



# 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

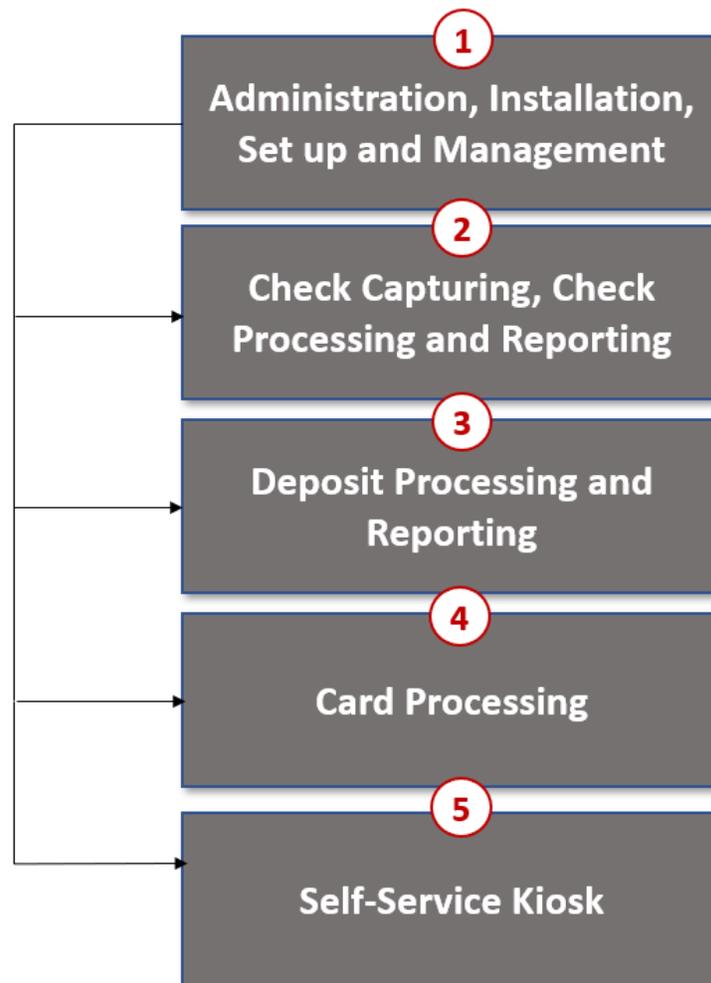
### OTCnet Elements

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. 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.

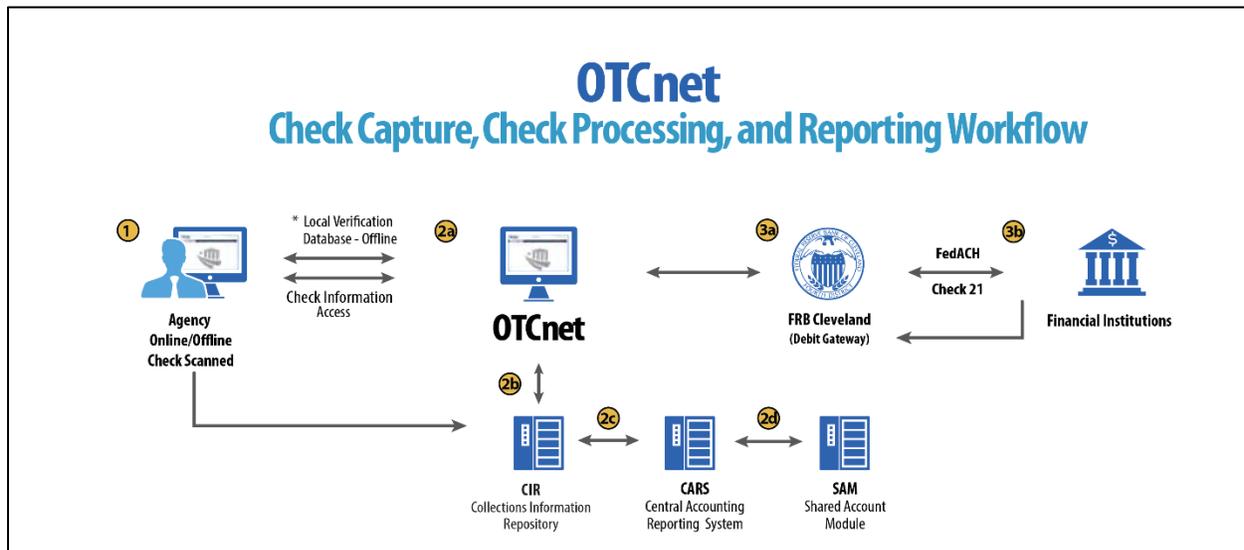
CIR sends accounting entries with Treasury Account Symbol/Business Event Type Code (TAS/BETC) or Classification Keys (C-Keys) to Central Accounting Reporting System/ Government Wide Accounting (CARS). CARS invokes Shared Account Module (SAM) to either validate, translate, or default the TAS/BETC based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

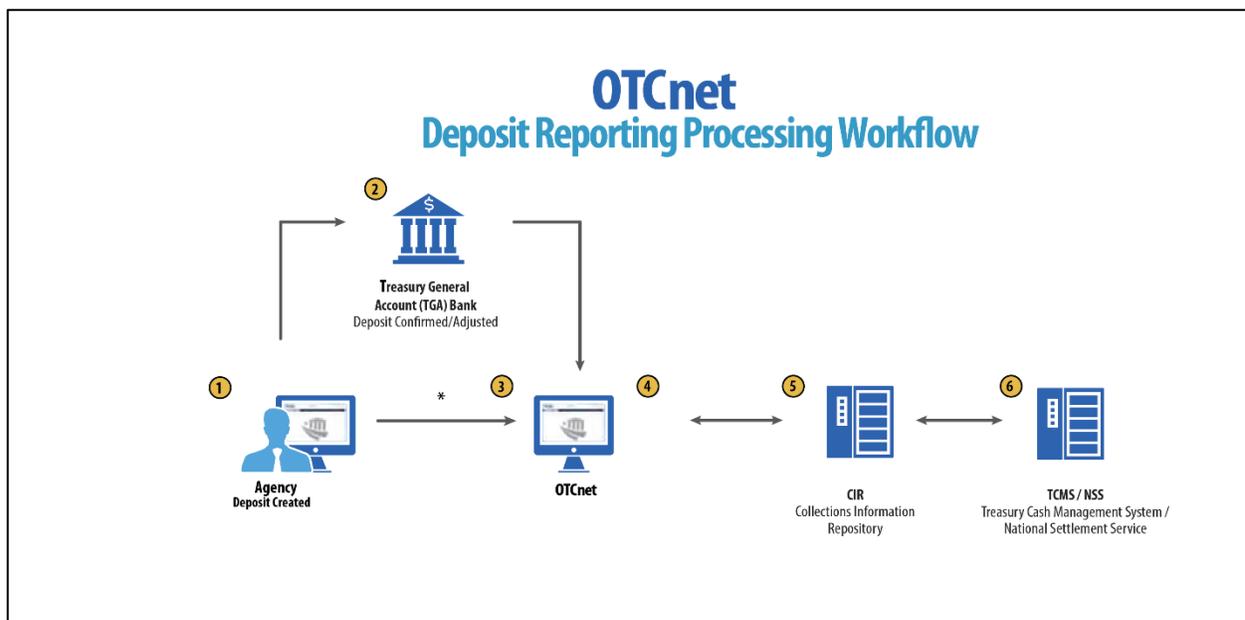
Deposit Processing electronically collects US and foreign funds, which facilitates the daily classification of Treasury collections.

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**

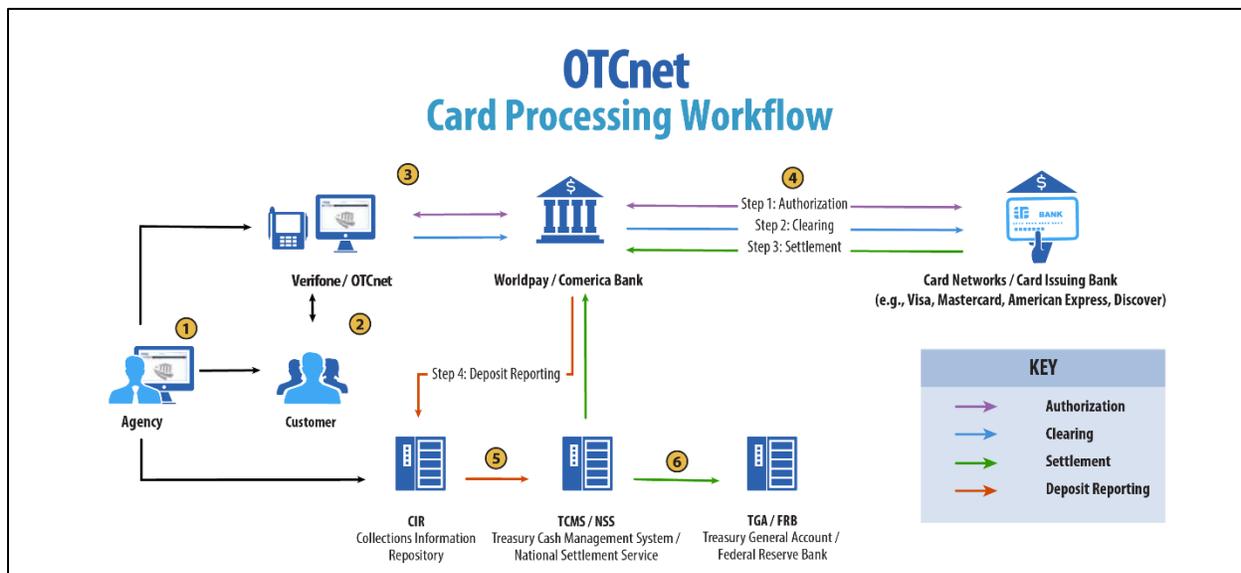
The card issuer sends the settlement money back to Worldpay via the card networks once the payments have been authorized and cleared. The timing for this transaction varies by credit/debit network.

**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.

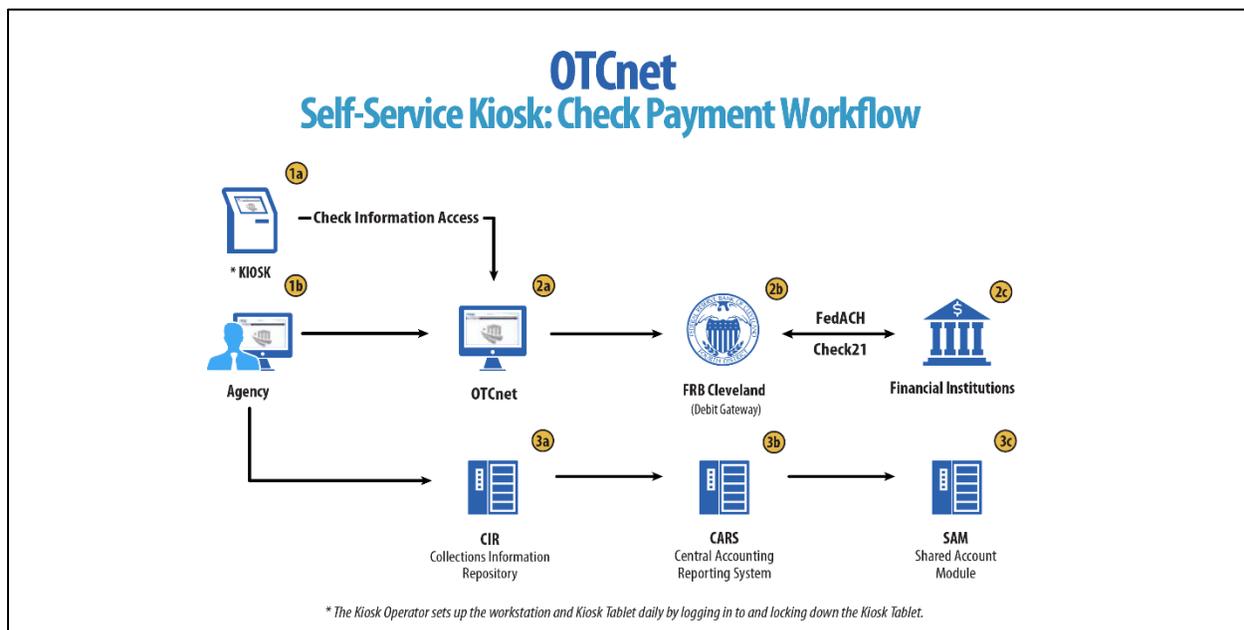
As shown in Figure 5, the kiosk captures the image of the front and back of each check and stores these images on the kiosk server. The captured images are uploaded to the OTCnet server on a scheduled basis and are stored in OTCnet for seven years.

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

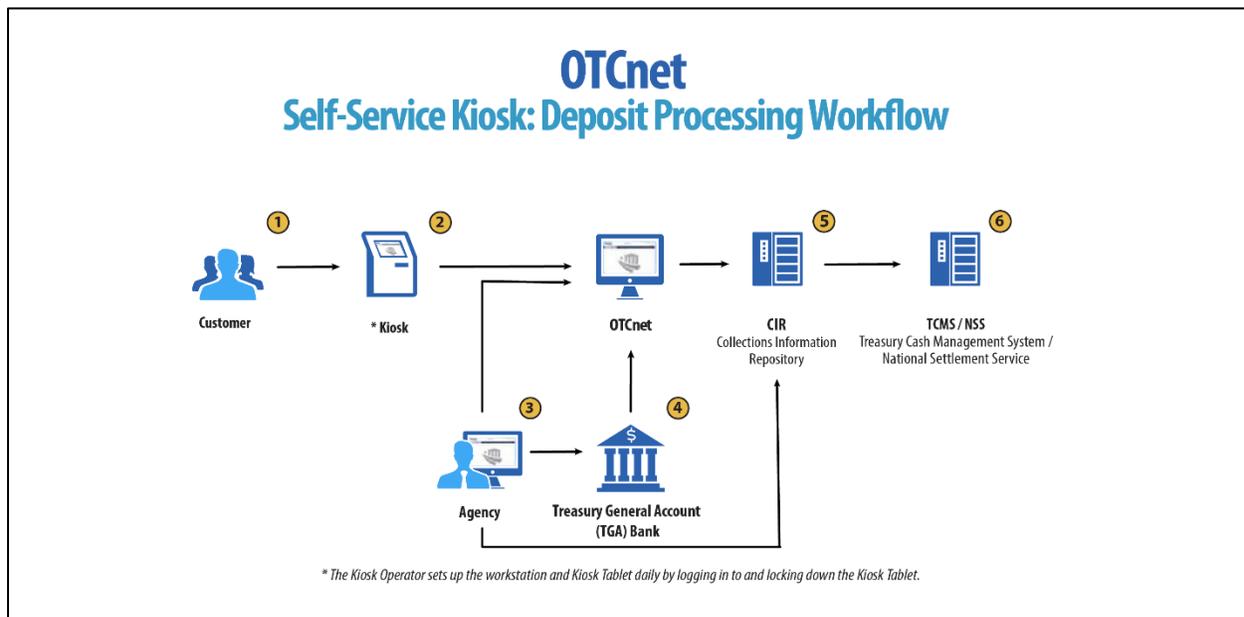
Self-Service Kiosk: Deposit Processing is a web-based functionality that provides agency customers with an option to make US cash payments at a kiosk. The Kiosk Operator sets up the workstation and Kiosk Tablet daily by logging in to and locking down the Kiosk Tablet.

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

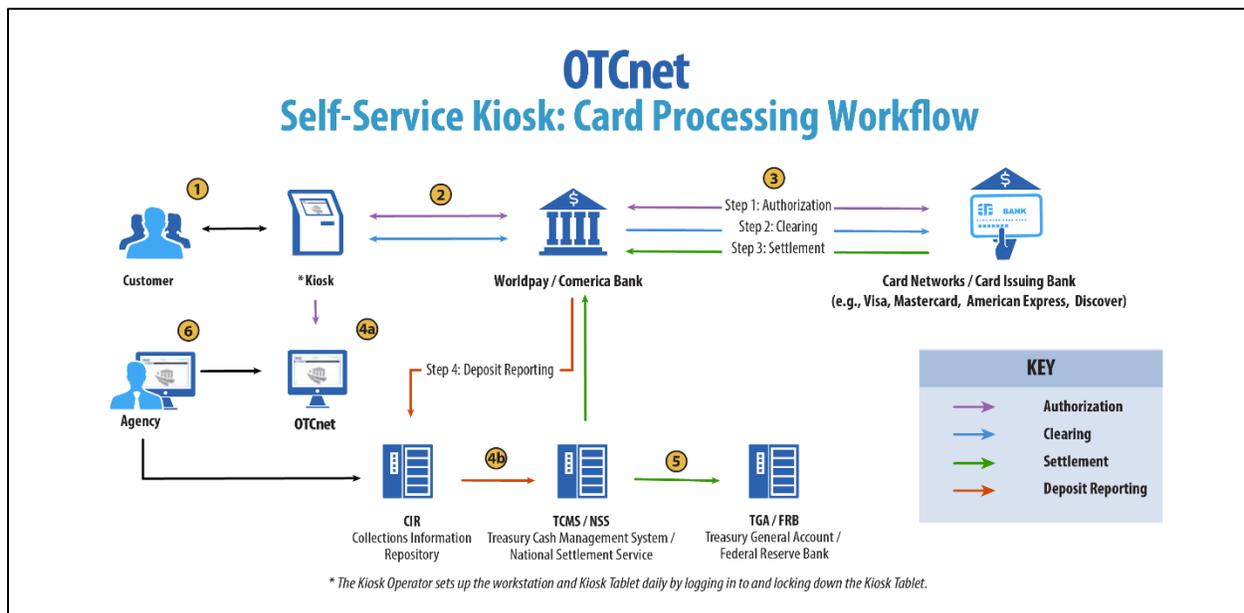
Once the payments have been authorized and cleared, the card issuer sends the settlement money back to Worldpay via the card networks. The timing of the transfer varies by credit/debit network.

### 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
<p><b>Agency</b></p> <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> <p><b>Financial Institution/ Federal Reserve</b></p> <ul style="list-style-type: none"> <li>• Primary Security Administrator</li> <li>• Local Security Administrator</li> </ul>	<p><b>Agency</b></p> <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>• Master Verification Database (MVD) Editor</li> <li>• Master Verification Database (MVD) Viewer</li> </ul>	<p><b>Agency</b></p> <ul style="list-style-type: none"> <li>• Deposit Preparer</li> <li>• Deposit Approver</li> <li>• Viewer</li> </ul> <p><b>Financial Institution/ Federal Reserve</b></p> <ul style="list-style-type: none"> <li>• Deposit Confirmer</li> <li>• Viewer</li> </ul>	<p><b>Agency</b></p> <ul style="list-style-type: none"> <li>• Card Operator</li> </ul>

\*Batch Approver is a sub-role 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	•		
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			•

User Role	Role Description	Assignable By	Check Capture	Deposit Processing	Card Processing
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	<p>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.</p>	<p>Agency PLSA Agency LSA</p>	<ul style="list-style-type: none"> <li>•</li> </ul>		
Check Capture Operator	<p>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.</p>	<p>Agency PLSA Agency LSA</p>	<ul style="list-style-type: none"> <li>•</li> </ul>		

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
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						.	.			

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

Check Capture Task	Check Capture Operator	Check Capture Lead Operator	Check Capture Admin.	Check Capture Supervisor	Batch Approver*	Online
Create and Download Local Bridge Credential File	•	•	•	•		Online
Startup of OTCnet Local Bridge (OLB) Application	•	•	•	•		
Modify Classify Batch	•	•		•		Online
View Classify Batch	•	•	•	•		Online
Modify Classify Item	•	•		•		Online
View Classify Item	•	•	•	•		Online

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**				•						

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 CIRA	.					.	.	.	.	
Read/View Audit Admin (Partial)				.						
Read/View Audit Check Capture (All)				.						
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	.	.	.	.	.	.		.	.	

