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Financial Management Service (FMS)

Paper Check Conversion Over the Counter (PCC OTC)

User Manual

Chapter 5
Elvis

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Table of Contents

ELVIS	5
What is PCC OTC?	5
What is ELVIS?	5
What is the POS?	5
Central Image Research Archive (CIRA)	6
Master Verification Database (MVD)	6
How Does the MVD Work?	7
What is Included in a Location's Policy?	8
Location Hierarchy	9
PCC OTC Roles for ELVIS	10
Roles without MVD Permission	10
Roles with MVD Permission	11
Problem Accessing ELVIS	12
What's new for ELVIS 5.5?	13
Supported Browsers.....	13
Special Character Handling.....	14
Accessing the ELVIS URL	15
The ELVIS Login Screen	15
Changing the ELVIS Password	16
ELVIS Password Requirements	17
Other Security Guidelines	17
Password Reset/Account Lock	17
Password Expiration	18
Logging into ELVIS for the First Time	18
Password Error Messages	18
Learn More About PCC OTC	20
Successful Login to ELVIS	21
Successful Login to ELVIS	21
Logout of ELVIS	22
Rules of Behavior	22
Declining the Rules of Behavior	25
Privacy Statement	26
Accessibility Statement	28
Navigating ELVIS	29
ELVIS Main Menu	29
Hide ELVIS Main Menu	29
Common ELVIS Functionality	31
Sorting Records	31
Field Formats	32
Icon Assisted Fields	32
Multiple Choice Fields	33
Reset Button	34

Cancel Button.....	35
System Timeout	35
ELVIS Administration	36
Establishing a PCC OTC Security Contact	36
Adding a User	36
Deleting or Modifying a User	36
Access Request	36
The ELVIS Menu Options	37
Location Query	38
Data Privacy	41
Dynamic Records	42
Verification (applicable for MVD users only)	43
Status of Verification Record	43
Query Verification Records (MVD users only).....	44
Add MVD Record	49
Update MVD Record.....	51
Clearing an MVD Record.....	55
CIRA Query	56
Available Search Fields.....	56
Item Status.....	59
Count	60
To perform a CIRA Query:	60
To Show History	67
To Show Image:	68
To Print the Image:.....	69
To Print the Details.....	70
Other Uses for the CIRA Query	70
Request a CIRA Count:.....	71
The ELVIS Viewer.....	73
Show Image.....	73
Unzipping Files	75
Unzip Instructions for Windows XP Users:	75
Reports.....	78
To Request Reports	79
View Report – Common Functionality	79
Download Reports.....	81
Agency CIRA Report.....	82
Location Hierarchy Report.....	84
215 Deposit Ticket Report	86
LVD Contents Report	88
Location Check Cashing Policy Report	90
5515 Debit Voucher Report	92
CIRA CSV Report	97
Saving as a TXT File.....	99
About PCC OTC	101

ELVIS

What is PCC OTC?

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

What is ELVIS?

The first component is ELVIS — **EL**ectronic **V**erification **I**maging **S**ystem. ELVIS is the host application where all check images are stored. This storage subsystem is called the Central Image Research Archive (CIRA). ELVIS also houses the Master Verification Database (MVD) which is a listing of returned PCC OTC transactions. In addition, ELVIS receives batches, creates files that are needed to complete the item collection process, and is used for creating reports.

What is the POS?

The second component is the POS — **P**oint **O**f **S**ale. The POS is the PC-based software that contains its own components in the form of three separate modules. 1) The SAT stands for System Administration Tool. This component is used by the Agency's administrators to grant access to individual users. Other security type functions are also performed within the SAT. 2) Batch Manager is a component that is used to update or delete batches. 3) The POS is 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. The following diagram (Figure 5.0) illustrates how the components within PCC OTC are related:

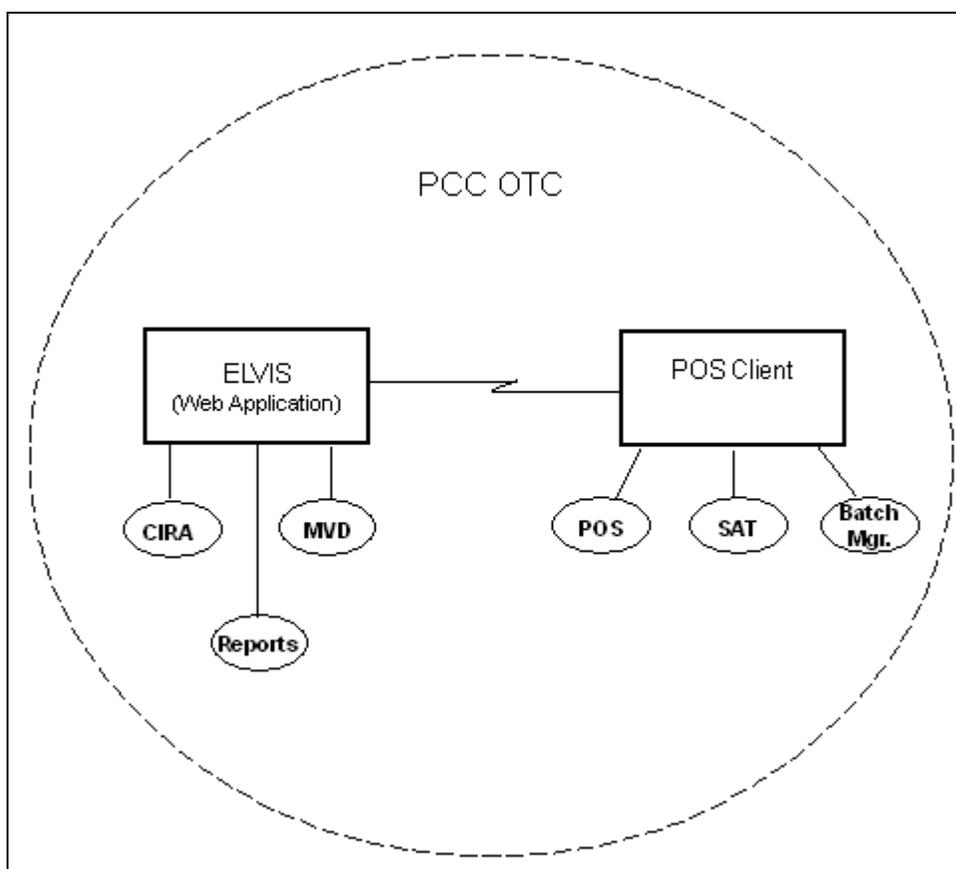


Figure 5.0

Central Image Research Archive (CIRA)

The CIRA contains an archive of all check images processed by participating agencies and locations of the PCC OTC program. The archived batches originate from multiple POS applications deployed at various locations. During the 'Batch Close' process, transactions are transmitted into ELVIS and are available for viewing within minutes. (Volume and system activity affects the amount of time it takes to view the batch in CIRA.). Authorized users can perform searches and view groups of specific checks that have been archived. Access to the CIRA should be limited to authorized users due to the confidential nature of the items.

Master Verification Database (MVD)

The Master Verification Database (MVD) provides the PCC OTC POS system information to ensure a presented check is acceptable. This feature is optional for Agencies to use. The MVD is a "negative" database containing "return" information on checks and accounts that have failed to clear in a previous PCC OTC transaction attempt, and "blocked" accounts/routing numbers or individuals that have been identified where future transactions are not desired. The essence of this service is to advise the PCC OTC operator that the customer has had a prior transaction returned. This information can be used to determine whether or not the transaction should be completed on the POS.

How Does the MVD Work?

Verification records are derived from returns of previous processed payments originated through the PCC OTC system, as well as manually entered records (i.e. blocked, suspended, or denied record). A subset of the MVD, based on requesting location and defined configurable filter parameters, is forwarded to the local POS application (See Figure 5.1). This subset is known as the Local Verification Database (LVD). Blocked, suspended, or denied data is entered manually by an authorized person from a site, a region, an agency, or even the Treasury OTC Support Center. The transactional and blocked information is distributed to a POS computer based upon the site's position in the agency's hierarchy and upon an agency's policy (See Figure 5.1.1). By default a location receives all blocked, suspended and denied records created at the location; all blocked, suspended, and denied records of the location's subordinate sites; all blocked records created at all direct ancestors above the location; and any blocked, suspended, or denied records from any location and their subordinates in the requesting location's location group. A location group typically includes locations from the hierarchy of respective location's agency. Upon processing a check, the POS application queries this information, known as the Local Verification Database or ("LVD"), for known negative payment history.

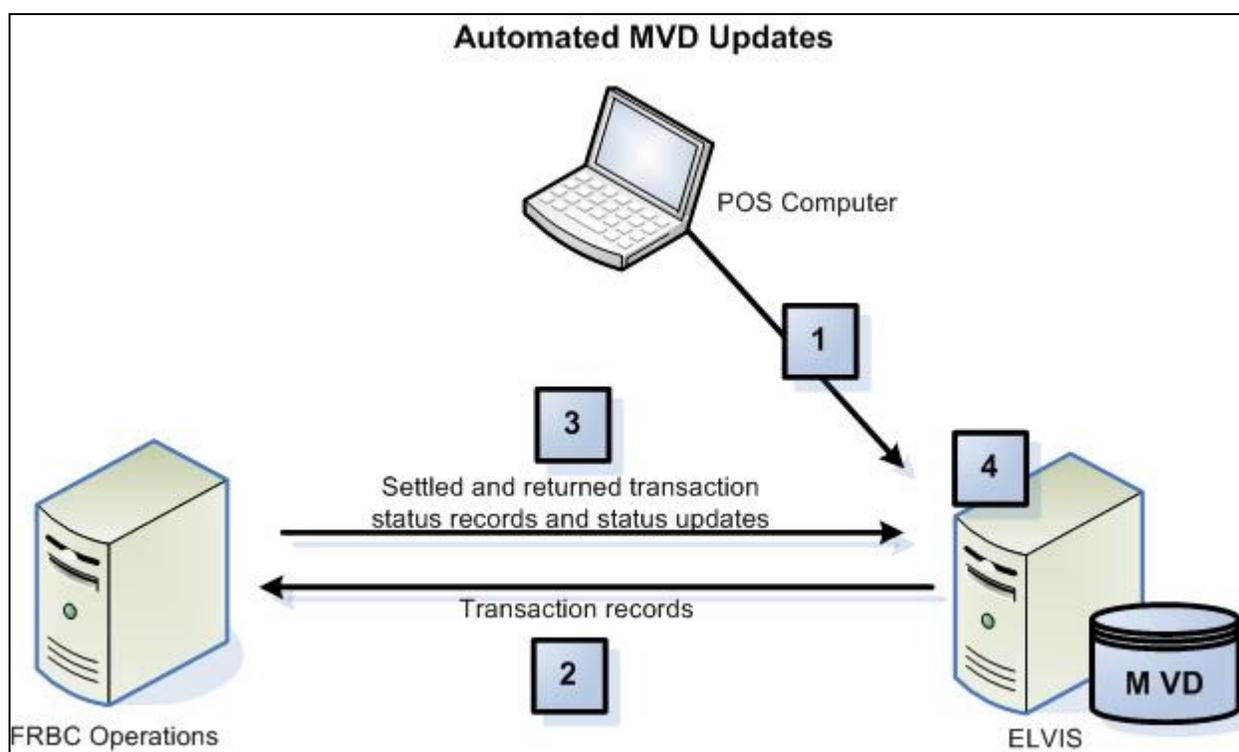


Figure 5.1

1. Check transactions are processed at the POS and sent to ELVIS.
2. Check transaction data is sent from ELVIS to the Treasury/FMS.
3. The negative returns on check transactions are sent from the Treasury/FMS operations to the MVD.
4. Verification record is completed with information from original payment transaction.

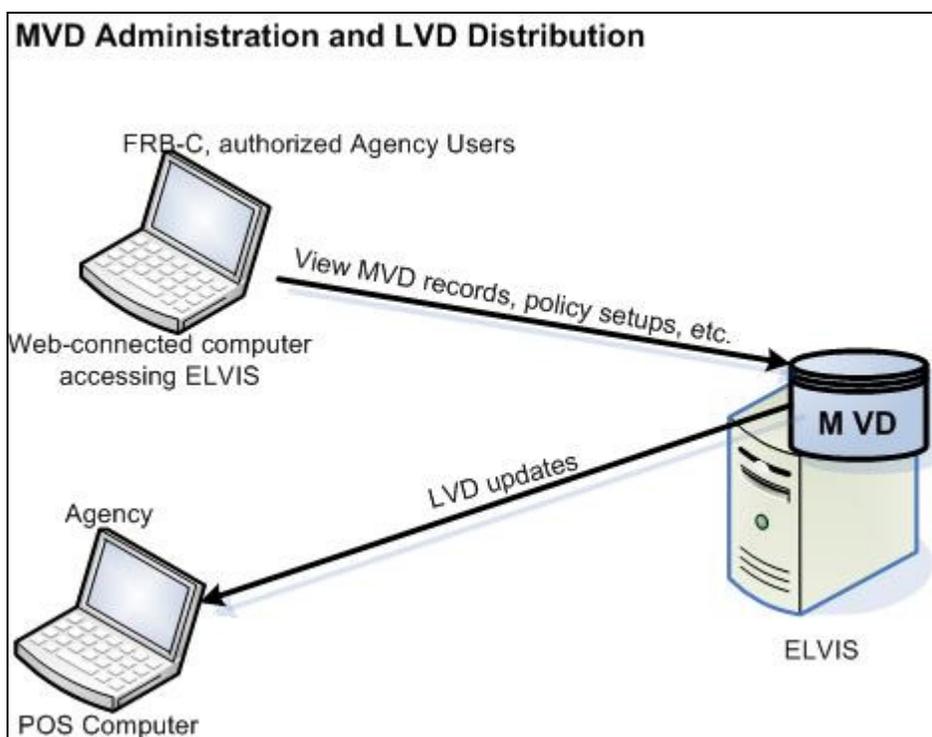


Figure 5.1.1

- Treasury/FMS or the Agency submits blocked, suspended or denied records to the MVD.
- Periodically, the POS system requests an update from the Verification Server to keep the POS system's Local Verification Database (LVD) up-to-date.
- When checks are processed at the POS, the routing number/account and the agency's required configurable field information is validated against the Local Verification Database.

What is Included in a Location's Policy?

A location's policy helps automate an Agency's check cashing/collection policy. The location's policy is based upon the agency's overall program or policy to ensure a consistent application of an agency-wide check verification including returned reason codes, suspension periods, and the inclusion of expired items. As part of the agency's participation in the PCC OTC program, the agency provides the Treasury OTC Support Center, via the Agency Site Profile (A S P), their check collection policy regarding:

- Number of returns permissible by the agency
- Length of time for each suspension period
- Generate Verification records based on:
 - The inclusion of Represented and Retired checks
 - The inclusion of Retired checks only
 - The number and timing of representments

An Agency chooses when MVD records are created – either:

- With any return item - or -

- When items are retired to the Agency

The final piece of information required in a location's policy is what other locations are included in a location's LVD, known as the "location group". The location group typically includes locations from the hierarchy (see below for explanation of location hierarchy) of the respective location's agency, as well as locations from another agency's hierarchy that may be in close proximity or service similar customers.

The location's policy is established during the set-up of a location in the MVD system. Treasury OTC Support Center administers the set-up of all locations based on the agency's and the location's Agency Site Profile (A S P). Treasury OTC Support Center administers all edits or modifications to a location, including the location's policy.

Location Hierarchy

Security within ELVIS is based on location hierarchy. Starting at the lowest level of this hierarchy is a POS device or collection of POS devices at a single physical location. The next level of the hierarchical tree is a logical grouping of POS's for an agency or branch of an agency. Each larger grouping progresses through an agency, up to a Bureau or Division, then up to a Department within the Federal Government.

The number of levels within the hierarchy varies depending on the structure of a given Federal agency. This hierarchical structure is used when determining access to records and reports within ELVIS as well as populating records in a download of Master Verification Database records to an individual POS terminal.

PCC OTC Roles for ELVIS

In order for users to have access to ELVIS, a PCC OTC Access Request form must be completed by the Agency's Security Contact. Once received, the Treasury OTC Support Center issues users their User Name and temporary password. The PCC OTC Access Request form can be downloaded from the PCC OTC information website at <https://www.pccotc.gov/pccotc/index.htm>. Your agency may utilize any role (listed across the top) from the one of the following two grids as applicable to your business.

The following Roles are without MVD (Master Verification Database) permissions. Agencies who are not using our optional negative list should select roles from this area.

Roles without MVD Permission

ELVIS Permissions	Agency Manager1	CIRA	CIRA / Reports	CIRA / Reports/CSV	POS Download
Read Locations	Y	Y	Y	Y	
Read CIRA records	Y	Y	Y	Y	
Read Agency Statistical Reports	Y		Y	Y	
Read CIRA CSV Report	Y			Y	
Read Deposit Ticket Report	Y		Y	Y	
Read Debit Voucher Report	Y		Y	Y	
Read General Agency Reports	Y		Y	Y	
POS Download					Y

The following Roles include MVD permissions. Agencies who are using our optional negative list should select roles from this area.

Roles with MVD Permission

ELVIS Permissions	Agency Manager2	MVD Edit	MVD Edit/CIRA	MVD Edit/CIRA/ Reports	MVD Edit/CIRA/ Reports/ CSV	MVD View	MVD View/CIRA	MVD View/CIRA/ Reports	MVD View/CIRA/ Reports/ CSV	POS Download
Read Locations	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Read CIRA records	Y		Y	Y	Y		Y	Y	Y	
Read Agency Statistical Reports	Y			Y	Y			Y	Y	
Read CIRA CSV Report	Y				Y				Y	
Read Deposit Ticket Report	Y			Y	Y			Y	Y	
Read Debit Voucher Report	Y			Y	Y			Y	Y	
Read General Agency Reports	Y			Y	Y			Y	Y	
Create Verification Records	Y	Y	Y	Y	Y					
Update Verification Records	Y	Y	Y	Y	Y					
Read Verification Records	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Read Block record containing only ABA	Y	Y	Y	Y	Y	Y	Y	Y	Y	
POS Download										Y

Note: The POS Download permission is given only to certain individual and gives them the capability to log on to ELVIS and download an updated Release of the POS software whenever it is available. This permission requires a separate user name. This separate user name can only perform the POS download function.

Problem Accessing ELVIS

If a user experiences difficulty in accessing ELVIS or obtaining images once on the ELVIS website:
Try to access another web site to ensure that Internet access is available.

- Shut the computer down and restart it using the 'Turn Off Computer' option from the Windows 'Start' menu. Click the 'Restart' button. If you are still unable to access the site after the computer restarts but able to access other sites, contact the System Administrator.
- Check your POS version. POS versions below 5.0 have not been tested and are not guaranteed to work with ELVIS 5.5 and your POS may need to be upgraded.
- Make sure that you are accessing the correct URL to access ELVIS:
<https://www.pccotc.gov/pcc5webapp/>. This URL is set in the system configuration settings. For further instruction on how to change the system configuration, please refer to the *SAT* chapter of this User Manual.
- Ensure that you are not attempting to transmit or access ELVIS during our maintenance window which is every Sunday between 2:00am and 6:00am ET.
- Be certain that you are typing the correct password as it is case sensitive. If the account is locked, call the Treasury OTC Support Center at (866)945-7920, or 302-324-6442, or military DSN at 510-428-6824, option 4, option 5, option 4 or via email at FMS.OTCChannel@citi.com.

What's new for ELVIS 5.5?

Effective February 6, 2010, all PCC OTC reports accessed through ELVIS will use an Enterprise Reporting Solution, Web Focus. The new reports will provide users with the same ability to track and manage PCC OTC activity. However, due to the inherent differences between the current and new reporting software, the report interfaces and features may appear and behave slightly different.

This change does not impact the content of reports or data in the system, but there are some changes to how users navigate the system.

Supported Browsers

To ensure the security of the ELVIS system, a 128 bit encrypted browser must be used. The following browsers support 128 bit encryption:

Internet Explorer 6.0, Internet Explorer 7.0, or Internet Explorer 8.0

Note: *No ELVIS features have been tested using Mozilla or Netscape.*

To determine your browser's version number, open the browser, click on 'Help', then 'About'. A window opens that displays the version number.

Special Character Handling

The special character handling defined below are consistent for all input fields. Do not use special characters in data input fields within ELVIS unless used as specified in the table below. (Password fields follow different rules and certain special characters can be used).

Special Character(s)	Handling
' _ - @ #	Valid if surrounded by alpha characters. Exception: The hyphen (dash) is only permitted for the fields associated with the MICR, Raw MICR, account number, routing number, and check number. The hyphen shall be permitted in the Batch ID field if surrounded by alphanumeric characters. The hyphen and/or underscore special characters shall be permitted in the I R N field in the Verification Query. The hyphen shall be permitted in the first configurable field of verification and CIRA records. Two consecutive hyphens are not allowed.
\$	Valid if surrounded by alpha or numeric characters
. / : _	Allowed wherever a URL must be entered. The forward slash is also permitted for use in a date entry field. The period is also permitted for use in free text fields if the period is preceded by an alpha or numeric character. The amount field only accepts numeric characters and one period.
All other special Characters	If a character was not specifically mentioned it is not permitted at all. Passwords are exempt from these special character handling rules.

Accessing the ELVIS URL

The ELVIS Login Screen

Start your Internet browser (Internet Explorer 6.0® or higher is recommended) and connect to the secure ELVIS web address at <https://www.pccotc.gov>. The following ELVIS Login screen appears (Figure 5.2):

U.S. Treasury
Paper Check Conversion Over the Counter

Welcome! Please enter your user name and password:

User Name: Password:

[Change your Password](#)


[To learn more about PCC OTC](#)

WARNING: Information Protection

You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.

[Rules of Behavior](#) - [Privacy Statement](#) - [Accessibility Statement](#)

Figure 5.2

To login to ELVIS, enter your User Name and Password in the appropriate fields and then click the **‘OK’** button. The password field displays blank spaces as you type your password, and only the moving cursor is visible. Upon a successful login, the ELVIS Home page is displayed. Users can change their password on this screen by selecting the **‘Change your Password’** link.

Note: Only authorized users can gain access to the ELVIS application. PCC OTC Security Contacts must submit a PCC OTC Access Request form for each user. This form can be found on the PCC OTC information website at <https://www.pccotc.gov/pccotc/Downloads/securityforms.htm>. The Information Security emails the username to the user’s email address with the phone number to call to obtain their temporary password.

Note: Upon the first signon to ELVIS, new users will see the Rules of Behavior displayed on the screen and must read and agree to the terms. Existing users are prompted once a year to read and agree to the terms of the Rules of Behavior. Users need to read and click the box that states **‘I agree’** to continue.

® Internet Explorer is a registered trademark of Microsoft Corporation.

Changing the ELVIS Password

The ELVIS password can be changed at anytime. The password expires every 90 calendar days and each user has to change their password to a new, unique password. For complete specifics regarding password requirements, please see *Appendix R – Password Requirements* in the Appendix chapter of this User Manual, or contact the Treasury OTC Support Center . A user may also change their password if they feel as though it has been compromised. The system maintains a record of the last 10 passwords used. The user is not allowed to re-use their last 10 passwords.

To change a password:

1. Select the '**Change Your Password**' link from the ELVIS login screen. The following screen appears: (Figure 5.3)

Change Password Page

Choose a password that is at least 8 characters long. It must contain at least one number (0-9) and upper and lower case letters (A-Z, a-z), but no spaces. Make sure it is difficult for others to guess your password.

