OTCnet℠

Deposits Made Simple

Financial Institution (FI) Viewer

OTCnet Participant User Guide

(This page intentionally left blank)

TABLE OF CONTENTS

Audience, Overview and Topics 1
Topic 1. Introduction to OTCnet 3
Overview 3
OTCnet Elements 4
OTCnet Process Flow: Deposit Processing and Reporting 4
OTCnet End Users 5
Topic 2. Overview of OTCnet Participant User Guide Content 8
Introduction 8
Administration Participant User Guide 9
Deposit Processing and Reporting Participant User Guide 10
Topic 3. Logging On to OTCnet 11
How to Log On for the First Time 11
Log On to OTCnet 18
Topic 4. Accessing a User ID and Resetting Passwords 19
Access a User ID 19
Resetting Passwords 21
Topic 5. Navigating the OTCnet Home Page 23
OTCnet Main Menu 23
Deposit Processing Tab Functionality 24
Check Processing Tab Functionality 25
Administration Tab Functionality 26
Reports Tab Functionality 27
Topic 6. Viewing Deposits 29
View a Deposit 30
Topic 7. Searching Deposits 34
Search and Locate Deposits Using One or More Criteria 35
Downloading Deposit Information 41
Topic 8. Searching Adjustments 45
Searching Adjustments Using Select Criteria 46
Downloading Adjustments 51
Topic 9. Viewing Reports 55
Topic 10. Reports by Access Type 56
Topic 11. Types of Business and Administration Reports 57
Business Reports 57
Administration Reports 58
Topic 12. Viewing Report Detail 59
Business Reports 59
Administration Reports 68
Topic 13. Viewing Financial Institutions 105
View a Financial Institution 105
Summary 109
Glossary 111
Index 119

LIST OF TABLES

Table 1. Administration Chapters 9
Table 2. Deposit Processing Chapters 10
Table 3. Main Menu Link Descriptions 23
Table 4. Deposit Processing Tab Descriptions 24
Table 5. Check Processing Tab Descriptions 25
Table 6. Administration Tab Descriptions 26
Table 7. Reports Tab Descriptions 27
Table 8: Deposit Statuses 29
Table 9: Search Criteria Fields 34
Table 10: Search Results Deposit Statuses 34
Table 11: Search Criteria Fields 45
Table 12. Types of Reports and Purpose 55
Table 13. Reports by Access Type 56
Table 14. Business Reports and Purpose 57
Table 15. Administration Reports and Purpose 58

LIST OF FIGURES

Figure 1. OTCnet Elements 4
Figure 2. Deposit Processing and Reporting Process Flow 5
Figure 3. User Roles 6
Figure 4. Deposit Processing and Reporting Roles 7
Figure 5. FMS Single Sign On Page 11
Figure 6. Password Change Page 12
Figure 7. GSS Rules of Behavior Page 13
Figure 8. Need to Change Your Password Challenge Response Page 13
Figure 9. Select and Provide Responses to Questions Page 14
Figure 10. Challenge Shared Secret Page 14
Figure 11. Logout and Close Browser 15
Figure 12. FMS Single Sign On Page 18
Figure 13. OTCnet Home Page 18
Figure 14. Single Sign On Page (Forgot Your User ID? Link) 19
Figure 15. Treasury Self Service Page (Enter Image of Text) 20
Figure 16. Forgot User ID (Enter Email Address) 20
Figure 17. Single Sign On Page (Forgot Your Password? Link) 21
Figure 18. Forgot Your Password Page 21
Figure 19. Self-Service Account/ Password Page 22
Figure 20. OTCnet Main Menu Page 24
Figure 21. Deposit Processing Tab 25
Figure 22. Check Processing Tab 26
Figure 23. Administration Tab 27
Figure 24. Reports Tab 28
Figure 25: Select View Deposits 30
Figure 26. View Deposits Page 30
Figure 27. View Voucher with Adj. (Type) 30
Figure 28: Search Deposits 35
Figure 29: Search Conditions 36
Figure 30: Financial Institution Information 36
Figure 31: Voucher Date, Deposit Date and Deposit Total 37

Figure 32: User Defined Field Information 37
Figure 33: Search Results Table 38
Figure 34: Download Button 41
Figure 35: File Format 42
Figure 36: Attributes for Download 42
Figure 37: File Download 43
Figure 38: Search Adjustments 46
Figure 39: Search Conditions 47
Figure 40: Additional Search Criteria 48
Figure 41: Search Results Table 48
Figure 42: Download Button 51
Figure 43: File Format 52
Figure 44: Attributes for Download 52
Figure 45: File Download 53
Figure 46. Select Adjustment Activity (FI) from Reports Menu 59
Figure 47. Adjustments Activity (FI) Page 60
Figure 48. Adjustments Activity (FI) Report Output 61
Figure 49. Select Deposit Activity (FI) from Reports Menu 64
Figure 50. Deposit Activity (FI) Page 65
Figure 51. Deposit Activity (FI) Report Output 65
Figure 52. View CA$HLINK II File Status from Reports 68
Figure 53. View CA$HLINK II File Status Page 69
Figure 54. View CA$HLINK Batch Details Page 69
Figure 55. CA$HLINK II File Status Report Output 70
Figure 56. View TRS File Status from Reports 73
Figure 57. View TRS File Status Page 74
Figure 58. View TRS File Status for FI Results Page 74
Figure 59. TRS Deposit or Adjustment Voucher 74
Figure 60. View Vouchers Completed from Reports 77
Figure 61. View Vouchers Completed Page 77
Figure 62. View Voucher Event Log Page 78
Figure 63. Voucher Event Details Report Output 78
Figure 64. View Vouchers in Progress from Reports 80
Figure 65. View Vouchers In Progress Page 80
Figure 66. In Progress View Voucher Event Log Page 81
Figure 67. In Progress Voucher Event Details Report Output 81
Figure 68. View CA$HLINK II File Status from Reports 86
Figure 69. View CA$HLINK II File Status Page 87
Figure 70. View CA$HLINK Batch Details Page 87
Figure 71. CA$HLINK II File Status Report Output 88
Figure 72. View FRB CA$HLINK File Status from Reports 91
Figure 73. View FRB CA$HLINK Transmissions Page 91
Figure 74. FRB CA$HLINK Search Results Page 92
Figure 75. View FRB CA$HLINK Transmission Details Page 92
Figure 76. FRB CA$HLINK Daily Activity Report Output 92
Figure 77. View TRS File Status from Reports 94
Figure 78. View TRS File Status Page 95
Figure 79. View TRS File Status for FI Results Page 95
Figure 80. TRS Deposit or Adjustment Voucher 95
Figure 81. View Vouchers Completed from Reports 98
Figure 82. View Vouchers Completed Page 98

Figure 83. View Voucher Event Log Page....99
Figure 84. Voucher Event Details Report Output....99
Figure 85. View Vouchers in Progress from Reports....101
Figure 86. View Vouchers In Progress Page....101
Figure 87. In Progress View Voucher Event Log Page....102
Figure 88. In Progress Voucher Event Details Report Output....102
Figure 89: Select Administration>Manage FI>Financial Institution>View....105
Figure 90. Select Financial Institution Page....105
Figure 91. View FRB Detail....106
Figure 92. View Financial Institution Detail....107

Audience, Overview and Topics

Audience

The intended audience for the *Financial Institution (FI) Viewer Participant User Guide* includes:

- Financial Institution Viewer

Overview

Welcome to the *Financial Institution 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 log on to OTCnet
- How to access your User ID and reset your Password
- 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 Business and Administration reports

- The detail each report provides and how to view and download those reports
- How to view a Financial Institution

Topics

This guide is organized by the following topics:

- Topic 1. Introduction to OTCnet
- Topic 2. Overview of OTCnet Participant User Guide Content
- Topic 3. Logging on to OTCnet
- Topic 4. Accessing a User ID and Resetting Passwords
- Topic 5. Navigating the OTCnet Home Page
- Topic 6. Viewing Deposits
- Topic 7. Searching Deposits
- Topic 8. Searching Adjustments
- Topic 9. Viewing Reports
- Topic 10. Reports by Access Type
- Topic 11. Types of Business and Administration Reports
- Topic 12. Viewing Report Detail
- Topic 13. Viewing Financial Institutions

Topic 1. Introduction to OTCnet

Overview

The Financial Management Service (FMS) Over the Counter Revenue Collection Division (OTCD) provides Over the Counter Channel Application (OTCnet℠) financial services to facilitate the prompt electronic processing and reporting of deposits and transaction activity. 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 enables us to provide world class OTCnet financial services to include the collection of checks, cash and coins transacted at agency POS locations around the globe. OTCD is responsible for implementing a coordinated government wide strategy for the collection of over the counter transaction and deposit activity (cash, card, check, foreign checks/currency, seized currency), and the transition from paper checks to electronic mechanisms.

OTCnet financial services is a secure web-based system combining the functionality and features of two former applications, Paper Check Conversion Over the Counter (PCC OTC), which electronically processed US checks presented for cashing or payment; and Treasury General Account Deposit Network (TGAnet), which processed US currency, foreign currency cash and foreign check item deposits. OTCnet financial services offers agencies superior customer service and high quality e-commerce solutions for collections and reporting needs.

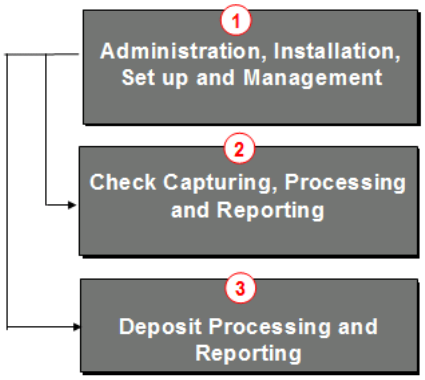
OTCnet financial services will:

- Electronically process US checks presented for cashing, payment or deposit
- Process US currency, foreign currency cash and foreign check item deposits
- Automate the collection and settlement process
- Provide online reporting and research capability for reconciliation and inquiries
- Improve deposit history record keeping

OTCnet Elements

OTCnet is comprised of three elements; (1) Administration, (2) Check Capture, Check Processing and Reporting and (3) Deposit Processing and Reporting. The Administration element is a component of the Check Capture, Check Processing and Reporting as well as Deposit Processing and Reporting, as demonstrated in Figure 1 below.

Figure 1. OTCnet Elements



The three elements of OTCnet are defined as follows,

1. **Administration:** allows for those with administrative permissions to install, setup users, and manage OTCnet
2. **Deposit Processing:** permits Federal agencies the ability to create and submit deposits for confirmation. This platform also allows for Financial Institutions to confirm those deposits and create adjustments electronically. Deposits can be created for US currency, foreign cash and foreign check items
3. **Check Capturing, Check Processing:** converts personal and business checks into electronic fund transfers. Transactions can be consumer, consumer accounts receivable, and business transactions. This is not an element of OTCnet you will use.

OTCnet Process Flow: Deposit Processing and Reporting

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

FI Commercial Process Flow

As shown In Figure 3 below, the Deposit Preparer electronically fills out the SF215 (deposit ticket) using OTCnet and prints out the deposit ticket. The bank deposit ticket, SF215 (deposit ticket), cash, and checks (US and foreign) are taken to your Financial Institution (FI). At the FI, the Deposit Confirmer confirms the deposit, rejects the deposit or creates an adjustment to the deposit using OTCnet.

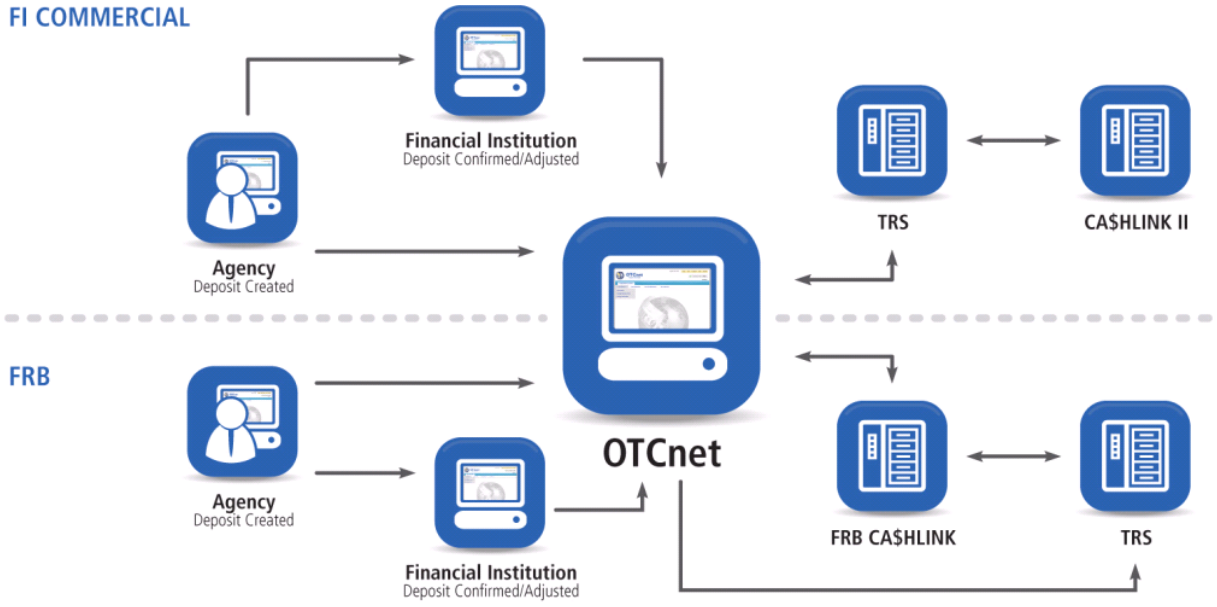
OTCnet sends deposit voucher information to Transaction Reporting System (TRS) for reconciliation and makes it available to CA$HLINK II. CA$HLINK II obtains the reconciled deposit data from TRS and makes it accessible in OTCnet for agency retrieval.

FRB Process Flow

As shown in Figure 2 below, the Deposit Preparer electronically fills out the SF215 (deposit ticket) using OTCnet and prints out the deposit ticket. The bank deposit ticket, SF215 (deposit ticket), cash, and checks (US and foreign) are taken to your Financial Institution (FI). At the FI, the Deposit Confirmer confirms the deposit, rejects the deposit or creates an adjustment to the deposit using OTCnet.

FRB CA$HLINK receives deposit information from OTCnet, facilitates settlement with the US Treasury and sends the information to TRS for reconciliation and makes it available to agencies through OTCnet, which also sends deposit voucher information to TRS.

Figure 2. Deposit Processing and Reporting Process Flow



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.

OTCnet End Users

In OTCnet, there are three functional areas which allow users to focus on relevant tasks. The role you will hold is based on the types of tasks you will perform. You may perform tasks that fall under the following functionality of OTCnet; (1) Administration, (2) Check Capture, Processing and Reporting and (3) Deposit Processing and Reporting.

Under Administration, six users with varying degrees of permission can perform administrative duties which include tasks such as user management and system installation activities. They

include a Check Capture Administrator, Check Capture Supervisor, Primary Local Security Administrator, Local Security Administrator, Accounting Specialist and Local Accounting Specialist.

For Check Capture, Processing and Reporting access, seven roles have permission to capture checks, process checks, access reports or edit /view the MVD.

Those who carry Deposit Processing and Reporting roles, can create deposits, approve, confirm (reject or adjust), and/or view information. There are a total of five users who can perform these functions. See Figure 3 for details.

Figure 3. User Roles

Administration	Check Capture/ Check Processing and Reporting	Deposit Processing and Reporting
Agency ▪ Check Capture Supervisor ▪ Check Capture Administrator	**Agency** ▪ Check Capture Operator ▪ Check Capture Lead Operator ▪ Check Capture Supervisor ▪ *Batch Approver ▪ *Batch Uploader ▪ Master Verification Database (MVD) Editor ▪ Master Verification Database (MVD) Viewer	**Agency** ▪ Deposit Preparer ▪ Deposit Approver ▪ Viewer
Financial Institution/ Federal Reserve ▪ Primary/ Local Security Administrator ▪ Accounting Specialist/ Local Accounting Specialist		**Financial Institution/ Federal Reserve** ▪ Deposit Confirmer ▪ Viewer

** Considered sub-roles. Assigned to users with existing roles.*

The next page details the OTCnet Deposit Processing and Reporting roles with their associated permissions. Figure 4 provides a breakdown of permissions at the Federal Program Agency level as well as the Financial Institution / Federal Reserve Bank Financial Institution level. They include Primary Local Security Administrator, Local Security Administrator, Accounting Specialist, Local Accounting Specialist, Deposit Preparer, Deposit Approver, Viewer and Deposit Confirmer.

Figure 4. Deposit Processing and Reporting Roles

	Federal Program Agency							Financial Institution/ FRB FI			
Role >	PLSA	LSA	AccSpec	Acc Spec Local	Preparer	Approver	Viewer	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	●	●									

Topic 2. Overview of OTCnet Participant User Guide Content

Introduction

This 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) or Instructor-led Training (ILT). The Participant User Guides are accessible through the OTCnet web site, OTCnet application help link site or through the Library button located within the WBT.

The Participant User Guides offer a series of 31 functions related Chapters with individual topics for Administration, Deposit Processing and Check Capture and Processing. Each OTCnet Participant User Guide topic includes a textual description of the task addressed, with screenshots as necessary, and ends with a wrap-up steps section providing step-by-step instructions for completing the task as appropriate.

Each Chapter contains additional space designated for note-taking if you choose. Although separated by segment, the User Guides may be printed individually or as one complete manual. You are not required to complete all 31 Chapters, but it is highly encouraged that you access the Chapters that pertain to your user role.

In addition to the above mentioned guides that you may access, this OTCnet Participant User Guide was created to support *Financial Institution Viewer* specific instruction. Below, you will be introduced to the related Deposit Processing OTCnet functionality.

Administration Participant User Guide

Eight Chapters make up the Administration Participant User Guide. These include Check Capture, Check Processing and Deposit Processing Administrative functionality. Table 1 describes the related concepts covered in each Chapter:

Table 1. Administration Chapters

Chapter	Description
1. Introduction to OTCnet and Overview of OTCnet Participant User Guide Content	In this Chapter, 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 Chapter, you will learn how to log on, establish security settings and how to use the OTCnet Main Page.
3. Managing User Accounts	In this Chapter, you will learn how to create a user account, update a user account, and assign user privileges
4. Managing Your Agency's Hierarchy	In this Chapter, you will learn how to create a hierarchy, designate an OTC Endpoint, establish a Financial Institution relationship, and designate a check capture location.
5. Configuring Deposit Processing Settings	In this Chapter, you will learn how to create, import and map accounting codes; establish processing options and custom field labels; and modifying a user defined field.
6. Viewing Financial Institutions	In this Chapter, you will learn how to view Financial Institution details.
7. Configuring Check Processing Settings	In this Chapter, you will learn how to set up, modify and view a terminal configuration, view an audit log and download firmware.
8. Installing Scanner and Offline Functions	In this Chapter, you will learn how to a properly install offline check capturing software; manage offline check capturing; set up scanners; and configure check capture settings in offline mode.

In addition to the Participant User Guides, the OTCnet Job Aid walks an Administrator through the steps to setting up an organizational hierarchy and Check Capture and Processing Administrative settings. These may be used in conjunction with the eight Administration Chapters reviewed above.

Deposit Processing and Reporting Participant User Guide

10 Chapters make up the Deposit Processing and Reporting Participant User Guide. Table 2 describes the related concepts covered in each Chapter:

Table 2. Deposit Processing Chapters

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

To access OTCnet you must have your FMS Single Sign On User ID and password. To obtain your user ID, contact your **Primary Local Security Administrator (PLSA)** or your **Local Security Administrator (LSA)**. After your User ID is created, you will receive an email with a temporary password.

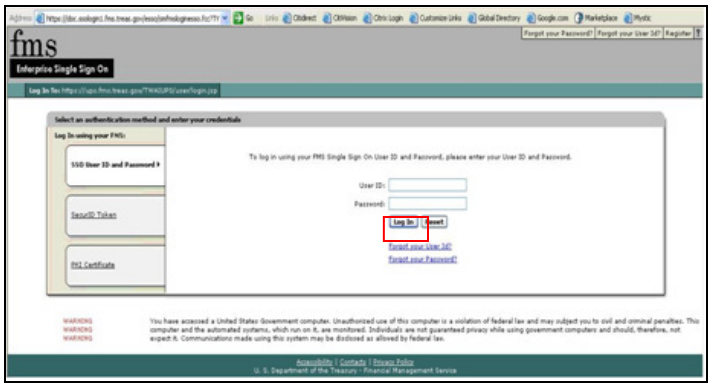
The first time you log into Single Sign On, you will be required to change your password, accept the Rules of Behavior, provide challenge and response questions used for secondary authentication, and enter a shared secret that is used when calling the FMS Help Desk.
You must first accept the Rules of Behavior, answer the challenge questions and shared secret, before accessing OTCnet.

How to Log On for the First Time

Once you have received your User ID and generic password, you will want to access the OTCnet application to create a permanent password.

1. Access https://otcnet.fms.treas.gov. and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** as shown in Figure 5 below.

Figure 5. FMS Single Sign On Page

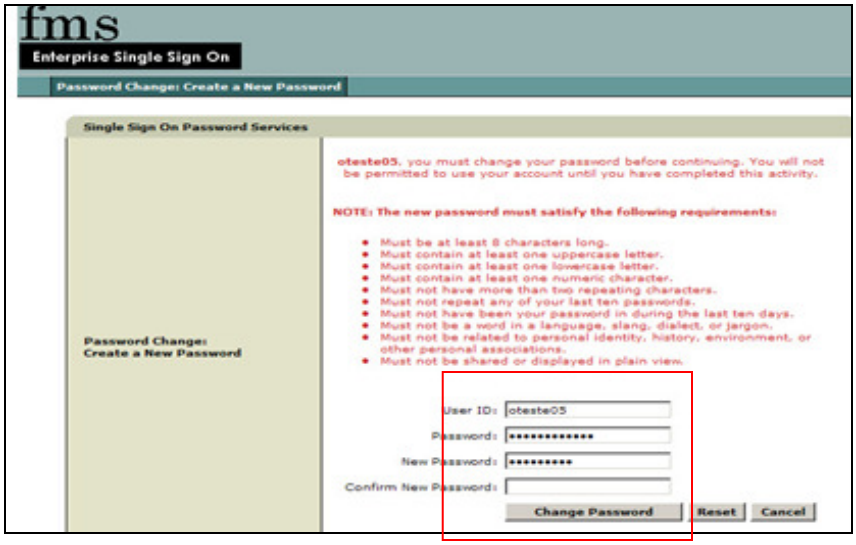


2. The *Password Change: Create New Password* page appears. Enter your temporary **Password**, **New Password**, and **Confirm New Password**. See Figure 6 below.

   Password Criteria
   a. Must be at least 8 characters long
   b. Must contain at least one upper case letter
   c. Must contain at least one lower case letter
   d. Must contain at least one numeric character
   e. Must not repeat any of your last ten passwords.
   f. Must not have been your password during the last ten days
   g. Must not be a word in a language, slang, dialect, or jargon
   h. Must not be related to personal identity, history, environment, or other personal associations
   i. Must not be shared or displayed in plain view.

   Click **Change Password**. A confirmation page appears stating your new password has been set. Click **Continue**.

