



Quick Guide

Creating a Deposit

- **Creating a Deposit for US Currency**
- **Creating a Deposit for Foreign Currency Cash**
- **Creating a Deposit for Foreign Check Items**

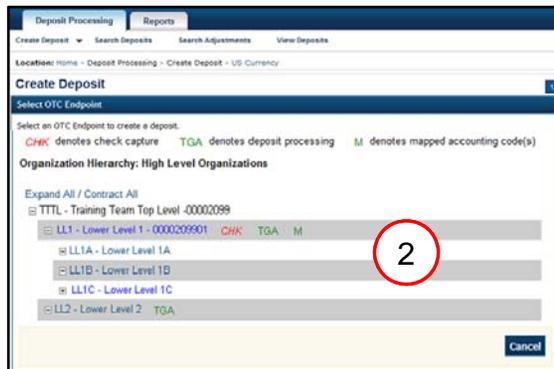
Creating a Deposit for US Currency

To create a deposit for US Currency:

1. From the **Deposit Processing** tab, select **Create Deposit >** and click **US Currency**.



2. From the *Select OTC Endpoint* page, select the endpoint for which you wish to create a deposit.



3. From the *Step 1 of 3: Define Deposit Preparation Information* page, enter the deposit information.

Under **Deposit Information**:

- Enter the **Deposit Total**
- Select the **Voucher Date**
- (Optional) Select the **Fiscal Year**

Under **Financial Institution Information**:

- Select a **Financial Institution**

(Optional) Under **Agency Information**:

- Enter comments in **Agency Use (Block 6)**
- Enter the dates the receipts are processed in **From:** and **To:**
- Enter the name of the **Alternate Agency Contact**
- Enter the **User Defined Field (UDF)** details if UDFs have been configured for your organization.

(If available) Under **Currency Denomination**:

- Enter the **Paper Currency Count**
- Enter the **Coin Currency Count**

(If available) Under **Totals**:

- Enter the **Checks and Money Orders Subtotal**
- Enter the **Currency Subtotal**
- Enter the **Coin Currency Subtotal**
- Click **Calculate \$** to determine the **Deposit Variance**.

4. If the **Deposit Variance** is \$0.00, click **Next**. If not, correct the sub-total entries and then click **Next**.

Create Deposit

Step 1 of 3: Define Deposit Preparation Information

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

Deposit Information

Voucher Type: **US Currency**

OTC Endpoint: **E2 - Endpoint 2 - 000030401**

ALC: **00000304**

Deposit Total (\$):*

Voucher Date:*

07/21/2015

Fiscal Year: Select...

Financial Institution Information

Financial Institution:*

RTN:

DDA:

Agency Information

Agency Use (Block 6):

Receipts processed

From:

To:

Alternate Agency Contact:

Currency Denomination

Paper Currency	Count	Amount	Coin Currency	Count	Amount
\$ 1.00:		\$ 0.00	\$ 0.01:		\$ 0.00
\$ 2.00:		\$ 0.00			
\$ 5.00:		\$ 0.00			
\$ 10.00:		\$ 0.00			
\$ 20.00:		\$ 0.00			
\$ 50.00:		\$ 0.00			
\$ 100.00:		\$ 0.00			
Paper Currency Subtotal		\$ 0.00			

Totals

Checks and Money Orders Subtotal: \$ 0.00

Currency Subtotal: **\$ 0.00**

Deposit Variance: **\$ 0.00**

Calculate \$

Cancel Save As Draft Next >

5. From the *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page, for each subtotal of the deposit:

- Select an **Agency Accounting Code**
 - At least one accounting code entry is required, but additional lines are optional.

If the **Agency Accounting Code** label has been customized at the organization level, the custom label will be displayed here, instead of the default label of “**Agency Accounting Code.**”

Agency Accounting Code List

- Accounting codes will be listed in the 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 will not be 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.

- Enter the **Amount**
- Click **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.

