



# **Chapter 1: Introduction to OTCnet**

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**OTCnet Participant User Guide**

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## Glossary

Click this [link](#) to access the full OTCnet Glossary.

## Overview, Topics, and Audience

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### Overview

Welcome to *Introduction to OTCnet Overview and OTCnet Course Content*. In this chapter:

- You will be introduced to OTCnet
- You will learn about 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 *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

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### Overview

The Bureau of the Fiscal Service (BFS) Over the Counter Division (OTCD) provides the Over-the-Counter Channel Application (OTCnet) to facilitate 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 that 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 transactions 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 Treasury General Account (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 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 capabilities for reconciliation and inquiries
- Improvements of deposit history record-keeping

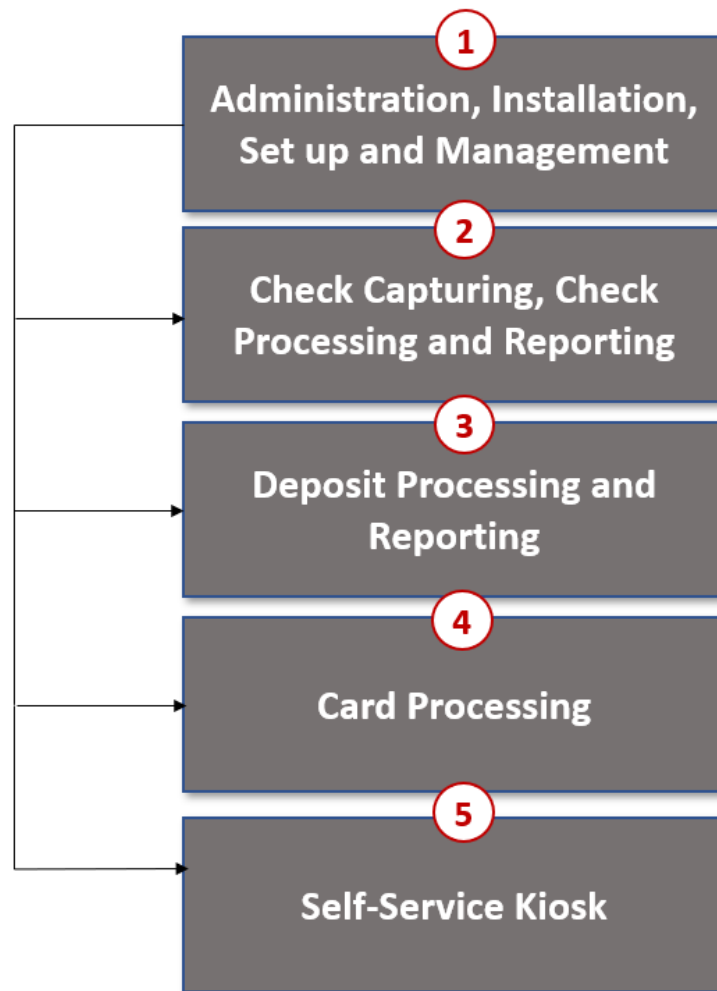
### OTCnet Elements

OTCnet comprises 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.

Figure 1. OTCnet Elements



The functions of the five elements are:

- **Administration, Installation Set Up and Management** allows for those with administrative permissions to install and manage OTCnet and set up users.
- **Check Capturing, Check Processing** converts personal and business checks into electronic fund transfers. Transactions include consumer, consumer accounts receivable, and business transactions
- **Deposit Processing** permits federal agencies to create and submit deposits for confirmation. This platform also allows financial institutions (FIs) to confirm those deposits and create adjustments electronically. Deposits are created for US currency, foreign cash, and foreign checks
- **Card Processing** allows agencies to provide their customers with an option to make payments via credit/debit cards and gift cards
- **Self-Service Kiosk** is a third-party vendor standalone kiosk supported by 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 agencies check collections.

In OTCnet, your agency scans a check, and the 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 the 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 through the Check Image and Research Archive (CIRA) Query feature within OTCnet.

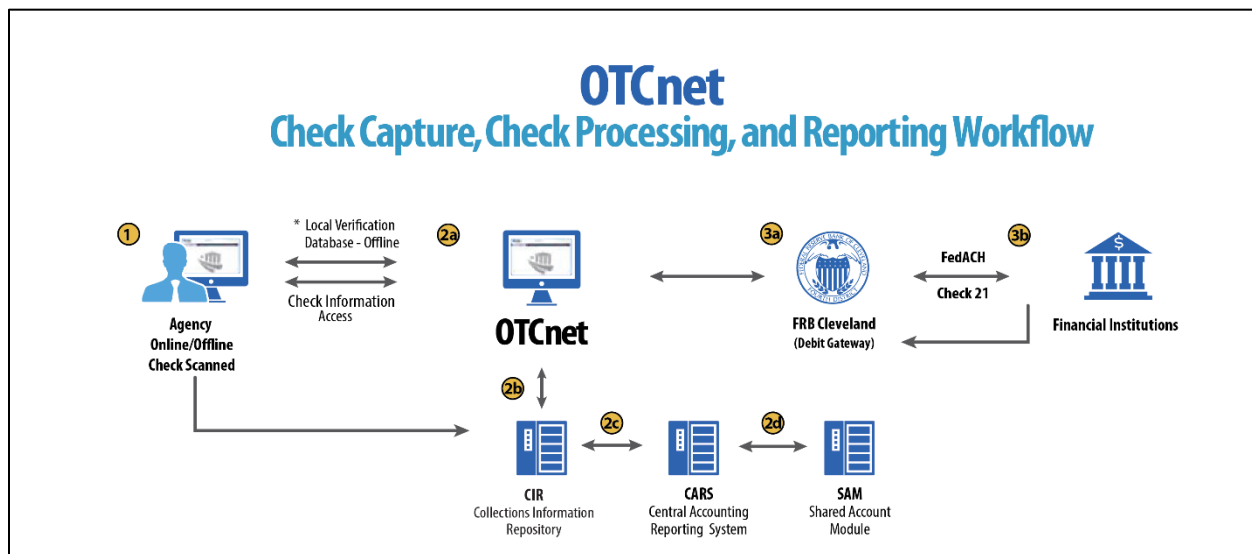
OTCnet sends summary as well as detailed information to CIR for those agencies that are not processing tax transactions.

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 the Debit Gateway at the Federal Reserve Bank Cleveland (FRB-C). FRB-C/Debit Gateway sends the data and settles to the financial institution (FI) either through FedACH (Automated Clearing House) 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 (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?

The ACH Network is a nationwide batch-oriented electronic funds transfer system governed by the NACHA (National Automated Clearing House Association) operating rules, which provide for the interbank clearing of electronic payments for participating depository financial institutions. The Federal Reserve and Electronic Payments Network act as ACH operators, central clearing facilities through which financial institutions transmit or receive ACH entries. ACH payments include:

- 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 the 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 magnetic Ink character recognition (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 accounts.

Check 21 requires financial institutions to accept a substitute check from a presenting institute and grant it equivalent status to the original check if the substitute check meets prescribed requirements. It also requires a reconverting bank to meet the warranties and indemnities enacted through 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.frb services.org/education/products-services-education/check21-act.html>

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

**Table 1. FedACH and Check 21 Payment Types**

FedACH	Check 21
<ul style="list-style-type: none"> <li>• Direct Deposit of payroll, Social Security and other government benefits, and tax refunds</li> <li>• Direct Payment of consumer bills such as mortgages, loans, utility bills and insurance premiums</li> <li>• Business-to-business payments</li> <li>• E checks</li> <li>• E commerce payments</li> <li>• Federal, state, and local tax payments</li> </ul>	<ul style="list-style-type: none"> <li>• Business Checks</li> <li>• Money Orders</li> <li>• Treasury Checks</li> <li>• Credit Card Checks</li> <li>• Traveler’s Checks</li> <li>• Cashier’s Checks</li> <li>• Official Checks</li> <li>• Third-party Checks</li> <li>• Payroll Checks</li> <li>• Checks drawn on state or local government</li> <li>• Personal Check (No Notice)</li> <li>• Personal Check (Opt Out)</li> </ul>

## OTCnet Process Flow: Deposit Reporting

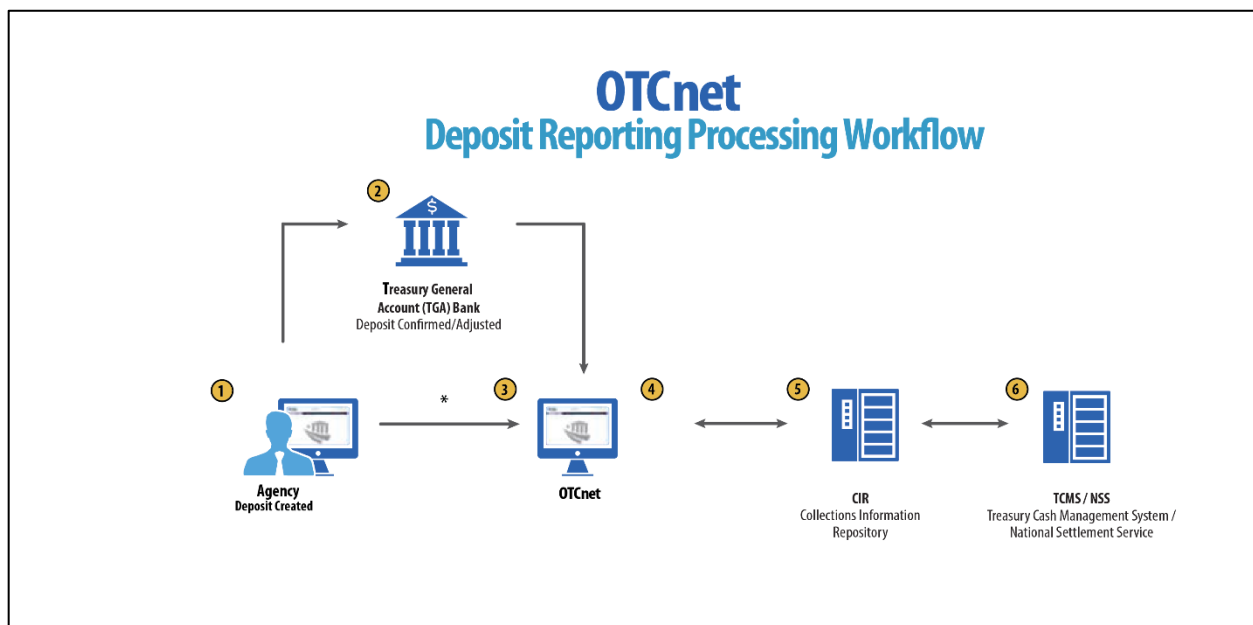
Deposit Processing electronically collects US and foreign funds, which facilitates the daily classification of Treasury collections.

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 bank, 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 it to the 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 3. Deposit Processing Workflow**



## 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 the 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 network (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 cutoff for credit card payments is 4:30 AM; for debit card payments the cutoff is 2:00 AM.

#### Step 3 – Settlement

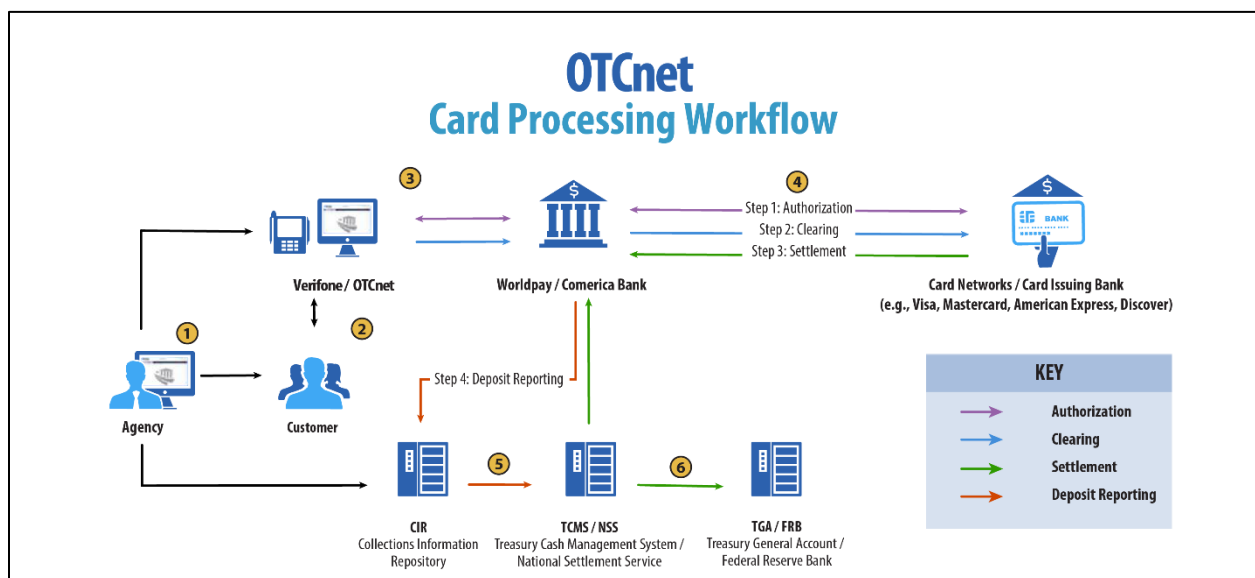
The card issuer sends the settlement money back to Worldpay via the card networks once the payments have been authorized and cleared. The timing for this transaction varies by credit/debit network.

#### 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 and 6:00 AM.

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

**Figure 4. Card Processing Workflow**



## 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 a kiosk. The Kiosk Operator sets up the workstation and Kiosk Tablet daily by logging in to and locking down the Kiosk Tablet.

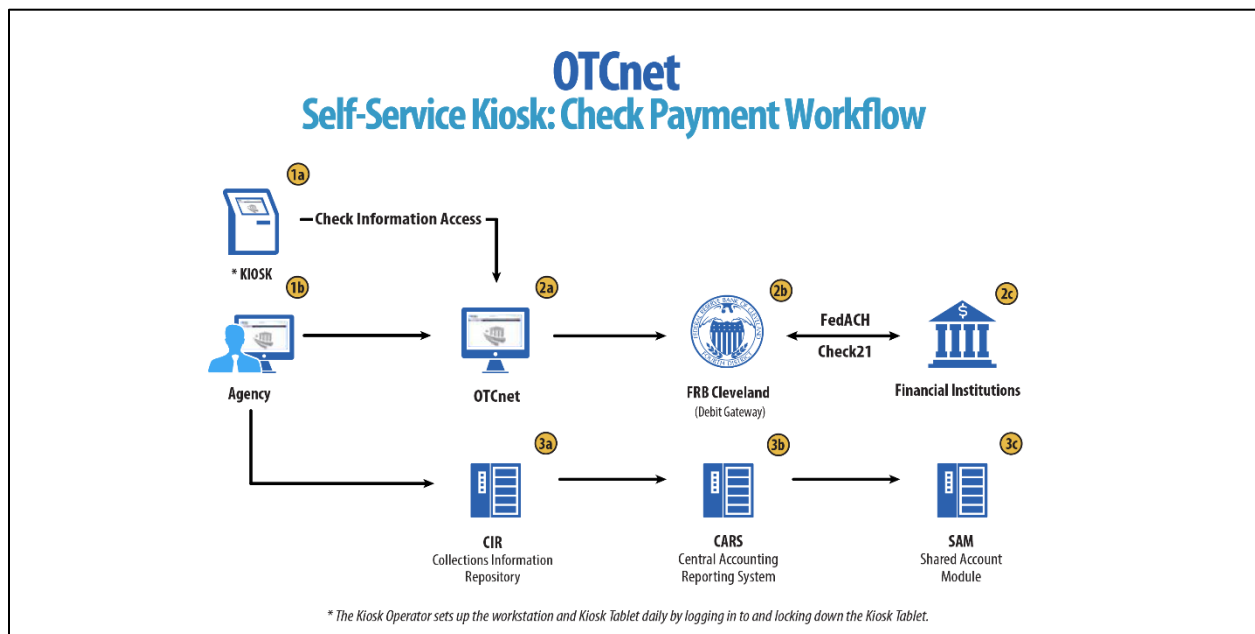
As shown in Figure 5, the kiosk captures the image of the front and back of each check and stores these images on the kiosk server. The captured images are uploaded to the OTCnet server on a scheduled basis and are stored in OTCnet for seven years.

OTCnet sends the captured check data to Debit Gateway at the Federal Reserve Bank Cleveland (FRB-C). FRB-C/Debit Gateway forwards the data to the Financial Institution (FI) where the check was written, either through FedACH (for personal checks) or Check 21 (for non-personal checks). The FI receives the data and shows the account as debited.

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

Agencies access OTCnet for Check Processing reports and use OTCnet's Check Image and Research Archive (CIRA) Query feature to search for check images, check capture dates and transaction dates. Agencies retrieve deposit information from the Collections Information Repository (CIR).

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



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

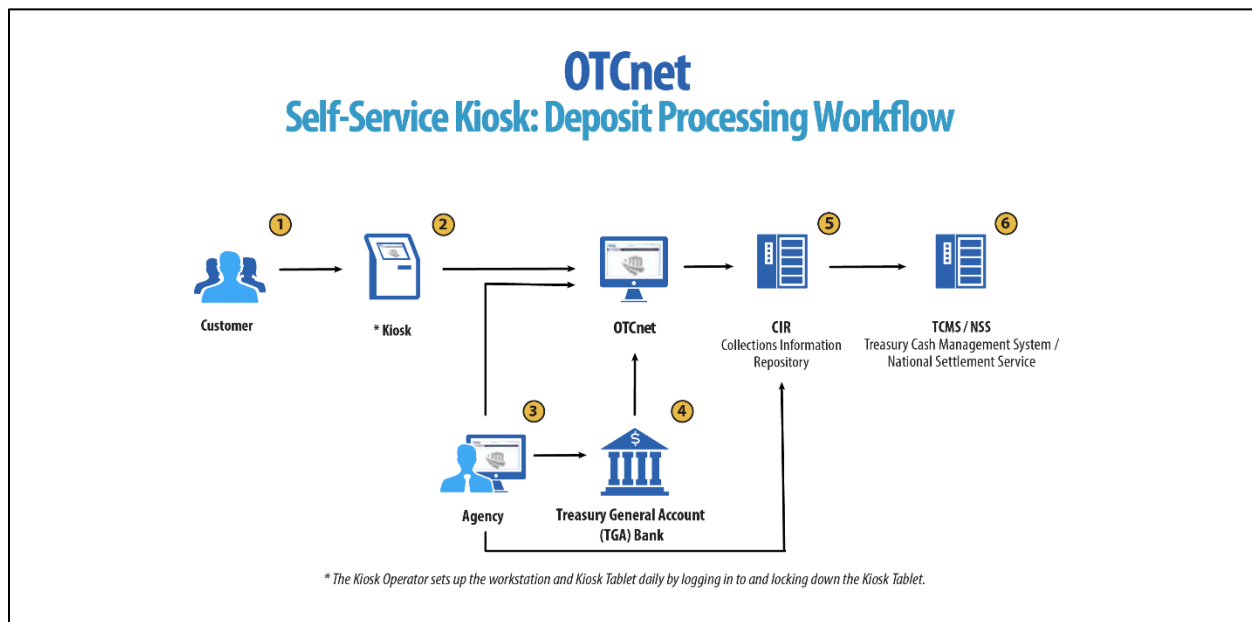
Self-Service Kiosk: Deposit Processing is a web-based functionality that provides agency customers with an option to make US cash payments at a kiosk. The Kiosk Operator sets up the workstation and Kiosk Tablet daily by logging in to and locking down the Kiosk Tablet.

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 FI verifies and confirms the deposit in OTCnet; the cash goes to the bank.

Once the FI has confirmed the deposit, OTCnet sends voucher information to the Collections Information Repository (CIR). CIR sends the voucher information to the Treasury Cash Management System (TCMS) and TCMS uses the National Settlement Service (NSS) to draw funds. Agencies can access CIR to retrieve deposit information.

**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 to 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 their 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 (e.g., 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. The processing cutoff is 2:00 AM for debit card payments and 4:30 AM for credit card payments.

### Step 3 – Settlement

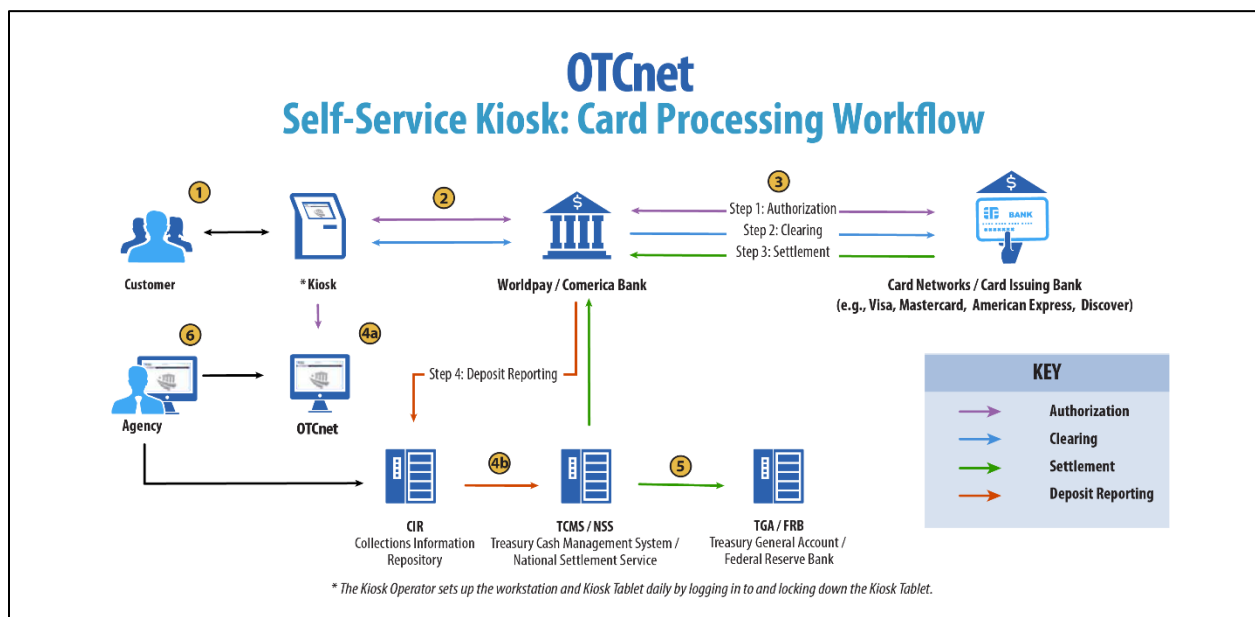
Once the payments have been authorized and cleared, the card issuer sends the settlement money back to Worldpay via the card networks. The timing of the transfer varies by credit/debit network.

### Step 4 - Deposit Reporting

If the payment is approved, Worldpay sends deposit voucher transaction data to the Collections Information Repository (CIR) via the Worldpay flat file the following morning between 4:00 AM and 6:00 AM.

CIR sends the voucher information to the Treasury Cash Management System (TCMS). TCMS uses the National Settlement Service (NSS) to draw funds. The kiosk sends the card transaction data to OTCnet via the card web service. 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 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, 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 or approve deposits, confirm (reject or adjust) deposits, or view deposit information, as shown in Table 2.
- Card Processing user roles perform functions to process card transactions.

Table 2. End User Roles

Administration	Check Capture/ Check Processing and Reporting	Deposit Processing and Reporting	Card Processing
<b>Agency</b> <ul style="list-style-type: none"> <li>• Check Capture Supervisor</li> <li>• Check Capture Administrator</li> <li>• Accounting Specialist/ Local</li> <li>• Accounting Specialist</li> <li>• Card Administrator</li> </ul> <b>Financial Institution/ Federal Reserve</b> <ul style="list-style-type: none"> <li>• Primary Security Administrator</li> <li>• Local Security Administrator</li> </ul>	<b>Agency</b> <ul style="list-style-type: none"> <li>• Check Capture Operator</li> <li>• Check Capture Lead Operator</li> <li>• Check Capture Supervisor</li> <li>• Batch Approver*</li> <li>• Batch Uploader*</li> <li>• Master Verification Database (MVD) Editor</li> <li>• Master Verification Database (MVD) Viewer</li> </ul>	<b>Agency</b> <ul style="list-style-type: none"> <li>• Deposit Preparer</li> <li>• Deposit Approver</li> <li>• Viewer</li> </ul> <b>Financial Institution/ Federal Reserve</b> <ul style="list-style-type: none"> <li>• Deposit Confirmer</li> <li>• Viewer</li> </ul>	<b>Agency</b> <ul style="list-style-type: none"> <li>• Card Operator</li> </ul>

\*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 3. OTCnet Agency and FI/FRB User Roles**

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
Accounting Specialist	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.	Agency PLSA Agency LSA		•	
Agency Local Security Administrator (LSA)	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.	Agency PLSA	•	•	
Agency Primary Local Security Administrator (PLSA)	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.	OTCnet Customer Support Team	•	•	
Agency Manager	The agency user in this role can view and download CIRA CSV (Comma-Separated Values) reports and ACR (Accessibility Conformance Report) 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 with an endpoint.	Agency PLSA Agency LSA	•		



User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
Batch Approver	<p>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.</p> <p>This role <i>only applies</i> to the Offline version of OTCnet.</p>	Agency PLSA Agency LSA	•		
Batch Uploader	<p>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.</p> <p>This role <i>only applies</i> to the Offline version of OTCnet.</p>	Agency PLSA Agency LSA	•		

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
Card Administrator	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.	Agency PLSA Agency LSA			•
Card Operator	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.	Agency PLSA Agency LSA			•
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 set up 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 to the application, as well as 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 with an endpoint. This user has 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.	Agency PLSA Agency LSA	•		

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
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 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.	Agency PLSA Agency LSA	•		
Check Capture Operator	This agency user has the authorization 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, balance check amounts, and enter batch control values during batch closing. This agency user can also view if an endpoint is designated for summary-level classification, and the agency comments associated with 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. 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.	Agency PLSA Agency LSA	•		

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
Check Capture Supervisor	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.	Agency PLSA Agency LSA	•		
CIRA Viewer	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 with an endpoint.	Agency PLSA Agency LSA	•		
Deposit Approver	The agency user in this role will approve the deposit report and submit the information to the TGA financial institution.	Agency PLSA Agency LSA		•	
Deposit Preparer	The agency user in this role prepares the deposit ticket and supporting information for transmission to the TGA financial institution.	Agency PLSA Agency LSA		•	
FPA Viewer	The agency user in this role can only search/view deposits and adjustments and produce reports.	Agency PLSA Agency LSA		•	
Local Accounting Specialist	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.	Agency PLSA Agency LSA		•	

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
MVD Editor	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.	Agency PLSA Agency LSA	•		
MVD Viewer	The agency user in this role can read CIRA records, verification records, and block records containing only AB permissions. This role also has permission to download CSV formatted reports and 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.	Agency PLSA Agency LSA	•		
View Report	The agency user in this role will have access to agency reports except for the CIRA CSV report.	Agency PLSA Agency LSA	•	•	
Deposit Confirmer	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.	FI PLSA FI LSA		•	
FI Viewer	The financial institution user in this role can only search and view deposits and adjustments, view Financial Institution information and produce reports from it.	FI PLSA FI LSA		•	
FI/FRB Local Security Administrator (LSA)	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.	FI PLSA		•	
FI/FRB Primary Local Security Administrator (PLSA)	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.	OTCnet Customer Support Team		•	
FI/FRB Confirmer	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.	FI PLSA FI LSA		•	
FRB Viewer	The FRB user in this role can only search and view deposits and adjustments, view FRB information and produce reports from it.	FI PLSA FI LSA		•	

## 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**

Agency User Roles	Agency PLSA	Agency LSA	Accounting Specialist	Local Accounting Specialist	Deposit Preparer	Deposit Approver	FPA Viewer
Agency PLSA							•
Agency LSA							•
Accounting Specialist				•	•	•	•
Local Accounting Specialist			•		•	•	•
Deposit Preparer			•	•		•	•
Deposit Approver			•	•	•		•
FPA Viewer	•	•	•	•	•	•	•
CIRA Viewer			•	•	•	•	•
View Report			•	•	•	•	•
MVD Editor			•	•	•	•	•
MVD Viewer	•	•	•	•	•	•	•
Card Administrator			•	•	•	•	
Card Operator			•	•	•	•	
Check Capture Operator			•	•	•	•	•
Check Capture Lead Operator			•	•	•	•	•
Check Capture Administrator		•	•	•	•	•	•
Check Capture Supervisor			•	•	•	•	•

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

Deposit Reporting, Check Capture and Card Processing User Roles	Agency Manager	CIRA Viewer	View Report	MVD Editor	MVD Viewer	Check Capture Operator	Check Capture Lead Operator	Check Capture Admin.	Check Capture Supvr.	Batch Approver	Batch Uploader
Agency PLSA					.						
Agency LSA					.			.			
Accounting Specialist		.	.	.	.	.	.	.	.		
Local Accounting Specialist		.	.	.	.	.	.	.	.		
Deposit Preparer		.	.	.	.	.	.	.	.		
Deposit Approver		.	.	.	.	.	.	.	.		
Agency Manager				.				.	.		
CIRA Viewer			.	.	.	.	.	.	.		
View Report		.		.	.	.	.	.	.		
MVD Editor	.	.	.		.	.	.	.	.		
MVD Viewer		.	.	.		.	.	.	.		
Card Administrator							.	.	.		
Card Operator						.	.	.	.		
Check Capture Operator		.	.	.	.					.	.
Check Capture Lead Operator		.	.	.	.			.	.	.	.
Check Capture Administrator	.	.	.	.	.		.		.		
Check Capture Supervisor	.	.	.	.	.		.	.			
Batch Approver						.	.				
Batch Uploader						.	.				

## 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**

Financial Institution (FI) User Roles	FI PLSA	FI LSA	FI Confirmer	FI Viewer
FI PLSA				•
FI LSA				•
FI Confirmer				•
FI Viewer	•	•	•	



## System Tasks by Agency and Financial Institution (FI) Roles

The following two tables show the system tasks that can be performed by agency and Financial Institution/Federal Reserve Bank (FI/FRB) user roles. “•” 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**

Deposit Processing & Reporting Task	Agency PLSA	Agency LSA	Agency Acc Spec	Agency Local Acc Spec	Agency Dep. Prep.	Agency Dep. Appr.	FI/FRB Viewer	FI/FRB PLSA	FI/FRB LSA	FI/FRB Dep. Confirmer	FI/FRB Viewer
Add/Update/Delete a User	•	•						•	•		
Reset Password	•	•						•	•		
Manage Own Account	•	•	•	•	•	•	•	•	•	•	•
OTCnet Logon and Homepage	•	•	•	•	•	•	•	•	•	•	•
Create/Modify Deposit					•						
Submit Deposit						•					
Confirm/Reject Deposit										•	
View Deposit/Adjustment Detail					•	•	•			•	•
Search Deposit/ Adjustment					•	•	•			•	•
Create Deposit/ Adjustment										•	
Create Return Item Adjustment										•	
Modify Organization Hierarchy			•	•							
Delete Organization Hierarchy			•	•							
View Organization Hierarchy			•	•							
Search Organization Hierarchy			•	•							
Modify Accounting Codes*			•								
Import Accounting Codes*			•								
View Accounting Codes*			•	•							
Modify Endpoint Mappings*			•	•							
Modify Custom Labels			•								
View Custom Labels			•	•							
Modify Processing Options			•	•							
View Processing Options			•	•							
Modify User Defined Fields			•								
View User Defined Fields			•	•							
View Financial Institutions										•	•
View Business Reports			•	•	•	•	•			•	•
View Security Reports	•	•						•	•		

Deposit Processing & Reporting Task	Agency PLSA	Agency LSA	Agency Acc Spec	Agency Local Acc Spec	Agency Dep. Prep.	Agency Dep. Appr.	FI/ FRB Viewer	FI/ FRB PLSA	FI/ FRB LSA	FI/ FRB Dep. Confirmer	FI/ FRB Viewer
View Administrative Reports					•	•	•			•	•
Read/View Audit Log	•	•									
View Reporters Flag			•	•							

The following table specifies OTCnet Check Capture roles and corresponding permissions at the agency level.

**Table 8. Check Capture Roles**

Check Capture Task	Check Capture Operator	Check Capture Lead Operator	Check Capture Admin.	Check Capture Supervisor	Batch Approver*	Batch Uploader*	Online/Offline
Authorize Duplicates		•		•			Online/Offline
Authorize MICR Correction		•		•			Online/Offline
Authorize Poor Image Quality		•					Online/Offline
Balance Check Amounts		•		•			Online/Offline
Change Batch Control Values	•	•		•			Online/Offline
Change Batch Status				•			Online/Offline
Close Batch	•	•		•			Online/Offline
Edit Batch		•		•			Online/Offline
Change Mode	•	•					Online/Offline
Configure Check Capture System (settings)			•	•			Online/Offline
View Check Capture System Configuration	•	•	•	•			Online/Offline
Configure Batch Manager	•	•	•	•			Online/Offline
Override Verification				•			Online/Offline
Process Transactions (Scan Checks)	•	•					Online/Offline
Approve/Submit Batch				•	•		Online/Offline
View Batch List	•	•	•	•			Online/Offline
Void Item During Balancing				•	•		Online/Offline
Void Transaction				•	•		Online/Offline
Check Capture System Maintenance (Upgrade Scanner Firmware)			•	•			Online/Offline

Check Capture Task	Check Capture Operator	Check Capture Lead Operator	Check Capture Admin.	Check Capture Supervisor	Batch Approver*	Batch Uploader*	Online/Offline
Check Capture System Maintenance (Upgrade Application from Online)			•	•			Offline
Check Capture System Maintenance (Upgrade Form from Online)			•	•			Offline
Upload Batch				•		•	Offline
Acknowledge Batch				•		•	Offline
Recover from Secondary Storage				•			Offline
Reset LVD			•	•			Offline
Update LVD		•		•			Offline
Authorize Old Verification				•			Offline
Create and Download Local Bridge Credential File	•	•	•	•			Online
Create and Download Initialization File			•				Offline
Startup of OTCnet Local Bridge (OLB) Application	•	•	•	•			
Startup of OTCnet Offline Application Server	•	•	•	•	•	•	Offline
Upgrade Offline OTCnet Version	•	•		•			Offline
Modify Classify Batch	•	•		•			Online/Offline
View Classify Batch	•	•	•	•			Online/Offline
Modify Classify Item	•	•		•			Online/Offline
View Classify Item	•	•	•	•			Online/Offline
Download Check Capture Application			•	•			Offline
View Activity Log	•	•					Offline
Read/View Audit Check Capture Module (Partial – Access User's Own Activities Only)			•				Offline
Manage Users			•				Offline
Download User Profiles			•				Offline
Update User Profiles			•				Offline

Check Capture Task	Check Capture Operator	Check Capture Lead Operator	Check Capture Admin.	Check Capture Supervisor	Batch Approver*	Batch Uploader*	Online/Offline
Download OTC Endpoints			•				Offline
Update OTC Endpoints (Offline)			•	•			Offline

The OTCnet Agency Check Processing user roles and their associated permissions are shown in Table 9.

**Table 9. Check Processing**

Check Processing Task	Agency Manager	Check Capture Operator	Check Capture Lead Operator	Check Capture Admin.	Check Capture Supervisor	CIRA Viewer*	View Reports*	MVD Editor	MVD Viewer	Batch Approver*
Manage Own Account	•	•	•	•	•	•		•	•	
OTCnet Logon and Homepage	•	•	•	•	•	•		•	•	
Modify Organization Hierarchy			•	•	•					
Delete Organization Hierarchy				•	•					
View organization Hierarchy	•	•	•	•	•	•		•	•	
Search Organization	•	•	•	•	•	•		•	•	
Create/Modify Verification Records								•		
View Verification Records								•	•	
Read Block Record Containing Only an ABA								•	•	
Create/Modify Check Capture Site				•						
Download Release**				•						
View CIRA	•					•	•	•	•	
Read/View Audit Admin (Partial)				•						
Read/View Audit Check Capture (All)				•						

Check Processing Task	Agency Manager	Check Capture Operator	Check Capture Lead Operator	Check Capture Admin.	Check Capture Supervisor	CIRA Viewer*	View Reports*	MVD Editor	MVD Viewer	Batch Approver*
Read/View Audit Check Capture Module (Partial)					•					
Read/View Audit Check Capture Module (Partial – User's Own Activity)		•	•							
Read/View Audit Check Processing (All)								•		
Read CIRA Check Image Report	•			•			•	•	•	
Read CIRA CSV Report	•			•				•	•	
Download CIRA CSV Historical Report	•			•			•	•	•	
Read Deposit Ticket Report	•			•			•	•	•	
Read Debit Voucher Report	•			•			•	•	•	
Modify Accounting Codes				•	•					
Import Accounting Codes				•	•					
View Accounting Codes				•	•		•			
Modify Endpoint Mappings				•	•					
Modify Summary-level Classification Flag			•		•					
View Summary-level Classification Flag	•	•	•	•	•	•		•	•	
Edit Agency Comments			•		•					
View Agency Comments	•	•	•	•	•	•		•	•	
Modify Processing Options			•		•					

Check Processing Task	Agency Manager	Check Capture Operator	Check Capture Lead Operator	Check Capture Admin.	Check Capture Supervisor	CIRA Viewer*	View Reports*	MVD Editor	MVD Viewer	Batch Approver*
View Processing Options			.		.					
ACR Activity Report	.			.			.	.	.	

\*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.

Table 10. Card Processing

Card Processing Task	Card Operator	Card Administrator	Card Uploader*
Manage Own Account	•	•	
OTCnet Logon and Homepage	•	•	
Modify Organization Hierarchy		•	
Delete Organization Hierarchy		•	
View Organization Hierarchy	•	•	
Search Organization	•	•	
Process Card Payments	•		
Print Receipts	•		
Card Transaction Query	•		
Modify User-defined Fields (UDF)		•	
View User-defined Fields (UDF)		•	
Manage Card Process – Modify Terminal Configuration		•	
Manage Card Process – View Terminal Configuration	•	•	
Download OTCnet Local Bridge		•	
Create OTCnet Local Bridge OLB Credentials	•	•	
Import OTCnet Local Bridge OLB Credentials	•	•	
Read/View Audit Admin – (Partial)		•	
Read/View Audit Card Module – (All)		•	
Read/View Audit Card Module – (Partial – Access User's Own Activities Only)	•		
Card Web Service			•

\*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

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In this chapter, you learned:

- OTCnet Background and Organization
- OTCnet User Roles





## **Chapter 2: Accessing and Navigating OTCnet**

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OTCnet Participant User Guide

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## Glossary

Select this [link](#) to access the full OTCnet Glossary.

