

PCC OTC Scanner

Paper Check Conversion
Over the Counter
U.S. Dept. of the Treasury, FMS
FRB Cleveland

Vol. 7, October, 2006

Supported Browsers

In the very near future, your browser must support 128 bit encryption. We will send a broadcast message with the effective date as soon as we are notified.

While the most popular browsers downloaded from the U.S. support 128 bit encryption, non-U.S. browsers may use weakened encryption suites. If the browser does not support 128 bit encryption, users will receive an error message stating that their browser's encryption level is not high enough to access the site.

The following browsers support 128 bit encryption:

- IE 6.0 (Recommended)
- Mozilla Firefox 1.5 or greater
- Mozilla 1.7 or greater
- Netscape 4.x to 7.x (if using Netscape, 7.X is recommended)

Note: If you are using Mozilla or Netscape and experience problems, please contact PCC OTC Customer Service. To determine your browser's version number, open the browser, click on 'Help', then 'About'. A window will open that displays the version number.

If you have any questions regarding the upgrade, please contact the PCC OTC Customer Service Department.

POS Batch Ownership

In the past, operators could close and transmit the batches of other operators. In Release 5.0 and higher, only the owner of the batch has access to a batch that they have created. Should an operator become interrupted during the batch process and

POS vs. ELVIS

There are two major components in PCC OTC that are used to process a check from presentment to collection. POS is the software used on the Agency's computer to process check transactions, and ELVIS is the website that resides in the Treasury's Infrastructure and is used for researching check images and retrieving reports. The entire family of products consisting of the POS and ELVIS is known as PCC OTC.

The first component is the POS — **P**oint **O**f **S**ale. The POS is a software package that is installed on the Agency's computer. The POS contains its own components in the form of separate modules:

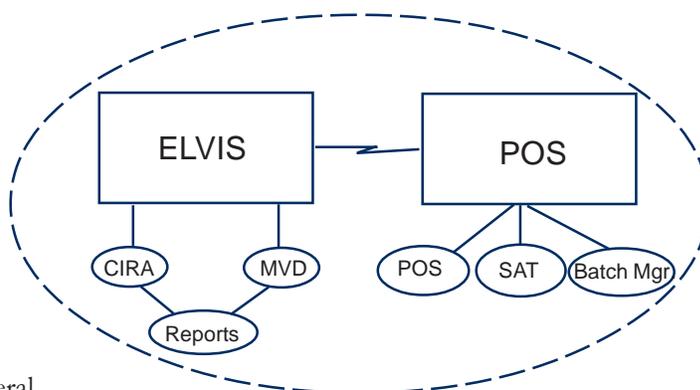
- ◆The SAT stands for System Administration Tool. This component is used by the Agency's Point of Contact (POC) to grant access to individual users. Other security type functions are also performed within the SAT.
- ◆The POS is the PC-based software used to capture images of the check along with transaction data. The transactions are collected in a batch and transmitted to ELVIS via a secured transmission over the internet.
- ◆Batch Manager is a component to monitor and manage batches.
- ◆Tray Manager is a component that runs in the background and controls all functionality within the POS/SAT/Batch Manager.

Since the POS is installed locally on the Agency's computer, access to the software is controlled by a security administrator or Point-of-Contact at your location.

The second component is ELVIS — **E**lectronic **V**erification and **I**mage **S**ervices. ELVIS is the Host application where all check images are stored in the subsystem called the Central Image Research Archive (CIRA) for 7 years or longer. ELVIS also houses the Master Verification Database (MVD) which is a listing of returned PCC OTC transactions. ELVIS can be used for retrieving deposit/debit voucher reports, viewing/editing the MVD, and generating various reports necessary for balancing. In addition, ELVIS creates files that are needed to complete the item collection process.