6. Click **Next**.

Create Deposit [1] [2] [3]

Step 2 of 3: Define Subtotals by Accounting Code or TAS

Select an accounting code or TAS, enter the amount, and click **Add** for each subtotal of the deposit.

Deposit Total: **\$ 20.00**
 Variance: **\$ 0.00**

TAS/AAC* Select... (5)

Amount*

Add >>

TAS/AAC	Description	Amount	Remove
1212	Accounting Code 1	\$ 20.00	<input type="checkbox"/>
Total		\$ 20.00	<input type="button" value="Update"/>

Note: Providing subtotals by accounting code or TAS for this report will facilitate the reconciliation process currently performed when preparing the monthly Statement of Transactions (SF 224, SF 1299, or SF 1221). (6)

<< Previous Cancel Save As Draft **Next >>**

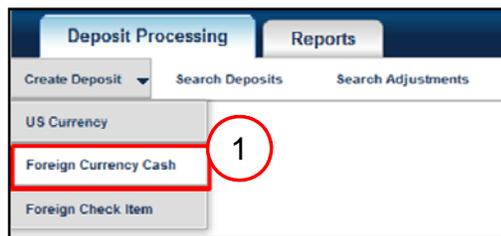
7. The *Step 3 of 3: Review Deposit Preparation Information* page appears. Verify the deposit information is correct and then click **Save As Draft**, **Save for Approval**, or **Submit**.

<< Previous Cancel **Save As Draft** Save For Approval Submit (7)

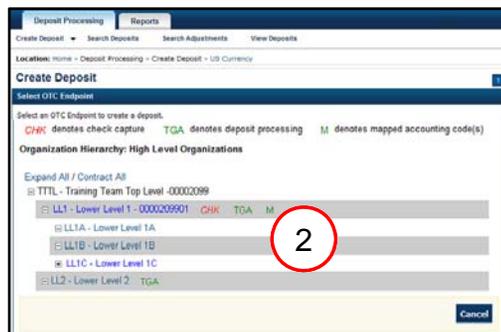
Creating a Deposit for Foreign Currency Cash

To create a deposit for **Foreign Currency Cash**:

1. From the **Deposit Processing** tab, select **Create Deposit** and click **Foreign Currency Cash**.



2. From the *Select OTC Endpoint* page, select the endpoint for which you wish to create a deposit.



3. The *Step 1 of 3: Define Deposit Preparation Information* page displays. If the currency conversion service is not available, “*Currency conversion service is not available*” will be displayed on the page. If you receive this message you may continue preparing your deposit by completing the steps in section a below. If you do not receive the message indicating the service is unavailable follow the steps in section b below.

a. Currency conversion service is not available:

- Enter the **Deposit Total (USE Dollars)** in US Equivalent dollars, **Currency Code**, **Foreign Currency Amount** and **Transaction ID**.
- (Optional) Under **Agency Information**: enter comments in **Agency Use (Block 6)**, enter the **From** and **To** dates of the receipts processed, select the **Fiscal Year**, enter the **Alternate Agency Contact**, and, if applicable, enter the **User Defined Field** details.

b. Currency conversion service is available:

- Select the **Currency Code**, enter the **Foreign Currency Amount** and select a **Financial Institution**.
- (Optional) Under **Agency Information**: enter comments in **Agency Use (Block 6)**, enter the **From** and **To** dates of the receipts processed, select the **Fiscal Year**, enter the **Alternate Agency Contact**, and, if applicable, enter the **User Defined Field** details.

4. Click **Next**.

5. From the *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page, for each subtotal of the deposit:

- Select an **Agency Accounting Code**
 - At least one accounting code entry is required, but additional lines are optional.

If the **Agency Accounting Code** label has been customized at the organization level, the custom label will be displayed here, instead of the default label of “Agency Accounting Code.”

Agency Accounting Code List

- Accounting codes will be listed in the 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 will not be 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.

