



Check Processing Forms & Processes

**February 18, 2025
Webinar**

Speaker Introduction



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Agenda

- 1 Check Processing Forms Completion:** Review the process for completing the Agency Site Profile (ASP) Form and other relevant forms.
- 2 Locating and Managing Scanned Batches:** Review the process for locating, editing, closing, and approving scanned batches.
- 3 Voiding Checks or Batches:** Review the process for voiding checks.
- 4 Question & Answer Session:** Ask our team any questions you might have.
- 5 Wrap Up:** Review key takeaways and OTCnet resources to help you perform any relevant tasks, and any timely reminders.

Check Processing



Check Processing Forms: Completion of the Agency Site Profile and Other Forms

Webinar Poll #1

Webinar Poll

Please use the Teams Poll to answer the question or type it in the chat.



Have you completed an Agency Site Profile (ASP) Form for your Agency?

- Yes
- No
- Not sure

Follow up question: Is your agency currently interested in completing an ASP Form?

- Yes
- No
- Not sure

Agency Site Profile (ASP) Form

Purpose

- Check Capture onboardings for OTCnet currently employ a process of:
 - Identifying
 - Distributing
 - Filling out
 - Sharing the ASP pdf form
- The ASP form is used for processing information relevant to the Agency setup.
- The ASP form gathers and tracks:
 - User Defined Fields (UDFs)
 - Setup information from agency representatives



OTCnet Agency Site Profile (ASP)
Check Capture

Agency Representative:	
Agency Name:	
Location Name:	
Date:	

Document Version 2.2

OTCnet Users Who Should Complete the ASP Form

The Agency's Point of Contact will fill out the ASP form:

- The Agency Primary Local Security Administrator (PLSA) and Local Security Administrator (LSA) will complete the form.
- They will also create and provision the Check Capture Administrator (CCA) role.
 - The Agency PLSAs and LSAs are responsible for assigning, editing, and removing permissions for the CCA.



Agency Site Profile (ASP) Form

Access/Location

Users can access the [pdf form](#) from the [OTCnet Getting Started: Check Processing webpage](#).

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4 Method of Settlement (Required)

There are two types of settlement in OTCnet, which are based upon the type of item received and presented for deposit: Truncation and Conversion.

- Truncation:** Non-personal checks, money orders, cashier checks, federal, state, and local government checks, and traveler's checks will all have debits presented to the check writer's financial institution via Substitute Check or Electronic Image Presentation.
- Conversion:** Personal checks will have a debit presented to the check writer's financial institution via the Automated Clearing House (ACH) network.

When a return item has been received that was originally collected through either Conversion or Truncation, OTCnet can automatically represent the return item for collection based on certain return codes (i.e. insufficient funds). Treasury will hold the item on behalf of the Agency until it is time to resubmit the item for collection. The resubmission of a previously failed item is called a **representation**.

Special Designation Information		
Has this agency been approved for full truncation? <input type="radio"/> Yes <input type="radio"/> No		
Truncation Representation Schedule		
Specify Number of Representments for Truncation	Indicate None, or One Representation. The recommended setting is one, to allow the maximum number of representments. Please select one.	<input type="radio"/> None <input type="radio"/> One
Conversion Representation Schedule		
Specify Number of Representments for Conversion	Indicate None, One, or Two Representments. The recommended setting is two, to allow the maximum number of representments	<input type="radio"/> None <input type="radio"/> One <input type="radio"/> Two
Representation Schedule		
Schedule	Indicate the preferred representation schedule. The returned items will be resubmitted on the selected dates. Truncation and conversion representments will follow the same schedule. Please select one.	<input type="radio"/> 1st and 15th <input type="radio"/> Next Business Day <input type="radio"/> 15th and End of the Month
Hold item for # of days: <input type="text"/>		
Other: <input type="text"/>		

