



Create a Deposit for a Foreign Check Item

To create a deposit for a Foreign Check Item:

1. From the **Deposit Processing** tab, select **Create Deposit** and click on **Foreign Check Item**.
2. The *Select OTC Endpoint* page appears. Select an OTC Endpoint to create a deposit.
3. The *Step 1 of 3: Define Deposit Preparation Information* page appears. Enter the information to prepare the deposit and click **Next**.

Under **Deposit Information**:

- Select the **Country of Deposit**

If the name of the country of deposit is not listed, select “**Other**”. Once the **Country of Deposit** is selected the currency code for the selected country is displayed automatically in the **Currency Code** field.

- For a check drawn on a Singaporean bank and stamped “Non-transferable,” you must set the **Country of Deposit** to “**Other**”.
- For a check drawn on an Italian bank that is greater than \$1,000.00, ensure the face of the check bears the wording “Non Transferable” and that it has been endorsed by the payee.

- Enter the **Foreign Currency Amount**

Under **Financial Institution Information**:

- Select a **Financial Institution**

(Optional) Under **Agency Information**:

- Enter comments in **Agency Use (Block 6)**
- Enter or select the **From:** and **To:** dates the receipts were processed
- Select the **Fiscal Year** from the drop-down menu
- Enter the name of the **Alternate Agency Contact**

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 (at least one accounting code entry is required).



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

Accounting codes will be listed in the **Agency Accounting Code** 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

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



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 the 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
TX1-160-05-31
1950 N Stemmons Fwy
Suite 5049
Dallas, TX 75207



Application Tip

The processing options available to each user depends on their system role, the status of the deposit and the system settings that enforce the separation of duties.



Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- 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.