VBA Agent Cashier

VBA Agent Cashier– Overview

In this course, you will learn about:

- Computer Systems and Programs Used by VBA Agent Cashiers
- Agent Cashier Protocol and Security
- Transaction Process

Computer Systems and Programs Used by VBA Agent Cashiers

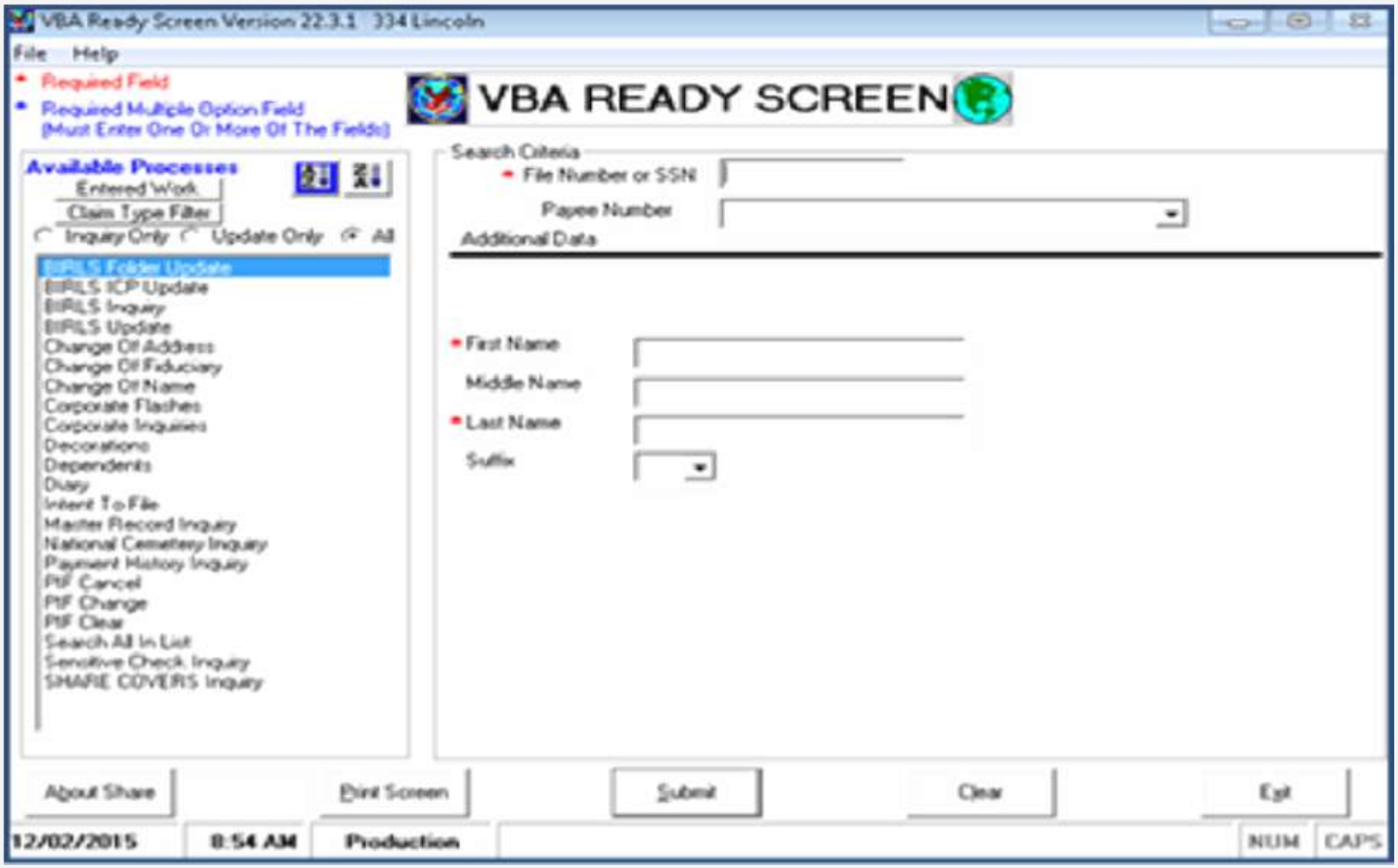
In this lesson, we will briefly go over the agent cashier systems and scenarios related to:

- Share
- Benefits Delivery Network (BDN) (on a limited basis)
- Finance and Accounting System (FAS)
- Centralized Account Receivable On-Line System (CAROLS)
- Over-the-Counter Channel Application (OTCnet)

Share

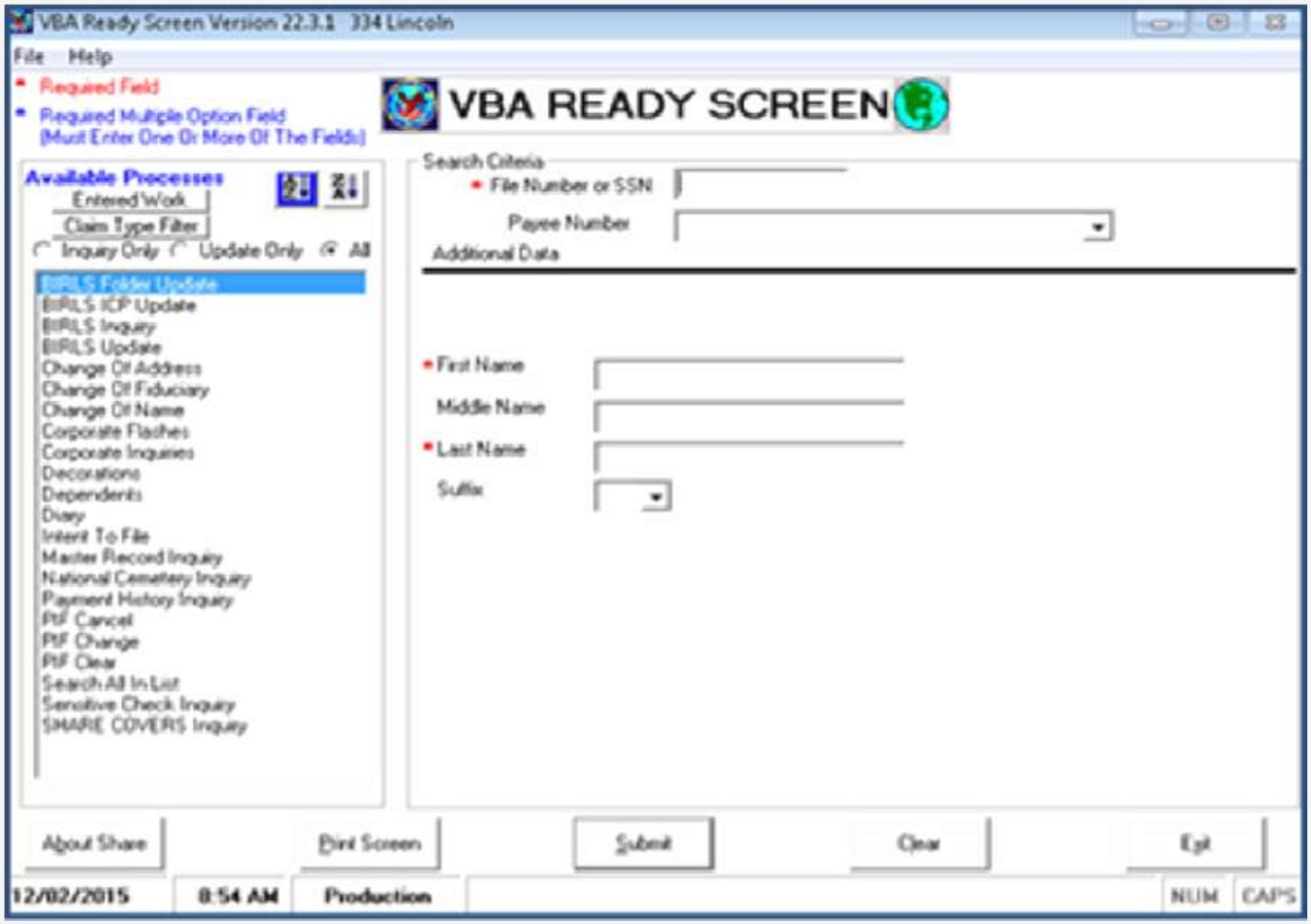
In this topic, you will learn about:

- Application on the job for Share



Share Review

Share provides minimum accesses for finance.



Discussion Scenario 1-1

Manuel has received a check from a Veteran and is trying to determine how to proceed. What program will allow Manuel to get this information?



BDN

In this topic, you will learn about:

- Application on the job for BDN

```
M38                    CH31 TRANSACTIONS/PAYMENT HISTORIES                    08-20-10
      FILE NUMBER              -00        NAME                          STA NUM 319
  DATE     TRANS        DATE     TRANS        DATE     TRANS        DATE     TRANS
07-20-10   FFP        08-21-10   FFP        05-19-10   APP        05-19-10   13
04-20-10   11R        04-06-10   09         04-01-10   13         03-24-10   13
03-22-10   FFP        03-02-10   02C        02-24-10   22         02-17-10   FFP

 DATE       TRANS   COST     PAY AUTH      PROCEEDS     OFFSET AMT    PAYMT AMT
07-20-10    FFP                766.70                     766.70
08-21-10    FFP                643.24                     643.24
03-22-10    FFP                858.70                                   858.70
02-17-10    FFP                858.70                                   858.70
01-20-10    FFP                858.70                                   858.70
12-17-09    FFP                858.70                                   858.70
11-18-09    FFP                858.70                                   858.70
10-20-09    FFP                858.70                                   858.70
09-21-09    FFP                848.52                                   848.52
08-20-09    FFP                311.12                                   311.12
05-19-09    FFP                820.24                                   820.24

         TOTALS            40174.95                    1608.02     38566.93
                                                            NEXT SCREEN
```

BDN Review

BDN is used for various functions, such as processing tracer requests and CH33 Education benefits.

M38 CH31 TRANSACTIONS/PAYMENT HISTORIES 08-20-10

FILE NUMBER -00 NAME STA NUM 319

DATE	TRANS	DATE	TRANS	DATE	TRANS	DATE	TRANS
07-20-10	FFP	06-21-10	FFP	05-19-10	APP	05-19-10	13
04-20-10	11R	04-06-10	09	04-01-10	13	03-24-10	13
03-22-10	FFP	03-02-10	02C	02-24-10	22	02-17-10	FFP

DATE	TRANS	COST	PAY AUTH	PROCEEDS	OFFSET AMT	PAYMT AMT
07-20-10	FFP		766.70		766.70	
06-21-10	FFP		643.24		643.24	
03-22-10	FFP		858.70			858.70
02-17-10	FFP		858.70			858.70
01-20-10	FFP		858.70			858.70
12-17-09	FFP		858.70			858.70
11-18-09	FFP		858.70			858.70
10-20-09	FFP		858.70			858.70
09-21-09	FFP		848.52			848.52
08-20-09	FFP		311.12			311.12
05-19-09	FFP		820.24			820.24
	TOTALS		40174.95		1608.02	38566.93

NEXT SCREEN

Discussion Scenario 1-2

Amanda, an Agent Cashier, is sorting incoming mail. After she has separated the mail into the appropriate categories, she finds a check with an education debt.

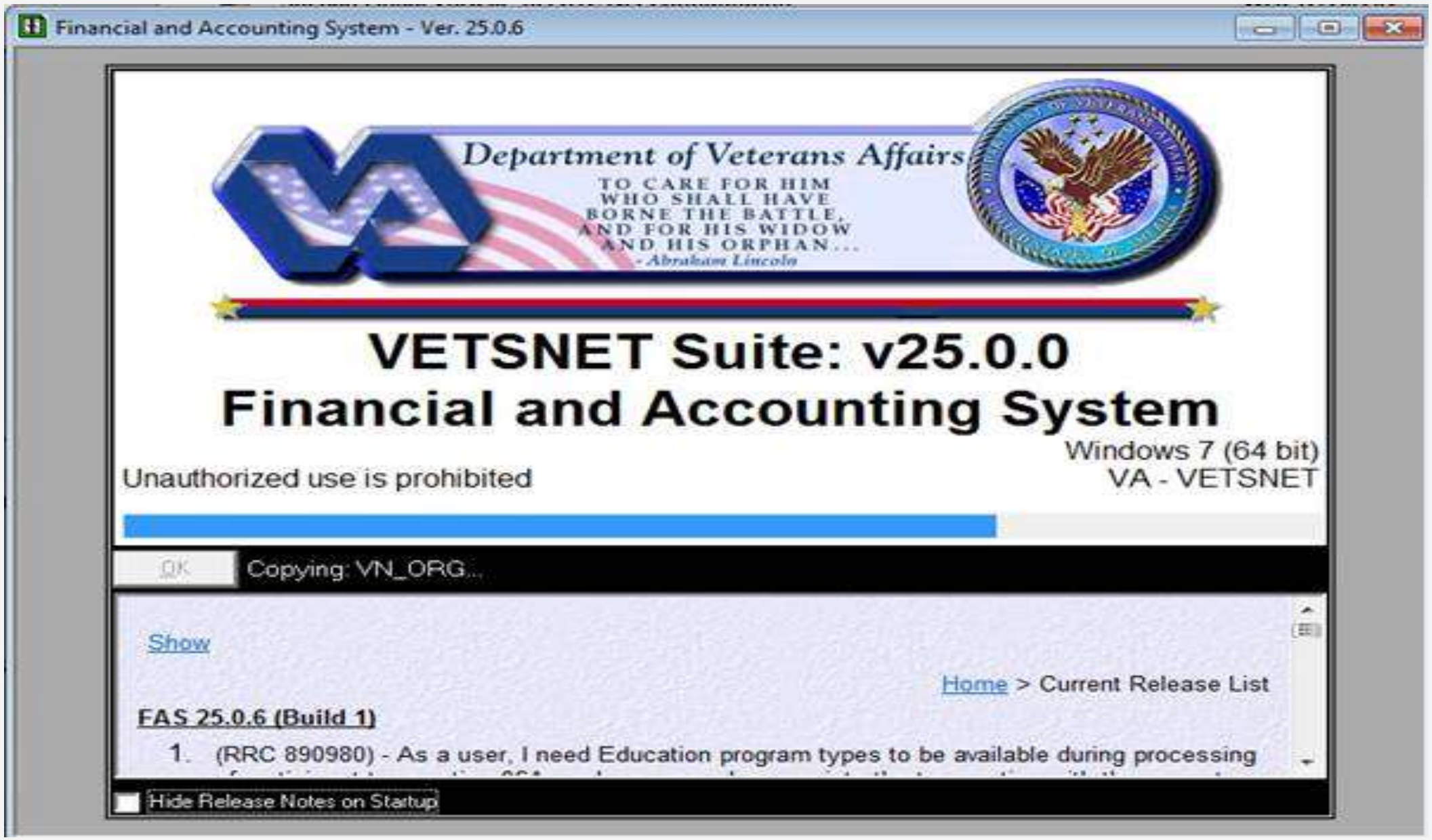
What steps should Amanda follow in order to determine that this check is in fact an existing education debt?