User Name: 2

Old Password: 3

New Password: 4

Re-enter New Password: 5

Cancel OK

Figure 5.3

2. Enter your User Name as provided by the Treasury OTC Support Center.
3. Enter your current password. All password fields display blank spaces as you type your password, and only the moving cursor is visible.
4. Enter a new password (see the *Password Requirements* section of this chapter for specifics)
5. Re-Enter the new password to confirm it.
6. Click the '**OK**' button.

If the password is successfully changed, the screen displayed is similar to Figure 5.4 below:

Operation Successful.

Your process was successful.
Please choose your next operation.

[Login](#)

Figure 5.4

7. Click the '**Login**' link to continue with the login process. Login using the new password.

Upon successful login, the ELVIS Home page appears, as displayed in Figure 5.6.

ELVIS Password Requirements

For information on password requirements, please see *Appendix R – Password Requirements* in the Appendix chapter of this User Manual, or contact the Treasury OTC Support Center.

Other Security Guidelines

- Prevent others from watching while your password is entered, or from guessing your password. Do not use names of persons, places, or things that are identified with you.
- If you feel that your password has been compromised, it must be changed immediately.
- Unauthorized use of the system must be reported to the Treasury OTC Support Center at (866)945-7920, or 302-324-6442, or military DSN at 510-428-6824, option 4, option 5, option 4 or via email at FMS.OTCChannel@citi.com.
- Log off of the system whenever you leave your computer unattended by clicking on the **‘Logout’** button on the menu or clicking the **‘X’** at the upper right corner of the screen.
- An authorization request must be completed yearly to certify users. This request is initiated by the Treasury OTC Support Center.

Password Reset/Account Lock

If a user account is locked and a password needs to be reset for ELVIS, call the Treasury OTC Support Center at 302-324-6442, or (866)945-7920, or military DSN at 510-428-6824, option 4, option 5, option 4 or via email at FMS.OTCChannel@citi.com. The Treasury OTC Support Center Information Security staff member contacts the user to provide the new password.

Note: This does not include the resetting of your POS password. Only your on-site administrator (or Point of Contact) can reset your POS password by accessing the SAT (System Administration Tool). Your POC can also assist you with your operating system password.

Password Expiration

Passwords that are associated with your ELVIS User Name expire every 90 days, based on the Treasury/FMS's policy. A warning message occurs several days prior to password expiration, similar to the one in Figure 5.4.1 below:



Figure 5.4.1

If it has been more than 90 days since the user's last login, the system displays the message, "Your password is expired. Please Update Your Password." The user must key in their User Name and expired password, then key in a new unique password two times (See the 'Changing the ELVIS password' section of this chapter).

Logging into ELVIS for the First Time

First time ELVIS users receive a User Name and temporary password from the Treasury OTC Support Center. The temporary password must be changed to a unique password and remain active for 90 days. See the *Changing your Password* section for instructions on how to change your password.

First time Users also need to accept the PCC OTC Rules of Behavior, and once every year, thereafter. Carefully read the Rules of Behavior then click the appropriate button to indicate that you have read and understand. The Rules of Behavior can be viewed at any time by clicking on the link at the bottom of any screen within ELVIS.

Password Error Messages

Problem	Error Message	Action
Temporary password typed incorrectly.	'Warning: Please check your user name and password'.	Make sure there are not extra characters typed in the password field by highlighting the password. When highlighted, characters are revealed as dots. Retype temporary password.
User enters an invalid User Name, while attempting to change the password.	'The user _____ is not found' and clears the fields on the change password screen.	Retype the User Name.
User enters an invalid User Name	"Warning: Please check your user	Retype the User Name.

upon login.	name and password”.	
User enters an incorrect password.	“WARNING” Please check your user name and password.	Passwords are case sensitive. Make sure the cap lock is off on the keyboard and retype the password.
Old (temporary) password is invalid.	System displays a message advising the user that the old password is invalid and clears the fields on the change password screen.	Passwords are case sensitive. Make sure the cap lock is off on the keyboard and retype the password.
The newly chosen password does not meet the system requirements.	System displays a message advising the user that the new password “must contain 8 characters, contain a combination of upper and lower letters, and either a numeric or special character value”.	Choose a different password that meets the system requirements. See ‘Password Requirements’ section of this chapter.
User enters a password with a value that has less than 8 characters.	“Password is less than 8 characters. You must choose a password that is at least 8 characters in length.”	Choose a password that has between 8 and 20 characters.
The first and second password entries (new password typed twice for verification purposes) do not match.	“Your ‘New Password’ doesn’t match ‘Re-enter New Password.’”	Carefully retype both passwords.
User enters a password with a value that contains the user’s ‘username’.	“Your ‘New Password’ should not contain ‘User Name.’”	Choose a different password that does not contain your user name as all or part of the password.
User enters a password with a value that contains the word ‘password’.	“Your ‘New Password’ should not contain the word ‘PASSWORD’.”	Choose a different password that does not contain the word ‘password’ as all or part of the password.
User has 3 invalid Login attempts.	The system displays the message that the user’s account is now locked.	Please contact Treasury OTC Support Center at (866)945-7920, or 302-324-6442, or military DSN at 510-428-6824, option 4, option 5, option 4 or via email at FMS.OTCChannel@citi.com.
Password is the same as one of the last ten passwords used	System displays the message, ‘Password is currently in the Password History. Password Change Failed’ and clears the fields on the	Use a password that has not been previously used.

	change password screen.	
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Learn More About PCC OTC

There is a link at the bottom of the ELVIS Login Screen to learn more about PCC OTC (Figure 5.5). This link takes the user to the PCC OTC information website. A password is not needed for the PCC OTC informational site. For more information about the PCC OTC information website, please refer to the *Introduction* chapter of this User Manual.

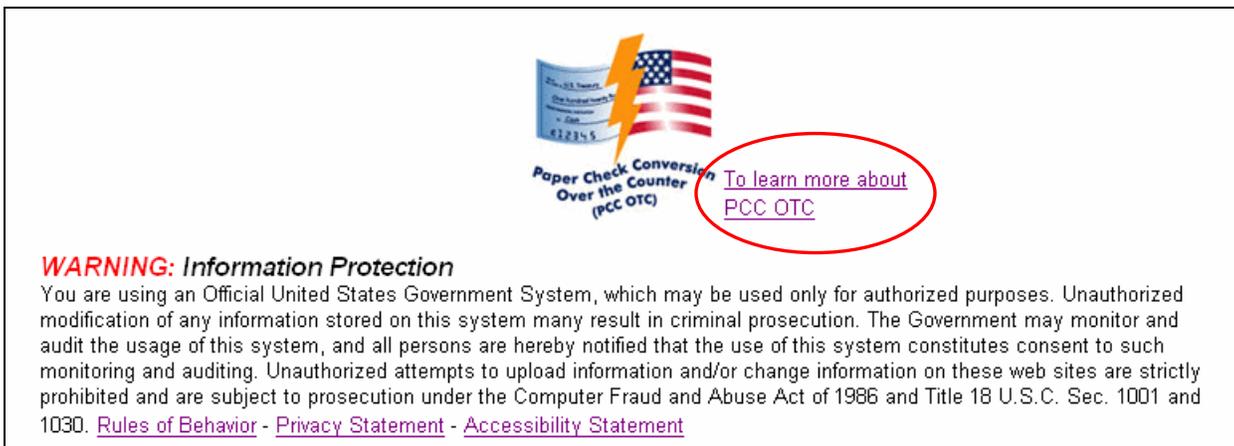


Figure 5.5

Successful Login to ELVIS

Once the user has successfully logged in, the ELVIS Home page appears, as shown below (Figure 5.6). The screen may look different depending on the user's access permissions.

Note: *The menu selections are determined by your access levels. Only the permissible menu options appear for a user's logon ID. If there is a missing menu option for a user, that user does not have access to that option/function. If access to a function is required but does not appear on a user's menu, an updated PCC OTC Access Request form needs to be completed and submitted. For a copy of the PCC OTC Access Request form and instructions on completing the form, see Appendices E and F of the Appendix chapter of this User Manual.*

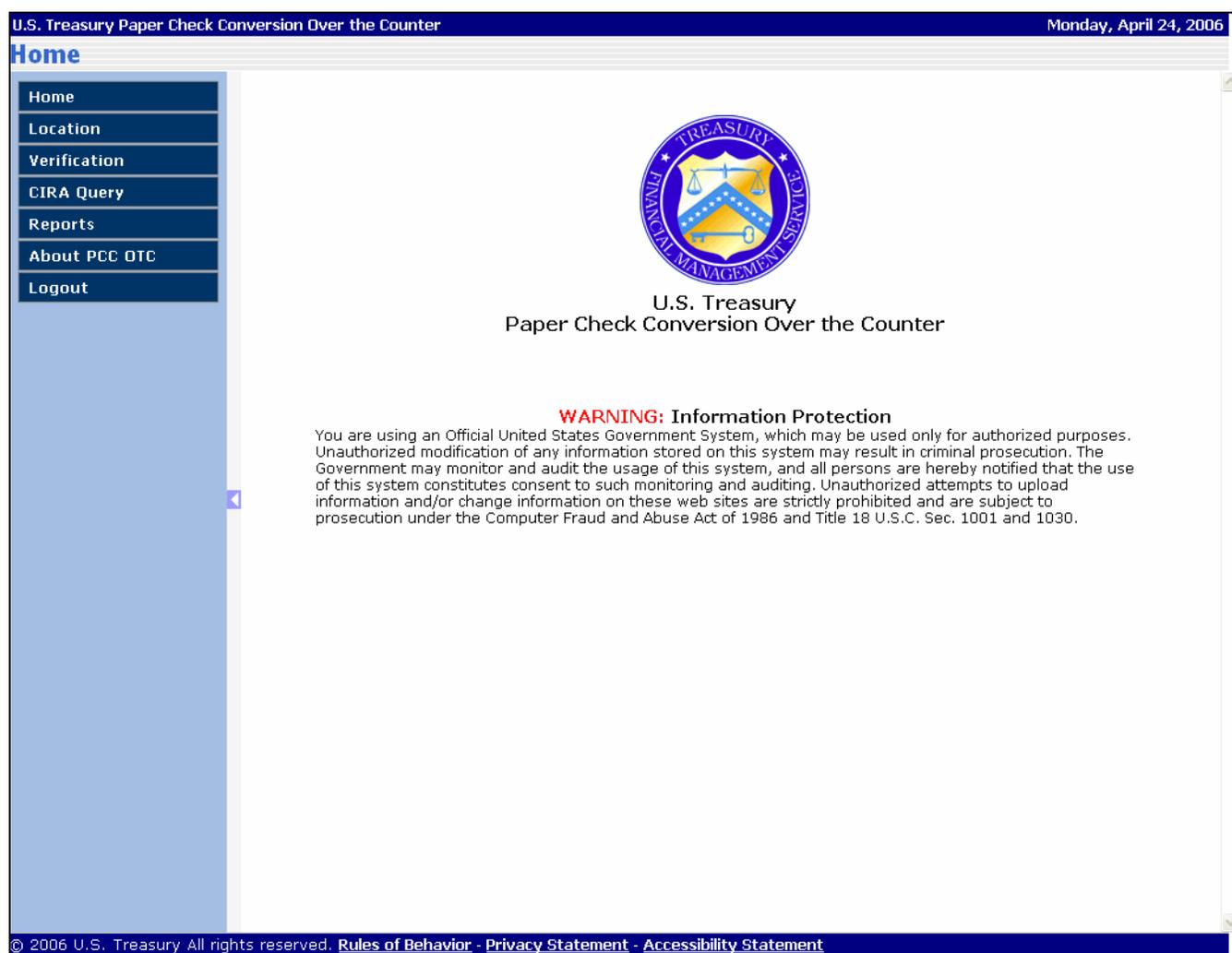


Figure 5.6

From this screen, the user can access the areas of ELVIS that are allowed based upon the permissions established in the role assigned to the user, as established by the Security Contact for your Agency.

Logout of ELVIS

When a user is finished using ELVIS, they must logout of the system properly by clicking on the **'Logout'** link from the menu, (see below Figure 5.7), or by clicking the **'X'** at the upper right of the browser window. Clicking the **'Logout'** link returns the screen to the ELVIS login window. Clicking the 'X' in the browser window closes the browser.

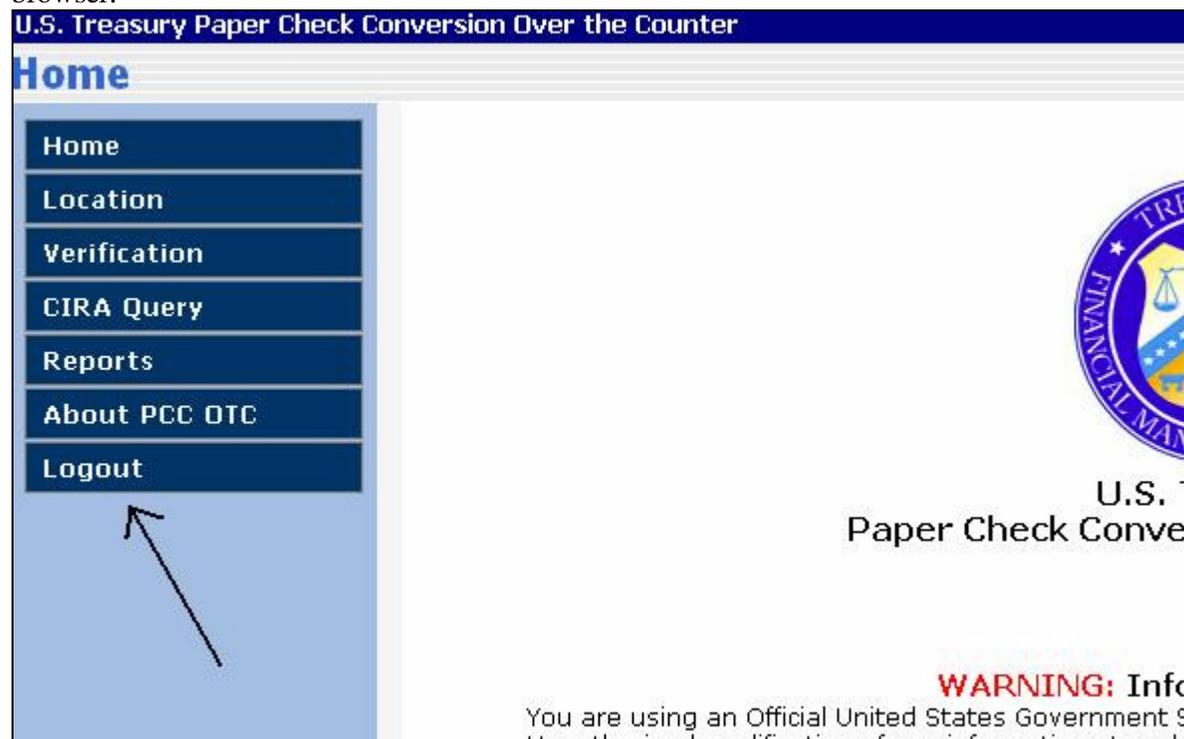


Figure 5.7

Rules of Behavior

When logging into ELVIS for the first time, the Rules of Behavior is displayed as in Figure 5.7.1. The user must read and accept the rules by clicking on the **'Accept'** button at the bottom of the screen in order to continue. Citibank is the new service provider for PCC OTC. Currently, the system is in transition between Citibank and the Federal Reserve Bank of Cleveland. During this time, the current Rules of Behavior available on the PCC OTC website entitled "Federal Reserve Bank of Cleveland User Responsibility Statement" are still valid and will be updated in the near future to reflect the new service provider, Citibank.

**FINANCIAL MANAGEMENT SERVICE
USER RESPONSIBILITY STATEMENT**

LOGIN ID AND PASSWORD:

The Treasury OTC Support Center will e-mail the individual login ID and user must call in for temporary password. The password, which is under your sole control, provides protection for you and us. The pattern of your login ID may be known by others and the login ID is displayed on the screen when entered, but your password is not displayed and not known by anyone other than you. After initial login, all Paper Check Conversion Over the Counter (PCC OTC) system users must access the system at least once every ninety - (90) day's to remain active.

The following actions will be taken for inactive users:

- After ninety - (90) days of non-use, your Login ID is deactivated and intervention will be required by Treasury OTC Support Center to reactivate your account.
- If any user has not activated an account (never logged in) within 180 days, the account will be removed.
- If any user has not used an account within 12 months, the account will be removed.
- If an account is removed due to inactivity, the user must reapply for access.

If at any time during the log-on process, the individual's Login ID or password should become suspended please contact the Treasury OTC Support Center.

USER RESPONSIBILITIES:

Once assigned a login ID and Temporary password by the Treasury OTC Support Center, you agree to be responsible for the consequences that result from the disclosure or use of your password. To avoid compromising your password, you agree that you will:

- Not make your password known to anyone or put it in written form unsecured.
- Prevent others from watching you enter your password and guessing your password (for example, you should not use names of persons, places, or things that are identified with you).
- Log off of the system whenever you leave your computer unattended.

Your password expires after 30 calendar days and the system will automatically prompt you to reset password. If you feel that your password has been compromised, it must be changed immediately. In addition, you must report unauthorized use to Treasury OTC Support Center.

**U.S. Treasury Department - Financial Management Services
Paper Check Conversion Over the Counter (PCC OTC) System IT Security
RULES OF BEHAVIOR**

Please read the following rules and sign.

Users must ensure that the information technology (IT) resources with which they have been entrusted are used properly, as directed by FMS policies and standards, taking care that the laws, regulations, and policies governing the use of such resources are followed and that the value of all information assets are preserved. Each user is responsible for all activities associated with their assigned User ID.

Users must follow approved FMS procedures to request or to revoke access to the PCC OTC system. Users must complete and submit the appropriate access change request forms. Forms are available on the FMS PCC OTC Web page (www.pccotc.gov).

Users must take positive steps to protect FMS equipment and, systems, software, and data from loss, theft, damage, and unauthorized use or disclosure. Users must report improper or suspicious use of FMS equipment and systems to the Treasury OTC Support Center.

Users must ensure that unauthorized individuals cannot view screen contents.

Users must protect User IDs and passwords from improper disclosure. Passwords provide access to FMS any agency data and resources. Users are responsible for any access made under his/her User ID and password.

Users:

- Do not reveal passwords under any circumstances. Password disclosure is considered a security violation and is to be reported as such. If password disclosure is necessary for problem resolution, immediately select a new password once the problem has been resolved.
- Do not program login IDs or passwords into automatic script routines or programs.
- Do not share passwords with anyone else or use another person's password.
- Do not write passwords down, unless secured.
- Must change passwords at least every 30 days.
- Must choose hard to guess passwords, using a minimum of eight case-sensitive alphanumeric and/or special characters. Example: Pass\$word.

Users must not attempt to circumvent any PCC OTC system security control mechanisms.

Users must follow proper login/logoff procedures. User is aware that his/her assigned User ID and password serve as his/her electronic signature, therefore, accepting responsibility, for all activity while active in the PCC OTC system.

Users must utilize anti-virus protection mechanism(s) on any systems connecting to FMS applications.

Users must complete and document IT security awareness, training and education as required by applicable government directives.

Users must report any known or suspected breaches of PCC OTC system security to the Treasury OTC Support Center immediately after discovery of the occurrence.

ACCEPTANCE

Please acknowledge acceptance of the User responsibilities and the IT Security Rules of Behavior by signing below.

I have read the Financial Management Service (FMS) User Responsibility Statement, agree to its terms, and understand my responsibilities for the use and protection of my login ID and password. Further, I understand the consequences that may result from disclosure or inappropriate use. If I fail to adhere to any of the terms in this statement, the Federal Reserve Bank of Cleveland may revoke my login ID and take other appropriate action.

AND

I have read the Financial Management Service (FMS) IT Security Rules of Behavior for the PCC OTC system and fully understand the security requirements of the information systems, applications and data. I further understand that violation of these rules may be grounds for revocation of my User ID and may result in actions up to and including prosecution under federal law.

Print

Figure 5.7.1

The following message is displayed on the screen upon selecting 'Accept': (Figure 5.7.2)



Figure 5.7.2

This procedure is repeated on a yearly basis. All users need to read and accept the Rules of Behavior, when prompted,. To review the 'Rules of Behavior' at anytime, click on the 'Rules of Behavior' link at the bottom of the ELVIS Home Page (or any other page within the ELVIS system) as shown below (Figure 5.8):

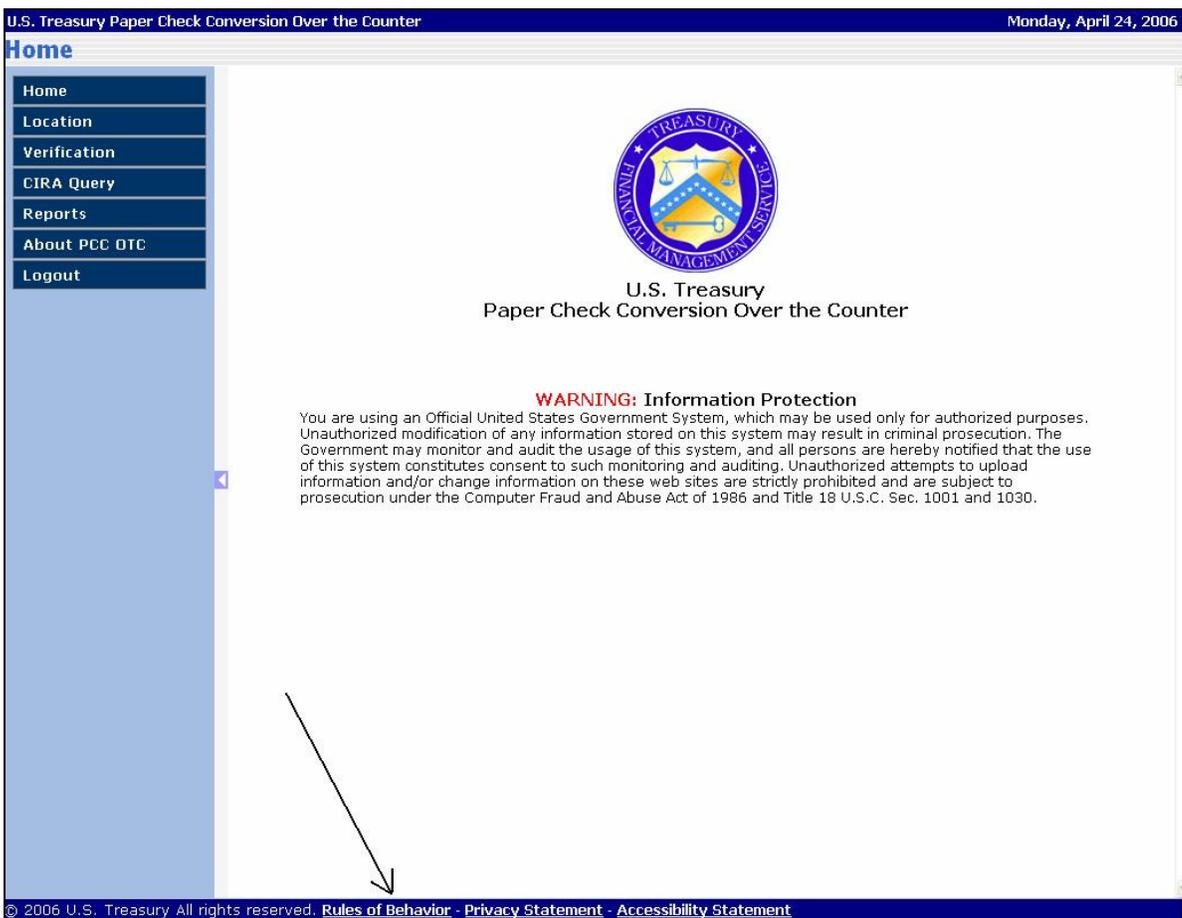


Figure 5.8

Doing so displays a screen that lists the Rules of Behavior, as pictured below (Figure 5.9). Scroll down to read the Entire Rules of Behavior.

