



OTCnetSM
Deposits Made Simple

Agency Viewer

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Agency Viewer Participant User Guide* includes:

- Agency Viewer

Overview

Welcome to the *Agency Viewer Participant User Guide*. In this guide, you will learn:

- The introduction to OTCnet
- The overview of the OTCnet Participant User Guide content
- How to log 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 Business and Administration reports
- The detail each report provides and how to view and download those reports

Topics

This guide is organized by the following topics:

- Topic 1. Introduction to OTCnet
- Topic 2. Overview of OTCnet Participant User Guide Content
- Topic 3. Logging 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 1. Introduction to OTCnet

Overview

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

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

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

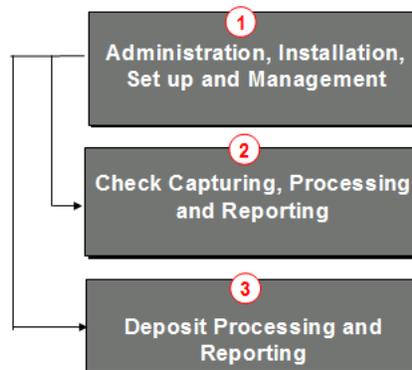
OTCnet financial services will:

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

OTCnet Elements

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

Figure 1. OTCnet Elements



The three elements of OTCnet are defined as follows,

1. **Administration:** allows for those with administrative permissions to install, setup users, and manage OTCnet
2. **Deposit Processing:** permits Federal agencies the ability to create and submit deposits for confirmation. This platform also allows for Financial Institutions to confirm those deposits and create adjustments electronically. Deposits can be created for US currency, foreign cash and foreign check items
3. **Check Capturing, Check Processing:** converts personal and business checks into electronic fund transfers. Transactions can be consumer, consumer accounts receivable, and business transactions. This is not an element of OTCnet you will use.

OTCnet Process Flow: Deposit 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.

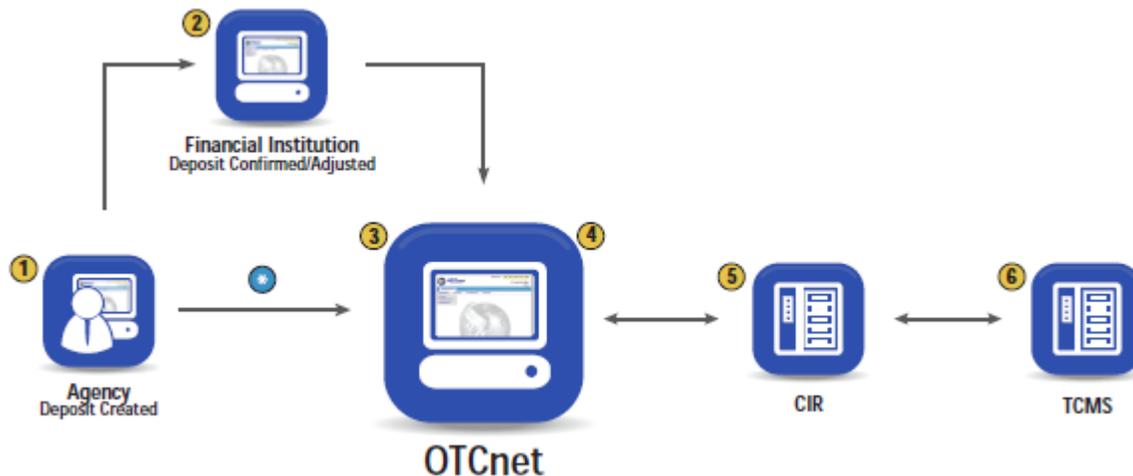
OTCnet sends commercial deposit voucher information to CIR. CIR receives commercial deposit information from OTCnet for reconciliation and transmits to Treasury Cash Management

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 2. 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 are a total of five users who can perform these functions. See Figure 3 for details.

Figure 3. User Roles

Administration	Check Capture/ Check Processing and Reporting	Deposit Processing and Reporting
<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. Figure 4 provides a breakdown of permissions at the Federal Program Agency level as well as the Financial Institution / Federal Reserve Bank Financial Institution level. They include Primary Local Security Administrator, Local Security Administrator, Accounting Specialist, Local Accounting Specialist, Deposit Preparer, Deposit Approver, Viewer and Deposit Confirmer.

Figure 4. Deposit Processing and Reporting Roles

Role >	Federal Program Agency							Financial Institution/ FRB FI			
	PLSA	LSA	AccSpec	Acc Spec Local	Preparer	Approver	Viewer	PLSA	LSA	Confirmer	Viewer
Add/Update/Delete a User	•	•						•	•		
Reset Password	•	•						•	•		
Manage Own Account	•	•	•	•	•	•	•	•	•	•	•
OTCnet Logon and Homepage	•	•	•	•	•	•	•	•	•	•	•
Create/Modify Deposit					•						
Submit Deposit						•					
Confirm/Reject Deposit										•	
View Deposit / Adjustment Detail					•	•	•			•	•
Search Deposit / Adjustment					•	•	•			•	•
Create Deposit Adjustment										•	
Create Return Item Adjustment										•	
Modify Organization Hierarchy			•	•							
Delete Organization Hierarchy			•	•							
View Organization Hierarchy			•	•							
Search Organization Hierarchy			•	•							
Modify Accounting Codes			•								
Import Accounting Codes			•								
View Accounting Codes			•	•							
Modify Endpoint Mappings			•	•							
Modify Custom Labels			•								
View Custom Labels			•	•							
Modify Processing Options			•	•							
View Processing Options			•	•							
Modify User Defined Fields (UDF)			•								
View User Defined Fields (UDF)			•	•							
View Financial Institution										•	•
View Business Reports			•	•	•	•	•			•	•
View Security Reports	•	•						•	•		
View Administrative Reports					•	•	•			•	•
Read/View Audit Log	•	•									

Topic 2. Overview of OTCnet Participant User Guide Content

Introduction

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

The Participant User Guide can be used independent of or in conjunction with the OTCnet Web-based Training (WBT) or Instructor-led Training (ILT). The Participant User Guides are accessible through the OTCnet web site, OTCnet application help link site or through the Library button located within the WBT.

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

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

In addition to the above mentioned guides that you may access, this OTCnet Participant User Guide was created to support *Agency Viewer* specific instruction. Below, you will be introduced to the related Deposit Processing OTCnet functionality.

Administration Participant User Guide

Eight Chapters make up the Administration Participant User Guide. These include Check Capture, Check Processing and Deposit Processing Administrative functionality. Table 1 describes the related concepts covered in each Chapter:

Table 1. Administration Chapters

Chapter	Description
1. Introduction to OTCnet and Overview of OTCnet Participant User Guide Content	In this Chapter, you will learn about the background of OTCnet, the element and process flows that make up OTCnet as well as overview of the Participant User Guides.
2. Accessing and Navigating OTCnet	In this Chapter, you will learn how to log 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	In this Chapter, you will learn how to create a hierarchy, designate an OTC Endpoint, establish a Financial Institution relationship, and designate a check capture location.
5. Configuring Deposit Processing Settings	In this Chapter, you will learn how to create, import and map accounting codes; establish processing options and custom field labels; and modifying a user defined field.
6. Viewing Financial Institutions	In this Chapter, you will learn how to view Financial Institution details.
7. Configuring Check Processing Settings	In this Chapter, you will learn how to set up, modify and view a terminal configuration, view an audit log and download firmware.
8. Installing Scanner and Offline Functions	In this Chapter, you will learn how to a properly install offline check capturing software; manage offline check capturing; set up scanners; and configure check capture settings in offline mode.

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

Deposit Processing and Reporting Participant User Guide

10 Chapters make up the Deposit Processing and Reporting Participant User Guide. Table 2 describes the related concepts covered in each Chapter:

Table 2. Deposit Processing Chapters

Chapter	Description
1. Introduction to OTCnet and Overview of OTCnet Participant User Guide Content	In this Chapter, you will learn about the background of OTCnet, the element and process flows that make up OTCnet as well as overview of the Participant User Guides.
2. Accessing and Navigating OTCnet	In this Chapter, you will learn how to log 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.treas.gov> and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** as shown in Figure 5 below.

Figure 5. Single Sign On Page

2. The *Password Change: Create New Password* page appears. Enter your temporary **Password**, **New Password**, and **Confirm New Password**. See Figure 6 below.

Password Criteria

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

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

Figure 6. Password Change Page

The screenshot shows the 'fms Enterprise Single Sign On' interface. The main heading is 'Password Change: Create a New Password'. Below this, there is a section titled 'Single Sign On Password Services'. A message states: 'oteste05, you must change your password before continuing. You will not be permitted to use your account until you have completed this activity.' Below this message is a 'NOTE: The new password must satisfy the following requirements:' followed by a bulleted list of criteria: 'Must be at least 8 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 in 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', and 'Must not be shared or displayed in plain view.' At the bottom of the page, there is a form with four input fields: 'User ID:' (containing 'oteste05'), 'Password:' (masked with asterisks), 'New Password:' (masked with asterisks), and 'Confirm New Password:' (empty). Below the form are three buttons: 'Change Password', 'Reset', and 'Cancel'. A red box highlights the form fields.

- The *GSS Rules of Behavior* page appears. Read and accept the GSS Rules of Behavior by clicking all the check boxes. Click **Accept** or **Cancel** as shown in Figure 7.

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

Figure 7. GSS Rules of Behavior Page

Enterprise Single Sign On

Behavior

You must read and accept the following GSS Rules of Behavior before you can access an FMS application

- 12. You must not browse, search or reveal FMS system information except in accordance with that which is required to perform your legitimate tasks or assigned duties. You must not retrieve information, or in any other way disclose information, for someone who does not have authority to access that information.
- 13. By your signature or electronic acceptance (such as by clicking an acceptance button or the screen), you must agree to these rules.
- 14. You should contact your FMS Information System Security Office or the FMS Service Desk (202-874-4357, fmsservice@fms.treas.gov) if you do not understand any of these rules.

I have read the above Rules of Behavior for External Users of Financial Management Service (FMS) Systems. By my electronic acceptance and/or signature, I acknowledge and agree that my access to the FMS system is covered by, and subject to, such Rules. Further, I acknowledge and accept that any violation of these Rules may subject me to civil and/or criminal actions and that FMS retains the right, at its sole discretion, to terminate, cancel or suspend my access to any FMS system(s) at any time, without notice.

Accept Cancel

- The *Need to Change your Password Challenge Response* page appears. Click **Continue**. See Figure 8 below.

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

Figure 8. Need to Change Your Password Challenge Response Page

fms

Enterprise Single Sign On

Redirection Warning

Need to Change your Password Challenge Response

 You have been re-directed to this page because you need to change your password challenge response data. This is a mandatory one-time security measure designed to assist users in resetting forgotten passwords.

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 9 below.

Figure 9. Select and Provide Responses to Questions Page

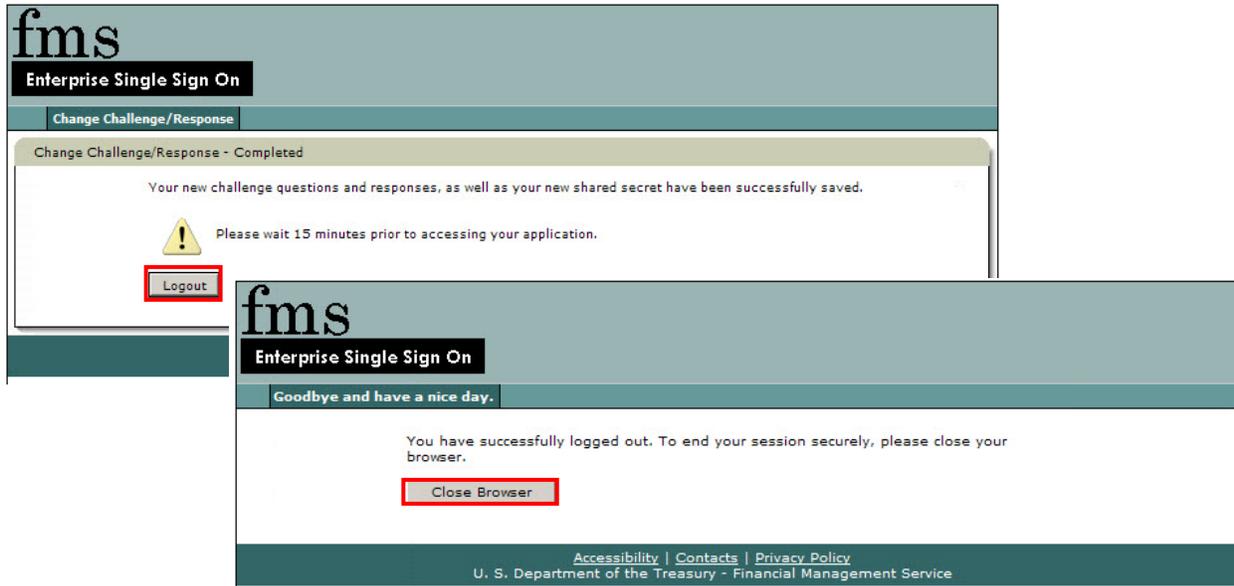
- A *Change Shared Secret* page appears. Enter a **Shared Secret** phrase and **Confirm Shared Secret** phrase (see Figure 10 below). The shared secret phrase must be at least three characters.

