



**OTCnet**<sup>SM</sup>

**DEPOSITS MADE SIMPLE**

BUREAU OF THE FISCAL SERVICE

## OTCnet Glossary

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# Glossary

## A

**Accounting Code** – A unique agency classification code assigned to a transaction, which identifies the FRB Account Key that is used within the Federal Reserve. In check capture, it is a method of grouping individual check transactions into certain classifications. In deposit reporting, the classification is being done at a voucher level, where a voucher is being classified with one, or many agency-defined accounting codes, or TAS.

**Accounting Code Description** – A brief explanation that provides further detail about an accounting code.

**Accounting Code Name** – The title of the accounting code.

**Accounting Key** – The account number assigned to a deposit when it is submitted to FRB CA\$HLINK. The FRB Account Key is used by FRB CASHLINK in combination with the RTN to determine the appropriate CAN. The FRB Account Key is similar to the CAN, which is only used for FRB financial activity.

**Accounting Specialist** – A user who 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.

**Acknowledged Batch Status** – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

**Acknowledged Error Batch Status** – Indicates the acknowledge batch process experienced system errors and the acknowledgment was unsuccessful, or a user selected to cancel the batch acknowledgment which resulted in a batch being updated to Acknowledgment Error.

**ACR Activity Report** – A check processing business report that allows you to view detailed information about transactions that were adjusted, corrected, or reversed/rescinded. Users can generate a report that covers a maximum period of 45 calendar days.

**Activity Type** – The parameter indicates if a User Defined Field (UDF) is used for capturing custom agency information for a deposit or during classifying the deposit with accounting codes. OTCnet allows for the creation of three UDFs for the deposit activity, and two UDFs for the deposit accounting subtotals activity.

**Adjustment Activity (FI) Report** – A business report that allows you to view adjustments made by your financial institution (FI).

**Adjustment Historical Report** – A deposit processing report that allows you to view historical deposit adjustment and returned item adjustment transaction data.

**Adjustments by OTC Endpoints Report** – A business report that allows you to view adjustments made by Agency Location Code (ALC) and Adjustment Types (Credit, Debit or Return Item Adjustments). An adjustment was created when a deposit ticket has been received by a financial institution and the amount of the deposit does not match the deposit amount reported on the deposit ticket.

**Agency CIRA Report** – A check processing business report that allows you to view the batch level transaction activity for a specified OTC Endpoint. A user can filter the report by Received Date, Capture Date, Batch ID, or Check Capture Operator.

**Agency Contact** – A person designated by an agency as the primary contact regarding deposit-related matters.

**Agency Information** – The optional comments or instructions, receipt processing dates, alternate agency contact, and internal control number for your deposit.

**Agency Location Code (ALC)** – A numeric symbol identifying the agency accounting and/or reporting office.

**Agency Location Code plus 2 (ALC+2)** – The agency location code plus a unique two-digit number that is used in OTCnet to identify a cashflow at a location within an ALC. This plus two digits accommodates the fact that one ALC can represent many locations and allows the agency to identify those locations specifically.

**Agency Manager** – A user that has authorization to 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, as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.

**Alternate Agency Contact** – A person designated by an agency as the secondary contact regarding deposit-related matters.

**American Bankers Association (ABA)** – (also known as Bank Routing Number) A routing transit number (RTN), routing number, or ABA number is a nine-digit bank code, used in the United States, which appears on the bottom of negotiable instruments such as checks identifying the financial institution on which it was drawn.

**Approved Batch Status** – Indicates that the batch is ready for settlement (online only). Indicates that the batch is ready for upload and settlement (offline only).

**Audit Log** – A table that records all interactions between the user and OTCnet Deposit Reporting, Check Capture, Check Processing, administrative actions and other processes that take place in the application. Some entries also contain before and after values for actions completed. The audit log is available for download to a comma separated value report (CSV) and opened in a spreadsheet program or available to print in a formatted audit log report.

