

OTCnet Deposit Processing Overview and Workflows

May 12, 2026

Financial Institutions

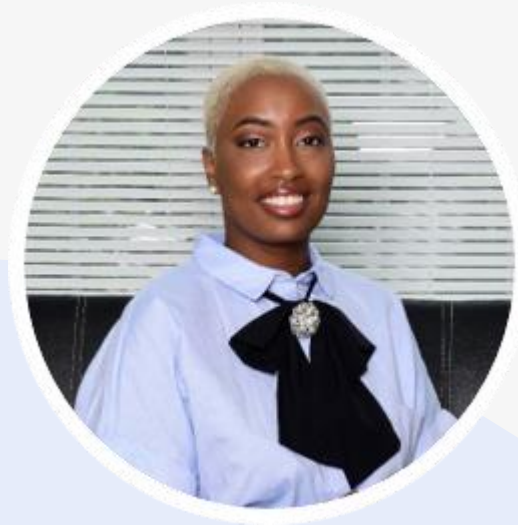
We are glad you are here! The presentation will begin at 1:30 PM ET.



Speaker Introduction



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Deployment Specialist



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Deployment Specialist



Agenda

- 1 Deposit Processing Overview & OTCnet User Roles:** Review the deposit processing functionality and key user roles.
- 2 Step-By-Step Instruction and Live Demonstration:** Review the process for creating/modifying, confirming/rejecting, searching for a deposit as well as creating a credit/debit adjustment for a deposit in the OTCnet application.
- 3 Deposit Processing Training Aids and Resources:** Access training aids, video tutorials, and helpful contact information on the training website.
- 4 Wrap Up:** Review key takeaways from the session.
- 5 Question & Answer Session:** Ask our team any questions you might have.



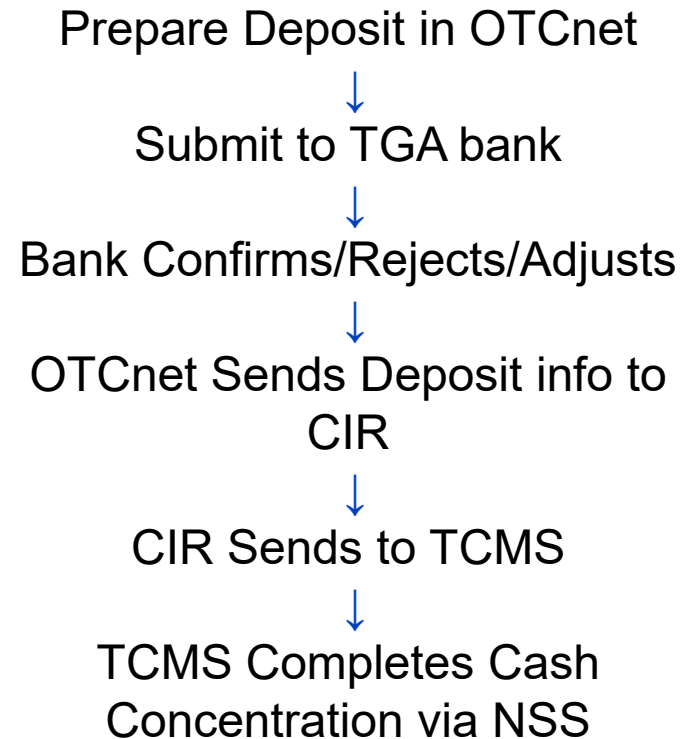


Deposit Processing Overview & OTCnet User Roles

Deposit Processing Overview

- Automates reporting and management of multiple deposit types within a single application
- Reports U.S. currency, foreign currency, and foreign check deposits using an automated process
- Enables agencies to create deposit tickets online (no bank visit required)
- Can be used standalone or integrated with check and card processing
- Supports Treasury reporting (CARS/GWA) and accounting code/TAS assignments
- Provides searchable deposit history and automated recordkeeping
- Serves as a backup for checks that cannot be scanned

Deposit Processing Workflow:



Deposit Processing User Roles

Deposit Processing

- Deposit Preparer
- Deposit Approver
- Deposit Preparer/Deposit Approver
- FI/FRB Deposit Confirmer
- FI/FRB Viewer
- Agency Viewer

Administration

- Accounting Specialist/Local Accounting Specialist
- Primary/Local Security Administrator

[OTCnet Training Site:](#)

[OTCnet Roles | Bureau of the Fiscal Service](#)

[OTCnet Training Glossary:](#)

[Glossary](#)





Step-By-Step Instruction & Live Demonstration

Search for Deposits

- 1 From the **Deposit Processing** tab, select **Search Deposit**. The *Search Deposit* page appears.
- 2 Enter the **search criteria** for the deposit you would like to view and select **Search**. The *Search Results* table appears.

