Chapter 1: Introduction to OTCnet
Chapter 1: Introduction to OTCnet

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Glossary

Click this Link to access the full OTCnet Glossary.
Overview, Topics, and Audience

Overview
Welcome to Introduction to OTCnet Overview and OTCnet Course Content. In this chapter, you will learn:

- The introduction to OTCnet
- OTCnet User Roles

Topics
The topics in this chapter include the following:
1. OTCnet Elements, Process Flows and End Users
2. OTCnet User Roles

Audience
The intended audience for the Introduction to OTCnet includes:

- Administration Users
- Deposit Processing and Reporting Users
- Check Capture, Check Processing and Reporting Users
- Card Processing Users
- Viewers
Topic 1. Introduction to OTCnet

Overview

The Bureau of the Fiscal Service (BFS) Over the Counter Division (OTCD) provides the Over-the-Counter Channel Application (OTCnet) to facilitate the prompt electronic processing, reporting of deposits and transaction activities. OTCnet financial services include retail transactions made at agency offices, face-to-face collection points, and point of sale (POS) locations throughout the US and abroad.

OTCD oversees the systems, networks and program infrastructure which enable world-class OTCnet financial services including the collection of checks, cash, coins and credit, debit, and gift card transactions at agency POS locations around the globe. The OTCD is responsible for implementing a coordinated government-wide strategy for the collection of over-the-counter transaction and deposit activities (cash, card, check, foreign checks/currency, seized currency), and the transition from paper checks to electronic mechanisms.

OTCnet is a secure web-based system that enables federal agencies to integrate check conversion, deposit reporting, and card processing, so that all check, cash, coin, and card deposits to the TGA are handled by one web-based application.

OTCnet offers agencies superior customer service and high-quality e-commerce solutions for collections and reporting needs.

OTCnet Financial Services includes the following:

- Electronic processing of US checks presented for cashing, payment, or deposit
- Processing of US currency, foreign currency cash and foreign check item deposits
- Acceptance of credit, debit, and gift cards (Visa, MasterCard, American Express, Discover)
- Support of the Self-Service Kiosk
- Automation of the collection and settlement process
- Support of online reporting and research capability for reconciliation and inquiries
- Improvements of deposit history record keeping

OTCnet Elements

OTCnet is comprised of five elements:

1. Administration
2. Check Capture, Check Processing and Reporting
3. Deposit Processing and Reporting
4. Card Processing
5. Self-Service Kiosk: Web Service

*Administration functions support Check Capture, Check Processing and Reporting, Deposit Processing and Reporting, Card Processing, and Self-Service Kiosk as shown in Figure 1.
The functions of the five elements are:

- **Deposit Processing**: permits federal agencies the ability to create and submit deposits for confirmation. This platform also allows Financial Institutions (FIs) to confirm those deposits and create adjustments electronically. Deposits can be created for US currency, foreign cash, and foreign check items.

- **Check Capturing, Check Processing**: converts personal and business checks into electronic fund transfers. Transactions can be consumer, consumer accounts receivable, and business transactions.

- **Card Processing**: allows agencies to provide their customers an option to make their payments via credit/debit cards and gift cards.

- **Self-Service Kiosk**: third party vendor standalone kiosk supported by OTCnet.
Chapter 1: Introduction to OTCnet

OTCnet Process Flow: Check Capture, Check Processing and Reporting

Check Capture and Check Processing involve converting paper checks received over the counter or through the mail into electronic debits to the check writer's account. The process is highly automated and greatly improves the collection, reconciliation, research, and reporting processes associated with Federal Agency check collections.

In OTCnet, your Agency scans a check, and the check scanner captures an image of the front and back of each check. In OTCnet Online, the image is available immediately; in OTCnet Offline, the image is stored locally. You can also access Collections Information Repository (CIR) to retrieve deposit information.

The captured image of the check is stored for seven years in OTCnet. You can search the check images as well as the check capture and transaction date throughout the Check Image and Research Archive (CIRA) Query feature within OTCnet.

OTCnet sends summary as well as detailed information to CIR for those agencies that are not processing tax transactions.

CIR sends accounting entries with Treasury Account Symbol/Business Event Type Code (TAS/BETC) or Classification Keys (C-Keys) to Central Accounting Reporting System/ Government Wide Accounting (CARS). CARS invokes Shared Account Module (SAM) to either validate, translate, or default the TAS/BETC based on the accounting information received on the transaction.

OTCnet sends the captured check data to Debit Gateway at the Federal Reserve Bank Cleveland (FRB-C). FRB-C/Debit Gateway sends the data and settles to the appropriate Financial Institutions (FIs) either through FedACH (personal check) or Check 21 (non-personal check) where the check was written. All non-personal items are processed via Check 21.

The FI where the check was written shows the account was debited (Complete Check Capture and Check Processing and Reporting Process flow as shown in Figure 2 ).

If your Agency uses the Master Verification Database (MVD) (which provides downloads of prior negative check information and blocked items) and is working offline, the information is passed to the agency's Local Verification Database (LVD) when each batch is closed. The LVD is then used to determine the check writer's status and implement your Agency's bad check policy, if applicable.
Figure 2. Check Capture, Check Processing, and Reporting Process Flow

What is ACH?

- Direct Deposit of payroll, Social Security and other government benefits, and tax refunds
- Direct Payment of consumer bills such as mortgages, loans, utility bills and insurance premiums
- Business-to-business payments
- E checks
- E commerce payments
- Federal, state, and local tax payments

What is Check 21?

Check 21, also known as ‘Check Clearing for the 21st Century’ Act, was signed into law on October 28, 2003. Provisions of the law took effect on October 28, 2004. It is important to understand the effects of Check 21 on OTCnet. 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.

To meet legal requirements, a substitute check must:
- Contain an image of the front and back of the original check.
• Bear a legend that states, “This is a legal copy of your check. It can be used the same way you would use the original check.”

• Display a MICR line containing information appearing on the MICR line of the original check.

• Conform in paper stock, dimension, and otherwise, with generally applicable industry standards for substitute checks.

• Be suitable for automated processing in the same manner as the original check.

Overall, this legislation has modernized the nation’s check payments system. Check 21 is designed to foster innovation in the payments system and to enhance its efficiency by reducing some of the legal impediments to check truncation.

ALL payment instruments are eligible for processing under OTCnet, including business checks, money orders, Treasury checks, credit card checks, traveler’s checks, cashier’s checks, official checks, third-party checks, payroll checks and checks drawn on state or local government.

Check 21 requires financial institutions to accept a substitute check from a presenting institute and grant it equivalent status as the original check if the substitute check meets prescribed requirements. It also requires a reconverting bank to meet the warranties and indemnities enacted through the legislation and subsequent regulations. Check 21 requires financial institutions to provide education to individual consumers on substitute checks and consumer re-credit rights.

For more information on Check 21, visit: [https://www.frbservices.org/education/products-services-education/check21-act.html](https://www.frbservices.org/education/products-services-education/check21-act.html)

Acceptable forms of FedACH and Check 21 payment types are shown in Table 1.

<table>
<thead>
<tr>
<th>Table 1. FedACH and Check 21 Payment Types</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FedACH</strong></td>
</tr>
<tr>
<td>• Direct Deposit of payroll, Social Security and other government benefits, and tax refunds</td>
</tr>
<tr>
<td>• Direct Payment of consumer bills such as mortgages, loans, utility bills and insurance premiums</td>
</tr>
<tr>
<td>• Business-to-business payments</td>
</tr>
<tr>
<td>• E checks</td>
</tr>
<tr>
<td>• E commerce payments</td>
</tr>
<tr>
<td>• Federal, state, and local tax payments</td>
</tr>
<tr>
<td><strong>Check 21</strong></td>
</tr>
<tr>
<td>• Business Checks</td>
</tr>
<tr>
<td>• Money Orders</td>
</tr>
<tr>
<td>• Treasury Checks</td>
</tr>
<tr>
<td>• Credit Card Checks</td>
</tr>
<tr>
<td>• Traveler’s Checks</td>
</tr>
<tr>
<td>• Cashier’s Checks</td>
</tr>
<tr>
<td>• Official Checks</td>
</tr>
<tr>
<td>• Third-party Checks</td>
</tr>
<tr>
<td>• Payroll Checks</td>
</tr>
<tr>
<td>• Checks drawn on state or local government</td>
</tr>
<tr>
<td>• Personal Check (No Notice)</td>
</tr>
<tr>
<td>• Personal Check (Opt Out)</td>
</tr>
</tbody>
</table>
OTCnet Process Flow: Deposit Reporting

Deposit Processing electronically collects and automates US and Foreign funds which facilitates the classification of Treasury collections daily.

As shown in Figure 3, the Deposit Preparer, or Agency, electronically reports the deposit to Treasury using OTCnet and prints out the OTCnet deposit ticket. The bank deposit ticket, OTCnet deposit ticket, cash, and checks (US and foreign) are taken to your Treasury General Account (TGA) Bank. At the TGA Back, the Deposit Confirmer confirms the deposit, rejects the deposit, or creates an adjustment to the deposit using OTCnet.

OTCnet sends commercial deposit voucher information to CIR. CIR receives commercial deposit information from OTCnet for reconciliation and transmits to Treasury Cash Management System (TCMS) for cash concentration purposes. TCMS receives the commercial deposit data from CIR and initiates the cash concentration activity.

The Deposit Preparer and Deposit Viewer can access OTCnet to view their deposit ticket information, as well as access reports, receive rejections, and view adjustments.

OTCnet Process Flow: Card Processing

Card processing is a web-based functionality that provides agency customers with an option to make payments with a credit, debit, or gift card. Card transactions are sent directly to WorldPay.

As shown in Figure 4, The Agency initiates the Card Processing payment. Currently, OTCnet does not store any card transaction details. The Agency can access Collections Information Repository (CIR) to retrieve deposit and card payment information.

The customer pays with a credit/debit card or gift card at an agency terminal station. The customer authorizes the amount to be charged to their account. The Verifone/OTCnet terminal sends the transaction data to Worldpay for authorization.
Worldpay processes the payment in four steps:

Step 1 - Authorization (Real Time)
Worldpay sends the transaction data to the card issuer through the card networks (e.g., Visa, Discover, Amex and Mastercard). The card issuer determines whether funding is available and returns authorization through the card networks to Worldpay.

Step 2 – Clearing
Funds in the daily transaction batch are cleared from Worldpay to Comerica Bank. The processing cut off for credit card payments is 4:30 AM and 2:00 AM for debit card payments.

Step 3 – Settlement
The card issuer sends the settlement money back to Worldpay via the card networks once the payments have been authorized and cleared. The timing varies by credit/debit network for when the settlement money is sent back to Worldpay.

Step 4 - Deposit Reporting
If the payment is approved, Worldpay sends deposit voucher transaction data to CIR via the Worldpay flat file the following morning between 4:00 AM - 6:00 AM.

CIR sends the voucher information to Treasury Cash Management System (TCMS). TCMS uses National Settlement Service (NSS) to draw funds. NSS transfers funds to the TGA Bank NY/FRB and reconciles them with Worldpay/Comerica Bank.

OTCnet Process Flow: Self-Service Kiosk: Check Payment

Self-Service Kiosk: Check Processing is a web-based functionality that provides agency customers with an option to make payments with a check at kiosk. The Kiosk Operator sets up the workstation and Kiosk Tablet daily by logging in to and locking down the Kiosk Tablet.

As shown in Figure 5, the kiosk captures the image of the front and back of each check. Kiosk: Image stored on the kiosk server. The images will be uploaded to the OTCnet server on a
scheduled basis. The Agency accesses OTCnet for Check Processing reports. The agency can also access Collections Information Repository (CIR) to retrieve deposit information.

The captured image of the check is stored for seven years in OTCnet. An agency can search for check images as well as the check capture and transaction date throughout the CIRA (Check Image and Research Archive) Query feature within OTCnet. OTCnet sends the captured check data to Debit Gateway at the Federal Reserve Bank Cleveland (FRB-C). FRB-C/Debit Gateway sends the data and settles to the appropriate Financial Institutions (FIs) either through FedACH (personal check) or Check 21 (non-personal check) where the check was written. The FI, where the check was written, shows the account was debited.

OTCnet sends summary as well as detailed information to CIR for those agencies. CIR sends accounting entries with Treasury Account Symbol/Business Event Type Code (TAS/BETC) or Classification Keys (C-Keys) to Central Accounting Reporting System (CARS). CARS invokes Shared Account Module (SAM) to either validate, translate, or default the TAS/BETC based on the accounting information received on the transaction.

**Figure 5. Self-Service Kiosk: Check Payment**

### OTCnet Process Flow: Self-Service Kiosk: Deposit Processing

Self-Service Kiosk: Deposit Processing is a web-based functionality that provides agency customers with an option to make US cash payments at a kiosk. The Kiosk Operator sets up the workstation and Kiosk Tablet daily by logging in to and locking down the Kiosk Tablet.

As shown in Figure 6, the customer (kiosk user) makes US cash payments using the kiosk. The kiosk sends the deposit information to OTCnet with draft status. OTCnet creates a deposit voucher for the kiosk’s cash payment transactions with accounting code information. The Agency logs in to OTCnet to classify, approve and submit the voucher to the agency’s FI and can view the Deposit Process report. The cash goes to the bank.
The Agency can also access Collections Information Repository (CIR) to retrieve deposit information. The FI verifies and confirms the deposit in OTCnet. OTCnet sends vouchers information to Collections Information Repository (CIR). CIR sends the voucher information to Treasury Cash Management System (TCMS). TCMS uses National Settlement Service (NSS) to draw funds.

**Figure 6. Self-Service Kiosk: Deposit Processing Workflow**

**OTCnet Process Flow: Self-Service Kiosk: Card Processing**

Self-Service Kiosk: Card Processing is a web-based functionality that provides agency customers with an option to make payments with a credit, debit, or Visa/Mastercard gift card at an agency terminal station. Card transactions are sent directly to WorldPay. The Kiosk Operator sets up the workstation and Kiosk Tablet daily by logging in and locking down the Kiosk Tablet.

As shown in Figure 7, payments can be made with a credit/debit card or Visa/Mastercard gift card at the kiosk. The customer authorizes the amount to be charged to his/her account. The kiosk sends transaction data to Worldpay for authorization.

Worldpay processes the payment in four steps:

**Step 1 - Authorization (Real Time)**
Worldpay sends the transaction data over to the card issuer through the card networks (Visa, Discover, Amex and Mastercard). The card issuer determines if funding is available and returns authorization back through the card networks to Worldpay.

**Step 2 – Clearing**
Funds in the daily transaction batch are cleared from Worldpay to Comerica Bank. Processing cut off for credit card payments is 4:30 AM and 2:00 AM for debit card payments.
Step 3 – Settlement
The card issuer sends the settlement money back to Worldpay via the card networks once the payments have been authorized and cleared. The timing varies by credit/debit network for when the settlement money is sent back to Worldpay.

Step 4 - Deposit Reporting
If the payment is approved, Worldpay sends deposit voucher transaction data to CIR via the Worldpay flat file the following morning between 4:00 AM - 6:00 AM.

CIR sends the voucher information to Treasury Cash Management System (TCMS). TCMS uses National Settlement Service (NSS) to draw funds. The kiosk sends the card transaction data to OTCnet via the card webservice. NSS transfers funds to the TGA Bank NY/FRB and reconciles with Worldpay/Comerica Bank. The Agency accesses OTCnet for Card Processing reporting. The Agency can also access Collections Information Repository (CIR) to retrieve deposit information.

**Figure 7. Self-Service Kiosk: Card Processing Workflow**

**OTCnet End Users**
There are four functional areas of the OTCnet application:

1. Administration
2. Check Capture, Processing and Reporting
3. Deposit Processing and Reporting
4. Card Processing

The user role you hold is based on the types of tasks you will perform.

- Administration user roles, with varying degrees of permission, and perform administrative duties such as user management and system installation.
Chapter 1: Introduction to OTCnet

- Check Capture/Check Processing and Reporting user roles perform functions to capture checks, process checks, access reports and edit or view the Master Verification Database (MVD).
- Deposit Processing and Reporting user roles create deposits, approve, confirm (reject or adjust), and/or view information as shown in Table 2.
- Card Processing user roles perform functions to process card transactions.

Table 2. End User Roles

<table>
<thead>
<tr>
<th>Administration</th>
<th>Check Capture/ Check Processing and Reporting</th>
<th>Deposit Processing and Reporting</th>
<th>Card Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Check Capture Supervisor</td>
<td>• Check Capture Operator</td>
<td>• Deposit Preparer</td>
<td>• Card Operator</td>
</tr>
<tr>
<td>• Check Capture Administrator</td>
<td>• Check Capture Lead Operator</td>
<td>• Deposit Approver</td>
<td></td>
</tr>
<tr>
<td>• Accounting Specialist/ Local</td>
<td>• Check Capture Supervisor</td>
<td>• Viewer</td>
<td></td>
</tr>
<tr>
<td>• Accounting Specialist</td>
<td>• Batch Approver*</td>
<td>• Financial Institution/ Federal Reserve</td>
<td></td>
</tr>
<tr>
<td>• Card Administrator</td>
<td>• Batch Uploader*</td>
<td>• Deposit Confirmer</td>
<td></td>
</tr>
<tr>
<td><strong>Financial Institution/ Federal Reserve</strong></td>
<td>• Master Verification Database (MVD) Editor</td>
<td>• Viewer</td>
<td></td>
</tr>
<tr>
<td>• Primary Security Administrator</td>
<td>• Master Verification Database (MVD) Viewer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Local Security Administrator</td>
<td></td>
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</tr>
</tbody>
</table>

*Batch Approver and Batch Uploader are sub-roles assigned to users with existing roles.
Topic 2. OTCnet User Roles

Individuals are granted user access based on their job roles. Agency and Financial Institution/Federal Reserve Bank (FI/FRB) user roles are listed in Table 3 below with corresponding descriptions of job roles, the user roles that may assign the access, and whether the user can access Check Capture, Deposit Processing, or Card Processing functions.

<table>
<thead>
<tr>
<th>User Role</th>
<th>Role Description</th>
<th>Assignable By</th>
<th>Check Capture</th>
<th>Deposit Processing</th>
<th>Card Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Specialist</td>
<td>The agency user in this role 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. This role can also establish, maintain, and view processing options that one or more lower-level endpoints will use in OTCnet.</td>
<td>Agency PLSA, Agency LSA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency Local Security Administrator (LSA)</td>
<td>The agency user in this role will maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. LSAs can also view security reports.</td>
<td>Agency PLSA</td>
<td></td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>Agency Primary Local Security Administrator (PLSA)</td>
<td>The agency user in this role has the same capabilities as an LSA with the additional capability of creating and modifying LSAs for their organization. There can only be one PLSA per agency.</td>
<td>OTCnet Customer Support Team</td>
<td>•</td>
<td></td>
<td>•</td>
</tr>
<tr>
<td>Agency Manager</td>
<td>The agency user in this role can view and download CIRA CSV reports and ACR Activity reports, run CIRA queries and view other general reports such as the SF215 Deposit Ticket and 5515 Debit Voucher reports. The agency user can view if an endpoint is designated for summary-level classification, and the agency comments associated to an endpoint.</td>
<td>Agency PLSA, Agency LSA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>User Role</td>
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<td>Card Processing</td>
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</tr>
<tr>
<td>Batch Approver</td>
<td>The user assigned this role will have the ability to approve a batch either prior to batch upload (from Offline) or when a batch is uploaded/submitted to OTCnet but not yet approved. This permission is granted especially when, in offline mode, a user has configured the terminal to upload a batch upon Batch Close. An example of this permission applies to a Check Capture Operator: though a terminal may be configured to upload upon close, an Operator is able to close a batch but does not inherently have Upload permissions, therefore the user's permissions will override the terminal configuration, and the batch will not be automatically uploaded. Providing this permission along with Batch Uploader allows for the Check Capture Operator to auto-upload the batch upon close. This role should be granted in limited cases at sites where there is a need for the Operator to perform this function without a Supervisor present. This role <em>only applies</em> to the Offline version of OTCnet.</td>
<td>Agency PLSA Agency LSA</td>
<td>•</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Batch Uploader</td>
<td>The user assigned this role will have the ability to upload a batch from Offline OTCnet to the online database; this user has no other permissions, and therefore should typically be granted to a Check Capture Operator and Lead Operator. This permission is granted especially when, in offline mode, a user has configured the terminal to upload a batch upon Batch Close. An example of this permission applies to a Check Capture Operator: though a terminal may be configured to upload upon close, an Operator is able to close a batch but does not inherently have Upload permissions, therefore the user's permissions will override the terminal configuration, and the batch will not be automatically uploaded. Providing this permission along with Batch Approver allows for the Check Capture Operator to auto-upload the batch upon close. This role should be granted in limited cases at sites where there is a need for the Operator to perform this function without a Supervisor present. This role <em>only applies</em> to the Offline version of OTCnet.</td>
<td>Agency PLSA Agency LSA</td>
<td>•</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>User Role</th>
<th>Role Description</th>
<th>Assignable By</th>
<th>Check Capture</th>
<th>Deposit Processing</th>
<th>Card Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Administrator</td>
<td>The agency user in this role has the capability to manage endpoints for card processing. The user can view and modify terminal configuration. The user can also modify, delete, view, and search organization hierarchy. Lastly, this user has the capability to download releases and read/view audit card modules.</td>
<td>Agency PLSA Agency LSA</td>
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</tr>
<tr>
<td>Card Operator</td>
<td>This user views organizational hierarchy and searches within the organization. This user can process credit card payments, query card transactions, and view terminal configuration. Finally, this user can read/view the audit log and has partial access to the user’s own activities.</td>
<td>Agency PLSA Agency LSA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check Capture Administrator</td>
<td>The agency user in this role has the capability to define and modify the check capture sites as well as manage accounting codes and modify endpoint mappings. For example, this user can setup the location policy and location group. Additionally, this user can view, modify, and import accounting codes and modify endpoint mappings. This user can also configure the Check Capture functions and perform upgrades of the application as well as has the permission to download user profiles for the site. Furthermore, this user can view checks at the item level or a batch at the summary level classified with multiple accounting codes, view/download CIRA CSV reports and ACR Activity reports, run CIRA queries and view other general reports such as the SF215 Deposit Ticket and 5515 Debit Voucher reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint. This user has the permission to download software or firmware to the terminal using the Download Check Capture application permission. Lastly, this user is authorized to download the OTCnet Local Bridge (OLB) application, install the OLB certificate, install the OLB application, create the OLB profile, and start and stop the OLB application.</td>
<td>Agency PLSA Agency LSA</td>
<td>•</td>
<td>Check Capture Administrator</td>
<td></td>
</tr>
</tbody>
</table>
### Check Capture Administrator

The agency user in this role has the capability to define and modify the check capture sites as well as manage accounting codes and modify endpoint mappings. For example, this user can setup the location policy and location group. Additionally, this user can view, modify, and import accounting codes and modify endpoint mappings. This user can also configure the Check Capture functions and perform upgrades of the application as well as has the permission to download user profiles for the site. Furthermore, this user can view checks at the item level or a batch at the summary level classified with multiple accounting codes, view/download CIRA CSV reports and ACR Activity reports, run CIRA queries and view other general reports such as the SF215 Deposit Ticket and 5515 Debit Voucher reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint. This user has the permission to download software or firmware to the terminal using the Download Check Capture application permission. Lastly, this user is authorized to download the OTCnet Local Bridge (OLB) application, install the OLB certificate, install the OLB application, create the OLB profile, and start and stop the OLB application.

### Check Capture Lead Operator

The agency user in this role will have the ability to scan checks into a batch, view and classify checks at the item level or a batch at the summary level with multiple accounting codes, close a batch, edit a batch, balance check amounts, and enter batch control values during batch closing. This user is authorized to install the OTCnet Local Bridge (OLB) certificate, install the OLB application, create the OLB profile, and start and stop the OLB application. Additionally, this user is authorized to accept checks with poor quality, make MICR line corrections, and accept duplicates. This user is not authorized, however, to use out-of-date LVD. This role can establish, maintain, and view processing options for an endpoint pertaining to summary level classification and agency comments.
## Chapter 1: Introduction to OTCnet

<table>
<thead>
<tr>
<th>User Role</th>
<th>Role Description</th>
<th>Assignable By</th>
<th>Check Capture</th>
<th>Deposit Processing</th>
<th>Card Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Capture Operator</td>
<td>The agency user that has the authorization to in scan checks into a batch, view and classify checks at the item level or a batch at the summary level with multiple accounting codes, close a batch, balance check amounts, and enter batch control values during batch closing. The agency user can also view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint. This user is authorized to install the OTCnet Local Bridge (OLB) certificate, install the OLB application, create the OLB profile, and start and stop the OLB application. Additionally, the user can enter/apply the Accounting Code at the time of scanning checks is established. However, the 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.</td>
<td>Agency PLSA Agency LSA</td>
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</tr>
<tr>
<td>Check Capture Supervisor</td>
<td>The agency user in this role is the most powerful user on the Check Capture site. The user can perform almost all the functions in Check Capture including view and classify checks at the item level or a batch at the summary level, accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, accept checks with poor quality, as well as view, modify, and import accounting codes, and modify endpoint mappings. However, this user does not have any permissions associated with scanning checks. To ensure “checks and balances,” scanning checks is reserved for a Check Capture Operator or Lead Operator only. This role can also establish, maintain, and view processing options that one or more lower-level endpoints will use in OTCnet. This user is authorized to install the OTCnet Local Bridge (OLB) certificate, install the OLB application, create the OLB profile, and start and stop the OLB application.</td>
<td>Agency PLSA Agency LSA</td>
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</tr>
<tr>
<td>CIRA Viewer</td>
<td>The agency user in this role can only view organization endpoints and CIRA records. This is the check processing role with the lowest level of access. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.</td>
<td>Agency PLSA Agency LSA</td>
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</tr>
<tr>
<td>Deposit Approver</td>
<td>The agency user in this role will approve the deposit report and submit the information to the TGA financial institution.</td>
<td>Agency PLSA Agency LSA</td>
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</tbody>
</table>
### Chapter 1: Introduction to OTCnet

<table>
<thead>
<tr>
<th>User Role</th>
<th>Role Description</th>
<th>Assignable By</th>
<th>Check Capture</th>
<th>Deposit Processing</th>
<th>Card Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit Preparer</td>
<td>The agency user in this role prepares the deposit ticket and supporting information for transmission to the TGA financial institution.</td>
<td>Agency PLSA, Agency LSA</td>
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</tr>
<tr>
<td>FPA Viewer</td>
<td>The agency user in this role can only search / view deposit and adjustments and produce reports from it.</td>
<td>Agency PLSA, Agency LSA</td>
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</tr>
<tr>
<td>Local Accounting Specialist</td>
<td>The agency user in this role is an expert on the organizational structure, reporting needs and accounting rules for its depositing and lower-level endpoints. This role will establish, maintain, and view the organizational structure, accounting code mappings to individual endpoints, and the processing options that one or more lower-level endpoints will use in OTCnet.</td>
<td>Agency PLSA, Agency LSA</td>
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<tr>
<td>MVD Editor</td>
<td>The agency user in this role can create, update, and read verification records. This role can also download CSV formatted reports, view other general reports such as the 215 Deposit Ticket, 5515 Debit Voucher reports and the ACR Activity report. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated with an endpoint.</td>
<td>Agency PLSA, Agency LSA</td>
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<tr>
<td>MVD Viewer</td>
<td>The agency user in this role can read CIRA records in addition to read verification records and read block records containing only AB permissions. This role also has the permission to download CSV formatted reports, view other general reports such as the 215 Deposit Ticket, 5515 Debit Voucher reports and the ACR Activity report. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.</td>
<td>Agency PLSA, Agency LSA</td>
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<tr>
<td>View Report</td>
<td>The agency user in this role will have access to agency reports except for the CIRA CSV report.</td>
<td>Agency PLSA, Agency LSA</td>
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<tr>
<td>Deposit Confirmer</td>
<td>The financial institution user in this role will verify the submitted deposit ticket, reject the deposit ticket if necessary, forward the information to the Treasury, and create adjustments, as necessary.</td>
<td>FI PLSA, FI LSA</td>
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<tr>
<td>FI Viewer</td>
<td>The financial institution user in this role can only search and view deposits and adjustments, view Financial Institution information and produce reports from it.</td>
<td>FI PLSA, FI LSA</td>
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</tbody>
</table>
### Chapter 1: Introduction to OTCnet

<table>
<thead>
<tr>
<th>User Role</th>
<th>Role Description</th>
<th>Assignable By</th>
<th>Check Capture</th>
<th>Deposit Processing</th>
<th>Card Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>FI/FRB Local Security Administrator (LSA)</td>
<td>The financial institution/federal reserve bank user in this role will maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access.</td>
<td>FI PLSA</td>
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<tr>
<td>FI/FRB Primary Local Security Administrator (PLSA)</td>
<td>The financial institution/federal reserve bank user in this role has the same capabilities as an LSA, with the additional capability of creating and modifying LSAs for their organization. There can only be one PLSA per financial institution.</td>
<td>OTCnet Customer Support Team</td>
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<tr>
<td>FI/FRB Confirmer</td>
<td>The FI/FRB user in this role will verify the submitted deposit ticket, reject the deposit ticket if necessary, forward the information to the Treasury, and create adjustments, as necessary.</td>
<td>FI PLSA FI LSA</td>
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<tr>
<td>FRB Viewer</td>
<td>The FRB user in this role can only search and view deposits and adjustments, view FRB information and produce reports from it</td>
<td>FI PLSA FI LSA</td>
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</tbody>
</table>
Agency User Role Combinations

As shown in Table 4 and Table 5 Agency Deposit Processing, Check Capture and Card Processing user roles can be combined and assigned to an individual user. “•” indicates that the role in the column heading can be combined with the role to the far left of it.

Table 4. Combinable Agency Deposit Processing, Check Capture and Card Processing User Roles

<table>
<thead>
<tr>
<th>Agency User Roles</th>
<th>Agency PLSA</th>
<th>Agency LSA</th>
<th>Kiosk Operator</th>
<th>Accounting Specialist</th>
<th>Local Accounting Specialist</th>
<th>Deposit Preparer</th>
<th>Deposit Approver</th>
<th>FPA Viewer</th>
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<tbody>
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<td>Agency PLSA</td>
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<td>CIRA Viewer</td>
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</table>
# Chapter 1: Introduction to OTCnet

## Table 5. Combinable Agency Check Capture and Card Processing User Roles

<table>
<thead>
<tr>
<th>Deposit Reporting, Check Capture and Card Processing User Roles</th>
<th>Agency Manager</th>
<th>CIRA Viewer</th>
<th>View Report</th>
<th>MVD Editor</th>
<th>MVD Viewer</th>
<th>Check Capture Operator</th>
<th>Check Capture Lead Operator</th>
<th>Check Capture Admin.</th>
<th>Check Capture Supvr.</th>
<th>Batch Approver</th>
<th>Batch Uploader</th>
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<tbody>
<tr>
<td>Agency PLSA</td>
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<td>Agency LSA</td>
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<td>Accounting Specialist</td>
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<td>Local Accounting Specialist</td>
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<td>Deposit Preparer</td>
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<td>Agency Manager</td>
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<td>CIRA Viewer</td>
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<td>Check Capture Supervisor</td>
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<td>Batch Uploader</td>
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</table>
Financial Institution (FI) User Role Combinations

Financial institution user roles that can be combined and assigned to an individual user are shown in Table 6. “•” indicates that the role in the column heading can be combined with the role to the far left of it.

**Table 6. Combinable Financial Institution User Roles**

<table>
<thead>
<tr>
<th>Financial Institution (FI) User Roles</th>
<th>FI PLSA</th>
<th>FI LSA</th>
<th>FI Confirmer</th>
<th>FI Viewer</th>
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</thead>
<tbody>
<tr>
<td>FI PLSA</td>
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<td>FI LSA</td>
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<td>FI Confirmer</td>
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<td>FI Viewer</td>
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</table>
System Tasks by Agency and Financial Institution (FI) Roles

The two tables below show the system tasks that can be performed by Agency and Financial Institution/Federal Reserve Bank (FI/FRB) user roles as shown in Table 7 and Table 8. “•” indicates that the user role shown in the column heading can perform the task listed to the far left of it.

Table 7. Deposit Processing and Reporting Roles

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<tbody>
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<td>Add/Update/Delete a User</td>
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<td>Reset Password</td>
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<td>Manage Own Account</td>
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<td>OTCnet Logon and Homepage</td>
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<td>Create/Modify Deposit</td>
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<td>Confirm/Reject Deposit</td>
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<td>View Deposit/Adjustment Detail</td>
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<td>Search Deposit/Adjustment</td>
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Chapter 1: Introduction to OTCnet
This next table specifies OTCnet Check Capture Roles and corresponding permissions at the Agency level.

### Table 8. Check Capture Roles

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<th>Check Capture Lead Operator</th>
<th>Check Capture Admin.</th>
<th>Check Capture Supervisor</th>
<th>Batch Approver*</th>
<th>Batch Uploader*</th>
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<th>Check Capture Lead Operator</th>
<th>Check Capture Admin.</th>
<th>Check Capture Supervisor</th>
<th>Batch Approver*</th>
<th>Batch Uploader*</th>
<th>Online/Offline</th>
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<tr>
<td>Download User Profiles</td>
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<td>Offline</td>
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<td>Download OTC Endpoints</td>
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<td>Offline</td>
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<td>Update OTC Endpoints (Offline)</td>
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<td>Offline</td>
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The OTCnet Agency Check Processing user roles and their associated permissions are shown in Table 9.
<table>
<thead>
<tr>
<th>Check Processing Task</th>
<th>Agency Manager</th>
<th>Check Capture Operator</th>
<th>Check Capture Lead Operator</th>
<th>Check Capture Admin.</th>
<th>Check Capture Supervisor</th>
<th>CIRA Viewer*</th>
<th>View Reports*</th>
<th>MVD Editor</th>
<th>MVD Viewer</th>
<th>Batch Approver*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read/View Audit Check Capture (All)</td>
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<td>Read/View Audit Check Capture Module (Partial)</td>
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<tr>
<td>Read/View Audit Check Capture Module (Partial – User’s Own Activity)</td>
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<td>Read/View Audit Check Processing (All)</td>
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<td>Read CIRA Check Image Report</td>
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<td>Read CIRA CSV Report</td>
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<td>Download CIRA CSV Historical Report</td>
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<td>Read Deposit Ticket Report</td>
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<tr>
<td>Read Debit Voucher Report</td>
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<td>Modify Accounting Codes</td>
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<tr>
<td>Import Accounting Codes</td>
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<td>View Accounting Codes</td>
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<td>Modify Endpoint Mappings</td>
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<td>Modify Summary level Classification Flag</td>
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<td>View Summary Level Classification Flag</td>
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<td>Edit Agency Comments</td>
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<td>View Agency comments</td>
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</table>
## Chapter 1: Introduction to OTCnet

<table>
<thead>
<tr>
<th>Check Processing Task</th>
<th>Agency Manager</th>
<th>Check Capture Operator</th>
<th>Check Capture Lead Operator</th>
<th>Check Capture Admin.</th>
<th>Check Capture Supervisor</th>
<th>CIRA Viewer*</th>
<th>View Reports*</th>
<th>MVD Editor</th>
<th>MVD Viewer</th>
<th>Batch Approver*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modify Processing Options</td>
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<tr>
<td>View Processing Options</td>
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<tr>
<td>ACR Activity Report</td>
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</tr>
</tbody>
</table>

*CIRA Viewer, View Reports, and Batch Approver are sub-roles assigned to users with existing roles.

**Download Release – includes downloading firmware, OTCnet Offline software, the OTCnet Local Bridge (OLB) application, and Security Updates.
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<table>
<thead>
<tr>
<th>Card Processing Task</th>
<th>Card Operator</th>
<th>Card Administrator</th>
<th>Card Uploader*</th>
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<tbody>
<tr>
<td>Manage Own Account</td>
<td>•</td>
<td>•</td>
<td></td>
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<tr>
<td>OTCnet Logon and Homepage</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Modify Organization Hierarchy</td>
<td></td>
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</tr>
<tr>
<td>Delete Organization Hierarchy</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>View Organization Hierarchy</td>
<td></td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Search Organization</td>
<td>•</td>
<td>•</td>
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</tr>
<tr>
<td>Process Card Payments</td>
<td>•</td>
<td></td>
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</tr>
<tr>
<td>Print Receipts</td>
<td>•</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Card Transaction Query</td>
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<tr>
<td>Modify User Defined Fields (UDF)</td>
<td>•</td>
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<tr>
<td>View User Defined Fields (UDF)</td>
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<td></td>
</tr>
<tr>
<td>Manage Card Process – Modify Terminal Configuration</td>
<td>•</td>
<td></td>
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</tr>
<tr>
<td>Manage Card Process – View Terminal Configuration</td>
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<tr>
<td>Download OTCnet Local Bridge</td>
<td>•</td>
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<tr>
<td>Create OTCnet Local Bridge OLB Credentials</td>
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<tr>
<td>Import OTCnet Local Bridge OLB Credentials</td>
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<tr>
<td>Read/View Audit Admin – (Partial)</td>
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<tr>
<td>Read/View Audit Card Module – (All)</td>
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</tr>
<tr>
<td>Read/View Audit Card Module – (Partial – Access User's Own Activities Only)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Card Web Service</td>
<td>•</td>
<td></td>
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</tr>
</tbody>
</table>

*The Card Uploader is a Self-Service kiosk-server system role that is authorized to transmit card data from an external kiosk system to OTCnet. This role requests acknowledgement of the data transmitted; the system account with this role has no other permissions.*
Summary

In this chapter, you learned:

- OTCnet Background and Organization
- OTCnet User Roles
Chapter 2: Accessing and Navigating OTCnet

OTCnet Participant User Guide
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Glossary

Click this Link to access the full OTCnet Glossary
Overview, Topics, and Audience

Overview
Welcome to Accessing and Navigating OTCnet. In this chapter, you will learn:

- How to start and stop the OTCnet Local Bridge (OLB) application
- How to log in to OTCnet Online
- How to log in to OTCnet Offline
- How to access your User ID and reset your password
- How to navigate the OTCnet Online/Offline home page

Topics
The topics in this chapter include the following:
1. Starting and Stopping the OTCnet Local Bridge (OLB) Application
2. Logging in to OTCnet Online/Offline
3. Accessing a User ID and Resetting Passwords
4. Navigating the OTCnet Online/Offline Home Page

Audience
The intended audience for the Accessing and Navigating OTCnet Participant User Guide includes:

- All OTCnet Users
Topic 1 Starting and Stopping the OTCnet Local Bridge (OLB) Application

The OTCnet Local Bridge (OLB) application is required for terminal detection and performing check capture, check processing and card processing tasks. If a user logs in to perform one of these operations and the OLB application is not started, the user receives the following message: *Terminal detection failed. Please ensure that the OLB application is running.* The OLB application is also required if you are using the Deployable Disbursing System (DDS) Interface (Department of Defense [DoD] only).

If you are a **Check Capture Administrator**, **Check Capture Supervisor**, **Check Capture Lead Operator**, **Check Capture Operator**, **Card Operator** or **Card Administrator**, the OLB application must be started on the terminal to perform terminal configuration, check capture, check processing, and card processing tasks.

Before starting the OLB application, ensure the following steps are completed in this order:

1. The **Check Capture Administrator** and **Card Administrator** downloaded the OLB application
2. The OLB certificate is installed on the terminal (for OLB versions 1.2.0 and below)
3. The OLB application is installed on the terminal
4. Each user has created an OLB profile, ensuring that the OLB credential file was not renamed (the file name remained the same as it was generated)
5. Each user has imported his/her OLB credentials to the terminal

There is no “timeout” with the OLB application (i.e., a suspension or break in OTCnet activity). Therefore, the OLB application stays connected unless one of the following occurs:

- The user logs out of the terminal (Windows session)
- The terminal is restarted or rebooted
- The user stops the OLB application on the terminal

For newer versions of the OLB (*1.3.0 and higher*):

- The OLB certificate is included in the OLB installer file.
- You do not have to separately install the OLB certificate.

For OLB versions *1.2.0 and below*:

- For the OLB application to function properly with OTCnet, users are required to separately install the OLB Certificate on the terminal.
Start and Stop the OTCnet Local Bridge (OLB) Application

All users are authorized to start and stop the OTCnet Local Bridge (OLB) application.

To start the OLB application, either double-click the Start OTCnet Local Bridge icon on your terminal desktop or click Start>Programs>Start OTCnet Local Bridge.

If the Start OTCnet Local Bridge icon does not reside in either location, contact your Card Administrator or Check Capture Administrator. They support your completion of the steps required to complete the following:

- Install the OLB application on the card terminal
- Install the OLB Application and install the OLB certificate (for OLB versions 1.2.0 and below) for the check capture terminal
- Create your OLB profile
- Import your OLB credentials

If the OLB application is started on the terminal, you receive an OTCnet Local Bridge Application is already running message.

When the OTCnet Local Bridge Startup page appears, enter your User ID and Password in the appropriate text boxes. Password Criteria includes the following, it must:

- Be at least 12 characters long
- Contain at least one uppercase letter
- Contain at least one lowercase letter
- Contain at least one numeric character
- Not have more than two repeating characters
- Not repeat any of your last ten passwords
- Not have been your password during the last ten days
- Not be a word in a language, slang, dialect, or jargon
- Not be related to personal identity, history, environment, or other personal associations

To stop the OLB, double-click the Stop OTCnet Local Bridge icon located on the terminal desktop or Click Start>Programs>Stop OTCnet Local Bridge.
Start and Stop the OTCnet Local Bridge (OLB) Application

To start the OTCnet Local Bridge (OLB) application, complete the following steps:

1. Double-click the **Start OTCnet Local Bridge** icon located on the terminal desktop.
   
   Or
   
   Click **Start > Programs > Start OTCnet Local Bridge**

2. The **OTCnet Local Bridge Startup** page appears. Enter your **User ID** and **Password** in the appropriate text boxes.

3. Click **Log In**. A **Login Successful. OTCnet Local Bridge Application Started** message appears.

   • Click **Cancel** and the **Are you sure you want to exit** message appears.

   • Click **Yes** to cancel the OLB startup.

   • Click **No** to return to the OTCnet Local Bridge Startup page.

4. Click **OK**.

   **Application Tip**

   Once you start the OLB application, proceed to log in to OTCnet Online.

5. To stop the OLB application, double-click the **Stop OTCnet Local Bridge** icon located on the terminal desktop as shown in Figure 1.

   **Figure 1. Stop OTCnet Local Bridge Icon**

   Or

6. When the **Stop OTCnet Local Bridge** window and the **Are you sure you want to stop the OTCnet Local Bridge Application?** message appears, click **Yes**.
Application Tips

- If you click No, the Are you sure you want to stop the OTCnet Local Bridge Application? message closes, and the OLB application remains running.
- Stopping the OLB application ensures the application is completely closed and that your OTCnet session is securely terminated.
- Before uninstalling the OLB application, you must first stop the OLB application. If the OLB application has been started on the terminal, ensure that it is stopped before uninstalling the application.
**Topic 2 Log in to OTCnet Online**

To access OTCnet Online, you must have your Fiscal Service Single Sign On User ID and Password. To obtain your User ID, contact your **Primary Local Security Administrator (PLSA)** or your **Local Security Administrator (LSA)**. Once your User ID is created, you will receive an email with a temporary password. Now you are ready to log in to OTCnet Online.

The first time you log in to OTCnet Online Single Sign On, you are required to complete the following steps:

- Change your password
- Accept the Rules of Behavior
- Provide challenge and response questions used for secondary authentication
- Enter a shared secret, used when calling the Fiscal Service Help Desk

To log in to OTCnet Offline, double-click the **OTCnet Offline (Production or QA)** icon on your terminal desktop or click **Start >Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)**.

