



Paper Check Conversion Over the Counter

End-user Training Presentation

(Agency Name)

(Training Date)

Welcome to PCC OTC!

- ▶ Your instructors: _____
- ▶ Your office will begin using Paper Check Conversion Over the Counter (PCC OTC) to deposit checks electronically
- ▶ Today you will learn to perform your role in making electronic deposits and researching checks using PCC OTC

Logistics

- ▶ Today's session will last until _____AM/PM ET
- ▶ Please ask questions!
 - Any unanswered questions will be placed in a parking lot
- ▶ Maintain focus: silence cell phones and PDAs

Agenda

| | |
|---|--------|
| Getting Started | 15 min |
| <i>Point of Contact/ Administrator</i> | |
| Module 1: Confirming Successful Installation and Hardware Setup | 25 min |
| Module 2: Accessing SAT and Managing Users | 35 min |
| Module 3: Setting Up POS for Check Scanning | 20 min |
| <i>Check Scanning Staff</i> | |
| Module 4: Scanning Checks in POS | 45 min |
| Module 5: Viewing and Transmitting Check Batches from Batch Manager | 30 min |
| <i>Point of Contact/ Administrator and Check Scanning Staff</i> | |
| Module 6: Configure PCC OTC for Transmission to Production | 25 min |
| <i>Reporting and Research Staff</i> | |
| Module 7: ELVIS: Accessing, Logging on and Pulling Reports & Running Queries | 60 min |

Getting Started

All Audiences

PCC OTC Functions



User Manual
Ch. 1 p. 6-17

- ▶ Electronically processes checks presented for cashing or payment
- ▶ Automates the collection and settlement process
- ▶ Provides online reporting and research capability for reconciliation and customer inquiries

PCC OTC Users

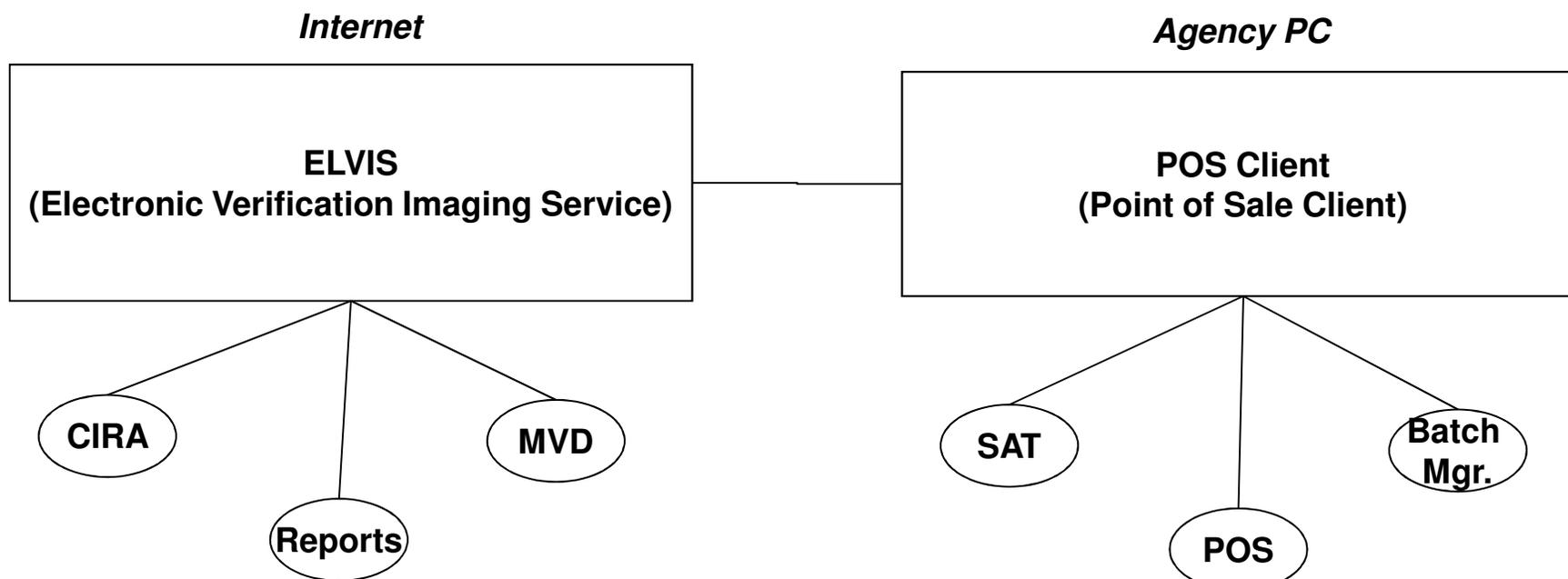
- ▶ Point of Contact/ Administrator
 - Manages users
 - Administers PCC OTC
- ▶ Check Scanning Staff
 - Scans checks
 - Uploads checks to PCC OTC
- ▶ Reporting and Research Staff
 - Researches checks
 - Runs queries
 - Pulls reports