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*
Edit Agency Comments			.		.					
View Agency Comments	.	.	.	.	.	.		.	.	
Modify Processing Options			.		.					
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, 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
- Navigate the OTCnet Online 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. Navigating the OTCnet Online 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.**

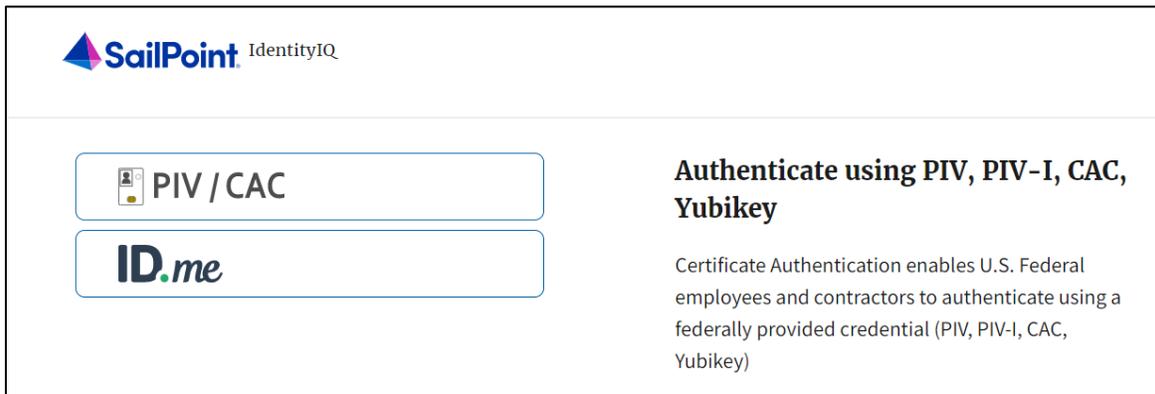
Follow the on-screen instructions to sign in with an existing account or create an account. If prompted, follow the on-screen instructions to verify your identity. After completing all steps, you should see the SailPoint IIQ home page.

## 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.

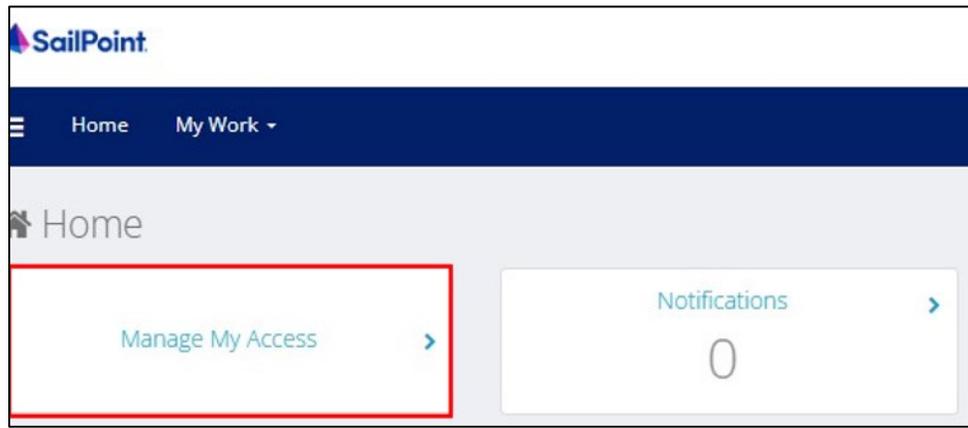
A confirmation message will appear. SailPoint IIQ will automatically notify the necessary approvers to review the request. Once approved, your PLSA/LSA can create your identity in OTCnet and assign endpoints and roles for you. You will receive an autogenerated email when your user account is created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

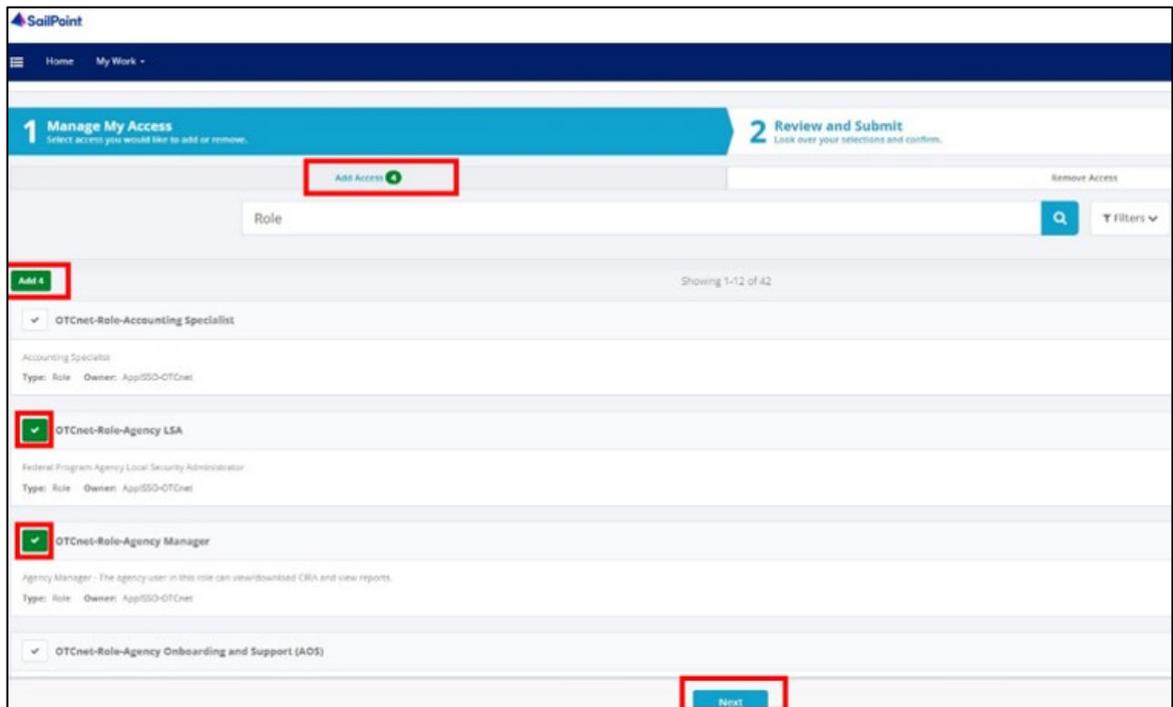
3. Search for an **HLO**. Select an **HLO** by selecting the **checkmark** to the left of the **HLO's** name.
4. Continue on the same screen to search for a user role. Select a **role** by selecting the **checkmark** to the left of the **role's** name. Then select **Next**.



### Application Tips

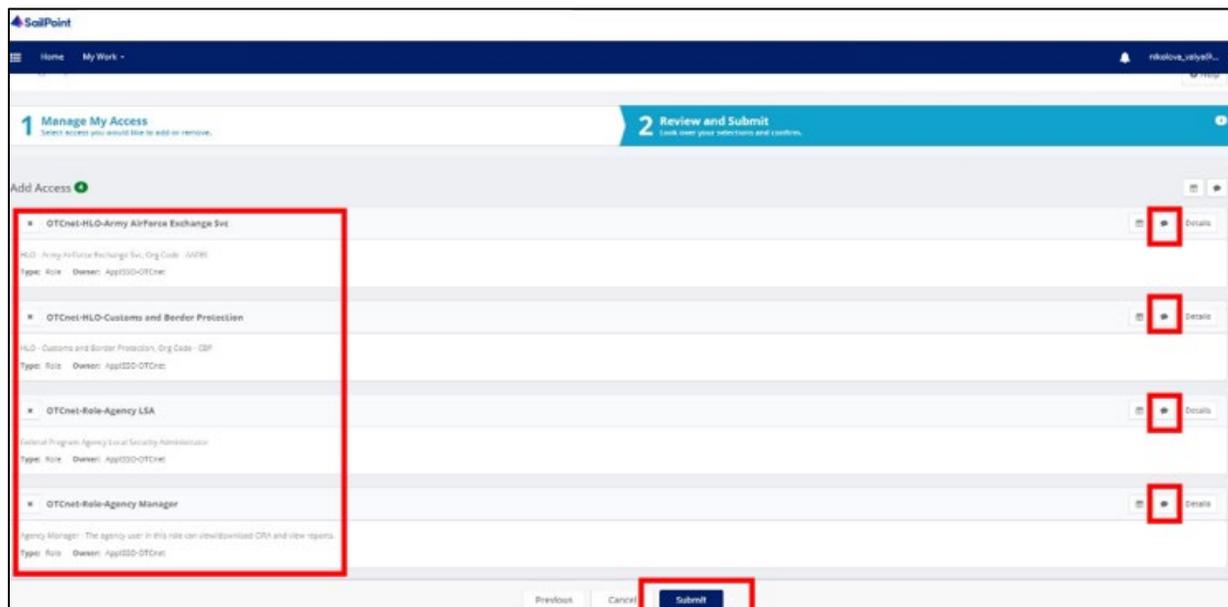
- Multiple **HLOs** and **roles** can be selected.
- All roles selected in SailPoint IIQ will be validated (and edited as needed) in OTCnet by the designated **PLSA/LSA**.

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

---

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.

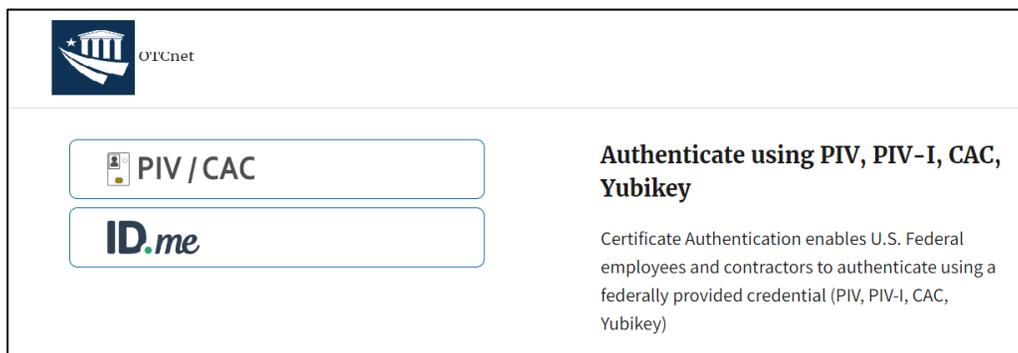
Once a **new, first-time OTCnet agency end-user** has been fully provisioned with roles and endpoints, the first time they log in to OTCnet, they will receive an autogenerated email **'Welcome to OTCnet!'** that includes a list of resources to learn how to use OTCnet as well as important contact information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

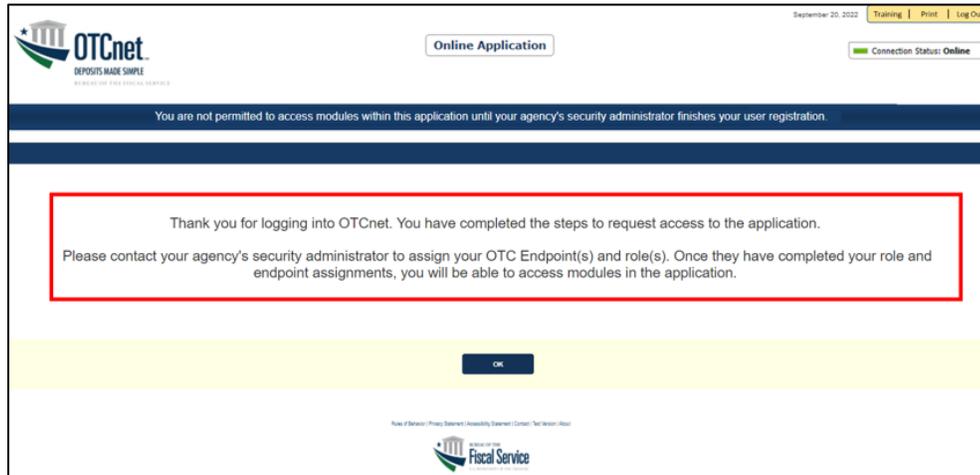
- A web page is displayed prompting you to submit the **email address** that will be associated with your certificate. A **verification code** is sent to the email address specified.
- A web page is displayed to allow you to input the verification code from the email.

#### 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.

- 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.
- 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**



- 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 Navigating the OTCnet Online Home Page

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

### OTCnet 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 8. The links are accessible on the upper right side of the OTCnet home page.

**Figure 8: OTCnet Main Menu Page**

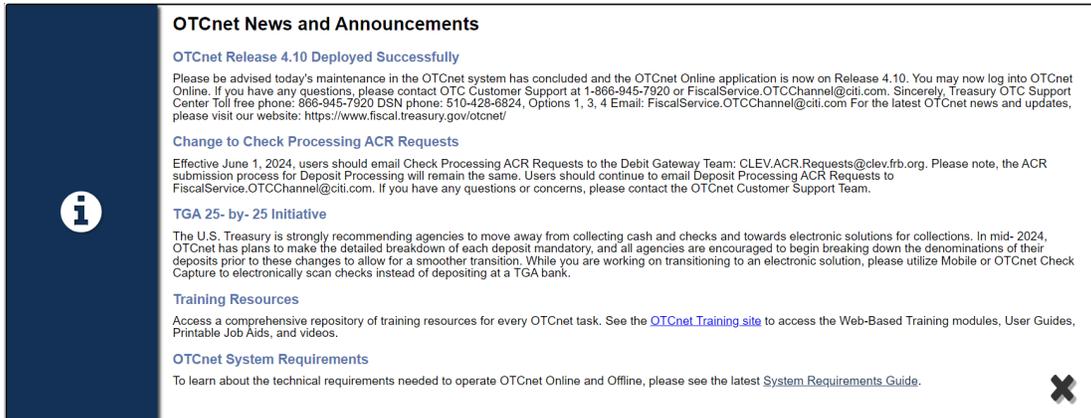


## OTCnet Homepage Message Overlay

All user roles have access to the OTCnet Homepage Message Overlay in OTCnet Online. 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 9. It is recommended that you read the messages, close the message overlay, and continue viewing the OTCnet homepage.

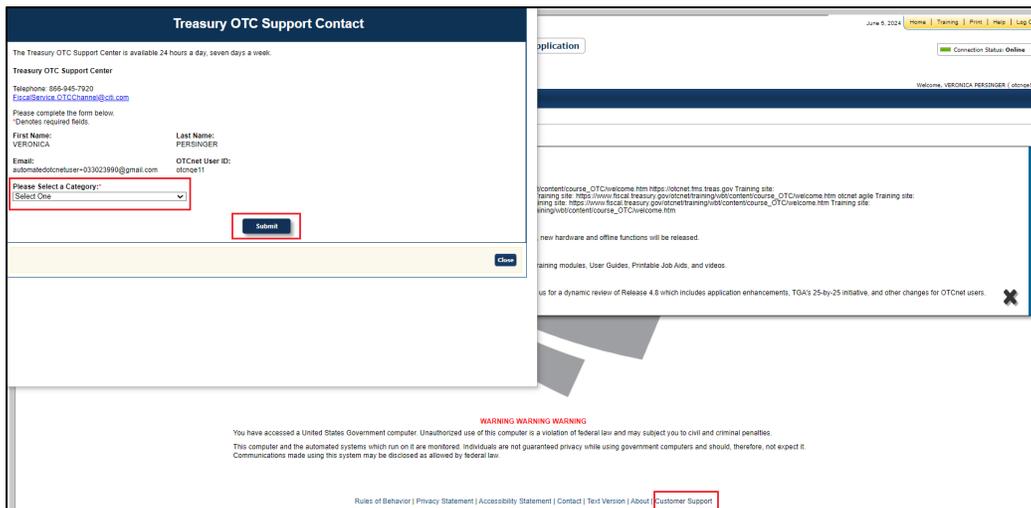
Figure 9. OTCnet Homepage Message Overlay



## 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 10.

Figure 10: 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

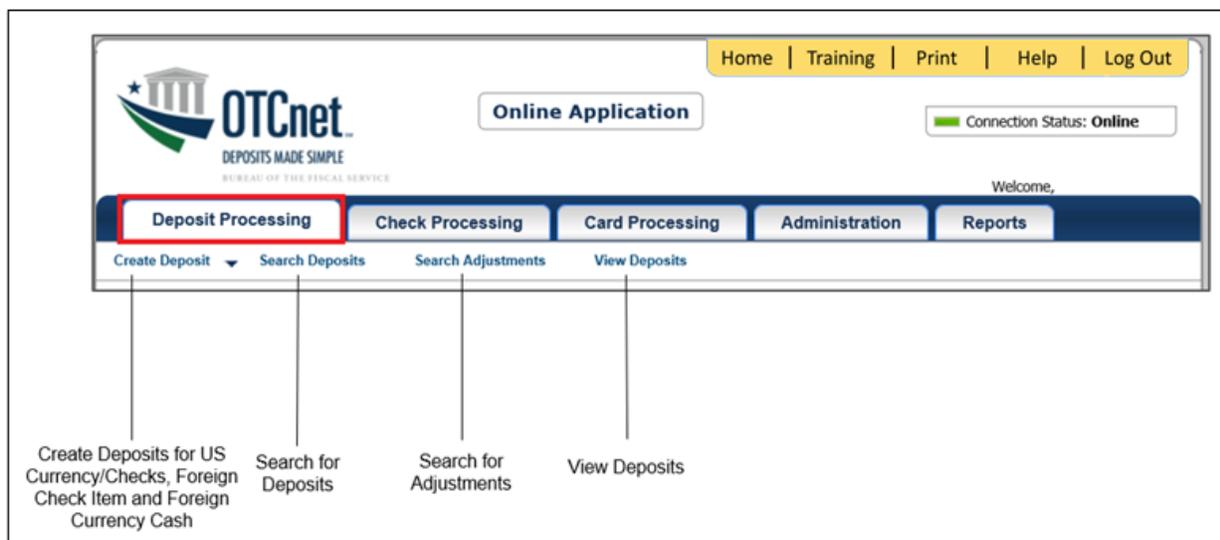
To access the OTCnet Deposit Processing functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 2 provides a list of the Deposit Processing functions that are available to you.

**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 11, allows you to access Deposit Processing functionality, although depending on your user role, you may not see all functionality.

**Figure 11. Deposit Processing Tab**



## OTCnet Online Check Processing Tab Functionality

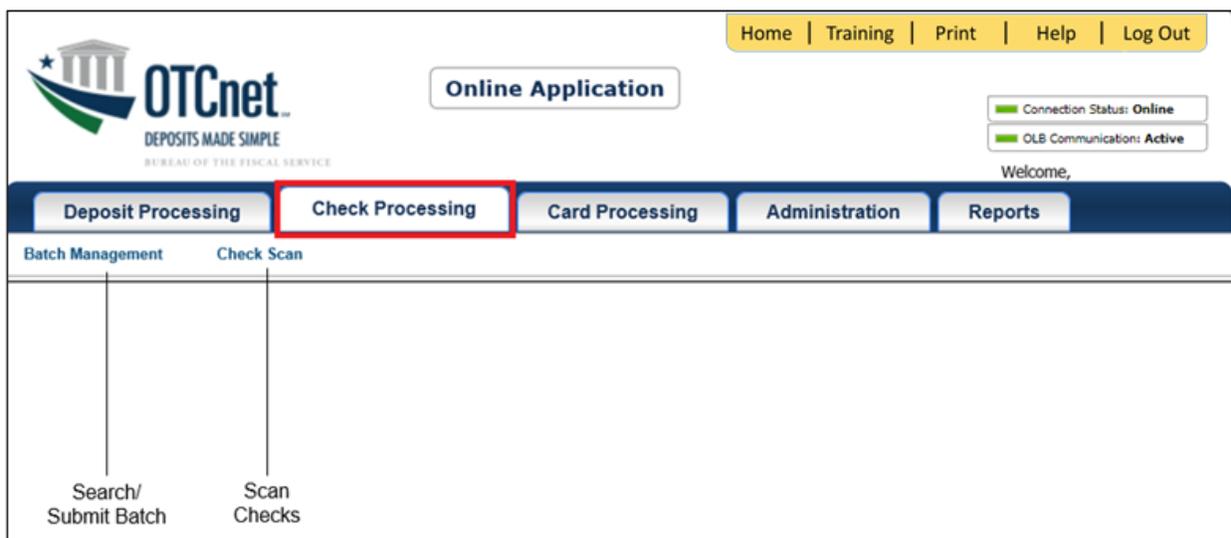
To access the OTCnet Check Processing functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 3 provides a list of the Check Processing functions that are available to you.

