



PCC OTC Bulletin

November, 2007

PCC OTC Upgrade Scheduled for November 17th

The Release 5.4 upgrade for the ELVIS website (pccotc.gov) will occur on November 17, 2007. During the upgrade, the system will be unavailable for about six hours. An email message will be sent to all Agencies once the upgrade is complete. After completion, logging into ELVIS will take you to ELVIS Release 5.4. The ELVIS chapter for the Standard Operating Procedures will be available for download several days prior to the upgrade, on the PCC OTC static website located at: <https://www.pccotc.gov/pccotc/Downloads/r54downloads.htm>.

When the P O S Release 5.4 software becomes available, a controlled rollout will occur. We anticipate that this rollout will begin the first of the year and will be spread across several months to accommodate the high number of Agencies using the P O S software. Agencies will be contacted via telephone directly by the Federal Reserve Bank of Cleveland to establish a date for the software upgrade. The release will be available for download from the ELVIS system utilizing our Centralized Deployment feature. Installing the upgrade will take approximately 30 minutes, depending on your computer's speed. Shortly after the conversion date, the entire Standard Operating Procedures for Release 5.4 will also be available for download on the PCC OTC static website at: <https://www.pccotc.gov/pccotc/Downloads/r54downloads.htm>.

If you would like more information, release notes are available and can be obtained by calling the PCC OTC Customer Service Team.

What's New for ELVIS?

Back Office Conversion Processing Mode

ELVIS accepts and displays checks scanned with a processing mode of Back Office Conversion (B O C). A more comprehensive explanation of Back Office is covered later in this bulletin.

- CIRA query results and detail screens will display the words 'Back Office' for the processing mode for all Back Office items.
- On the CSV Agency detailed item report, the check type will be indicated as 'personal' or 'non personal' and the processing mode will be indicated as 'Back Office'.

Environmental Upgrades

Internet Explorer 7 is now a supported browser along with Internet Explorer 6.

Password Policy

The ELVIS password policy has been updated. See the attached Appendix R for details.

Change to Support Levels

The PCC OTC program will only support P O S releases 5.0 and higher after November 17th. Prior to November 17th, please upgrade your P O S to Release 5.1. Complete upgrade instructions can be found in the Release 5.1 Standard Operating Procedures, *Installation and Configuration* chapter which can be found at : <https://www.pccotc.gov/pccotc/Downloads/r51sop.htm>.

For assistance, please contact the PCC OTC Customer Service Team.

Deposit Ticket Number Web Service Interface

The Deposit Ticket Number (DTN) Web Service Interface can be used by Agencies to retrieve deposit ticket numbers from ELVIS using the ALC+2 and effective date. A DTN Web Service Interface guide is available to assist you in your setup effort. Agencies who are interested in using the DTN Web Service Interface should contact PCC OTC Customer Service.

What's New for the POS?

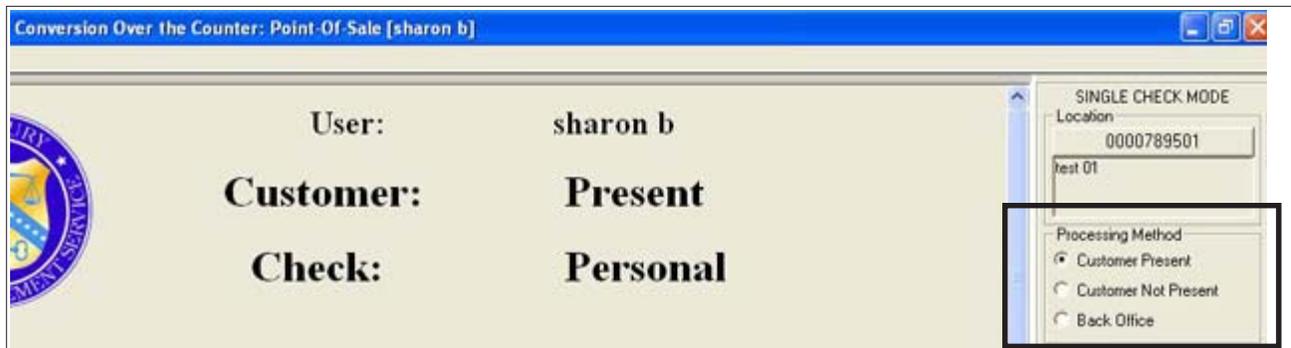
Back Office Conversion

The Back Office processing method should be used by Agencies that receive payments in person at the point-of-sale location, then scan the checks at a later time in a controlled, back office environment. When using the Back Office method, customers are not handed back their check as in a typical face-to-face transaction.

The P O S will include a new 'Back Office Conversion' method to capture check items. The new method will require the following updates:

- It will be implemented as an additional processing method selection on the main screen of the P O S.
- Administrators can choose to have the 'Back Office' method as the only available option on the main P O S screen by setting an additional P O S configuration option.
- The new method will be shown on all screens and reports where the processing method is currently presented.
- The former 'Person' (present/not present) option on the screen will now reflect the processing method choices of 'Customer Present', 'Customer Not Present', and 'Back Office' as displayed below.

Complete instructions on how to use the updated data entry screen will be included in the Release 5.4 Standard Operating Procedures, *Daily Processing* chapter. Instructions on how to setup the Back Office configuration screen will also be included in the Release 5.4 S O P, *Installation and Configuration* chapter.