Finance and Accounting System (FAS)

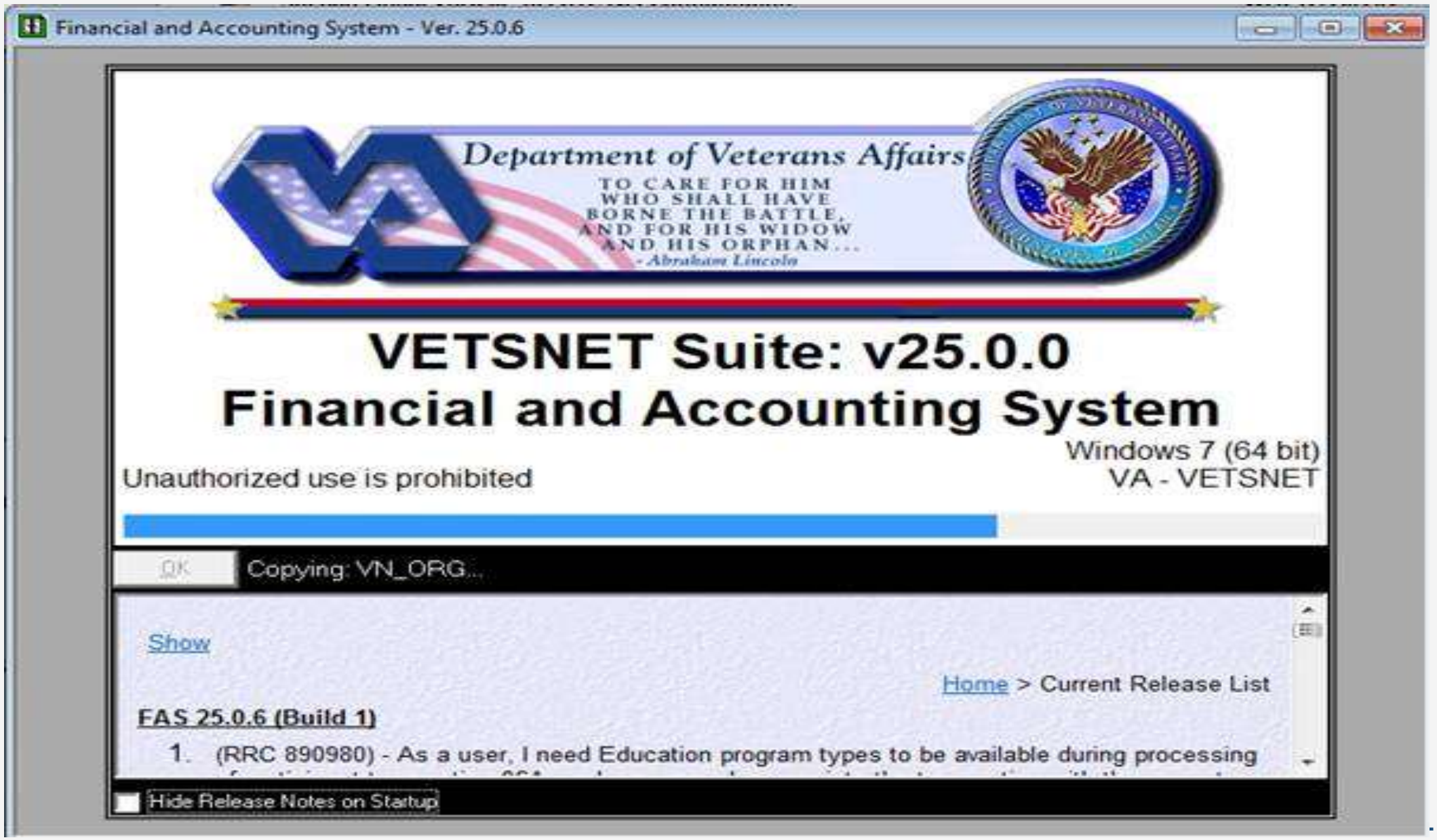
In this topic, you will learn about:

- Application on the job for FAS



FAS

FAS is used to review financial records, apply payments to debts, and review and print FAS reports.



Discussion Scenario 1-3

Ebony receives a check in the mail from a Veteran. The “For” section of the check reads “VA Debt”. Ebony needs to determine what type of debt the Veteran is attempting to pay off. Which VBA system should she look into for this information?



CAROLS

In this topic, you will learn about:

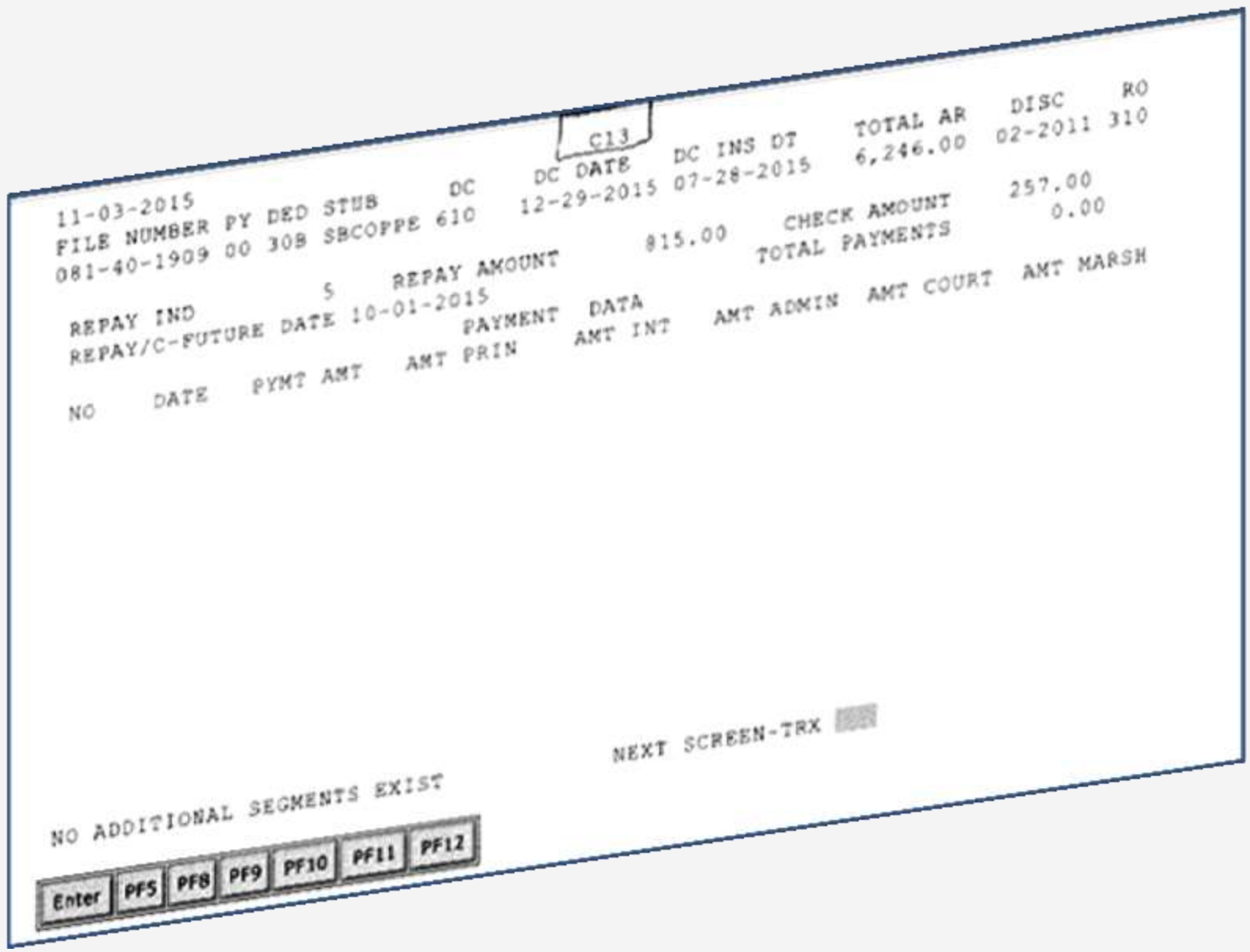
- Application on the job for CAROLS

```
FILE NUMBER PY DED STUB      DC      DC DATE  DC INS DT     TOTAL AR    DISC     RO
            00 30B          610   12-29-2015 07-28-2015    6,246.00  02-2011 310
ORIG NOTIF DATE             INT COMP DT              REPAY IND          5   EMPLOYEE
ORIG AR          10,835.00  INT RATE           0.00 REPAY DT 10-01-2015  IND     0
COURT COSTS ORIG            AR  PRIN       6,246.00 REPAY AMT     815.00  DUTY 0000
COURT COSTS CURR            INT ACCRUED             TOT PAID
MARSH FEES  ORIG            W-O                     HINES IND          7  CRA IND 0
MARSH FEES  CURR            PD  TD                  HINES TP           A
ADMIN COST                  PD  CY                  HINES RC          39
IRS REFUND AMT
CARS LAST ACT  HINES LAST ACT  INDICATORS    SPECIAL  IND  SSN
TRX     DATE     TRX  DATE    CY PAY-ADD   1    1 TOP STA A  REF/FAC NO
08Q 07-27-2015  18   2011-06-3 INTEREST  0    2 CRS IND 0   DATE BIRTH
02A 07-28-2015  18A  2011-08-1 ADM COST  0    3 FRAUD   0   DATE DEATH
02E 07-28-2015  04E  2011-04-5                4 TOP     2   ST-LIM  DT    02-2017
18  07-28-2015  18   2015-10-3 OFFST BEN 0    5 AUDIT   0      USER INFORMATION
01B 08-04-2015  18A  2015-20-9 COOB        0    6 ADV PMT 0    SENT HIM FSR 4 PAY
08Q 08-26-2015                COOB-ADD  0    7 JUDGMNT 0    PLAN 052411 SRC
08Q 09-25-2015  HM#             MULTI 0    8 DDEFT   0
08Q 10-26-2015  WK#             CRRPT 0    9 SPC PAY 0
                              POA           10 JUD FOR 0
Pending TRX                          NEXT SCREEN-TRX

Enter  PF5
```

Purpose of CAROLS

CAROLS provides information on existing debts with the Debt Management Center (DMC).



Discussion Scenario 1-4

Dennis accepts remittances received at regional offices for receivables, maintained by the Debt Management Center (DMC), and related to compensation, pension, and education debts.

Which system should he look the Veteran's file up to determine if the DMC is collecting any debts before preparing the original and three copies of VA Form 24-5216?



OTCnet

In this topic, you will learn about:

- Functions of OTCnet
- Application on the Job



Functions of OTCnet

OTCnet provides assistance with:

- Handling cash and check deposits
- Collection, reconciliation, research, and reporting
- Converting checks into electronic debits



Functions of OTCnet Cont.

OTCnet provides assistance with:

- Secure web-based application
- Creating SF-215 deposit report
- Check Capture



Discussion Scenario 1-5

Kristin has received a completed and signed Vocational Rehabilitation & Employment (VR&E) school refund check in the mail.

What system and functionality will Kristin use to process this check?

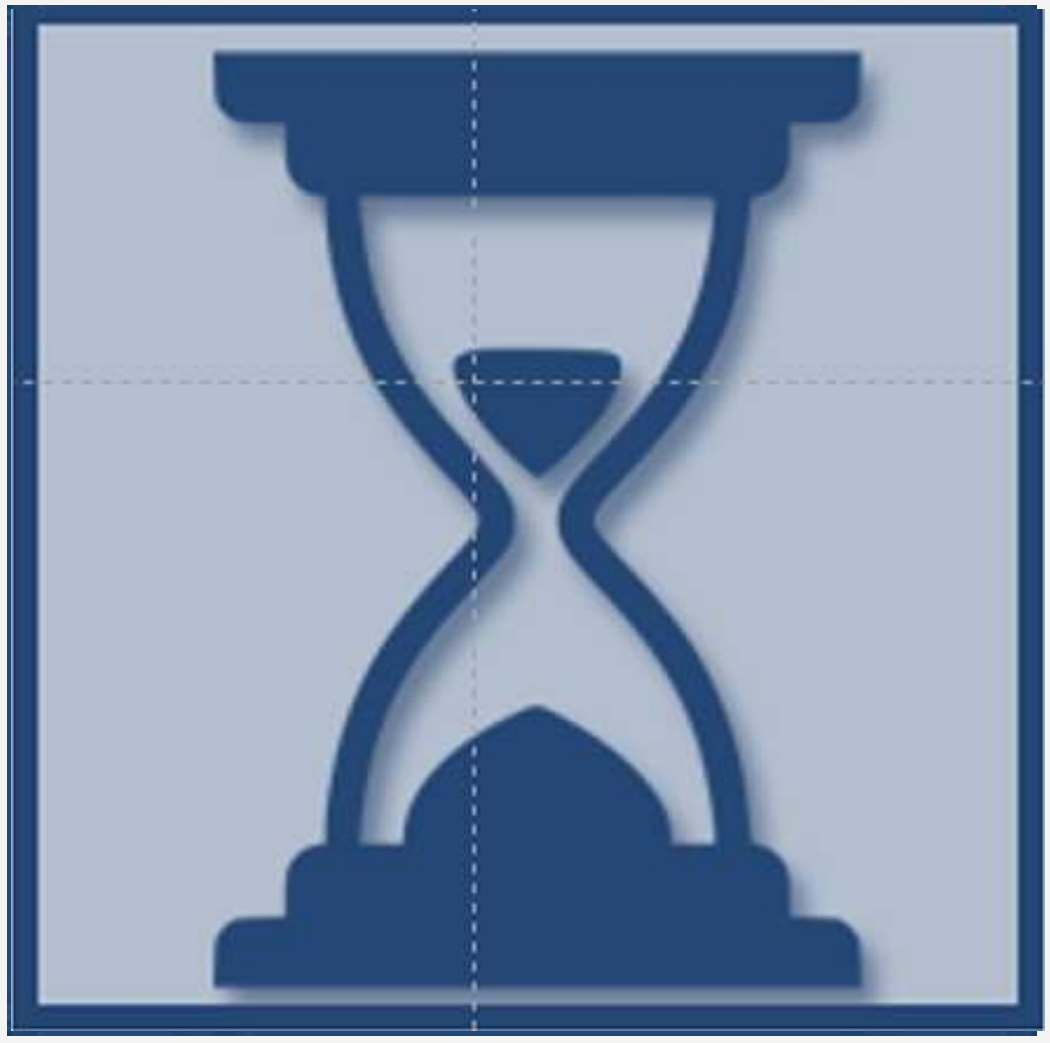


Lesson 1 Summary

In this lesson, you learned about:

- SHARE
- BDN
- FAS
- CAROLS
- OTCnet

Break 1



Please return at:

Agent Cashier Protocol and Security

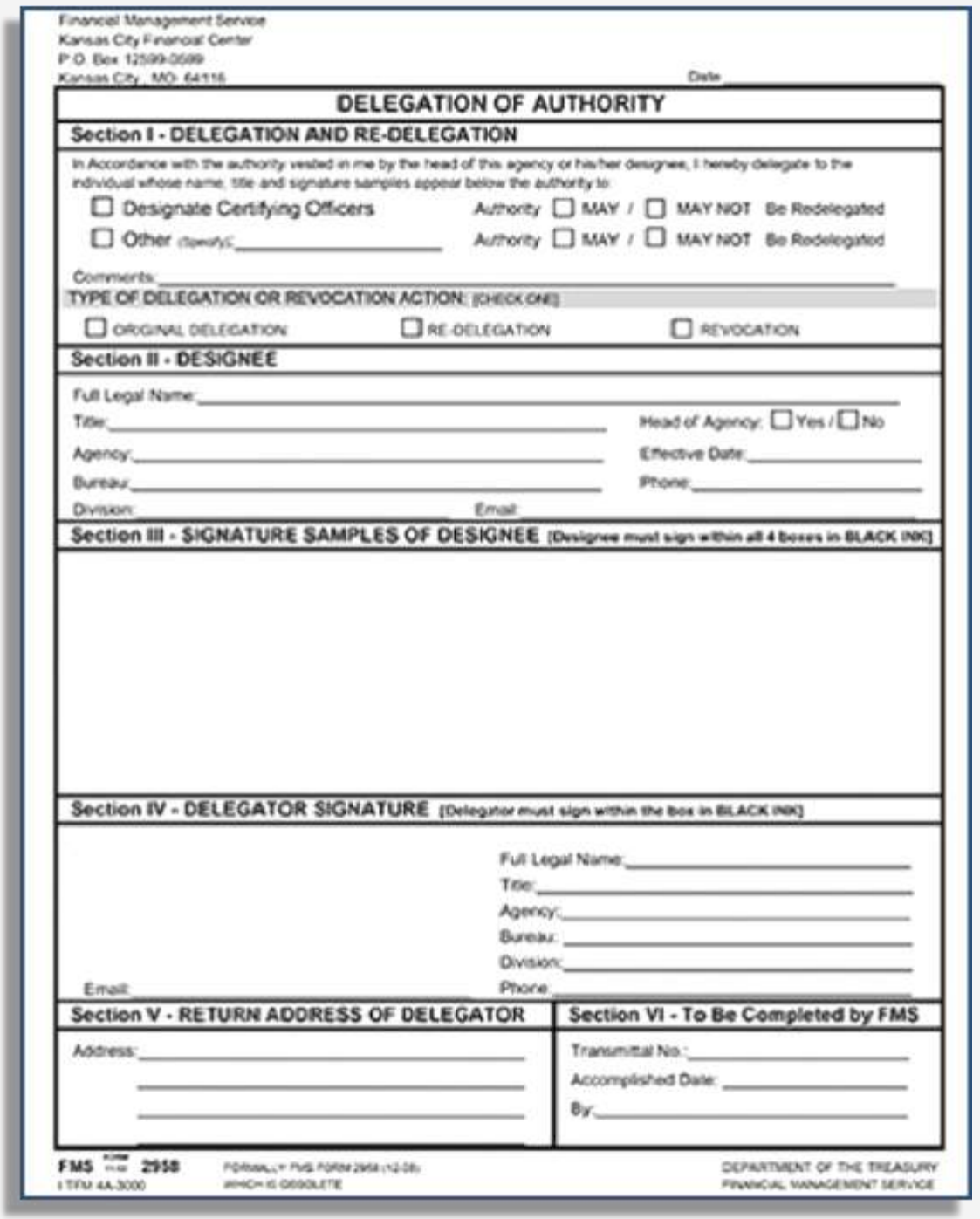
In this lesson, you will learn about:

- FMS 2958, Delegation of Authority
- VAF-0901, Request for Change or Establishment of Imprest Fund
- Internal controls and security
- Internal audits

FMS-2958, Delegation of Authority

In this topic, we will cover:

- The purpose of FMS-2958
- Procedure to fill out FMS-2958 correctly



Financial Management Service
Kansas City Financial Center
P.O. Box 12599-0599
Kansas City, MO 64116

Date

DELEGATION OF AUTHORITY

Section I - DELEGATION AND RE-DELEGATION

In Accordance with the authority vested in me by the head of this agency or his/her designee, I hereby delegate to the individual whose name, title and signature samples appear below the authority to:

☐ Designate Certifying Officers — Authority ☐ MAY / ☐ MAY NOT Be Redelegated

☐ Other (Specify): _____ — Authority ☐ MAY / ☐ MAY NOT Be Redelegated

Comments: _____

TYPE OF DELEGATION OR REVOCATION ACTION: [CHECK ONE]

☐ ORIGINAL DELEGATION ☐ RE-DELEGATION ☐ REVOCATION

Section II - DESIGNEE

Full Legal Name: _____

Title: _____ Head of Agency: ☐ Yes / ☐ No

Agency: _____ Effective Date: _____

Bureau: _____ Phone: _____

Division: _____ Email: _____

Section III - SIGNATURE SAMPLES OF DESIGNEE [Designee must sign within all 4 boxes in BLACK INK]

Section IV - DELEGATOR SIGNATURE [Delegator must sign within the box in BLACK INK]

Full Legal Name: _____

Title: _____

Agency: _____

Bureau: _____

Division: _____

Email: _____ Phone: _____

Section V - RETURN ADDRESS OF DELEGATOR

Address: _____

Section VI - To Be Completed by FMS

Transmittal No.: _____

Accomplished Date: _____

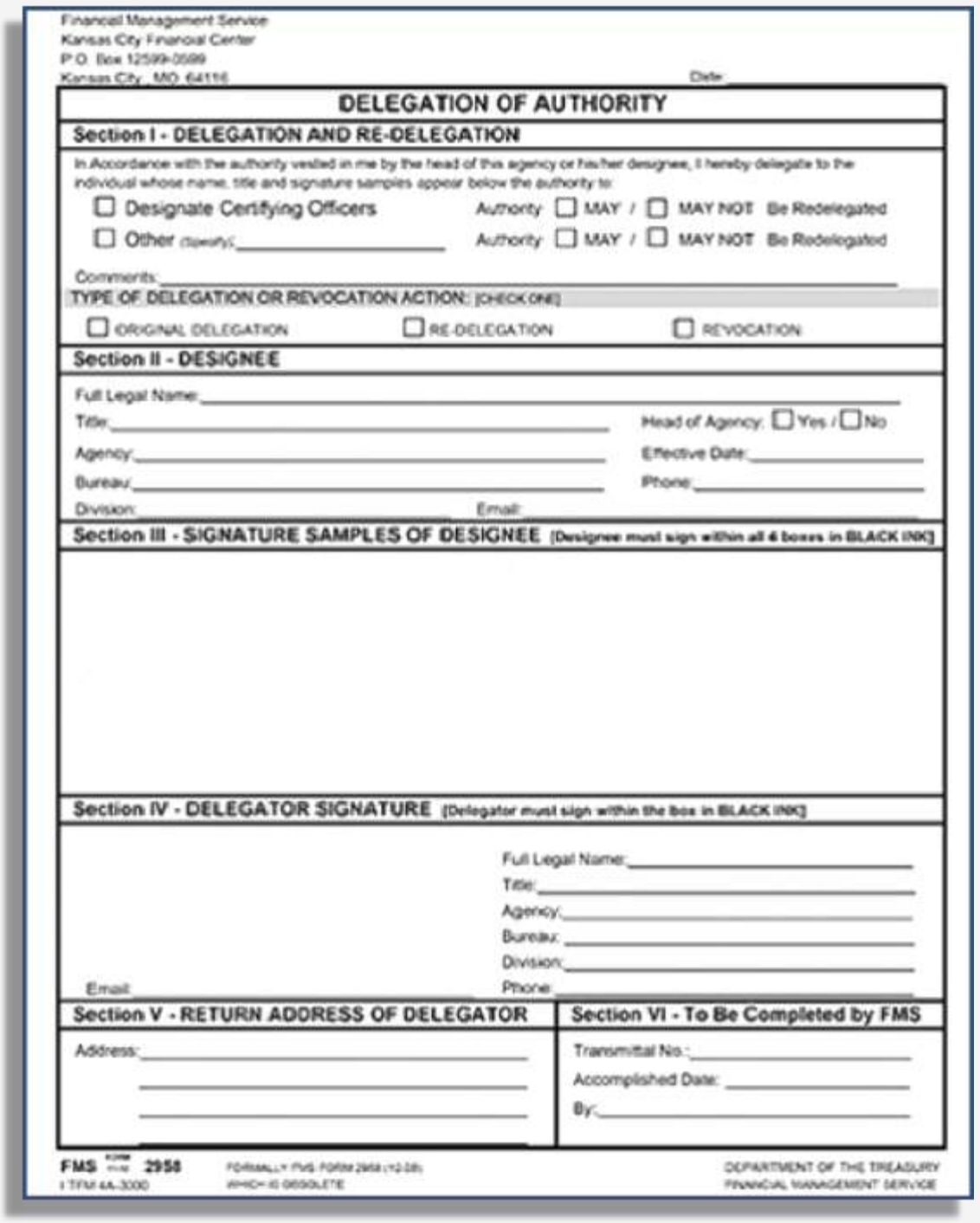
By: _____

FMS 2958

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

Purpose of FMS-2958

FMS-2958 provides the authority to the facility director (or designee) to designate Agent Cashiers.



Financial Management Service
Kansas City Financial Center
P.O. Box 12599-0599
Kansas City, MO 64116

Date:

DELEGATION OF AUTHORITY

Section I - DELEGATION AND RE-DELEGATION

In Accordance with the authority vested in me by the head of this agency or his/her designee, I hereby delegate to the individual whose name, title and signature samples appear below the authority to:

☐ Designate Certifying Officers — Authority ☐ MAY / ☐ MAY NOT Be Redelegated

☐ Other (Specify): _____ — Authority ☐ MAY / ☐ MAY NOT Be Redelegated

Comments: _____

TYPE OF DELEGATION OR REVOCATION ACTION: [CHECK ONE]

☐ ORIGINAL DELEGATION ☐ RE-DELEGATION ☐ REVOCATION

Section II - DESIGNEE

Full Legal Name: _____

Title: _____ Head of Agency: ☐ Yes / ☐ No

Agency: _____ Effective Date: _____

Bureau: _____ Phone: _____

Division: _____ Email: _____

Section III - SIGNATURE SAMPLES OF DESIGNEE [Designee must sign within all 4 boxes in BLACK INK]

Section IV - DELEGATOR SIGNATURE [Delegator must sign within the box in BLACK INK]

Full Legal Name: _____

Title: _____

Agency: _____

Bureau: _____

Division: _____

Email: _____ Phone: _____

Section V - RETURN ADDRESS OF DELEGATOR

Address: _____

Section VI - To Be Completed by FMS

Transmittal No.: _____

Accomplished Date: _____

By: _____

FMS 2958

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

Completing Form FMS-2958

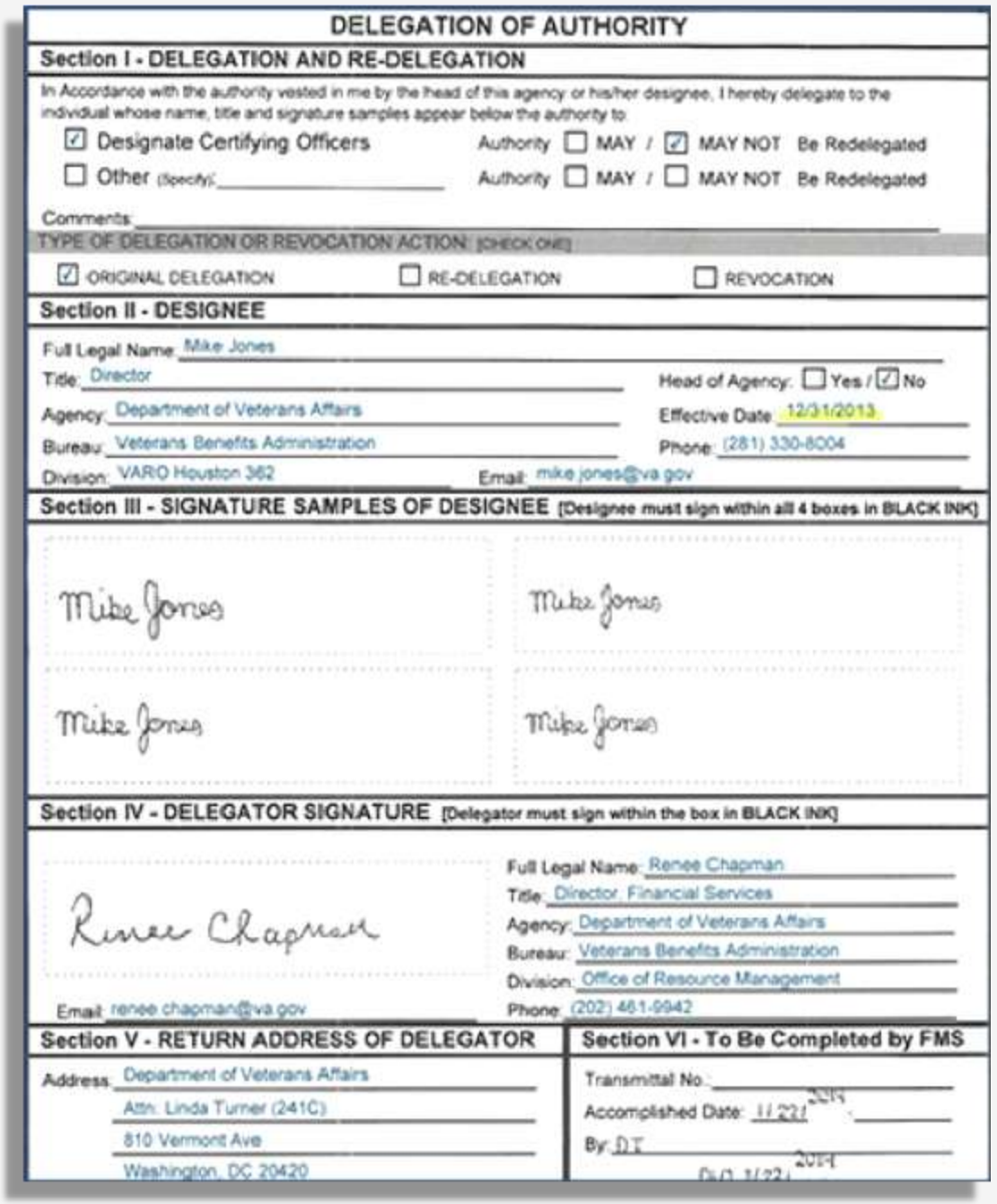
To complete form FMS-2958, you will use the following procedures:

- Station completes form and forwards to the Office of Resource Management (ORM).
- ORM then forwards the form to the Department of Treasury.
- ORM now sends one completed copy to Agent Cashier Accountability (ACA), and a second copy to the Station.

NOTE: FMS-2958 is valid for two years from the date the delegation is accepted/stamped by Treasury.

Discussion Scenario 2-1

Michael has set a reminder in his calendar for the date his Station's current 2958 expires. He wants to ensure that an updated 2958 is on file before the current delegation expires, so that his station does not have a period where they are completing un-authorized deposits. Using the shown effective date, when should Michael initiate the completion of the 2958?



