

## Capture a Check Online

To capture a check in OTCnet Online, complete the following steps:

1. From the **Check Processing** tab, Click **Check Scan**. The *Check Scan-Select Batch* page appears.

Under Select **Open Batch**, *if applicable*

- Click **Select** for the OTC Endpoint where you want to scan one or more checks
- Click **Next**



### Application Tips

- If an operator has an OTC Endpoint with an **Open** batch, the batch details (Void Count, Approved Count, and Amount) are displayed.
- If a batch is in use and another user attempts to access the same batch, a Batch Lock message appears stating the batch is in use and he/she cannot access the batch.

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2. The *Check Scan – Perform Check Scan* page appears as shown in Figure 1.

Figure 1. Agency Form Data Entry Fields

The screenshot displays the 'Check Scan' application interface. The main window is titled 'Check Scan - Perform Check Scan'. It is divided into several sections:

- Agency Form Data:** A large text area containing the following information:
  - User: ccl0001
  - Processing Method: Customer Present
  - Item Type: Personal
  - Amount: 0.00 (with a text input field)
  - IR N:
    - Bank
    - Number
    - Check
- Agency Accounting Code:** A dropdown menu with a 'Multiple' button and a 'Description:' label.
- Scanned Check Image:** A large grey rectangular area for displaying the scanned check image, with a toolbar on the right side.
- Processing Mode:** A dropdown menu set to 'SINGLE CHECK MODE'.
- Batch:** Fields for 'Total Item Count: 0' and 'Key Item Count:'.
- OTC Endpoint:** Fields for 'Short name: TTHLL2' and 'Description: Training Team Test, Hierarchy Lower Level 2'.
- ALC + 2:** A text field containing '2223334401'.
- Processing Method:** A dropdown menu set to 'Customer Present'.
- Item Type:** A dropdown menu set to 'Personal'.
- Scan Controls:** A vertical stack of buttons: 'Start Scan', 'Cancel', 'Receipt', 'Clear Form', 'Save', and 'Scanner Config'.
- Return Home:** A button located at the bottom right of the interface.

Under **ALC+2 (Agency Location Code +2)**,

- Verify the **OTC Endpoint**. To change the OTC Endpoint, click **Previous** and return to Step 2

Under **Processing Method**,

- Select the **Customer Present, Customer Not Present, or Back Office**

Under **Item Type**,

- Select Personal or Non-personal

3. Click **Start Scan**, under **Scan Controls** to scan a check.



### Application Tip

If communication with the OLB application is not active, the **Start Scan** button is disabled. The OLB communication status *must* be active in order to scan a check. Determine if OLB communication is active by looking at the *OLB Communication* indicator, located in the upper right-hand corner of the screen, under the *Connection Status* indicator. The indicator is either green and shows **Active**, or red and shows **Inactive**.

4. Insert the check into the scanner.



### Application Tip

Recapture a check image if it is inserted upside down, appears skewed, or the image is illegible. Click **Cancel** and reinsert the check in the scanner. Click **Start Scan** and re-enter the necessary data.



### Additional Buttons

Under **Scanned Check Image**, *optional*

- Click **Cancel** to cancel the transaction. No data is saved.
- Click **Receipt** to access a receipt for review or printing. This is only available once the initial check is scanned.
- Click **Clear Form** to clear the data entered.
- Click **Save** to save the transaction.
- Click < to view the front of the check
- Click > to view the back of the check
- Click - to reduce the image of the check
- Click + to increase the image of the check
- Click **Left Rotate** to turn the image to the left
- Click **Right Rotate** to turn the image to the right

5. Enter the Amount under **Agency Form Data** and enter the check data in the field(s) provided.



### Application Tips

- OTCnet accepts two different **Amount** entry formats. If the deposit amount is for thirty-five dollars and fifteen cents, enter 35.15. If no decimal point is entered, OTCnet adds a decimal and two zeroes at the end and save it as 3515.00 (three thousand five hundred and fifteen dollars).
- Use the **Tab** key on the keyboard to navigate to the next data field for entry.

Click the **Agency Accounting Code**, *if applicable*

- Click the **Agency Accounting Code** radio button, and select a single accounting code from the drop-down list

Or

- Click the **Multiple** radio button and from the *Account Classification* dialog box, select an **Agency Accounting Code**, enter the **Amount**, and click **Add** for each subtotal of the deposit. Then click **Save**.

6. Click **Save** to save the check image and the data you entered. A message appears stating the transaction, Individual Reference Number (IRN) and check amount were successfully saved.



### Application Tip

Upon scanning the check and clicking enter on your keyboard to finalize, **the Individual Reference Number (IRN), Bank Number, Check Number, Account Number, and Date & Time fields** automatically populate (located in the frame of the **Agency Form Data**).

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### Additional Button

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

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