Agencies wishing to use the 'Back Office' processing method will need to download the compatible data entry screen immediately following the upgrade to Release 5.4. If your P O S system is not configured to automatically install data entry screens upon startup, it can be accomplished by clicking 'Tools', 'Check host for', 'Data Entry Screen Upgrade...' as displayed below. The form will automatically download and install on your P O S computer.



Updated P O S Password Policy

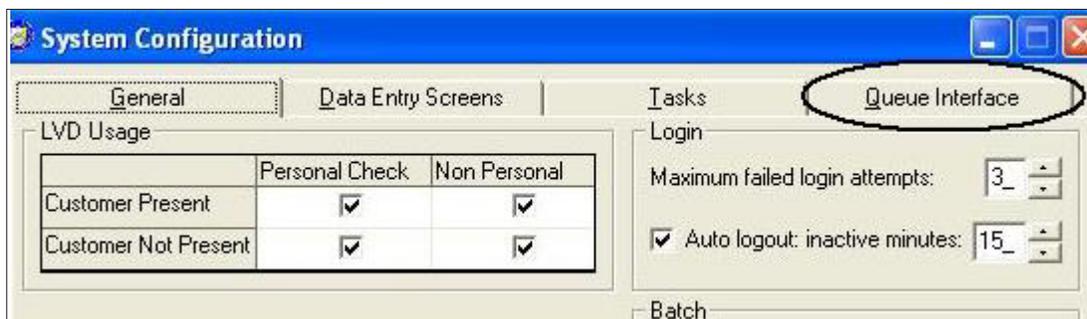
Modifications have been made to the password policy for both the P O S and ELVIS. Most of these requirements have been in place for ELVIS since Release 5.1 and they will now apply to the P O S as well. See the attached Appendix R for details. This appendix should be retained and added to your PCC OTC S O P - at the end of the Appendix Chapter. Since this information is secured, it will not be posted to the static web site as part of the Release 5.4 S O P so you should also retain a copy for the Release 5.4 S O P.

Your existing P O S password will continue to work until your password expires then you must conform to the new policy. We would encourage you to change your P O S password now to conform to the new policy in order to avoid confusion after you upgrade to the new release.

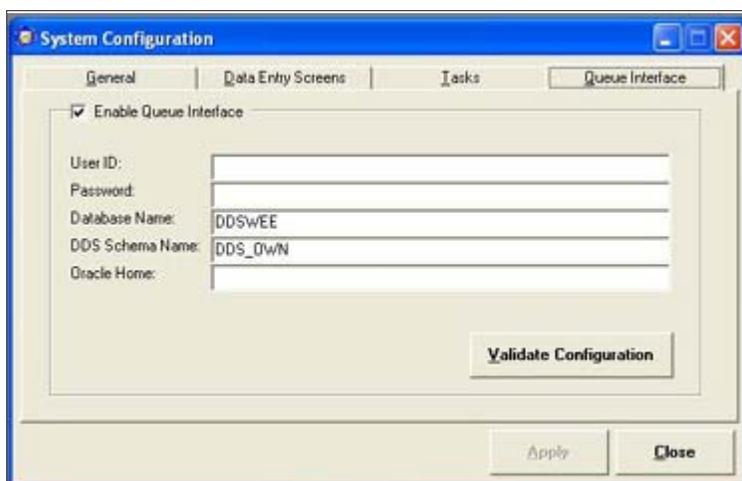
Queue Interface

The purpose of the Queue Interface is to enable interaction between the P O S and Military Agency's internal systems. The Queue Interface will be used by Military Agencies that utilize the DDS (Deployable Disbursing System) bridge. It provides a single transaction input point, and the ability to store information from multiple applications on a single computer so they can share common data.

During the installation of Release 5.4, you will be asked whether you wish to install the Queue Interface. Only Military Agencies using the DDS database should respond with 'Yes' to install, everyone else should respond with 'No'. Once installation is complete, a new permission in the SAT will be available to allow access to the Queue Interface configuration screen. By design, this permission is not assigned to a particular role. The P O C must decide who will be responsible for the Queue Interface configuration. This can be accomplished by assigning the permission to either an existing role, or creating a new role that includes this functionality (along with Configure System), and assigning the new role to one or more users. Users who have access to the Queue Interface Configuration screen will see an additional tab on the SAT System Configuration screen labeled 'Queue Interface', as displayed below.



When the tab is clicked, the Queue Interface configuration screen appears as displayed below.



The 'Database Name' and 'DDS Schema Name' fields are pre-populated and should not be changed. The other fields on the screen need to be completed with your Agency unique information. For assistance on completing these fields, please contact the DDS Helpdesk at 317.510.1490, or DSN 699.1490, or email them at cin-ddshelpdesk@dfas.mil. Click 'Validate Configuration', then click 'Apply'. Once the Queue Interface is successfully enabled, the bottom right of the P O S data entry screen will display the words 'Queue Interface Enabled', just below the 'Close' button.

Panini scanners

Updates have been made to correct some known issues with the Panini scanners:

- The Panini was unable to scan additional checks once the hopper was empty and caused an error condition.
- When a computer went into a power save mode, the Panini scanner would lose connection with the P O S causing an error condition. With Release 5.4, this condition has been corrected by logging the user out of the P O S when the computer activates the power save mode.

If you have any question regarding the Release 5.4 upgrade, please contact the PCC OTC Customer Service team at the contact information listed below.

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PCC OTC Customer Service
PO Box 6387
Cleveland, OH 44101
Tel: 800-624-1373 or 216-579-2112
DSN: 510-428-6824, press 4, then 5, then 4
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<https://www.pccotc.gov/pccotc/index.htm>