## Overview, Topics, and Audience

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### Overview

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

- Start and stop the OTCnet Local Bridge (OLB) application
- Request access for yourself in SailPoint IIQ
- Log in to OTCnet Online/Offline
- 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. Requesting Access for Yourself in SailPoint IIQ
3. Logging in to OTCnet Online
4. Logging in to OTCnet Offline
5. 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 application is installed on the terminal.
3. 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).
4. 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.

When using Microsoft Edge or Google Chrome:

- Ensure the latest version of the OLB is installed.

### 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 select **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 will support your completion of the following steps:

- Ensure the latest version of the OLB is installed.
- Create your OLB profile.

- Import your OLB credentials.

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

When the *OTCnet Local Bridge Startup* page appears, enter your **OTCnet User ID** and **Password** in the appropriate text boxes. (Users will continue to use their User IDs to log in to OLB. They will not use their PIV/CAC or ID.me accounts).

Password Criteria includes the following. Your password must meet the following criteria:

- Be at least 12 characters long
- 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 select **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

Select **Start>Programs>Start OTCnet Local Bridge**

2. The *OTCnet Local Bridge Startup* page appears. Enter your **OTCnet User ID** and **Password** in the appropriate text boxes.
3. Select **Log In**. A *Login Successful. OTCnet Local Bridge Application Started* message appears.



- Select **Cancel** and the *Are you sure you want to exit* message appears.
- Select **Yes** to cancel the OLB startup.
- Select **No** to return to the OTCnet Local Bridge Startup page.

4. Select **OK**.

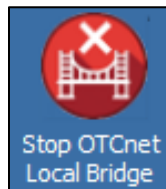


### Application Tip

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

Select **Start>Programs>Stop OTCnet Local Bridge**.

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



### Application Tips

- If you select **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 Requesting Access for Yourself in SailPoint IIQ

---

Following the transition to Common Approach to Identity Assurance (CAIA), the SailPoint IdentityIQ (IIQ) environment will be used to manage the identities and provisioning of new users.

CAIA is a solution consisting of a common federation platform by which users seeking access to Fiscal Service programs will be able to register, proof, and authenticate their identity via one or more selected credential service providers.

Prospective OTCnet users can create identities through **Personal Identity Verification Cards (PIV)**, **Common Access Cards (CAC)**, or **ID.me**.

As a prospective OTCnet user, you can select your desired role(s) and high-level organization(s) based on instructions from your security administrator(s).

### Self-Register/Create an Account in SailPoint IIQ

You can self-register in SailPoint IIQ and create an account using **PIV/CAC** or **ID.me**.

**This functionality is available to all users but is not the preferred method for registering through SailPoint IIQ. The preferred option is for Primary Local Security Administrators or Local Security Administrators (PLSAs/LSAs) to assist with creating an identity for a user and/or requesting an HLO or role access for them in SailPoint IIQ.**

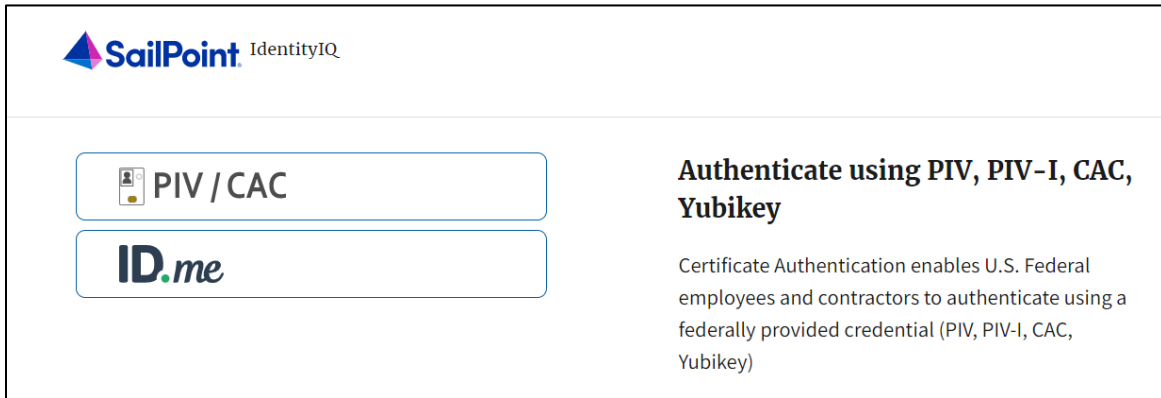
Follow the on-screen instructions to sign in with an existing account or create an account. If prompted, follow the on-screen instructions to verify your identity. After completing all steps, you should see the SailPoint IIQ home page.

## Self-Register/Create an Account in SailPoint IIQ

To self-register in SailPoint IIQ, navigate to the SailPoint IIQ environment at: <https://iiq.fiscal.treasury.gov/> and complete the following steps:

1. Log in using **PIV/CAC** or **ID.me** credentials as shown in Figure 2.

Figure 2. SailPoint IIQ Login Page



2. Follow the on-screen instructions to sign in with an existing account or create an account.
3. If prompted, follow the on-screen instructions to verify your identity.
4. After completing all steps, you should see the SailPoint IIQ home page.



### Application Tip

New OTCnet users including those with **PIV/CAC** access can go through SailPoint IIQ to do the self-registration to create an account and request role(s) and high-level organization(s) before logging in to OTCnet. Once their high-level access is approved in SailPoint IIQ, they can proceed to log in to OTCnet.

## Request Access for Yourself in SailPoint IIQ

If you need application entitlement, you can sign in to SailPoint IIQ and request the specific access you need (self-request).

To request access for yourself, log in to SailPoint IIQ and navigate to **Manage My Access**. Make sure **Add Access** is selected. In the search field, enter part or all of the **HLO/role** name you want to request. Select the **HLO/role** by selecting the **checkmark** to the left of the **HLO/role** name. Then select **Next**. On the **Review and Submit** screen, verify the requested **HLO/role(s)** are correct and select the **Submit** button.

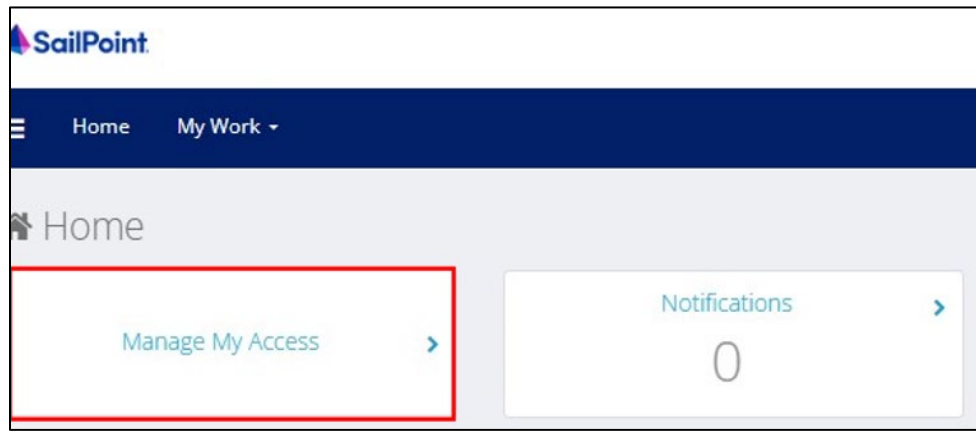
A confirmation message will appear. SailPoint IIQ will automatically notify the necessary approvers to review the request. Once approved, your PLSA/LSA can create your identity in OTCnet and assign endpoints and roles for you. You will receive an autogenerated email when your user account is created in OTCnet.

## Request Access for Yourself in SailPoint IIQ

To request access for yourself in SailPoint IIQ, complete the following steps:

1. From the **Home** screen of SailPoint, navigate to **Manage My Access** through the **Manage MyAccess** button as shown in Figure 3.

Figure 3. SailPoint Home Page with Manage My Access Button



2. On the **Manage My Access** screen, ensure that the **Add Access** tab is selected as shown in Figure 4.



### Application Tips

Search for the specific **HLO** name (e.g., Alaska USA Federal Credit Union) and user **role** (e.g., Check Capture Operator). If the HLO or user role's name is not known, type **HLO/Role** in the search field.

3. Search for an **HLO**. Select an **HLO** by selecting the **checkmark** to the left of the **HLO's** name.
4. Continue on the same screen to search for a user role. Select a **role** by selecting the **checkmark** to the left of the **role's** name. Then select **Next**.



### Application Tips

- Multiple **HLOs** and **roles** can be selected.
- All roles selected in SailPoint IIQ will be validated (and edited as needed) in OTCnet by the designated **PLSA/LSA**.

Figure 4. Add Access Screen

5. On the **Review and Submit** screen, verify the requested **HLOs** and **role(s)** are correct. Select the **voice bubble** to the right of the **HLO** or **role** to add any comments.
6. Select the **Submit** button at the bottom of the screen when finished, as shown in Figure 5.

Figure 5. Review and Submit Screen

7. A confirmation message will appear. SailPoint IIQ will automatically notify the necessary approvers to review the request. Once approved, your PLSA/LSA can create your identity in OTCnet and assign endpoints and roles for you.



### Application Tips

- You will receive an autogenerated email when your user account is created in OTCnet.
  - Then you can access the OTCnet application.
-

## Topic 3 Logging in to OTCnet Online

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To log in to Fiscal Service Single Sign On (OTCnet Online) from the OTCnet Online login screen, use your **PIV/CAC** credentials if you are a government user or contractor, or **ID.me** if you are a non-government user.

If you are a non-government user who creates an account through **ID.me**, you will specify your email address associated with OTCnet. ID.me is a private single sign-on provider that meets the government's online identity proofing and authentication requirements.

Accounts registered by users for CAIA authentication are not application-specific, the same account credentials can be used on other sites or applications that are linked to CAIA. For example, Social Security Administration, Internal Revenue Service, Department of Veterans Affairs, and other government agencies accept **ID.me** credentials for logging in.

### Log in to OTCnet Online

To log in to OTCnet Online, visit <https://otcnet.for.fiscal.treasury.gov> and log in with the following options: **PIV/CAC** or **ID.me**. Select the option that suits you best and follow the on-screen instructions to verify your identity or create an account in SailPoint IIQ.

Once you log in to OTCnet, you will be able to access functionality for one or more of the following:

- Administration
- Deposit Processing and Reporting
- Check Capture
- Check Processing
- Card Processing

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.

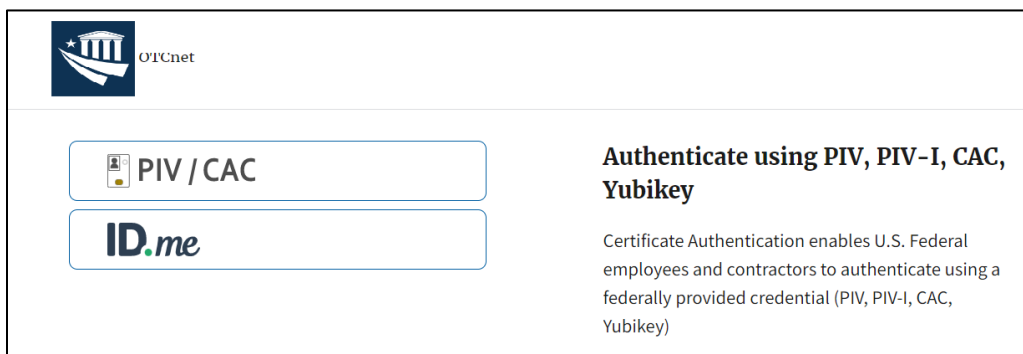
Once a **new, first-time OTCnet agency end-user** has been fully provisioned with roles and endpoints, the first time they log in to OTCnet, they will receive an autogenerated email **'Welcome to OTCnet!'** that includes a list of resources to learn how to use OTCnet as well as important contact information to get acclimated to everything that OTCnet has to offer.

## Log in to OTCnet Online

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

1. Access <https://otcnet.for.fiscal.treasury.gov>. A page is presented which displays the following login options: **PIV/CAC** and **ID.me**, as shown in Figure 6.

Figure 6. OTCnet Login Screen



2. Select the option that best represents your status and follow the on-screen instructions.



### Application Tips

#### PIV/CAC (Government Users/Contractors)

- Select the **PIV/CAC** button.
- If prompted, select your certificate and enter your PIN. If prompted, follow the on-screen instructions to verify your email address.

The first time a **PIV/CAC** certificate is used to authenticate, the email verification process is initiated.

- A web page is displayed prompting you to submit the **email address** that will be associated with your certificate. A **verification code** is sent to the email address specified.
- A web page is displayed to allow you to input the verification code from the email.

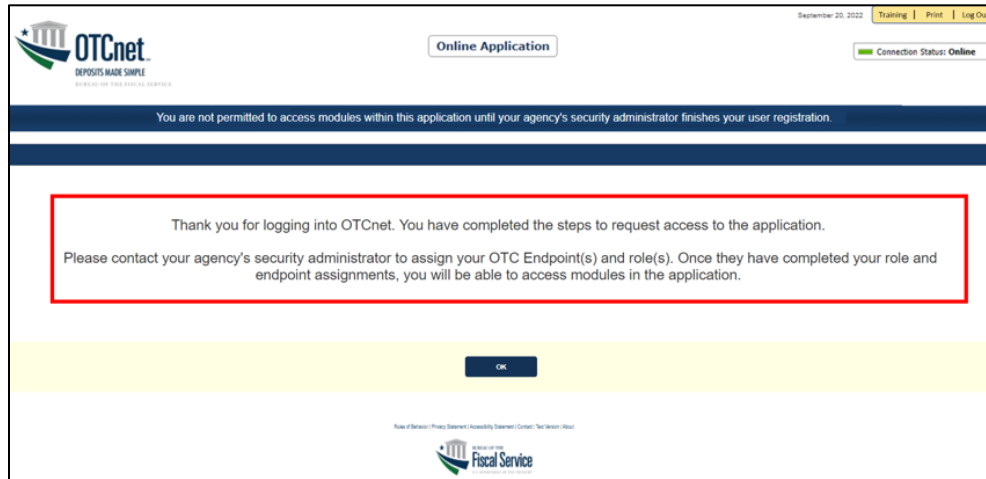
#### ID.me for Non-Government Users

- Select the **ID.me** button.
- Follow the on-screen instructions to sign in with an existing account or create an account. If prompted, follow the on-screen instructions to verify your identity.
- Use your **work email address** to create initially your **ID.me** identity. It is still recommended to add your personal email to your **ID.me** identity.



3. When you log in to OTCnet Online for first time you may be alerted that you are not permitted to access the application until your agency's security administrator completes your user provisioning in OTCnet, as shown in Figure 7.
4. Once your agency's security administrator has imported your user identity to OTCnet and assigned endpoints and roles for you, you will be able to access the application.

**Figure 7. First Time Log In Screen**



5. To completely log out, close your browser. You will need to reauthenticate the next time you log in to OTCnet.



### Application Tip

Ensure that you log in to OTCnet **at least once every 120 days** (or four months). Your user account will be disabled after 120 consecutive days of inactivity. To restore your account, contact the **Customer Support Team** to begin the process.



### Application Tip

If you are a **Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, Check Capture Operator, Card Operator or Card Administrator**, and use Microsoft Edge or Google Chrome when logging in to OTCnet Online, you will not see the OTCnet splash screen. Instead, the system automatically displays the OTCnet Homepage Message Overlay.

## Topic 4 Logging in to OTCnet Offline

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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

Select **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 into 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 start up 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 login page; it is labeled **OTCnet Offline Server Startup**. The **Retrieve Admin Profile** link *does not* appear on this page.

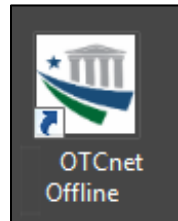
To start the OTCnet Offline *server*, **OTCnet Offline (Production or QA)** must be started. You'll import your OTCnet Offline profile and log in to OTCnet Offline.

## 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 8.

Figure 8. OTCnet Offline Icon, Production



Or

Select **Start>Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)**. The *OTCnet Offline Startup* page appears as shown in Figure 9.



### 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 9. Select **Log In**.

Figure 9. OTCnet Offline Startup

The screenshot shows a window titled "OTCnet Offline Startup". It has a menu bar with "File" and "Help". Below the menu bar is a button labeled "Import User Profile Ctrl-I". The main area of the window features the OTCnet logo and the text "DEPOSITS MADE SIMPLE" and "BUREAU OF THE FISCAL SERVICE". Below this, there are two text input fields: "User ID:" and "Password:". At the bottom of the window, there are two buttons: "Login" and "Cancel".



### 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 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 login 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 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, then reset your password and log in to OTCnet Offline.

## Log in to OTCnet Offline Application for the First Time

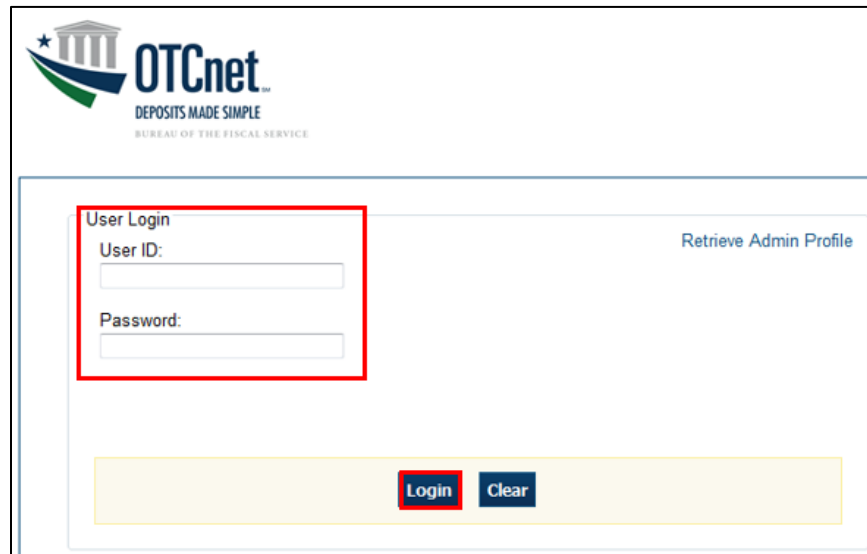
To log in to the OTCnet *application* for the first time, complete the following steps:

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

Or

Select **Start>Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)**. The *Retrieve Admin Profile* page appears as shown in Figure 10.

Figure 10. OTCnet Offline Application User Login Page



2. Enter your **User ID** and *temporary Password* in the appropriate text boxes. Select **Log In**. The *Set Permanent Password* page appears.

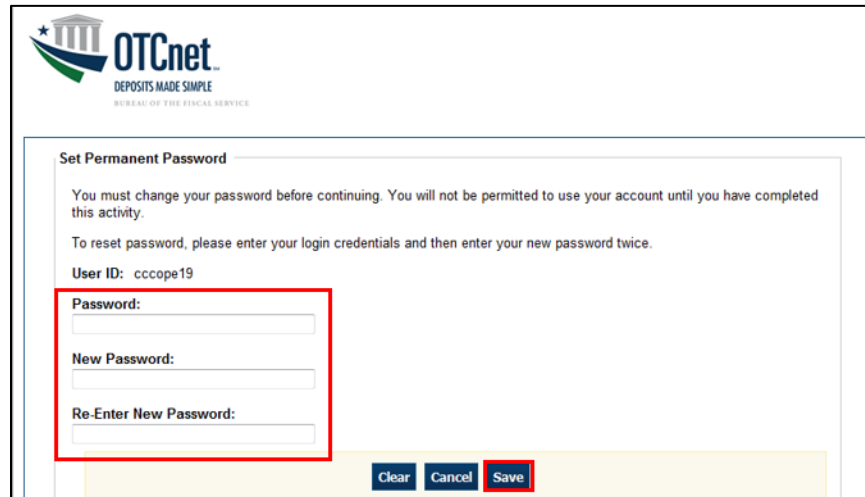


### Application Tips

- 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 in to OTCnet Offline, or you must download user profiles, select the **Retrieve Admin Profile** link.

3. Enter your *temporary Password, New Password, Re-Enter New Password* and select **Save** as shown in Figure 11. A *Confirmation* page appears stating your new password has been set.

Figure 11. Set Permanent Password



#### Application Tip

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

4. Select **Return to Login Page** to log in to OTCnet Offline.
5. To stop the OTCnet Offline application, select **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 first start OTCnet Offline, Production or QA. Log in to the OTCnet Offline *server*. Select 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**.

Additionally, you will be prompted to set up **multi-factor authentication** if you have not set it up already. Download and install an **authenticator application** on your workstation device and set up two-factor authentication for OTCnet Offline.

The session timeout in the Offline application is 30 minutes, which prevents unnecessary timeouts due to inactivity.



## Log in to OTCnet Offline

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

Select **Start>Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)**. The *OTCnet Offline Server Start Up* page appears.



### Application Tips

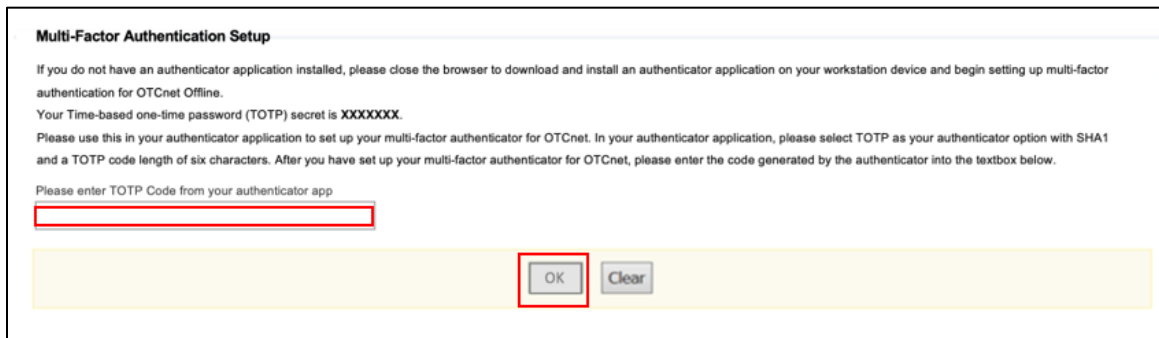
- If the icon does not reside in either location, contact your **Check Capture Administrator** to configure the terminal.
- If a terminal has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time, as running more than one version at a time causes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

2. Enter your **User ID** and **Password** in the appropriate text boxes. Select **Login** as shown in Figure 12.

Figure 12: OTCnet Offline Application User Login Page

3. The system validates your **User ID** and **offline password** and determines if you have **multi-factor authentication (MFA)** set up.
4. If you have already set up **MFA**, you will be prompted to input your one-time code.
5. If you have not set up the **MFA**, the system prompts you to set up **MFA** with your chosen authenticator application by downloading the application on your workstation device.
6. Follow the steps in the authenticator to set up **MFA**. The system displays the **authenticator secret** and instructs you to enter it into your chosen authenticator as shown in Figure 13.
7. Input the **authenticator secret** into your authenticator application and label it as **“OTCnet Offline.”**
8. Enter your **Time-Based One-Time Password (TOTP)** code generated by the authenticator into the textbox and select **OK**.

Figure 13: Prompt for Multi-Factor Authentication Setup



**Multi-Factor Authentication Setup**

If you do not have an authenticator application installed, please close the browser to download and install an authenticator application on your workstation device and begin setting up multi-factor authentication for OTCnet Offline.

Your Time-based one-time password (TOTP) secret is XXXXXXXX.

Please use this in your authenticator application to set up your multi-factor authenticator for OTCnet. In your authenticator application, please select TOTP as your authenticator option with SHA1 and a TOTP code length of six characters. After you have set up your multi-factor authenticator for OTCnet, please enter the code generated by the authenticator into the textbox below.

Please enter TOTP Code from your authenticator app

OK Clear

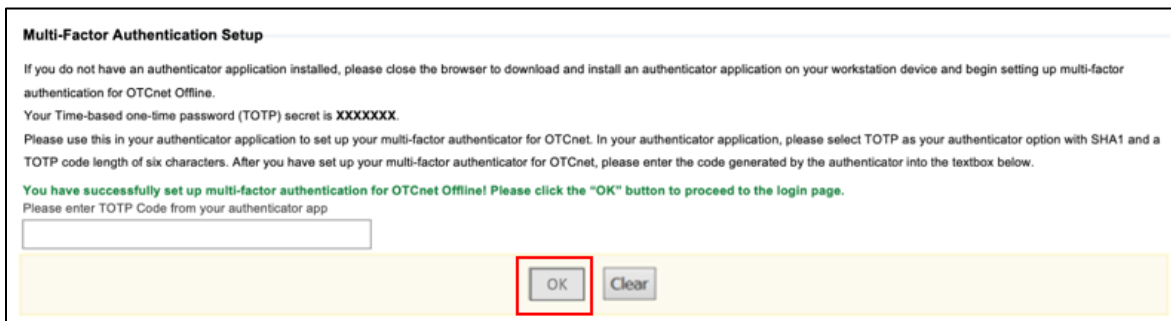


### Application Tip

Users must ensure they have selected **TOTP** as their authenticator option with **SHA1** and an **OTP code** length of six characters. Not all authenticators will present this option, but if it is an option, these parameters should be selected.

9. If you enter the **TOTP** code correctly, the system will display a message that you have successfully set up multi-factor authentication for OTCnet Offline. Select the **OK** button to proceed to the login page as shown in Figure 14. Otherwise, the system will prompt you to verify your **MFA** setup and **TOTP** code and try again.

Figure 14: Successful Multi-Factor Authentication Setup Message



**Multi-Factor Authentication Setup**

If you do not have an authenticator application installed, please close the browser to download and install an authenticator application on your workstation device and begin setting up multi-factor authentication for OTCnet Offline.

Your Time-based one-time password (TOTP) secret is XXXXXXXX.

Please use this in your authenticator application to set up your multi-factor authenticator for OTCnet. In your authenticator application, please select TOTP as your authenticator option with SHA1 and a TOTP code length of six characters. After you have set up your multi-factor authenticator for OTCnet, please enter the code generated by the authenticator into the textbox below.

You have successfully set up multi-factor authentication for OTCnet Offline! Please click the "OK" button to proceed to the login page.

Please enter TOTP Code from your authenticator app

OK Clear

10. The system completes user authentication and displays a message informing you that **MFA** has been successfully set up.
11. Acknowledge the **message**. The system logs you out and displays the *OTCnet Offline* login screen.



### Application Tip

- To stop the OTCnet Offline application, select 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 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

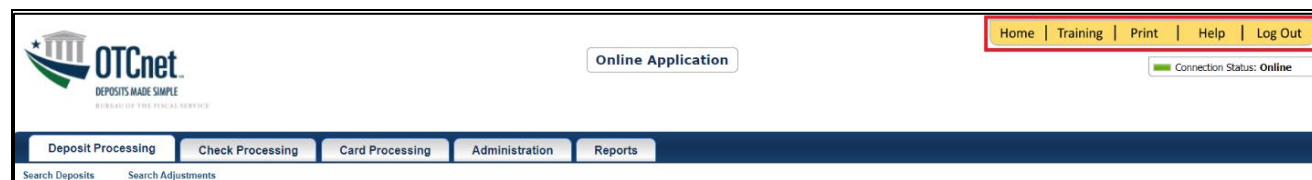
To access the OTCnet Main Menu, log in with your **PIV/CAC** or **ID.me** credentials at the following URL: <https://otcnet.for.fiscal.treasury.gov>. Table 1 provides a list of the Main Menu options available to you. They are accessible on the upper right corner of the OTCnet application.

**Table 1. Main Menu Link Descriptions**

Link	Description
Home	Allows a user to return to the OTCnet home page.
Training	Allows a user to access Web-Based Training (WBT) and other corresponding training materials.
Print	Allows a user to print the page.
Help	Allows a user to access help for the page they are on.
Log Out	Allows a user to log out of OTCnet.

The Main Menu is shown in Figure 15. The links are accessible on the upper right side of the OTCnet home page.

**Figure 15: OTCnet Main Menu Page**

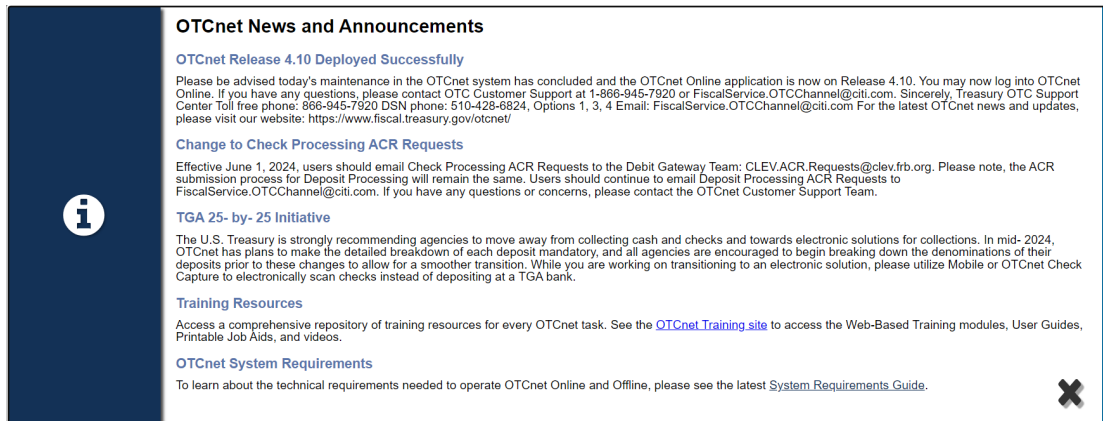


## OTCnet Homepage Message Overlay

All user roles have access to the OTCnet Homepage Message Overlay in OTCnet Online (you will not see it in OTCnet Offline). For all Microsoft Edge and Google Chrome users, the message overlay automatically presents 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 16. It is recommended that you read the messages, close the message overlay, and continue viewing the OTCnet homepage.

Figure 16. OTCnet Homepage Message Overlay



## OTCnet Support Contact Overlay

Users can contact the OTCnet Customer Service team by submitting a form through the **Customer Support** button on the OTCnet homepage. This feature helps to standardize and streamline the inquiries and requests made to Customer Service. Select the **Customer Support** button on the bottom of the OTCnet homepage. The **Treasury OTC Support Contact** overlay appears over the homepage as shown in Figure 17.

Figure 17: Treasury OTC Support Contact Form

Select the **Please Select a Category** dropdown. The following options appear:

- Batch Management
- Check Scan
- Deposit Processing
- OTCnet Local Bridge (OLB)
- User Management
- Other

After you make the selections, select the **Submit** button to submit the request.

## OTCnet Online Deposit Processing Tab Functionality

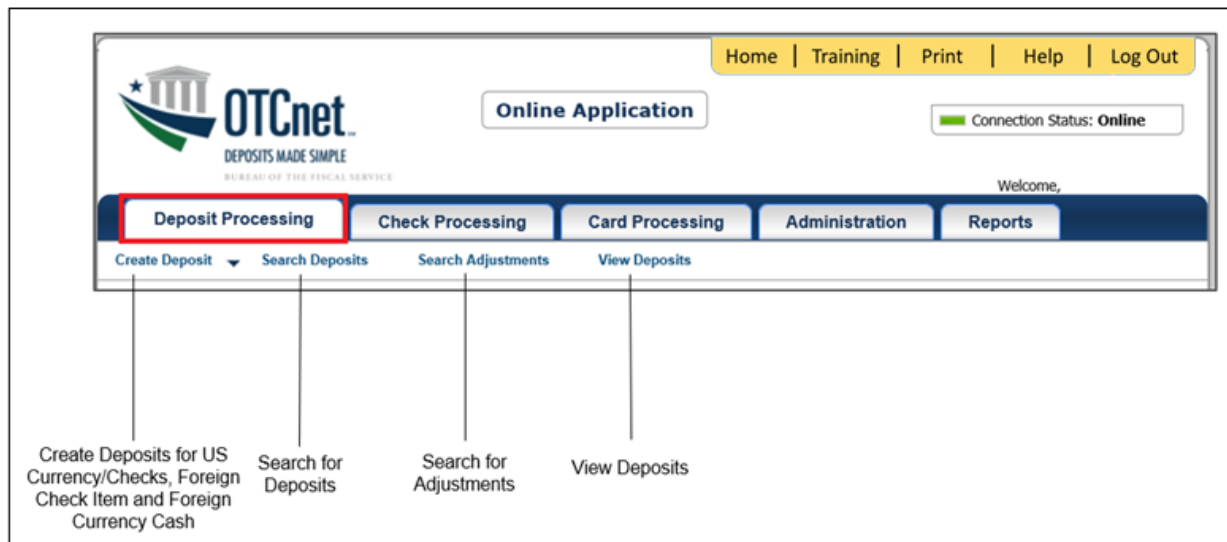
To access the OTCnet Deposit Processing functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 2 provides a list of the Deposit Processing functions that are available to you.

**Table 2. Deposit Processing Tab Descriptions**

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

The Deposit Processing tab, as shown in Figure 18, allows you to access Deposit Processing functionality, although depending on your user role, you may not see all functionality.

**Figure 18. Deposit Processing Tab**



## OTCnet Online Check Processing Tab Functionality

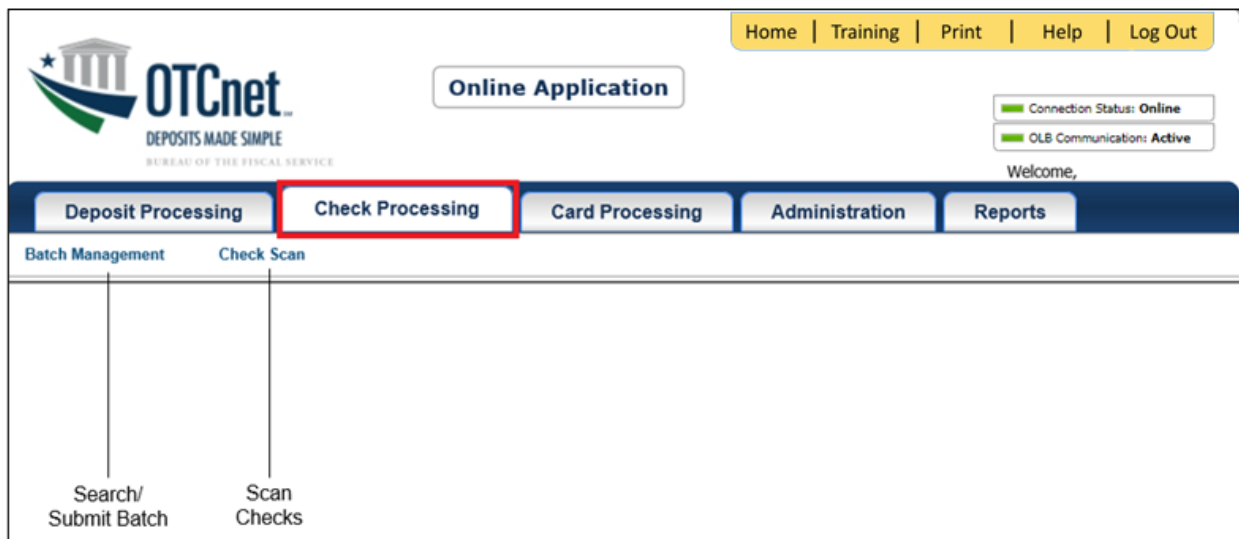
To access the OTCnet Check Processing functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 3 provides a list of the Check Processing functions that are available to you.

**Table 3. Check Processing Tab Descriptions**

Function	Description
Manage Verification	Allows a user to search and/or create an MVD record.
CIRA Query	Allows a user to view and/or modify a CIRA record.
Batch Management	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.
Check Scan	Allows a user to scan checks.
Transmission History	Allows a user to view transmission history for batches that are uploaded from the offline check capture application.

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

**Figure 19. Check Processing Tab**



## OTCnet Online Card Processing Tab Functionality

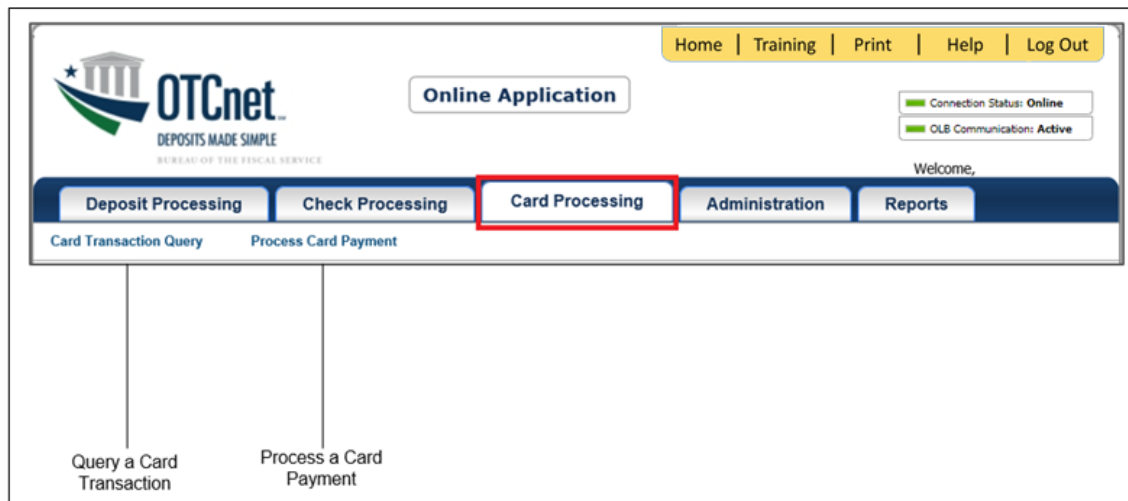
To access the OTCnet card processing functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 4 provides a list of the card processing functions that are available to you.

**Table 4. Card Processing Tab Descriptions**

Function	Description
Card Transaction Query	Allows a user to query a card transaction.
Process Card Payment	Allows a user to process a card payment.

The Card Processing tab is shown in Figure 20. Depending on your user role, you may not see all functionality shown in the image.