**You may hold any
or all of these
roles at your
location!**

PCC OTC Elements

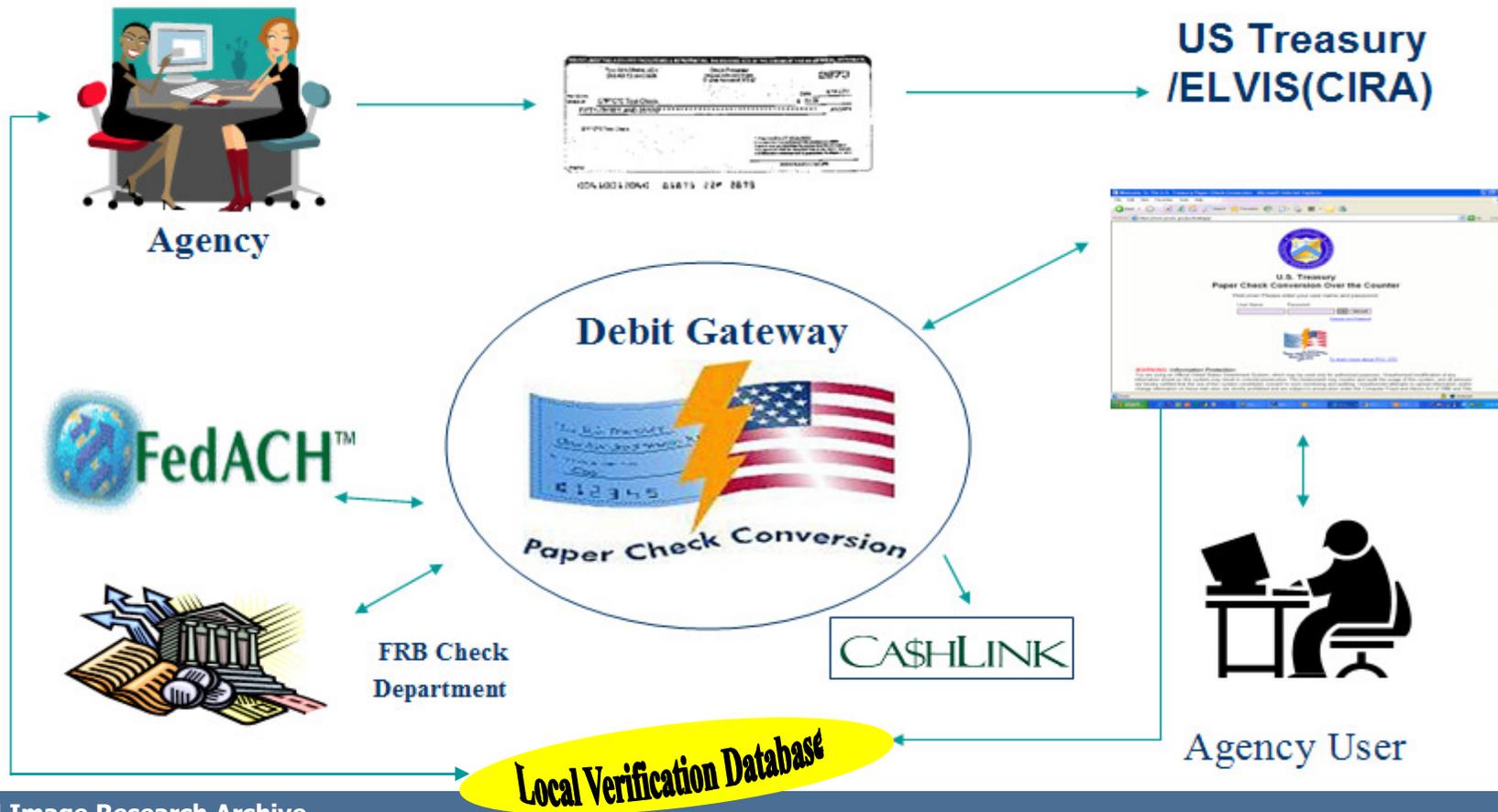


User Manual
Ch. 1 p. 6-17



Electronic Check Deposit Process

PCC OTC Processing Flow



CIRA- Central Image Research Archive

ELVIS- Electronic Verification Imaging System

Module 1:
**Confirming Installation
and Hardware Setup**

Point of Contact/Administrator

Module Objectives

- 1.1: Install PCC OTC 5.4 on PC(s)
- 1.2: Add ALC+2s to PCC OTC
- 1.3: Add Terminal IDs to PCC OTC
- 1.4: Confirm PCC OTC Components: SAT, POS, BM
- 1.5: Confirm that scanner is connected and on
- 1.6: Confirm that all external hardware is attached to PC and that PC recognizes scanner

PCC OTC Installation

- ▶ Confirm PC and network are prepared to support PCC OTC
- ▶ Insert CD and follow the instructions provided in the PCC OTC installation wizard (if you have not already)
- ▶ When prompted for ALC+2s, add ALC+2:
- ▶ Add production ALC+2(s) provided by Deployment Specialist
- ▶ Add terminal ID () provided by Deployment Specialist

References



IT Setup Sheet

Software and Hardware Install Confirmation

Software Installation

Confirm these three icons appear on your desktop:



System
Administration



Point-of-Sale



Batch Manager

Hardware Installation

Confirm the following:

1. **Scanner** light is on and **solid orange**
2. When scanner is connected, PC recognizes new hardware

Note: *If using a Panini Scanner, you may have an indicator light appear or not depending on the type of Panini scanner you have. If it does appear, it will reflect a green color as opposed to an orange color*

Module Objectives

- ☑ 1.1: Install PCC OTC 5.4 on PC(s)
- ☑ 1.2: Add ALC+2s to PCC OTC
- ☑ 1.3: Add Terminal IDs to PCC OTC
- ☑ 1.4: Confirm PCC OTC Components: SAT, POS, BM
- ☑ 1.5: Confirm that scanner is connected and on
- ☑ 1.6: Confirm that all external hardware is attached to PC and that PC recognizes scanner

Module 2:
**Configuring System Administration Tool
and Managing Users**

Point of Contact/Administrator Training

Module Objectives

- 2.1: Access SAT and describe the unique use of the Admin User ID
- 2.2: Configure SAT to refer to LVD as appropriate
- 2.3: Configure SAT to connect to secondary storage location
- 2.4: Configure SAT to print to desired printer
- 2.5: Configure SAT to use training ALC+2 as POS data entry screen
- 2.6: Configure SAT to connect to the QAE environment for training
- 2.7: Establish and follow naming convention for user accounts
- 2.8: Describe the privileges of each user role in PCC OTC
- 2.9: Create user accounts with appropriate roles
- 2.10: Change user account privileges as appropriate
- 2.11: Delete a user account
- 2.12: Review the Activity Log

System Administration Tool (SAT)

- ▶ SAT enables you to set the basic attributes for POS and Batch Manager:
 - Location that receives uploaded checks
 - ALC+2
 - PC Terminal ID
- ▶ The first time you open SAT, the administrator login your Deployment Specialist or instructor provides enables you to create your own local administrator account

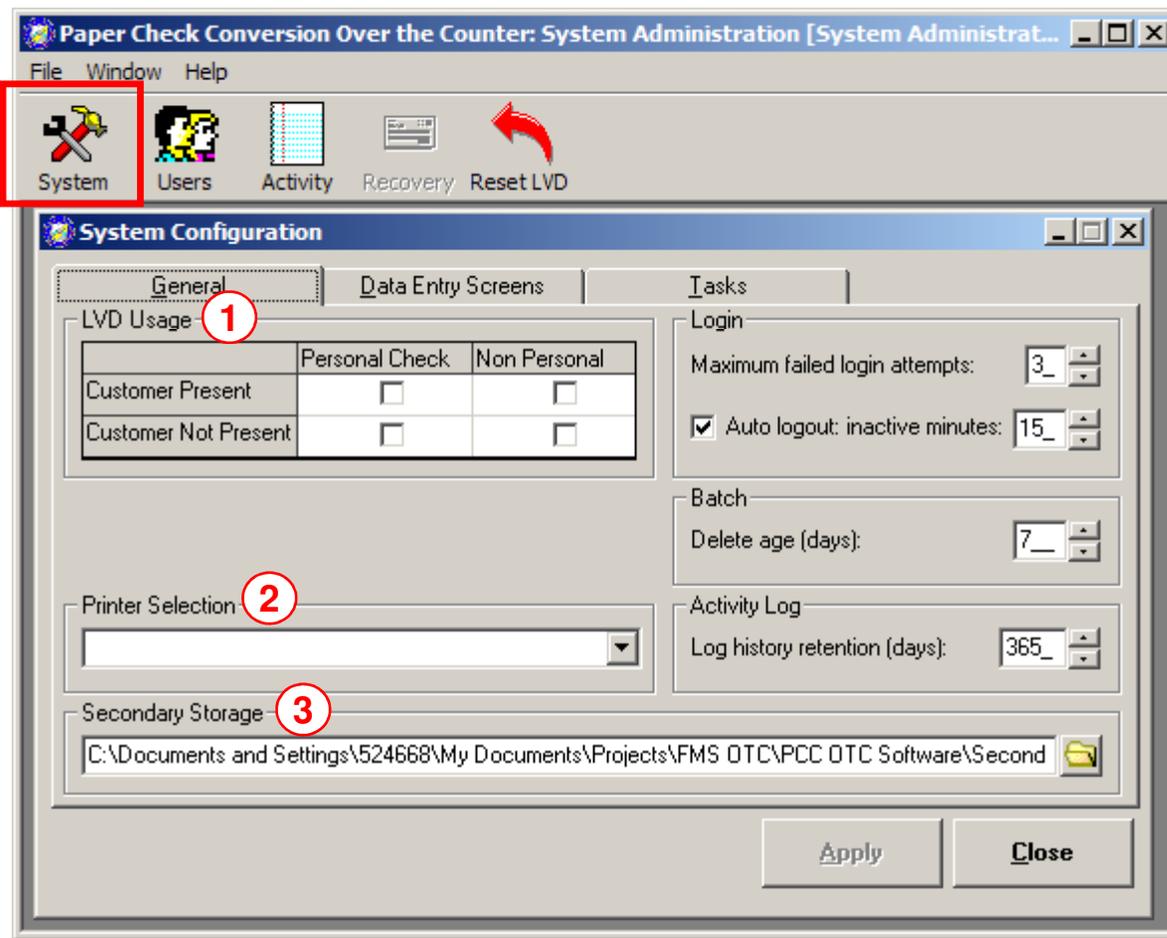
**You are the local administrator
for PCC OTC at your location!**