Citibank is the service provider, effective January 1, 2009 for PCC OTC.

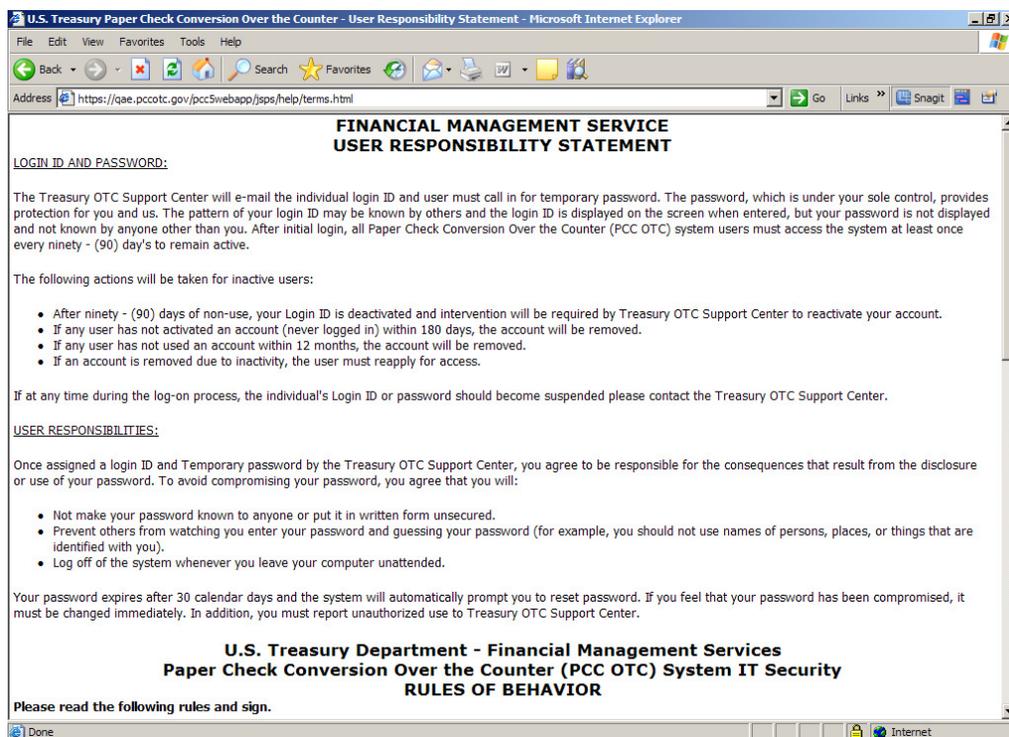


Figure 5.9

When finished, click on the **‘Print’** button to printout the rules, or **‘Home’** from the menu to return to the ELVIS home page.

Note: *The Rules of Behavior link is also available on the ELVIS Login Screen so a user does not have to have a User Name and password to review the rules.*

Declining the Rules of Behavior

The user can also choose to **‘Decline’** the Rules of Behavior by clicking the **‘Decline’** button. The system displays the message, “Are you sure that you want to decline the rules of behavior?” If the **‘OK’** button is clicked, the system returns the user to the Login screen and displays the error message, “User must acknowledge and accept the Rules of Behavior prior to accessing the PCC OTC system.”

Privacy Statement

To review the 'Privacy Statement', click on the '**Privacy Statement**' link at the bottom of the ELVIS Home Page (or any other page within the ELVIS system) as shown below (Figure 5.10):



Note: The Privacy Statement link is also available on the ELVIS Login Screen so a user does not have to have a User Name and password to review the Privacy Statement.

Doing so opens a window that displays the Privacy Statement, as pictured below (Figure 5.11). Scroll down to read the entire statement. When finished, click '**Home**' from the menu to return to the ELVIS home page.

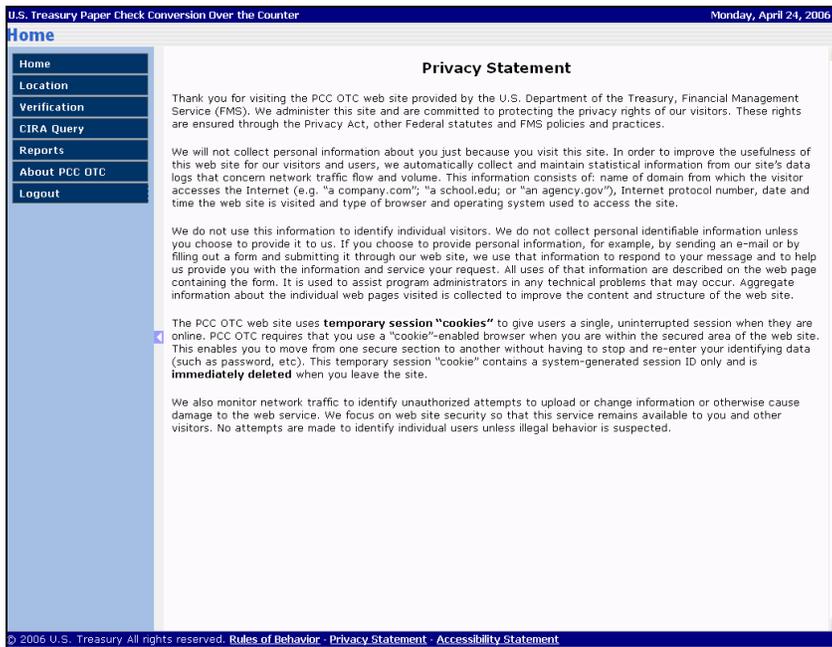


Figure 5.11

Accessibility Statement

To review the 'Accessibility Statement', click on the '**Accessibility Statement**' link at the bottom of the ELVIS Home Page (or any other page within the ELVIS system) as shown below (Figure 5.12):



Figure 5.12

Note: The Accessibility Statement link is also available on the ELVIS Login Screen so a user does not have to have a User Name and password to review the Accessibility Statement.

Doing so displays a screen that lists the Accessibility Statement, as pictured below (Figure 5.13). Scroll down to read the entire statement. When finished, click on '**Home**' from the menu to return to the ELVIS home page.

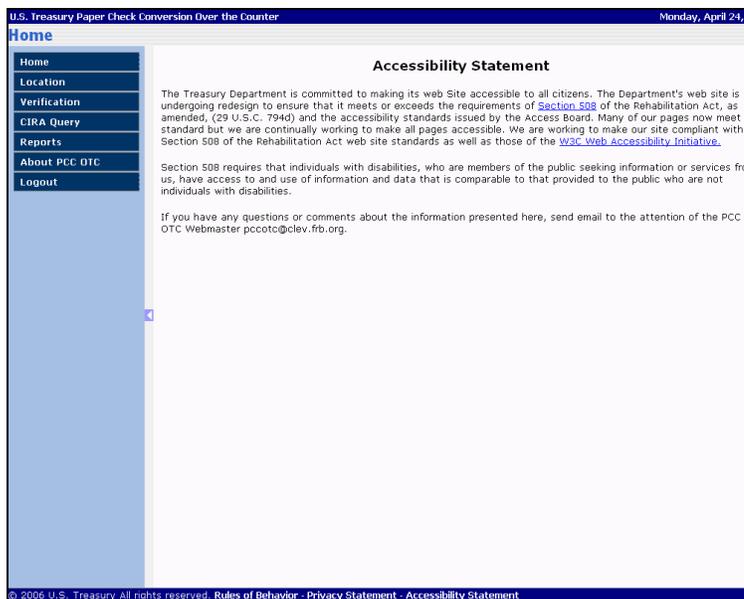


Figure 5.13

Navigating ELVIS

This section introduces the ELVIS user interface. It provides a simplified guide on how to navigate through the application.

ELVIS Main Menu

The ELVIS main menu is displayed along the left side of the page when the user logs into the system (Figure. 5.14). Menu options are displayed to users based on their roles and permissions.

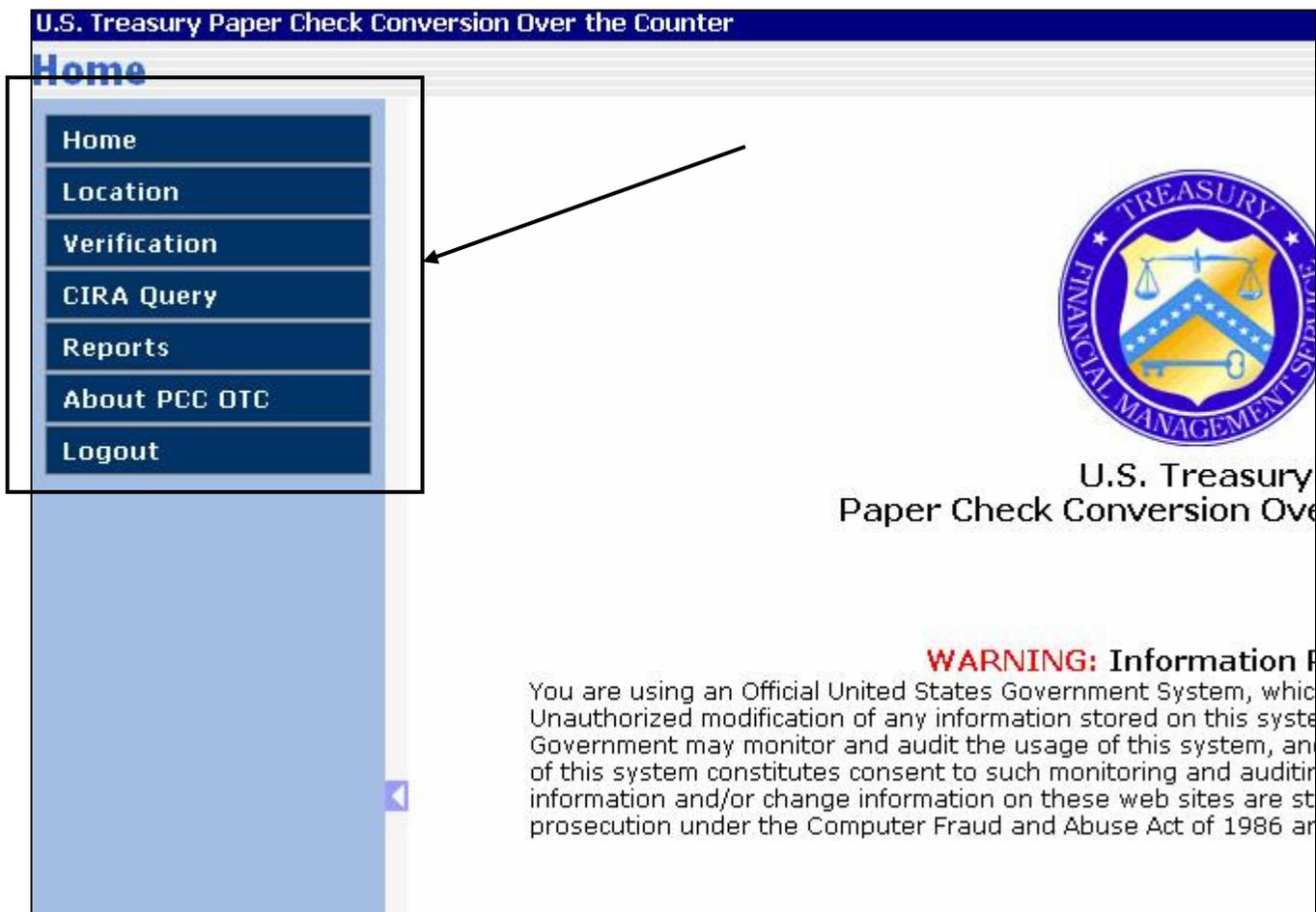


Figure 5.14

Hide ELVIS Main Menu

The menu can be hidden by clicking on the arrow (circled in Figure 5.15) below the menu choices. When clicked, the menu on the home page is no longer visible, as displayed in Figure 5.16 below.

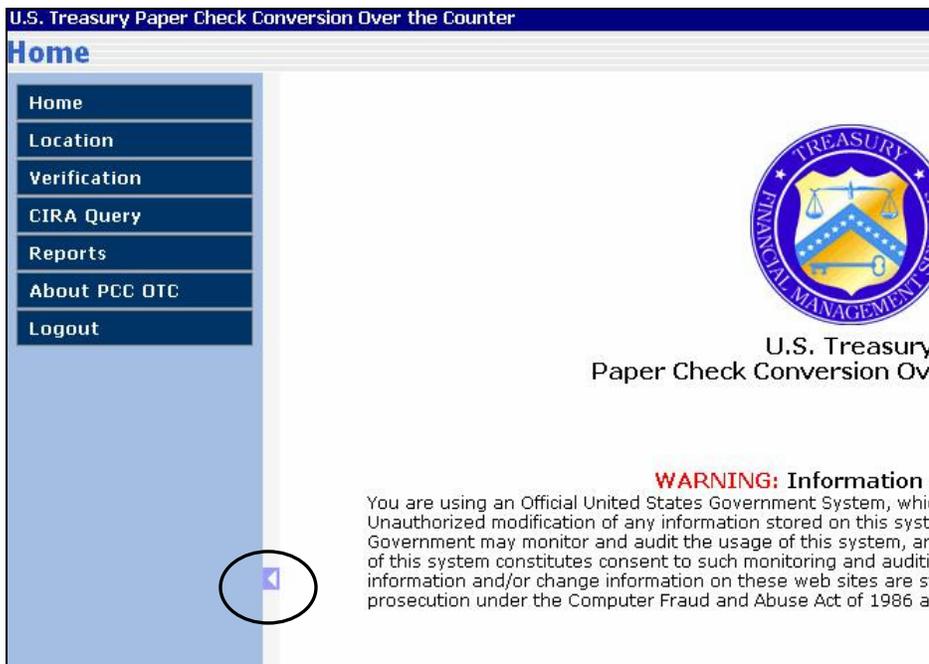


Figure 5.15

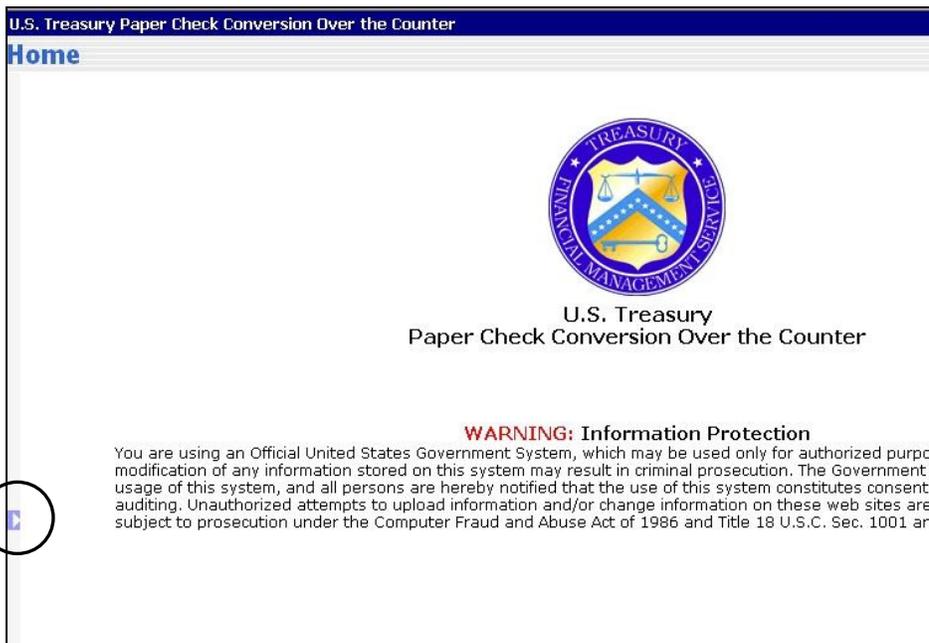


Figure 5.16

Clicking on the arrow again brings the menu back into view.

Common ELVIS Functionality

This section is designed for all users and describes the following common user functionality in ELVIS:

- ◆ Sorting Records
- ◆ Field Formats
- ◆ Reset Button
- ◆ Cancel Button
- ◆ System Timeout

Sorting Records

Record listings on certain screens such as the CIRA Query screen can be sorted in ascending or descending order. Pictured below is an example of a CIRA Query Results screen. Each underlined column heading can be sorted by clicking on that heading (See Figure. 5.17). Click once for ascending order; click once more (or twice) for descending order.

.S. Treasury Paper Check Conversion Over the Counter Friday, September 29, 2006

CIRA Query - Result

<u>IRM</u>	<u>A/C</u>	<u>Capture Date</u>	<u>Bank Routing Number</u>	<u>Account Number</u>	<u>Check Amount</u>
1509177	76	09/20/2006 14:24:56	041201936	1	\$4,022.00
1509177	75	09/20/2006 14:24:43	041201936	1	\$4,021.00
1509177	74	09/20/2006 14:24:25	041201936	1	\$4,019.00
1509177	72	09/20/2006 14:23:03	041206436	1	\$3,199.00
1509177	71	09/20/2006 14:22:48	041206436	1	\$3,198.00
1509177	70	09/20/2006 14:22:35	041206436	1	\$3,197.00
1509177	69	09/20/2006 14:22:22	041206436	1	\$3,196.00
1509177	68	09/20/2006 14:22:08	041206436	1	\$3,195.00
1509177	67	09/20/2006 14:21:53	041206436	1	\$3,194.00
1509177	66	09/20/2006 14:21:38	041206436	1	\$3,193.00

The first 100 items are displayed out of 1,218. Total Amount: \$25,613,692.76. Please refine your Query Criteria or click < 1000 items.

Query Criteria

Figure 5.17

The column most recently clicked displays either an ‘up’ or a ‘down’ arrow indicating the order as ascending or descending (Figure 5.17.1).

<i>Capture Date</i> ↑	<i>R</i>
03/02/2006 09:13	09
03/02/2006 09:40	15

Figure 5.17.1

Field Formats

Icon Assisted Fields

Certain fields within ELVIS display an icon to the right of the field. For example, clicking on the icon, such as the calendar icon , allows the user to make choices from another window as displayed in Figure 5.17.2, or clicking on the location selection tool  opens a window for the user to select a location (Figure 5.17.3).

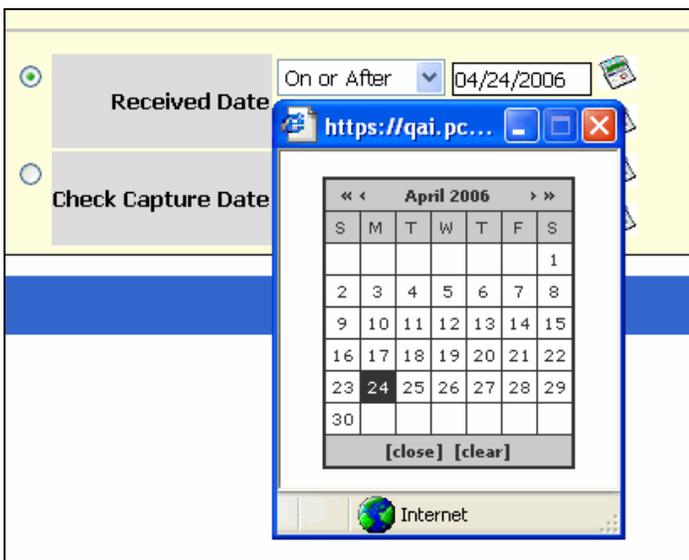


Figure 5.17.2

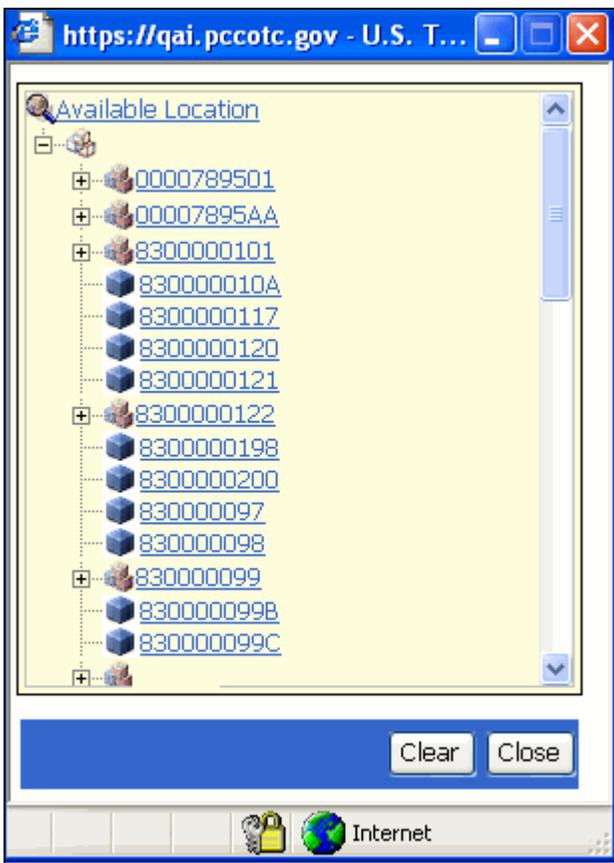


Figure 5.17.3

Multiple Choice Fields

Multiple Choice Fields are indicated with a drop down arrow to the right of the field (Figure 5.17.4). Data in these fields cannot be typed and must be chosen from the listing of choices. The first letter of a choice may be typed to bring up the choice in the field.

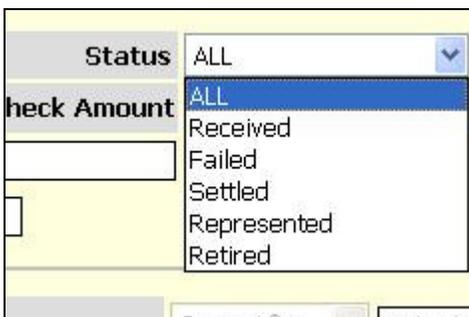


Figure 5.17.4

Reset Button

The 'Reset' button is available on all screens within ELVIS where data entry is applicable (Figure 5.17.5). Clicking the 'Reset' button clears all of the fields on the screen allowing for fresh input.

U.S. Treasury Paper Check Conversion Over the Counter Thursday, Septe

CIRA Query - Criteria

Location <input type="text" value="FederalReserve"/>		Form Name -- Select Form --
Include Subordinate Locations Yes <input checked="" type="radio"/> No <input type="radio"/>		Deploy Date -- Select Version --
Generic Fields		
GENERIC_FIELD1 <input type="text"/>	GENERIC_FIELD2 <input type="text"/>	
GENERIC_FIELD3 <input type="text"/>	GENERIC_FIELD4 <input type="text"/>	
Account <input type="text"/>	Bank Routing Number <input type="text"/>	Status ALL
IRN <input type="text"/>	Cashier ID <input type="text"/>	Check Amount Equal To <input type="text"/>
Check Number <input type="text"/>	Batch ID <input type="text"/>	
5515/Debit Voucher Number <input type="text"/>	215/Deposit Ticket Number <input type="text"/>	
<input type="radio"/> Received Date	From <input type="text" value="09/27/2007"/> To <input type="text" value="09/27/2007"/>	<input type="checkbox"/> Settlement Date
<input type="radio"/> Check Capture Date	From <input type="text" value="09/27/2007"/> To <input type="text" value="09/27/2007"/>	<input type="checkbox"/> Return Settlement Date

View Items Count **Reset** Cancel

Figure 5.17.5

Cancel Button

The 'Cancel' button is designed to cancel your current activity and takes you to the previous screen (Figure 5.17.6).

