and the card terminal. The number is entered the card terminal.

OTCnet Local Bridge (OLB) Application – Refers to an application installed on a workstation, used to facilitate communication between the browser and the operating system/workstation.

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, Deposit Processing, and Card 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 United States Department of 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 United States Department of 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 United States Department of Treasury Account Symbol (TAS) and Business Event Type Code (BETC) combinations to assist CARS 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.

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.

Submit – An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted – A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend – Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID – The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status – Represents the status of the verification records. There are four possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History – Defines the time range that a Deposit Confirmer can 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 can view all the deposits that he or she has confirmed for the past 45 days.

Transaction Reporting System (TRS) – A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Treasury Account Symbol (TAS) – The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) – A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) – The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury – The executive department and the United States Department of 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 CIR File Status Report – An administration report allows you to view the status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.

View CIR Transmission Status for Check Processing – A check processing administration report that allows you to view the status of CIR files that have been processed by CIR or are ready for CIR processing.

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.

W

WorldPay: (formerly Vantiv) A credit card, debit card and gift card merchant processor who is responsible for the creation of card acquiring service (CAS) accounts including chain codes and merchant IDs.



Chapter 9: Viewing Reports

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

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

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

Overview

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

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

Topics

This chapter is organized by the following topics:

- Viewing Reports
- Reports by Access Type
- Types of Business, Security, Administration and Historical Reports
- Viewing Reports

Topic 1. Viewing Reports

As a user or viewer of the Deposit Processing functionality, you may access one or more of the **Business Reports, Security Reports, Administration Reports** or **Historical Reports**. You may need to view or download report for adjustment activity, user information, voucher status, or for any another reason. Each report provides deposit information specific to the select type of data requested. Table 24 below describes the purpose of each report type.

Table 24. Types of Reports and Purpose

Report	Purpose of Report
Business	Provides specific reporting detail for deposit and adjustment activity by type, status and processing options for Agencies and Financial Institutions
Security	Provides specific reporting detail for access groups and users for Agencies and Financial Institutions
Administration	Provides specific reporting detail for interface to CIR*, as well as detailed information about completed and in progress vouchers

*The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).

Topic 2. Reports by User Role

Access to view reports in OTCnet is dependent on your user role. Table 25 below shows the OTCnet user roles that have access to each OTCnet report. Reports are grouped into the following categories:

- Business Reports
- Security Reports
- Administration Reports
- Historical Reports

Table 25. Business Reports by Federal Program Agency User Roles

Business Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Adjustment Activity (FI)							
Adjustments By OTC Endpoint	•	•			•		
Daily Voucher Report			•	•			
Deposit Activity (FI)							
Deposits By Accounting Code	•	•			•		
Deposits By OTC Endpoint	•	•			•		
Deposit History By Status (FPA)	•	•			•		
Non-Reporting OTC Endpoint	•	•	•	•	•		
Processing Options by Agency EP			•	•			

Table 26. Business Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

Business Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Adjustment Activity (FI)	•		•			
Adjustments By OTC Endpoint						
Daily Voucher Report						
Deposit Activity (FI)	•		•			
Deposits By Accounting Code						
Deposits By OTC Endpoint						
Deposit History By Status (FPA)						
Non-Reporting OTC Endpoint						
Processing Options by Agency EP						

Table 27. Security Reports by Federal Program Agency User Roles

Security Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Primary Access Groups without a PLSA							
Users by Access Group (FI)							
Users by Access Group (FPA)						•	•
Users by Role (FI)							
Users by Role (FPA)						•	•
User Information						•	•

Table 28. Security Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

Security Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Primary Access Groups without a PLSA						
Users by Access Group (FI)					•	•
Users by Access Group (FPA)						
Users by Role (FI)					•	•
Users by Role (FPA)						
User Information					•	•

Table 29. Administration Reports by Federal Program Agency User Roles

Admin. Reports/ Misc.	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
View CIR File Status ¹							
View Vouchers Complete	•	•			•		
View Voucher Event Log	•	•			•		
View Voucher Event Detail	•	•			•		
View Vouchers In Progress	•	•			•		
View Voucher Event Log	•	•			•		
View Voucher Event Detail	•	•			•		
Change Current State							
Acknowledge Error Resolution							

Legend: ¹ The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).

Table 30. Administration Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

Admin. Reports/ Misc.	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
View CIR File Status ¹	•	•	•	•		
View Vouchers Complete	•	•	•	•		
View Voucher Event Log	•	•	•	•		
View Voucher Event Detail	•	•	•	•		
View Vouchers In Progress	•	•	•	•		
View Voucher Event Log	•	•	•	•		
View Voucher Event Detail	•	•	•	•		
Change Current State						
Acknowledge Error Resolution	•	•				

Legend: ¹ The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).

Table 31. Historical Reports by Federal Program Agency User Roles

Historical Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Deposit Historical Report	•	•			•		
Adjustment Historical Report	•	•			•		

Table 32. Historical Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

Historical Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Deposit Historical Report	•	•	•	•		
Adjustment Historical Report	•	•	•	•		

Topic 3. Types of Reports

Business Reports

If you are a **Deposit Preparer, Deposit Approver, Accounting Specialist, Local Accounting Specialist, Federal Program Agency (FPA) Viewer, Financial Institution (FI) Confirmer, Federal Reserve Bank (FRB) Confirmer, FI Viewer, or FRB Viewer**, you may access one or more of the reports listed below.

Business Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Adjustment Activity (FI)	•		•			
Adjustments By OTC Endpoint						
Daily Voucher Report						
Deposit Activity (FI)	•		•			
Deposits By Accounting Code						
Deposits By OTC Endpoint						
Deposit History By Status (FPA)						
Non-Reporting OTC Endpoint						
Processing Options by Agency EP						

Table 27. Security Reports by Federal Program Agency User Roles

Security Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Primary Access Groups without a PLSA							
Users by Access Group (FI)							
Users by Access Group (FPA)						•	•
Users by Role (FI)							
Users by Role (FPA)						•	•
User Information						•	•

Table 28. Security Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

Security Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Primary Access Groups without a PLSA						
Users by Access Group (FI)					•	•
Users by Access Group (FPA)						
Users by Role (FI)					•	•

Users by Role (FPA)						
User Information					.	.

Table 29. Administration Reports by Federal Program Agency User Roles

Table 33. Security Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

Security Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Primary Access Groups without a PLSA							
Users by Access Group (FI)						•	•
Users by Access Group (FPA)							
Users by Role (FI)						•	•
Users by Role (FPA)							
User Information						•	•

Table 34. Administration Reports by Federal Program Agency User Roles

Admin. Reports/ Misc.	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
View CIR File Status ¹							
View Vouchers Complete	•	•			•		
View Voucher Event Log	•	•			•		
View Voucher Event Detail	•	•			•		
View Vouchers In Progress	•	•			•		
View Voucher Event Log	•	•			•		
View Voucher Event Detail	•	•			•		
Change Current State							
Acknowledge Error Resolution							

Legend: ¹ The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).

Table 35. Business Reports

Business Report	Purpose of Business Report
Adjustment Activity (FI)	Allows you to view adjustments made by your Financial Institution (FI).
Adjustments by OTC Endpoints	Allows you to view adjustments made by your Agency Location Code (ALC).
Daily Voucher Report	Allows you to view the daily voucher extract
Deposit Activity (FI)	Allows you to view deposits submitted to your FI.
Deposits by Accounting Code	Allows you to view deposits by accounting code.

Business Report	Purpose of Business Report
Deposits by OTC Endpoint	Allows you to view deposits by OTC Endpoint.
Deposit History by Status	Allows you to view deposits by status
Non-Reporting OTC Endpoints	Allows you to view OTC Endpoints that have not reported a deposit.
Processing Options by OTC Endpoints	Allows you to view processing options defined for endpoints within the organization.

Security Reports

If you are an **Agency Primary Security Administrator (PLSA)**, **Agency Local Security Administrator (LSA)**, **FI/FRB PLSA** or **FI/FRB LSA**, you may access one or more of the reports listed below.

Admin. Reports/ Misc.	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
View CIR File Status ¹							
View Vouchers Complete	•	•			•		
View Voucher Event Log	•	•			•		
View Voucher Event Detail	•	•			•		
View Vouchers In Progress	•	•			•		
View Voucher Event Log	•	•			•		
View Voucher Event Detail	•	•			•		
Change Current State							
Acknowledge Error Resolution							

Legend: ¹ The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).

Table 30. Administration Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

Admin. Reports/ Misc.	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
View CIR File Status1	•	•	•	•		
View Vouchers Complete	•	•	•	•		
View Voucher Event Log	•	•	•	•		
View Voucher Event Detail	•	•	•	•		
View Vouchers In Progress	•	•	•	•		
View Voucher Event Log	•	•	•	•		
View Voucher Event Detail	•	•	•	•		
Change Current State						
Acknowledge Error Resolution	•	•				

To obtain specific details for which reports each role may view or download, refer to the table above.

Table 36. Security Reports

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

Administration Reports

If you are a Deposit Preparer, Deposit Approver, FPA Viewer, FI Confirmer, FRB Confirmer, FI Viewer, or FRB Viewer, you may access one or more of the reports listed in **Legend: ¹ The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).**

To obtain specific details for which reports each role may view or download, refer to the table at the beginning of this section.

Table 37. Administration Reports

Administration Report	Purpose of Administration Report
View CIR File Status	The status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.
View Vouchers Completed	Allows you to view the status of deposit and adjustment vouchers that have completed processed through the FI System To System Interface in the past 36 hours.
View Vouchers in Progress	Allows you to view the status of deposit and adjustment vouchers in progress.

Historical Reports

As a **Financial Institution Viewer**, you have access to the reports listed in Table 35 below. For details on which reports each role may view and download, refer to the table at the beginning of this section.

Table 38. Deposit Processing Historical Report

Deposit Processing Historical Report	Purpose of Report
Deposit Historical Report	Allows you to view historical deposit transaction data.
Adjustment Historical Report	Allows you to view historical deposit adjustment and returned item adjustment transaction data.

Topic 4. Viewing Reports

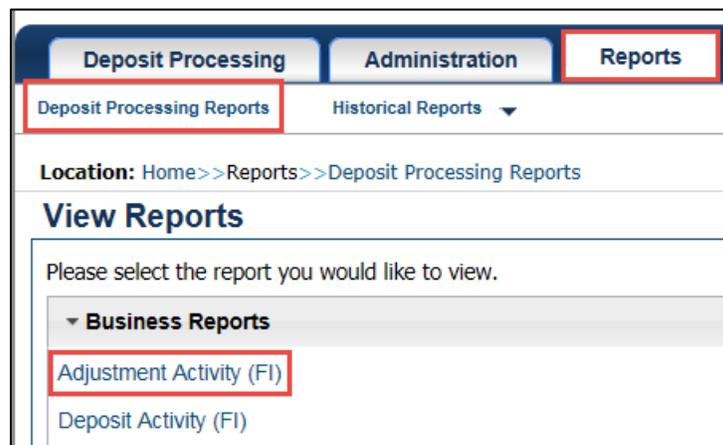
Business Reports

This section will provide you with details on how to view and download **Business Reports**.

Adjustment Activity (FI)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under Business Reports, click **Adjustment Activity (FI)**. (See Figure 133.)

Figure 133. Select Adjustment Activity (FI) from Reports Menu



2. The *Adjustment Activity (FI)* parameters page appears. Enter the search criteria you would like to view. See Figure 134.

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

- Select the **Adjustment Type**, *required*
- Select the **Adjustment Reason**
- Enter the **From:** and **To:** Voucher Date range
- Enter the **From:** and **To:** Original Date of Deposit range
- Enter the **ALC** (Agency Location Code)
- Enter the **RTN** (Routing Transit Number)
- Enter the **DDA** (Demand Deposit Account)
- Enter the **From:** and **To:** Adjustment Amount range
- Enter the **From:** and **To:** Deposit Date range
- Enter the **CAN** (CA\$HLINK II Account Number)
- Enter the **CA\$HLINK II Trace #**
- Click **Yes** or **No** for **Report With Children**

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

Figure 134. Adjustments Activity (FI) Parameters Page

Adjustment Activity (FI) 1

Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.

* Denotes required fields.

Adjustment Type:*
Select...

Adjustment Reason:
Select...

Voucher Date

From:

To:

Original Date of Deposit

From:

To:

ALC:

RTN:

DDA:

Adjustment Amount

From: \$

To: \$

Deposit Date

From:

To:

CAN:

CASHLINK II Trace#:

Report With Children:
 Yes No

CHK denotes check capture *TGA* denotes deposit processing

M denotes mapped accounting code(s) denotes access permission

denotes no access permission

Organization Hierarchy

[Expand All/Contract All](#)

111_A_Org - Automation Org 111

3. Click an OTC Endpoint to initiate the report. The *Adjustments Activity (FI) Report* preview page appears (see Figure 135).

4. Under **Export as**,

- Select a **PDF**, **Excel** or **Word**
- Click **Download**

Or

- Click **Print PDF Report**

Figure 135. Adjustments Activity (FI) Preview Page

Adjustment Activity (FI)

Export as: PDF | Download | Print PDF Report

1 / 16 | 62.5% | Collaborate | Sign | Find

SENSITIVE BUT UNCLASSIFIED
Adjustment Activity (FI)
Generated: 06/02/2016 11:30:57 AM EDT
Selected Adjustment Type: ALL
Selected OTC Endpoint: Temp3
Selected Deposit Date Range: 03/02/2015 - 08/02/2016

Voucher #	Adjustment Type	Voucher Date	ALC	Deposit Date	Create Date	CAN	CL II Trace #	Original Deposit #	Voucher Amount
RTN: 00000400									
DAA #: 00000032									
969178	Credit	05/21/2015	88000001	05/21/2015	05/24/2016	001035		969178	\$301.00
969217	Credit	06/01/2015	88000001	07/10/2015	07/10/2015	005147		969217	\$87.75
969217	Credit	06/01/2015	88000001	07/10/2015	07/13/2015	005147		969217	\$5.00

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View Business Reports: Adjustment Activity (FI)

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

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



Application Tip

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

- Click **Yes** or **No** for **Report With Children**.



Application Tip

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

5. Click an OTC Endpoint to initiate the report. The *Adjustment Activity (FI)* preview page appears.



Application Tip

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

6. Under **Export as**,
 - Select **PDF**, **Excel** or **Word format**
 - Click **Download**

Or

- Click **Print PDF Report**



Application Tip

All Adjustments associated with Deposits with an original voucher date older than 5 years and Returned Item Adjustments with an adjustment voucher date older than 5 years have been archived to the archive database, according to the Fiscal Service data retention policy. These transactions are viewable through the *Historical Reports* page (**Home>Reports>Historical Reports**).



Application Tip

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

- Click **Previous** to return to the previous page.

Adjustments by OTC Endpoint

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Adjustments by OTC Endpoint** (See Figure 136).

Figure 136. Select Adjustments by OTC Endpoint from Reports Menu



2. The *Adjustments by OTC Endpoint* parameters page appears. Enter the search criteria you would like to view (see Figure 137).

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

- Select the **Organization**, *required*
- Select the **Adjustment Type**, *required*
- Enter the **ALC** (Agency Location Code)
- Enter the **From:** and **To:** Adjustment Date range
- Enter the **From:** and **To:** Deposit Date range
- Enter the **From:** and **To:** Adjustment Amount range
- Click **Yes** or **No** for **Report With Children**

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

Figure 137. Adjustments by OTC Endpoint Parameters Page

Adjustments by OTC Endpoint 1

Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.

* Denotes required fields.

Organization:*
Test Hierarchy

Adjustment Type:*
ALL

ALC:
Select...

Adjustment Date

From:

To:

Deposit Date

From:

To:

Adjustment Amount

From: \$

To: \$

Report With Children:
 Yes No

CHK denotes check capture> TGA denotes deposit processing M denotes mapped accounting code(s)

denotes access permission denotes no access permission

Organization Hierarchy

Contract All

Test Hierarchy

3. Click an OTC Endpoint to initiate the report.
4. The *Adjustments by OTC Endpoint* preview page appears (see Figure 138).

Under **Export as**,

- Select a **PDF**, **Excel** or **Word**
- Click **Download**

Or

- Click **Print PDF Report**

Figure 138. Adjustments by OTC Endpoint Parameters Page

Adjustments by OTC Endpoint

Export as: PDF (selected), Download, Print PDF Report

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Adjustments by OTC Endpoint
Generated: 06/02/2016 12:22:42 PM EDT
Selected Adjustment Type: ALL
Selected Deposit OTC Endpoint: Test Hierarchy
Selected Deposit Date Range: 03/02/2015 - 06/02/2016

Financial Institution	Adjust Date	Deposit Date	Voucher Date	Voucher #	Adjustment Amount
Highest Level : Test Hierarchy					
Level 1 Test Hierarchy Level 1					
Level 2 : Test Hierarchy Level 2					
					ALC: 70050379
Adjustment Type: Credit					
Bank of America	12/16/2015	12/16/2015	12/16/2015	.989783	\$127.00
Bank of America	05/24/2016	12/16/2015	12/16/2015	.989771	\$272.00
Bank of America	12/23/2015	12/16/2015	12/16/2015	.989777	\$123.00
Bank of America	12/21/2015	12/21/2015	12/21/2015	.989802	\$12.00
Bank of America	12/21/2015	12/21/2015	12/21/2015	.989802	\$23.00
Bank of America	12/21/2015	12/21/2015	12/21/2015	.989802	\$12.00
Total:					\$569.00
Adjustment Type: Debit					
Bank of America	12/04/2015	09/15/2015	09/15/2015	.003633	(\$100.00)
Bank of America	12/15/2015	12/15/2015	12/01/2015	.003646	(\$20.00)
Bank of America	12/21/2015	12/16/2015	12/16/2015	.003688	(\$200.00)
Bank of America	12/21/2015	12/16/2015	12/16/2015	.003670	(\$0.99)
Total:					\$(320.99)

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View Business Reports: Adjustments by OTC Endpoint

To view adjustments by OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Adjustments by OTC Endpoint**. The *Adjustments by OTC Endpoint* parameters page appears.
4. Enter the search criteria you would like to view.
 - Select the **Organization**, *required*
 - Select the **Adjustment Type**, *required*
 - Select the **ALC** (Agency Location Code)
 - Enter the **From:** and **To:** Adjustment Date range
 - Enter the **From:** and **To:** Deposit Date range
 - Enter the **From:** and **To:** Adjustment Amount range



Application Tip

The date range for **Adjustment Date** and **Deposit Date** cannot exceed 15 months.

- Click **Yes** or **No** for **Report With Children**.



Application Tip

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

5. Click an OTC Endpoint to initiate the report. The *Adjustments by OTC Endpoint* preview appears.



Application Tip

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

6. Under **Export as**,

- Select **PDF**, **Excel** or **Word format**
- Click **Download**

Or

- Click **Print PDF Report**



Application Tip

All Adjustments associated with Deposits with an original voucher date older than 5 years and Returned Item Adjustments with an adjustment voucher date older than 5 years have been archived to the archive database, according to the Fiscal Service data retention policy. These transactions are viewable through the *Historical Reports* page (**Home>Reports>Historical Reports**).



Application Tip

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

- Click **Previous** to return to the previous page.

Daily Voucher Report

1. Click the **Reports** tab and click **Deposit Processing Report**. The *View Reports* page appears. Under **Business Reports**, click **Daily Voucher Report** (see Figure 139).

Figure 139. Select Daily Voucher Report from Reports Menu

The screenshot shows a web interface with two tabs: 'Administration' and 'Reports'. The 'Reports' tab is selected and highlighted with a red box. Below the tabs, there is a section titled 'Deposit Processing Reports' also highlighted with a red box. Underneath, the breadcrumb path 'Location: Home >> Reports >> Deposit Processing Reports' is visible. The main heading is 'View Reports' with the instruction 'Please select the report you would like to view.' Below this, there is a dropdown menu for 'Business Reports' which is expanded. The 'Daily Voucher Report' option is highlighted with a red box, while other options like 'Non-Reporting OTC Endpoints' and 'Processing Options by OTC Endpoint' are visible below it.

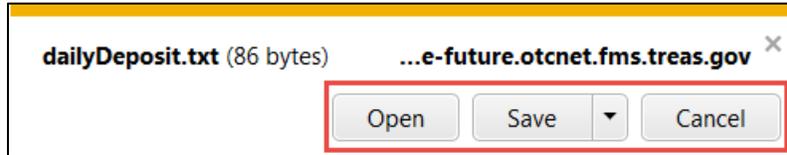
2. The *Daily Voucher Report* page appears. Enter the search criteria you would like to view (see Figure 140).
 - Select the **OTC Endpoint**, *required*
 - Select the **Date Confirmed by Financial Institution** or **Date of Deposit**, *required*
 - Enter the date range for the date the deposit was confirmed by FI or Date of Deposit

Figure 140. Daily Voucher Report Page

The screenshot shows the 'Daily Voucher Report' page. At the top, it says 'Select the Organization and specify either the Date Confirmed or the Date of Deposit for information' and '* Denotes required fields.' Below this, there are two required fields: 'OTC Endpoint:*' with a dropdown menu showing 'DOJ - Department of Justice', and 'Date Type:*' with a dropdown menu showing 'Date Confirmed by Financial Institution' and 'Date of Deposit' (the latter is selected and highlighted in blue). To the right of the 'Date of Deposit' dropdown, there is a date input field containing '07/01/2014' and a calendar icon. Below the form fields, there is a 'Note' section with red text explaining the search criteria. At the bottom of the page, there are three buttons: 'Clear', 'Cancel', and 'Submit' (the 'Submit' button is highlighted with a red box).

3. Click **Submit**. The *File Download* dialog box appears (see Figure 141).
4. Click **Open**, **Save** or **Cancel**.

Figure 141. File Download Dialog Box



View Business Reports: Daily Voucher Report

To view a daily voucher report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Daily Voucher Report**. The *Daily Voucher Report* page appears.
4. Enter the search criteria you would like to view.
 - Select the **OTC Endpoint**, *required*
 - Select the **Date Confirmed by Financial Institution** or **Date of Deposit**, *required*
 - Enter the date range for the date the deposit was confirmed by FI or Date of Deposit
5. Click **Submit**. The *File Download* dialog box appears.
6. Click **Open**, **Save**, or **Cancel**.



Application Tip

If you click **Open**, the content of the file displays. If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, the content does not display.



Application Tip

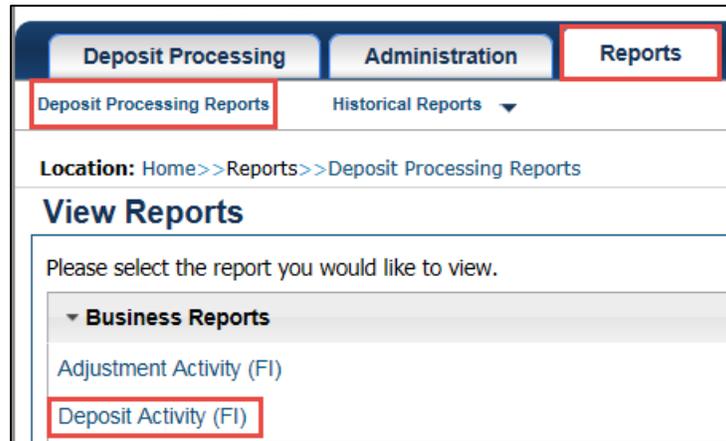
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

Deposit Activity (FI)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposit Activity (FI)** (see Figure 142).

Figure 142. Select Deposit Activity (FI) from Reports Menu



2. The *Deposit Activity (FI)* parameters page appears. Enter the search criteria you would like to view.
 - Select the **Status**, *required*
 - Select the **Voucher Type**
 - Enter the **From:** and **To:** Status Date range
 - Enter the **From:** and **To:** Voucher Date range
 - Enter the **ALC** (Agency Location Code)
 - Enter the **RTN** (Routing Transit Number)
 - Enter the **DDA** (Demand Deposit Account)
 - Enter the **From:** and **To:** Deposit Total range
 - Enter the **From:** and **To:** Deposit Date range
 - Enter the **CAN** (CA\$HLINK II Account Number)
 - Enter the **CA\$HLINK II Trace #**
 - Click **Yes** or **No** for **Report With Children**

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

3. Click an **OTC Endpoint** to initiate the report (see Figure 143). The *Deposit Activity (FI)* preview page appears (see Figure 144).

Figure 143. Deposit Activity (FI) Parameters Page

Deposit Activity (FI)

Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.
* Denotes required fields.

Status:*

Voucher Type:

Status Date
From:
To:

Voucher Date
From:
To:

ALC:
RTN:
DDA:

Deposit Total
From: \$
To: \$

Deposit Date
From:
To:

CAN:
CASHLINK II Trace#:
Report With Children:
 Yes No

CHK denotes check capture TGA denotes deposit processing M denotes mapped accounting code(s)
🔓 denotes access permission 🔒 denotes no access permission

Organization Hierarchy
[Expand All/Contract All](#)
 ALL - All OTC Endpoints 🔒

4. Under **Export as**,
 - Select **PDF**, **Excel** or **Word format**
 - Click **Download**

Or

- Click **Print PDF Report**

Unconfirmed Foreign Check items entered with a **Country of Deposit** value of **Other** will not display values in the **Voucher Amount** column.

Figure 144. Deposit Activity (FI) Preview Page

Deposit Activity (FI)

Export as: PDF (selected), Download, Print PDF Report

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Deposit Activity (FI)

Generated: 06/03/2016 1:05:45 PM EDT

Selected Voucher Date Range: 03/03/2015 - 06/03/2016

Selected OTC Endpoint: Test2

Status	Voucher Type	Voucher #	Voucher Date	ALC	Deposit Date	Status Date	CAN	CL II Trace #	Voucher Amount
Submitted	Foreign Check	968829	03/26/2015	72000026		03/26/2015			

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View Business Reports: Deposit Activity (FI)

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

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposit Activity (FI)**. The *Deposit Activity (FI)* parameters page appears.
4. Enter the search criteria you would like to view.
 - Select the **Status**, *required*
 - Select the **Voucher Type**
 - Enter the **From:** and **To:** Status Date range
 - Enter the **From:** and **To:** Voucher Date range
 - Enter the **ALC** (Agency Location Code)
 - Enter the **RTN** (Routing Transit Number)
 - Enter the **DDA** (Demand Deposit Account)
 - Enter the **From:** and **To:** Deposit Total range
 - Enter the **From:** and **To:** Deposit Date range
 - Enter the **CAN** (CASHLINK II Account Number)
 - Enter the **CASHLINK II Trace #**
 - Click **Yes** or **No** for **Report With Children**



Application Tip

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

5. Click an OTC Endpoint to initiate the report. The *Deposit Activity (FI)* preview page appears.



Application Tip

TGA denotes an OTC Endpoint; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Under **Export as**,

- Select **PDF**, **Excel** or **Word format**
- Click **Download**
Or
- Click **Print PDF Report**



Application Tip

Deposits with a voucher date older than five years will not display on the report but they may be viewed from the *Historical Reports* page (**Home>Reports>Historical Reports**).



Application Tip

Unconfirmed Foreign Check items entered with a Country of Deposit value of **Other** will not display values in the **Voucher Amount** column.



Application Tip

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

- Click **Previous** to return to the previous page.

Deposits by Accounting Code

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposits by Accounting Code** (see Figure 145).

Figure 145. Select Deposits by Accounting Code from Reports Menu



2. The *Deposits by Accounting Code* parameters page appears. Enter the search criteria you would like to view (see Figure 146).

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

- Select the **Organization**, *required*
- Select the **ALC** (Agency Location Code)
- Select the **Accounting Code**, *required*
- Enter the **From:** and **To:** Voucher Date range
- Enter the **From:** and **To:** Deposit Total range
- Click **Yes** or **No** for **Report With Children**

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

Figure 146. Deposits by Accounting Code Parameters Page

Deposits by Accounting Code

Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.

* Denotes required fields.

Organization:*
UC320-1.00 - UC320 Description

ALC:
Select...

Accounting Code:*
12345678901234567890123456789012345678901234567891

Voucher Date

From:

To:

Deposit Total

From:
\$

To:
\$

Report With Children:
 Yes No

CHK denotes check capture> *TGA* denotes deposit processing *M* denotes mapped accounting code(s)

denotes access permission denotes no access permission

Organization Hierarchy

[Expand All / Contract All](#)

UC320-1.00 - UC320 Description

3. Click an **OTC Endpoint** to initiate the report. The *Deposits by Accounting Code* preview page appears (see Figure 147).

4. Under **Export as**,
- Select **PDF**, **Excel** or **Word format**
 - Click **Download**

Or

- Click **Print PDF Report**

Figure 147. Deposits by Accounting Code Report Preview Page

Deposits by Accounting Code

Export as
PDF

Download
Print PDF Report

1 / 1
58.4%

Find

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Deposits by Accounting Code

Generated: 06/14/2016 4:18:08 PM EDT

Selected OTC Endpoint: GWA Enabled - 1

Selected Accounting Code: 12345678901234567890123456789012345678901234567890123456789012345678901

Selected Voucher Date Range: 03/14/2015 - 06/14/2016

Accounting Code: 123456789012345678901234567890123456789012345678901 Description:	OTC Endpoint	Voucher #	Deposit Date	Accounting Code Amount
ALC: 97000012-UC320 Description	GWA Enabled - 1	970142	05/17/2016	\$1,019.84
			ALC: 97000012 Sub-Total:	\$1,019.84
			Accounting Code - Total:	\$1,019.84

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View Business Reports: Deposits by Accounting Code

To view a deposit by accounting code report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposits by Accounting Code**. The *Deposits by Accounting Code* parameters page appears.
4. Enter the search criteria you would like to view.
 - Select the **Organization**, *required*
 - Select the **ALC** (Agency Location Code)
 - Select the **Account Code**, *required*
 - Enter the **From:** and **To:** Voucher Date range
 - Enter the **From:** and **To:** Deposit Total range
 - Click **Yes** or **No** for **Report With Children**



Application Tip

The date range for **Voucher Date** cannot exceed 15 months.



Application Tip

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

5. Click an OTC Endpoint to initiate the report. The *Deposits by Accounting Code* preview page appears.



Application Tip

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

6. Under **Export as**,

- Select **PDF**, **Excel** or **Word format**
- Click **Download**

Or

- Click **Print PDF Report**

**Application Tip**

Deposits with a voucher date older than five years will not display on the report but they may be viewed from the *Historical Reports* page (**Home>Reports>Historical Reports**).

**Application Tip**

Unconfirmed Foreign Check items entered with a Country of Deposit value of **Other** will not display values in the **Voucher Amount** column.

**Application Tip**

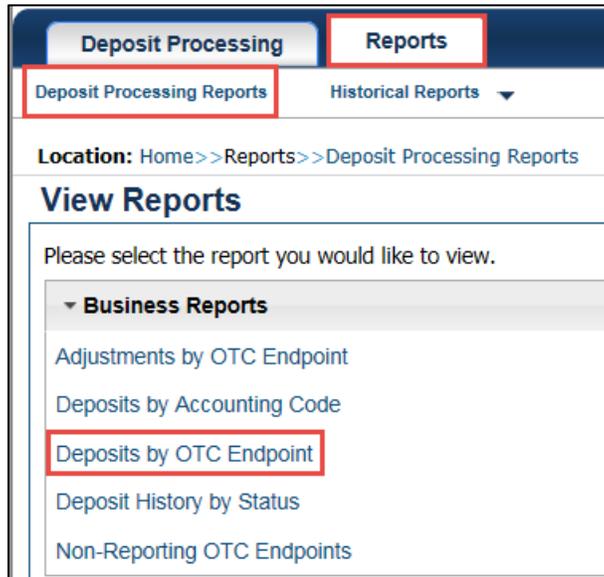
Additional button on the page that helps you perform other tasks:

- Click **Previous** to return to the previous page.

Deposits by OTC Endpoint

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposits by OTC Endpoint** (see **Error! Reference source not found.**).

Figure 148. Select Deposits by OTC Endpoint from Reports Menu



2. The Deposits by OTC Endpoint parameters page appears (see Figure 17). Enter the search criteria you would like to view.

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

- Select the Organization, required
- Select the ALC (Agency Location Code)
- Enter the From: and To: Voucher Date range
- Enter the From: and To: Deposit Total range
- Select the Report Format
- Click Yes or No for Report With Children

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

Figure 149. Deposits by OTC Endpoint Parameters Page

Deposits by OTC Endpoint 1

Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.

* Denotes required fields.

Organization:*
 TTHL: Training Team Highest Level

ALC:
 Select... ▼

Voucher Date

From:

To:

Deposit Total

From:
 \$

To:
 \$

Report With Children:
 Yes No

CHK denotes check capture> TGA denotes deposit processing M denotes mapped accounting code(s)

denotes access permission denotes no access permission

Organization Hierarchy

[Expand All / Contract All](#)

TTHL: Training Team Highest Level

Clear
Cancel

3. Click an OTC Endpoint to initiate the report. The *Deposit by Endpoint* preview page appears (see Figure 150.)

4. Under **Export as**,
- Select **PDF**, **Excel** or **Word format**
 - Click **Download**

Or

- Click **Print PDF Report**

Figure 150. Deposits by OTC Endpoint Report Preview Page

1 2
Deposits by OTC Endpoint

Export as

PDF ▾
Download
Print PDF Report

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Find

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Deposits by OTC Endpoint

Generated: 06/09/2016 09:10:20 AM EDT

Selected OTC Endpoint: Atlanta

Selected Voucher Date Range: 03/09/2015 - 06/09/2016

	<u>Status Date</u>	<u>Voucher Date</u>	<u>Voucher#</u>	<u>Voucher Type</u>	<u>Deposit Amount</u>
<p>TTHL: Training Team Highest Level Submission Processing Cam : Atlanta Campus Service center : Atlanta</p>					
ALC: 20090700					
Status Code: AWAP					
	03/27/2015	03/27/2015	968837	Foreign Check	
	04/03/2015	04/03/2015	968924	Foreign Check	\$740.61
	Total:				\$740.61
Status Code: DRAFT					
	03/27/2015	03/27/2015	968848	Foreign Check	
	Total:				null

Previous

View Business Reports: Deposits by OTC Endpoint

To view a deposit by OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposits by OTC Endpoint**. The *Deposits by OTC Endpoint* parameters page appears.
4. Enter the search criteria you would like to view.
 - Select the **Organization**, *required*
 - Select the **ALC** (Agency Location Code)
 - Enter the **From:** and **To:** Voucher Date range
 - Enter the **From:** and **To:** Deposit Total range



Application Tip

The date range for **Voucher Date** cannot exceed 15 months.

- Click **Yes** or **No** for **Report With Children**.



Application Tip

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

5. Click an OTC Endpoint to initiate the report. The *Deposits by OTC Endpoint* preview page appears.



Application Tip

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

6. Under **Export as**,

- Select **PDF**, **Excel** or **Word format**
- Click **Download**

Or

- Click **Print PDF Report**



Application Tip

Deposits with a voucher date older than five years will not display on the report but they may be viewed from the *Historical Reports* page (**Home>Reports>Historical Reports**).



Application Tip

Unconfirmed Foreign Check items entered with a Country of Deposit value of **Other** will not display values in the **Voucher Amount** column.



Application Tip

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

- Click **Previous** to return to the previous page.

Deposit History by Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposit History by Status** (see Figure 151).

Figure 151. Select Deposit History by Status from Reports Menu



2. The *Deposit History by Status* parameters page appears. Enter the search criteria you would like to view (see Figure 152).
 - Select the **Organization**, *required*
 - Select the **ALC** (Agency Location Code)
 - Select the **Status**, *required*
 - Enter the **From:** and **To:** Status Date range
 - Enter the **From:** and **To:** Deposit Total range
 - Click **Yes** or **No** for **Report with Children**

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

Figure 152. Deposit History by Status Parameters Page

Deposit History by Status

Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.
* Denotes required fields.

Organization:*
Test End 1 - Test Endpoint 1

ALC:
Select...

Status:*
Select...

Status Date
From:
To:

Deposit Total
From: \$
To: \$

Report With Children:
 Yes No

CHK denotes check capture> *TGA* denotes deposit processing *M* denotes mapped accounting code(s)  denotes access permission
 denotes no access permission

Organization Hierarchy
Expand All / Contract All
 Test End 1 - Test Endpoint 1 

3. Click an OTC Endpoint to initiate the report. The *Deposit History by Status* preview page appears (see Figure 153).

4. Under **Export as**,

- Select **PDF**, **Excel** or **Word format**
- Click **Download**

Or

- Click **Print PDF Report**

Figure 153. Deposit History by Status Preview Page

Export as
PDF ▾ Download Print PDF Report

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Deposit History by Status
Generated: 06/07/2016 10:41:16 AM EDT
Selected OTC Endpoint: Test Hierarchy
Selected Status: ALL
Selected Status Date Range: 03/07/2015 - 06/07/2016

Voucher Type	Status Date	Voucher Date	Voucher #	Deposit Amount
Status Code: Awaiting Approval				
ALC 10010001				
Test Hierarchy: Level 1				
Submission Processing Cam : Atlanta Submission Processing Campus				
Service center : Atlanta Service Center				
Foreign Check	03/27/2015	03/27/2015	968837	\$0.00
Foreign Check	04/03/2015	04/03/2015	968924	\$740.61
Service center : Atlanta Service Center Total:				\$740.61
Submission Processing Cam : Atlanta Submission Processing Campus Total:				\$740.61
Test Hierarchy: Level 1 Total:				\$740.61
ALC10010001Total:				\$740.61
ALC 10010002				
Test Hierarchy: Level 2				
Submission Processing Cam : Andover Submission Processing Campus				
Service center : Andover Service Center				
Foreign Cash	12/24/2015	12/24/2015	969868	\$10,581.55
Service center : Andover Service Center Total:				\$10,581.55
Submission Processing Cam : Andover Submission Processing Campus Total:				\$10,581.55
Test Hierarchy: Level 2 Total:				\$10,581.55
ALC10010002Total:				\$10,581.55

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View Business Reports: Deposit History by Status

To view a deposit history by status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposit History by Status**. The *Deposit History by Status* parameters page appears.
4. Enter the search criteria you would like to view.
 - Select the **Organization**, *required*
 - Select the **ALC** (Agency Location Code)
 - Select the **Status**, *required*
 - Enter the **From:** and **To:** Status Date range
 - Enter the **From:** and **To:** Deposit Total range
 - Click **Yes** or **No** for **Report With Children**



Application Tip

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

5. Click an OTC Endpoint to initiate the report. The *Deposit History by Status* preview page appears.



Application Tip

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

6. Under **Export as**,
 - Select **PDF**, **Excel** or **Word format**
 - Click **Download**

Or

- Click **Print PDF Report**

**Application Tip**

Deposits with a voucher date older than five years will not display on the report but they may be viewed from the *Historical Reports* page (**Home>Reports>Historical Reports**).

**Application Tip**

Unconfirmed Foreign Check items entered with a Country of Deposit value of **Other** will not display values in the **Voucher Amount** column.

**Application Tip**

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

- Click **Previous** to return to the previous page.

Non-Reporting OTC Endpoints

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears (see Figure 154). Under **Business Reports**, click **Non-Reporting OTC Endpoints**.

Figure 154. Non-Reporting OTC Endpoints from Reports Menu



2. The *Non-Reporting OTC Endpoints* parameters page appears (see Figure 155). Enter the search criteria you would like to view.

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

- Enter the **From:** and **To:** Deposit Date range
- Click **Yes** or **No** for **Report with Children**

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

Figure 155. Non-Reporting OTC Endpoints Page

Non-Reporting OTC Endpoints

Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.

Deposit Date

From:

To:

Report With Children:

Yes No

Legend:

CHK denotes check capture **TGA** denotes deposit processing **M** denotes mapped accounting code(s) denotes access permission

denotes no access permission

Organization Hierarchy

Contract All

- ALL - All OTC Endpoints

Clear Cancel

3. Click an OTC Endpoint to initiate the report. The *Non-Reporting OTC Endpoints* preview page appears (see Figure 156).
4. Under **Export as**,
 - Select **PDF**, **Excel** or **Word format**
 - Click **Download**

Or

 - Click **Print PDF Report**

Figure 156. Non-Reporting OTC Endpoints Preview Page

Non-Reporting OTC Endpoints 1 2

Export as
PDF

1 / 41 80.7% Sign

Find

Non-Reporting OTC Endpoints
Generated: 06/14/2016 05:24:06 PM EDT
Selected Deposit Date Range: 03/14/2015 - 06/14/2016
Selected OTC Endpoint: Training Team Top Level

<u>03/16/2015</u>	<u>OTC Endpoint</u>
Highest Level	Training Team Top Level
	Lower Level 1
	Lower Level 2
	Count: 2
<u>03/17/2015</u>	<u>OTC Endpoint</u>
Highest Level	Training Team Top Level
	Lower Level 1
	Lower Level 2
	Count: 2
<u>03/18/2015</u>	<u>OTC Endpoint</u>
Highest Level	Training Team Top Level
	Lower Level 1
	Lower Level 2
	Count: 2
<u>03/19/2015</u>	<u>OTC Endpoint</u>
Highest Level	Training Team Top Level
	Lower Level 1
	Lower Level 2
	Count: 2

View Business Reports: Non-Reporting OTC Endpoints

To view a non-reporting OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Non-Reporting OTC Endpoints**. The *Non-Reporting OTC Endpoints* parameters page appears.
4. Enter the search criteria you would like to view.
 - Enter the **From:** and **To:** Deposit Date range
 - Click **Yes** or **No** for **Report With Children**



Application Tip

The date range for **Deposit Date** cannot exceed 15 months.



Application Tip

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

5. Click an OTC Endpoint to initiate the report. The *Non-Reporting OTC Endpoints* preview page appears.



Application Tip

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



Application Tip

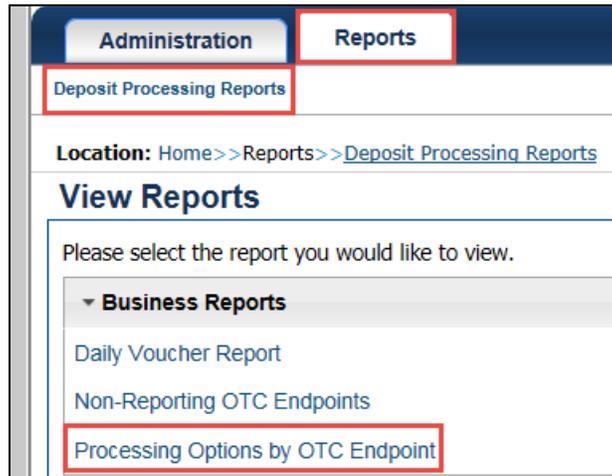
Additional button on the page that helps you perform other tasks:

- Click **Previous** to return to the previous page.

Processing Options by OTC Endpoints

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Processing Options by OTC Endpoints** (see Figure 157).

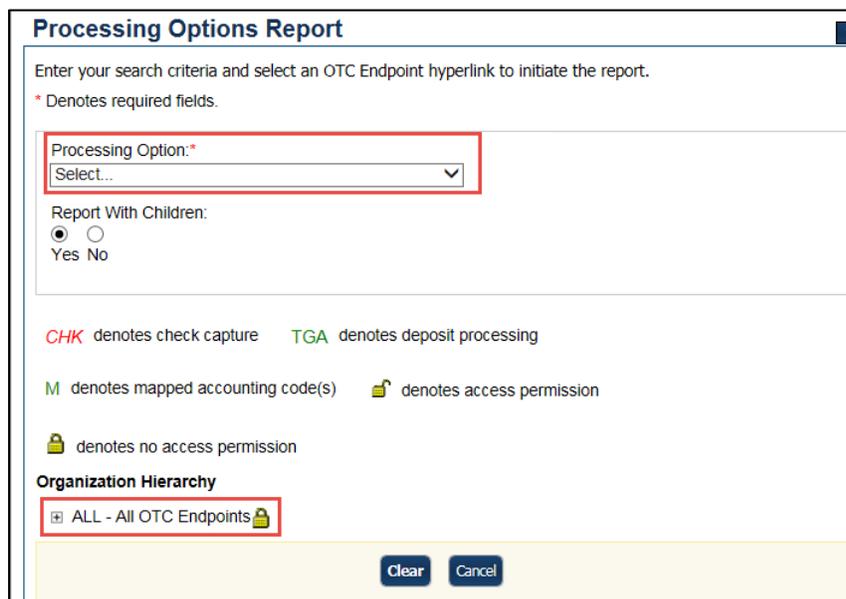
Figure 157. Processing Options by OTC Endpoints from Reports Menu



2. The *Processing Options by OTC Endpoints* parameters page appears (see Figure 158).
 - Enter the **Processing Option**, *required*
 - Click **Yes** or **No** for **Report with Children**

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

Figure 158. Processing Options by OTC Endpoints Parameters Page

The screenshot shows a form titled 'Processing Options Report'. At the top, it says 'Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.' Below this, there is a note '* Denotes required fields.' The form contains a dropdown menu for 'Processing Option:*' with 'Select...' as the current selection. Below that is a 'Report With Children:' section with two radio buttons: 'Yes' (selected) and 'No'. There are several explanatory notes: 'CHK denotes check capture', 'TGA denotes deposit processing', 'M denotes mapped accounting code(s)', and a padlock icon denotes access permission. A legend indicates that a padlock icon denotes no access permission. Under the 'Organization Hierarchy' section, there is a dropdown menu with 'ALL - All OTC Endpoints' selected and a padlock icon. At the bottom of the form, there are 'Clear' and 'Cancel' buttons.

- Click an OTC Endpoint to initiate the report (see Figure 158). The *Processing Options by OTC Endpoints* preview page appears (see Figure 159).

Figure 159. Processing Options by OTC Endpoints Report Output Preview Page

Processing Options Report

Export as: PDF (selected) | Download | Print PDF Report

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Find

Processing Options
 Generated: 05/07/2015 02:34:24 PM EDT
 Selected Processing Option: All
 Selected Organization Hierarchy: Test1

	Inherit from Parent	DR Account Code	TAS	CR Account Code	TAS	Dependents can Modify
Accounting Classification for Adjustments						
Default Accounting Codes						
Test1	Yes	15120128	N	15X0129	N	Yes
Atlanta	Yes	15120128	N	15X0129	N	Yes

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View Business Reports: Processing Options by OTC Endpoints

To view processing options by OTC Endpoints report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Processing Options by OTC Endpoints**. The *Processing Options by OTC Endpoint* parameters page appears.
4. Enter the search criteria you would like to view.
 - Enter the **Processing Option**, *required*
 - Select **Yes** or **No** for **Report With Children**



Application Tip

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



Application Tip

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

5. Click an OTC Endpoint to initiate the report. The *Processing Options by OTC Endpoints* preview page appears.
6. Under **Export as**,
 - Select **PDF**, **Excel** or **Word format**
 - Click **Download**

Or

 - Click **Print PDF Report**



Application Tip

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

- Click **Previous** to return to the previous page.

Security Reports

This section will provide you with detail of how to view and download **Security Reports**. There are six **Security Reports** you may choose to view. This does not include the **Primary Access Groups without a PLSA**. This report is viewable by a FS Security user.

Users by Access Group (FI)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **Users by Access Group (FI)** (see Figure 160).

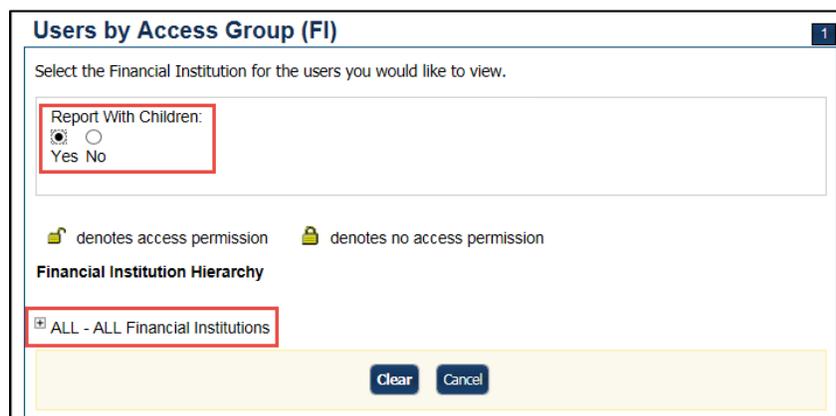
Figure 160. Users by Access Group (FI) from Reports Menu



2. The *Users by Access Group (FI)* parameters page appears. Enter the search criteria you would like to view (See Figure 161).
 - Click **Yes** or **No** for **Report with Children**

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

Figure 161. Users by Access Group (FI) Parameters Page

A screenshot of a web application form titled 'Users by Access Group (FI)'. The form has a header with the title and a small '1' in a blue box. Below the title, there is a prompt: 'Select the Financial Institution for the users you would like to view.' The main content area contains a section titled 'Report With Children:' with two radio buttons: 'Yes' (selected) and 'No'. Below this, there is a legend: a green padlock icon followed by 'denotes access permission' and a yellow padlock icon followed by 'denotes no access permission'. Underneath the legend is the section 'Financial Institution Hierarchy' with a dropdown menu showing 'ALL - ALL Financial Institutions' (highlighted with a red box). At the bottom of the form, there are two buttons: 'Clear' and 'Cancel'.

3. Click a Financial Institution to initiate the report. The *Users by Access Groups (FI)* preview page appears (see Figure 162).
4. Under **Export as**,
 - Select **PDF**, **Excel** or **Word format**
 - Click **Download**

Or

 - Click **Print PDF Report**

Figure 162. Users by Access Group (FI) Report Preview Page

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Users By Access Groups (FI)
Generated: 06/24/2016 09:39:27 PM EDT

<u>OTCnet Role</u>	<u>OTCnet Status</u>	<u>User Name</u>	<u>User ID</u>	<u>E-Mail</u>
FI-VIEWER	Active	financial vCitizens Bank	fvct500	fivcb@test24.x.gov
FI-VIEWER	Active	otchav userwelk	ouserw02	ststester2080+743@gmail.com
FI-VIEWER	Active	otcnet tcnqeVCitizens Bank tcnqeVCitizens Bank	otcnqe36	automatedotcnetuser@gmail.com
FRB-CONFIRM	Active	otcnet tcnqeCONBOA	otcqef25	otcqef25@yahoo.com
FRB-CONFIRM	Active	otcnet tcnqeONFCleveland	otcnqe42	automatedotcnetuser@gmail.com
FRB-CONFIRM	Active	otcnet tcnqeONFSILouis	otcnqe41	automatedotcnetuser+001@gmail.com
POS-SUP	Active	Financial Msupaa	fmsupa01	ateuser+289@gmail.com
POS-SUP	Active	Financial Msupab	fmsupa02	ateuser+290@gmail.com
POS-SUP	Active	Fort Jsupaa	fjsupa01	ateuser+019@gmail.com
POS-SUP	Active	Fort Jsupab	fjsupa02	ateuser+020@gmail.com
SETTLE	Active	DEVEC FRBSettle	dfrbse02	receivablesqts+6031@gmail.com
SETTLE	Active	QCEC FRBSettle	qfrbse01	receivablesqts+5231@gmail.com

[Previous](#)



View Security Reports: Users by Access Group (FI)

To view users by access group (FI) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **Users by Access Group (FI)**. The *Users by Access Group (FI)* parameters page appears.
4. Click **Yes** or **No** for a **Report with Children**.



Application Tip

Click the **Yes** option to generate a report that contains data for the selected FIs as well as all of the lower level FIs. Click the **No** option to generate a report that contains data only for the selected FI.

5. Select a Financial Institution to initiate the report. The *Users by Access Group (FI)* preview page appears in a new window.



Application Tip

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

6. Under **Export as**,
 - Select **PDF**, **Excel** or **Word format**
 - Click **Download**

Or

- Click **Print PDF Report**



Application Tip

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

- Click **Previous** to return to the previous page.

Users by Access Group (FPA)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **Users by Access Group (FPA)** (see Figure 163).

Figure 163. Users by Access Group (FPA) from Reports Menu



2. The *Users by Access Group (FPA) parameters* page appears. Enter the search criteria you would like to view (see Figure 164).
 - Click **Yes** or **No** for **Report with Children**

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

Figure 164. Users by Access Group (FPA) Parameters Page

The screenshot shows a form titled 'Users by Access Group (FPA)'. At the top, it says 'Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.' Below this is a 'Report With Children:' section with two radio buttons: 'Yes' (selected) and 'No'. Below that are several legend items: 'CHK denotes check capture', 'TGA denotes deposit processing', 'CDC denotes card processing', 'M denotes mapped accounting code(s)', and a padlock icon denotes access permission. There is also a note that a padlock icon denotes no access permission. Under 'Organization Hierarchy', there is a link 'Expand All/Contract All' and a dropdown menu showing 'ALL - All OTC Endpoints' with a padlock icon. At the bottom, there are 'Clear' and 'Cancel' buttons.

3. Click an OTC Endpoint to initiate the report (refer to Figure 165). The *Users by Access Group (FPA)* preview page appears.

Note: If your agency has over 50 endpoints and/or over 100 users, you will need to drill down to a lower level within your agency to run the report. Running the report at a lower level prevents the report from overloading. Overloading will result in a report with no data output.

4. Under **Export as**,
 - Select **PDF**, **Excel** or **Word format**
 - Click **Download**

Or

- Click **Print PDF Report**

Figure 165. Users by Access Group (FPA) Preview Page

The screenshot displays a web application interface for viewing a report. At the top, the title is "Users by Access Group (FPA)". Below the title, there is a "SENSITIVE BUT UNCLASSIFIED" warning. The main content area contains a table with the following data:

OTCnet Role	OTCnet Status	User Name	User ID	E-Mail
Access Group:	VA			
Short Name:	VA			
ACCTG-SPEC	Active	Lillian Peters	lpeters01	lpeters@testacct.com

At the top of the page, there is an "Export as" section with a dropdown menu set to "PDF", a "Download" button, and a "Print PDF Report" button. The page also features a navigation bar with a "Find" search box, a "Collaborate" button, and a "Sign" button. A "Previous" button is located at the bottom of the page.

View Security Reports: Users by Access Group (FPA)

To view the Users by Access Group (FPA) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **Users by Access Group (FPA)**. The *Users by Access Group (FPA)* parameters page appears.
4. Click **Yes** or **No** for a **Report with Children**.



Application Tip

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

5. Select an OTC Endpoint to initiate the report. The *Users by Access Group (FPA)* preview page appears in a new window.



Application Tip

If your agency has over 50 endpoints and/or over 100 users, you will need to drill down to a lower level within your agency to run the report. Running the report at a lower level prevents the report from overloading. Overloading will result in a report with no data output.



Application Tip

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

6. Under **Export as**,
 - Select **PDF**, **Excel** or **Word format**
 - Click **Download**

Or

- Click **Print PDF Report**



Application Tip

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

- Click **Previous** to return to the previous page.

User Information

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Security Reports**, click **User Information** (see Figure 166). The *User Information* parameters page appears.

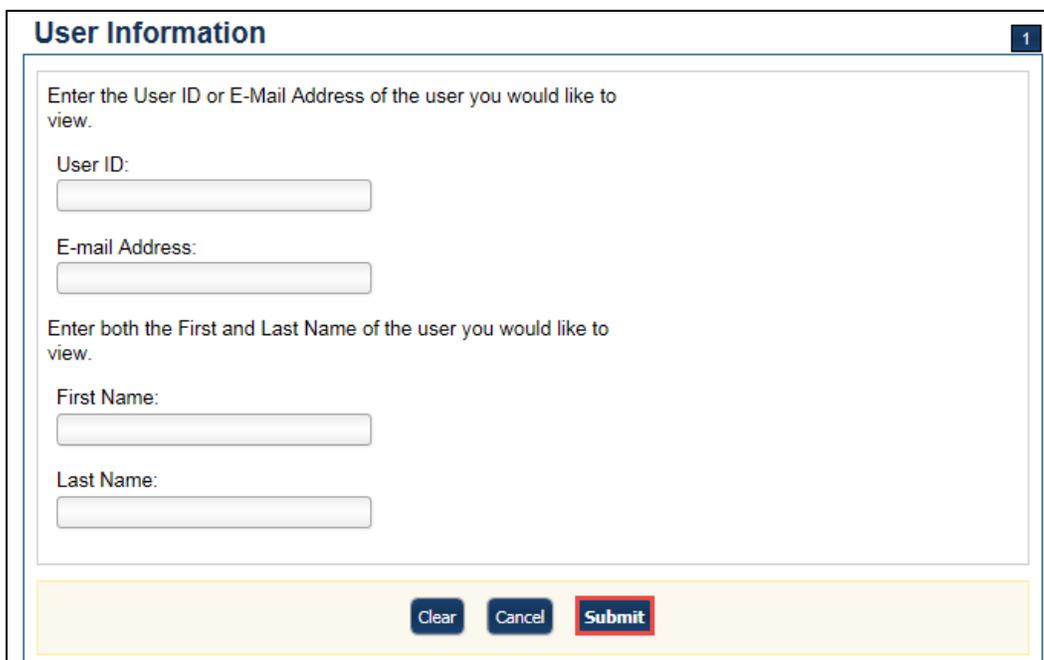
Figure 166. Select User Information from Reports Menu



The screenshot shows a web interface with two tabs: "Administration" and "Reports". The "Reports" tab is selected and highlighted with a red box. Below the tabs, there is a menu item "Deposit Processing Reports" also highlighted with a red box. Below this menu, the breadcrumb path "Location: Home >> Reports >> Deposit Processing Reports" is displayed. The main content area is titled "View Reports" and contains the instruction "Please select the report you would like to view." Below this instruction is a dropdown menu labeled "Security Reports". Under the "Security Reports" dropdown, three options are listed: "Users by Access Group (FPA)", "User Information" (highlighted with a red box), and "Users by Role (FPA)".

3. Enter the **User ID** or **E-mail Address** of the user you would like to view or enter both the **First Name** and **Last Name** of the user you would like to view.
4. Click **Submit** (see Figure 167).

Figure 167. User Information Parameters Page



The screenshot shows the "User Information" parameters page. The page title is "User Information" with a small "1" in a blue box in the top right corner. The page contains the following fields and instructions:

- Instruction: "Enter the User ID or E-Mail Address of the user you would like to view."
- Field: "User ID:" with an input box.
- Field: "E-mail Address:" with an input box.
- Instruction: "Enter both the First and Last Name of the user you would like to view."
- Field: "First Name:" with an input box.
- Field: "Last Name:" with an input box.

At the bottom of the page, there are three buttons: "Clear", "Cancel", and "Submit" (highlighted with a red box).

5. The *User Information* preview page appears.

Under **Export as**,

- Select **PDF**, **Excel** or **Word format**
- Click **Download**

Or

- Click **Print PDF Report**

Figure 168. User Information Preview Page

User Information

Export as: PDF (selected) | Download | Print PDF Report

1 / 1 | 66.3% | Sign

Find

SENSITIVE BUT UNCLASSIFIED

User Information

Generated : 06/07/2016 03:08:01 PM EDT

User ID : otoqef10
user Name : otonet tonqeFIPLSA
User Phone Number : 1212121212
E-Mail : automatedotonetuser+1212@gmail.com
OTCNET Status : Active

OTCNET Role	Access Group
Agency PLSA	TTH
Agency PLSA	TTTH

Assigned Organizations :

- Lower Level 1
- Lower Level 2
- Lower Level 3
- Lower Level 4
- Lower Level 5

Employer : Department of Testing and Training
Employer Address : 123 Train Street, Train, DC 20220
Admin ID : otoqef44

Previous

View Security Reports: User Information

To view a user information report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **User Information**. The *User Information* parameters page appears.
4. Enter the **User ID** or **E-mail Address** of the user you would like to view.

Or

Enter both the **First Name** and **Last Name** of the user you would like to view.

5. Click **Submit** to initiate the report.
6. The *User Information* preview page appears.

Under **Export as**,

- Select **PDF**, **Excel** or **Word format**
- Click **Download**

Or

- Click **Print PDF Report**



Application Tip

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

- Click **Previous** to return to the previous page.

Users by Role (FI)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **Users by Role (FI)**. See Figure 169 below.

Figure 169. Users by Role (FI) from Reports Menu

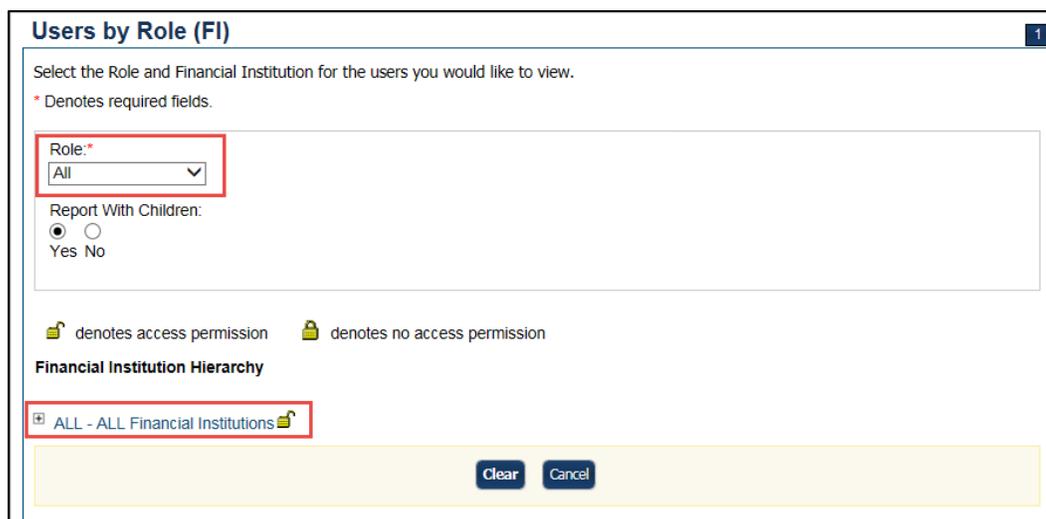


2. The *Users by Role (FI)* parameters page appears. Enter the search criteria you would like to view (see Figure 170).
 - Select a **Role**
 - Click **Yes** or **No** for **Report With Children**

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

3. Click a **Financial Institution** to initiate the report.

Figure 170. Users by Role (FI) Parameters Page

The screenshot shows the 'Users by Role (FI)' parameters page. At the top, it says 'Select the Role and Financial Institution for the users you would like to view.' Below this is a note: '* Denotes required fields.' There are two main sections: 'Role:' and 'Report With Children:'. The 'Role:' section has a dropdown menu with 'All' selected. The 'Report With Children:' section has two radio buttons: 'Yes' (selected) and 'No'. Below these sections, there are two icons: a green padlock (denotes access permission) and a grey padlock (denotes no access permission). The 'Financial Institution Hierarchy' section shows a tree view with 'ALL - ALL Financial Institutions' selected. At the bottom, there are 'Clear' and 'Cancel' buttons.

4. The *Users by Role (FI)* preview page appears (see Figure 171).

Under **Export as**,

- Select **PDF**, **Excel** or **Word format**
- Click **Download**

Or

- Click **Print PDF Report**

Figure 171. Users by Role (FI) Preview Page

Users by Role (FI)

Export as: PDF (selected) | Download | Print PDF Report

1 / 75 | 58.4% | Sign

SENSITIVE BUT UNCLASSIFIED

Users by Role (FI)

Generated: 06/15/2016 08:45:09 AM EDT
 Selected Role: Financial Institution Deposit Confirmer
 Selected Access Groups: All Financial Institutions

OTCnet Status	User Name	User ID	Email	Phone Number	OTCnet Access Granted
Role: Financial Institution Deposit Confirmer					
Access Group: Finance Center Federal Credit Union					
Inactive	Bxuronz Sbrnbeek	otonetDebug05905			6/15/16 8:45 AM
Active	UAT Testtwentyseven	utest13	automatedotonetuser+027@gmail.com	7035551212	3/23/12 12:00 AM
Active	TMS xTesttwenty-nine	bttest54	automatedotonetuser+54d@gmail.com	7035551212	7/13/12 2:17 PM
Active	Eetys Sqynsb	otonetDebug05904			6/15/16 8:45 AM
Inactive	Wiwxyini Lytnlzza	otonetDebug03405			6/15/16 8:45 AM
Role: Financial Institution Deposit Confirmer					
Access Group: Fort Hood National Bank					
Active	Kmbna Nqqinz	otonetDebug01838			6/15/16 8:45 AM
Active	Ejhez Jrrjeg	otonetDebug04613			6/15/16 8:45 AM

Over the Counter Channel Application (OTCnet) | Page 1 of 75

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View Security Reports: Users by Role (FI)

To view users by role (FI) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **User by Role (FI)**. The *Users by Role (FI)* parameters page appears.
4. Select a user **Role**.
5. Click **Yes** or **No** for a **Report with Children**.



Application Tip

Click the **Yes** option to generate a report that contains data for the selected FIs as well as all of the lower level FIs. Click the **No** option to generate a report that contains data only for the selected FI.



Application Tip

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

6. Click a Financial Institution to initiate the report. The *Users by Role (FI)* preview page appears.
7. Under **Export as**,
 - Select **PDF**, **Excel** or **Word format**
 - Click **Download**

Or

 - Click **Print PDF Report**



Application Tip

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

- Click **Previous** to return to the previous page.

Users by Role (FPA)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **Users by Role (FPA)**. See Figure 172 below.

Figure 172. Users by Role (FPA) from Reports Menu

The screenshot shows a web interface with a top navigation bar containing 'Administration' and 'Reports' tabs. Below the tabs is a breadcrumb trail: 'Home >> Reports >> Deposit Processing Reports'. The main content area is titled 'View Reports' and contains the instruction 'Please select the report you would like to view.' A dropdown menu is expanded under 'Security Reports', showing three options: 'Users by Access Group (FPA)', 'User Information', and 'Users by Role (FPA)'. The 'Users by Role (FPA)' option is highlighted with a red box.

2. The *Users by Role (FPA)* parameters page appears. Enter the search criteria you would like to view (see Figure 173).
 - Select a **Role**
 - Click **Yes** or **No** for **Report With Children**

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

Figure 173. Users by Role (FPA) Parameters Page

The screenshot shows the 'Users by Role (FPA)' parameters page. It includes a search criteria section with a 'Role:' dropdown menu (highlighted with a red box) and a 'Report With Children:' section with radio buttons for 'Yes' and 'No'. Below this is a legend for OTC endpoints: 'CHK' (check capture), 'TGA' (deposit processing), 'M' (mapped accounting code(s)), and a lock icon (access permission). The 'Organization Hierarchy' section shows a tree view with 'TTTL - Training Team Top Level' (highlighted with a red box) and a lock icon. At the bottom are 'Clear' and 'Cancel' buttons.

3. Click an OTC Endpoint to initiate the report. The *Users by Role (FPA)* preview page appears (see Figure 174).

Note: If your agency has over 50 endpoints and/or over 100 users, you will need to drill down to a lower level within your agency to run the report. Running the report at a lower level prevents the report from overloading. Overloading will result in a report with no data output.

4. Under **Export as**,
 - Select **PDF, Excel** or **Word format**
 - Click **Download**

Or

- Click **Print PDF Report**

Figure 174. Users by Role (FPA) Preview Page

Users by Role (FPA) 1 2

Export as

PDF Download Print PDF Report

1 / 1 63.3%

Find

SENSITIVE BUT UNCLASSIFIED

Users By Role (FPA)

Generated: 08/08/2016 1:22:56 PM ET

Selected Role: TTTL

Selected Access Groups: All

OTCnet Status	User Name	User ID	E-Mail	Phone Number	Otonet Access Granted
Role: Federal Program Agency Local Security Administrator					
Access Group: TTTL					
Description: Department of Training					
Active	otcnet tonqeFILSA	otoqef08	train@dtttl.gov	7035554545	01/13/2012
Role: Federal Program Agency Viewer					
Access Group: TTTL					
Description: Department of Training					
Active	otcnet tonqeTGAVIEWER	otoqef04	train02@dtttl.gov	1231231234	10/15/2012

[Previous](#)

View Security Reports: Users by Role (FPA)

To view users by role (FPA) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **User by Role (FPA)**. The *Users by Role (FPA)* parameters page appears.
4. Select a user **Role**.
5. Select **Yes** or **No** for a **Report with Children**.