The screenshot displays the 'Search Deposit' interface. On the left, there are search criteria fields: OTC Endpoint (dropdown), ALC (text), Prepared by (text), Voucher # (text), Deposit Status (dropdown), Agency Use (Block 6) (text), Deposit Type (dropdown), and Voucher Date (From and To text fields). The 'Search Deposits' tab is highlighted in red. On the right, the 'Financial Institution Information' section contains 'Cancel', 'Clear', and 'Search' buttons, with 'Search' highlighted in red. Below this is a table of search results.

Voucher>	Status>	Date Submitted	Date Confirmed	OTC Endpoint	ALC	Adj.	Deposit Total>
999999	CONFIRMED	07/16/2013	07/17/2013	Milwaukee	20090900		\$ 596.00
999998	CONFIRMED	07/16/2013	07/16/2013	PNC	36001200		\$ 3,305,540.32
999997	CONFIRMED	07/16/2013	07/18/2013	NATCPHPARK	14100099		\$ 980.00
999996	CONFIRMED	07/16/2013	07/16/2013	773127WINN	75030856		\$ 447.48
999995	CONFIRMED	07/16/2013	07/17/2013	KANSAS	20090900		\$ 392.45
999994	CONFIRMED	07/16/2013	07/22/2013	PPT/TO/RS	19000001		\$ 3,587.40
999993	CONFIRMED	07/16/2013	07/16/2013	773124SISS	75030856		\$ 1,130.35
999992	CONFIRMED	07/16/2013	07/17/2013	Las Vegas	20098900	*	\$ 4,918.78
999991	CONFIRMED	07/16/2013	07/16/2013	773121ROSE	75030856		\$ 847.53
999990	CONFIRMED	07/17/2013	07/19/2013	733	36001200		\$ 4,781.43

Create a Deposit

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.

3 Enter the **data** relevant to preparing the deposit:

- Enter Deposit Total
- Set Voucher Date
- Choose Financial Institution
- Calculate Deposit Variance
- Classify Deposit by Accounting Code
- Verify Deposit Information

The screenshot shows the 'Create Deposit' web application interface. The 'Deposit Processing' tab is active, and the 'Create Deposit' dropdown menu is highlighted in red. The breadcrumb trail is 'Home >> Deposit Processing >> Create Deposit >> US Currency'. The page title is 'Create Deposit'. Below the title, there are two tabs: 'Step 1 of 3: Define Deposit Preparation Information' and 'Step 2 of 3: Define Deposit Information'. The main content area contains a warning about Personally Identifiable Information (PII) and instructions to enter deposit information. A table for 'Deposit Information' shows 'Voucher Type: US Currency', 'OTC Endpoint: AMD02 - Administrative Management Division', and 'ALC: 20180302'. Below this, there are input fields for 'Deposit Total (\$):*' (0.00), 'Voucher Date:*' (04/14/2026), and 'Fiscal Year:'. The 'Voucher Date' field is highlighted in red. At the bottom, there is a section for 'Financial Institution Information' with a dropdown for 'Financial Institution:*', and fields for 'RTN:' and 'DDA:'.



Think About It



Scenario

Sarah is preparing a deposit in OTCnet using the deposit processing function. She successfully enters the deposit and selects “Save for Approval.” However, she is unsure what to do next and whether the deposit is complete.

What advice can you give to Sarah at this time?



View a Deposit

- 1 From the **Deposit Processing** tab, select **View Deposits**. The View Deposit page appears.
- 2 From the **Select Display** drop-down menu, select **My Deposits in Process**, **Adjustments in Error**, **Deposits in Error**, or **Deposits Within My Organization**.
- 3 Select the **Voucher Number** of the deposit you want to view.