- Enter the **Amount**
- Click **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.

6. Click **Next**.

Create Deposit [1] [2] [3]

Step 2 of 3: Define Subtotals by Accounting Code or TAS

Select an accounting code or TAS, enter the amount, and click **Add** for each subtotal of the deposit.

Deposit Total: \$ 20.00
 Variance: \$ 0.00

TAS/AAC* Select... 5

Amount* Add >>

TAS/AAC	Description	Amount	Remove
1212	Accounting Code 1	\$ 20.00	<input type="checkbox"/>
Total		\$ 20.00	Update

Note: Providing subtotals by accounting code or TAS for this report will facilitate the reconciliation process currently performed when preparing the monthly Statement of Transactions (SF 224, SF 1299, or SF 1221). 6

« Previous
Cancel
Save As Draft
Next >>

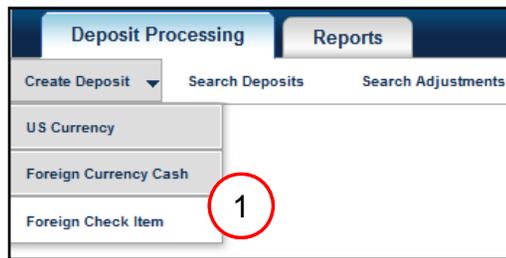
7. From the *Step 3 of 3: Review Deposit Preparation Information* page, verify the deposit information is correct and then click **Save As Draft**, **Save for Approval**, or **Submit**. To edit the information click **Edit** for the corresponding section of the page.

« Previous
Cancel
Save As Draft
Save For Approval
Submit
7

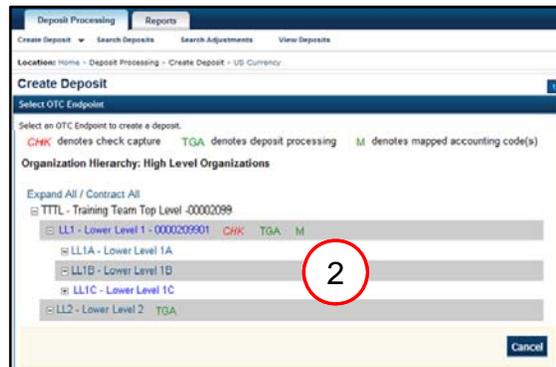
Creating a Deposit for Foreign Check Items

To create a deposit for **Foreign Check Items**:

1. From the **Deposit Processing** tab, select **Create Deposit** and click **Foreign Check Item**.



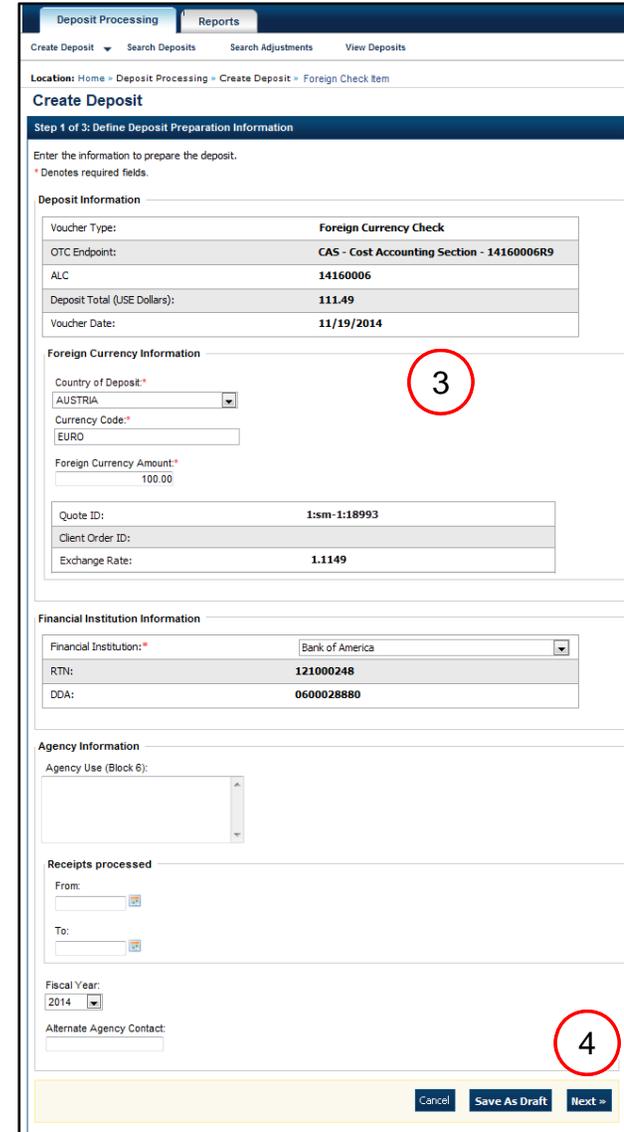
2. From the *Select OTC Endpoint* page, select the endpoint for which you wish to create a deposit.



