



## DATES TO REMEMBER

### June 2012:

- ◇ *OTCnet Release 1.2.6*

### September 2012:

- ◇ *Agencies need to update firmware to 1.2.1 and 1.5.1*

### December 31, 2012:

- ◇ *Agencies using CA\$HLINK II for deposit reporting must convert to OTCnet*
- ◇ *PCC OTC turns off*
- ◇ *Manual SF 215 processing no longer available*

## DID YOU KNOW?

- ◇ All Financial Institutions should be fully setup on OTCnet to Confirm Deposits
- ◇ OTCnet Web Based Training is available on demand, 24/7 from the OTCnet website
- ◇ Printable Job Aids (PJAs) are updated after each release

## QUICK LINKS

OTCnet Training  
[www.fms.treas.gov/otcnet/training.html](http://www.fms.treas.gov/otcnet/training.html)

OTCnet System Requirements  
[www.fms.treas.gov/otcnet/OTCnet\\_SysReq.pdf](http://www.fms.treas.gov/otcnet/OTCnet_SysReq.pdf)

OTCnet Login  
[www.otcnet.fms.treas.gov](http://www.otcnet.fms.treas.gov)

## OTCnet Release 1.3—What Your Agency Needs to Know

OTCnet Release 1.3 was developed to support capturing accounting classification information at the earliest possible time, streamlining central accounting and reporting, eliminating the need for burdensome reconciliation and provide timely Fund Balance with Treasury information to federal agencies.



The release provides users with enhanced check capture and deposit reporting functionalities. The enhancements will support the Central Accounting and Reporting System functionalities and data sharing with the Transaction Reporting System. OTCnet Release 1.3 will be implemented in September 2012.

To ensure Federal Program Agencies (FPA's) are prepared for Release 1.3, the following articles will highlight the direct impact to the FPAs' collections and reporting activities.

### OTCnet and the Central Accounting and Reporting System (CARS)

Release 1.3 will support the CARS Requirement set by Government Wide Accounting (GWA) that all transactions capture standard classification information at the onset of a transaction. Currently, OTCnet captures classification information for transactions processed through the Deposit Reporting function. Release 1.3 will extend this capability to the Check Capture function. For OTCnet, standard classification information will be accepted in the form of a Treasury Account Symbol (TAS) or a Classification Key (C-Key), which is an internal Agency accounting code that can be translated into a valid TAS/BETC(s).

If an Agency is a CARS Reporter, Release 1.3 will require them to classify all check transactions during check capture. Initially this functionality will not be mandatory for Non-CARS Reporting agencies; classification of their check transactions is optional. To learn more about CARS, please visit <http://fms.treas.gov/cars/index.html>.

### OTCnet and the Transaction Reporting System (TRS)

Release 1.3 will enable enhanced data sharing with TRS, the transactions broker and data warehouse for Agencies. Currently, OTCnet reports summary-level Deposit Reporting data to TRS. With Release 1.3, OTCnet will continue to report Deposit Reporting summary-level data and will begin to also report Detailed-level data for Check Capture transactions with TRS. TRS will report this transaction information to CARS and Agencies, consolidating and streamlining the transaction reporting for all over-the-counter collections. To learn more about TRS, please visit <http://fms.treas.gov/trs/index.html>.

### Preparing for OTCnet 1.3

Early preparation for OTCnet Release 1.3 will help ensure that your Agency benefits from improved over-the-counter collection processing and reporting functionality. Detailed information on the specific functional enhancements of Release 1.3 will be released in subsequent communications. For the time being, the primary way your Agency can begin preparing for Release 1.3 is to identify the TAS or C-Key(s) that you may want to use when scanning checks or making deposits in OTCnet. For more information on Treasury Account Symbols, please consult the Federal Account Symbols and Titles (FAST) Book, located on the FMS website at <http://www.fms.treas.gov/fastbook/index.html>.

## CA\$HLINK II and PCC OTC Update

There are only **7 months left** to transition from PCC OTC and CA\$HLINK II to OTCnet and the Transaction Reporting System (TRS).

If your conversion has not begun, we want to ensure that your Agency is prepared. Conversion information and requirements for Federal Program Agencies (FPAs) and Financial Institutions (FIs) will be sent in a timely manner to ensure Agency conversion readiness. For those converting from both PCC OTC and CA\$HLINK II, conversion will occur in a single, integrated process.

FIs using OTCnet are responsible for coordination with local branches to ensure they are prepared for Agencies that make deposits at the local level.

Successful coordination with local branches will ensure an easy transition for both Agencies and FIs during the conversion process.

