Overview of Spring 2017 Newsletter

Welcome to the 30th issue of OTCnet Connect, a Bureau of Fiscal Service Over the Counter Division publication that covers the latest news of the OTCnet application. In this issue, we discuss some of the new system features and updates that will be coming to OTCnet in Release 2.5/OLB. In addition, you’ll see coverage of the OTCnet Team’s 2017 User Survey, learn what to expect in the upcoming Aged Deposit Clean Up Initiative, and get information on how the changes in scanner hardware may impact you and your agency.

OTCnet Update Release 2.5

Release 2.5 & OTCnet Local Bridge (OLB)

The newest update of the OTCnet Application, Release 2.5, will include a new architecture that will enhance check scanning and terminal configuration capabilities. In addition, the update will introduce a new, user-friendly messaging service that will notify users of news, application alerts, and information on important OTCnet updates.

What is the OTCnet Local Bridge (OLB)?

Per the May 10, 2017 memo issued by the Director of the Bureau of Fiscal Service Over the Counter Division, the OTCnet application upgrade to Release 2.5/OLB will include a new component called the OTCnet Local Bridge (OLB). The OTCnet Local Bridge, or OLB, is an application that will be available for download from OTCnet Online. Once installed on a workstation, the OLB is used to facilitate communications between the local browser and local operating system/workstation resources. The OLB application must be installed on all workstations performing check capture, check processing, and terminal configuration operations.
Benefits of the OLB

The OLB application will introduce new features aimed at enhancing the user experience of OTCnet. Oracle, the software maker of Java, plans to begin discontinuing the use of Java applets in its September 2017 update of the Java Runtime Environment Software. With this in mind, the OTCnet Local Bridge is designed to remove the OTCnet application’s dependency on the Java browser plug-in. With OLB installed, users will no longer need to install Java for OTCnet check processing. In addition, the OLB is designed to improve the user experience in OTCnet with faster terminal detection.

OLB (Cont.)

OLB Informational Webinar Series

To help prepare the OTCnet stakeholder community for the upcoming changes in Release 2.5 and the OTCnet Local Bridge, the OTCnet Team is hosting a series of webinars to prepare users for the new features and system enhancements. The Informational Webinar Sessions will take place beginning in June 2017 and will run each month through June 2018. Register at [http://eepurl.com/cOD4X](http://eepurl.com/cOD4X).

We recommend that your agency shares a conference line and that you invite your Check Capture Administrators, Check Capture Supervisors, Check Capture Lead Operators, Check Capture Operators and IT Administrators. These users will greatly benefit from learning about the new changes in this release. Please note, OLB only impacts Online and Offline users; OLB does not impact Deposit Processing or Interface users. For a full listing of webinar dates, please see the schedule below:

**2017 Webinars**
- June 27
- July 25
- August 15
- September 21
- October 17
- November 16
- December 12

**2018 Webinars**
- January 18
- February 13
- March 15
- April 17
- May 17
- June 19
On July 27th, Oracle, the software manufacturer of the Java Runtime Environment (JRE), will make the newest version of Java, Version 9, available for download. Preliminary testing indicates that if Java Version 9 is installed, users will not experience full functionality in the current version of OTCnet Online or in OTCnet Offline Release version 2.4 or older.

**Recommendation: Upgrade to Java 9 After Release 2.5 Is Made Available**

For now, users may continue to run the OTCnet-compatible Java Version 8 (Oracle’s end of support for Java 8 is expected to be July 27, 2018). To avoid disruption to check scanning and check processing activities, the OTCnet Team strongly recommends that agencies do not upgrade OTCnet workstations to Java Version 9 and keep these workstations on Java Version 8 until the newest update to OTCnet Online and OTCnet Offline, Release 2.5, is made available. After the 2.5 Release, user workstations can upgrade to Java 9.

**Suggested User Actions**

To ensure your check scanning and check processing activities are not impacted by a group policy upgrade to Java Version 9, please be sure to pass this information along to your agency’s IT POC. If you have any questions regarding Java 9, please reach out to the OTC Support Center.
Reminder: PLSA / LSA Responsibilities

As a reminder, the responsibilities of the Primary Local Security Administrator (PLSA) and the Local Security Administrator (LSA) are to create and manage OTCnet access via ITIM for users within their agency. Below are some recommendations to assist with streamlining your agency’s internal process:

• Advise all OTCnet users within your agency of the PLSA and LSA contact information
• If an internal provisioning process is in place, communicate this information to your agency users
• Consider establishing a group email address for all account maintenance inquiries within your agency

Additional information on PLSA/LSA Responsibilities is detailed in the following User Guide:

https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcnet/trainin
g/wbt/content/course_FMSOTC/docs/adm_ug_ch3_man_user.pdf

Please contact the OTCnet Customer Support Team if you have any questions about the PLSA/ LSA User Role or the User provisioning process.