Application Tip

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

6. Click an OTC Endpoint to initiate the report. The report *Users by Role (FPA)* preview page appears.



Application Tip

If your agency has over 50 endpoints and/or over 100 users, you will need to drill down to a lower level within your agency to run the report. Running the report at a lower level prevents the report from overloading. Overloading will result in a report with no data output.

7. Under **Export as**,
 - Select **PDF**, **Excel** or **Word format**
 - Click **Download**
 - Or
 - Click **Print PDF Report**



Application Tip

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



Application Tip

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

- Click **Previous** to return to the previous page.

Administration Reports

This section will provide you with detail of how to view and download **Administration Reports**. There are five **Administration Reports** you may choose to view.

View CIR File Status

The *View CIR File Status* report allows users to view the status of CIR files that have been processed by CIR or are ready for CIR to process.

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View CIR File Status**. See Figure 175

Note: The **Collections Information Repository (CIR)** was formerly referred to as **Transaction Reporting System (TRS)**.

Figure 175. View CIR File Status from Reports



2. The *View CIR File Status* page appears (see Figure 176).

Under the **Transmission(s) Not Processed** section, click a **Transmission ID** of the CIR transmission details you would like to view.

The **Transmission(s) Not Processed** section displays report files that have not been successfully processed by CIR.

Or

Under the **All Transmission(s)** section, click a **Transmission ID** of the CIR transmission details or processing errors you would like to view.

The **All Transmission(s)** section displays all deposit report files regardless of transmission status or success.

Figure 176. View CIR File Status Page

View CIR File Status 1

Transmission(s) Not Processed:

Click on the Transmission ID to view the transmission details or processing errors. [Refresh](#)

Transmission ID	Status	Create Timestamp	Transmit Timestamp	Acknowledge Timestamp	CA\$HLINK Type	CA\$HLINK Acknowledge Timestamp
OTCNETTGA2016-06-17T13:45:270037	TRS-SENT	06/17/2016 01:45:27 PM ET	06/17/2016 01:47:44 PM ET		CLII	
OTCNETTGA2016-06-06T14:31:350036	TRS-SENT	06/06/2016 02:31:35 PM ET	06/06/2016 02:34:08 PM ET		CLII	
OTCNETTGA2016-05-17T12:00:380035	TRS-SENT	05/17/2016 12:00:38 PM ET	05/17/2016 12:02:36 PM ET		CLII	

All Transmission(s):

Click on the Transmission ID to view the transmission details or processing errors.

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

Transmission ID	Status	Create Timestamp	Transmit Timestamp	Acknowledge Timestamp	CA\$HLINK Type	CA\$HLINK Acknowledge Timestamp
OTCNETTGA2016-06-17T13:45:270037	TRS-SENT	06/17/2016 01:45:27 PM ET	06/17/2016 01:47:44 PM ET		CLII	
OTCNETTGA2016-06-06T14:31:350036	TRS-SENT	06/06/2016 02:31:35 PM ET	06/06/2016 02:34:08 PM ET		CLII	
OTCNETTGA2016-05-17T12:00:380035	TRS-SENT	05/17/2016 12:00:38 PM ET	05/17/2016 12:02:36 PM ET		CLII	

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

[Return Home](#) [Refresh](#)

3. The *View CIR File Status Report* preview page appears.

Under **Export as**,

- Select **PDF**, **Excel** or **Word format**
- Click **Download**

Or

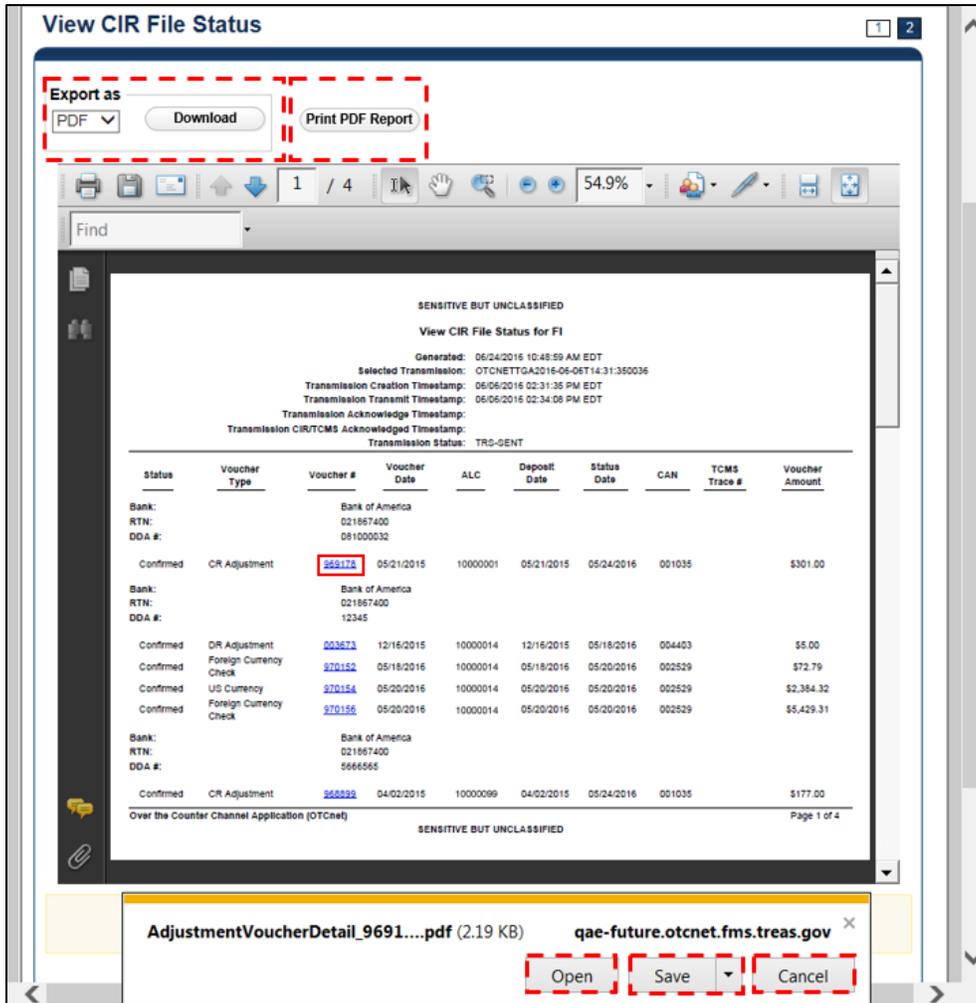
- Click **Print PDF Report**

4. For further debit or adjustment voucher details, click the **Voucher #** hyperlink (Figure 177).

- The *AdjustmentVoucherDetail_XXXX.pdf* download has completed dialog box appears. Click **Open**, **Save** or **Cancel**.

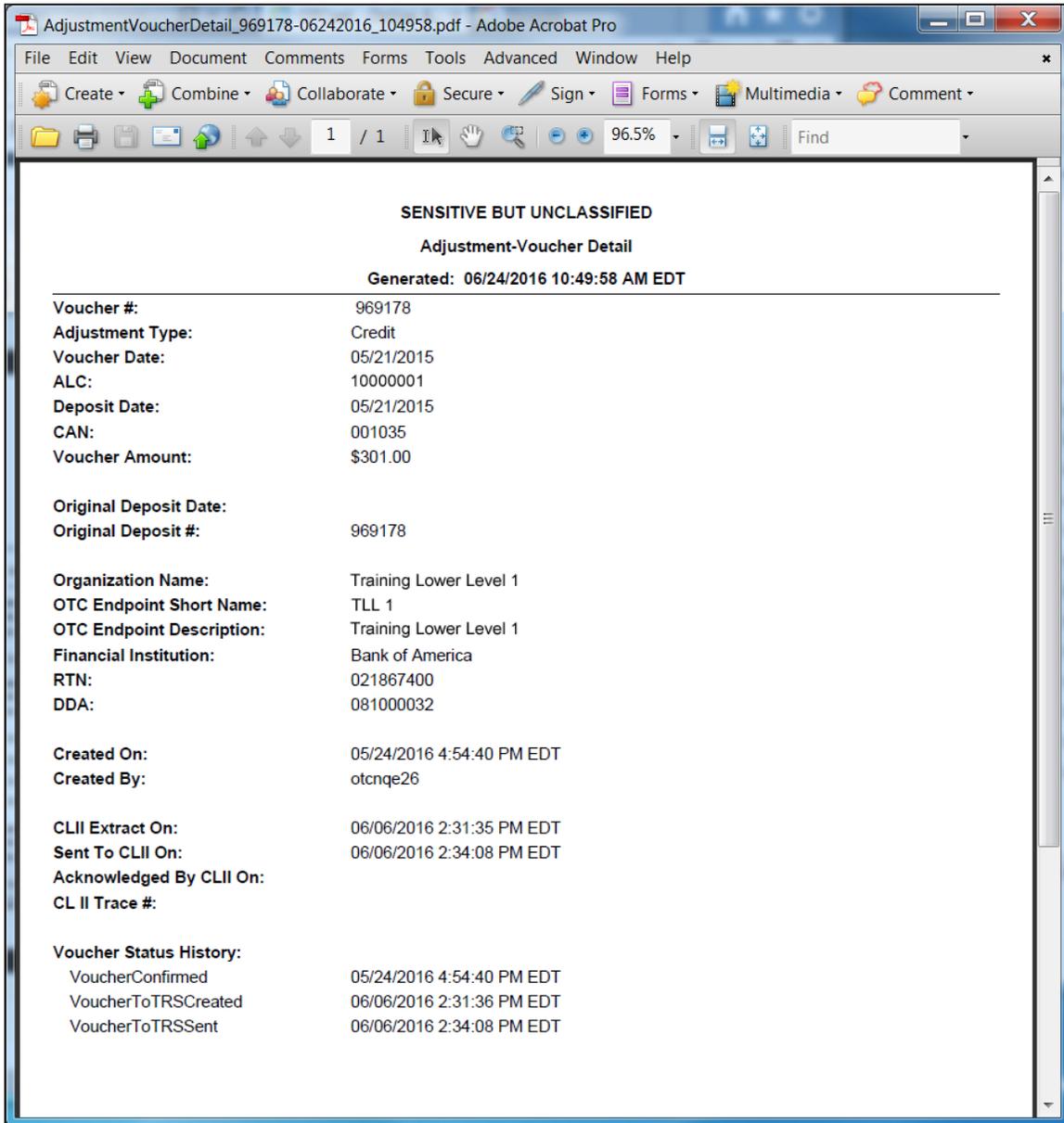
If **Open** is clicked, the PDF is displayed. If **Save** is clicked, choose the location where to save the file. If **Cancel** is clicked you will be returned to the *View CIR File Status* preview page.

Figure 177. View CIR Transmission Status Preview Page



- The *Deposit or Adjustment Voucher Detail* report page appears (see Figure 178).

Figure 178. Adjustment-Voucher Detail PDF



View Administration Reports: CIR File Status

To view a CIR file status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View CIR File Status**. The *View CIR Transmission Status* page appears.



Application Tip

The **Collections Information Repository (CIR)** was formerly referred to as **Transaction Reporting System (TRS)**.

4. Under the **Transmission(s) Not Processed** section, click a **Transmission ID** of the CIR transmission details you would like to view.

Or

Under **the All Transmission(s)** section, click a **Transmission ID** of the CIR transmission details or processing errors you would like to view.



Application Tip

If a **Transmission ID** with FRB CL CA\$HLINK Type is selected, the *CIR Transmission Status (FRB)* report appears in a new window. If a **Transmission ID** with CLII CA\$HLINK Type is selected, the *CIR Transmission Status (FI)* report appears in a new window.



Application Tip

There are two sections on the *View CIR File Transmission Status* page. The **Transmission(s) Not Processed** section displays report files that have not been successfully processed by CIR. The **All Transmission(s)** section displays all deposit report files regardless of transmission status or success.

5. The *View CIR Transmission Status* preview page appears.

Under **Export as**,

- Select **PDF**, **Excel** or **Word format**
- Click **Download**

Or

- Click **Print PDF Report**
6. For further debit or adjustment voucher details, click the **Voucher #** hyperlink. The *Deposit or Adjustment Voucher Detail* report appears.
 7. The *DepositVoucherDetail_XXX.pdf* or *AdjustmentVoucherDetail_ XXXX.pdf* dialog box appears. Click **Open**, **Save** or **Cancel**.

**Application Tip**

If **Open** is clicked, the PDF is displayed. If **Save** is clicked, choose the location where to save the file. If **Cancel** is clicked you will be returned to the *View CIR File Status* preview page.

**Application Tip**

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

- Click **Previous** to return to the previous page.

View Vouchers Completed

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. From the **Administration Reports** section of the page, click **View Vouchers Completed** (see Figure 179).

Figure 179. View Vouchers Completed from Reports

The screenshot shows a web interface with three main tabs: 'Deposit Processing', 'Administration', and 'Reports'. The 'Reports' tab is active. Below the tabs, there are two sub-sections: 'Deposit Processing Reports' and 'Historical Reports'. The 'Deposit Processing Reports' section is expanded, showing a breadcrumb trail: 'Location: Home >> Reports >> Deposit Processing Reports'. Below this is the heading 'View Reports' and a prompt: 'Please select the report you would like to view.' There are three main categories: 'Business Reports', 'Administration Reports', and 'View Vouchers In Progress'. Under 'Administration Reports', there are two links: 'View CIR File Status' and 'View Vouchers Completed', which is highlighted with a red box.

2. The *View Vouchers Completed* page appears. Click the **Voucher #** hyperlink to view the *Voucher Event Log* page and additional voucher information (see Figure 180).

Figure 180. View Vouchers Completed Page

View Vouchers Completed 1

Following are the vouchers that have completed processing in OTCnet in the last 36 hours.

<< < 1-100 > >> of 1658 Records

Voucher # >	Voucher Status >	Voucher Type >	Financial Institution >	Voucher Complete Timestamp >	CL II Trace # >
627376	CONFIRMED	Deposit	U.S. Bank	10/10/2014 09:50:51 AM ET	A0111372
627551	CONFIRMED	Deposit	U.S. Bank	10/10/2014 09:50:51 AM ET	A0111372
629124	CONFIRMED	Deposit	U.S. Bank	10/10/2014 09:50:51 AM ET	A0111372

- The *View Voucher Event Log* page appears (see Figure 181 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (see Figure 182).

Figure 181. View Voucher Event Log Page

View Voucher Event Log			
Following is the history of the deposit or adjustment voucher events.			
Voucher Information			
Voucher #:	968227		
Voucher Date:	08/05/2014		
Voucher Type:	Deposit		
Voucher Status:	CONFIRMED		
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET		
Deposit Date:	08/05/2014		
CASHLINK II Trace #:			
Financial Institution:	111_A_Org_Bank_1		
Voucher Event Log			
Click on the voucher event state link to view voucher details.			
Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
VoucherCreated	08/05/2014 01:38:50 PM ET		Comment

Figure 182. Voucher Event Details Report Output

Voucher Event Details	
Following are the voucher event details associated with the voucher event selected.	
Voucher Information	
Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	08/05/2014 01:38:50 PM ET
Voucher Event LoginID:	otcqef20
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1
Voucher Event Comments:	Created



View Administration Reports: Vouchers Completed

To view a voucher's completed report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers Completed**. The *View Vouchers Completed* page appears.
4. Click the **Voucher #** hyperlink to view the *Voucher Event Log* page and additional voucher information. The *View Voucher Event Log* page appears.



Application Tip

The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI System to System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears.

Or

Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.



Application Tip

The *Voucher Event Details* page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, and the Collections Information Repository (CIR) interface.



Application Tip

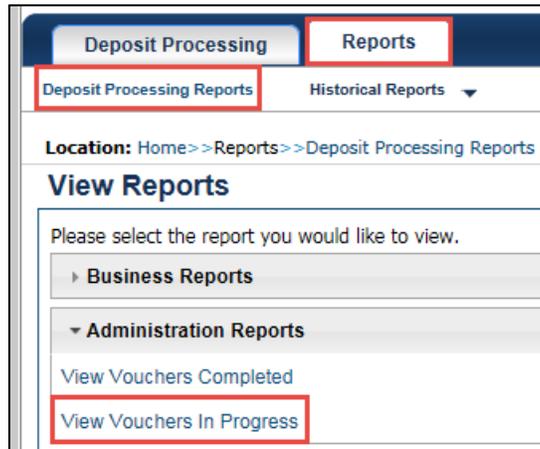
Additional buttons on the pages that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

View Vouchers in Progress

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers in Progress**. See Figure 183 below.

Figure 183. View Vouchers in Progress from Reports



2. The *View Vouchers in Progress* page appears (see Figure 184). The page will only display non-archived deposits or adjustments with a voucher date that is five years or less from to the current date. Click the **Voucher #** hyperlink to view the *Voucher Event Log* page and additional voucher information.

Figure 184. View Vouchers In Progress Page

View Vouchers In Progress			
Following are the vouchers that have not completed processing in OTCnet. Exist			
Click on the voucher number to view the voucher event log and additional vo			
<< < 1-100 > >> of 17404 Records			
Voucher #>	Voucher Status >	Voucher Type >	Financial Institution >
968227	CONFIRMED	Deposit	111_A_Org_Bank_1

3. The *View Voucher Event Log* page appears (see Figure 185 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (see Figure 186).

Figure 185. In Progress View Voucher Event Log Page

View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

Voucher Information

Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CA\$HLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1

Voucher Event Log

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
VoucherCreated	08/05/2014 01:38:50 PM ET		Comment

Figure 186. In Progress Voucher Event Details Report Output

Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	08/05/2014 01:38:50 PM ET
Voucher Event LoginID:	otcqef20
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CA\$HLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1
Voucher Event Comments:	Created

View Administration Reports: Vouchers in Progress

To view a voucher's in progress report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers In Progress**. The *View Vouchers in Progress* page appears.



Application Tip

The *Vouchers In Progress* page will only display non-archived deposits or adjustments with a voucher date that is five years or less from to the current date.

4. Click the **Voucher #** hyperlink to view the *Voucher Event Log* page and additional voucher information. The *View Voucher Event Log* page appears.



Application Tip

The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI System To System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears.

Or

Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.



Application Tip

The *Voucher Event Details* page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, and the Collections Information Repository (CIR) interface.



Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

Historical Reports

This section will provide you with detail of how to generate and view previously generated **Check Processing** and **Deposit Processing Historical Reports**.

Deposit Processing Historical Reports

Deposit Processing Historical reports are used to query and download deposit information with a specified Voucher Date from the archival database. Deposit transactions with a Voucher Date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted. As a result, this deposit information may not be accessible and will be removed from the archival database.

Historical reports are generated asynchronously (not occurring at the same time), allowing you to continue to use OTCnet.

Note: Depending on the volume of data requested, it can take between 5 and 20 minutes for the report to generate.

If you are assigned the role of **Deposit Preparer**, **Deposit Approver**, **FI Confirmer**, **FRB Confirmer**, **FRB Viewer**, or **FI Viewer**, you are authorized to query and download Deposit Processing Historical reports.

You can search for check records by Organization, OTC Endpoint, Agency Location Code (ALC), Prepared by, Voucher Number, Deposit Status, Agency Use (Block 6), Deposit Type, Voucher Date, Deposit Date, Deposit Total, and Financial Institution Information search criteria.

When the report request is submitted, its status is set to **Submitted**. After the report is successfully generated, the status is set to **Completed** and the report is available for download in CSV format.

Deposit Historical Report

1. Click the **Reports** tab and click **Historical Reports**. From the **Historical Reports** menu, select **Generate Historical Reports** (see Figure 187).

Figure 187. Select Generate Historical Reports



2. Under **Deposit Processing Historical Reports**, click **Deposit Historical Report** (see Figure 188).

Figure 188. Select Deposit Historical Report

The screenshot shows a web interface with a dark blue header. On the left, there are two tabs: 'Deposit Processing' and 'Reports'. Below the tabs, there are two sub-tabs: 'Deposit Processing Reports' and 'Historical Reports'. A breadcrumb trail reads: 'Location: Home >> Reports >> Historical Reports >> Generate Historical Reports'. The main heading is 'Generate Historical Reports' with a small blue box containing the number '1' to its right. Below the heading, there is a text prompt: 'Please select the Historical Report you would like to generate:'. A dropdown menu is open, showing two options: 'Deposit Historical Report' (which is highlighted with a red rectangular box) and 'Adjustment Historical Report'.

3. The *Deposit Historical Report* page appears. Enter the search criteria (see Figure 189) and click **Submit Request**.

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days the following message will display: *“Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.”*

Figure 189. Deposit Historical Report Criteria Page

Deposit Processing | **Reports**

Deposit Processing Reports | Historical Reports ▾

Location: Home>>Reports>>Historical Reports>>Generate Historical Reports

Deposit Historical Report 1

Please note: Deposit transactions with a voucher date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted.

* Denotes required fields.

Search Conditions

Organization:

OTC Endpoint:

ALC:

Prepared by:

Voucher #:

Deposit Status:

Agency Use (Block 6): (starts with)

Deposit Type:

Voucher Date

From:*

To:*

Deposit Date

From:

To:

Deposit Total

From:

To:

Financial Institution Information

4. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking in the **Download** column for the report.

Deposit Historical Report

To generate a Deposit historical report:

1. Click the **Reports** tab.
2. Select **Historical Reports** and click **Generate Historical Reports**. The *Generate Historical Reports* page appears.
3. Under **Deposit Processing Historical Reports**, click **Deposit Historical Report**. The *Deposit Historical Report* page appears.



Application Tip

The Deposit Historical Report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. The time it takes to generate a report depends on the volume of data queried and will vary.

4. Enter the search criteria for the report you would like to view.

Under **Search Conditions**:

- Select an **Organization**
- Select an **OTC Endpoint**
- Enter an **ALC**
- Enter the **Prepared by**
- Enter the **Voucher #**
- Select a **Deposit Status**
- Enter the Agency Use (Block 6) details
- Select a **Deposit Type**
- Enter the **From** and **To** Voucher Date, *required*



Application Tip

The Voucher Date is a required field and the maximum date range for the **From** and **To** Voucher Date is one year. The Voucher Date must be entered in MM/DD/YYYY format.

- Enter the **From** and **To** Deposit Date



Application Tip

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

- Enter the **From** and **To** Deposit Total

Under Financial Institution Information, optional

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



Application Tip

The FRB Account Key must be three digits in length. The FRB Account Key field will not display for FI Deposit Confirmers or FI Viewers.



Application Tip

The FRB CCWU must be four digits in length. If it is less than four digits, enter a zero at the beginning of the CCWU number (e.g. 0123). The FRB Account Key field will not display for FI Deposit Confirmers or FI Viewers.

Under **User Defined Field Information**, *if applicable, optional*

- Enter the **Deposit UDF (User Defined Field)** details
- Enter the **Accounting Subtotal UDF** details



Application Tip

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

5. Click **Submit Request**. A “Your report request has been successfully received” message appears.

**Application Tip**

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days the following message will display: *“Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.”*

**Application Tip**

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

6. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the **CSV** icon in the **Download** column for the report.

Adjustment Historical Report

Adjustments associated to deposits with a Voucher Date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted. As a result, this adjusted deposit information may not be accessible and will be removed from the archival database.

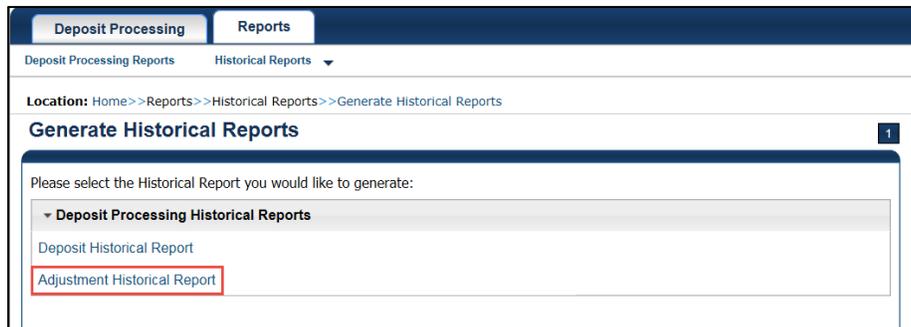
1. Click the **Reports** tab and click **Historical Reports**. From the **Historical Reports** menu, select **Generate Historical Reports** (see Figure 190).

Figure 190. Select Generate Historical Reports



2. Under **Deposit Processing Historical Reports**, click **Adjustment Historical Report** (see Figure 191).

Figure 191. Select Adjustment Historical Report



3. The *Adjustment Historical Report* page appears. Enter the search criteria (see Figure 192) and click **Submit Request**.

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days the following message will display: *“Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.”*

Figure 192. Adjustment Historical Report Criteria Page

Deposit Processing | **Reports**

Deposit Processing Reports | Historical Reports ▾

Location: Home>>Reports>>Historical Reports>>Generate Historical Reports

Adjustment Historical Report 1

Please enter Adjustment Historical Report search criteria.

Please note: Adjustments associated to Deposits with a voucher date older and/or Returned item adjustments with an Adjustment voucher date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted.

* Denotes required fields.

Search Conditions

Organization: ▾

OTC Endpoint: ▾

ALC:

Adjustment Category: ▾

Voucher #:

Adjustment Type: ▾

Prepared by:

Adjustment Reason: ▾

Voucher Date

From:*

To:*

Adjustment Amount

From:

To:

Deposit Date

From:

To:

Original Deposit Date

From:

To:

▸ **Financial Institution Information**

4. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the CSV icon in the **Download** column for the report.

Adjustment Historical Report

To generate an Adjustment historical report:

1. From the **Reports** tab, select **Historical Reports** and click **Generate Historical Reports**.
2. From the **Deposit Processing Historical Reports** section of the page, click **Adjustment Historical Report**. The *Adjustment Historical Report* page appears.



Application Tip

The Adjustment Processing historical report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. Depending on the volume of data queried it can take between 5 and 20 minutes to generate the report.

3. Enter the search criteria for the report you would like to view.

Under **Search Conditions**

- Select an **Organization**
- Select an **OTC Endpoint**
- Enter an **ALC**
- Select an **Adjustment Category**



Application Tip

Tips about Adjustment Category options:

- If **Deposit Adjustment** is selected, deposit adjustments will be included in the search results. The **Deposit Adjustment** search can be further limited by the user by selecting either **Debit** or **Credit** from the **Adjustment Type** drop-down list.
- If **Returned Item Adjustment** is selected, only returned item adjustments (US Currency and Foreign Check Item) will be included in the search results. The Returned Item Adjustment search does not have to be further qualified using the **Adjustment Type** drop-down list since returned item adjustments always have an Adjustment Type of **Debit**. If the user selects **Credit** from the **Adjustment Type** drop-down list after selecting a **Returned Item Adjustment**, then no results will appear since **Credit** returned item adjustments do not exist.
- If **RIA – Foreign Currency** is selected, only returned item adjustments related to Foreign Check Items will be included in the search results. If **RIA – US Currency** is selected, then only US Currency Returned Item Adjustments will be included in the search results.
- If no Adjustment Category is selected (e.g., Select...), both deposit and returned item adjustments will be included in the search results. However, if Adjustment Type **Debit** is selected, then all debit deposit adjustments and returned item adjustments will be included in the search results. If **Credit** is selected, only credit deposit adjustments will be included in the search results.

- Enter the **Voucher #**
- Select an **Adjustment Type**
- Enter the **Prepared by**
- Select an **Adjustment Reason**
- Enter the **From** and **To Voucher Date**, *required*



Application Tip

The Voucher Date is a required field and the maximum date range for the **From** and **To Voucher Date** is one year. The Voucher Date must be entered in MM/DD/YYYY format.

- Enter the **From** and **To Adjust Amount Date**
- Enter the **From** and **To Deposit Date**

**Application Tip**

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

- Enter the **From** and **To** Deposit Date
- Enter the **From** and **To** Original Deposit Date

Under **Financial Institution Information**, *optional*

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

**Application Tip**

The FRB Account Key must be three digits in length. The FRB Account Key field will not display for FI Deposit Confirmers or FI Viewers.

**Application Tip**

The FRB CCWU must be four digits in length. If it is less than four digits, enter a zero at the beginning of the CCWU number (e.g. 0123). The FRB Account Key field will not display for FI Deposit Confirmers or FI Viewers.

4. Click **Submit Request**. A “*Your report request has been successfully received*” message appears.

**Application Tip**

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days the following message will display: “*Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.*”



Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

5. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the CSV icon in the **Download** column for the report.

Previously Generated Historical Reports

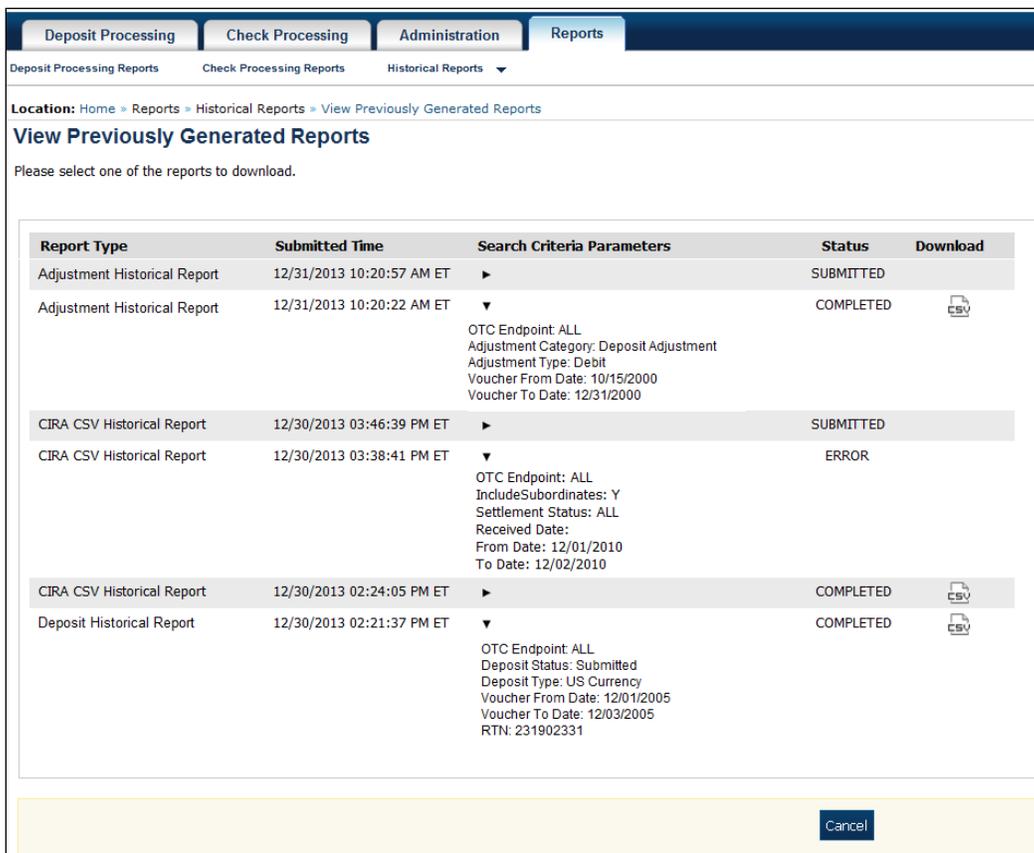
- From the **Reports** tab, click **Historical Reports** and select **View Previously Generated Reports** (see Figure 193).

Figure 193. Select Generate Historical Reports



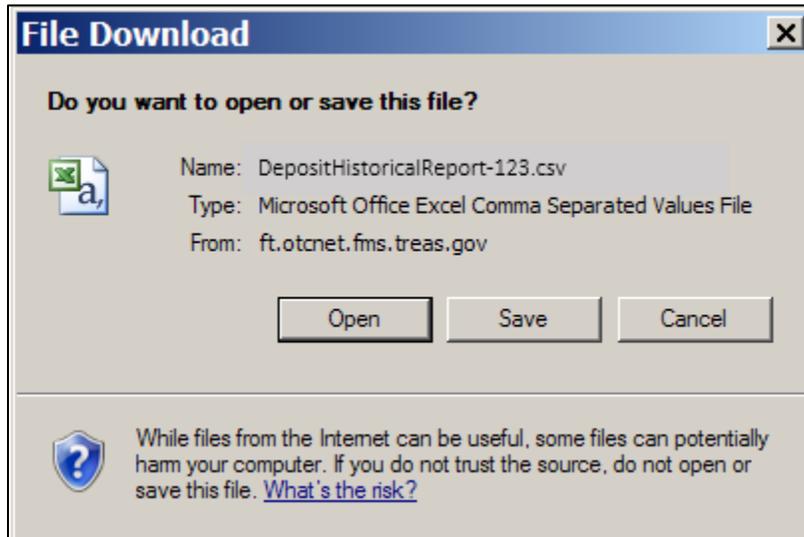
- The *View Previously Generated Reports* page appears (see Figure 194). Click the CSV icon in the **Download** column for the report you wish to download.

Figure 194. View Previously Generated Reports



3. The *File Download* dialog box appears. Click **Open**, **Save**, or **Cancel** (see Figure 195).

Figure 195. File Download



View Previously Generated Historical Reports

To view previously generated historical reports:

1. From the **Reports** tab, select **Historical Reports** and click **View Previously Generated Reports**.



Application Tip

Consider the following information about Historical Reports:

- When a report request is submitted, its status is **Submitted**.
- When a report is successfully generated, the status is **Completed** and available for download.
- When a report request is submitted and the Historical Database is unavailable, an informational message appears stating, *“Historical Database is currently unavailable. All reports in Submitted status will be processed when the Historical Database is available.”* Report requests that are in **Submitted** status will remain in **Submitted** status until the database is available and the report is generated. After the report is generated a **Completed** status is displayed.
- When a report request is submitted and the report could not generate, its status is **Error**. Resubmit your report request to ensure your report is generated. If a report displays an **Error** status, the request can be resubmitted at any time without receiving a duplicate request message.
- Report requests are user specific and are not viewable by other users.

2. The *View Previously Generated Reports* page appears. The page lists reports that were requested within the last 7 days. Click the CSV icon in the **Download** column for your desired report.



Application Tip

After the CSV file is downloaded, it can be opened using Excel or Notepad.



Application Tip

Duplicate report requests based on identical report parameters cannot be made within seven days, however, after 7 days a duplicate report request can be submitted.

3. The *File Download* dialog box appears. Click **Open**, **Save**, or **Cancel**.



Application Tip

If you click **Open**, the content of the file displays. If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, the dialog box closes, and no data will be saved.

Topic 5. Viewing Financial Institutions

As a **FRB Viewer**, you can locate and view Financial Institution details for which you have access. You can only view a Financial Institution that has an **Active** status.

Viewing a Financial Institution allows you to see related details such as:

- Institution Information
- Routing Transit Numbers (RTN) and Status
- CAN/Acct Key Relationships

View a Financial Institution

1. Click the **Administration** tab, select **Manage FI**, select **Financial Institution**, and click **View** (see Figure 196).

Figure 196. Select Administration>Manage FI>Financial Institution>View



2. The *View the Financial Institution* page appears. View details for Financial Institutions as show in Figure 197 and Figure 198.

Figure 197. View FRB Detail

View Financial Institution	
Institute Information	
Name	Bank of America
City	Concord
State / Province	CA
Country	US
Institution Type	Commercial
Accepts Foreign Check Deposits	Yes
Accepts Foreign Cash Deposits	Yes
System To System Interface Participant	Yes
Short Name	BOA
Processes Foreign Check Deposits	Yes
Processes Foreign Cash Deposits	Yes
Routing Transit Numbers:	

Figure 198. View Financial Institution Detail

View Financial Institution	
Institute Information	
Name	Bank of America
City	Concord
State / Province	CA
Country	US
Institution Type	Commercial
Accepts Foreign Check Deposits	Yes
Accepts Foreign Cash Deposits	Yes
System To System Interface Participant	Yes
Short Name	BOA
Processes Foreign Check Deposits	Yes
Processes Foreign Cash Deposits	Yes
Routing Transit Numbers:	
RTN	Status
021867400	Active
032861194	Active
051241164	Active
071837215	Active
085887400	Active
111000012	Active



View a Financial Institution

To view a Financial Institution:

1. Click the **Administration** tab.
2. Select **Manage FI** menu, select **Financial Institution**, and click **View**. The *View the Financial Institution* page appears.



Application Tip

Only **Active** Financial Institutions display for the selection.



Application Tip

FI Confirmers, **FRB Confirmers**, **FI Viewers**, and **FRB Viewers** can view Institution Information, Routing Transit Numbers (RTN) and Status, and CAN/Acct Key Relationships.



Application Tip

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

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

Glossary

A

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, which 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 Historical Report – A deposit processing report that allows you to view historical deposit adjustment and returned item adjustment transaction data.

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 roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so) or upload approved batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked – A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

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 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.

Card Acquiring Service (CAS) – (formerly Plastic Card Network) A Bureau of the Fiscal Service federal program that provides federal agencies with payment card (credit, debit, electronic benefit transfer (EBT) and store-value (gift cards) cards) acceptance capabilities.

Card Administrator – An agency user that has the authorization to manage endpoints for card processing, set up and view terminal configuration and read and view audit log information.

Card Invoice ID – The unique Invoice ID for a processed card transaction. The default on terminals is set to 10 characters, a max of 40 characters can be configured for MX terminals. It can be used to track transactions in OTCnet.

Card Operator – An agency user that has the authorization to start card processing, query, void, and refund any card transaction, as well as reboot and check terminal connection status.

Card Processing: A functionality available in OTCnet that allows agencies to provide customers with an option to make payments with a credit, debit or Visa/Mastercard gift card. The card transactions are directly sent to WorldPay. WorldPay sends all approved OTCnet transactions via a Card Acquiring Service (CAS) flat file to Collections Information Repository (CIR) for deposit reporting.

(80mm) Card Receipt Printer – A printer that can be selected by a Card Operator or Kiosk Operator; the 80mm printer provides the ability to print standard-sized card receipts on 3.125in (80mm) paper.

Card Uploader: A full vendor kiosk server system role that is authorized to transmit card data from an external kiosk system to OTCnet. This role requests acknowledgement of the data transmitted; the system account with this role has no other permissions.

Cashier ID – The ID of the user that created the transaction.

Central Accounting Reporting System (CARS) – 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.

Central Image and Research Archive (CIRA) Query – An online query function that allows users to search for all check transactions (includes mobile check transactions) processed in the OTCnet application that have been settled less than 18 months ago.

Chain Code aka Chain Number: An alphanumeric designator (e.g. 0F123B) assigned by acquirer to reflect a unique channel of processing. The chain code is assigned at lower level endpoints and an agency may have multiple chain codes.

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 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 the data into other applications within an agency. The report has been enhanced to provide users the option to solely retrieve mobile check transactions.

CIRA CSV Report – A check processing business report that allows users to search for all transactions in the system (including mobile check transactions) and allows users to export the results to a comma separated value report (CSV) file.

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.

Client ID/GCI Number – An ID used by the deposit end point when requesting a currency conversion for foreign check to the US dollar Equivalent (USE) with the foreign currency exchange gateway for foreign check items or currency conversion service for foreign currency cash.

Client Order ID – A unique ID assigned by OTCnet to maintain uniqueness while requesting/accepting a foreign currency conversion quote for foreign checks the foreign currency exchange gateway.

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.

Credentials – Evidence of authority, status, rights, or entitlement to privileges. Credentials are typically in written form (e.g., OLB credentials such as a login or password).

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 presentation 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 United States Department of 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 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.

Deposit Historical Report – A deposit processing report that allows you to view historical deposit transaction data.

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.

Division Number: A three-digit (e.g. 001) value assigned at lower level endpoints under the chain code to designate unique lines of accounting.

E

Exchange Rate – The decimal value used to convert foreign currency to the US dollar Equivalent (USE).

F

Failed – The item was unable to be processed and/or settled by United States Department of Treasury/Bureau of the Fiscal Service (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 (FPA) – 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 United States Department of 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 contain 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.

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 sent 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 Security Identity Manager (ISIM) – Refers to Fiscal Service’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.

Internet Protocol (IP) address – A unique number or address that computing devices, (e.g., computers, laptops, tablets, etc.) connected to a computer network, use to identify themselves and communicate with other devices in an IP-based network (e.g., the Internet).

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).

K

Kiosk Operator User Role – A user with limited permissions for the OTC Kiosk tablet. Permissions include logging into the OTCnet Kiosk application, deposit processing, scanning checks, processing card payments and printing receipts.

Kiosk Lockdown Software – A process used to lock down the Windows Surface Pro workstation for use with the OTCnet Kiosk Tablet application. This involves removing the options, “Lock”, “Sign out”, “Change a password” and “Task Manager” when CTRL-ALT-Delete is pressed. This process only needs to be implemented once, as part of the initial workstation configuration. Locking down the tablet ensures that users cannot access any outside information or applications from the OTC Kiosk Tablet (e.g., checking email or accessing any other websites).

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.

Manual Card Entry – An option available in OTCnet for card processing, it allows agency users to manually enter a card number on behalf of the card holder so a card payment can be processed. It is only to be used as a contingency if all other payment methods fail.

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.

Merchant Identification Number (MID): A unique designator (e.g. 44450XXXXXXXXXX) assigned by the acquirer to reflect the card processing location and may contain up to 13 characters. An ALC can be associated with multiple Merchant IDs; however, each Merchant ID must be unique for each lower level endpoint.

Mobile Check Capture – A functionality in OTCnet; it allows the processing of mobile check transactions from the FedRevCollect mobile application (Mobile Server).

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 United States Department of Treasury General Account.

OTC Endpoint Credit-Debit-Card (CDC) – The endpoint (location) setup in OTCnet for use in card processing.

OTC Endpoint Check (CHK) – The endpoint (location) setup in OTCnet for use in check capture.

OTC Endpoint Treasury General Account (TGA) – The endpoint (location) setup in OTCnet for use in deposit reporting.

OTC Endpoint Mapping – The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTC Kiosk Tablet – A lightweight collections mobile tablet terminal that features OTCnet Check Processing and Card Processing with receipt printing functionalities. It allows agency customers to make check (personal only) and card payments (credit, debit and gift) independent of an agency representative.

OTCnet Generated Eight-Character Pairing Pin – A pairing pin is a unique eight-character OTCnet-generated number used to pair OTCnet and the card terminal. The number is entered the card terminal.

OTCnet Local Bridge (OLB) Application – Refers to an application installed on a workstation, used to facilitate communication between the browser and the operating system/workstation.

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, Deposit Processing, and Card 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 United States Department of 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 United States Department of 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 United States Department of Treasury Account Symbol (TAS) and Business Event Type Code (BETC) combinations to assist CARS 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.

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.

Submit – An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted – A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend – Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID – The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status – Represents the status of the verification records. There are four possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History – Defines the time range that a Deposit Confirmer can 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 can view all the deposits that he or she has confirmed for the past 45 days.

Transaction Reporting System (TRS) – A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Treasury Account Symbol (TAS) – The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) – A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) – The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury – The executive department and the United States Department of 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 CIR File Status Report – An administration report allows you to view the status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.

View CIR Transmission Status for Check Processing – A check processing administration report that allows you to view the status of CIR files that have been processed by CIR or are ready for CIR processing.

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.

W

WorldPay – (formerly Vantiv) A credit card, debit card and gift card merchant processor who is responsible for the creation of card acquiring service (CAS) accounts including chain codes and merchant IDs.



OTCnetSM

DEPOSITS MADE SIMPLE

BUREAU OF THE FISCAL SERVICE

Chapter 10: Viewing Deposits

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the Viewing Deposits Participant User Guide includes:

- Deposit Preparer
- Deposit Approver
- Deposit Confirmer
- Viewer

Overview

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

- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view a rejected deposit detail

Topics

This chapter covers viewing deposits.

Topic 1. Viewing Deposits

As a **Deposit Preparer**, **Deposit Approver**, **Deposit Confirmer**, or **Viewer**, you can view deposit vouchers. You may view deposits to locate those in process or see deposit transactions belonging to others in the organization.

Depending on your user role, you have permission to view certain deposits. The deposit Status types available for viewing are included in Table 39.

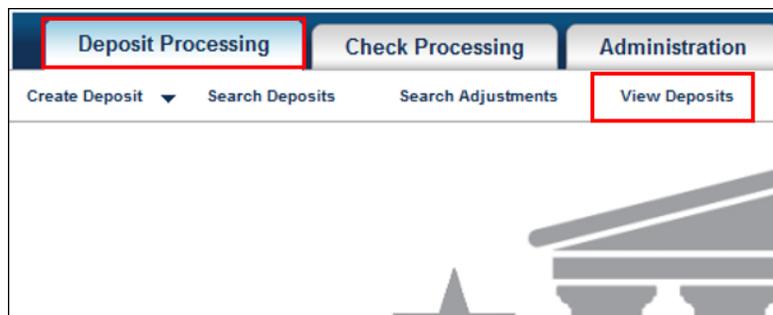
Table 39. Deposit Statuses

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

View a Deposit

1. Click the **Deposit Processing** tab and click **View Deposits** (see Figure 199). The *View Deposits* page appears.

Figure 199. Select View Deposits



- From the **Select Display** drop-down menu, select **My Deposits in Process**, **Adjustments in Error**, **Deposits in Error**, or **Deposits Within My Organization** (see Figure 200).

Figure 200. View Deposits

The screenshot shows a web interface titled "View Deposits". At the top, there is a yellow highlighted box containing the text "Select Display:". Below this is a dropdown menu with the following options: "My Deposits in Process", "Deposits in Error", "Adjustments in Error", "My Deposits in Process" (which is highlighted in blue), and "Deposits Within My Organization". To the right of the dropdown menu, there is a partially visible text label: "osit you would like to continue processing."

- My Deposits in Process:** Displays deposits that require addition action (e.g. Draft, Awaiting Approval, Submitted, Rejected, and Confirmed) based on user permissions.

If the user only has an **FI Viewer** or **FRB Viewer** role and selects this page, it returns no results. If the user is a **Deposit Confirmer** or **FRB Confirmer**, the table displays the column indicating the Confirm option to allow for multiple confirmations at the same time. For all other user roles, this column is hidden.

- Adjustments in Error:** Displays adjustments that have validation errors awaiting acknowledgement by the financial institution that the error has been resolved.

The **Adjustments in Error** page displays any CA\$HLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CA\$HLINK II validation errors. To document why the error occurred and how the error was resolved, select the Voucher Number link is selected. This page only returns results for the **Deposit Confirmer** and **FI Viewer** roles. Other roles will have the ability to select this page from the dropdown but will see no results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).

- Deposits in Error:** Displays deposits that have validation errors awaiting acknowledgement by the financial institution that the error has been resolved. If you have **Deposit Confirmer** or **FI Viewer** privileges, the **Deposits in Error** details appears.

The **Deposits in Error** page displays any CA\$HLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CA\$HLINK II validation errors. To document why the error occurred and how the error was resolved, select the Voucher Number link is selected. This page only returns results for the **Deposit Confirmer** and **FI Viewer** roles. Other roles will have the ability to select this page from the dropdown but will see no results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).

- **Deposits Within My Organization:** Displays a list of deposits that have been entered in the system, based on the agency endpoint or financial institution to which the user has access. If you have **Deposit Confirmer** or **FI Viewer** privileges, the **Deposits Within My Organization** details appears.

The **Deposits Within My Organization** page displays voucher dates in reverse chronological order (including future dated deposits) and the status within (i.e. Draft, Submitted, Rejected, and Confirmed). The number of deposits displayed is based upon the display days processing options defined for the OTC Endpoint that the agency user has permission to view. If the user has permission for more than one OTC Endpoint, the processing option with the greatest number of days is used. If the user is an **FI Viewer** or an **FS Viewer**, the number of display days is set at 45.

3. The *View Deposits* page appears. Click the voucher number of the deposit you would like to view. By default, up to 10 records are displayed per page. To change the number of records displayed per page, select from the drop-down menu options next to the record count (see Figure 201).

Figure 201. View Deposits Page

The screenshot shows the 'View Deposits' interface. At the top, there is a 'Select Display:' dropdown menu set to 'My Deposits in Process'. Below this, a message asks the user to 'Select the voucher number of the deposit you would like to continue processing.' The current date is '11/04/2014'. A record count dropdown shows '10' records out of 13 total. The main table lists 13 records with the following columns: Voucher, Status, Date Submitted, Voucher Date, OTC Endpoint, ALC, Deposit Total, and Confirm. The first row (Voucher 623077) is highlighted with a red box. At the bottom right, there are 'Next >' and 'Return Home' buttons.

Voucher	Status	Date Submitted	Voucher Date	OTC Endpoint	ALC	Deposit Total	Confirm
623077	DRAFT	21/2012	05/21/2012	37922	00000000	12,500.00	<input type="checkbox"/>
620949	DRAFT	09/2012	03/09/2012	37922	00000000	50.25	<input type="checkbox"/>
620928	DRAFT	09/2012	03/09/2012	37922	00000000	450.25	<input type="checkbox"/>
620482	SUBMITTED	16/2012	02/16/2012	37928	00000000	800.00	<input type="checkbox"/>
620481	SUBMITTED	02/16/2012	02/16/2012	37926	00000000	800.00	<input type="checkbox"/>
620480	SUBMITTED	02/16/2012	02/16/2012	37925	00000000	800.00	<input type="checkbox"/>
620478	SUBMITTED	02/16/2012	02/16/2012	37923	00000000	800.00	<input type="checkbox"/>
620477	SUBMITTED	02/16/2012	02/16/2012	37922	00000000	700.00	<input type="checkbox"/>
600501	REJECTED	02/13/2012	02/13/2012	37928	00000000	100.00	<input type="checkbox"/>
600460	REJECTED	08/04/2011	08/04/2011	37928	00000000	1.00	<input type="checkbox"/>



View a Deposit

To view a deposit:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposit* page appears.
3. From the **Select Display** drop-down menu, select **My Deposits in Process**, **Adjustments in Error**, **Deposits in Error**, or **Deposits Within My Organization**.



Application Tip

The **Select Display** options include:

- **My Deposits in Process:** Displays deposits that need some type of action (e.g. Draft, Awaiting Approval, Submitted, Rejected, and Confirmed) and is based on user permissions.

If the user only has an **FI Viewer** or **FRB Viewer** role and selects this page, it returns no results. If the user is a **Deposit Confirmer** or **FRB Confirmer**, the table displays the column indicating the Confirm option to allow for multiple confirmations at the same time. For all other user roles, this column is hidden.

- **Adjustments in Error:** Displays adjustments that have validation errors awaiting acknowledgement by the financial institution that the error has been resolved.
- The **Adjustments in Error** page displays any CASHLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CASHLINK II validation errors. To document why the error occurred and how the error was resolved, select the Voucher Number link is selected. This page only returns results for the **Deposit Confirmer** and **FI Viewer** roles. Other roles will have the ability to select this page from the dropdown but will see no results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed)



Application Tip (continued)

- **Deposits in Error:** Displays deposits that have validation errors awaiting acknowledgement by the financial institution that the error has been resolved. If you have **Deposit Confirmer** or **FI Viewer** privileges, the **Deposits in Error** details appears.

The **Deposits in Error** page displays any CASHLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CASHLINK II validation errors. To document why the error occurred and how the error was resolved, select the Voucher Number link is selected. This page only returns results for the **Deposit Confirmer** and **FI Viewer** roles. Other roles will have the ability to select this page from the dropdown but will see no results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).

- **Deposits Within My Organization:** Displays a list of deposits that have been entered in the system, based on the agency endpoint or financial institution to which the user has access. If you have **Deposit Confirmer** or **FI Viewer** privileges, the **Deposits Within My Organization** details appear.

The **Deposits Within My Organization** page displays voucher dates in reverse chronological order (including future dated deposits) and the status within (i.e. **Draft**, **Submitted**, **Rejected**, and **Confirmed**). The number of deposits displayed is based upon the display days processing options defined for the OTC Endpoint that the agency user has permission to view. If the user has permission for more than one OTC Endpoint, the processing option with the greatest number of days is used. If the user is an **FI Viewer** or an **FS Viewer**, the number of display days is set at 45.

4. Click the **Voucher Number** of the deposit which you would like to view.



Application Tip

By default, up to 10 records are displayed per page. To change the number of records displayed per page, select from the drop-down menu options next to the record count.



Application Tip

If your Financial Institution makes an adjustment to a deposit, it appears in the **Adj.** column of the **Deposit Transactions** section of the table. To view additional details, click the appropriate **Voucher Number**. The *View Confirmed Deposit* page appears. Under **Adjustment Information**, click the **Voucher Number** to view the deposit adjustment details.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit (Visible if a user has Deposit Confirmer privileges)
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Delete** to eliminate the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Voucher Event State** to view voucher details.
- Click **Next** to advance to the next page. (Visible only in My Deposits in Process view)
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Adjust** to adjust a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Save as Draft** to save the information without submitting the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Submit** to complete the process and display the Confirmation page. (Visible if a user has Deposit Approver privileges.)
- Click **Update CAN/ACCT Key** to update the account number assigned to a deposit. (Visible if a user has Deposit Confirmer privileges.)
- Click **Add Adjustment** to adjust a deposit. (Not visible for Foreign Check Items.)

Glossary

A

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, which 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 Historical Report – A deposit processing report that allows you to view historical deposit adjustment and returned item adjustment transaction data.

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 roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so) or upload approved batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked – A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

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 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.

Card Acquiring Service (CAS) – (formerly Plastic Card Network) A Bureau of the Fiscal Service federal program that provides federal agencies with payment card (credit, debit, electronic benefit transfer (EBT) and store-value (gift cards) cards) acceptance capabilities.

Card Administrator – An agency user that has the authorization to manage endpoints for card processing, set up and view terminal configuration and read and view audit log information.

Card Invoice ID – The unique Invoice ID for a processed card transaction. The default on terminals is set to 10 characters, a max of 40 characters can be configured for MX terminals. It can be used to track transactions in OTCnet.

Card Operator – An agency user that has the authorization to start card processing, query, void, and refund any card transaction, as well as reboot and check terminal connection status.

Card Processing – A functionality available in OTCnet that allows agencies to provide customers with an option to make payments with a credit, debit or Visa/Mastercard gift card. The card transactions are directly sent to WorldPay. WorldPay sends all approved OTCnet transactions via a Card Acquiring Service (CAS) flat file to Collections Information Repository (CIR) for deposit reporting.

(80mm) Card Receipt Printer – A printer that can be selected by a Card Operator or Kiosk Operator; the 80mm printer provides the ability to print standard-sized card receipts on 3.125in (80mm) paper.

Card Uploader: A full vendor kiosk server system role that is authorized to transmit card data from an external kiosk system to OTCnet. This role requests acknowledgement of the data transmitted; the system account with this role has no other permissions.

Cashier ID – The ID of the user that created the transaction.

Central Accounting Reporting System (CARS) – 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.

Central Image and Research Archive (CIRA) Query – An online query function that allows users to search for all check transactions (includes mobile check transactions) processed in the OTCnet application that have been settled less than 18 months ago.

Chain Code aka Chain Number: An alphanumeric designator (e.g. 0F123B) assigned by acquirer to reflect a unique channel of processing. The chain code is assigned at lower level endpoints and an agency may have multiple chain codes.

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 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 the data into other applications within an agency. The report has been enhanced to provide users the option to solely retrieve mobile check transactions.

CIRA CSV Report – A check processing business report that allows users to search for all transactions in the system (including mobile check transactions) and allows users to export the results to a comma separated value report (CSV) file.

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.

Client ID/GCI Number – An ID used by the deposit end point when requesting a currency conversion for foreign check to the US dollar Equivalent (USE) with the foreign currency exchange gateway for foreign check items or currency conversion service for foreign currency cash.

Client Order ID – A unique ID assigned by OTCnet to maintain uniqueness while requesting/accepting a foreign currency conversion quote for foreign checks the foreign currency exchange gateway.

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.

Credentials – Evidence of authority, status, rights, or entitlement to privileges. Credentials are typically in written form (e.g., OLB credentials such as a login or password).

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 presentation 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 United States Department of 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 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.

Deposit Historical Report – A deposit processing report that allows you to view historical deposit transaction data.

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.

Division Number: A three-digit (e.g. 001) value assigned at lower level endpoints under the chain code to designate unique lines of accounting.

E

Exchange Rate – The decimal value used to convert foreign currency to the US dollar Equivalent (USE).

F

Failed – The item was unable to be processed and/or settled by United States Department of Treasury/Bureau of the Fiscal Service (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 United States Department of 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 contain 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.

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 sent 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 Security Identity Manager (ISIM) – Refers to Fiscal Service’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.

Internet Protocol (IP) address – A unique number or address that computing devices, (e.g., computers, laptops, tablets, etc.) connected to a computer network, use to identify themselves and communicate with other devices in an IP-based network (e.g., the Internet).

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).

K

Kiosk Operator User Role – A user with limited permissions for the OTC Kiosk tablet. Permissions include logging into the OTCnet Kiosk application, deposit processing, scanning checks, processing card payments and printing receipts.

Kiosk Lockdown Software – A process used to lock down the Windows Surface Pro workstation for use with the OTCnet Kiosk Tablet application. This involves removing the options, “Lock”, “Sign out”, “Change a password” and “Task Manager” when CTRL-ALT-Delete is pressed. This process only needs to be implemented once, as part of the initial workstation configuration. Locking down the tablet ensures that users cannot access any outside information or applications from the OTC Kiosk Tablet (e.g., checking email or accessing any other websites).

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.

Manual Card Entry – An option available in OTCnet for card processing, it allows agency users to manually enter a card number on behalf of the card holder so a card payment can be processed. It is only to be used as a contingency if all other payment methods fail.

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.

Merchant Identification Number (MID): A unique designator (e.g. 44450XXXXXXXXXX) assigned by the acquirer to reflect the card processing location and may contain up to 13 characters. An ALC can be associated with multiple Merchant IDs; however, each Merchant ID must be unique for each lower level endpoint.

Mobile Check Capture – A functionality in OTCnet; it allows the processing of mobile check transactions from the FedRevCollect mobile application (Mobile Server).

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 United States Department of Treasury General Account.

OTC Endpoint Credit-Debit-Card (CDC) – The endpoint (location) setup in OTCnet for use in card processing.

OTC Endpoint Check (CHK) – The endpoint (location) setup in OTCnet for use in check capture.

OTC Endpoint Treasury General Account (TGA) – The endpoint (location) setup in OTCnet for use in deposit reporting.

OTC Endpoint Mapping – The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTC Kiosk Tablet – A lightweight collections mobile tablet terminal that features OTCnet Check Processing and Card Processing with receipt printing functionalities. It allows agency customers to make check (personal only) and card payments (credit, debit and gift) independent of an agency representative.

OTCnet Generated Eight-Character Pairing Pin – A pairing pin is a unique eight-character OTCnet-generated number used to pair OTCnet and the card terminal. The number is entered the card terminal.

OTCnet Local Bridge (OLB) Application – Refers to an application installed on a workstation, used to facilitate communication between the browser and the operating system/workstation.

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, Deposit Processing, and Card 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

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 United States Department of 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 United States Department of 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 United States Department of Treasury Account Symbol (TAS) and Business Event Type Code (BETC) combinations to assist CARS 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.

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.

Submit – An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted – A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend – Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID – The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status – Represents the status of the verification records. There are four possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History – Defines the time range that a Deposit Confirmer can 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 can view all the deposits that he or she has confirmed for the past 45 days.

Transaction Reporting System (TRS) – A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Treasury Account Symbol (TAS) – The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) – A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) – The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury – The executive department and the United States Department of 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 CIR File Status Report – An administration report allows you to view the status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.

View CIR Transmission Status for Check Processing – A check processing administration report that allows you to view the status of CIR files that have been processed by CIR or are ready for CIR processing.

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.

W

WorldPay: (formerly Vantiv) A credit card, debit card and gift card merchant processor who is responsible for the creation of card acquiring service (CAS) accounts including chain codes and merchant IDs.



Agency Viewer

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Agency Viewer Participant User Guide* includes:

- Agency Viewer

Overview

Welcome to the *Agency Viewer Participant User Guide*. In this guide, you will learn:

- The introduction to OTCnet
- The overview of the OTCnet Participant User Guide content
- How to log in to OTCnet
- How to access your User ID and reset your Password
- How to navigate the OTCnet home page
- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view a rejected deposit details
- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file
- The purpose of searching adjustments
- How to search and locate adjustments using one or more search criteria
- How to download adjustment voucher(s) as an XML or CSV file
- The purpose of viewing reports
- The various types of reports you can access by role
- The types of reports
- The detail each report provides and how to view and download those reports

Topics

This guide is organized by the following topics:

- Topic 1. Introduction to OTCnet
- Topic 2. Overview of OTCnet Participant User Guide Content
- Topic 3. Logging in to OTCnet
- Topic 4. Accessing a User ID and Resetting Passwords
- Topic 5. Navigating the OTCnet Home Page
- Topic 6. Viewing Deposits
- Topic 7. Searching Deposits
- Topic 8. Searching Adjustments
- Topic 9. Viewing Reports
- Topic 10. Reports by Access Type
- Topic 11. Types of Reports
- Topic 12. Viewing Reports

Topic 1. Introduction to OTCnet

Overview

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

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

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

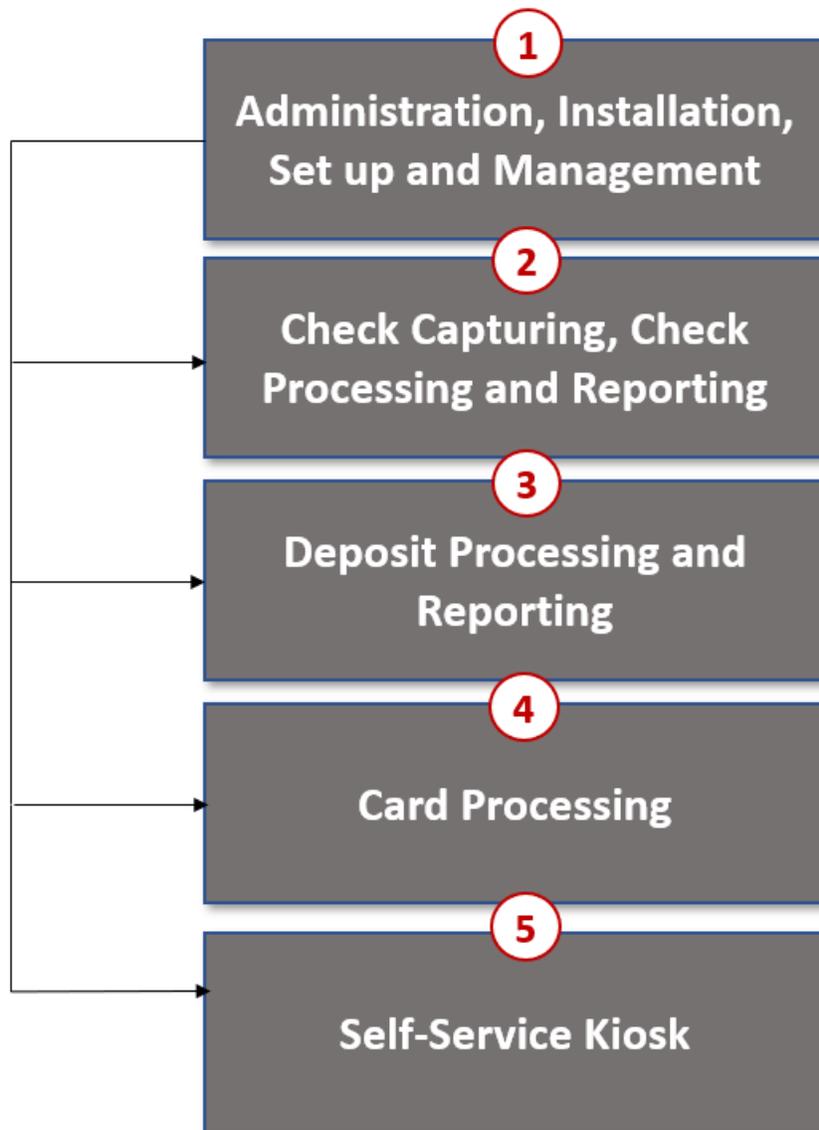
OTCnet financial services will:

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

OTCnet Elements

OTCnet is comprised of three elements; (1) **Administration**, (2) **Check Capture, Check Processing and Reporting** and (3) **Deposit Processing and Reporting**. The Administration element is a component of the Check Capture, Check Processing and Reporting as well as Deposit Processing and Reporting, as demonstrated in **Error! Reference source not found..**

Figure 202. OTCnet Elements



The three elements of OTCnet are:

1. **Administration:** allows for those with administrative permissions to install, setup users, and manage OTCnet
2. **Deposit Processing:** permits Federal agencies the ability to create and submit deposits for confirmation. This platform also allows for Financial Institutions to confirm those

deposits and create adjustments electronically. Deposits can be created for US currency, foreign cash and foreign check items

3. **Check Capturing, Check Processing:** converts personal and business checks into electronic fund transfers. Transactions can be consumer, consumer accounts receivable, and business transactions. This is not an element of OTCnet you will use.

OTCnet Process Flow: Deposit Reporting

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

As shown In **Error! Reference source not found.** below, the Deposit Preparer electronically reports the deposit to

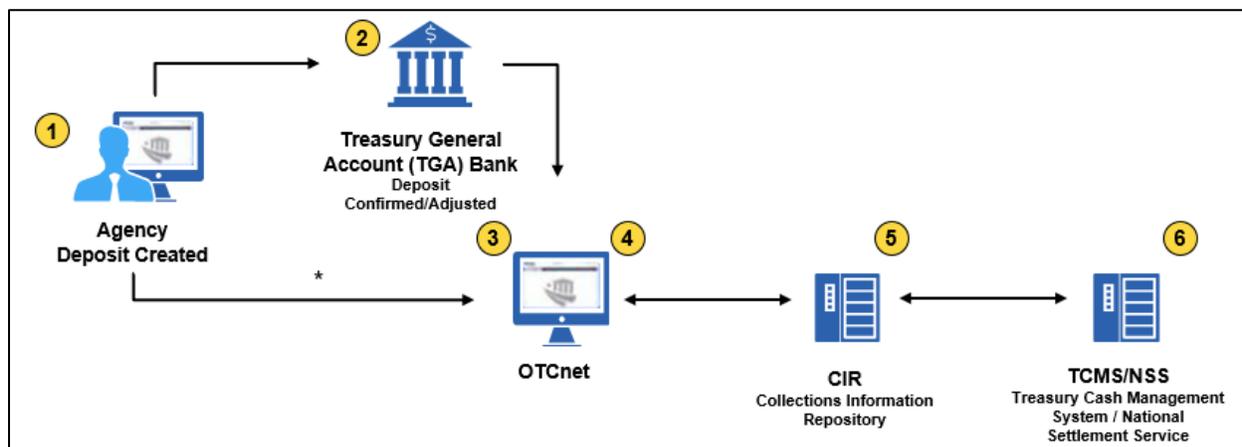
Treasury using OTCnet and prints out the OTCnet deposit ticket. The bank deposit ticket, OTCnet deposit ticket, cash, and checks (US and foreign) are taken to your Financial Institution (FI). At the FI, the Deposit Confirmer confirms the deposit, rejects the deposit or creates an adjustment to the deposit using OTCnet.

OTCnet sends commercial deposit voucher information to CIR. CIR receives commercial deposit information from OTCnet for reconciliation and transmits to Treasury Cash Management System (TCMS) for cash concentration purposes. TCMS receives the commercial deposit data from CIR and initiates the cash concentration activity.

Note: CIR is formerly the Transaction Reporting System (TRS).

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

Figure 203. Deposit Reporting Process Flow



OTCnet Users

OTCnet has three functional areas: 1) **Administration**, 2) **Check Capture, Processing and Reporting** and 3) **Deposit Processing and Reporting**. Each of these functional areas has restrictions based on the user role assigned. The user role you will hold is based on the types of tasks you will perform.

There are six user roles with varying degrees of permissions for performance of administrative duties. Administrative duties include user management and system installations. The roles are Check Capture Administrator, Check Capture Supervisor, Primary Local Security Administrator, Local Security Administrator, Accounting Specialist and Local Accounting Specialist.