**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.

The Check Processing tab is shown in Figure 12. Depending on your user role, you may not see all functionality shown in the image.

**Figure 12. Check Processing Tab**



## OTCnet Online Card Processing Tab Functionality

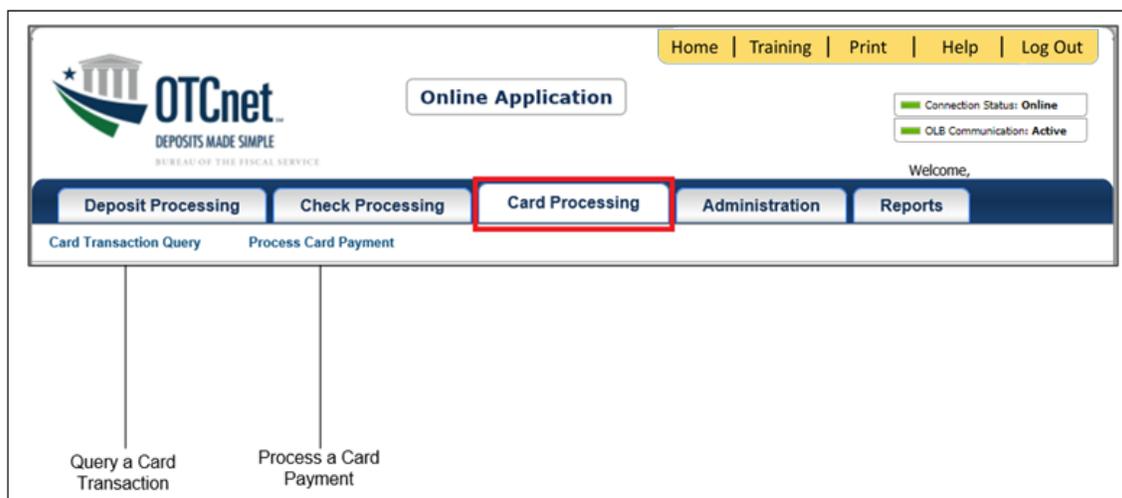
To access the OTCnet card processing functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 4 provides a list of the card processing functions that are available to you.

**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 13. Depending on your user role, you may not see all functionality shown in the image.

Figure 13. 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 14. Depending on your user role, you may not see all functionality shown in the image.

Figure 14. Administration Tab

The screenshot shows the OTCnet Administration Tab interface. At the top right, there are navigation links: Home | Training | Print | Help | Log Out. The OTCnet logo is on the left, with the tagline 'DEPOSITS MADE SIMPLE' and 'BUREAU OF THE FISCAL SERVICE'. A central box says 'Online Application' and a status indicator shows 'Connection Status: Online'. Below this is a dark blue navigation bar with tabs: Deposit Processing, Check Processing, Card Processing, Administration (highlighted with a red border), and Reports. Underneath the tabs is a menu bar with dropdowns: Manage Organizations, Manage FI, Manage Users, Management, Manage Check Processing, Manage Card Processing, Audit, and Utilities. Vertical lines connect these menu items to their respective descriptions below:

- Manage Organizations: Manage Organizational Hierarchy, Accounting Codes, Custom Labels, Processing Options and User Defined Fields
- Manage FI: Create/Modify a Financial Institution
- Manage Users: Create Local Bridge and User Profiles
- Management: Manage OTCnet Processes
- Manage Check Processing: Management of Terminal Configuration and Centralized Deployment for Card Processing
- Manage Card Processing: Terminal Configuration | Download OTCnet Local Bridge
- Audit: Audit Log
- Utilities: Review Batch Utilities

## 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 15. Depending on your user role, you may not see all functionality shown in the image.

**Figure 15. Manage Reports**



## 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
- Navigate the OTCnet Online home page



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

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

**Figure 1. Step 1 of 3: Define Deposit Preparation Information**

The screenshot shows a web application interface for creating a deposit. The main heading is 'Create Deposit' with a sub-heading 'Step 1 of 3: Define Deposit Preparation Information'. Below this, there is a section for 'Deposit Information' with fields for Voucher Type (US Currency), OTC Endpoint (Autoflow - Autoflow Service Center), and ALC (20090800). The 'Deposit Total (\$)' field is empty. The 'Voucher Date' field is highlighted with a red box and contains the date 10/23/2015. Below this is a 'Fiscal Year' dropdown menu. The 'Financial Institution Information' section has a 'Financial Institution' dropdown menu. The 'Agency Information' section has an 'Agency Use (Block 6)' dropdown menu. The 'Receipts processed' section has 'From' and 'To' date pickers. The 'Alternate Agency Contact' section has a text input field. At the bottom, there is a 'TRACE ID NUMBER' field and three buttons: 'Cancel', 'Save As Draft', and 'Next >'. The breadcrumb trail at the top reads 'Home > Deposit Processing > Create Deposit > US Currency'.

3. Enter the information relevant to preparing the deposit.



### Application Tips

- The deposit preparer/approver can submit a deposit with a voucher date of up to **5 days in advance** including weekends and holidays.
- 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**.
- 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**.
- Select **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. Select **Next**. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears.

5. Select an **Agency Accounting Code**, enter the **Amount**, and select **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. Select **Next**. The *Step 3 of 3: Review Deposit Preparation Information* page appears.
7. Verify the deposit information and select **Save as Draft**, **Save for Approval**, or **Submit**.



### Application Tips

- Select **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.
- Select **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.
- Select **Submit** a *Confirmation* page appears showing the deposit information detail. The OTCnet deposit ticket will also generate at that time.



### Additional Buttons

- Select **Cancel** to return to the OTCnet Home Page. No data is saved.
  - Select **Edit** to modify the deposit draft. (Visible if a user has Deposit Preparer privileges.)
  - Select **Previous** to return to the previous page.
  - Select **Return Home** to return to the OTCnet Home Page.
  - Select **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 selecting **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.
- Select **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.
- Select **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 select **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**

The screenshot shows the 'Create Deposit' application window. The title bar reads 'Create Deposit' and the subtitle is 'Step 2 of 3: Define Subtotals by Accounting Code or TAS'. The main instruction is 'Select an accounting code or TAS, enter the amount, and click **Add** for each subtotal of the deposit.'

Summary fields:

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

Form fields (highlighted with a red box):

- Agency Accounting Code\*: Select...
- Amount (USE)\*: [Text Input]
- [Add] button

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).

Navigation buttons: 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. Select **Next**. The *Step 3 of 3: Review Deposit Preparation Information* page appears.
6. Verify the deposit information is correct and select **Save as Draft**, **Save for Approval**, or **Submit**.



### Application Tips

- Select **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.
  - Select **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.
  - Select **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.



### Additional Buttons

- Select **Cancel** to return to the OTCnet Home Page. No data is saved.
  - Select **Previous** to return to the previous page.
  - Select **Return Home** to return to the OTCnet Home Page.
  - Select **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 select **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).

### Canadian Foreign Checks:

Foreign checks **drawn on Canadian banks**, payable in **foreign currency** are treated as **cash letter items** that are **immediately cleared** and are granted provisional credit within two business days following the day the Financial Agent receives the foreign check.

#### Under **Foreign Currency Information**

- Select **CANADA** from the **Country of Deposit** drop-down menu.

**NOTE:** For **All Other Foreign Checks** (not Canadian), see the instructions on the following pages of this guide.

- 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 select **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**.
  - 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. Select **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
BBB005	Testing Recovery	\$ 100.00	<input type="checkbox"/>
TEST-CODE10	Code 10 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** >

- Verify the deposit information is correct. Select **Save as Draft**, **Save for Approval**, or **Submit**.
- Mail the **OTCnet deposit ticket and foreign check** to:

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



### 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.
- Select **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.
- Select **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.
- Select **Submit** a *Confirmation* page appears showing the deposit information detail. Your OTCnet deposit ticket generates at that time.

**All Other Foreign Checks:**

Foreign checks (excluding Canadian foreign checks), **payable in foreign currency**, are treated as **collection items**. Foreign checks drawn on foreign banks **outside of Canada, payable in U.S. dollars**, are also processed as **collection items**.

Collection items are forwarded to the foreign banks that the checks are drawn on for clearance, prior to credit being granted.

- The **collection process** takes approximately **six to eight weeks** to clear the check.
- Collection items will not receive provisional credit during this process.

As an Agency Depositor you will:

- Create a deposit for a foreign check item.
- Select **OTHER** in the **Country of Deposit** drop-down menu (under *Foreign Currency Information*).
- Enter the **foreign currency amount** (under *Foreign Currency Information*).
- Select **Financial Institution** from drop-down menu.
- Select an **Agency Accounting Code** from the drop-down menu and add 'enter foreign amount.'
- Save for **Approval**.
- Mail the **OTCnet deposit ticket and foreign check** to:

*Bank of America  
Foreign Clean Collections  
TX 1-160-06-18  
1950 N. Stemmons Fwy  
Dallas, TX 75207*

- Once the foreign check clears, the Financial Agent will notify the Agency and confirm the deposit in OTCnet.

**Application Tips**

- **Cash letter items** and **collection items** must have **separately created OTCnet deposit tickets** (i.e., vouchers).
  - They cannot be listed on the same voucher.
  - Cash Letter items should be mailed to the **FTI** (*Foreign Transit Items*) address and Collection items to the **FCC** (*Foreign Clean Collections*) address.
- Foreign checks **drawn on Canadian banks, payable in U.S. dollars**, will be processed as foreign check items (cash letter) in OTCnet.
- Foreign checks **drawn on foreign banks outside of Canada, payable in U.S. dollars**, will be processed as collection items in OTCnet.



### 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

- Select **Cancel** to return to the OTCnet Home Page. No data is saved.
  - Select **Previous** to return to the previous page.
  - Select **Return Home** to return to the OTCnet Home Page.
  - Select **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 select 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, select **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. Select 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. Select **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](#)

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

**Figure 5. Step 1 of 3: Update Deposit Preparation Information for U.S. Currency**

Location: Home >> Deposit Processing >> Search Deposits

**Modify Deposit**

**Step 1 of 3: Update Deposit Preparation Information**

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

**Deposit Information**

Voucher #	905909
Voucher Type:	US Currency
OTC Endpoint:	OF - Office of Finance
ALC	12345612

Deposit Total (\$) \*  
43.00

Voucher Date \*  
05/15/2025

Fiscal Year:  
Select

**Financial Institution Information**

Financial Institution *	Bank of America - 011900445 - 123
RTN:	011900445
DDA:	123



### Application Tip

The **voucher date** can be updated. It can only be **5 days in advance** including weekends and holidays.

7. Update the deposit preparation information for the type of currency for the deposit, per the instructions provided below, and select **Next**.
8. 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
<p><b>Deposit Information:</b></p> <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> <p><b>Agency Information, (optional):</b></p> <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> <p><b>Currency Denomination, (if applicable):</b></p> <ul style="list-style-type: none"> <li>• Enter the Paper Currency Count</li> <li>• Enter the Coin Currency Count</li> </ul> <p><b>Totals, (if applicable):</b></p> <ul style="list-style-type: none"> <li>• Enter the Checks and Money Orders Subtotal</li> <li>• Select 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>	<p><b>Foreign Currency Information:</b></p> <ul style="list-style-type: none"> <li>• Select the Currency Code</li> <li>• Enter the Foreign Currency Amount</li> </ul> <p><b>Agency Information, (optional):</b></p> <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>	<p><b>Foreign Currency Information:</b></p> <ul style="list-style-type: none"> <li>• Select the Country of Deposit (CANADA or OTHER)</li> <li>• Enter the Foreign Currency Amount</li> </ul> <p><b>Agency Information, (optional):</b></p> <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>

- Update the subtotals by **Accounting Code** or **Treasury Account Symbol (TAS)** and select **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 Tip**

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**.



### Application Tips

- Foreign checks **drawn on Canadian banks**, payable in **foreign currency** are treated as **cash letter items** that are **immediately cleared** and are granted provisional credit within two business days following the day the Financial Agent receives the foreign check.
- Foreign checks (excluding Canadian foreign checks) are treated as **collection items**.
  - Collection items are forwarded to the foreign banks that the checks are drawn on for clearance, prior to credit being granted.
  - The collection process takes approximately **six to eight weeks** to clear the check.
  - Collection items will not receive provisional credit during this process.



### 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.

11. Verify the deposit information and select **Save as Draft**, **Save for Approval** or **Submit**.



### Application Tips

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



### Additional Button

Select **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**

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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

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 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.

## 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

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.

**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  
 DDA  
 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.
-

## Summary

---

In this chapter, you learned:

- How to search for and locate deposits using one or more search criteria
- How to download deposit voucher(s) as an XML or CSV file.



## **Chapter 5. Approving Deposits or Returning Deposits to Draft**

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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 *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

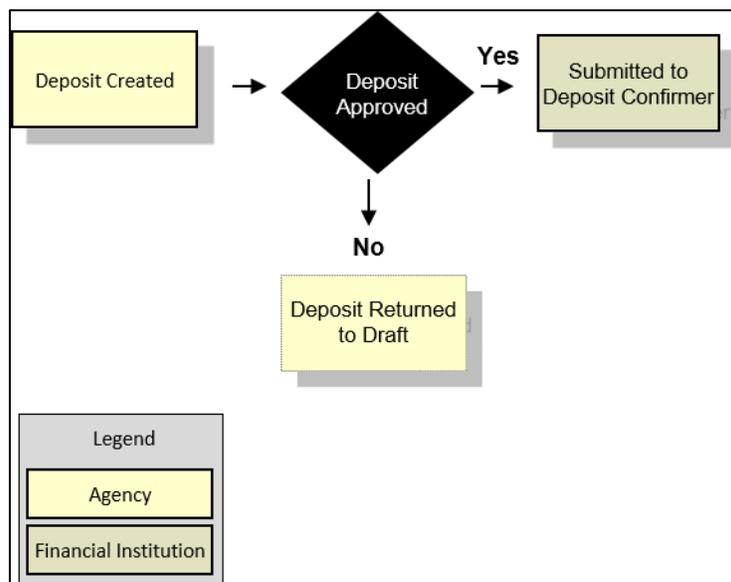
## Topic 1 Purpose of Approving Deposits or Returning a Deposit to Draft

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
<b>Paper Currency Subtotal</b>		\$ 50.00	<b>Currency Subtotal:</b>		\$ 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

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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

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

## Overview, Topics, and Audience

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### 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

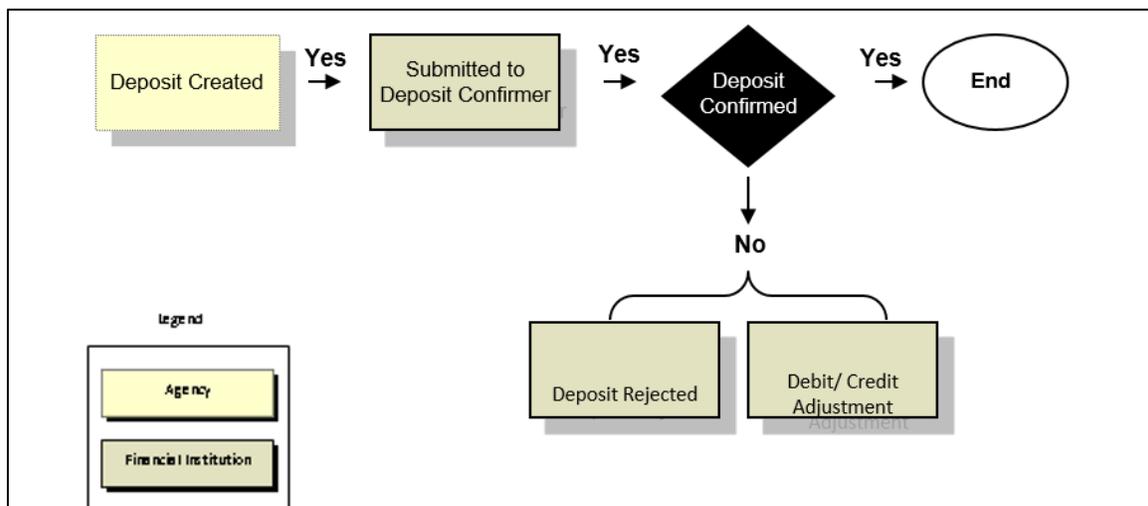
## Topic 1 Purpose of Confirming, Rejecting or Adjusting a Deposit

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, select **View Deposits**. The *View Deposits* page displays.



### 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. Select 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. Select **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

Locations: Home > Deposit Processing > Search Deposits

**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 #:	394504
Voucher Date:	08/22/2025
Deposit Total:	3,575.00
RTN:	111000012
DDA:	5693382816
Date of Deposit:	08/25/2025

CAN\*

Comments\*\*

Previous Cancel Next

List modified by vstone27 on 08/22/2025



### Application Tip

The system displays the static informational message reading: **\*\* Required if the Date of Deposit is not the same as the Voucher Date**, along with a corresponding **Deposit Comment** field marked with a double asterisk (\*\*).

5. Enter the deposit information and select **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 (for example, explain why the date of the deposit is later than the voucher date to avoid a voucher delay fee.)
- Enter the **CCWU (Cost Center Work Unit Number)**
- Enter the **1 Day Deferred**
- Enter the **2 Day Deferred**



### Application Tips

- The system sets the **date of deposit** equal to the **current system date** in a read-only text for **U.S.** and **foreign currency** deposits.
- Users can **adjust** and **confirm** the deposit on **weekends** and **holidays**.
- 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 (for example, explain why the date of the deposit is later than the voucher date to avoid a voucher delay fee.)*

### 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 (for example, explain why the date of the deposit is later than the voucher date to avoid a voucher delay fee).*



### Application Tips

- Financial Institutions will not be able to confirm deposits prior to the Voucher Date (chosen by the Deposit Preparer/Approver).
- If they attempt to confirm a deposit before the Voucher Date, they will receive the message stating that *“the deposit date must be greater than or equal to the voucher date.”*
- **CashLink** account is required for commercial financial institution deposits.

- 
6. Verify the information is correct and select **Submit**. Select **Edit** to modify the data entered. A *Confirmation* page displays stating that the deposit has been confirmed.



### Application Tip

When the **Submit** button is selected on the *Confirm Deposit Step 2 of 2* page, an **email notification** will be sent to the **deposit preparer, approver, and confirmer** to alert them that the **deposit has been confirmed** by the financial institution.

---



### Additional Buttons

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

## Confirm Multiple Deposits

To confirm multiple deposits simultaneously, complete the following steps:

1. From the **Deposit Processing** tab, select **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. Select **Next**. The *Step 1 of 2: Confirm Deposits* page displays.
5. Enter the deposit information. Select **Next** as shown in Figure 5.

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

The screenshot shows the 'Group Deposit Ticket Confirmation' screen. It has a navigation bar with 'Deposit Processing', 'Administration', and 'Reports'. Below the navigation bar, there are search and view options. The main content area is titled 'Group Deposit Ticket Confirmation' and shows 'Step 1 of 2: Confirm Deposits'. The screen is divided into two sections: 'US Currency Deposits' and 'Foreign Currency CASH and CHECK Deposits'. Each section contains a table with columns for Voucher, Voucher Date, ALC, Deposit Total, Deposit Date, CAN/ACCT Key, and Remove. The 'Next' button is highlighted in red.

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

Voucher	Voucher Date	ALC	Foreign Currency Amount / Type	Deposit Total (USE)	Deposit Date	CAN/ACCT Key	Remove
633413	04/21/2015	80004904	500.00 - EUR	\$467.75		Select	<input type="checkbox"/>
633420	04/29/2015	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.

Navigation buttons: Previous, Cancel, Next (highlighted in red), 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 Tip

If the **deposit date is not the same** as the **voucher date**, you will get a message on the screen that the deposit must be confirmed individually.



### 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.
  - To use the same date for all deposits listed, select the **Copy Down** hyperlink in the **Date of Deposit** column.
  - The system sets the **date of deposit** equal to the **current system date** in a read-only text for U.S. and foreign currency deposits.
  - Users can **adjust** and **confirm** the deposit on **weekends** and **holidays**.
  - **CashLink** account is required for commercial financial institution deposits.
  - To use the same **CAN** or **Account Key** used for all deposits listed, select 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 select **Update**.
- 

6. Select **Next**. The *Step 2 of 2: Review Information for Deposit Confirmation* page displays.
7. Verify the information is correct and select **Submit**.
8. A *Confirmation* page displays stating that the deposits are confirmed.



