

Confirm a Single Deposit

To confirm a single deposit, complete the following steps:

1. From the **Deposit Processing** tab, select **View Deposits**. The *View Deposits* page displays.



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. Select the **Voucher Number** for the deposit details you want to process, as shown in Figure 1. The *View Submitted Deposit* page displays.

Figure 1: View Deposits

The screenshot shows the 'View Deposits' interface. At the top, there is a 'Select Display' dropdown menu set to 'My Deposits in Process'. Below this, a message asks the user to select a voucher number. The date is 11/04/2014, and there are 13 records. A table lists the following data:

Voucher	Status	Date Submitted	Voucher Date	OTC Endpoint	ALC	Deposit Total	Confirm
623077	SUBMITTED	05/21/2012	05/21/2012	37922	70050379	12,500.00	<input type="checkbox"/>
620949	SUBMITTED	03/09/2012	03/09/2012	37922	70050379	50.25	<input type="checkbox"/>
620928	SUBMITTED	03/09/2012	03/09/2012	37922	70050379	450.25	<input type="checkbox"/>
620482	SUBMITTED	02/16/2012	02/16/2012	37928	70050379	800.00	<input type="checkbox"/>
620481	SUBMITTED	02/16/2012	02/16/2012	37926	70050379	800.00	<input type="checkbox"/>
620480	SUBMITTED	02/16/2012	02/16/2012	37925	70050379	800.00	<input type="checkbox"/>
620478	SUBMITTED	02/16/2012	02/16/2012	37923	70050379	800.00	<input type="checkbox"/>
620477	SUBMITTED	02/16/2012	02/16/2012	37922	70050379	700.00	<input type="checkbox"/>
620288	SUBMITTED	02/13/2012	02/13/2012	37928	70050379	100.00	<input type="checkbox"/>
247929	SUBMITTED	08/04/2011	08/04/2011	37928	70050379	3,175.00	<input type="checkbox"/>

Navigation buttons include 'Next >' and '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 **Confirm**. The *Step 1 of 2: Define Information for Deposit Confirmation* page displays as shown in Figure 2.

Figure 2: Step 1 of 2: Define Information for Deposit Confirmation



Application Tip

The system displays the static informational message reading: **** Required if the Date of Deposit is not the same as the Voucher Date**, along with a corresponding **Deposit Comment field** marked with a double asterisk (**).

5. Enter the deposit information and select **Next**, as shown in Figure 2. The *Step 2 of 2: Review Information for Deposit Confirmation* page displays.

US Currency Deposits (both cash and check)

- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**
- Enter the **Date of Deposit**
- Enter **Comments**, *if applicable and/or required (for example, explain why the date of the deposit is later than the voucher date to avoid a voucher delay fee.)*
- Enter the **CCWU (Cost Center Work Unit Number)**
- Enter the **1 Day Deferred**
- Enter the **2 Day Deferred**



Application Tips

- 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**.
- The **CCWU**, **1 Day Deferred**, and **2 Day Deferred** are for Federal Reserve Bank (FRB) deposits only.

Foreign Currency Cash

- Select the **CAN/ACCT Key**
- Enter the **Date of Deposit**
- Enter **Comments**, if applicable and/or required (for example, explain why the date of the deposit is later than the voucher date to avoid a voucher delay fee.)

Foreign Check Items

- Enter the **Exchange Rate** under **Foreign Currency Information**
- Select the **CAN/ACCT Key**
- Select the **Date of Deposit**
- Enter the **Deposit Total (USE) (US Dollar Equivalent)**
- Enter **Comments**, if applicable and/or required (for example, explain why the date of the deposit is later than the voucher date to avoid a voucher delay fee.)



Application Tips

- Financial Institutions will not be able to confirm deposits prior to the Voucher Date (chosen by the Deposit Preparer/Approver).
- If they attempt to confirm a deposit before the Voucher Date, they will receive the message stating that “*the deposit date must be greater than or equal to the voucher date.*”
- **CashLink** account is required for commercial financial institution deposits.

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6. Verify the information is correct and select **Submit**. Select **Edit** to modify the data entered. A *Confirmation* page displays stating that the deposit has been 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.
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