To approve a deposit or return a deposit to draft, complete the following steps:

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

   **Application Tip**
   
   To locate deposits, you can also select **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.

   **Application Tips**
   
   - There are two sections on the **View Deposits** page. The **My Deposits in Process** section displays your current deposits.
   - The **Deposit Transactions** section displays your deposit history.
   - Depending on your user role, the page displays deposits on the **My Deposits in Process** page.
   - For the **Viewer** only role, the **My Deposits in Process** does not appear.

4. Review the details and click **Return to Draft**, as shown in Figure 1 or **Submit** as shown in Figure 2 to process the deposit awaiting approval. The **Confirmation** page appears, confirming the deposit was submitted to your Financial Institution.
Figure 1. Return Deposit to Draft Status

### View Deposit Awaiting Approval

Review the details below and click **Return to Draft** or **Submit** to process the deposit awaiting approval.

**Deposit Information**

- **Voucher Type:** US Currency
- **Voucher #:** 968127
- **Voucher Date:** 07/30/2014
- **Fiscal Year:** 2014
- **OTC Endpoint:** Lower Level 1
- **ALC:** 0000000000
- **Status:** AWAP

**Submitted Date / Time:**

**Submitted by:**

**Checks & Money Order Subtotal:** $0.00

**Currency Subtotal:** $50.00

**Deposit Total:** $50.00

**Currency Denominations**

<table>
<thead>
<tr>
<th>Paper Currency</th>
<th>Count</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1.00</td>
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<table>
<thead>
<tr>
<th>Coin Currency</th>
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<tbody>
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</tr>
<tr>
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<td></td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

**Financial Institution Information**

- **Financial Institution Name And Address:** Bank of America, Concord, CA
- **RTN:** 021867400
- **DOA:** 234567

**Agency Information**

- **Agency Name:** Training Team Top Level - 0000000000
- **Agency Use (Block 6):** To be approved
- **Alternate Agency Contact:**

**Receipts Processed Date:**

**Subtotals by Accounting Code**

<table>
<thead>
<tr>
<th>TAS/Accounting Codes</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1212</td>
<td>$ 50.00</td>
</tr>
</tbody>
</table>
### View Deposit Awaiting Approval

Review the details below and click Return to Draft or Submit to process the deposit awaiting approval.

**Deposit Information**
- **Voucher Type:** US Currency
- **Voucher #:** 968327
- **Voucher Date:** 07/30/2014
- **Fiscal Year:** 2014
- **OTC Endpoint:** Lower Level 1
- **ALC:** 00002099
- **Status:** AWAP

**Submitted Data / Time:**
- **Submitted by:**
- **Checks & Money Order Subtotal:** $0.00
- **Currency Subtotal:** $50.00
- **Deposit Total:** $50.00

#### Currency Denominations

### Financial Institution Information
- **Financial Institution Name And Address:** Bank of America, Concord, CA
- **RTN:** 021867400
- **DDA:** 234567

### Financial Institution Information
- **Financial Institution Name And Address:** Bank of America, Concord, CA
- **RTN:** 021867400
- **DDA:** 234567

#### Agency Information
- **Agency Name:** Training Team Top Level - 00002099
- **Agency Use (Block 5):** To be approved
- **Alternate Agency Contact:**
- **Receipts Processed Date:**
  - **From:**
  - **To:**

### Subtotals by Accounting Code

<table>
<thead>
<tr>
<th>Accounting Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1212</td>
<td>$50.00</td>
</tr>
</tbody>
</table>
Application Tips

- Click **Return to Draft**—the deposit voucher returns to **Draft** status. A **Deposit Preparer** can modify the deposit.
- Click **Submit**. The deposit is submitted to your Financial Institution and the OTCnet Deposit Ticket displays, followed by the **Print** dialog box—it prompts you to print your deposit ticket.
- Ensure the deposit ticket is printed and included with the items sent to the bank for deposit.
- You cannot modify a deposit after it is submitted. Only a **Deposit Confirmer** from a Financial Institution can modify deposits by creating adjustments.

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 **Next** to advance to the next page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- 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 **View Voucher Event Log** to view the history of the deposit voucher.