OTCnet℠

Deposits Made Simple

Chapter 7: Configuring Check Processing Settings

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Configuring Check Processing Settings Participant User Guide* includes:

View / Modify Configuration Functions

- Check Capture Administrator
- Check Capture Supervisor

View Configuration Only

- Check Capture Lead Operator
- Check Capture Operator

Overview

Welcome to *Configuring Check Processing Settings*. In this chapter, you will learn:

- The purpose of configuring check capture settings
- How to set up or modify a terminal configuration
- How to view a terminal configuration
- How to search an audit log
- How to download firmware

Topics

This chapter is organized by the following topics:

1. Purpose of Configuring Check Processing Settings
2. Set up or Modify a Terminal Configuration
3. View a Terminal Configuration
4. Search an audit log
5. Download Firmware

Topic 1. Purpose of Configuring Check Processing Settings Online

Only **Check Capture Administrators (CCA)** and **Check Capture Supervisors (CCS)** are authorized to configure the check processing settings for your Agency's terminal. Depending on your user role, you can see all or only specific check capture activities transacted within your Agency. Additionally, as a CCA, you have the ability to manually download or upgrade application software to be used on a terminal.

If you are to meet your location's check capturing needs, each OTCnet terminal must have configuration settings individually applied. You can add or update the following:

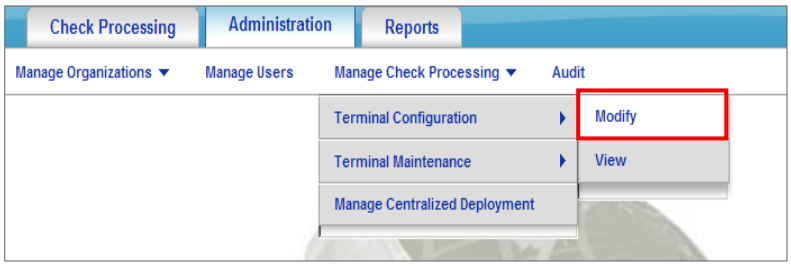
- **System Configuration**: Used to define LVD usage (offline users) and receipt printing
- **Application Configuration**: Used to define a Terminal ID, processing mode, specify a cashflow method, as well as to specify batch control and batch control prompts
- **Devices Configuration**: Used to specify the scanner type and communication channel, enable franking, as well as enable keypad and specify a keypad communication channel
- **Available OTC Endpoints**: Used to add available **OTC Endpoints** for data entry
- **Configured OTC Endpoints**: Used to set a default **OTC Endpoint**, review already-configured OTC Endpoints or remove unused **OTC Endpoints** from the terminal

Topic 2. Set Up or Modify a Terminal Configuration

1. Click the **Administration** tab.

2. From the **Manage Check Processing** menu, select **Terminal Configuration** and click **Modify** (see Figure 1 below).

Figure 1. Administration >Manage Check Processing> Terminal Configuration>Modify



3. The *Step 1 of 4: Gathering Terminal Information* page appears with *Automated terminal detection in progress…* message, then the *Step 2 of 4: Update the Terminal Configuration* page appears (see Figure 2 below). Enter the system configuration

   When the *Automated terminal detection in progress…* message appears, the system reads the desktop settings and displays the appropriate information on the next page.

   Under **System Configuration** (see Figure 2 below),

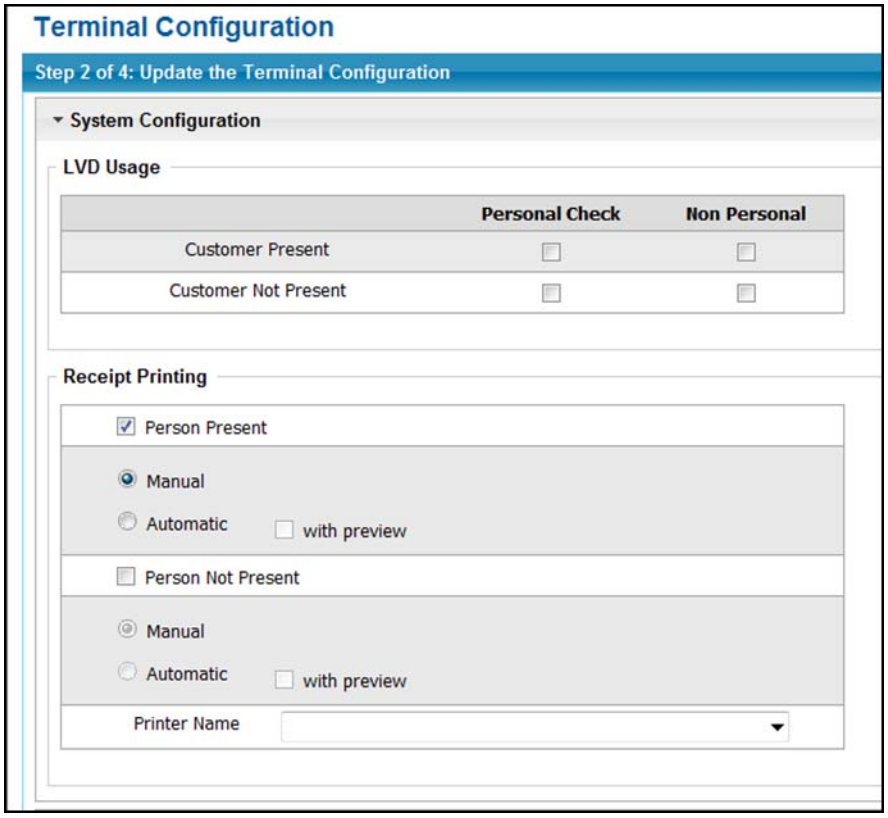
   Set **Task Execution** by,
   - Clicking **Start up** and/or **Close Batch** for Firmware Upgrade

   Set **Receipt Printing** by, *optional*
   - Checking **Person Present**
     - Click the **Manual** or **Automatic** radio button
       - Check **with preview**
       - Checking **Person Not Present**
     - Click the **Manual** or **Automatic** radio button
       - Check **with preview**

   Leaving both the **Person Present** and **Person Not Present** fields unchecked results in the disabling of this option. Click the appropriate box(es) if receipts are desired. Choosing **Manual** requires that the operator take additional steps to print the receipt.

   Choosing **Automatic** results in a receipt printout each time a transaction has been entered. Choosing **With Preview** option allows the operator to see the receipt on the screen prior to the generation of the printout. When the **Person Present** and/or **Person Not Present** fields are selected, the default setting is **Manual**.

Figure 2. System Configuration



Under **Application Configuration** (see Figure 3 below),

- Enter the **Terminal ID**
- Select **Single** or **Batch** for Processing mode
- Select **Settle Best Method** or **Truncate All Items** for Cashflow
    - Check **Back office Processing Only**
    - Select **Optional** or **Mandatory** for Batch Control
    - Click **Prompt on Batch Create** and/or **Prompt on Batch Close** for Batch Control Prompts

The **Terminal ID** field is available for data entry during initial setup. After the **Terminal ID** is assigned, it is protected and cannot be changed.

The **Host Name** field is automatically generated based on your computer's registry and cannot be changed.

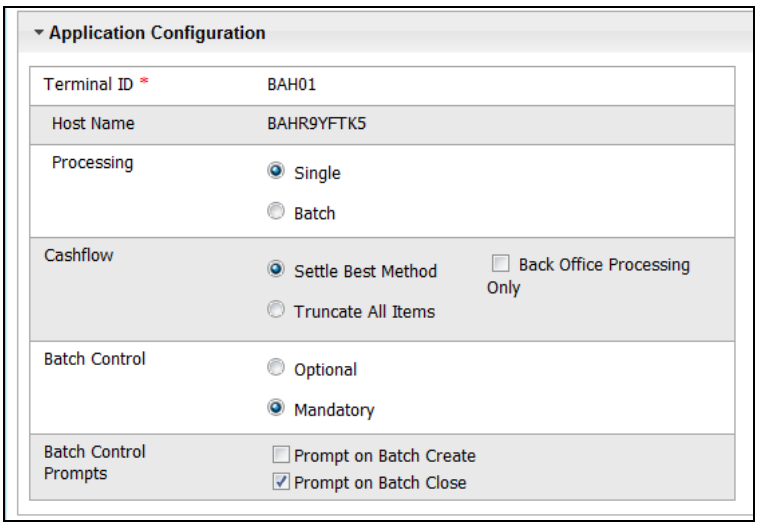
The **Single** processing mode is designed to allow the user to scan one check at a time. The **Batch** processing mode allows groups of checks to be scanned all at once, prior to the data entry for the items. The **Batch** processing mode is only available for EC6000i, EC601X, EC7000i, EC9000i, and all Panini scanners.