**Automated Clearing House** – A computerized network used by member financial institutions to process payment orders in machine readable form. ACH processes both credit and debit transactions between financial institutions in batches. ACH items are settled electronically and do not require an image.

**Awaiting Approval (AWAP)** – A deposit that is waiting for deposit confirmation by a Deposit Approver.

## B

**Back Office Processing Method** – Indicates that a customer presented a check in person, but the check is being scanned in a controlled back-office environment away from the customer.

**Batch** – A file containing the transaction information and tiff images (collection of scanned checks) of one or more checks, which will be sent for settlement.

**Batch Approver** – An agency user that has the authorization to approve a batch either prior to batch upload from OTCnet Offline or when a batch is uploaded/submitted to OTCnet Online but not yet approved. The Batch Approver permission must be applied to either a Check Capture Lead Operator or Check Capture Operator roles and allows the operators to approve batches that they have created. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

**Batch Control/Batch Balancing** – An optional feature (which can be configured to be mandatory) that agencies can use as a batch balancing tool to perform checks and balances on the number of checks that have been scanned, and ensure their respective dollar amounts and check number totals have been accurately entered. The functionality is available for both single item mode and batch mode.

**Batch ID** – The unique number assigned to a batch by OTCnet.

**Batch List Report** – A report that contains transaction information for each batch item, including the Individual Reference Number (IRN), Item Type, ABA Number, Account Number, Check Number, and Amount.

**Batch Status** – Reflects the current state of a batch during processing, transmission, and settlement. The batch states for OTCnet Online are Open, Closed, Approved, and Forwarded. The batch states for OTCnet Offline are Open, Closed, Approved, Sending, Sent, Acknowledged, Send Error, and Acknowledgment Error (offline only).

**Batch Uploader** – An agency user that has the authorization to upload a batch from OTCnet Offline to the online database. The Batch Uploader permission must be applied to either a Check Capture Lead Operator or Check Capture Operator roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so) or upload approved batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

**Blocked** – A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

**Bureau of the Fiscal Service (FS)** – (formerly FMS) The bureau of the United States Department of Treasury that provides central payment services to federal agencies, operates

the federal government's collections and deposit systems, provides government wide accounting and reporting services, and manages the collection of delinquent debt owed to the government.

**Business Event Type Code (BETC)** – A code used in the CARS system to indicate the type of activity being reported, such as payments, collections, borrowings, etc. This code must accompany the Treasury Account Symbol (TAS).

## C

**CA\$HLINK II** – An electronic cash concentration, financial information, and data warehouse system used to manage the collection of U.S. government funds and to provide deposit information to Federal agencies.

**CA\$HLINK II Account Number (CAN)** – The account number assigned to a deposit when it is submitted to CA\$HLINK II.

**Capture Date** – The calendar date and time the payment is processed by the agency.

**Card Acquiring Service (CAS)** – (formerly Plastic Card Network) A Bureau of the Fiscal Service federal program that provides federal agencies with payment card (credit, debit, electronic benefit transfer (EBT) and store-value (gift cards) cards) acceptance capabilities.

**Card Administrator** – An agency user that has the authorization to manage endpoints for card processing, set up and view terminal configuration and read and view audit log information.

**Card Invoice ID** – The unique Invoice ID for a processed card transaction. The default on terminals is set to 10 characters, a max of 40 characters can be configured for MX terminals. It can be used to track transactions in OTCnet.

**Card Operator** – An agency user that has the authorization to start card processing, query, void, and refund any card transaction, as well as reboot and check terminal connection status.

**Card Processing** – A functionality available in OTCnet that allows agencies to provide customers with an option to make payments with a credit, debit or Visa/Mastercard gift card. The card transactions are directly sent to WorldPay. WorldPay sends all approved OTCnet transactions via a Card Acquiring Service (CAS) flat file to Collections Information Repository (CIR) for deposit reporting.

**(80mm) Card Receipt Printer** – A printer that can be selected by a Card Operator or Kiosk Operator; the 80mm printer provides the ability to print standard-sized card receipts on 3.125in (80mm) paper.

