



Capture a Check Online



Application Tip

The **Check Capture Operator** and **Check Capture Lead Operator** are authorized to capture a check.



Application Tip

In order to capture a check online, you must first start the OTCnet Local Bridge (OLB) application. For more details, refer to the *Start and Stop the OTCnet Local Bridge (OLB) Application* printable job aid. Before starting the OLB application, ensure the following steps have been completed in this order:

- The Check Capture Administrator downloaded the OLB application
- The OLB certificate is installed on the terminal
- The OLB application is installed on the terminal
- Each user has created their OLB profile, ensuring that the OLB credential file was **not** renamed (the file name remained the same as it was generated)
- Each user has imported their OLB credentials to the terminal

For step-by-step instructions, refer to the *Download the OTCnet Local Bridge (OLB) Application, Install the OTCnet Local Bridge (OLB) Certificate, Install the OTCnet Local Bridge (OLB) Application, Create the OTCnet Local Bridge (OLB) Profile, and Import OTCnet Local Bridge (OLB) Credentials* printable job aids.

To capture a check in OTCnet Online, complete the following steps:

1. From the **Check Processing** tab, click **Check Scan**.

The *Check Scan-Select Batch* page appears.

Under Select **Open Batch**, *if applicable*

- Click **Select** for the *OTC Endpoint* for which you want to scan one or more checks
- Click **Next**



Application Tip

During the scanning process, if an operator only has access to scan against a single OTC Endpoint, then the system will not prompt the user to select an OTC Endpoint. However, if an operator has access to scan against multiple OTC Endpoints, then the system will prompt the user to select an OTC Endpoint.



Application Tip

If an operator has an OTC Endpoint with an **Open** batch, then the batch details (Void Count, Approved Count, and Amount) are displayed.



Application Tip

If a batch is in use and another user attempts to access the same batch, a Batch Lock message appears stating the batch is in use and he/she cannot access the batch.



Application Tip

If an Agency is associated with an OTC Endpoint that is designated as a Central Accounting Reporting System (CARS)/Government-Wide Accounting (GWA) Reporter and no accounting codes are available for selection, an error message appears and the operator *cannot* scan a check. If an Agency is associated with an OTC Endpoint is not a CARS/GWA Reporter, the operator can scan checks and selecting an accounting code is optional.

2. The *Check Scan – Perform Check Scan* page appears.

Under **ALC+2** (Agency Location Code +2),

- Verify the **OTC Endpoint**. If you need to change the OTC Endpoint, click **Previous** and return to Step 2

Under **Processing Method**,

- Select the **Customer Present**, **Customer Not Present**, or **Back Office**



Application Tip

Processing Method indicates how the check data is entered. You can process checks one of three ways:

- **Customer Not Present method:** indicates that a Customer has submitted the check via mail (unmanned dropbox) and is not available.
- **Customer Present method:** indicates that a Customer has presented a check in person.
- **Back Office method:** indicates that a Customer presented a check in person and the check is being scanned in a controlled back-office environment.

Under **Item Type**,

- Select **Personal** or **Non-personal**



Application Tip

The **Item Type** indicates whether the check presented is a personal or non-personal check. This determines whether the check is handled through Check 21 (non-personal) or FedACH (personal).

- **Personal method:** indicates that the name on check is an individual's name, not acting as an organization
- **Non-personal method:** indicates that the name on check is an organization, or the check is a money order, traveler's check, or third-party check
- Examples of FedACH and Check 21 Item Types are listed below.

Table 5. FedACH and Check 21 Item Types

FedACH	Check 21
<ul style="list-style-type: none">• Direct Deposit of payroll, Social Security and other government benefits, and tax refunds• Direct Payment of consumer bills such as mortgages, loans, utility bills and insurance premiums• Business-to-business payments• E checks• E commerce payments• Federal, state and local tax payments	<ul style="list-style-type: none">• Business Checks• Money Orders• Treasury Checks• Credit Card Checks• Traveler's Checks• Cashier's Checks• Official Checks• Third-party Checks• Payroll Checks• Checks drawn on state or local government

Under **Scan Controls**,

- Click **Start Scan**, when ready to scan a check



Application Tip

If communication with the OLB application is not active, the **Start Scan** button will be disabled. The OLB communication status **must** be active in order to scan a check. You can determine if OLB communication is active by looking at the *OLB Communication* indicator, located in the upper right-hand corner of the screen, under the *Connection Status* indicator. The indicator will either be green and show **Active**, or it will be red and show **Inactive**.

- Insert the check in the scanner



Application Tip

Scanner types include:

- **EC7000i:** This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks at a time).
- **EC9100i:** This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks at a time).
- **Panini MyVision X:** This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks at a time).
- **Panini Vision X:** This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks at a time).
- **Panini I: Deal:** This scanner will automatically scan both sides of a check and can scan in single and batch mode (one or more checks in a batch).