You will not be able to proceed to OTCnet until the Challenge questions and Share Secret are set. Click **Save My Shared Secret** as shown in Figure 10.

Figure 10. Challenge Shared Secret Page

7. A confirmation page appears showing the challenge questions and responses and your new shared secret were successfully saved. Click **Logout**, then **Close Browser** as shown in Figure 11 below.

Figure 11. Logout and Close Browser



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



Logging In to OTCnet the First Time

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

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

Password Criteria

- a. Must be at least 8 characters long
 - b. Must contain at least one upper case letter
 - c. Must contain at least one lower case letter
 - d. Must contain at least one numeric character
 - e. Must not repeat any of your last ten passwords
 - f. Must not have been your password during the last ten days
 - g. Must not be a word in a language, slang, dialect, or jargon
 - h. Must not be related to personal identity, history, environment, or other personal associations
 - i. Must not be shared or displayed in plain view
4. Click **Change Password**. A confirmation page appears stating your new password has been set.
 5. Click **Continue**. The *GSS Rules of Behavior* page appears.
 6. Read and accept the GSS Rules of Behavior by clicking all the check boxes.
 7. Click **Accept** or **Cancel**. The *Need to Change your Password Challenge Response* page appears.



Application Tip

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

8. Click **Continue**. The *Change Challenge/Response – Select and Provide Responses to Questions* page appears.
9. Select any three challenge questions you want to respond to by clicking the check boxes next to the questions, and provide your responses in the **Response** and **Confirm Response** fields.

**Application Tip**

Each response must be at least three characters long and are case sensitive.

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

**Application Tip**

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

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

**Application Tip**

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

14. Click **Close Browser**.

Log In to OTCnet

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.treas.gov> and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** as shown in Figure 12 below.

Figure 12. Single Sign On Page

The screenshot shows a web browser window with the URL <https://otcnet.treas.gov>. The page has a header with the 'fms' logo and the text 'Interpolate Single Sign On'. Below the header is a navigation bar with links for 'Forgot your Password?' and 'Forgot your User ID? Register'. The main content area contains a login form with the following elements:

- A heading: 'Select an authentication method and enter your credentials.'
- A sub-heading: 'Log In using your FMS'
- A list of authentication methods: 'SIS User ID and Password', 'BasicID Token', and 'PKI Certificate'. The 'SIS User ID and Password' method is selected.
- Instructions: 'To log in using your FMS Single Sign On User ID and Password, please enter your User ID and Password.'
- Input fields for 'User ID:' and 'Password:'.
- A red 'Log In' button and a 'Reset' button.
- Links for 'Forgot your User ID?' and 'Forgot your Password?'.
- A warning message at the bottom: 'WARNING: You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by Federal law.'
- Footer text: 'Accessibility / Contact Us / Privacy Policy' and 'U. S. Department of the Treasury, Bureau of the Fiscal Service'.

2. The *OTCnet Home Page* appears. See Figure 13 below.

Figure 13. OTCnet Home Page



Topic 4. Accessing a User ID and Resetting Passwords

If you forget your User ID, you can have your User ID emailed to you. If you forget your password, you can have a temporary password emailed to you. Once you sign in with your temporary password, you will need to reset it.

Access a User ID

1. From the Single Sign On page, click on the **Forgot your User ID?** link shown in Figure 14 below.

Figure 14. Single Sign On Page (Forgot Your User ID? Link)

The screenshot shows the fms Enterprise Single Sign On page. The page title is "fms Enterprise Single Sign On". Below the title, there are links for "Forgot your Password?" and "Forgot your User ID?". The main content area is titled "Select an authentication method and enter your credentials." and "Log In using your FMS". On the left, there are three buttons: "SSO User ID and Password", "SecurID Token", and "SSI Certificate". The "SSO User ID and Password" button is selected. The main area contains the text: "To log in using your FMS Single Sign On User ID and Password, please enter your User ID and Password." Below this text are two input fields: "User ID:" and "Password:". To the right of these fields are "Log In" and "Reset" buttons. A red box highlights the "Forgot your User ID?" link, which has the subtext "Reset your Password." below it. At the bottom of the page, there is a warning message: "WARNING: You have accessed a United States Government computer. Unauthorized use of this computer is a violation of Federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by Federal law." At the very bottom, it says "Availability | Contact Us | Privacy Policy" and "U. S. Department of the Treasury - Financial Management Service".

2. The *Treasury Self Service* page appears. Enter the words you seen in the image in the text box and click **Next** (see Figure 15).

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

Figure 15. Treasury Self Service Page (Enter Image of Text)



3. Enter your email address and click **Next** (shown in Figure 16 below). A confirmation page appears showing your request for your User ID has been completed.

Figure 16. Forgot User ID (Enter Email Address)

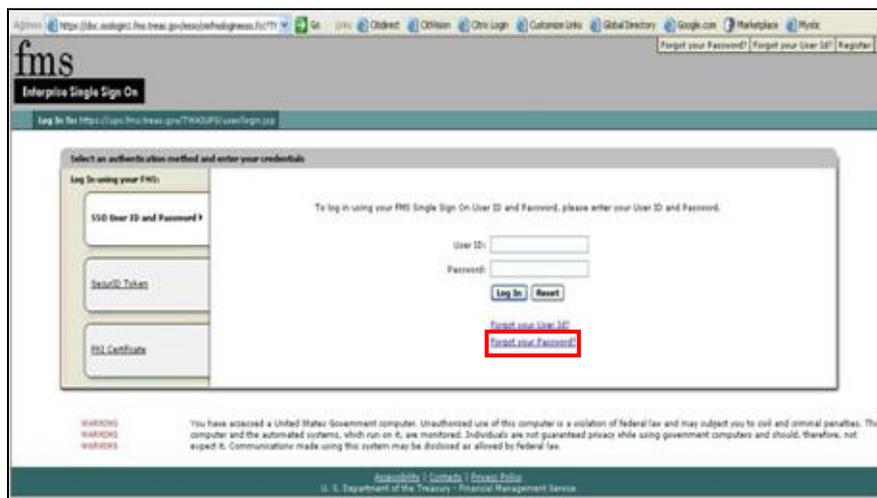


Click **Cancel** to return to the Single Sign On page. No data will be saved.

Resetting Passwords

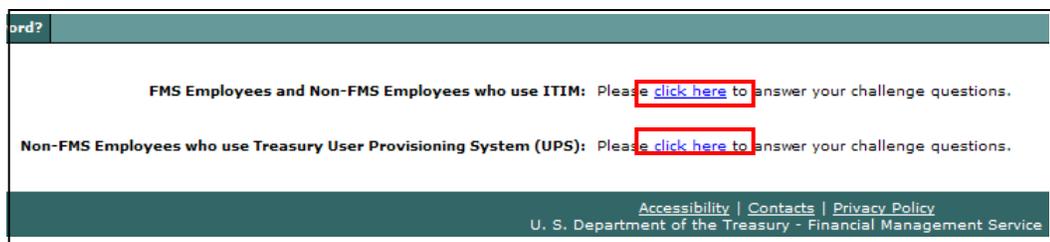
1. From the Single Sign On page, click on the **Forgot your Password?** link as shown in Figure 17 below.

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



2. The *Forgot your Password* page appears. Click the **Click Here** link for Employees and Non-Employees who use ITIM (see Figure 18 below).

Figure 18. Forgot Your Password Page



3. The *Self-Service Account/Password Reset* page appears. Enter your **User ID** and click **Submit** (see Figure 19 below).

You will receive an email to your official email address with further instructions to complete the *Self-Service Account/Password Reset* process. Click **Close Browser** as shown in Figure 19.

Figure 19. Self-Service Account/ Password Page

Answer Challenge/Response Questions - Enter User ID

In order to re-activate your account and reset your password, you will need to provide the responses to the Challenge/Response Questions you set up when you first accessed your account. To begin, please enter your User ID then click Submit in order to receive an email with further instructions.

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

User ID:

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

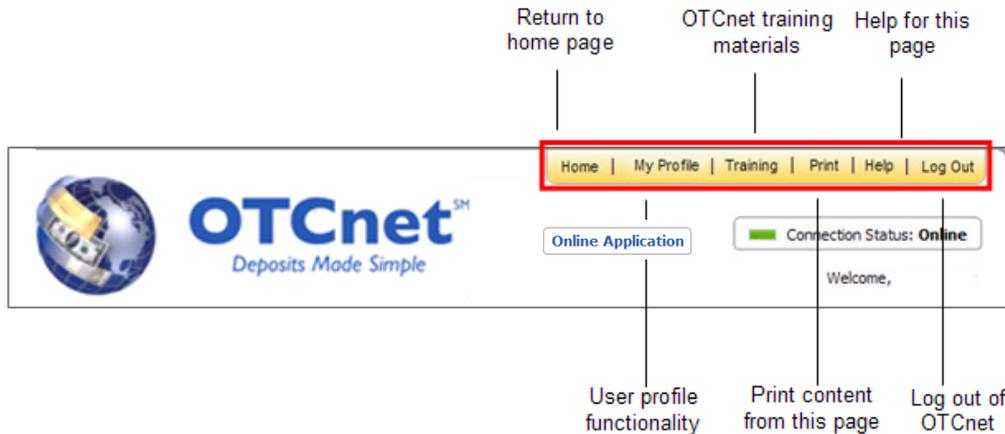
To access the OTCnet Main Menu, log in with your User ID and Password by accessing <https://otcnet.treas.gov>. Table 3 below provides a list of the Main Menu options available to you and accessible on the upper right corner of the OTCnet application (highlighted in yellow).

Table 3. Main Menu Link Descriptions

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

For an image of the Main Menu, see Figure 20 below. The links are accessible on the upper right side of the OTCnet home page.

Figure 20. OTCnet Main Menu Page



Deposit Processing Tab Functionality

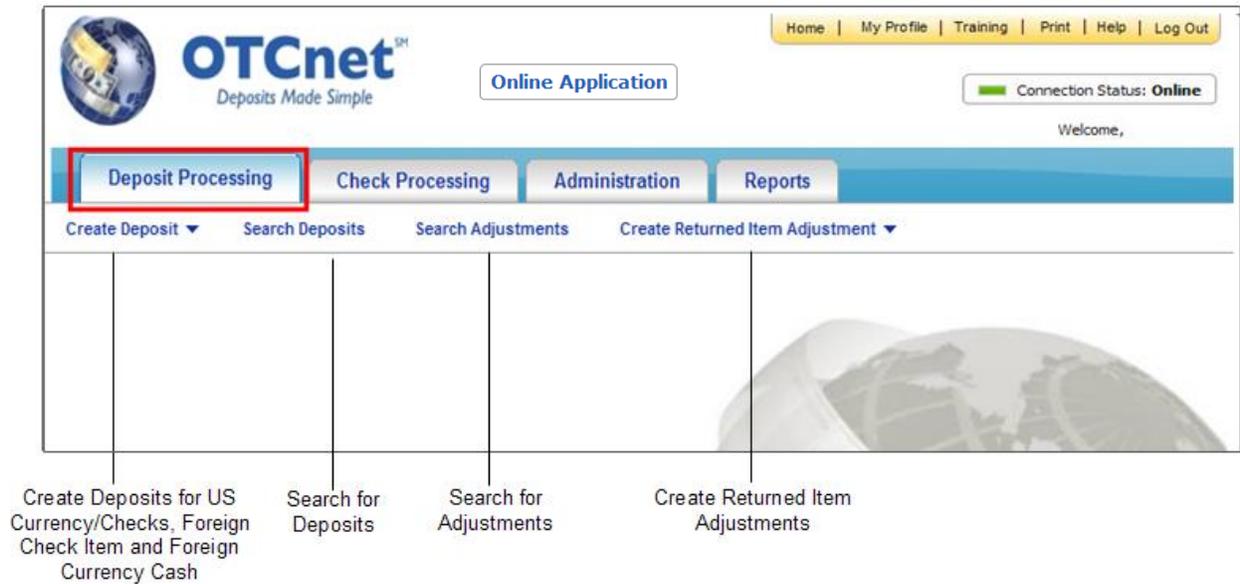
To access the OTCnet Deposit Processing functionality, log in with your user id and password. Table 4 below provides a list of the Deposit Processing functions that are available to you.