DELEGATION OF AUTHORITY

Section I - DELEGATION AND RE-DELEGATION

In Accordance with the authority vested in me by the head of this agency or his/her designee, I hereby delegate to the individual whose name, title and signature samples appear below the authority to:

☑ Designate Certifying Officers — Authority ☐ MAY / ☑ MAY NOT Be Redelegated

☐ Other (Specify): _____ — Authority ☐ MAY / ☐ MAY NOT Be Redelegated

Comments: _____

TYPE OF DELEGATION OR REVOCATION ACTION: [CHECK ONE]

☑ ORIGINAL DELEGATION ☐ RE-DELEGATION ☐ REVOCATION

Section II - DESIGNEE

Full Legal Name: Mike Jones

Title: Director — Head of Agency: ☐ Yes / ☑ No

Agency: Department of Veterans Affairs — Effective Date: 12/31/2013

Bureau: Veterans Benefits Administration — Phone: (281) 330-8004

Division: VARO Houston 362 — Email: mike.jones@va.gov

Section III - SIGNATURE SAMPLES OF DESIGNEE [Designee must sign within all 4 boxes in BLACK INK]

Mike Jones | Mike Jones

Mike Jones | Mike Jones

Section IV - DELEGATOR SIGNATURE [Delegator must sign within the box in BLACK INK]

Renee Chapman

Email: renee.chapman@va.gov

Full Legal Name: Renee Chapman

Title: Director, Financial Services

Agency: Department of Veterans Affairs

Bureau: Veterans Benefits Administration

Division: Office of Resource Management

Phone: (202) 461-9942

Section V - RETURN ADDRESS OF DELEGATOR

Address: Department of Veterans Affairs
Attn: Linda Turner (241C)
810 Vermont Ave
Washington, DC 20420

Section VI - To Be Completed by FMS

Transmittal No.: _____

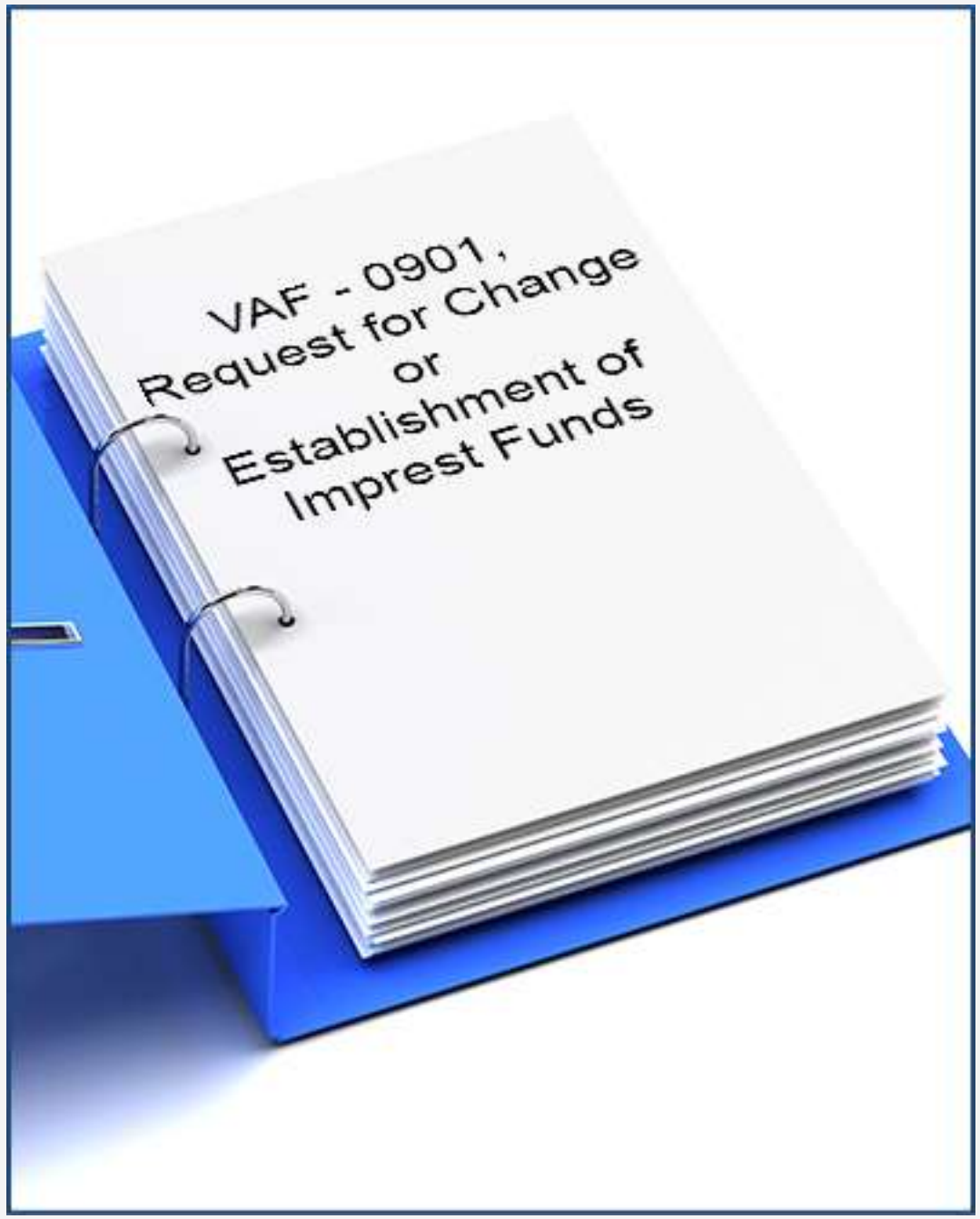
Accomplished Date: 11/22/2013

By: DT

VAF-0901, Request for Change or Establishment of Imprest Fund

In this topic, you will learn about:

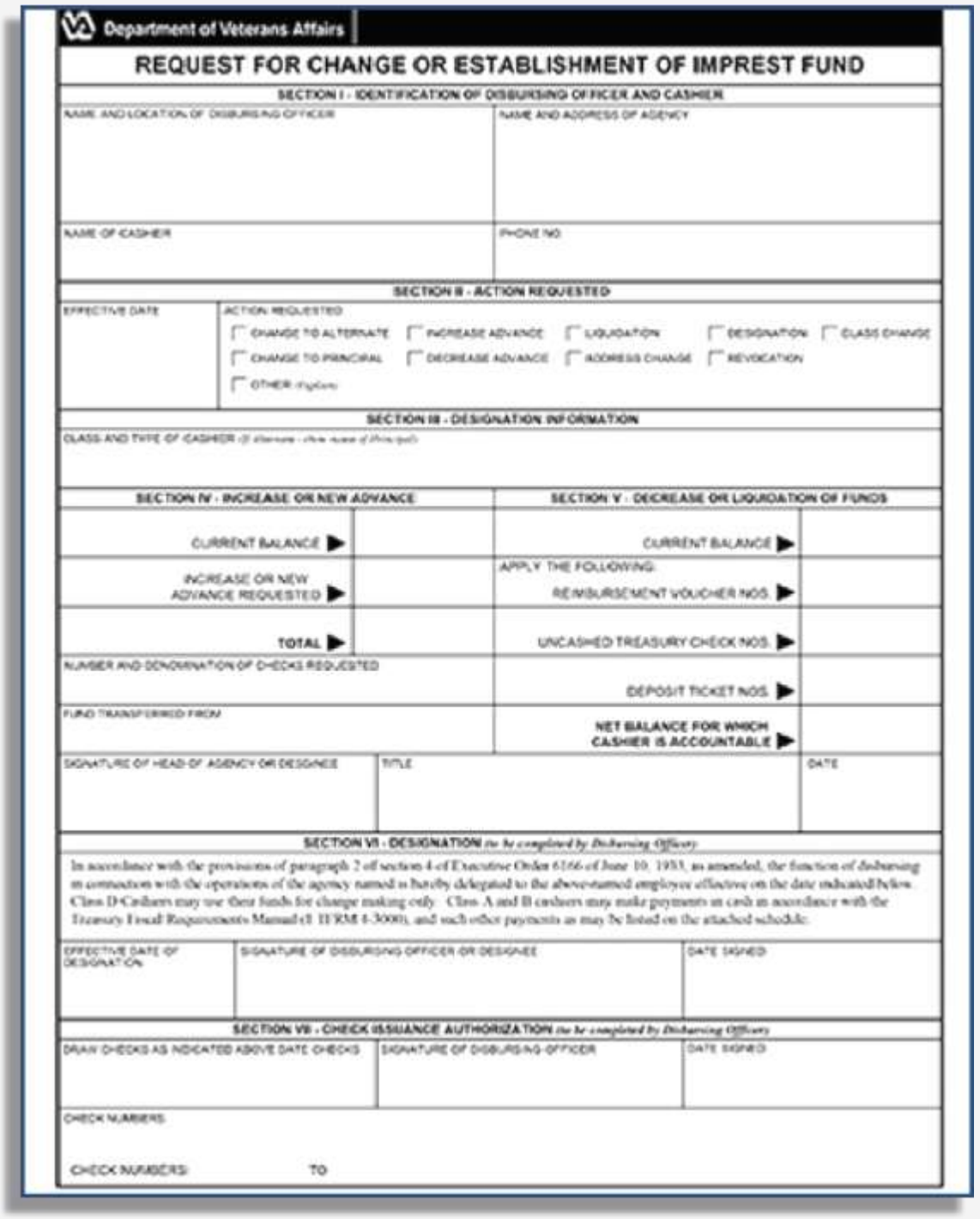
- Purpose of form VAF-0901
- Different scenarios to fill out form VAF-0901



Purpose of VAF-0901

VAF-0901 is used to designate or revoke primary and alternate Agent Cashier (AC) responsibilities for current VBA employees.

VAF-0901 also specifies the type of payment each cashier (primary or alternate) is authorized to distribute.



Department of Veterans Affairs

REQUEST FOR CHANGE OR ESTABLISHMENT OF IMPREST FUND

SECTION I - IDENTIFICATION OF DISBURSING OFFICER AND CASHIER

NAME AND LOCATION OF DISBURSING OFFICER | NAME AND ADDRESS OF AGENCY

NAME OF CASHIER | PHONE NO.

SECTION II - ACTION REQUESTED

EFFECTIVE DATE | ACTION REQUESTED

☐ CHANGE TO ALTERNATE ☐ INCREASE ADVANCE ☐ LIQUIDATION ☐ DESIGNATION ☐ CLASS CHANGE
☐ CHANGE TO PRINCIPAL ☐ DECREASE ADVANCE ☐ ADDRESS CHANGE ☐ REVOCATION
☐ OTHER (Explain)

SECTION III - DESIGNATION INFORMATION

CLASS AND TYPE OF CASHIER (If alternate, show name of principal)

SECTION IV - INCREASE OR NEW ADVANCE

CURRENT BALANCE ▶
INCREASE OR NEW ADVANCE REQUESTED ▶
TOTAL ▶

SECTION V - DECREASE OR LIQUIDATION OF FUNDS

CURRENT BALANCE ▶
APPLY THE FOLLOWING:
REIMBURSEMENT VOUCHER NOS. ▶
UNCASHED TREASURY CHECK NOS. ▶
DEPOSIT TICKET NOS. ▶
NET BALANCE FOR WHICH CASHIER IS ACCOUNTABLE ▶

NUMBER AND DENOMINATION OF CHECKS REQUESTED

FUND TRANSFERRED FROM

SIGNATURE OF HEAD OF AGENCY OR DESIGNEE | TITLE | DATE

SECTION VI - DESIGNATION *(to be completed by Disbursing Officer)*

In accordance with the provisions of paragraph 2 of section 4 of Executive Order 6166 of June 10, 1933, as amended, the function of disbursing in connection with the operations of the agency named is hereby delegated to the above-named employee effective on the date indicated below. Class D Cashiers may use these funds for change making only. Class A and B cashiers may make payments in cash in accordance with the Treasury Fiscal Requirements Manual (I TFRM 4-3000), and such other payments as may be listed on the attached schedule.

EFFECTIVE DATE OF DESIGNATION | SIGNATURE OF DISBURSING OFFICER OR DESIGNEE | DATE SIGNED

SECTION VII - CHECK ISSUANCE AUTHORIZATION *(to be completed by Disbursing Officer)*

DRAW CHECKS AS INDICATED ABOVE DATE CHECKS | SIGNATURE OF DISBURSING OFFICER | DATE SIGNED

CHECK NUMBERS

CHECK NUMBERS TO

VAF-0901 Common Errors

Some of the common errors that result in VAF-0901 being rejected are as follows:

- Failing to log the Control Number in Section I.
- Failing to make a selection in Section II - Action Requested (i.e. Change to Principal, Revocation, etc.)
- Having an individual other than the Head of Agency or Designee sign the form as the authorizing official.

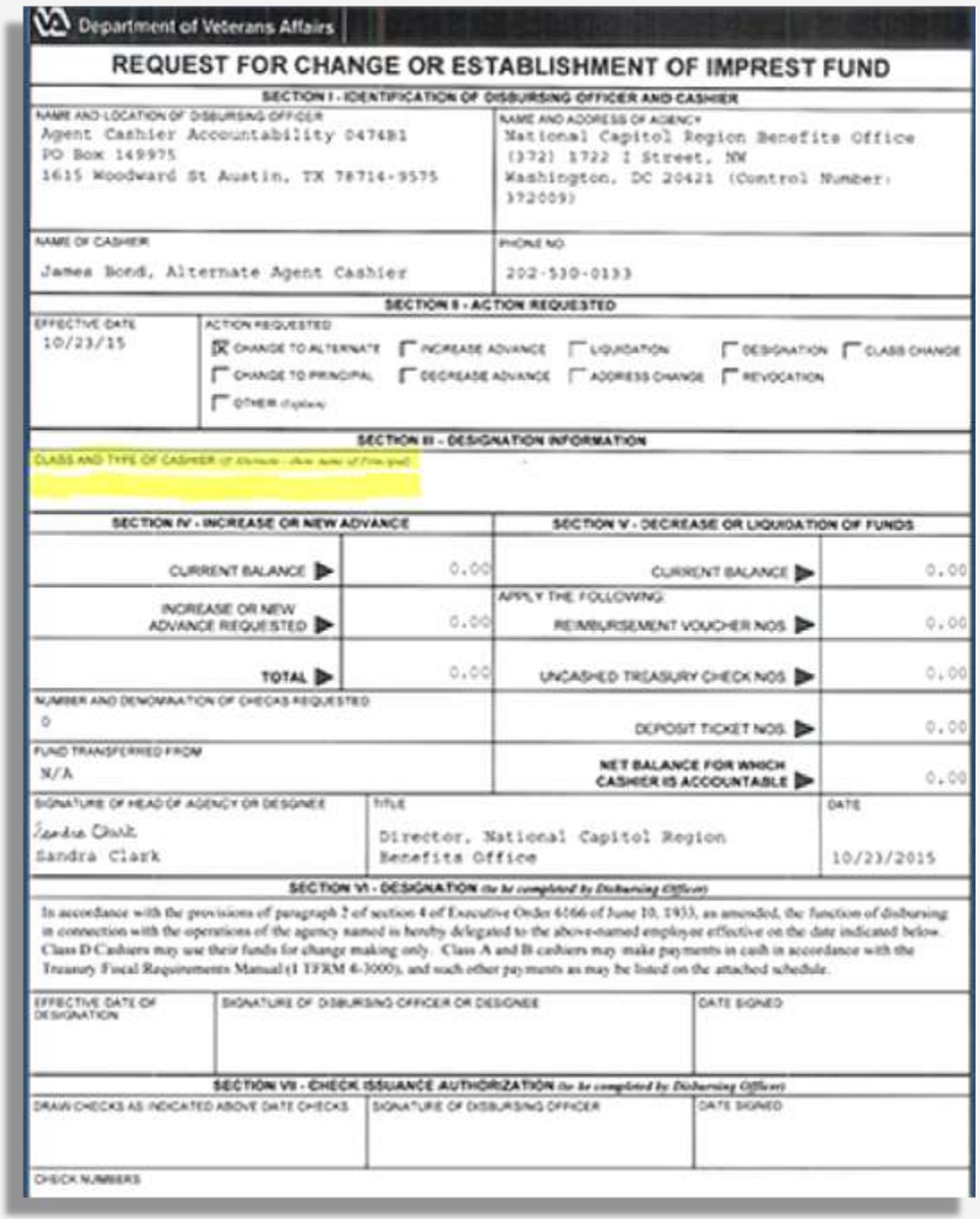
Discussion Scenario 2-2

Lani is designating a new primary agent cashier for her facility. Under Section I of VAF-0901, she lists the address of her RO under the heading title (Name and Address of Agency). However, she does not know what to list under the heading title of Name and Location of Disbursing Officer, so she leaves that section blank. VAF-0901 is returned to her for correction. What did Lani do incorrectly?



