The Treasurer of State recently completed a manual for auditors to use to assist in navigating the Ohio Pooled Collateral System (OPCS). The manual is attached and also available on their website at https://opcs.ohio.gov/login#/faqhelp.

Please note this manual is geared towards Auditor of State employees; however can also be applied to Independent Public Accountants (IPAs) performing audits on behalf of the Auditor of State. Please refer to correspondence sent to all IPAs on May 24, 2018 regarding establishing the appropriate read only access to OPCS.

Questions related to the Ohio Pooled Collateral System can be directed to Jesse Carroll at jmcarroll@ohioauditor.gov.
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1.1 OPCS Overview

The Ohio Pooled Collateral System (OPCS) allows for an eligible Ohio public depository (e.g. a bank) to pool collateral to secure Ohio’s public deposits. The State Legislature established OPCS in 2015 and the Ohio Treasurer’s Office is the sole administrator and monitor of the program. OPCS is one of two options available to Financial Institutions to collateralize public deposits.

Under OPCS, the Treasurer’s Office will ensure that participating Financial Institutions pledge sufficient collateral and that there is a security interest in such collateral. OPCS will safeguard deposits of public funds, allow greater efficiency, and seek to reduce costs for both participating Public Units and Financial Institutions.

The Treasurer’s Office will operate, create, and maintain OPCS for use by Financial Institutions, Public Units, Trustees, and State Auditors via an online portal for the efficient and transparent reporting and monitoring of public deposits and corresponding collateral. OPCS will serve as a platform to receive information, analyze data, and report the balance of public deposits and corresponding collateral to participating Financial Institutions and Public Units. The Treasurer’s Office will record the pledged collateral positions, price the pledged collateral, and reconcile the pledged collateral to the Trustee’s report. Each business day the Federal Reserve is open, OPCS will calculate and report each Financial Institution’s collateral sufficiency by reviewing the required rate of collateral to the total market value of collateral and the total amount of uninsured public deposits.

Public Units are responsible for periodically reviewing the balance of public deposits reported to OPCS to ensure accuracy. Public Units can compare their Financial Institution’s total pooled collateral amount to the total pooled deposit amount on OPCS. For the first time, Public Units will be able to see daily collateral reports, instead of the monthly or quarterly reports historically provided by Financial Institutions.

Ohio’s local governments maintain control and flexibility in handling their public deposits, retain the authority to select their Financial Institution, and can require collateral above the state statutory rate.
1.2 Creating an Account
Auditor of State Users (AOS) will be invited to join OPCS when an AOS Administrator User adds a new AOS User to OPCS.

1. The new AOS User will receive an email to join OPCS

John Jones,

You have been added to the Ohio Pooled Collateral System (OPCS) portal by the Ohio Auditor of State. OPCS is an online portal that allows public entities to view the collateral pledged securing their public deposits and is hosted by the Ohio Treasurer’s Office. As an Auditor for Ohio public entities, you have been granted read-only access to OPCS to help facilitate your audit. In order to view information within OPCS, you will need to create an online credential in OPCS.

Please activate your username and login for OPCS by following the instructions below:

1. Select this link to OPCS
2. This email address is your username
3. Create your password
4. Review your profile information for accuracy

For additional information on using the OPCS portal or for frequently asked questions, please go to https://opcs.ohio.gov/login#/faqhelp to download the appropriate FAQ document, manuals, and guides.

Should you need assistance or have questions, you can contact The Ohio Treasurer’s Office at 614-466-2160 or the Ohio Auditor’s Office at 614-466-3402.

Please keep and print a copy of this email for your records.

Sincerely,
The OPCS Team
2. The User will be prompted to create a password

![Welcome to OPCS]

3. A message will appear when the password has been successfully created

![Password successfully changed]

4. After successful creation of the password, the User can login to OPCS

![OPCS Login]

Not enrolled? Register now.

lizz.aos@aos.ohio.gov

....

Sign in

Forgot your password?
1.3  AOS User System Login
Usernames and Login Credentials will be provided by TOS.