If the OTCnet Online icon does not reside on either your desktop or in your **Start** menu, contact your **Check Capture Administrator** or **Card Administrator** to configure the terminal.

**Log in for the First Time**

Once you receive your User ID and generic password, access the OTCnet application to create a permanent password.

The OTCnet Local Bridge (OLB) application is required for performing check processing, check capture, card processing and terminal configuration operations. If you are a **Check Capture Administrator**, **Check Capture Supervisor**, **Check Capture Lead Operator**, **Check Capture Operator**, **Card Operator** or **Card Administrator**, the OLB application must be started on the terminal in order to perform these operations.

To log in to Fiscal Service Single Sign On (OTCnet Online) for the first time, from the OTCnet Online login screen, enter your User ID and Password and log in. You will enter your temporary password, new password, confirm your new password and change your password. You will answer challenge questions and enter a shared secret phrase. Once you logout, you will log in again to OTCnet with your new password.
Log in for the First Time

To log in to Fiscal Service Single Sign On (OTCnet Online) for the first time, complete the following steps:

1. Access https://otcnet.fms.treas.gov as shown in Figure 2, enter your **User ID** and **Password** in the appropriate text boxes and click **Log In**. The **Password Change: Create New Password** page appears.

   ![Figure 2. Fiscal Service Single Sign On Page](image)

2. Enter your temporary password (Password), **New Password**, and **Confirm New Password** in the appropriate text boxes. Click **Change Password**. A **Confirmation** page appears stating your new password has been set.

   ![Application Tip](image)

   **Application Tip**

   Each response must be at least three characters long and each response is case sensitive.

3. Select any three challenge questions by clicking the check boxes next to the questions and provide your responses in the **Response** and **Confirm Response** fields.

4. Click **Save My Questions and Responses**. A **Change Shared Secret** page appears.

5. Enter a **Shared Secret** phrase and **Confirm Shared Secret** phrase. Click **Save My Shared Secret**. A **Confirmation** page appears showing the challenge questions and responses and
your new shared secret were successfully saved. The *Change Challenge/Response-Completed* page appears.

### Application Tips

- The shared secret phrase must be at least three characters.
- You cannot proceed to OTCnet until the *Challenge* questions and *Shared Secret* are set.

7. Click **Logout**.

### Application Tip

After your challenge questions and responses and your shared secret are successfully saved, wait 15 minutes prior to accessing OTCnet.

8. Access OTCnet ([https://otcnet.fms.treas.gov](https://otcnet.fms.treas.gov)), enter your **User ID** and **Password** in the appropriate text boxes. Click **Log In**.

### Application Tip

By logging in with your PIV, SecurID, or User ID and Password, you acknowledge and agree that you have read, understand, and agreed to abide by the Rules of Behavior.
Log In to OTCnet Online

Once you change your password, respond to the challenge questions, and establish a shared secret, log in to OTCnet to access functionality for one or more of the following:

- Administration
- Deposit Processing and Reporting
- Check Capture
- Check Processing
- Card Processing
- Access User Identity (ID) and Reset Password

The OTCnet Local Bridge (OLB) application is required for performing check processing, check capture, card processing and terminal configuration operations. If you are a Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, Check Capture Operator, Card Operator or Card Administrator, the OLB application must be started on the terminal to perform these operations.

To log in to OTCnet Online, from the OTCnet Online login screen, enter your User ID and Password.
To log in to OTCnet Online, complete the following steps:

1. Access https://otcnet.fms.treas.gov as shown in Figure 3 and enter your **User ID** and **Password** in the appropriate text boxes.

2. Click **Log In**. The **OTCnet Home Page** appears.

**Figure 3. Fiscal Service Single Sign On Page**

**Application Tips**

- As a **Check Capture Administrator**, **Check Capture Supervisor**, **Check Capture Lead Operator**, **Check Capture Operator**, **Card Operator** or **Card Administrator**, when logging into OTCnet Online and using Google Chrome, the OTCnet splash screen does not appear.
- The OTCnet splash screen does appear for the same Internet Explorer (IE) users, when setting up OTCnet.
Topic 3 Log in to OTCnet Offline

To log in to OTCnet Offline, you must have your User ID and temporary password. Your User ID is the same User ID used to log in to OTCnet Online; however, your initial temporary password is different from the password used to access OTCnet Online. To obtain your temporary password, contact your Check Capture Administrator. Once you obtain your temporary password, log in to OTCnet Offline.

Keep the following in mind when logging in to OTCnet Offline:

- To log in, double-click the OTCnet Offline (Production or QA) icon on your terminal desktop
  
  Or
  
  Click Start > Programs > OTCnet Offline (Production or QA) > Start OTCnet Offline (Production or QA).

- If the OTCnet Offline icon does not reside in either location, contact your Check Capture Administrator to configure the terminal. If a terminal has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time, as running more than one version at a time causes errors.

- As an added layer of security, you must first start and log in to the OTCnet Offline server before accessing the OTCnet Offline application. To start the Offline server, enter your User ID and Offline password. If this is the first time you are accessing OTCnet Offline, enter your temporary password. Once you have successfully started the Offline server, you are prompted to log in to the OTCnet Offline application.

- If the Offline server is started, log directly in to the OTCnet Offline application. The first time you log in to the OTCnet Offline application you are required to change your password. After your permanent password is set, use your permanent password to startup the Offline server and/or Offline application.

- To stop the OTCnet Offline application, access the Start menu and Programs > Stop OTCnet Offline. Stopping the OTCnet Offline application ensures the application is completely closed and that your OTCnet session is terminated securely.

Start the OTCnet Offline Server

As an added layer of security, the Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, and Check Capture Operator must first log in to the OTCnet Offline server before accessing the OTCnet Offline application. Identify the Offline Server log in page, it is labeled OTCnet Offline Server Startup. The Retrieve Admin Profile link does not appear on this page.

To start the OTCnet Offline server, OTCnet Offline (Production or QA) must be started. You’ll import your OTCnet Offline profile and log in to OTCnet Offline.
Chapter 2: Accessing and Navigating OTCnet

Start the OTCnet Offline Server

To start the OTCnet Offline server, complete the following steps:

1. Double-click the **OTCnet Offline (Production or QA)** icon located on your terminal desktop as shown in Figure 4.

   ![Figure 4. OTCnet Offline Icon, Production](image)

   Click **Start > Programs > OTCnet Offline (Production or QA) > Start OTCnet Offline (Production or QA)**. The **OTCnet Offline Startup** page appears as shown in Figure 6.

   **Application Tips**

   - If the icon does not reside in either location, contact your **Check Capture Administrator** to configure the offline terminal.
   - If a terminal has more than one OTCnet Offline application installed (Production or QA training environment), do not run both at the same time as running more than one offline client at a time causes errors.

2. Enter your **User ID** and **Password** in the appropriate text boxes in the **OTCnet Offline Startup** page as shown in Figure 5. Click **Log In**.

   ![Figure 5. OTCnet Offline Startup](image)

---

Deposit Processing
Deposit Processing

Chapter 2: Accessing and Navigating OTCnet

Application Tips

- The Offline Server Startup prompt appears as a standalone prompt, outside the browser.
- If you are a Check Capture Administrator and this is your first time starting the OTCnet Offline server and logging in to OTCnet, enter the temporary password you created when you created your Check Capture Administrator Offline Logon Profile.
- If you are a not a Check Capture Administrator and this is your first time starting the OTCnet Offline server and logging in to OTCnet, enter your temporary password.
- After your credentials are successfully authenticated, the Offline Check Capture application log in page displays.
- If you have forgotten your Offline password or you are not authorized to start the OTCnet Offline application, contact your Check Capture Administrator to reset/create your offline password.
Log In to OTCnet Offline Application for the First Time

Once you receive your User ID and temporary password from your Check Capture Administrator, access the OTCnet Offline application to create a permanent password. The application includes the Retrieve Admin Profile link.

To log in to the OTCnet application for the first time, you must start the OTCnet Offline server, Production or QA and log in from the Retrieve Admin Profile page, reset your password and log in to OTCnet Offline.
Log in to OTCnet Offline Application for the First Time

To log in to OTCnet application for the first time, complete the following steps:

1. Double-click the OTCnet Offline (Production or QA) icon located on your terminal desktop.
   
   Or

   Click Start>Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA). The Retrieve Admin Profile page appears as shown in Figure 7.

   Figure 6. OTCnet Offline Application User Login Page

Application Tips

- If the icon does not reside in either location, contact your Check Capture Administrator to configure the terminal.
- If a workstation has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time as running more than one version at a time causes errors.
- If you are a Check Capture Administrator and this is your first time logging into OTCnet Offline, or you must download user profiles, click the Retrieve Admin Profile link.
3. Enter your temporary Password, New Password, Re-Enter New Password and click Save as shown in Figure 8. A Confirmation page appears stating your new password has been set.

![Figure 7. Set Permanent Password](image)

**Application Tip**

After the profile is successfully downloaded and your password was reset, you are prompted to log in to the system with your new password.

4. Click Return to Login Page to login to OTCnet Offline.

5. To stop the OTCnet Offline application, click Start Menu>Programs> OTCnet Offline (Production or QA)>Stop OTCnet Offline (Production or QA).

**Application Tips**

- Stopping the OTCnet Offline application ensures the application is completely closed and that your OTCnet session is terminated securely. It is recommended that after stopping OTCnet Offline, you wait at least one to two minutes before restarting.
- If more than one version of the OTCnet Offline application resides on a terminal, stop the correct version of the OTCnet Offline application (Stop OTCnet Offline Production or QA).
Log in to OTCnet Offline

If you are a Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, or Check Capture Operator and you have reset your temporary password, log in to OTCnet Offline.

To log in to OTCnet Offline, you must start OTCnet Offline, Production or QA. Log in to the OTCnet Offline server. Click the Return to Login Page to return to the Login Page. If you do not immediately access OTCnet Offline after resetting your temporary password, double-click the OTCnet Offline icon or access your Start Menu under Programs.
To log in to OTCnet Offline, complete the following steps:

1. Double-click the **OTCnet Offline (Production or QA)** icon located on your terminal desktop.
   
   Or
   
   Click **Start>Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)**. The **OTCnet Offline Server Start Up** page appears.

   • If the icon does not reside in either location, contact your **Check Capture Administrator** to configure the terminal.
   
   • If a terminal has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time, as running more than one version at a time causes errors.
   
   • If the Offline server was not been previously started, enter your User ID and password to start up the Offline server.

2. Enter your **User ID** and **Password** in the appropriate text boxes. Click **Log In**. The **OTCnet Home Page** appears.

   • To stop the OTCnet Offline application, click **Start>Programs>OTCnet Offline (Production or QA)>Stop OTCnet Offline (Production or QA)**. Stopping the OTCnet Offline application ensures the application is completely closed and that your OTCnet session is terminated securely.
   
   • If more than one version of the OTCnet Offline application resides on a terminal, be sure to stop the correct version of the OTCnet Offline application (Stop OTCnet Offline Production or QA).
Topic 4 Accessing a User ID and Resetting Passwords

To obtain your User ID or reset your password, contact your PLSA or LSA. Your User ID or temporary password is emailed to you. Once you sign in with your temporary password, you must reset your password.

Access User ID

If you forget your OTCnet User ID, you can access your User ID from the Single Sign On page by clicking **Forgot your User ID**. Enter your email address to complete your request for a User ID.
To access your User ID, complete the following steps:

1. From the Fiscal Service Single Sign On page, click **Forgot your User ID?** as shown in Figure 9. The Please contact the Fiscal Service IT Service Desk at (304) 480-7777 for assistance with your Production Fiscal Service LDAP account message appears.

   ![Figure 8. Single Sign On Page (Forgot Your User ID? Link)](image)

3. The Fiscal Service IT Service Desk will ask for your email, first name and last name and will send you three follow up emails.

   **Application Tip**

   The Service Desk will send you three emails, with the following information:
   - Password reset instructions (includes your User ID)
   - A temporary password
   - A link to the Identity Manager Single Sign On (ISIM) system

4. Follow the ISIM link from the third email. Enter your User ID and temporary password into the **User ID** and **Password** fields.

5. Click **Log In**.
6. Click **Continue**. You are logged into the ISIM system.

7. Click **Logoff** to exit the system. Close your browser. Wait 15 minutes before accessing the OTCnet application.
Reset Password

If you need to reset your password, you can reset it from the Single Sign On page, by clicking the **Forgot your Password?** link. You'll need your **Treasury Login (User ID)** and you must respond to the **Answer Challenge/Responses Questions Provide Responses**. You will be prompted to enter a new password.

Check your Junk E-mail folder if you do not receive an email with your password. It is recommended that you add donotreply@fiscal.treasury.gov to your Safe Senders or Safe Recipients list.


**Reset Password**

To reset your password, complete the following steps:

1. From the *Fiscal Service Single Sign On* page, click *Forgot your Password?* The *Self-Service Account/Password Reset* page appears as shown in Figure 10.

   **Figure 9. Single Sign on Page (Forgot Your Password? Link)**

   ![Figure 9. Single Sign on Page (Forgot Your Password? Link)](image)

   Figure 11. A *Confirmation* page appears stating that an email was sent to the email address associated with the User ID.

   **Figure 10. Self-Service Account/Password Reset**

   ![Figure 10. Self-Service Account/Password Reset](image)

**Application Tip**

You will receive an email (Resetting your Forgotten Password) to your official email address with further instructions on how to complete the Self-Service Account/Password Reset process.

4. Check your email. You will receive the email link to reset your password. Copy and paste the entire link (including the equal sign “=” into your web browser. The *Answer Challenge/Responses Questions Provide Responses* page appears.
5. Enter your responses for the challenge questions and click **Reset My Password**. The **Answer Challenge/Response Questions – Change Password** page appears.

**Application Tip**

Three invalid attempts to answer your challenge questions results in your account being locked. If your account is locked, call Customer Support at 866-945-7920 or DSN 510-428-6824, Options 1, 2, 4 to re-activate your account.

6. Enter your **New Password**, **Confirm New Password** and click **Change My Password**. The **Challenge/Response Questions – Completed** page appears.

7. Click **Close Browser**.
Chapter 2: Accessing and Navigating OTCnet

Topic 5 Navigating the OTCnet Online/Offline Home Page

The OTCnet Online home page allows Check Capture Supervisors, Check Capture Lead Operators, Check Capture Operators and Card Operators to process deposits, capture checks, process checks, process card transactions, view reports, and perform administrative and security functions. Additionally, a user can access information for training, help and to update a user profile. The OTCnet Online home page is accessible for users to either view or perform any of these functionalities.

The OTCnet Offline home page allows Check Capture Supervisors, Check Capture Lead Operators and Check Capture Operators to capture checks along with transaction data, perform administrative functions and access help information. The OTCnet Offline home page is accessible by users to either view or perform any of the functionalities mentioned in OTCnet Online.

OTCnet Online Main Menu

To access the OTCnet Main Menu, log in with your User ID and Password with the following url, https://otcnet.fms.treas.gov. Table 1 provides a list of the Main Menu options available to you. They are accessible on the upper right corner of the OTCnet application.

<table>
<thead>
<tr>
<th>Link</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Allows a user to return to the OTCnet home page.</td>
</tr>
<tr>
<td>My Profile</td>
<td>Allows a user to retrieve his or her User ID or reset a Password.</td>
</tr>
<tr>
<td>Training</td>
<td>Allows a user to access the Web-Based Training (WBT) and other corresponding training materials.</td>
</tr>
<tr>
<td>Print</td>
<td>Allows a user to print the page.</td>
</tr>
<tr>
<td>Help</td>
<td>Allows a user to access help for the page they are on.</td>
</tr>
<tr>
<td>Log Out</td>
<td>Allows a user to log out of OTCnet.</td>
</tr>
</tbody>
</table>
The Main Menu is shown in Figure 11. The links are accessible on the upper right side of the OTCnet home page.

**Figure 11. OTCnet Main Menu Page**

OTCnet Homepage Message Overlay

All user roles have access to the OTCnet Homepage Message Overlay, in OTCnet Online (you will not see it in OTCnet Offline). For all Google Chrome and Chromium Edge users, the message overlay automatically presents when you first log in to OTCnet. It does not appear for Internet Explorer users.

The message overlay is a messaging platform presenting important news and information on the OTCnet system as shown in Figure 12. It is recommended that you read the messages, close the message overlay and continue viewing the OTCnet homepage.

**Figure 12. OTCnet Homepage Message Overlay**
OTCnet Online Deposit Processing Tab Functionality

To access the OTCnet Deposit Processing functionality, log in with your User ID and password. Table 2 provides a list of the Deposit Processing functions that are available to you.

Table 2. Deposit Processing Tab Descriptions

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Deposit</td>
<td>Allows a user to create deposits for US Currency, Foreign Check Items, and/or Foreign Currency Cash.</td>
</tr>
<tr>
<td>Search Deposits</td>
<td>Allows a user to search for deposits.</td>
</tr>
<tr>
<td>Search Adjustments</td>
<td>Allows a user to search for adjustments.</td>
</tr>
<tr>
<td>Create Returned Item Adjustment</td>
<td>Allows a user to create a returned item adjustment.</td>
</tr>
</tbody>
</table>

The Deposit Processing tab, as shown in Figure 13, allows you to access Deposit Processing functionality, though depending on your user role, you may not see all functionality.

Figure 13. Deposit Processing Tab
OTCnet Online Check Processing Tab Functionality

To access the OTCnet Check Processing functionality, log in with your User ID and password. Table 3 provides a list of the Check Processing functions that are available to you.

Table 3. Check Processing Tab Descriptions

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Verification</td>
<td>Allows a user to search and/or create an MVD record.</td>
</tr>
<tr>
<td>CIRA Query</td>
<td>Allows a user to view and/or modify a CIRA record.</td>
</tr>
<tr>
<td>Batch Management</td>
<td>Allows a user to search, view, close, approve and submit a batch. A user may edit and void an item within a batch with the proper permission.</td>
</tr>
<tr>
<td>Check Scan</td>
<td>Allows a user to scan checks.</td>
</tr>
<tr>
<td>Transmission History</td>
<td>Allows a user to view transmission history for batches that are uploaded from the offline check capture application.</td>
</tr>
</tbody>
</table>

The Check Processing tab is shown in Figure 14. Depending on your user role, you may not see all functionality shown in the image.

Figure 14. Check Processing Tab
OTCnet Online Card Processing Tab Functionality

To access the OTCnet card processing functionality, log in with your User ID and password. Table 4 provides a list of the card processing functions that are available to you.

Table 4. Card Processing Tab Descriptions

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Transaction Query</td>
<td>Allows a user to query a card transaction.</td>
</tr>
<tr>
<td>Process Card Payment</td>
<td>Allows a user to process a card payment.</td>
</tr>
</tbody>
</table>

The Card Processing tab is shown in Figure 15. Depending on your user role, you may not see all functionality shown in the image.

Figure 15. Card Processing Tab
OTCnet Online Administration Tab Functionality

To access the OTCnet Administration functionality, log in with your User ID and password. Table 5 provides a list of the Administration functions that are available to you.

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Organizations</td>
<td>Allows a user to manage Organization Hierarchy, Accounting Codes, Custom Labels, Processing Options, and User Defined Fields.</td>
</tr>
<tr>
<td>Manage FI</td>
<td>Allows a user to create and/or modify a Financial Institution, transfer FI RTN Numbers, transfer CA$HLINK accounts, and maintain FRB CA$HLINK accounts.</td>
</tr>
<tr>
<td>Manage Users</td>
<td>Allows a user to manage OTCnet user accounts and profiles.</td>
</tr>
<tr>
<td>Management</td>
<td>Allows a user to manage OTCnet processes.</td>
</tr>
<tr>
<td>Manage Check Processing</td>
<td>Allows a user to manage terminal configuration and forms.</td>
</tr>
<tr>
<td>Manage Card Processing</td>
<td>Allows a user to manage terminal configuration.</td>
</tr>
<tr>
<td>Manage Centralized Deployment</td>
<td>Allows users access to the following: Release Configuration, Edit Release and Download Release.</td>
</tr>
<tr>
<td>Audit</td>
<td>Allows a user to review the audit log history.</td>
</tr>
<tr>
<td>Utilities</td>
<td>Allows a user to review batch utilities, including Batch Recreate and Batch Repair.</td>
</tr>
</tbody>
</table>

The Administration tab is shown in Figure 16. Depending on your user role, you may not see all functionality shown in the image.

Figure 16. Administration Tab
OTCnet Online Reports Tab Functionality

To access the OTCnet Reports functionality, log in with your User ID and password. Table 6 provides a list of the Reports functions that are available to you. Depending on your user role, you are only authorized to view and download certain reports.

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit Processing Reports</td>
<td>Allows a user to view and download Business, Security and Administration reports.</td>
</tr>
<tr>
<td>Check Processing Reports</td>
<td>Allows a user to access Check Processing reports.</td>
</tr>
<tr>
<td>Historical Reports</td>
<td>Allows a user to query and download historical reports.</td>
</tr>
</tbody>
</table>

The Reports tab is shown in Figure 17. Depending on your user role, you may not see all functionality shown in the image.

Figure 17. Manage Reports
OTCnet Offline Administration Tab Functionality

To access the OTCnet Offline Administration functionality, log in with your User ID and password. Table 7 provides a list of the Administration functions available to you.

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage OTC Endpoints</td>
<td>Allows a user to select and download OTC Endpoints.</td>
</tr>
<tr>
<td>User Administration</td>
<td>Allows a user to download, update, and manage user profiles.</td>
</tr>
<tr>
<td>Manage Check Processing</td>
<td>Allows a user to manage terminal configuration and forms.</td>
</tr>
<tr>
<td>Audit</td>
<td>Allows a user to review the audit log history.</td>
</tr>
</tbody>
</table>

The Administration tab is shown in Figure 18. Depending on your user role, you may not see all functionality shown in the image.

Figure 18. OTCnet Offline Administration

Offline Application
OTCnet Offline Check Processing Functionality

To access the OTCnet Offline Check Processing functionality, log in with your User ID and password. Table 8 provides a list of the Check Processing functions available to you.

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Verification</td>
<td>Allows a user to select and download OTC Endpoints.</td>
</tr>
<tr>
<td>Batch Management</td>
<td>Allows a user to search, view, close, approve, upload and acknowledge a batch. A user may edit and void an item within a batch with the proper permission.</td>
</tr>
<tr>
<td>Check Scan</td>
<td>Allows a user to scan checks.</td>
</tr>
</tbody>
</table>

The Administration tab is shown in Figure 19. Depending on your user role, you may not see all functionality shown in the image.

Figure 19. OTCnet Offline Check Processing Descriptions
Summary

In this chapter, you learned:

- How to start and stop the OTCnet Local Bridge (OLB) application
- How to log in to OTCnet Online
- How to log in to OTCnet Offline
- How to access your User ID and reset your Password
- How to navigate the OTCnet Online/Offline home page
Chapter 3: Creating and Modifying Deposits

OTCnet Participant User Guide
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Glossary

Click this link to access the full OTCnet Glossary
Overview, Topics, and Audience

Overview

Welcome to Creating and Modifying Deposits. In this chapter, you will learn:

- The purpose of creating and modifying a deposit
- How to create a deposit for US Currency
- How to create a deposit for Foreign Currency Cash
- How to create a deposit for Foreign Check Items
- How to save a deposit as a draft
- How to submit a deposit for approval
- How to submit a deposit for confirmation
- How to modify a deposit

Topics

This chapter is organized by the following topics:

1. Purpose of Creating and Modifying a Deposit
2. Creating a Deposit and Confirming or Submitting for Approval
3. Modifying a Deposit

Audience

The intended audience for the Creating and Modifying Deposits Participant User Guide includes:

- Deposit Preparer
- Deposit Preparer and Deposit Approver
Topic 1 Purpose of Creating and Modifying a Deposit

The purpose of creating a deposit is to help you find the information needed quickly and easily to successfully complete deposits for your organization. The ability to modify those deposits ensures accurate deposits are made.

You may be assigned the Deposit Preparer role, the Deposit Approver role or both the Deposit Preparer and Deposit Approver roles.

As a Deposit Preparer, you can create deposits, save them as draft or save for approval, modify draft deposits and search for and view deposits.

As a Deposit Approver, you can submit (to your financial institution) or reject deposits saved for approval and to search for and view deposits.

As a Deposit Preparer and Deposit Approver, you have the ability to create deposits, submit deposits, modify draft deposits and search for and view deposits.

If your organization's Accounting Specialist has enforced separation of duties, you are not allowed to submit a deposit that you have created. A separation of duties means that a user does not have the ability to create and submit a deposit in OTCnet. This is enforced to ensure checks and balances.

Depending on your deposit status, role, and if there is an enforced separation of duties, you have certain deposit-processing options available to you (see Table 1).

**Table 1. Deposit Processing Options Based on User Roles and Processing Option When Current Deposit Status is Draft**

<table>
<thead>
<tr>
<th>Option</th>
<th>Deposit Preparer Without Separation of Duties Enforced</th>
<th>Deposit Preparer/Deposit Approver (user assigned both roles) Without Separation of Duties Enforced</th>
<th>Deposit Preparer/Deposit Approver With Separation of Duties Enforced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Save As Draft</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Save For Approval</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Submit</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Edit (Modify)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

1 assuming that this user created a deposit
2 assuming that a deposit has been created by another user
Table 2. Deposit Processing Options Based on User Roles and Processing Option When Current Deposit Status is AWAP

<table>
<thead>
<tr>
<th>Option</th>
<th>Deposit Preparer Without Separation of Duties Enforced</th>
<th>Deposit Approver Without Separation of Duties Enforced</th>
<th>Deposit Preparer/Deposit Approver (user assigned both roles) Without Separation of Duties Enforced</th>
<th>Deposit Preparer With Separation of Duties Enforced</th>
<th>Deposit Approver With Separation of Duties Enforced</th>
<th>Deposit Preparer/Deposit Approver (user assigned both roles) With Separation of Duties Enforced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No(^1)/ Yes(^2)</td>
</tr>
</tbody>
</table>

1 assuming that this user created a deposit
2 assuming that a deposit has been created by another user
Topic 2 Creating a Deposit and Confirming or Submitting for Approval

As a Deposit Preparer or Deposit Preparer and Approver you authorized to create deposits and modify deposits for:

- US Currency
- Foreign Currency Cash
- Foreign Check Item

Create a Deposit for US Currency

To create a deposit for U.S. currency, use the US Currency function to create a deposit for US cash, coins, checks, and money orders. Select your endpoint and your Deposit Information (deposit total and voucher date), Financial Institution Information, and Agency Information. Depending on your role, deposit status, and if there is an enforced separation of duties, you may have only certain processing options available to you.

Select an Accounting Code or Treasury Account Symbol (TAS), and enter the Amount. The combined accounting code subtotals must be equal to the deposit total before proceeding to the next step. Verify your deposit information and submit the deposit.
Create a Deposit for U.S. Currency

To create a deposit for US Currency, complete the following steps:

1. From the **Deposit Processing** tab, select **Create Deposit>US Currency**. The **Select OTC Endpoint** page appears.

   **Application Tip**

   For data security a message displays discouraging users from entering Personally Identifiable Information (PII) in user Defined Fields (UDFs).

2. Select an OTC Endpoint to create a deposit. The **Step 1 of 3: Define Deposit Preparation Information** page appears.

3. Enter the information relevant to preparing the deposit.

   **Application Tip**

   **Under Deposit Information:**
   - Enter the **Deposit Total**
   - Select the **Voucher Date**

   **Application Tips**

   - When creating an OTCnet deposit ticket or deposit voucher, enter the **Voucher Date** for when the **deposit is created**, not the date you expect it to arrive to the Financial Institution.
   - **Do not post-date the voucher date, even if you mail or send the deposit by courier.**
   - If the deposit arrives before the date entered on the voucher, your Financial Institution cannot confirm your deposit in a timely fashion.

   - Select the **Fiscal Year**, *optional*

   **Under Financial Institution Information**

   - Select a **Financial Institution**
Chapter 3: Creating and Modifying Deposits

Under **Agency Information, optional**
- Enter comments in **Agency Use (Block 6)**
- Enter the dates the receipts are processed in **From:** and **To:**
- Enter the name of the **Alternate Agency Contact**
- Enter the **User Defined Field (UDF)** details

**Application Tip**

When completing the **Alternate Agency Contact** field, include the following:
- Name
- Email Address
- Phone Number

The entry cannot exceed 400 characters

Under **Currency Denomination, if applicable**
- Enter the **Paper Currency Count**
- Enter the **Coin Currency Count**

Under **Totals, if applicable**
- Enter the **Checks and Money Orders Subtotal**
- Enter the **Currency Subtotal**
- Enter the **Coin Currency Subtotal**
- Click **Calculate $** to determine the Deposit Variance.

**Application Tip**

The Deposit Variance must equal $0.00 before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

4. Click **Next**. The Step 2 of 3: Define Subtotals by Accounting Code or TAS page appears as shown in Figure 1.
5. Select an **Agency Accounting Code**, enter the **Amount**, and click **Add** for each subtotal of the deposit.

### Application Tips

- If the **Agency Accounting Code** label has been customized at the organization level, the custom label displays instead of the default label of **Agency Accounting Code**
- At least one accounting code entry is required. Additional lines are optional
- The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries

### Application Tip

Accounting codes are listed in the drop-down menu:

- If they **are not** identified as TAS
  - or
- If they **are** identified as TAS and designated by SAM as “Valid”

Accounting codes are not listed in the drop-down menu if they are identified as TAS and are in the process of being validated by SAM.

If no accounting codes are listed, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

6. Click **Next**. The **Step 3 of 3: Review Deposit Preparation Information** page appears.

7. Verify the deposit information and click **Save as Draft**, **Save for Approval**, or **Submit**.
**Application Tips**

- Click **Save as Draft** an Acknowledgement page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with Draft status.
- Click **Save for Approval** an Acknowledgement page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with Awaiting Approval status.
- Click **Submit** a Confirmation page appears showing the deposit information detail. The OTCnet deposit ticket will also generate at that time.

**Additional Buttons**

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Edit** to modify the deposit draft. (Visible if a user has Deposit Preparer privileges.)
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Update** to remove any accounting code subtotal date from the accounting code subtotal summary table.
Create a Deposit for Foreign Currency Cash

To create a deposit for foreign currency cash, select the endpoint where you need to make a Foreign Currency Cash deposit and define the relevant deposit preparation information. You will receive the “Currency conversion service is not available” message if the conversion service is not available.

Define your subtotals by Accounting Code or Treasury Account Symbol (TAS), enter your Amount and Add the deposit. Verify your deposit information is correct and save or submit it.
Create a Deposit for Foreign Currency Cash

To create a deposit for Foreign Currency Cash, complete the following steps:

1. From the Deposit Processing tab, select Create Deposit>Foreign Currency Cash.
2. From the Select OTC Endpoint page, select an OTC Endpoint. The Step 1 of 3: Define Deposit Preparation Information page displays.
3. Enter the deposit preparation information. The Step 2 of 3: Define Subtotals by Accounting Code or TAS page appears.

Application Tip

For data security, a message displays discouraging users from entering Personally Identifiable Information (PII) in User Defined Fields (UDFs).

If the currency conversion service is not available, “Currency conversion service is not available” is displayed on the page. If you receive this message you may continue preparing your deposit by completing the steps in section A below and clicking Next. If you do not receive the message indicating the service is unavailable follow the steps in section B.

A. Currency conversion service is not available:

- Enter the Deposit Total (USE Dollars) in US Equivalent dollars, Currency Code, Foreign Currency Amount and Transaction ID.
- (Optional) Under Agency Information: enter comments in Agency Use (Block 6), enter the From and To dates of the receipts processed, select the Fiscal Year, enter the Alternate Agency Contact, and, if applicable, enter the User Defined Field details.
- Click Next.

B. Currency conversion service is available:

- Select the Currency Code, enter the Foreign Currency Amount and select a Financial Institution.
- (Optional) Under Agency Information: enter comments in Agency Use (Block 6), enter the From and To dates of the receipts processed, select the Fiscal Year, enter the Alternate Agency Contact, and, if applicable, enter the User Defined Field details.
- Click Next.
When completing the Alternate Agency Contact field, include the following:

- Name
- Email address
- Phone Number

The entry cannot exceed 400 characters.

4. Select an Accounting Code or Treasury Account Symbol (TAS), enter the Amount, and click Add for each subtotal of the deposit as shown in Figure 2.

Figure 2. Step 2 of 3: Define Subtotals by Accounting Code or TAS

Application Tips

- If the Agency Accounting Code label is customized at the organization level, the custom label is displayed, instead of the default label of “Agency Accounting Code.”
- At least one accounting code entry is required. Additional entries are optional.
- The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it is not, re-validate your subtotal entries.
Accounting codes are listed in the drop-down menu:

- If they are not identified as TAS or
- If they are identified as TAS and designated by SAM as Valid

Accounting codes are not listed in the drop-down menu if they are identified as TAS and are in the process of being validated by SAM.

If no accounting codes are listed, contact your Accounting Specialist or Local Accounting Specialist for assistance.


6. Verify the deposit information is correct and click Save as Draft, Save for Approval, or Submit.

Application Tips

- Click Save as Draft an Acknowledgement page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with Draft status.
- Click Save for Approval an Acknowledgement page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with Awaiting Approval status.
- Click Submit a Confirmation page appears showing the deposit information detail. Your OTCnet deposit ticket generates at that time.

The Deposit Ticket and Foreign Currency Cash—send immediately to Bank of America:

- For foreign currency cash under $5,000 USD value mail to:
  Bank of America GBN-LA
  Mail Code: CA9-924-01-11
  2706 Media Center Drive
  Los Angeles, CA 90065-1733

- For foreign currency cash over $5,000 USD value:
  Call Bank of America's banknote trading desk number (800-387-1012) for an armored courier pick up.

- For foreign checks:
  All foreign exchange check deposits for Clearing—send to the following mailing address:

    Bank of America
    Attn: Foreign Transit Items
    GA 4-004-02-02
    6000 Feldwood Rd
    College Park, GA 30349
Foreign exchange check deposits for Clearing:

- Checks drawn on foreign banks and made payable in foreign currency, and where the name of the Country of Deposit is listed in the dropdown within OTCnet are processed in OTCnet as foreign check items.
- Checks drawn on foreign banks and made payable in US Dollars are processed in OTCnet as foreign check items and users should select 'Other' for the Country of Deposit.
- These items are treated as cash letter items. Cash letter items are immediately cleared and granted provisional credit within two business days, following the day the financial agent receives the check. A separate deposit must be created for each type of foreign currency.
  - All foreign exchange check deposits for Collections** should be sent to the following address:

    Bank of America  
    Attn: Foreign Collections  
    Mail Code: TX1-160-06-18  
    1950 N Stemmons Fwy Ste. 6001  
    Dallas, TX 75207

Foreign exchange check deposits for Collections:

- Checks drawn on foreign banks and made payable in foreign currency, and where the name of the Country of Deposit is not listed in the dropdown within OTCnet, is treated as collection items. Users should select ‘Other’ for items where the Country of Deposit is not listed.
  - Collection items are forwarded to the foreign banks where the checks are drawn on for clearance, prior to credit being granted. This collection process takes approximately six to eight weeks to complete.

**Additional Buttons**

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Update** to remove any accounting code subtotal date from the accounting code subtotal summary table.
Create a Deposit for a Foreign Check Item

To create a deposit ticket for foreign checks only, use **Foreign Check Item**. You are asked to enter your deposit preparation information. Select an **Agency Accounting Code** and enter the **Amount**. Review your deposit information and save or submit it.
Create a Deposit for a Foreign Check Item

To create a deposit for a Foreign Check Item, complete the following steps:

1. From the Deposit Processing tab, select Create Deposit>Foreign Check Item. The Select OTC Endpoint page appears.
2. Select an OTC Endpoint to create a deposit. The Step 1 of 3: Define Deposit Preparation Information page appears.
3. Enter the information to prepare the deposit and click Next. The Step 2 of 3: Define Subtotals by Accounting Code or TAS page appears.

Application Tip

For data security, a message displays discouraging users from entering Personally Identifiable Information (PII) in User Defined Fields (UDFs).

Under Deposit Information:

- Select the Country of Deposit
  
  If the name of the country of deposit is not listed, select “Other”. Once the Country of Deposit is selected the currency code for the selected country is displayed automatically in the Currency Code field.
  
  - For a check drawn on a Singaporean bank and stamped “Non-transferable,” you must set the Country of Deposit to “Other”.
  
  - For a check drawn on an Italian bank that is greater than $1,000.00, ensure the face of the check bears the wording “Non Transferable” and that it has been endorsed by the payee.

- Enter the Foreign Currency Amount

Under Financial Institution Information:

- Select a Financial Institution

(Optional) Under Agency Information:

- Enter comments in Agency Use (Block 6)
- Enter or select the From: and To: dates the receipts were processed
- Select the Fiscal Year from the drop-down menu
- Enter the name of the Alternate Agency Contact
Chapter 3: Creating and Modifying Deposits

Application Tip

When completing the Alternate Agency Contact field, including the following:

- Name
- Email Address
- Phone Number

The entry cannot exceed 400 characters.

4. Select an Accounting Code or Treasury Account Symbol (TAS), enter the Amount, and click Add for each subtotal of the deposit (at least one accounting code entry is required).

Application Tips

- If the Agency Accounting Code label is customized at the organization level, the custom label is displayed instead of the default label of Agency Accounting Code.
- If the Country of Deposit selected in Step 1 was set to Other, amounts are displayed in foreign currency values. Otherwise, if a country name was selected, amounts are displayed in US Equivalent (USE) dollar values.
- The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, re-validate the subtotal entries.

Application Tip

Accounting codes are listed in the Agency Accounting Code drop-down menu:

- If they are not identified as TAS or
- If they are identified as TAS and designated by SAM as Valid

Accounting codes are not listed in the drop-down menu if they are identified as TAS and are in the process of being validated by SAM.

If no accounting codes are listed, contact your Accounting Specialist or Local Accounting Specialist for assistance.

5. Click Next. The Step 3 of 3: Review Deposit Preparation Information page appears as shown in Figure 3.
Figure 3. Step 2 of 3: Define Subtotals by Accounting Code or TAS for Foreign Check Item in which Country of Deposit was Set to a Country Name

6. Verify the deposit information is correct. Click **Save as Draft**, **Save for Approval**, or **Submit**.

**Application Tips**

- The processing options available to each user depends on your system role, the status of the deposit and the system settings that enforce the separation of duties.
- Click **Save as Draft** an Acknowledgement page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with Draft status.
- Click **Save for Approval** an Acknowledgement page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with Awaiting Approval status.
- Click **Submit** a Confirmation page appears showing the deposit information detail. Your OTCnet deposit ticket generates at that time.

- Mail or send the **Deposit Ticket**, together with Foreign Currency Cash, immediately to Bank of America:
  - For **foreign currency cash under $5,000 USD** value mail to:
    Bank of America GBN-LA
    Mail Code: CA9-924-01-11
    2706 Media Center Drive
    Los Angeles, CA 90065-1733
  - For **foreign currency cash over $5,000 USD** value:
    Call Bank of America's banknote trading desk number (800-387-1012) for an armored courier pick up.
• For foreign checks:
  - All foreign exchange check deposits for Clearing should be sent to the following mailing address:
    Bank of America
    Attn: Foreign Transit Items
    GA 4-004-02-02
    6000 Feldwood Rd
    College Park, GA 30349

Foreign exchange check deposits for Clearing information is as follows:

• Checks drawn on foreign banks and made payable in foreign currency, and where the name of the Country of Deposit is listed in the dropdown within OTCnet are processed in OTCnet as foreign check items.

• Checks drawn on foreign banks and made payable in US Dollars are processed in OTCnet as foreign check items and users should select ‘Other’ for the Country of Deposit.

• These items are treated as cash letter items. Cash letter items are immediately cleared and granted provisional credit within two business days, following the day the financial agent receives the check. A separate deposit must be created for each type of foreign currency.

  - All foreign exchange check deposits for Collections** should be sent to the following address:
    Bank of America
    Attn: Foreign Collections
    Mail Code: TX1-160-06-18
    1950 N Stemmons Fwy Ste. 6001
    Dallas, TX 75207

Foreign exchange check deposits for Collections information is as follows:

• Checks drawn on foreign banks and made payable in foreign currency, and where the name of the Country of Deposit is not listed in the dropdown within OTCnet, are treated as collection items. Users should select ‘Other’ for items where the Country of Deposit is not listed. Collection items are forwarded to the foreign banks where the checks are drawn on for clearance, prior to credit being granted. This collection process takes approximately six to eight weeks to complete.
Deposit Processing

Chapter 3: Creating and Modifying Deposits

Application Tip

The processing options available to each user depends on their system role, the status of the deposit and the system settings that enforce the separation of duties.

Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Update** to remove any accounting code subtotal date from the accounting code subtotal summary table.
**Topic 3 How to Modify a Deposit**

A **Deposit Preparer**, or **Deposit Preparer** and **Approver**, is authorized to create deposits and modify deposits for:

- US Currency
- Foreign Currency Cash
- Foreign Check Item

The modify deposit’s function allows you to modify the deposit preparation information required to properly account for, track and direct the deposit transaction. Deposit preparation information can be modified if a deposit’s status is **Save As Draft**. Changing the endpoint of a deposit requires that the deposit be deleted and a new one be created.

**Modify a Deposit**

To retrieve a deposit for modification, select your deposits in process and click the **Voucher** number of the deposit you would like to view. You can edit your deposit, update the deposit preparation information and update the subtotals by **Accounting Code** or **Treasury Account Symbol (TAS)**. Verify your deposit information is correct and either save or submit the deposit.
Modify a Deposit

To modify a deposit, complete the following steps:

1. From the Deposit Processing tab, click View Deposits. The View Deposits page appears.

   Application Tip
   
   You can also select Search Deposits to locate deposits.

2. From the Select Display drop-down menu, select My Deposits in Process.

3. Click the Voucher number of the deposit you would like to view from the list displayed.

   Application Tip
   
   To modify the number of records displayed per page, select from the drop-down menu options next to the record count.
4. The *View Draft Deposit* page appears. Click **Edit** as shown in Figure 4.

**Figure 4. Edit Draft Deposit**
5. The View Submitted Deposit page appears. Click **Edit**. The Step 1 of 3: The Update Deposit Preparation Information page appears as shown in Figure 5.

**Figure 5. 1 of 3: Update Deposit Preparation Information for Foreign Currency Cash**
6. Update the deposit preparation information for the type of currency for the deposit, per the instructions provided below, and click **Next**. The Step 2 of 3: Update Subtotals by Accounting Code or TAS page appears.

