## **Approve or Return a Deposit to Draft**

To approve a deposit or return a deposit to draft, complete the following steps:

1. From the **Deposit Processing** tab, click **View Deposits**. The *View Deposits* page appears.



#### **Application Tip**

To locate deposits, you can also select **Search Deposits**.

- 2. From the Select Display drop-down menu, select My Deposits in Process.
- 3. Click the Voucher Number for the deposit details you want to process.



### **Application Tips**

- 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 Process page.
- For the Viewer only role, the My Deposits in Process does not appear.
- 4. Review the details and click **Return to Draft**, as shown in Figure 1 or **Submit** as shown in Figure 2 to process the deposit awaiting approval. The *Confirmation* page appears, confirming the deposit was submitted to your Financial Institution.

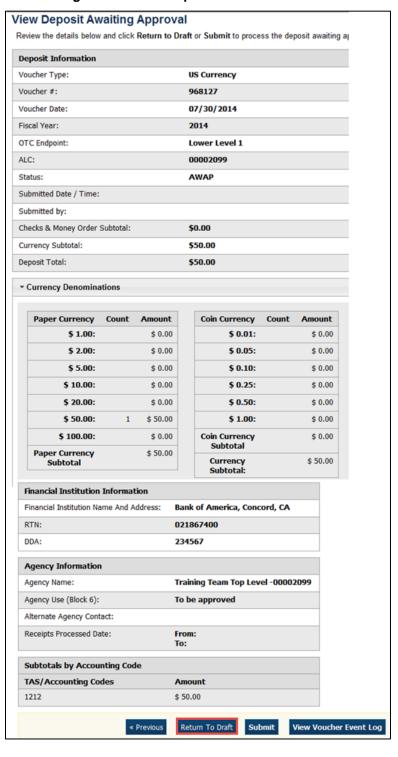
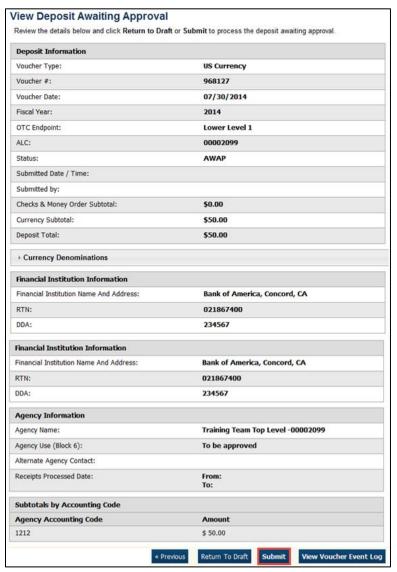


Figure 1. Return Deposit to Draft Status

Figure 2. Submit Deposit





## **Application Tips**

- Click Return to Draft—the deposit voucher returns to Draft status. A Deposit
  Preparer can modify the deposit.
- Click Submit. The deposit is submitted to your Financial Institution and the OTCnet Deposit Ticket displays, followed by the Print dialog box—it prompts you to print your deposit ticket.
- Ensure the deposit ticket is printed and included with the items sent to the bank for deposit.
- You cannot modify a deposit after it is submitted. Only a **Deposit Confirmer** from a Financial Institution can modify deposits by creating adjustments.



# **Additional Buttons**

- Click Adjust to adjust a deposit.
- Click Cancel to return to the OTCnet Home Page. No data is saved.
- Click Confirm to confirm a deposit.
- Click **Next** to advance to the next page.
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click Previous to return to the previous page.
- Click Return Home to return to the OTCnet Home Page.
- Click Reject to reject a deposit (visible if a user has Deposit Confirmer privileges) .
- Click View Voucher Event Log to view the history of the deposit voucher.