OTCnet Connect

A publication of the Financial Management Service (FMS) Over the Counter Revenue Collection Division

August 2011

Volume 1, Issue 4

Dates to Remember

December 2012:

- ◊ *CA$HLINK II turns off*
- ◊ *PCC OTC turns off*

Did you Know . . .

- ◊ … …that Money Orders, Purchase Orders, Travelers Checks, Third Party Checks and Credit Card Convenience Checks should all be processed as non-personal items through Check 21
- ◊ ...there are currently over 60 agencies using OTCnet
- ◊ ...your PCC OTC historical transaction data will migrate to OTCnet during your conversion

Featured Links

OTCnet Training
www.fms.treas.gov/otcnet/training.htm

OTCnet System Requirements
www.fms.treas.gov/otcnet/OTCnet_SysReq.pdf

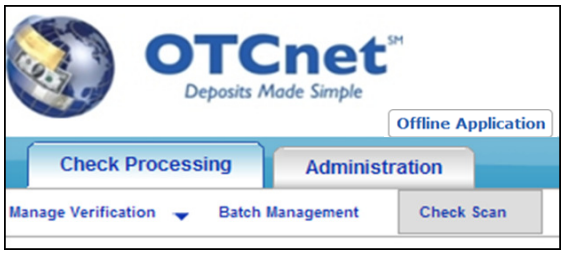
OTCnet Login
www.otcnet.fms.treas.gov

Miss a newsletter?

Check out our archive at
http://www.fms.treas.gov/otcnet/related.html

Announcing the Release of 1.2: OTCnet Offline for Check Capture

A Guide for Understanding the OTCnet Offline application



FMS is pleased to announce the successful implementation of OTCnet Offline, which went live on June 18, 2011. With this new release, agencies can perform Check Processing online as well as offline. The OTCnet Offline application enables federal agencies to perform check capture activities with limited internet connectivity and is ideal for agencies with overseas locations or where there is intermittent network connectivity. OTCnet Offline is an easy to use system with a similar look and feel of OTCnet Online Check Capture. This new release of OTCnet also offers your agency the following benefits:

- ♦ **Internet access:** check scanning can be performed without Internet access
- ♦ **Simplified login process:** Check Capture users will no longer need to log into different POS modules as in Paper Check Conversion Over the Counter POS Software
- ♦ **Uniform look and feel:** Similar look and feel to that of the OTCnet Online application
- ♦ **Web Based Training** (WBT): WBT is the primary training tool that provides access to user guides, simulations, printable job aids and glossary, reducing the need to schedule Instructor-Led-Training (ILT) before processing on the system
- ♦ **Enhanced security**: Improved security in transfer of data through the use of client certificates and XML Gateway

The OTCnet Offline application is available to your agency via secure download from OTCnet Online or CD. It is an easy to download application that will operate on your current Windows XP, Vista or 7 workstations. To learn more about OTCnet Offline, please refer to the OTCnet Release 1.2 Notes which has a full description of the release content including a number of defect fixes for the OTCnet Online version. The Release Notes can be found at http://www.fms.treas.gov/otcnet/releases.html. Please note, using OTCnet Offline will not affect your agency's conversion to OTCnet Online. If you have any questions, contact the OTCnet Team at FMS.OTCInformation@citi.com.

Important OTCnet Offline Facts

- ♦ Your agency can use the same scanner that you use for OTCnet Online Check Capture. To learn more about OTCnet Offline System Requirements, please reference http://www.fms.treas.gov/otcnet/OTCnet_SysReq.pdf
- ♦ Batch Approver and Batch Uploader are 2 new OTCnet Offline user roles. To learn more, please refer to http://www.fms.treas.gov/otcnet/OTCnet_user_roles_guide.pdf
- ♦ Internet access is only required for initial setup, user provisioning, batch upload, and batch acknowledgement functionalities
- ♦ OTCnet Offline integrates SAT, POS Batch Manager and ELIVIS eliminating the need to access four separate applications
- ♦ Internet access is only required for initial OTCnet Offline setup, user provisioning, batch upload and acknowledgement functionalities
- ♦ CDs for the Offline application and Web-based Training materials are available for all users with limited internet access. To request one, please contact the Deployment Team at 703.377.5586 or FMS.OTCDeployment@citi.com

CA$HLINK II and PCC OTC Conversion

In April 2011, PCC OTC and CA$HLINK II system customers began their conversion to OTCnet and will continue to convert through October 2012. We will be contacting your agency to let you know when your conversion is scheduled. Conversion information and requirements for FPAs and FIs will be sent in a timely manner to ensure conversion readiness. For those converting from both PCC OTC and CA$HLINK II, conversion will occur in a single, integrated process. If you have any questions about your agency's pending or scheduled conversion, please contact us at 703.377.5365.

