



## Modify OTC Endpoint Information

To modify OTC Endpoint information, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Organization Hierarchy** and click **Modify**. The *Step 1 of 3: Select an OTC Endpoint* page appears.



### Application Tip

To modify endpoint information settings for an OTC Endpoint that is both **TGA** and **CHK**, the user must have both Accounting Specialist and Check Capture Administrator privileges.

3. Select your OTC Endpoint that appears in the list. The *Step 2 of 3: Update OTC Endpoint Information* page appears.
4. Update the OTC Endpoint Information.

To update the general details of an OTC Endpoint, you can:

Update **General** by,

- Entering the updated OTC Endpoint's **Short Name** and **Description** details.



### Application Tip

A short name must be entered to identify the OTC Endpoint that is being updated. If an OTC Endpoint exists, the data displayed in the text is available for update.



### Application Tip

Special characters are accepted in **Short Name** and **Description** fields; however, only use standard American Standard Code for Information Interchange (ASCII) characters. The standard ASCII range is 32-126. If non-standard ASCII characters (0-31, 127-255) are entered in the **Short Name** and **Description** fields, ITIM will not display the endpoint name in the **Level** drop-down field. Additionally, if non-standard ASCII characters are entered, you will not be able to manage OTC Endpoints (select endpoints) in OTCnet Offline. Instead an error message appears asking that Customer Support is contacted.

To allow the OTC Endpoint to create deposits, you can:

- Click the **Allow OTC Endpoint to create deposits for over-the-counter collections** check box.



#### Application Tip

Before a user can be provisioned to a deposit processing OTC Endpoint (TGA) in ITIM, ensure the **Allow OTC Endpoint to create deposits for over-the-counter collections** check box is checked.

- Update **Agency Location Code** by
  - Entering the **ALC**
- Update **Address** by
  - Entering the address details
- Update **Financial Institution Relationship(s)** by
  - Selecting both the **Financial Institution** and the associated **RTN (Routing Transit Number)**
  - Entering the **DDA (Demand Deposit Account)** and **Retype DDA** and click **Add**.



#### Application Tip

To delete the Financial Institution relationship, click the **Delete** checkbox(es) under the **Delete** column.

To specify the check cashing policies of the OTC Endpoint, you can:

- Click the **Check Cashing Policies** check box.



#### Application Tip

If check box is checked and grayed out, it indicates that this OTC Endpoint is either inheriting the policies from the parent Organization or its own information has already been defined and the user does not have the privilege to make modifications. Only a CCA has privileges to modify the check cashing policies.

- Add **Default Reason Codes** by,
  - Selecting a default reason code and then clicking **Add**, *optional*. Repeat steps as necessary
- Delete **Assigned Return Reason Code Filters** by
  - Checking **Delete** box(es) under the **Delete** column, *optional*



#### Application Tip

The **Default Reason Codes** allows you to specify the return reason codes relevant to your agency's program. These 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.

- Update **Agency Assigned Suspensions** by, *optional*
  - Entering the number of **Days**
  - Entering the **Occurrence** number
  - Selecting **Agency Assigned Suspensions** you want to **Delete** by checking the boxes under the **Delete** column, *if applicable*



#### Application Tip

To update the **Agency Assigned Suspensions**, select the **Default Reason Code** it will apply, by clicking in the box provided.



#### Application Tip

The **Agency Assigned Suspensions - Days** allows you to specify the number of calendar days that an individual is unable to cash a check or pay by check and is calculated from the date the system is aware of the return file. The **Agency Assigned Suspensions - Occurrence** allows you to specify the suspension level.

- Update **Agency Verification Policy** by, *optional*
  - Clicking **Include Represented and Retired Check** or **Include Retired Check Only**
  - Checking **Include Expired**
  - Entering the number of **Expired Days**
  - Checking **Agency Verification Policies—Delete**



#### Application Tip

**Include Represented and Retired Check** or **Include Retired Check Only** allows you to specify whether the verification record is generated on Represented or Retired items. **Include Retired Check Only** allows you to specify whether the verification record is generated on only Retired items.



#### Application Tip

**Include Expired** indicates whether previous suspensions that have since expired are counted when accessing the suspension level to assign when the individual writes a check. **Agency Verification Policies—Delete** allows you to remove the check cashing policy for an your OTC Endpoint. Once the check cashing policy is removed for the OTC Endpoint, the higher level organization's check cashing policy will be automatically assigned to your OTC Endpoint.

To specify the data privacy of the OTC Endpoint, you can:

- Click the **Data Privacy** check box.
- Update **Data Privacy** by,
  - Selecting the **Data Privacy – Agency Available Attributes** you want to block or unblock by checking the boxes under the **Blocked** column.



#### Application Tip

By default, account, user defined field 1, bank routing number, and note are checked as **Blocked**.

To enable the OTC Endpoint to capture checks, you can:

- Click the **Enable Check Capture** check box.