View Deposits

Select Display:
My Deposits in Process

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

Today's Date: 07/28/2025

<< < 1-10 > >> of 2768 Records 10

Voucher	Status	Date Submitted	Voucher Date	OTC Endpoint	ALC	Deposit Total	Confirm
915989	SUBMITTED	07/23/2025	07/23/2025	AMD02	20180302	77.00	<input type="checkbox"/>
915988	SUBMITTED	07/23/2025	07/23/2025	AMD02	20180302	44.00	<input type="checkbox"/>
915987	SUBMITTED	07/23/2025	07/23/2025	AMD02	20180302	99.00	<input type="checkbox"/>
915985	SUBMITTED	07/22/2025	07/22/2025	CSO-R HQ	02100890	100.00	<input type="checkbox"/>
915959	SUBMITTED	07/10/2025	07/10/2025	VSE NE	70050094	1,724.31	<input type="checkbox"/>
915958	SUBMITTED	07/10/2025	07/10/2025	VSE NE	70050094	8,580.00	<input type="checkbox"/>



Modify a Deposit

- 1 From the **View Deposits**, select **My Deposits in Process**.
- 2 Select the **Voucher** number of the deposit you would like to view from the list displayed.
- 3 From the **Modify Deposit** page, make the desired changes.

Modify Deposit

Step 1 of 3: Update Deposit Preparation Information

Enter the information to prepare the deposit.
* Denotes required fields.

Deposit Information

Voucher #	915928
Voucher Type:	US Currency
OTC Endpoint:	AKPL HQ - AK - Alaska Public Lands IC
ALC	14100099

Deposit Total (\$):*
444.00

Voucher Date:*
07/02/2025

Fiscal Year:
Select... ▾



Confirm/Reject Deposits

- 1 From the **View Deposits**, select **My Deposits in Process**
- 2 Select the **Voucher Number** for the deposit details you want to process. The **View Submitted Deposit** page displays.
- 3 Choose **Confirm** to approve or **Reject** with a comment to decline the deposit.

View Deposits

Select Display:
My Deposits in Process

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

Today's Date: 07/10/2025

<< < 1-10 >> of 2751 Records 10

Voucher	Status	Date Submitted	Voucher Date	OTC Endpoint	ALC	Deposit Total	Confirm
915951	SUBMITTED	07/09/2025	07/09/2025	AKR	14100099		<input type="checkbox"/>
915868	SUBMITTED	06/12/2025	06/12/2025	65502	70050655	65.19	<input type="checkbox"/>
915867	SUBMITTED	06/12/2025	06/12/2025	65502	70050655	53.71	<input type="checkbox"/>
915847	SUBMITTED	06/05/2025	06/05/2025	AKPL HQ	14100099	65.15	<input type="checkbox"/>



Creating a Returned Item Adjustment

1

From the **Deposit Processing** tab, select **Create Returned Item Adjustment**.

2

Select **Financial Institution** and enter the **data** to prepare the returned item adjustment.

- ACL
- CAN/Acct Key
- RTN – DDA
- Date of Deposit
- Voucher Date
- Adjustment Type – Debit/Credit
- Amount of Returned Item

3

Verify the data is correct and select **Submit**. A Confirmation page appears stating that the returned item adjustment was created.

Step 1 of 2: Define Returned Item Adjustment Information

Enter the information to prepare the returned item adjustment.
* Denotes required fields.

Adjustment Information

Adjustment Type:*
Debit

ALC:*

SELECT

CAN/Acct Key:*

SELECT

RTN - DDA:*

SELECT

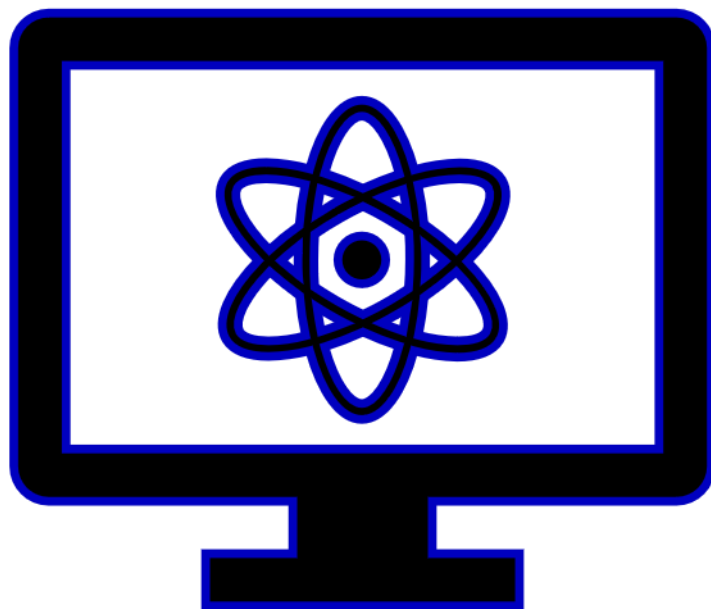
Date of Deposit:*

Voucher Date:*



Demo: Confirming/Rejecting a Deposit

Live OTCnet Demo





Training Aids and Resources

Did You Know?



