



Create 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 an OTC Endpoint.
3. The *Step 1 of 3: Define Deposit Preparation Information* page displays. Enter the deposit preparation information.

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 and clicking **Next**. If you do not receive the message indicating the service is unavailable follow the steps in section B.

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.
- Click **Next**.

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.
- Click **Next**.

4. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Select an **Accounting Code** or **Treasury Account Symbol (TAS)**, enter the **Amount**, and click **Add** for each subtotal of the deposit.



Application Tip

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



Application Tip

At least one accounting code entry is required. Additional entries are optional.



Application Tip

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.



Application Tip

The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, re-validate your subtotal entries.

5. Click **Next**.
6. 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**.

If you click **Save as Draft**, an *Acknowledgement* 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 click **Save for Approval**, an *Acknowledgement* 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 click **Submit**, a *Confirmation* page appears showing the deposit information detail. Your OTCnet deposit ticket will also generate at that time.

The Deposit Ticket, together with Foreign Currency Cash and/or Foreign Check Items, should be mailed or sent immediately to Bank of America:

- For **foreign currency cash under \$5,000 USD value** mail to:
Bank of America GBN-LA
Mail Code: CA9-924-01-11
2706 Media Center Drive
Los Angeles, CA 90065-1733
- For **foreign currency cash over \$5,000 USD value:**
Call Bank of America's banknote trading desk number (800-387-1012) for an armored courier pick up.
- For **foreign checks** mail to:
Bank of America
Foreign Transit Items
TX1-160-06-24
1950 N Stemmons Fwy
Suite 6001
Dallas, TX 75207