The **Settle Best Method** is the default selection and when selected exclusively on the configuration screen, all processing methods (Customer Present, Customer Not Present, and Back Office) are allowed for either personal or non personal items on the Entry Screen.

The **Back Office** Processing method should be used by agencies that receive payments in person, and then scan the checks at a later time in a controlled, back office environment. **Truncate All Items** represents only non-personal items are allowed (for all processing methods) on the Entry Screen.

If the **Batch Control** is set to **Optional**, OTCnet prompts the user to use the batch control. If the **Batch Control** is set to **Mandatory**, OTCnet prompts for batch control totals.

Figure 3. Application Configuration



Under **Devices Configuration**,

- Select the **Scanner** model, (*required) (see Table 1 below)*
- Select **USB Port** or **Serial Port**, (*required)*
  - Select the Serial Port type
- Check **Franking Enabled**, (*optional)*
- Check **Keypad Enabled**, (*optional)*
- Check **Pass Through Channel** or **Serial Port** for **Keypad Communication Channel**

The **Franking Enabled** option allows the scanner to automatically stamp the front of checks. Franking is only available for EC6000i, EC601X, EC7000i, EC9000i, and Panini I: Deal scanners.

The **Keypad Enabled** option is available when electing to use the optional Yes/No keypad. Enabling the keypad allows the check writer to confirm the transaction dollar amount via the keypad. If **Keypad Enabled** option is enabled, then **Pass Through Channel** or **Serial Port** is available for selection.

When you complete the **Devices Configuration**, click **Next** (see Figure 4 below).

Figure 4. Devices Configuration

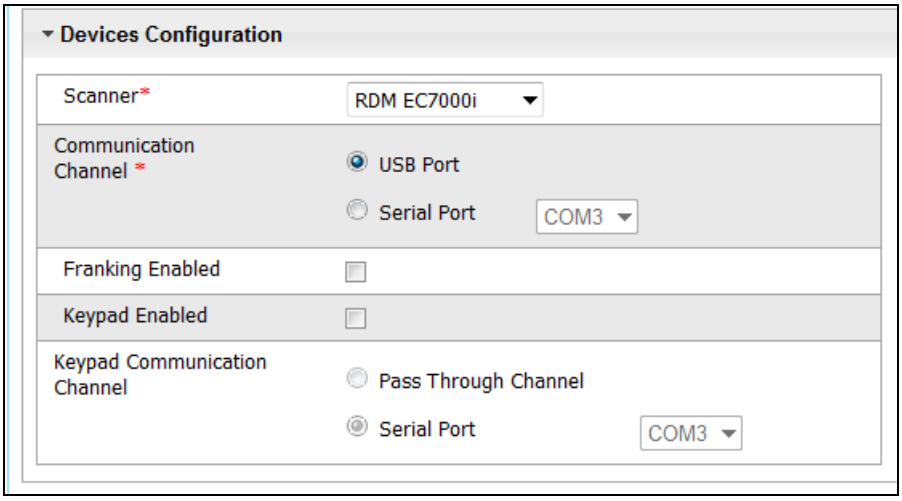


Table 1. Scanner Types

EC5000i	This scanner will prompt you to scan both sides of a check and can scan only in single mode
EC6000i	This scanner will prompt you to scan the back side of a check and can scan in single mode and in batch mode (one or more checks in a batch)
EC601X	This scanner will prompt you to scan the back side of a check and scans in single mode and in batch mode (one or more checks in a batch)
EC7000i	This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks in a batch)
EC9000i	This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks in a batch)
Panini MyVision X	This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks in a batch)
Panini Vision X	This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks at a time)
Panini I: Deal	This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks at a time)

3. The *Step 3 of 4: Update the Configured OTC Endpoints* page appears.

Under **Available OTC Endpoints**,

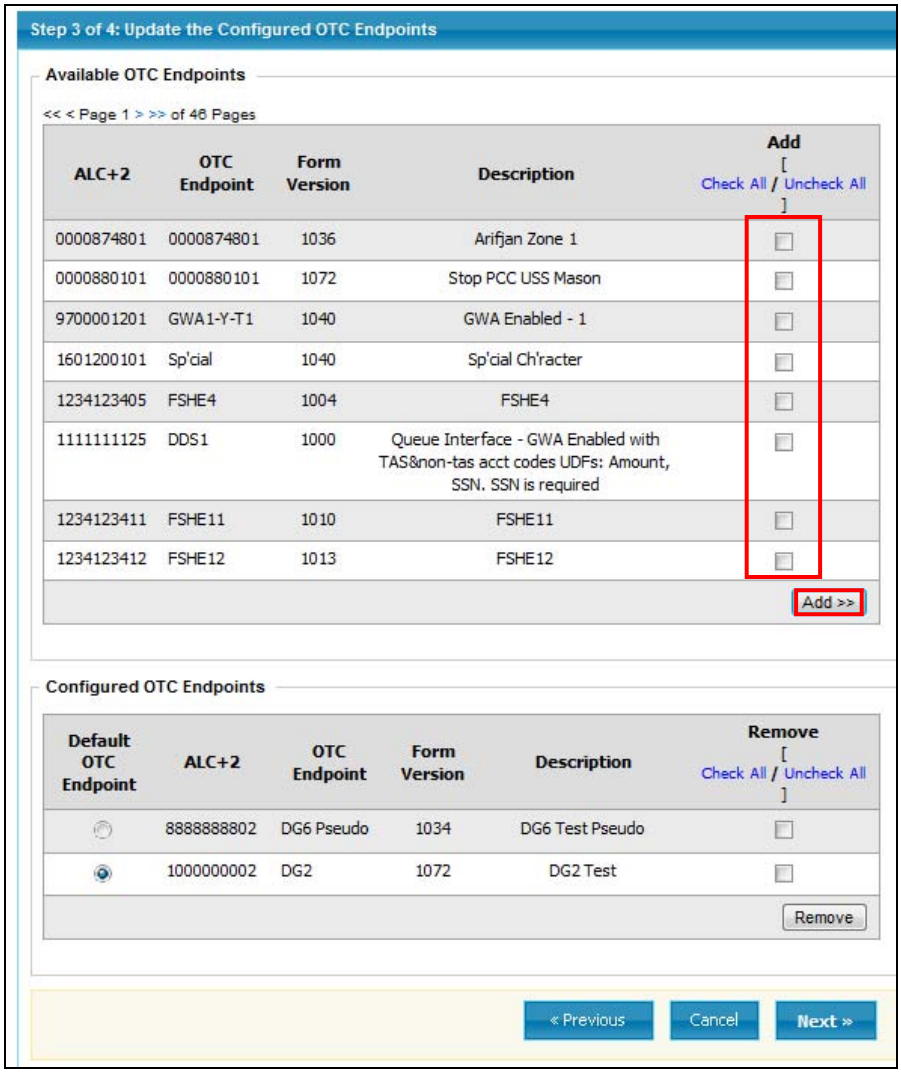
- Select the **OTC Endpoint(s)** you want to **Add** by checking the box(es) under the **Add** column, and click **Add**

Under **Configure OTC Endpoint**,

- Select a **Default OTC Endpoint**, *required*
- Select the OTC Endpoint(s) you want to **Delete** by checking the box(es) under the **Remove** column, and click **Remove**, *if applicable*

When you complete configuring the OTC Endpoints, click **Next** (see Figure 5 below).

