

PAGE 1: Release 2.3 has arrived! Read about all the new application features and how you can get the most out of OTCnet for your business processing needs.

PAGE 2: Firmware Version 2.0.0 is available for agency use. Read details to obtain this new version for use with Windows 7, 8.1, and 10 and all scanner types.

PAGE 3: Training Spotlight: Learn about the PLSA/LSA user role and how to successfully fulfill the responsibilities of this important OTCnet role.

PAGE 4: Details the new Treasury Request to begin using the Check Processing method. The OTCnet Team is here to help you transition successfully!

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# OTCnet Connect

*A Publication of the Bureau of the Fiscal Service  
Over the Counter Division*

## Hello Release 2.3!

We are excited to announce the arrival of OTCnet Release 2.3!

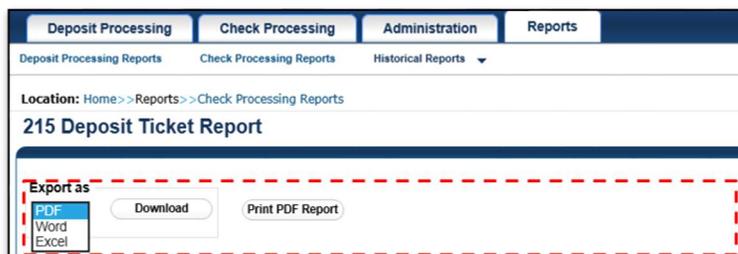
Enhancements include, Operating System Support for:

- Windows 7
- Windows 8.1
- Windows 10



All Deposit Processing and Check Processing reports are now converted to Jasper and available for export in the following file types:

- PDF
- Word
- Excel



New Report Export Options on the Report Search Page in Release 2.3

Additionally, the Ingenico i3050 Keypad hardware option is no longer supported by OTCnet and does not appear in the OTCnet application. This piece of optional equipment was decommissioned due to low agency use and a drop in support from the manufacture.

Users will also find a layout update to the OTCnet Unavailable Status Page.

For complete release details, view the following resources on the OTCnet Website:

- **2.3 Release Information page:**  
[https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcNet/rvnColl\\_otcnet\\_releaseinfo.htm](https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcNet/rvnColl_otcnet_releaseinfo.htm)
- **2.3 System Requirements Guide:**  
[https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcNet/OTCnet\\_Release\\_2%203\\_System\\_Requirements.pdf](https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcNet/OTCnet_Release_2%203_System_Requirements.pdf)
- **OTCnet User Roles Guide:**  
[https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcNet/OTCnet\\_User\\_Roles\\_Guide.pdf](https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcNet/OTCnet_User_Roles_Guide.pdf)
- **2.3 Release Notes:**  
[https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcNet/OTCnet\\_Release\\_2%203\\_Release\\_Notes.pdf](https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcNet/OTCnet_Release_2%203_Release_Notes.pdf)

# OTCnet Firmware Version 2.0.0 Now Available!

Firmware Version 2.0.0 is specifically designed to support users with workstations utilizing Windows 7, Windows 8.1, and Windows 10. Additionally, 2.0.0 will support all current RDM and Panini scanner hardware options. Note, if you are already scanning checks on your Windows 7 computer using Firmware 1.5.1 or 1.6, no action is necessary at this time. Below is a listing of supported firmware versions by hardware and operating system:

Scanner Type		Operating System		
Scanner Type	Model	Windows 7	Windows 8.1	Windows 10
<b>RDM</b>	EC7000	1.5.1, 1.6, 2.0.0	2.0.0	2.0.0
<b>Panini</b>	MyVisionX	1.6, 2.0.0	2.0.0	2.0.0
	VisionX	1.6, 2.0.0	2.0.0	2.0.0
	I: Deal	1.6, 2.0.0	2.0.0	2.0.0

To obtain a copy of the new firmware, a Check Capture Administrator must log in to the OTCnet Online application and follow the linked printable job ads:

- **Download Firmware:**  
[https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcnet/training/wbt/content/56/sims/pja\\_download\\_firmware.pdf](https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcnet/training/wbt/content/56/sims/pja_download_firmware.pdf)
- **Install OTCnet Firmware:**  
[https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcnet/training/wbt/content/56/sims/pja\\_install\\_firmware.pdf](https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcnet/training/wbt/content/56/sims/pja_install_firmware.pdf)

## Before installing the new 2.0.0 firmware, consider the following:

- To install the new firmware, you will need Windows Administrator privileges on each workstation
- If you have a previous version of firmware installed, you will need to uninstall firmware before installing the 2.0.0 version
- If using OTCnet Offline, close and upload all existing batches in Batch Management, as well as stop the Offline application
- Ensure the scanner is not connected to the terminal when installing the new firmware
- There are two prerequisite VC++ redistributable packages that are required to be installed prior to using 2.0.0. Check with your local IT Department before installing to determine if the following packages are needed:
  - Microsoft Visual C++ 2005 SP1 Redistributable Package (x86):  
<https://www.microsoft.com/en-us/download/details.aspx?displaylang=en&id=5638>
  - Microsoft Visual C++ 2010 SP1 Redistributable Package (x86):  
<http://www.microsoft.com/en-us/download/details.aspx?id=8328>

## ACR Form Updates

Updated resources for the Adjustment, Correction, or Rescission (ACR) process are now available under the 'References' menu on the OTCnet Homepage.

The ACR form is used when an agency needs to make an Adjustment, Correction or Rescission after an error is observed in the batch management functions of OTCnet.