Discussion Scenario 2-3

James is designating a new alternate AC for his facility and submits VAF-0901 to Agent Cashier Accountability (ACA) office for processing. He completes the form in its entirety. However, it is returned by ACA because Section III is filled out incorrectly. Why is Section III incorrect?



Department of Veterans Affairs

REQUEST FOR CHANGE OR ESTABLISHMENT OF IMPREST FUND

SECTION I - IDENTIFICATION OF DISBURSING OFFICER AND CASHIER

NAME AND LOCATION OF DISBURSING OFFICER	NAME AND ADDRESS OF AGENCY
Agent Cashier Accountability 047481 PO Box 149975 1615 Woodward St Austin, TX 78714-9575	National Capitol Region Benefits Office (372) 1722 I Street, NW Washington, DC 20421 (Control Number: 372009)
NAME OF CASHIER: James Bond, Alternate Agent Cashier	PHONE NO: 202-530-0133

SECTION II - ACTION REQUESTED

EFFECTIVE DATE: 10/23/15

ACTION REQUESTED: ☒ CHANGE TO ALTERNATE ☐ INCREASE ADVANCE ☐ LIQUIDATION ☐ DESIGNATION ☐ CLASS CHANGE ☐ CHANGE TO PRINCIPAL ☐ DECREASE ADVANCE ☐ ADDRESS CHANGE ☐ REVOCATION ☐ OTHER (Explain)

SECTION III - DESIGNATION INFORMATION

CLASS AND TYPE OF CASHIER (If Alternate - Give name of Principal)

SECTION IV - INCREASE OR NEW ADVANCE		SECTION V - DECREASE OR LIQUIDATION OF FUNDS	
CURRENT BALANCE ▶	0.00	CURRENT BALANCE ▶	0.00
INCREASE OR NEW ADVANCE REQUESTED ▶	0.00	APPLY THE FOLLOWING: REIMBURSEMENT VOUCHER NOS. ▶	0.00
TOTAL ▶	0.00	UNCASHED TREASURY CHECK NOS. ▶	0.00
NUMBER AND DENOMINATION OF CHECKS REQUESTED: 0		DEPOSIT TICKET NOS. ▶	0.00
FUND TRANSFERRED FROM: N/A		NET BALANCE FOR WHICH CASHIER IS ACCOUNTABLE ▶	0.00

SIGNATURE OF HEAD OF AGENCY OR DESIGNEE	TITLE	DATE
Sandra Clark	Director, National Capitol Region Benefits Office	10/23/2015

SECTION VI - DESIGNATION *(to be completed by Disbursing Officer)*

In accordance with the provisions of paragraph 2 of section 4 of Executive Order 6166 of June 10, 1933, as amended, the function of disbursing in connection with the operations of the agency named is hereby delegated to the above-named employee effective on the date indicated below. Class D Cashiers may use their funds for change making only. Class A and B cashiers may make payments in cash in accordance with the Treasury Fiscal Requirements Manual (I TFRM 6-3000), and such other payments as may be listed on the attached schedule.

EFFECTIVE DATE OF DESIGNATION	SIGNATURE OF DISBURSING OFFICER OR DESIGNEE	DATE SIGNED

SECTION VII - CHECK ISSUANCE AUTHORIZATION *(to be completed by Disbursing Officer)*

DRAW CHECKS AS INDICATED ABOVE DATE CHECKS	SIGNATURE OF DISBURSING OFFICER	DATE SIGNED

CHECK NUMBERS

Internal Controls and Security

In this topic, you will learn about:

- Purpose of internal controls and security
- Agent Cashier security



Purpose of Internal Controls and Security

- The purpose of internal controls and security is to provide:
- Proper safeguarding of negotiable instruments
- “Negotiable Instruments”
- Secure imprest fund



Agent Cashier Security

AC's must have a safe/vault or locking file cabinet with the following items locked inside:

- All checks
- All unused/undesignated Field Service Receipts (FSR)
- Any other Agent Cashier-related items that need to be secured
- Lockboxes/locked bags



Agent Cashier Security Cont.

Safe combination, safe keys, and/or lockbox keys should be changed:

- Upon the departure of Agent Cashier, or
- At least once a year, or
- After the safe/lockbox is opened in an emergency



Items Stored in the Director's Office

Items that should be stored in the Director's secure office area include:

- Original Agent Cashier safe combination
- Duplicate safe keys and/or lockbox keys
- Duplicate keys to the Agent Cashier's office/workspace



Discussion Scenario 2-4

Station 302 has not changed the locks on the AC's file cabinet in the last 12 months. Recently, an emergency occurred that required the Finance Officer and the Alternate AC to access the duplicate set of keys located in the Director's office.

Upon accessing the AC's locked file cabinet, they discovered personal items co-mingled with Field Service Receipts (FSR) and un-processed checks. After processing the checks, they returned the keys to the Director's office without signing and securing the envelope where the keys are stored.



Place an arrow stamp next to the areas where errors occurred at Station 302.

Internal Audits

In this topic, you will learn about:

- Purpose of audits
- Unannounced Agent Cashier internal audits



Purpose of Audits

Audits are used to:

- Verify the integrity of the AC's disbursing funds
- Improve AC operations
  - Findings are reported to the Director



Unannounced Agent Cashier Audits

Unannounced Audits:

- Must be done at least twice a year (bi-annual basis)
- Must be done on a random basis
- Findings are reported to the Director



Discussion Scenario 2-5

Dave knows that the annual unannounced audit of his station's agent cashier activity is happening next week. With that in mind, he rushes to remove his personal items from his locked file cabinet before the audit begins.

For the past six months, he has been serving as both the agent cashier and the payroll clerk for his station without a waiver being in place. He's hoping that the auditors will give him a pass on this due to the fact that his finance division is short-staffed.

Even if they don't, he's not too concerned because the Director's office never acts on errors discovered or recommendations made as a result of the audit.



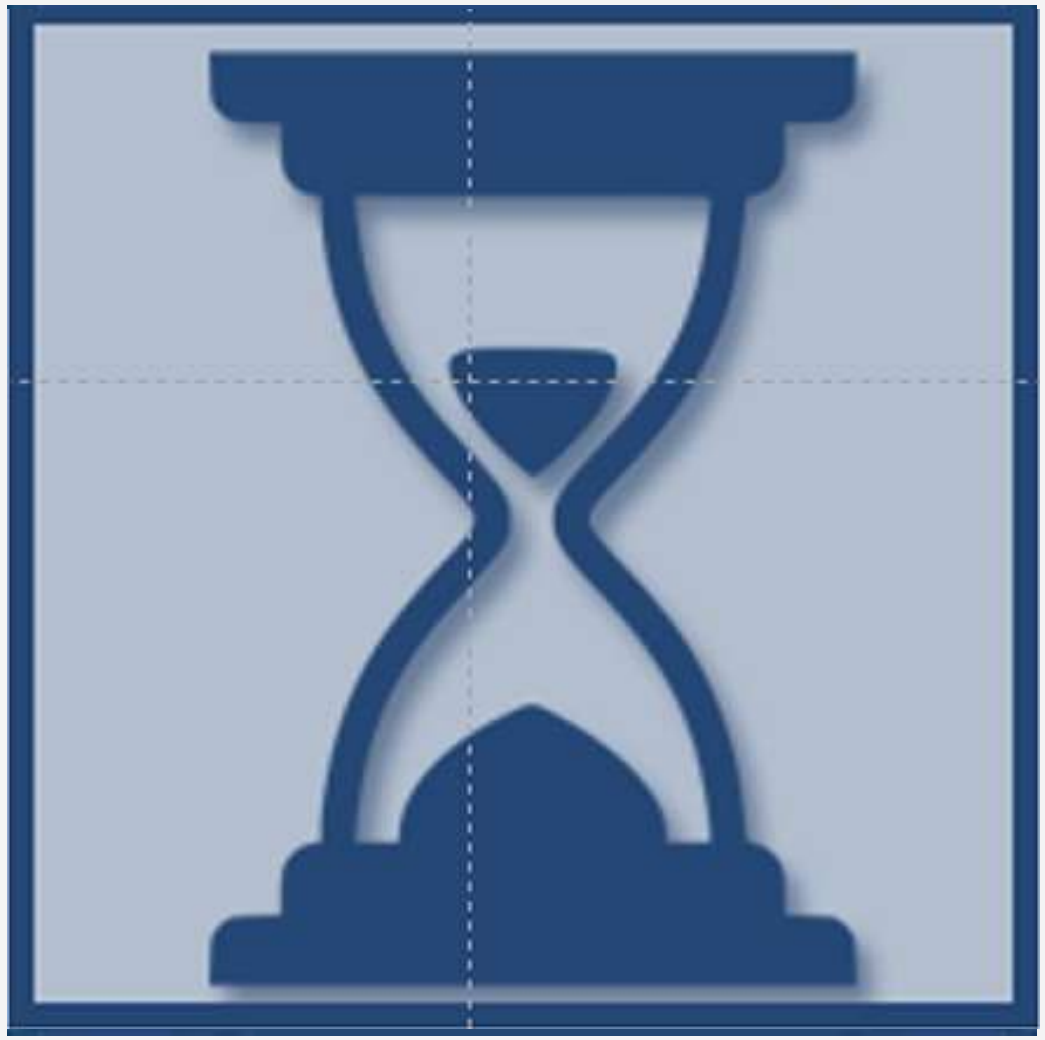
Place an arrow stamp next to all of the problems found in this scenario.

Lesson 2 Summary

In this lesson, you learned about:

- FMS 2958, Delegation of Authority
- VAF-0901, Request for Change or Establishment of Imprest Fund
- Internal Controls and Security
- Internal Audits

Break 2



Please return at:

Transaction Process

In this lesson, you will learn about:

- Check Deposit Process
- Convenience Checks

Check Deposit Process

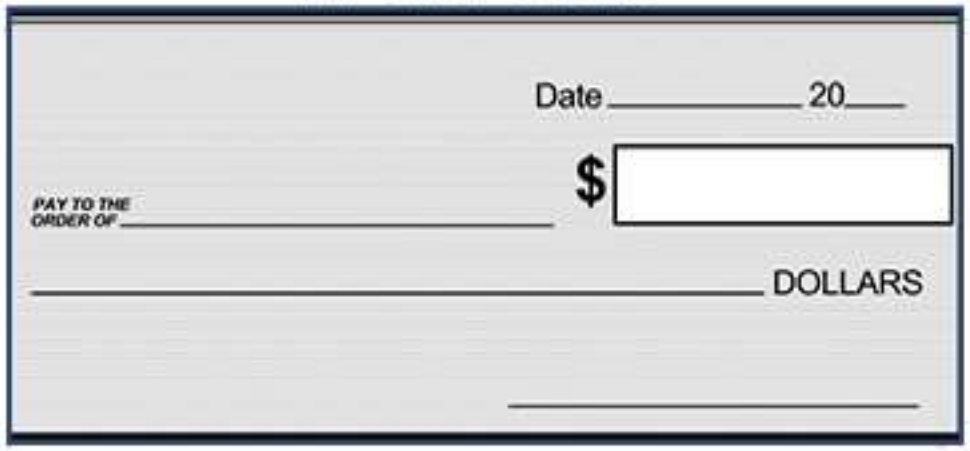
In this topic, you will learn about:

- Depositing Treasury checks
- Depositing all other checks
- Check deposit process
- OTCnet check deposit process

U.S. Treasury Check



All Other Checks



Depositing Treasury Checks

You will deposit Treasury checks if they are received:

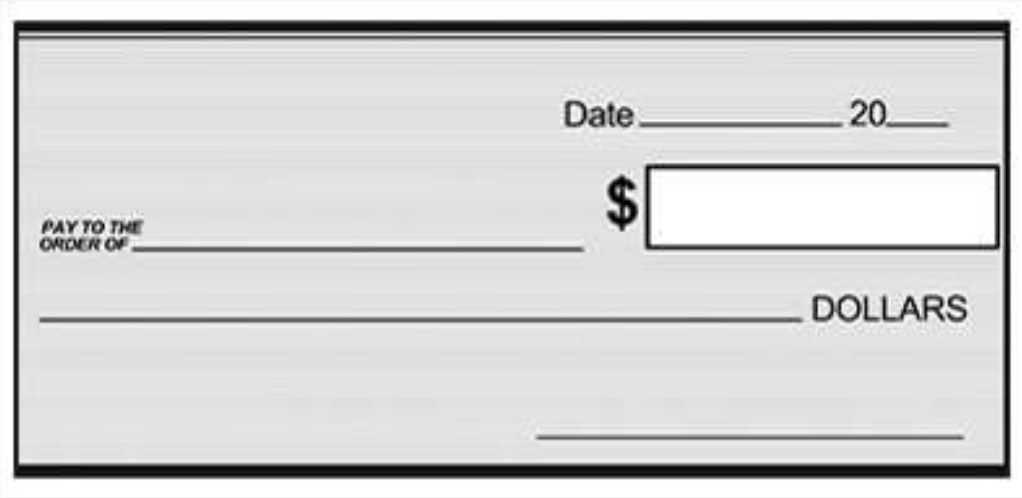
- As a reimbursement to the Agent Cashier
- For payment towards a Veteran's attorney fees