The PLSA/LSA User Role Responsibilities Include:

• Create a User Identity (ID)
• Create, Assign, and Edit an OTCnet Account
• Manage a User Password
• Manage a User’s Personal Information
• Approve or Reject a OTCnet User Request
• Modify a User Status
• Administer the Annual Recertification effort for your OTCnet Users
The 2017 User Survey was completed in early March. We would like to sincerely thank those of you who took the time to complete the survey – your responses and input will help us improve OTCnet and its capabilities in the future. Though this year's survey was rather technical in nature, we'd also like to thank the individuals who took the time to provide contact information for their agency’s IT administrators. Direct outreach to your agency IT POCs will make it much easier for the OTCnet Team to obtain the technical information we need to improve the application.

Reminder: Deposit Processing-Check Processing Initiative

As a reminder, Fiscal Service requests that all eligible US checks, if possible, be processed and settled electronically within the OTCnet Application. Electronic Check Capture allows for easy electronic processing of personal and non-personal checks, shifting away from Deposit Processing eliminates the need for costly carriers, armored car services, or postage required to mail checks. Reach out to the OTCnet Deployment Team to learn more about this initiative and transition to electronic check capture today.

Scanner Update: RDM EC7000

RDM will no longer sell the single check feed EC7000 scanner after December 2017. However, RDM will still cover the two year warranty for all EC7000 scanners for the foreseeable future. In addition to the EC7000, the Panini I:Deal is another single feed check model scanner that is offered by the OTCnet Deployment Team. The OTCnet Team will support agencies who still wish to purchase the EC7000 scanners as long as inventory remains available. Please contact the Deployment Team if you have any questions.
Aged Deposit Clean Up Effort

Background

The OTCnet Team is conducting a clean up effort of aged deposit vouchers for all agencies using OTCnet to help them reconcile and report accurate status of their deposits in OTCnet. On August 22, 2017, the OTCnet Team will set aged deposit vouchers with a Voucher Date older than six months from the current date to Rejected status.

When Will The Clean Up Start?

Below is the OTCnet Team’s planned schedule for aged deposit voucher clean up efforts. Please watch for reminder emails in advance of quarterly clean up efforts.

<table>
<thead>
<tr>
<th>Week of Clean Up</th>
<th>Target Aged Deposit Received Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 22, 2017</td>
<td>Deposits Created Prior to February 22, 2017</td>
</tr>
<tr>
<td>November 22, 2017</td>
<td>Deposits Created Prior to May 22, 2017</td>
</tr>
<tr>
<td>February 15, 2018</td>
<td>Deposits Created Prior to August 22, 2017</td>
</tr>
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How Are Aged Deposit Vouchers Cleaned Up?

The clean up effort will consist of the OTCnet Team running a database script to set aged deposit vouchers to a final state of Rejected status.

Article continues, next page
Aged Deposit Clean Up Effort (Cont.)

What Is An Aged Deposit Voucher?

An aged deposit voucher is defined as a deposit voucher that is in-transit – that is, a voucher in Draft, Awaiting Approval (AWAP), or Submitted status – with a Voucher Date older than six months from the current date.

The OTCnet system does not allow agencies to delete in-transit deposit vouchers past Draft status, causing aged deposit vouchers to accumulate when:

1. A deposit voucher has not been Confirmed, Adjusted, or Rejected by the Financial Institution (FI);
2. A deposit voucher is associated with an old accounting code;
3. An agency creates a deposit voucher in OTCnet and is unable to delete the deposit voucher if the deposit voucher is past Draft status.

What Do I Need To Do?

Agencies are instructed to create a new deposit voucher if a deposit voucher identified for clean up is still active. After the initial execution of the database script, the script will run manually every three months to clean up new aged deposit vouchers.

Financial Institutions should continually monitor the age of their vouchers. It is recommended that Financial Institutions ensure that all deposit vouchers (excepting those issued from foreign checks) are Confirmed no later than 30 days from the Voucher Date.