



Download OTC Endpoints

To download OTC Endpoints, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage OTC Endpoints** and click **Download OTC Endpoints**. The *Download OTC Endpoint* message appears.



Application Tip

The **Download OTC Endpoints** function allows you to download OTC Endpoint information such as the form and form data; Deployable Disbursing System (DDS) flag configurations (Department of Defense (DoD) only); GWA Reporter and Summary Level flag configurations; accounting codes that are mapped explicitly to the OTC Endpoints or inherited from a higher level OTC Endpoint or highest level organization (HLO); and other information necessary to perform check scanning in Offline mode. Only OTC Endpoints that have been retrieved using the **Select OTC Endpoints** function are available for download using the **Download OTC Endpoints** function.

3. The *Download OTC Endpoints* page appears. Click **Download**. The *OTC Endpoint and Form Update* dialog box appears.



Application Tip

When the *Task Download OTC Endpoint Started...* message appears the system downloads the check capture forms and form data, DDS flag configurations, accounting code information, and organization hierarchy details for all OTC Endpoint (CHK) for all OTC Endpoints present on the local application.



Application Tip

To view the accounting codes associated with the OTC Endpoint before downloading the OTC Endpoints, click **View** on the *Download OTC Endpoints* page. After viewing the accounting codes, click **Previous** to return to the *Download OTC Endpoints* page.

4. Click **Close**.



Application Tip

It is highly recommended that the **Cancel** button is not clicked instead wait for the **Close** button to ensure the OTC Endpoints (CHK) and forms are downloaded on the *Download OTC Endpoints* page.



Application Tip

Only active OTC Endpoints (CHK) that a user has access will be listed. OTC Endpoints (TGA) will not display. **CHK** denotes check capture and **TGA** denotes deposit processing.

5. A *Confirmation* page appears showing the OTC Endpoints have been successfully downloaded.



Application Tip

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

- Click **Return Home** to return the OTCnet Home Page.