Figure 20. Card Processing Tab





## OTCnet Online Administration Tab Functionality

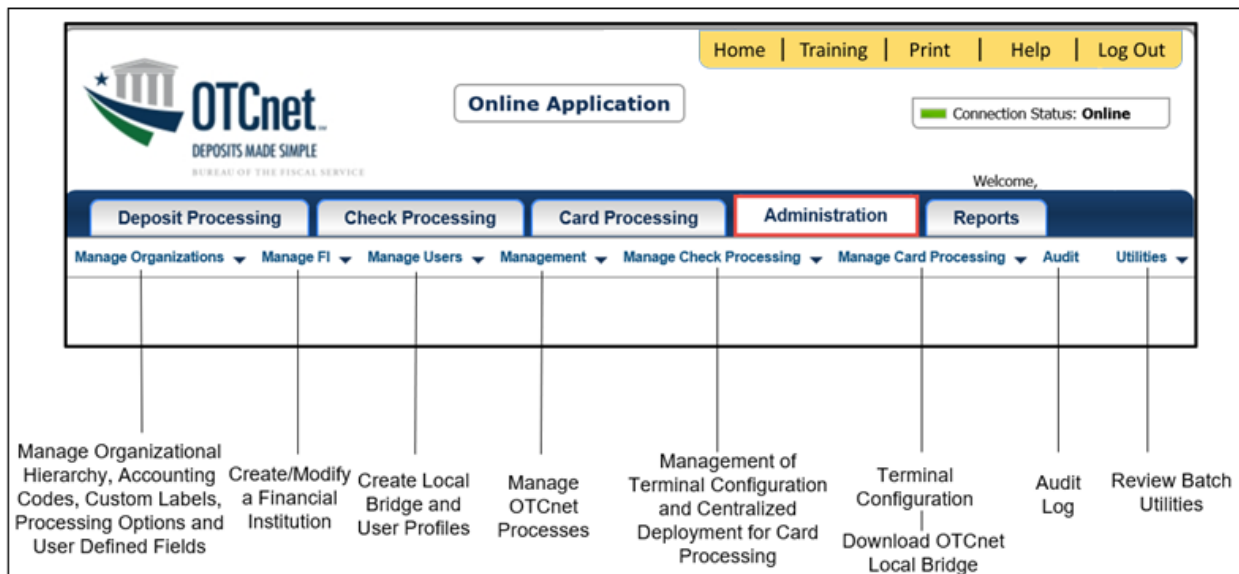
To access the OTCnet Administration functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 5 provides a list of the Administration functions that are available to you.

**Table 5. Administration Tab Descriptions**

Function	Description
Manage Organizations	Allows a user to manage Organization Hierarchy, Accounting Codes, Custom Labels, Processing Options, and User Defined Fields.
Manage FI	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.
Manage Users	Allows a user to manage OTCnet user accounts and profiles.
Management	Allows a user to manage OTCnet processes.
Manage Check Processing	Allows a user to manage terminal configuration and forms.
Manage Card Processing	Allows a user to manage terminal configuration.
Manage Centralized Deployment	Allows users access to the following: Release Configuration, Edit Release and Download Release.
Audit	Allows a user to review the audit log history.
Utilities	Allows a user to review batch utilities, including Batch Recreate and Batch Repair.

The Administration tab is shown in Figure 21. Depending on your user role, you may not see all functionality shown in the image.

**Figure 21. Administration Tab**



## OTCnet Online Reports Tab Functionality

To access the OTCnet Reports functionality, log in with your **PIV/CAC** or **ID.me** credentials. 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 6. Reports Tab Descriptions**

Function	Description
Deposit Processing Reports	Allows a user to view and download Business, Security and Administration reports.
Check Processing Reports	Allows a user to access Check Processing reports.
Scheduled Reports	Allows a user to query and download scheduled reports.

The Reports tab is shown in Figure 22. Depending on your user role, you may not see all functionality shown in the image.

**Figure 22. Manage Reports**



## OTCnet Offline Check Processing Functionality

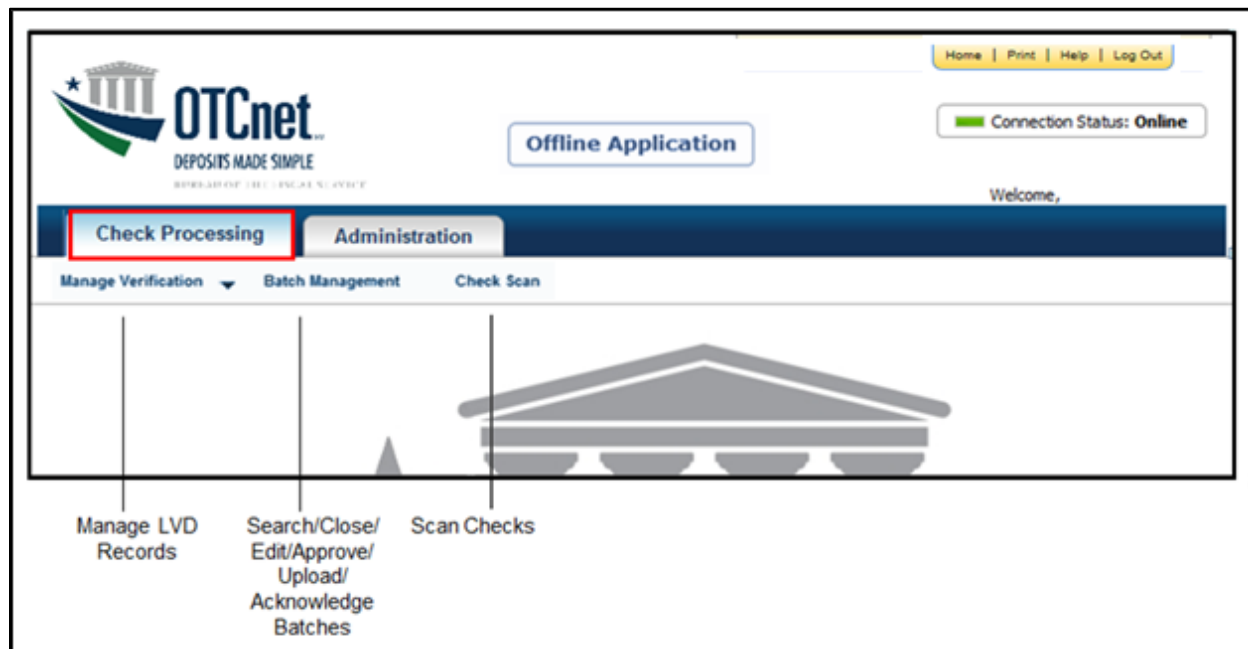
To access the OTCnet Offline Check Processing functionality, log in with your User ID and password. Table 7 provides a list of the Check Processing functions available to you.

**Table 7. OTCnet Offline Check Processing Descriptions**

Function	Description
Manage Verification	Allows a user to select and download OTC Endpoints.
Batch Management	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.
Check Scan	Allows a user to scan checks.

The Check Processing tab is shown in Figure 23. Depending on your user role, you may not see all functionality shown in the image.

**Figure 23. OTCnet Offline Check Processing Descriptions**



## OTCnet Offline Administration Tab Functionality

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

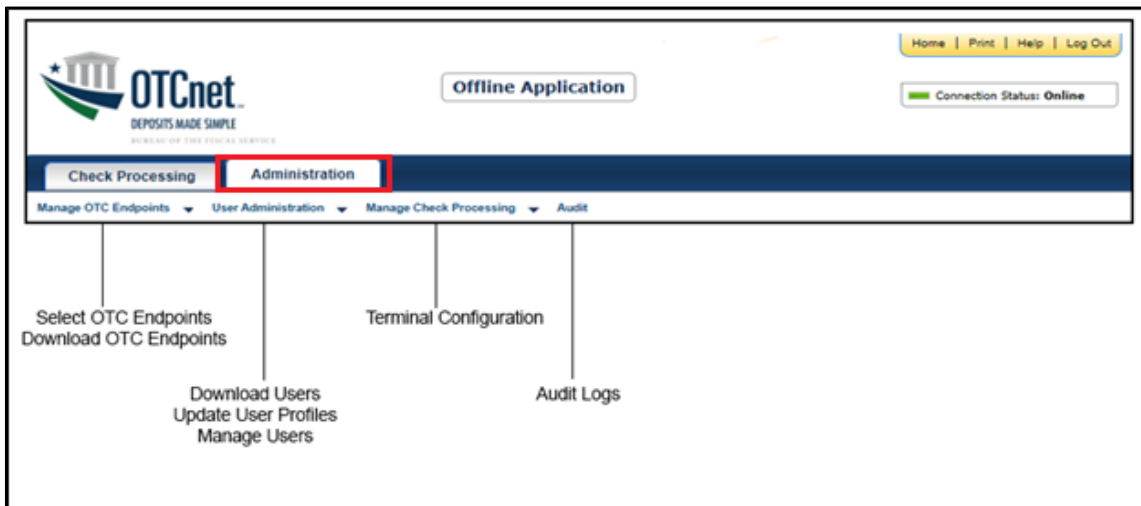
**Table 8. OTCnet Offline Administration Descriptions**

Function	Description
Manage OTC Endpoints	Allows a user to select and download OTC Endpoints.
User Administration	Allows a user to download, update, and manage user profiles.
Manage Check Processing	Allows a user to manage terminal configuration and forms.
Audit	Allows a user to review the audit log history.

The Administration tab is shown in Figure 24. Depending on your user role, you may not see all functionality shown in the image.

**Figure 24. OTCnet Offline Administration**

### Offline Application



## Summary

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In this chapter, you learned how to:

- Start and stop the OTCnet Local Bridge (OLB) application
- Request access for yourself in SailPoint IIQ
- Log in to OTCnet Online
- Log in to OTCnet Offline
- Navigate the OTCnet Online/Offline home page



## **Chapter 3. Creating and Modifying Deposits**

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OTCnet Participant User Guide

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## Glossary

Click this [link](#) to access the full OTCnet Glossary.

## Overview, Topics, and Audience

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### 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**

Option	Deposit Preparer Without Separation of Duties Enforced	Deposit Preparer/ Deposit Approver (user assigned both roles) Without Separation of Duties Enforced	Deposit Preparer With Separation of Duties Enforced	Deposit Preparer/ Deposit Approver (user assigned both roles) With Separation of Duties Enforced
Delete	Yes	Yes	Yes	Yes
Save As Draft	Yes	Yes	Yes	Yes
Save For Approval	Yes	Yes	Yes	Yes
Submit	No	Yes	No	No <sup>1</sup> / Yes <sup>2</sup>
Edit (Modify)	Yes	Yes	Yes	Yes

<sup>1</sup> assuming that this user created a deposit

<sup>2</sup> 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**

Option	Deposit Preparer Without Separation of Duties Enforced	Deposit Approver Without Separation of Duties Enforced	Deposit Preparer/ Deposit Approver (user assigned both roles) Without Separation of Duties Enforced	Deposit Preparer With Separation of Duties Enforced	Deposit Approver With Separation of Duties Enforced	Deposit Preparer/ Deposit Approver (user assigned both roles) With Separation of Duties Enforced
Submit	No	Yes	Yes	No	Yes	No <sup>1</sup> / Yes <sup>2</sup>

<sup>1</sup> assuming that this user created a deposit<sup>2</sup> 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

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

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

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**

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*

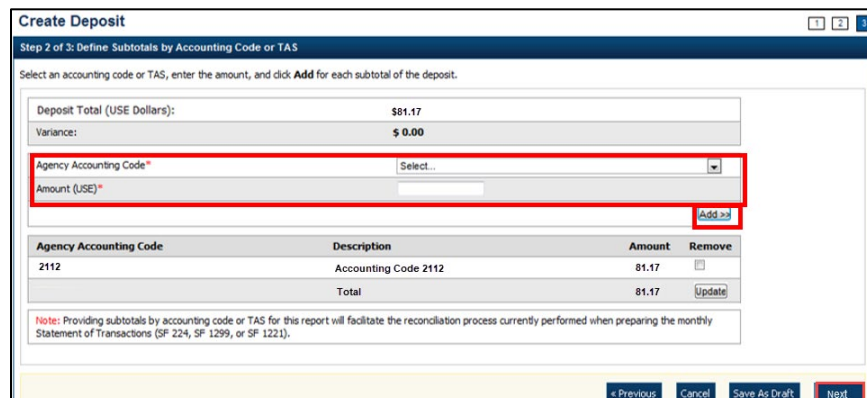
- Enter the **Checks and Money Orders Subtotal**
- Enter the **Currency Subtotal**
- Enter the **Coin Currency Subtotal**
- Click **Calculate \$** to determine the Deposit Variance.



#### 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.

**Figure 1. Step 2 of 3: Define Subtotals by Accounting Code or TAS for US Currency**


**Create Deposit**

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

Select an accounting code or TAS, enter the amount, and click **Add** for each subtotal of the deposit.

Deposit Total (USE Dollars): \$81.17  
Variance: \$ 0.00

Agency Accounting Code\* Select...  
Amount (USE)\*

**Add**

Agency Accounting Code	Description	Amount	Remove
2112	Accounting Code 2112	81.17	
Total		81.17	<b>Update</b>

Note: Providing subtotals by accounting code or TAS for this report will facilitate the reconciliation process currently performed when preparing the monthly Statement of Transactions (SF 224, SF 1299, or SF 1221).

< Previous Cancel Save As Draft **Next**

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**.



### Application Tip

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**

**Create Deposit**

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

Select an accounting code or TAS, enter the amount, and click **Add** for each subtotal of the deposit.

Deposit Total (USE Dollars): \$ 111.49  
Variance: \$ 0.00

Agency Accounting Code\* Select...  
Amount (USE) \*

**Add**

Agency Accounting Code	Description	Amount	Remove
2112	Accounting Code 2112	81.17	<input type="checkbox"/>
Total		81.17	<input type="button" value="Update"/>

Note: Providing subtotals by accounting code or TAS for this report will facilitate the reconciliation process currently performed when preparing the monthly Statement of Transactions (SF 224, SF 1299, or SF 1221).

< Previous Cancel Save As Draft **Next**



### 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.



### 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.

5. Click **Next**. The *Step 3 of 3: Review Deposit Preparation Information* page appears.
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.
  - Send all **foreign exchange check deposits for Collections** to the following address:

Bank of America  
Foreign Transit Items  
GA 4-004-02-02  
6000 Feldwood Road  
College Park, GA 30349

## 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”.

- 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**

**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**

**Create Deposit**

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

Select an accounting code or TAS, enter the amount, and click **Add** for each subtotal of the deposit.

Deposit Total (USE Dollars): \$ 111.49

Variance: \$ 0.00

Agency Accounting Code\* Select...

Amount (USE)\*

**Add**

Agency Accounting Code	Description	Amount	Remove
BB0005	Testing Recovery	\$ 100.00	<input type="checkbox"/>
TEST-CODE10	Code10 description	\$ 11.49	<input type="checkbox"/>
<b>Total</b>		<b>\$ 111.49</b>	<b>Update</b>

Note: Providing subtotals by accounting code or TAS for this report will facilitate the reconciliation process currently performed when preparing the monthly Statement of Transactions (SF 224, SF 1299, or SF 1221).

< Previous Cancel Save As Draft Next >

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**:
  - Send all foreign exchange check deposits for Clearing 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.
  - Send all **foreign exchange check deposits for Collections** to the following 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 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.



### 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**

**View Draft Deposit**

Review the details below and click **Edit** to modify the deposit.

Deposit Information	
Voucher Type:	US Currency
Voucher #:	632192
Voucher Date:	10/31/2014
Fiscal Year:	
OTC Endpoint:	Salaries and Expenses and Shared Services
ALC:	24000001
Status:	DRAFT
Submitted Date / Time:	
Submitted by:	
Checks & Money Order Subtotal:	\$3.50
Currency Subtotal:	\$0.00
Deposit Total:	\$3.50

> Currency Denominations

Financial Institution Information	
Financial Institution Name And Address:	PRC H.A., Washington, DC
RTN:	031000053
DDA:	5300445258

Agency Information	
Agency Name:	Office of Personnel Management
Agency Use (Block 6):	
Alternate Agency Contact:	
Receipts Processed Date:	From: To:

Financial Institution Name And Address:	PRC H.A., Washington, DC
RTN:	031000053
DDA:	5300445258

Agency Information	
Agency Name:	Office of Personnel Management
Agency Use (Block 6):	
Alternate Agency Contact:	
Receipts Processed Date:	From: To:

Subtotals by Accounting Code	
Agency Accounting Code	Amount
1010/5200	\$ 3.50

[< Previous](#)
[Edit](#)
[View Voucher Event Log](#)

- 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**

**Deposit Processing** | **Reports**

Create Deposit | Search Deposits | Search Adjustments | View Deposits

Location: Home > Deposit Processing > View Deposits

### Modify Deposit

Step 1 of 3: Update Deposit Preparation Information

Enter the information to prepare the deposit.  
\* Denotes required fields.

**Deposit Information**

Voucher #	174676
Voucher Type:	Foreign Currency Cash
OTC Endpoint:	L12_A_Ext - Endpoint 1
ALC	70050379
Deposit Total (USE Dollars):	70.13
Voucher Date:	01/23/2018

**Foreign Currency Information**

Currency Code: CANADIAN DOLLAR

Foreign Currency Amount: 100.00

Client ID:	500021
Branch ID:	CENTRAL
Exchange Rate:	0.7013

**Financial Institution Information**

Financial Institution:	L12_A_Org_Bank_L12 - L25402908 - L112
RTN:	121000358
DDA:	8355443147

**Agency Information**

Agency Use (Block 6):

**Receipts Processed**

From:

To:

Fiscal Year: Select

Alternate Agency Contact:

Navigation: Previous | Cancel | Delete | Save As Draft | **Next**

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.

For US Currency	For Foreign Currency Cash	For Foreign Check Items
<b>Deposit Information:</b> <ul style="list-style-type: none"> <li>Enter the Deposit Total</li> <li>Select the Voucher Date</li> <li>Select the Fiscal Year, <i>optional</i></li> </ul> <b>Agency Information, (optional):</b> <ul style="list-style-type: none"> <li>Enter comments in Agency Use (Block 6)</li> <li>Enter the date the From: and To: dates the receipts were processed</li> <li>Enter the name, email address, and phone number of the Alternate Agency Contact</li> <li>Enter the User Defined Field details</li> </ul> <b>Currency Denomination, (if applicable):</b> <ul style="list-style-type: none"> <li>Enter the Paper Currency Count</li> <li>Enter the Coin Currency Count</li> </ul> <b>Totals, (if applicable):</b> <ul style="list-style-type: none"> <li>Enter the Checks and Money Orders Subtotal</li> <li>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.</li> </ul>	<b>Foreign Currency Information:</b> <ul style="list-style-type: none"> <li>Select the Currency Code</li> <li>Enter the Foreign Currency Amount</li> </ul> <b>Agency Information, (optional):</b> <ul style="list-style-type: none"> <li>Enter comments in Agency Use (Block 6)</li> <li>Enter the date the From: and To: dates the receipts were processed</li> <li>Enter the name, email address, and phone number of the Alternate Agency Contact</li> <li>Enter the User Defined Field details</li> </ul>	<b>Foreign Currency Information:</b> <ul style="list-style-type: none"> <li>Select the Country of Deposit</li> <li>Enter the Foreign Currency Amount</li> </ul> <b>Agency Information, (optional):</b> <ul style="list-style-type: none"> <li>Enter comments in Agency Use (Block 6)</li> <li>Enter the date the From: and To: dates the receipts were processed</li> <li>Enter the name, email address, and phone number of the Alternate Agency Contact</li> <li>Enter the User Defined Field details</li> </ul>

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

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Glossary

Select 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 1. Search Criteria Fields**

Search Criteria Groupings	Search Criteria Fields
Search Conditions	<ul style="list-style-type: none"> <li>• Organization</li> <li>• OTC Endpoint</li> <li>• ALC</li> <li>• Prepared by</li> <li>• Voucher Number</li> <li>• Deposit Status</li> <li>• Agency Block 6</li> <li>• Deposit Type</li> </ul>
Voucher Date	<ul style="list-style-type: none"> <li>• From and To Date</li> </ul>
Deposit Date	<ul style="list-style-type: none"> <li>• From and To Date</li> </ul>
Deposit Total	<ul style="list-style-type: none"> <li>• From and To Total</li> </ul>
Financial Institution Information	<ul style="list-style-type: none"> <li>• Routing Transit Number</li> <li>• Demand Deposit Account</li> <li>• CA\$HLINK II Account Number</li> <li>• FRB Account Key</li> <li>• FRB Cost Center Work Unit</li> </ul>

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 2. Search Results Deposit Statuses**

Draft	A deposit that is saved for modification at a later date by a Deposit Preparer
Awaiting Approval	A deposit that is waiting for deposit confirmation by a Deposit Approver
Submitted	A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer
Confirmed	A deposit that has been reviewed and confirmed by a Financial Institution or FRB
Rejected	A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit

## Search for a Deposit

To search for a deposit, complete the following steps:

1. From the **Deposit Processing** tab, select **Search Deposit**. The *Search Deposit* page appears.
2. Enter the search criteria for the deposit you would like to view and select **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 **Scheduled 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. Select the **Voucher Number** of the deposit whose details you would like to view as shown in Figure 1.

Figure 1. Search Results Table

Voucher	Status	Date Submitted	Date Confirmed	Endpoint	ALC	Adj. Deposit Total
600362	DRAFT			PHI	20092800	\$200.00
600304	DRAFT			L2 FOCash	18000005	\$64.83
600302	DRAFT			PHI	20092800	\$1.00
600203	DRAFT			L2 FOCash	18000005	\$950.00
600202	DRAFT			L2 FOCash	18000005	\$4,500.00
600201	DRAFT			L2 FOCash	00003020	\$950.00



### 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.
- Select **Download** to save the search deposit results as an XML or CSV file.



### Additional Buttons

- Select **Edit** to modify the deposit draft. (Visible if a user has **Deposit Preparer** privileges.)
- Select **Previous** to return to the previous page.
- Select **Print Deposit Ticket** to print a formatted deposit ticket.
- Select **Return Home** to return to the OTCnet Home Page.
- Select **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 select **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. Select **Download** from the *Search Results* table. The *Download Deposits* page appears as shown in Figure 2.

Figure 2. Download Button

<< < 1-3 > >> of 3 RecordsResults? <b>Download</b>						
Voucher	Status	Date Submitted	Date Confirmed	OTC Endpoint	ALC	Adj. Deposit Total
968121	SUBMITTED	07/30/2014		LL1	00002099	\$
968120	SUBMITTED	07/30/2014		LL1	00002099	\$82.93
968119	SUBMITTED	07/30/2014		LL1	00002099	\$100.00



### 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. Select **Submit** as shown in Figure 3. The *File Download* dialog box appears.

Figure 3. Download Attributes Selection

Download Deposits	
Select the attributes desired on the file from the previously searched deposits.	
<b>Select File Type and Attributes</b> Please select the file format <input type="radio"/> XML file <input checked="" type="radio"/> CSV file Check All / Uncheck All	
<b>Deposit Information</b> <input checked="" type="checkbox"/> Voucher # <input type="checkbox"/> Voucher Date <input type="checkbox"/> Text format(2006-03-17) <input type="checkbox"/> Number format(20060317) <input type="checkbox"/> Deposit Date <input type="checkbox"/> Text format(2006-03-17) <input type="checkbox"/> Number format(20060317) <input type="checkbox"/> OTC Endpoint - Org Code <input type="checkbox"/> OTC Endpoint - Org Name <input type="checkbox"/> ALC <input type="checkbox"/> Deposit Total <input type="checkbox"/> Checks and Money Orders Subtotal <input type="checkbox"/> Currency Subtotal <input type="checkbox"/> Coin Subtotal <input type="checkbox"/> Currency Denominations and Amounts <input type="checkbox"/> Coin Denominations and Amounts <input type="checkbox"/> Voucher Type <input type="checkbox"/> Status <input type="checkbox"/> Created By <input type="checkbox"/> Created Date/Time <input type="checkbox"/> Text format(2006-03-17 19:30:06) <input type="checkbox"/> Number format(20060317) <input type="checkbox"/> Submitted by <input type="checkbox"/> Submitted Date/Time <input type="checkbox"/> Text format(2006-03-17 19:30:06) <input type="checkbox"/> Number format(20060317) <input type="checkbox"/> Confirmed by <input type="checkbox"/> Confirmed Date/Time <input type="checkbox"/> Text format(2006-03-17 19:30:06) <input type="checkbox"/> Number format(20060317) <input type="checkbox"/> Rejected by <input type="checkbox"/> Rejected Date/Time <input type="checkbox"/> Text format(2006-03-17 19:30:06) <input type="checkbox"/> Number format(20060317)	<b>Financial Institution Information</b> <input type="checkbox"/> Financial Institution Name <input type="checkbox"/> RTN <input type="checkbox"/> DDA <input type="checkbox"/> CASHLINK Extract Date/Time <input type="checkbox"/> Text format(2006-03-17 19:30:06) <input type="checkbox"/> Number format(20060317193006) <input type="checkbox"/> CAN/Account Key <input type="checkbox"/> CCWU <input type="checkbox"/> 1Day Deferred Amount <input type="checkbox"/> 2Day Deferred Amount <input type="checkbox"/> Financial Institution Comments <b>Agency Information</b> <input type="checkbox"/> Agency Use(Block 6) <input type="checkbox"/> Alternate Agency Contact <input type="checkbox"/> Fiscal Year <input type="checkbox"/> Receipts Processed From/To <input type="checkbox"/> Text format(2006-03-17) <input type="checkbox"/> Number format(20060317) <b>Accounting Subtotals and User Defined Data</b> Deposit UDFs <input type="checkbox"/> UDF#1 <input type="checkbox"/> UDF#2 <input type="checkbox"/> UDF#3 <input type="checkbox"/> Deposit Accounting Code Subtotals <input type="checkbox"/> UDF#1 <input type="checkbox"/> UDF#2 <b>Foreign Deposit Information</b> <input type="checkbox"/> Currency Code <input type="checkbox"/> Foreign Currency Amount <input type="checkbox"/> Exchange Rate <input type="checkbox"/> Transaction ID <input type="checkbox"/> Execution ID
<div> <div>Previous</div> <div>Cancel</div> <div>Submit</div> </div>	

5. Select **Open** or **Save**.**Application Tips**

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

**Additional Buttons**

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

## Summary

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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**

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OTCnet Participant User Guide

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## Glossary

Click this [link](#) to access the full OTCnet Glossary.

## Overview, Topics, and Audience

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### 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

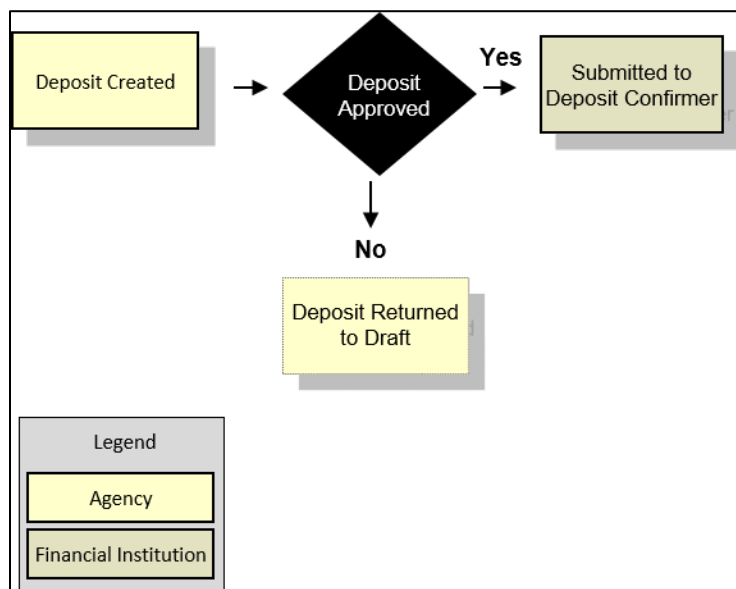
## Topic 1 Purpose of Approving Deposits or Returning a Deposit to Draft

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.

## 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 **Error! Reference source not found.** 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**

Review the details below and click **Return to Draft** or **Submit** to process the 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

Paper Currency	Count	Amount	Coin Currency	Count	Amount
\$ 1.00:		\$ 0.00	\$ 0.01:		\$ 0.00
\$ 2.00:		\$ 0.00	\$ 0.05:		\$ 0.00
\$ 5.00:		\$ 0.00	\$ 0.10:		\$ 0.00
\$ 10.00:		\$ 0.00	\$ 0.25:		\$ 0.00
\$ 20.00:		\$ 0.00	\$ 0.50:		\$ 0.00
\$ 50.00:	1	\$ 50.00	\$ 1.00:		\$ 0.00
\$ 100.00:		\$ 0.00	Coin Currency Subtotal		\$ 0.00
Paper Currency Subtotal		\$ 50.00	Currency Subtotal:		\$ 50.00

Financial Institution Information	
Financial Institution Name And Address:	Bank of America, Concord, CA
RTN:	021867400
DDA:	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	
TAS/Accounting Codes	Amount
1212	\$ 50.00

[< Previous](#)
[Return To Draft](#)
[Submit](#)
[View Voucher Event Log](#)

Figure 3. Submit Deposit

**View Deposit Awaiting Approval**

Review the details below and click **Return to Draft** or **Submit** to process the 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

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

Financial Institution Information	
Financial Institution Name And Address:	Bank of America, Concord, CA
RTN:	021867400
DDA:	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	
Agency Accounting Code	Amount
1212	\$ 50.00

[< Previous](#)
[Return To Draft](#)
[Submit](#)
[View Voucher Event Log](#)



### 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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OTCnet Participant User Guide



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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. Rejecting Deposits
3. Adjusting Deposits

### Audience

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

- Deposit Confirmer

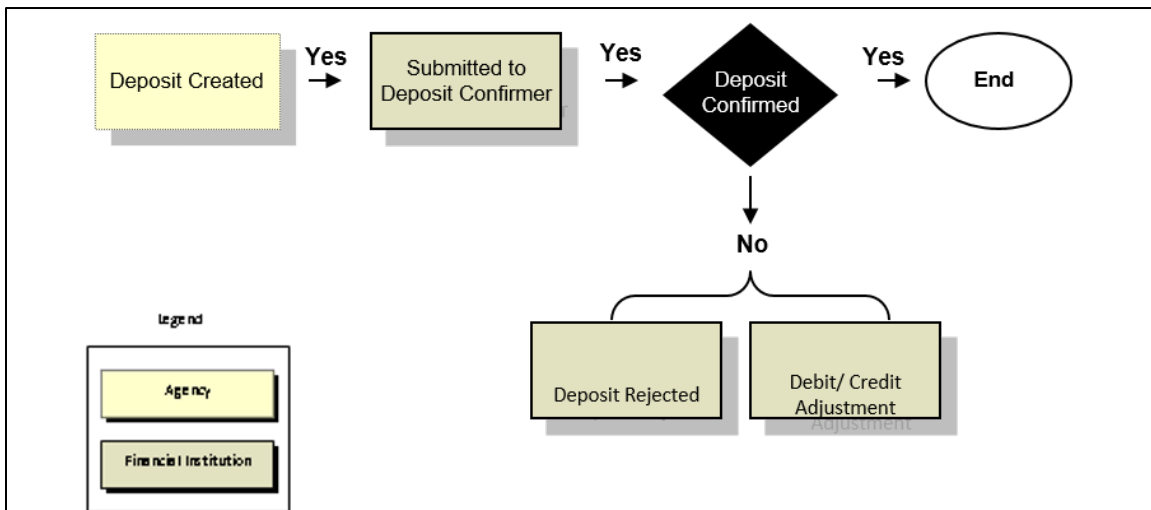
## Topic 1 Purpose of Confirming, Rejecting or Adjusting a Deposit

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



### Confirm a Single Deposit or Multiple Deposits

To confirm a single deposit or multiple deposits simultaneously, the deposit must have a **Submitted** status. To locate deposits with a **Submitted** status, use the **View Deposits** or **Search Deposits** function. After locating the deposit, confirm the deposit preparation information. Once a deposit is confirmed, it is saved with a **Confirmed** status.

## 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

Voucher	Status	Date Submitted	Voucher Date	OTC Endpoint	ALC	Deposit Total	Confirm
623077	SUBMITTED	05/21/2012	05/21/2012	37922	70050379	12,500.00	<input type="checkbox"/>
620949	SUBMITTED	03/09/2012	03/09/2012	37922	70050379	50.25	<input type="checkbox"/>
620928	SUBMITTED	03/09/2012	03/09/2012	37922	70050379	450.25	<input type="checkbox"/>
620482	SUBMITTED	02/16/2012	02/16/2012	37928	70050379	800.00	<input type="checkbox"/>
620481	SUBMITTED	02/16/2012	02/16/2012	37926	70050379	800.00	<input type="checkbox"/>
620480	SUBMITTED	02/16/2012	02/16/2012	37925	70050379	800.00	<input type="checkbox"/>
620478	SUBMITTED	02/16/2012	02/16/2012	37923	70050379	800.00	<input type="checkbox"/>
620477	SUBMITTED	02/16/2012	02/16/2012	37922	70050379	700.00	<input type="checkbox"/>
620288	SUBMITTED	02/13/2012	02/13/2012	37928	70050379	100.00	<input type="checkbox"/>
247929	SUBMITTED	08/04/2011	08/04/2011	37928	70050379	3,175.00	<input type="checkbox"/>



### Application Tip

Depending on your user role, the **My Deposits in Process** page displays your current deposits. If you only have the **Viewer** role, the **My Deposits in Process** does not display any deposits.

4. Click **Confirm**. The *Step 1 of 2: Define Information for Deposit Confirmation* page displays as shown in Figure 3.

**Figure 3. Step 1 of 2: Define Information for Deposit Confirmation**

**Confirm Deposit**  
Step 1 of 2: Define Information for Deposit Confirmation

Enter the information to confirm the deposit.  
\* Denotes required fields.  
\*\* Required if the Date of Deposit is not the same as the Voucher Date.

**Deposit Information**

Voucher Type: US Currency

Voucher #:

Voucher Date:

Deposit Total:

RTN:

DDA:

CAN\*:

Selected:

Date of Deposit\*:

Comments: \*\*

**Confirm Deposit**  
Step 1 of 2: Define Information for Deposit Confirmation

Enter the information to confirm the deposit.  
\* Denotes required fields.  
\*\* Required if the Date of Deposit is not the same as the Voucher Date.

**Deposit Information**

Voucher Type: Foreign Currency Cash

Voucher #: 968120

Voucher Date: 07/30/2014

Deposit Total (USE): 82.93

RTN:

DDA:

**Foreign Currency Information**

Voucher Type: Foreign Currency Check

Voucher #: 632443

Voucher Date: 01/09/2015

Deposit Total (USE): 68.00

RTN: 111000012

DDA: 375226107

Client ID:

Branch ID:

Transaction ID:

Exchange Rate:

CAN\*:

Selected:

Date of Deposit\*:

Comments: \*\*

**Foreign Currency Information**

Voucher Type: Foreign Currency Check

Currency Code: FRENCH FRANC

Foreign Currency Amount: 400.00

Quote ID: fr-1-1-209401002 2:am 1:3925

Client Order ID: 500001127

Execution ID: fr-3-21-150999007

Exchange Rate: 0.1700

CAN\*:

Date of Deposit\*:

Comments: \*\*

Foreign Currency Deposit

- Enter the deposit information and click **Next**. The *Step 2 of 2: Review Information for Deposit Confirmation* page displays.

#### US Currency Deposits (both cash and check)

- 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**



### 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.
- The **Date of Deposit** must **not** be more than **5 business days** in the future to avoid a lengthy processing time and minimize the creation of offset and replacement vouchers. You will get an error message if the **Date of Deposit** exceeds 5 business days from the **Voucher Date**.
- **CashLink** account is required for commercial financial institution deposits.

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

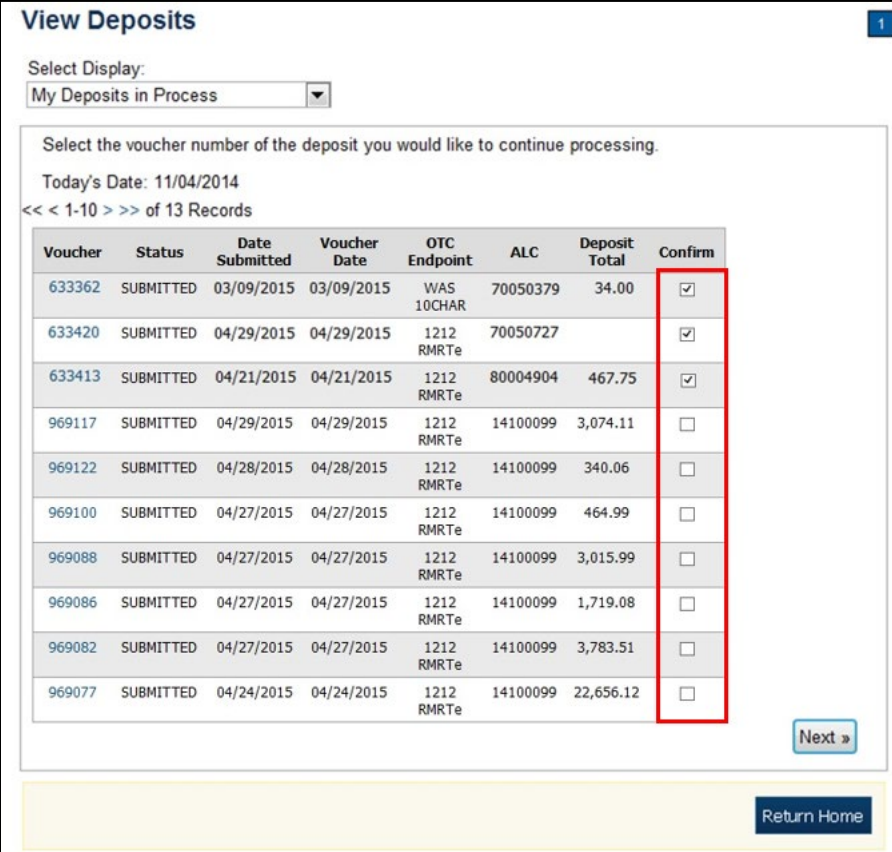
- Click **Adjust** to adjust a deposit.
  - Click **Cancel** to return to the OTCnet Home Page. No data is saved.
  - Click **Confirm** to confirm a deposit.
  - Click **Edit** to return to the previous page.
  - Click **View Voucher** Event Log to view the history of the deposit voucher.
  - Click **Next**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



**View Deposits**

Select Display:  
My Deposits in Process

Select the voucher number of the deposit you would like to continue processing.

Today's Date: 11/04/2014  
<< < 1-10 > >> of 13 Records

Voucher	Status	Date Submitted	Voucher Date	OTC Endpoint	ALC	Deposit Total	Confirm
633362	SUBMITTED	03/09/2015	03/09/2015	WAS 10CHAR	70050379	34.00	<input checked="" type="checkbox"/>
633420	SUBMITTED	04/29/2015	04/29/2015	1212 RMRTe	70050727		<input checked="" type="checkbox"/>
633413	SUBMITTED	04/21/2015	04/21/2015	1212 RMRTe	80004904	467.75	<input checked="" type="checkbox"/>
969117	SUBMITTED	04/29/2015	04/29/2015	1212 RMRTe	14100099	3,074.11	<input type="checkbox"/>
969122	SUBMITTED	04/28/2015	04/28/2015	1212 RMRTe	14100099	340.06	<input type="checkbox"/>
969100	SUBMITTED	04/27/2015	04/27/2015	1212 RMRTe	14100099	464.99	<input type="checkbox"/>
969088	SUBMITTED	04/27/2015	04/27/2015	1212 RMRTe	14100099	3,015.99	<input type="checkbox"/>
969086	SUBMITTED	04/27/2015	04/27/2015	1212 RMRTe	14100099	1,719.08	<input type="checkbox"/>
969082	SUBMITTED	04/27/2015	04/27/2015	1212 RMRTe	14100099	3,783.51	<input type="checkbox"/>
969077	SUBMITTED	04/24/2015	04/24/2015	1212 RMRTe	14100099	22,656.12	<input type="checkbox"/>

Next »

Return Home



### Application Tip

Depending on your user role, the **My Deposits in Process** page displays your current deposits. If you only have the **Viewer** role, the **My Deposits in Process** does not display any 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.