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

Those who carry Deposit Processing and Reporting roles, can create deposits, approve, confirm (reject or adjust), and/or view information. There are five user roles with permissions to perform these functions. See Figure 204. User Roles for details.

Figure 204. User Roles

Administration	Check Capture/ Check Processing and Reporting	Deposit Processing and Reporting
Agency <ul style="list-style-type: none"> ▪ Check Capture Supervisor ▪ Check Capture Administrator 	Agency <ul style="list-style-type: none"> ▪ Check Capture Operator ▪ Check Capture Lead Operator ▪ Check Capture Supervisor ▪ *Batch Approver ▪ *Batch Uploader ▪ Master Verification Database (MVD) Editor ▪ Master Verification Database (MVD) Viewer 	Agency <ul style="list-style-type: none"> ▪ Deposit Preparer ▪ Deposit Approver ▪ Viewer
Financial Institution/ Federal Reserve <ul style="list-style-type: none"> ▪ Primary/ Local Security Administrator ▪ Accounting Specialist/ Local Accounting Specialist 		Financial Institution/ Federal Reserve <ul style="list-style-type: none"> ▪ Deposit Confirmer ▪ Viewer

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

The next page details the OTCnet Deposit Processing and Reporting roles with their associated permissions. Table 40 and Table 41 provides a breakdown of permissions at the Federal Program Agency level as well as the Financial Institution/Federal Reserve Bank Financial Institution level. They include Primary Local Security Administrator, Local Security Administrator, Accounting Specialist, Local Accounting Specialist, Deposit Preparer, Deposit Approver, Viewer and Deposit Confirmer.

Table 40. Deposit Processing and Reporting by Federal Program Agency Roles

Role	PLSA	LSA	Accounting Specialist	Local Accounting Specialist	Deposit Preparer	Deposit Approver	Viewer
Add/Update/Delete a User	•	•					
Reset Password	•	•					
Manage Own Account	•	•	•	•	•	•	•
OTCnet Logon and Homepage	•	•	•	•	•	•	•
Create/Modify Deposit					•		
Submit Deposit						•	
Confirm/Reject Deposit							
View Deposit / Adjustment Detail					•	•	•
Search Deposit / Adjustment					•	•	•
Create Deposit Adjustment							
Create Return Item Adjustment							
Modify Organization Hierarchy			•	•			
Delete Organization Hierarchy			•	•			
View Organization Hierarchy			•	•			
Search Organization Hierarchy			•	•			
Modify Accounting Codes			•				
Import Accounting Codes			•				
View Accounting Codes			•	•			
Modify Endpoint Mappings			•	•			
Modify Custom Labels			•				
View Custom Labels			•	•			
Modify Processing Options			•	•			
View Processing Options			•	•			
Modify User Defined Fields (UDF)			•				
View User Defined Fields (UDF)			•	•			
View Financial Institution							
View Business Reports			•	•	•	•	•
View Security Reports	•	•					
View Administrative Reports					•	•	•
Read/View Audit Log	•	•					
View GWA Reporters Flag			•	•			

**Table 41. Deposit Processing and Reporting by Financial Institution/
Federal Reserve Bank Financial Institution Roles**

Role	PLSA	LSA	Confirmer	Viewer
Add/Update/Delete a User	•	•		
Reset Password	•	•		
Manage Own Account	•	•	•	•
OTCnet Logon and Homepage	•	•	•	•
Create/Modify Deposit				
Submit Deposit				
Confirm/Reject Deposit			•	
View Deposit / Adjustment Detail			•	•
Search Deposit / Adjustment			•	•
Create Deposit Adjustment			•	
Create Return Item Adjustment			•	
Modify Organization Hierarchy				
Delete Organization Hierarchy				
View Organization Hierarchy				
Search Organization Hierarchy				
Modify Accounting Codes				
Import Accounting Codes				
View Accounting Codes				
Modify Endpoint Mappings				
Modify Custom Labels				
View Custom Labels				
Modify Processing Options				
View Processing Options				
Modify User Defined Fields (UDF)				
View User Defined Fields (UDF)				
View Financial Institution			•	•
View Business Reports			•	•
View Security Reports	•	•		
View Administrative Reports			•	•
Read/View Audit Log				
View GWA Reporters Flag				

Topic 2. Overview of OTCnet Participant User Guide Content

Introduction

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

The Participant User Guide can be used independent of or in conjunction with the OTCnet Web-based Training (WBT) or Instructor-led Training (ILT). The Participant User Guides are accessible through the OTCnet web site, OTCnet application help link site or through the Library button located within the WBT.

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

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

In addition to the above-mentioned guides that you may access, this OTCnet Participant User Guide was created to support *Agency Viewer* specific instruction. Below, you will be introduced to the related Deposit Processing OTCnet functionality.

Administration Participant User Guide

Eight Chapters make up the Administration Participant User Guide. These include Check Capture, Check Processing and Deposit Processing Administrative functionality. Table 42 describes the related concepts covered in each Chapter:

Table 42. Administration Chapters

Chapter	Description
1. Introduction to OTCnet and Overview of OTCnet Participant User Guide Content	In this Chapter, you will learn about the background of OTCnet, the element and process flows that make up OTCnet as well as overview of the Participant User Guides.
2. Accessing and Navigating OTCnet	In this Chapter, you will learn how to log in, establish security settings and how to use the OTCnet Main Page.
3. Managing User Accounts	In this Chapter, you will learn how to create a user account, update a user account, and assign user privileges
4. Managing Your Agency's Hierarchy, Accounting Codes, and Processing Options	In this Chapter, you will learn how to create a hierarchy, designate an OTC Endpoint, establish a Financial Institution relationship, and designate a check capture location, modify and import accounting codes, modify endpoint mappings, and modify and view processing options.
5. Configuring Deposit Processing Settings	In this Chapter, you will learn how to create, import and map accounting codes; establish processing options and custom field labels; and modifying a user defined field.
6. Viewing Financial Institutions	In this Chapter, you will learn how to view Financial Institution details.
7. Configuring Check Processing Settings	In this Chapter, you will learn how to set up, modify and view a terminal configuration, view an audit log and download firmware.
8. Installing Scanner and Offline Functions	In this Chapter, you will learn how to a properly install offline check capturing software; manage offline check capturing; set up scanners; and configure check capture settings in offline mode.

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

Deposit Processing and Reporting Participant User Guide

10 Chapters make up the Deposit Processing and Reporting Participant User Guide. Table 43 describes the related concepts covered in each Chapter:

Table 43. Deposit Processing Chapters

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

Topic 3. Logging In to OTCnet

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

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

How to Log In for the First Time

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

1. Access <https://otcnet.fms.treas.gov>. and enter your **User ID** and **Password** in the appropriate text boxes and click **Log In** as shown in Figure 205.

Figure 205. Single Sign On Page

Log In To: <https://otcnet.fms.treas.gov/index.html>

Select an authentication method and enter your credentials

Log In using your Fiscal Service ID:

- SSO User ID and Password
- SecurID Token
- PKI Certificate

To log in using your Fiscal Service Single Sign On User ID and Password,

User ID:

Password:

[Forgot your User Id?](#)
[Forgot your Password?](#)

WARNING
WARNING
WARNING

NOTE

You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

This system may contain Sensitive But Unclassified (SBU) data that requires specific data privacy handling requirements as dictated by law, mandate or government agency.

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2. The *Password Change: Create New Password* page appears. Enter your temporary **Password**, **New Password**, and **Confirm New Password** and click **Change Password** (see Figure 206).

Password Criteria

- Must be at least 12 characters long
- Must contain at least one upper case letter
- Must contain at least one lower case letter
- Must contain at least one numeric character
- Must not repeat any of your last ten passwords.
- Must not have been your password during the last ten days
- Must not be a word in a language, slang, dialect, or jargon
- Must not be related to personal identity, history, environment, or other personal associations
- Must not be shared or displayed in plain view.

Figure 206. Password Change Page

BUREAU OF THE Fiscal Service **SINGLE SIGNON**

WARNING: New passwords must be at least 12 characters long and contain 1 upper case letter, 1 special character, and 1 number

Password Change Request

jyee0001 please change your current password before continuing.

Old Password

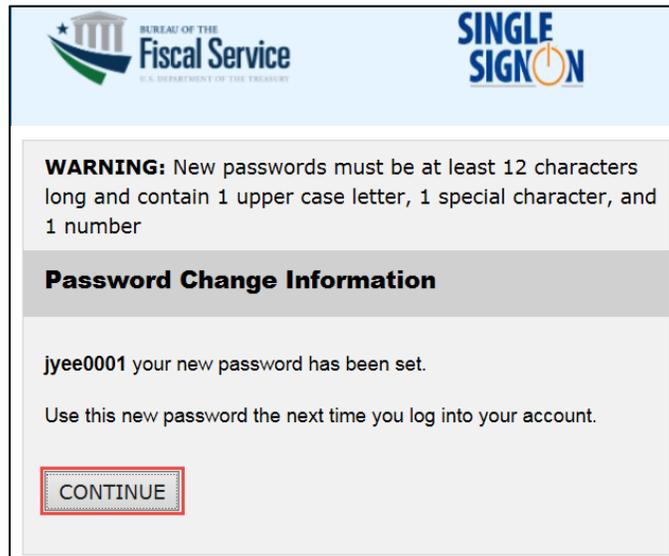
New Password

Confirm New Password

CHANGE PASSWORD **CLEAR THIS FORM**

3. A *Confirmation* page appears stating your new password has been set. Click **Continue** (see Figure 207).

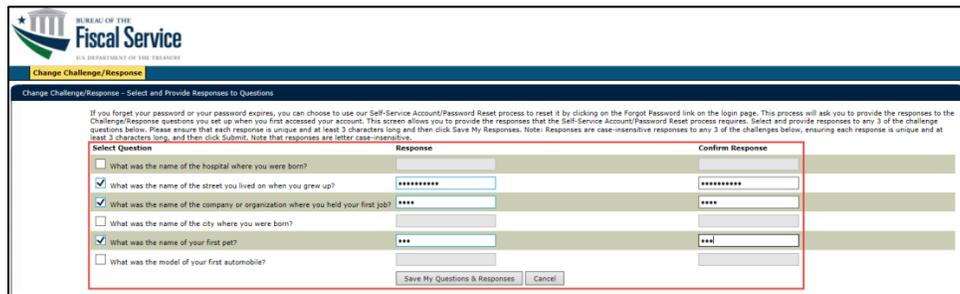
Figure 207. Password Change: Password Set Page



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

Provide your responses in the **Response** and **Confirm Response** fields. Each response must be at least three characters long and are case sensitive. Click **Save My Questions and Responses** (see Figure 208).

Figure 208. Select and Provide Responses to Questions Page



5. A *Change Shared Secret* page appears. Enter a **Shared Secret** phrase, a **Confirm Shared Secret** phrase, and click **Save My Shared Secret** (see Figure 209). The shared secret phrase must be at least three characters.

You will not be able to proceed to OTCnet until the Challenge questions and Share Secret are set.

Figure 209. Challenge Shared Secret Page

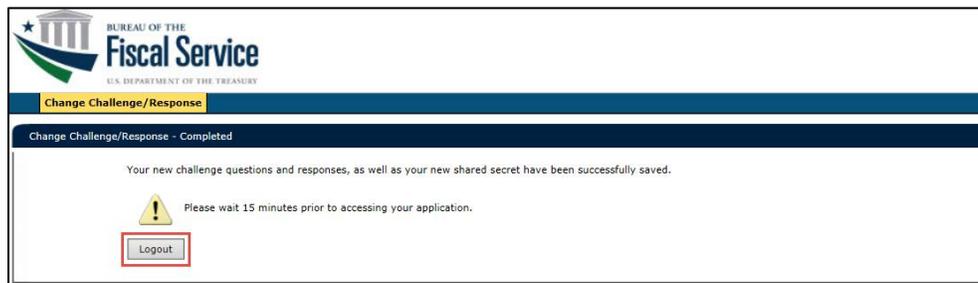


6. The *Change Challenge/Response-Completed* page appears. Click **Logout**.

After you answer your Challenge Questions and enter a Shared Secret, you will need to log back in to OTCnet and read and accept the Rules of Behavior.

7. Click **Close Browser** (see Figure 210).

Figure 210. Close Browser Page



8. Access <https://otcnet.fms.treas.gov> and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** (See Figure 205).

By logging in with your PIV, SecurID, or User ID and Password, you acknowledge and agree that you have read, understand, and agreed to abide by the Rule of Behavior.

Log In to OTCnet the First Time

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

1. Access <https://otcnet.fms.treas.gov>.
2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. The *Password Change: Create New Password* page appears.
3. Enter your temporary **Password**, **New Password**, and **Confirm New Password**.

Password Criteria:

- a. Must be at least 12 characters long
 - b. Must contain at least one uppercase letter
 - c. Must contain at least one lowercase letter
 - d. Must contain at least one numeric character
 - e. Must not have more than two repeating characters
 - f. Must not repeat any of your last ten passwords
 - g. Must not have been your password during the last ten days
 - h. Must not be a word in a language, slang, dialect, or jargon
 - i. Must not be related to personal identity, history, environment, or other personal associations
 - j. Must not be shared or displayed in plain view
4. Click **Change Password**. A confirmation page appears stating your new password has been set.
 5. Click **Continue**. The *Change Challenge/Response – Select and Provide Responses to Questions* page appears.
 6. Select any three challenge questions you want to respond to by clicking the check boxes next to the questions and provide your responses in the **Response** and **Confirm Response** fields.



Application Tip

Each response must be at least three characters long and are case sensitive.

7. Click **Save My Questions and Responses**. A *Change Shared Secret* page appears.
8. Enter a **Shared Secret** phrase and **Confirm Shared Secret** phrase.



Application Tip

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

9. Click **Save My Shared Secret**. A confirmation page appears showing the challenge questions and responses and your new shared secret were successfully saved.
10. Click **Logout**.
11. Click **Close Browser**.



Application Tip

After you answer your Challenge Questions and enter a Shared Secret, you will need to log back in to OTCnet and read and accept the Rules of Behavior.

12. Access OTCnet (<https://otcnet.fms.treas.gov>), enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**.



Application Tip

By logging in with your PIV, SecurID, or User ID and Password, you acknowledge and agree that you have read, understand, and agreed to abide by the Rule of Behavior.

Log In to OTCnet

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

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

To log in to OTCnet, complete the following steps:

1. Access <https://otcnet.fms.treas.gov> and enter your **User ID** and **Password** in the appropriate text boxes and click **Log In** (see Figure 211).

Figure 211. Single Sign On Page

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Log In To: <https://otcnet.fms.treas.gov/index.html>

Forgot your Password? | Forgot your User Id? | Register ?

Select an authentication method and enter your credentials

Log In using your Fiscal Service ID:

- SSO User ID and Password ▶
- SecurID Token
- PKI Certificate

To log in using your Fiscal Service Single Sign On User ID and Password.

User ID:

Password:

Log In **Reset**

[Forgot your User Id?](#)
[Forgot your Password?](#)

WARNING
WARNING
WARNING

NOTE

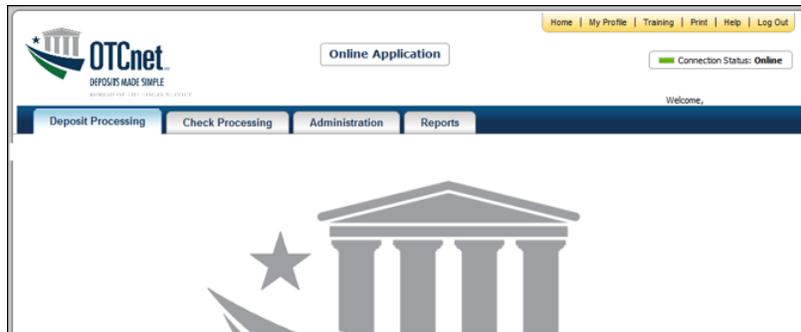
You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

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2. The *OTCnet Home Page* appears (see Figure 212).

Figure 212. OTCnet Home Page





Log In to OTCnet Online

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

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

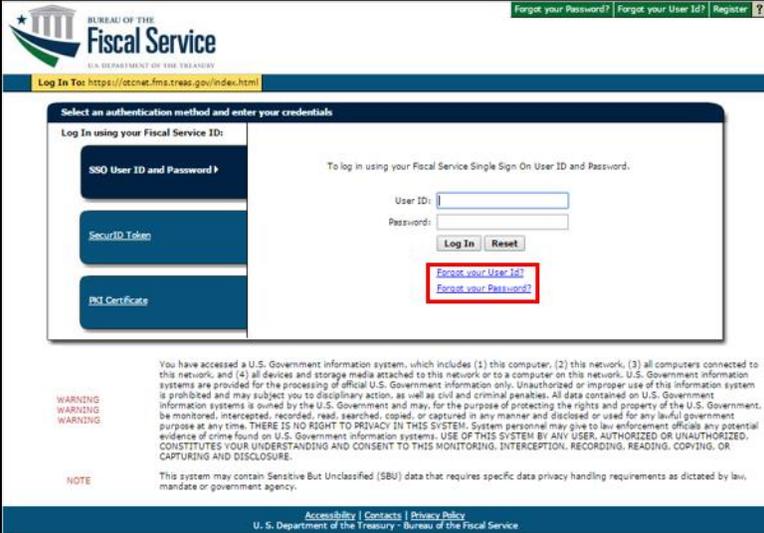
Topic 4. Accessing a User ID and Resetting Passwords

To obtain your user ID or reset your password, contact your **PLSA** or **LSA**. You can also have your User ID, or a temporary password emailed to you. Once you sign in with your temporary password, you will need to reset it.

Access a User ID

1. From the Single Sign On page, click on the **Forgot your User ID?** link (see Figure 213).

Figure 213. Single Sign On Page (Forgot Your User ID? Link)



The screenshot shows the Fiscal Service Single Sign On page. At the top, there are links for "Forgot your Password?", "Forgot your User ID?", and "Register?". Below the header, there is a "Log In To: https://otcnet.fms.treas.gov/index.htm" link. The main content area is titled "Select an authentication method and enter your credentials". On the left, there are three options: "SSO User ID and Password", "SecurID Token", and "PKI Certificate". The "SSO User ID and Password" option is selected. On the right, there is a form with "User ID:" and "Password:" fields, and "Log In" and "Reset" buttons. Below the "Log In" button, there are two links: "Forgot your User ID?" and "Forgot your Password?". The "Forgot your User ID?" link is highlighted with a red box. Below the form, there is a warning message and a note about sensitive data.

2. The *Treasury Self Service* page appears. Enter the characters that you see in the image in the text box and click **Next** (see Figure 214).

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

Figure 214. Treasury Self Service Page (Enter Image of Text)

Logout SWITCH APPLICATION HELP

Treasury User Provisioning

Treasury Self Service

99903473

In the space below, enter the text that you see in the image above.

Next>> Cancel

3. Enter your email address and click **Next** (see Figure 215). A confirmation page appears showing your request for your User ID has been completed.

Figure 215. Forgot User ID (Enter Email Address)

Logout SWITCH APPLICATION HELP

Treasury User Provisioning

Forgot User ID

Please Enter the Email Address *

* indicates a required field

Next>> Cancel

4. Click **Finish**.



Access User ID

To obtain your user ID or reset your password, contact your **PLSA** or **LSA**. You can also have your User ID, or a temporary password emailed to you. Once you sign in with your temporary password, you will need to reset it.

1. From the Fiscal Service Single Sign On page, click **Forgot your User ID?**. The *Self-Service Account/Password Reset* page appears.
2. Enter the words that you see in the image in the text box and click **Next**. The *Treasury Enterprise ID* page appears.
3. Enter your email address and click **Next**. A confirmation page appears showing your request for your User ID has been completed.
4. Click **Finish**.

Resetting Passwords

1. From the Single Sign On page, click on the **Forgot your Password?** link (see Figure 216).

Figure 216. Single Sign On Page (Forgot Your Password? Link)

Log In To: <https://ocinet.fms.treas.gov/index.html>

Select an authentication method and enter your credentials

Log In using your Fiscal Service ID:

- SSO User ID and Password
- SecurID Token
- PKI Certificate

To log in using your Fiscal Service Single Sign On User ID and Password:

User ID:

Password:

[Forgot your User ID?](#)
[Forgot your Password?](#)

WARNING
WARNING
WARNING

NOTE

You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

This system may contain Sensitive But Unclassified (SBU) data that requires specific data privacy handling requirements as dictated by law, mandate or government agency.

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2. The Treasury *Self Service* page appears. Enter your **Treasury Login (User ID)** and click **Next** (see Figure 217).

Figure 217. Forgot Your Password Page

TREASURY DEPARTMENT
MANAGEMENT SERVICE

Treasury User Provisioning

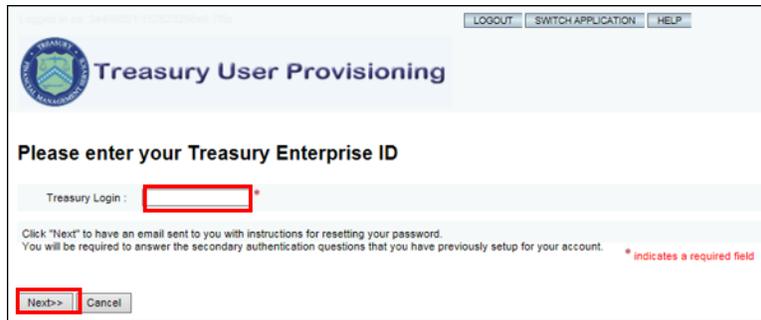
Treasury Self Service

53259020

In the space below, enter the text that you see in the image above.

3. The *Treasury Enterprise ID* page appears. Enter your **Treasury Login (User ID)** and click **Next** (see Figure 218).

Figure 218. Enter Treasury Enterprise ID (User ID)

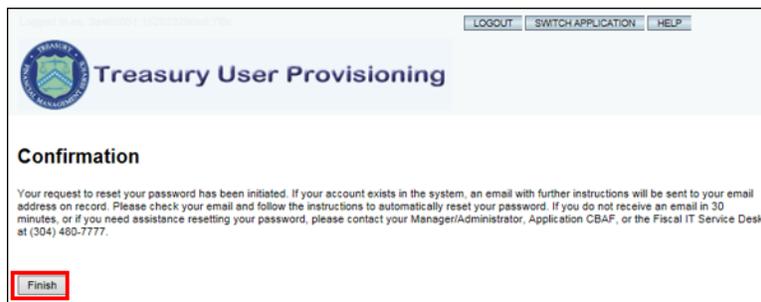


The screenshot shows the 'Treasury User Provisioning' page. At the top right, there are links for 'LOGOUT', 'SWITCH APPLICATION', and 'HELP'. The page title is 'Treasury User Provisioning'. Below the title, it says 'Please enter your Treasury Enterprise ID'. There is a text input field labeled 'Treasury Login :'. Below the input field, there is a note: 'Click "Next" to have an email sent to you with instructions for resetting your password. You will be required to answer the secondary authentication questions that you have previously setup for your account.' A red asterisk indicates a required field. At the bottom, there are two buttons: 'Next>>' and 'Cancel'.

4. A confirmation page appears. Click **Finish** (see Figure 219).

You will receive an email to your official email address with further instructions to complete the Self-Service Account/Password Reset process.

Figure 219. Password Request Confirmation

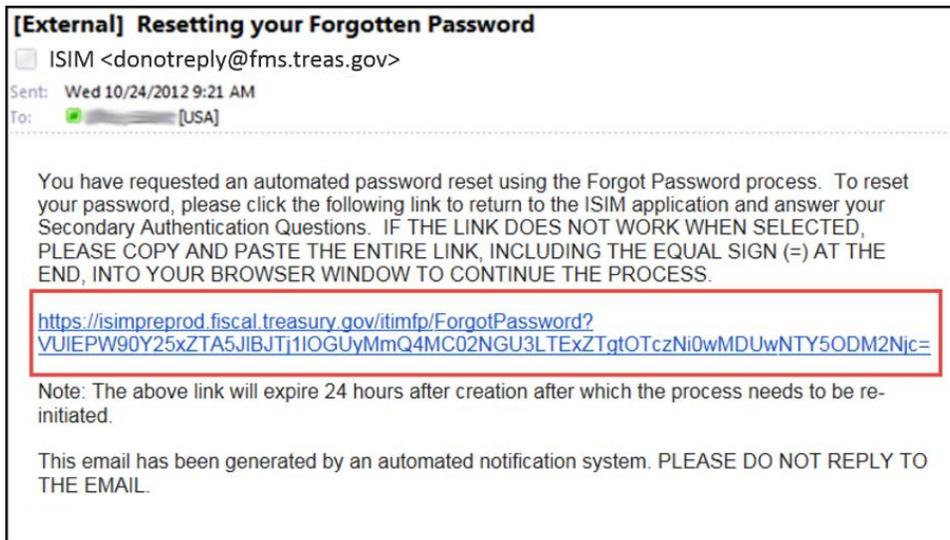


The screenshot shows the 'Treasury User Provisioning' page. At the top right, there are links for 'LOGOUT', 'SWITCH APPLICATION', and 'HELP'. The page title is 'Treasury User Provisioning'. Below the title, it says 'Confirmation'. There is a paragraph of text: 'Your request to reset your password has been initiated. If your account exists in the system, an email with further instructions will be sent to your email address on record. Please check your email and follow the instructions to automatically reset your password. If you do not receive an email in 30 minutes, or if you need assistance resetting your password, please contact your Manager/Administrator, Application CBAF, or the Fiscal IT Service Desk at (304) 460-7777.' At the bottom, there is a 'Finish' button.

5. Check your email. After you received the email link to reset your password, copy and paste the entire link (including the equal sign "=") in the web browser.

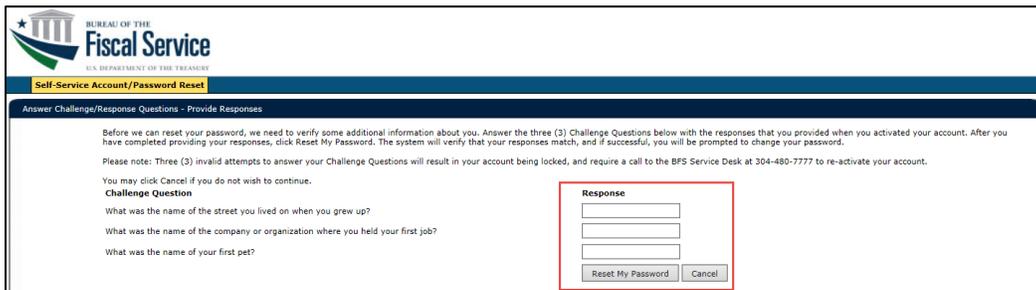
Each reset password web link is unique. The link shown below is for example purposes only.

Figure 220. Resetting Your Forgotten Password Email



- The *Answer Challenge/Responses Questions Provide Responses* page appears. Enter your answers for the challenge questions and click **Reset My Password** (see Figure 221).

Figure 221. Answer Challenge/Response Questions – Provide Responses



7. The *Answer Challenge/Response Questions – Change Password* page appears. Enter your **New Password** and **Confirm New Password** and click **Change My Password** (see Figure 222).

Figure 222. Answer Challenge/Response Questions – Change Password

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Self-Service Account/Password Reset

Answer Challenge/Response Questions - Change Password

Your responses were successfully validated.

Please create a new password with the following requirements and click Change My Password:

- Must be at least 12 characters long.
- Must contain at least one uppercase letter.
- Must contain at least one lowercase letter.
- Must contain at least one numeric character.
- Must contain at least one special character from this set: !@#%&^*()_+ -=
- Must not repeat any of your last ten (10) passwords.
- Must not have been your password during the last ten (10) days.
- Must not be a word in a language, slang, dialect, or jargon.
- Must not be related to personal identity, history, environment, or other personal associations.
- Must not be shared or displayed in plain view.

You may click Cancel if you do not wish to continue.

New Password

Confirm New Password

Change My Password Cancel

8. The *Challenge/Response Questions – Completed* page appears. Click **Close Browser** (see Figure 223).

Figure 223. Answer Challenge/Response Questions - Completed

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Self-Service Account/Password Reset

Answer Challenge/Response Questions - Completed

A request has been submitted to reset your password.

Click Close Browser to end the Self-Service Account/Password process.

Close Browser



Reset Password

To obtain your user ID or reset your password, contact your **PLSA** or **LSA**. You can also have your User ID, or a temporary password emailed to you. Once you sign in with your temporary password, you will need to reset it.

To reset your password, complete the following steps:

1. From the Fiscal Service Single Sign On page, click **Forgot your Password?**. The *Self-Service Account/Password Reset* page appears.
2. Enter the words that you see in the image in the text box and click **Next**. The *Treasury Enterprise ID* page appears.
3. Enter your **Treasury Login (User ID)** and click **Next**. A confirmation page appears.
4. Click **Finish**.



Application Tip

You will receive an email (Resetting your Forgotten Password) to your official email address with further instructions to complete the Self-Service Account/Password Reset process.

5. Check your email. After you received the email link to reset your password, copy and paste the entire link (including the equal sign “=”) in the web browser. The *Answer Challenge/Responses Questions Provide Responses* page appears.



Application Tip

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



Application Tip

The email is generated by an automated notification system. The link expires 24 hours after creation after which the process needs to be reinitiated.

6. Enter your answers for the challenge questions and click **Reset My Password**. The *Answer Challenge/Response Questions – Change Password* page appears.



Application Tip

Three invalid attempts to answer your challenge questions will result in your account being locked. If your account is locked, call the Customer Support at 866-945-7920 or DSN 510-428-6824, Options 1, 3, 4 to re-activate your account.

7. Enter your **New Password** and **Confirm New Password** and click **Change My Password**. The *Challenge/Response Questions – Completed* page appears.
8. Click **Close Browser**.

Topic 5. Navigating the OTCnet Home Page

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

OTCnet Main Menu

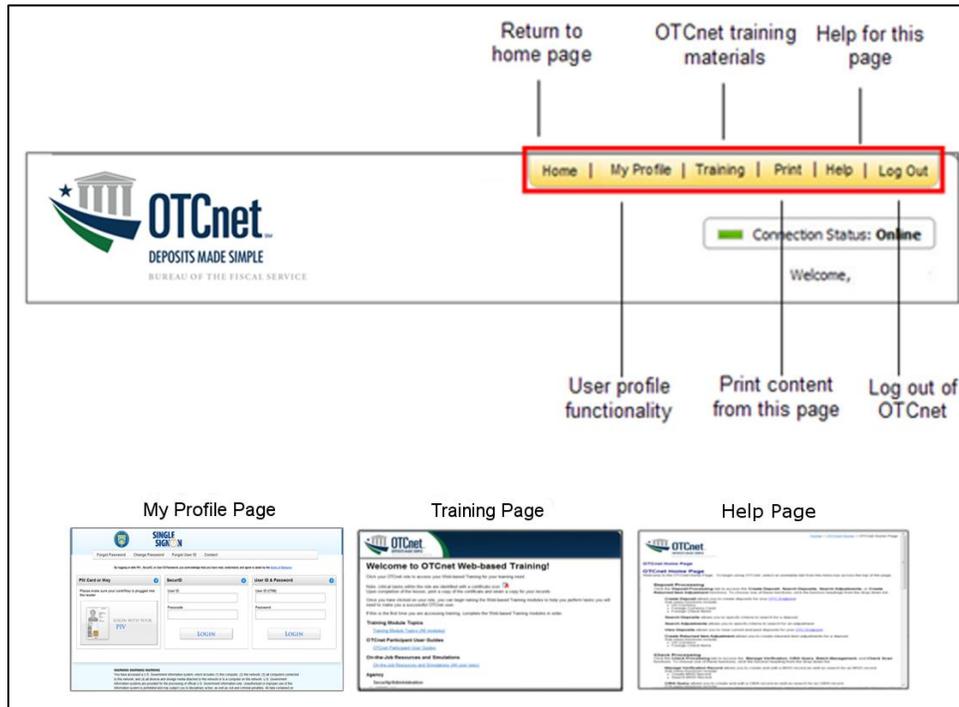
To access the OTCnet Main Menu, log in with your User ID and Password by accessing <https://otcnet.fms.treas.gov>. Table 44 below provides a list of the Main Menu options available to you and accessible on the upper right corner of the OTCnet application (highlighted in yellow).

Table 44. Main Menu Link Descriptions

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

For an image of the Main Menu (see Figure 224). The links are accessible on the upper right side of the OTCnet home page.

Figure 224. OTCnet Main Menu Page



Deposit Processing Tab Functionality

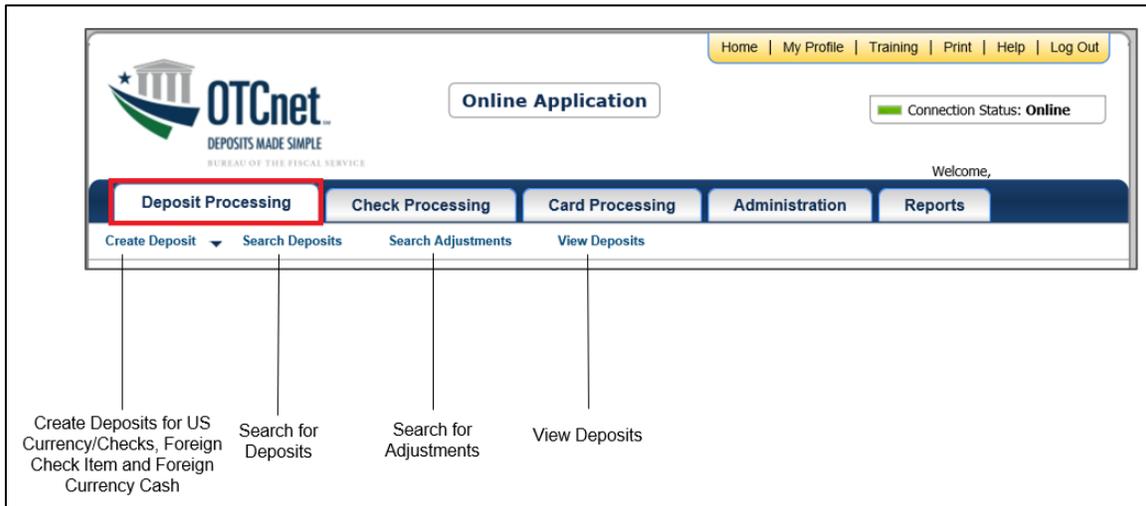
To access the OTCnet Deposit Processing functionality, log in with your user id and password. Table 45 provides a list of the Deposit Processing functions that are available to you.

Table 45. Deposit Processing Tab Descriptions

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

The Deposit Processing tab is shown in **Error! Reference source not found..** Depending on your user role, you may not see all functionality shown in the image.

Figure 225. Deposit Processing Tab



Check Processing Tab Functionality

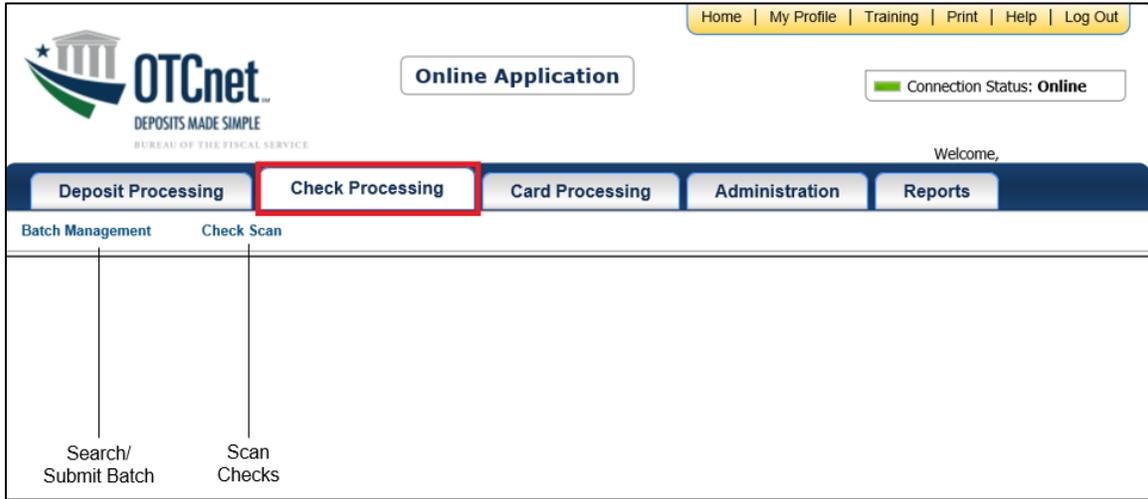
Table 46 provides a list of the Check Processing functions that exist within OTCnet.

Table 46. Check Processing Tab Descriptions

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

The Check Processing tab is shown in **Error! Reference source not found.** You may not have access to this functionality at this time.

Figure 226. Check Processing Tab



Administration Tab Functionality

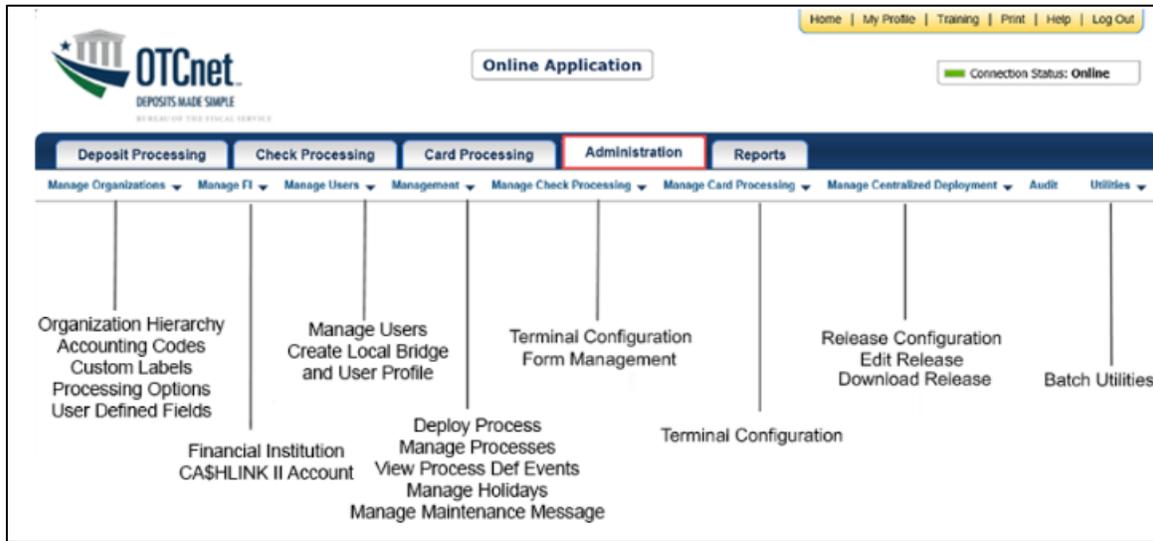
To access the OTCnet Administration functionality, log in with your user id and password. Table 47 below provides a list of the Administration functions that are available.

Table 47. Administration Tab Descriptions

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

The Administration tab is shown in **Error! Reference source not found.** You may not have access to this functionality at this time.

Figure 227. Administration Tab



Reports Tab Functionality

To access the OTCnet Reports functionality, log in with your user id and password. Table 48 provides a list of the Reports functions that are available to you. Depending on your user role, you will only see reports that you have access to view and download.

Table 48. Reports Tab Descriptions

Function	Description
Deposit Processing Reports	Allows a user to view and download Business, Security and Administration reports.
Check Processing Reports	Allows a user to access Check Processing reports. You may not have access to this functionality at this time.

The Reports tab is shown in **Error! Reference source not found.** Depending on you user role, you may not see all the functionality shown in the image.

Figure 228. Reports Tab



Topic 6. Viewing Deposits

As an **Agency Viewer**, you can view deposit vouchers. You may view deposits to locate those in process or see deposit transactions belonging to others in the organization.

You will you have permission to view only certain deposits. The deposit status types available for viewing are included in Table 49.

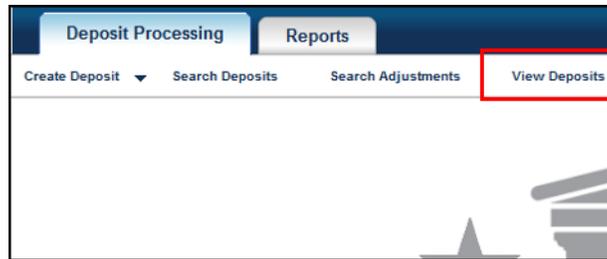
Table 49: Deposit Statuses

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

View a Deposit

1. Click the **Deposit Processing** tab and click **View Deposits** (see Figure 229).

Figure 229: Select View Deposits



2. The *View Deposits* page appears. From the **Select Display** drop-down menu, select **My Deposits in Process**, **Adjustments in Error**, **Deposits in Error**, or **Deposits Within My Organization**.

- **My Deposits in Process:** Displays deposits that require further action (e.g. Draft, Awaiting Approval, Submitted, Rejected, and Confirmed). This option is available based on user permissions.

If a user only has an **FI Viewer** or **FRB Viewer** user role, this option will not display results. If a user is a **Deposit Confirmer** or **FRB Confirmer**, the table displays a Confirm column to allow multiple selections and confirmations at the same time. For all other user roles, this column is hidden.

- **Adjustments in Error:** Displays adjustments that have validation errors awaiting resolution and acknowledgement by the financial institution.

The **Adjustments in Error** page displays any CA\$HLINK II validation errors that require resolution and acknowledgment by the financial institution. No results will display if there are no CA\$HLINK II validation errors. To document the cause and resolution of the error, select the **Voucher Number** link. This page only returns results for users with **Deposit Confirmer** and **FI Viewer** roles. Other roles will have the ability to select this page from the dropdown but will see no results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).

- **Deposits in Error:** Displays deposits that have validation errors awaiting acknowledgement by the financial institution that the error has been resolved. If you have **Deposit Confirmer** or **FI Viewer** privileges, the **Deposits in Error** details appears.

The **Deposits in Error** page displays any CA\$HLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CA\$HLINK II validation errors. To document why the error occurred and how the error was resolved, select the **Voucher Number** link is selected. This page only returns results for the Deposit Confirmer and FI Viewer roles. Other roles will have the ability to select this

page from the dropdown but will see no results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).

- **Deposits Within My Organization:** Displays a list of deposits that have been entered in the system, based on the agency endpoint or financial institution to which the user has access. If you have **Deposit Confirmer** or **FI Viewer** privileges, the **Deposits Within My Organization** details appears.

The **Deposits Within My Organization** page displays voucher dates in reverse chronological order (including future dated deposits) and the status within (i.e. Draft, Submitted, Rejected, and Confirmed). The number of deposits displayed is based upon the display days processing options defined for the OTC Endpoint that the agency user has permission to view. If the user has permission for more than one OTC Endpoint, the processing option with the greatest number of days is used. If the user is an **FI Viewer** or an **FS Viewer**, the number of display days is set at 45.

3. Click the **Voucher Number** of the deposit which you would like to view. By default, up to 10 records are displayed per page. To change the number of records displayed per page, select from the drop-down menu options next to the record count (see Figure 230).

Figure 230. View Deposits Page

The screenshot shows the 'View Deposits' interface. At the top, there is a 'Select Display:' dropdown menu set to 'My Deposits in Process'. Below this is a message: 'Select the voucher number of the deposit you would like to continue processing.' and 'Today's Date: 11/04/2014'. A record count dropdown shows '<< < 1-10 > >> of 13 Records' with '10' selected. The main table has the following data:

Voucher	Status	Date Submitted	Voucher Date	OTC Endpoint	ALC	Deposit Total	Confirm
623077	DRAFT	21/2012	05/21/2012	37922	00000000	12,500.00	<input type="checkbox"/>
620949	DRAFT	09/2012	03/09/2012	37922	00000000	50.25	<input type="checkbox"/>
620928	DRAFT	09/2012	03/09/2012	37922	00000000	450.25	<input type="checkbox"/>
620482	SUBMITTED	16/2012	02/16/2012	37928	00000000	800.00	<input type="checkbox"/>
620481	SUBMITTED	02/16/2012	02/16/2012	37926	00000000	800.00	<input type="checkbox"/>
620480	SUBMITTED	02/16/2012	02/16/2012	37925	00000000	800.00	<input type="checkbox"/>
620478	SUBMITTED	02/16/2012	02/16/2012	37923	00000000	800.00	<input type="checkbox"/>
620477	SUBMITTED	02/16/2012	02/16/2012	37922	00000000	700.00	<input type="checkbox"/>
600501	REJECTED	02/13/2012	02/13/2012	37928	00000000	100.00	<input type="checkbox"/>
600460	REJECTED	08/04/2011	08/04/2011	37928	00000000	1.00	<input type="checkbox"/>

At the bottom right of the table area, there is a 'Next >' button. At the bottom right of the entire page, there is a 'Return Home' button.

View a Deposit

To view a deposit:

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

From the **Select Display** drop-down menu, select **My Deposits in Process**, **Adjustments in Error**, **Deposits in Error**, or **Deposits Within My Organization**.



Application Tip

If you have the **Viewer** role, selecting **My Deposits in Process** or **Adjustments in Error** will not display any deposits.

3. Click the **Voucher Number** of the deposit which you would like to view.



Application Tip

By default, up to 10 records are displayed per page. To change the number of records displayed per page, select from the drop-down menu options next to the record count.



Application Tip

If your Financial Institution makes an adjustment to a deposit it appears in the **Adj.** column of the **Deposit Transactions** section of the table. To view additional details, click the appropriate **Voucher Number**. The *View Confirmed Deposit* page appears. Under **Adjustment Information**, click the **Voucher Number** to view the deposit adjustment details.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit (Visible if a user has Deposit Confirmer privileges)
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Delete** to eliminate the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click View Voucher Event Log to view the history of the deposit voucher.
- Click **Voucher Event State** to view voucher details.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Save as Draft** to save the information without submitting the deposit (Visible if a user has Deposit Preparer privileges.)
- Click **Submit** to complete the process and display the Confirmation page. (Visible if a user has Deposit Approver privileges.)
- Click **Update CAN/ACCT Key** to update the account number assigned to a deposit. (Visible if a user has Deposit Confirmer privileges.)
- Click **Add Adjustment** to adjust a deposit. (Not visible for Foreign Check Items.)

Topic 7. Searching Deposits

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

To search for a deposit, select the **Search Deposits** function. The **Search Deposits** function enables you to search for a deposit voucher using one or more criteria. If you do not specify any criteria, the search results will include all deposits in the system that you have access to view. You can run additional searches; the Search Results table that appears will be cleared and re-populated with the results of the new search. See Table 50 for search criteria fields.

Table 50: Search Criteria Fields

Search Criteria Groupings	Search Criteria Fields
Search Conditions	<ul style="list-style-type: none"> • Organization • OTC Endpoint • ALC • Prepared by • Voucher Number • Deposit Status • Agency Block 6 • Deposit Type
Voucher Date	<ul style="list-style-type: none"> • From and To Date
Deposit Date	<ul style="list-style-type: none"> • From and To Date
Deposit Total	<ul style="list-style-type: none"> • From and To Total
Financial Institution Information	<ul style="list-style-type: none"> • Routing Transit Number • Demand Deposit Account • CA\$HLINK II Account Number • FRB Account Key • FRB Cost Center Work Unit

Under the **Search Deposits** function, if you run a search without specifying any criteria, the search results include all deposits in the system that you have access to view (see Table 51).

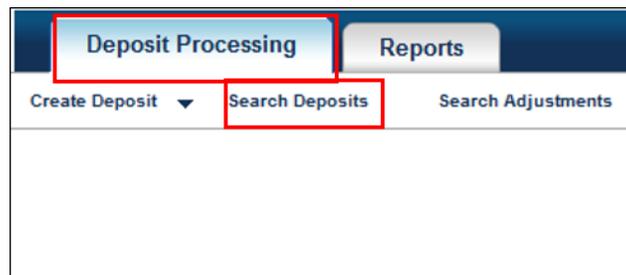
Table 51: Search Results Deposit Statuses

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

Search and Locate Deposits Using One or More Criteria

1. Click the **Deposit Processing** tab and select **Search Deposits** to enter the search criteria for your deposit (see Figure 231).

Figure 231: Search Deposits

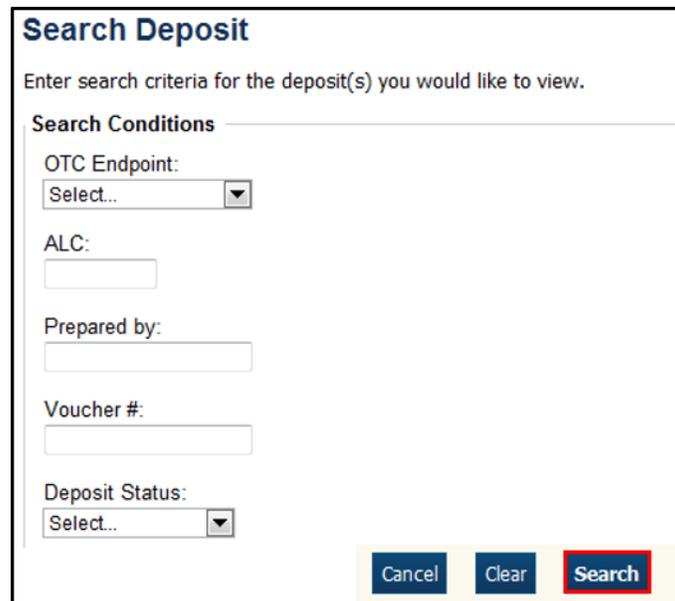


2. Enter the optional search criteria for the deposit you would like to view and click **Search**.

Search Conditions fields (see Figure 232) include selecting the,

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

Figure 232: Search Conditions



The screenshot shows a web form titled "Search Deposit" with the instruction "Enter search criteria for the deposit(s) you would like to view." Below this, a section labeled "Search Conditions" contains several input fields: "OTC Endpoint:" with a dropdown menu showing "Select..."; "ALC:" with a text input field; "Prepared by:" with a text input field; "Voucher #:" with a text input field; and "Deposit Status:" with a dropdown menu showing "Select...". At the bottom right of the form are three buttons: "Cancel", "Clear", and "Search". The "Search" button is highlighted with a red border.

You may also search by entering **Financial Institution Information** which includes the **RTN (Routing Transit Number)**, **DDA (Demand Deposit Account)**, **CAN (CA\$HLINK Account Number)**, **FRB Account Key** and **FRB CCWU (Cost Center Work Unit)** (see Figure 233).

Figure 233: Financial Institution Information

A screenshot of a web form titled "Financial Institution Information". The form contains five text input fields, each with a label above it: "RTN:", "DDA:", "CAN:", "FRB Account Key:", and "FRB CCWU:". At the bottom right of the form, there are three buttons: "Cancel" (blue), "Clear" (blue), and "Search" (red).

You can search by selecting or entering **Voucher Date**, **Deposit Date** or **Deposit Total** ranges (see Figure 234). If you enter a **Voucher From** date that is more than five years prior to the current date, the system will provide a message requesting a change to the **Voucher From** date.

Figure 234: Voucher Date, Deposit Date and Deposit Total

A screenshot of a search criteria form. It is divided into three sections: "Voucher Date", "Deposit Date", and "Deposit Total". Each section contains "From:" and "To:" labels followed by text input fields. The "From:" and "To:" fields in the "Voucher Date" and "Deposit Date" sections have small calendar icons to their right. The "Deposit Total" section only has "From:" and "To:" labels and input fields.

Additional criteria search options for deposits include **User Defined Field Information**, if designated by your agency (see Figure 235).

Figure 235: User Defined Field Information

The screenshot shows a search interface titled "User Defined Field Information". It includes a dropdown menu labeled "Deposit UDF" and a text input field labeled "UDF 1". At the bottom of the interface, there are three buttons: "Cancel", "Clear", and "Search".

3. The *Search Results* table appears (see Figure 236). Click the **Voucher Number** of the deposit details you would like to view.

Figure 236: Search Results Table

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

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

See the Deposit Processing User Participant Guide, for additional to search for deposit information.

Search for a Deposit

To search for a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Click **Search Deposit**. The *Search Deposit* page appears.
3. Enter the search criteria for the deposit you would like to view and click **Search**.

Under Search Conditions, *optional*

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



Application Tip

Voucher From date must be 5 years or less from the current date. Vouchers more than five years old can be viewed from the **Historical Reports** menu.

Under **Financial Institution Information**, *optional*

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

Under User Defined Field Information, *if applicable, optional*

- Enter the **Deposit UDF (User Defined Fields)**
- Enter the **Accounting Subtotal UDF** details



Application Tip

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

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



Application Tip

Deposit totals will not be displayed for unconfirmed foreign check items for which "Other" was selected for the **Country of Deposit** during deposit creation.



Application Tip

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



Application Tip

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

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

Downloading Deposit Information

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

1. Click the **Deposit Processing** tab and **select Search Deposits** to enter the search criteria for your deposit (refer to Figure 231).
2. Enter the optional search criteria for the deposit you wish to view and click Search.

To search criteria under **Search Conditions**, refer to Figure 232.

To enter search criteria under **Financial Institution Information** details, refer to Figure 233.

To enter **User Defined Field Information** details, refer to Figure 235.

3. The *Search Results* table appears. Click the **Download** button (see Figure 237).

Deposit Total will not be displayed for foreign check items that are associated with a country of deposit of "Other".

Figure 237: Download Button

Voucher ▶	Status▶	Date Submitted	Date Confirmed	OTC Endpoint	ALC	Adj.	Deposit Total▶
968121	SUBMITTED	07/30/2014		LL1	00002099		\$100.00
968120	SUBMITTED	07/30/2014		LL1	00002099		\$82.93
968119	SUBMITTED	07/30/2014		LL1	00002099		\$100.00

- Select the **XML file** or **CSV file** as the file format (see Figure 238).

Figure 238: File Format

- Check the desired attributes that you want to download for **Deposit Information**, **Financial Institution Information**, **Agency Information**, **Accounting Subtotals and User Defined Data** and **Foreign Deposit Information** (see Figure 239) then click **Submit**.

Figure 239. Download Adjustments

- The *File Download dialog* box appears. Click **Open** or **Save** (see Figure 240).

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

Figure 240: File Download





Download the Search Results for a Deposit

To download deposit search results:

1. Perform the steps for *Search for a Deposit*. The *Search Results* table will display.



Application Tip

Deposit Total will not be displayed in the *Search Results* table for foreign check items that are associated with a country of deposit of **Other**.

2. Click **Download**.
3. The *Download Deposits* page appears. Select **XML file** or **CSV file** as the file format.
4. Select the attributes you wish to download from the following categories:
 - **Deposit Information**
 - **Financial Institution Information**
 - **Agency Information**
 - **Accounting Subtotals and User Defined Data**
 - **Foreign Deposit Information**
5. Click **Submit**.
6. The *File Download* dialog box appears. Click **Open** or **Save**.



Application Tip

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



Application Tip

Additional buttons on the page help you perform other tasks:

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

Topic 8. Searching Adjustments

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

To search for an adjustment to a **US Currency** or **Foreign Check Items** deposit, click the **Search Adjustments** function. The **Search Adjustments** function enables you to search for a deposit voucher using one or more criteria. If you do not specify any criteria, the search results include all deposits in the system that you have access to view. If you run additional searches, the Search Results table repopulates with the results of the new search. See Table 52 below for search criteria fields.

Table 52: Search Criteria Fields

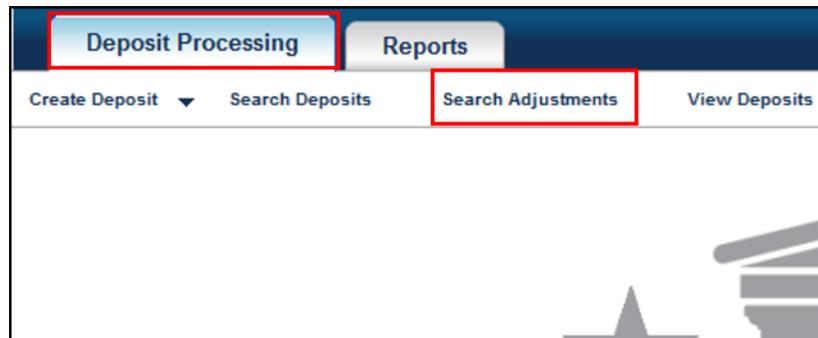
Search Criteria Groupings	Search Criteria Fields
Search Conditions	<ul style="list-style-type: none"> • Organization • OTC Endpoint • ALC • Adjustment Category • Voucher Number • Adjustment Type • Prepared By • Adjustment Reason
Voucher Date	<ul style="list-style-type: none"> • Date Range
Adjustment Amount	<ul style="list-style-type: none"> • Total Range
Deposit Date	<ul style="list-style-type: none"> • Date Range
Original Deposit Date	<ul style="list-style-type: none"> • Date Range
Financial Institution Information	<ul style="list-style-type: none"> • Routing Number • Demand Deposit Account • CA\$HLINK II Account Number • FRB Account Key • FRB Cost Center Work Unit

Searching Adjustments

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

1. Click the **Deposit Processing** tab and click **Search Adjustments** to enter the search criteria (see Figure 241).

Figure 241: Search Adjustments



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

Search Conditions fields (see Figure 242) include selecting any or all of the following:

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

Figure 242: Search Conditions

Search Adjustments

Step 1 of 5: Enter Search Criteria

Enter search criteria for the adjustment(s) you would like to view.

Search Conditions

OTC Endpoint:

ALC:

Adjustment Category:

Voucher #:

Adjustment Type:

Prepared by:

Adjustment Reason:

Voucher Date

From:
 

To:
 

You may also search by entering **Adjustment Amount** range, **Deposit Date**, **Original Deposit Date** and **Financial Institution Information**, which includes the **RTN (Routing Transit Number)**, **DDA (Demand Deposit Account)**, **CAN (CA\$HLINK Account Number)** **FRB Account Key** and **FRB CCWU (Cost Center Work Unit)** (see Figure 243).

Figure 243: Additional Search Criteria

The screenshot shows a search criteria form with the following sections:

- Adjustment Amount:** From: [text box], To: [text box]
- Deposit Date:** From: [text box] [calendar icon], To: [text box] [calendar icon]
- Original Deposit Date:** From: [text box] [calendar icon], To: [text box] [calendar icon]
- Financial Institution Information:**
 - RTN: [text box]
 - DDA: [text box]
 - CAN: [text box]
 - FRB Account Key: [text box]
 - FRB CCWU: [text box]

At the bottom right of the form are three buttons: Cancel, Clear, and Search (highlighted with a red border).

3. The *Search Results* table appears (see Figure 244). Click the **Voucher Number** of the adjustment whose details you would like to view.

Figure 244: Search Results Table

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

Search and View an Adjustment

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

1. Click the **Deposit Processing** tab.
2. Click **Search Adjustments**. The *Search Adjustments* page appears.
3. Enter the search criteria and click **Search**.

Under **Search Conditions**, *optional*

- Select an **Organization**
 - Select an **OTC Endpoint**
 - Enter an **ALC (Agency Location Code)**
 - Select an **Adjustment Category**
 - Enter a **Voucher #**
 - Select an **Adjustment Type**
 - Enter the **Prepared by** name
 - Select an **Adjustment Reason**
 - Enter the **From:** and **To:** Voucher Dates
 - Enter the **From:** and **To:** Adjustment Amount
 - Enter the **From:** and **To:** Deposit Date
 - Enter the **From:** and **To:** Original Deposit Date
4. The *Search Results* table appears. Click the **Voucher Number** of the adjustment whose details you would like to view.



Application Tip

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



Application Tip

Additional buttons on the page help you perform other tasks:

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

Downloading Adjustments Information

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

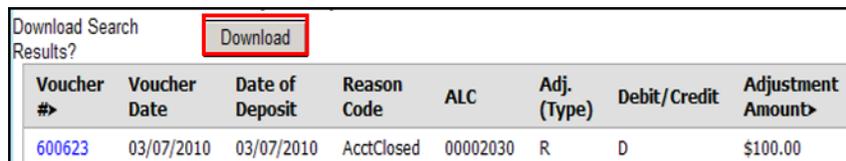
1. Click the **Deposit Processing** tab and click **Search Deposits** to enter the search criteria for your adjusted deposit (refer to Figure 231).
2. Enter the optional search criteria for the adjusted deposit you would like to view and click **Search**. All references to figures can be found under Topic 6 of the previous section.

To search criteria under Search **Conditions**, refer to Figure 242.

To enter additional search criteria, refer to Figure 243.

3. The *Search Results* table appears. Click the **Download** button (see Figure 245). The *Download Adjustments* page appears.

Figure 245: Download Button

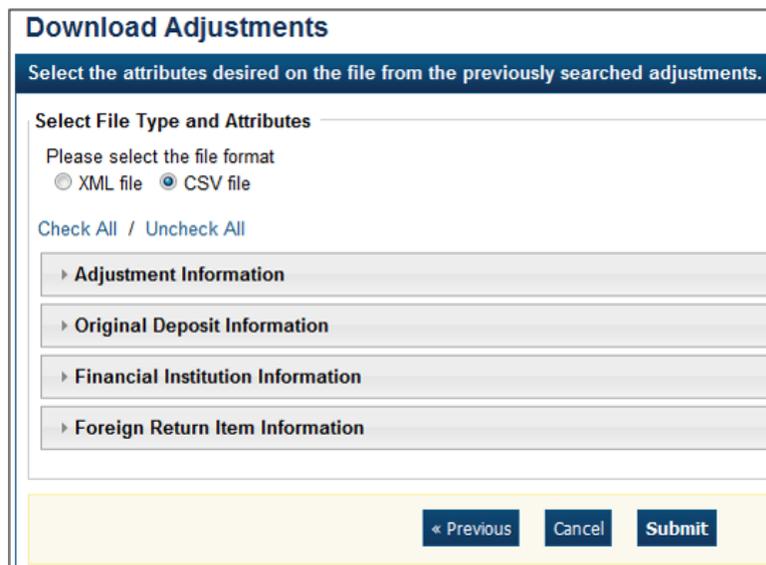


The screenshot shows a table with search results. Above the table, there is a 'Download Search Results?' label and a 'Download' button highlighted with a red border. The table has the following columns: Voucher #, Voucher Date, Date of Deposit, Reason Code, ALC, Adj. (Type), Debit/Credit, and Adjustment Amount. A single row of data is visible.

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

4. Select the **XML file** or **CSV file** as the file format (see Figure 246).

Figure 246: File Format



The screenshot shows the 'Download Adjustments' page. It has a title bar 'Download Adjustments' and a subtitle 'Select the attributes desired on the file from the previously searched adjustments.' Below this, there is a section 'Select File Type and Attributes' with the instruction 'Please select the file format'. There are two radio buttons: 'XML file' and 'CSV file', with 'CSV file' selected. Below the radio buttons, there is a link 'Check All / Uncheck All'. There are four expandable sections: 'Adjustment Information', 'Original Deposit Information', 'Financial Institution Information', and 'Foreign Return Item Information'. At the bottom, there are three buttons: '< Previous', 'Cancel', and 'Submit'.

Check the desired attributes that you want to download for **Adjustment Information**, **Original Deposit Information**, **Financial Institution Information**, and **Foreign Return Item Information** (see Figure 247), then click **Submit**.

Figure 247: Attributes for Download

The screenshot shows a web interface for downloading data. It is divided into three main sections:

- Download Adjustments:** Contains a 'Select File Type and Attributes' section with radio buttons for 'XML file' and 'CSV file' (selected). Below is a 'Check All / Uncheck All' link and a list of attributes under 'Adjustment Information' with checkboxes. Attributes include Voucher #, Voucher Date, Deposit Date, OTC Endpoint - Org Code, OTC Endpoint - Org Name, ALC, Adjustment Amount, Adjustment Category, Adjustment Type, Adjustment Reason, and Created by.
- Original Deposit Information:** Contains a list of attributes under 'Original Deposit Information' and 'Financial Institution Information' with checkboxes. Attributes include Voucher #, Voucher Date, Deposit Date, Deposit Amount, Financial Institution Name, RTN, DDA, CASHLINK Extract Date/Time, CAN/Account Key, CCWU, 1Day Deferred Amount, 2Day Deferred Amount, and Financial Institution Comments.
- Foreign Return Item Information:** Contains a list of attributes under 'Foreign Return Item Information' with checkboxes: Currency Code, Foreign Currency Amount, and Exchange Rate. At the bottom of this section are three buttons: 'Previous', 'Cancel', and 'Submit' (highlighted in red).

5. The *File Download* dialog box appears. Click **Open** or **Save** (see Figure 248). If you click **Open**, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Figure 248: File Download

The screenshot shows a 'File Download' dialog box with the following elements:

- Filename: **searchdepositresult.csv (1.62 KB)**
- URL: **qae-future.otcnet.fms.treas.gov**
- Buttons: **Open**, **Save**, **Cancel**. The **Open** and **Save** buttons are enclosed in a red rectangular box.



Downloading Adjustments Information

To download adjustments, search results:

1. Perform the steps for *Searching Adjustments*.
2. When the *Search Results* table appears, click **Download**. The *Download Adjustments* page appears.
3. Select **XML file** or **CSV file** as the file format.
4. Check the desired attributes that you want to download for
5. Check the desired attributes for the following sections:
 - **Adjustment Information**
 - **Original Deposit Information**
 - **Financial Institution Information**
 - **Foreign Return Item Information**
6. Click **Submit**. The *File Download* dialog box appears.
7. Click **Open** or **Save**.



Application Tip

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



Application Tip

Additional buttons on the page help you perform other tasks:

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

Topic 9. Viewing Reports

As a user or viewer of the Deposit Processing functionality, you may access one or more of the **Business Reports, Security Reports, Administration Reports** or **Historical Reports**. You may need to view or download report for adjustment activity, user information, voucher status, or for any another reason. Each report provides deposit information specific to the select type of data requested. Table 53 below describes each report type.

Table 53. Types of Reports

Report	Purpose of Report
Business	Provides specific reporting detail for deposit and adjustment activity by type, status and processing options for Agencies and Financial Institutions
Administration	Provides specific reporting detail for interfaces with CIR*, as well as detailed information about completed and in progress vouchers
Historical	Provides historical deposit, deposit adjustment and returned item adjustment transaction data

*The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).

Topic 10. Reports by User Role

Access to view reports in OTCnet is dependent on your user role. Table 54 below shows the OTCnet user roles that have access to each OTCnet report. Reports are grouped into the following categories:

- Business Reports
- Security Reports
- Administration Reports
- Historical Reports

Table 54. Business Reports by Federal Program Agency User Roles

Business Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Adjustment Activity (FI)							
Adjustments By OTC Endpoint	•	•			•		
Daily Voucher Report			•	•			
Deposit Activity (FI)							
Deposits By Accounting Code	•	•			•		
Deposits By OTC Endpoint	•	•			•		
Deposit History By Status (FPA)	•	•			•		
Non-Reporting OTC Endpoint	•	•	•	•	•		
Processing Options by Agency EP			•	•			

Table 55. Business Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

Business Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Adjustment Activity (FI)	•		•			
Adjustments By OTC Endpoint						
Daily Voucher Report						
Deposit Activity (FI)	•		•			
Deposits By Accounting Code						
Deposits By OTC Endpoint						
Deposit History By Status (FPA)						
Non-Reporting OTC Endpoint						
Processing Options by Agency EP						

Table 56. Security Reports by Federal Program Agency User Roles

Security Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Primary Access Groups without a PLSA							
Users by Access Group (FI)							
Users by Access Group (FPA)						•	•
Users by Role (FI)							
Users by Role (FPA)						•	•
User Information						•	•

Table 57. Security Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

Security Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Primary Access Groups without a PLSA						
Users by Access Group (FI)					•	•
Users by Access Group (FPA)						
Users by Role (FI)					•	•
Users by Role (FPA)						
User Information					•	•

Table 58. Administration Reports by Federal Program Agency User Roles

Admin. Reports/ Misc.	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
View TRS File Status ¹							
View Vouchers Complete	•	•			•		
View Voucher Event Log	•	•			•		
View Voucher Event Detail	•	•			•		
View Vouchers In Progress	•	•			•		
View Voucher Event Log	•	•			•		
View Voucher Event Detail	•	•			•		
Change Current State							
Acknowledge Error Resolution							

Legend: ¹ The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).

