

Create a Deposit for US Currency

To create a deposit for **US Currency**:

1. From the **Deposit Processing** tab, select **Create Deposit** and click **US Currency**.
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 necessary information to prepare the deposit.



Application Tip

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

Under **Deposit Information**:

- Enter the **Deposit Total**
- Select the **Voucher Date**



Application Tip

When creating an OTCnet deposit ticket or deposit voucher, enter the **Voucher Date** for when the **deposit is created**, not the date you expect it to arrive to the Financial Institution. **Do not post-date the voucher date, even if you are going to mail or send the deposit by courier.** If the deposit arrives before the date entered on the voucher, your Financial Institution will not be able to confirm your deposit in a timely fashion.

- Select the **Fiscal Year**, *optional*

Under **Financial Institution Information**,

- Select a **Financial Institution**

Under **Agency Information**, *optional*

- Enter comments in **Agency Use (Block 6)**
- Enter the dates the receipts are processed in **From:** and **To:**
- Enter the name of the **Alternate Agency Contact**
- Enter the **User Defined Field (UDF)** details



Application Tip

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

- Name
- Email address
- Phone Number

The entry cannot exceed 400 characters.

Under **Currency Denomination**, *if applicable*

- Enter the **Paper Currency Count**
- Enter the **Coin Currency Count**

Under **Totals**, *if applicable*

- Enter the **Checks and Money Orders Subtotal**
- Enter the **Currency Subtotal**
- Enter the **Coin Currency Subtotal**
- Click **Calculate \$** to determine the Deposit Variance.



Application Tip

The Deposit Variance must equal \$0.00 before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

4. Click **Next**. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears.
5. Select an **Agency Accounting Code**, enter the **Amount**, and click **Add** for each subtotal of the deposit.



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

At least one accounting code entry is required. Additional lines are optional.



Application Tip

Accounting codes will be listed in the 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

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

6. Click **Next**. The *Step 3 of 3: Review Deposit Preparation Information* page appears. Verify the deposit information and 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.



Application Tip

Depending on your role, deposit status, and if there is an enforced separation of duties, you will have certain processing options available. For more details about deposit processing options, refer to *Chapter 3: Create and Modify Deposits of the OTCnet Participant User Guide*.



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 **Edit** to modify the deposit draft. (Visible if a user has Deposit Preparer privileges.)
- 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.