

View a Deposit

To view a deposit, complete the following steps:

1. From the **Deposit Processing** tab, click **View Deposits**. The *View Deposit* page appears.
2. From the **Select Display** drop-down menu, select **My Deposits in Process**, **Adjustments in Error**, **Deposits in Error**, or **Deposits Within My Organization**.
3. Click the **Voucher Number** of the deposit you need to view as shown in Figure 1.

Figure 1. View Deposits Page

View Deposits

Select Display:
My Deposits in Process

Select the voucher number of the deposit you would like to continue processing.

Today's Date: 11/04/2014
 << < 1-10 >> of 13 Records

Voucher	Status	Date submitted	Voucher Date	OTC Endpoint	ALC	Deposit Total	Confirm
623077	DRAFT	21/2012	05/21/2012	37922	00000000	12,500.00	<input type="checkbox"/>
620949	DRAFT	09/2012	03/09/2012	37922	00000000	50.25	<input type="checkbox"/>
620928	DRAFT	09/2012	03/09/2012	37922	00000000	450.25	<input type="checkbox"/>
620482	SUBMITTED	16/2012	02/16/2012	37928	00000000	800.00	<input type="checkbox"/>
620481	SUBMITTED	02/16/2012	02/16/2012	37926	00000000	800.00	<input type="checkbox"/>
620480	SUBMITTED	02/16/2012	02/16/2012	37925	00000000	800.00	<input type="checkbox"/>
620478	SUBMITTED	02/16/2012	02/16/2012	37923	00000000	800.00	<input type="checkbox"/>
620477	SUBMITTED	02/16/2012	02/16/2012	37922	00000000	700.00	<input type="checkbox"/>
600501	REJECTED	02/13/2012	02/13/2012	37928	00000000	100.00	<input type="checkbox"/>
600460	REJECTED	08/04/2011	08/04/2011	37928	00000000	1.00	<input type="checkbox"/>

Next »

Return Home



Application Tips

- By default, up to 10 records are displayed per page. To change the number of records displayed per page, select from the drop-down menu options next to the record count.
- When your Financial Institution makes an adjustment to a deposit, it appears in the **Adj.** column of the **Deposit Transactions** section of the table.
- To view additional details, click the appropriate **Voucher Number**.
- The *View Confirmed Deposit* page appears. Under **Adjustment Information**, click the **Voucher Number** to view the deposit adjustment details.



Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
 - Click **Confirm** to confirm a deposit (Visible if a user has Deposit Confirmer privileges).
 - Click **Clear** to clear all data fields and reset to the default selections.
 - Click **Delete** to eliminate the deposit. (Visible if a user has Deposit Preparer privileges.)
 - Click **Print Deposit Ticket** to print a formatted deposit ticket.
 - Click **View Voucher Event Log** to view the history of the deposit voucher.
 - Click **Voucher Event State** to view voucher details.
 - Click **Next** to advance to the next page. (Visible only in My Deposits in Process view).
 - 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 **Adjust** to adjust a deposit (Visible if a user has Deposit Confirmer privileges.)
 - Click **Save as Draft** to save the information without submitting the deposit. (Visible if a user has Deposit Preparer privileges.)
 - Click **Submit** to complete the process and display the Confirmation page. (Visible if a user has Deposit Approver privileges.)
 - Click **Update CAN/ACCT Key** to update the account number assigned to a deposit. (Visible if a user has Deposit Confirmer privileges.)
 - Click **Add Adjustment** to adjust a deposit. (Not visible for Foreign Check Items.)
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