J.S. Treasury Paper Check Conversion Over the Counter Thursday, Septe

CIRA Query - Criteria

Location: Federal Reserve 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: 09/27/2007 To: 09/27/2007
 Check Capture Date: From: 09/27/2007 To: 09/27/2007
 Settlement Date: From: 09/27/2007 To: 09/27/2007
 Return Settlement Date: From: 09/27/2007 To: 09/27/2007

Figure 5.17.6

System Timeout

If a user is logged into the system but there is no system activity for over 15 minutes, the system displays the following message (Figure 5.17.7):

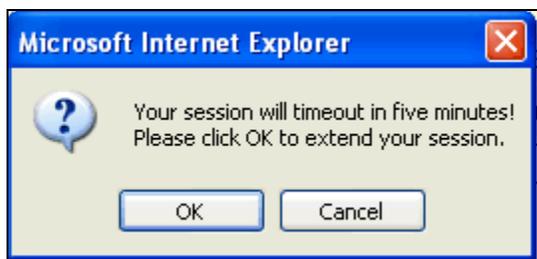


Figure 5.17.7

If the user responds by clicking the 'OK' button within five minutes, the session continues. However, if the user attempts to respond with 'OK' and this message has been on the screen for longer than five minutes, the session expires and the user needs to log back into the system.

Clicking 'Cancel', closes the window and the user is not prompted again during this session.

ELVIS Administration

Establishing a PCC OTC Security Contact

PCC OTC Security Contacts are authorized to request access be granted to individuals for the ELVIS system on behalf of their Agency and/or location. PCC OTC Security Contacts can be established by completing the PCC OTC Security Contact form found at <https://www.pccotc.gov/pccotc/Downloads/securityforms.htm>. Submit the completed forms as indicated on the form. Instructions on how to complete these forms can also be found on the website.

Adding a User

To add a user to ELVIS, complete the User Access Request Form. Access should be limited to users who need to conduct research on activity, or those who need access to reports. The User Access Request form can be found on the PCC OTC Information website at <https://www.pccotc.gov/pccotc/Downloads/securityforms.htm>. Indicate on the form the level of access necessary for each user, i.e., if the user should have permission to request reports. Instructions on how to complete the form can also be found on the website. Signatures are not required. Request forms must be completed and emailed to the Treasury OTC Support Center; Security Department at: FMS.OTCSecurity@citi.com. The email request must come from an authorized security contact's known email address.

Deleting or Modifying a User

To delete a user from ELVIS or to modify a user's access, complete and submit the appropriate section of the User Access Request form as described above. Delete users who have had a change in job assignments and/or no longer have a business need for the archival information or reports.

Access Request

The administration of locations, users, and roles are performed by the Treasury OTC Support Center. Please contact Treasury OTC Support Center at (866)945-7920, or 302-324-6442, or military DSN at 510-428-6824, option 4, option 5, option 4 or via email at FMS.OTCChannel@citi.com. Authorized users can view and monitor the information as described later in this section.

The ELVIS Menu Options

Once the user is successfully logged in, the ELVIS Home page appears as displayed in Figure 5.18. The Menu bar appears on the left side of the screen with the following options:

Note: The options that appear on each user's screen are based on their access level. For more information, please refer to the 'PCC OTC Roles for ELVIS' section earlier in this chapter.

Home – clicking on Home always returns the user to the ELVIS Home page.

Location – used for viewing Agency's locations.

Verification – used for viewing and adding records within the Master Verification Database and adding blocked/suspended/denied records.

CIRA Query – used to search specific items and their associated details.

Reports – used to request reports such as the Deposit Ticket Report, Debit Voucher Report, etc.

About PCC OTC – used to display the Release number, build date, patch date, and contact information.

Citibank is the new provider effective January 1, 2009, for PCC OTC. Currently, the system is transitions between Citibank and the Federal Reserve Bank of Cleveland. Please contact the Treasury OTC Support Center at (866)945-7920, or 302-324-6442, or military DSN at 510-428-6824, option 4, option 5, option 4 or via email at FMS.OTCChannel@citi.com for support.

Logout – used to logout of the system.

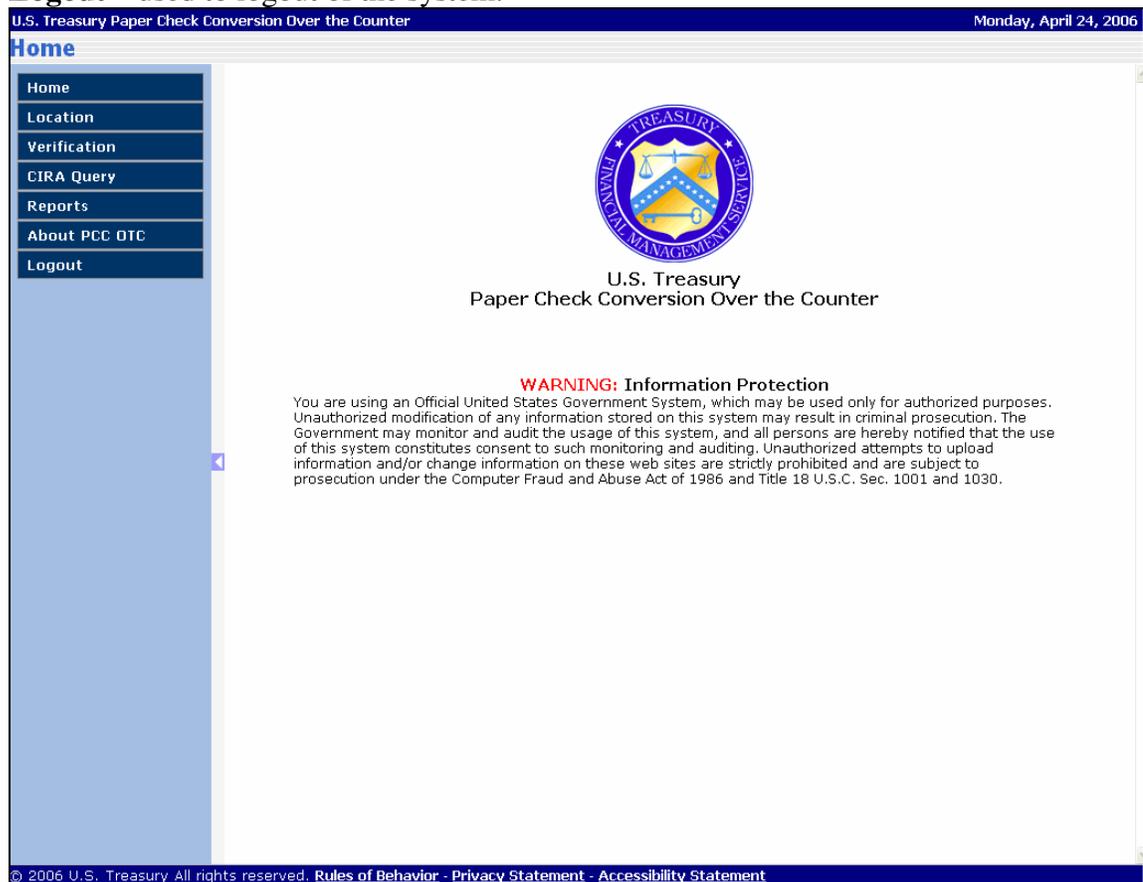


Figure 5.18

Location Query

Authorized users can select **'Location'** on the menu bar to view information on an Agency's locations. The initial Agency setup determines what location views are available. An agency and location's policy is critical to understanding the verification process on checks presented at the POS computer.

Each Agency establishes the configurations for the following: relevant types of negative returns; the number of allowable returns; the length of the suspension period; and the other locations captured in a location's distributed verification database. This information is entered into ELVIS by the Treasury OTC Support Center in the location management section of ELVIS.

To view the location information,

1. Click **'Location'** from the Main Menu. The following Screen appears (Figure 5.19):

Figure 5.19

2. Type the 10-digit A L C+2 or click the search tool  to the right of the 'Location Name' field to choose the appropriate location to query. The locations are populated in this field based on the locations assigned to the person's User Name. The correct location is chosen simply by clicking on the location name, or by typing the location name into the field.
3. Click the **'Query'** button. The locations that are available for viewing appear on the screen similar to the example below (Figure 5.20):

Location Detail

Location Name: 8300000101 **Parent:** FederalReserve

Description: Test Agency 1

Location Group: 8300000101 **Group Holder:** 8300000101
0000789501

Filter: Policy Holder: 8300000101

01
02
09
201
202
203
204
301
A
B
C
D

Suspension: 1 5
2 10

Include expired counts

Generate verification record on:

Include Represented and Retired Checks

Include Retired Checks Only

Configure Block

ObjectName:	Attribute:	Block:
verification	Account	<input checked="" type="checkbox"/>
	LocTag	<input type="checkbox"/>
	UserField1	<input checked="" type="checkbox"/>
	RT	<input checked="" type="checkbox"/>
	Note	<input checked="" type="checkbox"/>

Figure 5.20

The screen's detailed information includes the following:

- **Location Name:** The 10-digit A L C+2 of the location being viewed.
- **Parent:** The highest location in the hierarchy. The parent is responsible for all location accounting, sets the policy, and determines the rules for returns.
- **Description:** The official description of the location being viewed.
- **Location Group:** A Location Group represents a listing of any locations outside the requesting location's hierarchy that share LVD records.
- **Group Holder:** The 10-digit A L C+2 of the Group Holder.

Filter (applicable for MVD users only)

The filter allows the agency to specify the return reason codes relevant to the 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. For example, code '01' means Non-Sufficient Funds, '02' means the account is

closed, etc. Individual locations may apply additional filters (with the Treasury OTC Support Center assistance) outside the agency's required filter to suit the specific needs of the location. The filter keeps track of the chargeable offenses incurred against a check cashing policy.

See the *Appendix* chapter of this User Manual for a listing of ACH and Check 21 return reason codes.

Policy Holder: The 10-digit A L C+2 of the Policy Holder.

Suspension (applicable for MVD users only)

A Suspension level specifies the number of calendar days that 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 first suspension level is applied the first time a returned check with the defined return reason code is received into the MVD. (The second suspension level is applied to the second occurrence of a return when it is received on the respective account or other agency specified verification for the number of suspension levels that are defined for a particular location.) After all the suspension levels have been exhausted, the individual is denied check cashing privileges.

In the example in Figure 5.20, an individual's first occurrence of a returned check, a 5 day penalty would be applied. The second occurrence would result in a loss of check cashing privileges for 10 days and the third occurrence is not set. A typical suspension period is 30 days on the first occurrence, 60 on the second and 90 on the third. The fourth occurrence results in the loss or denial of check cashing privileges for that person at this location.

Expired Accounts (applicable for MVD users only)

The 'Include Expired Counts' flag indicates whether or not previous suspensions that have since expired (i.e., the individual is no longer suspended) are counted when assessing the suspension level to assign when the individual writes a check.

Generate Verification Record On (applicable for MVD users only)

Indicates whether the verification record is generated on Represented and Retired items, or only Retired items.

This feature allows agencies the option to:

- Create records anytime a check writer has committed an offense against the Agency's check cashing/payment policy, i.e., returned for insufficient funds, account closed, etc.
- Only create MVD records for items PCC OTC has retired back to the Agency because PCC OTC was unable to collect.

Data Privacy

Configure Block

In addition to the filter, suspension, and location group setting, a location is able to establish their Data Privacy Policy, which defines the extent that users from other locations are able to view their verification records. This is accomplished the same way that role definitions are created to impose restrictions on what a user can view. The Treasury OTC Support Center creates the data in the Configuration Block based on the Agency Site Profile (A S P). (Figure 5.20.1):

Configure Block		
ObjectName:	Attribute:	Block:
verification		
	Account	<input checked="" type="checkbox"/>
	LocTag	<input type="checkbox"/>
	UserField1	<input checked="" type="checkbox"/>
	RT	<input checked="" type="checkbox"/>
	Note	<input checked="" type="checkbox"/>

Figure 5.20.1

Attribute Descriptions:

Account – Account number of the returned item

Loc Tag – (Location Tag) Site where record originated

UserField1 – The first configurable field. While an agency may use more than one configurable field, only the first configurable field (i.e., social security number, tax id number, etc) is included in the MVD.

RT - Routing Number

Note - Notes added to blocked or transactional records

Data Privacy allows the location to control what fields of their verification records can be viewed by outside users. By default, all fields are set to “Block”. For maximum data privacy, all fields would be marked as blocked, except Loc (Location) Tag. However, there may be situations where it is acceptable for outside users to view certain fields of verification records.

Any users at ancestor locations are not affected by this setting. Such users in general have complete control including edit capability (where applicable) over all fields of verification records originating at subordinate locations. Users from ancestor locations may be restricted based on their roles.

In establishing the Data Privacy Policy, it should be noted that in a situation where a user’s role imposes different restrictions on accessing these fields from what is configured in the location detail, the more restrictive permissions shall apply.

To summarize, using the diagram below (Figure 5.20.2), if location F is in location D’s location group then a user at location D is able to view verification records originating at locations D, G, H, F, I and J as well as all Block records originating everywhere except at location E. The data privacy settings established at location F controls what fields in the verification records the user at location D can see when viewing records originating at location F only. Separate settings at locations C, I, and J controls how location D sees records originating from those locations.

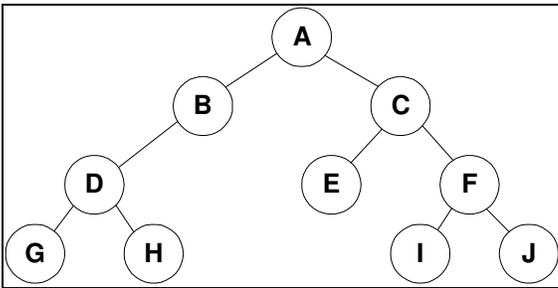


Figure 5.20.2

Dynamic Records

Dynamic records are those items whose trade status and deny date are calculated by the system. This is done by applying the location's policy to appropriate return items. If the trade status of a dynamic record is changed manually (from D-Denied, D-Suspend to Denied, Suspend, or Clear), the record is no longer dynamic. The changed record maintains the manually assigned status with the assigned date, and no longer reflects any other location's policy.

Verification (applicable for MVD users only)

Verification management gives authorized users access to the individual transaction records in the MVD. Depending on your permissions, you may be able to view and/or modify the trade status and other parameters of an existing transaction.

Verification records originate from returns on previous processed payments originated through the POS system and manually entered records (i.e. blocked, suspended and denied records). The LVD is a subset of the MVD, based on requesting location and defined configurable filter parameters that is forwarded to the local POS application.

Blocked, suspended, or denied data is entered manually by an authorized person from a site, a region, an agency, or even the Treasury OTC Support Center. The transactional and blocked information is distributed to a POS based upon the site's position in the agency's hierarchy and upon an agency's policy. By default a location receives all blocked/suspended/denied records created at the location, all of the location's subordinate sites, all blocked records created at all direct ancestors above the location, and any blocked records from any location in the requesting location's location group.

In regards to transactional records, the location only receives their own records and any transactional records originating at or below all locations, as well as any locations included in the requesting location's Location Group. Upon processing a check, the POS application queries this information, known as the Local Verification Database or 'LVD', for known negative payment history each time selected MICR information is read by the scanner.

Using the Verification Query, users can also find out what items are about to 'drop off' the suspension list. As an example, if the Agency has a 30 day suspension policy, queries can be performed using an MVD 'from' date of 30 days ago. The MVD 'to' date would be today's date. The results screen would list a 'deny date' in the far right column. This would show you the records ending deny date, meaning the date that the suspension period ends.

Note: Deny dates of 09/09/2099 indicate that the item has exhausted all of the policy thresholds.

Status of Verification Record

An individual's ability to use PCC OTC depends on the status in the system, which is a combination of the person's actual returned item history and the requesting site's policy. The status can be in one of five possible states:

- **Dynamic:** The status (D-Denied or D-Suspend) and deny date for each transactional record is based on the current policy of the requesting location. If the record status is edited, the record is no longer Dynamic. The changed record maintains the manually assigned status and no longer reflects any other location's policy.
- **Clear:** Prior restrictions on the individual's check payments have been removed. Select 'Clear' to reflect no status. **Note: Manually cleared items are permanently cleared. If a transaction is cleared in error, manual suspend, block or deny records need to be created in its place to prevent transactions.**
- **Suspend:** Suspend means an individual's record is set to a predetermined suspension period. During this time, the POS system prevents an individual from cashing a check through the POS computer. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.
- **Denied:** Denied means an individual's record is set to a permanent deny date of 9/09/2099. The POS system permanently denies this person from cashing a check through the POS computer.
- **Blocked:** Indicates a manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

Query Verification Records (MVD users only)

Since the MVD can potentially contain thousands of records, the ability to clearly define a search results in better system results. Search results can be defined to limit the amount of data retrieved. To limit a search, enter criteria in the Search window.

- Location – Location of requesting user
- I R N - Unique 'item reference number'
- Userfield1 – Agency's specific first configurable field
- Bank Routing Number – Bank Routing/transit number for the account associated with a transaction
- Account – Individual's account number
- Trade Status – Select a specific trade status from the drop down menu (Blocked, Suspend, Denied, Cleared, Dynamic, All). Refer to the *Status of Verification Records* for further explanation.
- MVD Date – (To/From) Date range on which to base the search. This is the date that the returned record was created in the MVD.

To query a Verification Record:

1. Click the '**Verification**' option from the Main Menu. The following screen appears: (Figure 5.21)

The screenshot shows a web-based search interface for verification records. The title bar reads 'U.S. Treasury Paper Check Conversion Over the Counter'. The main heading is 'Verification'. Below this is a section titled 'Search All Verification Records'. The search criteria are as follows:

- Location:** FederalReserve (with a search icon)
- Include Subordinates:**
- IRN:** (empty text box)
- UserField1:** (empty text box)
- Bank Routing Number:** (empty text box)
- Account:** (empty text box)
- Trade Status:** ALL (dropdown menu)
- MVD Date:**
 - From:** 09/29/2006 (calendar icon)
 - To:** 09/29/2006 (calendar icon)

At the bottom of the form are three buttons: 'Query', 'Add MVD Record', and 'Reset'.

Figure 5.21

2. Type all pertinent details relating to the item for which you are querying such as I R N, RT, Account number, etc.
3. Choose a '**From**' and '**To**' MVD Date. Note that the date fields use a calendar tool to assist you (as pictured below in Figure 5.22) Clicking on the single arrow to the right or left of the month name increases or decreases the calendar one month at a time. Clicking on the double arrows to the right or left of the month name increases or decreases the calendar one year at a time.

U.S. Treasury Paper Check Conversion Over the Counter

Verification

Search All Verification Records

Location	FederalReserve	
	<input checked="" type="checkbox"/> Include Subordinates	
IRN	<input type="text"/>	
UserField1	<input type="text"/>	
Bank Routing Number	<input type="text"/>	
Account	<input type="text"/>	
Trade Status	ALL	
From	09/29/2006	

Reset

https://qai.pc...

« September 2006 »

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

[close] [clear]

Internet

Figure 5.22

Note: When viewing verification records within ELVIS, the suspension period is calculated based on the policy of the agency shown in the Location field for the query. For each transaction, the policy is added to the MVD date to determine the Deny date.

- Click 'Query' at the bottom of the window. The following is an example of the results screen that are displayed (Figure 5.23):

Verification List [1 - 7 / 7]										
IRN	UserField1	Loc Tag	Bank Routing Number	Account	Amount	MVD Date	Trade Statu			
<input type="radio"/> MANUAL-13866	98	77	0000789502	04100	987	6	\$0.00	10/17/2007	SUSPENDED	
<input type="radio"/> MANUAL-13865	12	77	FederalReserve	04100	123	6	\$0.00	10/17/2007	SUSPENDED	
<input type="radio"/> MANUAL-13846	33	77	8300000113				\$0.00	10/10/2007	DENIED	
<input type="radio"/> MANUAL-13845	44	38	8300000113				\$0.00	10/10/2007	SUSPENDED	
<input type="radio"/> MANUAL-13825	90	70	0000789502				\$0.00	10/05/2007	SUSPENDED	
<input type="radio"/> 160518710205100001297	90	34	0000789502				\$3,000.30	10/03/2007	D-SUSPENDE	
<input type="radio"/> 160518710205100001299	09_	34	0000789502				\$3,001.00	10/03/2007	D-SUSPENDE	

Figure 5.23

Note: Fields that display the word 'denied' indicate the user does not have permission to view those fields.

- The first 20 records are displayed on the screen. Click the **'Next'** button at the top left of the listing to view the next 20 records or click the **'Print'** button to request a printout of the records that are on the screen. The system opens a Windows Print dialog window with the computer's default printer highlighted. Click the 'Print' button. If there are more than 20 items returned, the system prints the page that is displayed. To print all the records, the user must navigate through all of the pages and print each page individually.
- Click on any individual record line to have the detailed verification information displayed on the screen as shown in Figure 5.24.

Verification Info			
IRN	150917770246100001313	Modified Time	09/27/2006 11:40
UserField1		Amount	\$2,363.00
Bank Routing Number	041212433	Capture Date	09/26/2006
Account	100161	Location Name	8300000101
TxType	T	MVD Date	09/27/2006

Verification Edit	
Trade Status	DYNAMIC <input type="button" value="v"/>
Deny Date	11/26/2006 <input type="button" value="c"/>
Override	<input checked="" type="checkbox"/>
Occurrence	1
RR Code	01 <input type="button" value="v"/>
Location Description	PCC TEST AGY ONE
RR Description	Insufficient Funds <input type="button" value="v"/>
Note	<input type="button" value="v"/>

<input type="button" value="CIRA Detail"/> <input type="button" value="Confirm"/> <input type="button" value="Print"/> <input type="button" value="Close Window"/>
--

Figure 5.24

Print the detail by clicking the **‘Print’** button at the bottom of the window. The system opens a Windows Print dialog window with the computer’s default printer highlighted. Click the ‘Print’ button.

7. Click the **'CIRA detail'** window and a screen is displayed similar to Figure 5.25. Switch between the CIRA detail and the Verification detail by clicking the appropriate button.

The screenshot shows a window titled "CIRA Detail" with a form containing the following fields and values:

IRN	150917770246100001313
ALC or DSSN Code	8300000101
Capture Date	09/26/2006
Bank Routing Number	041212433
Bank Account Number	100161
Cashier ID	syed pcc
Check Type	Personal
Check Number	2361
Check Amount	\$2,363.00
Processing Mode	Not Present
Received Date	09/26/2006 11:02:22
Status	Represented
215/Deposit Ticket Number	000546
5515/Debit Voucher Number	
Settlement Date	09/27/2006
Return Settlement Date	
Batch ID	3802B8E8-EFB1-4853-8DB2-5A4E119D54F8

At the bottom of the window, there are two rows of buttons:

- Row 1: Verification Detail, Show Image, Show History
- Row 2: Print Details, Close Window

Figure 5.25

8. There are more functions that can be performed at the bottom of the window. The **'Verification Detail'** button takes the user back to the previous screen. Other options available are **'Show Image'**, **'Show History'**, **'Print Details'** or **'Close Window'**. These options are explained in the CIRA query section of this chapter.

Add MVD Record

Agencies can add suspended, denied, or blocked Records. This function is used to add manual records beyond the records automatically created with PCC OTC from returned transactions. For example, your Agency may know of individuals for which you do not want to accept checks. An agency has the option of adding a manual suspend record to prevent that check writer from cashing a check, from the current day through a defined 'suspend until' date. Agencies also have the option of adding a manually denied or blocked record which denies the check writer from cashing a check indefinitely. Once these records are added in ELVIS and downloaded to the POS, transactions that match the information on the manual records display a pop-up message to the operator advising them of the suspend/blocked/denied record.

