



*Deposit Processing  
Overview and Workflows  
September 2025*

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**OTCnet  
Financial  
Institutions**

# Speaker Introduction



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# Agenda

- 1 Deposit Processing Overview & OTCnet User Roles:** Review the deposit processing functionality and key user roles.
- 2 Step-By-Step Instruction and Live Demonstration:** Review the process for creating/modifying, confirming/rejecting, and creating a credit/debit adjustment for a deposit in the OTCnet application.
- 3 Deposit Processing Training Aids and Resources:** Access training aids, video tutorials, and helpful contact information on the training website.
- 4 Wrap Up:** Review key takeaways from the session.
- 5 Question & Answer Session:** Ask our team any questions you might have.

# Think About It



According to the annual **OTCnet User Survey** feedback:

- Most OTCnet users use the application on **weekly or monthly** basis.
- Many users reported the great importance of the **deposit processing** functionality to their team or organization.

# Webinar Poll 1

## Webinar Poll

Please use the Teams Poll to answer the question or type it in the chat.



**How often do you use OTCnet for Deposit Processing tasks?**

- A.) Daily
- B.) Weekly
- C.) Occasionally
- D.) First time learning about it
- E.) Not sure



# Deposit Processing Overview & OTCnet User Roles

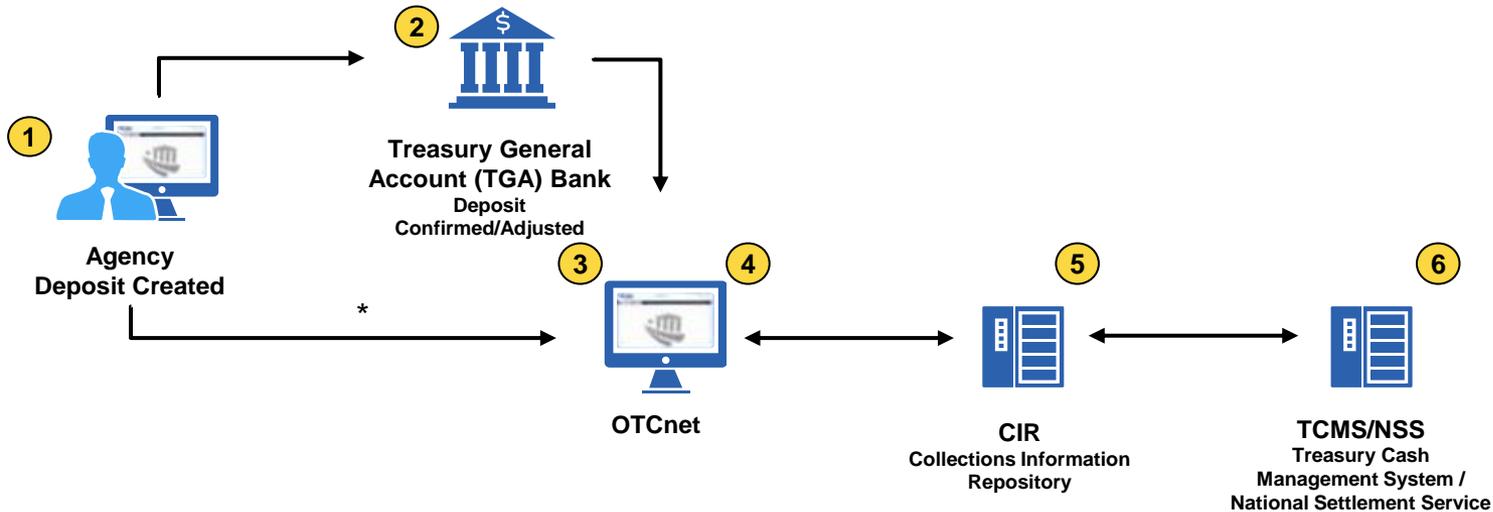


Automate reporting and management of multiple deposit types within a single application. OTCnet's Deposit Processing is a stand-alone functionality that can also be integrated with Check and Card Processing.