<table>
<thead>
<tr>
<th>For US Currency</th>
<th>For Foreign Currency Cash</th>
<th>For Foreign Check Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deposit Information:</strong></td>
<td><strong>Foreign Currency Information:</strong></td>
<td><strong>Foreign Currency Information:</strong></td>
</tr>
<tr>
<td>• Enter the Deposit Total</td>
<td>• Select the Currency Code</td>
<td>• Select the Country of Deposit</td>
</tr>
<tr>
<td>• Select the Voucher Date</td>
<td>• Enter the Foreign Currency Amount</td>
<td>• Enter the Foreign Currency Amount</td>
</tr>
<tr>
<td>• Select the Fiscal Year, <em>optional</em></td>
<td>• Agency Information, <em>(optional)</em>:</td>
<td>• Agency Information, <em>(optional)</em>:</td>
</tr>
<tr>
<td></td>
<td>• Enter comments in Agency Use (Block 6)</td>
<td>• Enter comments in Agency Use (Block 6)</td>
</tr>
<tr>
<td></td>
<td>• Enter the date the From: and To: dates the receipts were processed</td>
<td>• Enter the date the From: and To: dates the receipts were processed</td>
</tr>
<tr>
<td></td>
<td>• Enter the name, email address, and phone number of the Alternate Agency Contact</td>
<td>• Enter the name, email address, and phone number of the Alternate Agency Contact</td>
</tr>
<tr>
<td></td>
<td>• Enter the User Defined Field details</td>
<td>• Enter the User Defined Field details</td>
</tr>
<tr>
<td>*<em>Currency Denomination, <em>(if applicable):</em></em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Enter the Paper Currency Count</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Enter the Coin Currency Count</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*<em>Totals, <em>(if applicable):</em></em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Enter the Checks and Money Orders Subtotal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Click Calculate $ to determine the Deposit Variance. The Deposit Variance must equal $0.00 before proceeding to the next step. If it does not, you must go back and re-check your subtotal entries.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Update the subtotals by **Accounting Code** or **Treasury Account Symbol (TAS)** and click **Add**. The combined accounting code subtotals must be equal to the deposit total before proceeding to the next step. If it does not, re-validate the subtotal entries. The Step 3 of 3: Review Deposit Preparation Information page appears.
Application Tips

- If the Agency Accounting Code label is customized at the organization level, the custom label is displayed instead of the default label of **Agency Accounting Code**.
- If the **Country of Deposit** selected in Step 1 was **Other**, amounts are displayed as foreign currency values. Otherwise, if a country name was selected, amounts are displayed as US Equivalent (USE) dollar values.

Application Tip

Accounting codes are listed in the **Agency Accounting Code** drop-down menu:

- If they are not identified as TAS or
- If they are identified as TAS and designated by SAM as “Valid”

Accounting codes are not listed in the drop-down menu if they are identified as TAS and are in the process of being validated by SAM.

If no accounting codes are listed, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

8. Verify the deposit information and click **Save as Draft**, **Save for Approval** or **Submit**.

Application Tips

- Click **Delete** an Acknowledgment page appears stating the Voucher Number has been deleted.
- Click **Save as Draft** or **Save for Approval** an Acknowledgement page appears showing the Voucher Number.
- Click **Submit** a Confirmation page appears.

Additional Button

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

In this chapter, you learned:

- The purpose of creating and modifying a deposit
- How to create a deposit for US Currency
- How to create a deposit for Foreign Currency Cash
- How to create a deposit for Foreign Check Item
- How to save a deposit as a draft
- How to submit a deposit for approval
- How to submit a deposit for confirmation
- How to modify a deposit
Chapter 4: Searching for Deposits

OTCnet Participant User Guide
Chapter 4: Searching for Deposits

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  Audience ................................................................................................... 1

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Glossary

Click this Link to access the full OTCnet Glossary
Overview, Topics, and Audience

Overview
In this chapter, you will learn:
- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file

Topics
This chapter is organized by the following topics:
1. Searching for Deposits
2. Downloading Deposit Information

Audience
The intended audience for Search for Deposits Participant User Guide includes:
- Deposit Preparer
- Deposit Approver
- Deposit Confirmer
- Viewer
Topic 1 Searching for Deposits

As a Deposit Preparer, Deposit Approver, Deposit Preparer and Approver, Deposit Confirmer, or Viewer, you are authorized to search for a deposit voucher and download and save the searched deposit voucher(s) as an XML or CSV file.

To search for a deposit, select the Search Deposits function. The Search Deposits function enables you to search for a deposit voucher using one or more criteria. If you do not specify any criteria, the search results will include all deposits in the system that you have access to view. You can run additional searches; the Search Results table that appears is cleared and re-populated with the results of the new search. See Table 1 for search criteria fields.

<table>
<thead>
<tr>
<th>Table 1. Search Criteria Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search Criteria Groupings</strong></td>
</tr>
<tr>
<td>Search Conditions</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
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<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Voucher Date</td>
</tr>
<tr>
<td>Deposit Date</td>
</tr>
<tr>
<td>Deposit Total</td>
</tr>
<tr>
<td>Financial Institution Information</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Under the Search Deposits function, if you run a search without specifying any criteria, the search results include all deposits in the system that you have access to view (see Table 2).

<table>
<thead>
<tr>
<th>Table 2. Search Results Deposit Statuses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deposit Status</strong></td>
</tr>
<tr>
<td>Draft</td>
</tr>
<tr>
<td>Awaiting Approval</td>
</tr>
<tr>
<td>Submitted</td>
</tr>
<tr>
<td>Confirmed</td>
</tr>
<tr>
<td>Rejected</td>
</tr>
</tbody>
</table>
Search for a Deposit

To search for a deposit, complete the following steps:

1. From the Deposit Processing tab, click Search Deposit. The Search Deposit page appears.

2. Enter the search criteria for the deposit you would like to view and click Search. The Search Results table appears.

Under Search Conditions, *optional*

- Select the *Organization*
- Select the *OTC Endpoint*
- Enter the *ALC (Agency Location Code)*
- Enter *Prepared by* details
- Enter the *Voucher #*
- Select the *Deposit Status*
- Enter *Agency Use (Block 6)* details
- Select the *Deposit Type*
- Enter the From and To Voucher Date
- Enter the From and To Deposit Date
- Enter the From and To Deposit Total

**Application Tip**

Voucher From date must be five years or less from the current date. Vouchers more than five years old are viewed from the Historical Reports menu.

Under *Financial Institution Information, optional*

- Enter the *RTN (Routing Transit Number)*
- Enter the *DDA (Demand Deposit Account)*
- Enter the *CAN (CA$HLINK II Account Number)*
- Enter the *FRB Account Key (Federal Reserve Bank Account Key)*
- Enter the *FRB CCWU (Federal Reserve Bank Cost Center Work Unit)*

Under *User Defined Field Information, if applicable, optional*

- Enter the *Deposit UDF (User Defined Fields)*
- Enter the *Accounting Subtotal UDF details*
Application Tips

- User Defined Fields (UDFs) only display to users who have access to an organization that has previously defined UDFs.
- UDFs appear at the bottom of the page.
- Up to three UDFs can be displayed for Deposit and two for Accounting Subtotal.

3. Click the **Voucher Number** of the deposit whose details you would like to view as shown in Figure 1.

![Figure 1. Search Results Table](image)

<table>
<thead>
<tr>
<th>Voucher</th>
<th>Status</th>
<th>Date Submitted</th>
<th>Date Confirmed</th>
<th>Endpoint</th>
<th>ALC</th>
<th>Adj. Deposit Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>600362</td>
<td>DRAFT</td>
<td></td>
<td></td>
<td>FHI</td>
<td>200924000</td>
<td>$200.00</td>
</tr>
<tr>
<td>600304</td>
<td>DRAFT</td>
<td>L2 FOCash</td>
<td></td>
<td></td>
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</table>

Application Tips

- Deposit totals are not displayed for unconfirmed foreign check items for which Other was selected as the country of deposit during deposit creation.
- Click **Download** to save the search deposit results as an XML or CSV file.

Additional Buttons

- Click **Edit** to modify the deposit draft. (Visible if a user has Deposit Preparer privileges.)
- Click **Previous** to return to the previous page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher events.
Topic 2 Downloading Deposit Information

After searching for your deposit, you can download the retrieved information. To download the results of a deposit, first use the Search Deposits function.

To download search results, enter the optional search criteria for the deposit you would like to view and click Search. Search criteria under Search Conditions, including Voucher, Status, Date Submitted, Date Confirmed, OTC Endpoint, ALC, Adj., and Deposit Total.

Search criteria under Financial Institution Information and enter User Defined Field Information details.

You can also download your results by selecting the XML file or CSV file format. Check the desired attributes that you want to download for Deposit Information, Financial Institution Information, Agency Information, Accounting Subtotals and User Defined Data, and Foreign Deposit Information. Open or save your file.
Download Search Results for a Deposit

To download the search results for a deposit, complete the following steps:

1. Click **Download** from the Search Results table. The **Download Deposits** page appears as shown in Figure 2.

![Download Button](image)

**Figure 2. Download Button**

- The Search Results table does not display Deposit Total values for unconfirmed Foreign Check Item deposits associated with a Country of Deposit selection of Other.

2. Select **XML file** or **CSV file** as the file format.

3. Check the desired attributes that you want to download for the following:
   - Deposit Information
   - Financial Institution Information
   - Agency Information
   - Accounting Subtotals and User Defined Data
   - Foreign Deposit Information

4. Click **Submit** as shown in Figure 3. The File Download dialog box appears.
Figure 3. Download Attributes Selection
5. Click **Open** or **Save**.

### Application Tips

- Click **Open** and the content of the file displays.
- Click **Save** to choose the location where you want to save the file.

### Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Download** to download the search results.
- Click **Previous** to return to the previous page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Search** to display the deposits that match the search criteria.
- Click **Return Home** to return to the OTCnet Home Page.
Summary

In this chapter, you learned:

- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file.
Chapter 5. Approving Deposits or Returning Deposits to Draft
Overview, Topics, and Audience

Overview
Welcome to Approving Deposits or Returning Deposits to Draft. In this chapter, you will learn:

- The purpose of approving a deposit or returning a deposit to draft
- How to approve deposits
- How to return a deposit to draft

Topics
This chapter is organized by the following topics:
1. Purpose of Approving Deposits or Returning a Deposit to Draft
2. Approving Deposits
3. Returning Deposits to Draft

Audience
The intended audience for the Approving Deposits or Returning Deposits to Draft Participant User Guide includes:

- Deposit Approver
- Deposit Preparer and Deposit Approver
An organization may find it necessary to enforce a separation of duties, where a designated user is responsible for approving deposits that were already prepared. When a deposit is approved, it is sent to your Financial Institution for confirmation. You cannot modify a deposit after it is approved (submitted) and awaiting confirmation from your Financial Institution.

You may be assigned the **Deposit Approver** role, or both the **Deposit Preparer** and **Deposit Approver** roles. As a **Deposit Approver**, you are authorized to approve (submit) or return a deposit to draft status. Only deposits that are saved with an **Awaiting Approval (AWAP)** status can be approved (submitted) or returned to draft status.

When a deposit is returned to **Draft** status, a **Deposit Preparer** modifies and resubmits the deposit. The deposit is returned to **Draft** status if information is found to be inaccurate (e.g., incorrect currency denominations, incorrect total deposit, etc.) See Figure 1 for the process flow when approving deposits or returning a deposit to draft status.

**Figure 1: Approving Deposits or Returning a Deposit to Draft**
Topic 2 Approving Deposits

As a **Deposit Preparer** and **Deposit Approver without an enforced separation of duties**, you have the ability to approve (submit) a deposit.

As a **Deposit Preparer** and **Deposit Approver with an enforced separation of duties**, you have the ability to approve (submit) a deposit if the deposit was created by another user.

To approve (submit) a deposit, the deposit must be saved with **AWAP** status. To locate deposits with **AWAP** status, use the **View Deposits** function. After locating the deposit, you can approve (submit) the deposit for confirmation by your financial Institution.

To approve a deposit, either search your deposits or view deposits. Select your deposits in process and your voucher number. The other items displayed are **Status**, **Date Submitted**, **Voucher Date**, **OTC Endpoint**, **ALC** and **Deposit Total**. Review your details and submit them to process the deposit awaiting approval.
Topic 3 Returning Deposits to Draft

As a **Deposit Preparer** and **Deposit Approver** without an enforced separation of duties, you have the ability to return a deposit to **Draft** status.

As a **Deposit Preparer** and **Deposit Approver with an enforced separation of duties**, you have the ability to return a deposit to **Draft** status, if another user created the deposit. Return a deposit to **Draft** status when inaccuracies appear on the deposit ticket.

As a **Deposit Preparer**, you can modify and resubmit deposits returned to Draft status. To return a deposit to draft, the deposit must first have **AWAP** status. To locate deposits with **AWAP** status, use the **View Deposits** function. After you locate the deposit, return it to **Draft** status.

To return a deposit to draft, click either **View Deposits** or **Search Deposits** to locate deposits. Select **My Deposits in Process**. Select your **Voucher Number**. Review the deposit details, e.g., **Voucher Type**, **Voucher #**, **Voucher Date**, **Fiscal Year**, **OTC Endpoint**, **ALC**, **Status**, **Submitted Time/Date**, **Submitted By**, **Checks & Money Order Subtotal**, **Currency Subtotal**, **Deposit Total**, **Currency Denominations**, **Financial Institution Information**, **Agency Information** and **Subtotals by Accounting Code**. Review the details and return to draft.
Chapter 5. Approving Deposits or Returning Deposits to Draft

Approve or Return a Deposit to Draft

To approve a deposit or return a deposit to draft, complete the following steps:

1. From the Deposit Processing tab, click View Deposits. The View Deposits page appears.

   Application Tip

   To locate deposits, you can also select Search Deposits.

2. From the Select Display drop-down menu, select My Deposits in Process.

3. Click the Voucher Number for the deposit details you want to process.

   Application Tips

   - There are two sections on the View Deposits page. The My Deposits in Process section displays your current deposits.
   - The Deposit Transactions section displays your deposit history.
   - Depending on your user role, the page displays deposits on the My Deposits in Process page.
   - For the Viewer only role, the My Deposits in Process does not appear.

4. Review the details and click Return to Draft, as shown in Figure 2 or Submit as shown in Figure 3 to process the deposit awaiting approval. The Confirmation page appears, confirming the deposit was submitted to your Financial Institution.
Figure 2. Return Deposit to Draft Status

View Deposit Awaiting Approval

Deposit Information

Voucher Type: US Currency
Voucher #: 968127
Voucher Date: 07/30/2014
Fiscal Year: 2014
OTC Endpoint: Lower Level 1
ALC: 00002099
Status: AWAP
Submitted Date / Time:
Submitted by:
Checks & Money Order Subtotal: $0.00
Currency Subtotal: $50.00
Deposit Total: $50.00

* Currency Denominations

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Financial Institution Information

Financial Institution Name And Address: Bank of America, Concord, CA
RTN: 021867400
DOA: 234567

Agency Information

Agency Name: Training Team Top Level-00002099
Agency Use (Block 6): To be approved
Alternate Agency Contact:
Receipts Processed Date: From: To:

Subtotals by Accounting Code

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< Previous Return To Draft Submit View Voucher Event Log
### Figure 3. Submit Deposit

#### View Deposit Awaiting Approval

**Deposit Information**
- Voucher Type: US Currency
- Voucher #: 9681.27
- Voucher Date: 07/30/2014
- Fiscal Year: 2014
- OTC Endpoint: Lower Level 1
- AUC: 000002099
- Status: AWAP
- Submitted Data / Time: 
- Submitted by: 
- Checks & Money Order Subtotal: $0.00
- Currency Subtotal: $50.00
- Deposit Total: $50.00

#### Currency Denominations

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#### Financial Institution Information

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#### Subtotals by Accounting Code

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Chapter 5. Approving Deposits or Returning Deposits to Draft

Application Tips

- Click **Return to Draft**—the deposit voucher returns to **Draft** status. A **Deposit Preparer** can modify the deposit.
- Click **Submit**. The deposit is submitted to your Financial Institution and the OTCnet Deposit Ticket displays, followed by the **Print** dialog box—it prompts you to print your deposit ticket.
- Ensure the deposit ticket is printed and included with the items sent to the bank for deposit.
- You cannot modify a deposit after it is submitted. Only a **Deposit Confirmer** from a Financial Institution can modify deposits by creating adjustments.

Additional Buttons

- Click **Adjust** to adjust a deposit.
- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Confirm** to confirm a deposit.
- Click **Next** to advance to the next page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit (visible if a user has **Deposit Confirmer** privileges).
- Click **View Voucher Event Log** to view the history of the deposit voucher.
Summary

In this chapter, you learned:

- The purpose of approving a deposit or returning a deposit to draft
- How to approve deposits
- How to return a deposit to draft
Chapter 6. Confirming, Rejecting and Adjusting Deposits
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Glossary

Click this link to access the full OTCnet Glossary.
Overview, Topics, and Audience

Overview
In this chapter, you will learn:

- The purpose of confirming or rejecting a deposit
- The criteria for confirming a deposit
- How to confirm a deposit
- How to reject a deposit
- How to create a credit/debit adjustment

Topics
1. Purpose of Confirming, Rejecting or Adjusting a Deposit
2. Confirming a Deposit
3. Rejecting a Deposit
4. Creating a Debit/Credit Adjustment

Audience
The intended audience for the Confirming, Rejecting or Adjusting Deposits chapter is:

- Deposit Confirmer
**Topic 1 Purpose of Confirming, Rejecting or Adjusting a Deposit**

After a **Deposit Approver** submits a deposit for confirmation, the **Deposit Confirmer** at the Financial Institution confirms, adjusts or rejects the deposit. Only deposits that are saved with a **Submitted** status by the agency’s **Deposit Approver** can be confirmed, rejected or adjusted. Review the process flow for confirming, rejecting, or adjusting a deposit as shown in Figure 1.

When confirming a deposit as a **Deposit Confirmer**, the deposit status is **Confirmed**. When rejecting a deposit, the deposit status is **Rejected**.

A **Deposit Confirmer** at a Financial Institution may reject deposits if there are duplicate voucher submissions, items missing, funds not received, etc. After a deposit is adjusted, it is searchable using the **Search Adjustments** or **Search Deposits** function.

**Figure 1. Confirming, Rejecting or Adjusting Deposits Process Flow**

- **Deposit Created** → **Yes** → **Submitted to Deposit Confirmer** → **Yes** → **Deposit Confirmed** → **End**
- **Deposit Confirmed** → **No** → **Deposit Rejected** → **Debit/Credit Adjustment**

**Confirm a Single Deposit or Multiple Deposits**
Confirm a Single Deposit

To confirm a single deposit, complete the following steps:

1. From the Deposit Processing tab, click View Deposits. The View Deposits page displays.

   Application Tip

   To locate deposits, you can also click Search Deposits.

2. From the Select Display drop-down menu, select My Deposits in Process.

3. Click the Voucher Number for the deposit whose details you want to process, as shown in Figure 2. The View Submitted Deposit page displays.

   Figure 2: View Deposits

4. Click Confirm. The Step 1 of 2: Define Information for Deposit Confirmation page displays.

5. Enter the deposit information and click Next, as shown in Figure 3. The Step 2 of 2: Review Information for Deposit Confirmation page displays.
US Currency Deposits (both cash and check)

- Enter the **Date of Deposit**
- Enter **Comments**, *if applicable and/or required*
- Enter the **CCWU (Cost Center Work Unit Number)**
- Enter the **1 Day Deferred**
- Enter the **2 Day Deferred**
Chapter 6. Confirming, Rejecting and Adjusting Deposits

**Application Tips**

- When confirming a deposit ticket, ensure you confirm the deposit on the date received. Due to transit times, Fiscal Service is aware that deposits may not be confirmed on the **Voucher Date** entered by the Agency. Fiscal Service can adjust the value of funds, if needed, to account for these discrepancies.
- The **CCWU, 1 Day Deferred**, and **2 Day Deferred** are for FRB deposits only.

**Foreign Currency Cash**

- Select the **CAN/ACCT Key (CA$HLINK II Account Number/Account Key)**
- Enter the **Date of Deposit**
- Enter **Comments, if applicable and/or required**

**Foreign Check Items**

- Enter the **Exchange Rate** under **Foreign Currency Information**
- Select the **CAN/ACCT Key (CA$HLINK II Account Number/Account Key)**
- Select the **Date of Deposit**
- Enter the **Deposit Total (USE) (US Dollar Equivalent)**
- Enter **Comments, if applicable and/or required**

**Application Tips**

- The **Date of Deposit** cannot be less than the FRB CA$HLINK process date. If the **Date of Deposit** is different from the **Voucher Date**, enter an explanation for the difference in the **Comments** box.
- When confirming a deposit ticket, ensure you confirm the deposit on the date received. Due to transit times, Fiscal Service is aware that deposits may not be confirmed on the **Voucher Date** entered by the Agency. Fiscal Service can adjust the value of funds, if needed, to account for these discrepancies.

6. Verify the information is correct and click **Submit**. Click **Edit** to modify the data entered. A **Confirmation** page displays stating that the deposit has been confirmed.
Additional Buttons

- Click **Adjust** to adjust a deposit.
- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Confirm** to confirm a deposit.
- Click **Edit** to return to the previous page.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit.
Confirm Multiple Deposits

To confirm multiple deposits simultaneously, complete the following steps:

1. From the **Deposit Processing** tab, click **View Deposits**. The **View Deposits** page displays.
2. From the Select Display drop-down menu, select **My Deposits in Process**.
3. Select the **Voucher Numbers** you want to confirm by checking the boxes under the **Confirm** column, as shown in Figure 4.

**Figure 4: View Deposits**

4. Click **Next**. The **Step 1 of 2: Confirm Deposits** page displays.
5. Enter the deposit information. Click **Next** as shown in Figure 5.

**Application Tip**

4. Click **Next**. The **Step 1 of 2: Confirm Deposits** page displays.
5. Enter the deposit information. Click **Next** as shown in Figure 5.
US Currency Deposits (checks and cash):

- Select the CAN/ACCT Key (CA$HLINK II Account Number/Account Key)
- Enter the CCWU (Cost Center Work Unit Number)
- Enter the 1 Day Deferred
- Enter the 2 Day Deferred

Foreign Currency Cash and Check Deposits:

- Select the Date of Deposit
- Select the CAN/ACCT Key (CA$HLINK II Account Number/Account Key)
- If Other was selected for Country of Deposit during deposit creation, enter Deposit Total (USE) and Exchange Rate.

Application Tips

- When confirming a deposit ticket, ensure you confirm the deposit on the date received. Due to transit times, Fiscal Service is aware that deposits may not be confirmed on the Voucher Date entered by the Agency. Fiscal Service can adjust the value of funds, if needed, to account for these discrepancies.
- The Date of Deposit must equal the Voucher Date.
- To use the same date for all deposits listed, click the Copy Down hyperlink in the Date of Deposit column.
- To use the same CAN or Account Key used for all deposits listed, click the Copy Down hyperlink in the CAN/ Acct Key column.
- To remove vouchers from the group being confirmed, select the Voucher Numbers you wish to remove by checking the boxes under the Remove column and click Update.

7. Verify the information is correct and click **Submit**.
8. A *Confirmation* page displays stating that the deposits are confirmed.

### Additional Buttons

- Click **Adjust** to adjust a deposit.
- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Confirm** to confirm a deposit.
- Click **Edit** to return to the previous page.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit.
- Click **Update** to remove the selected voucher(s) that are being confirmed.
Topic 3 Rejecting Deposits

To reject a deposit, it must have a Submitted status. To locate a deposit with a Submitted status, use the View Deposits or Search Deposits function. After locating the deposit, you can reject the deposit preparation information. Once a deposit is rejected, it is saved with a Rejected status.

Only deposits saved with a Submitted status by the agency’s Deposit Approver can be confirmed, rejected, or adjusted. As a best practice, Fiscal Service recommends that the Deposit Confirmer confirms, adjusts or rejects deposits as part of their daily activities. In addition, it is recommended that all deposits (except those issued from foreign checks) are confirmed no later than 30 days from the Voucher Date.
Reject a Deposit

To reject a deposit, complete the following steps:

1. From the **Deposit Processing** tab, click **View Deposits**. The **View Deposits** page displays.

   **Application Tip**

   To locate deposits, you can also select **Search Deposits** and click the **Voucher Number** of the deposit you would like to continue processing.

2. From the **Select Display** drop-down menu, select **My Deposits in Process**.

3. Click the **Voucher Number** of the deposit you would like to continue processing. The **View Submitted Deposit** page displays, as shown in Figure 6.

   **Figure 6: Reject Deposit**

4. Click **Reject**. The **Step 1 of 2: Define Information for Deposit Rejection** displays.
5. Enter Comments describing the reason you are rejecting the deposit, as shown in Figure 7.

Figure 7: Enter Rejection Comments


Application Tip

Deposit Total is not displayed on the Review Information for Deposit Rejection page for a foreign check deposit with Other selected for the country of deposit.

7. If the information is correct, click Submit. Click Edit to modify the comment.

8. A Confirmation page displays stating that the deposit is rejected.
Additional Buttons

- Click **Adjust** to adjust a deposit.
- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Confirm** to confirm a deposit.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
Topic 4. Adjusting Deposits

As a Deposit Confirmer, you are authorized to create a credit or debit adjustment for a deposit. Only US Currency and Foreign Currency Cash deposits with Submitted or Confirmed status can be credited or debited.

To locate a deposit with a Submitted or Confirmed status, use the View Deposits or Search Deposits function. After the deposit is located, the deposit preparation information can be adjusted. Once the adjustment is applied, the deposit status is saved with a Confirmed status and an asterisk appears in the Adj. (Adjustment) column of the Deposit Transactions table. After a deposit is adjusted, search for adjustments using the Search Adjustments or Search Deposits function.

Your Financial Institution may have internal business processes related to creating an adjustment for a credit or debit. Part of those practices may include contacting the agency if there is a discrepancy, prior to performing the adjustment.

A credit adjustment is applied when the voucher deposit total indicated exceeds the actual deposit voucher amount. A debit adjustment is applied when the voucher deposit total indicated is less than the actual deposit voucher amount.

As a best practice, Fiscal Service recommends that the Deposit Confirmer confirms, adjusts or rejects deposits as part of their daily activities. In addition, it is recommended that all deposits (except those issued from foreign checks) are confirmed no later than 30 days from the Voucher Date.

Create a Credit/Debit Adjustment

To create a credit/debit adjustment, select a deposit in process and the corresponding voucher number and define the deposit adjustment information.
Create a Credit/Debit Adjustment

To create a credit/debit adjustment, complete the following steps:

1. From the **Deposit Processing** tab, click **View Deposits**. The **View Deposits** page displays.

   **Application Tip**

   To locate deposits, you can also click **Search Deposits**.

2. From the **Select Display** drop-down menu, select **My Deposits in Process**.

3. Click the **Voucher Number** for the deposit whose details you want to process. The **View Submitted Deposit** page displays, as shown in Figure 8.

   **Figure 8: Adjust Deposit**

   ![Deposit Information](image-url)

   - **Deposit Information**
     - **Voucher Type**: Foreign Currency Cash
     - **Voucher #**: 968120
     - **Voucher Date**: 07/30/2014
     - **Fiscal Year**: 2014
     - **OTC Endpoint**: Lower Level 1
     - **ALC**: 00000000
     - **Status**: SUBMITTED
     - **Submitted Date / Time**: 07/30/2014 11:34:54 AM ET
     - **Submitted by**: dpa00001
     - **Deposit Total (USE)**: 82.93

   - **Foreign Currency Information**
     - **Currency Code**: AUSTRALIAN DOLLAR
     - **Foreign Currency Amount**: 100.00
     - **Client ID**: 0000001
     - **Branch ID**: CENTRAL
     - **Transaction ID**: 001146379
     - **Exchange Rate**: 0.8293

   - **Agency Information**
     - **Agency Name**: Training Team Top Level-00000000
     - **Agency Use (Block 6)**: Test
     - **Alternate Agency Contact**: Yes
     - **Receipts Processed Date**: Yes

   - **Subtotals by Accounting Code**
     - **TAS/Accounting Codes**
       - 1212 $ 82.93

   ![Previous | Reject | Adjust | Confirm | View Voucher Event Log]
4. Click Adjust. The Step 1 of 2: Define Information for Deposit Adjustment page displays.

**Application Tip**

You can only create adjustments for US Currency and Foreign Currency Cash deposits with Submitted or Confirmed status.

5. Enter the adjustment information and click Next.
   - Select the CAN/ACCT Key (CA$HLINK II Account Number/Account Key)
   - Enter the Date of Deposit
   - Enter Comments, if applicable and/or required
   - Enter the CCWU (Cost Center Work Unit Number)
   - Enter the 1 Day Deferred
   - Enter the 2 Day Deferred
   - Select Debit or Credit for Adjustment Type
   - Enter the Adjustment Amount
   - Select the Adjustment Reason
   - Enter Adjustment Comments

**Application Tips**

- The CCWU, 1 Day Deferred Amount, and 2 Day Deferred Amount are for FRB deposits only.
- Adjustment Comments are required if the reason is Other.

6. The Step 2 of 2: Review Information for Deposit Adjustment page displays. Verify the information is correct and click Submit. Click Edit, to modify the adjustment information and review the information again.

7. A Confirmation page displays stating the deposit was adjusted.
Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Confirm** to confirm a deposit.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit.
Summary

In this chapter, you learned:

- The purpose of confirming or rejecting a deposit
- The criteria for confirming a deposit
- How to confirm a deposit
- How to reject a deposit
- How to create a credit/ debit adjustment
Chapter 7. Managing Adjustments

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Glossary

Click this link to access the full OTCnet Glossary.
Overview, Topics, and Audience

Overview
Welcome to *Creating Adjustments*. In this chapter, you will learn:

- The reasons for creating a returned item adjustment
- How to create a returned item adjustment for US Currency and Foreign Check Items

Topics
This chapter is organized by the following topics:

- Reasons for Creating a Returned Item Adjustment
- Creating a Returned Item Adjustment

Audience
The intended audience for the *Creating Adjustments* Participant User Guide includes:

- Deposit Confirmer
Topic 1 Reasons for Creating a Returned Item Adjustment

As a **Deposit Confirmer**, you are authorized to create a returned item adjustment for US Currency Check Items and Foreign Check Items.

If an item is received that must be returned to the agency, a *return item adjustment* must be created. Only deposits with a **Submitted** status can be returned. Examples of reasons for adjustments include:

- Checks returned for insufficient funds
- Closed account
- Stop payment
- Uncollected funds
Create a Returned Item Adjustment for US Currency

To create a returned item adjustment for US Currency, complete the following steps:

1. From the Deposit Processing tab, select Create Returned Item Adjustment>US Currency. The Step 1 of 2: Define Returned Item Adjustment Information page appears.

2. Enter the information to prepare the returned item adjustment and click Next. The Step 2 of 2: Review Item Adjustment appears as shown in Figure 1.

Under Adjustment Information, complete the following:

- Select the ALC (Agency Location Code)
- Select the CAN/Acct Key (CA$HLINK II Account Number/Account Key)
- Select the RTN – DDA (Route Transit Number – Demand Deposit Account)
- Enter the Date of Deposit
- Enter the Voucher Date
- Enter the Amount of Returned Item
- Select a Reason for Returned Item
- Enter the Returned Item(s) Count
- Select an OTC Endpoint
- Enter Adjustment Comments
Adjustment Comments are required if the reason for the returned item is Other.

Under **Optional: Provide original deposit information, optional**

- Select the Original Deposit Date
- Enter the Original Voucher #

3. Verify the information is correct and click **Submit**. Click **Edit** to make changes to the information entered. A **Confirmation** page appears stating that the returned item adjustment was created.
### Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
To create a returned item adjustment for Foreign Check Items, complete the following steps:

1. From the **Deposit Processing** tab, select **Create Returned Item Adjustment>Foreign Check Item**. The **Step 1 of 2: Define Returned Item Adjustment Information** page appears.

2. Enter the information to prepare the returned item adjustment and click **Next**. The Step 2 of 2: Review Item Adjustment page appears as shown in Figure 2 below.

   - Select the **ALC (Agency Location Code), CAN/Acct Key (CA$HLINK II Account Number/Account Key) and RTN-DDA (Routing Transit Number- Demand Deposit Account)** from their drop-down lists
   - Enter the **Date of Deposit, Voucher Date, and Foreign Currency Amount**
   - Select the **Original Deposit Date** and enter the **Original #, optional**
   - Select the **Country of Deposit**
     - If the name of the country is not listed, select **Other**. The Currency Code and Exchange Rate will automatically populate based on the Country of Deposit selection
   - Enter the **Amount of Returned Item (USE)**
   - Select a **Reason for Returned Item** and **OTC Endpoint**
   - Enter **Adjustment Comments, required** if the reason for the returned item is “other”
Figure 2. Step 1 of 2: Define Returned Item Adjustment Information

3. Verify the information is correct and click **Submit**. Click **Edit** to make changes to the information entered.

### Additional Buttons

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

In this chapter, you learned:

- The reasons for creating a returned item adjustment
- How to create a returned item adjustment for US Currency and Foreign Check Items
Chapter 8. Searching Adjustments

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Glossary

Click this link to access the full OTCnet Glossary.
Overview, Topics, and Audience

Overview
Welcome to Searching Adjustments. In this chapter, you will learn:

- The purpose of searching adjustments
- How to search and locate adjustments using one or more search criteria
- How to download adjustment voucher(s) as an XML or CSV file

Topics
This chapter is organized by the following topics:

1. Purpose of Searching Adjustments
2. Searching Adjustments Using Select Criteria
3. Downloading Adjustments

Audience
The intended audience for the Searching Adjustments Participant User Guide includes:

- Deposit Preparer
- Deposit Approver
- Deposit Confirmer
- Viewer
Topic 1 Purpose of Searching Adjustments

As a Deposit Preparer, Deposit Approver, Deposit Preparer/Approver, Deposit Confirmer, or Viewer, you are authorized to search for and view adjustments and download and save the searched adjustment voucher(s) as an XML or CSV file. You may review adjustments to understand why a deposit is adjusted and the corrections that were made.

To search for an adjustment to a US Currency or Foreign Check Items deposit, click the Search Adjustments function. The Search Adjustments function enables you to search for a deposit voucher using one or more criteria.

If you do not specify any criteria, the search results includes all deposits 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. See Table 1 for search criteria fields.

Table 1. Search Criteria Fields

<table>
<thead>
<tr>
<th>Search Criteria Groupings</th>
<th>Search Criteria Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Conditions</td>
<td>• Organization</td>
</tr>
<tr>
<td></td>
<td>• OTC Endpoint</td>
</tr>
<tr>
<td></td>
<td>• ALC</td>
</tr>
<tr>
<td></td>
<td>• Adjustment Category</td>
</tr>
<tr>
<td></td>
<td>• Voucher Number</td>
</tr>
<tr>
<td></td>
<td>• Adjustment Type</td>
</tr>
<tr>
<td></td>
<td>• Prepared By</td>
</tr>
<tr>
<td></td>
<td>• Adjustment Reason</td>
</tr>
<tr>
<td>Voucher Date</td>
<td>• Date Range</td>
</tr>
<tr>
<td>Adjustment Amount</td>
<td>• Total Range</td>
</tr>
<tr>
<td>Deposit Date</td>
<td>• Date Range</td>
</tr>
<tr>
<td>Original Deposit Date</td>
<td>• Date Range</td>
</tr>
<tr>
<td>Financial Institution Information</td>
<td>• Routing Number</td>
</tr>
<tr>
<td></td>
<td>• Demand Deposit Account</td>
</tr>
<tr>
<td></td>
<td>• CA$HLINK II Account Number</td>
</tr>
<tr>
<td></td>
<td>• FRB Account Key</td>
</tr>
<tr>
<td></td>
<td>• FRB Cost Center Work Unit</td>
</tr>
</tbody>
</table>
Topic 2 Searching Adjustments Using Select Criteria

Search Adjustments—for this function, if you run a search without specifying any criteria, the search results include all deposits in the system that you have access to view.

Search and View an Adjustment

To search adjustments using select criteria, you will enter your specific search criteria under Search Conditions, e.g., select an Organization or an Endpoint, etc. and click the Voucher Number for the adjustment that you need to view.
To search for and view an adjustment, complete the following steps:

1. Click Deposit Processing, click Search Adjustments. The Search Adjustments page appears.
2. Enter the search criteria and click Search.

Under **Search Conditions**, optional
- Select an **Organization**
- Select an **OTC Endpoint**
- Enter an **ALC (Agency Location Code)**
- Select an **Adjustment Category**
- Enter a **Voucher #**
- Select an **Adjustment Type**
- Enter the **Prepared by** name
- Select an **Adjustment Reason**
- Enter the **From**: and **To**: Voucher Dates
- Enter the **From**: and **To**: Adjustment Amount
- Enter the **From**: and **To**: Deposit Date
- Enter the **From**: and **To**: Original Deposit Date

Additional search criteria is displayed as shown in Figure 1.

**Figure 1. Additional Search Criteria**
Voucher From date must be five years or less prior to the current date. Vouchers more than five years old can be viewed from the Historical Reports menu.

3. The Search Results table appears. Click the Voucher Number of the adjustment for the details you need to view.

Values do not display in the Adjustment Amount column for unconfirmed foreign check item deposits that were entered with a Country of Deposit of Other.

Click Download to save the adjustment results as an XML or CSV file.

- Click Previous to return to the previous page.
- Click Return Home to return to the OTCnet Home Page.
- Click View Voucher Event Log to view the history of the deposit voucher.
Topic 3 Downloading Adjustments

To download your search results, first use the Search Adjustments function. After searching for your adjusted deposit, you can download the information you retrieve.

Download Search Results for a Deposit

To download your search results for a deposit, enter the search criteria for your adjusted deposit, enter the optional search criteria for the adjusted deposit you need to view and search for it. Download your results, select your file format e.g., XML file or CSV file. Verify the attributes that you want to download and submit. Open the file or save it.
Download Search Results for a Deposit

To download the search results of a deposit, complete the following steps:

1. The Search Results table appears, click **Download** as shown in Figure 2. The *Download Deposits* page appears.

   ![Figure 2. Download Button](image)

2. Select either the **XML file** or **CSV file** format.

3. Check the desired attributes that you need to download for:
   - Deposit Information
   - Financial Institution Information
   - Agency Information
   - Accounting Subtotals and User Defined Data
   - Foreign Deposit Information

4. Click **Submit**. The File Download dialog box appears.

5. Click **Open** or **Save**.

**Application Tips**

- Click **Open** and the content of the file appears.
- Click **Save** to choose the location where you will save the file.

**Additional Button**

Click **Cancel** to return to the OTCnet Home Page. No data is saved.
Summary

In this chapter you learned:

• The purpose of searching adjustments
• How to search for and locate adjustments using one or more search criteria
• How to download adjustment voucher(s) as an XML or CSV file
Chapter 9. Viewing Reports

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Glossary

Click this link to access the full OTCnet Glossary.
Overview, Topics, and Audience

Overview
Welcome to Viewing Reports. In this chapter, you will learn:

- The purpose of viewing reports
- The various types of reports you can access by role
- The types of Business, Security, Administration and Historical reports
- The detail each report provides and how to view and download the reports

Topics
This chapter is organized by the following topics:

- Viewing Reports
- Reports by Access Type
- Types of Business, Security, Administration and Historical reports
- Viewing Reports

Audience
The intended audience for the Viewing Reports Participant User Guide includes:

- All Deposit Processing Users (viewing various reports depends on your level of access)
Topic 1 Viewing Reports

As a user or viewer with access to the Deposit Processing functionality, you may access one or more of the Business Reports, Security Reports, Administration Reports or Historical Reports. You may need to view or download a report for e.g., adjustment activity, user information or voucher status. Each report provides deposit information specific to the select type of data requested. Table 1 below describes the purpose of each report type.

<table>
<thead>
<tr>
<th>Report</th>
<th>Purpose of Report</th>
</tr>
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<tbody>
<tr>
<td>Business</td>
<td>Provides specific reporting detail for deposit and adjustment activity by type, status and processing options for Agencies and Financial Institutions</td>
</tr>
<tr>
<td>Security</td>
<td>Provides specific reporting detail for access groups and users for Agencies and Financial Institutions</td>
</tr>
<tr>
<td>Administration</td>
<td>Provides specific reporting detail for interface to CIR,* as well as detailed information about completed and in progress vouchers</td>
</tr>
</tbody>
</table>

*The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).
Topic 2 Reports by User Role

Access to view reports in OTCnet is dependent on your user role. Table 2 presents the OTCnet user roles with access to each OTCnet report. Reports are grouped into the following categories:

- Business Reports
- Security Reports
- Administration Reports
- Historical Reports

Table 2: Business Reports by Federal Program Agency User Roles

<table>
<thead>
<tr>
<th>Business Reports</th>
<th>Deposit Preparer</th>
<th>Deposit Approver</th>
<th>Accounting Specialist</th>
<th>Local Accounting Specialist</th>
<th>FPA Viewer</th>
<th>Agency LSA</th>
<th>Agency PLSA</th>
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<td>Adjustment Activity (FI)</td>
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<td>Adjustments By OTC Endpoint</td>
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<td>Daily Voucher Report</td>
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<td>Deposit Activity (FI)</td>
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<td>Deposits By Accounting Code</td>
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<td>Deposit History By Status (FPA)</td>
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<td>Non-Reporting OTC Endpoint</td>
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Table 3: Business Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

<table>
<thead>
<tr>
<th>Business Reports</th>
<th>FI Confirmer</th>
<th>FRB Confirmer</th>
<th>FI Viewer</th>
<th>FRB Viewer</th>
<th>LSA</th>
<th>PLSA</th>
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<td>Adjustment Activity (FI)</td>
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<td>Adjustments By OTC Endpoint</td>
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<td>Deposits By Accounting Code</td>
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<td>Deposits By OTC Endpoint</td>
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<td>Deposit History By Status (FPA)</td>
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<td>Processing Options by Agency EP</td>
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</table>
### Table 4: Security Reports by Federal Program Agency User Roles

<table>
<thead>
<tr>
<th>Security Reports</th>
<th>Deposit Preparer</th>
<th>Deposit Approver</th>
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<th>Local Accounting Specialist</th>
<th>FPA Viewer</th>
<th>Agency LSA</th>
<th>Agency PLSA</th>
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<td>Primary Access Groups without a PLSA</td>
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<td>Users by Access Group (FPA)</td>
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<td>Users by Role (FI)</td>
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<td>User Information</td>
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### Table 5: Security Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

<table>
<thead>
<tr>
<th>Security Reports</th>
<th>FI Confirmer</th>
<th>FRB Confirmer</th>
<th>FI Viewer</th>
<th>FRB Viewer</th>
<th>LSA</th>
<th>PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Access Groups without a PLSA</td>
<td></td>
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</tr>
<tr>
<td>Users by Access Group (FI)</td>
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</tr>
<tr>
<td>Users by Access Group (FPA)</td>
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</tr>
<tr>
<td>Users by Role (FI)</td>
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<tr>
<td>Users by Role (FPA)</td>
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<tr>
<td>User Information</td>
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</tr>
</tbody>
</table>

### Table 6: Administration Reports by Federal Program Agency User Roles

<table>
<thead>
<tr>
<th>Admin. Reports/Misc.</th>
<th>Deposit Preparer</th>
<th>Deposit Approver</th>
<th>Accounting Specialist</th>
<th>Local Accounting Specialist</th>
<th>FPA Viewer</th>
<th>Agency LSA</th>
<th>Agency PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>View CIR File Status*</td>
<td></td>
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<td></td>
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<tr>
<td>View Vouchers Complete</td>
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<td>View Voucher Event Log</td>
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<td>View Voucher Event Detail</td>
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<td>View Vouchers In Progress</td>
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<td>Change Current State</td>
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<tr>
<td>Acknowledge Error Resolution</td>
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</tr>
</tbody>
</table>

* The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).
Table 7: Administration Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

<table>
<thead>
<tr>
<th>Admin. Reports/ Misc.</th>
<th>FI Confirmer</th>
<th>FRB Confirmer</th>
<th>FI Viewer</th>
<th>FRB Viewer</th>
<th>LSA</th>
<th>PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>View CIR File Status</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Vouchers Complete</td>
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<tr>
<td>View Voucher Event Log</td>
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<tr>
<td>View Voucher Event Detail</td>
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<tr>
<td>View Vouchers In Progress</td>
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<tr>
<td>View Voucher Event Log</td>
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<td>View Voucher Event Detail</td>
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<td>Change Current State</td>
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<td>Acknowledge Error Resolution</td>
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</tr>
</tbody>
</table>

Table 8: Historical Reports by Federal Program Agency User Roles

<table>
<thead>
<tr>
<th>Historical Reports</th>
<th>Deposit Preparer</th>
<th>Deposit Approver</th>
<th>Accounting Specialist</th>
<th>Local Accounting Specialist</th>
<th>FPA Viewer</th>
<th>Agency LSA</th>
<th>Agency PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit Historical Report</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjustment Historical Report</td>
<td>•</td>
<td>•</td>
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<td></td>
</tr>
</tbody>
</table>

Table 9: Historical Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

<table>
<thead>
<tr>
<th>Historical Reports</th>
<th>FI Confirmer</th>
<th>FRB Confirmer</th>
<th>FI Viewer</th>
<th>FRB Viewer</th>
<th>LSA</th>
<th>PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit Historical Report</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjustment Historical Report</td>
<td>•</td>
<td>•</td>
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</tr>
</tbody>
</table>
Topic 3 Types of Reports

There are four primary report categories within OTCnet:

1. Business Reports
2. Security Reports
3. Administration Reports
4. Historical Reports

Business Reports

If you are a Deposit Preparer, Deposit Approver, Accounting Specialist, Local Accounting Specialist, Federal Program Agency (FPA) Viewer, Financial Institution (FI) Confirmer, Federal Reserve Bank (FRB) Confirmer, FI Viewer, or FRB Viewer, you may access to one or more of the reports listed below.