Table 59. Administration Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

Admin. Reports/ Misc.	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
View TRS File Status ¹	•	•	•	•		
View Vouchers Complete	•	•	•	•		
View Voucher Event Log	•	•	•	•		
View Voucher Event Detail	•	•	•	•		
View Vouchers In Progress	•	•	•	•		
View Voucher Event Log	•	•	•	•		
View Voucher Event Detail	•	•	•	•		
Change Current State						
Acknowledge Error Resolution	•	•				

Legend: ¹ The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).

Table 60. Historical Reports by Federal Program Agency User Roles

Historical Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Deposit Historical Report	•	•			•		
Adjustment Historical Report	•	•			•		

Table 61. Table 62. Historical Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

Historical Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Deposit Historical Report	•	•	•	•		
Adjustment Historical Report	•	•	•	•		

Topic 11. Types of Reports

Business Reports

As an **Agency Viewer**, you may access one or more of the reports listed in Table 63. To obtain specific details for which reports each role may view or download, please refer to Table 54 – Table 55. Business Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

Table 63. Business Reports and Purpose

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

Security Reports

If you are an **Agency Primary Security Administrator (PLSA)**, **Agency Local Security Administrator (LSA)**, **FI/FRB PLSA** or **FI/FRB LSA**, you may access one or more of the reports listed in Table 64. To obtain specific details for which reports each role may view or download, refer to Table 56 – Table 57.

Table 64. Security Reports

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

Administration Reports

As an **Agency Viewer**, you may access one or more of the reports listed in Table 65. For details on which user roles have access to view or download the reports, refer to Table 58 – Table 59.

Table 65. Administration Reports and Purpose

Administration Report	Purpose of Administration Report
View CIR File Status	The status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.
View Vouchers Completed	Allows you to view the status of deposit and adjustment vouchers that have completed processed through the FI System To System Interface in the past 36 hours.
View Vouchers in Progress	Allows you to view the status of deposit and adjustment vouchers in progress.

Historical Reports

As a **Financial Reserve Bank Viewer**, you have access to the reports listed in Table 66 below. For details on which reports each role may view and download, refer to Table 60 – Table 61.

Table 66. Deposit Processing Historical Report

Deposit Processing Historical Report	Purpose of Report
Deposit Historical Report	Allows you to view historical deposit transaction data.
Adjustment Historical Report	Allows you to view historical deposit adjustment and returned item adjustment transaction data.

Topic 12. Viewing Reports

Business Reports

There are five **Business Reports** you may choose to view. To print **Business Reports** after downloading, right-click using a mouse, and click the **Print** option.

Adjustments by OTC Endpoint

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Adjustments by OTC Endpoint** (see Figure 249).

Figure 249. Select Adjustments by OTC Endpoint from Reports Menu



2. The *Adjustments by OTC Endpoint* parameters page appears. Enter the search criteria you would like to view (see Figure 250).

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

- Select the **Organization**, *required*
- Select the **Adjustment Type**, *required*
- Enter the **ALC (Agency Location Code)**
- Enter the **From:** and **To:** Adjustment Date range
- Enter the **From:** and **To:** Deposit Date range
- Enter the **From:** and **To:** Adjustment Amount range
- Click **Yes** or **No** for **Report With Children**

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

Figure 250. Adjustments by OTC Endpoint Parameters Page

Adjustments by OTC Endpoint

Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.
 * Denotes required fields.

Organization:*
 Test Hierarchy

Adjustment Type:*
 ALL

ALC:
 Select...

Adjustment Date
 From:
 To:

Deposit Date
 From:
 To:

Adjustment Amount
 From:
 \$
 To:
 \$

Report With Children:
 Yes No

CHK denotes check capture> TGA denotes deposit processing M denotes mapped accounting code(s)
 denotes access permission denotes no access permission

Organization Hierarchy
 Contract All
 Test Hierarchy

Clear Cancel

- Click an OTC Endpoint to initiate the report. The *Adjustments by OTC Endpoint* preview page appears (see Figure 251).

Under **Export as**,

- Select a **PDF, Excel or Word**
- Click Download

Or

Click **Print PDF Report**

The report will only display non-archived adjustments associated with deposits or returned item adjustments with a voucher date that is not more than five years previous to the current date.

Figure 251. Adjustments by OTC Endpoint Parameters Page

Adjustments by OTC Endpoint 1 2

Export as Download Print PDF Report

PDF 1 / 3 62.5% Find

SENSITIVE BUT UNCLASSIFIED
Adjustments by OTC Endpoint
Generated: 06/02/2016 12:22:42 PM EDT
Selected Adjustment Type: ALL
Selected Deposit OTC Endpoint: Test Hierarchy
Selected Deposit Date Range: 03/02/2015 - 06/02/2016

Financial Institution	Adjust Date	Deposit Date	Voucher Date	Voucher #	Adjustment Amount
Highest Level : Test Hierarchy Level 1 : Test Hierarchy Level 1 Level 2 : Test Hierarchy Level 2					ALC: 70050379
Adjustment Type: Credit					
Bank of America	12/16/2015	12/16/2015	12/16/2015	062763	\$127.00
Bank of America	05/24/2016	12/16/2015	12/16/2015	062771	\$272.00
Bank of America	12/23/2015	12/16/2015	12/16/2015	062777	\$123.00
Bank of America	12/21/2015	12/21/2015	12/21/2015	062802	\$12.00
Bank of America	12/21/2015	12/21/2015	12/21/2015	062802	\$23.00
Bank of America	12/21/2015	12/21/2015	12/21/2015	062802	\$12.00
Total:					\$569.00
Adjustment Type: Debit					
Bank of America	12/04/2015	09/15/2015	09/15/2015	003533	(\$100.00)
Bank of America	12/15/2015	12/15/2015	12/01/2015	003546	(\$20.00)
Bank of America	12/21/2015	12/16/2015	12/16/2015	003568	(\$200.00)
Bank of America	12/21/2015	12/16/2015	12/16/2015	003570	(\$0.99)
Total:					(\$320.99)

Over The Counter Channel Application (OTCnet) Page 1 of 3

SENSITIVE BUT UNCLASSIFIED

[PREVIOUS](#)

View Business Reports: Adjustments by OTC Endpoint

To view adjustments by OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Adjustments by OTC Endpoint**. The *Adjustments by OTC Endpoint* parameters page appears.
4. Enter the search criteria you would like to view.
 - Select the **Organization**, *required*
 - Select the **Adjustment Type**, *required*
 - Select the **ALC (Agency Location Code)**
 - Enter the **From:** and **To:** Adjustment Date range
 - Enter the **From:** and **To:** Deposit Date range
 - Enter the **From:** and **To:** Adjustment Amount range



Application Tip

The date range for Adjustment Date and Deposit Date cannot exceed 15 months.

- Select **Yes** or **No** for **Report With Children**



Application Tip

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

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



Application Tip

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

Under **Export as**,

- Select a **PDF**, **Excel** or **Word**
- Click **Download**

Or

Click **Print PDF Report**



Application Tip

The report will only display non-archived adjustments associated with deposits or returned item adjustments with a voucher date that is not more than five years previous to the current date.



Application Tip

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

- Click **Previous** to return to the previous page.

Deposits by Accounting Code

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposits by Accounting Code** (see Figure 252).

Figure 252. Select Deposits by Accounting Code from Reports Menu



2. The *Deposits by Accounting Code* parameters page appears. Enter the search criteria you would like to view (see Figure 253).

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

- Select the **Organization**, *required*
- Select the **ALC** (Agency Location Code)
- Select the **Accounting Code**, *required*
- Enter the **From:** and **To:** Voucher Date range
- Enter the **From:** and **To:** Deposit Total range
- Click **Yes** or **No** for **Report With Children**

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

Figure 253. Deposits by Accounting Code Parameters Page

Deposits by Accounting Code

Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.
* Denotes required fields.

Organization:*
UC320-1.00 - UC320 Description

ALC:
Select...

Accounting Code:*
1234567890123456789012345678901234567891

Voucher Date
From:
To:

Deposit Total
From:
\$
To:
\$

Report With Children:
 Yes No

CHK denotes check capture> *TGA* denotes deposit processing *M* denotes mapped accounting code(s)

denotes access permission denotes no access permission

Organization Hierarchy
Expand All / Contract All
UC320-1.00 - UC320 Description

Clear Cancel

Click an **OTC Endpoint** to initiate the report (refer to

View Business Reports: Deposits by Accounting Code

To view a deposit by accounting code report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposits by Accounting Code**. The *Deposits by Accounting Code* parameters page appears.
4. Enter the search criteria you would like to view.
 - Select the **Organization**, *required*
 - Select the **ALC** (Agency Location Code)
 - Select the **Account Code**, *required*
 - Enter the **From:** and **To:** Voucher Date range
 - Enter the **From:** and **To:** Deposit Total range
 - Click **Yes** or **No** for **Report With Children**



Application Tip

The date range for Voucher Date cannot exceed 15 months.



Application Tip

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

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



Application Tip

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

6. Under Export as,

- Select **PDF**, **Excel** or **Word format**
- Click **Download**

Or

Click **Print PDF Report**



Application Tip

Deposits with a voucher date older than five years will not display on the report but they may be viewed from the Historical Reports page (Home>Reports>Historical Reports) if your user role has access to Historical Reports.



Application Tip

Unconfirmed Foreign Check items entered with a Country of Deposit value of **Other** will not display values in the Voucher Amount column.



Application Tip

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

- Click **Previous** to return to the previous page.

Deposits by OTC Endpoint

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposits by OTC Endpoint** (see Figure 255). **Error! Reference source not found.**

Figure 255. Select Deposits by OTC Endpoint from Reports Menu



2. The *Deposits by OTC Endpoint* parameters page appears. Enter the search criteria you would like to view (see Figure 256).

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

- Select the **Organization**, *required*
- Select the **ALC** (Agency Location Code)
- Enter the **From:** and **To:** Voucher Date range
- Enter the **From:** and **To:** Deposit Total range
- Click **Yes** or **No** for **Report With Children**

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

Figure 256. Deposits by OTC Endpoint Parameters Page

Deposits by OTC Endpoint

Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.

* Denotes required fields.

Organization:*
TTHL: Training Team Highest Level

ALC:
Select...

Voucher Date
From:
To:

Deposit Total
From:
\$
To:
\$

Report With Children:
 Yes No

CHK denotes check capture> TGA denotes deposit processing M denotes mapped accounting code(s)

denotes access permission denotes no access permission

Organization Hierarchy
Expand All / Contract All
TTHL: Training Team Highest Level

Clear Cancel

3. Click an OTC Endpoint to initiate the report (refer to Figure 256). The *Deposit by Endpoint* preview page appears (**see** Figure 257).

Under Export as,

- Select **PDF**, **Excel** or **Word format**
- Click **Download**

Or

Click **Print PDF Report**

Figure 257. Deposits by OTC Endpoint Preview Page

Deposits by OTC Endpoint

Export as PDF Download Print PDF Report

1 / 1 89.3% Find

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Deposits by OTC Endpoint

Generated: 06/09/2016 09:10:20 AM EDT

Selected OTC Endpoint: Atlanta

Selected Voucher Date Range: 03/09/2015 - 06/09/2016

Status Date	Voucher Date	Voucher#	Voucher Type	Deposit Amount
TTHL: Training Team Highest Level				
Submission Processing Cam : Atlanta				
Campus				
Service center : Atlanta				
ALC: 20090700				
Status Code: AWAP				
03/27/2015	03/27/2015	968837	Foreign Check	
04/03/2015	04/03/2015	968924	Foreign Check	\$740.61
Total:				\$740.61
Status Code: DRAFT				
03/27/2015	03/27/2015	968848	Foreign Check	
Total:				null

Previous



View Business Reports: Deposits by OTC Endpoint

To view a deposit by OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposits by OTC Endpoint**. The *Deposits by OTC Endpoint* parameters page appears.
4. Enter the search criteria you would like to view.
 - Select the **Organization**, *required*
 - Select the **ALC** (Agency Location Code)
 - Enter the **From:** and **To:** Voucher Date range
 - Enter the **From:** and **To:** Deposit Total range



Application Tip

The date range for Voucher Date cannot exceed 15 months.

- Click **Yes** or **No** for **Report With Children**.



Application Tip

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

5. Click an OTC Endpoint to initiate the report. The *Deposits by OTC Endpoint* preview page appears.



Application Tip

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

6. Under Export as,
- Select **PDF**, **Excel** or **Word format**
 - Click **Download**

Or

Click **Print PDF Report**



Application Tip

Deposits with a voucher date older than five years will not display on the report but they may be viewed from the Historical Reports page (**Home>Reports>Historical Reports**).



Application Tip

Unconfirmed Foreign Check items entered with a **Country of Deposit** value of "Other" will not display values in the **Voucher Amount** column.



Application Tip

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

- Click **Previous** to return to the previous page

Deposit History by Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposit History by Status** (see Figure 258).

Figure 258. Select Deposit History by Status from Reports Menu



2. The *Deposit History by Status* parameters page appears. Enter the search criteria you would like to view (see Figure 259 58).
 - Select the **Organization**, *required*
 - Select the **ALC** (Agency Location Code)
 - Select the **Status**, *required*
 - Enter the **From:** and **To:** Status Date range
 - Enter the **From:** and **To:** Deposit Total range
 - Click **Yes** or **No** for **Report with Children**

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

Figure 259. Deposit History by Status Parameters Page

Deposit History by Status

Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.

* Denotes required fields.

Organization:*
Test End 1 - Test Endpoint 1

ALC:
Select...

Status:*
Select...

Status Date
From:
To:

Deposit Total
From:
\$
To:
\$

Report With Children:
 Yes No

CHK denotes check capture> TGA denotes deposit processing M denotes mapped accounting code(s) denotes access permission
denotes no access permission

Organization Hierarchy
Expand All / Contract All
Test End 1 - Test Endpoint 1

Clear Cancel

3. Click an OTC Endpoint to initiate the report (refer to Figure 58). The *Deposit History by Status* preview page appears (see Figure 59).

Under Export as,

- Select **PDF**, **Excel** or **Word format**
- Click **Download**

Or

Click **Print PDF Report**

Deposit Amount will be blank for unconfirmed foreign currency check deposits that are associated with a country of deposit of "Other". Otherwise, the **Deposit Amount** is calculated based on the exchange rate and foreign currency amount.

Figure 260. Deposit History by Status Preview Page

Deposit History by Status
1 2

Export as

PDF Download Print PDF Report

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Find

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Deposit History by Status

Generated: 06/07/2016 10:41:16 AM EDT
Selected OTC Endpoint: Test Hierarchy

Selected Status: ALL
Selected Status Date Range: 03/07/2015 - 06/07/2016

	Voucher Type	Status Date	Voucher Date	Voucher #	Deposit Amount
Status Code: Awaiting Approval					
ALC 10010001					
Test Hierarchy: Level 1					
Submission Processing Cam : Atlanta Submission Processing Campus					
Service center : Atlanta Service Center					
	Foreign Check	03/27/2015	03/27/2015	000037	\$0.00
	Foreign Check	04/03/2015	04/03/2015	000024	\$740.61
	Service center : Atlanta Service Center Total:				\$740.61
	Submission Processing Cam : Atlanta Submission Processing Campus Total:				\$740.61
	Test Hierarchy: Level 1 Total:				\$740.61
	ALC 10010001 Total:				\$740.61
ALC 10010002					
Test Hierarchy: Level 2					
Submission Processing Cam : Andover Submission Processing Campus					
Service center : Andover Service Center					
	Foreign Cash	12/24/2015	12/24/2015	000006	\$10,581.55
	Service center : Andover Service Center Total:				\$10,581.55
	Submission Processing Cam : Andover Submission Processing Campus Total:				\$10,581.55
	Test Hierarchy: Level 2 Total:				\$10,581.55
	ALC 10010002 Total:				\$10,581.55
ALC 10010003					

Over the Counter Channel Application (OTCnet) Page 1 of 4

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[Previous](#)

View Business Reports: Deposit History by Status

To view a deposit history by status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposit History by Status**. The *Deposit History by Status* parameters page appears.
4. Enter the search criteria you would like to view.
 - Select the **Organization**, *required*
 - Select the **ALC** (Agency Location Code)
 - Select the **Status**, *required*
 - Enter the **From:** and **To:** Status Date range
 - Enter the **From:** and **To:** Deposit Total range
 - Click **Yes** or **No** for Report With Children.



Application Tip

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

5. Click an OTC Endpoint to initiate the report. The *Deposit History by Status* preview page appears.



Application Tip

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

6. Under **Export as**,

- Select a **PDF**, **Excel** or **Word**
- Click Download

Or

Click **Print PDF Report**



Application Tip

Deposits with a voucher date older than five years will not display on the report but they may be viewed from the Historical Reports page (**Home>Reports>Historical Reports**) if your user role allows access to Historical Reports.



Application Tip

Deposit Amount will be blank for unconfirmed foreign currency check deposits that are associated with a Country of Deposit of **Other**. Otherwise, the **Deposit Amount** is calculated based on the exchange rate and foreign currency amount.



Application Tip

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

- Click **Previous** to return to the previous page

Non-Reporting OTC Endpoints

1. Click the Reports tab and click Deposit Processing Reports. The *View Reports* page appears. Under Business Reports, click Non-Reporting OTC Endpoints (see Figure 261).

Figure 261. Non-Reporting OTC Endpoints from Reports Menu



2. The *Non-Reporting OTC Endpoints* parameters page appears. Enter the search criteria you would like to view (see Figure 262).

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

- Enter the **From:** and **To:** Deposit Date range
- Click **Yes** or **No** for **Report with Children**

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

Figure 262. Non-Reporting OTC Endpoints Parameters Page

Non-Reporting OTC Endpoints

Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.

Deposit Date

From:

To:

Report With Children:

Yes No

Legend:

CHK denotes check capture TGA denotes deposit processing M denotes mapped accounting code(s) denotes access permission

denotes no access permission

Organization Hierarchy

Contract All

ALL - All OTC Endpoints

Clear Cancel

3. Click an OTC Endpoint to initiate the report. The *Non-Reporting OTC Endpoints* preview page appears (see Figure 263).

Under **Export** as,

- Select a **PDF**, **Excel** or **Word**
- Click Download

Or

Click **Print PDF Report**

Figure 263. Non-Reporting OTC Endpoints

Non-Reporting OTC Endpoints

Export as
PDF

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Find

Non-Reporting OTC Endpoints

Generated: 06/14/2016 05:24:06 PM EDT
Selected Deposit Date Range: 03/14/2015 - 06/14/2016
Selected OTC Endpoint: Training Team Top Level

03/16/2015	<u>OTC Endpoint</u>
Highest Level	Training Team Top Level
	Lower Level 1
	Lower Level 2
	Count: 2
03/17/2015	<u>OTC Endpoint</u>
Highest Level	Training Team Top Level
	Lower Level 1
	Lower Level 2
	Count: 2
03/18/2015	<u>OTC Endpoint</u>
Highest Level	Training Team Top Level
	Lower Level 1
	Lower Level 2
	Count: 2
03/19/2015	<u>OTC Endpoint</u>
Highest Level	Training Team Top Level
	Lower Level 1
	Lower Level 2
	Count: 2



View Business Reports: Non-Reporting OTC Endpoints

To view a non-reporting OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Non-Reporting OTC Endpoints**. The *Non-Reporting OTC Endpoints* parameters page appears.
4. Enter the search criteria you would like to view.
 - Enter the **From:** and **To:** Deposit Date range
 - Click **Yes** or **No** for **Report With Children**.



Application Tip

The date range for Deposit Date cannot exceed 15 months.



Application Tip

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

5. Click an OTC Endpoint to initiate the report. *Non-Reporting OTC Endpoints* preview page appears.



Application Tip

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

6. Under **Export as**,
 - Select a **PDF**, **Excel** or **Word**
 - Click Download

Or

Click **Print PDF Report**



Application Tip

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

- Click **Previous** to return to the previous page.

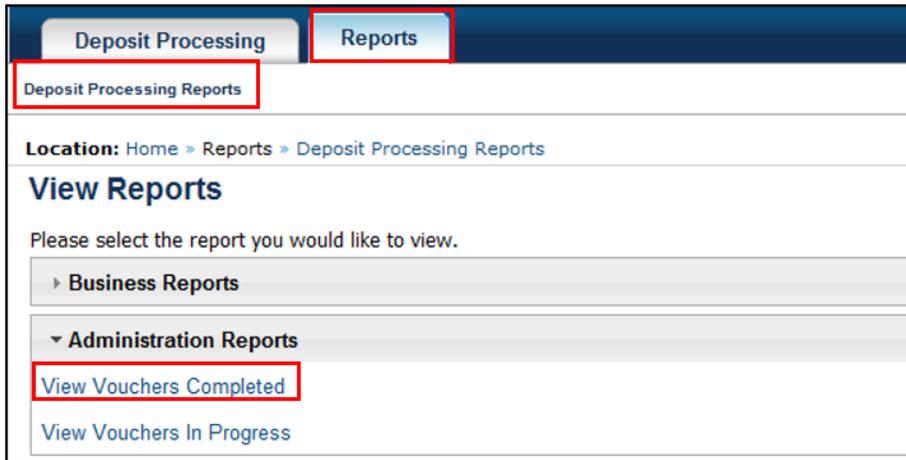
Administration Reports

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

View Vouchers Completed

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers Completed** (see Figure 264).

Figure 264. View Vouchers Completed from Reports



2. The *View Vouchers Completed* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (see Figure 265).

Figure 265. View Vouchers Completed Page

Voucher>	Status>	Date Submitted	Date Confirmed	OTC Endpoint	ALC	Adj.	Deposit Total>
968388	CONFIRMED	08/29/2014	08/29/2014	LL1	00002099		\$199.00
968385	CONFIRMED	08/21/2014	08/21/2014	LL1	00002099		\$100.00
968384	CONFIRMED	08/21/2014	08/21/2014	LL1	00002099		\$75.00

- The *View Voucher Event Log* page appears (see Figure 266). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (see Figure 267)

Figure 266. View Voucher Event Log

View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

Voucher Information

Voucher #:	968388
Voucher Date:	08/29/2014
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/29/2014 11:45:23 AM ET
Deposit Date:	08/29/2014
FI Deposit ID:	500202434
CASHLINK II Trace #:	
Financial Institution:	Bank of America

Voucher Event Log

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
VoucherCreated	08/29/2014 11:38:25 AM ET		Comment
VoucherAwaitingApproval	08/29/2014 11:38:25 AM ET		Comment
VoucherSubmitted	08/29/2014 11:40:53 AM ET		Comment
VoucherToFIRReady	08/29/2014 11:40:53 AM ET		
VoucherConfirmed	08/29/2014 11:45:23 AM ET		Comment

Figure 267. Voucher Event Details

Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information

Voucher #:	968388
Voucher Date:	08/29/2014
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	08/29/2014 11:38:25 AM ET
Voucher Event LoginID:	dpa00001
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/29/2014 11:45:23 AM ET
Deposit Date:	08/29/2014
FI Deposit ID:	500202434
CASHLINK II Trace #:	
Financial Institution:	Bank of America
Voucher Event Comments:	Created



View Administration Reports: Vouchers Completed

To view a voucher's completed report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers Completed**. The *View Vouchers Completed* page appears.
4. Click the Voucher # hyperlink to view the Voucher Event Log page and additional voucher information. The *View Voucher Event Log* page appears.



Application Tip

The View Voucher Event shows additional information about the voucher and the history of the voucher events through the FI System to System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears.

Or

Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.



Application Tip

The Voucher Event Details page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, and the Collections Information Repository (CIR) interface.



Application Tip

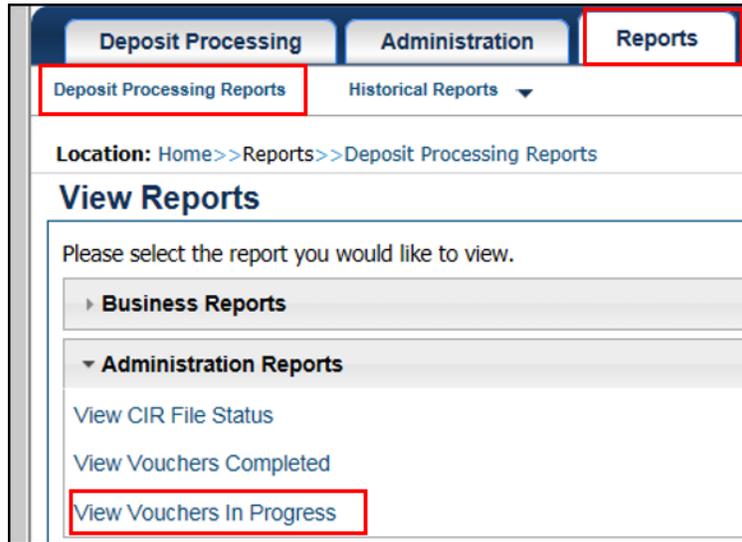
Additional buttons on the pages that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

View Vouchers in Progress

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers in Progress** (see Figure 67).

Figure 268. View Vouchers in Progress from Administration Reports



2. The *View Vouchers in Progress* page appears (see Figure 269). The page will only display non-archived deposits or adjustments with a voucher date that is five years or less from to the current date. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information.

Figure 269. View Vouchers In Progress

View Vouchers In Progress

Following are the vouchers that have not completed processing in OTCnet. Alerts Exist

Click on the voucher number to view the voucher event log and additional voucher information.

<< < 1-100 >>> of 17404 Records

Voucher #	Voucher Status	Voucher Type	Financial Institution	Current Voucher Event State	Voucher Event State Timestamp	Alert
968227	CONFIRMED	Deposit	111_A_Org_Bank_1	VoucherConfirmed	08/05/2014 01:41:02 PM ET	
968225	CONFIRMED	Deposit	Bank of America	VoucherConfirmed	08/05/2014 01:31:30 PM ET	
968226	SUBMITTED	Deposit	111_A_Org_Bank_1	VoucherSubmitted	08/05/2014 01:30:20 PM ET	
968224	DRAFT	Deposit	114_A_Org_Bank_1_FI	VoucherSavedAsDraft	08/05/2014 01:22:37 PM ET	

- The *View Voucher Event Log* page appears (see Figure 270). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (see Figure 271).

Figure 270. In Progress View Voucher Event Log Page

View Voucher Event Log			
Following is the history of the deposit or adjustment voucher events.			
Voucher Information			
Voucher #:	968227		
Voucher Date:	08/05/2014		
Voucher Type:	Deposit		
Voucher Status:	CONFIRMED		
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET		
Deposit Date:	08/05/2014		
CASHLINK II Trace #:			
Financial Institution:	111_A_Org_Bank_1		
Voucher Event Log			
Click on the voucher event state link to view voucher details.			
Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
VoucherCreated	08/05/2014 01:38:50 PM ET		Comment

Figure 271. In Progress Voucher Event Details Report Output

Voucher Event Details	
Following are the voucher event details associated with the voucher event selected.	
Voucher Information	
Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	08/05/2014 01:38:50 PM ET
Voucher Event LoginID:	otcqe20
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1
Voucher Event Comments:	Created



View Administration Reports: Vouchers in Progress

To view a voucher in progress report:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers In Progress**. The *View Vouchers in Progress* page appears.



Application Tip

The Vouchers In Progress page will only display non-archived deposits or adjustments with a voucher date that is five years or less from the current date.

4. Click the Voucher # hyperlink to view the Voucher Event Log page and additional voucher information. The *View Voucher Event Log* page appears.



Application Tip

The View Voucher Event shows additional information about the voucher and the history of the voucher events through the FI System-to-System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears.

Or

Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.



Application Tip

The Voucher Event Details page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, and the Collections Information Repository (CIR) interface.



Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

Historical Reports

This section will provide you with detail of how to generate and view previously generated **Check Processing** and **Deposit Processing Historical Reports**.

Check Processing Historical Report

Check Processing Historical reports are used to query check records that are associated with batches that have a Received Date older than 18 months. All batches including batches with an **Open** or **Closed** status with a Received Date older than 18 months are saved in the Historical database.

Check Transactions with a received date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted. As a result, this queried check information may not be accessible and will be removed from the archival database.

Historical reports are generated asynchronously (not occurring at the same time), allowing you to continue to use OTCnet.

Note: Depending on the volume of data requested, it can take between 5 and 20 minutes for the report to generate.

If you are assigned the role of **Agency Manager**, **Check Capture Administrator**, **MVD Editor**, **MVD Viewer**, **FS Viewer** or **FI Viewer**, you are authorized to query and download CIRA CSV Historical reports.

You can search for check records by OTC Endpoint, User Defined Fields, Account Number, Bank Routing Number, Individual Reference Number (IRN), and other search criteria. If you run a search without specifying any criteria other than an OTC Endpoint, the search results include all checks in the system that you have access to view.

When the report request is submitted, its status is set to **Submitted**. After the report is successfully generated, the status is set to **Completed** and the report is available for download in CSV format.

1. From the **Reports** tab, click **Historical Reports** and select **Generate Historical Reports** (see Figure 272).

Figure 272. Select Generate Historical Reports



- From the **Check Processing Historical Reports** section of the page, click **CIRA CSV Historical Report** (see Figure 273).

Figure 273. Select Deposit Historical Report

- The *CIRA CSV Historical Report* page appears (see Figure 274). Enter the report criteria.

- Select an **OTC Endpoint**, (required)

If you do not know the full name of OTC Endpoint, you can enter a partial name search (as few as one letter) in the **Starts with** text box and click the **Select From List** icon (magnifying glass). The configured OTC Endpoints appear according to the user's access. Click the appropriate OTC Endpoint radio button.

- Check/uncheck the **Include Subordinates** check box

By default, the Include Subordinates check box is checked. Add a check mark to generate a report that contains data for the subordinate OTC Endpoints. Remove the check mark to generate a report that contains data only for the selected OTC Endpoint.

- To search for a transaction using the CIRA CSV Historical Report the following search criteria may be defined:
 - Select a **Form Name**
 - Select a **Deploy Date**
 - Under **User Defined Fields**:
 - Enter **User Defined Field 1**
 - Enter **User Defined Field 2**
 - Enter **User Defined Field 3**
 - Enter **User Defined Field 4**
 - Enter the **Account** number
 - Enter the **Bank Routing Number**
 - Enter the **IRN** (Individual Record Number)

- Enter the **Check Number**
 - Under **Check Amount:**
 - Select a condition from the drop-down list (Equal to, Not Equal to, Greater than or equal to, Greater than, Less than or equal to, Less than) and enter the amount
 - Select a **Settlement Status** (All, Receive, Failed, Settled, Represented, Retired)
 - Enter the **5515/Debit Voucher Number**
 - Enter the **215/Deposit Ticket Number**
 - Enter the **Cashier ID**
 - Enter the **Batch ID**
 - Select one of the date types (Received Date, Check Capture Date, Settlement Date, or Return Settlement Date) by clicking the corresponding radio button and setting the corresponding date range by using either **From** or **On** for the start date by selecting **From** or **On** from the drop-down list and selecting dates.
- To query for an ACR transaction:
 - Click CIRA CSV Historical Report - ACR to expand the section
 - Select an **ACR Type** (All ACR, Adjustment, Correction, Rescission)
 - Select an **ACR Reason Code** (Duplicate Transaction Processed, Non-Cash Item, Representment, Transaction Amount Correction, Warranty Indemnity Claim, Account Switch, Transaction Account Switch, Voucher Date Change, Voucher Number Change, ACH Reversal)
 - Enter an **ACR Voucher Number**
 - Enter the **From** (or **On**) and **To** ACR Settlement date range, *required*
4. Click **Submit Request** (see Figure 274Figure 276). Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days, the following message will display: *“Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.”*

Figure 274. CIRA CSV Historical Report Criteria Page

CIRA CSV Historical Report
Please enter CIRA CSV Historical Report search criteria.

Please note: Check Transactions with a received date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted.

* Denotes required fields.

Search Criteria

OTC Endpoint*

Configured OTC Endpoints
« < 1 > » of 1 Records

Select	OTC Endpoint	Highest Level Organization
<input checked="" type="radio"/>	ALL	

Include Subordinates

CIRA CSV Historical Report

Form Name:
-- Select Form --

Deploy Date:
-- Select Version --

User Defined Fields

User Defined Field 1:
[]

User Defined Field 2:
[]

User Defined Field 3:
[]

User Defined Field 4:
[]

Account:
[]

Bank Routing Number:
[]

IRN:
[]

Check Number:
[]

Check Amount:
Equal to []

Settlement Status:
ALL

5515/Debit Voucher Number:
[]

215/Deposit Ticket Number:
[]

Cashier ID:
[]

Batch ID:
[]

Received Date:

From [] To []

Check Capture Date:

From [] To []

Settlement Date:

From [] To []

Return Settlement Date:

From [] To []

CIRA CSV Historical Report - ACR

Cancel Clear **Submit Request**

5. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the CSV icon () in the **Download** column for the report.

Check Processing Historical Report

To generate a Check Processing historical report:

1. From the **Reports** tab, select **Historical Reports** and click **Generate Historical Reports**.
2. The *Generate Historical Reports* page appears. From the **Check Processing Historical Reports** section of the page, click **CIRA CSV Historical Report**.



Application Tip

The Check Processing historical report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. The time it takes to generate a report depends on the volume of data queried and will vary.

3. The *CIRA CSV Historical Report* page appears. Enter the search criteria for the report you wish to view.
 - Select an **OTC Endpoint** (required)



Application Tip

If you do not know the full name of OTC Endpoint, you can enter a partial name search (as few as one letter) in the **Starts with** text box and click the **Select From List** icon (magnifying glass). The configured OTC Endpoints appear according to the user's access. Click the appropriate OTC Endpoint radio button.

- Check/uncheck the **Include Subordinates** check box



Application Tip

By default, the Include Subordinates check box is checked. Add a check mark to generate a report that contains data for the subordinate OTC Endpoints. Remove the check mark to generate a report that contains data only for the selected OTC Endpoint.

4. To search for a transaction:
 - A. Using the CIRA CSV Historical Report search criteria:



Application Tip

By default, the CIRA CSV Historical Report screen is expanded. If the CIRA CSV Historical Report - ACR screen is expanded, the CIRA CSV Historical Report screen is collapsed.

- Under **CIRA CSV Historical Report:**
 - Select a **Form Name**
 - Select a **Deploy Date**



Application Tip

By default, the most recent Deploy Date and Form Version will populate the Deploy Date field, once the Form Name is selected.

- Under **User Defined Fields:**
 - Enter **User Defined Field 1**
 - Enter **User Defined Field 2**
 - Enter **User Defined Field 3**
 - Enter **User Defined Field 4**



Application Tip

The User Defined Fields are visible based on the selected OTC Endpoint Form Name and Deploy Date.

- Enter the **Account number**
- Enter the **Bank Routing Number**
- Enter the **IRN** (Individual Record Number)
- Enter the **Check Number**



Application Tip

If an **IRN** and a date range (**Received Date**, **Capture Date**, **Settlement Date**, and **Return Settlement Date**) are entered, OTCnet ignores the date range during report generation.

- Under **Check Amount:**
 - Select a condition from the drop-down list (Equal to, Not Equal to, Greater than or equal to, Greater than, Less than or equal to, Less than) and enter the amount
- Select a **Settlement Status** (**All**, **Receive**, **Failed**, **Settled**, **Represented**, **Retired**)
- Enter the **5515/Debit Voucher Number**



Application Tip

The 5515/Debit Voucher Number represents items returned to agency due to unsuccessful collection efforts.

- Enter the **215/Deposit Ticket Number**



Application Tip

The 2515/Deposit Ticket Number represents items credited into FRB CA\$HLINK for a given agency on a given day.

- Enter the **Cashier ID**
- Enter the **Batch ID** or select one of the date range types (**Received Date**, **Check Capture Date**, **Settlement Date**, or **Return Settlement Date**) by clicking the corresponding radio button and set the corresponding date range by using either **From** or **On** for the start date by selecting **From** or **On** from the drop-down list and selecting dates.



Application Tip

If a **Batch ID** and a date range (**Received Date**, **Capture Date**, **Settlement Date**, or **Return Settlement Date**) are entered, OTCnet will use the Batch ID and ignore the date range during report generation.



Application Tip

Consider the following information about selecting and setting one of the date range types (Received Date, Capture Date, Settlement Date, or Return Settlement Date):

- If one of the date range types is selected, OTCnet does not validate any date range values entered for the other date range types.
- The From and To fields represent the following date ranges:
 - a. **Received Date**: when the check was received in OTCnet
 - b. **Check Capture Date**: when the check was processed by the Check Capture Lead Operator or Check Capture Operator
 - c. **Settlement Date**: when the payment amount was debited from the check writer's account
 - d. **Return Settlement Date**: when the check item was returned
- The On field, if selected from the drop-down list, represents the following single specific dates:
 - a. **Received Date**: when the check was received in OTCnet
 - b. **Check Capture Date**: when the check was processed by the Check Capture Lead Operator or Check Capture Operator
 - c. **Settlement Date**: when the payment amount was debited from the check writer's account
 - d. **Return Settlement Date**: when the check item was returned
- The From and To fields are searchable for a duration up to 31 days.
- The From and To dates must be older than 18 months from the current date.

B. To query for an ACR transaction:

- Click CIRA CSV Historical Report - ACR to expand the section



Application Tip

By default, the CIRA CSV Historical Report - ACR (Adjustment, Correction, and Rescission) section of the page is collapsed. If the CIRA CSV Historical Report - ACR screen is expanded, by clicking on it, the CIRA CSV Historical Report screen will be collapsed.

- Select an **ACR Type (All ACR, Adjustment, Correction, Rescission)**

- Select an **ACR Reason Code** (Duplicate Transaction Processed, Non-Cash Item, Representment, Transaction Amount Correction, Warranty Indemnity Claim, Account Switch, Transaction Account Switch, Voucher Date Change, Voucher Number Change, ACH Reversal)
- Enter an **ACR Voucher Number**

**Application Tip**

The maximum numeric characters value for ACR Voucher Number is six.

- Enter the **From** (or **On**) and **To** ACR Settlement date range (required)

**Application Tip**

The From and To ACR Settlement fields are searchable for a duration up to 90 days. Additionally, the From and To ACR Settlement dates must be older than 18 months from the current date.

5. Click **Submit Request**.

**Application Tip**

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days, the following message will display: *“Duplicate Request: You have submitted a report message based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.”*

**Application Tip**

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

6. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the CSV icon () in the **Download** column for the report.

Deposit Processing Historical Reports

Deposit Processing Historical reports are used to query and download deposit information with a specified Voucher Date from the archival database. Deposit transactions with a Voucher Date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted. As a result, this deposit information may not be accessible and will be removed from the archival database.

Historical reports are generated asynchronously (not occurring at the same time), allowing you to continue to use OTCnet.

Note: Depending on the volume of data requested, it can take between 5 and 20 minutes for the report to generate.

If you are assigned the role of **Deposit Preparer**, **Deposit Approver**, **FI Confirmer**, **FRB Confirmer**, **FRB Viewer** or **FI Viewer**, you are authorized to query and download Deposit Processing Historical reports.

You can search for check records by Organization, OTC Endpoint, Agency Location Code (ALC), Prepared by, Voucher Number, Deposit Status, Agency Use (Block 6), Deposit Type, Voucher Date, Deposit Date, Deposit Total, and Financial Institution Information search criteria.

When the report request is submitted, its status is set to **Submitted**. After the report is successfully generated, the status is set to **Completed** and the report is available for download in CSV format.

Deposit Processing Historical Report

1. Click the **Reports** tab, click **Historical Reports**. From the **Historical Reports** menu, select **Generate Historical Reports** (see Figure 74).

Figure 275. Select Generate Historical Reports



- From the **Deposit Processing Historical Reports** section of the page, click **Deposit Historical Report** (see Figure 276).

Figure 276. Select Deposit Historical Report

Deposit Processing Reports Reports

Deposit Processing Reports Historical Reports ▾

Location: Home>>Reports>>Historical Reports>>Generate Historical Reports

Generate Historical Reports 1

Please select the Historical Report you would like to generate:

▾ Deposit Processing Historical Reports

- Deposit Historical Report
- Adjustment Historical Report

- The *Deposit Historical Report* page appears. Enter the search criteria (see Figure 277) and click **Submit Request**.

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days, the following message will display: *“Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.”*

Figure 277. Deposit Historical Report Criteria Page

Deposit Processing | **Reports**

Deposit Processing Reports | Historical Reports ▾

Location: Home>>Reports>>Historical Reports>>Generate Historical Reports

Deposit Historical Report 1

Please note: Deposit transactions with a voucher date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted.

* Denotes required fields.

Search Conditions

Organization:

OTC Endpoint:

ALC:

Prepared by:

Voucher #:

Deposit Status:

Agency Use (Block 6): (starts with)

Deposit Type:

Voucher Date

From:*

To:*

Deposit Date

From:

To:

Deposit Total

From:

To:

▸ **Financial Institution Information**

4. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the CSV icon () in the **Download** column for the report.



Deposit Historical Report

To generate a Deposit historical report:

1. From the **Reports** tab, select **Historical Reports** and click **Generate Historical Reports**. The *Generate Historical Reports* page appears.
2. From the **Deposit Processing Historical Reports** section of the page, click **Deposit Processing Historical Report**. The *Deposit Historical Report* page appears.



Application Tip

The Deposit Historical Report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. The time it takes to generate a report depends on the volume of data queried and will vary.

3. Enter the search criteria for the report you would like to view.

Under Search Conditions:

- Select an **Organization**
- Select an **OTC Endpoint**
- Enter an **ALC**
- Enter the **Prepared by**
- Enter the **Voucher #**
- Select a **Deposit Status**
- Enter the Agency Use (Block 6) details
- Select a **Deposit Type**
- Enter the **From** and **To** Voucher Date, *required*



Application Tip

The Voucher Date is a required field and the maximum date range for the **From** and **To Voucher Date** is one year. The Voucher Date must be entered in MM/DD/YYYY format.

- Enter the **From** and **To** Deposit Date



Application Tip

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

- Enter the **From** and **To** Deposit Total

Under **Financial Institution Information**, *optional*

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



Application Tip

The FRB Account Key must be three digits in length. The FRB Account Key field will not display for FI Deposit Confirmers or FI Viewers.



Application Tip

The FRB CCWU must be four digits in length. If it is less than four digits, enter a zero at the beginning of the CCWU number (e.g. 0123). The FRB Account Key field will not display for FI Deposit Confirmers or FI Viewers.

Under **User Defined Field Information**, *if applicable, optional*

- Enter the **Deposit UDF (User Defined Field)** details
- Enter the **Accounting Subtotal UDF** details



Application Tip

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

4. Click **Submit Request**. A “*Your report request has been successfully received*” message appears.



Application Tip

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days, the following message will display: “*Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.*”



Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

5. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the CSV icon () in the **Download** column for the report.

Adjustment Historical Report

Adjustments associated to deposits with a Voucher Date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted. As a result, this adjusted deposit information may not be accessible and will be removed from the archival database.

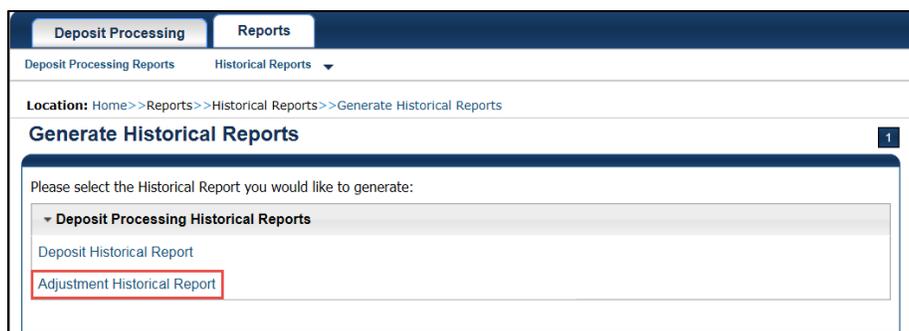
1. From the **Reports** tab, click **Historical Reports** and select **Generate Historical Reports** (see Figure 278).

Figure 278. Select Generate Historical Reports



2. From the **Deposit Processing Historical Reports** section of the page, click **Adjustment Historical Report** (see Figure 281).

Figure 279. Select Adjustment Historical Report



3. The *Adjustment Historical Report* page appears. Enter the search criteria (see Figure 79) and click **Submit Request**.

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days, the following message will display: *“Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.”*

Figure 280. Adjustment Historical Report Criteria Page

Deposit Processing | **Reports**

Deposit Processing Reports | Historical Reports ▾

Location: Home>>Reports>>Historical Reports>>Generate Historical Reports

Adjustment Historical Report 1

Please enter Adjustment Historical Report search criteria.

Please note: Adjustments associated to Deposits with a voucher date older and/or Returned item adjustments with an Adjustment voucher date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted.

* Denotes required fields.

Search Conditions

Organization: ▾

OTC Endpoint: ▾

ALC:

Adjustment Category: ▾

Voucher #:

Adjustment Type: ▾

Prepared by:

Adjustment Reason: ▾

Voucher Date

From:*

To:*

Adjustment Amount

From:

To:

Deposit Date

From:

To:

Original Deposit Date

From:

To:

▸ **Financial Institution Information**

4. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the CSV icon () in the **Download** column for the report.



Adjustment Historical Report

To generate an Adjustment historical report:

1. From the **Reports** tab, select **Historical Reports** and click **Generate Historical Reports**.
2. From the **Deposit Processing Historical Reports** section of the page, click **Adjustment Historical Report**. The *Adjustment Historical Report* page appears.



Application Tip

The Adjustment Processing historical report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. The time it takes to generate a report depends on the volume of data queried and will vary.

3. Enter the search criteria for the report you would like to view.

Under **Search Conditions**

- Select an **Organization**
- Select an **OTC Endpoint**
- Enter an **ALC**
- Select an **Adjustment Category**



Application Tip

Tips about Adjustment Category options:

- If **Deposit Adjustment** is selected, deposit adjustments will be included in the search results. The **Deposit Adjustment** search can be further limited by the user by selecting either **Debit** or **Credit** from the **Adjustment Type** drop-down list.
- If **Returned Item Adjustment** is selected, only returned item adjustments (US Currency and Foreign Check Item) will be included in the search results. The Returned Item Adjustment search does not have to be further qualified using the Adjustment Type drop-down list since returned item adjustments always have an Adjustment Type of **Debit**. If the user selects **Credit** from the **Adjustment Type** drop-down list after selecting a **Returned Item Adjustment**, then no results will appear since **Credit** returned item adjustments do not exist.
- If **RIA – Foreign Currency** is selected, only returned item adjustments related to Foreign Check Items will be included in the search results.
If **RIA – US Currency** is selected, then only US Currency Returned Item Adjustments will be included in the search results.
- If no Adjustment Category is selected (e.g., Select...), both deposit and returned item adjustments will be included in the search results. However, if Adjustment Type **Debit** is selected, then all debit deposit adjustments and returned item adjustments will be included in the search results. If **Credit** is selected, only credit deposit adjustments will be included in the search results.

- Enter the **Voucher #**
- Select an **Adjustment Type**
- Enter the **Prepared by**
- Select an **Adjustment Reason**
- Enter the **From** and **To** Voucher Date, *required*



Application Tip

The Voucher Date is a required field and the maximum date range for the **From** and **To Voucher Date** is one year. The Voucher Date must be entered in MM/DD/YYYY format.

- Enter the **From** and **To** Adjust Amount Date
- Enter the **From** and **To** Deposit Date



Application Tip

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

- Enter the **From** and **To** Deposit Date
- Enter the **From** and **To** Original Deposit Date

Under Financial Institution Information, *optional*

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



Application Tip

The FRB Account Key must be three digits in length. The FRB Account Key field will not display for FI Deposit Confirmers or FI Viewers.



Application Tip

The FRB CCWU must be four digits in length. If it is less than four digits, enter a zero at the beginning of the CCWU number (e.g. 0123). The FRB Account Key field will not display for FI Deposit Confirmers or FI Viewers.

4. Click **Submit Request**. A “*Your report request has been successfully received*” message appears.



Application Tip

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days, the following message will display: “*Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.*”



Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

5. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the CSV icon () in the **Download** column for the report.

Previously Generated Historical Reports

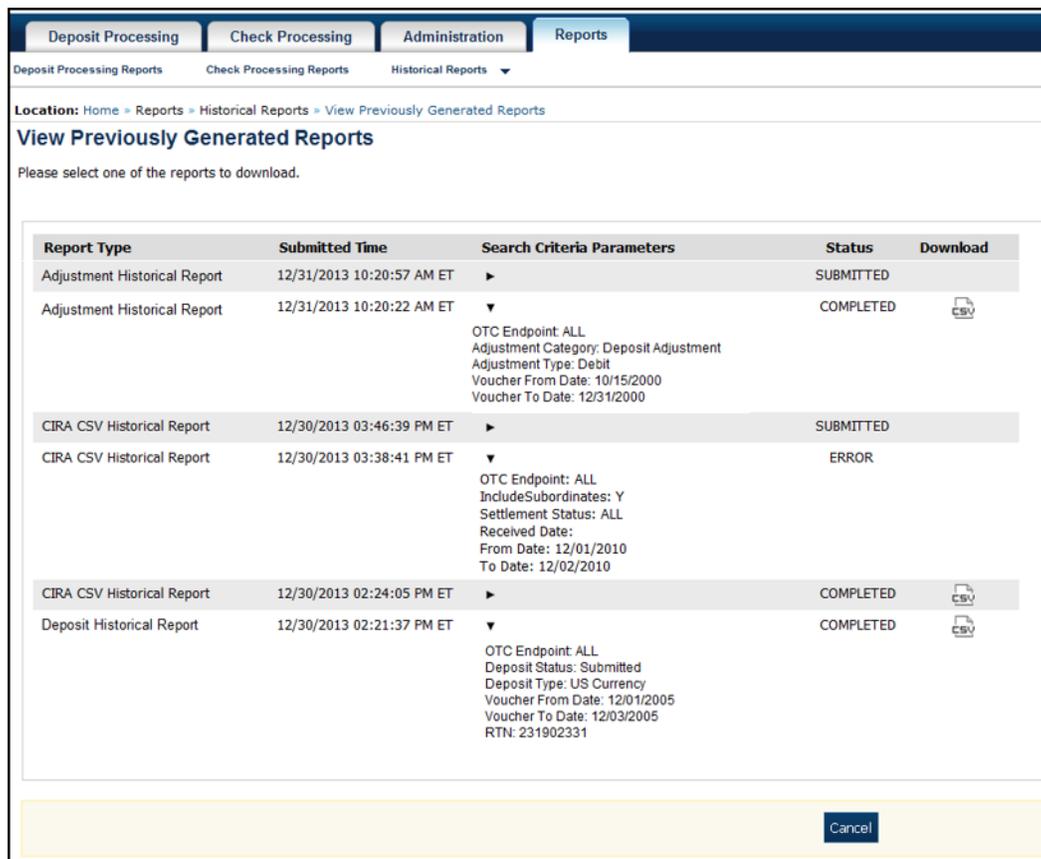
- From the **Reports** tab, click **Historical Reports** and select **View Previously Generated Reports** (see Figure 281).

Figure 281. Select Generate Historical Reports



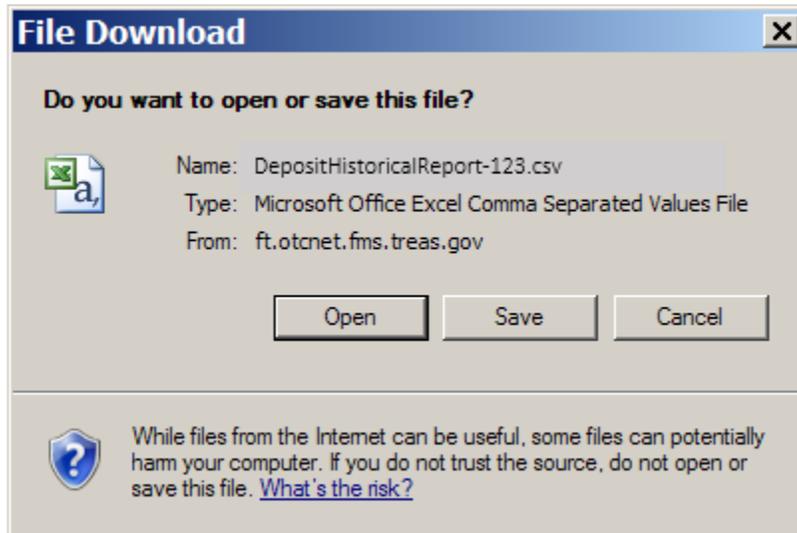
- The *View Previously Generated Reports* page appears (see Figure 282). Click the CSV icon () in the **Download** column for the report you wish to download.

Figure 282. View Previously Generated Reports



3. The *File Download* dialog box appears. Click Open, Save, or Cancel (see Figure 283).

Figure 283. File Download





View Previously Generated Historical Reports

To view previously generated historical reports:

1. From the **Reports** tab, select **Historical Reports** and click **View Previously Generated Reports**.



Application Tip

Consider the following information about Historical Reports:

- When a report request is submitted, its status is **Submitted**.
- When a report is successfully generated, the status is **Completed** and available for download.
- When a report request is submitted, and the Historical Database is unavailable, an informational message appears stating, “*Historical Database is currently unavailable. All reports in Submitted status will be processed when the Historical Database is available.*” Report requests that are in Submitted status will remain in Submitted status until the database is available and the report is generated. After the report is generated a Completed status is displayed.
- When a report request is submitted, and the report could not generate, its status is Error. Resubmit your report request to ensure your report is generated. If a report displays an Error status, the request can be resubmitted at any time without receiving a duplicate request message.
- Report requests are user specific and are not viewable by other users.

2. The *View Previously Generated Reports* page appears. The page lists reports that were requested within the last 7 days. Click the CSV icon () in the **Download** column for your desired report.



Application Tip

After the CSV file is downloaded, it can be opened using Excel or Notepad.



Application Tip

Duplicate report requests based on identical report parameters cannot be made within seven days. After seven days a duplicate report request can be submitted.

3. The *File Download* dialog box appears. Click **Open**, **Save**, or **Cancel**.



Application Tip

If you click **Open**, the content of the file displays. If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, the dialog box closes, and no data will be saved.

Topic 13. Viewing Financial Institutions

As a **FRB Viewer**, you can locate and view Financial Institution details for which you have access to. You can only view a Financial Institution that has an **Active** status.

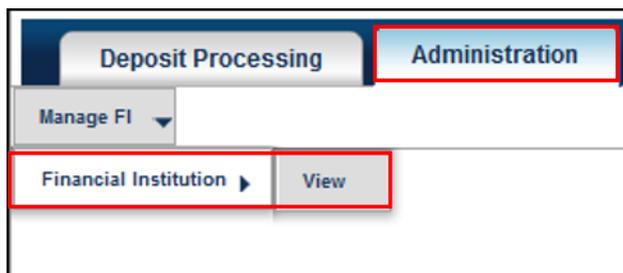
Viewing a Financial Institution allows you to see related details such as:

- Institution Information
- Routing Transit Numbers (RTN) and Status
- CAN/Acct Key Relationships

View a Financial Institution

1. Click the Administration tab, select Manage FI, select Financial Institution, and click View (see Figure 284).

Figure 284. Select Administration>Manage FI>Financial Institution>View



2. The *View the Financial Institution* page appears. View details for Financial Institutions as show in Figure 285 and Figure 286.

Figure 285. View FRB Detail

View Financial Institution	
Institute Information	
Name	Bank of America
City	Concord
State / Province	CA
Country	US
Institution Type	Commercial
Accepts Foreign Check Deposits	Yes
Accepts Foreign Cash Deposits	Yes
System To System Interface Participant	Yes
Short Name	BOA
Processes Foreign Check Deposits	Yes
Processes Foreign Cash Deposits	Yes
Routing Transit Numbers:	

Figure 286. View Financial Institution Detail

View Financial Institution	
Institute Information	
Name	Bank of America
City	Concord
State / Province	CA
Country	US
Institution Type	Commercial
Accepts Foreign Check Deposits	Yes
Accepts Foreign Cash Deposits	Yes
System To System Interface Participant	Yes
Short Name	BOA
Processes Foreign Check Deposits	Yes
Processes Foreign Cash Deposits	Yes
Routing Transit Numbers:	
RTN	Status
021867400	Active
032861194	Active
051241164	Active
071837215	Active
085887400	Active
111000012	Active

View a Financial Institution

To view a Financial Institution:

1. Click the **Administration** tab.
2. Select **Manage FI** menu, select **Financial Institution**, and click **View**. The *View the Financial Institution* page appears.



Application Tip

Only **Active** Financial Institutions display for the selection.



Application Tip

FI Confirmers, **FRB Confirmers**, **FI Viewers**, and **FRB Viewers** can view Institution Information, Routing Transit Numbers (RTN) and Status, and CAN/Acct Key Relationships.



Application Tip

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

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

Summary

This guide provided information on:

- The Introduction to OTCnet
- The Overview of OTCnet Participant User Guide Content
- How to log on to OTCnet
- How to access your User Id and reset your Password
- How to navigate the OTCnet home page
- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view a rejected deposit details
- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file.
- The purpose of searching adjustments
- How to search and locate adjustments using one or more search criteria
- How to download adjustment voucher(s) as an XML or CSV file
- The purpose of viewing reports
- The various types of reports you can access by role
- The types of reports
- The detail each report provides and how to view and download those reports

Glossary

A

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, which 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 Historical Report – A deposit processing report that allows you to view historical deposit adjustment and returned item adjustment transaction data.

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 roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so) or upload approved batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked – A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

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 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.

Card Acquiring Service (CAS) – (formerly Plastic Card Network) A Bureau of the Fiscal Service federal program that provides federal agencies with payment card (credit, debit, electronic benefit transfer (EBT) and store-value (gift cards) cards) acceptance capabilities.

Card Administrator – An agency user that has the authorization to manage endpoints for card processing, set up and view terminal configuration and read and view audit log information.

Card Invoice ID – The unique Invoice ID for a processed card transaction. The default on terminals is set to 10 characters, a max of 40 characters can be configured for MX terminals. It can be used to track transactions in OTCnet.

Card Operator – An agency user that has the authorization to start card processing, query, void, and refund any card transaction, as well as reboot and check terminal connection status.

Card Processing – A functionality available in OTCnet that allows agencies to provide customers with an option to make payments with a credit, debit or Visa/Mastercard gift card. The card transactions are directly sent to WorldPay. WorldPay sends all approved OTCnet transactions via a Card Acquiring Service (CAS) flat file to Collections Information Repository (CIR) for deposit reporting.

(80mm) Card Receipt Printer – A printer that can be selected by a Card Operator or Kiosk Operator; the 80mm printer provides the ability to print standard-sized card receipts on 3.125in (80mm) paper.

Card Uploader: A full vendor kiosk server system role that is authorized to transmit card data from an external kiosk system to OTCnet. This role requests acknowledgement of the data transmitted; the system account with this role has no other permissions.

Cashier ID – The ID of the user that created the transaction.

Central Accounting Reporting System (CARS) – 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.

Central Image and Research Archive (CIRA) Query – An online query function that allows users to search for all check transactions (includes mobile check transactions) processed in the OTCnet application that have been settled less than 18 months ago.

Chain Code aka Chain Number: An alphanumeric designator (e.g. 0F123B) assigned by acquirer to reflect a unique channel of processing. The chain code is assigned at lower level endpoints and an agency may have multiple chain codes.

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 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 the data into other applications within an agency. The report has been enhanced to provide users the option to solely retrieve mobile check transactions.

CIRA CSV Report – A check processing business report that allows users to search for all transactions in the system (including mobile check transactions) and allows users to export the results to a comma separated value report (CSV) file.

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.

Client ID/GCI Number – An ID used by the deposit end point when requesting a currency conversion for foreign check to the US dollar Equivalent (USE) with the foreign currency exchange gateway for foreign check items or currency conversion service for foreign currency cash.

Client Order ID – A unique ID assigned by OTCnet to maintain uniqueness while requesting/accepting a foreign currency conversion quote for foreign checks the foreign currency exchange gateway.

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.

Credentials – Evidence of authority, status, rights, or entitlement to privileges. Credentials are typically in written form (e.g., OLB credentials such as a login or password).

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 presentation 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 United States Department of 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 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.

Deposit Historical Report – A deposit processing report that allows you to view historical deposit transaction data.

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.

Division Number: A three-digit (e.g. 001) value assigned at lower level endpoints under the chain code to designate unique lines of accounting.

E

Exchange Rate – The decimal value used to convert foreign currency to the US dollar Equivalent (USE).

F

Failed – The item was unable to be processed and/or settled by United States Department of Treasury/Bureau of the Fiscal Service (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 United States Department of 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 contain 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.

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 sent 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 Security Identity Manager (ISIM) – Refers to Fiscal Service’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.

Internet Protocol (IP) address – A unique number or address that computing devices, (e.g., computers, laptops, tablets, etc.) connected to a computer network, use to identify themselves and communicate with other devices in an IP-based network (e.g., the Internet).

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).

K

Kiosk Operator User Role – A user with limited permissions for the OTC Kiosk tablet. Permissions include logging into the OTCnet Kiosk application, deposit processing, scanning checks, processing card payments and printing receipts.

Kiosk Lockdown Software – A process used to lock down the Windows Surface Pro workstation for use with the OTCnet Kiosk Tablet application. This involves removing the options, “Lock”, “Sign out”, “Change a password” and “Task Manager” when CTRL-ALT-Delete is pressed. This process only needs to be implemented once, as part of the initial workstation configuration. Locking down the tablet ensures that users cannot access any outside information or applications from the OTC Kiosk Tablet (e.g., checking email or accessing any other websites).

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.

Manual Card Entry – An option available in OTCnet for card processing, it allows agency users to manually enter a card number on behalf of the card holder so a card payment can be processed. It is only to be used as a contingency if all other payment methods fail.

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.

Merchant Identification Number (MID): A unique designator (e.g. 44450XXXXXXXXXX) assigned by the acquirer to reflect the card processing location and may contain up to 13 characters. An ALC can be associated with multiple Merchant IDs; however, each Merchant ID must be unique for each lower level endpoint.

Mobile Check Capture – A functionality in OTCnet; it allows the processing of mobile check transactions from the FedRevCollect mobile application (Mobile Server).

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 United States Department of Treasury General Account.

OTC Endpoint Credit-Debit-Card (CDC) – The endpoint (location) setup in OTCnet for use in card processing.

OTC Endpoint Check (CHK) – The endpoint (location) setup in OTCnet for use in check capture.

OTC Endpoint Treasury General Account (TGA) – The endpoint (location) setup in OTCnet for use in deposit reporting.

OTC Endpoint Mapping – The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTC Kiosk Tablet – A lightweight collections mobile tablet terminal that features OTCnet Check Processing and Card Processing with receipt printing functionalities. It allows agency customers to make check (personal only) and card payments (credit, debit and gift) independent of an agency representative.

OTCnet Generated Eight-Character Pairing Pin – A pairing pin is a unique eight-character OTCnet-generated number used to pair OTCnet and the card terminal. The number is entered the card terminal.

OTCnet Local Bridge (OLB) Application – Refers to an application installed on a workstation, used to facilitate communication between the browser and the operating system/workstation.

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, Deposit Processing, and Card 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 United States Department of 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 United States Department of 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 United States Department of Treasury Account Symbol (TAS) and Business Event Type Code (BETC) combinations to assist CARS 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.

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.

Submit – An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted – A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend – Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID – The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status – Represents the status of the verification records. There are four possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History – Defines the time range that a Deposit Confirmer can 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 can view all the deposits that he or she has confirmed for the past 45 days.

Transaction Reporting System (TRS) – A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Treasury Account Symbol (TAS) – The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) – A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) – The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury – The executive department and the United States Department of 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 CIR File Status Report – An administration report allows you to view the status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.

View CIR Transmission Status for Check Processing – A check processing administration report that allows you to view the status of CIR files that have been processed by CIR or are ready for CIR processing.

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.

W

WorldPay: (formerly Vantiv) A credit card, debit card and gift card merchant processor who is responsible for the creation of card acquiring service (CAS) accounts including chain codes and merchant IDs.



Financial Institution (FI) Viewer

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Federal Reserve Bank Viewer and Financial Institution (FI)*

Viewer Participant User Guide includes:

- Federal Reserve Bank Viewer
- Financial Institution Viewer

Overview

Welcome to the *Federal Reserve Bank Viewer and the Financial Institution Viewer Participant User Guide*. In this guide, you will learn:

- The introduction to OTCnet
- The overview of the OTCnet Participant User Guide content
- How to log in to OTCnet
- How to access your User ID and reset your Password
- How to navigate the OTCnet home page
- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view a rejected deposit detail
- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file
- The purpose of searching adjustments
- How to search and locate adjustments using one or more search criteria

- How to download adjustment voucher(s) as an XML or CSV file
- The purpose of viewing reports
- The various types of reports you can access by role
- The types of Business and Administration reports
- How to view, generate and download reports
- How to view a Financial Institution

Topics

This guide is organized by the following topics:

- Topic 1. Introduction to OTCnet
- Topic 2. Overview of OTCnet Participant User Guide Content
- Topic 3. Logging on to OTCnet
- Topic 4. Accessing a User ID and Resetting Passwords
- Topic 5. Navigating the OTCnet Home Page
- Topic 6. Viewing Deposits
- Topic 7. Searching Deposits
- Topic 8. Searching Adjustments
- Topic 9. Viewing Reports
- Topic 10. Reports by Access Type
- Topic 11. Types of Business and Administration Reports
- Topic 12. Viewing Report Detail
- Topic 13. Viewing Financial Institutions

Topic 1. Introduction to OTCnet

Overview

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

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

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

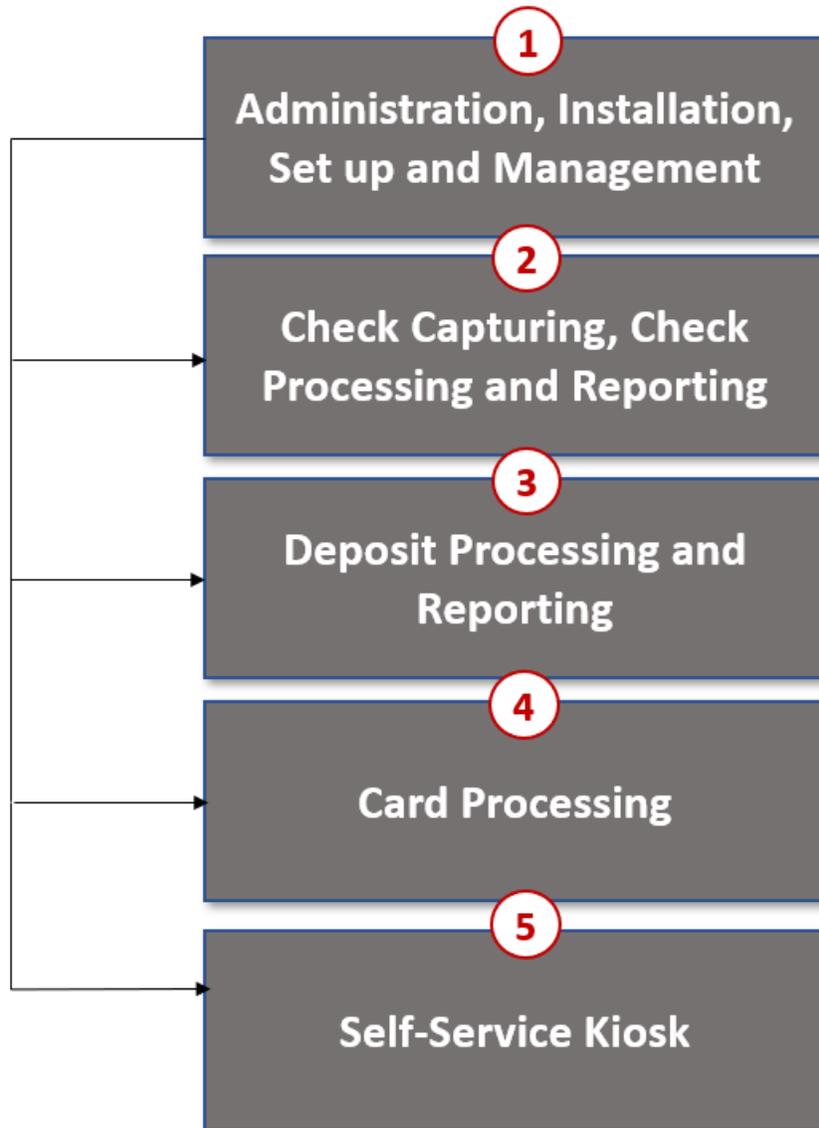
OTCnet financial services will:

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

OTCnet Elements

OTCnet is comprised of three elements; (1) Administration, (2) Check Capture, Check Processing and Reporting and (3) Deposit Processing and Reporting. The Administration element is a component of the Check Capture, Check Processing and Reporting as well as Deposit Processing and Reporting, as demonstrated in **Error! Reference source not found.** below.

