OTCnet 1.3 Release Notes

October 2012

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OTCnet 1.3 Release Notes

OTCnet Release 1.3 Overview

OTCnet Release 1.3 has been developed to support the Governmentwide Accounting (GWA) objective of capturing classification information at the earliest possible time, streamlining the central accounting reporting, eliminating the need for burdensome reconciliation and providing timely Fund Balance with Treasury information to Agencies. The release provides users with enhanced check capture and deposit reporting functionalities. The enhancements will support the Central Accounting and Reporting System (CARS) functionalities and data sharing with the Transaction Reporting System (TRS) to include detail and summary information. OTCnet Release 1.3 will be implemented in October 2012.

Currently, OTCnet allows Agencies to classify the over-the-counter deposits in Deposit Processing. With Release 1.3, OTCnet will provide the capability to allow Agencies to classify check transactions with a Classification Key (C-Key) or a Treasury Account Symbol (TAS) String at the point of check capture. A C-Key is an internal Agency accounting code that an Agency can specifically identify and link to a valid TAS/BETC(s). Once provided at transaction level, GWA will interpret the C-Key into a valid TAS/BETC through the Cash Flow and Default Profiles that the Agency has set up in the Shared Accounting Module (SAM). Default Profiles will allow SAM to always send a valid TAS/BETC to GWA in the unlikely event that a TAS/BETC on an incoming file has become invalid. Agencies that are not CARS (GWA) Reporters will have the option to classify check transactions, but it will not be mandatory until 2014. However, if a given ALC is a CARS (GWA) Reporter, they must classify check transactions during check capture.

More information on the changes can be found in the sections below.

Administration

Online and Offline Application

Manage Organization
- A Governmentwide Accounting (GWA) Reporter flag checkbox has been added to OTCnet to designate an Agency Location Code (ALC) as a Central Accounting Reporting System (CARS) Reporter. This is done by checking the GWA Reporter flag on the 'Manage Organization' screens. All roles except for Batch Approver and View Reports are able to view the CARS GWA Reporter Flag for Check Processing. Only OTCnet Customer Service or the Agency Onboarding team, in conjunction with the Agency, can enable the GWA Reporter Flag. This flag can only be set if the Agency is providing financial reporting for all CARS reporting and if the Cash Flow profile in the Shared Accounting Module (SAM) is set to be a GWA Reporter.
- The maintenance and mapping of accounting codes to OTC Endpoints has been modified to extend to check capture activities.
- All check capture screens display the "Agency Accounting Code" as the default label for an accounting code. Custom Labels for the Agency Accounting Code attribute have not been extended to Check Processing.
- Process improvements of setting up TAS Strings in OTCnet and validating them with SAM have been implemented. This is now a two-step process: (1) Modify Accounting Code and (2) SAM validation of TAS strings. Accounting codes marked as TAS are validated by SAM *after* a user completes the Modify Accounting Code process; previously, these two steps were conducted concurrently.
    - With the above change, TAS strings are not available for selection in Deposit Processing or in Check Capture until they have been validated. Once validated, TAS strings automatically appear for selection in Deposit Processing or in Check Capture.

- Once step 1 - Modify Accounting Code - has been completed, the validation status of valid or invalid TAS-designated accounting codes automatically appears on both the 'Modify' and 'View Accounting Code' screens. Codes marked as "In Process" or "Invalid" are unavailable for selection during check scanning and deposit preparation and will not appear on the 'View Accounting Code' screens.
- Agency users with the appropriate OTCnet roles, Accounting/Local Accounting Specialists and Check Capture Administrators can now upload or edit a large number of TAS-designated accounting codes at once that have been validated by SAM. Previously, one or more TAS validation errors prevented the user from completing the Modify Accounting Code process until all TAS errors had been fixed.

Check Scanning and Processing

Online and Offline Application

Check Capture
- Check Capture (Online/Offline)
    - The check scan page has been modified to allow an Agency user to classify a check transaction with a Classification Key (C-Key) or TAS String at the time of saving a transaction. This field is optional for Agency's ALC+2s until they are designated as GWA CARS Reporting Agencies, which makes entering accounting code information for check transactions required.
    - Check Capture Administrators and Check Capture Supervisors are able to modify, import and view Accounting Codes and modify Endpoint Mappings.
    - Existing TAS codes in OTCnet do not contain validation statuses (e.g., "Valid", "Invalid", "In Process"). For TAS Codes to be downloaded to the Offline application, the TAS Codes need to be in "Valid" status; if they are flagged as "Invalid" they will not be downloaded to OTCnet Offline. With Release 1.3, all existing TAS codes have been updated to "Valid" status.

