Create a Deposit for US Currency

To create a deposit for US Currency, complete the following steps:

1. From the **Deposit Processing** tab, select **Create Deposit**>**US Currency**. The *Select OTC Endpoint* page appears.

2. Select an OTC Endpoint to create a deposit. The *Step 1 of 3: Define Deposit Preparation Information* page appears.

3. Enter the information relevant to preparing the deposit.

> **Application Tip**
>
> For data security a message displays discouraging users from entering Personally Identifiable Information (PII) in user Defined Fields (UDFs).

Under **Deposit Information**:

- Enter the **Deposit Total**
- Select the **Voucher Date**

> **Application Tips**
>
> - When creating an OTCnet deposit ticket or deposit voucher, enter the **Voucher Date** for when the *deposit is created*, not the date you expect it to arrive to the Financial Institution.
> - **Do not post-date the voucher date, even if you mail or send the deposit by courier.**
> - If the deposit arrives before the date entered on the voucher, your Financial Institution cannot confirm your deposit in a timely fashion.

- Select the **Fiscal Year**, *optional*

Under **Financial Institution Information**

- Select a **Financial Institution**

Under **Agency Information**, *optional*

- o Enter comments in **Agency Use (Block 6)**
- o Enter the dates the receipts are processed in **From:** and **To:**
- o Enter the name of the **Alternate Agency Contact**
- o Enter the **User Defined Field (UDF)** details

Application Tips

When completing the **Alternate Agency Contact** field, include the following:

- Name
- Email Address
- Phone Number

The entry cannot exceed 400 characters

Under **Currency Denomination**, *if applicable*

- Enter the **Paper Currency Count**
- Enter the **Coin Currency Count**

Under **Totals**, *if applicable*

- Enter the **Checks and Money Orders Subtotal**
- Enter the **Currency Subtotal**
- Enter the **Coin Currency Subtotal**
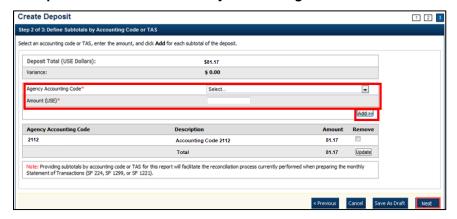- Click **Calculate $** to determine the Deposit Variance.

Application Tip

The Deposit Variance must equal $0.00 before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

2

4. Click **Next**. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears as shown in **Error! Reference source not found.**.

Figure 1. Step 2 of 3: Define Subtotals by Accounting Code or TAS for US Currency

5. Select an **Agency Accounting Code**, enter the **Amount**, and click **Add** for each subtotal of the deposit.

💡 **Application Tips**

- If the **Agency Accounting Code** label has been customized at the organization level, the custom label displays instead of the default label of **Agency Accounting Code**
- At least one accounting code entry is required. Additional lines are optional
- The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries

💡 **Application Tips**

Accounting codes are listed in the drop-down menu:

- If they *are not* identified as TAS
  or
- If they *are* identified as TAS and designated by SAM as "Valid"

Accounting codes are not listed in the drop-down menu if they are identified as TAS and are in the process of being validated by SAM.

If no accounting codes are listed, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

6. Click **Next**. The *Step 3 of 3: Review Deposit Preparation Information* page appears.

7. Verify the deposit information and click **Save as Draft**, **Save for Approval**, or **Submit**.

3

Application Tips

- Click **Save as Draft** an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.
- Click **Save for Approval** an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.
- Click **Submit** a *Confirmation* page appears showing the deposit information detail. The OTCnet deposit ticket will also generate at that time.

Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Edit** to modify the deposit draft. (Visible if a user has Deposit Preparer privileges.)
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Update** to remove any accounting code subtotal date from the accounting code subtotal summary table