Figure 287. OTCnet Elements



The three elements of OTCnet are defined as follows,

1. **Administration:** allows for those with administrative permissions to install, setup users, and manage OTCnet

2. **Deposit Processing:** permits Federal agencies the ability to create and submit deposits for confirmation. This platform also allows for Financial Institutions to confirm those deposits and create adjustments electronically. Deposits can be created for US currency, foreign cash and foreign check items
3. **Check Capturing, Check Processing:** converts personal and business checks into electronic fund transfers. Transactions can be consumer, consumer accounts receivable, and business transactions. This is not an element of OTCnet you will use.

OTCnet Process Flow: Deposit Processing and Reporting

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

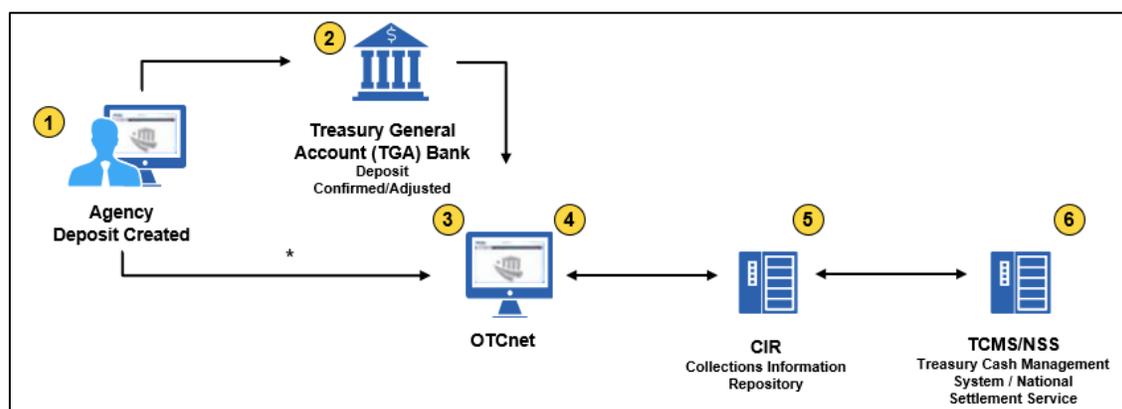
As shown In Figure 2 below, the Deposit Preparer electronically reports the deposit to Treasury using OTCnet and prints out the OTCnet deposit ticket. The bank deposit ticket, OTCnet deposit ticket, cash, and checks (US and foreign) are taken to your Financial Institution (FI). At the FI, the Deposit Confirmer confirms the deposit, rejects the deposit or creates an adjustment to the deposit using OTCnet.

OTCnet sends commercial deposit voucher information to CIR. CIR receives commercial deposit information from OTCnet for reconciliation and transmits to Treasury Cash Management System (TCMS) for cash concentration purposes. TCMS receives the commercial deposit data from CIR and initiates the cash concentration activity.

Note: CIR is formerly the Transaction Reporting System (TRS).

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

Figure 288. Deposit Reporting Process Flow



OTCnet End Users

In OTCnet, there are three functional areas which allow users to focus on relevant tasks. The role you will hold is based on the types of tasks you will perform. You may perform tasks that fall

under the following functionality of OTCnet; (1) Administration, (2) Check Capture, Processing and Reporting and (3) Deposit Processing and Reporting.

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

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

Those who carry Deposit Processing and Reporting roles, can create deposits, approve, confirm (reject or adjust), and/or view information. There is a total of five users who can perform these functions. See Figure 3 for details.

Figure 289. User Roles

Administration	Check Capture/ Check Processing and Reporting	Deposit Processing and Reporting
<p>Agency</p> <ul style="list-style-type: none"> •Check Capture Supervisor •Check Capture Administrator •Accounting Specialist/ Local Accounting Specialist 	<p>Agency</p> <ul style="list-style-type: none"> •Check Capture Operator •Check Capture Lead Operator •Check Capture Supervisor •Batch Approver * •Batch Uploader * •Master Verification Database (MVD) Editor •Master Verification Database (MVD) Viewer 	<p>Agency</p> <ul style="list-style-type: none"> •Deposit Preparer •Deposit Approver •Viewer
<p>Financial Institution/ Federal Reserve</p> <ul style="list-style-type: none"> •Primary/ Local Security Administrator 		<p>Financial Institution/ Federal Reserve</p> <ul style="list-style-type: none"> •Deposit Confirmer •Viewer

The next page details the OTCnet Deposit Processing and Reporting roles with their associated permissions. Table 67 and Table 68 provides a breakdown of permissions at the Federal Program Agency level as well as the Financial Institution / Federal Reserve Bank Financial Institution level. They include Primary Local Security Administrator, Local Security Administrator, Accounting Specialist, Local Accounting Specialist, Deposit Preparer, Deposit Approver, Viewer and Deposit Confirmer.

Table 67. Deposit Processing and Reporting by Federal Program Agency Roles

Role	PLSA	LSA	Accounting Specialist	Local Accounting Specialist	Deposit Preparer	Deposit Approver	Viewer
Add/Update/Delete a User	•	•					
Reset Password	•	•					
Manage Own Account	•	•	•	•	•	•	•
OTCnet Logon and Homepage	•	•	•	•	•	•	•
Create/Modify Deposit					•		
Submit Deposit						•	
Confirm/Reject Deposit							
View Deposit / Adjustment Detail					•	•	•
Search Deposit / Adjustment					•	•	•
Create Deposit Adjustment							
Create Return Item Adjustment							
Modify Organization Hierarchy			•	•			
Delete Organization Hierarchy			•	•			
View Organization Hierarchy			•	•			
Search Organization Hierarchy			•	•			
Modify Accounting Codes			•				
Import Accounting Codes			•				
View Accounting Codes			•	•			
Modify Endpoint Mappings			•	•			
Modify Custom Labels			•				
View Custom Labels			•	•			
Modify Processing Options			•	•			
View Processing Options			•	•			
Modify User Defined Fields (UDF)			•				
View User Defined Fields (UDF)			•	•			
View Financial Institution							
View Business Reports			•	•	•	•	•
View Security Reports	•	•					
View Administrative Reports					•	•	•
Read/View Audit Log	•	•					
View GWA Reporters Flag			•	•			

**Table 68. Deposit Processing and Reporting by Financial Institution/
Federal Reserve Bank Financial Institution Roles**

Role	PLSA	LSA	Confirmer	Viewer
Add/Update/Delete a User	•	•		
Reset Password	•	•		
Manage Own Account	•	•	•	•
OTCnet Logon and Homepage	•	•	•	•
Create/Modify Deposit				
Submit Deposit				
Confirm/Reject Deposit			•	
View Deposit / Adjustment Detail			•	•
Search Deposit / Adjustment			•	•
Create Deposit Adjustment			•	
Create Return Item Adjustment			•	
Modify Organization Hierarchy				
Delete Organization Hierarchy				
View Organization Hierarchy				
Search Organization Hierarchy				
Modify Accounting Codes				
Import Accounting Codes				
View Accounting Codes				
Modify Endpoint Mappings				
Modify Custom Labels				
View Custom Labels				
Modify Processing Options				
View Processing Options				
Modify User Defined Fields (UDF)				
View User Defined Fields (UDF)				
View Financial Institution			•	•
View Business Reports			•	•
View Security Reports	•	•		
View Administrative Reports			•	•
Read/View Audit Log				
View GWA Reporters Flag				

Topic 2. Overview of OTCnet Participant User Guide Content

Introduction

This OTCnet Participant User Guides are intended to provide you with the information you need to use OTCnet, a system which allows users to process checks and deposits. Users with appropriate permissions can also install, setup, and manage OTCnet.

The Participant User Guide can be used independent of or in conjunction with the OTCnet Web-based Training (WBT) or Instructor-led Training (ILT). The Participant User Guides are accessible through the OTCnet web site, OTCnet application help link or through the Library button within the WBT.

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

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

In addition to the above-mentioned guides, this OTCnet Participant User Guide was created to support *Financial Institution Viewer* specific instruction.

Administration Participant User Guide

Eight Chapters make up the Administration Participant User Guide. These include Check Processing, Deposit Processing and Administration functions. Table 69 describes each Chapter.

Table 69. Administration Chapters

Chapter	Description
1. Introduction to OTCnet and Overview of OTCnet Participant User Guide Content	In this Chapter, you will learn about the background of OTCnet, the element and process flows that make up OTCnet as well as overview of the Participant User Guides.
2. Accessing and Navigating OTCnet	In this Chapter, you will learn how to log in, establish security settings and how to use the OTCnet Main Page.
3. Managing User Accounts	In this Chapter, you will learn how to create a user account, update a user account, and assign user privileges
4. Managing Your Agency's Hierarchy, Accounting Codes, and Endpoint Mappings	In this Chapter, you will learn how to create a hierarchy, designate an OTC Endpoint, establish a Financial Institution relationship, and designate a check capture location, modify and import accounting codes, modify endpoint mappings, and modify and view processing options.
5. Configuring Deposit Processing Settings	In this Chapter, you will learn how to create, import and map accounting codes; establish processing options and custom field labels; and modifying a user defined field.
6. Viewing Financial Institutions	In this Chapter, you will learn how to view Financial Institution details.
7. Configuring Check Processing Settings	In this Chapter, you will learn how to set up, modify and view a terminal configuration, view an audit log and download firmware.
8. Setting Up and Configuring Check Capture Offline	In this Chapter, you will learn how to a properly install offline check capturing software; manage offline check capturing; set up scanners; and configure check capture settings in offline mode.

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

Deposit Processing and Reporting Participant User Guide

10 Chapters make up the Deposit Processing and Reporting Participant User Guide. Table 70 describes each Chapter:

Table 70. Deposit Processing Chapters

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

Chapter	Description
10. Viewing Deposits	In this Chapter, you will learn how to view deposit drafts, deposits awaiting approval, confirmed deposits, deposit adjustments, rejected deposit details, submitted deposits and how to download vouchers.

Topic 3. Logging In to OTCnet

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

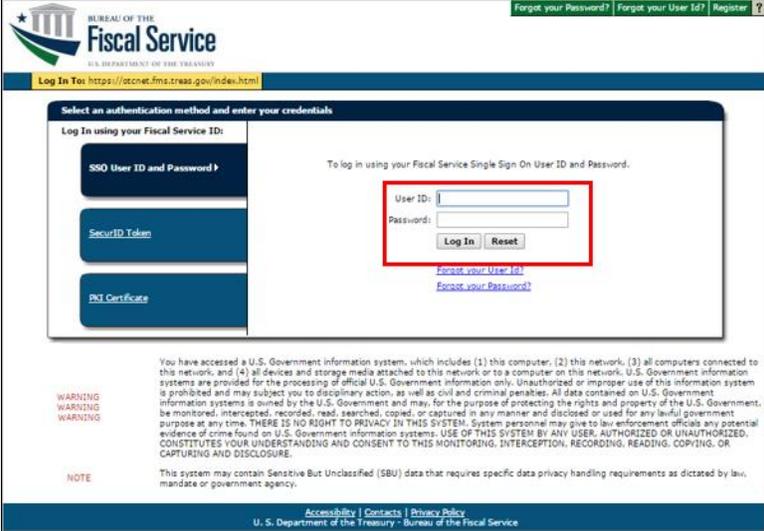
The first time you log into Single Sign On, you will be required to change your password, accept the Rules of Behavior, provide challenge and response questions used for secondary authentication, and enter a shared secret that is used when calling the FS Help Desk. You must first accept the Rules of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

How to Log in for the First Time

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

1. Access <https://otcnet.fms.treas.gov>. and enter your **User ID** and **Password** in the appropriate text boxes and click **Log In** as shown in Figure 290 below.

Figure 290. FS Single Sign On Page



The screenshot shows the 'BUREAU OF THE Fiscal Service' login page. At the top, there are links for 'Forgot your Password?', 'Forgot your User Id?', and 'Register ?'. Below the header, a 'Log In To' link points to 'https://otcnet.fms.treas.gov/index.htm'. The main content area is titled 'Select an authentication method and enter your credentials'. On the left, there are three buttons: 'SSO User ID and Password', 'SecurID Token', and 'PKI Certificate'. The 'SSO User ID and Password' button is selected. On the right, there is a form titled 'To log in using your Fiscal Service Single Sign On User ID and Password.' with two input fields: 'User ID:' and 'Password:'. Both fields are highlighted with a red box. Below the fields are 'Log In' and 'Reset' buttons. At the bottom of the form, there are links for 'Forgot your User ID?' and 'Forgot your Password?'. Below the form, there is a 'WARNING' section and a 'NOTE' section. The footer contains links for 'Accessibility | Contacts | Privacy Policy' and 'U. S. Department of the Treasury - Bureau of the Fiscal Service'.

2. The *Password Change: Create New Password* page appears. Enter your temporary **Password**, **New Password**, and **Confirm New Password** and click **Change Password** (see Figure 291).

Password Criteria:

- a. Must be at least 12 characters long
- b. Must contain at least one upper case letter
- c. Must contain at least one lower case letter

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

Figure 291. Password Change Page

WARNING: New passwords must be at least 12 characters long and contain 1 upper case letter, 1 special character, and 1 number

Password Change Request

jyee0001 please change your current password before continuing.

Old Password

New Password

Confirm New Password

[CHANGE PASSWORD](#) [CLEAR THIS FORM](#)

3. A confirmation page appears stating your new password has been set. Click **Continue** (see Figure 292).

Figure 292. Password Change: Password Set Page

WARNING: New passwords must be at least 12 characters long and contain 1 upper case letter, 1 special character, and 1 number

Password Change Information

jyee0001 your new password has been set.

Use this new password the next time you log into your account.

[CONTINUE](#)

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

Provide you responses in the **Response** and **Confirm Response** fields. Each response must be at least three characters long and are case sensitive. Click **Save My Questions and Responses**. See Figure 293 below.

Figure 293. Select and Provide Responses to Questions Page

Select Question	Response	Confirm Response
<input type="checkbox"/> What was the name of the hospital where you were born?		
<input checked="" type="checkbox"/> What was the name of the street you lived on when you grew up?	*****	*****
<input checked="" type="checkbox"/> What was the name of the company or organization where you held your first job?	****	****
<input type="checkbox"/> What was the name of the city where you were born?		
<input checked="" type="checkbox"/> What was the name of your first pet?	***	***
<input type="checkbox"/> What was the model of your first automobile?		

- A *Change Shared Secret* page appears. Enter a **Shared Secret** phrase, a **Confirm Shared Secret** phrase, and click **Save My Shared Secret** (see Figure 294). The shared secret phrase must be at least three characters.

You will not be able to proceed to OTCnet until the Challenge questions and Share Secret are set.

Figure 294. Challenge Shared Secret Page

- The *Change Challenge/Response-Completed* page appears. Click **Logout**.

After you answer your Challenge Questions and enter a Shared Secret, you will need to log back in to OTCnet and read and accept the Rules of Behavior.

- Click **Close Browser** (see Figure 295).

Figure 295. Close Browser Page

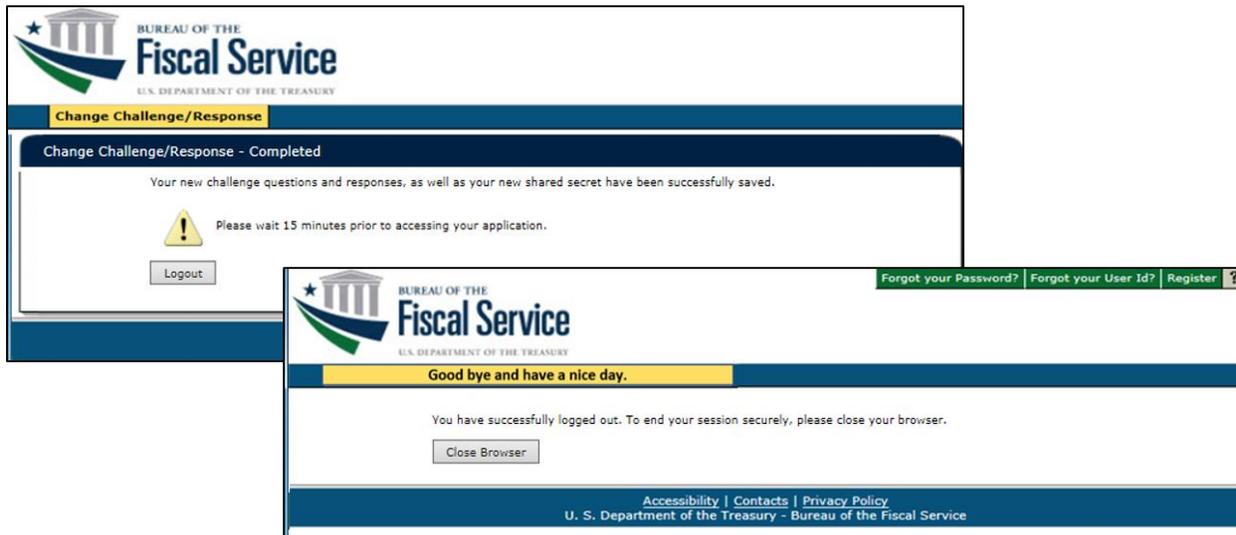


- Access <https://otcnet.fms.treas.gov> and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** (see Figure 290).

By logging in with your PIV, SecurID, or User ID and Password, you acknowledge and agree that you have read, understand, and agreed to abide by the Rule of Behavior.

- A confirmation page appears showing the challenge questions and responses and your new shared secret were successfully saved. Click **Logout**, then **Close Browser** as shown in Figure 296 below.

Figure 296. Logout and Close Browser



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

Log In to OTCnet the First Time

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

1. Access <https://otcnet.fms.treas.gov>.
2. Enter your User ID and Password in the appropriate text boxes, and click Log In. The *Password Change: Create New Password* page appears.
3. Enter your temporary Password, New Password, and Confirm New Password.

Password Criteria:

- a. Must be at least 12 characters long
 - b. Must contain at least one uppercase letter
 - c. Must contain at least one lowercase letter
 - d. Must contain at least one numeric character
 - e. Must not have more than two repeating characters
 - f. Must not repeat any of your last ten passwords
 - g. Must not have been your password during the last ten days
 - h. Must not be a word in a language, slang, dialect, or jargon
 - i. Must not be related to personal identity, history, environment, or other personal associations
 - j. Must not be shared or displayed in plain view
4. Click **Change Password**. A confirmation page appears stating your new password has been set.
 5. Click **Continue**. The *Change Challenge/Response – Select and Provide Responses to Questions* page appears.
 6. Select any three challenge questions you want to respond to by clicking the check boxes next to the questions, and provide your responses in the **Response** and **Confirm Response** fields.



Application Tip

Each response must be at least three characters long and are case sensitive.

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

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

**Application Tip**

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

9. Click **Save My Shared Secret**. A confirmation page appears showing the challenge questions and responses and your new shared secret were successfully saved.
10. Click **Logout**.
11. Click **Close Browser**.

**Application Tip**

After you answer your Challenge Questions and enter a Shared Secret, you will need to log back in to OTCnet and read and accept the Rules of Behavior.

12. Access OTCnet (<https://otcnet.fms.treas.gov>), enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**.

**Application Tip**

By logging in with your PIV, SecurID, or User ID and Password, you acknowledge and agree that you have read, understand, and agreed to abide by the Rule of Behavior.

Log in to OTCnet

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

- Administration
 - Deposit Processing and Reporting
 - User Identity (ID) and Reset Password
1. Access <https://otcnet.fms.treas.gov>. and enter your **User ID** and **Password** in the appropriate text boxes and click **Log In** as shown in Figure 297.

Figure 297. Fiscal Service Single Sign On Page

WARNING
WARNING
WARNING

NOTE

Accessibility | Contacts | Privacy Policy
U. S. Department of the Treasury - Bureau of the Fiscal Service

2. The *OTCnet Home Page* appears (see Figure 298).

Figure 298. OTCnet Home Page

Home | My Profile | Training | Print | Help | Log Out

Online Application

Connection Status: Online

Welcome,

Deposit Processing | Check Processing | Administration | Reports

Manage Organizations | Manage FI | Manage Users | Management | Manage Check Processing | Audit



Log In to OTCnet Online

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

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

Topic 4. Accessing a User ID and Resetting Passwords

If you forget your User ID, you can have your User ID emailed to you. If you forget your password, you can have a temporary password emailed to you. Once you sign in with your temporary password, you will need to reset it.

Access a User ID

1. From the Single Sign On page, click on the **Forgot your User ID?** link shown in Figure 299 below.

Figure 299. Single Sign On Page (Forgot Your User ID? Link)

The screenshot shows the Fiscal Service login page. At the top right, there are links for "Forgot your Password?", "Forgot your User ID?", and "Register". The main content area is titled "Select an authentication method and enter your credentials". Under "Log In using your Fiscal Service ID:", there are three options: "SSO User ID and Password", "SecurID Token", and "PKI Certificate". The "SSO User ID and Password" option is selected, and the page prompts the user to "Log in using your Fiscal Service Single Sign On User ID and Password." There are input fields for "User ID:" and "Password:", followed by "Log In" and "Reset" buttons. Below these buttons, the link "Forgot your User ID?" is highlighted with a red box, and "Forgot your Password?" is also visible. At the bottom, there is a "WARNING" section and a "NOTE" section. The footer contains "Accessibility | Contacts | Privacy Policy" and "U. S. Department of the Treasury - Bureau of the Fiscal Service".

2. The *Treasury Self Service* page appears. Enter the characters you see in the image in the text box and click **Next** (see Figure 300).

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

Figure 300. Treasury Self Service Page



3. Enter your email address and click **Next** (shown in Figure 301 below). A confirmation page appears showing your request for your User ID has been completed.

Figure 301. Forgot User ID

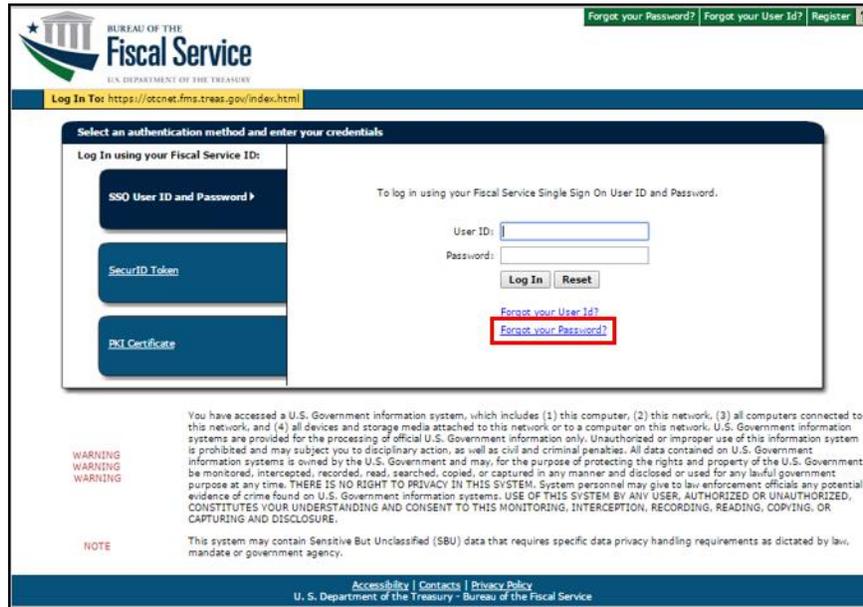


4. Click **Finish**.

Resetting Passwords

1. From the Single Sign On page, click on the **Forgot your Password?** link as shown in Figure 302.

Figure 302. Single Sign On Page (Forgot Your Password? Link)



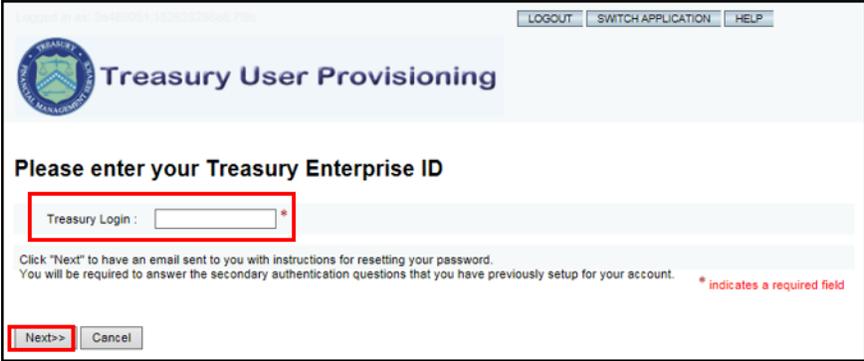
2. The Treasury *Self-Service* page appears. Enter the characters that you see in in the image in the text box and click **Next**.

Figure 303. Forgot Your Password Page



- The *Treasury Enterprise ID* page appears. Enter your **Treasury Login (User ID)** and click **Next** (see Figure 304).

Figure 304. Enter Treasury Enterprise ID (User ID)

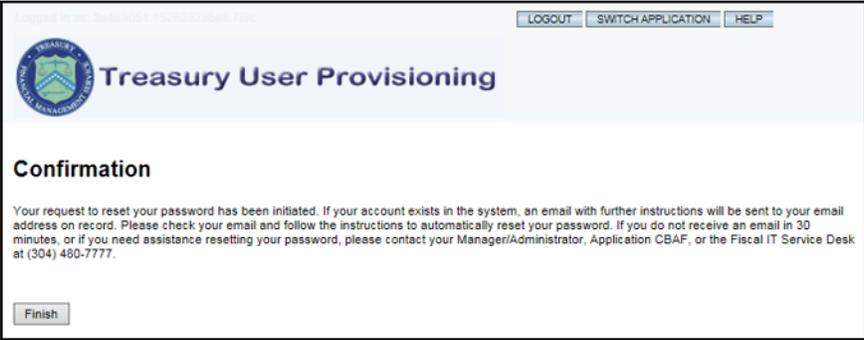


The screenshot shows the 'Treasury User Provisioning' interface. At the top right are links for LOGOUT, SWITCH APPLICATION, and HELP. The main heading is 'Treasury User Provisioning'. Below it, the instruction reads 'Please enter your Treasury Enterprise ID'. A text input field labeled 'Treasury Login :' is highlighted with a red box and has a red asterisk to its right. Below the input field, there is a note: 'Click "Next" to have an email sent to you with instructions for resetting your password. You will be required to answer the secondary authentication questions that you have previously setup for your account.' A red asterisk with the text '* indicates a required field' is positioned to the right of this note. At the bottom left, there are two buttons: 'Next>>' (highlighted with a red box) and 'Cancel'.

- A *Confirmation* page appears. Click **Finish** (see Figure 305).

You will receive an email to your official email address with further instructions to complete the Self-Service Account/Password Reset process.

Figure 305. Password Request Confirmation

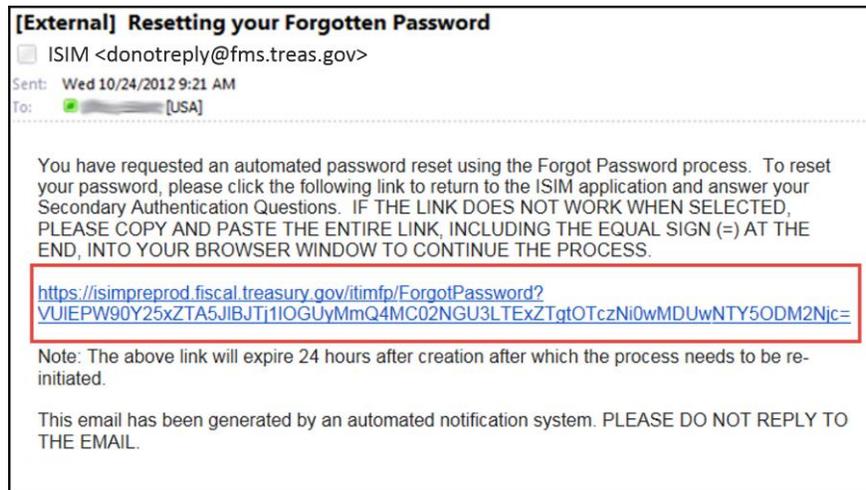


The screenshot shows the 'Treasury User Provisioning' interface. At the top right are links for LOGOUT, SWITCH APPLICATION, and HELP. The main heading is 'Treasury User Provisioning'. Below it, the heading is 'Confirmation'. The text reads: 'Your request to reset your password has been initiated. If your account exists in the system, an email with further instructions will be sent to your email address on record. Please check your email and follow the instructions to automatically reset your password. If you do not receive an email in 30 minutes, or if you need assistance resetting your password, please contact your Manager/Administrator, Application CBAF, or the Fiscal IT Service Desk at (304) 480-7777.' At the bottom left, there is a 'Finish' button.

- Check your email. After you received the email link to reset your password, copy and paste the entire link (including the equal sign "=") in the web browser (see Figure 20).

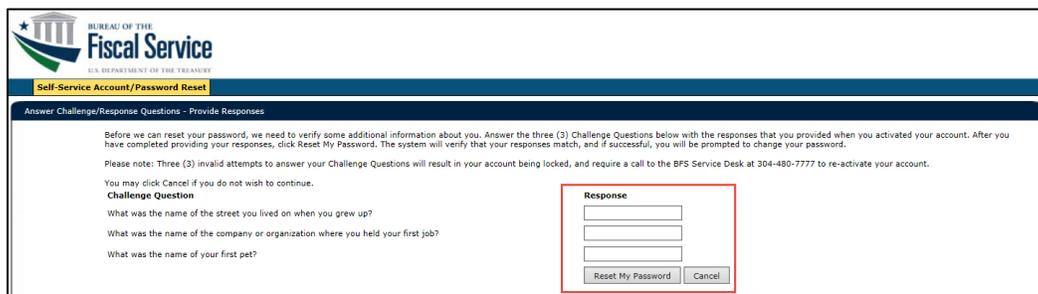
Each reset password web link is unique. The link shown below is for example purposes only.

Figure 306. Resetting Your Forgotten Password Email



6. The *Answer Challenge/Responses Questions Provide Responses* page appears. Enter your answers for the challenge questions and click **Reset My Password** (see Figure 21).

Figure 307. Answer Challenge/Response Questions - Provide Responses



7. The *Answer Challenge/Response Questions – Change Password* page appears. Enter your **New Password** and **Confirm New Password** and click **Change My Password** (see Figure 22).

Figure 308. Answer Challenge/Response Questions - Change Password

BUREAU OF THE Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Self-Service Account/Password Reset

Answer Challenge/Response Questions - Change Password

Your responses were successfully validated.

Please create a new password with the following requirements and click Change My Password:

- Must be at least 12 characters long.
- Must contain at least one uppercase letter.
- Must contain at least one lowercase letter.
- Must contain at least one numeric character.
- Must contain at least one special character from this set: !@#\$%^&*()_+~=;'
- Must not repeat any of your last ten (10) passwords.
- Must not have been your password during the last ten (10) days.
- Must not be a word in a language, slang, dialect, or jargon.
- Must not be related to personal identity, history, environment, or other personal associations.
- Must not be shared or displayed in plain view.

You may click Cancel if you do not wish to continue.

New Password

Confirm New Password

Change My Password Cancel

8. The *Challenge/Response Questions – Completed* page appears. Click **Close Browser** (see Figure 23).

Figure 309. Answer Challenge/Response Questions - Completed

BUREAU OF THE Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Self-Service Account/Password Reset

Answer Challenge/Response Questions - Completed

A request has been submitted to reset your password.

Click Close Browser to end the Self-Service Account/Password process.

Close Browser



Reset Password

To reset your password, complete the following steps:

1. From the Fiscal Service Single Sign On page, click **Forgot your Password?**. The *Self-Service Account/Password Reset* page appears.
2. Enter the characters that you see in the image in the text box and click **Next**. The *Treasury Enterprise ID* page appears.
3. Enter your **Treasury Login (User ID)** and click **Next**. A confirmation page appears.
4. Click **Finish**.



Application Tip

You will receive an email (Resetting your Forgotten Password) to your official email address with further instructions to complete the Self-Service Account/Password Reset process.

5. Check your email. After you received the email link to reset your password, copy and paste the entire link (including the equal sign "=") in the web browser. The *Answer Challenge/Responses Questions Provide Responses* page appears.



Application Tip

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



Application Tip

The email is generated by an automated notification system. The link expires 24 hours after creation after which the process needs to be reinitiated.

6. Enter your answers for the challenge questions and click **Reset My Password**. The *Answer Challenge/Response Questions – Change Password* page appears.

**Application Tip**

Three invalid attempts to answer your challenge questions will result in your account being locked. If your account is locked, call the Customer Support at 866-945-7920 or DSN 510-428-6824, Options 1, 3, 4 to re-activate your account.

7. Enter your **New Password** and **Confirm New Password** and click **Change My Password**. The *Challenge/Response Questions – Completed* page appears.
8. Click **Close Browser**.

Topic 5. Navigating the OTCnet Home Page

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

OTCnet Main Menu

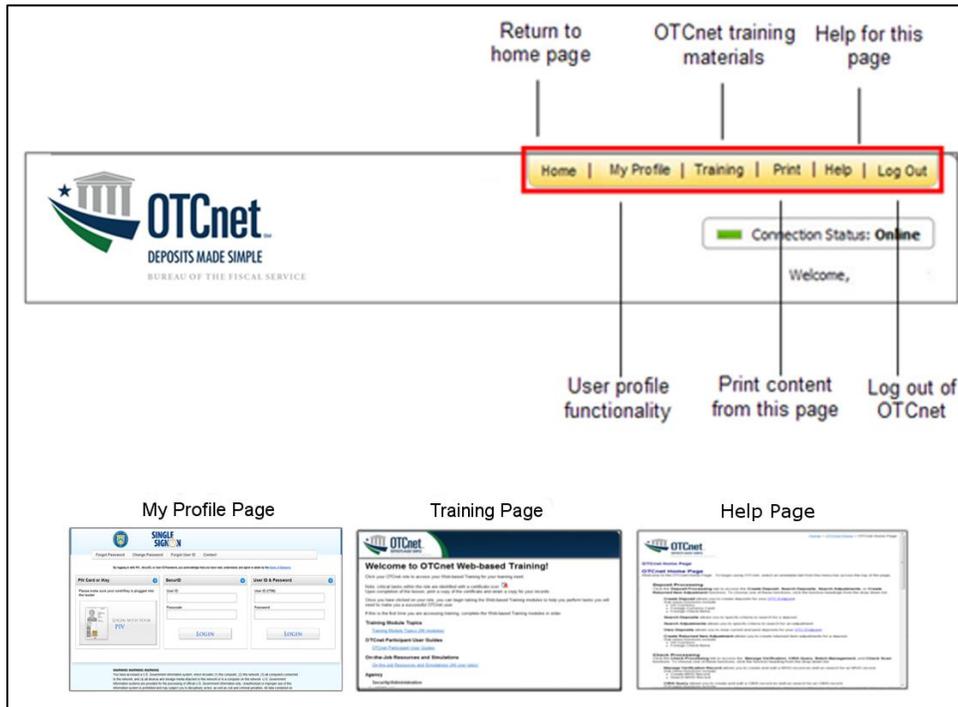
To access the OTCnet Main Menu, log in with your User ID and Password by accessing <https://otcnet.fms.treas.gov>. Table 71 below provides a list of the Main Menu options available to you and accessible on the upper right corner of the OTCnet application (highlighted in yellow).

Table 71. Main Menu Link Descriptions

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

For an image of the Main Menu, see Figure 310. The links are accessible on the upper right side of the OTCnet home page.

Figure 310. OTCnet Main Menu Page



Deposit Processing Tab Functionality

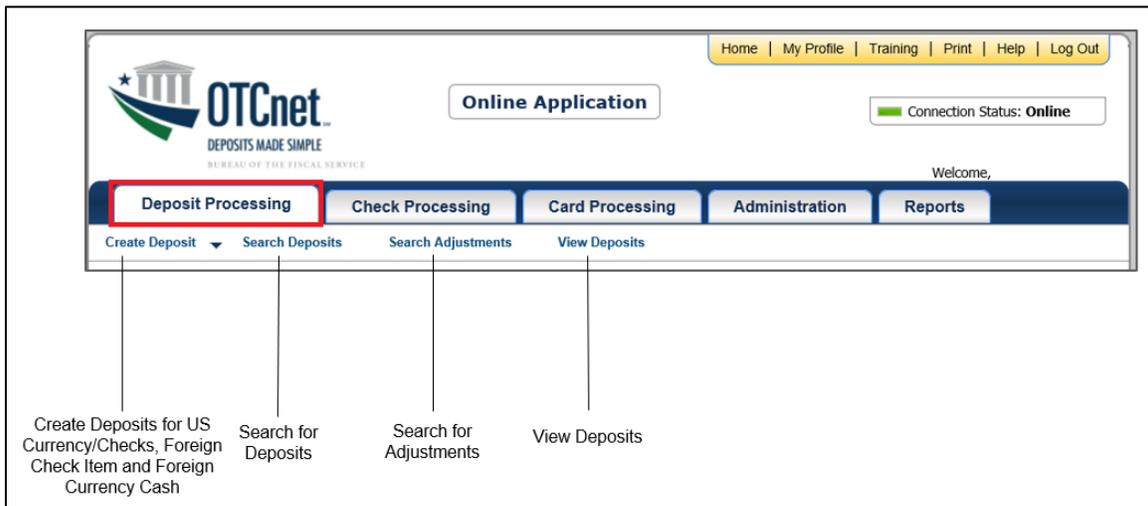
To access the OTCnet Deposit Processing functionality, log in with your user id and password. Table 715 below provides a list of the Deposit Processing functions that are available to you.

Table 72. Deposit Processing Tab Descriptions

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

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

Figure 311. Deposit Processing Tab



Check Processing Tab Functionality

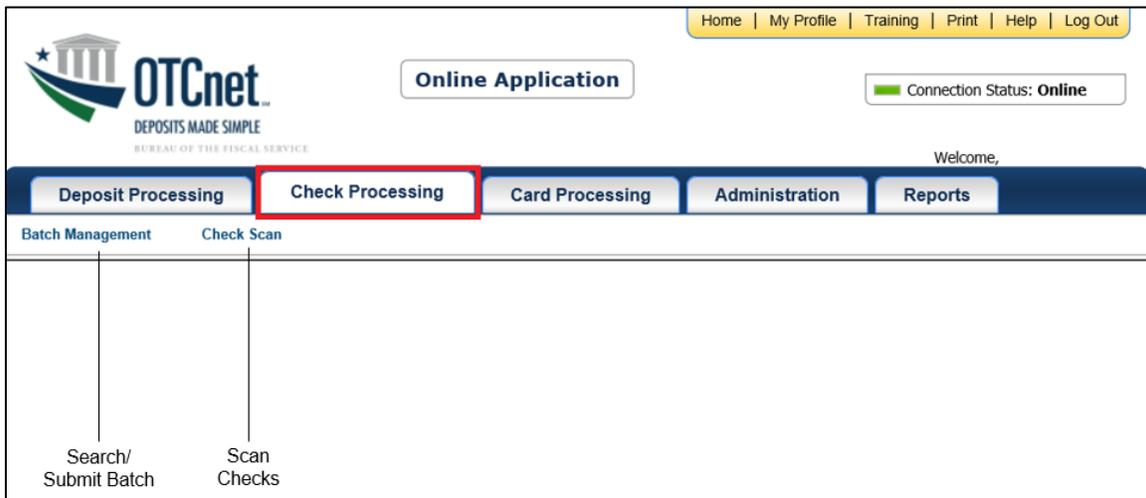
Table 73 below provides a list of the Check Processing functions that exist within OTCnet.

Table 73. Check Processing Tab Descriptions

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

For an image of the Check Processing tab, see **Error! Reference source not found.** You may not have access to this functionality at this time.

Figure 312. Check Processing Tab



Administration Tab Functionality

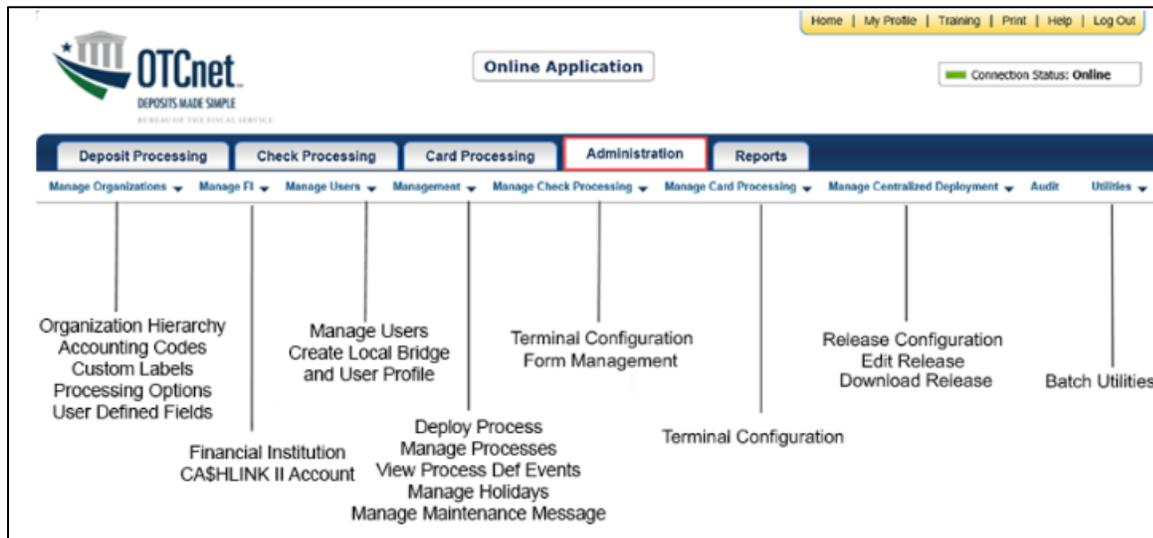
To access the OTCnet Administration functionality, log in with your user id and password. Table 74 below provides a list of the Administration functions that are available.

Table 74. Administration Tab Descriptions

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

For an image of the Administration tab, see **Error! Reference source not found.** Depending on your user role, you may not see all functionality shown in the image.

Figure 313. Administration Tab



Reports Tab Functionality

To access the OTCnet Reports functionality, log in with your user id and password. Table 75 below provides a list of the Reports functions that are available to you. Depending on your user role, you will only see reports that you have access to view and download.

Table 75. Reports Tab Descriptions

Function	Description
Deposit Processing Reports	Allows a user to view and download Business, Security and Administration reports.
Check Processing Reports	Allows a user to access Check Processing reports. You may not have access to this functionality at this time.
Historical Reports	Allows a user to query and download historical reports.

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

Figure 314. Reports Tab



Topic 6. Viewing Deposits

As a Federal Reserve Bank Viewer or a **Financial Institution Viewer**, you can view deposit vouchers. You may view deposits to locate those in process or see deposit transactions belonging to others in the organization.

You will you have permission to only view certain deposits. The deposit Status types available for viewing are included in Table 76 below.

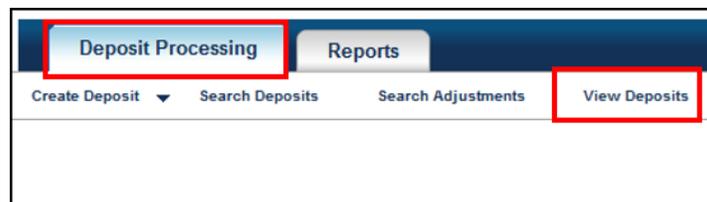
Table 76: Deposit Statuses

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

View a Deposit

1. Click the **Deposit Processing** tab and click **View Deposits** (see Figure 315 below).

Figure 315: Select View Deposits



2. From the **Select Display** drop-down menu, select **My Deposits in Process**, **Adjustments in Error**, **Deposits in Error**, or **Deposits Within My Organization** (see Figure 230).
 - **My Deposits in Process (Default)** displays deposits that required action (e.g. deposits with statuses of **Draft**, **Awaiting Approval**, **Submitted**, **Rejected**, or **Confirmed**) and is based on user permissions.

If the user only has an **FI Viewer** or **FRB Viewer** role and selects this page, it returns no results. If the user is a **Deposit Confirmer** or **FRB Confirmer**, the

table displays the column indicating the Confirm option to allow for multiple confirmations at the same time. For all other user roles, this column is hidden.

- **Adjustments in Error:** Displays adjustments that have validation errors awaiting acknowledgement by the financial institution that the error has been resolved.

The **Adjustments in Error** page displays any CA\$HLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CA\$HLINK II validation errors. To document why the error occurred and how the error was resolved, select the Voucher Number link is selected. This page only returns results for the **Deposit Confirmer** and **FI Viewer** roles. Other roles will have the ability to select this page from the dropdown, but will see no results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).

- **Deposits in Error:** Displays deposits that have validation errors awaiting acknowledgement by the financial institution that the error has been resolved. If you have **Deposit Confirmer** or **FI Viewer** privileges, the **Deposits in Error** details appears.

The **Deposits in Error** page displays any CA\$HLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CA\$HLINK II validation errors. To document why the error occurred and how the error was resolved, select the Voucher Number link is selected. This page only returns results for the **Deposit Confirmer** and **FI Viewer** roles. Other roles will have the ability to select this page from the dropdown, but will see no results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).

- **Deposits Within My Organization:** Displays a list of deposits that have been entered in the system, based on the agency endpoint or financial institution to which the user has access. If you have **Deposit Confirmer** or **FI Viewer** privileges, the **Deposits Within My Organization** details appears.

The **Deposits Within My Organization** page displays voucher dates in reverse chronological order (including future dated deposits) and the status within (i.e. Draft, Submitted, Rejected, and Confirmed). The number of deposits displayed is based upon the display days processing options defined for the OTC Endpoint that the agency user has permission to view. If the user has permission for more than one OTC Endpoint, the processing option with the greatest number of days is used. If the user is an **FI Viewer** or an **FS Viewer**, the number of display days is set at 45.

- Click the **Voucher Number** of the deposit which you would like to view. By default, up to 10 records are displayed per page. To change the number of records displayed per page, select from the drop-down menu options next to the record count (see Figure 230).

Figure 316. View Deposits Page

View Deposits 1

Select Display:
My Deposits in Process

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

Today's Date: 11/04/2014

<< < 1-10 > >> of 13 Records 10

Voucher	Status	Date mitted	Voucher Date	OTC Endpoint	ALC	Deposit Total	Confirm
623077	DRAFT	21/2012	05/21/2012	37922	00000000	12,500.00	<input type="checkbox"/>
620949	DRAFT	09/2012	03/09/2012	37922	00000000	50.25	<input type="checkbox"/>
620928	DRAFT	09/2012	03/09/2012	37922	00000000	450.25	<input type="checkbox"/>
620482	SUBMITTED	16/2012	02/16/2012	37928	00000000	800.00	<input type="checkbox"/>
620481	SUBMITTED	02/16/2012	02/16/2012	37926	00000000	800.00	<input type="checkbox"/>
620480	SUBMITTED	02/16/2012	02/16/2012	37925	00000000	800.00	<input type="checkbox"/>
620478	SUBMITTED	02/16/2012	02/16/2012	37923	00000000	800.00	<input type="checkbox"/>
620477	SUBMITTED	02/16/2012	02/16/2012	37922	00000000	700.00	<input type="checkbox"/>
600501	REJECTED	02/13/2012	02/13/2012	37928	00000000	100.00	<input type="checkbox"/>
600460	REJECTED	08/04/2011	08/04/2011	37928	00000000	1.00	<input type="checkbox"/>

Next »

Return Home



View a Deposit

To view a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposit* page appears.
3. From the **Select Display** drop-down menu select **My Deposits in Process**, **Adjustments in Error**, **Deposits in Error**, or **Deposits Within My Organization**.



Application Tip

The Select Display options include:

- **My Deposits in Process:** Displays deposits that need some type of action (e.g. Draft, Awaiting Approval, Submitted, Rejected, and Confirmed) and is based on user permissions.

If the user only has an **FI Viewer** or **FRB Viewer** role and selects this page, it returns no results. If the user is a **Deposit Confirmer** or **FRB Confirmer**, the table displays the column indicating the Confirm option to allow for multiple confirmations at the same time. For all other user roles, this column is hidden.

- **Adjustments in Error:** Displays adjustments that have validation errors awaiting acknowledgement by the financial institution that the error has been resolved.

The **Adjustments in Error** page displays any CASHLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CASHLINK II validation errors. To document why the error occurred and how the error was resolved, select the Voucher Number link is selected. This page only returns results for the **Deposit Confirmer** and **FI Viewer** roles. Other roles will have the ability to select this page from the dropdown, but will see no results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).



Application Tip (continued)

- **Deposits in Error:** Displays deposits that have validation errors awaiting acknowledgement by the financial institution that the error has been resolved. If you have **Deposit Confirmer** or **FI Viewer** privileges, the **Deposits in Error** details appears.

The **Deposits in Error** page displays any CASHLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CASHLINK II validation errors. To document why the error occurred and how the error was resolved, select the Voucher Number link is selected. This page only returns results for the **Deposit Confirmer** and **FI Viewer** roles. Other roles will have the ability to select this page from the dropdown, but will see no results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).

- **Deposits Within My Organization:** Displays a list of deposits that have been entered in the system, based on the agency endpoint or financial institution to which the user has access. If you have **Deposit Confirmer** or **FI Viewer** privileges, the **Deposits Within My Organization** details appear.

The Deposits Within My Organization page displays voucher dates in reverse chronological order (including future dated deposits) and the status within (i.e. Draft, Submitted, Rejected, and Confirmed). The number of deposits displayed is based upon the display days processing options defined for the OTC Endpoint that the agency user has permission to view. If the user has permission for more than one OTC Endpoint, the processing option with the greatest number of days is used. If the user is an **FI Viewer** or an **FS Viewer**, the number of display days is set at 45.

4. Click the **Voucher Number** of the deposit which you would like to view.



Application Tip

By default, up to 10 records are displayed per page. To change the number of records displayed per page, select from the drop-down menu options next to the record count.



Application Tip

If your Financial Institution makes an adjustment to a deposit it appears in the **Adj.** (Adjustment) column of the **Deposit Transactions** section of the table. To view additional details, click the appropriate **Voucher Number**. The *View Confirmed Deposit* page appears. Under **Adjustment Information**, click the **Voucher Number** to view the deposit adjustment details.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit (Visible if a user has Deposit Confirmer privileges)
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Delete** to eliminate the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Voucher Event State** to view voucher details.
- Click **Next** to advance to the next page. (Visible only in My Deposits in Process view)
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Adjust** to adjust a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Save as Draft** to save the information without submitting the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Submit** to complete the process and display the Confirmation page. (Visible if a user has Deposit Approver privileges.)
- Click **Update CAN/ACCT Key** to update the account number assigned to a deposit. (Visible if a user has Deposit Confirmer privileges.)
- Click **Add Adjustment** to adjust a deposit. (Not visible for Foreign Check Items.)

Topic 7. Searching Deposits

As a Federal Reserve Bank Viewer or a **Financial Institution Viewer**, you can search for a deposit voucher as well as download and save the searched deposit voucher(s) as an XML or CSV file.

To search for a deposit, select the **Search Deposits** function. The **Search Deposits** function enables you to search for a deposit voucher using one or more criteria. If you do not specify any criteria, the search results will include all deposits in the system that you have access to view. You can run additional searches; the Search Results table that appears will be cleared and re-populated with the results of the new search. See Table 77 below for search criteria fields.

Table 77: Search Criteria Fields

Search Criteria Groupings	Search Criteria Fields
Search Conditions	<ul style="list-style-type: none"> • Organization • OTC Endpoint • ALC • Prepared by • Voucher Number • Deposit Status • Agency Block 6 • Deposit Type
Voucher Date	<ul style="list-style-type: none"> • From and To Date
Deposit Date	<ul style="list-style-type: none"> • From and To Date
Deposit Total	<ul style="list-style-type: none"> • From and To Total
Financial Institution Information	<ul style="list-style-type: none"> • Routing Transit Number • Demand Deposit Account • CA\$HLINK II Account Number • FRB Account Key • FRB Cost Center Work Unit

Under the **Search Deposits** function, if you run a search without specifying any criteria, the search results include all deposits in the system that you have access to view (see Table 78).

Table 78: Search Results Deposit Statuses

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

Search and Locate Deposits Using One or More Criteria

1. Click the Deposit Processing tab and select Search Deposits to enter the search criteria for your deposit (see Figure 317).

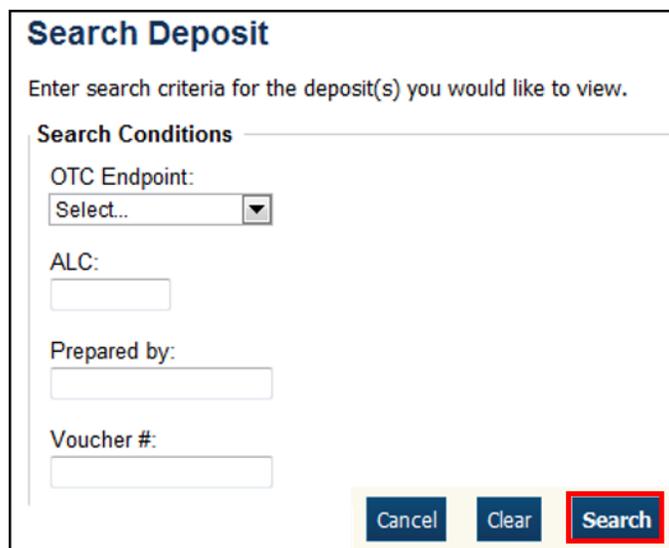
Figure 317: Search Deposits



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

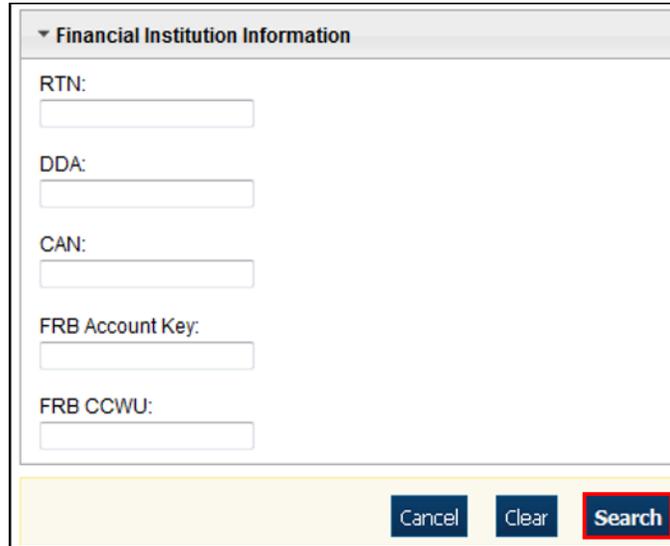
- **Search Conditions** fields (see Figure 318) include selecting the,
 - Select an **Organization** from the drop-down list
 - Select an **OTC Endpoint** from the drop-down list
 - Select **Deposit Status** from the drop-down list
 - Enter an **ALC (Agency Location Code)** in the field provided
 - Enter the **Prepared by** name in the field provided
 - Enter a **Voucher #** in the field provided
 - Enter **Agency Use (Block 6)** details in the field provided
 - Select **Deposit Status** from the drop-down list

Figure 318: Search Conditions

The image shows a form titled 'Search Deposit' with the instruction 'Enter search criteria for the deposit(s) you would like to view.' Below this, there is a section labeled 'Search Conditions' containing several input fields: 'OTC Endpoint:' with a dropdown menu showing 'Select..', 'ALC:' with a text input field, 'Prepared by:' with a text input field, and 'Voucher #:' with a text input field. At the bottom right of the form, there are three buttons: 'Cancel', 'Clear', and 'Search'. The 'Search' button is highlighted with a red rectangular box.

You may also search by entering **Financial Institution Information** which includes the **RTN (Routing Transit Number)**, **DDA (Demand Deposit Account)**, **CAN (CA\$HLINK Account Number)**, **FRB Account Key** and **FRB CCWU (Cost Center Work Unit)**. See Figure 319 below.

Figure 319: Financial Institution Information

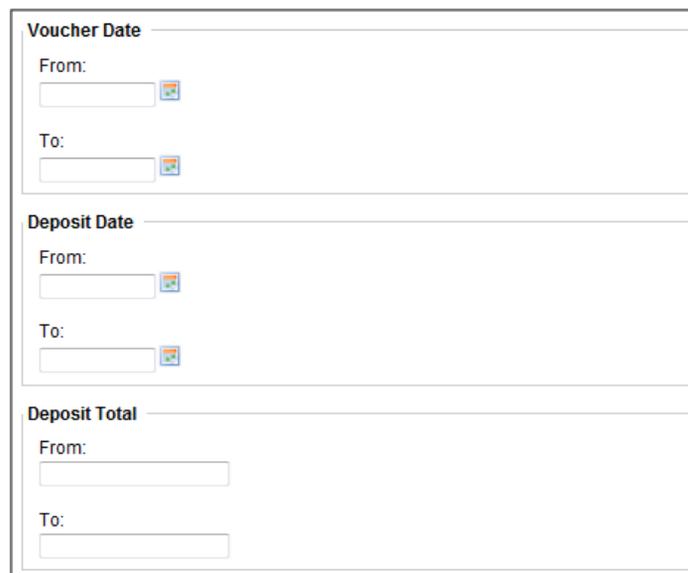


The screenshot shows a search form titled "Financial Institution Information". It contains five input fields: "RTN:", "DDA:", "CAN:", "FRB Account Key:", and "FRB CCWU:". At the bottom right of the form are three buttons: "Cancel", "Clear", and "Search". The "Search" button is highlighted with a red border.

You can search by selecting a **Voucher Date** or **Deposit Date** range. You may also choose to search by a **Deposit Total** range (see Figure 320).

If the **Voucher From Date** is more than five years from the current date the data is archived and can be viewed from the Historical Reports menu (**Home>Reports>Historical Reports**).

Figure 320: Voucher Date, Deposit Date and Deposit Total



The screenshot shows a search form with three sections: "Voucher Date", "Deposit Date", and "Deposit Total". Each section has "From:" and "To:" labels followed by input fields. The "Voucher Date" and "Deposit Date" sections have calendar icons next to their input fields. The "Deposit Total" section has two input fields for "From:" and "To:".

Additional criteria search options for deposits include **User Defined Field Information**, if designated by your agency (see Figure 321).

Figure 321: User Defined Field Information

3. The *Search Results* table appears (see Figure 322). Click the Voucher Number of the deposit details you would like to view.

Figure 322: Search Results Table

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

Deposit totals will not be displayed for unconfirmed foreign check items for which “Other” was selected as the country of deposit during deposit creation.

To download the information you retrieved when searching for deposits, refer to page 43, *Downloading Deposit Information* in this Topic.

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

Search for a Deposit

To search for a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Select **Search Deposit**. The *Search Deposit* page appears.
3. Enter the search criteria for the deposit you would like to view, and click **Search**.

Under **Search Conditions**, *optional*

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



Application Tip

Voucher From dates must be less than five years from the current date. Vouchers five or more years old can be viewed from the Historical Reports menu (**Home>Reports>Historical Reports**).

Under **Financial Institution Information**, *optional*

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

Under **User Defined Field Information**, *if applicable, optional*

- Enter the **Deposit UDF (User Defined Fields)**
- Enter the **Accounting Subtotal UDF** details

**Application Tip**

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

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

**Application Tip**

Deposit totals will not be displayed for unconfirmed foreign check items for which **Other** was selected as the country of deposit during deposit creation.

**Application Tip**

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

**Application Tip**

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

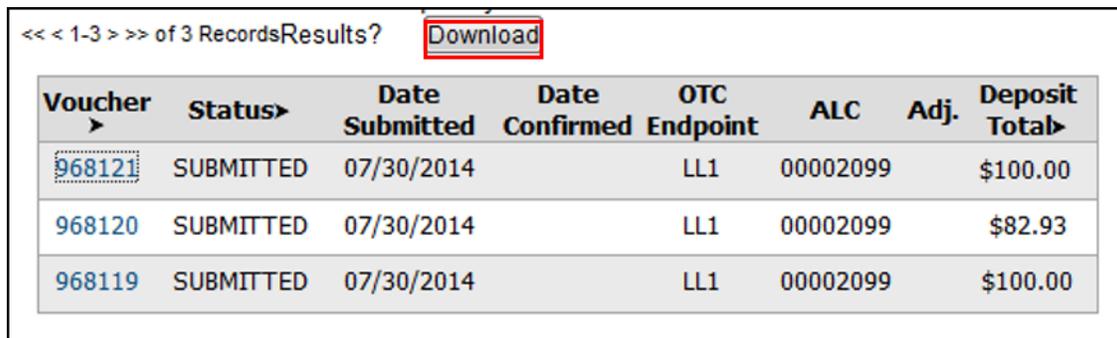
- Click **Edit** to modify the deposit draft. (Visible if a user has **Deposit Preparer** privileges.)
- Click **Previous** to return to the previous page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher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

Downloading Deposit Information

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

1. Click the Deposit Processing tab and select **Search Deposits** to enter the search criteria for your deposit (refer to Figure 31).
2. Enter the optional search criteria for the deposit you would like to view, and click **Search**.
 - To search criteria under **Search Conditions**, refer to
 - Figure 318. To enter search criteria under **Financial Institution Information** details, refer to Figure 319. To enter **User Defined Field Information** details, refer to Figure 321.
3. The *Search Results* table appears. Click the **Download** button (see Figure 323 below).

Figure 323: Download Button

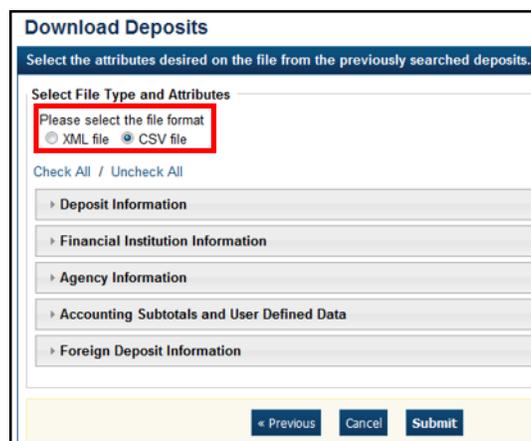


The screenshot shows a search results table with a 'Download' button highlighted in a red box. The table has the following columns: Voucher, Status, Date Submitted, Date Confirmed, OTC Endpoint, ALC, Adj., and Deposit Total. There are three rows of data.

Voucher	Status	Date Submitted	Date Confirmed	OTC Endpoint	ALC	Adj.	Deposit Total
968121	SUBMITTED	07/30/2014		LL1	00002099		\$100.00
968120	SUBMITTED	07/30/2014		LL1	00002099		\$82.93
968119	SUBMITTED	07/30/2014		LL1	00002099		\$100.00

4. Select the **XML file** or **CSV file** for the format of the file to be downloaded (see Figure 324).

Figure 324: File Format



The screenshot shows the 'Download Deposits' dialog box. It has a title bar 'Download Deposits' and a subtitle 'Select the attributes desired on the file from the previously searched deposits.' Below the subtitle is a section 'Select File Type and Attributes' with the text 'Please select the file format' and two radio buttons: 'XML file' and 'CSV file'. The 'CSV file' option is selected. Below this are several expandable sections: 'Deposit Information', 'Financial Institution Information', 'Agency Information', 'Accounting Subtotals and User Defined Data', and 'Foreign Deposit Information'. At the bottom are three buttons: 'Previous', 'Cancel', and 'Submit'.

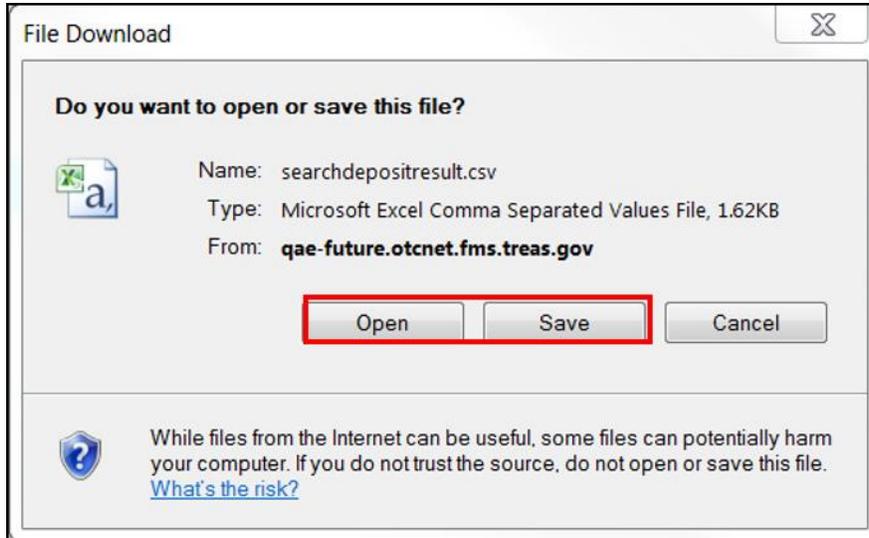
5. Check the desired attributes that you want to download for **Deposit Information**, **Financial Institution Information**, **Agency Information**, **Accounting Subtotals** and **User Defined Data** and **Foreign Deposit Information** (see Figure 325), then click **Submit**.

Figure 325: Download Attributes Selection

The screenshot displays two side-by-side panels of the 'Download Deposits' interface. Both panels have a header 'Download Deposits' and a sub-header 'Select the attributes desired on the file from the previously searched deposits.' Below this, there is a section for 'Select File Type and Attributes' with radio buttons for 'XML file' and 'CSV file' (selected). A 'Check All / Uncheck All' link is present. The main area is a list of attributes under a 'Deposit Information' section, with 'Voucher #' checked in both panels. The left panel shows a full list of attributes including Voucher Date, Deposit Date, OTC Endpoint, ALC, Deposit Total, Checks and Money Orders Subtotal, Currency Subtotal, Coin Subtotal, Currency Denominations and Amounts, Coin Denominations and Amounts, Voucher Type, Status, Created By, Created Date/Time, Submitted by, Submitted Date/Time, Confirmed by, Confirmed Date/Time, Rejected by, and Rejected Date/Time. The right panel shows the same list but with many attributes unchecked, including Voucher Date, Deposit Date, OTC Endpoint, ALC, Deposit Total, Checks and Money Orders Subtotal, Currency Subtotal, Coin Subtotal, Currency Denominations and Amounts, Coin Denominations and Amounts, Voucher Type, Status, Created By, Created Date/Time, Submitted by, Submitted Date/Time, Confirmed by, Confirmed Date/Time, Rejected by, and Rejected Date/Time.

6. The *File Download dialog* box appears. Click **Open** or **Save** (see Figure 326). If you click **Open**, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Figure 326: File Download



Download Search Results for a Deposit

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

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



Application Tip

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



Application Tip

Additional buttons on the page help you perform other tasks:

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

Topic 8. Searching Adjustments

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

To search for an adjustment to a **US Currency** or **Foreign Check Items** deposit, click the **Search Adjustments** function. The **Search Adjustments** function enables you to search for a deposit voucher using one or more criteria. If you do not specify any criteria, the search results include all deposits in the system that you have access to view. If you run additional searches, the Search Results table repopulates with the results of the new search. See Table 79 below for search criteria fields.