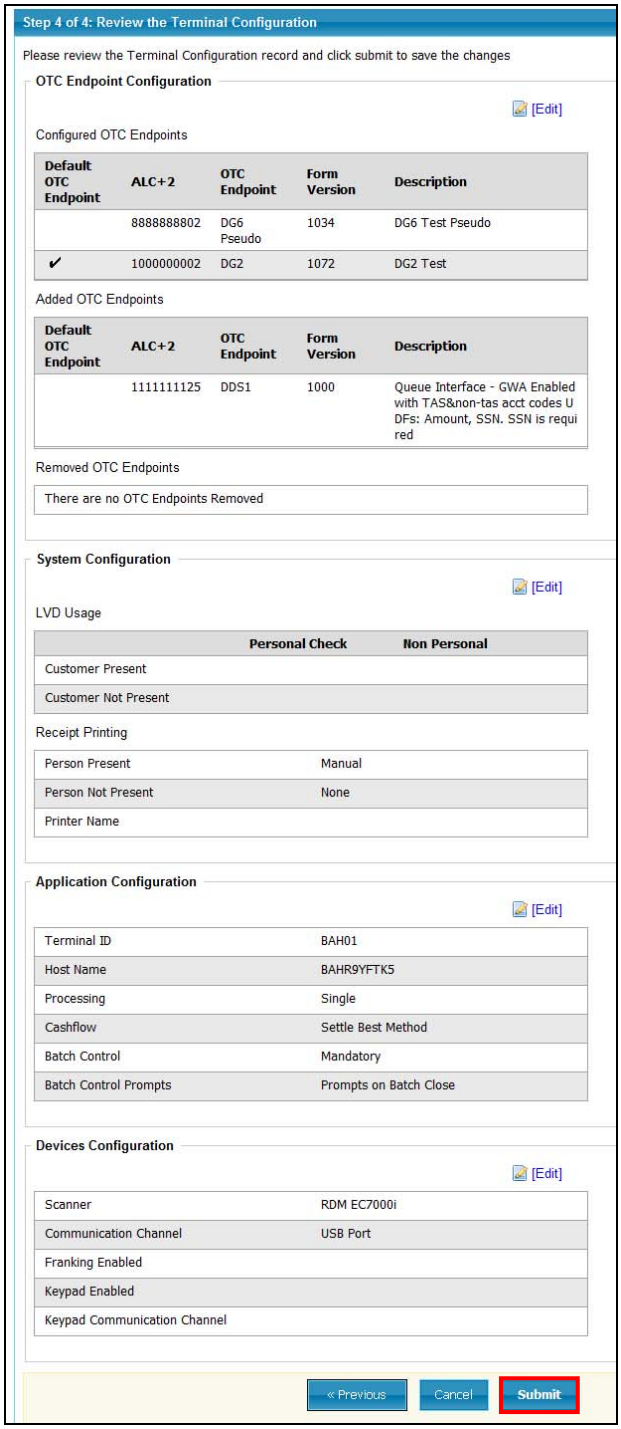
Figure 5. Default OTC Endpoint



Selecting a **Default OTC Endpoint** determines which **OTC Endpoint** to use when performing Check Scan actions. At least one **Default OTC Endpoint** is required per terminal. While a default is chosen, it does not prevent you from scanning against another configured **OTC Endpoint**.

5. The *Step 4 of 4: Review the Terminal Configuration* page appears. Verify the Terminal Configuration is correct and click **Submit**. Click **Edit** if you need to modify the information entered (see Figure 6 below).

Figure 6. Review Terminal Configuration



Step 4 of 4: Review the Terminal Configuration

Please review the Terminal Configuration record and click submit to save the changes

OTC Endpoint Configuration

[Edit]

Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
	8888888802	DG6 Pseudo	1034	DG6 Test Pseudo
✔	1000000002	DG2	1072	DG2 Test

Added OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
	1111111125	DDS1	1000	Queue Interface - GWA Enabled with TAS&non-tas acct codes U DFs: Amount, SSN. SSN is requi red

Removed OTC Endpoints

There are no OTC Endpoints Removed

System Configuration

[Edit]

LVD Usage

	Personal Check	Non Personal
Customer Present		
Customer Not Present		

Receipt Printing

Person Present	Manual
Person Not Present	None
Printer Name	

Application Configuration

[Edit]

Terminal ID	BAH01
Host Name	BAHR9YFTK5
Processing	Single
Cashflow	Settle Best Method
Batch Control	Mandatory
Batch Control Prompts	Prompts on Batch Close

Devices Configuration

[Edit]

Scanner	RDM EC7000i
Communication Channel	USB Port
Franking Enabled	
Keypad Enabled	
Keypad Communication Channel	

« Previous Cancel Submit

Configure a Check Capture Terminal Online

To configure a check terminal online, complete the following steps:

1. Click the **Administration** tab.

2. Select **Manage Check Processing**>**Terminal Configuration** and click **Modify**. The *Step 1 of 4: Gathering Terminal Information* page appears with *Automated terminal detection in progress…* message.

> **Application Tip**
> When the *Automated terminal detection in progress…* message appears the system reads the desktop settings and displays the appropriate information on the next page.

3. The *Step 2 of 4: Update the Terminal Configuration* page appears. Enter the system configuration.

   Under **System Configuration**,
   Set **LVD Usage** by, *optional*
   - Checking or unchecking **Personal Check** and/or **Non Personal** for Customer Present
   - Checking or unchecking **Personal Check** and/or **Non Personal** for Customer Not Present

> **Application Tip**
> By default all four checkboxes (Personal and/or Non Personal checks and Customer Present and/or Customer Not Present) for (Local Verification Database) LVD Usage are checked and they are optional. If all of them not checked, then LVD verification feature is disabled.

Set **Receipt Printing** by, *optional*

- Checking **Person Present**, *optional*
  - Click the **Manual** or **Automatic** radio button
    - Check **with preview**
- Checking **Person Not Present**, *optional*
  - Click the **Manual** or **Automatic** radio button
    - Check **with preview**
- Selecting the **Printer Name**

Application Tip

Leaving both the **Person Present** and **Person Not Present** fields unchecked results in the disabling of this option. Click the appropriate box(es) if receipts are desired. Choosing **Manual** requires that the operator take additional steps to print the receipt. Choosing **Automatic** results in a receipt printout each time a transaction has been entered. Choosing **With Preview** option allows the operator to see the receipt on the screen prior to the generation of the printout. When the **Person Present** and/or **Person Not Present** fields are clicked, the default setting is **Manual**.

Under **Application Configuration**,

- Enter the **Terminal ID**

Application Tip

The **Terminal ID** field is available for data entry during initial setup. After the **Terminal ID** is assigned it is protected and cannot be changed.

Application Tip

The **Host Name** field is automatically generated based on your computer's registry and cannot be changed.

- Select **Single** or **Batch** for Processing mode

Application Tip

The **Single** processing mode allows the user to scan only one check at a time. **Batch** processing mode allows groups of checks to be scanned all at once, prior to the data entry for the items. **Batch** processing mode is only available for EC601X, EC6000i, EC7000i, EC9000i, and all Panini scanners.

- Select **Settle Best Method** or **Truncate All Items** for Cashflow
    - Check **Back office Processing Only**

Application Tip

The **Settle Best Method** is the default selection and when selected exclusively on the configuration screen, all processing methods (Customer Present, Customer Not Present, and Back Office) are allowed for either personal or non personal items on the Entry Screen. The **Back Office** Processing method should be used by agencies that receive payments in person, and then scan the checks at a later time in a controlled, back office environment. **Truncate All Items** represents only non-personal items are allowed (for all processing methods) on the Entry Screen.

- Select **Optional** or **Mandatory** for Batch Control

Application Tip

If the **Batch Control** is set to **Optional**, OTCnet prompts the user to use the batch control. If the **Batch Control** is set to **Mandatory**, OTCnet prompts for batch control totals.

- Click **Prompt on Batch Create** and/or **Prompt on Batch Close** for Batch Control Prompts

Under **Devices Configuration**,

- Select the **Scanner** model, *required*
- Select **USB Port** or **Serial Port**, *required*
    - Select the Serial Port type

Application Tip

USB Port: RDM EC9000i, Panini MyVision, Panini VisionX, and Panini I: Deal scanners require USB port communication channel. RDM EC601X and EC7000i scanners support USB and Serial communication channels.

Serial Port: RDM EC5000i and EC6000i scanners require serial port communication channel. USB-to-serial adapters are not supported. EC601X and EC7000i scanners support USB and Serial communication channels.

COM dropdown: The user selects the serial port (aka COM port) where they have connected a serial scanner.

- Check **Franking Enabled**, *optional*

Application Tip

The **Franking Enabled** option allows the scanner to automatically stamp the front of checks. Franking is only available for EC6000i, EC601X, EC7000i, EC9000i, and Panini I: Deal scanners.

- Check **Keypad Enabled**, *optional*

Application Tip

The **Keypad Enabled** option is available when electing to use the optional Yes/No keypad. Enabling the keypad allows the check writer to confirm the transaction dollar amount via the keypad.

- Check **Pass Through Channel** or **Serial Port** for **Keypad Communication Channel**, *if applicable, required*

Application Tip

If **Keypad Enabled** option is enabled, then **Pass Through Channel** or **Serial Port** is available for selection.

4. Click **Next**. The *Step 3 of 4: Update the Configured OTC Endpoints* page appears.

   Under **Available OTC Endpoints**,
   - Select the **OTC Endpoint(s)** you want to **Add** by checking the box(es) under the **Add** column, and click **Add**.

Application Tip

The OTC Endpoints are permission based and are only visible to users with the appropriate permissions.

Under **Configure OTC Endpoint**,

- Select a **Default OTC Endpoint**, *required.*

Application Tip

Selecting a **Default OTC Endpoint** determines which OTC Endpoint to use when performing Scan Checks actions.

Application Tip

Multiple OTC Endpoints can be selected but only one can be set as a **Default OTC Endpoint**.

- Select the OTC Endpoint(s) you want to **Delete** by checking the box(es) under the **Remove** column, and click **Remove**, *if applicable*.