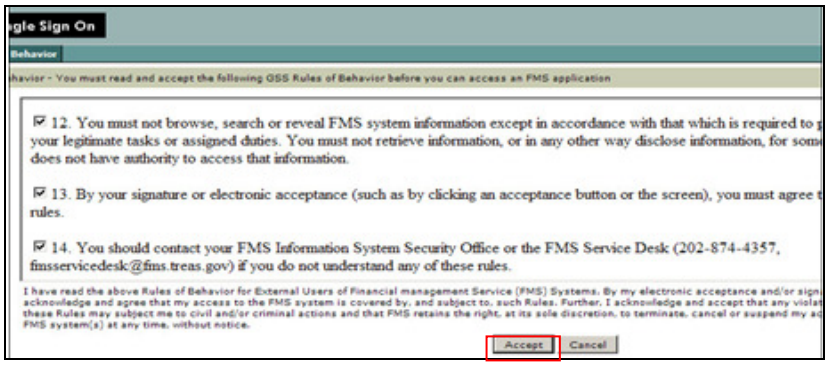
Figure 6. Password Change Page



3. The *GSS Rules of Behavior* page appears. Read and accept the GSS Rules of Behavior by clicking all the check boxes. Click **Accept** or **Cancel** as shown in Figure 7.

   If **Cancel** is clicked, you will be logged out of OTCnet. If you attempt to login to OTCnet again, the *GSS Rules of Behavior* page appears.

Figure 7. GSS Rules of Behavior Page



4. The *Need to Change your Password Challenge Response* page appears. Click **Continue**. See Figure 8 below.

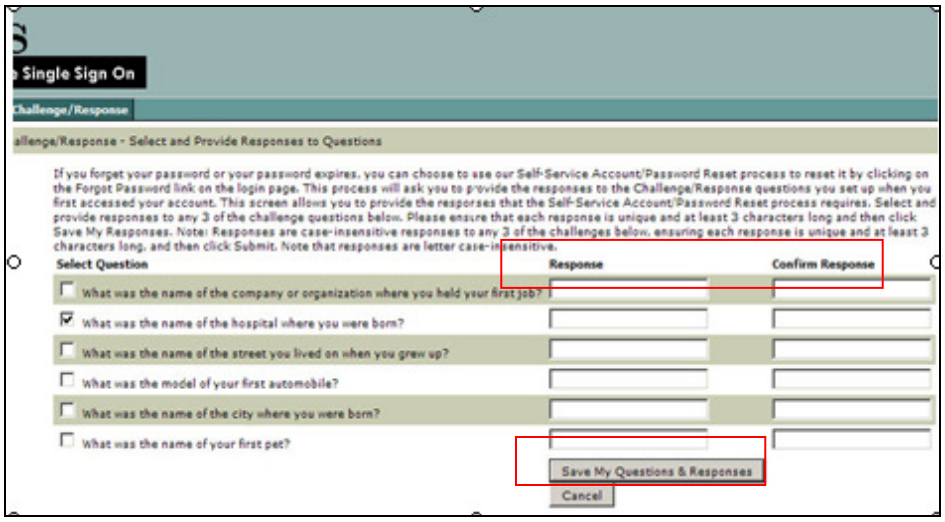
   You will not be able to proceed to OTCnet until the Rules of Behavior are accepted; the Challenge questions and Share Secret are set.

Figure 8. Need to Change Your Password Challenge Response Page

5. The *Change Challenge/Response – Select and Provide Reponses to Questions* page appears. Select any three challenge questions you want to response to by clicking the check boxes next to the questions.

Provide you responses in the **Response** and **Confirm Response** fields. Each response must be at least three characters long and are case sensitive. Click **Save My Questions and Responses**. See Figure 9 below.

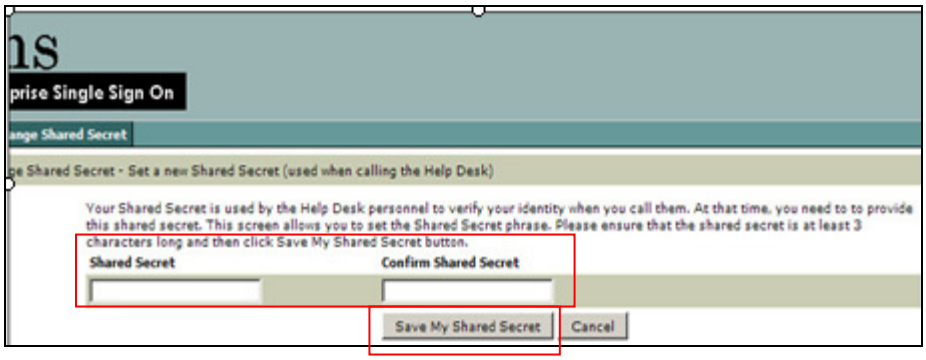
Figure 9. Select and Provide Responses to Questions Page



6. A *Change Shared Secret* page appears. Enter a **Shared Secret** phrase and **Confirm Shared Secret** phrase (see Figure 10 below). The shared secret phrase must be at least three characters.

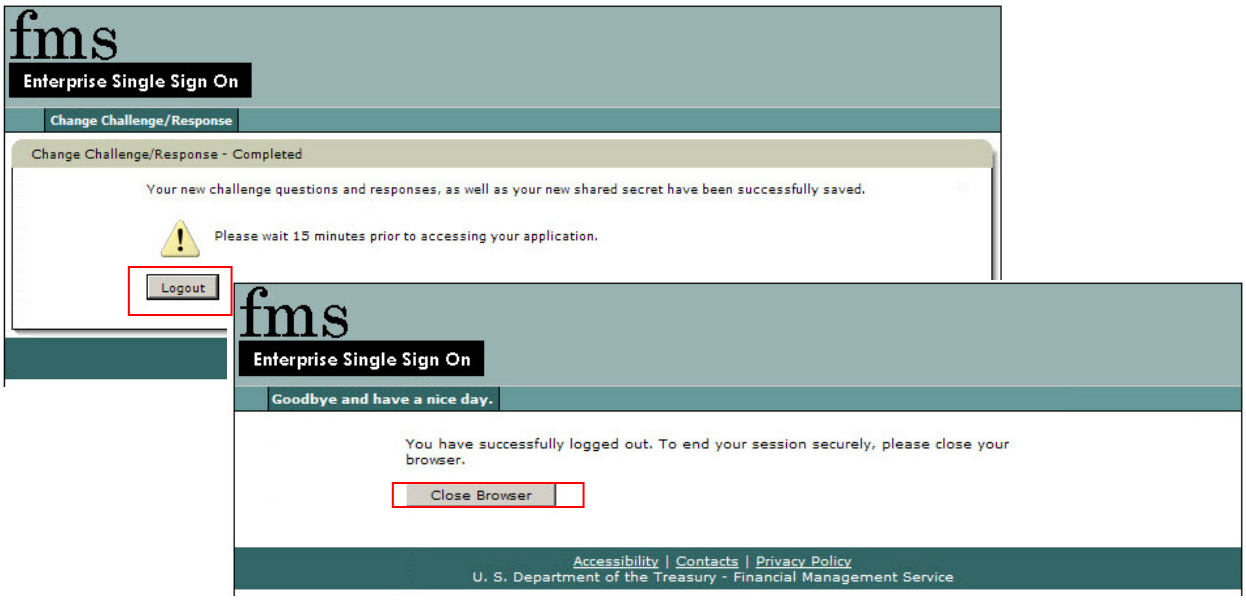
   You will not be able to proceed to OTCnet until the Challenge questions and Share Secret are set. Click **Save My Shared Secret** as shown in Figure 10.

Figure 10. Challenge Shared Secret Page



7. A confirmation page appears showing the challenge questions and responses and your new shared secret were successfully saved. Click **Logout**, then **Close Browser** as shown in Figure 11 below.

Figure 11. Logout and Close Browser



After your challenge questions and responses as well as your shared secret are successfully saved, wait 15 minutes prior to accessing OTCnet.

Steps for Logging On to OTCnet the First Time

To log in to FMS Single Sign On (OTCnet) for the first time, complete the following steps:

1. Access https://otcnet.fms.treas.gov.

2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. The *Password Change: Create New Password* page appears.

3. Enter your temporary **Password**, **New Password**, and **Confirm New Password**.

   Password Criteria
   a. Must be at least 8 characters long
   b. Must contain at least one upper case letter
   c. Must contain at least one lower case letter
   d. Must contain at least one numeric character
   e. Must not repeat any of your last ten passwords
   f. Must not have been your password during the last ten days
   g. Must not be a word in a language, slang, dialect, or jargon
   h. Must not be related to personal identity, history, environment, or other personal associations
   i. Must not be shared or displayed in plain view

4. Click **Change Password**. A confirmation page appears stating your new password has been set.

5. Click **Continue**. The *GSS Rules of Behavior* page appears.

6. Read and accept the GSS Rules of Behavior by clicking all the check boxes.

7. Click **Accept** or **Cancel**. The *Need to Change your Password Challenge Response* page appears.

   Application Tip

   If **Cancel** is clicked, you will be logged out of OTCnet. If you attempt to login to OTCnet again, the *GSS Rules of Behavior* page appears. You will not be able to proceed to OTCnet until the Rules of Behavior are accepted; the Challenge questions and Share Secret are set.

8. Click **Continue**. The *Change Challenge/Response – Select and Provide Reponses to Questions* page appears.

9. Select any three challenge questions you want to respond to by clicking the check boxes next to the questions, and provide your responses in the **Response** and **Confirm Response** fields.

Application Tip

Each response must be at least three characters long and are case sensitive.

10. Click **Save My Questions and Responses**. A *Change Shared Secret* page appears.
11. Enter a **Shared Secret** phrase and **Confirm Shared Secret** phrase.

Application Tip

The shared secret phrase must be at least three characters. You will not be able to proceed to OTCnet until the Challenge questions and Share Secret are set.

12. Click **Save My Shared Secret**. A confirmation page appears showing the challenge questions and responses and your new shared secret were successfully saved.
13. Click **Logout**.

Application Tip

After your challenge questions and responses as well as your shared secret are successfully saved, wait 15 minutes prior to accessing OTCnet.

14. Click **Close Browser**.

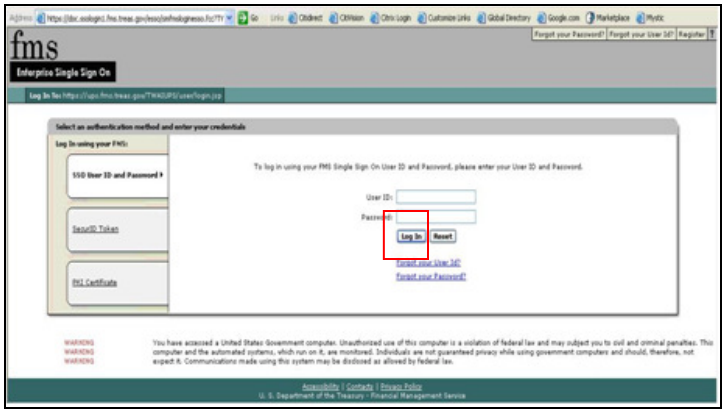
Log On to OTCnet

Once you have changed your password, responded to the challenge questions, and established a shared secret, you can log in to OTCnet to access functionality for one or more of the following:

- Administration
- Deposit Processing and Reporting
- User Identity (ID) and Reset Password

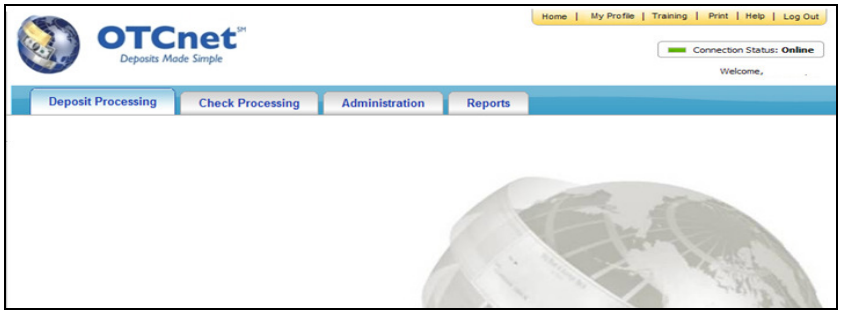
1. Access https://otcnet.fms.treas.gov. and enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** as shown in Figure 12 below.

Figure 12. FMS Single Sign On Page



2. The *OTCnet Home Page* appears. See Figure 13 below.

Figure 13. OTCnet Home Page



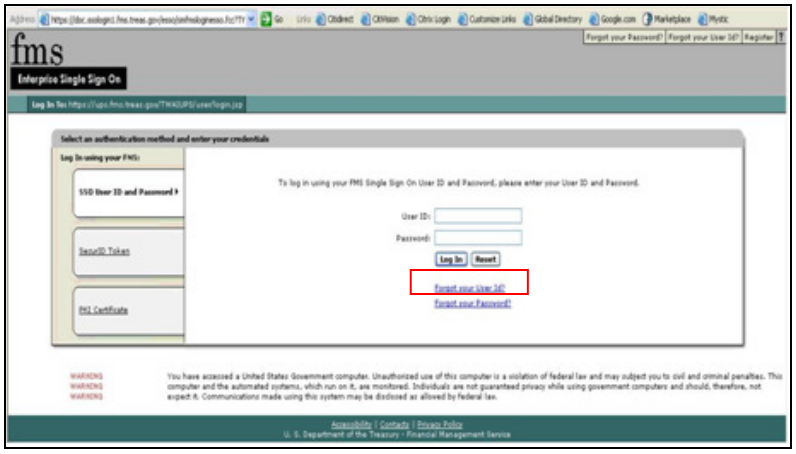
Topic 4. Accessing a User ID and Resetting Passwords

If you forget your User ID, you can have your User ID emailed to you. If you forget your password, you can have a temporary password emailed to you. Once you sign in with your temporary password, you will need to reset it.

Access a User ID

1. From the Single Sign On page, click on the **Forgot your User ID?** link shown in Figure 14 below.

Figure 14. Single Sign On Page (Forgot Your User ID? Link)



2. The *Treasury Self Service* page appears. Enter the words you seen in the image in the text box and click **Next** (see Figure 15).

If you want to receive a new image of the text, click on **New Image**. To hear the set of words and enter them in the text box, click **Audio Test**. You can click on **Help** to receive detailed instructions.

Figure 15. Treasury Self Service Page (Enter Image of Text)

3. Enter your email address and click **Next** (shown in Figure 16 below). A confirmation page appears showing your request for your User ID has been completed.

Figure 16. Forgot User ID (Enter Email Address)

Application Tip

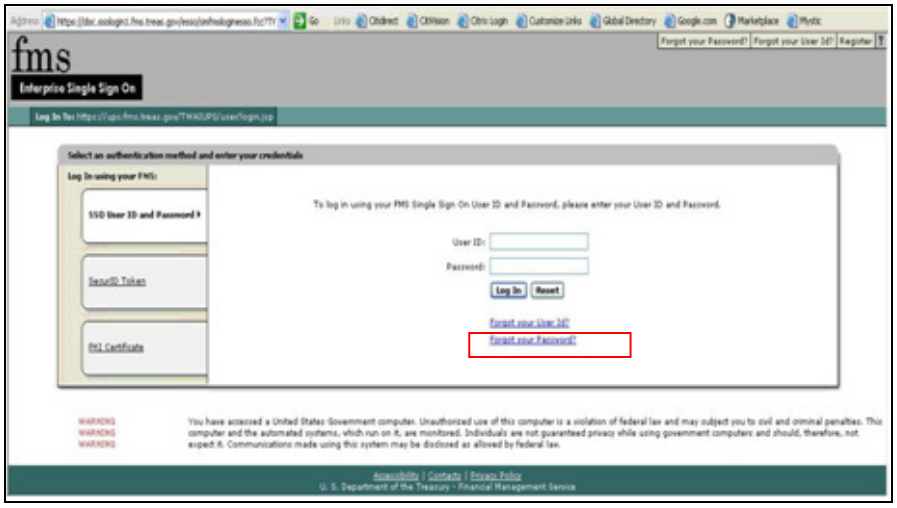
Additional button on the page that helps you perform other tasks:

- Click **Cancel** to return to the Single Sign On page. No data will be saved.

Resetting Passwords

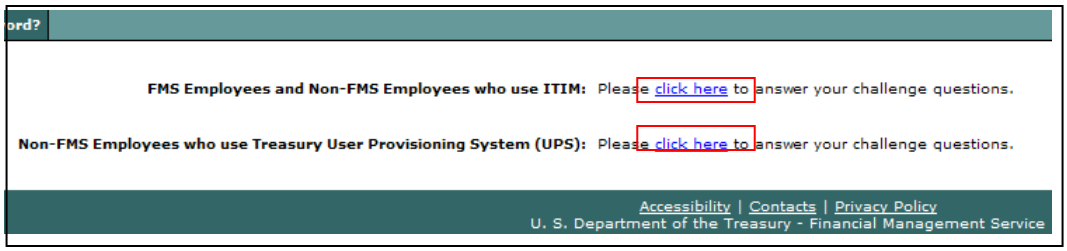
1. From the Single Sign On page, click on the **Forgot your Password?** link as shown in Figure 17 below.

Figure 17. Single Sign On Page (Forgot Your Password? Link)



2. The *Forgot your Password* page appears. Click the **Click Here** link for FMS Employees and Non-FMS Employees who use ITIM (see Figure 18 below).

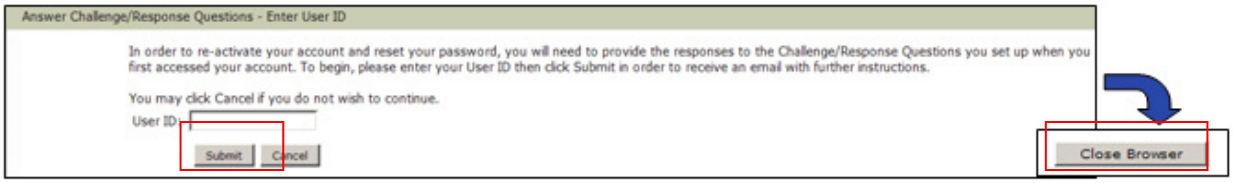
Figure 18. Forgot Your Password Page



3. The *Self-Service Account/Password Reset* page appears. Enter your **User ID** and click **Submit** (see Figure 19 below).

   You will receive an email to your official email address with further instructions to complete the Self-Service Account/Password Reset process. Click **Close Browser** as shown in Figure 19.

Figure 19. Self-Service Account/ Password Page



Topic 5. Navigating the OTCnet Home Page

The OTCnet home page allows a user to process deposits, capture checks, process checks, view reports, and perform administrative and security functions. Additionally, a user can access information for training, help and update their profile. The OTCnet home page is accessible by users who can either view or perform any of the functionality above.

OTCnet Main Menu

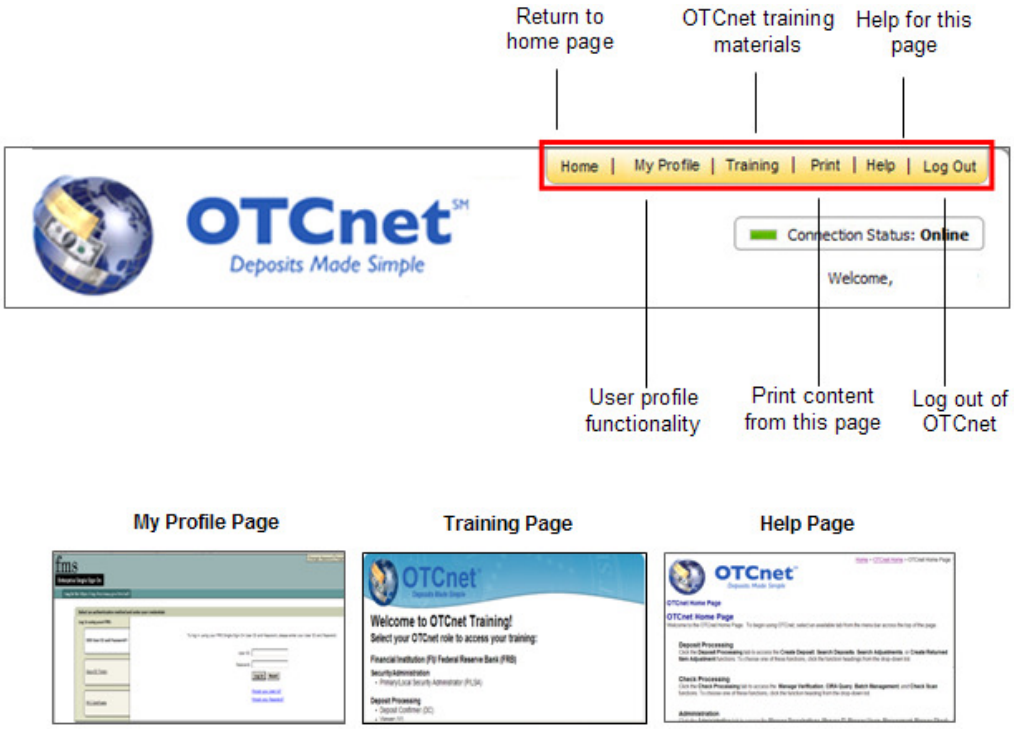
To access the OTCnet Main Menu, log in with your User ID and Password by accessing https://otcnet.fms.treas.gov. Table 3 below provides a list of the Main Menu options are available to you and accessible on the upper right corner of the OTCnet application (highlighted in yellow).

Table 3. Main Menu Link Descriptions

Link	Description
Home	Allows a user to return to the OTCnet home page.
My Profile	Allows a user to retrieve his or her User ID or reset a Password.
Training	Allows a user to access the WBT training 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.

For an image of the Main Menu, see Figure 20 below. The links are accessible on the upper right side of the OTCnet home page.

Figure 20. OTCnet Main Menu Page



Deposit Processing Tab Functionality

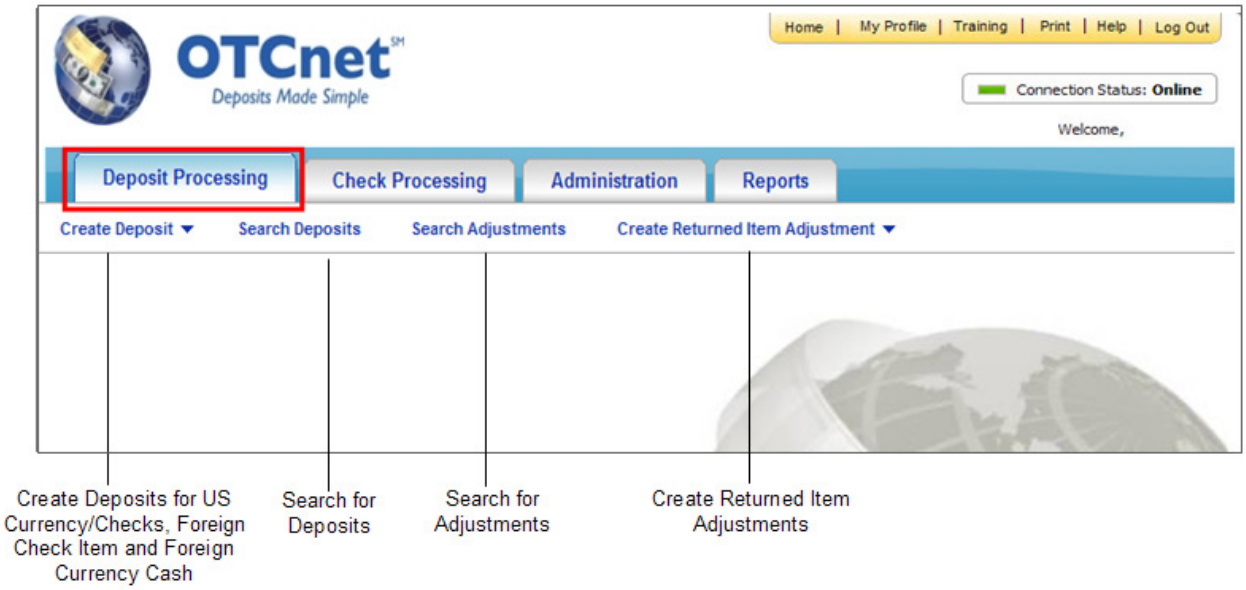
To access the OTCnet Deposit Processing functionality, log in with your user id and password. Table 4 below provides a list of the Deposit Processing functions that are available to you.

