Confirm Multiple Deposits

To confirm multiple deposits simultaneously, complete the following steps:

1. From the Deposit Processing tab, click View Deposits. The View Deposits page displays.
2. From the Select Display drop-down menu, select My Deposits in Process.
3. Select the Voucher Numbers you want to confirm by checking the boxes under the Confirm column, as shown in Figure 1.

Figure 1: View Deposits

Application Tip

Depending on your user role, the My Deposits in Process page displays your current deposits. If you only have the Viewer role, the My Deposits in Process does not display any deposits.

4. Click Next. The Step 1 of 2: Confirm Deposits page displays.
5. Enter the deposit information. Click **Next** as shown in Figure 2.

**Figure 2: Step 1 of 2: Confirm Deposits for Multiple Deposits**

US Currency Deposits (checks and cash):
- Select the **Date of Deposit**
- Select the **CAN/ACCT Key** (CA$HLINK II Account Number/Account Key)
- Enter the **CCWU** (Cost Center Work Unit Number)
- Enter the **1 Day Deferred**
- Enter the **2 Day Deferred**

Foreign Currency Cash and Check Deposits:
- Select the **Date of Deposit**
- Select the **CAN/ACCT Key**
- If **Other** was selected for Country of Deposit during deposit creation, enter **Deposit Total (USE)** and **Exchange Rate**.
When confirming a deposit ticket, ensure you confirm the deposit on the date received. Due to transit times, Fiscal Service is aware that deposits may not be confirmed on the Voucher Date entered by the Agency. Fiscal Service can adjust the value of funds, if needed, to account for these discrepancies. The Date of Deposit must equal the Voucher Date.

To use the same date for all deposits listed, click the Copy Down hyperlink in the Date of Deposit column.

To use the same CAN or Account Key used for all deposits listed, click the Copy Down hyperlink in the CAN/ Acct Key column.

To remove vouchers from the group being confirmed, select the Voucher Numbers you wish to remove by checking the boxes under the Remove column and click Update.


7. Verify the information is correct and click Submit.

8. A Confirmation page displays stating that the deposits are confirmed.

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 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.
- Click Update to remove the selected voucher(s) that are being confirmed.