Figure 5. Step 1 of 2: Confirm Deposits for Multiple Deposits

**Group Deposit Ticket Confirmation**

Step 1 of 2: Confirm Deposits

Today's Date: 04/28/2015

US Currency Deposits

Voucher	Voucher Date	ALC	Deposit Total	Deposit Date Copy Down / UnCopy Down	CAN/ACCT Key Copy Down / UnCopy Down	Remove
633362	03/09/2015	70050379	\$34.00		Select	<input type="checkbox"/>

Foreign Currency CASH and CHECK Deposits

Voucher	Voucher Date	ALC	Foreign Currency Amount / Type	Deposit Total (USE)	Deposit Date Copy Down / UnCopy Down	CAN/ACCT Key Copy Down / UnCopy Down	Remove
633413	04/21/2015	80004904	500.00 - EUR	\$467.75		Select	<input type="checkbox"/>
633420	04/28/2015	70050727	1,000.00 - OTHER	\$		Select	<input type="checkbox"/>
			Exchange Rate				

Note: \* Deposits where deposit date is not equal to voucher date must be confirmed individual via The Voucher Selection.

Previous Cancel Next Update

**US Currency Deposits** (checks and cash):

- Select the **Date of Deposit**
- 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 be greater than or equal to the **Voucher Date**.
- To use the same date for all deposits listed, click the **Copy Down** hyperlink in the **Date of Deposit** column.
- The **Date of Deposit** must not be more than **5 business days** in the future to avoid a lengthy processing time and minimize the creation of offset and replacement vouchers. You will get an error message if the **Date of Deposit** exceeds 5 business days from the **Voucher Date**.
- **CashLink** account is required for commercial financial institution deposits.
- 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**.

6. Click **Next**. The *Step 2 of 2: Review Information for Deposit Confirmation* page displays.
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 2 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

Deposit Information	
Voucher Type:	Foreign Currency Check
Voucher #:	632443
Voucher Date:	01/09/2015
Fiscal Year:	
OTC Endpoint:	Headquarters ALC
ALC:	15180001
Status:	SUBMITTED
Submitted Date / Time:	01/09/2015 10:43:06 AM ET
Submitted by:	otcnqe15
Deposit Total (USE):	68.00

Foreign Currency Information	
Currency Code:	FRENCH FRANC
Foreign Currency Amount:	400.00
Quote ID:	te-1-1-209481002-2:sm-1:3975
Client Order ID:	500801127
Execution ID:	te-3-21-150999807
Exchange Rate:	0.1700

Financial Institution Information	
Financial Institution Name And Address:	Bank of America, Concord, CA
RTN:	111000012
DDA:	3752216107

Agency Information	
Agency Name:	Department of Justice
Agency Use (Block 6):	
Alternate Agency Contact:	
Receipts Processed Date:	From: To:

Subtotals by Accounting Code	
Agency Accounting Code	Amount
153220	\$ 68.00

Navigation buttons: < Previous, **Reject**, Confirm, View Voucher Event Log, Print Deposit Ticket

4. Click **Reject**. The *Step 1 of 2: Define Information for Deposit Rejection* displays.



### Application Tip

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

5. Enter **Comments** describing the reason you are rejecting the deposit, as shown in Figure 7.

**Figure 7. Enter Rejection Comments**

**Reject Deposit** 1 2 3

**Step 1 of 2: Define Information for Deposit Rejection**

Please provide the reason why you are rejecting this deposit.  
\* Denotes required fields.

**Deposit Information**

Voucher Type:	Foreign Currency Cash
Voucher #:	953528
Voucher Date:	06/15/2012
Deposit Total (USE):	898.70
RTN:	041000014
DDA:	041000014

Comments: \*

« Previous Cancel **Next »**

6. Click **Next**. The *Step 2 of 2: Review Information for Deposit Rejection* page displays.



### 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 3 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**

**View Submitted Deposit**  
 Review the details below and click **Reject**, **Adjust**, or **Confirm** to process the submitted deposit.

Deposit Information	
Voucher Type:	Foreign Currency Cash
Voucher #:	968120
Voucher Date:	07/30/2014
Fiscal Year:	2014
OTC Endpoint:	Lower Level 1
ALC:	00002099
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:	500021
Branch ID:	CENTRAL
Transaction ID:	001746379
Exchange Rate:	0.8293

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

Subtotals by Accounting Code	
TAS/Accounting Codes	Amount
1212	\$ 82.93

[<< Previous](#)
[Reject](#)
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[Confirm](#)
[View Voucher Event Log](#)



**Application Tip**

Depending on your user role, the **My Deposits in Process** page displays your current deposits. If you only have the **Viewer** role, the **My Deposits in Process** does not display any deposits.

---

- 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.

---

- 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**.
- 

- 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.
- 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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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 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

### 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**



Figure 1. Define Returned Item Adjustment

**Create Returned Item Adjustment**

**Step 1 of 2: Define Returned Item Adjustment Information**

Enter the information to prepare the returned item adjustment.  
\* Denotes required fields.

**Adjustment Information**

Adjustment Type:\*  
Debit

ALC: \*  
Select

CAN/Acct Key: \*  
Select

RTN - DDA: \*  
Select

Date of Deposit: \*  
[Date Picker]

Voucher Date: \*  
[Date Picker]

**Optional: Provide original deposit information.**

Original Deposit Date:  
[Date Picker]

Original Voucher #:  
[Text Box]

Amount of Returned Item: \*  
\$ [Text Box]

Reason for Returned Item: \*  
Select

Returned Item(s) Count:  
[Text Box]

OTC Endpoint:  
Select

Adjustment Comments:  
[Text Area]

(required if reason is "other")

Cancel Next »



### Application Tip

- The **CCWU** is for FRB deposits only.
- **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.
-

## Create a Returned Item Adjustment for Foreign Check Item

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

Deposit Processing Administration Reports

Search Deposits Search Adjustments View Deposits Create Returned Item Adjustment

Location: Home » Deposit Processing » Create Returned Item Adjustment » Foreign Check Item

### Create Returned Item Adjustment

#### Step 1 of 2: Define Returned Item Adjustment Information

Enter the information to prepare the returned item adjustment.  
\* Denotes required fields.

**Adjustment Information**

Adjustment Type:\*  
Debit

ALC:\*  
Select

CAN/Acct Key:\*  
Select

RTN - DDA:\*  
Select

Date of Deposit:\*  
[Date Picker]

Voucher Date:\*  
[Date Picker]

Foreign Currency Amount:\*  
[Text Box]

**Optional: Provide original deposit information.**

Original Deposit Date:  
[Date Picker]

Original Voucher #:  
[Text Box]

Currency Code:\*  
Select

Exchange rate:\*  
[Text Box]

Amount of Returned Item (USE):\*  
\$ [Text Box]

Reason for Returned Item:\*  
Select

Returned Item(s) Count:  
1

OTC Endpoint:  
Select

Adjustment Comments:  
[Text Area]

(required if reason is "other")

Cancel Next >

3. Verify the information is correct and click **Submit**. Click **Edit** to make changes to the information entered.
4. 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.

## 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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OTCnet Participant User Guide

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Glossary

Select 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, select 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 1 for search criteria fields.

**Table 1. Search Criteria Fields**

Search Criteria Groupings	Search Criteria Fields
Search Conditions	<ul style="list-style-type: none"> <li>• Organization</li> <li>• OTC Endpoint</li> <li>• ALC</li> <li>• Adjustment Category</li> <li>• Voucher Number</li> <li>• Adjustment Type</li> <li>• Prepared By</li> <li>• Adjustment Reason</li> </ul>
Voucher Date	<ul style="list-style-type: none"> <li>• Date Range</li> </ul>
Adjustment Amount	<ul style="list-style-type: none"> <li>• Total Range</li> </ul>
Deposit Date	<ul style="list-style-type: none"> <li>• Date Range</li> </ul>
Original Deposit Date	<ul style="list-style-type: none"> <li>• Date Range</li> </ul>
Financial Institution Information	<ul style="list-style-type: none"> <li>• Routing Number</li> <li>• Demand Deposit Account</li> <li>• CA\$HLINK II Account Number</li> <li>• FRB Account Key</li> <li>• FRB Cost Center Work Unit</li> </ul>

## 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 select the **Voucher Number** for the adjustment that you need to view.

## Search and View an Adjustment

To search for and view an adjustment, complete the following steps:

1. Select **Deposit Processing**, select **Search Adjustments**. The *Search Adjustments* page appears.
2. Enter the search criteria and select **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**

The screenshot displays the 'Search Adjustments' page with two main sections for search criteria. On the left, there are three sections: 'Adjustment Amount' with 'From:' and 'To:' text boxes; 'Deposit Date' with 'From:' and 'To:' text boxes and calendar icons; and 'Original Deposit Date' with 'From:' and 'To:' text boxes and calendar icons. On the right, there is a section titled 'Financial Institution Information' with a dropdown arrow. Below this title are five text boxes labeled 'RTN:', 'DDA:', 'CAN:', 'FRB Account Key:', and 'FRB CCWU:'. At the bottom right of the form are three buttons: 'Cancel', 'Clear', and 'Search'.



### 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 **Scheduled Reports** menu.

---

3. The *Search Results* table appears. Select 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**.

---



### Application Tip

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

---



### Additional Buttons

- Select **Previous** to return to the previous page.
  - Select **Return Home** to return to the OTCnet Home Page.
  - Select **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, select **Download** as shown in Figure 2. The *Download Deposits* page appears.

**Figure 2. Download Button**

Click the voucher number of the adjustment you would like to view additional details.

Download Search Results? **Download**

<< < 1-2 >> of 2 Records

Voucher # >	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount>
003073	07/31/2014	07/31/2014	StpPayment	00002099	R	D	\$500.00
003072	07/30/2014	07/30/2014	AcctClosed	00002099	R	D	\$100.00

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. Select **Submit**. The File Download dialog box appears.
5. Select **Open** or **Save**.



### Application Tips

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



### Additional Button

Select **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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OTCnet Participant User Guide



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## Glossary

Select this [link](#) to access the full OTCnet Glossary.

## Overview, Topics, and Audience

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### 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 Scheduled 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 User Role
- Types of Reports
- Viewing Reports
- Viewing a Financial Institution

### 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 **Scheduled 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 1: Types of Reports and Purpose**

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

\*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 of 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
- Scheduled Reports

**Table 2: Business Reports by Federal Program Agency User Roles**

Business Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Adjustment Activity (FI)							
Adjustments By OTC Endpoint	•	•			•		
Daily Voucher Report			•	•			
Deposit Activity (FI)							
Deposits By Accounting Code	•	•			•		
Deposits By OTC Endpoint	•	•			•		
Deposit History By Status (FPA)	•	•			•		
Non-Reporting OTC Endpoint	•	•	•	•	•		
Processing Options by Agency EP			•	•			

**Table 3: Business Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles**

Business Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Adjustment Activity (FI)	•		•			
Adjustments By OTC Endpoint						
Daily Voucher Report						
Deposit Activity (FI)	•		•			
Deposits By Accounting Code						
Deposits By OTC Endpoint						
Deposit History By Status (FPA)						
Non-Reporting OTC Endpoint						
Processing Options by Agency EP						

**Table 4: Security Reports by Federal Program Agency User Roles**

Security Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Primary Access Groups without a PLSA							
Users by Access Group (FI)							
Users by Access Group (FPA)						•	•
Users by Role (FI)							
Users by Role (FPA)						•	•
User Information						•	•

**Table 5: Security Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles**

Security Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Primary Access Groups without a PLSA						
Users by Access Group (FI)					•	•
Users by Access Group (FPA)						
Users by Role (FI)					•	•
Users by Role (FPA)						
User Information					•	•

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

Admin. Reports/ Misc.	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
View CIR File Status*							
View Vouchers Complete	•	•			•		
View Voucher Event Log	•	•			•		
View Voucher Event Detail	•	•			•		
View Vouchers In Progress	•	•			•		
View Voucher Event Log	•	•			•		
View Voucher Event Detail	•	•			•		
Change Current State							
Acknowledge Error Resolution							

\* 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**

Admin. Reports/ Misc.	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
View CIR File Status	•	•	•	•		
View Vouchers Complete	•	•	•	•		
View Voucher Event Log	•	•	•	•		
View Voucher Event Detail	•	•	•	•		
View Vouchers In Progress	•	•	•	•		
View Voucher Event Log	•	•	•	•		
View Voucher Event Detail	•	•	•	•		
Change Current State						
Acknowledge Error Resolution	•	•				

**Table 8: Scheduled Reports by Federal Program Agency User Roles**

Scheduled Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Deposit Historical Report	•	•			•		
Adjustment Historical Report	•	•			•		

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

Scheduled Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Deposit Historical Report	•	•	•	•		
Adjustment Historical Report	•	•	•	•		

## Topic 3 Types of Reports

There are four primary report categories within OTCnet:

1. Business Reports
2. Security Reports
3. Administration Reports
4. Scheduled 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**

Business Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Adjustment Activity (FI)	•		•			
Adjustments By OTC Endpoint						
Daily Voucher Report						
Deposit Activity (FI)	•		•			
Deposits By Accounting Code						
Deposits By OTC Endpoint						
Deposit History By Status (FPA)						
Non-Reporting OTC Endpoint						
Processing Options by Agency EP						

**Table 11: Security Reports by Federal Program Agency User Roles**

Security Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Primary Access Groups without a PLSA							
Users by Access Group (FI)							
Users by Access Group (FPA)						•	•
Users by Role (FI)							
Users by Role (FPA)						•	•
User Information						•	•



**Table 12: Security Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles**

Security Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Primary Access Groups without a PLSA							
Users by Access Group (FI)						•	•
Users by Access Group (FPA)							
Users by Role (FI)						•	•
Users by Role (FPA)							
User Information						•	•

**Table 13: Administration Reports by Federal Program Agency User Roles**

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

**Table 14: Business Reports**

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

## 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**

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

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

Admin. Reports/ Misc.	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
View CIR File Status	•	•	•	•		
View Vouchers Complete	•	•	•	•		
View Voucher Event Log	•	•	•	•		
View Voucher Event Detail	•	•	•	•		
View Vouchers In Progress	•	•	•	•		
View Voucher Event Log	•	•	•	•		
View Voucher Event Detail	•	•	•	•		
Change Current State						
Acknowledge Error Resolution	•	•				

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

**Table 17: Security Reports**

Security Report	Purpose of Security Report
Users by Access Group (FI)	Allows you to view users by Financial Institution.
Users by Access Group (FPA)	Allows you to view users by OTC Endpoint.
User Information	Allows that you to view a user's contact information.
Users by Role (FI)	Allows you to view users by role for your Financial Institution.
Users by Role (FPA)	Allows you to view users by role for your OTC Endpoint.

## 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 18: Administration Reports.

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

**Table 18: Administration Reports**

Administration Report	Purpose of Administration Report
View CIR File Status	The status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.
View Vouchers Completed	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.
View Vouchers in Progress	Allows you to view the status of deposit and adjustment vouchers in progress.

## Scheduled Reports

As a **Financial Institution Viewer**, you have access to the reports listed in Table 14.

**Table 19: Deposit Processing Historical Report**

Deposit Processing Historical Report	Purpose of Report
Deposit Historical Report	Allows you to view scheduled deposit transaction data.
Adjustment Historical Report	Allows you to view scheduled deposit adjustment and returned item adjustment transaction data.

## 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., **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.

### ***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, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, select **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.

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



### Application Tips

- Select **Yes** to generate a report that contains data for the selected OTC Endpoint and the lower-level OTC Endpoints.
- Select **No** to generate a report that contains data only for the selected OTC Endpoint.



4. Select 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

Adjustment Activity (FI)

Export as  
PDF Download Print PDF Report

1 / 16 62.5% Collaborate Sign Find

SENSITIVE BUT UNCLASSIFIED  
Adjustment Activity (FI)  
Generated: 06/02/2016 11:30:57 AM EDT  
Selected Adjustment Type: ALL  
Selected OTC Endpoint: Temp3  
Selected Deposit Date Range: 03/02/2015 - 06/02/2016

Voucher #	Adjustment Type	Voucher Date	ALC	Deposit Date	Create Date	CAN	CLS Trace #	Original Deposit #	Voucher Amount
RTN: 000000400									
DDA #: 000000032									
960217	Credit	05/21/2015	88000001	05/21/2015	05/24/2016	001035		959178	\$301.00
960217	Credit	06/01/2015	88000001	07/10/2015	005147			960217	\$67.75
960217	Credit	06/01/2015	88000001	07/10/2015	005147			960217	\$5.00

Over the Counter Channel Application (OTCnet)

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### 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**
  - Select **Download**
- Or
- Select **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 are archived to the archive database, according to the Fiscal Service data retention policy. These transactions are viewable through the *Scheduled Reports* page (**Home>Reports>Scheduled Reports**).

---



### Additional Button

Select **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, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, select **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
  - Select **Yes** or **No** for **Report With Children**



### Application Tips

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

4. Select an OTC Endpoint to initiate the report. The *Adjustments by OTC Endpoint* preview appears as shown in Figure 22.

Figure 22: Adjustments by OTC Endpoint Parameters Page

**Adjustments by OTC Endpoint**

Export as: PDF Download Print PDF Report

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Adjustments by OTC Endpoint

Generated: 06/02/2016 13:23:42 PM EDT

Selected Adjustment Type: ALL

Selected Deposit OTC Endpoint: Test Hierarchy

Selected Deposit Date Range: 01/01/2015 - 06/01/2016

Channel/Institution	Adjusted Date	Deposit Date	Journal Date	Voucher #	Adjustment Amount
Highest Level: Test Hierarchy					
Level 1: Test Hierarchy Level 1					
Level 2: Test Hierarchy Level 2					
ALC: 7888379					
<b>Adjustment Type: Credit</b>					
Bank of America	12/16/2015	12/16/2015	12/16/2015	801783	\$127.00
Bank of America	09/24/2015	12/16/2015	12/16/2015	801121	\$272.00
Bank of America	12/23/2015	12/16/2015	12/16/2015	801773	\$119.00
Bank of America	12/21/2015	12/21/2015	12/21/2015	801662	\$12.00
Bank of America	12/21/2015	12/21/2015	12/21/2015	801662	\$23.00
Bank of America	12/21/2015	12/21/2015	12/21/2015	801662	\$13.00
Total:					\$629.00
<b>Adjustment Type: Debit</b>					
Bank of America	12/04/2015	06/15/2015	06/15/2015	801226	(\$100.00)
Bank of America	12/15/2015	12/15/2015	12/15/2015	801669	(\$20.00)
Bank of America	12/21/2015	12/16/2015	12/16/2015	801669	(\$20.00)
Bank of America	12/21/2015	12/16/2015	12/16/2015	801669	(\$5.00)
Total:					(\$145.00)
Total:					\$484.00

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### 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**
- Select **Download**
  - Or
- Select **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 *Scheduled Reports* page (**Home>Reports>Scheduled Reports**).

---



### Additional Button

Select **Previous** to return to the previous page.

---

## View Business Reports: Daily Voucher Report

To view a daily voucher report, complete the following steps:

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, select **Daily Voucher Report**. The *Daily Voucher Report* page appears as shown in Figure 2.

Figure 3: Daily Voucher Report Page

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. Select **Submit**. The *File Download* dialog box appears.
5. Select **Open**, **Save**, or **Cancel**.



### Additional Buttons

- Select **Open**—the content of the file displays.
- Select **Save**—choose the location where you want to save the file.
- Select **Cancel**—the content does not display.

## View Business Reports: Deposit Activity (FI)

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

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, select **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 #**
  - Select **Yes** or **No** for **Report With Children**

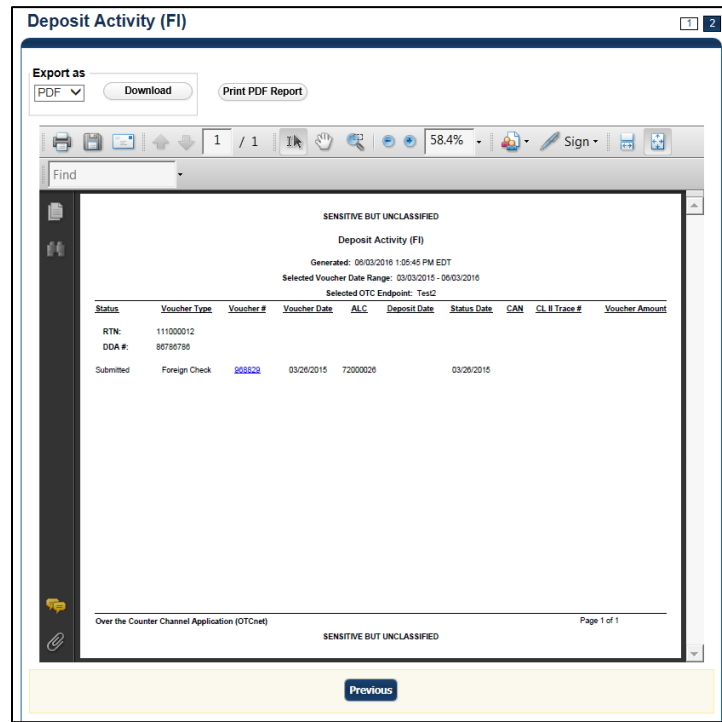


### Application Tips

- Select **Yes** for **Report With Children** to generate a report that contains data for the selected OTC Endpoint and all lower-level OTC Endpoints.
  - Select **No** for **Report With Children** to generate a report that contains data only for the selected OTC Endpoint.
-

4. Select an OTC Endpoint to initiate the report. The *Deposit Activity (FI)* preview page appears as shown in Figure 3.

**Figure 4: 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
- Select **Download**
- Or
- Select **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 *Scheduled Reports* page (**Home>Reports>Scheduled 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

Select **Previous** to return to the previous page.

---



## View Business Reports: Deposits by Accounting Code

To view a deposit by accounting code report, complete the following steps:

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, select **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
  - Select **Yes** or **No** for **Report With Children**



## Application Tips

- The date range for Voucher Date cannot exceed 15 months.
- Select **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.
- Select **No** for **Report With Children** to generate a report that contains data only for the selected OTC Endpoint.

4. Select 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**

[illegible]



### 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**
- Select **Download**

Or

- Select **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 Scheduled *Reports* page (**Home>Reports>Scheduled 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

Select **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, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, select **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
  - Select **Yes** or **No** for **Report With Children**



### Application Tips

- The date range for **Voucher Date** cannot exceed 15 months.
- Select **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.
- Select **No** for **Report With Children** to generate a report that contains data only for the selected OTC Endpoint.

4. Select 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**

**Deposits by OTC Endpoint**

Export as: PDF Download Print PDF Report

SENSITIVE BUT UNCLASSIFIED  
Deposits by OTC Endpoint  
Generated: 06/09/2016 09:10:20 AM EDT  
Selected OTC Endpoint: Atlanta  
Selected Voucher Date Range: 03/09/2015 - 06/09/2016

Status	Date	Voucher Date	Voucher#	Voucher Type	Deposit Amount
TTHL: Training Team Highest Level Submission Processing Cam : Atlanta Campus Service center : Atlanta ALC: 20090700					
Status Code: AWAP	03/27/2015	03/27/2015	968837	Foreign Check	
	04/03/2015	04/03/2015	968924	Foreign Check	\$740.61
				Total:	\$740.61
Status Code: DRAFT	03/27/2015	03/27/2015	968848	Foreign Check	
				Total:	null

Previous



### 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**
  - Select **Download**
- Or
- Select **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 *Scheduled Reports* page (**Home>Reports>Scheduled 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

Select **Previous** to return to the previous page.

---

## View Business Reports: Deposit History by Status

To view a deposit history by status report, complete the following steps:

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, select **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
  - Select **Yes** or **No** for **Report With Children**



### Application Tips

- Select **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.
- Select **No** for **Report With Children** to generate a report that contains data only for the selected OTC Endpoint.

4. Select 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

**Deposit History by Status**

Export as: PDF Download Print PDF Report

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Deposit History by Status

Generated: 05/07/2019 10:41:10 AM EDT

Selected OTC Endpoint: Test Hierarchy

Selected Status: ALL

Selected Status Date Range: 12/01/2018 - 05/07/2019

Voucher Type	Status	Voucher Date	Voucher #	Deposit Amount
<b>ALC 10010001</b>				
Status Code: Swelling Approval				
Test Hierarchy: Level 1				
Submission Processing Cam: Atlanta Submission Processing Campus				
Service center: Atlanta Service Center				
Foreign Check	05/07/2019	05/07/2019	000001	\$0.00
Foreign Check	04/03/2019	04/03/2019	000002	\$140.01
Service center: Atlanta Service Center Total:				\$140.01
Submission Processing Cam: Atlanta Submission Processing Campus Total:				\$140.01
Test Hierarchy: Level 1 Total:				\$140.01
ALC 10010001 Total:				\$140.01
<b>ALC 10010002</b>				
Test Hierarchy: Level 2				
Submission Processing Cam: Andrews Submission Processing Campus				
Service center: Andrews Service Center				
Foreign Check	12/04/2018	12/04/2018	000001	\$15,811.00
Service center: Andrews Service Center Total:				\$15,811.00
Submission Processing Cam: Andrews Submission Processing Campus Total:				\$15,811.00
Test Hierarchy: Level 2 Total:				\$15,811.00
ALC 10010002 Total:				\$15,811.00
Over the Counter Channel Application (OTCCh)				



### 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**
  - Select **Download**
- Or
- Select **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 *Scheduled Reports* page (**Home>Reports>Scheduled 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

Select **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, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, select **Non-Reporting OTC Endpoints**. The *Non-Reporting OTC Endpoints* parameters page appears.
3. Enter your search criteria.
  - Enter the **From:** and **To:** Deposit Date range
  - Select **Yes** or **No** for **Report With Children**

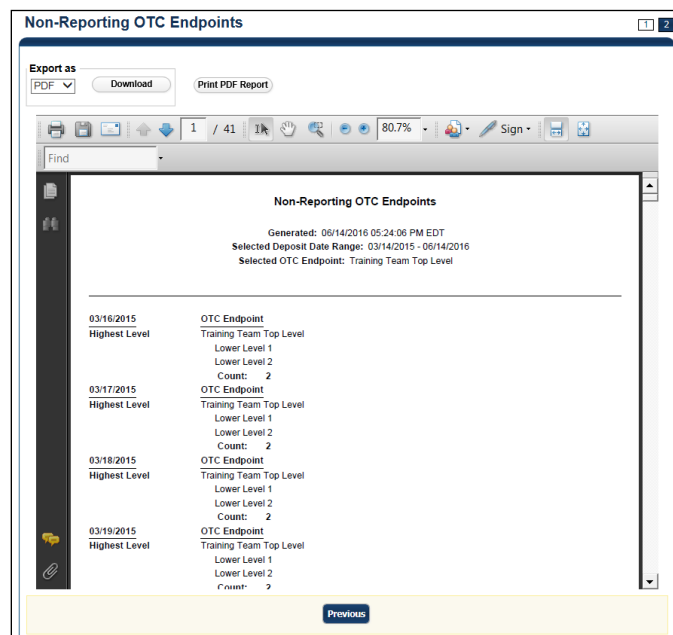


### Application Tips

- The date range for **Deposit Date** cannot exceed 15 months.
- Select **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.
- Select **No for Report With Children** to generate a report that contains data only for the selected OTC Endpoint.

4. Select 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

- Select **Download**
- Or
- Select **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

Select **Previous** to return to the previous page.

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## View Business Reports: Processing Options by OTC Endpoints

To view processing options by OTC Endpoints report, complete the following steps:

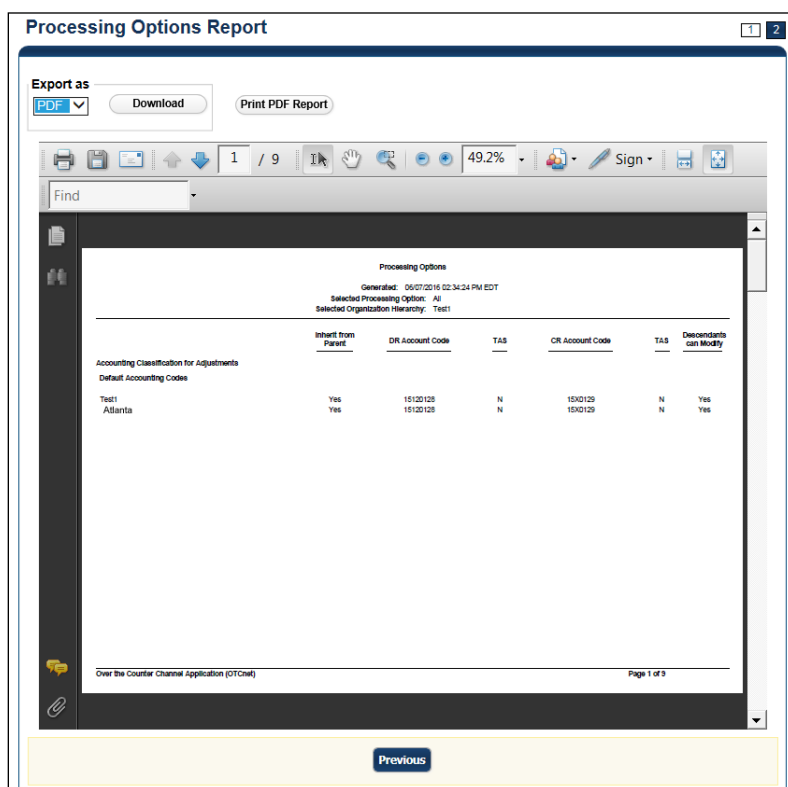
1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, select **Processing Options by OTC Endpoints**. The *Processing Options by OTC Endpoint* parameters page appears.
3. Enter you search criteria.
  - Enter the **Processing Option**, *required*
  - Select **Yes** or **No** for **Report With Children**



### Application Tips

- For **Report With Children**, select **Yes** to generate a report that contains data for the selected OTC Endpoint as well as all of the lower-level OTC Endpoints.
  - For **Report With Children**, select **No** to generate a report that contains data only for the selected OTC Endpoint.
  - **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. Select 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**
- Select **Download**

Or

- Select **Print PDF Report**



### Additional Button

Select **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, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Security Reports**, select **Users by Access Group (FI)**. The *Users by Access Group (FI)* parameters page appears. Enter your search criteria.
  - Select **Yes** or **No** for **Report With Children**



### Application Tips

- Select **Yes** to generate a report that contains data for the selected FIs and all lower level FIs.
- Select **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**

CONTROLLED UNCLASSIFIED INFORMATION				
Users By Access Groups (FI)				
Generated: 06/27/2024 01:24:08 PM EDT				
OTCnet Role	OTCnet Status	User Name	User ID	E-Mail
<b>Access Group:</b> 111_A_Org_Bank_1				
<b>RTNs:</b> 122235384				
Deposit Confirmer, FI Viewer	Active	BoA Deposit-Confirmer	bdepos02	aa3@a.com
<b>Access Group:</b> Alaska USA Federal Credit Union				
<b>RTNs:</b>				
Deposit Confirmer	Active	NPSTHREE	nqaft02	automatedotcnetuser+nps8@gmail.com
<b>Access Group:</b> All Financial Institutions				
<b>RTNs:</b>				
Agency Onboarding & Support (AOS)	Active	Agency gsupport	agsup502	agency@gmail.com



### Application Tips

- For new users who have not logged into OTCnet yet, both the **User Name** and **User ID** values will be empty in the database and displayed as blank values on the 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.
- 

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

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

Or

- Select **Print PDF Report**



### Additional Button

Select **Previous** to return to the previous page.

---

## View Security Reports: Users by Access Group (FPA)

To view the Users by Access Group (FPA) report, complete the following steps:

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Security Reports**, select **Users by Access Group (FPA)**. The *Users by Access Group (FPA)* parameters page appears. Enter your search criteria.
  - a. Select **Yes** or **No** for **Report With Children**



### Application Tips

- Select **Yes** to generate a report that contains data for the selected OTC Endpoint as well as all of the lower-level Endpoints.
- Select **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**
- Select **Download**

Or

- Select **Print PDF Report**

**Figure 11: Users by Access Group (FPA) Preview Page**

CONTROLLED UNCLASSIFIED INFORMATION				
Users By Access Groups (FPA)				
Generated: 06/27/2024 01:40:43 PM EDT				
OTCnet Role	OTCnet Status	User Name	User ID	E-Mail
Access Group:	!&\$%)&&!			
Short Name:	!&\$%)&&!			
Agency PLSA	Active	VERONICA PERSINGERvpers163		automatedotcnetuser+9771@gmail.com



### Application Tips

- For new users who have not logged into OTCnet yet, both the **User Name** and **User ID** values will be empty in the database and displayed as blank values on the preview page.
  - 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.
- 



### Additional Button

Select **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, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Security Reports**, select **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. Select **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**
  - Select **Download**

Or

  - Select **Print PDF Report**

Figure 12: User Information Preview Page

**User Information**

Export as: **PDF** | Download | Print PDF Report

1 / 1 | 66.3% | Sign

Find

**Controlled Unclassified Information**  
**User Information**  
 Generated : 06/07/2016 03:08:01 PM EDT

User ID :	otogef10
user Name :	otonet tongeF/PLSA
User Phone Number :	1212121212
E-Mail :	automatedotonetuser+1212@gmail.com
OTCNET Status :	Active

<b>OTCNET Role</b>	<b>Access Group</b>
Agency PLSA	TTH
Agency PLSA	TTTH

**Assigned Organizations :**

- Lower Level 1
- Lower Level 2
- Lower Level 3
- Lower Level 4
- Lower Level 5

**Employer :** Department of Testing and Training  
**Employer Address :** 123 Train Street, Train, DC 20220  
**Admin ID :** otogef44

[Previous](#)





### Application Tip

For new users who have not logged into OTCnet yet, the **User Name**, **User ID**, and **Phone Number** values will be empty in the database and displayed as blank values on the preview page.

---

## View Security Reports: Users by Role (FI)

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

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Security Reports**, select **User by Role (FI)**. The *Users by Role (FI)* parameters page appears.

Enter your search criteria.

- Select a user **Role**.
- Select **Yes** or **No** for **Report With Children**.



### Application Tips

- For **Report with Children**, select **Yes** to generate a report that contains data for the selected FIs and all lower level FIs.
- For **Report with Children**, select **No** to generate a report that contains data only for the selected FI.
- **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. Select a Financial Institution to initiate the report. The *Users by Role (FI)* preview page appears as shown in Figure 13.
4. Under **Export as**, you have the following options:
  - Select **PDF**, **Excel** or **Word format**
  - Select **Download**

Or

  - Select **Print PDF Report**

Figure 13: Users by Role (FI) Preview Page

CONTROLLED UNCLASSIFIED INFORMATION					
Users by Role (FI)					
Generated: 06/27/2024 01:46:46 PM EDT					
Selected Role: All					
Selected Access Groups: All Financial Institutions					
OTCnet Status	User Name	User ID	Email	Phone Number	OTCnet Access Granted
<b>Role:</b> Agency Manager - The agency user in this role can view/download CIRA and view reports. <b>Access Group:</b> First Western Bank - Custer					
Active	FMSD 3954	f3954001	create.test.users+1234656@gmail.com		02/14/23 07:20 PM
Active	FMSD 3955	f3955001	create.test.users+1234657@gmail.com		02/14/23 07:20 PM



### Application Tip

For new users who have not logged into OTCnet yet, both the **User Name** and **User ID** values will be empty in the database and displayed as blank values on the preview page.



### Additional Button

Select **Previous** to return to the previous page.

## View Security Reports: Users by Role (FPA)

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

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Security Reports**, select **User by Role (FPA)**. The *Users by Role (FPA)* parameters page appears.

Enter your search criteria.

- Select a user **Role**.
- Select **Yes** or **No** for **Report With Children**



### Application Tips

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

3. Select 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**
  - Select **Download**

Or

  - Select **Print PDF Report**

Figure 14: Users by Role (FPA) Preview Page

CONTROLLED UNCLASSIFIED INFORMATION					
Users By Role (FPA)					
Generated: 06/27/2024 01:57:00 PM EDT					
Selected Role: All					
Selected Access Groups: )\$)\$*%#^					
OTCnet Status	User Name	User ID	E-Mail	Phone Number	Otcnet Access Granted
Role:	Federal Program Agency Primary Local Security Administrator				
Access Group:	!&\$%)&&!				
Description:	)\$)\$*%#^				
Active	VERONICA PERSINGER	vpers163	automatedotcnetuser+9771@gmail.com		05/16/2024



### Application Tips

- For new users who have not logged into OTCnet yet, both the **User Name** and **User ID** values will be empty in the database and displayed as blank values on the preview page.
  - 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

Select **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: CIR File Status

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

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Administration Reports**, select **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. Select the **Schedule** button under *Schedule Reports* as shown in Figure 15 to schedule an asynchronous report.
4. The system displays a message to inform the user that their request has been submitted.

**Figure 15: View CIR File and Schedule Report**

Location: Home > Reports > Deposit Processing Reports

**View CIR File Status**

Your report request has been successfully received.

Transmission(s) Not Processed:

Click on the Transmission ID to view the transmission details or processing errors. [Refresh](#)

Transmission ID	Status	Create Timestamp	Transmit Timestamp	Acknowledge Timestamp	CASHLINK Type	CASHLINK Acknowledge Timestamp	Schedule Reports
OTCNETTGA2023-10-12T17:18:330030	TRS-CREATED	10/12/2023 05:18:33 PM ET			CLIT		<a href="#">Schedule</a>
OTCNETTGA2023-10-12T17:11:520029	TRS-CREATED	10/12/2023 05:11:52 PM ET			CLIT		<a href="#">Schedule</a>
OTCNETTGA2023-10-12T17:01:070028	TRS-CREATED	10/12/2023 05:01:07 PM ET			CLIT		<a href="#">Schedule</a>

5. To view the report and its sub-reports on the screen, under the **Transmission(s) Not Processed** section, select a **Transmission ID** of the CIR transmission details you must view.

Or

Under the **All Transmission(s)** section, select 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.