**Card Uploader:** A full vendor 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.

**Cashier ID** – The ID of the user that created the transaction.

**Central Accounting Reporting System (CARS)** – The system that addresses the central accounting and reporting functions and processes associated with budget execution, accountability, and cash/other asset management. This includes the collection and dissemination of financial management and accounting information from and to federal program agencies.

**Central Image and Research Archive (CIRA)** – The Central Image Research Archive (CIRA) is an image archive of all items processed in the OTCnet System.

**Central Image and Research Archive (CIRA) Query** – An online query function that allows users to search for all check transactions (includes mobile check transactions) processed in the OTCnet application that have been settled less than 18 months ago.

**Chain Code** aka Chain Number: An alphanumeric designator (e.g. 0F123B) assigned by acquirer to reflect a unique channel of processing. The chain code is assigned at lower level endpoints and an agency may have multiple chain codes.

**Characteristics** – The properties of a user, organization, deposit, or financial institution.

**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. Check 21 items require an image before they can settle. Check 21 is also referred to as check truncation.

**Check Amount** – The dollar amount of the check.

**Check Capture** – The component of OTCnet used to process scan images of checks and money orders through OTCnet for the electronic deposit of checks and money orders at financial institutions. Check capture can be done online through the internet, or offline through the user's desktop.

**Check Capture Administrator** – An agency user that has the authorization to define and modify the check capture sites; to manage accounting codes; to modify endpoint mappings; to configure Check Capture functions and perform upgrades of the application; to create and download user profiles; as well as download software or firmware to the terminal using the Download Check Capture application permission. 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, as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint. Lastly, this user has the ability to create the CCA offline user logon profile using OTCnet online.

**Check Capture Lead Operator** – An agency user that has the authorization to scan checks into a batch, view and classify checks at the item level or 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. Additionally, the user is authorized to accept checks with poor quality, make MICR line corrections, and accept duplicate checks. This user is not authorized; however, to use an out-of-date LVD. This role can also establish, maintain, and view processing options for an endpoint pertaining to summary level classification and agency comments.

**Check Capture Offline** – A web-based functionality in the offline Check Capture application that resides in the user’s desktop for capturing check images for the electronic deposit of checks and money orders. The check transactions are stored within a local database, and the check information will need to be uploaded to OTCnet server when there is internet connectivity before they can be deposited for settlement.

**Check Capture Online** – A web-based functionality within OTCnet to allow agencies users to process scanned images of checks and money orders for the electronic deposit of checks and money orders at financial institutions. The check transactions are directly saved to the OTCnet online database, and no upload of batches of checks are needed.

**Check Capture Operator** – An agency user that has the authorization to perform only very minimal Check Capture activities. This user has 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 is an endpoint is designated for summary level classification, and the agency comments associated to an endpoint. Additionally, the user can enter/apply the Accounting Code at the time of scanning checks is established. This 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.

**Check Capture Supervisor** – An agency user that has the authorization to perform almost all the functions on the Check Capture including view and classify checks at the item level or a batch at the summary level with multiple accounting codes, accept duplicates (not recommended), make MICR corrections, authorize the use of out-of-date LVD, and accept checks with poor quality as well as view, modify, import, and modify endpoint mappings. This role can also establish, maintain, and view processing options for an endpoint pertaining to summary level classification and agency comments.

**Check Image Report** – A check processing business report that allows you to view the front and back images of a check for an Individual Reference Number (IRN) that you request.

**Check Number** – The printed number of the check writer’s check.

**CIRA CSV Historical Report** – A check processing business report that allows you to query check records that are associated with batches that have been forwarded for settlement more than 18 months ago. The exported comma separated value report (CSV) data can be used to import the data into other applications within an agency. The report has been enhanced to provide users the option to solely retrieve mobile check transactions.

**CIRA CSV Report** – A check processing business report that allows users to search for all transactions in the system (including mobile check transactions) and allows users to export the results to a comma separated value report (CSV) file.

**CIRA Viewer** – A user that has authorization to view CIRA records and download CSV files. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.