Table 10: Business Reports by User Role

<table>
<thead>
<tr>
<th>Business Reports</th>
<th>FI Confirmer</th>
<th>FRB Confirmer</th>
<th>FI Viewer</th>
<th>FRB Viewer</th>
<th>LSA</th>
<th>PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustment Activity (FI)</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjustments By OTC Endpoint</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Daily Voucher Report</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Deposit Activity (FI)</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits By Accounting Code</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits By OTC Endpoint</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit History By Status (FPA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Reporting OTC Endpoint</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing Options by Agency EP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 11: Security Reports by Federal Program Agency User Roles

<table>
<thead>
<tr>
<th>Security Reports</th>
<th>Deposit Preparer</th>
<th>Deposit Approver</th>
<th>Accounting Specialist</th>
<th>Local Accounting Specialist</th>
<th>FPA Viewer</th>
<th>Agency LSA</th>
<th>Agency PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Access Groups without a PLSA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Users by Access Group (FI)</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Users by Access Group (FPA)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>Users by Role (FI)</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Users by Role (FPA)</td>
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<td></td>
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<td></td>
<td></td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>User Information</td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>
Table 12: Security Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

<table>
<thead>
<tr>
<th>Security Reports</th>
<th>Deposit Preparer</th>
<th>Deposit Approver</th>
<th>Accounting Specialist</th>
<th>Local Accounting Specialist</th>
<th>FPA Viewer</th>
<th>Agency LSA</th>
<th>Agency PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Access Groups without a PLSA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Users by Access Group (FI)</td>
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<td></td>
</tr>
<tr>
<td>Users by Access Group (FPA)</td>
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<td></td>
</tr>
<tr>
<td>Users by Role (FI)</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Users by Role (FPA)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>User Information</td>
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<td></td>
</tr>
</tbody>
</table>

Table 13: Administration Reports by Federal Program Agency User Roles

<table>
<thead>
<tr>
<th>Admin. Reports/ Misc.</th>
<th>Deposit Preparer</th>
<th>Deposit Approver</th>
<th>Accounting Specialist</th>
<th>Local Accounting Specialist</th>
<th>FPA Viewer</th>
<th>Agency LSA</th>
<th>Agency PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>View CIR File Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Vouchers Complete</td>
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<tr>
<td>View Voucher Event Log</td>
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<tr>
<td>View Voucher Event Detail</td>
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<tr>
<td>View Vouchers In Progress</td>
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<td>View Voucher Event Log</td>
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<td>View Voucher Event Detail</td>
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<tr>
<td>Change Current State</td>
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<tr>
<td>Acknowledge Error Resolution</td>
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</tr>
</tbody>
</table>

Table 14: Business Reports

<table>
<thead>
<tr>
<th>Business Report</th>
<th>Purpose of Business Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustment Activity (FI)</td>
<td>Allows you to view adjustments made by your Financial Institution (FI)</td>
</tr>
<tr>
<td>Adjustments by OTC Endpoints</td>
<td>Allows you to view adjustments made by your Agency Location Code (ALC)</td>
</tr>
<tr>
<td>Daily Voucher Report</td>
<td>Allows you to view the daily voucher extract</td>
</tr>
<tr>
<td>Deposit Activity (FI)</td>
<td>Allows you to view deposits submitted to your FI</td>
</tr>
<tr>
<td>Deposits by Accounting Code</td>
<td>Allows you to view deposits by accounting code</td>
</tr>
<tr>
<td>Deposits by OTC Endpoint</td>
<td>Allows you to view deposits by OTC Endpoint.</td>
</tr>
<tr>
<td>Deposit History by Status</td>
<td>Allows you to view deposits by status</td>
</tr>
<tr>
<td>Non-Reporting OTC Endpoints</td>
<td>Allows you to view OTC Endpoints that have not reported a deposit.</td>
</tr>
<tr>
<td>Processing Options by OTC Endpoints</td>
<td>Allows you to view processing options defined for endpoints within the organization.</td>
</tr>
</tbody>
</table>
Security Reports

If you are an **Agency Primary Security Administrator (PLSA), Agency Local Security Administrator (LSA), FI/FRB PLSA** or **FI/FRB LSA**, you may access one or more of the reports listed below.

**Table 15: Security Reports by User Role**

<table>
<thead>
<tr>
<th>Admin. Reports/ Misc.</th>
<th>Deposit Preparer</th>
<th>Deposit Approver</th>
<th>Accounting Specialist</th>
<th>Local Accounting Specialist</th>
<th>FPA Viewer</th>
<th>Agency LSA</th>
<th>Agency PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>View CIR File Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Vouchers Complete</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>View Voucher Event Log</td>
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<td></td>
</tr>
<tr>
<td>View Voucher Event Detail</td>
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</tr>
<tr>
<td>View Vouchers In Progress</td>
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<td>•</td>
</tr>
<tr>
<td>View Voucher Event Log</td>
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<tr>
<td>View Voucher Event Detail</td>
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<tr>
<td>Change Current State</td>
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<tr>
<td>Acknowledge Error Resolution</td>
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</tr>
</tbody>
</table>

**Table 16: Administration Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles**

<table>
<thead>
<tr>
<th>Admin. Reports/ Misc.</th>
<th>FI Conifermer</th>
<th>FRB Conifermer</th>
<th>FI Viewer</th>
<th>FRB Viewer</th>
<th>LSA</th>
<th>PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>View CIR File Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Vouchers Complete</td>
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<tr>
<td>View Voucher Event Log</td>
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<tr>
<td>View Voucher Event Detail</td>
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<tr>
<td>View Vouchers In Progress</td>
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<tr>
<td>View Voucher Event Log</td>
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<tr>
<td>View Voucher Event Detail</td>
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<td>Change Current State</td>
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<tr>
<td>Acknowledge Error Resolution</td>
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</tr>
</tbody>
</table>

To obtain specific details for the reports that each role may view or download, refer to the table above.
Table 17: Security Reports

<table>
<thead>
<tr>
<th>Security Report</th>
<th>Purpose of Security Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users by Access Group (FI)</td>
<td>Allows you to view users by Financial Institution.</td>
</tr>
<tr>
<td>Users by Access Group (FPA)</td>
<td>Allows you to view users by OTC Endpoint.</td>
</tr>
<tr>
<td>User Information</td>
<td>Allows that you to view a user’s contact information.</td>
</tr>
<tr>
<td>Users by Role (FI)</td>
<td>Allows you to view users by role for your Financial Institution.</td>
</tr>
<tr>
<td>Users by Role (FPA)</td>
<td>Allows you to view users by role for your OTC Endpoint.</td>
</tr>
</tbody>
</table>
Administration Reports

If you are a **Deposit Preparer**, **Deposit Approver**, **FPA Viewer**, **FI Confirmmer**, **FRB Confirmmer**, **FI Viewer**, or **FRB Viewer**, you may access one or more of the reports listed in Table 18.

To obtain specific details for the reports each role may view or download, refer to Table 18.

### Table 18: Administration Reports

<table>
<thead>
<tr>
<th>Administration Report</th>
<th>Purpose of Administration Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>View CIR File Status</td>
<td>The status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.</td>
</tr>
<tr>
<td>View Vouchers Completed</td>
<td>Allows you to view the status of deposit and adjustment vouchers that have completed processed through the FI System To System Interface in the past 36 hours.</td>
</tr>
<tr>
<td>View Vouchers in Progress</td>
<td>Allows you to view the status of deposit and adjustment vouchers in progress.</td>
</tr>
</tbody>
</table>
Historical Reports

As a Financial Institution Viewer, you have access to the reports listed in Table 19.

Table 19: Deposit Processing Historical Report

<table>
<thead>
<tr>
<th>Deposit Processing Historical Report</th>
<th>Purpose of Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit Historical Report</td>
<td>Allows you to view historical deposit transaction data.</td>
</tr>
<tr>
<td>Adjustment Historical Report</td>
<td>Allows you to view historical deposit adjustment and returned item adjustment transaction data.</td>
</tr>
</tbody>
</table>
Chapter 9. Viewing Reports

Topic 4 Viewing Reports

Business Reports

This section provides you with details on how to view and download Business Reports.

Adjustment Activity (FI)

To view adjustments by financial institution activity, you are presented with the option to include search criteria, i.e., Adjustment Type, Adjustment Reason, Voucher Date (From: and To:), Original Date of Deposit (From: and To:), Agency Location Code (ALC), Routing Transit Number (RTN), Demand Deposit Account (DDA), Adjustment Amount, Deposit Date, CA$HLINK II Account Number (CAN), CASHLINK II Trace#, and Report With Children.

The report presents adjustment activity by Financial Institution, including the Voucher #, Adjustment Type, Voucher Date, ALC, Deposit Date, Create Date, CAN, CL II Trace#, Original Deposit # and Voucher Amount. You can export the report as a PDF, Excel or Word file, download it or print it.

Adjustments by OTC Endpoint

To view adjustments by OTC Endpoint, you are presented with the option to include search criteria, i.e., Organization, Adjustment Type, ALC, Adjustment Date (From: and To:), Deposit Date (From: and To:), Adjustment Amount (From: and To:), and Report With Children.

The report presents adjustment activity by OTC Endpoint, including the Financial Institution, Adjust Date, Deposit Date, Voucher Date, Voucher #, Adjustment Amount, and Adjustment Type by credit or debit. It also presents the ALC# You can export the report as a PDF, Excel or Word file, download it or print it.

Daily Voucher Report

To view a daily voucher report, you are presented with the option to include search criteria, e.g., the OTC Endpoint, Date Type (Confirmed by Financial Institution or Date of Deposit and a date range). The report presents a list of all vouchers on the selected date and can only be downloaded as a .txt file.

Deposit Activity (FI)

To view deposit activity for a financial institution, you are presented with the option to include search criteria, i.e., the Status, Voucher Type, Status Date (From: and To:), Voucher Date (From: and To:), ALC, RTN, DDA, Deposit Total (From: and To:), Deposit Date (From: and To:), CAN, CA$HLINK II Trace #, and Report with Children.

The report presents deposit activity by Financial Institution, including the Status, Voucher Type, Voucher #, Voucher Date, ALC, Deposit Date, Status Date, CAN, CL II Trace #, and Voucher Amount. You can export the report as a PDF, Excel or Word file, download it or print it.
**Deposits by Accounting Code**

To view deposits by accounting code, you are presented with the option to include search criteria, i.e., the **Organization, ALC, Accounting Code, Voucher Date (From: and To:), Deposit Total (From: and To:), and Report with Children.**

The report presents deposits by Accounting Code, including the **OTC Endpoint, Voucher #, Deposit Date, and Accounting Code Amount.** You can export the report as a **PDF, Excel or Word** file, download it or print it.

**Deposits by OTC Endpoint**

To view deposits by OTC Endpoint, you are presented with the option to include search criteria, i.e., the **Organization, ALC, Voucher Date (From: and To:), Deposit Total (From: and To:) and Report With Children.**

The report presents deposits by OTC Endpoint, including the **Status Date, Voucher Date, Voucher #, Voucher Type, Deposit Amount, and Status Code (Awaiting Approval [AWAP] or DRAFT).** You can export the report as a **PDF, Excel or Word** file, download it or print it.

**Deposit History by Status**

To view deposit history by status, you are presented with the option to include search criteria, i.e., the **Organization, ALC, Status, Status Date (From: and To:), Deposit Total (From: and To:) and Report With Children.**

The report presents deposit history by status, including the **Voucher Type, Status Date, Voucher Date, Voucher #, and Deposit Amount.** It also includes the **Status Code: Awaiting Approval and ALC#.** You can export the report as a **PDF, Excel or Word** file, download it or print it.

**Non-Reporting OTC Endpoints**

To view non-reporting OTC endpoints, you are presented with the option to include search criteria, i.e., the **Deposit Date (From: and To:) and Report with Children.**

The report presents Non-Reporting OTC Endpoints, including the **Date of Creation (Highest Level) and OTC Endpoint (Training Team Top Level and Lower Levels).** You can export the report as a **PDF, Excel or Word** file, download it or print it.

**Processing Options by OTC Endpoints**

To view processing options by OTC endpoints, you are presented with the option to include search criteria, i.e., the **Processing Option and Report With Children.**

The report presents Processing Options, including the **Accounting Code Classification for Adjustments, Inherit from Parent, DR Account Code, TAS, CR Account Code, TAS, and Descendants can Modify.** You can export the report as a **PDF, Excel or Word** file, download it or print it.
View Business Reports: Adjustment Activity (FI)

To view the adjustment activity (FI) report, complete the following steps:

1. From the **Reports** tab, click **Deposit Processing Reports**. The **View Reports** page appears.

2. Under **Business Reports**, click **Adjustment Activity (FI)**. The **Adjustment Activity (FI)** parameters page appears.

3. Enter your search criteria.

   - Select the **Adjustment Type**, **required**
   - Select the **Adjustment Reason**
   - Enter the **From** and **To**: Voucher Date range
   - Enter the **From** and **To**: Original Date of Deposit range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **DDA** (Demand Deposit Account)
   - Enter the **From** and **To**: Adjustment Amount range
   - Enter the **From** and **To**: Deposit Date range
   - Enter the **CAN** (CA$HLINK II Account Number)
   - Enter the **CA$HLINK II Trace #**

**Application Tip**

- The date range for Voucher Date, Original Date of Deposit, and Deposit Date cannot exceed 15 months.

- Click **Yes** or **No** for **Report With Children**.

**Application Tips**

- Click **Yes** to generate a report that contains data for the selected OTC Endpoint and the lower level OTC Endpoints.
- Click **No** to generate a report that contains data only for the selected OTC Endpoint.
4. Click an OTC Endpoint to initiate the report. The Adjustment Activity (Fi) preview page appears as shown in Figure 1.

**Figure 1: Adjustments Activity (Fi) Preview Page**

- **TGA** denotes a deposit processing OTC Endpoint.
- **CHK** denotes a check capture OTC Endpoint.
- **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- **CDC** denotes card processing OTC Endpoint.

5. Under **Export as**, you have the following options:
   - Select **PDF**, **Excel** or **Word format**
   - Click **Download**
   - Or
   - Click **Print PDF Report**
All Adjustments associated with Deposits with an original voucher date older than 5 years and Returned Item Adjustments with an adjustment voucher date older than 5 years are archived to the archive database, according to the Fiscal Service data retention policy. These transactions are viewable through the Historical Reports page (Home>Reports>Historical Reports).

Click Previous to return to the previous page.
View Business Reports: Adjustments by OTC Endpoint

To view adjustments by OTC Endpoint report, complete the following steps:

1. From the Reports tab, click Deposit Processing Reports. The View Reports page appears.

2. Under Business Reports, click Adjustments by OTC Endpoint. The Adjustments by OTC Endpoint parameters page appears.

3. Enter your search criteria.
   - Select the Organization, required
   - Select the Adjustment Type, required
   - Select the ALC (Agency Location Code)
   - Enter the From: and To: Adjustment Date range
   - Enter the From: and To: Deposit Date range
   - Enter the From: and To: Adjustment Amount range
   - Click Yes or No for Report With Children

   **Application Tips**

   - The date range for Adjustment Date and Deposit Date cannot exceed 15 months.
   - Click Yes For Report with Children to generate a report that contains data for the selected OTC Endpoint and all lower level OTC Endpoints.
   - Click No For Report with Children to generate a report that contains data only for the selected OTC Endpoint.

4. Click an OTC Endpoint to initiate the report. The Adjustments by OTC Endpoint preview appears as shown in Figure 2.

   **Figure 2: Adjustments by OTC Endpoint Parameters Page**

   ![Adjustments by OTC Endpoint Parameters Page]
Application Tips

- TGA denotes a deposit processing OTC Endpoint.
- CHK denotes a check capture OTC Endpoint.
- M denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- CDC denotes card processing OTC Endpoint.

5. Under Export as, you have the following options:
   - Select PDF, Excel or Word format
   - Click Download
     - Or
   - Click Print PDF Report

Application Tip

All Adjustments associated with Deposits with an original voucher date older than 5 years and Returned Item Adjustments with an adjustment voucher date older than 5 years have been archived to the archive database, according to the Fiscal Service data retention policy. These transactions are viewable through the Historical Reports page (Home>Reports>Historical Reports).

Additional Button

Click Previous to return to the previous page.
To view a daily voucher report, complete the following steps:

1. From the **Reports** tab, click **Deposit Processing Reports**. The **View Reports** page appears.

2. Under **Business Reports**, click **Daily Voucher Report**. The **Daily Voucher Report** page appears as shown in Figure 3.

   ![Figure 3: Daily Voucher Report Page](image)

3. Enter your search criteria.
   - Select the **OTC Endpoint**, *required*
   - Select the **Date Confirmed by Financial Institution** or **Date of Deposit**, *required*
   - Enter the date range for the date the deposit was confirmed by FI or Date of Deposit

4. Click **Submit**. The **File Download** dialog box appears.

5. Click **Open**, **Save**, or **Cancel**.

**Additional Buttons**

- Click **Open**—the content of the file displays.
- Click **Save**—choose the location where you want to save the file.
- Click **Cancel**—the content does not display.
To view a deposit activity (FI) report, complete the following steps:

1. From the **Reports** tab, click **Deposit Processing Reports**. The **View Reports** page appears.

2. Under **Business Reports**, click **Deposit Activity (FI)**. The **Deposit Activity (FI) parameters** page appears.

3. Enter your search criteria.
   - Select the **Status**, *required*
   - Select the **Voucher Type**
   - Enter the **From:** and **To:** Status Date range
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **DDA** (Demand Deposit Account)
   - Enter the **From:** and **To:** Deposit Total range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **CAN** (CA$HLINK II Account Number)
   - Enter the **CA$HLINK II Trace #**
   - Click **Yes** or **No** for **Report With Children**

**Application Tips**

- **Click Yes** for **Report With Children** to generate a report that contains data for the selected OTC Endpoint and all lower level OTC Endpoints.
- **Click No** for **Report With Children** to generate a report that contains data only for the selected OTC Endpoint.
4. Click an OTC Endpoint to initiate the report. The *Deposit Activity (FI)* preview page appears as shown in Figure 4.

![Figure 4: Deposit Activity (FI) Preview Page](image)

**Application Tip**

TGA denotes an OTC Endpoint; an open lock denotes access permission; and a closed lock denotes no access permission.

5. Under **Export as**, you have the following options:
   - Select **PDF**, **Excel** or **Word** format
   - Click **Download**
   - Or
   - Click **Print PDF Report**
Application Tips

- Deposits with a voucher date older than five years does not display on the report but they may be viewed from the Historical Reports page (Home>Reports>Historical Reports).
- Unconfirmed Foreign Check items entered with a Country of Deposit value of Other does not display values in the Voucher Amount column.

Additional Button

Click Previous to return to the previous page.
To view a deposit by accounting code report, complete the following steps:

1. From the **Reports** tab, click **Deposit Processing Reports**. The **View Reports** page appears.

2. Under **Business Reports**, click **Deposits by Accounting Code**. The **Deposits by Accounting Code** parameters page appears.

3. Enter your search criteria.
   - Select the **Organization**, *required*
   - Select the **ALC** (Agency Location Code)
   - Select the **Account Code**, *required*
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Deposit Total range
   - Click **Yes** or **No** for **Report With Children**

**Application Tips**

- The date range for Voucher Date cannot exceed 15 months.
- Click **Yes** for **Report With Children** to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints.
- Click **No** for **Report With Children** to generate a report that contains data only for the selected OTC Endpoint.

4. Click an OTC Endpoint to initiate the report. The **Deposits by Accounting Code** preview page appears as shown in Figure 5.

*Figure 5: Deposits by Accounting Code Report Preview Page*
Application Tips

- **TGA** denotes a deposit processing OTC Endpoint.
- **CHK** denotes a check capture OTC Endpoint.
- **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- **CDC** denotes card processing OTC Endpoint.

5. Under Export as, you have the following options:

- Select **PDF**, **Excel** or **Word format**
- Click **Download**
  Or
- Click **Print PDF Report**

Application Tips

- Deposits with a voucher date older than five years does not display on the report but they may be viewed from the Historical Reports page (Home > Reports > Historical Reports).
- Unconfirmed Foreign Check items entered with a Country of Deposit value of **Other** does not display values in the **Voucher Amount** column.

Additional Button

Click **Previous** to return to the previous page.
View Business Reports: Deposits by OTC Endpoint

To view a deposit by OTC Endpoint report, complete the following steps:

1. From the **Reports** tab, click **Deposit Processing Reports**. The **View Reports** page appears.
2. Under **Business Reports**, click **Deposits by OTC Endpoint**. The **Deposits by OTC Endpoint** parameters page appears.
3. Enter your search criteria.
   - Select the **Organization**, *required*
   - Select the **ALC** (Agency Location Code)
   - Enter the **From**: and **To**: Voucher Date range
   - Enter the **From**: and **To**: Deposit Total range
   - Click **Yes** or **No** for **Report With Children**

**Application Tips**

- The date range for **Voucher Date** cannot exceed 15 months.
- Click **Yes** for **Report With Children** to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints.
- Click **No** for **Report With Children** to generate a report that contains data only for the selected OTC Endpoint.

4. Click an OTC Endpoint to initiate the report. The **Deposits by OTC Endpoint** preview page appears as shown in Figure 6.

**Figure 6: Deposits by OTC Endpoint Report Preview Page**
Application Tips

- TGA denotes a deposit processing OTC Endpoint.
- CHK denotes a check capture OTC Endpoint.
- M denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- CDC denotes card processing OTC Endpoint.

5. Under Export as, you have the following options:

- Select PDF, Excel or Word format
- Click Download
  Or
- Click Print PDF Report

Application Tips

- Deposits with a voucher date older than five years does not display on the report but they may be viewed from the Historical Reports page (Home>Reports>Historical Reports).
- Unconfirmed Foreign Check items entered with a Country of Deposit value of Other does not display values in the Voucher Amount column.

Additional Button

Click Previous to return to the previous page.
To view a deposit history by status report, complete the following steps:

1. From the Reports tab, click Deposit Processing Reports. The View Reports page appears.

2. Under Business Reports, click Deposit History by Status. The Deposit History by Status parameters page appears.

3. Enter your search criteria.
   - Select the Organization, required
   - Select the ALC (Agency Location Code)
   - Select the Status, required
   - Enter the From: and To: Status Date range
   - Enter the From: and To: Deposit Total range
   - Click Yes or No for Report With Children

4. Click an OTC Endpoint to initiate the report. The Deposit History by Status preview page appears as shown in Figure 7.

Figure 7: Deposit History by Status Preview Page
5. Under Export as, you have the following options:

- Select PDF, Excel or Word format
- Click Download
  
  Or

- Click Print PDF Report

Application Tips

- Deposits with a voucher date older than five years does not display on the report but they may be viewed from the Historical Reports page (Home>Reports>Historical Reports).
- Unconfirmed Foreign Check items entered with a Country of Deposit value of Other does not display values in the Voucher Amount column.

Additional Button

Click Previous to return to the previous page.
View Business Reports: Non-Reporting OTC Endpoints

To view a non-reporting OTC Endpoint report, complete the following steps:

1. From the Reports tab, click Deposit Processing Reports. The View Reports page appears.


3. Enter your search criteria.
   - Enter the From: and To: Deposit Date range
   - Click Yes or No for Report With Children

   Application Tips
   - The date range for Deposit Date cannot exceed 15 months.
   - Click Yes for Report With Children to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints.
   - Click No for Report With Children to generate a report that contains data only for the selected OTC Endpoint.

4. Click an OTC Endpoint to initiate the report. The Non-Reporting OTC Endpoints preview page appears as shown in Figure 8.

   Figure 8: Non-Reporting OTC Endpoints Preview Page

5. Under Export as, you have the following options:
   - Select PDF, Excel or Word format
• Click **Download**

  Or

• Click **Print PDF Report**

**Application Tips**

• **TGA** denotes a deposit processing OTC Endpoint.
• **CHK** denotes a check capture OTC Endpoint.
• **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
• **CDC** denotes card processing OTC Endpoint.

**Additional Button**

Click **Previous** to return to the previous page.
To view processing options by OTC Endpoints report, complete the following steps:

1. From the Reports tab, click Deposit Processing Reports. The View Reports page appears.

2. Under Business Reports, click Processing Options by OTC Endpoints. The Processing Options by OTC Endpoint parameters page appears.

3. Enter you search criteria.
   - Enter the Processing Option, required
   - Select Yes or No for Report With Children

4. Click an OTC Endpoint to initiate the report. The Processing Options by OTC Endpoints preview page appears as shown in Figure 9.
Figure 9. Processing Options by OTC Endpoints Report Output Preview Page

Application Tips

- **TGA** denotes a deposit processing OTC Endpoint.
- **CHK** denotes a check capture OTC Endpoint.
- **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- **CDC** denotes card processing OTC Endpoint.

5. Under **Export as**, you have the following options:
   - Select **PDF**, **Excel** or **Word format**
   - Click **Download**
     or
   - Click **Print PDF Report**

Additional Button

Click **Previous** to return to the previous page.
Security Reports

This section provides you with detail on how to view and download Security Reports.

There are six Security Reports available for viewing. This does not include the Primary Access Groups without a PLSA. This report is viewable to a FS Security user only. Security reports available for viewing include:

**Users by Access Group (FI)**

To view users by access group (FI), you are presented with the option to include search criteria for Report With Children for your selected Financial Institutions.

The report presents Users by Financial Institution Access Groups, including the OTCnet Role, OTCnet Status, User Name, User ID, and Email Address. You can export the report as a PDF, Excel or Word file, download it or print it.

**Users by Access Group (FPA)**

To view users by access group (FPA), you are presented with the option to include search criteria for Report With Children.

The report presents Users by Federal Program Agency Access, including the OTCnet Role, OTCnet Status, User Name, User ID, and Email Address. You can export the report as a PDF, Excel or Word file, download it or print it.

**User Information**

To view user information, you are presented with the option to include search criteria i.e., User ID, Email Address, First Name, and Last Name.

The report presents user information, including the User ID, User Name, User Phone Number, Email, OTCnet Status, OTCnet Role, Access Group, Assigned Organizations, Employer, Employer Address, and Admin ID. You can export the report as a PDF, Excel or Word file, download it or print it.

**Users by Role (FI)**

To view users by role (FI), you are presented with the option to include search criteria, i.e., Role and Report With Children.

The report presents Users by Financial Institution, including the OTCnet Status, User Name, User ID, Email, Phone Number, and OTCnet Access Granted. You can export the report as a PDF, Excel or Word file, download it or print it.

**Users by Role (FPA)**

To view users by role (FPA), you are presented with the option to include search criteria, e.g., Role and Report With Children.

The report presents Users by Federal Program Agency Access, including the OTCnet Status, User Name, User ID, Email address, Phone Number, and OTCnet Access Granted. You can export the report as a PDF, Excel or Word file, download it or print it.
View Security Reports: Users by Access Group (FI)

To view users by access group (FI) report, complete the following steps:

1. From the Reports tab, click Deposit Processing Reports. The View Reports page appears.
   Enter your search criteria.
   - Click Yes or No for Report With Children

Application Tips

- Click Yes to generate a report that contains data for the selected FIs and all lower level FIs.
- Click No to generate a report that contains data only for the selected FI.

3. Select a Financial Institution to initiate the report. The Users by Access Group (FI) preview page appears in a new window as shown in Figure 10.

Figure 10. Users by Access Group (FI) Report Preview Page
Application Tips

- **TGA** denotes a deposit processing OTC Endpoint.
- **CHK** denotes a check capture OTC Endpoint.
- **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- **CDC** denotes card processing OTC Endpoint.

4. Under **Export as**, you have the following options:
   - Select **PDF**, **Excel** or **Word format**
   - Click **Download**
     Or
   - Click **Print PDF Report**

Additional Button

Click **Previous** to return to the previous page.
To view the Users by Access Group (FPA) report, complete the following steps:

1. From the Reports tab, click Deposit Processing Reports. The View Reports page appears.


   Enter your search criteria.
   
   a. Click Yes or No for Report With Children

   Application Tips

   - Click Yes to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level Endpoints.
   - Click No to generate a report that contains data only for the selected OTC Endpoint.

3. Select an OTC Endpoint to initiate the report. The Users by Access Group (FPA) preview page appears in a new window as shown in Figure 11.

Under Export as, you have the following options:

   - Select PDF, Excel or Word format
   - Click Download
     Or
   - Click Print PDF Report
If your agency has over 50 endpoints and/or over 100 users, you must drill down to a lower level within your agency to run the report. Running the report at a lower level prevents the report from overloading. Overloading results in a report with no data output.

- **TGA** denotes a deposit processing OTC Endpoint.
- **CHK** denotes a check capture OTC Endpoint.
- **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- **CDC** denotes card processing OTC Endpoint.

**Application Tips**

**Additional Button**

Click **Previous** to return to the previous page.
View Security Reports: User Information

To view a user information report, complete the following steps:

1. From the **Reports** tab, click **Deposit Processing Reports**. The **View Reports** page appears.

2. Under **Security Reports**, click **User Information**. The **User Information** parameters page appears.

3. Enter the **User ID** or **E-mail Address** of the user you must view.

   Or

   Enter both the **First Name** and **Last Name** of the user.

4. Click **Submit** to initiate the report. The **User Information** preview page appears as shown in Figure 12.

5. Under **Export as**, you have the following options:

   - Select **PDF**, **Excel** or **Word format**
   - Click **Download**

   Or

   - Click **Print PDF Report**

![Figure 12: User Information Preview Page](image)
View Security Reports: Users by Role (FI)

To view users by role (Fl) report, complete the following steps:

1. From the Reports tab, click Deposit Processing Reports. The View Reports page appears.

2. Under Security Reports, click User by Role (Fl). The Users by Role (Fl) parameters page appears.
   Enter your search criteria.
   - Select a user Role.
   - Click Yes or No for Report With Children

Application Tips

- For Report with Children, click Yes to generate a report that contains data for the selected Fls and all lower level Fls.
- For Report with Children, click No to generate a report that contains data only for the selected Fl.
- TGA denotes a deposit processing OTC Endpoint.
- CHK denotes a check capture OTC Endpoint.
- M denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- CDC denotes card processing OTC Endpoint.

3. Click a Financial Institution to initiate the report. The Users by Role (Fl) preview page appears as shown in Figure 13.

4. Under Export as, you have the following options:
   - Select PDF, Excel or Word format
   - Click Download
   Or
   - Click Print PDF Report
Figure 13: Users by Role (Fl) Preview Page

Additional Button

Click Previous to return to the previous page.
To view users by role (FPA) report, complete the following steps:

1. From the Reports tab, click Deposit Processing Reports. The View Reports page appears.

2. Under Security Reports, click User by Role (FPA). The Users by Role (FPA) parameters page appears.
   Enter your search criteria.
   - Select a user Role.
   - Click Yes or No for Report With Children

3. Click an OTC Endpoint to initiate the report. The report Users by Role (FPA) preview page appears as shown in Figure 14.

4. Under Export as, you have the following options:
   - Select PDF, Excel or Word format
   - Click Download
   Or
   - Click Print PDF Report
Application Tip

If your agency has over 50 endpoints and/or over 100 users, you must drill down to a lower level within your agency to run the report. Running the report at a lower level prevents the report from overloading. Overloading results in a report with no data output.

Application Tips

- **TGA** denotes a deposit processing OTC Endpoint.
- **CHK** denotes a check capture OTC Endpoint.
- **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- **CDC** denotes card processing OTC Endpoint.

Additional Button

Click **Previous** to return to the previous page.
Administration Reports

This section provides you with detail on how to view and download Administration Reports. Administration Reports available for viewing include:

View CIR File Status

To view the CIR file status report, you are presented with the following options: Transmission(s) Not Processed and All Transmission(s). Both options include: Transmission ID, Status, Create Timestamp, Transmit Timestamp, Acknowledge Timestamp, CA$HLINK Type and CA$HLINK Acknowledge Timestamp.

The report presents CIR File Status for FI, including: Status, Voucher Type, Voucher #, Voucher Date, Agency Location Code (ALC), Deposit Date, Status Date, CA$HLINK II Account Number (CAN), TCMS Trace #, Voucher Amount, Bank, Routing Transit Number (RTN), and Demand Deposit Account (DDA) #. You can export the report as a PDF, Excel or Word file and download or print it.

Additionally, the report presents Deposit or Adjustment Voucher details in PDF form, including the Voucher #, Adjustment Type, Voucher Date, ALC, Deposit Date, CAN, Voucher Amount, Original Deposit Date, Original Deposit Number, Organization Name, OTC Endpoint Short Name, OTC Endpoint Description, Financial Institution, RTN, DDA, Creation Date, Creation User, CLII Extract Date, CLII Sent Date, Acknowledgement by CLII Date, CL II Trace #, and Voucher Status History.

View Vouchers Completed

To view the Vouchers Completed report, you are presented with the option to include search criteria for the following items: Voucher #, Voucher Status, Voucher Type, Financial Institution, Voucher Complete Timestamp, and CL II Trace Number.

The report presents the event log, including Voucher Information, i.e., Voucher #, Voucher Date, Voucher Type, Voucher Status, Voucher Status Timestamp, Deposit Date, CA$HLINK II Trace # and Financial Institution and Voucher Event State, including the date the voucher was created on.

Additionally, the Voucher Event Details report presents the Voucher #, Voucher Date, Voucher Event State, Voucher Event State Timestamp, Voucher Event LoginID, Voucher Type, Voucher Status, Voucher Status Timestamp, Deposit Date, CA$HLINK II Trace #, Financial Institution, and Voucher Event Comments.

View Vouchers in Progress

To view the Vouchers in Progress report, you are presented with the option to include search criteria, i.e., Voucher #, Voucher Status, Voucher Type, and Financial Institution.

The report presents vouchers in progress and includes the Voucher Information: Voucher #, Voucher Date, Voucher Type, Voucher Status, Voucher Status Timestamp, Deposit Date, CA$HLINK II Trace #, and Financial Institution. The Voucher Event Log includes the Voucher Event State and the date the voucher was created on.
Additionally, the Voucher Event Details report presents the Voucher #, Voucher Date, Voucher Event State, Voucher Event State Timestamp, Voucher Event LoginID, Voucher Type, Voucher Status, Voucher Status Timestamp, Deposit Date, CA$HLINK II Trace #, Financial Institution, and Voucher Event Comments.
View Administration Reports: View CIR File Status

To view a CIR file status report, complete the following steps:

1. From the Reports tab, click Deposit Processing Reports. The View Reports page appears.
2. Under Administration Reports, click View CIR File Status. The View CIR File Status page appears.

**Application Tip**

The Collections Information Repository (CIR) was formerly referred to as Transaction Reporting System (TRS).

3. Under the Transmission(s) Not Processed section, click a Transmission ID of the CIR transmission details you must view.

   Or

   Under the All Transmission(s) section, click a Transmission ID of the CIR transmission details or processing errors you must view.

**Application Tips**

- If a Transmission ID with FRB CL CA$HLINK Type is selected, the CIR Transmission Status (FRB) report appears in a new window.
- If a Transmission ID with CLII CA$HLINK Type is selected, the CIR Transmission Status (FI) report appears in a new window.
- There are two sections on the View CIR File Transmission Status page. The Transmission(s) Not Processed section displays report files that have not been successfully processed by CIR.
- The All Transmission(s) section displays all deposit report files regardless of transmission status or success.

4. The View CIR Transmission Status preview page appears.

   Under Export as, you have the following options:

   - Select PDF, Excel or Word format
   - Click Download

   Or

   - Print PDF Report

5. For further debit or adjustment voucher details, click the Voucher # hyperlink. The Deposit or Adjustment Voucher Detail report appears.
6. Click **Open**, **Save** or **Cancel**.

7. The *DepositVoucherDetail_XXX.pdf* or *AdjustmentVoucherDetail_XXXX.pdf* report appears as shown in Figure 15.

**Figure 15: Adjustment-Voucher Detail PDF**

### Additional Buttons

- Click **Open** the PDF is displayed.
- Click **Save** choose the location where to save the file.
- Click **Cancel** to return to the *View CIR File Status* preview page.
- Click **Previous** to return to the previous page.
To view a voucher’s completed report, complete the following steps:

1. From the Reports tab, click Deposit Processing Reports. The View Reports page appears.

2. Under Administration Reports, click View Vouchers Completed. The View Vouchers Completed page appears.

3. Click the Voucher # hyperlink. The Voucher Event Log page appears as shown in Figure 16.

4. Click the Voucher # hyperlink to view the details of the deposit or adjustment. The Voucher Details Information page or the View Adjustment Details page appears.

   Or

   Click a Voucher Event State hyperlink to view the voucher event details. The Voucher Event Details page appears as shown in Figure 17.

Application Tip

The View Voucher Event shows additional information about the voucher and the history of the voucher events through the FI System to System Interface.
The **Voucher Event Details** page presents the following:

- Processing errors associated with the voucher event
- Additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface
- The Collections Information Repository (CIR) interface

**Additional Buttons**

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.
To view a voucher in progress report, complete the following steps:

1. From the Reports tab, click Deposit Processing Reports. The View Reports page appears.

2. Under Administration Reports, click View Vouchers In Progress. The View Vouchers in Progress page appears.

3. Click the Voucher # hyperlink to view the Voucher Event Log page and additional voucher information. The View Voucher Event Log page appears as shown in Figure 18.

**Figure 18: In Progress View Voucher Event Log Page**

The View Voucher Event presents additional information about the voucher and the history of the voucher events through the FI System To System Interface.
4. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The **Voucher Details Information** page or the **View Adjustment Details** page appears.

   Or

   Click a **Voucher Event State** hyperlink to view the voucher event details. The **Voucher Event Details** page appears as shown in Figure 19.

   ![Figure 19: In Progress Voucher Event Details Report Output](image)

   The **Voucher Event Details** page presents processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, and the Collections Information Repository (CIR) interface.

   **Application Tip**

   The **Voucher Event Details** page presents processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, and the Collections Information Repository (CIR) interface.

   **Additional Buttons**

   - Click **Cancel** to return to the OTCnet Home Page. No data is saved.
   - Click **Clear** to clear all data fields and reset to the default selections.
   - Click **Previous** to return to the previous page.
   - Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
   - Click **Return Home** to return to the previous page.
Historical Reports

This section provides you with detail on how to generate and view previously generated Check Processing and Deposit Processing Historical Reports.

Deposit Processing Historical Reports

Deposit Processing Historical reports are used to query and download deposit information with a specified Voucher Date from the archival database. Deposit transactions with a voucher date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted. As a result, this deposit information may not be accessible and will be removed from the archival database.

Historical reports are generated asynchronously (not occurring at the same time), allowing you to continue to use OTCnet.

Depending on the volume of data requested, it can take between 5 and 20 minutes for the report to generate.

If you are assigned the role of Deposit Preparer, Deposit Approver, FI Confirmer, FRB Confirmer, FRB Viewer, or FI Viewer, you are authorized to query and download Deposit Processing Historical reports.

You can search for check records by Organization, OTC Endpoint, ALC, Prepared by, Voucher Number, Deposit Status, Agency Use (Block 6), Deposit Type, Voucher Date, Deposit Date, Deposit Total, and Financial Institution Information search criteria.

When the report request is submitted, its status is set to Submitted. After the report is successfully generated, the status is set to Completed and the report is available for download in CSV format.

Historical reports available for viewing include:

Deposit Historical Report

To generate a deposit historical report, you are presented with the option to include search criteria, i.e., Organization, OTC Endpoint, ALC, Prepared by, Voucher #, Deposit Status, Agency Use (Block 6) details, Deposit Type, Voucher Date (From: and To:), Deposit Date (From: and To:) and Deposit Total (From and To:).

The report presents a historical record of deposits and can only be downloaded in CSV format.

Adjustment Historical Report

To generate an adjustment historical report, you are presented with the option to include search criteria, i.e., Organization, OTC Endpoint, ALC, Adjustment Category, Voucher #, Adjustment Type, Prepared By, Adjustment Reason, Voucher Date (From: and To:), Adjustment Amount (From and To:), Deposit Date (From: and To:) and Original Deposit Date (From: and To:).

The report presents a historical record of adjustments and can only be downloaded in CSV format.
Adjustments associated to deposits with a voucher date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted. As a result, this adjusted deposit information may not be accessible and will be removed from the archival database.

**Previously Generated Historical Reports**

To view previously generated historical reports, you are presented with a table of criteria, i.e., *Report Type, Submitted Time, Search Criteria Parameters, Status*, and *Download*.

The reports present a historical record of deposits or adjustments, the details of which are available above under their respective types. These reports can only be downloaded in **CSV** format.
To generate a Deposit Historical Report, complete the following steps:

1. From the Reports tab, select Historical Reports->Generate Historical Reports. The Generate Historical Reports page appears.

2. Under Deposit Processing Historical Reports, click Deposit Historical Report. The Deposit Historical Report page appears as shown in Figure 20.

**Figure 20: Deposit Historical Report Criteria Page**
The Deposit Historical Report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. The time it takes to generate a report depends on the volume of data queried and therefore varies.

3. Enter your search criteria.

Under Search Conditions:

- Select an **Organization**
- Select an **OTC Endpoint**
- Enter an **ALC**
- Enter the **Prepared by**
- Enter the **Voucher #**
- Select a **Deposit Status**
- Enter the **Agency Use (Block 6) details**
- Select a **Deposit Type**
- Enter the **From** and **To** Voucher Date, **required**
- Enter the **From** and **To** Deposit Date
- Enter the **From** and **To** Deposit Total

**Application Tip**

The Voucher Date is a required field and the maximum date range for the **From** and **To** Voucher Date is one year. The Voucher Date must be entered in MM/DD/YYYY format.

**Application Tips**

- The **From** and **To** Deposit Date must be entered in MM/DD/YYYY format.

Under Financial Institution Information, **optional**

- Enter the **RTN (Routing Transit Number)**
- Enter the **DDA (Demand Deposit Account)**
- Enter the **CAN (CASHLINK II Account Number)**
- Enter the **FRB Account Key (Federal Reserve Bank Account Key)**
- Enter the **FRB CCWU (Federal Reserve Bank Cost Center Work Unit)**
Application Tips

- The FRB Account Key must be three digits in length. The FRB Account Key field does not display for FI Deposit Confirmers or FI Viewers.
- The FRB CCWU must be four digits in length. If it is less than four digits, enter a zero at the beginning of the CCWU number (e.g. 0123). The FRB Account Key field does not display for FI Deposit Confirmers or FI Viewers.

