

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

View Deposits

Select Display:
My Deposits in Process

Select the voucher number of the deposit you would like to continue processing.

Today's Date: 11/04/2014
<< < 1-10 > >> of 13 Records

Voucher	Status	Date Submitted	Voucher Date	OTC Endpoint	ALC	Deposit Total	Confirm
633362	SUBMITTED	03/09/2015	03/09/2015	WAS 10CHAR	70050379	34.00	<input checked="" type="checkbox"/>
633420	SUBMITTED	04/29/2015	04/29/2015	1212 RMRTe	70050727		<input checked="" type="checkbox"/>
633413	SUBMITTED	04/21/2015	04/21/2015	1212 RMRTe	80004904	467.75	<input checked="" type="checkbox"/>
969117	SUBMITTED	04/29/2015	04/29/2015	1212 RMRTe	14100099	3,074.11	<input type="checkbox"/>
969122	SUBMITTED	04/28/2015	04/28/2015	1212 RMRTe	14100099	340.06	<input type="checkbox"/>
969100	SUBMITTED	04/27/2015	04/27/2015	1212 RMRTe	14100099	464.99	<input type="checkbox"/>
969088	SUBMITTED	04/27/2015	04/27/2015	1212 RMRTe	14100099	3,015.99	<input type="checkbox"/>
969086	SUBMITTED	04/27/2015	04/27/2015	1212 RMRTe	14100099	1,719.08	<input type="checkbox"/>
969082	SUBMITTED	04/27/2015	04/27/2015	1212 RMRTe	14100099	3,783.51	<input type="checkbox"/>
969077	SUBMITTED	04/24/2015	04/24/2015	1212 RMRTe	14100099	22,656.12	<input type="checkbox"/>

Next »

Return Home



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

Today's Date: 04/29/2015

* US Currency Deposits

Voucher	Voucher Date	ALC	Deposit Total	Deposit Date Copy Down / UnCopy Down	CAN/ACCT Key Copy Down / UnCopy Down	Remove
633462	03/09/2015	70050379	\$34.00		Select	<input type="checkbox"/>

* Foreign Currency CASH and CHECK Deposits

Voucher	Voucher Date	ALC	Foreign Currency Amount / Type	Deposit Total (USE)	Deposit Date Copy Down / UnCopy Down	CAN/ACCT Key Copy Down / UnCopy Down	Remove
633413	04/21/2015	80004904	500.00 - EUR	\$467.75		Select	<input type="checkbox"/>
633420	04/29/2015	70050727	1,000.00 - OTHER	\$		Select	<input type="checkbox"/>
			Exchange Rate				

Note: * Deposits where deposit date is not equal to voucher date must be confirmed individual via The Voucher Selection.

Previous Cancel **Next**

US Currency Deposits (checks and cash):

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

Foreign Currency Cash and Check Deposits:

- Select the **Date of Deposit**
- Select the **CAN/ACCT Key**
- 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**.
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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.
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