**Classification Key (C-Key)** – A unique agency accounting code assigned to a transaction. Agencies establish C-Keys in SAM for collection transactions that will be used to derive the appropriate values of TAS-BETC(s).

**Clear** – Indicates that a customer may present checks for a specific ABA Number and Account Number, because the prior restrictions on the individual's check payments have been removed. Note: Manually cleared items are permanently cleared. If a transaction is cleared in error, manual suspend, block or deny records need to be created in its place to prevent transactions.

**Client ID/GCI Number** – An ID used by the deposit end point when requesting a currency conversion for foreign check to the US dollar Equivalent (USE) with the foreign currency exchange gateway for foreign check items or currency conversion service for foreign currency cash.

**Client Order ID** – A unique ID assigned by OTCnet to maintain uniqueness while requesting/accepting a foreign currency conversion quote for foreign checks the foreign currency exchange gateway.

**Closed Batch Status** – Indicates the batch is closed and no new checks may be scanned into that batch.

**Collections Information Repository (CIR)** – (formerly TRS) A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

**Comma Separated Values (CSV)** – A computer data file used for storage of data structured in a table form. Each line in the CSV file corresponds to a row in the table. Within a line, fields are separated by commas, each field belonging to one table column.

**Confirmed** – A deposit that has been reviewed and then confirmed by a financial institution or FRB.

**Cost Center Work Unit (CCWU)** – A Federal Reserve cost center work unit that processing the FRB deposits and adjustments. It is normally abbreviated as CCWU and provided only on non-commercial (FRB settled) transactions. Debits and credits processed by FRB Cleveland will be noted with the CCWU number 9910 on the daily accounting statement agencies receive from the Federal Reserve Bank.

**Credentials** – Evidence of authority, status, rights, or entitlement to privileges. Credentials are typically in written form (e.g., OLB credentials such as a login or password).

**Custom Label** – Text defined by OTCnet that describes a level in the organization hierarchy, the internal control number, or agency accounting code.

**Customer Not Present Processing Method** – The processing method selected in OTCnet when processing a check that has been presented by a check writer who is not present at the agency location i.e., mail.

**Customer Present Processing Method** – The processing method used in the OTCnet when the check writer is presenting the check in person.



## D

**Daily Voucher Report** – A business report that allows you to view the daily voucher extract.

**Data Type** – The type of data that should be entered for a user defined field.

**Date of Deposit** – The date, prior to established cut off times, the user transmits a batch of checks and money orders through check capture, or the date the agency sends the physical negotiable instruments to the financial institution.

**Debit Gateway** – The financial settlement program that is responsible for the presenting and settling of payment transactions acquired through the OTCnet application. The Debit Gateway receives a transaction file from OTCnet and determines the proper path for settlement of each item. Items are either converted to ACH for direct automated clearing house debit, or are included in an image cash letter, which is sent to the Check 21 system for presentment to paying banks. Once the file is processed, the Debit Gateway sends a Response Processing File (RPF) to OTCnet with the status of each of the items.

**Demand Deposit Account (DDA)** – The account at a financial institution where an organization deposits collections.

**Denied** – Indicates that OTCnet system permanently denies an individual from cashing a check through OTCnet based on the combination of ABA number, account number, and User Defined Field 1. User Defined Field 1 is usually the SSN number of an individual.

**Deny Date** – Indicates when the verification record (MVD/LVD) expires, and OTCnet can start accepting checks that will be presented by a check writer that has previously presented a bad check. The Deny Date is calculated based on suspension periods configured in the Check Cashing policy of an OTC Endpoint.

**Deposit** – A collection of over-the-counter receipts deposited to a United States Department of Treasury General Account for credit.

**Deposit Activity (FI) Report** – A business report that allows the financial institution to view deposits submitted to its location.

**Deposit Approver** – A user who has authorization to review and submit deposits to a financial institution.

**Deposit Confirmer** – A user at a financial institution that has authorization to verify the accuracy of deposits received from an agency.