Manually added records are not handled the same as dynamically calculated records. The manual records are not used for calculations of the number of offenses against the check writer, nor do they count as another offense against the Agency's policy.

To add an MVD Record:

- 1 Click '**Verification**' from the Main Menu.
- 2 When the Verification window appears, click '**Add MVD Record**' at the bottom of the window. The 'Add MVD Record' window opens on the right side of the screen as it appears in Figure 5.26.

The screenshot shows two overlapping windows from the PCC OTC software. The left window is titled 'Verification' and contains a search form for 'All Verification Records'. The form includes fields for Location (set to 'Federal Reserve'), IRN, UserField1, Bank Routing Number, Account, Trade Status (set to 'ALL'), and MVD Date (From and To both set to '09/29/2006'). There is a checkbox for 'Include Subordinates' which is checked. At the bottom of this window are 'Query', 'Add MVD Record', and 'Reset' buttons. The right window is titled 'Add MVD Record' and contains a form with fields for UserField 1, Bank Routing Number, Account, Trade Status (set to 'SUSPENDED'), Deny Date, Override (checked), Location Name (set to 'Federal Reserve'), and a Note field. At the bottom of this window are 'Confirm' and 'Cancel' buttons. The top of the software interface shows the title 'U.S. Treasury Paper Check Conversion Over the Counter' and the date 'Friday, September 29, 2006'.

Figure 5.26

3. Fill in all pertinent information with regard to the item that is being added to the MVD.
4. Click the down arrow in the 'Trade Status' field and choose 'Suspended', 'Denied', or 'Blocked'.
5. Use the calendar tool to choose the deny date, or type the date in MM/DD/YYYY format. Within the calendar tool, click on the single arrow to the right or left of the month name to increase or decrease the calendar one month at a time. Click on the double arrows to the right or left of the month name to increase or decrease the calendar one year at a time.

6. Check or uncheck the 'Override' box. Checking the override box allows the field to be overridden when it is received at the POS end. If left unchecked, the POS operator receiving the item is not be able to override the record.
7. Click the search tool to the right of the Location Name field to find the correct location, or type the 10-digit A L C+2.
8. Key in related notes referencing the reason for suspending, denying or blocking of the record. The maximum number of characters that can be keyed into the 'Notes' field is 200. Special characters such as "< > ' and & are not permitted. For more information on special characters, see the 'Special Character Handling' section earlier in this chapter
9. When complete, click '**Confirm**'. The following screen appears (Figure 5.27) confirming that the operation was successful.

The screenshot shows a web application interface for 'U.S. Treasury Paper Check Conversion Over the Counter'. The page title is 'Verification' and the date is 'Wednesday, May 17, 2006'. On the left is a navigation menu with links: Home, Location, Verification, CIRA Query, Reports, About PCC OTC, and Logout. The main content area is titled 'Search All Verification Records' and contains a search form with the following fields: Location (0000789501), IRN, Userfield1, Bank Routing Number, Account, Trade Status (set to ALL), and MVD Date (From 05/01/2006 to 05/17/2006). There are buttons for 'Query', 'Add MVD Record', and 'Reset'. The search results area on the right displays 'Operation Successful'.

Figure 5.27

Update MVD Record

In order to update an MVD record, your role permission needs to have the 'MVD edit' privileges. You must first query the record to bring the detail to your screen. To query a Verification Record:

1. Click the '**Verification**' option from the Main Menu. The following screen appears: (Figure 5.27.1)

Figure 5.27.1

2. Type all pertinent details relating to the item for which you are querying such as I R N, Bank Routing Number, Account number, etc.
3. Choose a '**From**' and '**To**' MVD Date. Note that the date fields use a calendar tool to assist you (as pictured below in Figure 5.27.2) Clicking on the single arrow to the right or left of the month name increases or decreases the calendar one month at a time. Clicking on the double arrows to the right or left of the month name increases or decreases the calendar one year at a time.

U.S. Treasury Paper Check Conversion Over the Counter

Verification

Home
Location
Verification
CIRA Query
Reports
About PCC OTC
Logout

Search All Verification Records

Location: FederalReserve

Include Subordinates

IRN:

UserField1:

RT:

Account:

Trade Status: ALL

MVD Date: From 05/01/2006

Reset

https://qai.pc...

May 2006						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

[close] [clear]

Internet

Figure 5.27.2

Note: When viewing verification records within ELVIS, the suspension period is calculated based on the policy of the agency shown in the Location field for the query. For each transaction, the policy is added to the MVD date to determine the Deny date.

- Click 'Query' at the bottom of the window. The following is an example of the results screen that is displayed (Figure 5.27.3):

IRN	UserField1	Loc Tag	Bank Routing Number	Account	Amount	MVD Date	Trade Status
<input type="radio"/> MANUAL-13866	987987777	0000789502	04100	98	\$0.00	10/17/2007	SUSPENDED
<input type="radio"/> MANUAL-13865	123	FederalReserve	04100	12	\$0.00	10/17/2007	SUSPENDED
<input type="radio"/> MANUAL-13846	333	8300000113			\$0.00	10/10/2007	DENIED
<input type="radio"/> MANUAL-13845	444	8300000113			\$0.00	10/10/2007	SUSPENDED
<input type="radio"/> MANUAL-13825	909	0000789502			\$0.00	10/05/2007	SUSPENDED
<input type="radio"/> 160518710205100001297	902	0000789502			\$3,000.30	10/03/2007	D-SUSPENDED
<input type="radio"/> 160518710205100001299	098	0000789502			\$3,001.00	10/03/2007	D-SUSPENDED
<input type="radio"/> BLOCK-13806	543	8300000102			\$0.00	09/27/2007	BLOCKED
<input type="radio"/> MANUAL-13805	432	8300000102			\$0.00	09/27/2007	SUSPENDED
<input type="radio"/> MANUAL-13785	111	8300000102			\$0.00	09/27/2007	SUSPENDED
<input type="radio"/> MANUAL-13766	Test	1109262007 8300000101			\$0.00	09/26/2007	SUSPENDED
<input type="radio"/> BLOCK-13765	test	2007 8300000101			\$0.00	09/26/2007	BLOCKED
<input type="radio"/> MANUAL-13746	092	il 0000789501			\$0.00	09/26/2007	SUSPENDED
<input type="radio"/> BLOCK-13745	092	0000789501			\$0.00	09/26/2007	BLOCKED
<input type="radio"/> MANUAL-13726	258	8300000102			\$0.00	09/25/2007	DENIED
<input type="radio"/> MANUAL-13725	444	8300000102			\$0.00	09/25/2007	SUSPENDED
<input type="radio"/> R02_160518710205100001106		0000789502	04121	3 15	\$1,152.00	09/25/2007	BLOCKED
<input type="radio"/> MANUAL-13705	568	8300000102			\$0.00	09/25/2007	CLEARED
<input type="radio"/> MANUAL-13688	333	8300000102			\$0.00	09/24/2007	DENIED
<input type="radio"/> MANUAL-13687	222	8300000102			\$0.00	09/24/2007	SUSPENDED

Figure 5.27.3

- The first 20 records are displayed on the screen. Click the **'Next'** button at the top left of the listing to view the next 20 records that are on the screen.
- To update the MVD record, click on the radio button of the item to be updated. The system opens a new window with the verification details of the selected record as shown in Figure 5.27.4. Verification details are divided into two sections: Verification Info and Verification Edit. Verification Info displays 'read-only' details about the MVD record. Verification Edit displays more details about the MVD record through the following fields:
 - Trade Status (Editable)
 - Deny Date (Editable if Trade Status is not Denied or Blocked)
 - Override (Editable –may or may not be overridden based upon the trade status)
 - Occurrence (Read-only)
 - RR Code (Editable)
 - Location Description (Read-only)

- ◆ RR Description (Read-only)
- ◆ Note (Editable)

https://qai.pccotc.gov - U.S. Treasury Paper Check Conversion Over the Cou...

Verification Info

IRN	150917770246100001313	Modified Time	09/27/2006 11:40
UserField1		Amount	\$2,363.00
Bank Routing Number	041212433	Capture Date	09/26/2006
Account	100161	Location Name	8300000101
TxType	T	MVD Date	09/27/2006

Verification Edit

Trade Status	DYNAMIC
Deny Date	11/26/2006
Override	<input checked="" type="checkbox"/>
Occurrence	1
RR Code	01
Location Description	PCC TEST AGY ONE
RR Description	Insufficient Funds
Note	

CIRA Detail Confirm Print Close Window

Figure 5.27.4

Complete the appropriate fields as described below:

7. Use the down arrow key to change the Trade Status to the revised status. When clearing an MVD record, this only clears the record for this one occurrence. When attempting to reinstate an individual's check cashing privileges, more than one MVD record may need to be cleared.
8. If a records is being changed to 'blocked', you may enter a deny date as MM/DD/YYYY, or click the calendar icon to use the calendar tool.
9. Use the drop down arrow to change the RR (Return Reason) code, if necessary.
10. Type the pertinent notes in the 'notes' field for audit purposes.
11. Click the **'Confirm'** button. You should see a message that states your record has been successfully updated. Click **'OK'** to close the window.

Clearing an MVD Record

Clearing a verification record means that once the POS is updated, transactions from the cleared record are now accepted into the system. To clear an MVD record:

1. Query the record to bring the detail to your screen as describe in the 'Update an MVD Record' section on the previous pages.
2. Once the record is displayed, change the trade status to 'Cleared' and click the 'Confirm' button. The system removes the 'Deny Date' and displays the message, "Your record has been updated successfully.
3. Click 'OK' to close the window.
4. The record is not cleared at the POS until an LVD download is performed. For information on how to perform an LVD Download, please see the *Daily Processing* Chapter of this User Manual.

CIRA Query

The CIRA Query within ELVIS allows for searches on transactions and works much like it has in past releases with added functionality (Figure 5.27.5). The CIRA query screen can be customized by using available forms. A form is a set of user defined data fields. Agencies can have set of configurable fields for ‘Person Present’ mode (formerly known as POS mode), and a different set of configurable fields for ‘Person not Present’ mode (formerly known as Lockbox mode).

Figure 5.27.5

Available Search Fields

- **Location** – Search for items for a specific location.
- **Form Name** – Use the down arrow to choose one of your unique forms on which to search.
- **Deploy Date** – Select the most recent date of the form to populate the ‘Generic Fields’ with your unique field labels.
- **Include Subordinate Locations** – Choose the ‘Yes’ or ‘No’ radio button.
- **Deploy Date** – Used to choose the date of the appropriate form on which to search.
- **Generic Fields** - The first four Agency specific configurable fields, which are specific to the Agency’s mode, may be searched. The field labeling and search type are aligned to the field definitions for the form being searched and are populated automatically when selecting a particular form name/deploy date. The fields may consist of text, date, number, and currency. Searches can be performed using one or all of the generic fields.
- **Account** – The account number of the check writer
- **Bank Routing Number** – The 9-digit Bank Routing number or ABA.

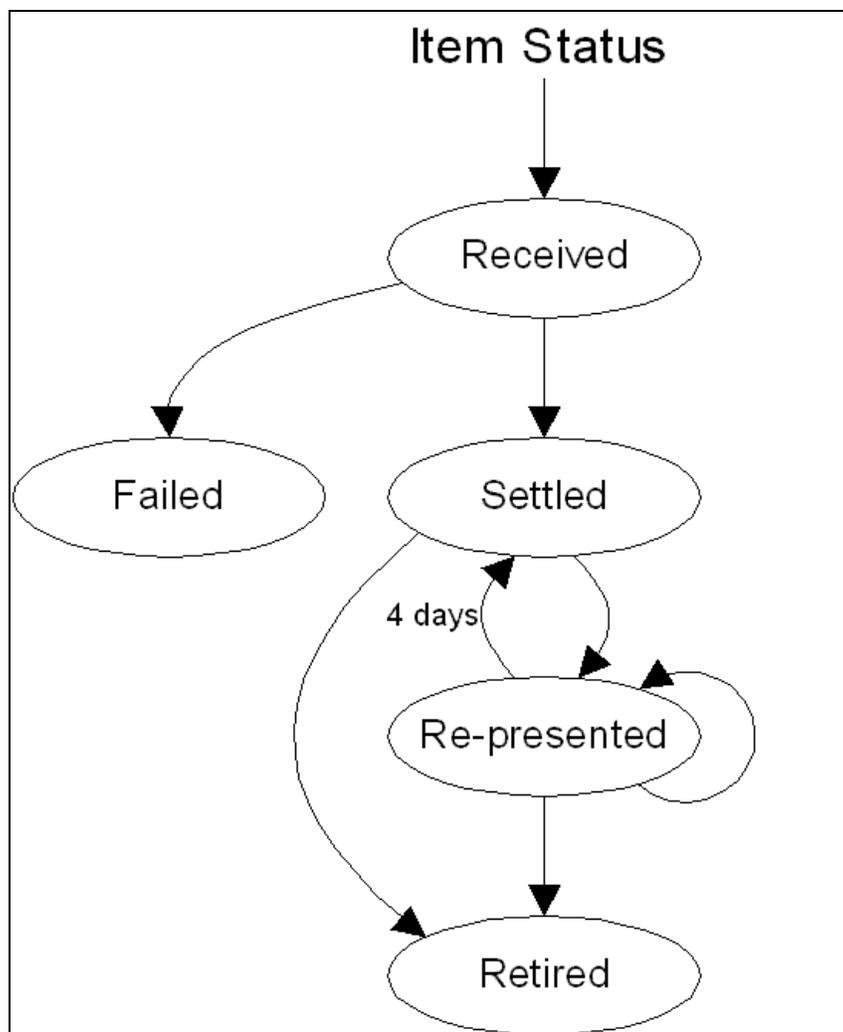
- **Status** – Use the down arrow to select from the menu the status of the items to search. Valid statuses are, ‘All’, ‘Failed’, ‘Received’, ‘Represented’, ‘Retired’, and ‘Settled’, . (See Item Status Diagram, Figure 5.27.6 and the explanation of statuses that follows)
- **I R N** – The Item Reference Number (I R N) which is tied to a specific transaction.
- **Cashier ID** – The ID of the cashier that created the transaction.
- **Check Amount** – Using the drop down arrow, restrict the search by choosing ‘Equal to’, ‘Not Equal to’, ‘Greater than or Equal to’, ‘Greater than’, ‘Less than or Equal to’, or ‘Less than’. Type the dollar amount of the check.
- **Check Number** – The printed number of the check writer’s check.
- **Batch ID** – The batch ID is assigned by the POS software and recorded on the batch list.
- **5515/Debit Voucher Number** – A unique identifier reflecting a debit into CA\$HLINK II for a given Agency. This entry represents items returned to an Agency because of unsuccessful collection efforts.
- **215/Deposit Ticket Number** - A unique identifier set for all items that are being credited into CA\$HLINK II for a given Agency on a given day.
- **Received Date** – The date the check was received into ELVIS, based on the Treasury OTC Support Center date/time ET. The CIRA Query screen allows the user to choose between the ‘Received Date’ and the ‘Check Capture Date’ by clicking the appropriate radio button. Using the drop down arrow, restrict the search by choosing ‘From’ to select a date range. When using ‘From’ you must also select a ‘To’ date to complete the search range. To search on a specific date, select ‘On’. Use the calendar tool to the right of the date field to choose the date or date range from the calendar. Within the calendar tool, click on the single arrow to the right or left of the month name to increase or decrease the calendar one month at a time. Click on the double arrows to the right or left of the month name to increase or decrease the calendar one year at a time.
- **Settlement Date** - Payment date of the item, which is when the payment amount is debited from the check writer’s account. To include the settlement date in your query, click to check the box to the left of the ‘Settlement Date’ field. Using the drop down arrow, restrict the search by choosing ‘From’ to select a date range. When using ‘From’ you must also select a ‘To’ date to complete the search range. To search on a specific date, select ‘On’. Use the calendar tool to the right of the date field to choose the date or date range from the calendar. Within the calendar tool, click on the single arrow to the right or left of the month name to increase or decrease the calendar one month at a time. Click on the double arrows to the right or left of the month name to increase or decrease the calendar one year at a time.
- **Check Capture Date** – The date the check was processed by the POS computer. The CIRA Query screen allows the user to choose between the ‘Received Date’ and the ‘Check Capture Date’ by clicking the appropriate radio button. Using the drop down arrow, restrict the search by choosing ‘From’ to select a date range. When using ‘From’ you must also select a ‘To’ date to complete the search range. To search on a specific date, select ‘On’. Use the calendar tool to the right of the date field to choose the date or date range from the calendar. Within the calendar tool, click on the single arrow to the right or left of the month name to increase or decrease the calendar one month at a time. Click on the double arrows to the right or left of the month name to increase or decrease the calendar one year at a time.
- **Return Settlement Date** - Date of settlement of the returned item. To include the return settlement date in your query, click to check the box to the left of the ‘Return Settlement Date’ field. Using the drop down arrow, restrict the search by choosing ‘From’ to select a date range. When using ‘From’ you must also select a ‘To’ date to complete the search range. To search on a specific date, select ‘On’. Use the calendar tool to the right of the date field to choose the date or date range from the calendar. Within the calendar tool, click on the single arrow to the right or left of the month name to increase or decrease the calendar one month at a

time. Click on the double arrows to the right or left of the month name to increase or decrease the calendar one year at a time.

Item Status

Figure 5.27.6

In ELVIS, there is a status to indicate the current state of a transaction throughout the collection process (See Figure 5.27.6). Inquiries related to the status can aid with the research and troubleshooting of a particular transaction.



Received - The Agency has sent this transaction into ELVIS. No settlement has been performed for this transaction yet.

Failed - The item was unable to be processed and/or settled by Treasury/FMS. These are items that could not be collected such as foreign items or possible duplicate items. These items are not included on your 215 Report.

Settled - This transaction is complete and the funds have been credited to the Agency's CA\$HLINK account. The effective date of the deposit and the 215 Deposit Ticket Report deposit ticket number are provided.

Represented- This transaction was returned with a reason code that allows for another collection attempt to be made. Depending on an agency’s policy, the item is reprocessed in an attempt to collect the funds from the check writer. Items with this status are in-process of collection.

Retired- This transaction was unable to be collected. The Agency receives a 5515 Report (Debit Voucher) with a debit processed to CASHLINK and the effective date and debit voucher number is provided. The offset to the agency’s debit was an ACH return or a paper return (Check 21) received from the check writer’s financial institution. This transaction cannot be processed again through PCC OTC.

Count

From the CIRA Query screen a ‘count’ of items can be done. This should be used to give the user an idea of just how many items the system has found based on their search criteria. If the number of items is too large, more specific search criteria should be used to narrow the search. Searching on a large number of items can take longer. When the number of items found is too large, narrow the search whenever possible. See the section ‘To perform a CIRA Count’ for instructions on performing a CIRA Count.

To perform a CIRA Query:

1. From the ELVIS Main Menu, click on ‘CIRA Query’

The following screen appears: (Figure 5.28)

Figure 5.28

2. Type the ten digit A L C+2 of the location or click on the search tool to the right of the 'Location' field to search for the A L C+2 (if you have access to see activity for multiple locations). The following window appears with the list of authorized locations: (Figure 5.29)

The screenshot shows the 'CIRA Query - Criteria' window. The 'Location' field contains '0000789501'. A search tool is visible to the right of the location field. Below the location field, there are 'Generic Fields' (GENERIC_FIELD1, GENERIC_FIELD2, GENERIC_FIELD3, GENERIC_FIELD4) and 'Account', 'IRN', 'Check Number', and '5515/Debit Voucher Number' fields. There are radio buttons for 'Received Date' and 'Check Capture Date'. On the right side, there are 'Status' (set to 'ALL'), 'Check Amount' (set to 'Equal To'), and 'Settlement Date' fields with date pickers. At the bottom, there are buttons for 'View Items', 'Count', 'Reset', and 'Cancel'. A pop-up window in the center shows a list of authorized locations with their ALC+2 codes: 00007895AA, 8300000101, 830000010A, 8300000117, 8300000120, 8300000121, 8300000122, 8300000198, 8300000200, 830000097, 830000098, 830000099, 830000099B, and 830000099C.

Figure 5.29

3. Click to choose the appropriate location on which to perform the search. The location is the site that scans the check into the POS application and transmits the batch.
4. Click the down arrow key to choose the appropriate form name and deploy date of the form. The fields are propagated with the correct configurable field labels for the form, based on these choices.
5. Click 'Yes' or 'No' to include subordinate locations. Subordinate locations are locations for which the user has permission to view, that are under your location in the hierarchy.
6. Key in the appropriate data in the remainder of the search fields.

Note: You can key data into one or more fields on the query screen to narrow your search. It is recommended that you input as much search criteria as possible in order to receive more refined search results. At least one other field must be included in the search when querying Generic field 1

7. Choose between the 'Received Date' and the 'Check Capture Date' by clicking the appropriate radio button.
8. The 'Settlement Date' and the 'Returned Settlement Date' are optional. To include one or both of these fields in your search, click to check the box to the left of the field.

9. The 'Received Date', 'Settlement Date', 'Check Capture Date', and the 'Return Settlement Date' fields use the calendar tool to choose the date. Using the drop down arrow, restrict the search by choosing 'From' to select a date range. When using 'From' you must also select a 'To' date to complete the search range. To search on a specific date, select 'On'. Use the calendar tool to the right of the date field to choose the date or date range from the calendar. Within the calendar tool, click on the single arrow to the right or left of the month name to increase or decrease the calendar, one month at a time. Click on the double arrows to the right or left of the month name to increase or decrease the calendar one year at a time.
10. When all search fields are completed click the '**View Items**' button at the bottom of the screen. The results screen is similar to the image below: (Figure 5.30)

Item #	ALC	Capture Date	Bank Routing Number	Account Number	Check Amount	Cashier ID	Check Type	Pr
100701500117200006198	0000789502	06/06/2006 11:23:09	0436	0443	\$869.06	SAT 122 Test	Personal	Prt
100701500117200006243	0000789502	06/06/2006 11:45:22	0424	0401	\$183.55	SAT 122 Test	Personal	Prt
100701500117200006271	0000789502	06/06/2006 13:51:26	0424	0401	\$183.55	SAT 122 Test	Personal	Prt
100701500117200006273	0000789502	06/06/2006 13:52:12	0492	0409	\$783.93	SAT 122 Test	Personal	Prt
100701500117200006314	0000789502	06/07/2006 11:51:02	0454	041	\$509.33	SAT 122 Test	Personal	Prt
140218700226100002125	0000789502	06/06/2006 10:59:16	0472	045	\$86.89	SAT 122 Test	Personal	Prt
140218700226100002132	0000789502	06/06/2006 11:02:03	0436	0435	\$7.68	SAT 122 Test	Personal	Prt
140218700226100002138	0000789502	06/06/2006 11:05:40	0468	0485	\$7.89	SAT 122 Test	Personal	Prt
140218700226100002153	0000789502	06/06/2006 11:12:53	0459	0401	\$868.69	SAT 122 Test	Personal	Prt
140218700226100002354	0000789502	08/25/2006 12:42:19	0431	041	\$25.99	syed pcc	Non-Personal	Prt

The first 100 items are displayed out of 7,493. Total Amount: \$44,017,424.78. Please refine your Query Criteria or click <Display first 1000> to view first 1000 items.