User Defined Field #1		
Name of Field	Enter the name of the field (e.g. Invoice Number)	<input type="text"/>
Notes: <ul style="list-style-type: none"> For User Defined Fields that are mandatory, insert an asterisk (*) at the beginning of the Name of Field Include detailed Name of Field and indicate the expected format in parentheses; e.g. Date (MM/DD/YYYY), Location (Street, City, State, ZIP code, Country) 		
This Field is for ALC	Enter the ALC for which you want this User Defined Field to be utilized	<input type="text"/>
Primary Field	This primary field will be used for verification purposes in OTCnet. Please select 'Yes' or 'No'. Note: Only one User Defined Field can be listed as the Primary Field.	<input type="radio"/> Yes <input type="radio"/> No
Field is visible in mode	Select either 'Customer present', 'Customer not present', or 'Both'	<input type="radio"/> Customer Present <input type="radio"/> Customer Not <input type="radio"/> Both
Does this field contain one or more pieces of PII information listed in the next column?	Taxpayer Identification Number (TIN), Employee ID, Social Security Number (SSN), Military ID, Driver's License #, Electronic Data Interchange Personal Identifier (EDIFI), Account Number - used for account numbers of all types (credit card, checking, etc.)	<input type="radio"/> Yes <input type="radio"/> No
Is the field Mandatory or Optional?	Select either 'Mandatory' or 'Optional'	<input type="radio"/> Mandatory <input type="radio"/> Optional
Is this field one of four searchable fields?	Select either 'Yes' or 'No'	<input type="radio"/> Yes <input type="radio"/> No
Minimum field length (number of characters)	Specify the minimum number of characters the field should hold	<input type="text"/>
Maximum field length (number of characters)	Specify the maximum number of characters the field should hold (up to 255)	<input type="text"/>
Data Type	Describe the type of data this field contains. If Data Type is a drop-down list, provide the desired fields. Only the following characters are permitted: <ul style="list-style-type: none"> A-Z 0-9 !@#\$%^&*()-+=~? Notes: <ul style="list-style-type: none"> ISO Format date (YYYYMMDD) US Format Date (MM/DD/YYYY) 	<input type="radio"/> Text <input type="radio"/> Numerical <input type="radio"/> Currency <input type="radio"/> Drop-down List <input type="radio"/> ISO Date <input type="radio"/> US Date <input type="radio"/> Alpha Numeric
Drop-down Items:	<input type="text"/>	
What edits should be made for this field?	Describe the edits you wish the system to make. For example, the system could check to make sure that a field is all alphabetical or all numeric.	<input type="text"/>
Comments or additional information	<input type="text"/>	

Process for Completing the ASP Form

- 1 ▶ The individual contacts the Agency Adoption team that contacts the PLSA/LSA or Customer Service team.
- 2 ▶ Agency Point of Contact (POC) **fills out, saves, and emails** the form to the Deployment Team.
 - 10+ pages of information to fill out
 - Depending on number of UDFs
- 3 ▶ The Agency Adoption team **reviews and collates** the info.
- 4 ▶ Debit Gateway **completes the ALC+2 setup** based on the UDF selections.
- 5 ▶ Agency POC is provided the terminal IDs.
- 6 ▶ Forms Specialist **builds out, tests, and deploys** new check processing form package.
- 7 ▶ Deployment Team **informs the Agency POC** that their ALC+2 is setup.
 - The Agency can continue with the rest of the setup steps including completing **terminal setup** and **configuration**.

Other Check Processing Forms

The PLSA/LSA forms are required if an Agency is onboarding for the first time.

Primary Local Administrator (PLSA) Form – Financial Institution (FI)

- One-page pdf form
- It is required to have one PLSA and at least one LSA for the OTCnet application per FI

Select the [link](#) to access the **PLSA Form – Financial Institution (FI)** on the [Getting Started: Check Processing OTCnet page](#).

Primary Local Administrator (PLSA) Form – Agency

- One-page pdf form
- It is required to have one PLSA and at least one LSA for the OTCnet application at the Agency/highest level of your organization

Select the [link](#) to access the **PLSA Form – Agency** on the [Getting Started: Check Processing OTCnet page](#).