Table 4. Deposit Processing Tab Descriptions

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

For an image of the Deposit Processing tab, see Figure 21 below. Depending on your user role, you may not see all functionality shown in the image.

Figure 21. Deposit Processing Tab



Check Processing Tab Functionality

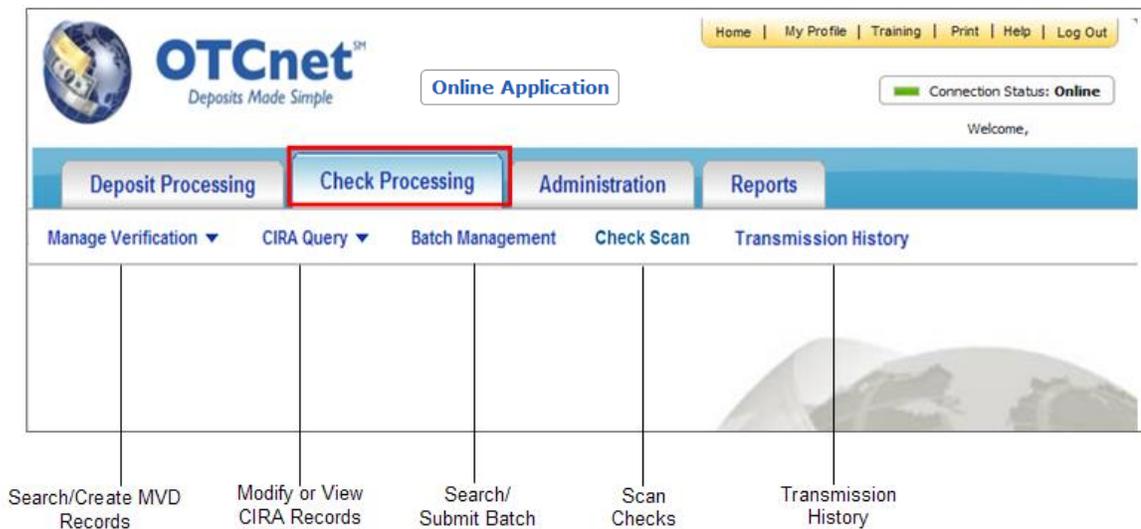
Table 5 below provides a list of the Check Processing functions that exist within OTCnet.

Table 5. Check Processing Tab Descriptions

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

For an image of the Check Processing tab, see Figure 22 below. You may not have access to this functionality at this time.

Figure 22. Check Processing Tab



Administration Tab Functionality

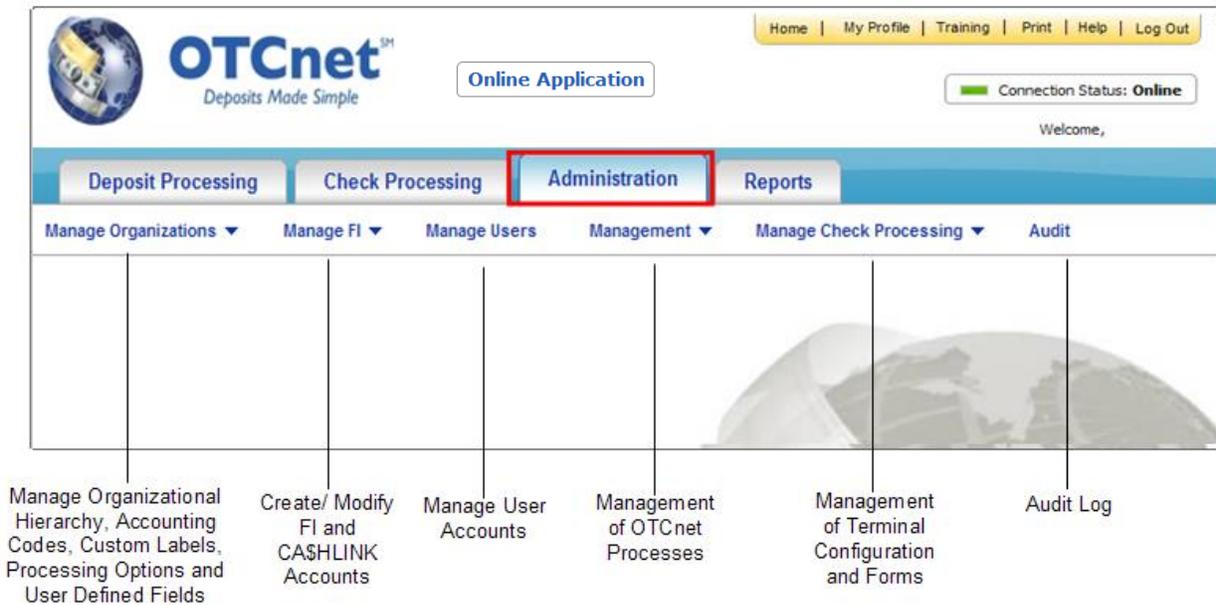
To access the OTCnet Administration functionality, log in with your user id and password. Table 6 below provides a list of the Administration functions that are available.

Table 6. Administration Tab Descriptions

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

For an image of the Administration tab, see Figure 23 below. You may not have access to this functionality at this time.

Figure 23. Administration Tab



Reports Tab Functionality

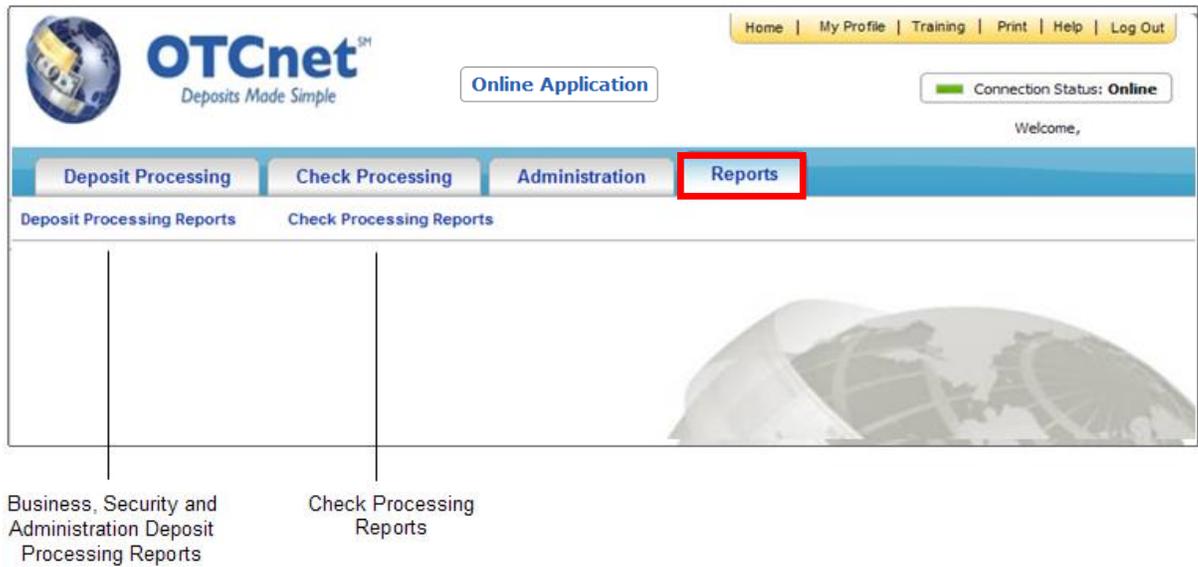
To access the OTCnet Reports functionality, log in with your user id and password. Table 7 below provides a list of the Reports functions that are available to you. Depending on your user role, you will only see reports that you have access to view and download.

Table 7. Reports Tab Descriptions

Function	Description
Deposit Processing Reports	Allows a user to view and download Business, Security and Administration reports.
Check Processing Reports	Allows a user to access Check Processing reports. You may not have access to this functionality at this time.

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

Figure 24. Reports Tab



Topic 6. Viewing Deposits

As an **Agency Viewer**, you can view deposit vouchers. You may view deposits to locate those in process or see deposit transactions belonging to others in the organization.

You will you have permission to only view certain deposits. The deposit Status types available for viewing are included in Table 8 below.

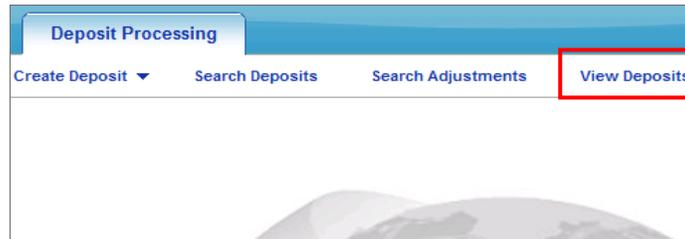
Table 8: Deposit Statuses

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

View a Deposit

1. Click the **Deposit Processing** tab and click **View Deposits** (see Figure 25 below).

Figure 25: Select View Deposits



2. The *View Deposits* page appears. Click the **Voucher Number** of the deposit whose details you would like to view (see Figure 26 below). If applicable, you may select a status with **Draft, Awaiting Approval, Submitted, Confirmed, or Rejected**.

Figure 26. View Deposits Page

Deposit Transactions

Following are deposit transactions for your organization, in reverse chronological order.
 Select the voucher number of the deposit you would like to view additional details.
 < 1-10 >> of 14 Records

Voucher	Status	Date Submitted	Date Confirmed	Endpoint	ALC	Adj.	Deposit Total
600620	DRAFT			PHI	20092800		100.00
600600	DRAFT			PHI	20092800		2.00
600602	DRAFT			PHI	20092800		1,500.00
600622	AWAP			PHI	20092800		100.00
600621	SUBMITTED	03/07/2010		PHI	20092800		100.00
600304	SUBMITTED	02/03/2010		L2 FOCash	18000005		39.79
600501	REJECTED	02/04/2010		L2 FOCheck	00003020		
600460	REJECTED	02/02/2010		PHI	20092800		150.00

You may also want to view a deposit with an **Adj. (Type)**. See Figure 27 below to click on the **Voucher Number** for the **Adj. (Type)** you want to view.

Figure 27. View Voucher with Adj. (Type)

Voucher #>	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/ Credit	Adjustment Amount>
600623	03/07/2010	03/07/2010	AcctClosed	00002030	R	D	\$100.00
600520	02/04/2010	02/04/2010	NSF	14100099	R	D	\$1.00
600441	01/27/2010	02/02/2010	ExtraItem	20092800		C	\$14.00
600440	01/27/2010	02/04/2010	ExtraItem	20092800		C	\$10.00
600410	01/22/2010	01/22/2010	EncodeErr	36001200		D	\$500.00
600408	01/22/2010	01/22/2010	EncodeErr	20180009		C	\$500.00
600404	01/22/2010	01/22/2010	MissingItm	00002031		D	\$500.00
600402	01/22/2010	01/22/2010	ExtraItem	00002031		C	\$500.00
600382	01/21/2010	01/21/2010	MissingItm	00002031		D	\$500.00
600276	01/15/2010	01/15/2010	MissingItm	70050474		D	\$500.00

**Application Tip**

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

**Application Tip**

If your Financial Institution makes an adjustment to a deposit it appears in the Adj. (Adjustment) column of the **Deposit Transactions** section of the table. To view additional details, click the appropriate **Voucher Number**. The *View Confirmed Deposit* page appears. Under **Adjustment Information**, click the **Voucher Number** to view the deposit adjustment details.



View a Deposit

To view a deposit, complete the following steps:

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



Application Tip

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

3. Click the **Voucher Number** of the deposit whose details you would like to view.



Application Tip

If your Financial Institution makes an adjustment to a deposit it appears in the **Adj.** (Adjustment) column of the **Deposit Transactions** section of the table. To view additional details, click the appropriate **Voucher Number**. The *View Confirmed Deposit* page appears. Under **Adjustment Information**, click the **Voucher Number** to view the deposit adjustment details.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit (Visible if a user has Deposit Confirmer privileges)
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Delete** to eliminate the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Voucher Event State** to view voucher details.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Save as Draft** to save the information without submitting the deposit (Visible if a user has Deposit Preparer privileges.)
- Click **Submit** to complete the process and display the Confirmation page. (Visible if a user has Deposit Approver privileges.)
- Click **Update CAN/ACCT Key** to update the account number assigned to a deposit. (Visible if a user has Deposit Confirmer privileges.)
- Click **Add Adjustment** to adjust a deposit. (Not visible for Foreign)
- Check Items.)