### Application Tip

When the **Submit** button is selected on the *Confirm Deposit Step 2 of 2* page an **email notification** will be sent to the **deposit preparer, approver, and confirmer** to alert them that the **deposit has been confirmed** by the financial institution.

---



### Additional Buttons

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

## Topic 2 Rejecting Deposits

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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, select **View Deposits**. The *View Deposits* page displays.



### Application Tip

To locate deposits, you can also select **Search Deposits** and select 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. Select 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 Processing	Administration	Reports
Search Deposits	Search Adjustments	View Deposits
Create Returned Item Adjustment		
Location: Home > Deposit Processing > View Deposits		
<b>View Submitted Deposit</b>		
Review the details below and click <b>Reject</b> or <b>Confirm</b> to process the submitted deposit.		
<b>Deposit Information</b>		
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	
<b>Foreign Currency Information</b>		
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	
<b>Financial Institution Information</b>		
Financial Institution Name And Address:	Bank of America, Concord, CA	
RTN:	111000012	
DDA:	3752216107	
<b>Agency Information</b>		
Agency Name:	Department of Justice	
Agency Use (Block 6):		
Alternate Agency Contact:		
Receipts Processed Date:	From:	To:
<b>Subtotals by Accounting Code</b>		
Agency Accounting Code	Amount	
153220	\$ 68.00	
<input type="button" value="Previous"/> <input type="button" value="Reject"/> <input type="button" value="Confirm"/> <input type="button" value="View Voucher Event Log"/> <input type="button" value="Print Deposit Ticket"/>		

4. Select **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. Select **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, select **Submit**. Select **Edit** to modify the comment.
8. A *Confirmation* page displays stating that the deposit is rejected.



### Application Tip

When the **Submit** button is selected on *Step 2 of 2: Review Information for Deposit Rejection* page, an **email notification** will be sent to the **deposit preparer, approver, and confirmer** to alert them that the **deposit has been rejected** by the financial institution.

---



### Additional Buttons

- Select **Adjust** to adjust a deposit.
  - Select **Cancel** to return to the OTCnet Home Page. No data is saved.
  - Select **Confirm** to confirm a deposit.
  - Select **View Voucher Event Log** to view the history of the deposit voucher.
  - Select **Previous** to return to the previous page.
  - Select **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, select **View Deposits**. The *View Deposits* page displays.



### 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. Select 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](#)
[Adjust](#)
[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.

4. Select **Adjust**. The *Step 1 of 2: Define Information for Deposit Adjustment* page displays as shown in Figure 9.

**Figure 9: Adjusting a Deposit for U.S. Currency**

The screenshot displays the 'Adjust Deposit' page with the following data and fields:

Voucher Type:	US Currency
Voucher #:	304498
Voucher Date:	08/21/2025
Deposit Total:	123.00
RTN:	111000012
DDA:	777234569876512
Date of Deposit:	08/25/2025

Below the table, a message states: **\*\*Required if the Date of Deposit is not the same as the Voucher Date**. A red box highlights this message and the 'Comments' field below it, which is marked with a double asterisk (\*\*).

Other fields on the page include: CAN\* (dropdown), Adjustment Type\* (dropdown), Adjustment Amount\* (text input), Adjustment Reason\* (dropdown), and Adjustment Comments (required if reason is 'other') (text area).



### Application Tip

The system displays the static informational message reading: **\*\* Required if the Date of Deposit is not the same as the Voucher Date**, along with a corresponding **Deposit Comment field** marked with a double asterisk (\*\*).



### Application Tips

- You can only create adjustments for **US Currency** and **Foreign Currency Cash** deposits with **Submitted** or **Confirmed** status.
  - The system sets the **date of deposit** equal to the **current system date** in a read-only text for U.S. and foreign currency deposits.
  - Users can **adjust** and **confirm** the deposit on **weekends** and **holidays**.
- 

5. Enter the adjustment information and select **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 (for example, explain why the date of the deposit is later than the voucher date to avoid a voucher delay fee.)*
- Enter the **CCWU (Cost Center Work Unit Number)**
- Enter the **1 Day Deferred**
- Enter the **2 Day Deferred**
- Select **Debit** or **Credit** for **Adjustment Type**
- Enter the **Adjustment Amount**
- Select the **Adjustment Reason**
- Enter **Adjustment Comments**



### Application Tips

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

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

7. A *Confirmation* page displays stating the deposit was adjusted.



### Application Tip

When the **Submit** button is selected *on Step 2 of 2: Review Information for Deposit Adjustment* page, an **email notification** will be sent to the **deposit preparer, approver, and confirmer** to alert them that a **deposit adjustment has been created** by the financial institution.

---



### Additional Buttons

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

## Summary

---

In this chapter, you learned:

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



## **Chapter 7. Managing Adjustments**

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## Glossary

Select 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 as shown in Figure 1.

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 Field]

Amount of Returned Item:.\*  
\$ [Text Field]

Reason for Returned Item:.\*  
Select

Returned Item(s) Count:  
[Text Field]

OTC Endpoint:  
Select

Adjustment Comments:  
[Text Area]

(required if reason is "other")

Cancel Next >

2. Enter the information to prepare the returned item adjustment.

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** (for the adjustment)
- Enter the **Voucher Date** (for the adjustment)

- 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**



### Application Tips

- It is recommended to include the **original deposit information** so that the adjustment can be easily linked to the original deposit for **reporting purposes**.
  - Users can find the **original deposit information** when they search for a deposit.
  - On the search deposit page, users can **search for any confirmed deposits** and view the original deposit information.
- Users should have **key data** (e.g., original date of deposit, original voucher number, ALC, OTCnet endpoint) available before populating the fields to avoid any errors.



### Application Tips

- 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. After entering the information, select **Next**. The *Step 2 of 2: Review Item Adjustment* appears.
  4. Verify the information is correct and select **Submit**. Select **Edit** to make changes to the information entered.
  5. A *Confirmation* page appears stating that the returned item adjustment was created.



### Additional Buttons

- Select **Cancel** to return to the OTCnet Home Page. No data is saved.
- Select **Previous** to return to the previous page.
- Select **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 as shown in Figure 2 below.

Figure 2. Step 1 of 2: Define Returned Item Adjustment Information

The screenshot shows a web application interface for creating a returned item adjustment. The page title is "Create Returned Item Adjustment" and the sub-header is "Step 1 of 2: Define Returned Item Adjustment Information". The form is divided into several sections:

- Adjustment Information:** Includes "Adjustment Type" (set to Debit), "ALC" (Agency Location Code), "CAN/Acct Key" (CA\$HLINK II Account Number/Account Key), "RTN - DDA" (Routing Transit Number- Demand Deposit Account), "Date of Deposit", "Voucher Date", and "Foreign Currency Amount".
- Optional: Provide original deposit information:** Includes "Original Deposit Date" and "Original Voucher #".
- Currency and Exchange:** Includes "Currency Code" and "Exchange rate".
- Amount and Reason:** Includes "Amount of Returned Item (USE)" and "Reason for Returned Item".
- Count and Endpoint:** Includes "Returned Item(s) Count" (set to 1) and "OTC Endpoint".
- Comments:** A text area for "Adjustment Comments" with a note "(required if reason is 'other')".

At the bottom right, there are "Cancel" and "Next >" buttons.

2. Enter the information to prepare the returned item adjustment.
  - 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 and Voucher Date** (for the adjustment), and **Foreign Currency Amount**
- Select the **Original Deposit Date** and enter the **Original Voucher #**, *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”



### Application Tips

- It is recommended to include the **original deposit information** so that the adjustment can be easily linked to the original deposit for **reporting purposes**.
  - Users can find the **original deposit information** when they search for a deposit.
  - On the search deposit page, users can **search for any confirmed deposits** and view the original deposit information.
- Users should have **key data** (e.g., original date of deposit, original voucher number, ALC, OTCnet endpoint) available before populating the fields to avoid any errors.

3. After entering the information, select **Next**. The Step 2 of 2: Review Item Adjustment page appears.
4. Verify the information is correct and select **Submit**. Select **Edit** to make changes to the information entered.
5. A *Confirmation* page appears stating that the returned item adjustment was created.



### Additional Buttons

- Select **Cancel** to return to the OTCnet Home Page. No data is saved.
- Select **Previous** to return to the previous page.
- Select **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 a search criteria form with the following sections and fields:

- Adjustment Amount:**
  - From:
  - To:
- Deposit Date:**
  - From:
  - To:
- Original Deposit Date:**
  - From:
  - To:
- Financial Institution Information:**
  - RTN:
  - DDA:
  - CAN:
  - FRB Account Key:
  - FRB CCWU:

At the bottom of the form, there 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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## 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**

<b>Security Report</b>	<b>Purpose of Security Report</b>
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**

<b>Deposit Processing Historical Report</b>	<b>Purpose of Report</b>
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.

- 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

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	CL & Trace #	Original Deposit #	Voucher Amount
RTN: 000000400 DDA #: 00000002									
98217	Credit	05/21/2015	88000001	05/21/2015	05/24/2016	011035		98217	\$201.00
98217	Credit	05/21/2015	88000001	07/10/2015	07/10/2015	005147		98217	\$67.75
98217	Credit	06/01/2015	88000001	07/10/2015	07/13/2015	005147		98217	\$5.00

Over the Counter Channel Application (OTCnet) SENSITIVE BUT UNCLASSIFIED Page 1 of 16

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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: 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 2: Adjustments by OTC Endpoint Parameters Page

The screenshot displays the 'Adjustments by OTC Endpoint' report preview. The page includes a header with 'Export as' options (Excel, Download, Print PDF Report) and a search bar. The main content is a table with the following columns: Financial Institution, Adjusted Date, Deposit Date, Issuance Date, Voucher #, and Adjustment Amount. The report is filtered for Bank of America and shows both Credit and Debit adjustments. The total adjustment amount is \$128,991.

Financial Institution	Adjusted Date	Deposit Date	Issuance Date	Voucher #	Adjustment Amount
<b>Adjustment Type: Credit</b>					
Bank of America	12/16/2015	12/16/2015	12/16/2015	001763	\$127.00
Bank of America	08/24/2015	12/16/2015	12/16/2015	001121	\$272.00
Bank of America	12/22/2015	12/16/2015	12/16/2015	001773	\$128.00
Bank of America	12/21/2015	12/21/2015	12/21/2015	001602	\$12.00
Bank of America	12/11/2015	12/21/2015	12/21/2015	001602	\$23.00
Bank of America	12/11/2015	12/21/2015	12/21/2015	001602	\$13.00
			<b>Total:</b>		\$609.00
<b>Adjustment Type: Debit</b>					
Bank of America	12/16/2015	06/15/2015	06/15/2015	001220	(\$100.00)
Bank of America	12/16/2015	12/16/2015	12/16/2015	001606	(\$200.00)
Bank of America	12/21/2015	12/16/2015	12/16/2015	001299	(\$200.00)
Bank of America	12/21/2015	12/16/2015	12/16/2015	001122	(\$5.99)
			<b>Total:</b>		(\$126.99)



### 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**

**Daily Voucher Report**

Select the Organization and specify either the Date Confirmed or the Date of Deposit for information.  
\* Denotes required fields.

OTC Endpoint:\*  
DOJ - Department of Justice

Date Type:\*  
Date Confirmed by Financial Institution  
Date of Deposit 07/01/2014

**Note:** The date entered for Date Confirmed by Financial Institution will return all original deposits confirmed by the Financial Institution on the calendar date requested AND all deposit adjustments returned item adjustments that were created on this date.

The date entered for Date of Deposit will return all deposits and adjustments for the specified date.

Clear Cancel **Submit**

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**

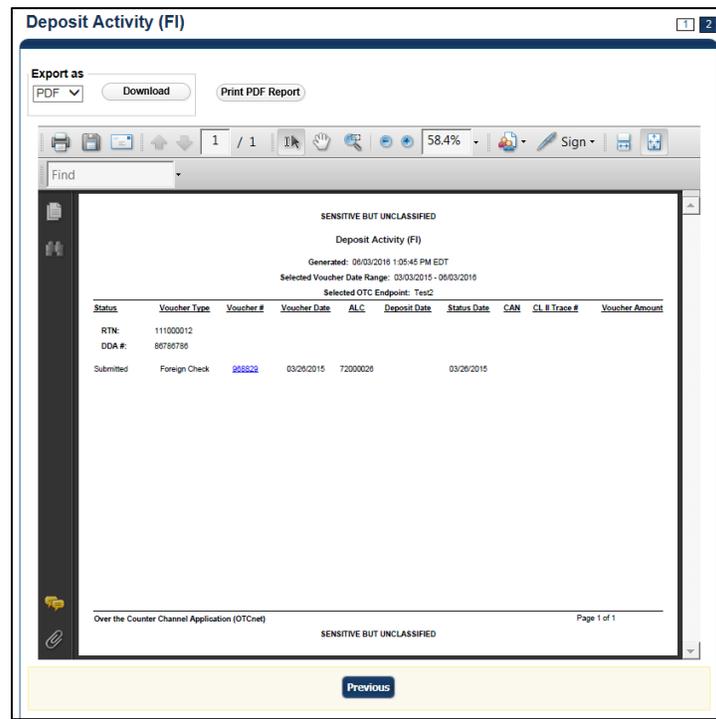


### Application Tips

- 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.
-

- 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.

- 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**

Accounting Code	OTC Endpoint	Voucher #	Deposit Date	Accounting Code Amount
ALC: 8700012-UC200 Description	OVA Enclaid - 1	02242	05/13/2018	\$1,019.84
ALC: 8700012 Sub-Total				\$1,019.84
Accounting Code - Total				\$1,019.84



### 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**

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



### 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

Voucher Type	Status Date	Voucher Date	Voucher #	Deposit Amount
Status Code: Routing Approval ALC: 1001001 Test Hierarchy: Level 1 Submission Processing Case: Atlanta Submission Processing Campus Service center: Atlanta Service Center Selected Status: ALL Selected Status Date Range: 12/01/2015 - 06/01/2016				
Foreign Check	03/01/2015	03/01/2015	000001	\$0.00
Foreign Check	04/01/2015	04/01/2015	000002	\$100.01
Service center: Atlanta Service Center Total: Submission Processing Case: Atlanta Submission Processing Campus Total: Test Hierarchy: Level 1 Total: ALC: 1001001 Total:				
Status Code: Routing Approval ALC: 1001802 Test Hierarchy: Level 2 Submission Processing Case: Andrews Submission Processing Campus Service center: Andrews Service Center Foreign Check Service center: Andrews Service Center Total: Submission Processing Case: Andrews Submission Processing Campus Total: Test Hierarchy: Level 2 Total: ALC: 1001002 Total:				
Status Code: Routing Approval ALC: 1001803 Test Hierarchy: Level 2 Submission Processing Case: Andrews Submission Processing Campus Service center: Andrews Service Center Foreign Check Service center: Andrews Service Center Total: Submission Processing Case: Andrews Submission Processing Campus Total: Test Hierarchy: Level 2 Total: ALC: 1001003 Total:				



### 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**

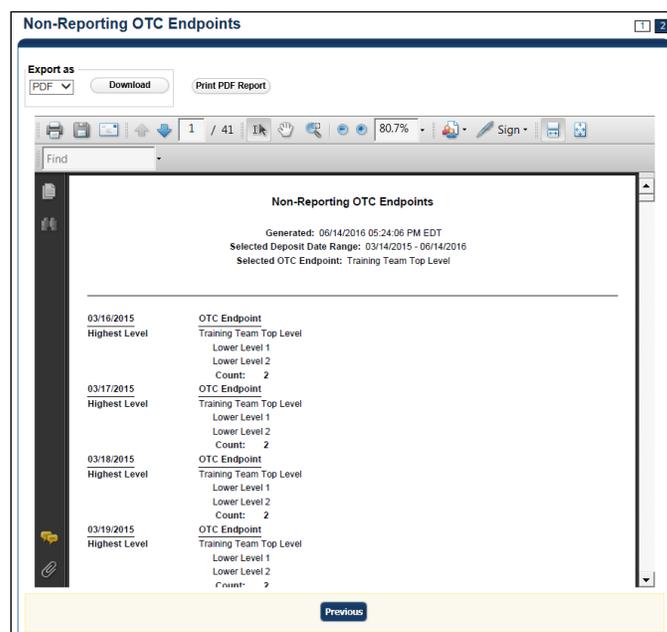


### Application Tips

- 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.

---

## View Business Reports: Processing Options by OTC Endpoints

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

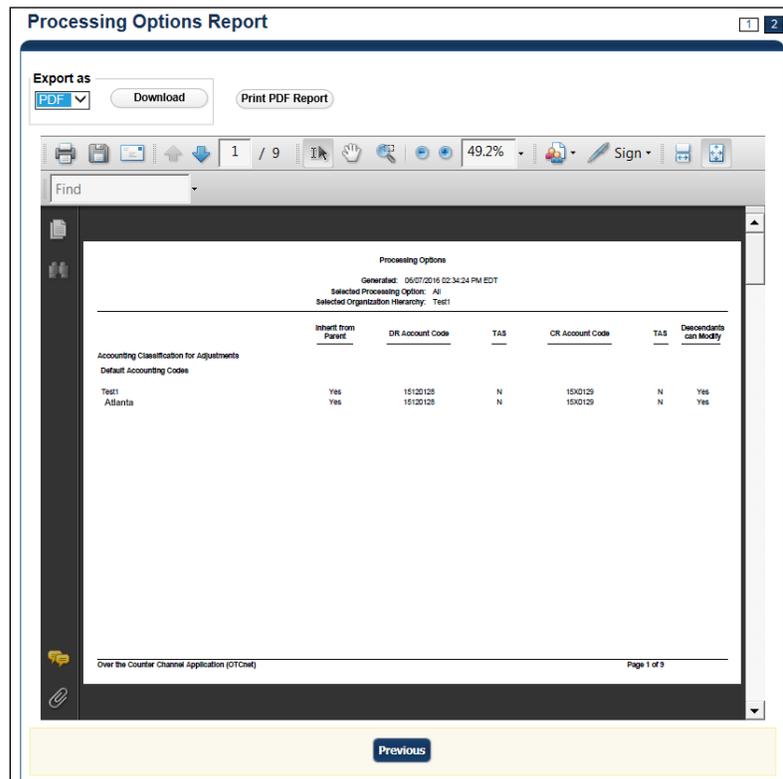
1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, select **Processing Options by OTC Endpoints**. The *Processing Options by OTC Endpoint* parameters page appears.
3. Enter you search criteria.
  - Enter the **Processing 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				
<b>Users By Access Groups (FI)</b>				
Generated: 06/27/2024 01:24:08 PM EDT				
<u>OTCnet Role</u>	<u>OTCnet Status</u>	<u>User Name</u>	<u>User ID</u>	<u>E-Mail</u>
<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	nqaeft02	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 PERSINGER	vpers163	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

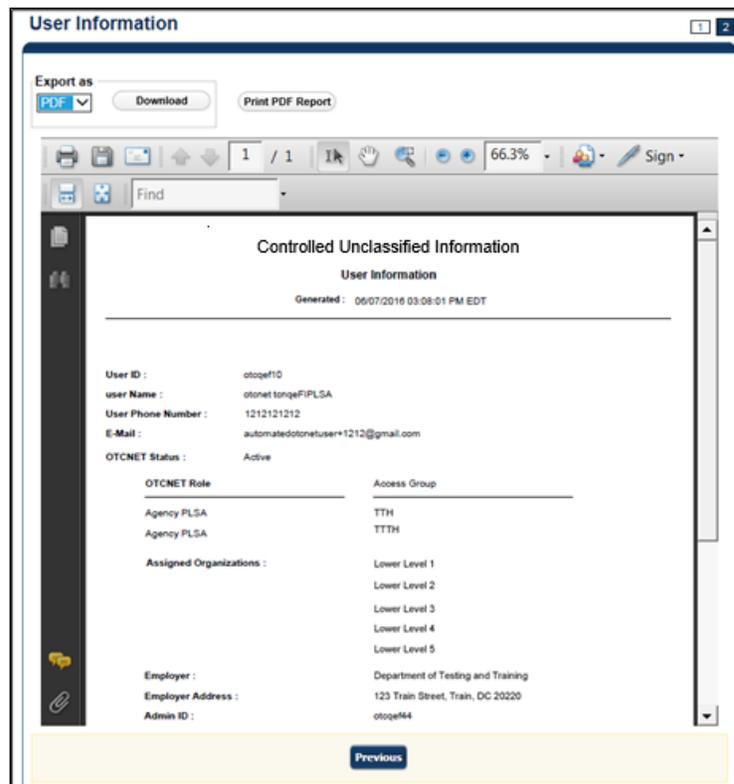
Enter both the **First Name** and **Last Name** of the user.

