Modify OTC Endpoint Information

To modify an OTC Endpoint, complete the following steps:

1. From the **Administration** tab, select **Manage Organizations**>**Organization Hierarchy**>**Modify**. The *Step 1 of 3: Select an OTC Endpoint* page appears.

Application Tip

To modify endpoint information settings for an OTC Endpoint with **TGA**, **CHK** and **CDC**, the user must have **Accounting Specialist**, **Check Capture Administrator** and **Card Administrator** privileges.

2. Select your OTC Endpoint from the list that appears. The *Step 2 of 3: Update OTC Endpoint Information* page appears as shown in Figure 1.

3. Update the OTC Endpoint Information.

   To update the **General** details of an OTC Endpoint, complete the following:

   o Enter the **Short Name** and **Description** for the OTC Endpoint.

Figure 1. Step 2 of 3: Update OTC Endpoint Information - Collapsed

Application Tip

A short name must be entered to identify the OTC Endpoint that is being updated. If an OTC Endpoint exists, the data displayed in the text is available for update.

To allow the OTC Endpoint to create deposits, complete the following:

o Click the **Allow OTC Endpoint to create deposits for over-the-counter collections** checkbox as shown in Figure 2.

Figure 2. Allow OTC Endpoint to create deposits for over-the-counter collections

Application Tip

Before a user is provisioned to a deposit processing OTC Endpoint (**TGA**), ensure the **Allow OTC Endpoint to create deposits for over-the-counter collections** checkbox is checked.

- o Update **Agency Location Code** by completing the following step:
    - ▪ Entering the **ALC**
- o Update **Address** by completing the following step:
    - ▪ Entering the **address** details
- o Update **Financial Institution Relationship(s)** by completing the following steps:
    - ▪ Selecting both the **Financial Institution** and the associated **Routing Transit Number (RTN)**
    - ▪ Entering the **Demand Deposit Account (DDA)** and Retype **DDA** and click **Add**.

Application Tip

To delete the Financial Institution relationship, click the **Delete** checkbox(es) under the **Delete** column.

To specify the check cashing policies of the OTC Endpoint, complete the following:

- o Click the **Check Cashing Policies** checkbox as shown in Figure 3.

Application Tip

If checkbox is checked and grayed out, it indicates that this OTC Endpoint is either inheriting the policies from the parent Organization or its own information has already been defined and the user does not have the privilege to make modifications. Only a **CCA** has privileges to modify the check cashing policies.

- o Add **Default Reason Codes** by completing the following steps:
    - ▪ Selecting a default reason code and clicking **Add**, optional. Repeat steps as necessary
- o Delete **Assigned Return Reason Code Filters** by completing the following steps:
    - ▪ Checking **Delete** box(es) under the **Delete** column, optional

Application Tip

The **Default Reason Codes** allows you to specify the return reason codes relevant to your agency's program. These codes represent the numeric codes used in the ACH and paper return processing, which specify the reason for the return of the transaction and Check 21 codes.

Figure 3. Default Reason Codes
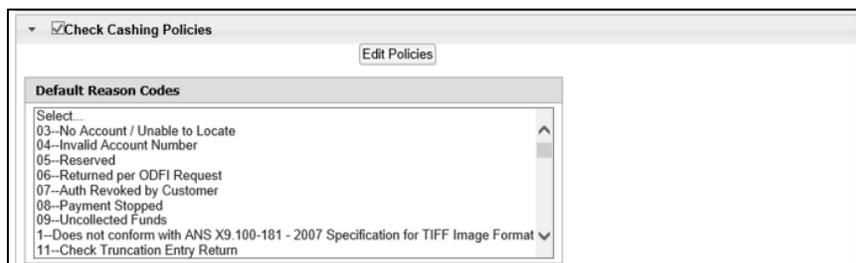
o   Update **Agency Assigned Suspensions** by completing the following steps, *optional*

   ▪   Entering the number of **Days**

   ▪   Entering the **Occurrence** number

   ▪   Selecting **Agency Assigned Suspensions** you want to **Delete** by checking the boxes under the **Delete** column, *if applicable*

