

Confirm Multiple Deposits

To confirm multiple deposits simultaneously, complete the following steps:

1. From the **Deposit Processing** tab, click **View Deposits**. The *View Deposits* page displays.
2. From the Select Display drop-down menu, select **My Deposits in Process**.
3. Select the **Voucher Numbers** you want to confirm by checking the boxes under the **Confirm** column, as shown in Figure 1.

Figure 1: View Deposits

View Deposits

Select Display:
My Deposits in Process

Select the voucher number of the deposit you would like to continue processing.

Today's Date: 11/04/2014
 << < 1-10 >> of 13 Records

Voucher	Status	Date Submitted	Voucher Date	OTC Endpoint	ALC	Deposit Total	Confirm
633362	SUBMITTED	03/09/2015	03/09/2015	WAS 10CHAR	70050379	34.00	<input checked="" type="checkbox"/>
633420	SUBMITTED	04/29/2015	04/29/2015	1212 RMRTe	70050727		<input checked="" type="checkbox"/>
633413	SUBMITTED	04/21/2015	04/21/2015	1212 RMRTe	80004904	467.75	<input checked="" type="checkbox"/>
969117	SUBMITTED	04/29/2015	04/29/2015	1212 RMRTe	14100099	3,074.11	<input type="checkbox"/>
969122	SUBMITTED	04/28/2015	04/28/2015	1212 RMRTe	14100099	340.06	<input type="checkbox"/>
969100	SUBMITTED	04/27/2015	04/27/2015	1212 RMRTe	14100099	464.99	<input type="checkbox"/>
969088	SUBMITTED	04/27/2015	04/27/2015	1212 RMRTe	14100099	3,015.99	<input type="checkbox"/>
969086	SUBMITTED	04/27/2015	04/27/2015	1212 RMRTe	14100099	1,719.08	<input type="checkbox"/>
969082	SUBMITTED	04/27/2015	04/27/2015	1212 RMRTe	14100099	3,783.51	<input type="checkbox"/>
969077	SUBMITTED	04/24/2015	04/24/2015	1212 RMRTe	14100099	22,656.12	<input type="checkbox"/>

[Next »](#)

[Return Home](#)



Application Tip

Depending on your user role, the **My Deposits in Process** page displays your current deposits. If you only have the **Viewer** role, the **My Deposits in Process** does not display any deposits.

4. Click **Next**. The *Step 1 of 2: Confirm Deposits* page displays.

5. Enter the deposit information. Click **Next** as shown in Figure 2.

Figure 2: Step 1 of 2: Confirm Deposits for Multiple Deposits

The screenshot shows the 'Group Deposit Ticket Confirmation' screen. It has a navigation bar with 'Deposit Processing', 'Administration', and 'Reports'. Below the navigation bar, there are tabs for 'Search Deposits', 'Search Adjustments', 'View Deposits', and 'Create Returned Item Adjustment'. The main content area is titled 'Group Deposit Ticket Confirmation' and includes a breadcrumb trail: 'Location: Home > Deposit Processing > View Deposits'. The screen is divided into two sections: 'US Currency Deposits' and 'Foreign Currency CASH and CHECK Deposits'. Each section contains a table with columns for Voucher, Voucher Date, ALC, Deposit Total, Deposit Date, CAN/ACCT Key, and Remove. The 'Next' button is highlighted in red.

Voucher	Voucher Date	ALC	Deposit Total	Deposit Date	CAN/ACCT Key	Remove
63362	03/09/2015	70550379	\$34.00		Select	<input type="checkbox"/>

Voucher	Voucher Date	ALC	Foreign Currency Amount / Type	Deposit Total (USE)	Deposit Date	CAN/ACCT Key	Remove
633413	04/21/2015	80004904	500.00 - EUR	\$467.75		Select	<input type="checkbox"/>
633420	04/28/2015	70550727	1,000.00 - OTHER	\$		Select	<input type="checkbox"/>
			Exchange Rate				

Note: * Deposits where deposit date is not equal to voucher date must be confirmed individual via The Voucher Selection.

Buttons: Previous, Cancel, **Next**, Update

US Currency Deposits (checks and cash):

- Select the **Date of Deposit**
- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**
- Enter the **CCWU (Cost Center Work Unit Number)**
- Enter the **1 Day Deferred**
- Enter the **2 Day Deferred**

Foreign Currency Cash and Check Deposits:

- Select the **Date of Deposit**
- Select the **CAN/ACCT Key**
- If **Other** was selected for Country of Deposit during deposit creation, enter **Deposit Total (USE)** and **Exchange Rate**.



Application Tips

- When confirming a deposit ticket, ensure you confirm the deposit on the date received. Due to transit times, Fiscal Service is aware that deposits may not be confirmed on the **Voucher Date** entered by the Agency. Fiscal Service can adjust the value of funds, if needed, to account for these discrepancies.
 - The **Date of Deposit** must equal the **Voucher Date**.
 - To use the same date for all deposits listed, click the **Copy Down** hyperlink in the **Date of Deposit** column.
 - To use the same **CAN** or **Account Key** used for all deposits listed, click the **Copy Down** hyperlink in the **CAN/ Acct Key** column.
 - To remove vouchers from the group being confirmed, select the **Voucher Numbers** you wish to remove by checking the boxes under the **Remove** column and click **Update**.
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6. Click **Next**. The *Step 2 of 2: Review Information for Deposit Confirmation* page displays.
7. Verify the information is correct and click **Submit**.
8. A *Confirmation* page displays stating that the deposits are confirmed.



Additional Buttons

- Click **Adjust** to adjust a deposit.
 - Click **Cancel** to return to the OTCnet Home Page. No data is saved.
 - Click **Confirm** to confirm a deposit.
 - Click **Edit** to return to the previous page.
 - Click **View Voucher** Event Log to view the history of the deposit voucher.
 - Click **Next** to advance to the next page.
 - Click **Previous** to return to the previous page.
 - Click **Return Home** to return to the OTCnet Home Page.
 - Click **Reject** to reject a deposit.
 - Click **Update** to remove the selected voucher(s) that are being confirmed.
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