6. The *View CIR Transmission Status* preview page appears.

Under Export as, you have the following options:

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

Or

- Print PDF Report

7. For further debit or adjustment voucher details, select the **Voucher #** hyperlink. The *Deposit or Adjustment Voucher Detail* report appears.

8. Select **Open**, **Save** or **Cancel**.

9. The *DepositVoucherDetail\_XXX.pdf* or *AdjustmentVoucherDetail\_ XXXX.pdf* report appears as shown in Figure 16.

**Figure 16: Adjustment-Voucher Detail PDF**

AdjustmentVoucherDetail\_969178-06242016\_104958.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

1 / 1 96.5% Find

**SENSITIVE BUT UNCLASSIFIED**

**Adjustment-Voucher Detail**

Generated: 06/24/2016 10:49:58 AM EDT

Voucher #:	969178
Adjustment Type:	Credit
Voucher Date:	05/21/2015
ALC:	10000001
Deposit Date:	05/21/2015
CAN:	001035
Voucher Amount:	\$301.00
Original Deposit Date:	
Original Deposit #:	969178
Organization Name:	Training Lower Level 1
OTC Endpoint Short Name:	TLL 1
OTC Endpoint Description:	Training Lower Level 1
Financial Institution:	Bank of America
RTN:	021867400
DDA:	081000032
Created On:	05/24/2016 4:54:40 PM EDT
Created By:	otcnqe26
CLII Extract On:	06/06/2016 2:31:35 PM EDT
Sent To CLII On:	06/06/2016 2:34:08 PM EDT
Acknowledged By CLII On:	
CL II Trace #:	
Voucher Status History:	
VoucherConfirmed	05/24/2016 4:54:40 PM EDT
VoucherToTRSCreated	06/06/2016 2:31:36 PM EDT
VoucherToTRSSent	06/06/2016 2:34:08 PM EDT



### Additional Buttons

- Select **Open** the PDF is displayed.
- Select **Save** choose the location where to save the file.
- Select **Cancel** to return to the *View CIR File Status* preview page.
- Select **Previous** to return to the previous page.

## View Administration Reports: Vouchers Completed

To view a voucher's completed report, complete the following steps:

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Administration Reports**, select **View Vouchers Completed**. The *View Vouchers Completed* page appears.
3. Select the **Voucher #** hyperlink. The *Voucher Event Log* page appears as shown in Figure 17.

Figure 17: View Voucher Event Log Page

### View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

**Voucher Information**

Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1

**Voucher Event Log**

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
VoucherCreated	08/05/2014 01:38:50 PM ET		Comment



### 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. Select 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

Select a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears as shown in Figure 18.

**Figure 18: Voucher Event Details Report Output**

Voucher Event Details	
Following are the voucher event details associated with the voucher event selected.	
Voucher Information	
Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	08/05/2014 01:38:50 PM ET
Voucher Event LoginID:	otcgef20
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1
Voucher Event Comments:	Created



### 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

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

## View Administration Reports: Vouchers in Progress

To view a voucher in progress report, complete the following steps:

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Administration Reports**, select **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. Select 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 19.

**Figure 19: In Progress View Voucher Event Log Page**

### View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

#### Voucher Information

Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1

#### Voucher Event Log

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
<a href="#">VoucherCreated</a>	08/05/2014 01:38:50 PM ET		Comment



### 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. Select 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

Select a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears as shown in Figure 20.

**Figure 20: In Progress Voucher Event Details Report Output**

Voucher Event Details	
Following are the voucher event details associated with the voucher event selected.	
Voucher Information	
Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	08/05/2014 01:38:50 PM ET
Voucher Event LoginID:	otcqe20
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1
Voucher Event Comments:	Created



### 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

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

## Scheduled Reports

**Scheduled Reports** are asynchronous reports that you can request in advance and review later. They include historical reports older than 18 months for check processing and 5 years for deposit processing.

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.

Scheduled 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 Scheduled reports.

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.

Scheduled 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 scheduled 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 scheduled 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.

### ***View Previously Generated Reports***

To view Previously Generated 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 scheduled 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.



## Deposit Historical Report

To generate a Deposit Historical Report, complete the following steps:

1. From the **Reports** tab, select **Scheduled Reports>Generate Scheduled Reports**.
2. Under **Deposit Processing Historical Reports**, select **Deposit Historical Report**. The *Deposit Historical Report* page appears as shown in Figure 21.

**Figure 21: Deposit Historical Report Criteria Page**

Welcome, VERONICA PERSINGER (otcnqe45)

Deposit Processing | Check Processing | Card Processing | Administration | Reports

Deposit Processing Reports | Check Processing Reports | Scheduled Reports

Location: Home>>Reports>>Scheduled Reports>>Generate Scheduled Reports

### Deposit Historical Report

Please note: 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.

\* Denotes required fields.

**Search Conditions**

Organization:

OTC Endpoint:

ALC:

Prepared by:

Voucher #:

Deposit Status:

Agency Use (Block 6): (starts with)

Deposit Type:

Voucher Date:



### 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 (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)**



### 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. Select **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

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

5. Once the request is submitted, navigate to **Previously Generated Reports (Reports tab>Scheduled Reports>View Previously Generated Reports)** and download the report in CSV format by selecting the **CSV** icon in the **Download** column for the report.

## Adjustment Historical Report

To generate an Adjustment Historical Report, complete the following steps:

1. From the **Reports** tab, select **Scheduled Reports** and select **Generate Scheduled Reports**.
2. From the **Deposit Processing Historical Reports** section of the page, select **Adjustment Historical Report**. The *Adjustment Historical Report* page appears as shown in Figure 22.

Figure 22: Adjustment Historical Report Criteria Page

Location: Home>>Reports>>Scheduled Reports>>Generate Scheduled Reports

### Adjustment Historical Report

Please enter Adjustment Historical Report search criteria.

Please note: Adjustments associated to Deposits with a voucher date older and/or Returned item adjustments with an Adjustment 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.

\* Denotes required fields.

**Search Conditions**

Organization:  
Select

OTC Endpoint:  
Select

ALC:  
Text

Adjustment Category:  
Select

Voucher #:  
Text

Adjustment Type:  
Select

Prepared by:  
Text



### Application Tip

The **Adjustment 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



### 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 (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)**



### 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. Select **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

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

5. Once the request has been submitted, navigate to **Previously Generated Reports** (**Reports** tab>**Scheduled Reports**>**View Previously Generated Reports**) and download the report in CSV format by selecting the CSV icon in the **Download** column for the report.

## View Previously Generated Reports

To view Previously Generated Reports, complete the following steps:

1. From the **Reports** tab, select **Scheduled Reports** and then select **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 23. The page lists reports that were requested within the last 7 days.
3. Select the **CSV icon** in the Download column to view your desired report. The report opens as a csv file.

**Figure 23: View Previously Generated Reports**

Location: Home>>Reports> **Scheduled Reports** > View Previously Generated Reports

### View Previously Generated Reports

Please select one of the reports to download.

Report Type	Submitted Time	Search Criteria Parameters	Status	Download
CIR File Status Report	07/19/2024 09:11:08 AM ET		COMPLETED	
CIR File Status Report	07/19/2024 04:12:20 AM ET		SUBMITTED	
CIR File Status Report	07/18/2024 04:17:13 AM ET		ERROR	



### 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.

4. The *File Download* dialog box appears. Select **Open**, **Save**, or **Cancel**.



### Additional Buttons

- Select **Open** and the content of the file displays.
  - Select **Save to** and choose the location where you want to save the file.
  - Select **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 24 and Figure 25 below.

**Figure 24: View FRB Detail**

View Financial Institution	
Institute Information	
Name	Bank of America
City	Concord
State / Province	CA
Country	US
Institution Type	Commercial
Accepts Foreign Check Deposits	Yes
Accepts Foreign Cash Deposits	Yes
System To System Interface Participant	Yes
Short Name	BOA
Processes Foreign Check Deposits	Yes
Processes Foreign Cash Deposits	Yes
Routing Transit Numbers:	

**Figure 25: View Financial Institution Detail**

View Financial Institution	
Institute Information	
Name	Bank of America
City	Concord
State / Province	CA
Country	US
Institution Type	Commercial
Accepts Foreign Check Deposits	Yes
Accepts Foreign Cash Deposits	Yes
System To System Interface Participant	Yes
Short Name	BOA
Processes Foreign Check Deposits	Yes
Processes Foreign Cash Deposits	Yes
Routing Transit Numbers:	
RTN	Status
021867400	Active
032861194	Active
051241164	Active
071837215	Active
085887400	Active
111000012	Active



### 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

Select **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 scheduled reports
- How to view, generate, and download reports



## **Chapter 10. Viewing Deposits**

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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 1. Deposit Status**

Deposit Status	Description
Draft	A deposit that is saved for modification at a later date by a Deposit Preparer
Awaiting Approval	A deposit that is waiting for deposit confirmation by a Deposit Approver
Submitted	A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer
Confirmed	A deposit that has been reviewed and confirmed by a financial institution (FI) or federal reserve bank (FRB)
Rejected	A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit

### 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 CASHLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CASHLINK 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

**View Deposits**

Select Display:  
My Deposits in Process

Select the voucher number of the deposit you would like to continue processing.

Today's Date: 11/04/2014  
<< < 1-10 > >> of 13 Records

Voucher	Status	Date mitted	Voucher Date	OTC Endpoint	ALC	Deposit Total	Confirm
623077	DRAFT	21/2012	05/21/2012	37922	00000000	12,500.00	<input type="checkbox"/>
620949	DRAFT	09/2012	03/09/2012	37922	00000000	50.25	<input type="checkbox"/>
620928	DRAFT	09/2012	03/09/2012	37922	00000000	450.25	<input type="checkbox"/>
620482	SUBMITTED	16/2012	02/16/2012	37928	00000000	800.00	<input type="checkbox"/>
620481	SUBMITTED	02/16/2012	02/16/2012	37926	00000000	800.00	<input type="checkbox"/>
620480	SUBMITTED	02/16/2012	02/16/2012	37925	00000000	800.00	<input type="checkbox"/>
620478	SUBMITTED	02/16/2012	02/16/2012	37923	00000000	800.00	<input type="checkbox"/>
620477	SUBMITTED	02/16/2012	02/16/2012	37922	00000000	700.00	<input type="checkbox"/>
600501	REJECTED	02/13/2012	02/13/2012	37928	00000000	100.00	<input type="checkbox"/>
600460	REJECTED	08/04/2011	08/04/2011	37928	00000000	1.00	<input type="checkbox"/>

Next »

Return Home



### 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.)
-

## 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

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## Glossary

Select this [link](#) to access the full OTCnet Glossary.

## Overview, Topics, and Audience

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### 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 request access for yourself in SailPoint IIQ
- How to log in to OTCnet
- 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. Requesting access for yourself in SailPoint IIQ
4. Logging in to OTCnet
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

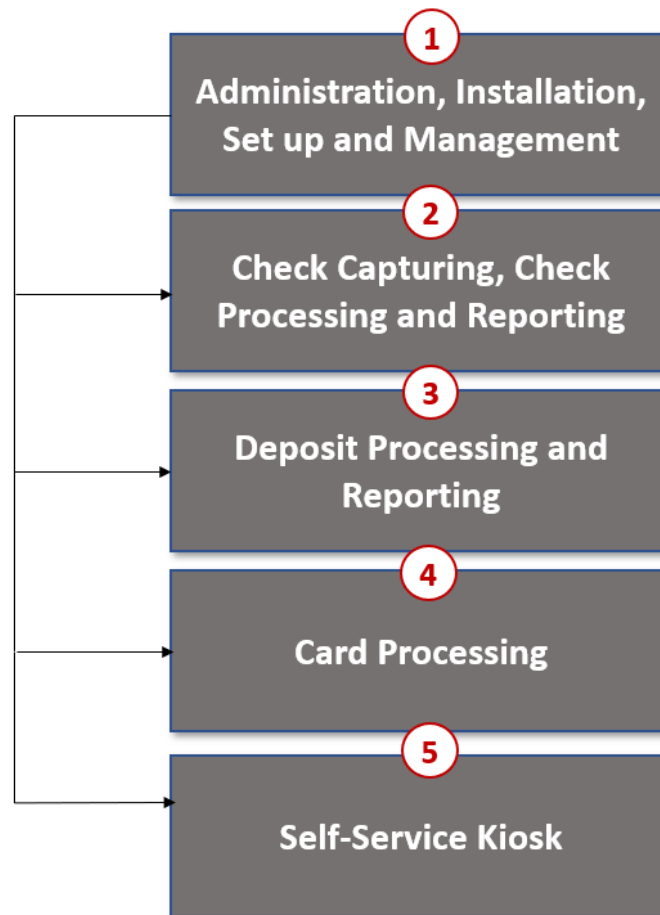
### OTCnet Elements

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.

Figure 1: OTCnet Elements



The functions of the five elements are:

- **Administration:** allows for those with administrative permissions to install, setup users, and manage OTCnet
- **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

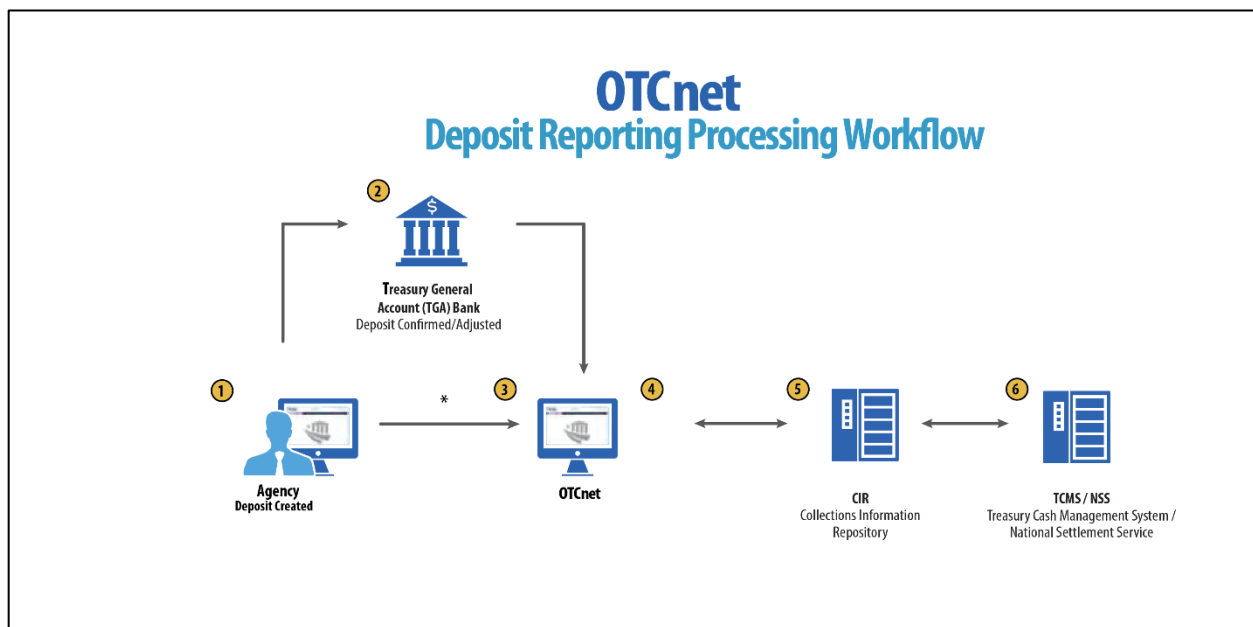
Deposit Processing electronically collects and automates US and Foreign funds which facilitates the classification of Treasury collections daily.

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

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 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**

Administration	Check Capture/ Check Processing and Reporting	Deposit Processing and Reporting	Card Processing
<b>Agency</b> <ul style="list-style-type: none"> <li>• Check Capture Supervisor</li> <li>• Check Capture Administrator</li> <li>• Accounting Specialist/ Local</li> <li>• Accounting Specialist</li> <li>• Card Administrator</li> </ul> <b>Financial Institution/ Federal Reserve</b> <ul style="list-style-type: none"> <li>• Primary Security Administrator</li> <li>• Local Security Administrator</li> </ul>	<b>Agency</b> <ul style="list-style-type: none"> <li>• Check Capture Operator</li> <li>• Check Capture Lead Operator</li> <li>• Check Capture Supervisor</li> <li>• Batch Approver*</li> <li>• Batch Uploader*</li> <li>• Master Verification Database (MVD) Editor</li> <li>• Master Verification Database (MVD) Viewer</li> </ul>	<b>Agency</b> <ul style="list-style-type: none"> <li>• Deposit Preparer</li> <li>• Deposit Approver</li> <li>• Viewer</li> </ul> <b>Financial Institution/ Federal Reserve</b> <ul style="list-style-type: none"> <li>• Deposit Confirmer</li> <li>• Viewer</li> </ul>	<b>Agency</b> <ul style="list-style-type: none"> <li>• Card Operator</li> </ul>

\*Batch Approver and Batch Uploader are sub-roles assigned to users with existing roles.

## Topic 2 Overview of OTCnet Participant User Guide Content

### 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.

The Participant User Guides offer a series of 32 functionality-related user guides with individual topics for Administration, Deposit Processing, Check Capture and Check Processing and Card Processing. Each OTCnet Participant User Guide topic includes step-by-step instructions with critical images for completing tasks.

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 2: Administration User Guides**

User Guides	Description
1. Introduction to OTCnet and Overview of OTCnet Participant User Guide Content	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.
2. Accessing and Navigating OTCnet	In this user guide, you will learn how to log in, establish security settings and how to use the OTCnet Main Page.
3. Managing Users	In this user guide, you will learn how to assist with creating an identity for a user and requesting an HLO and role access for them in SailPoint IIQ and OTCnet.



User Guides	Description
4. Managing Your Agency's Hierarchy, Accounting Codes, and Processing Options	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.
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 3: Deposit Processing User Guides**

User Guides	Description
1. Introduction to OTCnet and Overview of OTCnet Participant User Guide Content	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.
2. Accessing and Navigating OTCnet	In this user guide, you will learn how to log in, establish security settings and how to use the OTCnet Main Page.
3. Creating and Modifying Deposits	In this user guide, you will learn how to create and modify deposits.

User Guides	Description
4. Searching for Deposits	In this user guide, you will learn how to search for and download deposits.
5. Approving Deposits or Returning Deposits to Draft	In this user guide, you will learn how to approve deposits or return deposits to draft.
6. Confirming, Rejecting or Adjusting Deposits	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.
7. Managing Adjustments	In this user guide, you will learn how to create a returned item adjustment for US Currency and Foreign Check Items.
8. Searching Adjustments	In this user guide, you will learn how to search and download adjustments.
9. Viewing Reports	In this user guide, you will learn how to view and pull administrative and business reports.
10. Viewing Deposits	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.

## Topic 3 Requesting Access for Yourself in SailPoint IIQ

---

Following the transition to Common Approach to Identity Assurance (CAIA), SailPoint IdentityIQ (IIQ) environment will be used to manage the identities and provisioning of new users.

CAIA is a solution consisting of a common federation platform by which users would be able to register, proof, and authenticate their identity via one or more selected credential service providers to access Fiscal Service programs.

Prospective OTCnet users can create identities through **Personal Identity Verification Cards (PIV)** or **Common Access Cards (CAC)**, or **ID.me**.

- Government agency users and contractors with **PIV/CAC** linked to their OTCnet accounts will have their identities transitioned seamlessly into CAIA.
- Non-government users without **PIV/CAC** cards will not be able to automatically transition their identities once the move to CAIA has been made. These users will need to use **ID.me** to create new user identities.

While completing your self-registration in SailPoint IIQ, as a prospective OTCnet user, you can select your desired role(s) and high-level org(s) based on instructions from your security administrator(s).

### Self-Register/Create an Account in SailPoint IIQ

You can self-register in SailPoint IIQ/create an account using **PIV/CAC** or **ID.me**.

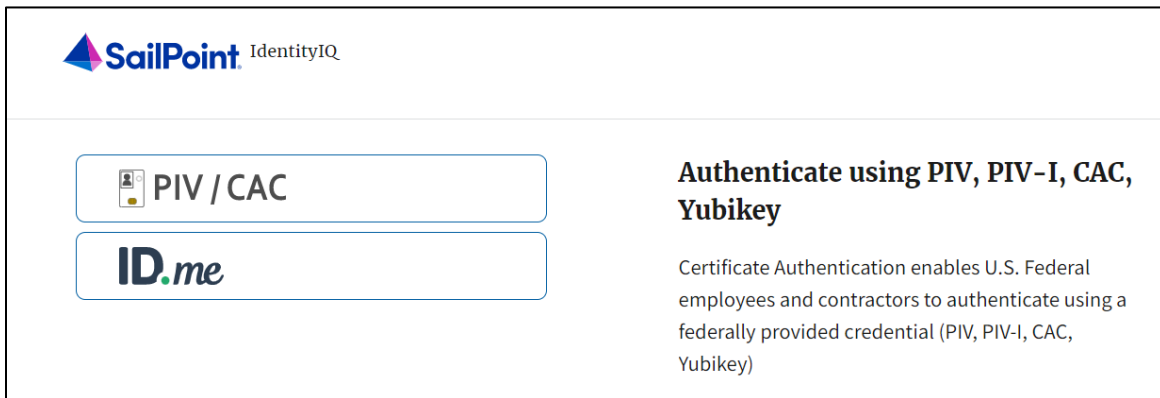
Follow the on-screen instructions to sign in with an existing account or create an account. If prompted, follow the on-screen instructions to verify your identity. After completing all steps, you should see the SailPoint IIQ home page.

## Self-Register/Create an Account in SailPoint IIQ

To self-register in SailPoint IIQ, navigate to the SailPoint IIQ environment at: <https://iiq.fiscal.treasury.gov/> and complete the following steps:

1. Log in using **PIV/CAC** or **ID.me**, as shown in Figure 3.

Figure 3. SailPoint IIQ Login Page



2. Follow the on-screen instructions to sign in with an existing account or create an account.
3. If prompted, follow the on-screen instructions to verify your identity.
4. After completing all steps, you should see the SailPoint IIQ home page.



### Application Tip

New OTCnet users including those with **PIV/CAC** access should go through SailPoint IIQ to do the self-registration to create an account and request role(s) and high-level org(s) before logging to OTCnet. Once their high-level access is approved in SailPoint IIQ, they can proceed to login to OTCnet.

## Request Access for Yourself in SailPoint IIQ

If you need application entitlement, sign into SailPoint IIQ and request the specific access you need (self-request). Then the application approvers will receive a notification that there is an access request available to review. Once approved, you will be able to refresh your browser and successfully sign into the OTCnet application.

To request access for yourself, log into SailPoint IIQ and navigate to **Manage My Access**. Make sure **Add Access** is selected. In the search field, enter part or all of the **HLO/role** name you want to request. Select the **HLO/role** by selecting the **checkmark** to the left of the **HLO/role** name. Then select **Next**. On the **Review and Submit** screen, verify the requested **HLO/role(s)** are correct and select the **Submit** button.

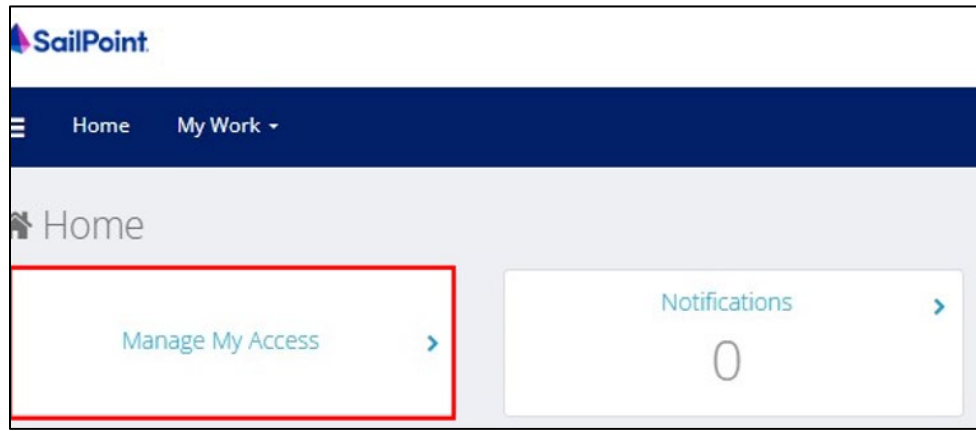
A confirmation message will appear. SailPoint IIQ will automatically notify the necessary approvers to review the request. Once approved, your PLSA/LSA can create your identity in OTCnet and assign endpoints and roles for you. You will receive an autogenerated email when your user account is created in OTCnet.

## Request Access for Yourself in SailPoint IIQ

To request access for yourself in SailPoint IIQ, complete the following steps:

1. From the **Home** screen of SailPoint, navigate to **Manage My Access** through the **Manage MyAccess** button as shown in Figure 4.

Figure 4. SailPoint Home Page with Manage My Access Button



2. On the **Manage My Access** screen, ensure that **Add Access** tab is selected as shown in Figure 5.



### Application Tips

Search for the specific **HLO** name (e.g., Alaska USA Federal Credit Union) and user **role** (e.g., Check Capture Operator). If the HLO or user role's name is not known, type **HLO/Role** in the search field.

3. Search for an **HLO**. Select an **HLO** by selecting the **checkmark** to the left of the **HLO's** name.
4. Continue on the same screen to search for a user role. Select a **role** by selecting the **checkmark** to the left of the **role's** name. Then select **Next**.



### Application Tips

- Multiple **HLOs** and **roles** can be selected.
- All roles selected in SailPoint IIQ will be validated (and edited as needed) in OTCnet by the designated **PLSA/LSA**.

Figure 5. Add Access Screen

The screenshot shows the 'Add Access' screen in the SailPoint interface. At the top, there are two tabs: '1 Manage My Access' and '2 Review and Submit'. The 'Add Access' button is highlighted with a red box. Below it, there is a search bar for 'Role'. A list of roles is displayed, with the first three roles highlighted by red boxes: 'OTCnet-Role-Accounting Specialist', 'OTCnet-Role-Agency LSA', and 'OTCnet-Role-Agency Manager'. The 'Submit' button at the bottom right is also highlighted with a red box.

5. On the **Review and Submit** screen, verify the requested **HLOs** and **role(s)** are correct. Select the **voice bubble** to the right of the **HLO** or **role** to add any comments.
6. Select the **Submit** button at the bottom when finished, as shown in Figure 6.

Figure 6. Review and Submit Screen

The screenshot shows the 'Review and Submit' screen in the SailPoint interface. The 'Add Access' button is highlighted with a red box. Below it, there is a list of roles with checkboxes and 'Details' links. The roles listed are 'OTCnet-Role-Army AirForce Exchange Site', 'OTCnet-Role-Customs and Border Protection', 'OTCnet-Role-Agency LSA', and 'OTCnet-Role-Agency Manager'. The 'Submit' button at the bottom right is highlighted with a red box.

7. A confirmation message will appear. SailPoint IIQ will automatically notify the necessary approvers to review the request. Once approved, your PLSA/LSA can create your identity in OTCnet and assign endpoints and roles for you.



### Application Tips

- You will receive an autogenerated email when your user account is created in OTCnet.
  - Then you can access the OTCnet application.
-



## Topic 4 Log in to OTCnet Online

---

To log in to Fiscal Service Single Sign On (OTCnet Online), from the OTCnet Online login screen, use your **PIV/CAC** credentials, if you are a government user or contractor or **ID.me**, if you are a non-government user.

If you are a government employee or contractor who has a **PIV/CAC** card, you must link it to your BFS SSO account.

If you are a non-government user who creates an account through **ID.me**, you will specify your email address. ID.me is a private single sign-on provider that meets the government's online identity proofing and authentication requirements.

Accounts registered by users for CAIA authentication are not application-specific, the same account credentials can be used on other sites or applications that are linked to CAIA. For example, Social Security Administration, Internal Revenue Service, Department of Veterans Affairs, and other government agencies accept **ID.me** credentials for logging in.

### Log in to OTCnet Online

To log in to OTCnet Online, visit <https://otcnet.for.fiscal.treasury.gov> and log in with the following options: **PIV/CAC** or **ID.me**. Select the option that suits you best and follow the on-screen instructions to verify your identity or create an account in SailPoint IIQ.

Once you log in to OTCnet, you will be able to access functionality for one or more of the following:

- Administration
- Deposit Processing and Reporting
- Check Capture
- Check Processing
- Card Processing

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.

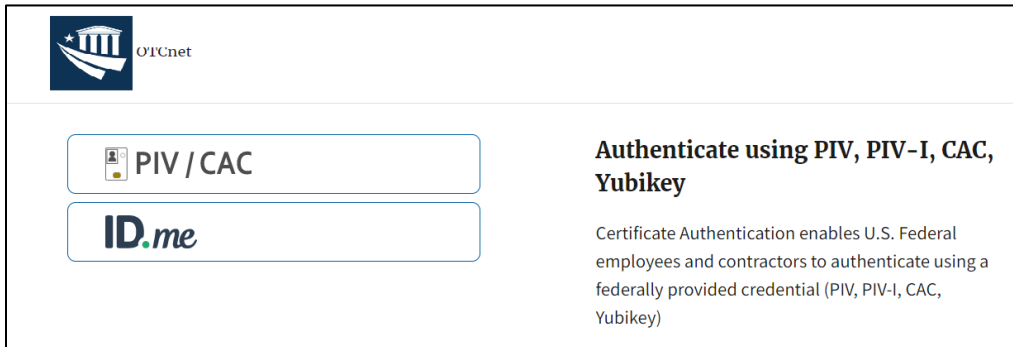
When a **new first-time OTCnet agency end-user** has been fully provisioned with roles and endpoints, and also when they log into OTCnet, they will receive an autogenerated email **'Welcome to OTCnet!'** that includes a list of resources to learn how to use OTCnet as well as important contact information to get acclimated to everything that OTCnet has to offer.

## Log in to OTCnet Online

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

1. Access <https://otcnet.for.fiscal.treasury.gov>. A page is presented which displays the following log in options: **PIV/CAC** and **ID.me**, as shown in Figure 7.

Figure 7. OTCnet Log In Screen



2. Select the option that best represents your status and follow the on-screen instructions to verify your identity or create an account in SailPoint IIQ.



### Application Tip

#### PIV/CAC (Government Users/Contractors)

- Select the **PIV/CAC** button.
- If prompted, select your certificate, and enter your pin.
- If prompted, follow the on-screen instructions to verify your email address

The first time a **PIV/CAC** certificate is used to authenticate, the email verification process is initiated.

- A web page is displayed prompting you to submit your **email address** that will be associated with your certificate. A **verification code** is sent to the email address specified.
- A web page is displayed to allow you to input the verification code from the email.



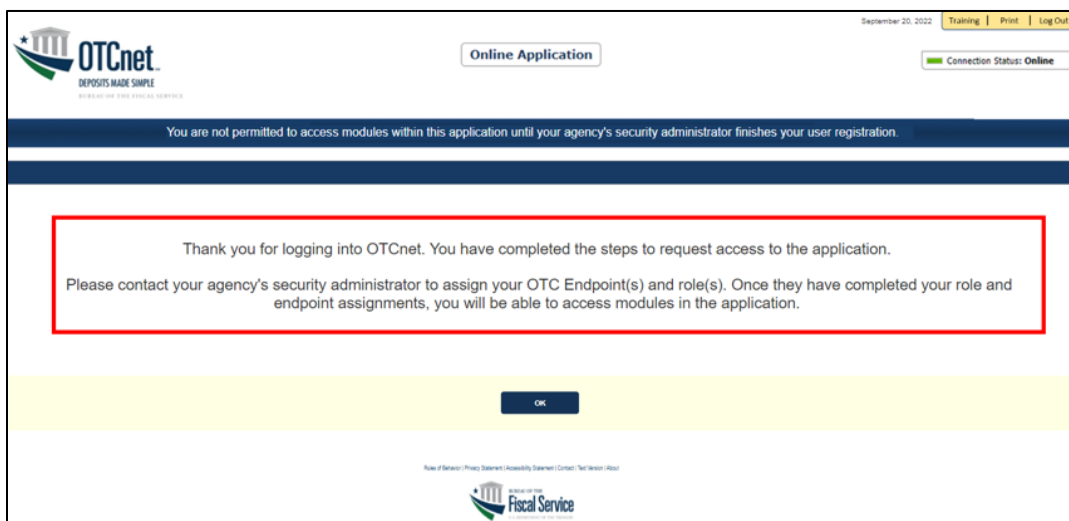
## Application Tip

### ID.me for Non-Government Users

- Select the **ID.me** button.
- Follow the on-screen instructions to sign in with an existing account or create an account.
- If prompted, follow the on-screen instructions to verify your identity.

3. When you log in to OTCnet Online for first time you may be alerted that you are not permitted to access the application until your agency's security administrator completes your user provisioning in OTCnet as shown in Figure 8.
4. Once your agency's security administrator has imported your user identity to OTCnet, and assigned endpoints and roles for you, you will be able to access the application.

**Figure 8. First Time Log In Screen**



5. To completely log out, close your browser. You will need to reauthenticate next time you login to OTCnet.



### Application Tips

- Ensure that you login to OTCnet **at least once every 120 days** (or four months). Your user account will be disabled after 120 consecutive days of inactivity. To restore your account, contact the **Customer Support Team** to begin the process.
- 



### Application Tip

As a **Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, Check Capture Operator, Card Operator or Card Administrator**, when logging in to OTCnet Online and using Microsoft Edge or Google Chrome, the OTCnet splash screen does not appear.

---

## 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.

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

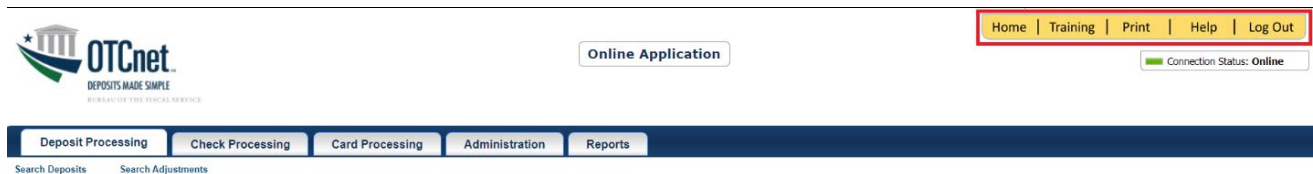
To access the OTCnet Main Menu, log in with your **PIV/CAC** or **ID.me** credentials with the following url, <https://otcnet.for.fiscal.treasury.gov>. Table 4 provides a list of the Main Menu options available to you. They are accessible on the upper right corner of the OTCnet application.

**Table 4. Main Menu Link Descriptions**

Link	Description
Home	Allows a user to return to the OTCnet home page.
Training	Allows a user to access the Web-Based Training (WBT) and other corresponding training materials.
Print	Allows a user to print the page.
Help	Allows a user to access help for the page they are on.
Log Out	Allows a user to log out of OTCnet.

The Main Menu is shown in Figure 9. The links are accessible on the upper right side of the OTCnet home page.

**Figure 9. 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 Microsoft Edge and Google Chrome users, the message overlay automatically presents 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 10. It is recommended that you read the messages, close the message overlay, and continue viewing the OTCnet homepage.

Figure 10. OTCnet Homepage Message Overlay

**OTCnet News and Announcements**

**OTCnet Release 4.10 Deployed Successfully**  
Please be advised today's maintenance in the OTCnet system has concluded and the OTCnet Online application is now on Release 4.10. You may now log into OTCnet Online. If you have any questions, please contact OTC Customer Support at 1-866-945-7920 or FiscalService.OTCChannel@ctfi.com. Sincerely, Treasury OTC Support Center Toll free phone: 866-945-7920 DSN phone: 510-428-6824, Options 1, 3, 4 Email: FiscalService.OTCChannel@ctfi.com For the latest OTCnet news and updates, please visit our website: <https://www.fiscal.treasury.gov/otcnet/>

**Change to Check Processing ACR Requests**  
Effective June 1, 2024, users should email Check Processing ACR Requests to the Debit Gateway Team: [CLEV.ACR.Requests@cleve.frb.org](mailto:CLEV.ACR.Requests@cleve.frb.org). Please note, the ACR submission process for Deposit Processing will remain the same. Users should continue to email Deposit Processing ACR Requests to [FiscalService.OTCChannel@ctfi.com](mailto:FiscalService.OTCChannel@ctfi.com). If you have any questions or concerns, please contact the OTCnet Customer Support Team.

**TGA 25-by-25 Initiative**  
The U.S. Treasury is strongly recommending agencies to move away from collecting cash and checks and towards electronic solutions for collections. In mid-2024, OTCnet has plans to make the detailed breakdown of each deposit mandatory, and all agencies are encouraged to begin breaking down the denominations of their deposits prior to these changes to allow for a smoother transition. While you are working on transitioning to an electronic solution, please utilize Mobile or OTCnet Check Capture to electronically scan checks instead of depositing at a TGA bank.

**Training Resources**  
Access a comprehensive repository of training resources for every OTCnet task. See the [OTCnet Training site](#) to access the Web-Based Training modules, User Guides, Printable Job Aids, and videos.

**OTCnet System Requirements**  
To learn about the technical requirements needed to operate OTCnet Online and Offline, please see the latest [System Requirements Guide](#).

## OTCnet Support Contact Overlay

Users can contact the OTCnet Customer Service team by submitting a form through the **Customer Support** button on the OTCnet homepage. This feature helps to standardize and streamline the inquiries and requests made to Customer Service. Select the **Customer Support** button on the bottom of the OTCnet homepage. The **Treasury OTC Support Contact** overlay appears over the homepage as shown in Figure 11.

Figure 11: Treasury OTC Support Contact Form

**Treasury OTC Support Contact**

The Treasury OTC Support Center is available 24 hours a day, seven days a week.

**Treasury OTC Support Center**  
Telephone: 866-945-7920  
[FiscalService.OTCChannel@ctfi.com](mailto:FiscalService.OTCChannel@ctfi.com)

Please complete the form below:  
\*Denotes required fields:

First Name: VERONICA Last Name: PERSINGER  
Email: [automatedotcnetuser@33023990@gmail.com](mailto:automatedotcnetuser@33023990@gmail.com) OTCnet User ID: [otcnet11](#)

Please Select a Category:  
Select One

**Submit**

**WARNING WARNING WARNING**  
You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems which run on it are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

Rules of Behavior | Privacy Statement | Accessibility Statement | Contact | Text Version | About | **Customer Support**

Select the **Please Select a Category** dropdown. The following options appear:

- Batch Management
- Check Scan
- Deposit Processing
- OTCnet Local Bridge (OLB)
- User Management
- Other

After you make the selections, select the **Submit** button to submit the request.