Application Tips



1. *Agencies already set up with OTCnet who wish to add a new endpoint complete the ASP form.*
 - *The Agency Adoption Team can schedule a facilitated walkthrough of the ASP form with your Agency to help you complete the form.*
2. *PLSAs/LSAs complete the PLSA FI/Agency forms.*
 - *PLSA/LSA creates/provisions the Check Capture Administrator (CCA) role.*
3. *For reference, review the [OTCnet User Roles Guide](#) and [System Requirements Guide](#).*

Check Processing



Locating and Managing Scanned Batches

Webinar Poll #2

Webinar Poll

Please use the Teams Poll to answer the question or type it in the chat.



Do you have experience in locating and managing (e.g., editing, closing, approving) scanned batches?

- Yes
- No
- Not sure

Follow up question: Have you encountered any issues with locating and managing batches?

- Yes
- No
- Not sure

Users Who Can Locate and Manage Scanned Batches

- The Check Capture Supervisor (CCS), Check Capture Lead Operator (CCLO), and Check Capture Operator (CCO) are authorized to:
 - Classify or edit a batch at the summary level online.
 - Close a batch.
 - If a CCLO or CCO closes a batch, the batch status changes from **Open** to **Closed**.
 - If a **CCS** closes a batch, the batch status changes from **Open** to **Approved**.
- The CCS is the only authorized user who can **approve a batch** or multiple batches.
 - They can only approve batches for OTC endpoints that they have permission to access.



Locating Scanned Batches

- From the **Check Processing** tab, select **Batch Management**.
- The **Search Batch** page displays.
- Select any **batch search criteria** (see the highlighted fields on the screen).
- Then select **Search**.

OTC Endpoint:

1

Configured OTC Endpoints
« < 1 - 10 >> of 5447 Records

Select Check All / Clear All	OTC Endpoint	ALC + 2	Description
<input type="checkbox"/>	TestCaps	!@#%&^&*()	TestCaps
<input type="checkbox"/>	0000030301	0000030301	Phil Financial Center
<input type="checkbox"/>	0000030302	0000030302	Full Overpayments
<input type="checkbox"/>	0000030303	0000030303	Partial Overpayments
<input type="checkbox"/>	0000030304	0000030304	PFC OP Recl 5307
<input type="checkbox"/>	0000030305	0000030305	Philadelphia Regional Financial Center
<input type="checkbox"/>	0000030306	0000030306	Philadelphia Regional Financial Center
<input type="checkbox"/>	0000030310	0000030310	Philadelphia Regional Financial Center
<input type="checkbox"/>	0000030311	0000030311	Philadelphia Regional Financial Center
<input type="checkbox"/>	0000030312	0000030312	Philadelphia Regional Financial Center

2

Created On Date

From Date:

To Date:

3

Batch ID:

Cashier ID:

4

Batch Status:

Select Check All / Clear All	Status	Description
<input type="checkbox"/>	OPEN	Open - accepting new checks
<input type="checkbox"/>	CLOSED	Closed - no new checks
<input type="checkbox"/>	APPROVED	Approved - ready for settlement process
<input type="checkbox"/>	FORWARDED	Forwarded - sent for settlement

5

Cancel

6

Editing, Closing, and Approving Batches

Edit a batch at the summary level.

- From the *View Batches* page, select the **Batch ID** hyperlink. The *View Checks* page appears.
- Select **View/Edit Classification** and **Edit**.

Close a batch so it is eligible for approval.

- From the *View Checks* page, select the **Item ID** of each scanned check and the **batch(es)** you want to close.
- Select **Close Batch** and **Confirm**.

Approve a batch or multiple batches.

- From the *View Checks* page, select the **Item ID** of each scanned check and the **batch(es)** you want to approve.
- Select **Approve** and **Confirm, Print PDF Report/Export** and **Confirm**.