Table 79: Search Criteria Fields

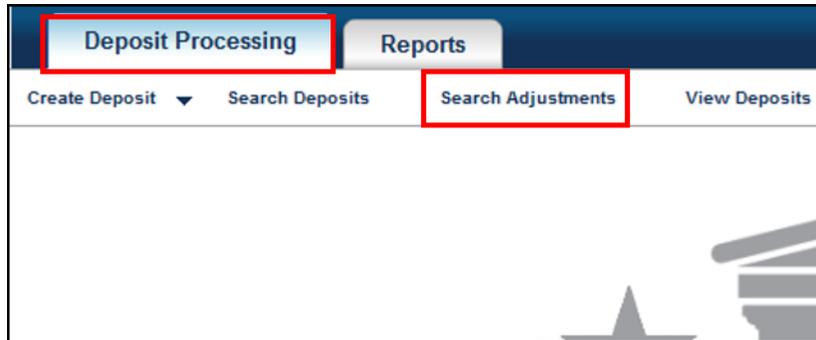
Search Criteria Groupings	Search Criteria Fields
Search Conditions	<ul style="list-style-type: none"> • Organization • OTC Endpoint • ALC • Adjustment Category • Voucher Number • Adjustment Type • Prepared By • Adjustment Reason
Voucher Date	<ul style="list-style-type: none"> • Date Range
Adjustment Amount	<ul style="list-style-type: none"> • Total Range
Deposit Date	<ul style="list-style-type: none"> • Date Range
Original Deposit Date	<ul style="list-style-type: none"> • Date Range
Financial Institution Information	<ul style="list-style-type: none"> • Routing Number • Demand Deposit Account • CASHLINK II Account Number • FRB Account Key • FRB Cost Center Work Unit

Searching Adjustments

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

1. Click the **Deposit Processing** tab and click **Search Adjustments** to enter the search criteria (see Figure 241).

Figure 327: Search Adjustments



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

Search Conditions fields (see

Figure 242) include selecting any or all of the following:

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

Figure 328: Search Conditions

Search Adjustments

Step 1 of 5: Enter Search Criteria

Enter search criteria for the adjustment(s) you would like to view.

Search Conditions

OTC Endpoint:

ALC:

Adjustment Category:

Voucher #:

Adjustment Type:

Prepared by:

Adjustment Reason:

Voucher Date

From:
 

To:
 

You may also search by entering **Adjustment Amount** range, **Deposit Date**, **Original Deposit Date** and **Financial Institution Information**, which includes the **RTN (Routing Transit Number)**, **DDA (Demand Deposit Account)**, **CAN (CA\$HLINK Account Number)** **FRB Account Key** and **FRB CCWU (Cost Center Work Unit)**. See Figure 243.

Figure 329: Additional Search Criteria

Adjustment Amount

From:

To:

Deposit Date

From: 

To: 

Original Deposit Date

From: 

To: 

▼ **Financial Institution Information**

RTN:

DDA:

CAN:

FRB Account Key:

FRB CCWU:

- The *Search Results* table appears (see Figure 244). Click the **Voucher Number** of the adjustment whose details you would like to view.

Figure 330: Search Results Table

Download Search Results?							
		<input type="button" value="Download"/>					
Voucher #>	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount>
600441	01/27/2010	02/02/2010	ExtraItem	20092800		C	\$14.00
600440	01/27/2010	02/04/2010	ExtraItem	20092800		C	\$10.00
131206	07/24/2007	07/25/2007	InvlFrnAmt	00003020		C	\$35.00
131204	07/24/2007	07/24/2007	XtraFrnCur	00003010		C	\$30.00
006423	07/24/2007	07/24/2007	NSF	00003010	R	D	\$550.00

Search and View an Adjustment

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

1. Click the **Deposit Processing** tab.
2. Click **Search Adjustments**. The *Search Adjustments* page appears.
3. Enter the search criteria and click **Search**.

Under **Search Conditions**, *optional*

- Select an **Organization**
 - Select an **OTC Endpoint**
 - Enter an **ALC (Agency Location Code)**
 - Select an **Adjustment Category**
 - Enter a **Voucher #**
 - Select an **Adjustment Type**
 - Enter the **Prepared by** name
 - Select an **Adjustment Reason**
 - Enter the **From:** and **To:** Voucher Dates
 - Enter the **From:** and **To:** Adjustment Amount
 - Enter the **From:** and **To:** Deposit Date
 - Enter the **From:** and **To:** Original Deposit Date
4. The *Search Results* table appears. Click the **Voucher Number** of the adjustment whose details you would like to view.



Application Tip

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



Application Tip

Additional buttons on the page help you perform other tasks:

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

Downloading Adjustments

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

1. Click the **Deposit Processing tab** and click **Search Adjustments** to enter the search criteria for your adjusted deposit (refer to Figure 41).
2. Enter the optional search criteria for the adjusted deposit you would like to view, and click **Search**. All references to figures can be found under Topic 6 of the previous section.

To search criteria under **Search Conditions**, refer to

Figure 242.

To enter additional search criteria, refer to Figure 243.

3. The *Search Results* table appears (see Figure 244 above). Click the **Download** button (see Figure 331 below). The *Download Adjustments* page appears.

Figure 331: Download Button

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

4. Select the **XML file** or **CSV file** as the file format (see Figure 332 below).

Figure 332: File Format

Download Adjustments

Select the attributes desired on the file from the previously searched adjustments.

Select File Type and Attributes

Please select the file format

XML file
 CSV file

[Check All](#) / [Uncheck All](#)

> Adjustment Information

> Original Deposit Information

> Financial Institution Information

> Foreign Return Item Information

<< Previous
Cancel
Submit

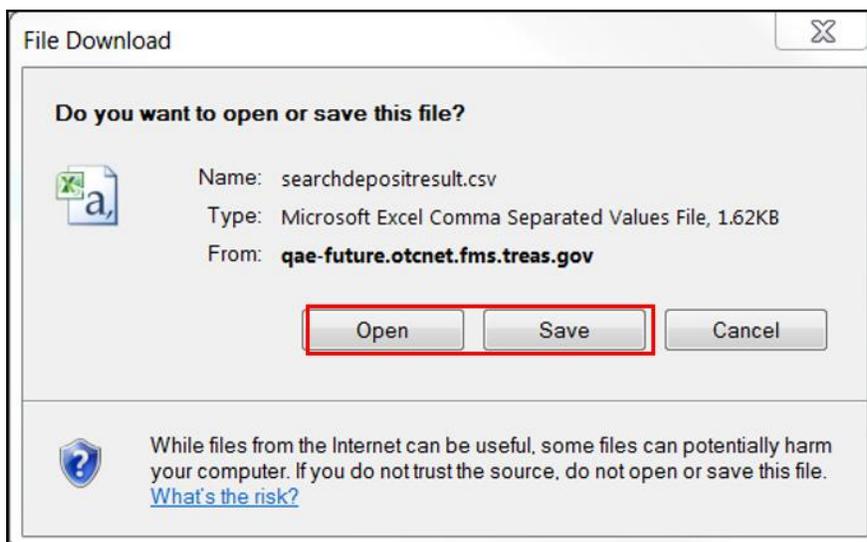
Check the desired attributes that you want to download for **Adjustment Information**, **Original Deposit Information**, **Financial Institution Information**, and **Foreign Return Item Information** (see Figure 333 below), then click **Submit**.

Figure 333: Attributes for Download

The screenshot shows a web interface for searching adjustments. On the left is a 'Search Adjustments' panel with 'Step 1 of 5: Enter Search Criteria'. It includes fields for Organization, OTC Endpoint, ALC, Adjustment Category, Voucher #, Adjustment Type, Prepared by, Adjustment Reason, and Voucher Date. On the right are two expandable sections: 'Financial Institution Information' and 'Agency Information'. 'Financial Institution Information' includes checkboxes for Financial Institution Name, RTN, DDA, CASHLINK Extract Date/Time (with text and number format options), CAN/Account Key, CCWU, 1Day Deferred Amount, 2Day Deferred Amount, and Financial Institution Comments. 'Agency Information' includes checkboxes for Agency Use(Block 6), Alternate Agency Contact, Fiscal Year, and Receipts Processed From/To (with text and number format options). To the right of these is a third panel for 'Accounting Subtotals and User Defined Data', containing 'Deposit UDFs' (UDF#1, UDF#2, UDF#3, Deposit Accounting Code Subtotals, UDF#1, UDF#2) and 'Foreign Deposit Information' (Currency Code, Foreign Currency Amount, Exchange Rate, Transaction ID). At the bottom right are 'Previous', 'Cancel', and 'Submit' buttons.

5. The *File Download* dialog box appears. Click **Open** or **Save** (see Figure 334 below). If you click **Open**, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Figure 334: File Download



Download Search Results

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

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



Application Tip

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



Application Tip

Additional buttons on the page help you perform other tasks:

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

Topic 9. Viewing Reports

As a user or viewer of the Deposit Processing functionality, you may access one or more of the **Business Reports**, **Administration Reports** and **Historical Reports**. Each report provides deposit information specific to the select type of data requested. Table 80 below describes the purpose of each report type.

Table 80. Types of Reports and Purpose

Report	Purpose of Report
Business	Provides specific reporting detail for deposit and adjustment activity by type, status and processing options for Agencies and Financial Institutions
Administration	Provides specific reporting detail for interfaces with CIR*, as well as detailed information about completed and in progress vouchers
Historical	Provides historical deposit, deposit adjustment and returned item adjustment transaction data.

* The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).

Topic 10. Reports by User Role

Access to view reports in OTCnet is dependent on your user role. below shows the OTCnet user roles that have access to each OTCnet report. Reports are grouped into the following categories:

- Business Reports
- Security Reports
- Administration Reports
- Historical Reports

Table 81. Business Reports by Federal Program Agency User Roles

Business Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Adjustment Activity (FI)							
Adjustments By OTC Endpoint	•	•			•		
Daily Voucher Report			•	•			
Deposit Activity (FI)							
Deposits By Accounting Code	•	•			•		
Deposits By OTC Endpoint	•	•			•		
Deposit History By Status (FPA)	•	•			•		
Non-Reporting OTC Endpoint	•	•	•	•	•		
Processing Options by Agency EP			•	•			

Table 82. Business Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

Business Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Adjustment Activity (FI)	•		•			
Adjustments By OTC Endpoint						
Daily Voucher Report						
Deposit Activity (FI)	•		•			
Deposits By Accounting Code						
Deposits By OTC Endpoint						
Deposit History By Status (FPA)						
Non-Reporting OTC Endpoint						
Processing Options by Agency EP						

Table 83. Security Reports by Federal Program Agency User Roles

Security Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Primary Access Groups without a PLSA							
Users by Access Group (FI)							
Users by Access Group (FPA)						•	•
Users by Role (FI)							
Users by Role (FPA)						•	•
User Information						•	•

Table 84. Security Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

Security Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Primary Access Groups without a PLSA						
Users by Access Group (FI)					•	•
Users by Access Group (FPA)						
Users by Role (FI)					•	•
Users by Role (FPA)						
User Information					•	•

Table 85. Administration Reports by Federal Program Agency User Roles

Admin. Reports/ Misc.	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
View TRS File Status ¹							
View Vouchers Complete	•	•			•		
View Voucher Event Log	•	•			•		
View Voucher Event Detail	•	•			•		
View Vouchers In Progress	•	•			•		
View Voucher Event Log	•	•			•		
View Voucher Event Detail	•	•			•		
Change Current State							
Acknowledge Error Resolution							

Legend: ¹ The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).

Table 86. Administration Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

Admin. Reports/ Misc.	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
View TRS File Status ¹	•	•	•	•		
View Vouchers Complete	•	•	•	•		
View Voucher Event Log	•	•	•	•		
View Voucher Event Detail	•	•	•	•		
View Vouchers In Progress	•	•	•	•		
View Voucher Event Log	•	•	•	•		
View Voucher Event Detail	•	•	•	•		
Change Current State						
Acknowledge Error Resolution	•	•				

Legend: ¹ The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).

Table 87. Historical Reports by Federal Program Agency User Roles

Historical Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Deposit Historical Report	•	•			•		
Adjustment Historical Report	•	•			•		

Table 88. Historical Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

Historical Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Deposit Historical Report	•	•	•	•		
Adjustment Historical Report	•	•	•	•		

Topic 11. Types of Reports

Business Reports

As a Federal Reserve Bank Viewer and a **Financial Institution Viewer**, you may access one or more of the reports listed in Table 89 below. For specific details for which reports each role may view and download, refer to Figure 300 – Figure 301 **Error! Reference source not found.** above.

Table 89. Business Reports

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

Administration Reports

As a Federal Reserve Bank Viewer and a **Financial Institution Viewer**, you may access one or more of the reports listed in Table 90 below. For details on which reports each role may view and download, refer Figure 304 – Figure 305.

Table 90. Administration Reports

Administration Report	Purpose of Administration Report
View CIR File Status¹	The status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.
View Vouchers Completed	Allows you to view the status of deposit and adjustment vouchers that have completed processed through the FI System To System Interface in the past 36 hours.
View Vouchers in Progress	Allows you to view the status of deposit and adjustment vouchers in progress.

*The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).

Historical Reports

As a Federal Reserve Bank Viewer and a **Financial Institution Viewer**, you have access to the reports listed in Table 66 below. For details on which reports each role may view and download, refer to Figure 310 – **Error! Reference source not found.** .

Table 91. Deposit Processing Historical Report

Deposit Processing Historical Report	Purpose of Report
Deposit Historical Report	Allows you to view historical deposit transaction data.
Adjustment Historical Report	Allows you to view historical deposit adjustment and returned item adjustment transaction data.

Topic 12. Viewing Report Detail

Business Reports

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

Adjustment Activity (FI)

1. Click the Reports tab and click Deposit Processing Reports. The *View Reports* page appears. Under Business Reports, click Adjustment Activity (FI). See Figure 335 below.

Figure 335. Select Adjustment Activity (FI) from Reports Menu



2. The *Adjustment Activity (FI)* parameters page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See for search criteria. See Figure 336 below.

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

- Select the **Adjustment Type**, *required*
- Select the **Adjustment Reason**
- Enter the **From:** and **To:** Voucher Date range
- Enter the **From:** and **To:** Original Date of Deposit range
- Enter the **ALC** (Agency Location Code)
- Enter the **RTN** (Routing Transit Number)
- Enter the **DDA** (Demand Deposit Account)
- Enter the **From:** and **To:** Adjustment Amount range
- Enter the **From:** and **To:** Deposit Date range
- Enter the **CAN** (CA\$HLINK II Account Number)
- Enter the **CA\$HLINK II Trace #**
- Click **Yes** or **No** for **Report With Children**

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

3. Click an **OTC Endpoint** to initiate the report (see Figure 46 above). The *Adjustment Activity (FI)* preview page appears (see Figure 336).

Figure 336. Adjustments Activity (FI) Parameters Page

Adjustment Activity (FI)

Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.
 * Denotes required fields.

Adjustment Type:*

Adjustment Reason:

Voucher Date

From:

To:

Original Date of Deposit

From:

To:

ALC:

RTN:

DDA:

Adjustment Amount

From: \$

To: \$

Deposit Date

From:

To:

CAN:

CASHLINK II Trace#:

Report With Children:
 Yes No

CHK denotes check capture *TGA* denotes deposit processing
M denotes mapped accounting code(s) denotes access permission
 denotes no access permission

Organization Hierarchy

Expand All/Contract All
 111_A_Org - Automation Org 111

4. The *Adjustment Activity (FI)* preview page appears (see Figure 337).

Under **Export as**,

- Select a **PDF**, **Excel** or **Word**
- Click **Download**

Or

Click **Print PDF Report**

Figure 337. Adjustments Activity (FI) Report Output

Adjustment Activity (FI)

Export as
PDF

1 / 16 62.5% Collaborate Sign Find

SENSITIVE BUT UNCLASSIFIED
Adjustment Activity (FI)
Generated: 05/02/2016 11:30:57 AM EDT
Selected Adjustment Type: ALL
Selected OTC Endpoint: Temp3
Selected Deposit Date Range: 05/02/2015 - 06/02/2016

Voucher#	Adjustment Type	Voucher Date	ALC	Deposit Date	Create Date	CMN	CL # Trace #	Original Deposit #	Voucher Amount
000000032									
969178	Credit	05/21/2015	88000001	05/21/2015	05/24/2015	001035		969178	\$301.00
969217	Credit	06/01/2015	88000001	07/10/2015	07/10/2015	005147		969217	\$67.75
969212	Credit	06/01/2015	88000001	07/10/2015	07/13/2015	005147		969217	\$5.00

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View Business Reports: Adjustment Activity (FI)

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

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



Application Tip

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

- Click **Yes** or **No** for **Report With Children**.



Application Tip

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

5. Click an **OTC Endpoint** to initiate the report. The *Adjustment Activity (FI)* preview page appears.



Application Tip

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

6. Under **Export as**,
- Select **PDF**, **Excel** or **Word** format
 - Click **Download**

Or

Click **Print PDF Report**



Application Tip

Deposit Adjustments associated with Deposits with a voucher date older than five years and Returned Item Adjustments with a voucher date older than five years will not display on the report but they may be viewed from the Historical Reports page (**Home>Reports>Historical Reports**).



Application Tip

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

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

Deposit Activity (FI)

1. Click the Reports tab and click Deposit Processing Reports. The *View Reports* page appears. Under Business Reports, click Deposit Activity (FI). See Figure 338 below.

Figure 338. Select Deposit Activity (FI) from Reports Menu



2. The *Deposit Activity (FI)* parameters page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 339 for search criteria.

- Select the **Status**, *required*
- Select the **Voucher Type**
- Enter the **From:** and **To:** Status Date range
- Enter the **From:** and **To:** Voucher Date range
- Enter the **ALC** (Agency Location Code)
- Enter the **RTN** (Routing Transit Number)
- Enter the **DDA** (Demand Deposit Account)
- Enter the **From:** and **To:** Deposit Total range
- Enter the **From:** and **To:** Deposit Date range
- Enter the **CAN** (CA\$HLINK II Account Number)
- Enter the **CA\$HLINK II Trace #**
- Click **Yes** or **No** for **Report With Children**

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

3. Click an **OTC Endpoint** to initiate the report (refer to Figure 339).

Figure 339. Deposit Activity (FI) Parameters Page

Deposit Activity (FI) 1

Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.
* Denotes required fields.

Status:*

Voucher Type:

Status Date

From:

To:

Voucher Date

From:

To:

ALC:

RTN:

DDA:

Deposit Total

From:

\$

To:

\$

Deposit Date

From:

To:

CAN:

CASHLINK II Trace#:

Report With Children:
 Yes No

Legend:
CHK denotes check capture TGA denotes deposit processing M denotes mapped accounting code(s)
🔓 denotes access permission 🔒 denotes no access permission

Organization Hierarchy

Expand All/Contract All
🔓 ALL - All OTC Endpoints 🔒

4. The *Deposit Activity (FI)* preview page appears (see Figure 340).

Under **Export as**,

- Select a **PDF**, **Excel** or **Word**
- Click **Download**

Or

Click **Print PDF Report**

Unconfirmed Foreign Check items entered with a **Country of Deposit** value of **Other** will not display values in the **Voucher Amount** column.

Figure 340. Deposit Activity (FI) Preview Page

Deposit Activity (FI)

Export as: PDF (selected), Download, Print PDF Report

Find: _____

SENSITIVE BUT UNCLASSIFIED

Deposit Activity (FI)

Generated: 06/03/2016 1:05:45 PM EDT

Selected Voucher Date Range: 03/03/2015 - 06/03/2016

Selected OTC Endpoint: Test2

Status	Voucher Type	Voucher #	Voucher Date	ALC	Deposit Date	Status Date	CAN	CL # Trace #	Voucher Amount
RTN:	111000012								
DDA #:	86786786								
Submitted	Foreign Check	98829	03/26/2015	72000026		03/26/2015			

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View Business Reports: Deposit Activity (FI)

To view a deposit activity (FI) report, FI Viewers complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposit Activity (FI)**. The *Deposit Activity (FI)* parameters page appears.
4. Enter the search criteria you would like to view.
 - Select the **Status**, *required*
 - Select the **Voucher Type**
 - Enter the **From:** and **To:** Status Date range
 - Enter the **From:** and **To:** Voucher Date range
 - Enter the **ALC** (Agency Location Code)
 - Enter the **RTN** (Routing Transit Number)
 - Enter the **DDA** (Demand Deposit Account)
 - Enter the **From:** and **To:** Deposit Total range
 - Enter the **From:** and **To:** Deposit Date range
 - Enter the **CAN** (CA\$HLINK II Account Number)
 - Enter the **CA\$HLINK II Trace #**
 - Select **Yes** or **No** for **Report With Children**



Application Tip

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

5. Click an **OTC Endpoint** to initiate the report. The *Deposit Activity (FI)* preview page appears.



Application Tip

TGA denotes an OTC Endpoint; an open lock  denotes access permission; and a closed lock  denotes no access permission.

6. Under **Export as**,

- Select a **PDF**, **Excel** or **Word**
- Click **Download**

Or

Click **Print PDF Report**

**Application Tip**

Deposits with a voucher date older than five years will not display on the report but they may be viewed from the Historical Reports page (**Home>Reports>Historical Reports**).

**Application Tip**

Unconfirmed Foreign Check items entered with a Country of Deposit value of "Other" will not display values in the **Voucher Amount** column.

**Application Tip**

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

- Click **Previous** to return to the previous page.

Administration Reports

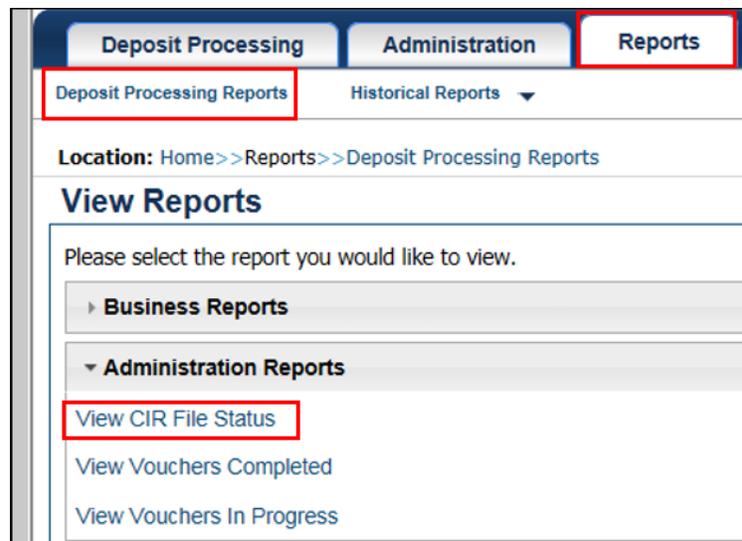
This section will provide FRB Viewers and FI Viewers with detail on how to view and download Administration Reports.

View CIR File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View CIR File Status**. See Figure 341 below.

Note: The **Collections Information Repository (CIR)** was formerly referred to as **Transaction Reporting System (TRS)**.

Figure 341. View CIR File Status from Deposit Processing Reports



- The *View CIR File Status* page appears. Select a **Report Format**. See Figure 342.

Under the **Transmission(s) Not Processed** section, click a Transmission ID of the TRS transmission details you would like to view.

The **Transmission(s) Not Processed** section displays report files that have not been successfully processed by CIR.

Or

Under the **All Transmission(s)** section, click a **Transmission ID** of the CIR transmission details or processing errors you would like to view.

The **All TRS Transmission(s)** section displays all deposit report files regardless of transmission status or success.

Figure 342. View CIR File Status Page

View CIR File Status 1

Transmission(s) Not Processed:

Click on the Transmission ID to view the transmission details or processing errors. [Refresh](#)

Transmission ID	Status	Create Timestamp	Transmit Timestamp	Acknowledge Timestamp	CASHLINK Type	CASHLINK Acknowledge Timestamp
OTCNETTGA2016-06-17T13:45:270037	TRS-SENT	06/17/2016 01:45:27 PM ET	06/17/2016 01:47:44 PM ET		CLII	
OTCNETTGA2016-06-06T14:31:350036	TRS-SENT	06/06/2016 02:31:35 PM ET	06/06/2016 02:34:08 PM ET		CLII	
OTCNETTGA2016-05-17T12:00:380035	TRS-SENT	05/17/2016 12:00:38 PM ET	05/17/2016 12:02:36 PM ET		CLII	

All Transmission(s):

Click on the Transmission ID to view the transmission details or processing errors.

<< 1- 3 >> of 3 Records

Transmission ID	Status	Create Timestamp	Transmit Timestamp	Acknowledge Timestamp	CASHLINK Type	CASHLINK Acknowledge Timestamp
OTCNETTGA2016-06-17T13:45:270037	TRS-SENT	06/17/2016 01:45:27 PM ET	06/17/2016 01:47:44 PM ET		CLII	
OTCNETTGA2016-06-06T14:31:350036	TRS-SENT	06/06/2016 02:31:35 PM ET	06/06/2016 02:34:08 PM ET		CLII	
OTCNETTGA2016-05-17T12:00:380035	TRS-SENT	05/17/2016 12:00:38 PM ET	05/17/2016 12:02:36 PM ET		CLII	

<< 1-3 >> of 3 Records

[Return Home](#) [Refresh](#)

3. The *View CIR File Status Report* preview page appears.

Under **Export as**,

- Select a **PDF**, **Excel** or **Word**
- Click **Download**

Or

Click **Print PDF Report**

4. For further debit or adjustment voucher details, click the **Voucher #** hyperlink (Figure 343 below).

5. *The AdjustmentVoucherDetail_ XXXX.pdf download has completed* dialog box appears. Click **Open**, **Save** or **Cancel**.

If **Open** is clicked, the PDF is displayed. If **Save** is clicked, choose the location where to save the file. If **Cancel** is clicked you will be returned to the *View CIR File Status* preview page.

Figure 343. View CIR Transmission Status Preview Page

The screenshot displays the 'View CIR File Status' interface. At the top, there is an 'Export as' section with a dropdown menu set to 'PDF', and buttons for 'Download' and 'Print PDF Report'. Below this is a toolbar with navigation icons and a search bar. The main content area shows a table of vouchers with columns for Status, Voucher Type, Voucher #, Voucher Date, ALC, Deposit Date, Status Date, CAN, TCMS Trace #, and Voucher Amount. A dialog box at the bottom is titled 'AdjustmentVoucherDetail_9691.....pdf (2.19 KB)' and has buttons for 'Open', 'Save', and 'Cancel'. The dialog box also shows the URL 'qae-future.otcnet.fms.treas.gov'.

Status	Voucher Type	Voucher #	Voucher Date	ALC	Deposit Date	Status Date	CAN	TCMS Trace #	Voucher Amount
Bank:		Bank of America							
RTN:		021867400							
DDA #:		081000032							
Confirmed	CR Adjustment	969178	05/21/2015	10000001	05/21/2015	05/24/2016	001035		\$301.00
Bank:		Bank of America							
RTN:		021867400							
DDA #:		12345							
Confirmed	DR Adjustment	003623	12/16/2015	10000014	12/16/2015	05/18/2016	004403		\$5.00
Confirmed	Foreign Currency Check	970162	05/18/2016	10000014	05/18/2016	05/20/2016	002529		\$72.79
Confirmed	US Currency	970164	05/20/2016	10000014	05/20/2016	05/20/2016	002529		\$2,384.32
Confirmed	Foreign Currency Check	970166	05/20/2016	10000014	05/20/2016	05/20/2016	002529		\$5,429.31
Bank:		Bank of America							
RTN:		021867400							
DDA #:		5666565							
Confirmed	CR Adjustment	968890	04/02/2015	10000099	04/02/2015	05/24/2016	001035		\$177.00

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AdjustmentVoucherDetail_9691.....pdf (2.19 KB) qae-future.otcnet.fms.treas.gov

Open Save Cancel

6. The *Deposit or Adjustment Voucher Detail* report page appears (see Figure 344).

Figure 344. Adjustment-Voucher Detail PDF

AdjustmentVoucherDetail_969178-06242016_104958.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

1 / 1 96.5% Find

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Adjustment-Voucher Detail

Generated: 06/24/2016 10:49:58 AM EDT

Voucher #:	969178
Adjustment Type:	Credit
Voucher Date:	05/21/2015
ALC:	10000001
Deposit Date:	05/21/2015
CAN:	001035
Voucher Amount:	\$301.00
Original Deposit Date:	
Original Deposit #:	969178
Organization Name: Training Lower Level 1	
OTC Endpoint Short Name:	TLL 1
OTC Endpoint Description:	Training Lower Level 1
Financial Institution:	Bank of America
RTN:	021867400
DDA:	081000032
Created On: 05/24/2016 4:54:40 PM EDT	
Created By:	otcnqe26
CLII Extract On: 06/06/2016 2:31:35 PM EDT	
Sent To CLII On: 06/06/2016 2:34:08 PM EDT	
Acknowledged By CLII On:	
CL II Trace #:	
Voucher Status History:	
VoucherConfirmed	05/24/2016 4:54:40 PM EDT
VoucherToTRSCreated	06/06/2016 2:31:36 PM EDT
VoucherToTRSSent	06/06/2016 2:34:08 PM EDT



View Administration Reports: CIR File Status

To view a CIR file status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View CIR File Status**. The *View CIR Transmission Status* page appears.



Application Tip

The Collections Information Repository (CIR) was formerly referred to as Transaction Reporting System (TRS).

4. Under the **TRS Transmission(s) Not Processed** section, click a **Transmission ID** of the CIR transmission details you would like to view.

Or

Under the **All Transmission(s)** section, click a **Transmission ID** of the CIR transmission details or processing errors you would like to view.



Application Tip

If a **Transmission ID** with FRB CL CA\$HLINK Type is selected, the *CIR Transmission Status (FRB)* report appears in a new window. If a **Transmission ID** with CLII CA\$HLINK Type is selected, the *CIR Transmission Status (FI)* report appears in a new window.



Application Tip

There are two sections on the *View CIR File Transmission Status* page. The **Transmission(s) Not Processed** section displays report files that have not been successfully processed by CIR. The **All Transmission(s)** section displays all deposit report files regardless of transmission status or success.

5. The *View CIR Transmission Status* preview page appears.

Under **Export as**,

- Select a **PDF**, **Excel** or **Word**
- Click **Download**

Or

Click **Print PDF Report**

6. For further debit or adjustment voucher details, click the **Voucher #** hyperlink. The *Deposit or Adjustment Voucher Detail* report appears.
7. The *DepositVoucherDetail_XXX.pdf* or *AdjustmentVoucherDetail_ XXXX.pdf* dialog box appears. Click **Open**, **Save** or **Cancel**.



Application Tip

If **Open** is clicked, the PDF is displayed. If **Save** is clicked, choose the location where to save the file. If **Cancel** is clicked you will be returned to the View CIR File Status preview page.



Application Tip

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

- Click **Previous** to return to the previous page.

View Vouchers Completed

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers Completed**. See Figure 345.

Figure 345. View Vouchers Completed from Reports

The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Deposit Processing', 'Check Processing', 'Administration', and 'Reports'. The 'Reports' tab is highlighted with a red box. Below the navigation bar, there are sub-tabs for 'Deposit Processing Reports', 'Check Processing Reports', and 'Historical Reports'. The 'Deposit Processing Reports' sub-tab is also highlighted with a red box. The main content area shows a breadcrumb trail: 'Location: Home > Reports > Deposit Processing Reports'. Below this is the heading 'View Reports' and a prompt: 'Please select the report you would like to view.' There are three main categories: 'Business Reports', 'Security Reports', and 'Administration Reports'. The 'Administration Reports' category is expanded, showing several links: 'View CASHLINK II File Status', 'View FRB CASHLINK File Status', 'View TRS File Status', 'View Vouchers Completed' (highlighted with a red box), and 'View Vouchers In Progress'.

2. The *View Vouchers Completed* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 346).

Figure 346. View Vouchers Completed Page

View Vouchers Completed

Following are the vouchers that have completed processing in OTCnet in the last 36 hours.

<< 1-3 >> of 3 Records

Voucher # >	Voucher Status >	Voucher Type >	Financial Institution >	Voucher Complete Timestamp >	Cl II Trace # >
500002	CONFIRMED	Deposit	Regions Bank - Baton Rouge	08/03/2010 01:07:44 PM ET	
100383	CONFIRMED	Deposit	Key Bank	08/03/2010 12:13:07 PM ET	Q0000661
000207	CONFIRMED	Adj_Return	Bank of America	08/03/2010 12:01:45 PM ET	Q0000658

The *View Voucher Event Log* page appears (see

Figure 347).

Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears.

Or

Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (Figure 348).

Figure 347. View Voucher Event Log Page

View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

Voucher Information

Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1

Voucher Event Log

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
VoucherCreated	08/05/2014 01:38:50 PM ET		Comment

Figure 348. Voucher Event Details Report Output

Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	08/05/2014 01:38:50 PM ET
Voucher Event LoginID:	otcqef20
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1
Voucher Event Comments:	Created



View Administration Reports: Vouchers Completed

To view a vouchers completed report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers Completed**. The *View Vouchers Completed* page appears.
4. Click the Voucher # hyperlink to view the Voucher Event Log page and additional voucher information. The *View Voucher Event Log* page appears.



Application Tip

The View Voucher Event shows additional information about the voucher and the history of the voucher events through the FI System to System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears.

Or

Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.



Application Tip

The Voucher Event Details page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA\$HLINK, and the Transaction Reporting System (TRS) interface.



Application Tip

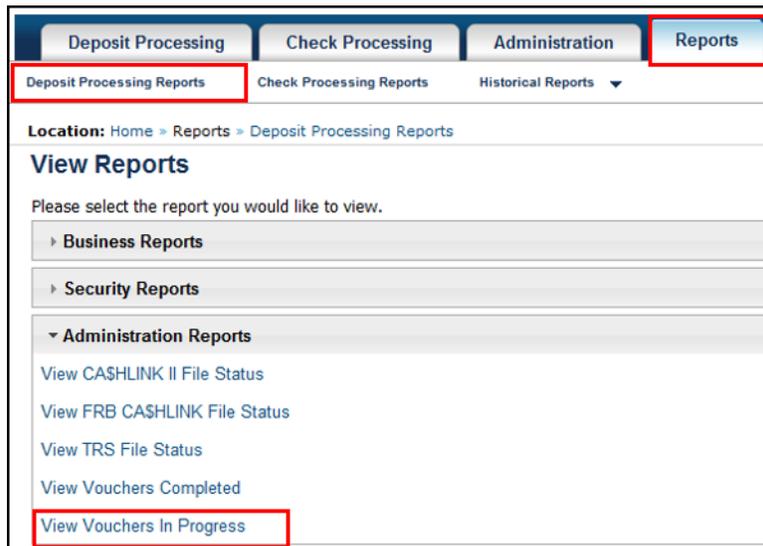
Additional buttons on the pages that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

View Vouchers in Progress

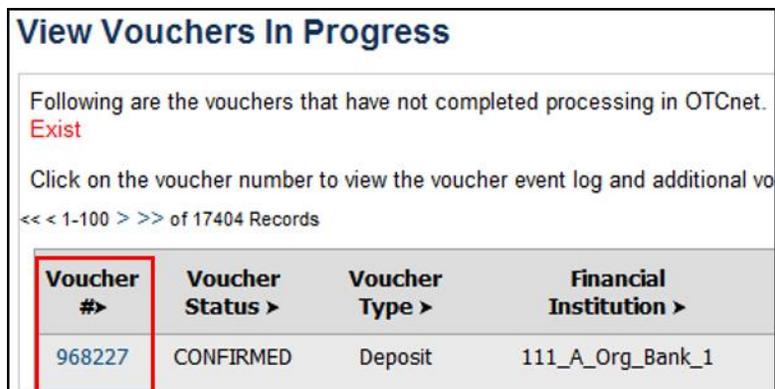
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers in Progress**. See Figure 349 below.

Figure 349. View Vouchers in Progress from Reports



2. The *View Vouchers in Progress* page appears. The page will only display non-archived deposits or adjustments with a voucher date that is five years or less from to the current date. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 350).

Figure 350. View Vouchers In Progress Page



- The *View Voucher Event Log* page appears (see Figure 351 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (Figure 352).

Figure 351. In Progress View Voucher Event Log Page

View Voucher Event Log			
Following is the history of the deposit or adjustment voucher events.			
Voucher Information			
Voucher #:	968227		
Voucher Date:	08/05/2014		
Voucher Type:	Deposit		
Voucher Status:	CONFIRMED		
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET		
Deposit Date:	08/05/2014		
CASHLINK II Trace #:			
Financial Institution:	111_A_Org_Bank_1		
Voucher Event Log			
Click on the voucher event state link to view voucher details.			
Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
VoucherCreated	08/05/2014 01:38:50 PM ET		Comment

Figure 352. In Progress Voucher Event Details Report Output

Voucher Event Details	
Following are the voucher event details associated with the voucher event selected.	
Voucher Information	
Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	08/05/2014 01:38:50 PM ET
Voucher Event LoginID:	otcqef20
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1
Voucher Event Comments:	Created



View Administration Reports: Vouchers in Progress

To view a voucher in progress report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers In Progress**. The *View Vouchers in Progress* page appears.



Application Tip

The Vouchers In Progress page will only display non-archived deposits or adjustments with a voucher date that is five years or less from to the current date.

4. Click the Voucher # hyperlink to view the Voucher Event Log page and additional voucher information. The *View Voucher Event Log* page appears.



Application Tip

The View Voucher Event shows additional information about the voucher and the history of the voucher events through the FI System To System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears.

Or

Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.



Application Tip

The Voucher Event Details page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA\$HLINK, and the Transaction Reporting System (TRS) interface.



Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

Historical Reports

This section will provide FRB Viewers and FI Viewers with detail of how to generate and view previously generated **Check Processing** and **Deposit Processing Historical Reports**.

Check Processing Historical Report

Check Processing Historical reports are used to query check records that are associated with batches that have a Received Date older than 18 months. All batches including batches with an **Open** or **Closed** status with a Received Date older than 18 months are saved in the Historical database.

Check Transactions with a received date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted. As a result, this queried check information may not be accessible and will be removed from the archival database.

Historical reports are generated asynchronously (not occurring at the same time), allowing you to continue to use OTCnet.

Note: Depending on the volume of data requested, it can take between 5 and 20 minutes for the report to generate.

If you are assigned the role of **Agency Manager**, **Check Capture Administrator**, **MVD Editor**, **MVD Viewer**, **FS Viewer** or **FI Viewer**, you are authorized to query and download CIRA CSV Historical reports.

You can search for check records by OTC Endpoint, User Defined Fields, Account Number, Bank Routing Number, Individual Reference Number (IRN), and other search criteria. If you run a search without specifying any criteria other than an OTC Endpoint, the search results include all checks in the system that you have access to view.

When the report request is submitted, its status is set to **Submitted**. After the report is successfully generated, the status is set to **Completed** and the report is available for download in CSV format.

1. From the **Reports** tab, click **Historical Reports** and select **Generate Historical Reports** (see Figure 353).

Figure 353. Select Generate Historical Reports



- From the **Check Processing Historical Reports** section of the page, click **CIRA CSV Historical Report** (see Figure 354).

Figure 354. Select Deposit Historical Report

Check Processing Administration Reports

Check Processing Reports Historical Reports ▼

Location: Home>>Reports>>Historical Reports>>Generate Historical Reports

Generate Historical Reports

Please select the Historical Report you would like to generate:

- ▼ Check Processing Historical Reports
 - CIRA CSV Historical Report

- The *CIRA CSV Historical Report* page appears (see Figure 355). Enter the report criteria.

- Select an **OTC Endpoint**, (required)

If you do not know the full name of OTC Endpoint, you can enter a partial name search (as few as one letter) in the **Starts with** text box and click the **Select From List** icon (magnifying glass). The configured OTC Endpoints appear according to the user's access. Click the appropriate OTC Endpoint radio button.

- Check/uncheck the **Include Subordinates** check box

By default, the Include Subordinates check box is checked. Add a check mark to generate a report that contains data for the subordinate OTC Endpoints. Remove the check mark to generate a report that contains data only for the selected OTC Endpoint.

- To search for a transaction using the CIRA CSV Historical Report the following search criteria may be defined:
 - Select a **Form Name**
 - Select a **Deploy Date**
 - Under **User Defined Fields**:
 - Enter **User Defined Field 1**
 - Enter **User Defined Field 2**
 - Enter **User Defined Field 3**
 - Enter **User Defined Field 4**
 - Enter the **Account number**
 - Enter the **Bank Routing Number**
 - Enter the **IRN** (Individual Record Number)

- Enter the **Check Number**
 - Under **Check Amount**:
 - Select a condition from the drop-down list (Equal to, Not Equal to, Greater than or equal to, Greater than, Less than or equal to, Less than) and enter the amount
 - Select a **Settlement Status** (All, Receive, Failed, Settled, Represented, Retired)
 - Enter the **5515/Debit Voucher Number**
 - Enter the **215/Deposit Ticket Number**
 - Enter the **Cashier ID**
 - Enter the **Batch ID**
 - Select one of the date types (**Received Date**, **Check Capture Date**, **Settlement Date**, or **Return Settlement Date**) by clicking the corresponding radio button and setting the corresponding date range by using either **From** or **On** for the start date by selecting **From** or **On** from the drop-down list and selecting dates.
- To query for an ACR transaction:
 - Click CIRA CSV Historical Report - ACR to expand the section
 - Select an **ACR Type** (All ACR, Adjustment, Correction, Rescission)
 - Select an **ACR Reason Code** (Duplicate Transaction Processed, Non-Cash Item, Representment, Transaction Amount Correction, Warranty Indemnity Claim, Account Switch, Transaction Account Switch, Voucher Date Change, Voucher Number Change, ACH Reversal)
 - Enter an **ACR Voucher Number**
 - Enter the **From** (or **On**) and **To** ACR Settlement date range, *required*
4. Click **Submit Request** (see

5. Figure 355). Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days the following message will display: *“Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.”*

Figure 355. CIRA CSV Historical Report Criteria Page

CIRA CSV Historical Report
Please enter CIRA CSV Historical Report search criteria.

* Denotes required fields.

Search Criteria

OTC Endpoint*

Configured OTC Endpoints
« < 1-1 > » of 1 Records

Select	OTC Endpoint	Highest Level Organization
<input checked="" type="radio"/>	ALL	

Include Subordinates

CIRA CSV Historical Report

Form Name:
-- Select Form --

Deploy Date:
-- Select Version --

User Defined Fields

User Defined Field 1:
User Defined Field 2:
User Defined Field 3:
User Defined Field 4:

Account:
Bank Routing Number:
IRN:
Check Number:
Check Amount:
Equal to
Settlement Status:
ALL
5515/Debit Voucher Number:
215/Deposit Ticket Number:
Cashier ID:
Batch ID:

Received Date:
From
To
 Check Capture Date:
From
To
 Settlement Date:
From
To
 Return Settlement Date:
From
To

CIRA CSV Historical Report - ACR

Cancel Clear **Submit Request**

6. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the CSV icon () in the **Download** column for the report.

Check Processing Historical Report

To generate a Check Processing historical report:

1. From the **Reports** tab, select **Historical Reports** and click **Generate Historical Reports**.
2. The *Generate Historical Reports* page appears. From the **Check Processing Historical Reports** section of the page, click **CIRA CSV Historical Report**.



Application Tip

The Check Processing historical report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. The time it takes to generate a report depends on the volume of data queried and will vary.

3. The *CIRA CSV Historical Report* page appears. Enter the search criteria for the report you wish to view.
 - Select an **OTC Endpoint** (required)



Application Tip

If you do not know the full name of OTC Endpoint, you can enter a partial name search (as few as one letter) in the Starts with text box and click the Select From List icon (magnifying glass). The configured OTC Endpoints appear according to the user's access. Click the appropriate OTC Endpoint radio button.

- Check/uncheck the **Include Subordinates** check box



Application Tip

By default, the Include Subordinates check box is checked. Add a check mark to generate a report that contains data for the subordinate OTC Endpoints. Remove the check mark to generate a report that contains data only for the selected OTC Endpoint.

4. To search for a transaction
 - A. Using the CIRA CSV Historical Report search criteria:



Application Tip

By default, the CIRA CSV Historical Report screen is expanded. If the CIRA CSV Historical Report - ACR screen is expanded, the CIRA CSV Historical Report screen is collapsed.

- Under **CIRA CSV Historical Report:**
 - Select a **Form Name**
 - Select a **Deploy Date**



Application Tip

By default, the most recent Deploy Date and Form Version will populate the Deploy Date field, once the Form Name is selected.

- Under **User Defined Fields:**
 - Enter **User Defined Field 1**
 - Enter **User Defined Field 2**
 - Enter **User Defined Field 3**
 - Enter **User Defined Field 4**



Application Tip

The User Defined Fields are visible based on the selected OTC Endpoint Form Name and Deploy Date.

- Enter the **Account** number
- Enter the **Bank Routing Number**
- Enter the **IRN** (Individual Record Number)
- Enter the **Check Number**



Application Tip

If an IRN and a date range (**Received Date**, **Capture Date**, **Settlement Date**, and **Return Settlement Date**) are entered, OTCnet ignores the date range during report generation.

- Under **Check Amount:**
 - Select a condition from the drop-down list (Equal to, Not Equal to, Greater than or equal to, Greater than, Less than or equal to, Less than) and enter the amount
- Select a **Settlement Status** (All, Receive, Failed, Settled, Represented, Retired)
- Enter the **5515/Debit Voucher Number**



Application Tip

The 5515/Debit Voucher Number represents items returned to agency due to unsuccessful collection efforts.

- Enter the **215/Deposit Ticket Number**

**Application Tip**

The 2515/Deposit Ticket Number represents items credited into FRB CASHLINK for a given agency on a given day.

- Enter the **Cashier ID**
- Enter the **Batch ID** or select one of the date range types (**Received Date**, **Check Capture Date**, **Settlement Date**, or **Return Settlement Date**) by clicking the corresponding radio button and set the corresponding date range by using either **From** or **On** for the start date by selecting From or On from the drop-down list and selecting dates.

**Application Tip**

If a **Batch ID** and a date range (**Received Date**, **Capture Date**, **Settlement Date**, or **Return Settlement Date**) are entered, OTCnet will use the Batch ID and ignore the date range during report generation.



Application Tip

Consider the following information about selecting and setting one of the date range types (**Received Date**, **Capture Date**, **Settlement Date**, or **Return Settlement Date**):

- If one of the date range types is selected, OTCnet does not validate any date range values entered for the other date range types.
- The From and To fields represent the following date ranges:
 - **Received Date**: when the check was received in OTCnet
 - Check Capture Date: when the check was processed by the Check Capture Lead Operator or Check Capture Operator
 - Settlement Date: when the payment amount was debited from the check writer's account
 - **Return Settlement Date**: when the check item was returned
- The On field, if selected from the drop-down list, represents the following single specific dates:
 - **Received Date**: when the check was received in OTCnet
 - Check Capture Date: when the check was processed by the Check Capture Lead Operator or Check Capture Operator
 - Settlement Date: when the payment amount was debited from the check writer's account
 - **Return Settlement Date**: when the check item was returned
- The From and To fields are searchable for a duration up to 31 days.
- The From and To dates must be older than 18 months from the current date.

B. To query for an ACR transaction:

- Click CIRA CSV Historical Report - ACR to expand the section



Application Tip

By default, the CIRA CSV Historical Report - ACR (Adjustment, Correction, and Rescission) section of the page is collapsed. If the CIRA CSV Historical Report - ACR screen is expanded, by clicking on it, the CIRA CSV Historical Report screen will be collapsed.

- Select an **ACR Type (All ACR, Adjustment, Correction, Rescission)**
- Select an **ACR Reason Code (Duplicate Transaction Processed, Non-Cash Item, Representment, Transaction Amount Correction, Warranty Indemnity Claim,**

Account Switch, Transaction Account Switch, Voucher Date Change, Voucher Number Change, ACH Reversal)

- Enter an **ACR Voucher Number**

**Application Tip**

The maximum numeric characters value for ACR Voucher Number is six.

- Enter the **From** (or **On**) and **To** ACR Settlement date range (required)

**Application Tip**

The From and To ACR Settlement fields are searchable for a duration up to 90 days. Additionally, the From and To ACR Settlement dates must be older than 18 months from the current date.

5. Click **Submit Request**.

**Application Tip**

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days the following message will display: *“Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.”*

**Application Tip**

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

6. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the CSV icon () in the **Download** column for the report.

Deposit Processing Historical Reports

Deposit Processing Historical reports are used to query and download deposit information with a specified Voucher Date from the archival database. Deposit transactions with a Voucher Date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted. As a result, this deposit information may not be accessible and will be removed from the archival database.

Historical reports are generated asynchronously (not occurring at the same time), allowing you to continue to use OTCnet.

Note: Depending on the volume of data requested, it can take between 5 and 20 minutes for the report to generate.

If you are assigned the role of **Deposit Preparer**, **Deposit Approver**, **FI Confirmer**, **FRB Confirmer**, **FRB Viewer** or **FI Viewer**, you are authorized to query and download Deposit Processing Historical reports.

You can search for check records by Organization, OTC Endpoint, Agency Location Code (ALC), Prepared by, Voucher Number, Deposit Status, Agency Use (Block 6), Deposit Type, Voucher Date, Deposit Date, Deposit Total, and Financial Institution Information search criteria.

When the report request is submitted, its status is set to **Submitted**. After the report is successfully generated, the status is set to **Completed** and the report is available for download in CSV format.

Deposit Historical Report

1. Click the **Reports** tab and click **Historical Reports**. From the **Historical Reports** menu, select **Generate Historical Reports** (see Figure 356).

Figure 356. Select Generate Historical Reports



2. Under **Deposit Processing Historical Reports**, click **Deposit Historical Report** (see Figure 357).

Figure 357. Select Deposit Historical Report

Deposit Processing Reports Reports

Deposit Processing Reports Historical Reports ▾

Location: Home>>Reports>>Historical Reports>>Generate Historical Reports

Generate Historical Reports 1

Please select the Historical Report you would like to generate:

▾ Deposit Processing Historical Reports

- Deposit Historical Report
- Adjustment Historical Report

3. The *Deposit Historical Report* page appears. Enter the search criteria (see Figure 72) and click **Submit Request**.

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days the following message will display: *“Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.”*

Figure 358. Deposit Historical Report Criteria Page

Deposit Processing | **Reports**

Deposit Processing Reports | Historical Reports ▾

Location: Home>>Reports>>Historical Reports>>Generate Historical Reports

Deposit Historical Report 1

Please note: Deposit transactions with a voucher date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted.

* Denotes required fields.

Search Conditions

Organization:

OTC Endpoint:

ALC:

Prepared by:

Voucher #:

Deposit Status:

Agency Use (Block 6):
(starts with)

Deposit Type:

Voucher Date

From:*

To:*

Deposit Date

From:

To:

Deposit Total

From:

To:

▸ **Financial Institution Information**

4. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking  in the **Download** column for the report.



Deposit Processing Historical Report

To generate a Deposit Processing historical report:

1. Click the **Reports** tab.
2. Select **Historical Reports** and click **Generate Historical Reports**. The *Generate Historical Reports* page appears.
3. Under Deposit Processing Historical Reports, click **Deposit Historical Report**. The *Deposit Historical Report* page appears.



Application Tip

The Deposit Historical Report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. The time it takes to generate a report depends on the volume of data queried and will vary.

4. Enter the search criteria for the report you would like to view.

Under **Search Conditions**:

- Select an **Organization**
- Select an **OTC Endpoint**
- Enter an **ALC**
- Enter the **Prepared by**
- Enter the **Voucher #**
- Select a **Deposit Status**
- Enter the Agency Use (Block 6) details
- Select a **Deposit Type**
- Enter the **From** and **To** Voucher Date, *required*



Application Tip

The Voucher Date is a required field and the maximum date range for the **From** and **To** Voucher Date is one year. The Voucher Date must be entered in MM/DD/YYYY format.

- Enter the **From** and **To** Deposit Date



Application Tip

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

- Enter the **From** and **To** Deposit Total

Under **Financial Institution Information**, *optional*

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



Application Tip

The FRB Account Key must be three digits in length. The FRB Account Key field will not display for FI Deposit Confirmers or FI Viewers.



Application Tip

The FRB CCWU must be four digits in length. If it is less than four digits, enter a zero at the beginning of the CCWU number (e.g. 0123). The FRB Account Key field will not display for FI Deposit Confirmers or FI Viewers.

Under **User Defined Field Information**, *if applicable, optional*

- Enter the **Deposit UDF (User Defined Field)** details
- Enter the **Accounting Subtotal UDF** details



Application Tip

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

5. Click **Submit Request**. A “*Your report request has been successfully received*” message appears.



Application Tip

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days the following message will display: “*Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.*”



Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

6. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the CSV icon () in the **Download** column for the report.

Adjustment Historical Report

Adjustments associated to deposits with a Voucher Date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted. As a result, this adjusted deposit information may not be accessible and will be removed from the archival database.

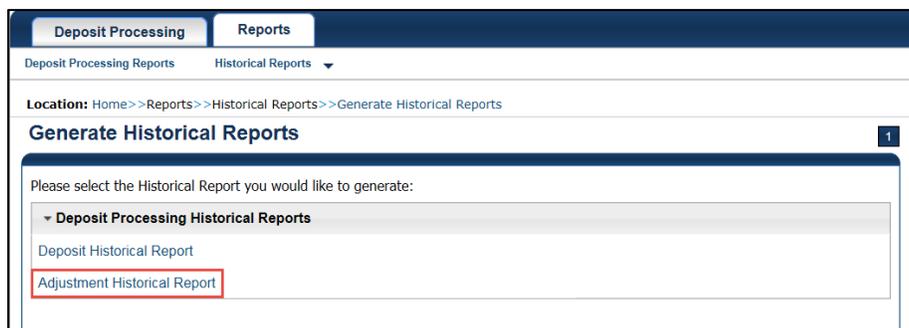
1. Click the **Reports** tab and click **Historical Reports**. From the **Historical Reports** menu, select **Generate Historical Reports** (see Figure 359).

Figure 359. Select Generate Historical Reports



2. Under **Deposit Processing Historical Reports**, click **Adjustment Historical Report** (see Figure 360).

Figure 360. Select Adjustment Historical Report



3. The *Adjustment Historical Report* page appears. Enter the search criteria (see Figure 361) and click **Submit Request**.

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days the following message will display: *Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.*

Figure 361. Adjustment Historical Report Criteria Page

Deposit Processing | **Reports**

Deposit Processing Reports | Historical Reports ▾

Location: Home >> Reports >> Historical Reports >> Generate Historical Reports

Adjustment Historical Report 1

Please enter Adjustment Historical Report search criteria.

Please note: Adjustments associated to Deposits with a voucher date older and/or Returned item adjustments with an Adjustment voucher date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted.

* Denotes required fields.

Search Conditions

Organization: ▾

OTC Endpoint: ▾

ALC:

Adjustment Category: ▾

Voucher #:

Adjustment Type: ▾

Prepared by:

Adjustment Reason: ▾

Voucher Date

From:*

To:*

Adjustment Amount

From:

To:

Deposit Date

From:

To:

Original Deposit Date

From:

To:

▸ **Financial Institution Information**

4. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the CSV icon () in the **Download** column for the report.



Adjustment Historical Report

To generate an Adjustment historical report:

1. From the **Reports** tab, select **Historical Reports** and click **Generate Historical Reports**.
2. From the **Deposit Processing Historical Reports** section of the page, click **Adjustment Historical Report**. The *Adjustment Historical Report* page appears.



Application Tip

The Adjustment Processing historical report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. Depending on the volume of data queried it can take between 5 and 20 minutes to generate the report.

3. Enter the search criteria for the report you would like to view.

Under **Search Conditions**

- Select an **Organization**
- Select an **OTC Endpoint**
- Enter an **ALC**
- Select an **Adjustment Category**



Application Tip

Tips about Adjustment Category options:

- If **Deposit Adjustment** is selected, deposit adjustments will be included in the search results. The **Deposit Adjustment** search can be further limited by the user by selecting either **Debit** or **Credit** from the **Adjustment Type** drop-down list.
- If **Returned Item Adjustment** is selected, only returned item adjustments (US Currency and Foreign Check Item) will be included in the search results. The Returned Item Adjustment search does not have to be further qualified using the Adjustment Type drop-down list since returned item adjustments always have an Adjustment Type of **Debit**. If the user selects **Credit** from the **Adjustment Type** drop-down list after selecting a **Returned Item Adjustment**, then no results will appear since **Credit** returned item adjustments do not exist.
- If **RIA – Foreign Currency** is selected, only returned item adjustments related to Foreign Check Items will be included in the search results. If **RIA – US Currency** is selected, then only US Currency Returned Item Adjustments will be included in the search results.
- If no Adjustment Category is selected (e.g., Select...), both deposit and returned item adjustments will be included in the search results. However, if Adjustment Type **Debit** is selected, then all debit deposit adjustments and returned item adjustments will be included in the search results. If **Credit** is selected, only credit deposit adjustments will be included in the search results.

- Enter the **Voucher #**

Select an **Adjustment Type**

- Enter the **Prepared by**
- Select an **Adjustment Reason**
- Enter the **From** and **To Voucher Date**, *required*



Application Tip

The Voucher Date is a required field and the maximum date range for the **From** and **To Voucher Date** is one year. The Voucher Date must be entered in MM/DD/YYYY format.

- Enter the **From** and **To** Adjust Amount Date
- Enter the **From** and **To** Deposit Date



Application Tip

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

- Enter the **From** and **To** Deposit Date
- Enter the **From** and **To** Original Deposit Date

Under **Financial Institution Information**, *optional*

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



Application Tip

The FRB Account Key must be three digits in length. The FRB Account Key field will not display for FI Deposit Confirmers or FI Viewers.



Application Tip

The FRB CCWU must be four digits in length. If it is less than four digits, enter a zero at the beginning of the CCWU number (e.g. 0123). The FRB Account Key field will not display for FI Deposit Confirmers or FI Viewers.

4. Click **Submit Request**. A “*Your report request has been successfully received*” message appears.



Application Tip

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days the following message will display: “*Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.*”

**Application Tip**

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

5. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the CSV icon () in the **Download** column for the report.

Previously Generated Historical Reports

1. From the **Reports** tab, click **Historical Reports** and select **View Previously Generated Reports** (see Figure 362).

Figure 362. Select Generate Historical Reports



2. The *View Previously Generated Reports* page appears (see Figure 363). Click the CSV icon (📄) in the **Download** column for the report you wish to download.

Figure 363. View Previously Generated Reports

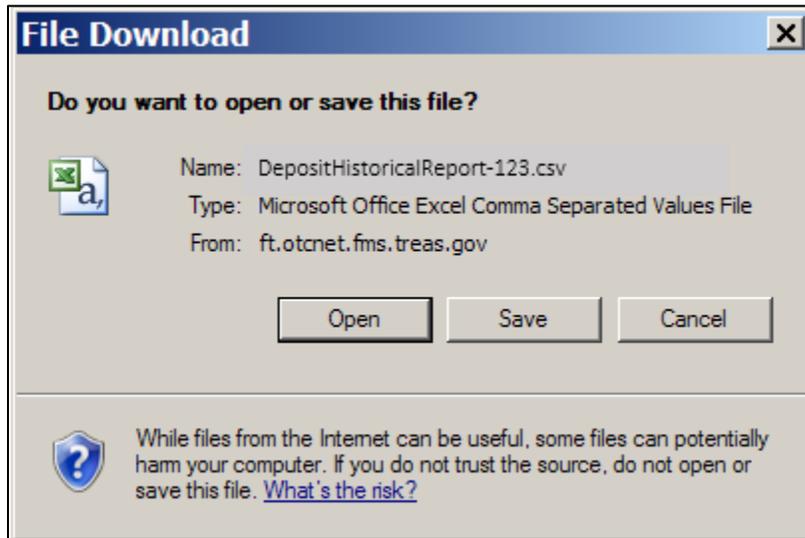
The screenshot shows the 'View Previously Generated Reports' page. The page has a navigation bar with tabs for 'Deposit Processing', 'Check Processing', 'Administration', and 'Reports'. The 'Reports' tab is active. Below the navigation bar, there are sub-menus for 'Deposit Processing Reports', 'Check Processing Reports', and 'Historical Reports'. The 'Historical Reports' sub-menu is expanded. The page title is 'View Previously Generated Reports'. Below the title, there is a message: 'Please select one of the reports to download.' Below the message, there is a table with the following columns: 'Report Type', 'Submitted Time', 'Search Criteria Parameters', 'Status', and 'Download'. The table contains several rows of reports. The 'Download' column contains a CSV icon (📄) for the reports that are 'COMPLETED'.

Report Type	Submitted Time	Search Criteria Parameters	Status	Download
Adjustment Historical Report	12/31/2013 10:20:57 AM ET	▶	SUBMITTED	
Adjustment Historical Report	12/31/2013 10:20:22 AM ET	▼ OTC Endpoint: ALL Adjustment Category: Deposit Adjustment Adjustment Type: Debit Voucher From Date: 10/15/2000 Voucher To Date: 12/31/2000	COMPLETED	📄
CIRA CSV Historical Report	12/30/2013 03:46:39 PM ET	▶	SUBMITTED	
CIRA CSV Historical Report	12/30/2013 03:38:41 PM ET	▼ OTC Endpoint: ALL IncludeSubordinates: Y Settlement Status: ALL Received Date: From Date: 12/01/2010 To Date: 12/02/2010	ERROR	
CIRA CSV Historical Report	12/30/2013 02:24:05 PM ET	▶	COMPLETED	📄
Deposit Historical Report	12/30/2013 02:21:37 PM ET	▼ OTC Endpoint: ALL Deposit Status: Submitted Deposit Type: US Currency Voucher From Date: 12/01/2005 Voucher To Date: 12/03/2005 RTN: 231902331	COMPLETED	📄

At the bottom right of the page, there is a 'Cancel' button.

3. The *File Download* dialog box appears. Click **Open**, **Save**, or **Cancel** (see Figure 364).

Figure 364. File Download





View Previously Generated Historical Reports

To view previously generated historical reports:

1. From the **Reports** tab, select **Historical Reports** and click **View Previously Generated Reports**.



Application Tip

Consider the following information about Historical Reports:

- When a report request is submitted, its status is **Submitted**.
- When a report is successfully generated, the status is **Completed** and available for download.
- When a report request is submitted and the Historical Database is unavailable, an informational message appears stating, "*Historical Database is currently unavailable. All reports in Submitted status will be processed when the Historical Database is available.*" Report requests that are in **Submitted** status will remain in **Submitted** status until the database is available and the report is generated. After the report is generated a **Completed** status is displayed.
- When a report request is submitted and the report could not generate, its status is **Error**. Resubmit your report request to ensure your report is generated. If a report displays an **Error** status, the request can be resubmitted at any time without receiving a duplicate request message.
- Report requests are user specific and are not viewable by other users.

2. The *View Previously Generated Reports* page appears. The page lists reports that were requested within the last 7 days. Click the CSV icon () in the **Download** column for your desired report.



Application Tip

After the CSV file is downloaded, it can be opened using Excel or Notepad.



Application Tip

Duplicate report requests based on identical report parameters cannot be made within seven days, however, after 7 days a duplicate report request can be submitted.

3. The *File Download* dialog box appears. Click **Open**, **Save**, or **Cancel**.



Application Tip

If you click **Open**, the content of the file displays. If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, the dialog box closes and no data will be saved.

Topic 13. Viewing Financial Institutions

As a **FRB Viewer** and **FI Viewer**, you can locate and view Financial Institution details for which you have access to. You can only view a Financial Institution that has an **Active** status.

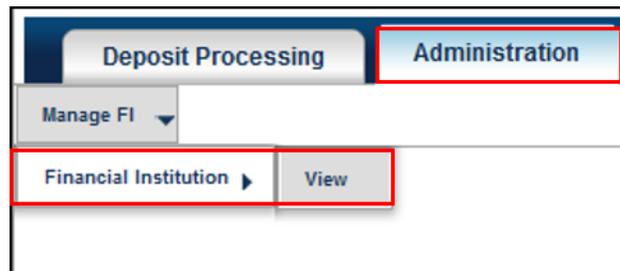
Viewing a Financial Institution allows you to see related details such as:

- Institution Information
- Routing Transit Numbers (RTN) and Status
- CAN/Acct Key Relationships

View a Financial Institution

1. Click the **Administration** tab, select **Manage FI**, select **Financial Institution**, and click **View** (see Figure 365).

Figure 365. Select Administration>Manage FI>Financial Institution>View



2. The *View the Financial Institution* page appears. View details for Financial Institutions as show in Figure 285 and Figure 367.

Figure 366. View FRB Detail

View Financial Institution	
Institute Information	
Name	Bank of America
City	Concord
State / Province	CA
Country	US
Institution Type	Commercial
Accepts Foreign Check Deposits	Yes
Accepts Foreign Cash Deposits	Yes
System To System Interface Participant	Yes
Short Name	BOA
Processes Foreign Check Deposits	Yes
Processes Foreign Cash Deposits	Yes
Routing Transit Numbers:	

Figure 367. View Financial Institution Detail

View Financial Institution	
Institute Information	
Name	Bank of America
City	Concord
State / Province	CA
Country	US
Institution Type	Commercial
Accepts Foreign Check Deposits	Yes
Accepts Foreign Cash Deposits	Yes
System To System Interface Participant	Yes
Short Name	BOA
Processes Foreign Check Deposits	Yes
Processes Foreign Cash Deposits	Yes
Routing Transit Numbers:	
RTN	Status
021867400	Active
032861194	Active
051241164	Active
071837215	Active
085887400	Active
111000012	Active

View a Financial Institution

To view a Financial Institution, FRB Viewers and FI Viewers:

1. Click the **Administration** tab.
2. Select **Manage FI** menu, select **Financial Institution**, and click **View**. The *View the Financial Institution* page appears.



Application Tip

Only **Active** Financial Institutions display for the selection.



Application Tip

FI Confirmers, **FRB Confirmers**, **FI Viewers**, and **FRB Viewers** can view Institution Information, Routing Transit Numbers (RTN) and Status, and CAN/Acct Key Relationships.



Application Tip

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

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

Summary

This Guide provides the following information:

- An Introduction to OTCnet
- An Overview of OTCnet Participant User Guide Content
- How to log in to OTCnet
- How to access your User Id and reset your Password
- How to navigate the OTCnet home page
- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view a rejected deposit details
- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file.
- The purpose of searching adjustments
- How to search and locate adjustments using one or more search criteria
- How to download adjustment voucher(s) as an XML or CSV file
- The purpose of viewing reports
- The various types of reports you can access by role
- The types of reports
- How to view, generate and download reports
- How to view a Financial Institution

Glossary

A

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, which 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 Historical Report – A deposit processing report that allows you to view historical deposit adjustment and returned item adjustment transaction data.

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 roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so) or upload approved batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked – A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

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 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.

Card Acquiring Service (CAS) – (formerly Plastic Card Network) A Bureau of the Fiscal Service federal program that provides federal agencies with payment card (credit, debit, electronic benefit transfer (EBT) and store-value (gift cards) cards) acceptance capabilities.

Card Administrator – An agency user that has the authorization to manage endpoints for card processing, set up and view terminal configuration and read and view audit log information.

Card Invoice ID – The unique Invoice ID for a processed card transaction. The default on terminals is set to 10 characters, a max of 40 characters can be configured for MX terminals. It can be used to track transactions in OTCnet.

Card Operator – An agency user that has the authorization to start card processing, query, void, and refund any card transaction, as well as reboot and check terminal connection status.

Card Processing – A functionality available in OTCnet that allows agencies to provide customers with an option to make payments with a credit, debit or Visa/Mastercard gift card. The card transactions are directly sent to WorldPay. WorldPay sends all approved OTCnet transactions via a Card Acquiring Service (CAS) flat file to Collections Information Repository (CIR) for deposit reporting.

(80mm) Card Receipt Printer – A printer that can be selected by a Card Operator or Kiosk Operator; the 80mm printer provides the ability to print standard-sized card receipts on 3.125in (80mm) paper.

Card Uploader: A full vendor kiosk server system role that is authorized to transmit card data from an external kiosk system to OTCnet. This role requests acknowledgement of the data transmitted; the system account with this role has no other permissions.

Cashier ID – The ID of the user that created the transaction.

Central Accounting Reporting System (CARS) – 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.