Application Tips

•   To update the **Agency Assigned Suspensions**, select the **Default Reason Code** it will apply, by clicking in the box provided.
•   The **Agency Assigned Suspensions - Days** allows you to specify the number of calendar days than an individual is unable to cash a check or pay by check and is calculated from the date the system is aware of the return file. The **Agency Assigned Suspensions - Occurrence** allows you to specify the suspension level.

o   Update **Agency Verification Policy** by completing the following steps, *optional*

   ▪   Clicking **Include Represented and Retired Check or Include Retired Check Only**

   ▪   Checking **Include Expired**

   ▪   Entering the number of **Expired Days**

   ▪   Checking **Agency Verification Policies**—**Delete**

Application Tips

- **Include Represented and Retired Check or Include Retired Check Only** allows you to specify whether the verification record is generated on Represented or Retired items. **Include Retired Check Only** allows you to specify whether the verification record is generated on only Retired items.
- **Include Expired** indicates whether previous suspensions that have since expired are counted when accessing the suspension level to assign when the individual writes a check. **Agency Verification Policies—Delete** allows you to remove the check cashing policy for your OTC Endpoint. Once the check cashing policy is removed for the OTC Endpoint, the higher-level organization's check cashing policy is automatically assigned to your OTC Endpoint.

To specify the data privacy of the OTC Endpoint, complete the following:

- o Click the **Data Privacy** checkbox.
- o Update **Data Privacy**:
  - Select the **Data Privacy – Agency Available Attributes** you want to block or unblock by checking the boxes under the **Blocked** column.

Application Tip

By default, **Account**, **User Defined Field 1**, **Bank Routing Number**, **Note** and **Mask PII** are checked as **Blocked.**

To enable the OTC Endpoint to capture checks, complete the following:

- o Click the **Enable Check Capture** checkbox.
- o Update **Enable Check Capture** by completing the following steps:
- o Enter the **Agency Location Code (ALC+2)**.

Application Tips

- Before a user is provisioned to a check capture OTC Endpoint (CHK), ensure the **Enable Check Capture** checkbox is checked.
- If checkbox is checked, it indicates that the OTC Endpoint information has been defined.
- The ALC+2 is required for initial setup. Once the ALC+2 is entered it cannot be updated.

- o Update **OTC Verification Group** by completing the following steps as shown in Figure 4:

5

- Entering the **Short Name** (Starting With) and clicking **Search**

- Clicking **Yes** or **No** for **Queue Interface**

- Selecting the **OTC Endpoint** you want to add by checking the box under the **Assign** column and clicking **Add Agency Group**

Figure 4. Enable Check Capture

 Application Tips

- By default, the OTC Endpoint **Short Name** displays. Add additional OTC Endpoints to the OTC Verification Group by clicking the **Clear** button to clear the **Short Name** and entering a Short Name, clicking **Search** and clicking **Add Agency Group**.
- Designating an **OTC Verification Group** allows for verification data to be shared among non-related OTC Endpoints. For example, **Lower Level 1** and **Lower Level 2** are siblings under the High-level organization, Training Team Top Level. Since there is no parent-child relationship between these two OTC Endpoints, users from one OTC Endpoint are isolated from the other's Verification data. By adding both unrelated locations to an **OTC Verification Group**, they are able to share information.
- The **Queue Interface** is used by military agencies that utilize the Deployable Disbursing System (DDS) database bridge.

- Under **OTC Verification Group, Current Agency Site**,
  - Select the **OTC Endpoint** you want to delete by checking the box under the **Delete** column.

To enable the **OTC Endpoint** to process card payments, complete the following steps:

- o Click the **Enable Card Processing** checkbox

💡 **Application Tip**

Before a user is provisioned to a card processing OTC Endpoint (**CDC**), ensure the **Enable Card Processing** checkbox is checked.