The figure on the right illustrates how the components within PCC OTC are related. Access to the ELVIS system is requested by your security administrator or Point-of-Contact but controlled and maintained by the Information Security Department at the Federal

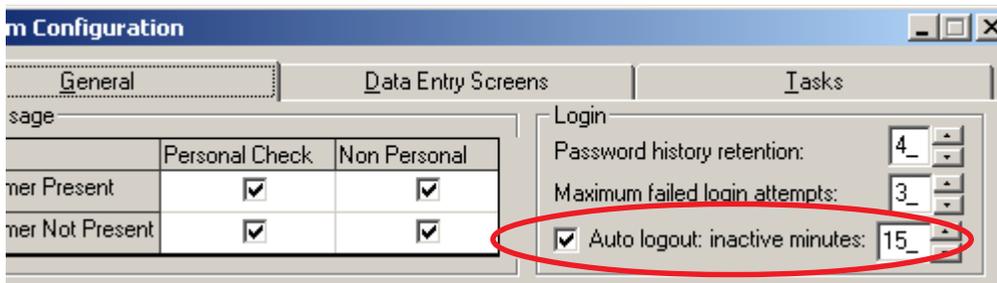
Reserve Bank of Cleveland. Forms to add users can be found at: <https://www.pccotc.gov/pccotc/Downloads/securityforms.htm>



Important Batch Mode Information

You may encounter a problem while using the batch mode with Release 5.1. The amount of time that it takes to scan your checks may exceed the number of minutes before the system performs an auto logout. Because the keyboard and mouse are typically not touched during the scanning process, the system interprets this as inactivity and an auto logout takes place. When this scenario happens, all of the checks that were scanned (but not yet typed) will no longer exist and the user will need to rescan the items upon login. To avoid this situation, we recommend that you follow one of three solutions.

1. Move the mouse every so often to simulate system activity during the scanning process. How often you move the mouse should be based on the number of minutes before the system will automatically log out the user for inactivity. The default setting is 15 minutes. With a 15 minute setting, the operator should move the mouse every 10 minutes or so to keep the system active.
2. Change the auto logout parameter in the SAT to be more than 15 minutes. This option is only as viable as the size of your batches. If you reset the SAT timer to 30 minutes, but it takes 31 minutes to scan 250 items, the system will log out the operator at the 30 minute mark and now 250 items will be lost. Make sure to set the auto logout timer according to your workload. A person authorized to access the SAT can change the auto logout setting in the SAT by clicking on the 'System' icon, then clicking the 'General' tab. The lower right side of the window displays the number of minutes of inactivity before logout occurs (as displayed below). Make sure the 'Auto logout' box is checked and key in the number of minutes you wish the auto logout feature to use.



3. Scan a smaller quantity of items. For example, instead of scanning 150 items, scan 75. Then perform your data input. Scan the second group of 75 and perform the data input. Using the keyboard after the 75 items are scanned may eliminate the system inactivity logout during your batch processing.

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POS Batch ownership

fail to complete the batch close/transmit process, the batch will remain unprocessed until the operator's next sign on. The unprocessed batches will not be announced as unprocessed by the system upon signon of a different operator. Because of this, the POS administrator or Point-of-Contact should routinely check the status of all created batches in Batch Manager throughout the day. Batches that have not been completed can be done by an authorized individual within Batch Manager.

Release 5.1 Rollout

The rollout of Release 5.1 continues and over 100 Agency locations have discovered the convenience of centralized deployment. Instead of installing the upgrade from a CD, users are opting to download the software using the ELVIS system. Depending on the speed of the connection, the download usually takes less than 30 minutes. The Release 5.1 SOP can be downloaded from our informational website at <https://www.pccotc.gov/pccotc/Downloads/r51sop.htm>.

Release 5.2 is Coming

PCC OTC Release 5.2 is scheduled for fourth quarter, 2006. It is a relatively minor upgrade which includes some behind the scenes patches and enhancements. One major change with 5.2 is the way images are viewed. Downloading the JRE.exe file will no longer be required to view items. Release 5.2 will use the Windows® tiff viewer instead of View One Pro, which is used in today's ELVIS environment. Look for more information as we move closer to conversion.

Numbering Sequences to DTN/DVN's

An upgrade to one of our internal systems now offers the flexibility of assigning separate numbering sequences to Deposit Ticket Numbers and Debit Voucher Numbers across an Agency's many Agency Location Codes (ALC). Deposit ticket and Debit Voucher numbers are six digits. Debits and credits can easily be identified by assigning a range for each category. For example, credits could be assigned a range of 000001 to 500000 and debits could be assigned a range from 600000 to 999999. The ranges are flexible and can be determined from the Agency's preferences. If no action is taken by the Agency then the deposit ticket and debit voucher numbers will remain on the current numbering sequence. For additional information please see the 'Reporting and Balancing' chapter, page 6 of the SOP, or contact Customer Service.

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