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





### 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	automateddotcnetuser+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 a **date (From and To)** using the date filter to filter CIR file status reports by date. (**From/To** dates cannot be in the future or older than 18 months.)
4. Select the **Submit** button under the date filter to retrieve the results.
5. Select the **Schedule** button under *Schedule Reports* as shown in Figure 15 to schedule an asynchronous report.
6. The system displays a message to inform the user that their request has been submitted.

Figure 15: View CIR File and Schedule Report

Transmission ID	Status	Create Timestamp	Transmit Timestamp	Acknowledge Timestamp	CA\$HLINK Type	CA\$HLINK Acknowledge Timestamp	Schedule Reports
OTCNETTGA2024-10-21T07:51:230061	TRS-CLII-SENT	10/21/2024 07:51:23 AM ET	10/21/2024 07:53:55 AM ET	10/21/2024 07:54:07 AM ET	CLII	10/21/2024 09:12:05 AM ET	Schedule
OTCNETTGA2024-02-28T13:24:020063	TRS-CLII-SENT	02/28/2024 01:24:02 PM ET	02/28/2024 01:25:50 PM ET	02/28/2024 01:26:11 PM ET	CLII		Schedule
OTCNETTGA2023-10-02T16:55:070044	TRS-CLII-SENT	10/02/2023 04:55:07 PM ET	10/02/2023 04:57:23 PM ET	10/02/2023 04:57:53 PM ET	CLII		Schedule
OTCNETTGA2021-04-01T09:03:450021	TRS-SENT	04/01/2021 09:03:45 AM ET	04/01/2021 09:05:37 AM ET		CLII		Schedule
OTCNETTGA2021-03-30T09:45:020001	TRS-SENT	03/30/2021 09:45:02 AM ET	03/30/2021 09:47:22 AM ET		CLII		Schedule
OTCNETTGA2019-12-19T10:33:360001	TRS-CLII-SENT	12/19/2019 10:33:36 AM ET	12/19/2019 10:35:45 AM ET	12/19/2019 10:35:41 AM ET	CLII		Schedule
OTCNETTGA2019-12-18T13:55:230084	TRS-CLII-SENT	12/18/2019	12/18/2019	12/18/2019	CLII		Schedule

7. 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.

8. 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

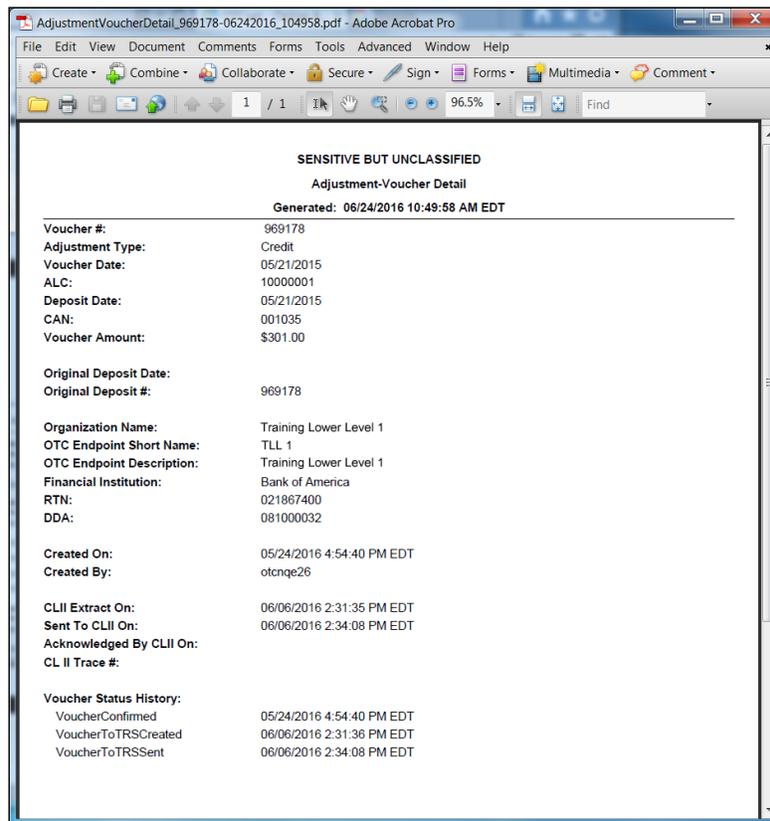
- Print PDF Report

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

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

11. The *DepositVoucherDetail\_XXX.pdf* or *AdjustmentVoucherDetail\_XXXX.pdf* report appears as shown in Figure 16.

Figure 16: Adjustment-Voucher Detail PDF



### 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.			
<b>Voucher Information</b>			
Voucher #:	<a href="#">968227</a>		
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		
<b>Voucher Event Log</b>			
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 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:	otcqef20
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.			
<b>Voucher Information</b>			
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		
<b>Voucher Event Log</b>			
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 ( otcnet45 )

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**

The screenshot shows the 'Adjustment Historical Report' page. At the top, there are navigation tabs: Deposit Processing, Check Processing, Card Processing, Administration, and Reports. Below the tabs, there are sub-tabs: Deposit Processing Reports, Check Processing Reports, and Scheduled Reports. The main content area is titled 'Adjustment Historical Report' and contains the following text and fields:

Please enter Adjustment Historical Report search criteria.

Please note: 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.

\* Denotes required fields.

**Search Conditions**

Organization:

OTC Endpoint:

ALC:

Adjustment Category:

Voucher #:

Adjustment Type:

Prepared by:



### 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**

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

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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

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### 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 CA\$HLINK II validation errors that need acknowledgment by the financial institution that the error has been resolved. No results appear if there are not any CA\$HLINK II validation errors. To document why the error occurred and how the error was resolved, select the Voucher Number link is selected. This page only returns results for the **Deposit Confirmer** and **FI Viewer** roles. Other roles have the ability to select this page from the dropdown but do not see results. Vouchers displayed in this section are also displayed in the History section of the page with the appropriate deposit status (Confirmed).

- **Deposits Within My Organization:** Displays a list of deposits that have been entered in the system, based on the agency endpoint or financial institution to which the user has access. With **Deposit Confirmer** or **FI Viewer** privileges, the **Deposits Within My Organization** details appears.
- The **Deposits Within My Organization** page displays voucher dates in reverse chronological order (including future dated deposits) and the status within (i.e. Draft, Submitted, Rejected, and Confirmed). The number of deposits displayed is based upon the display days processing options defined for the OTC Endpoint that the agency user has permission to view. If the user has permission for more than one OTC Endpoint, the processing option with the greatest number of days is used. If the user is an **FI Viewer** or an **FS Viewer**, the number of display days is set at 45.

## View a Deposit

To view a deposit, complete the following steps:

1. From the **Deposit Processing** tab, click **View Deposits**. The *View Deposit* page appears.
2. From the **Select Display** drop-down menu, select **My Deposits in Process**, **Adjustments in Error**, **Deposits in Error**, or **Deposits Within My Organization**.
3. Click the **Voucher Number** of the deposit you need to view as shown in Figure 1.

Figure 1. View Deposits Page

The screenshot shows the 'View Deposits' interface. At the top, there is a 'Select Display:' dropdown menu set to 'My Deposits in Process'. Below this is a text prompt: 'Select the voucher number of the deposit you would like to continue processing.' The main area displays a table of records for 'Today's Date: 11/04/2014' with '<< < 1-10 >> of 13 Records'. A dropdown menu next to the record count is set to '10'. The table has the following columns: Voucher, Status, Date submitted, Voucher Date, OTC Endpoint, ALC, Deposit Total, and Confirm. The first row, with Voucher number 623077, is highlighted with a red box. The table also includes 'Next' and 'Return Home' buttons at the bottom right.

Voucher	Status	Date submitted	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"/>



### 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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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 *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

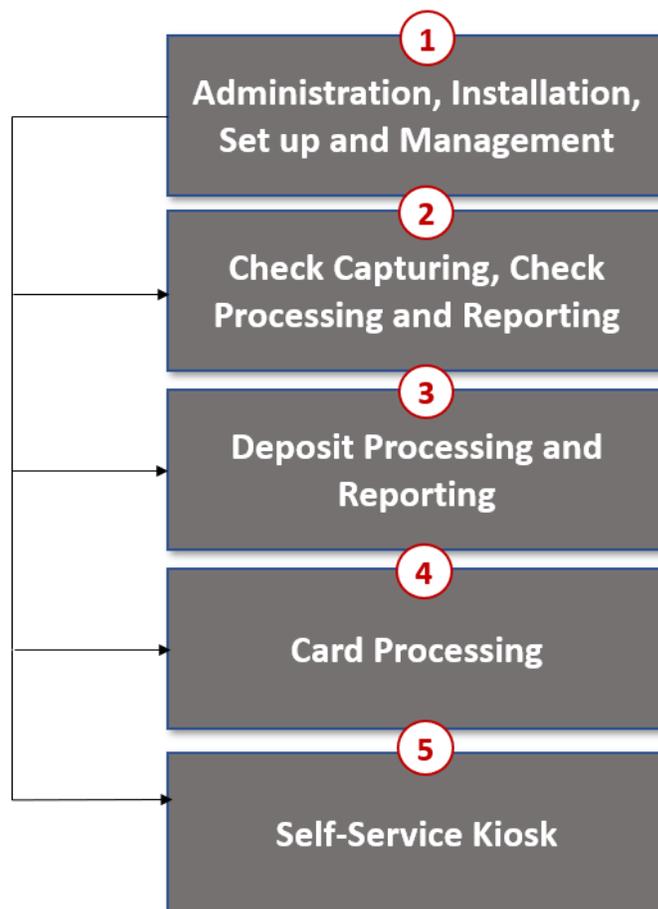
### OTCnet Elements

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

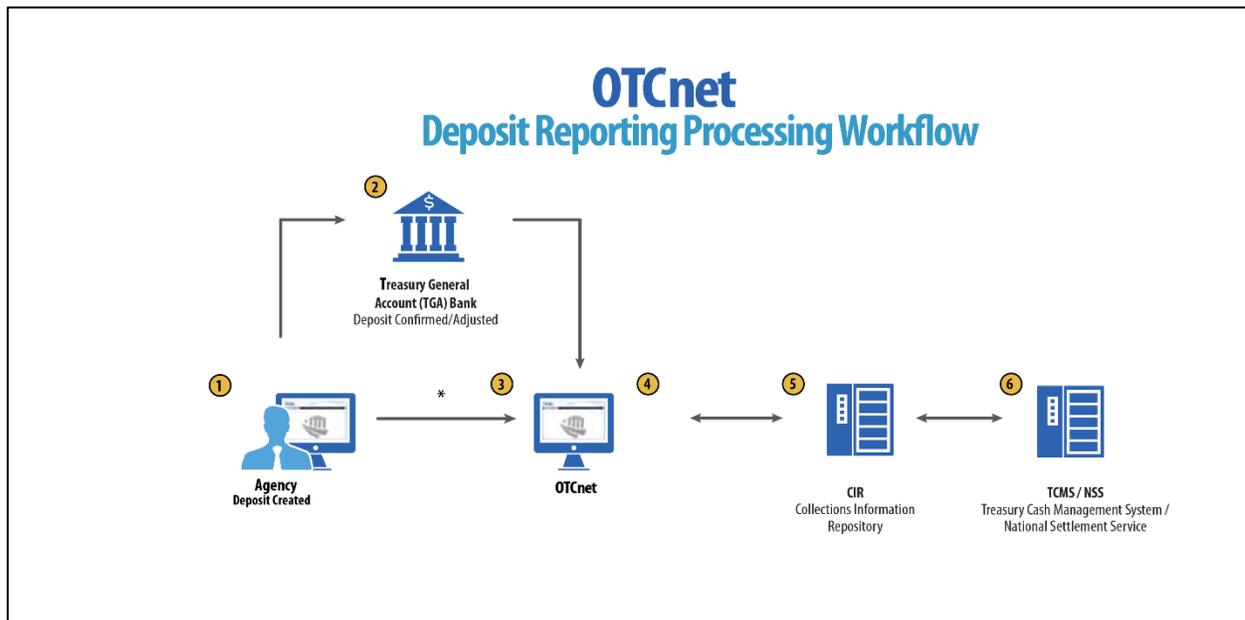
Deposit Processing electronically collects and automates US and Foreign funds which facilitates the classification of Treasury collections daily.

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 Back, the Deposit Confirmer confirms the deposit, rejects the deposit, or creates an adjustment to the deposit using OTCnet. The Collections Information Repository (CIR) is formerly the Transaction Reporting System (TRS).

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

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

**Figure 2: Deposit Processing Workflow**



## OTCnet End Users

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
<p><b>Agency</b></p> <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> <p><b>Financial Institution/ Federal Reserve</b></p> <ul style="list-style-type: none"> <li>• Primary Security Administrator</li> <li>• Local Security Administrator</li> </ul>	<p><b>Agency</b></p> <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>	<p><b>Agency</b></p> <ul style="list-style-type: none"> <li>• Deposit Preparer</li> <li>• Deposit Approver</li> <li>• Viewer</li> </ul> <p><b>Financial Institution/ Federal Reserve</b></p> <ul style="list-style-type: none"> <li>• Deposit Confirmer</li> <li>• Viewer</li> </ul>	<p><b>Agency</b></p> <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.

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.
4. Searching for Deposits	In this user guide, you will learn how to search for and download deposits.

User Guides	Description
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

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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**.

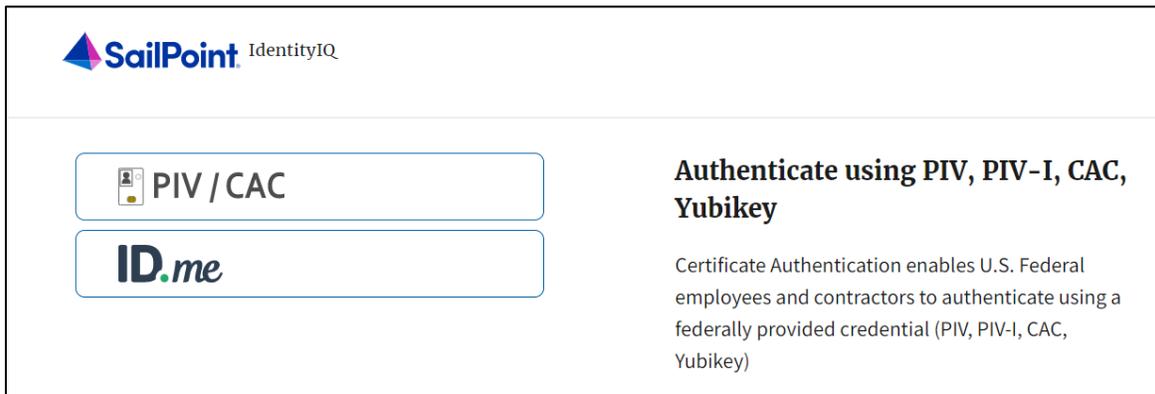
Follow the on-screen instructions to sign in with an existing account or create an account. If prompted, follow the on-screen instructions to verify your identity. After completing all steps, you should see the SailPoint IIQ home page.

## 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.

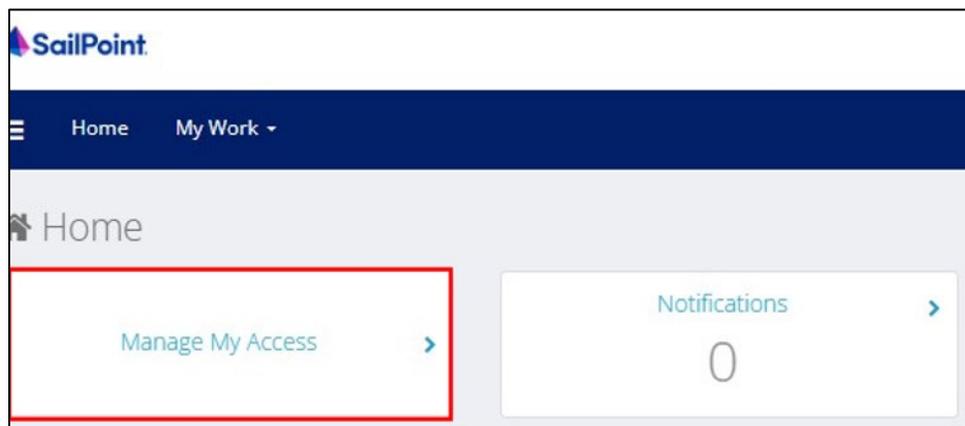
A confirmation message will appear. SailPoint IIQ will automatically notify the necessary approvers to review the request. Once approved, your PLSA/LSA can create your identity in OTCnet and assign endpoints and roles for you. You will receive an autogenerated email when your user account is created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

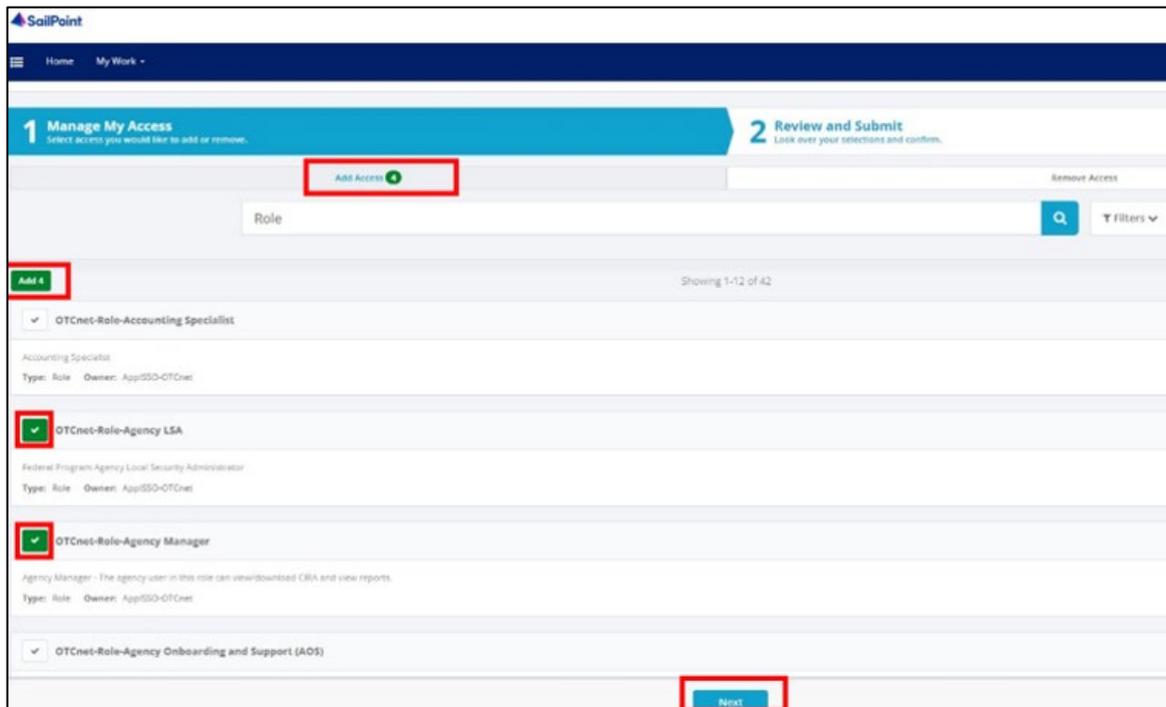
3. Search for an **HLO**. Select an **HLO** by selecting the **checkmark** to the left of the **HLO's** name.
4. Continue on the same screen to search for a user role. Select a **role** by selecting the **checkmark** to the left of the **role's** name. Then select **Next**.



