



Dates to Remember

- **April 2011** – PCC OTC and CASHLINK Conversion to OTCnet (occurs between April 2011 through 2012)
- **June 2011** – Offline Check Capture will be available to agencies



A Word of Thanks from Director Dave Metler

For Agency and Financial Institution Stakeholders and the OTCnet team

On Friday, March 19, 2011, the conversion of agencies and financial institutions from TGA.net to OTCnet occurred with overwhelming success. Over a thousand locations formerly using TGA.net arrived at work on the following Monday, able to seamlessly transition from the old system to the new. Only a few locations faced minor technical difficulties and, while we regret that inconvenience, we are grateful for their patience as the OTCnet customer service team corrected any outstanding problems.

On behalf of FMS, I want to personally extend thanks to all of the agencies and financial institutions whose cooperation and participation helped make the conversion a success. OTCnet is, first and foremost, about FMS's customers – the agencies and financial institutions who rely on FMS to provide a simple and secure collection, reconciliation, research, and reporting processes, all in a single, secure web-based application. To ensure the success of OTCnet, FMS has made feedback from agencies and financial institutions an essential component of the planning, development, and launch of OTCnet. Through focus groups, User Acceptance Testing sessions, feedback forms, and ongoing outreach and customer support, FMS has sought the broadest possible input from our stakeholders. It is because of this input that the March 19 conversion went so well.

Finally, I wish congratulate and thank the entire OTCnet team. Without their hard work, careful planning, and diligence, the large-scale conversion to OTCnet could not have occurred. In the months ahead, their continued dedication will ensure success as we convert and onboard new agencies and financial institutions to OTCnet.

User Management in OTCnet

A Guide for Understanding Deposit Reporting and Check Capture User Roles

OTCnet combines both deposit reporting and check capture features into a single, secure, Web-based system. This combination of functionality brings with it many user roles that will enable each person to perform their job responsibilities. Some of these roles may be new to those who had not previously been using either deposit reporting or check capture. In order to help identify which user role is needed for each of the job functions within OTCnet, FMS has developed the table below, which identify the primary activities in OTCnet Online and the roles needed to complete them. A complete list of OTCnet user roles, including definitions, is available on the FMS OTCnet website at: www.fms.treas.gov/otcnet/OTCnet_ITIM_user_roles.pdf.

	I want to . . .	I need to have the role of . . .
Administrative Activities	Create Users	PLSA
	Configure Deposit reporting	Accounting Specialist
	Configure Check Capture	Check Capture Administrator or Check Capture Supervisor
Processing Activities	Create A Deposit	Deposit Preparer
	Modify a Deposit	Deposit Preparer or Check Capture Lead Operator
	Submit a Deposit	Deposit Approver
	View or Search Deposits	Accounting Specialist or Deposit Preparer or Deposit Approver or Viewer
	Process Deposits	Check Capture Operator or Check Capture Lead Operator
	Scan Checks	Check Capture Operator or Check Capture Lead Operator
	Void Checks	Check Capture Supervisor
	Approve Batches	Check Capture Supervisor
	Close Batches	Check Capture Supervisor
Reporting	I want to . . .	I need to have the role of . . .
	View Administrative Reports	Deposit Preparer or Deposit Approver or Viewer
	View Security Reports	PLSA
	View Transactional Reports	View Reports

Did you Know . . .

When using OTCnet, users will only need a single ITIM login to access check capture and deposit reporting. This same login information will also be used for other Treasury systems

Featured Links

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

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

OTCnet Login
www.otcnet.fms.treas.gov

OTCnet Connect

New on the OTCnet Website

- OTCnet Conversion Toolkit
- PCC OTC Conversion to OTCnet page
- New Agency Enrollment in OTCnet page
- New Financial Institution Enrollment page
- OTCnet 1.0 & 1.1 Release Notes
- User Roles Slick Sheet
- CIRA Comma Separated Values (CSV) Reference Guide for OTCnet

PCC OTC and CA\$HLINK II Conversion to OTCnet

With the successful launch of OTCnet 1.0 in February 2011, and the TGAnet conversion on March 19th, FMS now turns to the conversion of PCC OTC and CA\$HLINK II users to OTCnet. During the period April 2011 through December 2012, FMS will schedule agencies to be converted to OTCnet in a step-by-step process. As part of its commitment to ensuring the ease of its customers' conversion, each PCC OTC and CA\$HLINK II user will be assigned a Deployment Specialist to lead them through the steps of the conversion process. Agencies will be notified by FMS when they are scheduled to convert. If your agency has any questions about the conversion schedule, please feel free to reach out to us.