3. From the *Step 1 of 3: Define Deposit Preparation Information* page, enter the deposit information:

- Select the **Country of Deposit**
 - If the name of the country is not listed, select “**Other**.”
 - Once the **Country of Deposit** is selected the currency code is displayed automatically in the **Currency Code** field. If “**Other**” was selected as the **Country of Deposit**, the currency code “**OTHER**” will display.
- Enter the **Foreign Currency Amount**
- Select a **Financial Institution**
- (Optional) Enter comments in **Agency Use (Block 6)**, enter the **From** and **To** dates of the receipts processed, select the **Fiscal Year**, enter the **Alternate Agency Contact**, and, if applicable, enter the **User Defined Field** details.

4. Click **Next**.



Deposit Processing | Reports

Create Deposit | Search Deposits | Search Adjustments | View Deposits

Location: Home » Deposit Processing » Create Deposit » Foreign Check Item

Create Deposit

Step 1 of 3: Define Deposit Preparation Information

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

Deposit Information

Voucher Type:	Foreign Currency Check
OTC Endpoint:	CAS - Cost Accounting Section - 14160006R9
ALC:	14160006
Deposit Total (USE Dollars):	111.49
Voucher Date:	11/19/2014

Foreign Currency Information

Country of Deposit:* 3
AUSTRIA

Currency Code:*
EURO

Foreign Currency Amount:*
100.00

Quote ID: 1:sm-1:18993

Client Order ID:
Exchange Rate: 1.1149

Financial Institution Information

Financial Institution:* Bank of America

RTN: 121000248

DDA: 060002880

Agency Information

Agency Use (Block 6):

Receipts processed

From:

To:

Fiscal Year: 2014

Alternate Agency Contact:

4

Cancel Save As Draft Next »

5. From the *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page, for each subtotal of the deposit:

- Select an **Agency Accounting Code**
 - At least one accounting code entry is required, but additional lines are optional.

If the **Agency Accounting Code** label has been customized at the organization level, the custom label will be displayed here, instead of the default label of “Agency Accounting Code.”

Agency Accounting Code List

- Accounting codes will be listed in the drop-down menu:
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 - If they *are* identified as **TAS** and designated by **SAM** as **Valid**
- Accounting codes will not be 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.

- Enter the **Amount**
- Click **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.

If a country name was selected for **Country of Deposit** in Step 1, amounts will be displayed in US Equivalent (USE) dollar values. If the **Country of Deposit** selected in Step 1 was set to “Other”, amounts will be displayed in foreign currency values.

6. Click **Next**.

7. From the *Step 3 of 3: Review Deposit Preparation Information* page, verify the deposit information is correct and then click **Save As Draft**, **Save for Approval**, or **Submit**. To edit the information click **Edit** for the corresponding section of the page.