## Functionality

- Reports U.S. currency, foreign currency, and foreign check deposits using an automated process.
- Creates deposit tickets online.
- Reduces double entry by enabling electronic communication between banks and agencies.
- Is a classification of Treasury collections, enabling CARS/GWA reporting initiatives.
- Users can automatically create and search within the Deposit History archive.
- Deposit Sub-Totals allow for Treasury Account Symbol and/or Accounting Code assignments.
- Deposit processing can be used as a contingency for domestic checks that cannot be scanned using Check Processing.

# Deposit Processing Workflow



**1** At your agency, the Deposit Preparer electronically reports the deposit to Treasury using OTCnet and prints out the OTCnet deposit ticket. The bank deposit ticket, OTCnet deposit ticket, cash, and checks (US and foreign) are taken to your Treasury General Account (TGA) Bank.

\* The Deposit Preparer and Deposit Viewer can access OTCnet to view their deposit ticket information, as well as access reports, receive rejections, and view adjustments.

**2** At the TGA Bank, the Deposit Confirmer confirms the deposit, rejects the deposit or creates an adjustment to the deposit using OTCnet.

**3** OTCnet is the over the counter application that provides check capture, check processing, deposit processing and card processing to your agency.

**4** OTCnet sends commercial deposit voucher information to Collections Information Repository (CIR).

**5** CIR receives commercial deposit information from OTCnet for reconciliation and transmits to Treasury Cash Management System (TCMS) for cash concentration purposes.

**6** TCMS receives the commercial deposit data from CIR and initiates the cash concentration activity via the National Settlement Service (NSS).

# Deposit Processing User Roles

## Deposit Processing

- Deposit Preparer
- Deposit Approver
- Deposit Preparer/Deposit Approver
- FI/FRB Deposit Confirmer
- FI/FRB Viewer
- Agency Viewer

## Administration

- Accounting Specialist/Local Accounting Specialist
- Primary/Local Security Administrator

### OTCnet Training Site:

[https://www.fiscal.treasury.gov/otcnet/training/wbt/content/course\\_OTC/welcome.htm](https://www.fiscal.treasury.gov/otcnet/training/wbt/content/course_OTC/welcome.htm)

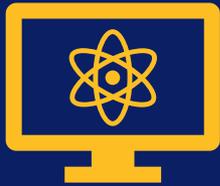
### OTCnet Training Glossary:

[https://www.fiscal.treasury.gov/otcnet/training/wbt/content/course\\_OTC/glossary.htm](https://www.fiscal.treasury.gov/otcnet/training/wbt/content/course_OTC/glossary.htm)

# 25X25 Treasury General Account (TGA)

- The Fiscal Service set a goal to **reduce volume of physical cash and check deposits** made through the TGA Network by **25% by year 2025**.
- To meet this goal, Fiscal Service implemented opportunities for:
  - Efficiency
  - Streamlined deposit processing
  - Digital payment platforms
- Additionally, in support of [Executive Order 14247](#) to *Modernize Payments To and From America's Bank Account*, **listening sessions** were launched this year to:
  - Facilitate the transition **from traditional collections to electronic options**
  - Identify any **challenges** and **enhancements**





# Step-By-Step Instruction & Live Demonstration

# Think About It



According to the annual **OTCnet user survey** feedback:

- Most OTCnet users rated OTCnet **easy to use** application.
- Most survey respondents were engaged with **deposit processing** roles and tasks.

## Webinar Poll

Please use the Teams Poll to answer the question or type it in the chat.



**How would you rate the ease of creating a new deposit in OTCnet?**

- A.) Very Easy
- B.) Somewhat Easy
- C.) Challenging
- D.) Very Difficult
- E.) Not sure