System Administration Tool (SAT)



User Manual
Ch. 3 p. 10-11

SAT Main Window: System Configuration: General tab



SAT System Setup Checklist

- | | |
|---|---|
| 1 | Confirm LVD/MVD Settings |
| 2 | Identify Printer |
| 3 | Identify secondary storage location (Flash drive/LAN drive) |
| 4 | Confirm ALC+2 : |
| 5 | Confirm WSDL URL for training: https://qae.pccotc.gov/webcontext/jndi/SoapSB?WSDL |
| 6 | Create Point of Contact (administrator) account |
| 7 | Create all other user accounts |



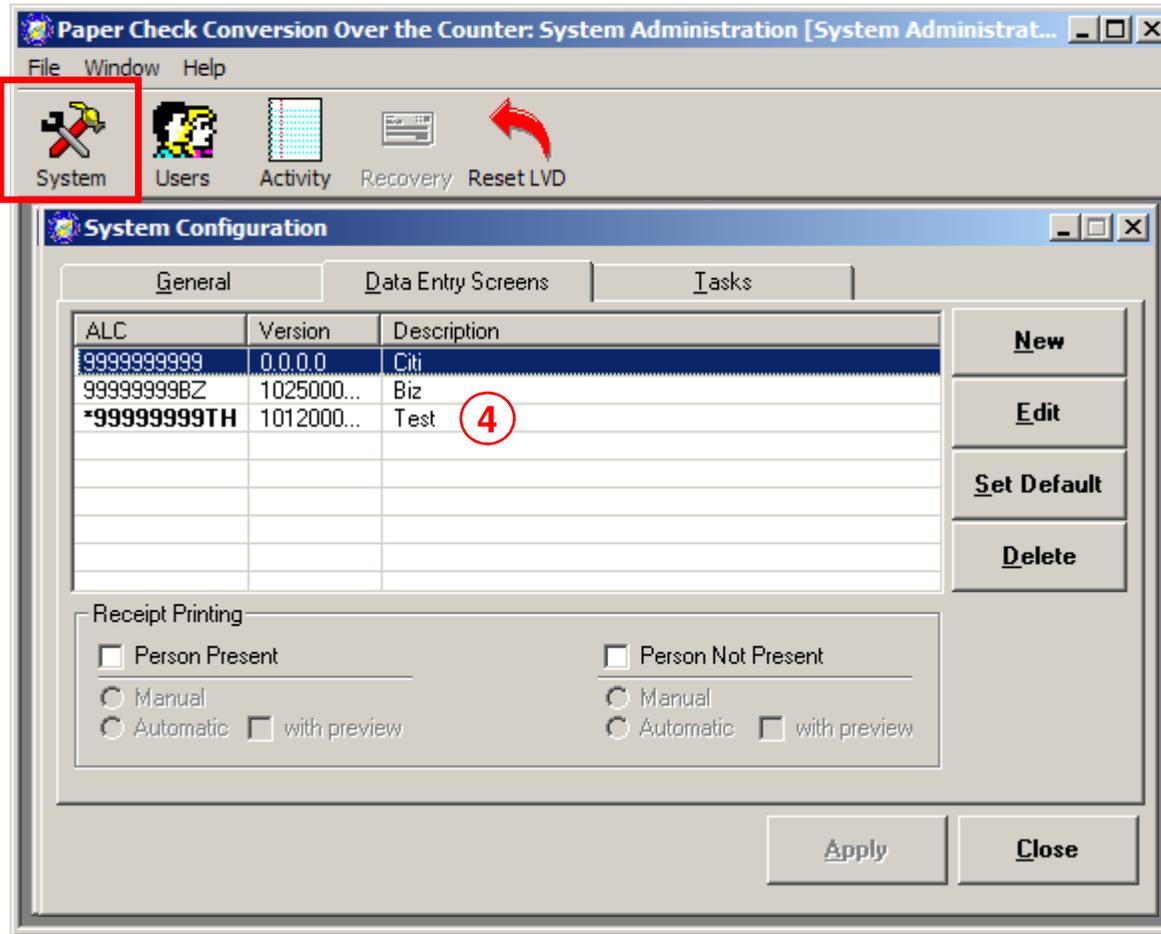
**HANDS-ON
DEMO**

System Administration Tool (SAT)



User Manual
Ch. 3 p. 11-12

SAT Main Window: System Configuration: Data Entry Screens tab



| SAT System Setup Checklist | |
|----------------------------|---|
| 1 | Confirm LVD/MVD Settings |
| 2 | Identify Printer |
| 3 | Identify secondary storage location (Flash drive/LAN drive) |
| 4 | Confirm ALC+2 : |
| 5 | Confirm WSDL URL for training: https://qae.pccotc.gov/webcontext/jndi/SoapSB?WSDL |
| 6 | Create Point of Contact (administrator) account |
| 7 | Create all other user accounts |



**HANDS-ON
DEMO**

System Administration Tool (SAT)



User Manual
Ch. 3 p. 13-16

SAT Main Window: System Configuration: Tasks tab

System Configuration - Tasks tab

WSDL URL: 5

Service Name: Retry Count:

Port Name: Retry Interval (ms):

User Name: Use Proxy Server **Advanced...**

Password:

Task Selection: Execute On Start Up Close Batch

Apply **Close**

SAT System Setup Checklist

| | |
|---|---|
| 1 | Confirm LVD/MVD Settings |
| 2 | Identify Printer |
| 3 | Identify secondary storage location (Flash drive/LAN drive) |
| 4 | Confirm ALC+2: |
| 5 | Confirm WSDL URL for training: https://qae.pccotc.gov/webcontext/jndiSoapSB?WSDL |
| 6 | Create Point of Contact (administrator) account |
| 7 | Create all other user accounts |



**HANDS-ON
DEMO**

System Administration Tool (SAT)



User Manual
Ch. 3 p. 17

SAT Main Window: User Administration

| Login | Full Name | Created | Last Access | Role |
|-----------|----------------------|------------------------|---------------------|---------------|
| admin | System Administrator | 10/13/2008 7:26:38 ... | 11/25/2008 21:41:33 | Administrator |
| MarianneC | Cashier | 10/13/2008 8:25:19 ... | 11/22/2008 16:56:01 | Cashier |
| MarianneP | POC | 10/13/2008 8:24:58 ... | 11/26/2008 09:50:02 | POC |
| MarianneS | Supervisor | 10/13/2008 8:25:43 ... | | Supervisor |

SAT System Setup Checklist

- 1 Confirm LVD/MVD Settings
- 2 Identify Printer
- 3 Identify secondary storage location (Flash drive/LAN drive)
- 4 Confirm ALC+2 :
- 5 Confirm WSDL URL for training:
<https://gae.pccotc.gov/webcontext/jn-diSoapSB?WSDL>
- 6 Create Point of Contact (administrator) account
- 7 Create all other user accounts



**HANDS-ON
DEMO**

Create and Edit Users



User Manual
Ch. 3 p. 18-28

SAT Main Window: User Administration

| Login | Full Name | Created | Last Access | Role |
|-----------|----------------------|------------------------|---------------------|---------------|
| admin | System Administrator | 10/13/2008 7:26:38 ... | 11/25/2008 21:41:33 | Administrator |
| MarianneC | Cashier | 10/13/2008 8:25:19 ... | 11/22/2008 16:56:01 | Cashier |
| MarianneP | POC | 10/13/2008 8:24:58 ... | 11/26/2008 09:50:02 | POC |
| MarianneS | Supervisor | 10/13/2008 8:25:43 ... | | Supervisor |



Create New User



Edit User Information



Delete User



Edit Role Privileges



View Activity Log



User Manual
Ch. 3 p. 39-43

SAT Main Window: System Activity Log

- ▶ Review past activity
- ▶ Help Treasury OTC Support Center identify issues

System Activity Log

Date Range: 11/26/2008 to 11/26/2008

Event Types: Warning, Error, Information

Modules: DEV, DPL, LAL, LAM

Sources: Batch Manager, Point-Of-Sale, System Administration, Tray Manager

| Event | Type | Date \ Time | Module | Description | Location | User Name | Source |
|-------|-------------|-----------------------|--------|--------------------|------------|--------------|-----------------------|
| ▶ | Information | 11/26/2008 9:50:03 AM | LAM | Login User | 99999999TH | Marianne POC | System Administration |
| | Information | 11/26/2008 9:17:22 AM | LVD | LVD Cleanup | | | Tray Manager |
| | Information | 11/26/2008 9:17:17 AM | LAL | LAL Cleanup | | | Tray Manager |
| | Information | 11/26/2008 9:17:14 AM | Tray | Start Tray Manager | | | Tray Manager |

Details

Logon was successful.
User Name : Marianne POC
User ID : {7C171A93-4F41-45A7-A39E-454B9B631D1D}

4 Records



**HANDS-ON
DEMO**

Module Objectives

- ✓ 2.1: Access SAT and describe the unique use of the Admin User ID
- ✓ 2.2: Configure SAT to refer to LVD as appropriate
- ✓ 2.3: Configure SAT to connect to secondary storage location
- ✓ 2.4: Configure SAT to print to desired printer
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- ✓ 2.11: Delete a user account
- ✓ 2.12: Review the Activity Log

Module 3: Configuring POS for Check Scanning

Point of Contact/Administrator

Module Objectives

- 3.1: Access POS and describe the features of the system main screen
- 3.2: Describe the three processing methods
- 3.3: Describe the two item types
- 3.4: Configure POS to work with the available scanner and perform franking
- 3.5: Confirm Terminal ID
- 3.6: Set appropriate Cashflow options
- 3.7: Set appropriate check processing options
- 3.8: Set appropriate batch control options
- 3.9: Download data entry screen

POS Overview: Data Entry Fields



User Manual
Ch. 6 p. 27

- ▶ Check data entry screen
- ▶ Includes the fields your agency requested

Point of Sale Window

Paper Check Conversion Over the Counter: Point-Of-Sale [Marianne POC]

File Tools Help



U.S. Treasury FMS
Logo

User: Marianne POC
Person: Present
Check: Personal

Amount:
Payer:
Payee:
Payment Purpose:
Region:

SINGLE CHECK MODE
Location: 99999999TH
Test

Processing Method:
 Customer Present
 Customer Not Present
 Back Office

Item Type:
 Personal Non Personal

Start Scan
Void
Batch List
Batch Close
Cancel
View Log
Receipt
Clear
Close

Scanner offline Check USB setting/cab



**HANDS-ON
DEMO**

POS Overview: Location

- ▶ Location is the ALC+2 where the check funds should be allocated
- ▶ For training, ALC+2 is
- ▶ Your Deployment Specialist has provided you with “real” ALC+2s

Point of Sale Window

Paper Check Conversion Over the Counter: Point-Of-Sale [Marianne POC]

File Tools Help


U.S. Treasury FMS
Logo

User: Marianne POC
Person: Present
Check: Personal

Amount: 0.00
Payer:
Payee:
Payment Purpose:
Region:

SINGLE CHECK MODE
Location: 99999999TH
Test

Processing Method
 Customer Present
 Customer Not Present
 Back Office

Item Type
 Personal Non Personal

Start Scan
Void
Batch List
Batch Close
Cancel
View Log
Receipt
Clear
Close

Scanner offline | Check USB setting/cables | 11/26/2008

POS Overview: Processing Method



User Manual
Ch. 6 p. 41

Point of Sale Window

- ▶ Processing Method indicates how the check data is entered

Customer Present

Customer has presented check in person and is standing at counter

Customer Not Present

Customer has dropped off the check and is not available

Back Office

Customer presented check in person and check is being scanned in a controlled back-office environment

POS Overview: Item Type



User Manual
Ch. 6 p. 48

- ▶ Item Type indicates whether the check presented is a personal or business check
- ▶ This determines whether the check is handled through Check 21 or ACH

| | |
|---------------------|---|
| Personal | Name on check is an individual's name, not acting as an organization |
| Non-Personal | Name on check is an organization, OR the check is a money order, traveler's check, or third-party check |

Point of Sale Window

U.S. Treasury FMS Logo

User: Marianne POC
Person: Present
Check: Personal

Amount: 0.00
Payer:
Payee:
Payment Purpose:
Region:

SINGLE CHECK MODE
Location: 99999999TH
Test

Processing Method:
 Customer Present
 Customer Not Present
 Back Office

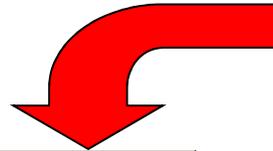
Item Type:
 Personal Non Personal

Start Scan
Void
Batch List
Batch Close
Cancel
View Log
Receipt
Clear
Close

Scanner offline | Check USB setting/cables | 11/26/2008

POS Configuration

POS Configuration



The Configuration window has three tabs: Devices, Application, and Report. The Scanner section is highlighted with a red box and contains the following settings:

- Scanner: RDM EC7000i
- USB Port:
- Serial Port: COM1
- Franking:

The Keypad section contains the following settings:

- Enabled:
- Pass Through Channel:
- Serial Port: COM1

Buttons: Apply, Close

POS Configuration: *Panini Scanners*

The Configuration window has three tabs: Devices, Application, and Report. The Scanner section is highlighted with a red box and contains the following settings:

- Scanner: Panini MyVisionX
- USB Port:
- Serial Port: [Empty]
- Franking:

The Keypad section contains the following settings:

- Enabled:
- Pass Through Channel:
- Serial Port: COM3

POS Configuration Menu Selection

The application window title is "Paper Check Conversion Over the Counter: Point-Of-Sale [Marianne POC]". The menu is open, showing the following options:

- File
- Tools
- Help
- Configuration...
- Logout...
- Exit

The main window displays the U.S. Treasury FMS Logo and the following user information:

- User: Marianne POC
- Person: Present
- Check: Personal

Form fields for payment details:

- Amount: 0.00
- Payer: [Empty]
- Payee: [Empty]
- Payment Purpose: [Empty]
- Region: [Empty]



POS Configuration: Hardware

POS Configuration: Devices tab

POS Configuration Checklist

| | |
|---|--|
| 1 | Confirm scanner selection and port type used |
| 2 | Turn on check franking if desired |
| 3 | Do not enable Yes/no Keypad |
| 4 | Confirm Terminal ID |
| 5 | Set Cashflow options |
| 6 | Set check processing options |
| 7 | Set batch control options |
| 8 | Download data entry screen |

Select Panini MyVisionX from Scanner drop-down list if using a Panini

For Panini Installation and Troubleshooting Guide: https://www.pccotc.gov/pccotc/Downloads/r5.4sop/panini_r54.pdf



POS Configuration: Application

POS Configuration: Application tab

| POS Configuration Checklist | |
|-----------------------------|--|
| 1 | Confirm scanner selection and port type used |
| 2 | Turn on franking if desired |
| 3 | Do not enable Yes/no Keypad |
| 4 | Confirm Terminal ID: |
| 5 | Set Cashflow options |
| 6 | Set check processing options |
| 7 | Set batch control options |
| 8 | Download data entry screen |

Select **Batch** from Processing options if using a Panini Scanner



POS Configuration: Data Entry Screen

POS Configuration: Download Data Entry Screen

POS Configuration Checklist

| | |
|---|---|
| 1 | Confirm scanner selection and port type used (1b. for Panini) |
| 2 | Turn on franking if desired |
| 3 | Do not enable Yes/no Keypad |
| 4 | Confirm Terminal ID |
| 5 | Set Cashflow options |
| 6 | Set check processing options |
| 7 | Set batch control options |
| 8 | Download data entry screen |



Module Objectives

- ✓ 3.1: Access POS and describe the features of the system main screen
- ✓ 3.2: Describe the three processing methods
- ✓ 3.3: Describe the two item types
- ✓ 3.4: Configure POS to work with the available scanner and perform franking
- ✓ 3.5: Confirm Terminal ID
- ✓ 3.6: Set appropriate Cashflow options
- ✓ 3.7: Set appropriate check processing options
- ✓ 3.8: Set appropriate batch control options
- ✓ 3.9: Download data entry screen

Module 4: Scanning Checks in POS

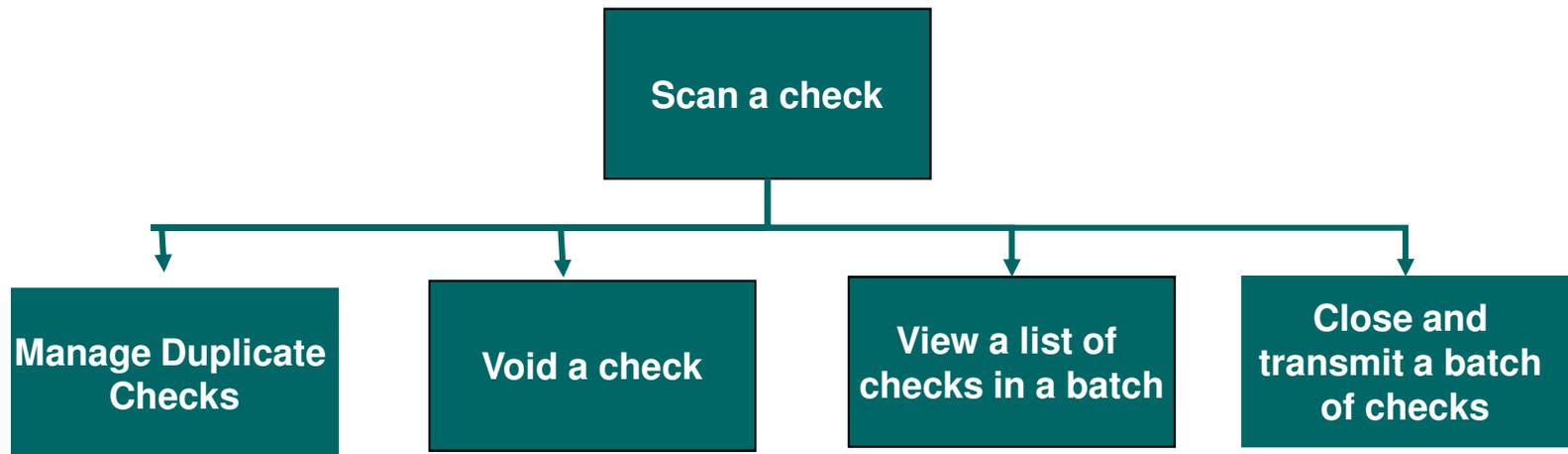
Check Scanning Staff

Module Objectives

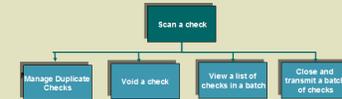
- 4.1: Check scanning: Overview
- 4.2: Scan a check: Confirm a successful check image in the POS screen
- 4.3: Describe and complete all data entry fields in the data entry form
- 4.4: Void a duplicate check
- 4.5: View the batch list
- 4.6: Describe when it is appropriate to close a batch
- 4.7: Close and transmit a batch

