



Search for a Deposit

To search for a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Click **Search Deposit**. The *Search Deposit* page appears.
3. Enter the search criteria for the deposit you would like to view, and click **Search**.

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 5 years or less from the current date. Vouchers more than five years old can be viewed from the Historical 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 Tip

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

4. The *Search Results* table appears. Click the **Voucher Number** of the deposit whose details you would like to view.



Application Tip

Deposit totals will not be displayed for unconfirmed foreign check items for which “Other” was selected as the country of deposit during deposit creation.



Application Tip

Click **Download** to save the search deposit results as an XML or CSV file. To view detailed steps for downloading a search deposit, refer to *Download Search Results for a Deposit* printable job aid.



Application Tip

Additional buttons on the page that help you perform other tasks:

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