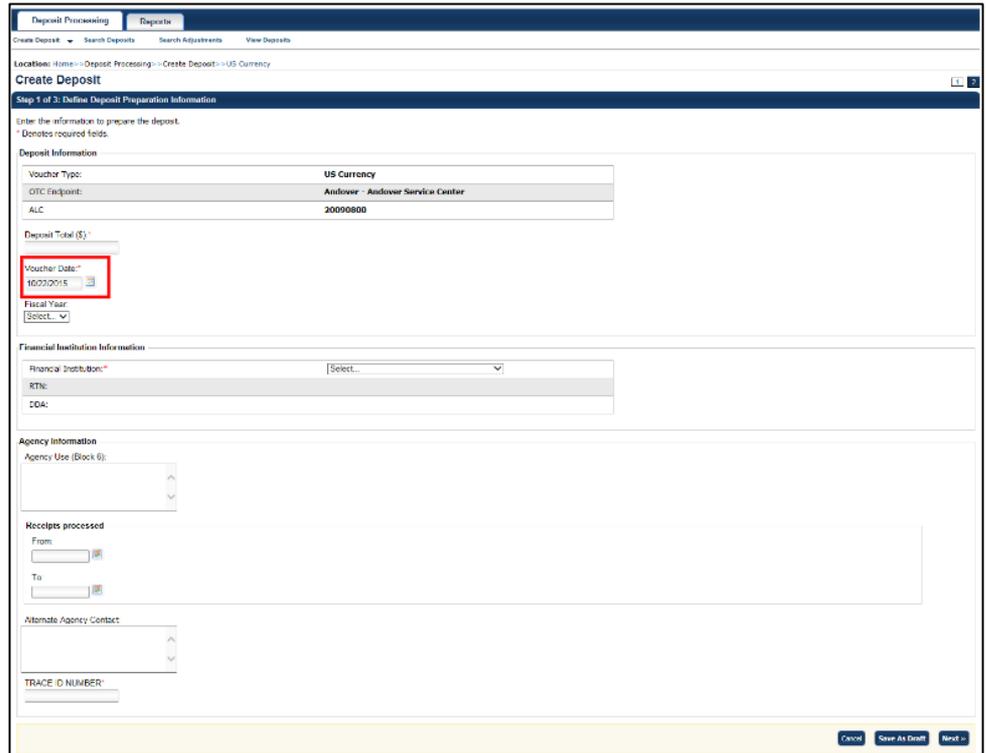
# Create a Deposit

**1** From the **Deposit Processing** tab, select **Create Deposit>US Currency**. The Select OTC Endpoint page appears.

**2** Select an **OTC Endpoint** to create a deposit.

**3** Enter the **data** relevant to preparing the deposit:

- Enter Deposit Total
- Set Voucher Date
- Choose Financial Institution
- Calculate Deposit Variance
- Classify Deposit by Accounting Code
- Verify Deposit Information



# Search for Deposits

- 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.

Deposit Processing
Administration
Reports

Create Deposit   Search Deposits   Search Adjustments   View Deposits

Location: Home >> Deposit Processing >> Search Deposits

### Search Deposit

Enter search criteria for the deposit(s) you would like to view.

**Search Conditions**

OTC Endpoint:

ALC:

Prepared by:

Voucher #:

Deposit Status:

Agency Use (Block 6):  
(starts with)

Deposit Type:

**Voucher Date**

From:   
To:

**Financial Institution Information**

Click the voucher number of the deposit you would like to view additional details.  
[Download Search Results?](#)

<< < 1-10 > >> of 1372598 Records

Voucher>	Status>	Date Submitted	Date Confirmed	OTC Endpoint	ALC	Adj.	Deposit Total>
999999	CONFIRMED	07/16/2013	07/17/2013	Milwaukee	20090900		\$ 596.00
999998	CONFIRMED	07/16/2013	07/16/2013	PNC	36001200		\$ 3,305,540.32
999997	CONFIRMED	07/16/2013	07/18/2013	NATCPHPARK	14100099		\$ 980.00
999996	CONFIRMED	07/16/2013	07/16/2013	773127WINN	75030856		\$ 447.48
999995	CONFIRMED	07/16/2013	07/17/2013	KANSAS	20090900		\$ 392.45
999994	CONFIRMED	07/16/2013	07/22/2013	PPT/TO/RS	19000001		\$ 3,587.40
999993	CONFIRMED	07/16/2013	07/16/2013	773124SISS	75030856		\$ 1,130.35
999992	CONFIRMED	07/16/2013	07/17/2013	Las Vegas	20098900	*	\$ 4,918.78
999991	CONFIRMED	07/16/2013	07/16/2013	773121ROSE	75030856		\$ 847.53
999990	CONFIRMED	07/17/2013	07/19/2013	733	36001200		\$ 4,781.43

<< < 1-10 > >> of 1372598 Records



BUREAU OF THE  
**Fiscal Service**  
U.S. DEPARTMENT OF THE TREASURY



U.S. DEPARTMENT OF THE TREASURY  
1789

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# View a Deposit

- 1 From the **Deposit Processing** tab, select **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 Select the **Voucher Number** of the deposit you want to view.