### Application Tips

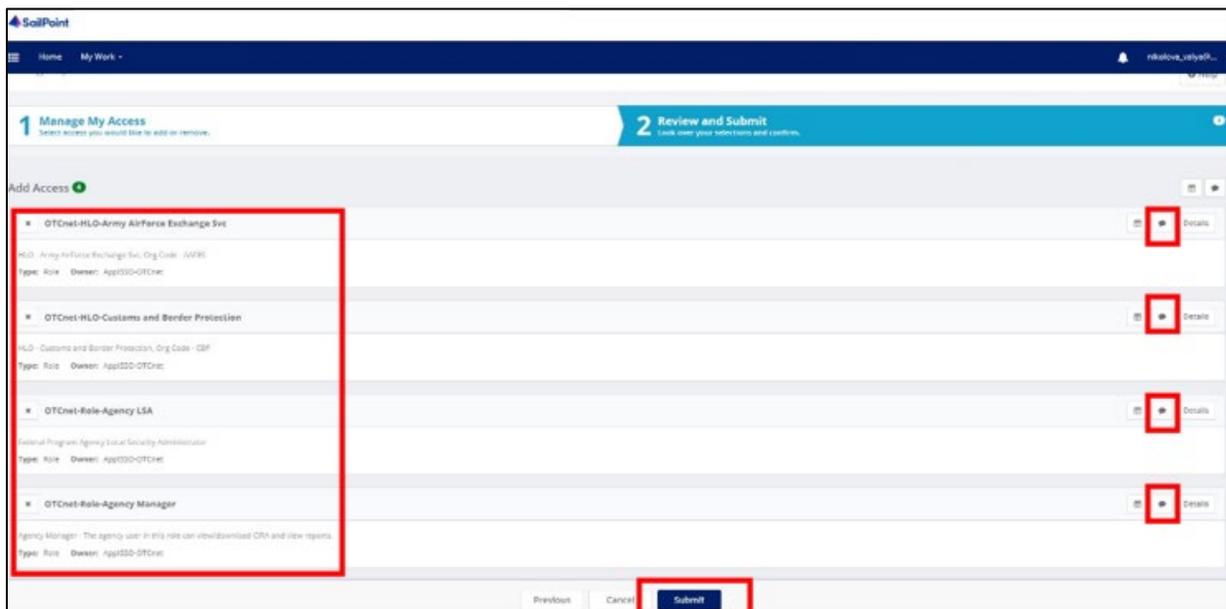
- Multiple **HLOs** and **roles** can be selected.
- All roles selected in SailPoint IIQ will be validated (and edited as needed) in OTCnet by the designated **PLSA/LSA**.

Figure 5. Add Access Screen



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



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

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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 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.

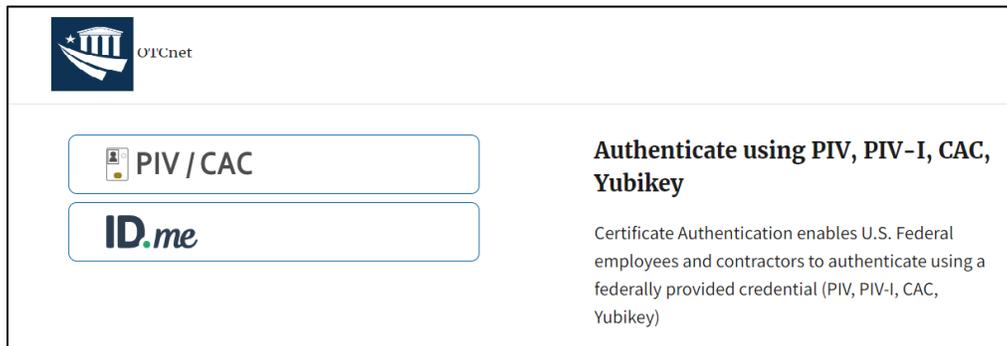
When a **new first-time OTCnet agency end-user** has been fully provisioned with roles and endpoints, and also when they log into OTCnet, they will receive an autogenerated email **'Welcome to OTCnet!'** that includes a list of resources to learn how to use OTCnet as well as important contact information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



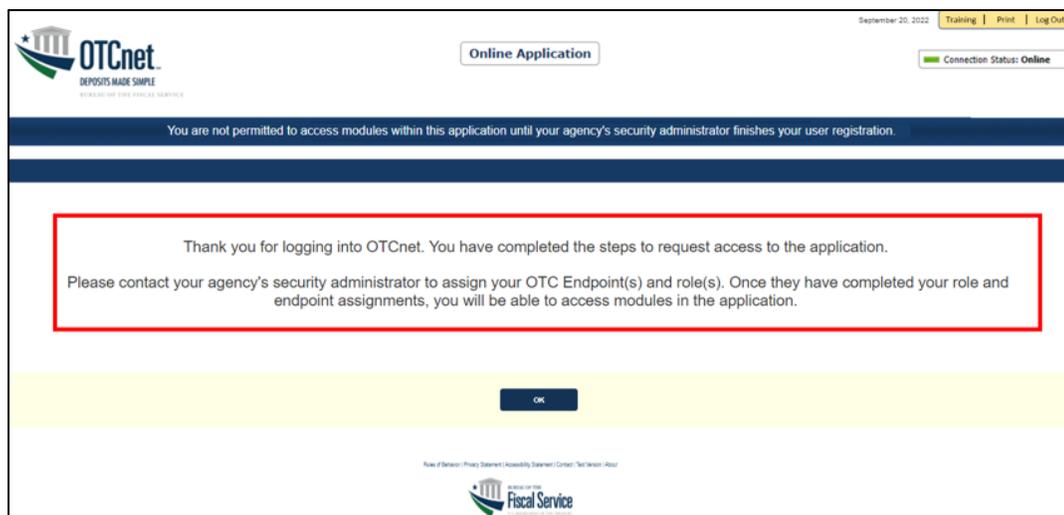
## Application Tip

### 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.

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## Topic 5 Navigating the OTCnet Home Page

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

### OTCnet 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**

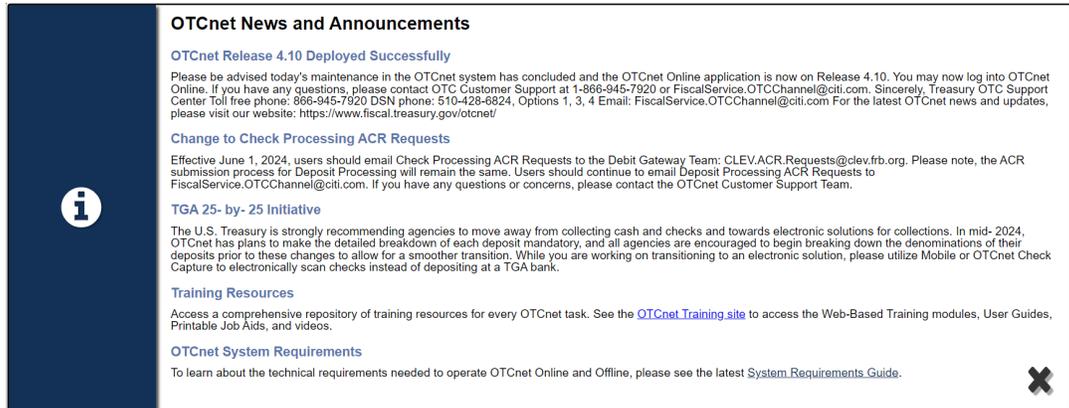


## OTCnet Homepage Message Overlay

All user roles have access to the OTCnet Homepage Message Overlay in OTCnet. 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.

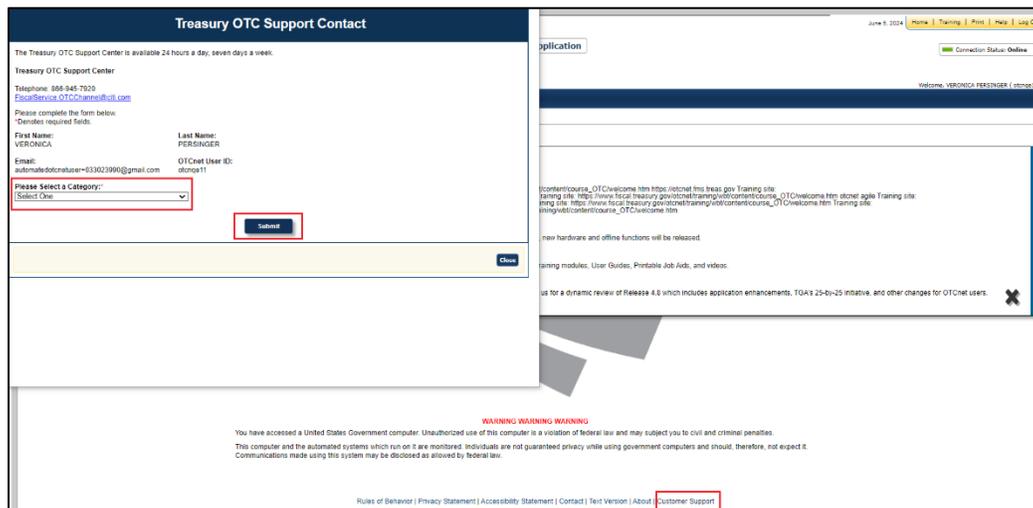
Figure 10. OTCnet Homepage Message Overlay



## OTCnet Support Contact Overlay

Users can contact the OTCnet Customer Service team by submitting a form through the **Customer Support** button on the bottom of 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



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

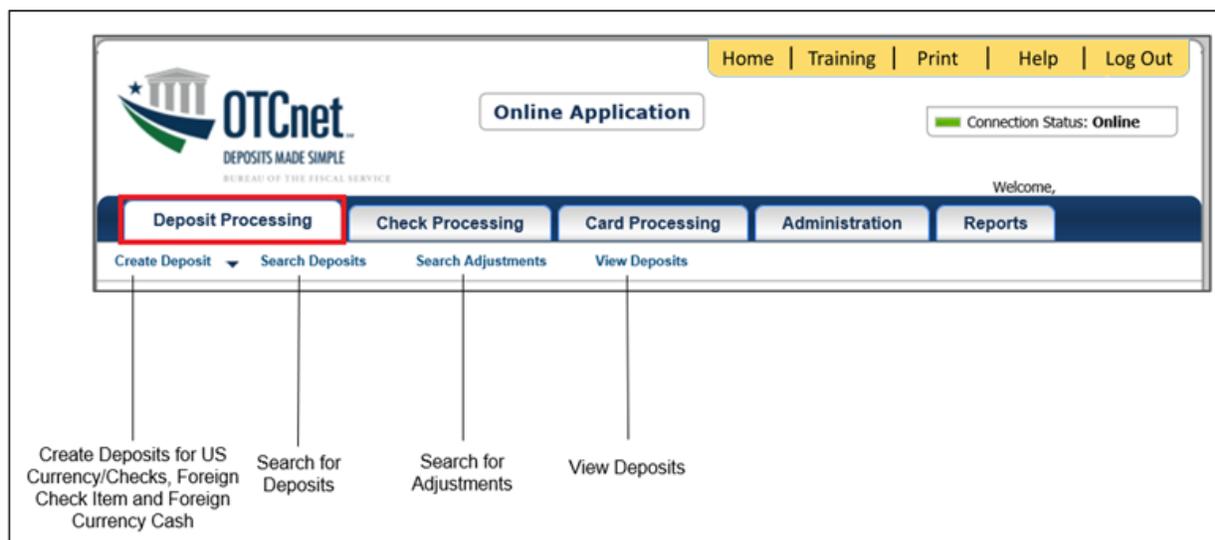
To access the OTCnet Deposit Processing functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 5 provides a list of the Deposit Processing functions that are available to you.

**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

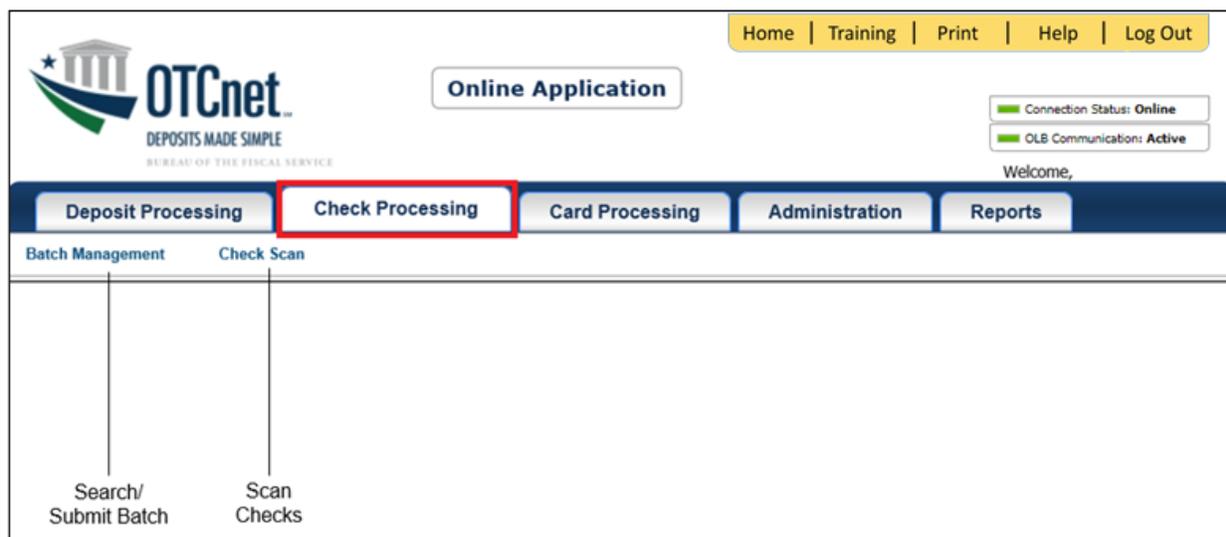
To access the OTCnet Check Processing functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 6 provides a list of the Check Processing functions that are available to you.

**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.

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

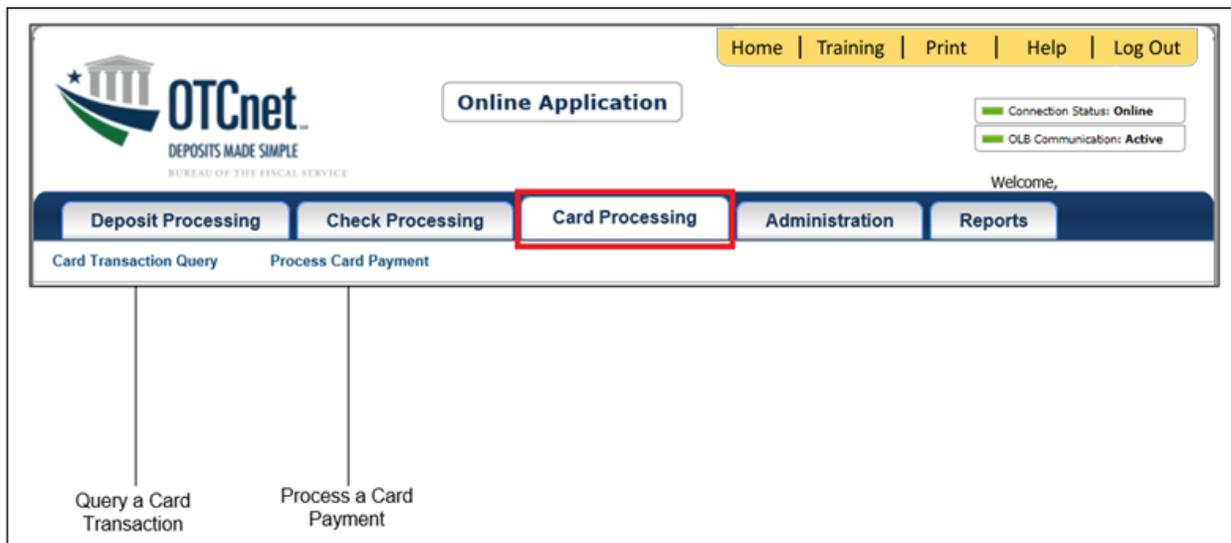
To access the OTCnet card processing functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 7 provides a list of the card processing functions that are available to you.

**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

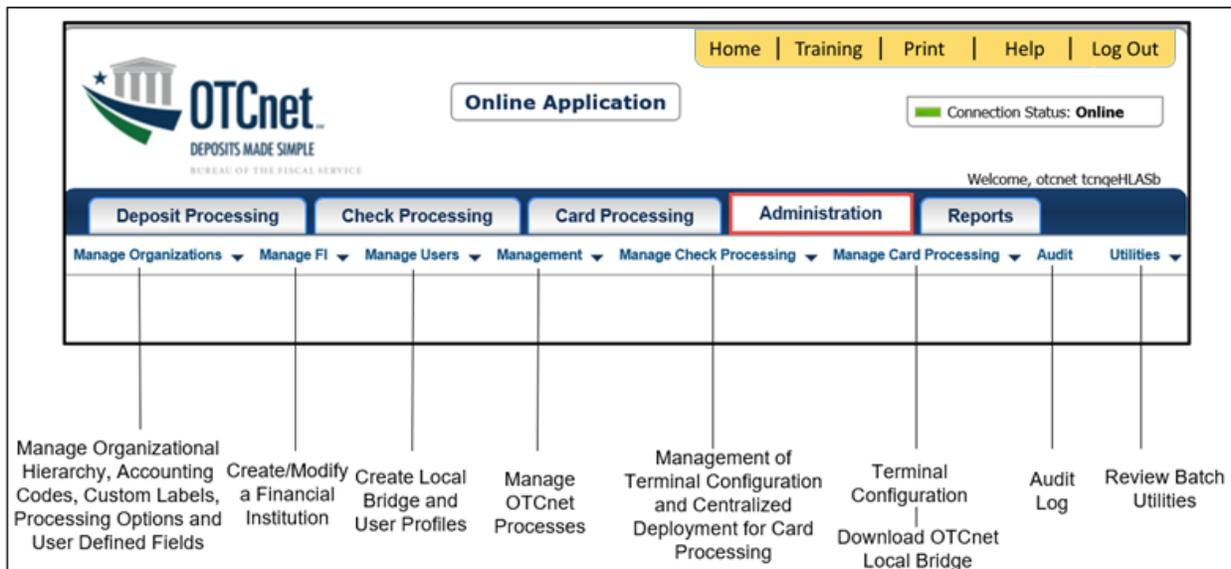
To access the OTCnet Administration functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 8 provides a list of the Administration functions that are available to you.

**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 acknowledgement 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 acknowledgement 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

The screenshot shows the 'View Deposits' interface. At the top, there is a 'Select Display:' dropdown menu set to 'My Deposits in Process'. Below this is a prompt: 'Select the voucher number of the deposit you would like to continue processing.' The main area displays a table of records for 'Today's Date: 11/04/2014', showing 13 records. A dropdown menu next to the record count allows selection of 10, 20, 50, 100, 250, 500, 750, 1000, 1250, or 1500 records. The table columns are: Voucher, Status, Date submitted, Voucher Date, OTC Endpoint, ALC, Deposit Total, and Confirm. The first row (Voucher 623077) is highlighted with a red box. At the bottom right, there are 'Next' and 'Return Home' buttons.

Voucher	Status	Date submitted	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"/>



### 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

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

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 are displayed as shown in Figure 21.

**Figure 21: Additional Search Criteria**

The screenshot displays a search criteria form with the following sections and fields:

- Adjustment Amount:** From: [text input], To: [text input]
- Deposit Date:** From: [text input with calendar icon], To: [text input with calendar icon]
- Original Deposit Date:** From: [text input with calendar icon], To: [text input with calendar icon]
- Financial Institution Information:**
  - RTN: [text input]
  - DDA: [text input]
  - CAN: [text input]
  - FRB Account Key: [text input]
  - FRB CCWU: [text input]

At the bottom of the form, there 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**.

