

## Create a Deposit for a Foreign Check Item

To create a deposit for a Foreign Check Item:

1. From the **Deposit Processing** tab, select **Create Deposit** and click on **Foreign Check Item**.
2. The *Select OTC Endpoint* page appears. Select an OTC Endpoint to create a deposit.
3. The *Step 1 of 3: Define Deposit Preparation* Information page appears. Enter the information to prepare the deposit and click **Next**.



### Application Tip

For data security, a message displays discouraging users from entering Personally Identifiable Information (PII) in user defined fields (UDFs).

Under **Deposit Information**:

- Select the **Country of Deposit**

If the name of the country of deposit is not listed, select “**Other**”. Once the **Country of Deposit** is selected the currency code for the selected country is displayed automatically in the **Currency Code** field.

- For a check drawn on a Singaporean bank and stamped “Non-transferable,” you must set the Country of Deposit to “Other”.
- For a check drawn on an Italian bank that is greater than \$1,000.00, ensure the face of the check bears the wording “Non Transferable” and that it has been endorsed by the payee.
- Enter the **Foreign Currency Amount**

Under **Financial Institution Information**:

- Select a **Financial Institution**

(Optional) Under **Agency Information**:

- Enter comments in **Agency Use (Block 6)**
- Enter or select the **From:** and **To:** dates the receipts were processed
- Select the **Fiscal Year** from the drop-down menu
- Enter the name of the **Alternate Agency Contact**



### Application Tip

When completing the **Alternate Agency Contact** field, include the following:

- Name
- Email address
- Phone Number

**The entry cannot exceed 400 characters.**

4. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Select an Accounting Code or **Treasury Account Symbol (TAS)**, enter the **Amount**, and click **Add** for each subtotal of the deposit (at least one accounting code entry is required).



### Application Tip

If the Agency Accounting Code label has been customized at the organization level, the custom label will be displayed instead of the default label of **Agency Accounting Code**.



### Application Tip

Accounting codes will be 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 will not be 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.



### Application Tip

If the **Country of Deposit** selected in Step 1 was set to **Other**, amounts will be displayed in foreign currency values. Otherwise, if a country name was selected, amounts will be displayed in US Equivalent (USE) dollar values.



### **Application Tip**

The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, re-validate the subtotal entries.

5. Click **Next**.
6. The *Step 3 of 3: Review Deposit Preparation Information* page appears. Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval**, or **Submit**.
  - If you click **Save as Draft**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.
  - If you click **Save for Approval**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.
  - If you click **Submit** a *Confirmation* page appears showing the deposit information detail. Your OTCnet deposit ticket will also generate at that time.
  - The **Deposit Ticket**, together with Foreign Currency Cash and/or Foreign Check Items, should be mailed or sent immediately to Bank of America:
    - For **foreign currency cash under \$5,000 USD** value mail to:  
Bank of America GBN-LA  
Mail Code: CA9-924-01-11  
2706 Media Center Drive  
Los Angeles, CA 90065-1733
    - For **foreign currency cash over \$5,000 USD** value:  
Call Bank of America's banknote trading desk number (800-387-1012) for an armored courier pick up.
    - For **foreign checks** mail to:  
Bank of America  
Foreign Transit Items  
TXI-160-06-24  
1950 N Stemmons Fwy  
Suite 6001  
Dallas, TX 75207-3132



### Application Tip

The processing options available to each user depends on their system role, the status of the deposit and the system settings that enforce the separation of duties.



### Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Update** to remove any accounting code subtotal date from the accounting code subtotal summary table.