Table 4. 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.

For an image of the Deposit Processing tab, see Figure 21 below. Depending on your user role, you may not see all functionality shown in the image.

Figure 21. Deposit Processing Tab



Check Processing Tab Functionality

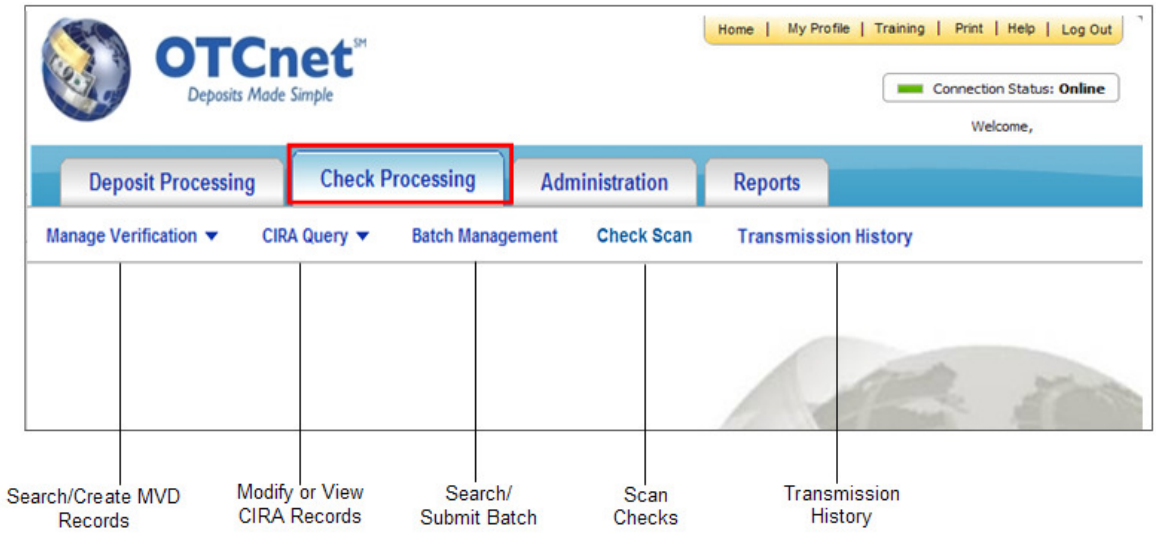
Table 5 below provides a list of the Check Processing functions that exist within OTCnet.

Table 5. Check Processing Tab Descriptions

Function	Description
Manage Verification	Allows a user to search and/or create an MVD record.
CIRA Query	Allows a user to view and/or modify a CIRA record.
Batch Management	Allows a user to search, view, close, approve and submit a batch. A user may edit and void an item within a batch with the proper permission.
Check Scan	Allows a user to scan checks.
Transmission History	Allows a user to view transmission history for batches that are uploaded from the offline check capture application.

For an image of the Check Processing tab, see Figure 22 below. You may not have access to this functionality at this time.

Figure 22. Check Processing Tab



Administration Tab Functionality

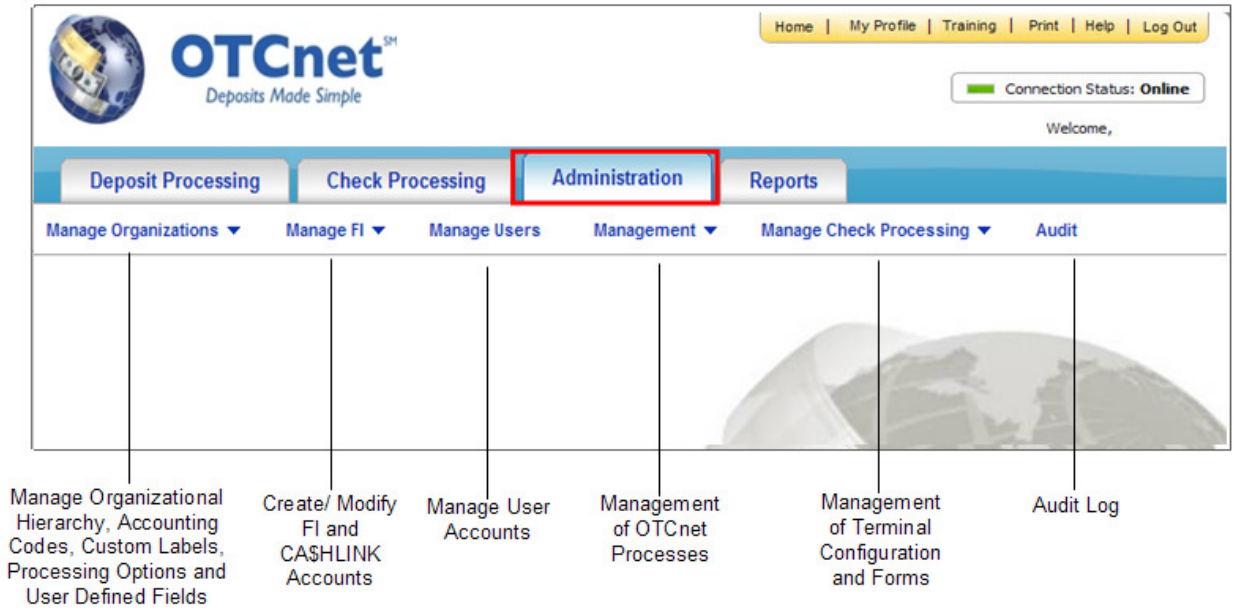
To access the OTCnet Administration functionality, log in with your user id and password. Table 6 below provides a list of the Administration functions that are available.

Table 6. 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.
Management	Allows a user to manage OTCnet processes.
Manage Check Processing	Allows a user to manage terminal configuration and forms.
Audit	Allows a user to review the audit log history.

For an image of the Administration tab, see Figure 23 below. Depending on you user role, you may not see all functionality shown in the image.

Figure 23. Administration Tab



Reports Tab Functionality

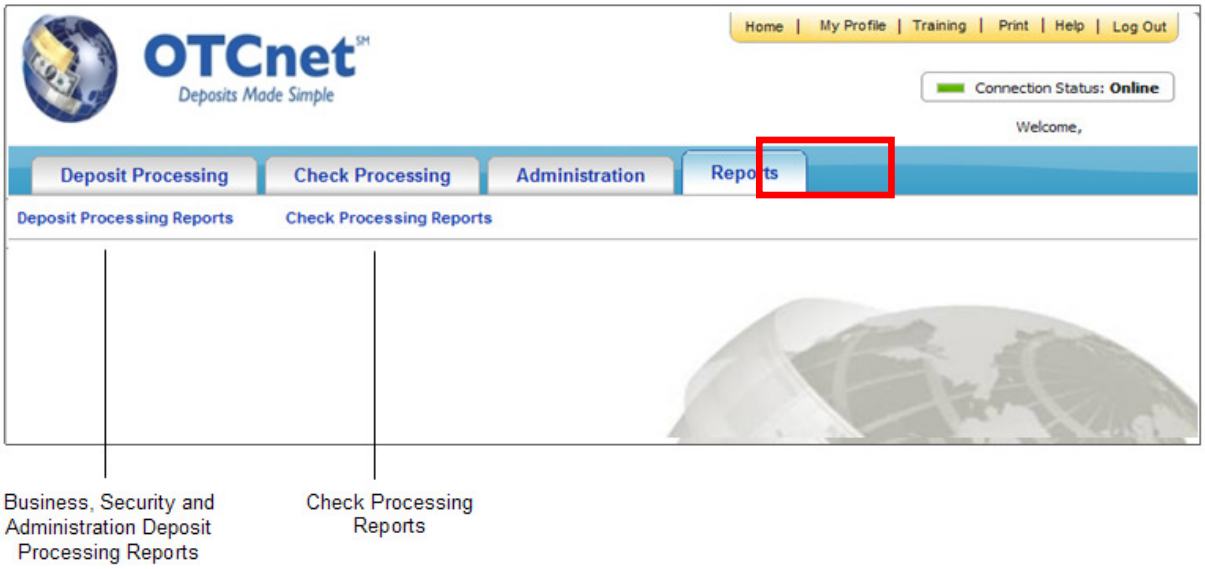
To access the OTCnet Reports functionality, log in with your user id and password. Table 7 below provides a list of the Reports functions that are available to you. Depending on your user role, you will only see reports that you have access to view and download.

Table 7. 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. You may not have access to this functionality at this time.

For an image of the Reports tab, see Figure 24 below. Depending on you user role, you may not see all functionality shown in the image.

Figure 24. Reports Tab



Topic 6. Viewing Deposits

As a **Financial Institution Viewer,** you can view deposit vouchers. You may view deposits to locate those in process or see deposit transactions belonging to others in the organization.

You will you have permission to only view certain deposits. The deposit Status types available for viewing are included in Table 8 below.

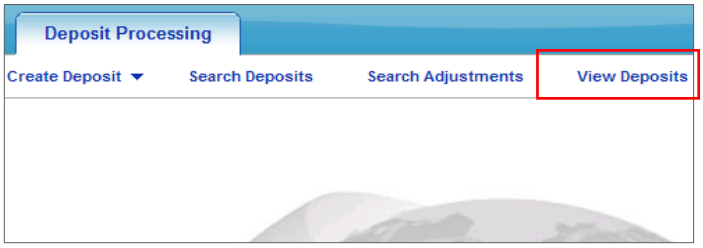
Table 8: Deposit Statuses

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 then 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

View a Deposit

1. Click the **Deposit Processing** tab and click **View Deposits** (see Figure 25 below).

Figure 25: Select View Deposits



2. The *View Deposits* page appears. Click the **Voucher Number** of the deposit whose details you would like to view (see Figure 26 below)**.** If applicable, you may select a status with **Draft**, **Awaiting Approval, Submitted, Confirmed, or Rejected.**

Figure 26. View Deposits Page

Deposit Transactions

Following are deposit transactions for your organization, in reverse chronological order.

Select the voucher number of the deposit you would like to view additional details.

< 1-10 > >> of 14 Records

Voucher	Status	Date Submitted	Date Confirmed	Endpoint	ALC	Adj.	Deposit Total
600620	DRAFT			PHI	20092800		100.00
600600	DRAFT			PHI	20092800		2.00
600602	DRAFT			PHI	20092800		1,500.00
600622	AWAP			PHI	20092800		100.00
600621	SUBMITTED	03/07/2010		PHI	20092800		100.00
600304	SUBMITTED	02/03/2010		L2 FOCash	18000005		39.79
600501	REJECTED	02/04/2010		L2 FOCheck	00003020		
600460	REJECTED	02/02/2010		PHI	20092800		150.00

You may also want to view a deposit with an **Adj. (Type)**. See Figure 27 below to click on the **Voucher Number** for **the Adj. (Type)** you want to view.

Figure 27. View Voucher with Adj. (Type)

Voucher #▸	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount▸
600623	03/07/2010	03/07/2010	AcctClosed	00002030	R	D	$100.00
600520	02/04/2010	02/04/2010	NSF	14100099	R	D	$1.00
600441	01/27/2010	02/02/2010	ExtraItem	20092800		C	$14.00
600440	01/27/2010	02/04/2010	ExtraItem	20092800		C	$10.00
600410	01/22/2010	01/22/2010	EncodeErr	36001200		D	$500.00
600408	01/22/2010	01/22/2010	EncodeErr	20180009		C	$500.00
600404	01/22/2010	01/22/2010	MissingItm	00002031		D	$500.00
600402	01/22/2010	01/22/2010	ExtraItem	00002031		C	$500.00
600382	01/21/2010	01/21/2010	MissingItm	00002031		D	$500.00
600276	01/15/2010	01/15/2010	MissingItm	70050474		D	$500.00

Application Tip

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 Progress** page. If you have the Viewer role, the **My Deposits in Progress** will not appear

Application Tip

If your Financial Institution makes an adjustment to a deposit it appears in the Adj. (Adjustment) 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.

View a Deposit

To view a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposit* page appears.

> **Application Tip**
>
> 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 Progress** page. If you have the **Viewer** role, the **My Deposits in Progress** does not appear.

3. Click the **Voucher Number** of the deposit whose details you would like to view.

> **Application Tip**
>
> If your Financial Institution makes an adjustment to a deposit it appears in the **Adj.** (Adjustment) 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.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be 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.
- 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 **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.)

Topic 7. Searching Deposits

As a **Financial Institution Viewer,** you can search for a deposit voucher as well as download and save the searched deposit voucher(s) as a 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 will be cleared and re-populated with the results of the new search. See Table 9 below for search criteria fields.

Table 9: Search Criteria Fields

Search Criteria Groupings	Search Criteria Fields
Search Conditions	• Organization • OTC Endpoint • ALC • Prepared by • Voucher Number • Deposit Status • Agency Block 6 • Deposit Type
Voucher Date	• From and To Date
Deposit Date	• From and To Date
Deposit Total	• From and To Total
Financial Institution Information	• Routing Transit Number • Demand Deposit Account • CA$HLINK II Account Number • FRB Account Key • FRB Cost Center Work Unit

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 10 below).

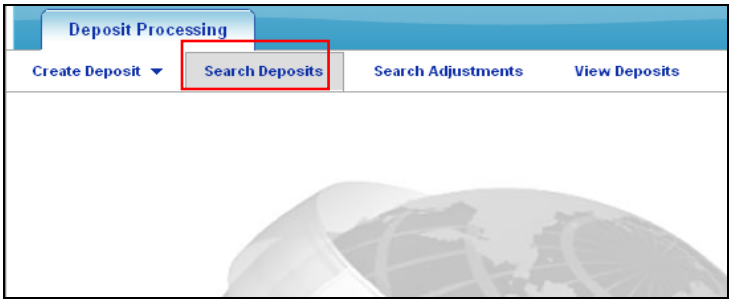
Table 10: Search Results Deposit Statuses

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 then 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 and Locate Deposits Using One or More Criteria

1. Click the **Deposit Processing** tab and select **Search Deposits** to enter the search criteria for your deposit (see Figure 28 below).

Figure 28: Search Deposits

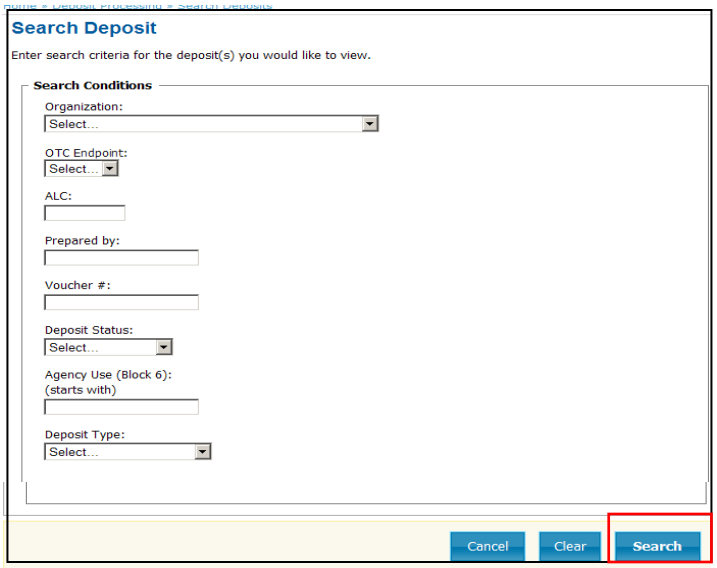


2. Enter the optional search criteria for the deposit you would like to view, and click **Search.**

   Search Conditions fields (see Figure 29) include selecting the,

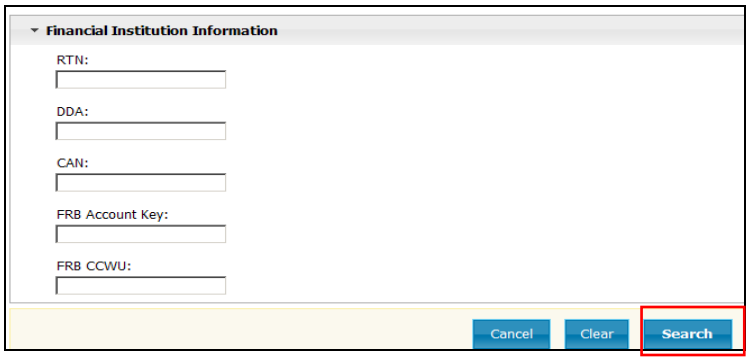
   - Select an **Organization** from the drop-down list
   - Select an **OTC Endpoint** from the drop-down list
   - Select **Deposit Status from** the drop-down list
   - Enter an **ALC (Agency Location Code)** in the field provided
   - Enter the **Prepared by** name in the field provided
   - Enter a **Voucher #** in the field provided
   - Enter **Agency Use (Block 6) details** in the field provided
   - Select **Deposit Status** from the drop-down list

Figure 29: Search Conditions



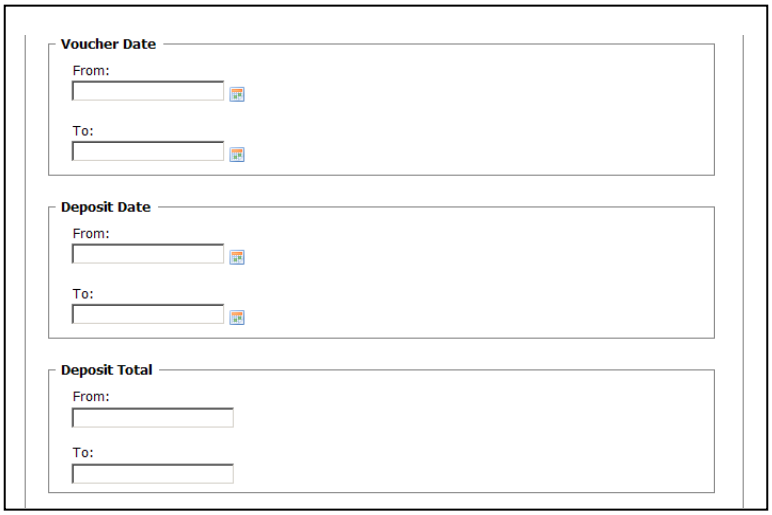
You may also search by entering **Financial Institution Information** which includes the **RTN (Routing Transit Number), DDA (Demand Deposit Account), CAN (CA$HLINK Account Number), FRB Account Key** and **FRB CCWU (Cost Center Work Unit).** See Figure 30 below.

Figure 30: Financial Institution Information



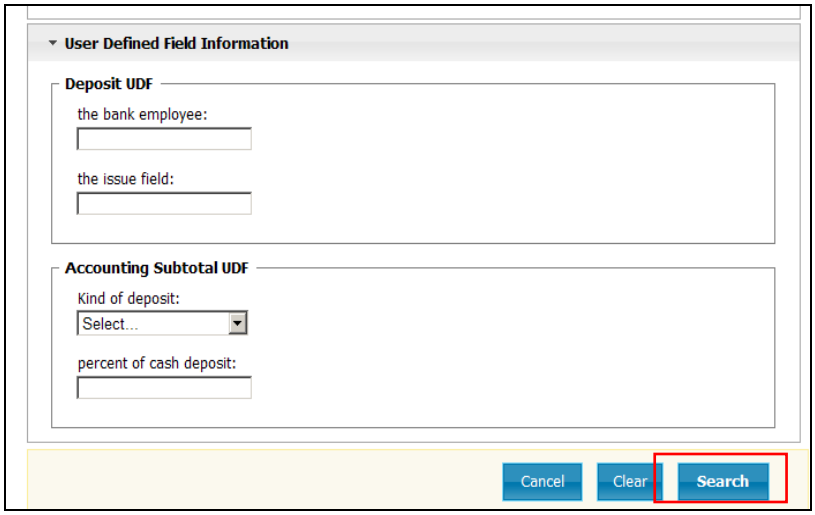
You can search by selecting a **Voucher Date** or **Deposit Date** range. You may also choose to search by a **Deposit Total** range (see Figure 31 below).

Figure 31: Voucher Date, Deposit Date and Deposit Total



Additional criteria search options for deposits include **User Defined Field Information**, if designated by your agency (see Figure 32 below).

Figure 32: User Defined Field Information



3. The *Search Results* table appears (see Figure 33 below). Click the **Voucher Number** of the deposit details you would like to view.

Figure 33: 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		$

To download the information you retrieved when searching for deposits, refer to page 40, *Downloading Deposit Information* in this Topic.

Business Tip

See Chapter 10 of the Deposit Processing User Participant Guide, **Viewing Deposits,** for additional ways you can search for deposit information.

Search for a Deposit

To search for a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.

2. Select **Search Deposit**. The *Search Deposit* page appears.

3. Enter the search criteria for the deposit you would like to view, and click **Search**.

   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

   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 Tip

User Defined Fields (UDFs) will only display to users who have access to an organization that has previously defined UDFs. UDFs will appear at the bottom of the page. Up to three UDFs can be displayed for **Deposit** and two for **Accounting Subtotal.**

4. The *Search Results* table appears. Click the **Voucher Number** of the deposit whose details you would like to view.

Application Tip

Click **Download** to save the search deposit results as an XML or CSV file. To view detailed steps for downloading a search deposit, refer to *Download Search Results for a Deposit* printable job aid.

Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Edit** to modify the deposit draft. (Visible if a user has **Deposit**
- **Preparer** privileges.)
- Click **Previous** to return to the previous page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher events.

Downloading Deposit Information

After you have searched for your deposit, you can download the retrieved information.
To download the results of a deposit, first use the **Search Deposits** function.

1. Click the **Deposit Processing tab** and select **Search Deposits** to enter the search criteria for your deposit (refer to Figure 28).

2. Enter the optional search criteria for the deposit you would like to view, and click **Search.**

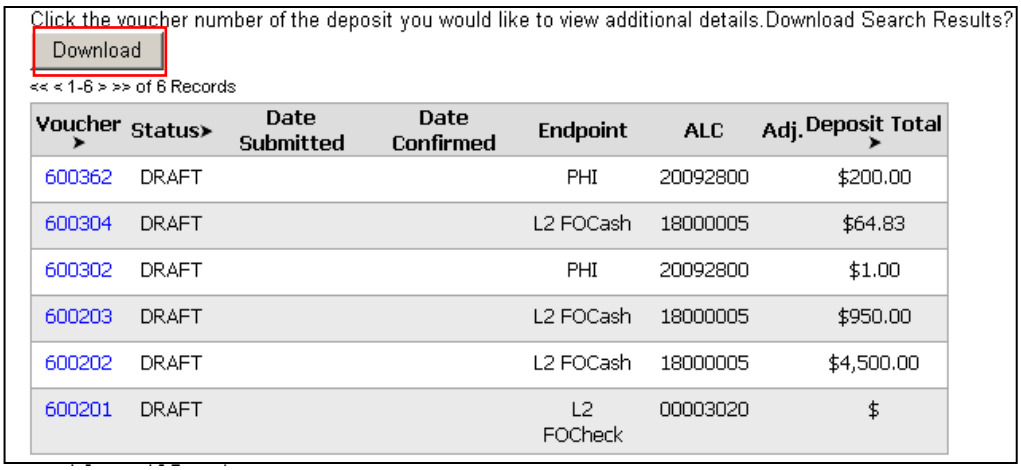
   To search criteria under **Search Conditions,** refer to Figure 29.