Topic 7. Searching Deposits

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

To search for a deposit, select the **Search Deposits** function. The **Search Deposits** function enables you to search for a deposit voucher using one or more criteria. If you do not specify any criteria, the search results will include all deposits in the system that you have access to view. You can run additional searches; the Search Results table that appears will be cleared and re-populated with the results of the new search. See Table 9 below for search criteria fields.

Table 9: Search Criteria Fields

Search Criteria Groupings	Search Criteria Fields
Search Conditions	<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 10 below).

Table 10: Search Results Deposit Statuses

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

Search and Locate Deposits Using One or More Criteria

1. Click the **Deposit Processing** tab and select **Search Deposits** to enter the search criteria for your deposit (see Figure 28 below).

Figure 28: Search Deposits



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

Search Conditions fields (see Figure 29) include selecting the,

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

Figure 29: Search Conditions

Search Deposit
Enter search criteria for the deposit(s) you would like to view.

Search Conditions

Organization:

OTC Endpoint:

ALC:

Prepared by:

Voucher #:

Deposit Status:

Agency Use (Block 6): (starts with)

Deposit Type:

Buttons: Cancel Clear Search

You may also search by entering **Financial Institution Information** which includes the **RTN (Routing Transit Number)**, **DDA (Demand Deposit Account)**, **CAN (CA\$HLINK Account Number)**, **FRB Account Key** and **FRB CCWU (Cost Center Work Unit)**. See Figure 30 below.

Figure 30: Financial Institution Information

Financial Institution Information

RTN:

DDA:

CAN:

FRB Account Key:

FRB CCWU:

Buttons: Cancel Clear Search

You can search by selecting a **Voucher Date** or **Deposit Date** range. You may also choose to search by a **Deposit Total** range (see Figure 31 below).

Figure 31: Voucher Date, Deposit Date and Deposit Total

The screenshot shows three distinct search criteria sections, each with 'From:' and 'To:' input fields. The 'Voucher Date' section has two date pickers. The 'Deposit Date' section also has two date pickers. The 'Deposit Total' section has two numeric input fields. Each section is enclosed in a rounded rectangular box.

Additional criteria search options for deposits include **User Defined Field Information**, if designated by your agency (see Figure 32 below).

Figure 32: User Defined Field Information

The screenshot displays a search interface titled 'User Defined Field Information'. It contains two main sections: 'Deposit UDF' and 'Accounting Subtotal UDF'. The 'Deposit UDF' section includes two text input fields labeled 'the bank employee:' and 'the issue field:'. The 'Accounting Subtotal UDF' section includes a dropdown menu for 'Kind of deposit:' with 'Select...' as the current selection, and a text input field for 'percent of cash deposit:'. At the bottom right, there are three buttons: 'Cancel', 'Clear', and 'Search' (which is highlighted with a red border).

- The *Search Results* table appears (see Figure 33 below). Click the **Voucher Number** of the deposit details you would like to view.

Figure 33: Search Results Table

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

To download the information you retrieved when searching for deposits, refer to page 40, *Downloading Deposit Information* in this Topic.



Application Tip

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



Search for a Deposit

To search for a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Select **Search Deposit**. The *Search Deposit* page appears.
3. Enter the search criteria for the deposit you would like to view, and click **Search**.

Under **Search Conditions**, *optional*

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

Under **Financial Institution Information**, *optional*

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

Under **User Defined Field Information**, *if applicable, optional*

- Enter the **Deposit UDF (User Defined Fields)**
- Enter the **Accounting Subtotal UDF** details



Application Tip

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

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



Application Tip

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



Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Edit** to modify the deposit draft. (Visible if a user has **Deposit Preparer** privileges.)
- Click **Previous** to return to the previous page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher events.

Downloading Deposit Information

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

1. Click the **Deposit Processing tab** and select **Search Deposits** to enter the search criteria for your deposit (refer to Figure 28).
2. Enter the optional search criteria for the deposit you would like to view, and click **Search**.

To search criteria under **Search Conditions**, refer to Figure 29.

To enter search criteria under **Financial Institution Information** details, refer to Figure 30.

To enter **User Defined Field Information** details, refer to Figure 32.

3. The *Search Results* table appears. Click the **Download** button (see Figure 34 below).

Figure 34: Download Button

Click the voucher number of the deposit you would like to view additional details. Download Search Results?

Download

<< < 1-6 > >> of 6 Records

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

- Select the **XML file** or **CSV file** as the file format (see Figure 35 below).

Figure 35: File Format

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
- ▶ Financial Institution Information
- ▶ Agency Information
- ▶ Accounting Subtotals and User Defined Data
- ▶ Foreign Deposit Information

Check the desired attributes that you want to download for **Deposit Information**, **Financial Institution Information**, **Agency Information**, **Accounting Subtotals and User Defined Data** and **Foreign Deposit Information** (see Figure 36 below), then click **Submit**.

Figure 36: Attributes for Download

Download Deposits
 Select the attributes desired on the file

Select File Type and Attributes
 Please select the file format
 XML file CSV file

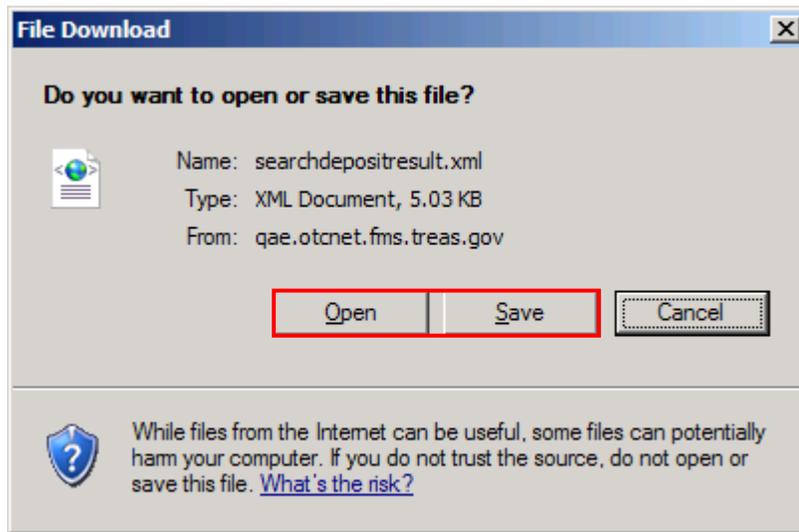
Check All / Uncheck All

- ▼ Deposit Information
 - Voucher #
 - Voucher Date
 - Text format(2006-03-17)
 - Number format(20060317)
 - Deposit Date
 - Text format(2006-03-17)
 - Number format(20060317)
 - Deposit Endpoint - Org Code
 - Deposit Endpoint - Org Name
 - ALC
- ▼ 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

Previous Cancel Submit

- The *File Download dialog* box appears. Click **Open** or **Save** (see Figure 37 below).

Figure 37: File Download



Application Tip

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



Download Search Results for a Deposit

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

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



Application Tip

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



Application Tip

Additional buttons on the page help you perform other tasks:

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

Topic 8. Searching Adjustments

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

To search for an adjustment to a **US Currency** or **Foreign Check Items** deposit, click the **Search Adjustments** function. The **Search Adjustments** function enables you to search for a deposit voucher using one or more criteria. If you do not specify any criteria, the search results include all deposits in the system that you have access to view. If you run additional searches, the Search Results table repopulates with the results of the new search. See Table 11 below for search criteria fields.

Table 11: Search Criteria Fields

Search Criteria Groupings	Search Criteria Fields
Search Conditions	<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 Using Select Criteria

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

1. Click the **Deposit Processing** tab and click **Search Adjustments** to enter the search criteria (see Figure 38 below).

Figure 38: Search Adjustments



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

Search Conditions fields (see Figure 39 below) include selecting any or all of the following:

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

Figure 39: Search Conditions

The screenshot displays the 'Search Adjustments' interface. At the top, it says 'Step 1 of 2: Enter Search Criteria'. Below this, there is a heading 'Search Conditions' and a prompt: 'Enter search criteria for the adjustment(s) you would like to view.' The form contains several fields: 'Organization' (dropdown), 'Deposit Endpoint' (dropdown), 'ALC' (text input), 'Adjustment Category' (dropdown), 'Voucher #' (text input), 'Adjustment Type' (dropdown), 'Prepared by' (text input), 'Adjustment Reason' (dropdown), and 'Voucher Date' (two date pickers for 'From' and '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 40 below.

Figure 40: Additional Search Criteria

The screenshot shows a search form with the following sections:

- Adjustment Amount:** From: [text box], To: [text box]
- Deposit Date:** From: [text box with calendar icon], To: [text box with calendar icon]
- Original Deposit Date:** From: [text box with calendar icon], To: [text box with 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, there are three buttons: Cancel, Clear, and Search (highlighted with a red border).

3. The *Search Results* table appears (see Figure 41 below). Click the **Voucher Number** of the adjustment whose details you would like to view.

Figure 41: Search Results Table

Download Search Results?

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

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

Search and View an Adjustment

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

1. Click the **Deposit Processing** tab.
2. Click **Search Adjustments**. The *Search Adjustments* page appears.
3. Enter the search criteria and click **Search**.

Under **Search Conditions**, *optional*

- Select an **Organization**
 - Select an **OTC Endpoint**
 - Enter an **ALC (Agency Location Code)**
 - Select an **Adjustment Category**
 - Enter a **Voucher #**
 - Select an **Adjustment Type**
 - Enter the **Prepared by** name
 - Select an **Adjustment Reason**
 - Enter the **From:** and **To:** Voucher Dates
 - Enter the **From:** and **To:** Adjustment Amount
 - Enter the **From:** and **To:** Deposit Date
 - Enter the **From:** and **To:** Original Deposit Date
4. The *Search Results* table appears. Click the **Voucher Number** of the adjustment whose details you would like to view.



Application Tip

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



Application Tip

Additional buttons on the page help you perform other tasks:

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

Downloading Adjustments

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

1. Click the **Deposit Processing tab** and click **Search Deposits** to enter the search criteria for your adjusted deposit (refer to Figure 38).
2. Enter the optional search criteria for the adjusted deposit you would like to view, and click **Search**. All references to figures can be found under Topic 6 of the previous section.

To search criteria under **Search Conditions**, refer to Figure 39.

To enter additional search criteria, refer to Figure 40.

3. The *Search Results* table appears. Click the **Download** button (see Figure 42 below). The *Download Adjustments* page appears.

Figure 42: Download Button

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 43 below).

Figure 43: File Format

The screenshot shows a web form titled "Download Adjustments". At the top, it says "Select the attributes desired on the file from the previously searched adjustments". Below this 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 four expandable sections: "Adjustment Information", "Original Deposit Information", "Financial Institution Information", and "Foreign Return Item Information". At the bottom right, there are three buttons: "Previous", "Cancel", and "Submit" (highlighted with a red border).

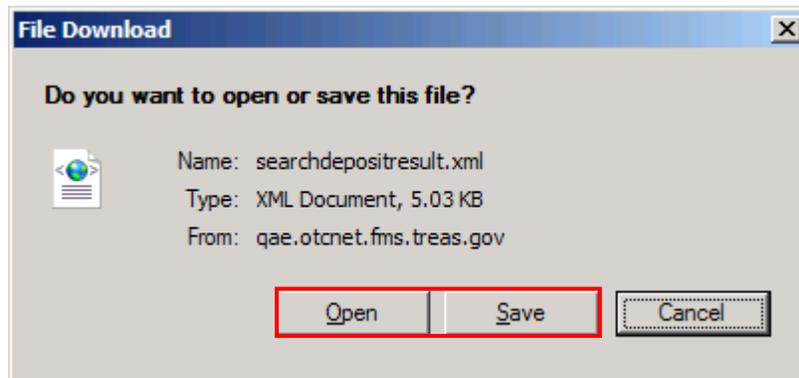
Check the desired attributes that you want to download for **Adjustment Information**, **Original Deposit Information**, **Financial Institution Information**, and **Foreign Return Item Information** (see Figure 44 below), then click **Submit**.