View Checks Page

Approved Batch

Locating and Managing Batches

Application Tips



- 1. Users should understand the statuses of batches they locate and the actions those statuses result in.*
 - Customer Service often assists users with locating the batch through Batch Management in a ‘closed’ but not ‘approved’ status.*
 - The CCS is the only authorized user who can approve a batch.*
 - If they close a batch, the batch status changes to Approved.*
- 2. For more information, refer to User Guide, Check Processing, Chapter*
- 3. Capturing and Managing Checks Online at*
[**https://www.fiscal.treasury.gov/otcnet/training.html**](https://www.fiscal.treasury.gov/otcnet/training.html) *including the Printable Job Aids on ‘Edit a Batch’, ‘Close a Single or Multiple Batches’, and ‘Approve a Single/Multiple Batches’.*

Check Processing



Voiding Checks or Batches

Webinar Poll #3

Webinar Poll

Please use the Teams Poll to answer the question or type it in the chat.



Are you or your team involved in voiding checks?

- Yes
- No
- Not sure

Follow up question: **Do you hold the role of a Check Capture Supervisor (CCS)?**

- Yes
- No
- Not sure

Who Can Void Checks or Batches

The **Check Capture Supervisor (CCS)** is the only authorized user who can:

- Void an **erroneously scanned check** or batch
- Void **checks in batches** for OTC Endpoints that they have permission to access
- Void checks for **items** with an **Open** or **Closed** batch status



The CCS can void a batch of checks simultaneously if the batch is in Open status.

Voiding Checks or Batches

Before you can **void** a check or batch of checks:

1. From the Search Batch page, search for the batch by:

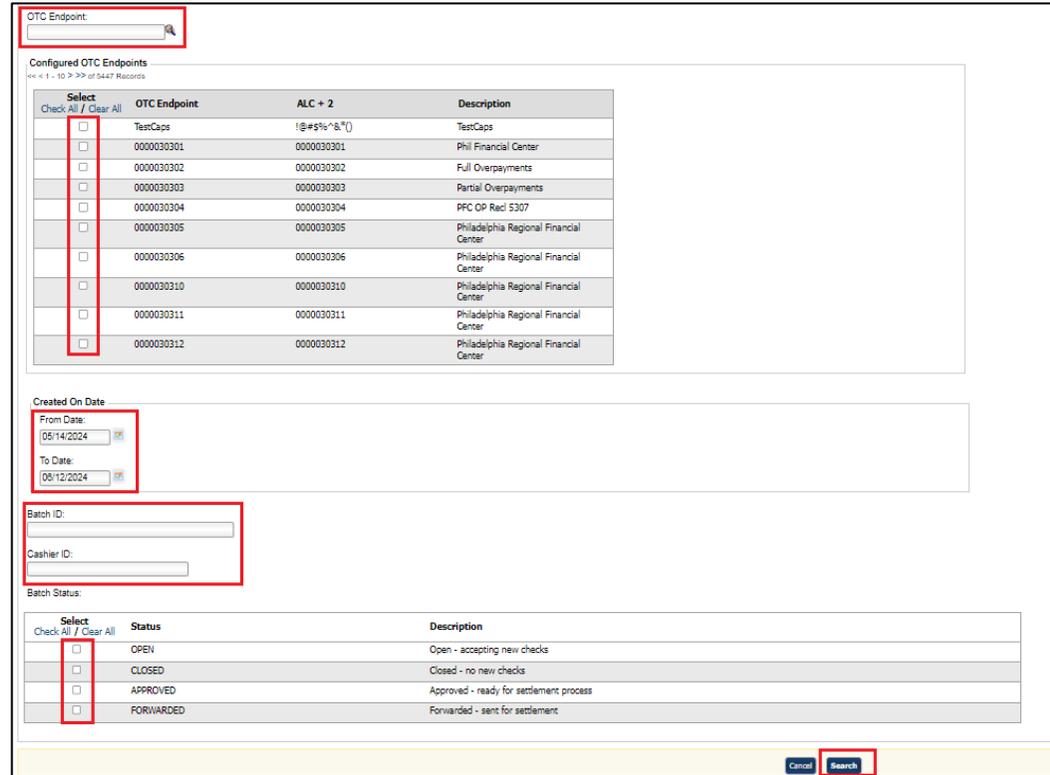
- OTC Endpoint
- Created On Date
- Batch ID
- Cashier ID
- Batch Status