Query Criteria Display first 1000 Cancel

Figure 5.30

11. The screen only displays the first 100 items found based on the search criteria. The bottom of the screen displays the number of items that met the search criteria. In this instance, the search resulted in a total of 7,493 items that met the search criteria. The system displays the first 100 records of those items. A total dollar amount is also displayed. If there are more than 100 records but less than 1,000 records, the 'Display first 1000' button is still displayed and clicking it displays all of the records that meet the criteria. To reduce the possibility of searching through such a high number of records, it is recommended that the user refine their search to add more unique information. This reduces the number of items found by the query. There are three buttons at the bottom of the screen. The user can choose go back to the previous screen to refine their search by clicking on the '**Query Criteria**' button, or click the '**Display first 1000**' button which displays the first 1,000 records of the 6,928 total records, or click the '**Cancel**' button to cancel the query.

Note: If the 'Back Office' processing method is used when the checks are scanned into the POS, this is reflected in the CIRA Query Results, as displayed below in Figure 5.30.1:

ALC	Capture Date	Bank Routing Number	Account Number	Check Amount	Cashier ID	Check Type	Processing Mode	Batch
J01205	8300000102 09/27/2007 13:36:53 04	3	1	\$989.88	Nancy Test POS 54	Personal	Back Office	DE28
J01207	8300000102 09/27/2007 13:38:53 04	5	1	\$454,353.45	Nancy Test POS 54	Personal	Back Office	DE28
J01209	8300000102 09/27/2007 13:39:04 04	3	1	\$25,252.45	Nancy Test POS 54	Personal	Back Office	DE28
J01212	8300000102 09/27/2007 13:40:28 04	3	1	\$1,358.00	Nancy Test POS 54	Personal	Present	DE28
J01213	8300000102 09/27/2007 13:41:08 04	3	1	\$1,358.00	Nancy Test POS 54	Personal	Present	DE28
J01215	8300000102 09/27/2007 13:52:38 04	5	1	\$1,021.00	Nancy Test POS 54	Non-Personal	Back Office	DE28
J01217	8300000102 09/27/2007 14:01:35 04	5	1	\$1,022.20	Nancy Test POS 54	Non-Personal	Present	DE28
J01219	8300000102 09/27/2007 14:02:31 04	3	1	\$1,360.60	Nancy Test POS 54	Personal	Not Present	DE28
J01221	8300000102 09/27/2007 14:02:54 04	5	1	\$99.08	Nancy Test POS 54	Non-Personal	Not Present	DE28
J01227	8300000102 09/27/2007 15:02:30 04	3	1	\$675.75	Nancy Test POS 54	Personal	Back Office	8CB5

The Query Result contains 23 items. Total Amount: \$522,360.14.

Query Criteria Cancel

Figure 5.30.1

12. To see the details of a particular item, click the radio button to the left of the record to be viewed. The following screen appears: (Figure 5.31)

Address: https://qa1.pccotc.gov U.S. Treasury Paper Check Conversion Over the Cou...

U.S. Treasury Paper Check Conversion Over the Country

CIRA Detail

IRN: 100701500117200006243

ALC or D55N Code: 0000789502

Capture Date: 05/06/2006

Bank Routing Number: 0414

Bank Account Number: 011111111

Cashier ID: SAT 122 Test

Check Type: Personal

Check Number: 011740

Check Amount: \$183.55

Processing Mode: Present

Received Date: 05/06/2006 13:41:03

Status: Received

215/Deposit Ticket Number:

5515/Debit Voucher Number:

Settlement Date:

Return Settlement Date:

Batch ID: CE4CB11E-8300-4840-867B-E739574CEA82

Show Config Fields

Show Image Show History

Print Details Close Window

Check Amount Cashier

\$869.06 SAT 122

\$183.55 SAT 122

\$183.55 SAT 122

\$783.93 SAT 122

\$509.33 SAT 122

\$86.89 SAT 122

\$7.68 SAT 122

\$7.89 SAT 122

\$868.69 SAT 122

\$25.99 syed pcc

Query Criteria

Figure 5.31

13. By clicking on the appropriate button at the bottom of the CIRA detail window, you can choose to ‘Show Config Fields’, which displays the unique user defined data fields, ‘Show Image’, which displays the image to the

screen, **'Show History'**, which displays the item's history, and **'Print Details'**, to print the details of the item. Further information on the use of these functions is explained in the following pages. The user can also elect to click **'Close Window'** to close the CIRA detail window.

14. The **'Show Config Fields'** button can be used to display the unique user defined fields that each Agency can elect to use. If the user defined fields are set up as optional, there may be transactions without user defined field information. In this case, the **'Show Config Fields'** button does not appear on the screen. To display the user defined fields for this transaction, click the **'Show Config Fields'** button. The following screen (Figure 5.31.0) appears:

The screenshot displays the 'CIRA Detail' window. It contains a list of fields with their corresponding values:

IRN	100701500117200006243
ALC or D55N Code	0000789502
Capture Date	06/06/2006
Bank Routing Number	04.....4
Bank Account Number	0.....31
Cashier ID	SAT 122 Test
Check Type	Personal
Check Number	011740
Check Amount	\$183.55
Processing Mode	Present
Received Date	06/06/2006 13:41:03
Status	Received
215/Deposit Ticket Number	
5515/Debit Voucher Number	
Settlement Date	
Return Settlement Date	
Batch ID	CE4C811E-8300-4840-867B-E739574CEA82

Below the main form is a 'Hide Config Fields' button. Underneath this button, a field named 'GENERIC_FIELD1' is visible with the value '588969009'. An arrow points to this field. At the bottom of the screen, there are four buttons: 'Show Image', 'Show History', 'Print Details', and 'Close Window'.

Figure 5.31.0

15. The bottom of the screen displays the name of the field(s) and the data for each field. The fields can also be hidden. Once the user clicks on the **'Show Config Fields'** button and the fields are displayed on the bottom of the screen, the button changes to **'Hide Config Fields'**. Clicking on this button hides the fields from view.

17. Click on the 'Verification Detail' button to display the details of the verification record as in Figure 5.31.02. The Verification Detail window allows the user to go back to the CIRA Detail window by clicking the '**CIRA Detail**' button at the bottom of the window. The user can 'jump' back and forth between the CIRA Detail and the Verification Detail windows by using the corresponding buttons at the bottom of each window.

Verification Info			
IRN	100701500117200006404	Modified Time	10/27/2006 18:31
UserField1		Amount	\$1,000.00
Bank Routing Number	01-*****	Capture Date	10/25/2006
Account	100001	Location Name	0000789502
TxType	T	MVD Date	10/27/2006

Verification Edit	
Trade Status	D-SUSPENDED
Deny Date	11/05/2006
Override	<input checked="" type="checkbox"/>
Occurrence	1
RR Code	09
Location Description	Test Agency 5
RR Description	Uncollected Funds
Note	

CIRA Detail	Confirm	Print	Close Window
-----------------------------	-------------------------	-----------------------	------------------------------

Figure 5.31.02

To Show History

The 'Show History' button within the CIRA Detail window gives the user historic information (including settlement information) regarding that item. If the item was returned and represented, or returned, represented and retired, additional lines will be displayed with a history of settlement for each action. Figures 5.31.03, 5.31.04 and 5.31.05 are examples of the 'Show History' results screen as you scroll from left to right. The following fields are displayed:

Item ID: This number is assigned by the system for internal purposes

IRN: Individual Reference Number: The unique number used to identify transactions within ELVIS.

Capture Date: The date and time that the item was received by ELVIS.

Insert Time: The date and time that the transaction obtained a status code by ELVIS. A status code is stamped on the transaction and indicates if an item was settled, represented, or retired.

Location: The A L C+2 or Agency location code.

Check Amount: The dollar amount of the check.

Bank Routing Number: The 9-digit Bank Routing number.

Account: The account number of the check writer.

Bank: This number is assigned by the system for internal purposes.

Check Number: The number on the check of the check writer.

215/Deposit Ticket Number: This field will be populated with the Deposit Ticket Number on settled items.

5515/Debit Voucher Number: This field will be populated with the Debit Voucher Number for retired items.

Rep Effective Date: Represent Effective date – this field may contain a date during the processing cycle of an item. Reflects the date the item was represented. Field will change to blank when item is retired.

Settlement Date: Date that the item was settled.

Status: Represents the transaction status of an item during the processing cycle. Settled ACH items would be represented with a status code of 413, and settled paper items would be represented with a status code of 412. There are many other codes that can be listed in this field for returned, represented, and retired items. For a complete list of status codes and an explanation of how they work, see *Appendix S* of the Appendix chapter of this SOP.

Settlement Method: This field will be indicated with either a '0' for ACH, or a '1' for Paper.

Item History							
Item ID	IRN	Capture Date	Insert Time	Location	Check Amount	Bank Routing Number	Account
7435187	160518710205100001299	10/01/2007 11:22:46	10/03/2007 10:50:15	0000789502	3,001.00	101002004	
7435187	160518710205100001299	10/01/2007 11:22:46	10/03/2007 10:50:09	0000789502	3,001.00	101002004	
7435187	160518710205100001299	10/01/2007 11:22:46	10/02/2007 06:31:06	0000789502	3,001.00	101002004	

Close Window

Figure 5.31.03

Bank	Check Number	215/Deposit Ticket Number	5515/Debit Voucher Number	Rep Effective Date	Settlement Date
00200	33329001	002150	002152		10/02/2007
00200	33329001	002150			10/02/2007
00200	33329001	002150			10/02/2007

Figure 5.31.04

e Return Settlement Date	Status	Settlement Method
10/03/2007	404	1
10/03/2007	004	1
	412	1

Figure 5.31.05

When you are done viewing, click the ‘Close Window’ button.

To Show Image:

From the ‘CIRA Detail’ window, click the ‘Show Image’ button. The ELVIS viewer window opens and the image of the check is displayed as shown in Figure 5.31.06. It may be necessary to click the ‘Fit Width’ button at the bottom of the window to see the entire image within the window. The scroll button on the left side of the window can be used to scroll through the front and the back of the image.

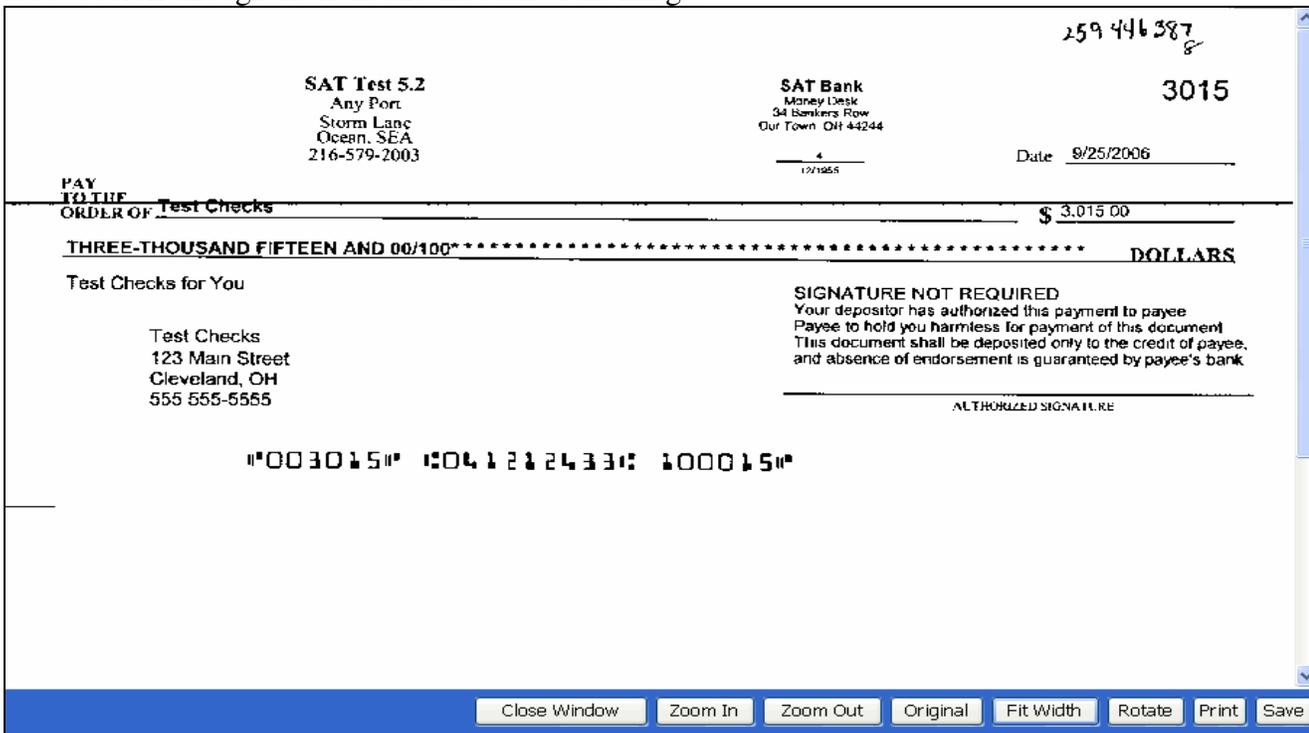


Figure 5.31.06

To Print the Image:

From the 'CIRA Detail' window, click the 'Show Image' button. Once the image is displayed as seen in Figure 5.31.07, click the 'Print' button at the bottom of the window. A print dialog box appears allowing you to choose options such as the number of copies, page range, and printer. Click the 'Print' button.

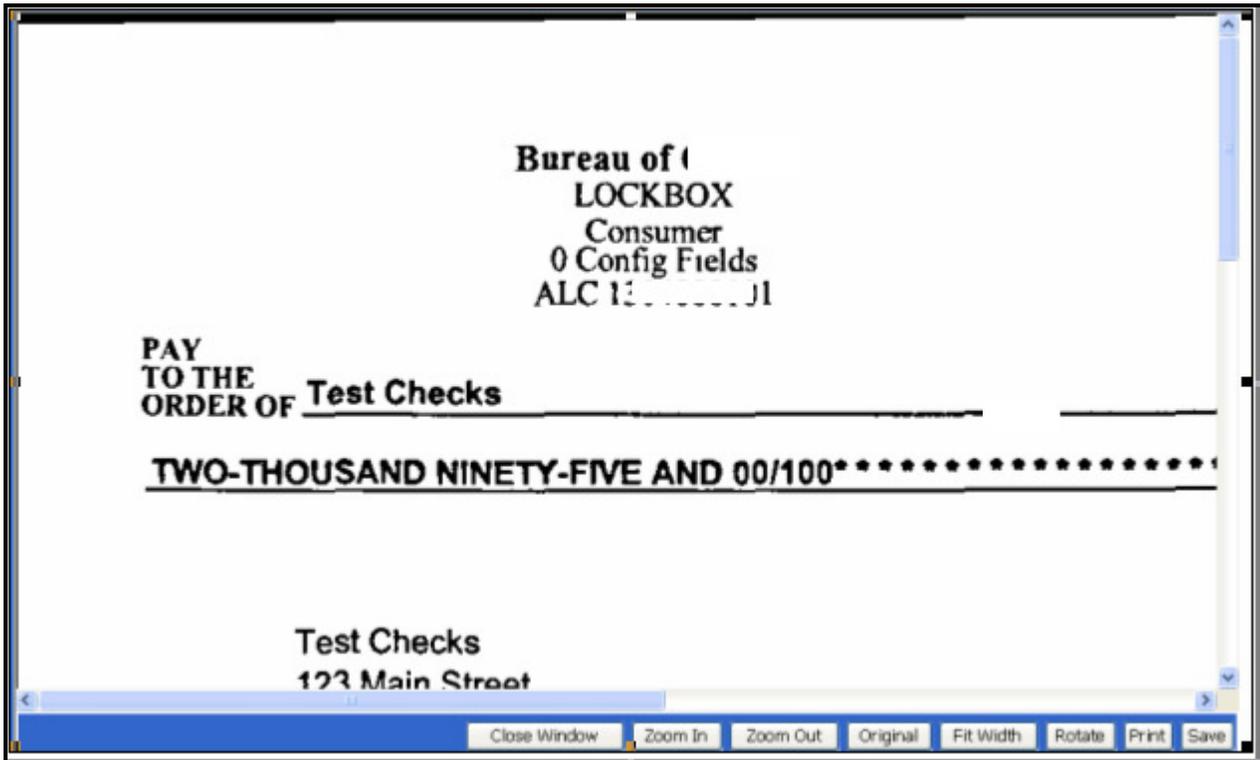


Figure 5.31.07

To Print the Details:

From the 'CIRA Detail' window, click the 'Print Details' button. A 'Check Details' screen appears as in Figure 5.31.08. The scroll bar on the left can be used to scroll through the front, back, and check details. Click the 'Print' button at the bottom of the window. A print dialog box appears allowing you to choose options such as the number of copies, page range, etc. Choose the printer to which the printout is sent and click the 'Print' button.

Check Details			
Date : 09/29/2006 15:13:54			
IRN : 150917770246100001254			
Status	Represented	ALC or DSSN Code	0000789502
Capture Date	09/20/2006	Received Date	09/21/2006 13:31:43
Account	LC....	Bank Routing Number	041212433
Check Number	003015	Check Amount	\$4,015.00
Batch ID	35671E46-02A9-438B-BCD6-63898EED060A	Cashier ID	Nancy Test
Check Type	Non-Personal	Processing Mode	1
Z15/Deposit Ticket Number	000267	5515/Debit Voucher Number	
Settlement Date	09/22/2006 00:00:00	Return Settlement Date	
GENERIC_FIELD1	259446388		

SAT Test 5.2 Acct Finc. Summ Lane Ocean, SCA 216-579-2003		SAT Bank Summ Lane 34 Franklin Drive Oak Forest, OH 43064		3015
Date: 09/29/2006				
PAY TO THE ORDER OF Test Checks		\$ 3015.00		
THREE THOUSAND FIFTEEN AND 00/100		DOLLARS		
Test Checks for You		SIGNATURE NOT REQUIRED		
Test Checks 123 Main Street Cleveland, OH 555 555-5555		Your depositor has authorized the payment to present. Please do not sign this document for payment of this document. The accuracy of this document is guaranteed by your bank and absence of probatory error is guaranteed by your bank.		
AT THE POINT OF DEPOSIT				
⑆003015⑆ ⑆041212433⑆ 100015⑆				

Figure 5.31.08

Other Uses for the CIRA Query

The CIRA Query can be used to retrieve historical information. Some examples include:

- Check writing trends – perform a search using a combination of the Bank Routing number and Account number for a specific time period to list all of the checks for a particular customer for that time period.
- Search for dollar amount specifics by using 'greater than', 'less than', 'equal to' – searches can be done on a specific dollar amount by using the drop down menu to the left of the dollar amount field. The search can be narrowed by specifying the location and by using the Receive date fields to specify a time frame, i.e., the past 6 months or year.
- High dollar items - there may be a need to search for high dollar items and this can be accomplished by using the 'greater than' (drop down) option to the left of the dollar amount field then specifying an amount, i.e., 1,000,000.00. This search can be narrowed by specifying a location and/or time period using the 'Receive date' fields.

- ◆ Search for retired items – searches can be done for retired items by choosing ‘retired’ as the status. The search can be narrowed by location and a time period can be specified by using the ‘To’ and ‘From’ options in the ‘Receive date’ field.
- ◆ Search for items associated with a particular Deposit Ticket number or Debit Voucher number – type the Deposit Ticket number or Debit Voucher number in the corresponding field on the CIRA Query screen to search for items that were included on the report.

These are just a few of the examples of the ways in which the CIRA Query screen can be used to search for historical data. There are many more ways that the query screen can be used to retrieve customized information.

Request a CIRA Count:

The CIRA Count is used to quickly determine how many items fit a particular set of search criteria. It takes much less time to request a CIRA count than a CIRA query since the system does not have to display all of the details on the screen – only the total number of records and the total dollar amount of those records. If a CIRA Count is first performed, the search can be refined by using more criteria to limit the number of items displayed in the actual query if the count is too high.

1. From the ELVIS Main Menu, click on ‘**CIRA Query**’. Key in all of the search criteria necessary to perform the query as explained in the *To Perform a CIRA Query* section earlier in this chapter then click the ‘**Count**’ button at the bottom of the screen. The following screen is displayed (Figure 5.32) which shows the number of items and the total dollar amount of the items that meet the search criteria.

U.S. Treasury Paper Check Conversion Over the Counter Monday, 0

CIRA Query - Criteria

Location <input type="text" value="0000789501"/>		Form Name <input type="text" value="-- Select Form --"/>
Include Subordinate Locations Yes <input checked="" type="radio"/> No <input type="radio"/>		Deploy Date <input type="text" value="-- Select Version --"/>

Generic Fields

GENERIC_FIELD1 <input type="text"/>	GENERIC_FIELD2 <input type="text"/>
GENERIC_FIELD3 <input type="text"/>	GENERIC_FIELD4 <input type="text"/>

Account <input type="text"/>	Bank Routing Number <input type="text"/>	Status <input type="text" value="ALL"/>
IRN <input type="text"/>	Cashier ID <input type="text"/>	Check Amount <input type="text" value="Equal To"/> <input type="text"/>
Check Number <input type="text"/>	Batch ID <input type="text"/>	
5515/Debit Voucher Number <input type="text"/>	215/Deposit Ticket Number <input type="text"/>	

<input checked="" type="radio"/> Received Date	From <input type="text" value="09/01/2006"/>	<input type="checkbox"/>	Settlement Date	From <input type="text" value="10/02/2006"/>
	To <input type="text" value="10/02/2006"/>			To <input type="text" value="10/02/2006"/>
<input type="radio"/> Check Capture Date	From <input type="text" value="10/02/2006"/>	<input type="checkbox"/>	Return Settlement Date	From <input type="text" value="10/02/2006"/>
	To <input type="text" value="10/02/2006"/>			To <input type="text" value="10/02/2006"/>

Total Records <input type="text" value="77"/>	Total Check Amount <input type="text" value="\$220,382.46"/>
---	--

Figure 5.32

2. If the number of items is too large, narrow the search by keying more data into the fields, if possible. This reduces the amount of time the query takes.

The ELVIS Viewer

When the 'Show Image' button is selected from a CIRA Detail screen, the ELVIS viewer window appears. The window displays the front of the check. The back of the check can be displayed by scrolling down.

Show Image

To show the image of the check, click the 'Show Image' button from the CIRA Detail screen, as displayed in Figure 5.32.1

Figure 5.32.1

The screenshot shows a web browser window titled "https://qar.pccote.gov - U.S. Treasury Paper Check Conversion Over the Cou...". The main content area is titled "A Detail" and contains a table of fields with their corresponding values. At the bottom of the screen, there are four buttons: "Show Config Fields", "Show Image", "Show History", and "Print Details". The "Show Image" button is circled in red, and a black arrow points from the left side of the screen towards it.

IRN	150917770246100001117
ALC or DSSN Code	0000789502
Capture Date	08/17/2006
Bank Routing Number	04210001
Bank Account Number	11 75
Cashier ID	syed pcc
Check Type	Personal
Check Number	1027
Check Amount	\$1,019.33
Processing Mode	Present
Received Date	09/06/2006 09:38:06
Status	Settled
215/Deposit Ticket Number	000267
5515/Debit Voucher Number	
Settlement Date	09/22/2006
Return Settlement Date	
Batch ID	6819788F-390A-4261-AEC2-F58DF9D0583B

Buttons: Show Config Fields, Show Image, Show History, Print Details, Close Window

Unzipping Files

When you save an image file in ELVIS, the files are saved in the .zip format. Zipped files are files that have been compressed to save space. There can be one or more files compressed into a single zip file. Zip files allow faster downloading of files from the internet. These zipped files end with the .zip extension. The Windows XP operating system includes a utility that allows a zipped file to be unzipped.