Application Tip

At least one **Default OTC Endpoint** is required per terminal.

5. Click **Next**. The *Step 4 of 4: Review the Terminal Configuration* page appears. Verify the Terminal Configuration is correct and click **Submit**. Click **Edit** if you need to modify the information entered.

6. A *Confirmation* page appears stating that the Terminal Configuration record has been updated.

Application Tip

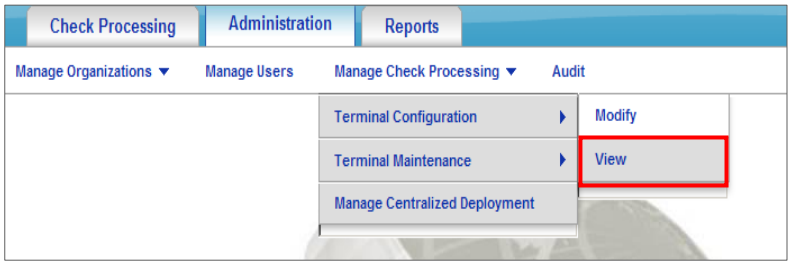
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to the OTCnet Home Page.

Topic 3. View Terminal Configuration

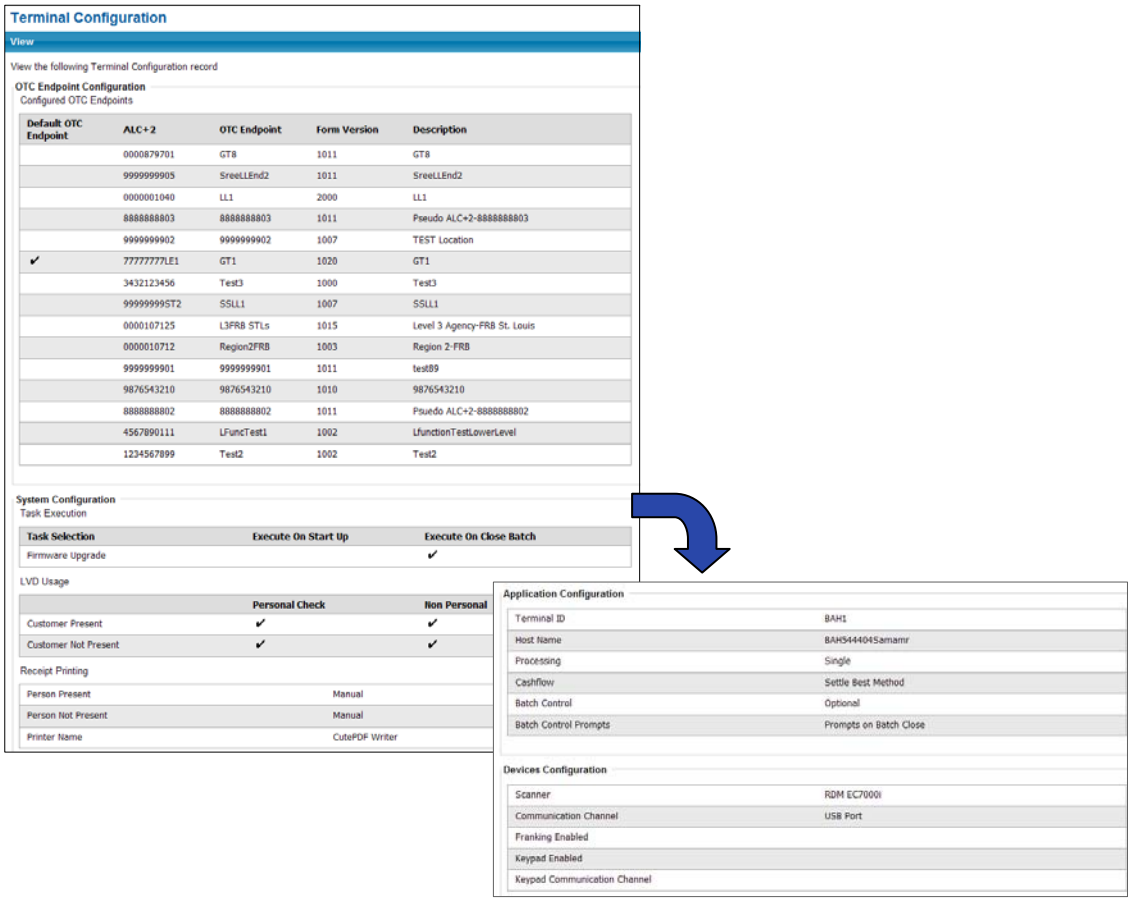
1. Click the **Administration** tab. From the **Manage Check Processing** menu, select **Terminal Configuration** and click **View** (see Figure 7 below).

Figure 7. Administration >Manage Check Processing> Terminal Configuration>Modify



2. The *View page appears (*see Figure 8 below). View Terminal Configuration.

Figure 8. View Terminal Configuration



View Terminal Configuration

To view terminal configuration, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage Check Processing**>**Terminal Configuration** and click **View**.
3. The *View page appears*. View Terminal Configuration.

Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Return Home** to the OTCnet Home Page.

Topic 4. Search an Audit Log

The audit log records are interactions between the user and OTCnet. They allow users to search and view audit log entries for the completed audit trail within OTCnet. The audit log is available for download to a *comma separated value* (CSV) report and opened in a spreadsheet program or available to print in a formatted audit log report.

If the audit log records contain Personally Identifiable Information (PII), the data is masked in the Transaction Description. To view more details about a specific batch, including PII, access Batch Management.

Depending on your role, you can search for and view only specific audit logs. See Table 2. Audit Log User Permissions for more details.

Table 2. Audit Log User Permissions

User Role	Audit Log Access
Check Capture Administrator (CCA)	Partial administration-related activities and all check capture-related activities
Check Capture Operator (CCO)	Own check capture-related activities
Check Capture Lead Operator (CCLO)	Own check capture-related activities
Check Capture Supervisor (CCS)	Partial check capture-related activities pertaining to own actions or actions taken by their CCO or CCLO
FMS Viewer or Security Viewer	Administration-related, check capture-related, check processing-related, and deposit processing-related activities

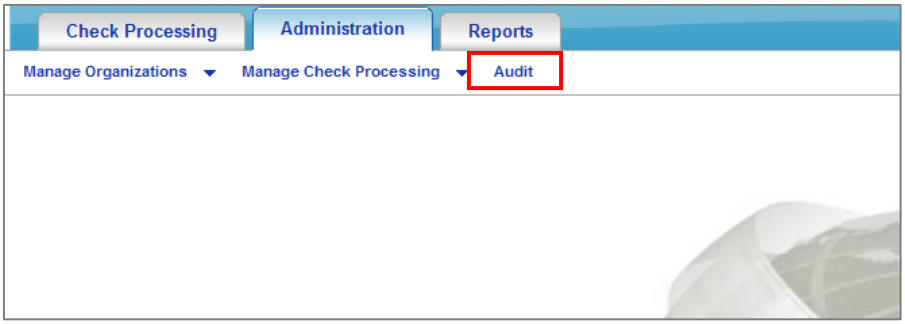
You can search audit logs by module, user, **OTC Endpoint,** and other search criteria. If you run a search without specifying any criteria, then by default the search results include all activities in the system that you have access to view. If you run additional searches, the *Search Results* table repopulates with the results of the new search.

To search an **Audit Log**, follow the steps below:

1. Click the **Administration** tab

2. Click **Audit** (see Figure 9 below).

Figure 9. Administration >Audit



3. The *Search Audit Logs* page appears. Enter the search criteria for the activities you would like to view (see Figure 10).

Under **Search Conditions**, *optional*

- Select a **Module** type.

Module options include **All**, **Administration**, **Check Capture**, **Check Processing**, and **Deposit Processing**.The Module drop-down options vary by user role.

- Enter a **User** (login ID)
- Select an **OTC Endpoint**
- Enter the **From** and **To** Dates and Times, *required*
- Select a **Keyword**, *required*
- Select a **Category Name**, *required*

The **Keyword** and **Category Name** drop-down options vary by user role.

- Enter the **Terminal ID**
- Enter the **Batch ID**
- Select an **Event Type** (see Table 2)

Event types are categories of events that are recorded by the audit log.

