

## OTCnet User Roles Guide for Agencies and Financial Institutions

### Overview

OTCnet was developed to allow individual users access to be granted specific roles that will enable them to perform their duties and job responsibilities. The following tables illustrate which Check Capture, Check Processing, and Deposit Reporting user roles that can be combined and assigned to individual Agency and Financial Institution (FI) users.

**Table 1. OTCnet User Role Descriptions and Grantors**

Role Name	Role Description	Assignable By	Applicable For Check Capture	Applicable For Deposit Reporting
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. Also, this role can establish, maintain, and view processing options that one or more lower level endpoints will use in OTCnet.	Agency PLSA, 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	•	•

Role Name	Role Description	Assignable By	Applicable For Check Capture	Applicable For Deposit Reporting
Agency Manager	The agency user in this role can view and download CIRA CSV reports and ACR Activity reports, run CIRA queries and view other general reports such as the SF215 Deposit Ticket and 5515 Debit Voucher reports. The agency user can view if an endpoint is designated for summary-level classification, and the agency comments associated to an endpoint.	Agency PLSA, LSA	•	
Batch Approver	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. <i>Note:</i> This role only applies to the Offline version of OTCnet.	Agency PLSA, LSA	•	

Role Name	Role Description	Assignable By	Applicable For Check Capture	Applicable For Deposit Reporting
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><i>Note: This role only applies to the Offline version of OTCnet.</i></p>	Agency PLSA, LSA	•	

Role Name	Role Description	Assignable By	Applicable For Check Capture	Applicable For Deposit Reporting
Check Capture Administrator	<p>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 is able to setup the location policy and location group. Additionally, this user is able to view, modify, and import accounting codes and modify endpoint mappings. This user can also configure the Check Capture functions and perform upgrades of the application as well as has the permission to download user profiles for the site. Furthermore, this user can view checks at the item level or a batch at the summary level classified with multiple accounting codes, view/download CIRA CSV reports and ACR Activity reports, run CIRA queries and view other general reports such as the SF215 Deposit Ticket and 5515 Debit Voucher reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint. This user has the permission to download software or firmware to the terminal using the Download Check Capture application permission. Lastly, this user is authorized to download the OTCnet Local Bridge (OLB) application, install the OLB certificate, install the OLB application, create the OLB profile, import OLB credentials, and start and stop the OLB application.</p>	Agency PLSA, LSA		

Role Name	Role Description	Assignable By	Applicable For Check Capture	Applicable For Deposit Reporting
Check Capture Operator	The agency user that 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. The agency user can also view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint. This user is authorized to install the OTCnet Local Bridge (OLB) certificate, install the OLB application, create the OLB profile, import OLB credentials, and start and stop the OLB application. Additionally, the user can enter/apply the Accounting Code at the time of scanning checks is established. However, the user does not have authorization to accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, or accept checks with poor quality.	Agency PLSA Agency LSA	•	
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, import OLB credentials, 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. However, 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, LSA	•	

Role Name	Role Description	Assignable By	Applicable For Check Capture	Applicable For Deposit Reporting
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, 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, import OLB credentials, and start and stop the OLB application.	Agency PLSA, 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 to an endpoint.	Agency PLSA, 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, 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, LSA		•
FPA Viewer	The agency user in this role will only be able to search / view deposit and adjustments, and produce reports from it.	Agency PLSA, LSA		•

Role Name	Role Description	Assignable By	Applicable For Check Capture	Applicable For Deposit Reporting
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, LSA		•
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, LSA	•	
MVD Viewer	The agency user in this role can read CIRA records in addition to read verification records and read block records containing only ABA permissions. This role also has the permission to download CSV formatted reports, view other general reports such as the 215 Deposit Ticket, 5515 Debit Voucher reports and the ACR Activity report. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.	Agency PLSA, LSA	•	
View Report	The agency user in this role will have access to agency reports with the exception of the CIRA CSV report.	Agency PLSA, 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.	Financial Institution PLSA, LSA		•
FI Viewer	The financial institution user in this role will only be able to search and view deposits and adjustments, view Financial Institution information and produce reports from it.	Financial Institution PLSA, LSA		•

Role Name	Role Description	Assignable By	Applicable For Check Capture	Applicable For Deposit Reporting
Financial Institution 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.	Financial Institution PLSA		•
Financial Institution 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		•
FRB Confirmer	The 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.			•
FRB Viewer	The FRB user in this role will only be able to search and view deposits and adjustments, view FRB information and produce reports from it.	Financial Institution PLSA, LSA		•



## Agency User Roles Combinations

### Overview

OTCnet was developed to allow individual users to be granted specific roles that will enable them to perform their duties and job responsibilities. The following tables illustrate which Deposit Reporting and Check Capture user roles can be combined and assigned to an individual Agency user.