Under **User Defined Field Information, if applicable, optional**

- Enter the **Deposit UDF (User Defined Field)** details
- Enter the **Accounting Subtotal UDF** details

Application Tip

User Defined Fields (UDFs) only display to users who have access to an organization that has previously defined UDFs. UDFs appear at the bottom of the page. Up to three UDFs can be displayed for **Deposit** and two for **Accounting Subtotal**.

4. Click **Submit Request**. A “Your report request has been successfully received” message appears.

Application Tip

Once a request is submitted you cannot submit the same request again for seven days. If a duplicate request is submitted within seven days the following message displays: “Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.”

Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Clear** to clear all data fields and reset to the default selections.

5. Once the request is submitted, navigate to **Previously Generated Historical Reports** (**Reports** tab>**Historical Reports**>**View Previously Generated Historical Reports**) and download the report in CSV format by clicking the **CSV** icon in the **Download** column for the report.
To generate an Adjustment Historical Report, complete the following steps:

1. From the **Reports** tab, select **Historical Reports** and click **Generate Historical Reports**.
2. From the **Deposit Processing Historical Reports** section of the page, click **Adjustment Historical Report**. The **Adjustment Historical Report** page appears as shown in Figure 21.

**Figure 21: Adjustment Historical Report Criteria Page**
The Adjustment Processing historical report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. Depending on the volume of data queried it can take between 5 and 20 minutes to generate the report.

3. Enter your search criteria.

   Under **Search Conditions**
   - Select an **Organization**
   - Select an **OTC Endpoint**
   - Enter an **ALC**
   - Select an **Adjustment Category**

   **Application Tips**
   - Select **Deposit Adjustment** to include deposit adjustments in the search results. The Deposit Adjustment search can be further limited by the user by selecting either **Debit** or **Credit** from the **Adjustment Type** drop-down list.
   - Select **Returned Item Adjustment** to include only returned item adjustments (US Currency and Foreign Check Item) in the search results. The Returned Item Adjustment search does not have to be further qualified using the Adjustment Type drop-down list since returned item adjustments always have an Adjustment Type of **Debit**. If the user selects **Credit** from the **Adjustment Type** drop-down list after selecting a Returned Item Adjustment, no results appear since Credit returned item adjustments do not exist.
   - Select **RIA – Foreign Currency** to only include returned item adjustments related to Foreign Check Items in the search results.
   - Select **RIA – US Currency** to only include US Currency Returned Item Adjustments in the search results.
   - Select no Adjustment Category (e.g., Select...), both deposit and returned item adjustments are included in the search results.
   - Select Adjustment Type Debit to include all debit deposit adjustments and returned item adjustments in the search results. Select Credit to include only credit deposit adjustments in the search results.

   **Application Tip**
   - Enter the **Voucher #**
   - Select an **Adjustment Type**
   - Enter the **Prepared by**
   - Select an **Adjustment Reason**
   - Enter the **From** and **To** Voucher Date, **required**
   - Enter the **From** and **To** Adjust Amount Date
   - Enter the **From** and **To** Deposit Date
   - Enter the **From** and **To** Original Deposit Date
Deposit Processing

Chapter 9. Viewing Reports

Application Tips

- The Voucher Date is a required field and the maximum date range for the From and To Voucher Date is one year. The Voucher Date must be entered in MM/DD/YYYY format.
- The From and To Deposit Date must be entered in MM/DD/YYYY format.

Under Financial Institution Information, optional

- Enter the RTN (Routing Transit Number)
- Enter the DDA (Demand Deposit Account)
- Enter the CAN (CASHLINK II Account Number)
- Enter the FRB Account Key (Federal Reserve Bank Account Key)
- Enter the FRB CCWU (Federal Reserve Bank Cost Center Work Unit)

Application Tips

- The FRB Account Key must be three digits in length. The FRB Account Key field does not display for FI Deposit Confirmers or FI Viewers.
- The FRB CCWU must be four digits in length. If it is less than four digits, enter a zero at the beginning of the CCWU number (e.g. 0123). The FRB Account Key field does not display for FI Deposit Confirmers or FI Viewers.

4. Click Submit Request. A “Your report request has been successfully received” message appears.

Application Tip

Once a request is submitted you cannot submit the same request again for seven days. If a duplicate request is submitted within seven days the following message displays: “Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.”

Additional Buttons

- Click Cancel to return to the OTCnet Home Page. No data is saved.
- Click Clear to clear all data fields and reset to the default selections.

5. Once the request has been submitted, navigate to Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports) and download the report in CSV format by clicking the CSV icon in the Download column for the report.
Previously Generated Historical Reports

To view previously generated historical reports, complete the following steps:

1. From the Reports tab, select Historical Reports and click View Previously Generated Reports.

   **Application Tips**

   - When a report request is submitted and the Historical Database is unavailable, an informational message appears stating, “Historical Database is currently unavailable. All reports in Submitted status are processed when the Historical Database is available.” Report requests that are in Submitted status remain in Submitted status until the database is available and the report is generated. After the report is generated a Completed status is displayed.
   - When a report request is submitted and the report could not generate, its status is Error. Resubmit your report request to ensure your report is generated. If a report displays an Error status, the request can be resubmitted at any time without receiving a duplicate request message.
   - Report requests are user specific and are not viewable by other users.

2. The View Previously Generated Reports page appears as shown in Figure 22. The page lists reports that were requested within the last 7 days. Click CSV in the Download column for your desired report.

   **Figure 22: View Previously Generated Reports**

   ![Image of View Previously Generated Reports page]
After the CSV file is downloaded, open it using Excel or Notepad.
Duplicate report requests based on identical report parameters cannot be made within seven days, however, after 7 days a duplicate report request can be submitted.

3. The File Download dialog box appears. Click Open, Save, or Cancel.

- Click Open and the content of the file displays.
- Click Save to and choose the location where you want to save the file.
- Click Cancel and the dialog box closes. No data is saved.
**Topic 5 Viewing a Financial Institution**

As a **FRB Viewer**, you can locate and view the Financial Institution details that you have access to. You can only view a Financial Institution that has an **Active** status.

Viewing a Financial Institution (FI) allows you to see related details such as: Institution Information, Routing Transit Numbers (RTN) and Status and CA$HLINK II Account Number (CAN)/Acct Key Relationships.

**View a Financial Institution**

When viewing a financial institution (FI), you are presented with a table containing FI details, i.e., **Name**, **City**, **State/Province**, **Country**, **Institution Type**, **Accepts Foreign Check Deposits**, **Accepts Foreign Cash Deposits**, **System to System Interface Participant**, **Short Name**, **Processes Foreign Check Deposits**, **Processes Foreign Cash Deposits**, and **Routing Transit Numbers**.
View a Financial Institution

To view a Financial Institution, complete the following steps:

1. From the **Administration** tab, select **Manage FI>Financial Institution>View**. The **View the Financial Institution** pages appear as shown in Figure 23 and Figure 24 below.

**Figure 23: View FRB Detail**

```plaintext
View Financial Institution

<table>
<thead>
<tr>
<th>Institute Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Bank of America</td>
</tr>
<tr>
<td>City</td>
<td>Concord</td>
</tr>
<tr>
<td>State / Province</td>
<td>CA</td>
</tr>
<tr>
<td>Country</td>
<td>US</td>
</tr>
<tr>
<td>Institution Type</td>
<td>Commercial</td>
</tr>
<tr>
<td>Accepts Foreign Check Deposits</td>
<td>Yes</td>
</tr>
<tr>
<td>Accepts Foreign Cash Deposits</td>
<td>Yes</td>
</tr>
<tr>
<td>System To System Interface Participant</td>
<td>Yes</td>
</tr>
<tr>
<td>Short Name</td>
<td>BOA</td>
</tr>
<tr>
<td>Processes Foreign Check Deposits</td>
<td>Yes</td>
</tr>
<tr>
<td>Processes Foreign Cash Deposits</td>
<td>Yes</td>
</tr>
<tr>
<td>Routing Transit Numbers:</td>
<td></td>
</tr>
</tbody>
</table>
```

**Figure 24: View Financial Institution Detail**

```plaintext
View Financial Institution

<table>
<thead>
<tr>
<th>Institute Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Bank of America</td>
</tr>
<tr>
<td>City</td>
<td>Concord</td>
</tr>
<tr>
<td>State / Province</td>
<td>CA</td>
</tr>
<tr>
<td>Country</td>
<td>US</td>
</tr>
<tr>
<td>Institution Type</td>
<td>Commercial</td>
</tr>
<tr>
<td>Accepts Foreign Check Deposits</td>
<td>Yes</td>
</tr>
<tr>
<td>Accepts Foreign Cash Deposits</td>
<td>Yes</td>
</tr>
<tr>
<td>System To System Interface Participant</td>
<td>Yes</td>
</tr>
<tr>
<td>Short Name</td>
<td>BOA</td>
</tr>
<tr>
<td>Processes Foreign Check Deposits</td>
<td>Yes</td>
</tr>
<tr>
<td>Processes Foreign Cash Deposits</td>
<td>Yes</td>
</tr>
<tr>
<td>Routing Transit Numbers:</td>
<td></td>
</tr>
<tr>
<td>RTN</td>
<td>Status</td>
</tr>
<tr>
<td>021867400</td>
<td>Active</td>
</tr>
<tr>
<td>032861194</td>
<td>Active</td>
</tr>
<tr>
<td>051241164</td>
<td>Active</td>
</tr>
<tr>
<td>071837215</td>
<td>Active</td>
</tr>
<tr>
<td>085887400</td>
<td>Active</td>
</tr>
<tr>
<td>111000012</td>
<td>Active</td>
</tr>
</tbody>
</table>
```
Application Tips

- Only Active Financial Institutions display for the selection.
- FI Confirmers, FRB Confirmers, FI Viewers, and FRB Viewers are authorized to view Institution Information, Routing Transit Numbers (RTN) and Status, and CA$HLINK II Account Number (CAN)/Acct Key Relationships.

Additional Button

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

In this chapter, you learned:

- The purpose of viewing reports
- The types of reports you can access by role
- The types of business, security, administration, and historical reports
- How to view, generate, and download reports
Chapter 10. Viewing Deposits

OTCnet Participant User Guide
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Glossary

Click this link to access the full OTCnet Glossary.
Overview, Topics, and Audience

Overview

Welcome to Viewing Deposits. In this chapter, you will learn:

• The purpose of viewing deposits
• How to view a deposit draft
• How to view a deposit awaiting approval
• How to view a submitted deposit
• How to view a confirmed deposit
• How to view a deposit adjustment
• How to view a rejected deposit detail

Topics

This chapter includes information on viewing deposits.

Audience

The intended audience for the Viewing Deposits Participant User Guide includes:

• Deposit Preparer
• Deposit Approver
• Deposit Confirmer
• Viewer
Topic 1 Viewing Deposits

As a Deposit Preparer, Deposit Approver, Deposit Confirmer, or Viewer, you are authorized to view deposit vouchers. You may view deposits to locate deposits in process or to verify deposit transactions belonging to others in the organization.

Depending on your user role, you may have permission to view only certain deposits. The Deposit Status types are included in Table 1.

<table>
<thead>
<tr>
<th>Deposit Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>A deposit that is saved for modification at a later date by a Deposit Preparer</td>
</tr>
<tr>
<td>Awaiting Approval</td>
<td>A deposit that is waiting for deposit confirmation by a Deposit Approver</td>
</tr>
<tr>
<td>Submitted</td>
<td>A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer</td>
</tr>
<tr>
<td>Confirmed</td>
<td>A deposit that has been reviewed and confirmed by a financial institution (FI) or federal reserve bank (FRB)</td>
</tr>
<tr>
<td>Rejected</td>
<td>A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit</td>
</tr>
</tbody>
</table>

View a Deposit

To view a deposit, select My Deposits in Process, Adjustments in Error, Deposits in Error, or Deposits Within My Organization. Click the voucher number of the deposit you would like to view and change the number of records displayed per page, from the drop-down menu options next to record count.

- **My Deposits in Process**: Displays deposits that require addition action (e.g. Draft, Awaiting Approval, Submitted, Rejected, and Confirmed) based on user permissions.

  If the user only has an FI Viewer or FRB Viewer role and selects this page, it returns no results. If the user is a Deposit Confirmer or FRB Confirmer, the table displays the column indicating the Confirm option to allow for multiple confirmations at the same time. For all other user roles, this column is hidden.

- **Adjustments in Error**: Displays adjustments that have validation errors awaiting acknowledgement by the financial institution that the error has been resolved.

  The Adjustments in Error page displays any CA$HLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CA$HLINK II validation errors. To document why the error occurred and how the error was resolved, select the Voucher Number link is selected. This page only returns results for the Deposit Confirmer and FI Viewer roles. Other roles have the ability to select this page from the dropdown but do not see no results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).

- **Deposits in Error**: Displays deposits that have validation errors awaiting acknowledgement by the financial institution that the error is resolved. With Deposit Confirmer or FI Viewer privileges, the Deposits in Error details appears.
The Deposits in Error page displays any CA$HLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CA$HLINK II validation errors. To document why the error occurred and how the error was resolved, select the Voucher Number link is selected. This page only returns results for the Deposit Confirmer and FI Viewer roles. Other roles have the ability to select this page from the dropdown but do not see results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).

- **Deposits Within My Organization**: Displays a list of deposits that have been entered in the system, based on the agency endpoint or financial institution to which the user has access. With Deposit Confirmer or FI Viewer privileges, the Deposits Within My Organization details appears.

- **The Deposits Within My Organization** page displays voucher dates in reverse chronological order (including future dated deposits) and the status within (i.e. Draft, Submitted, Rejected, and Confirmed). The number of deposits displayed is based upon the display days processing options defined for the OTC Endpoint that the agency user has permission to view. If the user has permission for more than one OTC Endpoint, the processing option with the greatest number of days is used. If the user is an FI Viewer or an FS Viewer, the number of display days is set at 45.
View a Deposit

To view a deposit, complete the following steps:

1. From the Deposit Processing tab, click View Deposits. The View Deposit page appears.
2. From the Select Display drop-down menu, select My Deposits in Process, Adjustments in Error, Deposits in Error, or Deposits Within My Organization.
3. Click the Voucher Number of the deposit you need to view as shown in Figure 1.

Figure 1. View Deposits Page

Application Tips

- By default, up to 10 records are displayed per page. To change the number of records displayed per page, select from the drop-down menu options next to the record count.
- When your Financial Institution makes an adjustment to a deposit, it appears in the Adj. column of the Deposit Transactions section of the table.
- To view additional details, click the appropriate Voucher Number.
- The View Confirmed Deposit page appears. Under Adjustment Information, click the Voucher Number to view the deposit adjustment details.
Deposit Processing

Chapter 10. Viewing Deposits

### Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Confirm** to confirm a deposit (Visible if a user has Deposit Confirmer privileges).
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Delete** to eliminate the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Voucher Event State** to view voucher details.
- Click **Next** to advance to the next page. (Visible only in My Deposits in Process view).
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Adjust** to adjust a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Save as Draft** to save the information without submitting the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Submit** to complete the process and display the Confirmation page. (Visible if a user has Deposit Approver privileges.)
- Click **Update CAN/ACCT Key** to update the account number assigned to a deposit. (Visible if a user has Deposit Confirmer privileges.)
- Click **Add Adjustment** to adjust a deposit. (Not visible for Foreign Check Items.)
Summary

In this chapter, you learned:

- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view a rejected deposit detail
Agency Viewer

OTCnet Participant User Guide
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Glossary

Click this link to access the full OTCnet Glossary.
Overview, Topics, and Audience

Overview

Welcome to the Agency Viewer Participant User Guide. In this guide, you will learn:

- The introduction to OTCnet
- The overview of the OTCnet Participant User Guide content
- How to log in to OTCnet
- How to access your User ID and reset your Password
- How to navigate the OTCnet home page
- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view a rejected deposit details
- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file
- The purpose of searching adjustments
- How to search and locate adjustments using one or more search criteria
- How to download adjustment voucher(s) as an XML or CSV file
- The purpose of viewing reports
- The various types of reports you can access by role
- The types of reports
- The detail each report provides and how to view and download those reports

Topics

1. Introduction to OTCnet
2. Overview of OTCnet Participant User Guide Content
3. Logging in to OTCnet
4. Accessing a User ID and Resetting Passwords
5. Navigating the OTCnet Home Page
6. Viewing Deposits  
7. Searching Deposits  
8. Searching Adjustments  
9. Viewing Reports  
10. Reports by Access Type  
11. Types of Reports  
12. Viewing Reports  

Audience  
The intended audience for the Agency Viewer Participant User Guide includes:  
- Agency Viewer
Topic 1 Introduction to OTCnet

Overview

The Bureau of the Fiscal Service (BFS) Over the Counter Division (OTCD) provides the Over-the-Counter Channel Application (OTCnet) to facilitate the prompt electronic processing, reporting of deposits and transaction activities. OTCnet financial services include retail transactions made at agency offices, face-to-face collection points, and point of sale (POS) locations throughout the US and abroad.

OTCD oversees the systems, networks and program infrastructure which enable world-class OTCnet financial services including the collection of checks, cash, coins and credit, debit, and gift card transactions at agency POS locations around the globe. The OTCD is responsible for implementing a coordinated government-wide strategy for the collection of over-the-counter transaction and deposit activities (cash, card, check, foreign checks/currency, seized currency), and the transition from paper checks to electronic mechanisms.

OTCnet is a secure web-based system that enables federal agencies to integrate check conversion, deposit reporting, and card processing, so that all check, cash, coin, and card deposits to the TGA are handled by one web-based application.

OTCnet offers agencies superior customer service and high-quality e-commerce solutions for collections and reporting needs.

OTCnet Financial Services includes the following:

- Electronic processing of US checks presented for cashing, payment, or deposit
- Processing of US currency, foreign currency cash and foreign check item deposits
- Acceptance of credit, debit, and gift cards (Visa, MasterCard, American Express, Discover)
- Support of the Self-Service Kiosk
- Automation of the collection and settlement process
- Support of online reporting and research capability for reconciliation and inquiries
- Improvements of deposit history record keeping

OTCnet Elements

OTCnet is comprised of five elements:

1. **Administration**
2. **Check Capture, Check Processing and Reporting**
3. **Deposit Processing and Reporting**
4. **Card Processing**
5. **Self-Service Kiosk: Web Service**

*Administration functions support Check Capture, Check Processing and Reporting, Deposit Processing and Reporting, Card Processing, and Self-Service Kiosk as shown in Figure 1.*
The functions of the five elements are:

- **Deposit Processing**: permits federal agencies the ability to create and submit deposits for confirmation. This platform also allows for Financial Institutions (FIs) to confirm those deposits and create adjustments electronically. Deposits can be created for US currency, foreign cash, and foreign check items.

- **Check Capturing, Check Processing**: converts personal and business checks into electronic fund transfers. Transactions can be consumer, consumer accounts receivable, and business transactions.

- **Card Processing**: allows agencies to provide their customers an option to make their payments via credit/debit cards and gift cards.

- **Self-Service Kiosk**: third party vendor standalone kiosk supported by OTCnet.

**OTCnet Process Flow: Deposit Reporting**

Deposit Processing electronically collects and automates US and Foreign funds which facilitates the classification of Treasury collections daily.
As shown in Figure 2, the Deposit Preparer, or Agency, electronically reports the deposit to Treasury using OTCnet and prints out the OTCnet deposit ticket. The bank deposit ticket, OTCnet deposit ticket, cash, and checks (US and foreign) are taken to your Treasury General Account (TGA) Bank. At the TGA Back, the Deposit Confirmer confirms the deposit, rejects the deposit, or creates an adjustment to the deposit using OTCnet. The Collections Information Repository (CIR) is formerly the Transaction Reporting System (TRS).

OTCnet sends commercial deposit voucher information to CIR. CIR receives commercial deposit information from OTCnet for reconciliation and transmits to Treasury Cash Management System (TCMS) for cash concentration purposes. TCMS receives the commercial deposit data from CIR and initiates the cash concentration activity.

The Deposit Preparer and Deposit Viewer can access OTCnet to view their deposit ticket information, as well as access reports, receive rejections, and view adjustments.

**Figure 2: Deposit Processing Workflow**

**OTCnet End Users**

1. Administration
2. Check Capture, Processing and Reporting
3. Deposit Processing and Reporting
4. Card Processing

The user role you hold is based on the types of tasks you perform.

- Administration user roles, with varying degrees of permission, and perform administrative duties such as user management and system installation.
• Check Capture/Check Processing and Reporting user roles perform functions to capture checks, process checks, access reports and edit or view the Master Verification Database (MVD).

• Deposit Processing and Reporting user roles create deposits, approve, confirm (reject or adjust), and/or view information as shown in Table 1.

• Card Processing user roles perform functions to process card transactions.

### Table 1: End User Roles

<table>
<thead>
<tr>
<th>Agency</th>
<th>Check Capture/Check Processing and Reporting</th>
<th>Deposit Processing and Reporting</th>
<th>Card Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency</strong>&lt;br&gt;• Check Capture Supervisor&lt;br&gt;• Check Capture Administrator&lt;br&gt;• Accounting Specialist/Local&lt;br&gt;• Accounting Specialist&lt;br&gt;• Card Administrator</td>
<td>Agency</td>
<td><strong>Agency</strong>&lt;br&gt;• Check Capture Operator&lt;br&gt;• Check Capture Lead Operator&lt;br&gt;• Check Capture Supervisor&lt;br&gt;• Batch Approver*&lt;br&gt;• Batch Uploader*&lt;br&gt;• Master Verification Database (MVD) Editor</td>
<td><strong>Agency</strong>&lt;br&gt;• Deposit Preparer&lt;br&gt;• Deposit Approver&lt;br&gt;• Viewer</td>
</tr>
<tr>
<td>Financial Institution/Federal Reserve</td>
<td><strong>Agency</strong>&lt;br&gt;• Primary Security Administrator&lt;br&gt;• Local Security Administrator</td>
<td><strong>Agency</strong>&lt;br&gt;• Deposit Confirmer&lt;br&gt;• Viewer</td>
<td></td>
</tr>
</tbody>
</table>

*Batch Approver and Batch Uploader are sub-roles assigned to users with existing roles.*
Introduction

These OTCnet Participant User Guides are intended to provide you with the skills you need to use OTCnet, a system by which users can capture and process checks, and/or process deposits. Users with appropriate permissions can install, setup, and manage OTCnet.

The Participant User Guide can be used independent of or in conjunction with the OTCnet Web-based Training (WBT). The Participant User Guides are accessible through the OTCnet web site, OTCnet application help link site or through the User Guides button located within the WBT.


Although separated by segment, the User Guides may be printed individually or as one complete manual. You are not required to complete all 32 user guides, though it is highly encouraged that you access the guides pertaining to your user role.

In addition to the above-mentioned guides, this OTCnet Participant User Guide was created to support Agency Viewer specific instruction. Below is an introduction to the related Deposit Processing OTCnet functionality.

Administration Participant User Guide

The Administration Participant User Guide includes ten user guides, including Check Capture, Check Processing, Deposit Processing and Card Processing Administrative functionality. Table 2 describes the related concepts covered in each guide:

<table>
<thead>
<tr>
<th>User Guides</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction to OTCnet and Overview of OTCnet</td>
<td>In this user guide, you will learn about the background of OTCnet, the element and process flows that make up OTCnet as well as overview of the Participant User Guides.</td>
</tr>
<tr>
<td>Participant User Guide Content</td>
<td></td>
</tr>
<tr>
<td>2. Accessing and Navigating OTCnet</td>
<td>In this user guide, you will learn how to log in, establish security settings and how to use the OTCnet Main Page.</td>
</tr>
<tr>
<td>3. Managing User Accounts</td>
<td>In this user guide, you will learn how to create a user account, update a user account, and assign user privileges.</td>
</tr>
<tr>
<td>4. Managing Your Agency’s Hierarchy, Accounting Codes,</td>
<td>In this user guide, you will learn how to create a hierarchy, designate an OTC Endpoint, establish a Financial Institution relationship, and designate a check capture location, modify and import accounting codes, modify endpoint mappings, and modify and view processing options.</td>
</tr>
<tr>
<td>and Processing Options</td>
<td></td>
</tr>
</tbody>
</table>
5. Configuring Administration and Card Processing Settings

In this user guide, you will learn how to manage custom labels, manage processing options and create and edit user defined fields.

6. Viewing Financial Institutions

In this user guide, you will learn how to view Financial Institution details.

7. OLB Setup Guide

In this user guide, you will learn how to download and install the OTCnet Local Bridge (OLB) Application, create the OLB profile and import OLB credentials.

8. Configuring Card Terminal Processing Settings

In this user guide, you will learn how to set up or modify card terminal configuration, unregister a card terminal, view card terminal configuration, search an audit log and select a 80mm card receipt printer.

9. Configuring Check Processing Settings Online

In this user guide, you will learn how to set up, modify and view a terminal configuration, view an audit log and download firmware.

10. Setting Up and Configuring Check Capture Offline

In this user guide, you will learn how to properly install offline check capture software; manage offline check capture; set up scanners; and configure check capture settings in offline mode.

In addition to the Participant User Guides, the OTCnet Printable Job Aids walks an Administrator through the steps to e.g., set up an organizational hierarchy and Check Capture and Check Processing Administrative settings. These may be used in conjunction with the 10 Administration user guides reviewed above.

Deposit Processing and Reporting Participant User Guides

10 Chapters make up the Deposit Processing and Reporting Participant User Guide. Table 3 describes the related concepts covered in each Chapter:

<table>
<thead>
<tr>
<th>User Guides</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction to OTCnet and Overview of OTCnet Participant User Guide Content</td>
<td>In this user guide, you will learn about the background of OTCnet, the element and process flows that make up OTCnet as well as overview of the Participant User Guides.</td>
</tr>
<tr>
<td>2. Accessing and Navigating OTCnet</td>
<td>In this user guide, you will learn how to log in, establish security settings and how to use the OTCnet Main Page.</td>
</tr>
<tr>
<td>3. Creating and Modifying Deposits</td>
<td>In this user guide, you will learn how to create and modify deposits.</td>
</tr>
<tr>
<td>4. Searching for Deposits</td>
<td>In this user guide, you will learn how to search for and download deposits.</td>
</tr>
<tr>
<td>5. Approving Deposits or Returning Deposits to Draft</td>
<td>In this user guide, you will learn how to approve deposits or return deposits to draft.</td>
</tr>
<tr>
<td>User Guides</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6. Confirming, Rejecting or Adjusting Deposits</td>
<td>In this user guide, you will learn how to confirm deposits, adjust deposits, or apply a credit/debit adjustment for US Currency and Foreign Check Items.</td>
</tr>
<tr>
<td>7. Managing Adjustments</td>
<td>In this user guide, you will learn how to create a returned item adjustment for US Currency and Foreign Check Items.</td>
</tr>
<tr>
<td>8. Searching Adjustments</td>
<td>In this user guide, you will learn how to search and download adjustments.</td>
</tr>
<tr>
<td>9. Viewing Reports</td>
<td>In this user guide, you will learn how to view and pull administrative and business reports.</td>
</tr>
<tr>
<td>10. Viewing Deposits</td>
<td>In this user guide, you will learn how to view deposit drafts, deposits awaiting approval, confirmed deposits, deposit adjustments, rejected deposit details, submitted deposits and how to download vouchers.</td>
</tr>
</tbody>
</table>
Topic 3 Log in to OTCnet Online

To access OTCnet Online, you must have your Fiscal Service Single Sign On User ID and Password. To obtain your User ID, contact your Primary Local Security Administrator (PLSA) or your Local Security Administrator (LSA). Once your User ID is created, you receive an email with a temporary password. Now you are ready to log in to OTCnet Online.

The first time you log in to OTCnet Online Single Sign On, you are required to complete the following steps:

- Change your password
- Accept the Rules of Behavior
- Provide challenge and response questions used for secondary authentication
- Enter a shared secret, used when calling the Fiscal Service Help Desk

To log in to OTCnet Offline, double-click the OTCnet Offline (Production or QA) icon on your terminal desktop or click Start >Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA).

If the OTCnet Online icon does not reside on either your desktop or in your Start menu, contact your Check Capture Administrator or Card Administrator to configure the terminal.

Log In to OTCnet Online for the First Time

Once you receive your User ID and generic password, access the OTCnet application to create a permanent password.

The OTCnet Local Bridge (OLB) application is required for performing check processing, check capture, card processing and terminal configuration operations. If you are a Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, Check Capture Operator, Card Operator or Card Administrator, the OLB application must be started on the terminal in order to perform these operations.

To log in to Fiscal Service Single Sign On (OTCnet Online) for the first time, from the OTCnet Online login screen, enter your User ID and Password and log in. Enter your temporary password, new password, confirm your new password and change your password. Answer challenge questions and enter a shared secret phrase. Once you logout, log in again to OTCnet with your new password.
Log In to OTCnet Online for the First Time

To log in to Fiscal Service Single Sign On (OTCnet Online) for the first time, complete the following steps:

1. Access https://otcnet.fms.treas.gov as shown in Figure 3, enter your User ID and Password in the appropriate text boxes and click Log In. The Password Change: Create New Password page appears.

![Figure 3: Fiscal Service Single Sign On Page](image)

2. Enter your temporary password (Password), New Password, and Confirm New Password in the appropriate text boxes. Click Change Password. A Confirmation page appears stating your new password has been set.


**Application Tip**

Each response must be at least three characters long and each response is case sensitive.

4. Select any three challenge questions by clicking the check boxes next to the questions and provide your responses in the Response and Confirm Response fields.


6. Enter a Shared Secret phrase and Confirm Shared Secret phrase. Click Save My Shared Secret. A Confirmation page appears showing the challenge questions and responses and
your new shared secret were successfully saved. The Change Challenge/Response-Completed page appears.

**Application Tips**

- The shared secret phrase must be at least three characters.
- You cannot proceed to OTCnet until the Challenge questions and Shared Secret are set.

7. Click **Logout**.

**Application Tip**

After your challenge questions and responses and your shared secret are successfully saved, wait 15 minutes prior to accessing OTCnet.

8. Access OTCnet (https://otcnet.fms.treas.gov), enter your **User ID** and **Password** in the appropriate text boxes. Click **Log In**.

**Application Tip**

By logging in with your PIV, SecurID, or User ID and Password, you acknowledge and agree that you have read, understand, and agreed to abide by the Rules of Behavior.
Log In to OTCnet Online

Once you change your password, respond to the challenge questions, and establish a shared secret, log in to OTCnet to access functionality for one or more of the following:

- Administration
- Deposit Processing and Reporting
- Check Capture
- Check Processing
- Card Processing
- Access User Identity (ID) and Reset Password

The OTCnet Local Bridge (OLB) application is required for performing check processing, check capture, card processing and terminal configuration operations. If you are a Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, Check Capture Operator, Card Operator or Card Administrator, the OLB application must be started on the terminal to perform these operations.

To log in to OTCnet Online, from the OTCnet Online login screen, enter your User ID and Password.
To log in to OTCnet Online, complete the following steps:

1. Access [https://otcnet.fms.treas.gov](https://otcnet.fms.treas.gov) as shown in Figure 4 and enter your **User ID** and **Password** in the appropriate text boxes.

2. Click **Log In**. The *OTCnet Home Page* appears.

---

**Application Tips**

- As a **Check Capture Administrator**, **Check Capture Supervisor**, **Check Capture Lead Operator**, **Check Capture Operator**, **Card Operator** or **Card Administrator**, when logging into OTCnet Online and using Google Chrome, the OTCnet splash screen does not appear.

- The OTCnet splash screen does appear for the same Internet Explorer (IE) users, when setting up OTCnet.
Topic 4 Accessing a User ID and Resetting Passwords

To obtain your User ID or reset your password, contact your PLSA or LSA. Your User ID or temporary password is emailed to you. Once you sign in with your temporary password, you must reset your password.

Access User ID

If you forget your OTCnet User ID, you can access your User ID from the Single Sign On page by clicking **Forgot your User ID**. Enter your email address to complete your request for a User ID.
Access User ID

To access your User ID, complete the following steps:

1. From the Fiscal Service Single Sign On page, click **Forgot your User ID?** as shown in Figure 5. The Please contact the Fiscal Service IT Service Desk at (304) 480-7777 for assistance with your Production Fiscal Service LDAP account message appears.

   ![Figure 5: Single Sign On Page (Forgot Your User ID? Link)]

2. Call the Fiscal Service IT Service Desk at (304) 480-7777. Select option 3.

3. The Fiscal Service IT Service Desk asks for your email, first name and last name and sends you three follow up emails.

   **Application Tip**

   The Service Desk sends you three emails, with the following information:
   - Password reset instructions (includes your User ID)
   - A temporary password
   - A link to the Identity Manager Single Sign On (ISIM) system

4. Follow the ISIM link from the third email. Enter your User ID and temporary password into the **User ID** and **Password** fields.

5. Click **Log In**.

   **Application Tip**

   You are prompted to reset your password.

6. Click **Continue**. You are logged into the ISIM system.
Application Tip

Your password was successfully reset.

7. Click **Logoff** to exit the system. Close your browser. Wait 15 minutes before accessing the OTCnet application.
Reset Password

To reset your password, you can reset it from the Single Sign On page, by clicking the **Forgot your Password?** link. You'll need your **Treasury Login (User ID)** and you must respond to the **Answer Challenge/Responses Questions Provide Responses**. Enter a new password.

Check your Junk E-mail folder if you do not receive an email with your password. It is recommended that you add donotreply@fiscal.treasury.gov to your Safe Senders or Safe Recipients list.
To reset your password, complete the following steps:

1. From the Fiscal Service Single Sign On page, click Forgot your Password? The Self-Service Account/Password Reset page appears as shown in Figure 6.

   **Figure 6: Single Sign on Page (Forgot Your Password? Link)**

2. Enter your User ID and click Submit as shown in Figure 7. A Confirmation page appears stating that an email was sent to the email address associated with the User ID.

   **Figure 7. Self-Service Account/Password Reset**

3. Click Close Browser.

   **Application Tip**

   You receive an email (Resetting your Forgotten Password) to your official email address with further instructions on how to complete the Self-Service Account/Password Reset process.

4. Check your email. You receive the email link to reset your password. Copy and paste the entire link (including the equal sign “=”) into your web browser. The Answer Challenge/Responses Questions Provide Responses page appears.
5. Enter your responses for the challenge questions and click **Reset My Password**. The **Answer Challenge/Response Questions – Change Password** page appears.

**Application Tip**

Three invalid attempts to answer your challenge questions results in your account being locked. If your account is locked, call Customer Support at 866-945-7920 or DSN 510-428-6824, Options 1, 2, 4 to re-activate your account.

6. Enter your **New Password, Confirm New Password** and click **Change My Password**. The **Challenge/Response Questions – Completed** page appears.

7. Click **Close Browser**.
Topic 5 Navigating the OTCnet Home Page

The OTCnet Online home page allows Check Capture Supervisors, Check Capture Lead Operators, Check Capture Operators and Card Operators to process deposits, capture checks, process checks, process card transactions, view reports, and perform administrative and security functions. Additionally, a user can access information for training, help and to update a user profile. The OTCnet Online home page is accessible for users to either view or perform any of these functionalities.

OTCnet Main Menu

To access the OTCnet Main Menu, log in with your User ID and Password with the following url, https://otcnet.fms.treas.gov. Table 4 provides a list of the Main Menu options available to you. They are accessible on the upper right corner of the OTCnet application.

Table 4: Main Menu Link Descriptions

<table>
<thead>
<tr>
<th>Link</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Allows a user to return to the OTCnet home page.</td>
</tr>
<tr>
<td>My Profile</td>
<td>Allows a user to retrieve his or her User ID or reset a Password.</td>
</tr>
<tr>
<td>Training</td>
<td>Allows a user to access the Web-Based Training (WBT) and other corresponding training materials.</td>
</tr>
<tr>
<td>Print</td>
<td>Allows a user to print the page.</td>
</tr>
<tr>
<td>Help</td>
<td>Allows a user to access help for the page they are on.</td>
</tr>
<tr>
<td>Log Out</td>
<td>Allows a user to log out of OTCnet.</td>
</tr>
</tbody>
</table>

The Main Menu is shown in Figure 8. The links are accessible on the upper right side of the OTCnet home page.

Figure 8: OTCnet Main Menu Page
All user roles have access to the OTCnet Homepage Message Overlay. The message overlay automatically appears for all Google Chrome and Chromium Edge users. It does not appear for Internet Explorer users. The message overlay appears in OTCnet Online, when you first log in to OTCnet.

The message overlay is a messaging platform presenting important news and information on the OTCnet system as shown in Figure 9. It is recommended that you read the messages, close the message overlay and continue viewing the OTCnet homepage.

The message is titled **OTCnet News and Announcements** and consists of up to four titles, **System Maintenance Messages**, **Training/ Webinars**, **Marketing Information** and **The Annual Survey** with supporting messages and links to additional information.

![Figure 9. OTCnet Homepage Message Overlay](image)
Deposit Processing Tab Functionality

To access the OTCnet Deposit Processing functionality, log in with your User ID and password. Table 5 provides a list of the Deposit Processing functions that are available to you.

Table 5: Deposit Processing Tab Descriptions

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Deposit</td>
<td>Allows a user to create deposits for US Currency, Foreign Check Items, and/or Foreign Currency Cash.</td>
</tr>
<tr>
<td>Search Deposits</td>
<td>Allows a user to search for deposits.</td>
</tr>
<tr>
<td>Search Adjustments</td>
<td>Allows a user to search for adjustments.</td>
</tr>
<tr>
<td>Create Returned Item Adjustment</td>
<td>Allows a user to create a returned item adjustment.</td>
</tr>
</tbody>
</table>

The Deposit Processing tab, as shown in Figure 10, allows you to access Deposit Processing functionality, though depending on your user role, you may not see all functionality.

![Figure 10: Deposit Processing Tab](image)

Check Processing Tab Functionality

To access the OTCnet Check Processing functionality, log in with your User ID and password. Table 6 provides a list of the Check Processing functions that are available to you.

Table 6: Check Processing Tab Descriptions

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Verification</td>
<td>Allows a user to search and/or create an MVD record.</td>
</tr>
<tr>
<td>CIRA Query</td>
<td>Allows a user to view and/or modify a CIRA record.</td>
</tr>
<tr>
<td>Batch Management</td>
<td>Allows a user to search, view, close, approve and submit a batch. A user may edit and void an item within a batch with the proper permission.</td>
</tr>
<tr>
<td>Check Scan</td>
<td>Allows a user to scan checks.</td>
</tr>
<tr>
<td>Transmission History</td>
<td>Allows a user to view transmission history for batches that are uploaded from the offline check capture application.</td>
</tr>
</tbody>
</table>
The Check Processing tab is shown in Figure 11. Depending on your user role, you may not see all functionality shown in the image.

![Figure 11: Check Processing Tab](image)

**Administration Tab Functionality**

To access the OTCnet Administration functionality, log in with your User ID and password. Table 7 provides a list of the Administration functions that are available to you.

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Organizations</td>
<td>Allows a user to manage Organization Hierarchy, Accounting Codes, Custom Labels, Processing Options, and User Defined Fields.</td>
</tr>
<tr>
<td>Manage FI</td>
<td>Allows a user to create and/or modify a Financial Institution, transfer FI RTN Numbers, transfer CA$HLINK accounts, and maintain FRB CA$HLINK accounts.</td>
</tr>
<tr>
<td>Manage Users</td>
<td>Allows a user to manage OTCnet user accounts and profiles.</td>
</tr>
<tr>
<td>Management</td>
<td>Allows a user to manage OTCnet processes.</td>
</tr>
<tr>
<td>Manage Check Processing</td>
<td>Allows a user to manage terminal configuration and forms.</td>
</tr>
<tr>
<td>Manage Card Processing</td>
<td>Allows a user to manage terminal configuration.</td>
</tr>
<tr>
<td>Manage Centralized Deployment</td>
<td>Allows users access to the following: Release Configuration, Edit Release and Download Release.</td>
</tr>
<tr>
<td>Audit</td>
<td>Allows a user to review the audit log history.</td>
</tr>
<tr>
<td>Utilities</td>
<td>Allows a user to review batch utilities, including Batch Recreate and Batch Repair.</td>
</tr>
</tbody>
</table>

The Administration tab is shown in Figure 12. Depending on your user role, you may not see all functionality shown in the image.
Figure 12: Administration Tab

Reports Tab Functionality

To access the OTCnet Reports functionality, log in with your User ID and password. Table 8 provides a list of the Reports functions that are available to you. Depending on your user role, you are only authorized to view and download certain reports.

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit Processing Reports</td>
<td>Allows a user to view and download Business, Security and Administration reports.</td>
</tr>
<tr>
<td>Check Processing Reports</td>
<td>Allows a user to access Check Processing reports.</td>
</tr>
<tr>
<td>Historical Reports</td>
<td>Allows a user to query and download historical reports.</td>
</tr>
</tbody>
</table>

The Reports tab is shown in Figure 13. Depending on your user role, you may not see all functionality shown in the image.

Figure 13: Manage Reports
Topic 6 Viewing Deposits

As an Agency Viewer, you are authorized to view deposit vouchers. You may view deposits to locate those in process or see deposit transactions belonging to others in the organization.

You have permission to view only certain deposits. The deposit status types available for viewing are included in Table 9.

Table 9: Deposit Status

<table>
<thead>
<tr>
<th>Deposit Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>A deposit that is saved for modification at a later date by a Deposit Preparer</td>
</tr>
<tr>
<td>Awaiting Approval</td>
<td>A deposit that is waiting for deposit confirmation by a Deposit Approver</td>
</tr>
<tr>
<td>Submitted</td>
<td>A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer</td>
</tr>
<tr>
<td>Confirmed</td>
<td>A deposit that has been reviewed and confirmed by a financial institution (FI) or federal reserve bank (FRB)</td>
</tr>
<tr>
<td>Rejected</td>
<td>A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit</td>
</tr>
</tbody>
</table>

View a Deposit

To view a deposit, select My Deposits in Process, Adjustments in Error, Deposits in Error, or Deposits Within My Organization. Click the voucher number of the deposit you would like to view and change the number of records displayed per page, from the drop-down menu options next to record count.

- **My Deposits in Process**: Displays deposits that require addition action (e.g. Draft, Awaiting Approval, Submitted, Rejected, and Confirmed) based on user permissions.

  If the user only has an FI Viewer or FRB Viewer role and selects this page, it returns no results. If the user is a Deposit Confirmer or FRB Confirmer, the table displays the column indicating the Confirm option to allow for multiple confirmations at the same time. For all other user roles, this column is hidden.

- **Adjustments in Error**: Displays adjustments that have validation errors awaiting acknowledgement by the financial institution that the error has been resolved.

  The Adjustments in Error page displays any CA$HLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CA$HLINK II validation errors. To document why the error occurred and how the error was resolved, select the Voucher Number link is selected. This page only returns results for the Deposit Confirmer and FI Viewer roles. Other roles have the ability to select this page from the dropdown but do not see no results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).

- **Deposits in Error**: Displays deposits that have validation errors awaiting acknowledgement by the financial institution that the error is resolved. With Deposit Confirmer or FI Viewer privileges, the Deposits in Error details appears.

  The Deposits in Error page displays any CA$HLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results
appear if there are not any CA$HLINK II validation errors. To document why the error occurred and how the error was resolved, select the Voucher Number link is selected. This page only returns results for the Deposit Confirmer and FI Viewer roles. Other roles have the ability to select this page from the dropdown but do not see results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).

- **Deposits Within My Organization**: Displays a list of deposits that have been entered in the system, based on the agency endpoint or financial institution to which the user has access. With Deposit Confirmer or FI Viewer privileges, the Deposits Within My Organization details appears.