Table 3. Event Types

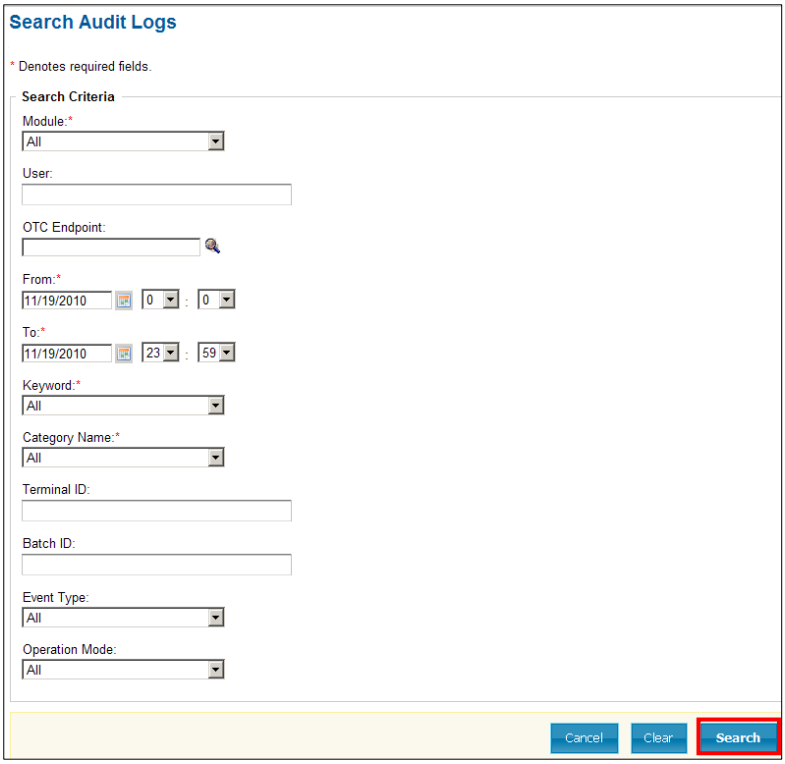
Event Type	Description
All	Includes all event types in the audit log
Error	Error entries are created when the system is unable to complete an action
Informational	Information entries are general records of the activity that has happened while using OTCnet
Warning	Warning entries are created to inform the user when events of note have taken place. This includes cancelling an action, deleting information from the system and inactive users

- Select an **Operation Mode** and **click** Search.

Operation Mode options include **All**, **Online**, or **Offline**. If you run a search without specifying any criteria, the search results include all activities 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.

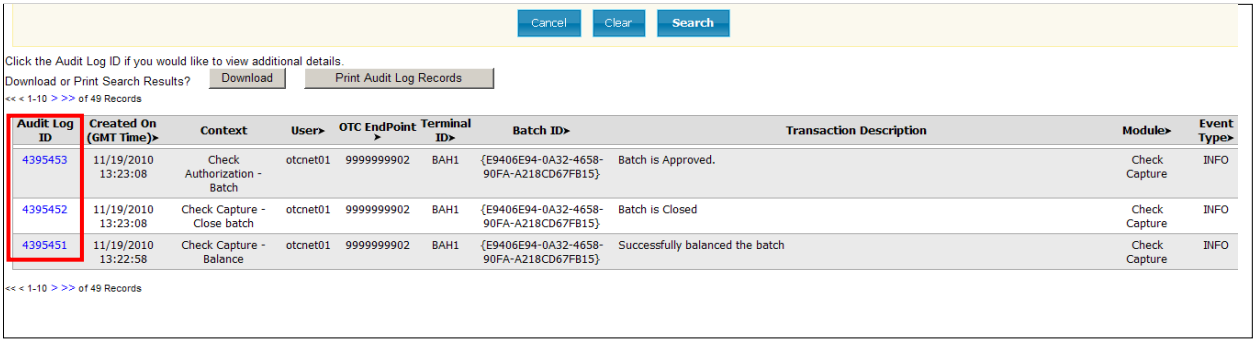
4. Click **Search.**

Figure 10. Search Audit Log



5. The *Search Results* table appears below. Click the **Audit Log ID** hyperlink to view additional details for an individual audit log entry (see Figure 11).

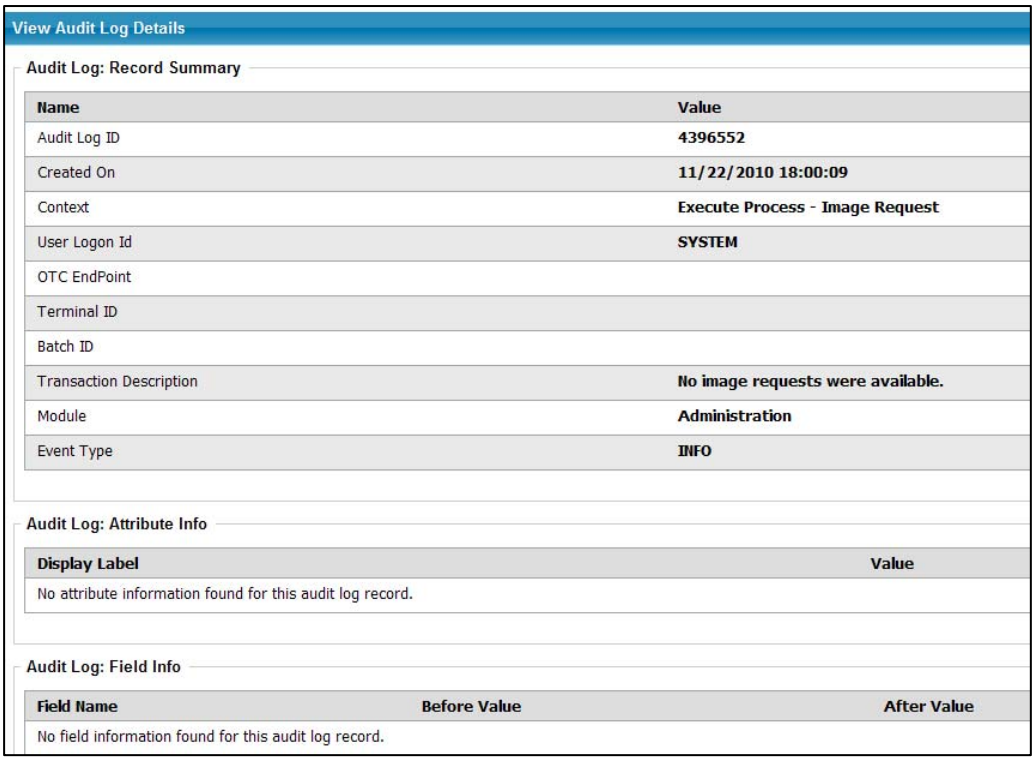
Figure 11. Audit Log Output



Click **Download** to download the search results. Click **Print Audit Log Records** to print a formatted audit log record.

6. The *View Audit Log Details* page appears (see Figure 12 below).

Figure 12. View Audit Log Details Page



Search an Audit Log

To search an audit log, complete the following steps:

1. Click the **Administration** tab.
2. Click **Audit**. The *Search Audit Logs* page.
3. Enter the search criteria for the activities you would like to view.

Under **Search Conditions**, *optional*

- Select a **Module** type.

Application Tip

Module options include **All**, **Administration**, **Check Capture**, **Check Processing**, and **Deposit Processing**.

Application Tip

The **Module** drop-down options vary by user role.

- Enter a **User**
- Select an **OTC Endpoint**
- Enter the **From** and **To** date and time ranges, *required*

Application Tip

The **From** and **To Created On Date** must be entered in MM/DD/YYYY format and cannot exceed 30 days.

- Select a **Keyword**, *required*
- Select a **Category Name**, *required*

Application Tip

The **Keyword** and **Category Name** drop-down options vary by user role.

- Enter the **Terminal ID**

- Enter the **Batch ID**
- Select an **Event Type**

Application Tip

Event Types are categories of events that are recorded by the audit log.

Event Type	Description
All	Includes all event types in the audit log
Error	Error entries are created when the system is unable to complete an action.
Informational	Information entries are general records of the activity that has happened while using OTCnet.
Warning	Warning entries are created to inform the user when events of note have taken place. This includes cancelling an action, deleting information from the system and inactive users.

- Select an **Operation Mode**

Application Tip

Operation Mode options include **All**, **Online**, or **Offline**.

4. Click **Search**. The *Search Results* table appears below.

Application Tip

If you run a search without specifying any criteria, the search results include all activities 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.

Application Tip

Click **Download** to download the search results. Click **Print Audit Log Records** to print a formatted audit log record.

5. Click the **Audit Log ID** hyperlink to view additional details for an individual audit log entry. The *View Audit Log Details* page appears.

Application Tip

If the audit log records contain Personally Identifiable Information (PII) the data is masked.

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 **Return Home** to the OTCnet Home Page.

Topic 5. Download and Install Firmware

If you are assigned the role of **Check Capture Administrator**, you can manually download check capture application firmware. The firmware "release" allows for the initial download or upgrades to the scanner software that enables a scanner to be used on a terminal. The firmware version you install also contains a series of other back-end installation files that should be used on a terminal to enable it to be used for Check Capture in OTCnet.

