View a Deposit

To view a deposit, complete the following steps:

1. From the **Deposit Processing** tab, click **View Deposits**. The *View Deposit* page appears.
2. From the **Select Display** drop-down menu, select **My Deposits in Process**, **Adjustments in Error**, **Deposits in Error**, or **Deposits Within My Organization**.
3. Click the **Voucher Number** of the deposit you need to view as shown in Figure 1.
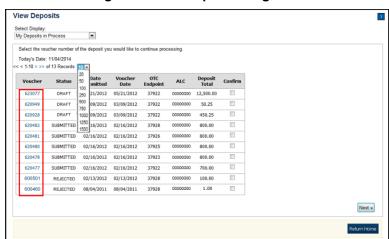
Figure 1. View Deposits Page

Application Tips

- By default, up to 10 records are displayed per page. To change the number of records displayed per page, select from the drop-down menu options next to the record count.
- When your Financial Institution makes an adjustment to a deposit, it appears in the **Adj**. column of the **Deposit Transactions** section of the table.
- To view additional details, click the appropriate **Voucher Number**.
- The *View Confirmed Deposit* page appears. Under **Adjustment Information**, click the **Voucher Number** to view the deposit adjustment details.

Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Confirm** to confirm a deposit (Visible if a user has Deposit Confirmer privileges).
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Delete** to eliminate the deposit. (Visible if a user has Deposit
- Preparer privileges.)
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Voucher Event State** to view voucher details.
- Click **Next** to advance to the next page. (Visible only in My Deposits in Process view).
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Adjust** to adjust a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Save as Draft** to save the information without submitting the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Submit** to complete the process and display the Confirmation page. (Visible if a user has Deposit Approver privileges.)
- Click **Update CAN/ACCT Key** to update the account number assigned to a deposit. (Visible if a user has Deposit Confirmer privileges.)
- Click **Add Adjustment** to adjust a deposit. (Not visible for Foreign Check Items.)