- OTCnet offers lots of **Training Resources** and a **website** that displays User Guides, PJAs, WBT modules, and YouTube videos.
- We release a **monthly OTCnet newsletter** to all users.
- We launched a “**Welcome to OTCnet email**” with training resources to new users that register with OTCnet.



Webinar Poll

Webinar Poll

Please use type your answer in the chat.



How often do you use the OTCnet Training Site to complete your tasks?

- A.) Daily
- B.) Weekly
- C.) Occasionally
- D.) First time learning about it
- E.) Not sure



OTCnet Training Resources



OTCnet Homepage: [OTCnet | Bureau of the Fiscal Service](#)

OTCnet Training Site: [Introduction to the Course - Welcome](#)



Web Based Training: [Training Module Topics](#)

- Role-specific, task-based modules.
- Access to all modules.
- Practice critical tasks in a safe environment.



Printable Job Aids

- Printable step-by-step instructions for key system tasks.
- May be used as just-in-time reference material.



User Guides

- In-depth task instructions with accompanying screenshots.
- Includes the printable job aids.



Training Videos

- Step-by-step instructions are shown for performing key application-related tasks and user role functions.



Online Help

- Online Help file available in the OTCnet application.
- Instructions for navigating and performing critical application-related tasks.



Deposit Processing Training Aids & Videos

Module 11: Searching and Viewing Deposits

Lesson 1: Search for a Deposit [Module 11, Lesson 1](#)

Resource	PJA	OTCnet Resource Video
Search for a Deposit	pja_search_dep.pdf (39.99 KB)	
Download Search Results for a Deposit	pja_dwnld_search_res.pdf (416.51 KB)	

Lesson 2: View a Deposit [Module 11, Lesson 2](#)

Resource	PJA	OTCnet Resource Video
View a Deposit	pja_view_dep.pdf (152.29 KB)	

Select the link to access the training modules: [Training Module Topics](#)


Deposit Processing Training Aids & Videos

Module 12: Searching Adjustments		
Lesson 1: Search for and View an Adjustment		Module 12, Lesson 1
Resource	PJA	OTCnet Resource Video
Search for and View an Adjustment	pja_search_vw_adj.pdf (44.97 KB)	
Download Search Adjustment Results for a Deposit	pja_dwnld_search_adj_res.pdf (141.16 KB)	

Select the link to access the training modules: [Training Module Topics](#)



Deposit Processing Training Aids & Videos

Module 13: Preparing Deposits		
Lesson 1: Create and Modify a Deposit		Module 13, Lesson 1
Resource	PJA	OTCnet Resource Video
Create a Deposit for US Currency	pja_create_dep_us.pdf (226.3 KB)	Video
Create a Deposit for Foreign Currency Cash	pja_create_dep_fcc.pdf (188.05 KB)	
Create a Deposit for a Foreign Check Item	pja_create_dep_fci.pdf (185.96 KB)	
Modify a Deposit	pja_modify_dep.pdf (227.61 KB)	Video 

Select the link to access the training modules: [Training Module Topics](#)



Deposit Processing Training Aids & Videos

Module 14: Approving Deposits

Lesson 1: Approve or Return a Deposit to Draft

Module 14, Lesson 1

Resource	PJA	OTCnet Resource Video
Approve or Return a Deposit to Draft	pja_appr retrn dep_drft.pdf (313.88 KB)	Video ¹⁴

Select the link to access the training modules: [Training Module Topics](#)



Deposit Processing Training Aids & Videos

Module 15: Confirming Deposits

Lesson 1: Confirm a Deposit [Module 15, Lesson 1](#)

Resource	PJA	OTCnet Resource Video
Confirm a Single Deposit	pja_conf_sing_dep.pdf (224.39 KB)	Video [†]
Confirm Multiple Deposits	pja_conf_mult_dep.pdf (241.55 KB)	
Reject a Deposit	pja_rjct_dep.pdf (169.59 KB)	

