Search for a Deposit

To search for a deposit, complete the following steps:

1. From the **Deposit Processing** tab, select **Search Deposit**. The *Search Deposit* page appears.

2. Enter the search criteria for the deposit you would like to view and select **Search**. The *Search Results* table appears.

   Under Search Conditions, *optional*

   - Select the **Organization**
   - Select the **OTC Endpoint**
   - Enter the **ALC (Agency Location Code)**
   - Enter **Prepared by** details
   - Enter the **Voucher #**
   - Select the **Deposit Status**
   - Enter **Agency Use (Block 6)** details
   - Select the **Deposit Type**
   - Enter the **From** and **To** Voucher Date
   - Enter the **From** and **To** Deposit Date
   - Enter the **From** and **To** Deposit Total

   Application Tip

   Voucher From date must be five years or less from the current date. Vouchers more than five years old are viewed from the **Scheduled Reports** menu.

   Under **Financial Institution Information**, *optional*

   - Enter the **RTN (Routing Transit Number)**
   - Enter the **DDA (Demand Deposit Account)**
   - Enter the **CAN (CA$HLINK II Account Number)**
   - Enter the **FRB Account Key (Federal Reserve Bank Account Key)**
   - Enter the **FRB CCWU (Federal Reserve Bank Cost Center Work Unit)**

   Under **User Defined Field Information**, *if applicable*, *optional*

   - Enter the **Deposit UDF (User Defined Fields)**
   - Enter the **Accounting Subtotal UDF details**

Application Tips

- User Defined Fields (UDFs) only display to users who have access to an organization that has previously defined UDFs.
- UDFs appear at the bottom of the page.
- Up to three UDFs can be displayed for **Deposit** and two for **Accounting Subtotal.**

3. Select the **Voucher Number** of the deposit whose details you would like to view as shown in **Figure 1**.

Figure 1. Search Results Table

Voucher ▸	Status ▸	Date Submitted	Date Confirmed	Endpoint	ALC	Adj.	Deposit Total ▸
600362	DRAFT			PHI	20092800		$200.00
600304	DRAFT			L2 FOCash	18000005		$64.83
600302	DRAFT			PHI	20092800		$1.00
600203	DRAFT			L2 FOCash	18000005		$950.00
600202	DRAFT			L2 FOCash	18000005		$4,500.00
600201	DRAFT			L2 FOCheck	00003020		$950.00

Application Tips

- Deposit totals are not displayed for unconfirmed foreign check items for which **Other** was selected as the country of deposit during deposit creation.
- Select **Download** to save the search deposit results as an XML or CSV file.

Additional Buttons

- Select **Edit** to modify the deposit draft. (Visible if a user has **Deposit Preparer** privileges.)
- Select **Previous** to return to the previous page.
- Select **Print Deposit Ticket** to print a formatted deposit ticket.
- Select **Return Home** to return to the OTCnet Home Page.
- Select **View Voucher Event Log** to view the history of the deposit voucher events.