Depositing All Other Checks

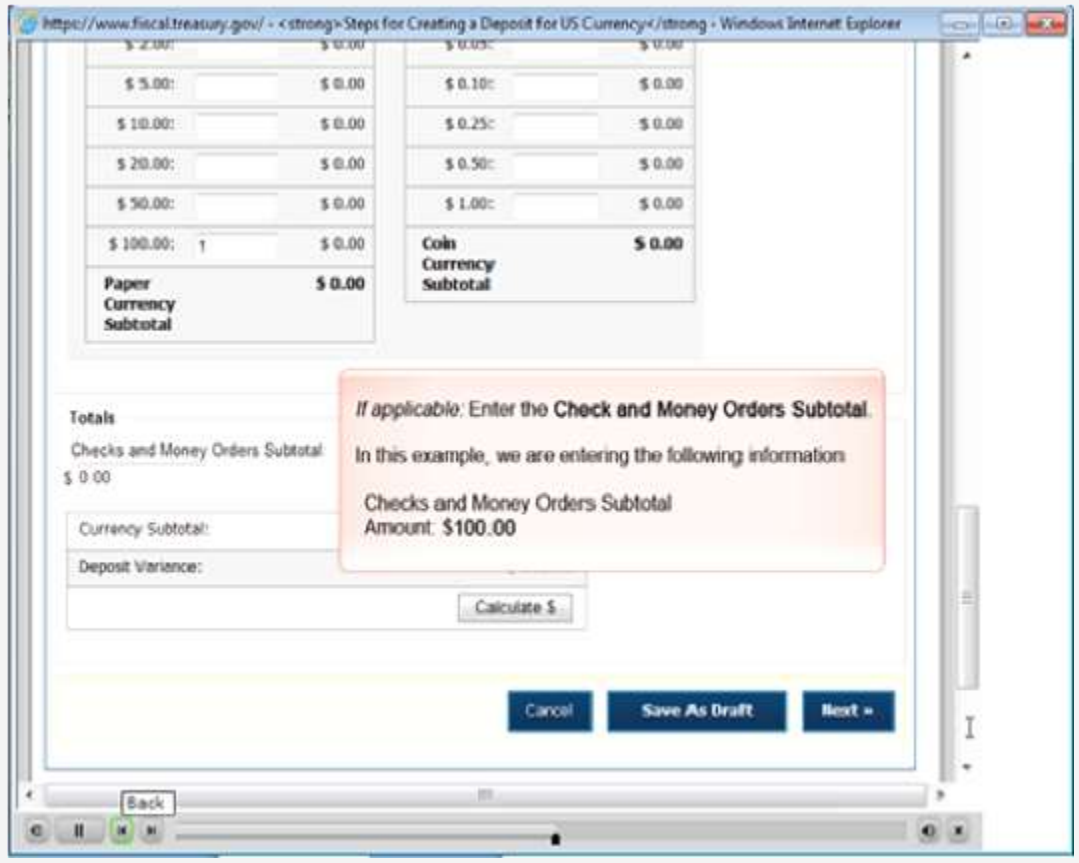
AC's deposit all other checks if they are:

- Personal checks for employee debts or jury duty fees
- Vendor checks
- Personal checks from Veterans



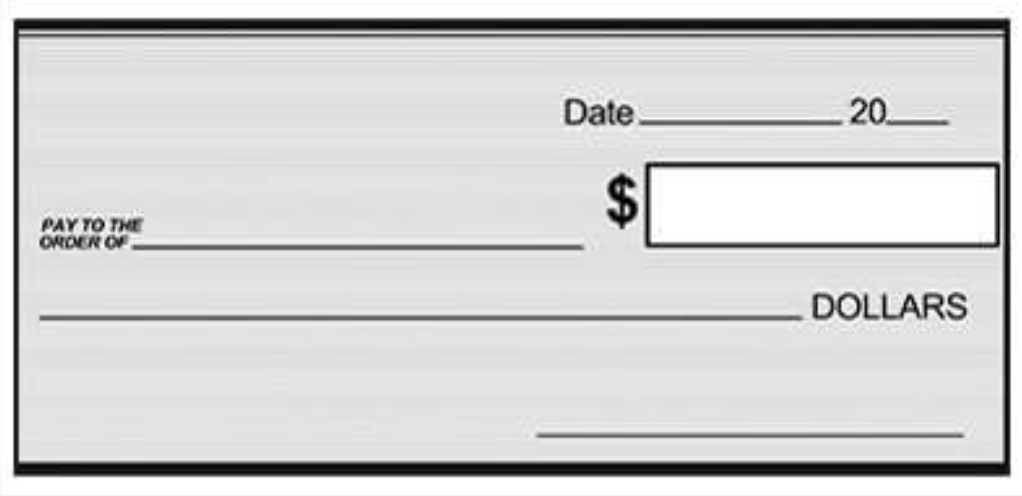
Check Deposit Process: Steps 1 & 2

1. Identify which checks need to be deposited into which account(s)
2. Determine the total amount of the deposit using the calculator tool in OTCnet



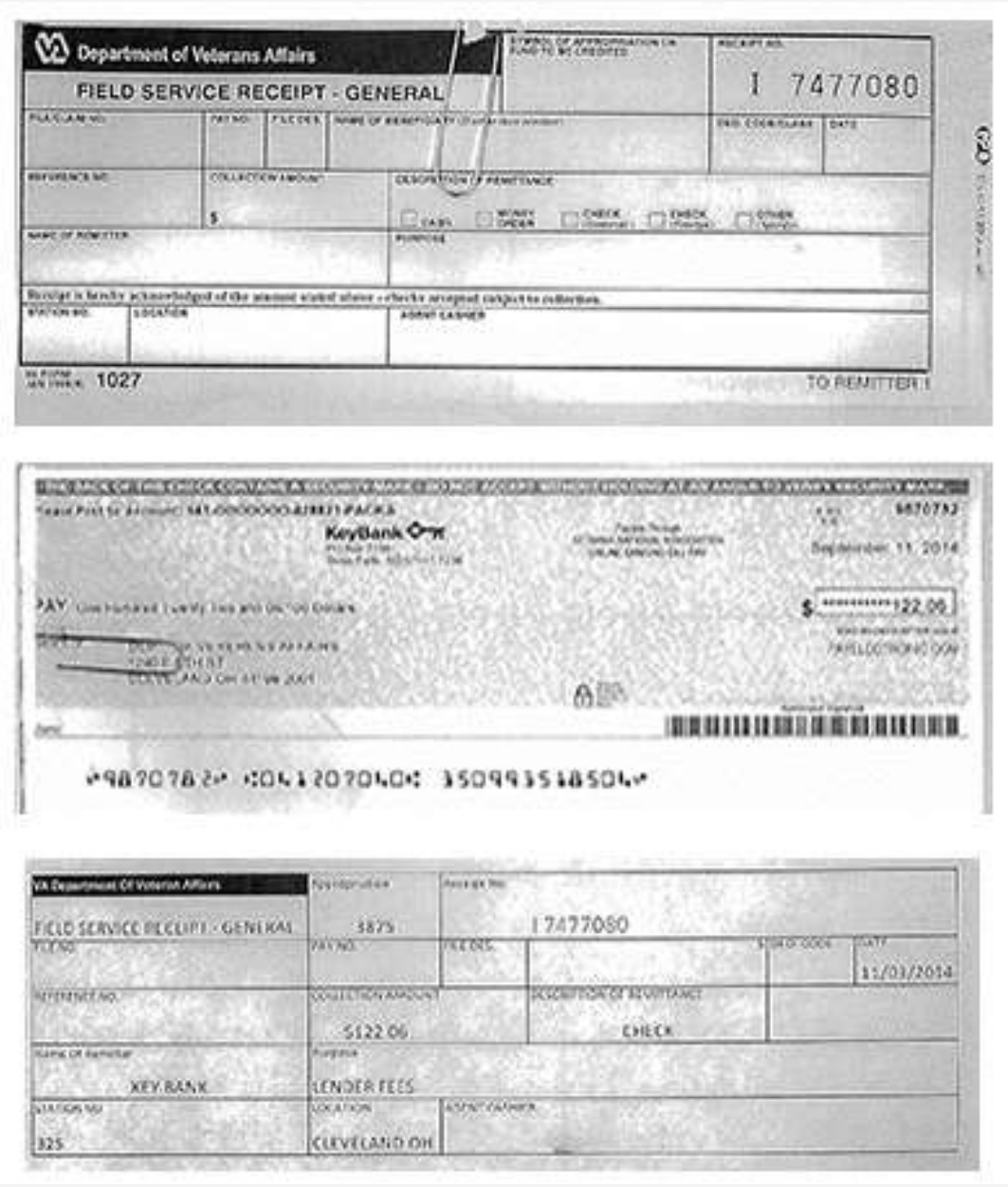
Check Deposit Process: Step 3

3. Stamp and/or franks checks for deposit to the appropriate Agency Location Code (ALC)
   - **1200**: FMS Account that is used for everything else, including suspense



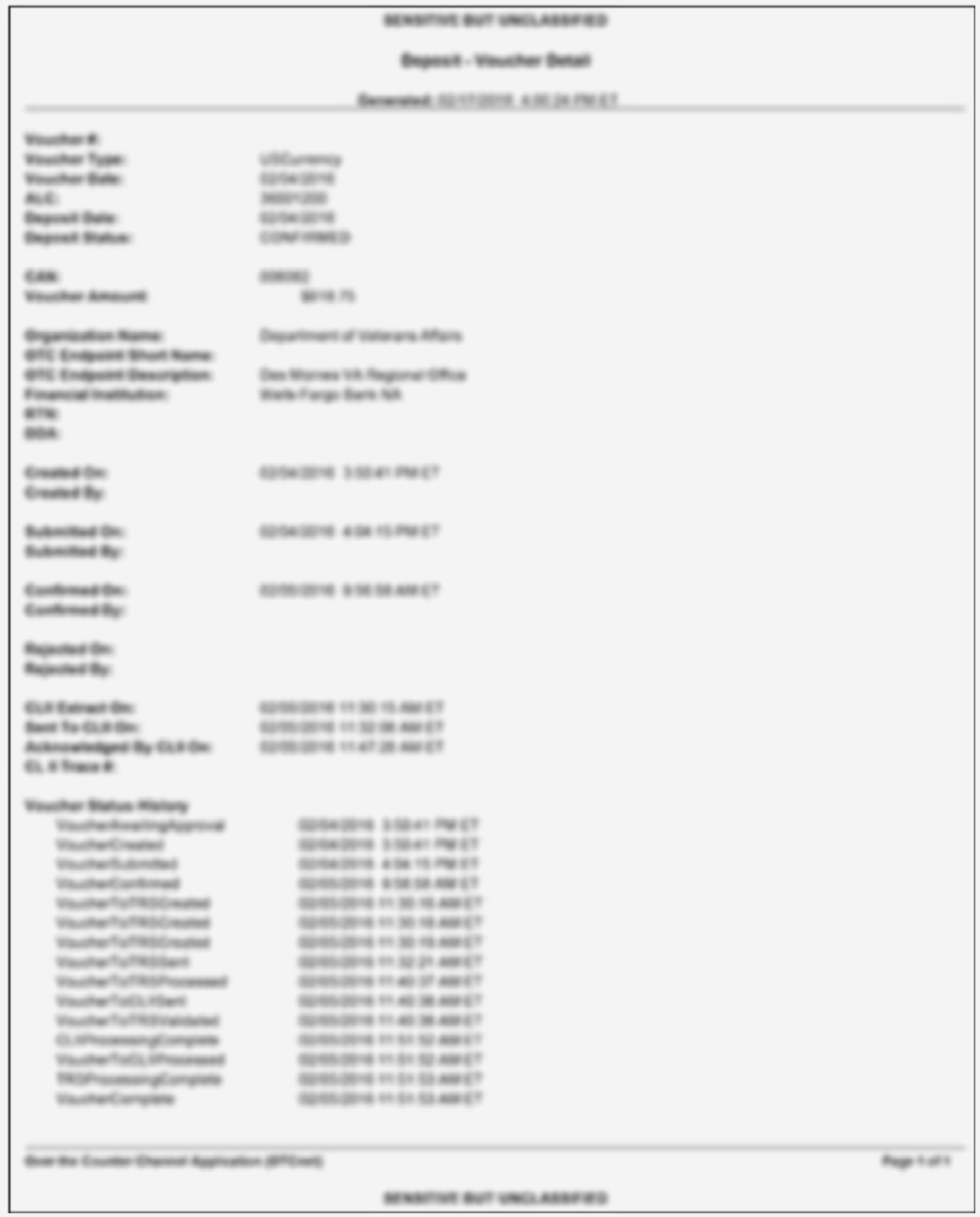
Check Deposit Process: Step 4

4. Complete Field Service Receipts (FSR)
   - **Must** date FSR with the date the check is received
   - **Must** utilize FSRs in the proper sequence
   - **Must** ensure FSRs are stored in a secured location



Check Deposit Process: Step 5

5. Complete SF-215, Deposit Ticket via OTCnet



SENSITIVE BUT UNCLASSIFIED

Deposit - Voucher Detail

Generated: 02/17/2016 4:00:24 PM ET

Voucher #:
Voucher Type: USCurrency
Voucher Date: 02/04/2016
ALC: 36001200
Deposit Date: 02/04/2016
Deposit Status: CONFIRMED

CAN: 036362
Voucher Amount: $618.75

Organization Name: Department of Veterans Affairs
OTC Endpoint Short Name:
OTC Endpoint Description: Des Moines VA Regional Office
Financial Institution: Wells Fargo Bank NA
ATN:
DSN:

Created On: 02/04/2016 3:52:41 PM ET
Created By:

Submitted On: 02/04/2016 4:08:15 PM ET
Submitted By:

Confirmed On: 02/05/2016 8:58:58 AM ET
Confirmed By:

Rejected On:
Rejected By:

CLS Extract On: 02/05/2016 11:30:15 AM ET
Sent To CLS On: 02/05/2016 11:32:08 AM ET
Acknowledged By CLS On: 02/05/2016 11:47:28 AM ET
CL S Trace #:

Voucher Status History

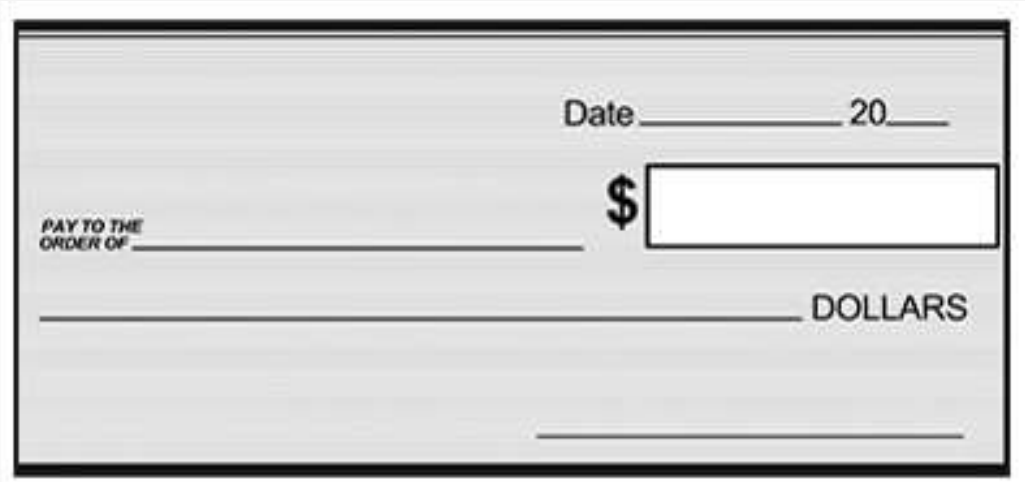
VoucherAwaitingApproval	02/04/2016 3:52:41 PM ET
VoucherCreated	02/04/2016 3:52:41 PM ET
VoucherSubmitted	02/04/2016 4:08:15 PM ET
VoucherConfirmed	02/05/2016 8:58:58 AM ET
VoucherToTRSCreated	02/05/2016 11:30:15 AM ET
VoucherToTRSCreated	02/05/2016 11:30:15 AM ET
VoucherToTRSCreated	02/05/2016 11:30:15 AM ET
VoucherToTRSSent	02/05/2016 11:32:21 AM ET
VoucherToTRSProcessed	02/05/2016 11:40:37 AM ET
VoucherToCLSSent	02/05/2016 11:40:38 AM ET
VoucherToTRSValidated	02/05/2016 11:40:38 AM ET
CLSProcessingComplete	02/05/2016 11:51:52 AM ET
VoucherToCLSProcessed	02/05/2016 11:51:52 AM ET
TRSProcessingComplete	02/05/2016 11:51:53 AM ET
VoucherComplete	02/05/2016 11:51:53 AM ET

Over the Counter Channel Application (OTCnet) Page 1 of 1

SENSITIVE BUT UNCLASSIFIED

Check Deposit Process: Steps 6 & 7

6. Copy supporting documentation and send to accounting
7. Make deposit
   - **Must be made via the Check Capture Processing module within OTCnet (with limited exceptions)**
   - **Must be made on a daily basis as checks are received**



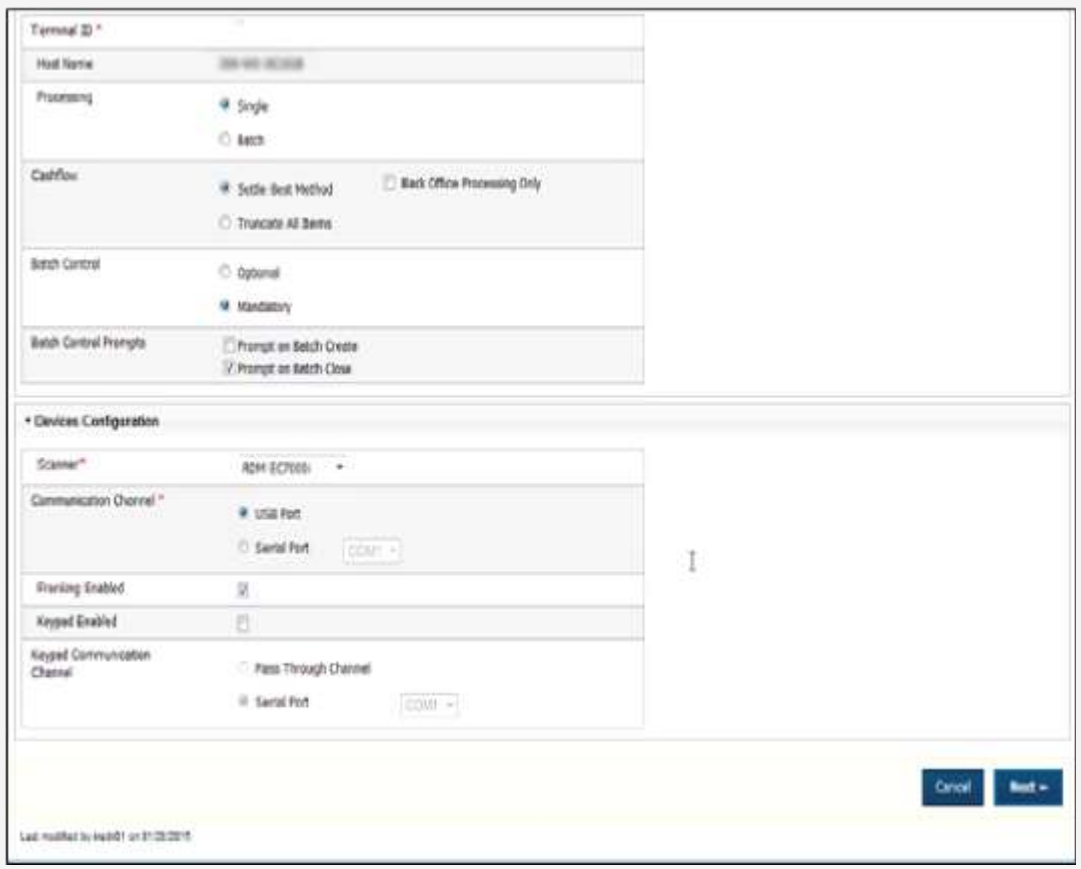
OTCnet Check Capture Process: Step 1

1. Necessary firmware and root certificates are installed onto the AC's computer by an information technology (IT) specialist



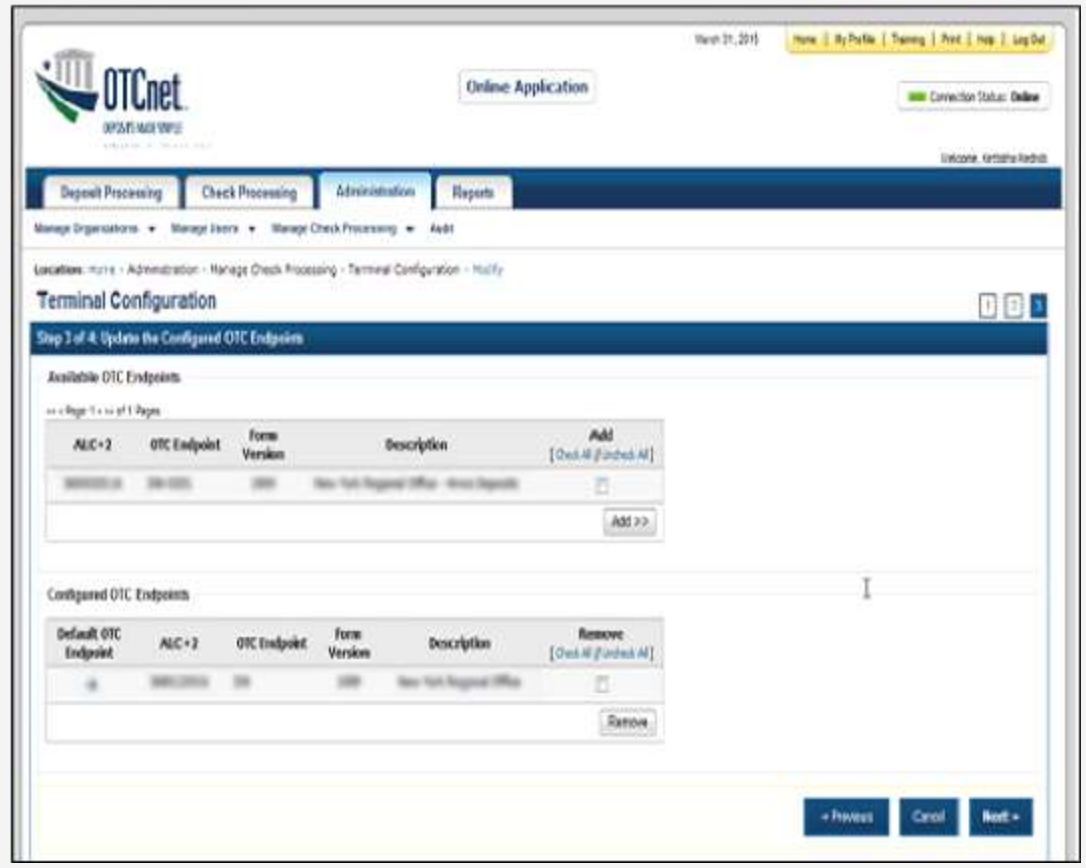
OTCnet Check Capture Process: Step 2

2. The Check Capture terminal will then have to be configured at that particular workstation by the Check Capture Administrator/AC



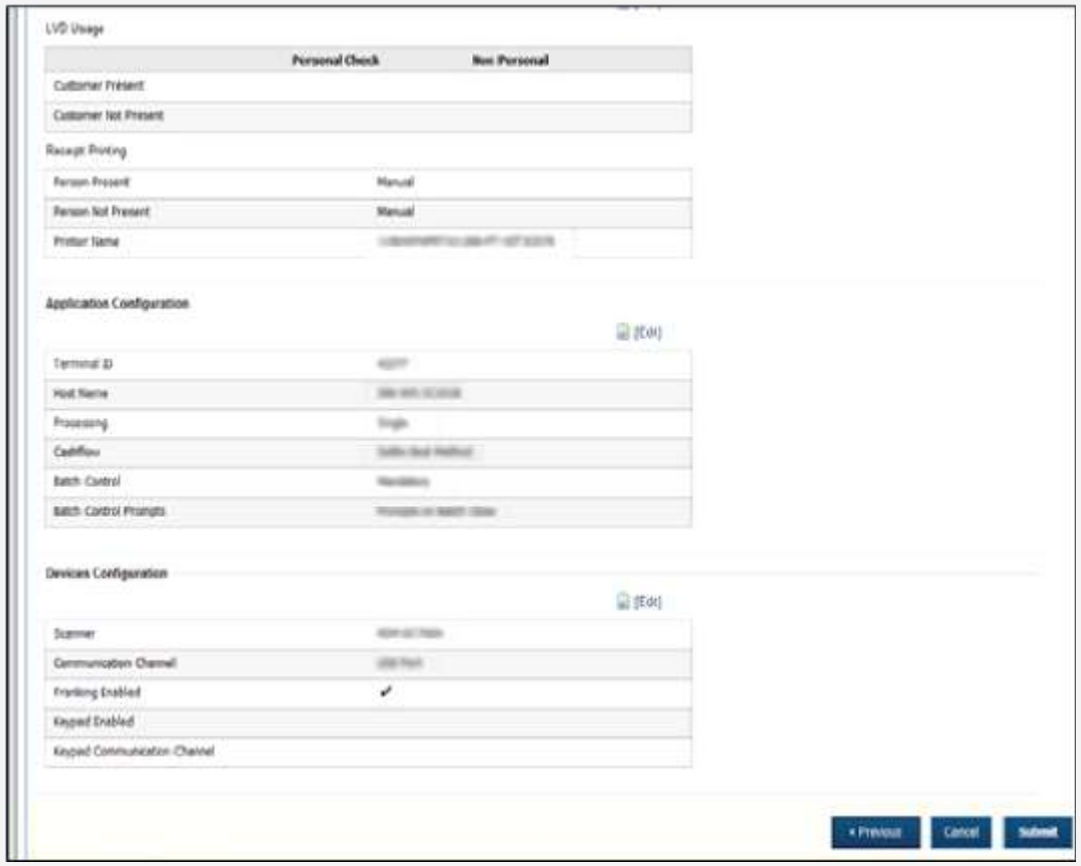
OTCnet Check Capture Process: Step 3

3. The Check Capture Lead Operator prepares and submits a Check Capture batch for approval using either the RDM EC 7000i or Panini X Vision series check scanner(s) via OTCnet



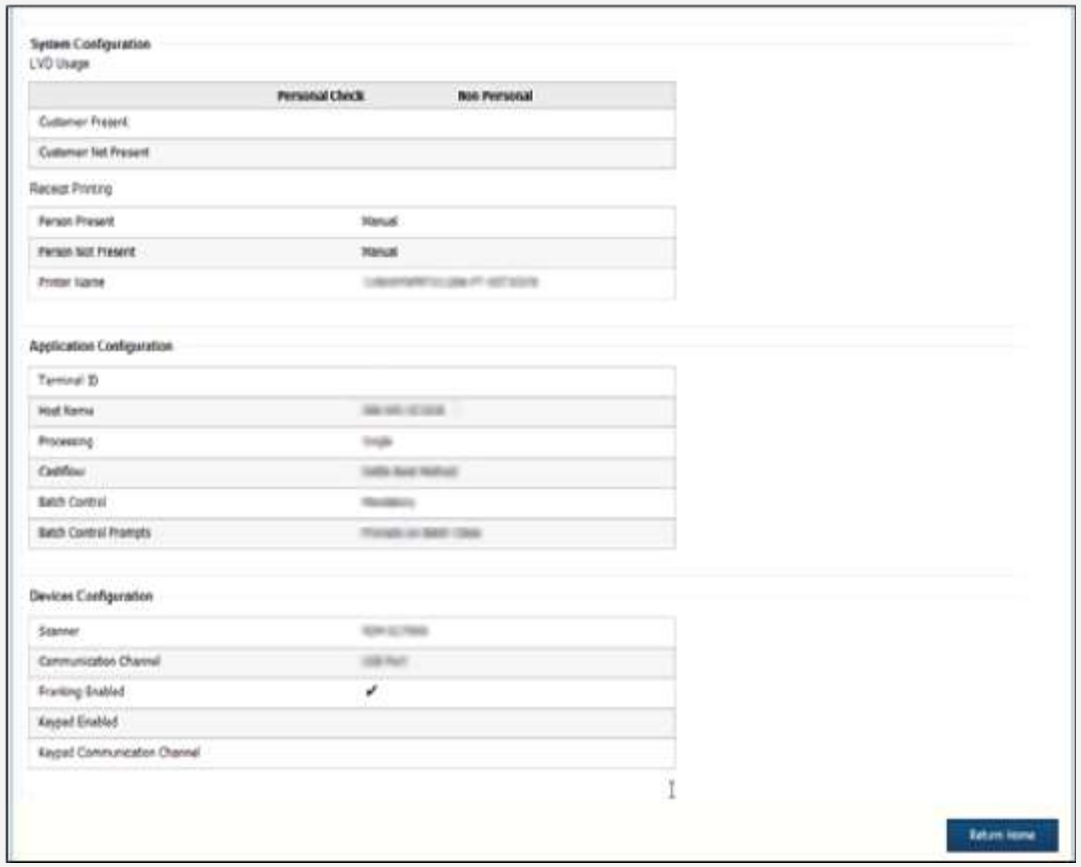
OTCnet Check Capture Process: Step 4

4. The Check Capture Supervisor/Deposit Approver reviews the Check Capture batch for accuracy
    - If correct, it is approved and the deposit goes into the Submitted status in OTCnet



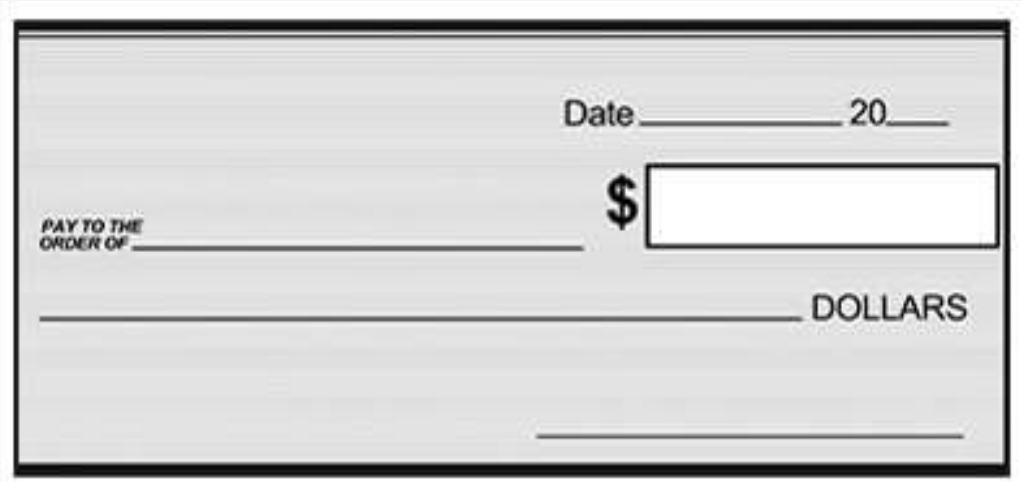
OTCnet Check Deposit Process: Step 5

5. A six-digit voucher/deposit number will be automatically generated the next business day



OTCnet Check Deposit Process: Step 6

6. Physical copies of the check(s) should be retained for five business days to ensure that there are no problems with the file transmission, image quality, and processing of the checks



Discussion Scenario 3-1

Tracie receives a foreign money order for processing that is not payable in U.S. currency. What steps would Tracie follow to deposit the foreign money order using OTCnet?



