



Confirm Multiple Deposits Simultaneously

To confirm multiple deposits simultaneously:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposits* page appears.
3. From the **Select Display** drop-down menu, select **My Deposits in Process**.
4. Select the **Voucher Numbers** you want to **Confirm** by checking the boxes under the **Confirm** column.



Application Tip

Depending on your user role, the **My Deposits in Process** page displays your current deposits. If you only have the **Viewer** role, the **My Deposits in Process** will not display any deposits.

5. Click **Next**. The *Step 1 of 2: Confirm Deposits* page appears.
6. Enter the deposit information and click **Next**.

For **US Currency Deposits** (checks and cash):

- Select the **Date of Deposit**
- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**
- Enter the **CCWU (Cost Center Work Unit Number)**
- Enter the **1 Day Deferred**
- Enter the **2 Day Deferred**

For **Foreign Currency Cash and Check Deposits**:

- Select the **Date of Deposit**
- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**
- If "Other" was selected for Country of Deposit during deposit creation, you will also need to enter **Deposit Total (USE)** and **Exchange Rate**.



Application Tip

When confirming a deposit ticket, please make sure to confirm the deposit on the date received. Due to transit times, FS is aware that deposits may not be confirmed on the **Voucher Date** entered by the Agency. FS can adjust the value of funds, if needed, to account for these discrepancies.



Application Tip

The **Date of Deposit** must equal the **Voucher Date**.



Application Tip

To use the same date used for all deposits listed, click the **Copy Down** hyperlink in the **Date of Deposit** column.



Application Tip

To use the same **CAN** or **Account Key** used for all deposits listed, click the **Copy Down** hyperlink in the **CAN/ Acct Key** column.



Application Tip

To remove vouchers from the group being confirmed, select the **Voucher Numbers** you want to remove by checking the boxes under the **Remove** column and click **Update**.

7. Click **Next**. The *Step 2 of 2: Review Information for Deposit Confirmation* page appears.
8. Verify the information is correct and click **Submit**.
9. A *Confirmation* page appears stating that the deposits have been confirmed.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Adjust** to adjust a deposit.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit.
- Click **Edit** to return to the previous page.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit.
- Click **Update** to remove the selected voucher(s) that are being confirmed.