Start by viewing the user roles columns at the top. All cells that contain a “•” in the column denote that the corresponding user role in the row on the left can be assigned to this user role.

**Table 2. Combinable Agency Deposit 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	•	•	•	•	•	•	
Check Capture Operator			•	•	•	•	
Check Capture Lead Operator			•	•	•	•	
Check Capture Administrator		•	•	•	•	•	
Check Capture Supervisor			•	•	•	•	

**Table 3. Combinable Agency Check Capture User Roles**

Agency 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		•	•	•		•	•	•	•		
Check Capture Operator		•	•	•	•					•	•
Check Capture Lead Operator		•	•	•	•			•	•	•	•
Check Capture Administrator	•	•	•	•	•		•		•		
Check Capture Supervisor	•	•	•	•	•		•	•			
Batch Approver						•	•				
Batch Uploader						•	•				

### Financial Institution User Roles Combinations

#### Overview

OTCnet was developed to allow individual users to be granted specific roles that will enable them to perform their duties and job responsibilities. The table below illustrates which Financial Institution user roles can be combined and assigned to an individual Financial Institution user. Start by viewing the user roles columns at the top. All cells that contain a “•” in the column denote that the corresponding user role in the row on the left can be assigned to this user role.

**Table 4. Combinable Financial Institution User Roles**

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

## OTCnet Report Access by User Roles

### Overview

OTCnet was developed to allow individual users to be granted specific roles that will enable them to perform their duties and job responsibilities. The table below illustrates which Deposit Reporting user roles can be assigned to an individual in order to access OTCnet reports. Start by viewing the user roles columns at the top. All cells that contain a “•” in the column denote that the corresponding report in the row on the left can be accessed by this user role.

**Table 5. User Roles Access to OTCnet Deposit Reporting Reports**

	Agency PLSA	Agency LSA	Accounting Specialist	Local Accounting Specialist	Deposit Preparer	Deposit Approver	FPA Viewer
<b>Security Reports</b>							
Users by Access Group	•	•					
User Information	•	•					
Users by Role	•	•					
<b>Business Reports</b>							
Adjustments By OTC Endpoint					•	•	•
Daily Voucher Report			•	•			
Deposits By Accounting Code					•	•	•
Deposits By OTC Endpoint					•	•	•
Deposit History By Status					•	•	•
Non-Reporting OTC Endpoint			•	•	•	•	•
Processing Options by Agency Endpoint			•	•			
<b>Administrative Reports</b>							
View Vouchers Complete					•	•	•
View Voucher Event Log					•	•	•
View Voucher Event Detail					•	•	•
View Vouchers In Progress					•	•	•
<b>Deposit Processing Historical Reports</b>							
Deposit Processing Historical Reports					•	•	•
Adjustment Historical Report					•	•	•

## OTCnet Report Access by User Roles

### Overview

OTCnet was developed to allow individual users to be granted specific roles that will enable them to perform their duties and job responsibilities. The table below illustrates which Check Capture roles can be assigned to an individual in order to access OTCnet reports. Start by viewing the user roles columns at the top. All cells that contain a “•” in the column denote that the corresponding report in the row on the left can be accessed by this user role.

**Table 6. User Roles Access to OTCnet Check Processing Reports**

Business Reports	Agency Manager	CIRA Viewer	View Report	MVD Editor	MVD Viewer	Check Capture Administrator
View CIRA	•	•		•	•	
View CIRA CSV Report	•			•	•	•
Agency CIRA Report	•		•	•	•	•
View Deposit Ticket	•		•	•	•	•
View Debit Voucher	•		•	•	•	•
View ACR Activity Report	•		•	•	•	•
<b>Administrative Reports</b>						
View Audit Log						•
View Verification Records				•	•	
LVD Contents Report	•		•	•	•	•
Organizational Hierarchy Report	•		•	•	•	•
Statistical Report	•		•	•	•	•
<b>Check Processing Historical Reports</b>						
CIRA CSV Historical Report	•		•	•	•	•