Note: *If you are using Windows 2000, contact your Information Technology department to obtain a program used to unzip files.*

Unzip Instructions for Windows XP Users:

When you click the 'Save' button while viewing an item, the following window appears: (Figure 5.32.3)

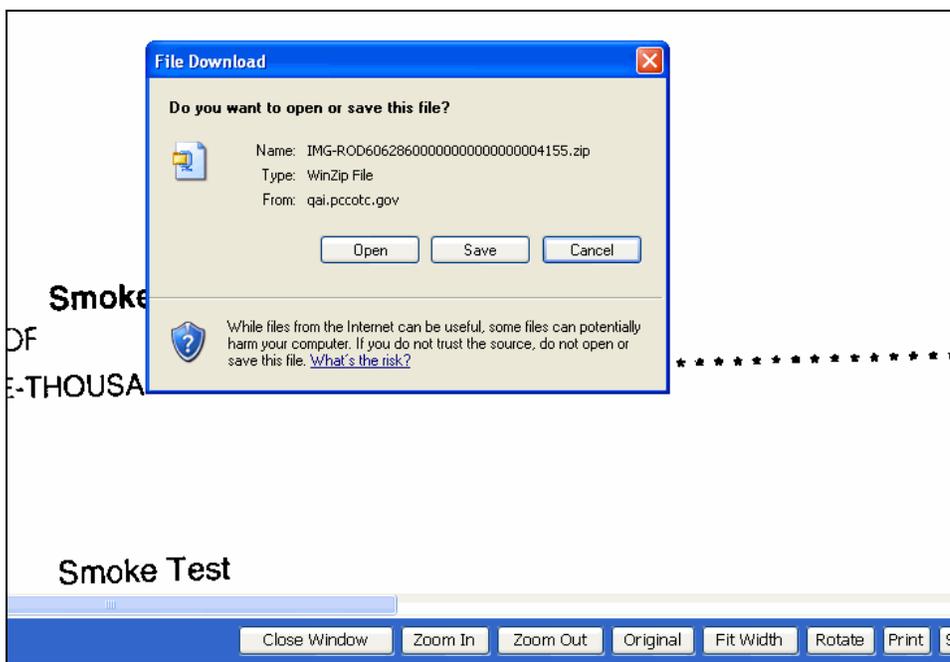


Figure 5.32.3

1. Click the 'Save' button in the File Download window. The system displays a 'Save As' window as in Figure 5.32.4.

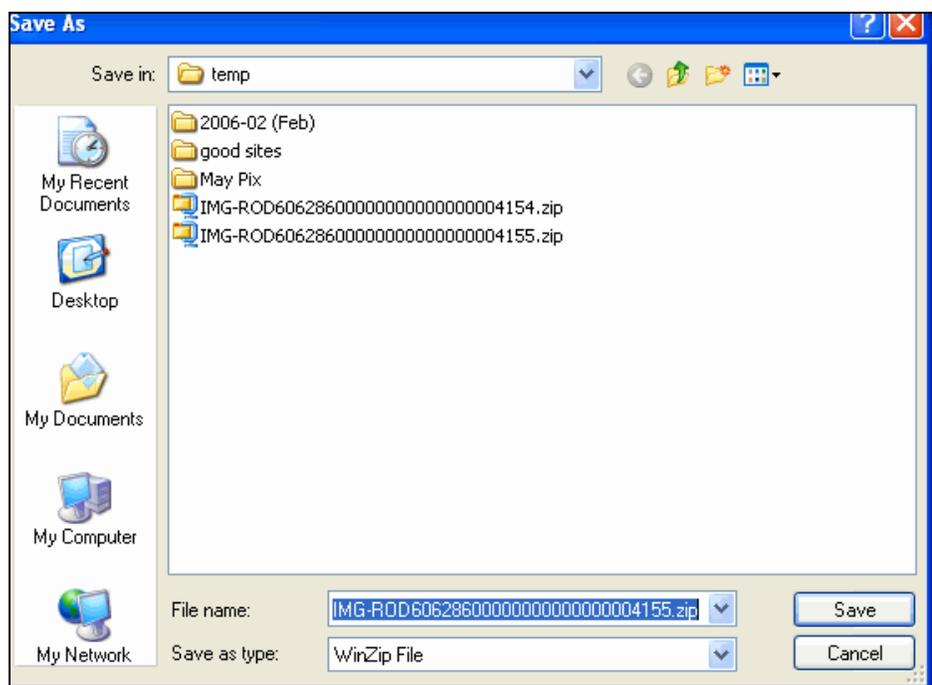


Figure 5.32.4

2. Click the down arrow in the 'Save in' field to navigate to the drive and folder on your computer's hard drive or LAN where the file should be saved. Choose the default file name or type a new file name in the 'File name' field and click the 'Save' button. A 'Download Complete' window appears as displayed in Figure 5.32.5.

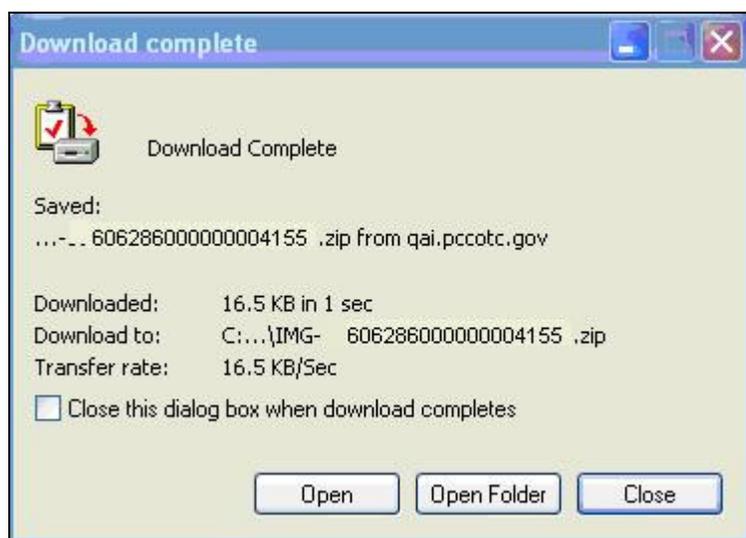


Figure 5.32.5

3. Click the 'Open' button at the bottom of the window. A WinZip window opens (Figure 5.32.6). There are two image files listed in the example: the first zip file is the image file for the front of the check, and the second zip file is the image file for the back of the check.

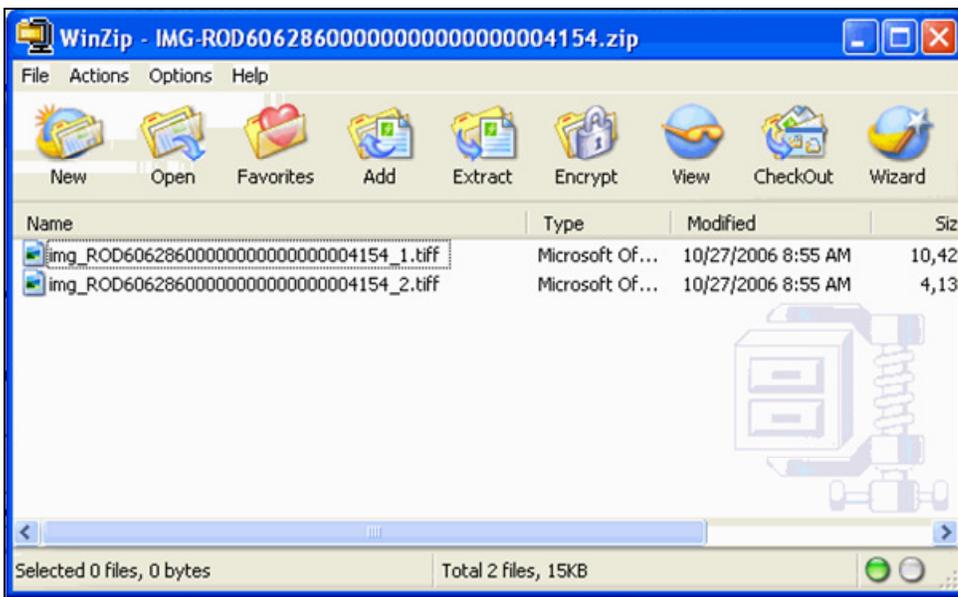


Figure 5.32.6

- Click each file name displayed within the window to select, then click the **'Extract'** icon at the top of the window. An 'Extract to' window opens (Figure 5.32.7).

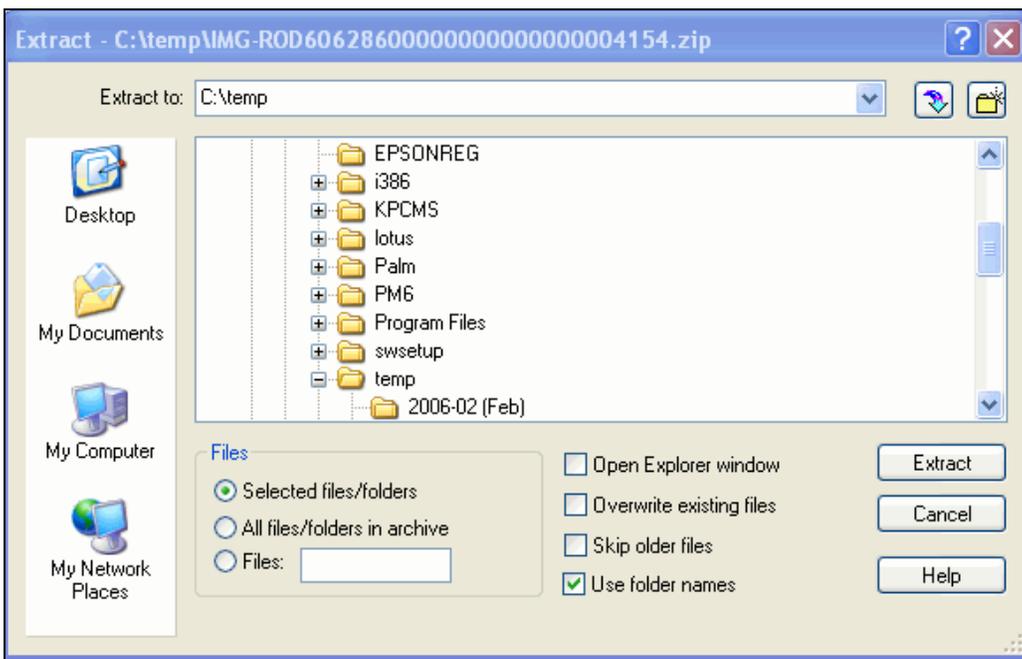


Figure 5.32.7

- Click the down arrow in the 'Extract to' field to navigate to the drive and folder of your computer's hard drive or LAN where the .tiff file(s) should be saved and click the **'Extract'** button at the lower right of the window. The files are saved to the specified drive/folder. Click the **'X'** in the upper right of the window to close the WinZip Utility.

Reports

The reports described below are available in ELVIS. The following table describes each report.

Note: *Adobe Reader® is required to download and view reports and can be downloaded free of charge from www.adobe.com.*

Report	Description
Agency CIRA Report	This report displays the batch activity for specified locations and supplies the sending locations receive date, item count and dollar amounts.
Location Hierarchy	This report displays the target location within the context of the current location.
Deposit Ticket Report (SF215)	Runs once daily and covers all items processed within the preceding 24 hours. Report is available for 45 calendar days.
CIRA CSV Report	Allows users to export data based on a query to a comma separated value report (CSV). The exported data can be used to import into other applications within an Agency.
LVD Contents (For LVD users)	This report displays the contents of a Local Verification Database (LVD) for a given A L C+2.
Location Check Cashing Policy Report (For LVD users)	The Location Check Cashing Policy report displays the location policies used in the processing and delivery processes.
Debit Voucher Report (SF5515)	Run once daily and covers all retired items processed within the preceding 24 hours. Report is available for 45 calendar days.

To Request Reports

NOTE: In order for a user to request a report, their user role needs to have reports permission.

From the ELVIS home page, click the **'Reports'** button. The following screen appears: (Figure 5.33)

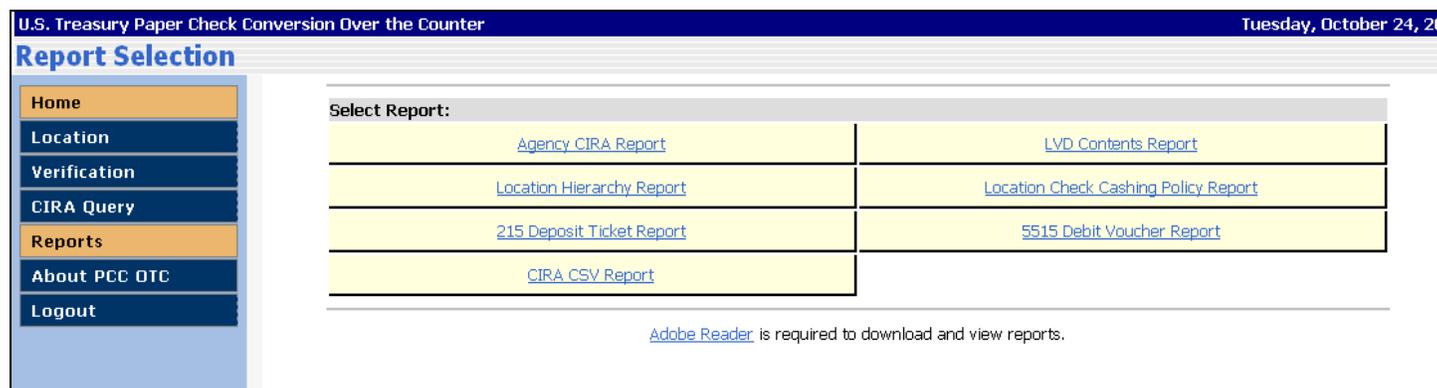


Figure 5.33

View Report – Common Functionality

Reports can be requested by authorized individuals. Once you have retrieved the report information, the following functionality (Figure 5.33.1) can be performed on the bottom of the screen: (from left to right)

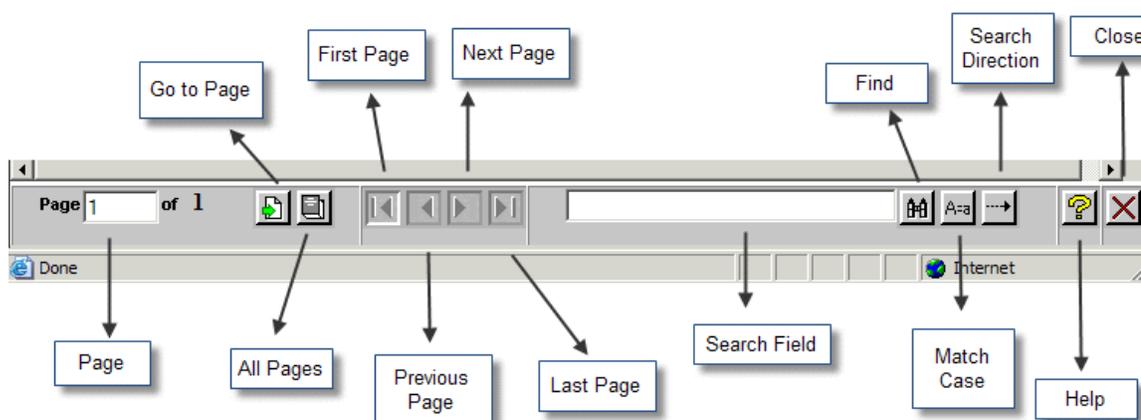


Figure 5.33.1

Button	Functionality
Page	Type the page number of the page to view in the Page field and press ENTER or click the Go to Page button
Go to Page	Click the Go to Page button to view the page number entered in the Page field
All Pages	Click to display all pages of the report. Click BACKSPACE to return to the on demand page viewer
First Page	Click to display all pages of the report. Click BACKSPACE to return to the on demand page viewer
Previous Page	Click to view the previous page of the report

Button	Functionality
Next Page	Click to view the next page of the report
Last Page	Click to view the last page of the report
Search Field	Type search criteria and press ENTER or click the Find button
Find	Click the find button to view the results of the search criteria entered into the Search Field. Search results will be underlined
Match Case	Click to make search criteria entered into Search Field case sensitive
Search Direction	Click to make Search Direction forward or backward. This will organize data in chronological or reverse chronological order
Help	Click to activate Help feature in Web browser
Close	Click to close report and return to the Select Report page

To print a report *it is advised that you select PDF as the report output format from the Report Format dropdown box, if no selection is made the report defaults to HTML.*

Download Reports

Another common functionality of the reporting feature in ELVIS is the ability to download a report in different formats. To use this functionality:

1. Select any Report from the Reports screen.
2. A screen should appear which allows you to define the parameters of the Report . The Agency CIRA report is used as an example below: (Figure 5.33.2)

The screenshot shows the 'Agency CIRA Report' form. The title bar at the top reads 'U.S. Treasury Paper Check Conversion Over the Counter' and 'Thursday, December 17, 2009'. The left sidebar contains a navigation menu with the following items: Home, Location, Verification, CIRA Query, Reports, Centralized Deployment, Form Management, Administration, Scheduler, About PCC OTC, and Logout. The main content area is titled 'Agency CIRA Report' and contains the following fields and options:

- Agency CIRA Report**: This report displays the transaction activity for the specified location.
- Search Criteria:**
 - Location Name:** FederalReserve
 - Include Subordinate Locations:**
 - Date From:** 12/17/2009
 - Date To:** 12/17/2009
 - Received Date:**
 - Captured Date:**
 - Batch ID:** ALL
 - Cashier ID:** ALL
 - Report Format:** HTML

At the bottom right of the form are two buttons: 'Submit Request' and 'Cancel'.

Figure 5.33.2

3. Select the report output format (i.e. HTML, PDF, Excel, or PPT) from the dropdown box, if no selection is made the report defaults to HTML.
4. Once the format is selected and all other specification have been made, click the the Submit Request button.
5. If downloading in Excel format, a file download window appears asking if you'd like to open or save this file. Click the 'Save' button.* A 'Save As' window appears. Choose the folder on your computer's hard drive or network drive where the file should be saved then type a file name. For Excel Data or Excel display, the default file extension is .xls but it can also be saved as a .csv by typing over the xls with csv. Click 'Save'. A 'Download Complete' window appears. Click the 'Close' button.
6. If downloading the report in PDF format, the report will appear after the Submit Request button is clicked. The report can be printed or saved from this screen with the Print and Save buttons in the upper left-hand corner of the report.

**If your information bar appears and reads "To protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options," click the bar and select Download File, then submit the request again*

Agency CIRA Report

The Agency CIRA Report displays the batch level transaction activity for a specific location. To request an Agency CIRA Report:

1. From the ELVIS Home Page click on the 'Reports' button
2. Click on the 'Agency CIRA Report' link. The following screen appears: (Figure 5.34)

U.S. Treasury Paper Check Conversion Over the Counter Thursday, December 17, 2009

Agency CIRA Report

This report displays the transaction activity for the specified location.

Search Criteria:

Location Name:	FederalReserve
Include Subordinate Locations:	<input checked="" type="checkbox"/>
Date From:	12/17/2009
Date To:	12/17/2009
Received Date:	<input type="radio"/>
Captured Date:	<input type="radio"/>
Batch ID:	ALL
Cashier ID:	ALL
Report Format:	HTML

Submit Request Cancel

Figure 5.34

3. Use the search tool to choose the appropriate location for which to request the report. For information about using the search tool, see the 'Icon Assisted Fields' section of this chapter along with Figure 5.17.3.
4. Click the box to the right of 'Include Subordinate Locations' if the search should include all locations beneath the Location Name.
5. Use the calendar tool to choose the 'Date From' and 'Date To' dates. For information about using the calendar tool, see the 'Icon Assisted Fields' section of this chapter along with Figure 5.17.2.
6. Click the radio button to choose to have the report based on either 'Received Date' or 'Captured Date'.
7. Key in a specific Batch ID or leave it at the default of 'All' for an all inclusive report.
8. Key in a specific Cashier ID or leave it at the default of 'All' for an all inclusive report.
9. Select the report output format (i.e. HTML, PDF, Excel, or PPT) from the dropdown box, if no selection is made the report defaults to HTML.
10. Click 'Submit Request'. The following is an example of how the results screen appears: (Figure 5.35)

Note: *If you are executing reports for multiple locations, the output is not sorted.*

U.S. Treasury Paper Check Conversion Over the Counter Monday, December 21, 2009

Agency CIRA Report

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

Agency CIRA Report
From Date: 09/01/2009 To Date: 12/21/2009

Location: FederalReserve Location Only: N

Daily Summary for all Locations	Received Date	Item Count	Dollar Amount
99999999T5	10/08/2009	3	\$4,020.00
Grand		3	\$4,020.00

Page 1 of 1

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Figure 5.35

Location Hierarchy Report

The Location Hierarchy Report displays the target location within the context of the current location, based on the user's access level. The report shows ancestor locations which are the parent and grandparent location. The descendants of location 0000789501, as shown in the example, display the children and grandchildren of location 0000789501. To request a Location Hierarchy Report:

1. From the ELVIS Home Page click on the **'Reports'** button.
2. Click on the **'Location Hierarchy Report'** link. The following screen appears: (Figure 5.36)

Figure 5.36

3. Click on the search tool to the right of the Location Name to choose the Location on which to search and choose the appropriate location. For information about using the search icon tool, see the 'Icon Assisted Fields' section of this chapter along with Figure 5.17.3.
4. Select the report output format (i.e. HTML, PDF, Excel, or PPT) from the dropdown box, if no selection is made the report defaults to HTML.
5. Click the **'Submit Request'** button. The following screen appears: (Figure 5.37)

U.S. Treasury Paper Check Conversion Over the Counter Thursday, December 17, 2009

Location Hierarchy Report

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

Location Hierarchy Report
12/17/2009

Home Location: FederalReserve

Ancestor of location: FederalReserve

Level

1 ___FederalReserve
The Federal Reserve root of the location hierarchy

Descendent of location: FederalReserve

Level

1 ___FederalReserve
The Federal Reserve root of the location hierarchy

2 ___DeptofDefense
Department of Defense

2 ___DeptofTreasury
Department of Treasury

Page 1 of 83

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Figure 5.37

215 Deposit Ticket Report

The 215 Deposit Ticket Report runs once daily and covers all items processed within the preceding 24 hours. The 215 Report provides summary totals for all items being deposited into CA\$HLINK II for the specified business day. It is available at 10:00 a.m. and remains available for 45 calendar days. If you require a report that is older than 45 days, contact the Treasury OTC Support Center. They can retrieve records that are up to seven years old.

The 215 is available each business day. If the report is requested on a day without activity, the report states, 'No data found for the criteria you entered'. The 215 Report contains detailed information with the number of transactions, dollar amount, transaction date, processing organization, and location.

To request a 215 Deposit Ticket Report:

1. From the ELVIS Home Page click on the 'Reports' button
2. Click on the '215 Deposit Ticket Report' link. The following screen appears: (Figure 5.38)

The screenshot shows the '215 Deposit Ticket Report' page. At the top, it says 'U.S. Treasury Paper Check Conversion Over the Counter' and 'Thursday, December 17, 2009'. The page title is '215 Deposit Ticket Report'. On the left is a navigation menu with items: Home, Location, Verification, CIRA Query, Reports, Centralized Deployment, Form Management, Administration, Scheduler, and About PCC OTC. The main content area has a header '215 Deposit Ticket Report' and a sub-header 'Run once daily and covers all items settled that business day.' Below this is a 'Report Filters' section with the following fields: 'Location Name' (text box with 'FederalReserve' and a search icon), 'Start Date' (calendar icon with '12/17/2009'), 'End Date' (calendar icon with '12/17/2009'), and 'Report Format' (dropdown menu with 'HTML' selected). There is a checked checkbox for 'Include Subordinates'. At the bottom right are 'Submit Request' and 'Cancel' buttons.