**Deposit History by Status Report** – A business report that allows you to view deposits by status.

**Deposit Information** – The attributes that define a deposit: deposit status, voucher number, deposit endpoint, ALC, voucher date, deposit total, check/money order subtotal, currency subtotal, and subtotals by accounting code.

**Deposit Preparer** – A user that has authorization to prepare and save deposits for approval to a Deposit Approver.

**Deposit Total** – The total amount of over-the-counter receipts included in the deposit.

**Deposit Historical Report** – A deposit processing report that allows you to view historical deposit transaction data.

**Deposits by Accounting Code Report** – A business report that allows you to view deposits by accounting code.

**Deposits by OTC Endpoint Report** – A business report that allows you to view deposits by OTC Endpoint.

**Display Order Number** – The order in which user defined fields (UDFs) should be displayed.  
**Draft** – A deposit that is saved for modification at a later date by a Deposit Preparer.

**Division Number:** A three-digit (e.g. 001) value assigned at lower level endpoints under the chain code to designate unique lines of accounting.

## E

**Exchange Rate** – The decimal value used to convert foreign currency to the US dollar Equivalent (USE).

## F

**Failed** – The item was unable to be processed and/or settled by United States Department of Treasury/Bureau of the Fiscal Service (BFS). These are item that could not be collected such as foreign items or possible duplicate items. These items are not included on your 215 Report.

**Federal Program Agency** – A permanent or semi-permanent organization of government that is responsible for the oversight and administration of specific functions.

**Federal Reserve Bank (FRB)** – A Federal Reserve Bank is one of twelve regulatory bodies throughout the United States that make up the Federal Reserve System. Each Bank is given power over commercial and savings banks in its area and is charged with making sure that those banks comply with any and all rules and regulations.

**Federal Reserve Bank-Cleveland (FRB-C)** – FRB-C serves as the conduit for settlement of transactions originating from the OTCnet application. FRB-C is responsible for receiving the transaction data from OTCnet via forward file and performing check clearing/transaction settlement as the 'debit gateway'.

**Federal Reserve System's Automated Clearing House (ACH) System** – Enables debits and credits to be sent electronically between depository financial institutions.

**Financial Institution (FI)** – A bank, designated by the United States Department of Treasury and a Treasury General Account (TGA) of International Treasury General Account (ITGA),

which collects funds to be deposited in the Treasury General Account. These banks also include the Federal Reserve Bank (FRB).

**Financial Institution Information** – The name, address, routing transit number, and the demand deposit account number of a financial institution.

**Firmware** – A release used for initial download or upgrades to the scanner software that allows a scanner to be used on a terminal. The firmware versions also contain a series of other back-end installation files that should be installed on a terminal to enable it to be used for Check Capture in OTCnet.

**Fiscal Year** – A 12-month period for which an organization plans the use of its funds.

**Forwarded Batch Status** – Indicates the batch has been sent to Debit Gateway to initiate the settlement process.

**Forwarded File** – A term that is assigned to a file that contains the check transactions that is sent from channel applications, such as OTCnet or ECP, to Debit Gateway for settlement purposes.

**Franker** – An internal stamp unit that stamps a check with “Electronically Processed” after the check is processed and scanned. Franker availability is based on the model of your scanner.

**Franking** – The process of stamping a check processed through Check Capture. The stamp indicates that the check was electronically processed.

## H

**Highest Level Organization** – The primary level of the organization hierarchy.

## I

**IBM Security Identity Manager (ISIM)** – Refers to Fiscal Service’s Enterprise provisioning tool for user account and identity management.

**Individual Reference Number (IRN)** – The auto-generated unique number used in OTCnet to identify Check Capture transactions.

**Input Length Maximum** – The maximum number of characters that may be entered in a user defined field.

**Input Length Minimum** – The minimum number of characters that may be entered in a user defined field.

**Internal Control Number** – A customizable field for agency use to further describe a deposit.

**Internet Protocol (IP) address** – A unique number or address that computing devices, (e.g., computers, laptops, tablets, etc.) connected to a computer network, use to identify themselves and communicate with other devices in an IP-based network (e.g., the Internet).