## OTCnet Online Deposit Processing Tab Functionality

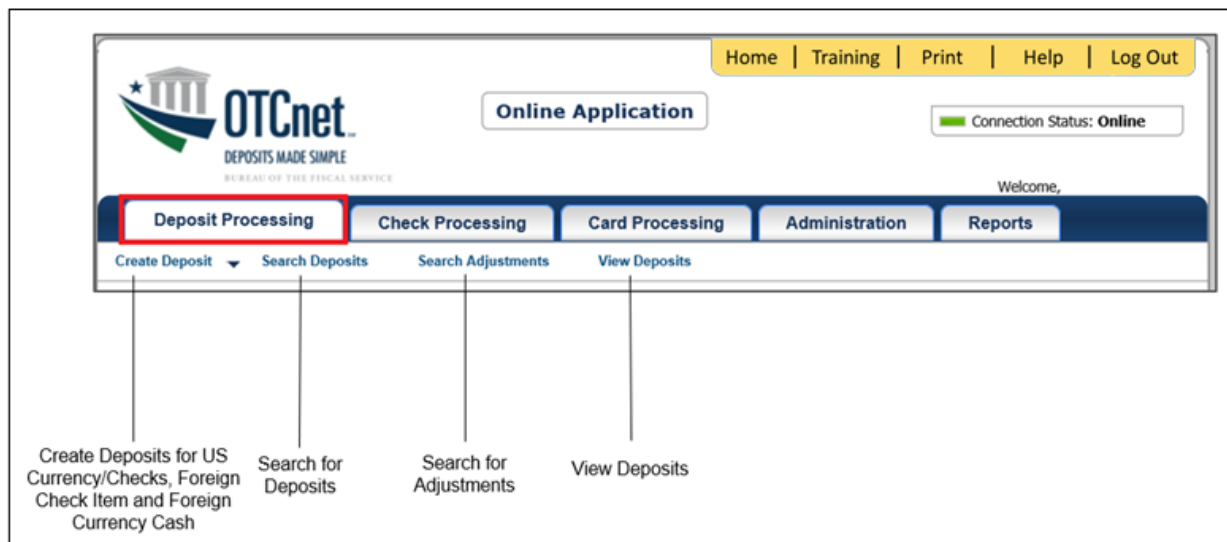
To access the OTCnet Deposit Processing functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 5 provides a list of the Deposit Processing functions that are available to you.

**Table 5. Deposit Processing Tab Descriptions**

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

The Deposit Processing tab, as shown in Figure 12, allows you to access Deposit Processing functionality, though depending on your user role, you may not see all functionality.

**Figure 12. Deposit Processing Tab**



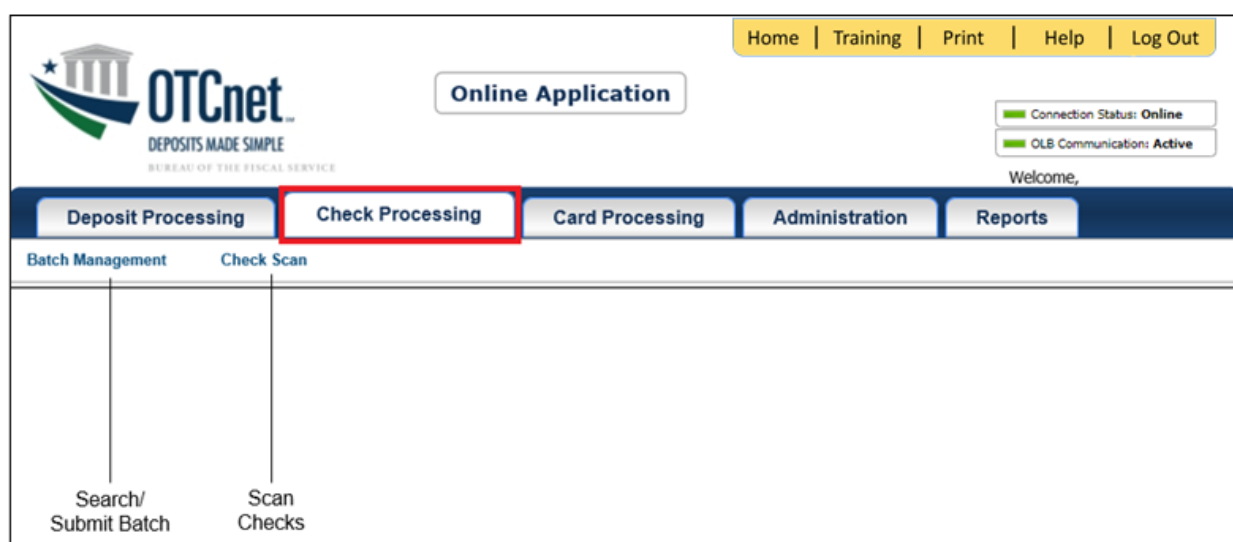
## OTCnet Online Check Processing Tab Functionality

To access the OTCnet Check Processing functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 6 provides a list of the Check Processing functions that are available to you.

**Table 6. Check Processing Tab Descriptions**

Function	Description
Manage Verification	Allows a user to search and/or create an MVD record.
CIRA Query	Allows a user to view and/or modify a CIRA record.
Batch Management	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.
Check Scan	Allows a user to scan checks.
Transmission History	Allows a user to view transmission history for batches that are uploaded from the offline check capture application.

The Check Processing tab is shown in Figure 13. Depending on your user role, you may not see all functionality shown in the image.

**Figure 13. Check Processing Tab**

## OTCnet Online Card Processing Tab Functionality

To access the OTCnet card processing functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 7 provides a list of the card processing functions that are available to you.

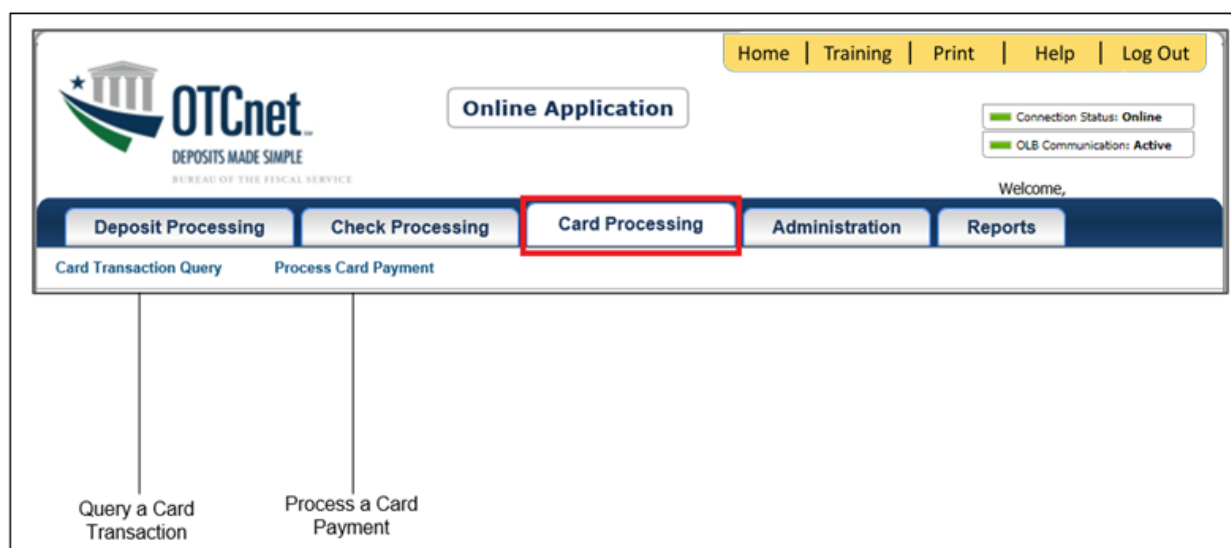
**Table 7. Card Processing Tab Descriptions**

Function	Description
Card Transaction Query	Allows a user to query a card transaction.
Process Card Payment	Allows a user to process a card payment.

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



Figure 14. Card Processing Tab



## OTCnet Online Administration Tab Functionality

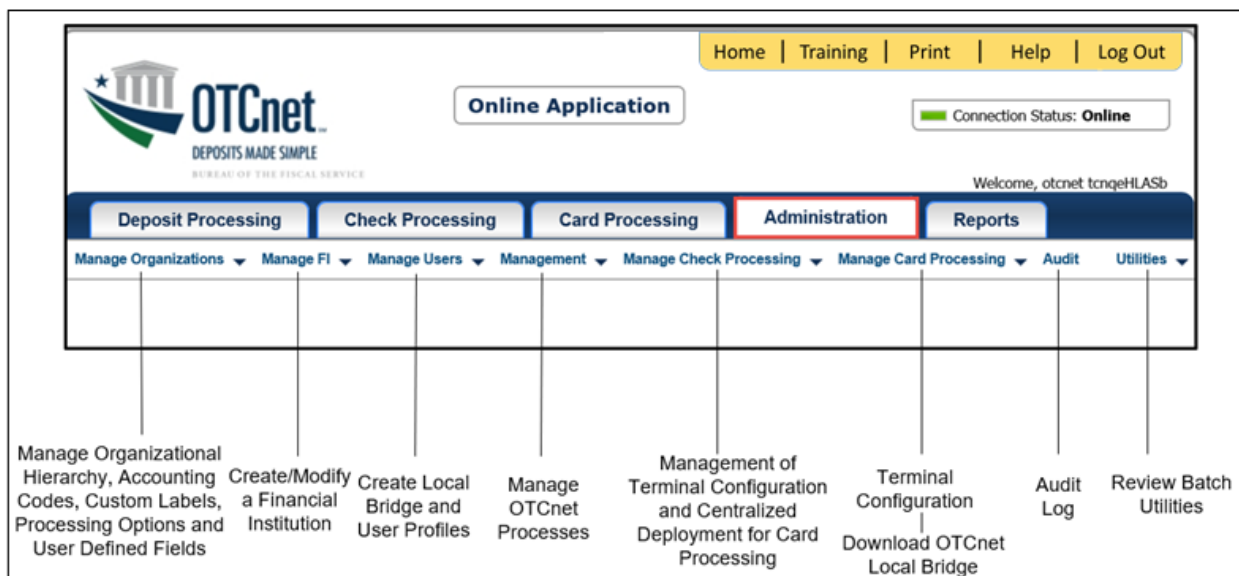
To access the OTCnet Administration functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 8 provides a list of the Administration functions that are available to you.

**Table 8. Administration Tab Descriptions**

Function	Description
Manage Organizations	Allows a user to manage Organization Hierarchy, Accounting Codes, Custom Labels, Processing Options, and User Defined Fields.
Manage FI	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.
Manage Users	Allows a user to manage OTCnet user accounts and profiles.
Management	Allows a user to manage OTCnet processes.
Manage Check Processing	Allows a user to manage terminal configuration and forms.
Manage Card Processing	Allows a user to manage terminal configuration.
Manage Centralized Deployment	Allows users access to the following: Release Configuration, Edit Release and Download Release.
Audit	Allows a user to review the audit log history.
Utilities	Allows a user to review batch utilities, including Batch Recreate and Batch Repair.

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

**Figure 15. Administration Tab**



## OTCnet Online Reports Tab Functionality

To access the OTCnet Reports functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 9 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 9. Reports Tab Descriptions**

Function	Description
Deposit Processing Reports	Allows a user to view and download Business, Security and Administration reports.
Check Processing Reports	Allows a user to access Check Processing reports.
Scheduled Reports	Allows a user to query and download scheduled and historical reports.

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

**Figure 16. 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 10.

**Table 10: Deposit Status**

Deposit Status	Description
Draft	A deposit that is saved for modification at a later date by a Deposit Preparer
Awaiting Approval	A deposit that is waiting for deposit confirmation by a Deposit Approver
Submitted	A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer
Confirmed	A deposit that has been reviewed and confirmed by a financial institution (FI) or federal reserve bank (FRB)
Rejected	A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit

### View a Deposit

To view a deposit, select **My Deposits in Process**, **Adjustments in Error**, **Deposits in Error**, or **Deposits Within My Organization**. Select 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 CASHLINK 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, select **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. Select the **Voucher Number** of the deposit you need to view as shown in Figure 17.

Figure 17: View Deposits Page

**View Deposits**

Select Display:  
My Deposits in Process

Select the voucher number of the deposit you would like to continue processing.

Today's Date: 11/04/2014  
<< < 1-10 > >> of 13 Records

Voucher	Status	Date mitted	Voucher Date	OTC Endpoint	ALC	Deposit Total	Confirm
623077	DRAFT	21/2012	05/21/2012	37922	00000000	12,500.00	<input type="checkbox"/>
620949	DRAFT	09/2012	03/09/2012	37922	00000000	50.25	<input type="checkbox"/>
620928	DRAFT	09/2012	03/09/2012	37922	00000000	450.25	<input type="checkbox"/>
620482	SUBMITTED	16/2012	02/16/2012	37928	00000000	800.00	<input type="checkbox"/>
620481	SUBMITTED	02/16/2012	02/16/2012	37926	00000000	800.00	<input type="checkbox"/>
620480	SUBMITTED	02/16/2012	02/16/2012	37925	00000000	800.00	<input type="checkbox"/>
620478	SUBMITTED	02/16/2012	02/16/2012	37923	00000000	800.00	<input type="checkbox"/>
620477	SUBMITTED	02/16/2012	02/16/2012	37922	00000000	700.00	<input type="checkbox"/>
600501	REJECTED	02/13/2012	02/13/2012	37928	00000000	100.00	<input type="checkbox"/>
600460	REJECTED	08/04/2011	08/04/2011	37928	00000000	1.00	<input type="checkbox"/>

Next »

Return Home



### 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, select the appropriate **Voucher Number**.
- The *View Confirmed Deposit* page appears. Under **Adjustment Information**, select the **Voucher Number** to view the deposit adjustment details.



## Additional Buttons

- Select **Cancel** to return to the OTCnet Home Page. No data is saved.
  - Select **Confirm** to confirm a deposit (Visible if a user has Deposit Confirmer privileges).
  - Select **Clear** to clear all data fields and reset to the default selections.
  - Select **Delete** to eliminate the deposit. (Visible if a user has Deposit Preparer privileges.)
  - Select **Print Deposit Ticket** to print a formatted deposit ticket.
  - Select **View Voucher Event Log** to view the history of the deposit voucher.
  - Select **Voucher Event State** to view voucher details.
  - Select **Next** to advance to the next page. (Visible only in My Deposits in Process view).
  - Select **Previous** to return to the previous page.
  - Select **Return Home** to return to the OTCnet Home Page.
  - Select **Reject** to reject a deposit (Visible if a user has Deposit Confirmer privileges.)
  - Select **Adjust** to adjust a deposit (Visible if a user has Deposit Confirmer privileges.)
  - Select **Save as Draft** to save the information without submitting the deposit. (Visible if a user has Deposit Preparer privileges.)
  - Select **Submit** to complete the process and display the Confirmation page. (Visible if a user has Deposit Approver privileges.)
  - Select **Update CAN/ACCT Key** to update the account number assigned to a deposit. (Visible if a user has Deposit Confirmer privileges.)
  - Select **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 11 for search criteria fields.

**Table 11: Search Criteria Fields**

Search Criteria Groupings	Search Criteria Fields
Search Conditions	<ul style="list-style-type: none"> <li>• Organization</li> <li>• OTC Endpoint</li> <li>• ALC</li> <li>• Prepared by</li> <li>• Voucher Number</li> <li>• Deposit Status</li> <li>• Agency Block 6</li> <li>• Deposit Type</li> </ul>
Voucher Date	<ul style="list-style-type: none"> <li>• From and To Date</li> </ul>
Deposit Date	<ul style="list-style-type: none"> <li>• From and To Date</li> </ul>
Deposit Total	<ul style="list-style-type: none"> <li>• From and To Total</li> </ul>
Financial Institution Information	<ul style="list-style-type: none"> <li>• Routing Transit Number</li> <li>• Demand Deposit Account</li> <li>• CA\$HLINK II Account Number</li> <li>• FRB Account Key</li> <li>• FRB Cost Center Work Unit</li> </ul>

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 12.

**Table 12: Search Results Deposit Statuses**

Draft	A deposit that is saved for modification at a later date by a Deposit Preparer
Awaiting Approval	A deposit that is waiting for deposit confirmation by a Deposit Approver
Submitted	A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer
Confirmed	A deposit that has been reviewed and confirmed by a Financial Institution or FRB
Rejected	A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit



## Search for a Deposit

To search for a deposit, complete the following steps:

1. From the **Deposit Processing** tab, select **Search Deposit**. The *Search Deposit* page appears.
2. Enter the search criteria for the deposit you would like to view and select **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 **Scheduled 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. Select the **Voucher Number** of the deposit whose details you would like to view as shown in Figure 18.

**Figure 18: Search Results Table**

Voucher ➤	Status➤	Date Submitted	Date Confirmed	Endpoint	ALC	Adj. Deposit ➤	Total
600362	DRAFT			PHI	20092800		\$200.00
600304	DRAFT			L2 FOCash	18000005		\$64.83
600302	DRAFT			PHI	20092800		\$1.00
600203	DRAFT			L2 FOCash	18000005		\$950.00
600202	DRAFT			L2 FOCash	18000005		\$4,500.00
600201	DRAFT			L2 FOCheck	00003020		\$950.00



### 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.
- Select **Download** to save the search deposit results as an XML or CSV file.



### Additional Buttons

- Select **Edit** to modify the deposit draft. (Visible if a user has **Deposit Preparer** privileges.)
- Select **Previous** to return to the previous page.
- Select **Print Deposit Ticket** to print a formatted deposit ticket.
- Select **Return Home** to return to the OTCnet Home Page.
- Select **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 select **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. Select **Download** from the *Search Results* table. The *Download Deposits* page appears as shown in Figure 19.

Figure 19: Download Button

<< < 1-3 > >> of 3 RecordsResults? <b>Download</b>							
Voucher	Status	Date Submitted	Date Confirmed	OTC Endpoint	ALC	Adj.	Deposit Total
968121	SUBMITTED	07/30/2014		LL1	00002099		\$
968120	SUBMITTED	07/30/2014		LL1	00002099		\$82.93
968119	SUBMITTED	07/30/2014		LL1	00002099		\$100.00



### 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. Select **Submit** as shown in Figure 20. The *File Download* dialog box appears.

**Figure 20: Download Attributes Selection**

### Download Deposits

Select the attributes desired on the file from the previously searched deposits.

**Select File Type and Attributes**

Please select the file format

☐ XML file ☒ CSV file

[Check All](#) / [Uncheck All](#)

**Deposit Information**

☒ Voucher #

☐ Voucher Date

☐ Text format(2006-03-17)

☐ Number format(20060317)

☐ Deposit Date

☐ Text format(2006-03-17)

☐ Number format(20060317)

☐ OTC Endpoint - Org Code

☐ OTC Endpoint - Org Name

☐ ALC

☐ Deposit Total

☐ Checks and Money Orders Subtotal

☐ Currency Subtotal

☐ Coin Subtotal

☐ Currency Denominations and Amounts

☐ Coin Denominations and Amounts

☐ Voucher Type

☐ Status

☐ Created By

☐ Created Date/Time

☐ Text format(2006-03-17 19:30:06)

☐ Number format(20060317)

☐ Submitted by

☐ Submitted Date/Time

☐ Text format(2006-03-17 19:30:06)

☐ Number format(20060317)

☐ Confirmed by

☐ Confirmed Date/Time

☐ Text format(2006-03-17 19:30:06)

☐ Number format(20060317)

☐ Rejected by

☐ Rejected Date/Time

☐ Text format(2006-03-17 19:30:06)

☐ Number format(20060317)

**Financial Institution Information**

☐ Financial Institution Name

☐ RTN

☐ ODA

☐ CASHLINK Extract Date/Time

☐ Text format(2006-03-17 19:30:06)

☐ Number format(20060317193006)

☐ CAN/Account Key

☐ CCWU

☐ 1Day Deferred Amount

☐ 2Day Deferred Amount

☐ Financial Institution Comments

**Agency Information**

☐ Agency Use(Block 6)

☐ Alternate Agency Contact

☐ Fiscal Year

☐ Receipts Processed From/To

☐ Text format(2006-03-17)

☐ Number format(20060317)

**Accounting Subtotals and User Defined Data**

Deposit UDFs

☐ UDF#1

☐ UDF#2

☐ UDF#3

☐ Deposit Accounting Code Subtotals

☐ UDF#1

☐ UDF#2

**Foreign Deposit Information**

☐ Currency Code

☐ Foreign Currency Amount

☐ Exchange Rate

☐ Transaction ID

☐ Execution ID

[Previous](#) [Cancel](#) [Submit](#)

5. Select **Open** or **Save**.**Application Tips**

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

**Additional Buttons**

- Select **Cancel** to return to the OTCnet Home Page. No data is saved.
  - Select **Clear** to clear all data fields and reset to the default selections.
  - Select **Download** to download the search results.
  - Select **Previous** to return to the previous page.
  - Select **Print Deposit Ticket** to print a formatted deposit ticket.
  - Select **Search** to display the deposits that match the search criteria.
  - Select **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, select 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 13 for search criteria fields.

**Table 13: Search Criteria Fields**

Search Criteria Groupings	Search Criteria Fields
Search Conditions	<ul style="list-style-type: none"> <li>• Organization</li> <li>• OTC Endpoint</li> <li>• ALC</li> <li>• Adjustment Category</li> <li>• Voucher Number</li> <li>• Adjustment Type</li> <li>• Prepared By</li> <li>• Adjustment Reason</li> </ul>
Voucher Date	<ul style="list-style-type: none"> <li>• Date Range</li> </ul>
Adjustment Amount	<ul style="list-style-type: none"> <li>• Total Range</li> </ul>
Deposit Date	<ul style="list-style-type: none"> <li>• Date Range</li> </ul>
Original Deposit Date	<ul style="list-style-type: none"> <li>• Date Range</li> </ul>
Financial Institution Information	<ul style="list-style-type: none"> <li>• Routing Number</li> <li>• Demand Deposit Account</li> <li>• CASHLINK II Account Number</li> <li>• FRB Account Key</li> <li>• FRB Cost Center Work Unit</li> </ul>

### 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. Select the **Deposit Processing** tab, select **Search Adjustments**. The *Search Adjustments* page appears.
2. Enter the search criteria and select **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 21.

Figure 21: Additional Search Criteria

The screenshot displays the 'Search Adjustments' page with two main sections. The left section contains three groups of date fields: 'Adjustment Amount' (From: and To:), 'Deposit Date' (From: and To:), and 'Original Deposit Date' (From: and To:). Each date field has a calendar icon. The right section is titled 'Financial Institution Information' and contains five text input fields: 'RTN:', 'DDA:', 'CAN:', 'FRB Account Key:', and 'FRB CCWU:'. At the bottom right of the page are three buttons: 'Cancel', 'Clear', and 'Search'.





### 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 **Scheduled Reports** menu.

---

3. The *Search Results* table appears. Select 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

- Select **Download** to save the adjustment results as an **XML** or **CSV** file.
  - Select **Previous** to return to the previous page.
  - Select **Return Home** to return to the OTCnet Home Page.
  - Select **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, select **Download** as shown in Figure 22. The *Download Deposits* page appears.

Figure 22: Download Button

Click the voucher number of the adjustment you would like to view additional details.

Download Search Results? **Download**

<< < 1-2 > >> of 2 Records

Voucher #	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount>
003073	07/31/2014	07/31/2014	StpPayment	00002099	R	D	\$500.00
003072	07/30/2014	07/30/2014	AcctClosed	00002099	R	D	\$100.00

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. Select **Submit**. The *File Download* dialog box appears.
5. Select **Open** or **Save**.



### Application Tips

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



### Additional Button

Select **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**, **Security Reports**, **Administration Reports** or **Scheduled 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 14 describes the purpose of each report type.

**Table 14: Types of Reports and Purpose**

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

\*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 15 presents the OTCnet user roles with access to each OTCnet report. Reports are grouped into the following categories:

- Business Reports
- Security Reports
- Administration Reports
- Scheduled Reports

**Table 15: Business Reports by Federal Program Agency User Roles**

Business Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Adjustment Activity (FI)							
Adjustments By OTC Endpoint	•	•			•		
Daily Voucher Report			•	•			
Deposit Activity (FI)							
Deposits By Accounting Code	•	•			•		
Deposits By OTC Endpoint	•	•			•		
Deposit History By Status (FPA)	•	•			•		
Non-Reporting OTC Endpoint	•	•	•	•	•		
Processing Options by Agency EP			•	•			

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

Business Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Adjustment Activity (FI)	•		•			
Adjustments By OTC Endpoint						
Daily Voucher Report						
Deposit Activity (FI)	•		•			
Deposits By Accounting Code						
Deposits By OTC Endpoint						
Deposit History By Status (FPA)						
Non-Reporting OTC Endpoint						
Processing Options by Agency EP						

**Table 17: Security Reports by Federal Program Agency User Roles**

Security Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Primary Access Groups without a PLSA							
Users by Access Group (FI)							
Users by Access Group (FPA)						•	•
Users by Role (FI)							
Users by Role (FPA)						•	•
User Information						•	•

**Table 18: Security Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles**

Security Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Primary Access Groups without a PLSA						
Users by Access Group (FI)					•	•
Users by Access Group (FPA)						
Users by Role (FI)					•	•
Users by Role (FPA)						
User Information					•	•

**Table 19: Administration Reports by Federal Program Agency User Roles**

Admin. Reports/ Misc.	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
View CIR File Status*							
View Vouchers Complete	•	•			•		
View Voucher Event Log	•	•			•		
View Voucher Event Detail	•	•			•		
View Vouchers In Progress	•	•			•		
View Voucher Event Log	•	•			•		
View Voucher Event Detail	•	•			•		
Change Current State							
Acknowledge Error Resolution							

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

**Table 20: Administration Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles**

Admin. Reports/ Misc.	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
View CIR File Status	•	•	•	•		
View Vouchers Complete	•	•	•	•		
View Voucher Event Log	•	•	•	•		
View Voucher Event Detail	•	•	•	•		
View Vouchers In Progress	•	•	•	•		
View Voucher Event Log	•	•	•	•		
View Voucher Event Detail	•	•	•	•		
Change Current State						
Acknowledge Error Resolution	•	•				

**Table 21: Scheduled Reports by Federal Program Agency User Roles**

Scheduled Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Deposit Historical Report	•	•			•		
Adjustment Historical Report	•	•			•		

**Table 22: Scheduled Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles**

Scheduled Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Deposit Historical Report	•	•	•	•		
Adjustment Historical Report	•	•	•	•		

## Topic 11 Types of Reports

There are four primary report categories within OTCnet:

1. Business Reports
2. Security Reports
3. Administration Reports
4. Scheduled 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 23: Business Reports by User Role**

Business Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Adjustment Activity (FI)	•		•			
Adjustments By OTC Endpoint						
Daily Voucher Report						
Deposit Activity (FI)	•		•			
Deposits By Accounting Code						
Deposits By OTC Endpoint						
Deposit History By Status (FPA)						
Non-Reporting OTC Endpoint						
Processing Options by Agency EP						

**Table 24: Security Reports by Federal Program Agency User Roles**

Security Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Primary Access Groups without a PLSA							
Users by Access Group (FI)							
Users by Access Group (FPA)						•	•
Users by Role (FI)							
Users by Role (FPA)						•	•
User Information						•	•



**Table 25: Security Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles**

Security Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Primary Access Groups without a PLSA							
Users by Access Group (FI)						•	•
Users by Access Group (FPA)							
Users by Role (FI)						•	•
Users by Role (FPA)							
User Information						•	•

**Table 26: Administration Reports by Federal Program Agency User Roles**

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

**Table 27: Business Reports**

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

## 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 28: Security Reports by User Role**

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

**Table 29: Administration Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles**

Admin. Reports/ Misc.	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
View CIR File Status	•	•	•	•		
View Vouchers Complete	•	•	•	•		
View Voucher Event Log	•	•	•	•		
View Voucher Event Detail	•	•	•	•		
View Vouchers In Progress	•	•	•	•		
View Voucher Event Log	•	•	•	•		
View Voucher Event Detail	•	•	•	•		
Change Current State						
Acknowledge Error Resolution	•	•				

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

**Table 30: Security Reports**

Security Report	Purpose of Security Report
Users by Access Group (FI)	Allows you to view users by Financial Institution.
Users by Access Group (FPA)	Allows you to view users by OTC Endpoint.
User Information	Allows that you to view a user's contact information.
Users by Role (FI)	Allows you to view users by role for your Financial Institution.
Users by Role (FPA)	Allows you to view users by role for your OTC Endpoint.

## 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 31: Administration Reports**

Administration Report	Purpose of Administration Report
View CIR File Status	The status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.
View Vouchers Completed	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.
View Vouchers in Progress	Allows you to view the status of deposit and adjustment vouchers in progress.

## Scheduled Reports

**Scheduled Reports** are asynchronous reports that you can request in advance and review later. They include historical reports older than 18 months for check processing and 5 years for deposit processing.

As a **Financial Institution Viewer**, you have access to the reports listed in Table 31.

**Table 32: Deposit Processing Historical Report**

Deposit Processing Historical Report	Purpose of Report
Deposit Historical Report	Allows you to view scheduled deposit transaction data.
Adjustment Scheduled Report	Allows you to view scheduled deposit adjustment and returned item adjustment transaction data.

## 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.

## View Business Reports: Adjustments by OTC Endpoint

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

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, select **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
  - Select **Yes** or **No** for **Report With Children**



### Application Tips

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

4. Select an OTC Endpoint to initiate the report. The *Adjustments by OTC Endpoint* preview appears as shown in Figure 23.

Figure 23: Adjustments by OTC Endpoint Parameters Page

**Adjustments by OTC Endpoint**

Export as: PDF Download Print PDF Report

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Adjustments by OTC Endpoint

Generated: 06/02/2016 12:24:42 PM EDT

Selected Adjustment Type: ALL

Selected Deposit OTC Endpoint: Test New City

Selected Deposit Date Range: 01/01/2015 - 06/02/2016

Channel/Institution	Adjusted Date	Deposit Date	Journal Date	Amount	Adjustment Amount
Highest Level: Test New City					
Level 1: Test New City Level 1					
Level 2: Test New City Level 2					
ALC: 7888379					
Adjusted Type: Credit					
Bank of America	12/16/2015	12/16/2015	12/16/2015	851783	\$127.00
Bank of America	08/24/2015	12/16/2015	12/16/2015	851712	\$272.00
Bank of America	12/23/2015	12/16/2015	12/16/2015	852173	\$128.00
Bank of America	12/21/2015	12/21/2015	12/21/2015	851662	\$12.00
Bank of America	12/21/2015	12/21/2015	12/21/2015	851662	\$23.00
Bank of America	12/21/2015	12/21/2015	12/21/2015	851662	\$13.00
Total:					\$629.00
Adjusted Type: Debit					
Bank of America	12/24/2015	06/15/2015	06/15/2015	851224	(\$100.00)
Bank of America	12/15/2015	12/15/2015	12/15/2015	851469	(\$20.00)
Bank of America	12/21/2015	12/16/2015	12/16/2015	851288	(\$20.00)
Bank of America	12/21/2015	12/16/2015	12/16/2015	851224	(\$5.00)
Total:					(\$135.00)

Over The Counter Channel Application (OTC) Page 1 of 3

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Previous



### 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**
- Select **Download**
  - Or
- Select **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 *Scheduled Reports* page (**Home>Reports>Scheduled Reports**).

---



### Additional Button

Select **Previous** to return to the previous page.

---

## View Business Reports: Deposits by Accounting Code

To view a deposit by accounting code report, complete the following steps:

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, select **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
  - Select **Yes** or **No** for **Report With Children**



## Application Tips

- The date range for Voucher Date cannot exceed 15 months.
- Select **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.
- Select **No** for **Report With Children** to generate a report that contains data only for the selected OTC Endpoint.

4. Select an OTC Endpoint to initiate the report. The *Deposits by Accounting Code* preview page appears as shown in Figure 24.

**Figure 24: Deposits by Accounting Code Report Preview Page**

**Deposits by Accounting Code**

Export as PDF Download Print PDF Report

Find

1 / 1

58.4%

Sign In

---

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**Deposits by Accounting Code**

Generated: 06/14/2016 4:18:08 PM EDT

Selected OFC Endpoint: OWA Excluded - 1

Selected Accounting Code: 1234567890123456789012345678901234567890

Selected Foucher Date Range: 05/14/2015 - 06/14/2016

OFC Endpoint	Selected OFC Deposit Date	Accounting Code Amount
<b>Accounting Code:</b> 1234567890123456789012345678901234567891 Description:		
A/C: 97000010 UC320 Description		
OWA Excluded - 1	201505 05/17/2016	\$1,019.84
A/C: 97000010 Sub-Total:		\$1,019.84
Accounting Code - Total:		\$1,019.84

Over the Counter Channel Application (OTCCap)

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### 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**
- Select **Download**
- Or
- Select **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 Scheduled *Reports* page (**Home>Reports>Scheduled 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

Select **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, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, select **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
  - Select **Yes** or **No** for **Report With Children**



### Application Tips

- The date range for **Voucher Date** cannot exceed 15 months.
- Select **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.
- Select **No** for **Report With Children** to generate a report that contains data only for the selected OTC Endpoint.

4. Select an OTC Endpoint to initiate the report. The *Deposits by OTC Endpoint* preview page appears as shown in Figure 25.

Figure 25: Deposits by OTC Endpoint Report Preview Page

Deposits by OTC Endpoint

Export as: PDF Download Print PDF Report

1 / 1 89.3% Find

SENSITIVE BUT UNCLASSIFIED  
Deposits by OTC Endpoint  
Generated: 06/09/2016 09:10:20 AM EDT  
Selected OTC Endpoint: Atlanta  
Selected Voucher Date Range: 03/09/2015 - 06/09/2016

Status	Date	Voucher	Voucher Type	Deposit Amount
TTHL: Training Team Highest Level Submission Processing Cam : Atlanta Campus Service center : Atlanta ALC: 20090700				
Status Code: AWAP	03/27/2015	03/27/2015	958837 Foreign Check	\$740.61
	04/03/2015	04/03/2015	958924 Foreign Check	\$740.61
			Total:	\$740.61
Status Code: DRAFT	03/27/2015	03/27/2015	958848 Foreign Check	null
			Total:	null

Previous



### 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**
- Select **Download**
- Or
- Select **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 *Scheduled Reports* page (**Home>Reports>Scheduled 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

Select **Previous** to return to the previous page.

---

## View Business Reports: Deposit History by Status

To view a deposit history by status report, complete the following steps:

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, select **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
  - Select **Yes** or **No** for **Report With Children**



### Application Tips

- Select **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.
- Select **No** for **Report With Children** to generate a report that contains data only for the selected OTC Endpoint.

4. Select an OTC Endpoint to initiate the report. The *Deposit History by Status* preview page appears as shown in Figure 26.

Figure 26: Deposit History by Status Preview Page

Voucher Type	Status	Voucher Date	Voucher #	Deposit Amount
<b>ALC 10010001</b>				
Status Code: Awaiting Approval				
Test History: Level 1				
Submission Processing Cam - Atlanta Submission Processing Campus				
Service center - Atlanta Service Center				
Foreign Check	03/27/2015	03/27/2015	000001	\$0.00
Foreign Check	04/03/2015	04/03/2015	000002	\$750.01
Service center - Atlanta Service Center Total:				\$750.01
Submission Processing Cam - Atlanta Submission Processing Campus Total:				\$750.01
Test History: Level 1 Total:				\$750.01
ALC 10010001 Total:				\$750.01
<b>ALC 10010002</b>				
Status Code: Awaiting Approval				
Test History: Level 2				
Submission Processing Cam - Andover Submission Processing Campus				
Service center - Andover Service Center				
Foreign Cash	12/24/2014	12/24/2014	000001	\$10,000.00
Service center - Andover Service Center Total:				\$10,000.00
Submission Processing Cam - Andover Submission Processing Campus Total:				\$10,000.00
Test History: Level 2 Total:				\$10,000.00
ALC 10010002 Total:				\$10,000.00
<b>ALC 10010003</b>				
Status Code: Awaiting Approval				
Test History: Level 3				
Submission Processing Cam - Andover Submission Processing Campus				
Service center - Andover Service Center				
Foreign Cash	12/24/2014	12/24/2014	000001	\$10,000.00
Service center - Andover Service Center Total:				\$10,000.00
Submission Processing Cam - Andover Submission Processing Campus Total:				\$10,000.00
Test History: Level 3 Total:				\$10,000.00
ALC 10010003 Total:				\$10,000.00



### 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**
- Select **Download**
- Or
- Select **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 *Scheduled Reports* page (**Home>Reports>Scheduled 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

Select **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, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, select **Non-Reporting OTC Endpoints**. The *Non-Reporting OTC Endpoints* parameters page appears.
3. Enter your search criteria.
  - Enter the **From:** and **To:** Deposit Date range
  - Select **Yes** or **No** for **Report With Children**

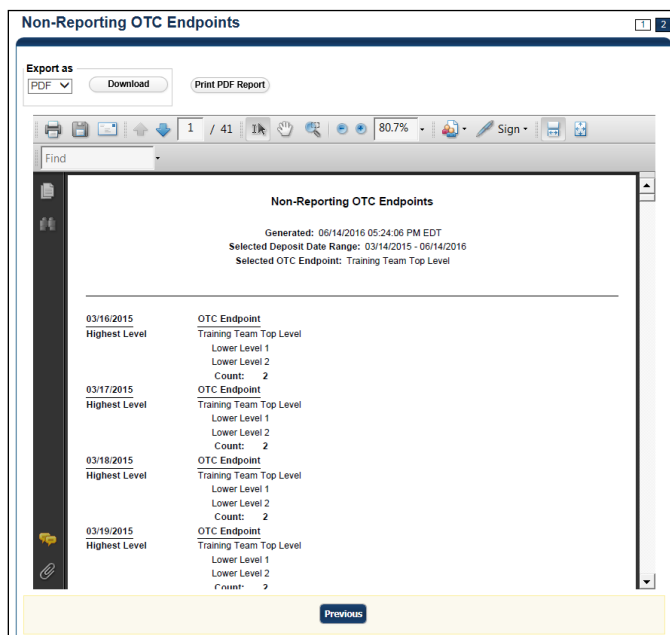


### Application Tips

- The date range for **Deposit Date** cannot exceed 15 months.
- Select **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.
- Select **No** for **Report With Children** to generate a report that contains data only for the selected OTC Endpoint.

4. Select an OTC Endpoint to initiate the report. The *Non-Reporting OTC Endpoints* preview page appears as shown in Figure 27.

**Figure 27: Non-Reporting OTC Endpoints Preview Page**



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

- Select **Download**
- Or
- Select **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

Select **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.**



## View Administrative Reports: Vouchers Completed

To view a voucher's completed report, complete the following steps:

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Administration Reports**, select **View Vouchers Completed**. The *View Vouchers Completed* page appears.
3. Select the **Voucher #** hyperlink. The *Voucher Event Log* page appears as shown in Figure 28.