Check Scanning: Overview

- ▶ You can perform several tasks in POS



Scanning a Check



User Manual
Ch. 6 p. 45-51

- 1 With check in hand, click **Start Scan**
- 2 Insert check in scanner
- 3 Confirm check image in view window
- 4 Enter check and check-writer information in data entry screen
- 5 When finished entering fields, press **[ENTER]** to save the check data

Point of Sale Window

U.S. Treasury FMS Logo

User: Marianne POC
Person: Present
Check: Personal

Amount: 0.00
Payer:
Payee:
Payment Purpose:
Region:

SINGLE CHECK MODE
Location: 99999999TH
Test

Processing Method:
 Customer Present
 Customer Not Present
 Back Office

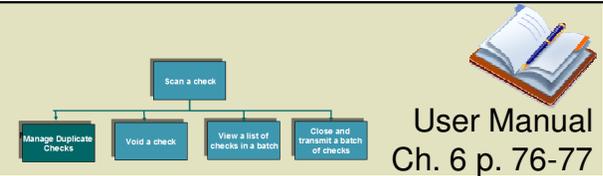
Item Type:
 Personal Non Personal

1 Start Scan
Void
Batch List
Batch Close
Cancel
View Log
Receipt
Clear
Close

Scanner offline Check USB setting/cab

HANDS-ON DEMO

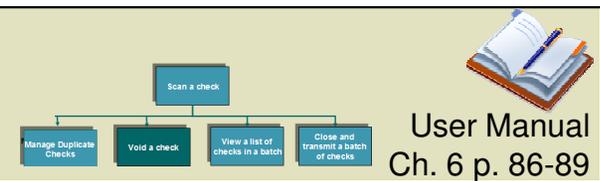
Managing Check Duplicates



- ▶ Occasionally a check may be scanned twice
- ▶ If the check is scanned twice and information entered for the same amount, PCC OTC displays an error message containing both scanned images and requests confirmation
- ▶ If the check is scanned twice and information entered for a different amount, PCC OTC does not catch the error and will allow the duplicate entry
 - Note: The Financial Institution will later reject one of the duplicate checks



Voiding a Check



- ▶ If the customer decides after you have scanned the check that he or she does not want to cash or pay by check, or if you catch a mistake or duplicated check, then you can void the check

- 1 Click **Void**
- 2 Open the check from the batch list that appears
- 3 Click **Void**

Point of Sale Window

The screenshot shows the "Paper Check Conversion Over the Counter: Point-Of-Sale [Marianne POC]" window. The main area contains the U.S. Treasury FMS Logo and the following fields:
User: Marianne POC
Person: Present
Check: Personal
Amount: 0.00
Payer: [text field]
Payee: [dropdown]
Payment Purpose: [dropdown]
Region: [dropdown]

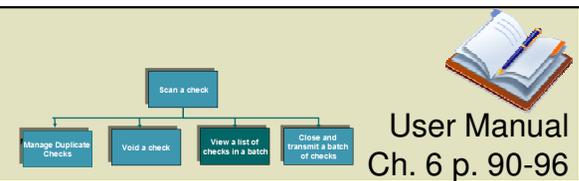
On the right side, there is a "SINGLE CHECK MODE" panel with the following options:
Location: 99999999TH
Test
Processing Method:
 Customer Present
 Customer Not Present
 Back Office
Item Type:
 Personal Non Personal

Buttons on the right include: Start Scan, **1 Void**, Batch List, Batch Close, Cancel, View Log, Receipt, Clear, and Close.

At the bottom, there are status indicators: "Scanner offline" and "Check USB setting/cab".



Viewing Checks in a Batch



- ▶ The group of all checks you have scanned without transmitting then is called a batch
- ▶ A batch may contain one or many checks
- ▶ To view and access any of the checks in a batch,

① Click Batch List

Point of Sale Window

The screenshot shows the "Point of Sale Window" for "Paper Check Conversion Over the Counter: Point-Of-Sale [Marianne POC]". The window title bar includes "File Tools Help". On the left is the U.S. Treasury FMS Logo. The main area contains the following fields:

- User: Marianne POC
- Person: Present
- Check: Personal
- Amount: 0.00
- Payer: [text input]
- Payee: [dropdown menu]
- Payment Purpose: [dropdown menu]
- Region: [dropdown menu]

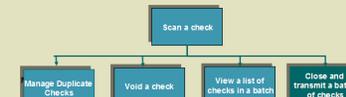
On the right side, there is a "SINGLE CHECK MODE" section with the following options:

- Location: 99999999TH
- Test: [text input]
- Processing Method:
 - Customer Present
 - Customer Not Present
 - Back Office
- Item Type:
 - Personal
 - Non Personal

Below these options is a vertical stack of buttons: Start Scan, Void, Batch List (circled with a red '1'), Batch Close, Cancel, View Log, Receipt, Clear, and Close. At the bottom of the window, there are status indicators: "Scanner offline" and "Check USB setting/cab".



Closing/Transmitting a Batch



User Manual
Ch. 6 p. 97-106

- ▶ When you have finished scanning checks, your business process may call on you to close and transmit the batch
- ▶ Once the batch is transmitted, it cannot be recalled
- ▶ To close and transmit a batch,

- 1 Click **Batch Close**
- 2 Click **Close All**
- 3 Print the Batch List
- 4 Click **Close**

Point of Sale Window

U.S. Treasury FMS Logo

User: Marianne POC
Person: Present
Check: Personal

Amount: 0.00
Payer:
Payee:
Payment Purpose:
Region:

SINGLE CHECK MODE
Location: 99999999TH
Test:

Processing Method:
 Customer Present
 Customer Not Present
 Back Office

Item Type:
 Personal Non Personal

Start Scan
Void
Batch List
1 Batch Close
Cancel
View Log
Receipt
Clear
Close

Scanner offline | Check USB setting/cab



Module Objectives

- ✓ 4.1: Check scanning: Overview
- ✓ 4.2: Scan a check: Confirm a successful check image in the POS screen
- ✓ 4.3: Describe and complete all data entry fields in the data entry form
- ✓ 4.4: Void a duplicate check
- ✓ 4.5: View the batch list
- ✓ 4.6: Describe when it is appropriate to close a batch
- ✓ 4.7: Close and transmit a batch

Module 5:
**Using Batch Manager to
View and Transmit Check Batches**

*Point of Contact/ Administrator
Check Scanning Staff*

Module Objectives

- 5.1: Access Batch Manager
- 5.2: Describe the use of Batch Manager
- 5.3: Review previously transmitted batch in Batch Manager
- 5.4: Transmit unsent batch using Batch Manager

Batch Manager Overview



User Manual
Ch. 4 p. 4-5

- ▶ Batch Manager enables processing, editing, and management of check batches
- ▶ Most users can manage only their own batches; a supervisor or administrator can manage other users' batches

Using Batch Manager



User Manual
Ch. 4 p. 6

- ▶ Log on to Batch Manager using the same user ID and password as for POS

Batch Manager Window

| Batch ID | Creator | Location | Created On | Item Count | Total Amount | Status | Status Data | Active |
|----------|---------|----------|------------|------------|--------------|--------|-------------|--------|
|----------|---------|----------|------------|------------|--------------|--------|-------------|--------|



Using Batch Manager

- ▶ Batch Manager offers several options for managing checks and batches

The screenshot shows the toolbar for the 'Paper Check Conversion Over the Counter: Batch Manager' application. The toolbar contains the following buttons with their respective functions:

- Print**: Prints the selected item or batch.
- Refresh**: Refreshes the view of items and batches.
- Activate**: Deactivates or re-activates a batch to prevent or allow transmission.
- Close**: Closes a batch for transmission.
- Acknowledge**: Requests acknowledgement of transmitted batch.
- Upload**: Transmits a closed batch for processing.
- Void Item**: Voids the selected item.
- Show Item**: Shows details of the selected open or closed item.