Lesson 2: Create a Credit/Debit Adjustment [Module 15, Lesson 2](#)

Resource	PJA	OTCnet Resource Video
Create a Credit/Debit Adjustment	pja_create_credit_debit_adj.pdf (342.15 KB)	Video [†]

Select the link to access the training modules: [Training Module Topics](#)



Deposit Processing Training Aids & Videos

Module 16: Managing Adjustments

Lesson 1: Create a Returned Item Adjustment

Module 16, Lesson 1

Resource	PJA	OTCnet Resource Video
Create a Returned Item Adjustment for US Currency	pja_create_rtn_itm_adj_usc.pdf (177.16 KB)	
Create a Returned Item Adjustment for a Foreign Check Item	pja_create_rtn_itm_adj_fci.pdf (135.84 KB)	

Select the link to access the training modules: [Training Module Topics](#)



Agency Adoption Team

**Contact Us for
Support**

The OTCnet Agency Adoption Team
Phone: (703) 377-5586

FiscalService.OTCDeployment@citi.com



Customer Support

Contact Us for Support

The OTCnet Customer Support Team

Phone: (866) 945-7920

DSN: (510) 428-6824, option 2

Fiscalservice.OTCChannel@citi.com





Wrap Up and Q&A Session

Key Takeaways

1

Deposit processing reports U.S. currency, foreign currency, and foreign check deposits using an automated process.

2

Deposit processing roles include deposit preparer, approver, confirmer, and viewer.

- All user roles can search for deposits and view deposit vouchers.
- As a deposit preparer and approver, you can create, modify, and submit/approve deposits.
- As a deposit confirmer, you can confirm or reject submitted deposits.

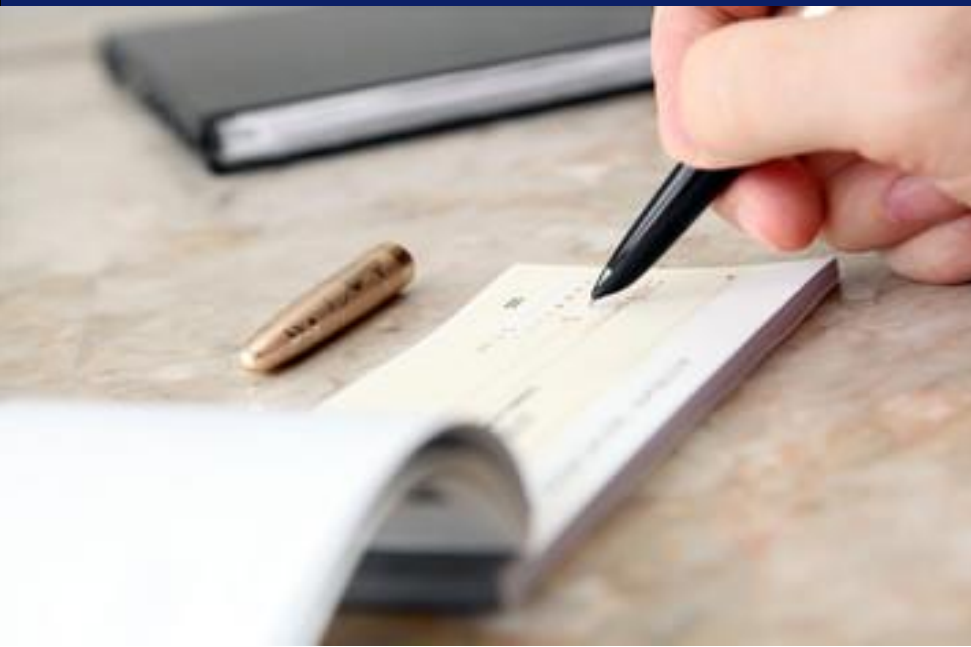
3

Deposit processing will continue to transition from traditional collections processes to electronic options.

4

The deposit processing training aids and resources can be accessed from the *Fiscal Service Training* site.





Q&A Session

Please post your question in the chat along with your **name, agency, and email address.**



Webinar Survey

Thanks for joining us today!

We appreciate your participation.

Please take a few minutes to share your thoughts on the webinar using the **link** below.

Refresher Webinar Series 2026

Select the link below to complete the survey:

<https://forms.osi.office365.us/r/GTX1XGhFtz>

Follow up Survey