**Item Detail Report** – A report that contains the information about an individual item (check) associated with a batch. The report print-out will contain MICR information, data entered about the check, and an image of the check obtained during scanning.

**Item Type** – Indicates whether the check presented is a personal or business check. This determines whether the check is handled through Check 21 (non-personal) or FedACH (personal).

## K

**Kiosk Operator User Role** – A user with limited permissions for the OTC Kiosk tablet. Permissions include logging into the OTCnet Kiosk application, deposit processing, scanning checks, processing card payments and printing receipts.

**Kiosk Lockdown Software** – A process used to lock down the Windows Surface Pro workstation for use with the OTCnet Kiosk Tablet application. This involves removing the options, “Lock”, “Sign out”, “Change a password” and “Task Manager” when CTRL-ALT-Delete is pressed. This process only needs to be implemented once, as part of the initial workstation configuration. Locking down the tablet ensures that users cannot access any outside information or applications from the OTC Kiosk Tablet (e.g., checking email or accessing any other websites).

## L

**Local Accounting Specialist** – A user who is an expert on the organizational structure, reporting needs and accounting rules for their depositing endpoint and its lower level OTC 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 OTC Endpoints will use in OTCnet.

**Local Security Administrator (LSA)** – An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

**Local Verification Database (LVD)** – A database (specific to the endpoint using OTCnet) that is downloaded from OTCnet and stored locally on the agencies network, which replicates the information found in the Master Verification Database (MVD).

**Lower Level Organization** – Any organization created below the highest level organization.

**LVD Contents Report** – A check processing business report that allows you to view the contents of a Local Verification Database (LVD) for a given OTC Endpoint.

## M

**Magnetic Ink Character Recognition (MICR)** – Digital characters on the bottom edge of a paper check containing the issuing bank’s ABA number and account number. The check number may also be included.

**Manual Card Entry** – An option available in OTCnet for card processing, it allows agency users to manually enter a card number on behalf of the card holder so a card payment can be processed. It is only to be used as a contingency if all other payment methods fail.

**Master Verification Database (MVD)** – It is an online database specific to the agency that maintains the agency hierarchy check cashing policy, information on bad check writers, and manually entered blocked items based on an agency's policy. Bad check information is accumulated in the MVD as agencies process checks through Check Capture. The MVD provides downloads of dishonored check information and blocked items via the Local Verification Database (LVD) on a daily basis.

**Merchant Identification Number (MID)**: A unique designator (e.g. 44450XXXXXXXXXX) assigned by the acquirer to reflect the card processing location and may contain up to 13 characters. An ALC can be associated with multiple Merchant IDs; however, each Merchant ID must be unique for each lower level endpoint.

**Mobile Check Capture** – A functionality in OTCnet; it allows the processing of mobile check transactions from the FedRevCollect mobile application (Mobile Server).

**MVD Editor** – A user that has the authorization to view, edit, and download CIRA records, view verification records, and read blocked records containing only ABA permissions, view other general reports such as the SF215 Deposit Ticket report, 5515 Debit Voucher report, the ACR Activity report as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.

**MVD Viewer** – A user that has the authorization to view and download CIRA records, view verification records, and read blocked 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 report, 5515 Debit Voucher report, the ACR Activity report, as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.

## N

**Non-Personal Item Type** – Indicates that the name on check is an organization, or the check is a money order, traveler's check, or third-party check.

**Non-Reporting OTC Endpoints Report** – A business report that allows you to view OTC Endpoints that have not reported a deposit.

## O

**Open Batch Status** – Indicates the batch is open and accepting new checks.

**Organization** – The location or level within a Federal Program agency.

**Organization Hierarchy** – The structure of a Federal Program agency as defined in OTCnet.

**Organization Hierarchy Report** – A check processing business report that allows you to view the target OTC Endpoint within the context of the current OTC Endpoint.

