Confirm a Single Deposit

To confirm a single deposit, complete the following steps:

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

   **Application Tip**

   To locate deposits, you can also click **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, as shown in Figure 1. The **View Submitted Deposit** page displays.

   **Figure 1: View Deposits**

4. Click **Confirm**. The **Step 1 of 2: Define Information for Deposit Confirmation** page displays.

   **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.
5. Enter the deposit information and click **Next**, as shown in Figure 2. The *Step 2 of 2: Review Information for Deposit Confirmation* page displays.

**US Currency Deposits** (both cash and check)

- Select the **CAN/ACCT Key** (CA$HLINK II Account Number/Account Key)
- Enter the **Date of Deposit**
- Enter **Comments**, *if applicable and/or required*
- Enter the **CCWU** (Cost Center Work Unit Number)
- Enter the **1 Day Deferred**
- Enter the **2 Day Deferred**

![Figure 2: Step 1 of 2: Define Information for Deposit Confirmation](image-url)
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 CCWU, 1 Day Deferred, and 2 Day Deferred are for Federal Reserve Bank (FRB) deposits only.

Foreign Currency Cash

- Select the CAN/ACCT Key
- Enter the Date of Deposit
- Enter Comments, if applicable and/or required

Foreign Check Items

- Enter the Exchange Rate under Foreign Currency Information
- Select the CAN/ACCT Key
- Select the Date of Deposit
- Enter the Deposit Total (USE) (US Dollar Equivalent)
- Enter Comments, if applicable and/or required

Application Tips

- The Date of Deposit cannot be less than the FRB CA$HLINK process date. If the Date of Deposit is different from the Voucher Date, enter an explanation for the difference in the Comments box.
- 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.

6. Verify the information is correct and click Submit. Click Edit to modify the data entered. A Confirmation page displays stating that the deposit has been 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.