

## 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**.

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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.
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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

**View Deposit Awaiting Approval**

Review the details below and click **Return to Draft** or **Submit** to process the deposit awaiting approval.

Deposit Information	
Voucher Type:	US Currency
Voucher #:	968127
Voucher Date:	07/30/2014
Fiscal Year:	2014
OTC Endpoint:	Lower Level 1
ALC:	00002099
Status:	AWAP
Submitted Date / Time:	
Submitted by:	
Checks & Money Order Subtotal:	\$0.00
Currency Subtotal:	\$50.00
Deposit Total:	\$50.00

▼ Currency Denominations

Paper Currency	Count	Amount	Coin Currency	Count	Amount
\$ 1.00:		\$ 0.00	\$ 0.01:		\$ 0.00
\$ 2.00:		\$ 0.00	\$ 0.05:		\$ 0.00
\$ 5.00:		\$ 0.00	\$ 0.10:		\$ 0.00
\$ 10.00:		\$ 0.00	\$ 0.25:		\$ 0.00
\$ 20.00:		\$ 0.00	\$ 0.50:		\$ 0.00
\$ 50.00:	1	\$ 50.00	\$ 1.00:		\$ 0.00
\$ 100.00:		\$ 0.00	Coin Currency Subtotal		\$ 0.00
<b>Paper Currency Subtotal</b>		\$ 50.00	<b>Currency Subtotal:</b>		\$ 50.00

Financial Institution Information	
Financial Institution Name And Address:	Bank of America, Concord, CA
RTN:	021867400
DDA:	234567

Agency Information	
Agency Name:	Training Team Top Level -00002099
Agency Use (Block 6):	To be approved
Alternate Agency Contact:	
Receipts Processed Date:	From: To:

Subtotals by Accounting Code	
TAS/Accounting Codes	Amount
1212	\$ 50.00

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Figure 2. Submit Deposit

**View Deposit Awaiting Approval**

Review the details below and click **Return to Draft** or **Submit** to process the deposit awaiting approval.

Deposit Information	
Voucher Type:	US Currency
Voucher #:	968127
Voucher Date:	07/30/2014
Fiscal Year:	2014
OTC Endpoint:	Lower Level 1
ALC:	00002099
Status:	AWAP
Submitted Date / Time:	
Submitted by:	
Checks & Money Order Subtotal:	\$0.00
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1212	\$ 50.00

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### 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.
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### 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.
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