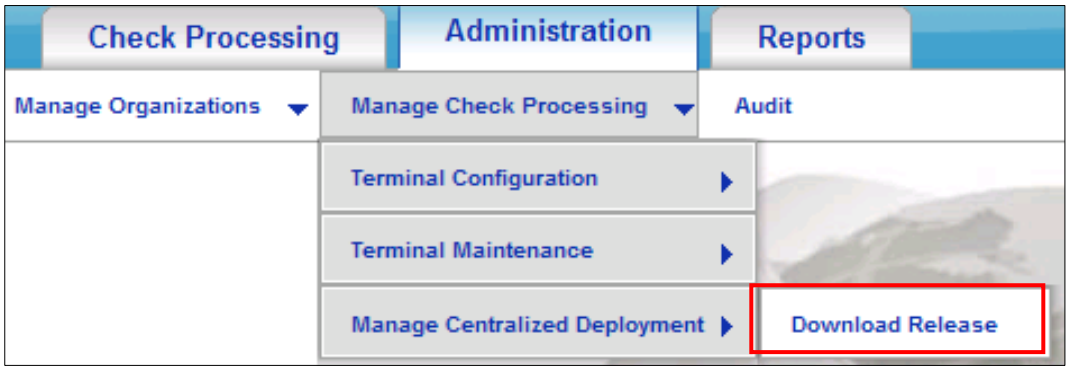
Additionally, firmware upgrades are operating system (e.g. Vista, Windows 7, etc) and scanner (e.g. EC 7000i or Panini MyVision X, etc) specific. Therefore, downloading and executing the correct firmware upgrades helps ensure that a terminal and scanner are functioning properly. To determine which firmware version matches the terminal settings, refer to the *OTCnet System Requirements and Reference Guide* at: http://www.fms.treas.gov/otcnet/OTCnet_SysReq.pdf.

For offline users, this topic will also allow a user to download a "client" version of the OTCnet application to install on their terminals. Once the upgrade is downloaded to the terminal, an authorized user with terminal administrator rights must log in to the terminal and execute the upgrade. If there is more than one terminal per **OTC Endpoint**, the **Check Capture Administrator** must download and execute the firmware (release) for each terminal.

To **Download Firmware**, follow the steps below:

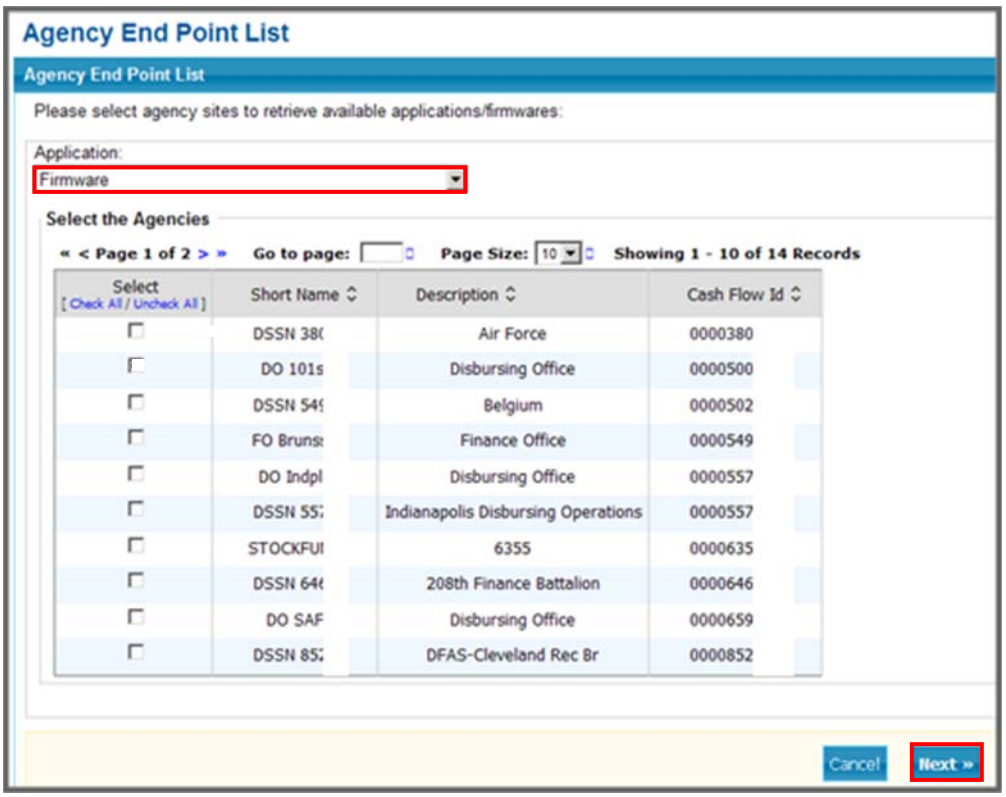
1. Click the **Administration** tab, select **Manage Check Processing** then **Manage Centralized Deployment** and then click **Download Release**(see Figure 13 below).

Figure 13. Administration >Manage Check Processing> Manage Centralized Deployment>Download Release



2. The *Agency Endpoint List* page appears. From the **Application** drop-down menu, select **Firmware** and click **Next**.

Figure 14. Agency End Point List



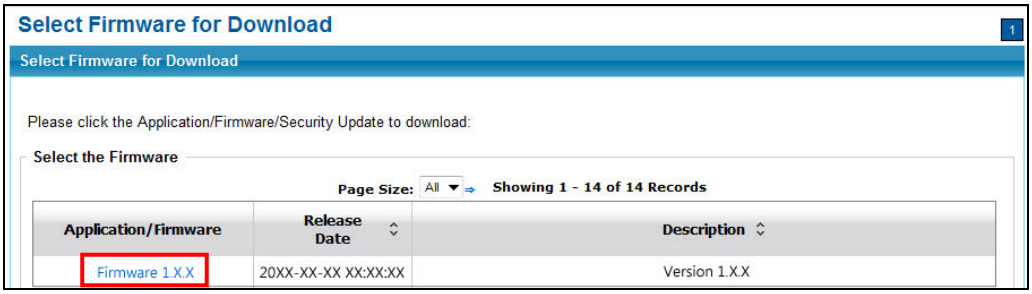
By default, the **Application** drop-down menu is set to **Firmware.**

As a best practice, click the **Next** button **without** selecting individual OTC Endpoints. If a **Check Capture Administrator** chooses to proceed to the next page without selecting an OTC Endpoint, the system will display all available firmware versions for download.

Selecting the agencies (OTC Endpoints) and then proceeding to the next page will show only the firmware versions assigned to that particular OTC Endpoint. If you do not select an OTC Endpoint and proceed to the next page, the next page will display any and all releases configured for OTCnet. ***Selecting an agency (OTC Endpoint) is not required or recommended.***

3. The *Select Firmware for Download* page appears. Click the **Firmware** hyperlink to download the firmware (see Figure 15 below).

Figure 15. Select Firmware for Download



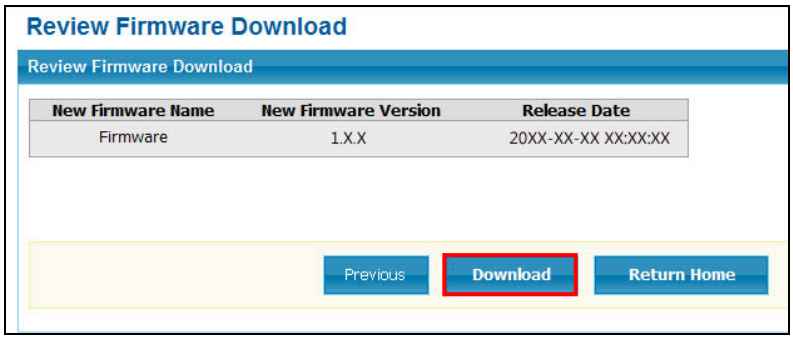
If an agency (OTC Endpoint) has multiple terminals and requires more than one firmware due to varying workstation requirements download and execute the firmware for each terminal.

Because firmware upgrades are operating system (e.g. Vista, Windows 7, etc) and scanner (e.g. EC 7000i or Panini MyVision X, etc) specific, each firmware version has a corresponding detailed description of which terminal configuration(s) it supports (including operating systems and all scanners). Determine which firmware version matches the terminal settings before downloading.

