



Modify a Deposit

To modify a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposits* page appears.



Application Tip

You can also select **Search Deposits** to locate deposits. Refer to the steps for *Search for a Deposit* for more details. Once the deposit is located, proceed to Step 3.

3. From the list, click the **Voucher** number of the deposit you would like to view additional details. The *View Submitted Deposit* page appears.
4. Click **Edit**. The *Step 1 of 3: The Update Deposit Preparation Information* page appears.
5. Update the deposit preparation information and click **Next**.

To update deposit information for **US Currency**, do the following:

Under **Deposit Information**,

- Enter the **Deposit Total**
- Select the **Voucher Date**



Application Tip

When creating an OTCnet deposit ticket or deposit voucher, enter the **Voucher Date** for when the **deposit is created**, not the date you expect it to arrive to the Financial Institution. **Do not post-date the voucher date, even if you are going to mail or send the deposit by courier.** If the deposit arrives before the date entered on the voucher, your Financial Institution will not be able to confirm your deposit in a timely fashion.

- Select the **Fiscal Year**, *optional*

Under **Agency Information**, *optional*

- Enter comments in **Agency Use (Block 6)**
- Enter the date the **From:** and **To:** dates the receipts were processed
- Enter the name the **Alternate Agency Contact**
- Enter the **User Defined Field** details

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**
- Click **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.

To update deposit information for **Foreign Currency Cash**, do the following:

Under **Foreign Currency Information**,

- Select the **Currency Code**
- Enter the **Foreign Currency Amount**

Under **Agency Information**, *optional*

- Enter comments in **Agency Use (Block 6)**
- Enter the date the **From:** and **To:** dates the receipts were processed
- Enter the name the **Alternate Agency Contact**
- Enter the **User Defined Field** details

To update deposit information for **Foreign Check Items**, do the following:

Under **Deposit Information**,

- Enter the **Voucher Date**

Under **Foreign Currency Information**,

- Select the **Currency Code**
- Enter the **Foreign Currency Amount**

Under **Agency Information**, *optional*

- Enter comments in **Agency Use (Block 6)**
- Enter the date the **From:** and **To:** dates the receipts were processed
- Enter the name the **Alternate Agency Contact**
- Enter the **User Defined Field** details

6. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Update the subtotals by Accounting Code or Treasury Account Symbol (TAS) and click **Add**.



Application Tip

If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.



Application Tip

At least one accounting code entry is required, but additional entries are optional.

**Application Tip**

Accounting codes are displayed if:

- They *are not* identified as **Treasury Account Symbols (TAS)**
- They *are* identified as **Treasury Account Symbols (TAS)** and designated by **SAM** as **Valid**

Accounting codes do not display if they are identified as **TAS** and are in the process of being validated by **SAM** or are designated as **Invalid** by **SAM**.

**Application Tip**

If no accounting codes display, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

**Application Tip**

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.

To remove an accounting code or amount, click the appropriate check box in the **Remove** column and then click **Update**.

7. Click **Next**. The *Step 3 of 3: Review Deposit Preparation Information* page appears.
8. Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval**, or **Submit**.

If **Delete** is clicked, an *Acknowledgment* page appears stating the Voucher Number has been deleted.

If you clicked **Save as Draft**, an *Acknowledgment* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.

If you clicked **Save for Approval**, an *Acknowledgment* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.

If you clicked **Submit**, an *Acknowledgment* page appears showing the Voucher Number of the deposit and a message confirming that the deposit has been saved with **Submit** status.

**Application Tip**

Depending on your deposit status, role, and if there is an enforced separation of duties, you will have certain processing options available. For more details about deposit processing options, refer to *Chapter 3: Create and Modify Deposits* of the *OTCnet Participant User Guide*.

**Application Tip**

Additional buttons on the page that help you perform other tasks:

- Click **Add** to add the accounting code subtotal to the accounting code subtotal summary table.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Edit** to return to the previous page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Update** to remove any accounting code subtotal date from the accounting code subtotal summary table.
- Click **View Voucher Event Log** to view the history of the deposit voucher.