Application Tip

The maximum number of check items that can be scanned per batch is 3,000.



Application Tip

Additional buttons under **Scan Controls** that help you perform other tasks:

- Click **Cancel** to cancel the transaction. No data will be saved.
- Click **Receipt** to access a receipt for review or printing. This is only available once the initial check is scanned.
- Click **Clear Form** to clear the data entered.
- Click **Save** to save the transaction.



Application Tip

Recapture an image of a check if it inserted upside down, appears skewed, or the image is illegible. Click **Cancel** and reinsert the check in the scanner. Then click **Start Scan** and re-enter the necessary data. Remember that the OLB communication status *must* be active in order to scan a check.

Under **Scanned Check Image**, *optional*

- Click < to view the front of the check
- Click > to view the back of the check
- Click - to reduce the image of the check
- Click + to increase the image of the check
- Click **Left Rotate** to turn the image to the left
- Click **Right Rotate** to turn the image to the right

Under **Agency Form Data**, enter the check data in the field(s) provided

- Enter the **Amount**, *required*



Application Tip

OTCnet accepts two different **Amount** entry formats. If the deposit amount is for thirty-five dollars and fifteen cents, enter 35.15. If no decimal point is entered, OTCnet will add a decimal and two zeroes at the end and save it as 3515.00 (three thousand five hundred and fifteen dollars).



Application Tip

The **Agency Form Data** form is customizable and can include fields beyond the **Amount** field (e.g., Driver's License Number). If your Agency has additional fields, they are displayed under the **Amount** field. Your Agency may deem the field(s) either mandatory or optional for you to complete an entry.

If your Agency requires additional fields, contact your Deployment Specialist at 703-377-5586 or fiscalservice.otcdeployment@citi.com.



Application Tip

Be sure to type in the data rather than copying and pasting from another source. Data that has been copied and pasted may result in an error.



Application Tip

Use the **Tab** key on the keyboard to navigate to the next data field for entry.



Application Tip

Consider the following about Batch Mode:

- If you use an **EC7000i** or **EC9100i** to scan checks in Batch mode, a *READY FOR BATCH SCAN, Waiting for check* dialog box appears. Insert the checks one at a time. The dialog box shows the item count after each scan. When you finish scanning, click **Stop**.
- If you use a **Panini I: Deal**, **Panini MyVision X**, or **Panini Vision X** to scan checks in Batch mode, a *READY FOR BATCH SCAN, Waiting for check* dialog box appears. Insert the checks in the hopper. The dialog box shows the item count after each scan. When the hopper is empty or when you finish scanning, click **Stop**.

Under **Agency Accounting Code**, *if applicable*

- Click the **Agency Accounting Code** radio button and select a single accounting code from the drop-down list
- Or
- Click the **Multiple** radio button and from the *Account Classification* dialog box, select an **Agency Accounting Code**, enter the **Amount**, and click **Add** for each subtotal of the deposit. Then click **Save**.



Application Tip

Consider the following information about Agency Accounting Codes:

- By default, the **Agency Accounting Code** drop-down field displays a blank value. An accounting code can be selected for a check transaction before or after scanning a check.
- The **Agency Accounting Codes** drop-down list displays the full **Agency Accounting Code** value (up to 50 alphanumeric characters) and some portion of the **Description** (up to 15 alphanumeric characters).
- **Accounting Codes** are displayed in the drop-down field if they are mapped or inherited from the higher-level OTC Endpoint. Additionally, accounting codes that are designated as **Treasury Account Symbols (TASs)** by the Agency are displayed if they are and have been validated by **Shared Account Module (SAM)**.
- If no accounting codes are available for selection and the Agency is a CARS/GWA Reporter, an operator cannot scan a check. If no accounting codes are available for selection, and the Agency is not a CARS/GWA Reporter, an operator can still scan a check.
- If an OTC Endpoint is associated with an ALC that is designated as a CARS/GWA Reporter, all check transactions must be classified with an accounting code. If an ALC is not a CARS/GWA Reporter, classifying it with an accounting code is optional.
- The same accounting code is displayed after it is selected for the first time. The selected accounting code is “sticky” (remains the same) between transactions, between batches within the same check scanning session and prior to the next user login.
- The single **Agency Accounting Code** and **Multiple** accounting codes options are only available if checks are scanned against an OTC Endpoint designated for Item Level Classification. If an ALC+2 is designated for Summary Level Classification, the **Agency Accounting Code** and **Multiple** accounting codes options are disabled.
- If multiple accounting codes are used, the combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

3. Click **Save** to save the image of the check and the data you entered.



Application Tip

Upon scanning the check and using enter on your keyboard to finalize, you will notice that the **IRN, Bank Number, Check Number, Account Number,** and **Date & Time fields** automatically populate (located in the frame of the **Agency Form Data**).

4. A message appears stating the transaction was successfully saved along with the Individual Reference Number (IRN) and check amount.



Application Tip

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

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