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### 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

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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: 08/02/2018 13:24:42 PM EDT

Selected Adjustment Type: ALL

Selected Deposit OTC Endpoint: Total Hierarchy

Selected Deposit Date Range: 09/02/2015 - 09/02/2015

Financial Institution	Adjusted Date	Deposit Date	Interest Date	Voucher #	Adjustment Amount
Highest Level - Total Hierarchy					
Level 1 Total Hierarchy Level 1					
Level 2 - Total Hierarchy Level 2					
ALC: 9880379					
Adjustment Type: Credit					
Bank of America	12/16/2015	12/16/2015	12/16/2015	952763	\$127.00
Bank of America	08/24/2015	12/16/2015	12/16/2015	952122	\$272.00
Bank of America	12/22/2015	12/16/2015	12/16/2015	952773	\$19.00
Bank of America	12/11/2015	12/21/2015	12/21/2015	952682	\$12.00
Bank of America	12/11/2015	12/21/2015	12/21/2015	952682	\$23.00
Bank of America	12/11/2015	12/21/2015	12/21/2015	952682	\$13.00
				Total:	\$469.00
Adjustment Type: Debit					
Bank of America	12/16/2015	06/15/2015	06/15/2015	952229	(\$100.00)
Bank of America	12/16/2015	12/16/2015	12/16/2015	952686	(\$200.00)
Bank of America	12/21/2015	12/16/2015	12/16/2015	952686	(\$200.00)
Bank of America	12/11/2015	12/16/2015	12/16/2015	952682	(\$5.99)
				Total:	(\$305.99)

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

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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: 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

Accounting Code	OTC Endpoint	Voucher #	Deposit Date	Accounting Code Amount
ALC: 8700012-0C320 Description:	0VA Enclaid - 1	02242	05/12/2018	\$1,019.84
ALC: 8700012 Sub-Total:				\$1,019.84
Accounting Code - Total:				\$1,019.84



### 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**

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
	04/03/2015	04/03/2015	958924	Foreign Check
			Total:	\$740.61
Status Code: DRAFT	03/27/2015	03/27/2015	958848	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 26.

Figure 26: Deposit History by Status Preview Page

Voucher Type	Status	Voucher Date	Voucher #	Deposit Amount
<b>ALC 10010001</b>				
Test Hierarchy Level 1				
Submission Processing Cam - Atlanta Submission Processing Campus				
Service center - Atlanta Service Center				
Foreign Check	03/01/2015	03/01/2015	000001	\$0.00
Foreign Check	04/01/2015	04/01/2015	000002	\$750.01
Submission Processing Cam - Atlanta Submission Processing Campus Total:				\$750.01
Test Hierarchy Level 1 Total:				\$750.01
ALC 10010001 Total:				\$750.01
<b>ALC 10010002</b>				
Test Hierarchy Level 2				
Submission Processing Cam - Andover Submission Processing Campus				
Service center - Andover Service Center				
Foreign Cash	12/04/2014	12/04/2014	000001	\$10,981.95
Service center - Andover Service Center Total:				\$10,981.95
Submission Processing Cam - Andover Submission Processing Campus Total:				\$10,981.95
Test Hierarchy Level 2 Total:				\$10,981.95
ALC 10010002 Total:				\$10,981.95



### 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**

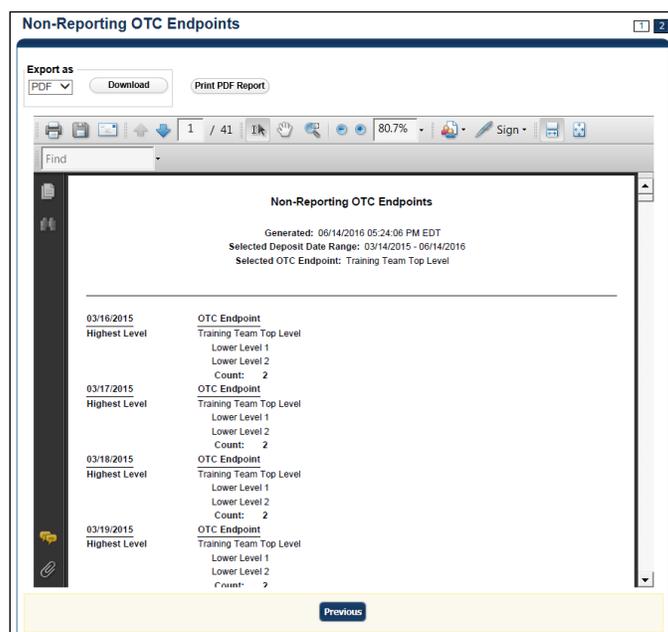


### Application Tips

- 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 #:	<a href="#">968227</a>
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:	otcqef20
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CA\$HLINK 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.

- 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:	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 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

The screenshot shows the 'Deposit Historical Report' criteria page. At the top, there are navigation tabs: 'Deposit Processing', 'Check Processing', 'Card Processing', 'Administration', and 'Reports'. The 'Reports' tab is active. Below the tabs, there are sub-tabs: 'Deposit Processing Reports', 'Check Processing Reports', and 'Scheduled Reports'. The 'Scheduled Reports' sub-tab is selected. The page title is 'Deposit Historical Report'. A red note states: '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.' Below the note, there is a section for 'Search Conditions' with the following fields: 'Organization' (dropdown), 'OTC Endpoint' (dropdown), 'ALC' (text input), 'Prepared by' (text input), 'Voucher #' (text input), 'Deposit Status' (dropdown), 'Agency Use (Block 6) (starts with)' (text input), 'Deposit Type' (dropdown), and 'Voucher Date' (text input). The 'From' field is partially visible at the bottom.



### 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 within the 'Reports' tab. The page has a navigation bar with tabs for 'Deposit Processing', 'Check Processing', 'Card Processing', 'Administration', and 'Reports'. Below the navigation bar, there are sub-tabs for 'Deposit Processing Reports', 'Check Processing Reports', and 'Scheduled Reports'. The main content area is titled 'Adjustment Historical Report' and contains the following elements:

- A breadcrumb trail: Location: Home >> Reports >> Scheduled Reports >> Generate Scheduled Reports
- A search criteria prompt: 'Please enter Adjustment Historical Report search criteria.'
- A warning note: '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 note: '\* Denotes required fields.'
- A 'Search Conditions' section with the following fields:
  - Organization: Select...
  - OTC Endpoint: Select...
  - ALC: [Text Input]
  - Adjustment Category: Select...
  - Voucher #: [Text Input]
  - Adjustment Type: Select...
  - 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**

---

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

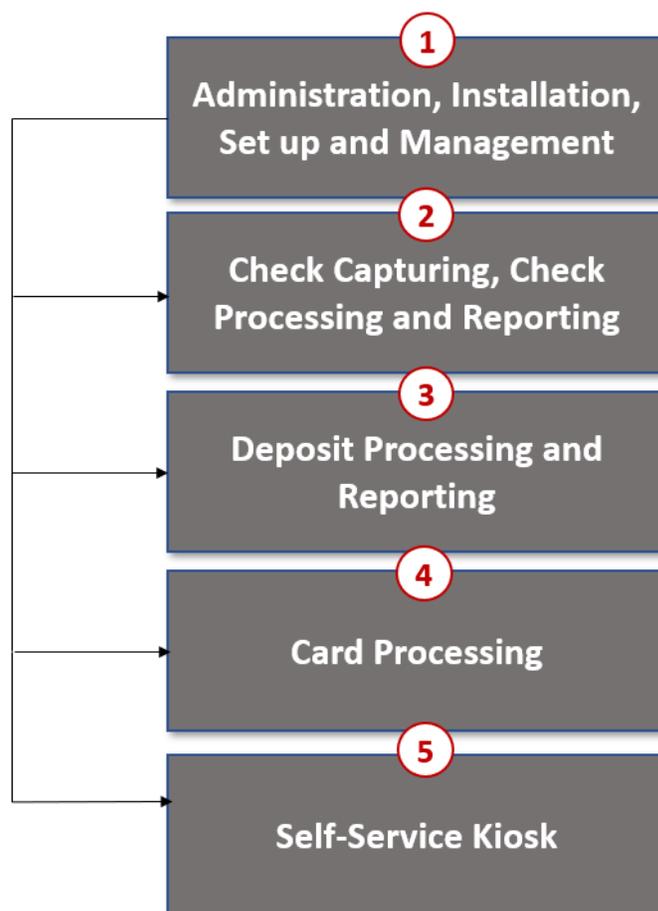
### OTCnet Elements

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

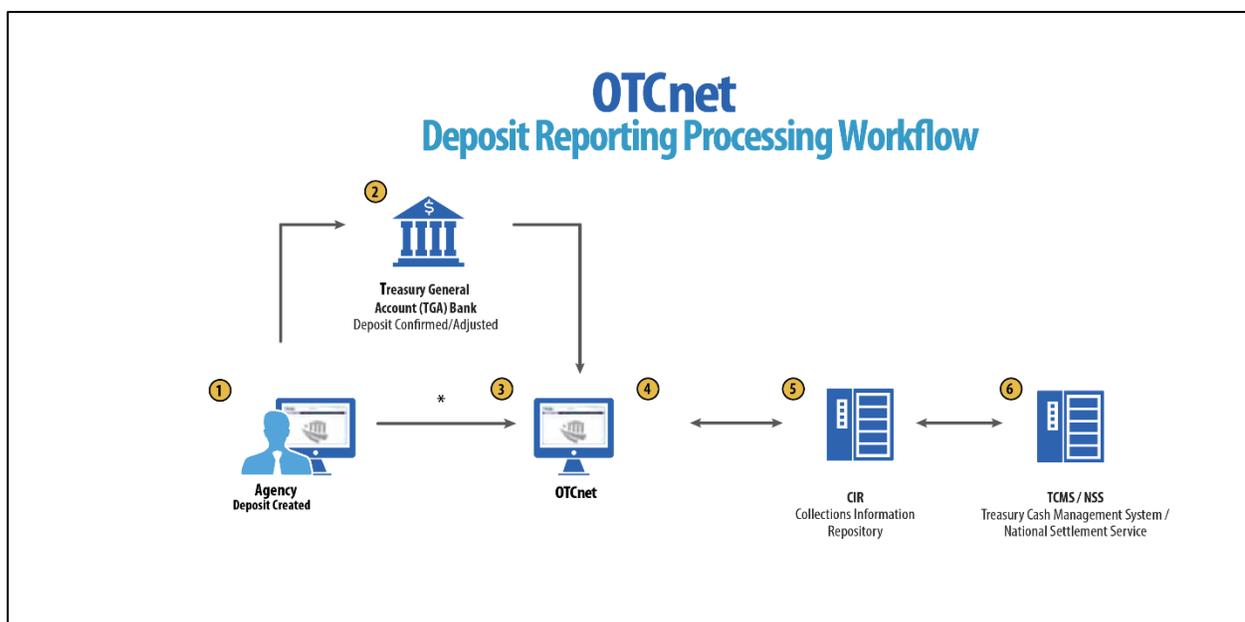
Deposit Processing electronically collects and automates US and Foreign funds which facilitates the classification of Treasury collections daily.

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 Back, the Deposit Confirmer confirms the deposit, rejects the deposit, or creates an adjustment to the deposit using OTCnet. The Collections Information Repository (CIR) is formerly the Transaction Reporting System (TRS).

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

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

**Figure 2: Deposit Processing Workflow**



## OTCnet End Users

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.

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**.

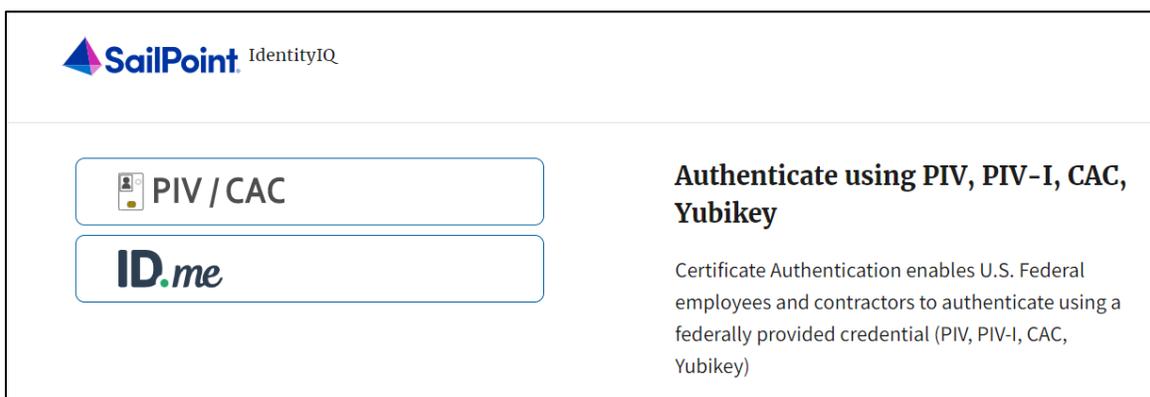
Follow the on-screen instructions to sign in with an existing account or create an account. If prompted, follow the on-screen instructions to verify your identity. After completing all steps, you should see the SailPoint IIQ home page.

## 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.

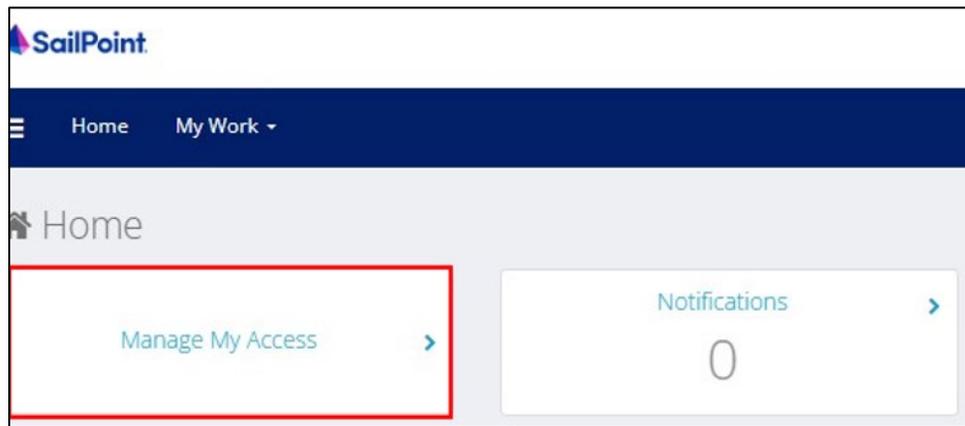
A confirmation message will appear. SailPoint IIQ will automatically notify the necessary approvers to review the request. Once approved, your PLSA/LSA can create your identity in OTCnet and assign endpoints and roles for you. You will receive an autogenerated email when your user account is created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

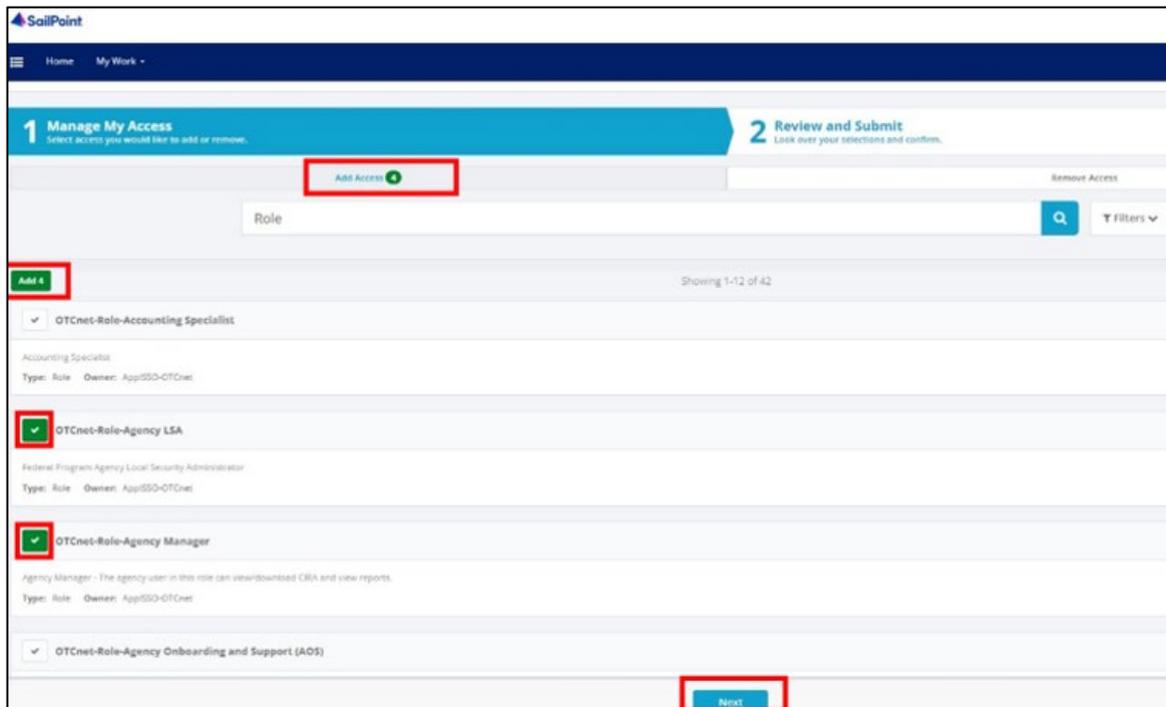
3. Search for an **HLO**. Select an **HLO** by selecting the **checkmark** to the left of the **HLO's** name.
4. Continue on the same screen to search for a user role. Select a **role** by selecting the **checkmark** to the left of the **role's** name. Then select **Next**.



### Application Tips

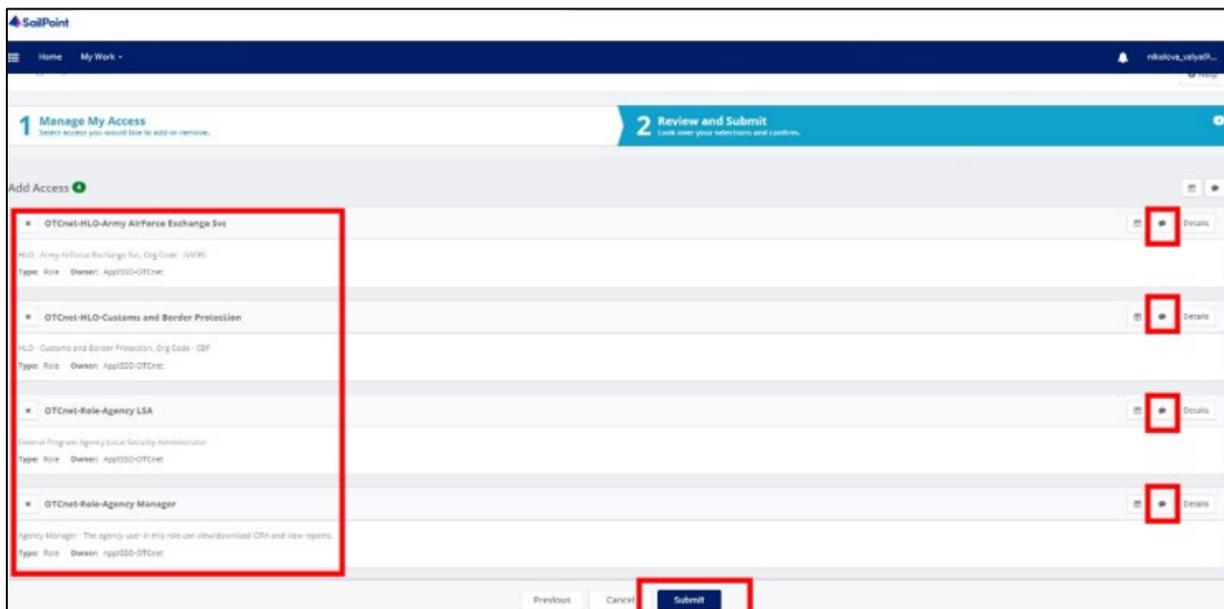
- Multiple **HLOs** and **roles** can be selected.
- All roles selected in SailPoint IIQ will be validated (and edited as needed) in OTCnet by the designated **PLSA/LSA**.

Figure 5. Add Access Screen



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



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

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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 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.