 **Open:** indicates the batch is open and accepting new checks.

 **Closed:** indicates the batch is closed and no new checks are accepted.

2. Select **Search**. The View Batch page appears.

Search Batch Page



OTC Endpoint

Configured OTC Endpoints
See 1 - 10 >>> of 5447 Records

Select Check All / Clear All	OTC Endpoint	ALC + 2	Description
<input type="checkbox"/>	TestCaps	!@#%&'*~()	TestCaps
<input type="checkbox"/>	0000030301	0000030301	Phil Financial Center
<input type="checkbox"/>	0000030302	0000030302	Full Overpayments
<input type="checkbox"/>	0000030303	0000030303	Partial Overpayments
<input type="checkbox"/>	0000030304	0000030304	PFC OP Rad 5307
<input type="checkbox"/>	0000030305	0000030305	Philadelphia Regional Financial Center
<input type="checkbox"/>	0000030306	0000030306	Philadelphia Regional Financial Center
<input type="checkbox"/>	0000030310	0000030310	Philadelphia Regional Financial Center
<input type="checkbox"/>	0000030311	0000030311	Philadelphia Regional Financial Center
<input type="checkbox"/>	0000030312	0000030312	Philadelphia Regional Financial Center

Created On Date

From Date: 05/14/2024

To Date: 06/12/2024

Batch ID:

Cashier ID:

Batch Status:

Select Check All / Clear All	Status	Description
<input type="checkbox"/>	OPEN	Open - accepting new checks
<input type="checkbox"/>	CLOSED	Closed - no new checks
<input type="checkbox"/>	APPROVED	Approved - ready for settlement process
<input type="checkbox"/>	FORWARDED	Forwarded - sent for settlement

Cancel Search

Voiding Checks or Batches (Continued)

To void a check/batch:

1. Select the **Batch ID** hyperlink. The *View Checks* page appears.
2. Select the **Item ID** of the scanned check you would like to void. An image and details of the check appear in a window.
3. Select **Void** to the right of the check image to void the check.
4. Select **Confirm** at the prompt, to void the check.
5. Enter comments concerning the void request at the prompt and select **OK**.
6. Select **OK** at the final prompt stating that the check is voided successfully.

View Checks Page

The screenshot displays the 'View Checks Page' interface. At the top, there is a navigation bar with 'First', 'Prev', 'Next', and 'Last' buttons, along with a page indicator '1 out of 1 pages (1 to 1 out of 1 records)'. Below this is a table of check items. The first row is highlighted, and its 'Item ID' is circled in red. The table columns include: Item ID, OTC Endpoint, ALC + 2, Proc. Method, Item Type, IRN, Cashier, Captured Date, Account No., Bank No., Check No., Amount, Status, SECCode, Terminal ID, Supervisor, Comments, Agency Accounting Code, and Description.

Item ID	OTC Endpoint	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account No.	Bank No.	Check No.	Amount	Status	SECCode	Terminal ID	Supervisor	Comments	Agency Accounting Code	Description
5528561	Selenium8	720000583	Customer Not Present	Personal	178315086513415381586	saudom01	3/7/2025 6:21:13 AM	77778882	101108319	554	5944.84	Approved	Personal ARC					

Below the table, the 'Check Image' section shows a scanned check with the text 'TEST IMAGE-TEST IMAGE-TEST IMAGE' and 'PAY TO THE ORDER OF Test 4 \$ 50.00'. To the right of the image is a 'Check Information' table with columns for Name and Value. The 'Amount' is 5,944.84, the 'IRN' is 178315086513415381586, and the 'SSN' is ****6789. At the bottom of the check information section, there are buttons for 'Show Item', 'Void', 'Receipt', and 'Print Item'. The 'Void' button is circled in red.