Discussion Scenario 3-2

Desiree receives an error message stating (“This request requires terminal to be configured”) in OTCnet. What procedures would Desiree follow to get past this technical issue?



Whiteboard: Discussion Scenario 3-3

Brandy receives a CH. 31 school refund check in the amount of $10,000. She attempts to access the Check Capture Processing module in OTCnet to submit this check to the bank. However, upon accessing OTCnet, she receives an error message stating that the Java version installed on her computer is not compliant with OTCnet system configuration. How should Brandy proceed?



Discussion Scenario 3-4

Lesley, the primary AC, is swamped with work due to the fact that she is certifying time cards on a Thursday. She also has $345.00 in checks that she has received during the week. The alternate AC is out of the office and time cards take precedence over all of Lesley's other job responsibilities so she decides that the checks can wait to be deposited next week. Are Lesley's actions in line with VBA's Agent Cashier Policy? Why or why not?



Convenience Checks

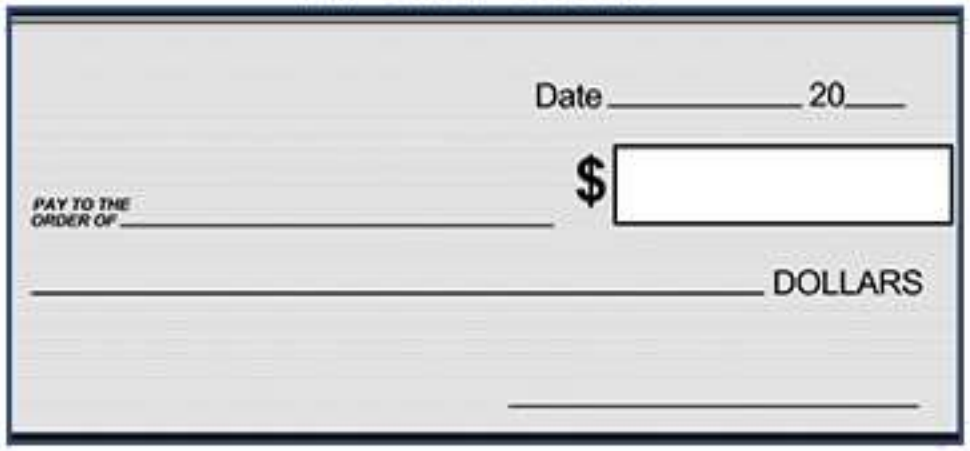
In this topic, you will learn about:

- Purpose of convenience checks
- Authorized Uses
- Restrictions
- Required documentation
- Issuance of convenience checks

U.S. Treasury Check



All Other Checks



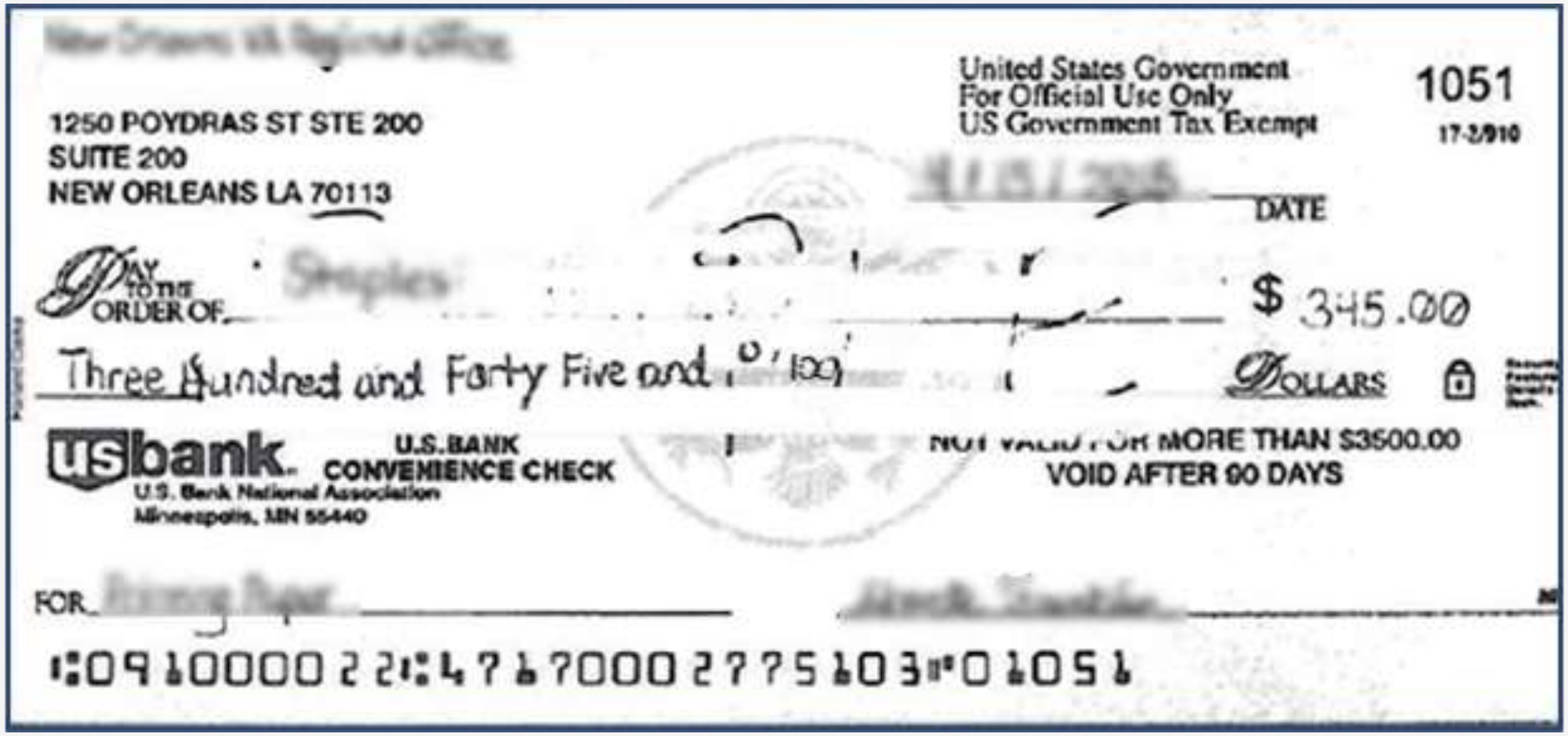
Purpose of Convenience Checks

Payment of procurement tool that is **only** used for merchants that do not accept purchase cards and other authorized purposes where charge cards are not accepted.



Requirement of Convenience Checks

Must be a purchase card holder to issue convenience checks



Authorized Uses

Vendors who do not accept the purchase card

Emergency incident response

Other agency-approved purposes that comply with P.L. 104-134, *The Debt Collection Improvement Act of 1996*



Restrictions

Use of convenience checks is strictly prohibited for:

- Vendors that accept purchase cards
- Vendor transactions under another mode of payment
- Employee reimbursements

Restrictions Cont.

Use of convenience checks is strictly prohibited for:

- Cash advances
- Salary payments/cash awards
- Travel-related transportation tickets
- Other restrictions as determined by agency policy

Discussion Scenario 3-5

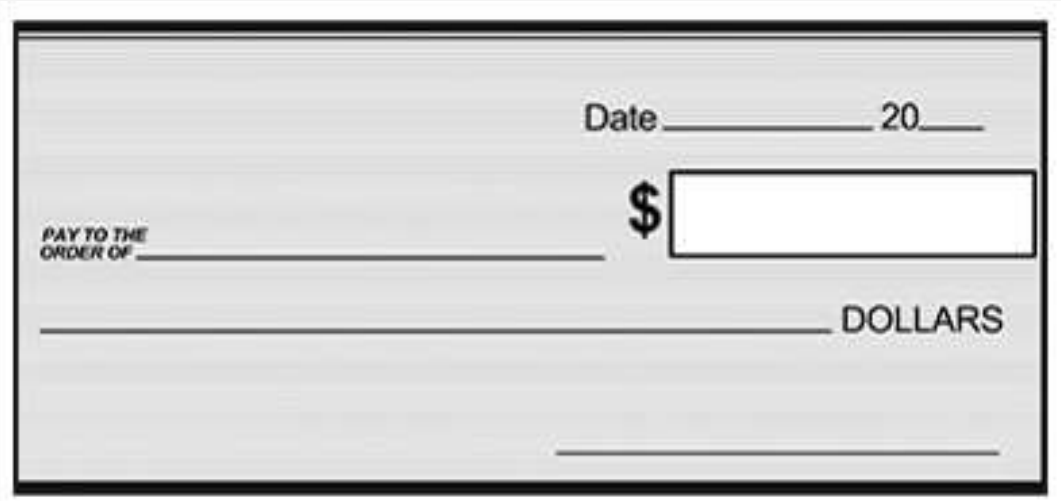
Angelo must make a purchase for the station. However, the first merchant he went to does not accept the purchase card. Is it okay for Angelo to use a convenience check for payment?



Required Documentation

Required documentation includes:

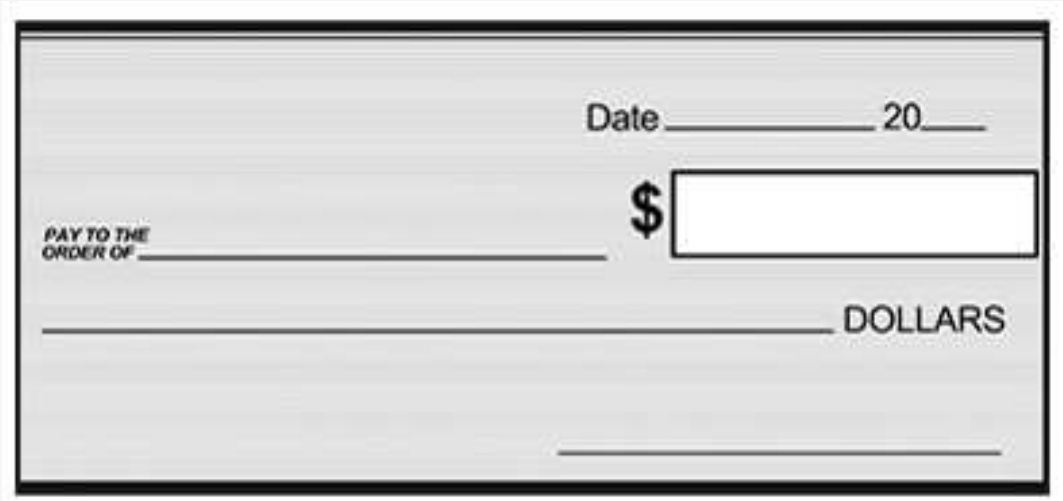
- Convenience check memo
- Supporting paperwork with required signatures



Issuance of Convenience Checks

Minimum requirements of a properly written check:

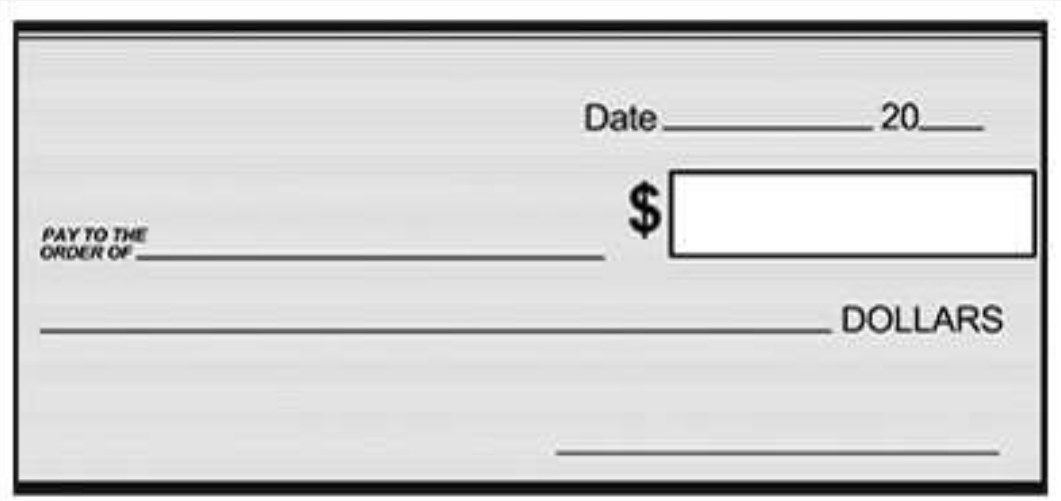
- Date
- Payee
- Amount
- Original signature



Issuance of Convenience Checks Cont.

Points to note:

- Issue in sequential order
- Enter into a check register/log
- Write only for the exact amount of purchase
- Deduct the check fee in the register/log



Discussion Scenario 3-6

A homeless Veteran arrives at Gabrielle's station and is claiming non-receipt of his pension benefit payment. After reviewing the Veteran's record in SHARE, Gabrielle determines that the Veteran's direct deposit information was fraudulently changed. The Veteran states that he does not have any money and begs Gabrielle to issue him a payment immediately. Gabrielle has initiated suspected fraud procedures for the missing payment. However, she is sympathetic to this Veteran and is considering writing him a convenience check in the amount of his missing benefit payment. Additionally, there is no Delegation of Authority on file for Gabrielle. Should she proceed in writing the convenience Check? Why or why not?



Course Summary

In this course, we covered information about:

- Computer Systems and Programs Used by VBA Agent Cashiers
- Agent Cashier Protocol and Security
- Transaction Process



Questions?

Questions or Comments?