**If your Agency has not received its conversion date, please contact Angela Smith at 202.874.4080.** For any other questions, you may reach us at 703.377.5365.

Important Conversion Dates to Remember:

- ◇ **Present–Oct. 2012:** PCC OTC and CA\$HLINK II Agencies convert to OTCnet
- ◇ **Dec. 2012:** CA\$HLINK II and PCC OTC are turned off and the Manual SF 215 process is no longer available

# OTCnet Connect

## NEW ON THE OTCnet WEBSITE

- ◇ *FAQ page revised*
- ◇ *TGA FIs converted to OTCnet page added*

## OTCnet SYSTEM REQUIREMENTS



- ◇ *Internet Explorer 7 or 8*
- ◇ *Windows 7, Vista, XP*
- ◇ *Java 1.20 or 1.24*
- ◇ *32 Bit operating System*

*Remember to inform your IT specialist!*

## CONTACT US

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## Recent OTCnet Releases

In an ongoing effort to enhance OTCnet's Online and Offline applications and improve your over-the-counter needs, the Financial Management Service (FMS) successfully implemented OTCnet Release 1.2.4.A on May 5, 2012.

OTCnet Release 1.2.4.A was implemented in an effort to improve response time in Online Check Capture, when a user selects the 'Save' button on the Check Scan page to save check images and details. This modification updates a query to improve the performance of check saving when a user enters common whole values for a check, such as \$100.00, \$50.00 or \$1500.00 during check scanning (all other dollar amounts are not impacted and the saving times are acceptable).

A full solution to bring the common whole value check saving time to an acceptable level was implemented in the recent OTCnet 1.2.5 release on June 2, 2012.

Along with other modifications, OTCnet 1.2.5 allows users to expand the organization hierarchy for organizations that have multiple levels (more than 2 levels). Users are able to generate the report and view endpoint data at the Highest Level Organization (Agency level) and lower levels.

Additionally, with the 1.2.5 release, Financial Institution Deposit Confirmer users experience improved performance when completing the following functions during the deposit confirmation process: Search, Search by Voucher Number, View Voucher and View Voucher Event Log.

To learn more about past and upcoming releases, please visit the OTCnet website at: <http://www.fms.treas.gov/otcnet/releases.html>.

## OTCnet website updates

There have been two recent updates to the OTCnet website.

The Common Questions page on the OTCnet website has been revised. Current questions have been revised, and new questions have been added. The questions are now separated into categories such as Basic, System Requirements, Hardware, Training and Users. Please visit <http://www.fms.treas.gov/otcnet/questions.html> to find answers to more than 40 of your OTCnet-related questions!

Also, if you are unsure whether or not your Financial Institution is converted to OTCnet, you can now visit the website to find out. A full list of TGA FIs converted to OTCnet can be found at: <http://www.fms.treas.gov/otcnet/convertedfis.html>.

## From the Desks of the Deployment Specialists



Matt Garofalo  
OTCnet Deployment Specialist

Here are OTCnet Offline-specific questions we've received from Agencies:

**Q. When installing OTCnet Offline upgrades over top of an older version of the Offline application, do the upgrades need to be applied sequentially?**

**A.** No, Agencies are not required to upgrade versions of the Offline application sequentially. However, we recommend that Agencies use the most current version of the Offline client, as the latest version will contain the latest upgrades.

**Q. If an Agency does not acknowledge a batch, will this batch still be processed in OTCnet?**

**A.** Once a batch is uploaded from the Offline application to OTCnet Online, it will automatically be sent through the settlement process. Batch Acknowledgement is not a requirement to ensure the checks proceed through the settlement process but rather a feature in OTCnet Online that allows a user to verify that an uploaded batch was received in OTCnet Online. Batch Acknowledgement can be set to automatically perform in the Offline Terminal Configuration or users can manually change the status to "Acknowledged" using Offline Batch Manager.

**Q. How many days do the deactivated batches show in OTCnet?**

**A.** The default number of days for batches to show in Batch Manager is 14 days; however, this setting can be changed in Terminal Configuration. Please note that checks within an approved batch are viewable using CIRA Query for a total of 7 years.

**Q. How long does it take for a batch to be viewable in CIRA query?**

**A.** Agencies can expect the checks within a batch to be viewable in CIRA Query within 5 minutes after the batch is approved. In OTCnet Offline, once an approved batch is uploaded, it will be viewable in CIRA Query within 5 minutes, as well. However, if a batch is uploaded in a "Closed" state, then the appropriate Check Capture Supervisor must login to OTCnet Online and approve the batch in order for the checks to be viewable in CIRA Query.

*Reach a Deployment Specialist at*  
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