- The Deposits Within My Organization page displays voucher dates in reverse chronological order (including future dated deposits) and the status within (i.e. Draft, Submitted, Rejected, and Confirmed). The number of deposits displayed is based upon the display days processing options defined for the OTC Endpoint that the agency user has permission to view. If the user has permission for more than one OTC Endpoint, the processing option with the greatest number of days is used. If the user is an FI Viewer or an FS Viewer, the number of display days is set at 45.
View a Deposit

To view a deposit, complete the following steps:

1. From the **Deposit Processing** tab, click **View Deposits**. The **View Deposit** page appears.
2. From the **Select Display** drop-down menu, select **My Deposits in Process**, **Adjustments in Error**, **Deposits in Error**, or **Deposits Within My Organization**.
3. Click the **Voucher Number** of the deposit you need to view as shown in Figure 14.

**Figure 14: View Deposits Page**

**Application Tips**

- By default, up to 10 records are displayed per page. To change the number of records displayed per page, select from the drop-down menu options next to the record count.
- When your Financial Institution makes an adjustment to a deposit, it appears in the **Adj.** column of the **Deposit Transactions** section of the table.
- To view additional details, click the appropriate **Voucher Number**.
- The **View Confirmed Deposit** page appears. Under **Adjustment Information**, click the **Voucher Number** to view the deposit adjustment details.
Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Confirm** to confirm a deposit (Visible if a user has Deposit Confirmer privileges).
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Delete** to eliminate the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Voucher Event State** to view voucher details.
- Click **Next** to advance to the next page. (Visible only in My Deposits in Process view).
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Adjust** to adjust a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Save as Draft** to save the information without submitting the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Submit** to complete the process and display the Confirmation page. (Visible if a user has Deposit Approver privileges.)
- Click **Update CAN/ACCT Key** to update the account number assigned to a deposit. (Visible if a user has Deposit Confirmer privileges.)
- Click **Add Adjustment** to adjust a deposit. (Not visible for Foreign Check Items.)
Topic 7 Search for a Deposit

As an **Agency Viewer**, you are authorized to search for a deposit voucher and download and save the searched deposit voucher(s) as an XML or CSV file.

To search for a deposit, select the **Search Deposits** function. The **Search Deposits** function enables you to search for a deposit voucher using one or more criteria. If you do not specify any criteria, the search results include all deposits in the system that you have access to view. You can run additional searches; the Search Results table that appears is cleared and re-populated with the results of the new search. See Table 10 for search criteria fields.

<table>
<thead>
<tr>
<th>Search Criteria Groupings</th>
<th>Search Criteria Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Conditions</td>
<td>• Organization</td>
</tr>
<tr>
<td></td>
<td>• OTC Endpoint</td>
</tr>
<tr>
<td></td>
<td>• ALC</td>
</tr>
<tr>
<td></td>
<td>• Prepared by</td>
</tr>
<tr>
<td></td>
<td>• Voucher Number</td>
</tr>
<tr>
<td></td>
<td>• Deposit Status</td>
</tr>
<tr>
<td></td>
<td>• Agency Block 6</td>
</tr>
<tr>
<td></td>
<td>• Deposit Type</td>
</tr>
<tr>
<td>Voucher Date</td>
<td>• From and To Date</td>
</tr>
<tr>
<td>Deposit Date</td>
<td>• From and To Date</td>
</tr>
<tr>
<td>Deposit Total</td>
<td>• From and To Total</td>
</tr>
<tr>
<td>Financial Institution Information</td>
<td>• Routing Transit Number</td>
</tr>
<tr>
<td></td>
<td>• Demand Deposit Account</td>
</tr>
<tr>
<td></td>
<td>• CA$HLINK II Account Number</td>
</tr>
<tr>
<td></td>
<td>• FRB Account Key</td>
</tr>
<tr>
<td></td>
<td>• FRB Cost Center Work Unit</td>
</tr>
</tbody>
</table>

Under the **Search Deposits** function, if you run a search without specifying any criteria, the search results include all deposits in the system that you have access to view Table 11.

<table>
<thead>
<tr>
<th>Deposit Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>A deposit that is saved for modification at a later date by a Deposit Preparer</td>
</tr>
<tr>
<td>Awaiting Approval</td>
<td>A deposit that is waiting for deposit confirmation by a Deposit Approver</td>
</tr>
<tr>
<td>Submitted</td>
<td>A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer</td>
</tr>
<tr>
<td>Confirmed</td>
<td>A deposit that has been reviewed and confirmed by a Financial Institution or FRB</td>
</tr>
<tr>
<td>Rejected</td>
<td>A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit</td>
</tr>
</tbody>
</table>
Search for a Deposit

To search for a deposit, complete the following steps:

1. From the Deposit Processing tab, click Search Deposit. The Search Deposit page appears.

2. Enter the search criteria for the deposit you would like to view and click Search. The Search Results table appears.

   Under Search Conditions, optional
   - Select the Organization
   - Select the OTC Endpoint
   - Enter the ALC (Agency Location Code)
   - Enter Prepared by details
   - Enter the Voucher #
   - Select the Deposit Status
   - Enter Agency Use (Block 6) details
   - Select the Deposit Type
   - Enter the From and To Voucher Date
   - Enter the From and To Deposit Date
   - Enter the From and To Deposit Total

Application Tip

Voucher From date must be 5 years or less from the current date. Vouchers more than five years old are viewed from the Historical Reports menu.

Under Financial Institution Information, optional
- Enter the RTN (Routing Transit Number)
- Enter the DDA (Demand Deposit Account)
- Enter the CAN (CA$HLINK II Account Number)
- Enter the FRB Account Key (Federal Reserve Bank Account Key)
- Enter the FRB CCWU (Federal Reserve Bank Cost Center Work Unit)

Under User Defined Field Information, if applicable, optional
- Enter the Deposit UDF (User Defined Fields)
- Enter the Accounting Subtotal UDF details
3. Click the **Voucher Number** of the deposit whose details you would like to view as shown in Figure 15.

**Figure 15: Search Results Table**

<table>
<thead>
<tr>
<th>Voucher</th>
<th>Status</th>
<th>Date Submitted</th>
<th>Date Confirmed</th>
<th>Endpoint</th>
<th>ALC</th>
<th>Adj. Deposit Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>600362</td>
<td>DRAFT</td>
<td></td>
<td></td>
<td>FHI</td>
<td>20092800</td>
<td>$200.00</td>
</tr>
<tr>
<td>600304</td>
<td>DRAFT</td>
<td></td>
<td>L2 FOCash</td>
<td></td>
<td>18000005</td>
<td>$64.63</td>
</tr>
<tr>
<td>600302</td>
<td>DRAFT</td>
<td>FHI</td>
<td>20092800</td>
<td>$1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>600203</td>
<td>DRAFT</td>
<td>L2 FOCash</td>
<td>18000005</td>
<td>$950.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>600202</td>
<td>DRAFT</td>
<td>L2 FOCash</td>
<td>18000005</td>
<td>$4,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>600201</td>
<td>DRAFT</td>
<td>L2 FOCash</td>
<td>18000005</td>
<td>$950.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Application Tips**

- Deposit totals are not displayed for unconfirmed foreign check items for which **Other** was selected as the country of deposit during deposit creation.
- Click **Download** to save the search deposit results as an XML or CSV file.

**Additional Buttons**

- Click **Edit** to modify the deposit draft. (Visible if a user has **Deposit Preparer** privileges.)
- Click **Previous** to return to the previous page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher events.
Download Deposit Information

After searching for your deposit, you can download the retrieved information. To download the results of a deposit, first use the Search Deposits function.

To download search results, enter the optional search criteria for the deposit you would like to view and click Search. Search criteria under Search Conditions, including Voucher, Status, Date Submitted, Date Confirmed, OTC Endpoint, ALC, Adj., and Deposit Total.

Search criteria under Financial Institution Information and enter User Defined Field Information details.

You can also download your results by selecting the XML file or CSV file format. Check the desired attributes that you want to download for Deposit Information, Financial Institution Information, Agency Information, Accounting Subtotals and User Defined Data, and Foreign Deposit Information. Open or save your file.
To download the search results for a deposit, complete the following steps:

1. Click Download from the Search Results table. The Download Deposits page appears as shown in Figure 16.

2. Select XML file or CSV file as the file format.

3. Check the desired attributes that you want to download for the following:
   - Deposit Information
   - Financial Institution Information
   - Agency Information
   - Accounting Subtotals and User Defined Data
   - Foreign Deposit Information

4. Click Submit as shown in Figure 17. The File Download dialog box appears.
Figure 17: Download Attributes Selection
5. Click **Open** or **Save**.

### Application Tips

- Click **Open** and the content of the file displays.
- Click **Save** to choose the location where you want to save the file.

### Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Download** to download the search results.
- Click **Previous** to return to the previous page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Search** to display the deposits that match the search criteria.
- Click **Return Home** to return to the OTCnet Home Page.
Topic 8 Searching Adjustments

As an Agency Viewer, you are authorized to search for and view adjustments and download and save the searched adjustment voucher(s) as an XML or CSV file. You may review adjustments to understand why a deposit is adjusted and what corrections were made.

To search for an adjustment to a US Currency or Foreign Check Items deposit, click the Search Adjustments function. The Search Adjustments function enables you to search for a deposit voucher using one or more criteria.

If you do not specify any criteria, the search results include all deposits 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. See Table 12 for search criteria fields.

Table 12: Search Criteria Fields

<table>
<thead>
<tr>
<th>Search Criteria Groupings</th>
<th>Search Criteria Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Conditions</td>
<td>• Organization</td>
</tr>
<tr>
<td></td>
<td>• OTC Endpoint</td>
</tr>
<tr>
<td></td>
<td>• ALC</td>
</tr>
<tr>
<td></td>
<td>• Adjustment Category</td>
</tr>
<tr>
<td></td>
<td>• Voucher Number</td>
</tr>
<tr>
<td></td>
<td>• Adjustment Type</td>
</tr>
<tr>
<td></td>
<td>• Prepared By</td>
</tr>
<tr>
<td></td>
<td>• Adjustment Reason</td>
</tr>
<tr>
<td>Voucher Date</td>
<td>• Date Range</td>
</tr>
<tr>
<td>Adjustment Amount</td>
<td>• Total Range</td>
</tr>
<tr>
<td>Deposit Date</td>
<td>• Date Range</td>
</tr>
<tr>
<td>Original Deposit Date</td>
<td>• Date Range</td>
</tr>
<tr>
<td>Financial Institution Information</td>
<td>• Routing Number</td>
</tr>
<tr>
<td></td>
<td>• Demand Deposit Account</td>
</tr>
<tr>
<td></td>
<td>• CA$HLINK II Account</td>
</tr>
<tr>
<td></td>
<td>• Number</td>
</tr>
<tr>
<td></td>
<td>• FRB Account Key</td>
</tr>
<tr>
<td></td>
<td>• FRB Cost Center Work Unit</td>
</tr>
</tbody>
</table>

Searching for and Viewing Adjustments

Search Adjustments—you may search adjustments by selecting specific criteria. For this function, if you run a search without specifying any criteria, the search results include all deposits in the system that you have access to view.

To view an adjustment, you can download your search results by selecting the Voucher #, Voucher Date, Date of Deposit, Reason Code, ALC, Adj. (Type), Debit/Credit and Adjustment Amount.
To search for and view an adjustment, complete the following steps:

1. Click the **Deposit Processing** tab, click **Search Adjustments**. The **Search Adjustments** page appears.

2. Enter the search criteria and click **Search**.

Under **Search Conditions**, optional

- Select an **Organization**
- Select an **OTC Endpoint**
- Enter an **ALC (Agency Location Code)**
- Select an **Adjustment Category**
- Enter a **Voucher #**
- Select an **Adjustment Type**
- Enter the **Prepared by** name
- Select an **Adjustment Reason**
- Enter the **From:** and **To:** Voucher Dates
- Enter the **From:** and **To:** Adjustment Amount
- Enter the **From:** and **To:** Deposit Date
- Enter the **From:** and **To:** Original Deposit Date

Additional search criteria is displayed as shown in Figure 18.

**Figure 18: Additional Search Criteria**
3. *The Search Results* table appears. Click the **Voucher Number** of the adjustment for the details you need to view.

### Application Tip

**Voucher From** date must be five years or less prior to the current date. Vouchers more than five years old can be viewed from the **Historical Reports** menu.

### Application Tip

Values do not display in the **Adjustment Amount** column for unconfirmed foreign check item deposits that were entered with a **Country of Deposit** of **Other**.

### Additional Buttons

- Click **Download** to save the adjustment results as an XML or CSV file.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
Downloading Search Results for Adjustments

To download your search results, use the **Search Adjustments** function. After searching for your adjusted deposit, you can download the information you retrieve.

To download your search results for a deposit, enter the optional search criteria for your adjusted deposit, e.g., **Voucher #, Voucher Date, Date of Deposit, Reason Code, ALC, Adj. (Type), Debit/Credit** and **Adjustment Amount**. You can also download the results.

Select either the **XML file** or **CSV file** format. Verify the desired attributes you want to download for **Adjustment Information, Original Deposit Information, Financial Institution Information** and **Foreign Return Item Information**. Open or save the file.
To download the search results for a deposit, complete the following steps:

1. The Search Results table appears, click Download as shown in Figure 19. The Download Deposits page appears.

   **Figure 19: Download Button**

   ![Download Button](image)

   Click the voucher number of the adjustment you would like to view additional details.

   Download Search Results/Download

<table>
<thead>
<tr>
<th>Voucher #</th>
<th>Voucher Date</th>
<th>Date of Deposit</th>
<th>Reason Code</th>
<th>ALC</th>
<th>Adj. (Type)</th>
<th>Debit/Credit</th>
<th>Adjustment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>000073</td>
<td>07/31/2014</td>
<td>07/31/2014</td>
<td>StpPayment</td>
<td>00002089</td>
<td>R</td>
<td>D</td>
<td>$500.00</td>
</tr>
<tr>
<td>003702</td>
<td>07/30/2014</td>
<td>07/30/2014</td>
<td>AcctClosed</td>
<td>00002089</td>
<td>R</td>
<td>D</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

2. Select either the XML file or CSV file format.

3. Verify your desired attributes for download:
   - Deposit Information
   - Financial Institution Information
   - Agency Information
   - Accounting Subtotals and User Defined Data
   - Foreign Deposit Information

4. Click Submit. The File Download dialog box appears.

5. Click Open or Save.

   **Application Tips**

   - Click Open and the content of the file appears.
   - Click Save to choose the location where you will save the file.

   **Additional Button**

   Click Cancel to return to the OTCnet Home Page. No data is saved.
As a user or viewer with access to the Deposit Processing functionality, you may access one or more of the **Business Reports**, **Security Reports**, **Administration Reports** or **Historical Reports**. You may need to view or download a report for e.g., adjustment activity, user information or voucher status. Each report provides deposit information specific to the select type of data requested. Table 13 describes the purpose of each report type.

**Table 13: Types of Reports and Purpose**

<table>
<thead>
<tr>
<th>Report</th>
<th>Purpose of Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>Provides specific reporting detail for deposit and adjustment activity by type, status and processing options for Agencies and Financial Institutions</td>
</tr>
<tr>
<td>Security</td>
<td>Provides specific reporting detail for access groups and users for Agencies and Financial Institutions</td>
</tr>
<tr>
<td>Administration</td>
<td>Provides specific reporting detail for interface to CIR,* as well as detailed information about completed and in progress vouchers</td>
</tr>
</tbody>
</table>

*The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).*
Topic 10 Reports by User Role

Access to view reports in OTCnet is dependent on your user role. Table 14 presents the OTCnet user roles with access to each OTCnet report. Reports are grouped into the following categories:

- Business Reports
- Security Reports
- Administration Reports
- Historical Reports

Table 14: Business Reports by Federal Program Agency User Roles

<table>
<thead>
<tr>
<th>Business Reports</th>
<th>Deposit Preparer</th>
<th>Deposit Approver</th>
<th>Accounting Specialist</th>
<th>Local Accounting Specialist</th>
<th>FPA Viewer</th>
<th>Agency LSA</th>
<th>Agency PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustment Activity (FI)</td>
<td>*</td>
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<tr>
<td>Adjustments By OTC Endpoint</td>
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<tr>
<td>Daily Voucher Report</td>
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<td>Deposit Activity (FI)</td>
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<tr>
<td>Deposits By Accounting Code</td>
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<tr>
<td>Deposits By OTC Endpoint</td>
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<tr>
<td>Deposit History By Status (FPA)</td>
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</tr>
<tr>
<td>Non-Reporting OTC Endpoint</td>
<td>*</td>
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<tr>
<td>Processing Options by Agency EP</td>
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</table>

Table 15: Business Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

<table>
<thead>
<tr>
<th>Business Reports</th>
<th>FI Confirmer</th>
<th>FRB Confirmer</th>
<th>FI Viewer</th>
<th>FRB Viewer</th>
<th>LSA</th>
<th>PLSA</th>
</tr>
</thead>
<tbody>
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<td>Adjustments By OTC Endpoint</td>
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<tr>
<td>Daily Voucher Report</td>
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<td>Deposits By Accounting Code</td>
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<td>Deposits By OTC Endpoint</td>
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<tr>
<td>Non-Reporting OTC Endpoint</td>
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<tr>
<td>Processing Options by Agency EP</td>
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</table>
Table 16: Security Reports by Federal Program Agency User Roles

<table>
<thead>
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<th>Security Reports</th>
<th>Deposit Preparer</th>
<th>Deposit Approver</th>
<th>Accounting Specialist</th>
<th>Local Accounting Specialist</th>
<th>FPA Viewer</th>
<th>Agency LSA</th>
<th>Agency PLSA</th>
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</thead>
<tbody>
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<td>Primary Access Groups without a PLSA</td>
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<tr>
<td>Users by Access Group (FPA)</td>
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</table>

Table 17: Security Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

<table>
<thead>
<tr>
<th>Security Reports</th>
<th>FI Confrimer</th>
<th>FRB Confrimer</th>
<th>FI Viewer</th>
<th>FRB Viewer</th>
<th>LSA</th>
<th>PLSA</th>
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</thead>
<tbody>
<tr>
<td>Primary Access Groups without a PLSA</td>
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<td>Users by Access Group (FI)</td>
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<tr>
<td>Users by Access Group (FPA)</td>
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<tr>
<td>Users by Role (FI)</td>
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<td>Users by Role (FPA)</td>
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<tr>
<td>User Information</td>
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</table>

Table 18: Administration Reports by Federal Program Agency User Roles

<table>
<thead>
<tr>
<th>Admin. Reports/ Misc.</th>
<th>Deposit Preparer</th>
<th>Deposit Approver</th>
<th>Accounting Specialist</th>
<th>Local Accounting Specialist</th>
<th>FPA Viewer</th>
<th>Agency LSA</th>
<th>Agency PLSA</th>
</tr>
</thead>
<tbody>
<tr>
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<td>View Vouchers Complete</td>
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<tr>
<td>View Vouchers In Progress</td>
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<tr>
<td>Acknowledge Error Resolution</td>
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</tbody>
</table>

* The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).
### Table 19: Administration Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

<table>
<thead>
<tr>
<th>Admin. Reports/ Misc.</th>
<th>FI Confirmer</th>
<th>FRB Confirmer</th>
<th>FI Viewer</th>
<th>FRB Viewer</th>
<th>LSA</th>
<th>PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>View CIR File Status</td>
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<tr>
<td>View Voucher Event Log</td>
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</tr>
<tr>
<td>View Voucher Event Detail</td>
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<tr>
<td>View Vouchers In Progress</td>
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<tr>
<td>View Voucher Event Log</td>
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<td>View Voucher Event Detail</td>
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<tr>
<td>Change Current State</td>
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<tr>
<td>Acknowledge Error Resolution</td>
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</table>

### Table 20: Historical Reports by Federal Program Agency User Roles

<table>
<thead>
<tr>
<th>Historical Reports</th>
<th>Deposit Preparer</th>
<th>Deposit Approver</th>
<th>Accounting Specialist</th>
<th>Local Accounting Specialist</th>
<th>FPA Viewer</th>
<th>Agency LSA</th>
<th>Agency PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit Historical Report</td>
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</tr>
<tr>
<td>Adjustment Historical Report</td>
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</tbody>
</table>

### Table 21: Historical Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

<table>
<thead>
<tr>
<th>Historical Reports</th>
<th>FI Confirmer</th>
<th>FRB Confirmer</th>
<th>FI Viewer</th>
<th>FRB Viewer</th>
<th>LSA</th>
<th>PLSA</th>
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<tbody>
<tr>
<td>Deposit Historical Report</td>
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<td>Adjustment Historical Report</td>
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</tbody>
</table>
Topic 11 Types of Reports

There are four primary report categories within OTCnet:

1. Business Reports
2. Security Reports
3. Administration Reports
4. Historical Reports

Business Reports

If you are a Deposit Preparer, Deposit Approver, Accounting Specialist, Local Accounting Specialist, Federal Program Agency (FPA) Viewer, Financial Institution (FI) Confirmer, Federal Reserve Bank (FRB) Confirmer, FI Viewer, or FRB Viewer, you may access to one or more of the reports listed below.

Table 22: Business Reports by User Role

<table>
<thead>
<tr>
<th>Business Reports</th>
<th>FI Confirmer</th>
<th>FRB Confirmer</th>
<th>FI Viewer</th>
<th>FRB Viewer</th>
<th>LSA</th>
<th>PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustment Activity (FI)</td>
<td></td>
<td>•</td>
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<tr>
<td>Adjustments By OTC Endpoint</td>
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<tr>
<td>Daily Voucher Report</td>
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</tr>
<tr>
<td>Deposit Activity (FI)</td>
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<tr>
<td>Deposits By Accounting Code</td>
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<tr>
<td>Deposits By OTC Endpoint</td>
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<tr>
<td>Deposit History By Status (FPA)</td>
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<tr>
<td>Non-Reporting OTC Endpoint</td>
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<tr>
<td>Processing Options by Agency EP</td>
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Table 23: Security Reports by Federal Program Agency User Roles

<table>
<thead>
<tr>
<th>Security Reports</th>
<th>Deposit Preparer</th>
<th>Deposit Approver</th>
<th>Accounting Specialist</th>
<th>Local Accounting Specialist</th>
<th>FPA Viewer</th>
<th>Agency LSA</th>
<th>Agency PLSA</th>
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<td>Primary Access Groups without a PLSA</td>
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<td>Users by Access Group (FPA)</td>
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<td>Users by Role (FPA)</td>
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<td>User Information</td>
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### Table 24: Security Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

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<th>Deposit Approver</th>
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<th>Local Accounting Specialist</th>
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<td>Users by Role (FI)</td>
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<td>Users by Role (FPA)</td>
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</table>

### Table 25: Administration Reports by Federal Program Agency User Roles

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<th>Deposit Approver</th>
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<th>Local Accounting Specialist</th>
<th>FPA Viewer</th>
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### Table 26: Business Reports

<table>
<thead>
<tr>
<th>Business Report</th>
<th>Purpose of Business Report</th>
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</thead>
<tbody>
<tr>
<td>Adjustment Activity (FI)</td>
<td>Allows you to view adjustments made by your Financial Institution (FI)</td>
</tr>
<tr>
<td>Adjustments by OTC Endpoints</td>
<td>Allows you to view adjustments made by your Agency Location Code (ALC)</td>
</tr>
<tr>
<td>Daily Voucher Report</td>
<td>Allows you to view the daily voucher extract</td>
</tr>
<tr>
<td>Deposit Activity (FI)</td>
<td>Allows you to view deposits submitted to your FI</td>
</tr>
<tr>
<td>Deposits by Accounting Code</td>
<td>Allows you to view deposits by accounting code</td>
</tr>
<tr>
<td>Deposits by OTC Endpoint</td>
<td>Allows you to view deposits by OTC Endpoint.</td>
</tr>
<tr>
<td>Deposit History by Status</td>
<td>Allows you to view deposits by status</td>
</tr>
<tr>
<td>Non-Reporting OTC Endpoints</td>
<td>Allows you to view OTC Endpoints that have not reported a deposit.</td>
</tr>
<tr>
<td>Processing Options by OTC Endpoints</td>
<td>Allows you to view processing options defined for endpoints within the organization.</td>
</tr>
</tbody>
</table>
Security Reports

If you are an Agency Primary Security Administrator (PLSA), Agency Local Security Administrator (LSA), FI/FRB PLSA or FI/FRB LSA, you may access one or more of the reports listed below.

Table 27: Security Reports by User Role

<table>
<thead>
<tr>
<th>Admin. Reports/ Misc.</th>
<th>Deposit Preparer</th>
<th>Deposit Approver</th>
<th>Accounting Specialist</th>
<th>Local Accounting Specialist</th>
<th>FPA Viewer</th>
<th>Agency LSA</th>
<th>Agency PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>View CIR File Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Vouchers Complete</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Voucher Event Log</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Voucher Event Detail</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Vouchers In Progress</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Voucher Event Log</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Voucher Event Detail</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Current State</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acknowledge Error Resolution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 28: Administration Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

<table>
<thead>
<tr>
<th>Admin. Reports/ Misc.</th>
<th>FI Confirmer</th>
<th>FRB Confirmer</th>
<th>FI Viewer</th>
<th>FRB Viewer</th>
<th>LSA</th>
<th>PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>View CIR File Status</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Vouchers Complete</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Voucher Event Log</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Voucher Event Detail</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Vouchers In Progress</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Voucher Event Log</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Voucher Event Detail</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Current State</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acknowledge Error Resolution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To obtain specific details for the reports that each role may view or download, refer to the table above.

Table 29: Security Reports

<table>
<thead>
<tr>
<th>Security Report</th>
<th>Purpose of Security Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users by Access Group (FI)</td>
<td>Allows you to view users by Financial Institution.</td>
</tr>
<tr>
<td>Users by Access Group (FPA)</td>
<td>Allows you to view users by OTC Endpoint.</td>
</tr>
<tr>
<td>User Information</td>
<td>Allows that you to view a user’s contact information.</td>
</tr>
<tr>
<td>Users by Role (FI)</td>
<td>Allows you to view users by role for your Financial Institution.</td>
</tr>
<tr>
<td>Users by Role (FPA)</td>
<td>Allows you to view users by role for your OTC Endpoint.</td>
</tr>
</tbody>
</table>
Administration Reports

If you are a Deposit Preparer, Deposit Approver, FPA Viewer, FI Confirmer, FRB Confirmer, FI Viewer, or FRB Viewer, you may access one or more of the reports listed in Table 30.

To obtain specific details for the reports each role may view or download, refer to Table 30.

<table>
<thead>
<tr>
<th>Administration Report</th>
<th>Purpose of Administration Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>View CIR File Status</td>
<td>The status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.</td>
</tr>
<tr>
<td>View Vouchers Completed</td>
<td>Allows you to view the status of deposit and adjustment vouchers that have completed processed through the FI System To System Interface in the past 36 hours.</td>
</tr>
<tr>
<td>View Vouchers in Progress</td>
<td>Allows you to view the status of deposit and adjustment vouchers in progress.</td>
</tr>
</tbody>
</table>

Historical Reports

As a Financial Institution Viewer, you have access to the reports listed in Table 31.

<table>
<thead>
<tr>
<th>Deposit Processing Historical Report</th>
<th>Purpose of Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit Historical Report</td>
<td>Allows you to view historical deposit transaction data.</td>
</tr>
<tr>
<td>Adjustment Historical Report</td>
<td>Allows you to view historical deposit adjustment and returned item adjustment transaction data.</td>
</tr>
</tbody>
</table>
Topic 12 Viewing Reports

Business Reports

This section provides you with details on how to view and download Business Reports.

Adjustments by OTC Endpoint

To view adjustments by OTC Endpoint, you are presented with the option to include search criteria, i.e., Organization, Adjustment Type, ALC, Adjustment Date (From: and To:), Deposit Date (From: and To:), Adjustment Amount (From: and To:), and Report With Children.

The report presents adjustment activity by OTC Endpoint, including the Financial Institution, Adjust Date, Deposit Date, Voucher Date, Voucher #, Adjustment Amount, and Adjustment Type by credit or debit. It also presents the ALC#. You can export the report as a PDF, Excel or Word file, download it or print it.

Deposits by Accounting Code

To view deposits by accounting code, you are presented with the option to include search criteria, i.e., the Organization, ALC, Accounting Code, Voucher Date (From: and To:), Deposit Total (From: and To:) and Report with Children.

The report presents deposits by Accounting Code, including the OTC Endpoint, Voucher #, Deposit Date, and Accounting Code Amount. You can export the report as a PDF, Excel or Word file, download it or print it.

Deposits by OTC Endpoint

To view deposits by OTC Endpoint, you are presented with the option to include search criteria, i.e., Organization, ALC, Voucher Date (From: and To:), Deposit Total (From: and To:) and Report With Children.

The report presents deposits by OTC Endpoint, including the Status Date, Voucher Date, Voucher #, Voucher Type, Deposit Amount, and Status Code (Awaiting Approval [AWAP] or DRAFT). You can export the report as a PDF, Excel or Word file, download it or print it.

Deposit History by Status

To view deposit history by status, you are presented with the option to include search criteria, i.e., Organization, ALC, Status, Status Date (From: and To:), Deposit Total (From: and To:) and Report With Children.

The report presents deposit history by status, including the Voucher Type, Status Date, Voucher Date, Voucher #, and Deposit Amount. It also includes the Status Code: Awaiting Approval and ALC#. You can export the report as a PDF, Excel or Word file, download it or print it.

Non-Reporting OTC Endpoints

To view non-reporting OTC endpoints, you are presented with the option to include search criteria, i.e., the Deposit Date (From: and To:) and Report with Children.
The report presents Non-Reporting OTC Endpoints, including the **Date of Creation (Highest Level)** and **OTC Endpoint (Training Team Top Level and Lower Levels)**. You can export the report as a **PDF**, **Excel** or **Word** file, download it or print it.
To view adjustments by OTC Endpoint report, complete the following steps:

1. From the Reports tab, click Deposit Processing Reports. The View Reports page appears.

2. Under Business Reports, click Adjustments by OTC Endpoint. The Adjustments by OTC Endpoint parameters page appears.

3. Enter your search criteria.
   - Select the Organization, required
   - Select the Adjustment Type, required
   - Select the ALC (Agency Location Code)
   - Enter the From: and To: Adjustment Date range
   - Enter the From: and To: Deposit Date range
   - Enter the From: and To: Adjustment Amount range
   - Click Yes or No for Report With Children

4. Click an OTC Endpoint to initiate the report. The Adjustments by OTC Endpoint preview appears as shown in Figure 20.

**Figure 20: Adjustments by OTC Endpoint Parameters Page**
### Application Tips

- **TGA** denotes a deposit processing OTC Endpoint.
- **CHK** denotes a check capture OTC Endpoint.
- **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- **CDC** denotes card processing OTC Endpoint.

### Application Tip

All Adjustments associated with Deposits with an original voucher date older than 5 years and Returned Item Adjustments with an adjustment voucher date older than 5 years have been archived to the archive database, according to the Fiscal Service data retention policy. These transactions are viewable through the *Historical Reports* page (*Home*->*Reports*->*Historical Reports*).

### Additional Button

Click **Previous** to return to the previous page.
To view a deposit by accounting code report, complete the following steps:

1. From the **Reports** tab, click **Deposit Processing Reports**. The **View Reports** page appears.

2. Under **Business Reports**, click **Deposits by Accounting Code**. The **Deposits by Accounting Code** parameters page appears.

3. Enter your search criteria.
   - Select the **Organization**, *required*
   - Select the **ALC** (Agency Location Code)
   - Select the **Account Code**, *required*
   - Enter the **From** and **To**: Voucher Date range
   - Enter the **From** and **To**: Deposit Total range
   - Click **Yes** or **No** for **Report With Children**

**Application Tips**

- The date range for Voucher Date cannot exceed 15 months.
- Click **Yes** for **Report With Children** to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints.
- Click **No** for **Report With Children** to generate a report that contains data only for the selected OTC Endpoint.

4. Click an OTC Endpoint to initiate the report. The **Deposits by Accounting Code** preview page appears as shown in Figure 21.

**Figure 21: Deposits by Accounting Code Report Preview Page**
5. Under Export as, you have the following options:
   - Select PDF, Excel or Word format
   - Click Download
     
     Or
   - Click Print PDF Report

**Application Tips**

- Deposits with a voucher date older than five years does not display on the report but they may be viewed from the Historical Reports page (Home>Reports>Historical Reports).
- Unconfirmed Foreign Check items entered with a Country of Deposit value of Other does not display values in the Voucher Amount column.

**Additional Button**

Click Previous to return to the previous page.
View Business Reports: Deposits by OTC Endpoint

To view a deposit by OTC Endpoint report, complete the following steps:

1. From the **Reports** tab, click **Deposit Processing Reports**. The **View Reports** page appears.

2. Under **Business Reports**, click **Deposits by OTC Endpoint**. The **Deposits by OTC Endpoint** parameters page appears.

3. Enter your search criteria.
   - Select the **Organization**, required
   - Select the **ALC** (Agency Location Code)
   - Enter the **From** and **To**: Voucher Date range
   - Enter the **From** and **To**: Deposit Total range
   - Click **Yes** or **No** for **Report With Children**

   **Application Tips**
   - The date range for **Voucher Date** cannot exceed 15 months.
   - **Click Yes** for **Report With Children** to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints.
   - **Click No** for **Report With Children** to generate a report that contains data only for the selected OTC Endpoint.

4. Click an OTC Endpoint to initiate the report. The **Deposits by OTC Endpoint** preview page appears as shown in Figure 22.

**Figure 22: Deposits by OTC Endpoint Report Preview Page**
Application Tips

- **TGA** denotes a deposit processing OTC Endpoint.
- **CHK** denotes a check capture OTC Endpoint.
- **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- **CDC** denotes card processing OTC Endpoint.

5. Under Export as, you have the following options:
   - Select **PDF, Excel or Word format**
   - Click **Download**
     - Or
   - Click **Print PDF Report**

Application Tips

- Deposits with a voucher date older than five years does not display on the report but they may be viewed from the Historical Reports page (Home>Reports>Historical Reports).
- Unconfirmed Foreign Check items entered with a Country of Deposit value of **Other** does not display values in the Voucher Amount column.

Additional Button

Click **Previous** to return to the previous page.
To view a deposit history by status report, complete the following steps:

1. From the Reports tab, click Deposit Processing Reports. The View Reports page appears.

2. Under Business Reports, click Deposit History by Status. The Deposit History by Status parameters page appears.

3. Enter your search criteria.
   - Select the Organization, required
   - Select the ALC (Agency Location Code)
   - Select the Status, required
   - Enter the From: and To: Status Date range
   - Enter the From: and To: Deposit Total range
   - Click Yes or No for Report With Children

Application Tips

- Click Yes for Report With Children to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints.
- Click No for Report With Children to generate a report that contains data only for the selected OTC Endpoint.

4. Click an OTC Endpoint to initiate the report. The Deposit History by Status preview page appears as shown in Figure 23.

Figure 23: Deposit History by Status Preview Page
Application Tips

- TGA denotes a deposit processing OTC Endpoint.
- CHK denotes a check capture OTC Endpoint.
- M denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- CDC denotes card processing OTC Endpoint.

5. Under Export as, you have the following options:
   - Select PDF, Excel or Word format
   - Click Download
     Or
   - Click Print PDF Report

Application Tips

- Deposits with a voucher date older than five years does not display on the report but they may be viewed from the Historical Reports page (Home>Reports>Historical Reports).
- Unconfirmed Foreign Check items entered with a Country of Deposit value of Other does not display values in the Voucher Amount column.

Additional Button

Click Previous to return to the previous page.
View Business Reports: Non-Reporting OTC Endpoints

To view a non-reporting OTC Endpoint report, complete the following steps:

1. From the Reports tab, click Deposit Processing Reports. The View Reports page appears.
3. Enter your search criteria.
   - Enter the From: and To: Deposit Date range
   - Click Yes or No for Report With Children
4. Click an OTC Endpoint to initiate the report. The Non-Reporting OTC Endpoints preview page appears as shown in Figure 24.

   **Figure 24: Non-Reporting OTC Endpoints Preview Page**

5. Under Export as, you have the following options:
   - Select PDF, Excel or Word format

**Application Tips**

- The date range for Deposit Date cannot exceed 15 months.
- Click Yes for Report With Children to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints.
- Click No for Report With Children to generate a report that contains data only for the selected OTC Endpoint.
- Click **Download**
  
  Or

- Click **Print PDF Report**

**Application Tips**

- **TGA** denotes a deposit processing OTC Endpoint.
- **CHK** denotes a check capture OTC Endpoint.
- **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- **CDC** denotes card processing OTC Endpoint.

**Additional Button**

Click **Previous** to return to the previous page.
Administration Reports

This section provides you with detail on how to view and download Administration Reports. Administration Reports available for viewing include:

View Vouchers Completed

To view the Vouchers Completed report, you are presented with the option to include search criteria for the following items: Voucher #, Voucher Status, Voucher Type, Financial Institution, Voucher Complete Timestamp, and CL II Trace Number.

The report presents the event log, including Voucher Information, i.e., Voucher #, Voucher Date, Voucher Type, Voucher Status, Voucher Status Timestamp, Deposit Date, CA$HLINK II Trace # and Financial Institution and Voucher Event State, including the date the voucher was created on.

Additionally, the Voucher Event Details report presents the Voucher #, Voucher Date, Voucher Event State, Voucher Event State Timestamp, Voucher Event LoginID, Voucher Type, Voucher Status, Voucher Status Timestamp, Deposit Date, CA$HLINK II Trace #, Financial Institution, and Voucher Event Comments.

View Vouchers in Progress

To view the Vouchers in Progress report, you are presented with the option to include search criteria, i.e., Voucher #, Voucher Status, Voucher Type, and Financial Institution.

The report presents vouchers in progress and includes the Voucher Information: Voucher #, Voucher Date, Voucher Type, Voucher Status, Voucher Status Timestamp, Deposit Date, CA$HLINK II Trace #, and Financial Institution. The Voucher Event Log includes the Voucher Event State and the date the voucher was created on.

Additionally, the Voucher Event Details report presents the Voucher #, Voucher Date, Voucher Event State, Voucher Event State Timestamp, Voucher Event LoginID, Voucher Type, Voucher Status, Voucher Status Timestamp, Deposit Date, CA$HLINK II Trace #, Financial Institution, and Voucher Event Comments.
To view a voucher’s completed report, complete the following steps:

1. From the Reports tab, click Deposit Processing Reports. The View Reports page appears.
2. Under Administration Reports, click View Vouchers Completed. The View Vouchers Completed page appears.
3. Click the Voucher # hyperlink. The Voucher Event Log page appears as shown in Figure 25.

**Figure 25: View Voucher Event Log Page**

<table>
<thead>
<tr>
<th>Voucher Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher #:</td>
</tr>
<tr>
<td>Voucher Date:</td>
</tr>
<tr>
<td>Voucher Type:</td>
</tr>
<tr>
<td>Voucher Status:</td>
</tr>
<tr>
<td>Voucher Status Timestamp:</td>
</tr>
<tr>
<td>Deposit Date:</td>
</tr>
<tr>
<td>CASHLINK II Trace #:</td>
</tr>
</tbody>
</table>

**Application Tip**

The View Voucher Event shows additional information about the voucher and the history of the voucher events through the FI System to System Interface.

4. Click the Voucher # hyperlink to view the details of the deposit or adjustment. The Voucher Details Information page or the View Adjustment Details page appears.

Or

Click a Voucher Event State hyperlink to view the voucher event details. The Voucher Event Details page appears as shown in Figure 26.
Figure 26: Voucher Event Details Report Output

Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher #:</td>
<td>908227</td>
</tr>
<tr>
<td>Voucher Date:</td>
<td>06/05/2014</td>
</tr>
<tr>
<td>Voucher Event State:</td>
<td>VoucherCreated</td>
</tr>
<tr>
<td>Voucher Event State Timestamp:</td>
<td>06/05/2014 01:38:50 PM ET</td>
</tr>
<tr>
<td>Voucher Event LoginID:</td>
<td>otcapf20</td>
</tr>
<tr>
<td>Voucher Type:</td>
<td>Deposit</td>
</tr>
<tr>
<td>Voucher Status:</td>
<td>CONFIRMED</td>
</tr>
<tr>
<td>Voucher Status Timestamp:</td>
<td>06/05/2014 01:41:02 PM ET</td>
</tr>
<tr>
<td>Deposit Date:</td>
<td>06/05/2014</td>
</tr>
<tr>
<td>CASHLINK II Trace #:</td>
<td></td>
</tr>
<tr>
<td>Financial Institution:</td>
<td>111_A_Org_Bank_1</td>
</tr>
<tr>
<td>Voucher Event Comments:</td>
<td>Created</td>
</tr>
</tbody>
</table>

Application Tips

The Voucher Event Details page presents the following:

- Processing errors associated with the voucher event
- Additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface
- The Collections Information Repository (CIR) interface

Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.
View Administrative Reports: Vouchers in Progress

To view a voucher in progress report, complete the following steps:

1. From the Reports tab, click Deposit Processing Reports. The View Reports page appears.

2. Under Administration Reports, click View Vouchers In Progress. The View Vouchers in Progress page appears.

Application Tip

The Vouchers In Progress page only displays non-archived deposits or adjustments with a voucher date that is five years or less from to the current date.

3. Click the Voucher # hyperlink to view the Voucher Event Log page and additional voucher information. The View Voucher Event Log page appears as shown in Figure 27.

Figure 27: In Progress View Voucher Event Log Page

Application Tip

The View Voucher Event presents additional information about the voucher and the history of the voucher events through the FI System To System Interface.
4. Click the Voucher # hyperlink to view the details of the deposit or adjustment. The Voucher Details Information page or the View Adjustment Details page appears.

Or

Click a Voucher Event State hyperlink to view the voucher event details. The Voucher Event Details page appears as shown in Figure 28.

**Figure 28: In Progress Voucher Event Details Report Output**

<table>
<thead>
<tr>
<th>Voucher Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Following are the voucher event details associated with the voucher event selected.</td>
</tr>
<tr>
<td>Voucher Information</td>
</tr>
<tr>
<td>Voucher #: 948237</td>
</tr>
<tr>
<td>Voucher Date: 08/05/2014</td>
</tr>
<tr>
<td>Voucher Event State: VoucherCreated</td>
</tr>
<tr>
<td>Voucher Event State Timestamp: 08/05/2014 01:30:30 PM ET</td>
</tr>
<tr>
<td>Voucher Event LogID: otzq6g20</td>
</tr>
<tr>
<td>Voucher Type: Deposit</td>
</tr>
<tr>
<td>Voucher Status: CONFIRMED</td>
</tr>
<tr>
<td>Voucher Status Timestamp: 08/05/2014 01:41:02 PM ET</td>
</tr>
<tr>
<td>Deposit Date: 08/05/2014</td>
</tr>
<tr>
<td>CashLink 2 Trace #:</td>
</tr>
<tr>
<td>Financial Institution: 111_A_Org_Bank_1</td>
</tr>
<tr>
<td>Voucher Event Comments: Created</td>
</tr>
</tbody>
</table>

**Application Tip**

The Voucher Event Details page presents processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, and the Collections Information Repository (CIR) interface.

**Additional Buttons**

- Click Cancel to return to the OTCnet Home Page. No data is saved.
- Click Clear to clear all data fields and reset to the default selections.
- Click Previous to return to the previous page.
- Click Refresh to redisplay the page with any additional vouchers that are in-process.
- Click Return Home to return to the previous page.
Historical Reports

This section provides you with detail on how to generate and view previously generated Deposit Processing Historical Reports.