1. Navigate to OPCS home page: opcs.ohio.gov

2. Add credentials provided by TOS
   a. Your username is your email address used to create your credentials

3. Click on Sign In after credentials have been added

4. User will be redirected to OPCS Home Page

5. The content on the File Receipt Dashboard, the Deposit Information and Sufficiency Dashboard, and the Collateral Valuation Dashboard will be viewable for all AOS Users.
<table>
<thead>
<tr>
<th>Drill Down</th>
<th>Financial Institution</th>
<th>OPCS Process Date</th>
<th>PU Demographic File</th>
<th>Daily Balance File</th>
</tr>
</thead>
</table>
1.4 Resetting Your Password

1. If you forgot your password, navigate to the OPCS login area

2. Click **Forgot your password?** in the login area

   ![OPCS Login Screen](image)

3. The Forgot Password dialogue box will appear below

4. Enter your email address then click **Send reset email**

   ![OPCS Forgot Password Screen](image)

5. The user will receive the following acknowledgment
6. Follow the prompts in the email

We have received a request to reset your password in OPCS. If you have not requested this password change, please ignore this email. If you continue to receive these emails, please contact OPCS at support@opcs.ohio.gov. To reset your password, please click here http://demoopcs.tos.ohio.gov/login#resetpassword/6a3072a1-f713-423e-aabdb56f8cb9a1f4

7. Once redirected to the OPCS website, reset your password by typing your new password in the **Choose Password** box and again in the **Confirm Password** box

8. Click **Set Password**

9. Your password has been reset
1.5 User Settings

The settings page allows the user to change their password and log out

1. There are two ways to navigate to the Settings page.
   a. Click Settings on the left navigation panel

   ![Left Navigation Panel]

   b. Or Click User then click Settings.

   ![User Settings]

2. If you would like change your password, follow these steps:
   a. If you know your password, but wish to change it, navigate to the Settings page

   ![Change Password]

   b. Once on the Settings page, type your old password and new password into the boxes at the top of the page under “Change Password”

   ![Change Password]

   c. Click Change Password
d. Password has been updated

Password changed successfully

3. To log out of the OPCS portal, the user can either:
   a. Scroll to the bottom of the Settings page and click Log Out

   Log Out

   Log Out

   b. or click User in the top right hand corner then click Log Out
2.1 File Receipt Dashboard

The File Receipt Dashboard will reflect the actions taken in the FI File Upload

1. To get to the File Receipt Dashboard, use the navigation bar on the left side of the screen. Click Home

2. The Home page contains 3 tabs, the first tab is the **File Receipt Dashboard**. This is also the default dashboard.

3. Two Daily File Receipts will be reflected in the Dashboard: PU Demographic File and Daily Balance File

4. The FI File Receipt Dashboard will include the following for each of the 2 Daily Files:
   a. Timestamp for when the file was received
   b. File Type
   c. Sequence of File
   d. Timestamp for when the file was processed
5. The information for the File Receipt Dashboard is as follows:
   a. Level 1
      i. Financial Institution
      ii. FDIC Cert #
      iii. Date (Current, Previous)
      iv. Daily Demographic
         1. File received (Date and Timestamp)
         2. File type
         3. Sequence #
         4. File processed (Date and Timestamp)
   v. Daily Balance
      1. File received (Date and Timestamp)
      2. File type
      3. Sequence #
      4. File processed (Date and Timestamp)

6. To drill down to view more information, click the button to the left of the financial institution’s name

7. When the user drills down, a “Bread Crumb” list appears above the data. Use the list labeled **Drill Down Level** to navigate through a search and go back to a previous data set

   ![Color Key](file_status.png)

   **Drill-down Level: Associated FI's Files > Bank of Williamsville**

8. Once you drill down to more detailed information, you can export the data to an excel document. Do so by clicking the “Export to Excel” button.

9. The user will be able to easily view the FI file submissions due to the color key (for the file deadline, please see the OPCS Operating Policies)
   a. **GREEN**: File received on time
   b. **YELLOW**: Missed first deadline, but met second deadline
   c. **RED**: Missed second deadline
2.2 Deposit and Sufficiency Dashboard
The Deposit and Sufficiency Dashboard will reflect the actions taken in the FI Daily Balance File

1. The Home page contains 3 tabs, to navigate to the Deposit Information and Sufficiency Dashboard, Click the middle tab that says Deposit Information & Sufficiency

   The Default view is the Financial Institution View. To view from a Public Unit view click on Public Unit View

