



## Confirm a Multiple Deposits Simultaneously

To confirm multiple deposits simultaneously, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposits* page appears.
3. Under **My Deposits in Process**, select the **Voucher Numbers** you want to **Confirm** by checking the boxes under the **Confirm** column.



### Application Tip

There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you only have the **Viewer** role, the **My Deposits in Progress** does not appear.

4. Click **Next**. The *Step 1 of 2: Confirm Deposits* page appears.
5. Enter the deposit information and click **Next**.

For **US Currency Deposits** (checks and cash),

- Select the **Date of Deposit**
- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**

For **Foreign Currency Cash**,

- Select the **Date of Deposit**
- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**
- Enter the **Exchange Rate**

For **Foreign Check Items**,

Under **Foreign Currency Information**,

- Enter the **Deposit Total (USE) (US Dollar Equivalent)**
- Select the **Date of Deposit**
- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**



### Application Tip

When confirming a deposit ticket, please make sure to confirm the deposit on the date received. Due to transit times, FMS is aware that deposits may not be confirmed on the Voucher Date entered by the Agency. FMS can adjust the value of funds, if needed, to account for these discrepancies.

**Application Tip**

The **Date of Deposit** must equal the **Voucher Date**.

**Application Tip**

To use the same date used for all deposits listed, click the **Copy Down** hyperlink in the **Date of Deposit** column.

**Application Tip**

To use the same **CAN** or **Account Key** used for all deposits listed, click the **Copy Down** hyperlink in the **CAN/Acct Key** column.

**Application Tip**

To remove vouchers from the group being confirmed, select the **Voucher Numbers** you want to remove by checking the boxes under the **Remove** column and click **Update**.

6. Click **Next**. The *Step 2 of 2: Review Information for Deposit Confirmation* page appears.
7. Verify the information is correct and click **Submit**.
8. A *Confirmation* page appears stating that the deposits have been confirmed.



### Application Tip

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

- Click **Adjust** to adjust a deposit.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit.
- Click **Edit** to return to the previous page.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit.
- Click **Update** to remove the selected voucher(s) that are being confirmed.