4. The *Review Firmware Download* page appears. Click **Download** (see Figure 16 below).

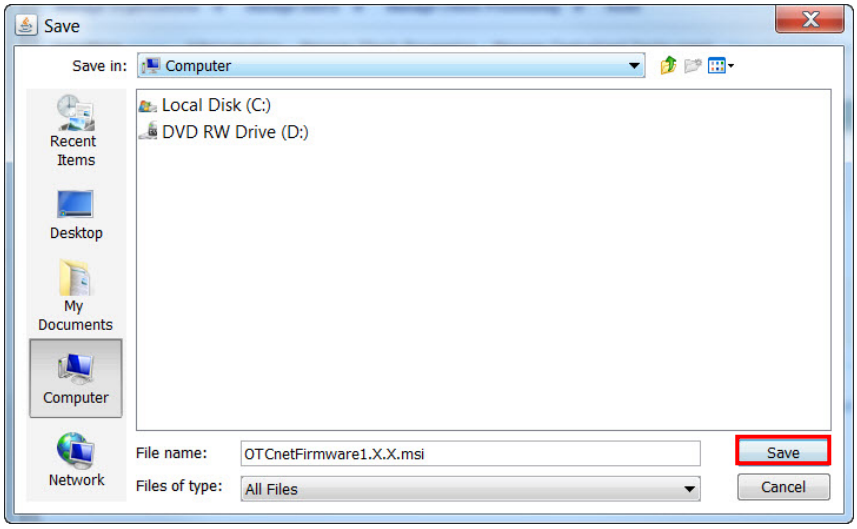
   If there is more than one terminal per **OTC Endpoint**, the **Check Capture Administrator** must download and execute the firmware for each terminal.

Figure 16 Review Firmware Download



5. The *Save* dialog box appears. Click **Save** or **Cancel** (see Figure 17 below).

Figure 17. Save Dialog Box



If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, you return to the OTCnet Check Capture Application Download page without saving the file.

Download Firmware

To download firmware, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage Check Processing** then **Manage Centralized Deployment**.
3. Click **Download Release**. The *Agency Endpoint List* page appears.
4. From the **Application** drop-down menu, select **Firmware**.

> **Application Tip**
> By default, the **Application** drop-down menu is set to **Firmware.**

5. Click **Next**.The *Select Firmware for Download* page appears.

> **Application Tip**
> As a best practice, click the **Next** button without selecting individual OTC Endpoints. If a **Check Capture Administrator** chooses to proceed to the next page without selecting an OTC Endpoint, the system will display all available firmware versions for download, regardless of whether or not it has been assigned to that OTC Endpoint.

> **Application Tip**
> Selecting the agencies (OTC Endpoints) and then proceeding to the next page will show only the firmware versions assigned to that particular OTC Endpoint. If you do not select an OTC Endpoint and proceed to the next page, the next page will display any and all releases configured for OTCnet. **Note**: Selecting an agency (OTC Endpoint) is not required or recommended.

Application Tip

Firmware upgrades are operating system (e.g. Vista, Windows 7, etc) and scanner (e.g. EC 7000i or Panini MyVision X, etc) specific. Each firmware version has a corresponding detailed description of which terminal configuration(s) it supports (including operating systems and all scanners). Determine which firmware version matches the terminal settings before downloading.

6. Click the **Firmware** hyperlink to download the firmware. The *Review Firmware Download* page appears.

Application Tip

If an agency (OTC Endpoint) has multiple terminals and requires more than one firmware due to varying workstation requirements download and execute the firmware for each terminal.

7. Click **Download**. The *Save Program* dialog box appears.
8. Click **Save** or **Cancel**.

Application Tip

If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, you return to the OTCnet Check Capture Application Download page without saving the file.

Application Tip

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

- Click **Previous** to return to the previous page.
- Click **Return Home** to the OTCnet Home Page.

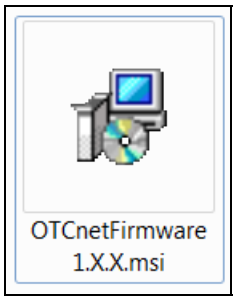
Install Firmware

After the Firmware is downloaded, the next step is to install the firmware (must be done for each terminal). However, before you install the firmware consider the following information: 1) you will need Windows Administrator privileges to install the firmware; 2) The firmware versions are operating system (e.g. Vista, Windows 7, etc) and scanner (e.g. EC 7000i or Panini Vision X, etc) specific. Each firmware version has a corresponding detailed description of which terminal configuration(s) it supports (including operating systems and all scanners). Determine which firmware version matches the terminal settings before downloading; 3) if using OTCnet Offline close any open batches and upload all existing batches in Batch Management, as well as stop the Offline application; 4) ensure the scanner is not connected to the terminal as it may cause scanner connectivity issues; 5) if a previous version of firmware is installed, uninstall it before installing the new firmware version. See the *Install OTCnet Firmware* printable job aid for specific directions.

To **Install Firmware**, follow the steps below:

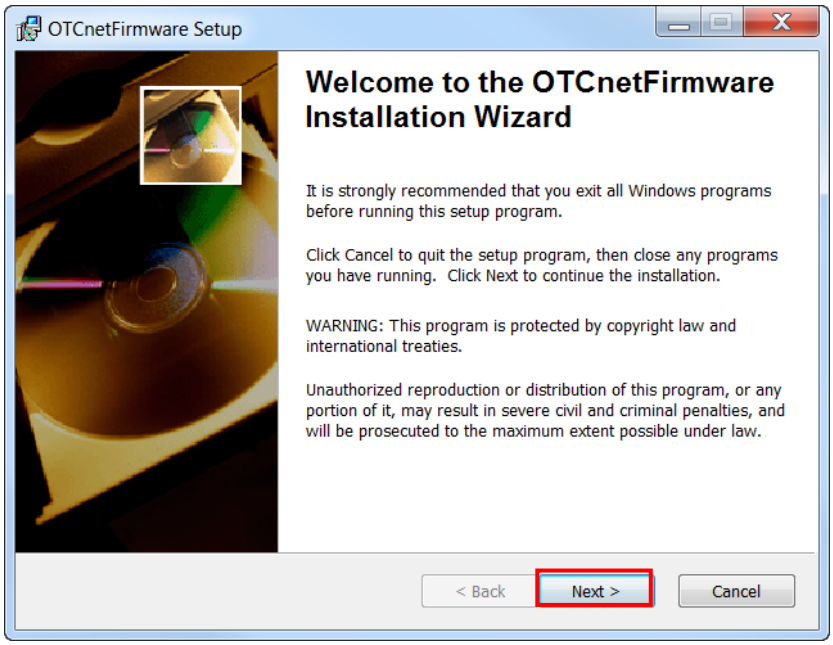
1. Locate the folder where the firmware file (MSI file) resides and double-click on the file to start the installation (see Figure 18 below).

Figure 18. OTCnet Firmware .msi icon



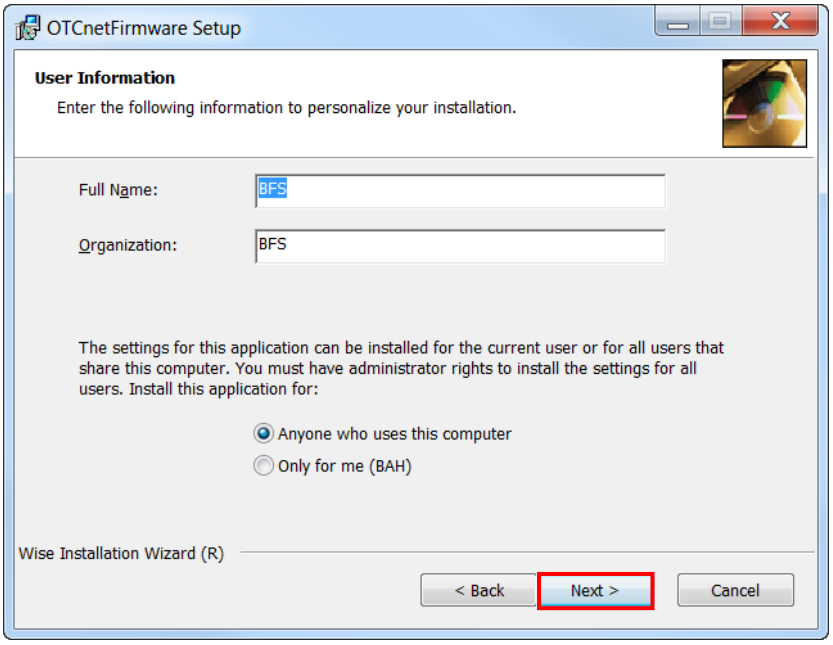
2. The *Welcome to the OTCnet Firmware Installation Wizard* dialog box appears. Click **Next** (See Figure 19 below).