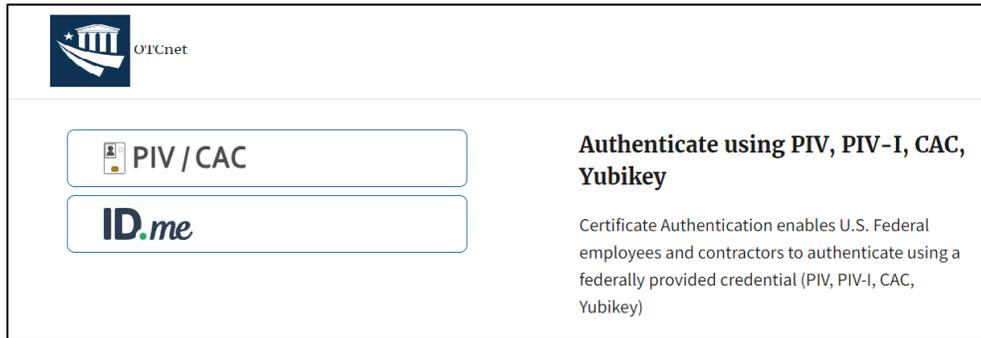
When a **new first-time OTCnet agency end-user** has been fully provisioned with roles and endpoints, and also when they log into OTCnet, they will receive an autogenerated email **'Welcome to OTCnet!'** that includes a list of resources to learn how to use OTCnet as well as important contact information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



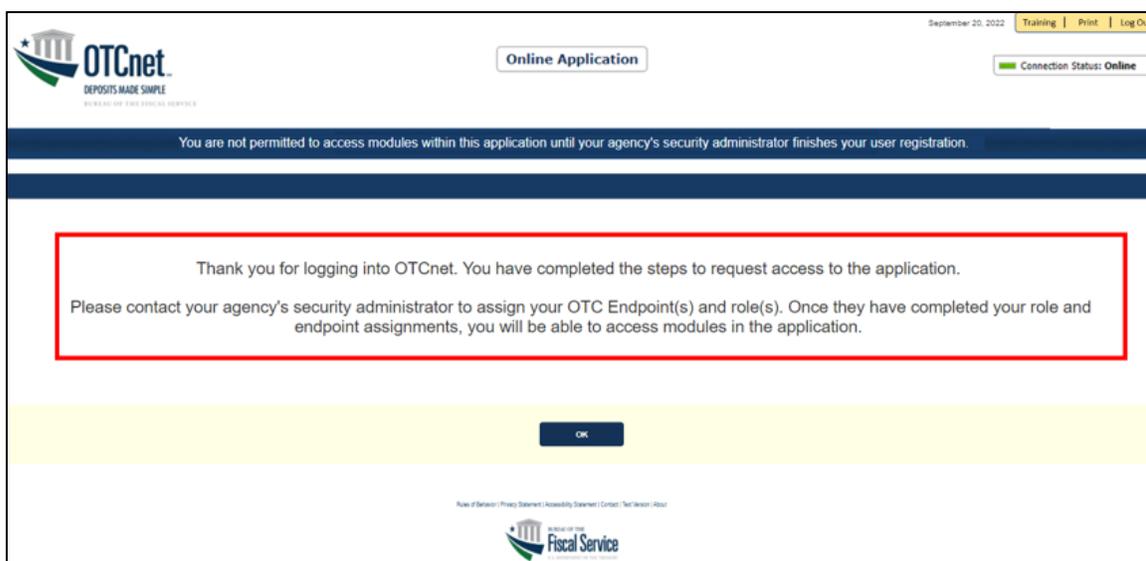
## Application Tip

### 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.

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## Topic 5 Navigating the OTCnet Home Page

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

### OTCnet 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**

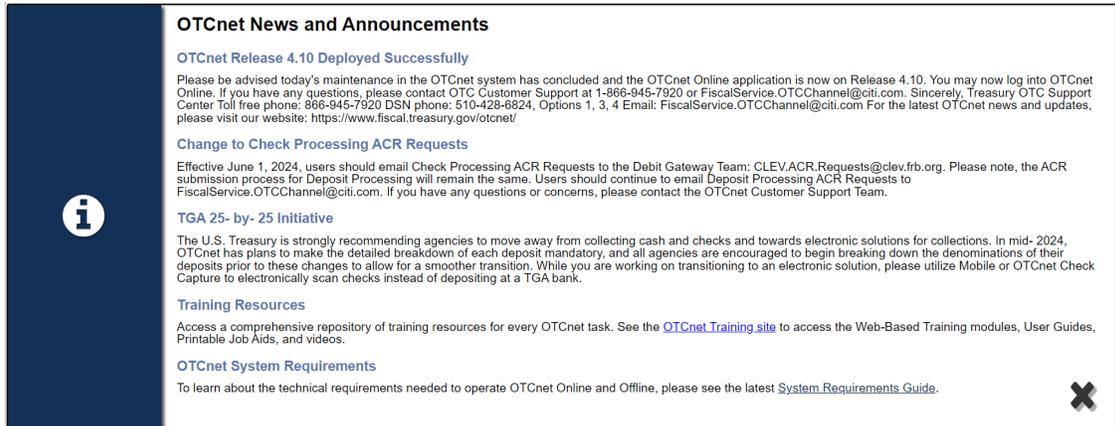


## OTCnet Homepage Message Overlay

All user roles have access to the OTCnet Homepage Message Overlay in OTCnet. 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.

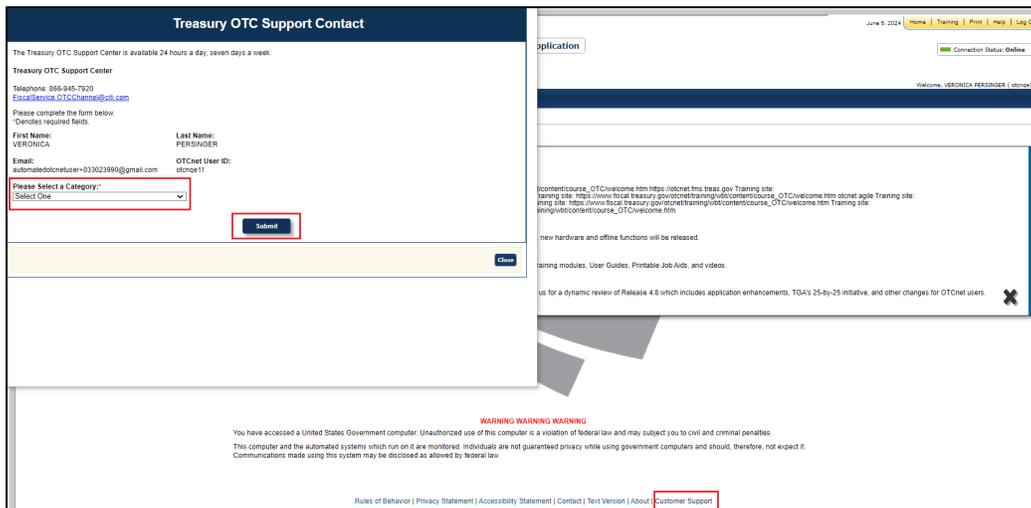
Figure 10. OTCnet Homepage Message Overlay



## OTCnet 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



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

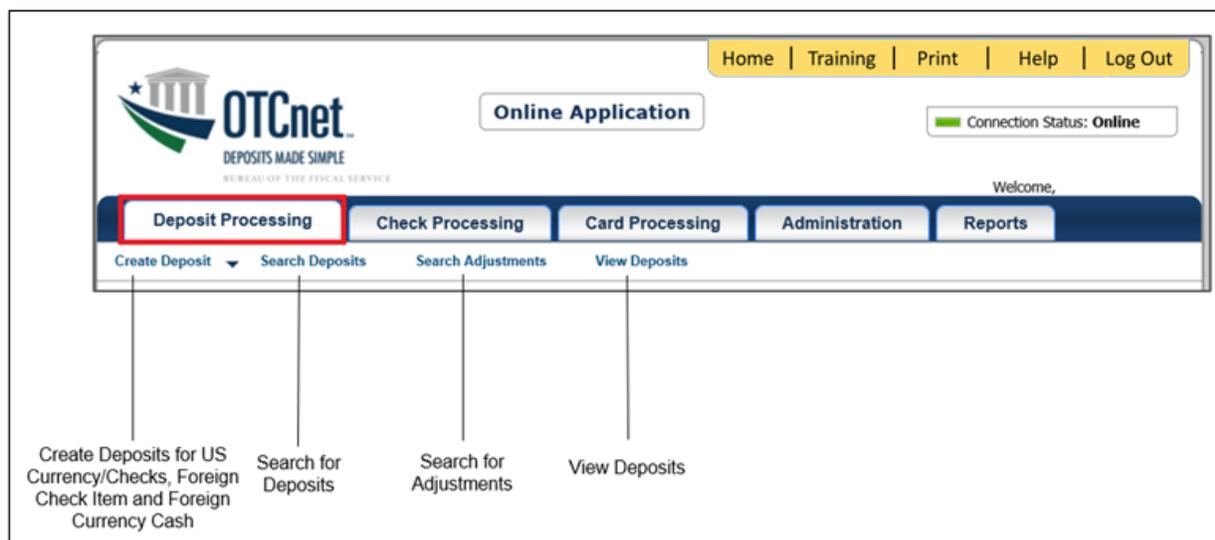
To access the OTCnet Deposit Processing functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 7 provides a list of the Deposit Processing functions that are available to you.

**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

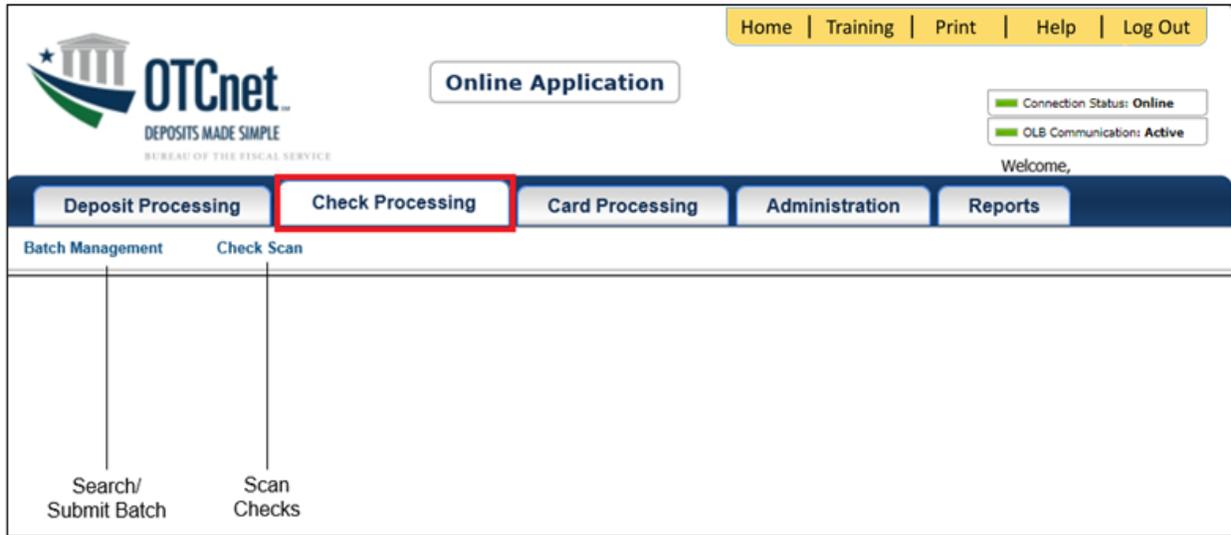
To access the OTCnet Check Processing functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 8 provides a list of the Check Processing functions that are available to you.

**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.

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

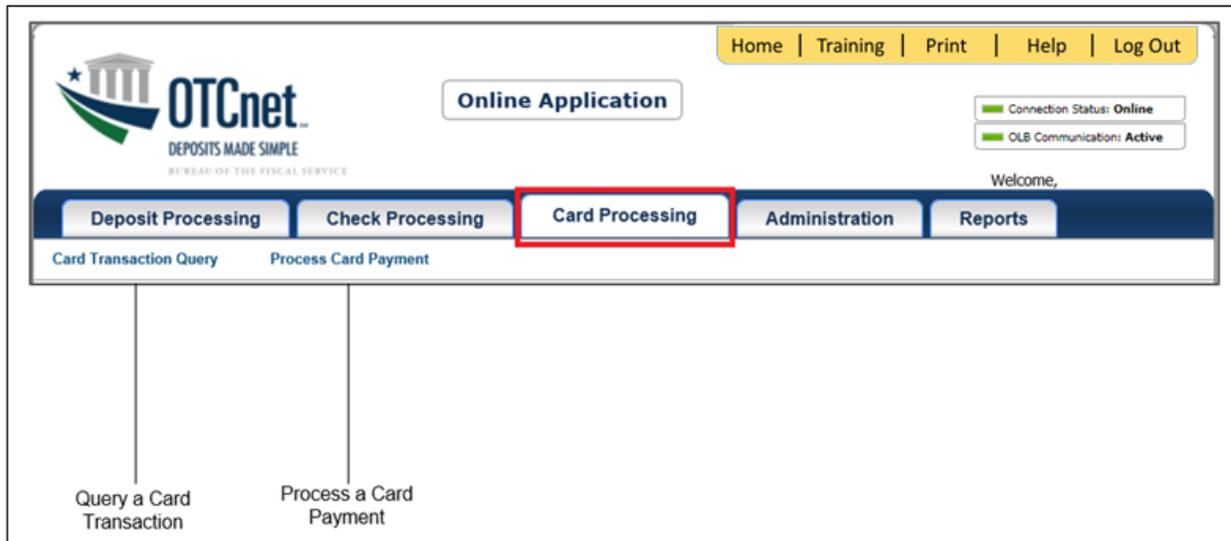
To access the OTCnet card processing functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 9 provides a list of the card processing functions that are available to you.

**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

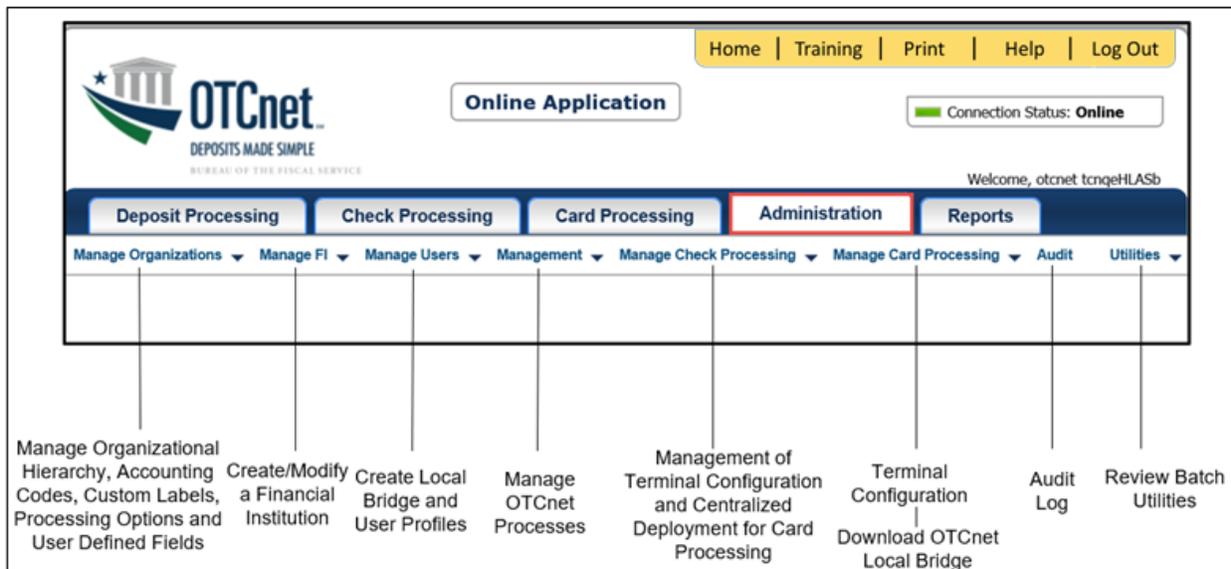
To access the OTCnet Administration functionality, log in with your **PIV/CAC** or **ID.me** credentials. Table 10 provides a list of the Administration functions that are available to you.

**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 CASHLINK II validation errors that need acknowledgement 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 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

The screenshot shows the 'View Deposits' interface. At the top, there is a 'Select Display:' dropdown menu set to 'My Deposits in Process'. Below this is a text prompt: 'Select the voucher number of the deposit you would like to continue processing.' The main area displays a table of records for 'Today's Date: 11/04/2014' with '<< < 1-10 >> of 13 Records'. A dropdown menu next to the record count is set to '10'. The table has the following columns: Voucher, Status, Date submitted, Voucher Date, OTC Endpoint, ALC, Deposit Total, and Confirm. The first row, with Voucher Number 623077, is highlighted with a red box. The table also includes 'Next' and 'Return Home' buttons at the bottom right.

Voucher	Status	Date submitted	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"/>



### 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

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 are displayed as shown in Figure 21.

**Figure 21: Additional Search Criteria**

The screenshot displays a search criteria form with the following sections and fields:

- Adjustment Amount:** From: [text input], To: [text input]
- Deposit Date:** From: [calendar icon], To: [calendar icon]
- Original Deposit Date:** From: [calendar icon], To: [calendar icon]
- Financial Institution Information:**
  - 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 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>
<a href="#">003073</a>	07/31/2014	07/31/2014	StpPayment	00002099	R	D	\$500.00
<a href="#">003072</a>	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.

<b>Deposit Processing Scheduled Report</b>	<b>Purpose of Report</b>
<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**

SENSITIVE BUT UNCLASSIFIED  
Adjustment Activity (FI)  
Generated: 05/02/2015 11:30:57 AM EDT  
Selected Adjustment Type: ALL  
Selected OTC Endpoint: Temp3  
Selected Deposit Date Range: 03/02/2015 - 05/02/2015

Voucher #	Adjustment Type	Voucher Date	ALC	Deposit Date	Create Date	CAN	CLB Trace #	Original Deposit #	Voucher Amount
RTN: 000000400 DDA #: 00000002									
95217	Credit	05/21/2015	89000001	05/21/2015	05/24/2015	001035		95217	\$301.00
95217	Credit	05/21/2015	89000001	07/10/2015	07/10/2015	005147		95217	\$67.75
95217	Credit	06/01/2015	89000001	07/10/2015	07/13/2015	005147		95217	\$5.00

Over the Counter Channel Application (OTCnet)

SENSITIVE BUT UNCLASSIFIED

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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.

- 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**

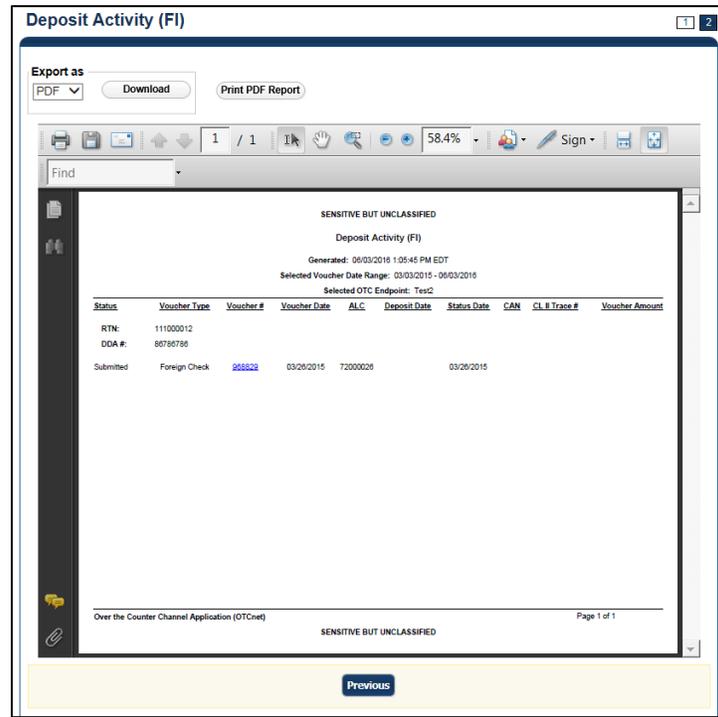


### Application Tips

- 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.
-

- 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.

- 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:	otcng26
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.			
<b>Voucher Information</b>			
Voucher #:	<a href="#">968227</a>		
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		
<b>Voucher Event Log</b>			
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:	otcqef20
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CA\$HLINK 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:	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 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**



### 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 31.

**Figure 31: Adjustment Historical Report Criteria Page**



### 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**

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