Central Image and Research Archive (CIRA) Query – An online query function that allows users to search for all check transactions (includes mobile check transactions) processed in the OTCnet application that have been settled less than 18 months ago.

Chain Code aka Chain Number: An alphanumeric designator (e.g. 0F123B) assigned by acquirer to reflect a unique channel of processing. The chain code is assigned at lower level endpoints and an agency may have multiple chain codes.

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 the data into other applications within an agency. The report has been enhanced to provide users the option to solely retrieve mobile check transactions.

CIRA CSV Report – A check processing business report that allows users to search for all transactions in the system (including mobile check transactions) and allows users to export the results to a comma separated value report (CSV) file.

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.

Client ID/GCI Number – An ID used by the deposit end point when requesting a currency conversion for foreign check to the US dollar Equivalent (USE) with the foreign currency exchange gateway for foreign check items or currency conversion service for foreign currency cash.

Client Order ID – A unique ID assigned by OTCnet to maintain uniqueness while requesting/accepting a foreign currency conversion quote for foreign checks the foreign currency exchange gateway.

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.

Credentials – Evidence of authority, status, rights, or entitlement to privileges. Credentials are typically in written form (e.g., OLB credentials such as a login or password).

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 United States Department of 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 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.

Deposit Historical Report – A deposit processing report that allows you to view historical deposit transaction data.

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.

Division Number: A three-digit (e.g. 001) value assigned at lower level endpoints under the chain code to designate unique lines of accounting.

E

Exchange Rate – The decimal value used to convert foreign currency to the US dollar Equivalent (USE).

F

Failed – The item was unable to be processed and/or settled by United States Department of Treasury/Bureau of the Fiscal Service (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 United States Department of 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 contain 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.

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 sent 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 Security Identity Manager (ISIM) – Refers to Fiscal Service’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.

Internet Protocol (IP) address – A unique number or address that computing devices, (e.g., computers, laptops, tablets, etc.) connected to a computer network, use to identify themselves and communicate with other devices in an IP-based network (e.g., the Internet).

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).

K

Kiosk Operator User Role – A user with limited permissions for the OTC Kiosk tablet. Permissions include logging into the OTCnet Kiosk application, deposit processing, scanning checks, processing card payments and printing receipts.

Kiosk Lockdown Software – A process used to lock down the Windows Surface Pro workstation for use with the OTCnet Kiosk Tablet application. This involves removing the options, “Lock”, “Sign out”, “Change a password” and “Task Manager” when CTRL-ALT-Delete is pressed. This process only needs to be implemented once, as part of the initial workstation configuration. Locking down the tablet ensures that users cannot access any outside information or applications from the OTC Kiosk Tablet (e.g., checking email or accessing any other websites).

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.

Manual Card Entry – An option available in OTCnet for card processing, it allows agency users to manually enter a card number on behalf of the card holder so a card payment can be processed. It is only to be used as a contingency if all other payment methods fail.

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.

Merchant Identification Number (MID): A unique designator (e.g. 44450XXXXXXXXXX) assigned by the acquirer to reflect the card processing location and may contain up to 13 characters. An ALC can be associated with multiple Merchant IDs; however, each Merchant ID must be unique for each lower level endpoint.

Mobile Check Capture – A functionality in OTCnet; it allows the processing of mobile check transactions from the FedRevCollect mobile application (Mobile Server).

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 United States Department of Treasury General Account.

OTC Endpoint Credit-Debit-Card (CDC) – The endpoint (location) setup in OTCnet for use in card processing.

OTC Endpoint Check (CHK) – The endpoint (location) setup in OTCnet for use in check capture.

OTC Endpoint Treasury General Account (TGA) – The endpoint (location) setup in OTCnet for use in deposit reporting.

OTC Endpoint Mapping – The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTC Kiosk Tablet – A lightweight collections mobile tablet terminal that features OTCnet Check Processing and Card Processing with receipt printing functionalities. It allows agency customers to make check (personal only) and card payments (credit, debit and gift) independent of an agency representative.

OTCnet Generated Eight-Character Pairing Pin – A pairing pin is a unique eight-character OTCnet-generated number used to pair OTCnet and the card terminal. The number is entered the card terminal.

OTCnet Local Bridge (OLB) Application – Refers to an application installed on a workstation, used to facilitate communication between the browser and the operating system/workstation.

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, Deposit Processing, and Card 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 United States Department of 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 United States Department of 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 United States Department of Treasury Account Symbol (TAS) and Business Event Type Code (BETC) combinations to assist CARS 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.

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.

Submit – An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted – A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend – Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID – The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status – Represents the status of the verification records. There are four possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History – Defines the time range that a Deposit Confirmer can 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 can view all the deposits that he or she has confirmed for the past 45 days.

Transaction Reporting System (TRS) – A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Treasury Account Symbol (TAS) – The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) – A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) – The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury – The executive department and the United States Department of 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 CIR File Status Report – An administration report allows you to view the status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.

View CIR Transmission Status for Check Processing – A check processing administration report that allows you to view the status of CIR files that have been processed by CIR or are ready for CIR processing.

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.

W

WorldPay: (formerly Vantiv) A credit card, debit card and gift card merchant processor who is responsible for the creation of card acquiring service (CAS) accounts including chain codes and merchant IDs.



OTCnetSM

DEPOSITS MADE SIMPLE

BUREAU OF THE FISCAL SERVICE

Federal Reserve Bank (FRB) Viewer

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Federal Reserve Bank (FRB) Viewer Participant User Guide* includes:

- Federal Reserve Bank Viewer

Overview

Welcome to the *Federal Reserve Bank (FRB) Viewer Participant User Guide*. In this guide, you will learn:

- The introduction to OTCnet
- The overview of the OTCnet Participant User Guide content
- How to log in to OTCnet
- How to access your User ID and reset your Password
- How to navigate the OTCnet home page
- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view a rejected deposit detail
- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file
- The purpose of searching adjustments
- How to search and locate adjustments using one or more search criteria
- How to download adjustment voucher(s) as an XML or CSV file

- The purpose of viewing reports
- The various types of reports you can access by role
- The types of reports
- The detail each report provides and how to view and download those reports
- How to view a Financial Institution

Topics

This guide is organized by the following topics:

- Topic 1. Introduction to OTCnet
- Topic 2. Overview of OTCnet Participant User Guide Content
- Topic 3. Logging in to OTCnet
- Topic 4. Accessing a User ID and Resetting Passwords
- Topic 5. Navigating the OTCnet Home Page
- Topic 6. Viewing Deposits
- Topic 7. Searching Deposits
- Topic 8. Searching Adjustments
- Topic 9. Viewing Reports
- Topic 10. Reports by Access Type
- Topic 11. Types of Business and Administration Reports
- Topic 12. Viewing Report Detail
- Topic 13. Viewing Financial Institutions

Topic 1. Introduction to OTCnet

Overview

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

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

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

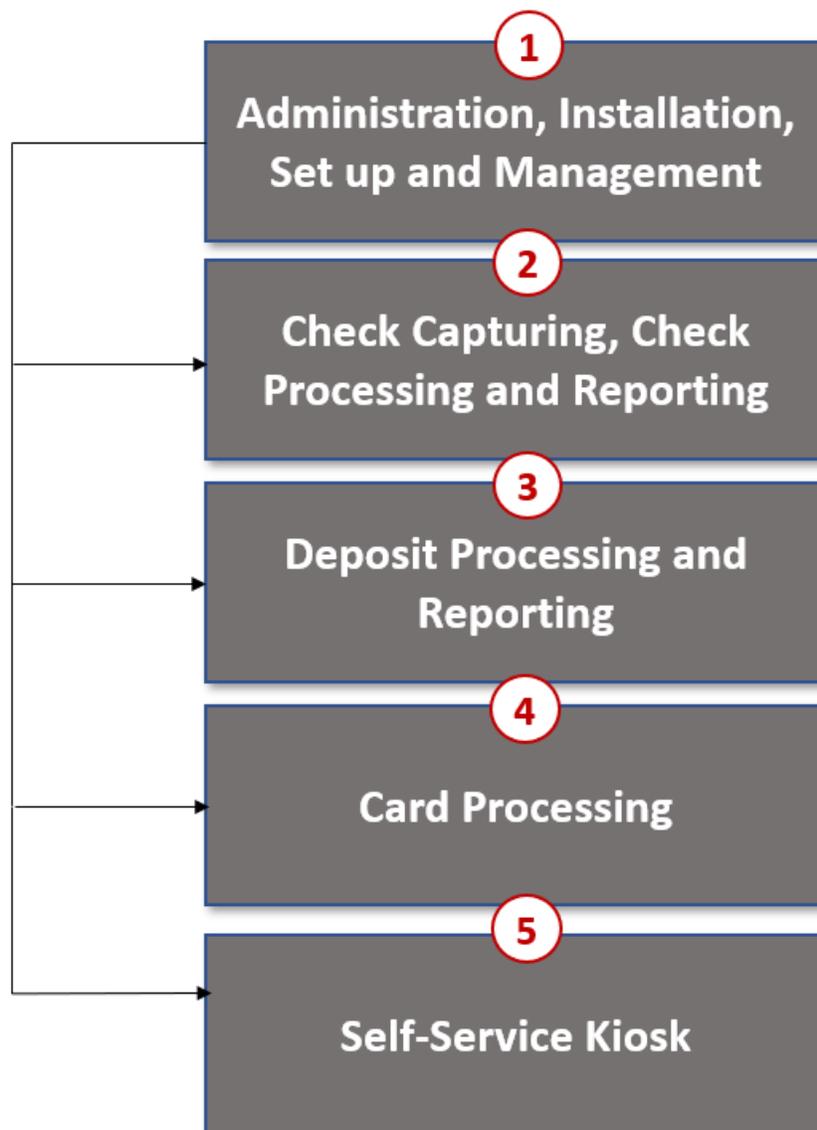
OTCnet financial services will:

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

OTCnet Elements

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

Figure 368. OTCnet Elements



The three elements of OTCnet are defined as follows,

1. **Administration:** allows for those with administrative permissions to install, setup users, and manage OTCnet
2. **Deposit Processing:** permits Federal agencies the ability to create and submit deposits for confirmation. This platform also allows for Financial Institutions to confirm those

deposits and create adjustments electronically. Deposits can be created for US currency, foreign cash and foreign check items

3. **Check Capturing, Check Processing:** converts personal and business checks into electronic fund transfers. Transactions can be consumer, consumer accounts receivable, and business transactions. This is not an element of OTCnet you will use.

OTCnet Process Flow: Deposit Processing and Reporting

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

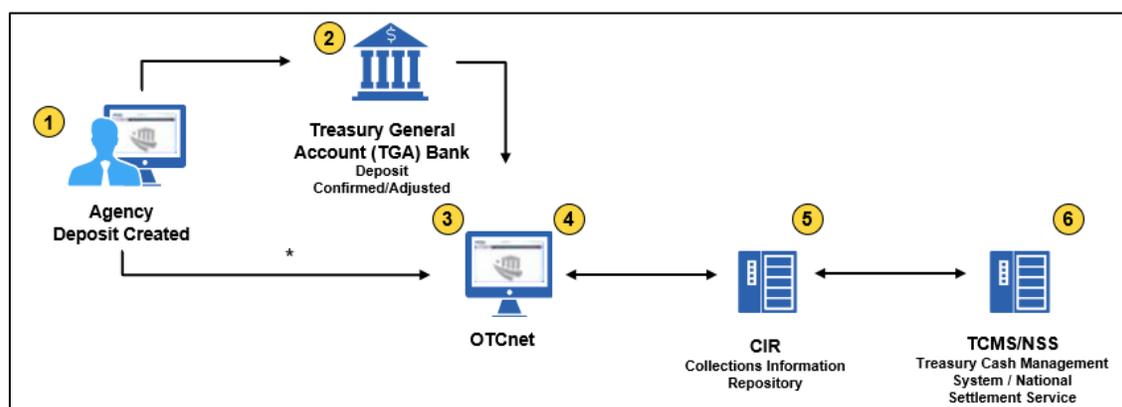
As shown In Figure 2 below, the Deposit Preparer electronically reports the deposit to Treasury using OTCnet and prints out the OTCnet deposit ticket. The bank deposit ticket, OTCnet deposit ticket, cash, and checks (US and foreign) are taken to your Financial Institution (FI). At the FI, the Deposit Confirmer confirms the deposit, rejects the deposit or creates an adjustment to the deposit using OTCnet.

OTCnet sends commercial deposit voucher information to Collections Information Repository (CIR). CIR receives commercial deposit information from OTCnet for reconciliation and transmits to Treasury Cash Management System (TCMS) for cash concentration purposes. TCMS receives the commercial deposit data from CIR and initiates the cash concentration activity.

Note: CIR is formerly the Transaction Reporting System (TRS).

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

Figure 369. Deposit Reporting Process Flow



OTCnet End Users

In OTCnet, there are three functional areas which allow users to focus on relevant tasks. The role you will hold is based on the types of tasks you will perform. You may perform tasks that fall

under the following functionality of OTCnet; (1) Administration, (2) Check Capture, Processing and Reporting and (3) Deposit Processing and Reporting.

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

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

Those who carry Deposit Processing and Reporting roles, can create deposits, approve, confirm (reject or adjust), and/or view information. There is a total of five users who can perform these functions. See Figure 3 for details.

Figure 370. User Roles

Administration	Check Capture/ Check Processing and Reporting	Deposit Processing and Reporting
<p>Agency</p> <ul style="list-style-type: none"> ▪ Check Capture Supervisor ▪ Check Capture Administrator 	<p>Agency</p> <ul style="list-style-type: none"> ▪ Check Capture Operator ▪ Check Capture Lead Operator ▪ Check Capture Supervisor ▪ *Batch Approver ▪ *Batch Uploader 	<p>Agency</p> <ul style="list-style-type: none"> ▪ Deposit Preparer ▪ Deposit Approver ▪ Viewer
<p>Financial Institution/ Federal Reserve</p> <ul style="list-style-type: none"> ▪ Primary/ Local Security Administrator ▪ Accounting Specialist/ Local Accounting Specialist 	<ul style="list-style-type: none"> ▪ Master Verification Database (MVD) Editor ▪ Master Verification Database (MVD) Viewer 	<p>Financial Institution/ Federal Reserve</p> <ul style="list-style-type: none"> ▪ Deposit Confirmer ▪ Viewer

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

The next page details the OTCnet Deposit Processing and Reporting roles with their associated permissions. **Error! Reference source not found.** provides a breakdown of permissions at the Federal Program Agency level as well as the Financial Institution / Federal Reserve Bank Financial Institution level. They include Primary Local Security Administrator, Local Security Administrator, Accounting Specialist, Local Accounting Specialist, Deposit Preparer, Deposit Approver, Viewer and Deposit Confirmer.

Table 92. Deposit Processing and Reporting by Federal Program Agency Roles

Role	PLSA	LSA	Accounting Specialist	Local Accounting Specialist	Deposit Preparer	Deposit Approver	Viewer
Add/Update/Delete a User	•	•					
Reset Password	•	•					
Manage Own Account	•	•	•	•	•	•	•
OTCnet Logon and Homepage	•	•	•	•	•	•	•
Create/Modify Deposit					•		
Submit Deposit						•	
Confirm/Reject Deposit							
View Deposit / Adjustment Detail					•	•	•
Search Deposit / Adjustment					•	•	•
Create Deposit Adjustment							
Create Return Item Adjustment							
Modify Organization Hierarchy			•	•			
Delete Organization Hierarchy			•	•			
View Organization Hierarchy			•	•			
Search Organization Hierarchy			•	•			
Modify Accounting Codes			•				
Import Accounting Codes			•				
View Accounting Codes			•	•			
Modify Endpoint Mappings			•	•			
Modify Custom Labels			•				
View Custom Labels			•	•			
Modify Processing Options			•	•			
View Processing Options			•	•			
Modify User Defined Fields (UDF)			•				
View User Defined Fields (UDF)			•	•			
View Financial Institution							
View Business Reports			•	•	•	•	•
View Security Reports	•	•					
View Administrative Reports					•	•	•
Read/View Audit Log	•	•					
View GWA Reporters Flag			•	•			

**Table 93. Deposit Processing and Reporting by Financial Institution/
Federal Reserve Bank Financial Institution Roles**

Role	PLSA	LSA	Confirmer	Viewer
Add/Update/Delete a User	•	•		
Reset Password	•	•		
Manage Own Account	•	•	•	•
OTCnet Logon and Homepage	•	•	•	•
Create/Modify Deposit				
Submit Deposit				
Confirm/Reject Deposit			•	
View Deposit / Adjustment Detail			•	•
Search Deposit / Adjustment			•	•
Create Deposit Adjustment			•	
Create Return Item Adjustment			•	
Modify Organization Hierarchy				
Delete Organization Hierarchy				
View Organization Hierarchy				
Search Organization Hierarchy				
Modify Accounting Codes				
Import Accounting Codes				
View Accounting Codes				
Modify Endpoint Mappings				
Modify Custom Labels				
View Custom Labels				
Modify Processing Options				
View Processing Options				
Modify User Defined Fields (UDF)				
View User Defined Fields (UDF)				
View Financial Institution			•	•
View Business Reports			•	•
View Security Reports	•	•		
View Administrative Reports			•	•
Read/View Audit Log				
View GWA Reporters Flag				

Topic 2. Overview of OTCnet Participant User Guide Content

Introduction

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

The Participant User Guide can be used independent of or in conjunction with the OTCnet Web-based Training (WBT) or Instructor-led Training (ILT). The Participant User Guides are accessible through the OTCnet web site, OTCnet application help link site or through the Library button located within the WBT.

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

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

In addition to the above-mentioned guides that you may access, this OTCnet Participant User Guide was created to support *FRB Viewer* specific instruction. Below, you will be introduced to the related Deposit Processing OTCnet functionality.

Administration Participant User Guide

Eight Chapters make up the Administration Participant User Guide. These include Check Capture, Check Processing and Deposit Processing Administrative functionality. Table 94 describes the related concepts covered in each Chapter:

Table 94. Administration Chapters

Chapter	Description
1. Introduction to OTCnet and Overview of OTCnet Participant User Guide Content	In this Chapter, you will learn about the background of OTCnet, the element and process flows that make up OTCnet as well as overview of the Participant User Guides.
2. Accessing and Navigating OTCnet	In this Chapter, you will learn how to log on, establish security settings and how to use the OTCnet Main Page.
3. Managing User Accounts	In this Chapter, you will learn how to create a user account, update a user account, and assign user privileges
4. Managing Your Agency's Hierarchy, Accounting Codes, and Processing Options	In this Chapter, you will learn how to create a hierarchy, designate an OTC Endpoint, establish a Financial Institution relationship, and designate a check capture location, modify and import accounting codes, modify endpoint mappings, and modify and view processing options.
5. Configuring Deposit Processing Settings	In this Chapter, you will learn how to create, import and map accounting codes; establish processing options and custom field labels; and modifying a user defined field.
6. Viewing Financial Institutions	In this Chapter, you will learn how to view Financial Institution details.
7. Configuring Check Processing Settings	In this Chapter, you will learn how to set up, modify and view a terminal configuration, view an audit log and download firmware.
8. Installing Scanner and Offline Functions	In this Chapter, you will learn how to a properly install offline check capturing software; manage offline check capturing; set up scanners; and configure check capture settings in offline mode.

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

Deposit Processing and Reporting Participant User Guide

10 Chapters make up the Deposit Processing and Reporting Participant User Guide. 4 describes the related concepts covered in each Chapter:

Table 95. Deposit Processing Chapters

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

Topic 3. Logging On to OTCnet

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

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

How to Log In for the First Time

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

1. Access <https://otcnet.fms.treas.gov>. and enter your **User ID** and **Password** in the appropriate text boxes and click **Log In** as shown in Figure 371 below.

Figure 371. Fiscal Service Single Sign On Page

The screenshot shows the login page for the Fiscal Service. At the top, there is a navigation bar with the Bureau of the Fiscal Service logo and links for 'Forgot your Password?', 'Forgot your User Id?', and 'Register'. Below this is a header with the text 'Log In To: https://otcnet.fms.treas.gov/index.htm'. The main content area is titled 'Select an authentication method and enter your credentials'. On the left, there are three buttons: 'SSO User ID and Password', 'SecurID Token', and 'PKI Certificate'. The 'SSO User ID and Password' button is selected. The right side of the page contains the text 'To log in using your Fiscal Service Single Sign On User ID and Password.' followed by input fields for 'User ID:' and 'Password:'. Below these fields are 'Log In' and 'Reset' buttons. There are also links for 'Forgot your User Id?' and 'Forgot your Password?'. At the bottom, there is a 'WARNING' section with a red border and a 'NOTE' section. The footer includes 'Accessibility | Contacts | Privacy Policy' and 'U. S. Department of the Treasury - Bureau of the Fiscal Service'.

2. The *Password Change: Create New Password* page appears Enter your temporary **Password**, **New Password**, and **Confirm New Password** and click **Change Password** (see Figure 372).

Password Criteria

- a. Must be at least 12 characters long
- b. Must contain at least one upper case letter
- c. Must contain at least one lower case letter
- d. Must contain at least one numeric character
- e. Must not repeat any of your last ten passwords.
- f. Must not have been your password during the last ten days
- g. Must not be a word in a language, slang, dialect, or jargon
- h. Must not be related to personal identity, history, environment, or other personal associations
- i. Must not be shared or displayed in plain view.

Figure 372. Password Change Page

BUREAU OF THE Fiscal Service **SINGLE SIGN ON**

WARNING: New passwords must be at least 12 characters long and contain 1 upper case letter, 1 special character, and 1 number

Password Change Request

jyee0001 please change your current password before continuing.

Old Password

New Password

Confirm New Password

CHANGE PASSWORD **CLEAR THIS FORM**

3. A confirmation page appears stating your new password has been set. Click **Continue** (see Figure 373).

Figure 373. Password Change: Password Set Page

WARNING: New passwords must be at least 12 characters long and contain 1 upper case letter, 1 special character, and 1 number

Password Change Information

jyee0001 your new password has been set.

Use this new password the next time you log into your account.

CONTINUE

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

Provide you responses in the **Response** and **Confirm Response** fields. Each response must be at least three characters long and are case sensitive. Click **Save My Questions and Responses** (see Figure 374).

Figure 374. Select and Provide Responses to Questions Page

Change Challenge/Response - Select and Provide Responses to Questions

If you forget your password or your password expires, you can choose to use our Self-Service Account/Password Reset process to reset it by clicking on the Forgot Password link on the login page. This process will ask you to provide the responses to the Challenge-Response questions you set up when you first accessed your account. This screen allows you to provide the responses that the Self-Service Account/Password Reset process requires. Select and provide responses to any 3 of the challenge questions below. Please ensure that each response is unique and at least 3 characters long and then click Save My Responses. Note: Responses are case-insensitive responses to any 3 of the challenges below, ensuring each response is unique and at least 3 characters long, and then click Submit. Note that responses are letter case-insensitive.

Select Question	Response	Confirm Response
<input type="checkbox"/> What was the name of the hospital where you were born?		
<input checked="" type="checkbox"/> What was the name of the street you lived on when you grew up?	*****	*****
<input checked="" type="checkbox"/> What was the name of the company or organization where you held your first job?	****	****
<input type="checkbox"/> What was the name of the city where you were born?		
<input checked="" type="checkbox"/> What was the name of your first pet?	***	***
<input type="checkbox"/> What was the model of your first automobile?		

Save My Questions & Responses Cancel

- A *Change Shared Secret* page appears. Enter a **Shared Secret** phrase, a **Confirm Shared Secret** phrase, and click **Save My Shared Secret** (see Figure 375 below). The shared secret phrase must be at least three characters.

You will not be able to proceed to OTCnet until the Challenge questions and Share Secret are set.

Figure 375. Challenge Shared Secret Page

6. The *Change Challenge/Response-Completed* page appears. Click **Logout**.

After you answer your Challenge Questions and enter a Shared Secret, you will need to log back in to OTCnet to read and accept the Rules of Behavior.

7. Click **Close Browser** (see Figure 376).

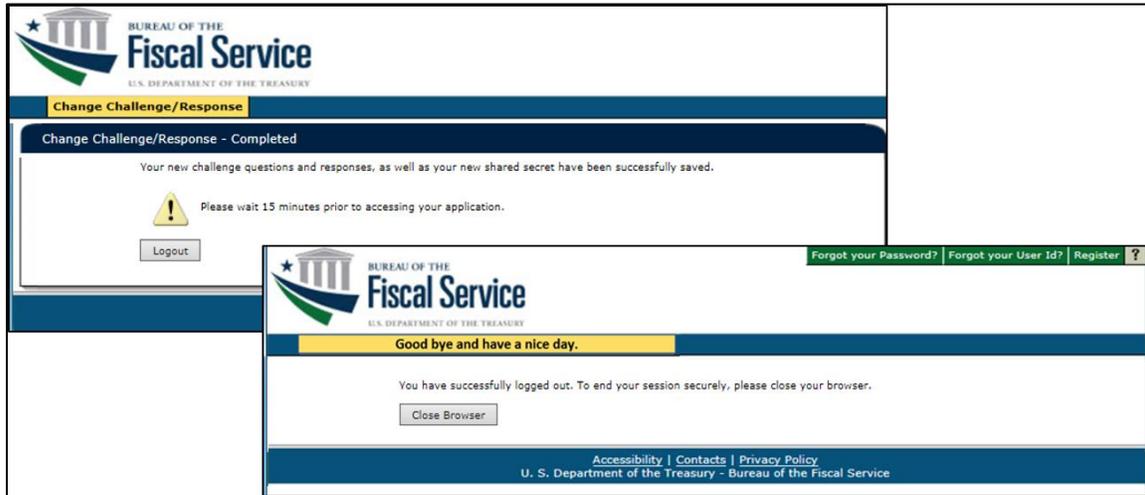
Figure 376. Close Browser Page

8. Access <https://otcnet.fms.treas.gov> and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** (See Figure 371).

By logging in with your PIV, SecurID, or User ID and Password, you acknowledge and agree that you have read, understand, and agreed to abide by the Rule of Behavior.

9. A confirmation page appears showing the challenge questions and responses and your new shared secret were successfully saved. Click **Logout**, then **Close Browser** as shown in Figure 377 below.

Figure 377. Logout and Close Browser



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



Log In to OTCnet the First Time

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

1. Access <https://otcnet.fms.treas.gov>.
2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. The *Password Change: Create New Password* page appears.
3. Enter your temporary **Password**, **New Password**, and **Confirm New Password**.

Password Criteria:

- a. Must be at least 12 characters long
 - b. Must contain at least one uppercase letter
 - c. Must contain at least one lowercase letter
 - d. Must contain at least one numeric character
 - e. Must not have more than two repeating characters
 - f. Must not repeat any of your last ten passwords
 - g. Must not have been your password during the last ten days
 - h. Must not be a word in a language, slang, dialect, or jargon
 - i. Must not be related to personal identity, history, environment, or other personal associations
 - j. Must not be shared or displayed in plain view
4. Click **Change Password**. A confirmation page appears stating your new password has been set.
 5. Click **Continue**. The *Change Challenge/Response – Select and Provide Responses to Questions* page appears.
 6. Select any three challenge questions you want to respond to by clicking the check boxes next to the questions, and provide your responses in the **Response** and **Confirm Response** fields.



Application Tip

Each response must be at least three characters long and are case sensitive.

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

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

**Application Tip**

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

9. Click **Save My Shared Secret**. A confirmation page appears showing the challenge questions and responses and your new shared secret were successfully saved.
10. Click **Logout**.
11. Click **Close Browser**.

**Application Tip**

After you answer your Challenge Questions and enter a Shared Secret, you will need to log back in to OTCnet and read and accept the Rules of Behavior.

12. Access OTCnet (<https://otcnet.fms.treas.gov>), enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. The *Password Change: Create New Password* page appears.

**Application Tip**

By logging in with your PIV, SecurID, or User ID and Password, you acknowledge and agree that you have read, understand, and agreed to abide by the Rule of Behavior.

Log In to OTCnet

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

- Administration
 - Deposit Processing and Reporting
 - User Identity (ID) and Reset Password
1. Access <https://otcnet.fms.treas.gov>. and enter your **User ID** and **Password** in the appropriate text boxes and click **Log In** as shown in Figure 378 below.

Figure 378. Fiscal Service Single Sign On Page

BUREAU OF THE FISCAL SERVICE
U.S. DEPARTMENT OF THE TREASURY

Log In To: <https://otcnet.fms.treas.gov/index.html>

Select an authentication method and enter your credentials

Log In using your Fiscal Service ID:

SSO User ID and Password ▶ To log in using your Fiscal Service Single Sign On User ID and Password.

User ID:

Password:

Log In Reset

[Forgot your User ID?](#)
[Forgot your Password?](#)

WARNING
WARNING
WARNING

NOTE

You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

This system may contain Sensitive But Unclassified (SBU) data that requires specific data privacy handling requirements as dictated by law, mandate or government agency.

Accessibility | Contacts | Privacy Policy
U. S. Department of the Treasury - Bureau of the Fiscal Service

2. The *OTCnet Home Page* appears. See Figure 379 below.

Figure 379. OTCnet Home Page

OTCnet
DEPOSITS MADE SIMPLE
BUREAU OF THE FISCAL SERVICE

Home | My Profile | Training | Print | Help | Log Out

Connection Status: **Online**

Welcome,

Check Processing Administration

Manage Verification Batch Management Check Scan



Log In to OTCnet Online

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

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

Topic 4. Accessing a User ID and Resetting Passwords

To obtain your user ID or reset your password, contact your **PLSA** or **LSA**. You can also have your User ID or a temporary password emailed to you. Once you sign in with your temporary password, you will need to reset it.

Access a User ID

1. From the Single Sign On page, click on the **Forgot your User ID?** link shown in Figure 380 below.

Figure 380. Single Sign On Page (Forgot Your User ID? Link)

2. The *Treasury Self Service* page appears. Enter the characters that you see in the image in the text box and click **Next** (see Figure 381).

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

Figure 381. Treasury Self Service Page (Enter Image of Text)

Logout | SWITCH APPLICATION | HELP

Treasury User Provisioning

Treasury Self Service

99903473

In the space below, enter the text that you see in the image above.

Next>> Cancel

3. Enter your **email address** and click **Next** (shown in Figure 382 below). A confirmation page appears showing your request for your User ID has been completed.

Figure 382. Forgot User ID (Enter Email Address)

Logout | SWITCH APPLICATION | HELP

Treasury User Provisioning

Forgot User ID

Please Enter the Email Address *

* indicates a required field

Next>> Cancel

4. Click **Finish**.



Access User ID

To obtain your user ID or reset your password, contact your **PLSA** or **LSA**. You can also have your User ID or a temporary password emailed to you. Once you sign in with your temporary password, you will need to reset it.

To access your user ID, complete the following steps:

1. From the Fiscal Service Single Sign On page, click **Forgot your User ID?**. The *Self-Service Account/Password Reset* page appears.
2. Enter the characters that you see in the image in the text box and click **Next**. The *Treasury Enterprise ID* page appears.
3. Enter your **email address** and click **Next**. A confirmation page appears showing your request for your User ID has been completed.
4. Click **Finish**.

Resetting Passwords

1. From the Single Sign On page, click on the **Forgot your Password?** link as shown in Figure 383 below.

Figure 383. Single Sign On Page (Forgot Your Password? Link)

[Forgot your Password?](#) | [Forgot your User Id?](#) | [Register ?](#)

BUREAU OF THE Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Log In To: <https://ocnet.fms.treas.gov/index.html>

Select an authentication method and enter your credentials

Log In using your Fiscal Service ID:

SSO User ID and Password

SecurID Token

PKI Certificate

To log in using your Fiscal Service Single Sign On User ID and Password.

User ID:

Password:

[Forgot your User Id?](#)

[Forgot your Password?](#)

WARNING
WARNING
WARNING

NOTE

You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

This system may contain Sensitive But Unclassified (SBU) data that requires specific data privacy handling requirements as dictated by law, mandate or government agency.

[Accessibility](#) | [Contacts](#) | [Privacy Policy](#)
U. S. Department of the Treasury - Bureau of the Fiscal Service

2. The Treasury *Self Service* page appears. Enter the characters that you see in the image in the text box and click **Next** (see Figure 384).

Figure 384. Forgot Your Password Page

TREASURY
FINANCIAL MANAGEMENT SERVICE

Treasury User Provisioning

Treasury Self Service

53259020

In the space below, enter the text that you see in the image above.

- The *Treasury Enterprise ID* page appears. Enter your **Treasury Login** (User ID) and click **Next** (see Figure 385).

Figure 385. Enter Treasury Enterprise ID (User ID)

Logout | SWITCH APPLICATION | HELP

Treasury User Provisioning

Please enter your Treasury Enterprise ID

Treasury Login : *

Click "Next" to have an email sent to you with instructions for resetting your password.
You will be required to answer the secondary authentication questions that you have previously setup for your account. * indicates a required field

Next>> | Cancel

- A confirmation page appears. Click **Finish** (see Figure 386).

You will receive an email to your official email address with further instructions to complete the Self-Service Account/Password Reset process.

Figure 386. Password Request Confirmation

Logout | SWITCH APPLICATION | HELP

Treasury User Provisioning

Confirmation

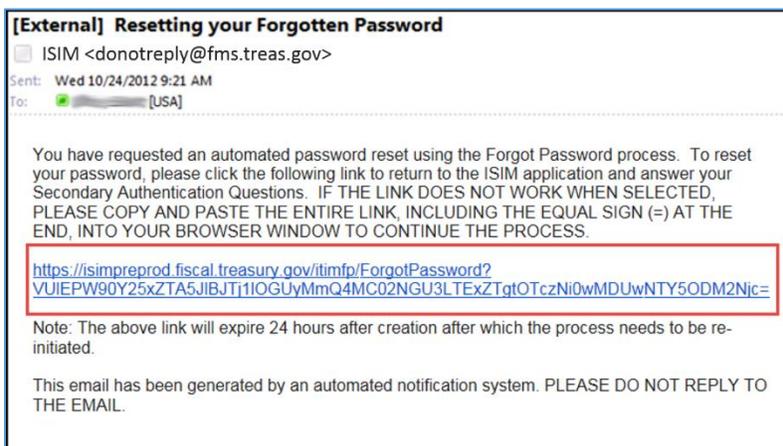
Your request to reset your password has been initiated. If your account exists in the system, an email with further instructions will be sent to your email address on record. Please check your email and follow the instructions to automatically reset your password. If you do not receive an email in 30 minutes, or if you need assistance resetting your password, please contact your Manager/Administrator, Application CBAF, or the Fiscal IT Service Desk at (304) 480-7777.

Finish

- Check your email. After you received the email link to reset your password, copy and paste the entire link (including the equal sign "=") in the web browser.

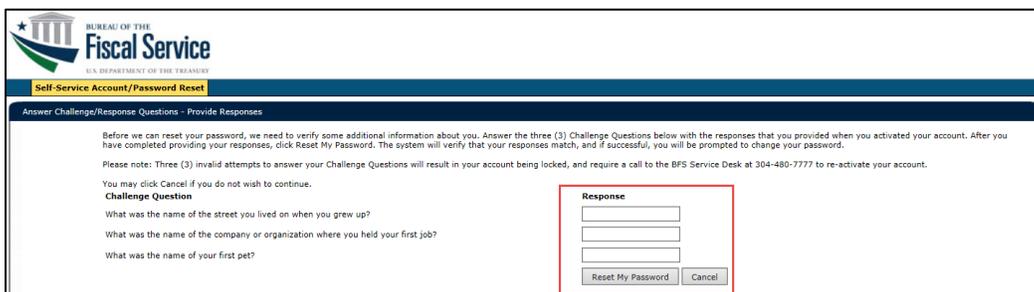
Each reset password web link is unique. The link shown below is for example purposes only.

Figure 387. Resetting Your Forgotten Password Email



6. The *Answer Challenge/Responses Questions Provide Responses* page appears. Enter your answers for the challenge questions and click **Reset My Password** (see Figure 388).

Figure 388. Answer Challenge/Response Questions - Provide Responses



7. The *Answer Challenge/Response Questions – Change Password* page appears. Enter your **New Password** and **Confirm New Password** and click **Change My Password** (see Figure 389).

Figure 389. Answer Challenge/Response Questions - Change Password

BUREAU OF THE Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Self-Service Account/Password Reset

Answer Challenge/Response Questions - Change Password

Your responses were successfully validated.

Please create a new password with the following requirements and click Change My Password:

- Must be at least 12 characters long.
- Must contain at least one uppercase letter.
- Must contain at least one lowercase letter.
- Must contain at least one numeric character.
- Must contain at least one special character from this set: !@#\$%^&*()_+==
- Must not repeat any of your last ten (10) passwords.
- Must not have been your password during the last ten (10) days.
- Must not be a word in a language, slang, dialect, or jargon.
- Must not be related to personal identity, history, environment, or other personal associations.
- Must not be shared or displayed in plain view.

You may click Cancel if you do not wish to continue.

New Password

Confirm New Password

8. The *Challenge/Response Questions – Completed* page appears. Click **Close Browser** (see Figure 390).

Figure 390. Answer Challenge/Response Questions - Completed

BUREAU OF THE Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Self-Service Account/Password Reset

Answer Challenge/Response Questions - Completed

A request has been submitted to reset your password.

Click Close Browser to end the Self-Service Account/Password process.



Reset Password

To reset your password, complete the following steps:

1. From the Fiscal Service Single Sign On page, click **Forgot your Password?**. The *Self-Service Account/Password Reset* page appears.
2. Enter the characters that you see in the image in the text box and click **Next**. The *Treasury Enterprise ID* page appears.
3. Enter your **Treasury Login (User ID)** and click **Next**. A confirmation page appears.
4. Click **Finish**.



Application Tip

You will receive an email (Resetting your Forgotten Password) to your official email address with further instructions to complete the Self-Service Account/Password Reset process.

5. Check your email. After you received the email link to reset your password, copy and paste the entire link (including the equal sign "=") in the web browser. The *Answer Challenge/Responses Questions Provide Responses* page appears.



Application Tip

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



Application Tip

The email is generated by an automated notification system. The link expires 24 hours after creation after which the process needs to be reinitiated.

6. Enter your answers for the challenge questions and click **Reset My Password**. The *Answer Challenge/Response Questions – Change Password* page appears.

**Application Tip**

Three invalid attempts to answer your challenge questions will result in your account being locked. If your account is locked, call the Customer Support at 866-945-7920 or DSN 510-428-6824, Options 1, 3, 4 to reactivate your account.

7. Enter your **New Password** and **Confirm New Password** and click **Change My Password**. The *Challenge/Response Questions – Completed* page appears.
8. Click **Close Browser**.

Topic 5. Navigating the OTCnet Home Page

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

OTCnet Main Menu

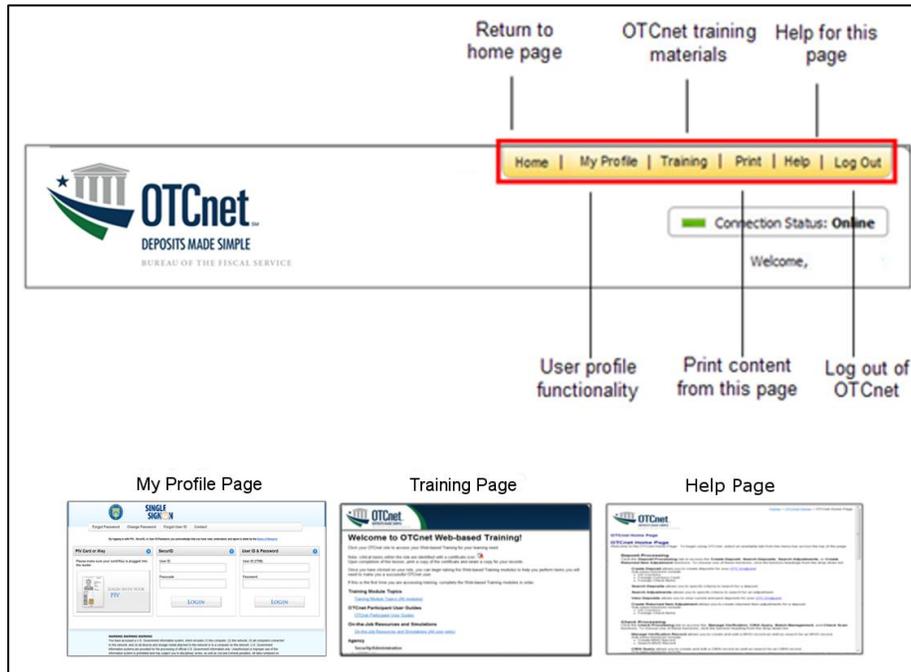
To access the OTCnet Main Menu, log in with your User ID and Password by accessing <https://otcnet.fms.treas.gov>. Table 96 below provides a list of the Main Menu options available to you and accessible on the upper right corner of the OTCnet application (highlighted in yellow).

Table 96. Main Menu Link Descriptions

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

For an image of the Main Menu, see Figure 391 below. The links are accessible on the upper right side of the OTCnet home page.

Figure 391. OTCnet Main Menu Page



Deposit Processing Tab Functionality

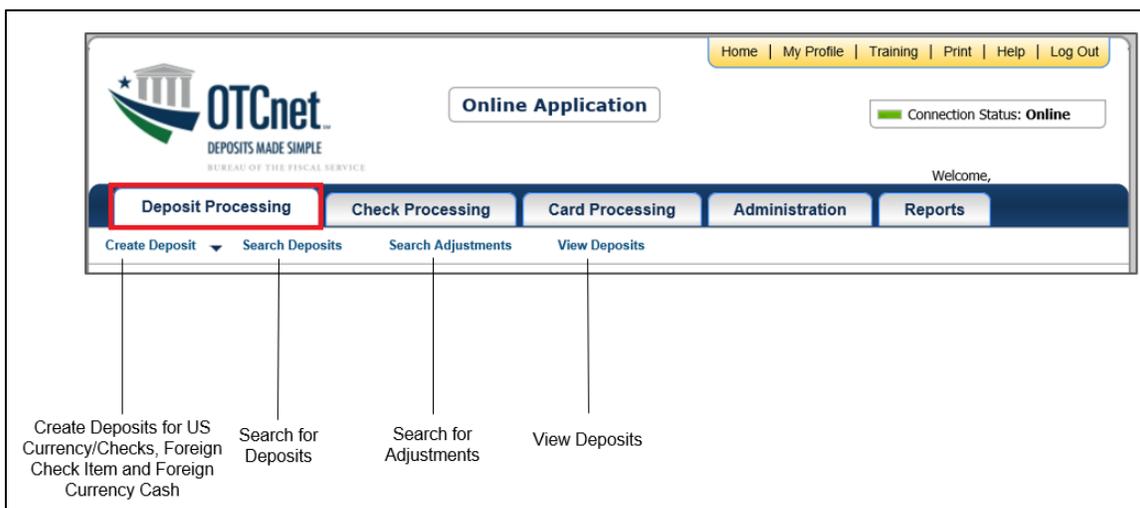
To access the OTCnet Deposit Processing functionality, log in with your user id and password. Table 97 provides a list of the Deposit Processing functions that are available to you.

Table 97. Deposit Processing Tab Descriptions

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

For an image of the Deposit Processing tab, see **Error! Reference source not found.** below. Depending on your user role, you may not see all functionality shown in the image.

Figure 392. Deposit Processing Tab



Check Processing Tab Functionality

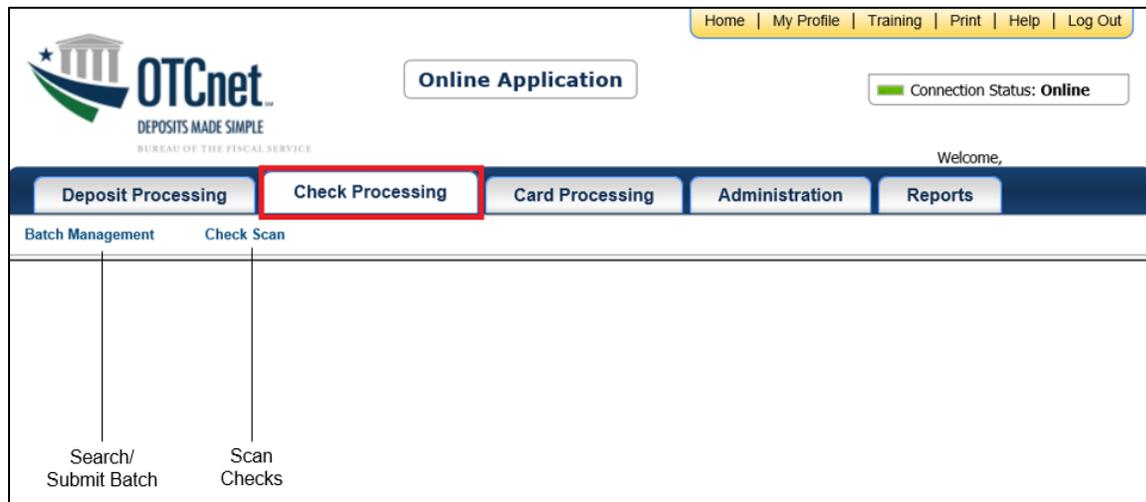
Table 98 below provides a list of the Check Processing functions that exist within OTCnet.

Table 98. Check Processing Tab Descriptions

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

For an image of the Check Processing tab, see **Error! Reference source not found..** You may not have access to this functionality at this time.

Figure 393. Check Processing Tab



Administration Tab Functionality

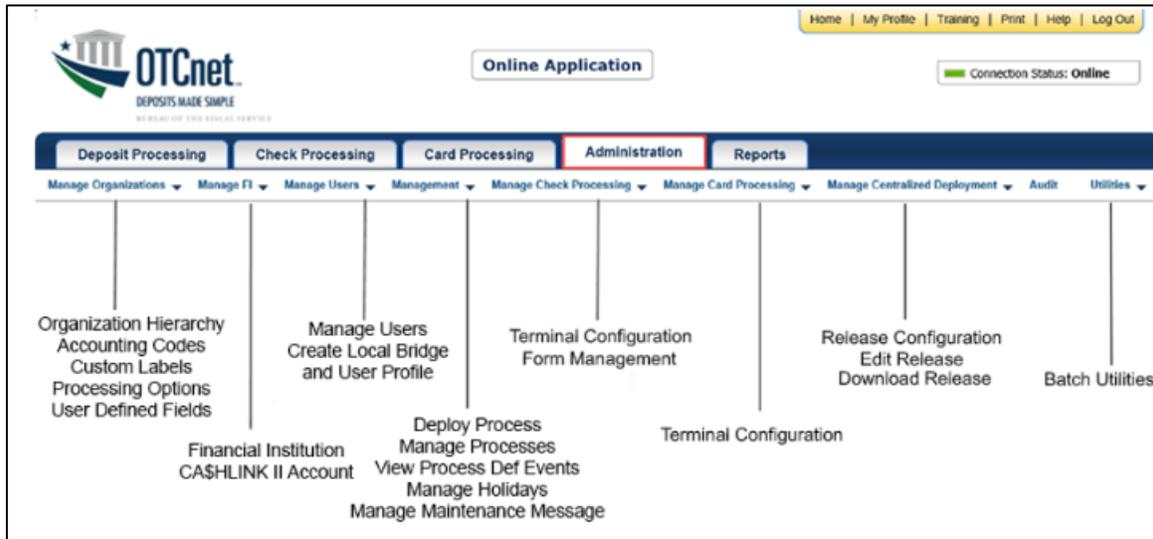
To access the OTCnet Administration functionality, log in with your user id and password. Table 99 below provides a list of the Administration functions that are available.

Table 99. Administration Tab Descriptions

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

For an image of the Administration tab, see **Error! Reference source not found..** Depending on you user role, you may not see all functionality shown in the image.

Figure 394. Administration Tab



Reports Tab Functionality

To access the OTCnet Reports functionality, log in with your user id and password. Table 100 below provides a list of the Reports functions that are available to you. Depending on your user role, you will only see reports that you have access to view and download.

Table 100. Reports Tab Descriptions

Function	Description
Deposit Processing Reports	Allows a user to view and download Business, Security and Administration reports.
Check Processing Reports	Allows a user to access Check Processing reports. You may not have access to this functionality at this time.
Historical Reports	Provides historical deposit, deposit adjustment and returned item adjustment transaction data.

For an image of the Reports tab, see **Error! Reference source not found..** Depending on you user role, you may not see all functionality shown in the image.

Figure 395. Reports Tab



Topic 6. Viewing Deposits

As a **FRB Viewer**, you can view deposit vouchers. You may view deposits to locate those in process or see deposit transactions belonging to others in the organization.

You will you have permission to only view certain deposits. The deposit Status types available for viewing are included in Table 101 below.

Table 101. Deposit Statuses

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

View a Deposit

1. Click the Deposit Processing tab and click View Deposits (see Figure 396).

Figure 396: Select View Deposits



2. The *View Deposits* page appears. From the **Select Display** drop-down menu, select **My Deposits in Process, Adjustments in Error, Deposits in Error, or Deposits Within My Organization** (see Figure 230 below).

- **My Deposits in Process (Default)**: Displays deposits that need some type of action (e.g. Draft, Awaiting Approval, Submitted, Rejected, and Confirmed) and is based on user permissions.

If the user only has an **FI Viewer** or **FRB Viewer** role and selects this page, it returns no results. If the user is a **Deposit Confirmer** or **FRB Confirmer**, the table displays the column indicating the Confirm option to allow for multiple confirmations at the same time. For all other user roles, this column is hidden.

- **Adjustments in Error**: Displays adjustments that have validation errors awaiting acknowledgement by the financial institution that the error has been resolved.

The **Adjustments in Error** page displays any CA\$HLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CA\$HLINK II validation errors. To document why the error occurred and how the error was resolved, select the Voucher Number link is selected. This page only returns results for the **Deposit Confirmer** and **FI Viewer** roles. Other roles will have the ability to select this page from the dropdown, but will see no results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).

- **Deposits in Error**: Displays deposits that have validation errors awaiting acknowledgement by the financial institution that the error has been resolved. If you have **Deposit Confirmer** or **FI Viewer** privileges, the **Deposits in Error** details appears.

The **Deposits in Error** page displays any CA\$HLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CA\$HLINK II validation errors. To document why the error occurred and how the error was resolved, select the Voucher Number link is selected. This page only returns results for the **Deposit Confirmer** and **FI Viewer** roles. Other roles will have the ability to select this page from the dropdown, but will see no results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).

- **Deposits Within My Organization**: Displays a list of deposits that have been entered in the system, based on the agency endpoint or financial institution to which the user has access. If you have **Deposit Confirmer** or **FI Viewer** privileges, the **Deposits Within My Organization** details appears.

The **Deposits Within My Organization** page displays voucher dates in reverse chronological order (including future dated deposits) and the status within (i.e. Draft, Submitted, Rejected, and Confirmed). The number of deposits displayed is based upon the display days processing options defined for the OTC Endpoint that the agency user has permission to view. If the user has permission for more than one OTC Endpoint, the processing option with the greatest number of days is used. If the user is an **FI Viewer** or an **FS Viewer**, the number of display days is set at 45.

- Click the Voucher Number of the deposit which you would like to view. By default, up to 10 records are displayed per page. To change the number of records displayed per page, select from the drop-down menu options next to the record count (see Figure 230).

Figure 397. View Deposits Page

View Deposits

Select Display:
My Deposits in Process

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

Today's Date: 11/04/2014

<< < 1-10 > >> of 13 Records

Voucher	Status	Date mitted	Voucher Date	OTC Endpoint	ALC	Deposit Total	Confirm
623077	DRAFT	21/2012	05/21/2012	37922	00000000	12,500.00	<input type="checkbox"/>
620949	DRAFT	09/2012	03/09/2012	37922	00000000	50.25	<input type="checkbox"/>
620928	DRAFT	09/2012	03/09/2012	37922	00000000	450.25	<input type="checkbox"/>
620482	SUBMITTED	16/2012	02/16/2012	37928	00000000	800.00	<input type="checkbox"/>
620481	SUBMITTED	02/16/2012	02/16/2012	37926	00000000	800.00	<input type="checkbox"/>
620480	SUBMITTED	02/16/2012	02/16/2012	37925	00000000	800.00	<input type="checkbox"/>
620478	SUBMITTED	02/16/2012	02/16/2012	37923	00000000	800.00	<input type="checkbox"/>
620477	SUBMITTED	02/16/2012	02/16/2012	37922	00000000	700.00	<input type="checkbox"/>
600501	REJECTED	02/13/2012	02/13/2012	37928	00000000	100.00	<input type="checkbox"/>
600460	REJECTED	08/04/2011	08/04/2011	37928	00000000	1.00	<input type="checkbox"/>

Next »

Return Home

If your Financial Institution makes an adjustment to a deposit it appears in the Adj. (Adjustment) column of the Deposit Transactions section of the table. To view additional details, click the appropriate Voucher Number. The *View Confirmed Deposit* page appears. Under Adjustment Information, click the Voucher Number to view the deposit adjustment details.



View a Deposit

To view a deposit:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposit* page appears.
3. From the **Select Display** drop-down menu select **My Deposits in Process**, **Adjustments in Error**, **Deposits in Error**, or **Deposits Within My Organization**



Application Tip

The **Select Display** options include:

- **My Deposits in Process:** Displays deposits that need some type of action (e.g. Draft, Awaiting Approval, Submitted, Rejected, and Confirmed) and is based on user permissions.

If the user only has an **FI Viewer** or **FRB Viewer** role and selects this page, it returns no results. If the user is a **Deposit Confirmer** or **FRB Confirmer**, the table displays the column indicating the Confirm option to allow for multiple confirmations at the same time. For all other user roles, this column is hidden.

- **Adjustments in Error:** Displays adjustments that have validation errors awaiting acknowledgement by the financial institution that the error has been resolved.
- The **Adjustments in Error** page displays any CASHLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CASHLINK II validation errors. To document why the error occurred and how the error was resolved, select the Voucher Number link is selected. This page only returns results for the **Deposit Confirmer** and **FI Viewer** roles. Other roles will have the ability to select this page from the dropdown, but will see no results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).



Application Tip (continued)

- **Deposits in Error:** Displays deposits that have validation errors awaiting acknowledgement by the financial institution that the error has been resolved. If you have **Deposit Confirmer** or **FI Viewer** privileges, the **Deposits in Error** details appears.

The **Deposits in Error** page displays any CASHLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CASHLINK II validation errors. To document why the error occurred and how the error was resolved, select the Voucher Number link is selected. This page only returns results for the **Deposit Confirmer** and **FI Viewer** roles. Other roles will have the ability to select this page from the dropdown, but will see no results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).

- **Deposits Within My Organization:** Displays a list of deposits that have been entered in the system, based on the agency endpoint or financial institution to which the user has access. If you have **Deposit Confirmer** or **FI Viewer** privileges, the **Deposits Within My Organization** details appear.
- The Deposits Within My Organization page displays voucher dates in reverse chronological order (including future dated deposits) and the status within (i.e. Draft, Submitted, Rejected, and Confirmed). The number of deposits displayed is based upon the display days processing options defined for the OTC Endpoint that the agency user has permission to view. If the user has permission for more than one OTC Endpoint, the processing option with the greatest number of days is used. If the user is an **FI Viewer** or an **FS Viewer**, the number of display days is set at 45.

4. Click the Voucher Number of the deposit which you would like to view.



Application Tip

By default, up to 10 records are displayed per page. To change the number of records displayed per page, select from the drop-down menu options next to the record count.



Application Tip

If your Financial Institution makes an adjustment to a deposit it appears in the **Adj.** (Adjustment) column of the **Deposit Transactions** section of the table. To view additional details, click the appropriate **Voucher Number**. The *View Confirmed Deposit* page appears. Under **Adjustment Information**, click the **Voucher Number** to view the deposit adjustment details.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit (Visible if a user has Deposit Confirmer privileges)
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Delete** to eliminate the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Voucher Event State** to view voucher details.
- Click **Next** to advance to the next page. (Visible only in My Deposits in Process view)
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Adjust** to adjust a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Save as Draft** to save the information without submitting the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Submit** to complete the process and display the Confirmation page. (Visible if a user has Deposit Approver privileges.)
- Click **Update CAN/ACCT Key** to update the account number assigned to a deposit. (Visible if a user has Deposit Confirmer privileges.)
- Click **Add Adjustment** to adjust a deposit. (Not visible for Foreign Check Items.)

Topic 7. Searching Deposits

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

To search for a deposit, select the **Search Deposits** function. The **Search Deposits** function enables you to search for a deposit voucher using one or more criteria. If you do not specify any criteria, the search results will include all deposits in the system that you have access to view. You can run additional searches; the Search Results table that appears will be cleared and re-populated with the results of the new search. See Table 102 for search criteria fields.

Table 102. Search Criteria Fields

Search Criteria Groupings	Search Criteria Fields
Search Conditions	<ul style="list-style-type: none"> • Organization • OTC Endpoint • ALC • Prepared by • Voucher Number • Deposit Status • Agency Block 6 • Deposit Type
Voucher Date	<ul style="list-style-type: none"> • From and To Date
Deposit Date	<ul style="list-style-type: none"> • From and To Date
Deposit Total	<ul style="list-style-type: none"> • From and To Total
Financial Institution Information	<ul style="list-style-type: none"> • Routing Transit Number • Demand Deposit Account • CASHLINK II Account Number • FRB Account Key • FRB Cost Center Work Unit

Under the **Search Deposits** function, if you run a search without specifying any criteria, the search results include all deposits in the system that you have access to view (see Table 103).

Table 103. Search Results Deposit Statuses

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

Search and Locate Deposits Using One or More Criteria

1. Click the **Deposit Processing** tab and select **Search Deposits** to enter the search criteria for your deposit (see Figure 398).

Figure 398: Search Deposits



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

Search Conditions fields (see Figure 399) include selecting the,

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

Figure 399: Search Conditions

You may also search by entering **Financial Institution Information** which includes the **RTN (Routing Transit Number)**, **DDA (Demand Deposit Account)**, **CAN (CA\$HLINK Account Number)**, **FRB Account Key** and **FRB CCWU (Cost Center Work Unit)**. See Figure 400.

Figure 400: Financial Institution Information

You can search by selecting a **Voucher Date** or **Deposit Date** range. You may also choose to search by a **Deposit Total** range (see Figure 401 below).

Figure 401: Voucher Date, Deposit Date and Deposit Total

The screenshot shows three distinct search criteria sections, each with 'From:' and 'To:' input fields. The first section is titled 'Voucher Date' and contains two date pickers. The second section is titled 'Deposit Date' and also contains two date pickers. The third section is titled 'Deposit Total' and contains two numeric input fields. Each input field has a small icon to its right, likely for opening a calendar or numeric keypad.

Additional criteria search options for deposits include **User Defined Field Information**, if designated by your agency (see Figure 402 below).

Figure 402: User Defined Field Information

The screenshot displays a 'User Defined Field Information' section with two sub-sections. The 'Deposit UDF' section includes 'the bank employee:' and 'the issue field:' labels, each followed by a text input field. The 'Accounting Subtotal UDF' section includes a 'Kind of deposit:' label with a dropdown menu showing 'Select...', and a 'percent of cash deposit:' label followed by a text input field. At the bottom right of the form are three buttons: 'Cancel', 'Clear', and 'Search' (which is highlighted with a red border).

3. The *Search Results* table appears (see Figure 403). Click the **Voucher Number** of the deposit details you would like to view.

Figure 403: Search Results Table

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

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

See *Viewing Deposits* in the Deposit Processing User Participant Guide for additional ways you can search for deposit information.



Search for a Deposit

To search for a deposit:

1. Click the **Deposit Processing** tab.
2. Select **Search Deposit**. The *Search Deposit* page appears.
3. Enter the search criteria for the deposit you would like to view, and click **Search**.

Under **Search Conditions**, *optional*

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

Under **Financial Institution Information**, *optional*

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

Under **User Defined Field Information**, *if applicable, optional*

- Enter the **Deposit UDF (User Defined Fields)**
- Enter the **Accounting Subtotal UDF details**



Application Tip

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

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



Application Tip

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



Application Tip

Additional buttons on the page for performing other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Edit** to modify the deposit draft. (Visible if a user has Deposit Preparer privileges.)
- Click **Previous** to return to the previous page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher events.

Downloading Deposit Information

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

Click the **Deposit Processing** tab and select **Search Deposits** to enter the search criteria for your deposit (refer to Figure 31).

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

To search criteria under **Search Conditions**, refer to Figure 32.

To enter search criteria under **Financial Institution Information** details, refer to Figure 400.

To enter **User Defined Field Information** details, refer to Figure 402.

2. The *Search Results* table appears. Click the **Download** button (see Figure 404).

Figure 404: Download Button

Click the voucher number of the deposit you would like to view additional details. Download Search Results?

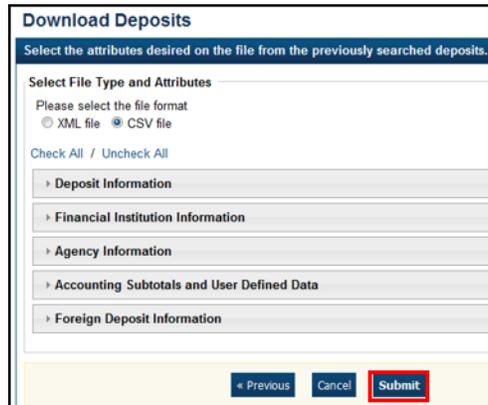
Download

<< < 1-6 > >> of 6 Records

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

3. Select the **XML file** or **CSV file** as the file format (see Figure 405).

Figure 405: File Format



The screenshot shows a web interface titled "Download Deposits". At the top, it says "Select the attributes desired on the file from the previously searched deposits." Below this, there is a section "Select File Type and Attributes" with the instruction "Please select the file format". There are two radio buttons: "XML file" (unselected) and "CSV file" (selected). Below the radio buttons are links for "Check All" and "Uncheck All". There are five expandable sections, each with a right-pointing arrow: "Deposit Information", "Financial Institution Information", "Agency Information", "Accounting Subtotals and User Defined Data", and "Foreign Deposit Information". At the bottom of the form are three buttons: "Previous" (with a left arrow), "Cancel", and "Submit" (highlighted with a red border).

Check the desired attributes that you want to download for **Deposit Information**, **Financial Institution Information**, **Agency Information**, **Accounting Subtotals and User Defined Data** and **Foreign Deposit Information** (see

Figure 406), then click **Submit**.

Figure 406: Download Attributes Selection

Download Deposits

Select the attributes desired on the file from the previously searched deposits.

Select File Type and Attributes

Please select the file format

XML file CSV file

Check All / Uncheck All

Deposit Information

Voucher #

Voucher Date

Text format(2006-03-17)

Number format(20060317)

Deposit Date

Text format(2006-03-17)

Number format(20060317)

OTC Endpoint - Org Code

OTC Endpoint - Org Name

ALC

Deposit Total

Checks and Money Orders Subtotal

Currency Subtotal

Coin Subtotal

Currency Denominations and Amounts

Coin Denominations and Amounts

Voucher Type

Status

Created By

Created Date/Time

Text format(2006-03-17 19:30:06)

Number format(20060317)

Submitted by

Submitted Date/Time

Text format(2006-03-17 19:30:06)

Number format(20060317)

Confirmed by

Confirmed Date/Time

Text format(2006-03-17 19:30:06)

Number format(20060317)

Rejected by

Rejected Date/Time

Text format(2006-03-17 19:30:06)

Number format(20060317)

Financial Institution Information

Financial Institution Name

RTN

DDA

CASHLINK Extract Date/Time

Text format(2006-03-17 19:30:06)

Number format(20060317193006)

CAN/Account Key

CCWU

1Day Deferred Amount

2Day Deferred Amount

Financial Institution Comments

Agency Information

Agency Use(Block 6)

Alternate Agency Contact

Fiscal Year

Receipts Processed From/To

Text format(2006-03-17)

Number format(20060317)

Accounting Subtotals and User Defined Data

Deposit UDFs

UDF#1

UDF#2

UDF#3

Deposit Accounting Code Subtotals

UDF#1

UDF#2

Foreign Deposit Information

Currency Code

Foreign Currency Amount

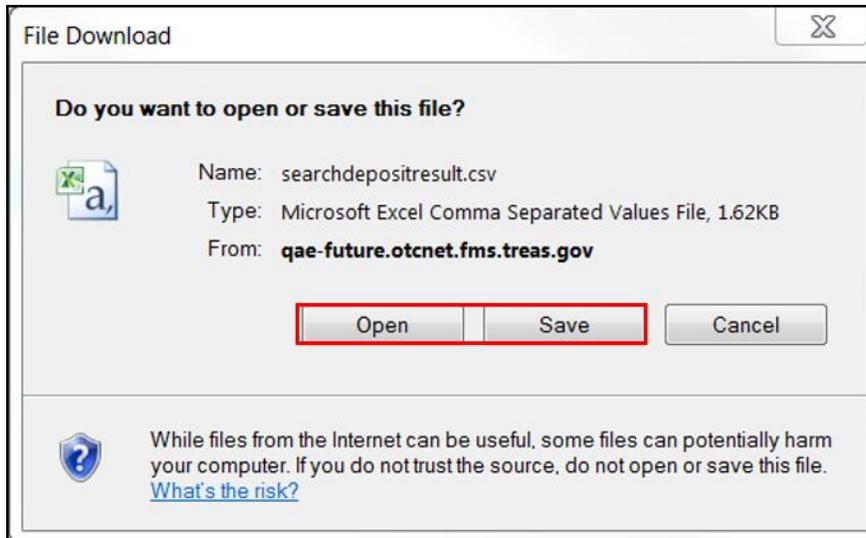
Exchange Rate

Transaction ID

Execution ID

4. The *File Download dialog* box appears. Click **Open** or **Save** (see Figure 407). If you click **Open**, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Figure 407: File Download



Download Search Results for a Deposit

To download the search results of a deposit:

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



Application Tip

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



Application Tip

Additional buttons on the page help you perform other tasks:

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

Topic 8. Searching Adjustments

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

To search for an adjustment to a **US Currency** or **Foreign Check Items** deposit, click the **Search Adjustments** function. The **Search Adjustments** function enables you to search for a deposit voucher using one or more criteria. If you do not specify any criteria, the search results include all deposits in the system that you have access to view. If you run additional searches, the Search Results table repopulates with the results of the new search. See Table 104 below for search criteria fields.

Table 104. Search Criteria Fields

Search Criteria Groupings	Search Criteria Fields
Search Conditions	<ul style="list-style-type: none"> • Organization • OTC Endpoint • ALC • Adjustment Category • Voucher Number • Adjustment Type • Prepared By • Adjustment Reason
Voucher Date	<ul style="list-style-type: none"> • Date Range
Adjustment Amount	<ul style="list-style-type: none"> • Total Range
Deposit Date	<ul style="list-style-type: none"> • Date Range
Original Deposit Date	<ul style="list-style-type: none"> • Date Range
Financial Institution Information	<ul style="list-style-type: none"> • Routing Number • Demand Deposit Account • CASHLINK II Account Number • FRB Account Key • FRB Cost Center Work Unit

Searching Adjustments Using Select Criteria

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

1. Click the **Deposit Processing** tab and click **Search Adjustments** to enter the search criteria (see Figure 408 below).

Figure 408: Search Adjustments



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

Search Conditions fields (see Figure 409 below) include selecting any or all of the following:

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

Figure 409: Search Conditions

Step 1 of 5: Enter Search Criteria

Enter search criteria for the adjustment(s) you would like to view.

Search Conditions

OTC Endpoint:

ALC:

Adjustment Category:

Voucher #:

Adjustment Type:

Prepared by:

Adjustment Reason:

Voucher Date

From:
 

To:
 

You may also search by entering **Adjustment Amount** range, **Deposit Date**, **Original Deposit Date** and **Financial Institution Information**, which includes the **RTN (Routing Transit Number)**, **DDA (Demand Deposit Account)**, **CAN (CA\$HLINK Account Number)** **FRB Account Key** and **FRB CCWU (Cost Center Work Unit)**. See Figure 410 below.