- o Update **Enable Card Processing** by completing the following steps as show in Figure 5:
  - o Entering the **Chain Code**
  - o Entering the **Division**
  - o Entering the **ALC**
  - o Entering the **Merchant ID**
- o Update the **Address** by entering the address details
- o Designate the Signature Capture by completing the following steps:
  - o Checking the **Signature Capture** check box, *optional*
- o Select a **Return Policy** by completing the following steps:
  - o Clicking the appropriate card transaction policy radio button for your organization, *optional*.

Figure 5. Enable Card Processing Address, Signature Capture and Return Policy

To add lower level endpoints, complete the following:
- Click the **Add lower levels to this OTC Endpoint** checkbox.
- Update **Add lower levels to this OTC Endpoint** by completing the following steps:
  - Entering the **Short Name** and **Description**.
  - Click **Add More Lines** to add additional lower levels to this OTC Endpoint

Application Tip

A short name must be entered to identify the OTC Endpoint that is being updated. If an OTC Endpoint exists, the data displayed in the text is available for update.

To specify the advanced administration, complete the following:
- Click **Advanced Administration** as shown in Figure 6.
  - Specify **Advanced Administration** by completing the following:
    - Clicking **Yes** or **No** for **Debit Gateway**
      View or specify the **Forms Rendered Solution**
    - View the **Report Only Summary Level Data to CIR**
    - View the **Summary Level Classification**

Figure 6. Advanced Administration

> ### Application Tips
>
> - By default, all forms are set to be rendered and viewed in HTML. Under general circumstances, the ActiveX option does not need to be specified. The **Forms Rendered Solution** is read-only and only an HLAS can specify the option to switch between viewing and accessing forms in HTML or ActiveX.
> - The **Report Only Summary Level Data to CIR** Information is read-only and only an HLAS can specify the information.
> - A checked box indicates that detailed level data will not be transmitted to Collections Information Repository (CIR) and only summary data is reported to CIR for all the check transactions that are processed under this OTC Endpoint (CHK) or ALC+2. This is mainly for the OTC Endpoints that are used to process tax data. An unchecked box indicates that detailed level data is transmitted to CIR.
> - The **Summary Level Classification** is read-only and only a **High-Level Agency Support (HLAS)**, **Check Capture Supervisor**, and **Check Lead Operator** can specify the information.
> - A checked box indicates that Check Capture Lead Operators and Check Capture Operators cannot classify individual checks. Instead the classification of the batch will occur after all the checks have been scanned. An unchecked box indicates the Check Capture Operator will have to classify checks at the item level.

- Specify **Batch List Print/Export Required During** options by completing the following:
    - Checking or unchecking the **Close Batch** checkbox
    - Checking or unchecking the **Approve Batch** checkbox
- View or **Specify Agency Comments**

> ### Application Tips
>
> - A **Check Capture Lead Operator**, **Check Capture Supervisor**, and **HLAS** can add, edit, or remove Agency comments **Agency Comments**. A **Check Capture Administrator**, **Check Capture Operator**, **Agency Manager**, and **CIRA Viewer** can view **Agency Comments**.
> - The **Specify Agency Comments** field allows agencies to add, edit, or remove Agency comments which are sent to CIR as part of the check transmission.

To view the special designation, complete the following:

- o Click **Special Designation** as shown in Figure 7**.**

Figure 7. Special Designation

Special Designation	
GWA Reporter ALC	No
Non-appropriated Funds ALC	No

💡 **Application Tips**

- The CARS Reporter special designation information is read-only and displays for **TGA** and **CHK** endpoints. Only an HLAS can specify the **Special Designation** information.
- **Yes,** indicates that the OTC Endpoint *is* associated with an ALC that has been designated as a CARS Reporter. **No** indicates that the OTC Endpoint *is not* associated with an ALC that has been designated as a CARS Reporter.

4. Click **Next**. The *Step 3 of 3: Review OTC Endpoint* page appears.

5. Verify the information is correct and click **Submit**. Click **Edit**, to modify the information entered and return to Step 4.

🖱 **Additional Buttons**

- Click **Previous** to return to the previous page.
- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Return Home** to return to the OTCnet Home Page*.*