# **Confirm Multiple Deposits**

To confirm multiple deposits simultaneously, complete the following steps:

- From the **Deposit Processing** tab, select **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.

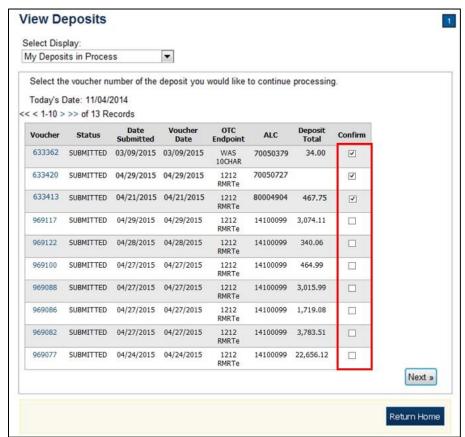


Figure 1: View Deposits



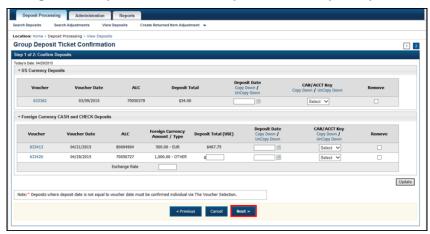
### **Application Tip**

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. Select **Next**. The Step 1 of 2: Confirm Deposits page displays.

5. Enter the deposit information. Select **Next** as shown in Figure 2.

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



# **US Currency Deposits** (checks and cash):

- o 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
- o Enter the 2 Day Deferred

### Foreign Currency Cash and Check Deposits:

- o 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.



# **Application Tips**

- 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, select the Copy Down hyperlink in the Date of Deposit column.
- The **Date of Deposit** must not be more than **5 business days** in the future to avoid a lengthy processing time and minimize the creation of offset and replacement vouchers. You will get an error message if the **Date of Deposit** exceeds 5 business days from the **Voucher Date**.
- CashLink account is required for commercial financial institution deposits.
- To use the same CAN or Account Key used for all deposits listed, select 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 select
  Update.
- 6. Select **Next**. The Step 2 of 2: Review Information for Deposit Confirmation page displays.
- 7. Verify the information is correct and select **Submit**.
- 8. A *Confirmation* page displays stating that the deposits are confirmed.



#### **Additional Buttons**

- Select Adjust to adjust a deposit.
- Select Cancel to return to the OTCnet Home Page. No data is saved.
- Select **Confirm** to confirm a deposit.
- Select **Edit** to return to the previous page.
- Select View Voucher Event Log to view the history of the deposit voucher.
- Select Next to advance to the next page.
- Select **Previous** to return to the previous page.
- Select **Return Home** to return to the OTCnet Home Page.
- Select **Reject** to reject a deposit.
- Select **Update** to remove the selected voucher(s) that are being confirmed.