2. The Deposit Information and Sufficiency Dashboard will reflect the actions taken when the FI Daily Balance File and the Position and Valuation File are uploaded to OPCS

3. The first level of the Dashboard will provide a high level overview for the Ledger Date

4. To drill-down to more detailed information, click the button

5. When the user drills down, a “Bread Crumb” list appears above the data. Use the list labeled Drill Down Level to navigate through a search and go back to a previous data set

   Drill-down Level: All Financial Institutions > Ohio Bank > Thu Aug 02 2018 > Main Pool > 341159381 > Village of Pie

6. The drill down will be as follows:
   a. Level 1
      i. Tax ID
      ii. Date (Current, Previous)
      iii. Financial Institution (Total Number of FIs)
      iv. Portfolio ID: (Total Number of Portfolio IDs)
v. Principal (Total $ Amount)
vi. Accrued Interest (Total $ Amount)
vii. Balance (Total $ = Total Principal + Total Accrued Interest)
viii. Proxy FDIC Coverage
ix. Uninsured Balance: Sum of account level uninsured balances
x. Excess or Deficiency: Sum of account level net collateral amount

b. Level 2
 i. FI Name
 ii. FDIC Cert #
 iii. Pool ID: Total # of Pool IDs
 iv. Portfolio ID: Total # of Portfolio IDs
 v. Principal: Total $ Amount
 vi. Accrued Interest (Total $ Amount)
 vii. Balance (Total $ = Total Principal + Total Accrued Interest)
 viii. Proxy FDIC Coverage
 ix. Uninsured Balance: Sum of account level uninsured balances
 x. State Collateral Floor: Sum of account level state collateral floor
 xi. Bank Monitoring Floor: Sum of account level bank monitoring floor
 xii. Economic Monitoring Floor: Sum of account level economic monitoring floor
 xiii. TOS Cushion: Sum of TOS Cushion
xiv. Required Collateral: Sum of all the account level required collateral
 xv. Collateral Allocation: Sum of account level allocation
 xvi. Collateral Allocation Percentage of Uninsured Balance: Sum of allocation/sum of uninsured balance (%)
 xvii. Uncovered Balance (Total $ amount)

c. Level 3
 i. Pool ID
 ii. Pool Name
 iii. Portfolio ID: Total # of Portfolio IDs
 iv. Principal: Total $ Amount
 v. Accrued Interest (Total $ Amount)
 vi. Balance (Total $ = Total Principal + Total Accrued Interest)
 vii. Proxy FDIC Coverage
 viii. Uninsured Balance: Sum of account level uninsured balances
 ix. State Collateral Floor: Sum of account level state collateral floor
 x. Bank Monitoring Floor: Sum of account level bank monitoring floor
 xi. Economic Monitoring Floor: Sum of account level economic monitoring floor
 xii. TOS Cushion: Sum of TOS Cushion
 xiii. Required Collateral: Sum of all the account level required collateral
 xiv. Collateral Allocation: Sum of account level allocation
 xv. Collateral Allocation Percentage of Uninsured Balance: Sum of allocation/sum of uninsured balance (%)
 xvi. Uncovered Balance (Total $ amount)

d. Level 4
i. Portfolio ID
ii. Portfolio Name Portfolio ID: Total # of Portfolio IDs
iii. Principal: Total $ Amount
iv. Accrued Interest (Total $ Amount)
v. Balance (Total $ = Total Principal + Total Accrued Interest)
vi. Proxy FDIC Coverage
vii. Uninsured Balance: Sum of account level uninsured balances
viii. State Collateral Floor: Sum of account level state collateral floor
ix. Bank Monitoring Floor: Sum of account level bank monitoring floor
x. Economic Monitoring Floor: Sum of account level economic monitoring floor
xi. TOS Cushion: Sum of TOS Cushion
xii. Required Collateral: Sum of all the account level required collateral
xiii. Collateral Allocation: Sum of account level allocation
xiv. Collateral Allocation Percentage of Uninsured Balance: Sum of allocation/sum of uninsured balance (%)
xv. Uncovered Balance (Total $ amount)

e. Level 5
i. Account Name (sort)
ii. Account Name 2 (sort)
iii. Account # (last 4 digits)
iv. Account Type: Demand or Time and Savings
v. Principal: Total $ Amount
vi. Accrued Interest (Total $ Amount)
vii. Balance (Total $ = Total Principal + Total Accrued Interest)