Figure 410: Additional Search Criteria

Adjustment Amount

From:

To:

Deposit Date

From:

To:

Original Deposit Date

From:

To:

Financial Institution Information

RTN:

DDA:

CAN:

FRB Account Key:

FRB CCWU:

- The *Search Results* table appears (see Figure 411 below). Click the **Voucher Number** of the adjustment whose details you would like to view.

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

Figure 411: Search Results Table

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

Search and View an Adjustment

To search for and view an adjustment:

1. Click the **Deposit Processing** tab.
2. Click **Search Adjustments**. The *Search Adjustments* page appears.
3. Enter the search criteria and click **Search**.

Under **Search Conditions**, *optional*

- Select an **Organization**
 - Select an **OTC Endpoint**
 - Enter an **ALC (Agency Location Code)**
 - Select an **Adjustment Category**
 - Enter a **Voucher #**
 - Select an **Adjustment Type**
 - Enter the **Prepared by** name
 - Select an **Adjustment Reason**
 - Enter the **From:** and **To:** Voucher Dates
 - Enter the **From:** and **To:** Adjustment Amount
 - Enter the **From:** and **To:** Deposit Date
 - Enter the **From:** and **To:** Original Deposit Date
4. The *Search Results* table appears. Click the **Voucher Number** of the adjustment whose details you would like to view.



Application Tip

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



Application Tip

Additional buttons on the page help you perform other tasks:

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

Downloading Adjustments

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

1. Click the **Deposit Processing** tab and click **Search Deposits** to enter the search criteria for your adjusted deposit (refer to Figure 408).
2. Enter the optional search criteria for the adjusted deposit you would like to view, and click **Search**. All references to figures can be found under Topic 6 of the previous section.

To search criteria under **Search Conditions**, refer to Figure 409.

To enter additional search criteria, refer to Figure 410.

3. The *Search Results* table appears. Click the **Download** button (see Figure 412 below). The *Download Adjustments* page appears.

Figure 412: Download Button

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

4. Select the **XML file** or **CSV file** as the file format (see Figure 413 below).

Figure 413: File Format

Download Adjustments

Select the attributes desired on the file from the previously searched adjustments.

Select File Type and Attributes

Please select the file format

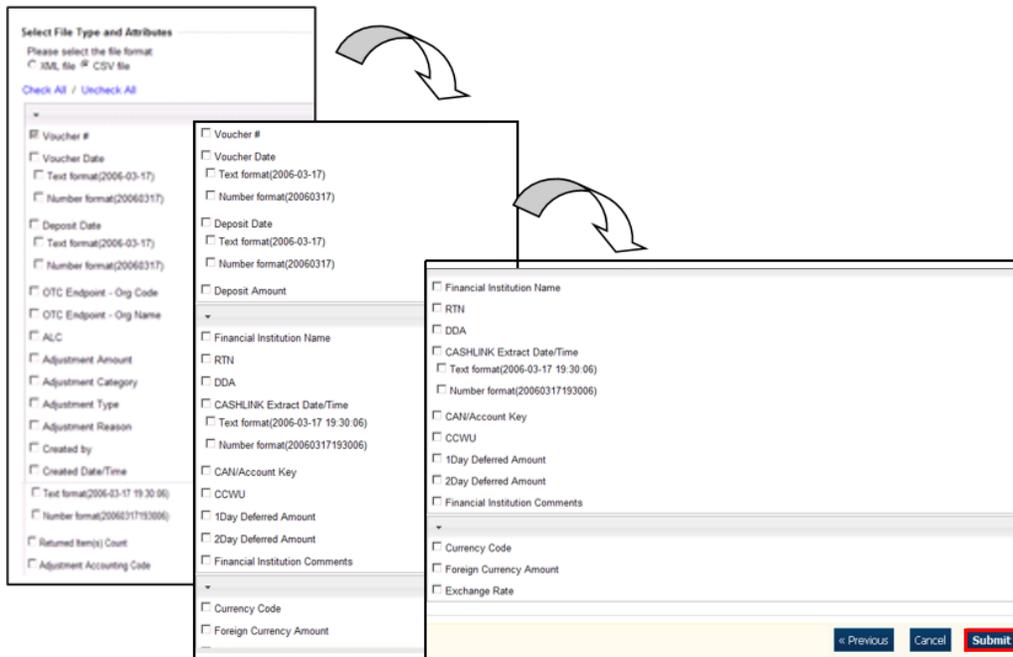
XML file CSV file

[Check All](#) / [Uncheck All](#)

- Adjustment Information
- Original Deposit Information
- Financial Institution Information
- Foreign Return Item Information

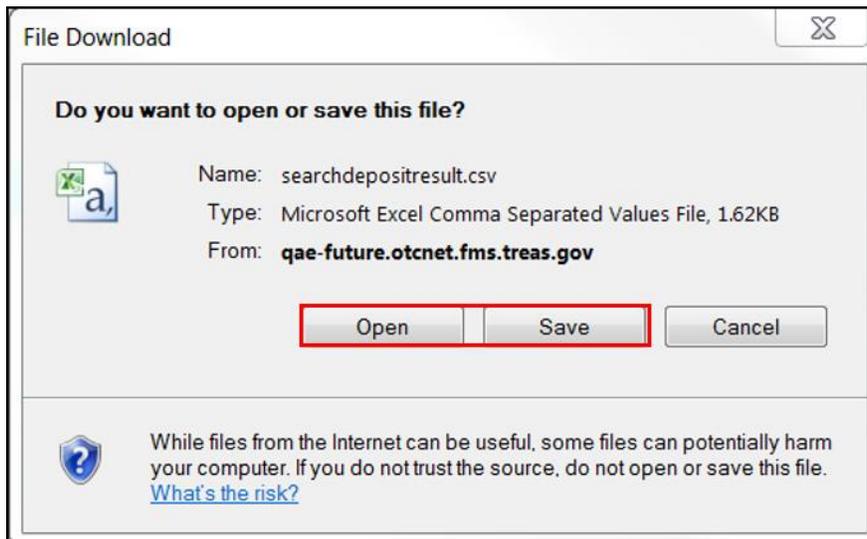
Check the desired attributes that you want to download for **Adjustment Information**, **Original Deposit Information**, **Financial Institution Information**, and **Foreign Return Item Information** (see Figure 414 below), then click **Submit**.

Figure 414: Attributes for Download



5. The *File Download* dialog box appears. Click **Open** or **Save** (see Figure 415 below). If you click **Open**, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Figure 415: File Download



Download Search Results

To download the search results of a deposit:

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



Application Tip

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



Application Tip

Additional buttons on the page help you perform other tasks:

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

Topic 9. Viewing Reports

As a user or viewer of the Deposit Processing functionality, you may access one or more of the **Business Reports**, **Administration Reports** or **Historical Reports**. You may need to view or download report for adjustment activity, user information, voucher status, or for any another reason. Each report provides deposit information specific to the select type of data requested. Table 105 below outlines the purpose of each report type.

Table 105. Types of Reports and Purpose

Report	Purpose of Report
Business	Provides specific reporting detail for deposit and adjustment activity by type, status and processing options for Agencies and Financial Institutions
Administration	Provides specific reporting detail for interfaces with CIR*, as well as detailed information about completed and in progress vouchers
Historical	Provides historical deposit, deposit adjustment and returned item adjustment transaction data

*The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).

Topic 10. Reports by User Role

Access to view reports in OTCnet is dependent on your user role. **Error! Reference source not found.** below shows the OTCnet user roles that have access to each OTCnet report. Reports are grouped into the following categories:

- Business Reports
- Security Reports
- Administration Reports
- Historical Reports

Table 106. Business Reports by Federal Program Agency User Roles

Business Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Adjustment Activity (FI)							
Adjustments By OTC Endpoint	•	•			•		
Daily Voucher Report			•	•			
Deposit Activity (FI)							
Deposits By Accounting Code	•	•			•		
Deposits By OTC Endpoint	•	•			•		
Deposit History By Status (FPA)	•	•			•		
Non-Reporting OTC Endpoint	•	•	•	•	•		
Processing Options by Agency EP			•	•			

Table 107. Business Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

Business Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Adjustment Activity (FI)	•		•			
Adjustments By OTC Endpoint						
Daily Voucher Report						
Deposit Activity (FI)	•		•			
Deposits By Accounting Code						
Deposits By OTC Endpoint						
Deposit History By Status (FPA)						
Non-Reporting OTC Endpoint						
Processing Options by Agency EP						

Table 108. Security Reports by Federal Program Agency User Roles

Security Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Primary Access Groups without a PLSA							
Users by Access Group (FI)							
Users by Access Group (FPA)						•	•
Users by Role (FI)							
Users by Role (FPA)						•	•
User Information						•	•

Table 109. Security Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

Security Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Primary Access Groups without a PLSA						
Users by Access Group (FI)					•	•
Users by Access Group (FPA)						
Users by Role (FI)					•	•
Users by Role (FPA)						
User Information					•	•

Table 110. Administration Reports by Federal Program Agency User Roles

Admin. Reports/ Misc.	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
View TRS File Status ¹							
View Vouchers Complete	•	•			•		
View Voucher Event Log	•	•			•		
View Voucher Event Detail	•	•			•		
View Vouchers In Progress	•	•			•		
View Voucher Event Log	•	•			•		
View Voucher Event Detail	•	•			•		
Change Current State							
Acknowledge Error Resolution							

Legend: ¹ The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).

Table 111. Administration Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

Admin. Reports/ Misc.	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
View TRS File Status ¹	•	•	•	•		
View Vouchers Complete	•	•	•	•		
View Voucher Event Log	•	•	•	•		
View Voucher Event Detail	•	•	•	•		
View Vouchers In Progress	•	•	•	•		
View Voucher Event Log	•	•	•	•		
View Voucher Event Detail	•	•	•	•		
Change Current State						
Acknowledge Error Resolution	•	•				

Legend: ¹ The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).

Table 112. Historical Reports by Federal Program Agency User Roles

Historical Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Deposit Historical Report	•	•			•		
Adjustment Historical Report	•	•			•		

Table 113. Historical Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

Historical Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Deposit Historical Report	•	•	•	•		
Adjustment Historical Report	•	•	•	•		

Topic 11. Types of Reports

Business Reports

As a **FRB Viewer**, you may access one or more of the reports listed in Table 114. To obtain specific details for which reports each role may view or download, please refer to Table 106 – Table 107 above.

Table 114. Business Reports and Purpose

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

Administration Reports

As a **FRB Viewer**, you may access one or more of the reports listed in Table 115 below. To obtain specific details for which reports each role may view or download, refer to Table 110 – Table 111. Administration Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles.

Table 115. Administration Reports and Purpose

Administration Report	Purpose of Administration Report
View CIR File Status¹	The status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.
View Vouchers Completed	Allows you to view the status of deposit and adjustment vouchers that have completed processed through the FI System To System Interface in the past 36 hours.
View Vouchers in Progress	Allows you to view the status of deposit and adjustment vouchers in progress.

¹ The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).

Historical Reports

As a **Financial Reserve Bank Viewer**, you have access to the reports listed in Table 66 below. For details on which reports each role may view and download, refer to Table 112 – Table 113 .

Table 116. Deposit Processing Historical Report

Deposit Processing Historical Report	Purpose of Report
Deposit Historical Report	Allows you to view historical deposit transaction data.
Adjustment Historical Report	Allows you to view historical deposit adjustment and returned item adjustment transaction data.

Topic 12. Viewing Report Detail

Administration Reports

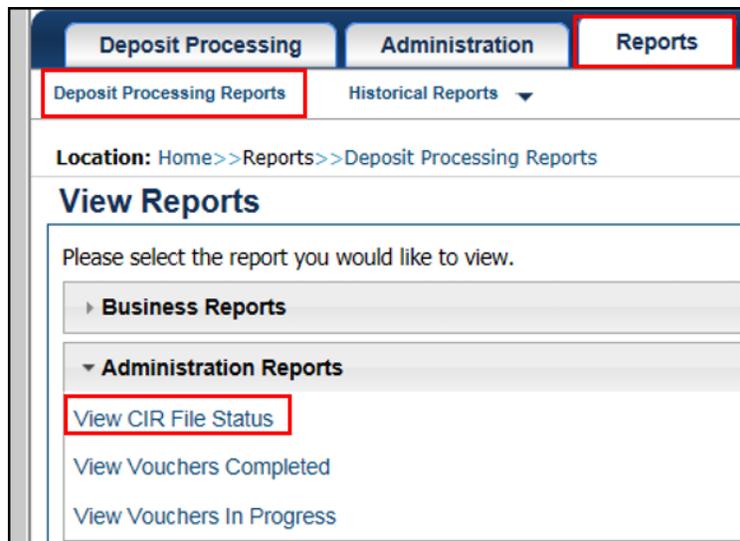
This section will provide you with detail of how to view and download **Administration Reports**. There are up to four **Administration Reports** you may choose to view. To print **Administration Reports** after downloading, right-click using a mouse and select the Print option.

View CIR File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View CIR File Status** (see Figure 416).

Note: The **Collections Information Repository (CIR)** was formerly referred to as **Transaction Reporting System (TRS)**.

Figure 416. View CIR File Status from Reports



- The *View CIR File Status* page appears (see Figure 417).

Under the **Transmission(s) Not Processed** section, click a **Transmission ID** of the CIR transmission details you would like to view.

The **Transmission(s) Not Processed** section displays report files that have not been successfully processed by CIR.

Or

Under the **All Transmission(s)** section, click a **Transmission ID** of the CIR transmission details or processing errors you would like to view.

The **All Transmission(s)** section displays all deposit report files regardless of transmission status or success.

Figure 417. View CIR File Status Page

View CIR File Status 1

Transmission(s) Not Processed:
Click on the Transmission ID to view the transmission details or processing errors.

Transmission ID	Status	Create Timestamp	Transmit Timestamp	Acknowledge Timestamp	CASHLINK Type	CASHLINK Acknowledge Timestamp
OTCNETTGA2016-06-17T13:45:270037	TRS-SENT	06/17/2016 01:45:27 PM ET	06/17/2016 01:47:44 PM ET		CLII	
OTCNETTGA2016-06-06T14:31:350036	TRS-SENT	06/06/2016 02:31:35 PM ET	06/06/2016 02:34:08 PM ET		CLII	
OTCNETTGA2016-05-17T12:00:380035	TRS-SENT	05/17/2016 12:00:38 PM ET	05/17/2016 12:02:36 PM ET		CLII	

All Transmission(s):
Click on the Transmission ID to view the transmission details or processing errors.

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

Transmission ID	Status	Create Timestamp	Transmit Timestamp	Acknowledge Timestamp	CASHLINK Type	CASHLINK Acknowledge Timestamp
OTCNETTGA2016-06-17T13:45:270037	TRS-SENT	06/17/2016 01:45:27 PM ET	06/17/2016 01:47:44 PM ET		CLII	
OTCNETTGA2016-06-06T14:31:350036	TRS-SENT	06/06/2016 02:31:35 PM ET	06/06/2016 02:34:08 PM ET		CLII	
OTCNETTGA2016-05-17T12:00:380035	TRS-SENT	05/17/2016 12:00:38 PM ET	05/17/2016 12:02:36 PM ET		CLII	

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

3. The *View CIR File Status Report* preview page appears (see Figure 418).

Under **Export as**,

- Select a **PDF**, **Excel** or **Word**
- Click **Download**

Or

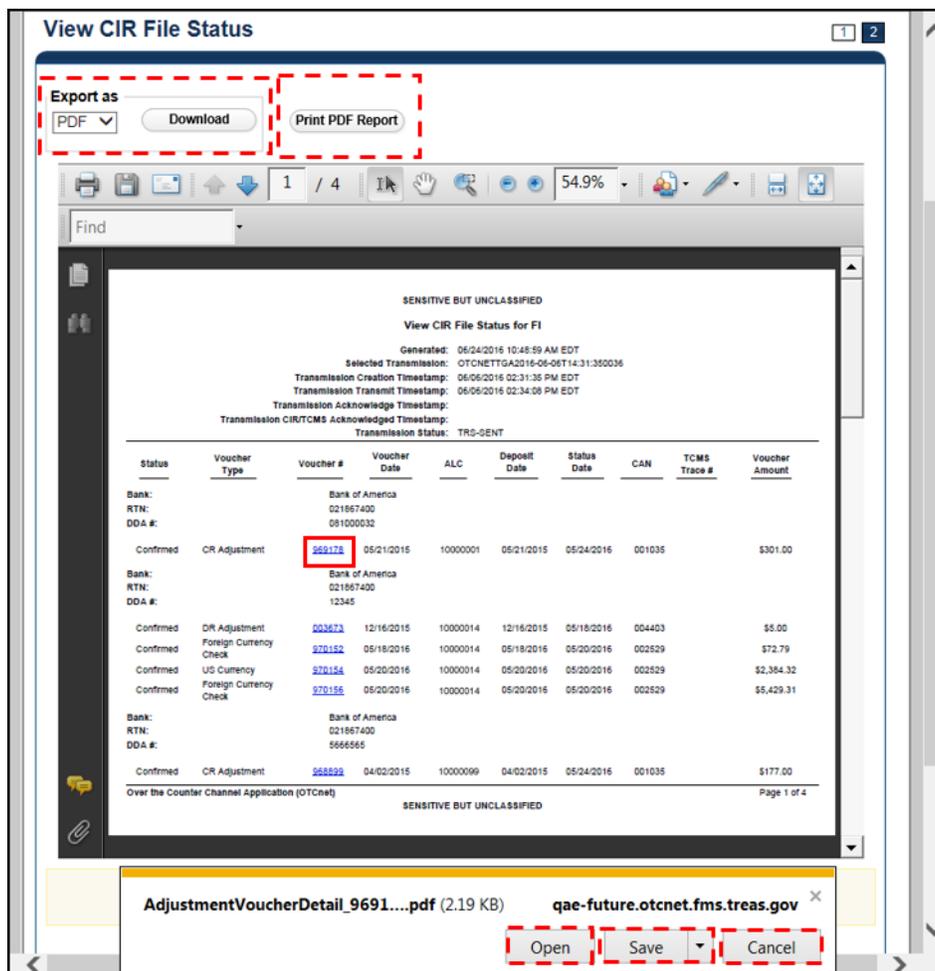
Click **Print PDF Report**

4. For further debit or adjustment voucher details, click the **Voucher #** hyperlink (see Figure 418).

5. *The AdjustmentVoucherDetail_XXXX.pdf download has completed* dialog box appears. Click **Open**, **Save** or **Cancel**.

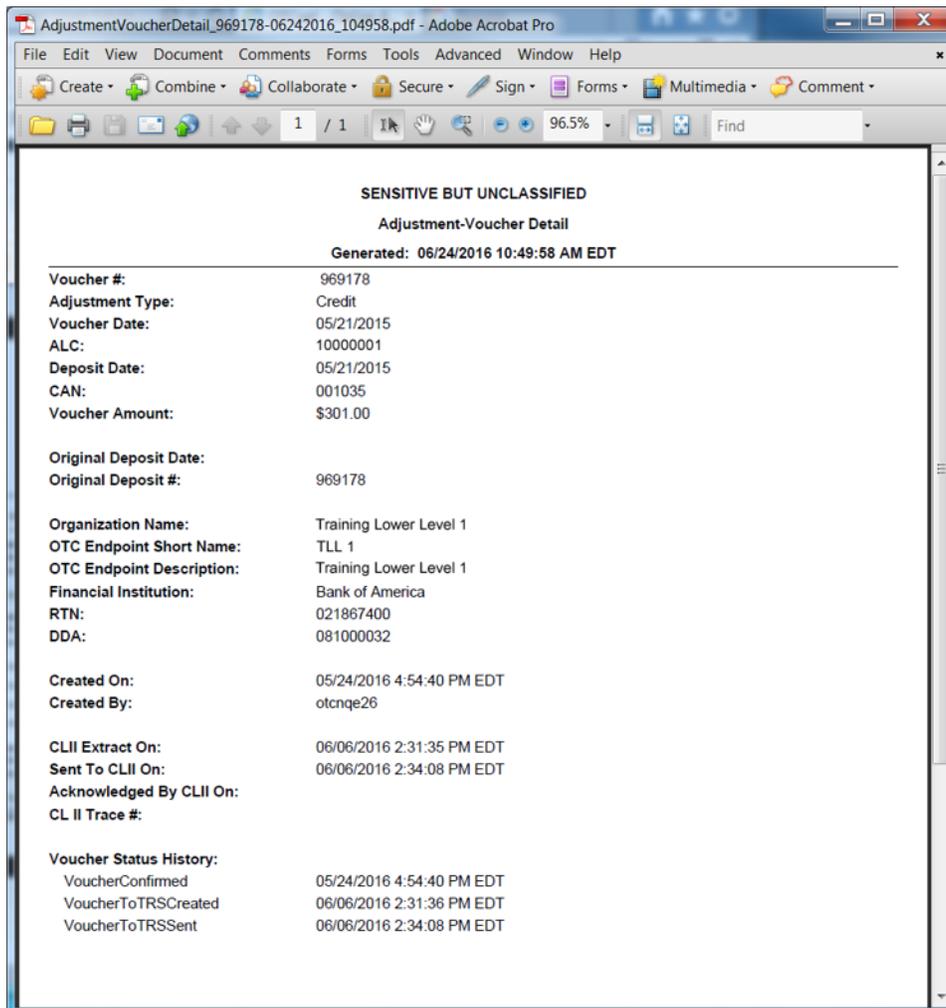
If **Open** is clicked, the PDF is displayed. If **Save** is clicked, choose the location where to save the file. If **Cancel** is clicked you will be returned to the View CIR File Status preview page.

Figure 418. View CIR File Status Preview Page and Dialog box



6. The *Deposit or Adjustment Voucher Detail* report page appears (see Figure 419).

Figure 419. Adjustment-Voucher Detail PDF





View Administration Reports: CIR File Status

To view a CIR file status report, complete the following steps:

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

Under **Administration Reports**, click **View CIR File Status**. The *View CIR File Status* page appears.



Application Tip

The Collections Information Repository (CIR) was formerly referred to as Transaction Reporting System (TRS).

3. Under the **Transmission(s) Not Processed** section, click a Transmission ID of the CIR transmission details you would like to view.

Or

Under the **All Transmission(s)** section, click a **Transmission ID** of the CIR transmission details or processing errors you would like to view.



Application Tip

If a **Transmission ID** with FRB CL CA\$HLINK Type is selected, the *CIR Transmission Status (FRB)* report appears in a new window. If a **Transmission ID** with CLII CA\$HLINK Type is selected, the *CIR File Status (FI)* report preview page appears in a new window.



Application Tip

There are two sections on the *View CIR File Status* page. The **Transmission(s) Not Processed** section displays report files that have not been successfully processed by CIR. The **All Transmission(s)** section displays all deposit report files regardless of transmission status or success.

4. Click the **Voucher #** hyperlink. The *Deposit or Adjustment Voucher Detail* report appears.

5. The *DepositVoucherDetail_XXX.pdf* or *AdjustmentVoucherDetail_ XXXX.pdf* dialog box appears. Click **Open**, **Save** or **Cancel**.

**Application Tip**

If **Open** is clicked, the PDF is displayed. If **Save** is clicked, choose the location where to save the file. If **Cancel** is clicked you will be returned to the View CIR File Status preview page.

**Application Tip**

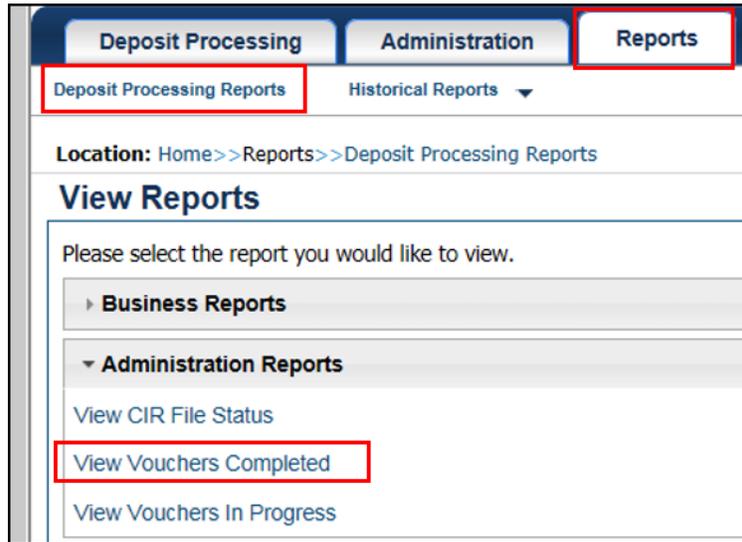
Additional button on the page that helps you perform other tasks:

- Click **Previous** to return to the previous page.

View Vouchers Completed

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears (see Figure 420). Under **Administration Reports**, click **View Vouchers Completed**.

Figure 420. View Vouchers Completed from Reports



2. The *View Vouchers Completed* page appears (see Figure 421). Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information.

Figure 421. View Vouchers Completed Page

View Vouchers Completed

Following are the vouchers that have completed processing in OTCnet in the last 36 hours.

<< < 1-3 >> of 3 Records

Voucher # >	Voucher Status >	Voucher Type >	Financial Institution >	Voucher Complete Timestamp >	Cl. II Trace # >
500002	CONFIRMED	Deposit	Regions Bank - Baton Rouge	08/03/2010 01:07:44 PM ET	
100383	CONFIRMED	Deposit	Key Bank	08/03/2010 12:13:07 PM ET	Q0000661
000207	CONFIRMED	Adj_Return	Bank of America	08/03/2010 12:01:45 PM ET	Q0000658

- The *View Voucher Event Log* page appears (see Figure 422). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (see Figure 423).

Figure 422. View Voucher Event Log Page

View Voucher Event Log			
Following is the history of the deposit or adjustment voucher events.			
Voucher Information			
Voucher #:	968227		
Voucher Date:	08/05/2014		
Voucher Type:	Deposit		
Voucher Status:	CONFIRMED		
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET		
Deposit Date:	08/05/2014		
CASHLINK II Trace #:			
Financial Institution:	111_A_Org_Bank_1		
Voucher Event Log			
Click on the voucher event state link to view voucher details.			
Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
VoucherCreated	08/05/2014 01:38:50 PM ET		Comment

Figure 423. Voucher Event Details Report Output

Voucher Event Details	
Following are the voucher event details associated with the voucher event selected.	
Voucher Information	
Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	08/05/2014 01:38:50 PM ET
Voucher Event LoginID:	otcqef20
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1
Voucher Event Comments:	Created



View Administration Reports: Vouchers Completed

To view a voucher's completed report:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers Completed**. The *View Vouchers Completed* page appears.
4. Click the Voucher # hyperlink to view the Voucher Event Log page and additional voucher information. The *View Voucher Event Log* page appears.



Application Tip

The View Voucher Event shows additional information about the voucher and the history of the voucher events through the FI System to System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears.

Or

Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.



Application Tip

The Voucher Event Details page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, and the Collections Information Repository (CIR) Interface.



Application Tip

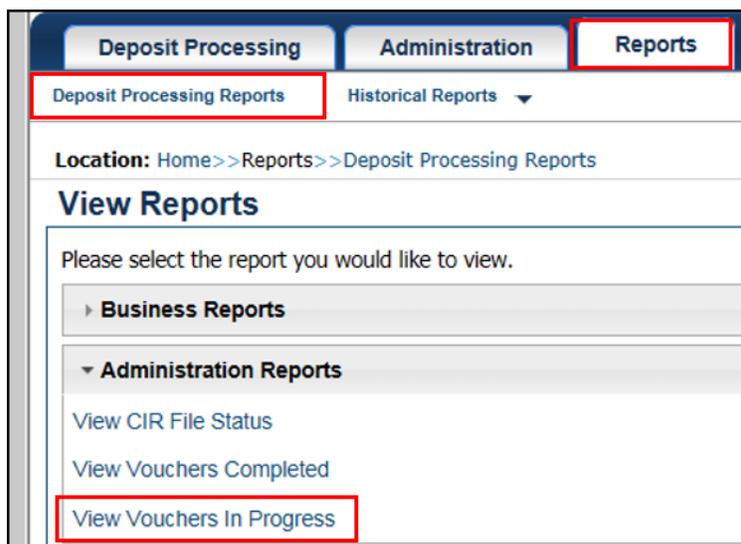
Additional buttons on the pages that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

View Vouchers in Progress

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers in Progress** (see Figure 424).

Figure 424. View Vouchers in Progress from Reports



2. The *View Vouchers in Progress* page appears (see Figure 425). The page will only display non-archived deposits or adjustments with a voucher date that is five years or less from to the current date. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information.

Figure 425. View Vouchers in Progress Page

View Vouchers In Progress

Following are the vouchers that have not completed processing in OTCnet.
Exist

Click on the voucher number to view the voucher event log and additional vo

<< < 1-100 > >> of 17404 Records

Voucher #>	Voucher Status >	Voucher Type >	Financial Institution >
968227	CONFIRMED	Deposit	111_A_Org_Bank_1

3. The *View Voucher Event Log* page appears (see Figure 426). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (see Figure 427).

Figure 426. In Progress View Voucher Event Log Page

View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

Voucher Information

Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1

Voucher Event Log

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
VoucherCreated	08/05/2014 01:38:50 PM ET		Comment

Figure 427. In Progress Voucher Event Details Report Output

Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information

Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	08/05/2014 01:38:50 PM ET
Voucher Event LoginID:	otcqe20
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1
Voucher Event Comments:	Created

View Administration Reports: Vouchers in Progress

To view a voucher in progress report:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers in Progress**. The *View Vouchers in Progress* page appears.



Application Tip

The Vouchers In Progress page will only display non-archived deposits or adjustments with a voucher date that is five years or less from to the current date.

4. Click the Voucher # hyperlink to view the Voucher Event Log page and additional voucher information. The *View Voucher Event Log* page appears.



Application Tip

The View Voucher Event shows additional information about the voucher and the history of the voucher events through the FI System To System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears.

Or

6. Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.



Application Tip

The Voucher Event Details page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, and the Collections Information Repository (CIR) interface.



Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

Historical Reports

This section will provide you with detail of how to generate and view previously generated **Check Processing** and **Deposit Processing Historical Reports**.

Check Processing Historical Report

Check Processing Historical reports are used to query check records that are associated with batches that have a Received Date older than 18 months. All batches including batches with an **Open** or **Closed** status with a Received Date older than 18 months are saved in the Historical database.

Check Transactions with a received date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted. As a result, this queried check information may not be accessible and will be removed from the archival database.

Historical reports are generated asynchronously (not occurring at the same time), allowing you to continue to use OTCnet.

Note: Depending on the volume of data requested, it can take between 5 and 20 minutes for the report to generate.

If you are assigned the role of **Agency Manager**, **Check Capture Administrator**, **MVD Editor**, **MVD Viewer**, **FS Viewer** or **FI Viewer**, you are authorized to query and download CIRA CSV Historical reports.

You can search for check records by OTC Endpoint, User Defined Fields, Account Number, Bank Routing Number, Individual Reference Number (IRN), and other search criteria. If you run a search without specifying any criteria other than an OTC Endpoint, the search results include all checks in the system that you have access to view.

When the report request is submitted, its status is set to **Submitted**. After the report is successfully generated, the status is set to **Completed** and the report is available for download in CSV format.

1. From the **Reports** tab, click **Historical Reports** and select **Generate Historical Reports** (see Figure 353).

Figure 428. Select Generate Historical Reports



- From the **Check Processing Historical Reports** section of the page, click **CIRA CSV Historical Report** (see Figure 354).

Figure 429. Select Deposit Historical Report

The screenshot shows a web interface with a dark blue header containing three tabs: 'Check Processing', 'Administration', and 'Reports'. Below the header, there are two sub-sections: 'Check Processing Reports' and 'Historical Reports' with a dropdown arrow. A breadcrumb trail reads 'Location: Home >> Reports >> Historical Reports >> Generate Historical Reports'. The main heading is 'Generate Historical Reports'. Below this, a text prompt says 'Please select the Historical Report you would like to generate:'. A dropdown menu is open, showing 'Check Processing Historical Reports' with a downward arrow. Underneath, the option 'CIRA CSV Historical Report' is highlighted with a red rectangular box.

The *CIRA CSV Historical Report* page appears (see

Figure 355). Enter the report criteria.

- Select an **OTC Endpoint**, (required)

If you do not know the full name of OTC Endpoint, you can enter a partial name search (as few as one letter) in the **Starts with** text box and click the **Select From List** icon (magnifying glass). The configured OTC Endpoints appear according to the user's access. Click the appropriate OTC Endpoint radio button.

- Check/uncheck the **Include Subordinates** check box

By default, the Include Subordinates check box is checked. Add a check mark to generate a report that contains data for the subordinate OTC Endpoints. Remove the check mark to generate a report that contains data only for the selected OTC Endpoint.

- To search for a transaction using the CIRA CSV Historical Report the following search criteria may be defined:
 - Select a **Form Name**
 - Select a **Deploy Date**
 - Under **User Defined Fields**:
 - Enter **User Defined Field 1**
 - Enter **User Defined Field 2**
 - Enter **User Defined Field 3**
 - Enter **User Defined Field 4**
 - Enter the **Account** number
 - Enter the **Bank Routing Number**
 - Enter the **IRN** (Individual Record Number)
 - Enter the **Check Number**
 - Under **Check Amount**:
 - Select a condition from the drop-down list (Equal to, Not Equal to, Greater than or equal to, Greater than, Less than or equal to, Less than) and enter the amount
 - Select a **Settlement Status** (All, Receive, Failed, Settled, Represented, Retired)
 - Enter the **5515/Debit Voucher Number**
 - Enter the **215/Deposit Ticket Number**
 - Enter the **Cashier ID**
 - Enter the **Batch ID**
 - Select one of the date types (**Received Date**, **Check Capture Date**, **Settlement Date**, or **Return Settlement Date**) by clicking the corresponding radio button and setting the corresponding date range by using either **From** or **On** for the start date by selecting **From** or **On** from the drop-down list and selecting dates.
- To query for an ACR transaction:
 - Click CIRA CSV Historical Report - ACR to expand the section
 - Select an **ACR Type** (All ACR, Adjustment, Correction, Rescission)

- Select an **ACR Reason Code** (Duplicate Transaction Processed, Non-Cash Item, Representment, Transaction Amount Correction, Warranty Indemnity Claim, Account Switch, Transaction Account Switch, Voucher Date Change, Voucher Number Change, ACH Reversal)
 - Enter an **ACR Voucher Number**
 - Enter the **From** (or **On**) and **To** ACR Settlement date range, *required*
3. Click **Submit Request** (see

4. Figure 355). Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days the following message will display: *“Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.”*

Figure 430. CIRA CSV Historical Report Criteria Page

CIRA CSV Historical Report
Please enter CIRA CSV Historical Report search criteria.

Please note: Check Transactions with a received date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted.

* Denotes required fields.

Search Criteria

OTC Endpoint*

Configured OTC Endpoints
<< < 1-1 >> of 1 Records

Select	OTC Endpoint	Highest Level Organization
<input checked="" type="radio"/>	ALL	

Include Subordinates

CIRA CSV Historical Report

Form Name:

Deploy Date:

User Defined Fields

User Defined Field 1:

User Defined Field 2:

User Defined Field 3:

User Defined Field 4:

Account:

Bank Routing Number:

IRN:

Check Number:

Check Amount:

Settlement Status:

5515/Debit Voucher Number:

215/Deposit Ticket Number:

Cashier ID:

Batch ID:

Received Date:

From

To

Check Capture Date:

From

To

Settlement Date:

From

To

Return Settlement Date:

From

To

CIRA CSV Historical Report - ACR

5. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the CSV icon () in the **Download** column for the report.



Check Processing Historical Report

To generate a Check Processing historical report:

1. From the **Reports** tab, select **Historical Reports** and click **Generate Historical Reports**.
2. The *Generate Historical Reports* page appears. From the **Check Processing Historical Reports** section of the page, click **CIRA CSV Historical Report**.



Application Tip

The Check Processing historical report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. The time it takes to generate a report depends on the volume of data queried and will vary.

3. The *CIRA CSV Historical Report* page appears. Enter the search criteria for the report you wish to view.
 - Select an **OTC Endpoint** (required)



Application Tip

If you do not know the full name of OTC Endpoint, you can enter a partial name search (as few as one letter) in the **Starts with** text box and click the **Select From List** icon (magnifying glass). The configured OTC Endpoints appear according to the user's access. Click the appropriate OTC Endpoint radio button.

- Check/uncheck the **Include Subordinates** check box



Application Tip

By default, the Include Subordinates check box is checked. Add a check mark to generate a report that contains data for the subordinate OTC Endpoints. Remove the check mark to generate a report that contains data only for the selected OTC Endpoint.

4. To search for a transaction:
 - A. Using the CIRA CSV Historical Report search criteria:



Application Tip

By default, the CIRA CSV Historical Report screen is expanded. If the CIRA CSV Historical Report - ACR screen is expanded, the CIRA CSV Historical Report screen is collapsed.

- Under **CIRA CSV Historical Report**:
 - Select a **Form Name**
 - Select a **Deploy Date**



Application Tip

By default, the most recent Deploy Date and Form Version will populate the Deploy Date field, once the Form Name is selected.

- Under **User Defined Fields**:
 - Enter **User Defined Field 1**
 - Enter **User Defined Field 2**
 - Enter **User Defined Field 3**
 - Enter **User Defined Field 4**



Application Tip

The User Defined Fields are visible based on the selected OTC Endpoint Form Name and Deploy Date.

- Enter the **Account number**
- Enter the **Bank Routing Number**
- Enter the **IRN** (Individual Record Number)
- Enter the **Check Number**



Application Tip

If an **IRN** and a date range (**Received Date**, **Capture Date**, **Settlement Date**, and **Return Settlement Date**) are entered, OTCnet ignores the date range during report generation.

- Under **Check Amount**:
 - Select a condition from the drop-down list (Equal to, Not Equal to, Greater than or equal to, Greater than, Less than or equal to, Less than) and enter the amount

- Select a **Settlement Status** (All, Receive, Failed, Settled, Represented, Retired)
- Enter the **5515/Debit Voucher Number**



Application Tip

The 5515/Debit Voucher Number represents items returned to agency due to unsuccessful collection efforts.

- Enter the **215/Deposit Ticket Number**



Application Tip

The 2515/Deposit Ticket Number represents items credited into FRB CA\$HLINK for a given agency on a given day.

- Enter the **Cashier ID**
- Enter the **Batch ID** or select one of the date range types (**Received Date**, **Check Capture Date**, **Settlement Date**, or **Return Settlement Date**) by clicking the corresponding radio button and set the corresponding date range by using either From or On for the start date by selecting **From** or **On** from the drop-down list and selecting dates.



Application Tip

If a **Batch ID** and a date range (**Received Date**, **Capture Date**, **Settlement Date**, or **Return Settlement Date**) are entered, OTCnet will use the Batch ID and ignore the date range during report generation.



Application Tip

Consider the following information about selecting and setting one of the date range types (**Received Date**, **Capture Date**, **Settlement Date**, or **Return Settlement Date**):

- If one of the date range types is selected, OTCnet does not validate any date range values entered for the other date range types.
- The From and To fields represent the following date ranges:
 - **Received Date**: when the check was received in OTCnet
 - **Check Capture Date**: when the check was processed by the Check Capture Lead Operator or Check Capture Operator
 - **Settlement Date**: when the payment amount was debited from the check writer's account
 - **Return Settlement Date**: when the check item was returned
- The On field, if selected from the drop-down list, represents the following single specific dates:
 - **Received Date**: when the check was received in OTCnet
 - **Check Capture Date**: when the check was processed by the Check Capture Lead Operator or Check Capture Operator
 - **Settlement Date**: when the payment amount was debited from the check writer's account
 - **Return Settlement Date**: when the check item was returned
- The From and To fields are searchable for a duration up to 31 days.
- The From and To dates must be older than 18 months from the current date.

B. To query for an ACR transaction:

- Click CIRA CSV Historical Report - ACR to expand the section



Application Tip

By default, the CIRA CSV Historical Report - ACR (Adjustment, Correction, and Rescission) section of the page is collapsed. If the CIRA CSV Historical Report - ACR screen is expanded, by clicking on it, the CIRA CSV Historical Report screen will be collapsed.

- Select an **ACR Type** (All ACR, Adjustment, Correction, Rescission)
- Select an **ACR Reason Code** (Duplicate Transaction Processed, Non-Cash Item, Representment, Transaction Amount Correction, Warranty Indemnity Claim, Account Switch, Transaction Account Switch, Voucher Date Change, Voucher Number Change, ACH Reversal)
- Enter an **ACR Voucher Number**



Application Tip

The maximum numeric characters value for ACR Voucher Number is six.

- Enter the **From** (or **On**) and To ACR Settlement date range (required)



Application Tip

The From and To ACR Settlement fields are searchable for a duration up to 90 days. Additionally, the From and To ACR Settlement dates must be older than 18 months from the current date.

5. Click **Submit Request**.



Application Tip

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days the following message will display: *“Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.”*



Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

6. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the CSV icon () in the **Download** column for the report.

Deposit Processing Historical Reports

Deposit Processing Historical reports are used to query and download deposit information with a specified Voucher Date from the archival database. Deposit transactions with a Voucher Date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted. As a result, this deposit information may not be accessible and will be removed from the archival database.

Historical reports are generated asynchronously (not occurring at the same time), allowing you to continue to use OTCnet.

Note: Depending on the volume of data requested, it can take between 5 and 20 minutes for the report to generate.

If you are assigned the role of **Deposit Preparer, Deposit Approver, FI Confirmer, FRB Confirmer, FRB Viewer** or **FI Viewer**, you are authorized to query and download Deposit Processing Historical reports.

You can search for check records by Organization, OTC Endpoint, Agency Location Code (ALC), Prepared by, Voucher Number, Deposit Status, Agency Use (Block 6), Deposit Type, Voucher Date, Deposit Date, Deposit Total, and Financial Institution Information search criteria.

When the report request is submitted, its status is set to **Submitted**. After the report is successfully generated, the status is set to **Completed** and the report is available for download in CSV format.

Deposit Historical Report

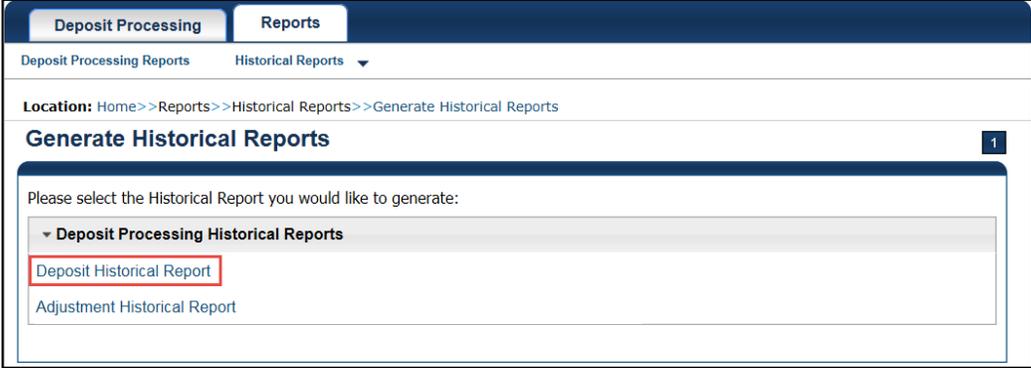
1. Click the Reports tab, click Historical Reports. From the Historical Reports menu, select Generate Historical Reports (see Figure 356).

Figure 431. Select Generate Historical Reports



3. From the Deposit Processing Historical Reports section of the page, click Deposit Historical Report (see
2. Figure 357).

Figure 432. Select Deposit Historical Report



The screenshot shows a web interface for generating historical reports. At the top, there are two tabs: 'Deposit Processing' and 'Reports'. Below the tabs, there are two sub-sections: 'Deposit Processing Reports' and 'Historical Reports'. The 'Historical Reports' section is active, and a breadcrumb trail indicates the current location: 'Home >> Reports >> Historical Reports >> Generate Historical Reports'. The main heading is 'Generate Historical Reports'. Below this, there is a prompt: 'Please select the Historical Report you would like to generate:'. A dropdown menu is open, showing two options: 'Deposit Historical Report' (which is highlighted with a red box) and 'Adjustment Historical Report'.

The *Deposit Historical Report* page appears. Enter the search criteria (see

Figure 358) and click **Submit Request**.

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days the following message will display: *"Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request."*

Figure 433. Deposit Historical Report Criteria Page

Deposit Processing | **Reports**

Deposit Processing Reports | Historical Reports ▾

Location: Home>>Reports>>Historical Reports>>Generate Historical Reports

Deposit Historical Report 1

Please note: Deposit transactions with a voucher date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted.

* Denotes required fields.

Search Conditions

Organization:

OTC Endpoint:

ALC:

Prepared by:

Voucher #:

Deposit Status:

Agency Use (Block 6): (starts with)

Deposit Type:

Voucher Date

From:*

To:*

Deposit Date

From:

To:

Deposit Total

From:

To:

▸ **Financial Institution Information**

3. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the CSV icon () in the **Download** column for the report.



Deposit Processing Historical Report

To generate a Deposit Processing historical report:

1. From the **Reports** tab, select **Historical Reports** and click **Generate Historical Reports**. The *Generate Historical Reports* page appears.
2. From the **Deposit Processing Historical Reports** section of the page, click **Deposit Processing Historical Report**. The *Deposit Historical Report* page appears.



Application Tip

The Deposit Historical Report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. The time it takes to generate a report depends on the volume of data queried and will vary.

3. Enter the search criteria for the report you would like to view.

Under **Search Conditions**:

- Select an **Organization**
- Select an **OTC Endpoint**
- Enter an **ALC**
- Enter the **Prepared by**
- Enter the **Voucher #**
- Select a **Deposit Status**
- Enter the Agency Use (Block 6) details
- Select a **Deposit Type**
- Enter the **From** and **To** Voucher Date, *required*



Application Tip

The Voucher Date is a required field and the maximum date range for the **From** and **To Voucher Date** is one year. The Voucher Date must be entered in MM/DD/YYYY format.

- Enter the **From** and **To** Deposit Date



Application Tip

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

- Enter the **From** and **To** Deposit Total

Under **Financial Institution Information**, *optional*

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



Application Tip

The FRB Account Key must be three digits in length. The FRB Account Key field will not display for FI Deposit Confirmers or FI Viewers.



Application Tip

The FRB CCWU must be four digits in length. If it is less than four digits, enter a zero at the beginning of the CCWU number (e.g. 0123). The FRB Account Key field will not display for FI Deposit Confirmers or FI Viewers.

Under **User Defined Field Information**, *if applicable, optional*

- Enter the **Deposit UDF (User Defined Field)** details
- Enter the **Accounting Subtotal UDF** details



Application Tip

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

4. Click **Submit Request**. A “*Your report request has been successfully received*” message appears.



Application Tip

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days the following message will display: “*Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.*”

**Application Tip**

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

5. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the CSV icon () in the **Download** column for the report.

Adjustment Historical Report

Adjustments associated to deposits with a Voucher Date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted. As a result, this adjusted deposit information may not be accessible and will be removed from the archival database.

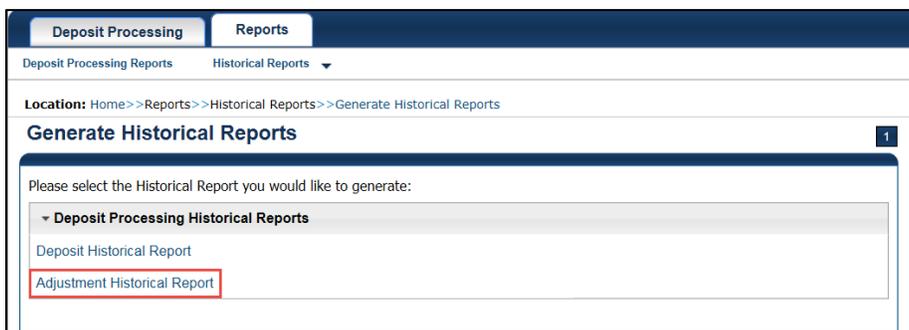
1. From the **Reports** tab, click **Historical Reports** and select **Generate Historical Reports** (see Figure 359).

Figure 434. Select Generate Historical Reports



2. From the **Deposit Processing Historical Reports** section of the page, click **Adjustment Historical Report** (see Figure 360).

Figure 435. Select Adjustment Historical Report



The *Adjustment Historical Report* page appears. Enter the search criteria (see

Figure 361) and click **Submit Request**.

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days the following message will display: *Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.*

Figure 436. Adjustment Historical Report Criteria Page

Deposit Processing | **Reports**

Deposit Processing Reports | Historical Reports ▾

Location: Home>>Reports>>Historical Reports>>Generate Historical Reports

Adjustment Historical Report 1

Please enter Adjustment Historical Report search criteria.

Please note: Adjustments associated to Deposits with a voucher date older and/or Returned item adjustments with an Adjustment voucher date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted.

* Denotes required fields.

Search Conditions

Organization: ▾

OTC Endpoint: ▾

ALC:

Adjustment Category: ▾

Voucher #:

Adjustment Type: ▾

Prepared by:

Adjustment Reason: ▾

Voucher Date

From:*

To:*

Adjustment Amount

From:

To:

Deposit Date

From:

To:

Original Deposit Date

From:

To:

▸ **Financial Institution Information**

3. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the CSV icon () in the **Download** column for the report.



Adjustment Historical Report

To generate an Adjustment historical report:

1. From the **Reports** tab, select **Historical Reports** and click **Generate Historical Reports**.
2. From the **Deposit Processing Historical Reports** section of the page, click **Adjustment Historical Report**. The *Adjustment Historical Report* page appears.



Application Tip

The Adjustment Processing historical report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. The time it takes to generate a report depends on the volume of data queried and will vary.

3. Enter the search criteria for the report you would like to view.

Under **Search Conditions**

- Select an **Organization**
- Select an **OTC Endpoint**
- Enter an **ALC**
- Select an **Adjustment Category**



Application Tip

Tips about Adjustment Category options:

- If **Deposit Adjustment** is selected, deposit adjustments will be included in the search results. The **Deposit Adjustment** search can be further limited by the user by selecting either **Debit** or **Credit** from the **Adjustment Type** drop-down list.
- If **Returned Item Adjustment** is selected, only returned item adjustments (US Currency and Foreign Check Item) will be included in the search results. The Returned Item Adjustment search does not have to be further qualified using the Adjustment Type drop-down list since returned item adjustments always have an Adjustment Type of **Debit**. If the user selects **Credit** from the **Adjustment Type** drop-down list after selecting a **Returned Item Adjustment**, then no results will appear since **Credit** returned item adjustments do not exist.
- If **RIA – Foreign Currency** is selected, only returned item adjustments related to Foreign Check Items will be included in the search results. If **RIA – US Currency** is selected, then only US Currency Returned Item Adjustments will be included in the search results.
- If no Adjustment Category is selected (e.g., Select...), both deposit and returned item adjustments will be included in the search results. However, if Adjustment Type **Debit** is selected, then all debit deposit adjustments and returned item adjustments will be included in the search results. If **Credit** is selected, only credit deposit adjustments will be included in the search results.

- Select an **Adjustment Type**
- Enter the **Prepared by**
- Select an **Adjustment Reason**
- Enter the **From** and **To Voucher Date**, *required*



Application Tip

The Voucher Date is a required field and the maximum date range for the **From** and **To Voucher Date** is one year. The Voucher Date must be entered in MM/DD/YYYY format.

- Enter the **From** and **To** Adjust Amount Date
- Enter the **From** and **To** Deposit Date



Application Tip

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

- Enter the **From** and **To** Deposit Date
- Enter the **From** and **To** Original Deposit Date

Under Financial Institution Information, *optional*

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



Application Tip

The FRB Account Key must be three digits in length. The FRB Account Key field will not display for FI Deposit Confirmers or FI Viewers.



Application Tip

The FRB CCWU must be four digits in length. If it is less than four digits, enter a zero at the beginning of the CCWU number (e.g. 0123). The FRB Account Key field will not display for FI Deposit Confirmers or FI Viewers.

4. Click **Submit Request**. A “Your report request has been successfully received” message appears.



Application Tip

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days the following message will display: “*Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.*”



Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

5. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the CSV icon () in the **Download** column for the report.

Previously Generated Historical Reports

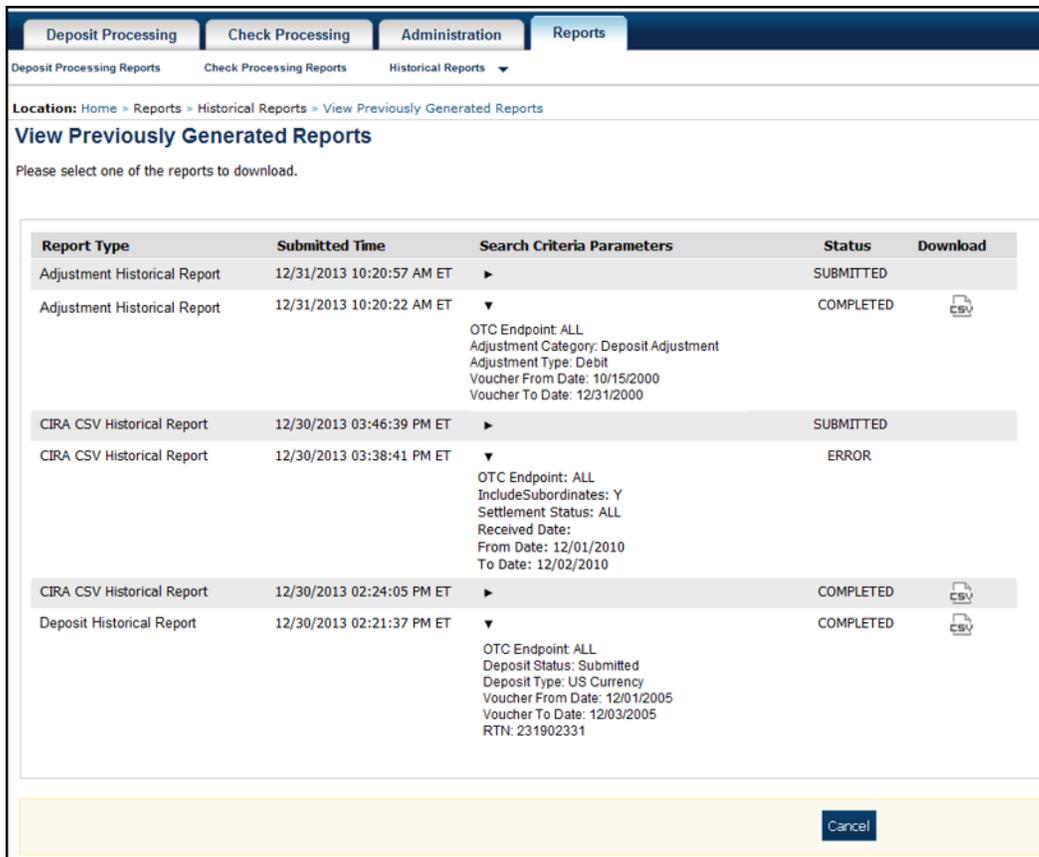
1. From the **Reports** tab, click **Historical Reports** and select **View Previously Generated Reports** (see Figure 362).

Figure 437. Select Generate Historical Reports



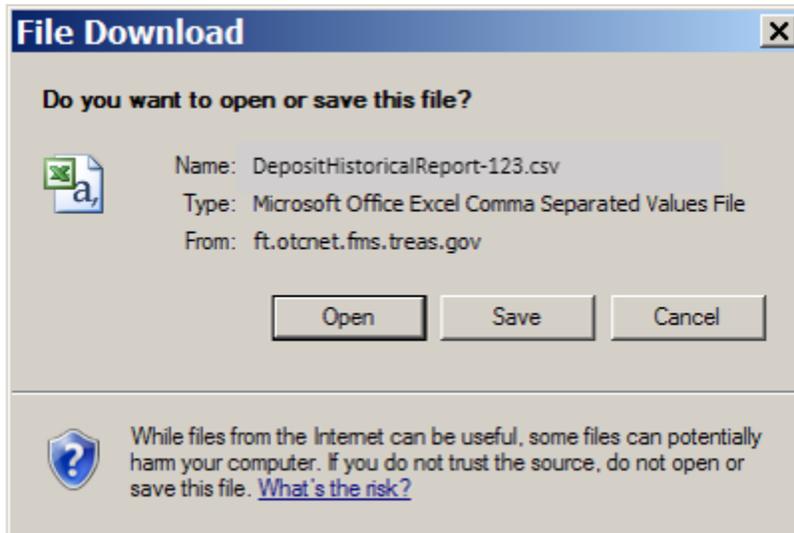
2. The *View Previously Generated Reports* page appears (see Figure 363). Click the CSV icon () in the **Download** column for the report you wish to download.

Figure 438. View Previously Generated Reports



3. The *File Download* dialog box appears. Click **Open**, **Save**, or **Cancel** (see Figure 364).

Figure 439. File Download



View Previously Generated Historical Reports

To view previously generated historical reports:

1. From the **Reports** tab, select **Historical Reports** and click **View Previously Generated Reports**.



Application Tip

Consider the following information about Historical Reports:

- When a report request is submitted, its status is **Submitted**.
- When a report is successfully generated, the status is **Completed** and available for download.
- When a report request is submitted and the Historical Database is unavailable, an informational message appears stating, “*Historical Database is currently unavailable. All reports in Submitted status will be processed when the Historical Database is available.*” Report requests that are in **Submitted** status will remain in **Submitted** status until the database is available and the report is generated. After the report is generated a **Completed** status is displayed.
- When a report request is submitted and the report could not generate, its status is **Error**. Resubmit your report request to ensure your report is generated. If a report displays an **Error** status, the request can be resubmitted at any time without receiving a duplicate request message.
- Report requests are user specific and are not viewable by other users.

2. The *View Previously Generated Reports* page appears. The page lists reports that were requested within the last 7 days. Click the CSV icon () in the **Download** column for your desired report.



Application Tip

After the CSV file is downloaded, it can be opened using Excel or Notepad.



Application Tip

Duplicate report requests based on identical report parameters cannot be made within seven days. After seven days a duplicate report request can be submitted.

3. The *File Download* dialog box appears. Click **Open**, **Save**, or **Cancel**.



Application Tip

If you click **Open**, the content of the file displays. If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, the dialog box closes and no data will be saved.

Topic 13. Viewing Financial Institutions

As a **FRB Viewer**, you can locate and view Financial Institution details for which you have access to. You can only view a Financial Institution that has an Active status.

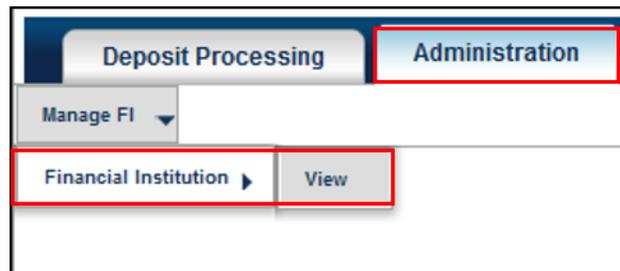
Viewing a Financial Institution allows you to see related details such as:

- Institution Information
- Routing Transit Numbers (RTN) and Status
- CAN/Acct Key Relationships

View a Financial Institution

1. Click the **Administration** tab, select **Manage FI**, select **Financial Institution**, and click **View** (see Figure 440).

Figure 440. Select Administration>Manage FI>Financial Institution>View



2. The *View the Financial Institution* page appears. View details for Financial Institutions as show in Figure 285 and Figure 442. **Error! Reference source not found..**

Figure 441. View FRB Detail

View Financial Institution	
Institute Information	
Name	Bank of America
City	Concord
State / Province	CA
Country	US
Institution Type	Commercial
Accepts Foreign Check Deposits	Yes
Accepts Foreign Cash Deposits	Yes
System To System Interface Participant	Yes
Short Name	BOA
Processes Foreign Check Deposits	Yes
Processes Foreign Cash Deposits	Yes
Routing Transit Numbers:	

Figure 442: View Financial Institution Detail

View Financial Institution	
Institute Information	
Name	Bank of America
City	Concord
State / Province	CA
Country	US
Institution Type	Commercial
Accepts Foreign Check Deposits	Yes
Accepts Foreign Cash Deposits	Yes
System To System Interface Participant	Yes
Short Name	BOA
Processes Foreign Check Deposits	Yes
Processes Foreign Cash Deposits	Yes
Routing Transit Numbers:	
RTN	Status
021867400	Active
032861194	Active
051241164	Active
071837215	Active
085887400	Active
111000012	Active



View a Financial Institution

To view a Financial Institution:

1. Click the **Administration** tab.
2. Select **Manage FI** menu, select **Financial Institution**, and click **View**. The *View the Financial Institution* page appears.



Application Tip

Only Active Financial Institutions display for the selection.



Application Tip

FI Confirmers, **FRB Confirmers**, **FI Viewers**, and **FRB Viewers** can view Institution Information, Routing Transit Numbers (RTN) and Status, and CAN/Acct Key Relationships.



Application Tip

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

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

Summary

This guide provided information on:

- The Introduction to OTCnet
- The Overview of OTCnet Participant User Guide Content
- How to log on to OTCnet
- How to access your User Id and reset your Password
- How to navigate the OTCnet home page
- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view a rejected deposit details
- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file.
- The purpose of searching adjustments
- How to search and locate adjustments using one or more search criteria
- How to download adjustment voucher(s) as an XML or CSV file
- The purpose of viewing reports
- The various types of reports you can access by role
- The types of reports
- The detail each report provides and how to view and download those reports
- How to view a Financial Institution

Glossary

A

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, which 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 Historical Report – A deposit processing report that allows you to view historical deposit adjustment and returned item adjustment transaction data.

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 roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so) or upload approved batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked – A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

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 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.

Card Acquiring Service (CAS) – (formerly Plastic Card Network) A Bureau of the Fiscal Service federal program that provides federal agencies with payment card (credit, debit, electronic benefit transfer (EBT) and store-value (gift cards) cards) acceptance capabilities.

Card Administrator – An agency user that has the authorization to manage endpoints for card processing, set up and view terminal configuration and read and view audit log information.

Card Invoice ID – The unique Invoice ID for a processed card transaction. The default on terminals is set to 10 characters, a max of 40 characters can be configured for MX terminals. It can be used to track transactions in OTCnet.

Card Operator – An agency user that has the authorization to start card processing, query, void, and refund any card transaction, as well as reboot and check terminal connection status.

Card Processing – A functionality available in OTCnet that allows agencies to provide customers with an option to make payments with a credit, debit or Visa/Mastercard gift card. The card transactions are directly sent to WorldPay. WorldPay sends all approved OTCnet transactions via a Card Acquiring Service (CAS) flat file to Collections Information Repository (CIR) for deposit reporting.

(80mm) Card Receipt Printer – A printer that can be selected by a Card Operator or Kiosk Operator; the 80mm printer provides the ability to print standard-sized card receipts on 3.125in (80mm) paper.

Card Uploader: A full vendor kiosk server system role that is authorized to transmit card data from an external kiosk system to OTCnet. This role requests acknowledgement of the data transmitted; the system account with this role has no other permissions.

Cashier ID – The ID of the user that created the transaction.

Central Accounting Reporting System (CARS) – 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.

Central Image and Research Archive (CIRA) Query – An online query function that allows users to search for all check transactions (includes mobile check transactions) processed in the OTCnet application that have been settled less than 18 months ago.

Chain Code aka Chain Number: An alphanumeric designator (e.g. 0F123B) assigned by acquirer to reflect a unique channel of processing. The chain code is assigned at lower level endpoints and an agency may have multiple chain codes.

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 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 the data into other applications within an agency. The report has been enhanced to provide users the option to solely retrieve mobile check transactions.

CIRA CSV Report – A check processing business report that allows users to search for all transactions in the system (including mobile check transactions) and allows users to export the results to a comma separated value report (CSV) file.

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.

Client ID/GCI Number – An ID used by the deposit end point when requesting a currency conversion for foreign check to the US dollar Equivalent (USE) with the foreign currency exchange gateway for foreign check items or currency conversion service for foreign currency cash.

Client Order ID – A unique ID assigned by OTCnet to maintain uniqueness while requesting/accepting a foreign currency conversion quote for foreign checks the foreign currency exchange gateway.

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.

Credentials – Evidence of authority, status, rights, or entitlement to privileges. Credentials are typically in written form (e.g., OLB credentials such as a login or password).

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 presentation 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 United States Department of 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 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.

Deposit Historical Report – A deposit processing report that allows you to view historical deposit transaction data.

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.

Division Number: A three-digit (e.g. 001) value assigned at lower level endpoints under the chain code to designate unique lines of accounting.

E

Exchange Rate – The decimal value used to convert foreign currency to the US dollar Equivalent (USE).

F

Failed – The item was unable to be processed and/or settled by United States Department of Treasury/Bureau of the Fiscal Service (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 United States Department of 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 contain 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.

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 sent 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 Security Identity Manager (ISIM) – Refers to Fiscal Service’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.

Internet Protocol (IP) address – A unique number or address that computing devices, (e.g., computers, laptops, tablets, etc.) connected to a computer network, use to identify themselves and communicate with other devices in an IP-based network (e.g., the Internet).

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).

K

Kiosk Operator User Role – A user with limited permissions for the OTC Kiosk tablet. Permissions include logging into the OTCnet Kiosk application, deposit processing, scanning checks, processing card payments and printing receipts.

Kiosk Lockdown Software – A process used to lock down the Windows Surface Pro workstation for use with the OTCnet Kiosk Tablet application. This involves removing the options, “Lock”, “Sign out”, “Change a password” and “Task Manager” when CTRL-ALT-Delete is pressed. This process only needs to be implemented once, as part of the initial workstation configuration. Locking down the tablet ensures that users cannot access any outside information or applications from the OTC Kiosk Tablet (e.g., checking email or accessing any other websites).

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.

Manual Card Entry – An option available in OTCnet for card processing, it allows agency users to manually enter a card number on behalf of the card holder so a card payment can be processed. It is only to be used as a contingency if all other payment methods fail.

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.

Merchant Identification Number (MID): A unique designator (e.g. 44450XXXXXXXXXX) assigned by the acquirer to reflect the card processing location and may contain up to 13 characters. An ALC can be associated with multiple Merchant IDs; however, each Merchant ID must be unique for each lower level endpoint.

Mobile Check Capture – A functionality in OTCnet; it allows the processing of mobile check transactions from the FedRevCollect mobile application (Mobile Server).

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 United States Department of Treasury General Account.

OTC Endpoint Credit-Debit-Card (CDC) – The endpoint (location) setup in OTCnet for use in card processing.

OTC Endpoint Check (CHK) – The endpoint (location) setup in OTCnet for use in check capture.

OTC Endpoint Treasury General Account (TGA) – The endpoint (location) setup in OTCnet for use in deposit reporting.

OTC Endpoint Mapping – The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTC Kiosk Tablet – A lightweight collections mobile tablet terminal that features OTCnet Check Processing and Card Processing with receipt printing functionalities. It allows agency customers to make check (personal only) and card payments (credit, debit and gift) independent of an agency representative.

OTCnet Generated Eight-Character Pairing Pin – A pairing pin is a unique eight-character OTCnet-generated number used to pair OTCnet and the card terminal. The number is entered the card terminal.

OTCnet Local Bridge (OLB) Application – Refers to an application installed on a workstation, used to facilitate communication between the browser and the operating system/workstation.

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, Deposit Processing, and Card 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 United States Department of 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 United States Department of 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 United States Department of Treasury Account Symbol (TAS) and Business Event Type Code (BETC) combinations to assist CARS 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.

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.

Submit – An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted – A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend – Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID – The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status – Represents the status of the verification records. There are four possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History – Defines the time range that a Deposit Confirmer can 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 can view all the deposits that he or she has confirmed for the past 45 days.

Transaction Reporting System (TRS) – A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Treasury Account Symbol (TAS) – The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) – A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) – The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury – The executive department and the United States Department of 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 CIR File Status Report – An administration report allows you to view the status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.

View CIR Transmission Status for Check Processing – A check processing administration report that allows you to view the status of CIR files that have been processed by CIR or are ready for CIR processing.

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.

W

WorldPay: (formerly Vantiv) A credit card, debit card and gift card merchant processor who is responsible for the creation of card acquiring service (CAS) accounts including chain codes and merchant IDs.