



# OTCnet Connect

A publication of the Bureau of the Fiscal Service Over the Counter Revenue Collection Division

## New OTCnet Release 1.5

In June 2014, the OTCnet application will be upgraded to Release 1.5. Release 1.5 will introduce new features that will help agencies utilize the OTCnet application more efficiently and effectively.

Major updates with Release 1.5 will include the implementation of Phase 1 of a new historical reporting function (Archiving) which will allow users to efficiently query check records that are associated with batches that have a Received Date older than 18 months from the current system date. This new feature will allow users to run Historical Reports in the system background while performing other activities on the OTCnet application. Previously Generated Reports will also be retained in the system for continued access for seven days. Phase 1 of Archiving will be for Check Capture functions and for the CIRA CSV report. Future phases will include additional reports as well as the implementation of the Archiving function for Deposit Reporting.

Release 1.5 will also include updates to the Close Batch and Approve Batch screens. To address agencies' needs and feedback, the **Print PDF Report** and **Confirm** buttons will be updated. A new field called Voucher Date will be added to the 215 Deposit Ticket Report and to the 5515 Debit Voucher Report. At this time, the Voucher Date field will populate with the same information as the settlement date. We will notify all users when we implement additional changes to the Voucher Date field later this year.

In addition with this release, new software will allow Batch List Reports to populate and print consistently, resolving the current issue in which the batch list does not populate or is unable to print.

Updated training materials will include information on generating Historical Reports and viewing previously generated Historical Reports. Links to the updated training materials, the **System Requirements** and **User Roles Guide** documents, as well as the **OTCnet 1.5 Release Notes**, will be made available once the new release is deployed in June 2014.

In preparation for OTCnet 1.5, we recommend that users review the information and resources on **the OTCnet 1.5 Information webpage** of the OTCnet website at: <http://www.fms.treas.gov/otcnet/releaseinfo.html>.

For any questions regarding OTCnet Release 1.5, please contact the Treasury OTC Support Center at 866.945.7920 or via email at [FMS.OTCChannel@citi.com](mailto:FMS.OTCChannel@citi.com).

## Quick Links

- **OTCnet Website:** <http://www.fms.treas.gov/otcnet/index.html>
- **OTCnet Application:** <https://otcnet.fms.treas.gov/>
- **OTCnet Training:** <http://www.fms.treas.gov/otcnet/training.html>

## Phone Number Change: Customer Service Toll Number



We are pleased to announce that **OTCnet Customer Service has a new phone number of 302-323-3159** that is available 24 hours a day, 7 days a week.

This number automatically directs you to our toll free phone number of 866-945-7920. Please make a note of this new phone number for your future reference.

In addition, our toll free phone number continues to be available 24 hours a day, 7 days a week, and we are also available by email at [FMS.OTCChannel@citi.com](mailto:FMS.OTCChannel@citi.com).

## Microsoft Ceases Support of Windows XP

On April 8, 2014, Microsoft ceased support for Windows XP. Although OTCnet continues to function on Windows XP, computers running Windows XP are vulnerable to security risks and viruses. **For security purposes, we strongly recommend that agencies upgrade their operating systems to Windows 7 as soon as possible.** Please close any open batches and upload all existing batches in Batch Management before upgrading the operating system and re-installing the OTCnet application.

## New Check Scanners for Release 1.5

The release of OTCnet 1.5 in June 2014 will include the compatibility of two new check scanners: the RDM EC9000 and the Panini I: Deal.



RDM EC9000

### The RDM EC9000 check scanner:

- Features a multiple check-feed that can process 90 checks per minute
- Can perform dual-sided image capture
- Includes a franker
- Includes two year warranty



Panini I: Deal

### The Panini I: Deal check scanner:

- Features a single check-feed
- Can perform dual-sided image capture
- Has a franker that can be purchased separately
- Includes one year warranty

All scanners currently in use on OTCnet will continue to be supported on Release 1.5. Agencies can continue to purchase the RDM EC7000i series as well as the Panini VisionX batch scanners.

We recommend agencies review the new **Check Scanners Overview** document on the **OTCnet 1.5 Information webpage** of the OTCnet website to view all available check scanners compatible with Release 1.5 at: <http://www.fms.treas.gov/otcnet/releaseinfo.html>.

For general inquiries regarding check scanners supported by OTCnet or for information on purchasing check scanners, please contact the Deployment Team at 703.377.5586 or via email at [FMS.OTCDeployment@citi.com](mailto:FMS.OTCDeployment@citi.com).

## OTCnet Offline: Install OTCnet Security Update

A security certificate that is required to use OTCnet Offline is due to expire on **June 14, 2014**. **All agencies using OTCnet Offline must run the OTCnet Security Update (Security Update — 2.0.0) to ensure continued functionality of OTCnet Offline after June 14, 2014.**

After this date, agencies that have not run Security Update — 2.0.0 will see a message in their browser indicating that the security certificate presented by the OTCnet Offline website has expired. This may prevent proper operation of OTCnet Offline.