**View Deposits**

Select Display:  
My Deposits in Process

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

Today's Date: 07/28/2025

<< < 1-10 > >> of 2768 Records 10

Voucher	Status	Date Submitted	Voucher Date	OTC Endpoint	ALC	Deposit Total	Confirm
915989	SUBMITTED	07/23/2025	07/23/2025	AMD02	20180302	77.00	<input type="checkbox"/>
915988	SUBMITTED	07/23/2025	07/23/2025	AMD02	20180302	44.00	<input type="checkbox"/>
915987	SUBMITTED	07/23/2025	07/23/2025	AMD02	20180302	99.00	<input type="checkbox"/>
915985	SUBMITTED	07/22/2025	07/22/2025	CSO-R HQ	02100890	100.00	<input type="checkbox"/>
915959	SUBMITTED	07/10/2025	07/10/2025	VSE NE	70050094	1,724.31	<input type="checkbox"/>
915958	SUBMITTED	07/10/2025	07/10/2025	VSE NE	70050094	8,580.00	<input type="checkbox"/>

# Modify a Deposit

- 1 From the **View Deposits**, select **My Deposits in Process**
- 2 Select the **Voucher** number of the deposit you would like to view from the list displayed.
- 3 The **View Draft Deposit** page appears. Select **Edit** and make the desired changes.

### Modify Deposit

**Step 1 of 3: Update Deposit Preparation Information**

Enter the information to prepare the deposit.  
\* Denotes required fields.

**Deposit Information**

Voucher #	915928
Voucher Type:	US Currency
OTC Endpoint:	AKPL HQ - AK - Alaska Public Lands IC
ALC	14100099

Deposit Total (\$):\*

Voucher Date:\*  
 

Fiscal Year:

# Confirm/Reject Deposits

- 1 From the **View Deposits**, select **My Deposits in Process**
- 2 Select the **Voucher Number** for the deposit details you want to process. The **View Submitted Deposit** page displays.
- 3 Choose **Confirm** to approve or **Reject** with a comment to decline the deposit.

**View Deposits**

Select Display:

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

Today's Date: 07/10/2025

<< < 1-10 > >> of 2751 Records

Voucher	Status	Date Submitted	Voucher Date	OTC Endpoint	ALC	Deposit Total	Confirm
915951	SUBMITTED	07/09/2025	07/09/2025	AKR	14100099		<input type="checkbox"/>
915868	SUBMITTED	06/12/2025	06/12/2025	65502	70050655	65.19	<input type="checkbox"/>
915867	SUBMITTED	06/12/2025	06/12/2025	65502	70050655	53.71	<input type="checkbox"/>
915847	SUBMITTED	06/05/2025	06/05/2025	AKPL HQ	14100099	65.15	<input type="checkbox"/>

# Creating a Returned Item Adjustment

1

From the **Deposit Processing** tab, select **Create Returned Item Adjustment**.

2

Select **Financial Institution** and enter the **data** to prepare the returned item adjustment.

- |                   |                                  |
|-------------------|----------------------------------|
| • ACL             | • Voucher Date                   |
| • CAN/Acct Key    | • Adjustment Type – Debit/Credit |
| • RTN – DDA       | • Amount of Returned Item        |
| • Date of Deposit |                                  |

3

Verify the data is correct and select **Submit**. A Confirmation page appears stating that the returned item adjustment was created.

**Step 1 of 2: Define Returned Item Adjustment Information**

Enter the information to prepare the returned item adjustment.  
\* Denotes required fields.