Deposit Processing Historical Report

Deposit Processing Historical reports are used to query and download deposit information with a specified Voucher Date from the archival database. Deposit transactions with a voucher date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted. As a result, this deposit information may not be accessible and will be removed from the archival database.

Historical reports are generated asynchronously (not occurring at the same time), allowing you to continue to use OTCnet.

Depending on the volume of data requested, it can take between 5 and 20 minutes for the report to generate.

You can search for check records by Organization, OTC Endpoint, Agency Location Code (ALC), Prepared by, Voucher Number, Deposit Status, Agency Use (Block 6), Deposit Type, Voucher Date, Deposit Date, Deposit Total, and Financial Institution Information search criteria.

When the report request is submitted, its status is set to Submitted. After the report is successfully generated, the status is set to Completed and the report is available for download in CSV format.

Deposit Historical Report

To generate a deposit historical report, you are presented with the option to include search criteria, i.e., Organization, OTC Endpoint, ALC, Prepared by, Voucher #, Deposit Status, Agency Use (Block 6) details, Deposit Type, Voucher Date (From: and To:), Deposit Date (From: and To:) and Deposit Total (From and To:).

The report presents a historical record of deposits and can only be downloaded in CSV format.

Adjustment Historical Report

To generate an adjustment historical report, you are presented with the option to include search criteria, i.e., Organization, OTC Endpoint, ALC, Adjustment Category, Voucher #, Adjustment Type, Prepared By, Adjustment Reason, Voucher Date (From: and To:), Adjustment Amount (From and To:), Deposit Date (From: and To:) and Original Deposit Date (From: and To:).

The report presents a historical record of adjustments and can only be downloaded in CSV format.

Adjustments associated to deposits with a voucher date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted. As a result, this adjusted deposit information may not be accessible and will be removed from the archival database.
Precedently Generated Historical Reports

To view previously generated historical reports, you are presented with a table of criteria, i.e., Report Type, Submitted Time, Search Criteria Parameters, Status, and Download.

The reports present a historical record of deposits or adjustments, the details of which are available above under their respective types. These reports can only be downloaded in CSV format.
View Historical Reports: Deposit Historical Report

To generate a Deposit Historical Report, complete the following steps:

1. From the Reports tab, select Historical Reports>Generate Historical Reports. The Generate Historical Reports page appears.

2. Under Deposit Processing Historical Reports, click Deposit Historical Report. The Deposit Historical Report page appears as shown in Figure 29.

Figure 29: Deposit Historical Report Criteria Page
3. Enter your search criteria.

Under Search Conditions:

- Select an **Organization**
- Select an **OTC Endpoint**
- Enter an **ALC**
- Enter the **Prepared by**
- Enter the **Voucher #**
- Select a **Deposit Status**
- Enter the **Agency Use (Block 6) details**
- Select a **Deposit Type**
- Enter the **From** and **To Voucher Date**, **required**
- Enter the **From** and **To Deposit Date**
- Enter the **From** and **To Deposit Total**

**Application Tips**

- The Voucher Date is a required field and the maximum date range for the **From** and **To Voucher Date** is one year. The Voucher Date must be entered in **MM/DD/YYYY** format.
- The **From** and **To Deposit Date** must be entered in **MM/DD/YYYY** format.

Under Financial Institution Information, **optional**

- Enter the **RTN** (**Routing Transit Number**)
- Enter the **DDA** (**Demand Deposit Account**)
- Enter the **CAN** (**CASHLINK II Account Number**)
- Enter the **FRB Account Key** (**Federal Reserve Bank Account Key**)
- Enter the **FRB CCWU** (**Federal Reserve Bank Cost Center Work Unit**)
Application Tips

- The FRB Account Key must be three digits in length. The FRB Account Key field does not display for FI Deposit Confirmers or FI Viewers.
- The FRB CCWU must be four digits in length. If it is less than four digits, enter a zero at the beginning of the CCWU number (e.g. 0123). The FRB Account Key field does not display for FI Deposit Confirmers or FI Viewers.

Under User Defined Field Information, if applicable, optional

- Enter the Deposit UDF (User Defined Field) details
- Enter the Accounting Subtotal UDF details

Application Tip

User Defined Fields (UDFs) only display to users who have access to an organization that has previously defined UDFs. UDFs appear at the bottom of the page. Up to three UDFs can be displayed for Deposit and two for Accounting Subtotal.

4. Click Submit Request. A “Your report request has been successfully received” message appears.

Application Tip

Once a request is submitted you cannot submit the same request again for seven days. If a duplicate request is submitted within seven days the following message displays: “Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.”

Additional Buttons

- Click Cancel to return to the OTCnet Home Page. No data is saved.
- Click Clear to clear all data fields and reset to the default selections.

5. Once the request is submitted, navigate to Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports) and download the report in CSV format by clicking the CSV icon in the Download column for the report.
To generate an Adjustment Historical Report, complete the following steps:

1. From the **Reports** tab, select **Historical Reports** and click **Generate Historical Reports**.
2. From the **Deposit Processing Historical Reports** section of the page, click **Adjustment Historical Report**. The **Adjustment Historical Report** page appears as shown in Figure 30.

**Figure 30: Adjustment Historical Report Criteria Page**
The Adjustment Processing historical report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. Depending on the volume of data queried it can take between 5 and 20 minutes to generate the report.

3. Enter your search criteria.

Under **Search Conditions**
- Select an **Organization**
- Select an **OTC Endpoint**
- Enter an **ALC**
- Select an **Adjustment Category**

**Application Tips**
- Select **Deposit Adjustment** to include deposit adjustments in the search results. The Deposit Adjustment search can be further limited by the user by selecting either **Debit** or **Credit** from the **Adjustment Type** drop-down list.
- Select **Returned Item Adjustment** to include only returned item adjustments (US Currency and Foreign Check Item) in the search results. The Returned Item Adjustment search does not have to be further qualified using the **Adjustment Type** drop-down list since returned item adjustments always have an Adjustment Type of **Debit**. If the user selects **Credit** from the **Adjustment Type** drop-down list after selecting a Returned Item Adjustment, no results appear since Credit returned item adjustments do not exist.
- Select **RIA – Foreign Currency** to only include returned item adjustments related to Foreign Check Items in the search results.
- Select **RIA – US Currency** to only include US Currency Returned Item Adjustments in the search results.
- Select no Adjustment Category (e.g., Select...), both deposit and returned item adjustments are included in the search results.
- Select Adjustment Type Debit to include all debit deposit adjustments and returned item adjustments in the search results. Select Credit to include only credit deposit adjustments in the search results.

- Enter the **Voucher #**
- Select an **Adjustment Type**
- Enter the **Prepared by**
- Select an **Adjustment Reason**
- Enter the **From** and **To** Voucher Date, **required**
- Enter the **From** and **To** Adjust Amount Date
- Enter the **From** and **To** Deposit Date
- Enter the **From** and **To** Original Deposit Date
Deposit Processing and Reporting

4. Click **Submit Request**. A “Your report request has been successfully received” message appears.

**Application Tip**

Once a request is submitted you cannot submit the same request again for seven days. If a duplicate request is submitted within seven days the following message displays: “Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.”

**Additional Buttons**

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Clear** to clear all data fields and reset to the default selections.

5. Once the request has been submitted, navigate to **Previously Generated Historical Reports** (Reports tab>Historical Reports>View Previously Generated Historical Reports) and download the report in CSV format by clicking the CSV icon in the Download column for the report.
Summary

In this chapter, you learned:

- The Introduction to OTCnet
- The Overview of OTCnet Participant User Guide Content
- How to log on to OTCnet
- How to access your User Id and reset your Password
- How to navigate the OTCnet home page
- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view a rejected deposit details
- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file.
- The purpose of searching adjustments
- How to search and locate adjustments using one or more search criteria
- How to download adjustment voucher(s) as an XML or CSV file
- The purpose of viewing reports
- The various types of reports you can access by role
- The types of reports
- The detail each report provides and how to view and download those reports
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Glossary

Click this link to access the full OTCnet Glossary.
Overview, Topics, and Audience

Overview

Welcome to the FL/FRB Viewer Participant User Guide. In this guide, you will learn:

- An Introduction to OTCnet
- An Overview of OTCnet Participant User Guide Content
- How to log in to OTCnet
- How to access your User ID and reset your password
- How to navigate the OTCnet home page
- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view rejected deposit details
- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file
- The purpose of searching adjustments
- How to search and locate adjustments using one or more search criteria
- How to download adjustment voucher(s) as an XML or CSV file
- The purpose of viewing reports
- The various types of reports accessible by role
- The types of reports
- How to view, generate and download reports
- How to view a Financial Institution

Topics

1. Introduction to OTCnet
2. Overview of OTCnet Participant User Guide Content
3. Logging in to OTCnet
4. Accessing a User ID and Resetting Passwords
5. Navigating the OTCnet Home Page
6. Viewing Deposits
7. Searching Deposits
8. Searching Adjustments
9. Viewing Reports
10. Reports by Access Type
11. Types of Reports
12. Viewing Reports Detail
13. Viewing a Financial Institution

Audience

- The intended audience for the *Federal Reserve Bank (FRB) Viewer and Financial Institution (FI) Participant User Guide* includes:
  - FRB Viewer
  - FI Viewer
Topic 1 Introduction to OTCnet

Overview

The Bureau of the Fiscal Service (BFS) Over the Counter Division (OTCD) provides the Over-the-Counter Channel Application (OTCnet) to facilitate the prompt electronic processing, reporting of deposits and transaction activities. OTCnet financial services include retail transactions made at agency offices, face-to-face collection points, and point of sale (POS) locations throughout the US and abroad.

OTCD oversees the systems, networks and program infrastructure which enable world-class OTCnet financial services including the collection of checks, cash, coins and credit, debit, and gift card transactions at agency POS locations around the globe. The OTCD is responsible for implementing a coordinated government-wide strategy for the collection of over-the-counter transaction and deposit activities (cash, card, check, foreign checks/currency, seized currency), and the transition from paper checks to electronic mechanisms.

OTCnet is a secure web-based system that enables federal agencies to integrate check conversion, deposit reporting, and card processing, so that all check, cash, coin, and card deposits to the TGA are handled by one web-based application.

OTCnet offers agencies superior customer service and high-quality e-commerce solutions for collections and reporting needs.

OTCnet Financial Services includes the following:

- Electronic processing of US checks presented for cashing, payment, or deposit
- Processing of US currency, foreign currency cash and foreign check item deposits
- Acceptance of credit, debit, and gift cards (Visa, MasterCard, American Express, Discover)
- Support of the Self-Service Kiosk
- Automation of the collection and settlement process
- Support of online reporting and research capability for reconciliation and inquiries
- Improvements of deposit history record keeping

OTCnet Elements

OTCnet is comprised of five elements:

1. Administration
2. Check Capture, Check Processing and Reporting
3. Deposit Processing and Reporting
4. Card Processing
5. Self-Service Kiosk: Web Service

*Administration functions support Check Capture, Check Processing and Reporting, Deposit Processing and Reporting, Card Processing, and Self-Service Kiosk as shown in Figure 1.
The functions of the five elements are:

- **Deposit Processing**: permits federal agencies the ability to create and submit deposits for confirmation. This platform also allows for Financial Institutions (FIs) to confirm those deposits and create adjustments electronically. Deposits can be created for US currency, foreign cash, and foreign check items.

- **Check Capturing, Check Processing**: converts personal and business checks into electronic fund transfers. Transactions can be consumer, consumer accounts receivable, and business transactions.

- **Card Processing**: allows agencies to provide their customers an option to make their payments via credit/debit cards and gift cards.

- **Self-Service Kiosk**: third party vendor standalone kiosk supported by OTCnet.

**OTCnet Process Flow: Deposit Reporting**

Deposit Processing electronically collects and automates US and Foreign funds which facilitates the classification of Treasury collections daily.
As shown in Figure 2, the Deposit Preparer, or Agency, electronically reports the deposit to Treasury using OTCnet and prints out the OTCnet deposit ticket. The bank deposit ticket, OTCnet deposit ticket, cash, and checks (US and foreign) are taken to your Treasury General Account (TGA) Bank. At the TGA Bank, the Deposit Confirmer confirms the deposit, rejects the deposit, or creates an adjustment to the deposit using OTCnet. The Collections Information Repository (CIR) is formerly the Transaction Reporting System (TRS).

OTCnet sends commercial deposit voucher information to CIR. CIR receives commercial deposit information from OTCnet for reconciliation and transmits to Treasury Cash Management System (TCMS) for cash concentration purposes. TCMS receives the commercial deposit data from CIR and initiates the cash concentration activity.

The Deposit Preparer and Deposit Viewer can access OTCnet to view their deposit ticket information, as well as access reports, receive rejections, and view adjustments.

**Figure 2: Deposit Processing Workflow**

**OTCnet End Users**

1. Administration
2. Check Capture, Processing and Reporting
3. Deposit Processing and Reporting
4. Card Processing

The user role you hold is based on the types of tasks you perform.

- Administration user roles, with varying degrees of permission, and perform administrative duties such as user management and system installation.
• Check Capture/Check Processing and Reporting user roles perform functions to capture checks, process checks, access reports and edit or view the Master Verification Database (MVD).

• Deposit Processing and Reporting user roles create deposits, approve, confirm (reject or adjust), and/or view information as shown in Table 1.

• Card Processing user roles perform functions to process card transactions.

Table 1: End User Roles

<table>
<thead>
<tr>
<th>Administration</th>
<th>Check Capture/ Check Processing and Reporting</th>
<th>Deposit Processing and Reporting</th>
<th>Card Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check Capture Supervisor</td>
<td>Check Capture Operator</td>
<td>Deposit Preparer</td>
<td></td>
</tr>
<tr>
<td>Check Capture Administrator</td>
<td>Check Capture Lead Operator</td>
<td>Deposit Approver</td>
<td></td>
</tr>
<tr>
<td>Accounting Specialist/ Local</td>
<td>Check Capture Supervisor</td>
<td>Viewer</td>
<td></td>
</tr>
<tr>
<td>Accounting Specialist</td>
<td>Batch Approver*</td>
<td></td>
<td></td>
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<tr>
<td>Card Administrator</td>
<td>Batch Uploader*</td>
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<tr>
<td><strong>Financial Institution/ Federal Reserve</strong></td>
<td>Master Verification Database (MVD) Editor</td>
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<tr>
<td>Primary Security Administrator</td>
<td>Master Verification Database (MVD) Viewer</td>
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<tr>
<td>Local Security Administrator</td>
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</tbody>
</table>

*Batch Approver and Batch Uploader are sub-roles assigned to users with existing roles.

The next page details the OTCnet Deposit Processing and Reporting roles with their associated permissions. Table 2 and Table 3 provide a breakdown of permissions at the Federal Program Agency level as well as the Financial Institution/Federal Reserve Bank Financial Institution level. They include the **Primary Local Security Administrator**, **Local Security Administrator**, **Accounting Specialist**, **Local Accounting Specialist**, **Deposit Preparer**, **Deposit Approver**, **Viewer** and **Deposit Confirmer** roles.
### Table 2: Deposit Processing and Reporting by Federal Program Agency Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>PLSA</th>
<th>LSA</th>
<th>Accounting Specialist</th>
<th>Local Accounting Specialist</th>
<th>Deposit Preparer</th>
<th>Deposit Approver</th>
<th>Viewer</th>
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</thead>
<tbody>
<tr>
<td>Add/Update/Delete a User</td>
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<td>Manage Own Account</td>
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<td>OTCnet Logon and Homepage</td>
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<td>Confirm/Reject Deposit</td>
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<td>Create Return Item Adjustment</td>
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<td>Modify Organization Hierarchy</td>
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<td>Modify Endpoint Mappings</td>
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<td>Modify Custom Labels</td>
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<td>View Custom Labels</td>
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<td>View Financial Institution</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Business Reports</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Security Reports</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>View Administrative Reports</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Read/View Audit Log</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View GWA Reporters Flag</td>
<td>•</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Table 3: Deposit Processing and Reporting by Financial Institution/Federal Reserve Bank Financial Institution Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>PLSA</th>
<th>LSA</th>
<th>Confirmer</th>
<th>Viewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add/Update/Delete a User</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reset Password</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manage Own Account</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>OTCnet Logon and Homepage</td>
<td>•</td>
<td>•</td>
<td></td>
<td>•</td>
</tr>
<tr>
<td>Create/Modify Deposit</td>
<td></td>
<td>•</td>
<td></td>
<td>•</td>
</tr>
<tr>
<td>Submit Deposit</td>
<td></td>
<td>•</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirm/Reject Deposit</td>
<td></td>
<td></td>
<td></td>
<td>•</td>
</tr>
<tr>
<td>View Deposit / Adjustment Detail</td>
<td></td>
<td></td>
<td></td>
<td>•</td>
</tr>
<tr>
<td>Search Deposit / Adjustment</td>
<td></td>
<td></td>
<td></td>
<td>•</td>
</tr>
<tr>
<td>Create Deposit Adjustment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create Return Item Adjustment</td>
<td></td>
<td>•</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modify Organization Hierarchy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete Organization Hierarchy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Organization Hierarchy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Search Organization Hierarchy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modify Accounting Codes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Import Accounting Codes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Accounting Codes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modify Endpoint Mappings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modify Custom Labels</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Custom Labels</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modify Processing Options</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Processing Options</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modify User Defined Fields (UDF)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View User Defined Fields (UDF)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Financial Institution</td>
<td></td>
<td>•</td>
<td></td>
<td>•</td>
</tr>
<tr>
<td>View Business Reports</td>
<td></td>
<td></td>
<td></td>
<td>•</td>
</tr>
<tr>
<td>View Security Reports</td>
<td></td>
<td>•</td>
<td></td>
<td>•</td>
</tr>
<tr>
<td>View Administrative Reports</td>
<td></td>
<td></td>
<td></td>
<td>•</td>
</tr>
<tr>
<td>Read/View Audit Log</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View GWA Reporters Flag</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Introduction

These OTCnet Participant User Guides are intended to provide you with the skills you need to use OTCnet, a system by which users can capture and process checks, and/or process deposits. Users with appropriate permissions can install, setup, and manage OTCnet.

The Participant User Guide can be used independent of or in conjunction with the OTCnet Web-based Training (WBT). The Participant User Guides are accessible through the OTCnet web site, OTCnet application help link site or through the User Guides button located within the WBT.


Although separated by segment, the User Guides may be printed individually or as one complete manual. You are not required to complete all 32 user guides, though it is highly encouraged that you access the guides pertaining to your user role.

In addition to the above-mentioned guides, this OTCnet Participant User Guide was created to support Federal Reserve Bank Viewer and Financial Institution Viewer specific instruction. Below is an introduction to the related Deposit Processing OTCnet functionality.

Administration Participant User Guide

The Administration Participant User Guide includes ten user guides, including the Check Capture, Check Processing, Deposit Processing and Card Processing Administrative functionality. Table 4 describes the related concepts covered in each guide:

<table>
<thead>
<tr>
<th>User Guides</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction to OTCnet and Overview of OTCnet Participant User Guide Content</td>
<td>In this user guide, you will learn about the background of OTCnet, the element and process flows that make up OTCnet as well as overview of the Participant User Guides.</td>
</tr>
<tr>
<td>2. Accessing and Navigating OTCnet</td>
<td>In this user guide, you will learn how to log in, establish security settings and how to use the OTCnet Main Page.</td>
</tr>
<tr>
<td>3. Managing User Accounts</td>
<td>In this user guide, you will learn how to create a user account, update a user account, and assign user privileges.</td>
</tr>
<tr>
<td>4. Managing Your Agency’s Hierarchy, Accounting Codes, and Processing Options</td>
<td>In this user guide, you will learn how to create a hierarchy, designate an OTC Endpoint, establish a Financial Institution relationship, and designate a check capture location, modify and import accounting codes, modify endpoint mappings, and modify and view processing options.</td>
</tr>
<tr>
<td>5. Configuring Administration and Card Processing Settings</td>
<td>In this user guide, you will learn how to manage custom labels, manage processing options and create and edit user defined fields.</td>
</tr>
<tr>
<td>6. Viewing Financial Institutions</td>
<td>In this user guide, you will learn how to view Financial Institution details.</td>
</tr>
</tbody>
</table>
In this user guide, you will learn how to download and install the OTCnet Local Bridge (OLB) Application, create the OLB profile and import OLB credentials.

In this user guide, you will learn how to set up or modify card terminal configuration, unregister a card terminal, view card terminal configuration, search an audit log and select a 80mm card receipt printer.

In this user guide, you will learn how to set up, modify and view a terminal configuration, view an audit log and download firmware.

In this user guide, you will learn how to properly install offline check capture software; manage offline check capture; set up scanners; and configure check capture settings in offline mode.

In addition to the Participant User Guides, the OTCnet Printable Job Aids walk an Administrator through the steps to e.g., set up an organizational hierarchy and Check Capture and Check Processing Administrative settings. These may be used in conjunction with the 10 Administration user guides reviewed above.

**Deposit Processing and Reporting Participant User Guides**

10 Chapters make up the Deposit Processing and Reporting Participant User Guide. Table 5 describes the related concepts covered in each Chapter:

<table>
<thead>
<tr>
<th>User Guides</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction to OTCnet and Overview of OTCnet Participant User Guide Content</td>
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<td>2. Accessing and Navigating OTCnet</td>
<td>In this user guide, you will learn how to log in, establish security settings and how to use the OTCnet Main Page.</td>
</tr>
<tr>
<td>3. Creating and Modifying Deposits</td>
<td>In this user guide, you will learn how to create and modify deposits.</td>
</tr>
<tr>
<td>4. Searching for Deposits</td>
<td>In this user guide, you will learn how to search for and download deposits.</td>
</tr>
<tr>
<td>5. Approving Deposits or Returning Deposits to Draft</td>
<td>In this user guide, you will learn how to approve deposits or return deposits to draft.</td>
</tr>
<tr>
<td>6. Confirming, Rejecting or Adjusting Deposits</td>
<td>In this user guide, you will learn how to confirm deposits, adjust deposits, or apply a credit/debit adjustment for US Currency and Foreign Check Items.</td>
</tr>
<tr>
<td>7. Managing Adjustments</td>
<td>In this user guide, you will learn how to create a returned item adjustment for US Currency and Foreign Check Items.</td>
</tr>
<tr>
<td>8. Searching Adjustments</td>
<td>In this user guide, you will learn how to search and download adjustments.</td>
</tr>
<tr>
<td>9. Viewing Reports</td>
<td>In this user guide, you will learn how to view and pull administrative and business reports.</td>
</tr>
<tr>
<td>10. Viewing Deposits</td>
<td>In this user guide, you will learn how to view deposit drafts, deposits awaiting approval, confirmed deposits, deposit adjustments, rejected deposit details, submitted deposits and how to download vouchers.</td>
</tr>
</tbody>
</table>
Topic 3 Log in to OTCnet Online

To access OTCnet Online, you must have your Fiscal Service Single Sign On User ID and Password. To obtain your User ID, contact your Primary Local Security Administrator (PLSA) or your Local Security Administrator (LSA). Once your User ID is created, you receive an email with a temporary password. Now you are ready to log in to OTCnet Online.

The first time you log in to OTCnet Online Single Sign On, you are required to complete the following steps:

- Change your password
- Accept the Rules of Behavior
- Provide challenge and response questions used for secondary authentication
- Enter a shared secret, used when calling the Fiscal Service Help Desk

To log in to OTCnet Offline, double-click the OTCnet Offline (Production or QA) icon on your terminal desktop or click Start > Programs > OTCnet Offline (Production or QA) > Start OTCnet Offline (Production or QA).

If the OTCnet Online icon does not reside on either your desktop or in your Start menu, contact your Check Capture Administrator or Card Administrator to configure the terminal.

Log in to OTCnet Online for the First Time

Once you receive your User ID and generic password, access the OTCnet application to create a permanent password.

The OTCnet Local Bridge (OLB) application is required for performing check processing, check capture, card processing and terminal configuration operations. If you are a Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, Check Capture Operator, Card Operator or Card Administrator, the OLB application must be started on the terminal in order to perform these operations.

To log in to Fiscal Service Single Sign On (OTCnet Online) for the first time, from the OTCnet Online login screen, enter your User ID and Password and log in. Enter your temporary password, new password, confirm your new password and change your password. Answer challenge questions and enter a shared secret phrase. Once you logout, log in again to OTCnet with your new password.
Log in to OTCnet Online for the First Time

To log in to Fiscal Service Single Sign On (OTCnet Online) for the first time, complete the following steps:

1. Access https://otcnet.fms.treas.gov as shown in Figure 3, enter your **User ID** and **Password** in the appropriate text boxes and click **Log In**. The **Password Change: Create New Password** page appears.

   **Figure 3: Fiscal Service Single Sign On Page**

2. Enter your temporary password **(Password)**, **New Password**, and **Confirm New Password** in the appropriate text boxes. Click **Change Password**. A **Confirmation** page appears stating your new password has been set.

3. Click **Continue**. The **Change Challenge/Response – Select and Provide Responses to Questions** page appears.

   **Application Tip**

   Each response must be at least three characters long and each response is case sensitive.

4. Select any three challenge questions by clicking the check boxes next to the questions and provide your responses in the **Response** and **Confirm Response** fields.

5. Click **Save My Questions and Responses**. A **Change Shared Secret** page appears.

6. Enter a **Shared Secret** phrase and **Confirm Shared Secret** phrase. Click **Save My Shared Secret**. A **Confirmation** page appears showing the challenge questions and responses and
your new shared secret were successfully saved. The Change Challenge/Response-Completed page appears.

**Application Tips**

- The shared secret phrase must be at least three characters.
- You cannot proceed to OTCnet until the Challenge questions and Shared Secret are set.

7. Click **Logout**.

**Application Tip**

After your challenge questions and responses and your shared secret are successfully saved, wait 15 minutes prior to accessing OTCnet.

8. Access OTCnet ([https://otcnet.fms.treas.gov](https://otcnet.fms.treas.gov)), enter your **User ID** and **Password** in the appropriate text boxes. Click **Log In**.

**Application Tip**

By logging in with your PIV, SecurID, or User ID and Password, you acknowledge and agree that you have read, understand, and agreed to abide by the Rules of Behavior.
Log in to OTCnet Online

Once you change your password, respond to the challenge questions, and establish a shared secret, log in to OTCnet to access functionality for one or more of the following:

- Administration
- Deposit Processing and Reporting
- Check Capture
- Check Processing
- Card Processing
- Access User Identity (ID) and Reset Password

The OTCnet Local Bridge (OLB) application is required for performing check processing, check capture, card processing and terminal configuration operations. If you are a Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, Check Capture Operator, Card Operator or Card Administrator, the OLB application must be started on the terminal to perform these operations.

To log in to OTCnet Online, from the OTCnet Online login screen, enter your User ID and Password.
To log in to OTCnet Online, complete the following steps:

1. Access [https://otcnet.fms.treas.gov](https://otcnet.fms.treas.gov) as shown in Figure 4 and enter your User ID and Password in the appropriate text boxes.

2. Click Log In. The OTCnet Home Page appears.

**Figure 4: Fiscal Service Single Sign On Page**

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**Application Tips**

- As a Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, Check Capture Operator, Card Operator or Card Administrator, when logging into OTCnet Online and using Google Chrome, the OTCnet splash screen does not appear.
- The OTCnet splash screen does appear for the same Internet Explorer (IE) users, when setting up OTCnet.
Topic 4 Accessing a User ID and Resetting Passwords

To obtain your User ID or reset your password, contact your PLSA or LSA. Your User ID or temporary password is emailed to you. Once you sign in with your temporary password, you must reset your password.

Access User ID

If you forget your OTCnet User ID, you can access your User ID from the Single Sign On page by clicking Forgot your User ID. Enter your email address to complete your request for a User ID.
To access your User ID, complete the following steps:

1. From the Fiscal Service Single Sign On page, click **Forgot your User ID?** as shown in Figure 5. The Please contact the Fiscal Service IT Service Desk at (304) 480-7777 for assistance with your Production Fiscal Service LDAP account message appears.

2. Call the Fiscal Service IT Service Desk at (304) 480-7777. Select option 3.

3. The Fiscal Service IT Service Desk asks for your email, first name and last name and sends you three follow up emails.

   **Application Tips**

   The Service Desk sends you three emails, with the following information:

   - Password reset instructions (includes your User ID)
   - A temporary password
   - A link to the Identity Manager Single Sign On (ISIM) system

4. Follow the ISIM link from the third email. Enter your User ID and temporary password into the **User ID** and **Password** fields.

5. Click **Log In**.

   **Application Tip**

   You are prompted to reset your password.

6. Click **Continue**. You are logged into the ISIM system.
Your password was successfully reset.

7. Click **Logoff** to exit the system. Close your browser. Wait 15 minutes before accessing the OTCnet application.
Reset Password

To reset your password, you can reset it from the Single Sign On page, by clicking the Forgot your Password? link. You'll need your Treasury Login (User ID) and you must respond to the Answer Challenge/Responses Questions Provide Responses. Enter a new password.

Check your Junk E-mail folder if you do not receive an email with your password. It is recommended that you add donotreply@fiscal.treasury.gov to your Safe Senders or Safe Recipients list.
Reset Password

To reset your password, complete the following steps:

1. From the *Fiscal Service Single Sign On* page, click **Forgot your Password?** The *Self-Service Account/Password Reset* page appears as shown in Figure 6.

   **Figure 6: Single Sign on Page (Forgot Your Password? Link)**

   ![Forgot Password Link](image)

   2. Enter your **User ID** and click **Submit** as shown in Figure 7. A **Confirmation** page appears stating that an email was sent to the email address associated with the User ID.

   **Figure 7. Self-Service Account/Password Reset**

   ![Confirmation](image)

   3. Click **Close Browser**.

   **Application Tip**

   You receive an email (Resetting your Forgotten Password) to your official email address with further instructions on how to complete the Self-Service Account/Password Reset process.

   4. Check your email. You receive the email link to reset your password. Copy and paste the entire link (including the equal sign `=`) into your web browser. The *Answer Challenge/Responses Questions Provide Responses* page appears.
Application Tips

- The reset password web link you receive is unique.
- The email is generated by an automated notification system. The link expires 24 hours after creation, after which the process needs to be reinitiated.

5. Enter your responses for the challenge questions and click **Reset My Password**. The *Answer Challenge/Response Questions – Change Password* page appears.

Application Tip

Three invalid attempts to answer your challenge questions results in your account being locked. If your account is locked, call Customer Support at 866-945-7920 or DSN 510-428-6824, Options 1, 2, 4 to re-activate your account.

6. Enter your **New Password, Confirm New Password** and click **Change My Password**. The *Challenge/Response Questions – Completed* page appears.

7. Click **Close Browser**.
Topic 5 Navigating the OTCnet Home Page

The OTCnet Online home page allows Check Capture Supervisors, Check Capture Lead Operators, Check Capture Operators and Card Operators to process deposits, capture checks, process checks, process card transactions, view reports, and perform administrative and security functions. Additionally, a user can access information for training, help and to update a user profile. The OTCnet Online home page is accessible for users to either view or perform any of these functionalities.

OTCnet Main Menu

To access the OTCnet Main Menu, log in with your User ID and Password with the following url, https://otcnet.fms.treas.gov. Table 6 provides a list of the Main Menu options available to you. They are accessible on the upper right corner of the OTCnet application.

<table>
<thead>
<tr>
<th>Link</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Allows a user to return to the OTCnet home page.</td>
</tr>
<tr>
<td>My Profile</td>
<td>Allows a user to retrieve his or her User ID or reset a Password.</td>
</tr>
<tr>
<td>Training</td>
<td>Allows a user to access the Web-Based Training (WBT) and other corresponding training materials.</td>
</tr>
<tr>
<td>Print</td>
<td>Allows a user to print the page.</td>
</tr>
<tr>
<td>Help</td>
<td>Allows a user to access help for the page they are on.</td>
</tr>
<tr>
<td>Log Out</td>
<td>Allows a user to log out of OTCnet.</td>
</tr>
</tbody>
</table>

The Main Menu is shown in Figure 8. The links are accessible on the upper right side of the OTCnet home page.

Figure 8: OTCnet Main Menu Page
OTCnet Homepage Message Overlay

All user roles have access to the OTCnet Homepage Message Overlay. The message overlay automatically appears for all Google Chrome and Chromium Edge users. It does not appear for Internet Explorer users. The message overlay appears in OTCnet Online, when you first log in to OTCnet.

The message overlay is a messaging platform presenting important news and information on the OTCnet system as shown in Figure 9. It is recommended that you read the messages, close the message overlay and continue viewing the OTCnet homepage.

Figure 9. OTCnet Homepage Message Overlay
Deposit Processing Tab Functionality

To access the OTCnet Deposit Processing functionality, log in with your User ID and password. Table 7 provides a list of the Deposit Processing functions that are available to you.

Table 7: Deposit Processing Tab Descriptions

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Deposit</td>
<td>Allows a user to create deposits for US Currency, Foreign Check Items, and/or Foreign Currency Cash.</td>
</tr>
<tr>
<td>Search Deposits</td>
<td>Allows a user to search for deposits.</td>
</tr>
<tr>
<td>Search Adjustments</td>
<td>Allows a user to search for adjustments.</td>
</tr>
<tr>
<td>Create Returned Item Adjustment</td>
<td>Allows a user to create a returned item adjustment.</td>
</tr>
</tbody>
</table>

The Deposit Processing tab, as shown in Figure 10, allows you to access Deposit Processing functionality, though depending on your user role, you may not see all functionality.

Figure 10: Deposit Processing Tab

Check Processing Tab Functionality

To access the OTCnet Check Processing functionality, log in with your User ID and password. Table 8 provides a list of the Check Processing functions that are available to you.

Table 8: Check Processing Tab Descriptions

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Verification</td>
<td>Allows a user to search and/or create an MVD record.</td>
</tr>
<tr>
<td>CIRA Query</td>
<td>Allows a user to view and/or modify a CIRA record.</td>
</tr>
<tr>
<td>Batch Management</td>
<td>Allows a user to search, view, close, approve and submit a batch. A user may edit and void an item within a batch with the proper permission.</td>
</tr>
<tr>
<td>Check Scan</td>
<td>Allows a user to scan checks.</td>
</tr>
<tr>
<td>Transmission History</td>
<td>Allows a user to view transmission history for batches that are uploaded from the offline check capture application.</td>
</tr>
</tbody>
</table>
The Check Processing tab is shown in Figure 11. Depending on your user role, you may not see all functionality shown in the image.

![Figure 11: Check Processing Tab](image)

Administration Tab Functionality

To access the OTCnet Administration functionality, log in with your User ID and password. Table 9 provides a list of the Administration functions that are available to you.

**Table 9: Administration Tab Descriptions**

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Organizations</td>
<td>Allows a user to manage Organization Hierarchy, Accounting Codes, Custom Labels, Processing Options, and User Defined Fields.</td>
</tr>
<tr>
<td>Manage FI</td>
<td>Allows a user to create and/or modify a Financial Institution, transfer FI RTN Numbers, transfer CA$HLink accounts, and maintain FRB CA$HLink accounts.</td>
</tr>
<tr>
<td>Manage Users</td>
<td>Allows a user to manage OTCnet user accounts and profiles.</td>
</tr>
<tr>
<td>Management</td>
<td>Allows a user to manage OTCnet processes.</td>
</tr>
<tr>
<td>Manage Check Processing</td>
<td>Allows a user to manage terminal configuration and forms.</td>
</tr>
<tr>
<td>Manage Card Processing</td>
<td>Allows a user to manage terminal configuration.</td>
</tr>
<tr>
<td>Manage Centralized Deployment</td>
<td>Allows users access to the following: Release Configuration, Edit Release and Download Release.</td>
</tr>
<tr>
<td>Audit</td>
<td>Allows a user to review the audit log history.</td>
</tr>
<tr>
<td>Utilities</td>
<td>Allows a user to review batch utilities, including Batch Recreate and Batch Repair.</td>
</tr>
</tbody>
</table>

The Administration tab is shown in Figure 12. Depending on your user role, you may not see all functionality shown in the image.
Reports Tab Functionality

To access the OTCnet Reports functionality, log in with your User ID and password. Table 10 provides a list of the Reports functions that are available to you. Depending on your user role, you are only authorized to view and download certain reports.

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit Processing Reports</td>
<td>Allows a user to view and download Business, Security and Administration reports.</td>
</tr>
<tr>
<td>Check Processing Reports</td>
<td>Allows a user to access Check Processing reports.</td>
</tr>
<tr>
<td>Historical Reports</td>
<td>Allows a user to query and download historical reports.</td>
</tr>
</tbody>
</table>

The Reports tab is shown in Figure 13. Depending on your user role, you may not see all functionality shown in the image.

Figure 13: Manage Reports
**Topic 6 Viewing Deposits**

As a Federal Reserve Bank Viewer or a Financial Institution Viewer, you are authorized to view deposit vouchers. You may view deposits to locate those in process or see deposit transactions belonging to others in the organization.

You have permission to view only certain deposits. The deposit status types available for viewing are included in Table 11.

### Table 11: Deposit Status

<table>
<thead>
<tr>
<th>Deposit Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>A deposit that is saved for modification at a later date by a Deposit Preparer</td>
</tr>
<tr>
<td>Awaiting Approval</td>
<td>A deposit that is waiting for deposit confirmation by a Deposit Approver</td>
</tr>
<tr>
<td>Submitted</td>
<td>A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer</td>
</tr>
<tr>
<td>Confirmed</td>
<td>A deposit that has been reviewed and confirmed by a financial institution (FI) or federal reserve bank (FRB)</td>
</tr>
<tr>
<td>Rejected</td>
<td>A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit</td>
</tr>
</tbody>
</table>

**View a Deposit**

To view a deposit, select **My Deposits in Process**, **Adjustments in Error**, **Deposits in Error**, or **Deposits Within My Organization**. Click the voucher number of the deposit you would like to view and change the number of records displayed per page, from the drop-down menu options next to record count.

- **My Deposits in Process**: Displays deposits that require addition action (e.g. Draft, Awaiting Approval, Submitted, Rejected, and Confirmed) based on user permissions.

  If the user only has an FI Viewer or FRB Viewer role and selects this page, it returns no results. If the user is a Deposit Confirmer or FRB Confirmer, the table displays the column indicating the Confirm option to allow for multiple confirmations at the same time. For all other user roles, this column is hidden.

- **Adjustments in Error**: Displays adjustments that have validation errors awaiting acknowledgement by the financial institution that the error has been resolved.

  The Adjustments in Error page displays any CA$HLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CA$HLINK II validation errors. To document why the error occurred and how the error was resolved, select the Voucher Number link is selected. This page only returns results for the Deposit Confirmer and FI Viewer roles. Other roles have the ability to select this page from the dropdown but do not see no results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).

- **Deposits in Error**: Displays deposits that have validation errors awaiting acknowledgement by the financial institution that the error is resolved. With Deposit Confirmer or FI Viewer privileges, the Deposits in Error details appears.
The **Deposits in Error** page displays any CA$HLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CA$HLINK II validation errors. To document why the error occurred and how the error was resolved, select the Voucher Number link is selected. This page only returns results for the **Deposit Confirmer** and **FI Viewer** roles. Other roles have the ability to select this page from the dropdown but do not see results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).

- **Deposits Within My Organization**: Displays a list of deposits that have been entered in the system, based on the agency endpoint or financial institution to which the user has access. With **Deposit Confirmer** or **FI Viewer** privileges, the **Deposits Within My Organization** details appears.

- The **Deposits Within My Organization** page displays voucher dates in reverse chronological order (including future dated deposits) and the status within (i.e. Draft, Submitted, Rejected, and Confirmed). The number of deposits displayed is based upon the display days processing options defined for the OTC Endpoint that the agency user has permission to view. If the user has permission for more than one OTC Endpoint, the processing option with the greatest number of days is used. If the user is an **FI Viewer** or an **FS Viewer**, the number of display days is set at 45.
View a Deposit

To view a deposit, complete the following steps:

1. From the **Deposit Processing** tab, click **View Deposits**. The **View Deposit** page appears.
2. From the **Select Display** drop-down menu, select **My Deposits in Process, Adjustments in Error, Deposits in Error**, or **Deposits Within My Organization**.
3. Click the **Voucher Number** of the deposit you need to view as shown in Figure 14.

**Figure 14: View Deposits Page**

**Application Tips**

- By default, up to 10 records are displayed per page. To change the number of records displayed per page, select from the drop-down menu options next to the record count.
- When your Financial Institution makes an adjustment to a deposit, it appears in the **Adj.** column of the **Deposit Transactions** section of the table.
- To view additional details, click the appropriate **Voucher Number**.
- The **View Confirmed Deposit** page appears. Under **Adjustment Information**, click the **Voucher Number** to view the deposit adjustment details.
Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Confirm** to confirm a deposit (Visible if a user has Deposit Confirmer privileges).
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Delete** to eliminate the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Voucher Event State** to view voucher details.
- Click **Next** to advance to the next page. (Visible only in My Deposits in Process view).
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Adjust** to adjust a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Save as Draft** to save the information without submitting the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Submit** to complete the process and display the Confirmation page. (Visible if a user has Deposit Approver privileges.)
- Click **Update CAN/ACCT Key** to update the account number assigned to a deposit. (Visible if a user has Deposit Confirmer privileges.)
- Click **Add Adjustment** to adjust a deposit. (Not visible for Foreign Check Items.)
Topic 7 Searching for a Deposit

As a Federal Reserve Bank Viewer or a Financial Institution Viewer, you are authorized to search for a deposit voucher as well as download and save the searched deposit voucher(s) as an XML or CSV file.

To search for a deposit, select the Search Deposits function. The Search Deposits function enables you to search for a deposit voucher using one or more criteria. If you do not specify any criteria, the search results include all deposits in the system that you have access to view. You can run additional searches; the Search Results table that appears is cleared and re-populated with the results of the new search. See Table 12 for search criteria fields.

<table>
<thead>
<tr>
<th>Table 12: Search Criteria Fields</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Search Criteria Groupings</th>
<th>Search Criteria Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Conditions</td>
<td>Organization</td>
</tr>
<tr>
<td></td>
<td>OTC Endpoint</td>
</tr>
<tr>
<td></td>
<td>ALC</td>
</tr>
<tr>
<td></td>
<td>Prepared by</td>
</tr>
<tr>
<td></td>
<td>Voucher Number</td>
</tr>
<tr>
<td></td>
<td>Deposit Status</td>
</tr>
<tr>
<td></td>
<td>Agency Block 6</td>
</tr>
<tr>
<td></td>
<td>Deposit Type</td>
</tr>
<tr>
<td>Voucher Date</td>
<td>From and To Date</td>
</tr>
<tr>
<td>Deposit Date</td>
<td>From and To Date</td>
</tr>
<tr>
<td>Deposit Total</td>
<td>From and To Total</td>
</tr>
<tr>
<td>Financial Institution Information</td>
<td>Routing Transit Number</td>
</tr>
<tr>
<td></td>
<td>Demand Deposit Account</td>
</tr>
<tr>
<td></td>
<td>CA$HLINK II Account Number</td>
</tr>
<tr>
<td></td>
<td>FRB Account Key</td>
</tr>
<tr>
<td></td>
<td>FRB Cost Center Work Unit</td>
</tr>
</tbody>
</table>

Under the Search Deposits function, if you run a search without specifying any criteria, the search results include all deposits in the system that you have access to view Table 13.