viii. Proxy FDIC Coverage
ix. Uninsured Balance: Sum of account level uninsured balances
x. State Collateral Floor: TOS determined floor %
xi. State Collateral Floor: TOS determined floor $

xii. Bank Monitoring Floor: %

xiv. Account Negotiated Floor: Floor negotiated between PU and FI %

xv. Account Negotiated Floor: $
xvi. Economic Monitoring Floor: %

xvii. Economic Monitoring Floor: $
xviii. Aggregate Collateral Floor (State Collateral Floor + Bank Monitoring Floor + Economic Monitoring Floor) %

xix. Aggregate Collateral Floor $
xx. TOS Cushion: %

xxi. TOS Cushion $

xxii. Total Floor Required: \( \$ = \text{Greater of (State Collateral Floor + Bank Monitoring Floor + Economic Monitoring Floor) or (Account Negotiated Floor + TOS Cushion)} \)

xxiii. Required Collateral: \( \text{[Total Floor Required \% * Total Market Value of Collateral (\$)]} \)
xxiv. Collateral Allocation: ($)

7. The user will have the ability to export the dashboard to an Excel document by selecting **Export to Excel**

8. The user will be able to easily view their level of collateralization due to the color key
   a. **GREEN:** Sufficiently Collateralized
   b. **YELLOW:** Under TOS Cushion
   c. **RED:** Not Sufficiently Collateralized
2.3 Collateral Valuation Dashboard
The Collateral Valuation Dashboard will reflect the actions taken in the Collateral Valuation File

1. The homepage contains 3 tabs, click the third tab, labeled Collateral Valuation to navigate to the Collateral Valuation Dashboard

2. The Collateral Valuation Dashboard will reflect the actions taken when the Position and Valuation File is uploaded to OPCS

3. The first level of the Collateral Valuation Dashboard will provide a high level overview for the Ledger Date

4. To drill-down to more detailed information, select the button

5. When the user drills down, a “Bread Crumb” list appears above the data. Use the list labeled Drill Down Level to navigate through a search and go back to a previous data set

6. The user will have the ability to export the dashboard to an Excel document by selecting Export to Excel

7. The Dashboard drill down will be as follows:
   a. Level 1
i. Financial Institution
ii. Date (Current, Previous)
iii. Pool ID: [Total Number of Pool IDs]
iv. Collateral Trustee: [Total Number of Trustees]
v. Par Value/Original Face: [Total (Standard)]
vi. Current Face: [Total (Standard)]
vii. Market Value: [Total ($)]
viii. Accrued Interest: [Total $ Amount Pledged]
ix. Total Collateral Value: [Total $ Amount Pledged]

b. Level 2
i. Pool ID
ii. Pool Name
iii. Collateral Trustee: [Total Number of Trustees]
iv. Par Value/Original Face: [Total (Standard)]
v. Current Face: [Total (Standard)]
vi. Market Value: [Total ($)]
vn. Accrued Interest: [Total $ Amount Pledged to Pool]
ix. Total Collateral Value: [Total $ Amount Pledged to Pool]

c. Level 3
i. Collateral Trustee
ii. Trustee Account Number
iii. Par Value/Original Face: [Total (Standard)]
v. Current Face: [Total (Standard)]
vi. Market Value: [Total ($)]
vn. Accrued Interest: [Total $ Amount Pledged to Particular Trustee]
ix. Total Collateral Value: [Total $ Amount Pledged to Particular Trustee]

d. Level 4
i. CUSIP
ii. TOS Position #
iii. Security Description
iv. Asset Type
v. Maturity Date
vi. Interest Rate (%)
vn. Days Until Maturity
vii. Par Value/Original Face (Standard)
ix. Current Face (Standard)
x. Market Value ($)
xii. Accrued Interest [$ Amount]
xi. Total Collateral Value [$ = Clean Price Market Value + Accrued Interest]
3.1 Profile Management
AOS Users can view the profiles for Trustees, Financial Institutions, and Public Units participating in OPCS.

