

Modify a Deposit

To modify a deposit, complete the following steps:

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



Application Tip

You can also select **Search Deposits** to locate deposits.

2. From the **Select Display** drop-down menu, select **My Deposits in Process**.
3. Click the **Voucher** number of the deposit you would like to view from the list displayed.



Application Tip

To modify the number of records displayed per page, select from the drop-down menu options next to the record count.

4. The *View Draft Deposit* page appears. Click **Edit** as shown in Figure 1.

Figure 1. Edit Draft Deposit

View Draft Deposit

Review the details below and click **Edit** to modify the deposit.

Deposit Information	
Voucher Type:	US Currency
Voucher #:	632192
Voucher Date:	10/31/2014
Fiscal Year:	
OTC Endpoint:	Salaries and Expenses and Shared Services
ALC:	24000001
Status:	DRAFT
Submitted Date / Time:	
Submitted by:	
Checks & Money Order Subtotal:	\$3.50
Currency Subtotal:	\$0.00
Deposit Total:	\$3.50

> Currency Denominations

Financial Institution Information	
Financial Institution Name And Address:	PRC H.A., Washington, DC
RTN:	031000053
DDA:	5300445258

Agency Information	
Agency Name:	Office of Personnel Management
Agency Use (Block 6):	
Alternate Agency Contact:	
Receipts Processed Date:	From: To:

Financial Institution Name And Address:	PRC H.A., Washington, DC
RTN:	031000053
DDA:	5300445258

Agency Information	
Agency Name:	Office of Personnel Management
Agency Use (Block 6):	
Alternate Agency Contact:	
Receipts Processed Date:	From: To:

Subtotals by Accounting Code	
Agency Accounting Code	Amount
1010/5200	\$ 3.50

← Previous
Edit
View Voucher Event Log

- The *View Submitted Deposit* page appears. Click **Edit**. The *Step 1 of 3: The Update Deposit Preparation Information* page appears as shown in Figure 2.

Figure 2. 1 of 3: Update Deposit Preparation Information for Foreign Currency Cash

The screenshot displays the 'Modify Deposit' interface. At the top, there are tabs for 'Deposit Processing' and 'Reports'. Below the navigation bar, the breadcrumb path is 'Home > Deposit Processing > View Deposits'. The main heading is 'Modify Deposit' with a page indicator '1 of 3'. The current step is 'Step 1 of 3: Update Deposit Preparation Information'. A note states 'Enter the information to prepare the deposit.' and 'Denotes required fields.' The form is organized into several sections:

- Deposit Information:**
 - Voucher #: 174676
 - Voucher Type: Foreign Currency Cash
 - OTC Endpoint: 112_A_Ext - Endpoint 1
 - ALC: 70050379
 - Deposit Total (USE Dollars): 70.13
 - Voucher Date: 01/23/2018
- Foreign Currency Information:**
 - Currency Code: CANADIAN DOLLAR (dropdown)
 - Foreign Currency Amount: 100.00
 - Client ID: 500021
 - Branch ID: CENTRAL
 - Exchange Rate: 0.7013
- Financial Institution Information:**
 - Financial Institution: 112_A_OrigBank_UFI - 12542200 - 1112
 - RTN: 121000358
 - DDA: 8355443147
- Agency Information:**
 - Agency Use (Block 6): (dropdown)
- Receipts Processed:**
 - From: (text input)
 - To: (text input)
- Fiscal Year:** (dropdown menu)
- Alternate Agency Contact:** (dropdown)

At the bottom of the form, there are navigation buttons: '< Previous', 'Cancel', 'Delete', 'Save As Draft', and 'Next >'.

6. Update the deposit preparation information for the type of currency for the deposit, per the instructions provided below, and click **Next**. The *Step 2 of 3: Update Subtotals by Accounting Code or TAS* page appears.

For US Currency	For Foreign Currency Cash	For Foreign Check Items
<p>Deposit Information:</p> <ul style="list-style-type: none"> • Enter the Deposit Total • Select the Voucher Date • Select the Fiscal Year, <i>optional</i> <p>Agency Information, (optional):</p> <ul style="list-style-type: none"> • Enter comments in Agency Use (Block 6) • Enter the date the From: and To: dates the receipts were processed • Enter the name, email address, and phone number of the Alternate Agency Contact • Enter the User Defined Field details <p>Currency Denomination, (if applicable):</p> <ul style="list-style-type: none"> • Enter the Paper Currency Count • Enter the Coin Currency Count <p>Totals, (if applicable):</p> <ul style="list-style-type: none"> • Enter the Checks and Money Orders Subtotal • Click Calculate \$ to determine the Deposit Variance. The Deposit Variance must equal \$0.00 before proceeding to the next step. If it does not, you must go back and re-check your subtotal entries. 	<p>Foreign Currency Information:</p> <ul style="list-style-type: none"> • Select the Currency Code • Enter the Foreign Currency Amount <p>Agency Information, (optional):</p> <ul style="list-style-type: none"> • Enter comments in Agency Use (Block 6) • Enter the date the From: and To: dates the receipts were processed • Enter the name, email address, and phone number of the Alternate Agency Contact • Enter the User Defined Field details 	<p>Foreign Currency Information:</p> <ul style="list-style-type: none"> • Select the Country of Deposit • Enter the Foreign Currency Amount <p>Agency Information, (optional):</p> <ul style="list-style-type: none"> • Enter comments in Agency Use (Block 6) • Enter the date the From: and To: dates the receipts were processed • Enter the name, email address, and phone number of the Alternate Agency Contact • Enter the User Defined Field details

7. Update the subtotals by **Accounting Code** or **Treasury Account Symbol (TAS)** and click **Add**. The combined accounting code subtotals must be equal to the deposit total before proceeding to the next step. If it does not, re-validate the subtotal entries. The *Step 3 of 3: Review Deposit Preparation Information* page appears.



Application Tips

- If the Agency Accounting Code label is customized at the organization level, the custom label is displayed instead of the default label of **Agency Accounting Code**.
 - If the **Country of Deposit** selected in Step 1 was **Other**, amounts are displayed as foreign currency values. Otherwise, if a country name was selected, amounts are displayed as US Equivalent (USE) dollar values.
-



Application Tips

Accounting codes are listed in the **Agency Accounting Code** drop-down menu:

- If they *are not* identified as TAS or
- If they *are* identified as TAS and designated by SAM as “Valid”

Accounting codes are not listed in the drop-down menu if they are identified as TAS and are in the process of being validated by SAM.

If no accounting codes are listed, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

8. Verify the deposit information and click **Save as Draft**, **Save for Approval** or **Submit**.



Application Tips

- Click **Delete** an *Acknowledgment* page appears stating the Voucher Number has been deleted.
 - Click **Save as Draft** or **Save for Approval** an *Acknowledgment* page appears showing the Voucher Number.
 - Click **Submit** a *Confirmation* page appears.
-



Additional Button

Click **Return Home** to return to the OTCnet Home Page.