   To enter search criteria under **Financial Institution Information** details**,** refer to Figure 30.

   To enter **User Defined Field Information** details, refer to Figure 32.

3. The *Search Results* table appears. Click the **Download** button (see Figure 34 below).

Figure 34: Download Button


Click the voucher number of the deposit you would like to view additional details.Download Search Results?

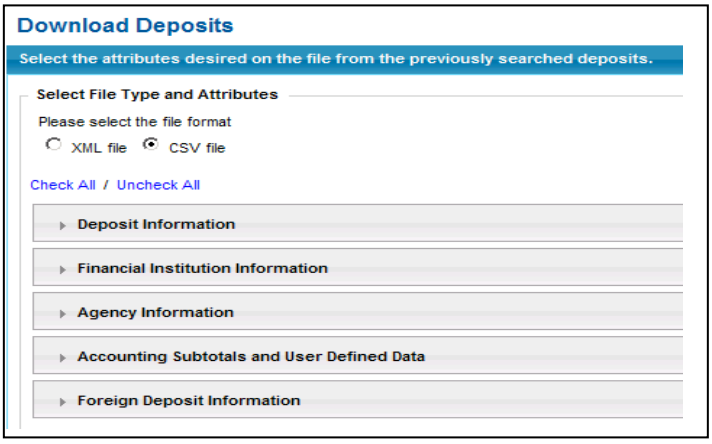
Download

<< < 1-6 > >> of 6 Records

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		$

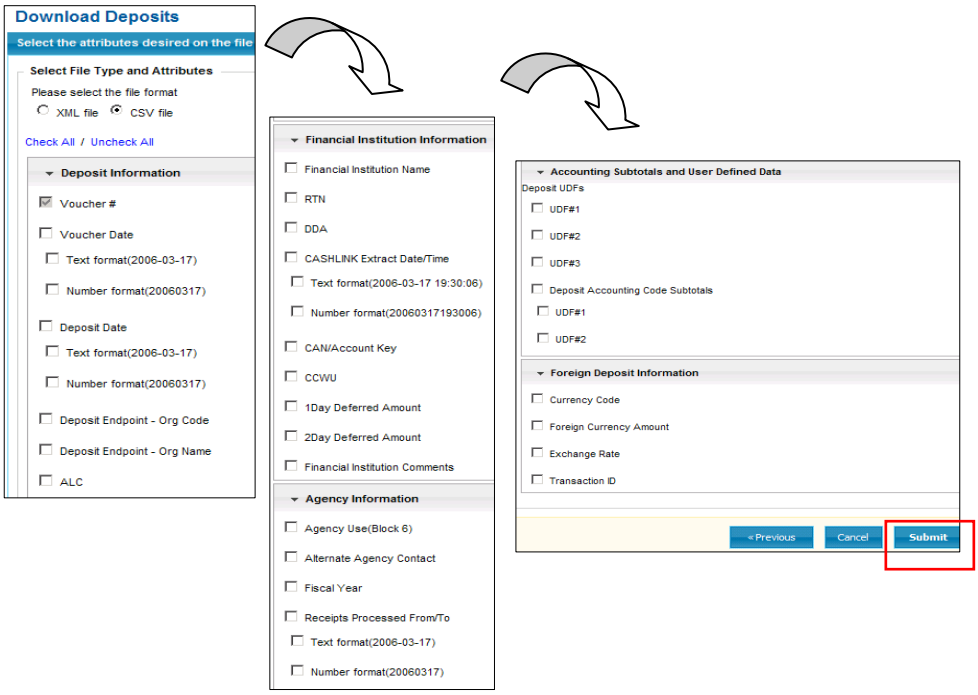
4. Select the **XML file** or **CSV file** as the file format (see Figure 35 below).

Figure 35: File Format



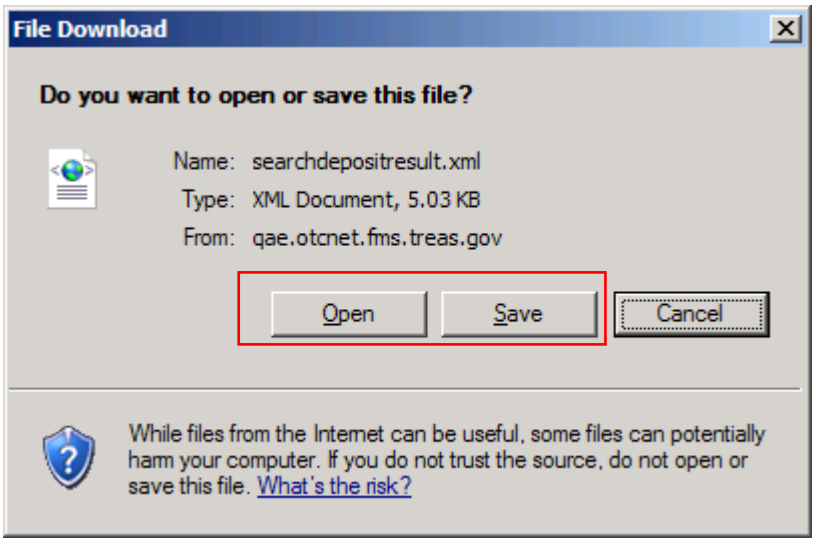
Check the desired attributes that you want to download for **Deposit Information, Financial Institution Information, Agency Information, Accounting Subtotals and User Defined Data** and **Foreign Deposit Information** (see Figure 36 below), then click **Submit.**

Figure 36: Attributes for Download



5. The *File Download dialog* box appears. Click **Open** or **Save** (see Figure 37 below).

Figure 37: File Download



Application Tip

If you click **Open**, the content of the file appears. If you click **Save,** choose the location where you want to save the file.

Download Search Results for a Deposit

To download the search results of a deposit, complete the following steps:

1. Refer to the steps for *Search for a Deposit*.
2. When the *Search Results* table appears, click **Download**. The *Download Deposits* page appears.
3. Select **XML file** or **CSV file** as the file format.
4. Check the desired attributes that you want to download for
   - **Deposit Information**
   - **Financial Institution Information**
   - **Agency Information**
   - **Accounting Subtotals and User Defined Data**
   - **Foreign Deposit Information**
5. Click **Submit**. The *File Download* dialog box appears.
6. Click **Open** or **Save**.

Application Tip

If you click **Open**, the content of the file displays. If you click **Save**, choose the location where you want to save the file.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Download** to download the search results.
- Click **Previous** to return to the previous page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **Search** to display the deposits that match the search criteria.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher events.

Topic 8. Searching Adjustments

As a **Financial Institution Viewer**, you can search for and view adjustments as well as 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, click 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 11 below for search criteria fields.

Table 11: Search Criteria Fields

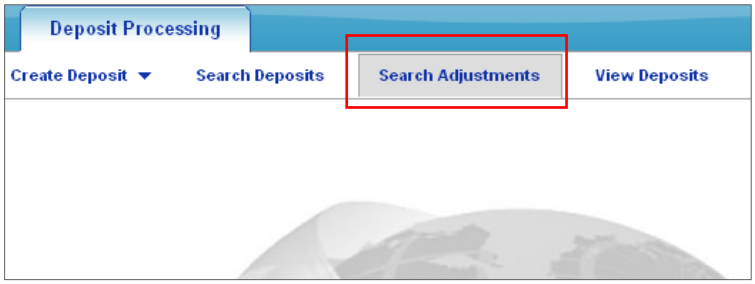
Search Criteria Groupings	Search Criteria Fields
Search Conditions	• Organization • OTC Endpoint • ALC • Adjustment Category • Voucher Number • Adjustment Type • Prepared By • Adjustment Reason
Voucher Date	• Date Range
Adjustment Amount	• Total Range
Deposit Date	• Date Range
Original Deposit Date	• Date Range
Financial Institution Information	• Routing Number • Demand Deposit Account • CA$HLINK II Account Number • FRB Account Key • FRB Cost Center Work Unit

Searching Adjustments Using Select Criteria

Under the **Search Adjustments** 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.

1. Click the **Deposit Processing** tab and click **Search Adjustments** to enter the search criteria (see Figure 38 below).

Figure 38: Search Adjustments

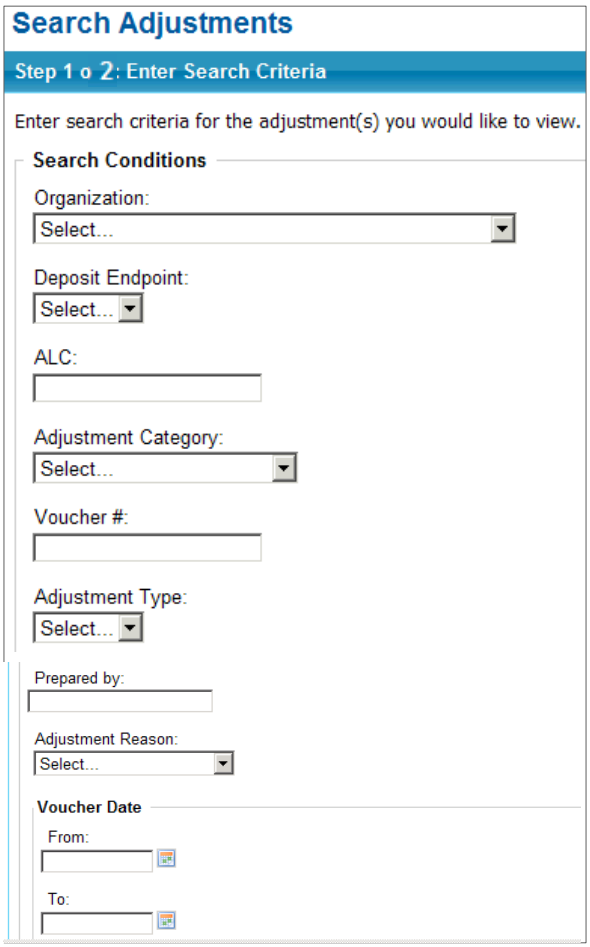


2. The *Search Adjustments* page appears. Enter the optional search criteria for the adjustment you would like to view, and click **Search.**

   Search Conditions fields (see Figure 39 below) include selecting any or all of the following:

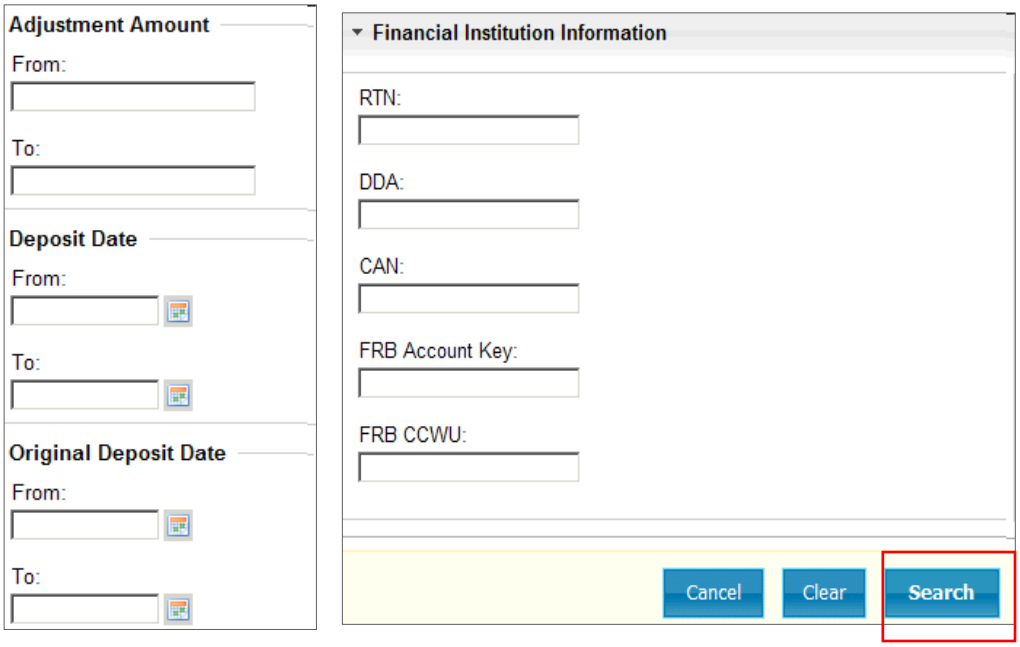
   - Select an **Organization** from the drop-down list
   - Select an **OTC Endpoint** from the drop-down list
   - Enter an **ALC (Agency Location Code)** in the field provided
   - Select an **Adjustment Category** from the drop-down list
   - Enter a **Voucher #** in the field provided
   - Select an **Adjustment Type** from the drop-down list
   - Enter the **Prepared by** name in the field provided
   - Select an **Adjustment Reason** from the drop-down list

Figure 39: Search Conditions



You may also search by entering **Adjustment Amount** range, **Deposit Date, Original Deposit Date** and **Financial Institution Information**, which includes the **RTN (Routing Transit Number), DDA (Demand Deposit Account), CAN (CA$HLINK Account Number) FRB Account Key** and **FRB CCWU (Cost Center Work Unit).** See Figure 40 below.

Figure 40: Additional Search Criteria



3. The *Search Results* table appears (see Figure 41 below). Click the **Voucher Number** of the adjustment whose details you would like to view.

Figure 41: Search Results Table

Download Search Results? Download

Voucher #▸	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount▸
600441	01/27/2010	02/02/2010	ExtraItem	20092800		C	$14.00
600440	01/27/2010	02/04/2010	ExtraItem	20092800		C	$10.00
131206	07/24/2007	07/25/2007	InvlFrnAmt	00003020		C	$35.00
131204	07/24/2007	07/24/2007	XtraFrnCur	00003010		C	$30.00
006423	07/24/2007	07/24/2007	NSF	00003010	R	D	$550.00

Application Tip

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

Search and View an Adjustment

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

1. Click the **Deposit Processing** tab.

2. Click **Search Adjustments**. The *Search Adjustments* page appears.

3. Enter the search criteria and click **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

4. The *Search Results* table appears. Click the **Voucher Number** of the adjustment whose details you would like to view.

Application Tip

Click **Download** to save the adjustment results as an XML or CSV file. To view detailed steps for downloading a search deposit, refer to the *Download Search Results for a Deposit* printable job aid.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Download** to download the search results.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher.

Downloading Adjustments

To download your search results, first use the **Search Adjustments** function. After you have searched for your adjusted deposit, you can download the retrieved information.

1. Click the **Deposit Processing tab** and click **Search Deposits** to enter the search criteria for your adjusted deposit (refer to Figure 38).

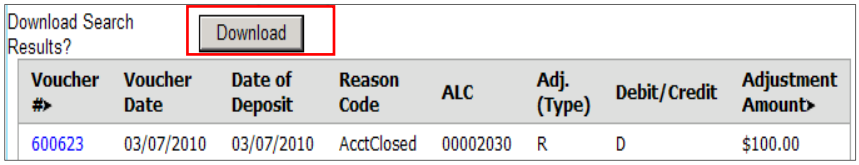
2. Enter the optional search criteria for the adjusted deposit you would like to view, and click **Search.** All references to figures can be found under Topic 6 of the previous section.

   To search criteria under **Search Conditions,** refer to Figure 39.

   To enter additional search criteria**,** refer to Figure 40.

3. The *Search Results* table appears. Click the **Download** button (see Figure 42 below). The *Download Adjustments* page appears.

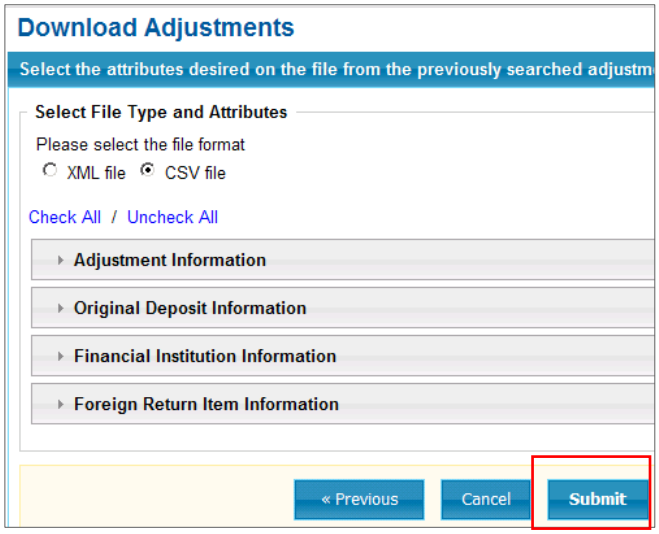
Figure 42: Download Button



Voucher #▸	Voucher Date	Date of Deposit	Reason Code	ALC	Adj. (Type)	Debit/Credit	Adjustment Amount▸
600623	03/07/2010	03/07/2010	AcctClosed	00002030	R	D	$100.00

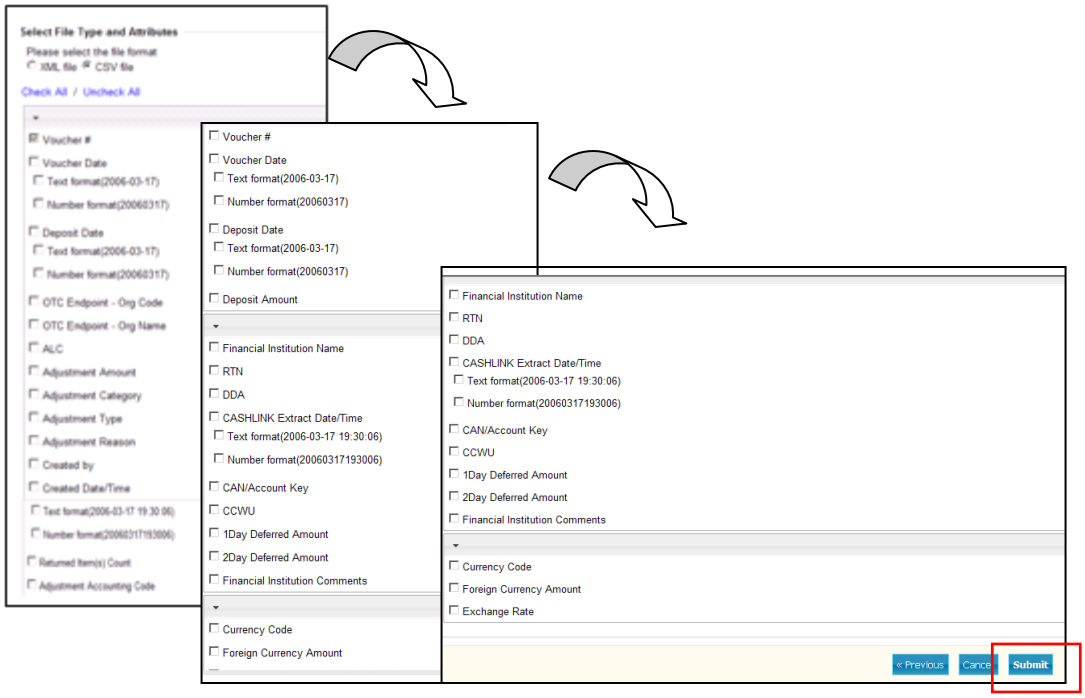
4. Select the **XML file** or **CSV file** as the file format (see Figure 43 below).

Figure 43: File Format



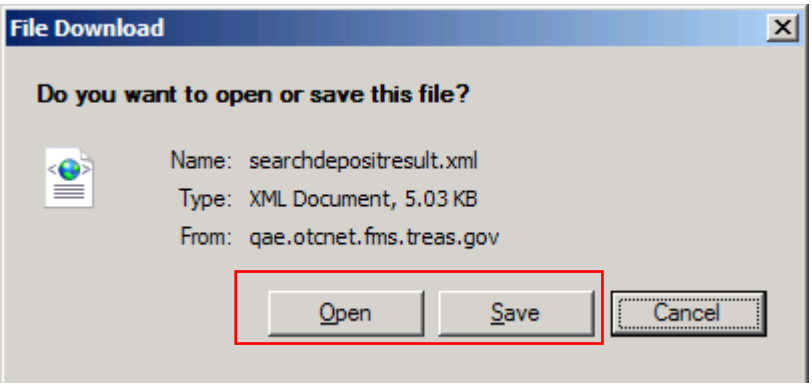
Check the desired attributes that you want to download for **Adjustment Information, Original Deposit Information, Financial Institution Information,** and **Foreign Return Item Information** (see Figure 44 below), then click **Submit.**

Figure 44: Attributes for Download



5. The *File Download* dialog box appears. Click **Open** or **Save** (see Figure 45 below). If you click Open, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Figure 45: File Download



Application Tip

If you click **Open**, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Download Search Results

To download the search results of a deposit, complete the following steps:

1. Refer to the steps for *Search for a Deposit*.
2. When the *Search Results* table appears, click **Download**. The *Download Deposits* page appears.
3. Select **XML file** or **CSV file** as the file format.
4. Check the desired attributes that you want to download for
   - **Deposit Information**
   - **Financial Institution Information**
   - **Agency Information**
   - **Accounting Subtotals and User Defined Data**
   - **Foreign Deposit Information**
5. Click **Submit**. The *File Download* dialog box appears.
6. Click **Open** or **Save**.

Application Tip

If you click **Open**, the content of the file appears. If you click **Save**, choose the location where you want to save the file.

Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Search** to display the deposits that match the search criteria.
- Click **View Voucher Event Log** to view the history of the deposit voucher.

Topic 9. Viewing Reports

As a user or viewer of the Deposit Processing functionality, you may access one or more of the **Business Reports** and **Administration Reports**. Each report provides you with information specific to the select type of data requested, associated with a deposit. Table 12 below outlines the purpose of each report type.

Table 12. 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 interfaces with CA$HLINK, FRB CA$HLINK and TRS, as well as detailed information about completed and in progress vouchers

Topic 10. Reports by Access Type

You have permission to view only certain reports. There are three types of reports that may be accessible to an OTCnet user. They include **Business Reports, Security Reports** and **Administration Reports**. See Table 13 below for details.

Table 13. Reports by Access Type

	Federal Program Agency							Financial Institution/FRB as FI					
Business Reports	Preparer	Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Adjustment Activity (FI)								●		●			
Adjustment Activity (FRB)									●		●		
Adjustments by OTC Endpoint	●	●			●								
Daily Voucher Report			●	●									
Deposit Activity (FI)								●		●			
Deposit Activity (FRB)									●		●		
Deposits By Accounting Code	●	●			●								
Deposits By Agency Endpoint	●	●			●								
Deposit History By Status (FPA)	●	●			●								
Non-Reporting Agency Endpoint	●	●	●	●	●								
Processing Options by Agency Endpoint			●	●									
Security Reports	Preparer	Approver	Accounting Specialist	Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
Access Groups by User						●	●					●	●
**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						●	●					●	●
Admin. Reports/ Misc.	Preparer	Approver	Accounting Specialist	Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
*Activity Report													
View CA$HLINK II File Status								●		●			
View FRB CA$HLINK File Status									●		●		
View TRS 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								●	●				

**Indicates reports accessible at the FMS Viewer level*

***Indicates report detail accessible only at the HLAS user level*

Topic 11. Types of Business and Administration Reports

Business Reports

As a **Financial Institution Viewer,** you may access one or more of the reports listed in Table 14 below. To obtain specific details for which reports each role may view or download, please refer to Table 13 above.