**Figure 28: View Voucher Event Log Page**

### View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

**Voucher Information**

Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1

**Voucher Event Log**

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
<a href="#">VoucherCreated</a>	08/05/2014 01:38:50 PM ET		Comment



### 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. Select 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

Select a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears as shown in Figure 29.

**Figure 29: Voucher Event Details Report Output**

Voucher Event Details	
Following are the voucher event details associated with the voucher event selected.	
Voucher Information	
Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	08/05/2014 01:38:50 PM ET
Voucher Event LoginID:	otcgef20
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1
Voucher Event Comments:	Created



### 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

- Select **Cancel** to return to the OTCnet Home Page. No data is saved.
- Select **Clear** to clear all data fields and reset to the default selections.
- Select **Previous** to return to the previous page.
- Select **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Select **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, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Administration Reports**, select **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. Select 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 30.

**Figure 30: In Progress View Voucher Event Log Page**

### View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

#### Voucher Information

Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1

#### Voucher Event Log

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
<a href="#">VoucherCreated</a>	08/05/2014 01:38:50 PM ET		Comment



### 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. Select 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

Select a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears as shown in Figure 31.

**Figure 31: In Progress Voucher Event Details Report Output**

Voucher Event Details	
Following are the voucher event details associated with the voucher event selected.	
Voucher Information	
Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	08/05/2014 01:38:50 PM ET
Voucher Event LoginID:	otcqe20
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1
Voucher Event Comments:	Created



### 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

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

## Scheduled Reports

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

### *Deposit Processing Scheduled Report*

Deposit Processing Scheduled 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.

Scheduled 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 scheduled 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 scheduled record of deposits and can only be downloaded in **CSV** format.

### *Adjustment Historical Report*

To generate an adjustment scheduled 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 scheduled 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 Reports***

To view previously generated scheduled 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 scheduled 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 Scheduled Reports: Deposit Historical Report

To generate a Deposit Scheduled Report, complete the following steps:

1. From the **Reports** tab, select **Scheduled Reports>Generate Scheduled Reports**. The *Generate Scheduled Reports* page appears.
2. Under **Deposit Processing Scheduled Reports**, select **Deposit Historical Report**. The *Deposit Historical Report* page appears as shown in Figure 32.

Figure 32: Deposit Historical Report Criteria Page

Location: Home>>Reports>>Scheduled Reports>>Generate Scheduled Reports

### Deposit Historical Report

Please note: 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.

\* Denotes required fields.

**Search Conditions**

Organization:

OTC Endpoint:

ALC:

Prepared by:

Voucher #:

Deposit Status:

Agency Use (Block 6): (starts with)

Deposit Type:

Voucher Date:



### 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 (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)**



### 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. Select **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

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

5. Once the request is submitted, navigate to **Previously Generated Reports (Reports tab>Scheduled Reports>View Previously Generated Reports)** and download the report in CSV format by selecting the **CSV** icon in the **Download** column for the report.

## View Scheduled Reports: Adjustment Historical Report

To generate an Adjustment Scheduled Report, complete the following steps:

1. From the **Reports** tab, select **Scheduled Reports** and select **Generate Scheduled Reports**.
2. From the **Deposit Processing Historical Reports** section of the page, select **Adjustment Historical Report**. The *Adjustment Historical Report* page appears as shown in Figure 33.

**Figure 33: Adjustment Historical Report Criteria Page**

The screenshot shows the 'Adjustment Historical Report' page. At the top, there are tabs for 'Deposit Processing', 'Check Processing', 'Card Processing', 'Administration', and 'Reports'. The 'Reports' tab is selected, and a dropdown menu shows 'Deposit Processing Reports', 'Check Processing Reports', and 'Scheduled Reports'. Below this, the breadcrumb path is 'Location: Home>>Reports>>Scheduled Reports>>Generate Scheduled Reports'. The page title is 'Adjustment Historical Report'. A message states: 'Please enter Adjustment Historical Report search criteria.' Below this, a note says: 'Please note: Adjustments associated to Deposits with a voucher date older and/or Returned item adjustments with an Adjustment 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.' A legend indicates '\* Denotes required fields.' The 'Search Conditions' section includes the following fields: 'Organization' (dropdown), 'OTC Endpoint' (dropdown), 'ALC' (text input), 'Adjustment Category' (dropdown), 'Voucher #' (text input), 'Adjustment Type' (dropdown), and 'Prepared by' (text input).



### Application Tip

The Adjustment 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



### 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 (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)**



### 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. Select **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

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

5. Once the request has been submitted, navigate to **Previously Generated Reports** (**Reports** tab>**Scheduled Reports**>**View Previously Generated Reports**) and download the report in CSV format by selecting 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 request access for yourself in SailPoint IIQ
- How to log on to OTCnet
- 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



# **Federal Reserve Bank Viewer and Financial Institution Viewer**

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OTCnet Participant User Guide

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Glossary

Select this [link](#) to access the full OTCnet Glossary.

## Overview, Topics, and Audience

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### Overview

Welcome to the *FI/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 request access for yourself in SailPoint IIQ
- How to log in to OTCnet
- 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. Requesting access for yourself in SailPoint IIQ
4. Logging in to OTCnet

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

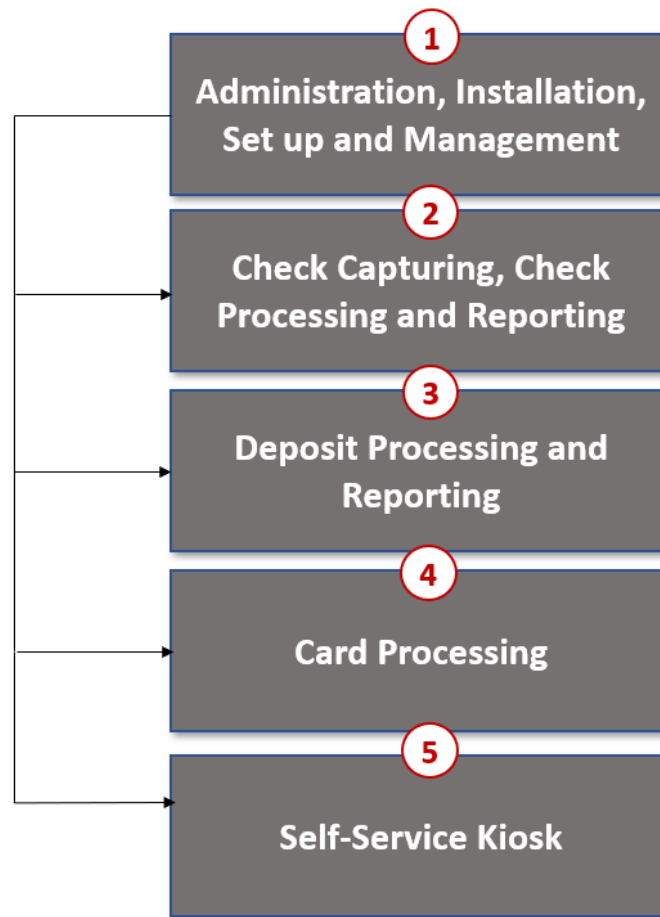
### OTCnet Elements

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.

Figure 1: OTCnet Elements



The functions of the five elements are:

- **Administration:** allows for those with administrative permissions to install, setup users, and manage OTCnet
- **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

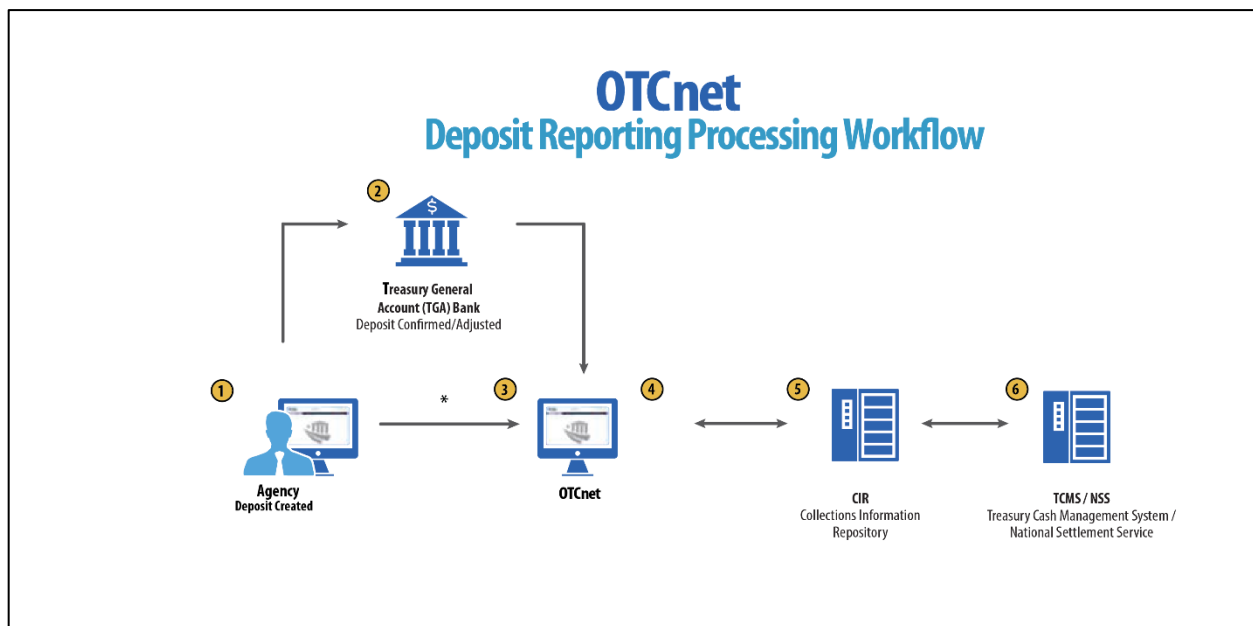
Deposit Processing electronically collects and automates US and Foreign funds which facilitates the classification of Treasury collections daily.

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

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 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

Administration	Check Capture/ Check Processing and Reporting	Deposit Processing and Reporting	Card Processing
<b>Agency</b> <ul style="list-style-type: none"> <li>• Check Capture Supervisor</li> <li>• Check Capture Administrator</li> <li>• Accounting Specialist/ Local</li> <li>• Accounting Specialist</li> <li>• Card Administrator</li> </ul> <b>Financial Institution/ Federal Reserve</b> <ul style="list-style-type: none"> <li>• Primary Security Administrator</li> <li>• Local Security Administrator</li> </ul>	<b>Agency</b> <ul style="list-style-type: none"> <li>• Check Capture Operator</li> <li>• Check Capture Lead Operator</li> <li>• Check Capture Supervisor</li> <li>• Batch Approver*</li> <li>• Batch Uploader*</li> <li>• Master Verification Database (MVD) Editor</li> <li>• Master Verification Database (MVD) Viewer</li> </ul>	<b>Agency</b> <ul style="list-style-type: none"> <li>• Deposit Preparer</li> <li>• Deposit Approver</li> <li>• Viewer</li> </ul> <b>Financial Institution/ Federal Reserve</b> <ul style="list-style-type: none"> <li>• Deposit Confirmer</li> <li>• Viewer</li> </ul>	<b>Agency</b> <ul style="list-style-type: none"> <li>• Card Operator</li> </ul>

\*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**

Role	PLSA	LSA	Accounting Specialist	Local Accounting Specialist	Deposit Preparer	Deposit Approver	Viewer
Add/Update/Delete a User	•	•					
Reset Password	•	•					
Manage Own Account	•	•	•	•	•	•	•
OTCnet Logon and Homepage	•	•	•	•	•	•	•
Create/Modify Deposit					•		
Submit Deposit						•	
Confirm/Reject Deposit							
View Deposit / Adjustment Detail					•	•	•
Search Deposit / Adjustment					•	•	•
Create Deposit Adjustment							
Create Return Item Adjustment							
Modify Organization Hierarchy			•	•			
Delete Organization Hierarchy			•	•			
View Organization Hierarchy			•	•			
Search Organization Hierarchy			•	•			
Modify Accounting Codes			•				
Import Accounting Codes			•				
View Accounting Codes			•	•			
Modify Endpoint Mappings			•	•			
Modify Custom Labels			•				
View Custom Labels			•	•			
Modify Processing Options			•	•			
View Processing Options			•	•			
Modify User Defined Fields (UDF)			•				
View User Defined Fields (UDF)			•	•			
View Financial Institution							
View Business Reports			•	•	•	•	•
View Security Reports	•	•					
View Administrative Reports					•	•	•
Read/View Audit Log	•	•					
View GWA Reporters Flag			•	•			

**Table 3: Deposit Processing and Reporting by FI and FRB Financial Institution Roles**

Role	PLSA	LSA	Confirmer	Viewer
Add/Update/Delete a User	•	•		
Reset Password	•	•		
Manage Own Account	•	•	•	•
OTCnet Logon and Homepage	•	•	•	•
Create/Modify Deposit				
Submit Deposit				
Confirm/Reject Deposit			•	
View Deposit / Adjustment Detail			•	•
Search Deposit / Adjustment			•	•
Create Deposit Adjustment			•	
Create Return Item Adjustment			•	
Modify Organization Hierarchy				
Delete Organization Hierarchy				
View Organization Hierarchy				
Search Organization Hierarchy				
Modify Accounting Codes				
Import Accounting Codes				
View Accounting Codes				
Modify Endpoint Mappings				
Modify Custom Labels				
View Custom Labels				
Modify Processing Options				
View Processing Options				
Modify User Defined Fields (UDF)				
View User Defined Fields (UDF)				
View Financial Institution			•	•
View Business Reports			•	•
View Security Reports	•	•		
View Administrative Reports			•	•
Read/View Audit Log				
View GWA Reporters Flag				

## Topic 2 Overview of OTCnet Participant User Guide Content

### 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.

The Participant User Guides offer a series of 32 functionality-related user guides with individual topics for Administration, Deposit Processing, Check Capture and Check Processing and Card Processing. Each OTCnet Participant User Guide topic includes step-by-step instructions with critical images for completing tasks.

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 4: Administration User Guides**

User Guides	Description
1. Introduction to OTCnet and Overview of OTCnet Participant User Guide Content	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.
2. Accessing and Navigating OTCnet	In this user guide, you will learn how to log in, establish security settings and how to use the OTCnet Main Page.
3. Managing Users	In this user guide, you will learn how to assist with creating an identity for a user and requesting an HLO and role access for them in SailPoint IIQ and OTCnet.
4. Managing Your Agency's Hierarchy, Accounting Codes, and Processing Options	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.
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.

User Guides	Description
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 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 5: Deposit Processing User Guides**

User Guides	Description
1. Introduction to OTCnet and Overview of OTCnet Participant User Guide Content	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.
2. Accessing and Navigating OTCnet	In this user guide, you will learn how to log in, establish security settings and how to use the OTCnet Main Page.
3. Creating and Modifying Deposits	In this user guide, you will learn how to create and modify deposits.
4. Searching for Deposits	In this user guide, you will learn how to search for and download deposits.
5. Approving Deposits or Returning Deposits to Draft	In this user guide, you will learn how to approve deposits or return deposits to draft.
6. Confirming, Rejecting or Adjusting Deposits	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.
7. Managing Adjustments	In this user guide, you will learn how to create a returned item adjustment for US Currency and Foreign Check Items.
8. Searching Adjustments	In this user guide, you will learn how to search and download adjustments.
9. Viewing Reports	In this user guide, you will learn how to view and pull administrative and business reports.
10. Viewing Deposits	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.

## Topic 3 Requesting Access for Yourself in SailPoint IIQ

---

Following the transition to Common Approach to Identity Assurance (CAIA), SailPoint IdentityIQ (IIQ) environment will be used to manage the identities and provisioning of new users.

CAIA is a solution consisting of a common federation platform by which users would be able to register, proof, and authenticate their identity via one or more selected credential service providers to access Fiscal Service programs.

Prospective OTCnet users can create identities through **Personal Identity Verification Cards (PIV)** or **Common Access Cards (CAC)**, or **ID.me**.

- Government agency users and contractors with **PIV/CAC** linked to their OTCnet accounts will have their identities transitioned seamlessly into CAIA.
- Non-government users without **PIV/CAC** cards will not be able to automatically transition their identities once the move to CAIA has been made. These users will need to use **ID.me** to create new user identities.

While completing your self-registration in SailPoint IIQ, as a prospective OTCnet user, you can select your desired role(s) and high-level org(s) based on instructions from your security administrator(s).

### Self-Register/Create an Account in SailPoint IIQ

You can self-register in SailPoint IIQ/create an account using **PIV/CAC** or **ID.me**.

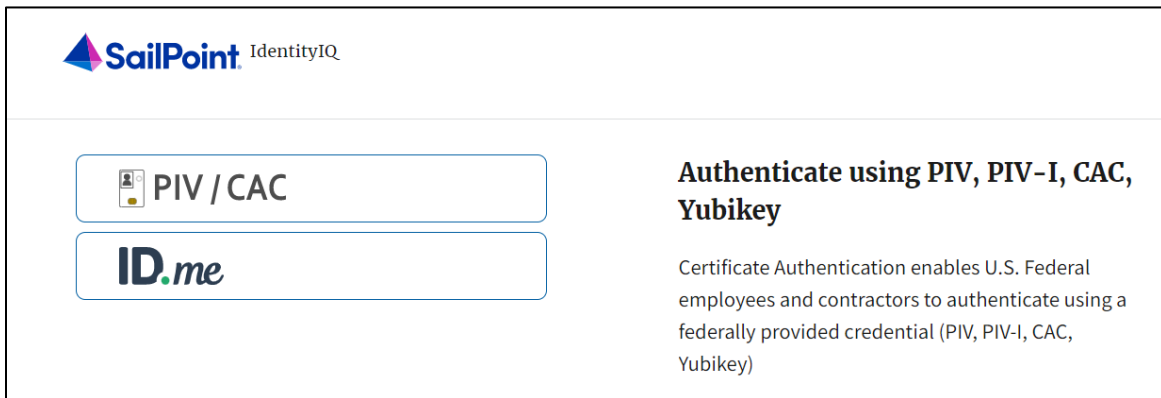
Follow the on-screen instructions to sign in with an existing account or create an account. If prompted, follow the on-screen instructions to verify your identity. After completing all steps, you should see the SailPoint IIQ home page.

## Self-Register/Create an Account in SailPoint IIQ

To self-register in SailPoint IIQ, navigate to the SailPoint IIQ environment at: <https://iiq.fiscal.treasury.gov/> and complete the following steps:

1. Log in using **PIV/CAC** or **ID.me** credentials as shown in Figure 3.

Figure 3. SailPoint IIQ Login Page



2. Follow the on-screen instructions to sign in with an existing account or create an account.
3. If prompted, follow the on-screen instructions to verify your identity.
4. After completing all steps, you should see the SailPoint IIQ home page.



### Application Tip

New OTCnet users including those with **PIV/CAC** access should go through SailPoint IIQ to do the self-registration to create an account and request role(s) and high-level org(s) before logging to OTCnet. Once their high-level access is approved in SailPoint IIQ, they can proceed to login to OTCnet.

## Request Access for Yourself in SailPoint IIQ

If you need application entitlement, sign into SailPoint IIQ and request the specific access you need (self-request). Then the application approvers will receive a notification that there is an access request available to review. Once approved, you will be able to refresh your browser and successfully sign into the OTCnet application.

To request access for yourself, log into SailPoint IIQ and navigate to **Manage My Access**. Make sure **Add Access** is selected. In the search field, enter part or all of the **HLO/role** name you want to request. Select the **HLO/role** by selecting the **checkmark** to the left of the **HLO/role** name. Then select **Next**. On the **Review and Submit** screen, verify the requested **HLO/role(s)** are correct and select the **Submit** button.

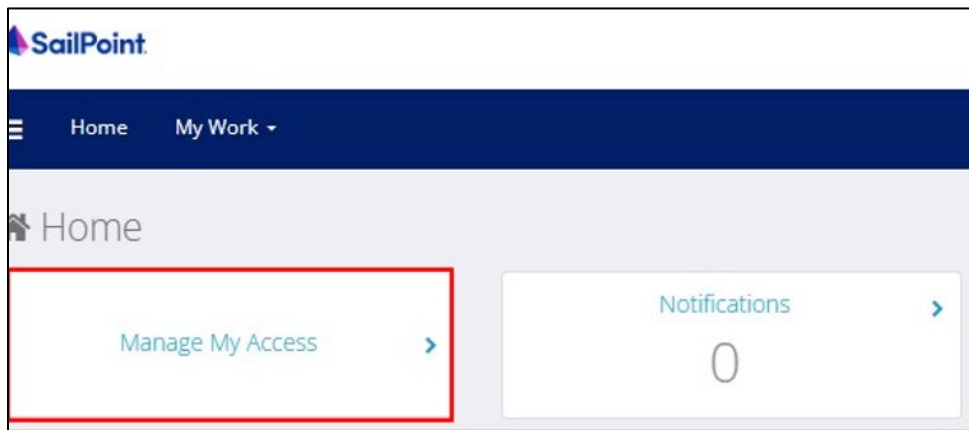
A confirmation message will appear. SailPoint IIQ will automatically notify the necessary approvers to review the request. Once approved, your PLSA/LSA can create your identity in OTCnet and assign endpoints and roles for you. You will receive an autogenerated email when your user account is created in OTCnet.

## Request Access for Yourself in SailPoint IIQ

To request access for yourself in SailPoint IIQ, complete the following steps:

1. From the **Home** screen of SailPoint, navigate to **Manage My Access** through the **Manage MyAccess** button as shown in Figure 4.

Figure 4. SailPoint Home Page with Manage My Access Button



2. On the **Manage My Access** screen, ensure that **Add Access** tab is selected as shown in Figure 5.



### Application Tips

Search for the specific **HLO** name (e.g., Alaska USA Federal Credit Union) and user **role** (e.g., Check Capture Operator). If the HLO or user role's name is not known, type **HLO/Role** in the search field.

3. Search for an **HLO**. Select an **HLO** by selecting the **checkmark** to the left of the **HLO's** name.
4. Continue on the same screen to search for a user role. Select a **role** by selecting the **checkmark** to the left of the **role's** name. Then select **Next**.



### Application Tips

- Multiple **HLOs** and **roles** can be selected.
- All roles selected in SailPoint IIQ will be validated (and edited as needed) in OTCnet by the designated **PLSA/LSA**.



Figure 5. Add Access Screen

The screenshot shows the 'Add Access' screen in the SailPoint interface. The top navigation bar includes 'Home' and 'My Work'. The main header has two tabs: '1 Manage My Access' (selected) and '2 Review and Submit'. Below the header, there is a search bar labeled 'Role' and a 'Filters' dropdown. A list of roles is displayed, each with a checkbox and a green checkmark icon. The roles listed are:

- OTCnet-Role-Accounting Specialist
- OTCnet-Role-Agency LSA
- OTCnet-Role-Agency Manager
- OTCnet-Role-Agency Onboarding and Support (AOS)

The 'Add Access' button is highlighted in red. The 'Submit' button is also highlighted in red.

- On the **Review and Submit** screen, verify the requested **HLOs** and **role(s)** are correct. Select the **voice bubble** to the right of the **HLO** or **role** to add any comments.
- Select the **Submit** button at the bottom when finished, as shown in Figure 6.

Figure 6. Review and Submit Screen

The screenshot shows the 'Review and Submit' screen in the SailPoint interface. The top navigation bar includes 'Home' and 'My Work'. The main header has two tabs: '1 Manage My Access' and '2 Review and Submit' (selected). Below the header, there is a search bar labeled 'Role' and a 'Filters' dropdown. A list of roles is displayed, each with a checkbox and a green checkmark icon. The roles listed are:

- OTCnet-Role-Army AirForce Exchange Site
- OTCnet-Role-Customs and Border Protection
- OTCnet-Role-Agency LSA
- OTCnet-Role-Agency Manager

The 'Submit' button is highlighted in red.

- A confirmation message will appear. SailPoint IIQ will automatically notify the necessary approvers to review the request. Once approved, your PLSA/LSA can create your identity in OTCnet and assign endpoints and roles for you.



### **Application Tips**

- You will receive an autogenerated email when your user account is created in OTCnet.
  - Then you can access the OTCnet application.
-

## Topic 4 Log in to OTCnet Online

---

To log in to Fiscal Service Single Sign On (OTCnet Online), from the OTCnet Online login screen, use your **PIV/CAC** credentials, if you are a government user or contractor, or **ID.me**, if you are a non-government user.

If you are a government employee or contractor who has a **PIV/CAC** card, you must link it to your BFS SSO account.

If you are a non-government user who creates an account through **ID.me**, you will specify your email address. ID.me is a private single sign-on provider that meets the government's online identity proofing and authentication requirements.

Accounts registered by users for CAIA authentication are not application-specific, the same account credentials can be used on other sites or applications that are linked to CAIA. For example, Social Security Administration, Internal Revenue Service, Department of Veterans Affairs, and other government agencies accept **ID.me** credentials for logging in.

### Log in to OTCnet Online

To log in to OTCnet Online, visit <https://otcnet.for.fiscal.treasury.gov> and log in with the following options: **PIV/CAC** or **ID.me**. Select the option that suits you best and follow the on-screen instructions to verify your identity or create an account in SailPoint IIQ.

Once you log in to OTCnet, you will be able to access functionality for one or more of the following:

- Administration
- Deposit Processing and Reporting
- Check Capture
- Check Processing
- Card Processing

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.

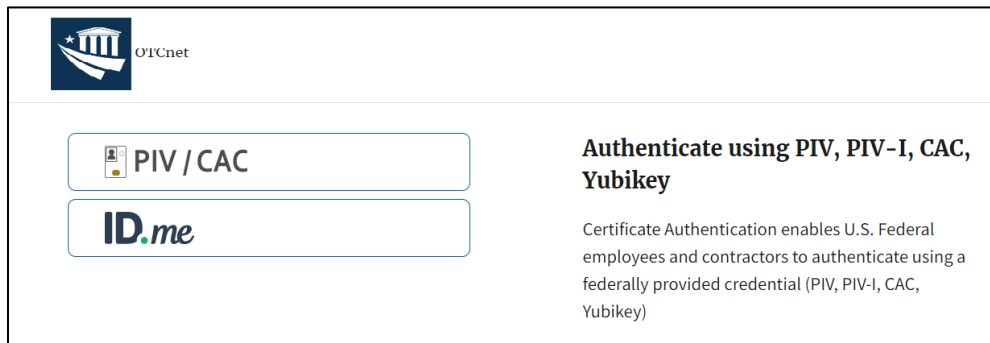
When a **new first-time OTCnet agency end-user** has been fully provisioned with roles and endpoints, and also when they log into OTCnet, they will receive an autogenerated email **'Welcome to OTCnet!'** that includes a list of resources to learn how to use OTCnet as well as important contact information to get acclimated to everything that OTCnet has to offer.

## Log in to OTCnet Online

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

1. Access <https://otcnet.for.fiscal.treasury.gov>. A page is presented which displays the following log in options: **PIV/CAC** and **ID.me**, as shown in Figure 7.

Figure 7. OTCnet Log In Screen



2. Select the option that best represents your status and follow the on-screen instructions to verify your identity or create an account in SailPoint IIQ.



### Application Tip

#### PIV/CAC (Government Users/Contractors)

- Select the **PIV/CAC** button.
- If prompted, select your certificate, and enter your pin.
- If prompted, follow the on-screen instructions to verify your email address

The first time a **PIV/CAC** certificate is used to authenticate, the email verification process is initiated.

- A web page is displayed prompting you to submit your **email address** that will be associated with your certificate. A **verification code** is sent to the email address specified.
- A web page is displayed to allow you to input the verification code from the email.



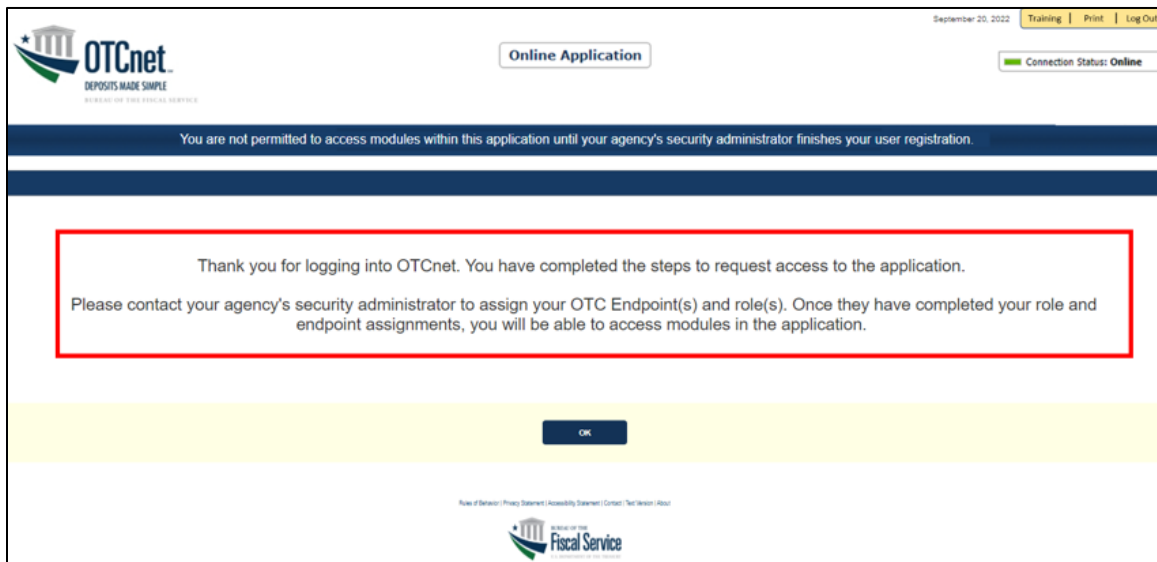
## Application Tip

### ID.me for Non-Government Users

- Select the **ID.me** button.
- Follow the on-screen instructions to sign in with an existing account or create an account.
- If prompted, follow the on-screen instructions to verify your identity.

3. When you log in to OTCnet Online for first time you may be alerted that you are not permitted to access the application until your agency's security administrator completes your user provisioning in OTCnet as shown in Figure 8.
4. Once your agency's security administrator has imported your user identity to OTCnet, and assigned endpoints and roles for you, you will be able to access the application.

**Figure 8. First Time Log In Screen**



5. To completely log out, close your browser. You will need to reauthenticate next time you login to OTCnet.



### Application Tips

- Ensure that you login to OTCnet **at least once every 120 days** (or four months). Your user account will be disabled after 120 consecutive days of inactivity. To restore your account, contact the **Customer Support Team** to begin the process.
- 



### Application Tip

As a **Check Capture Administrator, Check Capture Supervisor, Check Capture Lead Operator, Check Capture Operator, Card Operator or Card Administrator**, when logging in to OTCnet Online and using Microsoft Edge or Google Chrome, the OTCnet splash screen does not appear.

---

## 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.

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

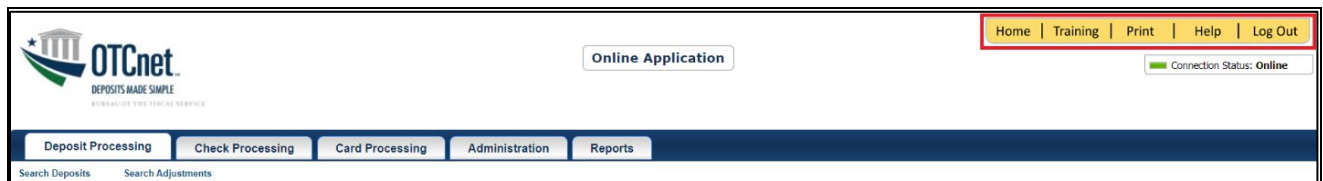
To access the OTCnet Main Menu, log in with your **PIV/CAC** or **ID.me** credentials with the following url, <https://otcnet.for.fiscal.treasury.gov>. Table 6 provides a list of the Main Menu options available to you. They are accessible on the upper right corner of the OTCnet application.

**Table 6. Main Menu Link Descriptions**

Link	Description
Home	Allows a user to return to the OTCnet home page.
Training	Allows a user to access the Web-Based Training (WBT) and other corresponding training materials.
Print	Allows a user to print the page.
Help	Allows a user to access help for the page they are on.
Log Out	Allows a user to log out of OTCnet.

The Main Menu is shown in Figure 9. The links are accessible on the upper right side of the OTCnet home page.

**Figure 9. 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 Microsoft Edge and Google Chrome users, the message overlay automatically presents 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 10. It is recommended that you read the messages, close the message overlay, and continue viewing the OTCnet homepage.

Figure 10. OTCnet Homepage Message Overlay

**OTCnet News and Announcements**

**OTCnet Release 4.10 Deployed Successfully**  
Please be advised today's maintenance in the OTCnet system has concluded and the OTCnet Online application is now on Release 4.10. You may now log into OTCnet Online. If you have any questions, please contact OTC Customer Support at 1-866-945-7920 or [FiscalService.OTCChannel@cfli.com](mailto:FiscalService.OTCChannel@cfli.com). Sincerely, Treasury OTC Support Center Toll free phone: 866-945-7920 DSN phone: 510-428-6824, Options 1, 3, 4 Email: [FiscalService.OTCChannel@cfli.com](mailto:FiscalService.OTCChannel@cfli.com) For the latest OTCnet news and updates, please visit our website: <https://www.fiscal.treasury.gov/otcnet/>

**Change to Check Processing ACR Requests**  
Effective June 1, 2024, users should email Check Processing ACR Requests to the Debit Gateway Team: [CLEV.ACR.Requests@clev.frb.org](mailto:CLEV.ACR.Requests@clev.frb.org). Please note, the ACR submission process for Deposit Processing will remain the same. Users should continue to email Deposit Processing ACR Requests to [FiscalService.OTCChannel@cfli.com](mailto:FiscalService.OTCChannel@cfli.com). If you have any questions or concerns, please contact the OTCnet Customer Support Team.

**TGA 25-by-25 Initiative**  
The U.S. Treasury is strongly recommending agencies to move away from collecting cash and checks and towards electronic solutions for collections. In mid-2024, OTCnet has plans to make the detailed breakdown of each deposit mandatory, and all agencies are encouraged to begin breaking down the denominations of their deposits prior to these changes to allow for a smoother transition. While you are working on transitioning to an electronic solution, please utilize Mobile or OTCnet Check Capture to electronically scan checks instead of depositing at a TGA bank.

**Training Resources**  
Access a comprehensive repository of training resources for every OTCnet task. See the [OTCnet Training site](#) to access the Web-Based Training modules, User Guides, Printable Job Aids, and videos.

**OTCnet System Requirements**  
To learn about the technical requirements needed to operate OTCnet Online and Offline, please see the latest [System Requirements Guide](#).

## OTCnet Support Contact Overlay

Users can contact the OTCnet Customer Service team by submitting a form through the **Customer Support** button on the OTCnet homepage. This feature helps to standardize and streamline the inquiries and requests made to Customer Service. Select the **Customer Support** button on the bottom of the OTCnet homepage. The **Treasury OTC Support Contact** overlay appears over the homepage as shown in Figure 11.

Figure 11: Treasury OTC Support Contact Form

**Treasury OTC Support Contact**

The Treasury OTC Support Center is available 24 hours a day, seven days a week.

**Treasury OTC Support Center**  
Telephone: 866-945-7920  
[FiscalService.OTCChannel@cfli.com](mailto:FiscalService.OTCChannel@cfli.com)

Please complete the form below.  
\*Denotes required fields.

First Name: VERONICA Last Name: PERSINGER  
Email: [automatedotcnetuser+033023990@gmail.com](mailto:automatedotcnetuser+033023990@gmail.com) OTCnet User ID: otcnet11

Please Select a Category:  
(Select One)

**Submit**

**Customer Support**



Select the **Please Select a Category** dropdown. The following options appear:

- Batch Management
- Check Scan
- Deposit Processing
- OTCnet Local Bridge (OLB)
- User Management
- Other

After you make the selections, select the **Submit** button to submit the request.

## OTCnet Online Deposit Processing Tab Functionality

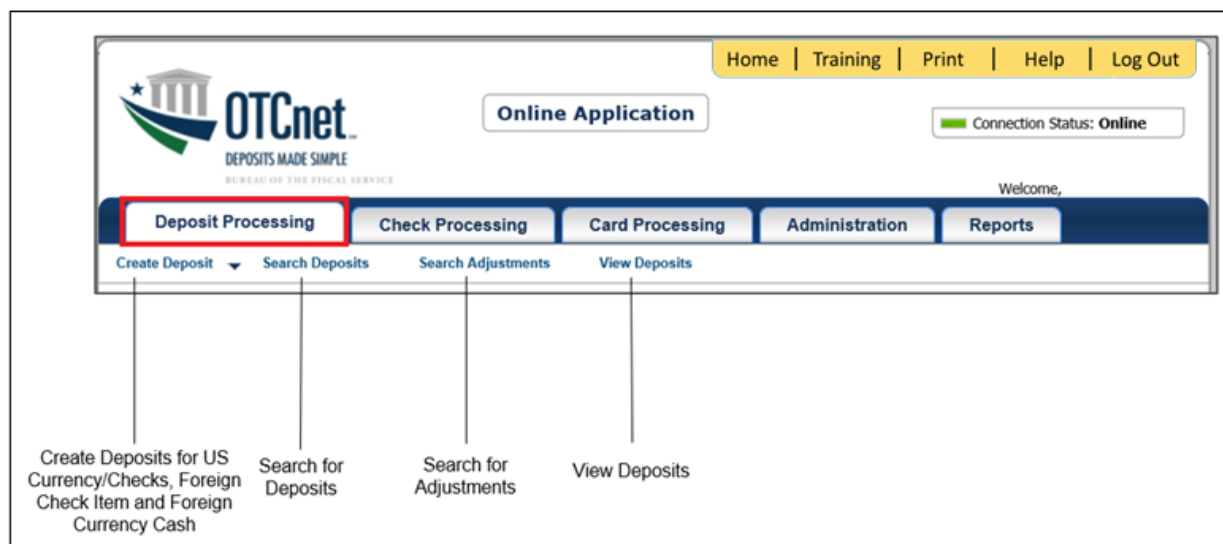
To access the OTCnet Deposit Processing functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 7 provides a list of the Deposit Processing functions that are available to you.

**Table 7. Deposit Processing Tab Descriptions**

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

The Deposit Processing tab, as shown in Figure 12, allows you to access Deposit Processing functionality, though depending on your user role, you may not see all functionality.