1. Navigate to the profiles by selecting **Profile Management** in the left navigation panel

   ![Profile Management Panel]

2. Select from the profile options: **Trustee**, **Financial Institutions**, or **Public Units**
3.2 Trustee Profiles

1. If the Trustee option is selected the User will be directed to the Trustees page

   ![Trustee Table]

   1. This table can be downloaded by selecting the Export to Excel button
   2. Select the Details button for more information on the Trustee
   3. The User will be redirected to the Trustee Profile

   ![Trustee Profile]

   4. To view the Financial Institutions associated with the Trustee by selecting the Financial Institutions Tab in the Profile
5. This table can be downloaded by selecting the Export to Excel button.

6. To view the details of the Financial Institution Profile by selecting the Details button. For more details regarding the Financial Institution profile, see Section 3.3.

7. To view the Collateral Accounts Associated with the Financial Institution select the Collateral Accounts button.

COLLATERAL ACCOUNTS

8. This table can be downloaded by selecting the Export to Excel button.

9. Select the Details button to view additional information on the collateral account including collateral pledged.
10. This table can be downloaded by selecting the **Export to Excel** button.

11. Select the **Details** button to view additional information on the collateral listed in the table.
3.3 Financial Institution Profiles

1. If the Financial Institution option is selected the User will be directed to the Financial Institution page

   FINANCIAL INSTITUTIONS
   
<table>
<thead>
<tr>
<th>FDIC</th>
<th>Name</th>
<th>Invited</th>
<th>Enrolled</th>
<th>Profile Status</th>
<th>Last Updated By</th>
<th>Last Updated On</th>
</tr>
</thead>
<tbody>
<tr>
<td>11879</td>
<td>Bank of Williamsville</td>
<td>07/11/2018</td>
<td>Active</td>
<td>Administrator, System</td>
<td>7/26/2018 12:00 AM</td>
<td>7/26/2018 12:00 AM</td>
</tr>
<tr>
<td>2285</td>
<td>Ohio Bank</td>
<td>07/1/2018</td>
<td>Active</td>
<td>Administrator, System</td>
<td>7/12/2018 12:00 AM</td>
<td>7/12/2018 12:00 AM</td>
</tr>
<tr>
<td>6709</td>
<td>Smithville Bank</td>
<td></td>
<td>Inactive</td>
<td>Checker, Liz</td>
<td>7/30/2018 8:28 AM</td>
<td>7/30/2018 8:28 AM</td>
</tr>
</tbody>
</table>

2. This table can be downloaded by selecting the Export to Excel button

3. Select the Details button for more information on the Financial Institution

4. The User will be redirected to the Financial Institution Profile

   FINANCIAL INSTITUTION PROFILE (EXISTING)

<table>
<thead>
<tr>
<th>Basic Info</th>
<th>Pools</th>
<th>Trustees</th>
<th>Public Units</th>
</tr>
</thead>
</table>

   FINANCIAL INSTITUTION BASIC INFORMATION

   Name
   Bank of Williamsville

   Website Address
   http://bankatwilliamsville.com

   Primary Regulator
   OIC Charter Class

   FINANCIAL INSTITUTION MAILING ADDRESS

   FDIC INFORMATION

5. To view the Pools associated with the Financial Institution by selecting the Pools Tab in the Profile
6. This table can be downloaded by selecting the Export to Excel button.

7. To view the details of the Pool select the Details button.

8. To view the Deposit Accounts Associated with the Financial Institution select the Deposit Accounts button.
9. This table can be downloaded by selecting the **Export to Excel** button.