Table 14. Business Reports and Purpose

Business Report	Purpose of Business Report
Adjustment Activity (FI)	Allows you to view adjustments made by your Financial Institution (FI).
Adjustment Activity (FRB)	Allows you view adjustments made by your Federal Reserve Bank (FRB).
Adjustments by OTC Endpoints	Allows you to 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.
Deposit Activity (FRB)	Allows you to view deposits submitted to your FRB.
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.

Administration Reports

As a **Financial Institution Viewer**, you may access one or more of the reports listed in Table 15 below. To obtain specific details for which reports each role may view or download, refer to Table 13.

Table 15. Administration Reports and Purpose

Administration Report	Purpose of Administration Report
***Activity Report**	Allows a user to view the total number of organizations created in a month and/or year as well as total number of deposits by status and adjustment activity by month and/or year.
View CA$HLINK II File Status	Allows you to view status of deposit report files that have been processed by CA$HLINK II or are ready for CA$HLINK II to process.
View FRB CA$HLINK File Status	Allows you to view the status of deposit files that have been sent to FRB CA$HLINK.
View TRS File Status	The status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS 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.

** Indicates report that only an FMS Viewer user role may access*

Topic 12. Viewing Report Detail

Business Reports

This section will provide you with detail of how to view and download **Business Reports**. There are up to two **Business Reports** you may choose to view. To print **Business Reports** after downloading, right-click using a mouse, and click the **Print** option.

Adjustment Activity (FI)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Adjustment Activity (FI)**. See Figure 46 below.

Figure 46. Select Adjustment Activity (FI) from Reports Menu

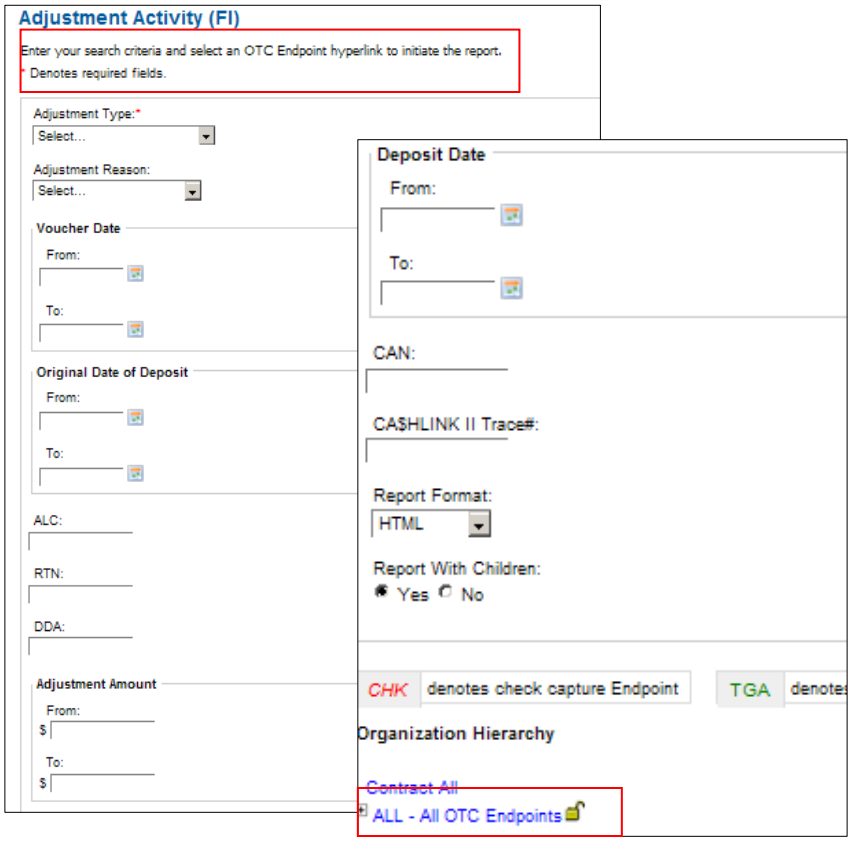
2. The *Adjustment Activity (FI)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 47 for search criteria.

Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**, **Original Date,** and **Deposit Date**.

- 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 #**
- Select the **Report Format**

For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 47. Adjustments Activity (FI) Page



3. Click an **OTC Endpoint** to initiate the report (see Figure 47 above). The report appears in a new window as shown in Figure 48 below.

Figure 48. Adjustments Activity (FI) Report Output

Adjustment Activity (FI)

Generated: 07/14/2010 2:08:48 PM ET
Selected Adjustment Type: ALL
Selected Adjustment Reason: ALL
Selected Organization Endpoint: All
Selected Deposit Date Range: 04/14/2009 - 07/14/2010

Voucher #	Adjustment Type	Voucher Date	ALC	Deposit Date	Create Date	CAN	CL II Trace #	Original Deposit #	Voucher Amount
RTN: 011111111 **DDA #:** 45684565									
008941	Debit	08/20/2009	00004603	08/20/2009	08/20/2009	001042		139602	($20.00)
RTN: 021345786 **DDA #:** 23423411									
009198	Returned Item	11/05/2009	97200012	11/05/2009	11/05/2009	005751			($2.00)
009216	Returned Item	11/06/2009	97200012	11/06/2009	11/06/2009	005751			($1.00)
009236	Returned Item	11/11/2009	97200012	11/11/2009	11/16/2009	005751			($200.00)
009237	Returned Item	11/10/2009	97200012	11/10/2009	11/16/2009	005751			($200.00)

View Business Reports: Adjustment Activity (FI)

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

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Adjustment Activity (FI)**. The *Adjustment Activity (FI)* page appears.
4. Enter the search criteria you would like to view.
   - 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 #**
   - Select the **Report Format**

Application Tip

The date range for **Voucher Date**, **Original Date**, and **Deposit Date** cannot exceed 15 months.

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

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

Application Tip

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

Application Tip

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.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

Application Tip

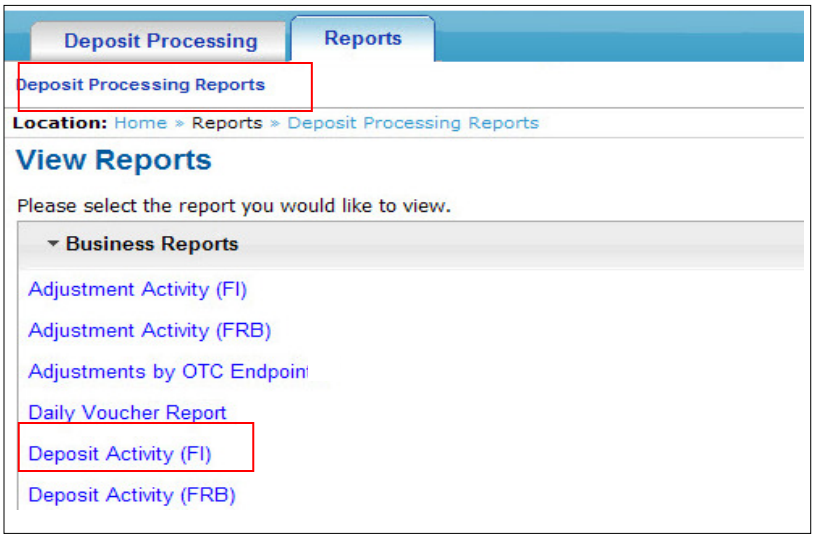
Additional buttons on the page that help you perform other tasks:

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

Deposit Activity (FI)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposit Activity (FI)**. See Figure 49 below.

Figure 49. Select Deposit Activity (FI) from Reports Menu

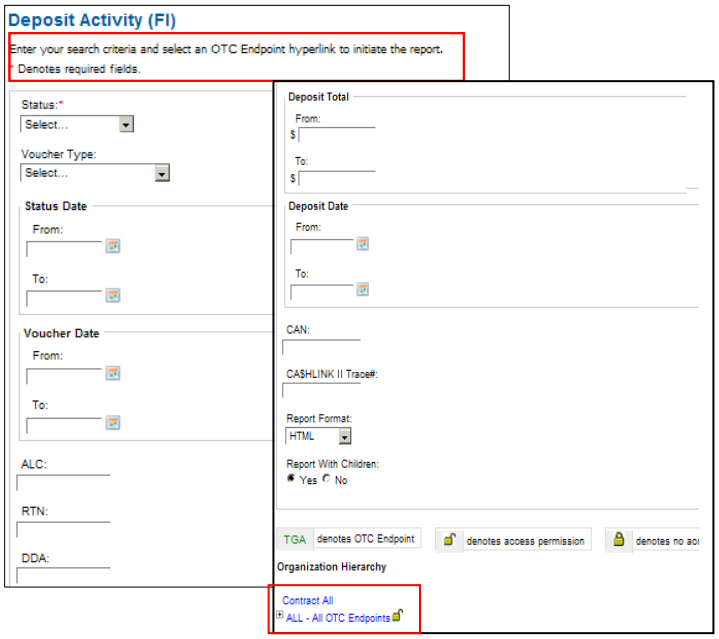


2. The *Deposit Activity (FI)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 50 for search criteria.

   - 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 the **Report Format**

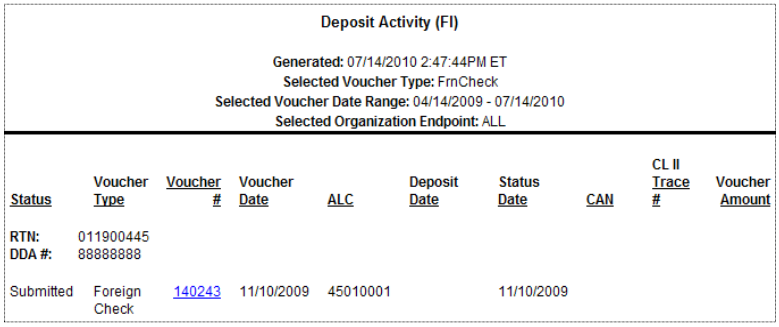
For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 50. Deposit Activity (FI) Page



3. Click an **OTC Endpoint** to initiate the report (refer to Figure 50 above). The report appears in a new window as shown in Figure 51 below.

Figure 51. Deposit Activity (FI) Report Output



Deposit Activity (FI)

Generated: 07/14/2010 2:47:44PM ET
Selected Voucher Type: FrnCheck
Selected Voucher Date Range: 04/14/2009 - 07/14/2010
Selected Organization Endpoint: ALL

Status	Voucher Type	Voucher #	Voucher Date	ALC	Deposit Date	Status Date	CAN	CL II Trace #	Voucher Amount
RTN: 011900445 **DDA #:** 88888888									
Submitted	Foreign Check	140243	11/10/2009	45010001		11/10/2009			

View Business Reports: Deposit Activity (FI)

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

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposit Activity (FI)**. The *Deposit Activity (FI)* page appears.
4. Enter the search criteria you would like to view.
   - 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 the **Report Format**

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

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

Application Tip

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

Application Tip

TGA denotes an OTC Endpoint; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

Application Tip

Additional buttons on the page that help you perform other tasks:

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

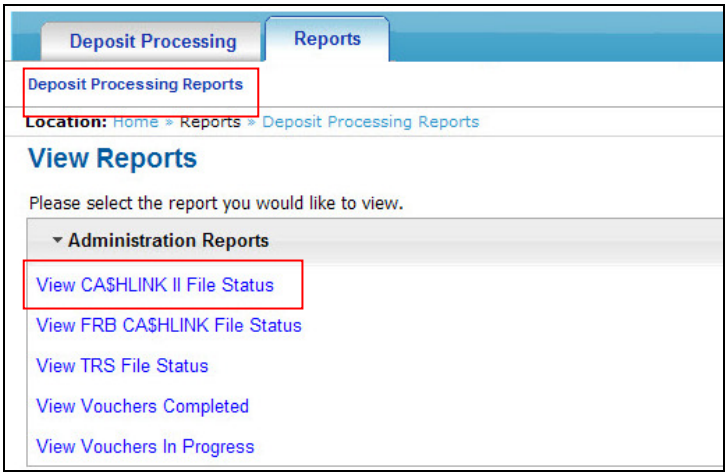
Administration Reports

This section will provide you with detail of how to view and download **Administration Reports**. There are up to four **Administration Reports** you may choose to view. To print **Administration Reports** after downloading, right-click using a mouse and select the **Print** option.

View CA$HLINK II File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View CA$HLINK II File Status**. See Figure 52 below.

Figure 52. View CA$HLINK II File Status from Reports



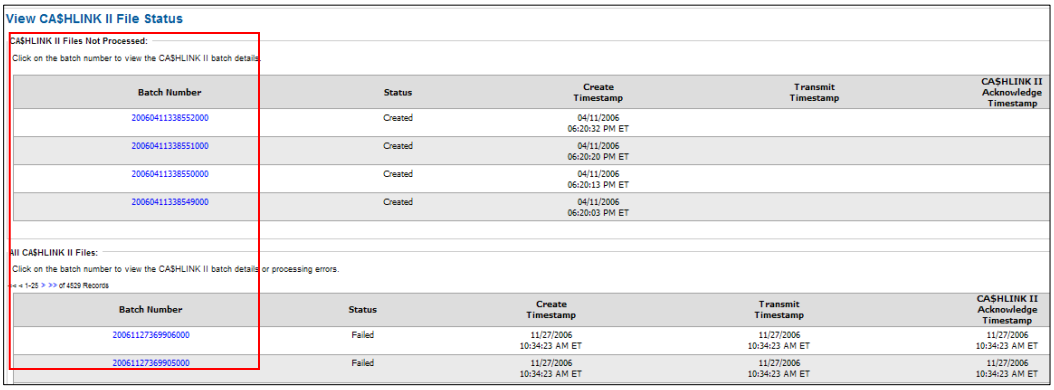
2. The *View CA$HLINK II File Status* page appears. See Figure 53.

   Under the **CA$HLINK II Files Not Processed** section, click the **Batch Number** of the CA$HLINK II batch details you would like to view or click the **Batch Number** of the **All CA$HLINK II Files** batch details or processing errors you would like to view.

Application Tip

There are two sections on the *View CA$HLINK II File Status* page. The **CA$HLINK II Files Not Processed** section displays report files that have not been successfully processed by CA$HLINK II. The **All CA$HLINK II Files** section displays all deposit report files regardless of transmission status or success.

Figure 53. View CA$HLINK II File Status Page



View CA$HLINK II File Status

CA$HLINK II Files Not Processed:

Click on the batch number to view the CA$HLINK II batch details.

Batch Number	Status	Create Timestamp	Transmit Timestamp	CA$HLINK II Acknowledge Timestamp
20060411338552000	Created	04/11/2006 06:20:32 PM ET		
20060411338551000	Created	04/11/2006 06:20:20 PM ET		
20060411338550000	Created	04/11/2006 06:20:13 PM ET		
20060411338549000	Created	04/11/2006 06:20:03 PM ET		

All CA$HLINK II Files:

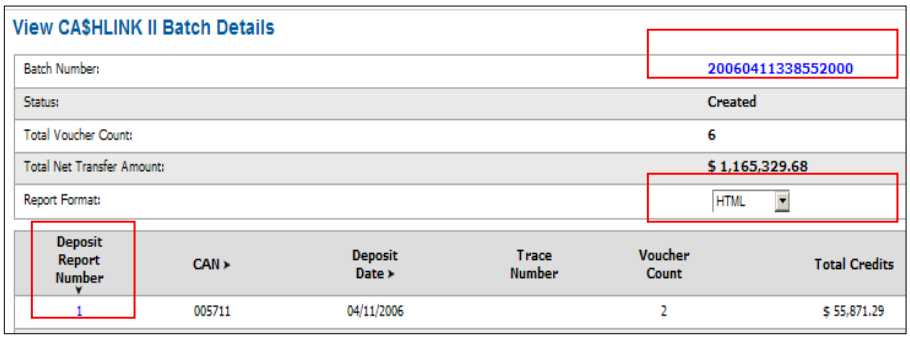
Click on the batch number to view the CA$HLINK II batch details or processing errors.

<< < 1-25 > >> of 4529 Records

Batch Number	Status	Create Timestamp	Transmit Timestamp	CA$HLINK II Acknowledge Timestamp
20061127369906000	Failed	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET
20061127369905000	Failed	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET

3. The *View CA$HLINK II Batch Details* page appears or the *View CA$HLINK II Processing Errors* page appears. Select a **Report Format**. See Figure 54 below.

Figure 54. View CA$HLINK Batch Details Page



View CA$HLINK II Batch Details

Batch Number:	20060411338552000
Status:	Created
Total Voucher Count:	6
Total Net Transfer Amount:	$ 1,165,329.68
Report Format:	HTML

Deposit Report Number	CAN	Deposit Date	Trace Number	Voucher Count	Total Credits
1	005711	04/11/2006		2	$ 55,871.29

4. Click the **Batch Number** hyperlink or a **Deposit Report Number** hyperlink (refer to Figure 54 above). The *CA$HLINK II Voucher Details* report appears in a new window as shown in Figure 55.

The **Batch Number** hyperlink displays the CA$HLINK II Voucher Details report as well as all deposit vouchers and deposit report vouchers associated with the Batch Number. The **Deposit Report Number** hyperlink displays the CA$HLINK II Voucher Details report and all deposit report vouchers associated with the Deposit Report Number.

Figure 55. CA$HLINK II File Status Report Output

CA$HLINK II Voucher Details

Generated: 07/30/2010 5:00:25 PM ET
Batch Number: 20060411338552000
Batch Create Timestamp: 04/11/2006 6:20:32 PM ET
CA$HLINK II Acknowledge Timestamp:
Batch Status: CREATED

Financial Institution Name: Blue Water Federal Credit Union
Deposit Report: 1
CAN: 005711
Deposit Date: 04/11/2006
Trace #:

Voucher #	Voucher Type	Voucher Date	Short Name	ALC	DDA	RTN	Amount	Confirmed By	Confirmed Date
129862	Deposit	04/11/2006	33802	70050338	4559	272483947	$53,872.09	tmill501	04/11/2006
129909	Deposit	04/11/2006	33802	70050338	4559	272483947	$1,999.20	tmill501	04/11/2006

View Administration Reports: CA$HLINK II File Status

To view a CA$HLINK II file status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View CA$HLINK II File Status**. The *View CA$HLINK II File Status* page appears.
4. Under the **CA$HLINK II Files(s) Not Processed** section, click the **Batch Number** of the CA$HLINK II batch details you would like to view.

   Or

   Click the **Batch Number** of the All CA$HLINK II File(s) batch details or processing errors you would like to view.

   Application Tip

   There are two sections on the *View CA$HLINK II File Status* page. The **CA$HLINK II Files Not Processed** section displays report files that have not been successfully processed by CA$HLINK II. The **All CA$HLINK II Files** section displays all deposit report files regardless of transmission status or success.

5. The *View CA$HLINK II Batch Details* page appears. Select a **Report Format**.

   Or

   The *View CA$HLINK II Processing Errors* page appears. Select a **Report Format**.

   Application Tip

   You can view reports in HTML, PDF, Excel, or PowerPoint format.

6. Click the **Batch Number** hyperlink. The *CA$HLINK II Voucher Details* report appears in a new window.

   Or

   Click a **Deposit Report Number**. The *CA$HLINK II Voucher Details* report appears in a new window.

Application Tip

Click the **Batch Number** hyperlink to display the CA$HLINK II Voucher Details report as well as all deposit vouchers and deposit report vouchers associated with the Batch Number. Click a **Deposit Report Number** to display the CA$HLINK II Voucher Details report and all deposit report vouchers associated with the Deposit Report Number.

Application Tip

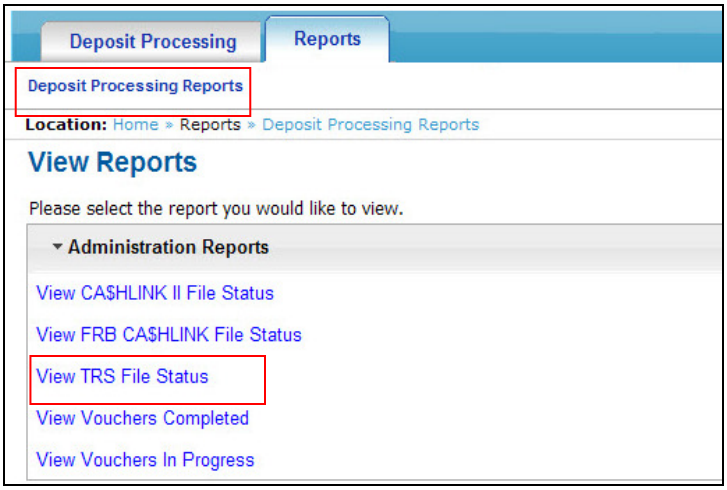
Additional buttons on the page that help you perform other tasks:

- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Previous** to return to the previous page.

View TRS File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View TRS File Status**. See Figure 56 below.

Figure 56. View TRS File Status from Reports



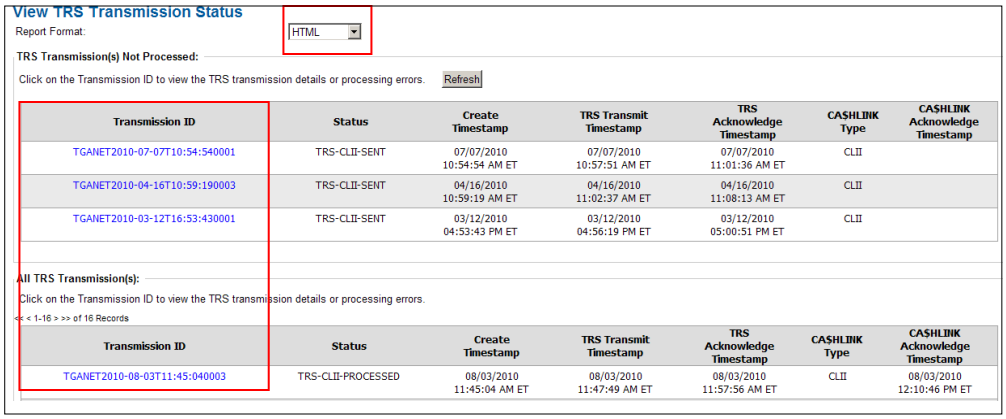
2. The *View TRS File Status* page appears. Select a **Report Format**. See Figure 57.

   Under the **TRS Transmission(s) Not Processed** section, click a **Transmission ID** of the TRS transmission details you would like to view. Or, under the **All TRS Transmission(s)** section, click a **Transmission ID** of the TRS transmission details or processing errors you would like to view (shown in Figure 57).

Application Tip

There are two sections on the *View TRS Transmission Status* page. The **TRS Transmission(s) Not Processed** section displays report files that have not been successfully processed by TRS. The **All TRS Transmission(s)** section displays all deposit report files regardless of transmission status or success.