**Figure 12. Deposit Processing Tab**



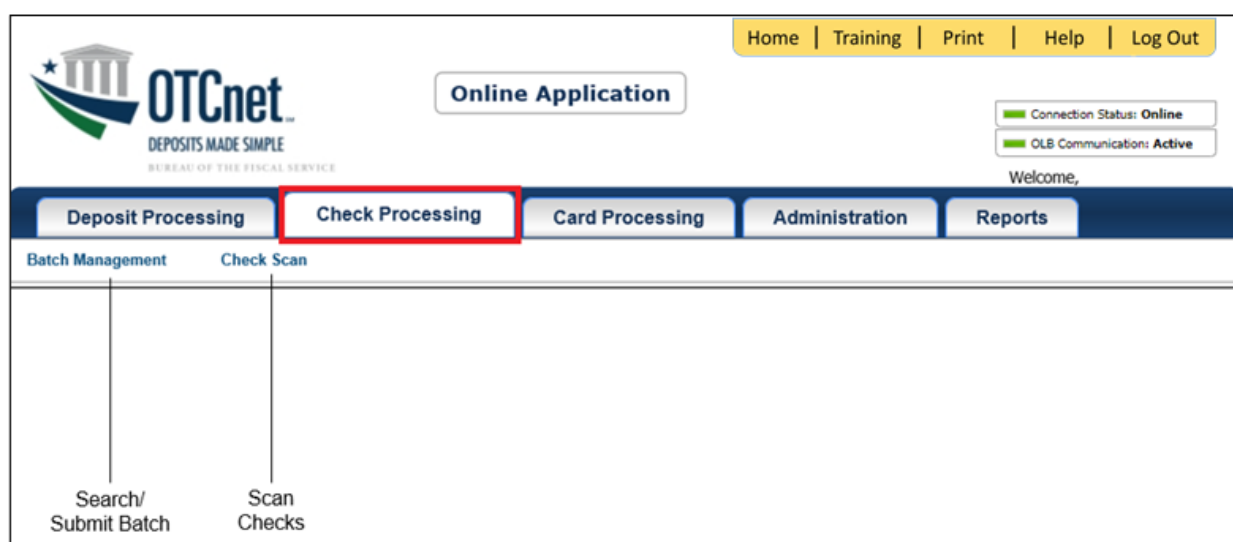
## OTCnet Online Check Processing Tab Functionality

To access the OTCnet Check Processing functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 8 provides a list of the Check Processing functions that are available to you.

**Table 8. Check Processing Tab Descriptions**

Function	Description
Manage Verification	Allows a user to search and/or create an MVD record.
CIRA Query	Allows a user to view and/or modify a CIRA record.
Batch Management	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.
Check Scan	Allows a user to scan checks.
Transmission History	Allows a user to view transmission history for batches that are uploaded from the offline check capture application.

The Check Processing tab is shown in Figure 13. Depending on your user role, you may not see all functionality shown in the image.

**Figure 13. Check Processing Tab**

## OTCnet Online Card Processing Tab Functionality

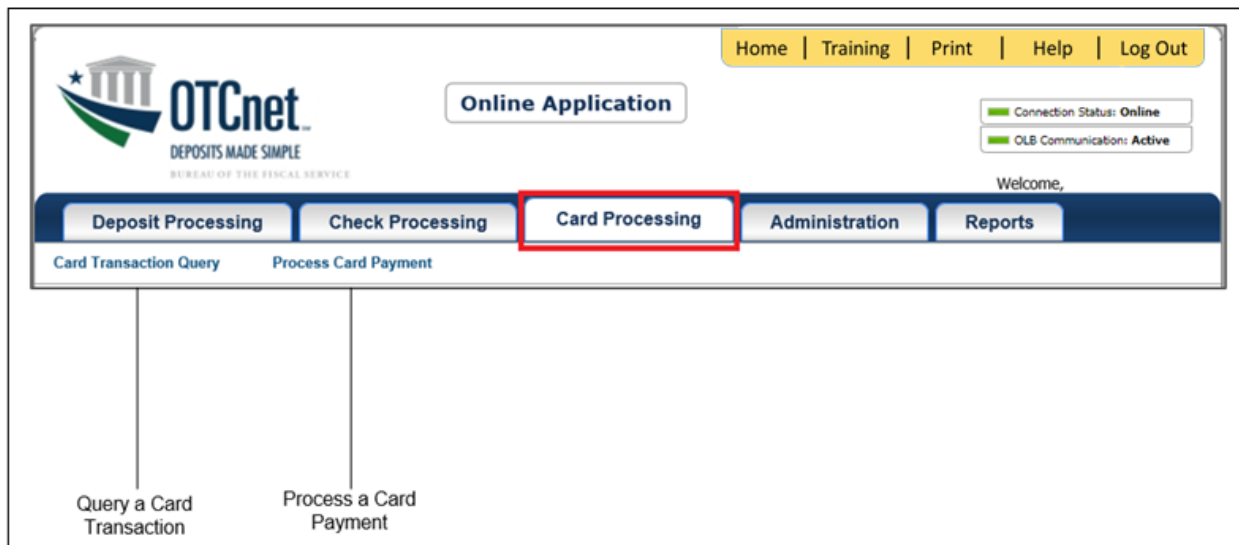
To access the OTCnet card processing functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 9 provides a list of the card processing functions that are available to you.

**Table 9. Card Processing Tab Descriptions**

Function	Description
Card Transaction Query	Allows a user to query a card transaction.
Process Card Payment	Allows a user to process a card payment.

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

Figure 14. Card Processing Tab



## OTCnet Online Administration Tab Functionality

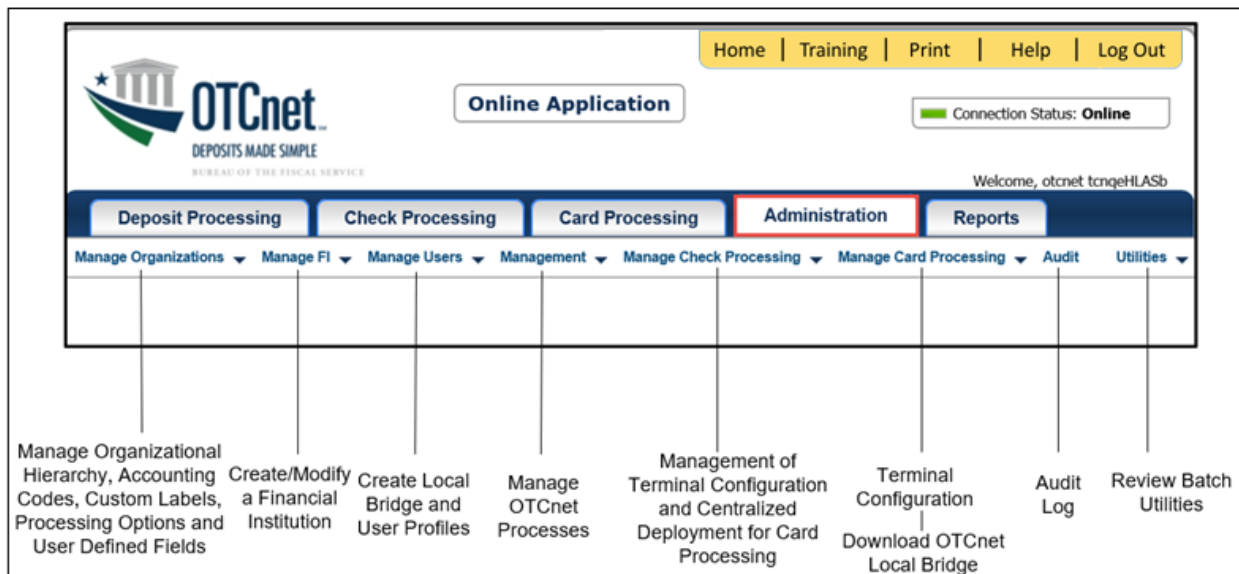
To access the OTCnet Administration functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 10 provides a list of the Administration functions that are available to you.

**Table 10. Administration Tab Descriptions**

Function	Description
Manage Organizations	Allows a user to manage Organization Hierarchy, Accounting Codes, Custom Labels, Processing Options, and User Defined Fields.
Manage FI	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.
Manage Users	Allows a user to manage OTCnet user accounts and profiles.
Management	Allows a user to manage OTCnet processes.
Manage Check Processing	Allows a user to manage terminal configuration and forms.
Manage Card Processing	Allows a user to manage terminal configuration.
Manage Centralized Deployment	Allows users access to the following: Release Configuration, Edit Release and Download Release.
Audit	Allows a user to review the audit log history.
Utilities	Allows a user to review batch utilities, including Batch Recreate and Batch Repair.

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

**Figure 15. Administration Tab**



## OTCnet Online Reports Tab Functionality

To access the OTCnet Reports functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 11 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 11. Reports Tab Descriptions**

Function	Description
Deposit Processing Reports	Allows a user to view and download Business, Security and Administration reports.
Check Processing Reports	Allows a user to access Check Processing reports.
Scheduled Reports	Allows a user to query and download scheduled reports.

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

**Figure 16. 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 12.

**Table 12: Deposit Status**

Deposit Status	Description
Draft	A deposit that is saved for modification at a later date by a Deposit Preparer
Awaiting Approval	A deposit that is waiting for deposit confirmation by a Deposit Approver
Submitted	A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer
Confirmed	A deposit that has been reviewed and confirmed by a financial institution (FI) or federal reserve bank (FRB)
Rejected	A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit

### View a Deposit

To view a deposit, select **My Deposits in Process**, **Adjustments in Error**, **Deposits in Error**, or **Deposits Within My Organization**. Select 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, select **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. Select the **Voucher Number** of the deposit you need to view as shown in Figure 17.

Figure 17: View Deposits Page

**View Deposits**

Select Display:  
My Deposits in Process

Select the voucher number of the deposit you would like to continue processing.

Today's Date: 11/04/2014  
<< < 1-10 > >> of 13 Records

Voucher	Status	Date mitted	Voucher Date	OTC Endpoint	ALC	Deposit Total	Confirm
623077	DRAFT	21/2012	05/21/2012	37922	00000000	12,500.00	<input type="checkbox"/>
620949	DRAFT	09/2012	03/09/2012	37922	00000000	50.25	<input type="checkbox"/>
620928	DRAFT	09/2012	03/09/2012	37922	00000000	450.25	<input type="checkbox"/>
620482	SUBMITTED	16/2012	02/16/2012	37928	00000000	800.00	<input type="checkbox"/>
620481	SUBMITTED	02/16/2012	02/16/2012	37926	00000000	800.00	<input type="checkbox"/>
620480	SUBMITTED	02/16/2012	02/16/2012	37925	00000000	800.00	<input type="checkbox"/>
620478	SUBMITTED	02/16/2012	02/16/2012	37923	00000000	800.00	<input type="checkbox"/>
620477	SUBMITTED	02/16/2012	02/16/2012	37922	00000000	700.00	<input type="checkbox"/>
600501	REJECTED	02/13/2012	02/13/2012	37928	00000000	100.00	<input type="checkbox"/>
600460	REJECTED	08/04/2011	08/04/2011	37928	00000000	1.00	<input type="checkbox"/>

Next »

Return Home



### 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, select the appropriate **Voucher Number**.
- The *View Confirmed Deposit* page appears. Under **Adjustment Information**, select the **Voucher Number** to view the deposit adjustment details.





## Additional Buttons

- Select **Cancel** to return to the OTCnet Home Page. No data is saved.
  - Select **Confirm** to confirm a deposit (Visible if a user has Deposit Confirmer privileges).
  - Select **Clear** to clear all data fields and reset to the default selections.
  - Select **Delete** to eliminate the deposit. (Visible if a user has Deposit Preparer privileges.)
  - Select **Print Deposit Ticket** to print a formatted deposit ticket.
  - Select **View Voucher Event Log** to view the history of the deposit voucher.
  - Select **Voucher Event State** to view voucher details.
  - Select **Next** to advance to the next page. (Visible only in My Deposits in Process view).
  - Select **Previous** to return to the previous page.
  - Select **Return Home** to return to the OTCnet Home Page.
  - Select **Reject** to reject a deposit (Visible if a user has Deposit Confirmer privileges.)
  - Select **Adjust** to adjust a deposit (Visible if a user has Deposit Confirmer privileges.)
  - Select **Save as Draft** to save the information without submitting the deposit. (Visible if a user has Deposit Preparer privileges.)
  - Select **Submit** to complete the process and display the Confirmation page. (Visible if a user has Deposit Approver privileges.)
  - Select **Update CAN/ACCT Key** to update the account number assigned to a deposit. (Visible if a user has Deposit Confirmer privileges.)
  - Select **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 13 for search criteria fields.

**Table 13: Search Criteria Fields**

Search Criteria Groupings	Search Criteria Fields
Search Conditions	<ul style="list-style-type: none"> <li>• Organization</li> <li>• OTC Endpoint</li> <li>• ALC</li> <li>• Prepared by</li> <li>• Voucher Number</li> <li>• Deposit Status</li> <li>• Agency Block 6</li> <li>• Deposit Type</li> </ul>
Voucher Date	<ul style="list-style-type: none"> <li>• From and To Date</li> </ul>
Deposit Date	<ul style="list-style-type: none"> <li>• From and To Date</li> </ul>
Deposit Total	<ul style="list-style-type: none"> <li>• From and To Total</li> </ul>
Financial Institution Information	<ul style="list-style-type: none"> <li>• Routing Transit Number</li> <li>• Demand Deposit Account</li> <li>• CA\$HLINK II Account Number</li> <li>• FRB Account Key</li> <li>• FRB Cost Center Work Unit</li> </ul>

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 14.

**Table 14: Search Results Deposit Statuses**

Draft	A deposit that is saved for modification at a later date by a Deposit Preparer
Awaiting Approval	A deposit that is waiting for deposit confirmation by a Deposit Approver
Submitted	A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer
Confirmed	A deposit that has been reviewed and confirmed by a Financial Institution or FRB
Rejected	A deposit that is returned by a Financial Institution or FRB to the Deposit Preparer to create a new deposit

## Search for a Deposit

To search for a deposit, complete the following steps:

1. From the **Deposit Processing** tab, select **Search Deposit**. The *Search Deposit* page appears.
2. Enter the search criteria for the deposit you would like to view and select **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 **Scheduled 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. Select the **Voucher Number** of the deposit whose details you would like to view as shown in Figure 18.

**Figure 18: Search Results Table**

Voucher ➤	Status➤	Date Submitted	Date Confirmed	Endpoint	ALC	Adj. Deposit ➤	Total
600362	DRAFT			PHI	20092800		\$200.00
600304	DRAFT			L2 FOCash	18000005		\$64.83
600302	DRAFT			PHI	20092800		\$1.00
600203	DRAFT			L2 FOCash	18000005		\$950.00
600202	DRAFT			L2 FOCash	18000005		\$4,500.00
600201	DRAFT			L2 FOCheck	00003020		\$950.00



### 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.
- Select **Download** to save the search deposit results as an XML or CSV file.



### Additional Buttons

- Select **Edit** to modify the deposit draft. (Visible if a user has **Deposit Preparer** privileges.)
- Select **Previous** to return to the previous page.
- Select **Print Deposit Ticket** to print a formatted deposit ticket.
- Select **Return Home** to return to the OTCnet Home Page.
- Select **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 select **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. Select **Download** from the *Search Results* table. The *Download Deposits* page appears as shown in Figure 19.

Figure 19: Download Button

<< < 1-3 > >> of 3 RecordsResults? <b>Download</b>						
Voucher	Status	Date Submitted	Date Confirmed	OTC Endpoint	ALC	Adj. Deposit Total
968121	SUBMITTED	07/30/2014		LL1	00002099	\$
968120	SUBMITTED	07/30/2014		LL1	00002099	\$82.93
968119	SUBMITTED	07/30/2014		LL1	00002099	\$100.00



### 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. Select **Submit** as shown in Figure 20. The *File Download* dialog box appears.

**Figure 20: Download Attributes Selection**

**Download Deposits**

Select the attributes desired on the file from the previously searched deposits.

**Select File Type and Attributes**

Please select the file format

☐ XML file ☒ CSV file

[Check All](#) / [Uncheck All](#)

**Deposit Information**

☒ Voucher #

☐ Voucher Date

☐ Text format(2006-03-17)

☐ Number format(20060317)

☐ Deposit Date

☐ Text format(2006-03-17)

☐ Number format(20060317)

☐ OTC Endpoint - Org Code

☐ OTC Endpoint - Org Name

☐ ALC

☐ Deposit Total

☐ Checks and Money Orders Subtotal

☐ Currency Subtotal

☐ Coin Subtotal

☐ Currency Denominations and Amounts

☐ Coin Denominations and Amounts

☐ Voucher Type

☐ Status

☐ Created By

☐ Created Date/Time

☐ Text format(2006-03-17 19:30:06)

☐ Number format(20060317)

☐ Submitted by

☐ Submitted Date/Time

☐ Text format(2006-03-17 19:30:06)

☐ Number format(20060317)

☐ Confirmed by

☐ Confirmed Date/Time

☐ Text format(2006-03-17 19:30:06)

☐ Number format(20060317)

☐ Rejected by

☐ Rejected Date/Time

☐ Text format(2006-03-17 19:30:06)

☐ Number format(20060317)

**Financial Institution Information**

☐ Financial Institution Name

☐ RTN

☐ ODA

☐ CASHLINK Extract Date/Time

☐ Text format(2006-03-17 19:30:06)

☐ Number format(20060317193006)

☐ CAN/Account Key

☐ CCWU

☐ 1Day Deferred Amount

☐ 2Day Deferred Amount

☐ Financial Institution Comments

**Agency Information**

☐ Agency Use(Block 6)

☐ Alternate Agency Contact

☐ Fiscal Year

☐ Receipts Processed From/To

☐ Text format(2006-03-17)

☐ Number format(20060317)

**Accounting Subtotals and User Defined Data**

Deposit UDFs

☐ UDF#1

☐ UDF#2

☐ UDF#3

☐ Deposit Accounting Code Subtotals

☐ UDF#1

☐ UDF#2

**Foreign Deposit Information**

☐ Currency Code

☐ Foreign Currency Amount

☐ Exchange Rate

☐ Transaction ID

☐ Execution ID

[Previous](#) [Cancel](#) [Submit](#)

5. Select **Open** or **Save**.**Application Tips**

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

**Additional Buttons**

- Select **Cancel** to return to the OTCnet Home Page. No data is saved.
  - Select **Clear** to clear all data fields and reset to the default selections.
  - Select **Download** to download the search results.
  - Select **Previous** to return to the previous page.
  - Select **Print Deposit Ticket** to print a formatted deposit ticket.
  - Select **Search** to display the deposits that match the search criteria.
  - Select **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, select 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 15 for search criteria fields.

**Table 15: Search Criteria Fields**

Search Criteria Groupings	Search Criteria Fields
Search Conditions	<ul style="list-style-type: none"> <li>• Organization</li> <li>• OTC Endpoint</li> <li>• ALC</li> <li>• Adjustment Category</li> <li>• Voucher Number</li> <li>• Adjustment Type</li> <li>• Prepared By</li> <li>• Adjustment Reason</li> </ul>
Voucher Date	<ul style="list-style-type: none"> <li>• Date Range</li> </ul>
Adjustment Amount	<ul style="list-style-type: none"> <li>• Total Range</li> </ul>
Deposit Date	<ul style="list-style-type: none"> <li>• Date Range</li> </ul>
Original Deposit Date	<ul style="list-style-type: none"> <li>• Date Range</li> </ul>
Financial Institution Information	<ul style="list-style-type: none"> <li>• Routing Number</li> <li>• Demand Deposit Account</li> <li>• CASHLINK II Account Number</li> <li>• FRB Account Key</li> <li>• FRB Cost Center Work Unit</li> </ul>

### 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. Select the **Deposit Processing** tab, select **Search Adjustments**. The *Search Adjustments* page appears.
2. Enter the search criteria and select **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 21.

**Figure 21: Additional Search Criteria**

The screenshot displays the 'Search Adjustments' interface. It features four main sections for search criteria:

- Adjustment Amount:** Includes 'From:' and 'To:' text input fields.
- Deposit Date:** Includes 'From:' and 'To:' text input fields, each with a calendar icon to the right.
- Original Deposit Date:** Includes 'From:' and 'To:' text input fields, each with a calendar icon to the right.
- Financial Institution Information:** A section with a dropdown arrow, containing:
  - RTN: [text input]
  - DDA: [text input]
  - CAN: [text input]
  - FRB Account Key: [text input]
  - FRB CCWU: [text input]

At the bottom right of the form, there are three buttons: 'Cancel', 'Clear', and 'Search' (which is highlighted with a red border).



### 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 **Scheduled Reports** menu.

---

3. The *Search Results* table appears. Select 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

- Select **Download** to save the adjustment results as an **XML** or **CSV** file.
  - Select **Previous** to return to the previous page.
  - Select **Return Home** to return to the OTCnet Home Page.
  - Select **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, select **Download** as shown in Figure 22. The *Download Deposits* page appears.

Figure 22: Download Button

Click the voucher number of the adjustment you would like to view additional details.

Download Search Results? **Download**

<< < 1-2 > >> of 2 Records

Voucher #	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount>
003073	07/31/2014	07/31/2014	StpPayment	00002099	R	D	\$500.00
003072	07/30/2014	07/30/2014	AcctClosed	00002099	R	D	\$100.00

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. Select **Submit**. The *File Download* dialog box appears.
5. Select **Open** or **Save**.



### Application Tips

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



### Additional Button

Select **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 **Scheduled 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 16 describes the purpose of each report type.

**Table 16: Types of Reports and Purpose**

Report	Purpose of Report
Business	Provides specific reporting detail for deposit and adjustment activity by type, status and processing options for Agencies and Financial Institutions
Administration	Provides specific reporting detail for interface to CIR,* as well as detailed information about completed and in progress vouchers
Scheduled	Provides historical deposit, deposit adjustment and returned item adjustment transaction data.

\*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 17 presents the OTCnet user roles with access to each OTCnet report. Reports are grouped into the following categories:

- Business Reports
- Security Reports
- Administration Reports
- Scheduled Reports

**Table 17: Business Reports by Federal Program Agency User Roles**

Business Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Adjustment Activity (FI)							
Adjustments By OTC Endpoint	•	•			•		
Daily Voucher Report			•	•			
Deposit Activity (FI)							
Deposits By Accounting Code	•	•			•		
Deposits By OTC Endpoint	•	•			•		
Deposit History By Status (FPA)	•	•			•		
Non-Reporting OTC Endpoint	•	•	•	•	•		
Processing Options by Agency EP			•	•			

**Table 18: Business Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles**

Business Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Adjustment Activity (FI)	•		•			
Adjustments By OTC Endpoint						
Daily Voucher Report						
Deposit Activity (FI)	•		•			
Deposits By Accounting Code						
Deposits By OTC Endpoint						
Deposit History By Status (FPA)						
Non-Reporting OTC Endpoint						
Processing Options by Agency EP						

**Table 19: Security Reports by Federal Program Agency User Roles**

Security Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Primary Access Groups without a PLSA							
Users by Access Group (FI)							
Users by Access Group (FPA)						•	•
Users by Role (FI)							
Users by Role (FPA)						•	•
User Information						•	•

**Table 20: Security Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles**

Security Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Primary Access Groups without a PLSA						
Users by Access Group (FI)					•	•
Users by Access Group (FPA)						
Users by Role (FI)					•	•
Users by Role (FPA)						
User Information					•	•

**Table 21: Administration Reports by Federal Program Agency User Roles**

Admin. Reports/ Misc.	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
View CIR File Status*							
View Vouchers Complete	•	•			•		
View Voucher Event Log	•	•			•		
View Voucher Event Detail	•	•			•		
View Vouchers In Progress	•	•			•		
View Voucher Event Log	•	•			•		
View Voucher Event Detail	•	•			•		
Change Current State							
Acknowledge Error Resolution							

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



**Table 22: Administration Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles**

Admin. Reports/ Misc.	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
View CIR File Status	•	•	•	•		
View Vouchers Complete	•	•	•	•		
View Voucher Event Log	•	•	•	•		
View Voucher Event Detail	•	•	•	•		
View Vouchers In Progress	•	•	•	•		
View Voucher Event Log	•	•	•	•		
View Voucher Event Detail	•	•	•	•		
Change Current State						
Acknowledge Error Resolution	•	•				

**Table 23: Scheduled Reports by Federal Program Agency User Roles**

Scheduled Reports	Deposit Preparer	Deposit Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA
Deposit Historical Report	•	•			•		
Adjustment Historical Report	•	•			•		

**Table 24: Scheduled Reports by Financial Institution/Federal Reserve Bank as Financial Institution User Roles**

Scheduled Reports	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Deposit Historical Report	•	•	•	•		
Adjustment Historical Report	•	•	•	•		

## 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. Scheduled Reports

### Business Reports

As a **Financial Institution Viewer**, you have access to the following reports listed in Table 25 below.

**Table 25: Business Reports**

Business Reports	Purpose of Business Report
<b>Adjustment Activity (FI)</b>	Allows you to view adjustments made by your Financial Institution (FI).
<b>Deposit Activity (FI)</b>	Allows you to view deposits submitted to your FI.

### Administration Reports

As a **Federal Reserve Bank Viewer** and a **Financial Institution Viewer**, you have access to the following reports listed in Table 26 below.

**Table 26: Administration Reports**

Administration Report	Purpose of Administration Report
<b>View CIR File Status*</b>	The status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.
<b>View Vouchers Completed</b>	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.
<b>View Vouchers in Progress</b>	Allows you to view the status of deposit and adjustment vouchers in progress.

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

### Scheduled Reports

As a **Federal Reserve Bank Viewer** and a **Financial Institution Viewer**, you have access to the reports listed in Table 27 below.

**Table 27: Deposit Processing Historical Report**

Deposit Processing Scheduled Report	Purpose of Report
<b>Deposit Historical Report</b>	Allows you to view scheduled deposit transaction data.
<b>Adjustment Historical Report</b>	Allows you to view scheduled deposit adjustment and returned item adjustment transaction data.

Deposit Processing Scheduled Report	Purpose of Report
<b>Previously Generated Reports</b>	Allows you to view all previously generated scheduled reports.

## 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, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, select **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.

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



### Application Tips

- Select **Yes** to generate a report that contains data for the selected OTC Endpoint and the lower-level OTC Endpoints.
- Select **No** to generate a report that contains data only for the selected OTC Endpoint.

- Select an OTC Endpoint to initiate the report. The *Adjustment Activity (FI)* preview page appears as shown in Figure 23.

Figure 23: Adjustments Activity (FI) Preview Page

Adjustment Activity (FI)

Export as: PDF, Download, Print PDF Report

Generated: 05/02/2015 11:30:57 AM EDT  
Selected Adjustment Type: ALL  
Selected OTC Endpoint: Temp3  
Selected Deposit Date Range: 03/02/2015 - 06/02/2015

Voucher #	Adjustment Type	Voucher Date	ALC	Deposit Date	Create Date	CAN	CLS Trace #	Original Deposit #	Voucher Amount
RTN: 000000400									
DDA #: 000000032									
950217	Credit	05/21/2015	88000001	05/21/2015	05/24/2015	001035		950178	\$301.00
950217	Credit	05/01/2015	88000001	07/10/2015	005147			950217	\$67.75
950217	Credit	05/01/2015	88000001	07/10/2015	005147			950217	\$5.00

Over the Counter Channel Application (OTCnet)

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### 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.

- Under **Export as**, you have the following options:

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

Or

- Select **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 are archived to the archive database, according to the Fiscal Service data retention policy. These transactions are viewable through the *Scheduled Reports* page (**Home>Reports>Scheduled Reports**).

---



### Additional Button

Select **Previous** to return to the previous page.

---

## View Business Reports: Deposit Activity (FI)

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

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, select **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 #**
  - Select **Yes** or **No** for **Report With Children**



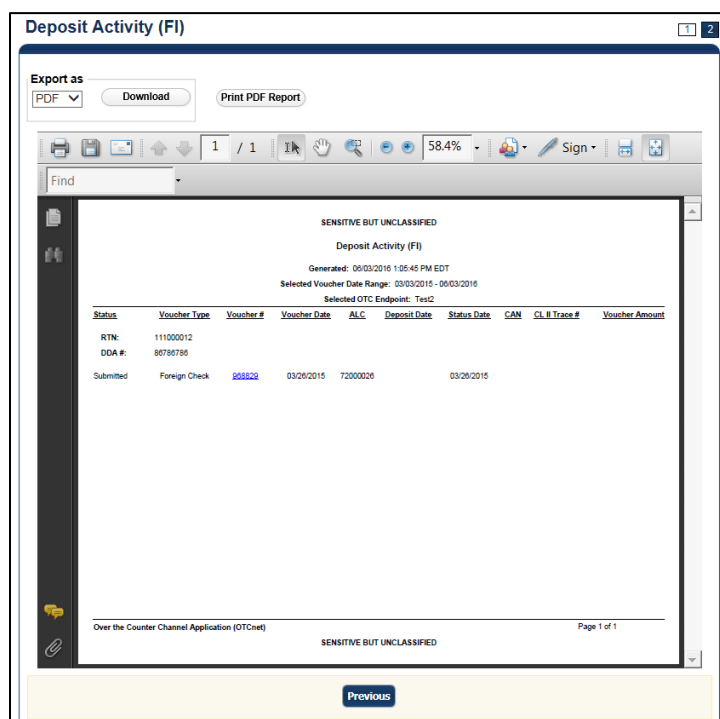
### Application Tips

- Select **Yes** for **Report With Children** to generate a report that contains data for the selected OTC Endpoint and all lower-level OTC Endpoints.
- Select **No** for **Report With Children** to generate a report that contains data only for the selected OTC Endpoint.



4. Select an OTC Endpoint to initiate the report. The *Deposit Activity (FI)* preview page appears as shown in Figure 24.

**Figure 24: 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
- Select **Download**
- Or
- Select **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 *Scheduled Reports* page (**Home>Reports>Scheduled 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

Select **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 Administrative Reports: CIR File Status

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

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Administration Reports**, select **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, select a **Transmission ID** of the CIR transmission details you must view.

Or

Under the **All Transmission(s)** section, select 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
- Select **Download**

Or

- Print PDF Report

5. For further debit or adjustment voucher details, select the **Voucher #** hyperlink. The *Deposit or Adjustment Voucher Detail* report appears.

6. Select **Open**, **Save** or **Cancel**.
7. The *DepositVoucherDetail\_XXX.pdf* or *AdjustmentVoucherDetail\_XXXX.pdf* report appears as shown in Figure 25.

Figure 25: Adjustment-Voucher Detail PDF

**SENSITIVE BUT UNCLASSIFIED**  
Adjustment-Voucher Detail  
Generated: 06/24/2016 10:49:58 AM EDT

Voucher #:	969178
Adjustment Type:	Credit
Voucher Date:	05/21/2015
ALC:	10000001
Deposit Date:	05/21/2015
CAN:	001035
Voucher Amount:	\$301.00
Original Deposit Date:	
Original Deposit #:	969178
Organization Name:	Training Lower Level 1
OTC Endpoint Short Name:	TLL 1
OTC Endpoint Description:	Training Lower Level 1
Financial Institution:	Bank of America
RTN:	021867400
DDA:	081000032
Created On:	05/24/2016 4:54:40 PM EDT
Created By:	otcnqe26
CLII Extract On:	06/06/2016 2:31:35 PM EDT
Sent To CLII On:	06/06/2016 2:34:08 PM EDT
Acknowledged By CLII On:	
CL II Trace #:	
Voucher Status History:	
VoucherConfirmed	05/24/2016 4:54:40 PM EDT
VoucherToTRSCreated	06/06/2016 2:31:36 PM EDT
VoucherToTRSSent	06/06/2016 2:34:08 PM EDT



### Additional Buttons

- Select **Open** the PDF is displayed.
- Select **Save** choose the location where to save the file.
- Select **Cancel** to return to the *View CIR File Status* preview page.
- Select **Previous** to return to the previous page.

## View Administrative Reports: Vouchers Completed

To view a voucher's completed report, complete the following steps:

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Administration Reports**, select **View Vouchers Completed**. The *View Vouchers Completed* page appears.
3. Select the **Voucher #** hyperlink. The *Voucher Event Log* page appears as shown in Figure 26.

Figure 26: View Voucher Event Log Page

### View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

**Voucher Information**

Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1

**Voucher Event Log**

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
<a href="#">VoucherCreated</a>	08/05/2014 01:38:50 PM ET		Comment



### 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. Select 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

Select a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears as shown in Figure 27.

**Figure 27: Voucher Event Details Report Output**

Voucher Event Details	
Following are the voucher event details associated with the voucher event selected.	
Voucher Information	
Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	08/05/2014 01:38:50 PM ET
Voucher Event LoginID:	otcgef20
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1
Voucher Event Comments:	Created



### 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

- Select **Cancel** to return to the OTCnet Home Page. No data is saved.
- Select **Clear** to clear all data fields and reset to the default selections.
- Select **Previous** to return to the previous page.
- Select **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Select **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, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Administration Reports**, select **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. Select 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 28.

**Figure 28: In Progress View Voucher Event Log Page**

### View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

#### Voucher Information

Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1

#### Voucher Event Log

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
<a href="#">VoucherCreated</a>	08/05/2014 01:38:50 PM ET		Comment



### 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. Select 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

Select a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears as shown in Figure 29.

**Figure 29: In Progress Voucher Event Details Report Output**

Voucher Event Details	
Following are the voucher event details associated with the voucher event selected.	
Voucher Information	
Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	08/05/2014 01:38:50 PM ET
Voucher Event LoginID:	otcqe20
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1
Voucher Event Comments:	Created



### 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

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

## Scheduled Reports

**Scheduled Reports** are asynchronous reports that you can request in advance and review later. They include historical reports older than 18 months for check processing and 5 years for deposit processing.

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

### *Check Processing Historical Report*

Check Processing Scheduled 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 Scheduled Report is included in Check Processing Scheduled 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 Scheduled 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.

Scheduled 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 scheduled 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 scheduled record of deposits and can only be downloaded in **CSV** format.

### ***Adjustment Historical Report***

To generate an adjustment scheduled 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 scheduled 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.

### ***View Previously Generated Reports***

To view previously generated scheduled 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 scheduled 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.

## Deposit Historical Report

To generate a Deposit Scheduled Report, complete the following steps:

1. From the **Reports** tab, select **Scheduled Reports>Generate Scheduled Reports**. The *Generate Scheduled Reports* page appears.
2. Under **Deposit Processing Historical Reports**, select **Deposit Historical Report**. The *Deposit Historical Report* page appears as shown in Figure 30.

Figure 30: Deposit Historical Report Criteria Page

Location: Home>>Reports>>Scheduled Reports>>Generate Scheduled Reports

### Deposit Historical Report

Please note: 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.

\* Denotes required fields.

**Search Conditions**

Organization:

OTC Endpoint:

ALC:

Prepared by:

Voucher #:

Deposit Status:

Agency Use (Block 6): (starts with)

Deposit Type:

Voucher Date:



### Application Tip

The Deposit Historical Report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTSnet 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 (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)**



### 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. Select **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

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

5. Once the request is submitted, navigate to **Previously Generated Reports (Reports tab>Scheduled Reports>View Previously Generated Reports)** and download the report in CSV format by selecting the **CSV** icon in the **Download** column for the report.

## Adjustment Historical Report

To generate an Adjustment Historical Report, complete the following steps:

1. From the **Reports** tab, select **Scheduled Reports** and select **Generate Scheduled Reports**.
2. From the **Deposit Processing Historical Reports** section of the page, select **Adjustment Historical Report**. The *Adjustment Historical Report* page appears as shown in Figure 31.

**Figure 31: Adjustment Historical Report Criteria Page**

Location: Home>>Reports>>Scheduled Reports>>Generate Scheduled Reports

### Adjustment Historical Report

Please enter Adjustment Historical Report search criteria.

Please note: Adjustments associated to Deposits with a voucher date older and/or Returned item adjustments with an Adjustment 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.

\* Denotes required fields.

**Search Conditions**

Organization:

OTC Endpoint:

ALC:

Adjustment Category:

Voucher #:

Adjustment Type:

Prepared by:



### Application Tip

The Adjustment Historical Report scheduled 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



### 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 (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)**



### 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. Select **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

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

5. Once the request has been submitted, navigate to **Previously Generated Reports** (**Reports** tab>**Scheduled Reports**>**View Previously Generated Reports**) and download the report in CSV format by selecting the CSV icon in the **Download** column for the report.

## View Previously Generated Reports

To view previously generated scheduled reports, complete the following steps:

1. From the **Reports** tab, select **Scheduled Reports** and select **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 32. The page lists reports that were requested within the last 7 days.
3. Select the **CSV icon** in the **Download** column to view your desired report. The report opens as a csv file.

**Figure 32: View Previously Generated Reports**

Location: Home>>Reports> **Scheduled Reports** > View Previously Generated Reports

### View Previously Generated Reports

Please select one of the reports to download.

Report Type	Submitted Time	Search Criteria Parameters	Status	Download
CIR File Status Report	07/19/2024 09:11:08 AM ET		COMPLETED	
CIR File Status Report	07/19/2024 04:12:20 AM ET		SUBMITTED	
CIR File Status Report	07/18/2024 04:17:13 AM ET		ERROR	



### 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.

4. The *File Download* dialog box appears. Select **Open**, **Save**, or **Cancel**.



### Additional Buttons

- Select **Open** and the content of the file displays.
  - Select **Save to** and choose the location where you want to save the file.
  - Select **Cancel and** the dialog box closes. No data is saved.
-

## Topic 13 Viewing a Financial Institution

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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:

- From the **Administration** tab, select **Manage FI>Financial Institution>View**. The *View the Financial Institution* pages appear as shown in Figure 33 and Figure 34 below.

**Figure 33: View FRB Detail**

View Financial Institution	
Institute Information	
Name	Bank of America
City	Concord
State / Province	CA
Country	US
Institution Type	Commercial
Accepts Foreign Check Deposits	Yes
Accepts Foreign Cash Deposits	Yes
System To System Interface Participant	Yes
Short Name	BOA
Processes Foreign Check Deposits	Yes
Processes Foreign Cash Deposits	Yes
Routing Transit Numbers:	

**Figure 34: View Financial Institution Detail**

View Financial Institution	
Institute Information	
Name	Bank of America
City	Concord
State / Province	CA
Country	US
Institution Type	Commercial
Accepts Foreign Check Deposits	Yes
Accepts Foreign Cash Deposits	Yes
System To System Interface Participant	Yes
Short Name	BOA
Processes Foreign Check Deposits	Yes
Processes Foreign Cash Deposits	Yes
Routing Transit Numbers:	
RTN	Status
021867400	Active
032861194	Active
051241164	Active
071837215	Active
085887400	Active
111000012	Active



### 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

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

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## Summary

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In this chapter, you learned:

- An Introduction to OTCnet
- An Overview of OTCnet Participant User Guide Content
- How to request access for yourself in SailPoint IIQ
- How to log in to OTCnet
- 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