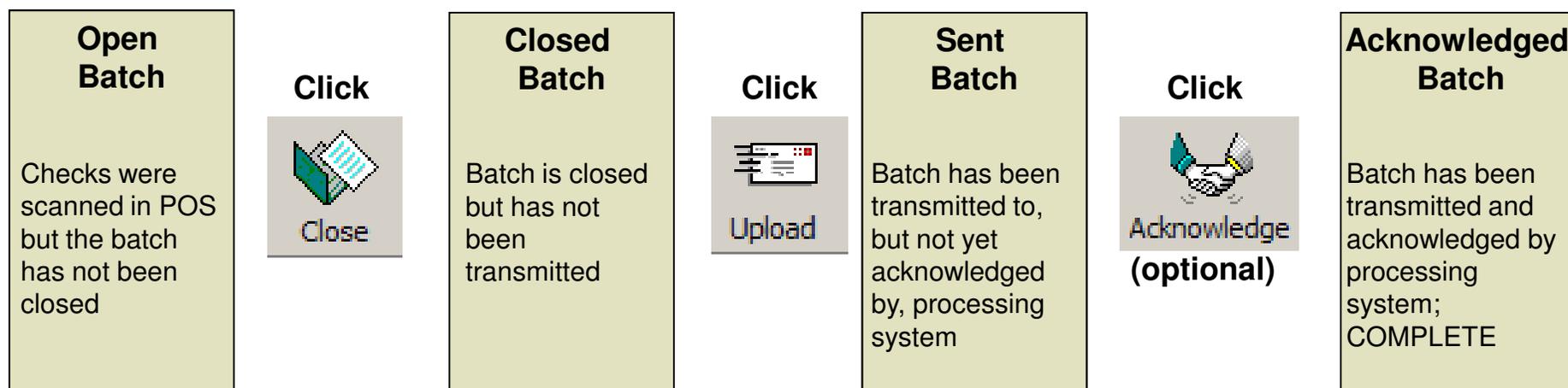
References

User Manual



Using Batch Manager

- ▶ The life cycle of a batch follows these steps:





Edit Check Information

- ▶ You can edit incorrect information that was entered for a check, if the check has not already been transmitted in a batch.
- ▶ Steps:
 - In Batch Manager, open the batch in which the check resides
 - Select the check to edit
 - Click **Show Item**
 - In the data form fields, make any changes needed
 - Click **Apply**

Module Objectives

- ☑ 5.1: Access Batch Manager
- ☑ 5.2: Describe the use of Batch Manager in the context of the agency
- ☑ 5.3: Review previously transmitted batch in Batch Manager
- ☑ 5.4: Transmit unsent batch using Batch Manager

Module 6:
**Configure PCC OTC for
Transmitting Real Checks**

Point of Contact/Administrator

Module Objectives

- 6.1: Close any open batches
- 6.2: Delete any un-transmitted batches
- 6.3: Configure SAT to transmit to Production
- 6.4: Download Production data entry form to POS
- 6.5: Scan and confirm check transmission to Production

Reset PCC OTC for Transmitting Checks

- ▶ In each PC that was used for training and will also be used for scanning and transmitting real checks, perform the following tasks:

| PCC OTC Post-Training Configuration Checklist | |
|---|--|
| <i>In Batch Manager...</i> | |
| 1 | Check to see if there are any open OR closed and untransmitted batches |
| 2 | Void any open items |
| 3 | Transmit to Training any un-transmitted batches |
| <i>In SAT...</i> | |
| 4 | Delete training ALC+2: |
| 5 | Confirm real ALC+2s have been entered |
| 6 | Change WSDL URL to Production: https://www.pccotc.gov/webcontext/jndiSoapSB?WSDL |

Module Objectives

- ✔ 6.1: Close any open batches
- ✔ 6.2: Delete any un-transmitted batches
- ✔ 6.3: Configure SAT to transmit to Production
- ✔ 6.4: Download Production data entry form to POS
- ✔ 6.5: Scan and confirm check transmission to Production

Module 7:
**Accessing and Logging On
to ELVIS**

Reporting Staff

Module Objectives

- 7.1: Describe the process for obtaining user accounts to ELVIS (through security contact)
- 7.2: Log on to ELVIS
- 7.3: Run a CIRA query in ELVIS
- 7.4: Pull a report from ELVIS
- 7.5: Manipulate report results

ELVIS Overview



User Manual
Ch. 5 p. 5-6

- ▶ The online Electronic Verification Imaging Service (ELVIS) enables you to obtain valuable information about your transmitted checks
 - SF215 reports
 - SF5515 reports
 - Seven years of historical data regarding checks, including check images and agency-entered information
 - MVD updates for check verification
- ▶ Your agency's POC can work with the Treasury OTC Support Center to obtain an account for you as needed
- ▶ ELVIS is available online from any location using your user ID and password
- ▶ The first time you log on, you will be asked to confirm the User Responsibility Statement

ELVIS Overview



User Manual
Ch. 5 p. 29

- ▶ ELVIS includes several elements that provide you with valuable information

U.S. Treasury Paper Check Conversion Over the Counter Tuesday, December 2, 2008

Home

- Home
- Location
- Verification
- CIRA Query (A)
- Reports (B)
- Centralized Deployment
- Form Management
- Administration
- Scheduler
- About PCC OTC
- Logout

U.S. Treasury
Paper Check Conversion Over the Counter

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| | |
|-----|---|
| (A) | CIRA (Central Image Research Archive) Query Enables you to locate and view specific check data and images |
| (B) | Reports Provides reports such as SF 215 and SF5515 |

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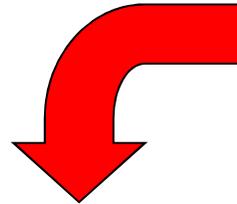
Log on to ELVIS



User Manual
Ch. 5 p. 15-21

Login: <http://www.pccotc.gov>

ELVIS Main Page



U.S. Treasury Paper Check Conversion Over the Counter Tuesday, December 2, 2008

Home

- Home
- Location
- Verification
- CIRA Query
- Reports
- Centralized Deployment
- Form Management
- Administration
- Scheduler
- About PCC OTC
- Logout



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Welcome! Please enter your user name and password:

User Name: Password:

[Change your Password](#)