**OTC Collections** – Receipts that contain cash, checks, and/or money orders that are collected over-the-counter by organization endpoints in exchange for goods or services.

**OTC Endpoint** – The endpoint (location) that collects over-the-counter (OTC) receipts and deposits them to the United States Department of Treasury General Account.

**OTC Endpoint Credit-Debit-Card (CDC)** – The endpoint (location) setup in OTCnet for use in card processing.

**OTC Endpoint Check (CHK)** – The endpoint (location) setup in OTCnet for use in check capture.

**OTC Endpoint Treasury General Account (TGA)** – The endpoint (location) setup in OTCnet for use in deposit reporting.

**OTC Endpoint Mapping** – The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

**OTC Kiosk Tablet** – A lightweight collections mobile tablet terminal that features OTCnet Check Processing and Card Processing with receipt printing functionalities. It allows agency customers to make check (personal only) and card payments (credit, debit and gift) independent of an agency representative.

**OTCnet Generated Eight-Character Pairing Pin** – A pairing pin is a unique eight-character OTCnet-generated number used to pair OTCnet and the card terminal. The number is entered the card terminal.

**OTCnet Local Bridge (OLB) Application** – Refers to an application installed on a workstation, used to facilitate communication between the browser and the operating system/workstation.

**OTCnet Offline** – Refers to the over the counter application that provides Check Capture functionality to end users with limited internet connectivity and provides the capability to upload offline-captured batches to the Online OTCnet application for processing.

**OTCnet Online** – Refers to the web-based over the counter application that provides Check Capture, Check Processing, Deposit Processing, and Card Processing functions to end users (that have constant internet connectivity).

**Over the Counter Channel Application (OTCnet)** – Refers to the over the counter application that provide Check Capture and Deposit Reporting to end users.

## P

**Personal Item Type** – Indicates that the name on check is an individual's name, not acting as a business.

**Personally Identifiable Information (PII)** – It is any piece of information which can potentially be used to uniquely identify, contact, or locate a single person or can be used with other sources to uniquely identify a single individual. Examples of PII include but are not limited to social security numbers, dates and places of birth, mothers' maiden names, biometric records.

**Primary Local Security Administrator (PLSA)** – An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

**Processing Options** – User-defined parameters for the deposit and adjustment processes.

**Processing Options by OTC Endpoints Report** – A business report that allows you to view

## Q

**Queue Interface** – Used by military agencies that utilize the Deployable Disbursing System (DDS) database bridge. It provides a single transaction input point, prevents data entry errors, and discrepancy between both systems.

## R

**Received** – The agency has sent this transaction through OTCnet. No settlement has been performed for this transaction yet.

**Received Date** – The date the check was received by web-based OTCnet.

**Rejected** – A deposit that is returned by a financial institution or FRB to the Deposit Preparer to create a new deposit.

**Represented** – This transaction was returned with a reason code that allows for another collection attempt to be made (see Appendix Chapter of the Participant User Guides for Reason Codes). Depending on an agency's policy, the item is reprocessed in an attempt to collect the funds from the check writer. Items with this status are in-process of collection.

**Retired** – This transaction was unable to be collected. The agency receives an SF5515 Debit Voucher Report with a debit processed to Debit Gateway, the effective date and debit voucher number. The offset to the agency's debit is an ACH return or a paper return (Check 21) received from the check writer's financial institution. This transaction cannot be processed again through OTCnet.

**Return Reason Codes** – Represent the numeric codes used in the ACH and paper return processing, which specify the reason for the return of the transaction and Check 21 codes.

**Return Settlement Date** – The effective date of settlement of the returned check item.

**Returned Item** – A check that was originally part of an OTCnet deposit but returned to the financial institution for non-sufficient funds, closed account, etc.

**Routing Transit Number (RTN)** – (also known as American Bankers Association (ABA) Number or Bank Routing Number) – The nine-digit number used to identify a financial institution.

## S

**Save as Draft** – An option that allows a Deposit Preparer to save a deposit for modification at a later date.

**Save for Approval** – An option that allows a Deposit Preparer to save a deposit for a Deposit Approver to submit to a financial institution.