10. To view further information regarding the accounts select the **Details** button on the far right side of the table.

<table>
<thead>
<tr>
<th>Pool Id</th>
<th>Account Last Four</th>
<th>Tax Id</th>
<th>Public Unit</th>
<th>Account Type</th>
<th>Ledger Date</th>
<th>Balance</th>
<th>Uninsured Balance</th>
<th>Collateral Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>15879123456...</td>
<td>3596</td>
<td>346400361</td>
<td>Baker County Treasurer</td>
<td>T&amp;$</td>
<td>08/13/2018</td>
<td>$3,537,384.46</td>
<td>$3,362,214.09</td>
<td>$3,496,702.65</td>
</tr>
<tr>
<td>15879123456...</td>
<td>3923</td>
<td>346400361</td>
<td>Baker County Treasurer</td>
<td>T&amp;$</td>
<td>08/13/2018</td>
<td>$1,511,196.99</td>
<td>$1,426,277.36</td>
<td>$1,493,728.45</td>
</tr>
<tr>
<td>15879123456...</td>
<td>9156</td>
<td>31133820</td>
<td>Baker County Treasurer</td>
<td>T&amp;$</td>
<td>08/10/2018</td>
<td>$2,006,777.67</td>
<td>$1,980,849.63</td>
<td>$2,060,083.41</td>
</tr>
<tr>
<td>15879123456...</td>
<td>7743</td>
<td>310999745</td>
<td>Baker S/W.C.D.</td>
<td>DDA</td>
<td>08/10/2018</td>
<td>$19,451.89</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>15879123456...</td>
<td>7861</td>
<td>346400591</td>
<td>Baker Schools District</td>
<td>T&amp;$</td>
<td>08/10/2018</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>15879123456...</td>
<td>3707</td>
<td>346400591</td>
<td>Baker Schools District</td>
<td>T&amp;$</td>
<td>08/10/2018</td>
<td>$161,262.14</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>15879123456...</td>
<td>0900</td>
<td>346400592</td>
<td>Baker Schools District</td>
<td>DDA</td>
<td>08/10/2018</td>
<td>$568,130.32</td>
<td>$268,130.32</td>
<td>$268,456.53</td>
</tr>
<tr>
<td>15879123456...</td>
<td>1003</td>
<td>346400593</td>
<td>City of Williamsburg</td>
<td>T&amp;$</td>
<td>08/10/2018</td>
<td>$1,004,274.75</td>
<td>$977,374.32</td>
<td>$1,016,469.30</td>
</tr>
<tr>
<td>15879123456...</td>
<td>1012</td>
<td>346400595</td>
<td>City of Williamsburg</td>
<td>T&amp;$</td>
<td>08/10/2018</td>
<td>$1,007,515.89</td>
<td>$983,528.64</td>
<td>$1,019,749.76</td>
</tr>
</tbody>
</table>
11. The Ledger Date can be changed using the drop down menu to show a selected date

   **Ledger date:**  
   8/13/2018

12. To view the Collateral Accounts Associated with the Financial Institution select the **Collateral Accounts** button.

   **COLLATERAL ACCOUNTS**

13. This table can be downloaded by selecting the **Export to Excel** button.

14. To view the Trustee information for the selected Financial Institution select the **Trustee** Tab in the profile. For more details regarding the Trustee profile see section 3.2

   **FINANCIAL INSTITUTION PROFILE (EXISTING)**

15. This table can be downloaded by selecting the **Export to Excel** button.

16. To view the Public Units associated with the Financial Institution select the **Public Units** Tab in the Profile. For more information regarding Public Unit Profiles see **Section 3.4**
## FINANCIAL INSTITUTION PROFILE (EXISTING)

### PUBLIC UNITS

<table>
<thead>
<tr>
<th>Portfolio Id</th>
<th>Name</th>
<th>Deposit Accounts</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>134</td>
<td>Baker County Treasurer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1229</td>
<td>Baker S.W.C.D.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1452</td>
<td>Baker Schools District</td>
<td></td>
<td></td>
</tr>
<tr>
<td>766</td>
<td>City of Williamsville</td>
<td></td>
<td></td>
</tr>
<tr>
<td>709</td>
<td>Jonic Township</td>
<td></td>
<td></td>
</tr>
<tr>
<td>769</td>
<td>Memorial Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>768</td>
<td>Mouse Township Board of Trustees</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