[To learn more about PCC OTC](#)

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ELVIS Information

- ▶ CIRA Queries enable you to search for specific checks or groups of checks
- ▶ Reports provide you with pre-formatted results for the information you request

CIRA Queries



User Manual
Ch. 5 p. 56-74

- ▶ CIRA Queries enable searching on many criteria, as shown
 - Location (in agency hierarchy)
 - Data entry fields, including agency-specific fields
 - Account number
 - Bank routing number
 - Status
 - IRN
 - Cashier ID (Logged-on ID who scanned the check)
 - Check amount (or range)
 - Check number
 - Batch ID
 - 5515 or 215 number
 - Date of receipt, check capture, settlement, or return settlement

ELVIS: CIRA Query

U.S. Treasury Paper Check Conversion Over the Counter tuesday, December 2, 2008

CIRA Query - Criteria

Home
Location
Verification
CIRA Query
Reports
Centralized Deployment
Form Management
Administration
Scheduler
About PCC OTC
Logout

Location: FederalReserve Form Name: -- Select Form --
Include Subordinate Locations: Yes No Deploy Date: -- Select Version --

Generic Fields
GENERIC_FIELD1: GENERIC_FIELD2:
GENERIC_FIELD3: GENERIC_FIELD4:

Account: Bank Routing Number: Status: ALL
IRN: Cashier ID: Check Amount: Equal To
Check Number: Batch ID:
5515/Debit Voucher Number: 215/Deposit Ticket Number:

Received Date: From: 12/02/2008 To: 12/02/2008
 Settlement Date: From: 12/02/2008 To: 12/02/2008
 Check Capture Date: From: 12/02/2008 To: 12/02/2008
 Return Settlement Date: From: 12/02/2008 To: 12/02/2008

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Reports



User Manual
Ch. 5 p. 79-92

▶ ELVIS provides you with several reports:

- Agency CIRA Report
- LVD Contents Report
- Location Hierarchy Report
- Location Check Cashing Policy Report
- 215 Deposit Ticket Report
- 5515 Debit Voucher Report
- CIRA-CSV Report

ELVIS: Reports

U.S. Treasury Paper Check Conversion Over the Counter Tuesday, December 2, 2008

Report Selection

| | |
|------------------------|---|
| Home | |
| Location | |
| Verification | |
| CIRA Query | |
| Reports | |
| Centralized Deployment | ▼ |
| Form Management | ▼ |
| Administration | ▼ |
| Scheduler | ▼ |
| About PCC OTC | |
| Logout | |

Select Report:

| | |
|--|---|
| CIRA Transmission Summary Report | CIRA Transmission (Detailed) Summary Report |
| Agency CIRA Report | LVD Contents Report |
| Location Hierarchy Report | Location Check Cashing Policy Report |
| Location Groups Report | User Accounts Report |
| MVD Configuration Report | Login Failure Report |
| MVD Returns Report | Check Image Report |
| 215 Deposit Ticket Report | 5515 Debit Voucher Report |
| FRB/FMS Statistical Report | CIRA CSV Report |

[Adobe Reader](#) is required to download and view reports.

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Reports



User Manual
Ch. 5 p. 79

- ▶ To run a report, first specify report criteria

Report Criteria: SF 215

U.S. Treasury Paper Check Conversion Over the Counter Tuesday, December 22, 2009

215 Deposit Ticket Report

215 Deposit Ticket Report
Run once daily and covers all items settled that business day.

Report filters

Location Name: Include Subordinates

Start Date:

End Date:

Report Format:

- HTML
- PDF
- Excel
- Word
- Power Point



Reports: Output

- ▶ Report output can be navigated here, or downloaded and manipulated to meet your needs

| | |
|------------|--|
| (A) | Go to Page Moves to a specific page in a multiple-page report |
| (B) | All Pages Retrieves all pages of the report |
| (C) | Prev/Next/Last Moves between the pages of a multiple-page report |

ELVIS Report Output

U.S. Treasury Paper Check Conversion Over the Counter
215 Deposit Ticket Report

PLEASE CHECK THE [HTTPS://WWW.PCCOTC.GOV](https://www.pccotc.gov) WEBSITE FOR CURRENT INFORMATION ON THE PCC OTC PROGRAM

215 Deposit Ticket Report
From Date: 12/16/2009 To Date: 01/06/2010

| | | | | |
|------------------------------|---------------------------|-----------------------------|-----------------------------|--|
| 215 - Deposit Ticket | | | | |
| ALC 1304000101 | Deposit Ticket No: 000019 | Fiscal Agent: FRB Cleveland | Settlement Date: 12/22/2009 | |
| 215 - Detail | | | | |
| ALC 1304000101 | Location Name: BOC DC | | | |
| Cashier ID | Transaction Date | Summary Count | Summary Amount | |
| pospoc | 12/21/2009 | 1 | \$7,000.00 | |
| Total ALC: 1304000101 | | 1 | \$7,000.00 | |

| | | | | |
|------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| 215 - Deposit Ticket | | | | |
| ALC 9999999902 | Deposit Ticket No: 100008 | Fiscal Agent: FRB Cleveland | Settlement Date: 12/16/2009 | |
| 215 - Detail | | | | |
| ALC 9999999902 | Location Name: IRS TEST ALC2 | | | |
| Cashier ID | Transaction Date | Summary Count | Summary Amount | |
| pos poc | 12/14/2009 | 1 | \$7,007.77 | |
| pos poc | 12/15/2009 | 2 | \$191.99 | |
| Total ALC: 9999999902 | | 3 | \$7,199.76 | |

| | | | | |
|------------------------------|------------------------------|-----------------------------|-----------------------------|--|
| 215 - Deposit Ticket | | | | |
| ALC 9999999902 | Deposit Ticket No: 100009 | Fiscal Agent: FRB Cleveland | Settlement Date: 12/18/2009 | |
| 215 - Detail | | | | |
| ALC 9999999902 | Location Name: IRS TEST ALC2 | | | |
| Cashier ID | Transaction Date | Summary Count | Summary Amount | |
| pos poc | 12/16/2009 | 6 | \$1,154.89 | |
| pos poc | 12/17/2009 | 2 | \$77.77 | |
| Total ALC: 9999999902 | | 8 | \$1,232.66 | |

Page 1 of 2

(A)

(B)

(C)

Module Objectives

- ✓ 7.1: Describe the process for obtaining user accounts to ELVIS (through security contact)
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Thank You!

Thank You!

- ▶ You have learned today to perform the critical tasks in PCC OTC that will enable you to scan checks and transmit them to Treasury/FMS accounting system
- ▶ This begins the process of quickly and efficiently moving check funds from the customer' account to the agency's account
- ▶ If you encounter any difficulties with PCC OTC, please do not hesitate to contact us:

Treasury OTC Support Center

By Phone:

- 866-945-7920 (toll free)
- 302-324-6442 (local number, Delaware)
- 510-428-6824 (Military DSN) (choose option 4, option 5, option 4)

By Email:

- FMS.OTCChannel@citi.com