Confirm Multiple Deposits

To confirm multiple deposits simultaneously, complete the following steps:

1. From the **Deposit Processing** tab, select **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

💡 **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. Select **Next**. The *Step 1 of 2: Confirm Deposits* page displays.

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

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

US Currency Deposits (checks and cash):

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

Foreign Currency Cash and **Check Deposits**:

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

Application Tip

If the **deposit date** is not the same as the **voucher date**, you will get a message on the screen that the deposit must be confirmed individually.

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.
- To use the same date for all deposits listed, select the **Copy Down** hyperlink in the **Date of Deposit** column.
- The system sets the **date of deposit** equal to the **current system date** in a read-only text for U.S. and foreign currency deposits.
- Users can **adjust** and **confirm** the deposit on **weekends** and **holidays**.
- **CashLink** account is required for commercial financial institution deposits.
- To use the same **CAN** or **Account Key** used for all deposits listed, select 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 select **Update**.

6. Select **Next**. The *Step 2 of 2: Review Information for Deposit Confirmation* page displays.

7. Verify the information is correct and select **Submit**.

8. A *Confirmation* page displays stating that the deposits are confirmed.

Application Tip

When the **Submit** button is selected on the *Confirm Deposit Step 2 of 2* page an **email notification** will be sent to the **deposit preparer, approver, and confirmer** to alert them that the **deposit has been confirmed** by the financial institution.

Additional Buttons

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