Important Conversion Dates to Remember:

- ♦ Now– Oct. 2012: PCC OTC and CA$HLINK II Agencies convert to OTCnet
- ♦ Dec. 2012: CA$HLINK II and PCC OTC Turns off

OTCnet Connect

New on the OTCnet Website

- ◊ OTCnet Release 1.2 Notes
- ◊ User Roles Guide
- ◊ Holiday Information
- ◊ Legal Notices
- ◊ OTCnet Release Schedule

Testimonials from our Converted TGAnet Agencies:

Excellent website training. . . NPS

*Web based guideline/ training were very good!. . .*CBP

The training on the web-site was awesome. So much information to rely on. Ever detail was explained and demonstrations were provided for every situation . . . US Bank

Contact Us

Telephone:
(703) 377-5365

Email:
FMS.OTCInformation@citi.com

Web:
http://fms.treas.gov/otcnet

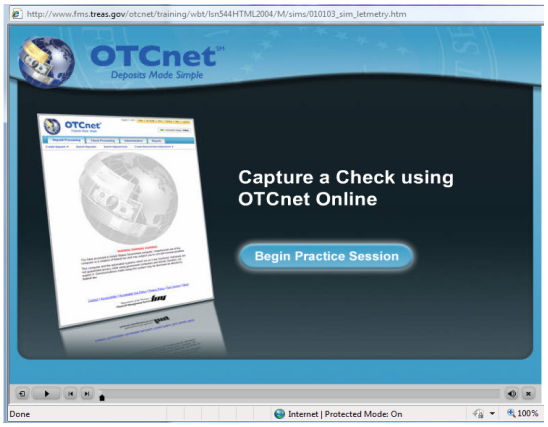
OTCnet Training Tools

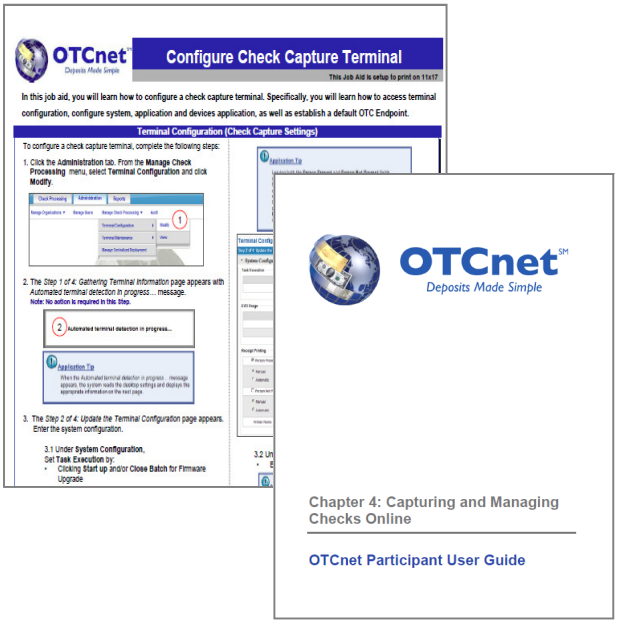
Tools to help you successfully learn OTCnet applications

The OTCnet Training Program offers your agency several tools to successfully learn the OTCnet Online and Offline applications. These tools include a user-friendly Web-Based Training (WBT) and Paper-Based References that are available for agencies and financial institutions to use at any time. The training is at no cost to your agency or financial institution. Training is provided for both Check Capture and Deposit Reporting tasks in the OTCnet Online and Offline applications. The WBT is the primary training tool that allows users to train on OTCnet when it is convenient, provides new staff with training, and lets users retake modules as needed.

Training Tools include the following features to help your agency learn the OTCnet system:

- The **'Let Me Try' simulations** provides agencies a more 'hands on' experience to practice different check capture and deposit processing tasks such as Create a Deposit plus **15** other key activities. These simulations allow you to practice in a safe environment
- **Show Me Simulations** demonstrate how to complete various check capture and deposit processing tasks such as Capture a Check (displayed)
- Over **75 Printable Job Aids** provide step-by-step instructions for all Check Capture and Deposit Processing and Reporting tasks





- Over 40 **User Guides** provide step-by-step instructions with screenshots plus a wrap-up 'How To' box providing step-by-step instructions for how to successfully complete the task (displayed)
- **Job Aids** provide your agency with a "quick tips" reference for key Deposit Processing and Check Processing tasks such as Creating a Deposit or Setting up Organization Hierarchy (displayed)
- **Library** contains all User Guides and Job Aids. For your easy reference, the materials are organized by Check Capture, Deposit Reporting and Processing and Administration activities
- **Glossary** provides definitions for all Check Capture and Deposit Processing terms. Links to Glossary terminology is located throughout the WBT modules
- **Online Help** provides instructions for performing all system tasks within the OTCnet Application

If you have more questions after utilizing the Web Based Training, Online Help and User Guides, contact Customer Support at 866-945-7920. You may also request Instructor Led Training, pending FMS approval. To learn more about the OTCnet Training, please visit http://www.fms.treas.gov/otcnet/training.htm.

FMS is dedicated to providing agencies with a smooth transition to OTCnet. Please reach out to us with any questions, look for future issues of OTCnet Connect, and visit our website at http://fms.treas.gov/otcnet to ensure you receive up-to-date information on OTCnet development, upcoming events, training, and conversion activities.