Figure 57. View TRS File Status Page



View TRS Transmission Status

Report Format: HTML

TRS Transmission(s) Not Processed:

Click on the Transmission ID to view the TRS transmission details or processing errors. Refresh

Transmission ID	Status	Create Timestamp	TRS Transmit Timestamp	TRS Acknowledge Timestamp	CA$HLINK Type	CA$HLINK Acknowledge Timestamp
TGANET2010-07-07T10:54:540001	TRS-CLII-SENT	07/07/2010 10:54:54 AM ET	07/07/2010 10:57:51 AM ET	07/07/2010 11:01:36 AM ET	CLII	
TGANET2010-04-16T10:59:190003	TRS-CLII-SENT	04/16/2010 10:59:19 AM ET	04/16/2010 11:02:37 AM ET	04/16/2010 11:08:13 AM ET	CLII	
TGANET2010-03-12T16:53:430001	TRS-CLII-SENT	03/12/2010 04:53:43 PM ET	03/12/2010 04:56:19 PM ET	03/12/2010 05:00:51 PM ET	CLII	

All TRS Transmission(s):

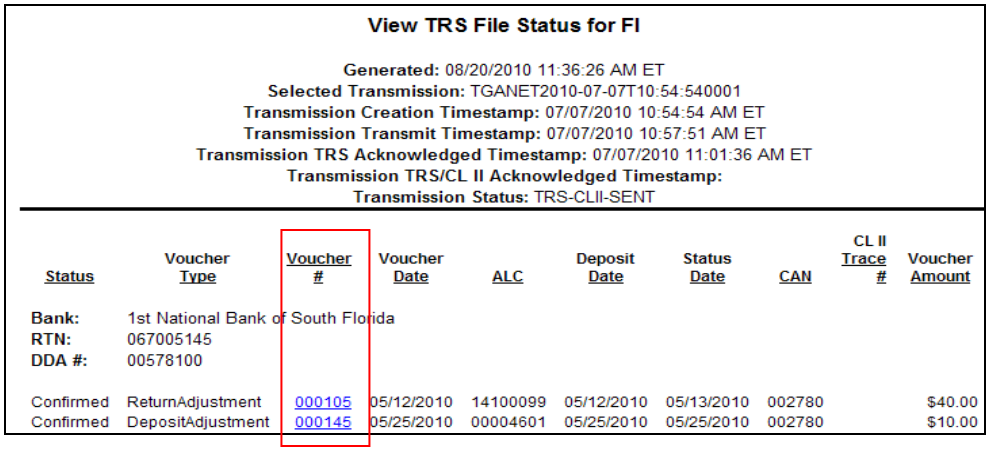
Click on the Transmission ID to view the TRS transmission details or processing errors.

<< < 1-16 > >> of 16 Records

Transmission ID	Status	Create Timestamp	TRS Transmit Timestamp	TRS Acknowledge Timestamp	CA$HLINK Type	CA$HLINK Acknowledge Timestamp
TGANET2010-08-03T11:45:040003	TRS-CLII-PROCESSED	08/03/2010 11:45:04 AM ET	08/03/2010 11:47:49 AM ET	08/03/2010 11:57:56 AM ET	CLII	08/03/2010 12:10:46 PM ET

3. Click the **Voucher #** hyperlink (Figure 58 below). The *Deposit or Adjustment Voucher Detail* report appears as shown in Figure 59.

Figure 58. View TRS File Status for FI Results Page



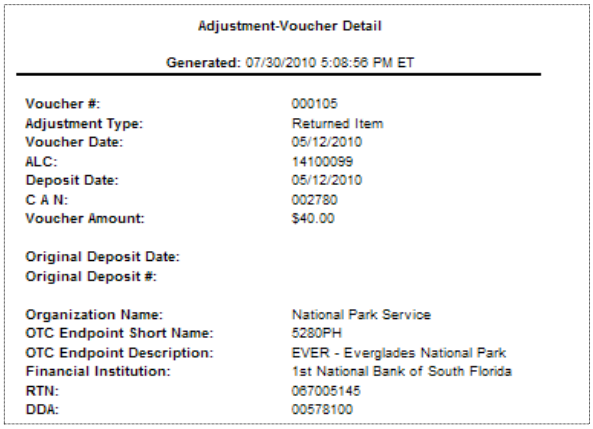
View TRS File Status for FI

Generated: 08/20/2010 11:36:26 AM ET
Selected Transmission: TGANET2010-07-07T10:54:540001
Transmission Creation Timestamp: 07/07/2010 10:54:54 AM ET
Transmission Transmit Timestamp: 07/07/2010 10:57:51 AM ET
Transmission TRS Acknowledged Timestamp: 07/07/2010 11:01:36 AM ET
Transmission TRS/CL II Acknowledged Timestamp:
Transmission Status: TRS-CLII-SENT

Bank: 1st National Bank of South Florida
RTN: 067005145
DDA #: 00578100

Status	Voucher Type	Voucher #	Voucher Date	ALC	Deposit Date	Status Date	CAN	CL II Trace #	Voucher Amount
Confirmed	ReturnAdjustment	000105	05/12/2010	14100099	05/12/2010	05/13/2010	002780		$40.00
Confirmed	DepositAdjustment	000145	05/25/2010	00004601	05/25/2010	05/25/2010	002780		$10.00

Figure 59. TRS Deposit or Adjustment Voucher Detail Report Output



Adjustment-Voucher Detail

Generated: 07/30/2010 5:08:56 PM ET

Voucher #:	000105
Adjustment Type:	Returned Item
Voucher Date:	05/12/2010
ALC:	14100099
Deposit Date:	05/12/2010
C A N:	002780
Voucher Amount:	$40.00
Original Deposit Date:	
Original Deposit #:	
Organization Name:	National Park Service
OTC Endpoint Short Name:	5280PH
OTC Endpoint Description:	EVER - Everglades National Park
Financial Institution:	1st National Bank of South Florida
RTN:	067005145
DDA:	00578100

View Administration Reports: TRS File Status

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

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

   Under **Administration Reports**, click **View TRS File Status**. The *View TRS Transmission Status* page appears.

3. Select a **Report Format**.

> **Application Tip**
>
> You can view reports in HTML, PDF, Excel, or PowerPoint format.

4. Under the **TRS Transmission(s) Not Processed** section, click a **Transmission ID** of the TRS transmission details you would like to view.

   Or

   Under the **All TRS Transmission(s)** section, click a **Transmission ID** of the TRS transmission details or processing errors you would like to view.

> **Application Tip**
>
> If a **Transmission ID** with FRB CL CA$HLINK Type is selected, the *TRS Transmission Status (FRB)* report appears in a new window. If a **Transmission ID** with CLII CA$HLINK Type is selected, the *TRS Transmission Status (FI)* report appears in a new window.

> **Application Tip**
>
> There are two sections on the *View TRS Transmission Status* page. The **TRS Transmission(s) Not Processed** section displays report files that have not been successfully processed by TRS. The **All TRS Transmission(s)** section displays all deposit report files regardless of transmission status or success.

5. Click the **Voucher #** hyperlink. The *Deposit or Adjustment Voucher Detail* report appears.

Application Tip

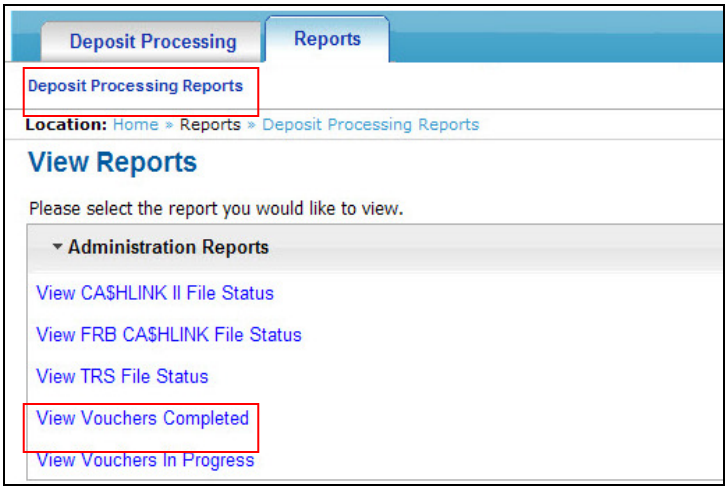
Additional buttons on the page that help you perform other tasks:

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

View Vouchers Completed

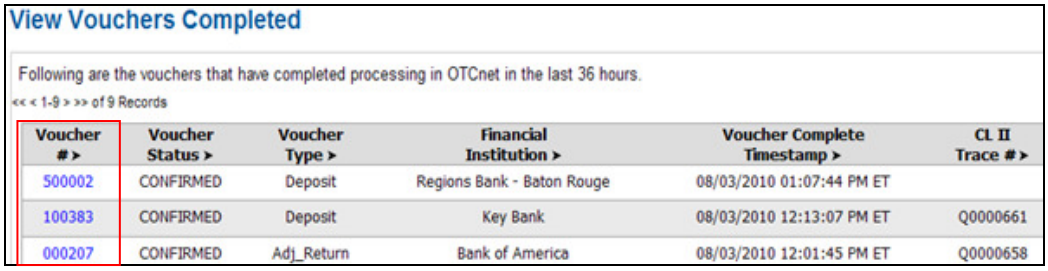
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers Completed**. See Figure 60 below.

Figure 60. View Vouchers Completed from Reports



2. The *View Vouchers Completed* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 61).

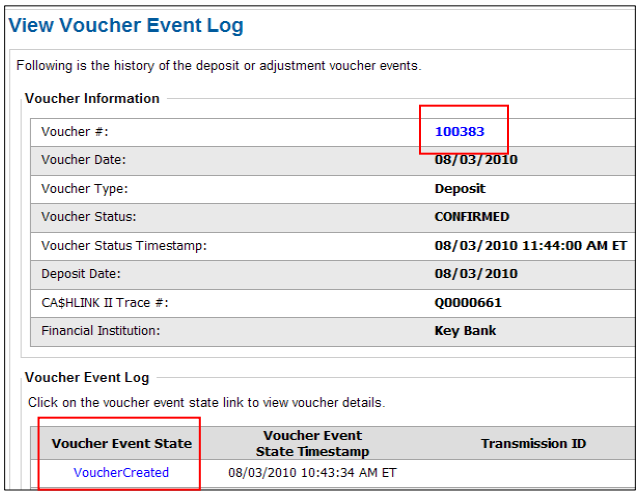
Figure 61. View Vouchers Completed Page



Voucher #	Voucher Status	Voucher Type	Financial Institution	Voucher Complete Timestamp	CL II Trace #
500002	CONFIRMED	Deposit	Regions Bank - Baton Rouge	08/03/2010 01:07:44 PM ET	
100383	CONFIRMED	Deposit	Key Bank	08/03/2010 12:13:07 PM ET	Q0000661
000207	CONFIRMED	Adj_Return	Bank of America	08/03/2010 12:01:45 PM ET	Q0000658

3. The *View Voucher Event Log* page appears (see Figure 62 below). Click 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, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (Figure 63).

Figure 62. View Voucher Event Log Page



View Voucher Event Log

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

Voucher Information

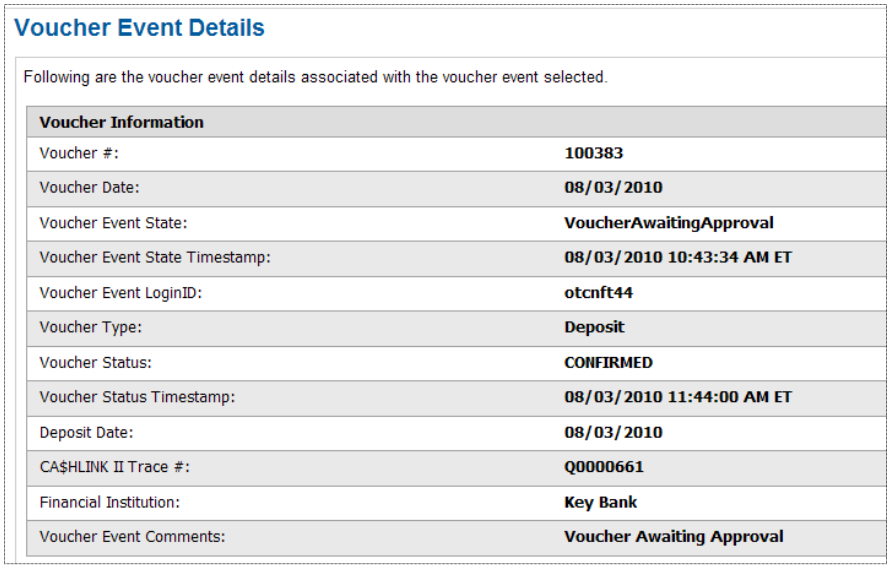
Voucher #:	100383
Voucher Date:	08/03/2010
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/03/2010 11:44:00 AM ET
Deposit Date:	08/03/2010
CA$HLINK II Trace #:	Q0000661
Financial Institution:	Key Bank

Voucher Event Log

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

Voucher Event State	Voucher Event State Timestamp	Transmission ID
VoucherCreated	08/03/2010 10:43:34 AM ET	

Figure 63. Voucher Event Details Report Output



Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	100383
Voucher Date:	08/03/2010
Voucher Event State:	VoucherAwaitingApproval
Voucher Event State Timestamp:	08/03/2010 10:43:34 AM ET
Voucher Event LoginID:	otcnft44
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/03/2010 11:44:00 AM ET
Deposit Date:	08/03/2010
CA$HLINK II Trace #:	Q0000661
Financial Institution:	Key Bank
Voucher Event Comments:	Voucher Awaiting Approval

View Administration Reports: Vouchers Completed

To view a vouchers completed report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers Completed**. The *View Vouchers Completed* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.

> **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.

5. Click 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

   Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.

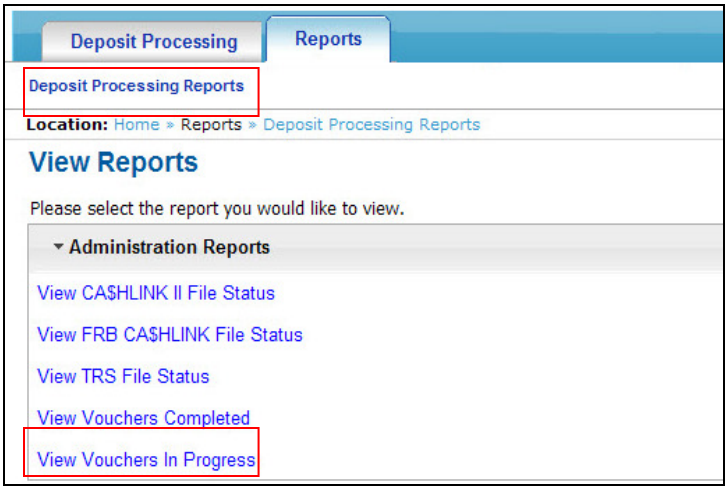
> **Application Tip**
>
> The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA$HLINK, and the Transaction Reporting System (TRS) interface.

> **Application Tip**
>
> Additional buttons on the pages that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.
> - Click **Previous** to return to the previous page.
> - Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
> - Click **Return Home** to return to the previous page.

View Vouchers in Progress

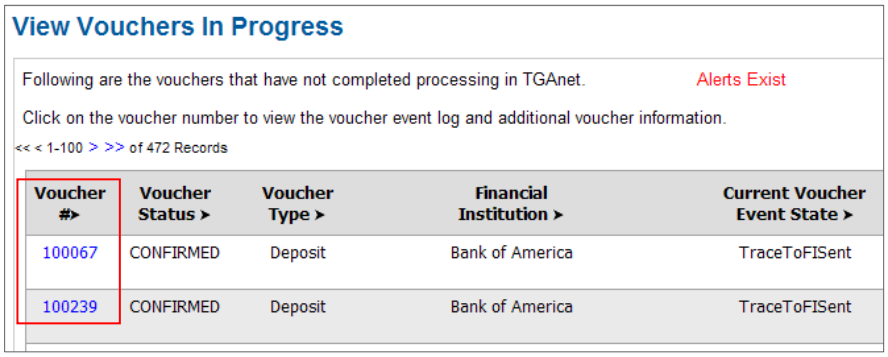
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers in Progress**. See Figure 64 below.

Figure 64. View Vouchers in Progress from Reports



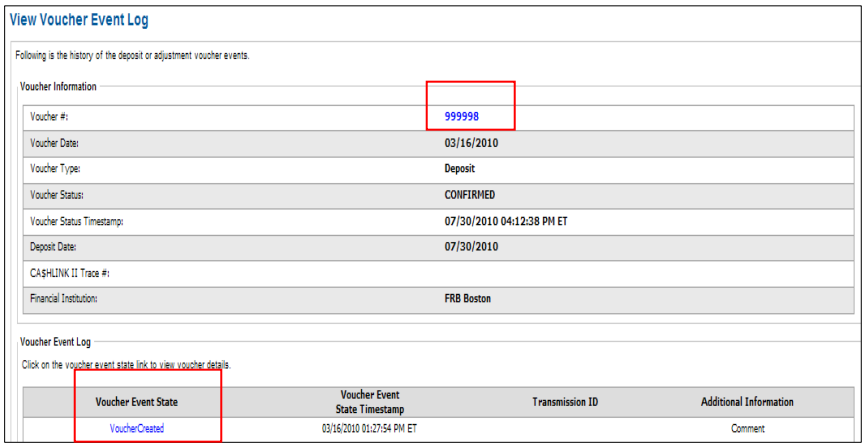
2. The *View Vouchers in Progress* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 65).

Figure 65. View Vouchers In Progress Page



3. The *View Voucher Event Log* page appears (see Figure 66 below). Click 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, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (Figure 67).

Figure 66. In Progress View Voucher Event Log Page



View Voucher Event Log

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

Voucher Information

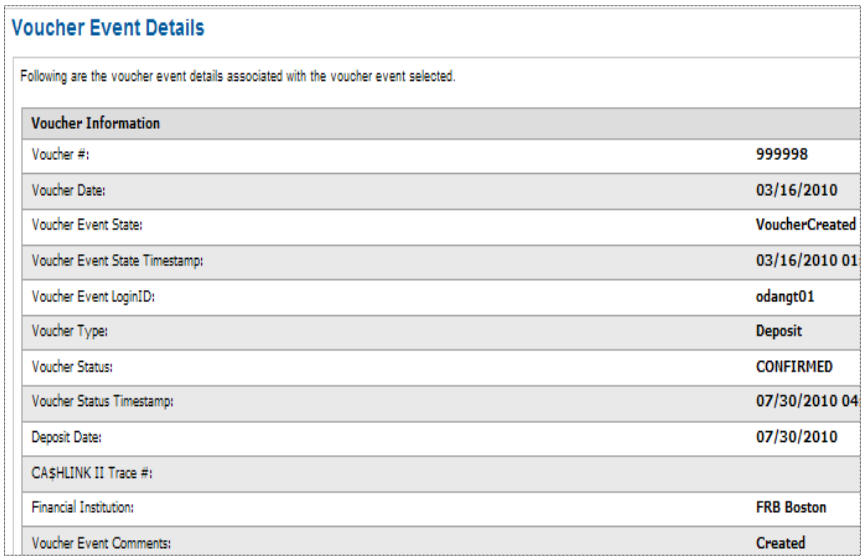
Voucher #:	999998
Voucher Date:	03/16/2010
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	07/30/2010 04:12:38 PM ET
Deposit Date:	07/30/2010
CA$HLINK II Trace #:	
Financial Institution:	FRB Boston

Voucher Event Log

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

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
VoucherCreated	03/16/2010 01:27:54 PM ET		Comment

Figure 67. 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 #:	999998
Voucher Date:	03/16/2010
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	03/16/2010 01
Voucher Event LoginID:	odangt01
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	07/30/2010 04
Deposit Date:	07/30/2010
CA$HLINK II Trace #:	
Financial Institution:	FRB Boston
Voucher Event Comments:	Created

View Administration Reports: Vouchers in Progress

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

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers In Progress**. The *View Vouchers in Progress* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.

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.

5. Click 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

   Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.

Application Tip

The **Voucher Event Details** page shows 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, FRB CA$HLINK, and the Transaction Reporting System (TRS) interface.

Application Tip

Additional buttons on the pages that help you perform other tasks:

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

View Business Reports: Adjustment Activity (FI)

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

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Adjustment Activity (FI)**. The *Adjustment Activity (FI)* page appears.
4. Enter the search criteria you would like to view.
   - 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 #**
   - Select the **Report Format**

Application Tip

The date range for **Voucher Date**, **Original Date**, and **Deposit Date** cannot exceed 15 months.

Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

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

Application Tip

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

Application Tip

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.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

Application Tip

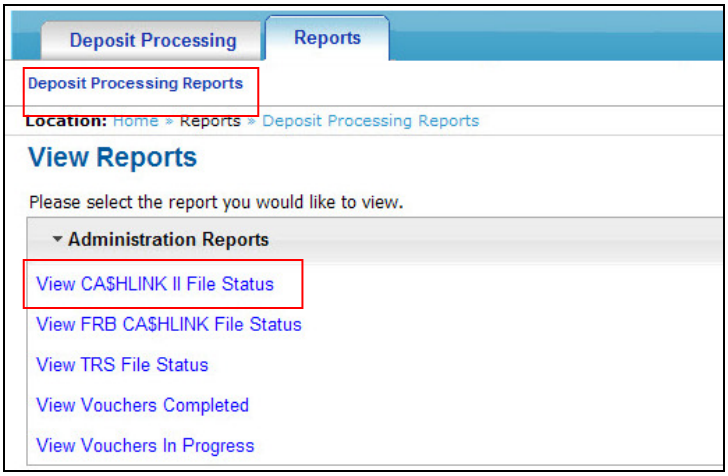
Additional buttons on the page that help you perform other tasks:

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

View CA$HLINK II File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View CA$HLINK II File Status**. See Figure 68 below.

Figure 68. View CA$HLINK II File Status from Reports



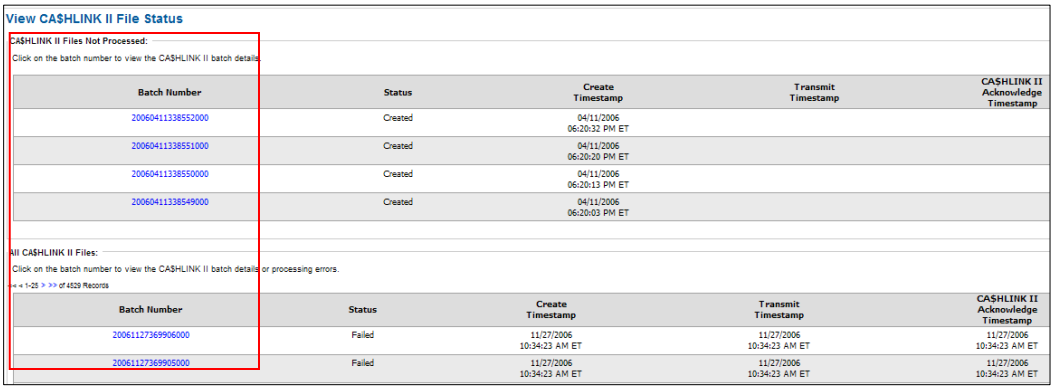
2. The *View CA$HLINK II File Status* page appears. See Figure 69 below.