Figure 44: Attributes for Download

The screenshot shows a detailed view of the "Attributes for Download" section. It lists various attributes with checkboxes for selection. The attributes are grouped into sections: "Voucher #", "Deposit Date", "Deposit Amount", "Financial Institution Information", "Financial Institution Name", "Currency Code", and "Foreign Currency Amount". Each attribute has a checkbox and a format specification. For example, "Voucher #", "Deposit Date", and "Deposit Amount" have checkboxes and "Number format(20060317)". "Financial Institution Name" has a checkbox and "Text format(2006-03-17)". "Currency Code" has a checkbox and "Text format(2006-03-17 19:30:06)". "Foreign Currency Amount" has a checkbox and "Number format(20060317193006)". At the bottom right, there are three buttons: "Previous", "Cancel", and "Submit" (highlighted with a red border). Arrows indicate the flow from the "File Format" section to the "Attributes for Download" section.

5. The *File Download* dialog box appears. Click **Open** or **Save** (see Figure 45 below). If you click **Open**, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Figure 45: File Download

**Application Tip**

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



Download Search Results

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

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



Application Tip

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



Application Tip

Additional buttons on the page help you perform other tasks:

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

Topic 9. Viewing Reports

As a user or viewer of the Deposit Processing functionality, you may access one or more of the **Business Reports** and **Administration Reports**. Each report provides you with information specific to the select type of data requested, associated with a deposit. Table 12 below outlines the purpose of each report type.

Table 12. Types of Reports and Purpose

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

Topic 10. Reports by Access Type

You have permission to view only certain reports. There are three types of reports that may be accessible to an OTCnet user. They include **Business Reports**, **Security Reports** and **Administration Reports**. See Table 13 below for details.

Table 13. Reports by Access Type

	Federal Program Agency						Financial Institution/FRB as FI				
	Deposit Preparer	Deposit Approver	Local/Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	P/LSA
Business Reports											
Adjustment Activity (FI)							•		•		
Adjustment Activity (FRB)								•		•	
Adjustments By OTC Endpoint	•	•		•							
Daily Voucher Report			•								
Deposit Activity (FI)							•		•		
Deposit Activity (FRB)								•		•	
Deposits By Accounting Code	•	•		•							
Deposits By OTC Endpoint	•	•		•							
Deposit History By Status (FPA)	•	•		•							
Non-Reporting OTC Endpoint	•	•	•	•							
Processing Options by Agency Endpoint			•								
Security Reports											
Access Groups by User					•	•					•
Primary Access Groups without a PLSA ¹											•
Users by Access Group (FI)											•
Users by Access Group (FPA)					•	•					•
Users by Role (FI)											•
Users by Role (FPA)					•	•					•
User Information					•	•					•
Administration Reports/ Misc											
Activity Report ²											
View CA\$HLINK II File Status							•		•		
View FRB CA\$HLINK File Status								•		•	
View TRS File Status ³							•	•	•	•	
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 ¹											
Acknowledge Error Resolution							•	•			

Legend: ¹ Report details accessible only at the HLAS user level. ² Report accessible at the viewer level.
³ The Transaction Reporting System (TRS) is now referred to as the Collections Information Repository (CIR).

Topic 11. Types of Business and Administration Reports

Business Reports

As a **Agency Viewer**, you may access one or more of the reports listed in Table 14 below. To obtain specific details for which reports each role may view or download, please refer to Table 13 above.

Table 14. Business Reports and Purpose

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

Administration Reports

As a **Agency Viewer**, you may access one or more of the reports listed in Table 15 below. To obtain specific details for which reports each role may view or download, refer to Table 13.

Table 15. Administration Reports and Purpose

Administration Report	Purpose of Administration Report
Activity Report¹	Allows a user to view the total number of organizations created in a month and/or year as well as total number of deposits by status and adjustment activity by month and/or year.
View CA\$HLINK II File Status	Allows you to view status of deposit report files that have been processed by CA\$HLINK II or are ready for CA\$HLINK II to process.
View FRB CA\$HLINK File Status	Allows you to view the status of deposit files that have been sent to FRB CA\$HLINK.
View TRS File Status²	The status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.
View Vouchers Completed	Allows you to view the status of deposit and adjustment vouchers that have completed processed through the FI System To System Interface in the past 36 hours.
View Vouchers in Progress	Allows you to view the status of deposit and adjustment vouchers in progress.

¹ Indicates report that only an *Viewer* user role may access.

² The Transaction Reporting System (TRS) is now referred to as the Collections Information Repository (CIR).

Topic 12. Viewing Report Detail

Business Reports

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

Adjustments by OTC Endpoint

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Adjustments by OTC Endpoint**. See Figure 46 below.

Figure 46. Select Adjustments by OTC Endpoint from Reports Menu



2. The *Adjustments by OTC Endpoint* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 47 below for search criteria.

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

- Select the **Organization**, *required*
- Select the **Adjustment Type**
- Enter the **ALC** (Agency Location Code)
- Enter the **From:** and **To:** Adjustment Date range
- Enter the **From:** and **To:** Deposit Date range
- Enter the **From:** and **To:** Adjustment Amount range
- Select the **Report Format**

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

Figure 47. Adjustments by OTC Endpoint Page

3. Click an **OTC Endpoint** to initiate the report (refer to Figure 47 above). The report appears in a new window as shown in Figure 48 below.

Figure 48. Adjustments by OTC Endpoint Report Output

Adjustments by OTC Endpoint					
Generated: 07/14/2010 2:16:02 PM ET					
Selected Adjustment Type: Credit					
Selected Deposit OTC Endpoint: ALL					
Selected ALC: ALL					
Selected Deposit Date Range: 04/14/2009 - 07/14/2010					
Financial Institution	Adjust Date	Deposit Date	Voucher Date	Voucher #	Adjustment Amount
Highest Level : TWAI Test Agency					
Level 1 : TWAI Level 2					
Level 2 : TWAI Level 3					
ALC: 99991112					
Adjustment Type: Credit					
Bank of America	07/27/2009	07/27/2009	07/27/2009	139499	\$0.01
Total:					\$0.01



View Business Reports: Adjustments by OTC Endpoint

To view adjustments by OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Adjustments by OTC Endpoint**. The *Adjustments by OTC Endpoint* page appears.
4. Enter the search criteria you would like to view.
 - Select the **Organization**, *required*
 - Select the **Adjustment Type**, *required*
 - Select the **ALC** (Agency Location Code)
 - Enter the **From:** and **To:** Adjustment Date range
 - Enter the **From:** and **To:** Deposit Date range
 - Enter the **From:** and **To:** Adjustment Amount range
 - Select the **Report Format**



Application Tip

The date range for **Voucher Date** cannot exceed 15 months.



Application Tip

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

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



Application Tip

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

**Application Tip**

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

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

**Application Tip**

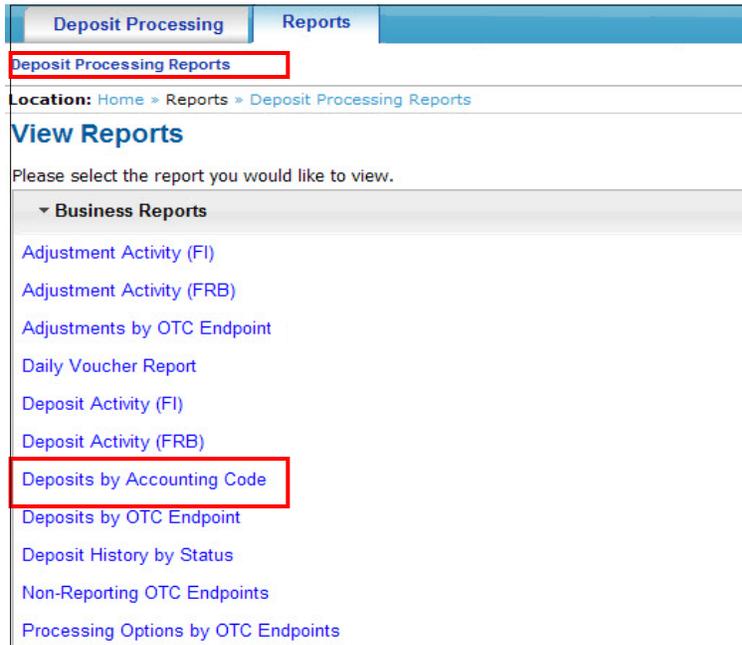
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

Deposits by Accounting Code

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposits by Accounting Code**. See Figure 49 below.

Figure 49. Select Deposits by Accounting Code from Reports Menu



2. The *Deposits by Accounting Code* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 50 below for search criteria.

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

- Select the **Organization**, *required*
- Select the **ALC** (Agency Location Code)
- Select the **Accounting Code**, *required*
- Enter the **From:** and **To:** Voucher Date range
- Enter the **From:** and **To:** Deposit Total range
- Select the **Report Format**

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

Figure 50. Deposits by Accounting Code Page

3. Click an **OTC Endpoint** to initiate the report (refer to Figure 20 above). The report appears in a new window as shown in Figure 51 below.

Figure 51. Deposits by Accounting Code Report Output

Deposits by Accounting Code				
Generated: 04/27/2010 6:20:31PM ET				
Selected OTC Endpoint: Agencies Using Commercial Fis				
Selected Accounting Code: 70X5088.1				
Selected ALC: 00002032				
Selected Voucher Date Range: 01/01/2008 - 01/01/2009				
Selected Deposit Total Range: 1.00 - 10000.00				
Accounting Code	OTC Endpoint	Voucher #	Deposit Date	Accounting Code Amount
Accounting Code: 70X5088.1	Description: Examination Fees			
ALC: 00002032-Agencies Using Commercial Fis				
	Level 3C Agency-FI KeyBank	131283	10/23/2008	\$8,888.00
	Level 3C Agency-FI KeyBank	131284	10/23/2008	\$8,888.00
	Level 3C Agency-FI KeyBank	131285	10/23/2008	\$8,888.00
	Level 3C Agency-FI KeyBank	131286	10/23/2008	\$8,888.00
ALC: 00002032 Sub-Total:				\$35,552.00
Accounting code - Total:				\$35,552.00



View Business Reports: Deposits by Accounting Code

To view a deposit by accounting code report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposits by Accounting Code**. The *Deposits by Accounting Code* page appears.
4. Enter the search criteria you would like to view.
 - Select the **Organization**, *required*
 - Select the **ALC** (Agency Location Code)
 - Select the **Account Code**, *required*
 - Enter the **From:** and **To:** Voucher Date range
 - Enter the **From:** and **To:** Deposit Total range
 - Select the **Report Format**



Application Tip

The date range for **Voucher Date** cannot exceed 15 months.



Application Tip

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

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



Application Tip

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

**Application Tip**

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

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

**Application Tip**

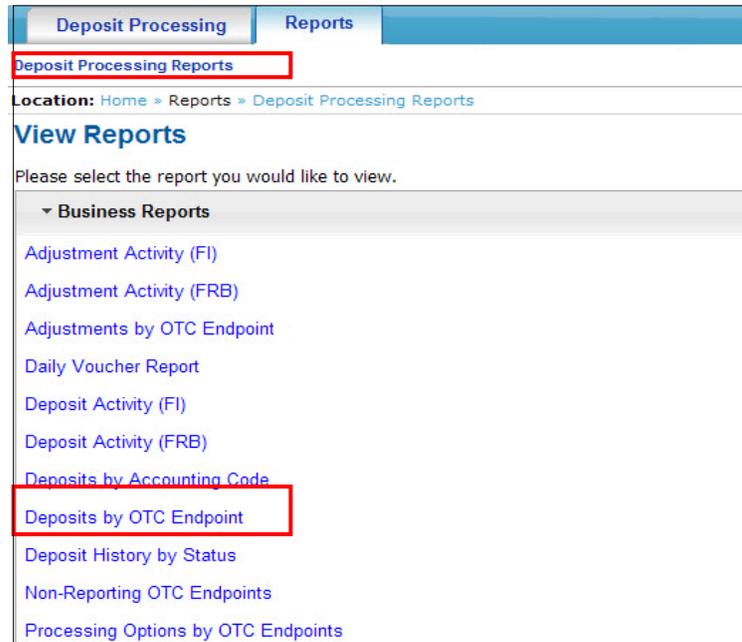
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

Deposits by OTC Endpoint

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposits by OTC Endpoint**. See Figure 52 below.