To ensure you are able to continue using OTCnet Offline after June 14, 2014, you must run Security Update — 2.0.0 on every terminal using OTCnet Offline.

For detailed instructions on how to download and install Security Update — 2.0.0, please access the *Download and Install OTCnet Security Update* Printable Job Aid on the OTCnet website by copying and pasting the following URL into your web browser:

[http://fms.treas.gov/otcnet/pja\\_download\\_install\\_OTCnet\\_Security\\_Update.pdf](http://fms.treas.gov/otcnet/pja_download_install_OTCnet_Security_Update.pdf)

Please note that if you intend to use OTCnet Offline on a terminal that does not already have OTCnet Offline software installed, you must first install OTCnet Offline and then install Security Update — 2.0.0.

**We recommend that you run Security Update — 2.0.0 as soon as possible** to ensure that all of your Offline terminals continue to operate smoothly after the original security certificate expires.

*If you have any questions, please contact OTCnet Customer Support at 866.945.7920 or via email at [FMS.OTCChannel@citi.com](mailto:FMS.OTCChannel@citi.com).*

## Clean Up Aged Batches

In preparation for OTCnet Release 1.5, the OTCnet Team will be conducting maintenance on all OTCnet batches with a Received Date older than 18 months from the current system date. This maintenance will involve storing all batches with a Received Date older than 18 months in the Historical database. Once the batches are saved in the Historical database, users cannot change the batch status or modify checks within the batch.

To ensure your agency is prepared for the new changes that will be implemented with Release 1.5, please review any outstanding batches that have not been approved. **Regardless of their status such as Open or Closed, please void and deactivate or review and approve any outstanding batches before June 6, 2014.** For the purpose of this maintenance activity, these batches should not be reactivated once they are deactivated.

Please note that it is best practice to complete the processing of each batch in OTCnet by the end of each business day.

- For instructions on voiding a check in OTCnet Online, refer to: [http://www.fms.treas.gov/otcnet/training/wbt/content/lsn544HTML2004/M/sims/pja\\_void\\_ck.pdf](http://www.fms.treas.gov/otcnet/training/wbt/content/lsn544HTML2004/M/sims/pja_void_ck.pdf)
- For instructions on deactivating a batch in OTCnet Online, refer to: [http://www.fms.treas.gov/otcnet/training/wbt/content/lsn544HTML2004/M/sims/pja\\_act\\_deact\\_bat.pdf](http://www.fms.treas.gov/otcnet/training/wbt/content/lsn544HTML2004/M/sims/pja_act_deact_bat.pdf)
- For instructions on approving and closing a batch in OTCnet Online, refer to: [http://www.fms.treas.gov/otcnet/training/wbt/content/lsn544HTML2004/M/sims/pja\\_approve\\_singbat.pdf](http://www.fms.treas.gov/otcnet/training/wbt/content/lsn544HTML2004/M/sims/pja_approve_singbat.pdf)

*If you have any questions or concerns, please contact the Treasury OTC Support Center at 866.945.7920 or via email at [FMS.OTCChannel@citi.com](mailto:FMS.OTCChannel@citi.com).*



### Featured Deployment Specialist: Bilal Pasha

**Q: What is your favorite feature of OTCnet?**

A: I appreciate that OTCnet has an Offline version that can be locally installed on agency workstations to enable agencies to perform check conversion activities with limited internet connectivity.

**Q: What do you like most about being a Deployment Specialist?**

A: I enjoy being able to interact with different users and understand how everyone interacts with the OTCnet system to meet their agency's needs.

**Q: What is a helpful tip for OTCnet users?**

A: When setting up a check scanner, do not select an OTCnet Endpoint when moving through the steps toward downloading the OTCnet Scanner Firmware. Not selecting an OTCnet Endpoint during this process will ensure that you will be able to see all of the OTCnet Scanner Firmware versions available for download.

*Reach a Deployment Specialist at 703.377.5586 or via email at [FMS.OTCDeployment@citi.com](mailto:FMS.OTCDeployment@citi.com).*

### Upcoming Release 2.0

We are delighted to announce the scheduled Spring 2015 release of OTCnet 2.0.

OTCnet Release 2.0 will introduce new features, including a new functionality for agencies to report multiple Classification Keys (C-Keys) to a single check under the Check Capture component. Please note that the classification functionality is optional in OTCnet until you become a GWA reporter. Agencies must transition to a GWA reporter no later than October 2014. For information on how to become a GWA reporter, please contact Katy Borys at [Katy.Borys@fms.treas.gov](mailto:Katy.Borys@fms.treas.gov).

We look forward to sharing more details with you regarding this upcoming release as we get closer to the implementation date.

**Treasury OTC Support Team:**  
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