   Under the **CA$HLINK II Files Not Processed** section, click the **Batch Number** of the CA$HLINK II batch details you would like to view or click the **Batch Number** of the **All CA$HLINK II Files** batch details or processing errors you would like to view.

Application Tip

There are two sections on the *View CA$HLINK II File Status* page. The **CA$HLINK II Files Not Processed** section displays report files that have not been successfully processed by CA$HLINK II. The **All CA$HLINK II Files** section displays all deposit report files regardless of transmission status or success.

Figure 69. View CA$HLINK II File Status Page



View CA$HLINK II File Status

CA$HLINK II Files Not Processed:

Click on the batch number to view the CA$HLINK II batch details.

Batch Number	Status	Create Timestamp	Transmit Timestamp	CA$HLINK II Acknowledge Timestamp
20060411338552000	Created	04/11/2006 06:20:32 PM ET		
20060411338551000	Created	04/11/2006 06:20:20 PM ET		
20060411338550000	Created	04/11/2006 06:20:13 PM ET		
20060411338549000	Created	04/11/2006 06:20:03 PM ET		

All CA$HLINK II Files:

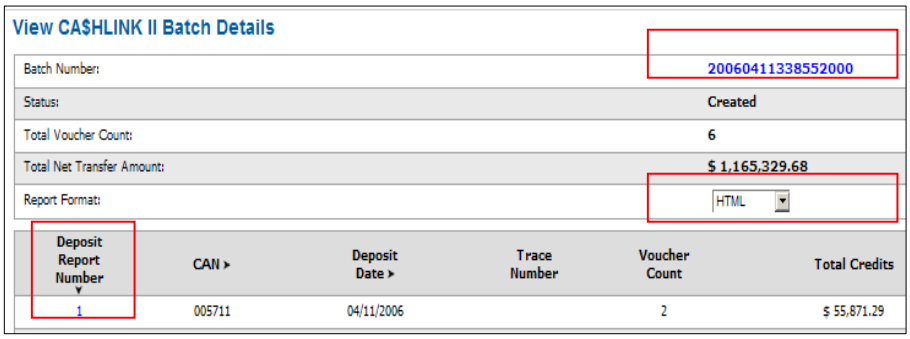
Click on the batch number to view the CA$HLINK II batch details or processing errors.

<< < 1-25 > >> of 4529 Records

Batch Number	Status	Create Timestamp	Transmit Timestamp	CA$HLINK II Acknowledge Timestamp
20061127369906000	Failed	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET
20061127369905000	Failed	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET

3. The *View CA$HLINK II Batch Details* page appears or the *View CA$HLINK II Processing Errors* page appears. Select a **Report Format**. See Figure 70 below.

Figure 70. View CA$HLINK Batch Details Page



View CA$HLINK II Batch Details

Batch Number:	20060411338552000
Status:	Created
Total Voucher Count:	6
Total Net Transfer Amount:	$ 1,165,329.68
Report Format:	HTML

Deposit Report Number	CAN	Deposit Date	Trace Number	Voucher Count	Total Credits
1	005711	04/11/2006		2	$ 55,871.29

4. Click the **Batch Number** hyperlink or a **Deposit Report Number** hyperlink (refer to Figure 70 above). The *CA$HLINK II Voucher Details* report appears in a new window as shown in Figure 71.

The **Batch Number** hyperlink displays the CA$HLINK II Voucher Details report as well as all deposit vouchers and deposit report vouchers associated with the Batch Number. The **Deposit Report Number** hyperlink displays the CA$HLINK II Voucher Details report and all deposit report vouchers associated with the Deposit Report Number.

Figure 71. CA$HLINK II File Status Report Output

CA$HLINK II Voucher Details

Generated: 07/30/2010 5:00:25 PM ET
Batch Number: 20060411338552000
Batch Create Timestamp: 04/11/2006 6:20:32 PM ET
CA$HLINK II Acknowledge Timestamp:
Batch Status: CREATED

Financial Institution Name: Blue Water Federal Credit Union
Deposit Report: 1
CAN: 005711
Deposit Date: 04/11/2006
Trace #:

Voucher #	Voucher Type	Voucher Date	Short Name	ALC	DDA	RTN	Amount	Confirmed By	Confirmed Date
129862	Deposit	04/11/2006	33802	70050338	4559	272483947	$53,872.09	tmill501	04/11/2006
129909	Deposit	04/11/2006	33802	70050338	4559	272483947	$1,999.20	tmill501	04/11/2006

View Administration Reports: CA$HLINK II File Status

To view a CA$HLINK II file status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View CA$HLINK II File Status**. The *View CA$HLINK II File Status* page appears.
4. Under the **CA$HLINK II Files(s) Not Processed** section, click the **Batch Number** of the CA$HLINK II batch details you would like to view.

   Or

   Click the **Batch Number** of the All CA$HLINK II File(s) batch details or processing errors you would like to view.

   Application Tip

   There are two sections on the *View CA$HLINK II File Status* page. The **CA$HLINK II Files Not Processed** section displays report files that have not been successfully processed by CA$HLINK II. The **All CA$HLINK II Files** section displays all deposit report files regardless of transmission status or success.

5. The *View CA$HLINK II Batch Details* page appears. Select a **Report Format**.

   Or

   The *View CA$HLINK II Processing Errors* page appears. Select a **Report Format**.

   Application Tip

   You can view reports in HTML, PDF, Excel, or PowerPoint format.

6. Click the **Batch Number** hyperlink. The *CA$HLINK II Voucher Details* report appears in a new window.

   Or

   Click a **Deposit Report Number**. The *CA$HLINK II Voucher Details* report appears in a new window.

Application Tip

Click the **Batch Number** hyperlink to display the CA$HLINK II Voucher Details report as well as all deposit vouchers and deposit report vouchers associated with the Batch Number. Click a **Deposit Report Number** to display the CA$HLINK II Voucher Details report and all deposit report vouchers associated with the Deposit Report Number.

Application Tip

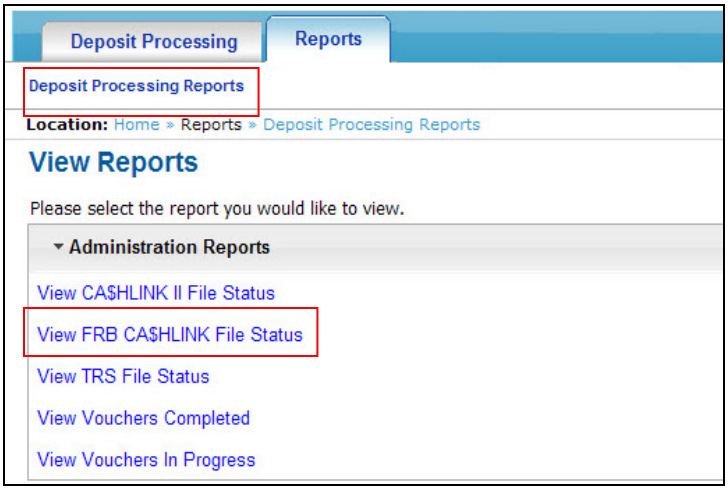
Additional buttons on the page that help you perform other tasks:

- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Previous** to return to the previous page.

View FRB CA$HLINK File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View FRB CA$HLINK File Status**. See Figure 72 below.

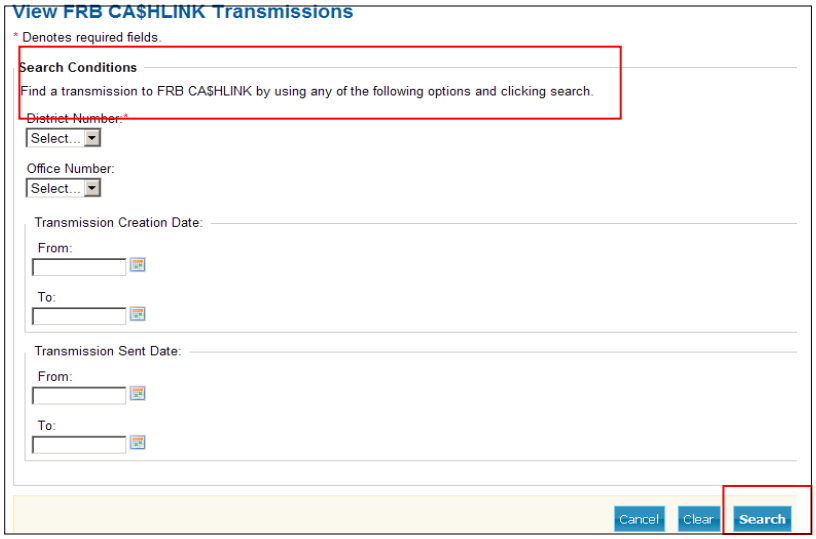
Figure 72. View FRB CA$HLINK File Status from Reports



2. The *View FRB CA$HLINK Transmissions* page appears. Enter the search criteria and click **Search**. See Figure 73 below.

- Select a **District Number**, *required.*
- Select an **Office Number**
- Enter the **From:** and **To:** Transmission Creation Date
- Enter the **From:** and **To:** Transmission Sent Date

Figure 73. View FRB CA$HLINK Transmissions Page



3. The search results table appears in Figure 74 below. Click a **Transmission ID**.

Figure 74. FRB CA$HLINK Search Results Page

Search Results

Following are the results of your search. Select the Transmission ID to see the transmission details.

<< < 1-10 > >> of 52 Records

District #	Transmission ID	Created Timestamp	Transmission Timestamp	Acknowledged Timestamp	Net Transfer Amount
01	141	03/09/2006 03:30:00 PM ET	03/09/2006 03:30:01 PM ET	03/09/2006 04:42:03 PM ET	$ 5,546.40
01	201	03/16/2006 03:30:00 PM ET	03/16/2006 03:30:01 PM ET	03/16/2006 03:32:07 PM ET	$ 5,443.38

4. The *View FRB CA$HLINK Transmission Details* page appears. Select a **Report Format**. See Figure 75 below.

Figure 75. View FRB CA$HLINK Transmission Details Page

View FRB CA$HLINK Transmission Details

Select an office number within the transmission to see the details of the transmission.

District:	01
Transmission ID:	141

Report Format: HTML

Office #	Voucher Count	Credit Amount
1	1	$ 5,546.40

5. Click an **Office #** (refer to Figure 75 above). The *FRB CA$HLINK Daily Activity* report appears in a new window as shown in figure 76 below.

Figure 76. FRB CA$HLINK Daily Activity Report Output

FRB CA$HLINK Daily Activity

Generated: 07/20/2010 10:20:14 AM EDT

Voucher Number	Voucher Type	Voucher Date	Deposit Date	Short Name	ALC	CCWU #	Acct Key	Amount	Confirmed By	Confirmed Date

District: 01
Office: 1
Transmission ID#: 10001
Transmission Timestamp: 12/08/2008 12:57:30 PM EST
Acknowledgement Timestamp: 12/08/2008 12:58:01 PM EST
Financial Institution: FRB Boston

View Administration Reports: FRB CA$HLINK File Status

To view a FRB CA$HLINK file status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View FRB CA$HLINK Transmissions**. The *View FRB CA$HLINK Transmissions* page appears.
4. Enter the search criteria and click **Search**.
   - Select a **District Number**, *required*
   - Select an **Office Number**
   - Enter the **From:** and **To:** Transmission Creation Date
   - Enter the **From:** and **To:** Transmission Sent Date
5. The search results table appears. Click a **Transmission ID**.
6. The *View FRB CA$HLINK Transmission Details page appears.* Select a **Report Format**.

> **Application Tip**
>
> You can view reports in HTML, PDF, Excel, or PowerPoint format.

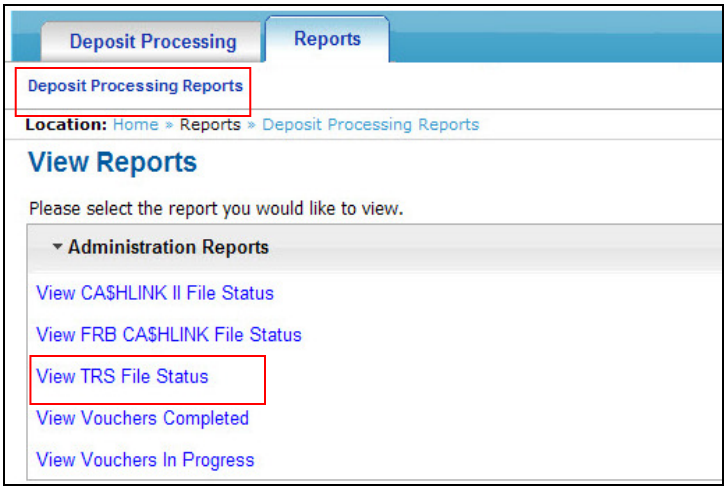
7. Click an **Office #**. The FRB *CA$HLINK Daily Activity* report appears in a new window.

> **Application Tip**
>
> Additional buttons on the page that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.
> - Click **Previous** to return to the previous page.
> - Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
> - Click **Return Home** to return to the OTCnet Home Page.

View TRS File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View TRS File Status**. See Figure 77 below.

Figure 77. View TRS File Status from Reports



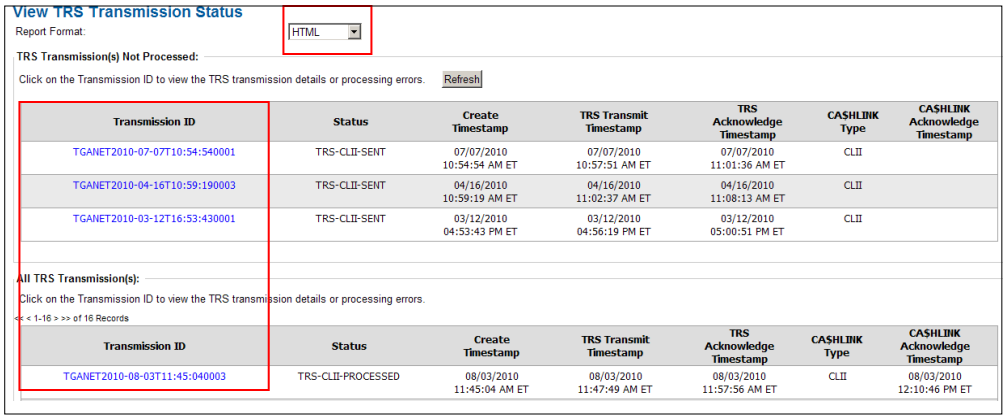
2. The *View TRS File Status* page appears. Select a **Report Format**. See Figure 78.

   Under the **TRS Transmission(s) Not Processed** section, click a **Transmission ID** of the TRS transmission details you would like to view. Or, under the **All TRS Transmission(s)** section, click a **Transmission ID** of the TRS transmission details or processing errors you would like to view (shown in Figure 79).

Application Tip

There are two sections on the *View TRS Transmission Status* page. The **TRS Transmission(s) Not Processed** section displays report files that have not been successfully processed by TRS. The **All TRS Transmission(s)** section displays all deposit report files regardless of transmission status or success.

Figure 78. View TRS File Status Page



View TRS Transmission Status

Report Format: HTML

TRS Transmission(s) Not Processed:

Click on the Transmission ID to view the TRS transmission details or processing errors. Refresh

Transmission ID	Status	Create Timestamp	TRS Transmit Timestamp	TRS Acknowledge Timestamp	CA$HLINK Type	CA$HLINK Acknowledge Timestamp
TGANET2010-07-07T10:54:540001	TRS-CLII-SENT	07/07/2010 10:54:54 AM ET	07/07/2010 10:57:51 AM ET	07/07/2010 11:01:36 AM ET	CLII	
TGANET2010-04-16T10:59:190003	TRS-CLII-SENT	04/16/2010 10:59:19 AM ET	04/16/2010 11:02:37 AM ET	04/16/2010 11:08:13 AM ET	CLII	
TGANET2010-03-12T16:53:430001	TRS-CLII-SENT	03/12/2010 04:53:43 PM ET	03/12/2010 04:56:19 PM ET	03/12/2010 05:00:51 PM ET	CLII	

All TRS Transmission(s):

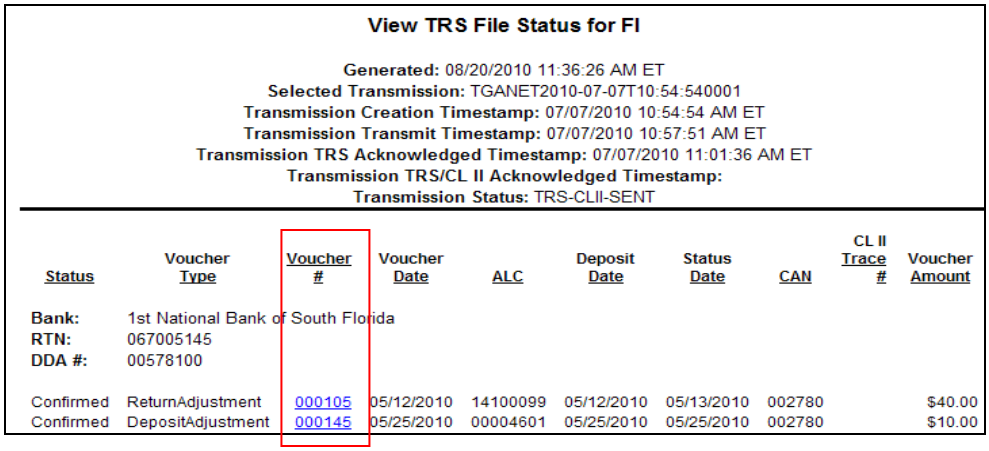
Click on the Transmission ID to view the TRS transmission details or processing errors.

<< < 1-16 > >> of 16 Records

Transmission ID	Status	Create Timestamp	TRS Transmit Timestamp	TRS Acknowledge Timestamp	CA$HLINK Type	CA$HLINK Acknowledge Timestamp
TGANET2010-08-03T11:45:040003	TRS-CLII-PROCESSED	08/03/2010 11:45:04 AM ET	08/03/2010 11:47:49 AM ET	08/03/2010 11:57:56 AM ET	CLII	08/03/2010 12:10:46 PM ET

3. Click the **Voucher #** hyperlink (see Figure 79). The *Deposit or Adjustment Voucher Detail* report appears as shown in Figure 80.

Figure 79. View TRS File Status for FI Results Page



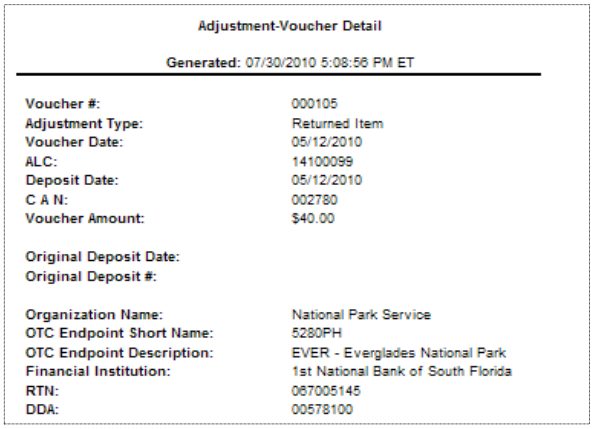
View TRS File Status for FI

Generated: 08/20/2010 11:36:26 AM ET
Selected Transmission: TGANET2010-07-07T10:54:540001
Transmission Creation Timestamp: 07/07/2010 10:54:54 AM ET
Transmission Transmit Timestamp: 07/07/2010 10:57:51 AM ET
Transmission TRS Acknowledged Timestamp: 07/07/2010 11:01:36 AM ET
Transmission TRS/CL II Acknowledged Timestamp:
Transmission Status: TRS-CLII-SENT

Bank: 1st National Bank of South Florida
RTN: 067005145
DDA #: 00578100

Status	Voucher Type	Voucher #	Voucher Date	ALC	Deposit Date	Status Date	CAN	CL II Trace #	Voucher Amount
Confirmed	ReturnAdjustment	000105	05/12/2010	14100099	05/12/2010	05/13/2010	002780		$40.00
Confirmed	DepositAdjustment	000145	05/25/2010	00004601	05/25/2010	05/25/2010	002780		$10.00

Figure 80. TRS Deposit or Adjustment Voucher Detail Report Output



Adjustment-Voucher Detail

Generated: 07/30/2010 5:08:56 PM ET

Voucher #:	000105
Adjustment Type:	Returned Item
Voucher Date:	05/12/2010
ALC:	14100099
Deposit Date:	05/12/2010
C A N:	002780
Voucher Amount:	$40.00
Original Deposit Date:	
Original Deposit #:	
Organization Name:	National Park Service
OTC Endpoint Short Name:	5280PH
OTC Endpoint Description:	EVER - Everglades National Park
Financial Institution:	1st National Bank of South Florida
RTN:	067005145
DDA:	00578100

View Administration Reports: TRS File Status

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

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

   Under **Administration Reports**, click **View TRS File Status**. The *View TRS Transmission Status* page appears.

3. Select a **Report Format**.

> **Application Tip**
>
> You can view reports in HTML, PDF, Excel, or PowerPoint format.

4. Under the **TRS Transmission(s) Not Processed** section, click a **Transmission ID** of the TRS transmission details you would like to view.

   Or

   Under the **All TRS Transmission(s)** section, click a **Transmission ID** of the TRS transmission details or processing errors you would like to view.

> **Application Tip**
>
> If a **Transmission ID** with FRB CL CA$HLINK Type is selected, the *TRS Transmission Status (FRB)* report appears in a new window. If a **Transmission ID** with CLII CA$HLINK Type is selected, the *TRS Transmission Status (FI)* report appears in a new window.

> **Application Tip**
>
> There are two sections on the *View TRS Transmission Status* page. The **TRS Transmission(s) Not Processed** section displays report files that have not been successfully processed by TRS. The **All TRS Transmission(s)** section displays all deposit report files regardless of transmission status or success.

5. Click the **Voucher #** hyperlink. The *Deposit or Adjustment Voucher Detail* report appears.

Application Tip

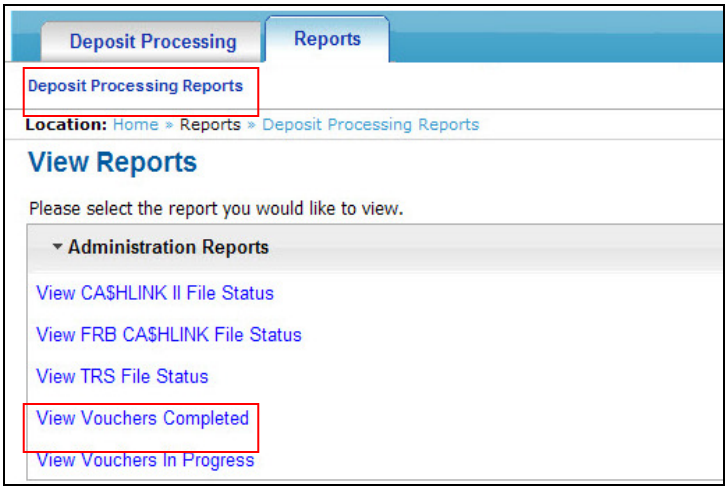
Additional buttons on the page that help you perform other tasks:

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

View Vouchers Completed

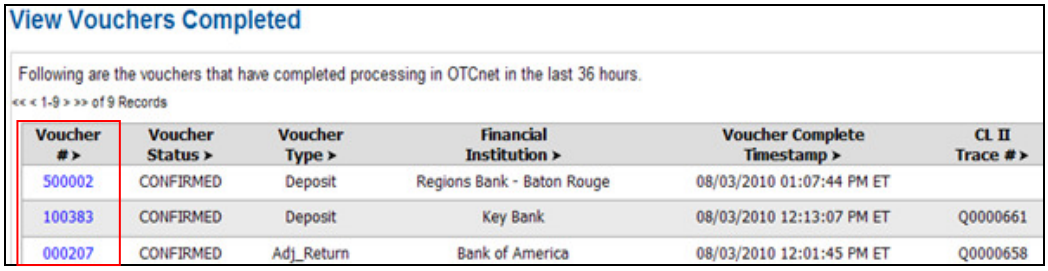
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers Completed**. See Figure 81 below.