Figure 52. Select Deposits by OTC Endpoint from Reports Menu



2. The *Deposits by OTC Endpoint* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 53 below for search criteria.

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

- Select the **Organization**, *required*
- Select the **ALC** (Agency Location Code)
- Enter the **From:** and **To:** Voucher Date range
- Enter the **From:** and **To:** Deposit Total range
- Select the **Report Format**

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

Figure 53. Deposits by OTC Endpoint Page

3. Click an **OTC Endpoint** to initiate the report (refer to Figure 53 above). The report appears in a new window as shown in Figure 54.

Figure 54. Deposits by OTC Endpoint Report Output

Deposit by OTC Endpoint				
Generated: 07/14/2010 3:45:51PM ET				
Selected Deposit OTC Endpoint: ALL				
Selected Voucher Date Range: 04/14/2009 - 07/14/2010				
Status	Voucher			Deposit
Date	Date	Voucher#	Voucher Type	Amount
Highest Level :				
Level 1 :				
Level 2 :				
Status Code: SUBMITTED				
	03/12/2010	141083	USCurrency	\$100.00
Total:				\$100.00

View Business Reports: Deposits by OTC Endpoint

To view a deposit by OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposits by OTC Endpoint**. The *Deposits by OTC Endpoint* page appears.
4. Enter the search criteria you would like to view.
 - Select the **Organization**, *required*
 - Select the **ALC** (Agency Location Code)
 - Enter the **From:** and **To:** Voucher Date range
 - Enter the **From:** and **To:** Deposit Total range
 - Select the **Report Format**



Application Tip

The date range for **Voucher Date** cannot exceed 15 months.



Application Tip

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

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



Application Tip

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



Application Tip

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

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



Application Tip

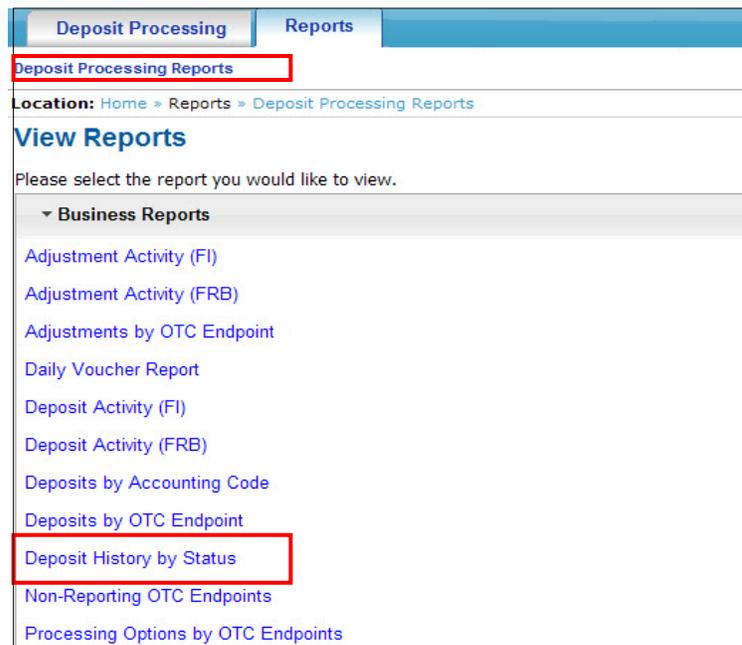
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

Deposit History by Status

- Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposit History by Status**. See Figure 55 below.

Figure 55. Select Deposit History by Status from Reports Menu



3. The *Deposit History by Status* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 56 below for search criteria.
 - Select the **Organization**, *required*
 - Select the **ALC** (Agency Location Code)
 - Select the **Status**, *required*
 - Enter the **From:** and **To:** Status Date range
 - Enter the **From:** and **To:** Deposit Total range
 - Select the **Report Format**

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

Figure 56. Deposit History by Status Page

3. Click an **OTC Endpoint** to initiate the report (refer to Figure 26 above). The report appears in a new window as shown in Figure 57.

Figure 57. Deposits by OTC Endpoint Report Output

Deposits by OTC Endpoint					
Generated: 08/20/2010 12:03:39 PM ET					
Selected OTC Endpoint: Customs and Border Protection					
Selected Voucher Date Range: 05/20/2009 - 08/20/2010					
Status	Voucher	Voucher#	Voucher Type	Deposit	
Date	Date			Amount	
Highest Level : Customs and Border Protection					
Level 1 : Office of Finance					
Level 2 : Revenue Division, Indianapolis					
Level 3 : OF-Washington, DC					
Status Code: SUBMITTED					
	04/01/2010	100023	USCurrency	\$10.00	
				Total:	\$10.00
Over the Counter Channel Application (OTCnet)					Page 1 of 1

View Business Reports: Deposit History by Status

To view a deposit history by status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposit History by Status**. The *Deposit History by Status* page appears.
4. Enter the search criteria you would like to view.
 - Select the **Organization**, *required*
 - Select the **ALC** (Agency Location Code)
 - Select the **Status**, *required*
 - Enter the **From:** and **To:** Status Date range
 - Enter the **From:** and **To:** Deposit Total range
 - Select the **Report Format**



Application Tip

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

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



Application Tip

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



Application Tip

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

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



Application Tip

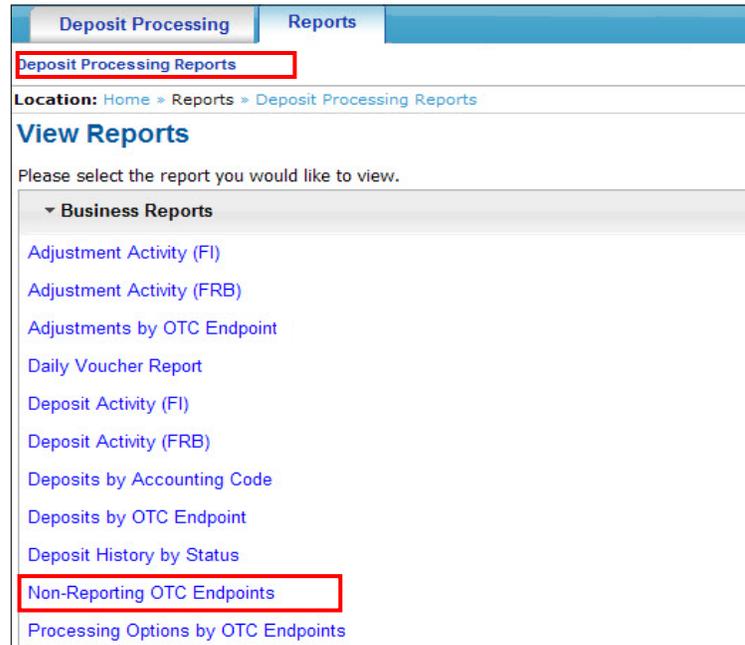
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

Non-Reporting OTC Endpoints

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Non-Reporting OTC Endpoints**. See Figure 58 below.

Figure 58. Non-Reporting OTC Endpoints from Reports Menu



2. The *Non-Reporting OTC Endpoints* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 59 below for search criteria.

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

- Enter the **From:** and **To:** Deposit Date range
- Select the **Report Format**

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

Figure 59. Non-Reporting OTC Endpoints Page

3. Click an **OTC Endpoint** to initiate the report (refer to Figure 29 above). The report appears in a new window as shown in Figure 60.

Figure 60. Non-Reporting OTC Endpoints Report Output

Non-Reporting OTC Endpoints	
Generated: 07/15/2010 3:30:18PM ET	
Selected Deposit Date Range: 04/15/2009 - 07/15/2010	
Selected OTC Endpoint: Internal Revenue Service	
<u>04/15/2009</u>	<u>OTC Endpoint</u>
Highest Level	Internal Revenue Service
	Andover
	Atlanta

View Business Reports: Non-Reporting OTC Endpoints

To view a non-reporting OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Non-Reporting OTC Endpoints**. The *Non-Reporting OTC Endpoints* page appears.
4. Enter the search criteria you would like to view.
 - Enter the **From:** and **To:** Deposit Date range
 - Select a **Report Format**



Application Tip

The date range for **Deposit Date** cannot exceed 15 months.



Application Tip

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

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



Application Tip

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



Application Tip

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

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



Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

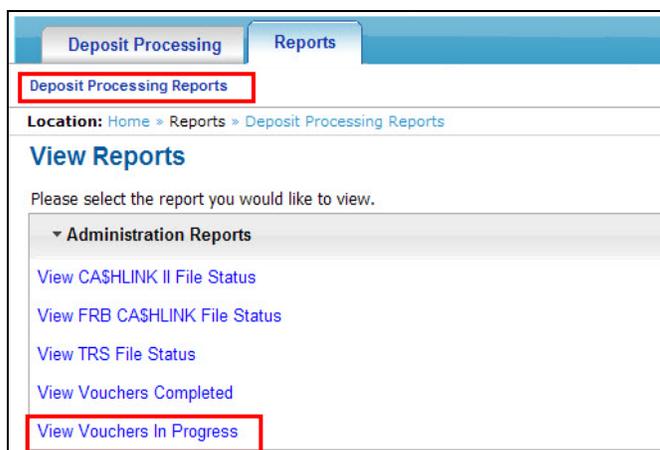
Administration Reports

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

View Vouchers Completed

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers Completed**. See Figure 61 below.

Figure 61. View Vouchers Completed from Reports



2. The *View Vouchers Completed* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 62).

Figure 62. View Vouchers Completed Page

View Vouchers Completed

Following are the vouchers that have completed processing in OTCnet in the last 36 hours.

<< < 1-9 >> of 9 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 63 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (Figure 64)

Figure 63. View Voucher Event Log Page

View Voucher Event Log		
Following is the history of the deposit or adjustment voucher events.		
Voucher Information		
Voucher #:	100383	
Voucher Date:	08/03/2010	
Voucher Type:	Deposit	
Voucher Status:	CONFIRMED	
Voucher Status Timestamp:	08/03/2010 11:44:00 AM ET	
Deposit Date:	08/03/2010	
CA\$HLINK II Trace #:	Q0000661	
Financial Institution:	Key Bank	
Voucher Event Log		
Click on the voucher event state link to view voucher details.		
Voucher Event State	Voucher Event State Timestamp	Transmission ID
VoucherCreated	08/03/2010 10:43:34 AM ET	

Figure 64. Voucher Event Details Report Output

Voucher Event Details	
Following are the voucher event details associated with the voucher event selected.	
Voucher Information	
Voucher #:	100383
Voucher Date:	08/03/2010
Voucher Event State:	VoucherAwaitingApproval
Voucher Event State Timestamp:	08/03/2010 10:43:34 AM ET
Voucher Event LoginID:	otcnft44
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/03/2010 11:44:00 AM ET
Deposit Date:	08/03/2010
CA\$HLINK II Trace #:	Q0000661
Financial Institution:	Key Bank
Voucher Event Comments:	Voucher Awaiting Approval

View Administration Reports: Vouchers Completed

To view a vouchers completed report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers Completed**. The *View Vouchers Completed* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.



Application Tip

The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI System to System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears.

Or

Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.



Application Tip

The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA\$HLINK, and the Transaction Reporting System (TRS) interface.



Application Tip

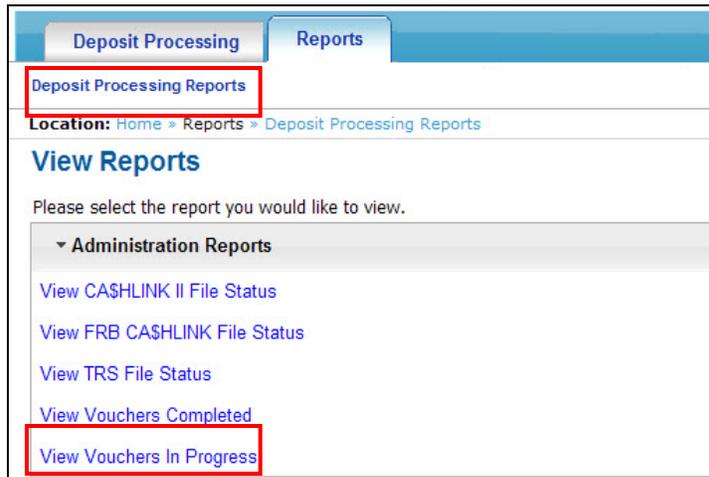
Additional buttons on the pages that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

View Vouchers in Progress

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers in Progress**. See Figure 65 below.

Figure 65. View Vouchers in Progress from Reports



2. The *View Vouchers in Progress* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 76).

Figure 66. View Vouchers In Progress Page

View Vouchers In Progress

Following are the vouchers that have not completed processing in TGAnet. Alerts Exist

Click on the voucher number to view the voucher event log and additional voucher information.