Voiding Checks

Application Tips



1. *The CCS can void checks for items with an Open or Closed batch status but can void a batch of checks simultaneously if the batch is only in Open status.*
 - *Items voided or updated after a batch has been approved, will cause no change to the end result when processing.*
2. *Location of the ‘Void Item’ and ‘Void All’ options is within the Batch Summary.*
3. *If all checks in a batch are voided, it is recommended that the batch be deactivated so that it is not accidentally forwarded for settlement.*
4. *Refer to User Guide, Check Processing, Chapter 3. Capturing and Managing Checks Online at <https://www.fiscal.treasury.gov/otcnet/training.html>, including the Printable Job Aids on ‘Void a Check’ and ‘Void All Checks in a Batch’.*



Q&A

Please post your question in the chat along with your **name, agency, and email address.**

Check Processing



Wrap Up

Key Takeaways

1. Agencies already set up with OTCnet who wish to add a new endpoint should complete the **Agency Site Profile** form.
2. Users should understand the **statuses of batches** they locate and the actions those statuses result in.
 - Only **closed batches** can be approved.
 - A **closed batch** must be approved before going to settlement.
 - You **cannot** void or update items after a batch has been approved.
3. Only the **Check Capture Supervisor** can approve batches and void checks for items with an **Open** or **Closed** batch status.



Resources



OTCnet Website

<https://www.fiscal.treasury.gov/otcnet/>



OTCnet Customer Support

FiscalService.OTCChannel@citi.com
24/7 Customer Support: 866.945.7920



OTCnet Deployment Team

FiscalService.OTCDeployment@citi.com
Telephone: 703.377.5586

- **ASP Form on OTCnet Website**
[OTCnet - Getting Started: Check Processing \(treasury.gov\)](https://www.fiscal.treasury.gov/otcnet/otcnet-getting-started-check-processing)
- **Check Processing Onboarding Guide**
<https://www.fiscal.treasury.gov/files/otcnet/checkprocessing-onboardingguide.pdf>
- **OTCnet Training Website**
<https://www.fiscal.treasury.gov/otcnet/training.html>
 - **User Guide, Check Processing, Chapter 3. Capturing and Managing Checks Online**

A copy of this presentation will be sent to you by email and will be posted on the [OTCnet Resources Site](#).

Upcoming Webinar Refreshers

*Join us for the next Refresher Webinar Series on OTCnet!
Please see the dates, time, and topics.*

Register early by using the links provided below and save the date!

Date	Topic	Registration Link
Tuesday, March 18th , 2025, at 1:30 PM ET	<i>Installing and Downloading OTCnet Firmware and OLB</i>	Register
Tuesday, April 15th , 2025, at 1:30 PM ET	<i>OTCnet Kiosk</i>	Register
Tuesday, May 20th , 2025, at 1:30 PM ET	<i>Adding and Modifying OTCnet Roles and Endpoints</i>	Register

General Reminders

ATTENTION:

- Ensure that you login to OTCnet **at least once every 120** days (or four months).
- Your user account **will be disabled** after 120 consecutive days of inactivity.
- To restore your account, contact the **PLSA** or **LSA** at your agency. If you do not have their information, contact:
 - **Customer Support** team at FiscalService.OTCChannel@citi.com, or
 - **Agency Adoption** team at FiscalService.OTCDeployment@citi.com.



Thanks for joining us today to learn about the Check Processing Forms & Processes!

We appreciate your participation!

Please take a few minutes to share your thoughts on the webinar using the **link** below.

Refresher Webinar Series 2025

<https://forms.office.com/r/GENGvuxjkt>

Follow up Survey