Figure 81. View Vouchers Completed from Reports



2. The *View Vouchers Completed* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (see Figure 82 below).

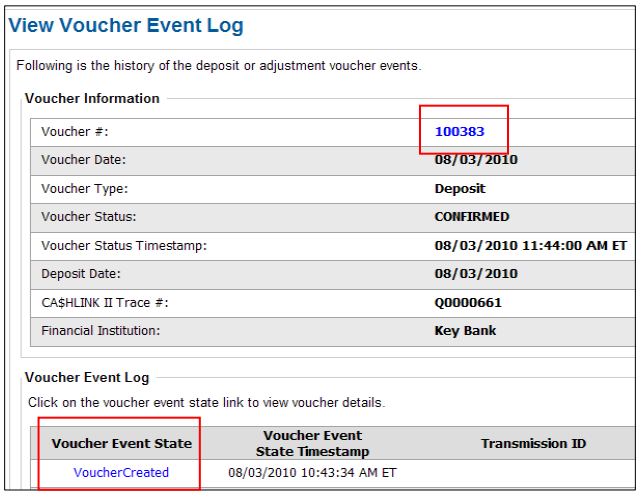
Figure 82. View Vouchers Completed Page



Voucher #	Voucher Status	Voucher Type	Financial Institution	Voucher Complete Timestamp	CL II Trace #
500002	CONFIRMED	Deposit	Regions Bank - Baton Rouge	08/03/2010 01:07:44 PM ET	
100383	CONFIRMED	Deposit	Key Bank	08/03/2010 12:13:07 PM ET	Q0000661
000207	CONFIRMED	Adj_Return	Bank of America	08/03/2010 12:01:45 PM ET	Q0000658

3. The *View Voucher Event Log* page appears (see Figure 83 below). Click 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, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (as shown in Figure 84).

Figure 83. View Voucher Event Log Page



View Voucher Event Log

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

Voucher Information

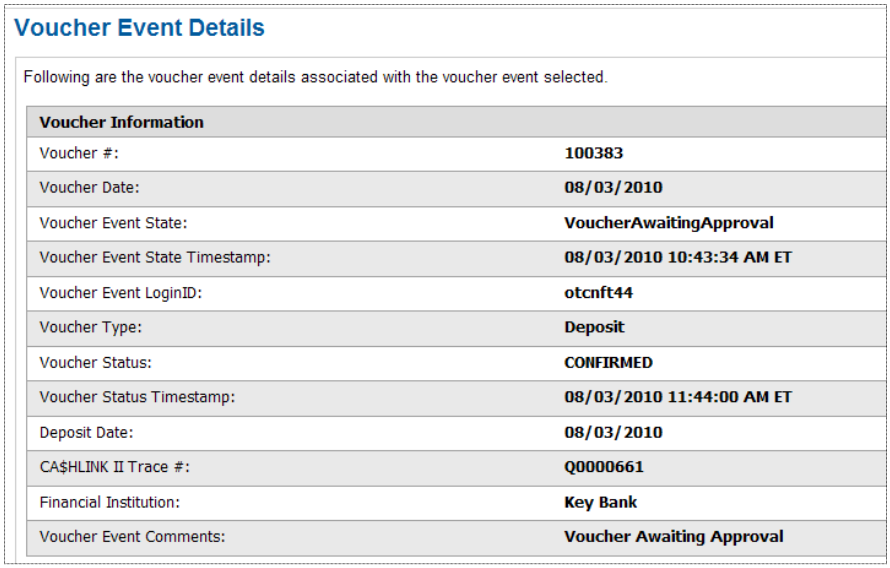
Voucher #:	100383
Voucher Date:	08/03/2010
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/03/2010 11:44:00 AM ET
Deposit Date:	08/03/2010
CA$HLINK II Trace #:	Q0000661
Financial Institution:	Key Bank

Voucher Event Log

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

Voucher Event State	Voucher Event State Timestamp	Transmission ID
VoucherCreated	08/03/2010 10:43:34 AM ET	

Figure 84. Voucher Event Details Report Output



Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	100383
Voucher Date:	08/03/2010
Voucher Event State:	VoucherAwaitingApproval
Voucher Event State Timestamp:	08/03/2010 10:43:34 AM ET
Voucher Event LoginID:	otcnft44
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/03/2010 11:44:00 AM ET
Deposit Date:	08/03/2010
CA$HLINK II Trace #:	Q0000661
Financial Institution:	Key Bank
Voucher Event Comments:	Voucher Awaiting Approval

View Administration Reports: Vouchers Completed

To view a vouchers completed report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers Completed**. The *View Vouchers Completed* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.

> **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.

5. Click 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

   Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.

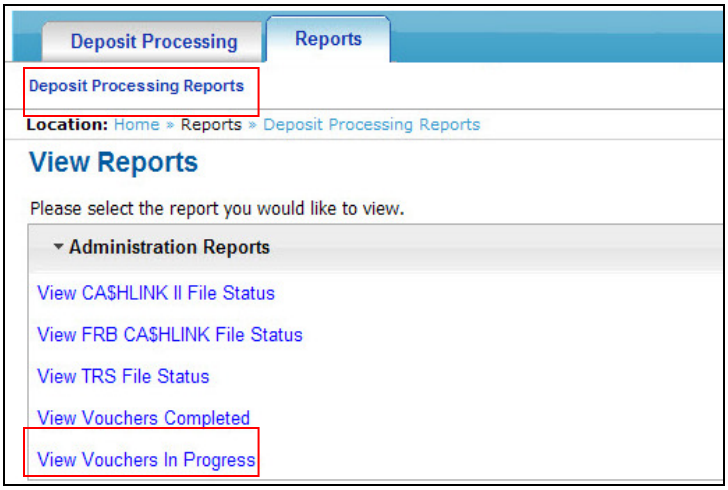
> **Application Tip**
>
> The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA$HLINK, and the Transaction Reporting System (TRS) interface.

> **Application Tip**
>
> Additional buttons on the pages that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.
> - Click **Previous** to return to the previous page.
> - Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
> - Click **Return Home** to return to the previous page.

View Vouchers in Progress

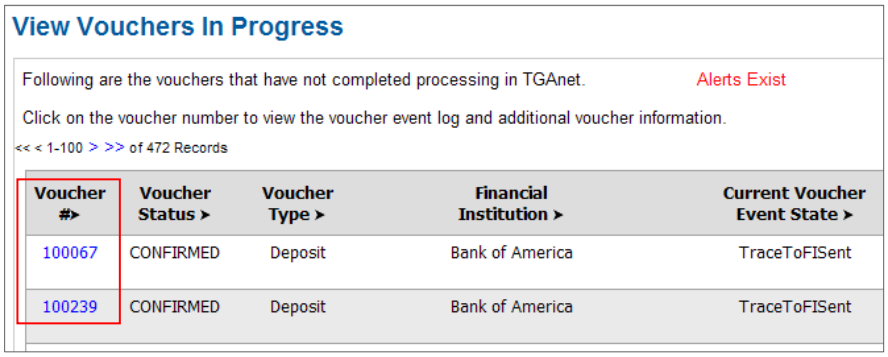
1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers in Progress**. See Figure 85 below.

Figure 85. View Vouchers in Progress from Reports



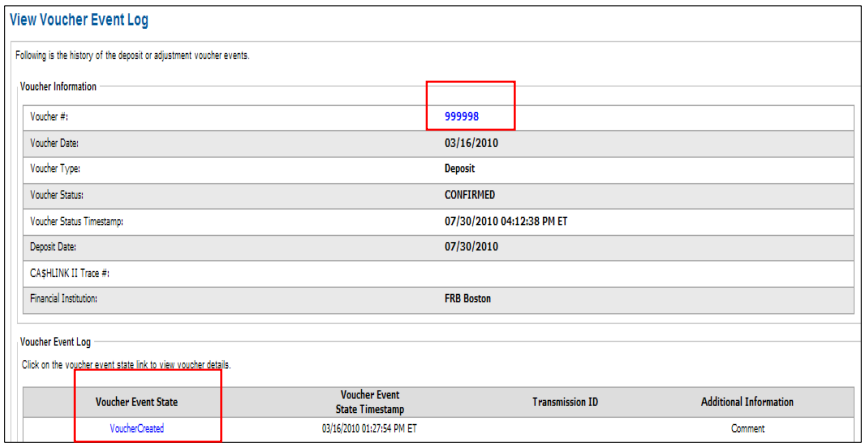
2. The *View Vouchers in Progress* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 86).

Figure 86. View Vouchers In Progress Page



3. The *View Voucher Event Log* page appears (see Figure 87 below). Click 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, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (see Figure 88).

Figure 87. In Progress View Voucher Event Log Page



View Voucher Event Log

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

Voucher Information

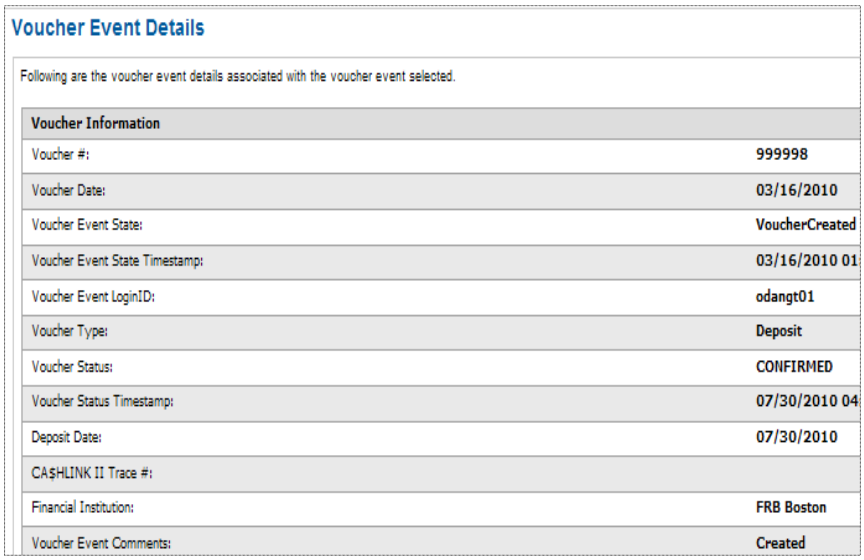
Voucher #:	999998
Voucher Date:	03/16/2010
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	07/30/2010 04:12:38 PM ET
Deposit Date:	07/30/2010
CA$HLINK II Trace #:	
Financial Institution:	FRB Boston

Voucher Event Log

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

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
VoucherCreated	03/16/2010 01:27:54 PM ET		Comment

Figure 88. 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 #:	999998
Voucher Date:	03/16/2010
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	03/16/2010 01
Voucher Event LoginID:	odangt01
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	07/30/2010 04
Deposit Date:	07/30/2010
CA$HLINK II Trace #:	
Financial Institution:	FRB Boston
Voucher Event Comments:	Created

View Administration Reports: Vouchers in Progress

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

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers In Progress**. The *View Vouchers in Progress* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.

> **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.

5. Click 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

   Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.

> **Application Tip**
>
> The **Voucher Event Details** page shows 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, FRB CA$HLINK, and the Transaction Reporting System (TRS) interface.

Application Tip

Additional buttons on the pages that help you perform other tasks:

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

Application Tip

Additional buttons on the pages that help you perform other tasks:

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

Topic 13. Viewing Financial Institutions

As a **Financial Institution 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 allows you to see related details such as:

- Institution Information
- Routing Transit Numbers (RTN) and Status
- CAN/Acct Key Relationships

View a Financial Institution

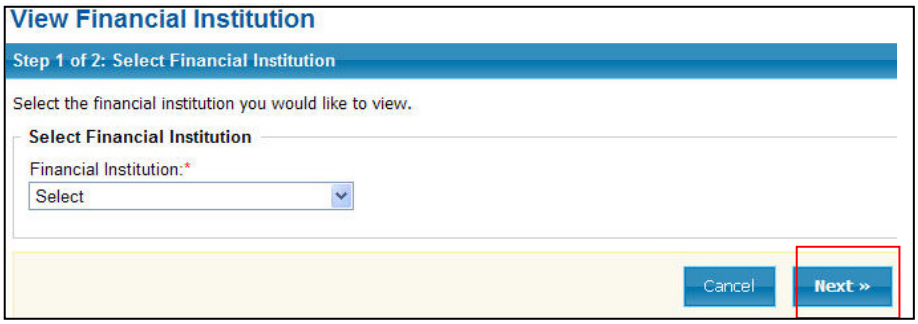
1. Click the **Administration** tab, select **Manage FI**, select **Financial Institution,** and click **View** (see Figure 89 below).

Figure 89: Select Administration>Manage FI>Financial Institution>View

3. The *Step 1 of 2: Select Financial Institution* page appears.

   Under *Select Financial Institution*, select the Financial Institution for which you would like to view details. Click **Next** as shown in Figure 90 below.

Figure 90. Select Financial Institution Page

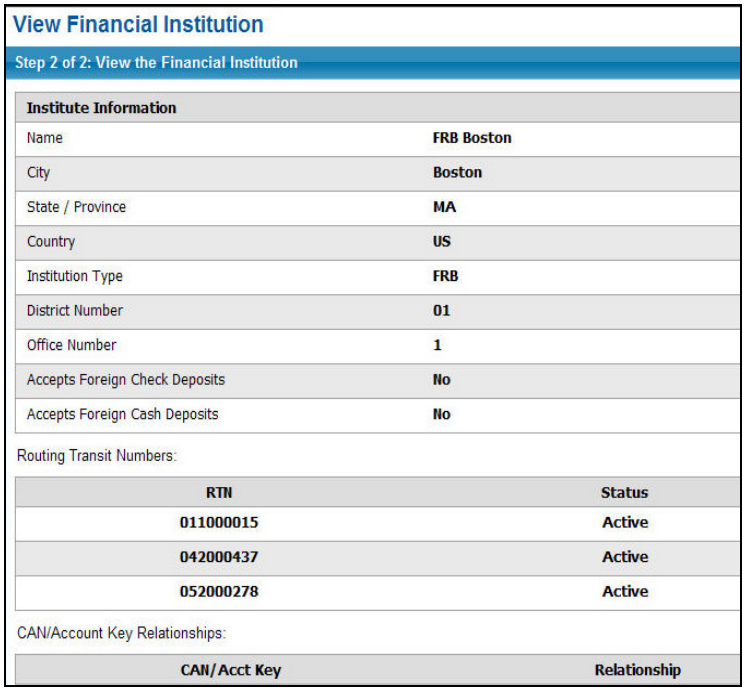


Application Tip

Only **ACTIVE** Financial Institutions display for the selection.

4. The *Step 2 of 2: View the Financial Institution* page appears. View details for Financial Institutions as show in Figures 91 and 92.

Figure 91. View FRB Detail



View Financial Institution

Step 2 of 2: View the Financial Institution

Institute Information	
Name	FRB Boston
City	Boston
State / Province	MA
Country	US
Institution Type	FRB
District Number	01
Office Number	1
Accepts Foreign Check Deposits	No
Accepts Foreign Cash Deposits	No

Routing Transit Numbers:

RTN	Status
011000015	Active
042000437	Active
052000278	Active

CAN/Account Key Relationships:

CAN/Acct Key	Relationship

Figure 92. View Financial Institution Detail

View Financial Institution

Step 2 of 2: View the Financial Institution

Institute Information	
Name	**Bank of America**
City	**Concord**
State / Province	**CA**
Country	**US**
Institution Type	**Commercial**
Accepts Foreign Check Deposits	**No**
Accepts Foreign Cash Deposits	**No**
System To System Interface Participant	**Yes**
Short Name	**BOA**
Processes Foreign Check Deposits	**No**
Processes Foreign Cash Deposits	**No**

Routing Transit Numbers:

RTN	Status
011900445	Active
011900571	Active
021300019	Active
111000012	Active
121000358	Active

CAN/Account Key Relationships:

CAN/Acct Key	Relationship
001035	Inactive
005797	Active
005977	Active
005989	Active
006074	Active
006077	Active

View a Financial Institution

To view a Financial Institution, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage FI** menu, select **Financial Institution**, and click **View**. The *Step 1 of 2: Select Financial Institution* page appears.
3. Under *Select Financial Institution*, select the Financial Institution for which you would like to view details.

> **Application Tip**
>
> Only **Active** Financial Institutions display for the selection.

4. Click **Next**. The *Step 2 of 2: View the Financial Institution* page appears.

> **Application Tip**
>
> **FI Confirmers**, **FRB Confirmers**, **FI Viewers**, and **FRB Viewers** can view Institution Information, Routing Transit Numbers (RTN) and Status, and CAN/Acct Key Relationships.

> **Application Tip**
>
> Additional buttons on the page that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Return Home** to return to the OTCnet Home Page.

Summary

In this Guide, you learned:

- The Introduction to OTCnet
- The Overview of OTCnet Participant User Guide Content
- How to log on to OTCnet
- How to access your User Id and reset your Password
- 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 Business, Security and Administration reports
- The detail each report provides and how to view and download those reports
- How to view a Financial Institution

This completes the series of topics for *the Financial Institution Viewer Participant User Guide*. You can continue to use this guide as reference or extract the *How To Steps* at the end of each *Topic* for quick application.

Notes

Glossary

A

Access Groups by Users Report - This report displays the roles and the corresponding access groups of the role for a particular OTCnet user. The role assigns the permissions (functions/features) that a user has access to in OTCnet. The access group governs the OTC Endpoint(s) and the data that a user has permission to access.

Account Key - The account number assigned to a deposit when it is submitted to FRB CA$HLINK.

Accounting Code - A unique agency classification code assigned to a transaction. Identifies the FRB Account Key that is used within the Federal Reserve. The FRB Account Key is used by FRB CASHLINK in combination with the RTN to determine the appropriate CA$HLINK II CAN. The FRB Account Key is similar to the CAN, but is only used for FRB financial activity.

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

Accounting Code Name - The title of the accounting code.

Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their agency. This role will establish and maintain the organizational foundation, accounting data and accounting relationships at the highest level of the agency in OTCnet.

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

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

Adjustment Activity (FRB) Report - A business report that allows you view adjustments made by your Federal Reserve Bank (FRB).

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

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

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

Agency Location Code (ALC) - A numeric symbol identifying the agency accounting and/or reporting office. **Agency Location Code plus 2 (ALC+2)** - A numeric symbol identifying the agency accounting and/or reporting office.

Agency Manager - A user that has authorization to view and download CIRA records and view reports.

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

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

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

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

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

C

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

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

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

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

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

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

D

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

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

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

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

Deposit - A collection of over-the-counter receipts deposited to a Treasury General Account for credit.

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

Deposit Activity (FRB) Report - A business report that allows you to view deposits submitted to your FRB.

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

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

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

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

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

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

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

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

Display Order Number - The order in which user defined fields (UDFs) should be displayed.

Draft - A deposit that is saved for modification at a later date by a Deposit Preparer.

F

Failed - The item was unable to be processed and/or settled by Treasury/FMS. These are item that could not be collected such as foreign items or possible duplicate items. These items are not included on your 215 Report.

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

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

Federal Reserve Bank-Cleveland (FRB-C) - Partners with FMS to manage the OTCnet application. Responsible for check clearing, deployment, training, project management and customer service.

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

Financial Institution (FI) - A bank, designated by the Treasury and a Treasury General Account (TGA) of International Treasury General Account (ITGA), which collects funds to be deposited in the Treasury General Account. These banks also include the Federal Reserve Bank (FRB).

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

Financial Management Service (FMS) - The bureau of the United States Department of Treasury that provides central payment services to federal agencies, operates the federal government's collections and deposit systems, provides government wide accounting and reporting services, and manages the collection of delinquent debt owed to the government.

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

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

H

Highest Level Organization - The primary level of the organization hierarchy.

I

IBM Tivoli Identity Manager (ITIM) - Refers to FMS's Enterprise provisioning tool for user account and identity management.

Individual Reference Number (IRN) - The auto-generated unique number used in OTCnet to identify Check Capture transactions. **Input Length Maximum** - The maximum number of characters that may be entered in a user defined field.

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

L

Local Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their depositing endpoint and its lower level OTC Endpoints. This role will establish and maintain the organizational structure, accounting code mappings to individual endpoints and the processing options that one or more lower level OTC Endpoints will use in OTCnet.

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

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

Lower Level Organization - Any organization created below the highest level organization.

N

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

O

Organization - The location or level within a Federal Program Agency.

Organization Hierarchy - The structure of a Federal Program Agency as defined in OTCnet.

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

OTC Endpoint - The endpoint (location) that collects over-the-counter (OTC) receipts and deposits them to the Treasury's General Account.

OTC Endpoint (TGA) - The endpoint (location) setup in OTCnet to use Deposit Reporting. **OTC Endpoint Mapping** - The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

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

P

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

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

Processing Options by OTC Endpoints Report - A business report that allows you to view processing options defined for endpoints within the organization.

R

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

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

S

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

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

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

Settlement Date - The date the deposit is credited to the Treasury General Account.

SF215 Deposit Ticket Report - The report presented to a financial institution by a U.S. government agency with checks and other payment instruments to make a manual deposit. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is available in OTCnet for 45 calendar days.

SF5515 Debit Voucher Report - The report used to debit the Treasury General Account (TGA) to decrease the amount of a deposit made to that account. This report is manually generated for

Deposit Reporting and auto-generated for Check capture. The report is available in OTCnet for 45 calendar days.

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

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

T

Trade Status - Represents the status of the verification records. There are four 4 possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

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

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

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

U

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

US Treasury - The executive department and the Treasury of the United States federal government.

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

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

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

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

V

View CA$HLINK II File Status Report - An administration report that allows you to view status of deposit report files that have been processed by CA$HLINK II or are ready for CA$HLINK II to process.

View FRB CA$HLINK File Status Report - An administration report allows you to view the status of deposit files that have been sent to FRB CA$HLINK.

View TRS File Status Report - An administration report allows you to view the status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.

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

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

Voucher Date - The financial institution business date a deposit will be presented or the calendar date the deposit will be mailed to the financial institution.

Index

Access Type.....2, 56
Administration 5, 9
Deposit Processing and Reporting 5, 6, 7, 10
Financial Institution Viewer ...1, 8, 29, 34, 45, 57, 58, 105, 109
Financial Management Service.....3
Navigating 2, 23
OTCnet.....5, 6, 9, 10
Over the Counter Channel Application 3
Paper Check Conversion Over the Counter 3
Password ...1, 11, 12, 13, 16, 18, 21, 22, 23, 109
Report Detail 2, 59
Searching Adjustments.....2, 45, 46
Searching Deposits.....2, 34
Treasury General Account Deposit Network 3
User ID.....1, 2, 11, 16, 18, 19, 20, 22, 23
Viewing Financial Institutions.....2, 105
Viewing Reports.....2, 55