

## 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 as shown in Figure 1.

**Figure 1. Step 1 of 3: Define Deposit Preparation Information**

3. Enter the information relevant to preparing the deposit.



### Application Tips

- The deposit preparer/approver can submit a deposit with a voucher date of up to **5 days in advance** including weekends and holidays.
- 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**.
- Select the **Fiscal Year**, *optional*.

#### Under **Financial Institution Information**:

- Select a **Financial Institution**.

Under **Agency Information**, *optional*:

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



### Application Tip

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

- Name
- Email Address
- Phone Number

The entry cannot exceed **400 characters**.

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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**.
- Select **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.

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4. Select **Next**. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears.
5. Select an **Agency Accounting Code**, enter the **Amount**, and select **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.
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### Application Tip

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.

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6. Select **Next**. The *Step 3 of 3: Review Deposit Preparation Information* page appears.
7. Verify the deposit information and select **Save as Draft**, **Save for Approval**, or **Submit**.



### Application Tips

- Select **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.
  - Select **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.
  - Select **Submit** a *Confirmation* page appears showing the deposit information detail. The OTCnet deposit ticket will also generate at that time.
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## Additional Buttons

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