<< < 1-100 > >> of 472 Records

Voucher #>	Voucher Status >	Voucher Type >	Financial Institution >	Current Voucher Event State >
100067	CONFIRMED	Deposit	Bank of America	TraceToFISent
100239	CONFIRMED	Deposit	Bank of America	TraceToFISent

- The *View Voucher Event Log* page appears (see Figure 67 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (see Figure 68).

Figure 67. In Progress View Voucher Event Log Page

View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

Voucher Information

Voucher #:	999998
Voucher Date:	03/16/2010
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	07/30/2010 04:12:38 PM ET
Deposit Date:	07/30/2010
CASHLINK II Trace #:	
Financial Institution:	FRB Boston

Voucher Event Log

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
VoucherCreated	03/16/2010 01:27:54 PM ET		Comment

Figure 68. In Progress Voucher Event Details Report Output

Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	999998
Voucher Date:	03/16/2010
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	03/16/2010 01:27:54 PM ET
Voucher Event LoginID:	odangt01
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	07/30/2010 04:12:38 PM ET
Deposit Date:	07/30/2010
CASHLINK II Trace #:	
Financial Institution:	FRB Boston
Voucher Event Comments:	Created



View Administration Reports: Vouchers in Progress

To view a voucher in progress report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers In Progress**. The *View Vouchers in Progress* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.



Application Tip

The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI System To System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears.

Or

Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.



Application Tip

The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA\$HLINK, and the Transaction Reporting System (TRS) interface.



Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

Summary

In this Guide, you learned:

- The Introduction to OTCnet
- The Overview of OTCnet Participant User Guide Content
- How to log on to OTCnet
- How to access your User Id and reset your Password
- How to navigate the OTCnet home page
- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view a rejected deposit details
- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file.
- The purpose of searching adjustments
- How to search and locate adjustments using one or more search criteria
- How to download adjustment voucher(s) as an XML or CSV file
- The purpose of viewing reports
- The various types of reports you can access by role
- The types of Business, Security and Administration reports
- The detail each report provides and how to view and download those reports

This completes the series of topics for *the Agency Viewer Participant User Guide*. You can continue to use this guide as reference or extract the *How To Steps* at the end of each *Topic* for quick application.

Glossary

A

Access Groups by Users Report - This report displays the roles and the corresponding access groups of the role for a particular OTCnet user. The role assigns the permissions (functions/features) that a user has access to in OTCnet. The access group governs the OTC Endpoint(s) and the data that a user has permission to access.

Accounting Code - A unique agency classification code assigned to a transaction, which identifies the FRB Account Key that is used within the Federal Reserve. In check capture, it is a method of grouping individual check transactions into certain classifications. In deposit reporting, the classification is being done at a voucher level, where a voucher is being classified with one or many agency defined accounting codes or TAS.

Accounting Code Description - A brief explanation that provides further detail about an accounting code.

Accounting Code Name - The title of the accounting code.

Accounting Key - The account number assigned to a deposit when it is submitted to FRB CA\$HLINK. The FRB Account Key is used by FRB CASHLINK in combination with the RTN to determine the appropriate CAN. The FRB Account Key is similar to the CAN, but is only used for FRB financial activity.

Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their agency. This role will establish and maintain the organizational foundation, accounting data and accounting relationships at the highest level of the agency in OTCnet.

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.

Activity Type - The parameter indicates if a User Defined Field (UDF) is used for capturing custom agency information for a deposit or during classifying the deposit with accounting codes. OTCnet allows for the creation of three UDFs for the deposit activity, and two UDFs for the deposit accounting subtotals activity.

Adjustment Activity (FI) Report - A business report that allows you to view adjustments made by your financial institution (FI).

Adjustment Activity (FRB) Report - A business report that allows you view adjustments made by your Federal Reserve Bank (FRB).

Adjustments by OTC Endpoints Report - A business report that allows you to view adjustments made by Agency Location Code (ALC) and Adjustment Types (Credit, Debit or Return Item Adjustments). An adjustment was created when a deposit ticket has been received by a financial institution and the amount of the deposit does not match the deposit amount reported on the deposit ticket.

Agency CIRA Report - A check processing business report that allows you to view the batch level transaction activity for a specified OTC Endpoint. A user can filter the report by Received Date, Capture Date, Batch ID, or Check Capture Operator.

Agency Contact - A person designated by an agency as the primary contact regarding deposit-related matters.

Agency Information - The optional comments or instructions, receipt processing dates, alternate agency contact, and internal control number for your deposit.

Agency Location Code (ALC) - A numeric symbol identifying the agency accounting and/or reporting office.

Agency Location Code plus 2 (ALC+2) - A numeric symbol identifying the agency accounting and/or reporting office.

Agency Manager - A user that has authorization to view and download CIRA records and view reports.

Alternate Agency Contact - A person designated by an agency as the secondary contact regarding deposit-related matters.

American Bankers Association (ABA) - (also known as **Bank Routing Number**) A routing transit number (RTN), routing number, or ABA number is a nine-digit bank code, used in the United States, which appears on the bottom of negotiable instruments such as checks identifying the financial institution on which it was drawn.

Approved Batch Status - Indicates that the batch is ready for settlement (online only). Indicates that the batch is ready for upload and settlement (offline only).

Audit Log - A table that records all interactions between the user and OTCnet Deposit Reporting, Check Capture, Check Processing, administrative actions and other processes that take place in the application. Some entries also contain before and after values for actions completed. The audit log is available for download to a *comma separated value report (CSV)* and opened in a spreadsheet program or available to print in a formatted audit log report.

Automated Clearing House - A computerized network used by member financial institutions to process payment orders in machine readable form. ACH processes both credit and debit transactions between financial institutions in batches. ACH items are settled electronically and do not require an image.

Awaiting Approval (AWAP) - A deposit that is waiting for deposit confirmation by a Deposit Approver.

B

Back Office Processing Method - Indicates that a customer presented a check in person, but the check is being scanned in a controlled back-office environment away from the customer.

Batch - A file containing the transaction information and tiff images (collection of scanned checks) of one or more checks, which will be sent for settlement.

Batch Approver - An agency user that has the authorization to approve a batch either prior to batch upload from OTCnet Offline or when a batch is uploaded/submitted to OTCnet Online but not yet approved. The Batch Approver permission must be applied to either a Check Capture Lead Operator or Check Capture Operator roles and allows the operators to approve batches that they have created. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Batch Control/Batch Balancing - An optional feature (which can be configured to be mandatory) that agencies can use as a batch balancing tool to perform checks and balances on the number of checks that have been scanned, and ensure their respective dollar amounts and check number totals have been accurately entered. The functionality is available for both single item mode and batch mode.

Batch ID - The unique number assigned to a batch by OTCnet.

Batch List Report - A report that contains transaction information for each batch item, including the Individual Reference Number (IRN), Item Type, ABA Number, Account Number, Check Number, and Amount.

Batch Status - Reflects the current state of a batch during processing, transmission, and settlement. The batch states for OTCnet Online are Open, Closed, Approved, and Forwarded. The batch states for OTCnet Offline are Open, Closed, Approved, Sending, Sent, Acknowledged, Send Error, and Acknowledgment Error (offline only).

Batch Uploader - An agency user that has the authorization to upload a batch from OTCnet Offline to the online database. The Batch Uploader permission must be applied to either a Check Capture Lead Operator or Check Capture Operator 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/GWA system to indicate the type of activity being reported, such as payments, collections, borrowings, etc. This code must accompany the Treasury Account Symbol (TAS).

C

CA\$HLINK II - An electronic cash concentration, financial information, and data warehouse system used to manage the collection of U.S. government funds and to provide deposit information to Federal agencies.

CA\$HLINK II Account Number (CAN) - The account number assigned to a deposit when it is submitted to CA\$HLINK II.

Capture Date - The calendar date and time the payment is processed by the agency.

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

Central Accounting Reporting System (CARS) – (formerly GWA)The system that addresses the central accounting and reporting functions and processes associated with budget execution, accountability, and cash/other asset management. This includes the collection and dissemination of financial management and accounting information from and to federal program agencies.

Central Image and Research Archive (CIRA) - The Central Image Research Archive (CIRA) is an image archive of all items processed in the OTCnet System.

Characteristics - The properties of a user, organization, deposit, or financial institution.

Check 21 - Provides the legal framework for the creation of substitute checks which can be used in place of the original paper document, without an agreement in place with other financial institutions. A substitute check is a paper reproduction of the original check. Check 21 items require an image before they can settle. Check 21 is also referred to as check truncation.

Check Amount - The dollar amount of the check.

Check Capture – The component of OTCnet used to process scan images of checks and money orders through OTCnet for the electronic deposit of checks and money orders at financial institutions. Check capture can be done online through the internet, or offline through the user's desktop.

Check Capture Administrator - An agency user that has the authorization to define and modify the check capture sites; to manage accounting codes; to modify endpoint mappings; to configure Check Capture functions and perform upgrades of the application; to create and download user profiles; as well as download software or firmware to the terminal using the Download Check Capture application permission.

Check Capture Lead Operator - An agency user that has the authorization to in scan checks into a batch, close a batch, balance check amounts and enter batch control values during batch closing. Additionally, the user 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.

Check Capture Offline – A web-based functionality in the offline Check Capture application that resides in the user's desktop for capturing check images for the electronic deposit of checks and money orders. The check transactions are stored within a local database, and the check information will need to be uploaded to OTCnet server when there is internet connectivity before they can be deposited for settlement.

Check Capture Online – A web-based functionality within OTCnet to allow agencies users to process scanned images of checks and money orders for the electronic deposit of checks and money orders at financial institutions. The check transactions are directly saved to the OTCnet online database, and no upload of batches of checks are needed.

Check Capture Operator - An agency user that has the authorization to perform only very minimal Check Capture activities. This user has authorization to scan checks into a batch and close a batch. This user does not have authorization to accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, or accept checks with poor quality. Additionally, the user can enter/apply the Accounting Code at the time of scanning checks is established.

Check Capture Supervisor - An agency user that has the authorization to perform all the functions on the Check Capture. The user has authorization to accept duplicates (not recommended), make MICR corrections, authorize the use of out-of-date LVD, and accept checks with poor quality as well as view, modify, import, and modify endpoint mappings.

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

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

CIRA CSV Report - A check processing business report that allows you to export data based on a query to a comma separated value report (CSV). The exported data can be used to import into other applications within an agency.

CIRA Viewer - A user that has authorization to view CIRA records and download CSV files.

Clear - Indicates that a customer may present checks for a specific ABA Number and Account Number, because the prior restrictions on the individual's check payments have been removed. Note: Manually cleared items are permanently cleared. If a transaction is cleared in error, manual suspend, block or deny records need to be created in its place to prevent transactions.

Closed Batch Status - Indicates the batch is closed and no new checks may be scanned into that batch.

Collections Information Repository (CIR)- (formerly TRS) A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Comma Separated Values (CSV) - A computer data file used for storage of data structured in a table form. Each line in the CSV file corresponds to a row in the table. Within a line, fields are separated by commas, each field belonging to one table column.

Confirmed - A deposit that has been reviewed and then confirmed by a financial institution or FRB.

Cost Center Work Unit (CCWU) – A Federal Reserve cost center work unit that processing the FRB deposits and adjustments. It is normally abbreviated as CCWU, and provided only on non-commercial (FRB settled) transactions. Debits and credits processed by FRB Cleveland will be noted with the CCWU number 9910 on the daily accounting statement agencies receive from the Federal Reserve Bank.

Custom Label - Text defined by OTCnet that describes a level in the organization hierarchy, the internal control number, or agency accounting code.

Customer Not Present Processing Method - The processing method selected in OTCnet when processing a check that has been presented by a check writer who is not present at the agency location i.e., mail.

Customer Present Processing Method - The processing method used in the OTCnet when the check writer is presenting the check in person.

D

Daily Voucher Report - A business report that allows you to view the daily voucher extract.

Data Type - The type of data that should be entered for a user defined field.

Date of Deposit - The date, prior to established cut off times, the user transmits a batch of checks and money orders through check capture, or the date the agency sends the physical negotiable instruments to the financial institution.

Debit Gateway - The financial settlement program that is responsible for the presenting and settling of payment transactions acquired through the OTCnet application. The Debit Gateway receives a transaction file from OTCnet and determines the proper path for settlement of each item. Items are either converted to ACH for direct automated clearing house debit, or are included in an image cash letter, which is sent to the Check 21 system for presentment to paying banks. Once the file is processed, the Debit Gateway sends a Response Processing File (RPF) to OTCnet with the status of each of the items.