- Check Capture System Administration (Offline)
    - Authorized users (Check Capture Administrators and Check Capture Supervisors) are able to download accounting code information from OTCnet Online server to the OTCnet Offline check capture application during the initial Agency setup, and whenever updates are needed.
    - The uploading of batches from Offline includes accounting code and description data.
    - The Batch Recovery feature allows a user to recover one or more batches (including those that contain accounting information) from the secondary storage in Offline mode.

- Check Scan Forms (Online/Offline)
    - Check scan forms now will mask Personally Identifiable Information (PII) in user defined fields on receipts.
    - Agencies that use the receipt feature of OTCnet:
        - IRNs will no longer be truncated on the receipt
        - Receipts will no longer get stuck in the printer queue
    - Forms have changed in OTCnet Release 1.3. If/when agencies using OTCnet Offline version 1.2.5 want to upgrade to OTCnet Offline 1.3 Release, they must contact the OTCnet Deployment team at FMS.OTCDeployment@citi.com or (703) 377-5586. After the upgrade, the OTCnet Deployment Team will assign a Release 1.3 form at that time.

- Manage Item
    - Users are able to modify accounting code information when editing an item, and display accounting information when viewing the item detail.

- For Agencies that use OTCnet Online for all endpoints and have selected to print receipts, OTCnet will automatically mask Personally Identifiable Information (PII) on the check receipts. This includes Account Number, SSN number or any user defined field information that is designated as PII. Agencies using the OTCnet Offline client must reach out to their OTCnet Deployment Specialist before upgrading to OTCnet Offline Release 1.3. The Deployment Specialist will coordinate the upgrade to OTCnet Offline Client Release 1.3 and activate PII masking on the check receipts for your Agency.
- For Agencies that have selected to print receipts:
  - The full check IRN number will now display on printed receipts. Check IRN numbers greater than 19 digits will no longer be truncated on the receipts.
  - After the user has selected to print a receipt, it will print properly and will no longer remain in the printer queue indefinitely.

Deposit Processing

Online Application

Manage Deposits
- The process of managing deposits has been modified to prevent a user from assigning an active TAS String that is currently being validated or is designated as invalid by SAM.
  - Existing TAS codes in OTCnet do not contain validation statuses (e.g., "Valid", "Invalid", "In Process"). For TAS Codes to be downloaded to the Offline application, the TAS Codes need to be in "Valid" status; if they are flagged as "Invalid" they will not be downloaded to OTCnet Offline. With Release 1.3, all existing TAS codes have been updated to "Valid" status.

Reporting

Online and Offline Application

Check Capture
- CIRA Query
  - Accounting Code information is displayed when users view check details and check history. Additionally, the Transaction Reporting System (TRS) Transmission Status is displayed for each item that is sent at the detailed level to TRS.

- Reports
  - **Item Detail Report** – The accounting code information is displayed on Item Detail Reports if it has been captured.
  - **Batch List Report** – The accounting information is displayed on Batch List Reports for each item within a batch if it has been captured.
  - **CIRA CSV Report** – Users are able to extract the accounting code information, C-Key(s) or TAS String(s), and the associated accounting code descriptions in the CSV extract file.

- CIRA CSV Report and CIRA Query Open Ended Query
  - OTCnet limits the Search Date range to up to 90 days for the CIRA Query and the CIRA CSV report. Users are able to access records that are older than 90 days by redefining the search, using the 'count' function (available in both CIRA Query and the CIRA CSV Report). The 'count' function allows users to view the total item and amount for up to one year, but does not display the records.

- CIRA CSV File
  - With the implementation of OTCnet Release 1.3, two fields have been added to the CIRA CSV File to denote the Agency accounting code and the description. These new fields are populated during Check Scanning by both CARS reporting Agencies (required) and non-CARS Reporting Agencies (optional) as accounting codes and descriptions are classified for Check Transactions.
  - The new fields are located in the CSV file at the end of the record. Previously, there was a blank field at the end of the record; this remains the last field. The new accounting code and description fields are located before this blank field (as the 2nd and 3rd to last fields in the record). Please note: Agencies may need to re-format any supporting CIRA CSV file templates to align with the new fields. For more information, please reference the CIRA CSV File Reference Guide, located under "Reference" on the OTCnet website.