

Modify a Deposit

To modify a deposit:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposits* page appears.



Application Tip

You can also select **Search Deposits** to locate deposits. Refer to the steps for *Search for a Deposit* for more details. Once the deposit is located, proceed to Step 3.

3. From the **Select Display** drop-down menu, select **My Deposits in Process**.
4. Click the **Voucher** number of the deposit you would like to view from the list displayed.



Application Tip

To change the number of records displayed per page, select from the drop-down menu options next to the record count.

5. The View Submitted Deposit page appears. Click **Edit**. The *Step 1 of 3: The Update Deposit Preparation Information* page appears.
6. Update the deposit preparation information for the deposit's type of currency according to the instructions provided below and click **Next**.

For US Currency	For Foreign Currency Cash	For Foreign Check Items
Deposit Information: <ul style="list-style-type: none"> • Enter the Deposit Total • Select the Voucher Date • Select the Fiscal Year, <i>optional</i> Agency Information, (<i>optional</i>): <ul style="list-style-type: none"> • Enter comments in Agency Use (Block 6) • Enter the date the From: and To: dates the receipts were processed • Enter the name the Alternate Agency Contact • Enter the User Defined Field details Currency Denomination, (<i>if applicable</i>): <ul style="list-style-type: none"> • Enter the Paper Currency Count • Enter the Coin Currency Count Totals, (<i>if applicable</i>): <ul style="list-style-type: none"> • Enter the Checks and Money Orders Subtotal • Click Calculate \$ to determine the Deposit Variance. The Deposit Variance must equal \$0.00 before proceeding to the next step. If it does not, you must go back and re-check your subtotal entries. 	Foreign Currency Information: <ul style="list-style-type: none"> • Select the Currency Code • Enter the Foreign Currency Amount Agency Information, (<i>optional</i>): <ul style="list-style-type: none"> • Enter comments in Agency Use (Block 6) • Enter the date the From: and To: dates the receipts were processed • Enter the name the Alternate Agency Contact • Enter the User Defined Field details 	Foreign Currency Information: <ul style="list-style-type: none"> • Select the Country of Deposit • Enter the Foreign Currency Amount Agency Information, (<i>optional</i>): <ul style="list-style-type: none"> • Enter comments in Agency Use (Block 6) • Enter the date the From: and To: dates the receipts were processed • Enter the name the Alternate Agency Contact • Enter the User Defined Field details

7. The *Step 2 of 3: Update Subtotals by Accounting Code or TAS* page appears. Update the subtotals by Accounting Code or Treasury Account Symbol (TAS) and click **Add**. The combined accounting code subtotals must be equal to the deposit total before proceeding to the next step. If it does not, re-validate the subtotal entries.



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 “Other,” amounts will be displayed as foreign currency values. Otherwise, if a country name was selected, amounts will be displayed as US Equivalent (USE) dollar values.

8. The *Step 3 of 3: Review Deposit Preparation Information* page appears. Verify the deposit information.
9. Click **Save as Draft**, **Save for Approval** or **Submit**.