17. This table can be downloaded by selecting the **Export to Excel** button.
3.4 Public Unit Profiles

1. If the Public Unit option is selected the User will be directed to the Public Unit page

**PUBLIC UNITS**

<table>
<thead>
<tr>
<th>Financial Institution</th>
<th>Portfolio Id</th>
<th>Tax Id</th>
<th>Name</th>
<th>Initialed</th>
<th>Enrolled</th>
<th>Last Updated By</th>
<th>Last Updated On</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank of Williamsville</td>
<td>1239</td>
<td>340407429</td>
<td></td>
<td></td>
<td></td>
<td>Administrator, System</td>
<td>09/12/2018</td>
<td></td>
</tr>
<tr>
<td>Bank of Williamsville</td>
<td>1562</td>
<td>310906745</td>
<td></td>
<td></td>
<td></td>
<td>Administrator, System</td>
<td>09/12/2018</td>
<td></td>
</tr>
<tr>
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<td>1731</td>
<td>340005091</td>
<td></td>
<td></td>
<td></td>
<td>Administrator, System</td>
<td>09/12/2018</td>
<td></td>
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<tr>
<td>Bank of Williamsville</td>
<td>709</td>
<td>311334850</td>
<td></td>
<td></td>
<td></td>
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<td>09/12/2018</td>
<td></td>
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<tr>
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<tr>
<td>Bank of Williamsville</td>
<td>755</td>
<td>341193851</td>
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<td>09/12/2018</td>
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<td>09/12/2018</td>
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<tr>
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<td>757</td>
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<td></td>
<td>Administrator, System</td>
<td>09/12/2018</td>
<td></td>
</tr>
</tbody>
</table>

2. This table can be downloaded by selecting the Export to Excel button

3. Select the Details button for more information on the Public Unit

4. The User will be redirected to the Public Unit Profile

**PUBLIC UNIT PROFILE (EXISTING)**

**BASIC INFORMATION**

Name
Baker County Treasurer

Portfolio Id: 1234
Status: Active

**MAILING ADDRESS**

Street Address
501 S. Broadway
Courthouse 1st Floor

City: Greenville
State: Ohio
5. To view the Financial Institutions associated with the Public Unit select the **Financial Institutions** Tab in the Profile. For more information regarding Financial Institution profiles see Section 3.3

![PUBLIC UNIT PROFILE (EXISTING)](image)

**FINANCIAL INSTITUTIONS**

6. This table can be downloaded by selecting the **Export to Excel** button.

![DEPOSIT ACCOUNTS (BAKER COUNTY TREASURER)](image)

7. To view the accounts associated with the Public Unit, select the **Accounts** button.

8. This table can be downloaded by selecting the **Export to Excel** button.

9. Further details about the accounts can be viewed by selecting the **Details** button on the far right side of the table.
10. The Ledger Date can be changed using the drop down menu to show a selected date

**Ledger date:**

8/13/2018
4.1 Users (Only Viewable by AOS Administrators)
AOS Administrators can review, add, and delete Read-Only Users in OPCS.

1. Navigate to the Users tab using the navigation panel on the left hand side

2. To view current Users review the table on the Users page. The table can be sorted by using the Roles menu

3. To download the table select the Export to Excel button in the upper left hand corner of the table
4.2 Adding an AOS User

AOS Administrator Users can add additional Read-Only Users to OPCS

1. To add a new User select the button on the upper right hand corner of the page

2. A contact page will open and input the required information to create a new user
3. **Select Create Contact** to save the information and send a credentialing email to the new User

### MAILING ADDRESS

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>88 East Broad Street</td>
</tr>
<tr>
<td>City</td>
<td>Columbus</td>
</tr>
<tr>
<td>State</td>
<td>Ohio</td>
</tr>
<tr>
<td>County</td>
<td>Franklin</td>
</tr>
<tr>
<td>Zip Code</td>
<td>43215</td>
</tr>
</tbody>
</table>

[Create Contact button highlighted]

4. A green confirmation box will appear when the contact is successfully created

[Confirmation message: Contact Silas Band successfully created]

5. To Add an AOS Administrator User to OPCS, contact TOS at support@opcs.ohio.gov
4.3 Removing an AOS User

AOS Administrator Users can remove additional Read-Only Users to OPCS

1. To remove an AOS user from OPCS, select the **Details** button associated with the contact

2. The Users Contact Page will open

3. Select **Remove Contact**
4. A message will appear confirming the contact has been removed

5. To remove an AOS Administrator Contact, please contact TOS at support@opcs.ohio.gov
5.1 Public Unit Reports
This area displays two PU Reports, the PU Attestation Report and the PU Never Logged In Report