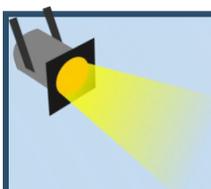
Once completed, forms should be submitted via email to the OTCnet Customer Support Team.

## OTCnet Endpoint Clean-up

As a best practice, periodically "clean-up" endpoints with no associated transaction or volume amount.

To complete this, the Check Capture Administrator should reference the process for neutralizing or deleting endpoints within the following printable job aid: [https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcnet/training/wbt/content/55/sims/pja\\_delete\\_otc\\_endpt\\_info.pdf](https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcnet/training/wbt/content/55/sims/pja_delete_otc_endpt_info.pdf)





## Training Spotlight: PLSA/ LSA

As a reminder, the responsibilities of the Primary Local Security Administrator (PLSA) and the Local Security Administrator (LSA) are to create and manage OTCnet access via ITIM for users within their agency. Below are some recommendations to assist with streamlining your agency's internal process:

- Advise all OTCnet users within your agency of the PLSA and LSA contact information
- If an internal provisioning process is in place, communicate this information to your agency users
- Consider establishing a group email address for all account maintenance inquiries within your agency

Additional information on PLSA/LSA Responsibilities is detailed in the following User Guide:

[https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcnet/training/wbt/content/course\\_FMSOTC/docs/adm\\_ug\\_ch3\\_man\\_user.pdf](https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcnet/training/wbt/content/course_FMSOTC/docs/adm_ug_ch3_man_user.pdf)

Please contact the OTCnet Customer Support Team if you have any questions about the PLSA/LSA User Role or the User provisioning process.

## PLSA/LSA User Role Responsibilities

- Create a User Identity (ID)
- Create, Assign, and Edit an OTCnet Account
- Manage a User Password
- Manage a User's Personal Information
- Approve or Reject a OTCnet User Request
- Modify a User Status
- Administer the Annual Recertification effort for your OTCnet Users

## Deposit Processing Agency Comment Field (Block 6)

As a best practice to ensure data completeness, neither single nor special characters (e.g., b, d, B, D, \*, /) should be used in the Deposit Processing Agency Comment field. Rather, consider using "Billing" instead of the single character "B."

This practice applies to comments entered in Block 6 for all Deposit Processing types: US Currency, Foreign Currency Cash, and Foreign Check Items.

## Reminder to Review the Agency Group Policy Setting

In both Release 2.2 and 2.3, many agencies needed to adjust local Group Policy Setting to reflect the enhanced system requirements of the OTCnet Application. If your agency is still following the workaround actions in lieu of adjusting the Group Policy Setting, please coordinate with your local IT Support Team and ask that the following requirements are met:

- **Disable Compatibility View Mode**
- **Disable Enterprise Mode (IE 11)**
- **Update Group Policy to ensure that your IE browser is not emulating IE 7, 8, or 9**

**If there is a Group Policy setting that is emulating IE 7, 8, or 9, you may need to update your workstation configuration settings each time you access OTCnet.** Only after this change is implemented will you be able to access OTCnet and ensure your agency's daily business processes run smoothly.

For questions about adjusting local the Group Policy Setting or for additional instructions, please contact your local IT Department or the OTCnet Customer Support Team.

## A Notice to Deposit Reporting Users

Fiscal Service will soon request all eligible checks to be processed and settled electronically within OTCnet. To assist agencies with this Treasury request, a representative of the OTCnet Deployment Team will contact impacted agencies in the near future to provide more information about this effort and to discuss needed user actions.

OTCnet electronic Check Capture allows for easy electronic processing of personal and non-personal checks. Shifting away from Deposit Reporting eliminates the need for costly carrier or armored car services, as well as postage required to mail checks.

Thank you for your patience and understanding as we work through this change together. The OTCnet Team looks forward to continuing support of your business processing needs. If you have questions, please contact the OTCnet Deployment Team.

## Ingenico i3050 Keypad Hardware Decommissioning

With the Release 2.3 deployment, Fiscal Service and OTCnet no longer support the Ingenico i3050 Keypad Hardware. This piece of optional equipment has been utilized since 2001 and was decommissioned due to low agency use along with the drop in support from the manufacture. The Deployment Team has been working with agencies since September 2016 to prepare for the planned decommissioning. Users will note that at this time all references to the keypad hardware have been removed from the OTCnet Terminal Configuration process, as well as from Check Scanning Operations.



**Ingenico i3050**

Agencies can dispose of their old Ingenico i3050 Keypads by following local hardware disposal procedures. There is no need to return these items back to Fiscal Service.

If you have any questions about the Ingenico i3050 Keypad Hardware decommissioning or disposal procedures, contact the OTCnet Deployment Team.



## Release 2.4 Preview

This is a non-user facing Data Quality Management (DQM) release focusing on Fiscal Service's goal of providing more accurate and complete data to the Collections Information Repository (CIR). The DQM enhancements include:

- Upgrade Fiscal Service Transaction Schema from version 4.6 to version 4.6.1
- Accurately report data for bank deposits associated to non-TGA account types and TGA account types
- Report payment medium information to CIR, which OTCnet currently collects through Deposit Reporting
- Report correct accountable business line to CIR for deposit and check transactions
- Populate return reason code and description for retired and represented check items
- Report deposit foreign currency information to CIR

As part of the Fiscal Service initiative to remove legacy Financial Management Service/FMS references from the application, OTCnet user roles FMS Viewer and FMS Security will change to FS Viewer and FS Security in the following security reports:

- User Information
- Users by Role
- Users by Access Group

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