**Adjustment Information**

Adjustment Type:\*  
Debit

ALC:.\*

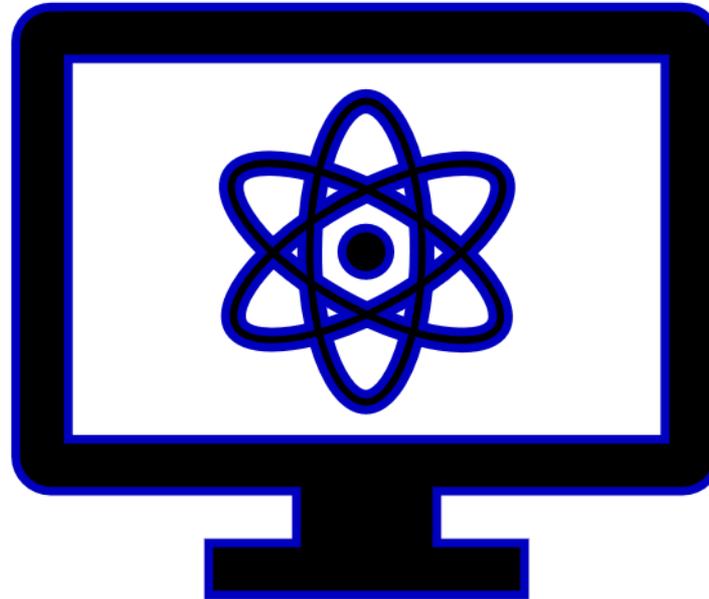
CAN/Acct Key:.\*

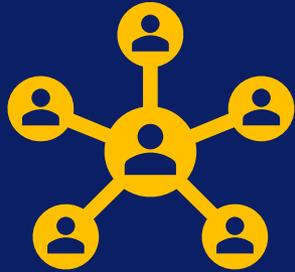
RTN - DDA:.\*

Date of Deposit:.\*  
 

Voucher Date:.\*  
 

## Live OTCnet Demo





# Training Aids and Resources

# Did You Know?



- OTCnet offers lots of **Training Resources** and a **website** that displays User Guides, PJAs, WBT modules, and YouTube videos.
- We release a **monthly OTCnet newsletter** to all users.
- We launch a “**Welcome to OTCnet email**” with training resources to new users that register with OTCnet.

# Webinar Poll 3

## Webinar Poll

Please use the Teams Poll to answer the question or type it in the chat.



**How often do you use the OTCnet Training Site to complete your tasks?**

- A.) Daily
- B.) Weekly
- C.) Occasionally
- D.) First time learning about it
- E.) Not sure



OTCnet Homepage: <https://www.fiscal.treasury.gov/otcnet>

OTCnet Training Site: [Introduction to the Course - Welcome](#)

## Web Based Training: [Training Module Topics](#)

- On-demand training.
- Role-specific, task-based modules.
- Access to all modules.
- Practice critical tasks in a safe environment.



### Printable Job Aids

- Printable step-by-step instructions for key system tasks.
- May be used as just-in-time reference material.



### User Guides

- In-depth task instructions with accompanying screenshots.
- Includes the printable job aids.



### Training Videos

- Step-by-step instructions are shown for performing key application-related tasks and user role functions.



### Online Help

- Online Help file available in the OTCnet application.
- Instructions for navigating and performing critical application-related tasks..

## MODULE 10: SEARCHING DEPOSITS

 <a href="#">10.1 Search for a Deposit</a>	PJA	Video
Search for a Deposit		
Download Search Results for a Deposit		

## MODULE 11: VIEWING DEPOSITS

 <a href="#">11.1 View a Deposit</a>	PJA	Video
View a Deposit		

## MODULE 12: SEARCHING ADJUSTMENTS

 <a href="#">12.1 Search for and View an Adjustment</a>	PJA	Video
Search for and View an Adjustment		
Download Search Adjustment Results for a Deposit		

## MODULE 13: PREPARING DEPOSITS

 <a href="#">13.1 Create and Modify a Deposit</a>	PJA	Video
Create a Deposit for US Currency		
Create a Deposit for Foreign Currency Cash		
Create a Deposit for a Foreign Check Item		
Modify a Deposit		

## MODULE 14: APPROVING DEPOSITS

 <a href="#">14.1 Approve or Return a Deposit to Draft</a>	PJA	Video
Approve or Return a Deposit to Draft		