1. To open the Public Unit Report click Public Unit Reports on the left hand navigation panel

```
PUBLIC UNIT REPORTS

Public Unit Attestation Report

<table>
<thead>
<tr>
<th>Case</th>
<th>Financial Institution</th>
<th>FIDC #</th>
<th>Portfolio Id</th>
<th>PU Tax Id</th>
<th>Name</th>
<th>Scenario</th>
<th>Is Attested</th>
<th>Data</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUNTR9329</td>
<td>Bank of Williamsburg</td>
<td>15870</td>
<td>767</td>
<td>346400593</td>
<td></td>
<td>4</td>
<td></td>
<td></td>
<td>9/14/16</td>
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<tr>
<td>PUNTR7070</td>
<td>Bank of Williamsburg</td>
<td>15870</td>
<td>700</td>
<td>311334020</td>
<td></td>
<td>4</td>
<td></td>
<td></td>
<td>9/14/16</td>
</tr>
<tr>
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<td>760</td>
<td>346400724</td>
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<td></td>
<td>9/14/16</td>
</tr>
<tr>
<td>PUNTR7919</td>
<td>Bank of Williamsburg</td>
<td>15870</td>
<td>762</td>
<td>341555066</td>
<td></td>
<td>4</td>
<td></td>
<td></td>
<td>9/14/16</td>
</tr>
<tr>
<td>PUNTR1106</td>
<td>Bank of Williamsburg</td>
<td>15870</td>
<td>786</td>
<td>341270113</td>
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<td></td>
<td>9/14/16</td>
</tr>
<tr>
<td>PUNTR9370</td>
<td>Bank of Williamsburg</td>
<td>15870</td>
<td>700</td>
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<td>785</td>
<td>341155381</td>
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<td>9/14/16</td>
</tr>
<tr>
<td>PUNTR7905</td>
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<td>15870</td>
<td>1731</td>
<td>340400591</td>
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<td>4</td>
<td></td>
<td></td>
<td>9/14/16</td>
</tr>
</tbody>
</table>
```
5.2 PU Attestation Report

The report shows the attestation status for all public units.

1. To open the Public Unit Attestation Report click Public Unit Reports on the left hand navigation panel

2. The PU Attestation Report can be sorted and filter by column
3. To export this information into an Excel file, click Export to Excel in the top right hand corner of the grid.
5.3 Public Unit Never Logged In Report

The report shows active Public Unit Contacts who meet the following criteria:

• Associated to an active Public Unit
• Serve as the Primary Contact for that Public Unit
• Associated to an active Financial Institution with an active Profile Status
• Have received an Invite to join OPCS
• Have never logged into OPCS

1. To open the Public Unit Never Logged In Report, click Public Unit Reports on the left hand navigation panel

2. Select the PU Never Logged In Report Tab
3. Use the drop down boxes across the top of the report to select a date range

From Date: 7/27/2018  
To Date: 8/3/2018

4. To export this information to an Excel file, click Export to Excel.
6.1 FI Collateral Report

The report shows days that a particular Public Unit (by Portfolio ID and Tax ID) was insufficiently collateralized.

1. To open the Sufficiency Report, click FI Collateral Report on the left hand navigation panel.

2. A collateral sufficiency report can be reviewed for any business day OPCS accepted files. To change the ledger date viewed select the calendar icon next to the ledger date menu.

3. To view a collateral sufficiency report, you must select a Financial Institution and a Pool using the drop down menu on the report page.

4. To export this information into a PDF file, click Export PDF in the top right hand corner.
6.2 Collateral Trustee Collateral Report

The report shows the collateral held by a Trustee on a specified day.

1. To access the Collateral Trustee Collateral Report, click the TR Collateral Report button on the left navigation panel.

2. Use the drop down boxes across the top of the report to toggle between Position Date, Trustee, and Financial Institutions.

3. To export this information to an Excel file, click Export PDF.
6.3 Public Unit Insufficiency Report
The Public Unit Insufficiency Report shows days that a particular Public Unit (by portfolio ID and tax ID) was insufficiently collateralized

1. To access the Public Unit Insufficiency Report, click the Public Unit Insufficiency Report button on the left navigation panel

2. To export this information to an Excel file, click Export to Excel

3. Use the drop down boxes across the top of the report to toggle between Portfolio IDs, Tax IDs, and different ranges of Dates

<table>
<thead>
<tr>
<th>Portfolio ID:</th>
<th>Tax ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>767</td>
<td>341270113</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/11/2018</td>
<td>7/17/2018</td>
</tr>
</tbody>
</table>