#### Application Tip

Before a user can be provisioned to a check capture OTC Endpoint (**CHK**) in ITIM, ensure the **Enable Check Capture** check box is checked.



#### Application Tip

If check box is checked, it indicates that the OTC Endpoint information has been defined.

- Update **Enable Check Capture** by,
  - Entering the (Agency Location Code) **ALC+2**.



#### Application Tip

The ALC+2 is required for initial setup. Once the ALC+2 is entered it cannot be updated.

- Update **OTC Verification Group** by,
  - Entering the **Short Name (Starting With)** and clicking **Search**



#### Application Tip

By default, the OTC Endpoint **Short Name** displays. You can add additional OTC Endpoints to the OTC Verification Group by clicking the **Clear** button to clear the Short Name and then entering a **Short Name**, clicking **Search** and then clicking **Add Agency Group**.



#### Application Tip

Designating an OTC Verification Group allows for verification data to be shared among non-related OTC Endpoints. For example, Lower Level1 and Lower Level 2 are siblings under the High-level organization, Training Team Top Level. Since there is no parent-child relationship between these two OTC Endpoints, users from one OTC Endpoint are isolated from the other's Verification data. By adding both unrelated locations to an OTC Verification Group, they are able to share information.

- Clicking **Yes** or **No** for **Queue Interface**



#### Application Tip

The Queue Interface is used by military agencies that utilize the Deployable Disbursing System (DDS) database bridge.

- Selecting the **OTC Endpoint** you want to add by checking the box under the **Assign** column and then clicking **Add Agency Group**
- Under **OTC Verification Group, Current Agency Site**,
  - Select the **OTC Endpoint** you want to delete by checking the box under the **Delete** column.

To add lower level endpoints, you can:

- Click the **Add lower levels to this OTC Endpoint** check box.
- Update **Add lower levels to this OTC Endpoint** by,
  - Entering the **Short Name** and **Description**.
  - Click **Add More Lines** to add additional lower levels to this OTC Endpoint



#### Application Tip

A short name must be entered to identify the OTC Endpoint that is being updated. If an OTC Endpoint exists, the data displayed in the text is available for update.

To specify the advanced administration, you can:

- Click **Advanced Administration**.
- Specify **Advanced Administration** by,
  - Clicking **Yes** or **No** for **Debit Gateway**



#### Application Tip

You can only specify the **Advanced Administration** information if the OTC Endpoint is allowed to capture checks.



#### Application Tip

**Yes** indicates that Debit Gateway setup is completed and the OTC Endpoint is now ready for performing check capture activities. **No** indicates that Debit Gateway setup is not completed and the OTC Endpoint is not ready for performing check capture activities.

- Viewing **Report Only Summary Level Data to CIR**



#### Application Tip

The **Report Only Summary Level Data to CIR Information** is read-only and only an HLAS can specify the information.



#### Application Tip

A checked box indicates that detailed level data will not be transmitted to Collections Information Repository (CIR) and only summary data will be reported to CIR for all the check transactions that are processed under this OTC Endpoint (CHK) or ALC+2. This is mainly for the OTC Endpoints that will be used to process tax data. An unchecked box indicates that detailed level data will be transmitted to CIR.

- Viewing **Summary Level Classification**



#### Application Tip

The **Summary Level Classification** is read-only and only a High Level Agency Support (HLAS), Check Capture Supervisor, and Check Lead Operator can specify the information.



#### Application Tip

A checked box indicates that Check Capture Lead Operators and Check Capture Operators cannot classify individual checks. Instead the classification of the batch will occur after all the checks have been scanned. An unchecked box indicates the Check Capture Operator will have to classify checks at the item level.

- Viewing or specifying **Agency Comments**



#### Application Tip

A Check Capture Lead Operator, Check Capture Supervisor, and HLAS can add, edit, or remove Agency comments **Agency Comments**. A Check Capture Administrator, Check Capture Operator, Agency Manager, and CIRA Viewer can view **Agency Comments**.



#### Application Tip

The **Specify Agency Comments** field allows agencies to add, edit, or remove Agency comments which are sent to CIR as part of the check transmission.

To view the special designation, you can:

- Click **Special Designation**



**Application Tip**

The CARS/GWA Reporter special designation information is read-only and displays for **TGA** and **CHK** endpoints. Only an HLAS can specify the **Special Designation** information.



**Application Tip**

**Yes** indicates that the OTC Endpoint *is* associated with an ALC that has been designated as a CARS/GWA Reporter. **No** indicates that the OTC Endpoint *is not* associated with an ALC that has been designated as a CARS/GWA Reporter.

5. Click **Next**. The *Step 3 of 3: Review OTC Endpoint* page appears.
6. Verify the information is correct and click **Submit**. Click **Edit**, if you need to modify the information entered and return to Step 4.
7. A *Confirmation* page appears showing the OTC Endpoint has been modified.



**Application Tip**

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

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