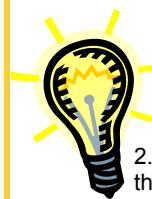
PCC OTC Conversion

OTCnet integrates check conversion and deposit reporting activities, so that all check and cash deposits are handled by one web-based application. Once converted, former PCC OTC users will use the check capture functionality of OTCnet. Former PCC OTC users, not previously doing so, will also be set up to use the deposit reporting functionality of OTCnet. Like PCC OTC, a check scanner is necessary for each terminal on which OTCnet will be used for check capture. Rest assured, most existing check scanners are compatible with OTCnet. All PCC OTC users, including those who converted from TGAnet to OTCnet in March, are to continue to use PCC OTC for check capture until contacted by FMS to schedule individual conversions.

Once an agency is scheduled for conversion, their individually assigned Deployment Specialist will help guide them through each step of the conversion process.

To prepare for Agency conversion to OTCnet, please visit the "OTCnet Overview and Set-up Requirements" available on the OTCnet website at: <http://fms.treas.gov/otcnet/pccotcconversion.html>. There, visitors will find a single source for key information, procedures, and documentation for converting from PCC OTC to OTCnet.

It is particularly important to review the OTCnet System Requirements in advance of converting to OTCnet to ensure that computer terminals are configured to be compatible with the OTCnet system.



Five things to know . . .

1. CA\$HLINK II is scheduled to be decommissioned at the end of 2012. It is mandatory to convert to OTCnet prior to the end of 2012.
2. Agencies will be notified by FMS when they are scheduled to convert
3. Agencies should review OTCnet System Requirements before converting at <http://fms.treas.gov/otcnet/pccotcconversion.html>
4. OTCnet Web-Based Training is now available at www.fms.treas.gov/otcnet for all agencies to start reviewing
5. Your Deployment Specialist will work with your agency on the conversion steps and to ensure a seamless transition

CA\$HLINK II Conversion

CA\$HLINK II is scheduled to decommission at the end of 2012 and it is mandatory to convert in order for CA\$HLINK II to be decommissioned. In anticipation of the CA\$HLINK II decommissioning, enroll in OTCnet's Deposit Reporting, Enrollment

Reporting System (TRS), the replacement system for CA\$HLINK II. Individually assigned Deployment Specialists will work with CA\$HLINK II users to lead them through the conversion process. If you have more questions please visit the OTCnet Agency webpage: <http://fms.treas.gov/otcnet/newagency.html>.

Contact Us

Telephone:
(703) 377-5365

Email:
FMS.OTCInformation@citi.com

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

Preparing for CA\$HLINK II Decommissioning – Summary

Deposit Reporting	
Step 1	<u>Enroll in OTCnet's Deposit Reporting.</u> Working with the FMS Deployment team, complete your enrollment paperwork and set-up your Agency on the system.
Step 2	<u>Enroll in the Transaction Reporting System (TRS),</u> by December 31, 2012. TRS is the one-stop centralized revenue collection data repository, to view detailed and summarized collection data (replacing data provided through CA\$HLINK II).
Step 3	<u>Convert all over the counter deposits entered into CA\$HLINK II to OTCnet,</u> by December 31, 2012.
Check Capture	
Step 1	<u>Visit the OTCnet Website and Review the System Requirement Document.</u> Go To http://www.fms.treas.gov/otcnet/index.html and review documentation provided to ensure your workstation has the necessary system requirements
Step 2	<u>Complete training</u> prior to making your first deposit in OTCnet (Go To http://fms.treas.gov/otcnet/training/wbt/index.htm). Training is recommended to be completed by all OTCnet users
Step 3	<u>Work with the OTCnet Team to create user identities</u> through ITIM to establish new user IDs and passwords if not already using OTCnet
Step 4	<u>Make First Deposit</u> into OTCnet for Check Capture