

## Capture a Check Offline

To capture a check in offline mode, complete the following steps:

1. From the **Check Processing** tab, click **Check Scan**. The *Check Scan-Select Open Batch* page appears.



### Application Tips

- If there is internet connectivity and the terminal's Local Verification Database (LVD) is out of date, a message appears asking, "*The Check Verification Database is out of date, would you like to update the database now?*"
- If **Yes** is clicked, the Download LVD task initiates and the latest copy of the LVD downloads to the terminal. After the download is complete, click **Close**.
- If **No** is clicked, a message appears asking whether to use the existing database.
  - If **Yes** is clicked, the out-of-date LVD is used.
  - If **No** is clicked, a **Check Capture Supervisor** must enter his/her online credentials and authorize the use of the out-of-date LVD.

2. Under *Select Open Batch*, if applicable, click **Select** for the relevant OTC Endpoint to scan a check(s).



### Application Tips

- When a batch is in use and another user attempts to access the same batch, a Batch Lock message appears, stating the batch is in use and that you cannot access the batch.
- During the scanning process, if an operator only has access to scan against a single OTC Endpoint, the system will not prompt the user to select an OTC Endpoint.
- If an operator has OTC Endpoint has an **Open** batch, the batch details (**Void Count**, **Approved Count**, and **Amount**) are displayed.
- If an Agency is associated with an OTC Endpoint that is designated as a Central Accounting Reporting System (CARS) Reporter and accounting codes are not available for selection, an error message appears and the operator *cannot* scan a check.
- If an Agency is associated with an OTC Endpoint that is not a CARS Reporter, the operator can scan checks. Selecting an accounting code is optional.

3. Click **Next**. The *Check Scan* page appears as shown in Figure 1.

**Figure 1. Check Scan – Perform Check Scan Page**

Under **ALC+2 (Agency Location Code +2)**,

- Verify the **OTC Endpoint**. To change the OTC Endpoint, click **Previous** and return to Step 2

Under **Processing Method**,

- Select the **Customer Present**, **Customer Not Present**, or **Back Office**

Under **Item Type**,

- Select the **Personal** or **Non-personal**

**Table 1. FedACH and Check 21 Item Types**

FedACH	Check 21
<ul style="list-style-type: none"> <li>• Direct Deposit of payroll, Social Security and other government benefits, and tax refunds</li> <li>• Direct Payment of consumer bills such as mortgages, loans, utility bills and insurance premiums</li> <li>• Business-to-business payments</li> <li>• E checks</li> <li>• E commerce payments</li> <li>• Federal, state and local tax payments</li> </ul>	<ul style="list-style-type: none"> <li>• Business Checks</li> <li>• Money Orders</li> <li>• Treasury Checks</li> <li>• Credit Card Checks</li> <li>• Traveler's Checks</li> <li>• Cashier's Checks</li> <li>• Official Checks</li> <li>• Third-party Checks</li> <li>• Payroll Checks</li> <li>• Checks drawn on state or local government</li> </ul>

Under Scan Controls,

- Click Start Scan to scan a check
- Insert the check in the scanner



### Application Tips

- The maximum number of check items allowed to be scanned per batch is 3,000.
- Recapture an image of a check if it is inserted upside down; appears skewed; or the image is illegible. Click **Cancel** and reinsert the check in the scanner. Click **Start Scan** and re-enter the necessary data.



### Additional Buttons

- Click **Cancel** to cancel the transaction. No data will be saved.
- Click **Receipt** to access a receipt for review or printing. This is only available once the initial check is scanned.
- Click **Clear Form** to clear the data entered.
- Click **Save** to save the transaction.
- Click **Scanner Config** to provide scanner and processing method configuration information.

Under **Scanned Check Image**, *optional*

- Click < to view the front of the check
- Click > to view the back of the check
- Click - to reduce the image of the check
- Click + to increase the image of the check
- Click **Left Rotate** to turn the image to the left
- Click **Right Rotate** to turn the image to the right

Under **Agency Form Data**, enter the check data in the field(s) provided

- Enter the **Amount**, *required*



### Application Tips

OTCnet accepts two different **Amount** entry formats:

- If the deposit amount is for thirty-five dollars and fifteen cents, enter 35.15.
- If no decimal point is entered, OTCnet will add a decimal and two zeroes at the end and save it as 3515.00 (three thousand five hundred and fifteen dollars).
- The **Agency Form Data** form is customizable and can include fields beyond the **Amount** field (e.g., Social Security Number). If your Agency has additional fields, they are displayed under the **Amount** field. Your Agency may deem the field(s) either mandatory or optional for you to complete an entry.
- If your Agency requires additional fields, contact your Deployment Specialist at 703-377-5586 or [fiscalservice.otcdeployment@citi.com](mailto:fiscalservice.otcdeployment@citi.com).
- Ensure that you type in the data rather than copying and pasting from another source. Data that has been copied and pasted may result in an error.



### Application Tips

Consider the following with Batch Mode:

- If you use an **EC7000i** or **EC9100i** to scan checks in Batch mode, a *READY FOR BATCH SCAN, Waiting for check* dialog box appears. Insert the checks one at a time. The dialog box shows the item count after each scan. When finished scanning, click **Stop**.
- If you use a **Panini I: Deal**, **Panini MyVision X**, or **Panini Vision X** to scan checks in Batch mode, a *READY FOR BATCH SCAN, Waiting for check* dialog box appears. Insert the checks in the hopper. The dialog box shows the item count after each scan. When the hopper is empty or when finished scanning, click **Stop**.

Under **Agency Accounting Code**, *if applicable*

- Click the **Agency Accounting Code** radio button and select a single accounting code from the drop-down list

Or

- Click the **Multiple** radio button. The *Account Classification* dialog box appears.
  - Select an **Accounting Code**, enter the **Amount**, and click **Add** for each subtotal of the deposit
  - Click **Save**

4. Click **Save** to save the image of the check and the data you entered. A message appears stating the transaction was successfully saved along with the Individual Reference Number (IRN) and check amount.



#### Application Tip

While scanning a check, use enter on your keyboard to finalize. Notice that the **IRN**, **Bank Number**, **Check Number**, **Account Number**, **Date & Time fields** automatically populates (located in the frame of the **Agency Form Data**).

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#### Additional Button

Click **Return Home** to return to the OTCnet Home Page.

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