

Confirm a Single Deposit

To confirm a single deposit, complete the following steps:

1. From the **Deposit Processing** tab, click **View Deposits**. The *View Deposits* page displays.



Application Tip

To locate deposits, you can also click **Search Deposits**.

2. From the Select Display drop-down menu, select **My Deposits in Process**.
3. Click the **Voucher Number** for the deposit details you want to process, as shown in Figure 1. The *View Submitted Deposit* page displays.

Figure 1: View Deposits

Voucher	Status	Date Submitted	Voucher Date	OTC Endpoint	ALC	Deposit Total	Confirm
623077	SUBMITTED	05/21/2012	05/21/2012	37922	70050379	12,500.00	<input type="checkbox"/>
620949	SUBMITTED	03/09/2012	03/09/2012	37922	70050379	50.25	<input type="checkbox"/>
620928	SUBMITTED	03/09/2012	03/09/2012	37922	70050379	450.25	<input type="checkbox"/>
620482	SUBMITTED	02/16/2012	02/16/2012	37928	70050379	800.00	<input type="checkbox"/>
620481	SUBMITTED	02/16/2012	02/16/2012	37926	70050379	800.00	<input type="checkbox"/>
620480	SUBMITTED	02/16/2012	02/16/2012	37925	70050379	800.00	<input type="checkbox"/>
620478	SUBMITTED	02/16/2012	02/16/2012	37923	70050379	800.00	<input type="checkbox"/>
620477	SUBMITTED	02/16/2012	02/16/2012	37922	70050379	700.00	<input type="checkbox"/>
620288	SUBMITTED	02/13/2012	02/13/2012	37928	70050379	100.00	<input type="checkbox"/>
247929	SUBMITTED	08/04/2011	08/04/2011	37928	70050379	3,175.00	<input type="checkbox"/>



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 **Confirm**. The *Step 1 of 2: Define Information for Deposit Confirmation* page displays.

- Enter the deposit information and click **Next**, as shown in Figure 2. The *Step 2 of 2: Review Information for Deposit Confirmation* page displays.

Figure 2: Step 1 of 2: Define Information for Deposit Confirmation

Confirm Deposit
Step 1 of 2: Define Information for Deposit Confirmation

Enter the information to confirm the deposit.
* Denotes required fields.
** Required if the Date of Deposit is not the same as the Voucher Date.

Deposit Information

Voucher Type: US Currency

Voucher #:

Voucher Date:

Deposit Total:

RTN:

DDA:

CAN* Select...

Date of Deposit*

Comments**

Confirm Deposit
Step 1 of 2: Define Information for Deposit Confirmation

Enter the information to confirm the deposit.
* Denotes required fields.
** Required if the Date of Deposit is not the same as the Voucher Date.

Deposit Information

Voucher Type: Foreign Currency Cash

Voucher #: 968120

Voucher Date: 07/30/2014

Deposit Total (USE): 82.93

RTN:

DDA:

Foreign Currency Information

Voucher Type: Foreign Currency Check

Voucher #: 632443

Voucher Date: 01/09/2015

Deposit Total (USE): 68.00

RTN: 111000012

DDA: 3752218107

Client ID:

Branch ID:

Transaction ID:

Exchange Rate:

Currency Code:

Foreign Currency Amount:

Foreign Currency Information

Voucher Type: Foreign Currency Check

Currency Code: FRENCH FRANC

Foreign Currency Amount: 400.00

Quote ID: te-1-1-209481002-2-am-1-3975

Client Order ID: 500001127

Execution ID: te-3-21-150999807

Exchange Rate: 0.1700

CAN* 00136

Date of Deposit* 01/09/2015

Comments**

Foreign Currency Deposit

US Currency Deposits (both cash and check)

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



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 **CCWU**, **1 Day Deferred**, and **2 Day Deferred** are for Federal Reserve Bank (FRB) deposits only.

Foreign Currency Cash

- Select the **CAN/ACCT Key**
- Enter the **Date of Deposit**
- Enter **Comments**, *if applicable and/or required*

Foreign Check Items

- Enter the **Exchange Rate** under **Foreign Currency Information**
- Select the **CAN/ACCT Key)**
- Select the **Date of Deposit**
- Enter the **Deposit Total (USE) (US Dollar Equivalent)**
- Enter **Comments**, *if applicable and/or required*



Application Tips

- The **Date of Deposit** cannot be less than the FRB CA\$HLINK process date. If the **Date of Deposit** is different from the **Voucher Date**, enter an explanation for the difference in the **Comments** box.
- 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.

6. Verify the information is correct and click **Submit**. Click **Edit** to modify the data entered. A *Confirmation* page displays stating that the deposit has been 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.
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