<table>
<thead>
<tr>
<th>Table 13: Search Results Deposit Statuses</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Deposit Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>A deposit that is saved for modification at a later date by a Deposit Preparer</td>
</tr>
<tr>
<td>Awaiting Approval</td>
<td>A deposit that is waiting for deposit confirmation by a Deposit Approver</td>
</tr>
<tr>
<td>Submitted</td>
<td>A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer</td>
</tr>
<tr>
<td>Confirmed</td>
<td>A deposit that has been reviewed and confirmed by a Financial Institution or FRB</td>
</tr>
<tr>
<td>Rejected</td>
<td>A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit</td>
</tr>
</tbody>
</table>
Searching for a Deposit

To search for a deposit, complete the following steps:

1. From the Deposit Processing tab, click Search Deposit. The Search Deposit page appears.

2. Enter the search criteria for the deposit you would like to view and click Search. The Search Results table appears.

   Under Search Conditions, optional
   - Select the Organization
   - Select the OTC Endpoint
   - Enter the ALC (Agency Location Code)
   - Enter Prepared by details
   - Enter the Voucher #
   - Select the Deposit Status
   - Enter Agency Use (Block 6) details
   - Select the Deposit Type
   - Enter the From and To Voucher Date
   - Enter the From and To Deposit Date
   - Enter the From and To Deposit Total

**Application Tip**

Voucher From date must be 5 years or less from the current date. Vouchers more than five years old are viewed from the Historical Reports menu.

Under Financial Institution Information, optional

- Enter the RTN (Routing Transit Number)
- Enter the DDA (Demand Deposit Account)
- Enter the CAN (CA$HLINK II Account Number)
- Enter the FRB Account Key (Federal Reserve Bank Account Key)
- Enter the FRB CCWU (Federal Reserve Bank Cost Center Work Unit)

Under User Defined Field Information, if applicable, optional

- Enter the Deposit UDF (User Defined Fields)
- Enter the Accounting Subtotal UDF details
Application Tips

- User Defined Fields (UDFs) only display to users who have access to an organization that has previously defined UDFs.
- UDFs appear at the bottom of the page.
- Up to three UDFs can be displayed for Deposit and two for Accounting Subtotal.

3. Click the Voucher Number of the deposit whose details you would like to view as shown in Figure 15.

Figure 15: Search Results Table

<table>
<thead>
<tr>
<th>Voucher</th>
<th>Status</th>
<th>Date Submitted</th>
<th>Date Confirmed</th>
<th>Endpoint</th>
<th>ALC</th>
<th>Adj. Deposit Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>600362</td>
<td>DRAFT</td>
<td></td>
<td>20092800</td>
<td>FHI</td>
<td></td>
<td>$200.00</td>
</tr>
<tr>
<td>600304</td>
<td>DRAFT</td>
<td>L2 FOCash</td>
<td>18000005</td>
<td></td>
<td></td>
<td>$54.03</td>
</tr>
<tr>
<td>600302</td>
<td>DRAFT</td>
<td>FHI</td>
<td>20092800</td>
<td></td>
<td></td>
<td>$1.00</td>
</tr>
<tr>
<td>600203</td>
<td>DRAFT</td>
<td>L2 FOCash</td>
<td>18000005</td>
<td></td>
<td></td>
<td>$950.00</td>
</tr>
<tr>
<td>600202</td>
<td>DRAFT</td>
<td>L2 FOCash</td>
<td>18000005</td>
<td></td>
<td></td>
<td>$4,500.00</td>
</tr>
<tr>
<td>600201</td>
<td>DRAFT</td>
<td>L2 FOCcheck</td>
<td>00003020</td>
<td></td>
<td></td>
<td>$350.00</td>
</tr>
</tbody>
</table>

Application Tips

- Deposit totals are not displayed for unconfirmed foreign check items for which Other was selected as the country of deposit during deposit creation.
- Click Download to save the search deposit results as an XML or CSV file.

Additional Buttons

- Click Edit to modify the deposit draft. (Visible if a user has Deposit Preparer privileges.)
- Click Previous to return to the previous page.
- Click Print Deposit Ticket to print a formatted deposit ticket.
- Click Return Home to return to the OTCnet Home Page.
- Click View Voucher Event Log to view the history of the deposit voucher events.
Download Deposit Information

After searching for your deposit, you can download the retrieved information. To download the results of a deposit, first use the Search Deposits function.

To download search results, enter the optional search criteria for the deposit you would like to view and click Search. Search criteria under Search Conditions, including Voucher, Status, Date Submitted, Date Confirmed, OTC Endpoint, ALC, Adj., and Deposit Total.

Search criteria under Financial Institution Information and enter User Defined Field Information details.

You can also download your results by selecting the XML file or CSV file format. Check the desired attributes that you want to download for Deposit Information, Financial Institution Information, Agency Information, Accounting Subtotals and User Defined Data, and Foreign Deposit Information. Open or save your file.
Download Deposit Information

To download the search results for a deposit, complete the following steps:

1. Click **Download** from the **Search Results** table. The **Download Deposits** page appears as shown in Figure 16.

![Figure 16: Download Button](image)

**Application Tip**

The **Search Results** table does not display **Deposit Total** values for unconfirmed Foreign Check Item deposits associated with a Country of Deposit selection of **Other**.

2. Select **XML file** or **CSV file** as the file format.
3. Check the desired attributes that you want to download for the following:
   - **Deposit Information**
   - **Financial Institution Information**
   - **Agency Information**
   - **Accounting Subtotals and User Defined Data**
   - **Foreign Deposit Information**
4. Click **Submit** as shown in Figure 17. The **File Download** dialog box appears.
Figure 17: Download Attributes Selection
5. Click **Open** or **Save**.

### Application Tips

- Click **Open** and the content of the file displays.
- Click **Save** to choose the location where you want to save the file.

### Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Download** to download the search results.
- Click **Previous** to return to the previous page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Search** to display the deposits that match the search criteria.
- Click **Return Home** to return to the OTCnet Home Page.
Topic 8 Searching Adjustments

As a Federal Reserve Bank Viewer or a Financial Institution Viewer, you are authorized to search for a deposit voucher as well as download and save the searched deposit voucher(s) as an XML or CSV file.

To search for an adjustment to a US Currency or Foreign Check Items deposit, click the Search Adjustments function. The Search Adjustments function enables you to search for a deposit voucher using one or more criteria.

If you do not specify any criteria, the search results include all deposits 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. See Table 14 for search criteria fields.

Table 14: Search Criteria Fields

<table>
<thead>
<tr>
<th>Search Criteria Groupings</th>
<th>Search Criteria Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Conditions</td>
<td>• Organization</td>
</tr>
<tr>
<td></td>
<td>• OTC Endpoint</td>
</tr>
<tr>
<td></td>
<td>• ALC</td>
</tr>
<tr>
<td></td>
<td>• Adjustment Category</td>
</tr>
<tr>
<td></td>
<td>• Voucher Number</td>
</tr>
<tr>
<td></td>
<td>• Adjustment Type</td>
</tr>
<tr>
<td></td>
<td>• Prepared By</td>
</tr>
<tr>
<td></td>
<td>• Adjustment Reason</td>
</tr>
<tr>
<td>Voucher Date</td>
<td>• Date Range</td>
</tr>
<tr>
<td>Adjustment Amount</td>
<td>• Total Range</td>
</tr>
<tr>
<td>Deposit Date</td>
<td>• Date Range</td>
</tr>
<tr>
<td>Original Deposit Date</td>
<td>• Date Range</td>
</tr>
<tr>
<td>Financial Institution Information</td>
<td>• Routing Number</td>
</tr>
<tr>
<td></td>
<td>• Demand Deposit Account</td>
</tr>
<tr>
<td></td>
<td>• CA$HLINK II Account Number</td>
</tr>
<tr>
<td></td>
<td>• FRB Account Key</td>
</tr>
<tr>
<td></td>
<td>• FRB Cost Center Work Unit</td>
</tr>
</tbody>
</table>

Searching for and Viewing Adjustments

Search Adjustments—you may search adjustments by selecting specific criteria. For this function, if you run a search without specifying any criteria, the search results include all deposits in the system that you have access to view.

To view an adjustment, you can download your search results by selecting the Voucher #, Voucher Date, Date of Deposit, Reason Code, ALC, Adj. (Type), Debit/Credit and Adjustment Amount.
Searching for and Viewing Adjustments

To search for and view an adjustment, complete the following steps:

1. Click the Deposit Processing tab, click Search Adjustments. The Search Adjustments page appears.
2. Enter the search criteria and click Search.

Under Search Conditions, optional

- Select an Organization
- Select an OTC Endpoint
- Enter an ALC (Agency Location Code)
- Select an Adjustment Category
- Enter a Voucher #
- Select an Adjustment Type
- Enter the Prepared by name
- Select an Adjustment Reason
- Enter the From: and To: Voucher Dates
- Enter the From: and To: Adjustment Amount
- Enter the From: and To: Deposit Date
- Enter the From: and To: Original Deposit Date

Additional search criteria is displayed as shown in Figure 18.

Figure 18: Additional Search Criteria
Application Tip

Voucher From date must be five years or less prior to the current date. Vouchers more than five years old can be viewed from the Historical Reports menu.

3. The Search Results table appears. Click the Voucher Number of the adjustment for the details you need to view.

Application Tip

Values do not display in the Adjustment Amount column for unconfirmed foreign check item deposits that were entered with a Country of Deposit of Other.

Additional Buttons

- Click Download to save the adjustment results as an XML or CSV file.
- Click Previous to return to the previous page.
- Click Return Home to return to the OTCnet Home Page.
- Click View Voucher Event Log to view the history of the deposit voucher.
Downloading Search Results for Adjustments

To download your search results, use the Search Adjustments function. After searching for your adjusted deposit, you can download the information you retrieve.

To download your search results for a deposit, enter the optional search criteria for your adjusted deposit, e.g., Voucher #, Voucher Date, Date of Deposit, Reason Code, ALC, Adj. (Type), Debit/Credit and Adjustment Amount. You can also download the results.

Select either the XML file or CSV file format. Verify the desired attributes you want to download for Adjustment Information, Original Deposit Information, Financial Institution Information and Foreign Return Item Information. Open or save the file.
Downloading Search Results for Adjustments

To download the search results for a deposit, complete the following steps:

1. The Search Results table appears, click **Download** as shown in Figure 19. The **Download Deposits** page appears.

   ![Figure 19: Download Button](image)

2. Select either the **XML file** or **CSV file** format.

3. Verify your desired attributes for download:
   - Deposit Information
   - Financial Institution Information
   - Agency Information
   - Accounting Subtotals and User Defined Data
   - Foreign Deposit Information

4. Click **Submit**. The **File Download** dialog box appears.

5. Click **Open** or **Save**.

   **Application Tips**
   - Click **Open** and the content of the file appears.
   - Click **Save** to choose the location where you will save the file.

   **Additional Button**
   - Click **Cancel** to return to the OTCnet Home Page. No data is saved.
**Topic 9 Viewing Reports**

As a user or viewer with access to the Deposit Processing functionality, you may access one or more of the **Business Reports**, **Administration Reports** or **Historical Reports**. You may need to view or download a report for e.g., adjustment activity, user information or voucher status. Each report provides deposit information specific to the select type of data requested. Table 15 describes the purpose of each report type.

<table>
<thead>
<tr>
<th>Report</th>
<th>Purpose of Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>Provides specific reporting detail for deposit and adjustment activity by type, status and processing options for Agencies and Financial Institutions</td>
</tr>
<tr>
<td>Administration</td>
<td>Provides specific reporting detail for interface to CIR,* as well as detailed information about completed and in progress vouchers</td>
</tr>
<tr>
<td>Historical</td>
<td>Provides historical deposit, deposit adjustment and returned item adjustment transaction data.</td>
</tr>
</tbody>
</table>

*The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).*
Access to view reports in OTCnet is dependent on your user role. Table 16 presents the OTCnet user roles with access to each OTCnet report. Reports are grouped into the following categories:

- Business Reports
- Security Reports
- Administration Reports
- Historical Reports

### Table 16: Business Reports by Federal Program Agency User Roles

<table>
<thead>
<tr>
<th>Business Reports</th>
<th>Deposit Preparer</th>
<th>Deposit Approver</th>
<th>Accounting Specialist</th>
<th>Local Accounting Specialist</th>
<th>FPA Viewer</th>
<th>Agency LSA</th>
<th>Agency PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustment Activity (FI)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjustments By OTC Endpoint</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily Voucher Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit Activity (FI)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits By Accounting Code</td>
<td>•</td>
<td>•</td>
<td></td>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits By OTC Endpoint</td>
<td></td>
<td></td>
<td></td>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit History By Status (FPA)</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Reporting OTC Endpoint</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing Options by Agency EP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Table 17: Business Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

<table>
<thead>
<tr>
<th>Business Reports</th>
<th>FI Confirmer</th>
<th>FRB Confirmer</th>
<th>FI Viewer</th>
<th>FRB Viewer</th>
<th>LSA</th>
<th>PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustment Activity (FI)</td>
<td>•</td>
<td></td>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjustments By OTC Endpoint</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily Voucher Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit Activity (FI)</td>
<td></td>
<td>•</td>
<td></td>
<td>•</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits By Accounting Code</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Deposits By OTC Endpoint</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit History By Status (FPA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Reporting OTC Endpoint</td>
<td></td>
<td></td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing Options by Agency EP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Table 18: Security Reports by Federal Program Agency User Roles

<table>
<thead>
<tr>
<th>Security Reports</th>
<th>Deposit Preparer</th>
<th>Deposit Approver</th>
<th>Accounting Specialist</th>
<th>Local Accounting Specialist</th>
<th>FPA Viewer</th>
<th>Agency LSA</th>
<th>Agency PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Access Groups without a PLSA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Users by Access Group (FI)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Users by Access Group (FPA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Users by Role (FI)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Users by Role (FPA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>User Information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
</tbody>
</table>

### Table 19: Security Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

<table>
<thead>
<tr>
<th>Security Reports</th>
<th>FI Confirmer</th>
<th>FRB Confirmer</th>
<th>FI Viewer</th>
<th>FRB Viewer</th>
<th>LSA</th>
<th>PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Access Groups without a PLSA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Users by Access Group (FI)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>•</td>
</tr>
<tr>
<td>Users by Access Group (FPA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>•</td>
</tr>
<tr>
<td>Users by Role (FI)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>Users by Role (FPA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>•</td>
</tr>
<tr>
<td>User Information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>•</td>
</tr>
</tbody>
</table>

### Table 20: Administration Reports by Federal Program Agency User Roles

<table>
<thead>
<tr>
<th>Admin. Reports/ Misc.</th>
<th>Deposit Preparer</th>
<th>Deposit Approver</th>
<th>Accounting Specialist</th>
<th>Local Accounting Specialist</th>
<th>FPA Viewer</th>
<th>Agency LSA</th>
<th>Agency PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>View CIR File Status*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Vouchers Complete</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Voucher Event Log</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Voucher Event Detail</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Vouchers In Progress</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Voucher Event Log</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Voucher Event Detail</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Current State</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acknowledge Error Resolution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).
### Table 21: Administration Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

<table>
<thead>
<tr>
<th>Admin. Reports/ Misc.</th>
<th>FI Confirmer</th>
<th>FRB Confirmer</th>
<th>FI Viewer</th>
<th>FRB Viewer</th>
<th>LSA</th>
<th>PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>View CIR File Status</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Vouchers Complete</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Voucher Event Log</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Voucher Event Detail</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Vouchers In Progress</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Voucher Event Log</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Voucher Event Detail</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Current State</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acknowledge Error Resolution</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Table 22: Historical Reports by Federal Program Agency User Roles

<table>
<thead>
<tr>
<th>Historical Reports</th>
<th>Deposit Preparer</th>
<th>Deposit Approver</th>
<th>Accounting Specialist</th>
<th>Local Accounting Specialist</th>
<th>FPA Viewer</th>
<th>Agency LSA</th>
<th>Agency PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit Historical Report</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjustment Historical Report</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Table 23: Historical Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles

<table>
<thead>
<tr>
<th>Historical Reports</th>
<th>FI Confirmer</th>
<th>FRB Confirmer</th>
<th>FI Viewer</th>
<th>FRB Viewer</th>
<th>LSA</th>
<th>PLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit Historical Report</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjustment Historical Report</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Topic 11 Types of Reports

The Federal Reserve Bank Viewer and a Financial Institution Viewer are authorized to view three primary report categories within OTCnet:

1. Business Reports
2. Administration Reports
3. Historical Reports

Business Reports

As a Financial Institution Viewer, you have access to the following reports listed in Table 24 below.

Table 24: Business Reports

<table>
<thead>
<tr>
<th>Business Report</th>
<th>Purpose of Business Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustment Activity (FI)</td>
<td>Allows you to view adjustments made by your Financial Institution (FI).</td>
</tr>
<tr>
<td>Deposit Activity (FI)</td>
<td>Allows you to view deposits submitted to your FI.</td>
</tr>
</tbody>
</table>

Administration Reports

As a Federal Reserve Bank Viewer and a Financial Institution Viewer, you have access to the following reports listed in Table 25 below.

Table 25: Administration Reports

<table>
<thead>
<tr>
<th>Administration Report</th>
<th>Purpose of Administration Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>View CIR File Status*</td>
<td>The status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.</td>
</tr>
<tr>
<td>View Vouchers Completed</td>
<td>Allows you to view the status of deposit and adjustment vouchers that have completed processed through the FI System To System Interface in the past 36 hours.</td>
</tr>
<tr>
<td>View Vouchers in Progress</td>
<td>Allows you to view the status of deposit and adjustment vouchers in progress.</td>
</tr>
</tbody>
</table>

*The Collections Information Repository (CIR) was formerly referred to as the Transaction Reporting System (TRS).

Historical Reports

As a Federal Reserve Bank Viewer and a Financial Institution Viewer, you have access to the reports listed in Table 26 below.

Table 26: Deposit Processing Historical Report

<table>
<thead>
<tr>
<th>Deposit Processing Historical Report</th>
<th>Purpose of Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit Historical Report</td>
<td>Allows you to view historical deposit transaction data.</td>
</tr>
<tr>
<td>Adjustment Historical Report</td>
<td>Allows you to view historical deposit adjustment and returned item adjustment transaction data.</td>
</tr>
<tr>
<td>Previously Generated Historical Reports</td>
<td>Allows you to view all previously generated historical reports.</td>
</tr>
</tbody>
</table>
Topic 12 Viewing Report Detail

Business Reports

This section provides you with details on how to view and download Business Reports.

View Adjustment Activity (FI)

To view adjustments by financial institution activity, you are presented with the option to include search criteria, i.e., Adjustment Type, Adjustment Reason, Voucher Date (From: and To:), Original Date of Deposit (From: and To:), Agency Location Code (ALC), Routing Transit Number (RTN), Demand Deposit Account (DDA), Adjustment Amount, Deposit Date, CA$HLINK II Account Number (CAN), CASHLINK II Trace# and Report With Children.

The report presents adjustment activity by Financial Institution, including the Voucher #, Adjustment Type, Voucher Date, ALC, Deposit Date, Create Date, CAN, CL II Trace #, Original Deposit # and Voucher Amount. You can export the report as a PDF, Excel or Word file, download it or print it.

View Deposit Activity (FI)

To view deposit activity for a financial institution, you are presented with the option to include search criteria, i.e., the Status, Voucher Type, Status Date (From: and To:), Voucher Date (From: and To:), ALC, RTN, DDA, Deposit Total (From: and To:), Deposit Date (From: and To:), CAN, CA$HLINK II Trace #, and Report with Children.

The report presents deposit activity by Financial Institution, including the Status, Voucher Type, Voucher #, Voucher Date, ALC, Deposit Date, Status Date, CAN, CL II Trace #, and Voucher Amount. You can export the report as a PDF, Excel or Word file, download it or print it.
View Business Reports: Adjustment Activity (FI)

To view the adjustment activity (FI) report, complete the following steps:

1. From the Reports tab, click Deposit Processing Reports. The View Reports page appears.

2. Under Business Reports, click Adjustment Activity (FI). The Adjustment Activity (FI) parameters page appears.

3. Enter your search criteria.
   - Select the Adjustment Type, required
   - Select the Adjustment Reason
   - Enter the From: and To: Voucher Date range
   - Enter the From: and To: Original Date of Deposit range
   - Enter the ALC (Agency Location Code)
   - Enter the RTN (Routing Transit Number)
   - Enter the DDA (Demand Deposit Account)
   - Enter the From: and To: Adjustment Amount range
   - Enter the From: and To: Deposit Date range
   - Enter the CAN (CA$HLINK II Account Number)
   - Enter the CA$HLINK II Trace #

Application Tip

- The date range for Voucher Date, Original Date of Deposit, and Deposit Date cannot exceed 15 months.

- Click Yes or No for Report With Children.

Application Tips

- Click Yes to generate a report that contains data for the selected OTC Endpoint and the lower level OTC Endpoints.
- Click No to generate a report that contains data only for the selected OTC Endpoint.
4. Click an OTC Endpoint to initiate the report. The *Adjustment Activity (FI)* preview page appears as shown in Figure 20.

**Figure 20: Adjustments Activity (FI) Preview Page**

- **TGA** denotes a deposit processing OTC Endpoint.
- **CHK** denotes a check capture OTC Endpoint.
- **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- **CDC** denotes card processing OTC Endpoint.

5. Under **Export as**, you have the following options:
   - Select **PDF**, **Excel** or **Word format**
   - Click **Download**
   - Or
   - Click **Print PDF Report**
All Adjustments associated with Deposits with an original voucher date older than 5 years and Returned Item Adjustments with an adjustment voucher date older than 5 years are archived to the archive database, according to the Fiscal Service data retention policy. These transactions are viewable through the Historical Reports page (Home>Reports>Historical Reports).

Click Previous to return to the previous page.
To view a deposit activity (FI) report, complete the following steps:

1. From the **Reports** tab, click **Deposit Processing Reports**. The **View Reports** page appears.

2. Under **Business Reports**, click **Deposit Activity (FI)**. The **Deposit Activity (FI) parameters** page appears.

3. Enter your search criteria.
   - Select the **Status**, *required*
   - Select the **Voucher Type**
   - Enter the **From** and **To**: Status Date range
   - Enter the **From** and **To**: Voucher Date range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **DDA** (Demand Deposit Account)
   - Enter the **From** and **To**: Deposit Total range
   - Enter the **From** and **To**: Deposit Date range
   - Enter the **CAN** (CA$HLINK II Account Number)
   - Enter the **CA$HLINK II Trace #**
   - Click **Yes** or **No** for **Report With Children**

**Application Tips**

- **Click Yes** for **Report With Children** to generate a report that contains data for the selected OTC Endpoint and all lower level OTC Endpoints.
- **Click No** for **Report With Children** to generate a report that contains data only for the selected OTC Endpoint.
4. Click an OTC Endpoint to initiate the report. The Deposit Activity (FI) preview page appears as shown in Figure 21.

Figure 21: Deposit Activity (FI) Preview Page

Application Tip

TGA denotes an OTC Endpoint; an open lock denotes access permission; and a closed lock denotes no access permission.

5. Under Export as, you have the following options:
   - Select PDF, Excel or Word format
   - Click Download
   - Or
   - Click Print PDF Report
Application Tips

- Deposits with a voucher date older than five years does not display on the report but they may be viewed from the Historical Reports page (Home Reports Historical Reports).
- Unconfirmed Foreign Check items entered with a Country of Deposit value of Other does not display values in the Voucher Amount column.

Additional Button

Click Previous to return to the previous page.
Administration Reports

This section provides you with detail on how to view and download Administration Reports.

**Administration Reports** available for viewing include:

**View CIR File Status**

To view the CIR file status report, you are presented with the following options:
- Transmission(s) Not Processed and All Transmission(s). Both options include:
  - Transmission ID, Status, Create Timestamp, Transmit Timestamp, Acknowledge Timestamp, CA$HLINK Type and CA$HLINK Acknowledge Timestamp.

The report presents CIR File Status for FI, including:
- Status, Voucher Type, Voucher #, Voucher Date, Agency Location Code (ALC), Deposit Date, Status Date, CA$HLINK II Account Number (CAN), TCMS Trace #, Voucher Amount, Bank, Routing Transit Number (RTN), and Demand Deposit Account (DDA) #. You can export the report as a PDF, Excel or Word file and download or print it.

Additionally, the report presents Deposit or Adjustment Voucher details in PDF form, including the Voucher #, Adjustment Type, Voucher Date, ALC, Deposit Date, CAN, Voucher Amount, Original Deposit Date, Original Deposit Number, Organization Name, OTC Endpoint Short Name, OTC Endpoint Description, Financial Institution, RTN, DDA, Creation Date, Creation User, CLII Extract Date, CLII Sent Date, Acknowledgement by CLII Date, CL II Trace #, and Voucher Status History.

**View Vouchers Completed**

To view the Vouchers Completed report, you are presented with the option to include search criteria for the following items: Voucher #, Voucher Status, Voucher Type, Financial Institution, Voucher Complete Timestamp, and CL II Trace Number.

The report presents the event log, including Voucher Information, i.e., Voucher #, Voucher Date, Voucher Type, Voucher Status, Voucher Status Timestamp, Deposit Date, CA$HLINK II Trace # and Financial Institution and Voucher Event State, including the date the voucher was created on.

Additionally, the Voucher Event Details report presents the Voucher #, Voucher Date, Voucher Event State, Voucher Event State Timestamp, Voucher Event LoginID, Voucher Type, Voucher Status, Voucher Status Timestamp, Deposit Date, CA$HLINK II Trace #, Financial Institution, and Voucher Event Comments.

**View Vouchers in Progress**

To view the Vouchers in Progress report, you are presented with the option to include search criteria, i.e., Voucher #, Voucher Status, Voucher Type, and Financial Institution.

The report presents vouchers in progress and includes the Voucher Information: Voucher #, Voucher Date, Voucher Type, Voucher Status, Voucher Status Timestamp, Deposit Date, CA$HLINK II Trace #, and Financial Institution. The Voucher Event Log includes the Voucher Event State and the date the voucher was created on.
Additionally, the Voucher Event Details report presents the Voucher #, Voucher Date, Voucher Event State, Voucher Event State Timestamp, Voucher Event LoginID, Voucher Type, Voucher Status, Voucher Status Timestamp, Deposit Date, CA$HLINK II Trace #, Financial Institution, and Voucher Event Comments.
To view a CIR file status report, complete the following steps:

1. From the **Reports** tab, click **Deposit Processing Reports**. The **View Reports** page appears.

2. Under **Administration Reports**, click **View CIR File Status**. The **View CIR File Status** page appears.

### Application Tip

The **Collections Information Repository (CIR)** was formerly referred to as **Transaction Reporting System (TRS)**.

3. Under the **Transmission(s) Not Processed** section, click a **Transmission ID** of the CIR transmission details you must view.

   Or

   Under the **All Transmission(s)** section, click a **Transmission ID** of the CIR transmission details or processing errors you must view.

### Application Tips

- If a **Transmission ID** with FRB CL CA$HLINK Type is selected, the **CIR Transmission Status (FRB)** report appears in a new window.
- If a **Transmission ID** with CLII CA$HLINK Type is selected, the **CIR Transmission Status (FI)** report appears in a new window.
- There are two sections on the **View CIR File Transmission Status** page. The **Transmission(s) Not Processed** section displays report files that have not been successfully processed by CIR.
- The **All Transmission(s)** section displays all deposit report files regardless of transmission status or success.

4. The **View CIR Transmission Status** preview page appears.

   Under **Export as**, you have the following options:

   - Select **PDF**, **Excel** or **Word** format
   - Click **Download**

   Or

   - Print PDF Report

5. For further debit or adjustment voucher details, click the **Voucher #** hyperlink. The **Deposit or Adjustment Voucher Detail** report appears.
6. Click **Open**, **Save** or **Cancel**.

7. The *DepositVoucherDetail_XXX.pdf* or *AdjustmentVoucherDetail_ XXXX.pdf* report appears as shown in Figure 22.

**Figure 22: Adjustment-Voucher Detail PDF**

![Adjustment-Voucher Detail PDF](image)

### Additional Buttons

- Click **Open** the PDF is displayed.
- Click **Save** choose the location where to save the file.
- Click **Cancel** to return to the *View CIR File Status* preview page.
- Click **Previous** to return to the previous page.
To view a voucher’s completed report, complete the following steps:

1. From the Reports tab, click Deposit Processing Reports. The View Reports page appears.

2. Under Administration Reports, click View Vouchers Completed. The View Vouchers Completed page appears.

3. Click the Voucher # hyperlink. The Voucher Event Log page appears as shown in Figure 23.

   Figure 23: View Voucher Event Log Page

   ![View Voucher Event Log](image)

   The View Voucher Event shows additional information about the voucher and the history of the voucher events through the FI System to System Interface.

4. Click the Voucher # hyperlink to view the details of the deposit or adjustment. The Voucher Details Information page or the View Adjustment Details page appears.

   Or

   Click a Voucher Event State hyperlink to view the voucher event details. The Voucher Event Details page appears as shown in Figure 24.
Figure 24: Voucher Event Details Report Output

The Voucher Event Details page presents the following:

- Processing errors associated with the voucher event
- Additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface
- The Collections Information Repository (CIR) interface

Application Tips

The Voucher Event Details page presents the following:

- Processing errors associated with the voucher event
- Additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface
- The Collections Information Repository (CIR) interface

Additional Buttons

- Click Cancel to return to the OTCnet Home Page. No data is saved.
- Click Clear to clear all data fields and reset to the default selections.
- Click Previous to return to the previous page.
- Click Refresh to redisplay the page with any additional vouchers that are in-process.
- Click Return Home to return to the previous page.
View Administrative Reports: Vouchers in Progress

To view a voucher in progress report, complete the following steps:

1. From the Reports tab, click Deposit Processing Reports. The View Reports page appears.

2. Under Administration Reports, click View Vouchers in Progress. The View Vouchers in Progress page appears.

   Application Tip

   The Vouchers In Progress page only displays non-archived deposits or adjustments with a voucher date that is five years or less from the current date.

3. Click the Voucher # hyperlink to view the Voucher Event Log page and additional voucher information. The View Voucher Event Log page appears as shown in Figure 25.

   Figure 25: In Progress View Voucher Event Log Page

   ![View Voucher Event Log](image)

   Application Tip

   The View Voucher Event presents additional information about the voucher and the history of the voucher events through the FI System To System Interface.
4. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The **Voucher Details Information** page or the **View Adjustment Details** page appears.

Or

Click a **Voucher Event State** hyperlink to view the voucher event details. The **Voucher Event Details** page appears as shown in Figure 26.

**Figure 26: In Progress Voucher Event Details Report Output**

<table>
<thead>
<tr>
<th>Voucher Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Following are the voucher event details associated with the voucher event selected.</td>
</tr>
<tr>
<td><strong>Voucher Information</strong></td>
</tr>
<tr>
<td>Voucher #: 12345</td>
</tr>
<tr>
<td>Voucher Date: 08/05/2014</td>
</tr>
<tr>
<td>Voucher Event State: VoucherCreated</td>
</tr>
<tr>
<td>Voucher Event Start Time: 08/05/2014 01:30:30 PM ET</td>
</tr>
<tr>
<td>Voucher Event Label: abc123</td>
</tr>
<tr>
<td>Voucher Type: Deposit</td>
</tr>
<tr>
<td>Voucher Status: Confirmed</td>
</tr>
<tr>
<td>Voucher Event End Time: 08/05/2014 01:30:30 PM ET</td>
</tr>
<tr>
<td>Deposit Date: 08/05/2014</td>
</tr>
<tr>
<td>FI Number: ABC001</td>
</tr>
<tr>
<td>Financial Institution: 111_A_Org_Bank_1</td>
</tr>
<tr>
<td>Voucher Event Comments: Created</td>
</tr>
</tbody>
</table>

**Application Tip**

The **Voucher Event Details** page presents processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, and the Collections Information Repository (CIR) interface.

**Additional Buttons**

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.
Historical Reports

This section provides you with detail on how to generate and view previously generated **Check Processing** and **Deposit Processing Historical Reports**.

**Check Processing Historical Report**

Check Processing Historical reports are used to query check records that are associated with batches that have a Received Date older than 18 months. All batches including batches with an **Open** or **Closed** status with a Received Date older than 18 months are saved in the Historical database. The CIRA CSV Historical Report is included in Check Processing Historical reports.

Check Transactions with a received date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted. As a result, this queried check information may not be accessible and will be removed from the archival database.

You can search for check records by **OTC Endpoint**, **User Defined Fields**, **Account Number**, **Bank Routing Number**, **Individual Reference Number (IRN)**, and other search criteria. If you run a search without specifying any criteria other than an OTC Endpoint, the search results include all checks in the system that you have access to view.

**Deposit Processing Historical Report**

Deposit Processing Historical reports are used to query and download deposit information with a specified Voucher Date from the archival database. Deposit transactions with a voucher date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted. As a result, this deposit information may not be accessible and will be removed from the archival database.

Historical reports are generated asynchronously (not occurring at the same time), allowing you to continue to use OTCnet.

Depending on the volume of data requested, it can take between 5 and 20 minutes for the report to generate.

You can search for check records by **Organization**, **OTC Endpoint**, **Agency Location Code (ALC)**, **Prepared by**, **Voucher Number**, **Deposit Status**, **Agency Use (Block 6)**, **Deposit Type**, **Voucher Date**, **Deposit Date**, **Deposit Total**, and **Financial Institution Information** search criteria.

When the report request is submitted, its status is set to **Submitted**. After the report is successfully generated, the status is set to **Completed** and the report is available for download in CSV format.

**Deposit Historical Report**

To generate a deposit historical report, you are presented with the option to include search criteria, i.e., **Organization**, **OTC Endpoint**, **ALC**, **Prepared by**, **Voucher #**, **Deposit Status**, **Agency Use (Block 6)** details, **Deposit Type**, **Voucher Date** (From: and To:), **Deposit Date** (From: and To:) and **Deposit Total** (From and To:).

The report presents a historical record of deposits and can only be downloaded in **CSV** format.
Adjustment Historical Report

To generate an adjustment historical report, you are presented with the option to include search criteria, i.e., Organization, OTC Endpoint, ALC, Adjustment Category, Voucher #, Adjustment Type, Prepared By, Adjustment Reason, Voucher Date (From: and To:), Adjustment Amount (From: and To:), Deposit Date (From: and To:) and Original Deposit Date (From: and To:).

The report presents a historical record of adjustments and can only be downloaded in CSV format.

Adjustments associated to deposits with a voucher date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted. As a result, this adjusted deposit information may not be accessible and will be removed from the archival database.

Previously Generated Historical Reports

To view previously generated historical reports, you are presented with a table of criteria, i.e., Report Type, Submitted Time, Search Criteria Parameters, Status, and Download.

The reports present a historical record of deposits or adjustments, the details of which are available above under their respective types. These reports can only be downloaded in CSV format.
To generate a Deposit Historical Report, complete the following steps:

1. From the Reports tab, select Historical Reports>Generate Historical Reports. The Generate Historical Reports page appears.

2. Under Deposit Processing Historical Reports, click Deposit Historical Report. The Deposit Historical Report page appears as shown in Figure 27.

Figure 27: Deposit Historical Report Criteria Page
Application Tip

The Deposit Historical Report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. The time it takes to generate a report depends on the volume of data queried and therefore varies.

3. Enter your search criteria.

Under Search Conditions:
- Select an Organization
- Select an OTC Endpoint
- Enter an ALC
- Enter the Prepared by
- Enter the Voucher #
- Select a Deposit Status
- Enter the Agency Use (Block 6) details
- Select a Deposit Type
- Enter the From and To Voucher Date, required
- Enter the From and To Deposit Date
- Enter the From and To Deposit Total

Application Tips

- The Voucher Date is a required field and the maximum date range for the From and To Voucher Date is one year. The Voucher Date must be entered in MM/DD/YYYY format.
- The From and To Deposit Date must be entered in MM/DD/YYYY format.

Under Financial Institution Information, optional
- Enter the RTN (Routing Transit Number)
- Enter the DDA (Demand Deposit Account)
- Enter the CAN (CASHLINK II Account Number)
- Enter the FRB Account Key (Federal Reserve Bank Account Key)
- Enter the FRB CCWU (Federal Reserve Bank Cost Center Work Unit)
**Application Tips**

- The FRB Account Key must be three digits in length. The FRB Account Key field does not display for FI Deposit Confirmers or FI Viewers.
- The FRB CCWU must be four digits in length. If it is less than four digits, enter a zero at the beginning of the CCWU number (e.g. 0123). The FRB Account Key field does not display for FI Deposit Confirmers or FI Viewers.

Under **User Defined Field Information, if applicable, optional**

- Enter the **Deposit UDF (User Defined Field)** details
- Enter the **Accounting Subtotal UDF** details

**Application Tip**

User Defined Fields (UDFs) only display to users who have access to an organization that has previously defined UDFs. UDFs appear at the bottom of the page. Up to three UDFs can be displayed for **Deposit** and two for **Accounting Subtotal**.

4. Click **Submit Request**. A “Your report request has been successfully received” message appears.

**Application Tip**

Once a request is submitted you cannot submit the same request again for seven days. If a duplicate request is submitted within seven days the following message displays: “Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.”

**Additional Buttons**

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Clear** to clear all data fields and reset to the default selections.

5. Once the request is submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking the **CSV** icon in the **Download** column for the report.
To generate an Adjustment Historical Report, complete the following steps:

1. From the Reports tab, select Historical Reports and click Generate Historical Reports.
2. From the Deposit Processing Historical Reports section of the page, click Adjustment Historical Report. The Adjustment Historical Report page appears as shown in Figure 28.

Figure 28: Adjustment Historical Report Criteria Page
Deposit Processing and Reporting

3. Enter your search criteria.

Under **Search Conditions**

- Select an **Organization**
- Select an **OTC Endpoint**
- Enter an **ALC**
- Select an **Adjustment Category**

**Application Tip**

The Adjustment Processing historical report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. Depending on the volume of data queried it can take between 5 and 20 minutes to generate the report.

**Application Tips**

- Select **Deposit Adjustment** to include deposit adjustments in the search results. The Deposit Adjustment search can be further limited by the user by selecting either **Debit** or **Credit** from the Adjustment Type drop-down list.
- Select **Returned Item Adjustment** to include only returned item adjustments (US Currency and Foreign Check Item) in the search results. The Returned Item Adjustment search does not have to be further qualified using the Adjustment Type drop-down list since returned item adjustments always have an Adjustment Type of **Debit**. If the user selects **Credit** from the Adjustment Type drop-down list after selecting a Returned Item Adjustment, no results appear since **Credit** returned item adjustments do not exist.
- Select **RIA – Foreign Currency** to only include returned item adjustments related to Foreign Check Items in the search results.
- Select **RIA – US Currency** to only include US Currency Returned Item Adjustments in the search results.
- Select no Adjustment Category (e.g., Select...), both deposit and returned item adjustments are included in the search results.
- Select Adjustment Type Debit to include all debit deposit adjustments and returned item adjustments in the search results. Select Credit to include only credit deposit adjustments in the search results.

- Enter the **Voucher #**
- Select an **Adjustment Type**
- Enter the **Prepared by**
- Select an **Adjustment Reason**
- Enter the **From** and **To** Voucher Date, *required*
- Enter the **From** and **To** Adjust Amount Date
- Enter the **From** and **To** Deposit Date
- Enter the **From** and **To** Original Deposit Date
The Voucher Date is a required field and the maximum date range for the From and To Voucher Date is one year. The Voucher Date must be entered in MM/DD/YYYY format.

- The From and To Deposit Date must be entered in MM/DD/YYYY format.

Under Financial Institution Information, optional

- Enter the RTN (Routing Transit Number)
- Enter the DDA (Demand Deposit Account)
- Enter the CAN (CASHLINK II Account Number)
- Enter the FRB Account Key (Federal Reserve Bank Account Key)
- Enter the FRB CCWU (Federal Reserve Bank Cost Center Work Unit)

The FRB Account Key must be three digits in length. The FRB Account Key field does not display for FI Deposit Confirmers or FI Viewers.

The FRB CCWU must be four digits in length. If it is less than four digits, enter a zero at the beginning of the CCWU number (e.g. 0123). The FRB Account Key field does not display for FI Deposit Confirmers or FI Viewers.

4. Click Submit Request. A “Your report request has been successfully received” message appears.

Once a request is submitted you cannot submit the same request again for seven days. If a duplicate request is submitted within seven days the following message displays: “Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.”

5. Once the request has been submitted, navigate to Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports) and download the report in CSV format by clicking the CSV icon in the Download column for the report.
View Previously Generated Historical Reports

To view previously generated historical reports, complete the following steps:

1. From the Reports tab, select Historical Reports and click View Previously Generated Reports.

   Application Tips

   - When a report request is submitted and the Historical Database is unavailable, an informational message appears stating, “Historical Database is currently unavailable. All reports in Submitted status are processed when the Historical Database is available.” Report requests that are in Submitted status remain in Submitted status until the database is available and the report is generated. After the report is generated a Completed status is displayed.
   - When a report request is submitted and the report could not generate, its status is Error. Resubmit your report request to ensure your report is generated. If a report displays an Error status, the request can be resubmitted at any time without receiving a duplicate request message.
   - Report requests are user specific and are not viewable by other users.

2. The View Previously Generated Reports page appears as shown in Figure 29. The page lists reports that were requested within the last 7 days. Click CSV in the Download column for your desired report.

Figure 29: View Previously Generated Reports
3. The File Download dialog box appears. Click **Open**, **Save**, or **Cancel**.

### Application Tips
- After the CSV file is downloaded, open it using Excel or Notepad.
- Duplicate report requests based on identical report parameters cannot be made within seven days, however, after 7 days a duplicate report request can be submitted.

### Additional Buttons
- Click **Open** and the content of the file displays.
- Click **Save to** and choose the location where you want to save the file.
- Click **Cancel** and the dialog box closes. No data is saved.
Topic 13 Viewing a Financial Institution

As an FRB Viewer and FI Viewer, you can locate and view Financial Institution details for which you have access to. You can only view a Financial Institution that has an Active status.

Viewing a Financial Institution (FI) allows you to see related details such as: Institution Information, Routing Transit Numbers (RTN) and Status and CA$HLINK II Account Number (CAN)/Acct Key Relationships.

View a Financial Institution

When viewing a financial institution (FI), you are presented with a table containing FI details, i.e., Name, City, State/Province, Country, Institution Type, Accepts Foreign Check Deposits, Accepts Foreign Cash Deposits, System to System Interface Participant, Short Name, Processes Foreign Check Deposits, Processes Foreign Cash Deposits, and Routing Transit Numbers.
View a Financial Institution

To view a Financial Institution, complete the following steps:

4. From the Administration tab, select Manage FI->Financial Institution->View. The View the Financial Institution pages appear as shown in Figure 30 and Figure 31 below.

Figure 30: View FRB Detail

![View FRB Detail](image)

Figure 31: View Financial Institution Detail

![View Financial Institution Detail](image)
Application Tips

- Only Active Financial Institutions display for the selection.
- FI Confirmers, FRB Confirmers, FI Viewers, and FRB Viewers are authorized to view Institution Information, Routing Transit Numbers (RTN) and Status, and CA$HLINK II Account Number (CAN)/Acct Key Relationships.

Additional Button

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

In this chapter, you learned:

- An Introduction to OTCnet
- An Overview of OTCnet Participant User Guide Content
- How to log in to OTCnet
- How to access your User Id and reset your Password
- How to navigate the OTCnet home page
- The purpose of viewing deposits
- How to view a deposit draft
- How to view a deposit awaiting approval
- How to view a submitted deposit
- How to view a confirmed deposit
- How to view a deposit adjustment
- How to view a rejected deposit details
- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file.
- The purpose of searching adjustments
- How to search and locate adjustments using one or more search criteria
- How to download adjustment voucher(s) as an XML or CSV file
- The purpose of viewing reports
- The various types of reports you can access by role
- The types of reports
- How to view, generate and download reports
- How to view a Financial Institution