Demand Deposit Account (DDA) - The account at a financial institution where an organization deposits collections.

Denied - Indicates that OTCnet system permanently denies an individual from cashing a check through OTCnet based on the combination of ABA number, account number, and User Defined Field 1. User Defined Field 1 is usually the SSN number of an individual.

Deny Date - Indicates when the verification record (MVD/LVD) expires, and OTCnet can start accepting checks that will be presented by a check writer that has previously presented a bad check. The Deny Date is calculated based on suspension periods configured in the Check Cashing policy of an OTC Endpoint.

Deposit - A collection of over-the-counter receipts deposited to a Treasury General Account for credit.

Deposit Activity (FI) Report - A business report that allows the financial institution to view deposits submitted to its location.

Deposit Activity (FRB) Report - A business report that allows you to view deposits submitted to your FRB.

Deposit Approver - A user who has authorization to review and submit deposits to a financial institution.

Deposit Confirmer - A user at a financial institution that has authorization to verify the accuracy of deposits received from an agency.

Deposit History by Status Report - A business report that allows you to view deposits by status.

Deposit Information - The attributes that define a deposit: deposit status, voucher number, deposit endpoint, ALC, voucher date, deposit total, check/money order subtotal, currency subtotal, and subtotals by accounting code.

Deposit Preparer - A user that has authorization to prepare and save deposits for approval to a Deposit Approver.

Deposit Total - The total amount of over-the-counter receipts included in the deposit.

Deposits by Accounting Code Report - A business report that allows you to view deposits by accounting code.

Deposits by OTC Endpoint Report - A business report that allows you to view deposits by OTC Endpoint.

Display Order Number - The order in which user defined fields (UDFs) should be displayed.

Draft - A deposit that is saved for modification at a later date by a Deposit Preparer.

F

Failed - The item was unable to be processed and/or settled by Treasury/FMS. These are item that could not be collected such as foreign items or possible duplicate items. These items are not included on your 215 Report.

Federal Program Agency - A permanent or semi-permanent organization of government that is responsible for the oversight and administration of specific functions.

Federal Reserve Bank (FRB) - A Federal Reserve Bank is one of twelve regulatory bodies throughout the United States that make up the Federal Reserve System. Each Bank is given power over commercial and savings banks in its area and is charged with making sure that those banks comply with any and all rules and regulations.

Federal Reserve Bank-Cleveland (FRB-C) - FRB-C serves as the conduit for settlement of transactions originating from the OTCnet application. FRB-C is responsible for receiving the transaction data from OTCnet via forward file, and performing check clearing/transaction settlement as the 'debit gateway'.

Federal Reserve System's Automated Clearing House (ACH) System - Enables debits and credits to be sent electronically between depository financial institutions.

Financial Institution (FI) - A bank, designated by the Treasury and a Treasury General Account (TGA) of International Treasury General Account (ITGA), which collects funds to be deposited in the Treasury General Account. These banks also include the Federal Reserve Bank (FRB).

Financial Institution Information - The name, address, routing transit number, and the demand deposit account number of a financial institution.

Firmware - A release used for initial download or upgrades to the scanner software that allows a scanner to be used on a terminal. The firmware versions also contains a series of other back-end installation files that should be installed on a terminal to enable it to be used for Check Capture in OTCnet.

Fiscal Year - A 12-month period for which an organization plans the use of its funds.

FMS Statistical Report - A check processing administration report that allows you to view statistical details for an OTC Endpoint. The report includes statistical information regarding the total transactions, overall success rate, total returns sent back to the agency, and total returns received. The report is available for 15 rolling days.

Forwarded Batch Status - Indicates the batch has been sent to Debit Gateway to initiate the settlement process.

Forwarded File - A term that is assigned to a file that contains the check transactions that is send from channel applications, such as OTCnet or ECP, to Debit Gateway for settlement purposes.

Franker - An internal stamp unit that stamps a check with "Electronically Processed" after the check is processed and scanned. Franker availability is based on the model of your scanner.

Franking - The process of stamping a check processed through Check Capture. The stamp indicates that the check was electronically processed.

H

Highest Level Organization - The primary level of the organization hierarchy.

I

IBM Tivoli Identity Manager (ITIM) - Refers to FMS's Enterprise provisioning tool for user account and identity management.

Individual Reference Number (IRN) - The auto-generated unique number used in OTCnet to identify Check Capture transactions.

Input Length Maximum - The maximum number of characters that may be entered in a user defined field.

Input Length Minimum - The minimum number of characters that may be entered in a user defined field.

Internal Control Number - A customizable field for agency use to further describe a deposit.

Item Detail Report - A report that contains the information about an individual item (check) associated with a batch. The report print-out will contain MICR information, data entered about the check, and an image of the check obtained during scanning.

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

L

Local Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their depositing endpoint and its lower level OTC Endpoints. This role will establish and maintain the organizational structure, accounting code mappings to individual endpoints and the processing options that one or more lower level OTC Endpoints will use in OTCnet.

Local Security Administrator (LSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Local Verification Database (LVD) - A database (specific to the endpoint using OTCnet) that is downloaded from OTCnet and stored locally on the agencies network, which replicates the information found in the Master Verification Database (MVD).

Lower Level Organization - Any organization created below the highest level organization.

LVD Contents Report - A check processing business report that allows you to view the contents of a Local Verification Database (LVD) for a given OTC Endpoint.

M

Magnetic Ink Character Recognition (MICR) - Digital characters on the bottom edge of a paper check containing the issuing bank's ABA number and account number. The check number may also be included.

Master Verification Database (MVD) - It is an online database specific to the agency that maintains the agency hierarchy check cashing policy, information on bad check writers, and manually entered blocked items based on an agency's policy. Bad check information is accumulated in the MVD as agencies process checks through Check Capture. The MVD provides downloads of dishonored check information and blocked items via the Local Verification Database (LVD) on a daily basis.

MVD Editor - A user that has the authorization to view, edit, and download CIRA records, view verification records, and read blocked records containing only ABA permissions.

MVD Viewer - A user that has the authorization to view and download CIRA records, view verification records, and read blocked records containing only ABA permissions.

N

Non-Personal Item Type - Indicates that the name on check is an organization, or the check is a money order, traveler's check, or third-party check.

Non-Reporting OTC Endpoints Report - A business report that allows you to view OTC Endpoints that have not reported a deposit.

O

Open Batch Status - Indicates the batch is open and accepting new checks.

Organization - The location or level within a Federal Program agency.

Organization Hierarchy - The structure of a Federal Program agency as defined in OTCnet.

Organization Hierarchy Report - A check processing business report that allows you to view the target OTC Endpoint within the context of the current OTC Endpoint.

OTC Collections - Receipts that contain cash, checks, and/or money orders that are collected over-the-counter by organization endpoints in exchange for goods or services.

OTC Endpoint - The endpoint (location) that collects over-the-counter (OTC) receipts and deposits them to the Treasury's General Account.

OTC Endpoint (CHK) - The endpoint (location) setup in OTCnet to use check capture.

OTC Endpoint (TGA) - The endpoint (location) setup in OTCnet to use Deposit Reporting.

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

OTCnet Offline - Refers to the over the counter application that provides Check Capture functionality to end users with limited internet connectivity, and provides the capability to upload offline-captured batches to the Online OTCnet application for processing.

OTCnet Online - Refers to the web-based over the counter application that provides Check Capture, Check Processing and Deposit Processing functions to end users (that have constant internet connectivity).

Over the Counter Channel Application (OTCnet) - Refers to the over the counter application that provide Check Capture and Deposit Reporting to end users.

P

Personal Item Type - Indicates that the name on check is an individual's name, not acting as a business.

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

Primary Local Security Administrator (PLSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Processing Options - User-defined parameters for the deposit and adjustment processes.

Processing Options by OTC Endpoints Report - A business report that allows you to view processing options defined for endpoints within the organization.

Q

Queue Interface – Used by military agencies that utilize the Deployable Disbursing System (DDS) database bridge. It provides a single transaction input point, prevents data entry errors, and discrepancy between both systems.

R

Received - The agency has sent this transaction through OTCnet. No settlement has been performed for this transaction yet.

Received Date - The date the check was received by web-based OTCnet.

Rejected - A deposit that is returned by a financial institution or FRB to the Deposit Preparer to create a new deposit.

Represented - This transaction was returned with a reason code that allows for another collection attempt to be made (see Appendix Chapter of the Participant User Guides for Reason Codes). Depending on an agency's policy, the item is reprocessed in an attempt to collect the funds from the check writer. Items with this status are in-process of collection.

Retired - This transaction was unable to be collected. The agency receives an SF5515 Debit Voucher Report with a debit processed to Debit Gateway, the effective date and debit voucher number. The offset to the agency's debit is an ACH return or a paper return (Check 21) received from the check writer's financial institution. This transaction cannot be processed again through OTCnet.

Return Reason Codes - Represent the numeric codes used in the ACH and paper return processing, which specify the reason for the return of the transaction and Check 21 codes.

Return Settlement Date - The effective date of settlement of the returned check item.

Returned Item - A check that was originally part of an OTCnet deposit but returned to the financial institution for non-sufficient funds, closed account, etc.

Routing Transit Number (RTN) - (also known as **American Bankers Association (ABA) Number or Bank Routing Number**) - The nine-digit number used to identify a financial institution.

S

Save as Draft - An option that allows a Deposit Preparer to save a deposit for modification at a later date.

Save for Approval - An option that allows a Deposit Preparer to save a deposit for a Deposit Approver to submit to a financial institution.

Send Error Batch Status – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

Sent Batch Status – Indicates the batch was uploaded online without error.

Separation of Duties - A concept used to ensure there are typically separate personnel with authority to authorize a transaction, process the transaction, and review the transaction.

Settle Best Method - The option that allows OTCnet to decide the best settlement method for personal and non-personal checks.

Settled - This transaction is complete and the funds have been credited to the agency's Treasury General Account. The effective date of the deposit and the SF215 Deposit Ticket Report deposit ticket number are provided.

Settlement Date - The payment date of a check item, which is when the deposit is debited from the check writer's account.

SF215 Deposit Ticket Report - The report presented to a financial institution by a U.S. government agency with checks and other payment instruments to make a manual deposit. This

report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is searchable for a duration of up to 45 days in OTCnet.

SF5515 Debit Voucher Report - The report used to debit the Treasury General Account (TGA) to decrease the amount of a deposit made to that account. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is searchable for a duration of up to 45 days in OTCnet.

Share Accounting Module (SAM) - The application that facilitates the process of validating or deriving Treasury Account Symbol (TAS) and Business Event Type Code (BETC) combinations to assist CARS/GWA in classifying financial transactions as they occur.

Short Name/Code - The user-defined text describing an organization. Short Names/Codes must be unique within an organization hierarchy.

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

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

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

T

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

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

Transaction History - Defines the time range that a Deposit Confirmer will be able to view the historical deposit transactions for his or her financial institutions. For example, if the transaction history is set at 45 days, the Deposit Confirmer will be able to view all the deposits that he or she has confirmed for the past 45 days.

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

U

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

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

US Treasury - The executive department and the Treasury of the United States federal government.

User Defined Field (UDF) - A user-defined text that describes deposit activity or deposit accounting activity.

User Information Report - A security report allows that you to view a user's contact information.

Users by Access Group (FI) Report - A security report that allows you to view users by financial institution.

Users by Access Group (FPA) Report - A security report that allows you to view users by OTC Endpoint.

Users by Role (FI) Report - A security report that allows you to view users by role for your financial institution.

Users by Role (FPA) Report - A security report that allows you to view users by role for your OTC Endpoint.

V

View CA\$HLINK II File Status Report - An administration report that allows you to view the status of deposit report files that have been processed by CA\$HLINK II or are ready for CA\$HLINK II to process.

View FRB CA\$HLINK File Status Report - An administration report allows you to view the status of deposit files that have been sent to FRB CA\$HLINK.

View TRS File Status Report - An administration report allows you to view the status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.

View Vouchers Completed Report - An administration report allows you to view the status of deposit and adjustment vouchers that have completed processing through the FI System To System Interface in the past 36 hours.

View Vouchers in Progress Report - An administration report allows you to view the status of deposit and adjustment vouchers in progress.

Viewer - A user who has authorization to view OTCnet information and produce reports from it.

Voucher Date - The business processing day the check transaction is received by the Debit Gateway from the channel applications.

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

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