**Send Error Batch Status** – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

**Sent Batch Status** – Indicates the batch was uploaded online without error.

**Separation of Duties** – A concept used to ensure there are typically separate personnel with authority to authorize a transaction, process the transaction, and review the transaction.

**Settle Best Method** – The option that allows OTCnet to decide the best settlement method for personal and non-personal checks.

**Settled** – This transaction is complete, and the funds have been credited to the agency's United States Department of Treasury General Account. The effective date of the deposit and the SF215 Deposit Ticket Report deposit ticket number are provided.

**Settlement Date** – The payment date of a check item, which is when the deposit is debited from the check writer's account.

**SF215 Deposit Ticket Report** – The report presented to a financial institution by a U.S. government agency with checks and other payment instruments to make a manual deposit. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is searchable for a duration of up to 45 days.

**SF5515 Debit Voucher Report** – The report used to debit the United States Department of Treasury General Account (TGA) to decrease the amount of a deposit made to that account. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is searchable in for a duration of up to 45 days.

**Share Accounting Module (SAM)** – The application that facilitates the process of validating or deriving United States Department of Treasury Account Symbol (TAS) and Business Event Type Code (BETC) combinations to assist CARS in classifying financial transactions as they occur.

**Short Name/Code** – The user-defined text describing an organization. Short Names/Codes must be unique within an organization hierarchy.

**Statistical Report** – A check processing administration report that allows you to view statistical details for an OTC Endpoint. The report includes statistical information regarding the total



transactions, overall success rate, total returns sent back to the agency, and total returns received. The report is searchable for a duration of up to 15 days.

**Submit** – An option that allows a Deposit Approver to submit a deposit to a financial institution.

**Submitted** – A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

**Suspend** – Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

## T

**Terminal ID** – The unique number assigned to the workstation where a user performs functions in OTCnet.

**Trade Status** – Represents the status of the verification records. There are four possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

**Transaction History** – Defines the time range that a Deposit Confirmer can view the historical deposit transactions for his or her financial institutions. For example, if the transaction history is set at 45 days, the Deposit Confirmer can view all the deposits that he or she has confirmed for the past 45 days.

**Transaction Reporting System (TRS)** – A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

**Treasury Account Symbol (TAS)** – The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

## U

**Universal Serial Bus (USB)** – A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

**US Dollar Equivalent (USE)** – The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

**US Treasury** – The executive department and the United States Department of Treasury of the United States federal government.

**User Defined Field (UDF)** – A user-defined text that describes deposit activity or deposit accounting activity.

**User Information Report** – A security report allows that you to view a user's contact information.

**Users by Access Group (FI) Report** – A security report that allows you to view users by financial institution.

**Users by Access Group (FPA) Report** – A security report that allows you to view users by OTC Endpoint.

**Users by Role (FI) Report** – A security report that allows you to view users by role for your financial institution.

**Users by Role (FPA) Report** – A security report that allows you to view users by role for your OTC Endpoint.

## V

**View CIR File Status Report** – An administration report allows you to view the status of CIR files that have been processed by Collections Information Repository (CIR) or are ready for CIR to process.

**View CIR Transmission Status for Check Processing** – A check processing administration report that allows you to view the status of CIR files that have been processed by CIR or are ready for CIR processing.

**View Vouchers Completed Report** – An administration report allows you to view the status of deposit and adjustment vouchers that have completed processing through the FI System To System Interface in the past 36 hours.

**View Vouchers in Progress Report** – An administration report allows you to view the status of deposit and adjustment vouchers in progress.

**Viewer** – A user who has authorization to view OTCnet information and produce reports from it.

**Voucher Date** – The day that Debit Gateway receives transactions from OTCnet.

**Voucher Number** – The number assigned to a deposit by OTCnet.

## W

**WorldPay:** (formerly Vantiv) A credit card, debit card and gift card merchant processor who is responsible for the creation of card acquiring service (CAS) accounts including chain codes and merchant IDs.