

## Modify a Deposit

To modify a deposit, complete the following steps:

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



### Application Tip

You can also select **Search Deposits** to locate deposits.

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2. From the **Select Display** drop-down menu, select **My Deposits in Process**.
3. Select the **Voucher** number of the deposit you would like to view from the list displayed.



### Application Tip

To modify the number of records displayed per page, select from the drop-down menu options next to the record count.

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4. The *View Draft Deposit* page appears. Select **Edit** as shown in Figure 1.

Figure 1. Edit Draft Deposit

**View Draft Deposit**

Review the details below and click **Edit** to modify the deposit.

Deposit Information	
Voucher Type:	US Currency
Voucher #:	632192
Voucher Date:	10/31/2014
Fiscal Year:	
OTC Endpoint:	Salaries and Expenses and Shared Services
ALC:	24000001
Status:	DRAFT
Submitted Date / Time:	
Submitted by:	
Checks & Money Order Subtotal:	\$3.50
Currency Subtotal:	\$0.00
Deposit Total:	\$3.50

> Currency Denominations

Financial Institution Information	
Financial Institution Name And Address:	PRC N.A., Washington, DC
RTN:	031000053
DOA:	5300445258

Agency Information	
Agency Name:	Office of Personnel Management
Agency Use (Block 6):	
Alternate Agency Contact:	
Receipts Processed Date:	From: To:

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Agency Information	
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Receipts Processed Date:	From: To:

Subtotals by Accounting Code	
Agency Accounting Code	Amount
1010/5200	\$ 3.50

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5. The *View Submitted Deposit* page appears. Select **Edit**.
6. The *Step 1 of 3: The Update Deposit Preparation Information* page appears as shown in Figure 2.

**Figure 2. Step 1 of 3: Update Deposit Preparation Information for U.S. Currency**

The screenshot shows a web application interface for updating deposit information. At the top, the breadcrumb navigation reads 'Location: Home >> Deposit Processing >> Search Deposits'. The main heading is 'Modify Deposit', followed by a sub-heading 'Step 1 of 3: Update Deposit Preparation Information'. Below this, there is a prompt: 'Enter the information to prepare the deposit.' and a note: '\* Denotes required fields.' The form is divided into two main sections: 'Deposit Information' and 'Financial Institution Information'. The 'Deposit Information' section contains fields for Voucher # (905909), Voucher Type (US Currency), OTC Endpoint (OF - Office of Finance), ALC (12345612), Deposit Total (\$) (43.00), Voucher Date (05/15/2025), and Fiscal Year (Select). The 'Financial Institution Information' section contains fields for Financial Institution (Bank of America - 011900445 - 123), RTN (011900445), and DDA (123).



**Application Tip**

The **voucher date** can be updated. It can only be **5 days in advance** including weekends and holidays.

7. Update the deposit preparation information for the type of currency for the deposit, per the instructions provided below, and select **Next**.
8. The *Step 2 of 3: Update Subtotals by Accounting Code or TAS* page appears.

For US Currency	For Foreign Currency Cash	For Foreign Check Items
<p><b>Deposit Information:</b></p> <ul style="list-style-type: none"> <li>• Enter the Deposit Total</li> <li>• Select the Voucher Date</li> <li>• Select the Fiscal Year, <i>optional</i></li> </ul> <p><b>Agency Information, (optional):</b></p> <ul style="list-style-type: none"> <li>• Enter comments in Agency Use (Block 6)</li> <li>• Enter the date the From: and To: dates the receipts were processed</li> <li>• Enter the name, email address, and phone number of the Alternate Agency Contact</li> <li>• Enter the User Defined Field details</li> </ul> <p><b>Currency Denomination, (if applicable):</b></p> <ul style="list-style-type: none"> <li>• Enter the Paper Currency Count</li> <li>• Enter the Coin Currency Count</li> </ul> <p><b>Totals, (if applicable):</b></p> <ul style="list-style-type: none"> <li>• Enter the Checks and Money Orders Subtotal</li> <li>• Select Calculate \$ to determine the Deposit Variance. The Deposit Variance must equal \$0.00 before proceeding to the next step. If it does not, you must go back and re-check your subtotal entries.</li> </ul>	<p><b>Foreign Currency Information:</b></p> <ul style="list-style-type: none"> <li>• Select the Currency Code</li> <li>• Enter the Foreign Currency Amount</li> </ul> <p><b>Agency Information, (optional):</b></p> <ul style="list-style-type: none"> <li>• Enter comments in Agency Use (Block 6)</li> <li>• Enter the date the From: and To: dates the receipts were processed</li> <li>• Enter the name, email address, and phone number of the Alternate Agency Contact</li> <li>• Enter the User Defined Field details</li> </ul>	<p><b>Foreign Currency Information:</b></p> <ul style="list-style-type: none"> <li>• Select the Country of Deposit (CANADA or OTHER)</li> <li>• Enter the Foreign Currency Amount</li> </ul> <p><b>Agency Information, (optional):</b></p> <ul style="list-style-type: none"> <li>• Enter comments in Agency Use (Block 6)</li> <li>• Enter the date the From: and To: dates the receipts were processed</li> <li>• Enter the name, email address, and phone number of the Alternate Agency Contact</li> <li>• Enter the User Defined Field details</li> </ul>

9. Update the subtotals by **Accounting Code** or **Treasury Account Symbol (TAS)** and select **Add**. The combined accounting code subtotals must be equal to the deposit total before proceeding to the next step. If it does not, re-validate the subtotal entries.

10. The *Step 3 of 3: Review Deposit Preparation Information* page appears.



**Application Tips**

- If the Agency Accounting Code label is customized at the organization level, the custom label is displayed instead of the default label of **Agency Accounting Code**.



### Application Tips

- Foreign checks **drawn on Canadian banks**, payable in **foreign currency** are treated as **cash letter items** that are **immediately cleared** and are granted provisional credit within two business days following the day the Financial Agent receives the foreign check.
- Foreign checks (excluding Canadian foreign checks) are treated as **collection items**.
  - Collection items are forwarded to the foreign banks that the checks are drawn on for clearance, prior to credit being granted.
  - The collection process takes approximately **six to eight weeks** to clear the check.
  - Collection items will not receive provisional credit during this process.



### Application Tips

Accounting codes are listed in the **Agency Accounting Code** 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.

11. Verify the deposit information and select **Save as Draft**, **Save for Approval** or **Submit**.



### Application Tips

- Select **Delete** an *Acknowledgment* page appears stating the Voucher Number has been deleted.
- Select **Save as Draft** or **Save for Approval** an *Acknowledgment* page appears showing the Voucher Number.
- Select **Submit** a *Confirmation* page appears.



### Additional Button

Select **Return Home** to return to the OTCnet Home Page.