Figure 19. Welcome to the OTCnet Firmware Installation Dialog Box



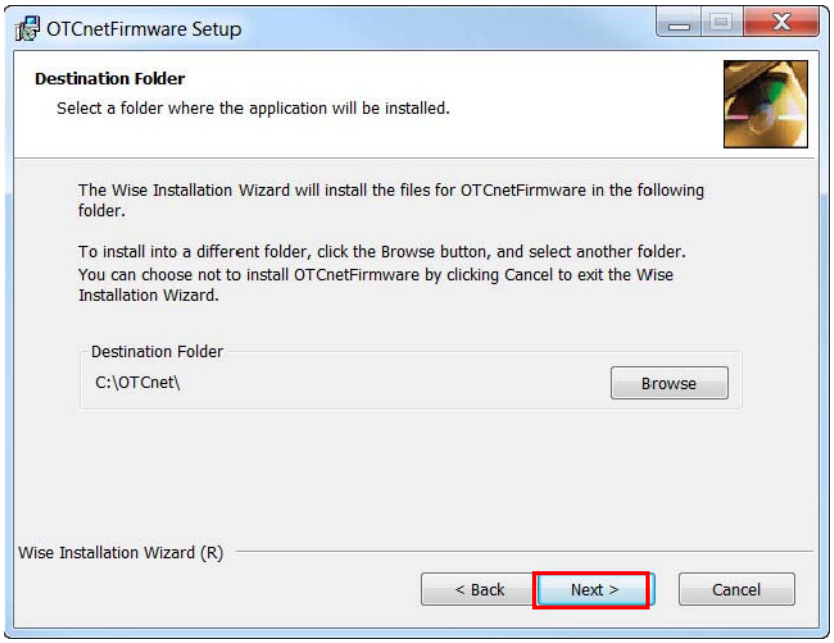
3. The *User Information* dialog box appears. Click **Next** (See Figure 20 below).

Figure 20. User Information Dialog Box



4. The *Destination Folder* dialog box appears. Click **Next** (Figure 21 below).

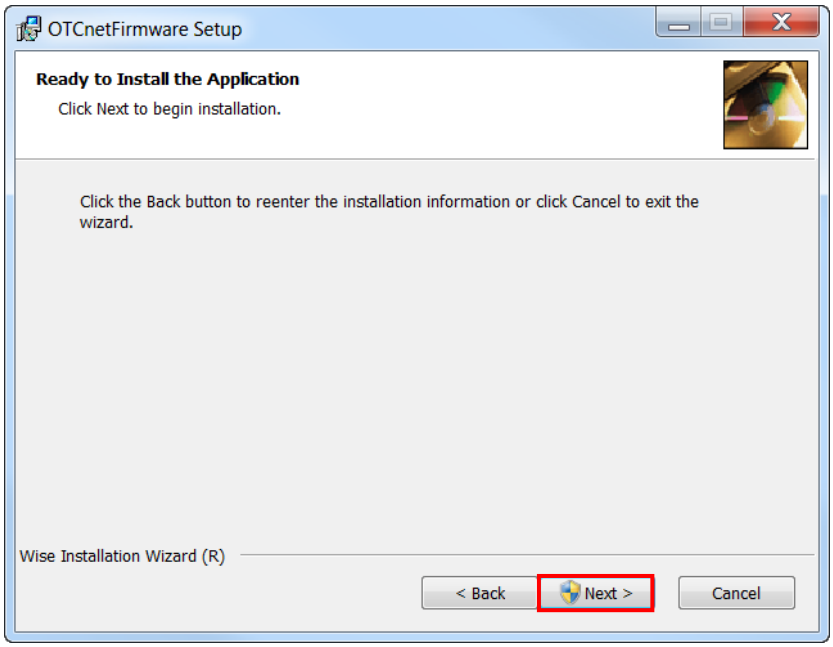
Figure 21. Destination Folder Dialog Box



To install the firmware to another folder destination, click **Browse** to select a different folder. Click **Cancel** to exit the setup. Click **Back** to return to the previous dialog box.

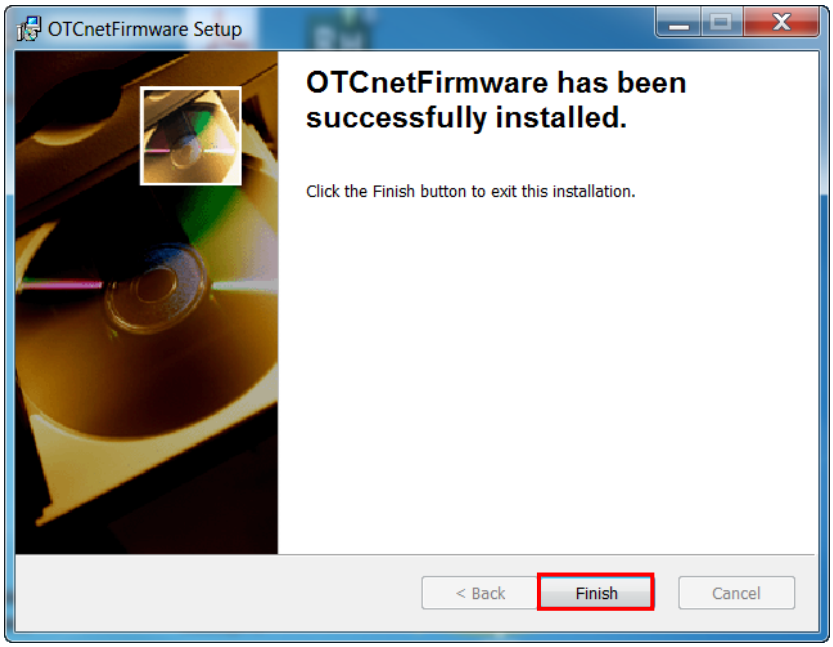
5. The *Ready to Install the Application* dialog box appears. Click **Next** (See Figure 22 below). Wait a moment while the files install.

Figure 22. Ready to Install the Application Dialog Box



6. After the *OTCnet Firmware has been successfully installed* message appears, click **Finish** (See Figure 23 below).

Figure 23. OTCnet Firmware has been successfully installed Dialog Box



Install OTCnet Firmware

Application Tip

Before you install the OTCnet Firmware, consider the following information:

- To install the Firmware you will need Windows Administrator privileges on each computer.
- The firmware versions are operating system (e.g. Vista, Windows 7, etc) and scanner (e.g. EC 7000i or Panini Vision X, etc) specific. Each firmware version has a corresponding detailed description of which terminal configuration(s) it supports (including operating systems and all scanners). To determine which firmware version matches the terminal settings, refer to the *OTCnet System Requirements and Reference Guide* at: http://www.fms.treas.gov/otcnet/OTCnet_SysReq.pdf.
- If using OTCnet Offline close any open batches and upload all existing batches in Batch Management, as well as stop the Offline application.
- Ensure the scanner is not connected to the terminal when installing the firmware as it may cause scanner connectivity issues.
- If you have a previous firmware version installed, you will need to uninstall it before installing a new Firmware version. See the directions below for uninstalling a previous version of Firmware.

  For Windows 7:

  1. Access your Control Panel under **Start** > **Control Panel** > **Programs**
  2. Click **Programs and Features**
  3. Double-click **OTCnetFirmware**
  4. Click **Yes** and wait while the Firmware uninstalls
  5. Verify the **OTCnetFirmware** and **Panini** 3.3.1 **Universal Installer** automatically uninstalled

  For Windows XP:

  1. Access your Control Panel under **Start** > **Control Panel**
  2. Double-click **Add or Remove Programs**
  3. In the Currently installed programs box, click **OTCnetFirmware**
  4. Click **Remove**
  5. Click **Yes** and wait while the Firmware uninstalls
  6. Verify the **OTCnetFirmware** and **Panini** 3.3.1 **Universal Installer** automatically uninstalled

To install OTCnet firmware, complete the following steps:

1. Locate the folder where the firmware file (MSI file) resides and double-click on the file to start the installation.
2. The *Welcome to the OTCnet Firmware Installation Wizard* dialog box appears. Click **Next**.
3. The *User Information* dialog box appears. Click **Next**.
4. The *Destination Folder* dialog box appears. Click **Next**.

Application Tip

To install the firmware to another folder destination, click **Browse** to select a different folder. Click **Cancel** to exit the setup.

5. The *Ready to Install the Application* dialog box appears. Click **Next**. Wait a moment while the files install.
6. After the *OTCnet Firmware has been successfully installed* message appears, click **Finish**.

Summary

In this chapter, you learned:

- The purpose of configuring check processing settings
- How to set up or modify a terminal configuration
- How to view a terminal configuration
- How to search an audit log
- How to download and install firmware

This completes the series of Chapters for *Check Capture and Check Processing Administration Participant User Guides.* You can continue to use these guides as reference or extract the *How To Steps* at the end of each *Topic* for quick application.

Notes

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 tic1cket.

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 role~~s~~ 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 searchable for a duration of up to 15 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 4 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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