



Confirm a Single Deposit

To confirm 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 click **Search Deposits** to locate deposits. Refer to the steps for *Search for a Deposit* for more details and proceed to Step 4.

3. Under **My Deposits in Process**, click the **Voucher Number** of the deposit whose details you want to process. The *View Submitted Deposit* page appears.



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 **Confirm**. The *Step 1 of 2: Define Information for Deposit Confirmation* page appears.
5. Enter the deposit information and click **Next**.

For **US Currency Deposits** (both cash and check),

- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**
- Enter the **Date of Deposit**
- Enter **Comments**, *if applicable and/or required*
- Enter the **CCWU (Cost Center Work Unit Number)**
- Enter the **1 Day Deferred**
- Enter the **2 Day Deferred**



Application Tip

The **CCWU**, **1 Day Deferred**, and **2 Day Deferred** are for FRB deposits only.

For Foreign Currency Cash,

- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**
- Enter the **Date of Deposit**
- Enter **Comments**, if applicable and/or required

For Foreign Check Items,

- Enter the **Exchange Rate** under **Foreign Currency Information**
- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**
- Select the **Date of Deposit**
- Enter the **Deposit Total (USE) (US Dollar Equivalent)**
- Enter **Comments**, if applicable and/or required

**Application Tip**

The **Date of Deposit** should not be less than the FRB CA\$HLINK process date. If the **Date of Deposit** is different from the **Voucher Date**, enter an explanation for the difference in the **Comments** box.

**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.

6. The *Step 2 of 2: Review Information for Deposit Confirmation* page appears. Verify the information is correct and click **Submit**. Click **Edit** if you need to modify the data entered and return to Step 5.
7. A *Confirmation* page appears stating that the deposit has 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.