Figure 5.38

3. Use the search tool to the right of the 'Location Name' to choose the appropriate Location for which to request the Deposit Ticket Report. For information about using the search tool, see the 'Icon Assisted Fields' section of this chapter along with Figure 5.17.3.
4. Use the calendar tool to choose the Start and End Dates. For information about using the search icon tool, see the 'Icon Assisted Fields' section of this chapter along with Figure 5.17.2.
5. Select the report output format (i.e. HTML, PDF, Excel, or PPT) from the dropdown box, if no selection is made the report defaults to HTML.

Note: Locations should be reconciling their PCC OTC activity to their CA\$HLINK account daily.

6. Click on the 'Submit Request' button. The following is an example of the results screen that appears: (Figure 5.39)

U.S. Treasury Paper Check Conversion Over the Counter Tuesday, January 5, 2010

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: 12/05/2009 To Date: 01/05/2010

215 - Deposit Ticket
 ALC: 99999999T0 Deposit Ticket No: 000063 Fiscal Agent: FRB Cleveland Settlement Date: 12/15/2009

215 - Detail
 ALC: 99999999T0 Location Name: Test Team 0

Cashier ID	Transaction Date	Summary Count	Summary Amount
pospoc	12/10/2009	1	\$10,000.99
Total ALC: 99999999T0		1	\$10,000.99

215 - Summary

Summary number of count:	1
Summary of total amount:	\$10,000.99

Page 1 of 1

Figure 5.39

Note: If an Agency is setup for split Deposit Tickets, each A L C+2 would receive an individual Deposit Ticket that contains data only for their A L C+2.

Note: Agencies can now choose the flexibility of assigning separate numbering sequences to Deposit Ticket Numbers and Debit Voucher Numbers across an Agency's many Agency Location Codes (A L C). 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 remain on the current numbering sequence. For additional information please contact the Treasury OTC Support Center.

LVD Contents Report

The LVD Contents Report displays the contents of a Local Verification Database (LVD) for a given ALC+2. To request an LVD Contents Report:

1. From the ELVIS Home Page click on the 'Reports' button
2. Click on the 'LVD Contents Report' link. The following screen appears: (Figure 5.40)

U.S. Treasury Paper Check Conversion Over the Counter Thursday, December 17, 2009

LVD Contents Report

LVD Contents Report
This report displays the contents of a Local Verification Database (LVD) for a given ALC+2.

Report Filters:

Location Name:

Transaction Type:

Trade Status:

For Account:

Configurable Field 1:

Bank Routing Number:

Report Format:

Figure 5.40

3. Click the search tool to the right of the 'Location Name' to search for the appropriate Location on which to conduct the search. For information about using the search icon tool, see the 'Icon Assisted Fields' section of this chapter along with Figure 5.17.3.
4. Use the down arrow to choose the appropriate 'Transaction Type'. The choices are 'All', 'Transaction', or 'Block'.
5. Use the down arrow to choose the appropriate 'Trade Status'. The choices are 'All', 'Cleared', 'Dynamic', 'Suspend', 'Denied', or 'Blocked'.
6. Key in the Account number to narrow the search.
7. Key in the Configurable Field 1 to narrow the search.
8. Key in the Bank RT number to narrow the search.
9. Select the report output format (i.e. HTML, PDF, Excel, or PPT) from the dropdown box, if no selection is made the report defaults to HTML.
10. Click the 'Submit Request' button.

The following is an example of the results screen that appears: (Figure 5.41)

LVD Contents Report

Requested By: COMMQA1
Target Location: 830000010A

Date: 01/06/2010
Num of records: 4

Configurable Field	Routing Number	Account Number	Closed Account	Denied Until	Trade Status	Override	MVD Date	Location Description
per**rmance_tes	1111111111	****5	01	09/09/2099	BLOCKED	Y	05/15/2009	The Federal Reserve root of the location hierarchy
per**rmance_tes	1111111111	****9	01	09/09/2099	BLOCKED	Y	05/15/2009	The Federal Reserve root of the location hierarchy
per**rmance_tes	1111111111	****1	01	01/07/2010	CLEARED	Y	05/18/2009	The Federal Reserve root of the location hierarchy
per**rmance_tes	1111111111	****3	01	01/07/2010	CLEARED	Y	05/18/2009	The Federal Reserve root of the location hierarchy

Page 1 of 1
For Official Use Only

End Of Report

Page 1 of 1

Figure 5.41

Location Check Cashing Policy Report

The Location Check Cashing Policy was created for Agencies that use the Master Verification Database (MVD). The MVD is a “negative” database containing “return” information on checks and accounts that have failed to clear in a previous PCC OTC transaction attempt, and “blocked” accounts/routing numbers or individuals that have been identified where future transactions are not desired. The Location Check Cashing Policy report displays the location policies used in the processing and delivery processes. The report outlines each location’s check cashing policy, i.e., the number of permissible returns, how many days the check writer is suspended from cashing a check for the first, second, third and fourth occurrence, and the acceptable return reason codes. Refer to the Location section of this chapter for a complete explanation of a Location Policy. To request a Location Check Cashing Policy Report:

1. From the ELVIS Home Page click on the ‘Reports’ button
2. Click on the ‘Location Check Cashing Policy Report’ link. The following screen appears: (Figure 5.42)

Figure 5.42

3. Click the search tool to the right of the ‘Location Name’ field and choose the appropriate location on which to search. For information about using the search icon tool, see the ‘Icon Assisted Fields’ section of this chapter along with Figure 5.17.3.
4. Click the box to the right of ‘Include Subordinate Locations’ if the search should include all locations beneath the Location Name.
5. Select the report output format (i.e. HTML, PDF, Excel, or PPT) from the dropdown box, if no selection is made the report defaults to HTML.
6. Click the ‘Submit Request’ button.
7. The following is an example of how the results screen appears: (Figure. 5.43)

U.S. Treasury Paper Check Conversion Over the Counter Thursday, December 17, 2009

Location Check Cashing Policy Report

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

Location Check Cashing Policy Report

Home Location: FederalReserve
 Location Only: N

Location: FederalReserve Level: 0

Policy Holder: FederalReserve

Include Prior History?	Represented/Retired
Yes	Include Represented and Retired Checks

Suspension Periods

Occurrence	Days
1	30
2	60
3	90

Acceptable Return Reason Codes

Reason Code	Description
01	Insufficient Funds
02	Account Closed
08	Payment Stopped

Page 1 of 1

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Figure 5.43

Note: If the report displays zeroes in the number of days, this indicates that your Agency does not use the Local Verification Database.

5515 Debit Voucher Report

The 5515 Debit Voucher Report is run once daily and covers all retired items processed within the preceding 24 hours. The Debit Voucher Report (5515 Report) contains the debit voucher number for each item that is retired by Citibank. It is available at 10:00 a.m. and remains available for 45 calendar days. If you require a report that is older than 45 days, contact the Treasury OTC Support Center. The Treasury OTC Support Center can retrieve records that are up to seven years old.

The Debit Voucher Report is available each business day. If the report is requested on a day without activity, the report states, 'No data found for the criteria you entered'. The report provides detailed information on the Unique Transaction ID (or I R N number) for easy research in ELVIS.

To request a 5515 Debit Voucher Report:

1. From the ELVIS Home Page click on the 'Reports' button
2. Click on the '5515 Debit Voucher Report' link. The following screen appears: (Figure 5.44)

Figure 5.44

3. Use the search tool to the right of the 'Location Name' to choose the appropriate Location for which to request the 5515 Debit Voucher Report. For information about using the search icon tool, see the 'Icon Assisted Fields' section of this chapter along with Figure 5.17.3.
4. Use the calendar tool to choose the Start and End Dates. For information about using the search icon tool, see the 'Icon Assisted Fields' section of this chapter along with Figure 5.17.2.
5. Select the report output format (i.e. HTML, PDF, Excel, or PPT) from the dropdown box, if no selection is made the report defaults to HTML

Note: Locations should be reconciling their PCC OTC activity to their CA\$HLINK account daily.

6. Click on the 'Submit Request' button. The following is an example of how the results screen appears: (Figure 5.45)

U.S. Treasury Paper Check Conversion Over the Counter Friday, January 29, 2010

5515 Debit Voucher Report

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

5515 Debit Voucher Report

From Date: 01/01/2010 To Date: 01/20/2010

Location: FederalReserve Fiscal Agent: FRB Cleveland

Location Name: 9999999901 Description: IRS TEST ALC1 Settlement Date: 01/08/2010

Debit Voucher Number	Unique Transaction ID	Date of original Transaction	Original CASH LINK	\$ Amount	Cashier ID	Return Reason Code
000003	12628867610015746724	01/07/2010	100090	\$12.00	pospoc	205 -- Payment Stopped
000004	12628868760025746724	01/07/2010	100090	\$12.01	pospoc	204 -- Refer to Maker
000005	12628869540035746724	01/07/2010	100090	\$12.02	pospoc	203 -- Account Closed
000006	12628872030045746724	01/07/2010	100090	\$12.30	pospoc	207 -- Unable to Locate
000007	12628872590055746724	01/07/2010	100090	\$12.04	pospoc	303 -- Encoding Error
Summary number of transactions:		5				
Summary of total dollars:		\$60.37				

Page 1 of 1

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Figure 5.45

Note: Agencies can now choose the flexibility of assigning separate numbering sequences to Deposit Ticket Numbers and Debit Voucher Numbers across an Agency's many Agency Location Codes (A L C). 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 remain on the current numbering sequence. For additional information please contact the Treasury OTC Support Center.

Finding an Item that is Listed on the 5515 Report

Details of a particular item can be retrieved using the CIRA Query screen and the I R N of the item. The 5515 Report lists the I R N of each item that has been retired. The operator can copy the I R N from the 5515 report as it is displayed on the screen and paste it to the I R N field of the CIRA Query screen. The steps to do this are listed below.

Step 1: Obtain I R N of the item in question from the 5515 Report (Figure 5.45.1).

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

5515 Debit Voucher Report
From Date: 01/01/2010 To Date: 01/20/2010

Location: FederalReserve Fiscal Agent: FRB Cleveland
Location Name: 9999999901 Description: IRS TEST ALC1 Settlement Date:
01/08/2010

Debit Voucher Number	Unique Transaction ID	Date of original Transaction	Original CASH LINK	\$ Amount	Cashier ID	Return Reason Code
000003	12628867610015746724	01/07/2010	100090	\$12.00	pospoc	205 - - Payment Stopped
000004	12628868760025746724	01/07/2010	100090	\$12.01	pospoc	204 - - Refer to Maker
000005	12628869540035746724	01/07/2010	100090	\$12.02	pospoc	203 - - Account Closed
000006	12628872030045746724	01/07/2010	100090	\$12.30	pospoc	207 - - Unable to Locate
000007	12628872590055746724	01/07/2010	100090	\$12.04	pospoc	303 - - Encoding Error
Summary number of transactions:		5				
Summary of total dollars:		\$60.37				

Page 1 of 1

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Figure 5.45.1

The I R N can be written down and typed into the I R N field of the CIRA Query, but the easier way is to use the copy/paste commands. To do this, click and drag the mouse on the I R N number as displayed above to highlight, then click the right mouse button to bring up a menu window. Click **'Copy'** from the menu. (Figure 5.45.2).

U.S. Treasury Paper Check Conversion Over the Counter
5515 Debit Voucher Report

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

5515 Debit Voucher Report
 From Date: 01/01/2010 To Date: 01/20/2010

Location: FederalReserve Fiscal Agent: FRB Cleveland
 Location Name: 9999999901 Description: IRS TEST ALC1 Settlement Date: 01/08/2010

Debit Voucher Number	Unique Transaction ID	Date of original Transaction	Original CASH LINK	\$ Amount	Cashier ID	Return Reason Code
000003	12628867610015746724	01/07/2010	100090	\$12.00	pospoc	205 - - Payment Stopped
000004	1262886876002574672	01/07/2010	100090	\$12.01	pospoc	204 - - Refer to Maker
000005	1262886954003574672	01/07/2010	100090	\$12.02	pospoc	203 - - Account Closed
000006	12628872020045746724	01/07/2010	100090	\$12.30	pospoc	207 - - Unable to Locate
000007	12628872590055746724	01/07/2010	100090	\$12.04	pospoc	303 - - Encoding Error
Summary number of transactions:		5				
Summary of total dollars:		\$60.37				

Page 1 of 1

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Copies the selection to the Clipboard.

Figure 5.45.2

Step 2: From the ELVIS main menu, click on 'CIRA Query'. Type the ten digit A L C+2 in the 'Location' field then right-click in the 'IR N' field to open up a menu window. Click 'Paste'. (Figure 5.45.3). The I R N is pasted into the field.

U.S. Treasury Paper Check Conversion Over the Counter Monday, December 13, 2010

CIRA Query - Criteria

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

Location: 0000999911 Form Name: -- Select
 Include Subordinate Locations: Yes No Deploy Date: -- Select

Generic Fields
 GENERIC_FIELD1: GENERIC_FIELD2:
 GENERIC_FIELD3: GENERIC_FIELD4:

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

Received Date: From 12/04/2006 To 12/07/2006 Settlement Date: From To
 Check Capture Date: From 12/04/2006 To 12/04/2006 Return Settlement Date: From To

Figure 5.45.3

Step 3: Click the 'View Items' button at the bottom of the CIRA Query screen. The CIRA Query Results screen appears. (Figure 5.45.4)

CIRA CSV Report

The CIRA CSV Report allows users to export a query based report to a spreadsheet or other software programs. The report is saved in a .csv format which can be opened in a spreadsheet program.

Note: users must have separate permission to execute this report – see *PCC OTC Roles for ELVIS*. This report gathers data from midnight to midnight and may contain extra items from other Deposit Ticket Numbers if requesting the report for a particular date. For the most accurate report, request the report by Deposit Ticket number ensuring that only items for that DTN appears on the report. For file layout specifications of the CIRA CSV report, please see ‘Appendix R’ of the Appendix chapter of this User Manual.

To request a CIRA CSV Report:

1. From the ELVIS Home Page click on the ‘Reports’ button
2. Click on the ‘CIRA CSV Report’ link. The following screen appears: (Figure 5.46)

Figure 5.46

3. Fill in the appropriate fields on which to query as described in the CIRA Query Section and click the ‘Report’ button at the bottom of the screen.

Note: Data can be keyed into one or more fields on the query screen to narrow your search. Input as much search criteria as possible in order to receive more refined search results.

- A window appears with a choice to either ‘Open’ or ‘Save’ the report. If the user chooses to open the report, the computer’s spreadsheet software opens the file. If the computer does not have spreadsheet software, the file needs to be ‘Saved’ and opened on a computer that has spreadsheet software. When the report is opened it looks similar to the screen below: (Figure 5.47)

Note: Column width may need to be adjusted in order to view all data. Columns may also need to be formatted as general text fields for data to appear correctly. Consult your spreadsheet documentation.

	A	B	C	D	E	F	G
1	CSV Agency Detailed Item Report						
2	Tue Dec 05 14:04:50 EST 2006						
3	TOTAL AMOUNT :	299493.2					
4	TOTAL NUMBER OF ITEMS :	586					
5	IRN	LOCATION	CAPTURE DATE	RECEIVE DATE	TRANSIT NUMBER	CHECK NI	ACCOUNT
6	150914770207600001729	£ 1	11/28/2006 9:04	12/1/2006 8:06	11/28/2006 9:04	535 10	38
7	150914770207600001730	£ 1	11/28/2006 9:20	12/1/2006 8:06	30/11/2006 9:20	1451	55
8	150914770207600001731	£ 1	11/28/2006 10:02	12/1/2006 8:06	£ 3/11/2006 10:02	1064 74	
9	150914770207600001732	£ 1	11/28/2006 10:21	12/1/2006 8:06	1/11/2006 10:21	122	36
10	150914770207600001733	£ 1	11/28/2006 10:36	12/1/2006 8:06	1/11/2006 10:36	102	54
11	150914770207600001734	£ 1	11/28/2006 10:41	12/1/2006 8:06	3/11/2006 10:41	1023 267	
12	150914770207600001736	£ 1	11/28/2006 13:11	12/1/2006 8:06	7/11/2006 13:11	141299 80	
13	150914770207600001737	£ 1	11/28/2006 13:13	12/1/2006 8:06	1/11/2006 13:13	412	37
14	150914770207600001738	£ 1	11/28/2006 13:29	12/1/2006 8:06	2/11/2006 13:29	5420	30
15	150914770207600001739	£ 1	11/28/2006 13:31	12/1/2006 8:06	£ 3/11/2006 13:31	9012	35
16	150914770207600001740	£ 1	11/28/2006 13:59	12/1/2006 8:06	3/11/2006 13:59	1014 110	18
17	150914770207600001741	£ 1	11/28/2006 14:16	12/1/2006 8:06	3/11/2006 14:16	1034 337	
18	150914770207600001742	£ 1	11/28/2006 14:21	12/1/2006 8:06	2/11/2006 14:21	1 01E	70
19	150914770207600001743	£ 1	11/28/2006 14:24	12/1/2006 8:06	7/11/2006 14:24	1162	32
20	150914770207600001773	£ 1	4/26/2004 1:03	12/2/2006 8:39	12/4/2004 1:03	11 007	
21	150914770207600001774	£ 1	4/26/2004 1:04	12/2/2006 8:39	3/4/2004 1:04	3018 110	37
22	150914770207600001775	£ 1	4/26/2004 1:05	12/2/2006 8:39	3/4/2004 1:05	1042 072	
23	150914770207600001776	£ 1	4/26/2004 1:06	12/2/2006 8:39	3/4/2004 1:06	5397 017	
24	150914770207600001777	£ 1	4/26/2004 1:06	12/2/2006 8:39	1/4/2004 1:06	2070	55
25	150914770207600001778	£ 1	4/26/2004 1:07	12/2/2006 8:39	2/4/2004 1:07	1094	49
26	150914770207600001779	£ 1	4/26/2004 1:08	12/2/2006 8:39	3/4/2004 1:08	1543 177	

Figure 5.47

Note: The word ‘Null’ is displayed in a field in this report if that particular field is empty.

Also – There is a 50 page and 65,000 row limitation within the Excel software. There may be similar limitations in other spreadsheet software.

Note: If the ‘Back Office’ processing mode is used when the checks are scanned into the POS, this is reflected in the CSV Report results as displayed below in Figure 5.47.1:

CSV Agency Detailed Item Report											
Fri Oct 05 12:54:07 EDT 2007											
TOTAL AMOUNT :		522360									
TOTAL NUMBER OF ITEMS :		23									
IRN	LOCATI	CAPTURE	RECEIVE DA	TRANSIT	CHE	ACCOUNT	AMOUNT	CASHIER	CHECK TY	PROCESSING	BA
160518710205100000000.00	8E+09	#####	#####	4.1E+07	###	153160	\$989.88	Nancy Tes	Personal	Back Office	DE
160518710205100000000.00	8E+09	#####	#####	4.2E+07	###	105321	\$454,353.45	Nancy Tes	Personal	Back Office	DE
160518710205100000000.00	8E+09	#####	#####	4.1E+07	###	153150	\$25,252.45	Nancy Tes	Personal	Back Office	DE
160518710205100000000.00	8E+09	#####	#####	4.1E+07	###	153158	\$1,358.00	Nancy Tes	Personal	Present	DE
160518710205100000000.00	8E+09	#####	#####	4.1E+07	###	153158	\$1,358.00	Nancy Tes	Personal	Present	DE
160518710205100000000.00	8E+09	#####	#####	4.2E+07	###	105321	\$1,021.00	Nancy Tes	Non Perso	Back Office	DE
160518710205100000000.00	8E+09	#####	#####	4.2E+07	###	105322	\$1,022.20	Nancy Tes	Non Perso	Present	DE
160518710205100000000.00	8E+09	#####	#####	4.1E+07	###	153160	\$1,360.60	Nancy Tes	Personal	Not Present	DE
160518710205100000000.00	8E+09	#####	#####	4.2E+07	###	105322	\$99.08	Nancy Tes	Non Perso	Not Present	DE
160518710205100000000.00	8E+09	#####	#####	4.1E+07	###	153158	\$675.75	Nancy Tes	Personal	Back Office	8C
160518710205100000000.00	8E+09	#####	#####	4.1E+07	###	153158	\$88.00	Nancy Tes	Personal	Back Office	8C
160518710205100000000.00	8E+09	#####	#####	4.1E+07	###	153153	\$9,089.04	Nancy Tes	Personal	Back Office	82B

Figure 5.47.1

Saving as a TXT File

For some, the format of the file described above may not fit their data manipulation needs. Saving the file as a .txt file may offer more flexibility. To save the CSV as a text file, follow these steps:

1. From the ELVIS Home Page click on the 'Reports' button
2. Click on the 'CIRA CSV Report' link.
3. Fill in the appropriate fields on which to query as described in the CIRA Query Section and click the 'Report' button at the bottom of the screen.
4. A window appears with a choice to either 'Open' or 'Save' the report. Click 'Save' and name the file in the following format: nnnnn.txt in the 'File Name' field. The first part of the file can be given a user specified name, i.e., Weds12062006 but make sure it ends in .txt. Example: Weds12062006.txt.
5. Click the 'Save as type' dropdown arrow and choose 'All Files'. Click 'Save'.
6. Open your spreadsheet software and click 'File', 'Open'. Type the name of the text file in the 'file name' field and click 'Open'.
7. A 'Text Import Wizard' screen appears as in Figure 5.47.1.

About PCC OTC

The About PCC OTC option displays the Release number of the ELVIS system as well as phone numbers to use to contact the Treasury OTC Support Center.

1. From the ELVIS Main menu click on 'About PCCOTC'.
2. The following screen appears: (Figure 5.48)

The screenshot shows the 'About PCC OTC' page of the U.S. Treasury Paper Check Conversion Over the Counter website. The page header includes the title 'U.S. Treasury Paper Check Conversion Over the Counter' and the date 'Friday, January 29, 2010'. The left navigation menu lists options: Home, Location, Verification, CIRA Query, Reports, Centralized Deployment, Form Management, Administration, Scheduler, About PCC OTC (highlighted), and Logout. The main content area displays the following information:

- U.S. Treasury Paper Check Conversion Over the Counter**
- Release: internal-20100121-0953
- Build Date: 01/21/2010 09:53 AM
- Database Patch: otc54_0001_mvd_06202009
- The Treasury OTC Support Center is available 24 hours a day, seven days a week.
- Treasury OTC Support Center**
- Telephone: 302-324-6442 (or) 866-945-7920
- E-mail: FMS.OTCChannel@citi.com
- For overseas Military personnel call 510-428-6824, press 4, press 5, press 4
- Mailing address:**
Treasury OTC Support Center - Deployment
8283 Greensboro Drive
McLean, VA 22102

The Treasury Financial Management Service seal is located on the right side of the page. The footer contains the copyright notice: © 2007 U.S. Treasury All rights reserved. Rules of Behavior - Privacy Statement - Accessibility Statement.

Figure 5.48

Citibank is the provider effective January 1, 2009, for PCC OTC. Please contact the Treasury OTC Support Center at (866) 945-7920, or 302-324-6442, or military DSN at 510-428-6824, option 4, option 5, option 4 or via email at FMS.OTCChannel@citi.com for support.