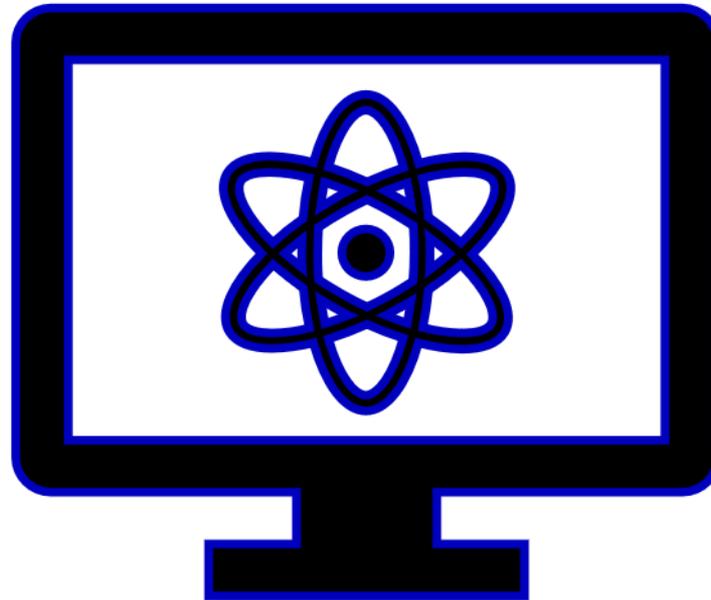
## MODULE 15: CONFIRMING DEPOSITS

 <a href="#">15.1 Confirm a Deposit</a>	PJA	Video
Confirm a Single Deposit		
Confirm Multiple Deposits		
Reject a Deposit		
<a href="#">15.2 Create a Credit/Debit Adjustment</a>		
Create a Credit/Debit Adjustment		

## MODULE 16: MANAGING ADJUSTMENTS

<a href="#">16.1 Create a Returned Item Adjustment</a>	PJA	Video
Create a Returned Item Adjustment for US Currency		
Create a Returned Item Adjustment for a Foreign Check Item		

## Live Training Website Demo



**Contact Us for  
Support**



**The OTCnet Agency Adoption Team**

Phone:  
(703) 377- 5586

[FiscalService.OTCDeployment@citi.com](mailto:FiscalService.OTCDeployment@citi.com)



**Contact Us for  
Support**



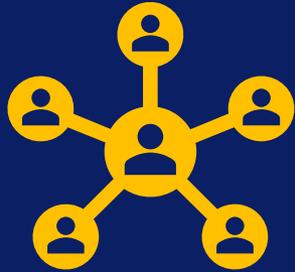
**The OTCnet Customer Support Team**

(866) 945-7920

DSN: (510) 428-6824, option 2

[Fiscalservice.OTCChannel@citi.com](mailto:Fiscalservice.OTCChannel@citi.com)





# Wrap Up and Q&A Session

# Key Takeaways

1

Deposit processing reports U.S. currency, foreign currency, and foreign check deposits using an automated process.

2

Deposit processing roles include deposit preparer, approver, confirmer, and viewer.

- All user roles can search for deposits and view deposit vouchers.
- As a deposit preparer and approver, you can create, modify, and submit/approve deposits.
- As a deposit confirmer, you can confirm or reject submitted deposits.

3

Deposit processing will continue to transition from traditional collections processes to electronic options.

4

The deposit processing training aids and resources can be accessed from the *Fiscal Service Training* site.

# Upcoming Webinar Refreshers

*Join us for the next Refresher Webinars on OTCnet!  
Please see the date, time, and topic.*

***Register early by using the link provided below and save the date!***

<b>Date</b>	<b>Topic</b>	<b>Registration Link</b>
Tuesday, <b>October 21<sup>st</sup></b> 2025, at 1:30 PM ET	<b><i>Card Processing Updates and Workflows</i></b>	<a href="#"><u>Register</u></a>
Tuesday, <b>November 18<sup>th</sup></b> 2025, at 1:30 PM ET	<b><i>Check Processing Forms and Workflows</i></b>	<a href="#"><u>Register</u></a>
Thursday, <b>December 11<sup>th</sup></b> 2025, at 1:30 PM ET	<b><i>OTCnet Overview and 2025 Updates</i></b>	<a href="#"><u>Register</u></a>



## Q&A Session

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Please post your question in the chat along with your **name, agency, and email address.**

***Thanks for joining us today to learn more about Deposit Processing!***

*We appreciate your participation!*

Please take a few minutes to share your thoughts on the webinar using the **link** (or the **QR code**) provided.

***OTCnet Refresher***

***Webinar Series 2025***

<https://forms.osi.office365.us/r/AZDgsrNW1H>

